



User's Guide

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National Highway Authority
28-Muave Areas, G-9/1,
Islamabad
Tel: +92-9032727
Fax: 9260419
Website: www.nha.gov.pk



Management Information System (MIS) User Manual

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- Mr. Salman Rashid
- Mr. Ijaz Jaffer

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 those 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 Softwares is too 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. And is currently working on making the amendments suggested by different sections/departments.
- 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.



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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 Softwares of MIS and its modules:

- MIS section has developed these 4 core Softwares 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.



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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.



CHAPTER 2

Introduces the user to PMIS and
its Dashboards.



Management Information System (MIS) User Manual

Chapter 2: 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.



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PMIS User Categorization

PMIS User is classified into Super Admin, Admin and Data entry Operators based on authority levels. This limits access of the confidential data to the authorized people only.

Super Admin:

- Super Admin has the highest level of Authority.
- There is only one Super Admin for PMIS that operates from the Head Quarters.
- He\ She creates and manages User classifications and their authority levels through permission form.
- Super Admin can assign projects to admin.

Admin:

- Super Admin creates Admin for each section.
- Can only see and manage assigned projects\packages.
- Can assign packages to data entry operators.
- Can't create a User or manage permissions to existing users.

Data Entry Operator:

- Has the least level of authority.
- He\She is responsible only for entering data in the forms of which they have been given access to their Admin.

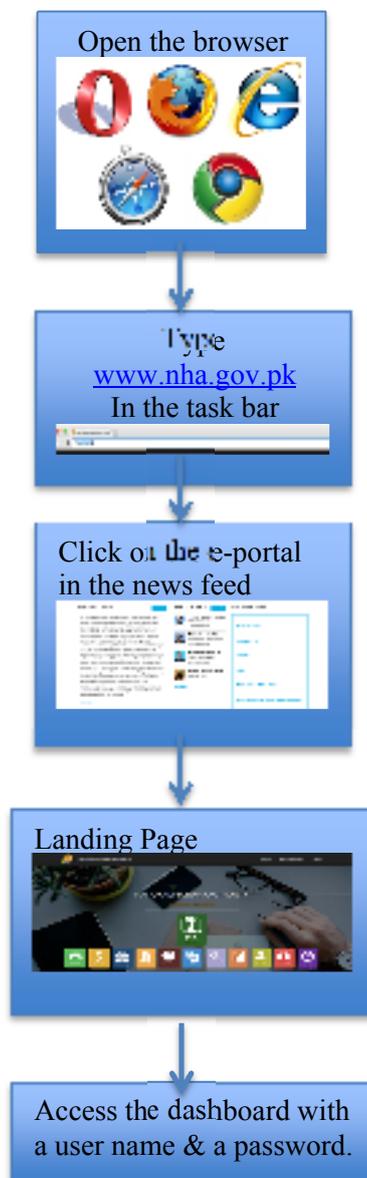


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PMIS Dashboards

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:





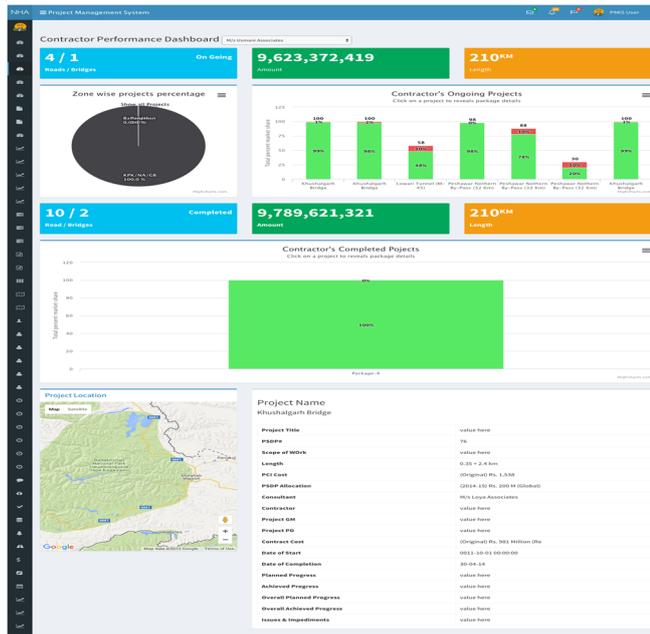
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Contractor's Performance DSS Dashboard:

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.



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Admin 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:

Click to open 'Assign Packages' to sections form

Contract Package Title	Section Assigned To	Mode	Actions
DPB 17/14-14 Construction of Malir Section - Extension of Project (Shankar - Top and Middle) (T1) (up) (14/06/2014 to 15/06/2014)	PSGA	partial	Edit Delete
AEB 12/14-14 Construction of Malir Section - Extension of Project (Shankar - Top and Middle) (T1) (up) (14/06/2014 to 15/06/2014)	PSGA	partial	Edit Delete
AEB 13/14-14 Construction of Malir Section - Extension of Project (Shankar - Top and Middle) (T1) (up) (14/06/2014 to 15/06/2014)	PSGA		Edit Delete
AEB 14/14-14 Construction of Malir Section - Extension of Project (Shankar - Top and Middle) (T1) (up) (14/06/2014 to 15/06/2014)	PSGA	partial	Edit Delete
AEB 15/14-14 Construction of Malir Section - Extension of Project (Shankar - Top and Middle) (T1) (up) (14/06/2014 to 15/06/2014)	Construction	contractual	Edit Delete
AEB 16/14-14 Construction of Malir Section - Extension of Project (Shankar - Top and Middle) (T1) (up) (14/06/2014 to 15/06/2014)	PSGA		Edit Delete
AEB 17/14-14 Construction of Malir Section - Extension of Project (Shankar - Top and Middle) (T1) (up) (14/06/2014 to 15/06/2014)	PSGA	partial	Edit Delete
AEB 18/14-14 Construction of Malir Section - Extension of Project (Shankar - Top and Middle) (T1) (up) (14/06/2014 to 15/06/2014)	Construction	contractual	Edit Delete
AEB 19/14-14 Construction of Malir Section - Extension of Project (Shankar - Top and Middle) (T1) (up) (14/06/2014 to 15/06/2014)	PSGA	partial	Edit Delete
AEB 20/14-14 Construction of Malir Section - Extension of Project (Shankar - Top and Middle) (T1) (up) (14/06/2014 to 15/06/2014)	PSGA	partial	Edit Delete

