User Guide For
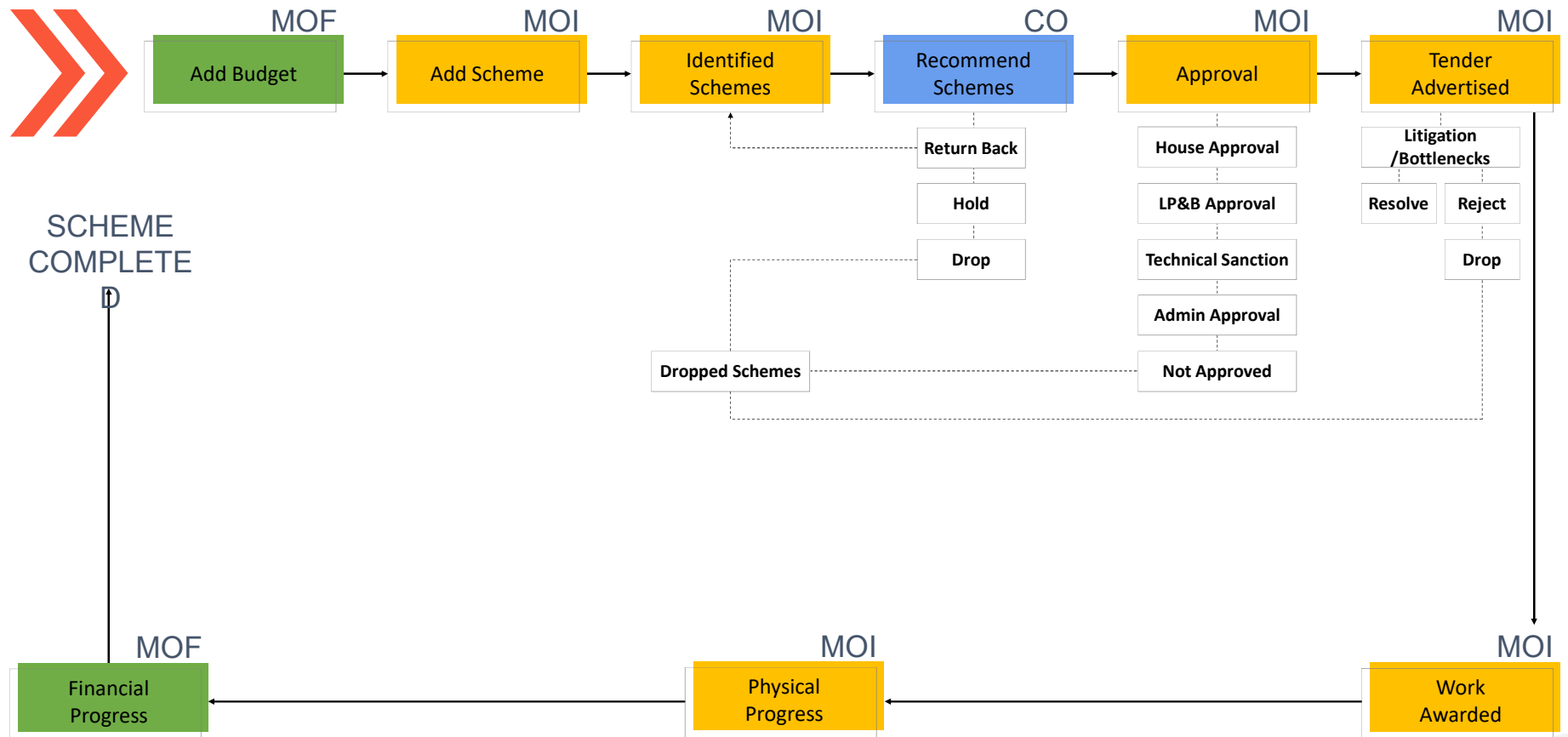
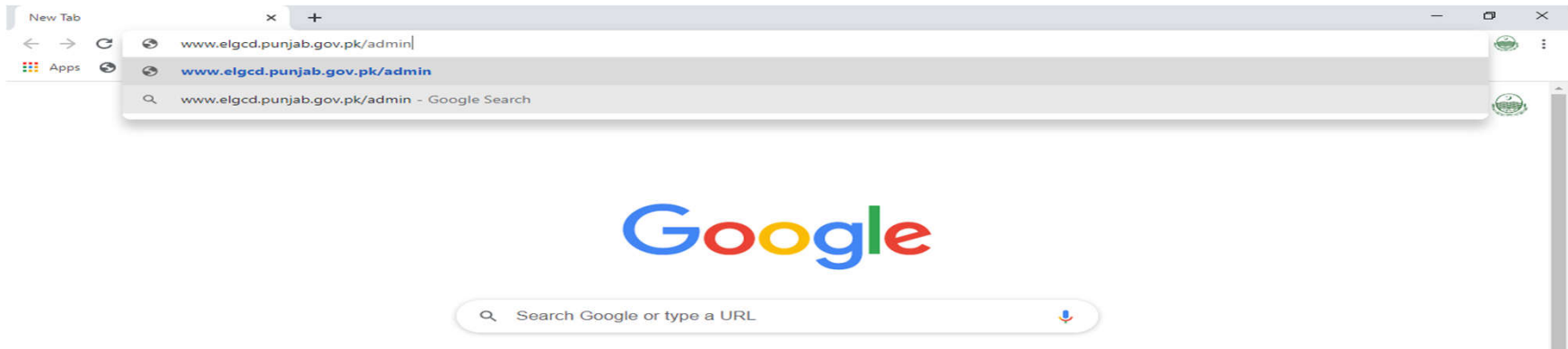# Local Government Annual Development Program Management Information System (LGADPMIS)

