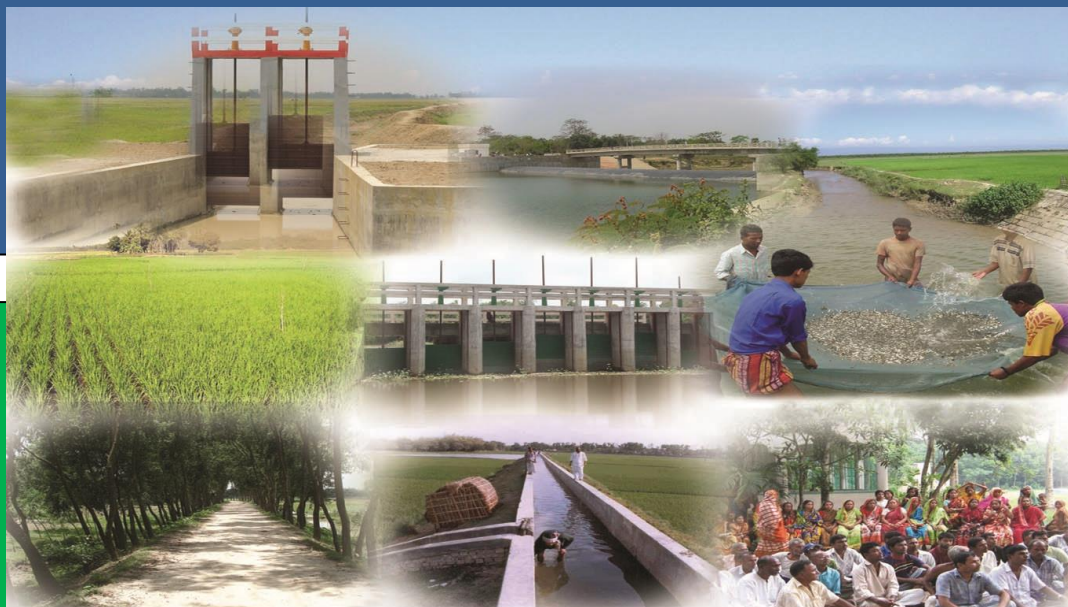


Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperatives
Local Government Division
Local Government Engineering Department

User's Operation Manual
On
IWRM-MIS Database Software



Integrated Water Resources Management Unit
December 2017

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Introduction

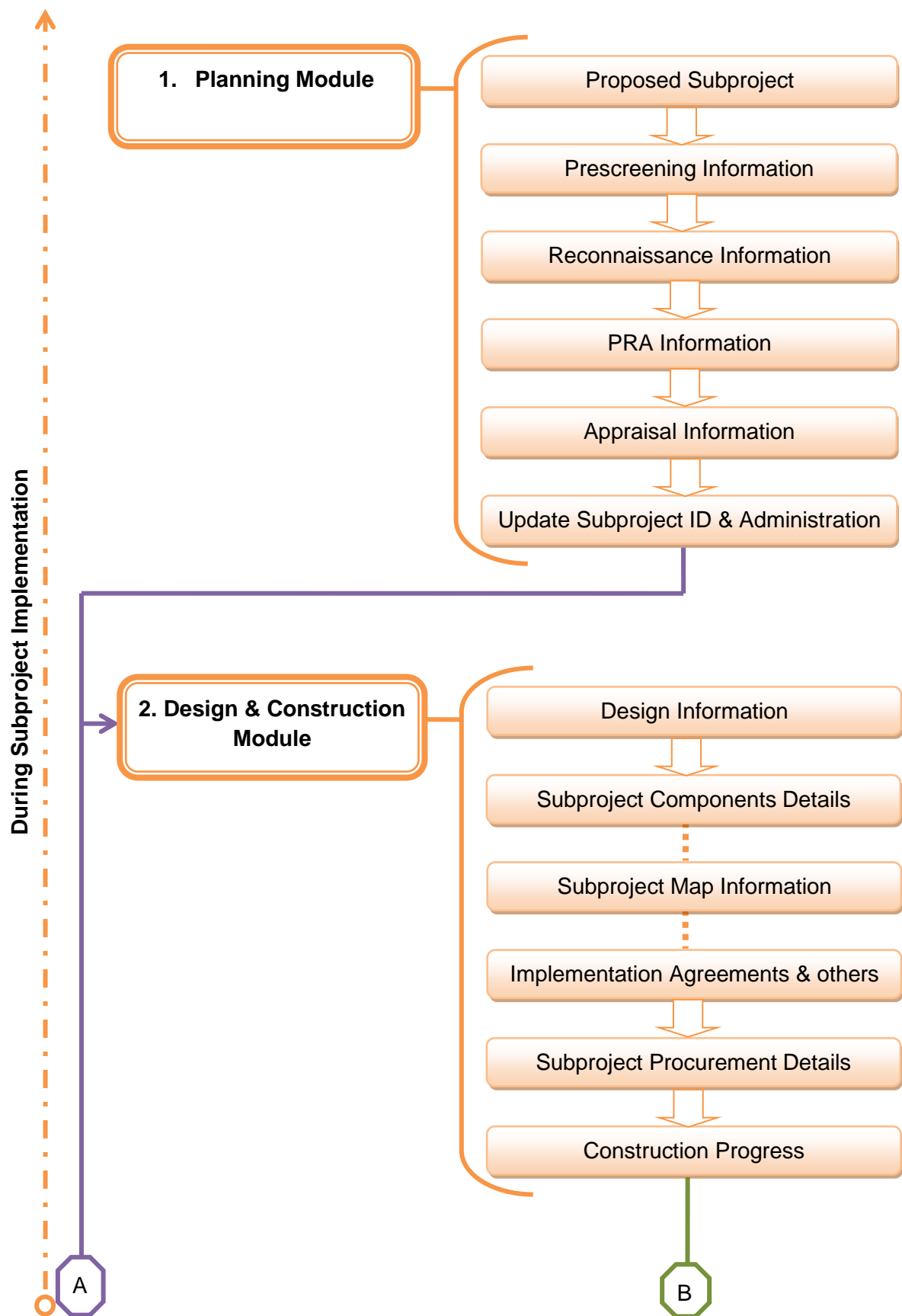
Rural infrastructure development has been one of the highly prioritized sectors in order to tackle with the poverty in Bangladesh where two-thirds of its population live in rural area. Among rural infrastructure, small scale water resources development is critical to secure safe and stable food supply through improving productivity.

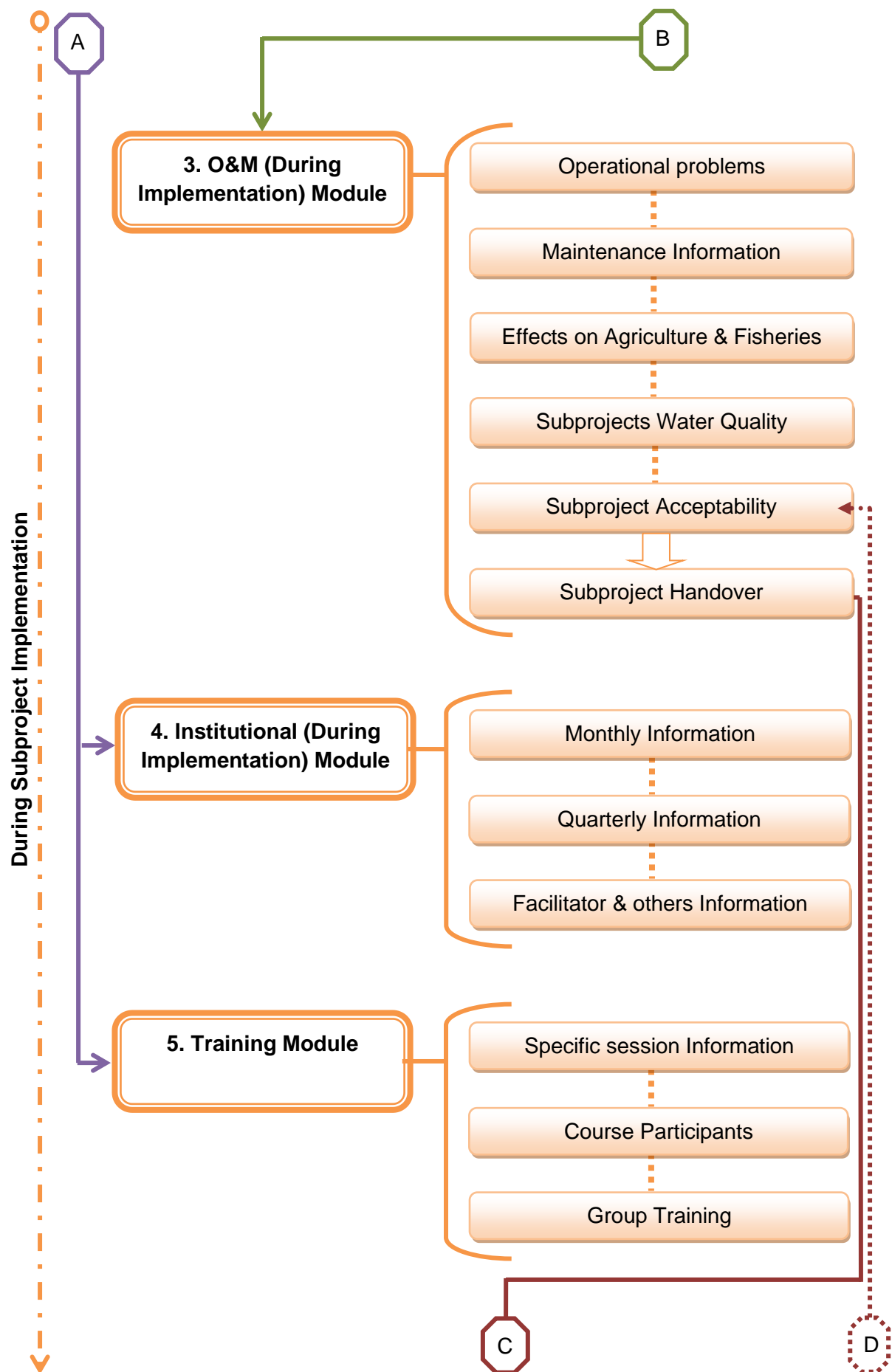
Considering this fact, a technical assistance project has been launched for the period from October 2012 to September 2017, under the frameworks of JICA's Country Support Program, named "Capacity Development Project for Participatory Water Resources Management through Integrated Rural Development". Its overall goal is "Participatory Small Scale Water Resources Management (PSSWRM) Model is widely implemented toward poverty reduction" and its purpose is "PSSWRM Model and its implementation mechanism are established. The project sets five outputs including capacity development of LGED, union level stakeholders and WMCAs. Among the activities to get such outputs, "Strengthen updating mechanism for MIS" is clearly described in the R/D between two governments.

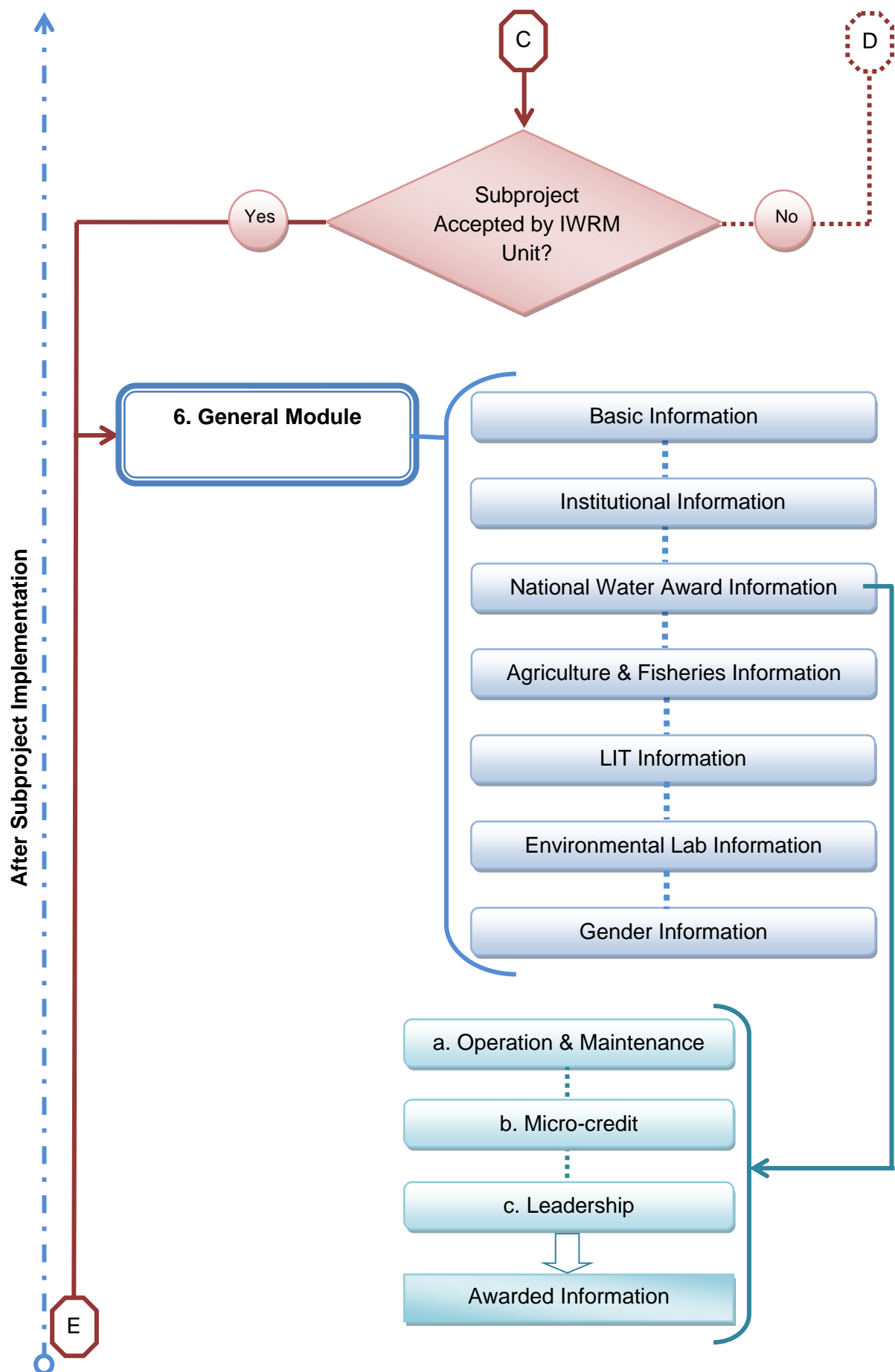
Currently, a MIS database has maintained by the two water sector development projects under LGED. This MIS database was developed in the year 1997. From 1997 to 2012 this MIS system and Server system has been updated in many different ways. But the database fits for project purpose and stores quarterly reports of WMCA activities which are not comply or do not meet the demand for information required, particularly for operation and maintenance, evaluation and enhancement and other rural infrastructural development information. With realizing the current situation and to ensure the outputs along with mentioned activities, MIS database development/establishment in IWRM unit is highly prioritized activity. To meet such demanding activity, the TA project has been updated and also developed the two new modules in the existing MIS Database complying with IWRM unit requirement.

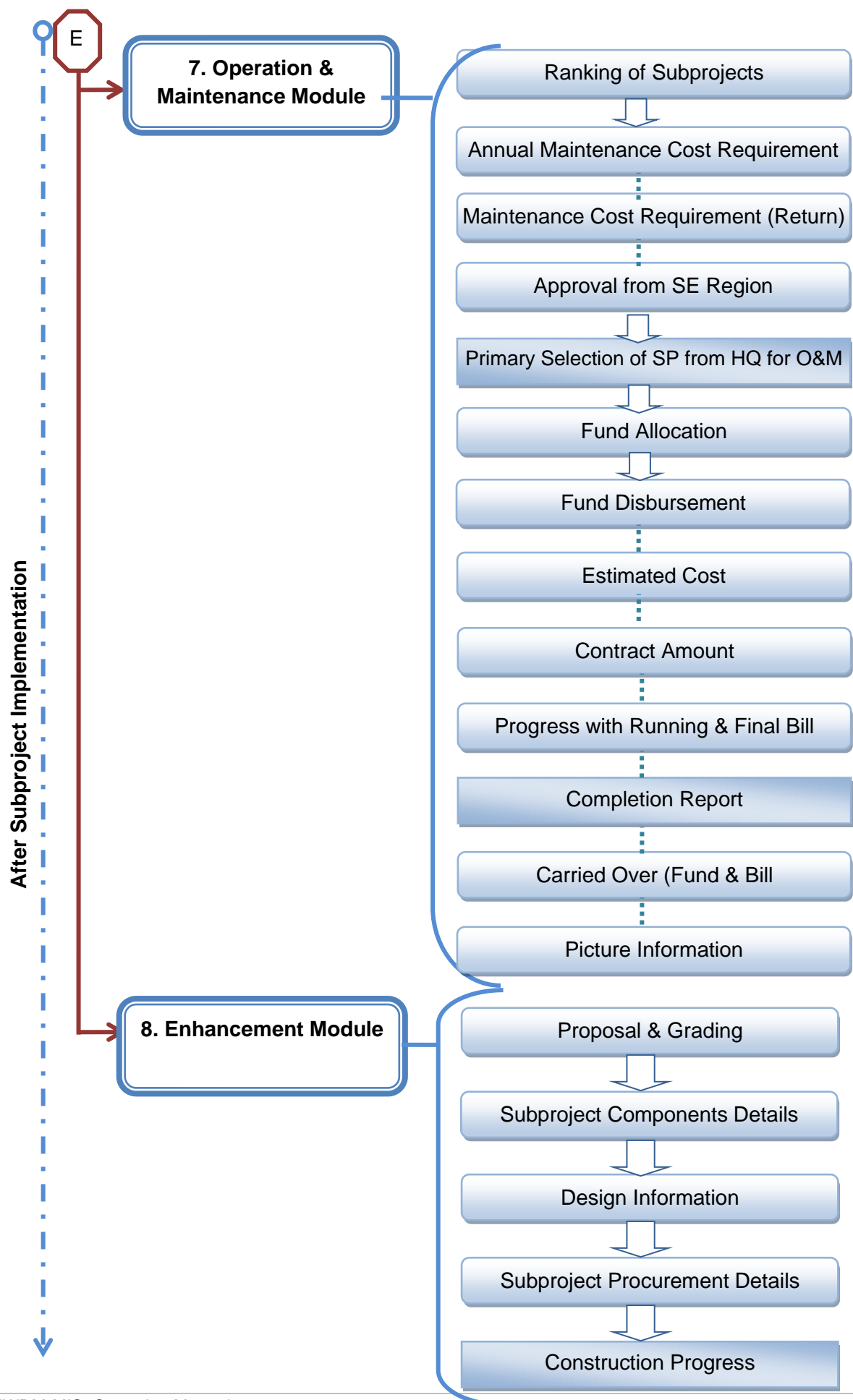
This document provides the guidelines to all users of IWRM-MIS to understand whole features available with the software (MIS database) and at the same time users also take aid of this document to know how to install and operate this software.

Data Flow Diagram of IWRM-MIS









Chapter-1: Installation

Installation of IWRM-MIS is as easy as installation of any other windows-based application. However, Microsoft SQL Server has been considered as backend database for that software and there are some prerequisites to install and run MIS. So, before installation of MIS, it is necessary to understand minimum hardware/software requirements to check compatibility of PC where MIS would aim to be installed.

1.1 Hardware/Software Requirements

1.1.1 Software Prerequisites for Database Server

SL#	Software	Version	Purpose
1.	Operating System	Windows Server Standard Edition 2003 or above.	Basic requirement for server operating system.
2.	Relational Database Management System	Microsoft SQL Server Enterprise Edition 2008 or above.	Store and management of various database schema and data.
3.	Framework	.NET framework 3.5 or above	To provide .Net platform to the system

1.1.2 Software Prerequisites for Client Computer

SL#	Software	Version	Purpose
1.	Operating System	Windows XP or above.	Basic requirement for desktop computer.
2.	Crystal Report	Crystal report business object 2008 run time or above.	Generation of reports at client end (HQ only).

1.1.3 Hardware Prerequisites for Database Server

SL#	Hardware	Configuration	Purpose
1.	Server Computer	At least 1x Quad Core Intel Xeon 2GHz Processor, 8 GB RAM, Hot Plug SAS Hard Drive with RAID Controller.	To run Database Management System.

1.1.4 Hardware Prerequisites for Client Computer

SL#	Hardware	Configuration	Purpose
1.	Client Computer	At least 2 GHz Pentium 4 or higher Processor with 1 GB RAM and HDD free space of about 1 GB. Minimum Screen resolution 800x600 pixels (1366x768 is preferable).	To run MIS application.

1.1.5 Network Specification

SL#	Hardware	Configuration	Purpose
1.	Local Area Network	Standard	To access the application.
2.	Internet	Standard	To access the application.

1.2 Matching of Date Format with MIS

- The date format of this software is in dd/mm/yyyy format.
- Please check whether your computer date format is in dd/mm/yyyy format. If not please confirm it in the following procedure:

Step-1: Start → Control panel → Regional and language option → Additional Settings → Date.

Step-2: Write dd/mm/yyyy → OK → Apply.

[\(Enclosure-4\)](#)

1.3 How to Install IWRM-MIS

Copy the link of IWRM-MIS Setup file from IWRM Server or installation CD to install the **IWRM-MIS**.

[\(Enclosure-1,2,3\)](#)

Chapter-2: Interface of IWRM-MIS

2.1 Main Interface of IWRM-MIS

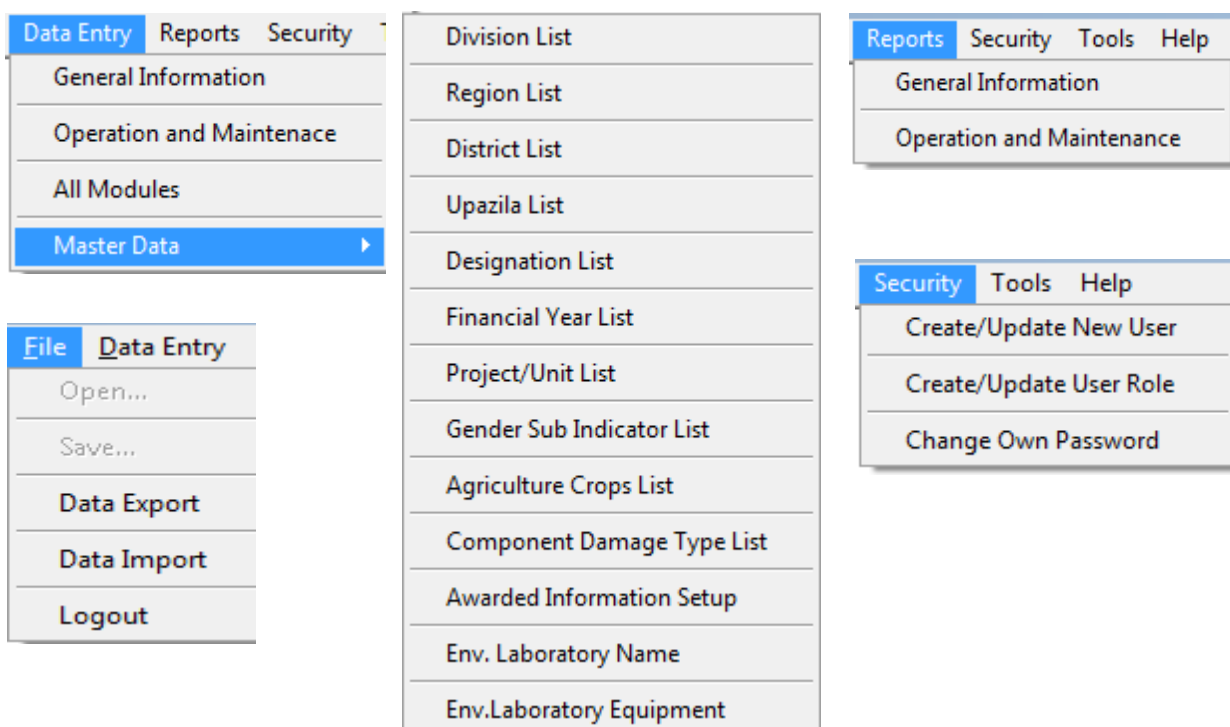
After startup, main interface of MIS will appear in the screen, which looks as below. MIS is a menu driven application and thus users have to interact with menus/ sub-menus to operate this program.

First of all, user has to be logged in through providing his/her user name and valid password to get access to the system. After successful log in, user would be able to interact with the software and would perform various operations based on level of permission assigned to him.

This manual provides the guidelines of the selected two modules, namely 1. General & 2. Operation & Maintenance.

2.1.1 Menu Bar of IWRM-MIS

There are six main menus in MIS, namely “File”, “Data Entry”, “Reports”, “Security”, “Tools”, and “Help”. Each menu has got sub-menus through which user could interact with the system. Graphical views of menus and their associated sub-menus are listed below and those are self-explanatory.



2.1.2 Selection options to Data Entry

There are three types of selection options are available, namely **A) Entry Mode**, **B) Subprojects**, **C) Quarter/Source of Fund & Reporting Date for General Module** and **D) Source of Fund & Date for O&M Module** are listed below:

A) Entry Mode

Entry Mode

☒ Add New
 ☐ Update
 ☐ Read Only

C) Quarter & Reporting Date for General Module

Selection

Quarter : Year :

Reporting Date :

B) Subprojects

Region : District : Upazila :

SPID	SP Name	SP Type
SP11003	Kafurkathi Khal DR Subproject	DR
SP12019	Nilty-Chirapara FCD Subproject	FCD
SP13040	Chilmani FCD Subproject	FCD
SP13052	Nilty Khal FCD Subproject	FCD
SP13059	Binoykathi DR Subproject	DR
SP13069	Saidkhali FCD Subproject	FCD
SP13073	Kazir Char DR Subproject	DR
SP13075	Balpara FCD Subproject	FC
SP13088	South Charpata Khal DR Subproject	DR&WC
SP13090	Singrabunia FCD Subproject	FCD

D) Source of Fund & Date for O&M Module

Selection

Source of Fund :

Reporting Date :

2.1.3 Interface of General Information

- ❑ There are nine main menus in General Module of MIS for IWRM.
- ❑ namely “Basic Information”, “Institutional Information”, “Award related Information”, “Agriculture & Fisheries Information”, “LIT Information”, “Environmental Lab Information”, “Gender Information”, “SP wise Reports” and “Customized Reports”. Graphical views of menus are listed below.

2.1.4 Interface of O&M Information

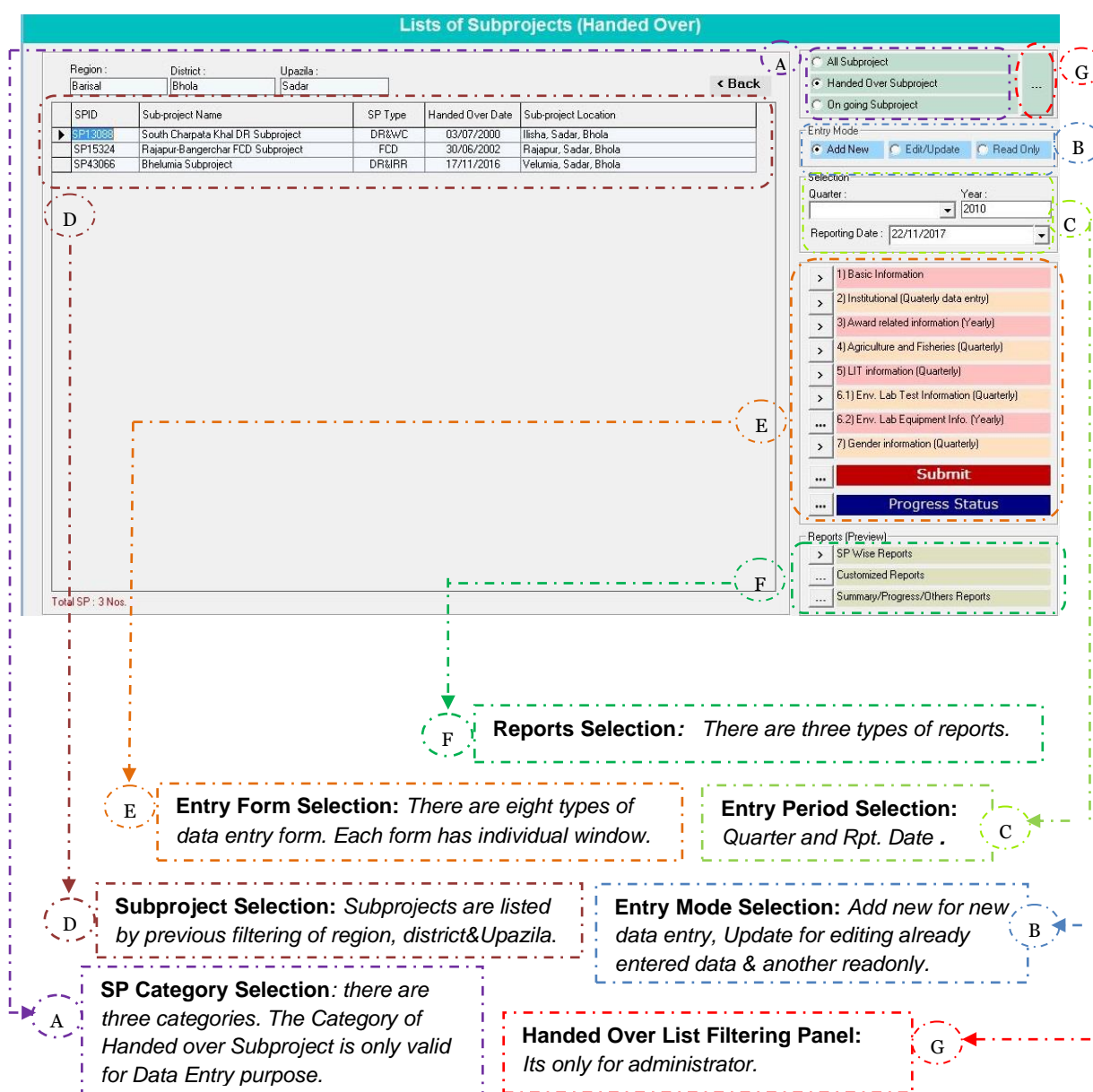
- ❑ There are six main menus in O&M Module of MIS.
- ❑ namely “Ranking of Subproject”, “Annual Maintenance Cost Requirement”, “Maintenance Cost Requirement (Return)”, “Approval from SE Region”, “Primary Selection of SE from HQ for O&M”, “Fund Allocation”, “Fund disbursement”, “Estimated Cost”, “Contract Amount”, “Progress with Running & final Bill”, “Completion Report”, Carried Over (Fund & Bill), “Picture Information”, “SP wise Reports”, and “Customized Reports”. Graphical views of menus are listed below.

2.1.4 Login to IWRM-MIS

- ✓ **Input User** name and **Password** and click “**Log In**” button.


Chapter-3: General Module

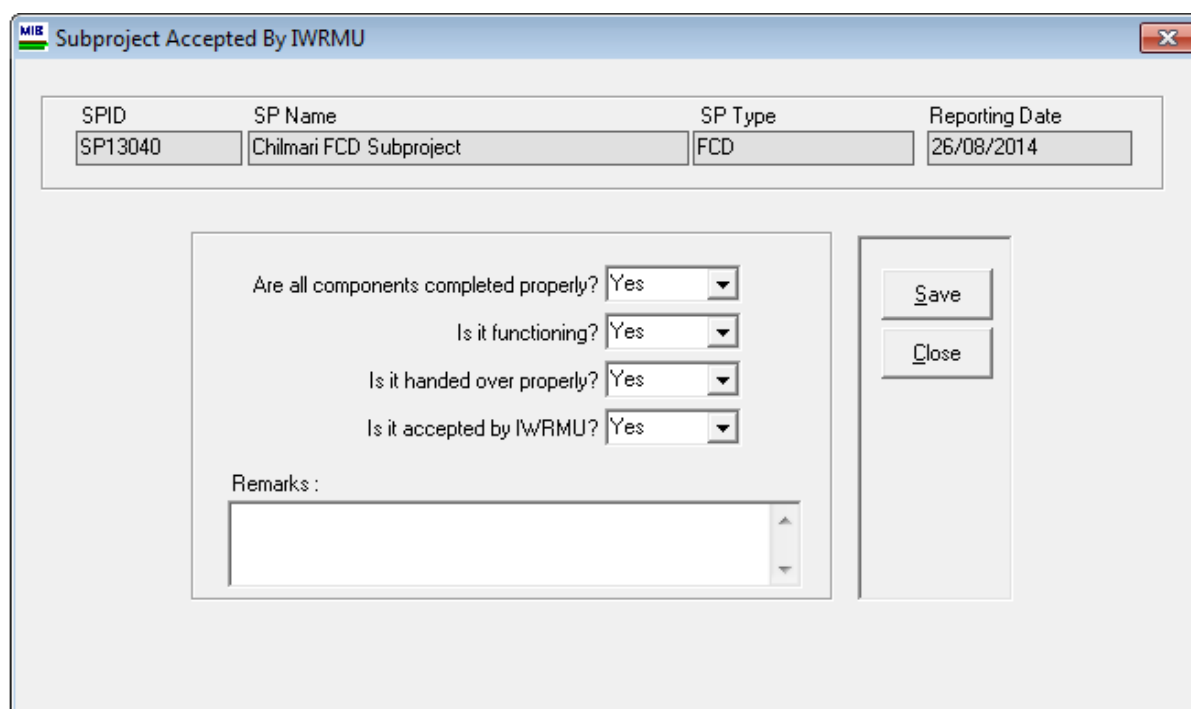
To manage IWRM unit requirement efficiently, general information to some extent is necessary. Accordingly, some general information as well as posting history of **General module** has been considered as prerequisites for O&M module. **Graphical views and tool details** of General module are given below:



Subproject Accepted by IWRMU

This is the filtering panel of Handed over list by IWRMU. When all of the answer will be “Yes” then the system will be shown the subproject is accepted by IWRMU otherwise not accepted and it will be listed in ongoing subproject.

Step-1: Select Subproject from Subprojects List of General module main interface and click  button, data entry screen will appear as below:



SPID	SP Name	SP Type	Reporting Date
SP13040	Chilmari FCD Subproject	FCD	26/08/2014

Are all components completed properly? Yes ▼

Is it functioning? Yes ▼

Is it handed over properly? Yes ▼

Is it accepted by IWRMU? Yes ▼

Remarks :

Save

Close

Step-2: Choice “Yes” or “No” from drop down list and write Remarks.


Step-3: Click “**Save**” button to save record.

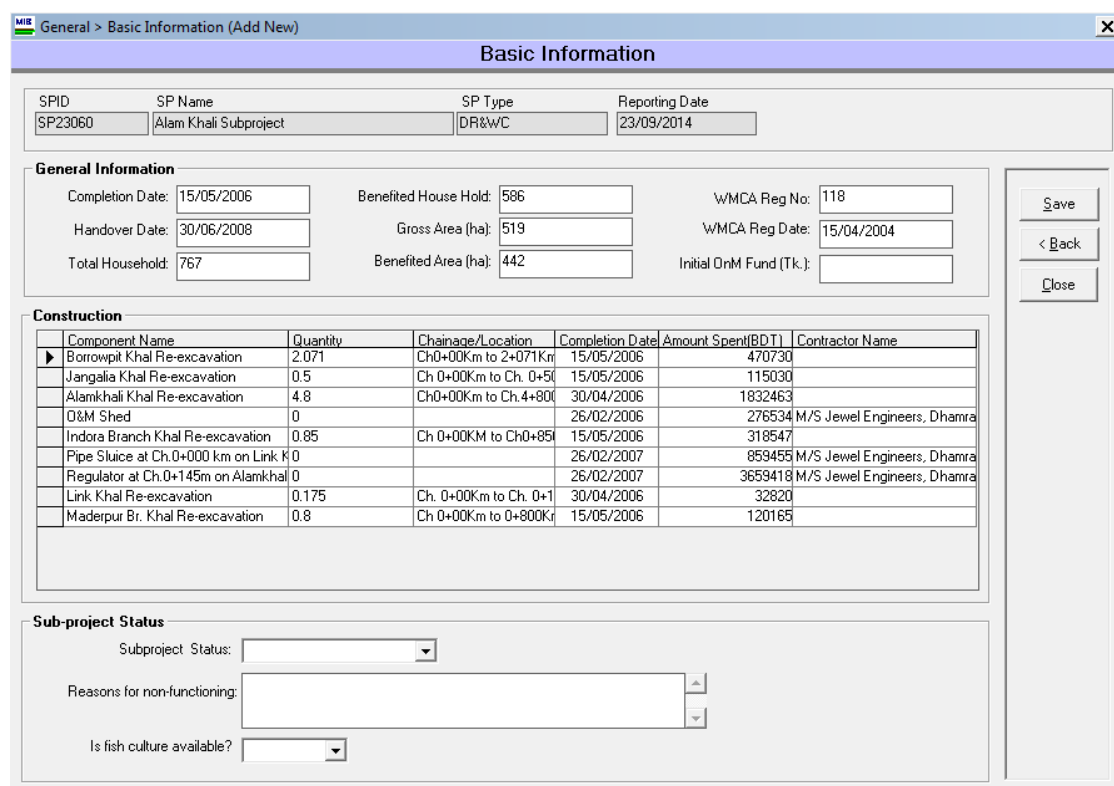
Step-4: Click “**Close**” button to close the window.

Note

In case of blank selection of any drop-down list, “No” would be auto selected.

3.1 Basic Information Data Entry

Step-1: Select Quarter, Reporting date & Subproject from Subproject List of General module's main Interface and click  **1) Basic Information** button, data entry screen will appear as below:



General Information

SPID	SP Name	SP Type	Reporting Date
SP23060	Alam Khali Subproject	DR&WC	23/09/2014

Completion Date: 15/05/2006 Benefited House Hold: 586 WMCA Reg No: 118
Handover Date: 30/06/2008 Gross Area (ha): 519 WMCA Reg Date: 15/04/2004
Total Household: 767 Benefited Area (ha): 442 Initial OnM Fund (Tk.):

Construction

Component Name	Quantity	Chainage/Location	Completion Date	Amount Spent (BDT)	Contractor Name
Borrowpit Khal Re-excavation	2.071	Ch 0+00Km to 2+071Km	15/05/2006	470730	
Jangalia Khal Re-excavation	0.5	Ch 0+00Km to Ch. 0+50	15/05/2006	115030	
Alamkhali Khal Re-excavation	4.8	Ch 0+00Km to Ch. 4+800	30/04/2006	1832463	
O&M Shed	0		26/02/2006	276534	M/S Jewel Engineers, Dhamra
Indora Branch Khal Re-excavation	0.85	Ch 0+00KM to Ch 0+850	15/05/2006	318547	
Pipe Sluice at Ch.0+000 km on Link K 0			26/02/2007	859455	M/S Jewel Engineers, Dhamra
Regulator at Ch.0+145m on Alamkhal	0		26/02/2007	3659418	M/S Jewel Engineers, Dhamra
Link Khal Re-excavation	0.175	Ch. 0+00Km to Ch. 0+1	30/04/2006	32820	
Maderpur Br. Khal Re-excavation	0.8	Ch 0+00Km to 0+800Km	15/05/2006	120165	

Sub-project Status

Subproject Status:

Reasons for non-functioning:

Is fish culture available?

Step-2: Fill necessary information in the respective boxes.

Step-3: Click “**Save**” button to save record.


Step-4: Click “**<Back**” button to close the window and back to the Main Interface.

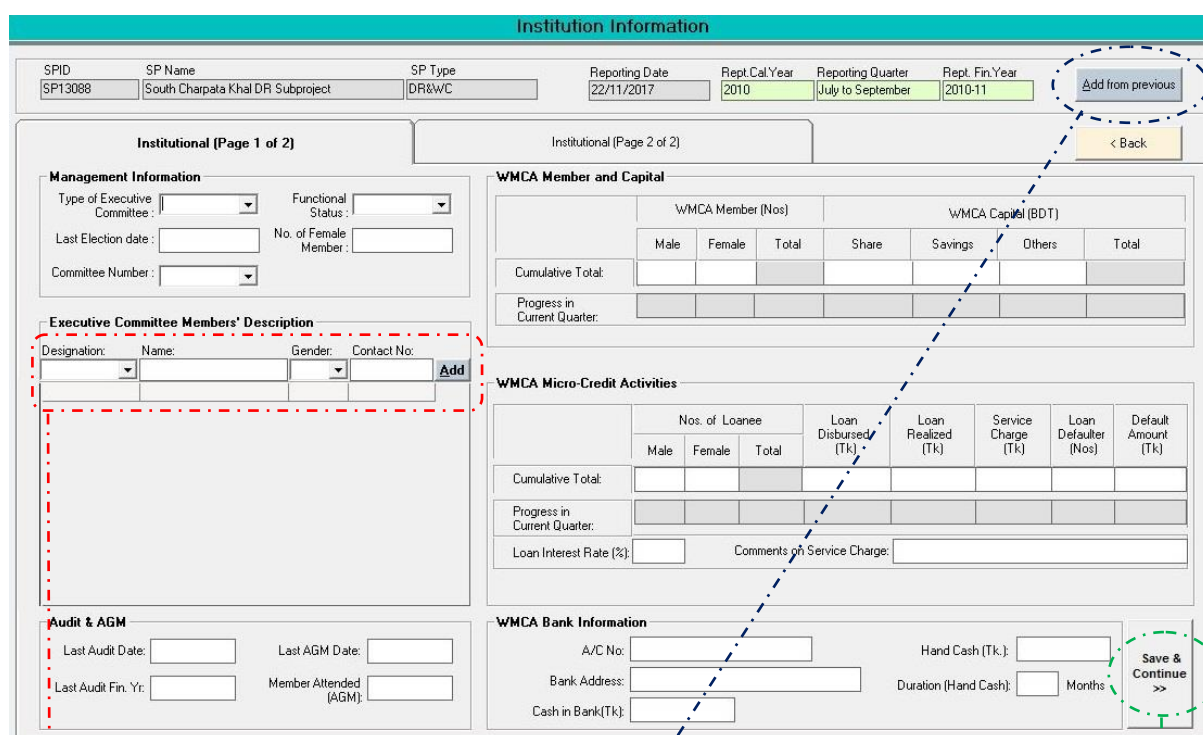
Note

Maximum data of subproject basic information would be generated automatically based on Planning & Design module. Construction information is not changeable.

3.2 Institutional Information Data Entry

3.2.1 Institutional (Page 1 of 2):

Step-1: Select Quarter, Reporting date & Subproject from Subproject List of General module's main Interface and click  2] Institutional (Quarterly data entry) button, data entry screen will appear as below:



Institution Information

SPID: SP13088, SP Name: South Charpata Khal DR Subproject, SP Type: DR&WC, Reporting Date: 22/11/2017, Rept. Cal. Year: 2010, Reporting Quarter: July to September, Rept. Fin. Year: 2010-11

Institutional (Page 1 of 2)

Management Information

Type of Executive Committee: [Dropdown], Functional Status: [Dropdown], Last Election date: [Text], No. of Female Member: [Text], Committee Number: [Text]

Executive Committee Members' Description

Designation: [Dropdown], Name: [Text], Gender: [Dropdown], Contact No.: [Text], Add

Audit & AGM

Last Audit Date: [Text], Last AGM Date: [Text], Last Audit Fin. Yr.: [Text], Member Attended (AGM): [Text]

WMCA Member and Capital

	WMCA Member (Nos)			WMCA Capital (BDT)			
	Male	Female	Total	Share	Savings	Others	Total
Cumulative Total:							
Progress in Current Quarter:							

WMCA Micro-Credit Activities

	Nos. of Loanee			Loan Disbursed (Tk.)	Loan Realized (Tk.)	Service Charge (Tk.)	Loan Defaulter (Nos)	Default Amount (Tk)
	Male	Female	Total					
Cumulative Total:								
Progress in Current Quarter:								

Loan Interest Rate (%): [Text], Comments on Service Charge: [Text]

WMCA Bank Information

A/C No.: [Text], Hand Cash (Tk.): [Text], Bank Address: [Text], Duration (Hand Cash): [Text] Months, Cash in Bank (Tk.): [Text], Save & Continue >>

Add Committee Members Description:
Fill necessary information in the respective boxes and click "Add" button to save Members information.

