



**Government of the People's Republic of Bangladesh
Ministry of Communications
Roads and Highways Department**

RHD Training Centre

RHD Management Information System

**RHD website and databases
Training Manual**

Version 1.1

July 2007

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OVERVIEW OF MIS AND MANAGEMENT SYSTEM

The Management Information Systems (MIS) at the Roads and Highways Department was established in 2000. The objectives of the MIS are supporting the information requirements of the Roads and Highways Department through the procurement, development, installation and maintenance of the necessary computer hardware and software.

The RHD MIS and Estate Circle provide the necessary networks, computers and associated software required to store and manage the data required for the RHD management information systems.

The MIS circle is headed by a Superintending Engineer supported by an Executive engineer, two system analyst, two programmer, assistant programmer and an assistant engineer.

Responsibilities of MIS Circle

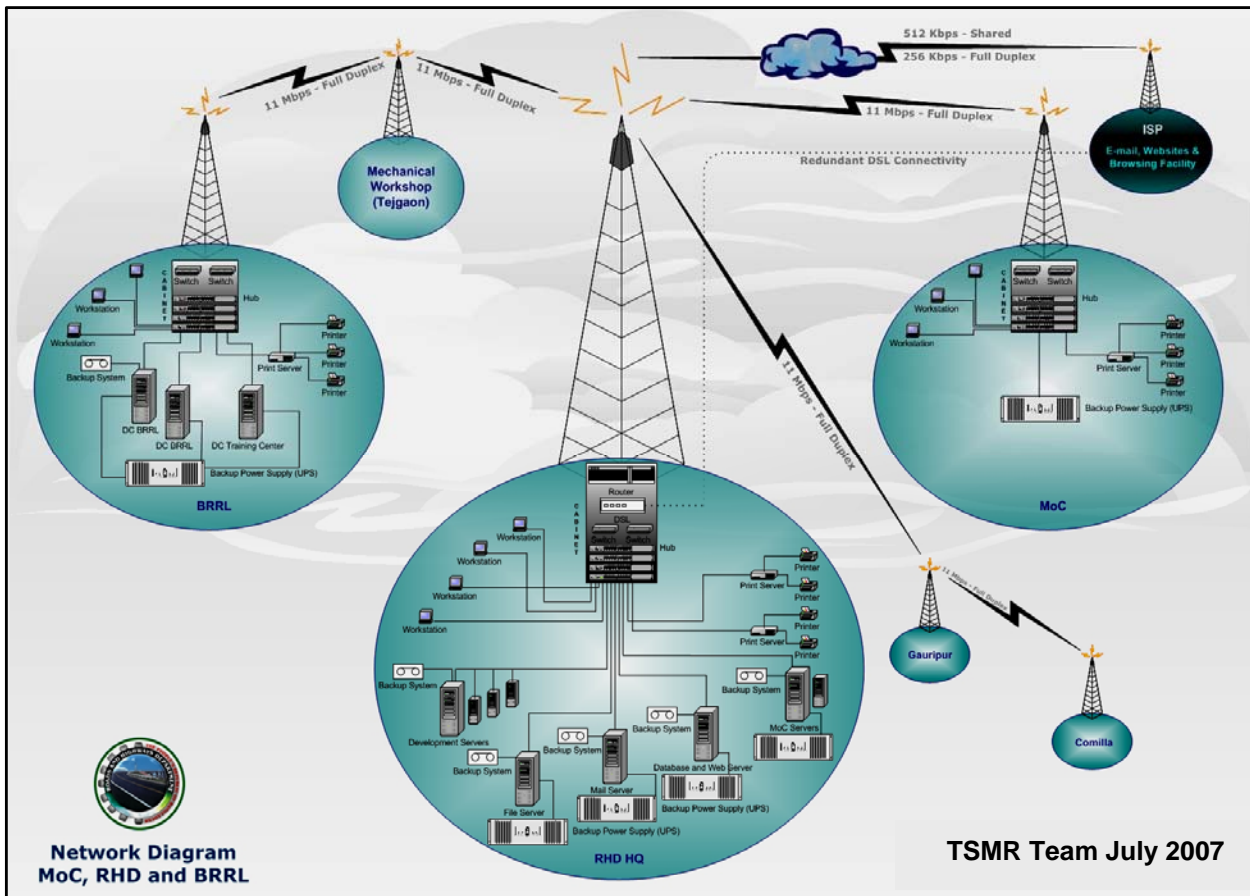
- Develop and maintain local and wide area networks required for the data requirements and normal office functions of the various RHD offices.
- Develop and maintain suitable and reliable central file server facilities and security systems in terms of backup power supplies, effective virus protection procedures, access controls.
- Procure, install and maintain computers for all RHD personnel.
- Procure and/ or develop and maintain the necessary software required for the various types of data and for normal office requirements.
- Establish and maintain a browser based Intranet service.
- Establish and maintain the RHD library.

RHD COMMUNICATION SYSTEM

RHD Network

Roads and Highways Department has well-established infrastructure to support the Information technology. The RHD computer network allows the network user to work and share the resources from RHD HQ, Ministry of Communication, BRRL and RHD training centre through radio link and local area network. Powerful network servers and Microsoft Windows network platform provides fast access to the resources and security to the data. All RHD 1st class officers now have an RHD email address and they can easily communicate world wide through the RHD mail system.

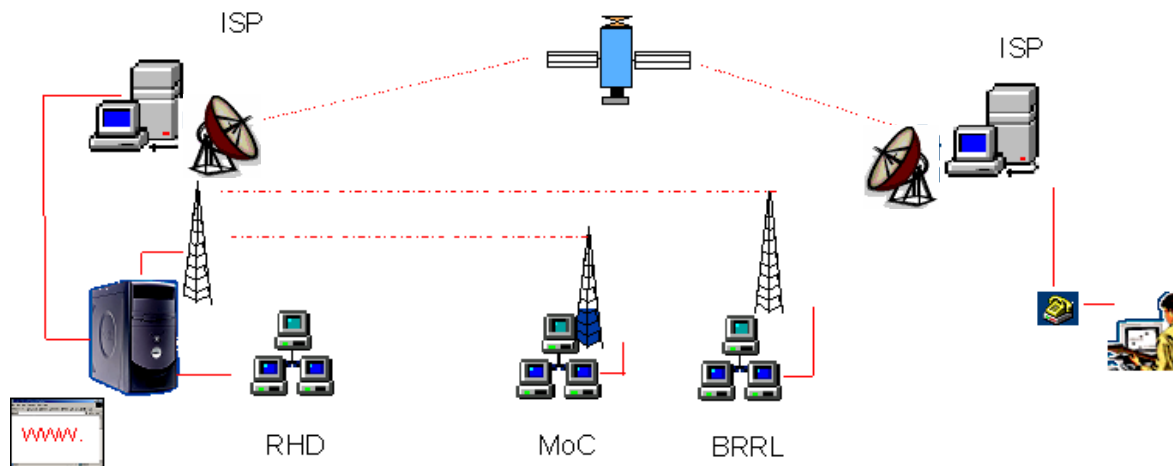
- Established Local area network to RHD HQ, MoC, BRRL and 64 RHD divisions and Training centre providing network services to 2000 users.
- Established Wide area network services through radio link.
- Independent RHD mail system and web site.
- 1Mbps broadband connection to provide reliable Internet services.