Click to open 'Edit Assigned Contract Package Form'

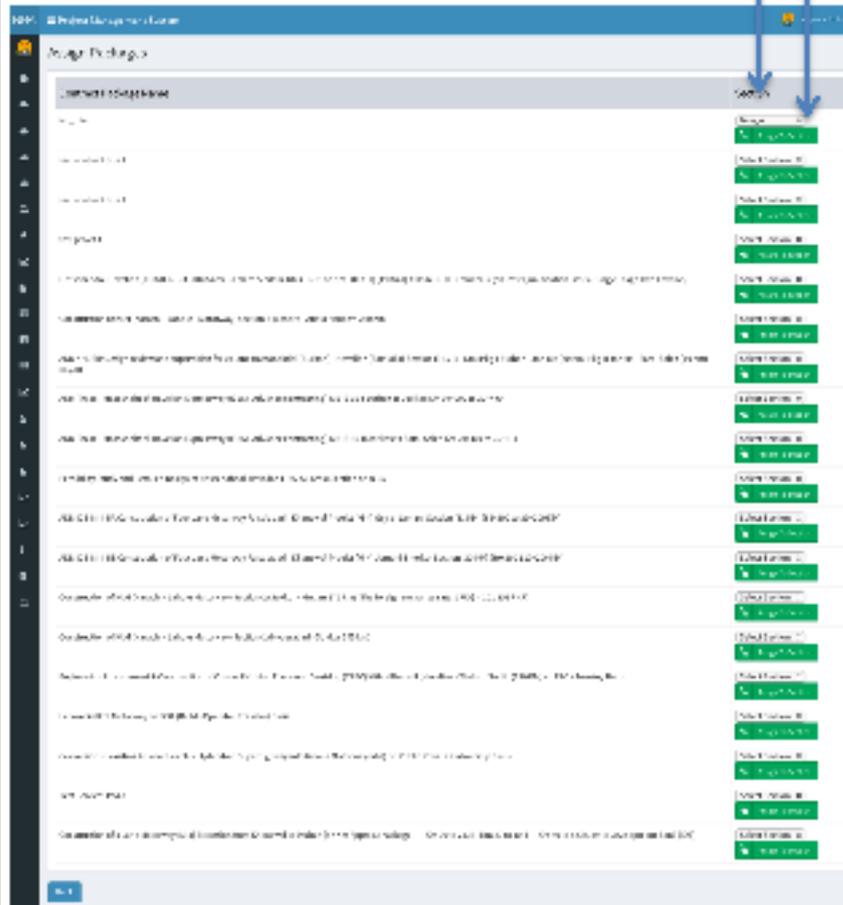


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Assign Packages

Select 'Section' from the drop down box to assign contract package

Click to assign to section



Edit Assigned Package Form:

Edit Assigned Contract Package

Edit Assigned Contract Package

Contract Package Title	ADD/REPAIR/MAINT/contractors of NH-10 Roadlot - (Review of Project) (Contract - 01)
Assign Section	PNCA
Assign User	Admin User

- Click 'Edit' against the contract package user would want to update.
- Click update to incorporate changes



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CHAPTER 3

Chapter 3 Introduces the user to Project Management phases & its related forms.



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Chapter 3: Project Management Phases

Phase 1: Pre-Construction\Upcoming Projects:

This phase involves Planning, Design & P&CA wing\sections.

- PMIS can only be accessed using assigned credentials, to avoid security breaches.
- Super Admin assigns credentials, only as per requirement.
- This phase starts as the Super Admin adds a new project\package. And assigns it to the concerned section's Admin Users.
- Section Admin then assigns the project\package to the Users to enter "planned Vs. Achieved" progress along with supporting documents against Project\Package title. (Project can have a single or multiple packages).

Phase 2: Ongoing Projects

This phase involves Construction, Land & legal wing\sections.

Construction:

- Super Admin creates construction Admin.
- Super Admin assigns package to Construction Admin.
- Admin will then assign packages to its section\wing Users for data entry against Projects\Packages created\added.
- If the Users required are not available. Admin can request Super Admin to create new Users as required.
- Monthly Progress of each project\package is depicted in the progress report form.
- Form also indicates using color codes whether the progress is submitted in time Or\And if delayed, by how many days.

Land:

- Super Admin add packages and Affectees' affected items along with its categories\types [Trees (fruit bearing, non-fruit bearing etc.), Crops, Structures paid (tube well, house\buildings, khura etc.)]
- Super Admin then assigns the created package to its concerned users.
- Users add Mouza, Affectees', Award document and other required information against project\package.
- Supporting\Relevant documents are scanned and attached with the online form (aks shajrah, Field book, Section 4,5,6,6-7,17,17-1, payment document).
- Against Award Document two parallel & independent processes initiate.
- First, Land to be mutated is marked and is to be done by the district Govt.
- Second, Payment to Affectees is done by NHA.

Legal:

- Super Admin;
 - ✓ Adds courts & counsels. Non-other then super admin can do this.
 - ✓ Deals the entire management information.
 - ✓ Creates Users for Data Entry.
- Users are primarily (ADs' & DDs') who are given credentials for entering case information.



