TRAINING COMPLETION REPORT

FOR

LOCAL GOVERNMENT FINANCIAL MANAGEMENT INFORMATION SYSTEM (LGFMIS)

AND

MOVEABLE ASSET MANAGEMENT INFORMATION SYSTEM (MAMIS)

Dated:
June 19, 2021

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Manager Operations (ITBMS-PMDFC)

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Training Background

PMDFC-ITBMS team organized Pilot Training sessions to introduce new systems Local Government Financial Management Information System (LGFMIS) and Moveable Asset Management Information System (MAMIS). The training sessions were conducted from 07-06-2021 to 16-06-2021 at Pakistan Institute Management (PIM), Gulberg-III, and Lahore. The purpose of this pilot training session is to implement new systems LGFMIS and MAMIS in overall Punjab as per the direction of LG&CD Department. This training is a part of approved PC-I titled "IT Based Monitoring System for Improved Service Delivery in Entire Local Govt. of the Punjab (LG&CD Department)". It was aimed to boost LG staff core competencies and specific knowledge to ensure working in a more efficient, responsive, objective and transparent manner. It was also expected that after sharing and transferring requisite knowledge, pertinent information and understanding amongst LG's, the desired results of the Program will be achieved.

Training Objectives:

- The main objective of this pilot training is to strengthen department through performance management to ensure improved service delivery through digitization of existing manual systems and performance management.
- Financial Budget and Accounts of Municipal Local Governments for real time reporting to provincial government and respective heads of the local governments.
- Promote e-governance in local governments in Punjab in line with the policy of the Government.
- The objective of this training is to enhance the accuracy, efficiency and capacity building of LGs and LFAs on implementation process of LGFMIS and MAMIS.
- The overall main aim of the training was to equip participants with skills and knowledge for effective planning and implementation in a timely and successful manner.

Training Methodology:

The training approach was based on adult learning style taping on the participants experience and skills through group work. The facilitator began each session by presenting through Power Point, which was followed by clarification on charts, short discussions. The group work was to enable participants to share experiences, challenges that they had faced in past.

Detailed presentation on each content of both modules was given in these sessions on following topics:

- Orientation and information sharing regarding LGFMIS & MAMIS
- Detailed discussion on every content of both modules according to Budget Rules and Account Rules
- Ways to enhance LG's efficiency, efficacy and accomplishment of desired tasks within stipulated timeframe.
- In this training session, recommendations from the participants have been noted after the detailed discussion on the new modules i.e. LGFMIS & MAMIS.

Facilitator Comments of the Expectations:

The participants were on target in their expectations, given that this training was going to address most of their expectations. However, it was explained that the training was not going to be a workshop but rather a facilitation where the participants would review, update and highlight the scope and address the challenges and successes so far.

Opening Remarks:

The training session was started with the recitation of the Holy Quran. MO (ITBMS) welcomed the participants and gave a brief introduction about LGFMIS & MAMIS going to implement in overall Punjab. MO (ITBMS) briefed the objectives and purpose for organizing pilot training sessions. He informed the participants about the importance of LGFMIS & MAMIS to achieve maximum scores to obtain accuracy, efficiency and transparency of work.

Practical Knowledge & Hands on Training:

MO (ITBMS) gave practical demonstration on LGFMIS & MAMIS. The participants were elaborated the process of entering and recording data, how to update the status of Asset and Budget, how to enter financial data and how to generate monthly, yearly reports in each sector.

Planning Approach

Planning approach of this training is a flexible, systematic, step-by-step to the problem solution. The plan devised is an ongoing process for the sustainable development. To achieve such development a spatial plan has been developed. It addresses municipal development issues and infrastructure needs in a systematic way.

The detail of both modules is as under:

1. MOVEABLE ASSET MANAGEMENT INFORMATION SYSTEM (MAMIS)

Asset management System is a dedicated platform which can help department to record and track an asset throughout its life cycle, from procurement to disposal. This system will provide complete information like where certain assets are located, who is using them, how they are being utilized and details about the asset. The asset management system can be used for management of both software and hardware assets. Complete details of each asset, existing use, ownership control, maintenance expenses and procurement & auction details of each asset is maintained.