RHD Internet

The Roads and Highways Department has its own web site. The site address is <http://www.rhd.gov.bd>. The web site can be accessed through Internet from anywhere in the world. The **Intranet** version is accessible from RHD network.

Accessing RHD Internet



The RHD web site is launched within RHD network. Therefore any network user can view the web site simply by typing the web address at the Internet Explorer address bar. The web site is also connected to the Internet through sharing a satellite of an ISP connected through broadband cable located at remote place. Therefore the web site can be viewed from anywhere connecting through any ISP.

RHD WEB SITE

RHD Home Page

http://www.rhd.gov.bd

The link refers to the contents the web information.

1. Header

2. Overview menus

3. Main Menu Database Web mail click any Menu for details

4. Select Topics directly

Contents of the Page Header

Home | News | UseFul Links | Databases | Email Addresses | Search |

The page header of the web site contains frequently used items. The **Home** link allows to return to main menu.

The **News** Link views the latest news heading. By clicking on any heading will show details of the news.

Useful Links has several web address classified and can be accessed from the RHD web site.

Useful Links

- ✘ Professional Links
- ✘ Government of Bangladesh Links
- ✘ International Organisations Links
- ✘ Non-Governmental Organisations Links
- ✘ Private Sector Links

Databases views the page showing the index of RHD databases (see page 12).

Email Addresses link at the top right corner of the RHD web home page allows to quickly search the email address of an employee.

Thursday, April 22, 2004

Roads and Highways Department

A Department of Ministry of Communications, Bangladesh

Home | News | UseFul Links | Databases | Email Addresses | Search

Major Projects | Reports and Publications | Public Procurement

Search by User Name Like(s)

435 Record(s) Found

Personnel Name	Post	E-mail
Syed Moinul Hasan	Reserved - Sub-Divisional Engineer	hasanm@rhdbanglades
Syed Morshed Ali Chowdhury	Protocol Officer	chowdhursy@mocbangl
Syed Mostafa Kamal	Project Manager (PM) / EE	kamals@rhdbangladesr

The RHD web site has a powerful **Search** engine. Click on the search link and enter a phrase or word of the required topics. The search engine will show related link containing the search criteria.

Site Search Engine

Search the Web Site:

Search On : All Words Any Words Phrase

Searched the site for **Training**. Displaying Results 1 - 5 of 5.

Organogram of Training and HRD Circle
 There is no description available for this page
[Search Matches 3](#) - Last Updated Sunday, May 23, 2004 - Size 4kb

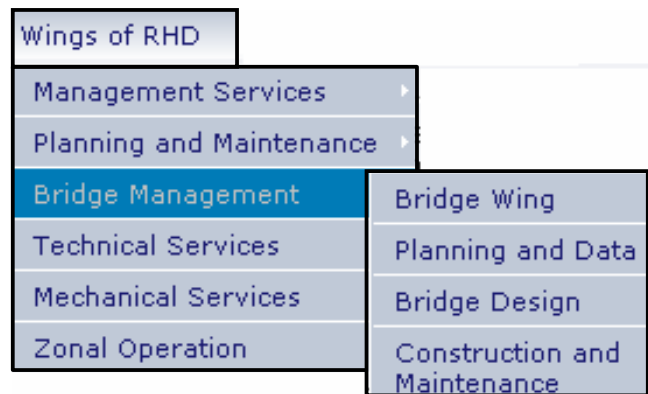
Training and HRD
 There is no description available for this page
[Search Matches 2](#) - Last Updated Sunday, March 21, 2004 - Size 17kb



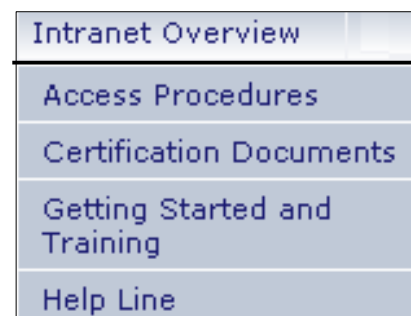
RHD Overview link contains introduction to RHD and sub menus about RHD.



The **Wing of RHD** menu has sub menus that describe the activities and information regarding the various circle and divisions within the selected wings.



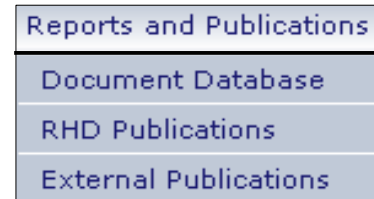
Computer learning materials, Computer and network help personnel and network access procedure is available within the sub menus of **Intranet Overview** link.



The **Major Projects** Menu contains project details in three categories. Clicking on Major project will show the submenus in three categories named GoB, Foreign aided and external link to LCG web site.



The Web site contains a rich library. There are several relevant documents which can be viewed through the **Report and Publications** Link. The documents are classified as External Publication, RHD Publication and a Document Database.



Public Procurement is the online advertising of all active tenders. The Construction contracts links to the Tender Database. The Consultancy services links to other pages showing the list of the active consultancy invitations.



Public Procurement - Consultancy Services

Please click on the description to view detail information.

Ser.No	Date	Description
9	29-07-2004	Expression of interest
4	18-06-2003	Re-Invitation Notice for prequalification of (ADB Loan No. 1789-90 (SF) BAN)
3	11-06-2003	Invitation of Pre-qualification Documents for (Year Cycle) under Road Maintenance and I
2	03-03-2003	Short listing of Consultant against the Road Project-1 (RNIMP-1)

Main Menu

The RHD main menu appears at the left side of the home page. The main menu links to the frequently used pages.

The **Overview of Bangladesh** has sub link for the History, Culture, Environment and Attraction.

The **Databases** menu links to the Database mentioned in page 12.



Public Procurement refers to the active tenders mentioned above.

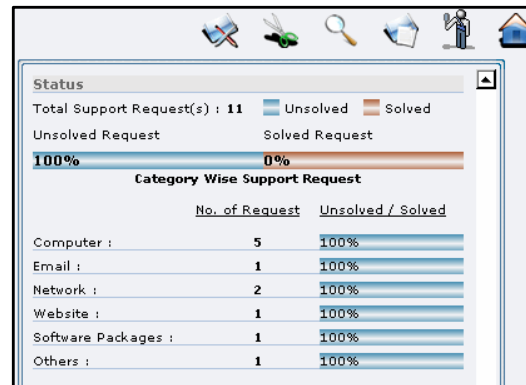
RHD web site also provides a complete telephone directory of all the RHD offices. **Telephone Directory** link is available in the main menu at RHD web home page.

Barisal Circle Office		
Designation	Name	Telephone
Superintending Engineer	Md. Abdul Matin Molla	0431-53787
Assistant Engineer	Bimal Chandra Mistree	0431-53787
Sub-Assistant Engineer	Md. Wahiduzzaman	0431-53787
Sub-Assistant Engineer		0431-53787

The **Web Mail** link follows the RHD mail system to check mail from web page. Details about the web mail are shown on page 27.

