# PMIS User Manual V_1.0

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pmishelpdesk@digitalindia.gov.in
Introduction

Programme Management Information System, one of the key initiatives under the Digital India initiative, is aimed at providing a web-based, centralised tool for monitoring and evaluation of the physical, financial and outcome parameters of the Mission Mode projects under e-Kranti framework of Digital India program and other such e-Governance projects.

PMIS tool is envisaged to play a vital role in the various stages of project management and monitoring including:

1. PRE-IMPLEMENTATION (CONCEPTUALIZATION, CORE SCOPING, DESIGN & DEVELOPMENT)
   - Capture Vision & Objectives
   - Define funding requirement & approval
   - Define envisaged Services & prioritization
   - Define & schedule activities
   - Define M & E framework, Key Result Areas (KRAs)
   - Current State Assessment
   - Future State Definition
   - e-Kranti Principle conformity

2. IMPLEMENTATION & OPERATIONS
   - Implementation approach and sourcing
   - Develop and Implement IT System
   - e-Kranti Principle conformity

3. POST IMPLEMENTATION (OPERATE, SUSTAIN) AND MONITORING & EVALUATION OF OUTCOMES
   - Operate and maintain
   - Rollout services and systems (functionality and geography)
   - Objectives & benefits evaluation and reinforcement
   - Sustained change, capacity building and communications
   - Periodic / Monthly inputs of critical KRA metrics (both qualitative & quantitative)
   - Reports & Analytics
   - Rework on implementation based on evaluation

Application URL: http://pmis.negd.gov.in/pmisv1
Username: test_user
Password: test123

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**Signup – User Id Creation**

- MMP Department user at the central/state/district/other level is provided with the credentials.
- The user may directly log into the system using the credentials already shared and can change the password on first time use.

In case the user forgets the password, the user can reset the password by clicking on Change Password icon on the Login page.

PMIS user need to ensure that his current mobile number and mail id is registered and linked with PMIS.

**Account Setting**

You can change your account setting by visiting account setting. Here you can change your password.

**Changing Password**

You can change your password as per the password policy described there on the page.

Step 2: Click on ‘LOGIN’
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Step 3: Enter your username, password and captcha (an arithmetic operation) and click LOGIN.

User Management
An MMP user at central level can further create users at the state, district, block and Gram Panchayat levels.

Click on ADD NEW USER link
The central user can select any of the State user, District user, Block user, GP user from the dropdown depending upon the level of user he wants to create.

If the user selects User Role as **State User** another dropdown containing 36 states will appear.

If the user selects User Role as **District User** another dropdown containing 36 states will appear and as per the state selected a dropdown with Districts within the state will appear.

If the user selects User Role as **Block User**, one dropdown containing 36 states will appear and as per the state selected a second dropdown with Districts within the state will appear. As per the district selected a third dropdown with list of blocks within the selected district will appear.

Similarly a list of GPs will appear in case the selected User Role is **GP level user**.

The user may fill in the details of the MMP user at any of the desired level and can create the user by clicking SAVE button.

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The user can create multiple users under it as per the hierarchy level of Centre, State, District, Block and Gram Panchayats. Once a user is created, one can log in as the created user.

**As a central user**

Once you are logged into the system, you can go ahead and start creating your project. Click on Create as below:

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Create Project

Clicking on Create you will be taken to a page where you are required to fill in the basic project details as part of your Project Definition.

**Category**: Select amongst e-Kranti and NeGD 2.0. All MMPs users need to select eKranti only.

**Project Type**: Project Type dropdown lists Central MMP, State MMP and Integrated MMP. The user needs to select the type depending upon the type of MMP he is associated with.

A Central MMP deal at the centre level only and no state level details are maintained.

A state MMP also deals at the state level. The MMP leader designates State level MMP owners for the MMP management at the state level.

An Integrated MMP is integration of the Centre and State level activities and requires the project management at the Centre and State level as well.

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**Project Title:** Select the Project title from the dropdown. All MMPs are available in the dropdown.

**Owning Organisation:** The organisation which is the owner for the MMP selected

**Nodal Officer Name:** The name of the MMP leader

**Nodal Officer Designation:** The designation of the MMP leader

**Nodal Officer Contact:** The contact information (phone no) pertaining to the Nodal officer.

**Key Objectives:** The user needs to enter the key objectives of the MMP which the project is aiming to achieve.

**Project Details Section**

**Approval Authority:** This dropdown lists the Finance Approval authority of the MMP. Depending upon the amount of budget allocated to the MMP, it could be Standing Finance Committee (SFC), Economic Finance Committee (EFC), Cabinet Committee on Economic Affairs (CCEA).

**Approval Date:** This is the date when the project got approved by the approval Authority.

**Project Phase:** This is the current phase of the MMP i.e. whether it is under Implementation or it is Post Implementation/Operational.

**Planned Start Date:** This is the start date as proposed in the DPR

**Planned End Date:** Most of the time there will be no Planned End Date of the MMP as the project is of ever going nature. In case there is one the user may specify the same.

**Planned Go live date:** This is the planned Target Date when the project is assumed to be Operational.

**Financial section**

**Fund Allocated:** This is the amount of Fund Allocated for the MMP

**Fund Released:** This is the amount of Fund Released for the MMP

**Fund Spent:** This is the amount of Expenditure/Fund Spent for the MMP

**Conformity to E-Kranti Principles**

This relates to the 9 E-Kranti Principles already formulated and how the MMP is compliant with those 9 principles.

