



ANNUAL
PERFORMANCE
AGREEMENT

Annual Performance Agreement Management System (Version 3.0)

Software Requirements Specification (SRS)

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by: Business Accelerate BD Ltd. (BABL)

Sand Stone GA 9/3 Level: 03, Progoti Shoroni, Shajadpur, Dhaka 1212

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Reviewer	Ahmed Waqar Waiz	01 January, 2023
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1. Introduction

Annual Performance Agreement (APA) is a process to set and evaluate Key Performance Indicator (KPI) for all Government offices. It is essentially a record of understanding between the Cabinet Secretary, representing the Prime Minister of the Government of the People's Republic of Bangladesh and the Secretary of the concerned Ministry/Division, representing the Minister and their subordinate offices. Annual Performance Management System has been introduced with the purpose of promoting greater transparency and accountability in the Government organizations as well as proper utilization of resources and to increase institutional efficiency. In this agreement, strategic objectives of the concerned office, activities to attain these strategic objectives and targets & indicators for measuring results of these activities have been expressed ex-ante. The actual achievements of the concerned GoB offices in the relevant year against the agreed targets will be evaluated at the end of the year. So, APA setting, continuous progression capturing and reporting and/or monitoring, yearly APA achievements and historical achievement status & trends will be the contextual boundary for APAMS.

The Cabinet Division developed Annual Performance Agreement Management System (APAMS) software to facilitate APA preparation, monitoring and evaluation processes. The first version was developed in 2015, the second version was further developed in 2018. At present more than 1200 government offices are using APAMS. There is a plan to include all government offices in this third version of APAMS.

1.1 Purpose

The second version of the APAMS was developed in 2018 and there is a growing demand to improve the software to make it more user friendly as well as effective tool to facilitate performance management. The purpose of the Annual Performance Agreement Management System (APAMS) software is to facilitate APA preparation, monitoring and evaluation processes. However, the second version of APAMS has some technical limitation to address the demands. In this backdrop, the Cabinet Division decided to prepare the third version of APAMS to meet the demands. The purpose of the third version of APAMS software are:

- Effective performance management.
- User friendliness.
- Make it capable to address future APA and software development needs.
- More secured and safe.
- Interoperability and compatibility with National e-Service Bus and integrate with Bangladesh National Digital Architecture (BNDA) so that any authorized organizations can use it.

1.2 Scope of the Document

What this document contains:

1. Requirements from user and system perspectives.
2. Business activities at a functional level that are encompassed by the proposed project monitoring & management module.
3. Acquired knowledge during requirement collection and analysis.
4. Acquired knowledge from government websites, domain-specific books, presentations, and other study materials.
5. Breakdown of requirements into features, sub-features.
6. Functionalities explained in narrative text, UML use cases & UML/BPMN 2.0 process diagrams/swim-lane diagrams.
7. Some guidelines from UI designers and developers.
8. Specific technology requirements for the software.
9. Security requirements for the software including information security, process security, data security, access security.
10. Software interoperability requirement.

What this document does not contain:

1. Complete information for user manual or training materials

1.3 Scope of Work

The scope of developing the third version of APAMS software will be:

- **Architecture and standard development:** The establishment of the appropriate standards and guidelines to move the e-Government architecture practice forward to cover main architecture domains like; business, information (Data and application), technology with the Whole of Government (WoG) approach and perspective. The platform must be integrated with Bangladesh National Digital Architecture (BNDA) so that any authorized organizations can use it.
- **Platform and Solution development:** The solution will include platform components, specific solution components, core services and shared services etc.
- **Mobile Application development:** Develop and implement Android and iOS mobile app for the solution to enhance and make available among the users and stakeholders.
- **Integration:** The platform/solution will have integration scope to share data and service as an integrated service among all stakeholders. (i.e. systems and organizations)
- **Capacity Management:** Capacity management of the stakeholders (i.e. Government/semi-government agencies, industry, academia etc.)
- **Infrastructure Service Management:** Propose a dynamic infrastructure Service Management System to ensure smooth operation of the system in an optimized hosting environment.
- **Support and Maintenance:** Provide an extensive support service for the current platform and enhance platform by establishing a standard SLA.
- **Change Management:** The consulting firm must provide service, support and maintenance for at least 36 months with necessary enhancement and change compliance with existing system architecture and modules.

1.4 Terms and Glossary

Terms	Explanation
APAMS	Annual Performance Agreement Management System
NIS	National Integrity Strategy
GRS	Grievance Redress System
RTI	Right to Information
GOB	Government of Bangladesh

2. Overall Description

2.1 Executive Summary

This SRS document describes the functionality & new features of the Annual Performance Agreement Management System version 3.0. The document is divided into two parts. The first part contains the main functions of the system with new features mentioned by Cabinet division (that are not present in the on-going version 02). This function is again divided into 5 sections such as APA preparation, APA Assign - submission - correction, APA Achievement, APA Evaluation and Reporting - Monitoring. The second part contains other functionalities that are required as support function for the main operation.

At the time of APA creation, this new version will allow fields and/or tables to be added flexibly. In addition, rows and columns in the table can also be increased or reduced as desired. With these field or tables, any APA template can be created and can be used in any fiscal year. "Comment" feature will be available during APA assignment-submission-correction. "Approval" feature will also be available on evidence upload by higher office after APA achievement is submitted. Furthermore, Reporting formats can also be customized using Business Intelligence.

This document also details the architecture of this new version and the integration requirement with other software systems of the Government.

2.2 Product Perspective

- Smooth & Segmented Information flow.
- Configurable APA format & configurable report.
- Create, edit/update, delete mandatory strategic objectives and other next steps from same page.
- Tool tip/help for guiding the user to fill up fields while preparing APA and inputting achievement.
- A special e-learning module for the users of APAMS software to take training for clear understanding of the software and effective use.
- Communication to different offices, sending message will be available in the updated version of APAMS.

2.3 Product feature and components

Modules are the actual components of the APAMS system. All identified and proposed components are module-wise organized in later sections of this document. Below are the overview of the modules and submodules of the project.

Module	Sub-Module
Login Page	<ul style="list-style-type: none"> • Login option • Introduction of APAMS application • Notice Board • Use full links • Other related links
User Home page	<ul style="list-style-type: none"> • Dashboard
Configuration	<ul style="list-style-type: none"> • Master Data (From doptor integration) • Permission and Role • APA Calendar
APA Management	<ul style="list-style-type: none"> • Fiscal Year Define • Mandatory weight set • Mandatory data set • APA Assign/Submission • APA Update request by user • Achievement Update request by user • APA Signing Date • APA Guideline
APA Preparation	<ul style="list-style-type: none"> • Dynamic field and table add/edit/remove • APA submission
Subordinate Office Management	<ul style="list-style-type: none"> • Subordinate office create • User Create • APA submission date set • Achievement submission date set • Subordinate office report view • APA submission status • Quarterly achievement submission status • APA edit request from subordinate office • APA achievement edit request from subordinate office • Update APA of subordinate offices • Update quarterly achievement • Performance Evaluation
	<ul style="list-style-type: none"> • Monthly/Quarterly achievement input

Achievement	<ul style="list-style-type: none"> • Achievement update request
Reporting	<ul style="list-style-type: none"> • Static Reports <ul style="list-style-type: none"> - Attainment of standards - Complete APA Report - Various Parts of APA - Monthly Achievement Report - Quarterly Achievement Report - Half Yearly Achievement Report - Annual Achievement Report - Achievement Report (Others) - APA format for other offices • Dynamic Report <ul style="list-style-type: none"> - Customized APA, quarter and evaluation report - Add/remove table column or header and add/remove APA sections - Monitoring of NIS, GRS, CC, RTI, E-governance report - Report generation through graph and table
Content Management System	<ul style="list-style-type: none"> • Upload and share documents • Knowledge transfer and e-learning for authorized users
Notification Management	<ul style="list-style-type: none"> • Notification through SMS and e-mail • Configurable push notifications
e-communication module	<ul style="list-style-type: none"> • Communication inbox • Send message
Audit	<ul style="list-style-type: none"> • Log/event record • Audit report
Data Analytics Platform	<ul style="list-style-type: none"> • Data share to other systems • Data segregation for analytical & statistical report

2.4 APAMS version 03 Special Features:

Feature Name	Description
APA Preparation	<ul style="list-style-type: none"> Preparation of APA on the same page through "+" button. Table generate based on data entry Data entry facility on both Bengali and English (Bi-lingual) Save option after data entry There will be text editor. Draft/Final APA attachment to e- nothi Comment entry on individual indicators of draft APA Final APA upload to content management Multiple time setting of APA assign, draft APA or final APA by higher office Signature/e-signature on prepared APA
APA Correction	<ul style="list-style-type: none"> APA correction time setting by higher office Condition applies on APA correction Signature/Digital signature on corrected APA Upload corrected APA to website
APA Monitoring	<ul style="list-style-type: none"> Weekly/Monthly /Quarterly /Half-yearly/Annual achievement entry against all individual indicators Multiple attachment upload as evidence (pdf/word/image) Achievement edit option Monthly/Quarterly/Half-yearly/Annual achievement report generation Link with other software for document attachment Auto report generation & sent to higher office after expiration of timeline APA preparation and quarterly progress submissions should be on the page. Comment on each indicator Report option for initiatives taken by subordinate office and Verification of data Define time setting for sending reports Auto report generation after time expiry Without attaching document, system will generate zero All type of layers e.g., Divisional office, Zonal office, departments will be available in dashboard.
APA evaluation	<ul style="list-style-type: none"> The final evaluation report will be auto generated after time expiry. If not, a single attached document found against an indicator, then zero will be generated against that indicator. The final evaluation report will be generated and sent to higher office after time expiry.

	<p>Like achievement report, necessary document/evidence can be added in the final evaluation report.</p> <p>Score will be viewed graphically of strategic objectives.</p>
Report generation	<p>Generate reports using available data source;</p> <p>Print export report as per required format;</p> <p>Visualization of reports with predefined graphs and charts based on the input data so that user can find useful information;</p> <p>Report template will be saved for future usage;</p> <p>New report format will be developed as per user's requirement.</p> <p>Except APA, data entry facility will be available to generate new report based on those data.</p> <p>All data will be stored in one place, from there user will generate report using any data</p> <p>Comparison report generation based on one or more performance indicators.</p> <p>Ranking of subordinate office generation graphically based on scoring.</p> <p>The final evaluation report will be published to website, e-nothi or e-mail.</p> <p>Provision for custom reporting, trending, data searching and comparative analysis;</p>
Others	<p>The software should have help/guide options to guide the user to use the software easily in all aspects;</p> <p>There will be spell checking feature;</p> <p>The system will have communication module by which all offices can communicate with each other separately or in group;</p> <p>SMS management should be more user friendly. Must have sent SMS log, delivery report, and invalid number checklist.</p> <p>There will be an e-learning platform for training on the software;</p>

Special features for the Secretary

- Comparative analysis of APA achievement and final submission for all subordinate offices (Ministry/Division, Departments and field level offices).
- APA achievement and final achievement report monitoring for own ministry.
- Indicator wise comparison between own ministry and other ministries.
- Any kind of feedback/comment in APA of subordinate offices.
- Comment facility on the Cabinet Division.
- APA Correction approval facility.

Special features for the Cabinet Secretary

- Comparative analysis of APA achievement and final achievement report for all subordinate offices (Ministry/Division, Departments and field level offices).
- APA Correction approval/rejection facility.
- Ministry wise achievement summary against national goals and policies.
- Any kind of feedback/comment facility in APA of subordinate offices.

Special features for Policy Makers:

- Special dashboard feature
- Overall APA implementation and achievement of subordinate offices.
- APA preparation, evaluation or monitoring related guideline and directions can be given.

2.5 Assumptions and dependencies

2.5.1 Assumptions

SL No.	Description
1	Master data will be taken from doptor integration
2	There is no analytical platform available in APAMS version 2. Analytical platform will be incorporated from APAMS version 3.
3	Features from APAMS version 2 will be considered as base.

2.5.2 Dependencies

SL No.	Description
1	If the key stakeholders are changed;
2	Integration with other govt. systems;
3	Timely document sign-off.

2.6 Out of Scope

SL No.	Description
1	There will be no video tutorial/ audio in the training module or anywhere in this system.
2	Any task not included in RFP/Terms of Reference.
3	Any licensing or paid software and hardware related supply

2.7 Client Deliverables

- All infrastructure will be supplied by clients.
- All types of government office letter delivery
- Intra-ministry communication is the client's responsibility
- Vendor access & permission management will be arranged by client.
- Meeting and training venue including all accessories and related expenses are customer's responsibility.
- Customer will bear all relevant expenses regarding SQTC, VAPT and BNDA testing.
- Any expenses that is not included in Terms of Reference (ToR) will not be borne by vendor.

3. APAMS version03: Key components



Figure: Steps in APAMS third version

- **Flexible APA Preparation:**
 - APA template setup for Ministry/Divisions, subordinate offices & other subsidies of Government of Bangladesh;
 - Government organizations can add or subtract any row/column in that template as per requirement for that fiscal year;
 - There will be guideline in templates for any section;
- **APA assignment, submission & correction**
 - **Assignment:** Assign to ministry/divisions or any govt. organizations with flexible option e.g. required or non-required indicators. Commenting while assignment of APA etc;
 - **Submission:** Maker submits final/draft version of APA to Checker & Checker to check and submit to higher office. Inter layer commenting while submission.
 - **Correction:** APA update request to higher office with comments.
- **Achievement on APA**
 - Day/Week/Month/Quarter wise achievement entry;
 - Evidence acceptance or rejection by higher office;
 - Maker will submit achievement & Checker will check, roll-back or submit to higher office;
 - Indicator-wise comments while achievement entry;
- **APA Evaluation**
 - Half-yearly and Annual performance evaluation;
 - Automatic evaluation when achievement is given in any quarter;
 - Indicator-wise comments while evaluation of an APA;
 - Archiving documents (evidence while achievement entry) for a certain period of time;
- **Reporting/ Monitoring**
 - Fixed format reporting;
 - Dynamic Reporting;
 - On demand BI based reporting;

The details of these sections are given sequentially.

1. APA Preparation

3.1 APA Preparation

3.1.1 Overview

The APA preparation of subordinate offices of a fiscal year actually starts from here. Cabinet division will create configurable APA format. The configurable APA format will be assigned to any organogram or organization. The APA formats can be different with respect to any government office. Through this functionality, subordinate offices will receive the format assigned by cabinet and will work on it. APA format may change according to the fiscal year. The APA preparation module in this system offers the following features:

- When the APA is created, there will be an option/link alongside the APA to provide access to the Action Plan on Integrity. After the APA is created, all these action plans will be on the same page as per NIS, GRS, CC, RTI sequence and will be available in PDF format.
- Data entry will be based on predefined activities of a government organization for a fiscal year & Government organization e.g. Ministry/Division can determine its own functions/activities for upcoming fiscal year.
- Data entry facility on both Bengali and English (Bi-lingual) and Bangla to English number conversion
- Save option after data entry
- Text editor
- Digital signature/e-signature on prepared APA
- Download option for both draft/final charter
- Draft/Final APA attachment to e- nothi
- Comment entry on individual indicators of draft APA
- History/record of comment
- Report generation based on comment
- Approval for submitting final APA
- Final APA upload to content management
- Multiple time setting of APA assign, draft APA or final APA by higher office
- Subordinate office addresses comment made by higher office (If any comment is declined or unaddressed by subordinate office, higher office will check and system will store those comments)

In order to initialize the APA preparation procedure, Super Admin user from the Cabinet Division will manage information regarding APA. Through this module, APA initialization will be started. This module will contain the following functionalities:

- Fiscal Year Define
- Flexible APA Structure
- Mandatory weight Set
- APA Date Signing
- APA Guideline

3.1.2 Fiscal Year Define

3.1.2.1 Use Case Table

Name	Fiscal year define
Brief Description	User will define a fiscal year for APA preparation and assign to ministry/division, departments and field level offices.
Actor	Super Admin
Pre-Condition	Fiscal year needs to be created initially.
Basic flow	N/A
Business Rules	<ul style="list-style-type: none"> User will initially create fiscal year in the system and can view in list. User will set APA fiscal year and Achievement fiscal year via radio button. User can active or inactive any fiscal year by unchecking from check box.
Post-Condition on Success	On submit a success message will pop up like “Selected successfully”

3.1.2.2 Mock design

অর্থবছর যোগ করণ

তার বছর *

শেষ বছর *

ইতি করা

Figure: Create fiscal year

ক্রম	অর্থ বছর	কর্মপরিকল্পনা অর্থ বছর	অর্জন অর্থ বছর	সক্রিয়
১	২০২২-২৩	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
২	২০২২-২৪	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
৩	২০২৩-২৫	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
৪	২০২৩-২৪	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
৫	২০২৩-২২	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
৬	২০২২-২৩	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
৭	২০২৩-২২	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
৮	২০২৩-২৪	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
৯	২০২৩-২২	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
১০	২০১৯-২০	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
১১	২০১৮-১৯	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
১২	২০১০-১১	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

যোগী ১২ টি এক্সেস মধ্যে ১ থেকে ১২ পর্যন্ত সেলানো হচ্ছে।

পূর্ণ করা > পরবর্তী পাতা

Figure: Create fiscal year

3.1.3 Flexible APA Structure

3.1.3.1 Use Case Table

Name	Flexible APA structure
Brief Description	At the beginning of a fiscal year, user will prepare APA structure for its subordinate offices. This structure can be different comparing with the previous fiscal year. Also, the configurable APA structure will vary layer to layer (e.g. Ministry/Division/ Departments/Field level offices) or it can be varied office to office. User will prepare APA structure at the beginning of a fiscal year and this structure will be assigned to government organization.
Actor	Super Admin
Pre-Condition	Fiscal year needs to be created and defined.
Basic flow	N/A
Business Rules	<ul style="list-style-type: none"> • User will go to APA management from the menu and select “Create APA structure”. • A page will appear where a button will be visible named “Create new structure”. • Clicking on “Create new structure” button a text field will appear in order to give a name of that structure and save. • After saving, user will see another text field named “Title”. Under this title user will create multiple sub-titles according to business (if it is text box or general section) • User will create table. Now there will be three types of tables: General table, APA workplan table & linked table. • While creating a table, there will be a title and instead of sub-titles there will be field names which are actually a column. User will create column in forms of text and in the preview user will be able to see the preview of that table. • There will be two “+” icon beside the table that allow the user to add more columns on both sides. This will enable the user to extend the table. However, row can be added as per user’s requirement. • User can merge any cell on the table making it more dynamic. Finally, after preparing the table user will select “Save” button to close this process. In this way, user can add text fields as well as table based on number of columns. Also merge/split to any cell. • After creating a structure user can view the list of structure that he/she created. • These created templates can be used further.

