



# **AIRPORTS AUTHORITY OF INDIA**

## **(A Miniratna - Category -1 Public Sector Enterprise)**

**BIM based Project Monitoring System (BPMS)**

# **USER MANUAL**

## **BIM Based Project Management System (BPMS)**

Version 1.0

**Prepared by:** SOFTTECH ENGINEERS LTD.



## Revision and Sign-off Sheet

### Change Record

Date	Author	Ver.	Change reference
01/12/2025	SoftTech Engineers Ltd.	1.0	Initial draft

### Client Review

Name	Version approved	Post	Date

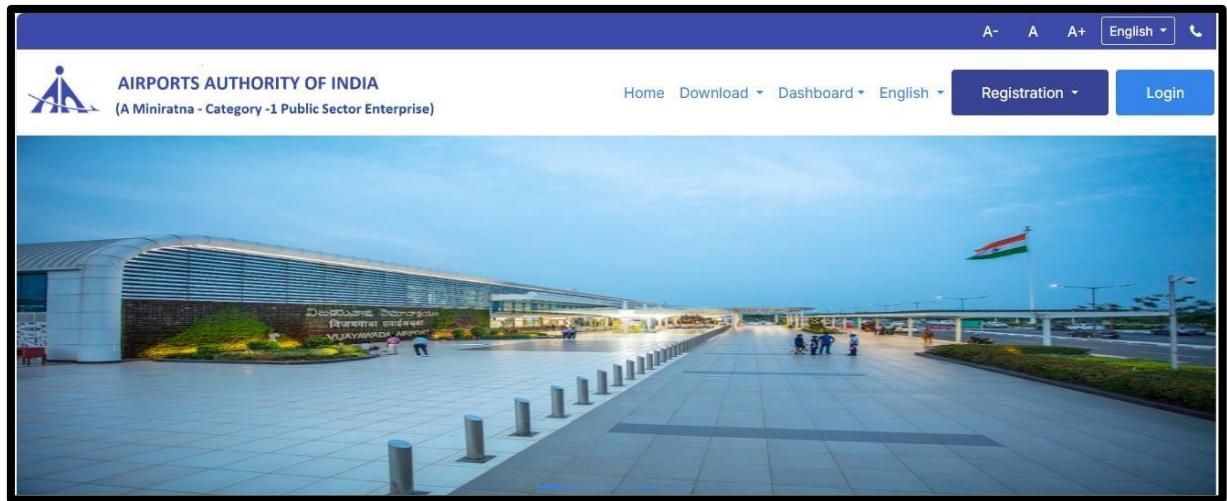


## Index

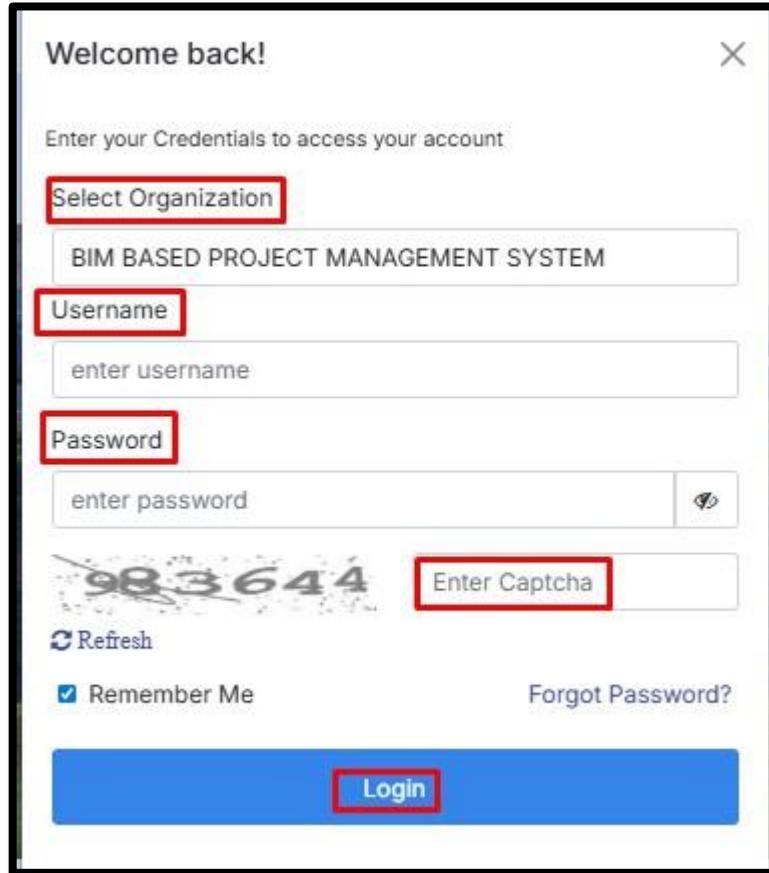
1. How to login into Airports Authority of India (AAI) application .....
2. How to add Project Progress in application .....
3. How to add Activities/Pointer .....
4. How to add Airport Details .....
5. How to add Salient Project Details .....
6. How to add Clearances/Approvals .....

