

Subject: **GUIDELINES FOR ADHOC RECRUITMENTS THROUGH ONLINE PORTAL**

Primary & Secondary Healthcare Department has taken a revolutionary step to stream line the current process of Adhoc recruitments. For the said purpose an online system has been launched. Following are the detailed guidelines for Adhoc recruitments through online portal.

1. Since 1st December, 2021 all the Adhoc recruitments shall be made through online portal (<https://hrmis.pshealthpunjab.gov.pk/adhoc/account>).
2. Vacancy position available at Human Resource Management Information System (HRMIS) (<http://hrmis.pshealthpunjab.gov.pk>) must be cross verified by each district. In case if it is found that any of the district have not updated the vacancy position, the disciplinary proceeding will be initiated against the Chief Executive Officer, District Health Authority and District Focal Person concerned.
3. The Adhoc recruitments are an on-going process, the department shall float an advertisement for Adhoc recruitments as and when required with the closing date being 10th of the month.
4. In response of the department notification No. dated District Scrutiny Committee (DSC) may be notified by each district.
5. District Scrutiny Committee (DSC) shall conclude and upload System Generated minutes of scrutiny committee meeting within 72 hours of closing date of applications, that will be the 13th of that month.
6. In case of any grievance by the applicant, the Provincial Grievance Committee shall decide on grievances within 72 hours that will be the 16th of that month.
7. Schedule interviews after the decision of Provincial Grievance Committee within 96 hours (if applicable) that will be the 20th of that month.
8. Upload signed System Generated merit list, minutes of meeting and merit based proposed place of posting on portal within 72 hours that will be the 23rd of that month.
9. Forward the online adhoc recruitments case along with scanned covering letter within 48 hours which will be the 25th of that month.

10. Send the complete file for adhoc recruitments to the administrative department for issuance of orders till the 28th of that month through Special Messenger.
11. The file will be submitted at Facilitation Center of Health Information & Service Delivery Unit (HISDU) and a system generated receiving will be issued.
12. In case of any query related to adhoc recruitments portal, following is the detail of Administrative and Technical Focal Person.

Administrative Focal Person	Deputy Secretary (Admn)	042-99205835
Technical Focal Person	Mr. Zubair Safdar (Team Lead – HR Software Development)	0321-4677763



PRIMARY & SECONDARY HEALTHCARE
DEPARTMENT
GOVERNMENT OF THE PUNJAB

Dated the Lahore: - 30th November, 2021

NOTIFICATION

NO.SO(Gen)12-01/2021: The following individuals are hereby notified as District Focal Person (for online Adhoc Portal). They will work in close liaison with Health Information & Service Delivery Unit (HISDU) for implementation of online Adhoc portal.

Sr.	Districts	Name of Focal Person	Designation	Cell #
1	Attock	Muhammad Shabbir	Stenographer	0344-5609460
2	Bahawalnagar	Abdul Rauf	Senior Computer Operator	0336-7022311
3	Bahawalpur	Shahzad Mehmood	Statistical Officer	0301-7768066
4	Bhakkar	Javed Aziz	Statistical Officer	0333-8052205
5	Chakwal	Mukhtar Ahmad	Office Assistant	0308-8795437
6	Chiniot	Hassan Ali	Stenographer	0342-6603600
7	Dera Ghazi Khan	Muhammad Baber	Statistical Officer	0334-6496649
8	Faisalabad	Dr. Mujahid	Medical Officer	0345-7767755
9	Gujranwala	Naveed Bhatti	Senior Computer Operator	0334-4508483
10	Gujrat	Muhammad Ismail	School Health & Nutrition Supervisor	0342-2277277
11	Hafizabad	Khawar Awais	Statistical Officer	0345-5133913
12	Jhang	Farrukh Habib	School Health & Nutrition Supervisor	0334-6313231
13	Jhelum	Javaid Ahmed Butt	Admin Officer	0331-5135429
14	Kasur	Muhammad Nadeem	Superintendent	0333-4921917
15	Khanewal	Muhammad Zahid	Statistical Officer	0346-4353521
16	Khushab	Muhammad Ramzan	Superintendent	0300-6078595
17	Lahore	Mst. Sidra	Statistical Assistant	0324-4505383
18	Layyah	Muhammad Javed Iqbal	School Health & Nutrition Supervisor	0300-6766852
19	Lodhran	Rana Ikram	School Health & Nutrition Supervisor	0300-7674855
20	Mandi Bahuddin	Sheikh Iftikhar	Superintendent	0333-8012614
21	Mianwali	Muhammad Riaz Kundi	Statistical officer	0333-6823233
22	Multan	Jawad Hussain	Senior Computer Operator	0322-6105030
23	Muzaffargarh	Mubashar Raza	School Health & Nutrition Supervisor	0300-5604255
24	Nankana Sahib	Manzar Shah	Superintendent	0300-7218260
25	Narowal	Hafiz Muhammad Umar	School Health & Nutrition Supervisor	0335-0221100
26	Okara	Mst. Sajida Tufail	Statistical Officer	0307-4554369
27	Pakpattan	Mr. Manzoor Ahmad	Statistical Officer	0346-6998951
28	Rahim yar Khan	Muhammad Waqas Ul Haq	Senior Clerk	0333-7441315
29	Rajanpur	Mr. Javaid Maqsood	School Health & Nutrition Supervisor	0333-8838664
30	Rawalpindi	Tahir Jahanghiri	Assistant	0333-5163983
31	Sahiwal	Mr. Ahmad Hussain	Statistical Officer	0300-4150767
32	Sargodha	Mazhar Abbas Saleem	School Health & Nutrition Supervisor	0321-7975353
33	Sheikhupura	Muhammad Ayaz Mehmood	Senior Computer Operator	0343-6600800
34	Sialkot	Mr. Zeeshan Mirza	Statistical officer	0347-4724574
35	T.T Singh	Mr. Amir Hussain	School Health & Nutrition Supervisor	0336-7560006
36	Vehari	Khubaib Nusrat	Senior Clerk	0300-7736955