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Phase 3: Operations:

This phase involves Afforestation, RAM (Road Asset Management) & Maintenance Unit.

- Completed construction projects, Routes and roads are handed over to NHA for its repairing & maintenance. Which is done by Regional maintenance directorate/Maintenance Offices.

Concerned Users and Their Access to Forms

S.No	Forms	Super Admin	Admins	Users
1	Assign Packages	Y	Y	Y
2	Dashboard	Y	Y	Y
3	Packages	Y	Y	Y
4	Mouza	Y	Y	Y
5	Payments	Y		Y
6	Compensation\Damages type	Y	Y	
7	AP Payment	Y		Y
8	Document Attachment	Y	Y	Y



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Phase 1: Upcoming Projects

Document Attachment Form:

Menu Path: www.nha.gov.pk \ NHA news, ePortal \ PMIS \ Document Attachment.

Purpose: Enables all the project relevant sections to assign section documents against contract package title and to create document cycle. Which enables the user to mark document activity and identify points of delay.

Snapshot:

Click to open 'Edit' Form

Click to 'Open' Add Doc Attachment Form

Click to 'Delete' record

Section	Project Name	Contract Package Title	Document Title	Attach Date	Status	Actions
Construction	KMR (Kashmir Labour Migration) / PMU (Project Management Unit)	Construction of PMU (Project Management Unit) at Muzaffargarh, Punjab, Pakistan	Construction of PMU (Project Management Unit) at Muzaffargarh, Punjab, Pakistan	20/06/2017	Completed	[Edit] [Delete]
Design	Construction of PMU (Project Management Unit)	Construction of PMU (Project Management Unit) at Muzaffargarh, Punjab, Pakistan	Construction of PMU (Project Management Unit) at Muzaffargarh, Punjab, Pakistan	20/06/2017	Completed	[Edit] [Delete]
Detail	Construction of PMU (Project Management Unit)	Construction of PMU (Project Management Unit) at Muzaffargarh, Punjab, Pakistan	Construction of PMU (Project Management Unit) at Muzaffargarh, Punjab, Pakistan	20/06/2017	Completed	[Edit] [Delete]
Design	Construction of PMU (Project Management Unit)	Construction of PMU (Project Management Unit) at Muzaffargarh, Punjab, Pakistan	Construction of PMU (Project Management Unit) at Muzaffargarh, Punjab, Pakistan	20/06/2017	Completed	[Edit] [Delete]
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Add/Edit Document Attachment Form:

Click to load section's Standard Documents

Click to Add Document Cycles

The screenshot displays the 'All Project Documents' section of the NHA Project Management System. On the left, there is a 'Contract Package' sidebar with various fields like Section, Project, Contract Package Title, Route, Structure Name, Distance from, Distance to, Length, Cost of PCU, Engineering Milestone, and Finance ID. The main area shows a table of documents with columns for SNo, Doc Title, Days, Issued (Planned), Issued (Achieved), and Actions.

SNo	Doc Title	Days	Issued (Planned)	Issued (Achieved)	Actions
1	Contract Document Received from NHA Procurement Section (PCU)	1	29-02-2018	29-02-2018	[edit] [delete] [refresh]
2	Notice to Consultants to proceed	1	21-02-2018	Full	[edit] [delete] [refresh]
3	Notice to Contractor to proceed (By the Consultant)	5	06-02-2018	Full	[edit] [delete] [refresh]
4	Mobilisation of contractor	5	21-02-2018	Full	[edit] [delete] [refresh]
5	Contractor's initial path schedule (Clear-14 Program)	20	21-02-2018	Full	[edit] [delete] [refresh]
6	Completion Time Lapse (Super Letter of Commitment)	310	29-04-2018	Full	[edit] [delete] [refresh]
7	Process of Monthly Certificate of payment to contractor (PC)	5	24-04-2018	Full	[edit] [delete] [refresh]
8	Day to day inspection of Works by the Contractor	5	29-04-2018	Full	[edit] [delete] [refresh]
9	Construction Monitoring	80	28-04-2018	Full	[edit] [delete] [refresh]
10	Process of extension of Time (EMT) (Day)	4	04-11-2018	Full	[edit] [delete] [refresh]
11	Process of extension of Time (EMT) (Day)	5	08-12-2018	Full	[edit] [delete] [refresh]
12	Process of Directive (Target to consultants and contractor)	5	25-02-2018	Full	[edit] [delete] [refresh]
13	Process for Defect Liability Period	5	28-02-2018	Full	[edit] [delete] [refresh]
14	Process for issuance of Contract or Certificate	20	20-02-2018	Full	[edit] [delete] [refresh]
15	Final Construction Report	20	27-02-2018	Full	[edit] [delete] [refresh]
16	Issuance of Direct Liability Certificate	5	25-02-2018	Full	[edit] [delete] [refresh]
17	Approval of Final Bill of Contractor	20	25-02-2018	Full	[edit] [delete] [refresh]
18	Final Final Bill Certificate of Payment	20	11-01-2018	Full	[edit] [delete] [refresh]

At the bottom right of the table, there is a green button labeled 'Add Project Documents'.

Click to Open 'Add Project Document' Form

Click to Open 'Add/Edit' Document cycle Form



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- Section: Select the relevant section from the drop down box.
- Project: Select project from the drop down box. If not in the list contact super admin.
- Contract Package Title: Select contract package title against which the section will assign its document.
- Route: Enter Route; it defines the location of the project/package.
- Structure Nature: whether the project/package is a bridge, highway, motorway, underpass etc.
- Distance From & To: Start & End point of the project/package in kilometers.
- Length: Length of project/package.
- Cost of PCI: Approved construction cost.
- Engineering Estimate: Estimated amount of construction.
- Finance ID: Each package has its unique Finance ID, which provides connectivity with FMIS.