The discussion points of this module are as follows:

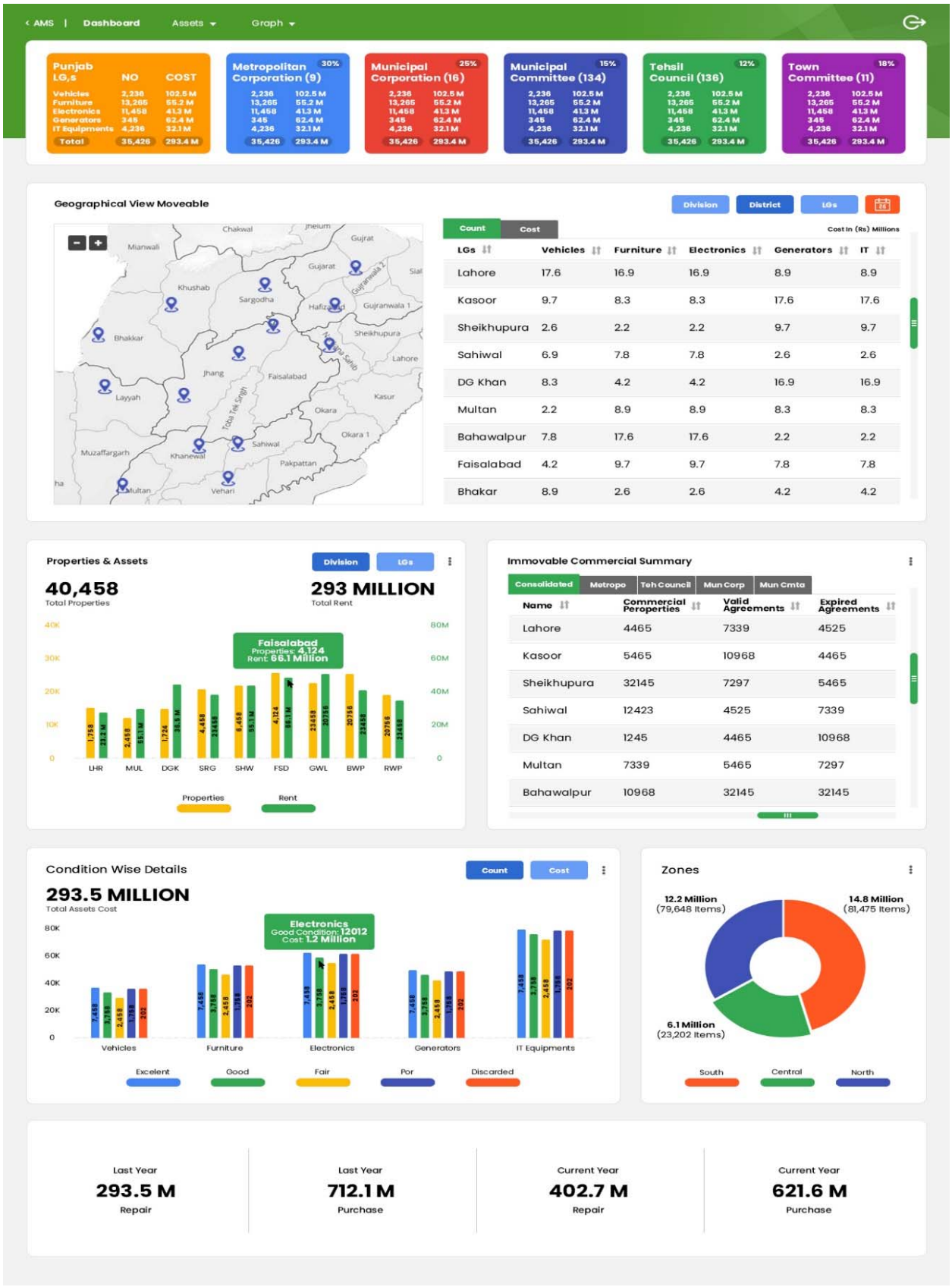
- Introduction to MAMIS
- Admin Main Dashboard & User Dashboard
- Introduction to Setup Module
- Asset Category, Asset Subcategory
- Inspection Team Detail
- Store Location
- Introduction to Purchase & Purchase Order/Asset Register Number
- Goods Received Note
- Inspection & Asset Rejection
- Insurance & Asset Detail
- Vehicle Detail, Machinery Detail
- IT Equipment Detail, Electrical Detail
- Generator Detail & Stationary Detail
- Store, Asset Issued & Asset Return
- Stationary Requisition & Stationary Issuance
- Reports
- Asset Reports, Asset Detail Report
- Issue Report, Return Report
- Vehicle Report, Vehicle Detailed Report
- Furniture Report
- Asset Register, Vehicle Register
- Goods Purchase Register & Goods Sales Register
- Furniture Register & Machinery Register

