



User's Guide

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Management Information System (MIS) User Manual

ACKNOWLEDGEMENTS	5
CHAPTER 1: INTRODUCTION TO MIS	8
OBJECTIVES:	8
ADVANTAGES:	9
TECHNOLOGY SPECIFICATION:.....	9
HARDWARE CATEGORIES.....	9
CORE SOFTWARES OF MIS AND ITS MODULES:	9
CHAPTER 2: HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM	12
INTRODUCTION:	12
HRMIS DASHBOARDS.....	14
ACCESSING EXECUTIVE INFORMATION SYSTEM (EIS) DASHBOARD:.....	14
EXECUTIVE INFORMATION SYSTEM DASHBOARD.....	15
HUMAN RESOURCE EIS DASHBOARD	16
STRENGTH DSS DASHBOARD	16
RECRUITMENT DSS DASHBOARD	17
PERSONNEL DSS DASHBOARD	18
CONFIDENTIAL DSS DASHBOARD	19
TRAININGS DSS DASHBOARD	20
TRANSPORT DSS DASHBOARD	21
MEDICAL DSS DASHBOARD.....	22
INQUIRIES DSS DASHBOARD.....	22
CHAPTER 2(A): HRMIS ONLINE ENTRY FORMS	24
THESE FORMS ARE FOR DSS LEVEL.....	24
EMPLOYEES FORM:	24
STRENGTH FORM	25
EMPLOYEE DETAIL FORM	26
CIRCULAR SMS FORM.....	26
CHAPTER 2(B): DESKTOP/ENCRYPTED TPS FORMS	28
THESE FORMS ARE FOR TPS LEVEL.....	28
ENCRYPTED FORMS CONTROL PANEL	28
ADMINISTRATOR FORMS.....	29
PERSONNEL FORM	38
STRENGTH REGULAR FORM	46
STRENGTH PC-1 FORM:	47
TRAINING FORM:	48
ADVERTISEMENT DETAIL FORM:	52
JOB APPLICATION FORM.....	54
CONFIDENTIAL FORM:	56
EMPLOYEE INQUIRIES:.....	57
ACR/PERS FORM:	58
ASSETS FORM:	58
EMPLOYEE PENALTIES:	59



Management Information System (MIS) User Manual

CHAPTER 3: REVENUE MANAGEMENT INFORMATION SYSTEM (RMIS)	61
INTRODUCTION	61
DASHBOARDS	62
ACCESSING EXECUTIVE INFORMATION SYSTEM (EIS) DASHBOARD:	62
EXECUTIVE INFORMATION SYSTEM DASHBOARD.....	63
REVENUE MANAGEMENT EIS DASHBOARD	64
TOLL REVENUE DASHBOARD	65
POLICE FINE DASHBOARD	67
WEIGH STATION DASHBOARD.....	69
RIGHT OF WEIGH (ROW) DASHBOARD.....	71
OTHERS DASHBOARD	73
CHAPTER 3(A): RMIS ONLINE ENTRY FORMS	76
THESE ARE FOR DSS & TPS LEVEL	76
MANAGE ZONES FORM:.....	76
MANAGE REGIONS FORM:.....	76
MANAGE ROADS FORM:	78
MANAGE ROAD TYPES FORM:.....	79
MANAGE AREAS FORM:.....	80
MANAGE AREA TYPES:.....	81
MANAGE STRUCTURE TYPES:.....	82
MANAGE TOLL PLAZAS:	83
MANAGE TOLL PLAZA TYPES:.....	85
POLICE FINE (PF) BEATS:.....	86
MANAGE WEIGH STATIONS:.....	88
COMMERCIAL OUTLETS:.....	90
RENTAL CHARGES:	91
OTHER REVENUE STREAMS:.....	93
MANAGE PARTIES:	95
MANAGE COMMERCIAL OUTLET OWNERS:	96
MANAGE COMMERCIAL OUTLET COMPANIES:	97
MANAGE FINANCIAL YEAR (FY) :	98
MANAGE USER:.....	99
CHAPTER 4:FINANCIAL MANAGEMENT INFORMATION SYSTEM (FMIS).....	102
IMPORTANT TO KNOW	102
HOW TO START INTERACTING WITH THE GL ACCOUNTING SYSTEM	103
INPUT FORMS.....	104
THE OUT PUT FORMS:	109
EXPENDITURE STATEMENTS.....	119
INTERMEDIATE FORMS	121
CHAPTER 5: PROJECT MANAGEMENT INFORMATION SYSTEM (PMIS)	138
INTRODUCTION:	138
PMIS DASHBOARDS	139
PROJECT MANAGEMENT EIS DASHBOARD:	140
UP-COMING PROJECTS DSS DASHBOARD:	140



Management Information System (MIS) User Manual

CONTRACTOR'S PERFORMANCE DSS DASHBOARD:	142
PMIS ONLINE ENTRY FORM	143
ASSIGN PACKAGE FORM:	143
MANAGE USERS	144
MANAGE ROLES FORM.....	146



Management Information System (MIS) User Manual

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For focusing on its need and playing a key role in *Institutional strengthening*



Management Information System (MIS) User Manual

Before getting started...

It's time to operate Management Information System in National Highway Authority.

Wait! It's much easier and simpler than you think. You don't need to roll up your sleeves, to stress-out yourself or get nervous.

This manual will guide you systematically through the system to offer a gentle approach on how to operate, work and deal with the four core softwares of MIS.

- Human Resource Management Information System (**HRMIS**)
- Project Management Information System (**PMIS**)
- Finance Management Information System (**FMIS**)
- Revenue Management Information System (**RMIS**)

This manual will walk you step-by-step through all the features of the version 1.0 of **Management Information System** at first.

If you are a first-time user of **MIS** and have no prior experience with it, Chapter 1 is the best place to start with. It offers you helpful information on what actually is MIS? It's core Softwares, modules, Objectives and advantages.

By the time you finish the manual, even if you are completely new to the system. You will be able to master in terms of dealing with the system.

Good luck!



Management Information System (MIS) User Manual

This chapter introduces the User to the basics of **MIS**. It's need. Technology specifications required for accessing the system. It's core Softwares and their modules. Advantages and objectives

CHAPTER 1



Management Information System (MIS) User Manual

Chapter 1: Introduction to MIS

- MIS stands for Management Information System. It is a computer-based system that provides managers with the tools to organize, evaluate, and efficiently manage departments within an organization.
- It continuously gathers relevant data through data entry forms both from inside and outside an organization. This data is then processed, integrated, and stored in a centralized database where it is constantly updated and made available to all who have the authority to access it, in a form that suits their purpose.
- The system needs to be reviewed with time to ensure it meets the expanding needs. However, no unnecessary amendments should be made to the software unless until required.
- Changes to be approved by the Chairman only.

What to Choose?

ERP/SAP deployment:

- The cost of ERP/SAP software, planning, customization, configuration, testing, implementation etc. Is too high.
- ERP/SAP deployments are highly time consuming. It may take 1-3 years to get completed and fully functional.
- ERP would have required high level of customization to be compatible with NHA. Which further slows down the project.
- Integrating ERP with the existing Soft wares is hard. It may consume a lot of time and resources and give no results.

In- house MIS development:

- MIS software has been developed in house, making it less costly, customizable and resource friendly.
- The MIS section in the assigned time frame has developed it. As less as four months.
- It is exactly as per the need of the NHA and depicts the information in an understandable form to the higher management.

Objectives:

- MIS is very useful for efficient and effective planning and control functions of the management.
- Reports give an idea about the performance of individuals, materials, machinery, money and management. Reports throw light on the utilization of resources.
- MIS is helpful in controlling costs by giving information about idle time, labor turnover, wastages and losses and surplus capacity.
- By making comparison of actual performance with the standard and budgeted performance, variances are brought to the notice of the management by MIS, which can be corrected by taking remedial steps.
- MIS brings to the notice of the management strength (i.e., strong points) of the organization, to take advantage of the opportunities available.



Management Information System (MIS) User Manual

Advantages:

- It facilitates planning: by providing relevant information for sound decision – making.
- It Minimizes information overload: MIS change the larger amount of data in to summarized form and there by avoids the confusion which may arise when management is flooded with detailed facts.
- MIS measuring performance: MIS is successfully used for measuring performance and making necessary change in the organizational plans and procedures.
- It brings Co ordination: MIS facilities integration of specialized activities by keeping each department aware of the problem and requirements of other departments. It connects all decision centers in the organization.
- It makes control easier: MIS serves as a link between managerial planning and control. It improves the ability of management to evaluate and improve performance. MIS assembles, process, stores, Retrieves, evaluates and disseminates the information.

Technology Specification:

- Front end: includes forms. PHP 5*6 has been used for its programming
- Backend: includes Database, made in oracle
- Server: Apache
- Browser requirement: software is compatible with all browsers

Hardware Categories

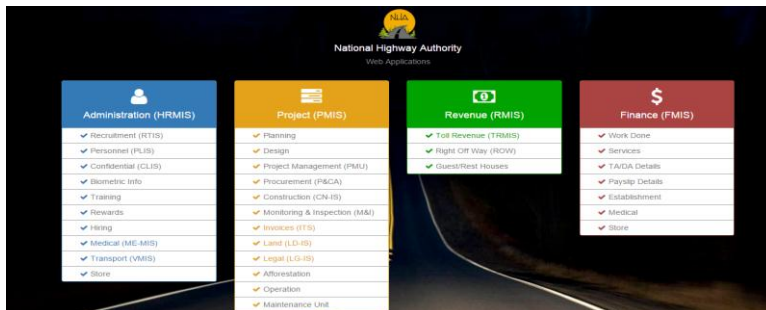
- Server HP 9G
- UPS
- Backup Server

Core soft wares of MIS and its modules:

- MIS section has developed these 4 core soft wares and modules.
Project Management Information System (PMIS)
Finance Management Information System (FMIS)
Revenue Management Information System (RMIS)
Human Resource Management Information System (HRMIS)
- Each module plays a vital role in:
 - a) Centralizing information related to Employees & Projects.
 - b) Avoiding duplication of data making reconciliation of easier.
 - c) Building up of more reliable information easing decision-making regarding employees.



Management Information System (MIS) User Manual



These Softwares produce regular reports on ‘**Need-to-know**’ basis for:

- **EIS**-Executive Information System (Chairman & NHA members)
- **DSS**-Decision Support System (GM’s & Directors)
- **TPS** – Transaction Processing System (DD’s & AD’s)
- Only the relevant authorities can access the data on mobile, tabs and laptops through assigned user name and password eliminating the risks of information mishandling.
- As per the current situation. The software is ready to deploy. Covering all the sections and modules. However, The success still lies in the use of MIS with all the departments. Only development/deployment won’t help.



Management Information System (MIS)
User Manual

CHAPTER 2

Takes the User through Human
Resource Management Information
System.
(HRMIS)



Management Information System (MIS) User Manual

Chapter 2: Human Resource Management Information System

Introduction:

In order to understand HRMIS we need to know what is HRM?

HRM:

Human Resource Management (HRM) is the function within an organization that focuses on the recruitment of, management of, and providing direction for the people who work in an organization. The HRM department members provide the knowledge, necessary tools, training, administrative services, coaching, legal and management advice that the rest of the organization needs for successful operation. HRMIS system enables the organization to effectively and efficiently manage employees using the computer software.

HRMIS:

HRMIS stands for Human Resource Management Information system. It is one of kind software designed for HR personnel, and has the functionalities of development, management, payroll, attendance to name a few. It covers all aspects of human resource management from the appointment of employees until they retire or their contracts expire.

HRMIS software is intended for simplification and acceleration of HR management process, improvement of its quality via automation of the basic (routine) objectives and activities. The HRMIS is not merely a human resource application system, but more importantly, it represents a new approach for more comprehensive and integrated human resource management. It has a database that allows the entering and storage of data regarding employees of NHA. Various departments through specifically designed forms enter the information related to the employees. Authorized people on “Need to know basis” can access that.

Rationale Behind the system

The existing HR system that was deployed at NHA around 10 years ago is now obsolete and is no more useful. It does not cater all the departments and has only employee personal information .it has not been upgraded ever. So a need was felt for a more up to date system and extensive system that centralizes the employee information, avoids duplications, reduces time of entries and minimizes errors. HRMIS system can provide information to the higher authorities at a glance.

Employees at NHA are either hired, contractual or on daily basis. The hired and the contractual employees are entitled to a set of pre-defined benefits. The organization is to know at a click, the history of its existing employees and the benefits they are enjoying.



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How to access HRMIS?

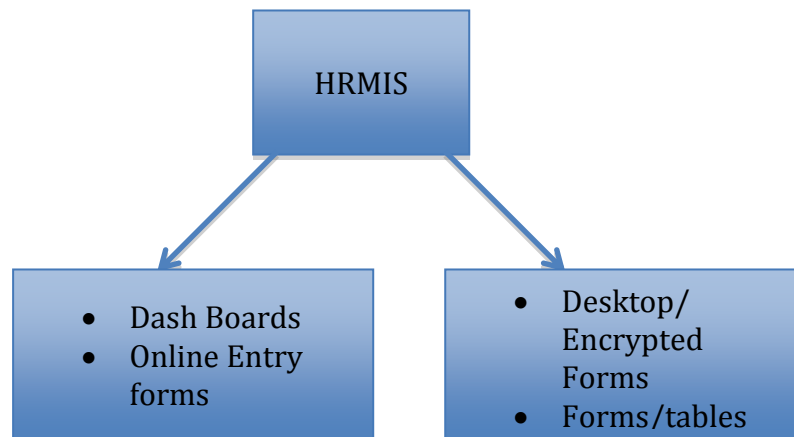
The HRMIS system is hosted in the web site of NHA (www.nha.gov.pk).

Menu path: www.nha.gov.pk \NHA news\ePortal\HRMIS dashboard

Forms For data entry:

Software Super Admin installs software individually on all the required systems where they can be accessed using a user name and a password generated through permission form. Pre-requisites on the systems include:

- Workable Internet connection
- Oracle forms developer





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HRMIS Dashboards

Dashboard?

Dashboard is another name for "progress report" or "report." It has been linked to a database, which allows the report to be constantly updated by the concerned authorities.

Dashboard is "an easy to read, single page, real-time user interface, showing a graphical presentation of the current situation and historical trends of the organization. That enables instantaneous & informed decisions to be made at a glance.

"HRMIS dashboard has been set as the default or start-up page on a browser. Its Graphical User Interface is designed to display summaries, graphics (bar charts, pie charts). That makes decision making easy.

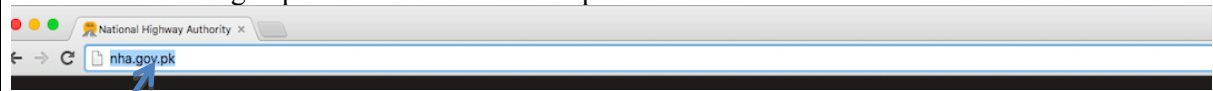
Accessing Executive Information System (EIS) dashboard:

User can access the dashboard through his/her **Mobile, Laptop, and Tabs** by following these simple steps.

- Open the browser, can be anyone of these



- Write nha.gov.pk in the address bar and press "Enter"



Nha.gov.pk

- Landing Page



Click to Open Executive Information System dashboard



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Executive Information System Dashboard

Executive Information dashboard caters honorable **Chairman** and **Members NHA** only. They can access the dashboard using their user names and passwords. Dashboard spotlights areas that need attention before the situation becomes critical and costly. Its **Drill down capability** provides the Chairman and the members to trace problem areas directly to the source. EIS Dashboard enables the user to take in the "big picture" at an overview level or drill right down to the transaction level to get the detail.

The screenshot shows the login interface for the National Highway Authority's Executive Information System. At the top, there is a header with the NHA logo and the text 'NATIONAL HIGHWAY AUTHORITY Executive Information System'. Below this is a 'LOGIN FORM' with two input fields: 'User Name' (with a placeholder 'Email') and 'Password'. There are 'Login' and 'Cancel' buttons at the bottom of the form.

Moreover, EIS dashboard provides a link to all four-core Softwares. And gives an overview picture of them so the management knows which area/areas need attention.





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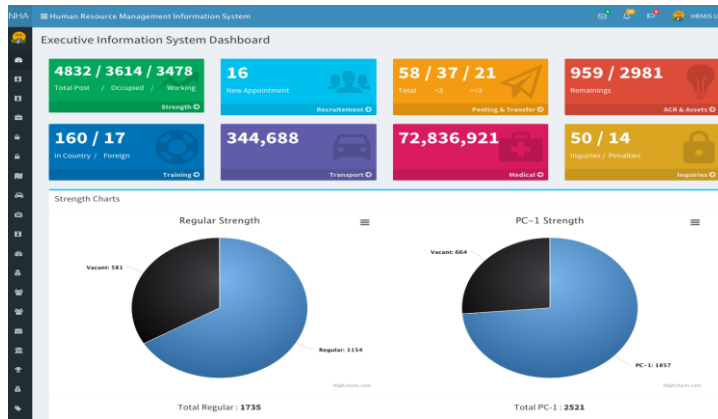
Human Resource EIS Dashboard

Menu path: For chairman & members: EIS\ HRMIS

For Others: www.nha.gov.pk\ NHA news, ePortal\HRMIS.

Purpose: It gives an overview of HR activities to the higher management on just a few clicks and on 'Need-to-Know' basis.

Snap Shot:



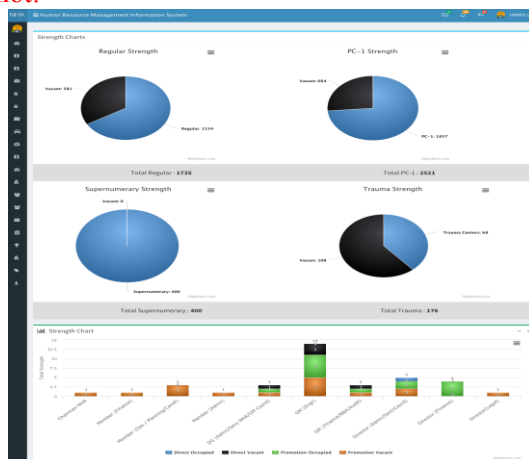
- The upper half has a link to **Recruitment, Strength, Posting & Transfer, Training, Transport, Medical and inquiries dashboards**. Making it convenient & user friendly.
- The lower half of the dashboard shows the strength chart. It depicts the regular as well as the contractual strength of employees and the vacancies.

Strength DSS Dashboard

Menu path: www.nha.gov.pk \NHA News, ePortal\HRMIS\Strength DSS Dashboard

Purpose: Enables NHA Strength monitoring.

Snap Shot:



- Regular Strength pie chart: Gives regular Strength of NHA and vacancies for regular employees.
- PC-1 Strength pie chart: Gives contractual strength and vacancies against a project.
- Supernumerary Strength pie chart: Supernumerary posts are posts in excess of what is needed. It gives the supernumerary strength.



Management Information System (MIS) User Manual

- Trauma Strength pie chart: Shows the total strength of trauma centers and its vacancies.
- Strength bar Chart: Shows posts; direct occupied, direct vacant, promotion occupied & promotion vacant. User can click on each link at the bottom to get a clearer and individualistic picture of each.

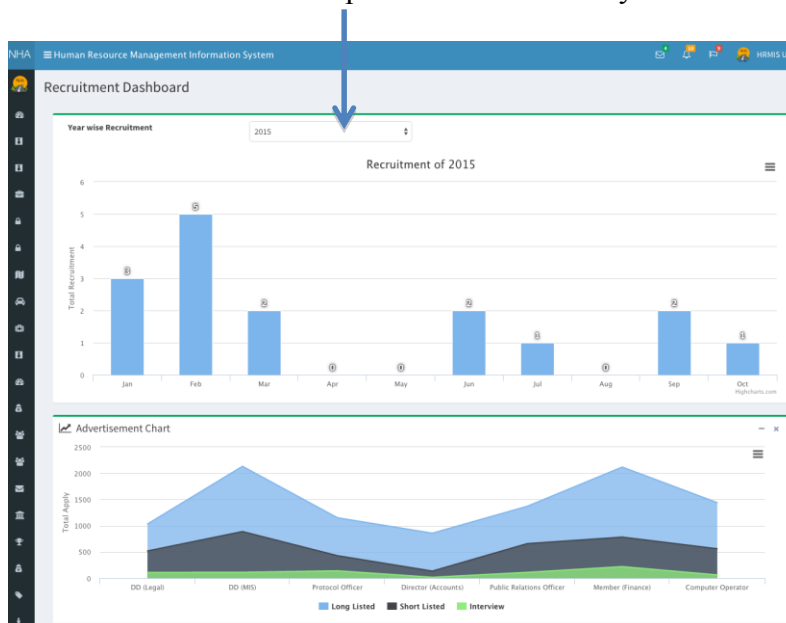
Recruitment DSS dashboard

Menu path: www.nha.gov.pk \NHA News, ePortal\HRMIS\Recruitment DSS Dashboard

Purpose: Enables to view a summary of recruitment done during the selected year.

Snap Shot:

Drop down box to select year.



- Recruitment Chart: User can select a year from a drop down box. And the chart will give the total recruitment made in that particular year month wise. This chart can be downloaded, saved and printed.
- Advertisement Chart: Enables the concerned authorities to see how many candidates applied for a post. How many were long listed? Shortlisted? And then interviewed? One can click on each link at the bottom to get a clearer and individualistic picture.



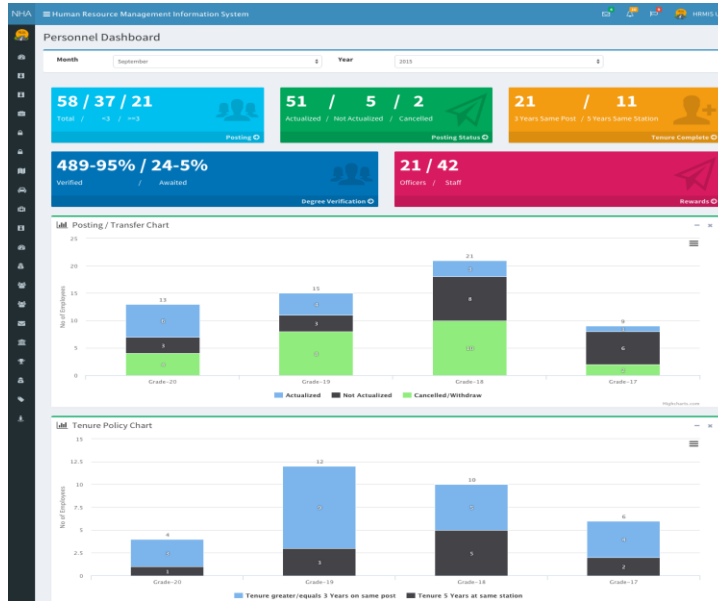
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Personnel DSS dashboard

Menu path: www.nha.gov.pk \NHA News, ePortal\HRMIS\ Personnel DSS Dashboard

Purpose: Enables the Management to have a quick look on posting and transfers of NHA Employees.

Snap Shot:



- Posting/transfer charts:** This chart categorizes posting/transfers of employees at different grade levels into Actualized, not actualized, cancelled & withdrawn. So the management has a clearer picture of posting and transfers of employees.

Green: Shows the number of employees whose postings/transfers were cancelled/withdrawn.

Brown: Shows the number of employees whose postings/transfers were not actualized.

Blue: Shows the number of employees whose postings/transfers were actualized.
- Clicking on either of these gives the individualistic view of each.

 - Actualized
 - Not Actualized
 - Cancelled/Withdraw
 - Tenure greater/equals 3 Years on same post
 - Tenure 5 Years at same station
- Tenure Policy Chart:** The chart gives the overview of employee's tenure against a grade. Whether, they have been on the same post for 3 years, greater or for above 5 years.

Blue: Shows employee tenure greater/equals 3 years on the same post.

Grey: Shows employees tenure 5 years at the same station.

Employee is to be posted after 3years and transferred after 5years.



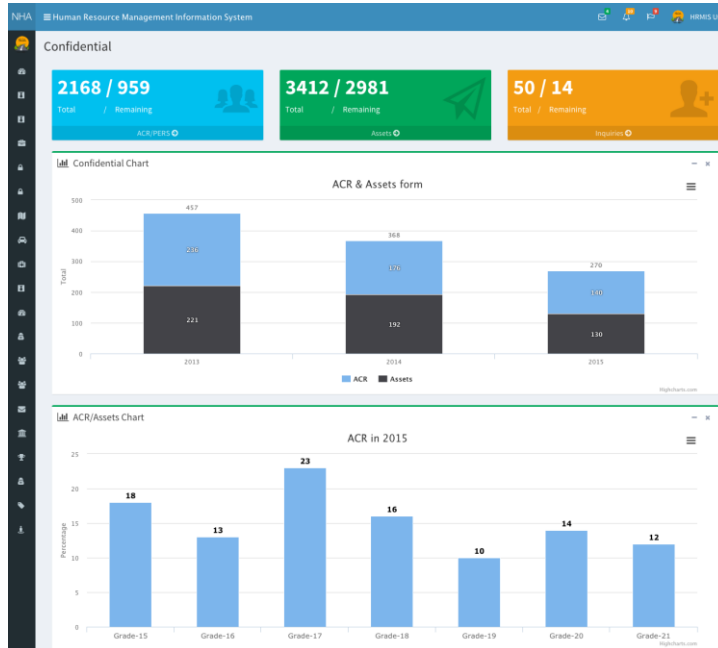
Management Information System (MIS) User Manual

Confidential DSS Dashboard

Menu path: www.nha.gov.pk \NHA News, ePortal\HRMIS\ Confidential DSS Dashboard.

Purpose: Enables the management to see, how many Annual Confidential Reports (ACR) & Assets forms are yet to be received in the current and preceding years.

Snap Shot:



- **Confidential:** Shows the number of ACR and Assets form yet to be received.
Blue: Gives the ACR forms yet to be received.
Grey: Gives the Assets forms yet to be received.
Clicking on either of these two gives the individualistic view
ACR's **Assets**
- **ACR/Assets Chart:** Categorizes ACRs yet to be received, grade wise.



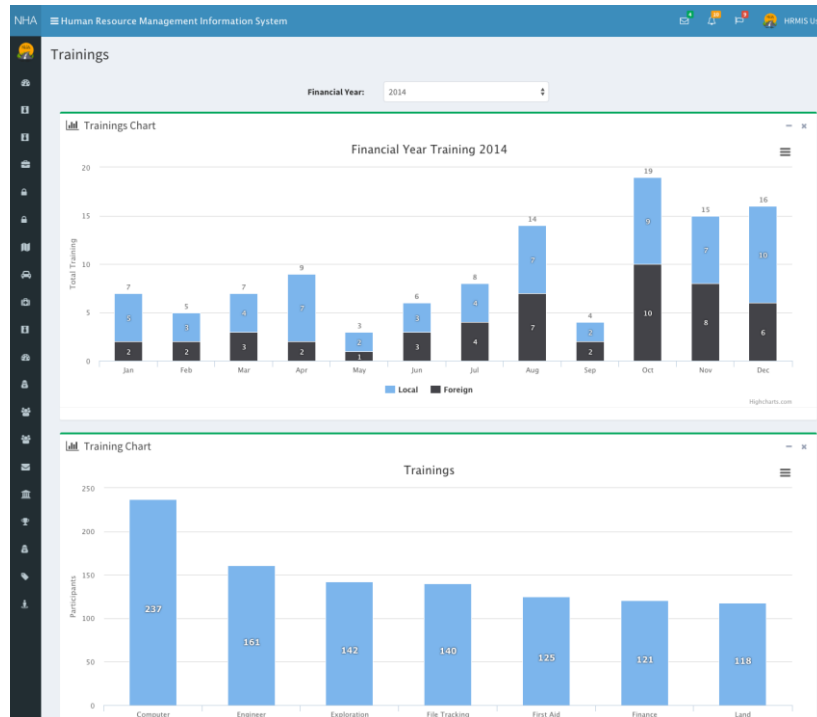
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Trainings DSS Dashboard

Menu Path: www.nha.gov.pk \NHA News, ePortal\HRMIS\ Trainings DSS Dashboard.

Purpose: Shows the local and foreign trainings conducted in the selected year.

Snapshot:



- Training bar Charts: The first chart shows the total monthly local & international trainings for the selected financial year. Selecting local/foreign gives an individualistic view of trainings conducted.
- The other form gives information on the training participants and the departments for which the trainings were conducted.



Management Information System (MIS) User Manual

Transport DSS Dashboard

Menu path: www.nha.gov.pk \NHA News, ePortal\HRMIS\ Transport DSS Dashboard.