If need to previous quarter data please click "Add from previous" button

If you click "Save and Continue>>" then the first pages data will save and second page will appear.

Step-2: Fill necessary information in the respective boxes.

Step-3: Click "Save and Continue >>" button or "Institutional (Page 2 of 2)" tab, data will save and 2nd screen will appear as below:

3.2.2 Institutional (Page 2 of 2):

Institution Information																																																					
SPID SP13088	SP Name South Charpata Khal DR Subproject	SP Type DR&WC	Reporting Date 22/11/2017	Rept.Cal.Year 2010	Reporting Quarter July to September	Rept. Fin.Year 2010-11	Add from previous																																														
Institutional (Page 1 of 2)			Institutional (Page 2 of 2)			< Back																																															
FDR A/C for OM A/C No: <input type="text"/> Opening date: <input type="text"/> Operated by: <input type="text"/> Amount (TK): <input type="text"/> Bank Address: <input type="text"/>			Maintenance by WMCA Cumulative Total: O&M Fund (Tk): <input type="text"/> O&M (P-days): <input type="text"/> Others Fund (Tk.): <input type="text"/> Progress in Current Quarter: <input type="text"/> <input type="text"/> <input type="text"/>			<input type="button" value="Save"/> <input type="button" value="Main"/> <input type="button" value="Close"/> <input type="button" value="Submit"/>																																															
Operating A/C for OM A/C No: <input type="text"/> Opening date: <input type="text"/> Amount (TK): <input type="text"/> Bank Address: <input type="text"/>			Voluntary Works Cumulative Total: Male P-days: <input type="text"/> Female P-days: <input type="text"/> Total Amount(Tk.): <input type="text"/> Progress in Current Quarter: <input type="text"/> <input type="text"/> <input type="text"/>																																																		
Land Holdings Description <table border="1"> <thead> <tr> <th>House Hold Description</th> <th>Member HH</th> <th>Non-Memb. HH</th> <th>Total House Hold</th> </tr> </thead> <tbody> <tr><td>Land Less (0-49)</td><td></td><td></td><td></td></tr> <tr><td>Marginal (50-99)</td><td></td><td></td><td></td></tr> <tr><td>Small (100-249)</td><td></td><td></td><td></td></tr> <tr><td>Medium (250-749)</td><td></td><td></td><td></td></tr> <tr><td>Large (>=750)</td><td></td><td></td><td></td></tr> <tr><td>Total</td><td></td><td></td><td></td></tr> </tbody> </table>			House Hold Description	Member HH	Non-Memb. HH			Total House Hold	Land Less (0-49)				Marginal (50-99)				Small (100-249)				Medium (250-749)				Large (>=750)				Total				<table border="1"> <thead> <tr> <th></th> <th>Male Head</th> <th>Female Head</th> <th>Total House Hold</th> </tr> </thead> <tbody> <tr><td>Total Household :</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>Member Household :</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>Beneficiary Household :</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> </tbody> </table>				Male Head	Female Head	Total House Hold	Total Household :	<input type="text"/>	<input type="text"/>	<input type="text"/>	Member Household :	<input type="text"/>	<input type="text"/>	<input type="text"/>	Beneficiary Household :	<input type="text"/>	<input type="text"/>	<input type="text"/>		
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Meeting of WMCA Executive Committee (Running Quarter) <table border="1"> <thead> <tr> <th>WMCA Meeting Type</th> <th>Total Meeting</th> <th>Male Nos.</th> <th>Female Nos.</th> <th>Total Nos.</th> </tr> </thead> <tbody> <tr><td>Monthly Meeting of Executive Committee</td><td></td><td></td><td></td><td></td></tr> <tr><td>Weekly Meeting of WMG</td><td></td><td></td><td></td><td></td></tr> <tr><td>O&M Sub-committee Meeting</td><td></td><td></td><td></td><td></td></tr> <tr><td>Agriculture Sub-committee Meeting</td><td></td><td></td><td></td><td></td></tr> <tr><td>Fish Sub-committee Meeting</td><td></td><td></td><td></td><td></td></tr> <tr><td>Loan Sub-committee Meeting</td><td></td><td></td><td></td><td></td></tr> <tr><td>Annual General Meeting</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>			WMCA Meeting Type	Total Meeting	Male Nos.	Female Nos.	Total Nos.	Monthly Meeting of Executive Committee					Weekly Meeting of WMG					O&M Sub-committee Meeting					Agriculture Sub-committee Meeting					Fish Sub-committee Meeting					Loan Sub-committee Meeting					Annual General Meeting					Innovative Activities (Leadership, Micro-Credit etc.) if any Innovative activities by WMCA : <input type="text"/> <table border="1"> <thead> <tr> <th>Member Name (Male/Female)</th> <th>Innovation Works Description</th> </tr> </thead> <tbody> <tr><td>i) <input type="text"/></td><td><input type="text"/></td></tr> <tr><td>ii) <input type="text"/></td><td><input type="text"/></td></tr> <tr><td>iii) <input type="text"/></td><td><input type="text"/></td></tr> </tbody> </table>			Member Name (Male/Female)	Innovation Works Description	i) <input type="text"/>	<input type="text"/>	ii) <input type="text"/>	<input type="text"/>	iii) <input type="text"/>	<input type="text"/>
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iii) <input type="text"/>	<input type="text"/>																																																				

Step-4: Fill necessary information in the respective boxes.


Step-5: Click “Save” button to save record.

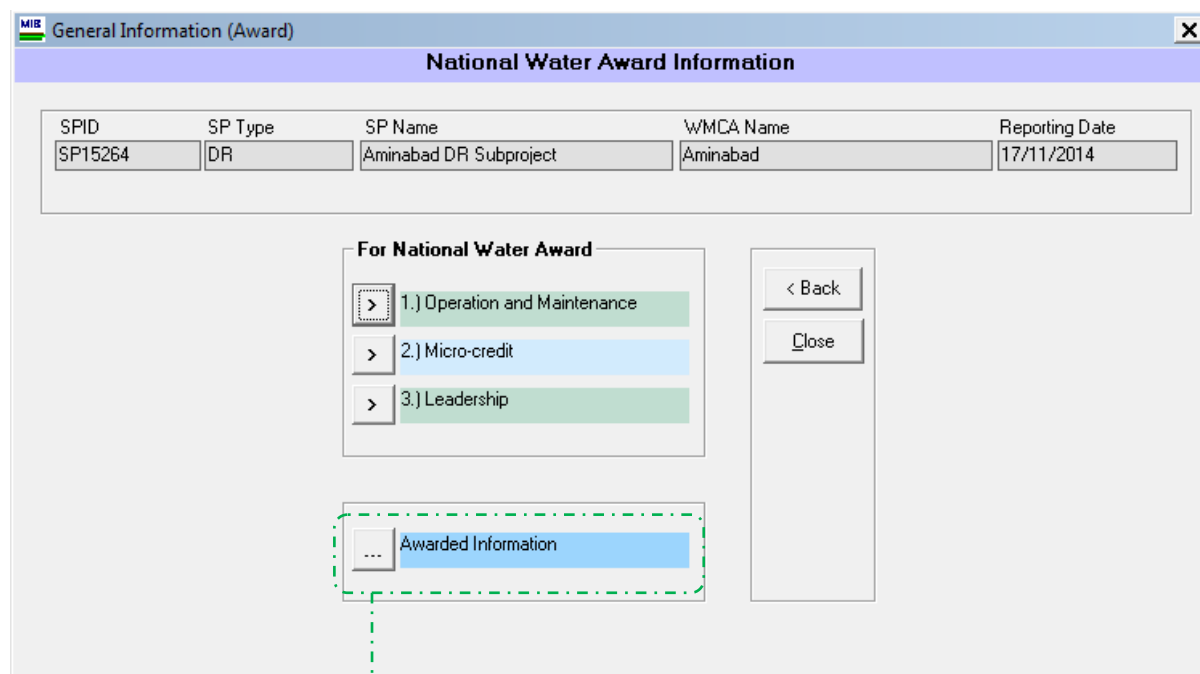
Step-6: Click “<Back” button to close the window and back to the Main Interface.

Note

Dark colored boxes would be generated automatically based on previous period & current period data.

3.3 National Water Award Data Entry

Step-1: Select Reporting date & Subproject from Subproject List of General module's main Interface and click  3) Award related information (Yearly) button, data entry screen will appear as below:




Selected Subproject information will be invalid in this window; again, you have to select the Subproject Information.

Step-2: There are three type buttons for National Water Award and one button for Awarded Information is available. To data entry National Award related information, click **respective button** sequentially. To back to the main interface click **“Back”** button and to close, click to the **“Close”** button.

Note

If you do not follow the above sequence of data entry list “For National Water Award”, you will not get the auto generated data facilities.

3.3.1 Operation & Maintenance

Step-1: Click  1.) Operation and Maintenance button, data entry screen will appear as below:

For National Water Award (Operation and Maintenance)							
SPID	SP Name	SP Type	Reporting Date	Reporting Year	Consider Year	Consider Fin.Year	
SP13088	South Charpata Khal DR Subproject	DR&WC	22/11/2017	2010	2009		
Institutional		Operation and Maintenance				<div>Save</div> <div>< Back</div> <div><< Main</div> <div>Close</div> <div>Submit</div>	
Total Household: <input type="text"/>		Work done by Voluntary basis (person-days): <input type="text"/>					
Total Member Household: <input type="text"/>		Work done from O&M fund (person-days): <input type="text"/>					
Total Members: <input type="text"/>		Work done by Voluntary basis (Tk.): <input type="text"/>					
Last 3 Years Total Members: <input type="text" value="00"/>		Work done from O&M WMCA Own fund (Tk.): <input type="text"/>					
Total Capital of WMCA: <input type="text"/>		O&M Fund Allocated by IWRM (Tk.): <input type="text"/>					
No. of Exe. Committee's meeting: <input type="text"/>		Paid to LCS (Tk.): <input type="text"/>					
Member Attended in Exe.Committee's meeting: <input type="text"/>		Whether there is a gate operator ? Yes <input type="checkbox"/> ; No <input type="checkbox"/>					
O&M Fund		Are registers maintained regarding the measurement of water level through gauge meter? <input type="text"/>					
O&M FDR Amount (Tk.): <input type="text"/>		Whether there is regular reviews the works of Operator in O&M sub-committee or executive committee ? Yes <input type="checkbox"/> ; No <input type="checkbox"/>					
O&M Saving A/C Balance (Tk.): <input type="text"/>		Whether WMCA organized a group for voluntary works by the benefited members ? Yes <input type="checkbox"/> ; No <input type="checkbox"/>					
Current Year Collected O&M Fund (Tk.): <input type="text"/>		O&M register Maintained ? <input type="text"/>					
Last 3 Years Collected O&M Fund (Tk.): <input type="text" value="00"/>							
Benefited Area (ha): <input type="text"/>							
O&M Planning and Budget		Employment Generation					
Joint walkthrough by O&M members : <input type="text"/>		Work done by Female on Voluntary basis (person-days): <input type="text"/>					
Joint walkthrough result are reviewed in O&M committee ? Yes <input type="checkbox"/> ; No <input type="checkbox"/>		Work done by Female from O&M fund (person-days): <input type="text"/>					
Beneficiary Map & List : <input type="text"/>							
O&M Budget Preparation and Sending : <input type="text"/>		Related Others Information					
Is the O&M Budget Logical : <input type="text"/>		Innovative activities by WMCA : <input type="text"/>					
<small>NOTE: Dark colored boxes would be generated automatically based on data of last financial year (Institutional and O&M ranking data); those are not editable.</small>							

Step-2: Fill necessary information in the respective boxes.

Step-3: Click “**Save**” button to save record.


Step-4: Click “**<Back**” button to close the window and back to the interface of “National Water Award Information”.

Step-5: Click “**<<Main**” button to close the window and back to the Main Interface.

Note

Dark colored boxes would be generated automatically based on current period data of Institutional data entry form and those are not editable.

3.3.2 Micro-credit

Step-1: Click  2.) Micro-credit button, data entry screen will appear as below:

For National Water Award (Micro-Credit)

SPID SP13088	SP Name South Charpata Khal DR Subproject	SP Type DR&WC	Reporting Date 22/11/2017	Reporting Year 2010	Consider Year 2009	Consider Fin.Year
-----------------	--	------------------	------------------------------	------------------------	-----------------------	-------------------

Institutional

Total Household:

Total Member Household:

Total Members:

Whether Group is formed based on village/area and Group meetings are regular ?

No. of Exe. Committee's meeting:

Member Attended in Exe.Committee's meeting:

Sub-Committee

Whether there are sub-committee (Agriculture, Fisheries, Micro-credit, Gender) organized ?

Is Agriculture sub-committee's meeting held regularly? Yes ☐ ; No ☐

Is Fisheries sub-committee's meeting held regularly? Yes ☐ ; No ☐

Is MicroCredit sub-committee's meeting held regularly? Yes ☐ ; No ☐

Is Gender sub-committee's meeting held regularly? Yes ☐ ; No ☐

O&M Activities

O&M FDR Amount (Tk.):

Collected O&M Fund (Tk.):

Work done by Voluntary basis (person-days):

Work done from O&M fund (person-days):

WMCA Capital

Total Capital of WMCA (Tk.):

Is capital effectively invested in other activities without micro-credit?

Average Yearly Capital Increment Rate (%): 01.00

Micro-credit

Total Loanee:

Female Loanee:

Poor Loanee (Land less 0-49):

Loan disbursed due time in monsoon (Tk.):

Amount of loan as production friendly (Tk.):

Amount of loan considered as sufficient (Tk.):

How many cases brings productive result in loan payment and interval time :

Loan Disbursed in last year (Tk.): 0

Total Loan Disbursed (Tk.):

Loan Realized in last year (Tk.):

Total Default amount (Tk.):

Profit in last year (Tk.): 0

How many time run the micro-credit fund of WMCA in year :

Dividend Distribution (Tk.):

Monitoring of activities of loan reviews in micro-credit sub-committee :

Employee of activities of micro-credit :

Related Others Information

Union council assisting the growth of micro-credit activities :

Are complains against micro-credit activities being rectified for a fruitful permanent system :

Whether Audit dispute regarding Micro-credit are being Mitigated ?

Save

< Back

<< Main

Close

Submit

Note: Dark colored boxes would be generated automatically based on current period data of previous data entry form and those are not editable.

Step-2: Fill necessary information in the respective boxes.

Step-3: Click **"Save"** button to save record.


Step-4: Click **"<Back"** button to close the window and back to the interface of "National Water Award Information".

Step-5: Click **"<<Main"** button to close the window and back to the Main Interface.

Note

Dark colored boxes would be generated automatically based on current period data of previous data entry form and those are not editable.

3.3.3 Leadership

Step-1: Click  **3.) Leadership** button, data entry screen will appear as below:

For National Water Award (Leadership)

SPID SP13088	SP Name South Charpata Khal DR Subproject	SP Type DR&WC	Reporting Date 22/11/2017	Reporting Year 2010	Consider Year 2009	Consider Fin Year
-----------------	--	------------------	------------------------------	------------------------	-----------------------	-------------------

Proposed Person

Name & Designation : Total Working Year

Institutional

Total Members:

Average Yearly Members Increment Rate (%): 00.00

No. of Exe. Committee's meeting:

Member Attended in Exe. Committee's meeting:

Yearly dividend distribution in the period of proposed person:

O&M Activities

OnM FDR Amount (Tk.):

Collected O&M Fund (Tk.):

Joint walkthrough by O&M members:

O&M Fund Allocated by IWRM (Tk.):

Paid to LCS (Tk.):

Work done from O&M fund (person-days):

Work done from O&M fund (Tk.):

Work done by Voluntary basis (person-days):

Work done by Voluntary basis (Tk.):

Are registers maintained regarding the measurement of water level through gauge meter?

O&M register Maintained?

Work done by Female on Voluntary basis (man-days):

Work done by Female from O&M fund (man-days):

WMCA Capital

Total Capital of WMCA:

Average Yearly Capital Increment Rate (%): 0

Is capital proper used without micro-credit:

Share, savings are reviewed in weekly meeting of villagers group:

How much the proposed person is reliable in case of financial activities:

Micro-credit

Total Loanee:

Female Loanee:

Poor Loanee (Land less 0-49):

Loan disbursed due time in monsoon (Tk.):

Amount of loan as production friendly (Tk.):

Amount of loan considered as sufficient (Tk.):

How many cases brings productive result in loan payment & interval time:

Loan Disbursed in last year (Tk.):

Total Loan Disbursed (Tk.):

Loan Realized in last year (Tk.):

How many time run the micro-credit fund of WMCA in year:

Profit in last year (Tk.):

Total Default amount (Tk.):

Dividend Distribution (Tk.):

Monitoring of activities of loan reviews in micro-credit sub-committee:

Related Others Information

The capability in leadership of pro. person in productive activities is:

The skill of proposed person in implemen. of WMCA activities is:

The skill of proposed person in organizing activities is:

Save

< Back

<< Main

Close

Submit

NOTE: Dark colored boxes would be generated automatically based on current period data of previous data entry form and those are not editable.

Step-2: Fill necessary information in the respective boxes.

Step-3: Click “**Save**” button to save record.

Step-4: Click “**<Back**” button to close the window and back to the interface of “National Water Award Information”.

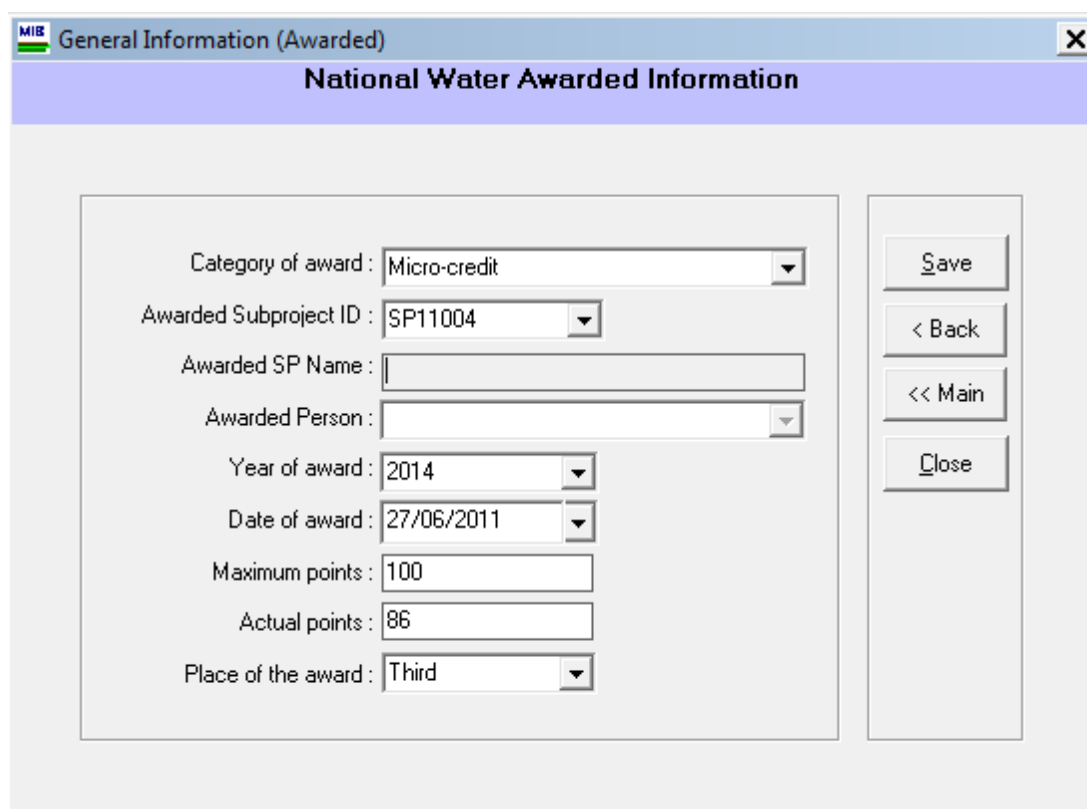
Step-5: Click “**<<Main**” button to close the window and back to the Main Interface.

Note

Dark colored boxes would be generated automatically based on current period data of previous data entry form and those are not editable.

3.3.4 Awarded Information

Step-1: Click  **Awarded Information** button, data entry screen will appear as below:



The screenshot shows a software window titled "General Information (Awarded)" with a sub-header "National Water Awarded Information". The form contains the following fields and buttons:

- Category of award: Micro-credit (dropdown menu)
- Awarded Subproject ID: SP11004 (dropdown menu)
- Awarded SP Name: (text input field)
- Awarded Person: (dropdown menu)
- Year of award: 2014 (dropdown menu)
- Date of award: 27/06/2011 (dropdown menu)
- Maximum points: 100 (text input field)
- Actual points: 86 (text input field)
- Place of the award: Third (dropdown menu)
- Buttons: Save, < Back, << Main, Close

Step-2: Fill necessary information in the respective boxes.

Step-3: Click **"Save"** button to save record.


Step-4: Click **"<Back"** button to close the window and back to the interface of "National Water Award Information".

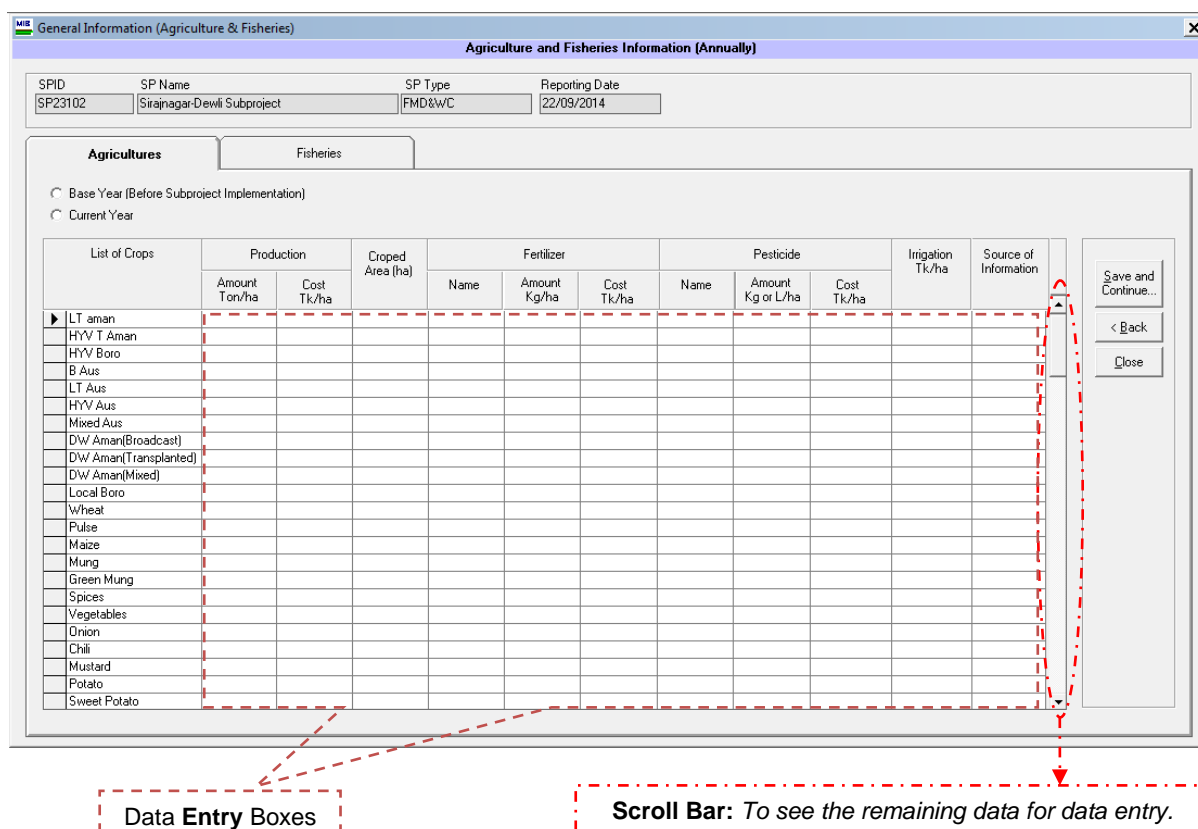
Step-5: Click **"<<Main"** button to close the window and back to the Main Interface.

3.4 Agriculture & Fisheries Data Entry

There are two data entry form, namely “Agricultures” and “Fisheries”. Detail data entry system and graphical views are listed below.

3.4.1 Agricultures

Step-1: Select Quarter, Reporting date & Subproject from Subproject List of General module’s main Interface and click  **4) Agriculture and Fisheries (Quarterly)** button, data entry screen will appear as below:



Data Entry Boxes

Scroll Bar: To see the remaining data for data entry.


Step-2: Fill necessary information in the respective boxes.

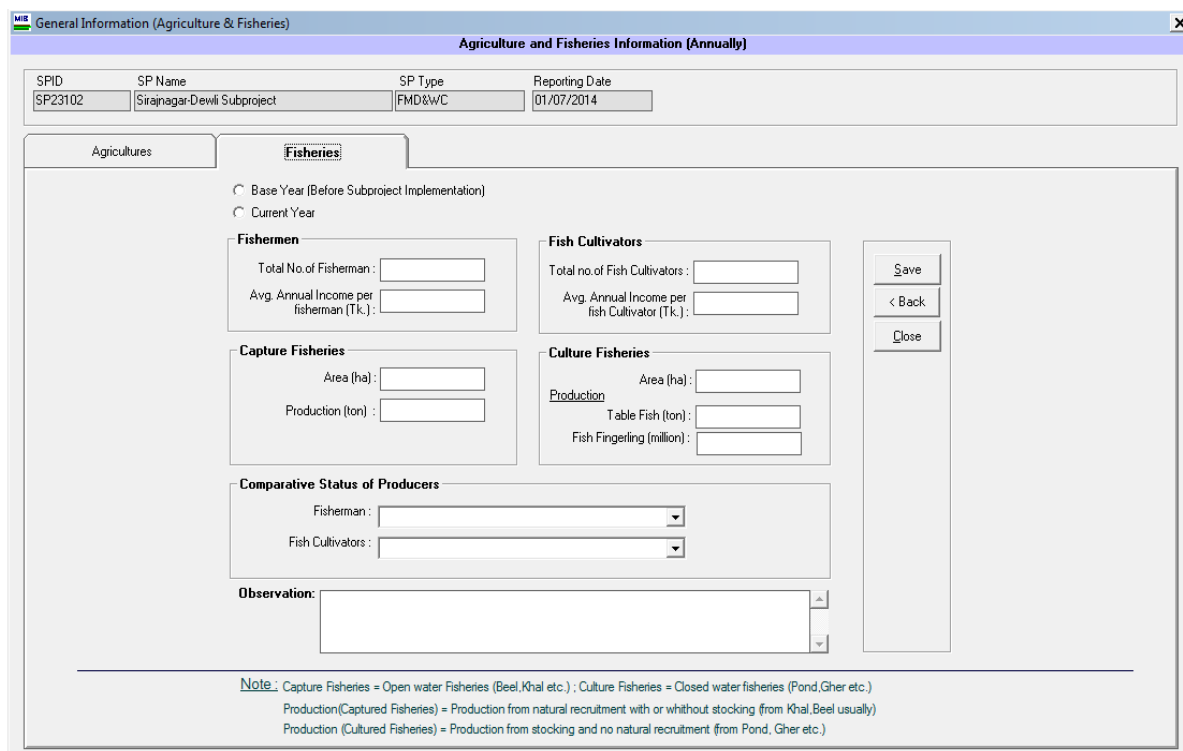
Step-3: Click “**Save and Continue >>**” button or “**Fisheries**” tab, data will save and 2nd data entry screen (**Fisheries**) will appear.

Note

There are two radio buttons, namely “Base year (before SP implementation)”, and “Current Year”. For quarterly data entry, choice “Current Year” radio button.

3.4.2 Fisheries

Step-1: Click  4) Agriculture and Fisheries (Quarterly) button → “Fisheries” tab, data entry screen will appear as below:



General Information (Agriculture & Fisheries)

Agriculture and Fisheries Information (Annually)

SPID: SP23102 SP Name: Sirajnagar-Dewli Subproject SP Type: FMD&WC Reporting Date: 01/07/2014

Fisheries

☐ Base Year (Before Subproject Implementation)
☐ Current Year

Fishermen
Total No. of Fisherman:
Avg. Annual Income per fisherman (Tk.):

Fish Cultivators
Total no. of Fish Cultivators:
Avg. Annual Income per fish Cultivator (Tk.):

Capture Fisheries
Area (ha):
Production (ton):

Culture Fisheries
Production
Area (ha):
Table Fish (ton):
Fish Fingerling (million):

Comparative Status of Producers
Fisherman:
Fish Cultivators:

Observation:

Buttons: Save, < Back, Close

Note: Capture Fisheries = Open water Fisheries (Beel, Khal etc.) ; Culture Fisheries = Closed water fisheries (Pond, Gher etc.)
Production (Captured Fisheries) = Production from natural recruitment with or without stocking (from Khal, Beel usually)
Production (Cultured Fisheries) = Production from stocking and no natural recruitment (from Pond, Gher etc.)

Step-2: Fill necessary information in the respective boxes.


Step-3: Click “Save” button to save record.

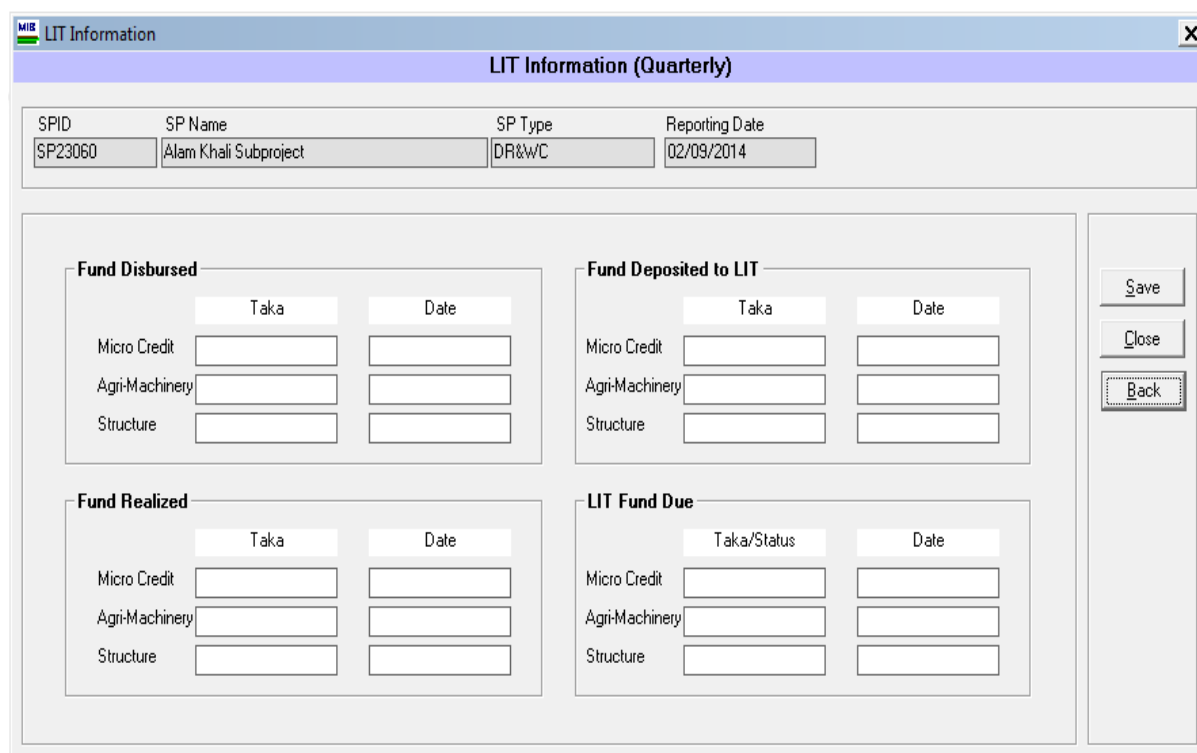
Step-4: Click “<Back” button to close the window and back to the Main Interface.

Note

There are two radio buttons, namely “Base year (before SP implementation)”, and “Current Year”. For quarterly data entry, choice “Current Year” radio button.

3.5 LIT Information Data Entry

Step-1: Select Quarter, Reporting date & Subproject from Subproject List of General module's main Interface and click  5) LIT information (Quarterly) , data entry screen will appear as below:



SPID	SP Name	SP Type	Reporting Date
SP23060	Alam Khali Subproject	DR&WC	02/09/2014

Fund Disbursed		
	Taka	Date
Micro Credit		
Agri-Machinery		
Structure		

Fund Deposited to LIT		
	Taka	Date
Micro Credit		
Agri-Machinery		
Structure		

Fund Realized		
	Taka	Date
Micro Credit		
Agri-Machinery		
Structure		

LIT Fund Due		
	Taka/Status	Date
Micro Credit		
Agri-Machinery		
Structure		

Save
Close
Back

Step-2: Fill necessary information in the respective boxes.


Step-3: Click “**Save**” button to save record.

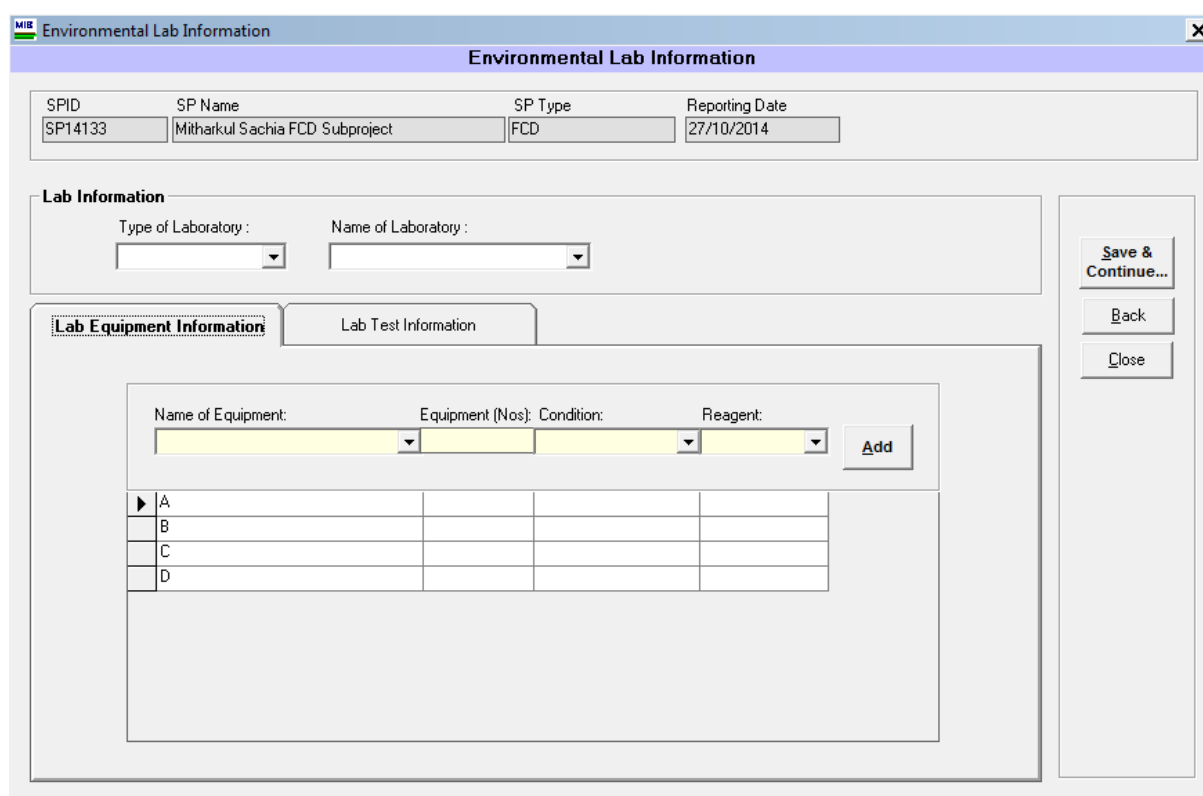
Step-4: Click “<**Back**” button to close the window and back to the Main Interface.

3.6 Env. Lab Information Data Entry

There are two data entry form, namely “Lab Equipment Information” and “Lab Test Information”. Detail data entry system and graphical views are listed below.

3.6.1 Lab Equipment Information

Step-1: Select Reporting date & Subproject from Subproject List of General module’s main Interface and click  **6) Env. Lab Information (Quarterly)** button, data entry screen will appear as below:



SPID	SP Name	SP Type	Reporting Date
SP14133	Mitharkul Sachia FCD Subproject	FCD	27/10/2014

Type of Laboratory :	Name of Laboratory :

Lab Equipment Information		Lab Test Information			
Name of Equipment:		Equipment (Nos):	Condition:	Reagent:	
					Add
▶	A				
	B				
	C				
	D				

Save & Continue...


Back

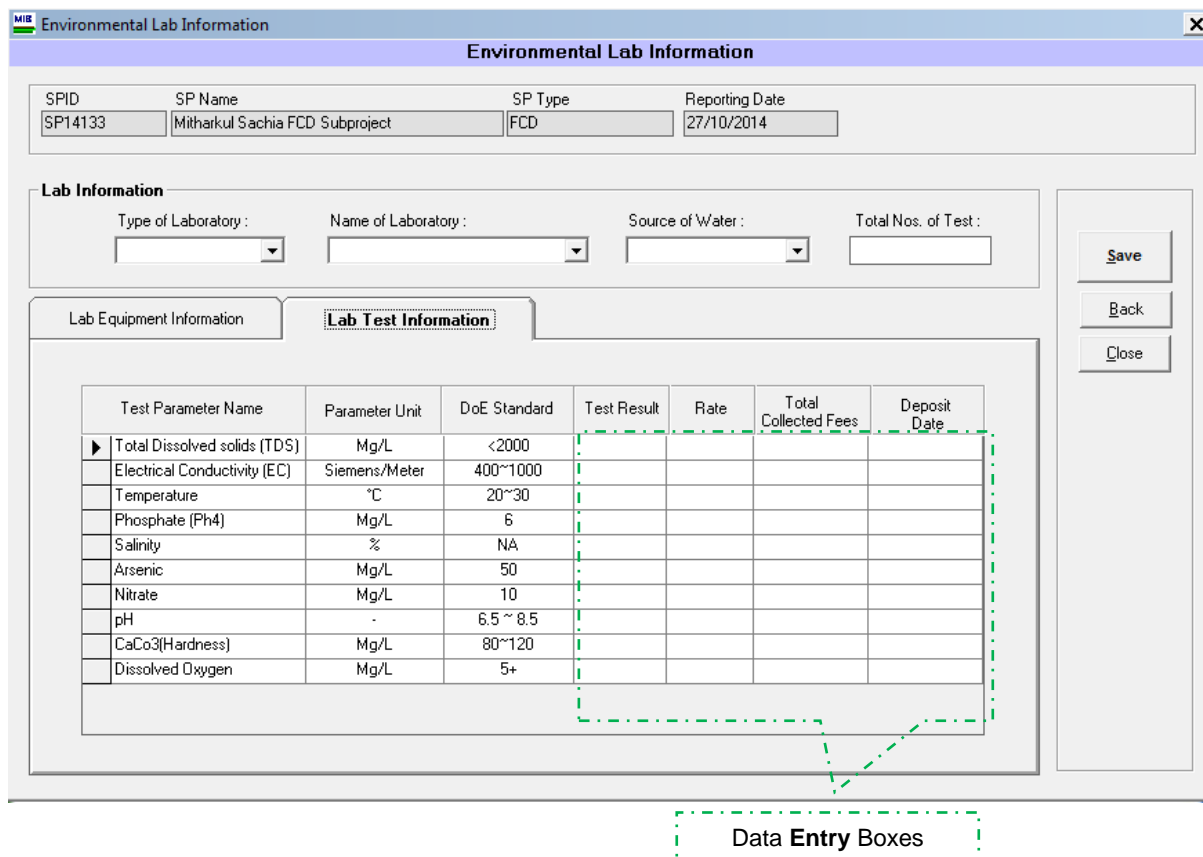
Close

Step-2: Fill necessary information in the respective boxes.

Step-3: Click “**Save and Continue >>**” button or “**Lab Test Information**” tab, data will save and 2nd data entry screen (**Lab Test Information**) will appear.

3.6.2 Lab Test Information

Step-1: Click  **6) Env. Lab Information (Quarterly)** button → “**Lab Test Information**” tab, data entry screen will appear as below:



Environmental Lab Information

SPID: SP14133 SP Name: Mitharkul Sachia FCD Subproject SP Type: FCD Reporting Date: 27/10/2014

Lab Information

Type of Laboratory: Name of Laboratory: Source of Water: Total Nos. of Test:

Lab Equipment Information **Lab Test Information**

Test Parameter Name	Parameter Unit	DoE Standard	Test Result	Rate	Total Collected Fees	Deposit Date
▶ Total Dissolved solids (TDS)	Mg/L	<2000				
Electrical Conductivity (EC)	Siemens/Meter	400~1000				
Temperature	°C	20~30				
Phosphate (Ph4)	Mg/L	6				
Salinity	%	NA				
Arsenic	Mg/L	50				
Nitrate	Mg/L	10				
pH	-	6.5 ~ 8.5				
CaCo3(Hardness)	Mg/L	80~120				
Dissolved Oxygen	Mg/L	5+				

Data Entry Boxes


Save Back Close

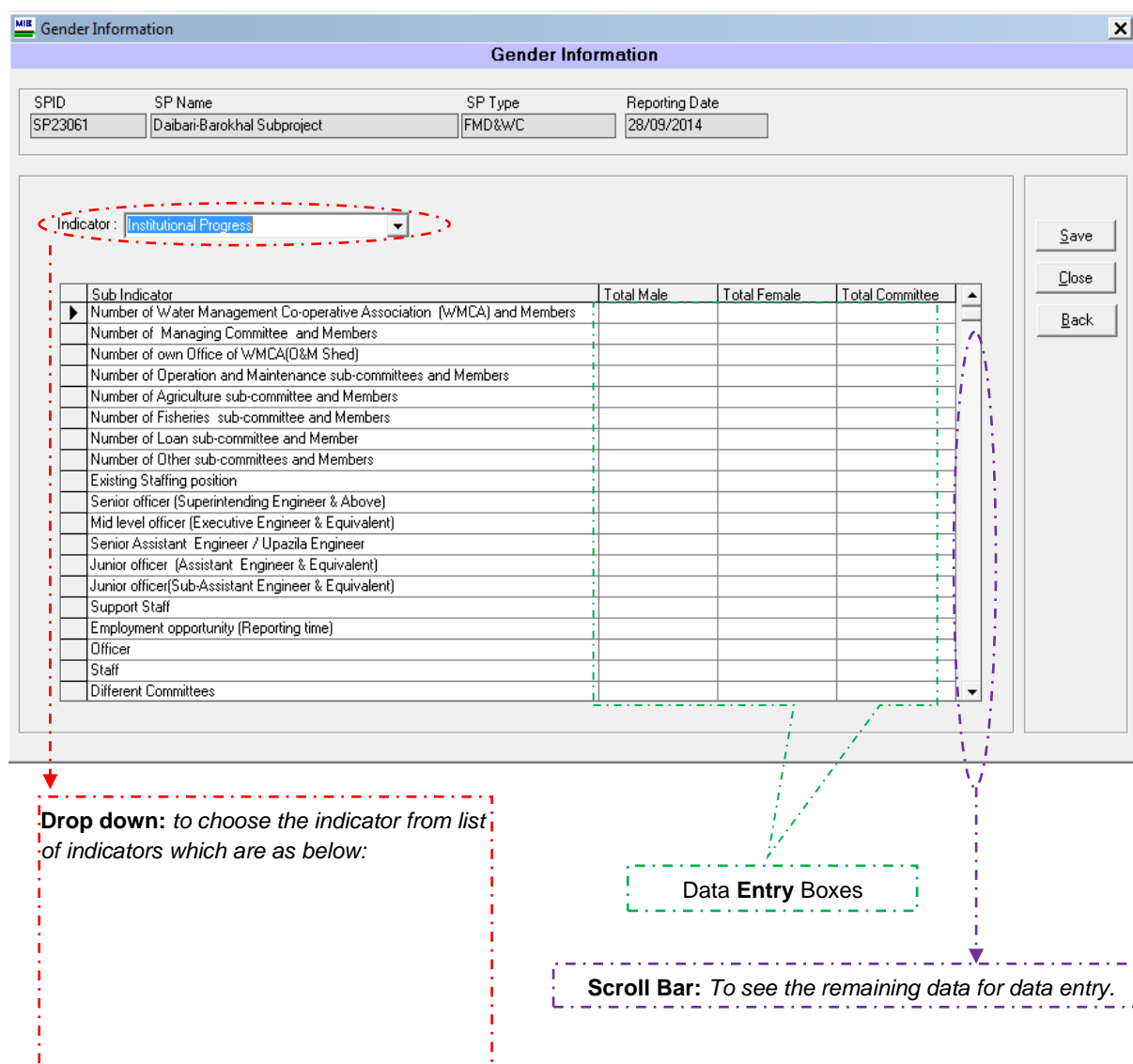
Step-2: Fill necessary information in the respective boxes.