	<ul style="list-style-type: none"> There will be a sample APA format by which user will get to know about preparing an APA format.
Post-Condition on Success	On submit a success message will pop up like “Created successfully”

3.1.3.2 Mock design

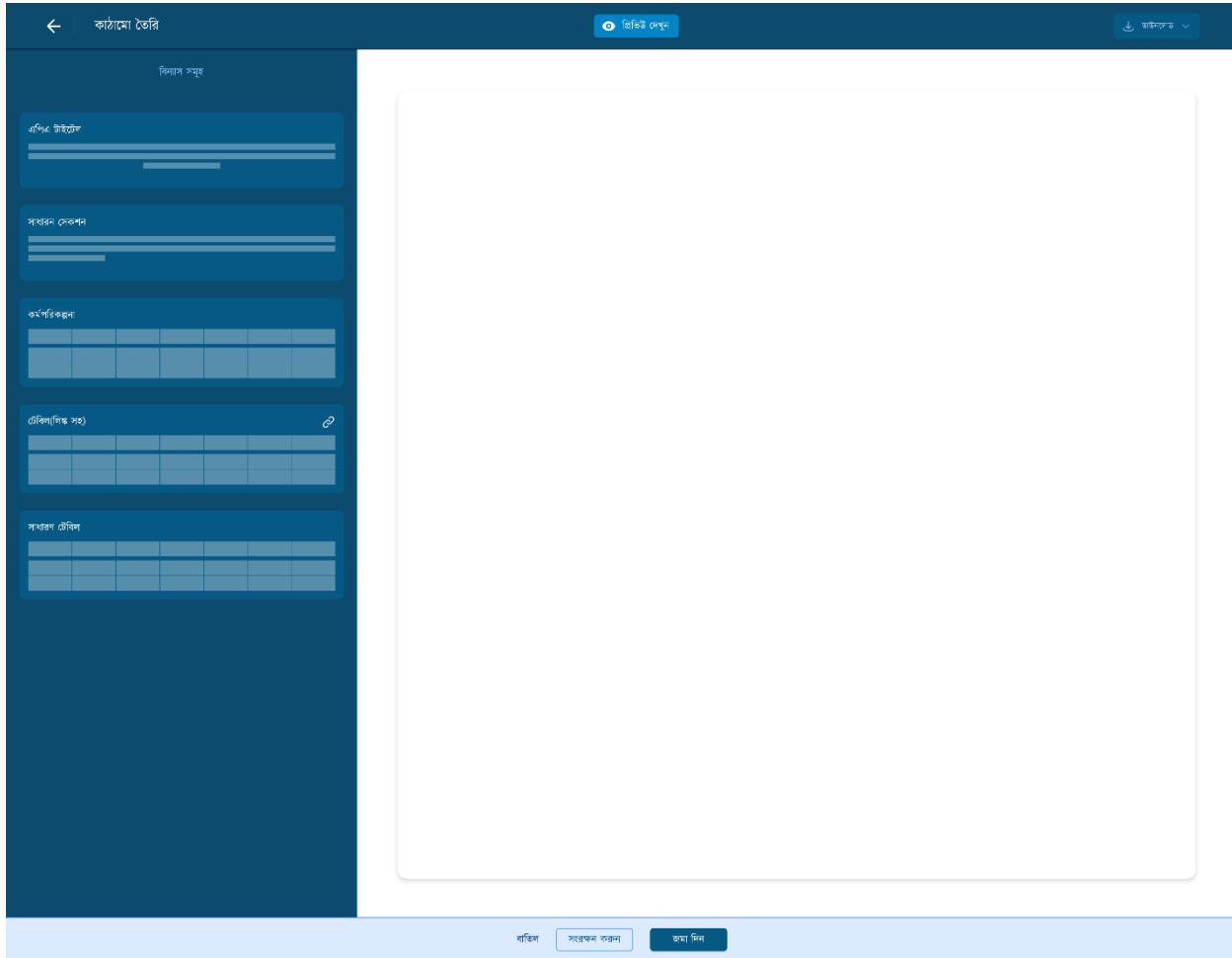


Figure: Flexible APA Structure create

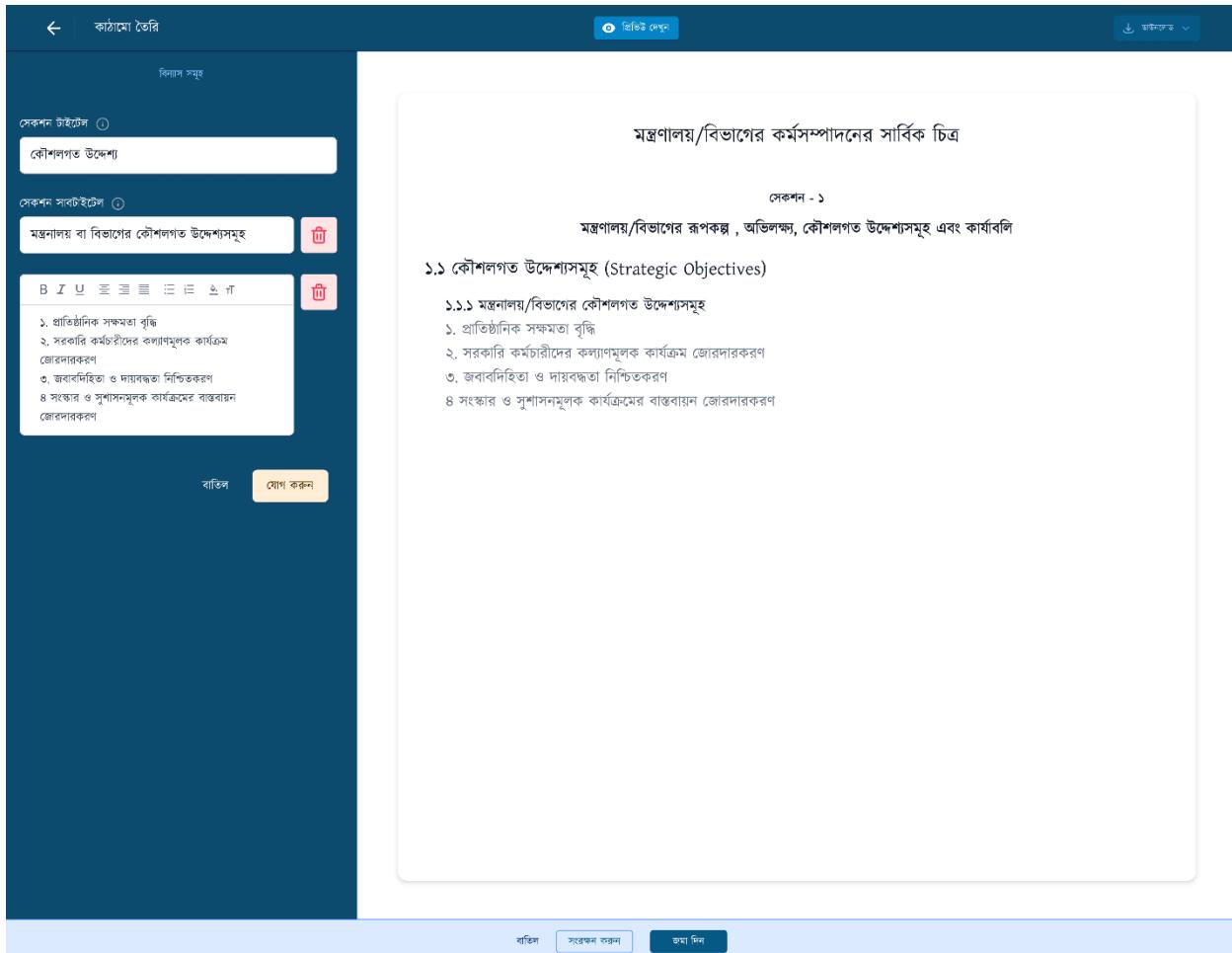


Figure: Preview of APA Structure for text box

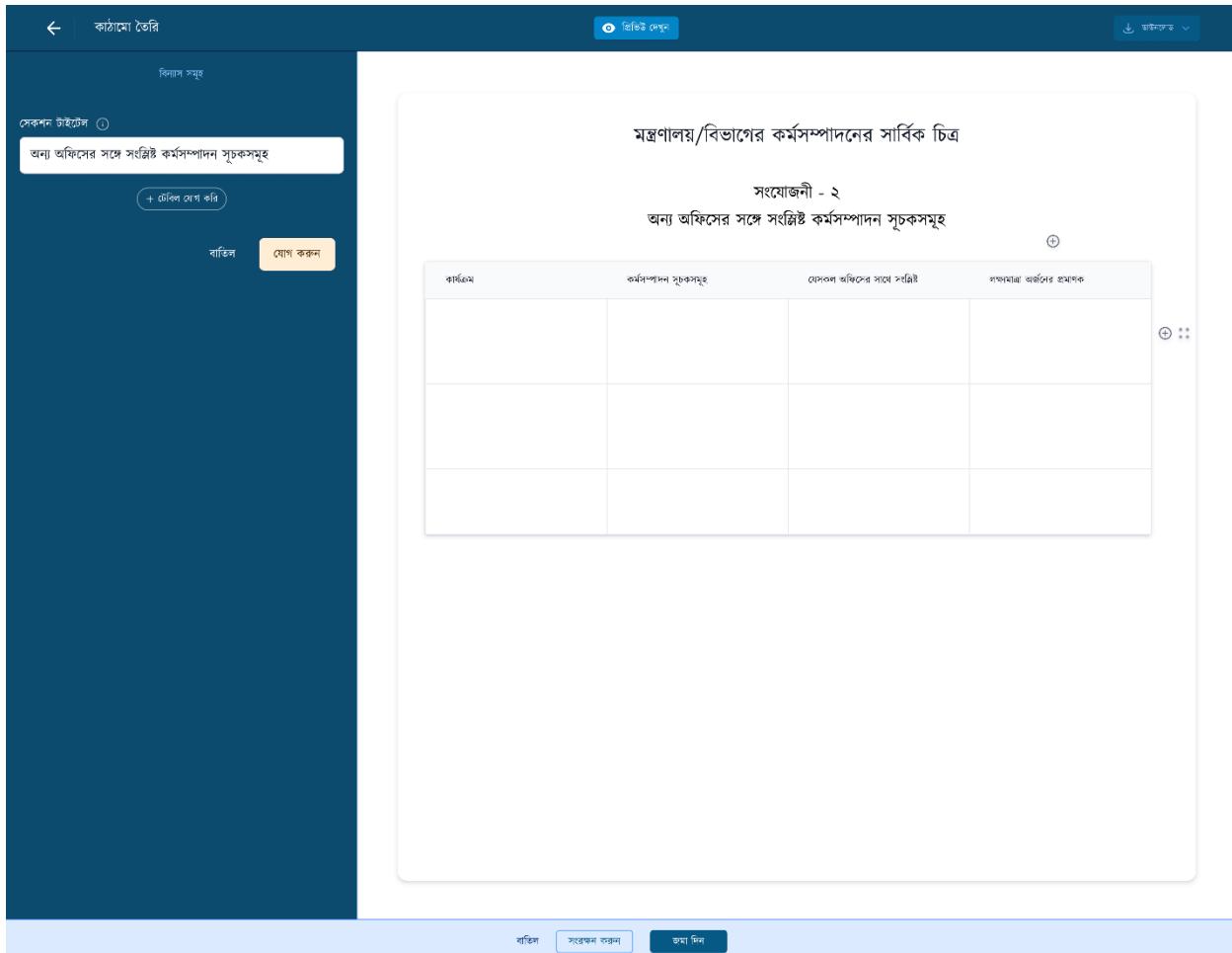


Figure: Table view with column add

এপিএ ফরম্যাট ব্যবস্থাপনা		দাখিলকৃত এপিএ							
ফিল্টার করুন		অর্থবছর নির্বাচন		দণ্ডর/সংস্থার ধরণ		মন্ত্রণালয়/বিভাগ		ফিল্টার করুন	
ক্রমিক সংখার	এপিএ ফরম্যাট/টেমপ্লেট	সংস্থা/অফিসের ফল	অর্দানোগ্রাম	আর্দ্ধশীক মান	এপিএ ফরম্যাটের অবস্থা	বার্তা	সিদ্ধান্ত		
০১	মন্ত্রণালয়/বিভাগের এপিএ ফরম্যাট-০১	ফল-১	মন্ত্রণালয় / বিভাগ	৩০	সঠিক				
০২	মন্ত্রণালয়/বিভাগের এপিএ ফরম্যাট-০২	ফল-২	মন্ত্রণালয় / বিভাগ	৪০	প্রস্তরকৃত				
০৩	মন্ত্রণালয়/বিভাগের এপিএ ফরম্যাট-০৩	ফল-৩	মন্ত্রণালয় / বিভাগ	৩০	সঠিক				
০৪	মন্ত্রণালয়/বিভাগের এপিএ ফরম্যাট-০৪	ফল-৪	মন্ত্রণালয় / বিভাগ	৫০	সঠিক				
০৫	মন্ত্রণালয়/বিভাগের এপিএ ফরম্যাট-০৫	ফল-৫	মন্ত্রণালয় / বিভাগ	৬০	প্রস্তরকৃত				
০৬	মন্ত্রণালয়/বিভাগের এপিএ ফরম্যাট-০৬	ফল-৬	মন্ত্রণালয় / বিভাগ	৪৫	প্রস্তরকৃত				

Figure: List view with of created structures for organogram based on FY

এপিএ ফরম্যাট ব্যবস্থাপনা		দাখিলকৃত এপিএ	
ক্রম	সংস্থা/ইকিস	অ্যাবশ্যন	
০১	জনপ্রশাসন মন্ত্রণালয়		
০২	পানি সম্পদ মন্ত্রণালয়		
০৩	পার্বত্য চট্টগ্রাম বিষয়ক মন্ত্রণালয়		
০৪	সংস্কৃতি বিষয়ক মন্ত্রণালয়		
০৫	পরিবহন মন্ত্রণালয়		
০৬	অর্থ বিভাগ		

Figure: Detail list of APA format for organograms

3.1.4 Mandatory Weight Set

3.1.4.1 Use Case Table

Name	Mandatory weight set
Brief Description	User will define mandatory weight for creating APA.
Actor	<ul style="list-style-type: none">• Super Admin• Admin
Pre-Condition	Fiscal year needs to be defined.
Basic flow	N/A
Business Rules	<ul style="list-style-type: none">- User will define a fiscal year first.- User then select mandatory weight set from menu.- User will click on “Add new” button and a modal will appear which user needs to fill up the following fields:<ul style="list-style-type: none">• Hierarchy (Drop down)• Office (Drop down)• Highest value (Numeric)• APA weight (Numeric)- After filling all these fields mandatory weight will be defined for a specific hierarchy for that fiscal year.- User can edit mandatory weight of any layer if wants. <p>After updating mandatory weight for a certain layer a pop-up will appear for the confirmation of change. User then needs to update mandatory strategic objectives as well for that particular layer. For that a link will appear for the changing.</p>
Post-Condition on Success	On submit a success message will pop up like “Successfully created Mandatory Weight for APA”

3.1.4.2 Mock design

আবশ্যিক মান

দণ্ডনির্দেশনা/সংস্থার ধরণ *

মুক্ত করুন

সংস্থা *

মুক্ত করুন

আবশ্যিক মান

সর্বোচ্চ মান

এটি একটি ফিল্টার

বাপু করুন তৈরি করুন

Figure: Mandatory weight set

3.1.5 Mandatory Data Set

3.1.5.1 Use Case Table

Name	Mandatory data set for APA.
Brief Description	User can define mandatory data for its subordinate offices in order to create APA as per user's requirement.
Actor	<ul style="list-style-type: none">• Super Admin• Admin
Pre-Condition	<ul style="list-style-type: none">• APA format needs to define.• Mandatory weight needs to set.
Basic flow	N/A
Business Rules	<ul style="list-style-type: none">- User can input some data on that APA format that was defined earlier.- User can input data to any field or table and can assign it to his/her subordinate offices.- If user wants to add activities under strategic objectives, then it can be added through "+" icon beside another column of the same table. Similarly, performance indicators or anything can be added through "+" icon under activities. There will be hover option on every cell in order to view any information of that point.- When user adds any row in a table and put data on it e.g. activity it can be assigned to subordinate office. Subordinate office will get it while preparing APA.- While preparing APA for subordinate offices, user will be able to put directions/instructions on some part.- There will be an option named guideline on the APA preparation page that enables the user to know about that section. Also, there will be help option beside every part of APA.- While preparing APA, there will be activities related with other parts such as budget, planning, projects, SDG or coordination with other government organization. Data flexibility is required.- If user inputs data, the same data will reflect somewhere while preparing. User will not need to again input the same data.- If there is dependencies on any govt. organization while preparing APA of own office then user will be able to send request/message to that organization. Then a notification/message will be sent to that organization during the creation of its APA. Incoming requests may or may not be addressed by that ministry.- After the APA is prepared it will be saved automatically and user will also able to preview the APA before assigning it. This can be downloaded in pdf, word or excel format.
Post-Condition on Success	On submit a success message will pop up like "Assigned mandatory data successfully"

3.1.6 Activity-related data linkage

3.1.6.1 Use Case Table

Name	Activity-related data linkage
Brief Description	User will prepare a database of goals/policy/budget/law etc. Documents will be attached under these categories so that subordinate office users can attach these documents to activity while preparing APA. As a result, higher authority or cabinet division user will be able fetch reports of various ministry's activity based on these documents. Ministry/divisions users will also upload documents of their own to the system for attachments.
Actor	<ul style="list-style-type: none">• Super Admin• Admin (Checker)• User (Maker)
Pre-Condition	N/A
Business Rules	<ul style="list-style-type: none">• Super Admin or cabinet division user will create category first.• Under these categories, user will upload documents.• User will further divide these uploaded documents into various parts.• Subordinate office user (Ministry/Divisions) will create their own category, upload file and divides file into various parts if required.• Subordinate office user (Ministry/Divisions) will attach uploaded documents of their own or uploaded from higher office users while preparing APA.• Higher office user will pull report from the system based on these uploaded documents of ministry/divisions.

3.1.6.2 Mock designs

আবশ্যিক বৈশিষ্ট্যগত উদ্দেশ্য (আ.কে.উ.) > আবশ্যিক তথ্য > কর্মসম্পাদন সূচক

ডাশবোর্ড এপিএ কাঠামো তৈরি এপিএ বাবস্থাগন অগ্রগতি নথিল করন প্রশিক্ষণপ্রাপ্তদের তালিকা নোটিশ বোর্ড

আপনার অবস্থান: এপিএ বাবস্থাগন> কার্যক্রম সংরক্ষণ তথ্য

ক্যাটাগরি যোগ করন

কার্যক্রম সংরক্ষণ

নাম (বাংলা): *

নাম (ইংরেজি):

অবস্থা:

সংরক্ষণ

মান্ডিপরিষদ বিভাগ, গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

Design & Developed By **babl**

Figure: Create category

আপনার অবস্থানটি এপিএ বাবস্থাপনা > কার্যক্রম সংজ্ঞান সূচক

ক্রম	ক্যাটগরি	তৈরিকারী	অ্যাকশন
১	লক্ষ্য	user.cabinet	
২	পরিকল্পনা	user.cabinet	
৩	নীতি	user.cabinet	
৪	বাজেট	user.cabinet	

Design & Developed By **babl**

Figure: List view of created categories

আপনার অবস্থানটি এপিএ বাবস্থাপনা > কার্যক্রম সংজ্ঞান সূচক

ফাইল আপলোড করুন

ফাইলের নাম:

ক্যাটগরি:

ফাইল:

আপনোড়

Design & Developed By **babl**

Figure: Upload file against created categories

আবশ্যিক কৌশলগত উদ্দেশ্য (আকো.টি.) > আবশ্যিক তথ্য > কর্মসম্পাদন সূচক

ড্যাশবোর্ড এপিএ কাঠামো তৈরি এপিএ ব্যবহারণা অগ্রগতি নথিল করন প্রশিক্ষণপ্রাপ্তদের তালিকা নথিশ বোর্ড

আপনার অবস্থান: এপিএ ব্যবহারণা > কাঠামো সংক্রান্ত তথ্য

ফাইল: ৮ম পর্যবেক্ষিক পরিকল্পনা.pdf

ক্যাটাগরিঃ পরিকল্পনা

উক্ত ফাইলকে অধ্যায়/অংশ/ধারা/উপধারা ইত্যাদিতে বিভক্ত করতে চান ?

হ্যাঁ না

অংশঃ অংশ-১: সামষিক অধীনস্থিক প্রেছিত

অধ্যায়ঃ অধ্যায়-১: ৮ম পর্যবেক্ষিক পরিকল্পনা মেয়াদে উচ্চম অগ্রগতি

ধারাঃ ১.৩ দারিদ্র আয় ও অসমতা হ্রাসে অগ্রগতি

উপধারাঃ ১.৩.১ দারিদ্র হ্রাস

সংরক্ষণ

৫ টি করে এন্টি দেখুন

ক্রমিক নামাব	অধ্যায়	অংশ	ধারা	উপধারা	অ্যাকশন
০১	অধ্যায়-১	অংশ-১: সামষিক অধীনস্থিক প্রেছিত	১.৩ দারিদ্র আয় ও অসমতা হ্রাসে অগ্রগতি	১.৩.১ দারিদ্র হ্রাস	
০২	অধ্যায়-১	অংশ-১: সামষিক অধীনস্থিক প্রেছিত	১.৩ দারিদ্র আয় ও অসমতা হ্রাসে অগ্রগতি	১.৩.২ বৈষম্য হ্রাস	
০৩	অধ্যায়-১	অংশ-১: সামষিক অধীনস্থিক প্রেছিত	১.৩ সামষিক অধীনস্থিক ব্যবহারণাৰ অগ্রগতি	১.৩.৩ রাজ্য ব্যবহারণা	

মোট ৩ টি এন্টিৰ মধ্যে ১ থেকে ৩ পর্যন্ত দেখানো হচ্ছে

পূর্বৰ পাতা ১ পৰিবেক্ষণী পাতা

মন্ত্রণালয় বিভাগ, গণপ্রজাতাত্ত্বী বাংলাদেশ সরকার

Design & Developed By **babl**

Figure: Divide a file into sub-sections



মানবিক কৌশলগত উদ্দেশ্য (আ.কো.উ.) > আবশ্যিক তথ্য > কর্মসম্পাদন সূচক
   ফাইজুল

ফাইল তালিকা এপিএ কাঠামো তৈরি এপিএ বাবস্থাপনা অগ্রগতি দাখিল করান প্রশিক্ষণপ্রাপ্তদের তালিকা নোটিশ নোট

অপনার অবস্থানট এপিএ বাবস্থাপনা > কার্যক্রম সংক্রান্ত তথ্য

কার্যক্রম সংক্রান্ত তথ্যের অন্ত ফাইল যোগ

অনুসন্ধান 

ক্রমিক নাম্বার	ফাইল নাম	ক্ষেত্রগতি	আপলোডকারী (ব্যবহারকারী)	সংস্থা/অফিস	অ্যাকশন
০১	৮ম পঞ্জাবীয় পরিকল্পনা	পরিকল্পনা	user.cabinet	মন্ত্রণালয় বিভাগ	  
০২	বাংলাদেশ ডেটা প্লান-২১০০	পরিকল্পনা	user.cabinet	মন্ত্রণালয় বিভাগ	  
০৩	প্রেসিডেন্ট পরিকল্পনা	পরিকল্পনা	user.cabinet	মন্ত্রণালয় বিভাগ	  
০৪	জাতীয় কুর্সী-২০২২	নীতি	user.moa	কৃষি মন্ত্রণালয়	  
০৫	টেকসই উন্নয়ন অক্টোবর ২০৩০	সম্পর্ক	user.cabinet	মন্ত্রণালয় বিভাগ	  

 মন্ত্রণালয় বিভাগ, গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
 Design & Developed By 

Figure: List view of uploaded files

3.1.7 APA Signing Date Set

3.1.7.1 Use Case Table

Name	APA signing date set
Brief Description	User from Cabinet Division will determine the APA Date signing to subordinate office where subordinate office will sign the APA with their higher office.
Actor	Super Admin
Pre-Condition	<ul style="list-style-type: none">• APA Structure defined as well as mandatory data.• APA assigned to subordinate office.
Basic flow	
Business Rules	<ul style="list-style-type: none">• User will set APA signing date of subordinate office.• User initially selects Fiscal Year, Hierarchy and office from drop down.• After initializing those data, a window will appear where a field named “Date set” (Calendar). <p>User selects date from the calendar of a subordinate offices</p>
Post-Condition on Success	N/A

3.1.7.2 Mock design

আপনার অবস্থান : + এপিএ স্বাক্ষর এর তারিখ সেট

এপিএ স্বাক্ষর এর তারিখ

বছর নির্বাচন নির্বাচন করুন

অর্গানিজেশন নির্বাচন করুন

সংস্থা নির্বাচন করুন

View

মন্ত্রিপরিষদ বিভাগ,
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

Designed & Developed By
Business Accelerate BD Ltd.

