

User Manual of Public Enterprises Management Information System (PEMIS)

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Nepal
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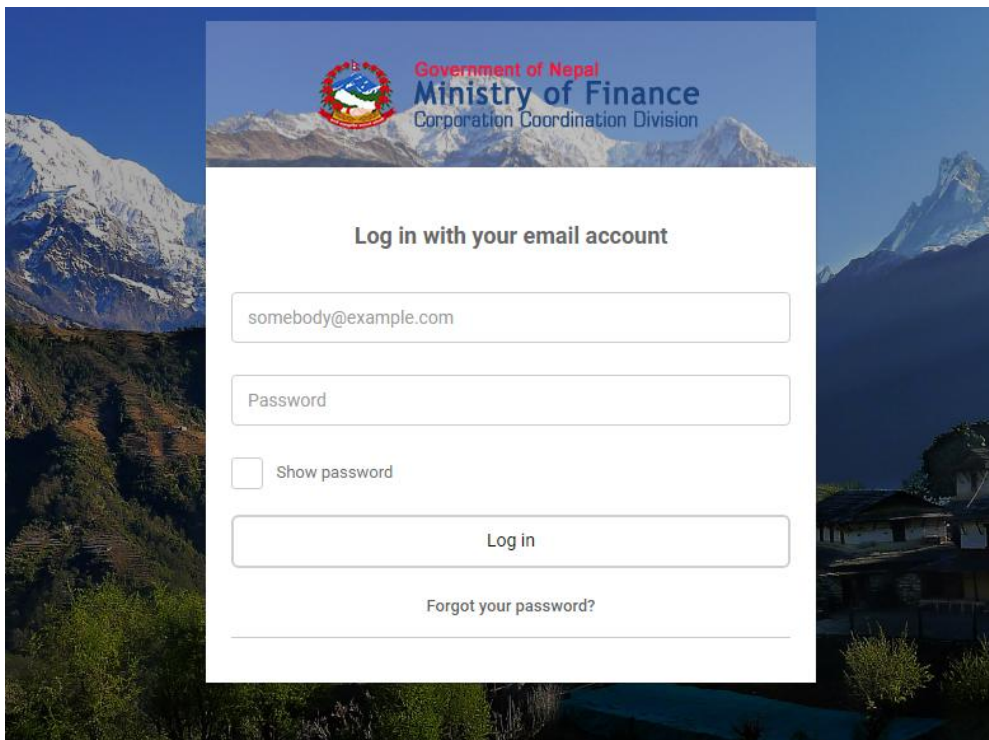
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1. Introduction

PEMS (Public Enterprises Management System) is web application developed to keep record related to financial and accounting transactions of public enterprises .Records are inserted in fiscal year basis, so we could compare past and present records. Comparative analysis of records shows profit/ loss condition of enterprise and give information for betterment in future. We could also know if a public enterprise is operating or not in current time. So, System greatly helps to generate annual performance review of public enterprises. Each component of system is described briefly as shown below.

2. Login Panel



Government of Nepal
Ministry of Finance
Corporation Coordination Division

Log in with your email account

somebody@example.com

Password

☐ Show password

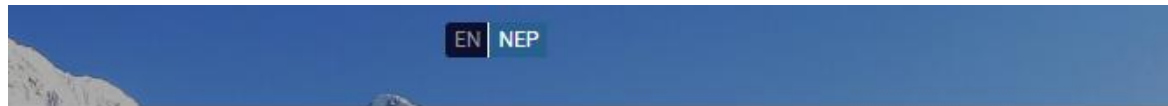
Log in

[Forgot your password?](#)

We have three levels of users Super Admin, MoF and PE. Accessibility of system is different for different level users. Super admin is highest level user, MoF is intermediate level user and PE is lowest level user. Super admin can create, edit and delete both MoF and PE user. MoF user can create, edit and delete PE user only. Super admin user can view all the activity done by MoF and PE user. Login panel for all level users is same however it redirects to different dashboard for different level user.

3. Super Admin Or MoF User Panel

3.1. DashBoard (इयासबोर्ड)



Admin Dashboard

Create Enterprise

Create MoF User

Create Line Ministry

Create Governing Act

Act of Incorporation

Fiscal Year

Export to Excel

Activity Log

Freeze Data Revert

Export All to A4 Size PDF

Export All to Book Size PDF



व्यवस्थापक ड्यासबोर्ड

संस्थान सिर्जना गर्नुहोस्

MoF प्रयोगकर्ता सिर्जना गर्नुहोस्

सम्पर्क मन्त्रालय सिर्जना गर्नुहोस्

कारोवार सम्बन्धि कानून सिर्जना गर्नुहोस्

संस्थापना सम्बन्धि कानून

आर्थिक वर्ष

निर्यात गर्नुहोस्

गतिविधि लग

स्थिर डाटा उल्टाउनुहोस्

A4 साइजमा सबै निर्यात गर्ने

किताबको साइजमा सबै निर्यात गर्ने

We could change the user interface to Nepali language selecting “Nep” Option from top-center as shown above. Dashboard in English and Nepali language user interface is shown above. There are several buttons and navigation bar for navigating to different page. All components are described briefly below.

3.1.1. Create Enterprise (संस्थान सिर्जना गर्नुहोस)

Public Enterprise Registration Form

← Back

Name

Name

नाम

Address

Address

ठेगाना

Contact

contact

सम्पर्क नं

Fax

Fax

फ्याक्स नं

Date of Incorporation

YYYY-MM-DD

YYYY-MM-DD

Email

Email

Website

Website

Add Other Email

Category

Please Select...

Line Ministry

Please Select...

लाईन मन्त्रालय

कृपया छान्नुहोस् ।

Act of Incorporation

Act of Incorporation

Governing Act

Please Select...

Objectives

Objectives

उद्देश्य

Save Enterprise

Create Enterprise button redirects to Public Enterprise registration form as shown above. Fields such as Name, Address, Contact etc must be inserted in both English and Nepali. English value should be inserted in input field with “Name” placeholder and Nepali in input field with “नाम” placeholder. The case is similar for all other input fields.