Step-3: Click “**Save**” button to save record.

Step-4: Click “**<Back**” button to close the window and back to the Main Interface.

3.7 Gender Information Data Entry

Step-1: Select Reporting date & Subproject from Subproject List of General module's main Interface and click  7) Gender information (Quarterly) button, data entry screen will appear as below:



Gender Information

SPID: SP23061 SP Name: Daibari-Barokhal Subproject SP Type: FMD&WC Reporting Date: 28/09/2014

Indicator: Institutional Progress

Sub Indicator	Total Male	Total Female	Total Committee
▶ Number of Water Management Co-operative Association (WMCA) and Members			
Number of Managing Committee and Members			
Number of own Office of WMCA(O&M Shed)			
Number of Operation and Maintenance sub-committees and Members			
Number of Agriculture sub-committee and Members			
Number of Fisheries sub-committee and Members			
Number of Loan sub-committee and Member			
Number of Other sub-committees and Members			
Existing Staffing position			
Senior officer (Superintending Engineer & Above)			
Mid level officer (Executive Engineer & Equivalent)			
Senior Assistant Engineer / Upazila Engineer			
Junior officer (Assistant Engineer & Equivalent)			
Junior officer(Sub-Assistant Engineer & Equivalent)			
Support Staff			
Employment opportunity (Reporting time)			
Officer			
Staff			
Different Committees			

Save Close Back

Drop down: to choose the indicator from list of indicators which are as below:

Data Entry Boxes

Scroll Bar: To see the remaining data for data entry.

Step-2: Choose **Indicator** from drop down list.

Step-3: Fill necessary information in the respective boxes.

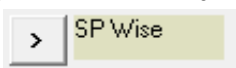
Step-4: Click **"Save"** button to save record.

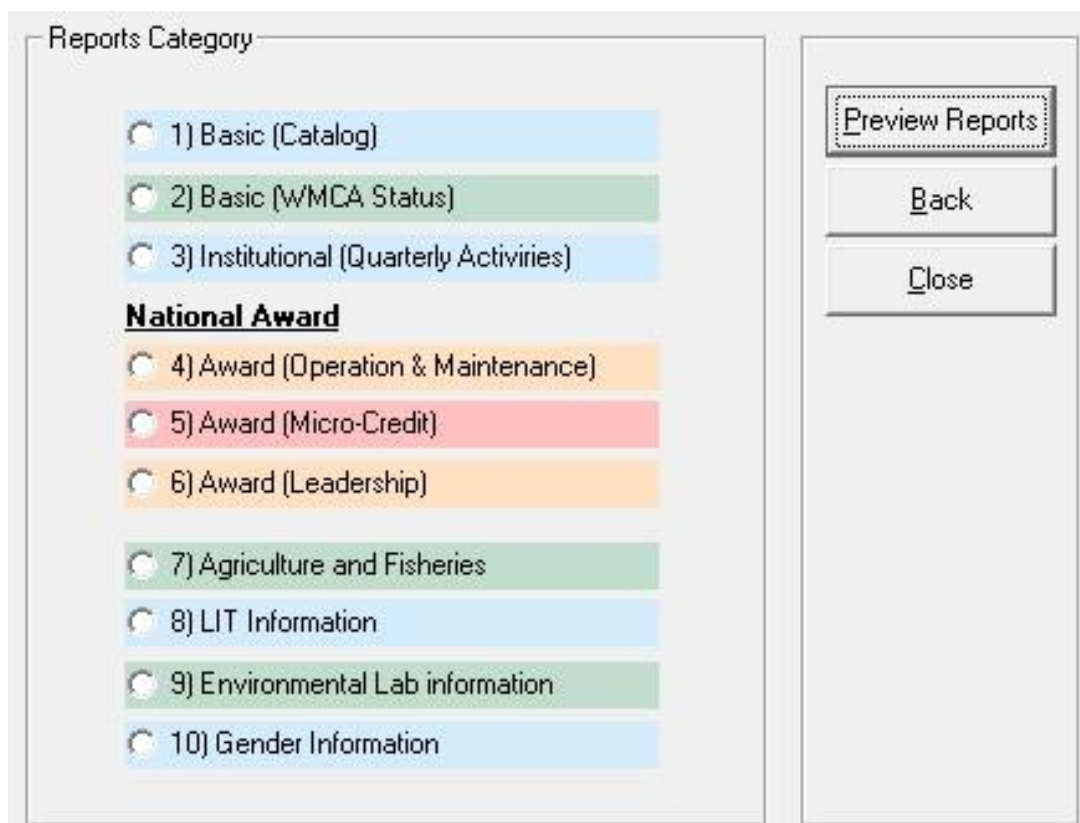
Step-5: Click **"<Back"** button to close the window and back to the Main Interface.

3.8 Reports on General Information of IWRMU

General Information of IWRMU has got two categories of reports – Subproject-wise Reports and Customize Reports. Process for viewing these reports are described below.

3.8.1 Subproject-wise Reports

Step-1: Select Reporting date & Subproject from Subproject List of General module's main Interface and click  button, Interface for previewing report will appear as below:

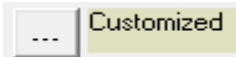


Step-2: Select name of the report from “**Reports Category**” Option that you want to preview.

Step-3: To preview report, click “**Preview Reports**” button.

Step-4: Click “**<Back**” button to close the window and back to the Main Interface.

3.8.2 Customize Reports

Step-1: Click  button from the main Interface of General module, Interface for previewing report will appear as below:

Step-2: Select SP Category from “**A) SP Category**” of Report Options.

Step-3: Select Type of Reports from “**B) Reports Category**” of Report Options.

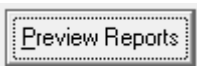
Step-4: Select name of the report from “**C) Reports Name**” of Report Options that you want to preview.

Step-5: Set filters criteria through “**Filter Options**”. Several filter criteria can be set before viewing any report.

The screenshot shows the 'Filter Options' window with the following selections:

- 1. Region Selection:** Dhaka (checked)
- 2. District Selection:** Dhaka (checked)
- 3. Upazila Selection:** Savar (checked)
- 4. Subproject Selection:** Nauerpukur-Mayenpur WCS Sub (checked)
- 5. Year Selection:** 2013 (checked)
- 6. Quarter Selection:** April to June (checked)

- Under filter options, several lists could be found. **1. Region, 2.District, 3.Upazila, 4.Subproject, 5.Year** and **6.Quarter** can be used to filter the desired reports preview.
- Other filter options can also be used as and when necessary.
- Action of “Select All” and “Toggle” button is self-explanatory.
- Action of “**Apply**” button will perform subsequent changes to other related lists.

Step-6: To **preview** report, click  button.

Reports on WMCA Status

General > Reports (SP Wise) > WMCA Status

100%

1 of 33

Preview

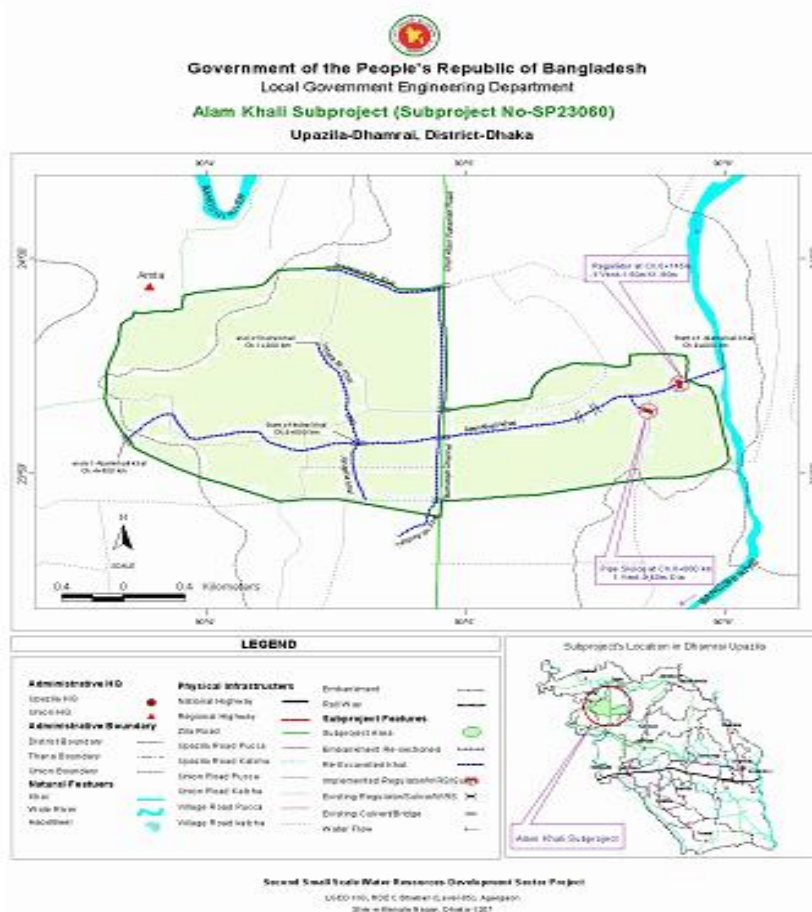
Local Government Engineering Engineering Department

Integrated Water Resources Management Unit

WMCA Status of SSWDRSP as on

District	Upazila	Sl#	Subproject ID & Name	Sp Type	BA (ha)	Rg No	WMCA Reg No	Election Date	Hand over Date	Date of Audit	House Hold (Nos.)		Membership of WMCA				Capital Funds (Taka)			Micro-Credit (Taka)	
											BHH	THH	Male	Female	Total	Shares	Savings	Total	Disbursed	Realized	
Bagerhat	Sadar	1	SP14113 Nilur Khal FCD Subproject	FCD	190	12	08/03/2000	04/06/2011	23/05/2004	30/10/2012	650	1,125	231	56	287	12,980	10,738	23,316			
Bagerhat	Sadar	2	SP14112 Harkhali-Obokhali FCD Subproject	FCD	325	36	25/11/1999	07/11/2010	23/05/2004	17/07/2012	830	1,375	218	45	263	18,150	116,529	134,679			
Bagerhat	Fakumt	3	SP11010 Maskata Khal FCD Subproject	FCD	2,821	1	02/07/1996	10/01/2013	30/06/2000	17/10/2012	1,665	1,945	1,053	161	1,814	38,660	158,936	197,596	242,400	153,300	
Bagerhat	Chitalmai	4	SP13108 Kachubunia-Sandkhali FCD Subproject	FCD	550	13	13/08/1998	25/04/2013	25/02/2004	07/08/2012	334	410	200	45	245	25,050	29,050	54,100	48,000	6,600	
Bagerhat	Chitalmai	5	SP12028 Melarkul Khal FCD Subproject	FCD&WC	720	3	13/02/1997	03/12/2012	02/05/2001	05/08/2012	575	625	342	102	444	66,365	67,640	137,005	160,000	79,285	
Bagerhat	Sadar	6	SP25198 Lupaia-Surjabedi Subproject	FM	646	20	23/11/2006	10/11/2010	04/10/2010	19/07/2012	910	1,212	677	155	832	17,520	120,343	137,863			
Bagerhat	Sadar	7	SP25284 Goskara Subproject	FMD	650	2	30/12/2007	03/01/2012	20/03/2011	09/09/2012	596	698	294	134	428	28,330	138,000	166,330	138,000	85,343	
Bagerhat	Moriganj	8	SP24184 Tafaiban Khal Subproject	DR&WC	488	20	13/11/2005	15/11/2012	04/11/2010	30/09/2012	405	609	256	122	378	27,300	152,487	179,787	579,000	449,358	
Bagerhat	Sadar	9	SP43054 Dier Khal Subproject	DR&WC	665	1	07/06/2013	30/05/2013			468	524	246	124	370	18,500	18,500	37,000			
Bagerhat	Moriganj	10	SP43072 Pathura-Kaliban Subproject	FMD&RR	375	1	18/08/2013	10/06/2013			305	336	191	49	240	12,000	12,000	24,000			
Baruakhali	Sadar	11	SP15332 Balaiali DR Subproject	DR	519	22	20/02/2001	18/03/2014	15/07/2002	04/08/2013	252	274	124	36	160	62,960	116,730	181,720	149,500	147,500	
Baruakhali	Sadar	12	SP15290 Madha Khal DR Subproject	DR	417	23	26/02/2001	30/03/2010	22/06/2002	11/08/2013	272	446	125	63	188	80,940	127,990	208,930	600,000	507,000	
Baruakhali	Antali	13	SP15333 Katchakhora DR Subproject	DR	473	21	01/02/2001	15/04/2012	17/09/2002	04/09/2013	325	325	180	56	236	40,300	89,220	129,520	389,880	380,880	
Baruakhali	Patharghata	14	SP15268 Kalchira DR Subproject	DR	686	33	28/02/2000	03/08/2009	14/11/2002	14/07/2013	360	886	137	187	324	26,830	163,267	190,097	155,900	0	
Baruakhali	Patharghata	15	SP15279 Nornagapara Khal DR Subproject	DR	458	26	25/03/2001	11/10/2013	31/12/2003	08/10/2013	301	373	366	92	458	54,310	152,613	206,923	155,900	0	
Baruakhali	Patharghata	16	SP13071 Kachira-Hazri Khal DR Subproject	DR	300	1	02/06/1998	19/12/2012	22/06/2000	04/09/2013	348	839	660	352	1,012	96,680	384,500	484,180	795,000	780,500	
Baruakhali	Bamna	17	SP13049 Dawatila DR Subproject	DR	390	2	14/06/1998	31/05/2012	12/01/2002	07/10/2013	300	300	98	48	146	12,890	8,595	21,485	335,000	290,505	
Baruakhali	Betagi	18	SP14162 Kania-Mirjagaj FCD Subproject	FCD	400	25	01/03/2000	21/11/2012	11/08/2002	21/07/2013	426	426	340	113	453	72,105	200,000	372,105	477,671	470,000	
Baruakhali	Sadar	19	SP25324 Pann Khal Subproject	FMD&WC	560	17	08/04/2009	01/04/2013	03/04/2011	20/10/2013	340	424	91	68	159	36,140	66,934	103,074			
Baruakhali	Antali	20	SP25318 Mirar Khal-Magan Khal Subproject	DR&RR	640	56	16/10/2008	14/01/2014	28/04/2010	11/07/2013	354	458	223	124	347	19,680	400,420	420,400			
Baruakhali	Patharghata	21	SP23315 Kalnegha-Ghutabachha Subproject	DR&RR	623	58	16/11/2008	10/11/2012	26/06/2010	24/10/2013	378	450	210	95	305	21,700	34,030	55,730			
Baruakhali	Betagi	22	SP23508 Chikoto Mokama-Bana Mokama Sub	DR&RR	742	41	29/09/2008	21/09/2012	17/04/2010	15/07/2013	490	763	374	179	553	26,000	185,000	211,000	192,000	0	

Report on Catalog
(Map):



Report on Catalog (Description):

SP23060, Alam Khali Subproject

District : Dhaka Upazila : Dhamrai

General Subproject Information

Main Features

Subproject Type	: DR&WC
Gross Area (ha)	: 519
Net Area (ha)	: 442
EIRR (%)	: 21.10
Base Cost (tk)	: 6,295,026

Benefits Projected at Appraisal

	Pre-Project (ton)	Post-Project (ton)
Agriculture		
Cereal	: 2,878.0	3,039.0
Non Cereal	: 1,099.0	1,191.0
Fisheries	: 0.0	0.0

Description

The original proposal from the local people forwarded by Executive Engineer, Dhaka on 22/11/2000 was for Flood Management & Drainage Improvement (FMD) with a gross benefited area of 920 ha, intended to improve drainage by re-excavating the internal khals and borrowpit of the subproject area and conserve water for dry season irrigation by constructing WRS over Alamkhali khal.

The proposed subproject concept was reviewed and revised by the technical team of DDC Ltd based on: an independent PRA report, information and data collection from the field, and on the results of standard social/technical analysis. The key review/revision for the subproject were:

Physical Components

Name of Works	Size / Length(km)	Estimated Cost (tk)	Implementation Cost (tk)	Work Order Date	Physical Progress(%)
Jangalia Khal Re-excavation	0.50	115030	115,030	28/01/2006	100
Borrowpit Khal Re-excavation	2.07	470730	470,730	28/01/2006	100
Maderpur Br. Khal Re-excavation	0.80	120165	120,165	15/02/2006	100
Indora Branch Khal Re-excavation	0.85	318547	318,547	15/02/2006	100
Link Khal Re-excavation	0.18	32820	32,820	28/01/2006	100
Alamkhali Khal Re-excavation	4.80	1832463	1,832,463	28/01/2006	100
O&M Shed	9.00mX5.00m	261590	276,534	28/02/2005	100
Pipe Sluice at Ch.0+000 km on Link Khal	1 Vent-0.60m Dia	747930	859,455	28/02/2005	100
Regulator at Ch.0+145m on Alamkhali Khal	1 Vent-1.50mX1.80m	3241733	3,659,418	28/02/2005	100
		7,141,008	7,685,162		

Institutional Features

WMCA Age(months)	: 114
Total Household(s)(nos.)	: 767
Beneficiary Households(nos.)	: 356

Members(nos)			Capital Funds (tk)			Beneficiary Contribution(tk)	
Male	Female	%	Shares	Savings	Total	Target	Collected
438	151	165.4	153,800	1,450,648	1,604,448	150,461	159,620

Micro-Credit Information

Total Loan Disbursed (tk)	Total Loan Realized (tk)	Total Loanee (nos)	
		Male	Female
11,249,000	11,520,732	602	289

Report on Institutional Activities:

Quarterly Activities Report of WMCA

Reporting Time : 4th Quarter, 2014

- SP Name : Alam Khali Subproject, SP ID : SP23060, Upazila : Dhamrai, District : Dhaka
- Executive Committee : Ad-hock (Active), Female Member : 3, 2nd Committee, Last Election Date : 12/11/2010
- Last Audit Date : 13/12/2013, Last Audit Financial Year : 2013-2014
- Last AGM Date : 01/01/2013, Member Attended : 11.76%
- (a) FDR A/C No. : 59624501854, Opening Date : 01/02/2005, Amount : 159,620.00, Bank : Dhamrai, Dhaka
Operated By : WMCA
- (b) Operating A/C No. : 2549783148, Opening Date : 01/02/2006, Amount : 0.00, Bank : Dhamrai, Dhaka
- (c) Cost of Maintenance Works : (i) Own Fund (Tk.) : 120,000.00, (ii) Voluntary (Tk.) : 10,000.00, Others(Tk.) : 20,000.00
- WMCA Activities :

6. WMCA Activities :

Text Object

	WMCA Member (Nos)			WMCA Capital (BDT)				WMCA Micro-Credit Activities							
	Male	Female	Total	Share	Savings	Others	Total	No. of Loanee			Loan Disbursed (Tk)	Loan Realized (Tk)	Service Charge (Tk)	Loan Defaulter (Nos)	Default Amount (Tk)
								Male	Female	Total					
Progress in Quarter :															
Total :	439	156	595	162,820	1,646,662	0	1,809,482	602	289	891.00	11,249,000	11,520,732	5,000	20	200,000

- WMCA Capital : Bank Deposit : 159,620.00 Taka, Hand Cash : 135,000.00 Taka, Duration (Hand Cash) : 6 month.
- Yearly loan interest rate of Micro-Credit activities : 20.00 %
- Holdings Description :

House Hold Description	Total House Hold	Member House Hold	Non-Member House Hold

- Female Head House Hold : 100 Nos. Total Member House Hold : 350 Nos.

- Innovative Activities (Leadership, Micro-Credit etc.) if any :

Member Name (Male/Female)	Innovation Works Description
i) Mr.ABC	Irrigation
ii)	
iii)	

- Meeting of WMCA Executive Committee (Running Quarter) :

MeetingType	Total Meeting (Nos.)	Attended Member (Nos.)		
		Male	Female	Total
Monthly Meeting of Executive Committee	2	7	2	9
Weekly Meeting of WMG	5	15	4	19
O&M Sub-committee Meeting	4	10	2	12
Agriculture Sub-committee Meeting	2	50	2	52
Fish Sub-committee Meeting	2	40	0	40
Loan Sub-committee Meeting	5	100	80	180
Annual General Meeting	0	0	0	0

4

Chapter-4: Operation & Maintenance Module

To manage IWRM unit requirement efficiently, operation & Maintenance information to some extent is necessary. **Graphical views and tool details** of operation & Maintenance module are given below:

Periodic O&M **Lists of Subproject (Handed Over)**

Region: Barisal District: Bhola Upazila: Sadar

SPID	Subproject Name	SP Type	Handed Over Date	Sub-project Location
SP13088	South Charpata Khal DR Subproject	DR&WC	03/07/2000	Ilisha, Sadar, Bhola
SP15324	Rajapur-Bangerchar FCD Subproject	FCD	30/06/2002	Rajapur, Sadar, Bhola
SP43066	Bhelumia Subproject	DR&RR	17/11/2016	Velumia, Sadar, Bhola

Total SP: 3 Nos.

Handed over Subproject List

• Add New • Edit/Update • Read Only

Source of Fund: GpB Maint

Reporting Date: 22/11/2017 2010-11

- 1) Ranking of Subprojects
- 2.1) Annual Maintenance Cost Requirement
- 2.2) Maintenance Cost Requirement (Return)
- 3) Approval from SE Region
- 4) Primary Selection of SP from HQ for O&M
- 5) Fund Allocation
- 6) Fund Disbursement
- 7) Estimated Cost
- 8) Contract Amount
- 9) Progress with Running & Final Bill
- 10) Completion Report
- 11) Carried Over (Fund & Bill)
- 12) Pictures Information

Submit

Progress Status

Reports (Preview)

- SP Wise Reports
- Customized Reports
- Summary/Progress/Others Reports

Callouts:


- A: Entry Mode Selection:** Add new for new data entry, Update for editing already entered data & another read only.
- B: Entry Period Selection:** Source of fund and reporting Date.
- C: Subproject Selection:** Subprojects are listed by previous filtering of region, district & Upazila.
- D: Entry Form Selection:** There are Thirteen types of data entry form. Each form has individual window.
- E: Reports Selection:** There are three types of reports.

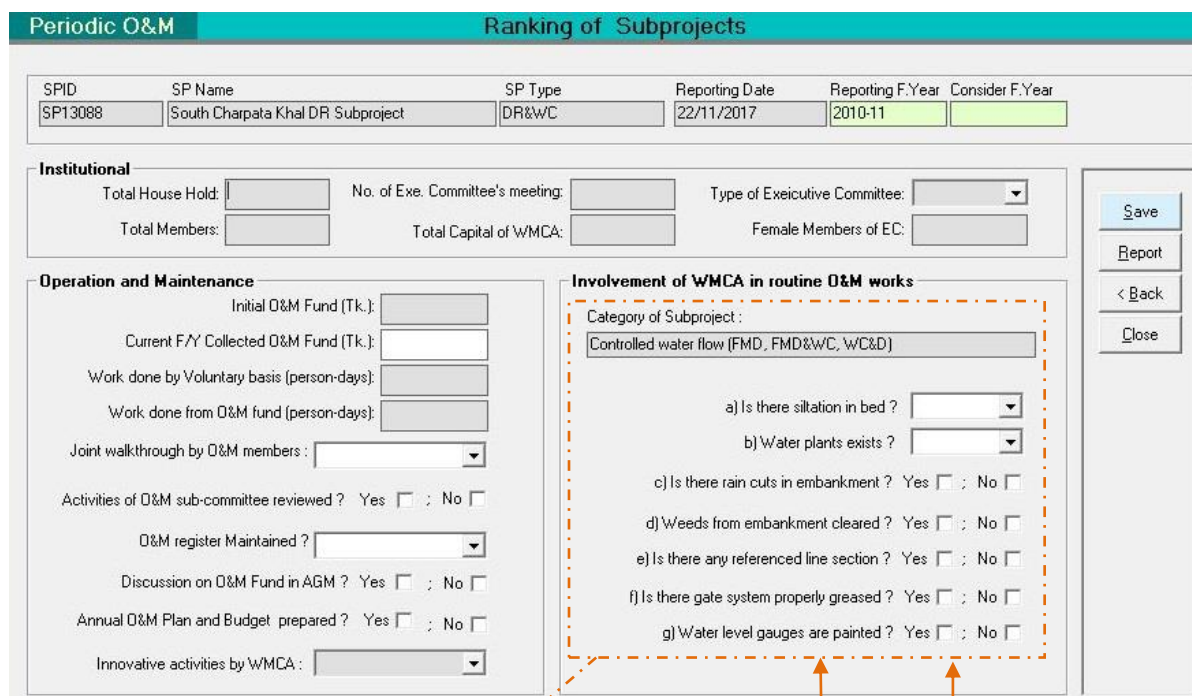
N: B: Periodic option is default for Operation and maintenance Modul but If you need to Emergency maintenance then click **Emergency**. In addition, data entry process same as periodic module.

Operation and Maintenance

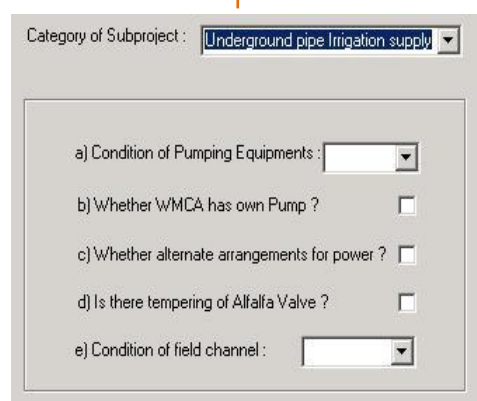
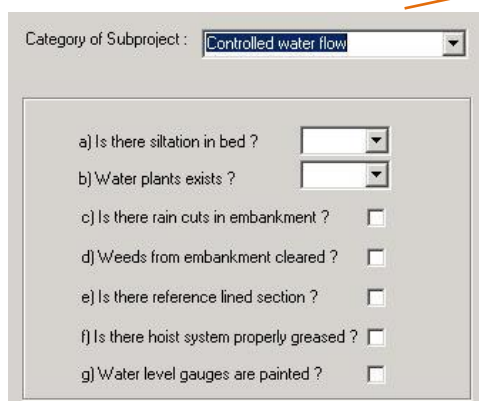
☒ Periodic ☐ Emergency

4.1 Ranking of Subprojects Data Entry

Step-1: Select Source of Fund, Reporting date & Subproject from Subproject List of O&M module's main Interface and click  **1) Ranking of Subprojects** button, data entry screen will appear as below:



Auto changeable data entry fields, based on subproject type.




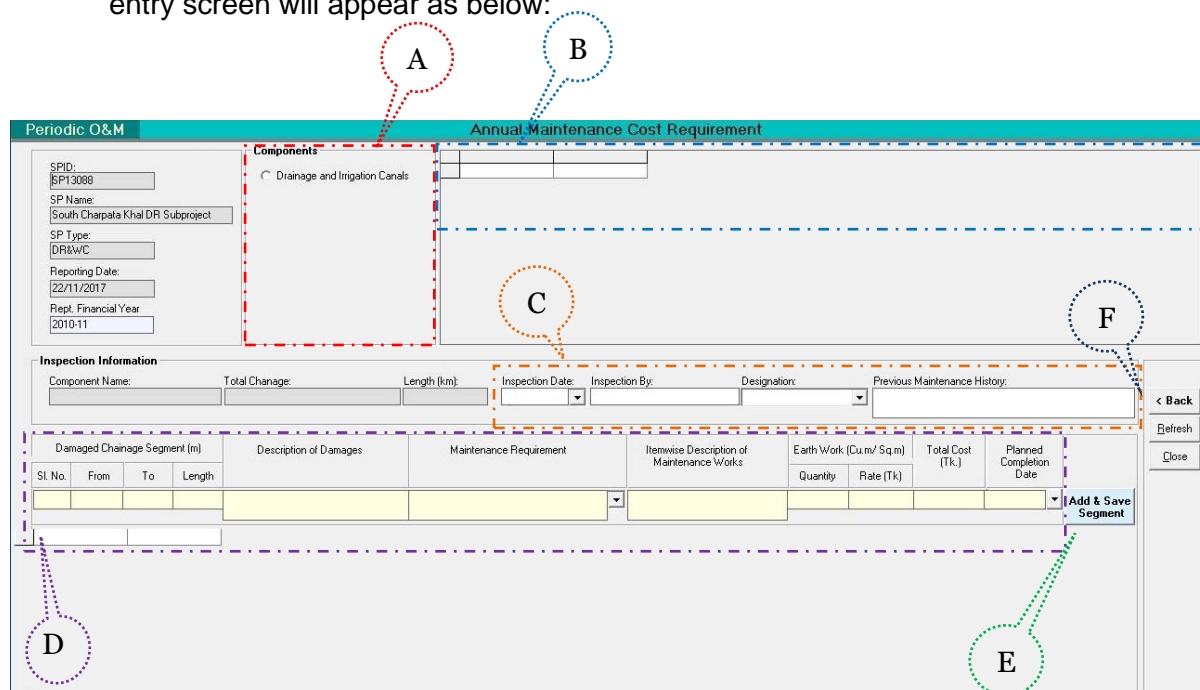
Step-2: Fill necessary information in the respective boxes.

Step-3: Click **"Save"** button to save record.

Step-4: Click **"<Back"** button to close the window and back to the Main Interface.

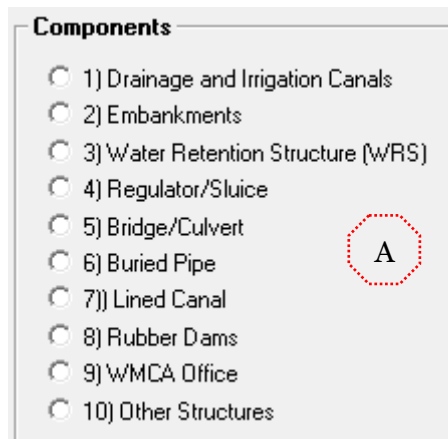
4.2.1 Annual Maintenance Cost Requirement Data Entry

Step-1: Select Source of Fund, Reporting date & Subproject from Subproject List of O&M module's main Interface and click  **2) Annual Maintenance Cost Requirement** button, data entry screen will appear as below:



Step-2:

A) Chose desired **Component Type** from the list of component type.



B) Chose desired **Component** from the list of component details.

Individual Component Details:

Component Name	Length (km)	Chainage	Completion Date	Contract Amount(BDT)
Re-excavation of Kahalia Khal	6.6	Ch. 0+000Km to Ch.6+600Km	30/04/2008	1953925
Re-excavation of Shinghar Khal	1.1	Ch.0+000Km to Ch. 1+100Km	30/04/2008	90350
▶ Re-excavation of Kawakuli Khal	1.884	Ch.0+000Km to Ch.1+884Km	30/04/2008	284320
Re-excavation of Nawabari Khal	1.5	Ch.0+000Km to Ch.1+500Km	30/04/2008	276094
Re-excavation of Jura Khal	1.1	Ch. 0+000Km to Ch. 1+100Km	30/04/2008	121235

C) Fill up the text boxes of **Inspection details**.

Inspection Details:

Inspection Date:	Inspection By:	Designation:	Previous Maintenance History:
15/07/2014	Mr. A	SAE	N/A

Step-3:

D) Fill up **Segment-wise** data entry fields.

Damaged Chainage Segment (m)				Damage Type	Description of Damages	Itemwise Description of Maintenance Works	Earth Work (Cu.m/ Sq.m)		Turfing (Sq.m)		Total Cost (Tk.)	Planned Completion Date
Sl. No.	From	To	Length				Quantity	Rate (Tk)	Quantity	Rate (Tk)		
3	2000	3200	1200	Slope Damaged			4200	100			420000	23/11/2014
1	0	500	500	Siltation			2000	100	0	0	200000	25/11/2014
2	500	1500	1000	Siltation			4000	120	0	0	480000	

Segment-wise data list, based on selected subproject & component.


Segment-wise data entry fields.

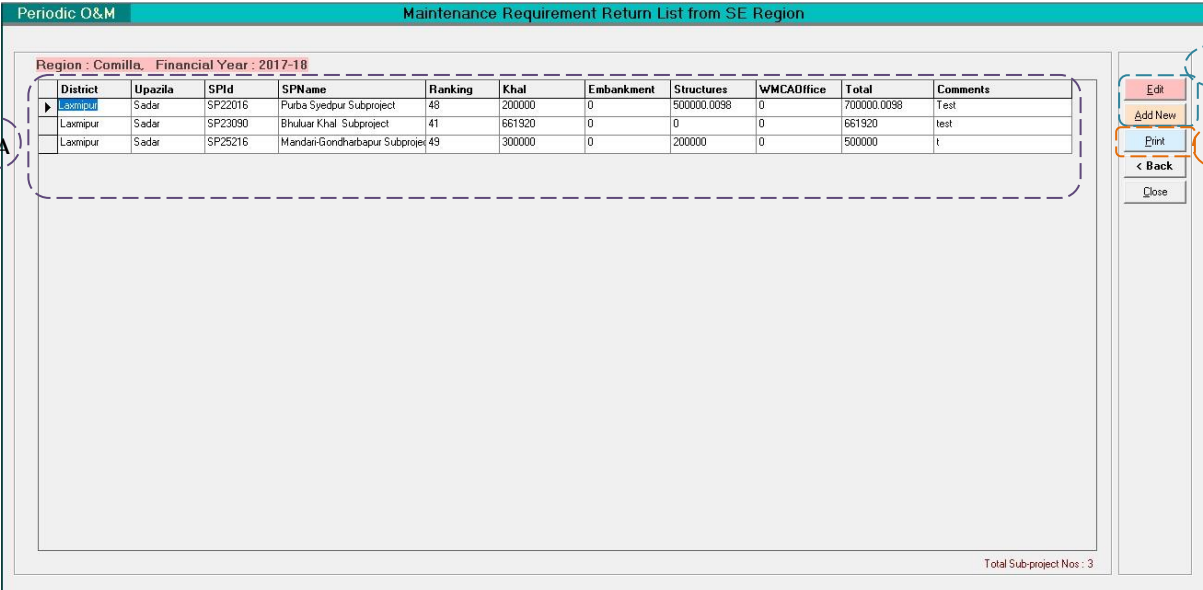
E) Click **Add & Save Segment** button, to add segment-wise damage information.

Step-4:

Click "**<Back**" button to close the window and back to the Main Interface.

4.2.2 Maintenance Cost Requirement (Return)

Step-1: click  button, return list screen will appear as below:



Periodic O&M Maintenance Requirement Return List from SE Region

Region : Comilla, Financial Year : 2017-18

District	Upazila	SPId	SPName	Ranking	Khal	Embankment	Structures	WMCAOffice	Total	Comments
Laxmipur	Sadar	SP22016	Purba Syedpur Subproject	48	200000	0	500000.0098	0	700000.0098	Test
Laxmipur	Sadar	SP23090	Bhuluar Khal Subproject	41	661920	0	0	0	661920	test
Laxmipur	Sadar	SP25216	Mandari-Gondharbapur Subproject	49	300000	0	200000	0	500000	t

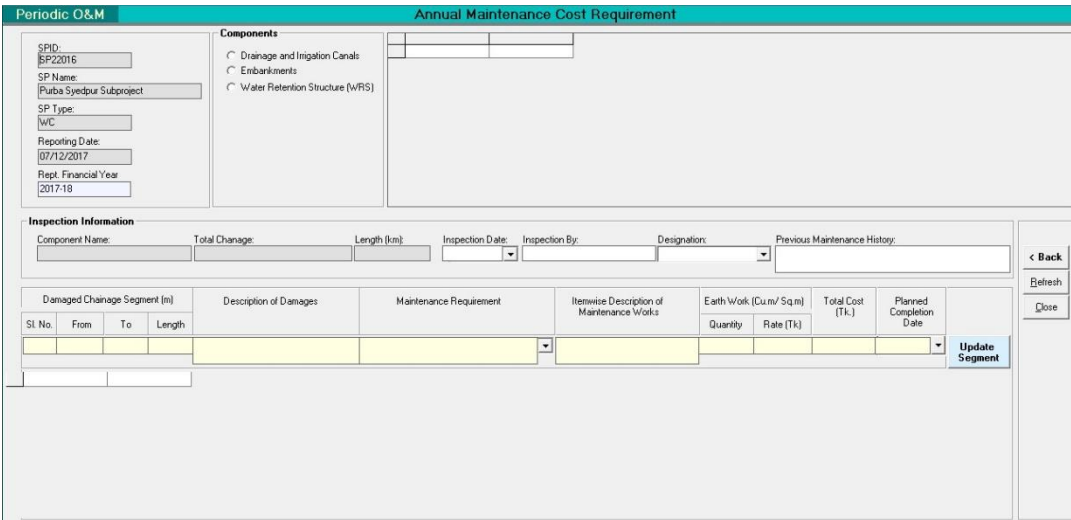
Total Sub-project Nos : 3

Buttons: Edit, Add New, Print, < Back, Close

A Selection Area: Select the Subproject which will need to Edit or Update.

Edit & Add New: Update for already entered data, Add new for new data entry,

Print: Return List



Periodic O&M Annual Maintenance Cost Requirement

SPID: SP22016
 SP Name: Purba Syedpur Subproject
 SP Type: WRS
 Reporting Date: 07/12/2017
 Rept. Financial Year: 2017-18

Components:
☐ Drainage and Irrigation Canals
☐ Embankments
☐ Water Retention Structure (WRS)

Component Name: Total Change: Length (km): Inspection Date: Inspection By: Designation: Previous Maintenance History:

SI No.	From	To	Length	Description of Damages	Maintenance Requirement	Itemwise Description of Maintenance Works	Earth Work (Cum/Sq.m)	Total Cost (Tk.)	Planned Completion Date

Update Segment

Buttons: < Back, Refresh, Close

Step-2:

Data Editing Page: Follow 4.2.1 Annual Maintenance Cost Requirement Data Entry

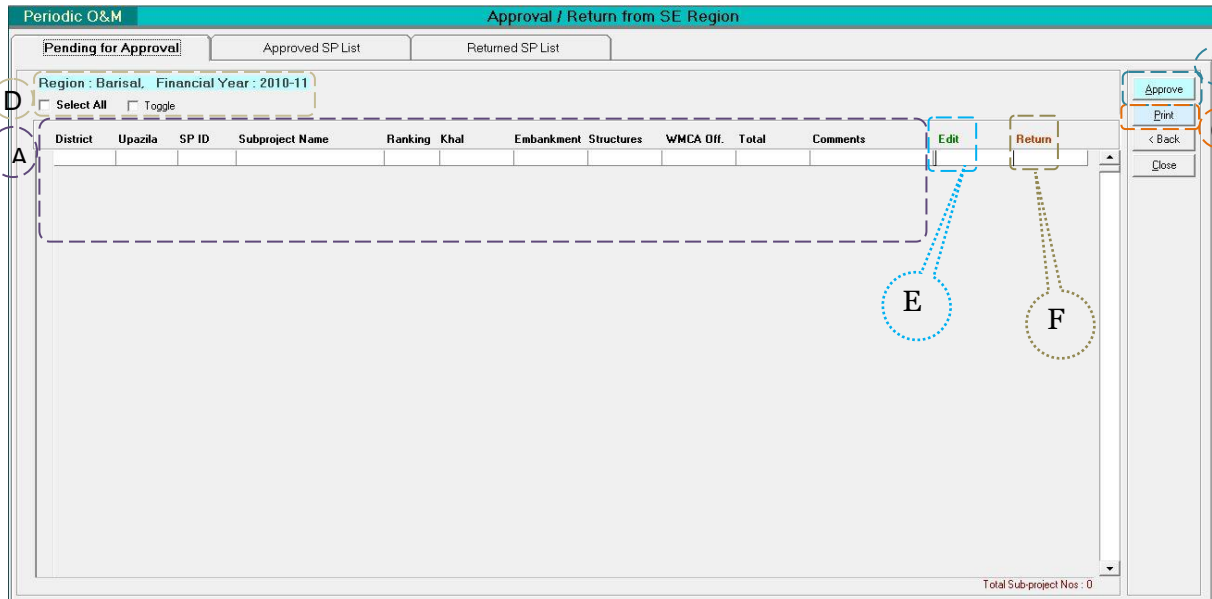
Step-3:

Click "<Back" button to close the window and back to the Main Interface.

4.3 Approval for SE Region

1. Pending for Approval

Step-1: click  3) Approval from SE Region button, data entry screen will appear as below:

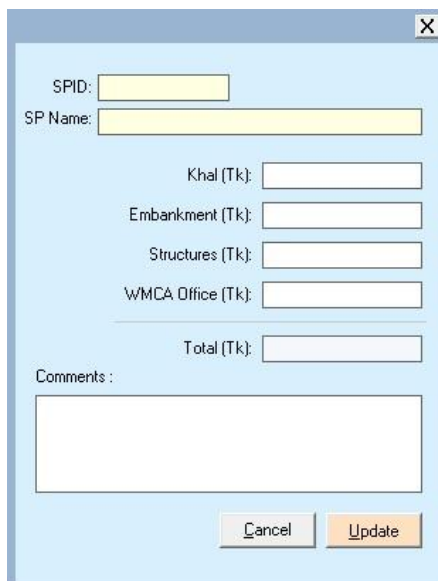


A **SP Selection:** Select the Subproject which you want to approve.