1. How to login into Airports Authority of India (AAI) system?

Step 1) Open the chrome browser, enter the URL <https://aai.civitinfra.in/>, AAI portal will be shown as below:



Step 2) Click on “Login” button.



Welcome back!

Enter your Credentials to access your account

Select Organization

BIM BASED PROJECT MANAGEMENT SYSTEM

Username

enter username

Password

enter password

Enter Captcha

983644

Refresh

Remember Me

Forgot Password?

Login

User Manual of BIM Based Project Management System (BPMS)  
Version 1.0

Step 3: Enter the Username and password. Click on “Login” button to login into the system.

Step 4: As per roles of the user application menu will be shown.

BIM BASED PROJECT MANAGEMENT SYSTEM  
B M Kaul, General Manager - Jammu

QMS Dashboard Logout

Work Space

Administrative Approval

TS

DTP

LOA

WO

Pending With Me[0]  
Pending With Other[0]  
Approved[1]

Pending With Me[1]  
Pending With Other[0]  
Approved[0]

All Daily Weekly Monthly Yearly

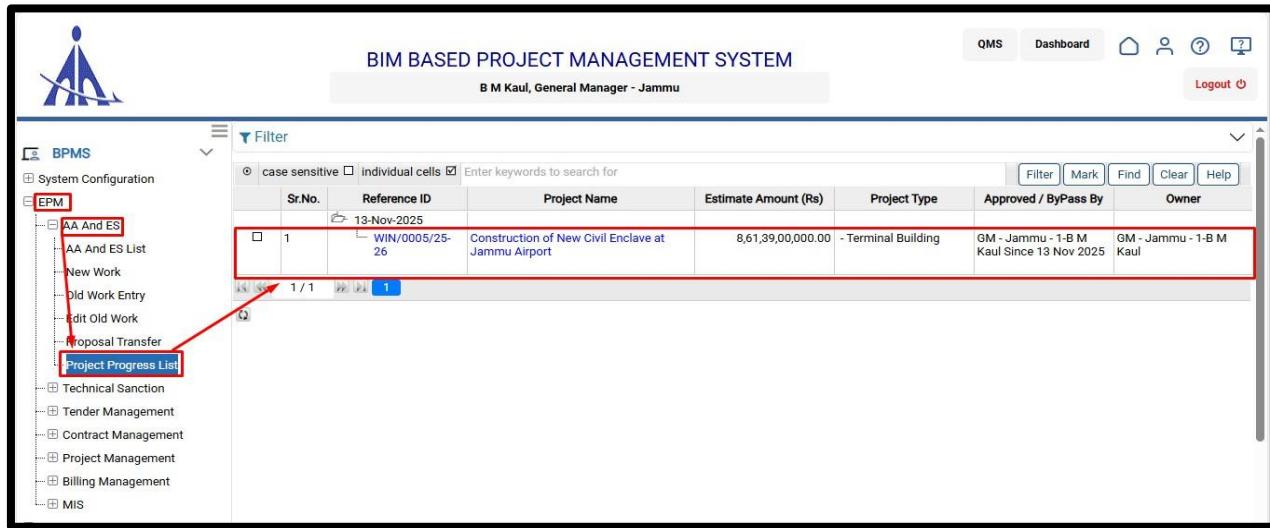
Pending With Me

Search:

NUMBER	DESCRIPTION	AMOUNT	OWNER
No data available in table			

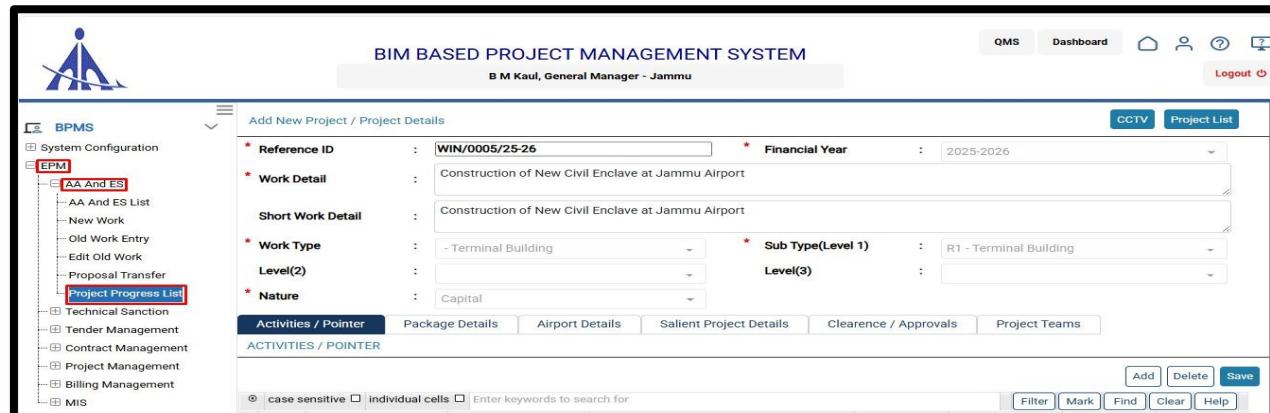
## 1. How to add Project Progress into Airports Authority of India (AAI) application

Step 1: Click on **EPM** → **AA And ES** → Click on “**Project Progress List**” from left menu. Below screen will be shown:



Sr.No.	Reference ID	Project Name	Estimate Amount (Rs)	Project Type	Approved / ByPass By	Owner
1	WIN/0005/25-26	Construction of New Civil Enclave at Jammu Airport	8,61,39,00,000.00	- Terminal Building	GM - Jammu - 1-B M Kaul Since 13 Nov 2025	GM - Jammu - 1-B M Kaul

Step 2: In project Progress List-Click On **Project Name**. Below screen will be shown.



Reference ID	WIN/0005/25-26	Financial Year	2025-2026
Work Detail	Construction of New Civil Enclave at Jammu Airport		
Short Work Detail	Construction of New Civil Enclave at Jammu Airport		
Work Type	- Terminal Building	Sub Type(Level 1)	R1 - Terminal Building
Level(2)		Level(3)	
Nature	Capital		

Step 3: In **Project Progress List** Below tabs are shown:

- A) Activities/Pointer
- B) Package Details
- C) Airport Details
- D) Salient Project Details
- E) Clearances/Approvals

**A) Activities/Pointer:**

Step 1) Click on EPM ->Click on AA and ES ->Click on “Project Progress List” from left menu

Step 2) Select the project

Step 3) Go to “Activities / Pointer” tab

Step 4) Click the “Add” Button

4.1) On the right side of the section, click Add.

4.2) A new blank row will appear in the table.

Step 5) Enter Activity Details in Each Field

5.1) Field name like (Activity No, Activity Code, Description, Unit Quantity etc.)

Step 6) Click on “Save” Button.

6.1) Once all fields are filled, click the 'Save' button on the right side. All entered data will be saved successfully in the application.

Step 7) Click on “Add Target” button:

7.1) Click the mesh button under Add Target for the row.

Sr.No.	Activity No	Activity Code	Description	Unit	Total Quantity	Add Target	Update Progress
1	Activity 1	Activity 1	Excavation	Cum	230000		
2	Activity 2	Activity 2	Concrete PTB & Elevated Road (PCC, RCC)	Cum	60000		

7.2) Click On Mesh button.