Add Project Document:

Attach/Edit Document to package

Document Title**Document Days****Date Planned****Achieve Date**

- Document Title: Document to be added against the project/package is to be selected from the drop down list. If the document required id not in the list, contact super admin.
- Document Days: Enter number of days the document will take to finalize.
- Date Planned: Enter planned date for its finalization. When a planned date is entered, the achieve date field stays blank until the document is Finalized. Later the same form is updated with achieved date.
- Achieve Date: Enter date on which the document is finalized.



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Add/Edit Document Cycle:

Add/Edit Document Cycle

Document Cycle Date**Concerned Officer****Status**

- This form is used to create a document cycle, which identifies the point of delays.
- The same form is used repetitively until the document status changes from Pending to Finalized.

Flow of the Document Attachment Form:

- This form currently caters Planning, Design, P&CA.
- Super Admin adds:
 - Sections that we see in the drop down box.
 - Projects\packages using project form.
 - Contract Package through contract package form.
 - Project\Package documents through Add project document form.
- Then Super Admin assigns packages to section admin.
- Section admin then can assign package to users of its own section.
- Users then assign\save documents against package title, create document cycles.
- Toggle document cycle button on click, expands\collapse all cycles.



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Phase 2: Ongoing Projects

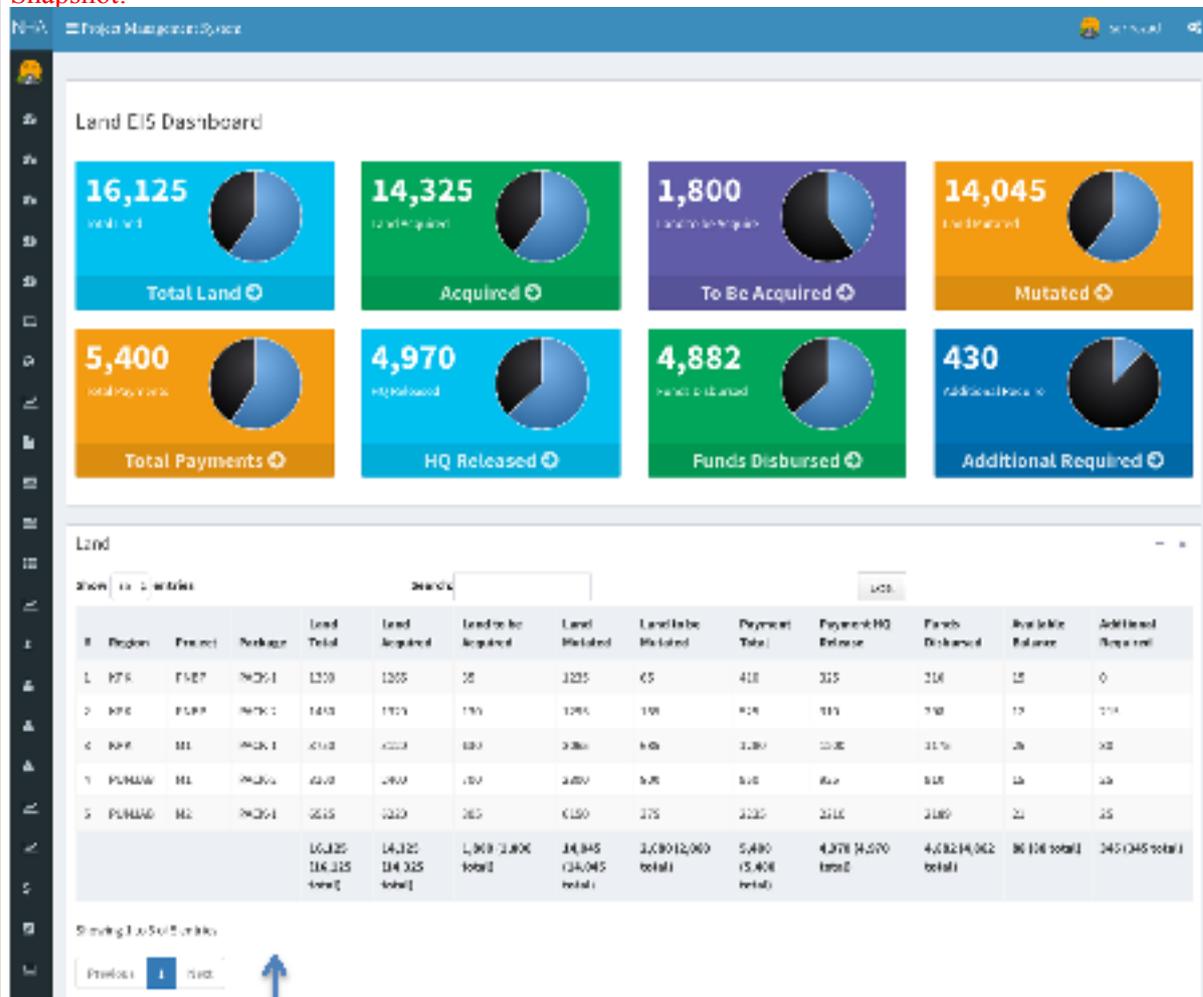
Land Management Information System

Executive Information System (EIS) Dashboard:

Menu Path: www.nha.gov.pk NHA news, ePortal\PMIS\Land\EIS Dashboard.

Purpose: Land EIS dashboard gives an overview to the higher management of **Total Land** (Acquired, to be Acquired, Mutated) and **Total payments** (HQ released, Funds disbursed, Additional required). It enables the Chairman & members to measure performance numerically and make instantaneous informed decisions.