3.1.2. Create MoF User (MoF प्रयोगकर्ता सिर्जना गर्नुहोस)

Create Mof User

← Back

First Name

First Name

Last Name

Last Name

Email

Email

Mobile

Mobile

Designation

Select...

Password

Password

Confirm Password

Confirm Password

Public Enterprise

None selected

Save User

Create MoF User button is used to add/create MoF user. Only Super admin can create a MoF user. One or more PE users should be selected from Public Enterprise dropdown. MoF user is assigned a certain number of PE(Public Enterprise) user form this form. MoF user can watch and control activities of selected PE users while MoF user is created.

3.1.3. Create Line Ministry (सम्पर्क मन्त्रालय सिर्जना गर्नुहोस)

Line Ministry

Enter Line Ministry

सम्पर्क मन्त्रालय

Create Line Ministry

Back

Line Ministry is created using Create Line Ministry button. Line Ministry in both English and Nepali must be input to create line ministry.

3.1.4. Create Governing Act (कारोबार सम्बन्धि कानून सिर्जना गर्नुहोस)

कारोबार सम्बन्धि कानून

Enter Governing Act

कारोबार सम्बन्धि कानून

Upload File

Choose File No file chosen

Upload Nepali File

Choose File No file chosen

कारोबार सम्बन्धि कानून सिर्जना गर्नुहोस्

पछाडि जानुहोस्

To create a governing act followed by different public enterprises we use Create Governing Act button. English and Nepali version files related to governing act are uploaded from this form.

3.1.5. Incorporation Act (संस्थापना सम्बन्धि कानून)

संस्थापना सम्बन्धि कानून

Enter Act Of Incorporation

निस्कृय कार्य

Upload File

Choose File No file chosen

Upload Nepali File

Choose File No file chosen

Submit

Back

संस्थापना सम्बन्धि कानून

एक्ट अफ इन्कोर्पोरेशन थप गर्नुहोस्

50 ▼ रेकर्ड देखाउने

खोजी:

क्र. सं.	संस्थापना सम्बन्धि कानून	कार्य
1		सच्याउनुहोस् मेटनुहोस्
2		सच्याउनुहोस् मेटनुहोस्
3		सच्याउनुहोस् मेटनुहोस्
4		सच्याउनुहोस् मेटनुहोस्
5		सच्याउनुहोस् मेटनुहोस्
6		सच्याउनुहोस् मेटनुहोस्
7		सच्याउनुहोस् मेटनुहोस्
8		सच्याउनुहोस् मेटनुहोस्
9		सच्याउनुहोस् मेटनुहोस्
10		सच्याउनुहोस् मेटनुहोस्

Incorporation Act button shows the list of incorporation act created. And we could add Incorporation act similar to governing act. We could edit and delete the record from list.

3.1.6. Fiscal Year (आर्थिक वर्ष)

आर्थिक वर्ष सिर्जना फारम

पछाडि जानुहोस्

आर्थिक वर्ष सुरु (Nepali)

Nepali date

आर्थिक वर्ष सुरु (English)

English date

आर्थिक वर्ष अन्त (Nepali)

Nepali date

आर्थिक वर्ष अन्त (English)

English date

आर्थिक वर्ष सिर्जना फारम

आर्थिक वर्ष सूची

आर्थिक वर्ष सिर्जना फारम

50 ▼ रेकर्ड देखाउने

खोजी:

क्र. सं.	Nepali Fiscal Year	आर्थिक वर्ष	सुचारु अवस्था	कार्य
1	2076/077	2019/020	हालको आर्थिक वर्ष सक्रियहोस्	सच्याउनुहोस् मेटनुहोस्
2	2075/076	2018/019	हालको आर्थिक वर्ष सक्रियहोस्	सच्याउनुहोस् मेटनुहोस्
3	2074/075	2017/018	हालको आर्थिक वर्ष सक्रियहोस्	सच्याउनुहोस् मेटनुहोस्
4	2073/074	2016/017	हालको आर्थिक वर्ष	सच्याउनुहोस् मेटनुहोस्
क्र. सं.	Nepali Fiscal Year	आर्थिक वर्ष	सुचारु अवस्था	कार्य

4 रेकर्ड मध्ये 1 देखि 4 रेकर्ड देखाउँदै

पछिल्लो 1 अघिल्लो

Fiscal Year is created using Fiscal Year button. “पछाडी जानुहोस” button navigates to list of fiscal year where we can change the active fiscal year.

3.1.7. Export To Excel (निर्यात गर्नुहोस)

एक्सेल आयात/निर्यात

आर्थिक वर्ष

Select Fiscal Year ▼

सार्वजनिक संस्थान

Select Enterprise ▼

अंग्रेजी एक्सेल टेम्पलेट डाउनलोड

अंग्रेजी डाटा एक्सेलमा निर्यात गर्नुहोस्

नेपाली एक्सेल टेम्पलेट डाउनलोड

नेपाली डाटा एक्सेलमा निर्यात गर्नुहोस्

To download Excel template of public enterprises Export to Excel button is used. Select fiscal year and public enterprise then download excel template with/without data in English/Nepali format using four buttons. There are four buttons to download the different format excel files.

3.1.8. Activity Log (गतिविधि लग)

गतिविधि लग				
50 ▼	रेकर्ड देखाउने	खोजी:		
क्र. सं.	गतिविधि	द्वारा सिर्जना गरियो	सिर्जना गरिएको समय	
1	Fiscal Year"2016/017" was updated	Admin	2018-04-16 16:16:20	
2	Fiscal Year"2017/018" was updated	Admin	2018-04-16 16:16:08	
3	Line ministry "Ministry of Arban Development" was updated	Admin	2018-04-05 07:59:56	
4	Line ministry "Ministry of Energy" was updated	Admin	2018-04-05 07:59:07	
5	Line ministry "Ministry of Commerce" was updated	Admin	2018-04-05 07:57:11	
6	Line ministry "Ministry of Supply" was updated	Admin	2018-04-05 07:56:12	
7	Line ministry "Ministry of Agriculture & Co-operatives" was updated	Admin	2018-04-05 07:55:32	
8	MoF User"Debugsoft Pvt" was updated	Admin	2018-04-01 18:50:09	
9	Line ministry "Ministry of Finance" was updated	Admin	2018-04-01 17:48:25	
10	Public Enterprise User"test test" was created	Admin	2018-03-30 16:15:31	
11	MoF User"Dinesh Shrestha" was updated	Admin	2018-03-25 19:32:46	
12	MoF User"dinesh shrestha" was deleted	Admin	2018-03-07 13:05:55	

Activity Log button show list of activities done in system. List contains at most 50 numbers of items. No of items shown in a list could be change from the dropdown. We could filter list based on its activity description.

