National eVidhan Application
Digital Legislatures
One Nation One Application

Master Data

User Guide(Secured Login)

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Central Project Management Unit

National eVidhan Application

Ministry of Parliamentary Affairs

109, Parliament House, New Delhi-110001

एनआईसी
National Informatics Centre

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

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 itsimplementation 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.

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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. NeVAis a de-centralized 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

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:-**

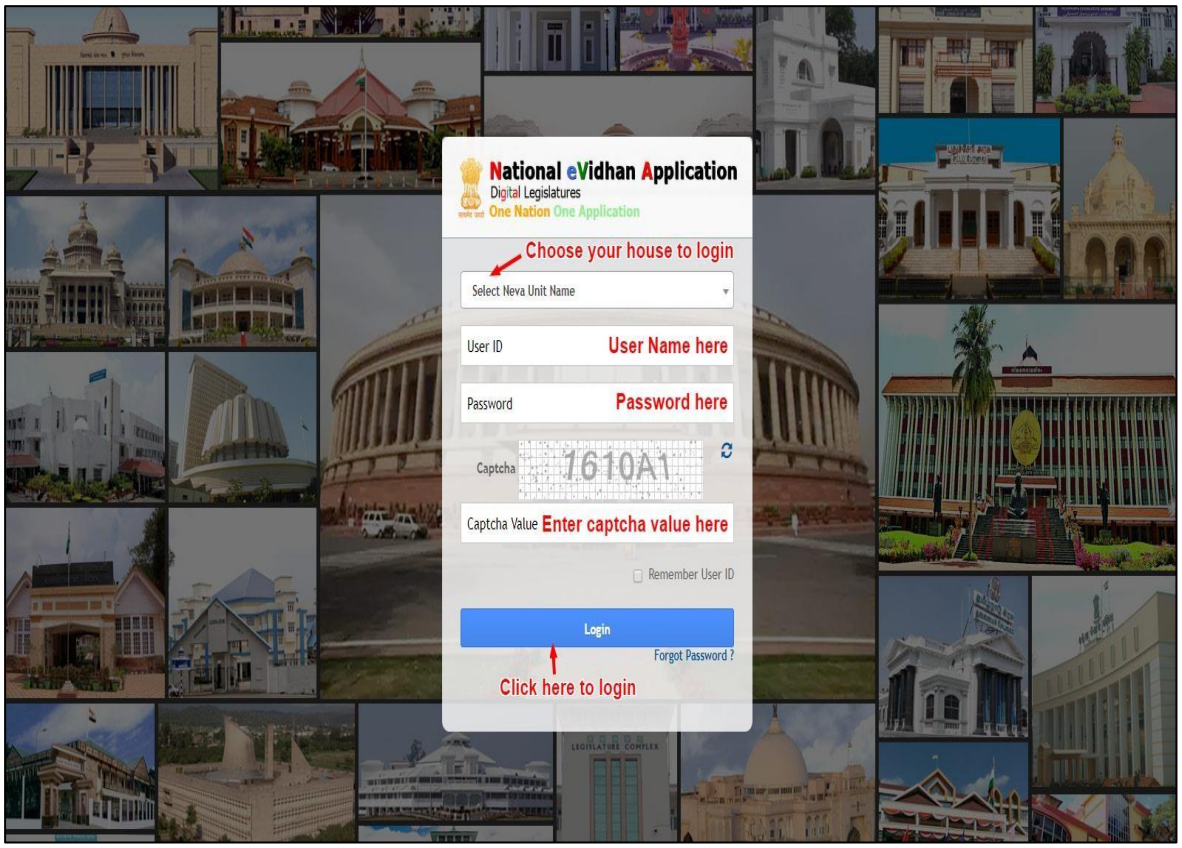


Figure 1: Site Login Page displaying login form

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 loggingin with the Super Admincredentials, the user has to click on the "**House**" →"**House details**" menu. A new screen appears where the "**New**" button will be displayed.