The **Guest Book** is an online log book to view anyone's comment about the RHD web site. The page allows views to make a comment online which can be seen later by other viewers of the web page.

The **MIS Helpdesk** is very useful link, only relevant for RHD officers. An RHD officer can make a request for support or service related to computer, mail, RHD web site, network etc. The request can be monitored later on or can be searched.



The RHD **Web Chat** service is provided as a free service to any Visitor. Any one registered to RHD Chat System can use this service.

Important Links

The **Important Links** menu appears when a page other than the Home page and pages open in separate windows is viewed.

General Job Descriptions provides a link to pages that give a generic description of the duties of all officers, from Chief Engineer down to Sub-Assistant Engineer.

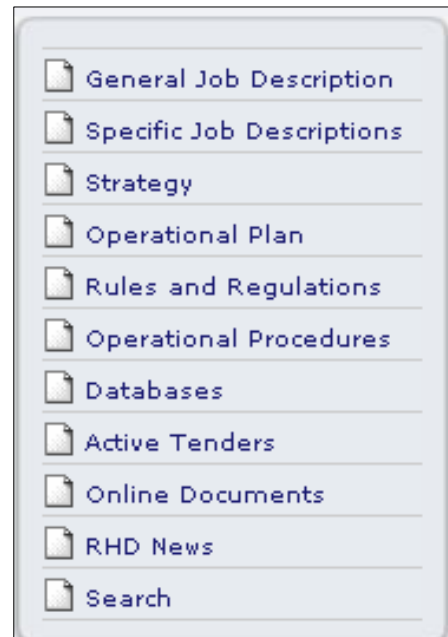
Specific Job Descriptions provides a link to pages which give specific descriptions for each position throughout the RHD organisational structure. Go down through the levels of Wings and Circles, to reach a list of all positions in a Circle.

Strategy describes the objectives, output, organogram and activities of each wing of the RHD.

Operational Plan describes the objectives, output, organogram, activities, budget and resources of the each circles of the RHD.

The services of the personnel in the Roads and Highways Department are guided and administered by certain rules and regulations issued by the Government and the Ministry of Communications. The rules and regulations have been divided into three broad categories, General, Administrative and Financial. Each category includes a schedule of the rules and regulations. The **Rules and Regulation** links the page that describes these issues.


Operational Procedure are grouped by the circles of the RHD. Link to each circle describes operation procedures further categories by



subject. Page shows the purpose and scope, definition, responsibility, method and a flow chart.

The **Database** menu links to the Database mentioned in page 12.


Active Tender link is extracted from the tender database that are currently open for invitation. This is further described in Tender database in page 23.

Tender Notice No./Memo No.	Last Selling Date	Last Submission Date
 Tender : 01/SE/ Barisal Road Circle/ 2006-2007.	09/04/2007 During the Office Hours	10/04/2007 at 12.30 Noon.
Excerpt : Rehabilitation work at different km of Amtali-Khepupara-Kuakata Road (Ch. at 00+050 to 00+300, 18+000 to 19+500 and round about Amtali Town Area = 50x4 = 200 meter) providing flexible pavement, construction of R.C.C. culvert, earth work etc.		

Online Documents is the Document Database described in page 24.

The **News** and **Search** link refers to the procedures already described in page 4 and 5.

Selected Topics

From the bottom of the web page click on arrow  drop down list and select an item to go directly to the chosen topic.




The Topics are

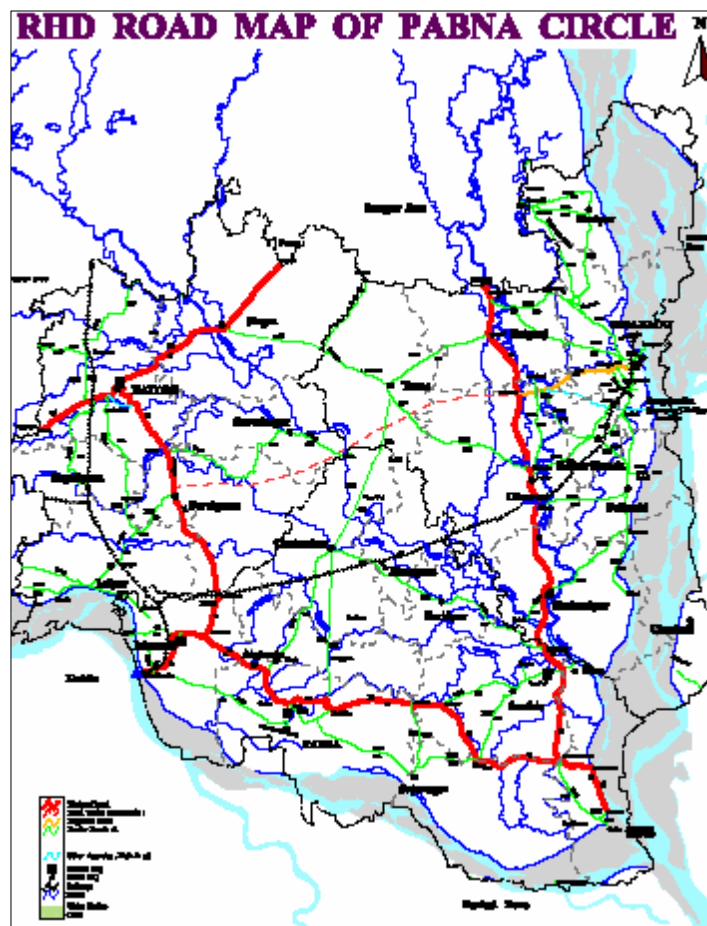
- Survey Manuals / HDM
- TSMR
- Chief Engineer
- Job Descriptions – Specific
- Standard test Procedures
- Geometric Design Standards
- Management Plans
- Road Design and Safety

- Contract Documents
- Database
- Job Descriptions- General
- Management Manuals

RHD Maps

Selected Zone and Circles maps are available at RHD web site. Select RHD Map from the **RHD Overview** Menu. Select  and then the zone or circle from the new window. The Map for the selected office will be opened.

Acrobat Reader should be installed in computer to read these documents. Acrobat reader can also be installed from RHD Web site.



RHD DATABASES

The RHD web site contains total 15 databases totalling 14,228 records of personnel, records of 18,258 bridge structures, 20,878 KM of road information and records of 151 ADP projects for 2006-2007.¹

The databases are available in **Intranet** and **Internet** version. Intranet version is only available through the RHD network. Internet version can be accessible by anyone through network or remote connection. Intranet version contains more information but requires a reliable connection.

The screenshot displays the website interface for the Roads and Highways Department, Bangladesh. The page is dated Thursday, June 28, 2007. The header includes the department's name and a navigation menu with links for Home, News, UseFul Links, Databases, Email Addresses, and Search. Below the header, there are tabs for RHD Overview, Wings of RHD, Intranet Overview, Major Projects, Reports and Publications, and Public Procurement. A left sidebar contains a tree view with categories like Operational Plan, Rules and Regulations, Operational Procedures, Databases, Active Tenders, Online Documents, RHD News, and Search. The main content area is divided into two columns, each representing a version of the databases: Intranet and Internet. Each version lists 15 databases with a right-pointing arrow icon next to the name. The databases listed are: Organisation Database, Personnel Database, RMMS, Schedule of Rates, Contractor Database, Training Database, Event Database, Project Monitoring System, Network Certification DB, BMMS, CMS, Tender Database, Document Database, MIS Knowledge Base, and User Manuals.

