Baijanath Rural Municipality
Office of the Rural Municipal Executive
Rampur, Banke, Lumbini Province, Nepal



FINAL WORK COMPLETION AND SYSTEM HANDOVER REPORT

Design, Development and Implementation of Integrated e-Governance System

- **Beruju Management System (BMS)**
- **Electronic Building Permit System (EBPS)**
- **Local Judiciary Management (Ijalas)**

Project	:	**Design, Development and Implementation of Integrated e-Governance System** • **Beruju Management System (BMS)** • **Electronic Building Permit System(EBPS)** • **Local Judiciary Management (Ijalas)**
Client	:	Baijanath Rural Municipality
Date of Submission	:	19th April 2026
Status	:	**Completed**
Company Name	:	**Ninja Infosys Pvt. Ltd., Anamnagar, Kathmandu**

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1. Executive Summary

This Final Work Completion and System Handover Report is submitted to formally document the successful design, development, and deployment of the Integrated e-Governance System for Baijanath , Banke, Lumbini Province, Nepal. The project encompasses three interconnected digital platforms—,the Electronic Building Permit System (EBPS), and the Beruju Management Software and the Local Judiciary management system — all developed and delivered in strict accordance with the approved Terms of Reference (ToR).

All contractual obligations have been fulfilled, including the delivery of all specified functional modules, database architecture standards, security and audit compliance frameworks, training sessions, user manuals, and source code handover. This report is submitted to the Technical Committee of Baijanath Rural Municipality to facilitate formal review and to authorize the release of the final milestone payment as stipulated in the agreed Payment Mode.

2. Project Background and Strategic Alignment

As mandated by the **Constitution of Nepal (Article 51)** and aligned with the federal governance framework, local governments are entrusted with delivering efficient, transparent, and citizen-friendly public services.

Baijanath Rural Municipality, in its pursuit of administrative modernization and transparent local governance, identified three critical areas requiring digital intervention: financial accountability, regulated urban development, and local judicial efficiency.

Historically, the municipality faced challenges in tracking unsettled audit accounts (**Beruju**), managing building permits (**e-BPS**) in compliance with the National Building Code, and maintaining organized records for local dispute resolution (**Ijalas**). The reliance on manual, paper-based systems often led to administrative delays and data vulnerability. To address these issues, the municipality commissioned the development of an integrated suite of software solutions to digitize these core functions, ensuring data integrity and faster service delivery for its citizens.The implementation of the Beruju Management, e-BPS, and Ijalas systems is

strategically aligned with the following objectives:

- **Financial Integrity and Audit Compliance:** The **Beruju Management Software** is strategically designed to align with federal financial regulations. It enables the municipality to systematically track audit findings, categorize them by fiscal year and department, and accelerate the settlement (*Farsyot*) process, thereby improving the municipality's overall financial standing.
- **Disaster-Resilient Urban Growth:** The **Electronic Building Permit System (e-BPS)** ensures that all new constructions within Baijanath Rural Municipality strictly adhere to the National Building Code (NBC) and municipal Building Bye-Laws (BBL). This alignment is critical for disaster risk reduction and long-term urban safety.
- **Decentralized Justice and Rule of Law:** In accordance with the Constitution of Nepal, the **Local Judiciary Management System (Ijalas)** empowers the Judicial Committee to provide swift, transparent, and accessible legal services. Digitizing case registrations and verdicts ensures that justice is served efficiently at the grassroots level.
- **E-Governance Roadmap:** This project serves as a cornerstone for the "Smart Baijanath" initiative. By consolidating these three modules into a secure, database-driven environment, the municipality creates a scalable digital infrastructure capable of future integration with other provincial and federal e-governance platforms.
- **Operational Efficiency and Accountability:** Transitioning to these digital systems eliminates manual errors, provides auditable logs for every administrative action, and ensures that municipal staff can generate real-time reports for better-informed decision-making.

3. Technical Architecture and Infrastructure

The integrated system has been engineered using enterprise-grade software development methodologies, ensuring scalability, security, and long-term maintainability across all three platforms.