Snapshot:



Lists region wise projects, packages involved in that project. Land details and payments.

Dashboard:

- **Total Land:** Shows total land in kanals. Pie chart shows province wise detail as per the entries made.



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- Land acquired: Shows figures for land acquired by NHA till now, for both the completed and ongoing projects.
- Land Mutated (kanals): Is the transfer or change of title. It shows the total of land mutations made till now. Pie chart gives region wise land mutation.
- To be mutated (kanals): Gives land yet to be mutated. Pie chart gives region wise detail as per the entries made.
- Total Payment (millions): Shows the total land payment required. It can include payment made and to be paid.
- HQ released (millions): Gives payment released by HQ for Affectees' compensation.
- Funds disbursed (millions): Gives the payment done/made to the Affectees'.
- Available Balance (millions): Balance available for compensation.
- Additional Required (millions): Required amount in millions for Affectee' s compensation in addition to available balance.

How to use Search?

Search bar in the second half of the dashboard facilitates search through the list.

- User can search a specific region, project, package, land and payment detail.
- As per the selection made in the search box, related information only lists down below.

Excel:

- Clicking on to the 'Excel' button opens the list in the Excel sheet, which can be saved and is printable.

NOTE: The figures depicted above depend upon the entries made as per now. They are subject to change.



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Decision Support System Dashboard (DSS) System:

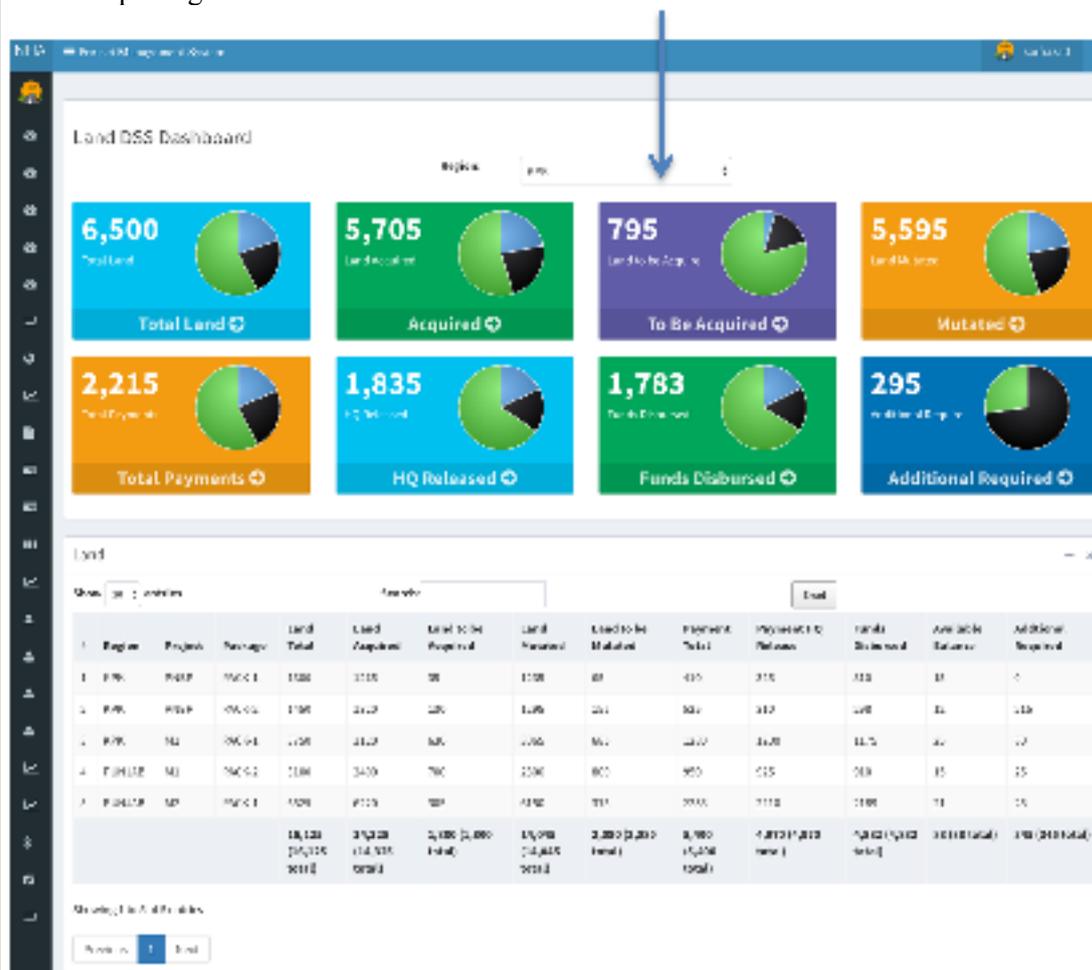
Menu Path: www.nha.gov.pk \ NHA news, ePortal \ PMIS \ Land \ **DSS Dashboard.**

Purpose: Land DSS dashboard gives an overview to the Members & GMs of **Total Land** (Acquired, to be Acquired, Mutated) and **Total payments** (HQ released, Funds disbursed, Additional required). Not only this, province can be selected from the drop down box which will take the dashboard to region wise packages.

Drill down capacity enables the user to dig for trouble areas.

Snapshot:

Region can be selected from the drop down box. Selecting a province takes the dashboard to package level



Dashboard:

- **Total Land (kanals):** Shows total land in the selected region. Pie chart shows package wise detail as per the province selected.
- **Land acquired:** Shows figures for land acquired by NHA till now in the selected province, for both the completed and ongoing projects.
- **Land Mutated (kanals):** Is the transfer or change of title. It shows the total of land mutations made till now. Pie chart gives package wise land mutation.
- **To be mutated (kanals):** Gives land yet to be mutated. Pie chart gives package wise detail as per the region selected.