B **Approve:** Click Approve

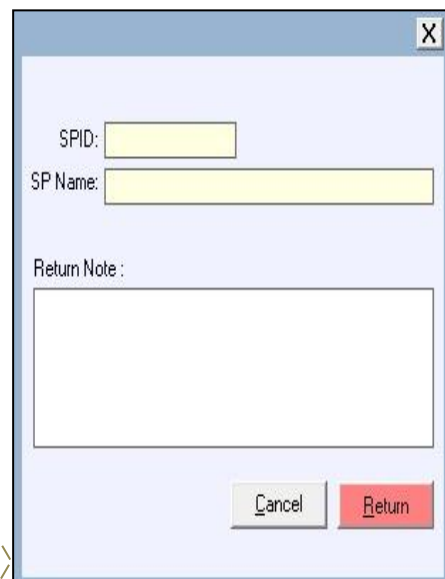
D **Select All & Toggle:** If approve all of subproject then click 'Select All' checkbox, in case needed all subproject except one or more SP, after that select toggle checkbox and deselect which are not to need.

C **Print:** Before approval list of Subproject



E

Edit: Select the subproject which you need to edit then click 'Edit', type comments finally click 'Update'




F

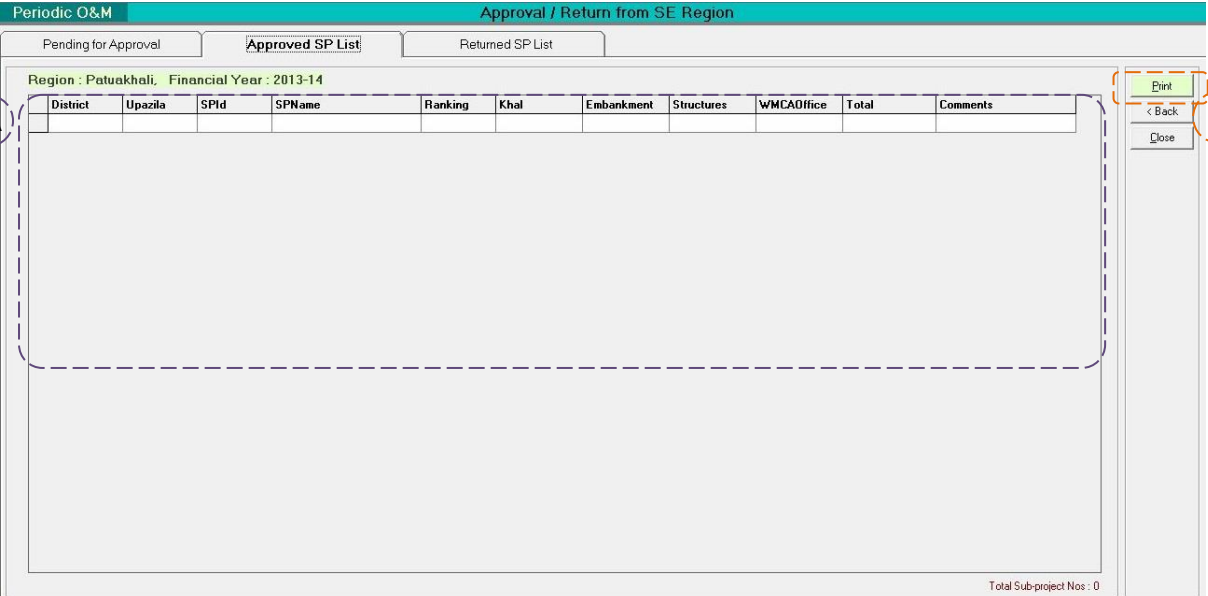
Return: Frist select subproject then click return type return note then click 'Return'.

Step-2:

Click "<Back" button to close the window and back to the Main Interface.

2. Approval SP List


Step-1: click  3) Approval from SE Region button, then click  Approved SP List data entry screen will appear as below:



A Subproject List: Here are appeared list of approval subproject

B Print: Approval list of Subproject

Step-2:


- A. In the selection area you have to see approved subproject list
- B. Click Print then appeared Approved Subproject list report then click  button, then click OK.

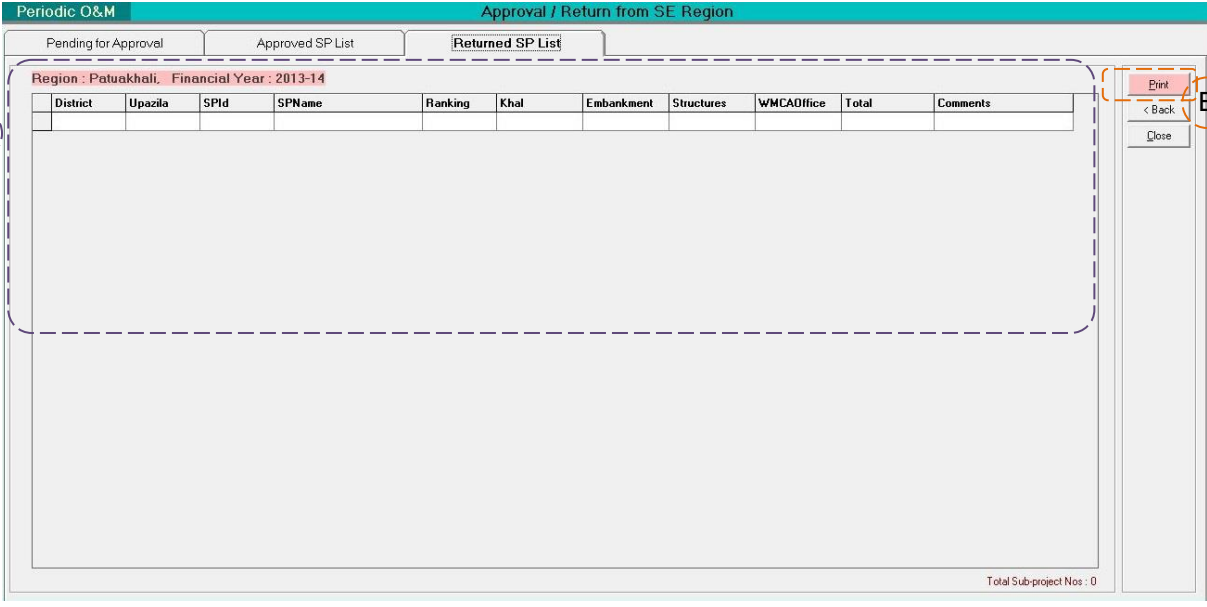


Step- 3:

Click “<Back” button to close the window and back to the Main Interface.

3. Returned SP List


Step-1: click  3) Approval from SE Region button, then click Returned SP List data entry screen will appear as below:



A Subproject List: Here are appeared Returned SP list Subproject list.

B Print: Returned list of Subproject

Step-2:

- In the selection area you have to see Returned subproject list
- Click Print then appeared Returned Subproject list report, then click  print button, after that click OK.




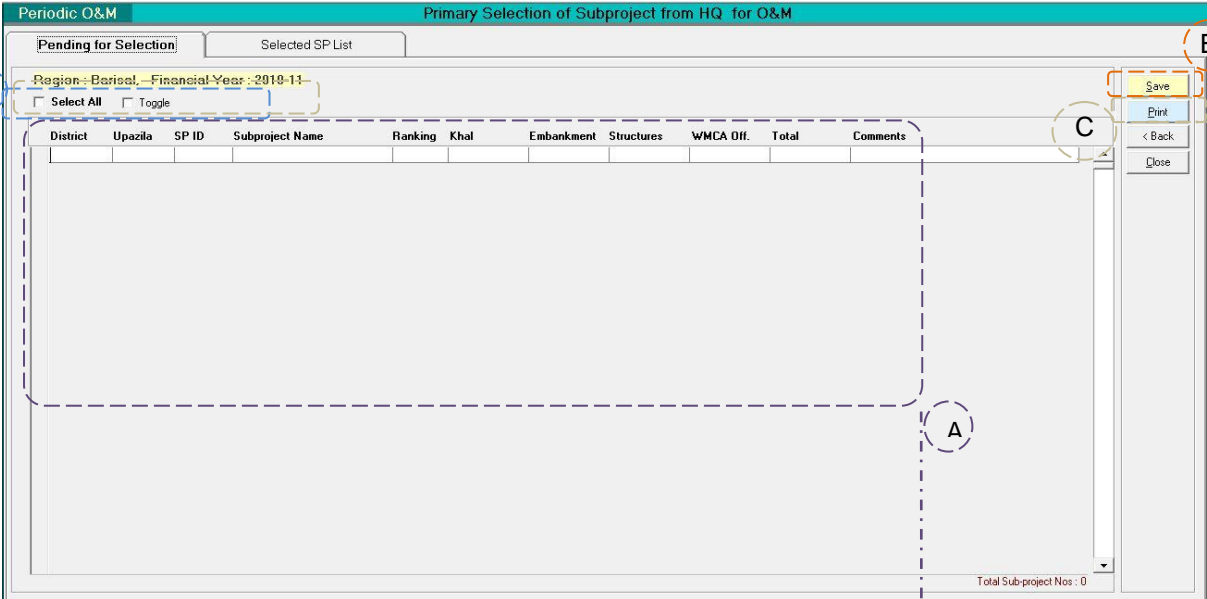
Step-3:

- Click "<Back" button to close the window and back to the Main Interface.

4.4 Primary Selection of SP from HQ for O&M

1 Pending for Selection

Step-1: click  4) Primary Selection of SP from HQ for O&M button, then click **Pending for Selection** data entry screen will appear as below:



Subproject List: Here are appeared Pending SP list


Select All & Toggle: If approve all of subproject then click 'Select All' checkbox, in case need to all subproject except one or more SP, after that select toggle checkbox and deselect which are not need.

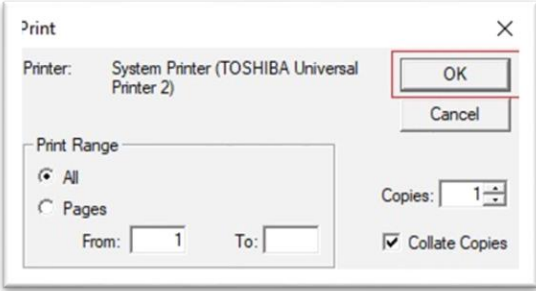
Save: Click "Save" button to save

Print: Print to Pending for selection list of Subproject

Step- 2:

- A. Click Subproject in subproject list
- B. Click Save.


C. Click Print then appeared Returned Subproject list report, then click  print button, after that click OK.

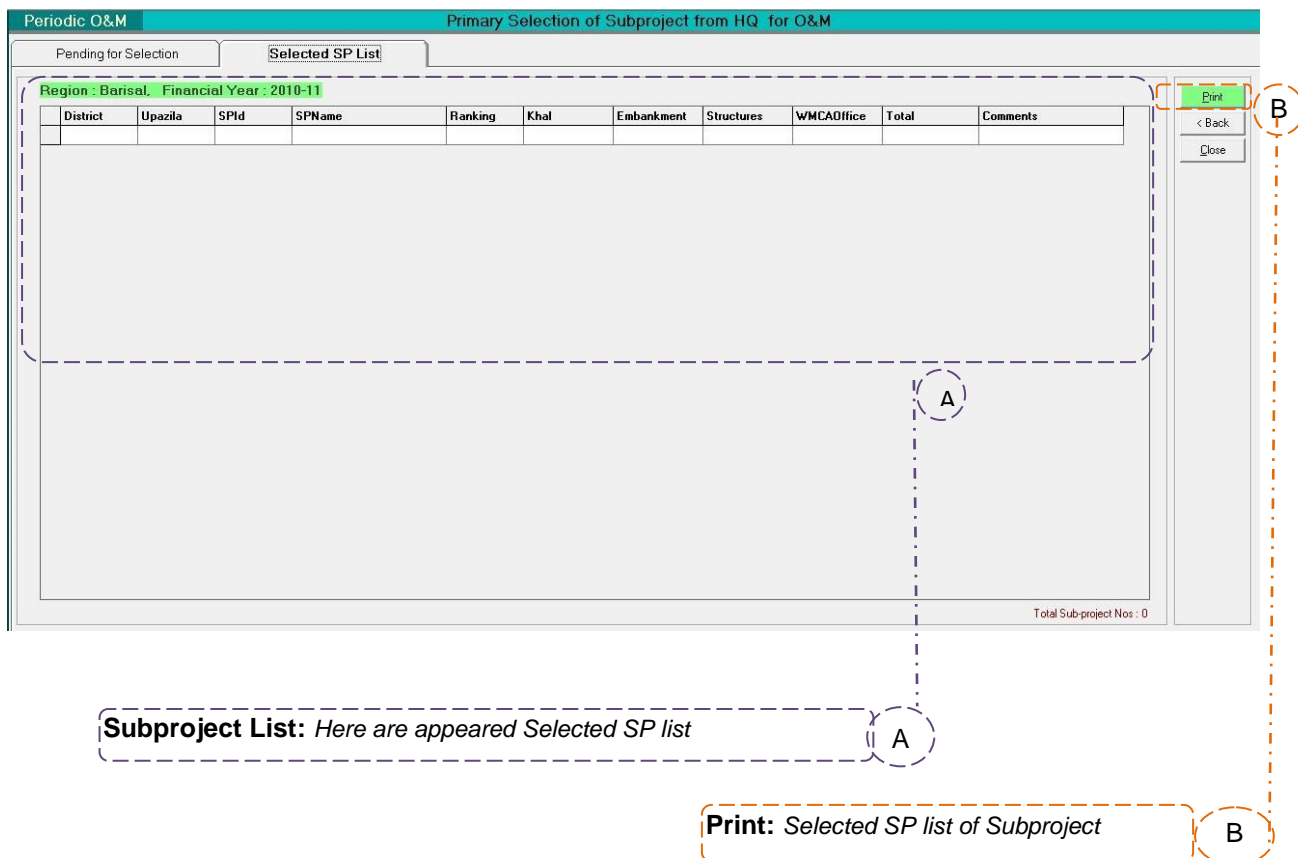


Step- 3:

Click "<Back" button to close the window and back to the Main Interface.

2. Selected SP List

Step-1: click  4) Primary Selection of SP from HQ for O&M button, then click **Selected SP List** data entry screen will appear as below:



Periodic O&M Primary Selection of Subproject from HQ for O&M

Pending for Selection Selected SP List

Region : Barisal, Financial Year : 2010-11

District	Upazila	SPId	SPName	Ranking	Khal	Embankment	Structures	WMCAOffice	Total	Comments
----------	---------	------	--------	---------	------	------------	------------	------------	-------	----------

Print < Back Close


Total Sub-project Nos : 0

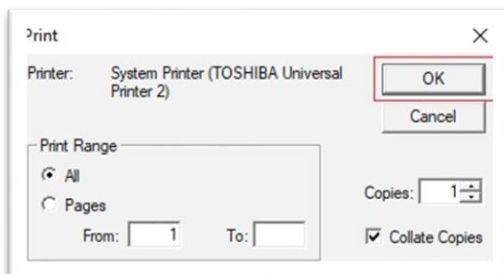
Subproject List: Here are appeared Selected SP list

Print: Selected SP list of Subproject

Step- 2:

A. In the selection area you have to see primary selected subproject list

B. Click Print then appeared primary selected subproject list report, then click  print button, after that click OK.



Print

Printer: System Printer (TOSHIBA Universal Printer 2)

Print Range

☒ All

☐ Pages

From: 1 To:

Copies: 1

☒ Collate Copies

OK Cancel

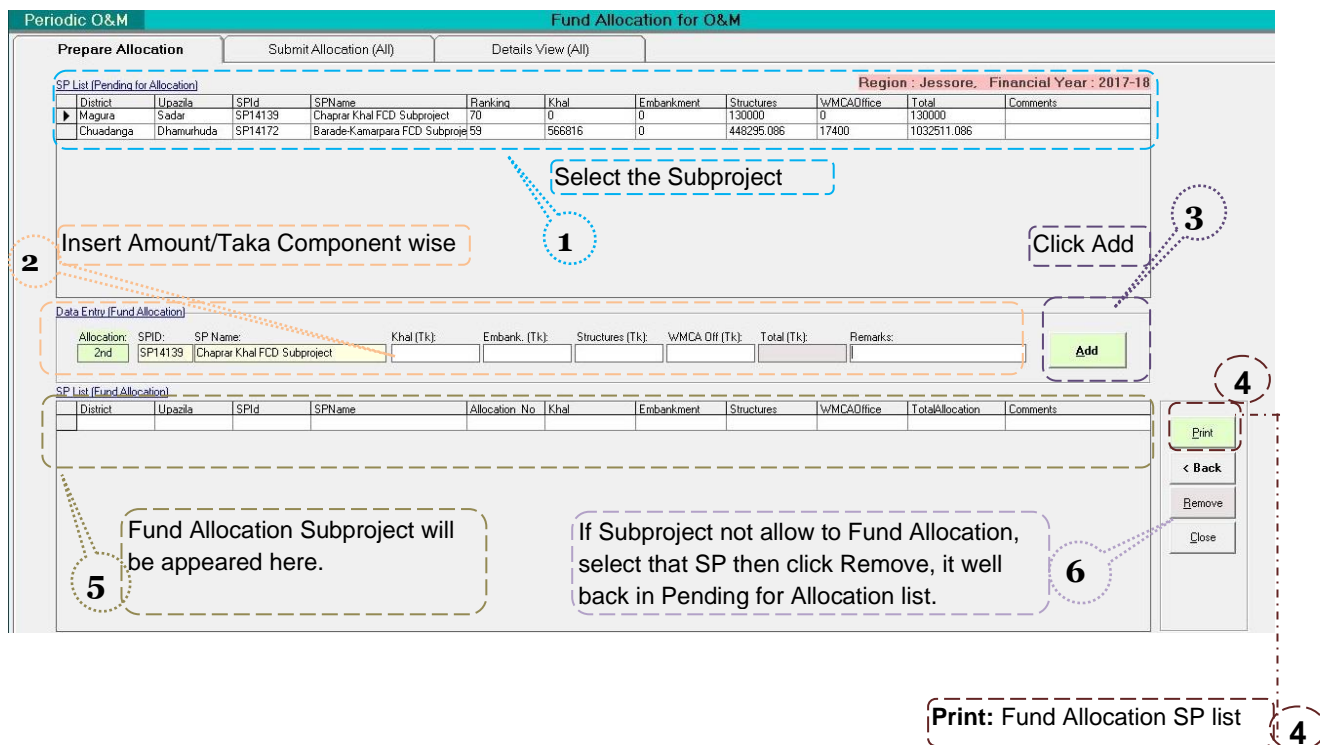
Step- 3:

Click "**<Back**" button to close the window and back to the Main Interface.

4.5 Fund Allocation

1. Prepare Allocation

Step-1: click  5) Fund Allocation button, data entry screen will appear as below:



The screenshot shows the 'Fund Allocation for O&M' interface. It includes a 'Prepare Allocation' tab, a table of subprojects, a data entry form, and a list of allocated subprojects. Numbered callouts indicate key features:

- 1:** Select the Subproject (points to the subproject table).
- 2:** Insert Amount/Taka Component wise (points to the data entry form).
- 3:** Click Add (points to the 'Add' button).
- 4:** Print (points to the 'Print' button in the bottom right).
- 5:** Fund Allocation Subproject will be appeared here. (points to the 'SP List (Fund Allocation)' table).
- 6:** If Subproject not allow to Fund Allocation, select that SP then click Remove, it will back in Pending for Allocation list. (points to the 'Remove' button).

SP List (Pending for Allocation)

District	Upazila	SPId	SPName	Banking	Khal	Embankment	Structures	WMCAOffice	Total	Comments
Magura	Sadar	SP14139	Chaprar Khal FCD Subproject	70	0	0	130000	0	130000	
Chuadanga	Dhamurhuda	SP14172	Barade-Kamarpara FCD Subproj	59	566816	0	448295.086	17400	1032511.086	

Region : Jessore, Financial Year : 2017-18

Data Entry (Fund Allocation)

Allocation: 2nd SPID: SP14139 SP Name: Chaprar Khal FCD Subproject Khal (Tk): Embank (Tk): Structures (Tk): WMCA Off (Tk): Total (Tk): Remarks:

SP List (Fund Allocation)

District	Upazila	SPId	SPName	Allocation No	Khal	Embankment	Structures	WMCAOffice	TotalAllocation	Comments
----------	---------	------	--------	---------------	------	------------	------------	------------	-----------------	----------

Print: Fund Allocation SP list

Step- 2:

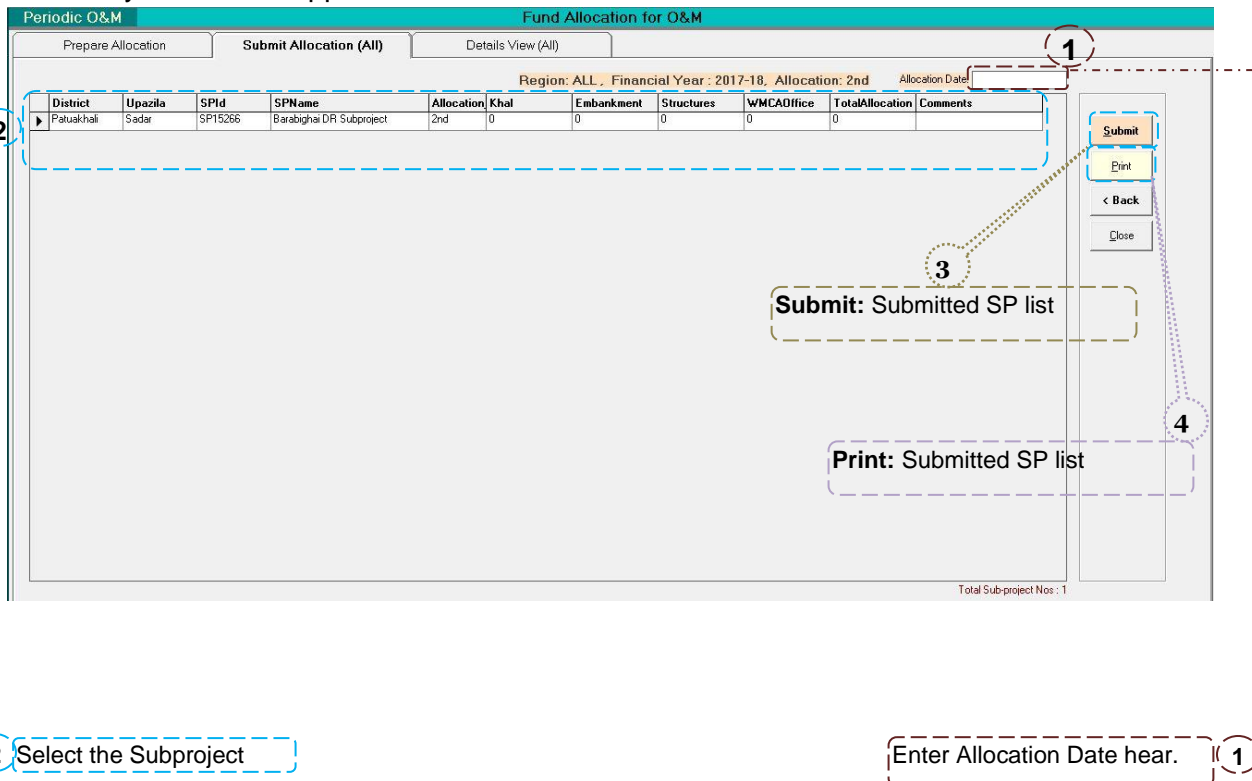
- Select the desire subproject in the pending for allocation list
- Enter allocation amount in component wise
- Click **Add** Button.
- If you need to print fund allocation list then clicks print.
- If you need to remove subproject list after allocation list then select that subproject.
- Click **Removed** button.

Setp-3:

Click "**<Back**" button to close the window and back to the Main Interface.

2. Submit Allocation (All)

Step-1: click  button, then click **Submit Allocation (All)** data entry screen will appear as below:



Periodic O&M Fund Allocation for O&M

Prepare Allocation Submit Allocation (All) Details View (All)

Region: ALL, Financial Year : 2017-18, Allocation: 2nd Allocation Date:

District	Upazila	SPId	SPName	Allocation	Khal	Embankment	Structures	WMCAOffice	TotalAllocation	Comments
▶ Patuakhali	Sadar	SP15266	Barabigha DR Subproject	2nd	0	0	0	0	0	

Submit
Print
< Back
Close

Submit: Submitted SP list

Print: Submitted SP list

Total Sub-project Nos : 1

2 Select the Subproject

1 Enter Allocation Date hear.

Step- 2:

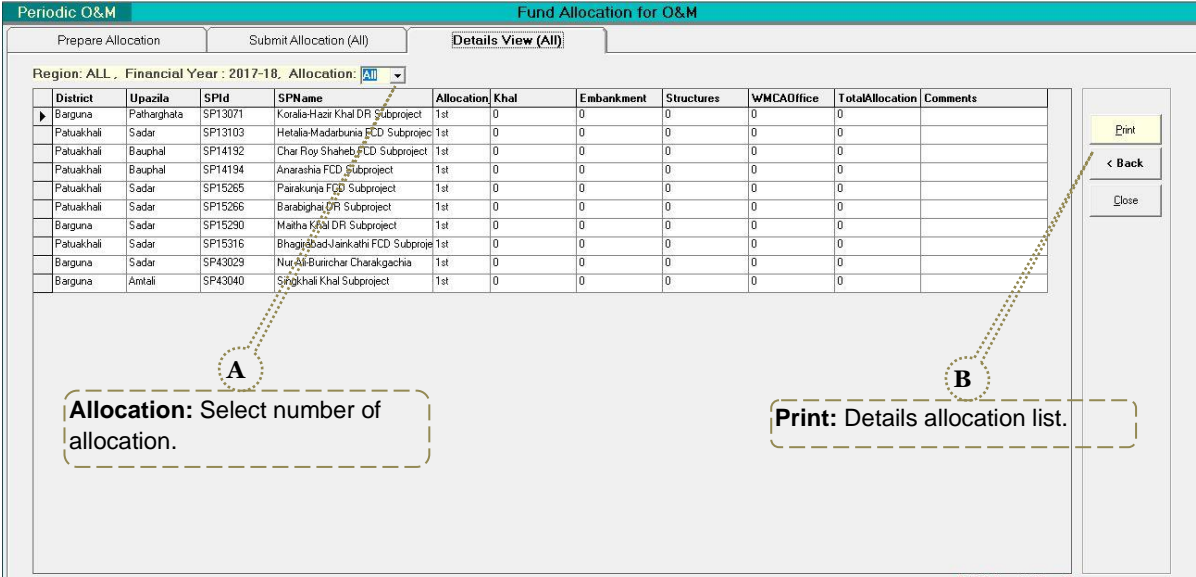
- Enter Allocation **Date**
- Selected the expected subproject which you want to submit for allocation
- Click **Submit** Button.
- If you need to print Submit allocation list then click **print**.

Step- 3:

Click “<**Back**” button to close the window and back to the Main Interface.

3. Details View (All)

Step-1: click  button, then click  data entry screen will appear as below:



Periodic O&M Fund Allocation for O&M

Prepare Allocation Submit Allocation (All) **Details View (All)**

Region: ALL, Financial Year : 2017-18, Allocation: **All**

District	Upazila	SPID	SPName	Allocation	Khal	Embankment	Structures	WMCADOffice	TotalAllocation	Comments
Barguna	Patharghata	SP13071	Koralia-Hazir Khal DR Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP13103	Hetalia-Madarbunia FCD Subproject	1st	0	0	0	0	0	
Patuakhali	Bauphal	SP14132	Char Roy Shohab FCD Subproject	1st	0	0	0	0	0	
Patuakhali	Bauphal	SP14194	Anarashia FCD Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP15265	Parakunja FCD Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP15266	Barabigha DR Subproject	1st	0	0	0	0	0	
Barguna	Sadar	SP15290	Malha Khal DR Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP15316	Bhagabadi-Jainkathi FCD Subproject	1st	0	0	0	0	0	
Barguna	Sadar	SP43029	Nugla-Burichar Charakgachia	1st	0	0	0	0	0	
Barguna	Antali	SP43040	Singkhali Khal Subproject	1st	0	0	0	0	0	

Print

< Back


Close

A Allocation: Select number of allocation.

B Print: Details allocation list.

Total Sub-project Nos : 10

Step- 2:

- Firstly, you select which number of allocations you want to see.
- Then appeared allocation list
- Click **Print** then open Detail view of submitted list, then click  print option is appear, after that click **OK**.



Print

Printer: System Printer (TOSHIBA Universal Printer 2)

Print Range

☒ All

☐ Pages

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OK

Cancel

- If you need to print Submit allocation list then click **print**.

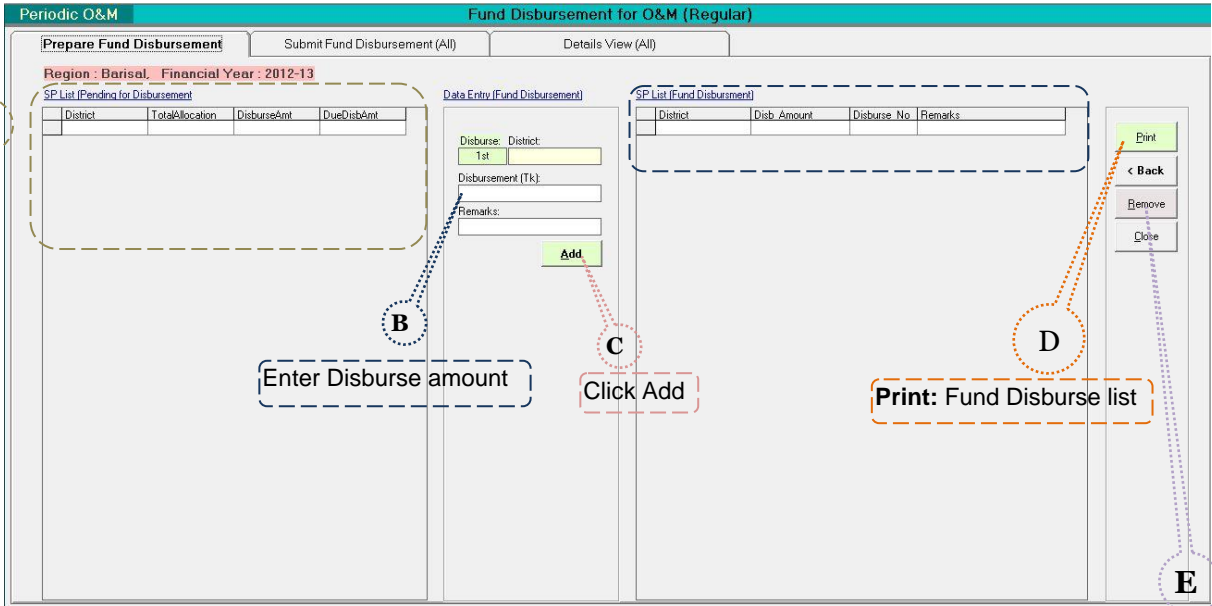
Step- 3:

Click "**<Back**" button to close the window and back to the Main Interface.

6. Fund Disbursement

1. Prepare Fund Disbursement

Step-1: click  **Fund Disbursement** button data entry screen will appear as below:



A Selection: Select District in selection areas


B Enter Disburse amount

C Click Add

D Print: Fund Disburse list

E If not allow to Disburse, select that District then click Remove

Step- 2:

- Select District which you want to Disburse.
- Enter Amount/ Taka
- Click Add Button
- Click **Print**, Fund Disburse list will be appeared, then click  print, after that click **OK**.




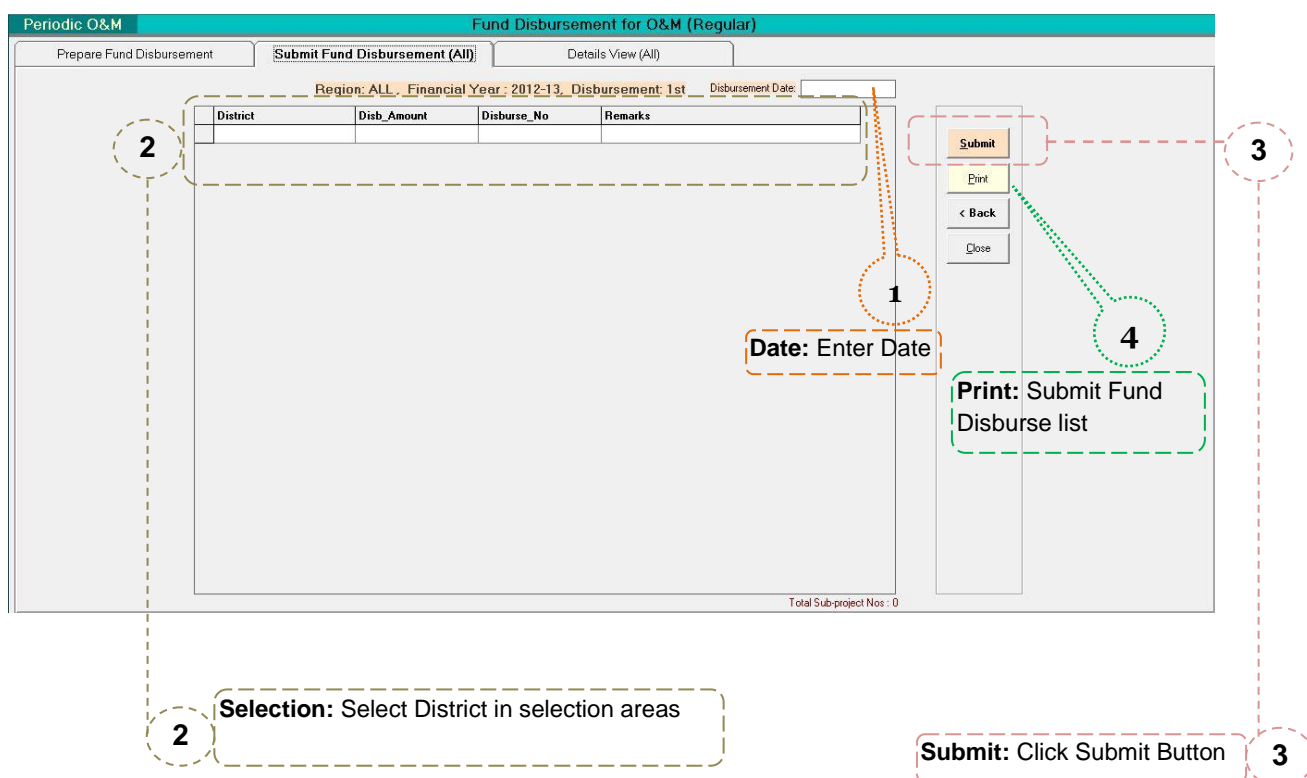
- If not allow to Disburse, select that **District** then click **Remove**

Step- 3:

Click "**<Back**" button to close the window and back to the Main Interface.

2. Submit fund Disbursement (All)


Step-1: click  **6) Fund Disbursement** button, then click **Submit Fund Disbursement (All)** button, data entry screen will appear as below:



2 Selection: Select District in selection areas

3 Submit: Click Submit Button

Step- 2:

- Enter Disbursement **Date**
- Select District which you want to Submit
- Click **Submit** Button
- Click **Print**, Submit Fund Disburse list will be appeared, then click  print, after that click **OK**.



Step- 3:

Click "**<Back**" button to close the window and back to the Main Interface.

3. Details View (All)

Step-1: click **6) Fund Disbursement** button, then click **Details View (All)** button, data entry screen will appear as below:

Periodic O&M Fund Disbursement for O&M (Regular)

Prepare Fund Disbursement Submit Fund Disbursement (All) Details View (All)

Region: ALL, Financial Year : 2012-13, Disbursement: All

District	Disb_Amount	Disburse_No	Remarks
----------	-------------	-------------	---------

Print

< Back

Close

Print: Details View list

Total Sub-project Nos : 0

2 Selection: Select District in selection areas

1 Disbursement: Click disbursement dropdown button and select ones

Step- 2:

- Select number of disbursement dropdown arrow then select number
- Appear selected disbursement list
- Click **Print**, Submit Fund Disburse list will be appeared, then click print, after that click **OK**.

Print

Printer: System Printer (TOSHIBA Universal Printer 2)

OK

Cancel

Print Range

☒ All

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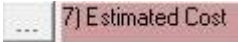
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Step- 3:

Click "**<Back**" button to close the window and back to the Main Interface.

7. Estimated Cost

1. Prepare Estimated Cost

Step-1: click  button data entry screen will appear as below:

Periodic O&M Fund Estimated Cost for O&M

Prepare Estimated Cost Submit Estimated Cost (All) Details View (All)

Estimate: 5th Region: Patuakhali, Financial Year: 2017-18

District	Upazila	SPId	SPName	Ranking	Khal	Embankment	Structures	WMCAOffice	Total	Comments
Barguna	Patharghata	SP13071	Koralia-Hazir Khal DR Subproject	74	1043331	0	0	0	1043331	
Patuakhali	Sadar	SP13103	Hetalia-Madarbunia FCD Subproject	58	0	959646.325	0	0	959646.325	
Patuakhali	Baughal	SP14192	Char Roy Shaheb FCD Subproject	44	0	2445539.355	0	0	2445539.355	
Patuakhali	Baughal	SP14194	Amerakia FCD Subproject	54	0	406144.75	0	0	406144.75	
Patuakhali	Sadar	SP15265	Parakuria FCD Subproject	57	0	1016281.0154	0	0	1016281.0154	
Patuakhali	Sadar	SP15266	Barabigha DR Subproject	46	394157.3	0	0	0	394157.3	
Barguna	Sadar	SP15290	Matia Khal DR Subproject	71	1288150	0	0	0	1288150	
Patuakhali	Sadar	SP15316	Bhagirabad-Jankathi FCD Subproject	42	116997.7	138530	0	0	255527.7	
Barguna	Belagi	SP25308	Chhoto Mokamia-Bara Mokamia	76	3521485.5	0	0	0	3521485.5	
Barguna	Amitali	SP25318	Mirar Khal-Magan Khar Khal Subproject	69	3292445.04	0	0	0	3292445.04	
Barguna	Sadar	SP25324	Parir Khal Subproject	68	417980	0	0	0	417980	
Barguna	Belagi	SP42016	Gabus Fultala Subproject	70	4150487.1	0	0	0	4150487.1	
Barguna	Sadar	SP42024	Nishanbari-Gazi Mahmud Subproject	59	1579579.2	0	0	0	1579579.2	
Barguna	Sadar	SP43029	Nur Ali-Burichar Charakgachia	67	3396366	0	0	0	3396366	
Barguna	Sadar	SP43030	Aylapatakata Subproject	58	2755828	0	0	0	2755828	
Barguna	Amitali	SP43040	Singkhali Khal Subproject	66	3477689.04	0	0	0	3477689.04	
Barguna	Sadar	SP43041	Sonbunia Subproject	62	0	1906666.96	0	0	1906666.96	
Barguna	Amitali	SP43044	Garabunia Subproject	66	2202548.52	0	0	0	2202548.52	
Barguna	Belagi	SP43048	Deshantarkathi-Gourbunia Subproject	66	3486863.25	0	0	0	3486863.25	
Barguna	Amitali	SP44103	Gothkhali-Chalitabunia Khal Subproject	71	3833808.9	0	0	0	3833808.9	


Add New Edit Print < Back Close

2 Selection: Select District in selection areas

2 Add New: If need to new data entry Click Add new
Edit: Whether need to update any data then click Edit

3 Print: Estimated Cost list

Step- 2:

- Select District
- Appear selected disbursement list
- Click **Print**, Submit Fund Disburse list will be appeared, then click  print, after that click **OK**.

Print

Printer: System Printer (TOSHIBA Universal Printer 2)

Print Range

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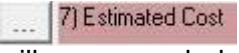

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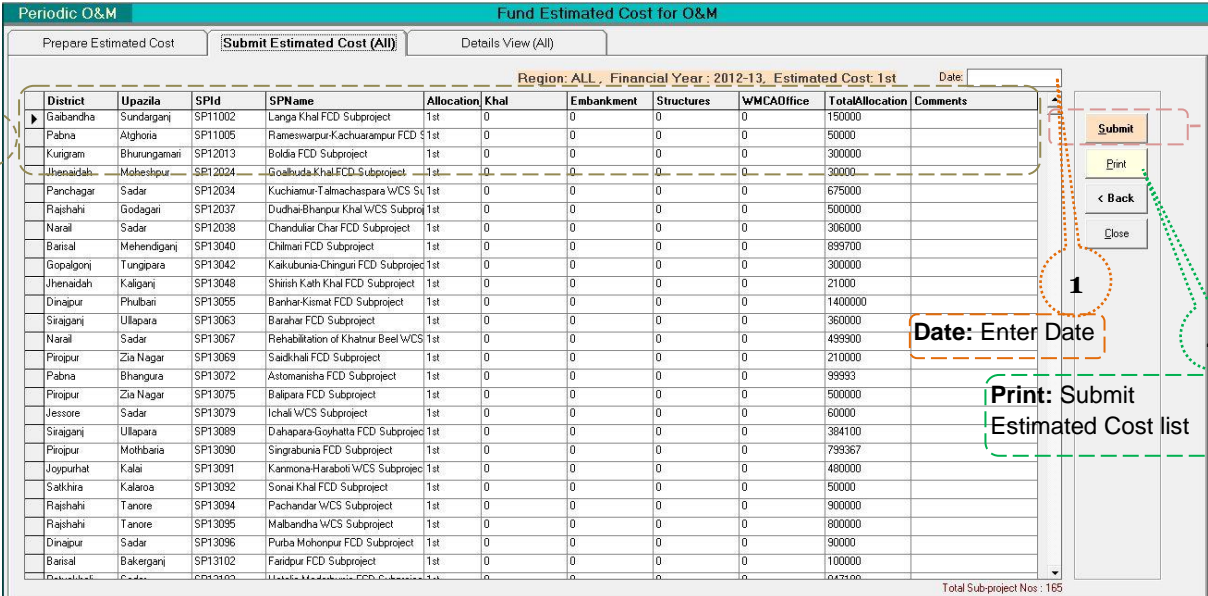
OK Cancel

Step- 3:

Click "**<Back**" button to close the window and back to the Main Interface.

2. Submit Estimated Cast (All)


Step-1: click  button, then click  button, data entry screen will appear as below:



Selection: Select District in selection areas

Submit: Click Submit Button

Step- 2:



- Enter Submit Estimate **Date**
- Select District which you want to Submit
- Click **Submit** Button
- Click **Print**, Submit Fund Disburse list will be appeared, then click  print, after that click **OK**.



Step- 3:


Click "**<Back**" button to close the window and back to the Main Interface.

3. Details View (All)

Step-1: click  **7) Estimated Cost** button, then click  button, data entry screen will appear as below

[illegible]

Step- 2:

- A. Select number of estimated dropdown arrow then select estimate number.
- B. Appear Estimated Cost list
- C. Click **Print**, Estimated Cost list will be appeared, then click  print, after that click **OK**.