Purpose: Contains data forms & reports for all the NHA vehicles. Have Employees' car allocations, POL expenditures, Vehicles repair and Maintenance expenses. Only the authorized Users can access it by a **User name & a password.**

Snapshots:

NATIONAL HIGHWAY AUTHORITY

SMS Based Fleet Mileage and Fuel Management System

User Name:

Password:

[Sign in](#)

NATIONAL HIGHWAY AUTHORITY

SMS Based Fleet Mileage and Fuel Management System - DRAFT

User: Ihsan Rafique

My Account

- Dashboard
- Exceptions
- Reports
- POL Upload
- Vehicles
- Management
- Preferences
- Log-Out

Dashboard

Vehicles, SMS Submissions & POL:

Repair & Maintenance:

Total: 473,063.00 (FY)

Month Wise Sheet

Kilometers & POL
Repair & Maintenance
Vehicle Wise Search

Month: October
Year: 2015
Regions: All
Departments: All
Entitlement: All
Submit

	Kilometers	Fuel in Liters	Fuel Cost	Avg.Km/Ltr.	Cost/Km
Current Month Total	N/A	N/A	N/A	N/A	N/A
Current Month Per Vehicle	N/A	N/A	N/A	N/A	N/A
Last Month Total	N/A	N/A	N/A	N/A	N/A
Last Month Per Vehicle	N/A	N/A	N/A	N/A	N/A
Total - All Months from Current (FY)	N/A	N/A	N/A	N/A	N/A
Monthly Average Financial Year (FY)	N/A	N/A	N/A	N/A	N/A
Lowest - Reported Financial Year (FY)	N/A	N/A	N/A	N/A	N/A
Highest - Reported Financial Year (FY)	N/A	N/A	N/A	N/A	N/A

21



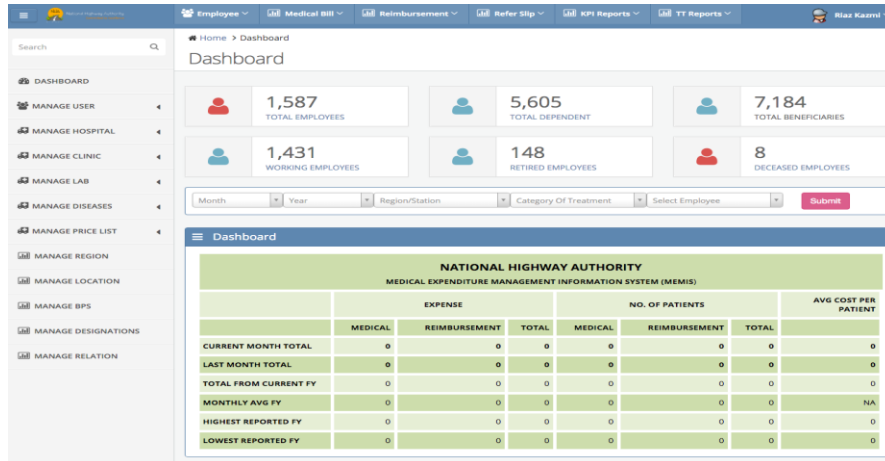
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Medical DSS Dashboard

Menu Path: www.nha.gov.pk \NHA News, ePortal\HRMIS\ Medical DSS Dashboard.

Purpose: Enables the management to view the Employees entitled for medical and their total monthly medical expense.

Snapshot:

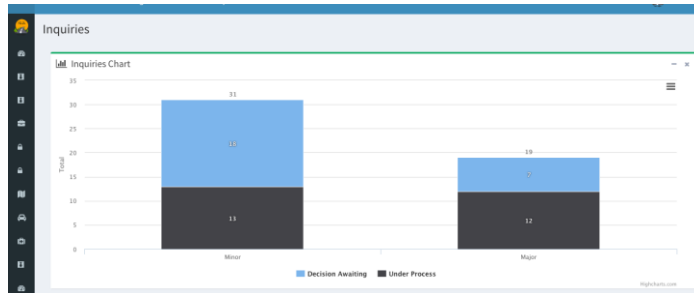


Inquiries DSS Dashboard

Menu path: www.nha.gov.pk \NHA News, ePortal\HRMIS\ Inquiries DSS Dashboard.

Purpose: Enables the management to view the number of minor and major inquiries and their status.

Snapshot:



- Inquiries Chart:** This chart shows the total number of minor and major undergoing inquiries of employees. And whether the inquiry awaits decision or is still under process.

Blue color: in both minor & major shows inquiries awaiting decisions. Grey shows inquiries under process.

Pressing Decision Awaiting/Under Process

■ Decision Awaiting
 ■ Under Process

Gives the individualistic view.



Management Information System (MIS)
User Manual

Contains the online forms. This Chapter equips the user with the basic information required to fill in the forms appropriately.

CHAPTER 2(A)



Management Information System (MIS) User Manual

Chapter 2(A): HRMIS Online entry forms

These forms are for DSS level.

Employees Form:

Menu path: www.nha.gov.pk \NHA News, ePortal\HRMIS\ Employee form.

Purpose: Lists Employees along with their basic information. Employee can be searched in the list by his/her name.

Snapshot:

Entries per page

Enables Employee Search

Opens add Employee Form

ID	Name	Father Name	DOB	Gender	CNIC	Domicile	Place of Posting
1	Maj Gen (R) Farrukh Javed	Raja Manzoor Elahi	1951-11-01 00:00:00	Male	42201-0236882-3	Punjab	Islamabad
2	Brig (R) Imtiaz Hussain	Khawaja Altaf Hussain (Late)	1949-09-12 00:00:00	Male	37405-0329229-1	Punjab	Islamabad
3	Asheer Farooq	Attaullah	1973-08-02 00:00:00	Male	247-92-357069	Punjab	Multan
4	Altaf Ahmed Chaudhry	Chaudhry Ferozeudin	1950-12-01 00:00:00	Male	274-50-252451	Punjab	Islamabad
5	Aurangzeb Khan	Sherin-ur-Rahman	1952-07-06 00:00:00	Male	61101-1077915-1	KPK	Islamabad
6	Mir Hassan Rind	Gul Hassan Rind	1951-02-03 00:00:00	Male	421-51-196346	Sindh (R)	Islamabad
7	Shaikh Abdul Latif	Shaikh Abdul Rashid	1950-05-15 00:00:00	Male	611-011871246-7	Punjab	Islamabad
8	Raja Nowsherwan Sultan	Raja Allah Dad Khan	1957-11-22 00:00:00	Male	61101-5363983-5	Punjab	Islamabad
9	Abdullah Mahesar	Haji Abdul Momin	1947-02-27 00:00:00	Male	421-47-006847	Sindh (R)	Karachi
10	Yousaf Ali	Laj Bar Khan	1956-01-10 00:00:00	Male	17301-1322190-9	KPK	Lahore

- This form enables the User to:
 - Search the employee in the list by his/her name in the search bar.
 - See as low as 10 entries per page and as much as 100 entries per page.
 - Add an employee in the list online by using Add Employee form.



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Strength form

Menu path: www.nha.gov.pk \NHA News, ePortal\HRMIS\ Recruitment forms\Strength form.

Purpose: Enables to view organizational strength and whether each is appointed directly or is already enrolled in the direct quota of working strength.

Snapshot:

Entries per page

Enables Employee search

Opens Strength form

#	Strength Name	App Direct	Work Direct
1	Chairman NHA	1	0
2	Member (Finance)	0	0
3	Member (Ops / Planning/Const)	0	0
6	Member (Admn)	0	0
7	DG (Admn/Secy NHA/GM Coord)	1	0
10	GM (Engr)	3	0
11	GM (Finance/B&A/Audit)	1	0
12	Director (Admn/Sect/Coord)	1	1
13	Director (Finance)	1	0
14	Director (Legal)	0	0

- This form enables the User to:
 - Search the strength in the search bar.
 - See as low as 10 entries per page and as much as 100 entries per page.
 - Add strength in the list online by using Add strength form.

Add Strength:

Menu path: www.nha.gov.pk \NHA News, ePortal\HRMIS\ Recruitment forms\Strength form\ Add Strength.

Purpose: Enables the employee to add new strength.

Snapshot:

- Strength name: Is the name of a post.
- App direct: Stands for Approved Direct. Approved Strength has a 70% direct share for PC-1 and it varies for regular employees.
- Work direct: Enables to enter the strength that is already enrolled in the direct quota of working strength.
- Work deputation: Enables the entry of working strength on deputation



Management Information System (MIS) User Manual

- Work promotion acting: Is the entry made for temporary promotions. Promotions that lasts till the project last. After which the employee takes back his regular charge.
- Work regular adjusted: Caters the posts generated by enhancing the quota.

Employee detail form

Menu path: www.nha.gov.pk \NHA News, ePortal\HRMIS\ Employee detail.

Purpose: Enables to access employee's ICP (individual Carrier planning) charts. That summarizes employees before transfer complete carrier profile.

Snapshot:

Employee Detail:
Enter Employee CNIC & Password

Employee CNIC:

Password:
*Default password is dobmm2012

- Employee CNIC: Enter the computerized national identity card number
- Password: Is Employee's date of birth.

Circular SMS form

Menu path: www.nha.gov.pk \NHA News, ePortal\HRMIS\ Circular SMS.

Purpose: Enables the user to send SMS to the selected group at once. Group can be selected from a drop down box.

Snapshot:

Circular SMS:
Circular SMS (Funeral, Holidays, Info, Office timing etc.)

SMS Text:

Group:



CHAPTER 2(B)

Contains Encrypted forms. It takes the user through each field In the form enabling them to make entries successfully and accurately.



Management Information System (MIS) User Manual

Chapter 2(B): Desktop/Encrypted TPS Forms

These forms are for TPS level.

The Desktop/Encrypted forms has 3 different users:

- Super Admin: Super admin of the software creates the user Accounts and passwords.
- Project Assign: Users that are the part of the project/section are given access to the required data only.
- Entry Operator: Data entry operator fills data in the forms.
 - a) Principal User: Superintendents. They have the core responsibility for data entries.
 - b) Sub-ordinate User: LDC/UDC/Office assistants. They assist principal users in data entry.
 - c) Stand by User: They make the entries in the absence of Principal and sub-ordinate users.

Encrypted forms Control Panel

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page

Purpose: Enables the user to access HRMIS module forms through a user name and a password assigned by super admin.

Snapshot:

TIME SAVED WITH COMPUTERIZED VS MANUAL ADMINISTRATION SYSTEM		
	Time needed per Employee / Transaction	
	Manual System	Computerized System
Administrator Forms	20 Hours & 30 Min	Maximum 5 Minutes
Strength Regular	2 Hours	15 Seconds
Strength PC-1	2 Hours	15 Seconds
Advertisement Quota	1 Hour	20 Seconds
Employee Appointment	1 Hour	10 Seconds
Personnel	4 Hours	2 Minutes
House Hiring (Welfare)	30 Minutes	5 Seconds
Confidential Forms	30 Minutes	10 Seconds
Employee Rewards	30 Minutes	10 Seconds
Employee Inquiries	30 Minutes	10 Seconds
ACR / PER & Assets	2 Hours	10 Seconds
Employee Penalties	30 Minutes	10 Seconds
Training (HRD)	2 Hours	10 Seconds
Public Relation (PR) Detail	3 Hours	10 Seconds



Management Information System (MIS) User Manual

Administrator forms

Administrator forms contains:

Wing, Section, Cadre, Designation, Zone detail, Place type, Quota heads, Organisation, Courses, ACR/PER grades, Reward type, Charge type, Posts, Places, Quota %, Zone & Region, Wing & Section forms.

Each form has a search, clear form, execute query and save option. Making it user friendly.

Search: Search module enables the user to search specific data in the form. Search is case sensitive and it facilitates three types of searches:

- User can search a name with its initial. For that, press F7 or search icon and then in the search bar write the initial character followed by % sign. Press F8 or execute query. This displays list of names having that initial.

P%

- User can also search a name with any character that comes in the middle of the name. For that, press search icon or F7 and then in the search bar write %sign, character, again the %sign. Press F8 or execute query. This will display all the names in the list that have that specific character in the middle.

%P%

- User can also search a name by its second character. For that, press F7 or search icon and then in the search bar write %_p%. Press F8 or execute query. This will give all the names that have p as a second character.

_%_P%

Clear form: Clicking clear form clears all the data in the form.

Execute Query: clicking the execute query tab shows the existing data in the form. Helping the user to understand the way data is filled in.

Save (F7): Saves the data entries made.

Status: If checked, means record is active



Management Information System (MIS) User Manual

Wing form:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\Administrator forms\Wing form.

Purpose: Enables the User to enter Wing information. It is a **parent form** to the section form. Data in sections change according to the wing selected.

Snapshot:

Wing ID & Name	Head Name	Status	WINGS
2 Charman Secretariat	Charman (NHA)	✓	SECTIONS
7 NDC	Charman (NHA)	✓	CADRE
8 Aided Project	Member (AP)	✓	DESIGNATIONS
Administration	Member (Admin)	✓	ZONES Detail
13 EALS	Member (Adm)	✓	PLACES TYPE
9 BOT	Member (BOT)	✓	QUOTA HEADS
3 Construction	Member (Constructor)	✓	ORGANIZATION
12 Engineering Coord	Member (Engg Coord)	✓	COURSES
6 Finance	Member (Finance)	✓	ACR / PER GRADES
14 Revenue	Member (Finance)	✓	REWARD TYPES
Total(s) Wings: 14			CHARGE TYPE

- Wing ID & Name: Wing ID is predefined against each wing name.
- Head name: Name of wing head.

Section form:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\Administrator forms\Section form.

Purpose: Enables to list Sections of NHA and its relevant information.

Snapshot:

Wing ID & Name	Section ID & Name	Status	WINGS
5 Administration	Admin	✓	SECTIONS
5 Administration	23 Computer Section	✓	CADRE
5 Administration	9 Confidential	✓	DESIGNATIONS
5 Administration	28 Coordination	✓	ZONES Detail
5 Administration	8 Establishment	✓	PLACES TYPE
5 Administration	6 HRD	✓	QUOTA HEADS
5 Administration	24 HRMIS	✓	ORGANIZATION
5 Administration	75 NHF	✓	COURSES
5 Administration	4 Personnel	✓	ACR / PER GRADES
5 Administration	25 Public Relation	✓	REWARD TYPES
Total(s) Sections : 14			CHARGE TYPE

- Wing ID & Name: Predefined Wing ID against wing name.
- Section ID & Name: Lists all the sections in a Wing selected.
- Total Sections: Gives the total number of sections in the selected wing.



Management Information System (MIS) User Manual

Cadre Form:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\Administrator forms\Cadre form.

Purpose: Enables the user to list Cadres and related posts of NHA.

Snapshot:

- Cadre ID & Name: This form lists all Cadres of NHA.
- For each Cadre selected, its respective posts are reflected in the post form.

Designation Form:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\Administrator forms\designation form.

Purpose: Lists all the designations of NHA. Selecting a designation gives related posts in the post form.

Snapshot:

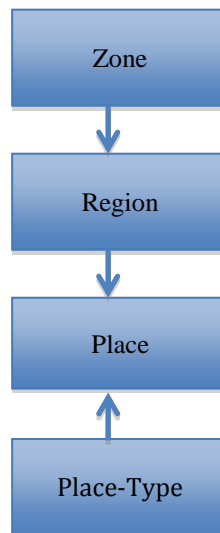
- Designation ID & Name: Pre-defined ID against each designation.
- Post form: Selecting a designation in designation form reflects its related posts in the post form



Management Information System (MIS) User Manual

Zone Detail:

The flow diagram shows the co-relation between zones, region, place and place type.



Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\Administrator forms\Zone detail

Purpose: Lists different project zones, its regions and places.

Snapshot:

Zone ID & Name	Status
2 HQ	<input checked="" type="checkbox"/>
1 North Zone	<input checked="" type="checkbox"/>
3 South Zone	<input checked="" type="checkbox"/>
4 Central Zone	<input checked="" type="checkbox"/>
5 West Zone	<input checked="" type="checkbox"/>

Total Zone(s) : 6

Region ID & Name	Short Name	Status
5 Khyber Pakhtunkhwa	KP	<input checked="" type="checkbox"/>
8 Northern Areas	NA	<input checked="" type="checkbox"/>
9 Gilgit Baltistan	GB	<input checked="" type="checkbox"/>

Clear Form Search (F7) Execute Query F8

- WINGS
- SECTIONS
- CADRE
- DESIGNATIONS
- ZONES Detail
- PLACES TYPE
- QUOTA HEADS
- ORGANIZATION
- COURCES
- ACR / PER GRADES
- REWARD TYPES
- CHARGE TYPE

- Zone ID & Name: lists different project zones along their pre defined ID's.
- Region ID & Name: lists regions in the zones selected.
- Short Names: Abbreviations of regions.



Management Information System (MIS) User Manual

ACR/PER Grades Form:



Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\Administrator forms\ACR/PER grades.

Purpose: Contains Annual Confidential and periodic Employee report grades.

Snapshot:

ACR/PER ID	Grade Title	Value	Status
1	Out Standing	10	<input checked="" type="checkbox"/>
2	Very Good	8	<input checked="" type="checkbox"/>
3	Good	7	<input checked="" type="checkbox"/>
4	Average	5	<input checked="" type="checkbox"/>
5	Below Average	1	<input checked="" type="checkbox"/>
7	Not Available	0	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Total Quota Head(s) : 6

Clear Form Search (F7) Execute Query F8  

WINGS
 SECTIONS
 CADRE
 DESIGNATIONS
 ZONES Detail
 PLACES TYPE
 QUOTA HEADS
 ORGANIZATION
 COURCES
 ACR / PER GRADES
 REWARD TYPES
 CHARGE TYPE

- ACR/PER ID: ACR/PER IDs are pre defined.
- Grade title: Performance grading
- Value: Numbers on performance from a total of 10.

Reward Types:



Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\Administrator forms\Reward types

Purpose: Lists both **intrinsic** and **extrinsic** rewards. Extrinsic rewards—usually financial—are the tangible rewards whereas intrinsic rewards are psychological rewards that employees get from doing meaningful work and performing it well.

Snapshot:

Reward Type ID & Title	Status
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Total Reward Type(s) : 0

Clear Form Search (F7) Execute Query F8  

WINGS
 SECTIONS
 CADRE
 DESIGNATIONS
 ZONES Detail
 PLACES TYPE
 QUOTA HEADS
 ORGANIZATION
 COURCES
 ACR / PER GRADES
 REWARD TYPES
 CHARGE TYPE

- Reward Type & ID: lists all type of rewards rewarded to employees by the departments. Can be honorarium, appreciation letters, shields to name a few.



Management Information System (MIS) User Manual

Charge type:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\Administrator forms\Charge type

Purpose: Enables the user to list different type of charges that are given to the employees within NHA.

Snapshot:

Charge ID & Title	Status
1 APPOINTMENT	<input checked="" type="checkbox"/>
2 RE-APPOINTMENT	<input checked="" type="checkbox"/>
3 EXTENTION	<input checked="" type="checkbox"/>
4 RE-IN STATED	<input checked="" type="checkbox"/>
5 DEPUTATION	<input checked="" type="checkbox"/>
6 INDUCTED	<input checked="" type="checkbox"/>
100 PROMOTION REGULAR	<input checked="" type="checkbox"/>
101 PROMOTION AGAINST F	<input checked="" type="checkbox"/>
102 ADDITIONAL CHARGE	<input checked="" type="checkbox"/>
103 RE-DESIGNATION	<input checked="" type="checkbox"/>

Total Reward Type(s) : 35

Buttons: Clear Form, Search (F7), Execute Query F8

- Charge ID & Title: Charge name against its pre-defined ID.

Posts form

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\Administrator forms\Posts form

Purpose: Post title is the combination of designation & cadre. It can be regular/contractual or both. Post form enables the user to list all NHA posts.

Snapshot:

POSTS	ID	POST Title	BPS	Cadre ID & Name	Designation Name	Status
PLACES	147	Secretary (Coord)	21	3 General Manger	1 Engineering	<input checked="" type="checkbox"/>
	8	GM (Engr)	20	3 General Manger	1 Engineering	<input checked="" type="checkbox"/>
QUOTA %	148	Deputy Secretary (Coord)	20	3 General Manger	1 Engineering	<input checked="" type="checkbox"/>
Zone & Region	150	GM (Material)	20	3 General Manger	1 Engineering	<input checked="" type="checkbox"/>
Wing & Section						<input type="checkbox"/>

Total Post(s) : 4

Buttons: Clear Form, Search (F7), Execute Query F8

- Post ID: Post ID is Pre defined.
- Post title: It is Cadre + Designation.
- BPS: Basic Pay Scale.
- Cadre ID & Name: Profession Name/ Categories NHA is divided into.
- Designation Name: Is the title/appointment of an employee.



Management Information System (MIS) User Manual

Places Form:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\Administrator forms\Places form

Purpose: Lists regions, places and place types along with its GPS coordinates. Selecting a zone in the region form gives the user its respective regions, zones, places and place type in the place form.

Snapshot:

POSTS	Place ID & Title	Type ID & Title	Region ID & Name	GPS Coordinates	Stat
PLACES	39 NHA HQ	2 NHA HQ	13 NHA HQ		✓
	24 Quetta	3 REGION OFFICE	6 Balochistan (North)		✓
QUOTA %	38 Peshawar Region Offic	3 REGION OFFICE	5 Khyber Pakhtunkhwa		✓
Zone & Region	40 Besham UO	4 PROJECT OFFICE	8 Northern Areas		✓
Wing & Section	42 JCRP -	4 PROJECT OFFICE	8 Northern Areas		✓
	43 E-35 PO	4 PROJECT OFFICE	8 Northern Areas		✓
	50 KNB	4 PROJECT OFFICE	3 Sindh (South)		✓
	60 Badber Dara Adam Kh	4 PROJECT OFFICE	5 Khyber Pakhtunkhwa		✓
	71 PTEP	4 PROJECT OFFICE	5 Khyber Pakhtunkhwa		✓
	72 Qazi Ahmed Aamri Bri	4 PROJECT OFFICE	4 Sindh (North)		✓
Total Place (s) :				91	

- Place ID & Title: location of offices.
- Type ID & Total: Office type (HQ, Project office, Region office etc.)
- Region ID & Name: Name of an area along with its pre defined IDs.
- GPS Coordinates: Latitude, Longitude and address of place on Google map.

Quota %:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\Administrator forms\Quota% form

Purpose: It's a more detailed form than quota head. Lists all the quota heads, its percentage division along with sub quota name & percentage. Sub quota name can be selected from a drop down box.

Snapshot:

POSTS	Quota ID	Quota Head ID & Name	Sub Quota Name	Per %	Status
PLACES	1	MERIT - 75%	MERIT	7,500	✓
	2	PLUNAB - 50%	GENERAL	42,500	✓
QUOTA %	3	PLUNAB - 50%	WOMEN	5,000	✓
	4	PLUNAB - 50%	NON-MUSLIM	2,500	✓
Zone & Region	5	SINOH - 10%	GENERAL	16,150	✓
Wing & Section	6	SINOH - 10%	WOMEN	1,800	✓
	8	SINOH (RURAL) - 11.4%	GENERAL	9,690	✓
	9	SINOH (RURAL) - 11.4%	WOMEN	1,140	✓
	10	SINOH (RURAL) - 11.4%	NON-MUSLIM	0,570	✓
	11	SINOH (URBANA) - 7.6%	GENERAL	6,460	✓
Total Quota				100,000	

- Quota ID: Serial number.
- Quota head ID & Name: quota head name against its predefined IDs.
- Sub quota Name: Select from a drop down box.
- Per %: It is Percentage for sub quota.



Management Information System (MIS) User Manual

Zone & Region:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\Administrator forms\Zone & Region form.

Purpose: lists regions in their respective zones.

Snapshot:

POSTS	Zone ID & Title	Region ID & Name	Status
PLACES			<input checked="" type="checkbox"/>
QUOTA %			<input type="checkbox"/>
Zone & Region			<input type="checkbox"/>
Wing & Section			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

- Zone ID & Title: Pre defined (serial number)
- Region ID & Name: pre defined (serial number)
- Status: if checked, means the record is active

Wing & Section form:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\Administrator forms\Wing & Section form.

Purpose: Sections within the wings change overtime. This form enables to maintain history of Wings and its respective Sections.

Snapshot:

POSTS	WS ID	Wing ID & Name	Section ID & Name	Status
PLACES				<input checked="" type="checkbox"/>
QUOTA %				<input type="checkbox"/>
Zone & Region				<input type="checkbox"/>
Wing & Section				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

- WS ID: Wing Section ID.
- Wing ID & Name: Name of the wing and its ID (serial number).
- Section ID & Name: Name of section under that wing and its ID.



Management Information System (MIS) User Manual

Personnel Form

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\Personnel form\Employee profile.

Purpose: Contains each Employee's detail data.

Snapshot:

EMPLOYEE PROFILE												ORDER DETAIL		
Emp ID & Name		F/H Name		DOB		Gender	Female	CNIC					<input type="button" value="Clear Form"/> <input type="button" value="Search (F7)"/> <input type="button" value="Print"/> <input type="checkbox"/> Finger Print ID	
Domicile & District		V.I.Mark		Religion		Language		Marital						
Emergency Contact Name & Phone No		Mobile #		Fax #		Resi Phn		Off Ph, Ext						
Emergency Address		Mailing Add		Perm Add										
Ref File #		Verified #		Seniority #		Pers #		Dual Nationality		Blood Grp				

APPOINTMENT												FAMILY		EDUCATION		EXPERIENCE		PROMOTION		TRANSFER		MISC POSTING		CARRIER OFF		REWARDS		LEAVE INFO		N O C	
A P P O I N T M E N T												A D V E R T I S E M E N T																			
ID	Emp	BS	Post ID & Name	Against	Dated	Type	Quota	Merit#	Date	Service Type	Adv #	Through	Approving Authority	Remarks / Comments																	

Employee profile

- Employee ID & Name: Each Employee has Employee ID that is pre-defined. Against which his/her entire information is saved.
- F/H Name: Employees Father/Husband name.
- DOB: Employees date of birth.
- Gender: Male/Female
- CNIC: Employee's computerized national identity card number.
- Domicile & District: Home country (province) & Area.
- V.I mark: Employee's visible Identification mark.
- Religion: Islam, Christianity, Hindu etc.
- Languages: Languages he/she knows.
- Marital Status: Married/Unmarried/Divorced/Widow.
- Emergency Contact Name & phone number: Person to be contacted when in emergency.
- Mobile number: Employee's personal mobile number.
- Fax #: Employee's fax number if any.
- Residential Phone: Current residential phone number.
- Office phone, Ext: NHA office phone number and its extension.
- Emergency address: Address required for unseen circumstances.
- Mailing address: Address where an employee can be found and communicated with.
- Permanent address: Employee's permanent place.
- Ref File #: It is the employee's personal file number, File that contains all his/her information.
- Verified #: Is the sequence number for case verification.
- Seniority #: As per joining.
- Per #: Personal Evaluation Report number
- Dual Nationality: If an employee holds more than one nationality. It needs to be declared. Blood group: A+, A-, B+, B-, O+, O-, AB+, AB-



Management Information System (MIS) User Manual

Order detail:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Personnel form\ Order detail.

Purpose: Lists all the office orders and its details, issued to each employee.

Snapshot:

Order ID	Section ID & Name	Order Type	Order No	Order Dated	Order Subject	Approving Authority ID & Name	Status

- Order ID: Serial number of Order.
- Section ID & Name: ID and name of issuing section.
- Order Type: Choose from a drop down box.
- Order Number: Each order has the office order number.
- Order Dated: Date when the order was issued.
- Order Subject: Matter for which order has been issued.
- Approving authority ID & Name: Name and ID of an employee, after whose approval order was issued.

Appointment:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Personnel form\ Appointment form.

Purpose: Contain employees' appointment details.

Snapshot:

ID	Emp	BS	Post ID & Name	Against	Dated	Type	Quota	Merit#	Date	Service Type	Adv #	Through	Approving Authority	Remarks / Comments

Appointment:

- ID: Serial number. Pre-defined.
- Emp.: Employee ID
- BS: Employee's Basic Scale
- Post ID: Sanction ID. It is pre defined.
- Against: Can be chosen from a drop down box. Whether the employee is against PC-1, Regular, DW/Regular, Contract/Regular, Contract or daily wages.
- Dated: Date of appointment.
- Type: Type of appointment. Whether the employee has been Inducted/direct/re-appointment/deputation or re-instated.
- Quota: It is the Appointment Quota. Whether the employee has been appointed on merit/ Punjab/ Sindh(R)/ Sindh (U)/Federal Area/GB/KPK/AJK/Baluchistan/Deceased or FATA/NA.
- Merit#: Merit number of an employee when inducted.



Management Information System (MIS) User Manual

Advertisement:

- Date: It is the date of post advertisement.
- Service type: Whether the post is regular/ daily wages etc.
- Adv. #: It is advertisement number. The Each advertisement has its advertisement number.
- Through: Whether the employee has been appointed through advertisement or not. (Yes/No).
- Approving Authority: On whose approval employee was appointed.
- Remarks/Comments: By concerned authorities.

Family:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Personnel form\ Family form.

Purpose: Contain employees' family details.