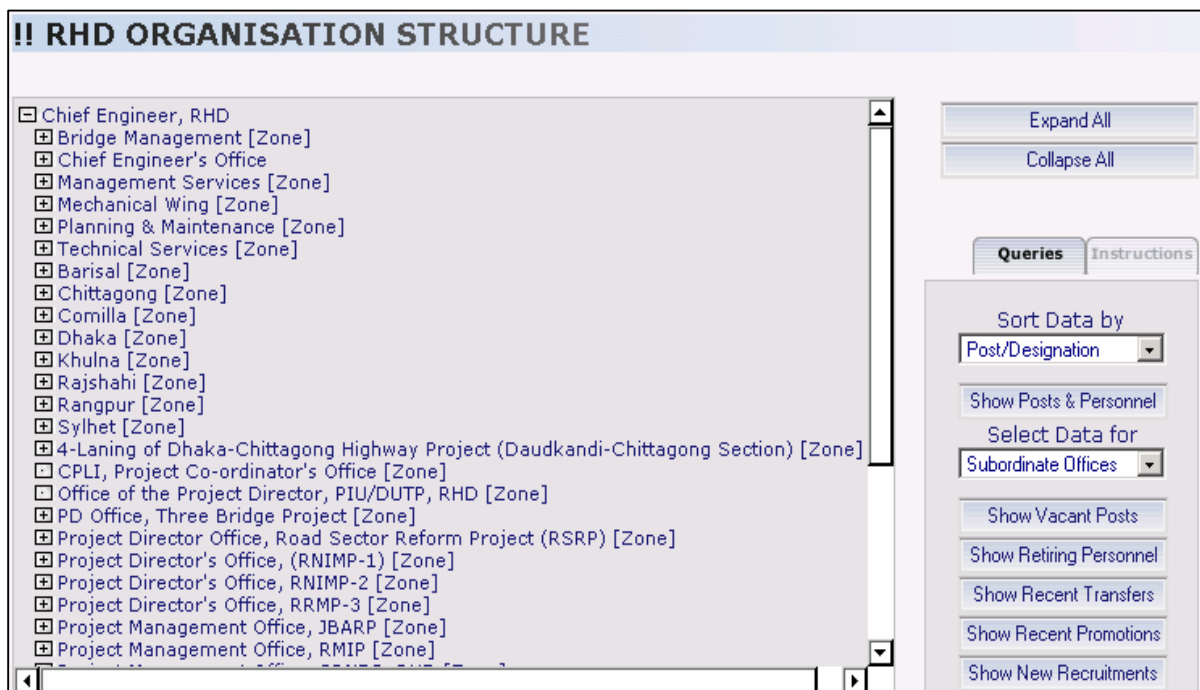
¹ Figures updated 2nd July 2007



The RHD organisation database provides the latest RHD organisation structure, post and name and details of the personnel working. The page link to the database allows the user to expand to view information down to division level. It also allows to collapse to view only to chief engineer or any level in between. The page has options to sort information by post or name, find only vacant posts or retiring posts within the selected office.

Key features:

- Includes offices, posts and personnel
- Find vacant posts in any office
- See promotions and recruitments
- List of upcoming retirements
- Telephone number and address



!! RHD ORGANISATION STRUCTURE

Chief Engineer, RHD
 Bridge Management [Zone]
 Chief Engineer's Office
 Management Services [Zone]
 Mechanical Wing [Zone]
 Planning & Maintenance [Zone]
 Technical Services [Zone]
 Barisal [Zone]
 Chittagong [Zone]
 Comilla [Zone]
 Dhaka [Zone]
 Khulna [Zone]
 Rajshahi [Zone]
 Rangpur [Zone]
 Sylhet [Zone]
 4-Laning of Dhaka-Chittagong Highway Project (Daudkandi-Chittagong Section) [Zone]
 CPLI, Project Co-ordinator's Office [Zone]
 Office of the Project Director, PIU/DUTP, RHD [Zone]
 PD Office, Three Bridge Project [Zone]
 Project Director Office, Road Sector Reform Project (RSRP) [Zone]
 Project Director's Office, (RNIMP-1) [Zone]
 Project Director's Office, RNIMP-2 [Zone]
 Project Director's Office, RRMP-3 [Zone]
 Project Management Office, JBARP [Zone]
 Project Management Office, RMIP [Zone]

Sort Data by



Personnel database keeps information about all the employees of RHD. The information is classified as personal, education, training, service, promotion and posting. There is other personal information that can only be viewed by authorised person. The page link to the database allows seeing the promotions, transfers and retiring employees' details. The Advance search engine allows finding a person by name, designation or ID.

Key features:

- Information about all existing RHD employees
- Fast and easy search for personnel
- Evaluating candidates for promotion
- Keeping updated service record
- Ease handling of transfers and promotions
- Used for better workface planning

The screenshot shows the PIMS interface with the following sections:

Welcome to Personnel Information Management System

This is the internet version of Personnel Information Management system(PIMS). It enables you to search and view some basic information on RHD personnel.

Viewing personnel information is restricted and depends on the login name by which you have entered the web site.

Recent Promotions	
Promotions in RHD in last one year	
113 First Class officer(s)	(Details..)
72 Second Class officer(s)	(Details..)
197 Third Class staff(s)	(Details..)

All Posts	
Post	: 19090
Personnel	: 11844
Vacant post	: 7246

Recent Transfers	
Transfers in RHD in last one year.	
354 First Class officer(s)	(Details..)
226 Second Class officer(s)	(Details..)
347 Third Class staff(s)	(Details..)
10 Fourth Class staff(s)	(Details..)

Regular Posts	
Post	: 9310
Personnel	: 3085
Vacant post	: 6225

Occupied 33% Vacant 67%

Recent Recruitment	
Recruitment in RHD in last one year.	
31 First Class officer(s)	(Details..)
48 Second Class officer(s)	(Details..)

Search for an RHD employee

Type a name:

[Advanced Search](#)



The Road Maintenance Management System (RMMS) database contains data on 20,870 KM roads in Bangladesh, including traffic, number of bridges and condition data. The RMMS is processed through HDM-4 to produce maintenance plans. The database is useful to view ongoing work classified by development, revenue and deposit work with historical report.

Key features:

- Records of 20,870 KM RHD roads and their conditions
- Classified by condition, structure and road
- Traffic conditions (AADT)
- Road width
- Allow to search location
- Breakdown of road by location

Welcome to

Road Maintenance Management System

This is internet version of Road Maintenance Management System (RMMS). Here you may search for roads and view general information on the roads. At the moment this gives you a view-only version of the road database that is maintained by HDM circle in RHD headquarter. Information is generally collected once a year and the process is overseen by HDM circle. Please contact HDM circle in Sarak Bhaban for further clarification.