Print

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OK

Cancel

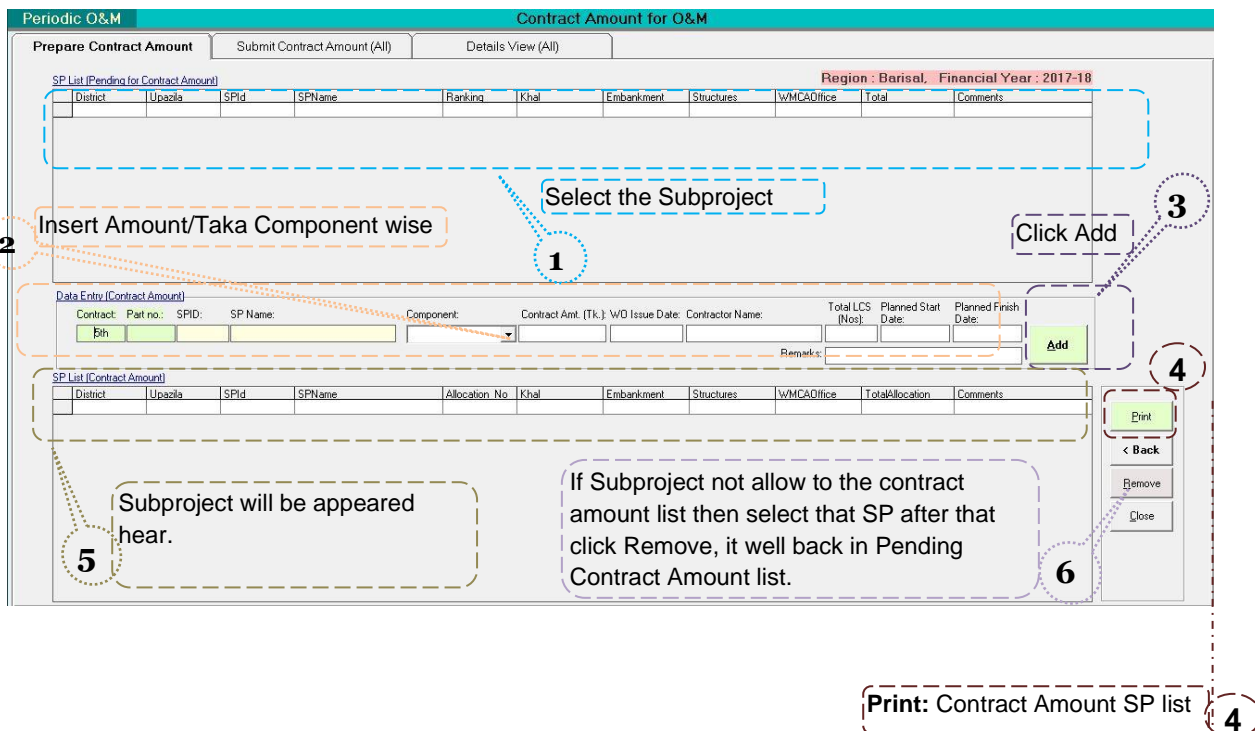
Step- 3:

Click “<**Back**” button to close the window and back to the Main Interface.

8. Contract Amount

1. Prepare Contract Amount:

Step-1: click  button, data entry screen will appear as below:



Periodic O&M Contract Amount for O&M

Prepare Contract Amount Submit Contract Amount (All) Details View (All)

Region : Barisal, Financial Year : 2017-18

SP List (Pending for Contract Amount)

District	Upazila	SPId	SPName	Ranking	Khal	Embankment	Structures	W/MCAOffice	Total	Comments
----------	---------	------	--------	---------	------	------------	------------	-------------	-------	----------

1 Select the Subproject

2 Insert Amount/Taka Component wise

3 Click Add

Data Entry (Contract Amount)

Contract: Part no.: SPID: SP Name: Component: Contract Amt. (Tk.): W/O Issue Date: Contractor Name: Total LCS (Nos): Planned Start Date: Planned Finish Date:

4

5 Subproject will be appeared hear.

6 If Subproject not allow to the contract amount list then select that SP after that click Remove, it well back in Pending Contract Amount list.

Print

< Back

Remove

Close

4 Print: Contract Amount SP list

Step- 2:

- Select the desire subproject in the list
- Enter amount in component wise
- Click **Add** Button.
- If you need to print then click print.
- If you need to remove subproject in the list then select that subproject.
- Click **Removed** button.

Setp-3:

Click “<Back” button to close the window and back to the Main Interface.

2. Submit Contract Amount (All)

Step-1: click  8) Contract Amount button, then click  data entry screen will appear as below:

The screenshot displays the "Contract Amount for O&M" interface. At the top, there are three tabs: "Periodic O&M", "Submit Contract Amount (All)", and "Details View (All)". Below the tabs, there are filter fields for "Region: ALL", "Financial Year: 2017-18", "Contract Amount: 5th", and a "Date:" field. A table with columns "District", "Upazila", "SPId", "SPName", "Allocation", "Khal", "Embankment", "Structures", "WMCADOffice", "TotalAllocation", and "Comments" is shown. To the right of the table is a vertical sidebar containing "Submit", "Print", "< Back", and "Close" buttons. A callout box labeled "3" points to the "Submit" button with the text "Submit: Submitted SP list". The bottom right corner shows "Total Sub-project Nos : 0".

District	Upazila	SPId	SPName	Allocation	Khal	Embankment	Structures	WMCADOffice	TotalAllocation	Comments
----------	---------	------	--------	------------	------	------------	------------	-------------	-----------------	----------

Total Sub-project Nos : 0

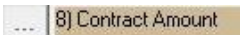
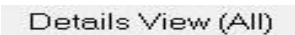
Step- 2:

- Enter **Date**
- Selected the expected subproject which you want to submit
- Click **Submit** Button.
- If you need to print then click **print**.

Step- 3:


Click “<**Back**” button to close the window and back to the Main Interface.

3. Details View (All)

Step-1: click  button, then click  data entry screen will appear as below:

Periodic O&M Contract Amount for O&M

Prepare Contract Amount Submit Contract Amount (All) **Details View (All)**

Region: ALL, Financial Year: 2017-18, Contract Amount: 

District	Upazila	SPId	SPName	Allocation	Khal	Embankment	Structures	WMCADOffice	TotalAllocation	Comments
Bogra	Sonatala	SP11003	Lohagara Khal FCD Subproject	2nd	65765	0	0	0	65765	
Barguna	Patharghata	SP13071	Korala-Hazi Khal DR Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP13103	Hetalia-Madarunia FCD Subproject	1st	0	0	0	0	0	
Magura	Sadar	SP14139	Chaprar Khal FCD Subproject	2nd	100000	0	0	0	100000	
Patuakhali	Bauphal	SP14192	Char Roy Shaheb FCD Subproject	1st	0	0	0	0	0	
Patuakhali	Bauphal	SP14194	Anarashia FCD Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP15265	Pairakunja FCD Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP15266	Barabighai DR Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP15266	Barabighai DR Subproject	2nd	0	0	0	0	0	
Barguna	Sadar	SP15290	Mailha Khal DR Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP15316	Bhagubad-Jainkathi FCD Subproject	1st	0	0	0	0	0	
Brahmanbaria	Nasirnagar	SP23051	Singra Khal Subproject	3rd	200000	0	0	0	200000	
Brahmanbaria	Nasirnagar	SP23051	Singra Khal Subproject	4th	100	0	0	0	100	
Laxmipur	Sadar	SP25233	Agrani-Dighal-Gandharbpur Subproject	3rd	100000	0	0	0	100000	
Barguna	Sadar	SP43029	Nur Ali-Burichar Charakgachia	1st	0	0	0	0	0	
Barguna	Amtali	SP43040	Singkhali Khal Subproject	1st	0	0	0	0	0	

A Allocation: Select number

B Print: Details allocation list.


Print

< Back

Close

Total Sub-project Nos : 16

Step- 2:

- select which number of contact amount you want to see.
- Then appeared list
- Click **Print** then click  print option is appear, after that click **OK**.
- If you need to print click **print**.

Step- 3:

Click "**<Back**" button to close the window and back to the Main Interface.

2. Submit Progress & Bill (All)

Step-1: click **9) Progress with Running & Final Bill** button, then click **Submit Progress & Bill (All)** data entry screen will appear as below:

Periodic O&M Progress with Running & Final Bill for O&M (Regular)

Prepare Progress & Bill Submit Progress & Bill (All) Details View (All)

Region: ALL, Financial Year : 2017-18, Progress & Bill: All Date

District	Upazila	SPId	SPName	Allocation	Khal	Embankment	Structures	W/MCAOffice	TotalAllocation	Comments
----------	---------	------	--------	------------	------	------------	------------	-------------	-----------------	----------

Submit

Print

< Back

Close

Submit: Submitted SP list

Print: Submitted SP list

Total Sub-project Nos : 0

2 Select the Subproject

1 Enter Date hear.

Step- 2:

- Enter **Date**
- Selected the expected subproject which you want to submit
- Click **Submit** Button.
- If you need to print then click **print**.

Step- 3:

Click "**<Back**" button to close the window and back to the Main Interface.

3. Details View (All)

Step-1: click  9) Progress with Running & Final Bill button, then click  Details View (All) data entry screen will appear as below:

Periodic O&M Progress with Running & Final Bill for O&M (Regular)

Prepare Progress & Bill Submit Progress & Bill (All) **Details View (All)**

Region: ALL, Financial Year : 2017-18, Progress & Bill: All

District	Upazila	SPID	SPName	Allocation	Khal	Embankment	Structures	WMCAOffice	TotalAllocation	Comments
Bogra	Sonatala	SP11003	Lohagara Khal FCD Subproject	2nd	65765	0	0	0	65765	
Barguna	Patharghata	SP13071	Koralia-Hazir Khal DR Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP13103	Hetalia-Maderbunia FCD Subproject	1st	0	0	0	0	0	
Magura	Sadar	SP14139	Chaprar Khal FCD Subproject	2nd	100000	0	0	0	100000	
Patuakhali	Bauphal	SP14192	Char Roy Shaheb FCD Subproject	1st	0	0	0	0	0	
Patuakhali	Bauphal	SP14194	Anarashia FCD Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP15265	Paikunja FCD Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP15266	Barabighai DR Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP15266	Barabighai DR Subproject	2nd	0	0	0	0	0	
Barguna	Sadar	SP15290	Maitia Khal DR Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP15316	Bhagrabad-Jaintia FCD Subproject	1st	0	0	0	0	0	
Brahmanbaria	Nasiragar	SP23051	Singra Khal Subproject	3rd	200000	0	0	0	200000	
Brahmanbaria	Nasiragar	SP23051	Singra Khal Subproject	4th	100	0	0	0	100	
Laxmipur	Sadar	SP25233	Agrani-Digatal-Gandharbpor Subproject	3rd	100000	0	0	0	100000	
Barguna	Sadar	SP43029	Nur Ali-Banjhar Charakgachia	1st	0	0	0	0	0	
Barguna	Amtali	SP43040	Singkhali Khal Subproject	1st	0	0	0	0	0	


A Allocation: Select number of allocation.

B Print: Details allocation list.

Print < Back Close

Total Sub-project Nos : 16

Step- 2:

- Select which number of SP you want to see.
- Then appeared the list
- Click **Print** then click  print option is appear, after that click **OK**.

Print

Printer: System Printer (TOSHIBA Universal Printer 2)

Print Range

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OK Cancel

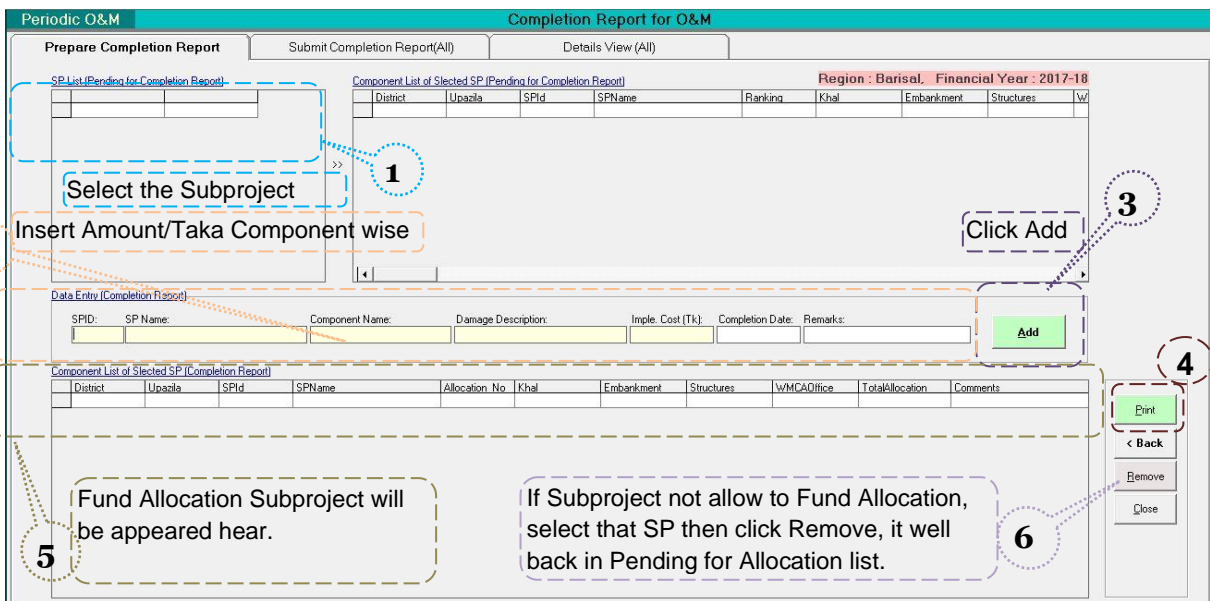
Step- 3:

Click "**<Back**" button to close the window and back to the Main Interface.

10. Completion Report

1. Prepare Completion Report

Step-1: click  button data entry screen will appear as below:



Periodic O&M **Completion Report for O&M**

Prepare Completion Report Submit Completion Report(All) Details View(All)

Region : Barisal, Financial Year : 2017-18

SP List (Pending for Completion Report)

Component List of Selected SP (Pending for Completion Report)

Data Entry (Completion Report)

SPID: SP Name: Component Name: Damage Description: Imple. Cost (Tk.): Completion Date: Remarks:

Component List of Selected SP (Completion Report)

District Upazila SPID SPName Allocation No. Khal Embankment Structures W/MCA Office Total Allocation Comments

Fund Allocation Subproject will be appeared hear.

If Subproject not allow to Fund Allocation, select that SP then click Remove, it well back in Pending for Allocation list.

Print: Prepare Completion Report SP list

Step- 2:

- Select the desire subproject in SP list
- Enter amount in component wise
- Click **Add** Button.
- If you need to print then click print.
- If you need to remove subproject then select that subproject.
- Click **Removed** button.

Setp-3:

Click “<Back” button to close the window and back to the Main Interface.

2. Submit completion Report (All)

Step-1: click **10) Completion Report** button, then click **Submit Completion Report(All)** data entry screen will appear as below:

Periodic O&M Completion Report for O&M

Prepare Completion Report Submit Completion Report(All) Details View (All)

Region: ALL, Financial Year : 2017-18, Completion Report: Date:

District	Upazila	SPId	SPName	Allocation	Khal	Embankment	Structures	WMCADOffice	TotalAllocation	Comments

Submit

Print

< Back

Close

Submit: Submitted SP list

Print: Submitted SP list

Total Sub-project Nos : 0

2 Select the Subproject

1 Enter Allocation Date hear.

Step- 2:

- Enter **Date**
- Selected the expected subproject which you want to submit
- Click **Submit** Button.
- If you need to print Submit list then click **print**.

Step- 3:

Click “<Back” button to close the window and back to the Main Interface.

3. Details View (All)

Step-1: click  11.1) Carried Over (Fund Disbursement) button, then click 
data entry screen will appear as below:

Periodic O&M

Prepare Completion Report

Submit Completion Report(All)

Details View (All)

Region: ALL

Financial Year : 2017-18

Completion Report:

District	Upazila	SPId	SPName	Allocation	Khal	Embankment	Structures	WMCAOffice	TotalAllocation	Comments
Bogra	Sonatala	SP11003	Lohagara Khal FCD Subproject	2nd	65765	0	0	0	65765	
Barguna	Patharghata	SP13071	Korala-Hazri Khal DR Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP13103	Hetala-Madarbania FCD Subproject	1st	0	0	0	0	0	
Magura	Sadar	SP14139	Chapari Khal FCD Subproject	2nd	100000	0	0	0	100000	
Patuakhali	Bauphal	SP14192	Char Roy Shaheb FCD Subproject	1st	0	0	0	0	0	
Patuakhali	Bauphal	SP14194	Anarashia FCD Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP15265	Parakurja FCD Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP15266	Barabighai DR Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP15266	Barabighai DR Subproject	2nd	0	0	0	0	0	
Barguna	Sadar	SP15290	Maittha Khal DR Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP15316	Bhagrabad-Jankathi FCD Subproject	1st	0	0	0	0	0	
Brahmanbaria	Nasiragar	SP23051	Singra Khal Subproject	3rd	200000	0	0	0	200000	
Brahmanbaria	Nasiragar	SP23051	Singra Khal Subproject	4th	100	0	0	0	100	
Laxmipur	Sadar	SP25233	Agrani-Dighali-Gandharipur Subproject	3rd	100000	0	0	0	100000	
Barguna	Sadar	SP43029	Nur Ali-Burichar Charakgachia	1st	0	0	0	0	0	
Barguna	Amtali	SP43040	Singkhali Khal Subproject	1st	0	0	0	0	0	

Print

< Back


Close

B

Print: Details allocation list.

Total Sub-project Nos : 16

Step- 2:

- A. Select which you want to see.
- B. Then appeared list
- C. Click **Print** then click  print option is appear, after that click **OK**.

Print

Printer: System Printer (TOSHIBA Universal Printer 2)

Print Range

☒ All

☐ Pages

From: To:

Copies:

☒ Collate Copies

OK

Cancel

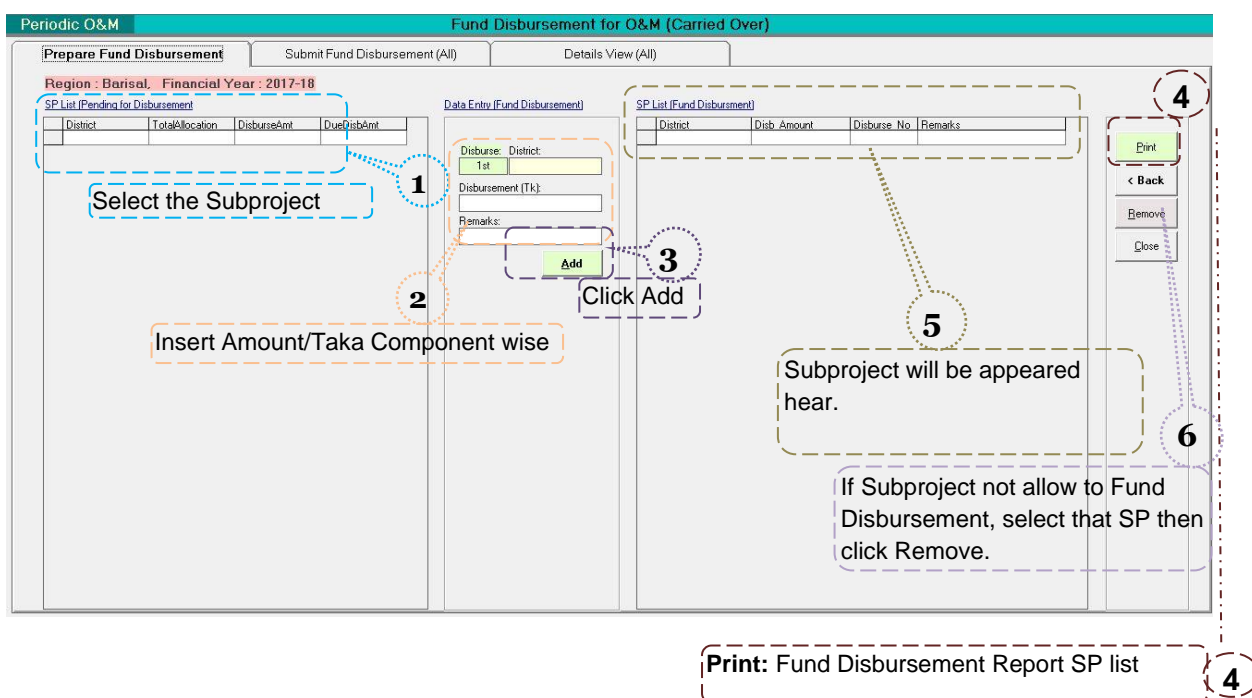
Step- 3:

Click “<**Back**” button to close the window and back to the Main Interface.

11.1 Carried Over (Final Disbursement)

1. Prepare Fund Disbursement

Step-1: click  button data entry screen will appear as below:



Step- 2:

- A. Select the desire subproject in the SP list
- B. Enter amount in component wise
- C. Click **Add** Button.
- D. If you need to print then click print.
- E. If you need to remove subproject, select that subproject.
- F. Click **Removed** button.

Setp-3:

Click “<**Back**” button to close the window and back to the Main Interface.

2. Submit Fund Disbursement (All)

Step-1: click **11.1) Carried Over (Fund Disbursement)** button, then click **Submit Fund Disbursement (All)** data entry screen will appear as below:

Periodic O&M Fund Disbursement for O&M (Carried Over)

Prepare Fund Disbursement **Submit Fund Disbursement (All)** Details View (All)

Region: ALL, Financial Year: 2017-18, Disbursement: 1st Disbursement Date:

District	Disb_Amount	Disburse_No	Remarks
----------	-------------	-------------	---------

Submit
Print
< Back
Close

Submit: Submitted SP list
Print: Submitted SP list

Total Sub-project Nos: 0

2 Select the Subproject

1 Enter Allocation Date hear.

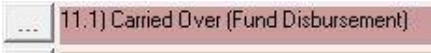

Step- 2:

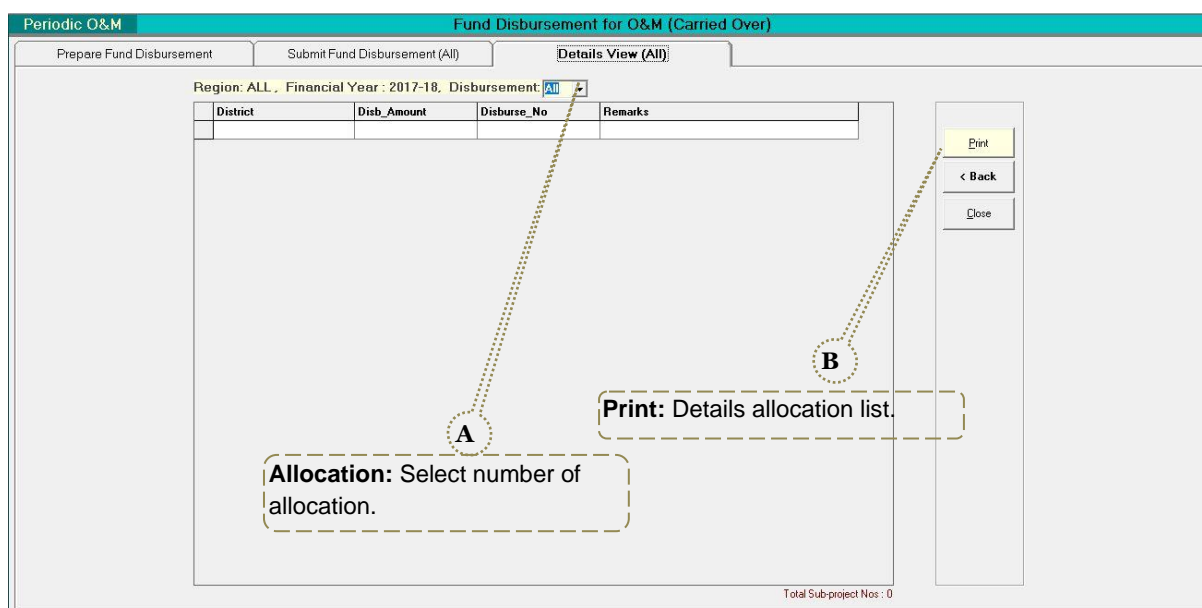
- A. Enter Allocation **Date**
- B. Selected the expected subproject which you want to submit
- C. Click **Submit** Button.
- D. If you need to print then click **print**.

Step- 3:

Click "**<Back**" button to close the window and back to the Main Interface.


3. Details View (All)

Step-1: click  button, then click  data entry screen will appear as below:



District	Disb_Amount	Disburse_No	Remarks
----------	-------------	-------------	---------

Step- 2:

- A. Select which number of Disbursement you want to see.
- B. Then appeared Disburse list
- C. Click **Print** then open Detail view of disbursement list, then click  print option is appear, after that click **OK**.



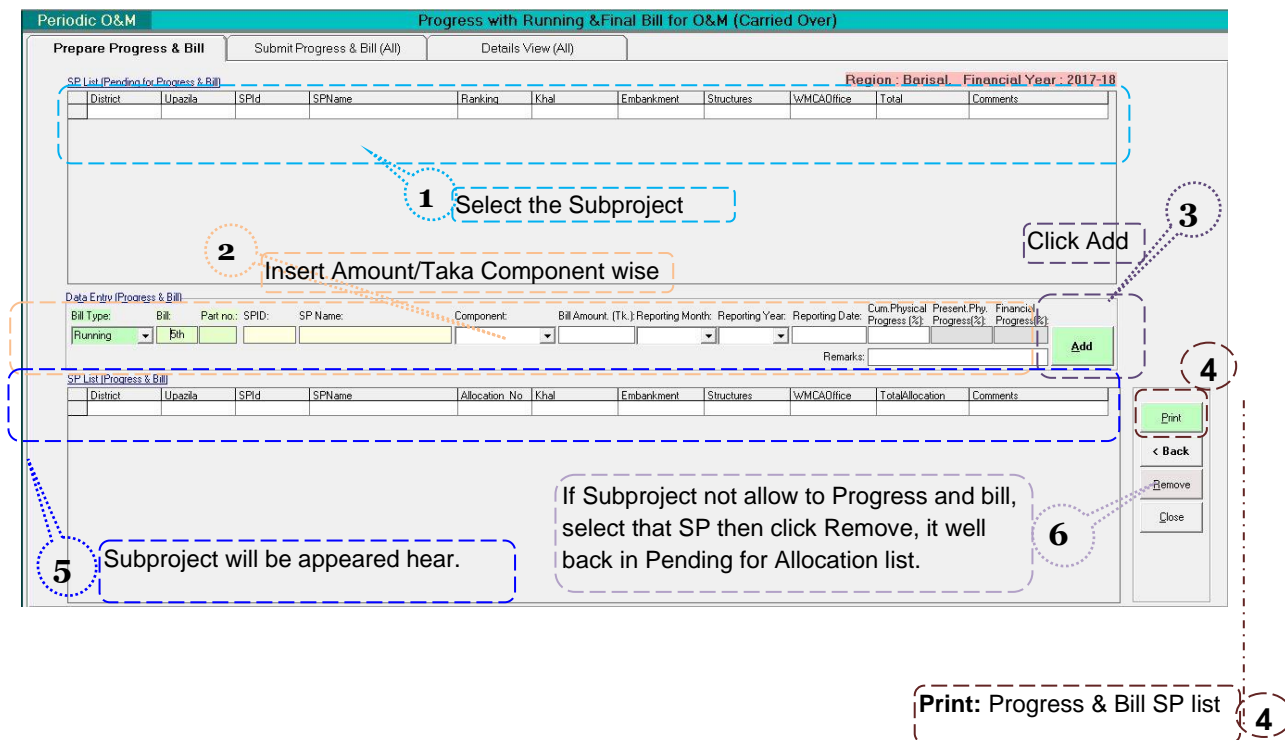
Step- 3:

Click "**<Back**" button to close the window and back to the Main Interface.

11.2 Carried Over (Running & Final Bill)

1. Prepare Progress & Bill

Step-1: click  button data entry screen will appear as below:



Step- 2:

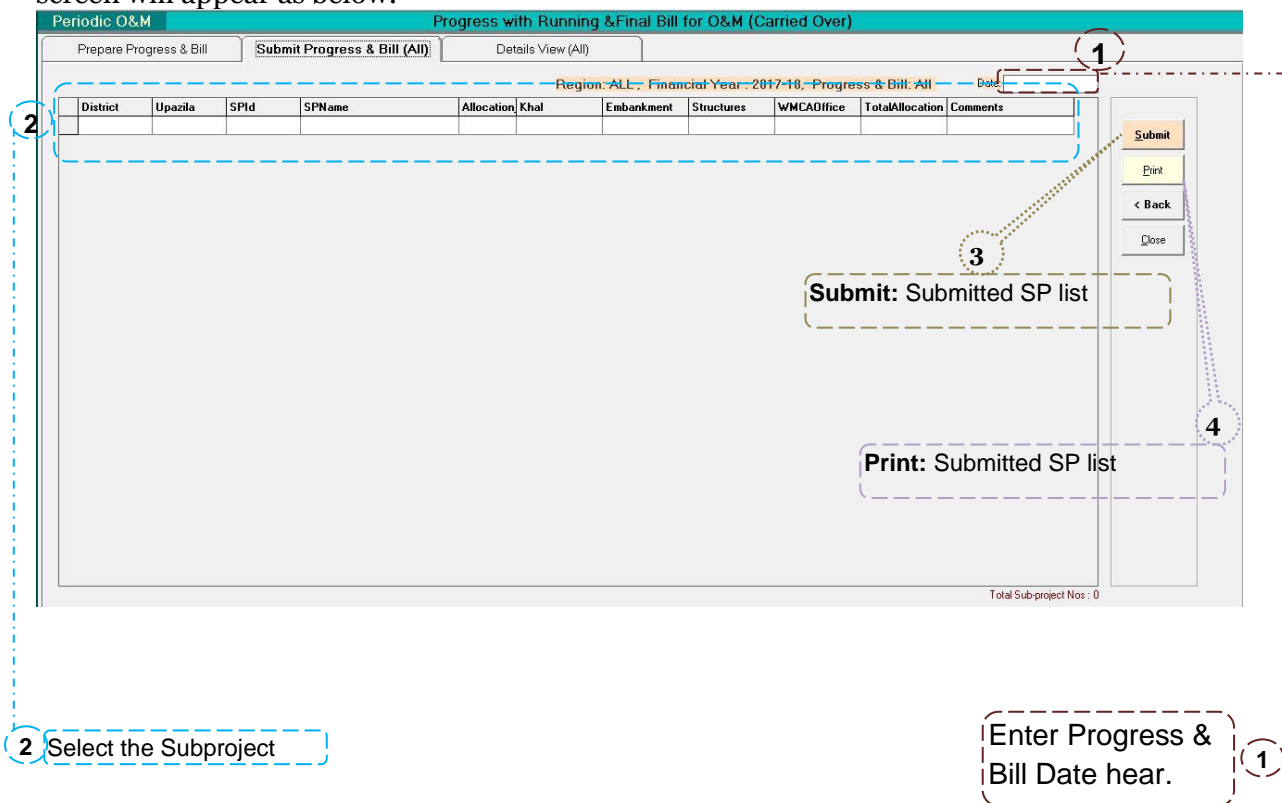
- Select the desire subproject in the Progress & Bill list
- Enter amount in component wise
- Click **Add** Button.
- If you need to print Report then click print.
- If you need to remove subproject then select that subproject.
- Click **Removed** button.

Setp-3:

Click “<Back” button to close the window and back to the Main Interface.

2. Submit Progress & Bill (All)

Step-1: click  button, then click  data entry screen will appear as below:



2 Select the Subproject

1 Enter Progress & Bill Date hear.

Step- 2:

- Enter Progress & Bill **Date**
- Selected the expected subproject which you want to submit.
- Click **Submit** Button.
- If you need to print Submit allocation list then click **print**.

Step- 3:

Click “<Back” button to close the window and back to the Main Interface.

3. Details View (All)

Step-1: click  11.2) Carried Over (Running & Final Bill)
data entry screen will appear as below:

button, then click Details View (All)

Periodic O&M

Progress with Running &Final Bill for O&M (Carried Over)

Prepare Progress & Bill

Submit Progress & Bill (All)

Details View (All)

Region: ALL

Financial Year : 2017-18

Progress & Bill:

All

District	Upazila	SPId	SPName	Allocation	Khal	Embankment	Structures	WMC&Office	TotalAllocation	Comments
Bogra	Sonatala	SP11003	Lohagara Khal FCD Subproject	2nd	65765	0	0	0	65765	
Barguna	Patharghata	SP13071	Korala-Hazi Khal DR Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP13103	Hetala-Madarbunia FCD Subproject	1st	0	0	0	0	0	
Magura	Sadar	SP14139	Chapar Khal FCD Subproject	2nd	100000	0	0	0	100000	
Patuakhali	Bauphal	SP14192	Char Roy Shaheb FCD Subproject	1st	0	0	0	0	0	
Patuakhali	Bauphal	SP14194	Anarashia FCD Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP15265	Paikunja FCD Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP15266	Barabighai DR Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP15266	Barabighai DR Subproject	2nd	0	0	0	0	0	
Barguna	Sadar	SP15290	Mailha Khal DR Subproject	1st	0	0	0	0	0	
Patuakhali	Sadar	SP15316	Bhagirabad-Jamkathi FCD Subproject	1st	0	0	0	0	0	
Brahmanbaria	Nasirnagar	SP23051	Singra Khal Subproject	3rd	200000	0	0	0	200000	
Brahmanbaria	Nasirnagar	SP23051	Singra Khal Subproject	4th	100	0	0	0	100	
Laxmipur	Sadar	SP25233	Agrani-Dighai-Gandharipur Subproject	3rd	100000	0	0	0	100000	
Barguna	Sadar	SP43029	Nur Ali-Burichar Charakgachia	1st	0	0	0	0	0	
Barguna	Amali	SP43040	Singhkhal Khal Subproject	1st	0	0	0	0	0	

Print

< Back


Close

B

Print: Details View list.

Total Sub-project Nos : 16

Step- 2:

- A. Select which number of Progress & Bill you want to see.
B. Then appeared allocation list
C. Click **Print** then open Detail view of list, then click  print option is appear, after that click **OK**.

Print

Printer: System Printer (TOSHIBA Universal Printer 2)

Print Range

☒ All

☐ Pages

From: 1 To:

Copies: 1

☒ Collate Copies


OK Cancel

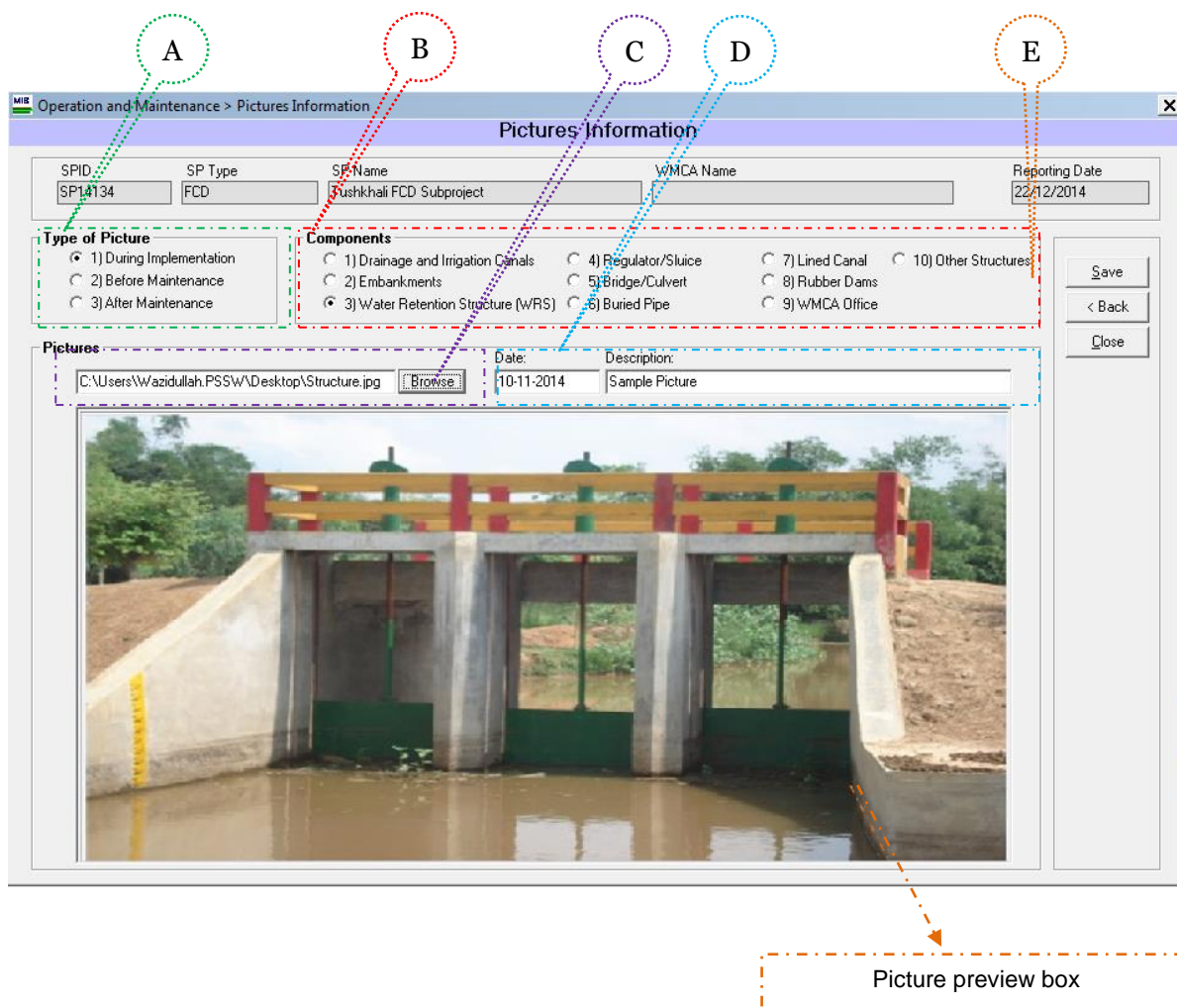
- D. If you need to print Submit allocation list then click **print**.

Step- 3:

Click “<**Back**” button to close the window and back to the Main Interface.

4.5 Pictures Information Data Entry

Step-1: Select Source of Fund, Reporting date & Subproject from Subproject List of O&M module's main Interface and click  **5) Pictures Information** button, data entry screen will appear as below:



The screenshot shows the 'Pictures Information' window with the following fields and callouts:

- A:** SPID (SP14134)
- B:** SP Type (FCD)
- C:** SP Name (Gushkhali FCD Subproject)
- D:** WMCA Name
- E:** Reporting Date (22/12/2014)

Type of Picture:

- ☒ 1) During Implementation
- ☐ 2) Before Maintenance
- ☐ 3) After Maintenance

Components:

- ☐ 1) Drainage and Irrigation Canals
- ☐ 2) Embankments
- ☒ 3) Water Retention Structure (WRS)
- ☐ 4) Regulator/Sluice
- ☐ 5) Bridge/Culvert
- ☐ 6) Buried Pipe
- ☐ 7) Lined Canal
- ☐ 8) Rubber Dams
- ☐ 9) WMCA Office
- ☐ 10) Other Structures

Pictures:

File path: C:\Users\Wazidullah.PSS\W\Desktop\Structure.jpg **Browse**

Date: 10-11-2014 Description: Sample Picture

Picture preview box: A large image showing a concrete structure with a yellow and red railing, likely a water retention structure.

Buttons: Save, < Back, Close

Step-2:

- A)** Chose **Type** of Picture.
- B)** Chose **Components**.
- C)** Click "**Browse**" button to browse desired picture.
- D)** Fill necessary **information** in the respective boxes.
- E)** Click "**Save**" button to save record.

Step-3:

Click "**<Back**" button to close the window and back to the Main Interface.

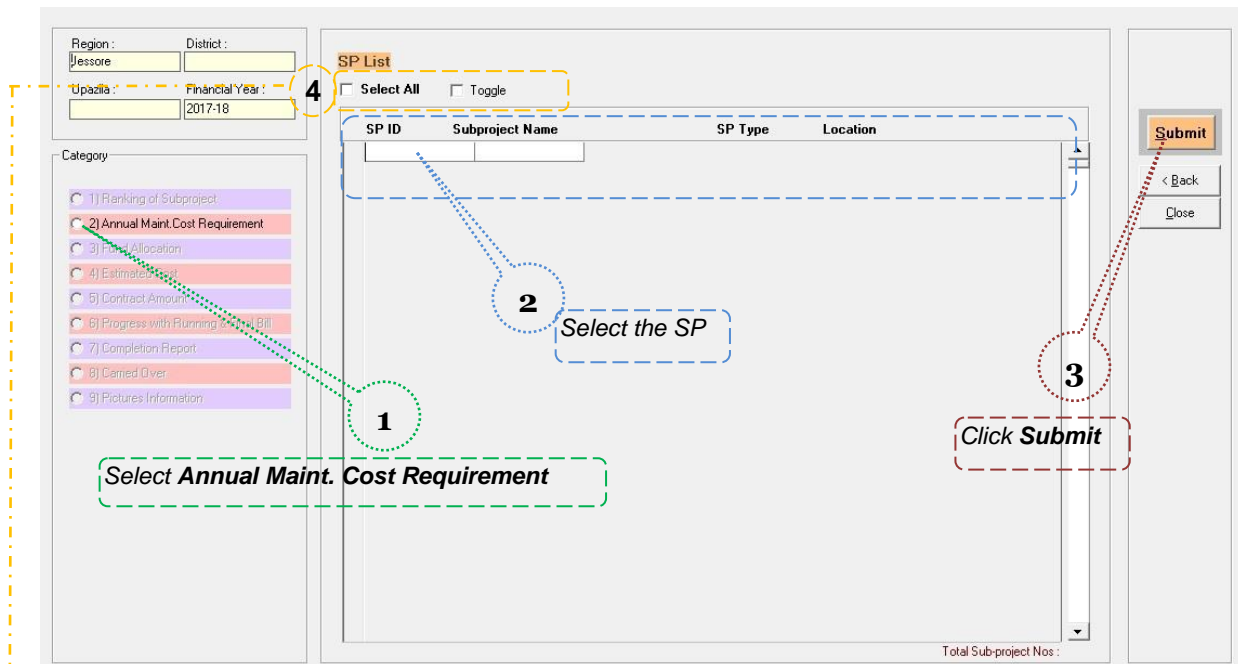
4.6 Submit

Click



appear as below:

button, the progress status screen will



The screenshot shows a web interface for submitting subproject information. On the left, there are input fields for "Region" (Jessore), "District" (Jessore), "Upazila" (Jessore), and "Financial Year" (2017-18). Below these is a "Category" list with radio buttons for various subproject types. The "2) Annual Maint. Cost Requirement" option is selected. In the center, there is an "SP List" table with columns for "SP ID", "Subproject Name", "SP Type", and "Location". Above the table are checkboxes for "Select All" and "Toggle". A dashed blue box labeled "2" points to the table with the text "Select the SP". A dashed green box labeled "1" points to the "2) Annual Maint. Cost Requirement" category with the text "Select Annual Maint. Cost Requirement". A dashed red box labeled "3" points to a "Submit" button on the right with the text "Click Submit". A dashed yellow box labeled "4" points to the "Select All" and "Toggle" checkboxes. At the bottom right, there is a "Total Sub-project Nos:" label.

Select All & Toggle: If submit all of subproject then click 'Select All' checkbox, in case needed all subproject except one or more SP, after that select toggle checkbox and deselect which are not need.

Step- 2:

Click "<Back" button to close the window and back to the Main Interface.