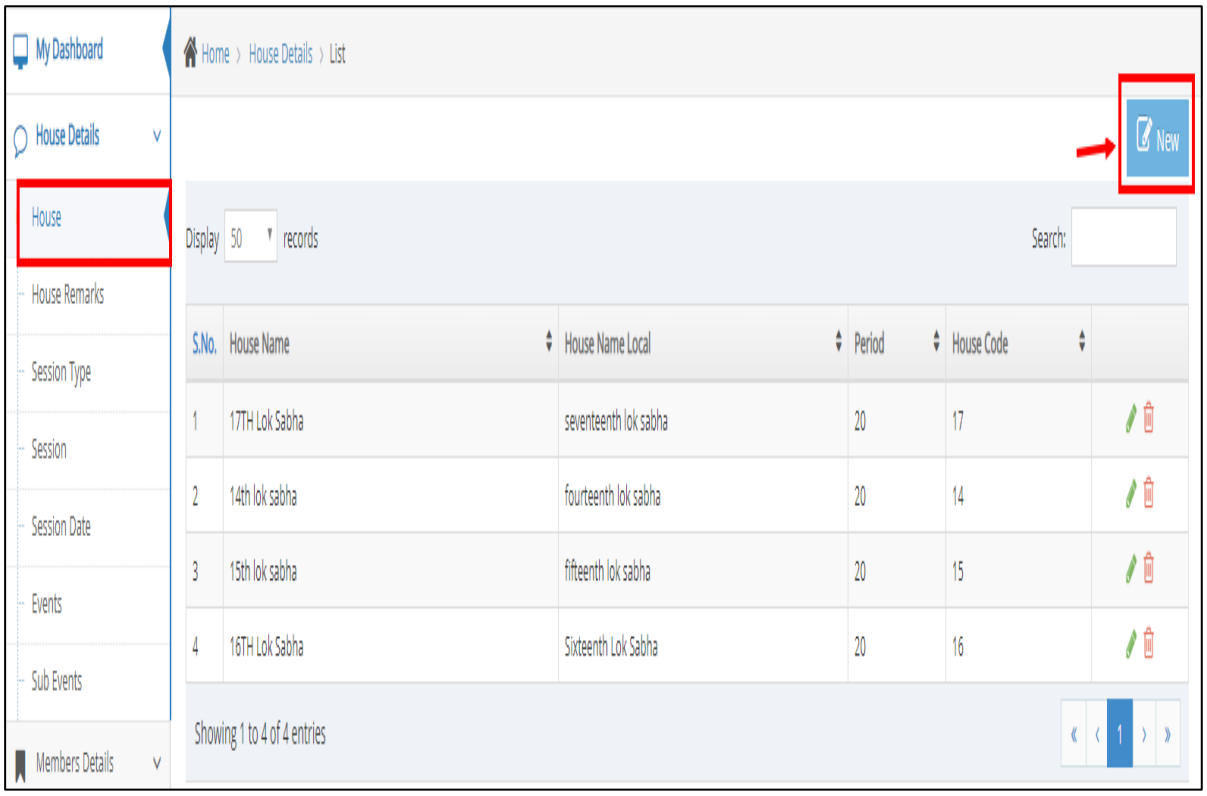


Figure 2: Pane showing the list of the Assemblies constituted

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

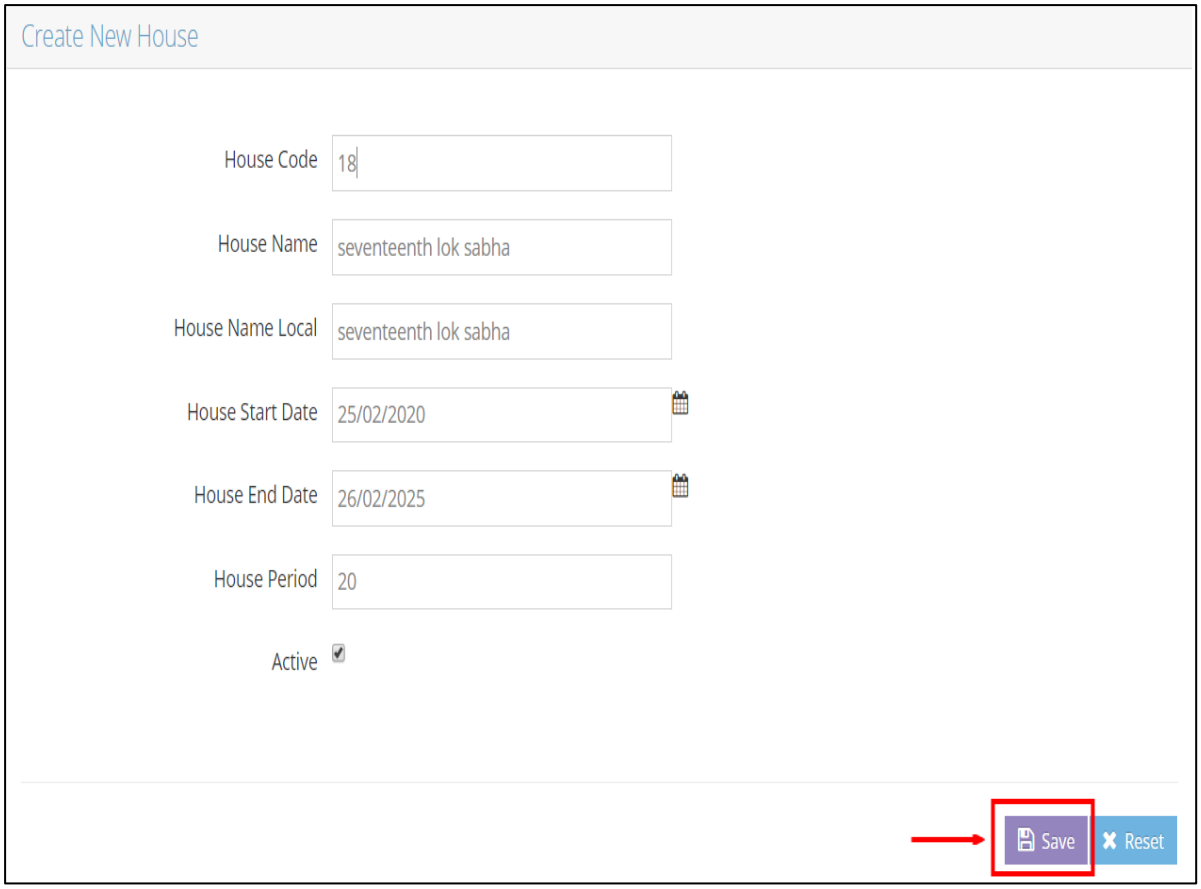


Figure 3: Form to enter thedetails of the new Assembly

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:-

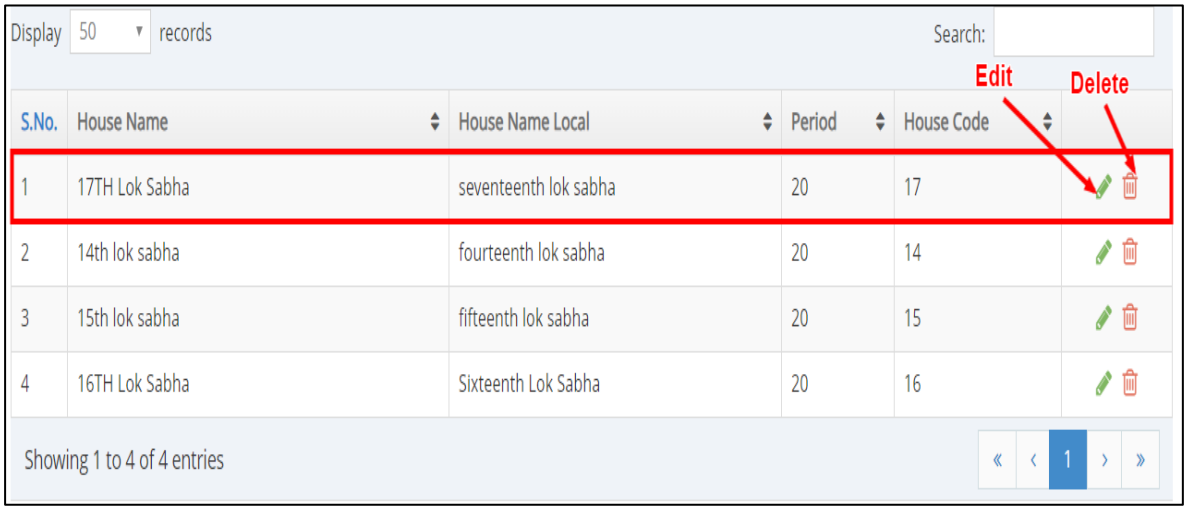


Figure 4: List of the Houses constituted so far

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, theuser has to click on the "**Session Type**" →"**House details**" menu. A new screen appears where the "**New**" button will be displayed.