3.1.9. Freeze Data Revert (स्थिर डाटा उल्टाउनुहोस)

गतिविधि लग			
50	रेकर्ड देखाउने	खोजी:	
क्र.सं.	गतिविधि	द्वारा सिर्जना गरियो	सिर्जना गरिएको समय
1	Fiscal Year'2016/017" was updated	Admin	2018-04-16 16:16:20
2	Fiscal Year'2017/018" was updated	Admin	2018-04-16 16:16:08
3	Line ministry "Ministry of Arban Development" was updated	Admin	2018-04-05 07:59:56
4	Line ministry "Ministry of Energy" was updated	Admin	2018-04-05 07:59:07
5	Line ministry "Ministry of Commerce" was updated	Admin	2018-04-05 07:57:11
6	Line ministry "Ministry of Supply" was updated	Admin	2018-04-05 07:56:12
7	Line ministry "Ministry of Agriculture & Co-operatives" was updated	Admin	2018-04-05 07:55:32
8	MoF User'Debugsoft Pvt' was updated	Admin	2018-04-01 18:50:09
9	Line ministry "Ministry of Finance" was updated	Admin	2018-04-01 17:48:25
10	Public Enterprise User'test test" was created	Admin	2018-03-30 16:15:31
11	MoF User'Dinesh Shrestha" was updated	Admin	2018-03-25 19:32:46
12	MoF User'dinesh shrestha" was deleted	Admin	2018-03-07 13:05:55

Activity Log button show list of activities done in system. List contains at most 50 numbers of items. No of items shown in a list could be change from the dropdown. We could filter list based on its activity description.

3.1.10. Export All To A4 Size (A4 साइजमा सबै निर्यात गर्ने)

गतिविधि लग			
50	रेकर्ड देखाउने	खोजी:	
क्र.सं.	गतिविधि	द्वारा सिर्जना गरियो	सिर्जना गरिएको समय
1	Fiscal Year'2016/017" was updated	Admin	2018-04-16 16:16:20
2	Fiscal Year'2017/018" was updated	Admin	2018-04-16 16:16:08
3	Line ministry "Ministry of Arban Development" was updated	Admin	2018-04-05 07:59:56
4	Line ministry "Ministry of Energy" was updated	Admin	2018-04-05 07:59:07
5	Line ministry "Ministry of Commerce" was updated	Admin	2018-04-05 07:57:11
6	Line ministry "Ministry of Supply" was updated	Admin	2018-04-05 07:56:12
7	Line ministry "Ministry of Agriculture & Co-operatives" was updated	Admin	2018-04-05 07:55:32
8	MoF User'Debugsoft Pvt' was updated	Admin	2018-04-01 18:50:09
9	Line ministry "Ministry of Finance" was updated	Admin	2018-04-01 17:48:25
10	Public Enterprise User'test test" was created	Admin	2018-03-30 16:15:31
11	MoF User'Dinesh Shrestha" was updated	Admin	2018-03-25 19:32:46
12	MoF User'dinesh shrestha" was deleted	Admin	2018-03-07 13:05:55

Activity Log button show list of activities done in system. List contains at most 50 numbers of items. No of items shown in a list could be change from the dropdown. We could filter list based on its activity description.

3.1.11. Export All To Book Size PDF (किताबको साइजमा सबै निर्यात गर्ने)

गतिविधि लग			
50	रेकर्ड देखाउने	खोजी:	
क्र. सं.	गतिविधि	द्वारा सिर्जना गरियो	सिर्जना गरिएको समय
1	Fiscal Year '2016/017' was updated	Admin	2018-04-16 16:16:20
2	Fiscal Year '2017/018' was updated	Admin	2018-04-16 16:16:08
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5	Line ministry 'Ministry of Commerce' was updated	Admin	2018-04-05 07:57:11
6	Line ministry 'Ministry of Supply' was updated	Admin	2018-04-05 07:56:12
7	Line ministry 'Ministry of Agriculture & Co-operatives' was updated	Admin	2018-04-05 07:55:32
8	MoF User'Debugsoft Pvt' was updated	Admin	2018-04-01 18:50:09
9	Line ministry 'Ministry of Finance' was updated	Admin	2018-04-01 17:48:25
10	Public Enterprise User'test test' was created	Admin	2018-03-30 16:15:31
11	MoF User'Dinesh Shrestha' was updated	Admin	2018-03-25 19:32:46
12	MoF User'dinesh shrestha' was deleted	Admin	2018-03-07 13:05:55

3.2. Line Ministry (सम्पर्क मन्त्रालय)

ड्यासबोर्ड

सम्पर्क मन्त्रालय

कारोबार सम्बन्धि कानून

आर्थिक वर्ष

संस्थान

फाइलहरु

प्रयोगकर्ता

सम्पर्क मन्त्रालय सूची

प्रिन्ट गर्नुहोस्

सम्पर्क मन्त्रालय सिर्जना गर्नुहोस्

50

रेकर्ड देखाउने

खोजी:

क्र. सं.	सम्पर्क मन्त्रालय	कार्य
1	अर्थ मन्त्रालय	सच्याउनुहोस् मेटनुहोस्
2	शहरी विकास मन्त्रालय	सच्याउनुहोस् मेटनुहोस्
3	Ministry of Physical Planning & Works	सच्याउनुहोस् मेटनुहोस्
4	Ministry of Physical Infrastructures & Transportation	सच्याउनुहोस् मेटनुहोस्
5	कृषि तथा सहकारी मन्त्रालय	सच्याउनुहोस् मेटनुहोस्
6	आपूर्ति मन्त्रालय	सच्याउनुहोस् मेटनुहोस्
7	उर्जा मन्त्रालय	सच्याउनुहोस् मेटनुहोस्
8	कृषि विकास मन्त्रालय	सच्याउनुहोस् मेटनुहोस्
9	वाणिज्य मन्त्रालय	सच्याउनुहोस् मेटनुहोस्

Line Ministry in navigation bar show list of line ministries with edit and delete option. “प्रिन्ट गर्नुहोस्” prints list of line ministries in tabular form. Use “सम्पर्क मन्त्रालय सिर्जना गर्नुहोस्” button to create new line ministry.