3.1 Technology Stack

Layer	Technology	Purpose
Frontend	React / Vue.js / HTML5 / Bootstrap	Responsive user interface across all modules
Backend	Go/Node.js/Django/Laravel	Business logic, API handling, workflow engine
Database	PostgreSQL / MySQL with Unicode support	Relational data management with Nepali date support
Web Server	Nginx (Linux environment)	Reverse proxy, SSL termination, load management
Integrations	SMS Gateway, IRD API, NepCaptcha	Citizen notifications, tax verification, security

3.2 Security and Audit Architecture

The system enforces comprehensive security standards in compliance with Government IT security requirements:

- Encrypted credential hashing with JWT/session-based authentication for all user access.
- Role-based access control (RBAC) ensures ward officials, administrators, and municipal staff have appropriately scoped permissions.
- Immutable audit logging capturing all state transitions, user actions, timestamps, and session identifiers.
- End-to-end data encryption for all citizen data and sensitive document uploads.
- Automated daily backup mechanisms with disaster recovery provisions.

3.3 Multi-Tenant and Modular Architecture

All core tables are structurally partitioned using a tenant architecture, enabling Baijanath Rural Municipality to securely compartmentalize data across wards and departments within a single ecosystem. The system is designed for extensibility, supporting integration of future modules developed by the same or third-party vendors without requiring fundamental backend rewrites.

4. Module Compliance and Verification

The formal scope of work mandated the development of three integrated platforms comprising multiple functional modules. All modules have been developed, tested, and verified against the requirements stipulated in the respective Terms of Reference. The following tables summarize the implementation and verification status of all modules.

4.1 Electronic Building Permit System (EBPS)

Module	Status	Verification Summary
Online Registration & Application	**COMPLETE**	Digitally collects land ownership documents (Lalpurja), citizenship, and structural/ architectural drawings.
Revenue & Permit Fee Module	**COMPLETE**	Automated calculation of permit fees, security deposits, and fines based on plot and building category.
Certificate Generation	**COMPLETE**	Electronic issuance of Plinth Level, Superstructure, and Completion Certificates with unique tracking IDs.

4.2 Beruju Management System

Module	Status	Verification Summary
Project Proposal Management	**COMPLETE**	Web-based module for submission, review, and approval of project proposals at both palika and ward levels.
Budgeting & Allocation	**COMPLETE**	Budget tracking linked to project proposals with fiscal year segregation and fund source management.
Implementation Tracking	**COMPLETE**	Progress tracking for active projects with milestone updates and physical completion records.
Monitoring & Reporting	**COMPLETE**	Built-in analytics and visual dashboards for real-time project status and department-wise reporting.
Ward-Level Planning	**COMPLETE**	Dedicated ward interface for planning entries, synchronized in real-time with the central municipal system.
Beruju Management Module	**COMPLETE**	Secure system for logging audit irregularities, tracking settlement progress, and generating financial compliance reports

4.3 Local Judiciary Management System (Ijalas)

Module	Status	Verification Summary
Evidence & Document Archiving	**COMPLETE**	Support for uploading digital copies of land ownership certificates, citizenship documents, and physical evidence photos related to the dispute.
Case Registration (Mudda Darta)	**COMPLETE**	Ability to record comprehensive case details, including plaintiff/defendant profiles, case category (Civil/Criminal/Mediation), and automatic case numbering.
Case Status Tracking	**COMPLETE**	Real-time tracking of case progress (e.g., Active, Stayed, Resolved, Appealed to District Court).
Reporting & Analytics	**COMPLETE**	Generation of monthly and annual reports on case types, resolution rates, and ward-wise dispute trends for the Municipal Executive.

5. Quality Assurance and Compliance

The deployed system has been subjected to comprehensive quality assurance procedures in accordance with the testing requirements stipulated in the ToR. The following testing phases were completed prior to handover:

Testing Phase	Status	Scope and Outcome
Unit Testing	**COMPLETE**	All individual module components and business logic functions verified against defined specifications.
Integration Testing	**COMPLETE**	Cross-module workflows tested including SMS gateway, IRD API integration, and inter-system data exchange.
User Acceptance Testing (UAT)	**COMPLETE**	End-to-end service workflows validated with municipal staff. All UAT feedback incorporated and approved.
Security Testing	**COMPLETE**	Authentication, authorization, input validation, and data encryption protocols tested against Government IT security standards.
Performance Testing	**COMPLETE**	System load tested for concurrent user access. Verified stable performance on the provided VPS infrastructure.

