

## STUDY, ANALYSIS AND SPECIFY THE REQUIREMENTS FOR DESIGNING A COMMON MIS FRAMEWORK FOR ALL GOVT. OFFICES

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### ABSTRACT

Generally Government organization possesses different sections like Finance, Purchase, Administration, Training, Common Service, Human Resource, Training etc. and all the sections separately more or less do the same type of management. So it is possible to specify a common multiuser/multi-module system that is applicable for all the organization that reduces cost significantly and can provide a better secure system as it will be a nonrecurring process. It eases the management process and ensures smooth in-house operation. The main objective of this paper is to finalize the framework for developing a common MIS for Government Organization and to define structure of technology & architecture of MIS that applicable for all the Government Organization. MIS and corresponding database will run in their local infrastructure and the data will be uploaded everyday from the local server to the central server by a scheduler process. It will reduce the risk of information lost due to failure of local server. On the other hand, when data from all organization will be stored in a single central repository, it can be used for monitoring and evaluation purpose. A data mining engine can be employed to extract pattern or graphical representation of the status of different organizations from different angles. Different comparison/progressive report can be extracted which can play an important role to monitor and evaluate the status of different organization.

**KEYWORDS:** Analysis and Design, MIS, Government Organization

### INTRODUCTION

During the 21<sup>st</sup> century, the technology has been extremely information gathering, processing and distribution. The use of computer based system in banking sector, Govt. offices, private firm, business centers, departmental stores and industries is now common all over the world. The information processing capabilities of computer system plays a vital role to manipulate data of various organizations. Using computer for information processing in an organization increases the speed, accuracy and information retrieval capability. On the other hand, it decreases the costs, sizes, manpower spaces and the time. So, computer is now a required source of information.

### OVERVIEW OF THE SYSTEM

The proposed System Architecture and Framework of the MIS is developed considering the basic function of Government Organization. At the Government Organization's end, a database server has been planned to host a copy of database application system and the users of each Government Organization will populate/edit their own database system

within LAN environment. On the other hand, at central repository end, the data center has been planned to host the same database application system as central repository.

**THE FOLLOWING LIST OF MODULES MAY BE INCLUDED IN THE SYSTEM**

- Financial Management Information System (FMIS)
- Personnel Management Information System (PMIS)
- Inventory Management Information System (IMIS)
- Library Management Information System (LMIS)
- Procurement Management Information System (Procurement MIS)
- Training Management Information System (TMIS)
- Vehicle Management Information System (VMIS)

**Financial Management Information System (FMIS)**

The financial management information system includes all the financial related operation/services of the intended organization. It includes Accounts, Audit, Source of Fund, Payroll etc to process and manage financial activities.

**Requirements for System Design**

The following information may be considered to be included in the system:

<ul style="list-style-type: none"> <li>• Accounts             <ul style="list-style-type: none"> <li>• Bill Category</li> <li>• Approver</li> <li>• Payment Method</li> <li>• Recipient</li> </ul> </li> <li>• Audit             <ul style="list-style-type: none"> <li>• Annual Audit Plan</li> <li>• Audit Objections</li> <li>• Audit Replies/On-process</li> <li>• Settled Objections</li> <li>• Year-end record</li> </ul> </li> <li>• Fund             <ul style="list-style-type: none"> <li>• GOB Fund                 <ul style="list-style-type: none"> <li>▪ Categories of Item</li> <li>▪ Item-wise allocation</li> <li>▪ Expenditure</li> <li>▪ Left Fund</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Project/Programme Fund             <ul style="list-style-type: none"> <li>▪ Funding Source</li> <li>▪ Categories of Item</li> <li>▪ Item-wise allocation</li> <li>▪ Expenditure</li> <li>▪ Left Fund</li> </ul> </li> <li>• Payroll             <ul style="list-style-type: none"> <li>• Salary                 <ul style="list-style-type: none"> <li>▪ Payment Method</li> <li>▪ Salary Scale Process</li> <li>▪ Salary Sheet Generation</li> <li>▪ Recipient</li> </ul> </li> <li>• Allowance                 <ul style="list-style-type: none"> <li>▪ Bonus</li> <li>▪ Overtime</li> </ul> </li> <li>• Income Tax                 <ul style="list-style-type: none"> <li>▪ Deduction (if payable)</li> </ul> </li> <li>• Loan                 <ul style="list-style-type: none"> <li>▪ Deduction (if payable)</li> </ul> </li> <li>• Provident Fund                 <ul style="list-style-type: none"> <li>▪ Provident Fund Process</li> </ul> </li> </ul> </li> </ul>
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**Reports/Statements**