Facts			Search	
Classification	No. of roads	Total length	Road No. <input type="text"/>	Road name <input type="text"/>
National Highway	66	3508	<small>has</small>	<small>has</small>
Regional Highway	112	4119		
Zilla Road	617	13251		
Total	795	20878	<input type="button" value="GO"/>	Search by location

Busiest Links (top 5)			Longest roads (top 5)	
Link No	Road No	AADT	Road No	Length (Km)
N3-1L	N3	73535	N5	527
N3-1R	N3	73535	N1	453
N3-2L	N3	65102	N2	286
N3-3L	N3	65102	N7	252



The page linked to schedule of rates database allows viewing the rates of the works of each zone for six different categories. The rate helps the contractors to prepare estimates, helps RHD officers to prepare tenders and helps other people to compare. The Intranet version of the database allows to show more details of the items but it is accessible to the LAN users only.

Key features:

- Rates of the items classified by zone and categories
- Item numbers
- Breakdown of items

Buildup of Specification Item, Code : 01/01/02							Selected Office : Dhaka
General Info							
Item Type	: Division 1 - General & Site Facilities						
Item Name	: Maintain Temp.Structures & Equipment for the Maintenance and Protection of Traffic						
Unit of Estimation	: day						
Quantity for Estimation	: 1.00						
Breakdown of Input Items							(All prices are in Taka)
Input Items				Specification Item Components			
Item Name	Unit Of Estimation	Qty for Estimation	Price for Estim. Qty	Qty for Estimation	Price for Estim. Qty	Unit Price	
Item Type : Equipment							
small hand tools (2)	day	1.00	5.00	4.00	20.00	20.00	
Item Type : Labour							
unskilled labourer	day	1.00	120.00	3.00	360.00	360.00	
Item Type : Material							
petrol	ltr	1.00	55.00	3.09	170.01	170.01	
Total Price of Specification Item :						550.01	
Basic Unit Price of Specification Item :						550.01	
Plus Profit at 10.00% :						55.00	
Sub-Total :						605.01	
Plus Tax & VAT at 9.2896% :						56.20	
Total Unit Price of Specification Item :						661.21	
Assumption	: It is assumed that the TM scheme is operated 24hrs/day and that lighting is necessary.This item is to cover the cost of the day to day running and maintenance of the traffic diversion and management schemes.						



The Contractors database contains records of all the RHD enlisted contractors and their information. The database is helpful to find a contractor, their address or capacity. The RHD officers can view their financial capacity, equipment resources, experience and other related information to evaluate or other purpose. The page allows to search a contractor by class, category, name or on the basis of their capacity.

Key features:

- Facilitates contractors registration
- View contractors information
- Assist RHD with the management of the contracting process
- Search for contractors by name, equipment, experience, category or class

The screenshot shows a web interface for searching organizations. It has a blue header bar with the text "Search for Organisations by Name". Below this is a search form with the label "Find Organisations with Name Like:" followed by a text input field and a "Search" button. A large blue "OR" is positioned below the search bar. Underneath is another blue header bar "Search for Organisations by Different Criteria" with the instruction "Select an Option from the Following Criteria:". This section contains eight radio button options: "Registration Details (RHD-LGED Jointly)" (selected), "Experience Records", "Equipment Details", "Enlistment Info", "Financial Capacity", "Personnel Type", "Workshop Facilities", and "RHD License Info". Below these is another blue header bar "Select Enlistment Category & Class:". This section contains two dropdown menus: "Category" (set to "All") and "Class" (set to "All"). At the bottom is a "Show List of Organisations" button.



The Training database supplies information on training conducted by the RHD training centre. The Home page of the database focus on the training news, upcoming training, on going training and seminars. The training calendar of the training database event page displays the training to be held on the current week. The powerful search engine allows to find training name, trainee participation, trainer and other information. The database has option to print report on the activities of the RHD training centre.

Key features:

- List of all training received by RHD employees
- Dates and details of the training held at RHDTTC
- Find by training name, employee
- Current available training
- List of trainers and coordinator
- Training calendar

 The screenshot shows the RHD Training Database website. At the top, there is a blue header with the text "RHD Training Database" and "Towards Good Governance" next to a circular logo. Below the header is a navigation bar with icons and labels for "Home", "Events", "Search", and "Reports". The main content area is divided into several sections:

- Upcoming Courses:** A green box with a plus icon and the text "B-14-6".
- On-going Courses:** A green box with a plus icon and the text "N/A".
- Upcoming Seminars /Workshop:** A green box with a plus icon and the text "N/A".
- Skills in RHD:** A section with a person icon and text: "Find the skills available in RHD. You may search for personnel with specific education and trainings. You may also refine the search for RHD-wings. These make it very useful when searching for personnel for specialised posts, potential trainers, potential speakers in seminars, members for consultative groups etc." Below this is a "Training Search" box with a text input field and a magnifying glass icon.
- Potential RHD Trainees:** A section with a person icon and text: "Find people in RHD who need trainings. Ideal for selecting people for upcoming trainings, refreshers' courses, training needs assessment." Below this is a "Training by Organization" box with a dropdown menu labeled "Select" and a magnifying glass icon.
- Training centre's Activities:** A section with a calendar icon and the text "RHD Training Centre News". Below this is a "Trainee Search" box with a text input field and a magnifying glass icon.

 At the bottom of the page, there is a "N/A" label.

Project Monitoring System

The Project Monitoring System database stores information regarding to all the project undertaken under ADP. The link page to the database allows to search a project with avtiety of options. The search result shows the name of the project and their description, total allocated amount and work done for the project that meet the search criteria. Further details for each project breakdown is also available on sub linked pages.

Key features:

- All RHD Projects in the ADP
- More than 1600 projects components
- Monthly progress reports of all projects and from all divisions
- Reports on the ADP and budgets
- Project archives

ADP General Search	ADP Specific Search	More Search
Select Sector	Select Sub-Sector	
Transport	Road Transport	
Select Ministry		
Ministry of Communications		
Select Government Executing Agency		
Roads and Highways Department		
Select Project Category		
All		
Select Project Type		
All		
Select Project Approval Status	Select Project Activity Status	
All	Active	
Select Project Condition Status	Select Funding Type	
All	All	
Show ADP List		Show ADP Summary



The Network Certification database is a complete list of all the RHD employees who have certified to use RHD network. As a part of Network access procedure mentioned in page 6, RHD officers may require to receive training to be introduced with the RHD network. They will be provided with an email address and a network logon name to access RHD network. Each person may have different right to use network resources. The user name, email address, access right and other relevant information can be viewed from the page linked to the database.