Snapshot:

APPOINTMENT														FAMILY														EDUCATION														EXPERIENCE														PROMOTION														TRANSFER														MISC POSTING														CARRIER OFF														REWARDS														LEAVE INFO														N O C													
ID	RelationShip	Dependent Name	DOB	CNIC	Gender	Dependent	Service Particulars	Age	Shared%	Nationality	Nomination	Remarks	Contingency	Order ID																																																																																																																																											

- Family ID: It is unique family ID. Against which all the related information to that family is saved.
- Relationship: Relationship of dependents with the employee.
- Dependent Name: lists the name of dependents on the employee.
- DOB: Date of birth of each dependent.
- Gender: Of each dependent. (Male/Female).
- Dependent: whether the named people in the family are dependent or not.
- Service particulars: Dependents service particulars if working.
- Age: Dependents age.
- Shared %: % of how the pension/gratuity or other benefits would be divided amongst the employee's family when deceased.
- Nationality: Dependents Nationality.
- Nomination: Particular family member is nominated for which and what percentage of employee's benefits if deceased.
- Contingency: Unforeseen Incident that makes the dependents eligible for benefits is to be mentioned here.
- Order ID: Order number for adding dependents of an employee.



Management Information System (MIS) User Manual

Education:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Personnel form\ Education form.

Purpose: Contain employees' educational details.

Snapshot:

APPOINTMENT											FAMILY											EDUCATION											EXPERIENCE											PROMOTION											TRANSFER											MISC POSTING											CARRIER OFF											REWARDS											LEAVE INFO											N O C										
Educ ID	Institute Name	Document Name	Document Type	Sessions	Total	Marks Obtained	Per %	Comments	Status																																																																																																															

Average %: ██████████

- Edu. ID: Employees educational ID.
- Institute name: Educational institutes from where employee has got his/her degrees done.
- Document name: Names of the qualification/degree. MBA, BBA etc.
- Document Type: Can be selected from a drop down box. Whether it is Ph.D., masters, bachelors etc.
- Sessions: Period of each degree.
- Marks: Marks obtained by the employee in each degree. Total vs. Obtained.
- Per%: Percentage of marks obtained.
- Comments: Comments by concerned authorities, if any.

Experience:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Personnel form\ Experience form.

Purpose: Contain employees' professional experience before joining.

Snapshot:

APPOINTMENT											FAMILY											EDUCATION											EXPERIENCE											PROMOTION											TRANSFER											MISC POSTING											CARRIER OFF											REWARDS											LEAVE INFO											N O C										
Exp ID	Organization Name	Org Type	Designation	BS	Service Type	Job Description	Dated		Duration	Reason Leaving	Status																																																																																																													
							Joining	Ending																																																																																																																

Total Experience's: ██████████

- Exp ID: Is the Experience ID.
- Organization Name: Where employee previously served.
- Org Type: Type of organization it is. Whether it Private/NGO/Semi-Gov./Gov./Autonomous bodies.
- Designation: What was employee's designation in that particular organization.
- BS: what was his/her basic scale.
- Service Type: whether he/she was regular/contract/daily wages/secondment (temporary transfer) or was on deputation.
- Job description: His /her previous job tasks, functions and responsibilities.
- Dated: Joining and ending date.
- Duration: Span of time spent on that particular job.
- Reason leaving: Employees reason for leaving the previous job.



Management Information System (MIS) User Manual

Promotion:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Personnel form\
Promotion form.

Purpose: Contain employees' promotion record.

Snapshot:

APPOINTMENT		FAMILY		EDUCATION		EXPERIENCE		PROMOTION		TRANSFER		MISC POSTING		CARRIER OFF		REWARDS		LEAVE INFO		N O C	
ID	Employee Name	Post ID & Name	BS	Charge Name	Reporting Officer ID	Post	Place ID & Name	Section ID & Name	Current Station Staus	Dated	Posting Station Staus	Dated	Order ID	Remarks	Status						

- ID: Pre-defined.
- Employee Name: Employee's name and ID.
- Post ID & Name: Name and ID of the post, employee has been promoted to.
- BS: New post basic scale
- Charge Name: Charge can be additional charge/demotion/move over/ Promotion against PC-1/ Promotion regular/ Re-designation.
- Reporting Officer: Name of the officer to whom the employee will report after his/her new charge.
- Place: Name and ID of the place where the new joining is be made.
- Section: Name and ID of the section he/she has been moved to.
- Current Station: Reliving and relieving date.
- Posting Station: Is the joining status and its date.
- Order ID: Order number as per which the promotion has been made.
- Remarks: Includes place of posting of the employee.

Transfer:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Personnel form\
Transfer form.

Purpose: Contain employees' Transfer records.

Snapshot:

APPOINTMENT		FAMILY		EDUCATION		EXPERIENCE		PROMOTION		TRANSFER		MISC POSTING		CARRIER OFF		REWARDS		LEAVE INFO		N O C	
ID	Employee Name	Post ID & Name	BS	Charge Name	Reporting Officer ID	Post	Place ID & Name	Section ID & Name	Current Station Staus	Dated	Posting Station Staus	Dated	Order ID	Remarks	Status						

- ID: Pre-defined.
- Employee Name: Employee's name and ID.
- Post ID & Name: Name and ID of the post, employee has been transferred to.
- BS: New post basic scale.
- Charge Name: Charge can be posting/transfer.
- Reporting Officer: Name of the officer to whom the employee will report after his/her new charge.



Management Information System (MIS) User Manual

- Place: Name and ID of the place where the new joining is be made.
- Section: Name and ID of the section he/she has been moved to.
- Current Station: Reliving and relieving date.
- Posting Station: Is the joining station and its date.
- Order ID: Order number as per which the transfer has been made.
- Remarks: Includes place of transfer of the employee.

Miscellaneous postings:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Personnel form\ miscellaneous form.

Purpose: Contain employee's postings record that has no effect on BS. Basic scale remains the same however, job tasks, functions and responsibilities increases.

Snapshot:

APPOINTMENT		FAMILY		EDUCATION		EXPERIENCE		PROMOTION		TRANSFER		MISC POSTING		CARRIER OFF		REWARDS		LEAVE INFO		N O C	
ID	Employee Name	Post ID & Name	BS	Charge Name	Reporting Officer ID Post		Place ID & Name	Section ID & Name	Current Station Staus Dated	Posting Station Staus Dated	Order ID	Remarks	Status								

- ID: Pre-defined.
- Employee Name: Employee's name and ID.
- Post ID & Name: Name and ID of the post, employee has been posted to.
- BS: New post basic scale.
- Charge Name: Charge can be Acting/ADHOC /Charge withdrawn/ Current charge/ Deputation to another department/ Look after charge/ On leave/OSD/ Own pay & scale/ repatriation/ Secondment or Temporary attachment.
- Reporting Officer: Name of the officer to whom the employee will report after his/her new charge.
- Place: Name and ID of the place where the new joining is be made.
- Section: Name and ID of the section he/she has been moved to.
- Current Station: Reliving and relieving date.
- Posting Station: Is the joining status and its date.
- Order ID: Order number as per which the posting has been made.
- Remarks: Includes place of posting of the employee.



Management Information System (MIS) User Manual

Carrier Off:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Personnel form\ Carrier Off form.

Purpose: Contain employees’ details whose carrier with NHA has been dismissed temporarily or permanently due to any reason.

Snapshot:

APPOINTMENT		FAMILY		EDUCATION		EXPERIENCE		PROMOTION		TRANSFER		MISC POSTING		CARRIER OFF		REWARDS		LEAVE INFO		N O C	
ID	Employee Name	Post ID & Name	BS	Charge Name	Reporting Officer ID	Post	Place ID & Name	Section ID & Name	Current Staus	Station Dated	Posting Staus	Station Dated	Order ID	Remarks	Status						

- ID: Pre-defined.
- Employee Name: Employee’s name and ID.
- Post ID & Name: Name and ID of the post employee was when his/her carrier with NHA ended.
- BS: His/her basic scale.
- Charge Name: Reason for his/her carrier off. Can be due to dismissal from service/End of carrier/ Expired/ Resigned/Retirement/ Retired by medical board/ Suspension or Termination.
- Reporting Officer: Name of the officer to whom the employee was reporting before his/her carrier off.
- Place: Name and ID of the place where he/she was working.
- Section: Name and ID of the section in which he/she was.
- Current Station: Relieving/Relieved and its date.
- Posting Station: Is the joining status and its date.
- Order ID: Order number
- Remarks: If any.

Rewards:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Personnel form\ Reward form.

Purpose: lists different reward types that are awarded to employees in NHA.

Snapshot:

APPOINTMENT		FAMILY		EDUCATION		EXPERIENCE		PROMOTION		TRANSFER		MISC POSTING		CARRIER OFF		REWARDS		LEAVE INFO		N O C	
ID	Kind of Reward ID & Title	Purpose ID & Title	Order No & Dated	Approving Authority	Comments	Status															

- Reward ID: Sequence number.
- Kind of Reward ID & Title: lists types of rewards e.g. shields, silver medal, gold medal etc. it’s ID and titles. Each reward has its ID against its title.



Management Information System (MIS) User Manual

- Purpose ID & Title: Purpose for reward. Why an employee has been awarded with this specific reward. E.g. Remarkable performance during task assigned, best software developer,
- Order No & Dated: Serial number of the order as per which it was awarded to an employee.
- Approving authority: Name of the approving officer.
- Comments: if any.

Leave Info:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Personnel form\ leave information form.

Purpose: Enables to keep employees' leave account.

Snapshot

APPOINTMENT		FAMILY		EDUCATION		EXPERIENCE		PROMOTION		TRANSFER		MISC POSTING		CARRIER OFF		REWARDS		LEAVE INFO		N O C	
ID	Period Duty		YMD	Calendar		Earned	Credit	Leave		Leave on Half Pay					Leave not Due		Absence		Remarks		
	From	To		Full Month	To			From	To	C-10	C-11	C-12	C-13	C-14	C-15	C-16	C-17	C-18		C-19	C-20

- Leave ID: Serial number.
- Period Duty: Start date & end date of duty.
- YMD: Year/Month/Day (start date-end date)
- Calendar full month: Number of full months spent on duty.
- Earned: Is the Leave earned on fully paid@ 4 days for each calendar month. E.g. If calendar full months are 14, then earned leaves would be (14*4=56) as 4 fully paid leaves are earned every month.
- Credit: It is Leave at credit.
- Leave: From which date to what date.
- C-10: Number of days of leave taken by an employee on full pay without medical certificate. To maximum of 120 days & 365 days in case of LPR.
- C-11: Number of days of full pay leave taken by the employee on medical certificate, subjected to a maximum of 180 days.
- C-12: Number of days of full pay leave taken by an employee on medical certificate, subjected to a maximum of 365 days in entire service.
- Leave on half pay:
 - C-13: Number of days in term of half pay.
 - C-14: Number of days in term of full pay.
- C-15: Number of days taken off by an employee for recreation. Recreation leave of 15 days in a year but 10 days to be debited.
- Leave not due:
 - C-16: Number of days in term of half pay.
 - C-17: Number of days in term of full pay.
- Absence:
 - C-18: Actual number of days.
 - C-19: No. Of days debit able (Double the actual number).
- C-20: Columns 10+11+12+14+15+17+19= Total leave days of an employee.



Management Information System (MIS) User Manual

- C-21: Days balance on 01-7-1978 return from leave (Cols. /-20)
- C-22: Remarks if any.

NOC:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Personnel form\ NOC.

Purpose: Enables to keep the record of NOCs issued to the employees.

Snapshot

APPOINTMENT	FAMILY	EDUCATION	EXPERIENCE	PROMOTION	TRANSFER	MISC POSTING	CARRIER OFF	REWARDS	LEAVE INFO	N O C
ID	Employee ID & Name		NOC TYPE	Approval Dated	Application Dated	Issue Dated	File No	Order ID		

- NOC ID: NOC serial number.
- Employee ID & Name: Employee serial number and its name. This field fills in automatically.
- NOC type: Select the type from the drop down box. E.g. NOC for job.
- Application Date: Date when NOC application was filed.
- Approval Date: Date of approval of NOC.
- Issue date: When admin Issues NOC date of NOC.
- File number: File number against which NOC is issued. It is the Case number.
- Order ID: Serial/sequence number.

Strength Regular Form

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Strength regular form.

Purpose: Enables to list posts of NHA and its respective strength along with vacancies available.

Snapshot:

ID	Post ID & Name	BS	Strength Name	APPROVED STRENGTH			WORKING STRENGTH			VACANT			Comments	Status		
				Direct	%	Promotion	Supern	TOTAL	Direct	Deputation	Sub TT	Promotion			Supern	TOTAL
0																

- ID: Each row of information has its ID. Making it easier to retrieve information.
- Post ID & Name: Post ID number along with its name.
- BS: Basic scale of the post.
- Strength Name: Working as post.
- Approved Strength: Categorizes total approved PC-1
- Strength in to direct, promotion & supernumerary along with the percentage quota used. The form lists the number of respective strength available in NHA and whether it is occupied under direct quota, promotion quota or is supernumerary.
- Working Strength: lists how many of each working strength is appointed direct, is on deputation, promoted or is supernumerary.



Management Information System (MIS) User Manual

- Vacant: Approved Strength total-Working Strength total.
- Comments: If any related to the strength.

Working Post Detail form (Regular):

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Personnel form\
Strength regular form\Working post detail form.

Purpose: It is not a data entry form. Information here is retrieved from the personnel form. It shows how many times strength has been filled, by who and for how long. Information depicted here depends upon the post selected in the strength form.

Snapshot:

- Emp. ID & Name: Employee ID & Name.
- Post ID & Name: Employees' post ID & name.
- BS: Employees basic scale.
- Place ID & Title: Location.
- Charge ID & Title: Charge name against its pre-defined ID. Whether the employee occupied the strength by promotion\deputation etc.
- Joining date: when was the joining made
- Order ID: Charge order ID.
- Remarks/Comments: Comments if any.

Strength PC-1 Form:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Strength PC-1 form.

Purpose: Enables to list current contractual employees' strength, strength categories and its vacancies.

Snapshot:

ID	Post ID & Name	BS	Strength Name	APPROVED STRENGTH			WORKING STRENGTH					VACANT			Comments	Status						
				Direct	%	Promotion	Supern	TOTAL	Direct	Deputation	Sub TT	Promotion	Supern	TOTAL			Direct	Promotion	TOTAL			
118	3 Member (Engineer)	21	Member (Engineer)	3	0	0	1	0	0	0	4	0	0	0	0	0	0	3	1	4		
119	8 GM (Engr)	20	GM (Engr)	10	0	0	5	0	0	15	2	0	2	10	0	12	3	0	3			
120	95 Director (Engineer)	19	Director (Engineer)	47	0	0	20	0	0	67	24	1	25	17	0	42	22	3	25			
121	96 Director (Env/Social)	19	Director (Env/Soc)	1	0	0	0	0	0	1	1	0	1	0	0	1	0	0	0			
122	97 Director (LM & EA)	19	Director (LM & EA)	3	0	0	1	0	0	4	1	2	3	0	0	3	0	1	1			
123	144 Director (Budget &)	19	Director (Budget &)	3	0	0	2	0	0	5	0	2	2	2	0	4	1	0	1			
59	Clear Form Search (F7) Execute Query F8			2161	360	0	2521	937	44	1884	159	0	2043	272	206	478						

- ID: Each row of information has its ID. Making it easier to retrieve information.
- Post ID & Name: Post ID number along with its name.
- BS: Basic scale of the post.
- Strength Name: Working as post.
- Approved Strength: Categorizes total approved PC-1 strength in to direct, promotion & supernumerary along with the percentage quota used. The form lists the number of respective strength available in NHA and whether it is occupied under direct quota, promotion quota or is supernumerary.



Management Information System (MIS) User Manual

- Working Strength: lists how many of each working strength is appointed direct, is on deputation, promoted or is supernumerary.
- Vacant: Approved Strength total-Working Strength total=Vacant.
- Comments: If any related to the strength.

Working Post Detail form (PC-1):

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Strength PC-1 form\ working post detail form.

Purpose: It is not a data entry form. Information here is retrieved from the personnel form and it depends upon the post selected in the strength from above.

Snapshot

WORKING POST DETAIL		ADVERTISE QUOTA DETAIL						
Emp ID & Name	Post ID & Name	BS	Place ID & Title	Charge ID & Title	Joining Date	Order ID	Remarks / Comments	Status
Total Post(s) : 0		Total Regular Post(s) : 0		Total Promotion Post(s) : 0		Total Deputation Post(s) : 0		

- Emp. ID & Name: Employee ID & Name.
- Post ID & Name: Employees' post ID & name.
- BS: Employees basic scale.
- Place ID & Title: Location.
- Charge ID & Title: Charge name against its pre-defined ID. Whether the employee occupied the strength by promotion\deputation etc.
- Joining date: when was the joining made
- Order ID: Charge order ID.
- Remarks/Comments: Comments if any.

Training Form:

New training heads:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Training (HRD)\New training heads.

Purpose: Enables the user to add training titles against training heads.

Snapshot:

Training Head ID & Type	Training Head Title	Active ?
247 Training_Category	Courses	<input checked="" type="checkbox"/>
238 Training_Category	Exhibition	<input checked="" type="checkbox"/>
248 Training_Category	Seminar	<input checked="" type="checkbox"/>
249 Training_Category	Symposium	<input checked="" type="checkbox"/>
257 Training_Category	Workshop	<input checked="" type="checkbox"/>
Total Title (s) : 5		

ID	Internee / Trainee Name	Father Name	CHIC	Mailing Address	Contact #	Qualification	Discipline / field	Marks	Grade	Institute	Internee / Trainee Type
Total Internee / Trainee (s) : 0											



Management Information System (MIS) User Manual

- Training head ID & type: Training head ID is computerized. User can select the training head type from a drop down box. Each type is a static value against which maximum information can be added. Currently there are 7 heads. However, the software developer on request and as per requirement can add heads.
- Training head title: It is the title of training against the head type selected. New title can be created here or existing title can also be searched.
 - For creating a new title: Simply write the title in this column against the desired training head and press on save icon below. This will create a new training title against that head.
 - For search: Press search icon, write the 'training head title' you need to search followed by % sign and press F8 or execute query.
- Active: If checked, shows that the record in the fields is still active and is going to be reflected in the other forms.
- Reports detail: User can select the desired report from the drop down box to print.

Training Information:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Training (HRD)\Training Information.

Purpose: Contains training information

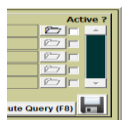
Snapshot:

Training ID	Organization / Institute ID & Name	Category	Local / Foreign Training	Expenditure / Fee	Earned Through	Dead-line	Comments	Active ?
			237		Capacity Buildin			

Total Training(s) 0

Clear Form Search (F7) Execute Query (F8)

- Training ID: pre-defined.
- Organization\Institute ID & name: Data in this field comes from new training head form above as per the selection made.
- Category: Is the classification of training. Whether it is a seminar or a course etc.
- Local\Foreign: Is the training location. Whether it is within Pakistan or is abroad.
- Expenditure: Expenditure on training employees per course (number of employees * price per course). Single training can have multiple courses under it.
- Earned through: Reason for training.
- Deadline: last date to apply.
- Comments: if any



- Enables to attach the training documents. And save the information added.



Management Information System (MIS) User Manual

Training Courses:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Training (HRD)\Training Course.

Purpose: Contains Courses information.

Snapshot:

NEW TRAINING HEADS		Training Course ID	Course ID & Title	Cadre ID & Title	Sponsor / University	Ref #	Slots	Venue ID & Title	Part / Full Time	D U R A T I O N			R E Q U I R E M E N T		
TRAINING INFO										Days	Start Date	End Date	BS	Exp	Age
TRAINING COURSE'S															

- Training course ID: On combination of information in the above forms, courses will be defined. Each training course having its ID & title.
- Cadre ID & Title: Name and ID of the cadre for which that course is.
- Sponsor/University: Name of the organization/university sponsoring Course / training.
- Ref#: It is the reference number for sponsor letter.
- Slots: Number of groups' employees that will be accommodated in training, as per slots available. If training has 3 slots and each slot can accommodate 4 employees. It means 12 employees can have that training.
- Venue ID & Title: Venue name and ID where the training is going to be conducted.
- Part/Full time: Select from a drop down box, whether the training is part time or full time.
- Duration: Number of days of training along with starts and end date.
- Requirement: Training requirement for that particular course. Employee's Basic scale, Experience and age.

Employees' Nominated:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Training (HRD)\Employees Nominated.

Purpose: lists the nominated employees of NHA for training.

Snapshot:

EMPLOYEES NOMINATED		INTERNEE / TRAINEES		Internee / Trainee DETAIL		HRD HISTORY	
Nominee ID	Training ID	Training Course ID	Employee ID & Name	Carrier ID & Designation	Working Location		

- Nominee ID: Serial number of nominees'.
- Training ID: Trainings serial number.
- Training Course ID: Courses serial number and is pre-defined.
- Employee ID & Name: Nominated Employees' names and IDs.
- Carrier ID & Designation: Nominees' current carrier ID & designation.
- Working location: Name of the current working location of the nominees'.
- Attachment: Employee' training documents are to be attached along with his/her training completion certificate.



Management Information System (MIS) User Manual

Internee/Trainees' form:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Training (HRD)\Trainees form.

Purpose: lists the internees'/trainees' of NHA with basic information.

Snapshot:

ID	Internee / Trainee Name	Father Name	CNIC	Mailing Address	Contact #	Qualification	Discipline / Field	Marks	Grade	Institute	Internee / Trainee Type

- Internee\Trainee ID: Serial number
- Internee\Trainee name: Names of internees'\Trainees' of NHA.
- Internee\trainee father's name: Father name of internees and trainees.
- CNIC: of the trainee\internee.
- Mailing address: Address where the internee/trainee can be communicated.
- Contact#: Trainee\internee contact number where they can be reached.
- Qualification: Trainees'\Internees' last qualification.
- Discipline\Field: Field of study.
- Marks: Achieved in the recent\last qualification.
- Grade: Grade acquired in the recent\last degree qualification.
- Institute: Name of the organization from where the internee\trainee acquired his/her recent\last qualification.
- Internee\Trainee type: whether the person is internee or trainee engineer. Can be selected from a drop down box.
- Attachment: Trainees'\internees' personal documents. (Educational documents, work experience letter etc.)
- Save: In order to save the entry made. Click on to the save icon.

Internee/Trainee Detail

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Training (HRD)\(Internee/Trainee detail form).

Purpose: This Form enables the user to record detail information of all the internees'/trainees' of NHA.

Snapshot:

Detail ID	DATED Application	Joining	DURATION From	To	EXTENSION From	To	Monthly Remuneration	Approved by	Project Name	Contractor / Consultant Name	Place Name	Cert Issue Dated	Comments

- Detail ID: Serial number.
- Dated:
 - Application: Date of application for internship/training.
 - Joining: Joining date of internee/trainee.



Management Information System (MIS) User Manual

- Duration:
 - From: Starting date
 - To: Ending date
- Extension: If done
 - From: Extension start date.
 - To: Extension end date.
- Monthly Remuneration: Money paid for work.
- Approved by: Signing authority name.
- Project Name: Name of the project against which internee/trainee is hired.
- Contractor/Consultant Name: Name of the consultant/contractor internee/trainee is working with.
- Place Name: location of the work.
- Cert Issue date: Is 'certificate of completion' issue date.
- Comments: If any
- Attachment: Supporting departmental documents are to be scanned and attached here. Documents include completion certificate issued by NHA to internee/trainee on completion, attendance sheet etc.

Advertisement Detail Form:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ Advertisement Quota\Advertisement detail form.

Purpose: Advertisement system has not computerized. It is just the data that is being computerized. Advertisement form gives the advertisement detail along with posts occupied as per post quota and the adjustments made.

Snapshot:

- Advertisement Summary contains:
 - Adv. ID: Advertisement ID is the serial number.
 - Adv. no#: Each advertisement has its number. It is to be written here.
 - Issue date: Date of issue of advertisement.
 - Last date: Is the last date to apply for the post as per advertisement.
- Advertisement detail:
 - Detail ID: Serial /sequence / unique number.
 - Post ID & Name: of the post advertised.



Management Information System (MIS) User Manual

- No. Of posts: Number of posts advertised. Vacancies in the strength form determine the number of posts / Sanctioned to be advertised.
- Education: Educational requirements.
- Exp.: Experience required for the post.
- Comments: if any.

Once the advertisement Summary and advertisement detail has been made. Press quota processed, advertisement detail per post quota detail fills in automatically.

- Advertisement detail per post quota detail:
 - Quota ID: Serial number.
 - Province/region name: Name of provinces and regions along with their %age quota.
 - Sub-quota percentage: It is the sub %age quota general, women and disabled against each province/region quota. Can be selected from a drop down box.
 - Allocation of vacancies already filled (Col-5): Last advertisement's Previous / remaining share values/ %age will be depicted here. Values in previous column 9 depicts here in current column 5.
 - Carried forwarded balance from previous allocation/recruitment (col-6): Values in this column (6) comes from last advertisement's column (10). So the Allocation / adjustments in new recruitment can be made.
 - Share of each province/region on the basis of vacancies to be filled in now (Col 7): Gives the quota share for each province/region for current vacancies. It is calculated by a formula. $\text{Column 4 value} \times (\text{column 2 value} / 100)$.
 - Total of column numbers (8):
 $\text{Value in column (6)} + \text{Value in column (7)} = \text{total value in column (8)}$.
 - Allocation of present vacancies to be filled now (9): Number of vacancies.
 - Balance to be carried forward for next recruitment (10): Posts that need to be Remaining / adjusted in the next recruitment comes here. As at times, the recruitment is not done as per the quota and the adjustments are made as per the circumstances, which then are compensated, in the next recruitment.

Quota Wise detail & Sub-quota wise detail: Shows the posts occupied, as they should be in real.



Management Information System (MIS) User Manual

Job Application Form

Menu path: Desktop HRMIS Recruitment Icon\User name, password\Job application detail form. Whenever a job is to be advertised. Before any advertisement, recruitment section will have to inform the MIS department. The Software developer will then deploy the job application form on their systems for long listing, short listing and appointment.

Purpose: This form enables the user to record detail information of all the applicants. Long listed, short listed job and appointed candidates for different departments\disciplines of NHA.

Snapshot:

Edu ID	Certificate / Degree	Session	Total Marks	Obtain Marks	Name of Board / University / Institute	Comments

- Application ID: Is the Serial Number of the applicant applying for the particular post. The serial number is not unique. It restarts for every new position.
- Post Name: Post name for which the candidate is applying, along with BS.
- Newspaper Name: Name of the newspaper in which job advertisement was made.
- Newspaper Dated: When was the advertisement published.
- Name: Name of the applicant.
- Father's name: Applicant's father name.
- Permanent address: Applicant's permanent address.
- Postal address: Address on which applicant can receive his/her letter or other documents.
- Phone #: Applicant's landline number.
- Mobile #: Applicant's current mobile number.
- Domicile: Applicants Domicile. E.g. Punjab
- District Domicile: Applicant's district domicile.
- Quota: Select a quota from the drop down box under which the applicant is eligible to apply.
- Gender: Male/Female
- Date Of Birth: Date of birth of the employee.
- Age up to closing date: Age of the applicant, on the last date of submission of form.
- Religion: Religion the applicant follows.
- CNIC: Computerized National Identity Card number of the employee.
- Govt. Department: Name of the Govt. department where he/she was working.
- Serving from: Date of joining the previous job.
- Serving to: Date of leaving the job.
- Station-Interview: Location where the applicant's interview would be conducted.



Management Information System (MIS) User Manual

- **Criteria Short-listed:** If the box is checked, means the applicant fulfills the criteria and has passed the test.
- **Interview Short Listed:** If the box is checked, means the candidate has passed his/her Interview and has been shortlisted in interviews.
- **Test Marks:** Marks scored by the applicant in the test.
- **Interview Marks:** Marks scored by the candidate in the interview.
- **Total Marks:** Marks scored in the test + Marks stored in the interview.
- **Appointed:** If the box is checked, means the candidate has been appointed.
- **To print a report:** Select the report you need to print from the drop down and click on to print icon. This will generate the report.

Education Form

Menu path: Desktop HRMIS Recruitment Icon\User name, password\Job application detail form\Education form.

Purpose: This form enables the user to record the educational information of all the applicants.

Snapshot:

EDUCATION		EXPERIENCE				
Edu ID	Certificate / Degree	Session	Total Marks	Obtain Marks	Name of Board / University / Institute	Comments

- **Edu ID:** Educational ID is the serial number.
- **Certificate/Degree:** Select degree from the drop down box. All degrees are to be listed.
- **Session:** period of degree.
- **Total Marks:** Complete marks for that particular certificate/degree.
- **Obtain Marks:** Marks acquired by the applicant.
- **Name of board/University/Institute:** From where the applicant did his/her degree.
- **Comments:** If any. May include a comment regarding the educational documents provided by the applicant. Or any other information that needs to be saved for future use.

Experience Form:

Menu path: Desktop HRMIS Recruitment Icon\User name, password\Job application detail form\Experience form.

Purpose: This form enables the user to record applicants' experience information.

Snapshot:

EDUCATION		EXPERIENCE							
Designation	BS	Name of Department	Department Type	Service Type	Joining Dated	Ending Dated	Duration	Reason Leaving	Job Description
			Government	Contract					

- **Designation:** His/her previous post.