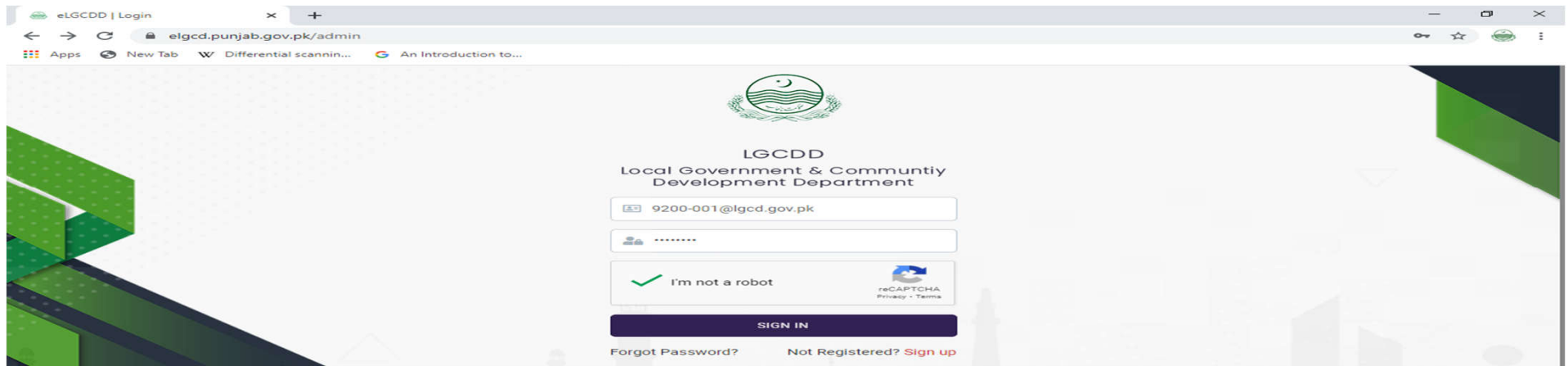Local Government & Community Development Department

1. FLOWCHART (ROLE WISE)

2.   Open the Web browser and type the following URL

3.   Login the software by entering the username and password according to role defined in Serial No. 1

4. Finance Officer to Add budget for Annual Development Programme clicking on Budget Tab

5. Infrastructure wing to add schemes received from different sources by clicking on ADP Schemes then + button on right side