Following reports may be generated from the FMIS:

<ul style="list-style-type: none"> <li>• Salary Statement                         <ul style="list-style-type: none"> <li>• Employee-wise</li> <li>• Monthly</li> <li>• Yearly</li> </ul> </li> <li>• Overtime Statement                         <ul style="list-style-type: none"> <li>• Employee-wise</li> <li>• Monthly</li> <li>• Yearly</li> </ul> </li> <li>• Income Tax Report</li> <li>• Yearly Income Statement</li> <li>• Provident Fund Statement</li> <li>• Allowance Payment                         <ul style="list-style-type: none"> <li>• Bonus</li> <li>• Overtime</li> </ul> </li> <li>• Ledger Report                         <ul style="list-style-type: none"> <li>• Date-wise</li> <li>• Comparative (Monthly/Yearly)</li> </ul> </li> <li>• Daily Transaction Report</li> <li>• Employee-wise Loan Statement</li> </ul>	<ul style="list-style-type: none"> <li>• Budget                         <ul style="list-style-type: none"> <li>• Total Budget</li> <li>• Item-wise</li> <li>• Quarterly</li> <li>• Yearly</li> </ul> </li> <li>• Expenditure Report                         <ul style="list-style-type: none"> <li>• Category-wise                                 <ul style="list-style-type: none"> <li>▪ Goods</li> <li>▪ Services</li> <li>▪ Construction</li> </ul> </li> <li>• Item wise</li> <li>• Yearly</li> <li>• Monthly</li> </ul> </li> <li>• Budget Vs Expenditure Comparative Statement</li> <li>• Audit Objection List</li> <li>• Audit Replies List</li> <li>• Audit Settlement List</li> </ul>
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**Personnel Management Information System (PMIS)**

Personnel management information system will manage employee’s personal and service related information. All the information can be added, updated, modified and deleted from the system as well as can produce different reports.<sup>3</sup>