Management Information System (MIS) User Manual

- BS: His\Her previous basic scale.
- Name of department: where he\she was previously working.
- Department Type: Government\Private.
- Service Type: Contract\Daily wages\Permanent.
- Joining Dated: Joining date of the previous job.
- Ending Dated: End date of the previous job.
- Duration: Number of months\years worked for that particular organization.
- Reason Leaving: Explain precisely, why you left the job.
- Job description: Previous job description. Can include number of years, months & days worked on the previous job.

Confidential form:

Menu path: Desktop HRMIS Icon\User name, password\ Control panel page\ confidential form.

Purpose: Contain employees' ACRs/PERS, Assets declaration, inquiries, penalties and promotions along with his/her basic profile

Snapshot:

Note: User having access to confidential form can access all the tabs.

Employee profile

Employee profile is retrieved from personnel form. However entries in encrypted forms (ACR/PER, Asset declaration forms, Inquiries and penalties form are done by confidential section).

- Employee ID & Name: Each Employee has Employee ID that is pre-defined. Against which his/her basic information is saved.
- F/H Name: Employees Father/Husband name.
- DOB: Employees date of birth.
- Gender: Male/Female
- CNIC: Employee's Computerized National Identity Card Number.
- Domicile & District: Home country (province) & Area.
- V.I mark: Employee's visible Identification mark.
- Religion: Islam, Christianity, Hindu etc.
- Languages: Languages he/she knows.
- Marital Status: Married/Unmarried/Divorced/Widow.
- Emergency Contact Name & phone number: Person to be contacted when in emergency.
- Mobile number: Employee's personal mobile number.



Management Information System (MIS) User Manual

- Fax #: Employee's fax number if any.
- Residential Phone: Current residential phone number.
- Office phone, Ext: NHA office phone number and its extension, if any.
- Emergency address: Address required for unseen circumstances.
- Mailing address: Address where an employee can be found and communicated with.
- Permanent address: Employee's permanent place.
- Ref File #: It is the employee's personal file number, File that contains all his/her information.
- Verified #: Is the sequence number for case verification.
- Seniority #: As per joining.
- Per #: Personal Evaluation Report number
- Dual Nationality: If an employee holds more than one nationality. It needs to be declared.
- Blood group: A+, A-, B+, B-, O+, O-, AB+, AB-

Confidential form contains Employee inquiries form, ACR/PERs form and penalties form. Concerned authorities can access the relevant tabs only. Rest of the tabs, goes disabled.

Employee Inquiries:

Menu path: 1.Desktop HRMIS Icon\User name, password\ Control panel page\ confidential form\Employee Inquiries form.
2. Desktop HRMIS Icon\User name, password\ Control panel page\ Employee Inquiries.

Purpose: lists employees' all Major and minor inquiries.

Snapshot:

- Users given access to the 'Employee Inquiries Form' can only open the relevant tab. Rest of the tabs go disabled.
- Inquiry ID & Name: Name of inquiry and its serial number.
- Type: whether the inquiry is minor or major.
- Dated: Start and end date of the inquiry.
- Comments: Related to inquiry, if any
- Attachment folder: For Attaching the inquiry documents.
- Inquiry information and Employee ID & Name: Displays inquiry information along with the names and IDs of all the employees involved in it.



Management Information System (MIS) User Manual

ACR/PERs Form:

Menu path: 1.Desktop HRMIS Icon\User name, password\ Control panel page\ confidential form\ACR\PERs) form.
2.Desktop HRMIS Icon\User name, password\Control panel page\ (ACR\PERs) form.

Purpose: Contain employees’ ACRs/PERs reports.

Snapshot

APPOINTMENT		PROMOTION		ACR / PERs		INQUIRES		PENALTIES		ASSETS							
Year	Post ID & Name	D A T E D		Initiate	R E P O R T I N G O F F I C E R			C O U N T E R O F F I C E R			Promotion Fitness	RO Assmt Eval by CO	Receipt Dated				
		From	To		Name	Grade	Remarks	Dated	Name	Grade				Remarks	Dated		

Year's Assign From : Assign Years Total ACR required for Submitting : 0 Total Submitted :

- Users given access to the ‘ACR/PERs Form’ can only open the relevant tab. Rest of the tabs go disabled.
- Post ID & Name: Employees post name and its ID.
- Dated: Period of ACR/PER.
- Initiate: Date when the employee initiates the ACR/PER.
- Reporting Officer: Direct supervisor’s name. Grade he/she is assigning to the employee on his/her work and his/her remarks on employee’s performance if any.
- Dated: Date on which the ACR/PER was made.
- Counter Officer: Name of the counter-signing officer. Grade assigned to the employee. Remarks regarding employee’s performance.
- Dated: Date on which the ACR/PER was upgraded.
- Promotion Fitness: whether the person is fit for promotion or not.
- RO Assessment Evaluation by CO: Reporting Officer assessment evaluation by Counter Officer.
- Receipt date: Date on which the concerned section received the ACR/PER.

Assets Form:

Menu path: 1.Desktop HRMIS Icon\User name, password\ Control panel page\ confidential form\Assets Form.
2. Desktop HRMIS Icon\User name, password\ Control panel page\Assets Form.

Purpose: Contain employees’ Assets declaration information.

Snapshot:

APPOINTMENT		PROMOTION		ACR / PERs		INQUIRES		PENALTIES		ASSETS	
Assets ID	Employee ID & Name	Year ID & Title	Date of Receipt	Status							

Year's Assign From : Assign Years Total ACR required for Submitting : 0 Total Submitted :

-



Management Information System (MIS) User Manual

- Users given access to the ‘Assets Form’ can only open the relevant tab. Rest of the tabs go disabled.
- Asset ID: Serial number.
- Employee ID & Name: Employee ID is employee’s serial number against his/her name.
- Year ID & Title: Year serial number along with its name.
- Date of receipt: Concerned section’s receiving date.
- Status: If checked, means the form is received. If unchecked, the form is yet to be received.
- Assign years: Year of joining till the current year.

Employee penalties:

Menu path: 1. Desktop HRMIS Icon\User name, password\ Control panel page\ confidential form\Employee penalties
 2. Desktop HRMIS Icon\User name, password\ Control panel page\ Employee penalties.

Purpose: lists all the penalties given to the employees for breaking a rule/law or contract.

Snapshot:

APPOINTMENT							PROMOTION		ACR / PERS		INQUIRES		PENALTIES		ASSETS	
Penalty ID							Allegation		Nature of Penalty		ORDER DETAIL		Remarks			
											No #		Dated		Approval Authority	

- Penalty ID: Serial number. Pre defined.
- Allegation: State what has been done to break the rule\law or contract.
- Nature of penalty: Punishment imposed. E.g. warning, termination, suspension etc.
- Order detail: It is the penalty order detail. Its number, date of issue and the approval authority name along with remarks.



Management Information System (MIS)
User Manual

CHAPTER 3

Chapter 3 Introduces the user to Revenue Management Information System (RMIS) module of NHA-IS.



Chapter 3: Revenue Management Information System (RMIS)

Introduction



Revenue Management Information system (RMIS) a module of NHA-IS, records and depicts total budgeted/earned and collected revenue. The revenue is collected from a combination of these 4 sources. Namely:

- Toll Revenue
- Police Fine
- Weigh Fine
- Right of Weigh (RoW)
- Others

Revenue managers are nothing without data and the systems that yield it, but that doesn't mean they should sit back and let technology take the wheel. NHA for that purpose has integrated IT with revenue management. Availability of reliable information enables the concerned authorities to make informed instantaneous decisions without any delays.

How to access RMIS?

The RMIS system is hosted in the web site of NHA (www.nha.gov.pk).

Menu path: www.nha.gov.pk \ NHA news\ ePortal\ RMIS dashboard

Forms For data entry:

The forms for data entry are available online. These forms can be accessed by a user name and a password generated by super admin through permission form.

Pre-requisites on the systems include:

- Workable Internet connection
- Oracle forms developer



Management Information System (MIS) User Manual

Dashboards

Dashboard?

Dashboard is another name for "progress report" or "report." It has been linked to a database, which allows the report to be constantly updated by the concerned authorities.

Dashboard is "an easy to read, single page, real-time user interface, showing a graphical presentation of the current situation and historical trends of the organization. That enables instantaneous & informed decisions to be made at a glance.

"RMIS dashboard has been set as the default or start-up page on a browser. Its Graphical User Interface is designed to display summaries, graphics (bar charts, pie charts). That makes decision making easy.

Accessing Executive Information System (EIS) Dashboard:

User can access the dashboard through his/her **Mobile, Laptop, and Tabs** by following these simple steps.

- Open the browser, can be anyone of these



- Write **nha.gov.pk** in the address bar and press "Enter"



Nha.gov.pk

- Landing Page



Click to Open Executive Information System dashboard



Management Information System (MIS) User Manual

Executive Information System Dashboard

Executive Information dashboard caters honorable **Chairman** and **Members NHA** only. They can access the dashboard using their user names and passwords. Dashboard spotlights areas that need attention before the situation becomes critical and costly. Its **Drill down capability** provides the Chairman and the members to trace problem areas directly to the source. EIS Dashboard enables the user to take in the "big picture" at an overview level or drill right down to the transaction level to get the detail.

The screenshot shows the login interface for the National Highway Authority's Executive Information System. At the top, there is a dark header with the NHA logo and the text 'NATIONAL HIGHWAY AUTHORITY Executive Information System'. Below this is a white 'LOGIN FORM' box containing two input fields: 'User Name' (with 'Email' as a placeholder) and 'Password' (with 'Password' as a placeholder). There are 'Login' and 'Cancel' buttons at the bottom of the form.

Moreover, EIS dashboard provides a link to all four-core Softwares. And gives an overview picture of them so the management knows which area/areas need attention.





Management Information System (MIS) User Manual

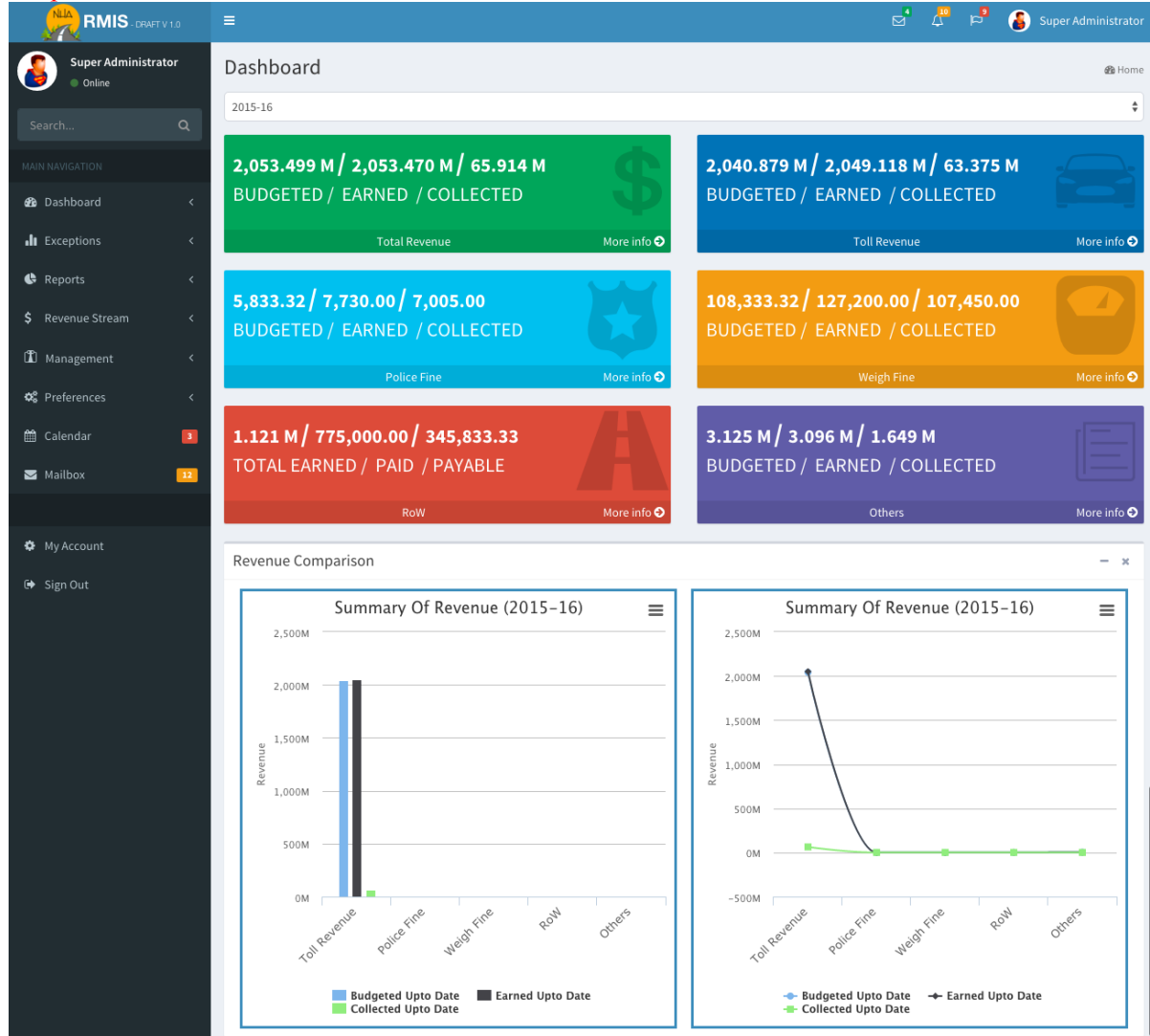
Revenue Management EIS Dashboard

Menu path: For chairman & members: EIS\ RMIS

For Others: www.nha.gov.pk\ NHA news, ePortal\RMIS\.

Purpose: EIS dashboard has been set as a default page. It gives an overview of budgeted\Earned and collected revenues from all five sources to the higher management. The graphs summarize the revenue collection for the selected year.

Snap Shot:





Management Information System (MIS) User Manual

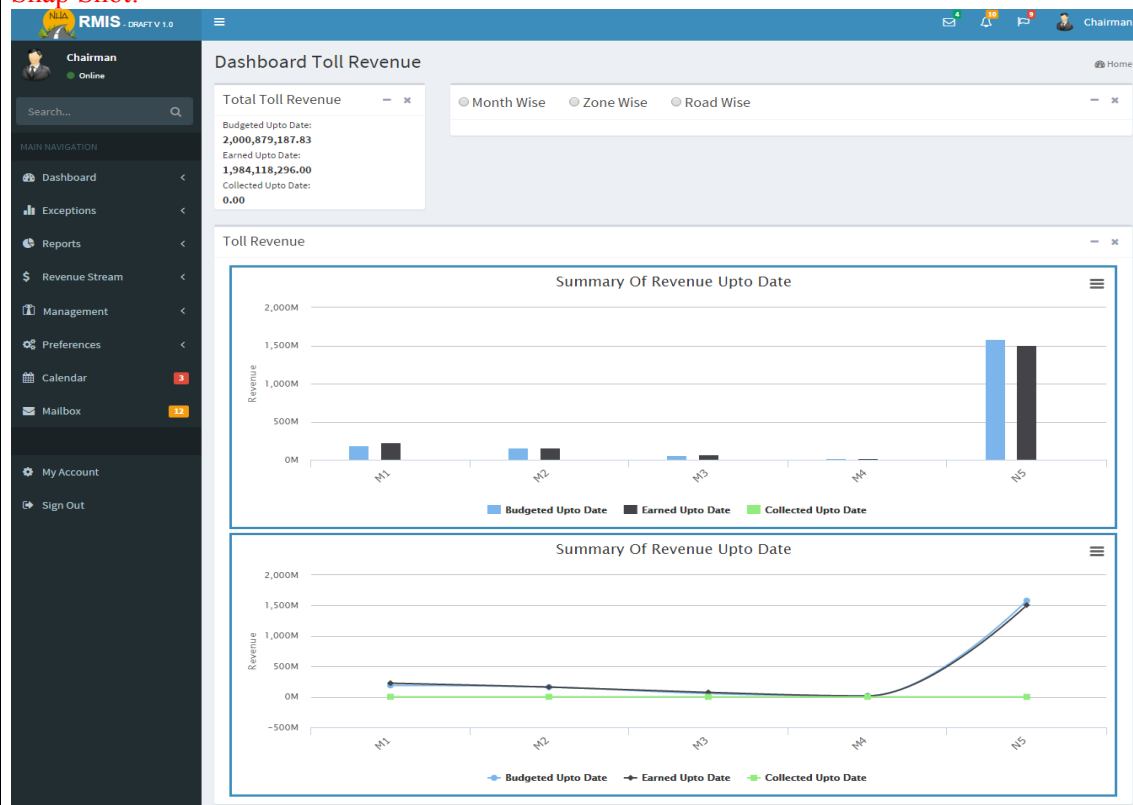
Toll Revenue Dashboard

Menu path: For chairman & members: EIS\ RMIS\ Toll Revenue.

For Others: www.nha.gov.pk\NHA news, ePortal\RMIS\Dashboard\Toll Revenue.

Purpose: Toll revenue dashboard shows the total revenue collected from toll.

Snap Shot:



Toll revenue dashboard gives:

- Month wise, Zone wise and Road wise budgeted Toll Revenue Up to date.
- Month wise, Zone wise and Road wise earned Toll Revenue Up to date.
- Month wise, Zone wise and Road wise collected Toll Revenue Up to date.

For month wise budgeted, earned and collected up to date toll revenue. Select:

- Month wise.
- Month from the drop down box.
- Year from the drop down box and submit it.
- Total toll revenue box on left and the graph on the toll dashboard will show the budgeted, earned & collected revenue for the selected month of the year.

Month Wise Zone Wise Road Wise

Month: July Year: 2015

Submit

For zone wise budgeted, earned and collected up to date toll revenue. Select:



Management Information System (MIS) User Manual

- Zone wise.
 - Zone from the drop down box.
 - Region from the drop down box and submit it.
 - Total toll revenue box on left and the graph on the toll dashboard will show the budgeted, earned & collected revenue for the selected region and of the selected zone

Month Wise Zone Wise Road Wise - x

Zone: **Region:**

For road wise budgeted, earned and collected up to date toll revenue. Select:

- Road wise.
 - Road type from the drop down box.
 - Road from the drop down box and submit it.
 - Total toll revenue box on left and the graph on the toll dashboard will show the budgeted, earned & collected revenue for the road and road type.

Month Wise Zone Wise Road Wise - x

Road Type: **Road:**



Management Information System (MIS) User Manual

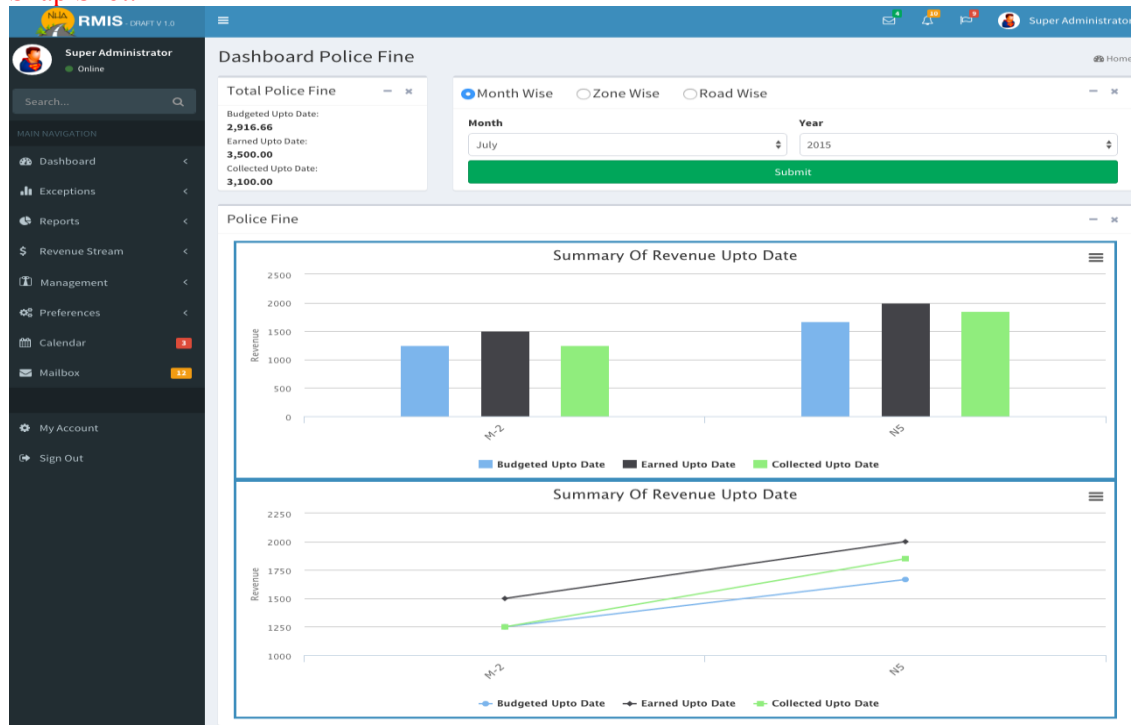
Police Fine Dashboard

Menu path: For chairman & members: EIS\ RMIS\Police Fine.

For Others: www.nha.gov.pk\NHA news, ePortal\RMIS\Dashboard\Police Revenue.

Purpose: Police Fine dashboard shows the total revenue collected from police fine. E.g. fine due to over speeding, for not wearing seat belt etc.

Snap Shot:



Police fine Dashboard gives:

- Month wise, Zone wise and Road wise Up to date budgeted revenue collected from police fine.
- Month wise, Zone wise and Road wise Up to date earned revenue collected from police fine.
- Month wise, Zone wise and Road wise Up to date collected revenue from police fine.

For month wise budgeted, earned and collected up to date police fine. Select:

- Month wise.
- Month from the drop down box.
- Year from the drop down box and submit it.
- Total police fine box on left and the graph on the police fine dashboard will show the budgeted, earned & collected fine for the selected month of the year.

Month Wise Zone Wise Road Wise

Month: July Year: 2015

Submit



Management Information System (MIS) User Manual

For zone wise budgeted, earned and collected up to date police fine. Select:

- Zone wise.
- Zone from the drop down box.
- Region from the drop down box and submit it.
- Total police fine box on left and the graph on the police fine dashboard will show the budgeted, earned & collected fine from the selected zone and region.

Month Wise Zone Wise Road Wise - x

Zone: Region:

For road wise budgeted, earned and collected up to date police fine. Select:

- Road wise.
- Road type from the drop down box.
- Road from the drop down box and submit it.
- Total police fine box on left and the graph on the police fine dashboard will show the budgeted, earned & collected police fine for the road and road type.

Month Wise Zone Wise Road Wise - x

Road Type: Road:



Management Information System (MIS) User Manual

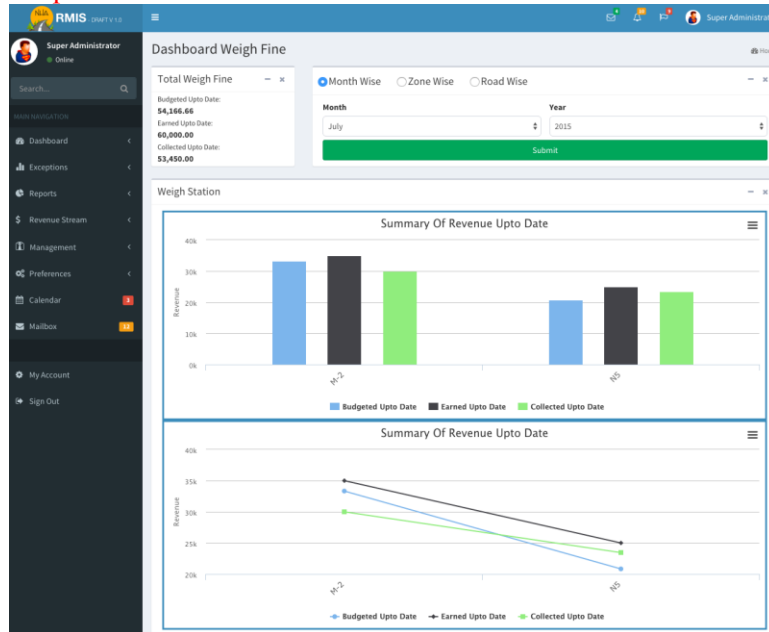
Weigh Station Dashboard

Menu path: For chairman & members: EIS\ RMIS\Weigh Station Dashboard.

For Others: www.nha.gov.pk\NHA news, ePortal\RMIS\Dashboard\Weigh Station.

Purpose: Weigh station dashboard shows the total revenue collected from over weighed vehicles.

Snap Shot:



This Weigh Station dashboard gives:

- Month wise, Zone wise and Road wise Up to date budgeted revenue collected from Weigh Stations.
- Month wise, Zone wise and Road wise Up to date earned revenue collected from Weigh Stations.
- Month wise, Zone wise and Road wise Up to date collected revenue from Weigh Stations.

For month wise budgeted, earned and collected up to date Weigh Station fine. Select:

- Month wise.
- Month from the drop down box.
- Year from the drop down box and submit it.
- Total Weigh Fine box on left and the graph on the Weigh Fine dashboard will show the budgeted, earned & collected fine for the selected month of the year.

The screenshot shows the 'Total Weigh Fine' form. At the top, there are three radio buttons: 'Month Wise' (selected), 'Zone Wise', and 'Road Wise'. Below these, there are two dropdown menus: 'Month' (set to July) and 'Year' (set to 2015). At the bottom of the form is a green 'Submit' button.

For zone wise budgeted, earned and collected up to date Weigh Station fine. Select:



Management Information System (MIS) User Manual

- Zone wise.
 - Zone from the drop down box.
 - Region from the drop down box and submit it.
 - Total Weigh Station fine box on left and the graph on the Weigh Station dashboard will show the budgeted, earned & collected fine from the selected zone and region.

Month Wise Zone Wise Road Wise - x

Zone: Region:

For road wise budgeted, earned and collected up to date Weigh Station fine. Select:

- Road wise.
 - Road type from the drop down box.
 - Road from the drop down box and submit it.
 - Total Weigh Station fine box on left and the graph on the Weigh Station dashboard will show the budgeted, earned & collected police fine for the road and road type.

Month Wise Zone Wise Road Wise - x

Road Type: Road:



Management Information System (MIS) User Manual

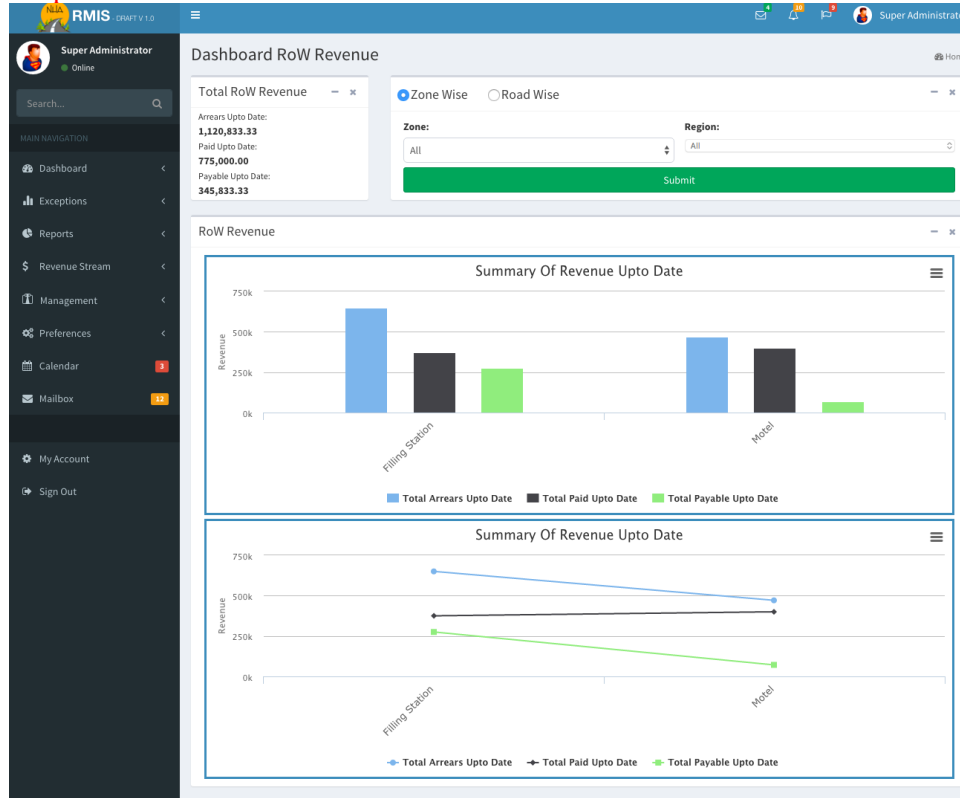
Right of Weigh (RoW) Dashboard

Menu path: For chairman & members: EIS\ RMIS\RoW Dashboard.

For Others: www.nha.gov.pk\NHA news, ePortal\RMIS\Dashboard\RoW.