বাংলাদেশ কম্পিউটার কাউন্সিল(বিসিসি)
দ্বারা চালিত

Figure: APA date signing for subordinate offices

2. APA Assign, Submission & Correction

3.2 APA assign, submission & correction

3.2.1 Overview

The very next step for the user will be APA assign to subordinate offices. Subordinate office will receive an APA format with or without data from the higher office authority (Cabinet Division/Ministry/Divisions). There will be guideline for the subordinate office users by which user will get to know about the APA preparation procedure.

After complete the APA preparation, the user (ordinary user role) will submit the APA. This submission will get the same organization's admin role officer. In this case, the ordinary user role is maker and admin role officer is checker. Admin role officer will check the APA, if the APA is not okay, then the admin will roll back the APA to the maker (ordinary user role). Once the APA is okay then the admin (checker) will submit the APA to higher office.

APA has two types of submission. These are the draft submission and the final submission. The higher office firstly open for draft submission for subordinate offices. The subordinate office prepares the APA and submit the draft. After that, the higher office open for final submission for subordinate offices. Then the subordinate office add/update/delete data (If needed) and submit for the final.

After submitting the APA, it is often necessary to edit the APA again. To open the APA, the subordinate office makes a request with a message to the higher office before the submission deadline. If the higher office accepts the request, the APA will re-open.

This segment has been divided into three parts such as:

- **APA assign to subordinate office**
- **APA preparation & submission by subordinate office**
- **APA correction**

3.2.2 APA assign to subordinate office

3.2.2.1 Use Case Table

Name	APA assign to subordinate office.
Brief Description	After an APA format is defined & data is given partially on that prescribed APA format, user will assign this format to subordinate offices for further procedure.
Actor	<ul style="list-style-type: none">• Super Admin• Admin (Checker)
Pre-Condition	<ul style="list-style-type: none">• Fiscal year is defined.• APA Structure is defined.
Basic flow	N/A
Business Rules	<ul style="list-style-type: none">• Super admin (Cabinet Division user) will prepare and assign the APA to its subordinate offices.• Whole APA can be assigned or partially assigned as per client's requirement.• Upon selecting APA signing date, a window will appear where user will fill up fiscal year, draft version (Draft or Final), Start date, end date and set the updating request limit. Finally, click "Save" button to set APA submission date.
Post-Condition on Success	On submit a success message will pop up like "Assigned APA successfully"

3.2.3 APA preparation & submission by subordinate office

3.2.3.1 Use Case Table

Name	APA preparation & submission by subordinate office.
Brief Description	After an APA format is defined & data is given partially on that prescribed APA format, subordinate office users
Actor	<ul style="list-style-type: none"> User (Maker)
Pre-Condition	<ul style="list-style-type: none"> APA Structure is defined & assigned to subordinate office.
Basic flow	<pre> graph LR Admin((Organization admin (Checker))) -- Submission --> Office[Higher Office] Office -- YES --> Decision{If rollback} Decision -- NO --> Complete[Submission complete] Decision -- YES --> Admin </pre>
Business Rules	<ul style="list-style-type: none"> Maker (User) of subordinate office will receive the prescribed APA format with/without data. There will be instructions beside the format where user will get to know what or how to put data. According to instructions/guideline, user will fill up data and submit to the same organization's admin role (Checker). Checker (Admin) will receive the submitted APA from maker. Checker (Admin) will check, edit or roll back to maker. If checker submits the APA, then the APA will be submitted to the higher office. When draft/final APA submission time expires, APA part will be automatically locked. APA part will be automatically unlocked when at the time of final submission.
Post-Condition on Success	On submit a success message will pop up like "Assigned APA successfully"

3.2.3.2 Mock designs

আর্থিক বৌশালগত উদ্যোগ (আ.বো.উ.) > আর্থিক তথ্য > কর্মসংপাদন সূচক

দেক্ষণ - ১ (মুষ্টগাময়/বিভাগের রূপকল্প , অভিলম্বা, বৈশিষ্ট্যগত উদ্যোগসমূহ)

১/২ ▾

১.১ রূপকল্প

১.২ অভিলম্ব

১.৩ বৈশিষ্ট্যগত উদ্যোগসমূহ

দেক্ষণ - ১ সংরক্ষন করুন

দেক্ষণ - ১

সম্পূর্ণ এন্ট্রি পিছিও

বর্তমান দেক্ষণ পিছিও

দেক্ষণ - ১
মুষ্টগাময়/বিভাগের রূপকল্প , অভিলম্বা, বৈশিষ্ট্যগত উদ্যোগসমূহ এবং কার্যবালি

১.১ রূপকল্প

১.২

১.৩

১.৪

১.৫

১.৬

১.৭

১.৮

১.৯

১.১০

১.১১

১.১২

১.১৩

১.১৪

১.১৫

১.১৬

১.১৭

১.১৮

১.১৯

১.১৩ ইতিহাস

পূর্ববর্তী অর্থবছরের এপিএসমূহ

মাখিল করুন

← ভাষ্পৰ্বৰ্তী ফিরে যান

এই পর্যায় বানানো এপিএ সংরক্ষন করুন

Figure: Preparing APA by a user (first page)

The screenshot shows the APAMS version 03 - SRS software interface. At the top, there are two logos: 'The World Bank' and 'APA'. The top navigation bar includes links for 'আবশ্যিক বৈশিষ্ট্য উদ্দেশ্য (আইডি.টি.)', 'আবশ্যিক তথ্য', 'কর্মসম্পাদন সূচক', and 'ফাইল' with a dropdown menu. Below the navigation, there are search and filter fields: 'ঋণ ভাষ্যবোর্ড', 'এপি টেরি', 'এপি বাবহাগনা', 'ঋণ মুদ্রায়ন/অর্জন হালনাগাদ', 'প্রশিক্ষণপ্রাপ্তদের তালিকা', and 'ঋণ নোটিশ বোর্ড'.

The main content area is divided into two sections:

- Left Section:** Shows the 'ঔদেশ্য' (Objectives) section. It lists 'কর্মসম্পাদন পরিকল্পনা' (Workshop Plan) under 'কর্মসম্পাদন' (Workshop). A button '+ সহৃদয় উদ্দেশ্য' (Add Associated Objective) is available. The plan details include 'প্রার্থীস্থানিক সংস্থামতা বৃক্ষি' (Prarthaniak Samsadhamta Brikshi).
- Right Section:** Shows the 'কর্মসম্পাদন পরিকল্পনা' (Workshop Plan) table. The table has columns: 'কর্মসম্পাদন উদ্দেশ্য' (Workshop Objective), 'কর্মসম্পাদন উদ্দেশ্য মুক্তি' (Workshop Objective Release), 'কর্মসম্পাদন কার্যক্রম' (Workshop Activities), 'কর্মসম্পাদন সূচক' (Workshop Indicators), 'একাধ' (One Person), and 'কর্মসম্পাদন সূচকের মুক্তি' (Release of Workshop Indicators). There is one entry in the table:

কর্মসম্পাদন উদ্দেশ্য	কর্মসম্পাদন উদ্দেশ্য মুক্তি	কর্মসম্পাদন কার্যক্রম	কর্মসম্পাদন সূচক	একাধ	কর্মসম্পাদন সূচকের মুক্তি
১ প্রার্থীস্থানিক সংস্থামতা বৃক্ষি	প্রার্থীস্থানিক সংস্থামতা বৃক্ষি				

At the bottom left, there is a watermark: 'মন্ত্রণালয় বিভাগ, গণপ্রজাতন্ত্রী বাংলাদেশ সরকার' (Ministry of Agriculture, People's Republic of Bangladesh Government). At the bottom right, it says 'Design & Developed By babl'.

Figure: Preparing APA by a user (setting S.O & weight)

The screenshot shows the APAMS version 03 - SRS software interface. At the top, there are two logos: 'The World' and 'APA'. The top navigation bar includes links for 'আবশ্যিক বৌশলগত উদ্দেশ্য (আ.বৌ.উ.)', 'আবশ্যিক তথ্য', 'কর্মসম্পাদন সূচক', and 'ফাইল' (File). Below the navigation bar, there is a search bar with fields for 'ক্ষেত্র ভাষ্যকোর্ড', 'এপি টেইল', 'এপি ব্যবহাগনা', 'ক্ষেত্র মুদ্যায়ন/অর্জন হালনাগাদ', 'প্রশিক্ষণপ্রাঙ্গনের তালিকা', and 'নোটিশ নোর্ড'.

The main content area is divided into two sections:

- Left Section:** Shows the 'ক্ষেত্র > কার্যক্রম > সূচক' path. It includes a button '+ সূচক উদ্দেশ্য' and a 'সর্বকার্তিক উদ্দেশ্যসমূহ' section containing 'প্রার্থিতানিক সম্মতা বৃক্ষি'.
- Right Section:** Shows the 'কর্মসম্পাদন পরিকল্পনা' table with one row of data:

ক্ষেত্রসম্পর্ক উদ্দেশ্য	ক্ষেত্রসম্পর্ক উদ্দেশ্য	ক্ষেত্রসম্পর্ক উদ্দেশ্য	কার্যক্রম	কর্মসম্পাদন সূচক	একক	কর্মসম্পর্ক সূচকের মান
১	প্রার্থিতানিক সম্মতা বৃক্ষি	৫০				

 A blue button 'কার্যক্রম যোগ করুন' is located at the bottom of this section.

At the bottom left, there is a footer note: 'মন্ত্রণালয় প্রকাশিত বিভাগ, গণপ্রজাতন্ত্রী বাংলাদেশ সরকার' (Ministry of Information, Government of the People's Republic of Bangladesh). At the bottom right, it says 'Design & Developed By bABL'.

Figure: Preparing APA by a user (setting activity against S.O)

The screenshot shows the APAMS (e-APA) system interface. At the top, there are two logos: 'আবশ্যিক পৌরসভা উদ্যোগ' (Aboshik Porashoba Udyog) and 'APA'. The top navigation bar includes links for 'প্রাথমিক তথ্য' (Primary Data), 'কর্মসম্পাদন সূচক' (Workshop Management Indicator), 'প্রাথমিক ব্যবহার' (Primary Use), 'প্রাথমিক প্রযোগ' (Primary Application), and 'নেটওর্ক' (Network). A search bar at the top has placeholder text 'সংস্থা নাম খোজু' (Search Organization Name). Below the search bar, there are buttons for 'সংস্থা তালিকা' (Organization List), 'সংস্থা তালিকা' (Organization List), 'সংস্থা তালিকা' (Organization List), and 'সংস্থা তালিকা' (Organization List).

The main content area is divided into two panels. The left panel shows a list of activities under 'কর্মসম্পাদন সূচক' (Workshop Management Indicator) with a count of 111. It includes a button '+ অন্য সূচক যোগ করুন' (+ Add Another Indicator). Below this is a message: 'বাংলাদেশ সরকারী কর্ম কমিশন হতে অধিযাচন প্রাপ্তির পর কর্মকমিশনে জনবলের চাহিদা প্রেরণ।' (After receiving the application from the Government of Bangladesh, the Commission for the Welfare of the People will issue a demand to the people.)

The right panel shows a table titled 'কর্মসম্পাদন পরিকল্পনা' (Workshop Management Plan) with 1 row. The columns are: 'ক্রমিক সংখ্যা' (Serial Number), and 'ক্রমিক সংখ্যা' (Serial Number). The table contains one row with the following data:

ক্রমিক সংখ্যা	ক্রমিক সংখ্যা	ক্রমিক সংখ্যা	ক্রমিক সংখ্যা	ক্রমিক সংখ্যা	ক্রমিক সংখ্যা	ক্রমিক সংখ্যা
১	প্রাইভেট সময়সূচি	৫০	অবস্থায়ে প্রায় এবং প্রক্রিয়া ক্ষেত্রে বিশিষ্ট ক্ষেত্রের প্রতিক্রিয়া কর্মসম্পাদন সূচকের প্রয়োজন প্রযোজন করা হচ্ছে।	বাংলাদেশ সরকারী কর্ম কমিশন হতে অধিযাচন প্রাপ্তির পর কর্মকমিশনে জনবলের চাহিদা প্রেরণ।	সংখ্যা	৫

At the bottom of the right panel, there is a note: 'বাংলাদেশ সরকারী কর্ম কমিশন হতে অধিযাচন প্রাপ্তির পর কর্মকমিশনে জনবলের চাহিদা প্রেরণ।' (After receiving the application from the Government of Bangladesh, the Commission for the Welfare of the People will issue a demand to the people.)

At the bottom of the page, there is a footer note: 'মন্ত্রিপরিষদ বিভাগ, গণপ্রজাতন্ত্রী বাংলাদেশ সরকার' (Ministry of the Cabinet, People's Republic of Bangladesh Government) and 'Design & Developed By bABL'.

Figure: Preparing APA by a user (setting indicator against an activity)

3.2.4 APA correction or update request

3.2.4.1 Use Case Table

Name	APA correction or update request
Brief Description	After submitting the APA, it is often necessary to edit the APA again. To open the APA, the subordinate office makes a request with a message to the higher office before the submission deadline. If the higher office accept the request, the APA will re-open.
Actor	<ul style="list-style-type: none"> • Super Admin • Admin/User
Pre-Condition	<ul style="list-style-type: none"> • APA is submitted to higher office.

Basic flow	<pre> graph TD Checker((Checker)) -- "Update Request" --> HigherOffice[Higher Office] HigherOffice --> Approval1{Approval} Approval1 -- Approve --> Checker Approval1 -- Approve --> Maker((Maker)) Checker -- "Sends" --> Maker Maker -- "Updates data" --> Checker Maker -- "Sends" --> Approval2{Approval} Approval2 -- Reject --> Checker Approval2 -- Approve --> RequestedDeadline{Requested within Submission Deadline} RequestedDeadline -- Submission --> HigherOffice HigherOffice --> IfRollback{If rollback} IfRollback -- NO --> UpdateCloud((UPDATE)) IfRollback -- YES --> Failure((X)) </pre> <p>The process starts with a Checker sending an 'Update Request' to a Higher Office. The Higher Office approves the request, which then goes to a Checker who sends it to a Maker. The Maker updates data and sends it back to the Checker. The Checker then sends it to another Approval step. If approved, the process continues to Submission at the Higher Office. If rejected, it ends. If the submission is successful, the process ends. If there is a rollback, the process ends with a failure.</p>
Business Rules	<ul style="list-style-type: none"> Subordinate office user will send an update/correction request to his higher office in order to reopen his APA which will be locked after final APA submission. User will be able to put explanation on any part of APA during the request. User may attach documents with the request. Higher office user will receive these kinds of requests in a separate sub-menu & accept or reject that request. End user will be notified. If the update request is accepted by higher office, then subordinate office user will find the APA in an unlock manner. User will be able to send APA update or correction request for a limited number of times set by higher office. Finally user will be able to generate reports of corrections.
Post-Condition on Success	On submit a success message will pop up like "Assigned APA successfully"

3. Achievement on APA

3.3 Achievement on APA

3.3.1 Overview

The entire APA is set as cabinet division/higher office sets the mandatory strategic objectives and corresponding activities and indicators. The subordinate office then prepares their own strategic objectives and corresponding activities and indicators and submit. Then the prepared APA is checked by higher office and may need to submit again if correction requires. Finally higher office sets the date for subordinate offices to input achievements against the final/approved APA. The module will have the following features:

- Multiple document attachment facility against an indicator in order to eradicate document lacking. Temporary file upload facility and uploaded file will be deleted after a certain time.
- Based on achievement progress, indicators will be marked with different colors for better monitoring.
- Monthly/Quarterly/Half-yearly/Yearly report generation based on achievements.
- Attachment of data/evidence/any documents from other systems while giving achievements.
- Comparative picture of cumulative progress of different fiscal years through graphical view.
- For subordinate offices, higher office will decide the timeline for achievement data saving.
- Comment facility for the higher office on achievements of each performance indicators and comment on overall progress of APA.

3.3.2 APA Achievement by subordinate office.

3.3.2.1 Use Case Table

Name	APA achievement input by subordinate office.
Brief Description	User will input achievement monthly/quarterly/yearly against each indicator of APA.
Actor	<ul style="list-style-type: none"> • Admin (Checker) • User (Maker)
Pre-Condition	<ul style="list-style-type: none"> • Final APA submission. • APA achievement date set by higher office.
Basic flow	<pre> graph LR DEO[Data Entry Operator (Maker)] --> OA[Organization Admin (Checker)] OA -- Approves --> SUBMIT[Submission To Higher Office] OA -- Reject --> DEO </pre> <p>The flowchart illustrates the process: A Data Entry Operator (Maker) enters data, which is then reviewed by an Organization Admin (Checker). If approved, the data is submitted to a higher office. If rejected, the process loops back to the Data Entry Operator (Maker) to make changes.</p>
Business Rules	<ul style="list-style-type: none"> • User will provide the quarter wise or month wise achievement as per admin permission and then save it. • If user input their achievement as per month wise, he/she will see the sum of achievement in that quarter column. • As like- Sum of July, August & September will see in 1st Quarter column. <ul style="list-style-type: none"> - Sum of October, November & December will see in 2nd Quarter Column. - Sum of January, February & March will see in 3rd Quarter Column. - Sum of April, May & June will see in 4th Quarter Column. • User will be able to attach data/evidence/any documents from other systems while giving achievements. And, there will be multi-upload and comment facility. • While giving achievement input, initial progress status of that indicator will be zero. • After achievement is given or time is expired, indicators will be locked automatically and this will go to the evaluation module. • Based on data linkage with ministry/department or its office/organization or field level offices, when the field level office

	<p>inputs data while giving achievement, the data will be reflected in its higher offices</p> <ul style="list-style-type: none"> After giving input achievement, user will submit the achievement to its admin user (Checker). Admin will check and then submit to higher office or can roll back to user (maker). Documents uploaded in activity/indicator can be accepted or rejected by higher office.
Post-Condition on Success	On submit a success message will pop up like “Submitted achievement successfully”

3.3.2.2 Mock-up design

The screenshot shows a web-based application interface. At the top, there are navigation links for 'বাংলা' (Bengali), 'English', and a user profile icon. A banner at the top right displays a success message: 'অর্হাগতি দেওয়ার জন্য খুলো দেওয়া হয়েছে। অর্হাগতি দেওয়ার শেষ সময় (২০-০৭-২০২৪)' (The achievement entry has been opened. The last time of achievement entry was (20-07-2024)).

The main content area features a title 'মন্ত্রণালয়/বিভাগের কর্মসম্পাদনের সার্বিক চিত্র' (Ministry/Department's general view of work performance) and a sub-section 'সাম্প্রতিক অর্জন, চ্যালেঞ্জ এবং ভবিষ্যৎ পরিকল্পনা' (Recent achievements, challenges, and future planning).

