



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.

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Empowering Transformation



Revision and Sign-off Sheet

Change Record

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

Client Review

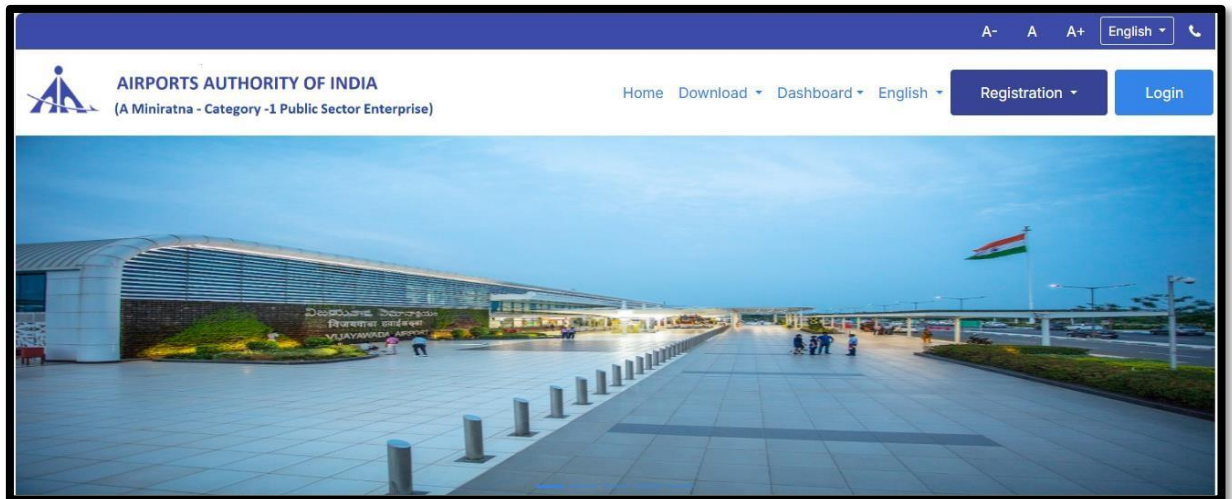
Name	Version approved	Post	Date

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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:

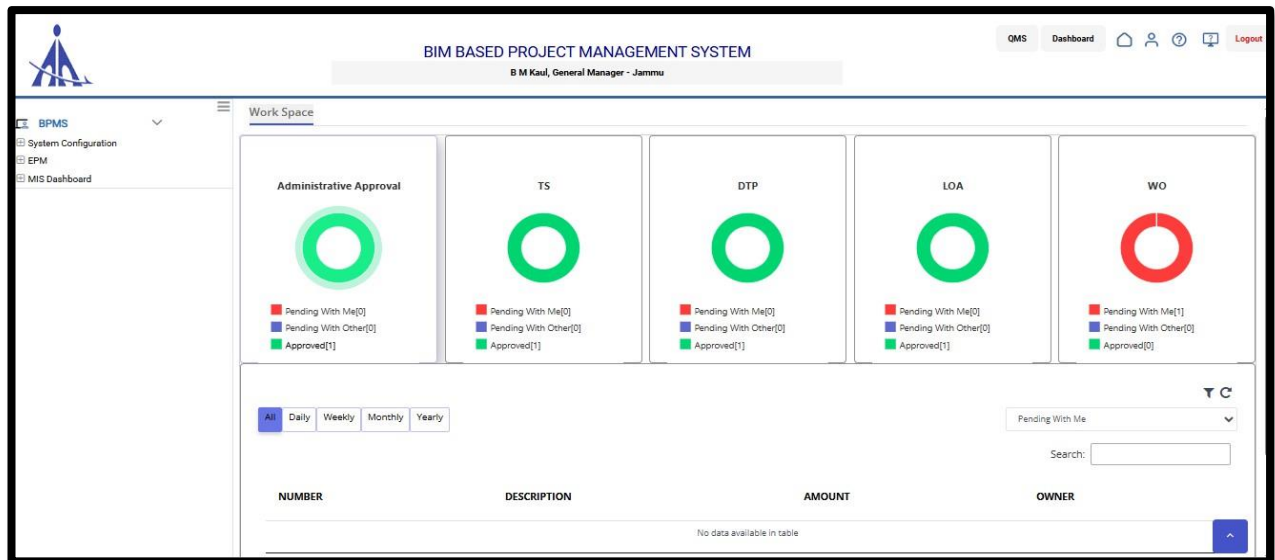


Step 2) Click on “Login” button.