Purpose: Right of Weigh dashboard gives the total revenue collected from the lease of lands, Construction on NHA property Etc. Beside the roads.

Snap Shot:



RoW Dashboard gives:

- Month wise, Zone wise and Road wise Up to date budgeted revenue collected from RoW.
- Month wise, Zone wise and Road wise Up to date earned revenue collected from RoW.
- Month wise, Zone wise and Road wise Up to date collected revenue from RoW.

For month wise budgeted, earned and collected up to date RoW revenue. Select:

- Month wise.
- Month from the drop down box.
- Year from the drop down box and submit it.
- Total RoW revenue box on left and the graph on the dashboard will show the budgeted, earned & collected fine for the selected month of the year.



Management Information System (MIS) User Manual

Month Wise Zone Wise Road Wise

Month: Year:

For zone wise budgeted, earned and collected up to date RoW revenue. Select:

- Zone wise.
- Zone from the drop down box.
- Region from the drop down box and submit it.
- Total RoW revenue box on left and the graph on the dashboard will show the budgeted, earned & collected fine from the selected zone and region.

Month Wise Zone Wise Road Wise

Zone: Region:

For road wise budgeted, earned and collected up to date RoW revenue. Select:

- Road wise.
- Road type from the drop down box.
- Road from the drop down box and submit it.
- Total RoW revenue box on left and the graph on the dashboard will show the budgeted, earned & collected RoW revenue for the road and road type selected.

Month Wise Zone Wise Road Wise

Road Type: Road:



Management Information System (MIS) User Manual

Others Dashboard

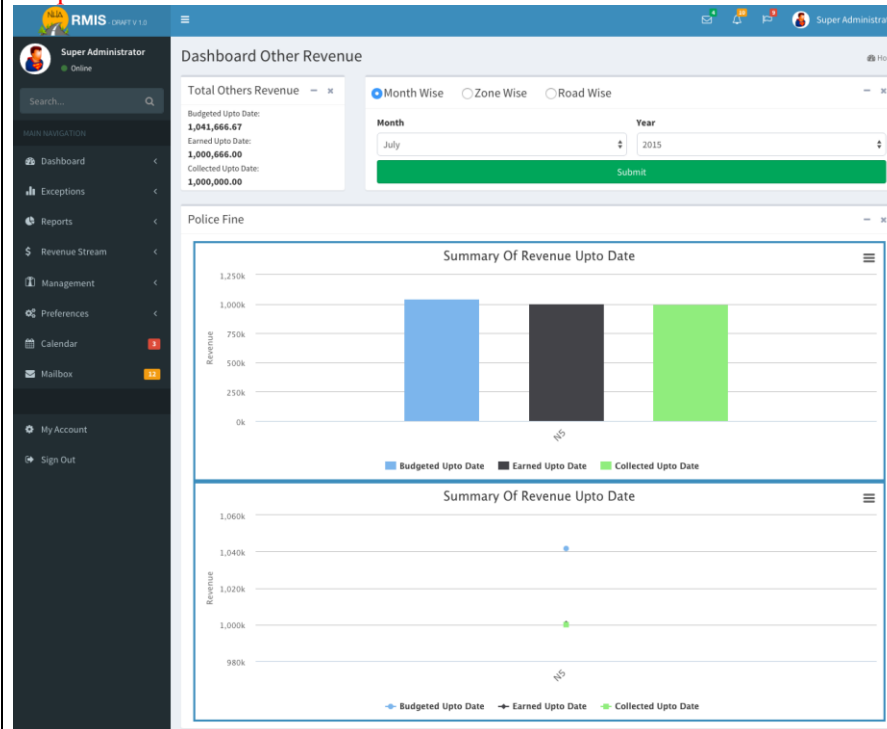
Menu path: For chairman & members: EIS\ RMIS\Others Dashboard.

For Others: **Menu path:** For chairman & members: EIS\ RMIS\Others Dashboard.

For Others: www.nha.gov.pk\NHA news, ePortal\RMIS\Dashboard\Others.

Purpose: Others dashboard gives the total revenue collected apart from these mentioned sources above. It can be from Billboards. Auctions, Tenders etc.

Snap Shot:



Other dashboard gives:

- Month wise, Zone wise and Road wise Up to date budgeted revenue collected from other sources.
- Month wise, Zone wise and Road wise Up to date earned revenue collected from other sources.
- Month wise, Zone wise and Road wise Up to date collected revenue from other sources.

For month wise budgeted, earned and collected up to date other revenue. Select:

- Month wise.
- Month from the drop down box.
- Year from the drop down box and submit it.
- Total Other revenue box on left and the graph on the dashboard will show the budgeted, earned & collected revenue for the selected month of the year.



Management Information System (MIS) User Manual

Month Wise Zone Wise Road Wise

Month: Year:

For zone wise budgeted, earned and collected up to date other revenue. Select:

- Zone wise.
- Zone from the drop down box.
- Region from the drop down box and submit it.
- Total Other revenue box on left and the graph on the dashboard will show the budgeted, earned & collected revenue from the selected zone and region.
-

Month Wise Zone Wise Road Wise

Zone: Region:

For road wise budgeted, earned and collected up to date Other revenue. Select:

- Road wise.
- Road type from the drop down box.
- Road from the drop down box and submit it.
- Total Other revenue box on left and the graph on the dashboard will show the budgeted, earned & collected revenue for the road and road type selected.

Month Wise Zone Wise Road Wise

Road Type: Road:



Management Information System (MIS)
User Manual

CHAPTER 3(A)

Chapter 3(A) Takes the user through online forms and equips him/her with the information needed to make entries in them.



Management Information System (MIS) User Manual

Chapter 3(A): RMIS Online entry Forms

These are for DSS & TPS level.

Manage Zones Form:

Menu path: www.nha.gov.pk, NHA news, ePortal\RMIS\Management\Zones.

Purpose: Form is used to add a new Zone. Delete or update existing zones.

Snap Shot:

Add New Zone:

- Title: Zone name
- Description: Of the zone.
- Press “Add” to enter the new zone in the Zones list.

Zones List:

Records per page

Facilitates search in the list

S.No.	Title	Description	Created By	Creation Date	Last Modified By	Modification Date	Options
1	Central Zone		Super Administrator	9/2/2015			
2	North Zone		Super Administrator	9/2/2015			
3	South Zone		Super Administrator	9/2/2015			
4	West Zone		Super Administrator	9/2/2015			

Showing 1 to 4 of 4 entries

Enables the User to ‘Edit’ Selected Zone Info

Enables the User to delete a Zone

Manage Regions Form:

Menu path: www.nha.gov.pk, NHA news, ePortal\RMIS\Management\Regions.



Management Information System (MIS) User Manual

Purpose: Form is used to manage regions. Add a new Region. Delete or update existing regions.

Snap Shot:

The screenshot shows the 'Manage Regions' interface. At the top, there is a navigation bar with a menu icon, notification icons (4, 10, 9), and the user profile 'Super Administrator'. Below the navigation bar, the page title is 'Manage Regions' with a breadcrumb 'Home > Manage Regions'. The main content area is titled 'Add New Region' and contains three input fields: 'Title' (with placeholder 'Region Title'), 'Zone' (a dropdown menu with '--Select Zone--'), and 'Description' (with placeholder 'Description'). An 'Add' button is located below the description field.

Add New Region:

- Title: Region name
- Zone: Name of the zone in which the new region falls. Region to be selected from the drop down box.
- Description: Description of the region.
- Press “Add” to enter the new region in the Regions list.

Region List:

Select number of records per page

Facilitates search in the list

The screenshot shows the 'Regions List' table. At the top left, there is a 'Show 50 entries' dropdown menu. At the top right, there is a search bar. The table has the following columns: S.No., Title, Zone, Description, Created By, Creation Date, Last Modified By, Modification Date, and Options. The table contains 9 rows of data. Below the table, there is a pagination bar with 'Showing 1 to 9 of 9 entries', 'Previous', '1', and 'Next' buttons.

S.No.	Title	Zone	Description	Created By	Creation Date	Last Modified By	Modification Date	Options
1	Balochistan North	West Zone		Super Administrator	9/2/2015			
2	Balochistan South	West Zone		Super Administrator	9/2/2015			
3	Gilgit Baltistan	North Zone		Super Administrator	9/2/2015			
4	KPK	North Zone		Super Administrator	9/2/2015			
5	Northern Areas	North Zone		Super Administrator	9/2/2015			
6	Punjab North	Central Zone		Super Administrator	9/2/2015			
7	Punjab South	Central Zone		Super Administrator	9/2/2015			
8	Sindh North	South Zone		Super Administrator	9/2/2015			
9	Sindh South	South Zone		Super Administrator	9/2/2015			

Enables the User to 'Edit' selected Zone Info

Enables the User to 'Delete' Region



Management Information System (MIS) User Manual

Manage Roads Form:

Menu path: www.nha.gov.pk, NHA news, ePortal\RMIS\Management\Manage Roads Form.

Purpose: Form is used to manage roads. Add new Road. Delete or update existing roads.

Snap Shot:

The screenshot shows the 'Manage Roads' interface. At the top, there is a navigation bar with a home icon and the text 'Home > Manage Roads'. Below this is a form titled 'Add New Road'. The form contains four input fields: 'Title' (with a placeholder 'Title'), 'Description' (with a placeholder 'Description'), 'Kilometers' (with a placeholder 'Kilometers'), and 'Road Type' (a dropdown menu with the option '--Select Road Type--'). A blue 'Add' button is positioned below the 'Road Type' field.

Add New Road Form:

- Title: Road name.
- Description: New road description.
- Kilometers: Length of road in kilometers.
- Road type: Motorway\Highway.
- Press “Add” to enter the new road record in the Roads list.

Roads List:

Select number of records per page

Facilitates search in the list

The screenshot shows the 'Roads List' table. At the top left, there is a dropdown menu labeled 'Show 50 entries'. At the top right, there is a search bar labeled 'Search:'. The table has the following columns: S.No., Title, Description, Kilometers, Road Type, Created By, Creation Date, Last Modified By, Modification Date, and Options. The table contains five rows of data. Below the table, there is a pagination bar with the text 'Showing 1 to 5 of 5 entries' and buttons for 'Previous', '1', and 'Next'.

S.No.	Title	Description	Kilometers	Road Type	Created By	Creation Date	Last Modified By	Modification Date	Options
1	M-1	Peshawar - Islamabad Motorway	155	Motorway	Super Administrator	9/2/2015			
2	M-2	Lahore - Islamabad Motorway	367	Motorway	Super Administrator	9/2/2015			
3	M-3	Pindi Bhattian - Faisalabad Motorway	53	Motorway	Super Administrator	9/2/2015			
4	M-4	Faisalabad - Gojra Motorway (Section 1)	58	Motorway	Super Administrator	9/2/2015			
5	N5	National Highway 5	2500	Highway	Super Administrator	9/2/2015			

Enables the User to 'Edit' selected road

Enables the User to 'Delete' Record



Management Information System (MIS) User Manual

Manage Road Types Form:

Menu path: www.nha.gov.pk, NHA news, ePortal\RMIS\Management\Manage Road Types Form.

Purpose: Form is used to manage road types. Add new Road type. Delete or update existing types.
E.g. Highway, Motorway etc.

Snap Shot:

Manage Road Types

Home > Manage Road Types

Add New Road Type

Title:

Description:

Add New Road Type Form:

- Title: Name of the new road type.
- Description: Road type description.
- Click on “Add” to make the entry complete.

Road Type List:

Number of records per page

Facilitates search in the list

Road Types List:

Show entries

Search:

S.No.	Title	Description	Created By	Creation Date	Last Modified By	Modification Date	Options
1	Highway	Highway	Super Administrator	9/2/2015			
2	Motorway	Motorway	Super Administrator	9/2/2015			

Showing 1 to 2 of 2 entries

Previous Next

Enables the User to ‘Edit’ selected road type

Enables the User to ‘Delete’ the Record



Management Information System (MIS) User Manual

Manage Areas Form:

Menu path: www.nha.gov.pk, NHA news, ePortal\RMIS\Management\Manage areas form.

Purpose: Form is used to manage areas. Add new Area. Delete or update existing areas.

Snap Shot:

Manage Areas

Home > Manage Areas

Add New Area

Title:

Description:

Area Type:

Add New Areas:

- Title: New area name.
- Description: Description of the area being created.
- Area Type: Select from the drop down box. E.g. Urban, Rural, hilly etc.

Areas List:

Records per page

Facilitates search in the list

Areas List:

Show 50 entries

Search:

S.No.	Title	Description	Area Type	Created By	Creation Date	Last Modified By	Modification Date	Options
1	Area 1	Area 1	AT 1	Super Administrator	10/19/2015			
2	Area 2	Area 2	AT 2	Super Administrator	10/19/2015			
3	Area 3	Area 3	AT 1	Super Administrator	10/19/2015			

Showing 1 to 3 of 3 entries

Previous 1 Next

Enables the User to 'Edit' selected area

Enables the User to 'Delete' the Record



Management Information System (MIS) User Manual

Manage Area Types:

Menu path: www.nha.gov.pk, NHA news, ePortal\RMIS\Management\Manage area type form.

Purpose: Form is used to manage area types. Add new Area type. Delete or update existing area types.

Snap Shot:

Manage Area Types

Home > Manage Area Types

Add New Area Type

Title:

Description:

Add

Add New Area Type Form:

- Title: New area type name.
- Description: Description of the area type being created.

Area Types List:

Records per page

Facilitates search in the list

Area Types List:

Show 50 entries

Search:

S.No.	Title	Description	Created By	Creation Date	Last Modified By	Modification Date	Options
1	AT 1	Area Type 1	Super Administrator	10/19/2015	Super Administrator	10/20/2015	
2	AT 2	Area Type 2	Super Administrator	10/19/2015			

Showing 1 to 2 of 2 entries

Previous 1 Next

Enables the User to 'Edit' selected area

Enables the User to 'Delete' the Record



Management Information System (MIS) User Manual

Manage Structure Types:

Menu path: www.nha.gov.pk, NHA news, ePortal\RMIS\Management\Manage structure types form.

Purpose: Form is used to manage structure types. Add new structure type. Delete or update existing types.

Snap Shot:

Manage Structure Types

Add New Structure Type

Title:

Description:

Add New Structure Type Form:

- Title: Structure type name. E.g. Hotel, restaurant, clinic etc. These are the structures constructed on NHA owned lands or have been given access to through Row.
- Description: Description of the new structure being created.
- Click on “Add” to make the entry complete.

Structure Types List:

Records per page

Facilitates search in the list

Structure Types List

Show 50 entries

Search:

S.No.	Title	Description	Created By	Creation Date	Last Modified By	Modification Date	Options
1	ST1	Structure Type 1	Super Administrator	10/20/2015	Super Administrator	10/20/2015	
2	ST2	Structure Type 2	Super Administrator	10/20/2015			

Showing 1 to 2 of 2 entries

Previous 1 Next

Enables the User to 'Edit' selected area

Enables the User to 'Delete' the Record



Management Information System (MIS) User Manual

Manage Toll Plazas:

Menu path: www.nha.gov.pk, NHA news, ePortal\RMIS\Management\Manage Toll plazas' form.

Purpose: Form is used to manage Toll plazas'. Add new Toll plaza. Delete or update existing plazas.

Snap Shot:

The screenshot shows the 'Add New Toll Plaza' form. It contains the following fields:

- Title:** Text input field.
- Description:** Text input field.
- No. Of Lanes:** Text input field.
- Located On:** Dropdown menu with "--Select Road--".
- Region:** Dropdown menu with "--Select Region--".
- Status Type:** Dropdown menu with "--Select Status Type--".
- Add:** A blue button to submit the form.

Add New Toll Plaza Form:

- Title: Toll Plaza name.
- Description: Description of the new toll plaza being created.
- No. Of lanes: Number of lanes of Toll plaza (entry & exit)
- Located On: Select road from the drop down box.
- Region: Select region for its location from the drop down box.
- Click on "Add" to make the entry complete. The entry is depicted in the Toll plazas list.

Toll Plazas List:

S.No.	Title	Description	No. Of Lanes	Road	Region	Status	O&M Contractor	O&M Charges	Created By	Creation Date	Last Modified By	M. Dz
1	AHMED PUR EAST	AHMED PUR EAST	0	N5	Punjab North	Manual	NLC	0	Super Administrator	10/7/2015		
2	BAHAWALPUR	BAHAWALPUR	0	N5	Punjab North	Interim	GM (Punjab-South)	0	Super Administrator	10/7/2015		
3	CHENAB (E) (SBC)	CHENAB (E) (SBC)	0	N5	Punjab North	ETTM	M/s Sheikh Iqbal Akhtar & Co.	2.54	Super Administrator	10/7/2015		
4	CHENAB (NBC)	CHENAB (NBC)	0	N5	Punjab North	Manual	NLC	0	Super Administrator	10/7/2015		
5	ET1	E-Toll 1	1	M-2	Punjab North	E-Toll	NADRA	2.5	Super Administrator	11/5/2015		
6	GHOTKI	GHOTKI	0	N5	Sindh North	Manual	M/s Abdul Qayoom Mazari	0	Super Administrator	10/7/2015		
7	GUJRANWALA	GUJRANWALA	0	N5	Punjab North	Manual	NLC	0	Super Administrator	10/7/2015		
8	HARAPPA	HARAPPA	0	N5	Punjab North	Interim	NLC	5.6	Super Administrator	10/7/2015		
9	HARAPPA (E)	HARAPPA (E)	0	N5	Punjab North	ETTM	M/s Three Star & Ijaz & Co.	0	Super Administrator	10/7/2015		
10	HARRO	HARRO	0	N5	Punjab North	Manual	M/s Abdali Operators	0	Super Administrator	10/7/2015		

Showing 1 to 10 of 34 entries

Previous 1 2 3 4 Next



Management Information System (MIS) User Manual

Add Budgeted Revenue:

Menu path: www.nha.gov.pk\ NHA news, ePortal\RMIS\Management\Manage Toll plazas' form\Add Budgeted Revenue.

Purpose: Enables the User to enter Toll plazas' Budgeted revenues. This is reflected on the dashboard.

Snap Shot:

The screenshot shows a web interface for 'Toll Plaza Financial Year Budgeted Revenue'. The breadcrumb trail is 'Home > Manage Toll Plazas > Toll Plaza Budgeted Revenue'. The form title is 'Add Budgeted Revenue'. It contains three input fields: 'Financial Year' with a dropdown menu showing '2015-16', 'Toll Plaza' with a dropdown menu showing '--Select Toll Plaza--', and 'Budgeted Revenue' with a text input field containing 'Budgeted Revenue'. At the bottom of the form are two buttons: 'Save' and 'Back'.

- Financial year: Select budget year from drop down box.
- Toll Plaza: Select name of the toll plaza from the drop down box, for which the estimation is being made.
- Budgeted Revenue: Estimated revenue for the selected Toll plaza.
- Save: Save the entry made.
- Back: Use back icon to go to manage toll plazas form.



Management Information System (MIS) User Manual

Manage Toll Plaza Types:

Menu path: www.nha.gov.pk, NHA news, ePortal\RMIS\Management\Manage toll plaza type form.

Purpose: Form is used to manage Toll plaza types. Add new Toll plaza type. Delete or update existing Toll plaza types.

Snap Shot:

Manage Toll Plaza Status Types

Add New Toll Plaza Status Type

Title:

Description:

Add New Toll Plaza Type:

- Title: Toll plaza type name. E.g. E-Toll, Manual, ETTM etc.
- Description: Description of the new Toll plaza type.
- Click on “Add” to make the entry complete.

Toll Plaza Types List:

Select records per page

Facilitates search in the list

Toll Plaza Status Types List:

Show 50 entries Search:

S.No.	Title	Description	Created By	Creation Date	Last Modified By	Modification Date	Options
1	E-Toll	E-Toll	Super Administrator	11/5/2015			
2	ETTM	ETTM	Super Administrator	10/7/2015			
3	Interim	Interim	Super Administrator	10/7/2015	Super Administrator	10/7/2015	
4	Manual	Manual	Super Administrator	10/7/2015			

Showing 1 to 4 of 4 entries Previous 1 Next

Enables the User to ‘Edit’ selected type

Enables the User to ‘Delete’ the Record



Management Information System (MIS) User Manual

Police fine (PF) Beats:

Menu path: www.nha.gov.pk, NHA news, ePortal\RMIS\Management\PF Beats form.

Purpose: Enables the user to Manage Police fine areas in form of beats. User can create, edit and delete beats using these forms.

Snap Shot:

Home → Manage PF-Beats

Manage Police Fine Beats

Add New Beat

Title:

Description:

Location:

Located On:

Region:

- Title: Beat Name. Usually written as B-1, B-2 etc.
- Description: Description of new beat being created.
- Location: Area.
- Located On: Select the road from the drop down box that comes under that beat.
- Region: located in Punjab north\ Punjab south etc.

Beats List:

Select records per page

To open Add New Beat Contract Form

To open Add Budgeted Revenue form

Facilitates search within the beats list

Beats List:

entries Search:

Title	Description	Location	Road	Region	O&M Contractor	O&M Charges	Created By	Creation Date	Last Modified By	Modification Date	Options
B-1	Beat 1	LOC 1	N5	Punjab North	N/A	N/A	Super Administrator	10/9/2015			
B-2	Beat 2	LOC 2	N5	Punjab North	GM (Punjab-South)	3.5	Super Administrator	10/9/2015			
B-3	Beat 3	LOC 3	M-2	Punjab South	NLC	poi poi poi/15 Veh	Super Administrator	10/9/2015			
Title	Description	Location	Road	Region	O&M Contractor	O&M Charges	Created By	Creation Date	Last Modified By	Modification Date	Options

Click to 'Cancel' contract
Click to 'Edit' record
Click to 'Delete' record



Management Information System (MIS) User Manual

Add New Beat Contract Form:

Police Fine Beat Contract

Home > Manage Police Fine Beats > PF-Beat Contract

Add New Beat Contract

Beat: B-1

O&M Contractor: --Select O&M Contractor--

Charge Criteria: ----Select Criteria----

O&M Charges:

Vehicles: Vehicles

Contract Start Date: Start Date

Contract End Date: End Date

Submit

- Beat: Beat title.
- O&M Contractor: Select Operations & Maintenance Contractor from the drop down box.
- O&M Charges:
 - Vehicles: no. of vehicles provided by the contractor.
 - Contract Start Date: Date **from** which the contract is valid.
 - Contract End Date: Date **till** which the contract is valid.
- Submit: Click onto submit tab to enter the record.

Add Budgeted Revenue:

Add Budgeted Revenue

Financial Year: 2015-16

Beat: --Select Beat--

Budgeted Revenue: Budgeted Revenue

Save Back

- Financial year: Select budget year from the drop down box.
- Beat: Select beat from the drop down box for which estimation is being made.
- Budgeted Revenue: Estimated revenue for the selected beat
- Save: Save the entry made.
- Back: Use “Back” icon to go to previous form.



Management Information System (MIS) User Manual

Manage Weigh Stations:

Menu path: www.nha.gov.pk, NHA news, ePortal\RMIS\Management\Manage weigh stations form.

Purpose: Enables the user to Manage weigh stations. User can create; edit and delete weigh stations using these forms.

Snap Shot:

Add New Weigh Station

Title:	<input type="text" value="Title"/>
Description:	<input type="text" value="Description"/>
Location:	<input type="text" value="Location"/>
Located On:	--Select Road--
Region:	--Select Region--
Status Type:	--Select Status Type--

Add New Weigh Station:

- Title: Weigh Station Name.
- Description: Description of weigh station being created.
- Location: Area of weigh station.
- Located On: Select the road from the drop down box.
- Region: located in Punjab north\ Punjab south etc.
- Add: Click on 'add' to 'enter' record.

Weigh Station List:

To open 'New Contract' Form

To open Add Budgeted Revenue form

Facilitates search within the beats list

Weigh Stations List:

Description	Location	Road	Region	Status	O&M Contractor	O&M Charges	Created By	Creation Date	Last Modified By	Modification Date	Options
Weigh Station 1	LOC1	N5	Punjab North	Site	N/A	N/A	Super Administrator	10/9/2015			
Weigh Station 2	LOC 2	N5	Punjab North	Site	FWO	5.5	Super Administrator	10/9/2015			
Weigh Station 3	LOC 3	M-2	Punjab South	Mobile	NLC	Khoo khata	Super Administrator	10/9/2015			

ies Previous 1 Next

Click to 'Cancel' contract

Click to 'Edit' record

Click to 'Delete' record



Management Information System (MIS) User Manual

Add New Weigh Station Contract Form:

Add New Weigh Station Contract

Site: WS-1

O&M Contractor: --Select O&M Contractor--

Charge Criteria: -----Select Criteria-----

O&M Charges:

Vehicles: Vehicles

Contract Start Date: Start Date

Contract End Date: End Date

- Site: Site title.
- O&M Contractor: Select Operations & Maintenance Contractor from the drop down box.
- Charge Criteria: Percentage or formula (fixed per month).
- O&M Charges:
 - Vehicles: Number of vehicles provided by the contractor.
 - Contract Start Date: Date **from** which the contract is valid.
 - Contract End Date: Date **till** which the contract is valid.
- Submit: Click onto submit tab to enter the record.

Add Budgeted Revenue:

Add Budgeted Revenue

Financial Year: 2015-16

Weigh Station: --Select Weigh Station--

Budgeted Revenue: Budgeted Revenue

- Financial year: Select budget year from the drop down box.
- Weigh Station: Name of the weigh station.
- Budgeted Revenue: Estimated revenue for the selected weigh station.
- Save: Save the entry made.
- Back: Use “Back” icon to go to previous form.



Management Information System (MIS) User Manual

Commercial Outlets:

Menu path: www.nha.gov.pk, NHA news, ePortal\RMIS\Management\Commercial Outlets.

Purpose: Enables the user to Manage Commercial Outlets. User can add; edit and delete Commercial Outlets entries using these forms.

Snap Shot:

The screenshot shows the 'Add New Commercial Outlet' form in the MIS application. The form includes the following fields and options:

- Title: Text input field
- Description: Text input field
- Owner: Dropdown menu (selected: Jon)
- Company: Dropdown menu (selected: Company 1)
- Structure Type: Dropdown menu (selected: ST1)
- No. Of Structures: Text input field (selected: No. Of Structures)
- Route: Dropdown menu (selected: M-2)
- Checkboxes for amenities: Cut Of Drain, Toilet, Prayer Room, Tunk Shop, Fire Fighting Equip, Water Cooler, Green Belt, Tyre Shop, Lighting Arrangement
- Region: Dropdown menu (selected: Balochistan North)
- Area: Dropdown menu (selected: Area 1)
- Chainage From: Text input field (selected: Chainage From)
- Chainage To: Text input field (selected: Chainage To)
- Chainage Mile: Text input field (selected: Chainage Mile)
- Distance From CL Miles: Text input field (selected: Distance From CL Miles)
- Land Type: Dropdown menu (selected: RoW Land)
- Bound: Dropdown menu (selected: NB)
- Side: Dropdown menu (selected: LS)
- NOC Issuance: NOC Issuance
- NOC Issuance Date: Text input field (selected: NOC Issuance Date)
- NOC Number: Text input field (selected: NOC Number)
- NOC Ed: Text input field (selected: NOC Ed)
- NOC Fee: Text input field (selected: NOC Fee)
- NHA NOC File Number: Text input field (selected: NHA NOC File Number)
- Notice Id: Text input field (selected: Notice Id)
- Buttons: 'Add' button



- Title: Title of commercial outlets (Filling Station etc.)
- Description: Description of named commercial outlet.
- Owner: Owner name.
- Company: Company name.
- Structure Type: Whether the structure is Filling station, Mosque, Shop, Motel and Hotel Etc.
- No. of structures: Quantity
- Route: Select road from the drop down box.



Management Information System (MIS) User Manual

- Region: Select region from the drop down box. KPK, Punjab North etc.
- Area: Name of area where the structure is made.
- Chainage From: Kilometers the structure starts from.
- Chainage To: Kilometers the structure ends.
- Chainage Mile: Distance between To & From.
- Distance from CL Miles: Distance of the structure from the road central line (separator) till end Row.
- Land type: Row or NHA owned.
- Bound: South Bound Carriage Way\ North Bound Carriage Way.
- Side: Right side\ Left side.
- NOC Issuance: Whether NOC was issued or not. Check box if NOC is issued.
- NOC Issuance date: Enter NOC issue date.
- NOC Number: Enter NOC number.
- NOC Fee: Enter NOC fee amount.
- NHA NOC File Number: Enter NHA NOC File serial number.
- Notice ID: Serial number.
- Add: Click 'add' to enter record in the list.

Commercial Outlets List:

Side	NOC Issuance	Date	NOC Number	NOC ED	NOC Fee	NHA NOC File Number	Notice Id	Created By	Creation Date	Last Modified By	Modification Date	Options
RS	YES	12/25/2010	NOC123	NOC Ed	50000	NHANOC-123	123	Super Administrator	12/25/2010			 
RS	YES	1/1/2009	NOC 234	NOC Ed	25000	NHANOC-234	234	Super Administrator	1/1/2009			 

Click to 'Edit' record

Click to 'Delete' record

Rental Charges:

Menu path: www.nha.gov.pk, NHA news, ePortal\RMIS\Management\Rental Charges.