Key features:

- Records of all RHD employee who is certified to use RHD network
- Find Network user name
- Details of certification
- Print network ticket
- Network access properties

Network Certification Database				
Viewing data by	Search by User ID <input type="text"/>		Search.....	
575 Record(s) Found			[Viewing Page 1 of 20]	
Click User ID# to view detail information				
▲User ID	▲Personnel Name	▲Post	▲Logon Name	Domain
TR 552	Nurunnabi Md. Gaziul Haque	RHD	HAQUENU	RHD
TR 557	Mohammad Ali	RHD	ALIMO	RHD
TR 554	Md. Mahbubul Alam	RHD	ALAMMAH	RHD
TR 358	Md. Alamgir Hossain Talukdar		TALUKDERA	RHD
TR 125	Md. Anowar Hossain		hossainan	RHD
TR 364	MA Matin	RHD	MATINABDU	RHD
TR 133	Md. Jaynal Abedin	RHD	abedinj	RHD
TR 136	Md. Masud Rana	RHD	ranam	RHD
TR 341	Md. Golam Rosul	RHD	rosulg	RHD
TR 216	Md. Fazle Nawaz	RHD	nawazf	RHD
TR 248	Md. Abdul Jabber Khan	RHD	KHANAB	RHD
TR 258	Hasibul Hossain Khan	SRNDP	khanh	RHD
TR 412	Md. Lutfor Rahman	RMIP	rahmanl	RHD





The Bridge Maintenance Management System (BMMS) database contain data on 18,000 bridges in Bangladesh, including traffic and condition data. The BMMS summarize the information collected from Bridge Condition Survey (BCS) and displays bridges in category A for no damage bridges, B for minor damage bridge, C for major elemental damage and D for major structural damage. The page link to the database shows the summary information on the home page. Details of specific bridges are available on selected link. The search engine allows to search by location, condition or structure.

Key features:

- Records of all RHD bridges and their conditions
- Classified by conditon, structure and road
- BSC1, BCS2 and BCS3 information
- Allow to search bridge and location
- Export to Microsoft Excel

Bridge Maintenance Management System
Towards Good Governance





[Home](#) | [Search by location](#) | [Search by condition](#)

Welcome to BMMS Search by structure name

This is the internet version of Bridge Maintenance System (BMMS). It enables you to search and view basic information on the RHD bridge network.

--(The bridge survey is not complete yet and some of the information being shown here is under review)
--The BMMS does not contain data on **Pipe Culvert**

Major Bridges (top 10 by length)	No. of Bridges by condition	No. of structures by type
Lalanshah Bridge 1,786 m	A <u>12332</u>	Box Culvert <u>9441</u>
Daud Kandi Bridge 1,409 m	B <u>2341</u>	Slab Culvert <u>3991</u>
BHAIRAB BRIDGE 1,195 m	C <u>2820</u>	RCC Girder Bridge <u>2387</u>
BADU BAZAR PC GIDER BRIDGE 1,016 m	D <u>765</u>	Baily with Steel Deck <u>973</u>
Gabkhan Bridge 918 m	More Details	PC Girder Bridge <u>405</u>
Hajrath Sha Amanath Satu 914 m	<p>The RHD bridge classification system uses the following categories to describe the overall condition of a structure.</p> <p>A= No damage</p> <p>B= Minor damage</p>	Arch Masonry <u>318</u>
MEGHNA BRIDGE 900 m		RCC Bridge <u>244</u>
PASTOGOLA BRIDGE 848 m		Steel Beam & RCC Slab <u>230</u>
Dharla Bridge 657 m		Truss with Steel Deck <u>204</u>
KALIGONGA BRIDGE 646 m		Truss with RCC Slab <u>30</u>



CMS holds all tender and contract information including payment certificates, vouchers and cheque book records and shows both physical and financial progress of RHD works. The information processed through CMS field module is sent back to RHD HQ and the information is consolidated to CMS database. The CMS page that links to the database can be viewed by authorised users only.

Key features:

- View detailed and summary expenditure information
- View contracts such as contractors, schedules, progress etc.
- Prepare estimates and tender documents, using built-in standard tender documents for PW1, 2 and 3
- View detailed measurements - bill item wise
- Analyze how much cash RHD generates each year and from where
- Know the budget for a project and monitor budget
- Manage contract by identifying contracts that are performing well, slow or halted
- Know liability to the contractors and recent payment
- Information can be consolidated at any level

Central Management System
Towards Good Governance

[Feedback and Rating](#) | [Home](#) | [RHD Accounts](#) | [Search](#)

Published on internet **2 Hours ago** Type a contract no [Go](#)

Welcome Mr. Ehsan ul Kabir | [Logout](#) | [Change Password](#) | [Edit Profile](#) (All amounts are in lac taka)

Ongoing works

Value of Contracts by Budget Heads



Click for detailed analysis

Top 3 performing divisions

Division Name	Rank
Rangpur (Division)	★★★★★
Thakurgaon (Division)	★★★★☆
Kishoreganj (Division)	★★★★☆

[Show All](#)

[Check how others are doing](#)

Recent Visitors

Name
Ehsan ul Kabir
Kishoara Sharmin
Abdul Rahman Mir
Shahnawaz Ayub
Bipul Chandra Das
Patrick Gleason
Md. Muzammel Haque
Iftekhar Ahmed Khan
Kalam Azad
Md. Sarwar Jahan Morshed

Biggest 5 Contracts

Contract No	Value	Work Done
03/EE/Sub-Bhaluka/2001-2002	35,85	29,65
07(Seven)/2005-2006/SE/SRC	35,83	10,81
04/BRC/2002-03	25,48	13,86
02/1007-08	22,20	22,20

Summary (Zone Wise)

Recent Updates

!



The Tender database contains records of the tenders invited by the RHD. The database contains information on tender name or memo number, tender inviting authority, selling and submission date and instruction regarding to dropping tenders. The page linked to the database allows to select an office in between Chief engineer to sub division and then to search tenders by specific period, category, expenditure type, data category or selecting other options. The search result shows summary of the tender by memo order. Details of each contract can be further classified.

Key features:

- All RHD tenders in one place
- Tenders can be searched on different criteria like type of work, cost, area, office and date
- All relevant information
- Enhances efficiency and transparency in procurement

Tender Notice No./Memo No.	Calling Office	Last Selling Date	Last Submission Date	Tender Publishing News Paper
Memo: Rupsa-2500	PD's Office, Rupsha Bridge Project, (Circle Office)	09-Nov-2004		PD's Office, Rupsha Bridge Project, (Circle Office) (03-Oct-2004)
Excerpt: "Toll Collection and Operation & Maintenance of Rupsa Bridge and Associated Works".				
Tender: 01/2004-2005 Eng. Road Division, Bagerhat (3rd call)	Bagerhat, (Division Office)	08-Nov-2004 upto office hours	09-Nov-2004 upto 12.30 pm	Procurement Circle, Dhaka (16-Oct-2004)
Excerpt: 2004-2005 financial year under Road Division, Bagerhat: Bagerhat - Pirojpur Road 2nd km road Daratana Bridge toll collection for 1 year				
Tender: 02/2004-2005	Mech, Planning and Ferry Cons. Dhaka, (Division Office)	08-Nov-2004	09-Nov-2004	Mechanical Planning and Ferry Construction, (20-Sep-2004)



The Document database has two components: a) List of the hard documents b) Soft documents available to view through RHD web site. The page linked to the database has four sections.

1. View list of the hard document and summary of the specific document i.e. title, reference, source, document type, issue date and location.
2. View list of soft document sorted by name or type. Allows to read or download document from the list.
3. Add or edit document list. Only authorised person can add or edit list through the web page.
4. A wide range of option to search and find a document.