The image shows the login form of the AAI portal. It is a white box with a black border. At the top, it says "Welcome back!" with a close button (X). Below this, it says "Enter your Credentials to access your account". The form contains several fields: "Select Organization" (a dropdown menu with "BIM BASED PROJECT MANAGEMENT SYSTEM" selected), "Username" (a text input field with placeholder "enter username"), "Password" (a text input field with placeholder "enter password" and a toggle icon), "Enter Captcha" (a text input field with a captcha image showing "983644" and a "Refresh" button), "Remember Me" (a checked checkbox), and "Forgot Password?" (a link). A large blue "Login" button is at the bottom, highlighted with a red box.

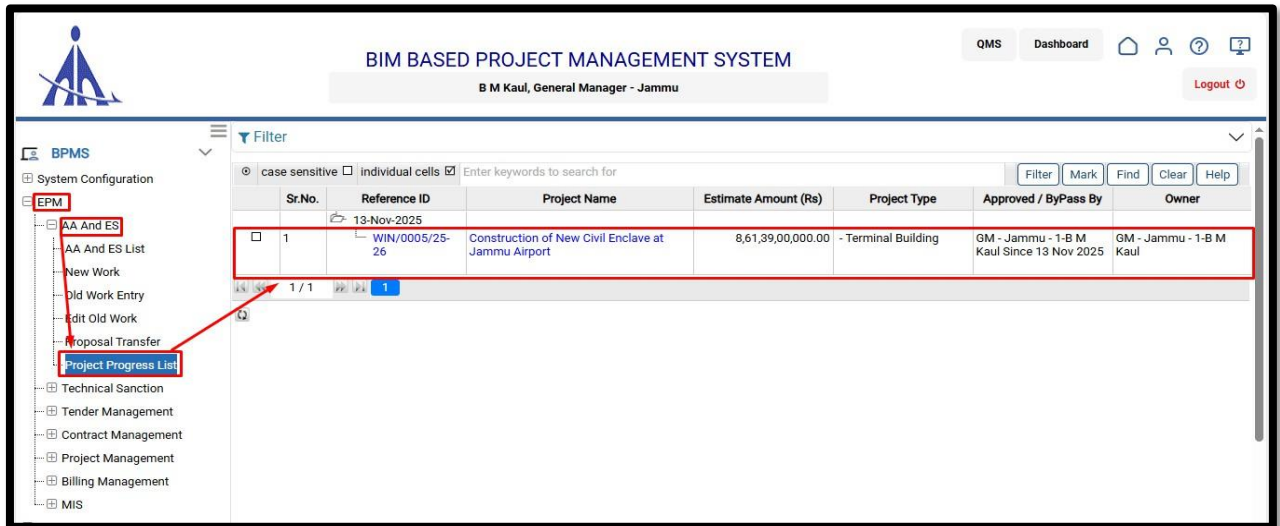
Step 3: Enter the Username and password. Click on “Login” button to login into the system.