3.3. Governing Acts (करोबार सम्बन्धि कानून)

कारोबार सम्बन्धि कानून सूची			
50 रिकर्ड देखाउने		प्रिन्ट गर्नुहोस्	कारोबार सम्बन्धि कानून सिर्जना गर्नुहोस्
खोजी:			
क्र. सं.	कारोबार सम्बन्धि कानून	कार्य	
1	Company Law 2063 and Bank & Financial Institution Act, 2063	सच्याउनुहोस्	मेटनुहोस्
2	Securities Act	सच्याउनुहोस्	मेटनुहोस्
3	CIT ACT 2047	सच्याउनुहोस्	मेटनुहोस्
4	Employee's Provident Fund Act, 2019	सच्याउनुहोस्	मेटनुहोस्
5	Company Law and Bank and Financial Institutions Related Law	सच्याउनुहोस्	मेटनुहोस्
6	Rastriya Beema Sansthan	सच्याउनुहोस्	मेटनुहोस्
7	Sanchar Santhan Ain, 2028	सच्याउनुहोस्	मेटनुहोस्
8	Civil Aviation Act, 2053	सच्याउनुहोस्	मेटनुहोस्
9	Nepal Airlines Corporation Act 2019	सच्याउनुहोस्	मेटनुहोस्
10	Test Governing Act	सच्याउनुहोस्	मेटनुहोस्

Governing Acts in navigation bar show list of governing act with edit and delete option. “प्रिन्ट गर्नुहोस्” prints list of governing acts. We have option to create new governing act via “कारोबार सम्बन्धि कानून सिर्जना गर्नुहोस्” button.

3.4. Fiscal Year (आर्थिक वर्ष)

आर्थिक वर्ष सूची				
50 रिकर्ड देखाउने		आर्थिक वर्ष सिर्जना फारम		
खोजी:				
क्र. सं.	Nepali Fiscal Year	आर्थिक वर्ष	सुचारु अवस्था	कार्य
1	2076/077	2019/020	हालको आर्थिक वर्ष बनाउनुहोस्	सच्याउनुहोस् मेटनुहोस्
2	2075/076	2018/019	हालको आर्थिक वर्ष बनाउनुहोस्	सच्याउनुहोस् मेटनुहोस्
3	2074/075	2017/018	हालको आर्थिक वर्ष बनाउनुहोस्	सच्याउनुहोस् मेटनुहोस्
4	2073/074	2016/017	हालको आर्थिक वर्ष	सच्याउनुहोस् मेटनुहोस्
क्र. सं.	Nepali Fiscal Year	आर्थिक वर्ष	सुचारु अवस्था	कार्य
4 रिकर्ड मध्य 1 देखि 4 रिकर्ड देखाउँदै				
पछि पार्ने				1 अघि पार्ने

Fiscal year in navigation bar show list of fiscal year with edit and delete option. We have option to create new fiscal year via “आर्थिक वर्ष सिर्जना गर्नुहोस्” button. Change the status of fiscal year clicking status bar in list.

3.5. Enterprise (संस्थान)

Two options Enterprise List and Enterprise status are here in Enterprise.

3.5.1. Enterprise List (संस्थानहरूको सूची)

सार्वजनिक संस्थान सूची

50

रेकर्ड देखाउने

प्रिन्ट गर्नुहोस्

संस्थान सिर्जना गर्नुहोस्

खोजी:

क्र. सं.	नाम	Template	सिर्जना	फारम	Excel	PDF
1	नागरिक उड्डयन प्राधिकरण	फारम	प्रयोगकर्ता फारम	सच्याउनुहोस् परिवर्तन गर्नुहोस्	   	
2	दुग्ध विकास संस्थान	फारम	प्रयोगकर्ता फारम	सच्याउनुहोस् परिवर्तन गर्नुहोस्	   	
3	कर्मचारी संघयकष	फारम	प्रयोगकर्ता फारम	सच्याउनुहोस् परिवर्तन गर्नुहोस्	   	
4	राष्ट्रिय बीमा कम्पनी लिमिटेड	फारम	प्रयोगकर्ता फारम	सच्याउनुहोस् परिवर्तन गर्नुहोस्	   	
5	राष्ट्रिय बीमा संस्थान	फारम	प्रयोगकर्ता फारम	सच्याउनुहोस् परिवर्तन गर्नुहोस्	   	
6	नेपाल वायुसेवा निगम	फारम	प्रयोगकर्ता फारम	सच्याउनुहोस् परिवर्तन गर्नुहोस्	   	
7	नेपाल औषधि लिमिटेड	फारम	प्रयोगकर्ता फारम	सच्याउनुहोस् परिवर्तन गर्नुहोस्	   	
8	नेपाल स्टेक एक्सचेंज लिमिटेड	फारम	प्रयोगकर्ता फारम	सच्याउनुहोस् परिवर्तन गर्नुहोस्	   	
9	एन.आई.डी.सी. इमेलप्लेन्ट बैंक लि.	फारम	प्रयोगकर्ता फारम	सच्याउनुहोस् परिवर्तन गर्नुहोस्	   	

Enterprise list option redirects to page with list of public enterprises created. Use "प्रिन्ट गर्नुहोस्" button to print the list of public enterprises. "संस्थान सिर्जना गर्नुहोस्" button helps to create/add new public enterprise.