**Requirements for System Design**

<ul style="list-style-type: none"> <li>• General Information                         <ul style="list-style-type: none"> <li>• Name</li> <li>• Father's Name</li> <li>• Mother's Name</li> <li>• Sex</li> <li>• District/State</li> <li>• Birth Date</li> <li>• Rank</li> <li>• Government Order Date</li> <li>• Join date</li> </ul> </li> <li>• Foreign Training                         <ul style="list-style-type: none"> <li>• Course Title</li> <li>• Institute</li> <li>• Country</li> <li>• Period</li> <li>• Remarks</li> </ul> </li> <li>• Foreign Visit                         <ul style="list-style-type: none"> <li>• Purpose of Visit                                 <ul style="list-style-type: none"> <li>○ Tour/Travel</li> <li>○ Study Visit</li> <li>○ Seminar</li> <li>○ Workshop</li> </ul> </li> <li>• Country</li> <li>• Period</li> </ul> </li> <li>• Local Seminar/Workshop</li> <li>• Local Training</li> </ul>	<ul style="list-style-type: none"> <li>• PRL/Retired Date</li> <li>• Posting</li> <li>• Present Job Location</li> <li>• Religion</li> <li>• Marital Status</li> <li>• Nationality</li> <li>• Children Information                         <ul style="list-style-type: none"> <li>• Name</li> <li>• Occupation</li> <li>• Date of Birth</li> <li>• Sex</li> </ul> </li> <li>• Publication Information                         <ul style="list-style-type: none"> <li>• Journal</li> <li>• Proceedings</li> <li>• Books etc.</li> </ul> </li> <li>• Foreign Posting Information                         <ul style="list-style-type: none"> <li>• Post</li> <li>• Country</li> <li>• Duration</li> </ul> </li> <li>• Language Information                         <ul style="list-style-type: none"> <li>• Language Name</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Educational Information                         <ul style="list-style-type: none"> <li>• Institute Name</li> <li>• Principal Subject</li> <li>• Degree</li> <li>• Passing Year</li> <li>• Result GPA/CGPA</li> <li>• Distinction</li> </ul> </li> <li>• Leave Information                         <ul style="list-style-type: none"> <li>• Purpose of Leave</li> <li>• Type of Leave                                 <ul style="list-style-type: none"> <li>○ Earn Leave</li> <li>○ Casual Leave</li> <li>○ Sick Leave</li> <li>○ Maternity</li> <li>○ Study Leave</li> <li>○ Medical Leave</li> <li>○ Deputation / Lien</li> <li>○ Employee Wise Leave</li> </ul> </li> <li>• Start Date</li> <li>• End Date</li> <li>• Duration</li> </ul> </li> <li>• Promotion Information                         <ul style="list-style-type: none"> <li>• Rank</li> <li>• Promotion Date</li> </ul> </li> </ul>
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<ul style="list-style-type: none"> <li>• Course Title</li> <li>• Institute</li> <li>• Location</li> <li>• Period</li> <li>• Remarks</li> <li>• Contact Information <ul style="list-style-type: none"> <li>• Present Address</li> <li>• Permanent Address</li> <li>• Electronic Address <ul style="list-style-type: none"> <li>○ Cell Phone</li> <li>○ Mobile Phone</li> <li>○ Email ID</li> <li>○ Skype ID</li> <li>○ Website</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Skill on Writing <ul style="list-style-type: none"> <li>○ Average</li> <li>○ Good</li> <li>○ Best</li> </ul> </li> <li>• Skill on Reading <ul style="list-style-type: none"> <li>○ Same as writing</li> </ul> </li> <li>• Membership Information <ul style="list-style-type: none"> <li>• Institute Name</li> <li>• Type of Member</li> <li>• Member Since</li> </ul> </li> <li>• Specialization <ul style="list-style-type: none"> <li>• Field of Specialization</li> <li>• Achievement</li> <li>• Remarks</li> </ul> </li> <li>• Spouse Information <ul style="list-style-type: none"> <li>• Name</li> <li>• Occupation</li> <li>• State/District</li> <li>• Nationality</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Government Order Date</li> <li>• Nature of Promotion</li> <li>• Pay Scale</li> <li>• Service Information <ul style="list-style-type: none"> <li>• Post</li> <li>• Organization</li> <li>• Type of Posting <ul style="list-style-type: none"> <li>○ Regular</li> <li>○ Deputation</li> <li>○ Lien</li> <li>○ Others</li> </ul> </li> <li>• Location</li> <li>• Period</li> <li>• Pay Scale</li> </ul> </li> </ul>
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### Reports

- Designation wise Employee List
- Category wise Employee List
- ID wise Employees Individual Profile
- Educational Qualification Based Employee List
- Training/Experience Based Employee List
- Publication Based Employee List
- Specialization wise Employee List
- Employee wise Leave Report
- Category wise Leave Report for Individual Employee
  - Leave Availed
  - Leave Remains
- List of Employees Going to be Retired from Certain Point of Time

### Inventory Management Information System (IMIS)

The inventory Management Information System will keep track and manages all the products/materials of an organization. It will help to identify the supplier, receiver, present stock status and to locate the current place of the item.

**Requirements for System Design**

<ul style="list-style-type: none"> <li>• Supplier Name</li> <li>• Supplier Address</li> <li>• Supplier Phone</li> <li>• Chalan No</li> <li>• Receiver Name</li> <li>• Receiver Designation</li> <li>• Receiving Date</li> <li>• Item Code</li> <li>• Item Category                         <ul style="list-style-type: none"> <li>• Fixed Asset                                 <ul style="list-style-type: none"> <li>○ Furniture</li> <li>○ ICT Equipments</li> <li>○ Electronics</li> </ul> </li> <li>• Stationary</li> <li>• Toiletries</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Item Information                         <ul style="list-style-type: none"> <li>• Manufacturer</li> <li>• Model</li> <li>• Serial No</li> <li>• Warranty Period (If any)</li> </ul> </li> <li>• Item Unit information</li> <li>• Item Requisition Information                         <ul style="list-style-type: none"> <li>• Item Name</li> <li>• Employee Name</li> <li>• Employee Designation</li> <li>• Location</li> <li>• Quantity</li> <li>• Date</li> </ul> </li> </ul>	<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• Individual Item History</li> <li>• Present Stock Status</li> <li>• Chalan wise Stock Entry</li> <li>• Duration Based Stock Entry</li> <li>• Item Supplier List</li> <li>• Item Receiver List</li> <li>• Duration Based Distribution List</li> <li>• Item Requisition List</li> <li>• Employee wise Distribution List</li> <li>• Item wise Distribution List</li> </ul>
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**Library Management Information System (LMIS)**

Library Management Information System is to process and manage different information related with library of the organization. Books & Journal detail information, item circulation, detail member list and defaulter management related different information of the library of the organization and institutes can be added and modified here.

