



National eVidhan Application

Digital Legislatures

One Nation One Application



Master Data

User Guide(Secured Login)

Version 1.0

Document No. NeVA/CMS/MD/UG/1.0

Central Project Management Unit

National eVidhan Application

Ministry of Parliamentary Affairs

109, Parliament House, New Delhi-110001

ABSTRACT

E-Governance is the buzzword in the corridors of the government. Adoption of Information Technology in day to day working of various branches of the government has revolutionized the governance as a whole. Hon'ble Prime Minister has rightly said that IT + IT = IT i.e. Information Technology plus Indian Talent equal to India Tomorrow- for the country to adapt to new technologies and stay ahead of others. Hence, the working of all the future governments would have to be technology driven and the present government has adopted it well.

Infect, two branches of the government viz. executive & judiciary have adopted IT well to improve its working & image. The third branch of the government i.e. Legislature is slowly getting pace with IT after initial reluctance. In this context, some of the States like Karnataka, Uttar Pradesh, Rajasthan, Goa, Kerala, Madhya Pradesh and Maharashtra have made good progress in the field of automation of their Legislatures and developed the applications for the working of their Business.

In these States, electronic applications being run have not replaced the existing physical paper based processes. Moreover, consumption of huge volume of papers is still going on in these States.

Government of India has launched Digital India Programme with the vision to transform India into a digitally empowered society & knowledge economy. At present, Government of India has identified 44 Mission Mode Projects (MMPs) for implementation under Digital India Programme. e-Vidhan is one of such Mission Mode Project (MMP) included in Digital India Programme with the approval of Cabinet. Ministry of Parliamentary Affairs has been made the 'Nodal Ministry' for implementation of e-Vidhan MMP and empowered it to take all necessary steps to promote & roll out e-Vidhan re-designated as National eVidhan Application (NeVA) in all the 31 States/ UTs with Legislatures on the line of Himachal Pradesh Legislative Assembly.

To take up systematic implementation across all States Legislatures, without having the complexity of multiple applications, it is required to have a common NeVA framework with local add-on features to bring all the State Legislatures at par. Common NeVA application for all State Legislatures would not only save on development of multiple applications but would also help in comparative studies amongst various Legislative Bodies which would help in enhancing their efficiency and productivity. Ministry of Parliamentary Affairs have, therefore, opted that e-Vidhan application of HP Legislative Assembly may be upgraded, customized&localized by incorporating all the best practices being followed by other States of Indian Union & Parliament of India and be developed using latest Technology as a single multi-lingual application with mobile compatibility and differently abled friendly

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features to meet the requirement of NeVA for all Legislatures with ultimate objective of achieving e-Democracy for digitally empowered Indian society

Ministry of Parliamentary Affairs consulted all the Nodal Officers from State Legislatures/ Government Departments on 26th April, 2018 through Video Conferencing. They agreed to adopt the NeVA solutions for making functioning of Legislatures paperless. In this regard, the Ministry has also conducted National Orientation workshop as well as various other training workshops at the some of the State Legislatures as well as CPMU, NeVA, New Delhi to orient the various officials of the Legislatures, Government Departments and NIC about NeVA.

The present system of law making process is not only expensive but also time consuming. At present, all communications amongst various stakeholders is through pen & papers in physical mode. Hon'ble Members of Legislative Assemblies give notices for Questions in writing on papers. Similarly, Assembly Secretariats and various Departments of the State Government do communicate with each other through paper mail which is not only expensive but slow too. Similarly, citizen could bring their grievances to the notice of their public representative for its resolution in writing on paper only. The Project has been accorded the approval of the Finance Ministry for its implementation on pan-India basis with the aim of digitization of the legislatures to build an efficient system all across the country.

The States all over the country have shown dire willingness for the adoption of the project and are working with all their efforts to make it a real success.

Table of Contents

TABLE OF FIGURES.....	5
INTRODUCTION	7
Finding the Application.....	7
Site Login Page	10
PART I.....	11
1. SUPER ADMIN PORTAL.....	11
1.1 HOUSE DETAILS	11
1.1.1 Assembly House.....	11
<i>Add/update assembly details.....</i>	11
1.1.2 Session Type	13
<i>Add/Update session type.....</i>	13
1.1.3 Session	14
<i>Add/update session details.....</i>	14
1.1.4 Session Date	16
<i>To manage session schedule.....</i>	16
1.1.5 Event Types Master	17
<i>Events</i>	17
1.1.6. Sub-Event Types Master	19
<i>Sub-Events.....</i>	19
1.2 MEMBERS DETAILS	22
1.2.1. Members.....	22
<i>Add /update Member Information.....</i>	22
1.2.2.Member House.....	24
<i>Mapping with House/Assembly</i>	24
1.2.3.Member Designation	26
<i>Designation Master.....</i>	26
1.2.4.Qualification Master	28
<i>Qualification.....</i>	28
1.2.5. Governor	29
<i>Add/ Update Governor Master.....</i>	29
1.3. MINISTER DETAILS	32
1.3.1. Ministry	32
<i>To maintain the minister's master</i>	32
1.3.2. Ministry Minister	34
<i>Mapping of ministry to minister.....</i>	34
1.3.4. Rotation of Ministers	37

Master Data

<i>Schedule of ministry date wise</i>	38
1.4. EMPLOYEE DETAILS.....	40
1.4.1. Employee Designation	40
<i>Designation Master</i>	40
1.4.2. Secretary Master	41
<i>Add/ Update Secretary Master</i>	42
1.4.3. Administrative Secretary Department Master	44
<i>Secretary Department</i>	44
1.4.4. Head of the Department	46
1.5. Physical Form of Notices for Downloading from NeVA web Portal	48
OTHER DETAILS	48
1.5.1. Type of Form Documents	48
1.5.2. Legislature Question rules Master.....	49
1.6. LOCATION DIRECTORY	51
1.6.1. Party Master	51
<i>Add/ Update Party Master</i>	51
1.6.2. State Master	52
<i>Add/ Update State Master</i>	52
PART II.....	55
1. ADMIN PORTAL.....	55
2.1.NOTICES	55
Notice Type Master	55
<i>Notice Category</i>	55
<i>Notice</i>	56

TABLE OF FIGURES

Figure 1: Site Login Page displaying login form.....	10
Figure 2: Pane showing the list of the Assemblies constituted	11
Figure 3: Form to enter the details of the new Assembly	12
Figure 4: List of the Houses constituted so far	12
Figure 5: List of different types of sessions	13
Figure 6: Form to create a new session type	13
Figure 7 List of session type (Edit/Delete) action	14
Figure 8: Form to create a new session of the respective House	15
Figure 9: List displaying the different sessions created.....	15
Figure 10: List of the session dates created for a particular session.....	16
Figure 11: Form to create new session date.....	16
Figure 12: List displaying the new session date created	17
Figure 13: List of the events created in the database	18
Figure 14: Form to create the event in the database.....	18
Figure 15: List of the events displayed in the database	19
Figure 16: List of Sub events of a particular event entered in the database	20
Figure 17: Form to create sub event of an event.....	20
Figure 18 List of various sub events of an event	21
Figure 19: List of the Members showing no index entries	22
Figure 20: Form to enter Member Details	23
Figure 21: List of Members showing the details	24
Figure 22: List showing the mapped Members with their House	25
Figure 23: Form to map Members with their House.....	25
Figure 24: List showing the mapped Members with their House	26
Figure 25: Form to create the Designation of the Members	27
Figure 26: List showing various Member Designations	27
Figure 27: List showing various qualifications of the Members.....	28
Figure 28: Form to create the Member Designations	28
Figure 29: List showing the newly entered Qualification	29
Figure 30: Screen displaying the details of the recently entered Governor	30
Figure 31: Form to enter the State Governor's Details	31
Figure 32: Screen displaying the details of the Governor.....	31
Figure 33: List of all the Ministries in the State.....	33
Figure 34: Form to enter the Ministries	33
Figure 35: List showing the entered Ministries.....	34
Figure 36: List showing the mapped Ministries with the respective Ministers	35
Figure 37: Form to map the Ministers with the respective Ministries under their charge	35
Figure 38: List showing mapped Ministers with their respective Ministries under their charge	36
Figure 39: List of the Ministries mapped with their Departments.....	36
Figure 40: Form to map Ministries with their Ministers.....	37
Figure 41: List showing the mapped Ministries with their Departments	37
Figure 42: List displaying the schedule of the Ministers of the Ministries to be present on the session date.....	38
Figure 43: Form to create the rotation of the Ministers	39
Figure 44: List displaying the schedule of the Ministers to be present on a particular session date ..	39
Figure 45: List displaying all the designations of the employees of the Government Department.....	40
Figure 46: Form to create the Designation of the Department Employees	41
Figure 47: List displaying the recently entered Designation in the database	41
Figure 48: List displaying the Secretary of the Government Department.....	42

Master Data

Figure 49: Form to enter the details of the Government Secretary	43
Figure 50: List displaying the currently entered Secretary of Government Department.....	44
Figure 51: List displaying the mapped Secretary with the Department.....	44
Figure 52: Form to map the Government Secretary with the respective Department.....	45
Figure 53: List displaying the mapped Secretaries with their respective Departments.....	45
Figure 54: List displaying the HODs with their respective departments	46
Figure 55: Form to create the HODs of the Departments	47
Figure 56: List displaying the currently entered HOD of the Department	47
Figure 57: List showing the Form Type of Documents	48
Figure 58: Form to create Form Type of Documents	48
Figure 59: List displaying the currently entered Form Type of Documents	49
Figure 60: List displaying the Question Rules of the House.....	49
Figure 61: Form to create Question Rules	50
Figure 62: List displaying the currently entered Qusetion Rule in the database	50
Figure 63: List displaying all the parties in the State	51
Figure 64: Form to create a new Party in the database	51
Figure 65: List of all the Parties existing in the State	52
Figure 66: List of the States & UTs	53
Figure 67: Form to enter the States/UTs in the database	53
Figure 68: List displaying the currently entered States/UTs.....	54
Figure 69: List of created Notice Categories.....	55
Figure 70: Form to create the Notice Category	56
Figure 71: List of various Notices in the database	57
Figure 72: Form to create different types of Notices	58
Figure 73: List of various Notices entered in the database	59

INTRODUCTION

Paperless Assembly or e-Assembly is a concept involving of electronic means to facilitate the work of Assembly which can be regarded as the early stage of development of e-democracy. It can help Assembly to become more transparent, accessible, accountable and effective in promoting democracy. e-Assembly enables automation of entire law making process, tracking of decisions and documents, sharing of information which in turn contributes to enhancing the relationship between the governed and those who govern them.

On the line of e-Vidhan solution implemented in Himachal Pradesh Legislative Assembly, Ministry of Parliamentary Affairs has been empowered by the Government of India to roll out it in the legislatures of all the 28 States and 3 Union Territories. e-Vidhan or NeVA is not a part of any other scheme; rather, it is a new standalone Project to automate the entire Law making process of the Legislatures.

The objective of NeVA MMP is electronic laying or e-laying of reports/ documents in digital format on the Table of the House and flow of information electronically amongst all the stakeholders. It will also provide data analysis, information processing and comparative studies of all the State Legislative Bodies. The NeVA initiative is in line with the “Go Green” initiative and “Swachh Bharat Mission” of the Government of India. With the implementation of NeVA, entire communication system between Legislators & Secretariat, Secretariat & Departments of State Government, citizen & their representatives will be electronically.

NeVA aims to bring all the legislatures of the country together, in one platform thereby creating a massive data depository without having the complexity of multiple applications.

Developed to function as a member centric application, device neutral and user-friendly app to equip all the members to handle diverse House Business smartly by putting entire information needed by them in their hand held devices/ tablets and equip all the Branches of Legislatures/ Department to handle it efficiently, creating an efficient, inclusive, zero emission-based database thereby overhauling the way our legislatures work. NeVA is a decentralized standalone generic digital application designed on HP Pattern on .NET technology. It is hosted on National Cloud -Meghraj with mirroring at local Data Centre and maintenance, security and disaster recovery for all 37 Houses have been taken care of.

This initiative will not only bring democracy closer to our citizens by bringing working of legislatures closer to them, by giving the citizens access to the bills, the question-answers, the documents tabled in the house in an easy manner, but will also provide an opportunity to the citizens for meaningful engagement with the democracy, thereby taking a strong step in direction of attaining substantive democracy. Central Project Monitoring Unit, Ministry of Parliamentary Affairs will provide complete technical support in terms of hardware, software and capacity building as well as financial support. A hard working NeVA team is placed to provide all the support and to help on the momentum built.

This application provides all relevant information like Notices, Bulletins being issued by legislatures from time to time for information of all members and other stakeholders besides contact details, Rules of Procedure, list of business, Starred/Unstarred Questions and Answers, text of Bills for introduction, consideration and passing, text of all papers laid, Committee Report, Proceedings of the House, synopsis of proceedings, provisional calendar

Master Data

and rotation of Ministries, News and press releases and reference materials, information relating to composition of all Committees including details of Committee meetings, their agendas, information relating to personal claims of Members like Salary and Allowances etc., including live webcasting of the House Business.

m-NeVA will facilitate Ministers/Members get the entire House Business including replies to questions and papers to be laid in the House.

Inside the House NeVA will support a digital eBook format accessible through member's login. NeVA-mobile app will make its contents accessible even without a touch-screen device installed in the House through mobile and tablets.

To facilitate the training of the various stakeholders of the application viz. Members, Ministers, House Secretariat Officials , Government Department Officials, etc. various training modules have been designed to assist them in the use of the application.

PURPOSE OF THE DOCUMENT

The Ministry of Parliamentary Affairs, Government India and National Informatics Centre would be responsible for the implementation/coordination/ supervision/ monitoring and training of MLAs/ Officers & upgradation/ maintenance of NeVA suite at regular intervals or as and when required.

Keeping in view, the CPMU NeVA has been working constantly towards the capacity building measures of the Legislatures, Members and various other stakeholders of the application. To facilitate this, it has come up with the elaborate training modules, presentations and the short video tutorials for the guidance and the assistance of the stakeholders. Several efforts will be made in this direction for the trainings of the stakeholders.

This document specifically deals with the role of the Admin and Super Admin and elaborately explains its role. It contains the entire working of the user with the entry of the complete master data required to be entered into the application to facilitate the workflow based processes to be undertaken, thereafter by the other users. The step by step process is elucidated to help in understanding the importance of the role of the Admin and Super Admin.

Finding the Application

This section explains the role of the Super Admin user which includes various functions to be performed by him relating to preparing of the master database in the application so as to enable the various stakeholders to perform their tasks easily and to carry out the workflow based processes in order to carry out the House Business activities.

Site Login Page

The user can enter the URL <https://cms.neva.gov.in/> in the browser, which will be redirected to the login page displaying a form wherein the login credentials of the user will be entered.

The credentials comprise of the username and password as mentioned below:

Username*: Admin

Password*: *** (Already provided to you)** as shown in the screenshot:-

National eVidhan Application
Digital Legislatures
One Nation One Application

Choose your house to login

Select Neva Unit Name

User ID **User Name here**

Password **Password here**

Captcha 7610A1

Captcha Value **Enter captcha value here**

☐ Remember User ID

Login

Forgot Password ?

Click here to login

Figure 1: Site Login Page displaying login form

PART I

1. SUPER ADMIN PORTAL

1.1 HOUSE DETAILS

1.1.1 Assembly House

This feature enables the user to update the Assembly of the Legislature thereby Creating a list of all the previous as well as the current assembly.

Add/update assembly details

After logging in with the Super Admin credentials, the user has to click on the “House” → “House details” menu. A new screen appears where the “New” button will be displayed.

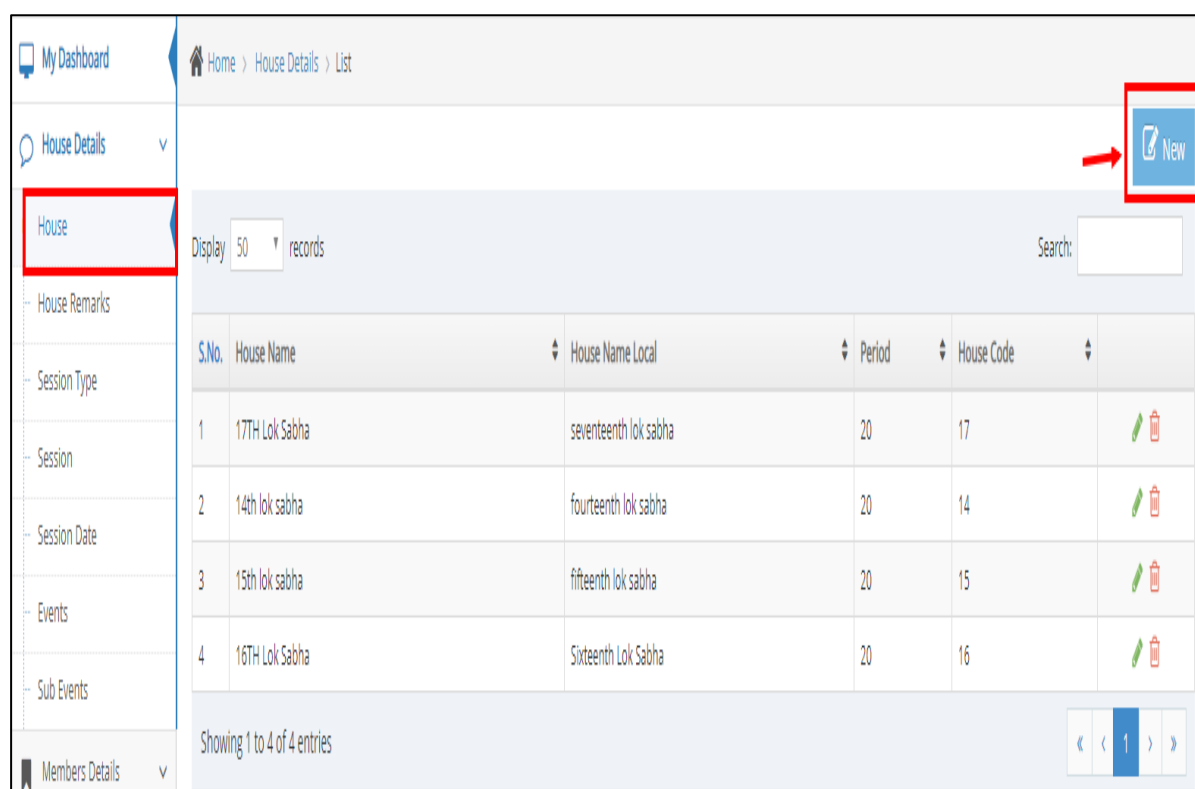


Figure 2: Pane showing the list of the Assemblies constituted

Master Data

After clicking on the “**New**” button, “**Create new house**” form will be displayed which is shown in the screenshot below:-

Create New House

House Code

House Name

House Name Local

House Start Date

House End Date

House Period

Active ☒











 

Figure 3: Form to enter the details of the new Assembly

After entering all the mandatory fields, click on the **Save** button for saving your data. After that “**House name**” will be reflected on the “**House detail**” list which is shown in the screenshot below:-

Display records

Search:

S.No.	House Name	House Name Local	Period	House Code	Edit	Delete
1	17TH Lok Sabha	seventeenth lok sabha	20	17		
2	14th lok sabha	fourteenth lok sabha	20	14		
3	15th lok sabha	fifteenth lok sabha	20	15		
4	16TH Lok Sabha	Sixteenth Lok Sabha	20	16		

Showing 1 to 4 of 4 entries

« < 1 > »

Figure 4: List of the Houses constituted so far

1.1.2 Session Type

The Session Type menu enables the user to update different types of sessions occurring throughout the year.

Add/Update session type

On the left panel in the Super Admin login, the user has to click on the “**Session Type**” → “**House details**” menu. A new screen appears where the “**New**” button will be displayed.

The screenshot shows the 'Session Types' management interface. On the left, a sidebar under 'House Details' has 'Session Type' selected. The main panel displays a table of session types. A 'New' button is highlighted in the top right corner.















S.No.	Session Type Name	Session Type Name Local	
1	Monsoon Session	मानसून सत्र	 
2	Other	अन्य	 
3	Supplementary Budget Session	अनुपूरक बजट सत्र	 
4	Special Session	विशेष सत्र	 
5	Winter Session	शीतकालीन सत्र	 
6	Monsoon Session	मानसून सत्र	 
7	Budget Session	बजट सत्र	 

Figure 5: List of different types of sessions

After clicking on the “**New**” button, “**Create Session type**” form will be open which is shown in the screenshot below:-

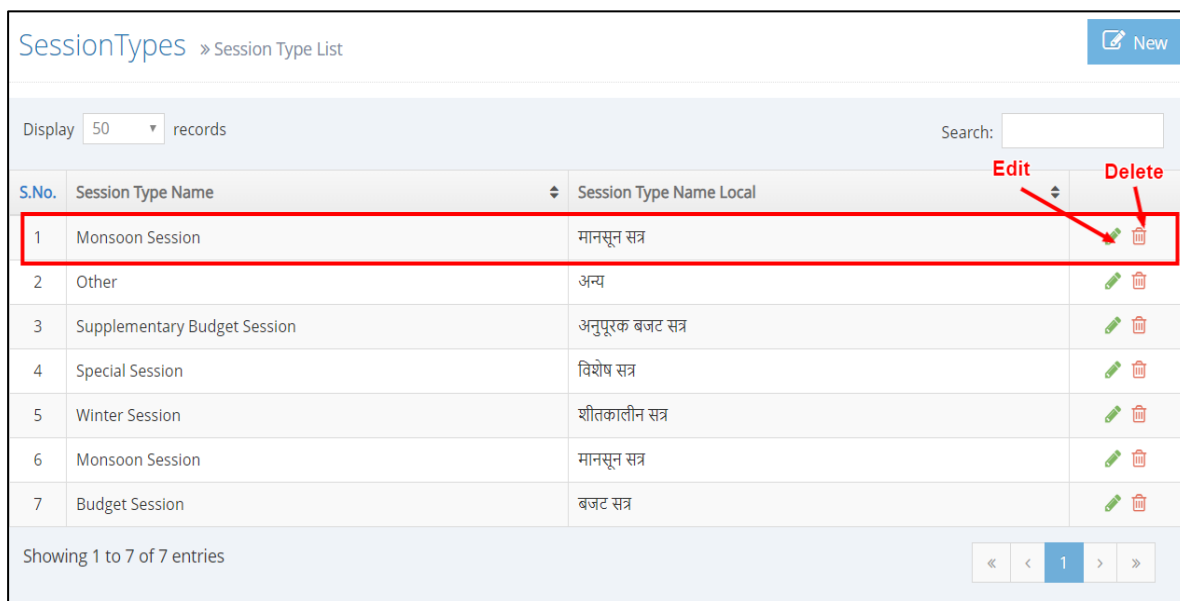
The screenshot shows the 'Create Session Type' form. It has two input fields: 'Session Type Name' with the value 'Monsoon session' and 'Session Type Name Local' with the value 'Monsoon session'. There is a checkbox labeled 'Active' which is checked. At the bottom right, there are two buttons: 'Save' and 'Reset'. The 'Save' button is highlighted with a red box and an arrow.

Figure 6: Form to create a new session type

After filling all details in the form, click on the save button for saving the data. After that

Master Data

“Session type” will be reflected on the “Session type” list which is shown in the screenshot below:-



S.No.	Session Type Name	Session Type Name Local	Edit	Delete
1	Monsoon Session	मानसून सत्र		
2	Other	अन्य		
3	Supplementary Budget Session	अनुपूरक बजट सत्र		
4	Special Session	विशेष सत्र		
5	Winter Session	शीतकालीन सत्र		
6	Monsoon Session	मानसून सत्र		
7	Budget Session	बजट सत्र		

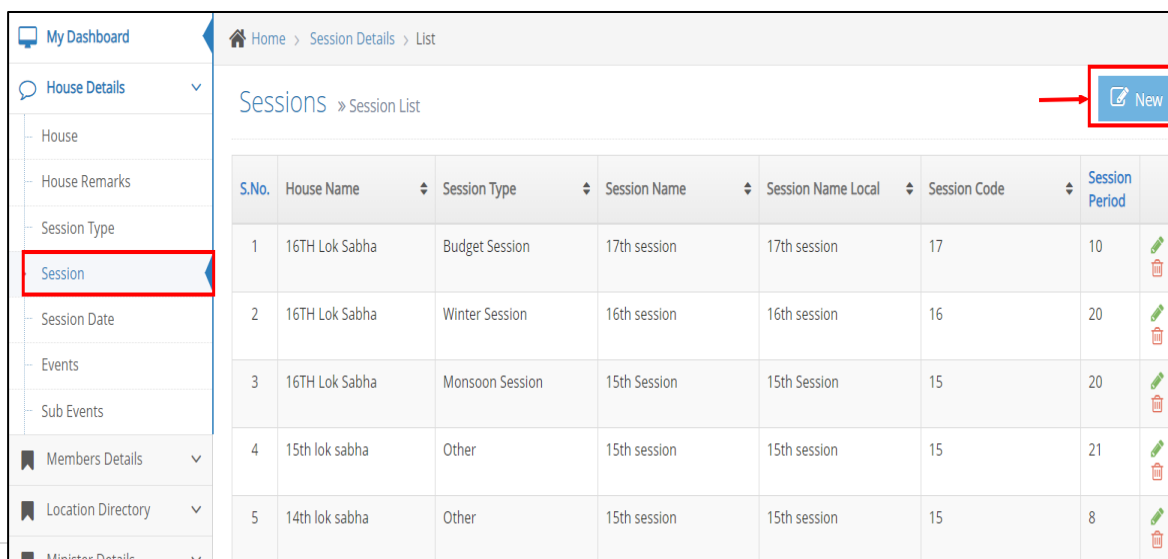
Figure 7 List of session type (Edit/Delete) action

1.1.3 Session

The **Session** menu enables the user to update the name of the session which corresponds to the session type.

Add/update session details

After logging in to the Super Admin portal, the user has to click on the “Session→ House Details” menu. A new screen appears where the “New” button will be displayed.



S.No.	House Name	Session Type	Session Name	Session Name Local	Session Code	Session Period
1	16TH Lok Sabha	Budget Session	17th session	17th session	17	10
2	16TH Lok Sabha	Winter Session	16th session	16th session	16	20
3	16TH Lok Sabha	Monsoon Session	15th Session	15th Session	15	20
4	15th lok sabha	Other	15th session	15th session	15	21
5	14th lok sabha	Other	15th session	15th session	15	8

Master Data

After clicking on the “New” button, “Create Session” form will be displayed which is shown in the screenshot below:-

House Name: 17TH Lok Sabha

Session Type: Budget Session

Session Code: 18

Session Name: 17 LOK SABHA

Session Name Local: 17 LOK SABHA

Session Start Date: 03/03/2020

Session End Date: 19/03/2020

No. of Sittings: 20

No. of Sittings Local: 20

Description: Description

Active: ☒

Save Reset

Figure 8: Form to create a new session of the respective House

After filling all the mandatory details in the form, click on the **Save** button for saving the data. After which the “Session” will be reflected on the “Session list” list which is shown in the screenshot below:-

Sessions » Session List

S.No.	House Name	Session Type	Session Name	Session Name Local	Session Code	Session Period
1	16TH Lok Sabha	Budget Session	17th session	17th session	17	10
2	16TH Lok Sabha	Winter Session	16th session	16th session	16	20
3	16TH Lok Sabha	Monsoon Session	15th Session	15th Session	15	20
4	15th lok sabha	Other	15th session	15th session	15	21
5	14th lok sabha	Other	15th session	15th session	15	8
6	16TH Lok Sabha	Budget Session	14th session	14th session	14	30
7	15th lok sabha	Other	14th session	14th session	14	15
8	14th lok sabha	Other	14th session	14th session	14	16
9	16TH Lok Sabha	Winter Session	13th session	13th session	13	14

Figure 9: List displaying the different sessions created

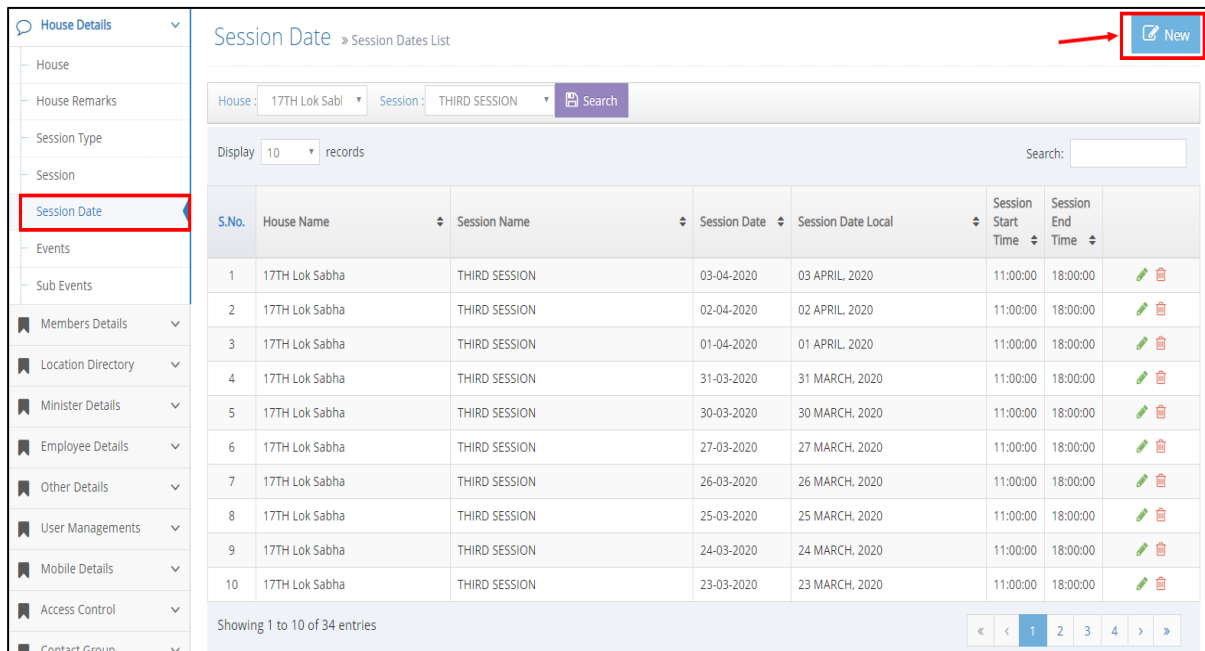
Master Data

1.1.4 Session Date

This menu enables the user to update or set the session dates on which the respective session will take place.

To manage session schedule

On the left panel of the Super Admin portal, the user has to click on the “**Session Date**→**house details**” menu. A new screen appears where the **New** button will be displayed.























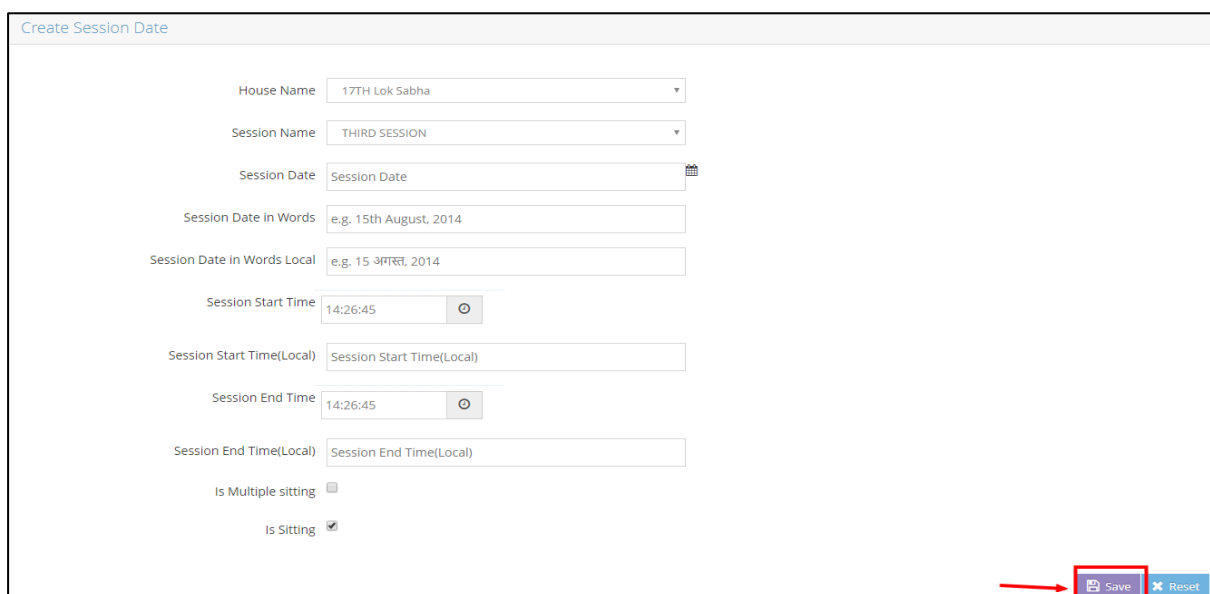
S.No.	House Name	Session Name	Session Date	Session Date Local	Session Start Time	Session End Time	
1	17TH Lok Sabha	THIRD SESSION	03-04-2020	03 APRIL, 2020	11:00:00	18:00:00	 
2	17TH Lok Sabha	THIRD SESSION	02-04-2020	02 APRIL, 2020	11:00:00	18:00:00	 
3	17TH Lok Sabha	THIRD SESSION	01-04-2020	01 APRIL, 2020	11:00:00	18:00:00	 
4	17TH Lok Sabha	THIRD SESSION	31-03-2020	31 MARCH, 2020	11:00:00	18:00:00	 
5	17TH Lok Sabha	THIRD SESSION	30-03-2020	30 MARCH, 2020	11:00:00	18:00:00	 
6	17TH Lok Sabha	THIRD SESSION	27-03-2020	27 MARCH, 2020	11:00:00	18:00:00	 
7	17TH Lok Sabha	THIRD SESSION	26-03-2020	26 MARCH, 2020	11:00:00	18:00:00	 
8	17TH Lok Sabha	THIRD SESSION	25-03-2020	25 MARCH, 2020	11:00:00	18:00:00	 
9	17TH Lok Sabha	THIRD SESSION	24-03-2020	24 MARCH, 2020	11:00:00	18:00:00	 
10	17TH Lok Sabha	THIRD SESSION	23-03-2020	23 MARCH, 2020	11:00:00	18:00:00	 

Figure 10: List of the session dates created for a particular session

After clicking on the “**New**” button, “**Create Session Date**” form will be displayed which is shown in the screenshot below:-



Create Session Date

House Name: 17TH Lok Sabha

Session Name: THIRD SESSION

Session Date: Session Date

Session Date in Words: e.g. 15th August, 2014

Session Date in Words Local: e.g. 15 अगस्त, 2014

Session Start Time: 14:26:45

Session Start Time(Local): Session Start Time(Local)

Session End Time: 14:26:45

Session End Time(Local): Session End Time(Local)

Is Multiple sitting: ☐

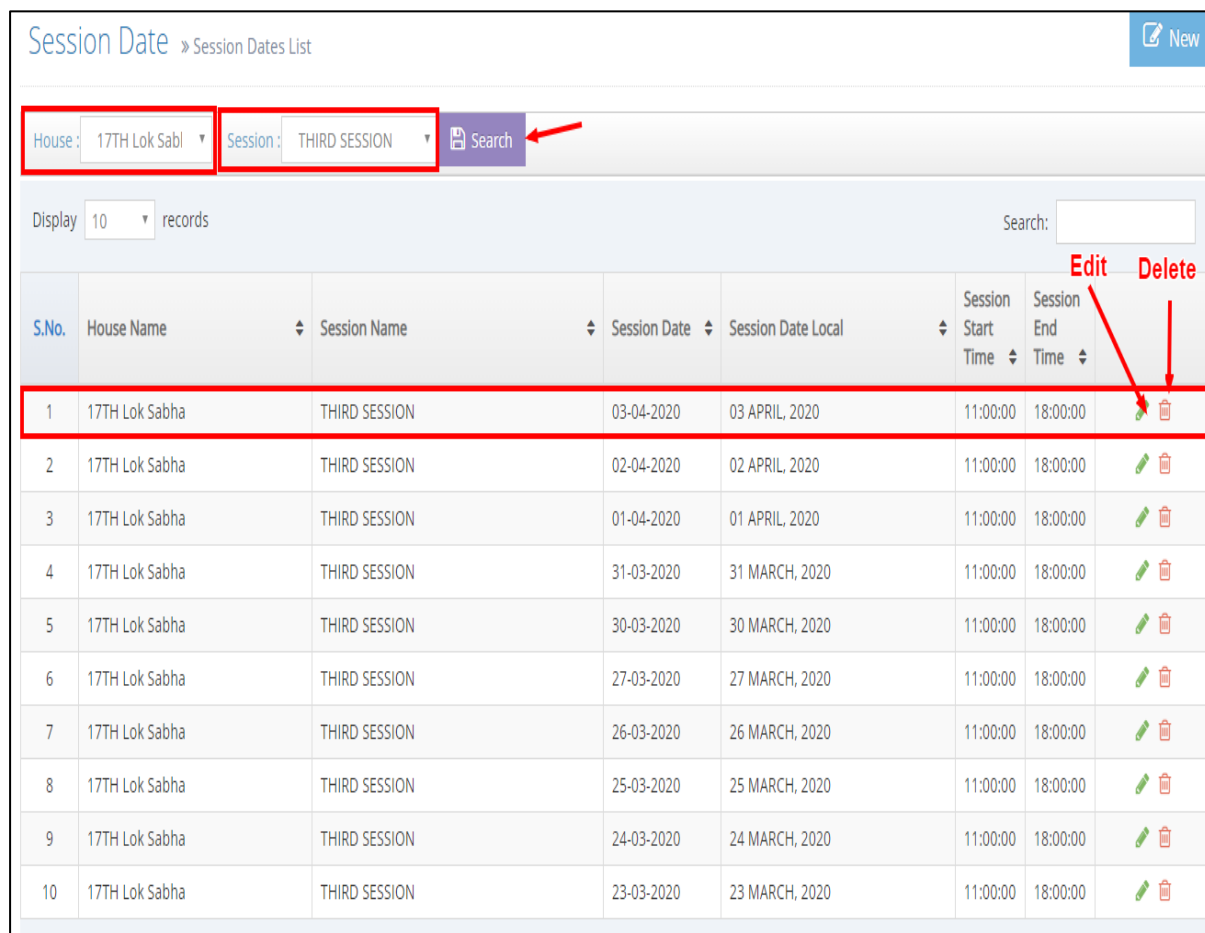
Is Sitting: ☒

Save Reset

Figure 11: Form to create new session date

Master Data

After filling all the mandatory details in the form, click on the **Save** button for saving the data. After that “**Session date**” will be reflected in the “**Session date list**” list which is shown in the screenshot below:-



Session Date » Session Dates List

House: 17TH Lok Sabh Session: THIRD SESSION Search

Display 10 records Search:

S.No.	House Name	Session Name	Session Date	Session Date Local	Session Start Time	Session End Time	Edit	Delete
1	17TH Lok Sabha	THIRD SESSION	03-04-2020	03 APRIL, 2020	11:00:00	18:00:00		
2	17TH Lok Sabha	THIRD SESSION	02-04-2020	02 APRIL, 2020	11:00:00	18:00:00		
3	17TH Lok Sabha	THIRD SESSION	01-04-2020	01 APRIL, 2020	11:00:00	18:00:00		
4	17TH Lok Sabha	THIRD SESSION	31-03-2020	31 MARCH, 2020	11:00:00	18:00:00		
5	17TH Lok Sabha	THIRD SESSION	30-03-2020	30 MARCH, 2020	11:00:00	18:00:00		
6	17TH Lok Sabha	THIRD SESSION	27-03-2020	27 MARCH, 2020	11:00:00	18:00:00		
7	17TH Lok Sabha	THIRD SESSION	26-03-2020	26 MARCH, 2020	11:00:00	18:00:00		
8	17TH Lok Sabha	THIRD SESSION	25-03-2020	25 MARCH, 2020	11:00:00	18:00:00		
9	17TH Lok Sabha	THIRD SESSION	24-03-2020	24 MARCH, 2020	11:00:00	18:00:00		
10	17TH Lok Sabha	THIRD SESSION	23-03-2020	23 MARCH, 2020	11:00:00	18:00:00		

Figure 12: List displaying the new session date created

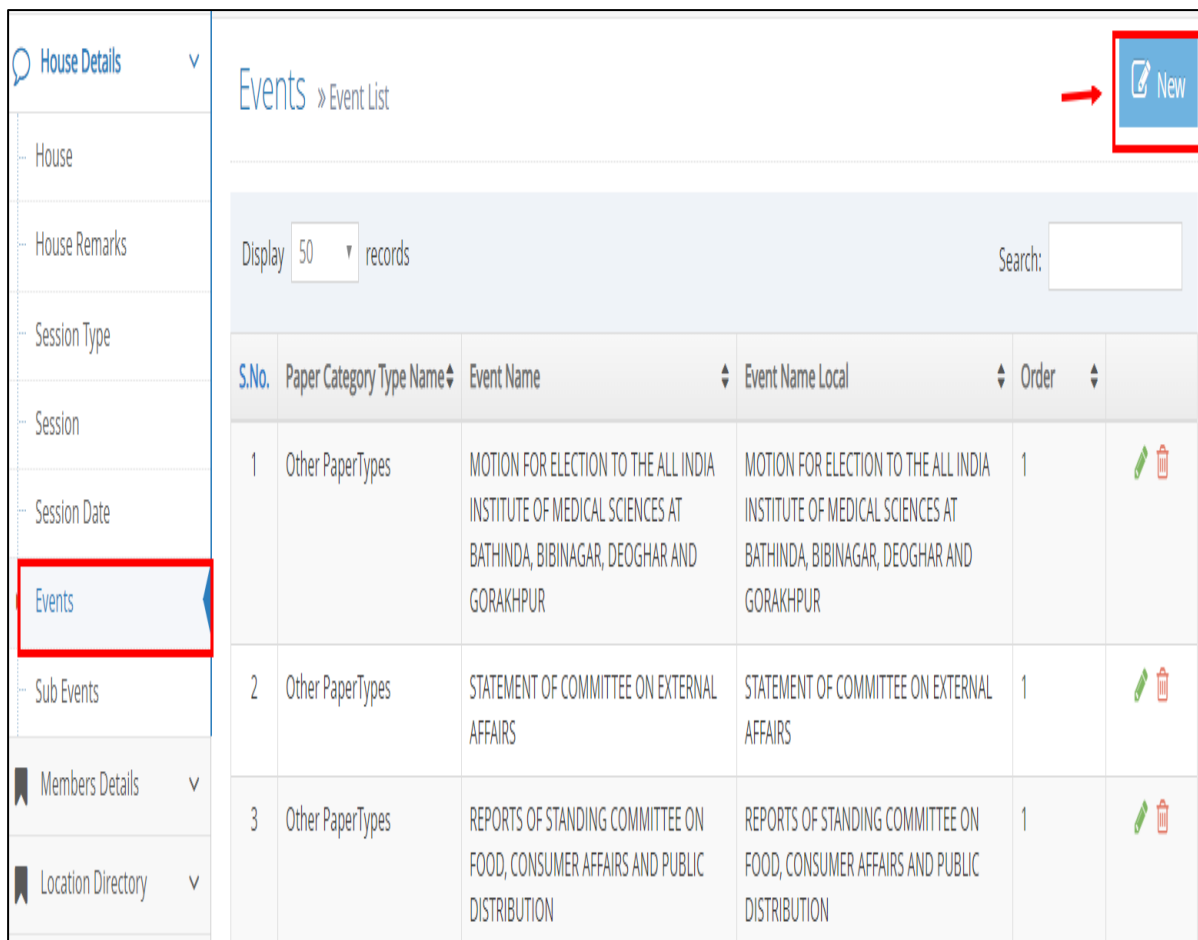
1.1.5 Event Types Master

This menu enables us to enter all the details of the various events which are to take place in the House during any particular session date. This information is saved in the database for future and can be accessed later at any point of time ranging from the workflow based processes to the display of the events during the sitting of the House.

Events

After logging in with Super Admin, the user has to click on the “**Event**” → “**House Details**” menu. A new screen appears where the **New** button will be displayed:-

Master Data



House Details ▾

Events » Event List

Display 50 records Search:

S.No.	Paper Category Type Name	Event Name	Event Name Local	Order	
1	Other PaperTypes	MOTION FOR ELECTION TO THE ALL INDIA INSTITUTE OF MEDICAL SCIENCES AT BATHINDA, BIBINAGAR, DEOGHAR AND GORAKHPUR	MOTION FOR ELECTION TO THE ALL INDIA INSTITUTE OF MEDICAL SCIENCES AT BATHINDA, BIBINAGAR, DEOGHAR AND GORAKHPUR	1	
2	Other PaperTypes	STATEMENT OF COMMITTEE ON EXTERNAL AFFAIRS	STATEMENT OF COMMITTEE ON EXTERNAL AFFAIRS	1	
3	Other PaperTypes	REPORTS OF STANDING COMMITTEE ON FOOD, CONSUMER AFFAIRS AND PUBLIC DISTRIBUTION	REPORTS OF STANDING COMMITTEE ON FOOD, CONSUMER AFFAIRS AND PUBLIC DISTRIBUTION	1	

House
House Remarks
Session Type
Session
Session Date
Events
Sub Events
Members Details ▾
Location Directory ▾

New

Figure 13: List of the events created in the database

After clicking on the “New” button, “Event Detail” form will be displayed which is shown in the screenshot below:-



Paper Category Type Name: Other PaperTypes

Event Name: MOTION FOR ELECTION TO THE ALL INDIA INSTITUTE

Event Name Local: MOTION FOR ELECTION TO THE ALL INDIA INSTITUTE

Order: 1

Rule No: Rule No

IsLOB: ☒

IsDepartment: ☒

IsCommittee: ☒

IsProceeding: ☐

IsMember: ☐

Active: ☒

Save Reset

Figure 14: Form to create the event in the database

Master Data

After filling all the details in the form and user have to check the check box of the modules like lob, department & etc. for which user wants to add events of the particular module. Click on the save button for saving the “Event” data. After that “all Event “will be reflected on the “Event detail” list which is shown in the screenshot below:-

Display

50

records

Search:













S.No.	Paper Category Type Name	Event Name	Event Name Local	Order	edit Delete
1	Other PaperTypes	MOTION FOR ELECTION TO THE ALL INDIA INSTITUTE OF MEDICAL SCIENCES AT BATHINDA, BIBINAGAR, DEOGHAR AND GORAKHPUR	MOTION FOR ELECTION TO THE ALL INDIA INSTITUTE OF MEDICAL SCIENCES AT BATHINDA, BIBINAGAR, DEOGHAR AND GORAKHPUR	1	 
2	Other PaperTypes	STATEMENT OF COMMITTEE ON EXTERNAL AFFAIRS	STATEMENT OF COMMITTEE ON EXTERNAL AFFAIRS	1	 
3	Other PaperTypes	REPORTS OF STANDING COMMITTEE ON FOOD, CONSUMER AFFAIRS AND PUBLIC DISTRIBUTION	REPORTS OF STANDING COMMITTEE ON FOOD, CONSUMER AFFAIRS AND PUBLIC DISTRIBUTION	1	 
4	Other PaperTypes	ACTION TAKEN STATEMENT OF COMMITTEE ON EMPOWERMENT OF WOMEN	ACTION TAKEN STATEMENT OF COMMITTEE ON EMPOWERMENT OF WOMEN	1	 
5	Other PaperTypes	MOTION REGARDING SUSPENSION OF MEMBERS FROM THE SERVICE OF THE HOUSE UNDER RULE 374	MOTION REGARDING SUSPENSION OF MEMBERS FROM THE SERVICE OF THE HOUSE UNDER RULE 374	1	 
6	Other PaperTypes	REPORTS OF STANDING COMMITTEE ON ENERGY	REPORTS OF STANDING COMMITTEE ON ENERGY	1	 

Figure 15: List of the events displayed in the database

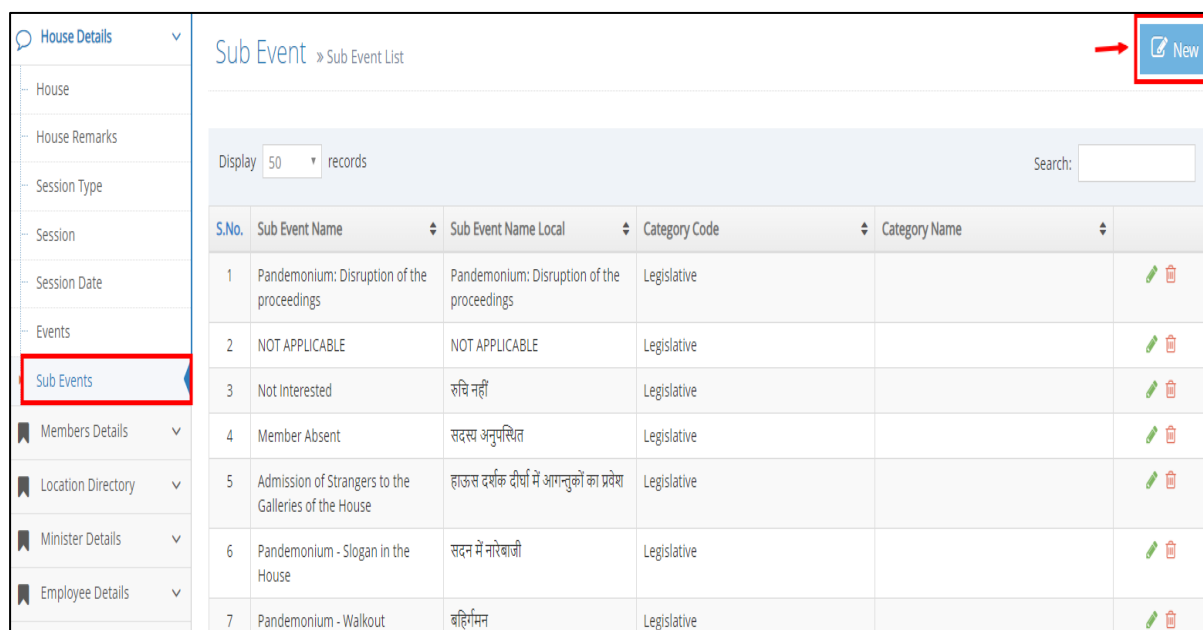
1.1.6.Sub-Event Types Master

This menu enables us to enter all the details of the various sub events to the respective events which are to take place in the House during any particular session date. This information is saved in the database for future and can be accessed later at any point of time ranging from the workflow based processes to the display of the events during the sitting of the House.

Sub-Events

After loggingin with Super Admin, the user has to click on the “Sub-Events” → “House Details” menu. A new screen appears where the **New** button will be displayed:-

Master Data



House Details ▾

Sub Event » Sub Event List

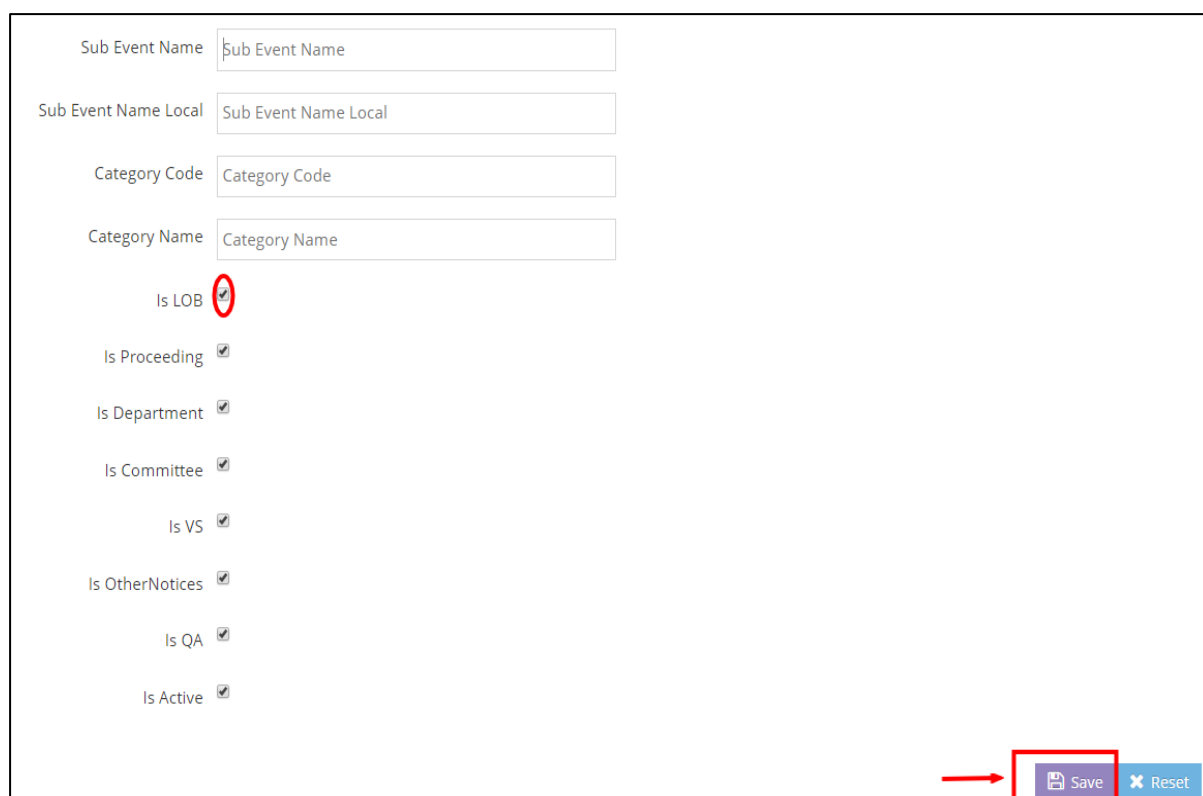
Display 50 records Search:

S.No.	Sub Event Name	Sub Event Name Local	Category Code	Category Name	
1	Pandemonium: Disruption of the proceedings	Pandemonium: Disruption of the proceedings	Legislative		
2	NOT APPLICABLE	NOT APPLICABLE	Legislative		
3	Not Interested	रुचि नहीं	Legislative		
4	Member Absent	सदस्य अनुपस्थित	Legislative		
5	Admission of Strangers to the Galleries of the House	हाऊस दर्शक दीर्घा में आगन्तुकों का प्रवेश	Legislative		
6	Pandemonium - Slogan in the House	सदन में नारेबाजी	Legislative		
7	Pandemonium - Walkout	बहिर्गमन	Legislative		

House
House Remarks
Session Type
Session
Session Date
Events
Sub Events
Members Details ▾
Location Directory ▾
Minister Details ▾
Employee Details ▾

Figure 16: List of Sub events of a particular event entered in the database

After clicking on the “New” button, a “Sub-Events Detail” form will be displayed which is shown in the screenshot below:-



Sub Event Name

Sub Event Name Local

Category Code

Category Name

Is LOB ☒

Is Proceeding ☒

Is Department ☒

Is Committee ☒

Is VS ☒

Is OtherNotices ☒

Is QA ☒

Is Active ☒

Figure 17: Form to create sub event of an event

After filling all the details in the form and the user has to check the check box of the modules like lob, department ,etc. for which the user wants to add “Sub-Events” of the

Master Data

particular module. After that “all Event” will be reflected on the “Sub-Event detail” list which is shown in the screenshot below:-

Sub Event » Sub Event List

New

Display 50 records

Search:

















S.No.	Sub Event Name	Sub Event Name Local	Category Code	Category Name	
1	Pandemonium: Disruption of the proceedings	Pandemonium: Disruption of the proceedings	Legislative		 
2	NOT APPLICABLE	NOT APPLICABLE	Legislative		 
3	Not Interested	रुचि नहीं	Legislative		 
4	Member Absent	सदस्य अनुपस्थित	Legislative		 
5	Admission of Strangers to the Galleries of the House	हाऊस दर्शक दीर्घा में आगन्तुकों का प्रवेश	Legislative		 
6	Pandemonium - Slogan in the House	सदन में नारेबाजी	Legislative		 
7	Pandemonium - Walkout	बहिर्गमन	Legislative		 
8	Contempt of House	सदन की अवहेलना	Legislative		 

Figure 18 List of various sub events of an event

1.2 MEMBERS DETAILS

1.2.1. Members

This menu enables the user to update the details of the members so as to enrich the database for access of requisite information like their contact details, party details, email id, qualification, state / district they belong to, etc.

Add /update Member Information

Once the user has logged into the Super Admin portal he/she has to click on the “**Member**” → “**Member details**” menu he/she will find the list of members. In case, **no index entries found**. A new screen appears where the **New** button will be displayed.

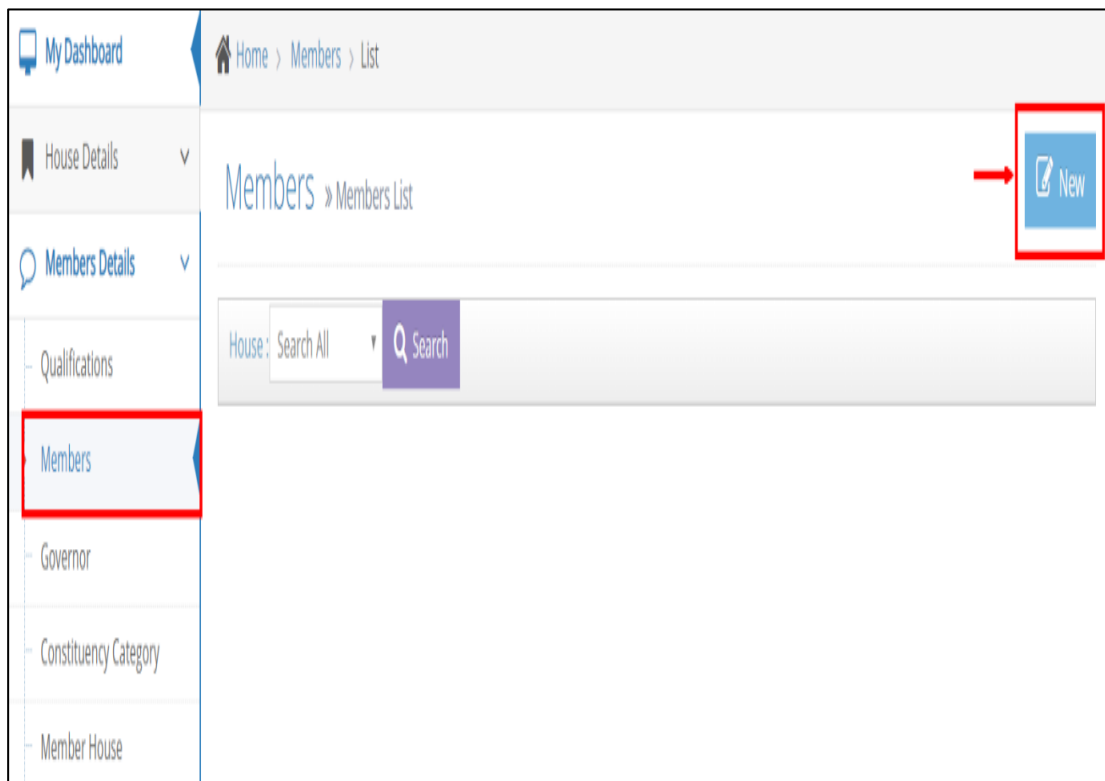


Figure 19: List of the Members showing no index entries

After clicking on the “**New**” button, “**Create Member**” form will be displayed which is shown in the screenshot below:-

Master Data

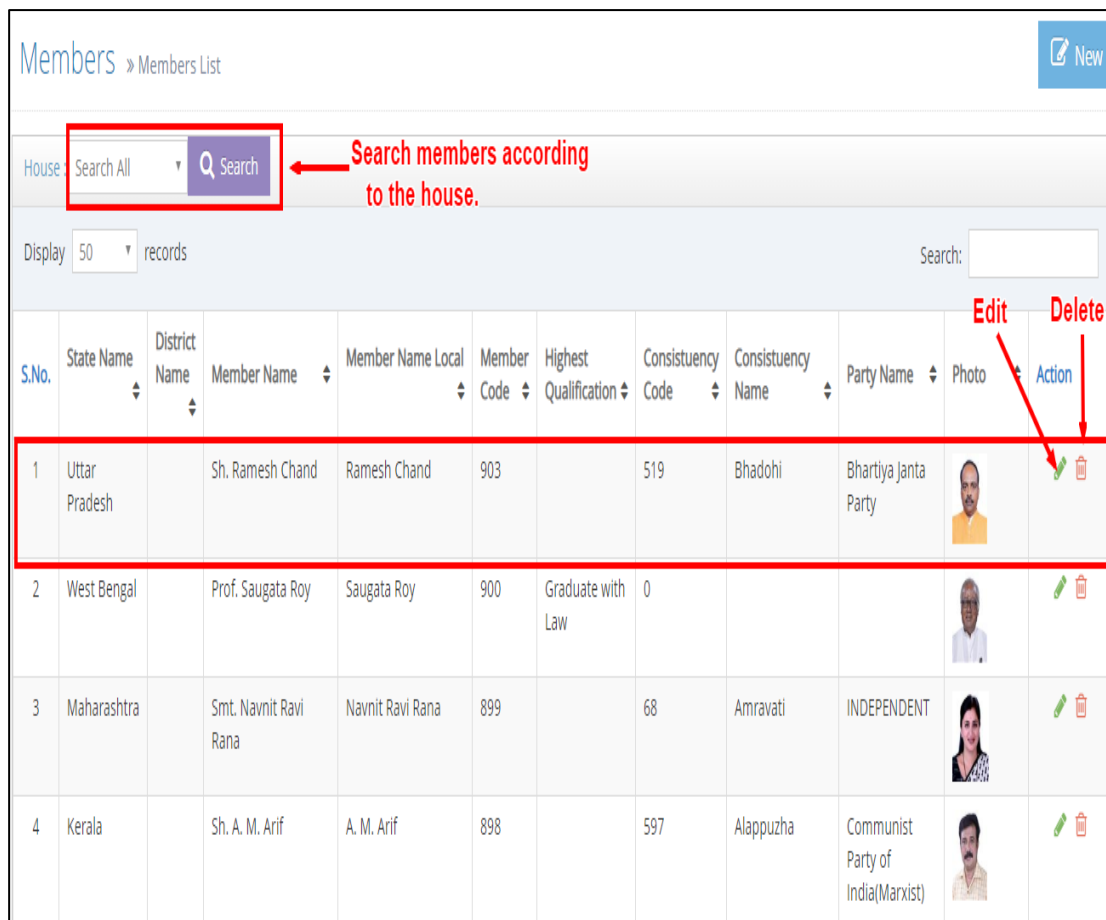
Member Code	<input type="text" value="Member Code"/>
Aadhar No (999999999999)	<input type="text" value="Aadhar No"/>
State Name	<input type="text" value="Andaman & Nicobar Islands"/>
District	<input type="text" value="--Select District--"/>
Title	<input type="text" value="--Select Prefix--"/>
Gender	<input type="text" value="--Select Gender--"/>
Member Name	<input type="text" value="Member Name"/>
Member Name Local	<input type="text" value="Member Name Local"/>
Local Address	<input type="text" value="Local Address"/>
Permanent Address	<input type="text" value="Permanent Address"/>
Date of Birth	<input type="text" value="Date of Birth"/>
Highest Qualification	<input type="text" value="--Select Qualification--"/>
Previous/Other Qualification	<div><div>B I U</div><div></div></div>
Description	<div><div>B I U</div><div></div></div>
Email	<input type="text" value="Email"/>
Mobile No.	<input type="text" value="Mobile No."/>
Alternate Mobile	<input type="text" value="Mobile No."/>
Landline No.(Office)	<input type="text" value="Office Landline No."/>
Father Name	<input type="text" value="Father Name"/>
Photo	<div><div><input type="button" value="Choose File"/></div><div>no file chosen</div></div> <div>Upload image with maximum size(700*500)</div>
Monthly SMS Quota	<input type="text" value="0"/>
Is Alive	<input checked="" type="radio"/>
Is Member of a House	<input checked="" type="radio"/>
Is Authority	<input type="checkbox"/>
Member Type	<input type="text" value="ELECTED"/>
In case of Deactivation	
Reason for Deactivation	<input type="text" value="-- Select Reason --"/>
Remarks	<input type="text" value="Remarks"/>
<div><div><input type="button" value="Save"/></div><div><input type="button" value="Reset"/></div></div>	

Figure 20: Form to enter Member Details

After filling all the mandatory details in the form like member code, name of the member, image &etc. Then click on the save button for saving the member data.

Master Data

After that “**Member data**” will be reflected on the “**Member list**” list which is shown in the screenshot below:-



Members » Members List

House: Search All Q Search

Display 50 records

Search:

S.No.	State Name	District Name	Member Name	Member Name Local	Member Code	Highest Qualification	Consistency Code	Consistency Name	Party Name	Photo	Action
1	Uttar Pradesh		Sh. Ramesh Chand	Ramesh Chand	903		519	Bhadohi	Bhartiya Janta Party		
2	West Bengal		Prof. Saugata Roy	Saugata Roy	900	Graduate with Law	0				
3	Maharashtra		Smt. Navnit Ravi Rana	Navnit Ravi Rana	899		68	Amravati	INDEPENDENT		
4	Kerala		Sh. A. M. Arif	A. M. Arif	898		597	Alappuzha	Communist Party of India(Marxist)		

Figure 21: List of Members showing the details

1.2.2. Member House

This menu enables the user to map/ link the Members with the active House/Assembly to update the database for carrying out the workflow based processes.

Mapping with House/Assembly

After adding the members, the user has to click on the “**Members House**” tab under “**Members Detail**” tabs for mapping the member with member house. A new screen appears where the **New** button will be displayed.

Master Data

House Details	House : 17TH Lok Sabha	New
Members Details	Display 50 records	Search:
Qualifications		
Members		
Governor		
Constituency Category		
Member House		
Member House Remarks		
Member Designation		
Location Directory		













S.No.	House Name	Member Name	Party Name	Constituency	Designation	
1	17TH Lok Sabha	Gajendra Umrao Singh Patel	Bhartiya Janta Party	Khargone	Member of Parliament	 
2	17TH Lok Sabha	P. Raveendranath Kumar	All India Anna Dravida Munnetra Kazhagam	Theni	Member of Parliament	 
3	17TH Lok Sabha	Ramcharan Bohra	Bhartiya Janta Party	Jaipur	Member of Parliament	 
4	17TH Lok Sabha	Sonia Gandhi	INDIAN NATIONAL CONGRESS	Rae Bareilly	Member of Parliament	 
5	17TH Lok Sabha	A. Narayanaswamy	Bhartiya Janta Party	Chitradurga	Member of Parliament	 
6	17TH Lok Sabha	A.K.P. Chinraj	Dravida Munnetra Kazhagam	Namakkal	Member of Parliament	 

Figure 22: List showing the mapped Members with their House

After clicking on the “New” button, “Member house detail” form will be displayed which is shown in the screenshot below:-

Create Member House

House Name	17TH Lok Sabha
Member Name	Farooq Abdullah (1)
Party Name	Yuvajana Sramika Rythu Congress Party
Constituency Name	--Select Constituency Name--
Location	Komaram Bheem Asifabad
Designation	Agriculture Minister
Member Start Date	05/03/2020
Member End Date	24/03/2020
languages Known	languages Known
Personal Information Para1	Personal Information Para1
Personal Information Para2	Personal Information Para2
Personal Information Para3	Personal Information Para3
Personal Information Para4	Personal Information Para4
Personal Information Para5	Personal Information Para5
Travels	USA...
Social Activities	...
Conferences Attended	...
Active	<input checked="" type="checkbox"/>

Figure 23: Form to map Members with their House

Master Data

After filling all the mandatory details in the form, click on the **Save** button for saving the data. After that **“Member house detail”** will be reflected in the **“Member house detail”** list which is shown in the screenshot below:-

















House: 17TH Lok Sabha ▾						New
Display 50 ▾ records						Search: <input type="text"/>
S.No.	House Name	Member Name	Party Name	Constituency	Designation	edit
1	17TH Lok Sabha	Gajendra Umrao Singh Patel	Bhartiya Janta Party	Khargone	Member of Parliament	 
2	17TH Lok Sabha	P. Raveendranath Kumar	All India Anna Dravida Munnetra Kazhagam	Theni	Member of Parliament	 
3	17TH Lok Sabha	Ramcharan Bohra	Bhartiya Janta Party	Jaipur	Member of Parliament	 
4	17TH Lok Sabha	Sonia Gandhi	INDIAN NATIONAL CONGRESS	Rae Bareli	Member of Parliament	 
5	17TH Lok Sabha	A. Narayanaswamy	Bhartiya Janta Party	Chitradurga	Member of Parliament	 
6	17TH Lok Sabha	A.K.P. Chinraj	Dravida Munnetra Kazhagam	Namakkal	Member of Parliament	 
7	17TH Lok Sabha	Abu Hasem Khan Choudhury	INDIAN NATIONAL CONGRESS	Maldaha Dakshin	Member of Parliament	 
8	17TH Lok Sabha	Abu Taher Khan	ALL INDIA TRINAMOOL CONGRESS	Murshidabad	Member of Parliament	 

Figure 24: List showing the mapped Members with their House

1.2.3. Member Designation

This menu enables the user to enter the designation of the Members as Minister of State, Independent charge, Member of Parliament, Chairperson, etc.

Designation Master

After logging in with Super Admin, the user has to click on the **“Member designation”** → **“Member Details”** menu. A new screen appears where the **New** button will be displayed:-

Master Data

Master Data » Member Designation Details

Create Member Designation

Member Designation Name

Member Designation NameLocal

Active ☒



 Save  Reset

Figure 25: Form to create the Designation of the Members

After filling all the details in the form, click on the save button for saving the “**Member Designation**” data. After that “**Designation of the Member**” will be reflected on the “**Member Designation detail**” list which is shown in the screenshot below:-

Member Designation » Member Designations List

Display 50 records

Search:



















S.No.	Member Designation Name	Member Designation NameLocal	Designation Code	edit	Delete
1	Minister of State	Minister of State	63		
2	Chairperson	Chairperson	62		
3	Co-Convenor	Co-Convenor	61		
4	Convenor	Convenor	60		
5	Member of Parliament	Member of Parliament	59		
6	Prime Minister	प्रधान मंत्री	58		
7	Education (Higher and Elementary) Minister	शिक्षा (उच्च और प्राथमिक) मंत्री	57		
8	Minister	मंत्री	56		
9	Minister of State for Technical Education	Minister of State for Technical Education	55		

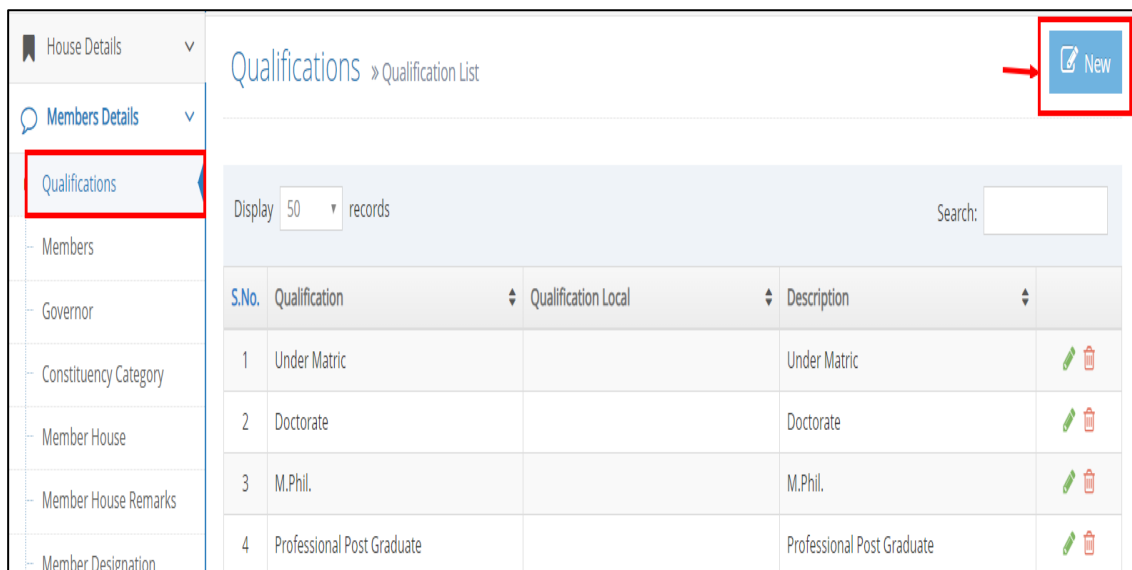
Figure 26: List showing various Member Designations

1.2.4. Qualification Master

This menu enables the user to enlist the various qualification options for the members whose details can be filled for later use.

Qualification

After logging in with Super Admin, the user has to click on the “**Qualification**” → “**Member Details**” menu. A new screen appears where the **New** button will be displayed:-











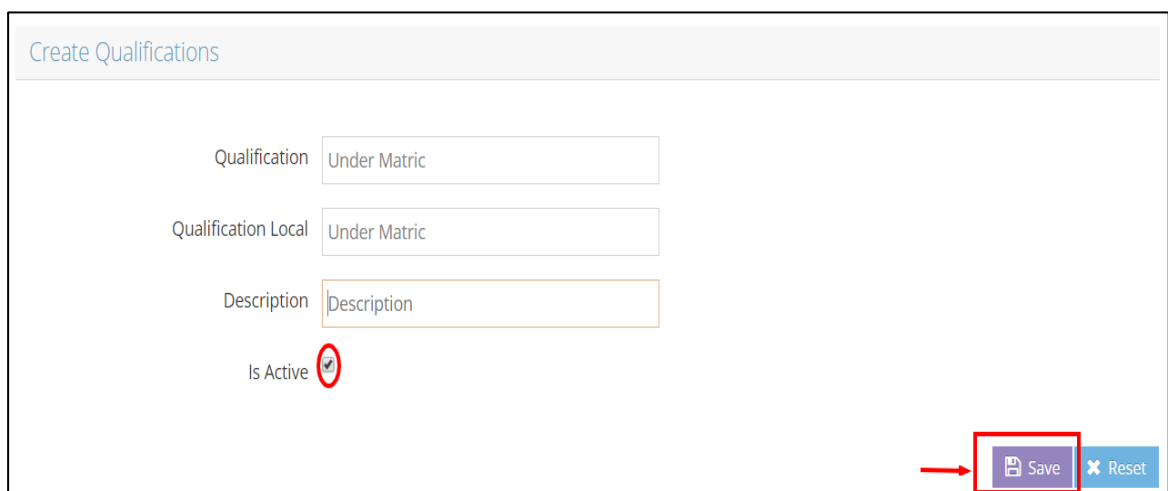
S.No.	Qualification	Qualification Local	Description	
1	Under Matric		Under Matric	 
2	Doctorate		Doctorate	 
3	M.Phil.		M.Phil.	 
4	Professional Post Graduate		Professional Post Graduate	 

Figure 27: List showing various qualifications of the Members

After clicking on the “**New**” button, “**Qualification Detail**” form will be displayed which is shown in the screenshot below:-



Create Qualifications

Qualification

Qualification Local

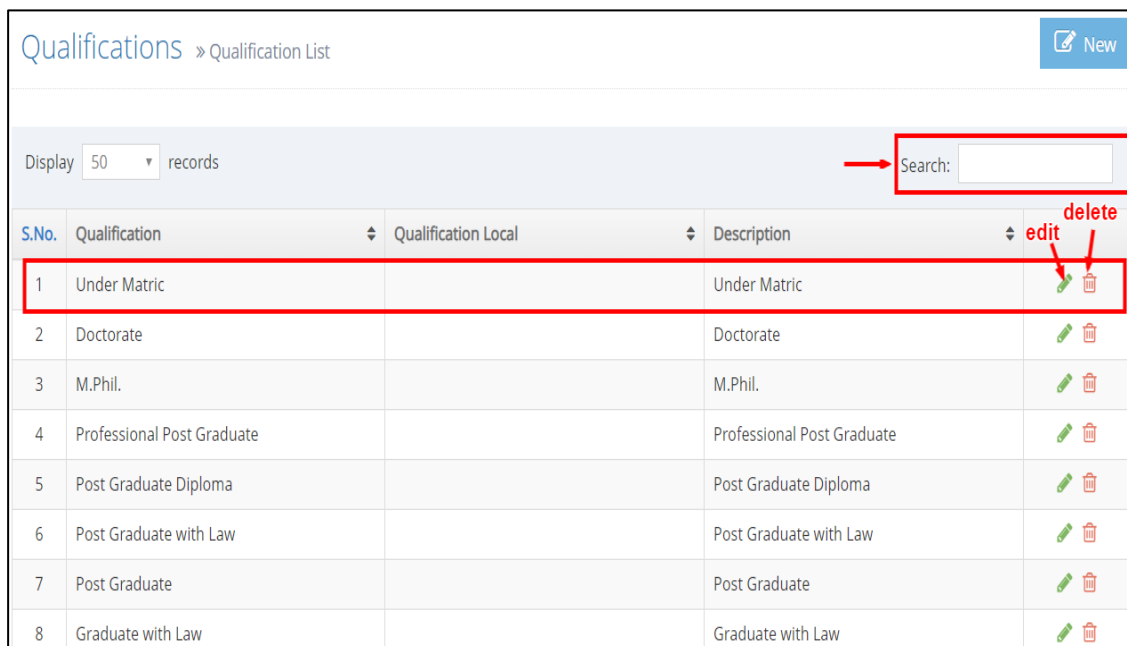
Description

Is Active ☒

Figure 28: Form to create the Member Designations

Master Data

After filling all the details in the form, click on the save button for saving the **“Members Qualification”** data. After that **“Qualification of the Members”** will be reflected on the **“Qualification detail”** list which is shown in the screenshot below:-



S.No.	Qualification	Qualification Local	Description	edit	delete
1	Under Matric		Under Matric		
2	Doctorate		Doctorate		
3	M.Phil.		M.Phil.		
4	Professional Post Graduate		Professional Post Graduate		
5	Post Graduate Diploma		Post Graduate Diploma		
6	Post Graduate with Law		Post Graduate with Law		
7	Post Graduate		Post Graduate		
8	Graduate with Law		Graduate with Law		

Figure 29: List showing the newly entered Qualification

1.2.5. Governor

This menu helps the user to enter all the information and details of the Governor of the State.

Add/ Update Governor Master

After logging in with Super Admin, the user has to click on the **“Governor”** → **“Member Details”** menu. A new screen appears where the **New** button will be displayed:-

Master Data

The screenshot displays the 'Governor' list page. The left sidebar has a menu with 'Governor' selected. The main content area shows a table with the following data:

S.No.	State Name	Name	Description	Photo
1	Delhi	Shri Ram Nath Kovind	<p>Educational Qualifications: B.Com, L.L.B.</p> <p>Profession: Advocate, Politician and Activist</p> <p>Positions Held:</p> <ul style="list-style-type: none">Member, Rajya Sabha, 1994-2006. (Elected from Uttar Pradesh)Permanent Advocate at Hon'ble Supreme Court of India for Central Govt. (1980-93).Member, Parliamentary Committees for SC/ST Welfare, Home Ministry, Petroleum & Natural Gas, Social	

A 'New' button is located in the top right corner, highlighted with a red box and an arrow.

Figure 30: Screen displaying the details of the recently entered Governor

After clicking on the “New” button, “Governor Detail” form will be displayed which is shown in the screenshot below:-

Create Governor

Prefix: His Excellency, The Governor

Governor Name: shri Ram Nath Kovind

Governor Name Local: shri Ram Nath Kovind

Father Name: ...

State Name: Andaman & Nicobar Islands

Gender: Male

Local Address:

Permanent Address:

Description: **B I U**

Master Data

Email ID	<input type="text" value="Email ID"/>
Landline No. (Office)	<input type="text" value="Office Landline No."/>
Landline No. (Residence)	<input type="text" value="Residence Landline No."/>
Mobile No.	<input type="text" value="Mobile No."/>
Login ID	<input type="text" value="Login ID"/>
Cm Refnic Vip Code	<input type="text" value="Cm Refnic Vip Code"/>
Photo	<div><div>Choose File</div><div>No file chosen</div></div> <div>← Attach Governor photo here</div>
Active	<input checked="" type="checkbox"/>

Save

Reset

Figure 31: Form to enter the State Governor's Details

After filling all the details in the form. Then click on the save button for saving the “Governor” details. After that “Governor Data” will be reflected on the “Governor Details” list which is shown in the screenshot below:-

Governor » Governor List New

Display 50 records Search:


S.No.	State Name	Name	Description	Photo	Edit
1	Delhi	Shri Ram Nath Kovind	<p>Educational Qualifications: B.Com, L.L.B.</p> <p>Profession: Advocate, Politician and Activist</p> <p>Positions Held:</p> <ul style="list-style-type: none">• Member, Rajya Sabha, 1994-2006. (Elected from Uttar Pradesh)• Permanent Advocate at Hon'ble Supreme Court of India for Central Govt. (1980-93).• Member, Parliamentary Committees for SC/ST Welfare, Home Ministry, Petroleum & Natural Gas, Social Justice and Rights, Law & Justice, Chairman of Rajya Sabha Housing Committee.• Member, Management Board for Dr. B. R. Ambedkar University, Lucknow.• Member, Board of Governors, Indian Institute of Management, Kolkata.• Represented India at United Nations (New York) and addressed the General Assembly during Oct, 2002.• Governor of Bihar from 16-08-2015 to 21-06-2017		<div>Edit</div> <div>Delete</div>

Figure 32: Screen displaying the details of the Governor

1.3. MINISTER DETAILS

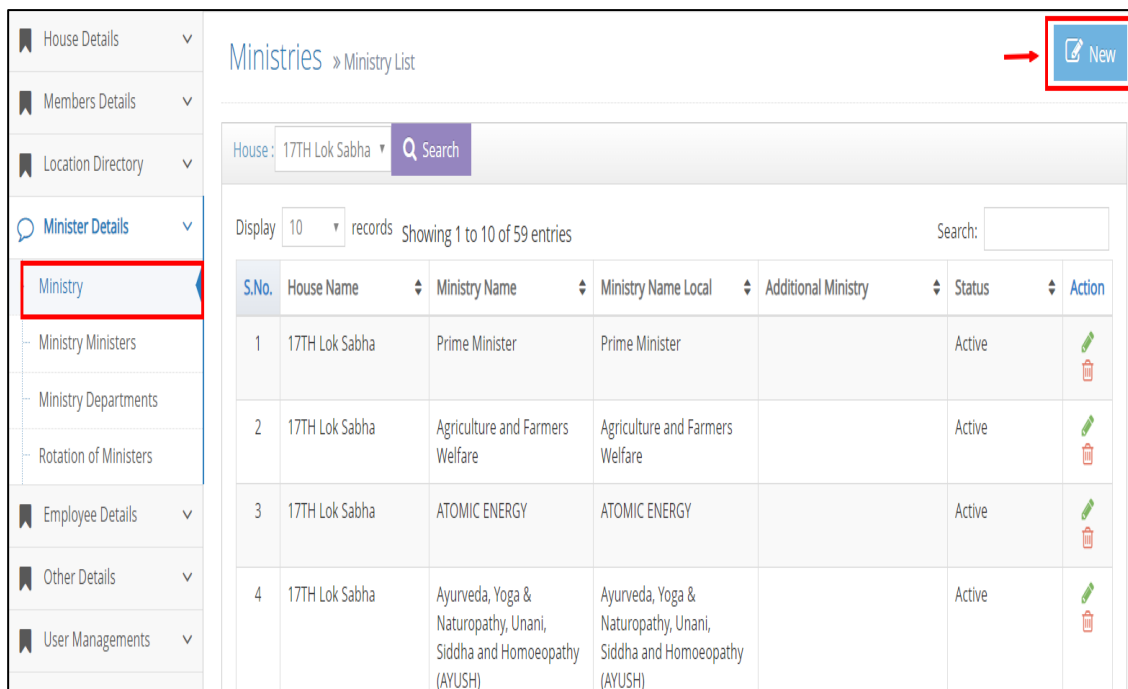
1.3.1. Ministry

This menu enables the user to update the Government Ministries/Departments in the respective States. Also the Ministers can also be updated with their corresponding portfolios/Ministries/Departments under their charge.

To maintain the minister's master

After logging in with Super Admin credentials, the User has to click on the “**Ministry**” → “**Minister Details**” menu. A new screen appears where the **New** button will be displayed.

Master Data



Ministries » Ministry List

House: 17TH Lok Sabha Search

Display 10 records Showing 1 to 10 of 59 entries Search:









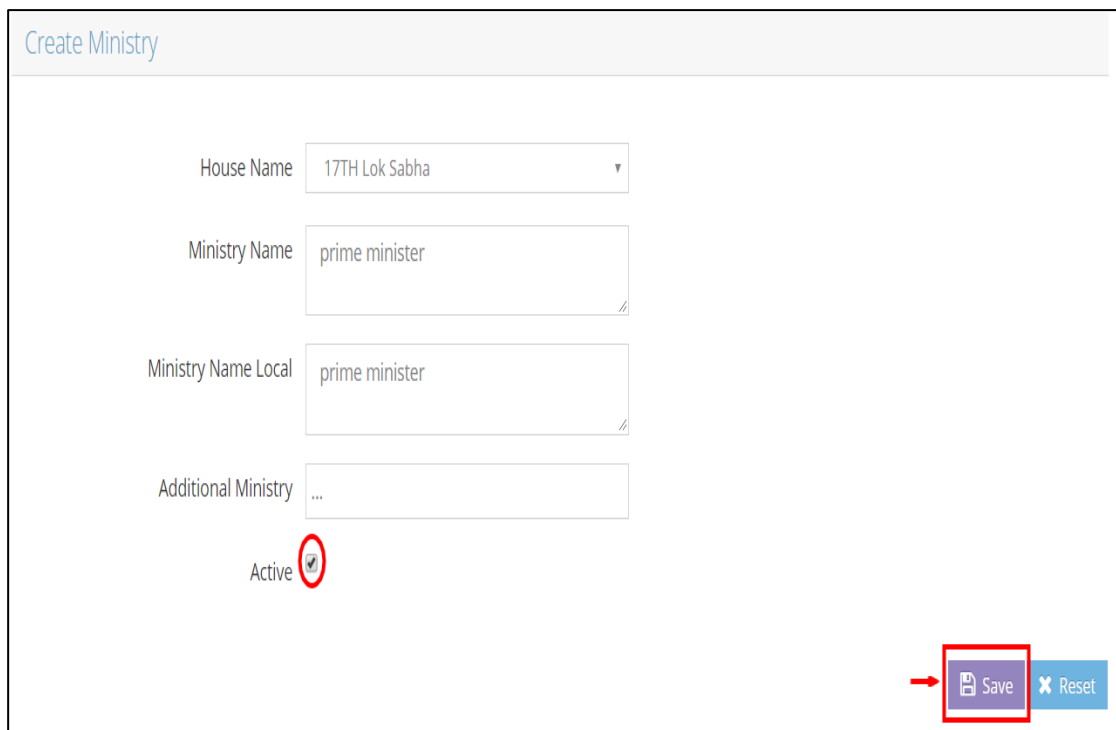
S.No.	House Name	Ministry Name	Ministry Name Local	Additional Ministry	Status	Action
1	17TH Lok Sabha	Prime Minister	Prime Minister		Active	 
2	17TH Lok Sabha	Agriculture and Farmers Welfare	Agriculture and Farmers Welfare		Active	 
3	17TH Lok Sabha	ATOMIC ENERGY	ATOMIC ENERGY		Active	 
4	17TH Lok Sabha	Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homoeopathy (AYUSH)	Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homoeopathy (AYUSH)		Active	 

Figure 33: List of all the Ministries in the State

After clicking on the “**New**” button, “**Ministry detail**” form will be displayed which is shown in the screenshot below:-



Create Ministry

House Name 17TH Lok Sabha

Ministry Name prime minister

Ministry Name Local prime minister

Additional Ministry ...

Active ☒

Save Reset

Figure 34: Form to enter the Ministries

After filling all the mandatory details in the form, click on the **Save** button for saving

Master Data

the ministry data. After that **“Ministry”** will be reflected on the **“Ministry detail”** list which is shown in the screenshot below:-

House: 17TH Lok Sabha

Q Search

Display 10 records Showing 1 to 10 of 59 entries Search:

S.No.	House Name	Ministry Name	Ministry Name Local	Additional Ministry	Status	Action
1	17TH Lok Sabha	Prime Minister	Prime Minister		Active	<div>edit</div> <div></div>
2	17TH Lok Sabha	Agriculture and Farmers Welfare	Agriculture and Farmers Welfare		Active	<div>delete</div> <div></div>
3	17TH Lok Sabha	ATOMIC ENERGY	ATOMIC ENERGY		Active	<div></div>
4	17TH Lok Sabha	Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homoeopathy (AYUSH)	Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homoeopathy (AYUSH)		Active	<div></div>

Figure 35: List showing the entered Ministries

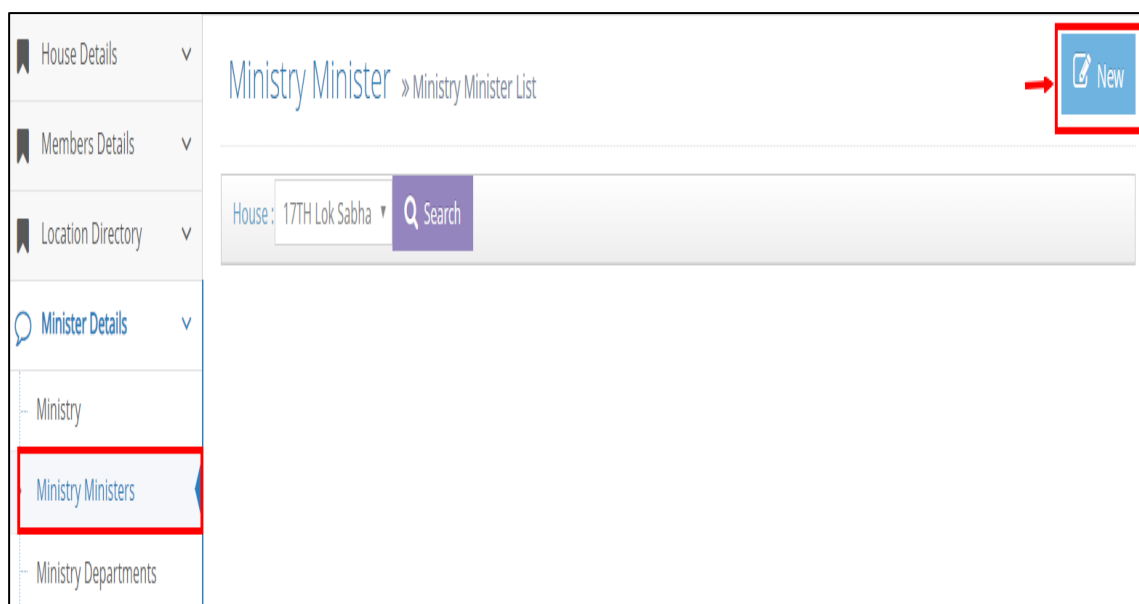
1.3.2. Ministry Minister

This menu enables the user to link the Minister with the Ministries which are under their charge.

Mapping of ministry to minister

After adding the ministry, then user has to click on **“Ministry Minister”** tab under **“Minister Detail”** tabs for mapping the **“Minister with the Ministry”**. A new screen appears where the **New** button will be displayed:-

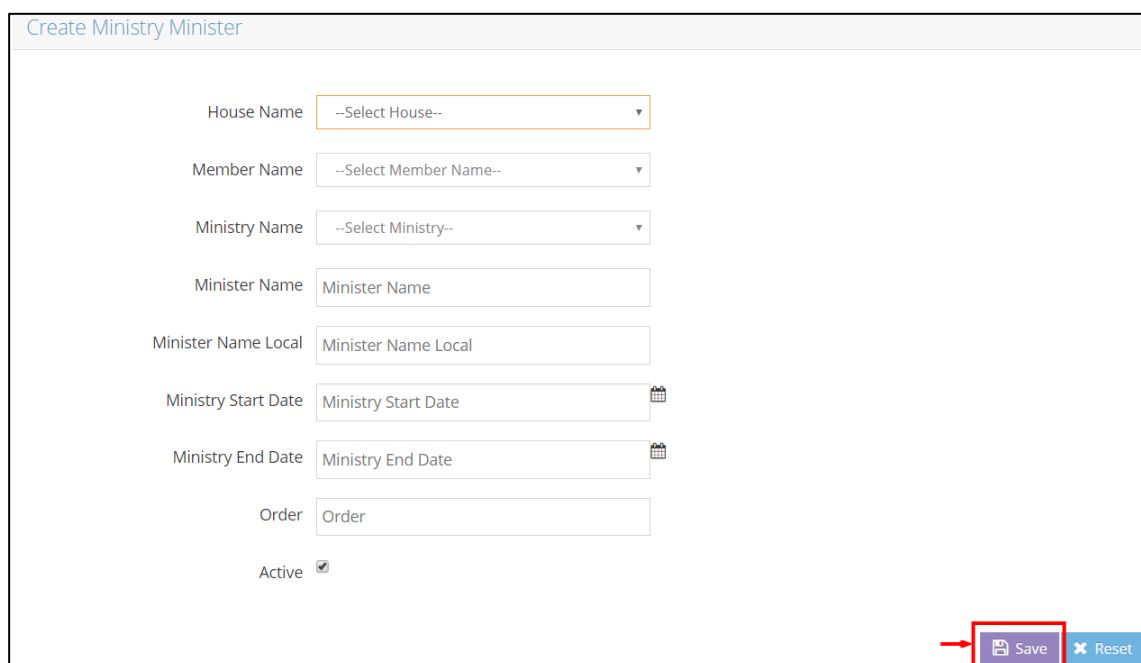
Master Data



The screenshot displays the 'Ministry Minister' interface. On the left, a sidebar menu includes 'House Details', 'Members Details', 'Location Directory', 'Minister Details', 'Ministry', 'Ministry Ministers' (highlighted), and 'Ministry Departments'. The main content area is titled 'Ministry Minister » Ministry Minister List'. It features a search bar with 'House: 17TH Lok Sabha' and a 'Search' button. A 'New' button is highlighted in the top right corner.

Figure 36: List showing the mapped Ministries with the respective Ministers

After clicking on the “New” button, “Ministry Minister” form will be displayed which is shown in the screenshot below:-



The screenshot shows the 'Create Ministry Minister' form. It includes the following fields: 'House Name' (dropdown), 'Member Name' (dropdown), 'Ministry Name' (dropdown), 'Minister Name' (text), 'Minister Name Local' (text), 'Ministry Start Date' (calendar), 'Ministry End Date' (calendar), 'Order' (text), and 'Active' (checkbox). A 'Save' button is highlighted in the bottom right corner.

Figure 37: Form to map the Ministers with the respective Ministries under their charge

After filling all the mandatory details in the form, click on the **Save** button for saving the “ministry minister data”. After that “Ministry Minister” will be reflected in the “Ministry Minister detail” list which is shown in the screenshot below:-

Master Data

House: 17TH Lok Sabha

Display 10 records Showing 1 to 10 of 94 entries Search:

S.No.	House Name	Order	Ministry Name	Minister Name	Minister Name Local	Status	Action
1	17TH Lok Sabha	57	WOMEN AND CHILD DEVELOPMENT	Debasree Chaudhuri	Debasree Chaudhuri	Active	 
2	17TH Lok Sabha	38	SOCIAL JUSTICE AND EMPOWERMENT	Krishan Pal Gurjar	Krishan Pal Gurjar	Active	 
3	17TH Lok Sabha	1	Prime Minister	Narendra Modi	Narendra Modi	Active	 
4	17TH Lok Sabha	1	PERSONNEL,PUBLIC GRIEVANCES AND PENSIONS	Narendra Modi	Narendra Modi	Active	 
5	17TH Lok Sabha	1	ATOMIC ENERGY	Narendra Modi	Narendra Modi	Active	 

Figure 38: List showing mapped Ministers with their respective Ministries under their charge

1.3.3. Ministry Department

This menu enables the user to map the Government Ministries with the respective departments under them.

Mapping of ministry to Department

After adding the ministry, the user has to click on “**Ministry Department**” tab under “**Minister Detail**” tabs for mapping the “**Department with the Ministry**”. A new screen appears where the **New** button will be displayed:-

House Details	Ministry Departments » Ministry Department List	New	Delete Multiple
Members Details	Display 50 records	Search:	
Location Directory			
Minister Details			
Ministry			
Ministry Ministers			
Ministry Departments			
Rotation of Ministers			
Employee Details			
Other Details			













Order	House Name	Ministry Name	Department Name	Status	Multiple Delete	Action
1	16TH Lok Sabha	()	STATISTICS AND PROGRAMME IMPLEMENTATION	Active		 
1	16TH Lok Sabha	Agriculture and Farmers Welfare ()	AGRICULTURAL RESEARCH AND EDUCATION	Active		 
1	16TH Lok Sabha	Agriculture and Farmers Welfare ()	Agriculture Cooperation and Farmers' Welfare	Active		 
1	17TH Lok Sabha	Agriculture and Farmers Welfare ()	AGRICULTURAL RESEARCH AND EDUCATION	Active		 

Figure 39: List of the Ministries mapped with their Departments

After clicking on the “**New**” button, “**Ministry Department**” form will be displayed which is shown in the screenshot below:-

Master Data

Create Ministry Department

House Name

Ministry Name

Department Name

Order

Active ☒

Figure 40: Form to map Ministries with their Ministers

After filling all the mandatory details in the form, click on the save button for saving the “**Ministry department data**”. After that the “**Ministry Department**” will be reflected on the “**Ministry Department detail**” list which is shown in the screenshot below:-

Ministry Departments » Ministry Department List

Display records

Search:

Order	House Name	Ministry Name	Department Name	Status	Multiple Delete	Action
1	16TH Lok Sabha	()	STATISTICS AND PROGRAMME IMPLEMENTATION	Active	<input type="checkbox"/>	Edit Delete
1	16TH Lok Sabha	Agriculture and Farmers Welfare ()	AGRICULTURAL RESEARCH AND EDUCATION	Active	<input type="checkbox"/>	Edit Delete
1	16TH Lok Sabha	Agriculture and Farmers Welfare ()	Agriculture Cooperation and Farmers' Welfare	Active	<input type="checkbox"/>	Edit Delete
1	17TH Lok Sabha	Agriculture and Farmers Welfare ()	AGRICULTURAL RESEARCH AND EDUCATION	Active	<input type="checkbox"/>	Edit Delete
1	17TH Lok Sabha	Agriculture and Farmers Welfare ()	Agriculture Cooperation and Farmers' Welfare	Active	<input type="checkbox"/>	Edit Delete
1	17TH Lok Sabha	ANIMAL HUSBANDRY, DAIRYING AND FISHERIES ()	ANIMAL HUSBANDRY, DAIRYING AND FISHERIES	Active	<input type="checkbox"/>	Edit Delete

Figure 41: List showing the mapped Ministries with their Departments

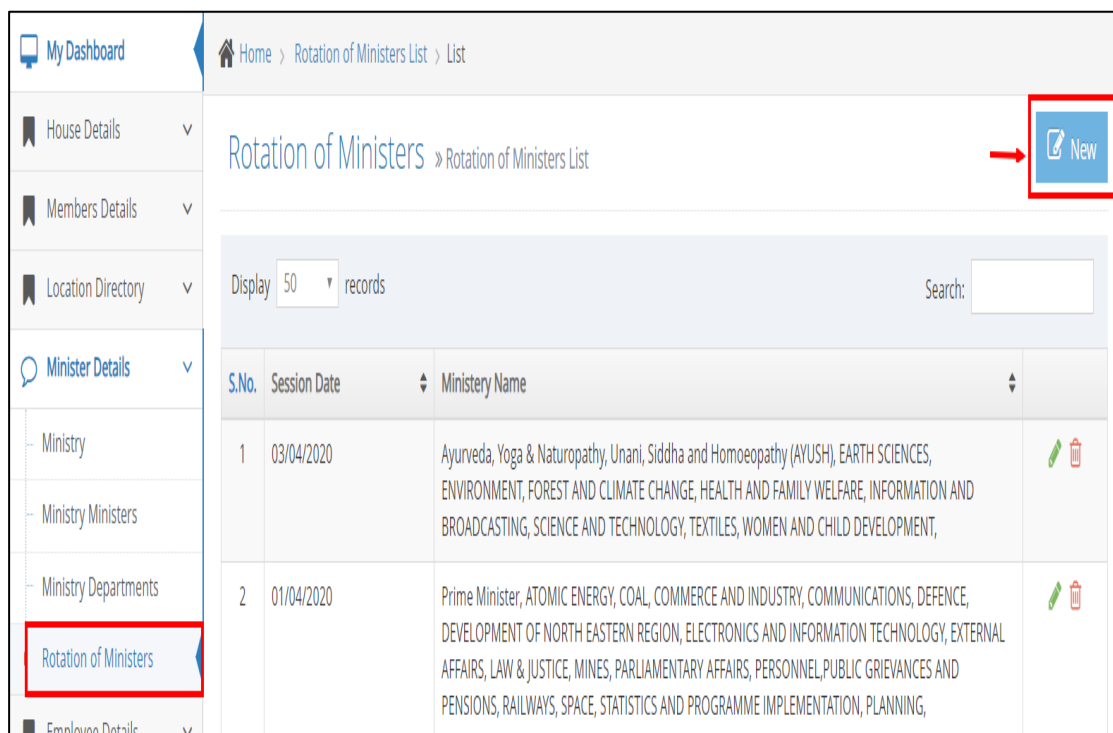
1.3.4. Rotation of Ministers

This menu contains the account of those Ministries having the charge under Ministers, who have to be present on a particular day of the session.

Master Data

Schedule of ministry date wise

After logging in with Super Admin, the user has to click on the “**Rotation of Minister**” → “**Minister Details**” menu. A new screen appears where the **New** button will be displayed:-



The screenshot displays the 'Rotation of Ministers' interface. The left sidebar contains a menu with 'Minister Details' expanded, showing 'Ministry', 'Ministry Ministers', 'Ministry Departments', and 'Rotation of Ministers' (highlighted). The main content area shows a table with 2 records. A 'New' button is highlighted in the top right corner.

S.No.	Session Date	Ministry Name
1	03/04/2020	Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homoeopathy (AYUSH), EARTH SCIENCES, ENVIRONMENT, FOREST AND CLIMATE CHANGE, HEALTH AND FAMILY WELFARE, INFORMATION AND BROADCASTING, SCIENCE AND TECHNOLOGY, TEXTILES, WOMEN AND CHILD DEVELOPMENT,
2	01/04/2020	Prime Minister, ATOMIC ENERGY, COAL, COMMERCE AND INDUSTRY, COMMUNICATIONS, DEFENCE, DEVELOPMENT OF NORTH EASTERN REGION, ELECTRONICS AND INFORMATION TECHNOLOGY, EXTERNAL AFFAIRS, LAW & JUSTICE, MINES, PARLIAMENTARY AFFAIRS, PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS, RAILWAYS, SPACE, STATISTICS AND PROGRAMME IMPLEMENTATION, PLANNING,

Figure 42: List displaying the schedule of the Ministers of the Ministries to be present on the session date

After clicking on the “**New**” button, “**Rotation of Minister**” form will be displayed. The user will map or link various ministries with the session dates according to the availability of the session which is shown in the screenshot below:-

Master Data

Master Data » Create Rotation of Ministers

House : 17TH Lok Sabha

Session : THIRD SESSION

Session Date : 1-2-2020

Ministry : 8 of 57 selected

Is Active :

- ☒ ATOMIC ENERGY
- ☒ Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homoeopathy (AYUSH)
- ☒ Chemical and Fertilizers
- ☒ CIVIL AVIATION
- ☒ COAL
- ☒ COMMERCE AND INDUSTRY
- ☒ COMMUNICATIONS
- ☒ CONSUMER AFFAIRS, FOOD AND PUBLIC DISTRIBUTION

Figure 43: Form to create the rotation of the Ministers

Reset Save

After filling all the mandatory details in the form, click on the save button for saving the “Rotation of Minister” data. After that “Rotation of Minister” of the particular day will be reflected on the “Rotation of Minister detail” list which is shown in the screenshot below:-

Rotation of Ministers » Rotation of Ministers List

Display 50 records

Search:

S.No.	Session Date	Ministry Name	
1	03/04/2020	Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homoeopathy (AYUSH), EARTH SCIENCES, ENVIRONMENT, FOREST AND CLIMATE CHANGE, HEALTH AND FAMILY WELFARE, INFORMATION AND BROADCASTING, SCIENCE AND TECHNOLOGY, TEXTILES, WOMEN AND CHILD DEVELOPMENT,	edit Delete
2	01/04/2020	Prime Minister, ATOMIC ENERGY, COAL, COMMERCE AND INDUSTRY, COMMUNICATIONS, DEFENCE, DEVELOPMENT OF NORTH EASTERN REGION, ELECTRONICS AND INFORMATION TECHNOLOGY, EXTERNAL AFFAIRS, LAW & JUSTICE, MINES, PARLIAMENTARY AFFAIRS, PERSONNEL,PUBLIC GRIEVANCES AND PENSIONS, RAILWAYS, SPACE, STATISTICS AND PROGRAMME IMPLEMENTATION, PLANNING,	edit Delete
3	31/03/2020	Agriculture and Farmers Welfare, Chemical and Fertilizers, CONSUMER AFFAIRS, FOOD AND PUBLIC DISTRIBUTION, FOOD PROCESSING INDUSTRIES, HEAVY INDUSTRIES AND PUBLIC ENTERPRISES, HOME AFFAIRS, PANCHAYATI RAJ, RURAL DEVELOPMENT, SOCIAL JUSTICE AND EMPOWERMENT, ANIMAL HUSBANDRY, DAIRYING AND FISHERIES,	edit Delete

Figure 44: List displaying the schedule of the Ministers to be present on a particular session date

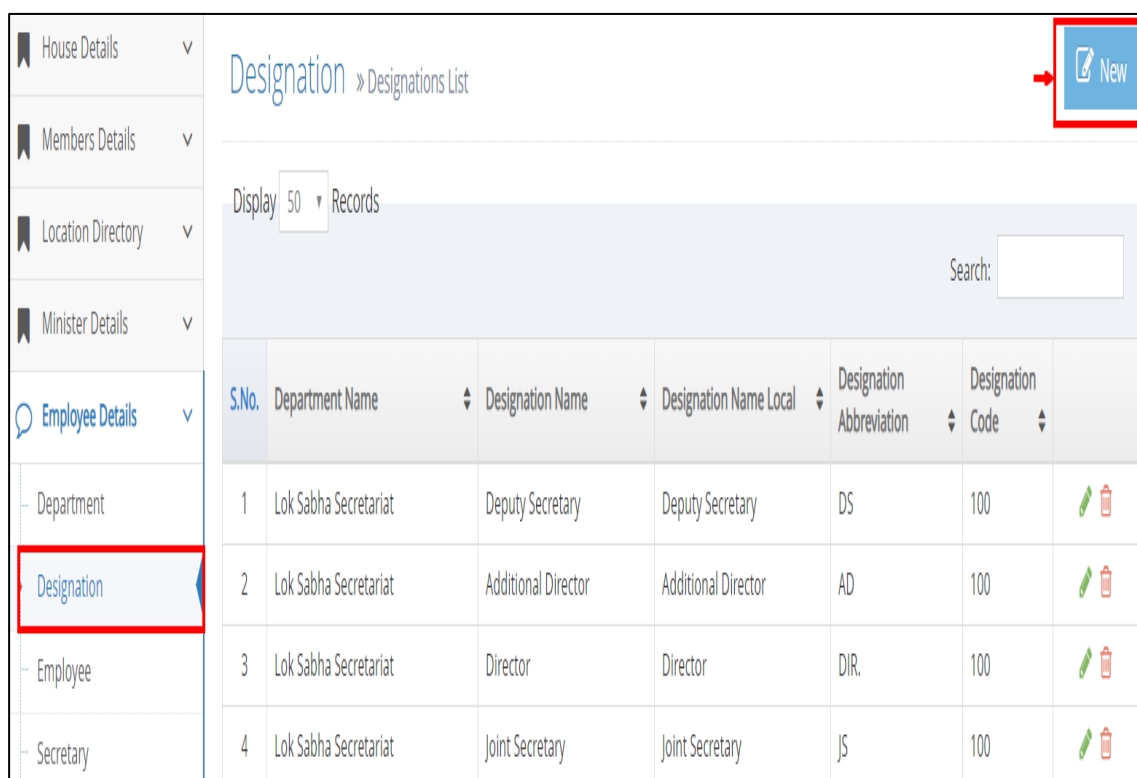
1.4. EMPLOYEE DETAILS

1.4.1. Employee Designation

This menu contains the data regarding all the Department employees' designations like Additional Secretary, Director, Deputy Secretary, Under Secretary and so on which can be used further for filling in their information.

Designation Master

After logging in with Super Admin, the user has to click on the “**Designation**” → “**Employee Details**” menu. A new screen appears where the **New** button will be displayed:-



House Details	Designation » Designations List	New
Members Details	Display 50 Records	Search:
Location Directory		
Minister Details		
Employee Details		
Department		
Designation		
Employee		
Secretary		

S.No.	Department Name	Designation Name	Designation Name Local	Designation Abbreviation	Designation Code	
1	Lok Sabha Secretariat	Deputy Secretary	Deputy Secretary	DS	100	
2	Lok Sabha Secretariat	Additional Director	Additional Director	AD	100	
3	Lok Sabha Secretariat	Director	Director	DIR.	100	
4	Lok Sabha Secretariat	Joint Secretary	Joint Secretary	JS	100	

Figure 45: List displaying all the designations of the employees of the Government Department

After clicking on the “**New**” button, “**Employee Designation**” form will be displayed which is shown in the screenshot below:-

Master Data

Create Designation

Department Name

Designation Name

Designation Name Local

Designation Abbreviation

Active ☒



 Save  Reset

Figure 46: Form to create the Designation of the Designation of the Department Employees

After filling all the details in the form, click on the save button for saving the “Employee Designation” data. After that “Designation of the Employee” will be reflected on the “Employee Designation detail” list which is shown in the screenshot below:-

Designation » Designations List

Display 50 Records

Search:

S.No.	Department Name	Designation Name	Designation Name Local	Designation Abbreviation	Designation Code	edit	Delete
1	Lok Sabha Secretariat	Deputy Secretary	Deputy Secretary	DS	100		
2	Lok Sabha Secretariat	Additional Director	Additional Director	AD	100		
3	Lok Sabha Secretariat	Director	Director	DIR.	100		
4	Lok Sabha Secretariat	Joint Secretary	Joint Secretary	JS	100		
5	Lok Sabha Secretariat	Additional Secretary	Additional Secretary	AS	100		
6	Lok Sabha Secretariat	SECRETARY-GENERAL	SECRETARY-GENERAL	SG	100		
7		Naib Tehsildar	Naib Tehsildar		452		

Figure 47: List displaying the recently entered Designation in the database

1.4.2. Secretary Master

This menu enables the user to enter the Secretary of the Government Department in the website.

Master Data

Add/ Update Secretary Master

After logging in with Super Admin, the user has to click on the “**Secretary**” → “**Employee detail**” menu. A new screen appears where the **New** button will be displayed:-

S.No.	Employee Code	Department	Secretary Name	Secretary Name Local	Designation Description	IAS Rank	Email ID	Phone No. (Office)	Alternate Phone No. (Office)	Mob
1		HOME AFFAIRS	.sandeep kumar		secretary		sandy.abcd@gov.in			9755
2			.govind		Secretary		gov@gmail.com			5656
3			.Ajay Kumar Bhalla		Administrative Secretary		secretoryha@gmail.com			9807

Figure 48: List displaying the Secretary of the Government Department

After clicking on the “**New**” button, “**SecretaryDetail**” form will be displayed which is shown in the screenshot below:-

Master Data

Create Secretary

Aadhaar ID(9999 9999 9999)	<input type="text" value="Aadhaar ID(9999 9999 9999)"/>
Order ID	<input type="text" value="1"/>
Employee Code	<input type="text" value="Employee Code"/>
Department	<input type="text" value="Border Management"/>
Prefix Name	<input type="text" value="Mr"/>
Secretary Name	<input type="text" value="sandeep kumar"/>
Secretary Name Local	<input type="text" value="sandeep kumar"/>
IAS Rank	<input type="text" value="IAS Rank"/>
Email ID	<input type="text" value="Email ID"/> Email
Phone No.(Residence)	<input type="text" value="."/>
Phone No.(Office)	<input type="text" value="Phone No.(Office)"/>
Alternate Phone No.(Office)	<input type="text" value="Alternate Phone No.(Office)"/>
Mobile No.	<input type="text" value="Mobile No."/>
Designation Description	<input type="text" value="Designation Description"/>
Is Active	<input checked="" type="checkbox"/>

Figure 49: Form to enter the details of the Government Secretary

After filling all the details in the form, click on the save button for saving the “Secretary” details. After that “Secretary” data will be reflected on the “Secretary Details” list which is shown in the screenshot below:-

Master Data











Display	50	records	Search: <input type="text"/>									
S.No.	Employee Code	Department	Secretary Name	Secretary Name Local	Designation Description	IAS Rank	Email ID	Phone No. (Office)	Alternate Phone No. (Office)	Mobile No.	Order ID	
1		HOME AFFAIRS	.sandeep kumar		secretary		sandy.abcd@gov.in			9755555555		 
2			.govind		Secretary		gov@gmail.com			5656565656		 
3			.Ajay Kumar Bhalla		Administrative Secretary		secretaryha@gmail.com			9807728182		 
4			.RAJEEV KUMAR		SECRETARY		rajeevs321@gmail.com			8800710632		 
5			.MPA		SECRETARY		mpa@gmail.com			7744444444		 

Figure 50: List displaying the currently entered Secretary of Government Department

1.4.3.Administrative Secretary Department Master

This menu enables the user to enter the details of the Administrative Secretary having the charge of a particular department and map him/her with the same.

Secretary Department

After logging in with Super Admin, the user has to click on the “**Secretary Department**→ “**Employee detail**” menu. A new screen appears where the **New** button will be displayed:-

House Details

Members Details

Location Directory

Minister Details

Employee Details

Department

Designation

Employee

Secretary

Secretary Department

Head of Department

Other Details

Secretary Department » Secretary Department List

Display

50

records

Search:

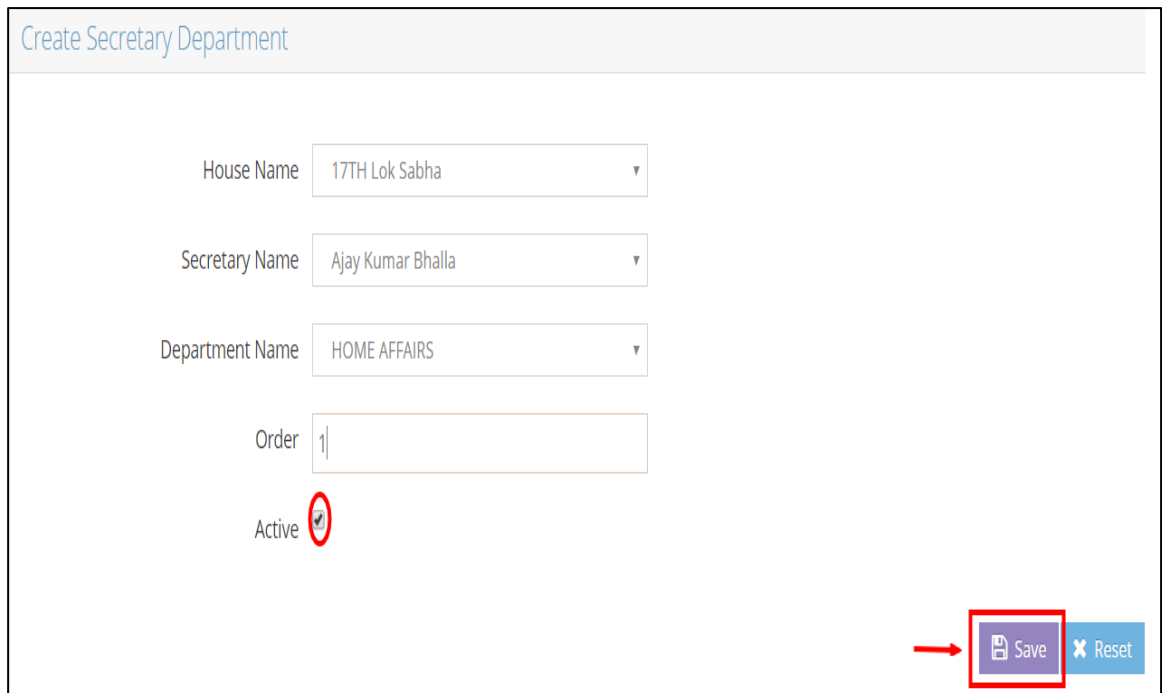
S.No.	House Name	Secretary Name	Department Name	Order	
1		sandeep kumar	HOME AFFAIRS		<div><div></div><div></div></div>
2		govind	HOME AFFAIRS		<div><div></div><div></div></div>
3		Ajay Kumar Bhalla	HOME AFFAIRS		<div><div></div><div></div></div>
4		RAJEEV KUMAR	HOME AFFAIRS		<div><div></div><div></div></div>
5		MPA	PARLIAMENTARY AFFAIRS		<div><div></div><div></div></div>
6		Cabinet	Cabinet		<div><div></div><div></div></div>
7		Legislative Department	LEGISLATIVE DEPARTMENT		<div><div></div><div></div></div>
8		Priti	YOUTH AFFAIRS AND SPORTS		<div><div></div><div></div></div>

New

Figure 51: List displaying the mapped Secretary with the Department

Master Data

After clicking on the **“New”** button, **“Secretary Department”** form will be displayed which is shown in the screenshot below:-



Create Secretary Department

House Name: 17TH Lok Sabha

Secretary Name: Ajay Kumar Bhalla

Department Name: HOME AFFAIRS

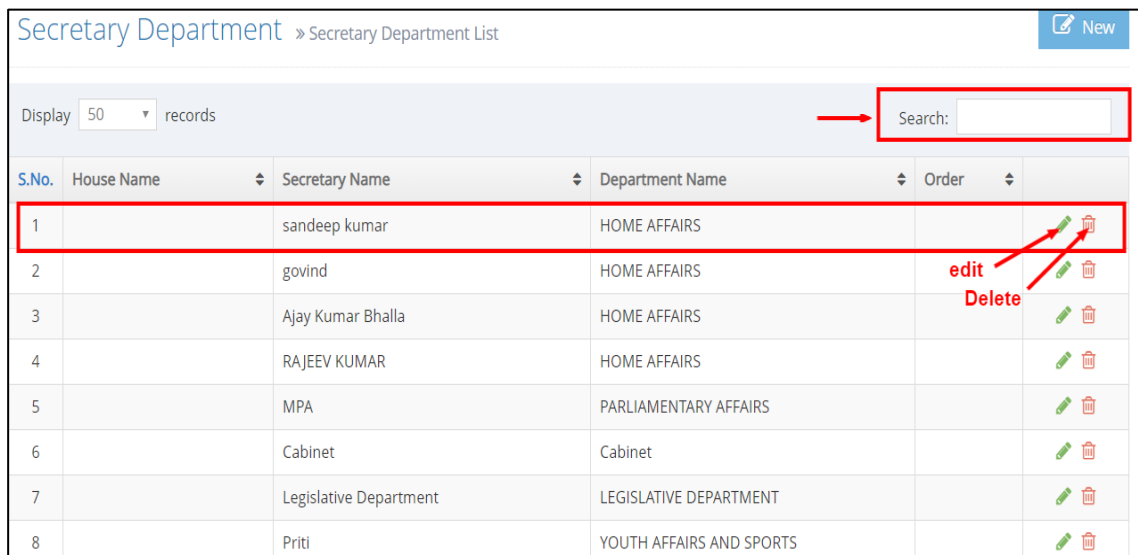
Order: 1

Active: ☒

Save Reset

Figure 52: Form to map the Government Secretary with the respective Department

After filling all the details in the form, click on the save button for saving the **“Secretary Department”** details. After that **“Secretary Department”** data will be reflected on the **“Secretary Department Details”** list which is shown in the screenshot below:-



Secretary Department » Secretary Department List

Display 50 records

Search:

















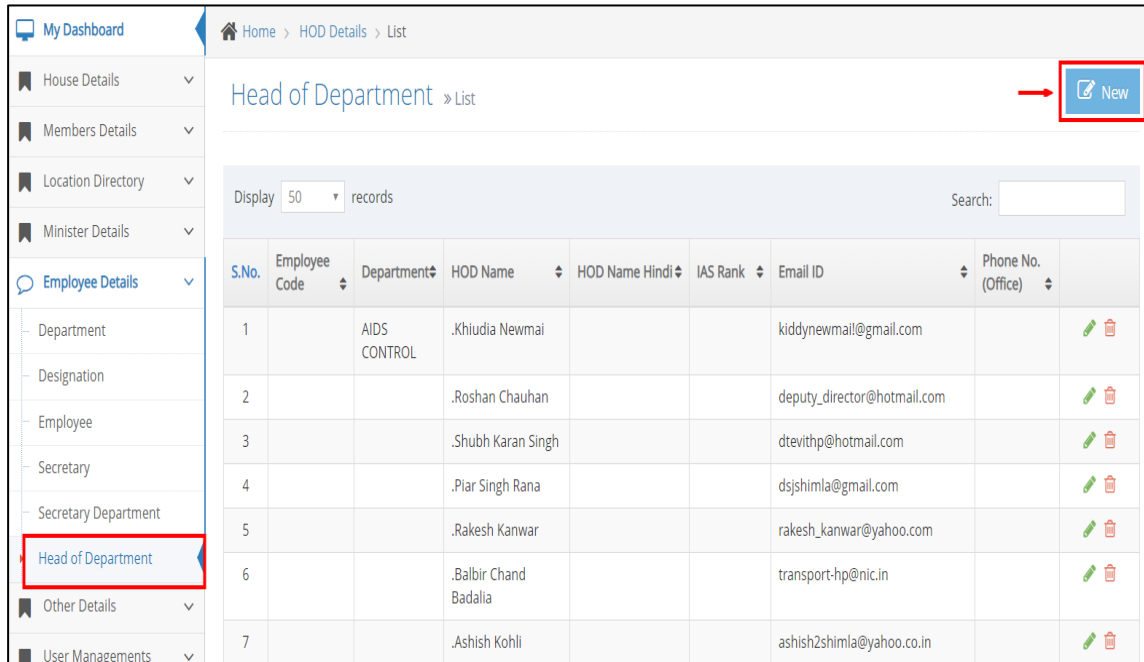
S.No.	House Name	Secretary Name	Department Name	Order	
1		sandeep kumar	HOME AFFAIRS		 
2		govind	HOME AFFAIRS		 
3		Ajay Kumar Bhalla	HOME AFFAIRS		 
4		RAJEEV KUMAR	HOME AFFAIRS		 
5		MPA	PARLIAMENTARY AFFAIRS		 
6		Cabinet	Cabinet		 
7		Legislative Department	LEGISLATIVE DEPARTMENT		 
8		Priti	YOUTH AFFAIRS AND SPORTS		 

Figure 53: List displaying the mapped Secretaries with their respective Departments

1.4.4. Head of the Department

After logging in with Super Admin, the user has to click on the “**Head of Department**” → “**Employee details**” menu. A new screen appears where the **New** button will be displayed:-



My Dashboard Home > HOD Details > List

Head of Department > List

Display 50 records Search:















S.No.	Employee Code	Department	HOD Name	HOD Name Hindi	IAS Rank	Email ID	Phone No. (Office)	
1		AIDS CONTROL	.Khiudia Newmai			kiddynewmail@gmail.com		 
2			.Roshan Chauhan			deputy_director@hotmail.com		 
3			.Shubh Karan Singh			dtevitp@hotmail.com		 
4			.Piar Singh Rana			dsjshimla@gmail.com		 
5			.Rakesh Kanwar			rakesh_kanwar@yahoo.com		 
6			.Balbir Chand Badalla			transport-hp@nic.in		 
7			.Ashish Kohli			ashish2shimla@yahoo.co.in		 

Figure 54: List displaying the HODs with their respective departments

After clicking on the “**New**” button, “**Head of Department**” form will be displayed which is shown in the screenshot below:-

Create Head of Department

Aadhaar ID(9999 9999 9999) Aadhaar ID(9999 9999 9999)

Order ID Order ID

Employee Code 1

Department COAL

Prefix Name Mr

HOD Name .Khiudia Newmai

HOD NAME IN REGIONAL LANGUAGE HOD NAME IN REGIONAL LANGUAGE

Master Data

IAS Rank

Email ID

Phone No.(Residence)

Phone No.(Office)

Alternate Phone No.(Office)

Mobile No.

Designation Description

Is Active ☒

Figure 55: Form to create the HODs of the Departments

After filling all the details in the form, click on the save button for saving the “**Head of Department**” details. After that “**Head of Department**” data will be reflected on the “**Head of Department Details**” list which is shown in the screenshot below:-

Display 50 records

Search:















S.No.	Employee Code	Department	HOD Name	HOD Name Hindi	IAS Rank	Email ID	Phone No. (Office)	
1		AIDS CONTROL	.Khiudia Newmai			kiddynewmail@gmail.com		edit  
2			.Roshan Chauhan			deputy_director@hotmail.com		Delete  
3			.Shubh Karan Singh			dtevitthp@hotmail.com		 
4			.Piar Singh Rana			dsjshimla@gmail.com		 
5			.Rakesh Kanwar			rakesh_kanwar@yahoo.com		 
6			.Balbir Chand Badalia			transport-hp@nic.in		 
7			.Ashish Kohli			ashish2shimla@yahoo.co.in		 

Figure 56: List displaying the currently entered HOD of the Department

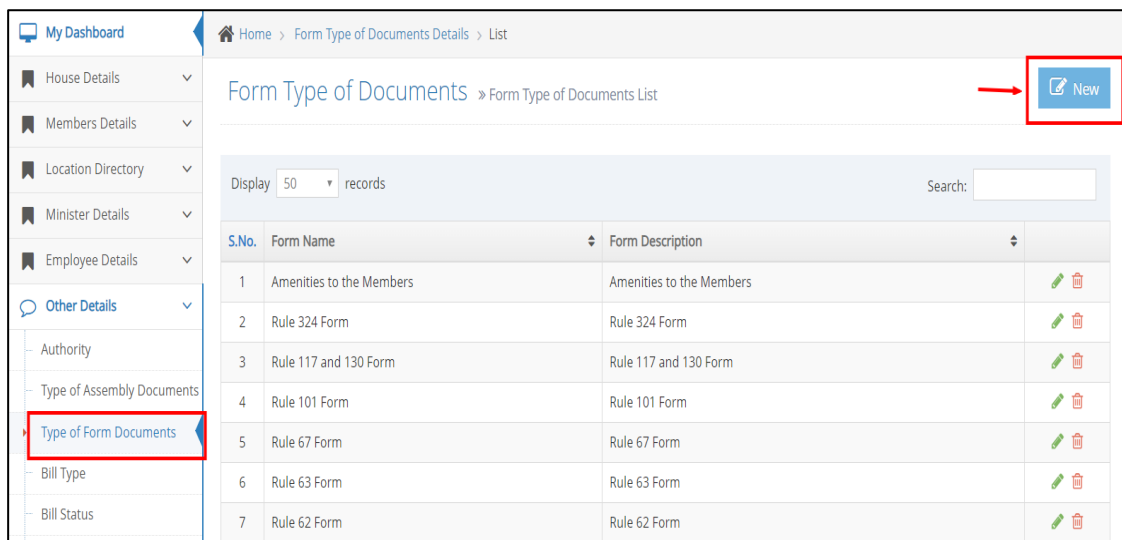
1.5. Physical Form of Notices for Downloading from NeVA web Portal

OTHER DETAILS

These are the different types of document forms containing certain rules/procedures stored in the database of the application to be referred to for some information for future use.

1.5.1. Type of Form Documents

After logging in with Super Admin, the user has to click on the “**Type of form Document**” → “**Other details**” menu. A new screen appears where the **New** button will be displayed:-

















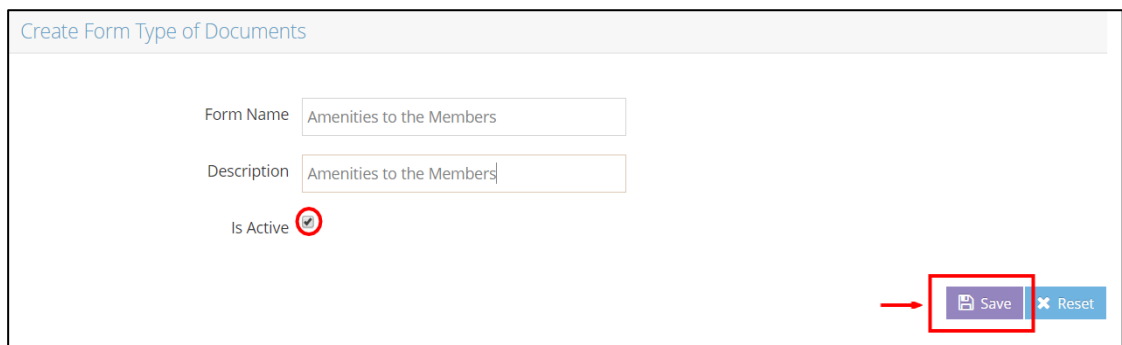
S.No.	Form Name	Form Description	
1	Amenities to the Members	Amenities to the Members	 
2	Rule 324 Form	Rule 324 Form	 
3	Rule 117 and 130 Form	Rule 117 and 130 Form	 
4	Rule 101 Form	Rule 101 Form	 
5	Rule 67 Form	Rule 67 Form	 
6	Rule 63 Form	Rule 63 Form	 
7	Rule 62 Form	Rule 62 Form	 

Figure 57: List showing the Form Type of Documents

After clicking on the “**New**” button, “**Form Type of Documents Details**” form will be displayed which is shown in the screenshot below:-



Create Form Type of Documents

Form Name: Amenities to the Members

Description: Amenities to the Members

Is Active: ☒

Save Reset

Figure 58: Form to create Form Type of Documents

Master Data

After clicking on the “**New**” button, “**Question Rule**” form will be displayed which is shown in the screenshot below:-

Create Question Rules

Question Rules
it shall not seek for such information for which the time, labour and money required would be highly incommensurate to the possible benefit of the information

Question Rules Local
it shall not seek for such information for which the time, labour and money required would be highly incommensurate to the possible benefit of the information

Is TextUse ☐

Is Active ☒

Save Reset

Figure 61: Form to create Question Rules

After filling all the details in the form, click on the save button for saving the “**Question Rule**” details. After that “**Question Rule**” data will be reflected on the “**Question Rule Details**” list which is shown in the screenshot below:-

Display 50 records Search:

S.No.	Question Rules	Question Rules Local	Is TextUse	
1	it shall not seek for such information for which the time, labour and money required would be highly incommensurate to the possible benefit of the information		False	
2	it shall not seek constituency-wise information as is not to be furnished		False	
3	it shall not seek redressal of general service grievances of Government employees		False	
4	it shall not ask about the matter pertaining to a particular person or Category		False	
5	it shall not raise such matters which weaken the unity and integrity of the Country or the State		False	
6	it shall not ordinarily ask for information for more than last three years		False	
7	it shall not ordinarily ask about matters pending before any		False	

Figure 62: List displaying the currently entered Question Rule in the database

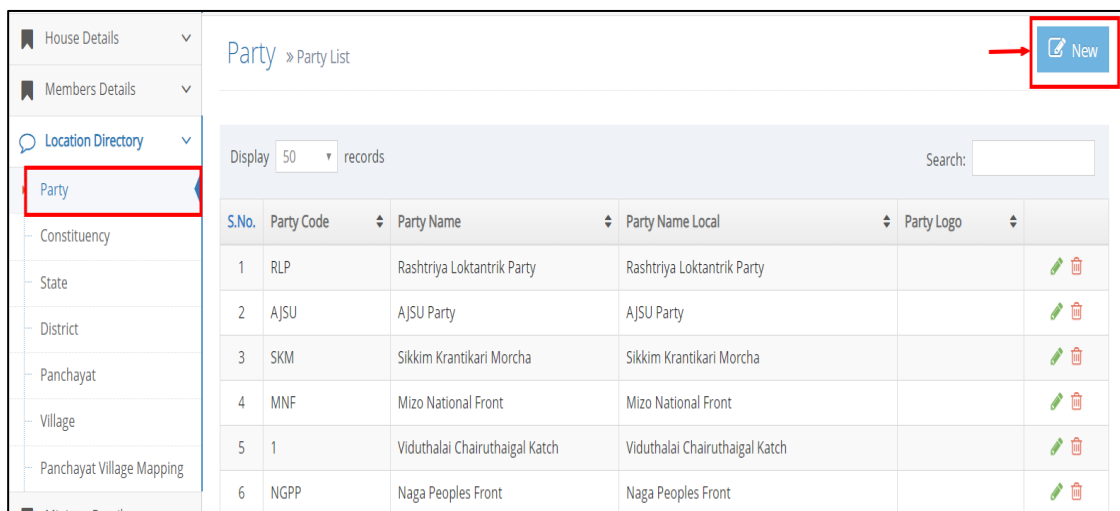
1.6.LOCATION DIRECTORY

1.6.1.Party Master

This menu enables the user to update all the parties present in a particular State.

Add/ Update Party Master

After logging in with Super Admin, the user has to click on the “Party” → “Location Directory” menu. A new screen appears where the **New** button will be displayed:-



S.No.	Party Code	Party Name	Party Name Local	Party Logo
1	RLP	Rashtriya Loktantrik Party	Rashtriya Loktantrik Party	
2	AJSU	AJSU Party	AJSU Party	
3	SKM	Sikkim Krantikari Morcha	Sikkim Krantikari Morcha	
4	MNF	Mizo National Front	Mizo National Front	
5	1	Viduthalai Chairuthaigal Katch	Viduthalai Chairuthaigal Katch	
6	NGPP	Naga Peoples Front	Naga Peoples Front	

Figure 63: List displaying all the parties in the State

After clicking on the “New” button, “Party Detail” form will be displayed which is shown in the screenshot below:-



Create Party

Party Code: RLP

Party Name: Rashtriya Loktantrik Party

Party Name Local: RLP

Party Logo: Choose File (no file chosen)

Is Active: ☒

Save Reset

Figure 64: Form to create a new Party in the database

Master Data

After filling all the details in the form, click on the save button for saving the “Party” details. After that “Party” details will be reflected on the “Party Details” list which is shown in the screenshot below:-

Display	50	records	Search: <input type="text"/>			
S.No.	Party Code	Party Name	Party Name Local	Party Logo	edit	Delete
1	RLP	Rashtriya Loktantrik Party	Rashtriya Loktantrik Party			
2	AJSU	AJSU Party	AJSU Party			
3	SKM	Sikkim Krantikari Morcha	Sikkim Krantikari Morcha			
4	MNF	Mizo National Front	Mizo National Front			
5	1	Viduthalai Chairuthaigal Katch	Viduthalai Chairuthaigal Katch			
6	NGPP	Naga Peoples Front	Naga Peoples Front			
7	84	Nationalist Democratic Progressive Party	Nationalist Democratic Progressive Party			
8	SWP	Swabhimani Paksha	Swabhimani Paksha			
9	NPP	National Peoples Party	National Peoples Party			
10	SDF	Sikkim Democratic Front	Sikkim Democratic Front			
11	AINRC	All India N.R. Congress	All India N.R. Congress			

Figure 65: List of all the Parties existing in the State

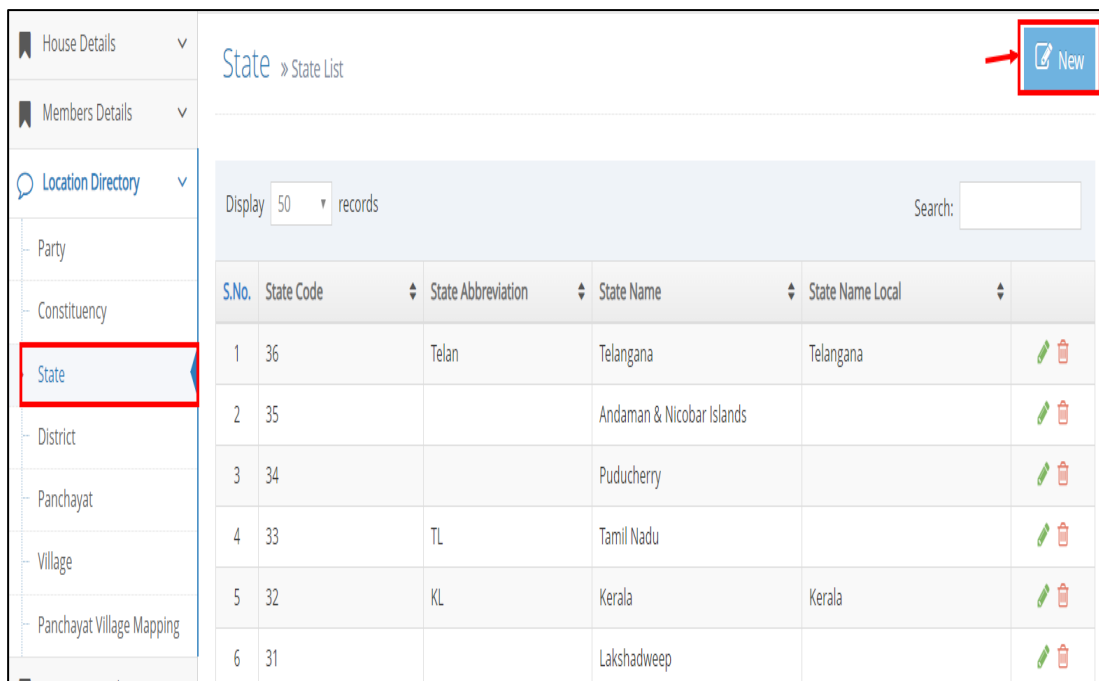
1.6.2. State Master

This menu enables the user to enter all the States/ UTs of India in the database for further use.

Add/ Update State Master

After loggingin with Super Admin, the user has to click on the “State” → “Location Directory” menu. A new screen appears where the **New** button will be displayed:-

Master Data



House Details ▾

Members Details ▾

Location Directory ▾

- Party
- Constituency
- State**
- District
- Panchayat
- Village
- Panchayat Village Mapping

State » State List

Display 50 records Search:













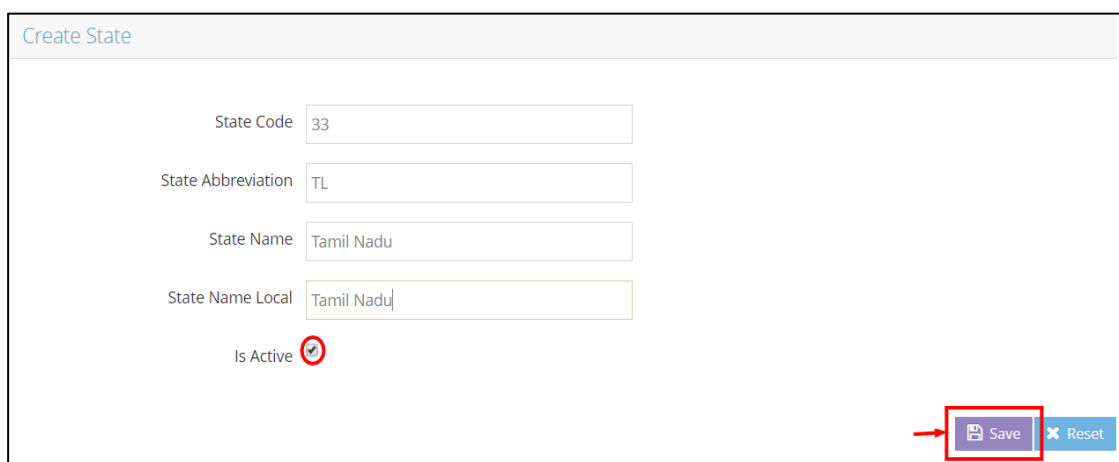
S.No.	State Code	State Abbreviation	State Name	State Name Local	
1	36	Telan	Telangana	Telangana	 
2	35		Andaman & Nicobar Islands		 
3	34		Puducherry		 
4	33	TL	Tamil Nadu		 
5	32	KL	Kerala	Kerala	 
6	31		Lakshadweep		 

Figure 66: List of the States & UTs

After clicking on the “New” button, “State Detail” form will be displayed which is shown in the screenshot below:-



Create State

State Code

State Abbreviation

State Name

State Name Local

Is Active ☒



 

Figure 67: Form to enter the States/UTs in the database

After filling all the details in the form, click on the save button for saving the “State” details. After that “State” data will be reflected on the “State Details” list which is shown in the screenshot below:-

Master Data



















Display <input type="text" value="50"/> records					Search: <input type="text"/>
S.No.	State Code	State Abbreviation	State Name	State Name Local	
1	36	Telan	Telangana	Telangana	 
2	35		Andaman & Nicobar Islands		 
3	34		Puducherry		 
4	33	TL	Tamil Nadu		 
5	32	KL	Kerala	Kerala	 
6	31		Lakshadweep		 
7	30		Goa		 
8	29		Karnataka		 
9	28		Andhra Pradesh		 

Figure 68: List displaying the currently entered States/UTs

PART II

1. ADMIN PORTAL

2.1. NOTICES

Notice Type Master

This menu enables the user to create the different types of notices categories and enter thus create various notices under those heads.

Notice Category

After login with Admin, the user has to click on the “Notice Category” → “Notice” menu. Then go to the “Create notice category” button.

My Dashboard

Feedback

News

Notices

Notices

Notice Category

Gallery

Speech

Content

Notice Category » Notice Category List

Create Notice Category

Display 25 records

Search:

No	Title	Description	Title(हिंदी)	Description(हिंदी)	Status
1	1. List of Business	List of Business /Papers Laid/ Bills			Published
2	2. Papers to be Laid	Papers to be Laid			Published
3	3. Bulletin Part I	Bulletin Part I (Brief of Proceedings)			Published

Figure 69: List of created Notice Categories

After clicking on the “Create notice category” button, “Notice Category” form will be displayed which is shown in the screenshot below:-

Master Data

Create Notice Category

Basic details

Englishहिन्दी

Title

List of Business

Description

List of Business

Publishing options

StatusPublished

Select the status of the "notice category" from the dropdown which is publish/unpublish

ResetSave

Figure 70: Form to create the Notice Category

After filling all the details in the form, click on the save button for saving the “Category of the notice” data.

Notice

After logging in with Admin, the user has to click on the “Notices” → “Notice” menu. Then go to the “Create notice” button.

Master Data

My Dashboard

Feedback

News

Notices

Notice Category

Gallery

Speech

Content

House Session

House Papers

Questions List PDF

Notice » Notice List

Filter By: 1 Week [Create Notice](#)

Display 25 records Search:

No	Title	Title(हिंदी)	Category	Attachment	Date	Status	Hits
1	BULLETIN-PART II(No. 1176 - 1179)[Wednesday, February 26, 2020/ Phalguna 07, 1941(Saka)		4. Bulletin Part II	Document Attachment	27 Feb 2020	Published	0
2	BULLETIN-PART II(Nos.1167-1175)[Tuesday, February 25, 2020/ Phalguna 6, 1941 (Saka)		4. Bulletin Part II	Document Attachment	27 Feb 2020	Published	0
3	BULLETIN-PART II(Nos.1163-1166)[Monday, February 24, 2020/ Phalguna 5, 1941 (Saka)		4. Bulletin Part II	Document Attachment	27 Feb 2020	Published	0
4	BULLETIN-PART II(No. 1161 - 1162)[Friday, February 21, 2020/ Phalguna 02, 1941(Saka)		4. Bulletin Part II	Document Attachment	27 Feb 2020	Published	0
5	BULLETIN-PART II(Nos.1157-1160)[Thursday, February 20, 2020/ Phalguna 1, 1941 (Saka)		4. Bulletin Part II	Document Attachment	27 Feb 2020	Published	0

Figure 71: List of various Notices in the database

After clicking on the “**Create notice**” button, “**Notice**” form will be displayed which is shown in the screenshot below:-

Master Data

Basic details

English

Second Language

Bulletin Code

Bulletin Code

Group By

1

Branch Name

---Select A Branch ---

Title

Name

Description

B **I** **U**

Additional details

House

17TH Lok Sabha

Session

THIRD SESSION

Session Date :

4-2-2020

Category

8. Questions - Unstarred

Status

Published

Attachment

Choose File

No file chosen

Attach PDF file here

Optional details

Publish Date:

03/03/2020

Reset

Save

Figure 72: Form to create different types of Notices

After filling all the details in the form, click on the save button for saving the “**Notices**”. After that, all “**Notices**” will be reflected on the “**Notice**” list which is shown in the screenshot below:-

Master Data

Display 25 records

Search:

No	Title	Title(हिंदी)	Category	Attachment	Date	Status	Hits
1	BULLETIN-PART II(No. 1176 - 1179) [Wednesday, February 26, 2020/ Phalguna 07, 1941(Saka)		4. Bulletin Part II	Document Attachment	27 Feb 2020	Published	0
2	BULLETIN-PART II(Nos.1167-1175) [Tuesday, February 25, 2020/ Phalguna 6, 1941 (Saka)		4. Bulletin Part II	Document Attachment	27 Feb 2020	Published	0
3	BULLETIN-PART II(Nos.1163-1166) [Monday, February 24, 2020/ Phalguna 5, 1941 (Saka)		4. Bulletin Part II	Document Attachment	27 Feb 2020	Published	0
4	BULLETIN-PART II(No. 1161 - 1162) [Friday, February 21, 2020/ Phalguna 02, 1941(Saka)		4. Bulletin Part II	Document Attachment	27 Feb 2020	Published	0
5	BULLETIN-PART II(Nos.1157-1160) [Thursday, February 20, 2020/ Phalguna 1, 1941 (Saka)		4. Bulletin Part II	Document Attachment	27 Feb 2020	Published	0
6	BULLETIN-PART II(Nos.1154-1156) [Wednesday, February 19, 2020/ Magha 30, 1941 (Saka)		4. Bulletin Part II	Document Attachment	27 Feb 2020	Published	0
7	BULLETIN-PART II(Nos.1151-1153) [Tuesday, February 18, 2020/ Magha 29, 1941 (Saka)		4. Bulletin Part II	Document Attachment	27 Feb 2020	Published	0

Figure 73: List of various Notices entered in the database

For any feedback/comments

Please write to
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