

# Akola Municipal Corporation

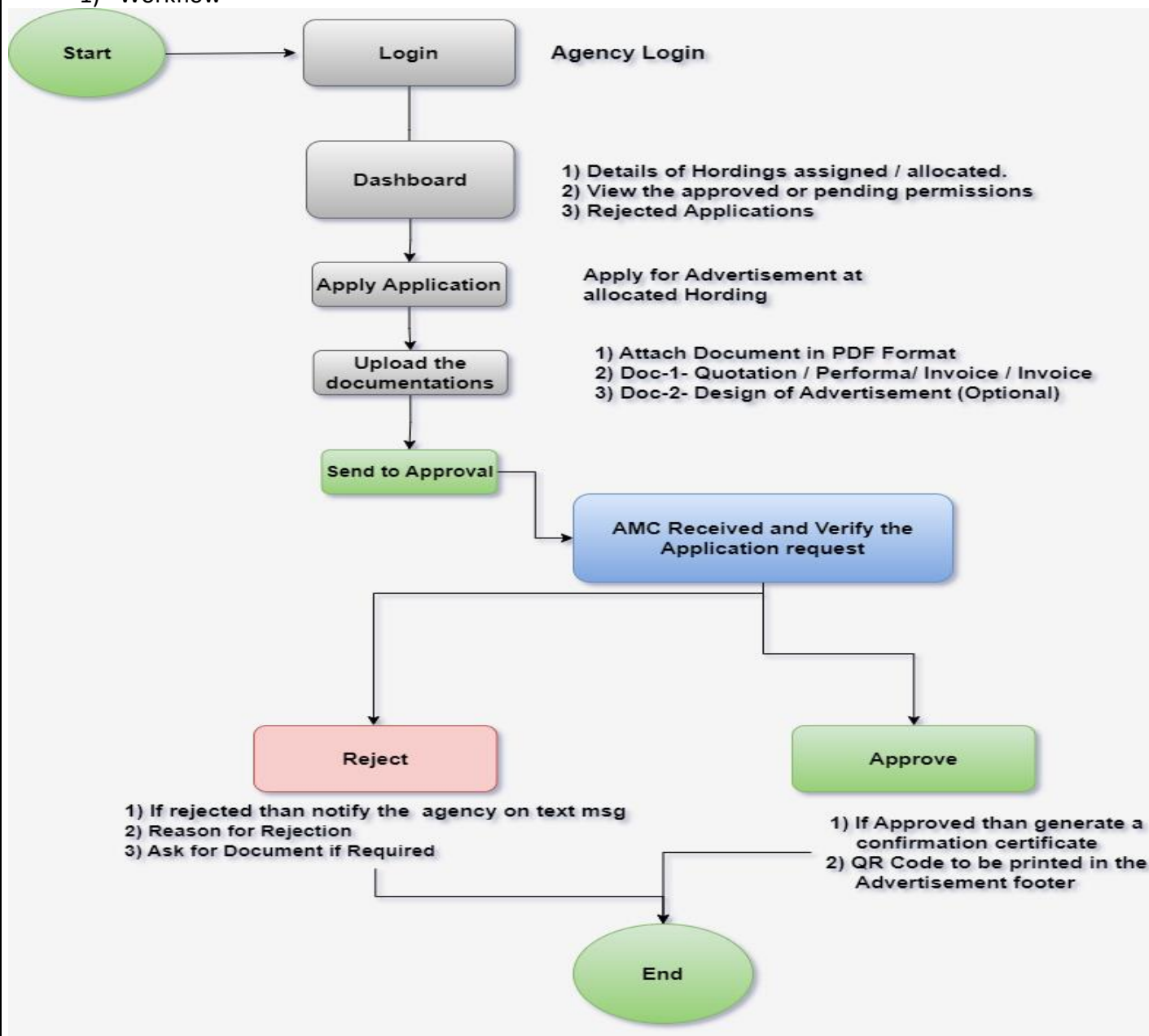
## Hording Management

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Project Handle : Arshad / Chandan

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### 1) Workflow



2) **Dashboard:** Advertisement Dashboard like simple web page, there are showing Agencies Details ie: Login Details, Owner Details, contact, Address details as well as permitted area's and approval certificates, pending details.

3) **User Credential :**

- Agency should be able to login registered credentials.
- AMC should be able to login created user credentials for work.

4) **User Manual :**

- User should be able to view every particular web pages how to work and use.

5) **SOP**

## Standard Operating Procedure

1. **Purpose:**

This SOP outlines the procedures for the effective implementation and utilization of the Hording Advertisement module under the e-Governance system for Akola Municipal Corporation.

2. **Scope :**

This Software Operating procedure covers the complete lifecycle of Hording Advertisement applications, Approval, Monitoring through the eGovernance system's.

3. **Roles and Responsibilities:**

- 3.1. Manage and configuration the Hording Advertisement module settings.
- 3.2. Assignment the roles and access permission to client and officer levels.
- 3.3. Monitor and review the modules performance and database.
- 3.4. Responsibility for the monitoring client's and administrator's.

4. **Revenue:**

- 4.1. Monitoring revenue through hording advertisement module.
- 4.2. Generate and issue digital Hording Number with QR code.

5. **Registration:**

- 5.1. Register and create user accounts on eGovernance portal.
- 5.2. Submit Hording advertisement application through the Advertisement module.
- 5.3. Upload required documents and sanction certificates.
- 5.4. Track the status of their applications.
- 5.5. Modification's as per requirements

6. **Processing**

- 6.1. The revenue department of Hording Advertisement shall receive and process the applications through the Advertisement module.
- 6.2. The application's shall be evaluated based on the predefined criteria and Advertisement regulation.
- 6.3. The status of the application's shall be updated in the module, and the applicant (Agency) shall be notified electronically.

## **7. Approval and permitted:**

- If approved a digital registration number shall be generated and issued through the Advertisement Module.
- The Advertisement module shall include details such as Agency Registration details, Hording allocated, quotation's, invoices, Performa invoice and any specific conditions.
- The applicant shall be able to download the print of the advertisement registration receipt with QR code generated.

## **8. Monitoring:**

- The Hording Advertisement module shall maintain a comprehensive database of all application's and official action's.
- Compliance checks can be scheduled and recorded through the module with field inspections.

## **9. Data Management:**

- The Hording Management Module shall maintain a comprehensive database of all Agency applications, fee payments, and official actions.
- Administrators shall have access to generate various reports and analytics related to Hording management revenue, and compliance levels.

## **10.Security and access:**

- Robust access control mechanisms shall be implemented to ensure data privacy and security.
- Role-based access permissions shall be defined for department officials and applicants, limiting access to authorized modules and functionalities.
- Audit trails and activity logs shall be maintained for transparency and accountability.

## **11.Integration and interoperability:**

- The Property Module shall be integrated with other eGovernance modules, such as GIS, Payment Gateways, and Document Management Systems, for seamless data exchange and functionality.
- APIs and web services shall be utilized to ensure interoperability with external systems or databases, if required.

## **12.Training and support:**

- Comprehensive training shall be provided to office department and stakeholders on the effective utilization of the Property Tax Module.
- User manuals, FAQs, and helpdesk support shall be available to address queries and issues related to the module.

## **13.Improvements:**

- Regular feedback shall be gathered from users and stakeholders to identify areas for improvement.
- The Property Tax Module shall be periodically reviewed and updated to incorporate new features, technologies, and best practices in eGovernance.

## **14.System administration guide:**

- Administration study for operational management of Hording Management and improvement or revenue