**Requirements for System Design**

<ul style="list-style-type: none"> <li>• Item Category                         <ul style="list-style-type: none"> <li>• Book</li> <li>• Journal</li> <li>• Publication</li> <li>• Annual Report</li> <li>• Newsletter</li> </ul> </li> <li>• Book Information                         <ul style="list-style-type: none"> <li>• Call Number</li> <li>• Insert Date</li> <li>• Book Type</li> <li>• Language</li> <li>• Title</li> <li>• Author(s)</li> <li>• Edition</li> <li>• Publisher’s Information</li> <li>• Publication Date</li> <li>• ISBN</li> <li>• Subjects</li> <li>• Location</li> <li>• Call Number</li> <li>• Source</li> <li>• Price</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Journal Information                         <ul style="list-style-type: none"> <li>• Call Number</li> <li>• Insert Date</li> <li>• Language</li> <li>• Title</li> <li>• Author’s Information</li> <li>• Publisher’s Information</li> <li>• Descriptors/Subjects/Keywords</li> <li>• Location</li> </ul> </li> <li>• Publication Information                         <ul style="list-style-type: none"> <li>• Call Number</li> <li>• Insert Date</li> <li>• Language</li> <li>• Title</li> <li>• Author’s Information</li> <li>• Publisher’s Information</li> <li>• Descriptors/Subjects/Keywords</li> <li>• Location</li> </ul> </li> <li>• Member                         <ul style="list-style-type: none"> <li>• Membership ID</li> <li>• Membership Date</li> <li>• Select Member Address book from HRMIS</li> </ul> </li> </ul>	<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• All Member List</li> <li>• Division/Department/Section wise Member List</li> <li>• All Book List</li> <li>• Category wise Book List</li> <li>• Author wise Book List</li> <li>• Keyword wise Book List</li> <li>• Call Number wise Book List</li> <li>• Borrower List</li> <li>• Member wise Transaction Report</li> <li>• Date wise Transaction Report</li> <li>• Issue List</li> <li>• Return List</li> <li>• Journal List with Volume Issue</li> <li>• Division/Department/Section wise Borrower List</li> <li>• Book Catalog List</li> <li>• Journal/Publication List</li> <li>• Keyword wise Journal/Publication List</li> </ul>
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**Procurement Management Information System (PMIS)**

Procurement Management Information System will manage all the purchase related information for an organization. It includes Annual Procurement Plan, Requisition, Purchase, Tender formats etc.

**Requirements for System Design**

<ul style="list-style-type: none"> <li>• Category of Procurement</li> <li>• Tender Types</li> <li>• Standard Tender Formats <ul style="list-style-type: none"> <li>• Ministry/Division</li> <li>• Agency</li> <li>• Procuring Entity Name</li> <li>• Procuring Entity Code</li> <li>• Procuring Entity District</li> <li>• Invitation For</li> <li>• Invitation Ref No</li> <li>• Date</li> <li>• Procurement Method</li> <li>• Budgets and Source of Funds</li> <li>• Development Partners</li> <li>• Project/Programme Code</li> <li>• Project/Programme Name</li> <li>• Tender Package No.</li> <li>• Tender Name</li> <li>• Tender Publication Date</li> <li>• Tender Last Selling Date</li> <li>• Tender Submission Date and Time</li> <li>• Tender Opening Date and Time</li> <li>• Name and Address of the Office</li> <li>• Selling Tender Document</li> <li>• Receiving Tender Document</li> <li>• Opening Tender Document</li> <li>• Date &amp; Time of Pre-Tender Meeting</li> <li>• Eligibility of Tenderer</li> <li>• Brief Description of Goods</li> <li>• Brief Description of Related Services</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Price of Tender Document</li> <li>• Lot No</li> <li>• Identification of Lot</li> <li>• Location</li> <li>• Tender Security Amount</li> <li>• Completion Time in Weeks/Days</li> <li>• Name of Official Inviting Tender</li> <li>• Designation of Official Inviting Tender</li> <li>• Address of Official Inviting Tender</li> <li>• Contact details of Official Inviting Tender</li> <li>• Annual Procurement Plan <ul style="list-style-type: none"> <li>• Planned</li> <li>• Actual</li> </ul> </li> <li>• Revised/Updated Procurement Plan <ul style="list-style-type: none"> <li>• Planned</li> <li>• Actual</li> </ul> </li> <li>• Detail Purchase Order Information <ul style="list-style-type: none"> <li>• Chalan/Order Number</li> <li>• Provider Information</li> </ul> </li> <li>• Database of Enlisted Contractor/Supplier</li> <li>• Detail Contract Agreement Information</li> <li>• Tender Evaluation Committee (TEC) Information</li> <li>• Tender Repository</li> </ul>	<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• Annual Procurement Plan</li> <li>• Achievement on a certain date</li> <li>• List of Procurement Requisition</li> <li>• Progress of Annual Procurement Plan</li> <li>• Purchase Order List</li> <li>• Date/Year wise Purchase Order List</li> <li>• Enlisted Contractor/Supplier List</li> <li>• Report on Tender Document</li> <li>• Report on Tender Received Information</li> </ul>
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**Training Management Information System (TMIS)**