7.3) Below screen will be shown:

Activity	Qty BOQ
Activity 1	230000

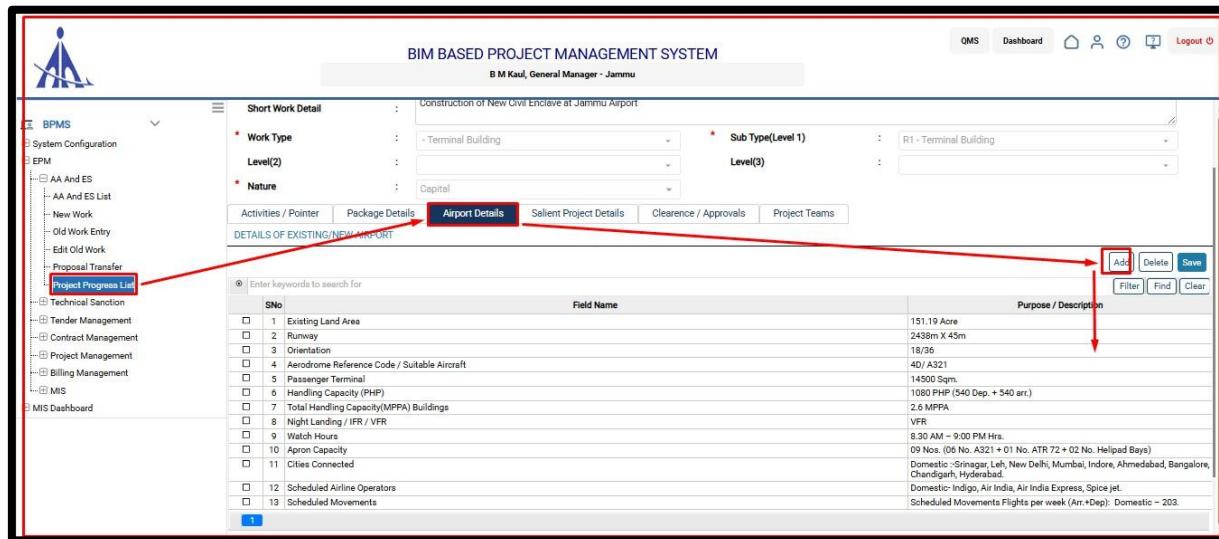
8. Enter Proposal Target Details:
9. Enter Start and End Dates for the Work
  - 9.1) In the Work Start section, enter the start date for the target (e.g., 12/12/2023)
  - 9.2) In the Work End section, enter the end date (e.g., 06/22/2026)
- 10) Click on “**Get**” button
- 11) Add “**Weekly**” targets: Fields Name Planned Phy Target, Achievement Phy Target, Cumulative Target, Cumulative Achieved, Labour Required Labour Deployed
- 12) **Save the Data:**
  - 12.1) After filling in the required target details, click the Save button to save the added target.
- 13) **Review and Confirm:**
  - 13.1) Once the data is saved, review the entries and ensure everything is accurate

**B) Airport Details:**

Step 1) Click on “**Airport Details**” Tab:

Step 2) Click on Add button for insert new Row

Step 3) Below screen will be shown:



The screenshot shows the 'BIM BASED PROJECT MANAGEMENT SYSTEM' interface. The left sidebar is a navigation menu with categories like BPMS, System Configuration, EPM, AA And ES, New Work, Old Work Entry, Edit Old Work, Proposal Transfer, and Project Progress List. The 'Project Progress List' button is highlighted with a red box and a red arrow points to the 'Add' button in the top right corner of the main content area. The main content area has tabs: Short Work Detail, Work Type, Sub Type(Level 1), Nature, Activities / Pointer, Package Details, and Airport Details (which is highlighted with a red box). Below these tabs is a table titled 'DETAILS OF EXISTING/NEW AIRPORT' with columns: SNo, Field Name, and Purpose / Description. The table contains 13 rows of data, each with a checkbox in the first column. The data includes details like 'Existing Land Area' (151.19 Acre, 2438m X 45m, 18/36, 4D/A321, 14500 Sqm, 1060 PHP (540 Dep. + 540 arr.), 2.6 MPAA, VFR, 8.30 AM – 9:00 PM Hrs, 09 Nos. (08 No. A321 + 01 No. ATR 72 + 02 No. Helpad Bays), Domestic: Srinagar, Leh, New Delhi, Mumbai, Indore, Ahmedabad, Bangalore, Chandigarh, Hyderabad, and Domestic: Indigo, Air India, Air India Express, Spice jet, Scheduled Movements Flights per week (Arr.+Dep): Domestic – 203).

