District Disaster Management Authorities
Training Manual for
Beneficiary Information Management

Introduction

Disaster management and resilience is a concept that enables communities to prepare for and respond to disasters in a way that minimizes the impact on human life, property, and the environment, while also enhancing their ability to recover and adapt to future challenges. This involves comprehensive planning, effective communication, resource allocation, and community engagement.

In this regard, PDMA Sindh has created an online Beneficiary Information Management Portal for efficient collection of information related to beneficiary and relief operation.

This training manual aims to provide understanding of different information forms enabling DDMA personnel for effective utilization.

1. Data Entry Operator Information
2. Beneficiary Information
3. Relief Items Information

Data Entry Operator Information

Data Entry Operator Information   Forms > Data Entry Operator Information

Name*

Enter Name

Designation*

Enter Designation

Department*

Enter Department

District*

Karachi East

Contact Number*

Enter Contact Number

Next

Purpose

The Data Entry Operator Form is designed for individuals responsible for inputting beneficiary information into the system.

Training Objectives

- Understand the layout and functionality of the Data Entry Operator Form.
- Learn how to input accurate and complete beneficiary data.
- Familiarize yourself with the data validation and error handling processes.

Training Steps

1. After login to the BIM web application using your credentials.
2. You will direct to the Data Entry Operator Form section.
3. Review the fields available for data entry, such as:
   - Name
   - Designation
   - Department
   - District (will automatically updated)
   - Contact Number
4. Enter operator information ensuring accuracy and completeness.
5. Validate the entered data and handle any errors that arise.
6. Submit the entered data securely within the system.

Beneficiary Information

Beneficiary Image

Beneficiary Name*

Enter Beneficiary Name

CNIC*

Enter CNIC Number

CNIC Front Image   Insert CNIC Front Image

CNIC Back Image   Insert CNIC Back Image

Fingerprint Image   Insert Fingerprint Image

Family Size*

Enter Family Size

District*

Select District

Tehsil*

Select Tehsil

Union Council*

Enter Council

Village/Town*

Enter Address

Event*

Select Purpose

Event Date*

mm/dd/yyyy

Impact*   Beneficiary Status*

Next

Purpose

The Beneficiary Details Form provides a comprehensive overview of individual beneficiaries registered in the system.

Training Objectives

- Understand how to access and review beneficiary details.
- Learn how to update beneficiary information as needed.
- Familiarize yourself with search and filter functionalities.

Training Steps

1. Review the beneficiary's details including.

   - Beneficiary Image
   - Beneficary Name
   - CNIC
   - CNIC Front Image
   - CNIC Back Image
   - Fingerprint
   - Family Size
   - District
   - Tehsil
   - Union Council
   - Village/Town
   - Event
   - Event Date
   - Impact
   - Beneficiary Status

2. Update beneficiary information.
3. Validate the entered data and handle any errors that arise.
4. Submit the entered data securely within the system.

Relief Items Information

Relief Items

| Select Item | ⌄ |

Specs

| Select Specs | ⌄ |

Quantity

| Quantity |

Comments

| Enter your comments here |

Add

S.no	Item Name	Specification	Quantity	Action

Download/Submit

Purpose

The Relief Items Information Form tracks the distribution of relief items to beneficiaries.

Training Objectives

- Understand how to record the distribution of relief items.
- Learn how to manage inventory and track items distributed.
- Familiarize yourself with reporting functionalities.

Training Steps

1. Review the list of relief items.
2. Record the distribution of relief items to beneficiaries by:

   - Relief Items
   - Specs
   - Quantity
   - Comments
   - Add (this will make a list or relief items)

3. Add relief data.
4. Generate reports on relief item distribution as needed.
5. Submit and Generate reports on relief item distribution.

Additional Features

- Upon submitting the Data Entry Operator Form, a PDF file containing all details will be automatically generated and downloaded.

- After submission, the form will redirect you to the Beneficiary Details page, eliminating the need to re-enter data entry operator details each time.

INCASE OF NON AVAIBILITY OF INTERNET or any digital means to access the web page, Data Entry Operator can use the following template for manual data entry which will be used to upload information to the portal when internet facility is available.

Link to Data Entry Performa:
https://pdma.gos.pk/Documents/BIM Documents/Beneficiary Information Form for DDMAs Use (in case of no internet connectivity).pdf

DISTRICT DISASTER MANAGEMENT AUTHORITY
GOVERNEMNT OF SINDH

BENEFICIARY RELIEF FORM (FOR DDMA USE ONLY)

DATE: _____

BENEFICIARY INFORMATION

Beneficiary Name:

CNIC:

Family Size:

District:

Tehsil:

Union Council:

Village/Town:

Beneficiary Picture

Fingerprint Right

Fingerprint Left

Event Information:

Event Date:

Event : Riverine Flood
- ☐ Village Submerged
- ☐ Access Road Damaged
- ☐ House Partially Damaged
- ☐ House Completely Damaged
- ☐ Livelihood Damaged
- ☐ Crop Damaged

Injuries (if any): _____
Casualities (if any): _____
Livestock Loss (if any): _____

Event : Rain Induced Flood
- ☐ Village Submerged
- ☐ Access Road Damaged
- ☐ House Partially Damaged
- ☐ House Completely Damaged
- ☐ Livelihood Damaged
- ☐ Crop Damaged

Injuries (if any): _____
Casualities (if any): _____
Livestock Loss (if any): _____

Event : Cyclone
- ☐ Village Submerged
- ☐ Access Road Damaged
- ☐ House Partially Damaged
- ☐ House Completely Damaged

Injuries (if any): _____
Casualities (if any): _____
Missing Person (if any): _____

Event : Storm Surge
- ☐ Village Submerged
- ☐ Access Road Damaged
- ☐ House Partially Damaged
- ☐ House Completely Damaged

Injuries (if any): _____
Casualities (if any): _____
Missing Person (if any): _____

Event : Tsunami
- ☐ Village Submerged
- ☐ Access Road Damaged
- ☐ House Partially Damaged
- ☐ House Completely Damaged

Injuries (if any): _____
Casualities (if any): _____
Missing Person (if any): _____

Event : Earthquake
- ☐ House Partially Damaged
- ☐ House Completely Damaged

Injuries (if any): _____
Casualities (if any): _____

Event : Drought
- ☐ Crop Loss
- ☐ Livelihood Resource Loss

Event : Fire
- ☐ House Partially Damaged
- ☐ House Completely Damaged

Injuries (if any): _____
Casualities (if any): _____
Livestock Loss (if any): _____
Assets/Belongings Burnt (if any): _____

Beneficiary Status:
- ☐ In Relief Camp ☐ With Relatives ☐ At Native Dwelling
- ☐ On Road Side or Elevated Temporary Shelter
- ☐ Other

RELIEF INFORMATION

S#	Item	Specifications	Quantity

Comments:

DATA ENTRY OPERATOR INFORMATION

Name:

Designation:

Department and District:

Signature with Stamp:

- This form is to be used in case of non availability of any digital device that could be used to access online BIM Portal.
- The information collected using this form shall be later in corporated to BIM Portal via https:app.pdma.gos.pk/bim/