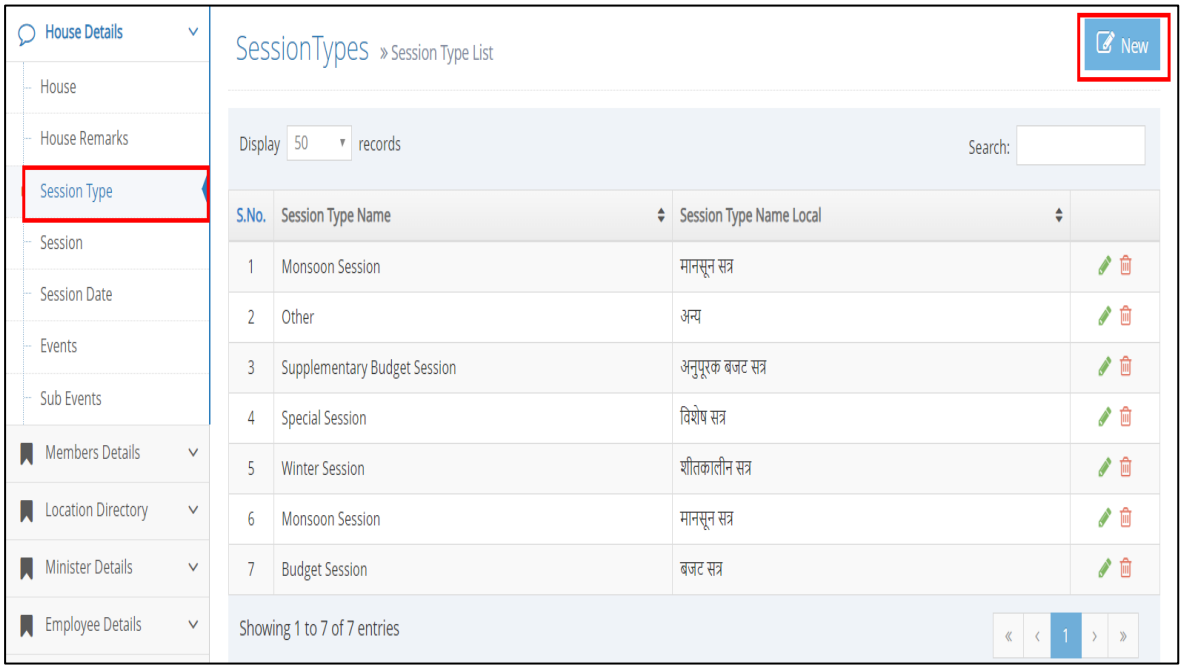


Figure 5: List of different types of sessions

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

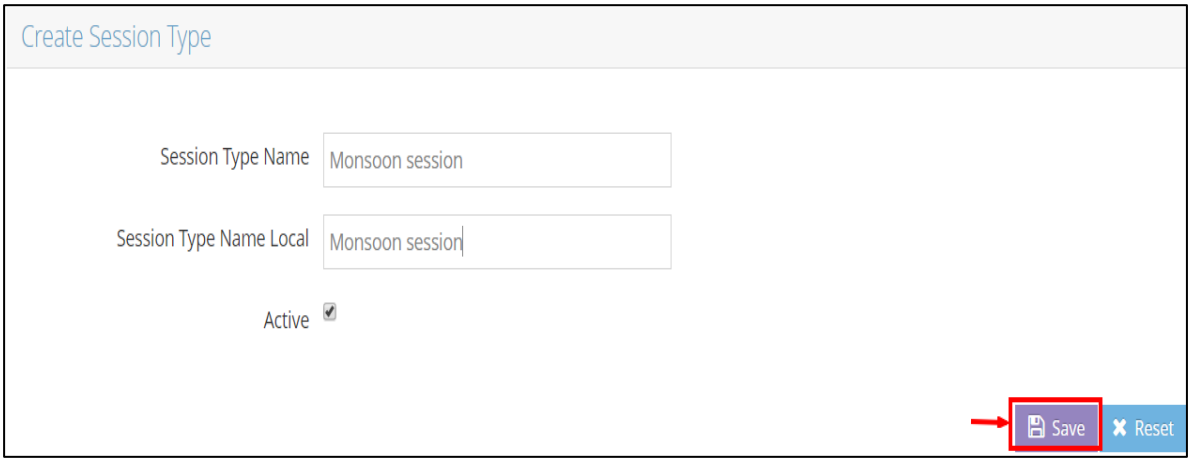


Figure 6: Form to create a new session type

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