4.7 Progress Status

☐ Click ☒ Progress Status

below:

radio button, the progress status screen will appear as

Periodic O&M Progress Status

Region : Barisal District : Barisal Upazila :
 [Back](#)

SPID	SP Name	SP Type	Marks	Regd. OnM (Tk.)	Fund Allocation (Tk.)	Estimated Cost (Tk.)	Contract Cost (Tk.)	Physical Progress (%)	Financial Progress (%)
SP13040	Chilman FCD Subproject	FCD	73	3811769	0	0	0		
SP13073	Kazir Char DR Subproject	DR	61	3414416	0	0	0		
SP13102	Fairpur FCD Subproject	FCD	74	4780616	0	0	0		
SP14122	Raghuathadi FCD Subproject	FCD	33						
SP14123	Niamati FCD Subproject	FCD	19						
SP14171	Khajuria FCD Subproject	FCD	70	5014515	0	0	0		
SP14181	Kazlakathi FCD Subproject	FCD	62	6465203.6	0	0	0		
SP14196	Toyka FCD Subproject	FCD	69	5364083.3	0	0	0		
SP14200	Chandrapara FCD Subproject	FCD	74						
SP14213	Saluka FCD Subproject	FCD	47	3556175	0	0	0		
SP15270	Bharpassa FCD Subproject	FCD	59	1558755	0	0	0		
SP15274	Sreemoti FCD Subproject	FCD	67	6445555.3	0	0	0		
SP15294	Kabai FCD Subproject	FCD	62	4210639.2	0	0	0		
SP15306	Mahilara FCD Subproject	FCD	52	3900911.5	0	0	0		
SP15307	Sanikal FCD Subproject	FCD	67	5239378.3	0	0	0		
SP15308	Nalchira FCD Subproject	FCD	70	5583963	0	0	0		
SP15319	Balokathi FCD Subproject	FCD	15						
SP22020	Kachua Subproject	DR	63	4305679	0	0	0		
SP22041	Jambudwip Subproject	DR	53						
SP24133	Padrishipur Subproject	DR&W	59	3100591	0	0	0		
SP25313	Char Batamara & Shalpur Subproject	IRR	74	5429246	0	0	0		
SP25314	Madhabpasa Subproject	DR&W	79	4836942	0	0	0		

Total SP : 22 Nos.

Handed over Subproject List

Entry Mode: ☒ Add New ☐ Edit/Update ☐ Read Only

Source of Fund : GoB Maint. Reporting Date : 28/11/2017 2017-18

1) Ranking of Subprojects
2.1) Annual Maintenance Cost Requirement
2.2) Maintenance Cost Requirement (Return)
3) Approval from SE Region
4) Primary Selection of SP from HQ for O&M
5) Fund Allocation
6) Fund Disbursement
7) Estimated Cost
8) Contract Amount
9) Progress with Running & Final Bill
10) Completion Report
11) Carried Over (Fund & Bill)
12) Pictures Information

Submit

Progress Status

Reports (Preview)
SP Wise Reports
Customized Reports
Summary/Progress/Others Reports

☐ Click ☒ Handed over Subproject List

screen will appear as below:

radio button, the handed over subproject list

Periodic O&M Lists of Subproject (Handed Over)

Region : Barisal District : Barisal Upazila :
 [Back](#)

SPID	Sub-project Name	SP Type	Handed Over Date	Sub-project Location
SP13040	Chilman FCD Subproject	FCD	16/08/2010	Biddyanandapur, Mehendiganj, Barisal
SP13073	Kazir Char DR Subproject	DR	07/12/2003	Kazir Char, Muladi, Barisal
SP13102	Fairpur FCD Subproject	FCD	18/12/2003	Fairpur, Bakerganj, Barisal
SP13105	Chamonai FCD Subproject	FCD	10/04/2002	Chamonai, Sadar, Barisal
SP14122	Raghuathadi FCD Subproject	FCD	12/10/2005	Fairpur, Bakerganj, Barisal
SP14123	Niamati FCD Subproject	FCD	06/12/2006	Niamati, Bakerganj, Barisal
SP14170	Bhasanchar FCD Subproject	FCD	16/08/2010	Bhasanchar, Mehendiganj, Barisal
SP14171	Khajuria FCD Subproject	FCD	16/08/2010	Biddyanandapur, Mehendiganj, Barisal
SP14181	Kazlakathi FCD Subproject	FCD	10/05/2003	Darid, Bakerganj, Barisal
SP14196	Toyka FCD Subproject	FCD	20/10/2003	Batamara, Muladi, Barisal
SP14200	Chandrapara FCD Subproject	FCD	30/06/2003	Chandrapara, Babuganj, Barisal
SP14213	Saluka FCD Subproject	FCD	11/04/2002	Sayestabad, Sadar, Barisal
SP15270	Bharpassa FCD Subproject	FCD	20/05/2010	Bharpassa, Bakerganj, Barisal
SP15274	Sreemoti FCD Subproject	FCD	05/02/2006	Gachua, Muladi, Barisal
SP15294	Kabai FCD Subproject	FCD	10/05/2010	Kabai, Bakerganj, Barisal
SP15306	Mahilara FCD Subproject	FCD	03/12/2003	Mahilara, Gournadi, Barisal
SP15307	Sanikal FCD Subproject	FCD	21/08/2004	Sanikal, Gournadi, Barisal
SP15308	Nalchira FCD Subproject	FCD	07/12/2003	Nalchira, Gournadi, Barisal
SP15319	Balokathi FCD Subproject	FCD	22/07/2003	Charadi, Bakerganj, Barisal
SP22020	Kachua Subproject	DR	06/12/2006	Baisari, Banarpara, Barisal
SP22041	Jambudwip Subproject	DR	06/12/2006	Banarpara, Banarpara, Barisal
SP24133	Padrishipur Subproject	DR&W	03/11/2008	Padrishipur, Bakerganj, Barisal
SP25313	Char Batamara & Shalpur Subproject	IRR	06/10/2010	Batamara, Muladi, Barisal
SP25314	Madhabpasa Subproject	DR&W	30/06/2003	Madhabpasa, Babuganj, Barisal
SP43043	Dehergati Subproject	DR&IRR	12/06/2016	Dehergati, Babuganj, Barisal
SP43049	Kafila-Krishnanagar Subproject	DR&IRR	05/06/2016	Niamati, Bakerganj, Barisal
SP44075	Loanabad Phalgahar Subproject	DR&W	06/06/2016	Rangusree, Bakerganj, Barisal
SP44081	Thakur Molk Subproject	W.C.DR&IRR	08/10/2016	Jahangir nagar(Agorpur), Babuganj, Barisal
SP45152	Biddyanandapur Subproject	DR&IRR	12/11/2016	Biddyanandapur, Mehendiganj, Barisal

Total SP : 29 Nos.

Handed over Subproject List

Entry Mode: ☒ Add New ☐ Edit/Update ☐ Read Only

Source of Fund : GoB Maint. Reporting Date : 28/11/2017 2017-18

1) Ranking of Subprojects
2.1) Annual Maintenance Cost Requirement
2.2) Maintenance Cost Requirement (Return)
3) Approval from SE Region
4) Primary Selection of SP from HQ for O&M
5) Fund Allocation
6) Fund Disbursement
7) Estimated Cost
8) Contract Amount
9) Progress with Running & Final Bill
10) Completion Report
11) Carried Over (Fund & Bill)
12) Pictures Information

Submit

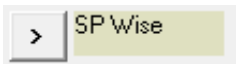
Progress Status

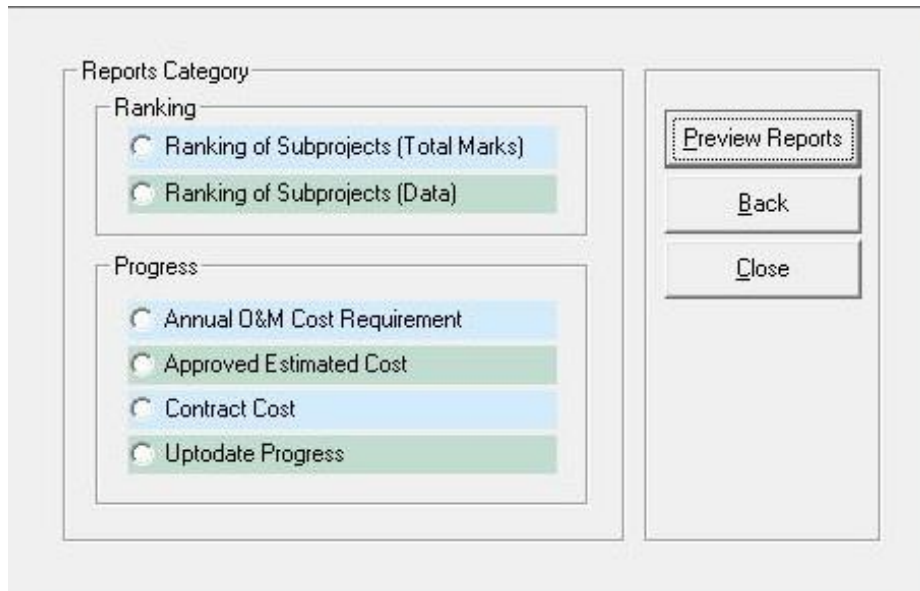
Reports (Preview)
SP Wise Reports
Customized Reports
Summary/Progress/Others Reports

4.7 Reports on O&M of IWRMU

O&M of IWRMU has got two categories of reports – Subproject-wise Reports and Customize Reports. Process for viewing these reports are described below.

4.7.1 Subproject-wise Reports

Step-1: Select Reporting date & Subproject from Subproject List of O&M module's main Interface and click  button, Interface for previewing report will appear as below:

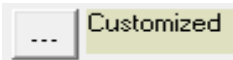


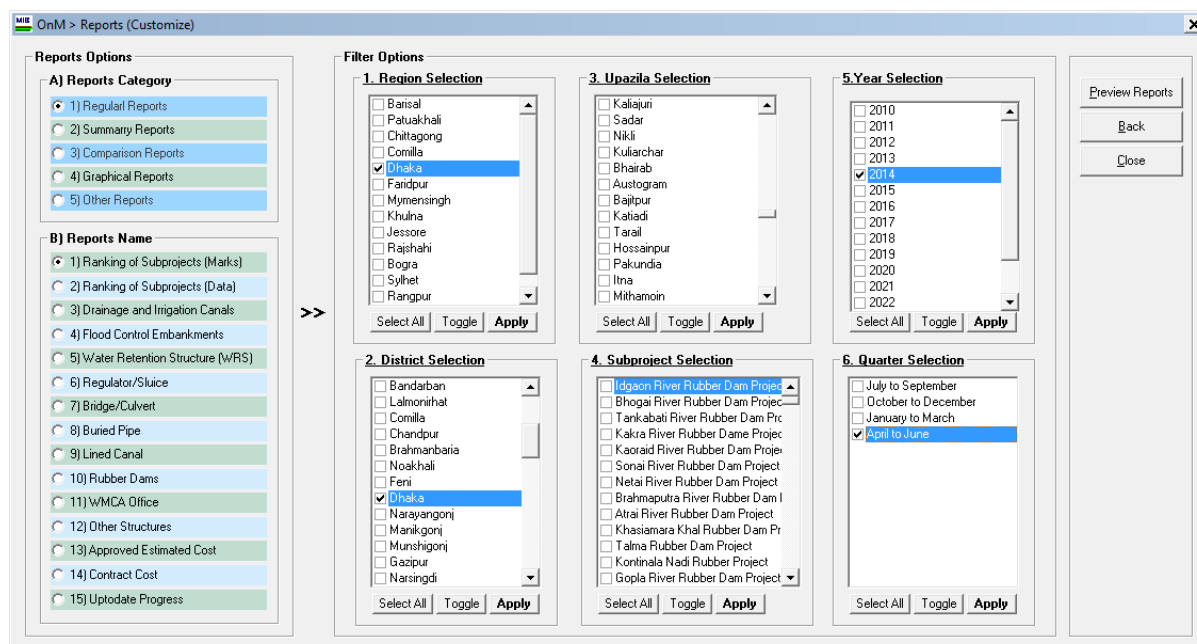
Step-2: Select name of the report from **Reports Category** Option that you want to preview.

Step-3: To preview report, click “**Preview Reports**” button.

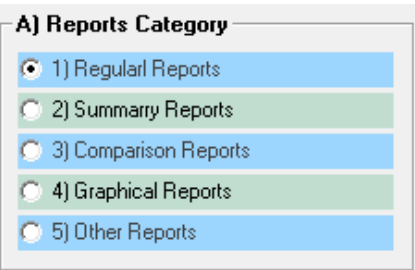
Step-4: Click “**<Back**” button to close the window and back to the Main Interface.

4.7.2 Customize Reports

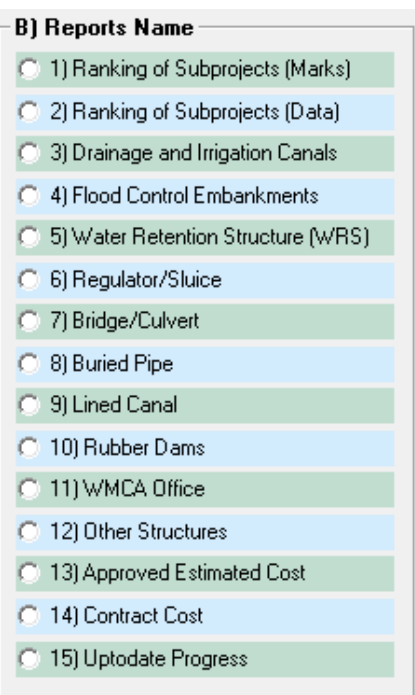
Step-1: Click  button from the main Interface of General module, Interface for previewing report will appear as below:



Step-2: Select Type of Reports from “**A) Reports Category**” of Report Options.



Step-3: Select name of the report from “**B) Reports Name**” of Report Options that you want to preview.



Step-4: Set filters criteria through “Filter Options”. Several filter criteria can be set before viewing any report.

Filter Options

1. Region Selection

- ☐ Barisal
- ☐ Patuakhali
- ☐ Chittagong
- ☐ Comilla
- ☒ Dhaka
- ☐ Faridpur
- ☐ Mymensingh
- ☐ Khulna
- ☐ Jessore
- ☐ Rajshahi
- ☐ Bogra
- ☐ Sylhet
- ☐ Rangpur

Select All Toggle Apply

2. District Selection

- ☐ Lalmonirhat
- ☐ Comilla
- ☐ Chandpur
- ☐ Brahmanbaria
- ☐ Noakhali
- ☐ Feni
- ☒ Dhaka
- ☐ Narayanganj
- ☐ Manikgonj
- ☐ Munshigonj
- ☒ Gazipur
- ☐ Narsingdi
- ☐ Gopalganj

Select All Toggle Apply

3. Upazila Selection

- ☐ Madarganj
- ☐ Sadar
- ☐ Sreebordi
- ☐ Nalitabari
- ☐ Nakhla
- ☐ Jhenaigati
- ☒ Dhamrai
- ☐ Dohar
- ☒ Savar
- ☐ Nawabganj
- ☐ Keraniganj
- ☐ Dhaka
- ☐ Sadar

Select All Toggle Apply

4. Subproject Selection

- ☐ Joranpur-Hamirpur Khal DR & W/C
- ☐ Paschim Barabala FCD Subproject
- ☐ Banderpara-Chatra Beel W/C Subproject
- ☒ Naurpukur-Mayerpur W/C Subproject
- ☐ Emadpur-Padmapukur DR Subproject
- ☐ Naya Char FCD Subproject
- ☐ Ramkrishnapur FCD Subproject
- ☐ Dhulai Beel DR Subproject
- ☐ Chinanary-Bhitapara DR & W/C Subproject
- ☐ Arkandi FCD Subproject
- ☐ Charolkathi Beel FCD Subproject
- ☐ Gava-Ramchandrapur DR Subproject
- ☐ Kutubpur Beel FCD Subproject

Select All Toggle Apply

5. Year Selection

- ☐ 2010
- ☐ 2011
- ☐ 2012
- ☒ 2013
- ☐ 2014
- ☐ 2015
- ☐ 2016
- ☐ 2017
- ☐ 2018
- ☐ 2019
- ☐ 2020
- ☐ 2021
- ☐ 2022


Select All Toggle Apply

6. Quarter Selection

- ☒ July to September
- ☒ October to December
- ☒ January to March
- ☒ April to June

Select All Toggle Apply

- Under filter options, several lists could be found. **1. Region, 2. District, 3. Upazila, 4. Subproject, 5. Year** and **6. Quarter** can be used to filter the desired reports preview.
- Other filter options can also be used as and when necessary.
- Action of “Select All” and “Toggle” button is self-explanatory.
- Action of “**Apply**” button will perform subsequent changes to other related lists.

Step-5: To **preview** report, click  button.

4.8 Sample Reports on O&M

Ranking of Subprojects

Grading for allotment from "GoB Fund for Maintenance of Irrigation Structures"

Type of Subproject : **Controlled Water**, grading indicators

Subproject : SP23060 - Alam Khali Subproject, Balia, Dhamrai, Dhaka

Year : 2014

Sl. No.	Indicators	Marks	Marks Obtain
A. Institutional Grading = Total Marks = 30			
1.	Members of Subproject (House Hold = 70% to 80% = 4, 81% - 90% = 5, above 90% = 6)	6	4
2.	Meeting of WMCA Executive committee for last 12 months. (If no meeting=0, 1 to 4 meetings=2, 5-8=3, 9 or above meetings=5)	5	2
3.	Capital of WMCA (Share + Savings + Others) total: (Capital/person below 150=2, 150-300=4 above 300=7)	7	7
4.	Type of Executive committee? (Adhock committee [date expired]=0, Adhock=3, Elected=6) Text Object	6	3
5.	Women Member percentage? (Less than 33%=0, 33 to 40%=3, above 40%=6)	6	0
Total :		30	16
B. O&M Grading = Total Marks = 70			
6.	What is the percentage of last year collected OnM Fund with respect to O&M contribution collected before Implementation. (Upto 15%=2, 16-30%=3, 31 above = 5)	5	5
7.	Last year O&M fund collected (below tk100/member, 101-200 = 3, 201 and above = 5)	5	5
8.	In the last year for routine maintenace how many days works have been done on voluntary basis? (Upto 10 days = 2, 10-20 days = 3 and above 20 days = 5)	5	5
9.	In routine maintenace how many days works done? (Upto 10 days = 2, 10-20 days = 3 and above 20 days = 5)	5	5
10.	Participation of Joint walkthrough by members of OnM in monsoon or pre-monsoon periods (Only pre-monsoon = 3, Both pre and post monsoon = 6)	6	3
11.	Whether there is monitoring of activities of OnM and reviewed in Executive committee's? (No=0, Yes=4)	4	4
12.	Whether WMCA maintain in the Register all information of maintenance works done by WMCA fund. (No=0, Irregularly=3, Regular basis=5)	5	5
13.	Whether in annual meeting there is discussion about OnM Fund? (No=0, Yes=5)	5	5
14.	Whether there is annual OnM Plan prepared? (No=0, Yes=5)	5	0
15.	If there is any Innovative activities by WMCA(No=0, Cost effective=3 and worth followed=5)	5	3
16.	<u>Involvement of WMCA in routine works:</u> a) Is there siltation in bed (Major=1, Minor=3) b) Whether there are water weeds (Major=1, Minor=3) c) Whether there is rain cuts embankment? (No=3, Yes=0) d) Whether weeds from embankment cleared? (No=0, Yes=3) e) Whether there is reference lined section? (No=0, Yes=2) f) Whether hoist system is properly greased? (No=0, Yes=3) g) Whether water level gauges are painted? (No=0, Yes=3)	3 3 3 3 2 3 3 20	1 1 0 3 0 3 3 11
Total :		70	51
GrandTotal :		100	67

Ranking of Subprojects (Data)

Ranking Report

Type of Subproject : Controlled Water

Subproject : - SP23060, Alam Khali Subproject, Balia, Dhamrai, Dhaka

Year: 2014

Institutional

Total House Hold (Nos.)	Total Members (Nos.)	Total Capital of WMCA (Tk.)	No. of Exe. Comt. Meeting	Type of Exe. Committee	Female Memb. of Exe Comt.
767	595	1,809,482.00	2	Ad-hock	3

Operation & Maintenance

Description	Value
Initial OnM Fund (Tk.):	250,000.00
Collected OnM Fund (Tk.):	150,000.00
Voluntary basis work (person-days):	170
OnM fund work (person-days):	150
Joint walkthrough by OnM members :	Pre-monsoon
Activities of OnM sub-comt. reviewed ?	Yes
OnM register Maintained ?	Regular
Discussion on OnM Fund In AGM ?	Yes
Annual OnM Plan & Budget prepared?	No
Innovative activities by WMCA :	Cost effective

WMCA in routine O&M works

Description	Value
a) Is there siltation in bed ?	Major
b) Water plants exists ?	Major
c) Is there rain cuts in embankment?	Yes
d) Weeds from embankment cleared ?	Yes
e) Is there referenced line section ?	No
f) Is there holst system properly greased ?	Yes
g) Water level gauges are painted ?	Yes

Marks

Description	Marks	Marks Obtain
Institutional	30	16
Operation & Maintenance	50	40
WMCA in routine O&M works	20	11
Total :	100	67

5

Chapter-5: Master Data Entry

MIS has got several master tables. Records of master tables are not required to update frequently. Master data tables are maintained to lookup values from those tables at different data entry screens. Major Master Tables using by MIS are:

- ☐ Division List
- ☐ Region List
- ☐ District List
- ☐ Upazila List
- ☐ Designation List
- ☐ Financial Year List
- ☐ Project/Unit List
- ☐ Gender Sub Indicator List
- ☐ Agriculture Crops List
- ☐ Component Damage Type List
- ☐ Awarded Information Setup
- ☐ Env. Laboratory Name List
- ☐ Env. Laboratory Equipment List

5.1 Division List

Add New:

- ✓ Write data in **Division** field.
- ✓ Click **Save** button.

Edit:

- ✓ Select the division from **List of Division**.
- ✓ Fill up data in **Division** field.
- ✓ Click **Update** button.

The screenshot shows a software window titled "Master data > Division List". Inside the window, there is a section labeled "Division List". At the top of this section, there is a label "Division:" followed by a text input field. Below this, there is a large rectangular area labeled "List of Division" which appears to be a list box or table area. To the right of the input field and the list area, there are three buttons stacked vertically: "Save", "Refresh", and "Close".

5.2 Region List

Add New:

- ✓ Chose Division.
- ✓ Write data in Region field.
- ✓ Click **Save** button.

Edit:

- ✓ Select the Region from **List of Region**.
- ✓ Fill up data in Region field.
- ✓ Click **Update** button.

The screenshot shows a software window titled "MIS Master data > Region List". Inside, there is a sub-header "Region List". Below this, there are two input fields: "Division :" with a dropdown arrow and "Region :" with a text input field. To the right of these fields are three buttons: "Save", "Refresh", and "Close". Below the input fields is a section titled "List of Region" which contains a large, empty rectangular box for displaying a list of regions.

5.3 District List

Add New:

- ✓ Chose Division & Region.
- ✓ Write data in District field.
- ✓ Click **Save** button.

Edit:

- ✓ Select the District from **List of District**.
- ✓ Fill up data in District field.
- ✓ Click **Update** button.

The screenshot shows a software window titled "MIS Master data > District List". Inside, there is a sub-header "District List". Below this, there are three input fields: "Division :" with a dropdown arrow, "Region :" with a dropdown arrow, and "District :" with a text input field. To the right of these fields are three buttons: "Save", "Refresh", and "Close". Below the input fields is a section titled "List of District" which contains a large, empty rectangular box for displaying a list of districts.

5.4 Upazila List

Add New:

- ✓ Chose Division, Region & District
- ✓ Write data in Upazila field.
- ✓ Click **Save** button.

Edit:

- ✓ Select the Upazila from **List of Upazila**.
- ✓ Fill up data in Upazila field.
- ✓ Click **Update** button.

The screenshot shows a software window titled "MIS Master data > Upazila List". Inside, there is a sub-header "Upazila List". Below this, there are four input fields: "Division :" with a dropdown arrow, "Region :" with a dropdown arrow, "District :" with a dropdown arrow, and "Upazila :" with a text input field. To the right of these fields are three buttons: "Save", "Refresh", and "Close". Below the input fields is a section titled "List of Upazila" which contains a large, empty rectangular box for displaying a list of upazilas.

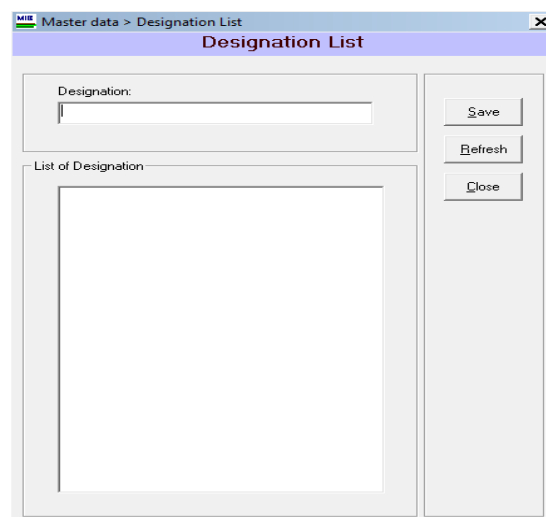
5.5 Designation List

Add New:

- ✓ Write data in Designation field.
- ✓ Click **Save** button.

Edit:

- ✓ Select the Designation from **List of Designation**.
- ✓ Fill up data in Designation field.
- ✓ Click **Update** button.



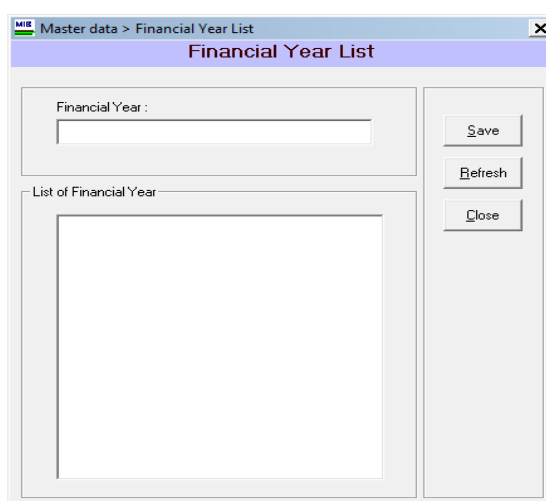
5.6 Financial Year List

Add New:

- ✓ Write data in Financial Year field.
- ✓ Click **Save** button.

Edit:

- ✓ Select the Financial Year from **List of Financial Year**.
- ✓ Fill up data in Financial Year field.
- ✓ Click **Update** button.



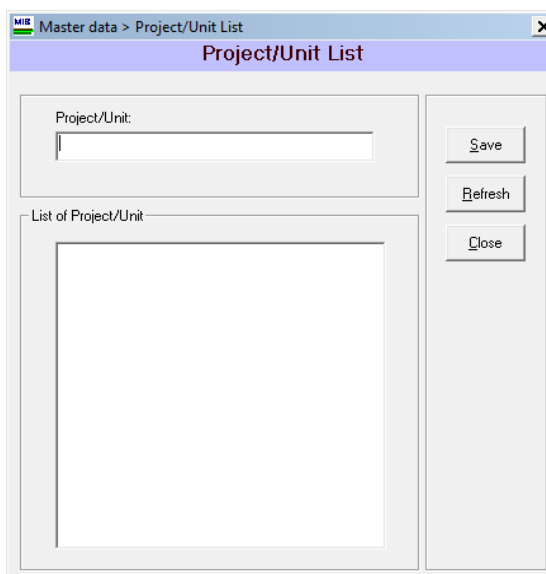
5.7 Project/Unit List

Add New:

- ✓ Write data in Project/Unit field.
- ✓ Click **Save** button.

Edit:

- ✓ Select the Project/Unit from **List of Project/Unit**.
- ✓ Fill up data in Project/Unit field.
- ✓ Click **Update** button.



5.8 Gender Sub Indicator List

Add New:

- ✓ Chose Key Indicator.
- ✓ Write data in Sub Indicator field.
- ✓ Click **Save** button.

Edit:

- ✓ Select the Sub Indicator from **List of Sub Indicator**.
- ✓ Fill up data in Sub Indicator field.
- ✓ Click **Update** button.

Click here to **Add** or **Edit** Key Indicator

5.9 Agriculture Crops List

Add New:

- ✓ Write data in Crops field.
- ✓ Click **Save** button.

Edit:

- ✓ Select the Crops from **List of Crops**.
- ✓ Fill up data in Crops field.
- ✓ Click **Update** button.

5.10 Component Damage Type List

Add New:

- ✓ Chose Category & Components.
- ✓ Write data in Damage Type field.
- ✓ Click **Save** button.

Edit:

- ✓ Select the Damage Type from **List of Damage Type**.
- ✓ Fill up data in Damage Type field.
- ✓ Click **Update** button.

5.11 Environment Laboratory List

Add New:

- ✓ Chose **Laboratory Type**.
- ✓ Write data in Lab Name field.
- ✓ Click **Save** button.

Edit:

- ✓ Select the **Lab Name** from List.
- ✓ Edit/Change data.
- ✓ Press **Enter** from Keyboard.

The first screenshot shows the 'Env. Laboratory Name List' window. It has a title bar 'Master data > Lab Name List' and a subtitle 'Env. Laboratory Name List'. The form contains three input fields: 'Type of Laboratory:' with a dropdown arrow, 'Name of Laboratory:', and 'Address:'. To the right are 'Save' and 'Close' buttons. Below the fields is a table with columns 'LabType', 'LabName', and 'LabAddress'. The first row is 'Zonal Lab', 'Dhaka Zone Lab', 'Dhaka'. A red dashed line with an arrow points from the dropdown arrow in the 'Type of Laboratory' field to the second screenshot.

The second screenshot shows the 'Lab Type List' window. It has a title bar 'Master data > Lab Name List >> Lab Type List' and a subtitle 'Lab Type List'. It contains a table with columns 'LabType' and 'LabName'. The first row is 'Zonal Lab', 'Dhaka Zone Lab'. The second row is 'District Lab'. There is a '*' icon at the bottom of the table. To the right are 'Save' and 'Close' buttons. A blue dashed box highlights the table, and a blue dashed arrow points from a text box to it.

➤ **Add or Edit Type of Laboratory**

5.12 Environment Lab Equipment List

Add New:

- ✓ Chose **Laboratory Equipment**.
- ✓ Write data in Equipment field.
- ✓ Click **Save** button.

Edit:

- ✓ Select the **Lab Equip.** from List.
- ✓ Edit/Change data.
- ✓ Press **Enter** from Keyboard.

The screenshot shows the 'Env. Laboratory Equipment List' window. It has a title bar 'Master data > Lab Equipment List' and a subtitle 'Env. Laboratory Equipment List'. The form contains one input field: 'Name of Equipment:'. To the right are 'Save' and 'Close' buttons. Below the field is a table with columns 'LabEquipID' and 'LabEquip'. The first row is '1', 'A'. The second row is '2', 'B'.

6

Chapter-6: System Security

Role and user based security has been implemented in IWRM-MIS. After implementation of the software, administrator of IWRM-MIS can create roles according to the need of the system. Users will be specified by user role, user name and password and hence each user would get access only the features relevant to the role assigned to him.

6.1 Create/Update User Role

- ❑ To **create/Update** user Role, click “**Create/Update New User Role**” sub-menu under “**Security**” menu. User List will appear as below:

- ✓ **To modify**, do changes on the value of available three Tab (General, O&M and Security)
- ✓ finally click “**Save**” button to save record.
- ✓ To close the window, click “**Close**” button.

- ✓ **To Add New Role**, click “**Add**” button and write user role.
- ✓ Finally click “**Save**” button to save record.
- ✓ To close the window, click “**Close**” button.

6.2 Create/Update New User

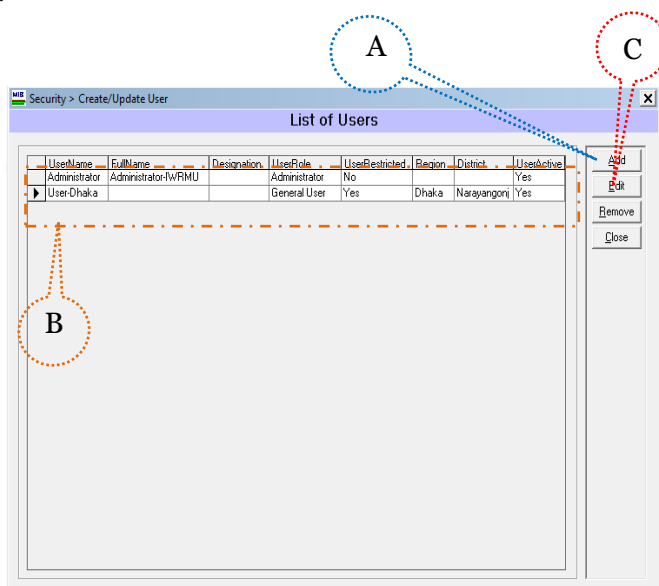
- ❑ To **create/Update** user, click “**Create/Update New User**” sub-menu under “**Security**” menu. User List will appear as below:

Create User:

- A) To create **New User**, click “**Add**” button. **Create/Update New User** Screen will appear as below:

Update User:

- B) To **Update User**, Chose desired **User** from List of Users.
- C) Click “**Edit**” button, “**Create/Update New User**” Screen will appear as below:



- ✓ Input **User Name**, full Name, Password, etc in the respective boxes.
- ✓ Assign a **Role** to user and if you want the user can only insert/update the information of a particular region or district then select “**Yes**” under User Restricted by **Region/District** option.
- ✓ Finally, click “**Save**” button to save/update User information.

6.3 Change Own Password

- ✓ Input **User Name**, old Password, etc. in the respective boxes.
- ✓ Finally, click “**Change**” button to reset your password.

Chapter-7: Reports of IWRM-MIS

MIS has got two categories of reports – General Information Reports and O&M Information Repots. Process for viewing these reports are described below.

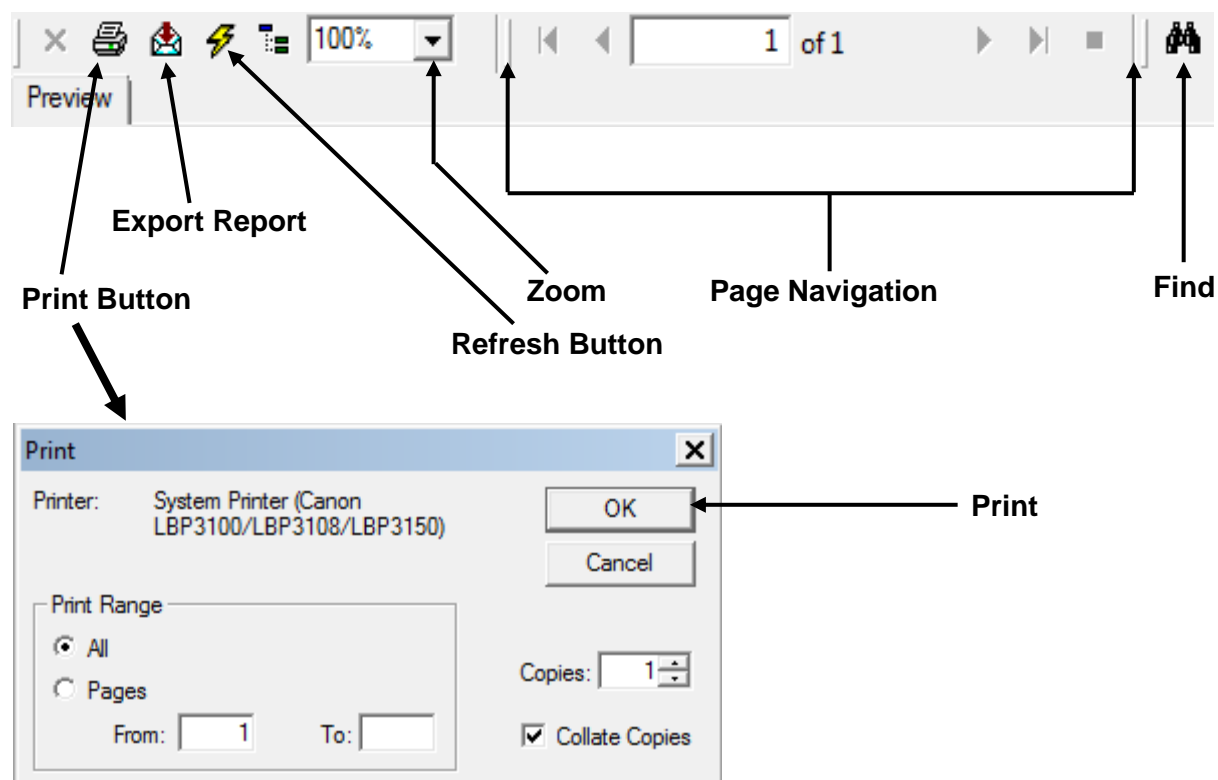
7.1 General Information Reports

See [3.8 Reports on General Information of IWRMU](#)

7.2 O&M Information Repots

See [4.7 Reports on O&M of IWRMU](#)

7.3 Report Toolbar

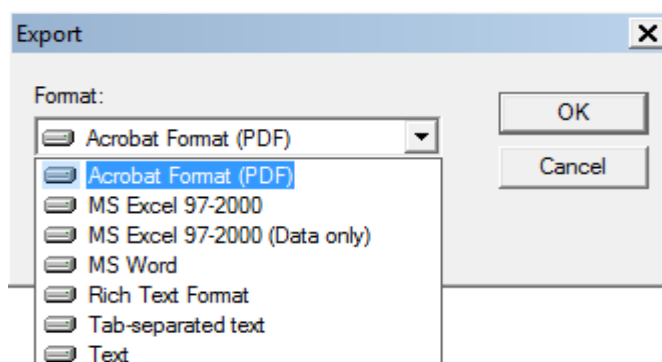


7.4 Export Report

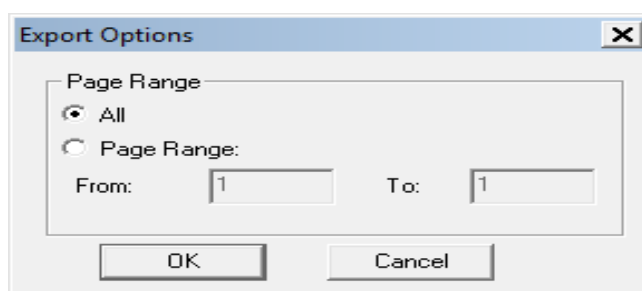
Report of MIS can be exported as other application's format like:

- Acrobat Reader format
- Microsoft Excel format
- Microsoft Word document format
- Rich Text format

Step-1: To **export MIS reports** click “Export Report” button from **Report Toolbar**. A dialog box will appear as below:

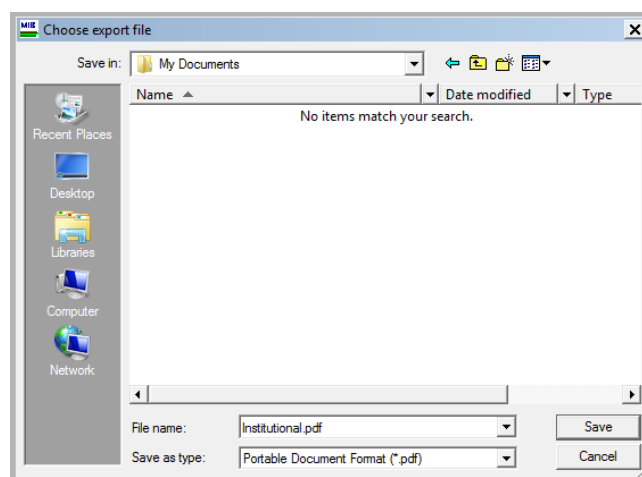


Step-2: Chose desired export format and click “Ok” Button.



Step-3: Chose desired page range and click “Ok” Button.

Step-4: Input file name and select destination folder to where you want to save the file.



Step-5: Finally click “Save” button to save the report in the disk drive.

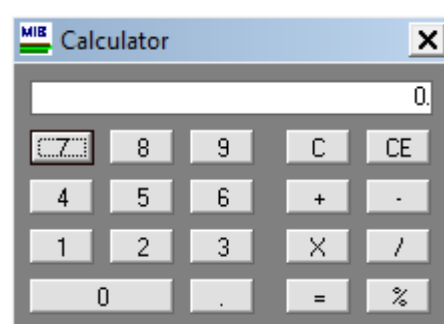
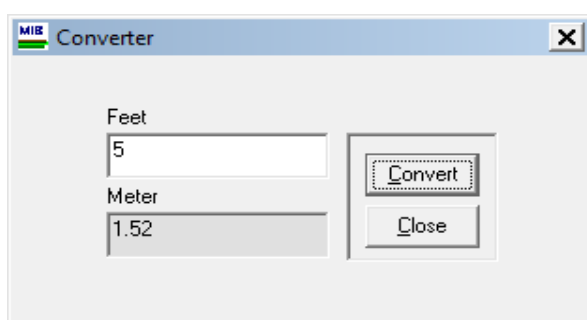
7.5 Sample Report Formats

See [3.8 Reports on General Information of IWRMU](#) & [4.7 Reports on O&M of IWRMU](#)

8

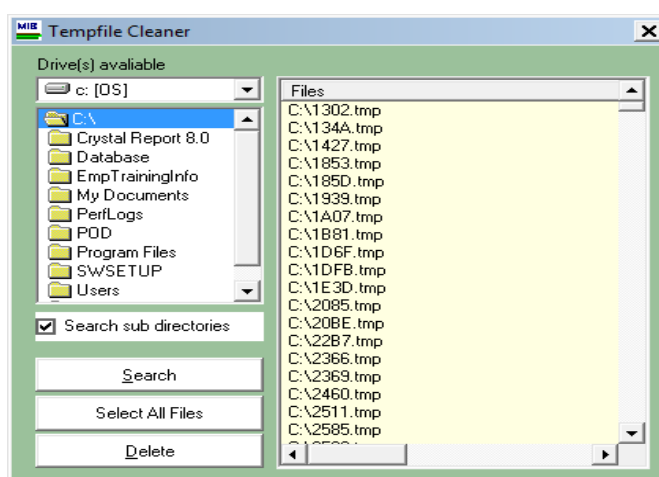
Chapter-8: Tools, Help & File

8.1 Converter & Calculator



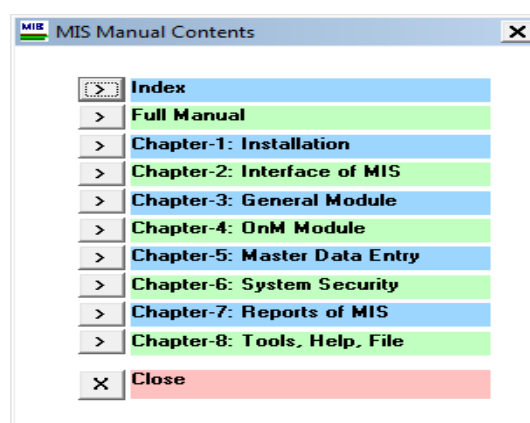
8.2 Temp file cleaner

- Chose desired drive
- Click “Search” button
- Click “Select All Files” button
- Click “Delete” button to clean the temp file



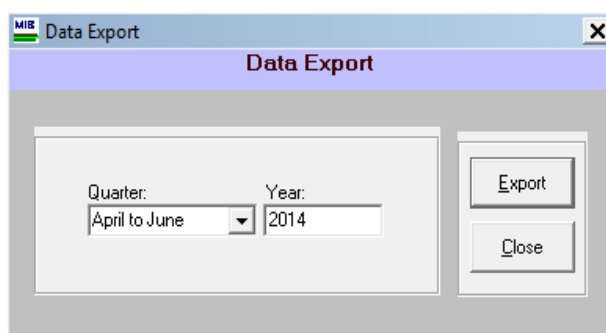
8.3 Contents & about the system

- ✓ Chose desired option to get the help from operation manual.



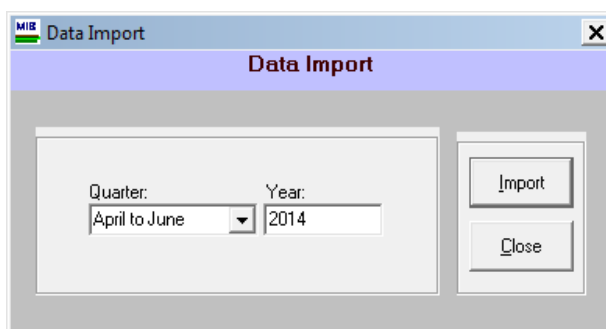
8.4 Data Export & Import

- ✓ Choose the Quarter, Year and click “Export” button.