A training Management Information System is a process for the administration, documentation, tracking, and reporting of training programs, classroom and training events, and training contents. It includes participants, resource person, training schedule, training venue, training materials related information.

**Requirements for System Design**

<ul style="list-style-type: none"> <li>• Requested Training             <ul style="list-style-type: none"> <li>• Category</li> <li>• Type</li> <li>• Title</li> <li>• Duration</li> <li>• Status                 <ul style="list-style-type: none"> <li>▪ Accepted</li> <li>▪ Rejected</li> </ul> </li> </ul> </li> <li>• Annual Training Plan             <ul style="list-style-type: none"> <li>• Number of Training</li> <li>• Training Title</li> <li>• Date &amp; Time</li> <li>• Duration</li> <li>• Number o Participants</li> </ul> </li> <li>• Training Fund             <ul style="list-style-type: none"> <li>• Organizational Budget</li> <li>• Others</li> </ul> </li> <li>• Training Category             <ul style="list-style-type: none"> <li>• Short-term</li> <li>• Long-term</li> </ul> </li> <li>• Training Type             <ul style="list-style-type: none"> <li>• Foreign Training</li> <li>• Local Training</li> </ul> </li> <li>• Training Title</li> <li>• Training Duration             <ul style="list-style-type: none"> <li>• Start Date</li> <li>• End Date</li> </ul> </li> <li>• Training Institute             <ul style="list-style-type: none"> <li>• Organization Name</li> <li>• Address</li> <li>• Venue</li> <li>• Country</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Training Slot Information</li> <li>• Participants Information             <ul style="list-style-type: none"> <li>• Select Name, Designation, Department, Contact Number from PMIS</li> </ul> </li> <li>• Resource Personnel Information             <ul style="list-style-type: none"> <li>• Name</li> <li>• Designation</li> <li>• Organization</li> <li>• Contact Information</li> <li>• Specialization</li> </ul> </li> <li>• Training Material             <ul style="list-style-type: none"> <li>• Material Type</li> <li>• Material Title</li> <li>• Handout Number</li> <li>• Handout Type</li> <li>• Prepared By</li> </ul> </li> <li>• Attendance Record             <ul style="list-style-type: none"> <li>• Name of Trainee</li> <li>• Designation</li> <li>• Department</li> <li>• Attendance (Yes/No)</li> </ul> </li> <li>• Training Participant Feedback             <ul style="list-style-type: none"> <li>• Training Title</li> <li>• Resource Person</li> <li>• Course Grade Point</li> <li>• Arrangement Grade Point</li> <li>• Management Grade Point</li> <li>• Tools/Materials Grade Point</li> <li>• Resource Person Grade Point</li> </ul> </li> </ul>	<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• Year wise All Training List</li> <li>• Training Vs Participants</li> <li>• Annual Training Plan Repot             <ul style="list-style-type: none"> <li>• Short Training Report</li> <li>• Training Title</li> <li>• Venue</li> <li>• Resource Person</li> <li>• Number of Participants</li> </ul> </li> <li>• Category wise Training Report</li> <li>• Title wise Training Report</li> <li>• Duration Based Training Report</li> <li>• Participants wise Training Report</li> <li>• Training Participants List</li> <li>• Comparison Report             <ul style="list-style-type: none"> <li>• Number of Completed Training</li> <li>• Number of On-Going Training</li> </ul> </li> <li>• Progress of Annual Training Plan</li> <li>• List of Training Request on a given date</li> <li>• List of Requested Training Incorporated in Annual Training Plan</li> <li>• List of Rejected Training from Requested List</li> <li>• Post Training Analysis Report</li> <li>• Training Register Report             <ul style="list-style-type: none"> <li>• Training Requisition</li> <li>• Faculty List</li> <li>• Training Schedule</li> <li>• Training Material List</li> <li>• Feedback Analysis</li> <li>• Training Feedback</li> </ul> </li> </ul>
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**Vehicle Management Information System (VMIS)**