The sidebar on the right lists several items under 'এপিএ বর্তমান অবস্থা' (Current status of EAPI) with numbered circles:

- বসত্তা এপিএ প্রস্তুতি
- বসত্তা এপিএ পরিবীক্ষণকারীর নিকট দাখিলকৃত (০১/১০/২৩)
- পরিবীক্ষণকারী কর্তৃপক্ষ যাচাইকৃত (তারিখ সহ)
- উর্ধ্বতন অফিসের নিকট দাখিল (তারিখ সহ)
- সম্পদনার জন্য অনুরোধ (তারিখ সহ)
- সম্পদনা করা হয়েছে
- বসত্তা এপিএ উর্ধ্বতন অফিস কর্তৃপক্ষ গৃহীত

At the bottom, there are footer links: 'ইতিহাস' (History), 'পূর্ববর্তী অর্থবছরের এপিএসমূহ' (Previous financial year's EAPIs), 'ডাউনলোড' (Download), and 'অর্হাগতি দিন' (Achievement day).

Figure: First page before achievement entry

বাংলা English ফাউন্ডেশন

আশোর্স > এপিএ টেকনোলজি

এপিএ অর্থবছরঃ ২০২২-২৩ অর্জনের শেষ সময়ঃ ০৮-১২-২০২৩

অর্জন দেয়া হয়েছে (৩০) অর্জন দেয়া হয়েছে (০৬)

উদ্দেশ্য-০১১ প্রাইভেটিনিক সফটওয়্যার বৃক্ষি

উদ্দেশ্য-০২১ সরকারি কর্মচারীদের কলাপান্থমূলক কার্যক্রম জোরদারকরণ।

উদ্দেশ্য-০৩১ জ্বরবিনিহাত ও দায়বৰ্জতা নিশ্চিতকরণ।

উদ্দেশ্য-০৪১ সংক্ষরণ ও সুশাসনমূলক কার্যক্রমের বাস্তবায়ন জোরদারকরণ।

উদ্দেশ্য-০৫১ সরকারি কর্মচারীদের কলাপান্থমূলক কার্যক্রম জোরদারকরণ।

উদ্দেশ্য-০৬১ সরকারি কর্মচারীদের কলাপান্থমূলক কার্যক্রম জোরদারকরণ।

উদ্দেশ্য-০৭০ প্রস্তুতি কর্মচারীদের কলাপান্থমূলক কার্যক্রম জোরদারকরণ।

সূচকের এককঃ সংখ্যা সূচকের মানঃ ১৭

গুরুনা পঞ্জিক্তি সমষ্টি লক্ষ্যমাত্রাঃ ১৫

কোয়ার্টার নির্বাচন করন অর্জন প্রামাণক/মতবাদন

অর্জন দিন

অর্জন দেয়া হয়েছে

ক্লিপলগ উদ্দেশ্য	মান	কার্যক্রম	সূচক	১ম কোয়ার্টার	২য় কোয়ার্টার	৩য় কোয়ার্টার	৪র্থ কোয়ার্টার
প্রাইভেটিনিক সফটওয়্যার বৃক্ষি	৩০	নথিমিয়োগ প্রাপ্ত বিসিএস কাডার	প্রশিক্ষিত কর্মচারীর সংখ্যা।	প্রামাণক (২)	মন্তব্য (১)		
সরকারি কর্মচারীদের কলাপান্থমূলক কার্যক্রম	৪০	সরকারি কর্মচারীদের	প্রশিক্ষিত কর্মচারীর সংখ্যা।	প্রামাণক (২)	মন্তব্য (১)		
জ্বরবিনিহাত ও দায়বৰ্জতা নিশ্চিতকরণ	৩০	নথিমিয়োগ প্রাপ্ত বিসিএস	প্রশিক্ষিত কর্মচারীর সংখ্যা।	প্রামাণক (২)	মন্তব্য (১)		
সংক্ষরণ ও সুশাসনমূলক কার্যক্রম	৫০	সরকারি কর্মচারীদের	প্রশিক্ষিত কর্মচারীর সংখ্যা।	প্রামাণক (২)	মন্তব্য (১)		
প্রাইভেটিনিক সফটওয়্যার বৃক্ষি	৬০	প্রাইভেটিনিক সফটওয়্যার বৃক্ষি	প্রশিক্ষিত কর্মচারীর সংখ্যা।	প্রামাণক (২)	মন্তব্য (১)		
প্রাইভেটিনিক সফটওয়্যার বৃক্ষি	৪৫	জ্বরবিনিহাত ও দায়বৰ্জতা	প্রশিক্ষিত কর্মচারীর সংখ্যা।	প্রামাণক (২)	মন্তব্য (১)		

নির্বাচিত সূচকের লক্ষ্যমাত্রা ও অর্জন প্রাইবেনেন প্রিভিউ দেখুন

সূচকের লক্ষ্যমাত্রাঃ ১৫

১ম কোয়ার্টার	২য় কোয়ার্টার	৩য় কোয়ার্টার	৪র্থ কোয়ার্টার
০২	০৫		

১০২% / ১০০% লক্ষ্যমাত্রা অর্জন

৮০% / ১০০% লক্ষ্যমাত্রা অর্জন

২০২২-২৩ অর্থবছরে এপিএ এর সার্বিক চিত্র

ইকিহাস পূর্ববর্তী অর্থবছরের এপিএসমূহ সার্বিক করন

← আশোর্সে ফিরে যান

Figure: Achievement entry page for a user

3.3.3 APA Achievement update request

3.3.3.1 Use Case Table

Name	APA achievement update request by subordinate office.
Brief Description	After submitting the Monthly/Quarterly achievement, it is often necessary to edit the achievement again. To open the achievement, the subordinate office makes a request with a message to the higher office before the submission deadline. If the higher office accepts the request, the Monthly/Quarterly achievement will re-open.
Actor	<ul style="list-style-type: none"> • Admin (Checker) • User (Maker)
Pre-Condition	<ul style="list-style-type: none"> • Final APA submission. • APA achievement date set by higher office.
Basic flow	<pre> graph TD subgraph "Subordinate Office" direction TB S1[Checker] -- "Quarterly Achievement Update Request" --> H1[Higher Office] H1 -- Approval --> S2[Checker] S2 -- "Sends" --> M1[Maker] M1 -- "Updates data" --> H2[Higher Office] H2 -- "If Requested within Submission Deadline" --> S3[Checker] S3 -- "Approve" --> H3[Higher Office] H3 -- Submission --> S4[Checker] S4 -- "If rollback" --> R1((X)) R1 -- NO --> H4[Higher Office] H4 -- "If rollback" --> R2((X)) R2 -- YES --> H5[Higher Office] H5 -- "Process Ends" --> R3((X)) end subgraph "Higher Office" direction TB H1 H2 H3 H4 H5 end </pre> <p>The diagram illustrates the process flow for an APA achievement update request. It starts with a Checker at the Subordinate Office sending a 'Quarterly Achievement Update Request' to the Higher Office. The Higher Office approves or rejects this request. If approved, the Checker sends a message to a Maker, who then updates the data. The Higher Office then checks if the request was made within the submission deadline. If so, it approves the request, leading to a submission step. This submission can result in a rollback (indicated by a cloud icon) or a final process end. If the request was not made within the deadline, the process ends. The Higher Office also has a self-loop for rollback decisions.</p>
Business Rules	<ul style="list-style-type: none"> • User will send request to higher office to update achievement. • Higher office user will receive “Achievement update request” from subordinate offices. • Higher office user then observes the request and if he/she accepts it, then achievement will be re-open for edit. • Subordinate office user then finds APA part unlocked and will be to modify achievement. • Finally, user will submit it to checker and checker (admin) will submit it to higher office. • User can send requests to higher office for multiple times set by higher office.

Post-Condition on Success	On submit a success message will pop up like “Submitted achievement successfully”
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4. APA Evaluation

3.4 APA Evaluation

3.4.1 Overview

The Ministries/Divisions, Departments and field level offices will continue to input achievements against each indicator of the final submitted APA. Upon partial completion of achievements (quarterly/half-yearly) or full completion, the higher office will now evaluate the performance of its subordinate offices through this module. This module will be having the following features which ease the user's work:

- In final evaluation, achievement and entry data will generate.
- The final evaluation report will be auto generated after time expiry.
- If not, a single attached document found against an indicator, then zero will be generated against that indicator.
- Like achievement report, necessary document/evidence can be added in the final evaluation report.
- Score will be viewed graphically of strategic objectives.
- Higher office authority will be able to comment on report.
- User will be able to check evaluation status of his/her subordinate office.
- At the end of the assessment in a financial year, the evidence will be archived and stored in the system for a specified period of time through which comparisons can be made.
- There will be an evaluation method that will be set by user. User can apply this method once in a year to any layer. This will result in score changes after performance evaluation. If the method is not applied, then system will generate regular score.

3.4.2 Use Case Table

Name	Performance evaluation on APA of subordinate offices.
Brief Description	User will evaluate performances of subordinate offices. User will create evaluation method and will apply to any organogram during evaluation if required. If the customized evaluation method is not applied then regular evaluation (By software) will be applied. There will 2 types of evaluation: Mid Term Evaluation & Final Evaluation.
Actor	<ul style="list-style-type: none">• Super Admin• Admin (Checker)
Pre-Condition	<ul style="list-style-type: none">• APA achievement is defined of subordinate offices.

Basic flow	<pre> graph LR User["User (maker/Checker)"] --> Entry["Achievement entry in the system"] Entry --> Verify["Achievement verify by higher office"] Verify --> Approved{Approved?} Approved -- No --> EndProcess["End Process"] Approved -- Yes --> Evaluate["Evaluation based on achievement"] Evaluate --> EndProcess </pre> <p>The diagram illustrates the basic workflow. It starts with a user (maker/Checker) entering achievement data into a system. This data is then verified by a higher office. A decision diamond asks 'Approved?'. If the answer is 'No', the process ends. If 'Yes', the achievement is evaluated based on the achievement itself, and then the process ends.</p>
Business Rules	<ul style="list-style-type: none"> User will create customized evaluation method for any organogram e.g. Ministry/Divisions, Departments etc. The configured evaluation method will be applied to any organogram for a fiscal year only. User will access to the evaluation module to evaluate performance of its subordinate offices. Upon clicking on, user will view the whole APA where he/she will give score for each performance indicators with comments and then save. The final evaluation report will be generated and sent to higher office after time expiry. User can comment on an activity after evaluation if requires.
Post-Condition on Success	On submit a success message will pop up like "Submitted achievement successfully"

3.4.3 Mock-up designs

The screenshot displays a performance evaluation interface for administrative users. At the top, there's a header with the logo of the Ministry of Health and Family Welfare of Bangladesh, the title 'ডাক্তারের পরিষেবা মন্ত্রণালয়' (Ministry of Health and Family Welfare), and a search bar. The top right corner includes language selection ('বাংলা' and 'English'), a notification bell, and a user profile icon.

The main content area starts with a summary section showing the date range (০১-১২-২০২৩ to ০৮-১২-২০২৩), the total number of evaluations (১৫), and the average rating (৪.৫). Below this is a table titled 'অর্জন দেয়া হয়েছি (৫)' (Evaluations Received (5)) which lists five evaluations with their details and links.

Below the summary is a detailed report table titled 'অর্জন দেয়া হয়েছে' (Evaluations Received) showing the following data:

ক্রমিক নম্বর	নথি নম্বর	নথি তারিখ	কার্যকরীর নথি নম্বর	কার্যকরীর নথি তারিখ	কার্যকরীর নথি সংখ্যা	কার্যকরীর নথি মুদ্রণ তারিখ	কার্যকরীর নথি মুদ্রণ তারিখ	কার্যকরীর নথি মুদ্রণ তারিখ
১	০১	০১-১২-২০২৩	০১	০১-১২-২০২৩	০১	০১-১২-২০২৩	০১-১২-২০২৩	০১-১২-২০২৩
২	০২	০২-১২-২০২৩	০২	০২-১২-২০২৩	০২	০২-১২-২০২৩	০২-১২-২০২৩	০২-১২-২০২৩
৩	০৩	০৩-১২-২০২৩	০৩	০৩-১২-২০২৩	০৩	০৩-১২-২০২৩	০৩-১২-২০২৩	০৩-১২-২০২৩
৪	০৪	০৪-১২-২০২৩	০৪	০৪-১২-২০২৩	০৪	০৪-১২-২০২৩	০৪-১২-২০২৩	০৪-১২-২০২৩
৫	০৫	০৫-১২-২০২৩	০৫	০৫-১২-২০২৩	০৫	০৫-১২-২০২৩	০৫-১২-২০২৩	০৫-১২-২০২৩

On the right side, there are two donut charts. The first chart shows the distribution of evaluations by category: অর্জন (৪৫%) and সম্মতি (৫৫%). The second chart shows the distribution of evaluations by month: অক্টোবর (৮০%) and নভেম্বর (১০%).

Figure: Performance evaluation page for admin users.

3.4.4 APA Achievement update request

3.4.4.1 Use Case Table

Name	APA achievement update request by subordinate office.
Brief Description	After submitting the Monthly/Quarterly achievement, it is often necessary to edit the achievement again. To open the achievement, the subordinate office makes a request with a message to the higher office before the submission deadline. If the higher office accepts the request, the Monthly/Quarterly achievement will re-open.
Actor	<ul style="list-style-type: none"> • Admin (Checker) • User (Maker)
Pre-Condition	<ul style="list-style-type: none"> • Final APA submission. • APA achievement date set by higher office.
Basic flow	<pre> graph TD Checker((Checker)) -- "Quarterly Achievement Update Request" --> HigherOffice[Higher Office] HigherOffice --> Approval1{Approval} Approval1 -- Approve --> Checker Checker -- Sends --> Maker((Maker)) Maker -- Reject --> Approval2{Approval} Approval2 -- Reject --> HigherOffice Approval2 -- Approve --> Submission{If Requested within Submission Deadline} Submission -- Submission --> HigherOffice HigherOffice --> Approval3{Approval} Approval3 -- Approve --> Submission Submission --> IfRollback{If rollback} IfRollback -- NO --> UpdateCloud((Update)) IfRollback -- YES --> X((X)) </pre> <p>The diagram illustrates the process flow for an APA achievement update request. It starts with a Checker sending a 'Quarterly Achievement Update Request' to a Higher Office. The Higher Office approves or rejects this request. If approved, the Checker sends a message to a Maker. The Maker can either reject the request (which ends the process) or approve it. If approved, the process moves to a decision point 'If Requested within Submission Deadline'. If the condition is met, it leads to a 'Submission' step, which then goes to the Higher Office for final approval. If the condition is not met, it leads to a 'If rollback' decision. If 'If rollback' is 'NO', it leads to an 'Update' step (indicated by a cloud icon). If 'If rollback' is 'YES', it leads to an 'X' symbol, indicating failure.</p>
Business Rules	<ul style="list-style-type: none"> • User will send request to higher office to update achievement. • Higher office user will receive “Achievement update request” from subordinate offices. • Higher office user then observes the request and if he/she accepts it, then achievement will be re-open for edit. • Subordinate office user then finds APA part unlocked and will be to modify achievement. • Finally, user will submit it to checker and checker (admin) will submit it to higher office. • User can send requests to higher office for multiple times set by higher office.
Post-Condition on Success	On submit a success message will pop up like “Submitted achievement successfully”

5. Reporting/Monitoring

3.5 Reporting & Monitoring

3.5.1 Reporting

Reports are the crucial parts for almost every system. It is more important for government organizations for reports as there is an evaluation that measures the efficiency and the transparency of government organizations. The report module will allow the user to manage various reports. Currently the static APA reports are generated by the current system. But in the third version, there will be a reporting engine that will generate reports from the system dynamically and be able to prepare data according to prescribed/desired format. Moreover, The report will be having the following features:

- Generate reports using available data source;
- Reports can be generated based on activity related information while preparing APA such as budget allocation etc.
- APA correction related reports can be generated.
- Print export report as per required format;
- Visualization of reports with predefined graphs and charts based on the input data so that user can find useful information;
- Report template will be saved for future usage;
- New report format will be developed as per user's requirement.
- Except APA, data entry facility will be available to generate new report based on those data.
- All data will be stored in one place, from there user will generate report using any data
- Comparison report generation based on one or more performance indicators.
- Inter office data comparison.
- Ranking of subordinate office generation graphically based on scoring.
- The final evaluation report will be published to website, e-nothi or e-mail.
- Provision for custom reporting, trending, data searching and comparative analysis;

As mentioned earlier, in this third version of APAMS software, user will be able to generate two types of reports: Static Report and Dynamic Report.

Static/Fixed formatted Report

Static reports are those reports that are currently being generated by the current APAMS system. These reports are actually the prescribed format given by the Cabinet Division. The current static reports are given below:

- Complete APA Report
- Various Parts of APA
- Monthly Achievement Report
- Quarterly Achievement Report

- Half Yearly Achievement Report
- Annual Achievement Report
- Achievement Report (Others)
- APA format for other offices

In the third version of the APAMS software, user will be generated the above-mentioned report.

Dynamic Report

Creating report will be more dynamic. Reports can be made according to the need and format can also customize according to the requirements. For ensuring the quality of proof documents artificial intelligence will be used. Different types of data can be seen graphically for comparing with other ministries.

User will have the privilege of making dynamic reports of his own organization or subordinate offices. From the dynamic report section user will experience dynamic report generation facility as per requirement such as:

- **Different format report:** Different report format for any govt. organizations (E.g. Govt. banks, Educational institutions). Currently there are some fixed report formats which are not mainly applicable for some govt. organizations but user now will be able to generate reports as per those organizations' format or any format of their choosing.
- **Variation of reports:** Report format may vary layer to layer or office to office. It depends on customizable APA format as it can be varied layer to layer or office to office.
- **BI tool-based reporting:** Reports can be generated through BI such as:
 - There will be report generation based on data analytics. For example, if user want to generate a report based on “Tree plantation” for a fiscal year or for a specific govt. organization then using the key word such report can be generated.
 - Performance evaluation e.g. score of a govt. organization based on fiscal years. For example, user can generate report of performance evaluation of ministry of agriculture based on fiscal years which will enable user to compare progress from different fiscal years.
- **Any time report:** Based on achievement entry, user can now can generate progress report as well as performance evaluation report based on achievement of any organization any time during the year. Currently, this feature is unavailable in the existing system.

