



**DIRECTORATE GENERAL HEALTH SERVICES
KHYBER PAKHTUNKHWA, PESHAWAR**

(All communications should be addressed to the Director General Health Services Peshawar and not to any official by name.)

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No: 2255-95/DHIS/Admin/2026

Dated: 28/09/2026

1. MS of All DHQ's Hospitals, Health Department Khyber Pakhtunkhwa
2. DHO's of All Districts, Health Department Khyber Pakhtunkhwa
3. MS of All Specialized Hospitals, Health Department Khyber Pakhtunkhwa

Subject: STANDARD OPERATING PROCEDURE (SOP) FOR SUBMISSION OF DAILY, MONTHLY AND QUARTERLY REPORTS THROUGH DHIS-2

It is hereby notified for information and strict compliance of all concerned that the following Standard Operating Procedure (SOP) shall be followed for the submission, verification, review and approval of Daily, Monthly and Quarterly Reports through District Health Information System DHIS-2.

The purpose of this SOP is to ensure timely, complete, accurate consistent and quality assured reporting from all reporting health facilities and to strengthen the use of DHIS-2 as the official platform for routine health information management.

1. Scope:

This SOP shall be applicable to all reporting health facilities, Health Facility In-charges, Data Entry Operators/Data Reporting Personnel, District Health Offices, District DHIS Coordinators and other officials responsible for reporting and data verification through DHIS-2.

2. Daily Reporting:

- i. All designated health facilities shall enter and submit their Daily Report in DHIS-2 on a daily basis.
- ii. Daily data shall be entered on the basis of the actual services provided and records maintained at the health facility.
- iii. The Health Facility In-charge shall ensure that the reported information is complete, accurate and consistent with the relevant registers/primary source documents.
- iv. Daily reports shall be submitted within the prescribed reporting period. Any pending or missed report shall be reviewed and submitted without unnecessary delay.
- v. District DHIS Coordinators shall monitor daily reporting status through DHIS-2 and identify facilities with Missing reports, incomplete reporting, abnormal/null values, unusual variations and other data-quality issues.
- vi. Necessary corrections shall be made after verification from the relevant source documents and in accordance with the applicable DHIS-2 data-editing/approval procedures.

3. Monthly Reporting:

- i. All designated health facilities shall submit their Monthly Report through DHIS-2 within the prescribed reporting timeline.
- ii. Monthly data shall be compiled from the relevant facility registers, records and service delivery documents.
- iii. Before submission, the Health Facility In-charge/Data Reporting Personnel shall verify Completeness of all required data elements, Accuracy of reported figures, Consistency between related indicators, Availability of supporting source documents and any unusual increase, decrease or zero/null reporting.
- iv. The District DHIS Coordinator shall review the monthly reporting status and data quality of all facilities under the respective district.
- v. Facilities with missing, incomplete or questionable data shall be communicated to the concerned Health Facility In-charge for verification and rectification.
- vi. Monthly reports shall be finalized and submitted within the notified reporting deadline. Delayed reporting shall be monitored and documented at district level.

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4. Quarterly Reporting:

- All designated reporting health facilities shall submit their Quarterly Report through DHIS-2 within the prescribed reporting timeline.
- Quarterly reports shall be reviewed against the corresponding daily/monthly reports and relevant source documents, wherever applicable.
- District DHIS Coordinators shall conduct a quality review of quarterly data with particular attention to Completeness, Consistency, Timeliness, Accuracy, Outliers and unusual trends, Missing/null reporting and Differences between facility-level and aggregated reports.
- Any discrepancy identified during the review shall be communicated to the concerned facility for verification and correction before finalization.

5. Data Verification and Quality Assurance:

- Data shall be entered in DHIS-2 strictly from authentic and verifiable source documents.
- Data entry personnel shall not estimate, fabricate, duplicate or alter figures without verification from the relevant source record.
- The Health Facility In-charge shall remain responsible for ensuring the correctness and completeness of the data submitted by the facility.
- District DHIS Coordinators shall regularly review reporting performance and data quality through DHIS-2 dashboards, data quality reports and other available analytical tools.
- Where discrepancies are identified, the concerned facility shall be directed to verify the data and take corrective action.
- Repeated reporting discrepancies, persistent non-reporting or unexplained abnormal values shall be brought to the notice of the concerned District Health Officer for necessary action.