The 'Data Export' dialog box features a title bar with the MIS logo and the text 'Data Export'. Below the title bar, the text 'Data Export' is centered. The main area contains two input fields: 'Quarter:' with a dropdown menu showing 'April to June' and 'Year:' with a text box containing '2014'. To the right of these fields are two buttons: 'Export' and 'Close'.

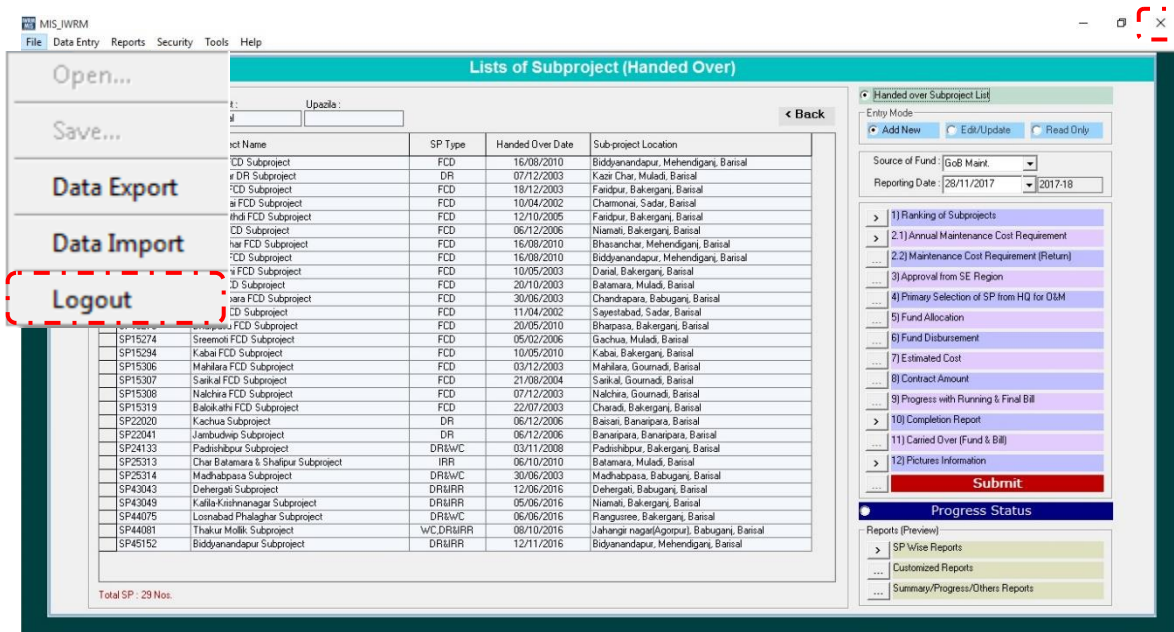
- ✓ Choose the Quarter, Year and click “Import” button.



The 'Data Import' dialog box features a title bar with the MIS logo and the text 'Data Import'. Below the title bar, the text 'Data Import' is centered. The main area contains two input fields: 'Quarter:' with a dropdown menu showing 'April to June' and 'Year:' with a text box containing '2014'. To the right of these fields are two buttons: 'Import' and 'Close'.

8.5 Logout

To exit from MIS software, click “Logout” or “X” button.

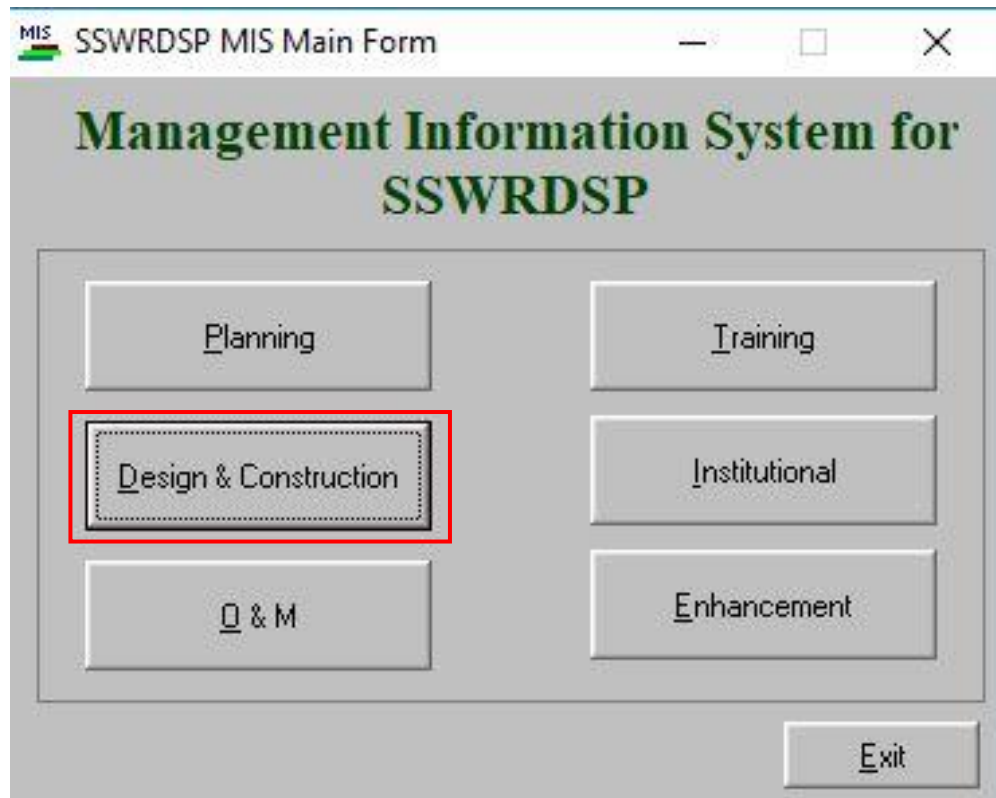


The main interface of the MIS_IWRM software. The title bar shows 'MIS_IWRM' and standard window controls. The menu bar includes 'File', 'Data Entry', 'Reports', 'Security', 'Tools', and 'Help'. On the left, a sidebar contains buttons for 'Open...', 'Save...', 'Data Export', 'Data Import', and 'Logout' (highlighted with a red dashed box). The main area is titled 'Lists of Subproject (Handed Over)' and contains a table with columns: 'SP Name', 'SP Type', 'Handed Over Date', and 'Sub-project Location'. The table lists various subprojects and their details. On the right, there is a 'Handed over Subproject List' panel with 'Entry Mode' (Add New, Edit/Update, Read Only), 'Source of Fund' (GoB Maint.), 'Reporting Date' (28/11/2017), and a list of subproject reports (1) Ranking of Subprojects, (2.1) Annual Maintenance Cost Requirement, (2.2) Maintenance Cost Requirement (Return), (3) Approval from SE Region, (4) Primary Selection of SP from HQ for O&M, (5) Fund Allocation, (6) Fund Disbursement, (7) Estimated Cost, (8) Contract Amount, (9) Progress with Running & Final Bill, (10) Completion Report, (11) Carried Over (Fund & Bill), (12) Pictures Information. A 'Submit' button is at the bottom of this panel. Below the table, it says 'Total SP : 29 Nos.'.

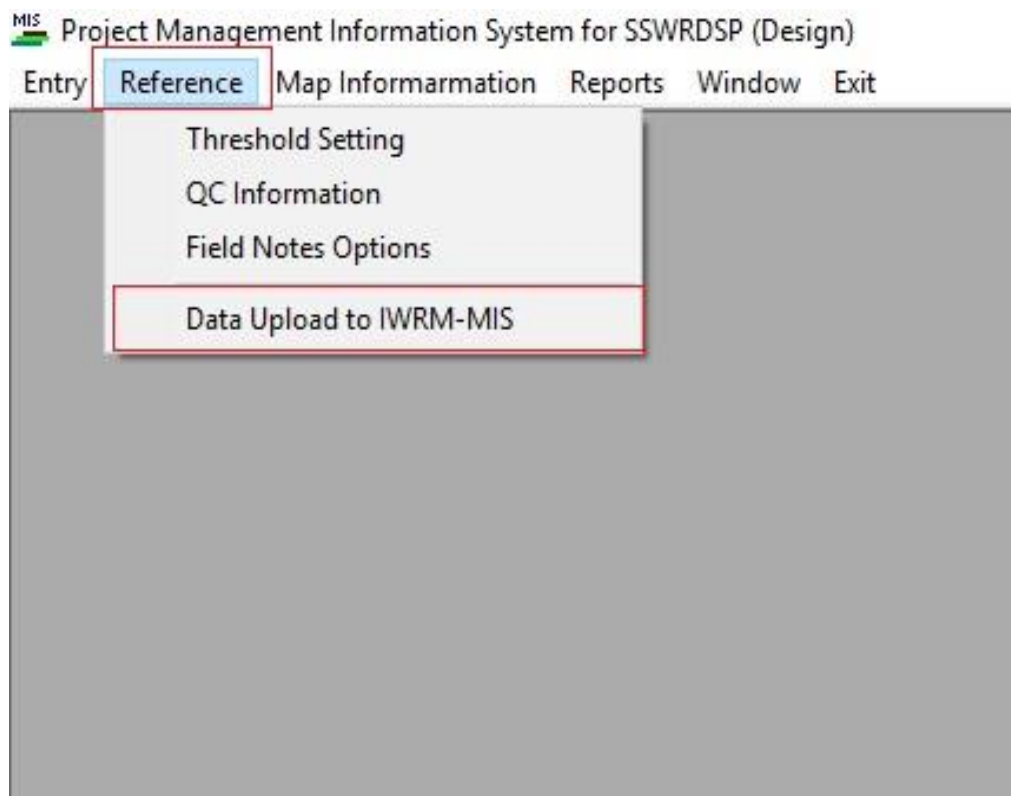
SP Name	SP Type	Handed Over Date	Sub-project Location
CD Subproject	FCD	16/08/2010	Bidyanandapur, Mehendiganj, Barisal
DR Subproject	DR	07/12/2003	Kaati Chap, Muladi, Barisal
FCD Subproject	FCD	18/12/2003	Fandpur, Bakerganj, Barisal
ai FCD Subproject	FCD	10/04/2002	Chamonai, Sadar, Barisal
ihdi FCD Subproject	FCD	12/10/2005	Fandpur, Bakerganj, Barisal
CD Subproject	FCD	06/12/2006	Niamati, Bakerganj, Barisal
nar FCD Subproject	FCD	16/08/2010	Bhasanchar, Mehendiganj, Barisal
FCD Subproject	FCD	16/08/2010	Bidyanandapur, Mehendiganj, Barisal
CD Subproject	FCD	10/05/2003	Darail, Bakerganj, Barisal
J Subproject	FCD	20/10/2003	Batamara, Muladi, Barisal
ara FCD Subproject	FCD	30/06/2003	Chandapara, Babuganj, Barisal
CD Subproject	FCD	11/04/2002	Sayestabad, Sadar, Barisal
Subproject	FCD	20/05/2010	Bharpasa, Bakerganj, Barisal
SP15274 Sreemoti FCD Subproject	FCD	05/02/2006	Gachua, Muladi, Barisal
SP15294 Kabai FCD Subproject	FCD	10/05/2010	Kabai, Bakerganj, Barisal
SP15306 Mahilara FCD Subproject	FCD	03/12/2003	Mahilara, Gournadi, Barisal
SP15307 Sarikal FCD Subproject	FCD	21/08/2004	Sarikal, Gournadi, Barisal
SP15308 Nalchira FCD Subproject	FCD	07/12/2003	Nalchira, Gournadi, Barisal
SP15319 Balokathi FCD Subproject	FCD	22/07/2003	Charadi, Bakerganj, Barisal
SP22020 Kachua Subproject	DR	06/12/2006	Basari, Banarpara, Barisal
SP22041 Jandubhup Subproject	DR	06/12/2006	Banarpara, Banarpara, Barisal
SP24133 Padishipur Subproject	DR&WC	03/11/2008	Padishipur, Bakerganj, Barisal
SP25313 Char Batamara & Shalpur Subproject	IRR	06/10/2010	Batamara, Muladi, Barisal
SP25314 Madhabpasa Subproject	DR&WC	30/06/2003	Madhabpasa, Babuganj, Barisal
SP43043 Dehergati Subproject	DR&IRR	12/06/2016	Dehergati, Babuganj, Barisal
SP43049 Kalita-Kishmanagar Subproject	DR&IRR	05/06/2016	Niamati, Bakerganj, Barisal
SP44075 Lornabad Phalgahar Subproject	DR&WC	06/06/2016	Rangurree, Bakerganj, Barisal
SP44081 Thakur Mulik Subproject	WC, DR&IRR	08/10/2016	Jahangir nagar(Agarput), Babuganj, Barisal
SP45152 Bidyanandapur Subproject	DR&IRR	12/11/2016	Bidyanandapur, Mehendiganj, Barisal

Data Upload from SSW Database to IWRM-MIS

Step 1: Click **Design & Construction**



Step 2: Click **reference**, then click **Data Upload to IWRM-MIS**



Step 3: Click **Uploaded By** type your name, then click **Designation** type your designation -

A. Click **Basic and Institutional Data** checkbox

B. Click **Upload** Button

Step 4: Click **Uploaded By** type your name, then click **Designation** type your designation -



Step 5:

- A. Click **Main Construction Data** checkbox
- B. Click **Upload** Button

File

Data Upload From SSW Database to IWRM-MIS

Uploaded By & Date

Uploaded By : Designation : Date : 12/12/2017

Select Option

☐ Basic and Institutional Data Last Updated Date : ...

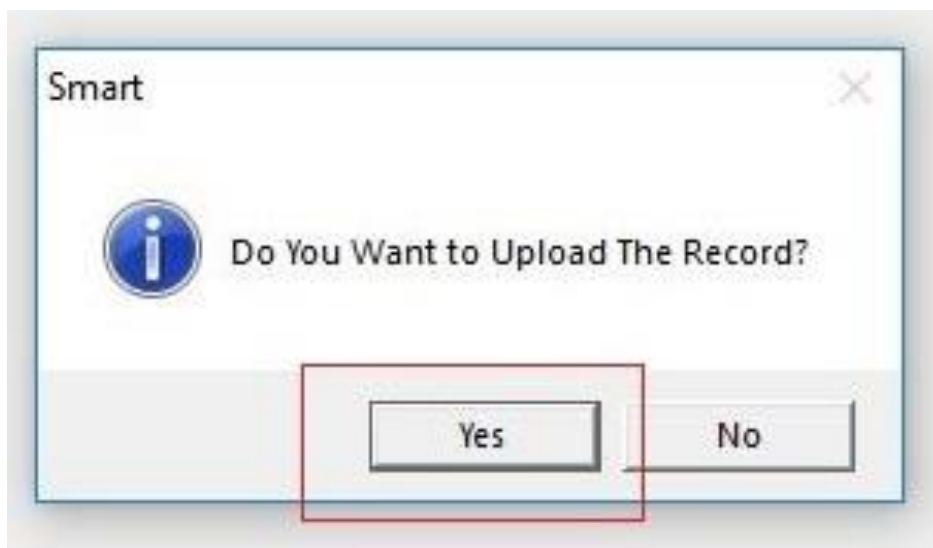
☒ Main Construction Data Last Updated Date : ...

☐ Enhancement Construction Data Last Updated Date : ...

☐ Basic & Construction All Summary Data Last Updated Date : ...

Upload Close

Step 6: Click **Uploaded By** type your name, then click **Designation** type your designation -



Step 7:

- A. Click **Basic and Institutional Data** checkbox
- B. Click **Upload** Button

Data Upload to IWRM-MIS

File

Data Upload From SSW Database to IWRM-MIS

Uploaded By & Date

Uploaded By : Designation : Date : 12/12/2017

Select Option

☐ Basic and Institutional Data Last Updated Date : ...

☐ Main Construction Data Last Updated Date : ...

☒ Enhancement Construction Data Last Updated Date : ...

☐ Basic & Construction All Summary Data Last Updated Date : ...

Upload **Close**

Step 4: Click **Uploaded By** type your name, then click **Designation** type your designation -



Step 3:

- A. Click **Basic & Construction All Summary Data** checkbox
- B. Click **Upload** Button

MIS Data Upload to IWRM-MIS

File

Data Upload From SSW Database to IWRM-MIS

Uploaded By & Date

Uploaded By : Designation : Date : 12/12/2017

Select Option

☐ Basic and Institutional Data Last Updated Date :

☐ Main Construction Data Last Updated Date :

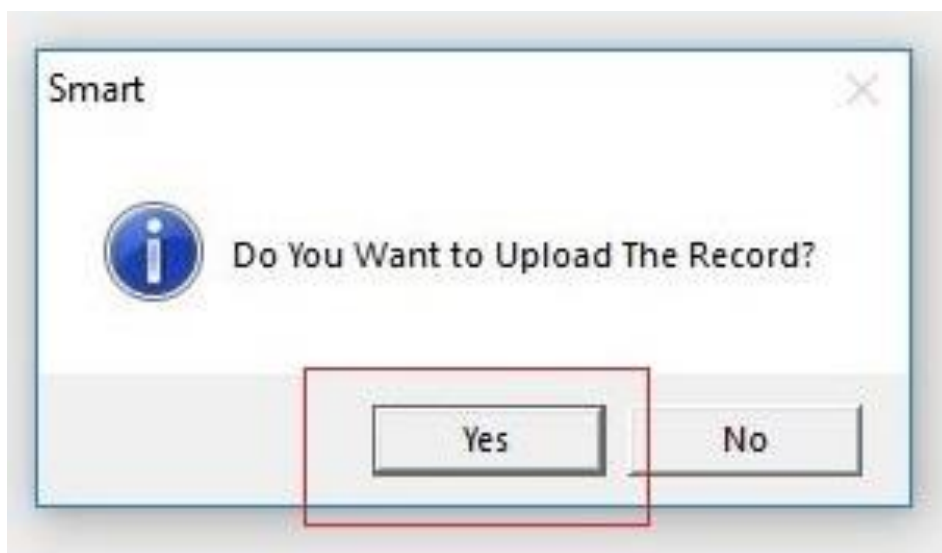
☐ Enhancement Construction Data Last Updated Date :

☒ Basic & Construction All Summary Data Last Updated Date :

Upload

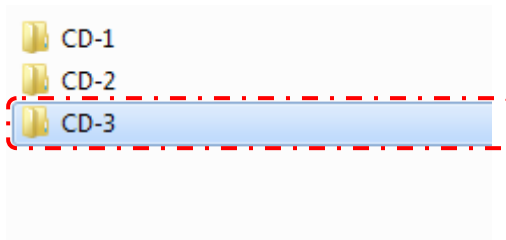
Close

Step 4: Click **Uploaded By** type your name, then click **Designation** type your designation -

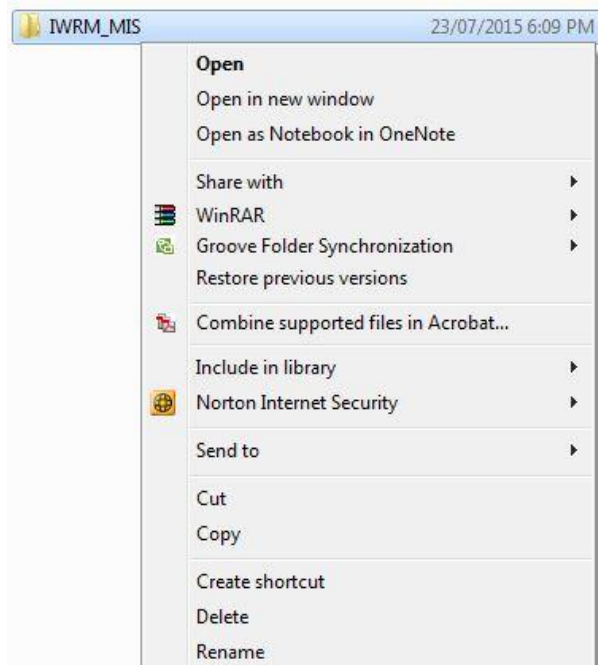


Enclosure-1: IWRM-MIS Installation

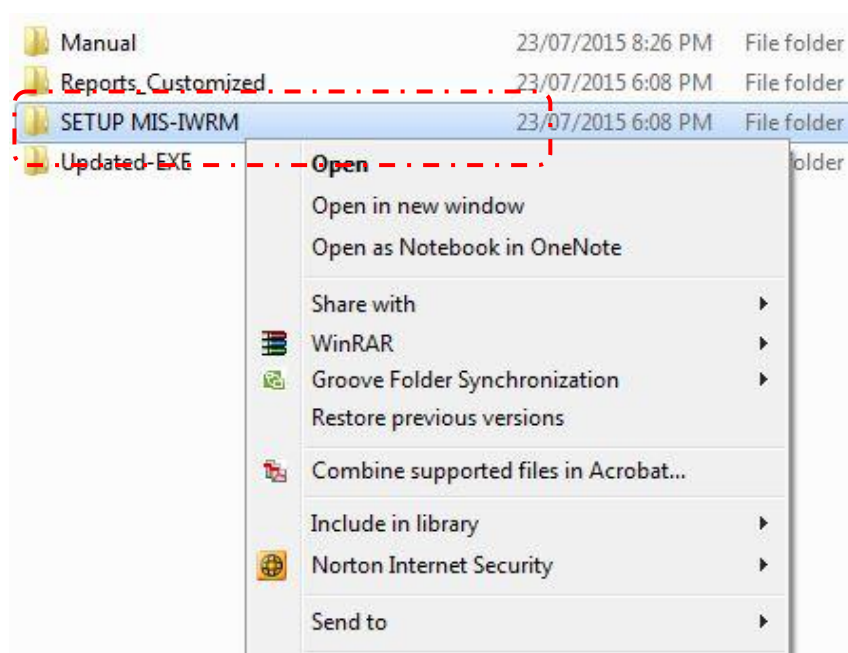
Step-1: Insert disc into DVD ROM and choose 'CD-3' and open the folder.



Step-2: Right clicks / double clicks on **IWRM-MIS** folder .

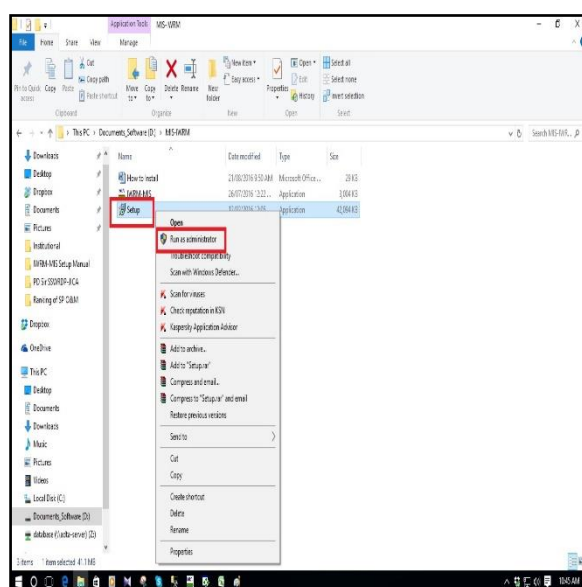


Step-3: Right clicks / double clicks on **SETUP MIS-IWRM** folder.

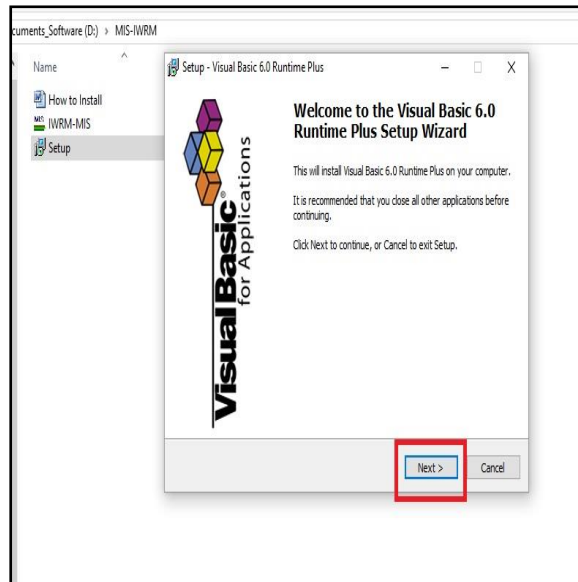


Step 5:

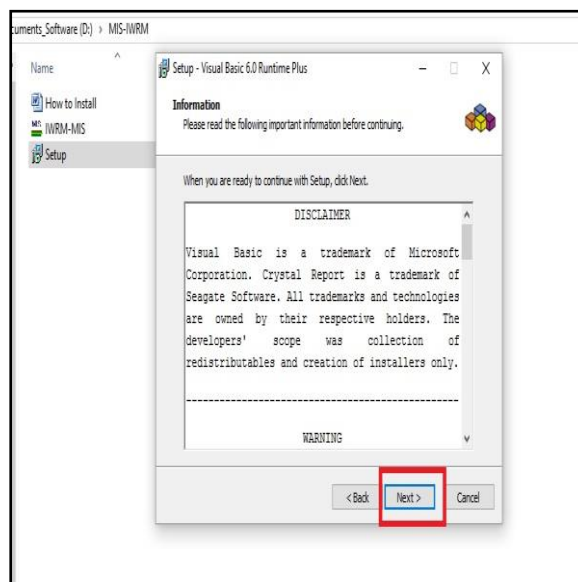
Right click '**Setup**', click Administrator then click '**Yes**'.



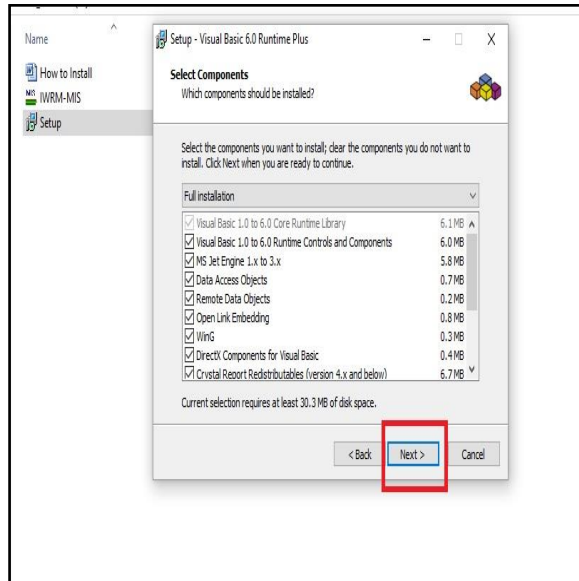
Step 6:
Click 'Next'



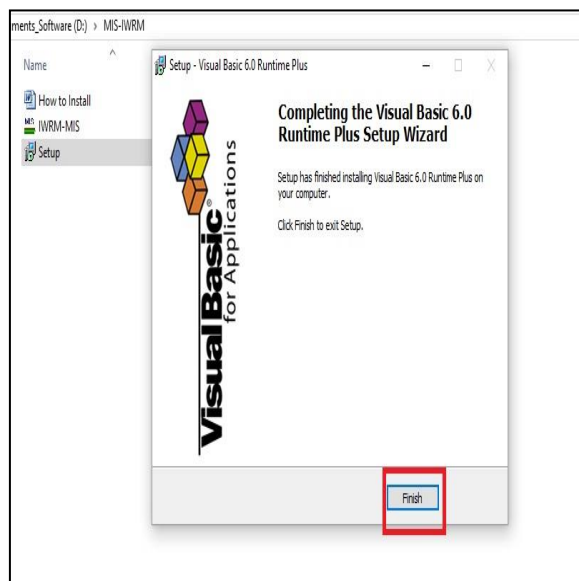
Step 7:
Click 'Next'.



Step 8:
Click **'Next'**.

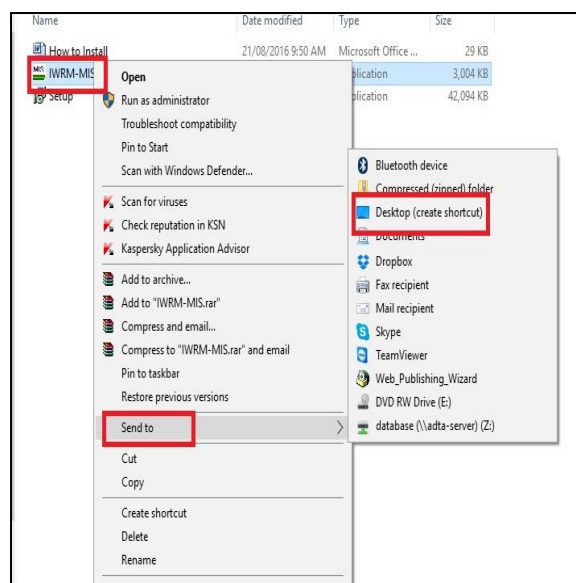


Step 9:
Finally click **'Finish'**.



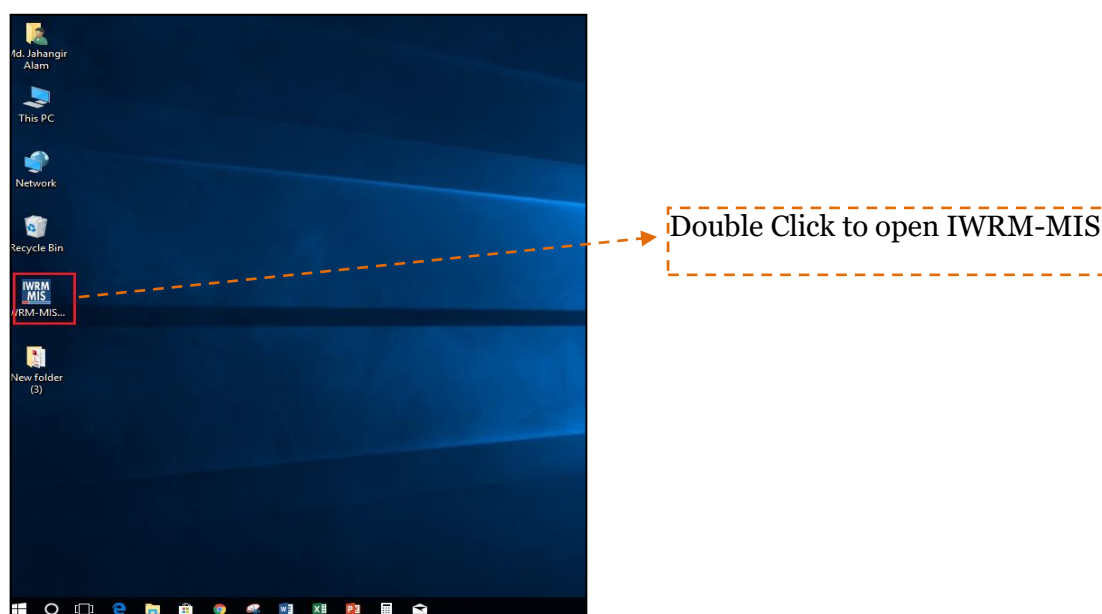
Step 10:

Right click **IWRM-MIS** (Which is above the setup file), click **‘Sent to’** then click **‘Desktop (Create shortcut)’**



Step 11:

‘IWRM-MIS – Shortcut’ is your software icon. You want to change your Shortcut icon name like **‘IWRM-MIS’**.



Step 12:

User Name : xen.district name (like '**xen.barisal**')
Password : 1234 (default password is **1234** you will change It next
logon)



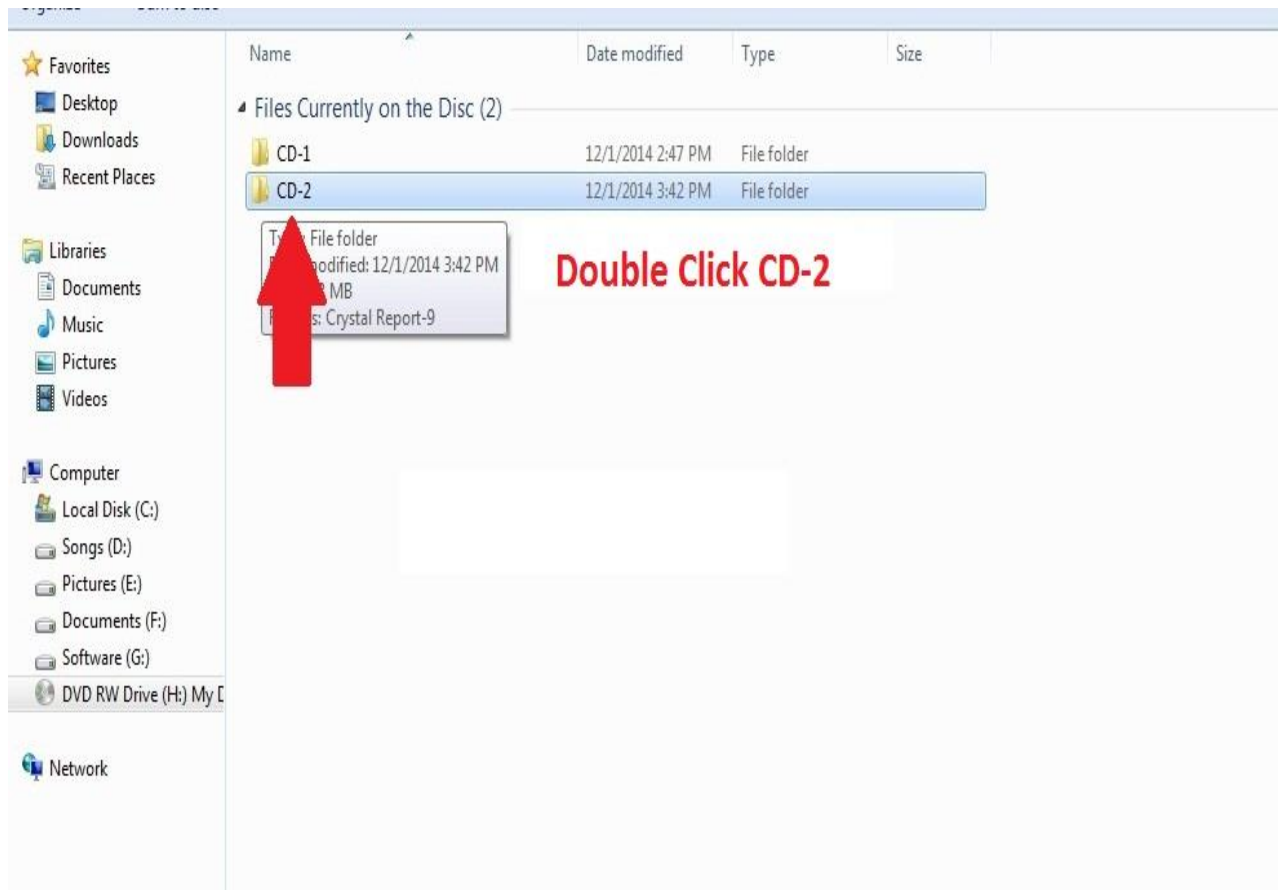
The image shows a login window titled "IWRM - MIS" with a version number "Version -1.4" in the top right corner. Below the title bar, there are two input fields: "User Name:" and "Password:". At the bottom of the window, there are two buttons: "Log In" and "Cancel".

IWRM - MIS	
Version -1.4	
User Name:	<input type="text"/>
Password:	<input type="password"/>
Log In	Cancel

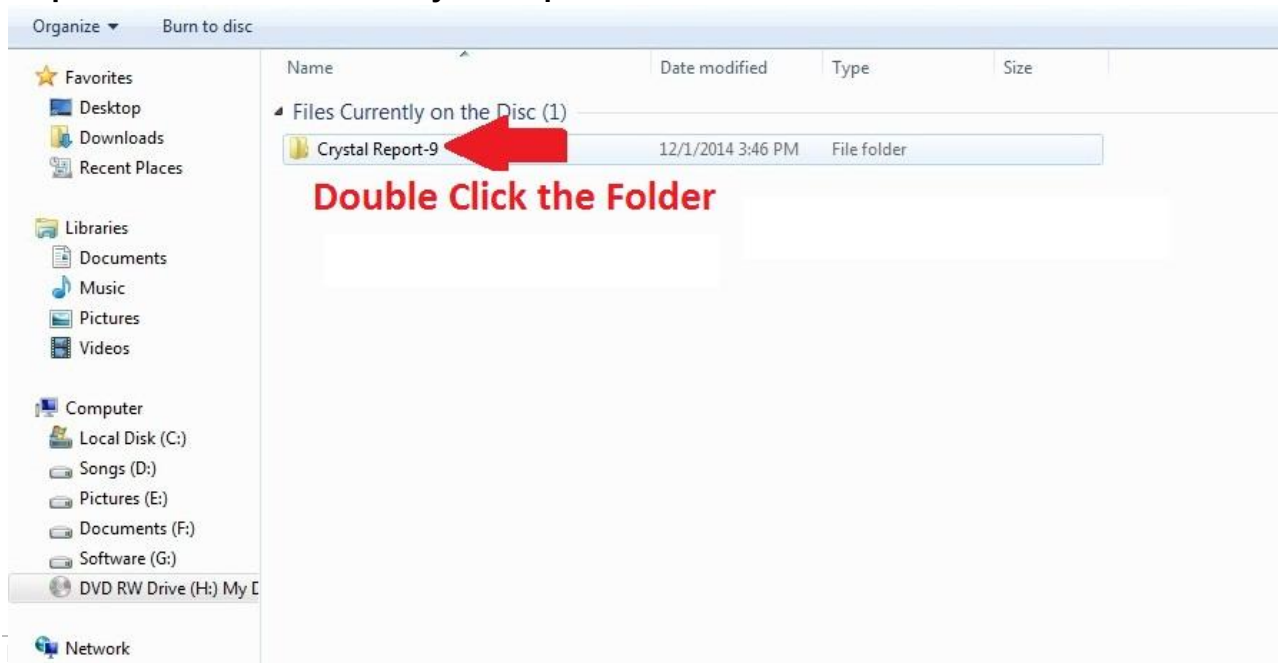
Crystal Report: Installation Flow Chart

Enclosure-2: Crystal Report Installation (CD-2)

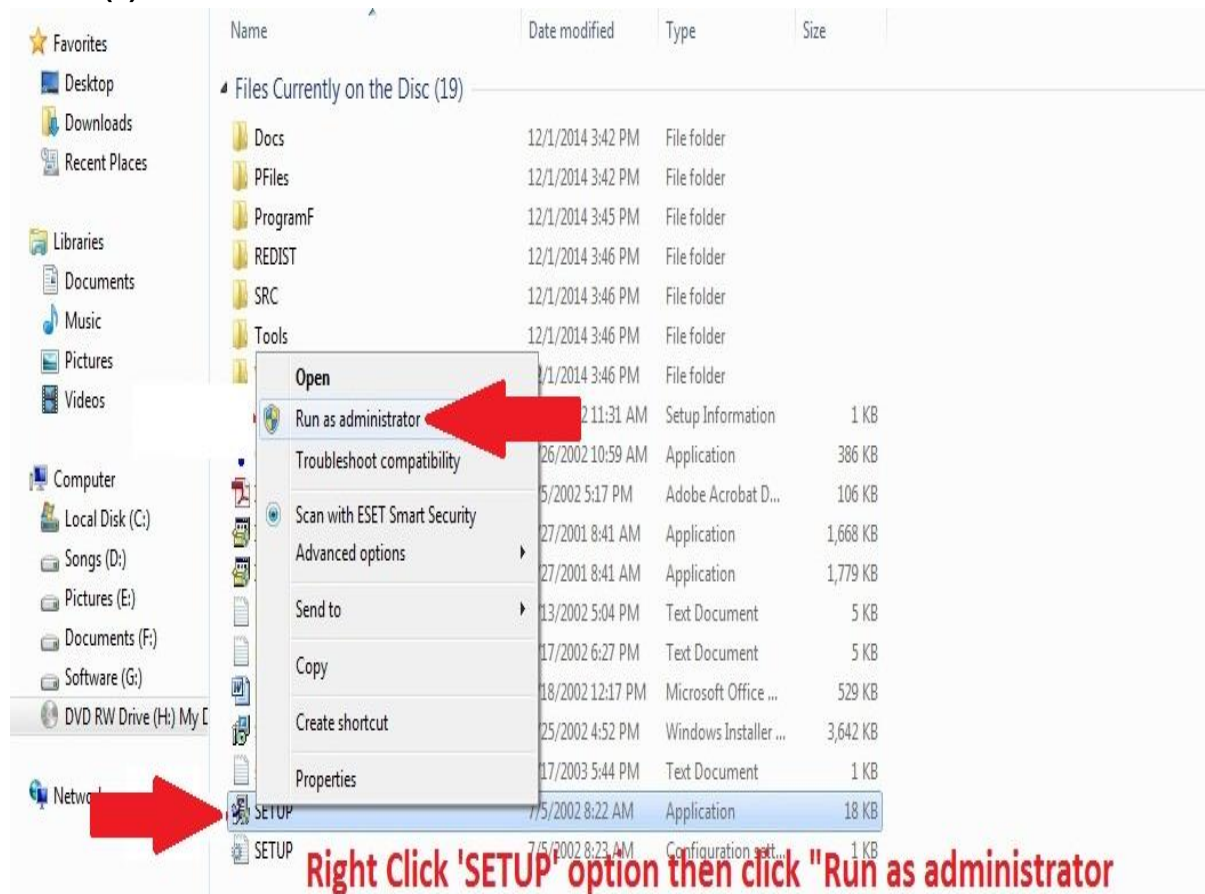
- Step 1:**
- (i) Insert the CD into the CD-ROM
 - (ii) Double click CD-2 Folder



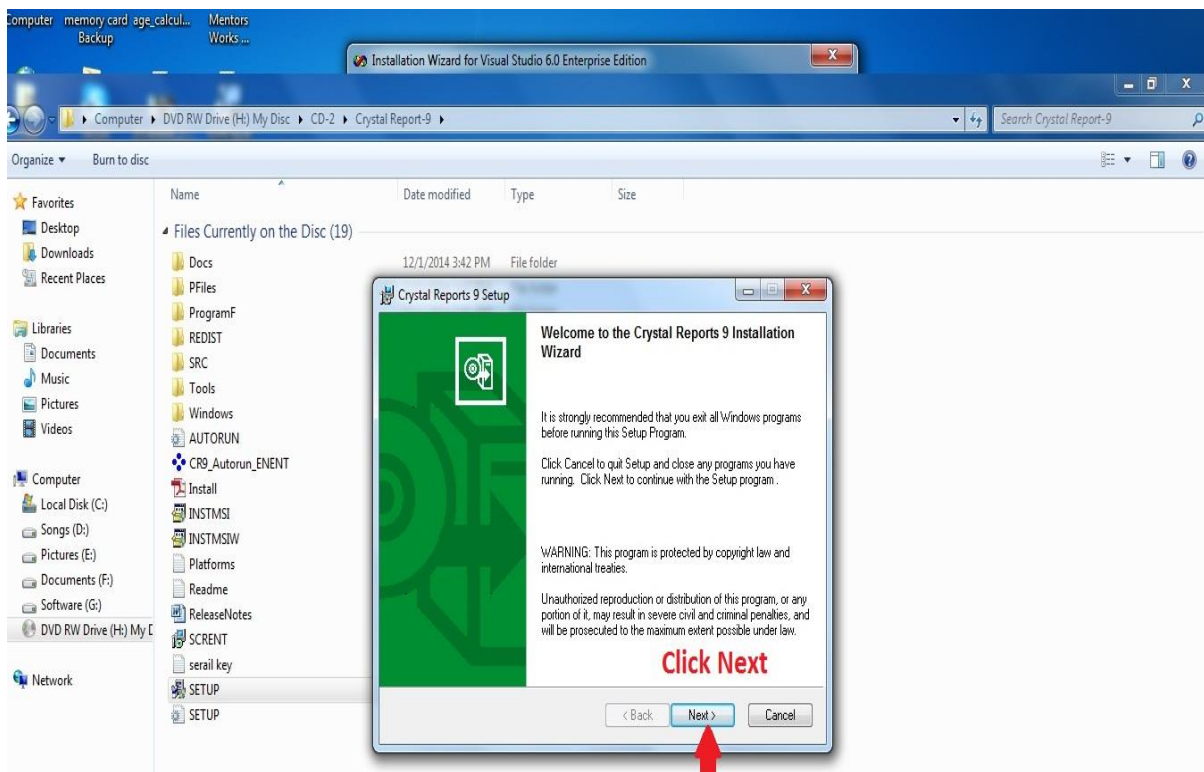
- Step 2 :** Double Click "Crystal Report-9" Folder.