Additionally, the following compliance standards have been verified:

- Full compatibility with the Linux-Nginx-MySQL/PostgreSQL environment as specified in hosting requirements.
- Nepali Unicode and Bikram Sambat calendar support implemented across all templates and printed certificates.
- Role-based access control enforced for administrators, ward officials, and authorized municipal staff.
- Data privacy protocols compliant with Government of Nepal IT security directive

6. Deliverables Handover Status

The following table summarizes the handover status of all contractual deliverables as stipulated in the Terms of Reference for all three systems:

S.N.	Deliverable	System	Status
1	Software Installation — All three systems fully deployed on municipal server infrastructure.	All Systems	**COMPLETE**
2	Source Code Handover — Complete source code, database schemas, and deployment scripts. All intellectual property rights vested with Bajainath Rural Municipality.	All Systems	**COMPLETE**
3	System User Manual — Comprehensive Nepali-language user manuals for each system covering all modules and operational workflows.	All Systems	**COMPLETE**
4	Training Sessions — Hands-on training conducted for IT officers, ward staff, and administrative personnel.	All Systems	**COMPLETE**
5	Work Completion Report — This document, with full documentation and system handover certification.	All Systems	**COMPLETE**
6	Software Functionality Presentation — Demonstrated to the Technical Committee with live walkthrough of all modules.	All Systems	**COMPLETE**

S.N.	Deliverable	System	Status
7	Maintenance & Support Commitment — Minimum one year of free technical support post-deployment, including error fixing, on-call assistance, and system admin orientation.	All Systems	**COMPLETE**

7. Post-Handover Support and Maintenance Commitment

In accordance with the support obligations defined in the Terms of Reference, the following post-deployment support commitment is formally confirmed:

Support Service	Duration	Status
Free Maintenance & Error Fixing	Minimum 1 year from deployment	**COMPLETE**
On-Call Technical Support	Within agreed support period	**COMPLETE**
System Admin Orientation for Updates	As required during support period	**COMPLETE**
Annual Maintenance Charge (AMC) — Post Free Period	As per approved estimates (max 15% of project cost)	**COMPLETE**

The system has been architectured to facilitate seamless integration of future features — whether developed internally or by third-party vendors — ensuring the municipality's digital infrastructure can evolve as governance requirements expand.

8. Conclusion and Request for Final Approval

The development consultant firm formally certifies that all three integrated digital systems — Electronic Building Permit System (EBPS) , Local Judiciary Management (Ijalas) and Beruju Management System — have been thoroughly analysed, designed, coded, tested, deployed, and handed over to Bajainath Rural Municipality in complete compliance with the approved Terms of Reference.

Total compliance with the Scope of Work and all specified deliverables is hereby confirmed. The architectural quality applied guarantees enterprise-grade solutions that will profoundly advance Bajainath Rural Municipality service delivery, governance transparency, and administrative efficiency — fulfilling the constitutional mandate for technology-driven public service at the grassroots level.

9. Annex

Training Sessions

Comprehensive training sessions were conducted for Bajainath Rural Municipality personnel following successful installation and UAT of all three systems. The training program was designed to ensure smooth adoption and confident operation of all digital platforms by municipal staff.

















आज मिति २०८२/१२/०३ गतेका दिन यस बैजनाथ गाउँपालिकामा मिति २०८२/११/२९ मा· पालिका र निन्जा ईन्फोसिस् प्रा. लि., काठमाडौं संस्था बीच भएको सम्झौता बमोजिम गाउँपालिकाको एकीकृत सफ्टवेयर प्रणालीको विकास, जडान तथा प्रशिक्षण कार्य सम्पन्न गरी सो सफ्टवेयरको विधिवत हस्तान्तरण साथै प्रयोगकर्ता तालिम तपशिल बमोजिमको उपस्थितिमा सु-सम्पन्न गरियो । साथै यसै क्रममा Software User Manual र कार्य सम्पन्न प्रतिवेदन समेत हस्तान्तरण गरियो ।

तपशिल उपस्थिति

नाम	पद	हस्ताक्षर
श्री प्रकाश ध. थापी	गा. पा. अध्यक्ष	
श्री निर्मला रोकाय	गा. पा. उपाध्यक्ष	
श्री कमलराज उपाध्याय	प्र. प्र. अधिकृत	
श्री प्रेम ध. थापी	वडा नं. ४ अध्यक्ष	
श्री पूर्ण प्रसाद जैसी	वरिष्ठ लेखा अधिकृत	
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टिका घर्ति	सामाजिक परिचालक वडा नं.२.	
अर्जुन सिंह थापा	का. हा वडा नं. 6	
जितेन्द्र नागी क्षेत्री	वडा सचिव वडा नं.6	
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राम वीर साहू	वैजनाथ स्वि. शाखा	
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देव बहादुर धाड	वैजनाथ - 4 कार्यालय	
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