Sample Reports

As it is already known that the existing APAMS system generates only some fixed formatted reports though various report generation is required as report format can vary from office to office. Since, these reports cannot be generated which is a drawback for the system, user currently generates those reports manually. But in the APAMS third version, user will be able to generate the following type of reports which currently done manually:

Sample report 1:

ক্রমিক	মন্ত্রণালয়/বিভাগের নাম	মন্ত্রণালয়/বিভাগের আবশ্যিক কৌশলগত উদ্দেশ্যসমূহের প্রাপ্ত স্কোর					২০২১-২২ অর্থবছরের এপিএ'তে প্রাপ্ত	
		মন্ত্রণালয়/বিভাগের আবশ্যিক কৌশলগত উদ্দেশ্যসমূহের প্রাপ্ত স্কোর						
		শুল্কাচার কর্মপরিকল্পনায় প্রাপ্ত স্কোর	ই-গভর্ন্যাল কর্মপরিকল্পনায় প্রাপ্ত স্কোর	জিআরএস কর্মপরিকল্পনায় প্রাপ্ত স্কোর	সিটিজেন চার্টার কর্মপরিকল্পনায় প্রাপ্ত স্কোর	তথ্য অধিকার কর্মপরিকল্পনায় প্রাপ্ত স্কোর		
1	জনপ্রশাসন মন্ত্রণালয়	69.88	9.74	9.60	4.00	2.98	2.88	99.08
2	বিদ্যুৎ বিভাগ	69.87	9.60	9.60	4.00	2.98	2.88	98.93
3	কৃষি মন্ত্রণালয়	69.88	9.39	9.40	4.00	2.98	2.88	98.53
4	অর্থ বিভাগ	69.00	9.53	9.56	4.00	2.97	2.82	97.88
5	তথ্য ও যোগাযোগ	69.50	8.80	9.60	4.00	2.98	2.88	97.76
6	বাস্তবায়ন পরিবাচ্কণ ও	69.80	8.91	9.60	3.94	2.98	2.52	97.75
7	জ্ঞালানি ও খনিজ সম্পদ	69.90	8.30	9.60	3.94	2.76	2.88	97.38
8	পানি সম্পদ মন্ত্রণালয়	69.80	8.93	9.48	4.00	2.88	2.00	97.09
9	পারিকল্পনা বিভাগ	68.71	8.32	8.92	3.94	2.94	2.88	95.71
10	পল্লী উন্নয়ন ও সমবায়	67.49	9.55	9.40	4.00	2.98	2.10	95.52
11	মাধ্যমিক ও উচ্চ শিক্ষা	68.56	8.10	9.00	4.00	2.98	2.82	95.46
12	খাদ্য মন্ত্রণালয়	67.64	9.68	8.80	4.00	2.98	2.28	95.38
13	মাহিলা ও শিশু বিষয়ক	68.09	8.38	9.40	4.00	2.98	2.52	95.37
14	বন্ত্র ও পাট মন্ত্রণালয়	68.17	8.11	9.16	4.00	2.98	2.76	95.18
15	সংস্কৃতি বিষয়ক মন্ত্রণালয়	67.88	8.59	9.20	4.00	2.98	2.52	95.17

1

Figure: Evaluation report for Ministry/Divisions of FY 2021-22

Sample report 2:

মন্ত্রণালয়/বিভাগের নামঃ কৃষি মন্ত্রণালয়

(মোট সূচকের সংখ্যা: ৪৬টি, সংশোধনের জন্য প্রস্তুতি সূচকের সংখ্যা: ৮টি)

অর্থ বিভাগের পরিপত্র অনুসারে ০২টি প্রশিক্ষণ বাজেট ট্রান্স এবং ৫টি ভ্রমণ ব্যয় ট্রান্স সংক্রান্ত এবং ১টি অন্যান্য সংশোধনের আবেদন

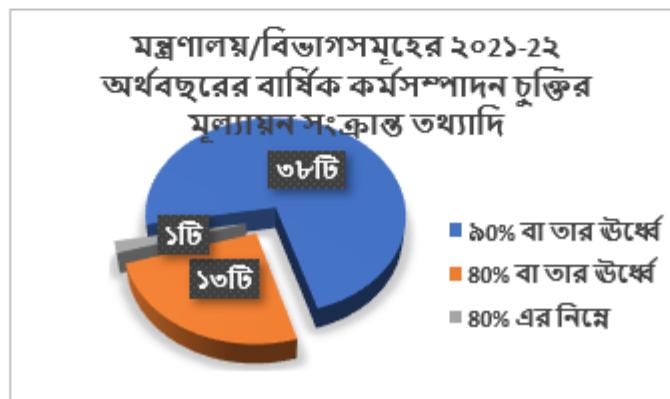
	কার্যক্রম	কর্মসূচনা সূচক	এক ক	সূচ কের মান	লক্ষ্যমাত্রা ২০২২-২৩					সংশোধনের যৌক্তিকতা	মন্ত্রিপরিষদ বিভাগের মন্তব্য
					অসা ধারণ	অতি উচ্চ	উচ্চ	চল তি মা ন	চল তি মা ন		
বিদ্য মান	[১.১] উদ্ভাবিত জাত এবং প্রযুক্তি সম্প্রসারণ ও জনপ্রিয় করণ	[১.১.২] আয়োজিত কৃষক প্রশিক্ষণ	সং খ্যা (লক্ষ)	২	৮.২০	৮.০০	৮.৮০	৩.৬০	৩.৮০	ডিএই, বিএডিসি, ত্রি, বারি, বিনা, ড্যাম, বিডেআরআই এ সিডিবি কর্তৃক বাস্তবায়নাধীন প্রকল্প/কর্মসূচির মাধ্যমে ৮.২০ লক্ষ কৃষককে প্রশিক্ষণ দেয়া হবে। কিন্তু সরকারের সিদ্ধান্ত অনুযায়ী প্রশিক্ষণ থাতে '৩২৩১৩০১' প্রকল্প সমূহের বরাবর ৫০% বা তারও বেশি কমিয়ে দেয়ার কারণে লক্ষ্যমাত্রা সংশোধন করা যেতে পারে।	সরকারের সিদ্ধান্ত অনুযায়ী প্রশিক্ষণ থাতে '৩২৩১৩০১' প্রকল্প সমূহের বরাবর ৫০% বা তারও বেশি কমিয়ে দেয়ার কারণে লক্ষ্যমাত্রা সংশোধন করা যেতে পারে।
প্রস্তা বিত	[১.১] উদ্ভাবিত আয়োজিত কৃষক	[১.১.২]	সং খ্যা (লক্ষ)	২	২.২	১.৯৮	১.৭৬	১.৫৪	১.৫৪	অসাধারণ লক্ষ্যমাত্রা বাদে বাকি লক্ষ্যমাত্রাসমূহ বাদ দেওয়া যেতে পারে।	অসাধারণ লক্ষ্যমাত্রা বাদে বাকি লক্ষ্যমাত্রাসমূহ বাদ দেওয়া যেতে পারে।
	জাত এবং প্রযুক্তি সম্প্রসারণ ও জনপ্রিয় করণ	প্রশিক্ষণ)							থাতে '৩২৩১৩০১' প্রকল্প সমূহের বরাবর ৫০% বা তারও বেশি কমিয়ে দেয়ার কারণে লক্ষ্যমাত্রা সংশোধন করা প্রয়োজন।	
বিদ্য মান	[৩.১] ভূ-উপরিক্ষেত্র পানির ব্যবহার উৎসাহিত করার জন্য পানি সংরক্ষণ,	[৩.১.২] কর্মকর্তাদের পরিদর্শিত ছাপিত সোলার প্যানেলসুক্ত সেচ যন্ত্র/সোলার পাতকুয়া	সং খ্যা	২	২০	১৮	১৬	১৪	১২	অর্থ বিভাগের ১৯ জুলাই ২০২০ তারিখের ০৭.১০১.০২০.০০.০০.০ ০২.২০২০.০৯ নং আয়ুকের পরিচালন ও উন্নয়ন বাজেটের ভ্রমণ ব্যয় ট্রান্সকরণ সংক্রান্ত পরিপত্র	অর্থ বিভাগের ১৯ জুলাই ২০২০ তারিখের ০৭.১০১.০২০.০০.০০.০ ০২.২০২০.০৯ নং আয়ুকের পরিচালন ও উন্নয়ন বাজেটের ভ্রমণ ব্যয় ট্রান্সকরণ সংক্রান্ত পরিপত্র

Figure: Customized APA format for Ministry of Agriculture for FY 2022-23

Sample report 3:

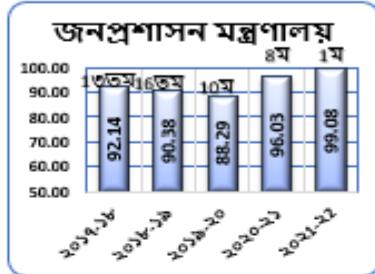
৬. মন্ত্রণালয়/বিভাগসমূহের ২০২১-২২ অর্থবছরে অর্জিত ফলাফলের বিশ্লেষণ

২০২১-২২ অর্থবছরের এপিএ মূল্যায়ন পর্যালোচনায় দেখা যায় যে এপিএ স্বাক্ষরকারী ৫২টি মন্ত্রণালয়/বিভাগের মধ্যে জনপ্রশাসন মন্ত্রণালয় সর্বোচ্চ ৯৯.০৮% নম্বর পেয়ে প্রথম স্থান, বিদ্যুৎ বিভাগ ৯৮.৯৩% নম্বর পেয়ে দ্বিতীয় স্থান এবং কৃষি মন্ত্রণালয় ৯৮.৫৩% নম্বর পেয়ে তৃতীয় স্থান অর্জন করেছে। ফলাফল বিশ্লেষণে দেখা যায় যে এপিএতে মন্ত্রণালয়/ বিভাগসমূহের অর্জিত নম্বরের গড় ৯২.০১%। ৫২টি মন্ত্রণালয়/বিভাগের মধ্যে ৩৮টি মন্ত্রণালয়/বিভাগ ৯০%-এর উর্ধ্বে; ১৩টি মন্ত্রণালয়/বিভাগ ৮০%-এর উর্ধ্বে; ১টি মন্ত্রণালয়/বিভাগ ৮০%-এর নিম্নে নম্বর অর্জন করেছে যা লেখচিত্রের মাধ্যমে উপস্থাপন করা হলো:



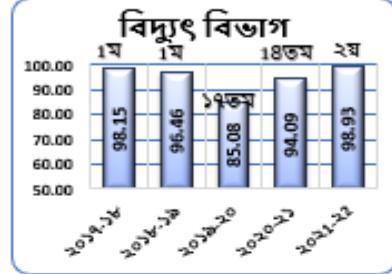
৬.৪ এপিএ স্বাক্ষরকারী মন্ত্রণালয়/বিভাগসমূহের বিগত ৫ বছরের ফলাফলের চিত্র

০১.



- # 2021-22 অর্থবছরে এ মন্ত্রণালয়ের অবস্থান **১ম** এবং অর্জিত কোর 99.08%
- # 2020-21 অর্থবছরে অবস্থান ছিল

০২.



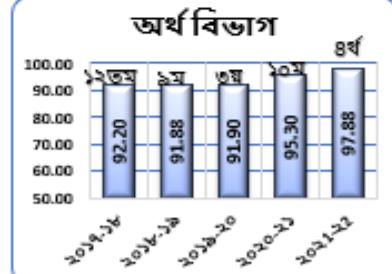
- # 2021-22 অর্থবছরে এ বিভাগের অবস্থান **২য়** এবং অর্জিত কোর 98.93%
- # ২০২০-২১ অর্থবছরে অবস্থান ছিল

০৩.



- # 2021-22 অর্থবছরে এ মন্ত্রণালয়ের অবস্থান **৩য়** এবং অর্জিত কোর ৯৮.৫৩%

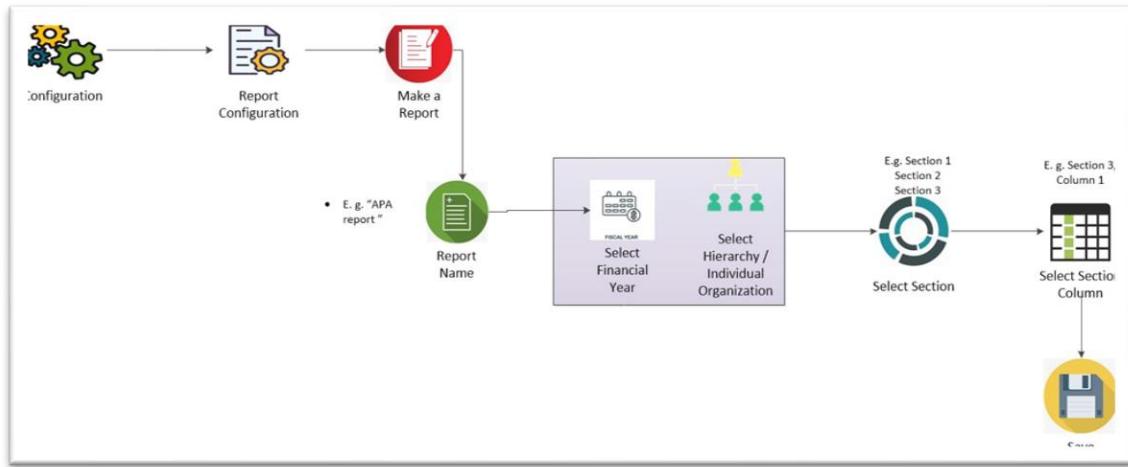
০৪.



- # 2021-22 অর্থবছরে এ বিভাগের অবস্থান **৪য়** এবং অর্জিত কোর ৯৭.৮৮%

Figure: Analysis of performance evaluation of ministries/divisions

Work flow of report



3.5.2 Monitoring

Home tab represents the default starting page of the APAMS site. For monitoring, the APAMS homepage contains brief information about the APA. In the homepage a user will know what is the annual performance and what it is contains. And also, can know which division or organization depends on its.

Monthly reports can be viewed in terms of monitoring. User can view activity status on monthly and quarterly basis i.e. he can see how much work he has done against any activity. The higher office authority can see the APA to understand how much he has done or what position he has against any activity.

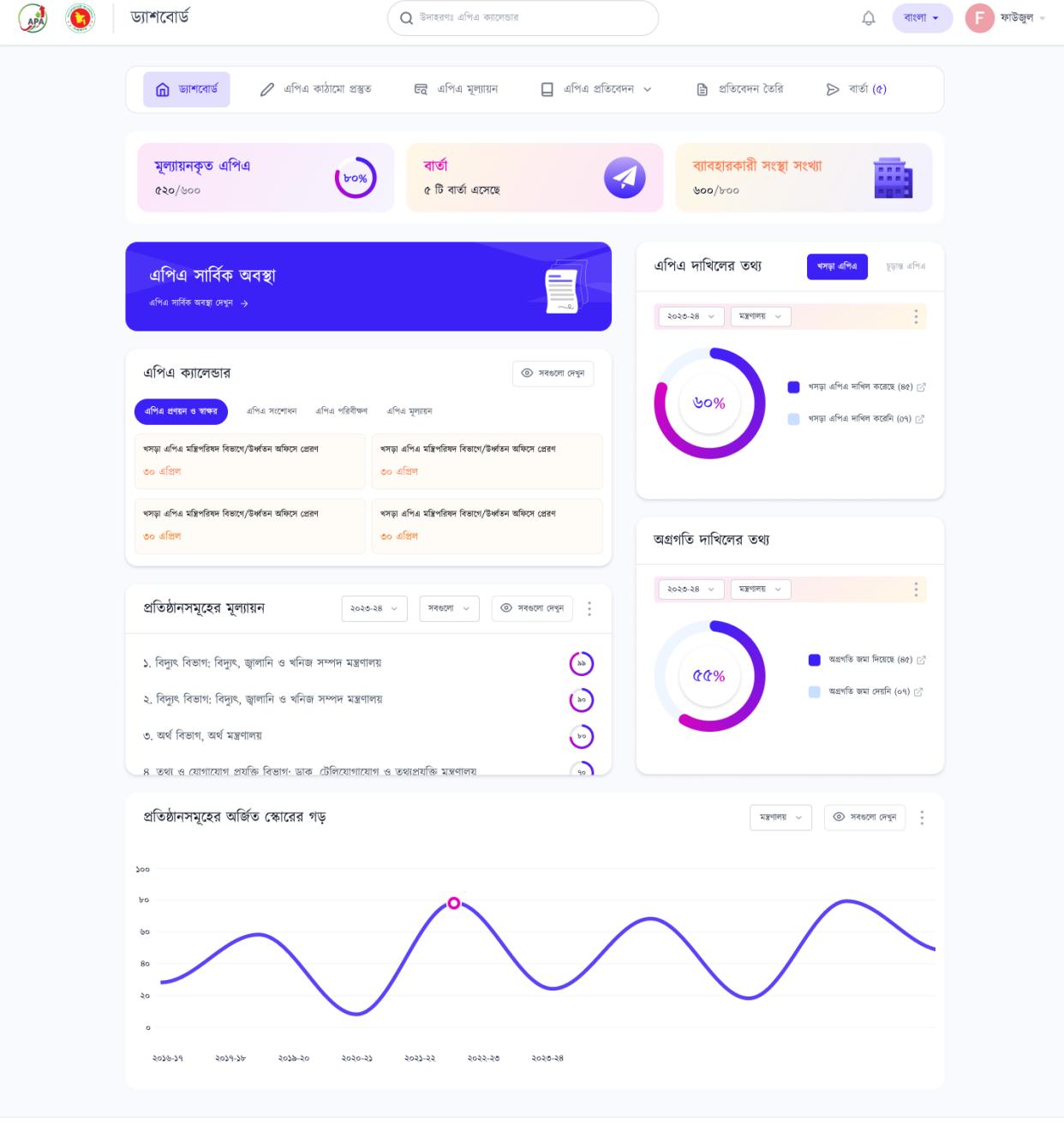
Currently users (Super admin, Admin and normal user) of the system will see the following components on dashboard after logging in to the system:

Super Admin:

- APA Submission status: User will monitor the APA submission status of not only miniseries/divisions but also departments and field level offices.
- Achievement Submission status: User will monitor the APA achievement status of not only miniseries/divisions but also departments and field level offices.
- Average of achieved score for subordinate offices: User will be able to view

- Evaluations of organizations: In this section, user will monitor the scores of various organizations. Also, user will be able to view top/bottom organizations based on scoring and all scores of govt. organization.
- No. of organization users of APAMS: User will be able to view the number of users of various govt. organization.
- APA Calendar: This portion will help the user to view the important dates of various activities such as APA preparation time set, APA submission deadline, review time etc throughout a fiscal year.
- Important notice: User will see important notices on dashboard.

Mock-up design



মহিলারিয়ন বিভাগ, গণপ্রজাতন্ত্ৰী বাংলাদেশ সরকাৰ

Design & Developed By **babl**

Figure: Dashboard for the super admin (Cabinet division user)

Admin (Checker) and User (Maker):

- APA monitoring will be divided into two parts: Self office monitoring and Subordinate office monitoring through dashboard. In self-office monitoring, there will be relevant information like APA submission status, Submission date and time, Achievement progress status, Scoring based on achievement etc. For subordinate office, there will be similar features.
- Achievement progress (Good, Less and not started) of activity will be indicated through different colors.
- Achievements percentage will be shown by graph/chart etc for better monitoring.
- What is APA?: APA related information such as what is APA, how does it work etc

Apart from these components, there will be some additional features in the upcoming APAMS third version:

- The platform will have user specific and office specific dynamic dashboard segregated by the user role and user group for all the system;
- The dashboard will contain statistical data of different features of the system in different interactive formats like indicator based graphical chart, table with figure/summary data etc;
- While monitoring some users will able to comment on various APA stages on subordinate offices.
- For Higher office/Administrative head/Policy makers, there will be separate dashboard for own office as well as subordinate office in order to view achievement;
- Any further changes will be adopted later.

6. Other Components

4. Other components of Annual Performance Agreement Management System version 3

Mainly users from government organizations will use the above-mentioned features in order to prepare, assign, submit APA or quarterly achievement entry, performance evaluation & finally reporting. To use these primary features some additional features are required such as APA/Achievement submission time settings, APA update by higher office, Govt. hierarchy & users create etc. These additional features are given below: -

- Configuration
- Subordinate Office Management
- Content Management System
- Notification Management System
- E-Communication Module
- Audit

These functionalities are described below in details.

4.1 Configuration

4.1.1 Overview

Under the configuration menu, user will be configuring some basic information in order to further create, assign and monitor APA. This menu will have the following functionality:

1. Master Data
 - 1.1 Dynamic Hierarchy level
 - 1.2 Hierarchy
 - 1.3 Designation
2. Permission and Role
3. APA Calendar
4. Ministry wise hierarchy selection
5. FAQ
6. Information of APA related concerned officers of Cabinet Division

All data will be collected from doptor integration.

4.1.2 Dynamic Hierarchy Level

4.1.2.1 Use Case Table

Name	Create dynamic hierarchy level
Brief Description	User can create government hierarchy level from here.
Actor	<ul style="list-style-type: none"> • Super Admin • Admin
Pre-Condition	N/A
Basic flow	N/A
Business Rules	<ul style="list-style-type: none"> - User will create hierarchy level in order to organize/define the government hierarchy. It will have the following fields: <ul style="list-style-type: none"> • Name (English) • Name (Bangla) • Status
Post-Condition on Success	On submit a success message will pop up like “Successfully created Hierarchy level”

4.1.2.2 Mock Design

The screenshot shows a modal window titled "নতুন হোগ করুন" (Create New). Inside, there are two input fields: "নাম (ইংরেজি)" and "নাম (বাংলা)". Below these is a dropdown menu labeled "স্ট্যাটাস" with an option "সক্রিয়". To the right of the form is a sidebar titled "অনুসন্ধান" (Search) with a dropdown menu labeled "অধিকারী" containing several items. At the bottom left, a note says "যোগী ৮ টি এক্সেস মধ্যে ১ থেকে ৮ পর্যন্ত দেখানো হচ্ছে". At the bottom right, there are buttons for "ব্যক্তি করুন" (Create) and "ব্যক্তি করুন" (Create).

