

No. F. 1-14/2019 HMIS, PIMS

PAKISTAN INSTITUTE OF MEDICAL SCIENCES (PIMS)

ISLAMABAD.

Dated: 12th December, 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 enclose herewith a Performa with required information.

2. All Head of Components/ Departments are requested to furnish the requisite information (as mentioned in the Performa) on or before **01 January, 2020 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
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- No. of Supporting Staff (Name, Designation, BPS, Qualification)

S#	Name	Designation	BPS	Qualification	Nature of Job
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- 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