Key features:

- On line library containing useful documents
- Powerful search by location, name of the document, type
- Useful references
- Web documents and books

[Viewing Page 1 of 8]

view detail information) View All Records

Ref. No	Document Title	First Issue Date	Document Type
IDC114	RHD Management Plan Volume 1 RHD Management Manual	06/02/2002	Report
ORG 409	Second Flood Damage Restoration Project - Tender Documents Vol.1 Instructions to Tenderers & BoQ	10/01/1990	Contract Document
ORG 408	Second Flood Damage Restoration Project - Tender Documents - Vol.2 Conditions of Contract	01/10/1990	Contract Document
ORG 407	Using the Logical Framework - For Sector Analysis and Project Design	01/06/1998	Guidelines
ORG 406	Institutional Support for Road Development and Road Development Transport - Final Reports	01/07/1993	Report
ORG 405	Institutional Support for Road Development - Road Maintenance - Road Accident Reporting and Analysis Forms	01/08/1992	Report
ORG 404	Proposed Road Maintenance and Improvement Project and Review of Ongoing Loan and TA Road Projects	01/12/1992	ToR/Proposal
ORG 403	Institutional Support for Road Development - Road Maintenance - Road Survey, Traffic, Strength and Roughness Measurements	01/06/1992	Guidelines



The MIS knowledge base assists to acquire knowledge on specific topics of the web page linked to RHD database. The link page has three sections a) User view b) Editor/Author view and c) Administrator view. The last two sections are accessible by authorised persons. The user view allows to search an article or know how on specific database. The search result returns specific topics where a possible solution can be found. Details of the topic underlying the link show how to overcome the problem.

Key features:

- Allows to quickly searching on a topics
- Specific know how

Command option-Show personnel details(Intranet Version) <i>(published: 1/6/2003 2:41:26 PM)</i>	
Article #	85
Title	Command option-Show personnel details(Intranet Version)
Description	Command option-Show personnel details(Intranet Version)
Solution	<p>It is continuation from previous. If you click 'Show Organisation Info' button in the main Screen then the organisation information will be shown another screen.</p> <p>If you press 'Show personnel details' command button the another screen shows the details information about the personnel attached with this organisation.</p> <p>There are five personnel types</p> <p>I)All II)Graduate Engineers III)Specialists IV)Diploma Engineers V) Other Technical Personnel</p> <p>To show the personnel details: Select any personnel type then it will show the personnel details. Afterward 'Show personnel details' command button will be activated.</p>
More Information	
Related information	
This article has been viewed	94 times



The User Manual database shows how to use the database and how to find specific information. There are two version of the database a) it can be read through the web site b) it can be downloaded and read offline. Adobe Acrobat reader is required to read offline. Manuals for the Organisation and CMS database manual are now ready. The user manual of the rest of the database is under construction.

Key features:

- Quick find what is required
- Shows index, content and allow search
- Visual help




INTRODUCTION TO RHD MAIL

Knowing Outlook Express

Outlook Express is an application which allows using E-mail. E-mail is an electronic mailing system which allows you to send and receive messages quickly. E-mails are the most widely used form of communication in business today, and one of the main reasons we have a network in RHD.

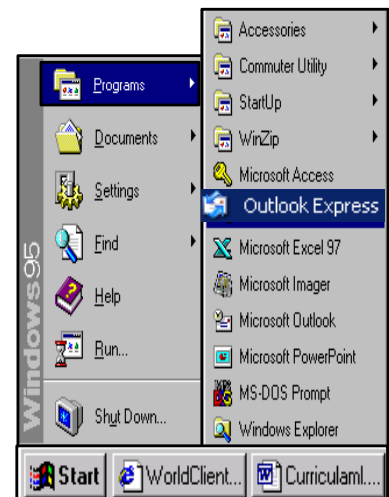
To open Outlook Express

- Click on the Start or press  Windows key on keyboard

The Main menu will appear

- Select Program by Mouse and Click or use Navigation key, then Select Outlook Express from the Sub Menu and press click or enter.

Outlook Express Application will be executed.



Exploring Outlook Express

The screenshot shows the Outlook Express application window. On the left side, there are four blue labels with arrows pointing to specific parts of the interface:


- Compose New Message**: Points to the 'Create Mail' button in the toolbar.
- Incoming Mail box**: Points to the 'Inbox' folder in the Folders pane.
- Send Mails Box**: Points to the 'Outbox' folder in the Folders pane.
- List of Mails**: Points to the list of messages in the main pane.

The main pane displays a single message with the following details:

- From:** Microsoft Outlook Express Team
- To:** New Outlook Express User
- Subject:** Welcome to Outlook Express 6

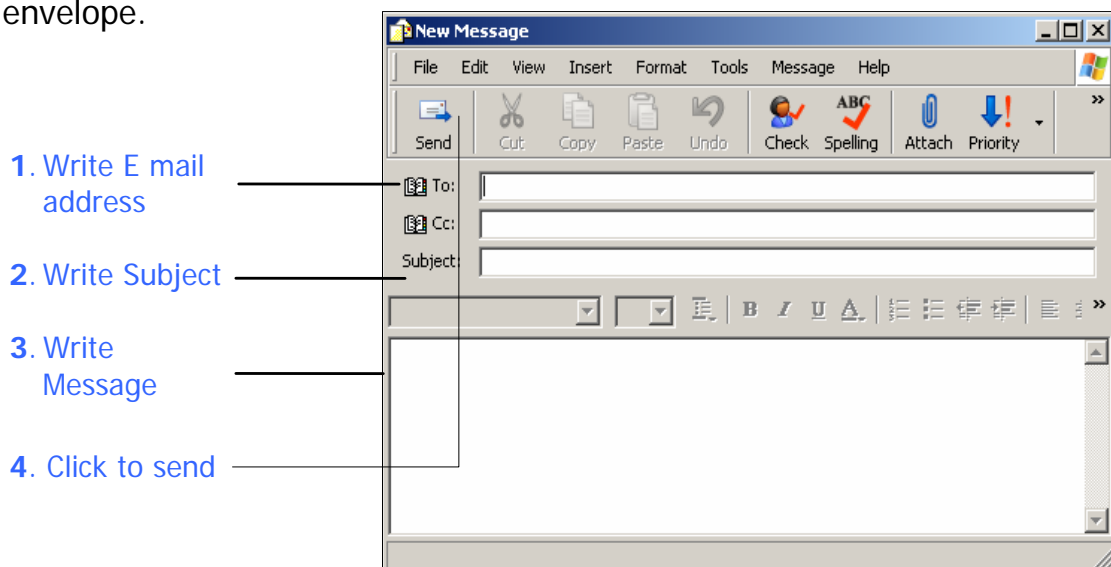
At the bottom of the window, there is a status bar showing '1 message(s), 0 unread' and a 'Working Online' indicator.


Compose and Send E-mail

Select and click on the  tool at the top left side of the Outlook Express tool bar

Or Select **File** then **New** from the file menu and then **New Message** from the sub menu. The composing Dialog will appear.

The Address part of the message contains 3 text boxes named To, Cc and Subject. This is the address part of the envelope of a mail that you receive at your home or office. The text part of the message is the letter you have inside the envelope.