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

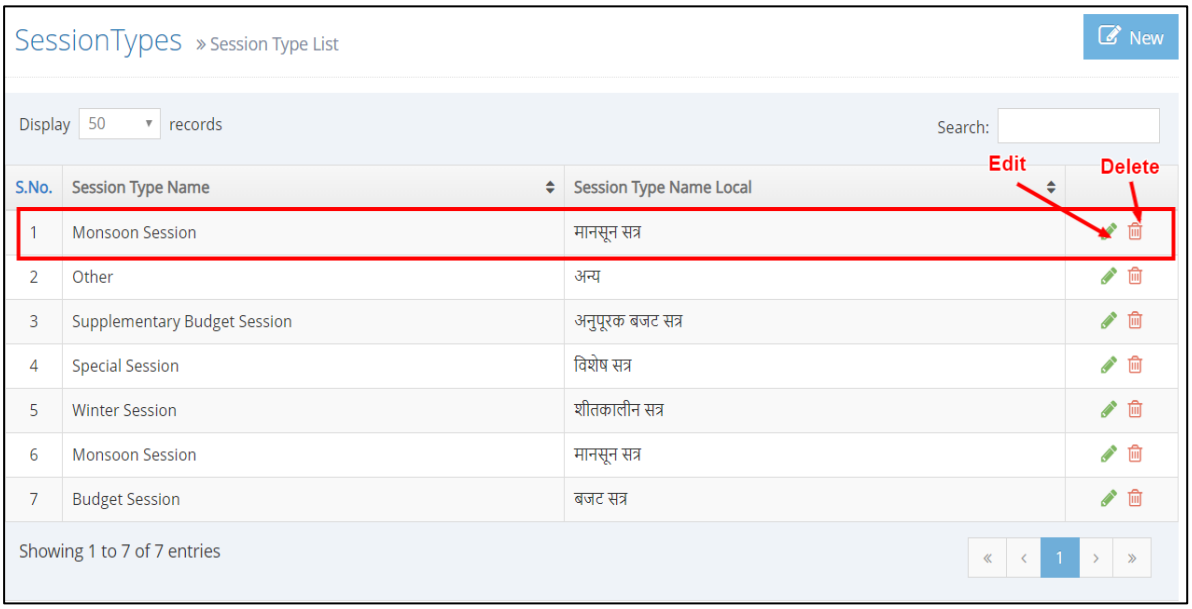


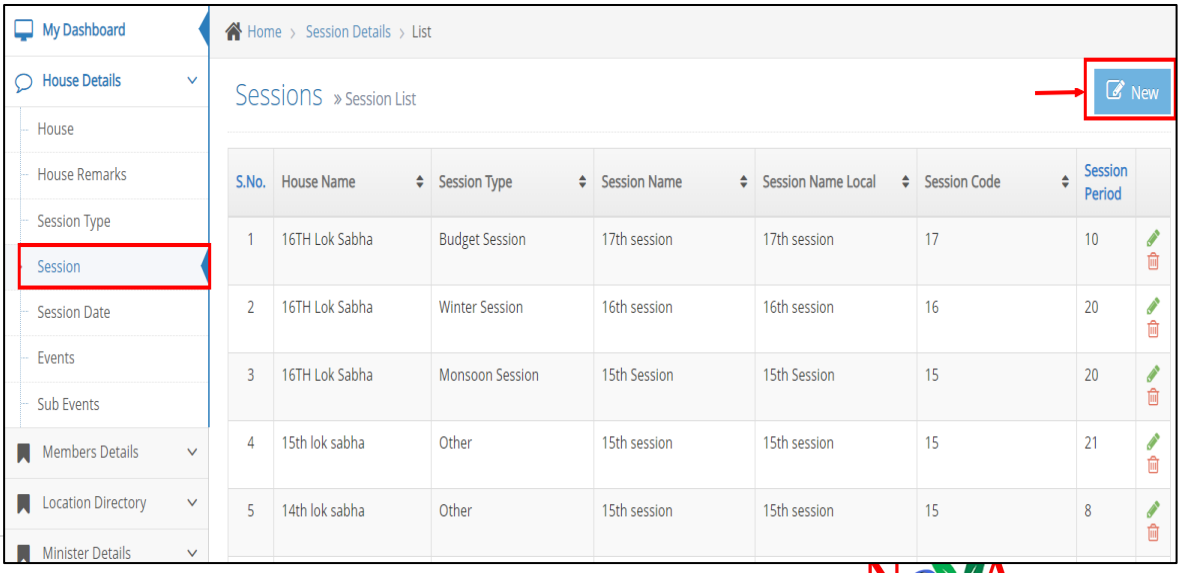
Figure 7 List of session type (Edit/Delete) action

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.