Level	Name (English)	Name (Bangla)	Status
1	Level 1		
2	level 2		
3	level 3	তর ৩	সক্রিয়
4	level 4	তর ৪	সক্রিয়
5	level 5	তর ৫	সক্রিয়
6	level 6	তর ৬	সক্রিয়
7	level 7	তর ৭	সক্রিয়
8	level 8	তর ৮	নিক্ষেপ

যোগী ৮ টি এক্সেস মধ্যে ১ থেকে ৮ পর্যন্ত দেখানো হচ্ছে

ব্যক্তি করুন ১ পর্যবেক্ষণ পাতা

Figure: Hierarchy level create

বাক্তব্য অবস্থা > বনানীগুরেশন / মাস্টার ভাটা / দার্শকর ভর					নতুন দেশ কর্তৃপক্ষ
ক্রম	নাম (ইংরেজি)	নাম (বাংলা)	স্টেটাস	বৈরি করার সময়	আকশন
১	Level 1	ভর ১	সক্রিয়	১০-০১-২০২২	
২	level 2	ভর ২	সক্রিয়	১০-০১-২০২২	
৩	level 3	ভর ৩	সক্রিয়	১০-০১-২০২২	
৪	level 4	ভর ৪	সক্রিয়	১০-০১-২০২২	
৫	level 5	ভর ৫	সক্রিয়	১০-০১-২০২২	
৬	level 6	ভর ৬	সক্রিয়	১০-০১-২০২২	
৭	level 7	ভর ৭	সক্রিয়	১০-০১-২০২২	
৮	level 8	ভর ৮	নিক্ষিয়	১০-০১-২০২২	

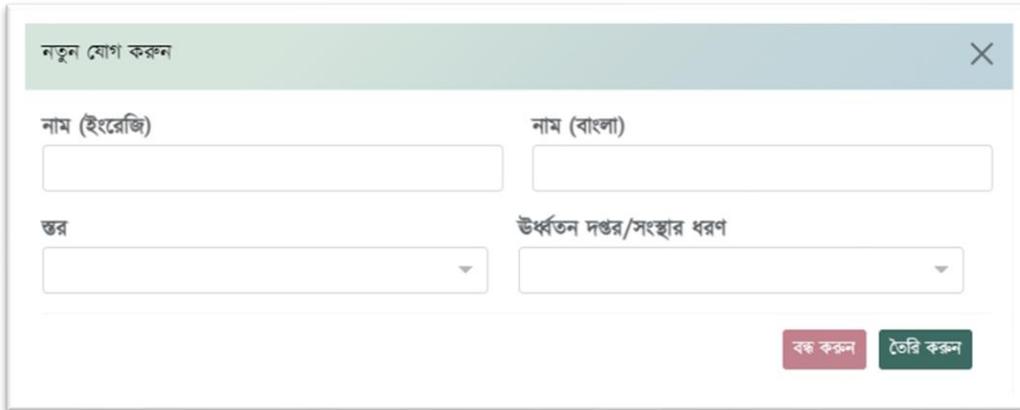
Figure: Hierarchy level list view

4.1.3 Hierarchy

4.1.3.1 Use Case Table

Name	Create hierarchy
Brief Description	User can create government hierarchy of different levels from here.
Actor	<ul style="list-style-type: none">• Super Admin• Admin
Pre-Condition	N/A
Basic flow	N/A
Business Rules	<ul style="list-style-type: none">- User will create hierarchy level in order to organize/define the government hierarchy. It will have the following fields:<ul style="list-style-type: none">• Name (English)• Name (Bangla)• Hierarchy level• Higher office• Status
Post-Condition on Success	On submit a success message will pop up like “Successfully created Hierarchy”

4.1.3.2 Mock Design



নতুন যোগ করুন

নাম (ইংরেজি)

নাম (বাংলা)

ত্বর

উর্ধ্বতন দণ্ড/সংস্থার ধরণ

বক করুন তৈরি করুন

Figure: Hierarchy add



দণ্ড/সংস্থার ধরণ

যোগ করে এন্টি নেওয়ান

অনুসন্ধান:

ক্রম	দার্তারিক ত্বর	দণ্ড/সংস্থার ধরণ নাম	উর্ধ্বতন দণ্ড/সংস্থার ধরণ	তৈরি করা সময়	অ্যাকশন
১	ত্বর ১	মন্ত্রণালয় বিভাগ		১০-০১-২০২২	
২	ত্বর ২	মন্ত্রণালয় / বিভাগ		১০-০১-২০২২	
৩	ত্বর ৩	ব্যাকেসমুক	অন্তর্বাসন / বিভাগ	১৪-০৭-২০২২	
৪	ত্বর ৪	দর্শক / সংস্থা	অন্তর্বাসন / বিভাগ	১০-০১-২০২২	
৫	ত্বর ৫	বিভাগীয় অফিস	দর্শক / সংস্থা	১০-০১-২০২২	
৬	ত্বর ৬	বিশ্ববিদ্যালয়সমূহ	দর্শক / সংস্থা	১০-০১-২০২২	
৭	ত্বর ৭	আয়োজিক / জেনেল অফিস	বিভাগীয় অফিস	১০-০১-২০২২	
৮	ত্বর ৮	জেল / স্বাস্থ্য অফিস	আয়োজিক / জেনেল অফিস	১০-০১-২০২২	
৯	ত্বর ৯	উপজেলা অফিস	জেল / স্বাস্থ্য অফিস	১০-০১-২০২২	
১০	ত্বর ১০	ইউনিয়ন অফিস	উপজেলা অফিস	১০-০১-২০২২	

মোট ১০ টি এন্ট্রির মধ্যে ১ থেকে ১০ পর্যন্ত দেখানো হচ্ছে

পূর্বৰ প্রাচী | পৰবৰ্তী প্রাচী

Figure: View hierarchy list

4.1.4 Designation

4.1.4.1 Use Case Table

Name	Auto creation of designation from doptor API
Brief Description	User can create designation for different govt. users from here.
Actor	<ul style="list-style-type: none"> • Super Admin • Admin
Pre-Condition	Hierarchy level has to be created before in order to tag hierarchy.
Basic flow	N/A
Business Rules	<ul style="list-style-type: none"> - User will create designation for different govt. personnel. It will have the following fields: <ul style="list-style-type: none"> • Name (Bangla) • Designation • Code • Status
Post-Condition on Success	On submit a success message will pop up like “Successfully created designation”

4.1.4.2 Mock Design

পদবি					
১	সচিব	02	সক্রিয়	১০-০১-২০২২	
২	সিনেইর সচিব	01	সক্রিয়	১০-০১-২০২২	
৩	লাইভেরিয়ান	04	সক্রিয়	১০-০১-২০২২	
৪	মহাপরিষদ সচিব	CS	সক্রিয়	১০-০১-২০২২	
৫	আর্কাইভ প্রিচার্লেক	06	সক্রিয়	১০-০১-২০২২	
৬	পরিচালক	05	সক্রিয়	১০-০১-২০২২	
৭	প্রধান নির্বাহী কর্মকর্তা	08	সক্রিয়	১০-০১-২০২২	
৮	সহকারী কিপার	07	সক্রিয়	১০-০১-২০২২	
৯	উপজেলা কালচারাল অফিসার	06	সক্রিয়	১০-০১-২০২২	
১০	জেলা কালচারাল অফিসার	05	সক্রিয়	১০-০১-২০২২	
১১	অভিযোগ প্রধান প্রযোৰ্ক্ষণী	11	সক্রিয়	১০-০১-২০২২	
১২	প্রধান প্রযোৰ্ক্ষণী	10	সক্রিয়	১০-০১-২০২২	
১৩	চেয়ারম্যান	09	সক্রিয়	১০-০১-২০২২	
১৪	মহাপরিচালক	03	সক্রিয়	১০-০১-২০২২	
১৫	অভিযোগ প্রধান প্রযোৰ্ক্ষণী (পি এভ এসপি)	12	সক্রিয়	১০-০১-২০২২	

Figure: Designation list view

4.1.5 APA Calendar

4.1.5.1 Use Case

- User will create APA calendar of various events for a fiscal year.
- User will be able to view the created calendar in dashboard which eventually help the users to view all events.

4.1.5.1 Mock design

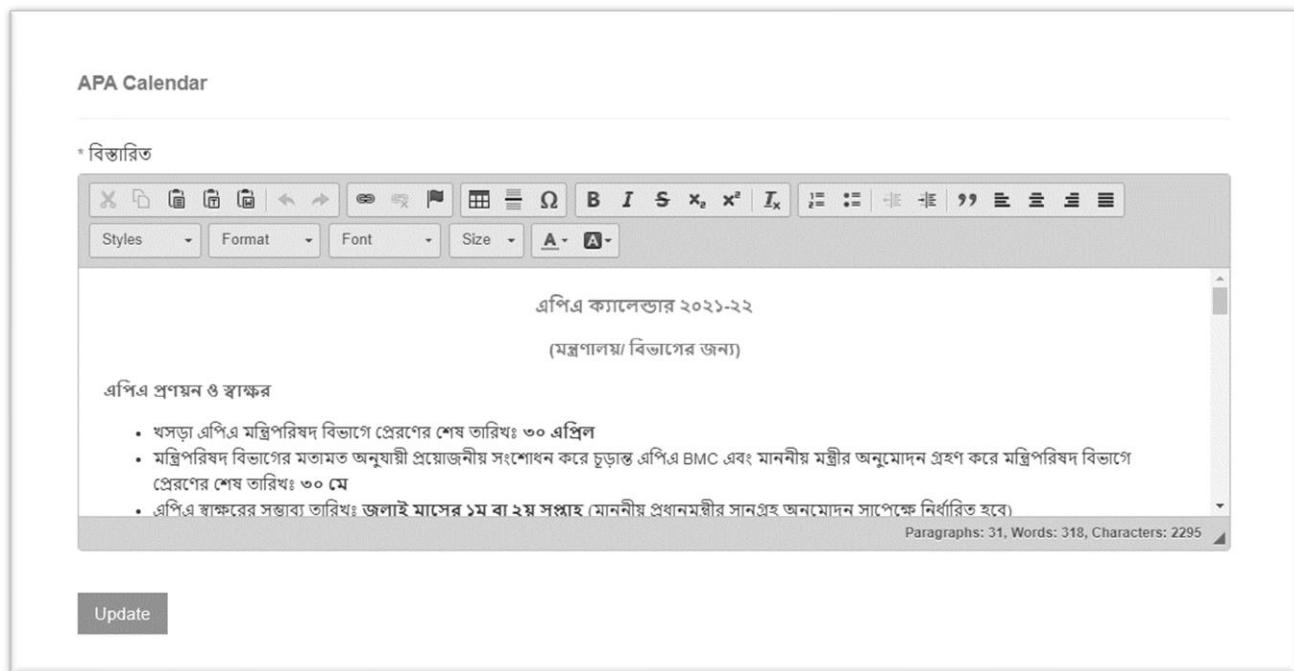


Figure: Prepare APA Calendar

4.1.6 Ministry wise hierarchy selection

4.1.6.1 Use Case Table

Name	Ministry wise hierarchy selection from doptor API integration
Brief Description	User will define organization layers under individual ministry.
Actor	<ul style="list-style-type: none">• Super Admin• Admin
Pre-Condition	Hierarchy has to be created to define hierarchy e.g. Departments, Divisional office, Zonal office etc. under ministry.
Basic flow	N/A
Business Rules	<ul style="list-style-type: none">• User will choose hierarchy level by clicking on check box of a Ministry.• User can uncheck any hierarchy and then save.
Post-Condition on Success	On submit a success message will pop up like “Saved organization successfully”

4.1.6.2 Mock design

Figure: Ministry wise hierarchy selection view

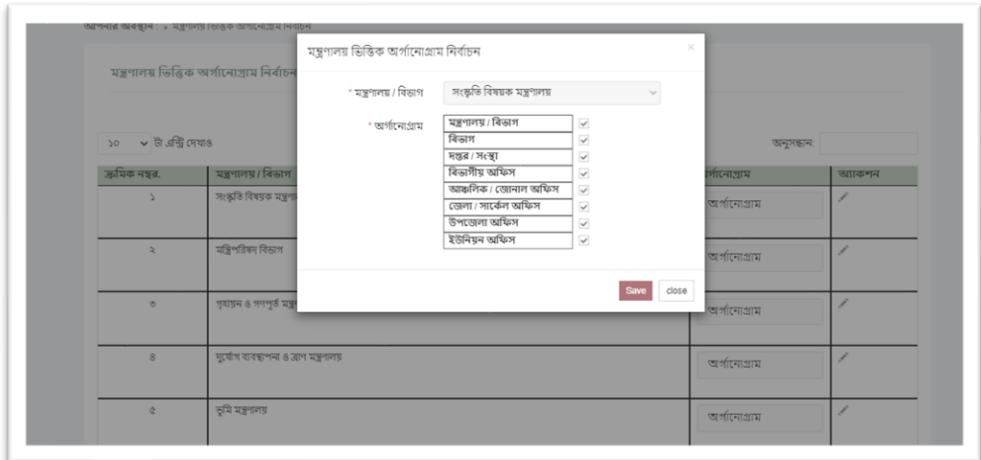


Figure: Ministry wise hierarchy selection

4.1.7 Frequently Asked Questions (FAQ)

4.1.7.1 Use Case Table

Name	Create frequently asked questions (FAQ)
Brief Description	FAQ stands for Frequently Asked Questions is an organized collection of valuable information that Subordinate office users may ask about annual performance agreement. This page is a useful way to organize information that customers often ask.
Actor	<ul style="list-style-type: none"> Super Admin
Pre-Condition	Hierarchy has to be created to define hierarchy e.g. Departments, Divisional office, Zonal office etc. under ministry.
Basic flow	N/A
Business Rules	<ul style="list-style-type: none"> User will choose FAQ from menu. There will be two fields: Questions and Answer. User will fill up the fields and then save to view the created FAQ from list.
Post-Condition on Success	On submit a success message will pop up like "Created successfully"

4.1.7.2 Mock design

ইন্দোর অবস্থা : > এফএক্সডি > স্টুডি হোল

এফএক্সডি নতুন লেজের

* প্রথম (বাইরে)

অপেক্ষাকাল ১৫০ কানেক্ষেট বর্ণিত জন্য আপলোড করুন...

* উত্তর (বাইরে)

Styles Format Font Size A A

Paragraphs: 0 Words: 0 Characters: 0

* অবস্থা
সংস্কৃত

Create

Figure: Prepare FAQ

ମାନ୍ୟମାନ୍ୟ ଅଧ୍ୟକ୍ଷତା : + ୦୯୮୪୩୫୦୦

Add New

ଏମ୍ବର୍ଗାଟ୍

୧୦ ▼ ଟାଇପ୍ ଦେଖାଏ

ଅନୁଷ୍ଠାନିକ

କ୍ରମିକ ସଂଖ୍ୟା	ପ୍ରେସ୍	ବିବର	ଆକଶ୍ୟ
୧	ଏପିଆର୍କ୍‌ପ୍ଲେ ମିଲିଟିର୍ ସାହୀର୍ ଅଧ୍ୟକ୍ଷତା ପୋର୍ଟାଲ କରାନ କେବେ ଉପରେ ଆବଶ୍ୟକ ହିଁ	ବାଟୀ ଆଛେ । ଫେସ୍‌ବୁକ୍ ପ୍ଲେ ଏବଂ +୮୮ ୦୧୪୭୨୧୫୬୬୦ ନଥରେ ସାରାଜିତ ଯୋଗିଥାଏଗ କରାତେ ପାରେନ୍ ।	୦ /
୨	APAMS ମହାରାଷ୍ଟ୍ରାର ମନ୍ତ୍ରାଳୟ କେନ୍ଦ୍ରୀୟ ରାଜ୍ୟ ରାଜ୍ୟରେ କୀଁ କରାନ୍ତେ ହେଲା	APAMS ମହାରାଷ୍ଟ୍ରାର ମନ୍ତ୍ରକେନ୍ଦ୍ରୀୟ ରାଜ୍ୟରେ କୋଣେ ଧାରଣ ନା ଧାରକରେ ଅବଶ୍ୟକ ହୈବାର ସହାୟିକା (user guideline), ଡିଜିଟିଫ୍ ଟିଉଟୋରିଯାଳ ଏବଂ ଆପନାର ଡିଜିଟା ଅପଶମନଙ୍କୁ ଭିଜାଟ କରାତେ ହବେ ।	୦ /
୩	User_id & password ମେଲୋଜ ପରେ	System-ଏ ସୁରକ୍ଷା ବଜାଯା ରାଖାତେ ଏହି verify କରେ system-ଏ ପ୍ରେସ୍ କରାତେ ହବେ । କାନ୍ତିକାରକ କୋନ୍ ପ୍ରାର୍ଥା ଯେବେ system-ଏର ତଥା ଚାରୀ କାନ୍ତିକାରକ ନା ହେଁ ମେଲୀ ଜନ୍ମନ୍ ନାମନ୍ system-ଏ ଏହି google captcha ଦେଇ ହେଁଯେ ।	୦ /
୪	APAMS ମହାରାଷ୍ଟ୍ରାର ରାଜ୍ୟରେ କେନ୍ଦ୍ରୀୟ ସାହୀର୍ ରାଜ୍ୟ କୀଁ ପ୍ରାପ୍ତ ହେଲା	APAMS ମହାରାଷ୍ଟ୍ରାର ରାଜ୍ୟରେ କେବେ ମାର୍ଗ ଗ୍ରାମ ଏବଂ (୨୮) ଟି ଆବଶ୍ୟକ ରାଜ୍ୟ ଏବଂ ରାଜ୍ୟର ମନ୍ତ୍ରାଳୟରେ କେବେ ମାର୍ଗ ହେଲାମାତ୍ର ।	୦ /
୫	APAMS ମହାରାଷ୍ଟ୍ରାର ରାଜ୍ୟରେ କେନ୍ଦ୍ରୀୟ ସାହୀର୍ ରାଜ୍ୟ କୀଁ ପ୍ରାପ୍ତ ହେଲା	APAMS ମହାରାଷ୍ଟ୍ରାର ରାଜ୍ୟରେ କେବେ ମାର୍ଗ ଗ୍ରାମ ଏବଂ (୨୮) ଟି ଆବଶ୍ୟକ ରାଜ୍ୟ ଏବଂ ରାଜ୍ୟର ମନ୍ତ୍ରାଳୟରେ କେବେ ମାର୍ଗ ହେଲାମାତ୍ର । ୧. ରାଜ୍ୟର ମନ୍ତ୍ରାଳୟରେ (user guideline), ୨. ଡିଜିଟିଫ୍ ଟିଉଟୋରିଯାଳ ଏବଂ ଆପନାର user_id & password ମେଲୋଜ କରାନ୍ତା ପ୍ରାପ୍ତ ହେଁ କେବେ କେବେ କେବେ ହେଁଯେ । ୩. ରାଜ୍ୟରେ ଏହି ଏବଂ ପାଇଁ କେବେ ହେଁଯେ । user_id & password ମେଲୋଜ କରାନ୍ତା ପ୍ରାପ୍ତ ହେଁ କେବେ କେବେ କେବେ ହେଁଯେ । ୪. ରାଜ୍ୟରେ ଏହି ଏବଂ ପାଇଁ କେବେ ହେଁଯେ । ୫. ରାଜ୍ୟରେ ଏହି ଏବଂ ପାଇଁ କେବେ ହେଁଯେ ।	୦ /
୬	APA ଏବଂ ଆଧ୍ୟକ୍ଷତା ବିଭାଗରେ ପାଇଁ କରାନ୍ତେ କରାନ୍ତେ ହେଲାମାତ୍ର ।	ଲଗଇନ୍ ଏବଂ ହେଲେକ୍ ହେଲେକ୍ ଥିଲେ ଏବଂ ମାର୍ଗିପରିଷ ବିଭାଗରେ ଏପିଆର୍କ୍ ସଂଖ୍ୟା କରମକାରୀରେ ତଥା ନାମକ ଏକାଟି ବାଟିନ ହେଁଯେ । ମେଲୋଜ କରିବାକୁ ମେ ସେ ମୁକ୍ତିପାତା ବିଭାଗ ଏବଂ ଜନ୍ମ କେବଳ କରମକାରୀ ମାତ୍ରିକେ ମାର୍ଗିପରିଷ ବିଭାଗରେ କରାନ୍ତେ ହେଲାମାତ୍ର ।	୦ /
୭	ବିଭାଗ ଏପିଆର୍କ୍ ପ୍ରକଟ ଦେଇ ତଥା କେବେ କୁଟୁମ୍ବ ପର୍ଯ୍ୟନ୍ତ କରିବା ପାଇଁ କରାନ୍ତେ ହେଲାମାତ୍ର ।	ତିନିଟି । ସାଥୀ ୧. ଧ୍ୟାନା, ଏପିଆର୍କ୍ ପ୍ରକଟ, ୨. ଧ୍ୟାନା, ଏପିଆର୍କ୍ ମାର୍ଗିପରିଷ, ୩. ଧ୍ୟାନା, ଏପିଆର୍କ୍ ମାର୍ଗିପରିଷ	୦ /

Figure: View FAQ list

4.1.8 Training of APA & Technology transfer to concerned officers

4.1.7.1 Use Case Table

Name	Training of APA & Technology transfer to concerned officers
Brief Description	There will be a training module which will be used to train concerned officers. Training history can be viewed also.
Actor	<ul style="list-style-type: none">• Super Admin
Pre-Condition	Hierarchy has to be created to define hierarchy e.g. Departments, Divisional office, Zonal office etc. under ministry.
Basic flow	N/A
Business Rules	<ul style="list-style-type: none">• User will choose Information of APA related concerned officers of CD from menu.• There user will click the update button and a text editor will appear.• User put information and click update to store information.• History of training of concerned officers such as number of training, training place and time will be stored
Post-Condition on Success	On submit a success message will pop up like “Created successfully”

4.2 Subordinate Office Management

4.2.1 Overview

User of this system will use this module in order to create subordinate offices as well as users, view reports, time setting for APA submission as well as achievement submission, approval for APA correction of its subordinate offices. Furthermore, user will be able to monitor reports of work plan and achievements submitted by offices. This module will manage subordinate office-related activities and monitor reports. User can dynamically manage or control to his subordinate offices. This module will facilitate:

- Organogram can be increased/decreased.
- Able to view/modify APA of any govt. organization in Bangladesh.
- Indicator wise APA achievement report prepare.
- Permission feature to any subordinate office by the higher office
- Data entry permission or disable data entry functionality to any subordinate office

In order to manage subordinate offices, the following functionalities will be in this module to execute the desired action.