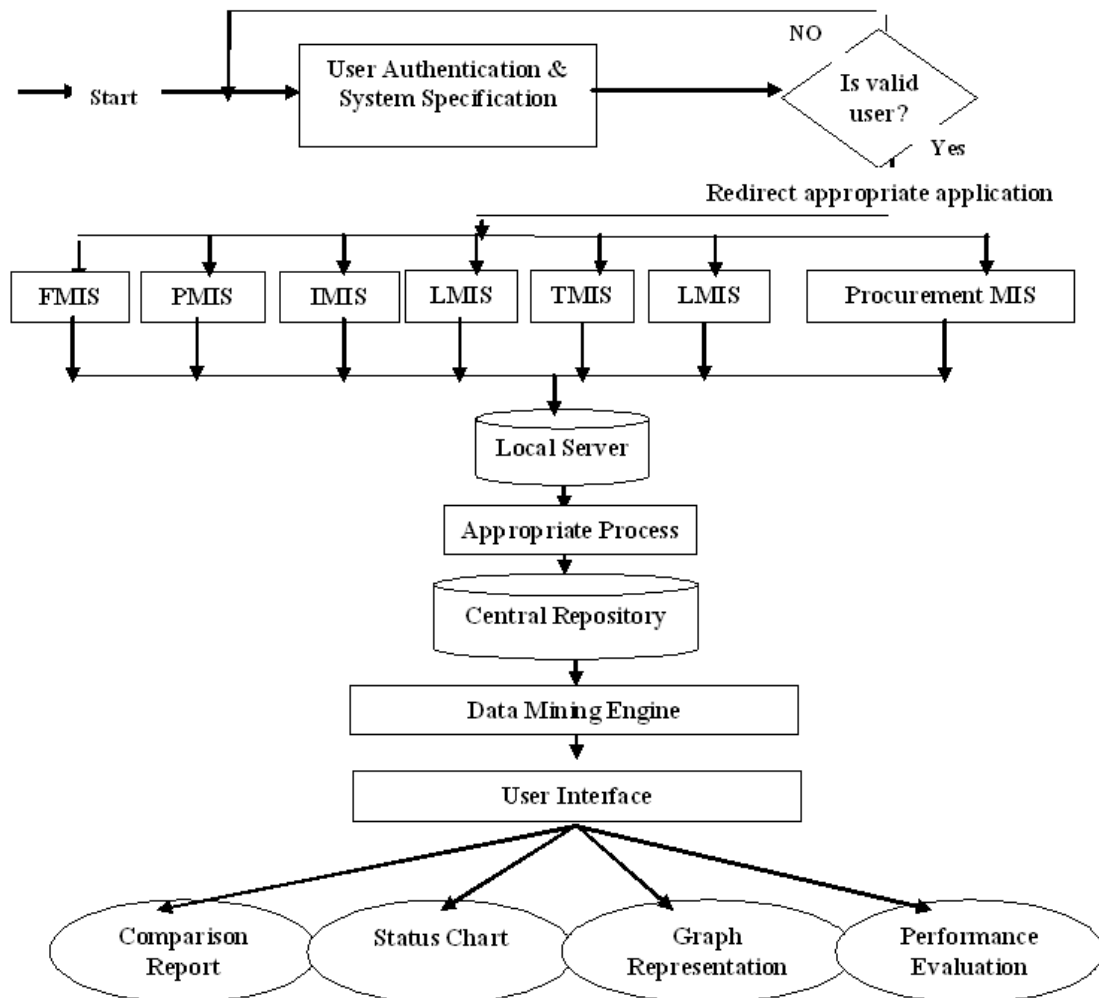
Vehicle Management Information System works on vehicle information, driver information, fuel information, transport information, passenger information, time log etc. to process and manage all the information associated with the office transportation system.