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- Total Payment (millions): Shows the total land payment required for the selected region. It can include payment made and to be paid.
- HQ released (millions): Gives payment released by HQ for Affectees' compensation in the selected region. Pie chart gives package wise detail.
- Funds disbursed (millions): Gives the payment done\made to the Affectees' in the region selected. Pie chart gives package wise detail.
- Additional Required (millions): Required amount in millions for regional Affectee' s compensation in addition to available balance.

How to use Search?

Search bar in the second half of the dashboard facilitates search through the list.

- User can search a specific region, project, package, land and payment detail.
- As per the selection made in the search box, related information only lists down below.

Excel:

- Clicking on to the 'Excel' button opens the list in the Excel sheet, which can be saved and is printable.

NOTE: The figures depicted above depend upon the entries made as per now. They are subject to change.



Management Information System (MIS) User Manual

Packages:

Menu Path: www.nha.gov.pk \ NHA news, ePortal \ PMIS \ Land \ Packages.

Purpose: Enables the user to add a new package or edit/delete existing. Packages added here are depicted in the drop down box of other forms.

Snapshot:

Click to Open 'Add New Package Form'

#	Package Name	Project Name	Region	Status	Actions
1	2013P	NO Project	Project to distribute	NO	+ - X
2	2013P-001	Seonadh Sharan Road Project (130 Km)	Project to distribute	NO	+ - X
3	2013P-002	Seonadh Sharan Road Project (130 Km)	Project to distribute	NO	+ - X
4	2013P-003	Seonadh Sharan Road Project (130 Km)	Project to distribute	NO	+ - X
5	2013P-004	Seonadh Sharan Road Project (130 Km)	Project to distribute	NO	+ - X
6	2013P-005	Seonadh Sharan Road Project (130 Km)	Project to distribute	NO	+ - X
7	2013P-006	Seonadh Sharan Road Project (130 Km)	Project to distribute	NO	+ - X
8	2013P-007	Seonadh Sharan Road Project (130 Km)	Project to distribute	NO	+ - X
9	2013P-008	Seonadh Sharan Road Project (130 Km)	Project to distribute	NO	+ - X
10	2013P-009	Seonadh Sharan Road Project (130 Km)	Project to distribute	NO	+ - X

Click to 'Edit Package'

Click to 'Delete' from the list

Add New/Edit Package:

Edit Package

Package Name:

Project:

Region:

Length (KM):

Change Price:

Status type:

Comments:

- Package Name: Enter the package name to be created.
- Project: Select the project against which the package is to be added.



Management Information System (MIS) User Manual

- Region: Select package region from the drop down box.
- Route: Select from the drop down box.
- Length: Length of Package in Meters & Kilo Meters.
- Chainage To & From:
- Land type: Select land type from the drop down box.
- Comments: If any.
- Save: Click 'Save' to add new package or update existing.

Mouza:

Menu Path: www.nha.gov.pk NHA news, ePortal\PMIS\Land\Mouza.

Purpose: Enables the user to Add Mouza and its associated detail.

Snapshot:

Select Number of entries per page

The screenshot shows a web application interface for managing Mouzas. It features a search bar, a table with columns for Region Name, Project Name, Package Name, Mouza Name, Chainage To, District, Total, Award No, Award Amount, and Land No. Awarded. Below the table is a pagination control showing 'Showing 1 to 20 of 20 entries'.

#	Region Name	Project Name	Package Name	Mouza Name	Chainage To	District	Total	Award No	Award Amount	Land No. Awarded
1	N/A	Project	Package	Mouza		District	100	10	100	100
2	N/A	Project	Package	Mouza		District	100	10	100	100
3	N/A	Project	Package	Mouza		District	100	10	100	100
4	N/A	Project	Package	Mouza		District	100	10	100	100
5	N/A	Project	Package	Mouza		District	100	10	100	100
6	N/A	Project	Package	Mouza		District	100	10	100	100
7	N/A	Project	Package	Mouza		District	100	10	100	100
8	N/A	Project	Package	Mouza		District	100	10	100	100
9	N/A	Project	Package	Mouza		District	100	10	100	100
10	N/A	Project	Package	Mouza		District	100	10	100	100
11	N/A	Project	Package	Mouza		District	100	10	100	100
12	N/A	Project	Package	Mouza		District	100	10	100	100
13	N/A	Project	Package	Mouza		District	100	10	100	100
14	N/A	Project	Package	Mouza		District	100	10	100	100
15	N/A	Project	Package	Mouza		District	100	10	100	100
16	N/A	Project	Package	Mouza		District	100	10	100	100
17	N/A	Project	Package	Mouza		District	100	10	100	100
18	N/A	Project	Package	Mouza		District	100	10	100	100
19	N/A	Project	Package	Mouza		District	100	10	100	100
20	N/A	Project	Package	Mouza		District	100	10	100	100



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Create/Edit Mouza:

The screenshot shows a web-based form titled 'Mouza' with a sidebar menu on the left. The form contains the following fields:

- Contract Package (dropdown)
- Mouza Name (text)
- Tehsil (text)
- District (text)
- BOR rate (text)
- Date Of possession (date)
- Charges 15 (checkbox)
- Award announced (date)
- Award number (text)
- Land to be acquired (KM) (text)
- Land to be acquired (M) (text)
- Land acquired (KM) (text)
- Land acquired (M) (text)
- Width ROW Start (Mtr) (text)
- Width ROW Middle (Mtr) (text)
- Width ROW End (Mtr) (text)
- Edoc (file upload)
- Value of Land (text)
- Comments (text area)
- Interest (checkbox)