Purpose: Enables the user to Manage Rental Charges.

Snap Shot:

- Title: Outlet name.



Management Information System (MIS) User Manual

- Description: About the Outlet e.g. address.
- Charges From: Starting date.
- To Date: Check box if until now.
- Charges to: End date.
- Add: Click 'Add' to submit record.

Rental Charges List:

Select records per page

Enables 'Search' in the List

Rental Charges List:

Show 50 entries Search:

S.No.	Title	Description	Charges From	Charges To	Created By	Creation Date	Last Modified By	Modification Date	Options
1	RC1	Rental Charges 1	1/1/2005	12/31/2013	Super Administrator	10/20/2015	Super Administrator	10/20/2015	
2	RC2	Rental Charges 2	1/1/2014	To Date	Super Administrator	10/20/2015			

Showing 1 to 2 of 2 entries

Previous 1 Next

'Edit' Rental Charges Info

Click to open 'Manage Arrears Form'

Add New Arrear:

Add New Arrear

Title:

Charges From:

Charges To:

Structure Type:

Rate Per Year:



Management Information System (MIS) User Manual

- Title: Outlet name.
- Charges From: Starting date.
- Charges To: End date.
- Structure Type: Whether the structure is Filling station, Mosque, Shop, Motel and Hotel Etc.
- Rate per year: Fixed.
- Add: Click onto 'Add' button to enter record.

Arrears List:

Select records per page

Enables 'Search' within the list

Arrears List:

Show entries Search:

S.No.	Structure Type	RC Title	Charges From	Charges To	Rate Per Year	Created By	Creation Date	Last Modified By	Modification Date	Options
1	ST2	RC2	1/1/2014		100,000.00	Super Administrator	10/26/2015			
2	ST1	RC2	1/1/2014		150,000.00	Super Administrator	10/26/2015			
3	ST2	RC1	1/1/2005	12/31/2013	50,000.00	Super Administrator	10/26/2015			
4	ST1	RC1	1/1/2005	12/31/2013	100,000.00	Super Administrator	10/26/2015			
S.No.	Structure Type	RC Title	Charges From	Charges To	Rate Per Year	Created By	Creation Date	Last Modified By	Modification Date	Options

Click to 'Edit' Arrears Info.

Other Revenue Streams:

Menu path: www.nha.gov.pk, NHA news, ePortal\RMIS\Management\Other Revenue Streams.

Purpose: Enables the user to Manage Other Revenue Streams. User can add budgeted revenue, Edit existing Revenue Stream Info or delete a record.

Snap Shot:

Manage Other Revenue Streams Home - Manage Other RS

Add New RS

Title:

Description:

Location:

Located On:

Region:



Management Information System (MIS) User Manual

- Title: Name of the Source.
- Description: Description of the source. Can be billboard, Sale of tender, NOC fee, Interest, Auction etc.
- Location: Area.
- Located On: Select road from the drop down box.
- Region: Punjab North\Punjab South etc.
- Click “Add” to enter the record in the list.



Other Revenue Stream List:

Select records per page

To Open ‘Add Budgeted Revenue Form’

Other Revenue Streams List: + Add Budgeted Revenue

Show **50** entries Search:

S.No.	Title	Description	Location	Road	Region	Created By	Creation Date	Last Modified By	Modification Date	Options
1	Other Revenue Stream 1	Other Revenue Stream 1	Loc1	N5	Punjab North	Super Administrator	10/26/2015			 
S.No.	Title	Description	Location	Road	Region	Created By	Creation Date	Last Modified By	Modification Date	Options

Click to ‘Edit’ record
Click to ‘Delete’ record

Add Budgeted Revenue:

Add Budgeted Revenue

Financial Year:

Other Revenue Stream:

Budgeted Revenue:

- Financial year: select Budgeted year.
- Other Revenue Stream: Select from the drop down box.
- Budgeted Revenue: Enter estimated revenue.
- Save: To save the record press ‘Save’ else press ‘Back’ to go back to the previous form.



Management Information System (MIS) User Manual

Manage Parties:

Menu path: www.nha.gov.pk, NHA news, ePortal\RMIS\Management\Manage parties.

Purpose: Enables the user to Manage parties (Contractors). Add a new party in record. Edit or delete existing.

Snap Shot:

Add New Party

Title:

Description:

Private:

- Title: Party Name
- Description: Contractor's description.
- Private:
- Add:

Parties List:

Select records per page

Enables 'Search' in the list

Parties List:

Show entries

Search:

S.No.	Title	Description	Created By	Creation Date	Last Modified By	Modification Date	Status	Options
1	FWO	FWO	Super Administrator	10/1/2015	Super Administrator	10/25/2015	Government	
2	GM (Punjab-South)	GM (Punjab-South)	Super Administrator	10/1/2015			Private	
3	GM (Sindh-North)	GM (Sindh-North)	Super Administrator	10/1/2015			Private	
4	GM (Sindh-South) Karachi	GM (Sindh-South) Karachi	Super Administrator	10/1/2015			Private	
5	M/s Abdali Operators	M/s Abdali Operators	Super Administrator	10/1/2015			Private	
6	M/s Abdul Qayoom Mazari	M/s Abdul Qayoom Mazari	Super Administrator	10/1/2015			Private	
7	M/s Al-Rahman Enterprises	M/s Al-Rahman Enterprises	Super Administrator	10/1/2015			Private	
8	M/s Bara Brothers	M/s Bara Brothers	Super Administrator	10/1/2015			Private	
9	M/s Good Luck Enterprises	M/s Good Luck Enterprises	Super Administrator	10/1/2015			Private	
10	M/s Muhammad Ramzan & Co.	M/s Muhammad Ramzan & Co.	Super Administrator	10/1/2015			Private	

Click to 'Edit' record

Click to 'Delete' record



Management Information System (MIS) User Manual

Manage Commercial Outlet Owners:

Menu path: www.nha.gov.pk, NHA news, ePortal\RMIS\Management\Manage Commercial Outlet Owners.

Purpose: Enables the user to Manage outlet Owners. Owners created here are added in the 'owner' dropdown box of Manage Commercial outlets.

Snap Shot:

Add New Owner

First Name:	<input type="text" value="First Name"/>
Last Name:	<input type="text" value="Last Name"/>
CNIC #:	<input type="text" value="CNIC Number"/>
Address:	<input type="text" value="Address"/>
Phone #:	<input type="text" value="Phone Number"/>
Cell #:	<input type="text" value="Cell Number"/>
<input type="button" value="Add"/>	

- First Name: Owner's first name.
- Last Name: Owner's last name.
- CNIC#: Owner's Computerized National Identity Card Number.
- Address: Owner's home/work place address.
- Phone #: land line number if any.
- Cell #: personal mobile number.
- Add: Click onto 'Add' tab to add the new owner in the owners' dropdown box list in Manage Commercial Outlets form.

Owners List:

Owners List:

Show entries Search:

S.No.	Name	CNIC	Address	Phone	Cell	Created By	Creation Date	Last Modified By	Modification Date	Options
1	Jon Muhammad	1234567890123	Asghar Mall Road	0515151515	03013013013	Super Administrator	10/20/2015	Super Administrator	10/20/2015	
2	Sher Khan	9876543210987	poi poi	0511111111	03011111111	Super Administrator	10/20/2015			

Showing 1 to 2 of 2 entries Previous Next

Click to 'Edit' record
Click to 'Delete' record



Management Information System (MIS) User Manual

Manage Commercial Outlet Companies:

Menu path: www.nha.gov.pk, NHA news, ePortal\RMIS\Management\Manage Commercial Outlet Companies.

Purpose: Enable the user to Manage Commercial outlet Companies. Companies created here are added in the 'Company' drop down box list in 'Manage Commercial Outlets Form'

Snap Shot:

Manage Commercial Outlet Companies Home > Manage Companies

Add New Company

Title:

Address:

Phone #:

- Title: Company name.
- Address: Company Address.
- Phone#: Landline\ Mobile number.
- Add: Click onto 'Add' tab to enter the new company in the list.

Companies List:

Select records per page

Facilitates 'Search' in the list

Companies List:

Show entries Search:

S.No.	Title	Address	Phone	Created By	Creation Date	Last Modified By	Modification Date	Options
1	abc	hhhhh	3092	Super Administrator	2/3/2016			
2	Company 1	Company 1	0512345678	Super Administrator	10/20/2015			
3	Company 2	Company 2	0515151515	Super Administrator	10/20/2015	Super Administrator	10/20/2015	

Showing 1 to 3 of 3 entries Previous Next

Click to 'Edit' record

Click to 'Delete' record



Management Information System (MIS) User Manual

Manage Financial Year (FY) :

Menu path: www.nha.gov.pk, NHA news, ePortal\RMIS\Management\FY Management.

Purpose: Form is used to add a new financial year.

Snap Shot:

Manage Financial Year Home > Manage Financial Year

Add New Financial Year

Starting Year:

Add

- Starting year: The drop down box is enabled only when the budgetary year changes on the server.

Financial Year List:

Select Number of records per page

Facilitates 'Search' in the list

Financial Year List:

Show 10 entries Search:

S.No.	Title	Options
1	2015-16	
2	2014-15	
3	2013-14	
4	2012-13	
5	2011-12	
6	2010-11	
7	2009-10	
8	2008-09	
9	2007-08	
10	2006-07	

Showing 1 to 10 of 24 entries

Previous 1 2 3 Next

Click to 'Edit' record

Click to 'Delete' record



Management Information System (MIS) User Manual

Manage User:

Menu path: www.nha.gov.pk, NHA news, ePortal\RMIS\Management\Users.

Purpose: Enables super admin to manage users and their access to forms. Super admin can create a new user, view, edit or delete existing.

Snap Shot:

Click to 'Add' new User

Manage User

Home Manage Users

Users List [+ Add New](#)

Show 50 entries Search:

S.No.	Name	Login	Password	User Type	CNIC	Employee#	Cell#	Photo	Options
1	Super Administrator	sa	sa	Super Admin	1111111111111111	EMP-1	03315050775		
2	Chairman	chairman	chairman	Executive	1111111111111111	EMP-1	03315050775		

Showing 1 to 2 of 2 entries Previous 1 Next

: Click to view User Info.

: Click to 'Edit' User Info.

: Click to 'Edit' User photo.

: Click to 'Delete' User.

Add New User Form:

Add New User

Home Manage Users Add User

Add New User

User Name:

User Login:

User Password:

Confirm Password:

User Type:

CNIC Number:

Employee Number:

Cell Number:

User Photo:



Management Information System (MIS) User Manual

- User Name: Name of the new User to be created.
- User Login: User login name\ login address.
- User password: User A/c password.
- Confirm password: Re-enter the password to confirm it.
- User Type: Super Admin\Admin\ Data Entry.
- CNIC: User's Computerized National Identity Card Number.
- Employee Number: Employee's serial Number.
- Cell Number: Contact detail.
- User photo: Click 'Select the change' button to upload a recent photograph of the User.
- Save: 'Click' onto save to create the new User and add him in the Users List.
- Back: 'Click' back to move to the previous form.



Management Information System (MIS)
User Manual

CHAPTER 4

**Finance Management
Information System (FMIS)**



Management Information System (MIS) User Manual

Chapter 4: Financial Management Information System (FMIS)

Important to Know

The system is made in light of two guiding forces

- The Accounting Standards as described in the *NHA Accounting Manual*
- The maximum User facilitation

The Accounting Standards guided us in database design and the report generation. The interface is designed totally for the highest user satisfaction through graphic user interfaces.

Hence we have tried to design the system to give highest facilitation and ease to the users while working through the system. In pursuance of user efficiency the hand movements are minimized and user is always taken to the next step as he presses “Enter” key from the keyboard.

Some of the terms a new user should know are defined under.

- 1. Combo:**
A field with an arrow on right end, holds a number of options for selection but shows one at a time.
- 2. List:**
List is just a list showing a number of options from where you can choose one.
- 3. Focus:**
An object is said to be in focus when you can interact with it by pressing any key or with click of mouse. Usually the cursor starts blinking on the object of focus.
- 4. Short cut keys:**
There are some short cuts solutions for the frequently used buttons. You can press any button by clicking on it with mouse, or by pressing “Enter” key when the button is in focus or by using a short cut key that is a combination of “ALT” key and the character with an underline in the name of button. For example if you want to exit from a form. You can exit by pressing “ALT” +’E’.
- 5. Enter Key:**
User is always taken to the next step by “Enter” key from the Keyboard. So as you have done typing or selecting at a field press “Enter” to move to the next step.
- 6. Grid:**
A network of lines that cross each other to form a series of squares or rectangle.



Management Information System (MIS) User Manual

How to start interacting with the GL Accounting System

The Login Form

Only authorized users can interact with the GL Accounting System. Their authority is confirmed when they enter their User ID and the secret password. So to start working with the GL Accounting System you will

- Type your “User ID” the name you are assigned by the computer section
- Enter your secret “Password”
- Click “OK”.

The Menu form will be opened set according to the section requirements and your personal authority level.

Before we start exploring the functionality of forms in the Gl Accounting System, let’s have a quick look at the Manu Form.

The first form the user is encountered with is the Manu form. It contains the link to all the forms, which are accessible to the user. The forms can be divided into three types

1. The Input forms
2. The reports
3. The forms helping the users to correct or delete the errors in inputs

1. The Input Forms

- Journal Voucher
 - Payment JV
 - Receipt JV
 - Adjustment JV
- Payment Voucher
- Receipt Voucher

2. The Out Put Forms

- Accounting Reports
 - Journal General
 - Ledger
 - Trial Balance
 - Cash Book
 - Sub Leger
- Schedules
 - Employee Schedule
 - Supplier/Service Provider Schedule
 - Contractor/Consultant Schedule
 - Land Acquisition / Utilities Relocation
 - Sub Code Schedule
- Expenditure Statement
 - Establishment Expenditure – Summarized
 - Establishment Expenditure - Detailed



Management Information System (MIS) User Manual

- Others
 - Tax List
 - Project Reports

Input Forms

Journal Voucher

This form is designed to facilitate the user to enter a voucher as the user did in manual practice. Journal voucher introduced the concept of accrual-based accounting in which you book the payables and receivables at the time of realization not at the time of paying or receiving. Or you pass adjustments against advances or correction.

As the form is loaded the focus is set on the Project combo. The form is in the same sequential order as the sequence of the steps in manual voucher preparation. The step-by-step activities are numbered and briefly described.

Note: user is taken to the next step on each form by the “Enter” button on the keyboard.

Account Code	Title	Debit
240202	ADVANCES TO EMF12	

Total 12 0

1) Selecting Project

As form is loaded the focus is set on “Project”. Select the required Project. You can search the required project by pressing the first letter of the project ID. For example to select “Layari Express Way” press “L” and keep on pressing until the required project is selected.

2) Selecting Voucher Date

Select the date of the voucher, the field will show the current date but you can change it.

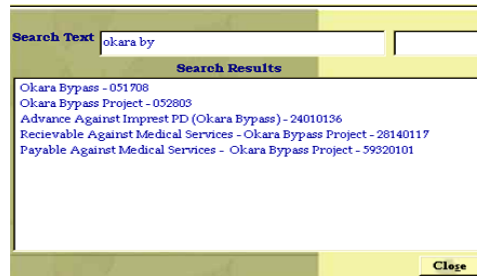
3) Selecting Account Code

Now focus is set on box 1 of Account Code boxes. You can select the account code by any of the following ways

- Press the button “Search Code” or short cut key “Alt + S”.
- A Search Engine will be displayed (fig. 1.1). Now type the title of the code. As you start typing, the matching results will start appearing in the results list. Click the required title, the account code and the title will automatically appear in their respective fields.



Management Information System (MIS) User Manual



- iii. Go to the hierarchy by pressing “H” or by clicking the level 1 there. It contains all the codes and the titles of each of the 5 levels of the Chart of Account. You can select the desired code by selecting the required levels one by one.

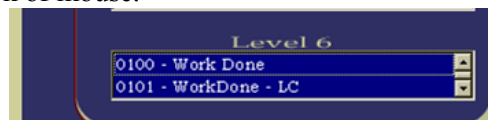


- iv. And if you are expert enough you can directly type the code in the boxes available. After the selection of account code press “Enter”.

In case the transaction is related to works payment or payment is of some beneficiary then:

a) Works Payment

When you make transaction having code starting with 05 or 71.36.00 the system will set focus on level6 as shown in fig. 2. Select the code from level 6 by pressing down arrow key or click of mouse.



b) Compulsory Selection of Beneficiary

The selection of 6th level is made compulsory for contractor, consultant, collector, supplier and service providers and advance payments. An engine will be opened to search the required beneficiary’s code.

- i. Select the type of beneficiary and press Enter
- ii. Type name of the beneficiary and as the name appears in table press Enter.
- iii. Select the right name by down arrow keys or by clicking on it by mouse.



Management Information System (MIS) User Manual

Nature of Title
Hospitals & Labs

Search Hospitals_Labs Name
ali

Search Results

(56-01-01) - M/s Ali Hospital, IBD
(56-01-03) - M/s Hayat Wali Medical Centre, Rwp

Close

Fig 5

Note: For some codes, the selection of 6th level code is compulsory. For example 6th level is compulsory for Advances to employees for TA/DA, Mob. Advance, Income taxes from supplier etc.

- 4) After you select the code press “D” or “C” to GO to Debit or Credit box respectively. Or if you press enter you will be on the Dr Side and by pressing “Enter” button again you will be on the Cr side. Enter the amount. Pressing enter your focus will again on the “Account Code” area.
- 5) The focus is on “Create Entry” button. Press “Enter” and the entry will be shown in the lower “Voucher Entry” area.
- 6) Hence one entry of the transaction is completed. You can repeat the process to complete the transaction.
- 7) After completing the transaction, press enter and the focus is now on the “Description” field. A default description is shown here. You can type your own description by deleting the current
- 8) The focus is now on “Print Voucher” button. Click or press “Enter” button and you will view the Voucher Report.

If the voucher is related to maintenance work or other construction work associated to some scheme, another window for selection of scheme will be open. Select the scheme by following these simple steps

- i. Select “Nature”. Press Enter.
- ii. Select “Sub Type”. Press Enter.
- iii. Type the name of scheme or section to search it. As you type, the matching results will be shown in the list below. Press Enter.
- iv. Select the name from the list. Press Enter.
- v. Now your focus is on “Print Voucher” button. Press Enter.
- vi. Press “Refresh” button to get fresh view of the voucher and then press “Print” icon to get print out.

Expenditure Report: For Establishment Section this report is made along with the voucher report. To get the print of these reports click the “Refresh button on the top bar of the form.

- Expenditure Report: For establishment section an expenditure statement is also prepared showing head wise budgets and the expenditures as paid, liable and total. Paid expenditures are those, which are paid through cheque to the beneficiaries. Liable



Management Information System (MIS) User Manual

Expenditures are the ones which are booked in Journal vouchers and are liability of NHA but still unpaid. Total expenditure shows the sum total of paid and unpaid expenditures.

Other Buttons

- **Payee List**

You can get the payee list through this option.

1. Press the button a screen will be opened. Click the “Search Voucher No” button from the top bar. By clicking it another screen will open.
2. Focus is set on “Date”. Select the voucher date for which you want to get the payee list.
3. Now the focus is on “Section” combo. Select the section of the voucher.
4. All vouchers from the selected section on the selected date will appear in the “Voucher No.” combo. Select the required voucher No.
5. Press the “Refresh” button to get the report of the payee list.

- **Entry Break up**

This button shows the user the list of beneficiaries entered while making voucher so that he may confirm if any of them is left.

- **Search Code**

By pressing the button a “Search Engine” for searching account codes will be displayed.

- **Exit**

This will take the user back to the menu form.

- **Payment Voucher**

User can switch to the Payment Voucher form at any moment by clicking the button.

- **New Voucher**

This button will clear the contents of the voucher made earlier by the user.

Payment Voucher Form

The screenshot shows the 'PAYMENT VOUCHER' form within a 'Journal Voucher Entry' window. The form includes fields for Voucher Date (7/27/2005), Voucher No., Project, and Date (7/27/2005). It features an 'Account Hierarchy' section with levels 1 through 6, where Level 1 is expanded to show '01 - Fixed Assets Cost - NHA Possession' and '02 - Fixed Assets Cost - Consultants / C'. The form also has fields for 'Account Code', 'Account Title', 'Debit', and 'Credit'. A 'Voucher Entry' table is visible with columns for 'AccountCode', 'Title', and 'Debit'. The 'Total' row shows 0 for both Debit and Credit. At the bottom, there are buttons for 'Payee List Report', 'Entry Breakup', 'Payment Voucher', 'Search Code', 'Print Voucher', and 'Exit'.



Management Information System (MIS) User Manual

Follow the following steps to make a payment voucher.

- 1) Select the Project
- 2) Select the Date
- 3)
 - a. Just go through the steps as while making the journal Voucher and create the transaction.
 - b. Focus is on the “Description”. Type the required transaction.
 - c. Next is the Payee Name Field. If you have selected the beneficiary as 6level while creating transaction, the payee name will automatically appear. Otherwise enter the Payee name. Press Enter.
 - d. Focus is on “Print Voucher” Button. Press Enter.
 - i. In case of Revenue Section where the maintenance work is carried out through “Schemes” the last step is the selection of the Scheme to which the payment is related.

SCHEME INFORMATION

Nature: Maintenance Road: Maintenance Of Project - M-2

Search Text: t

Search Results

Left Over Asphalt work between Coca Cola Factory to Turnol Railway
M-2 Loops Linking with N-5 (KM 1551 - 1571)
Resurfacing of Lahore Bypass Service Raod at KalaShahKaku

Left Over Asphalt work between Coca Cola Factory to Turnol Railway

Allocation:		○	Receipts		○
Paid Exp:	○		Balance B.P		○
Unpaid Exp:	○		Current Payment		○
Total Exp:			Balance A.P		○

Print Voucher Close

- ii. Click the “Print Voucher” Button on this window to get the print of the voucher.



Management Information System (MIS) User Manual

The out put Forms:

Journal Book

Voucher Date	Account Code	Particulars	Debit	Credit
6/28/04	3118	Travel Expenses	4588	-
6/28/04	3118	Travel / Daily Allowance	-	11,764

1. Select the Project. Press Enter. (Optional)
2. Give the period of the report by selecting the “From” date and then “To” date.
3. Click the button “Journal Book”
4. The book will be shown for the selected project for the given period. If the project is not selected the journal book for all the projects in a accounts section will be shown

General Ledger

Month	Debit	Credit	Balance	Yearly Balance
July-2004	142,109	20,392,131	\$2,249,922	(50,000.00)
August-2004	9,283	242,782,749	\$242,690,466	238,945,466
September-2004	1,214,987	128,814,419	\$127,599,432	(50,000.00)
October-2004	4,166	71,412,573	\$123,437,269	(50,000.00)
November-2004	48,263	\$2,828,218	\$126,365,007	(50,000.00)
December-2004	-	\$2,222,222	\$128,587,229	(50,000.00)
January-2005	-	\$2,422,181	\$131,009,410	(50,000.00)

1. Select the Project.
2. Select the end date up to which you need the report. This report pertains to a specific year so only one end date is required.



Management Information System (MIS) User Manual

3.

a. Ledger of a particular Account Head:

If ledger of a particular Head is required then Press “Alt +S” or click the “Search” button to open the search engine. Search the account code and the title (as in voucher entry form). Click Ledger button.

b. All Ledgers:

Else if you want to see all the ledgers then just press “All Ledgers” button to get the ledgers of all the heads used in the specific period of the month.

Sub Ledger

Voucher Date	Voucher No	Voucher Description
1-Jul-05		Opening Balance
2-Jul-05	KHEFK04Jul2005-180	NHA Karak. Pakistan. Ind
29-Jul-05	KHEFK04Jul2005-420	M/S. Haseeb. (Pvt) Ltd
30-Jul-05	KHEFK04Jul2005-440	M/S. Hussain. Ganes. Ltd
30-Jul-05	KHEFK04Jul2005-470	Deposy Commission Income Tax, C18 18D
30-Jul-05	KHEFK04Jul2005-450	NHA Revenue Agency A/C UBL 0943
30-Jul-05	KHEFK04Jul2005-430	Eng. B.S. Angler. A/c
4-Jul-05	KHEFK04Jul2005-130	M/S. Saad ulah. Khan. B. Brea
4-Jul-05	KHEFK04Jul2005-140	Deposy Commission Income Tax, C18 18D
4-Jul-05	KHEFK04Jul2005-190	NHA Revenue Agency Pakistan. UBL. 094-3. Islamabad
5-Jul-05	KHEFK04Jul2005-400	RD (Pvt) BPP. (Pvt). Bankalpur
5-Jul-05	KHEFK04Jul2005-300	RD (Pvt) B. (Pvt). Bankalpur
5-Jul-05	KHEFK04Jul2005-190	M/S. H.S. Tralor. Swatpindi
5-Jul-05	KHEFK04Jul2005-300	GM (Swat) NHA Karak.
5-Jul-05	KHEFK04Jul2005-900	M/S. H.S. Tralor. Swatpindi
9-Jul-05	KHEFK04Jul2005-270	Revenue of Govt (FEDCO) Islamabad
9-Jul-05	KHEFK04Jul2005-280	Cy Director. General Admin (NHA) Islamabad
11-Jul-05	KHEFK04Jul2005-290	Dr. Akhsharood. Syed (NHA) (Karak on the Month)
13-Jul-05	KHEFK04Jul2005-380	Cy Director. General Admin (NHA) Islamabad
20-Jul-05	KHEFK04Jul2005-470	Cy Director. General Admin (NHA) Islamabad
21-Jul-05	KHEFK04Jul2005-480	Eng. B.S. Angler. A/c
21-Jul-05	KHEFK04Jul2005-490	Deposy Commission Income Tax, C18 18D
22-Jul-05	KHEFK04Jul2005-450	Naswan. Director. (Karak) (Naswan) Tadamannawana Corporation 18D

1. Select the project (Optional)
2. Give the Period for the report by selecting the “From” and “To”
3. There are two options
 - a. If you want to get all the vouchers click “All Ledgers” and ledgers of all the heads in the period.
 - b. Else press “Alt + S” search the code for which the ledgers is required. Or you can also select the code by selecting all the levels one by one from the account code boxes.
 - c. Click the “Sub Ledger” button. The sub ledger is shown for the selected project or for all the projects if no project is selected.



Management Information System (MIS) User Manual

Cash Book

The screenshot shows the 'Cash Book Side' application window. On the left, there is a 'CASH BOOK REPORT' form with the following fields:

- Project: APBridge
- From Date: 7 / 1 / 2005
- To Date: 7 / 27 / 2005
- Bank Accounts: A list of bank accounts including 370101 - Bank Account No. (786-3), 370130 - Bank Account No. (1252-3), 370112 - Bank Account No. (945-6), 370103 - Bank Account No. (904-3), 370117 - Bank Account No. (1273-6), 3716 - Bank Account No. (1230-3), 370138 - Bank Account No. (099-0509), 370110 - Bank Account No. (1076-0), 370120 - Bank Account No. (1260-1), 370118 - Bank Account No. (1271-2), 370113 - Bank Account No. (1078-4), 370122 - Bank Account No. (1233-0), 370131 - Bank Account No. (02906030), and 370102 - Bank Account No. (705-8).
- Buttons: Receipt Side, Payment Side, and Exit.

The main area shows a preview of the report titled 'NATIONAL HIGHWAY AUTHORITY Cash Book'. The report includes a table with columns: Date, Voucher No., Voucher No., Description, Amount, and Classification. Below the table, there is a summary box:

Receipt Side Total	41,200.000
Payment Side Total	402,180
Closing Balance	443,380

1. Select the Project
2. Give the Period for the report by selecting the “From” and “To” dates.
3. Select the Bank Account of which the cashbook is required.
4. Click the “Receipt Side” button to get the receipt side of the cashbook.
5. Then click the “Payment Side” button to get the payment side of the cashbook and an overall picture showing the receipt side total, payment side total, the opening and the closing balances.



Management Information System (MIS) User Manual

Trial Balance Form

Account Code	Title of Account	2005		2005	
		DEBIT	CREDIT	DEBIT	CREDIT
10000	Balance Brought Forward	10000		10000	
10001	Revenue		10000		10000
10002	Expenses	10000		10000	
10003	Profit		10000		10000
10004	Balance Carried Forward				
	TOTAL	10000	10000	10000	10000

1. Select the Project
2. Select the Year
3. Select the Month
4. Click the “Trial Balance” button to get the trial balance of the selected month
5. If the month is to be closed select the check box on the side of “Month Close” button and then click the “Month Close” button. The month will be closed and no further entries could be for this month passed for this project.