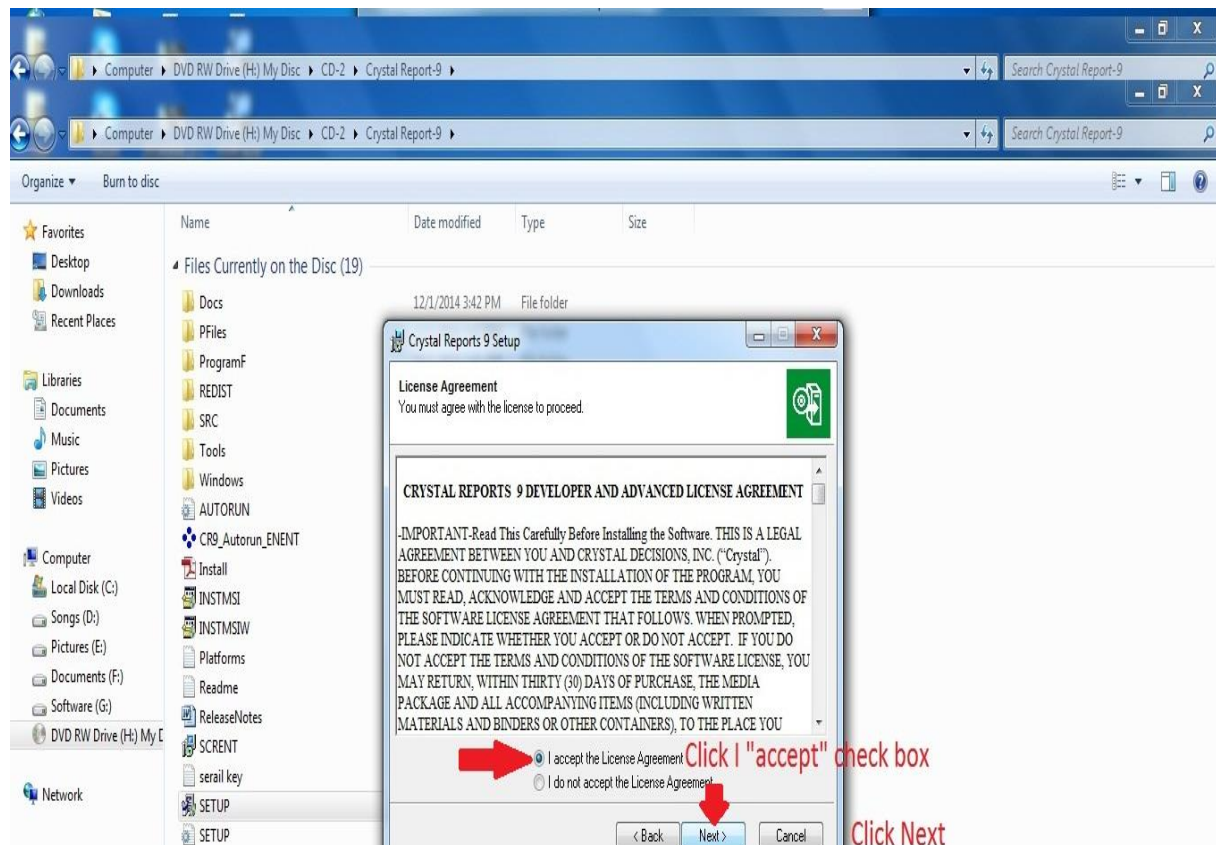
**Step 3: (i) Right click “SETUP” option.
(ii) Click Run as administrator.**



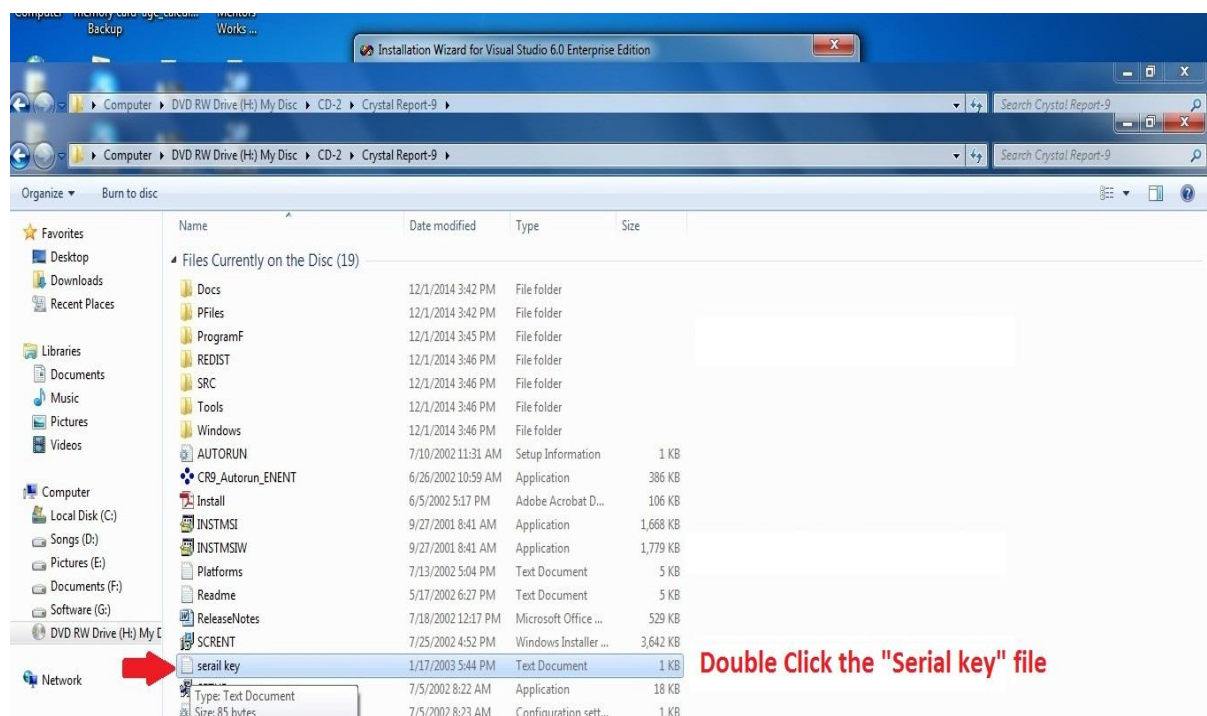
Step 4 : (i) Click Next.



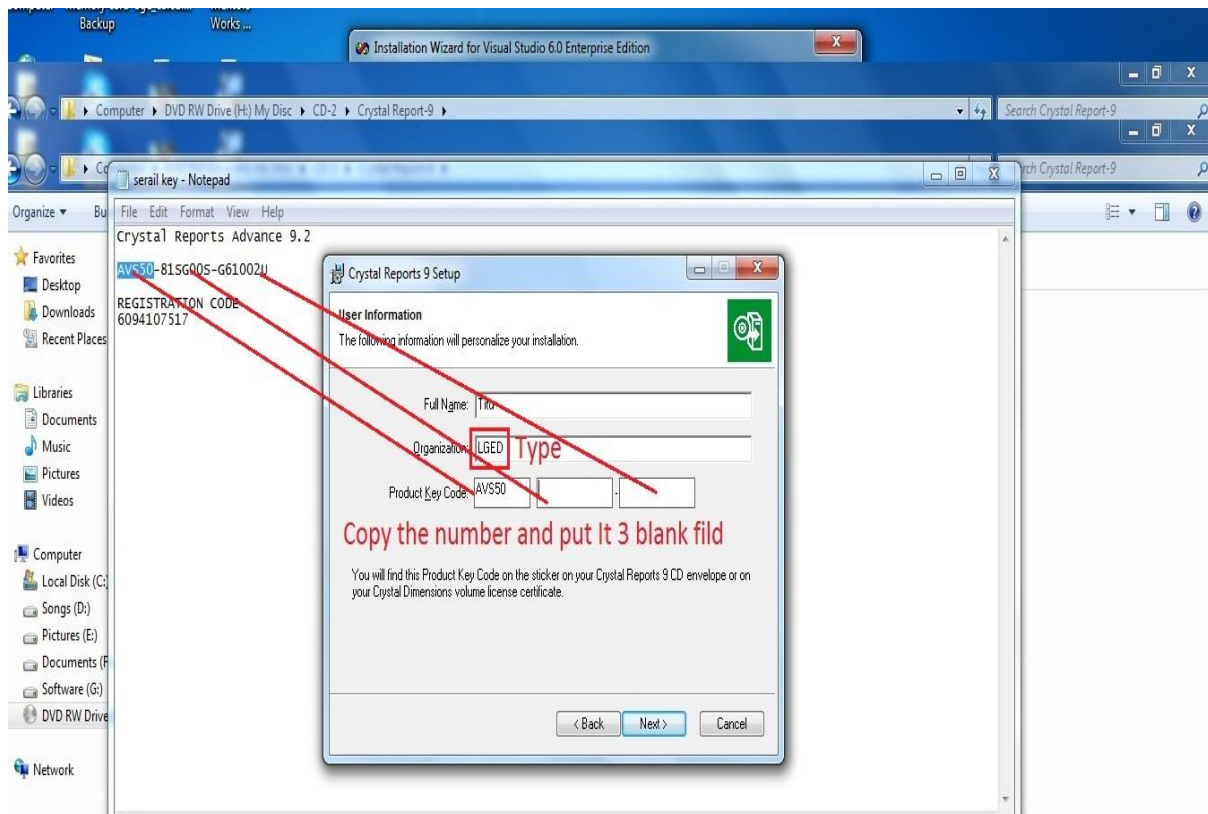
**Step 5: (i) Click “accept” check box.
(ii) Then click Next**



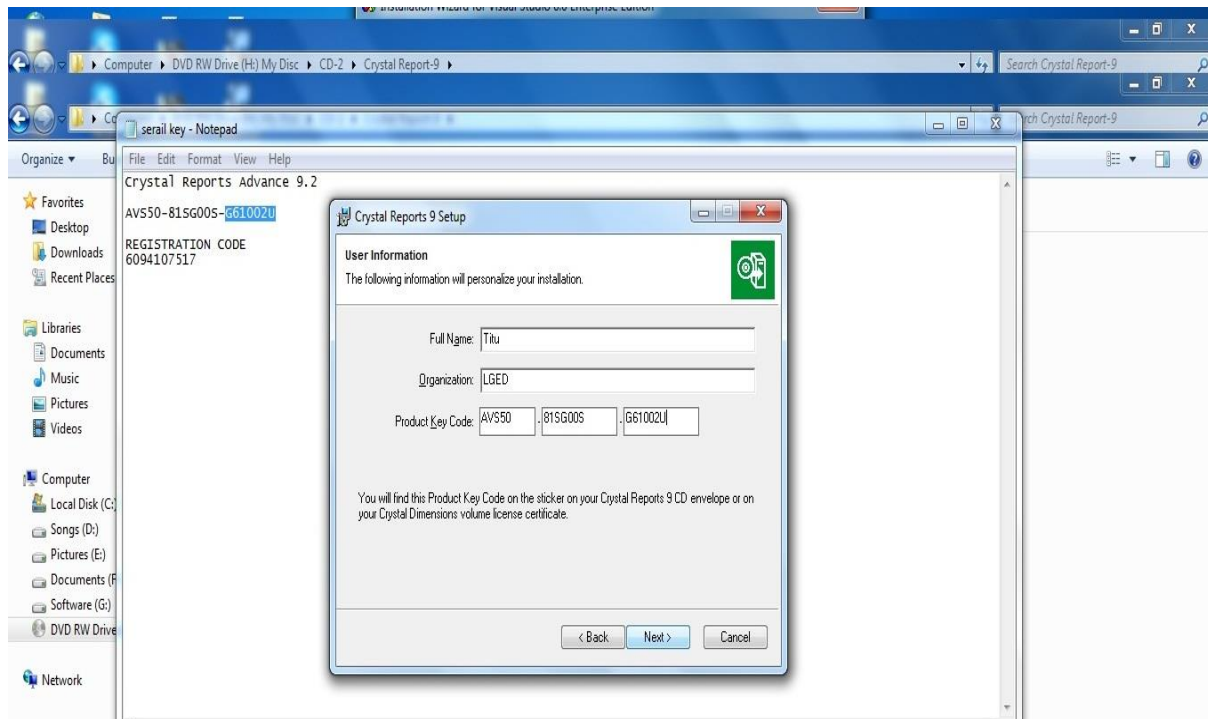
Step 6: (i) Double click “Serial Key” file from “CD-2”.



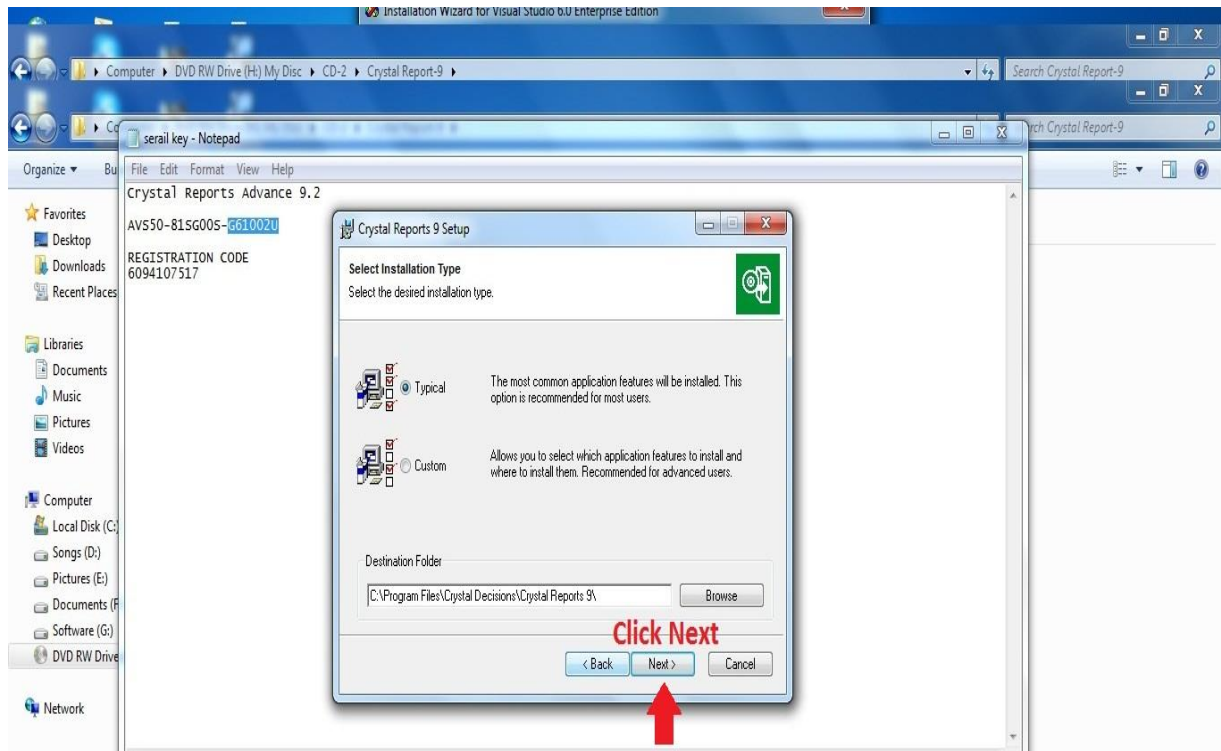
Step 7: Copy the serial number and paste one pair by pair.



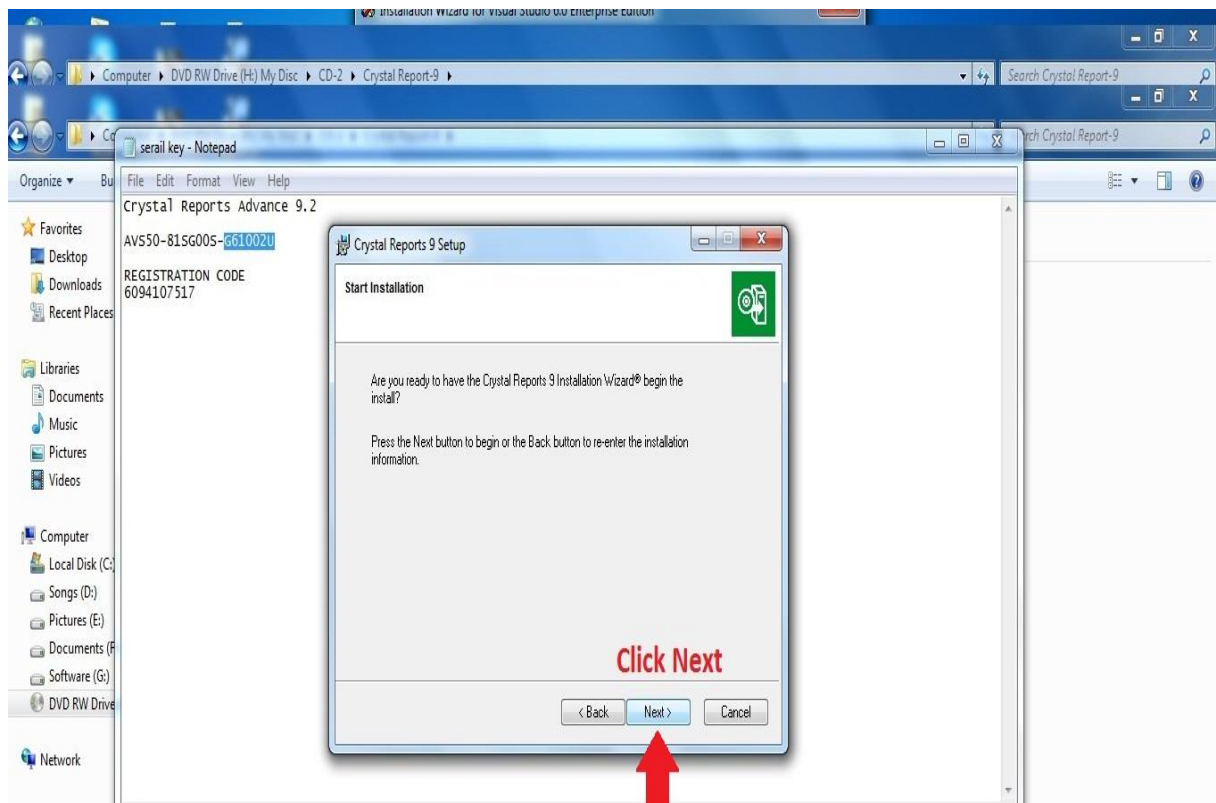
Step 8: Example Page.



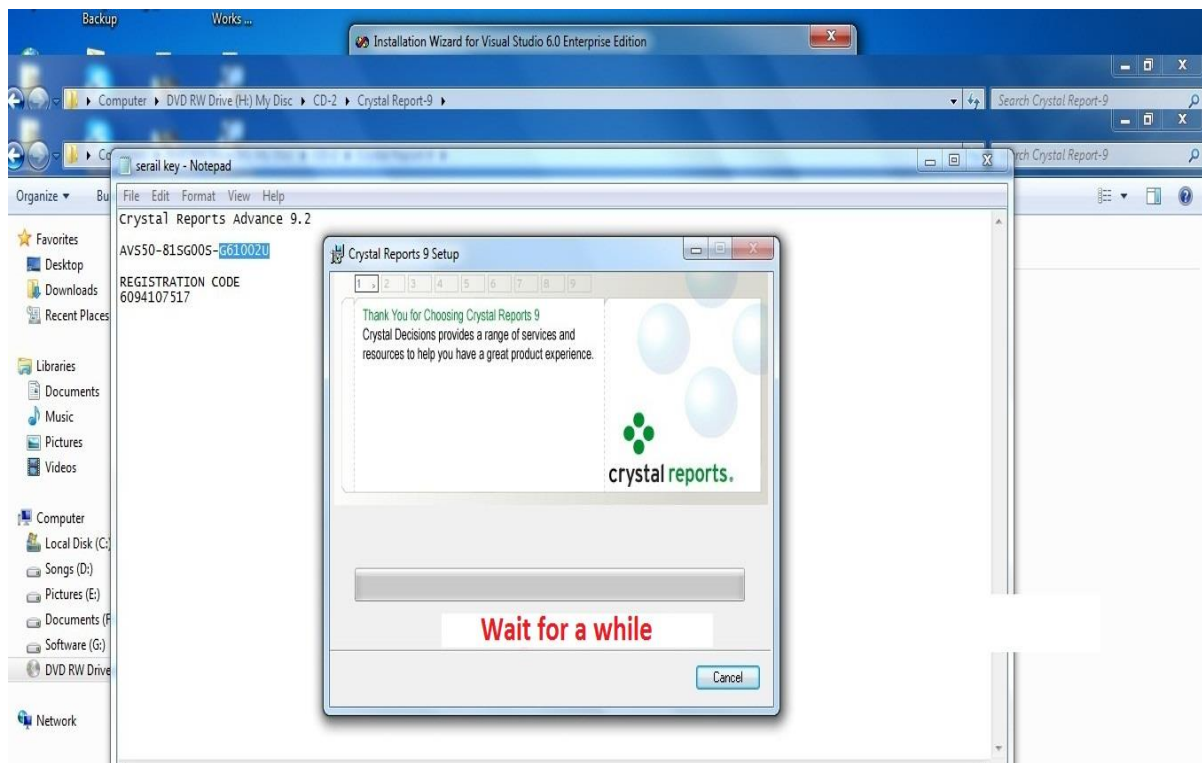
Step 9: Click Next



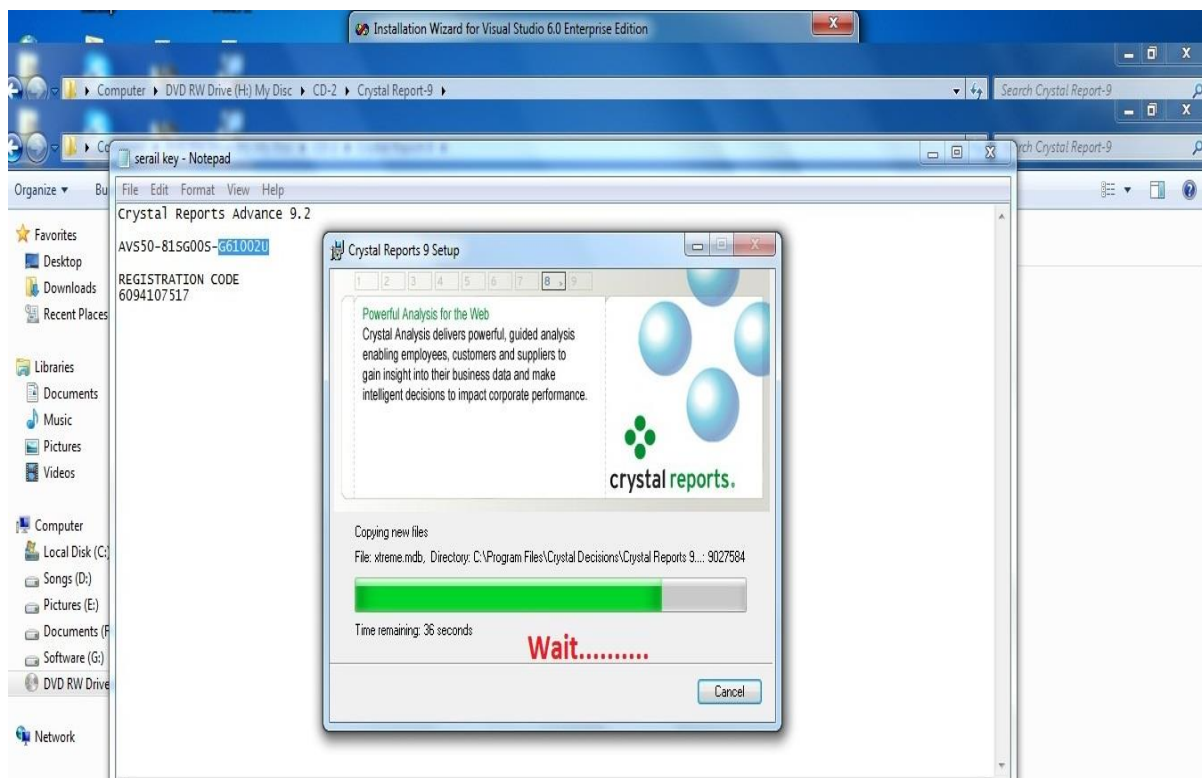
Step 10: Click Next.



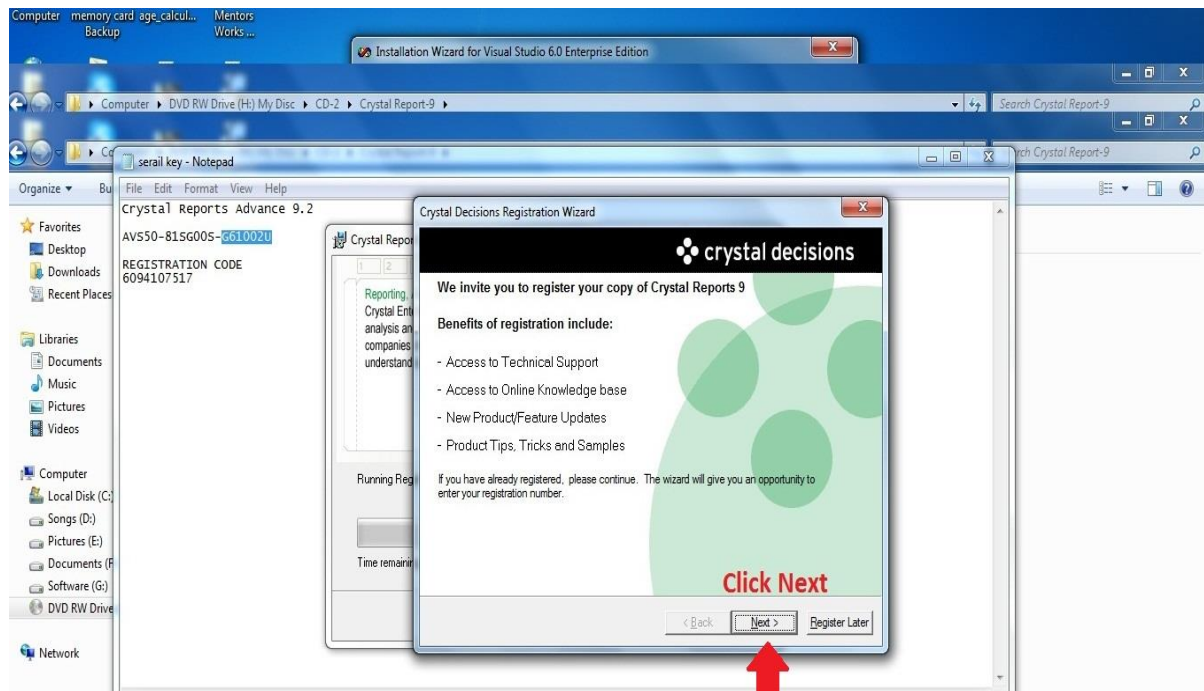
Step 11: Wait for a while.....



Step 12: Please Wait.....

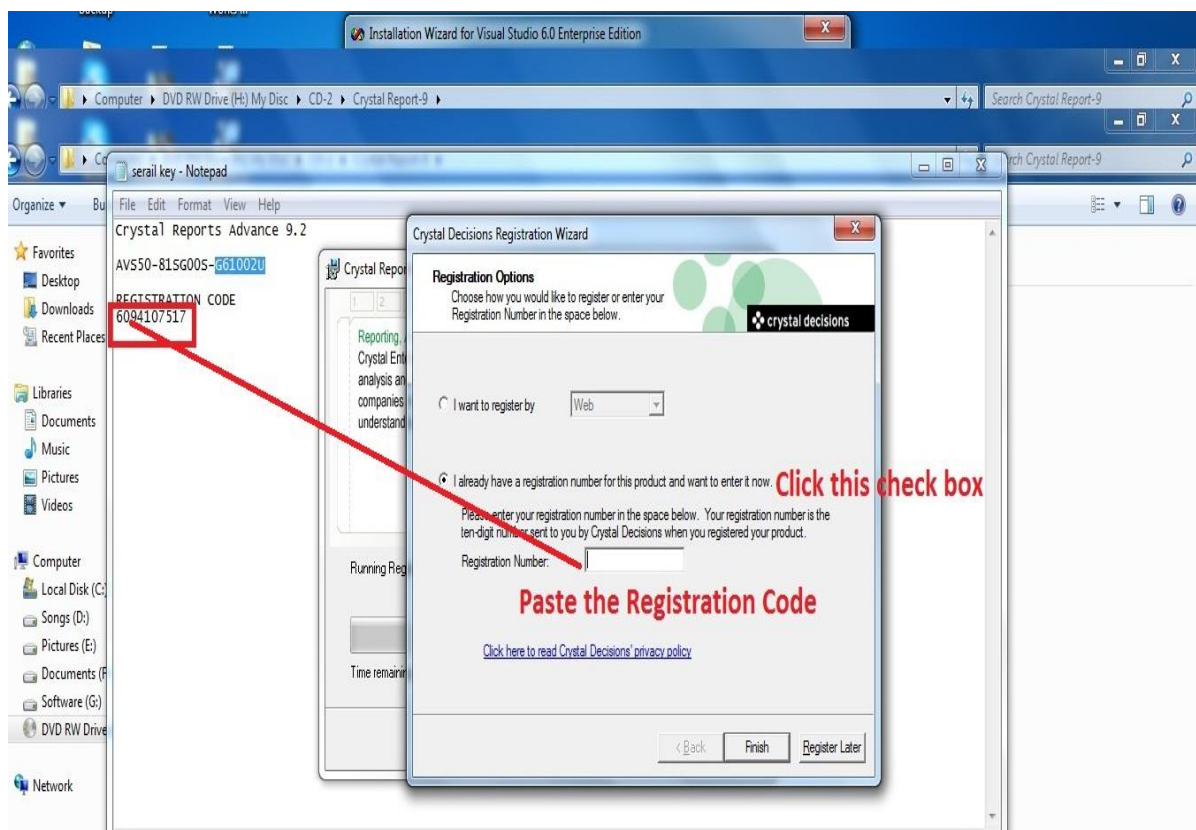


Step 13: Click Next.

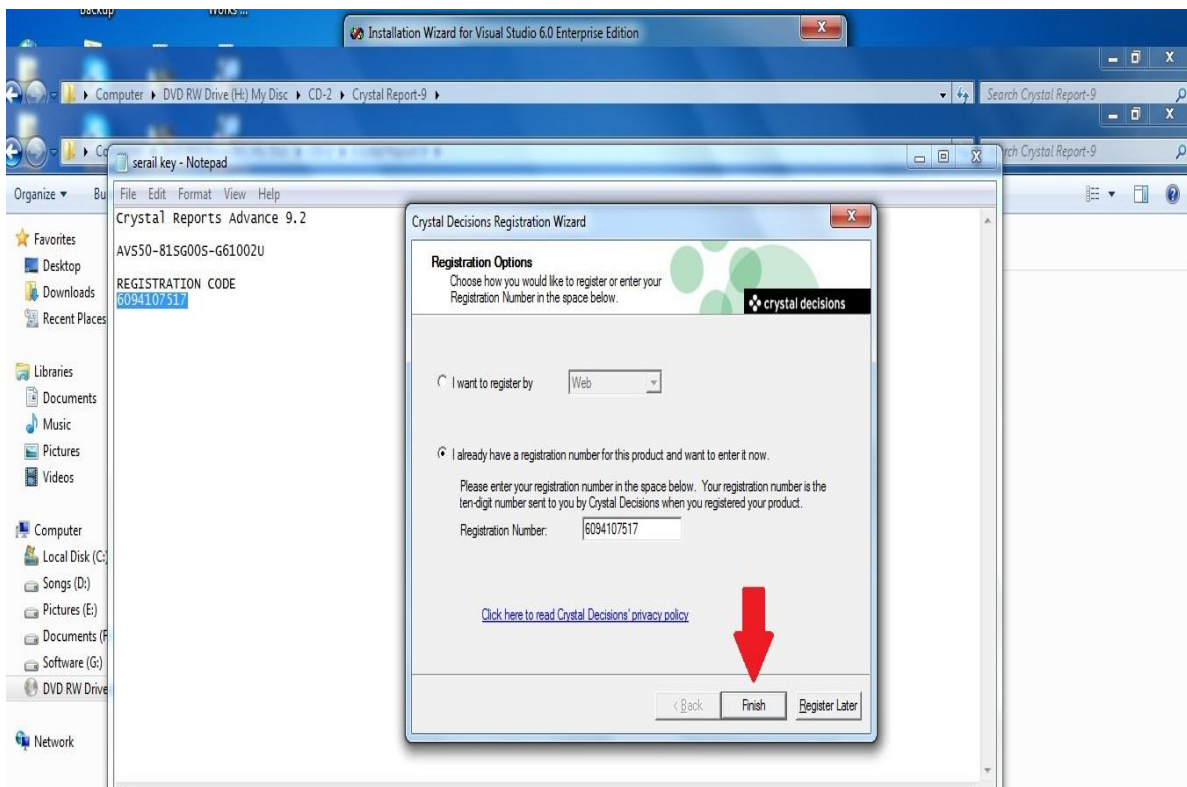


Step 14: (i) Click the check box "I already have a registration number for....."

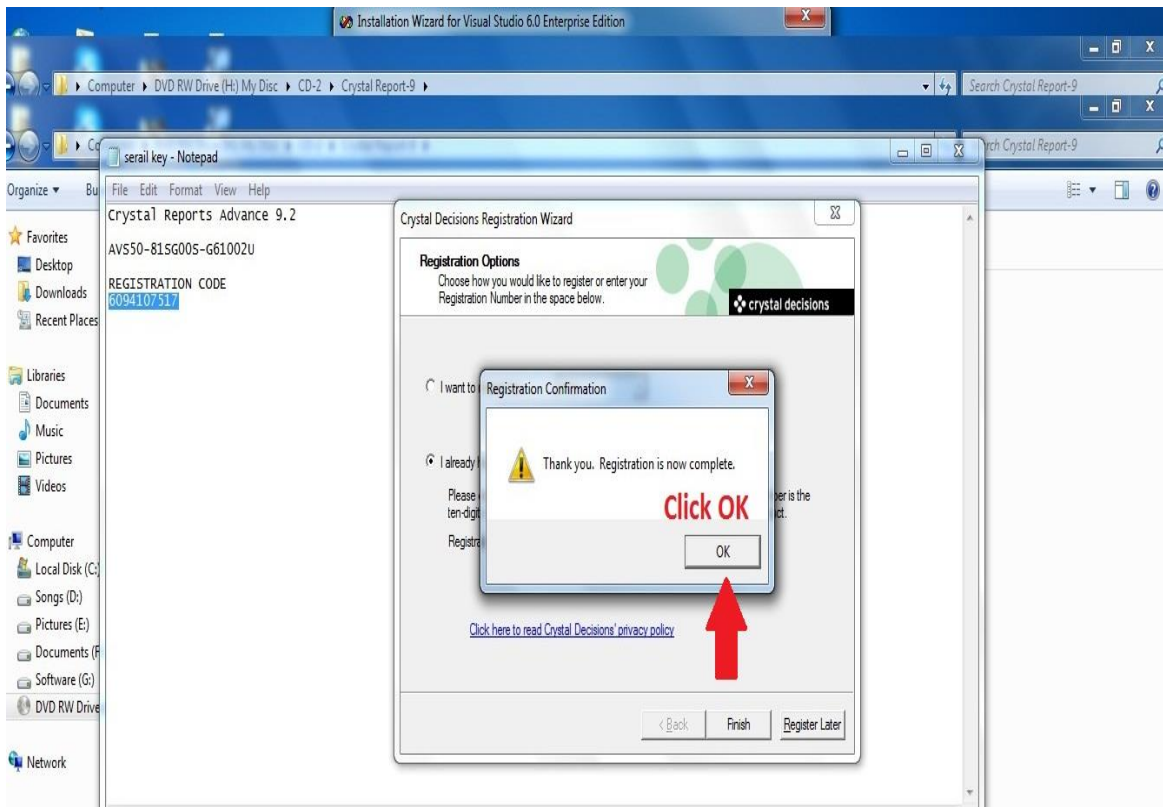
(ii) Copy Registration number then paste the registration Number field.



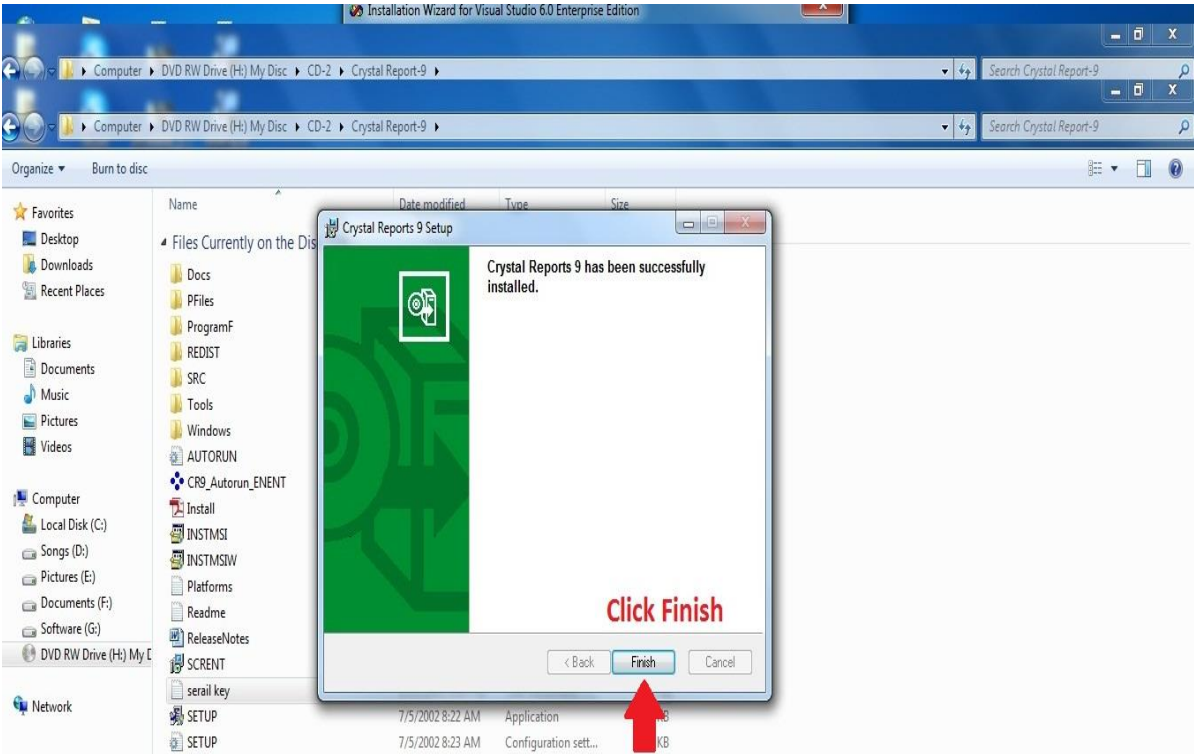
Step 15: Click Finish.



Step 16: Click OK



Step 17: Click Finish.



1. Log In (IWRM-MIS):

Local Government Engineering Department
Integrated Water Resources Management Unit

IWRM - MIS

User Name:

Password:

Log In Cancel

Japan International Cooperation Agency
Capacity Development Project for Participatory Water Resources Management through integrated Rural Development (JICA-LGED TA Project)

Input User name and Password and click "Log In" button.

2. Location & Module Selection:

Location & Module Selection

Location & Year

Region: Barisal
District: Barisal
Upazila:
Project: SSSWRDP

☒ Calendar Year
☐ Financial Year

Calendar Year: 2019
Month: March

Modules

During implementation (Project)

Planning
Design & Construction
O&M (during implementation)
Institutional
Training
Progress (Project)

After implementation (IWRM)

General
Operation & Maintenance
Enhancement

Refresh Close

Step-1: Select desired Location, Project, Year & Month

Step-2: Select Module.

3. Progress (Project)

Project : SSSWRDP I District : Barisal

Physical & Financial Progress

Choice SPID & Component

SPID : SP13040

Chilmai FCD Subproject

Component: Chilmai Embankment Re-sectioning(1500m)

Filter >>

SPID	ComponentName	LCS No	Package No	Chainage Start	Chainage End	Length	Nos	Size	Estimate
SP13040	Chilmai Embankment Re-sectioning(1500m)	LCS-1	0	0	0	0	0		
SP13040	Chilmai Embankment Re-sectioning(1500m)	LCS-2	0	0	0	0	0		
SP13040	Chilmai Embankment Re-sectioning(1500m)	LCS-3	0	0	0	0	0		
SP13040	Chilmai Embankment Re-sectioning(1500m)	LCS-4	0	0	0	0	0		
SP13040	Chilmai Embankment Re-sectioning(1500m)	LCS-5	0	0	0	0	0		
SP13040	Chilmai Embankment Re-sectioning(1500m)	LCS-6	0	0	0	0	0		
SP13040	Chilmai Embankment Re-sectioning(1500m)	LCS-7	0	0	0	0	0		
SP13040	Chilmai Embankment Re-sectioning(1500m)	LCS-8	0	0	0	0	0		
SP13040	Chilmai Embankment Re-sectioning(1500m)	LCS-9	0	0	0	0	0		
SP13040	Chilmai Embankment Re-sectioning(1500m)	LCS-10	0	0	0	0	0		

Progress (Data Entry)

Year: 2019 Month: March Rpt. Date: 18/04/2019 SPID: SP13040 Component: Chilmai Embankment Re-sectioning(1500m) Package: LCS-2

Total Phy. Progress (%): Total Expenditure (Tk.): Remarks:

Save

Upazila	SPID	SPName	ComponentName	Package No	LCS No	Total Phy. Progress (%)	Total Expenditure (Tk.)	Remarks
Mehendiganj	SP13040	Chilmai FCD Subproject	Chilmai Embankment Re-sectioning(1500m)		LCS-1	70	125000	Example

Print

Close

Step-1: Select SP ID & Component.

Step-2: Chose desired Package / LCS.

Step-3: Fill necessary information in the respective boxes.

Step-4: Click "Save" button to save record.

Print: Monthly Progress Report.

SPID & Name: SP13040 Chilmai FCD Subproject

Component: Naktir Khal Re-excavation (Ch: 0 - 1700 m)

LCS No: LCS-1

Package:

Size:

Nos: 0

Chainage Start (m): 0

Chainage End (m): 0

Length (m): 0

Estimated Cost: 1548233

Contract Cost: 1548233

Contractor Name: LCS

Approval Date:

Commencement Date:

Completion Date As Per Contract:

Completion Date Actual:

Update

Cancel

Japan International Cooperation Agency (JICA)

Capacity Development Project for Participatory Water Resources Management through Integrated Rural Development

Level-6, RDEC Building, LGED HQ, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207