**Key Metrics for Project monitoring Section**

This section captures the Monitoring Parameters of the project. It could be in terms of the Financial Expenditure, Timelines, Milestone, Service Levels, Measurable Outcome parameters like Value of Transactions etc. The user needs to define the parameters here at the time of Project definition which will be available in the Reports section for accepting the Real time data and generating Reports based on these parameters.

**Remarks:** This section captures the Remarks regarding any other aspect of the project which have not been covered with regard to the MMP.

Upon filling all these details, the user can click “Save&Next” button to save the details and proceed to the next screen as follows.

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On the Services page the user needs to go ahead add on the list of services being delivered by the MMP.

**Service Name:** The service being offered by the MMP

**Service Status:** The user needs to choose the status amongst Yet To be Implemented, Under Implementation, Operational

**Service Type:** The user needs to choose amongst the type of service from G2G, G2B, G2C

**Delivery Channel:** The modes could be web, mobile, both

**Delivery Channel Details:** The user may provide the details of the mode of delivery like the url etc.

Once the user enters the details and clicks on save the user is taken to the Finance Section.
The user needs to fill in the Finance details Statewise. i.e. A Statewise yearwise breakup of funds is entered.

**Designated Agency:** The Agency/institution at the state level which has been allocated the funds related to CSCs expenditure.

**Allocated Amount:** The amount of money allocated from the Centre

**Released Amount:** The amount of money released from the Centre

**Amount Spent:** the expenditure already made for the project

**Year:** Specifies the data entered for the calendar year

**Remarks:** Any other information which is required to be captured as part of finances

Once the user enters the information and clicks Save & Next, he is taken to the Activities section at the Central Level

**Activities (Central)**

The activities section at Central level captures the activities being undertaken at the centre during the implementation of the MMP.

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At the Central level and the State level user needs to fill in the activities undertaken as part of Implementation of the MMP. The fields that are available on the page are Activity name, the current status of the activity, the planned start and end dates and the actual start and end dates for the mentioned activity.

**Activity:** Record the activity one by one  
**Status:** The status of the activity entered by the user would be one amongst To be initiated, Work in Progress, Completed.  
**Planned Start:** The date when the activity is planned to be started  
**Planned End Date:** The estimated date of end of the activity  
**Actual Start Date:** The actual date when the work has started on the activity  
**Actual End Date:** The actual end date of the activity  
**Remark:** Any other detail that needs to be captured as part of the activity apart from the existing fields.

Clicking on the Save & Submit, will submit all the details (as entered) for the respective MMP/project thereby taking the user to the State Master activities being defined and assigned to the states in case of a State/Integrated MMP. **Note: For a Central MMP this section does not exist.**

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Activities (State)

The activities section at state level captures the State Master activities assigned by the centre to the state for taking up actions.

Activities: The section contains the list of activities being assigned to state.

Remark: Any other detail with respect to the allocated activities.

User can go ahead and modify/update/add into the same fields thereafter also by using the Update Project (at Central) from the menu bar.

Status Report

The Key Metrics for Project Monitoring was already defined at the time of Project Creation. In order to submit the latest status with respect to these parameters, the user can go to Status Reports page and submit the data.

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The user will fill in the quantitative data with respect to the Key Metrics already defined.

**As a state user**

Now the state user can log in with his credentials and can start updating the project details by clicking on the Update Project (at State).

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State Services

The Services defined by the Centre will appear pre-populated for the State user. The state user needs to fill in the other details in line with the Services

**Status:** The options a user needs to pick from are: Yet to be Implemented, Under Implementation and Operational.

**Locations Planned:** The no. of locations under State where the services are planned

**Locations Implemented (Hyperlinked)**: The no. of locations under State where the services have been implemented. Clicking on the Hyperlink will give the list of locations where the services are implemented.

**Edit:** This button allows the user to change the status, service type, delivery channel and remarks.

**Edit Location:** This button takes you to the Location screen where user can pick and select the locations where the services are under implementation/operational.

Clicking on the Edit Location button will take the user to the Service Location screen as follows:

The user then needs to go the State Services page which contains the services allocated from the central level. The user needs to update the services at the state level.

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User can go ahead and modify/update/add into the same fields later also by using the Update Project (at State) from the menu bar.

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As a district user

Similarly for a District user, the user can update the status at the District level and assign the Block activities in the Block master.

**District services**

![District services](image)

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**District Activity**

![District Activity Image]

**Block Activity**

![Block Activity Image]

**As a block user**

Similarly for a block user, the user can update the Block Activities as below and assign the GP level activities as well.

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Block Services

Block Activity

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Dashboard

After the successful project creation, the application will show the reports under the ‘Dashboard’ page. The Dashboard page shows the project Summary, Finance, Services report.

View Summary

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View activities dashboard will display the status of the activities assigned to the states, district, block to the central or state user looking into these activities. Using the dropdown at the left, the user can drill down up to the blocks and know the status of the activities.

**View Progress Report**

The user can view the report containing cumulative status of the KPIs as submitted by the user from time to time and draw out the required analysis.

**Admin Control Panel**

Admin control panel is disabled from web. It is available via intranet only.

**Helpdesk Support**

For any assistance and support, kindly contact the PMIS Team and PMIS helpline no. 011-30401604.

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