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

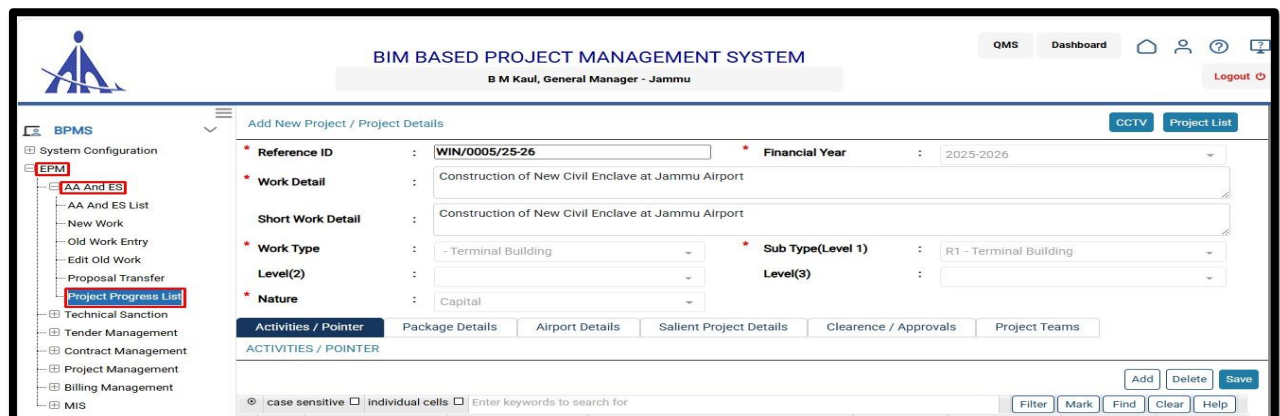


1. How to add **Project Progress** into Airports Authority of India (AAI) application

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



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



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

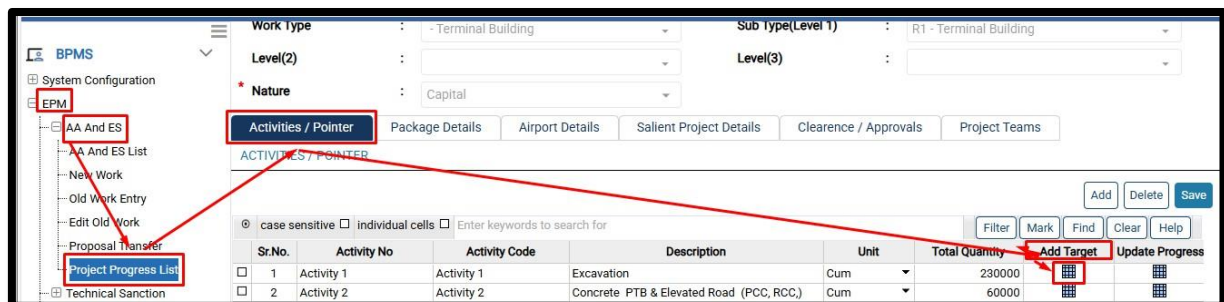
5.1) Field name like (Activity No, Activity Code, Description, Unit Quantity etc.)

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.

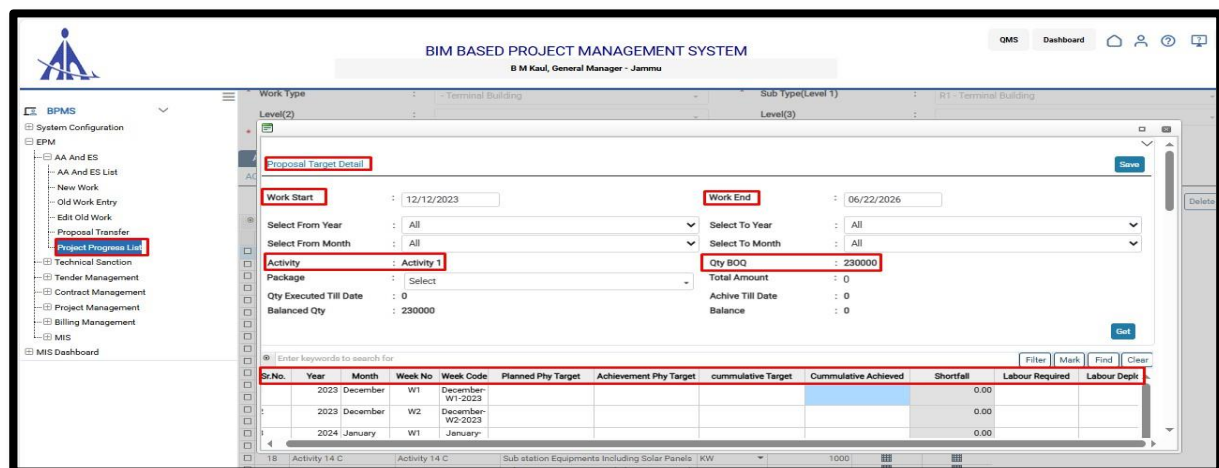
Step 7) Click on **“Add Target”** button:

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



7.2) Click On Mesh button.

7.3) Below screen will be shown:



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:

SNo	Field Name	Purpose / Description
1	Existing Land Area	151.19 Acre
2	Runway	2438m X 45m
3	Orientation	18/36
4	Aerodrome Reference Code / Suitable Aircraft	4D/ A321
5	Passenger Terminal	14500 Sqm.
6	Handling Capacity (PAP)	1080 PPH (540 Dep. + 540 arr.)
7	Total Handling Capacity(MPPA) Buildings	2.6 MPPA
8	Night Landing / IFR / VFR	VFR
9	Watch Hours	8.30 AM – 9.00 PM Hrs.
10	Apron Capacity	09 Nos. (06 No. A321 + 01 No. ATR 72 + 02 No. Helipad Bays)
11	Cities Connected	Domestic -Srinagar, Leh, New Delhi, Mumbai, Indore, Ahmedabad, Bangalore, Chandigarh, Hyderabad
12	Scheduled Airline Operators	Domestic- Indigo, Air India, Air India Express, Spice jet.
13	Scheduled Movements	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

User Manual of BIM Based Project Management System (BPMS)

Version 1.0

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

Enter keywords to search for

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	GRIHA 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.

Add Delete Save Filter Find Clear

Step 4) Add row-Enter 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

Enter keywords to search for

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.

Add Delete Save Filter Find Clear

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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