**Functional Requirements**

<ul style="list-style-type: none"> <li>• Vehicle Information             <ul style="list-style-type: none"> <li>• Type of Vehicle</li> <li>• Brand</li> <li>• Model</li> <li>• Color</li> <li>• Seat Number</li> <li>• Chassis/Engine Number</li> <li>• Country of Origin</li> <li>• License Number</li> <li>• Fitness Status</li> <li>• Insurance, Tax information</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Fuel Station Information</li> <li>• Vehicle Parts Replacement             <ul style="list-style-type: none"> <li>• Date</li> <li>• Name of Parts</li> <li>• Cost</li> </ul> </li> <li>• Vehicle Log Book             <ul style="list-style-type: none"> <li>• Date</li> <li>• Start Time</li> <li>• Start Place</li> <li>• Start Fuel Rating</li> <li>• End Time</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Individual Officer Transport Register             <ul style="list-style-type: none"> <li>• Date</li> <li>• Purpose</li> <li>• Start Place</li> <li>• End Place</li> <li>• Start Time</li> <li>• End Time</li> <li>• Total Mileage</li> <li>• Total Fuel</li> <li>• Vehicle Number</li> <li>• Driver Information</li> </ul> </li> </ul>
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<ul style="list-style-type: none"> <li>• Maintenance Record                     <ul style="list-style-type: none"> <li>• Type of Problems</li> <li>• Specific Problems                             <ul style="list-style-type: none"> <li>▪ Date: Start, End</li> </ul> </li> <li>• Maintenance By                             <ul style="list-style-type: none"> <li>▪ Name, Address</li> </ul> </li> </ul> </li> <li>• Maintenance Cost</li> <li>• Vehicle wise Accident Log Book                     <ul style="list-style-type: none"> <li>• Date</li> <li>• Driver Information</li> <li>• Place</li> <li>• Description</li> </ul> </li> <li>• Fuel Management                     <ul style="list-style-type: none"> <li>• Mileage/Km</li> <li>• Allocation</li> <li>• Uses</li> <li>• Consumption</li> </ul> </li> <li>• Vehicle Route List</li> <li>• Driver List</li> <li>• Driver Present Status</li> </ul>	<ul style="list-style-type: none"> <li>• End Fuel Rating</li> <li>• Passenger                     <ul style="list-style-type: none"> <li>▪ Name</li> <li>▪ Number</li> </ul> </li> <li>• Driver List                     <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Information</li> <li>• Present Status                             <ul style="list-style-type: none"> <li>▪ Idle</li> <li>▪ On-Duty</li> </ul> </li> </ul> </li> <li>• Driver Overtime                     <ul style="list-style-type: none"> <li>• Date</li> <li>• Name</li> <li>• Duration</li> <li>• Passenger Information</li> </ul> </li> <li>• Route information                     <ul style="list-style-type: none"> <li>• Vehicle Number</li> <li>• Driver Information</li> <li>• From</li> <li>• To</li> </ul> </li> <li>• Assign Vehicle/Driver to Route</li> </ul>	<ul style="list-style-type: none"> <li>• Fuel Limit</li> </ul> <p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• List of Vehicles</li> <li>• Driver List</li> <li>• Route wise Vehicle List</li> <li>• Detail Vehicle Information                     <ul style="list-style-type: none"> <li>○ Chassis/Engine</li> <li>○ Model</li> <li>○ Brand</li> <li>○ Country of Origin</li> <li>○ Driver Information</li> </ul> </li> <li>• Detail Maintenance Report                     <ul style="list-style-type: none"> <li>○ Date wise Maintenance</li> <li>○ Type of Problems</li> <li>○ Total Cost</li> <li>○ etc.</li> </ul> </li> <li>• Fuel Uses Report                     <ul style="list-style-type: none"> <li>○ Vehicle wise</li> <li>○ Total Uses</li> <li>○ Individual Officer Uses</li> </ul> </li> </ul>
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**THE PROJECT DATA FLOW DIAGRAM OF THE SYSTEM**



**Figure 1: Data Flow Diagram**



## **CONCLUSIONS**

The study contains 7 (Seven) major components which is required by every Government organization to store, manage and generate report. Information stored centrally in a common format can greatly reduce cost, increase productivity, reliability and provide monitoring capabilities. It is a cost-effective and non-recurring development process which can help to ahead one step to the way of establishing e-governance. However, the design can be Scalable up to down tier and can be added more Modules / Components.

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