- Subordinate office creation from doptor integration
- User creation from doptor integration
- APA submission date set
- Quarterly achievement submission date set
- Subordinate office report view
- APA submission status
- Quarterly submission status
- Update APA
- Update quarterly achievement

4.2.2 Subordinate office create

4.2.2.1 Use Case Table

Name	Subordinate office will be created through doptor API integration
Brief Description	User can create its subordinate office from here. Creating subordinate office is one of the most important tasks for the higher office. Without creating subordinate office, the higher office or the cabinet division cannot assign APA.
Actor	<ul style="list-style-type: none">• Super Admin• Admin
Pre-Condition	N/A
Basic flow	N/A
Business Rules	<ul style="list-style-type: none">• User will create subordinate offices to assign. To successfully create an organization in the system user needs to fill the following fields:<ul style="list-style-type: none">- Organization/Office Name (English) [Text field]- Organization/Office Name (Bangla) [Text field]- Office Code [Text field]- Economic Code [Text field]- Organogram [Drop down]- Higher Office [Drop down]- Administrative Head [Drop down]- Status• Filling all these fields and then click “Create” button to finish. Thus, an organization is now created.
Post-Condition on Success	On submit a success message will pop up like “Successfully created organization”

4.2.2.2 Mock design

ফিল্টার করুন		নথর/সহজের ধরণ *	অবস্থা *	সিঙ্গেল সংযোগ	সিঙ্গেল মুভেট	সিঙ্গেল করুন				
সংযোগ / আফিস										
টি কতে একটি সেলুন										
অনুসন্ধান:										
ক্রম	নাম (বাণো)	নাম (ইংরেজি)	অর্থনৈতিক কোড	নথর/সহজের ধরণ	উর্ভুলিম সংযোগ	সহজের প্রশাসনিক প্রদান	স্ট্যাটাস	কৈবল্য করার সময়	আকশন	
১	পানি সম্পদ মন্ত্রণালয়	Ministry of Water Resources	MoWR	মুক্তসংযোগ / বিভাগ	মহিলাবিদ্যুৎসংযোগ	সচিব	সচিব	১১-০৫-২০২২		
২	খাদ্য মন্ত্রণালয়	Food Ministry	MoF	মুক্তসংযোগ / বিভাগ	মহিলাবিদ্যুৎসংযোগ	সচিব	সচিব	১১-০৫-২০২২		
৩	প্রধানমন্ত্রীর কার্যালয়	Prime Minister's Office	PMO	মুক্তসংযোগ / বিভাগ	মহিলাবিদ্যুৎসংযোগ	সিনিয়র সচিব	সচিব	১১-০৫-২০২২		
৪	সশস্ত্র বাহিনী বিভাগ	Armed Forces Division	AFD	মুক্তসংযোগ / বিভাগ	মহিলাবিদ্যুৎসংযোগ	মহিলাবিদ্যুৎসংযোগ	সচিব	১১-০৫-২০২২		
৫	বৃহায়ণ ও গবর্নোর মন্ত্রণালয়	Ministry of Housing and Public Works	MHPW	মুক্তসংযোগ / বিভাগ	মহিলাবিদ্যুৎসংযোগ	সচিব	সচিব	১১-০৫-২০২২		
৬	জনপ্রশাসন মন্ত্রণালয়	Ministry of Public Administration	MoPA	মুক্তসংযোগ / বিভাগ	মহিলাবিদ্যুৎসংযোগ	সচিব	সচিব	১১-০৫-২০২২		

Figure: Organization/office list view

4.2.3 User creation

4.2.3.1 Use Case Table

Name	User creation through doptor API integration.
Brief Description	User can create users of subordinate office from here. Creating users of subordinate office is one of the most important tasks for the higher office. Without creating user, the higher office or the cabinet division cannot assign APA as well as the subordinate offices cannot log in to the system for further actions. Some data will be filled up if there is integration with the e-nothi.
Actor	<ul style="list-style-type: none">• Super Admin• Admin/ICT Admin
Pre-Condition	Organization must be created.
Basic flow	N/A
Business Rules	<ul style="list-style-type: none">- User will create subordinate offices to assign. To successfully create an organization in the system user needs to fill the following fields:<ul style="list-style-type: none">• User Name [Text field]• User Name(System) [Text field]• Role [Dropdown]• Organogram [Drop down]• Organization [Drop down]• Mobile Number [Numeric]• Phone Number [Numeric]• Password [Text field]• Confirm password [Text field]• Status- Filling all these fields and then click “Create” button to finish. Thus, a user of an organization is now created.
Post-Condition on Success	On submit a success message will pop up like “Successfully created organization”

4.3.3.2 Mock design

ফিল্টার করুন														
মুক্তাগার / বিভাগ *			সর্ব/সংস্থার ধরণ *			অবস্থা *								
নিচে সংজ্ঞা			সর্ব/সংস্থার ধরণ			সঁচিত								
ব্যবহারকারী তালিকা														
টি করে এছি স্টুডেন্ট														
ক্লাউডক্ষেত্রের মধ্যে ক্লাউড														
ক্রম	ব্যবহারকারীর নাম (নিচেরে)	ব্যবহারকারীর নাম	ইমেইল	পদবি	ক্ষমিকা	সর্ব/সংস্থার ধরণ	সংজ্ঞা	কর্মপরিকল্পনা						
১	demo_admin	Mohammad Maksudur Rahman	asa@cabinet.gov.bd	সহকারি সিস্টেম এনগেজিমেন্ট	সহকারি সিস্টেম এনগেজিমেন্ট	মুক্তাগার / বিভাগ	ভেটে মুক্তাগার	জাতীয় ভক্তাদার মৌখিক						
২	user_mchta	শোর্ষিতা চুক্তিশাম বিষয়ক মুক্তাগার (শক্তিকারী)	user.mchta.nis@gmail.com	সঁচিত	সঁচিত	মুক্তাগার / বিভাগ	শোর্ষিতা চুক্তিশাম বিষয়ক মুক্তাগার মৌখিক	সঁচিত						
৩	user_mosw	সমাজকল্যাণ মুক্তাগার - প্রস্তুতকারী	user.mosw@nis.com	সঁচিত	সঁচিত	মুক্তাগার / বিভাগ	সমাজকল্যাণ মুক্তাগার	জাতীয় ভক্তাদার মৌখিক						
৪	userm_hsd	বাহু সেবা বিভাগ (শক্তিকারী)	user.hsd@nis.com	সঁচিত	সঁচিত	মুক্তাগার / বিভাগ	বাহু সেবা বিভাগ	জাতীয় ভক্তাদার মৌখিক						
৫	user_hsd	বাহু সেবা বিভাগ	admin.hsd.nis@gmail.com	সঁচিত	সঁচিত	মুক্তাগার / বিভাগ	বাহু সেবা বিভাগ	জাতীয় ভক্তাদার মৌখিক						
৬	maker	A	asa@cabinet.gov.bd	প্রধান প্রযোজনীয় প্রধান প্রযোজনীয়	মুক্তাগার / বিভাগ	ভেটে মুক্তাগার	জাতীয় ভক্তাদার মৌখিক	সঁচিত						

Figure: User list view

4.2.4 APA Submission Date Set

4.2.4.1 Use Case Table

Name	APA submission date set
Brief Description	After APA structure is prepared and assigned to subordinate offices, user now will set the APA submission time. End users need to submit their draft/final version of APA within the stipulated timeline.
Actor	<ul style="list-style-type: none">• Super Admin• Admin
Pre-Condition	<ul style="list-style-type: none">• APA structure and data are prepared and assigned to subordinate offices.
Basic flow	N/A
Business Rules	<ul style="list-style-type: none">• User will set the APA submission time for the subordinate offices. The following fields in this functionality are:<ul style="list-style-type: none">- Fiscal Year [Dropdown]- APA version [Dropdown]- Organogram [Dropdown]- Submission time starts [Calendar]- Submission time end [Calendar]- Status• User can edit/delete any organization's time from the action column.
Post-Condition on Success	On submit a success message will pop up like "Time has been set successfully"

4.2.5 Quarterly Achievement Date Set

4.2.5.1 Use Case Table

Name	Quarterly achievement submission date set
Brief Description	User can set quarterly achievement submission date of subordinate office from here.
Actor	<ul style="list-style-type: none"> • Super Admin • Admin
Pre-Condition	<ul style="list-style-type: none"> • APA structure and data are prepared and assigned to subordinate offices. • APA is submitted by subordinate offices.
Basic flow	<pre> graph LR A[Higher office Admin] --> B[Achievement Submission Setting] B --> C[Select fiscal year] C --> D[Select hierarchy/organization] D --> E[Open month/quarter] E --> F[Set Submission Start & End Date] </pre>
Business Rules	<ul style="list-style-type: none"> • User will set the APA submission time for the subordinate offices. The following fields in this functionality are: <ul style="list-style-type: none"> - Fiscal Year [Dropdown] - Quarter [Dropdown] - Organogram [Dropdown] - Submission time starts [Calendar] - Submission time end [Calendar] - Status • User can edit/delete any organization's time from the action column.
Post-Condition on Success	On submit a success message will pop up like "Time has been set successfully"

4.2.5.2 Mock design

The screenshot shows a search interface for 'Achievement Submission Date Set'. The search filters include:

- Start Date: 2022-05
- Type: 1st International
- End Date/Previous Date: 28/05/2022
- Category: Academic & Research Activities
- Sub-Categories: Academic & Research Activities, Academic & Research Activities
- Phone Number: 20-09-2022
- Mobile Number: 20-09-2022
- Search Buttons: Find Results, Find All Results

The results table has columns: ID, Category / Sub-Categories, Type / International, Date Range - Phone Number, Start Date, and Academic Year.

ID	Category / Sub-Categories	Type / International	Date Range - Phone Number	Start Date	Academic Year
1	Academic & Research Activities	1st International	20-09-2022 - 20-09-2022	20-09-2022	
2	Academic & Research Activities	1st International	21-09-2022 - 28-09-2022	20-09-2022	
3	Academic & Research Activities	1st International	21-09-2022 - 28-09-2022	20-09-2022	

Buttons at the bottom: Find Results, Find All Results.

Figure: APA Achievement submission date set

4.2.6 APA Edit Request Check

4.2.6.1 Use Case Table

Name	APA edit request check from subordinate offices
Brief Description	Higher office user verify/approve of submitted APA of subordinate offices from here. User will view the edit requests submitted by subordinate offices. User can approve or reject any request. If approved, then subordinate office will find their APA unlocked but if it is rejected then subordinate office user will be notified.
Actor	<ul style="list-style-type: none">• Super Admin• Admin
Pre-Condition	APA has to be prepared and assigned.
Basic flow	N/A
Business Rules	<ul style="list-style-type: none">• User will prepare and submit the APA to higher office.• Subordinate office may need to send edit request to higher office for correction.• Higher office user will go to subordinate office management functionality and click on “APA edit request view”• Upon clicking, user will see a list of requests sent by subordinate office.• Higher office user may accept/reject any request.• If accepts the request, then user will find his/her APA unlocked whereas if rejects, then user will be notified.
Post-Condition on Success	On submit a success message will pop up like “Successfully approved/rejected”

4.2.6.2 Mock Design

Figure: APA edit request from subordinate offices

4.2.7 APA Submission Status

4.2.7.1 Use Case Table

Name	APA submission status view
Brief Description	When APA is prepared and approved for submission, then almost all government offices submit their own APA to its higher office. Then through this functionality, the higher office user will be able to view submission status APA versions (Draft/Final)
Actor	<ul style="list-style-type: none"> • Super Admin • Admin
Pre-Condition	APA has to be prepared and assigned.
Basic flow	N/A
Business Rules	<ul style="list-style-type: none"> • User will prepare and submit the APA to higher office. • Subordinate office may need to send edit request to higher office for correction. • Higher office user will go to subordinate office management functionality and click on "APA edit request view" • Upon clicking, user will see a list of requests sent by subordinate office. • Higher office user may accept/reject any request. • If accepts the request, then user will find his/her APA unlocked whereas if rejects, then user will be notified.
Post-Condition on Success	On submit a success message will pop up like "Successfully approved/rejected"

4.2.7.2 Mock Design

ମିଳିତ କରନ୍ତୁ		ଅର୍ଥାତ୍ ମର୍ଦ୍ଦ / ବିଭାଗ *		ମର୍ଦ୍ଦ / ସମ୍ମାନ ଥରଣ *		ଶବ୍ଦ ଅନୁଷ୍ଠାନିକ ଅନ୍ତର୍ଜାଲ ମର୍ଦ୍ଦ / ସମ୍ମାନ		ଆର୍ଦ୍ରନ ମର୍ଦ୍ଦ / ସମ୍ମାନ ଥରଣ	
ଅର୍ଥାତ୍	ମର୍ଦ୍ଦାମାନ / ବିଭାଗ *	ମର୍ଦ୍ଦାମାନ / ବିଭାଗ *	ମର୍ଦ୍ଦ / ସମ୍ମାନ ଥରଣ *	ମର୍ଦ୍ଦାମାନ / ବିଭାଗ *	ମର୍ଦ୍ଦାମାନ / ବିଭାଗ *	ମିଳିତ କରନ୍ତୁ	ମିଳିତ କରନ୍ତୁ		
୨୦୨୨-୨୦	ମର୍ଦ୍ଦାମାନ / ବିଭାଗ *	ମର୍ଦ୍ଦାମାନ / ବିଭାଗ *	ମର୍ଦ୍ଦ / ସମ୍ମାନ ଥରଣ *	ମର୍ଦ୍ଦାମାନ / ବିଭାଗ *	ମର୍ଦ୍ଦାମାନ / ବିଭାଗ *	ମିଳିତ କରନ୍ତୁ	ମିଳିତ କରନ୍ତୁ		
ମହିଳାର ଅବଶ୍ୟକ ପରିଵାର		ମାନ୍ୟମାନ ଅର୍ଥାତ୍ ପରିଵାର							
ମାନ୍ୟମାନ ଅର୍ଥାତ୍ ପରିଵାର		ମାନ୍ୟମାନ ଅର୍ଥାତ୍ ପରିଵାର							
<div style="display: flex; justify-content: space-between;"> ମହିଳାର ଅବଶ୍ୟକ ପରିଵାର ମାନ୍ୟମାନ ଅର୍ଥାତ୍ ପରିଵାର </div>									
<input style="width: 150px; height: 30px; border-radius: 10px; background-color: #007bff; color: white; font-weight: bold; border: none; cursor: pointer; margin-bottom: 10px;" type="button" value="ମହିଳାର ଅବଶ୍ୟକ ପରିଵାର"/>									
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<input style="width: 150px; height: 30px; border-radius: 10px; background-color: #007bff; color: white; font-weight: bold; border: none; cursor: pointer;" type="button" value="ମହିଳାର ଅବଶ୍ୟକ ପରିଵାର"/>									
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<input type="button" value="ମହିଳାର ଅବଶ୍ୟକ ପରିଵାର" style="width: 150px; height: 30px; border-radius: 10px; background-color: #007bff									

Figure: View APA Submission status

4.2.8 Quarterly Achievement Submission Status

4.2.8.1 Use Case Table

Name	Quarterly achievement submission status view
Brief Description	When APA is prepared and approved for submission, then almost all government offices submit their own APA to its higher office. Then quarterly achievement is given on APA by govt. offices. Through this functionality, the higher office user will be able to view quarterly achievement submission status of APA.
Actor	<ul style="list-style-type: none"> • Super Admin • Admin
Pre-Condition	<ul style="list-style-type: none"> • APA has to be prepared and assigned. • APA has to be submitted by the subordinate offices.
Basic flow	N/A
Business Rules	<ul style="list-style-type: none"> • User will set the APA submission time for the subordinate offices. The following fields in this functionality are: <ul style="list-style-type: none"> - Fiscal Year [Dropdown] - Quarter [Dropdown] - Hierarchy [Dropdown] - Organization/office [Dropdown] - Submission status [Dropdown] - Status
Post-Condition on Success	N/A

4.2.8.2 Mock Design

The screenshot shows a web-based application with a dark-themed header containing navigation links: ড্যাশবোর্ড, আওতাধীন অফিস ব্যবস্থাপনা, কর্মপরিকল্পনা ব্যবস্থাপনা, কনফিগারেশন, গাইডলাইন, নোটিশ, and বার্তা.

The main content area is titled "বর্তমান অবস্থা - প্রক্রিয়াজালয় অবস্থা". It features a search bar with dropdown menus for "কর্ম নথি" (Job Order), "ব্যবস্থা / বিষয়", "শর্ত/সম্প্রৱর্ত নথি", "ব্যবস্থা/সম্প্রৱর্ত নথি/সম্পর্ক", "ব্যবস্থা অনুমতি অধিবাদ নথি/সম্পর্ক", and "ব্যবস্থা নথি/সম্প্রৱর্ত নথি". Below the search bar is a dropdown for "ক্লাউড নথি ক্ষেত্র" with options like "প্রক্রিয়াজালয়", "পরিবহন", and "পরিবহন নথি".

A large table displays "প্রক্রিয়াজালয় অবস্থা" (Achievement Status) for four entries:

ক্রম	ক্রম নথি	প্রক্রিয়াজালয়	অবস্থা নথি	অবস্থা নথি
১	প্রক্রিয়াজালয় নথি	প্রক্রিয়াজালয়	২০২২-০৭-১৫ ০৯৫৯০৫	প্রক্রিয়াজালয়
২	প্রক্রিয়াজালয় নথি	প্রক্রিয়াজালয়	২০২২-০৭-০৩ ১০১৫৫০	প্রক্রিয়াজালয়
৩	ব্যবস্থা নথি	প্রক্রিয়াজালয়	২০২২-০৭-১৫ ২১০৮৫	প্রক্রিয়াজালয়
৪	ব্যবস্থা নথি	প্রক্রিয়াজালয়	২০২২-০৭-১৫ ২১০৮৫	প্রক্রিয়াজালয়

At the bottom left, there is a note: "যোগী এবং এক্ষেত্রে অবস্থা পর্যবেক্ষণ করা হচ্ছে।" At the bottom right are buttons for "পুনর্গুরুত্ব দেওয়া" and "নথী নথি" (Reset and Refresh).

Figure: View Quarterly APA Achievement Submission status

4.3 Content Management System

4.3.1 Overview

A content management system (CMS) is computer software used to manage the creation and modification of digital content. The third version of APAMS software will have this special module where documents can be uploaded. Initially through this module user will have the following features:

- The system will have a portal (open for all users) part where different content can be uploaded and shared under different menu.
- Admin/Authorized users can upload different contents such as APA related information, trainings in the form of doc, pdf, audio, video etc.
- Authorized users can share audio/video link. There will be validation regarding uploading files.
- The contents/materials will be used for knowledge transfer and e-learning purposes for authorized users.

4.4 Notification Management System

4.4.1 Overview

Notification Management in any system helps the user to ensure accurate delivery of important information to the right person at the right time, without depending on employees to take action. By using Notification Management, user can notify customers immediately.

Initially through this module user will have the following features:

- The system will have provision for sending different types of notification to different user groups and service recipients through SMS, e-mail and system;
- The system or admin user will be able to configure notification media/content; Achievement progress related update will be sent to user via SMS/e-mail. Will have configurable push notifications;
- Auto notification for eService application status;
- Notification for citizen application status, history, progress etc.

4.5 E-Communication module

4.5.1 Overview

The e-communication module will consist of the following features:

- i. Communication inbox: The system will have a robust communication inbox where all communication will be saved. Users will be able to view the message and reply/forward accordingly as per requirements. Users will be able to track communication through inbox, send, delete, draft messages.
- ii. [User will receive notification of his/her subordinate offices about APA/achievement.](#)
- iii. Instant Messaging Service: This will be real time communication where user will be able to send instant messages to other user. There will be an option for group chatting.
- iv. Dynamic Notice System: There will be a dynamic Notice board segregated by different system users. The notice board will be available in the dashboard which will be first screen after logging into the portal.
- v. Only authorized users will be able to post notice.
- vi. System admin should be able to tag notice with desired system features.