Civil Aviation Authority of Nepal (नागरिक उड्डयन प्राधिकरण)

Enter Your Data (आफ्नो डाटा प्रविष्ट गर्नुहोस्)

क्र. सं.	विवरण	ईकाई	वस्तुविक	लक्ष्य प्राप्त प्रतिष्ठित	लक्ष्य	प्रगति अनुमान	लक्ष्य
Total Production Capacity कुल उत्पादन क्षमता							
1.	Closing Inventory						
	चिन्सी मौज्जात (अन्तिम)						
2.	Staff/Labourer						
	कर्मचारी /कामदार						
3.	Dealers/Distributors						
	डिलर बिक्रेता						
Financial Details वित्तीय लक्ष्य प्रगति विवरण							
1.	Gross Operating Income						
	कुल संचालन आय						
2.	Total Expenditure						
	कुल संचालन लागत						
3.	Operating Profit/Loss						
	संचालन नाफा/नोक्सान						

"फारम" link in list navigates to form with empty template of corresponding enterprise in the row.

PE प्रयोगकर्ता सिर्जना फारम

नाम

धर

First Name

Last Name

ईमेल

मोबाइल

Email

Mobile

पासवर्ड

सुनिश्चित पासवर्ड

Password

Password

प्रयोगकर्ता सुरक्षित गर्नुहोस्

< Back

नागरिक उड्डयन प्राधिकरण

कुल उत्पादन क्षमता

Enter Unit

इकाइ

☒ Rem ☐ MoF ☐ Req ☒ Sub

+ Add L2

Enter Unit

इकाइ

- Del L2

☐ Req ☒ Sub

+ Add L2

Enter Unit

इकाइ

- Del L2

☐ Req

Closing Inventory

Enter Unit

जिन्सी मौज्जात (अन्तिम)

इकाइ

☒ Rem ☐ MoF ☐ Req ☐ Sub

Staff/Labourer

Enter Unit

कर्मचारी /कामदार

इकाइ

☒ Rem ☐ MoF ☐ Req ☐ Sub

Dealers/Distributors

Enter Unit

डिलर बिन्नेता

इकाइ

☒ Rem ☐ MoF ☐ Req ☐ Sub

+ Add New Title

संस्थान फारम सिर्जना गर्नुहोस्

We can create new PE user for a public enterprise using “प्रयोगकर्ता” link and create new form for public enterprise using “फारम” link.We can add titles in three sub layers while creating form.

नागरिक उड्डयन प्राधिकरण

कुल उत्पादन क्षमता

Closing Inventory	Enter Unit	जिम्सी मौज्दात (अन्तिम)	ईकाइ	☒ Rem	☐ MoF	☐ Req	☐ Sub
Staff/Labourer	Enter Unit	कर्मचारी /कामदार	ईकाइ	☒ Rem	☐ MoF	☐ Req	☐ Sub
Dealers/Distributors	Enter Unit	डिलर बिज्ञेता	ईकाइ	☒ Rem	☐ MoF	☐ Req	☐ Sub

[+ Add New Title](#)

[Update](#)

Form that is already created could be edited using “सच्याउनुहोस” link. Form format could be changed using “परिवर्तन गर्नुहोस” link.

सार्वजनिक संस्थान सूची

[प्रिन्ट गर्नुहोस](#)
[संस्थान सिर्जना गर्नुहोस](#)

50 [रेकर्ड देखाउने](#)

खोजी:

क्र. सं.	नाम	Template	सिर्जना	फारम	Excel	PDF
1	नागरिक उड्डयन प्राधिकरण	फारम	प्रयोगकर्ता फारम	सच्याउनुहोस परिवर्तन गर्नुहोस	Download Import Export	Download
2	दुग्ध विकास संस्थान	फारम	प्रयोगकर्ता फारम	सच्याउनुहोस परिवर्तन गर्नुहोस	Download Import Export	Download
3	कर्मचारी संचयकोष	फारम	प्रयोगकर्ता फारम	सच्याउनुहोस परिवर्तन गर्नुहोस	Download Import Export	Download
4	राष्ट्रिय बीमा कम्पनी लिमिटेड	फारम	प्रयोगकर्ता फारम	सच्याउनुहोस परिवर्तन गर्नुहोस	Download Import Export	Download
5	राष्ट्रिय बीमा संस्थान	फारम	प्रयोगकर्ता फारम	सच्याउनुहोस परिवर्तन गर्नुहोस	Download Import Export	Download

Empty Templates in both English/Nepali Format of corresponding enterprise can be downloaded using download link in the list. Import/Export of excel file can be done from two consecutive import/export link. To export excel file and pdf file by PE user, validation must be done by MoF user.

3.5.2. Enterprise Status (संस्थानहरूको स्थिति)

संस्थाहरूको स्थिति

50 ▼ रेकर्ड देखाउने

खोजी:

क्र. सं.	नाम	नाम	स्थिति
1	Herbs production and processing company ltd	जडीबुटी उत्पादन र प्रसोधन कम्पनी लि	☒ परिचालनमा रहेको ☐ बन्द भएको ☐ निजीकरण गरेको ☐ भंग भएको
2	Janakpur Cigarette Factory Ltd.	जनकपुर सिगरेट फ्याक्टरी लिमिटेड	☒ परिचालनमा रहेको ☐ बन्द भएको ☐ निजीकरण गरेको ☐ भंग भएको
3	Nepal Oil Corporation Ltd.	नेपाल आयल निगम लिमिटेड	☒ परिचालनमा रहेको ☐ बन्द भएको ☐ निजीकरण गरेको ☐ भंग भएको
4	Agriculture Inputs Company Ltd.	कृषि इनपुट कम्पनी लिमिटेड	☒ परिचालनमा रहेको ☐ बन्द भएको ☐ निजीकरण गरेको ☐ भंग भएको
5	Industrial Districts Management Ltd.	औद्योगिक जिल्ला सङ्गठन लिमिटेड	☒ परिचालनमा रहेको ☐ बन्द भएको ☐ निजीकरण गरेको ☐ भंग भएको
6	National Construction Company Nepal Ltd.	राष्ट्रिय निर्माण कम्पनी नेपाल	☒ परिचालनमा रहेको ☐ बन्द भएको ☐ निजीकरण गरेको ☐ भंग भएको
7	Gorkhapatra Corporation	गोरखापत्र संस्थान	☒ परिचालनमा रहेको ☐ बन्द भएको ☐ निजीकरण गरेको ☐ भंग भएको
8	Janak Education Material Center Ltd.	जनक शिक्षा सामग्री केन्द्र लिमिटेड	☒ परिचालनमा रहेको ☐ बन्द भएको ☐ निजीकरण गरेको ☐ भंग भएको
9	Nepal Water Supply Corporation	नेपाल खानेपानी संस्थान	☒ परिचालनमा रहेको ☐ बन्द भएको ☐ निजीकरण गरेको ☐ भंग भएको
10	Nepal Electricity Authority	नेपाल विद्युत प्राधिकरण	☒ परिचालनमा रहेको ☐ बन्द भएको ☐ निजीकरण गरेको ☐ भंग भएको
11	Agricultural Development Bank Ltd.	कृषि विकास बैंक	☒ परिचालनमा रहेको ☐ बन्द भएको ☐ निजीकरण गरेको ☐ भंग भएको

