Your pharmacy's name

Address · Phone · Drug licence no.

NEAR-EXPIRY REGISTER

Month and year _____ Page no. _____

Sl. No.	Date checked	Name of the medicine and strength	Batch No.	Expiry (month and year)	Quantity in stock	Value (₹)	Supplier and bill No.	Plan	What was done, and the date	Checked by

Check every shelf once a month and write every batch that expires in the next three months. The expiry date is a month and year, and rule 96 of the Drugs Rules, 1945 counts it to the last day of that month.

Your pharmacy's name

Address · Phone · Drug licence no.

EXPIRED STOCK REGISTER

Month and year _____ Page no. _____

Sl. No.	Date taken off the shelf	Name of the medicine and strength	Batch No.	Expiry (month and year)	Quantity	Value (₹)	Company or supplier, and bill No.	Action taken, and the date	Credit note or disposal ref.	Pharmacist's signature

Rule 65(17) of the Drugs Rules, 1945: no drug is sold or stocked after its expiry date. Expired stock may be kept, apart from the trade stock in cartons marked "Not for sale", only while you have taken steps with the manufacturer or their representative to withdraw, reimburse or dispose of it.

SAMPLE: MADE-UP STOCK

City Pharmacy

Main Road · Phone 00000 00000 · Drug licence no. 00000

NEAR-EXPIRY REGISTER

Month and year **November 2026** Page no. **3**

Sl. No.	Date checked	Name of the medicine and strength	Batch No.	Expiry (month and year)	Quantity in stock	Value (₹)	Supplier and bill No.	Plan	What was done, and the date	Checked by
1	02-11-2026	Azithromycin 500 mg tablets	AZ5512	12/2026	6 strips	420	City Distributors, CD/8841	Sell first; return the rest	Sold 4; returned 2	M. Rani / K.S.
2	02-11-2026	Vitamin D3 60,000 IU capsules	VD2207	01/2027	14 strips	1,120	Main Road Agencies, MRA/1290	Keep in front; sell first		M. Rani / K.S.
3	02-11-2026	Ondansetron syrup 30 ml	ON0418	01/2027	9 bottles	540	City Distributors, CD/8799	Return 6 to distributor		M. Rani / K.S.

Check every shelf once a month and write every batch that expires in the next three months. The expiry date is a month and year, and rule 96 of the Drugs Rules, 1945 counts it to the last day of that month.

SAMPLE

SAMPLE: MADE-UP STOCK

City Pharmacy

Main Road · Phone 00000 00000 · Drug licence no. 00000

EXPIRED STOCK REGISTER

Month and year **November 2026** Page no. **3**

Sl. No.	Date taken off the shelf	Name of the medicine and strength	Batch No.	Expiry (month and year)	Quantity	Value (₹)	Company or supplier, and bill No.	Action taken, and the date	Credit note or disposal ref.	Pharmacist's signature
1	01-11-2026	Cetirizine 10 mg tablets	CT7731	10/2026	4 strips	60	City Distributors, CD/8612	Return asked for, 03-11-2026		K. Srinivas
2	01-11-2026	Amoxicillin oral suspension 60 ml	AM2045	10/2026	3 bottles	165	Main Road Agencies, MRA/1187	Return asked for, 03-11-2026	CN/556, 14-11-2026	K. Srinivas

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SAMPLE