6. Approval and Finalization:

- Submission of a report in DHIS-2 shall not relieve the concerned reporting authority of the responsibility for ensuring its accuracy.
- Reports shall be reviewed and approved by the designated DHIS Coordinator/Focal Person in accordance with the approved workflow.
- Once approved/finalized, data shall only be modified through the prescribed DHIS-2 procedure and after proper verification and authorization.

7. Monitoring of Reporting Compliance:

The following parameters shall be monitored regularly

Sr.#	Parameter	Requirement
1	Completeness	All required facilities and reporting periods shall be reported
2	Timeliness	Reports shall be submitted within the prescribed deadline
3	Accuracy	Data shall correspond with source documents
4	Consistency	Related data elements/indicators shall be logically consistent
5	Data Quality	Null, duplicate, abnormal and outlier values shall be investigated
6	Approval	Reports shall be reviewed and approved by the designated authority

8. Freezing of Data:

- The Provincial DHIS Office shall freeze the data for the Daily, Monthly and Quarterly datasets on the 2nd Midnight of every month. After the data freezing date, no further changes or amendments shall be made to the respective datasets without prior authorization from the Provincial DHIS Office.

9. Responsibilities:

i. Health Facility In-charge:

- Ensure availability and maintenance of source documents.

Signature



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- b) Ensure timely and accurate data entry.
- c) Review the report before submission.
- d) Respond to data-quality queries raised by the district/provincial level.
- ii. **Data Entry Operator/Data Reporting Personnel:**
 - a) Enter data accurately and within the prescribed timeline.
 - b) Ensure that data is entered from authentic source documents.
 - c) Report technical or system-related issues to the concerned authority.
- iii. **District DHIS Coordinator:**
 - a) Monitor daily, monthly and quarterly reporting compliance.
 - b) Review completeness, timeliness and data quality.
 - c) Follow up with non-reporting and deficient facilities.
 - d) Coordinate corrective actions with concerned Health Facility In-charges and DHOs.
 - e) Maintain regular reporting and data-quality follow-up at district level.
- iv. **District Health Officer:**
 - a) Ensure implementation of this SOP within the district.
 - b) Review persistent non-reporting and data-quality issues.
 - c) Facilitate corrective measures and ensure compliance by concerned facilities.
- v. **Provincial DHIS Cell:**
 - a) Monitor overall provincial reporting performance.
 - b) Provide technical guidance and support regarding DHIS-2 reporting.
 - c) Conduct periodic data-quality reviews.
 - d) Identify systemic reporting issues and coordinate their resolution with the concerned stakeholders.

10. **Technical/System Issues:**

Any technical issue related to DHIS-2 access, user credentials, datasets, organization units, data entry, submission or system functionality shall be reported through the prescribed channel to the Provincial DHIS Cell technical support, as applicable. Technical issues shall not be used as a basis for prolonged non-reporting without formally communicating the issue to the concerned authority.

11. **Compliance:**

All concerned officers and officials are directed to ensure strict compliance with this SOP. District Health Offices shall regularly monitor implementation and ensure that all reporting health facilities submit their Daily, Monthly and Quarterly Reports within the prescribed timelines.

The Provincial DHIS Cell shall monitor compliance at provincial level and highlight persistent reporting gaps and data-quality issues to the competent authority for necessary action.

This SOP shall come into effect immediately and shall remain applicable until further orders.

Director General Health Services
Khyber Pakhtunkhwa, Peshawar

Copy to:

1. Director IMU Health Department Khyber Pakhtunkhwa
2. Director DHIS Health Department Khyber Pakhtunkhwa
3. Regional Directors of all Regions Health Department Khyber Pakhtunkhwa
4. Deputy Director Coordination DGHS with the request for vide dissemination
5. PS to Minister for Health, Government of Khyber Pakhtunkhwa
6. PS to Secretary Health, Government of Khyber Pakhtunkhwa