Training Participants for MAMIS:

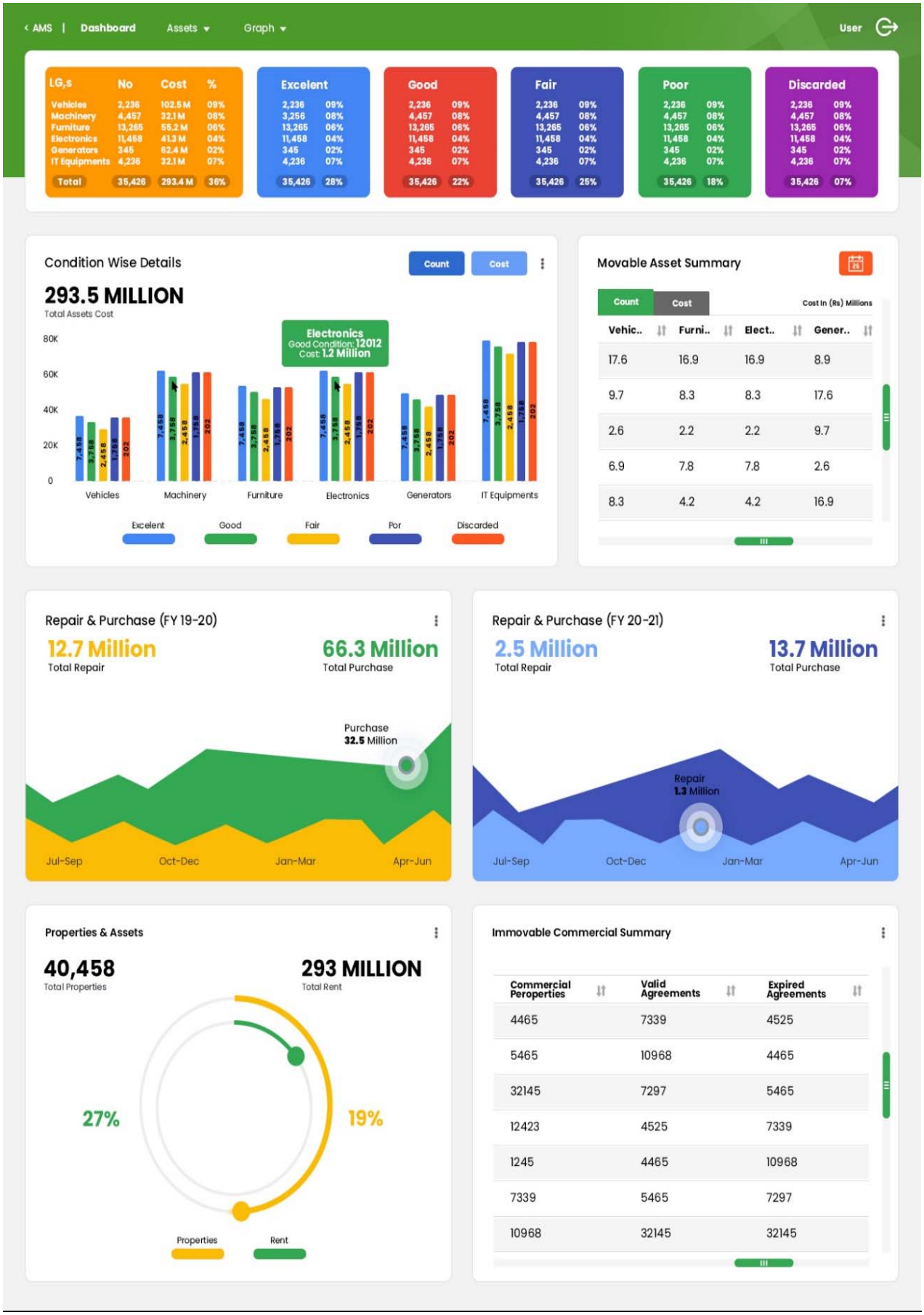
Detail of participants in pilot training session of MAMIS is given below:

Sr #	LG Name	Date	Module	Designation	Participants	Total Participant
1	Metropolitan Corporation, Sargodha	07-06-2021	MAMIS	MOR with 2 Relevant Staff	3	3
2	Metropolitan Corporation, Rawalpindi	07-06-2021	MAMIS	MOR with 2 Relevant Staff	3	3
3	Metropolitan Corporation, Bahawalpur	07-06-2021	MAMIS	MOR with 2 Relevant Staff	3	3
4	Metropolitan Corporation, Gujranwala	07-06-2021	MAMIS	MOR with 2 Relevant Staff	3	3
5	Municipal Corporation, Kasur	10-06-2021	MAMIS	MOR with 2 Relevant Staff	3	3
6	Municipal Corporation, Rahim Yar Khan	10-06-2021	MAMIS	MOR with 2 Relevant Staff	3	3
7	Municipal Committee, Lodhran	10-06-2021	MAMIS	MOR with 2 Relevant Staff	3	3
8	Municipal Committee, Vehari	10-06-2021	MAMIS	MOR with 2 Relevant Staff	3	3
9	Municipal Committee, Duniyapur	14-06-2021	MAMIS	MOR & MOI with 2 Relevant Staff	4	4
10	Municipal Committee, Nankana Sahib	14-06-2021	MAMIS	MOR & MOI with 2 Relevant Staff	4	4
11	Municipal Committee, Attock	14-06-2021	MAMIS	MOR & MOI with 2 Relevant Staff	4	4
12	Municipal Committee, Mandi Bahauddin	14-06-2021	MAMIS	MOR & MOI with 2 Relevant Staff	4	4

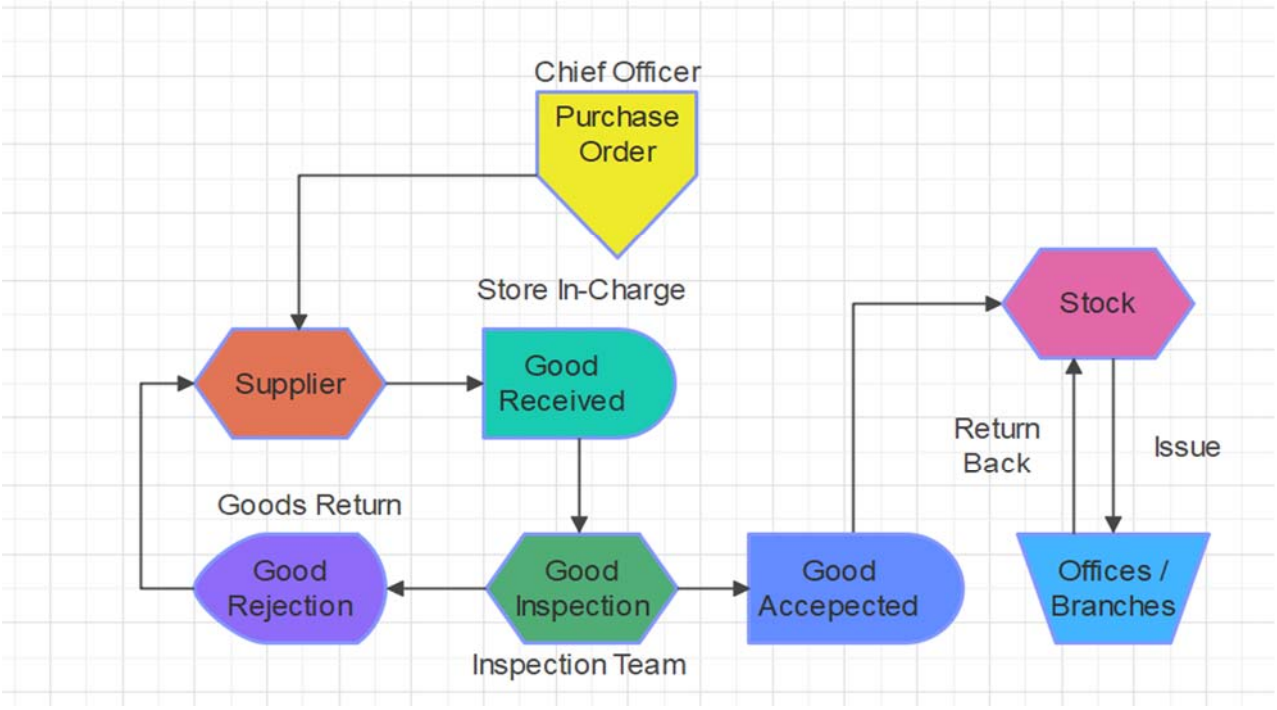
Asset Main Dashboard:



Asset User Dashboard:



Flowchart of Moveable Asset Management Information System (MAMIS)



2. LOCAL GOVERNMENT FINANCIAL MANAGEMENT INFORMATION SYSTEM (LGFMIS)

Financial management system will help LG&CD Department to control and closely monitor their assets, expenses and its income to maximize their profits and ensure that there are smooth and sustainable operations. This system will analyse the financial records easily and is important in decision making. This system will be provided by PMDFC and PITB will only integrate this module in 1 main integrated monitoring dashboard.

The discussion points of this module are as follows:

- Introduction to LGFMIS
- Admin Main Dashboard
- User Dashboard
- Setup
- Banks & Accounts setup
- Account wise Cheque Books Number
- Contractors & Category
- Tax Rate (Filer, Non-Filer & PST, GST)
- Payment
- Audit Objection and Remarks with change Amount
- General Payment Booking by Name
- Development Payment Booking Categories by Name
- Auto Cheque Maintain for Payment (Single/Multi Booking) Draft, Post, Verify
- Budget
- Financial Year Annual/Revise Budget

- Budget SOE
- Budget Justification / Explanation (Income & Expense)
- Budget Message Speech
- Budget Auto Generate with Percentage
- Current Budget Lock (Estimated/Revised)
- Budget Re-Appropriation
- Single & Case Forward to Committee
- Budget Booking Object Code Wise
- Budget Approval for Payments
- Annual Budget Book
- Bank Reconciliation
- Cheque Operation
- Cheque Cancel Reverse to income Head (End of Financial Year)
- Cheque Cancel Reverse to Budget Booking
- Cheque Replace (old to New Cheque)
- Account to Account Fund Transfer and Maintain (Red Entry)
- Deduction
- Deductions Payments Separately Maintain
- Payment
- Audit Objection and Remarks with change Amount
- General Payment Booking by Name
- Development Payment Booking Categories by Name
- Auto Cheque Maintain for Payment (Single/Multi Booking) Draft, Post, Verify
- Bank Reconciliation
- Cheque Operation
- Cheque Cancel Reverse to income Head (End of Financial Year)
- Cheque Cancel Reverse to Budget Booking
- Cheque Replace (old to New Cheque)
- Account to Account Fund Transfer and Maintain (Red Entry)
- Deduction
- Deductions Payments Separately Maintain
- Income
- OSR / Income (Collection)
- OSR Refund (Through Cheque)
- Bank Reconciliation
- General Cash Book
- Selection of Accounts for Cash Book Opening Balance
- Financial Year wise Cash Book Lock
- General Cash Book (AR Reports)
- Audit and Accounts Reports
- Annual Budget (Reports)
- Annual Budget Book & Revised Book

