

Meeting Minutes

A quarterly meeting was held with senior managers from Directorate General of Nursing and Midwifery (DGNM) and decision makers of Ministry on 14 February 2017 at DGNM conference room. The meeting was chaired by DG 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 Shirin Akhter, DGNM-PMIS Section In-Charge.

IT Specialist of HRH project then brought up different issues of DGNM-PMIS on unique employee ID new system of PMIS data entry for newly recruited nurses in software. IT Specialist presented in brief on PMIS software that how new data entry system works in PMIS. Chairperson of the meeting mentioned the importance of development of ownership on DNS PMIS software. He also discussed on data incorporation system of new 10,000 nurses using web based technique. After a threadbare discussion, the following decisions were made.

Decisions:

1. DGNM-PMIS cell will be established within April 2017.
2. Unique employee ID generated by DGNM-PMIS software will be finalized based on proposed Plan-C by the end of new 10,000 data entry completed.
3. Every transfer, deputation, leave, foreign training, retirement, issue of official passport and other PMIS related task will be administrated by DGNM-PMIS software and seen by PMIS section. It must be implemented from 1st April 2017. Every administrative action should not be taken without updated auto generated PDS by DGNM-PMIS software.
4. Super users can only update the data/information of PDS in PMIS software. Divisional in charge will be responsible to present his update data in Executive Committee (EC) meeting.
5. A requisition form on updating issue of DGNM-PMIS software will be developed by PMIS section and reviewed by DD-Admin, DGNM within March 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 March 2017.
6. PDS must not be allowed in any administrative action if any departmental proceedings are occurring.
7. Section of disciplinary at DGNM-HQ must inform to divisional in charge on any transfer based on disciplinary action for updating information in PMIS by super user.
8. G.O. (Government Order) document 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 try to collect needful document from MoPA.
9. DGNM HR report will be reviewed by DG of DGNM within 2nd week of March 2017. This report will be on data of August 2016 approved and signed by DG of DGNM. It is expected to publish in March 2017.

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

