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Citation

This submission from the Roads and Highways Department (RHD) of Bangladesh is selected as the Winner for SAPIA 2018. Good procurement record-keeping and retrieval with shortest possible time, as warranted, is a universal problem. The Document Archive System (DAS) with smart retrieval options, as presented in this case story, has addressed this challenge. The DAS can efficiently store and retrieve data and documents in a digitized form in a secured manner. It enables any registered and authenticated user to search and obtain information automatically within seconds. The efficient storage and timely retrieval of data and records greatly helps not only the procurement process but also the decision-making process. The DAS is easily replicable and sustainable.

Summary

The Document Archive System (DAS) is a new dimension in Roads and Highways Department (RHD). The DAS stores and retrieves information systematically. Registered users can search the required information in three seconds. This is made possible by the Enadoc software, which has been customized as per the requirement of decentralized RHD. It allows storage of information in a PDF format with built-in data security system. RHD continuously enhances the operational efficiency of head office, zonal and division offices through digitizing official documents, legal papers, reports, plans, manuals, specifications, drawings, maps etc. DAS enables registered users to have the right and easy access to systematic document storage and smart retrieval rather than only storage of data.

SAPIA182262 – BANGLADESH

Achievement of Value for Money and Enhancement of Efficiency, Economy and Transparency in Procurement - Document Archive System

(This article is a summarized version of the submission entitled "Achievement of Value for Money and Enhancement of Efficiency, Economy and Transparency in Procurement - Document Archive System of Roads and Highways Department (RHD)", made by Ms. Kazi Sayeda Momtaz, Senior System Analyst, RHD, Dhaka, Bangladesh.)

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Achievement of Value for Money and Enhancement of Efficiency, Economy and Transparency in
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The Document Archive System (DAS) is a new dimension in Roads and Highways Department (RHD)

Efficient storing and retrieving data was a challenge and the introduced DAS has addressed it

Security of data being important, the software used by RHD, including Enadoc, protects from breach of data security

Challenge(s) Addressed

Efficient storing and retrieving data was a challenge and the introduced DAS has addressed it.

The other challenges associated with the introduction of DAS were: collecting data from many different offices across the country and convincing the respective heads of the offices that the data would be properly secured.

Impacts

The DAS enables any registered user to search and obtain information automatically within seconds.

Level of Innovation/Good Practice

The archiving system includes:

- Customization and implementation of commercially off-the-shelf software
- Deployment of necessary consultant to customize the software for RHD
- Document digitization - scanning and archiving
- Data entry, verification and validation
- Supply of necessary hardware and software for complete functioning of the system

- Training and capacity building

- Operation, maintenance and warranty support

DAS has features of intelligent searching (full text search, advance search and global search), document life cycle management and approval workflow, security, access control, reporting and dashboard etc. The system will be integrated with RHD-MIS, RHD web site and data center of RHD.

Replicability and Sustainability

Officially, the DAS is used in RHD Headquarters and division level in a sustainable manner. The system can be easily replicated at national, sub-national or ministerial and departmental levels with some customization.

Lessons Learned

- It takes time and effort to collect and digitize data but once it is done, data storage and retrieval becomes efficient; and

- Security of data being important, the software used by RHD, including Enadoc, protects from breach of data security.