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

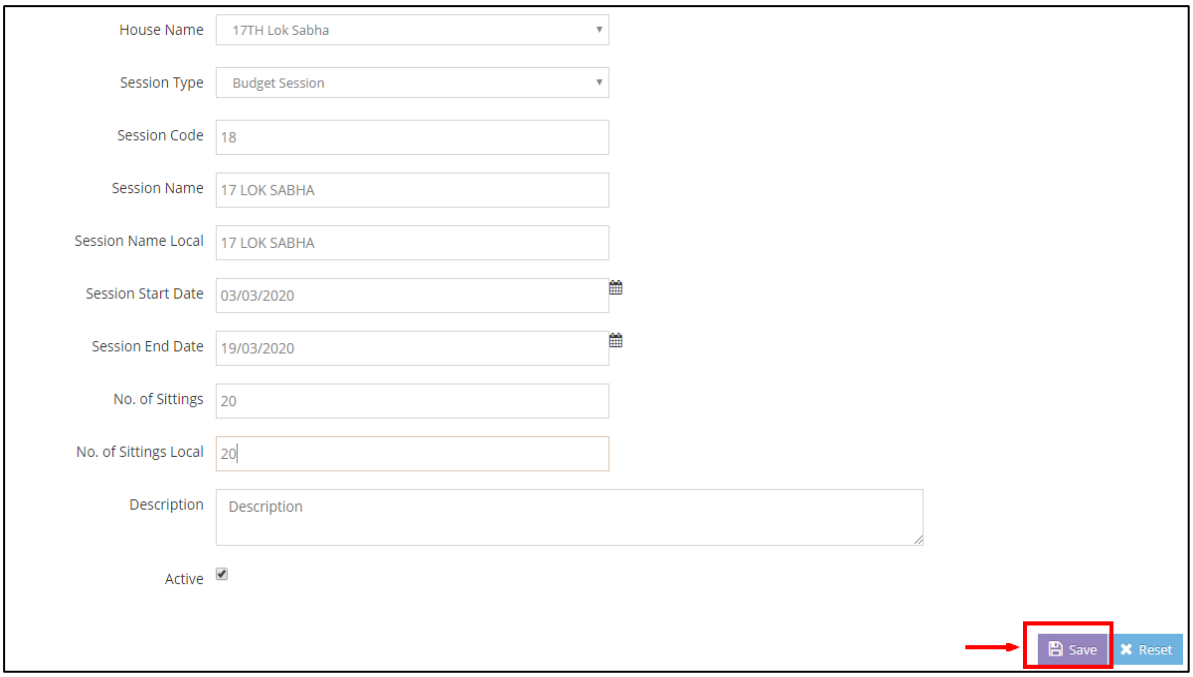
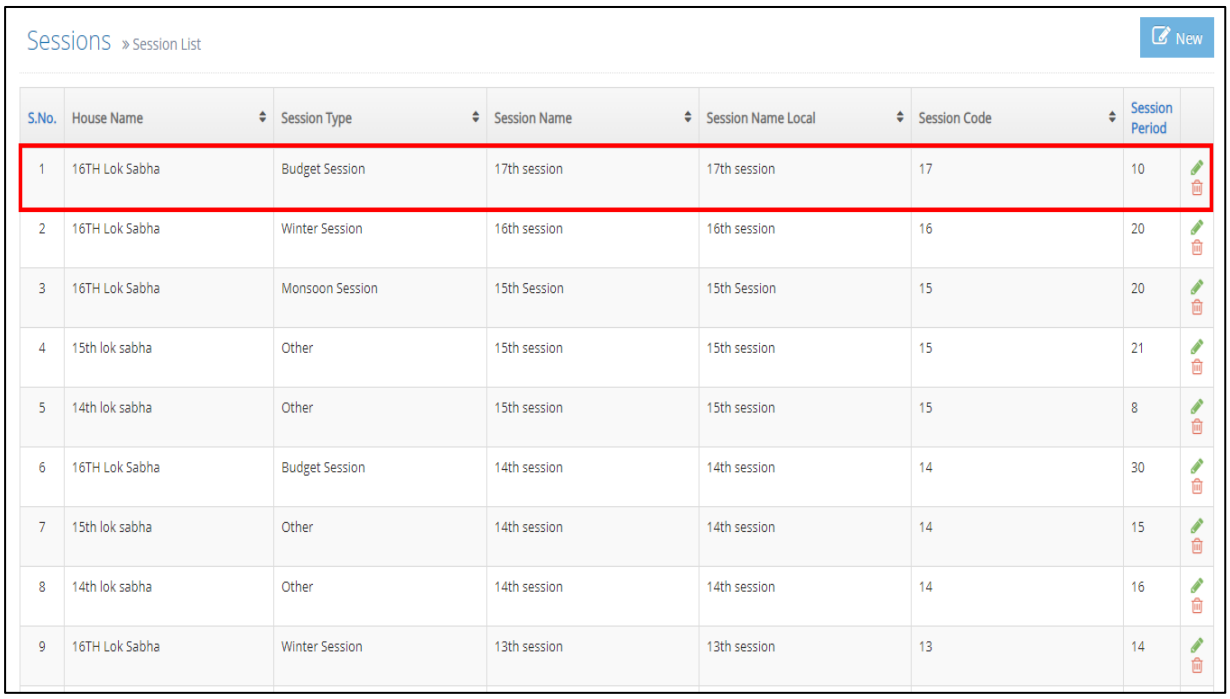


Figure 8: Form to create a new session of the respective House

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:-



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

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.

