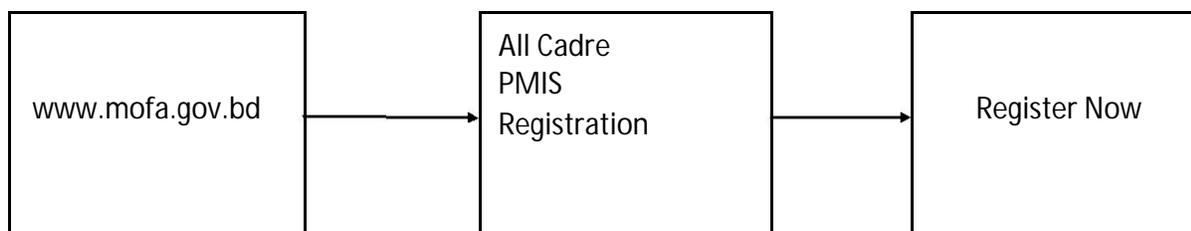


## Instructions for PMIS ID

To complete the PMIS Registration procedure, please follow the given sequence:



Once you are in the Registration page, please click on the 'Register Now' button at the bottom-left corner of the page. Before the registration process is completed and subsequently a password is sent to you, the fields titled 'User ID' and 'Password' are of no use whatsoever.

Registration Information Form contains the following fields:

Field 1: Cadre Name

Under the level 'Cadre Name', there is a drop-down list to select particular Cadre. For the Foreign Service officers, the appropriate selection would be BCS (Foreign Affairs).

Field 2: Ministry Name

The officials of the Ministry of Foreign Affairs would select M/O Foreign Affairs from the drop-down list given in the box under this level.

Field 3: Employee Name in English

Please write your full name in the given text box necessarily in block letters.

Field 4: Date of Birth

The format should be dd-mm-yyyy.

Field 5: Father's Name in English

In the text box, please enter your father's name in English in block letters.

Field 6: Mother's Name in English

In the text box, please enter your mother's name in English in block letters.

#### Field 7: PSC Merit Serial

In this box, please enter your position in the BCS batch in your Cadre. For example, if you are from 31st batch of BCS (Foreign Affairs) and your serial no. is 12 (Out of 18) in your Cadre, then enter 12 in the box.

#### Field 8: Appointment Date

In the box under the level 'Appointment Date', please enter the date on which the gazette with your final selection was published by the Ministry of Public Administration (or the then Ministry of Establishment). For Example, if you are from 31<sup>st</sup> batch, your appointment date would be 27/12/2012. Please note, this is not the date of your actual joining in the ministry of Foreign Affairs.

#### Field 9: Present ID

In this box, please enter your present ID provided by MoFA which is available in the link 'PMIS ID for MoFA Officers' at the MoFA website [www.mofa.gov.bd](http://www.mofa.gov.bd). This is a four digit ID. Please note, in the published circular dated the 23th April in 2013, it was erroneously mentioned to be of ten digits.

#### Field 10: National ID

Please enter your National ID number as shown in your National ID Card (if you have any). If you do not have this ID number, please write 'Not available' in the field.

#### Field 11: Email Address

Please write your Email Address in this box.

#### Field 12: Mobile Number

Please enter your mobile number with international dialing code and prefix in this box.

After all the required information are provided in the Registration form, please click on the 'Register' button to complete the registration procedure. Shortly after that, you should receive a confirmation message in the email address that you have provided in field 11.

Thank you.