6.   Add the schemes details information (Infrastructure Wing)

7.   Add Scheme location address and attach site plan (Infrastructure Wing)

8.	Add the schemes objectives, scope, Benefits, etc. (Infrastructure Wing)

9.	Add Financial Details of the schemes with cost of major components (Infrastructure Wing)

10.   Physical Verification using the mobile application, etc. (Infrastructure Wing)
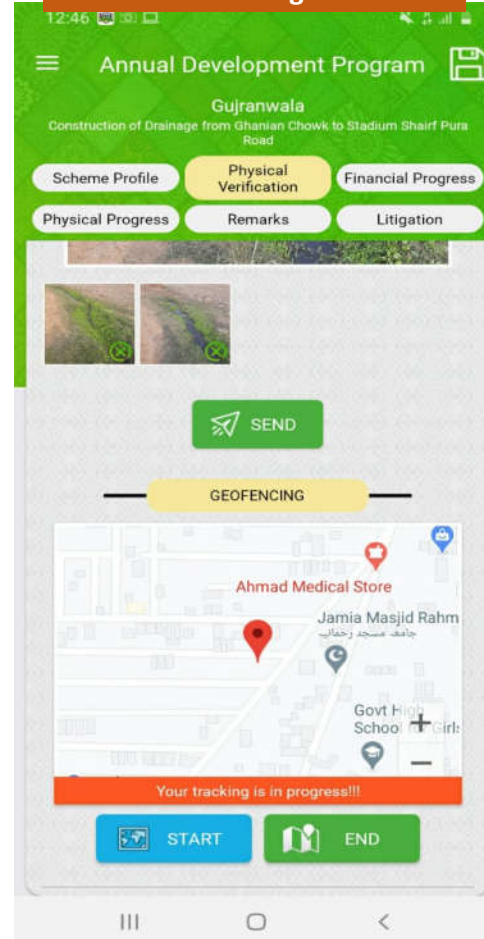Download **elgcd Punjab** from Playstore
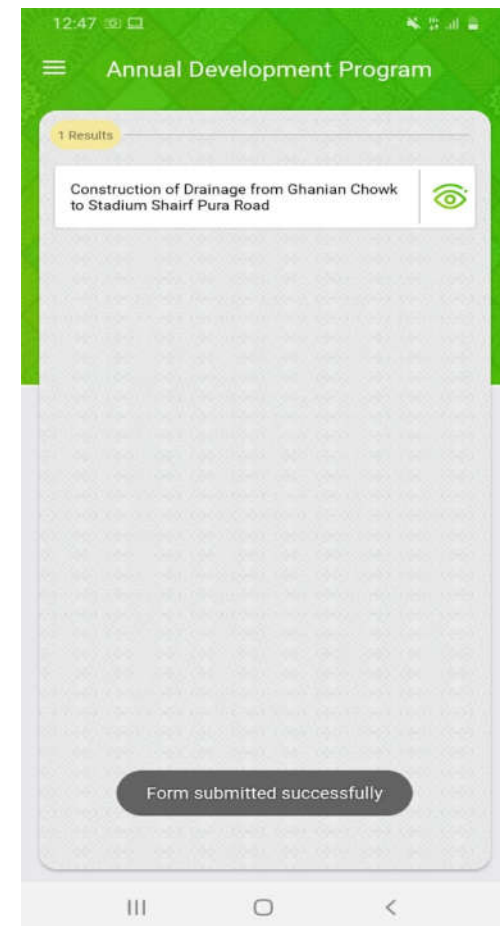