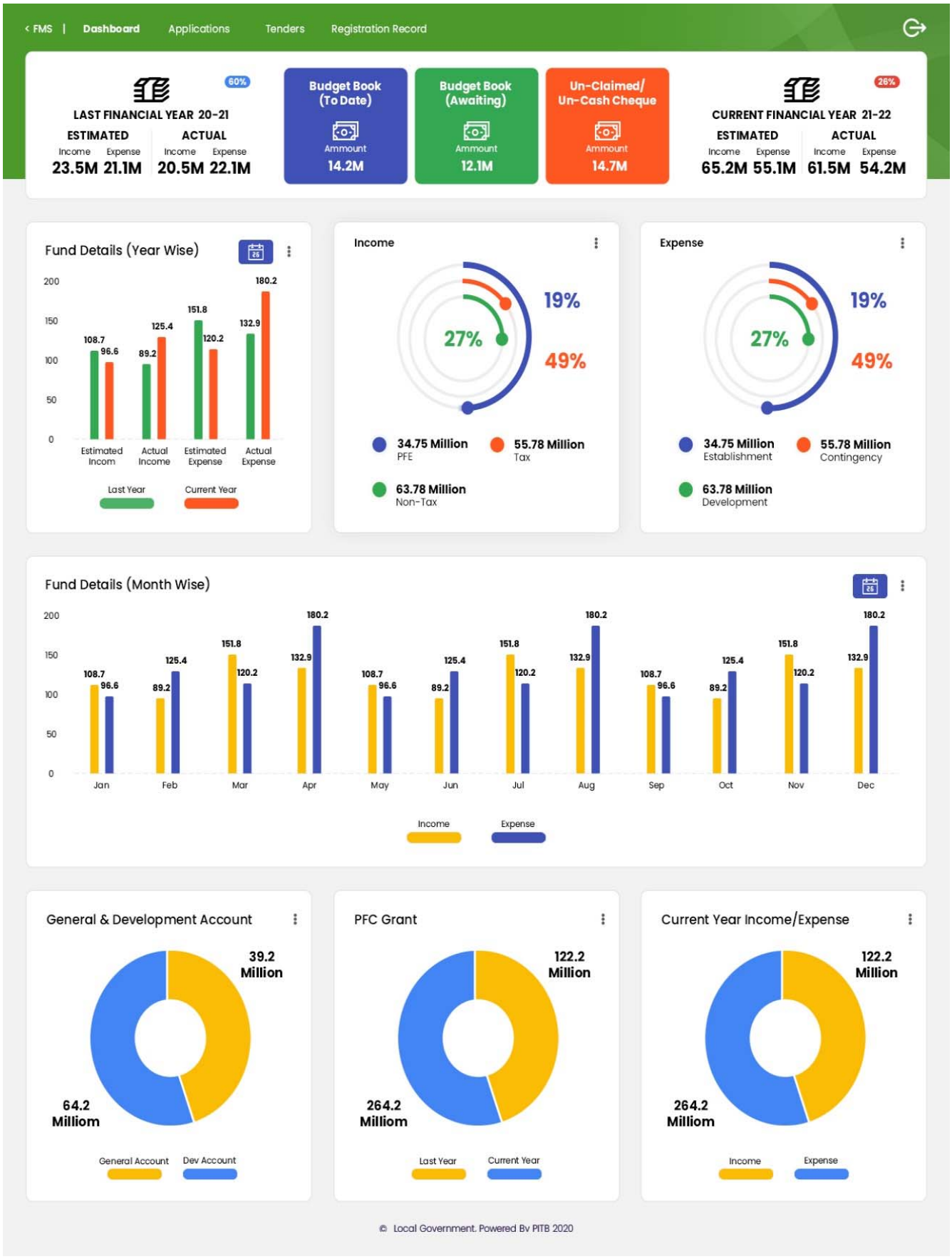
Training Participants for LGFMIS:

Detail of participants in pilot training session of LGFMIS is given below:

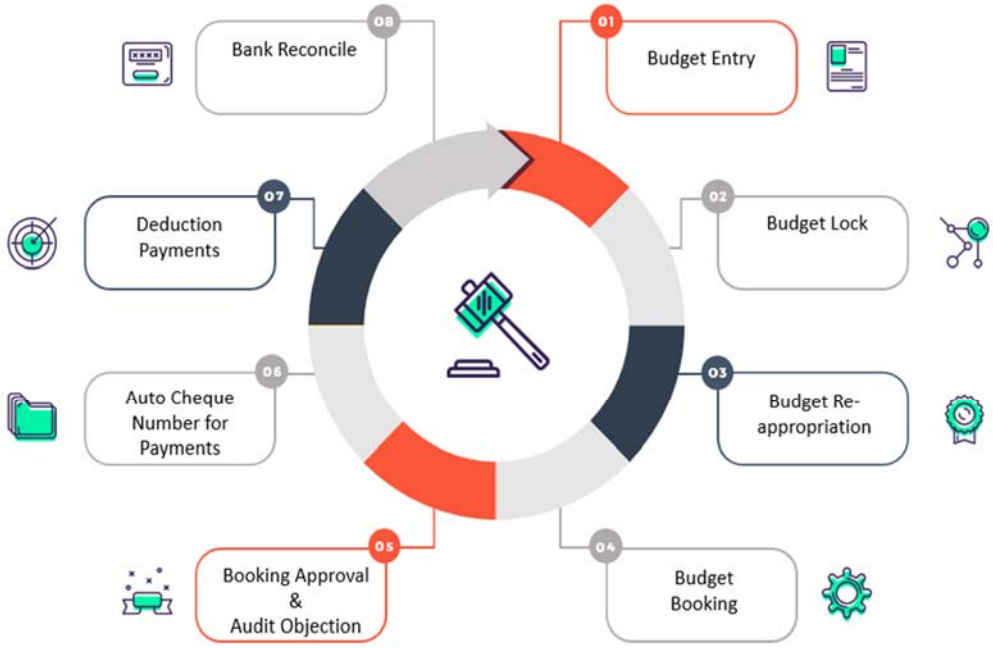
Sr #	LG Name	Date	Module	Designation	Participants	Total Participant
1	Metropolitan Corporation, Sargodha	08 & 09-06-2021	LGFMIS	MOF & 2 Relevant Staff	3	5
				LFA (Audit Officer & Auditor)	2	
2	Metropolitan Corporation, Rawalpindi	08 & 09-06-2021	LGFMIS	MOF & 2 Relevant Staff	3	5
				LFA (Audit Officer & Auditor)	2	
3	Metropolitan Corporation, Bahawalpur	08 & 09-06-2021	LGFMIS	MOF & 2 Relevant Staff	3	5
				LFA (Audit Officer & Auditor)	2	
4	Metropolitan Corporation, Gujranwala	08 & 09-06-2021	LGFMIS	MOF & 2 Relevant Staff	3	5
				LFA (Audit Officer & Auditor)	2	
5	Municipal Corporation, Kasur	11 & 12-06-2021	LGFMIS	MOF & 2 Relevant Staff	3	5
				LFA (Audit Officer & Auditor)	2	
6	Municipal Corporation, Rahim Yar Khan	11 & 12-06-2021	LGFMIS	MOF & 2 Relevant Staff	3	5
				LFA (Audit Officer & Auditor)	2	
7	Municipal Committee, Lodhran	11 & 12-06-2021	LGFMIS	MOF & 2 Relevant Staff	3	5
				LFA (Audit Officer & Auditor)	2	
8	Municipal Committee, Vehari	11 & 12-06-2021	LGFMIS	MOF & 2 Relevant Staff	3	5
				LFA (Audit Officer & Auditor)	2	
9	Municipal Committee, Duniyapur	15 & 16-06-2021	LGFMIS	MOF & 2 Relevant Staff	3	5
				LFA (Audit Officer & Auditor)	2	
10	Municipal Committee, Nankana Sahib	15 & 16-06-2021	LGFMIS	MOF & 2 Relevant Staff	3	5
				LFA (Audit Officer & Auditor)	2	
11	Municipal Committee, Attock	15 & 16-06-2021	LGFMIS	MOF & 2 Relevant Staff	3	5
				LFA (Audit Officer & Auditor)	2	
12	Municipal Committee, Mandi Bahauddin	15 & 16-06-2021	LGFMIS	MOF & 2 Relevant Staff	3	5
				LFA (Audit Officer & Auditor)	2	

LGFMIS Main Dashboard:

LGFMIS User Dashboard:



LOCAL GOVERNMENT FINANCIAL MANAGEMENT INFORMATION SYSTEM - PMDFC



Certificates Distribution:

At the end of each training session, certificates were distributed to the participants. PD (LFA) was invited in certificate distribution ceremony. He enquired from the participants about the training sessions and the two modules. In response, the participants gave their satisfactory remarks. PD (LFA) appreciated the effort of ITBMS-PMDFC team for conducting a successful training session on LGFMIS & MAMIS.

PICTURE GALLERY

GOVERNMENT OF PAKISTAN
MINISTRY OF INDUSTRIES AND PRODUCTION

Local Government
Financial Management Information

PUNJAB MUNICIPAL DEVELOPMENT FUND COMPANY