4.6 Audit

4.6.1 Overview

- As performance evaluation data and information are important, sensitive and confidential, every single data change or action have a log;
- Central log server will take all activity or change log;
- Every change or action related attempt will be accompanied with system alert;
- There will be user based and event-based audit log and generate audit report as per user requirements;
- The system will have the provision to keep record of each and every entry and forward to concerned authority for future audit;
- Log monitor dashboard, analytics and reports;

4.7 Data and Analytics Platform

4.7.1 Overview

APAMS will have a data and analytics platform, which should be an integrated technology solution that will allow data located in database(s) to be governed, accessed and delivered to users, data applications, or other technologies for strategic data manipulation purposes. The platform will have multiple database(s) such as core database, sorted database, unsorted database, analytical database, system specific database etc. The platform will have the provision to have:

- Segregate data for generating analytical and statistical report;
- Comparative data analysis with the given data. In this case the data can be queried and it can be done with keywords. If the data for 2 financial years of an organization is same, no comparison will be made. There will be an opportunity to compare the data of your own office with the data of other offices.
- Share data with other systems and platforms;
- Segregate data for generating reports through reporting engine;
- Data integration and analytics;

Mobile Apps Development

Mobile apps will be developed for both android and iOS system desired by Cabinet Division's format for monitoring, notification and communication management. The following actions will be taken in order to prepare the mobile apps of the APAMS v3:

- Mobile app will be developed for both android and iOS;

- The platform should be mobile/device responsive and adaptable to all screen size and resolution;
- The platform/solution and access portals should comply all the standards and requirements of this app;

5. Integration with other systems

In the 3rd version of APAMS software there may be integration with the following systems:

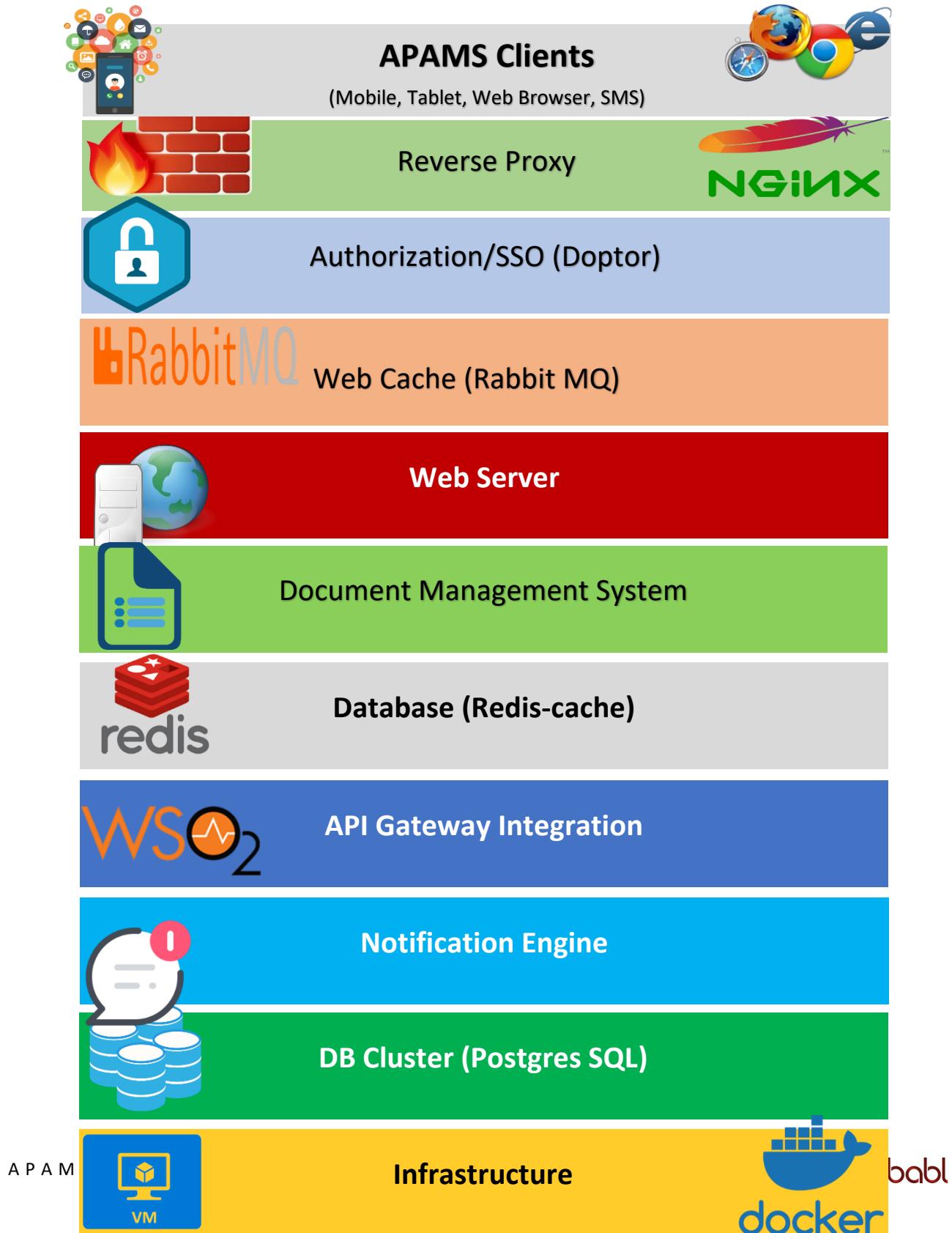
SL no.	Systems
1	Doptor
2	My Gov
3	iBAS++
4	NIS Online System

For successful integration, the following actions will be taken into account:

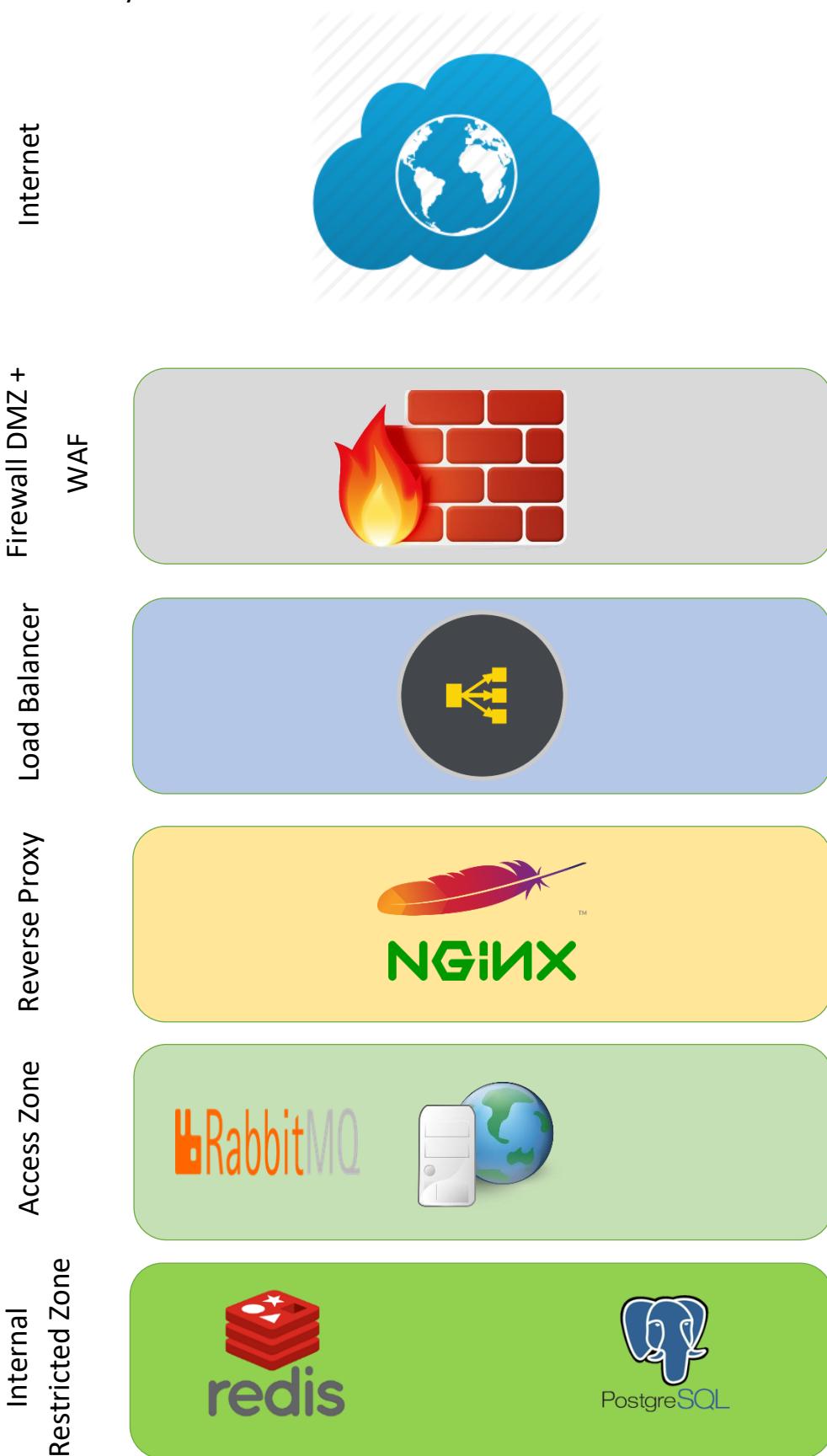
- An online repository will be developed for the all common components/modules/features.
- The system will have the ability to build and publish APIs/Services to a selected set of gateways in a multi-gateway environment.
- System should support enforcement of government and system policies for actions like API/Service subscription, application
- Manage API/Service visibility and restrict access to specific agencies or systems.
- Manage API/Service lifecycle.
- Ensure API/Service security by restricting API access token to domain/IPs, validating APIs payload contents against a schema, applying security policies to API authentication and authorization and provide threat protection.
- System should generate JSON web tokens for consumption by back-end servers.
- System should have configuration payment schemes to monetize API usage.

6. Systems specific requirements

6.1 Operating Environment (Software Environment, Hardware)



6.2 Connectivity Environment

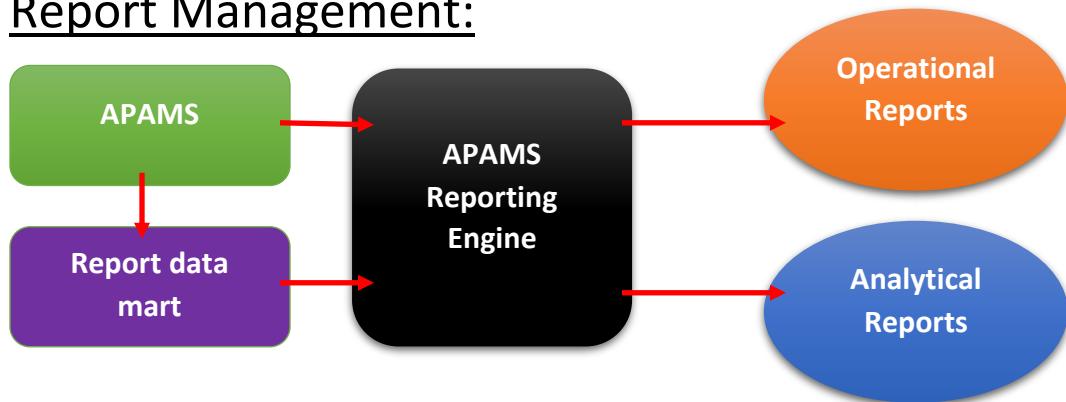


Integration Architecture:



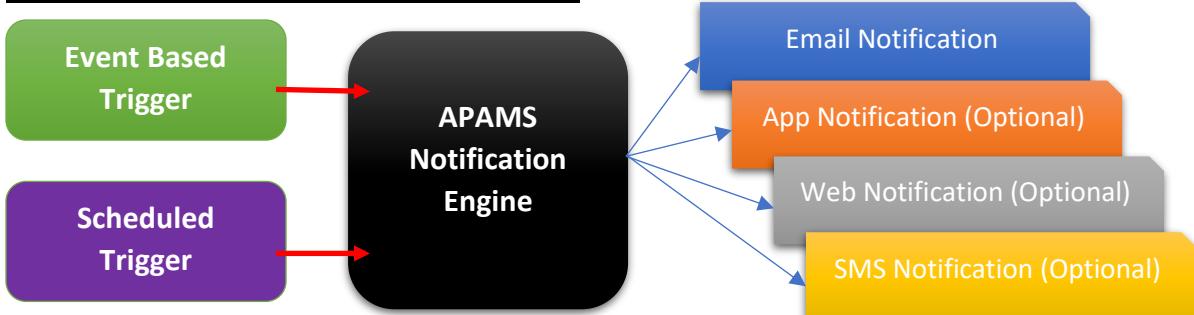
The Service Integration / Orchestration module is responsible for all heterogeneous integration with multiple solutions. It'll act as a central hub for all communications.

Report Management:



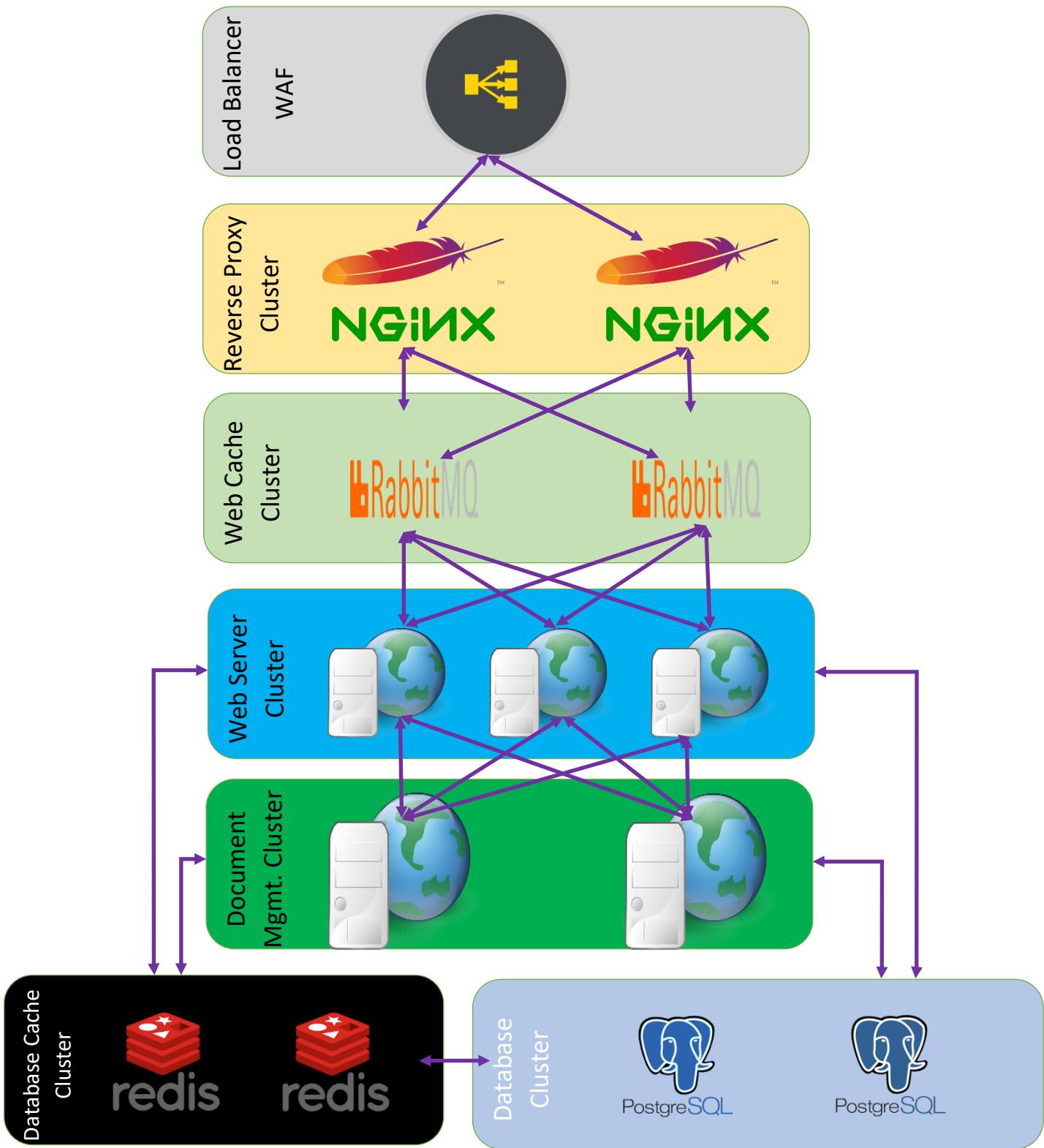
A robust reporting engine will be provided along with the APAMS solution. We'll use data warehousing approach to build report data mart based on agreed interval to generate analytical report. The operational reports will be directly served from the transactional database.

Notification Management:

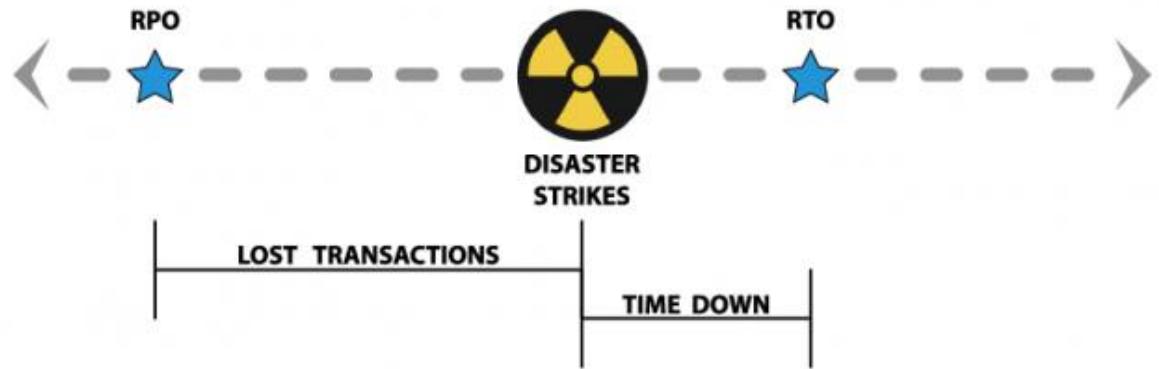


Our Notification engine will support both event-based trigger and scheduled based trigger to created notification. The notification can be communicated through multiple channels including Email, In App, Web or SMS.

- High Availability Architecture



- Disaster Recovery



SL	Scope	RPO	Remarks
01	Source Code	On change / commit	Source code will be preserved on-premise along with vendor Git
02	VM	Daily Snapshot	Recommended for daily snapshot if VM based Infra is provided by client
03	Database	Daily incremental and monthly full	Backup should be taken overnight and stored in DR site. Monthly Tape backup is recommended if available
04	File content	Daily once	Backup should be taken overnight and stored in DR site if available.

SL	Scope	RTO	Remarks
01	VM	Based on DGF practice	Immediate snapshot restore if VM based Infra is provided by client
02	Application code	8 hours after Infra restore	Last committed source will be restored.
03	Database	12 hours after Infra restore	Last DB backup will be restored
04	File content	36 hours after Infra restore	Last Content backup will be restored.

7. Non-functional requirements

Interoperability and portability

- Interoperability and compatibility with National e-Bus service and integration with Bangladesh National Digital Architecture (BNDA).
- Browser independent and portable across all OS platforms.
- Capability of communicating, executing programs or transferring data among various functional units.
- Ability to share, show and exchange data from and within the external software.
- Secured and reliable information exchange
- Highly scalable depending system uses and future growth
- Highly adaptable with future growth and system integration with other systems

Platform Security Requirements

- Follow Comprehensive Lightweight Application Security Process (CLASP) by OWASP for secure development methodology.
- The following vulnerabilities checking are required:
 - Cross Site Request Forgery (CRSF)
 - Cross Site Scripting (XSS)
 - Session hijacking
 - Session fixation
 - SQL injection
 - Input validation/filtering
 - Output escaping
 - Code injection
 - Secure file access

8. Expected Benefits

Sl. No.	Benefit Area	Expected Benefits
1	Functional benefits	Annual Performance Agreement Management System (APAMS) is a common Platform for approximately 10000 (or more) govt. office users across country. Our system will help to manage configurable APA preparation, achievement input and dynamic reports.
2	Target	Main target is to ensure better performance management, learning & development for the govt. employees.
3	Mission and Vision	Give a better platform to the govt. employees to ensure a smooth and faster working capability.
4	Productivity	<ul style="list-style-type: none">- Group based on access level- Capable to import/export any information based on user privilege.- Super Admin will have full control over the system.- Will be used by +/- 20000 (approx..) users

9. Product Users

Sl. No.	User Class/Type	Role in the system
1	Super Admin	The Super Admin is the one who has the right to create any user, office, designation and give access to any roles according to requirements.
2	ICT Admin	The user having this role will perform activities like role assign, fiscal year selection etc.
3	Admin (Checker)	Admin is a core user of an organization who accept, edit requests and monitor his/her organisation's overall progress.
4	User (Maker)	User will mainly input achievements.