The terms of References (TORs) for the District Focal Person are as under:

- i. Update online vacancy position in Human Resource Management Information System (www.hrmis.pshealthpunjab.gov.pk).
- ii. Arrange Scrutiny Committee Meeting as per notified TORs of Scrutiny Committee.
- iii. Upload signed minutes of Scrutiny Committee meeting on Adhoc portal within 72 hours of closing date of applications.
- iv. Schedule interviews after the decision of Provincial Grievance Committee (if applicable).
- v. SMS alerts / email / telephone calls to the applicant to intimate the date and venue of interview.
- vi. Entry of interview marks on online portal.
- vii. Uploading of final system generated signed merit list, minutes of District Selection Committee and proposed place of posting on Adhoc portal.
- viii. Online submission of Adhoc appointment case to the Administrative Department.

**SECRETARY
PRIMARY & SECONDARY HEALTHCARE
DEPARTMENT**

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to: -

- Secretary, Primary & Secondary Healthcare Department, South Punjab
- Special Secretary, Primary & Secondary Healthcare Department
- All Deputy Commissioners, Punjab
- Director General Health Services Punjab, Lahore
- All Additional Secretaries & Deputy Secretaries, Primary & Secondary Healthcare Department
- Deputy Director (HISDU), Primary & Secondary Healthcare Department
- All Chief Executive Officers, District Health Authorities, Punjab
- Officers concerned
- Office file


SECTION OFFICER (GENERAL)



GOVERNMENT OF THE PUNJAB
PRIMARY AND SECONDARY
HEALTH CARE DEPARTMENT

Dated Lahore the *30th November*, 2021

NOTIFICATION

NO.SO(Gen)12-01/2021. The Competent Authority has been pleased to constitute the following "District Scrutiny Committee" to scrutinize all applications received for Adhoc appointments through online portal (www.hrmis.pshealthpunjab.gov.pk/adhoc/account): -

1	District Health Officer (HRM & MIS) in case where the post of DHO (HRM & MIS) is not sanctioned then District Health Officer (Medical Services) will be the convenor of the Committee	Convenor
2	Medical Superintendent, District Headquarter Hospital (MS THQ Hospital in cases where DHQ Hospital is with Specialized Healthcare & Medical Education Department	Member
3	District Focal Person (for online Adhoc portal)	Member

2. **The terms of References (TORs) for the Scrutiny Committee are as under:**

- i. Examine and scrutinize all applications received especially their documents and marks declared.
- ii. After thorough review, including validity of marks claimed, accept or reject the application. The applicant will be intimated regarding acceptance / rejection of his / her application via SMS alert and online portal. The applicant has right to submit his / her grievance against the decision of scrutiny committee.
- iii. Upload the signed minutes of Scrutiny committee meeting on online portal.
- iv. The committee shall conclude all activities within 72 hours of closing date of applications.

**SECRETARY
PRIMARY & SECONDARY
HEALTHCARE DEPARTMENT**

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to: -

- Secretary, Primary & Secondary Healthcare Department, South Punjab
- Special Secretary, Primary & Secondary Healthcare Department
- All Deputy Commissioners, Punjab
- Director General Health Services Punjab, Lahore
- All Additional Secretaries & Deputy Secretaries, Primary & Secondary Healthcare Department
- Deputy Director (HISDU), Primary & Secondary Healthcare Department
- All Chief Executive Officers, District Health Authorities, Punjab
- Officers concerned
- Office file

SECTION OFFICER (GENERAL)



**GOVERNMENT OF THE PUNJAB
PRIMARY AND SECONDARY
HEALTH CARE DEPARTMENT**

Dated Lahore the 30th November, 2021

NOTIFICATION

NO.SO(Gen)12-02/2021. The Competent Authority has been pleased to constitute the following "Provincial Grievance Committee" to address grievances related to applications received for Adhoc basis through online portal (www.hrmis.pshealthpunjab.gov.pk/adhoc/account): -

1	Additional Secretary (Admn), P&SHD	Convenor
2	Deputy Secretary (Admn), P&SHD	Member
3	Deputy Secretary (Establishment), P&SHD	Member
4	Deputy Secretary (General), P&SHD	Member
5	Deputy Director - HISDU	Member

2. The terms of References (TORs) for the Grievance Committee are as under:

- i. Review and decide on the decision of District Scrutiny Committee (DSC) on rejected applications against which the grievance is filed by the applicant.
- ii. Upload the decision of Provincial Grievance Committee on online portal.
- iii. The committee shall conclude all activities within 72 hours after receiving the grievance requests.

**SECRETARY
PRIMARY & SECONDARY
HEALTHCARE DEPARTMENT**

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to: -

- Secretary, Primary & Secondary Healthcare Department, South Punjab
- Special Secretary, Primary & Secondary Healthcare Department
- All Deputy Commissioners, Punjab
- Director General Health Services Punjab, Lahore
- All Additional Secretaries & Deputy Secretaries, Primary & Secondary Healthcare Department
- Deputy Director (HISDU), Primary & Secondary Healthcare Department
- All Chief Executive Officers, District Health Authorities, Punjab
- Officers concerned
- Office file


SECTION OFFICER (GENERAL)