



# INDIAN PHARMACOPOEIA COMMISSION

National Coordination Centre (NCC) - Pharmacovigilance Programme of India (PvPI)

Ministry of Health & Family Welfare, Government of India

Sector-23, Raj Nagar, Ghaziabad- 201002

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## LETTER OF INTENT

Date :.....

### I. Institutional Information:

- a. Name of the Institution/Hospital: .....
- b. Approval status from NMC (National Medical Commission) /PCI (Pharmacy Council of India) (Yes/No): .....
- c. Affiliation of the Hospital (if any): .....  
.....
- d. Government/Non-Government/Private or any other. (Please Specify)  
.....
- e. Distance between Hospital & Institution for e.g. Medical College (optional)  
.....
- f. No. of beds in the hospital: .....
- g. Patient statistics (Inpatient / outpatient): .....  
.....  
.....
- h. Total no. of departments: .....

### II. Logistic/infrastructural facilities to function as an adverse drug reaction monitoring centre (AMC) under PvPI:

- a. Name of department to function as an AMC: .....  
.....

- b. Total no. of faculties in the department:.....  
 .....  
 .....
- c. Whether workplace is allocated for Pharmacovigilance Activities (Yes/No):  
 .....  
 .....
- d. Whether computer & logistic facilities available for PvPI (YES/No):.....  
 .....

**III. Technical Information:**

- a. Details of the Proposed Coordinator:

Name:.....  
 Designation:.....  
 Qualification:.....  
 Total Experience:.....  
 .....

- b. Details of the Proposed Deputy Coordinator:

Name:.....  
 Designation:.....  
 Qualification:.....  
 Total Experience:.....  
 .....

- c. Details of ADRs reported during last one year, if any, (optional), (Annexure-I)

- d. Any other relevant information.

**IV. Contact Details**

S.No.	Designation	Name	Phone No. (Extension No. if any)	Mobile No.	Email Id
1.	Director/Principal / Dean / Medical Superintendent/Incharge (Please tick)				
2.	Coordinator				
3.	Deputy Coordinator				
4.	Others (if any)				

:

**Complete Postal Address of Proposed AMC:**

.....  
 .....  
 .....

**State**..... **Pin code**.....

**Terms of Reference (TOR):**

- a) If the proposed centre is accepted as adverse drug reaction monitoring centre (AMC), it's essential to function with its own logistic/infrastructural facilities.
- b) List of logistics required to setup an AMC under PvPI:  
Dedicated area/Room for PvPI to carry out the Pharmacovigilance activities, Computer system with Internet connection, Printer with Scanner, Telephone, Computer table/chair, Almirah, Stationary and Notice board etc.
- c) NCC-PvPI, IPC may provide the trained manpower provided the centre shows potential to become active participant in the programme.
- d) The competent authority of PvPI reserve all the rights to accept/reject the proposal and suggest any other suitable measure.
- e) The HOD/Dean/Principal/Coordinator/Deputy coordinator of the proposed centre shall be responsible to establish/implement PvPI activities in the centre.
- f) The HOD/Dean/Principal/ Coordinator/Deputy coordinator of the institute shall be responsible to identify new Coordinator & Deputy Coordinator and to intimate NCC-PvPI in case of any change (transfer/ superannuation etc) immediately.
- g) If your centre is accepted as an AMC, NCC-PvPI will provide regular training, skill development, financial & technical support to the personnel engaged in PvPI activities.

We have understood the above terms of reference and are agree to undertake the responsibility of ADR Monitoring Centre under the Pharmacovigilance Programme of India (PvPI). Our institute may be considered for the same.

Signature  
Proposed Coordinator/ In-charge of PvPI

Signature  
Head of Institution

\*If your centre is approved, you will be sent with the detailed terms & conditions along with roles and responsibilities.