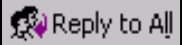




- Enter the email address of the recipient in **TO** field. Use semi-colon and a space after each address if you want to send to many recipients.
- If you wish to send a copy of your email then select **Cc** text box and write email addresses.
- Select the **Subject** Text box and type a meaningful subject name like "Meeting on Sunday" or "Training Date".
- Write your message in the message box. The message can be as long as you like.
- Click on the  tool at the top left side of the New Message dialog or Select File then Send from the file menu or press **Ctrl+Enter** to send the mail.

Read Incoming Mails

- Click on the **Inbox**. The Inbox will appear on the right hand side.
- You will be able to see the **List of mails** already received in the inbox.
- **Select** a mail. The contents of the mail will be displayed in the text box below to the mailing list. Scroll down if you cannot view all the text.




Replying or Forwarding Email

- Select the mail you wish to reply or forward.
- Select and click  **Reply** from the tool bar or select and click Reply from the Action Menu.
- If you wish to reply to all the recipients who have received a copy of the original mail then select and click  **Reply to All** on the tool bar or select and click Reply All from Action Menu
- To forward a selected mail to other recipient, select and click  **Forward** from the tool bar or select and click Forward from the Action Menu. Type the email address of the recipient or recipients in the  text box of the Address part.

Checking New Mail


Outlook Express can automatically check new mail after a certain interval. It will display if you have any incoming mails while you are working with Microsoft Outlook.

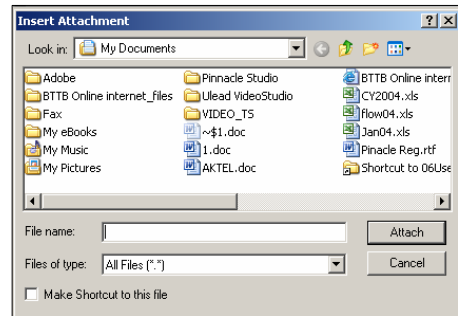
To manually check new mails


- Select Inbox tool and click. The Inbox will appear on the right hand side.
- Select and Click  **Send/Receive** from tool bar or Select **Send and Receive** from **Tool Menu**. You may simply press **F5** to check for new mail.
- New mail will appear at the Mail list. The unread emails will be in **Bold type**.
- All new email will have unopened  sign to their left whilst read mail will have read sign  to their left.

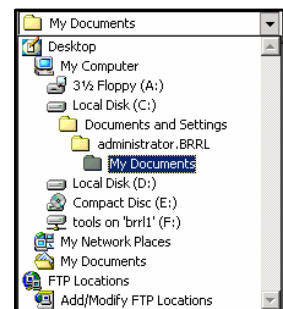
Attaching Documents with Email

You can send file to a recipient by simply attaching it with your email.

- Compose an email as described before
- Select and click Insert File  tool from the tool bar or Select File from Insert Menu. Following Browsing dialog will appear.
- Select the file you want to attach from the list



- If it is not there click on Arrow  right to the **Look in** Box
- The list box shown here will appear.
See windows Explorer for details
- Select Appropriate Location.
- Select file name from the large window
- Click **Attach** button



RHD WEB MAIL

RHD email can be used through RHD web site. It is user friendly and requires no configuration. It can be used from any computer from your home, Office, cyber café or out side country.

Click on the Web mail link at the main menu at RHD web page or simply follow the link <https://mail.rhd.gov.bd> in Internet Explorer and enter your user name and password in logon page and click Sign in.



Web mail **logon** page will be open. You will require to **sign in** by entering your **username** in the email address box and **password** in password box

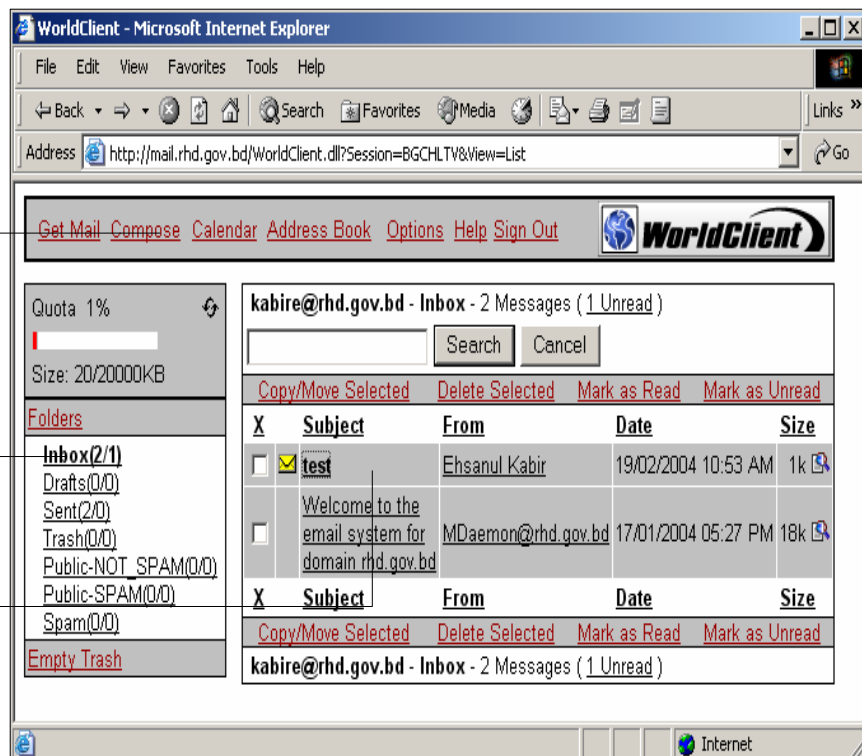


Click **Sign in** or press **Enter**

Web mail page will be open.

Moving through web mail

1. Click compose to write new mail
2. Click inbox to seen new mail
3. Click bold new mail to read



Composing a New Mail



Click on compose tool at the top of the page. The **New Compose** page will appear. In the **TO** field enter recipients email address and in the **CC & BCC** field enter copies and Blank copies email address if any. However if you cannot see the CC and BCC filed then click **Advanced** button at the top. Enter subject.

Type text or message in the white text area and when finished click **Send Now**

Reading New Mail

Open the web mail. The mail page will appear.

Click on the **Inbox(0/0)**. The list of the incoming mail will appear.

Click on the subject of the mail to read the message.

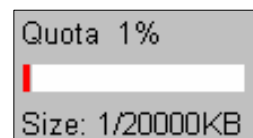
A new Window containing the message will open.

When you finished reading close the window.

The unread mail will be view as bold in subject heading

Maintenance of Mail Box.

The RHD web mail has a quota limit of Disk space. Each incoming and sent mail will occupy disk space unless they are deleted. The current available space can be viewed at the mail page. No mail can be received or sent if the quota is full. Delete incoming and outgoing mail to free quota allocation.



Tick the box left to subject and click **Delete Selected** to remove the emails that you no longer need to keep. Repeat the procedure for Sent Item. It will free the disk space allocated for you.

Attaching Document

Compose an email and click on attachment at the top right corner

Click **Browse...** button and select attachment document

Click to **Attach to Message**

Click **Finished** when done.

For further details contact
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