Management Information System (MIS) User Manual

Schedules

Employee Schedule

EMPLOYEE SCHEDULE

Project: SKR-QTA
From Date: 7 / 1 / 2004
To Date: 7 / 27 / 2005

Employee Code
Zafar Iqbal Gondal
Code: 34 Designation: Director

Account Code
Traveling / Daily Allowance
712704

SubLedger Exit

NATIONAL HIGHWAY AUTHORITY
EMPLOYEE SCHEDULE
From: 01-01-2004 To: 01-01-2005
34 - Zafar Iqbal Gondal (Director)

Month	Month No	Month Name	Period	Days	Code	Month
01-01-04	01	Jan	01-01-04	31	01	01

Wednesday, 27 July 2005 Page 1 of 1
[Computer Section (Project Wing)]

1. Select the project. (It is optional.)
2. Select the from and to dates
3. Select a required Employee Name appearing in the combo. As you select the Employee name the Account No and the Designation will be shown in the following boxes. It will help the user to confirm the right Employee selection.
4. The next combo contains the head of accounts related to the selected beneficiary. You can get the report against any one of these by selecting one or if no one is selected then report will show the detail against all the accounting heads.
5. Click the Sub Ledger button



Management Information System (MIS) User Manual

Supplier Schedule

SuppSubL.edger

SUPPLIER / SERVICE PROVIDER SCHEDULE

Project: []

From Date: 7 / 1 / 2004

To Date: 6 / 30 / 2005

Supplier/Service Provider: 06-02-03-08
M/S Margalla Filling Station, Ibd

Account Code: []

Paid Payment:

Unpaid Payment:

Search Supplier / Service Provider

SubLedger

Exit

Preview

NATIONAL HIGHWAY AUTHORITY
SERVICE PROVIDER/SUPPLIER SCHEDULE
From: July 01, 2004 To: June 30, 2005
M/S Margalla Filling Station, I.S. (0422143)

Vendor Date	Vendor No	Title of Receipt	Class	Qty	Net	Class Date	Class No
<i>Harambali - Khunjerab (Karakoram Highway)</i>							
13Jun04	KKH04000000	Vendor Voucher - PDL Charge	3711	138	1,385	17Jun04	2333120
3Aug04	KKH04000000	Vendor Voucher - Repair And Maintenance	230	15	237	2Aug04	2010004
23Jun04	KKH04000000	Vendor Voucher - Repair And Maintenance	400	17	402	4Jun04	3037112
3Jun04	KKH04000000	Vendor Voucher - Repair And Maintenance	230	8	222	3Jun04	3276110
T o t a l			401	58	439		
<i>Islamabad - Sema Mir - Lower Type Project</i>							
10Jun04	ISL04000000	Vendor Voucher - PDL Charge	2,243	79	2,160	17Jun04	2333120
3Aug04	ISL04000000	Vendor Voucher - Repair And Maintenance	1,437	72	1,365	2Aug04	2010004
2Aug04	ISL04000000	Vendor Voucher - Other Receipts	430	23	407	15Aug04	2020110
23Jun04	ISL04000000	Vendor Voucher - Repair And Maintenance	1,630	37	1,593	4Jun04	3037112
14Jun04	ISL04000000	Vendor Voucher - Repair And Maintenance	430	23	407	4Jun04	3037112
T o t a l			4,163	204	4,059		
<i>Karachi - Trachem Project</i>							
12Jun04	KAR04000000	Vendor Voucher - Other Receipts	36,292	1,274	35,118	17Jun04	2333120
13Jun04	KAR04000000	Vendor Voucher - PDL Charge	2,000	70	1,930	17Jun04	2333120
3Aug04	KAR04000000	Vendor Voucher - Repair And Maintenance	31,423	1,071	31,352	2Aug04	2010004
20Jun04	KAR04000000	Vendor Voucher - Receipts	1,000	38	1,042	13Jun04	2020110

Wednesday, July 17, 2005 Page 1 of 2
I C O M P A N Y S O L U T I O N S P R I V A T E L I M I T E D

1. Select the project. (It is optional.)
2. Select the from and to dates
3. Select a supplier or service provider appearing in the combo.
4. The next combo contains the head of accounts related to the selected beneficiary. You can get the report against any one of these by selecting one or if no one is selected then report will show head wise detail.
5. Click the Sub Ledger button



Management Information System (MIS) User Manual

Contractor/ Consultant Schedule

1. Select the project
2. Select To and From dates
3. Click one of the radio buttons as “Contractor” and “Consultant”
4. Select the Beneficiary from the next combo
5. Select the Head of Account
6. (You can select both the beneficiary and account code or any one of these)
7. Click the Sub Ledger Button.
8. You can get the report of only paid or only unpaid or both paid and un-paid payments by checking “Paid” and or “Un-paid” check boxes.



Management Information System (MIS) User Manual

Land Acquisition / Utilities Relocation

LAND ACQUISITION /
UTILITIES
RELOCATION
SCHEDULE

From: 7 / 1 / 2004
To: 6 / 30 / 2005
Type: Land Acquisition
Project: IBD-LWP

Report Exit

NATIONAL HIGHWAY AUTHORITY
LAND ACQUISITION SCHEDULE
From: 01-Jan-2004 To: 06-Jun-2005
IBD-LWP

Year/Jan/Day	Year/Jan/Day	Ch./Est./Day/Est. No.	Type/Range	Status	Address	Progress	Award
2004-01-01	2005-06-30	1-1-1	Land Acquisition (IBD-LWP)	Not Started	7000	-	7000
2004-01-01	2005-06-30	2-1-1	Land Acquisition (IBD-LWP)	Not Started	7000	-	7000
2004-01-01	2005-06-30	3-1-1	Land Acquisition (IBD-LWP)	Not Started	7000	-	7000
Total :					40000	-	40000

Wednesday, July 27, 2005 Page 1 of 1
[Computer Section (Product Wing)]

1. Select To and From dates
2. Select the Type of report among “Land Acquisition” and “Utilities Relocation”
3. Select the Project. It is optional if you don’t select it, the system will show you the Project wise detail. Other wise you can see the detail for the selected Project
4. Click the “Report” button.



Management Information System (MIS) User Manual

Sub Code Schedule

Voucher Date	Voucher No	Amount	Characteristics	Chk Run Date	Chk Run No
10-Dec-2005	IC-LWP-CCA/2005-152	17,841,849	Unallocated - Sarsa Mile (Dual Carriageway) System - Work Done - LC - 7928 The Unallocated At Source - Commitment / Commitment - 01541623, Reserve Accounting - 02114139,	12/18/2005	1220495
10-Dec-2005	IC-LWP-CCA/2005-152	17,842,761	Unallocated - Sarsa Mile (Dual Carriageway) System - Work Done - PC - 3997 Unallocated - Sarsa Mile (Dual Carriageway) System - Foreign Exchange Res. I 01111101, Reserve Account And Security Deposit - From Commitment - 319 Unallocated - Sarsa Mile (Dual Carriageway) System - Commitment - 02671411,	12/18/2005	1220497
10-Dec-2005	IC-LWP-CCA/2005-152	81,176,944	Ch. Exchange Res. Difference - 0647070	2/17/2005	1402326
14-Jul-2005	IC-LWP-CCA/2005-152	76,411,818	Unallocated - Sarsa Mile (Dual Carriageway) System - Work Done - LC - 8847 The Unallocated At Source - Commitment / Commitment - 01827803,	2/16/2005	1400518
14-Jul-2005	IC-LWP-CCA/2005-152	10,825,808	Unallocated - Sarsa Mile (Dual Carriageway) System - Work Done - LC - 7932 The Unallocated At Source - Commitment / Commitment - 01570860, Reserve Accounting - 02114139,	2/16/2005	1400517
26-Jul-2005	IC-LWP-CCA/2005-152	14,716,414	Unallocated - Sarsa Mile (Dual Carriageway) System - Foreign Exchange Res. I 02744876, Reserve Account And Security Deposit - From Commitment - 319 Unallocated - Sarsa Mile (Dual Carriageway) System - Commitment - 02429394, Unallocated - Sarsa Mile (Dual Carriageway) System - Commitment - 02429394, Unallocated - Sarsa Mile (Dual Carriageway) System - Commitment - 02429394,	1/28/2005	0421108
19-Jun-2005	IC-LWP-CCA/2005-152	19,416,422	Unallocated - Sarsa Mile (Dual Carriageway) System - Work Done - LC - 6506 Unallocated - Sarsa Mile (Dual Carriageway) System - Commitment - 01892825, Unallocated - Sarsa Mile (Dual Carriageway) System - Commitment - 01892825,	6/11/2005	0467113
19-Jun-2005	IC-LWP-CCA/2005-152	17,426,381	Unallocated - Sarsa Mile (Dual Carriageway) System - Work Done - PC - 6212 Reserve Account And Security Deposit - From Commitment - 01891400, Un Unallocated - Sarsa Mile (Dual Carriageway) System - Commitment - 06055400,	6/11/2005	0455229
19-Jun-2005	IC-LWP-CCA/2005-152	17,245,128	Unallocated - Sarsa Mile (Dual Carriageway) System - Foreign Exchange Res. I 02315128,	6/11/2005	0467113
14-Jul-2005	IC-LWP-CCA/2005-152	87,438,637	Unallocated - Sarsa Mile (Dual Carriageway) System - Work Done - LC - 7188 Unallocated - Sarsa Mile (Dual Carriageway) System - Commitment - 01128932,	6/11/2005	0455274
T o t a l : -		407,966,40			

Worksheet: 7/29/2005 Page 1 of 1
[Computer Connection (Firewall)]

1. Select the project (Optional)
2. Select To and From dates
3. Select one of the “Sub Code Types” appearing in the combo.
4. Select the Beneficiary from the next combo.
5. Select the Head of Account
(You can select both the beneficiary and account code or any one of these)
6. Click the Sub Ledger Button.
7. You can get a flexible report depending upon your selection of the Inputs. If you don't select the project you can see report for a No of projects falling in the given criteria.



Management Information System (MIS) User Manual

Other Reports

Tax List

TAX LIST

Periodic Monthly

Project:

Type:

From:

To:

NATIONAL HIGHWAY AUTHORITY
Association,
DETAIL OF INCOME TAX PAID TO TAX DEPARTMENT
FROM 1-1-2005 TO: 27-7-2005

Rep: (S) dagher.shi

Project	Class Amount	Tax Amount	Net Amount	Tax Paid		Remarks
				Amount	Class No	Date
KHR-TKM	2000	100	1900	100	001	2005/07/27
Totals	2000	100	1900	100		

M/s Hovateh Constr. Ltd.

Project	Class Amount	Tax Amount	Net Amount	Tax Paid		Remarks
				Amount	Class No	Date
KHR-TKM	8000	3750	4250	3750	012	2005/07/27
KHR-TKM	8000	3750	4250	3750	012	2005/07/27
Totals	16000	7500	8500	7500		

M/s Saadallah Khan & Bros.

Project	Class Amount	Tax Amount	Net Amount	Tax Paid		Remarks
				Amount	Class No	Date
KHR-TKM	10000	500	9500	500	012	2005/07/27
KHR-TKM	10000	500	9500	500	012	2005/07/27
Totals	20000	1000	19000	1000		

Wednesday, July 27, 2005 11:04 AM
I C o m p u t e r S a a d a l l a h (P i n a k a W i n d o w)

1. Click the “Periodic” or “Monthly” radio buttons as you wish to see the report
2. Select the project (Optional)
3. Select the type of the list from the combo
4. Select the from and to date or Year and Month according to your settings
5. Search the beneficiary name by clicking “Search” button or pressing “Alt+S”.
6. Click the “Tax List” button
7. If you select the project the tax list of the beneficiary on the selected project will be shown. Other wise the list for the party on all projects will be shown in groups.



Management Information System (MIS) User Manual

Expenditure Statements

Establishment Expenditure – Summarized

ESTABLISHMENT EXPENDITURE STATEMENT

Periodic Monthly

Project: EST

Year: 2004

Month: 12

Expenditure Statement

Exit

Month Close

Budget Code	Title of Account	Budget Allocation	Month Exp	Year Exp	Balance
0000	TOTAL BUDGET PERCENTAGE				
0100	Payal Office	1,70,000	43,750	3,44,000	32,250
0200	Payal Staff	1,50,000	99,750	3,92,750	32,250
0300	Payal Transport	1,00,000	22,500	1,76,500	1,00,000
0400	Payal Maintenance & Repairs	1,00,000	45,450	1,07,950	92,050
0500	Total	5,20,000	1,11,450	6,20,200	1,67,550
1000	PURCHASE OF DURABLE GOODS				
1100	Plant				
1200	Plant & Machinery & Other Equipment	50,000	-	-	50,000
1300	Plant & Machinery & Other Equipment	50,000	-	-	50,000
1400	Plant & Machinery & Other Equipment	50,000	-	-	50,000
1500	Total	150,000			150,000
2000	REPAIRS & MAINTENANCE OF DURABLE GOODS				
2100	Plant & Machinery & Other Equipment	100,000	-	4,200	95,800
2200	Plant & Machinery & Other Equipment	-	-	-	-
2300	Plant & Machinery & Other Equipment	-	-	-	-
2400	Plant & Machinery & Other Equipment	50,000	-	-	50,000
2500	Plant & Machinery & Other Equipment	-	-	-	-
2600	Total	150,000		4,200	145,800
3000	CONSTRUCTION & REPAIRS				
3100	Plant & Machinery & Other Equipment	2,00,000	95,000	1,27,500	67,500
3200	Plant & Machinery & Other Equipment	2,00,000	1,20,000	58,500	270,500
3300	Plant & Machinery & Other Equipment	-	-	-	-
3400	Plant & Machinery & Other Equipment	50,000	-	-	50,000
3500	Plant & Machinery & Other Equipment	1,00,000	30,000	90,000	10,000
3600	Plant & Machinery & Other Equipment	10,000	-	-	10,000
3700	Plant & Machinery & Other Equipment	10,000	1,800	6,200	13,800
3800	Plant & Machinery & Other Equipment	10,000	-	-	10,000
3900	Plant & Machinery & Other Equipment	10,000	-	-	10,000
4000	Plant & Machinery & Other Equipment	10,000	-	-	10,000
4100	Plant & Machinery & Other Equipment	10,000	-	-	10,000
4200	Plant & Machinery & Other Equipment	10,000	-	-	10,000
4300	Plant & Machinery & Other Equipment	10,000	-	-	10,000
4400	Plant & Machinery & Other Equipment	10,000	-	-	10,000
4500	Plant & Machinery & Other Equipment	10,000	-	-	10,000
4600	Plant & Machinery & Other Equipment	10,000	-	-	10,000
4700	Plant & Machinery & Other Equipment	10,000	-	-	10,000
4800	Plant & Machinery & Other Equipment	10,000	-	-	10,000
4900	Plant & Machinery & Other Equipment	10,000	-	-	10,000
5000	Total	1,600,000	1,45,800	6,92,200	3,67,550
6000	TRAVEL & CONVEYANCE				
6100	Travel & Conveyance	50,000	1,800	1,00,000	39,200
6200	Travel & Conveyance	-	-	-	-
6300	Travel & Conveyance	-	-	-	-
6400	Travel & Conveyance	50,000	-	-	50,000
6500	Travel & Conveyance	-	-	-	-
6600	Total	100,000	1,800	1,00,000	89,200
7000	LOAN & REPAYMENTS				
7100	Loan & Repayments	-	-	-	-
7200	Loan & Repayments	-	-	-	-
7300	Loan & Repayments	-	-	-	-
7400	Loan & Repayments	-	-	-	-
7500	Loan & Repayments	-	-	-	-
7600	Loan & Repayments	-	-	-	-
7700	Loan & Repayments	-	-	-	-
7800	Loan & Repayments	-	-	-	-
7900	Loan & Repayments	-	-	-	-
8000	Total	-	-	-	-

Wednesday, 27 July, 2006 Page 1 of 2

1. Click the “Periodic” or “Monthly” radio buttons as you wish to see the report
2. Select the project from the option in combo.
3. Select the from and to date or Year and Month according to your settings
4. Click the “Expenditure Statement” button
5. The report will show the Budgets against all the budget head with their Monthly and Yearly Expenditures. The last column shows the balance budget for the financial year.



Management Information System (MIS) User Manual

Establishment Expenditure – Detailed

VDate	VoucherNo	Description	Status/CKNo/EstNo	CK/Est Date	Amount
7/6/04	156/A/Jul/2004-12 (J)	Salaries To Officers	Payment JV		2,480
7/27/04	156/A/Jul/2004-94 (J)	Salaries To Officers	Payment JV		714,365
7/30/04	156/A/Jul/2004-104 (J)	Salaries To Officers	Payment JV		22,392
8/28/04	156/A/Aug/2004-45 (J)	Salaries To Officers	Payment JV		770,846
9/9/04	156/A/Sep/2004-33 (J)	Salaries To Officers	Payment JV		9,420
9/28/04	156/A/Sep/2004-74 (J)	Salaries To Officers	Payment JV		718,795
10/28/04	156/A/Oct/2004-46 (J)	Salaries To Officers	Payment JV		727,888
11/2/04	156/A/Nov/2004-62 (J)	Salaries To Officers	Payment JV		9,210
11/8/04	156/A/Nov/2004-15 (J)	Salaries To Officers	Payment JV		13,985
11/24/04	156/A/Nov/2004-39 (J)	Salaries To Officers	Payment JV		768,850
12/15/04	156/A/Dec/2004-15 (J)	Salaries To Officers	Payment JV		23,470
12/29/04	156/A/Dec/2004-93 (J)	Salaries To Officers	Payment JV		715,082
12/29/04	156/A/Dec/2004-97 (J)	Salaries To Officers	Payment JV		15,740
1/4/05	156/A/Jan/2005-15 (J)	Salaries To Officers	Payment JV		5,220
1/11/05	156/A/Jan/2005-36 (J)	Salaries To Officers	Payment JV		35,635
1/17/05	156/A/Jan/2005-55 (J)	Salaries To Officers	Payment JV		770,170
2/25/05	156/A/Feb/2005-53 (J)	Salaries To Officers	Payment JV		747,110
3/1/05	156/A/Mar/2005-39 (J)	Salaries To Officers	Payment JV		10,395
3/29/05	156/A/Apr/2005-58 (J)	Salaries To Officers	Payment JV		731,115
4/16/05	156/A/May/2005-32 (J)	Salaries To Officers	Payment JV		11,318
4/26/05	156/A/May/2005-32 (J)	Salaries To Officers	Payment JV		23,470
4/26/05	156/A/May/2005-36 (J)	Salaries To Officers	Adjustment JV		11,318
4/28/05	156/A/May/2005-63 (J)	Salaries To Officers	Payment JV		753,885
5/4/05	156/A/May/2005-4 (J)	Salaries To Officers	Payment JV		3,724
5/25/05	156/A/May/2005-36 (J)	Salaries To Officers	Payment JV		39,930
5/28/05	156/A/May/2005-48 (J)	Salaries To Officers	Payment JV		764,350
5/28/05	156/A/May/2005-47 (J)	Salaries To Officers	Payment JV		23,470
6/27/05	156/A/June/2005-109 (J)	Salaries To Officers	Payment JV		23,470
6/27/05	156/A/June/2005-112 (J)	Salaries To Officers	Payment JV		23,470
6/28/05	156/A/June/2005-114 (J)	Salaries To Officers	Payment JV		710,665
T o t a l					9,339,664

1. Select the project from the option in combo. it is optional. If the project is not selected the expenditure detail for all the sections will be shown against the budget title.
2. Select the from and to date
3. Select the budget title from the combo for which detail is required.
4. Click the “Expenditure Statement” button
5. The report will show detail of the expenditure against the selected budget head the report will also show the
 - Amounts
 - Voucher Numbers
 - Voucher Date
 - Status as
 - Cheque No. and Cheque Date if paid,
 - JV No. If adjusted
 - The Payment Voucher No. if the expenditure is booked and not yet paid.



Management Information System (MIS) User Manual

Intermediate Forms

Voucher Info

This form is designed to facilitate the user in following areas

1. Updating of a voucher in account code, 6 level code and /or description.
2. Taking print out of already made voucher
3. Deletion of a voucher

Deletion and updating is only allowed for Journal vouchers whose cash voucher are either not made or if made than not paid. Same is the case for cash vouchers. Those cash vouchers can be updated or deleted which are not paid.

Following are the steps to be followed for deleting, updating or taking print out of the vouchers.

VOUCHERS INFORMATION

Vouchers

- 1%SA-Jul/2005-1(O)
- 1%SA-Jul/2005-2(O)
- 1%SA-Jul/2005-3(O)
- 1%SA-Jul/2005-4(O)
- 1%SA-Jul/2005-5(O)
- 1%SA-Jul/2005-6(O)
- 1%SA-Jul/2005-7(O)
- 1%SA-Jul/2005-8(O)
- 1%SA-Jul/2005-9(O)
- 1%SA-Jul/2005-10(T)

Project: 1%SA **Voucher Type:** Journal Voucher **Year/ Month:** 2005 / 7

V No.: **V. Nature:** Paid UnPaid

Cheque Date: 7 / 6 / 2005 **Cheque No:** 4235153

Bank Name: UBL **Account:** 945-6

Pay To: UBL, RDF Branch, Islamabad.

1% SA-Jul/2005-8(C)

Update Entry					
VoucherDate	AcCode	Level6	Title	Debit	Credit
7/4/2005	5901		Salaries And Wages Payable	5000	0
7/4/2005	370112		UBL - RDF 945-6 (1% Special Allocation)	0	5000
				Total	5000

PSDP Info

Description: Amount Paid on A/c of above

Payee: UBL, RDF Branch, Islamabad. **Sub Title:**

Print Voucher **Allow Update** **Delete** **Search Code** **Exit**

1. Select project from the “Project” combo.
2. Select the voucher type from
 - Journal Voucher
 - Cash Voucher
 - Receipt Voucher
 - Adjustment Voucher
3. Select the year of the voucher
4. Select the month of the voucher. All vouchers matching to the above selected criteria will appear in the “Voucher List”.
5. Here you are provided with another facility of viewing only “Paid” or “Unpaid” payment vouchers by selecting any one of the check boxes of “Paid” and “un-paid”.



Management Information System (MIS) User Manual

6. Focus is on “V No” combo
7. You can view a voucher detail by
 - a. Selecting a no. by pressing up & down Arrow keys.
 - b. Or by clicking a voucher No from the list “Vouchers”
8. As you select a Voucher no its detail transaction, Description, Payee name will be appearing in the lower part of the form. If the voucher is cash voucher its Payment detail i.e.
 - Cheque Date
 - Cheque No
 - Bank Name
 - Bank Account
 - Payee NameSimilarly in case of receipt voucher the following will be shown
 - Receipt Date
 - Receipt Type
 - Receipt No
 - Recipient Name
9. At the same time if there are any related vouchers i.e. Journal Vouchers or Payment Vouchers or Receipt Vouchers, these will appear in the “Related Vouchers” List.

Deletion:

To delete the selected voucher click “Delete” button or use short cut key by pressing “Alt + D”. The voucher will be deleted if it satisfies the above stated criteria. And a message will be conveyed.

Updation:

You can update the following contents of a voucher.

- a. Account code
- b. Debit and Credit amounts
- c. 6 level code
- d. Description
- e. Payee name

To perform any Updating,

1. Select the voucher no.
2. Press “Allow Update” button or user the short cut key by pressing “Alt+U”.

To update Account code, 6level code or the amounts

3. Now click on the row of the grid that contains the content you want to update.
4. The entire row will be copied to the row on the top of the grid.

Click on the field whose content you want to change

You can change account code 6level code

- By simply typing it or
- By clicking “Search Code” or pressing “Alt+S” to open a search engine. Search the required code and press “Enter”
- If the account code is keeping in with the voucher type it would be accepted



Management Information System (MIS) User Manual

You can change amounts

- By simply typing the changed amount. The amounts should be changed so that the transaction remains same.

After completing the updating to the row, click “Update Entry”. And then press “Update Voucher” button on the bottom of the form. If the changes brought to the voucher are acceptable the voucher will be updated. Otherwise the system will intimate the user reason for not updating the voucher.

You can change Description and/or Payee as

- Just type the required description or Payee name.
- Press the “Update Voucher” button.
- The voucher is updated.

Taking the print outs:

You can take the print out of the selected voucher by just clicking the “Print Voucher” button or press “Alt+P”. If there is some other report like “Expenditure Statement” it will also be taken as print out along with the voucher.



Management Information System (MIS) User Manual

Entry Break Up from

The screenshot shows the 'ENTRY BREAKUP FORM' interface. At the top, there are dropdown menus for 'Project' (1%SA), 'Type' (Journal Voucher), 'CV Date' (9/28/2004), and 'Voucher No' (1%SA-Sep/2004-74J). Below these are input fields for 'Code' (7113), 'Account Title' (Telecommunication Charges), and 'Total Amount' (-10277). A table below shows search results for employees, with one entry for 'Mohammad Aslam Khan' having a debit of 0 and a credit of 100. A 'Create Break Up' button is located below the table. The Windows taskbar at the bottom shows the time as 11:41 AM.

Through this from the user can enter the Employee break up that he did not enter while voucher making.

Follow the following steps to enter the break up

1. Select the Project
2. Select voucher type
3. Select the voucher date
4. All vouchers related to Establishment expenses, fulfilling the above selected criteria would appear in the combo "Voucher No". Select the voucher against whom the break up is to be entered
5. Combo "Code" will show the establishment code for which the break up can be entered. Select the code for which the breakup is to be entered. The title and the amount against it will appear in "Account Title" and the "Total Amount" fields respectively.
6. Now focus is on "Enter Break Up" button. Click it or press "Enter" to open "Search Engine" for searching employee and his code.
 - Focus will be set on "Designation" combo. If you know the designation, select it.
 - Now type the employee name. as you start typing the employees with the matching names and selected designation will appear in the list "Search Results"
 - Select the employee name by clicking on it or pressing up and down arrow keys from the keyboard. As you select the employee the code, account No. will be shown.
 - Focus is on the "Amount" field. Enter the amount for the employee.
 - By pressing "Enter" the break up for one employee is entered and appears in the grid.
 - Again press "Enter" to repeat the cycle for entering the break ups for all employees until the total amount is adjusted.
 - When you have adjusted amount against employees press "Save Break up" button. If the amount is adjusted the break up will be saved other wise you will be asked to adjust the total amount.
 - You can also delete the wrongly entered break up.
 - You can also take the print out of the employee list by pressing the "Print List" button.
 - Click "Search Voucher No" Button. And fill the criteria. Select the required voucher no.
 - Click "Payee list" button to get the report of all employees entered against an establishment expense in the selected voucher.



Management Information System (MIS) User Manual

DDO Reports

- Cash Book
- Bank Balance
- Payments & Receipts

- PSDP Reports
 - Summarized
 - ❖ Monthly Utilization Report
 - ❖ Cumulative Utilization Report
 - Detailed

Voucher Payment Form

CASH VOUCHER PAYMENT FORM

Project:

CV Date: Voucher No:

AccountCode	Debit	Credit	Title
711802	9765	0	Rental Cha
370101	0	9765	United Ban

Pay To:

Bank Name: Account No:

Status:

Cheque No: Cheque Date:

Buttons: Save, Issue Cheque Book, Bank Schedule, Exit

1. As the form is loaded the focus is on “Project” combo. Select the project of the voucher you want to pay. Press “Enter”.
2. Now focus is on “Voucher Date”. Select the date of the voucher.
3. Focus is on combo of “Voucher No” showing all the unpaid vouchers related to the project and date previously selected. Select the voucher No. you want to pay.
4. As voucher No. is selected the following information is shown
 - Voucher Transaction
 - Payee
 - Bank Name
 - Bank Account No.
5. Focus is on “Status” combo. You have following options available in this combo.



Management Information System (MIS) User Manual

5-a) Next/Same

If the payment is through the next Cheque No. then select “Next”. If the payment is to be made through the same, select “Same”. Press “Enter”

- Select the Cheque Date.
- Press “Save” button. The voucher is paid.

5-b) Liability

The form also facilitates the creation of “Liability Report”. If a liability against the voucher is to be made press “Liability”.

- Enter IPC/EPC No. or the bill’s other Id No.
- Enter the receiving date in Finance Wing.
- Enter the liability date.
- Press “Save” button to save the liability.



Management Information System (MIS) User Manual

Cash Book

Sl No	Chq. Date	Voucher No.	Pay To	Change No.	Amount	Quantity/Other
1	7/1/2005	370101/2005/1412	1st-3rd Party	5000	5000	1000
2	7/1/2005	370101/2005/1412	Emply Government Income Tax	5000	5000	1000
3	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000
4	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000
5	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000
6	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000
7	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000
8	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000
9	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000
10	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000
11	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000
12	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000
13	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000
14	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000
15	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000
16	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000
17	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000
18	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000
19	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000
20	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000
21	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000
22	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000
23	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000
24	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000
25	7/1/2005	370101/2005/1412	370101/2005/1412	5000	5000	1000

1. Give the Period for the report by selecting the “From” and “To”
2. Select the Bank Account of which the cashbook is required.
3. Click the “Receipt Side” button to get the receipt side of the cash book
4. Then click the “Payment Side” button to get the payment side of the cashbook and an overall picture showing the receipt side total, payment side total, the opening and the closing balances.



