

Government of People's Republic of Bangladesh
Directorate General of Nursing and Midwifery

Meeting Minutes

A quarterly meeting was held with senior managers from Directorate General of Nursing and Midwifery (DGNM) and decision makers of Ministry in 13 June 2017 at DGNM conference room. The meeting was chaired by Director General of DGNM. Senior Managers from Ministry, DGNM, BNMC and HRH project staffs were also presented in the meeting.

Discussions:

After the welcome address by the Chair and self-introduction of the participants, presented previous meeting minutes followed by made a presentation on DGNM-PMIS update by Md. Mahbubur Rahman, IT Specialist of HRH project.

IT Specialist of HRH project then brought up different issues of DGNM-PMIS. He presented in brief on DGNM-PMIS software that how data validation system works in PMIS by super users. Joint Secretary and Senior Assistant Secretary of MoHFW mentioned for importance of recruitment of IT personnel at DGNM-HQ. Chairperson of the meeting mentioned the importance of development of ownership on DGNM-PMIS software and she said "DGNM has an excellent PMIS and we will keep it up. No need other duplicate system at DGNM-HQ for HR management." He also discussed on acceleration of approval process of unique employee ID into DGNM-PMIS. After a threadbare discussion, the following decisions were made.

Decisions	Responsibility
Every foreign training data should be entered into DGNM-PMIS. Deputy Director-Training of DGNM will provide the foreign training list to PMIS section for updating.	Deputy Director-Training, DGNM-HQ
Disciplinary Section at DGNM-HQ must inform to PMIS Section in charge on any disciplinary action for updating information in PMIS by super user. PDS generated by PMIS software must not be allowed to print in any administrative action if any departmental proceedings are ongoing against any employees.	Deputy Director-Disciplinary, DGNM-HQ
Recruitment of IT personnel for DGNM-HQ is very important. Position of Assistant Programmer at Khulna Nursing Institute should be recruited in July 2017 and then deputed to DGNM-HQ for acceleration of IT and PMIS work.	Deputy Director-Admin, DGNM-HQ
Unique employee ID generated by DGNM-PMIS software will be finalized based on proposed Plan-C by the end July 2017.	DG, DGNM
Every transfer, deputation, leave, foreign training, retirement, issue of official passport and other PMIS related official orders shall be send to the PMIS Section for updating the information into the PMIS software by relevant super users.	Director, DGNM
A requisition form on updating issue of DGNM-PMIS software will be developed by PMIS section and reviewed by DD-Admin, DGNM within June 2017. If any employee wants to update their PDS data/information they have to fill up requisition form and send to PMIS section through proper channel. Requisition form will be available in DGNM website by 1 st July 2017.	PMIS Section
Some of the G.O. (Government Order) of sanctioned post of nurses by MoPA is missing at DGNM-HQ. These kinds of documents are needed to authenticate the PMIS data. Decided to form a group by DG and this group will collect needful document from MoPA.	Admin Officer, DGNM-HQ
DGNM HR report will be reviewed by DG of DGNM within 2 nd week of July 2017. This report will be on data of May 2017 approved and signed by DG of DGNM. It is expected to publish in July 2017.	PMIS Section

Since there were no other issues, the Chair thanked all participants and concluded the meeting.


13.6.17