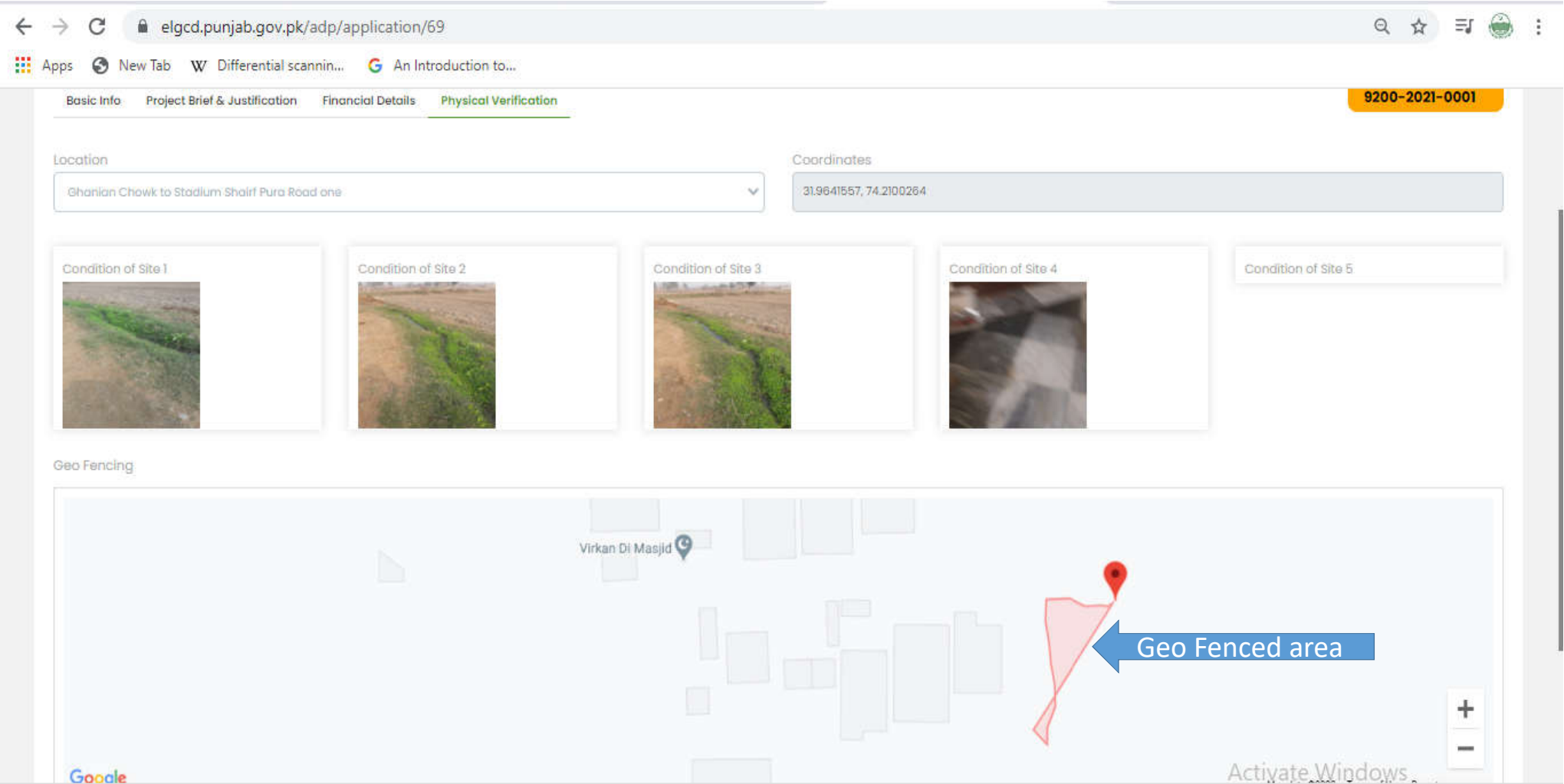**Login**

Select Address
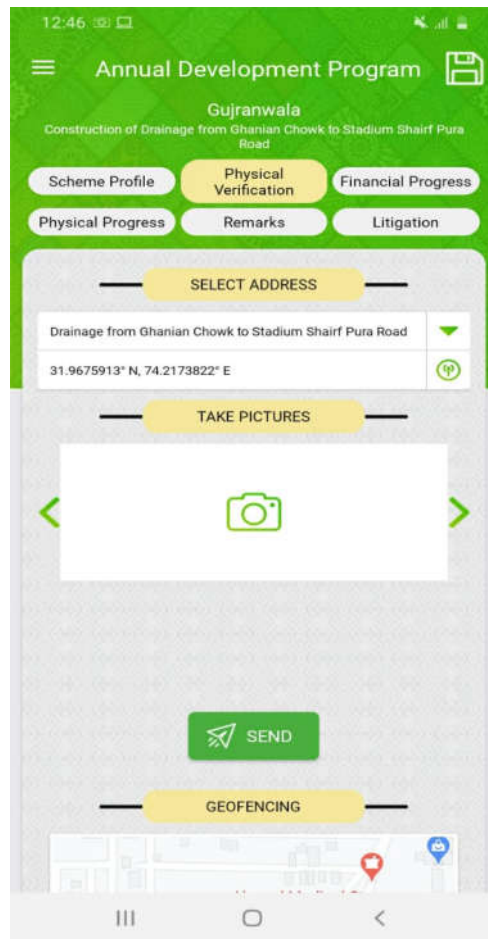
Take Pictures and start Geo Fencing
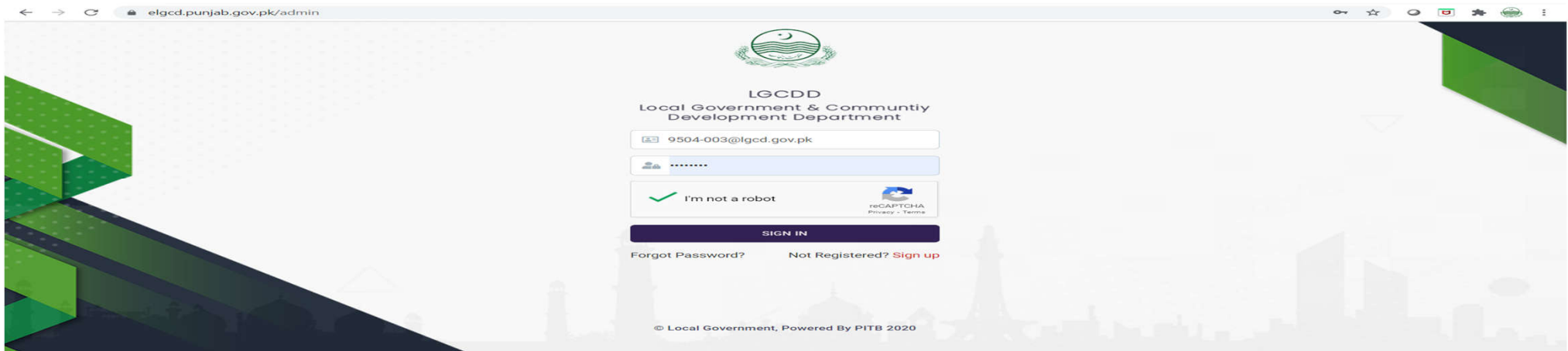