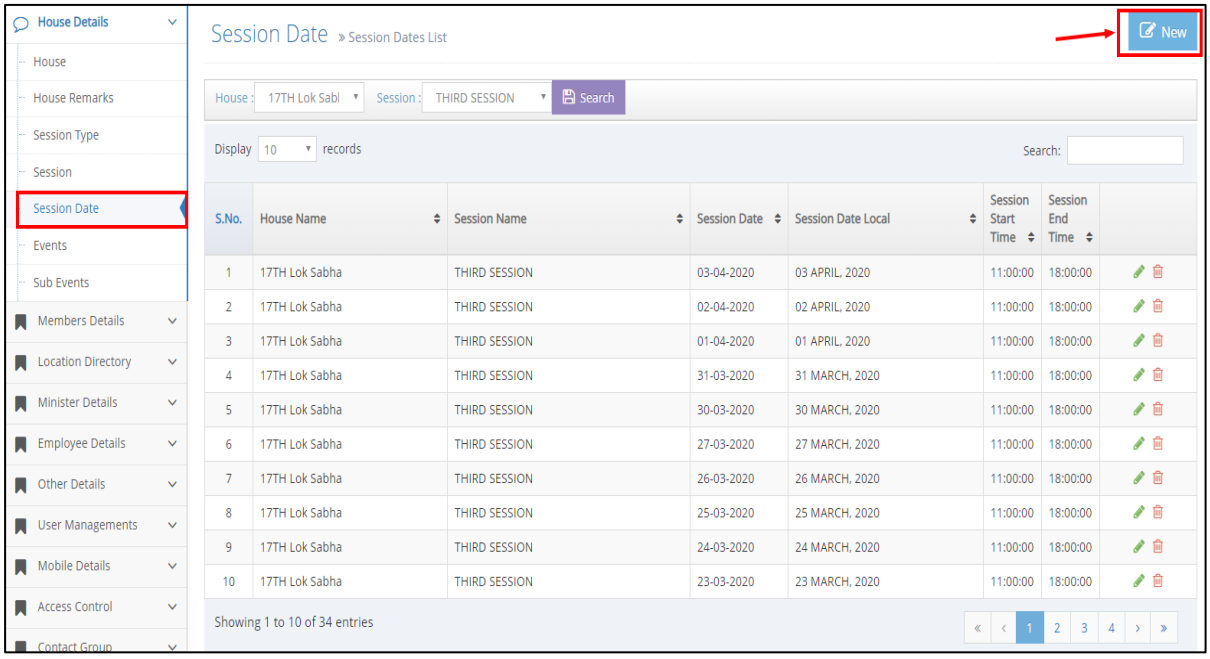


Figure 10: List of the session dates created for a particular session

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

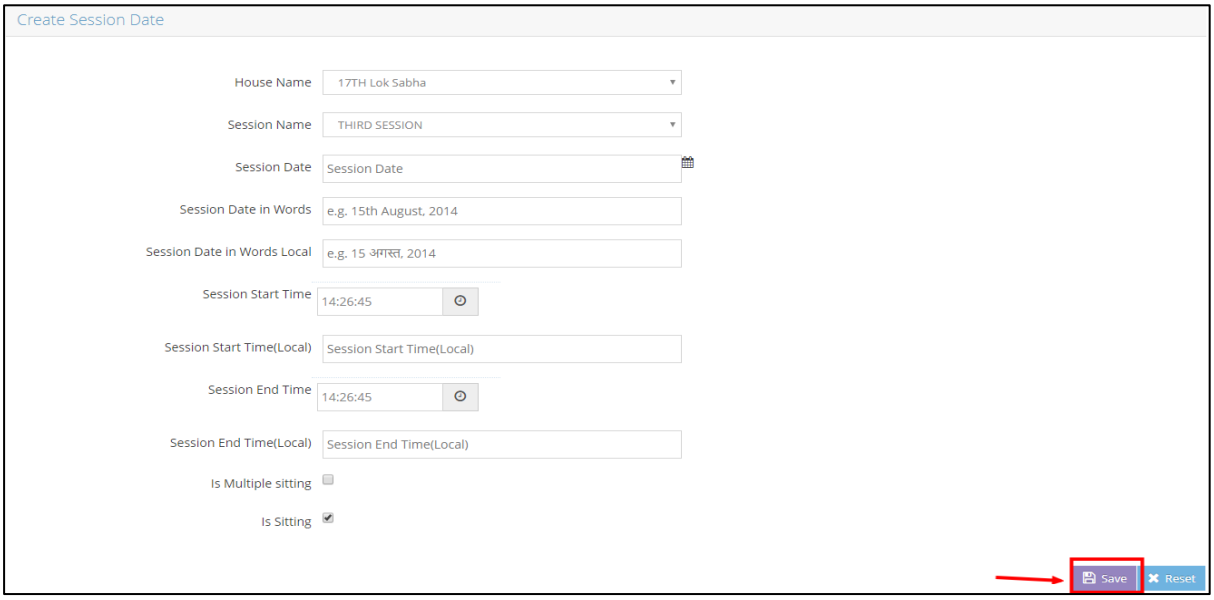
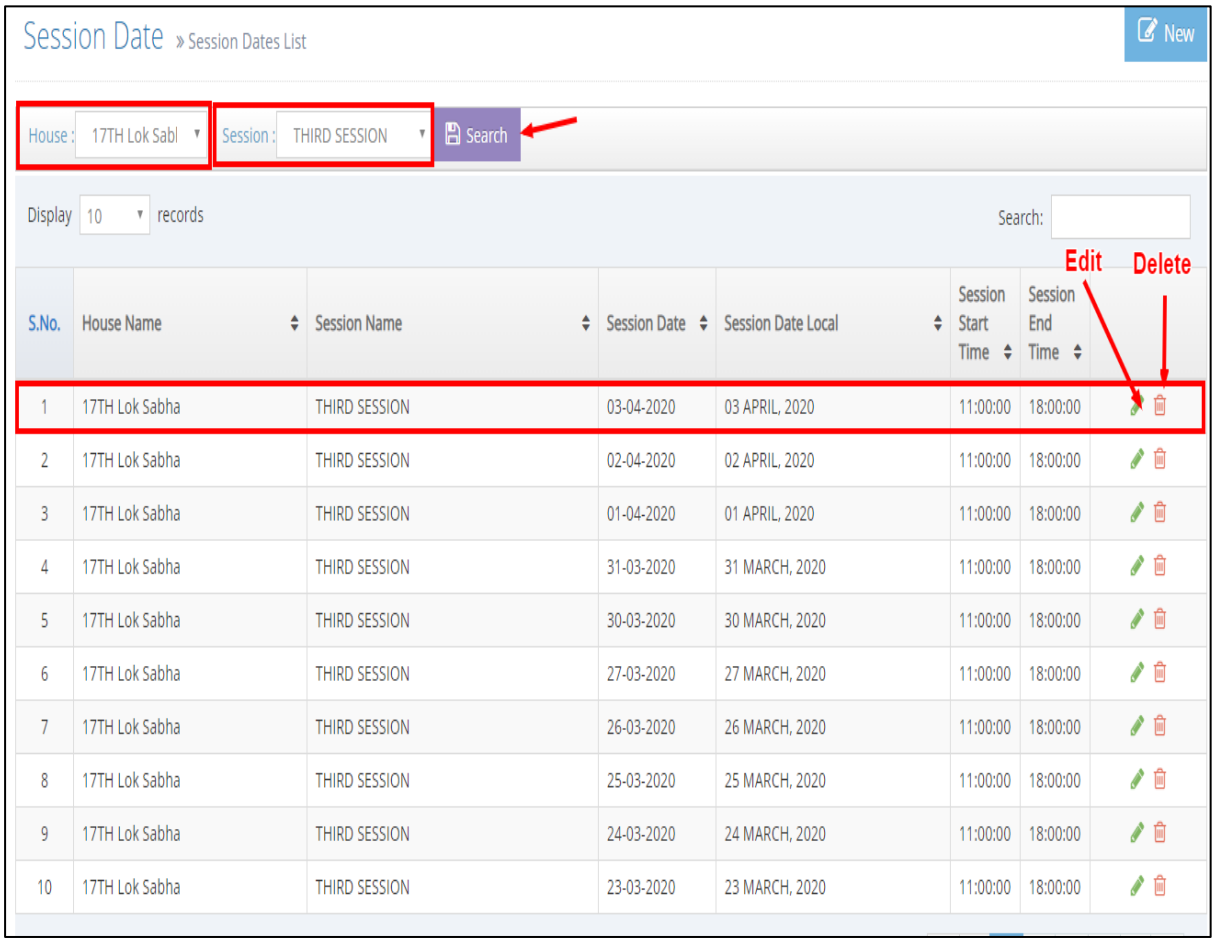


Figure 11: Form to create new session date

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:-



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 12: List displaying thenew 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:-

