

Meeting Minutes

A quarterly meeting was held with senior managers and decision makers on how to make DNS PMIS system dependable on 30 March 2016 at BNC conference room. The session was chaired by Joint Secretary (Nursing). Joint Secretary (HRMU), Senior Assistant Secretary (Nursing), Senior Managers from DNS, BNC and HRH project staff were also presented in the meeting.

Discussions:

After the welcome address by the Chair and self-introduction of the participants, IT Specialist of HRH Project presented previous meeting minutes. The data entry and validation status was discussed by Deputy Director-Admin to audience.

Senior Assistant Secretary of MOHFW then brought up issue of how to make DNS PMIS system more dependable. IT Specialist of HRH project mentioned the importance of software dependability for its sustainability in future. He also discussed in brief on PMIS software that how will help the ministry for its policy decisions. Chairperson of the meeting mentioned the importance of development of ownership on DNS PMIS software. After a threadbare discussion, the following decisions were made.

Decisions:

1. A letter will be circulated signed by DNS Director throughout the country subject on data updating into DNS PMIS software. This letter will be circulated on 05 April 2016 and data updating process will be continued up to 05 May 2016. Letter will be prepared by DD-Admin, DNS. User ID and password of 64 DPHN will be created by DNS PMIS section before circulation of letter.
2. A new searching method by Date of Birth wise in DNS PMIS software will be developed by IT Specialist of HRH project.
3. Unique employee ID of DNS PMIS software will be finalized based on proposed plan-c. This unique employee ID will be used in every HR activities under DNS.
4. Short PDS in DNS PMIS software will be finalized after meeting with Sr. System Analyst, MOPA. IT Specialist of HRH project will initiate this activity.
5. A report development team has formed in consist of Mst. Salma Khatun, Ms. Nasrin Ferdous from DNS and IT Specialist of HRH project. DD-Admin of DNS will prepare an approval letter for this report development team. They will work for next three months (April-June 2016) for development a monthly report structure which will be final reporting format of DNS.
6. Official email system of DNS will be used by the end of April 2016. Senior managers of DNS-HQ must use their official email address for official correspondence. IT Specialist of HRH project will prove TA for this issue.

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