Step 4) Add row-Entre the data of Field name and Description

Step 5) After entering the required details, click on the **Save** button to save the entered data.

Step 6) Click on **Delete** Button

6.1) If you need to remove an entry, select the corresponding row in the table and click the **Delete** button. Ensure you confirm before deletion.

**C. Salient Project Details:**

Step 1) Click on “**Salient Project Details**” Tab:

Step 2) Click on Add button for insert new Row  
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Step 3) Below screen will be shown

**BIM BASED PROJECT MANAGEMENT SYSTEM**  
B M Kaul, General Manager - Jammu

**Short Work Detail**: Construction of New Civil Enclave at Jammu Airport

**Work Type**: Terminal Building    **Sub Type(Level 1)**: R1 - Terminal Building

**Level(2)**:    **Level(3)**:

**Nature**: Capital

Activities / Pointer    Package Details    Airport Details    **Salient Project Details**    Clearance / Approvals    Project Teams

**SALIENT FEATURES OF PROJECT**

SNo	Field Name	Purpose / Description
1	Project Area	113.51 Acre
2	Terminal Building	55693 Sqm (including Basement and 06 nos. fixed fingers)
3	Utility Block	2022 Sqm (UGT, WTP, AC Plant, Sub-station)
4	Elevated Road	845 mtr
5	Total Check-in Counters	36 Nos
6	Security Check Line (ATRS)	11
7	GRHA rating	5 Star
8	Surface Parking	500 cars + 4 Buses
9	Remote Departure Vestibules	02 Nos.
10	Remote Arrival Vestibules	02 Nos.
11	E check-in counters	16 Nos.
12	Arrival Carousels	04 Nos. + 02. no. (future)
13	Aero-bridges (Fixed Finger)	06 Nos.
14	Escalators	06 Nos.

Step 4) Add row-Entre the data of Field name and Description

Step 5) After entering the required details, click on the **Save** button to save the entered data.

Step 6) Click on **Delete** Button

6.1) If you need to remove an entry, select the corresponding row in the table and click the **Delete** button. Ensure you confirm before deletion.

#### D. Clearances/Approvals:

Step 1) Click on “**Clearances/Approvals**” Tab:

Step 2) Click on Add button for insert new Row

Step 3) Below screen will be shown

**BIM BASED PROJECT MANAGEMENT SYSTEM**  
B M Kaul, General Manager - Jammu

**Short Work Detail**: Construction of New Civil Enclave at Jammu Airport

**Work Type**: Terminal Building    **Sub Type(Level 1)**: R1 - Terminal Building

**Level(2)**:    **Level(3)**:

**Nature**: Capital

Activities / Pointer    Package Details    Airport Details    **Salient Project Details**    **Clearance / Approvals**    Project Teams

**CLEARANCES / APPROVALS**

SNo	Field Name	Date	Status	Remarks
1	PIB / CCEA	20/10/2023	Approved	Approved
2	Environmental Clearance (EC)	07/12/2023	Approved	Approved
3	Consent to Establish (CTE)	01/04/2024	Approved	Approved
4	Security Vetting (BCAS)		Approval Pending	Drawings has been submitted to RDCOS BCAS on dated 07.05.2024 for approval
5	DGCA Approval (Design / Execution)		Other	Jammu Airport is a Civil Enclave.

Step 4) Add row-Entre data of Field name and Description

Step 5) After entering the required details, click on the **Save** button to save the entered data.

Step 6) Click on **Delete** Button

6.1) If you need to remove an entry, select the corresponding row in the table and click the **Delete** button. Ensure you confirm before deletion.

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