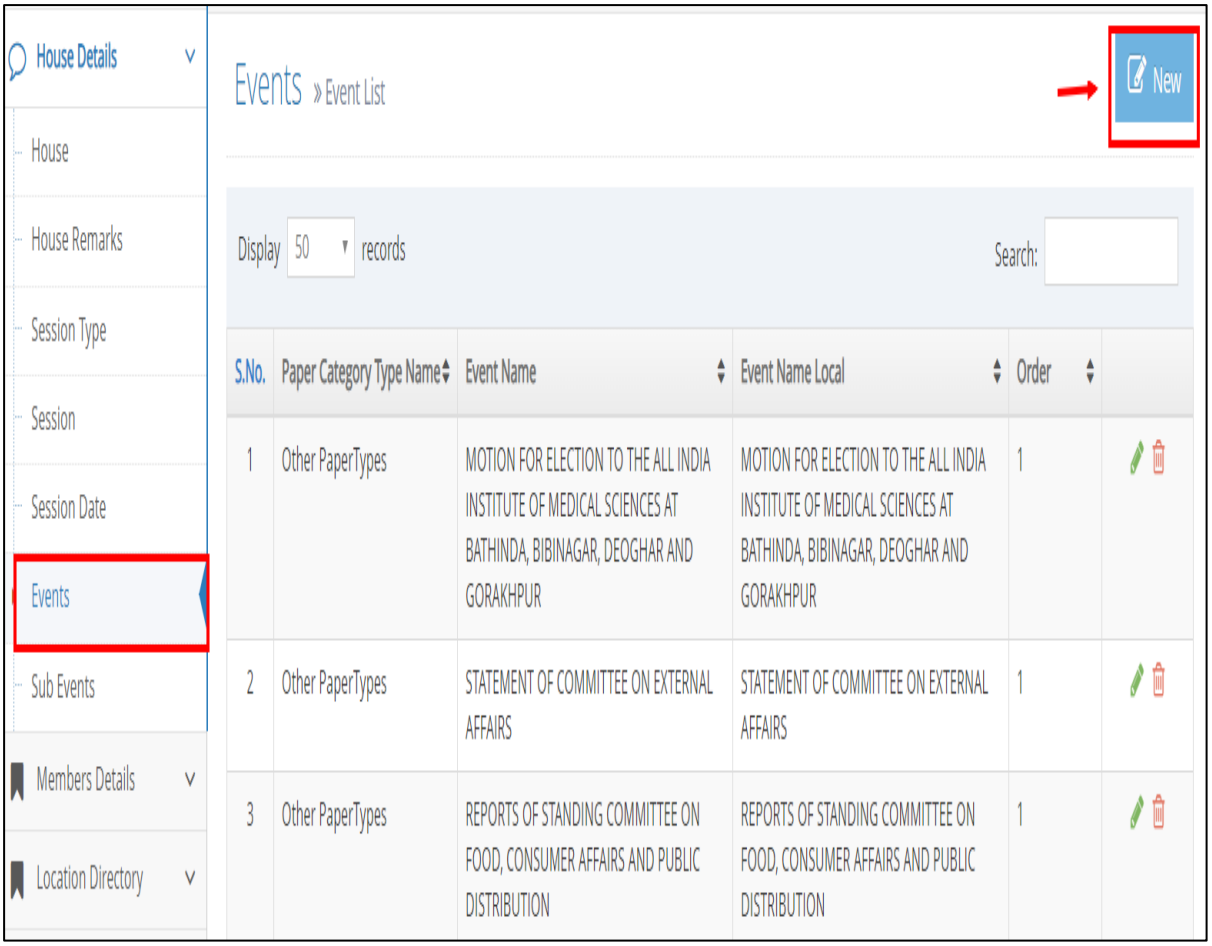


Figure 13: List of the events created in the database

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

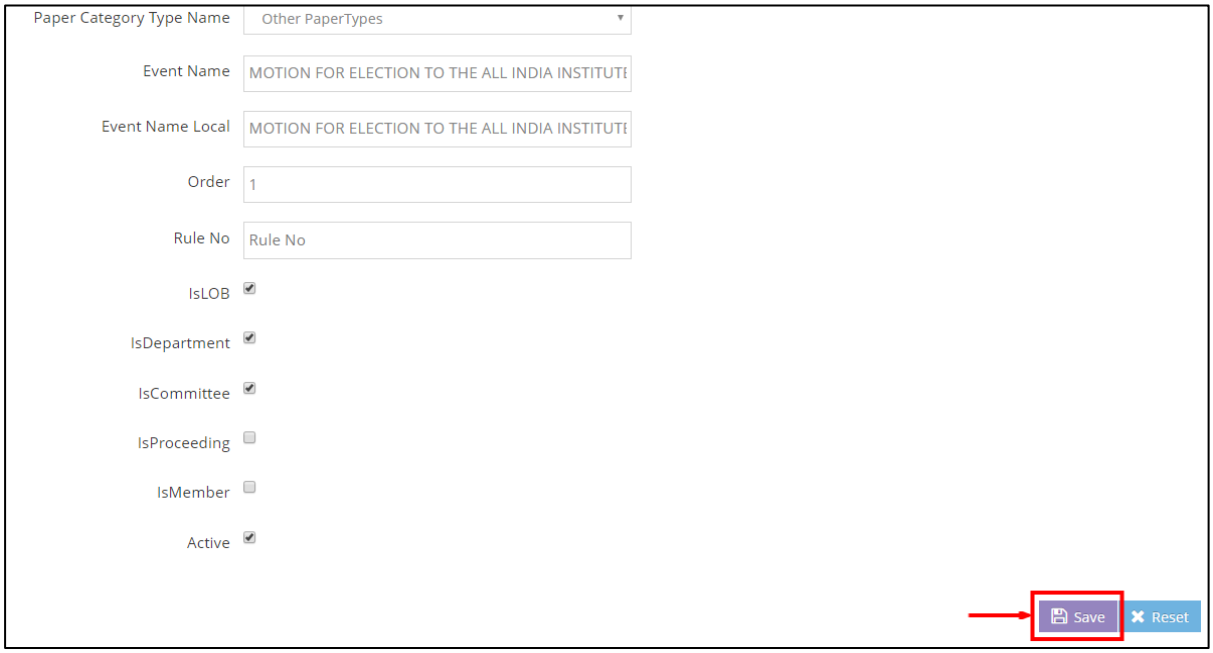


Figure 14: Form to create the event in the database

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:

edit Delete

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
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:-