Enterprise status shows the list of public enterprise with its status. MoF and Super admin user can change the status of the public enterprises. Status indicates public enterprise as operational, closed, privatization or dissolved.

3.6. Files (फाइलहरू)

फाइलहरू		
संस्थानका सारांश फाइलहरू	कारोवार सम्बन्धि कानूनका फाइलहरू	संस्थापना सम्बन्धि कानूनका फाइलहरू
सर्कुलर फाइलहरू	रिपोर्ट फाइलहरू	टिप्पणी फाइलहरू
अन्य फाइलहरू		

Files

Show 50 entries

Search:

S.No.	File Name	Related Enterprise	Access Level	Uploaded By	Action
1	 dota2.jpg	Debugsoft	Public	Not Available	 View
S.No.	File Name	Related Enterprise	Access Level	Uploaded By	Action

Showing 1 to 1 of 1 entries

PREVIOUS1NEXT

Files tab navigates to a new page that helps to view all uploaded files. Buttons in this page redirects to list of files of related type.

3.7. Users (प्रयोगकर्ता)

MoF प्रयोगकर्ता सूची

50

▼

रेकर्ड देखाउने

खोजी:

क्र. सं.	↑↓	नाम	↑↓	इमेल	↑↓	पद	↑↓	कार्य	↑↓
1				dbugsoft@gmail.com		सहसचिव		Edit Delete Reset Password	
क्र. सं.		नाम		इमेल		पद		कार्य	

1 रेकर्ड मध्य 1 देखि 1 रेकर्ड देखाउँदै

पछिल्लो

1

अघिल्लो

PE प्रयोगकर्ता सूची

50

▼

रेकर्ड देखाउने

खोजी:

क्र. सं.	↑↓	नाम	↑↓	इमेल	↑↓	संस्था	↑↓	कार्य	↑↓
1				123@gmail.com		नागरिक उन्मुक्तता प्राधिकरण		Edit Delete Reset Password	
2				dibugsoft@gmail.com		दिबग्गसफ्ट		Edit Delete Reset Password	
क्र. सं.		नाम		इमेल		संस्था		कार्य	

2 रेकर्ड मध्य 1 देखि 2 रेकर्ड देखाउँदै

पछिल्लो

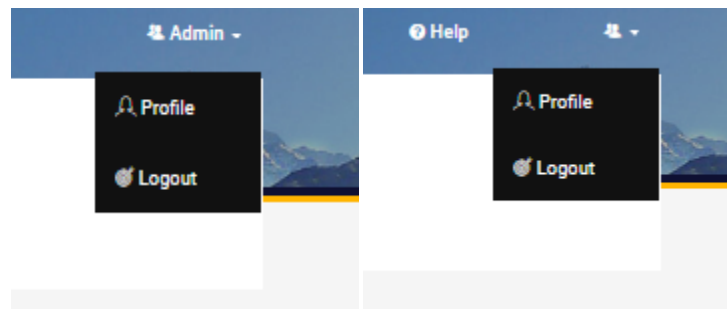
1

अघिल्लो

Two options MoF user and PE user are available in Users tab. In MoF user we see the list of MoF users whereas in PE user we see list of PE users. PE user could be edited, deleted as well as reset password

by MoF and Super admin user. MoF user could be edited, deleted as well as reset password by Super admin user.