Click on Send

11.   Physical Verification shall be displayed on the dashboard

How to register new mobile user for Physical Verification

12. Login the Dashboard using Chief Officer Login

2. Click on the users Tab

13. A window shall be displayed showing mobile user icon. Click on + button on right side indicated by arrow

14. A user registration window shall be displayed. Fill all the fields and click on save button. A user for mobile application shall be registered. CNIC shall be username of mobile application

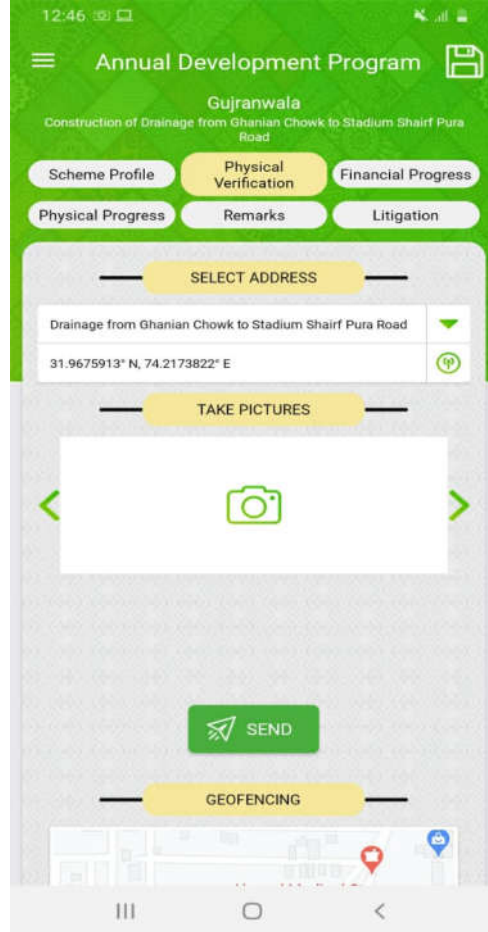## 15. Physical Verification using the mobile application, etc. (Infrastructure Wing)
Download **elgcd Punjab** from Playstore

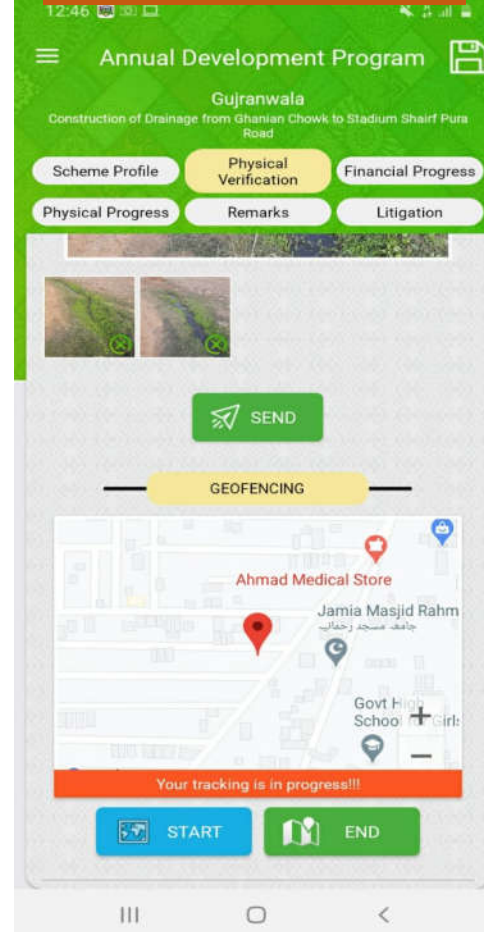16.	Identify the schemes according to ADP Budget (Infrastructure Wing) and forward to Chief Officer for Recommendation