- Contract Package: Select from the drop down box. The package in the list comes from contract package form.
- Mouza Name: Village name.
- Tehsil: Area
- District: Region.
- BOR rate: Rate at which the land is purchased.
- Date Of possession: Enter date.
- Charges 15: Add 15% charges
- Award announced: Date when land was awarded to the dept. (Award is a official\legal document).
- Award number: Award document number.
- Land to be acquired (KM): Land yet to be acquired in KM.
- Land to be acquired (M): Land yet to be acquired in Mtr.
- Land acquired (KM): Land acquired in KM.
- Land acquired (M): Land acquired in M.
- Width ROW Start (Mtr): Mouza is measured from North to South. Enter width of ROW at the start of Mouza in meters.
- Width ROW Middle (Mtr): Enter width of ROW at the middle of Mouza in meters.
- Width ROW End (Mtr): Enter width of ROW at the end of Mouza in meters.
- Edoc: Scan and attach supporting documents.
- Value of Land: Total amount to be paid for Mouza as per market value.
- Comments: Comments if any.
- Interest: Interest gets effective from date of possession.



Management Information System (MIS) User Manual

View Mouza:

Documents:

The screenshot displays the NHA MIS interface. At the top, there is a header with the NHA logo and the text 'NHA Project Management System'. Below this is a sidebar with navigation icons. The main content area is divided into two sections. The upper section is a table listing various Mouzas with columns for 'Mouza Name' and 'Mouza Pin'. The lower section is a detailed view of a selected Mouza, showing a list of documents on the left and a list of persons on the right. Blue arrows point from the 'View' and 'Upload' buttons in the document list to the text 'Click to 'View' & 'Upload' Mouza documents'. Similarly, blue arrows point from the 'View' and 'Add' buttons in the persons list to the text 'Click to 'View' & 'Add' Mouza Mutation', 'Click to 'View' & 'Add' Mouza's affected persons', and 'Click to 'View' & 'Add' Mouza's Damages'.

Click to 'View' & 'Upload' Mouza documents

Click to 'View' & 'Add' Mouza Mutation

Click to 'View' & 'Add' Mouza's affected persons

Click to 'View' & 'Add' Mouza's Damages



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Mutations:

The screenshot displays the 'Mutations' page in the NHA MIS. The page is divided into several sections:

- Form Fields:** A series of input fields for entering mutation details, including:
 - Plot No. (Placeholder: Eshwarine)
 - Contract Package Name (Placeholder: -)
 - Title (Placeholder: -)
 - Block (Placeholder: Block)
 - Block Size
 - Date of Possession
 - Regional Center (Placeholder: 18-01-201)
 - Charge ID
 - MUTATION NO. (Placeholder: 00-011-01)
 - Area (Sq. Ft.)
 - Land To Be Acquired (Gross)
 - Land to be acquired (Net)
 - LAND TO BE ACQUIRED (Net)
 - Land Acquired (Gross) (Placeholder: 75)
 - Land Acquired (Net) (Placeholder: 7)
 - Land Acquired (Name)
 - Area PWD (Lx B) (Placeholder: 25)
 - Area PWD (M) (Placeholder: 10)
 - Area PWD (F) (Placeholder: 20)
 - Rate of Land
 - Carpet Area (Placeholder: 1)
 - Block
 - Mutation No. (Placeholder: 00-011-01)
 - Area (Placeholder: 75)
- Buttons:** 'Add New' button at the bottom right of the form.
- Table:** A table with columns: Mutation No., Mutation Date, Area, Rate, Status, Document, and Action. One row is visible with Mutation No. 00-011-01 and Mutation Date 01-01-2018.
- Navigation:** A sidebar on the left with various icons. At the top right, there are buttons for 'Send Documents', 'Mutation', 'Affected Person', and 'Emails'. A green 'Add New Mutation' button is also present.

Click to 'Add new mutation'



Management Information System (MIS) User Manual

Add new mutation

The screenshot shows the 'Add Mutation' form in the NHA Project Management System. The form is titled 'Add Mutation' and contains the following fields:

Mutation #	<input type="text" value="Enter Mutation No"/>	Mutation Dated	<input type="text"/>
kanal	<input type="text"/>	Marla	<input type="text"/>
Sarsai	<input type="text"/>	Transferred To NHA	<input type="text"/>

At the bottom of the form, there are two buttons: 'Add' and 'Back'.

- Used to Add new land mutation against a Mouza.
- Mutation #: Add Mutation number.
- Mutation Dated: Date of mutation.
- Kanal: Enter number of Kanals mutated.
- Marla: Enter number of Marlas mutated.
- Sarsai: Enter number of sarsai mutated.
- Transferred to NHA: Yes\No.



Management Information System (MIS) User Manual

Affected Persons:

The screenshot shows the 'Affected Persons' module in the MIS. The main table lists various categories and their corresponding values. Below this, there is a table with the following columns: Affected Person, Affected Person Name, Affected Person ID, Name, CNIC, Period, and Action. The first row in this table shows 'Affected Person', 'Mujib Shah', '1000000000000000000', '1000000000000000000', '1000000000000000000', '1000000000000000000', and 'Action'. Two blue arrows point from the 'Action' column to the text below.

Click to view Affected Person's detail?
Click to open 'Add Affected Person form'?