4. Admin (व्यवस्थापक)



प्रयोगकर्ता प्रोफाइल

नाम:
ईमेल: pemis@mof.gov.np

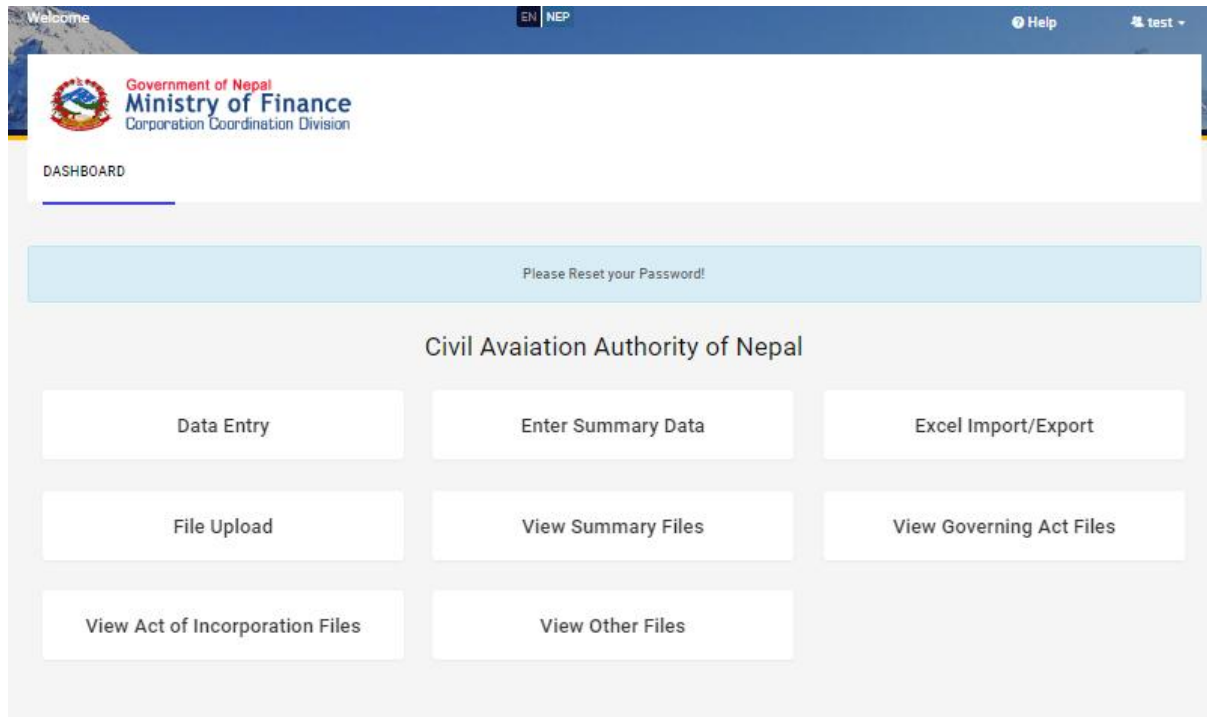
पासवर्ड परिवर्तन गर्नुहोस्

When someone login with valid email and password, s/he will be redirected to corresponding user's dashboard. Admin tab is located at top-right of dashboard. It has two option, profile for editing user's email and password and logout for logout from the system.

5. PE User Panel

If PE user login with valid email and password, user will redirect to PE dashboard.

5.1. Dashboard (इयासबोर्ड)



PE user dashboard with English and Nepali user interface is shown above. Dashboard shows all function available for PE user.

5.1.1. Help

पहिलो पुरस्कृतमा स्वागत छ

EN | NEP

Help

अर्थ मन्त्रालय
सम्बन्धित सम्बन्धित विभाग

दृष्टासबोर्ड

Application Guidelines

Check all guidelines in detail

Data Entry

Step 1.
Click Data Entry button on your dashboard. You will be navigated to Data Entry Form that is look like in the first image. After the submission of form, form filled with enter data is displayed as in next image.

S.N	Description	Unit	FY 2016/017		FY 2017/018		FY 2018/019
			Actual	Target Achieved %	Target	Revised	Target
Total Production Capacity			Total of child value are shown on their parent field automatically.				
1.	Service Consultancy Service		1368				
a	Completed	Nos	123				
b	Uncompleted	Nos	456				
c	New Construction	Nos	789				
2.	Closing Inventory	Rs. Lakh					
3.	Staff/Labourer						
a	Employees	Nos					
	Technical	Nos					

Save button to save your entry within your system. Able to update entry datas until you click submit button. Once you click submit button, your datas will be submitted and form with entry datas will be displayed (you are unable to update your datas).

Help option in dashboard guide PE user to use the system properly and easily. Instructions are given in text as well as screenshots to use all option available in dashboard.

5.1.2. Data Entry (डाटा प्रविष्टि गर्नुहोस्)

DASHBOARD

Civil Aviation Authority of Nepal

Enter Your Data

ID	Description	Unit	Actual	Target Achieved %	Target	Revised Estimate	Target
Total Production Capacity							
1.	Closing Inventory						
2.	Staff/Labourer						
3.	Dealers/Distributors						
Financial Details							
1.	Gross Operating Income						
2.	Total Expenditure						
3.	Operating Profit/Loss						
4.	Other Income						
5.	Net Profit/Loss(after Income Tax and Bonus)						

Data Entry button will navigate to empty data entry form. After submission of form, form filled with entered data is displayed.

5.1.3. Enter Summary Data (सारांश डाटा प्रविष्टि गर्नुहोस्)

Civil Aviation Authority of Nepal

← Back

Share Capital (In Crore)

Issued:Authorized:Paid Up:

Financial Status: (In Lakh)

A. Profit/Loss

Net Profit/Loss for:Cumulative Profit/Loss for:

B. Net Worth In Rs.:

Net Worth In Rs.:

C. Outstanding loan to be paid to Nepal Government:

Total:

Principal In Rs.:Interest In Rs.:

Overdue:

Principal In Rs.:Interest In Rs.:

C. Building:

Name:Address:Area:Booked Value:

Upload

Choose Files No file chosen

Add Other

D. Other:

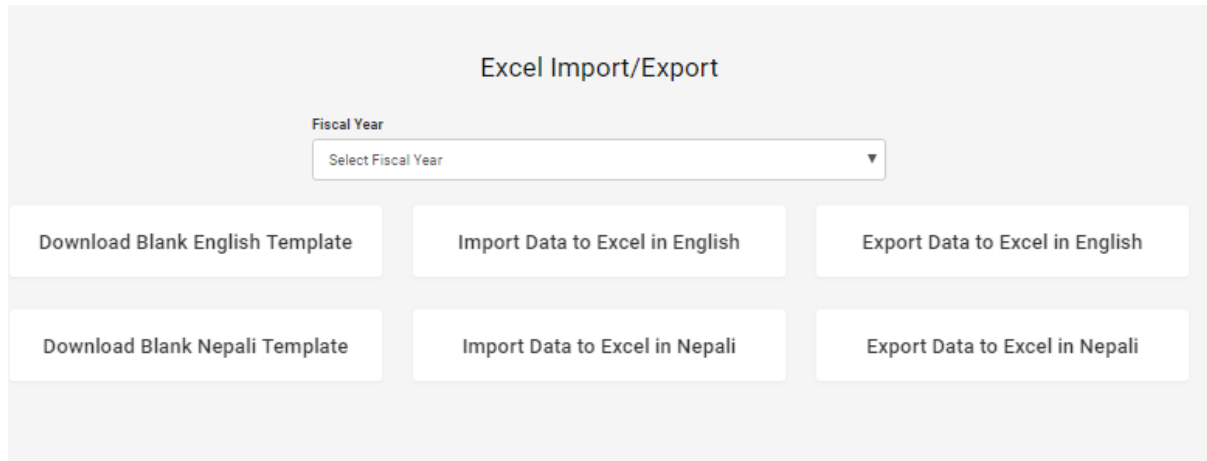
Enter LabelEnter Value

Add Other

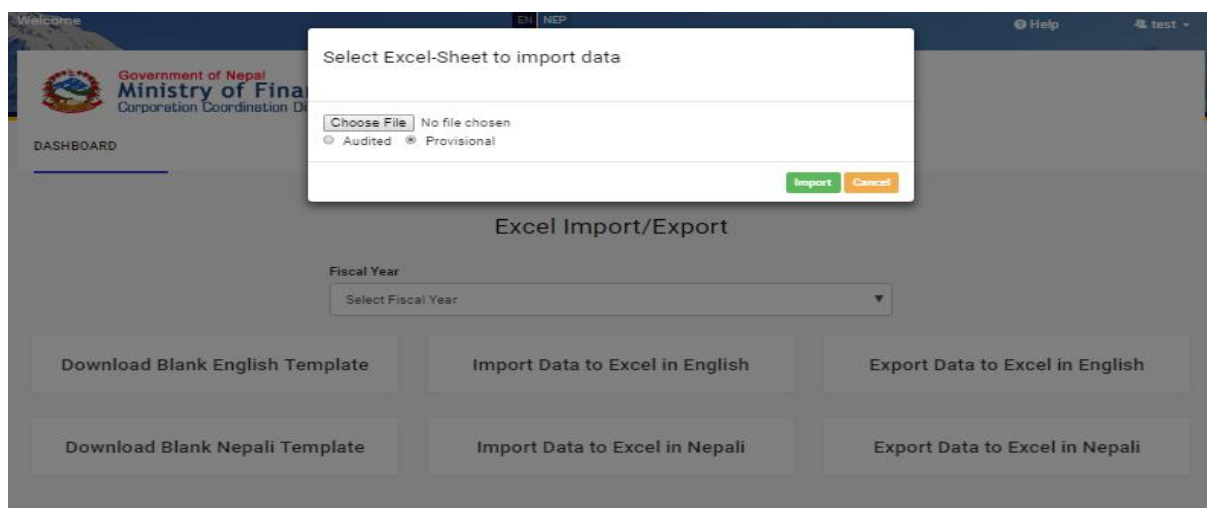
Save

Enter Summary Data button navigates to summary data entry form. To insert multiple records in same title, you can use Add Other button. This form also allows you to add some extra fields/title which is not provided in the form with values using Add Other button as shown above.

5.1.4. Excel Import/Export (एक्सेल आयात/निर्यात)



The screenshot shows a web form titled "Excel Import/Export". At the top, there is a "Fiscal Year" dropdown menu with the text "Select Fiscal Year". Below this, there are six buttons arranged in two rows of three. The first row contains "Download Blank English Template", "Import Data to Excel in English", and "Export Data to Excel in English". The second row contains "Download Blank Nepali Template", "Import Data to Excel in Nepali", and "Export Data to Excel in Nepali".



This screenshot shows the same "Excel Import/Export" form, but with a modal popup open. The popup is titled "Select Excel-Sheet to import data". It contains a "Choose File" button, the text "No file chosen", and two radio buttons labeled "Audited" and "Provisional". At the bottom right of the popup are "Import" and "Cancel" buttons. The background form is dimmed.

Excel Import/Export button navigates to a form where we can import/export excel files. This form has option to download blank template of respective Public Enterprise. We can import/export and download English/ Nepali excel files using buttons in this form. Fiscal year must be selected from dropdown for available operation to perform. Use of button in form is described below.

5.1.4.1. Download Blank English Template

Download Blank English Template button to download blank English template for selected fiscal year.

5.1.4.2. Download Blank Nepali Template

Download Blank Nepali Template button to download blank Nepali template for selected fiscal year.

5.1.4.3. Import Data to Excel in English

Import Data to Excel in English button to import data from excel in English for selected fiscal year. When this button is clicked, popup appears where we can choose file to import.

5.1.4.4. Import Data to Excel in Nepali

Import Data to Excel in Nepali button to import data from excel in Nepali for selected fiscal year. When this button is clicked, popup appears where we can choose file to import.

5.1.4.5. Export Data to Excel in English

Export Data to Excel in English button is for download excel file with data in English for selected fiscal year.

5.1.4.6. Export Data to Excel in Nepali

Export Data to Excel in Nepali button is for download excel file with data in Nepali for selected fiscal year.

5.1.5. File Upload (फाइल उप्लोड)

File Upload

File Type

Act of Incorporation

Select File

Choose File

No file chosen

Upload

File upload navigates to file upload form. File type must be selected to upload file. Files such as Act of Incorporation, Enterprise Summary, and Governing Act etc can be uploaded.

5.1.6. View Summary Files (सारांश फाइलहरु हेर्नुहोस्)

Enterprise Summary Files

S.No.	File Name	Action
No Files Uploaded!		
S.No.	File Name	Action

Other Files

Show 50 entries

Search:

S.No.	File Name	File Type	Action
1	PEMIS Software Letter.pdf	Circular	View
S.No.	File Name	File Type	Action

Showing 1 to 1 of 1 entries

PREVIOUS

1

NEXT

View Summary Files redirects to list of uploaded Enterprise Summary files. We can view the uploaded file using View link in list. PE user can only view the uploaded files but cannot edit or delete uploaded files.

5.1.7. View Governing Act Files (कारोबार सम्बन्धि कानूनका फाइलहरु हेर्नुहोस्)

Governing Acts Files		
S.No.	File Name	Action
No Files.		
S.No.	File Name	Action

To view list of uploaded Governing Act Files, View Governing Act Files button is used. PE user can only view the uploaded Governing Act Files.

5.1.8. View Act of Incorporation files (संस्थापना सम्बन्धि कानूनका फाइलहरु हेर्नुहोस्)

Act of Incorporation Files		
S.No.	File Name	Action
No Files.		
S.No.	File Name	Action

View Act of Incorporation files navigate to list of uploaded act of incorporation files. PE user can only view the files.

5.1.9. View Other files (अन्य फाइलहरु हेर्नुहोस्)

Other Files					
Show	50	▼	entries	Search:	
S.No.	↑↓	File Name	↑↓	File Type	↑↓
1		PEMIS Software Letter.pdf		Circular	🔍 View
S.No.		File Name		File Type	Action
Showing 1 to 1 of 1 entries					
			PREVIOUS	1	NEXT

View other files navigate to a page with list of uploaded files. List of files contains file name, file type and action to view the file. Search helps to filter list based on file name.