

No. F. 1-14/2019 HMIS, PIMS
PAKISTAN INSTITUTE OF MEDICAL SCIENCES (PIMS)
ISLAMABAD

Dated: 1st April, 2019

Subject: **UPGRADATION OF PIMS WEBSITE (www.pims.gov.pk)**

Reference to the subject noted above and to say that HMIS Department is in phase of reformation of PIMS website for which we require updated data from each component/ department of PIMS. In this regard, please find enclosed herewith a Proforma with required information.

2. All Head of Components/ Departments are requested to furnish the requisite information (as mentioned in the Proforma) on or before **15th April, 2019 in hard and soft form**. You may send your department's information (soft copies) through e-mail (hmis@pims.gov.pk OR smannaqvi@gmail.com), please.

3. Further, all Head of Components/ Departments are also requested to furnish their **Monthly Duty Roasters** along with Contact/ Mobile Numbers (in MS Word or Excel sheet or PDF file) for uploading on PIMS website on regular basis.

4. An early reply/ action will be highly appreciated.

Enclosed (**As above**)

(Syed Manzar Abbas Naqvi)
Manager HMIS

All Head of Components/ Departments HMIS

Copy to: -

- i. Assistant Director (Admin) for information and follow-up, please.
- ii. PS to Executive Director, PIMS, Islamabad (for provision of Executive Director's Message to upload on the website).
- iii. PA to Joint Executive Director, PIMS, Islamabad
- iv. PA to Deputy Executive Director, PIMS, Islamabad

**HOSPITAL MANAGEMENT INFORMATION SYSTEM
PAKISTAN INSTITUTE OF MEDICAL SCIENCES (PIMS)
ISLAMABAD**

PERFORMA FOR WEBSITE

Name of Department: _____

Head of Department: _____

- Group Picture of Department
- Brief Detail About Department with date of Commissioning (200-500 words)
- List of Services
- List of Facilities with Pictures
- Research & Academics
- List of Consultants/ Doctors

| S# | Name | Designation | BPS | Qualification | Picture |
|----|------|-------------|-----|---------------|---------|
| | | | | | |

- No. of Supporting Staff (Name, Designation, BPS, Qualification)

| S# | Name | Designation | BPS | Qualification | Nature of Job |
|----|------|-------------|-----|---------------|---------------|
| | | | | | |

- No. of Beds with relevant ward names
- List of Training / Workshops (offered/ planned)
- Working Days (OPD/ Indoor/O.T etc.)
- Duty Roaster along with contact numbers (on monthly basis in MS Word or Excel sheet or PDF file)
- List of Telephone/Mobile Numbers along with e-mail addresses