Management Information System (MIS) User Manual

Bank Balance

The screenshot shows a web-based application window titled "Bank Balances Info". On the left side, there is a form with the following fields and buttons:

- BANK BALANCE** (Section Header)
- Bank Account**: A dropdown menu with the value "786-3".
- Upto Date**: A dropdown menu with the value "7 /27/2005".
- Report** and **Exit** buttons.

The main content area displays a preview of a report titled "NATIONAL HIGHWAY AUTHORITY BANK BALANCE REPORT UP TO July 27, 2005". The report includes a table with the following data:

Ex. No.	Sl. No.	Title of Account	01-07-2005 to 27-07-2005		Yearly Balance		Balance	Remarks
			Receipts	Payments	Receipts	Payments		
1	781	State Road & Bridge Dept. -	48,89,26	49,88,74	14,19,16,128	14,19,16,112	1,07,8,24	
		U P E R I -	58,19,76	78,18,75	14,19,16,128	14,19,16,112	(21,30,776)	

1. Select the Bank Account from the combo. It is optional. If you don't select a bank, report for all the banks will be shown. Press "Enter".
2. Give the ending date of the month for which you want to see the report. Press "Enter".
3. Focus is on "Report" button. Click it or press "Enter" to see the report.
4. The report shows bank payments and receipts for the Month, for the Year and the Balance of payments and Receipts up to the selected dates.



Management Information System (MIS) User Manual

Payments & Receipts

NATIONAL HIGHWAY AUTHORITY
PUBLIC SECTOR DEVELOPMENT PROGRAM 2005-2006
Payments & Receipts From 01-Jul-2005 to 27-Jul-2005 (In in dollars)

Sl.No	Name, Location & Status of Scheme	Jul-2005		Month Year:2005-2006		2005-2006 Month:06	
		Payment	Receipt	Payment	Receipt	Payment	Receipt
Dipping Balance							
	Balance Brought Forward	-	0.00	-	0.00	-	0.00
	Balance by way of Receipt	-	-	-	-	-	-
	Balance by way of Payment	-	-	-	-	-	-
	Balance by way of Receipt	-	0.00	-	0.00	-	0.00
	Balance by way of Payment	-	-	-	-	-	-
	Total	-	0.00	-	0.00	-	0.00
Running Balance							
	Balance Brought Forward	0.00	-	0.00	-	0.00	-
	Balance by way of Receipt	-	-	-	-	-	-
	Balance by way of Payment	0.00	-	0.00	-	0.00	-
	Balance by way of Receipt	-	-	-	-	-	-
	Balance by way of Payment	0.00	-	0.00	-	0.00	-
	Total	0.00	-	0.00	-	0.00	-

1. Select the source of funding. The report is designed to show the detailed and cumulative effect of all the banks falling in same Source of funding. Press “Enter”
2. Give the ending date of the month for which you want to see the report. Press “Enter”
3. Focus is on “Report” button. Click it or press “Enter” to see the report.
4. The report shows bank payments and receipts for the Month, for the Year up to the selected dates.



Management Information System (MIS) User Manual

PSDP Reports

- Summarized
 - ❖ Monthly Utilization Report

1. Select the source of Funding.
2. Give the End date of the period.
3. Click the “Report” button.
4.
 - a. You want to view the report against PSDP, Un-funded projects and Transfer of funds then check all or none the check boxes.
 - b. Or you may see the report by checking the required check boxes.
5. The report shows the expenditures occurred against each allocation for both month and cumulative up to the selected date.



Management Information System (MIS) User Manual

❖ Cumulative Utilization Report

Ex.No.	Name, Location & Status of Scheme	Budget/Disburse 2004-2005		Disburse 2005-2005	
		Budget	Expend	Budget	Actual
A) On-going					
1	Madhya Pradesh Road Rehabilitation	2000	2000	195	195
2	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
3	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
4	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
5	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
6	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
7	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
8	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
9	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
10	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
11	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
12	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
13	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
14	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
15	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
16	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
17	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
18	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
19	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
20	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
21	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
22	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
23	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
24	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
25	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
26	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
27	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
28	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
29	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000
30	Madhya Pradesh Road Rehabilitation	2000	2000	2000	2000

1. Select the source of Funding.
2. Give the End date of the period.
3. Click the “Report” button.
4. You want to view the report against PSDP, Un-funded projects and Transfer of funds then check all or none the check boxes.
5. Or you may see the report by checking the required check boxes.
6. The report shows the expenditures occurred against each allocation from start of financial year up to the selected date. It also accommodated the adjusted receipts against some advances and shows the net amounts paid.



Management Information System (MIS) User Manual

PSDP Detail Form

FUNDS UTILIZATION BREAKUP

Source of Funding
PSDP Allocation

From: 7/1/2004 To: 7/27/2005

Project Name

Report **Exit**

**NATIONAL HIGHWAY AUTHORITY
PSDP UTILIZATION DETAIL**

Check Date	Check Number	Vendor Number	Fund Name	Description	Amount
				Sub Total	Sub Total in million
				Proj. Total	000 Total in million
				Grand Total	and Total in million

Wednesday, 27 July 2005 1:00 PM

1. Select the source of Funding.
2. Give the start date and End date of the period.
3. Select the project name form the combo “Project Name”
4. Click the “Report” button.
The report shows the Breakup of the total expenditure occurred during the selected period.



Management Information System (MIS) User Manual

Cheque Info

Voucher No	Cheque No	Ch Date	Payee	Amount	Section
Sher-Bridge-Jun/2005	4331246	7/2/2005	Deputy Commissioner	1323008	GOP
KHR-TKM-Jun/2005	4331246	7/2/2005	Deputy Commissioner	1817946	GOP

Getting the cheque detail

1. If Cheque no is known
Just enter the Cheque no. all detail of the entered cheque no will be shown.
2. If Cheque date is known
 - Entering the cheque date
 - ❖ If you know the cheque date, select it.
 - ❖ In case you only know the month of the cheque then type any date from that month.
 - ❖ In case you don't know even of the month of the cheque but you know the cheques No. then leave it as it is.
 - Select the Bank Account from the combo "Bank Account" from which the cheque belongs.
 - Now if you know the Cheque no., enter it in the "Cheque No" field.



Management Information System (MIS) User Manual

Code Entry

These are the options available in code entry

1. Chart of Account
2. Employee code
3. Subsidiary code
4. Scheme entry

1. Chart of Account

2. Employee Code

This form is designed to enter new employee or update the information of already created employee.

You can create new employees as follows

EmpCode	Name	AccountNo	Designation
1	shakoor Ali	Office Order	LDC
2	Lt. Col Salman Rasheed	6668-3	GM
3	Mehmood Ahmed	6907-1	Steno Grapher
4	Muhammad Nazir	5865-0	Qanoongo
5	Sh. Ateeq Zia	7202-6	LDC
6	Muhammad Saleem Sabir	3019-5	LDC
7	Qaiser Mehmood	6579-2	Patwari
8	Azeem Ullah	7025-1	Sr. Auditor
9	Muhammad Aslam	2831-4	Driver

1. Emp code field is showing a No. Press Enter.
2. Now focus is on "Emp Name". Type the name of the employee. If you want to know whether the employee is already created or not, press search button and all matching name will be shown. Press enter if employee is not already created.
3. Now focus is on "Account No.". Type the account No. of employee. Press Enter.
4. Select the designation by pressing the first letter of the designation. Keep pressing until the desired designation is selected. For example to select "Steno Typist" press "S" and keep on pressing until "steno typist" is selected.
5. Press "Save" button. The new employee is created.

To update the information of already created employee follow the following steps

- Type the name of employee in name field and press "Search" button.
- All matching results will appear in the area below.
- Select the employee whose information you want to update.
- Change the information except the "Emp No."
- Press "Save" button to save the change of information.



Management Information System (MIS) User Manual

3. Subsidiary Code

Subsidiary codes are codes for all external parties for schedule purposes. These include code for contractors, consultants, service provide & suppliers, collectors and general. To create a new subsidiary code follows the following steps.

SubCode	Title	SubType	Type	Address
56-02-01-02	M/s ABM Info Tech	General Supplier	Suppliers	
56-02-01-03	M/s Akhtar Comput	General Supplier	Suppliers	
56-02-01-04	M/s Americom Tech	General Supplier	Suppliers	
56-02-01-05	M/s Business Link	General Supplier	Suppliers	
56-02-01-06	M/s Comtech Elect	General Supplier	Suppliers	
56-02-01-07	M/s EGS (Pvt) Ltd. I	General Supplier	Suppliers	
56-02-01-08	M/s Fox Communic	General Supplier	Suppliers	
56-02-01-09	M/s Future Age Con	General Supplier	Suppliers	
56-02-01-10	M/s General Traders	General Supplier	Suppliers	ffffff
56-02-01-11	M/s Inbox Business	General Supplier	Suppliers	
56-02-01-12	M/s National Comp	General Supplier	Suppliers	
56-02-01-13	M/s New Generation	General Supplier	Suppliers	

1. Select “Type” from the given options. Press “Enter”.
2. Select “Sub Type”. Press “Enter”.
3. Enter name. Press “Enter”.
4. Enter address. Press “Save”.

To update the information of already entered party. Follow the following steps:

- Enter the name of the party and click the left side box of the required result.
- As you click, the information of the party will appear in the respective boxes.
- Change information about name and address, as you desire.
- Press “Update” button to save the changed information.

4. Scheme Entry

Scheme is required for making Journal vouchers from RMA section. To enter a scheme follows the following steps



Management Information System (MIS) User Manual

Scheme ID	Scheme Name	Region Name
794	Nokundi Toll Plaza (N-40)	Balochistan
798	M-3 (Misc)	Punjab
801	Mobile Workshop M-1, M-2, & M-3	M-2
803	M-2 (Misc)	M-2
808	Sher Shah Bridge on N-70	Punjab (North)
811	O&M Charges at M-3	M-3
812	Axle Overload Control Regime along National/Province Highways	Punjab (North)
813	O & M of Kohat Tunnel	NWFP
814	O&M Service Kala Shah Kaku Link Road M-2	M-2
815	O&M of M-3, M-2 & M-1 Toll Plaza	M-3

1. Select the entry date (the date of entering the scheme). Press Enter.
2. Select the nature of the scheme for example toll, maintenance etc. Press Enter.
3. Select the sub-type of the selected type. Press enter.
4. Enter the name of the scheme. Press enter.
5. Select road. Press enter
6. Select region. Press enter
7. Type the cost of the scheme. Press enter.
8. Select the starting date. Press enter.
9. Select the ending date. Press enter.

Note: If you want to create New Type, you can do it by clicking the “Type” and then pressing “N” from the keyboard, another window will be open. Say, “Yes” to the question. Now you can add a new type in “type”.



CHAPTER 5

Introduces the user to PMIS and
its Dashboards.



Management Information System (MIS) User Manual

Chapter 5: Project Management Information system (PMIS)

Introduction:

PMIS is a set of procedures, equipment, and other resources for collecting, analyzing, storing, and reporting information that describes project performance. Project-management information system (PMIS) has been designed to track and monitor the progress of **on-going** and **upcoming** NHA projects in respect of '**Achieved vs. planned**' status, based on real activities/developments in each office/section in HQ/zone/region and in the project sites for in-time completion and a perfect "Project Management" at each level of the organization. It provides online information at three levels on "Need-to-know" basis through a logged record in the system:

- Executive Information System **EIS**.
- Decision Support System **DSS**.
- Transaction Processing System **TPS**

The projects are initiated by planning section. And pass through Design, Procurement, Land and Construction. The PMIS covers 'Project status' in each section encompassed with a key control link of Finance-MIS and HR-MIS.

The construction progress of each project is compiled as per real data source of accepted "Check Requests/ISQ's" at site. The accepted CRs are then entered in the PMIS by DD/AD (project), against the "**work schedules/clause-14 program**" in **future**, exact synchronization with "**BOQ items**" in accordance with "**Financial Progress**" entered in **MB's and IPC's**

Components:

The PMIS defines the projects: cost, time, scope and quality. It defines the team: people, organizations and their roles. It helps manage agreements: contracts, permits, approvals and commitments. It manages documents. Produces standard and custom reports and presents vital signs on dashboards.

Values Of PMIS:

The PMIS has enabled NHA to centralize the information so the team has a common understanding of the facts, a prerequisite for collaboration. And it's the most reliable way to host information because many eyes scrutinize

Centralized data and mistakes are more likely to be found and corrected. PMIS is expected to improve project performance, as it measures it.

Challenges of implementation:

The startup was bumpy. It was hard to collect all the previous data and enter it into the software accurately as it being extensive. But once the database has been made it is now much easier to update it at all levels. Moreover, Employees are taking a while accepting change. But once they understand its importance and have hands on it, it will improve their acceptability and efficiency of work. Overall management of the projects at different levels will become easier.

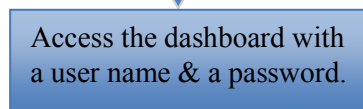
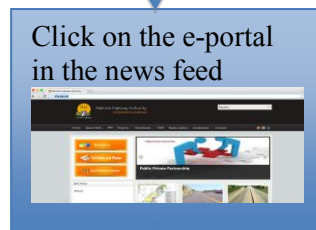
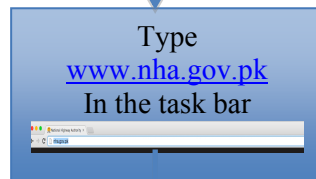


Management Information System (MIS) User Manual

PMIS Dashboards

"Dashboard" is another name for "progress report" or "report." The "dashboard" is displayed on a web page and is linked to a database, which allows the report to be constantly made and updated. It provides progress and monitoring on major upcoming and ongoing projects. The programmers have made the dashboard "an easy to read" Single page, real-time user interface, showing a graphical presentation of the current status of different projects that enables instantaneous and informed decisions to be made at a glance. **Each project can be clicked on to see the packages involved and progress of each package.**

Getting started:





Management Information System (MIS) User Manual

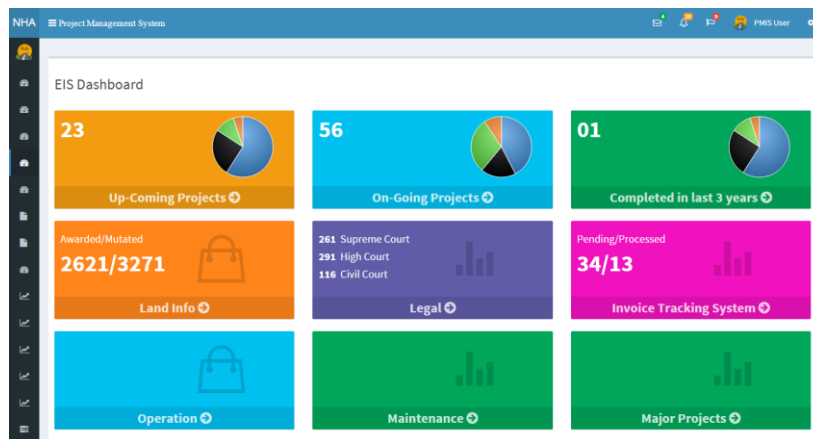
Project Management EIS Dashboard:

Menu Path: For chairman & members: EIS\PMIS

For Others: www.nha.gov.pk NHA news, ePortal\PMIS

Purpose: It gives an overview of: Upcoming projects, on-going projects, projects completed in last 3 years, land information, legal issues, invoice tracking system, operations, maintenance and of major projects that need frequent attention of the higher management.

Snapshot:



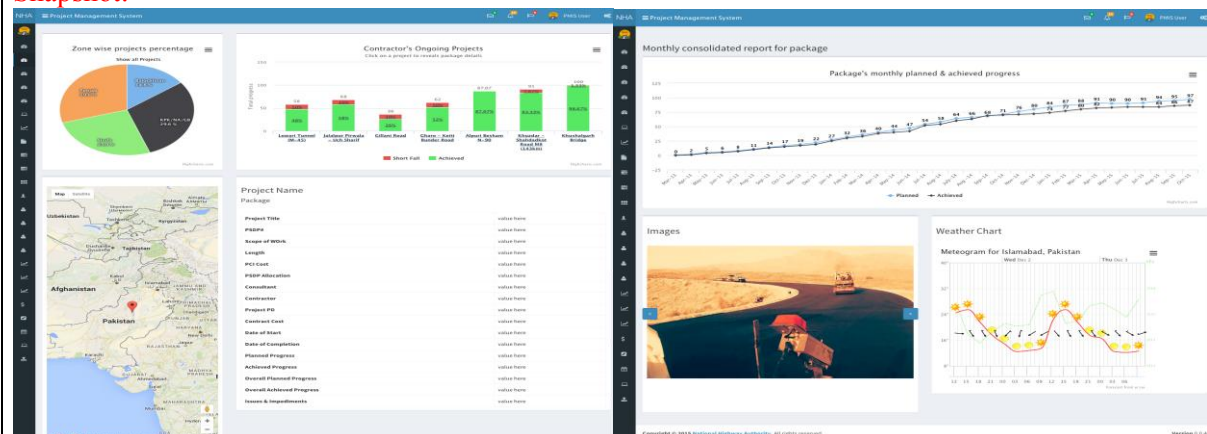
Up-coming Projects DSS Dashboard:

Menu Path: www.nha.gov.pk NHA news, ePortal\PMIS\Up-coming projects.

Purpose: Enables the user to view:

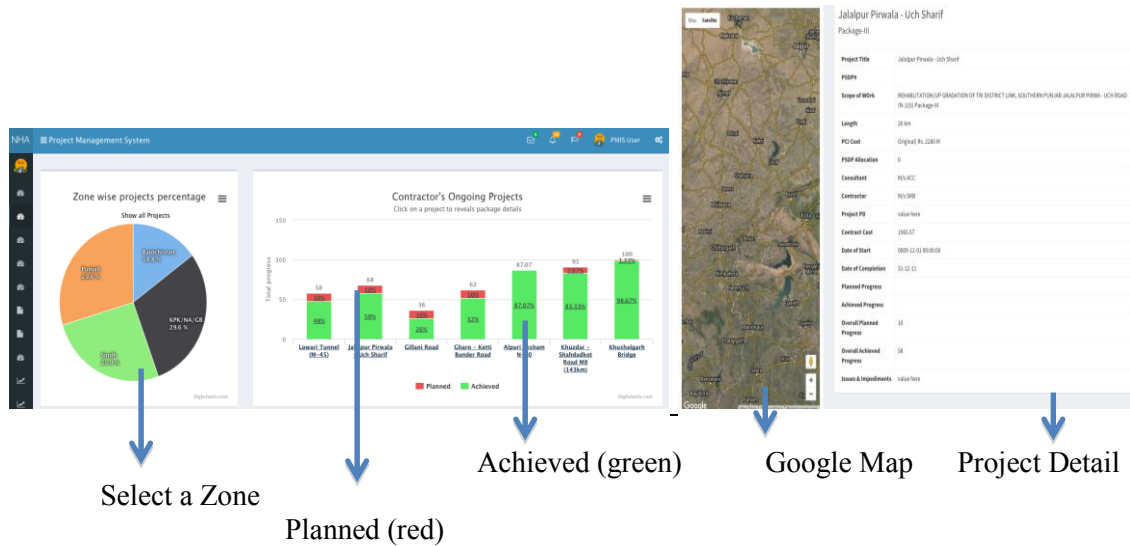
- The ongoing and upcoming projects zone wise.
- Projects' actual vs. planned progress.
- Packages involved in each project.
- Monthly package progress report.

Snapshot:





Management Information System (MIS) User Manual



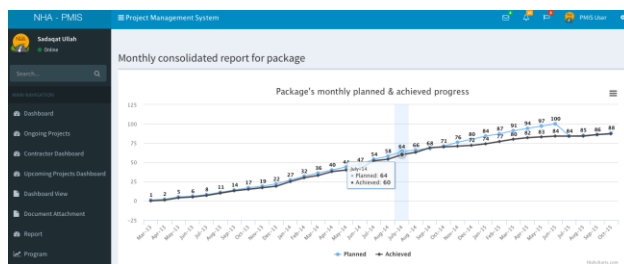
Zone Wise project percentage: User can select a zone in the pie chart to see the ongoing projects in that specific zone.

Contractors' Ongoing Projects: Shows the **planned** vs. **achieved** progress of on-going projects in the selected zone in form of a **bar chart**. Each project(bar) can be clicked on to see the packages involved and progress of each package. This **drill down** capability of the dashboard enables the higher management to identify the packages hampering progress.

Project Name: lists the project information. The project is valued on the factors given under the title of project.

Google Map: Programmers have embedded a web-based service in the upcoming project dashboard to give information about project regions and sites. It offers Ariel and satellite view.

Monthly package progress report: Clicking on to the package gives its planned vs. achieved monthly-consolidated report. This report can be downloaded, saved and printed.



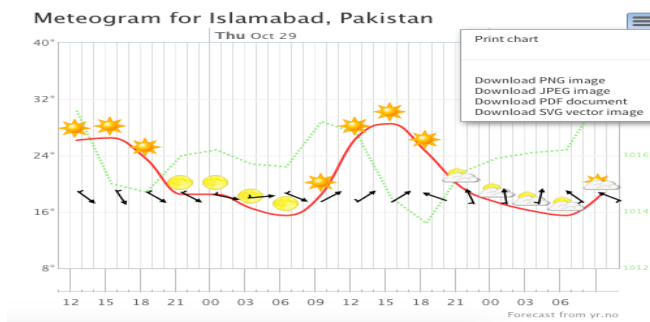
Download/Save/Print



Management Information System (MIS) User Manual

Furthermore, the programmers have taken the programming a step ahead and have also enabled the User to see the past weather on specific dates. Making it easier to eliminate the excuse of weather for delays by contractor. Thus, improving the efficiency of work.

Weather Chart

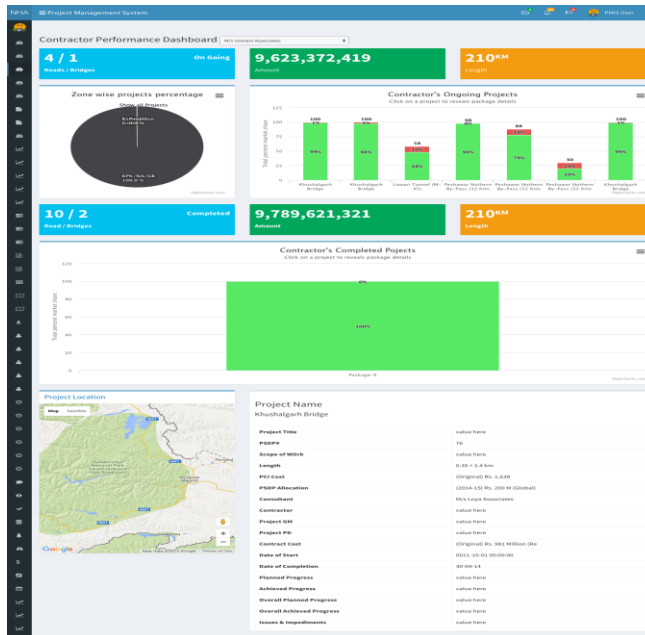


Contractor's Performance DSS Dashboard:

Menu Path: www.nha.gov.pk NHA news, ePortal\PMIS\Contractor's performance.

Purpose: Contains contractors list, detail of their ongoing and completed projects. Projects/packages planned vs. actual progress in form of a bar chart. Along with monthly consolidated report for each package.

Snapshot:



User can select a contractor from a drop down box to see the performance of projects under him.



Management Information System (MIS) User Manual

PMIS Online Entry Form

Assign Package Form:

Menu Path: www.nha.gov.pk \ NHA news, ePortal \ PMIS \ Admin forms \ Assign packages form.

Purpose: Lists contract packages and gives a link for assign package to section form. Super Admin or Admin can assign packages as per the requirement.

Snapshot:

Contract Package Name	Section
No. info	Assign To Section
test contract title 2	Assign To Section
test contract title 1	Assign To Section
test projet 4	Assign To Section
Hassanabdal-Havelian (ADB/ICB-E-35-II) (Sarai Saleh to Simlala KM39+711 to Km 58+711) (19 Km) ADB-NTCHP Tranche-2 (on Post Qualification Basis - Single Stage Two Envelop)	Assign To Section
Construction of KJM (Karachi - Lahore - Motorway) Section-3 (Lahore - Abdul Hakeem 230 Km	Assign To Section
ADB NHDSIP Design review and supervision for 04 lane Hassanabdal (Burhan) - Havelian (Samlala) Section E-35 (57 Km) Pkg-I Burhan - Jarikus (20 Km) Pkg-II Jarikus - Sarai Saleh (19 Km) Pkg-III	Assign To Section
ADB Phase-I Hassanabdal-Havelian Expressway (I-35) (Advance contracting) ICB-E-35-II Burhan to Jarikus KM 00+000 to 20+400	Assign To Section
ADB Phase-I Hassanabdal-Havelian Expressway (I-35) (Advance contracting) ICB-E-35-II Jarikus to Sarai Saleh KM 20+400 to 39+611	Assign To Section
Feasibility Study and Detailed Design of Hassanabdal-Havelian E-35 (56 Km) Section on N-35	Assign To Section
ADB-ICB-M-4-1A Construction of Four Lane Motorway Faisalabad - Khanewal Project (M-4) Gojra - Jamani Section (31 KM) (58+200 to 89+200 KM)	Assign To Section
ADB-ICB-M-4-1B Construction of Four Lane Motorway Faisalabad - Khanewal Project (M-4) Jamani-Shorkot Section (30 KM) (89+200 119+200 KM)	Assign To Section
Construction of 4 Lane Motorway (M-4) Extension from Khanewal to Multan (57 Km Approx.) Package - I - Km 00 to 20, II - Km 20 to 40, III - Km 40 to 57, Islamic Development Bank (IDB)	Assign To Section

Assign to Section:

Menu Path: www.nha.gov.pk \ NHA news, ePortal \ PMIS \ Admin forms \ Assign package \ Assign to section.

Purpose: Enables the User to assign packages to the sections.

Snapshot:



Management Information System (MIS) User Manual

Manage Users

Menu Path: www.nha.gov.pk \ NHA news, ePortal \ PMIS \ Admin forms \ Manage Users form.

Purpose: lists down authorized Users with their basic details. Super admin uses the form to view and manage (Edit, Update, Delete) Users to avoid security breach and overlapping of work.

Snapshot:

Number of entries per page

Click to open 'Add new User form'

Click to open 'Show detail Form'

#	Username	Email	Role	Section	Level	Actions
1	dataentry2	de2@gmail.com	Data Entry	P&CA	2	
2	dataentry3	de2@gmail.com	Data Entry	P&CA	3	
3	dataentry	anotheruser@gmail.com	Data Entry	P&CA	1	
4	superadmin	superadmin@nha.gov.pk	Super Admin	P&CA	1	
5	admin	admin@admin.com	Admin	P&CA	1	

Showing 1 to 5 of 5 entries

Previous 1 Next

Click to open 'Edit User Form'

Click to Delete the User

Add New User Form:

User

Create User

Username

Password

Email

Role

Section

User Level

Save

- Username: Of the new user to be added.
- Password: String of characters that will allow access to the software.
- Email: Email address of the User.
- Role: Select from the drop down box. Whether the user is going to be super admin, admin or data entry operator.



Management Information System (MIS) User Manual

- Section: Select the section from the drop down box for which the User is going to work for.
- User level: Super Admin is the 'System administrator'. User level can be selected from the dropdown box. Level 1 is for headquarters, Level 2 is for regions and level 3 is for projects.

User Form:

User

Username	dataentry2
Email	de2@gmail.com
Role	data_entry

[Back](#)

- Displays User's Information.

Edit User Form:

Edit User

Username	<input type="text" value="admin"/>
Password	<input type="password"/>
Email	<input type="text" value="admin@admin.com"/>
Role	<input type="text" value="Admin"/>
Section	<input type="text" value="P&CA"/>
User Level	<input type="text" value="1"/>

[Save](#)

- Is used to update/modify existing User's information.
- Click 'Save' after updating the information.



Management Information System (MIS) User Manual

Manage Roles Form










Menu Path: www.nha.gov.pk \ NHA news, ePortal \ PMIS \ Admin forms \ Manage roles form.

Purpose:

Snapshot:

Number of entries per page

Click to open 'Add new role form'
Click to open 'View form'

#	Role Name	Role Display Name	Permissions	Action
0	super_admin	Super Admin	Test Permission	  
1	admin	Admin		  
2	data_entry	Data Entry		  

Click to open 'Edit Role Form'

Click to delete the role

Role Form:

Role Name	super_admin
Role Display Name	Super Admin
Description	Super Admin got all the permissions on a system.

[Back](#)

- Enables to view created roles.



Management Information System (MIS) User Manual

Edit Role Form:

Role

Edit Role

Name super_admin	Permission Test Permission	Mark <input checked="" type="checkbox"/>
----------------------------	--------------------------------------	--

Display Name
Super Admin

Description
Super Admin got all the permissions on a system.

Save

- Name:
- Display Name:
- Description:
- Permission: