



Activation  
network

# HRIS Agency User Manual

Provided by: Ministry of Health and Family Welfare

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## Agency Admin/User Role

এইচ আর এম অ্যাপ্লিকেশান এ Agency admin/user role এর জন্য MOHFW Authority এর কাছে যোগাযোগ করুন। যথাযথ ভেরিফিকেশন পূর্বক MOHFW, Agency Admin Username এবং Password প্রদান করবে। মনে রাখবেন একজন Agency Admin ঐ Agency এর সব ডাটা এবং Setting এর Owner. সুতরাং, এই ইউজার এবং পাসওয়ার্ড Agency Admin সতর্কতার সাথে নিজের কাছে রাখবেন। একজন Agency admin যা যা করতে পারবেন তার বিবরণ নিচে দেয়া হল।

## Organization Create করা এবং Access করা

একজন Agency Admin লগইন করলে প্রথমত নিচের স্ক্রীন শট এর মত একটি Dashboard পাবেন (Fig-1.1)। এখান থেকে তিনি Organization box এ ক্লিক করলে Organization তালিকা আসবে।

Event	Today	Last 7 days	Last 30 days
Facilities Created	0	0	10
Posts Created	0	0	3
Moved In	0	0	2
Moved Out	0	0	0

Figure 1.1



HRIS Central Human Resource Information System  
Ministry of Health & Family Welfare

Home > Organizations

Create organization

Administrative Area Organization Criteria

Clear Filter

All Organization list report

10 records per page

ID	Name	Code	Agency	Type	Division	District	Upazila	Status	Details
24123	Facility For DGFP Training	10024535	DGFP	Administratuion Unit	Dhaka	Dhaka	Adabor	Active	Details
24122	Management Information System Unit (MIS Unit), DGFP	10024534	DGFP	Management Information System Unit (MIS Unit)	Dhaka	Dhaka	Tejgaon	Active	Details
24121	Divisional Family Planning Office, Sylhet	10024533	DGFP	Divisional Family Planning Office	Sylhet	Sylhet	Sylhet Sadar	Active	Details
24120	Divisional Family Planning Office, Rangpur	10024532	DGFP	Divisional Family Planning Office	Rangpur	Rangpur	Rangpur Sadar	Active	Details
24119	Divisional Family Planning Office, Rajshahi	10024531	DGFP	Divisional Family Planning Office	Rajshahi	Rajshahi	Boalia	Active	Details
24118	Divisional Family Planning Office, Khulna	10024530	DGFP	Divisional Family Planning Office	Khulna	Khulna	Khulna Sadar	Active	Details
24117	Divisional Family Planning Office, Chittagong	10024529	DGFP	Divisional Family Planning Office	Chittagong	Chittagong	Double Mooring	Active	Details
24116	Divisional Family Planning Office, Barisal	10024528	DGFP	Divisional Family Planning Office	Barisal	Barisal	Barisal Sadar (kotwali)	Active	Details
24115	Divisional Family Planning Office, Dhaka	10024527	DGFP	Divisional Family Planning Office	Dhaka	Dhaka	Lalbagh	Active	Details
24114	test_dgfp_facility	10024526	DGFP	Family Welfare Visitor Training Institute	Khulna	Jessore		Active	Details

Showing 1 to 10 of 23,121 entries

← Previous 1 2 3 4 5 Next →

Figure 1.2

এই Organization তালিকার (Fig-1.2) বাম দিকে উপরে Create Organization এ ক্লিক করলে নতুন Organization Create Form ওপেন হবে যেখানে Agency হিসেবে DGFP আগে থেকেই সিলেক্ট করা থাকবে(Fig-1.3)।



HRIS Central Human Resource Information System Ministry of Health & Family Welfare

Home > Organizations

### + Organization details

Name

Bangla Name \* Code (auto generated)

Division District Upazila/Thana Paurasava Union Ward

Village/Street Name House No. Latitude Longitude

Catchment Areas (Use comma separated combined bbs codes. Any invalid input will be discarded)

### Contact Information

Mailing Address/Present Address

Land phone 1 Land phone 2 Land phone 3

Cancel Save and proceed

E-mail 1 E-mail 2 E-mail 3

Cancel Save and proceed

Website url Facebook page url Google+ page url Twitter url

Youtube url

### Facility Administrative Information

Government/Private Government Ministry Ministry of Health & Family Welfare Facility Agency DGFP Ownership Fully Government-owned

Facility Type Facility Function Facility level Facility Health Care Level

Location Type

Cancel Save and proceed

No Post has been assigned as facility head

+ Facility Infrastructure

+ Available Major Services

+ Post Information

Active? Yes

Cancel Save and proceed

Figure 1.3



যে কোন Organization এর ডান দিকে (Fig-1.2) Details এ ক্লিক করলে ঐ Organization তে তিনি Access করতে পারবেন (Fig-1.4) যদি ঐ Organization ঐ Agency এর নিজের Organization হয় অথবা ঐ Organization এ ঐ Agency এর কোন Sanctioned Post থাকে। নিচে একটি Organization এর Filled Up Form এর Sample দেয়া হল। একটি Organization Create করতে Mandatory Field গুলো পূরন করা বাধ্যতামূলক। অন্যথায় ফর্ম Submit হবে না এবং Organization সেভ হবে না। যে

কোন Organization তে গেলে Admin ঐ Organization এর সব মেনু পাবেন (Fig-1.4) এবং Admin এর মেনু গুলিও পাবেন যেমনঃ Create Post.



HRIS Central Human Resource Information System Ministry of Health & Family Welfare

Divisional Family Planning Office, Dhaka

### + Organization details

Home > Organizations

**Name**  
Divisional Family Planning Office, Dhaka

**Bangla Name \***  
বিভাগীয় পরিবার পরিকল্পনা কার্যালয়, ঢাকা

**Code (auto generated)**  
10024527

**Division** Dhaka **District** Dhaka **Upazila/Thana** Lalbagh **Paurasava** Select **Union** Select **Ward** Select

**Village/Street Name** Azimpur **House No.** **Latitude** **Longitude**

**Catchment Areas (Use comma separated combined bbs codes. Any invalid input will be discarded)**  
x 30

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### Contact Information

**Mailing Address/Present Address**  
Azimpur, Lalbagh, Dhaka

**Land phone 1** **Land phone 2** **Land phone 3**

Cancel Save Change log Delete

**E-mail 1** **E-mail 2** **E-mail 3**

Cancel Save Change log Delete

**Website url** **Facebook page url** **Google+ page url** **Twitter url**

**Youtube url**

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### Facility Administrative Information

**Government/Private** Government **Ministry** Ministry of Health & Family Welfare **Facility Agency** DGFP **Ownership** Fully Government-owned

**Facility Type** Divisional Family Planning Office **Facility Function** Administrative Tier **Facility level** Divisional **Facility Health Care Level** Not Applicable

**Location Type**  
Within city corporation area

**Facility Head Post**  
Cancel Save Change log Delete

No Post has been assigned as facility head

---

**+ Facility Infrastructure**

**+ Departments**

**+ Post Information**

**Active?**  
Yes

Upload or attach files

Cancel Save Change log Delete

Figure 1.4



## Sanctioned Post Create করা

Agency Admin একটি Organization এর জন্য Sanctioned Post তৈরি করতে পারবেন যদি ঐ Organization ঐ Agency এর হয়। Sanctioned Post তৈরি করতে হলে হোমপেজ এ Sanctioned Post বক্স এ ক্লিক করুন।(Fig-2.1)

The screenshot shows the HRIS dashboard with the following components:

- Header: HRIS Central Human Resource Information System, Ministry of Health & Family Welfare. User: dgfp\_agencyadmin@gmail.com.
- Navigation Tiles: Organizations, Personnels, Sanctioned Post (highlighted), Reports, Additional Roles, Retirements, Individual leaves, Lien, Deputations.
- Widgets: Awaiting activation (1 providers), Requests (You don't have any pending request at this moment), Top users (last 7 days) (md.enok@yahoo.com., 3).
- Activity Summary Table:

Event	Today	Last 7 days	Last 30 days
Facilities Created	0	0	10
Posts Created	0	0	3
Moved In	0	0	2
Moved Out	0	0	0

Figure 2.1

এই বক্স এ ক্লিক করলে নিচের মতো একটি লিস্ট আসবে যাতে Sanctioned Post এর তালিকা রয়েছে। যে কোন Agency শুধুমাত্র নিজ Agency এর Sanctioned Post দেখতে এবং করতে পারবেন।





HRIS Central Human Resource Information System Ministry of Health & Family Welfare

Create sanctionedpost

Home > Sanctioned Post

Administrative Area Sanctionedpost Criteria Clear Filter

All Sanctionedpost's Report

10 records per page Search:

id	Name	Type	Designation	Discipline	Pay Scale	Organization	Agency	Created By	Status	Details
162248	Divisional Family Planning Office, Sylhet - Female Medical Attendent - W25TXIQZGA4	Revenue Temporary	Female Medical Attendent	Medical	16	Divisional Family Planning Office, Sylhet	DGFP	shuvoworld@outlook.com	Active	Details
162246	Facility For DGFP Training - Nightguard / Gatekeeper Cum Cleaner - XXUORSAAD34X	Cadre	Nightguard / Gatekeeper Cum Cleaner	Management	20	Facility For DGFP Training	DGFP	dgfp_agencyadmin@gmail.com	Active	Details
162246	Management Information System Unit (MIS Unit), DGFP - Assistant Maintenance Engineer - 77AE594WXW1T	Development	Assistant Maintenance Engineer	IT	9	Management Information System Unit (MIS Unit), DGFP	DGFP	md.enok@yahoo.com	Active	Details
154253	Directorate General of Health Services (DGHS) - OSD - NHTRCGO1RE2F	Cadre	OSD		6	Directorate General of Health Services (DGHS)	DGFP	jasim81@mis.dghs.gov.bd	Active	Details
153741	Directorate General of Health Services (DGHS) - OSD - 15POIMHHLKAZ	Cadre	OSD		6	Directorate General of Health Services (DGHS)	DGFP	jasim81@mis.dghs.gov.bd	Active	Details
153274	Directorate General of Health Services (DGHS) - OSD - 55M7WJLKNPDI	Cadre	OSD		3	Directorate General of Health Services (DGHS)	DGFP	jasim81@mis.dghs.gov.bd	Active	Details
151284	Upazila Family Planning Office, Savar - Medical Officer(MCH-FP) - EQ4CQA9P5FV7	Revenue Permanent	Medical Officer(MCH-FP)	MCH-FP	9	Upazila Family Planning Office, Savar	DGFP	md.enok@yahoo.com	Active	Details
151279	Upazila Family Planning Office, Savar - Upazila Family Planning Officer (UFPO) - XE7080T90T8G	Revenue Permanent	Upazila Family Planning Officer (UFPO)	Administration	9	Upazila Family Planning Office, Savar	DGFP	md.enok@yahoo.com	Active	Details

Showing 1 to 8 of 8 entries

← Previous 1 Next →

Figure 2.2

বাম দিকে (Fig-2.2) Create Sanctioned Post এ ক্লিক করলে নিচের মতো একটি ফর্ম (Fig-2.3)ওপেন হবে যা পূরন করে ঐ Agency একটি Post তৈরি করতে পারবেন।



HRIS Central Human Resource Information System  
Version 3.0 Ministry of Health & Family Welfare

Home > Sanctioned Post

**+ Sanctioned Post details**

Organization  
Select  Clear

Designation  
Select  Clear

Sanctioned post type  
Select

Go no  Go Date (yyyy-mm-dd)  
yyyy-mm-dd

Active?  
Yes

Figure 2.3

যে কোন Sanctioned Post এর ডান দিকে (Fig-2.2) Details এ ক্লিক করলে ঐ Sanctioned Post তে তিনি Access করতে পারবেন (Fig-2.4)।

HRIS Central Human Resource Information System  
Version 3.0 Ministry of Health & Family Welfare

Home > Sanctioned Post

**+ Sanctioned Post details**

Organization  
22808. Upazila Family Planning Office, Savar > Division: Dhaka > District: Dhaka > Upazila: Savar > OrgCode: 10023220

Department  
Select

Designation  
2312. Upazila Family Planning Officer (UFPO) > Payscale: 9 > Class: Class 1 > Discipline: Administration

Sanctioned post type  
Revenue Permanent

Go no  Go Date (yyyy-mm-dd)  
yyyy-mm-dd

Status  
Vacant

Active?  
Yes

Figure 2.4



## Sanctioned Post এর একাধিক কপি তৈরি করা

একজন Agency Admin ইউজার যে কোনও Organization এর কোনও Sanctioned Post পাশে নিচের ছবির মতো ২ টি লিংক পাবেন যা দিয়ে তিনি Post এর এক বা একাধিক কপি তৈরি করতে পারবেন। কোন Designation এর অনেক Post প্রয়োজন হলে এটি একটি উপকারি প্রক্রিয়া দ্রুত Post তৈরি করার জন্য।

The screenshot shows the 'Sanctioned Post details' form in the HRIS system. The form is filled with the following information:

- Organization: 22808. Upazila Family Planning Office, Savar » Division: Dhaka » District: Dhaka » Upazila: Savar » OrgCode: 10023220
- Department: Select
- Designation: 2312. Upazila Family Planning Officer (UFPO) » Payscale: 9 » Class: Class 1 » Discipline: Administration
- Sanctioned post type: Revenue Permanent
- Go no: (empty)
- Go Date (yyyy-mm-dd): yyyy-mm-dd
- Status: Vacant
- Active?: Yes

At the bottom of the form, there are two buttons highlighted with a red box: 'Create Duplicate Post' and 'Create Multiple Sanctionedposts'. Other buttons include 'Clear', 'Cancel', 'Save', 'Change log', 'Delete', and 'Upload or attach files'.

Figure 2.5