Management Information System (MIS) User Manual

Add Affected Person:

The screenshot shows a web-based form titled 'Add Affected Person' within the 'NHA Project Management System'. The form is organized into two columns of input fields. The left column includes fields for 'Affected Person Name', 'Relation', 'CNIC#', 'Page #', 'Killa', 'Acquired Kanal', 'Acquired Sarsai', 'File Case #', 'On Road' (a dropdown menu), 'Land Acquisition Charges 15%', and 'Confirmation'. The right column includes fields for 'Affected Person's Relative Name', 'Gender' (a dropdown menu), 'Khata #', 'Serial #', 'Khassra #', 'Acquired Marla', 'Chainage', 'Square #', 'BOR Rate Approved' (a dropdown menu), 'Deduction of Salvage Material Cost (15%)', 'EDOC', 'Acquisition Document', and 'Affectee's Picture'. At the bottom of the form, there are 'Add' and 'Back' buttons.

- Affected Person's Name.
- Affected Persons Relative Name.
- Relation: Relation of Affectee with relative.
- Gender: M\F.
- CNIC#: Affectee's CNIC.
- Khata#: Enter number.
- Page#: Enter number.
- Serial#: Enter number.
- Killa: Enter number.
- Khassra#: Enter number.
- BOR rate: Rate approved by BOR (Rs per Acre).
- Acquired kanal: kanals to be acquired.
- Acquired marla: Marlas to be acquired.
- Acquired sarsai: Sarsai to be acquired.
- Chainage: in km
- File case #: Enter Affectee's case number.
- Square#: How many square feet is the land.
- On road: Yes\No.
- Land acquisition charges: 15% Compulsory Land Acquisition charges.
- Deduction of Salvage material Cost (15%)
- Confirmation: Yes\No.
- Edoc: Scan and attach relevant documents.
- Acquisition document: Scan & Attach.
- Affectee's Picture: Scan and attach.



Management Information System (MIS) User Manual

View Affected Person:

The screenshot displays the user profile for Waqar Shah. The profile information includes:

Field	Value
Affected Person's Relative Name	Waqar Shah
Gender	Male
DOB	21/04/2015
Marital Status	Single
Religion	Muslim
Education	High School
Occupation	Student
Medical History	None
Current Medication	None
Insurance Status	Not Insured
Emergency Contact	None

The compensations table shows the following data:

Compensation Type	Amount	Status
Travel Allowance	21000	Approved
Medical Allowance	15000	Approved
Travel Allowance	10000	Approved
Travel Allowance	5000	Approved

A blue arrow points to the 'Add Compensation' button in the top right corner of the compensations table.

Click to Open 'Add Compensation Form'

Add Compensation:

The 'Add AP Compensation' form contains the following fields and buttons:

- Compensation Title: Hard Pumps
- Amount: Amount
- Buttons: Add, Back

- Enables the User to Add Compensation against Affected person.
- Same form can be used over again to add all the compensations to be made.



Management Information System (MIS) User Manual

Damages:

Click to open 'Add Damages form'

Add Affected Person Damages:

- Damage form enables the User to 'Add' damages against affected person. Same form can be used to add multiple damages against one Affectee.
- Click 'Choose File' to attach relevant document.
- Click 'Add' to save damages against Affectee.



Management Information System (MIS) User Manual

Payments:

Menu Path: www.nha.gov.pk \ NHA news, ePortal \ PMIS \ Land \ Payments.

Purpose: Enables the user to Add payments made by headquarter to the Regional \ Project Office.

Snapshot:

Select Number of entries per page

Facilitates 'Search' in the list

Click to open 'Add New Payment Form'

Click to open 'View form'

Click to open 'Edit Payment Form'

Click to 'Delete' record from the list

Edit \ Add new payment Form:

- Form enables its users to keep record of payments made to regional \ Project Offices from HQ.
- Package name: Select from the drop down box against which the payment is being made.
- Route: Select route from the drop down box. If the route required is not in the drop down box it can be added using 'Route form' in Admin forms.
- Bank Name: Name of the bank from which the payment is made to the project office.
- A/C #: From which the payment is made.
- Cheque#: Cheque number.



Management Information System (MIS) User Manual

- Cheque date: Date of the Cheque.
- Cheque ED: Scan and Attach Cheque.
- Amount received: Amount received in rupees by the project office.
- Profit: Enter profit in rupees.
- Comments: If any.
- Save: Click 'Save' to enter/update information.

Damages Types:

Menu Path: www.nha.gov.pk\ NHA news, ePortal\PMIS\Land\Damages types.

Purpose: Form is used to Add elements for which the Affectee person is to be compensated.

Snapshot:

Click to open 'Add Damages Type'

#	Damage Type	Action
1	Buildings/Other	  
2	Land/Forest	  
3	Trees/Normal	  
4	Trees/Plant	  
5	Trees/Ole/Field	  
6	Dams	  
7	Hand Pump	  
8	Other	  

Add Damages Type:

Add Damages Type

Damages Title

- Used to Add damage title. E.g. Structure, land, hand pump, trees etc.
- Damage Title added here shows in the drop down list.



Management Information System (MIS) User Manual

AP Payment:

Menu Path: www.nha.gov.pk\ NHA news, ePortal\PMIS\Land\AP Payment.

Purpose: Enables the User to View, Delete, add, and edit Affectees' payment details.

Snapshot:

Click to Open ' Add Payment Form'

S#	Affected Person	Amount	Voucher Date	Action
1	Waqar Shah	100	2015-12-04	[+] [✓] [-]
2	Waqar Shah	200	14-12-01	[+] [✓] [-]
3	Waqar Shah	10	2015-12-04	[+] [✓] [-]

Add Payment:

Package	Compensation	Compensation Amount	Paid	Balance
			Total Compensation Amount	
			Total Paid	
			Total Balance	

- Voucher no: Payment voucher no.
- Dated: Voucher date.
- Affectee person's name: Select from the drop down box.
- Affectees' names in the drop down list are in ascending order. New Affectee can be added using the 'Add Affectee form'.
- Selecting the Affectee fills in the lower part of the form automatically. Only paid column needs to be filled as per required.