1.	Click on Added Scheme Tab as shown in arrow 1
2.	Select the Scheme as shown in arrow 2
3.	Click on the Identify scheme as shown in arrow 3
4.	Enter Remarks as shown in arrow 4 and click on Submit Button

17.   Chief Officer shall view and get print of scheme details and approval form Administrator/ Mayor for Addition in Annual Development Program (Chief Officer)

14. Chief Officer shall select and click on recommend button to send the recommended schemes to Infrastructure wing for addition in ADP   (Chief Officer)

15. Infrastructure office shall download the draft ADP book on basis of recommended schemes for approval of House (Infrastructure Wing)

18. Infrastructure office shall present the ADP book for approval of House and attach minutes copy after approval and update the status clicking on Approve Button   (Infrastructure Wing)

19. Infrastructure office shall get approval of each scheme from Local Planning Board and attach copy after approval and update the status clicking on Approve Button   (Infrastructure Wing)

20. Infrastructure office shall get Administrative approval from competent forum and update the status clicking on Approve Button   (Infrastructure Wing)

21. In Admin Approval tab click on update scheme for adding technical sanction detail (Infrastructure Wing)

22. In Approval Status tab click on Technical Sanction and adding technical sanction detail (Infrastructure Wing)

23. In Tender and Work Award tab click on tender and add tender detail along with PPRA website and Newspaper

24. In Tender and Work Award tab click on work award and add work award details (Infrastructure Wing)

25. Physical Progress using the mobile application, etc. (Infrastructure Wing) download **elgcd Punjab** from Playstore
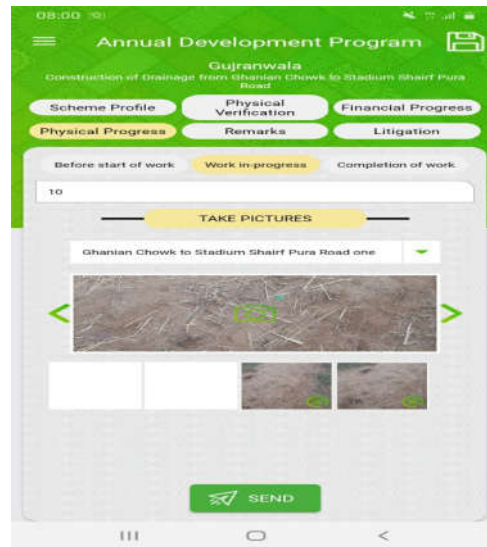
26. Finance officer click on update scheme in admin approval tab and select Financial progress tab (Finance Wing)

| Scheme Dashboard | Approval Status | Tender and Work Award | Litigation | Physical Progress | **Financial Progress** | Remarks | Revisions |

Financial Progress 25%

Year Wise Financial Progress

Print

Sr#	Year	Expenditure (Rs.) (Incl. Tax)	Expenditure (M) (Incl. Tax)	Expenditure %
1	FY 2020-2021	500,000	0.5	25

Month Wise Financial Progress

Sr#	Month	Expenditure (Rs.) (Incl. Tax)	Expenditure (M) (Incl. Tax)	Expenditure %	Cheque Number	Attach Voucher	Remarks
1	Dec 6, 2020	500,000	0.5	25	131231231		

Add Financial Progress

Financial Year	FY 2020-2021 Allocation	Expenditure (Rs.) (Incl. Tax)	Expenditure (%)
Select	Allocation of That Year	Expenditure (Rs.)	Expenditure (%)

Expenditure Date	Cheque Number	Remarks	Attach Voucher
Expenditure Date			

27. Infrastructure wing shall click on update scheme in admin approval tab and select litigation tab (Infrastructure Wing)

| Scheme Dashboard | Approval Status | Tender and Work Award | **Litigation** | Physical Progress | Financial Progress | Remarks | Revisions |

Litigation

Add Litigation

Description *	Litigation Date *	Remarks *	Litigation Status *
Site Dispute	02/12/2020	court issued orders	Pending

File

Choose File 4.Balance of LGs on 15.06.2020 (1).pdf
Only PDF File

PDF

823513616_1607225726.pdf

28. Click on update scheme in admin approval tab and select Remarks tab

29. Click on LG Brief Information and add brief, vision, objects, major initiatives. (Chief Officer, Infrastructure Officer)