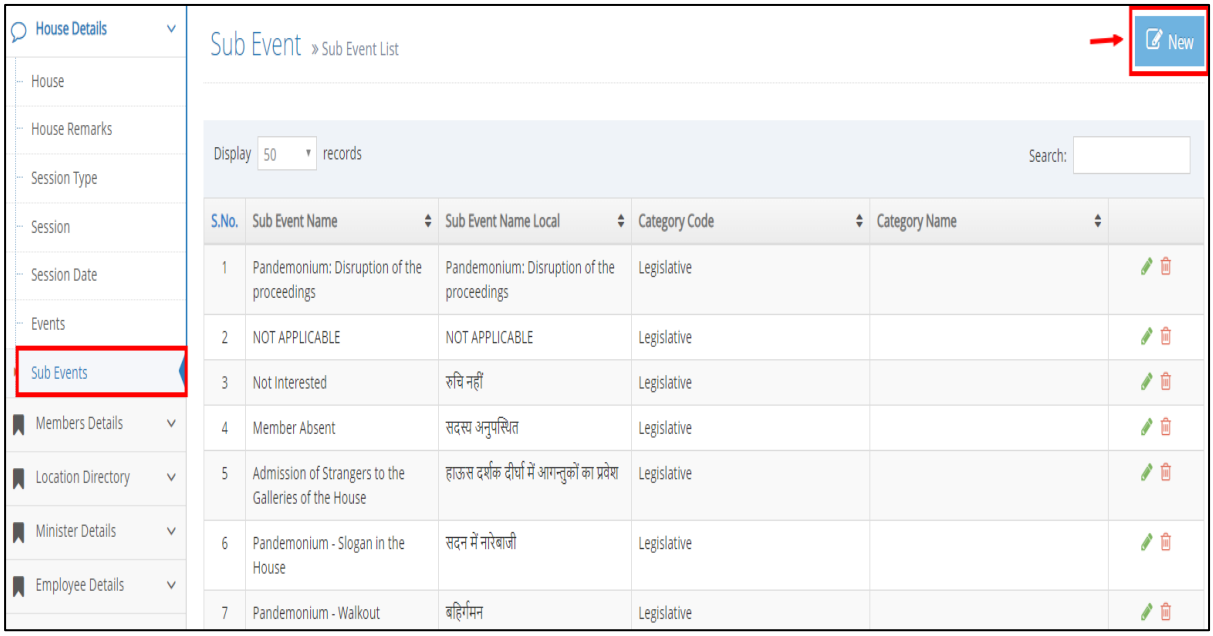


Figure 16: List of Sub events of a particular event entered in the database

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

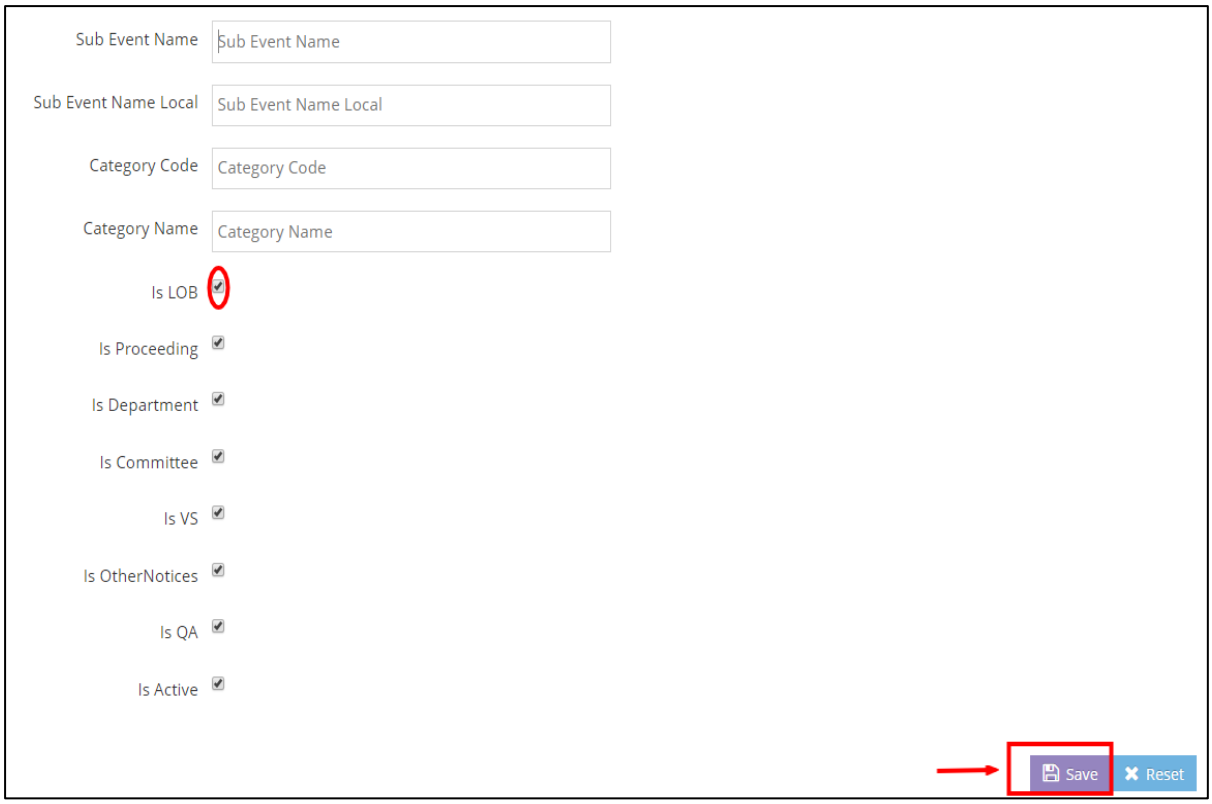
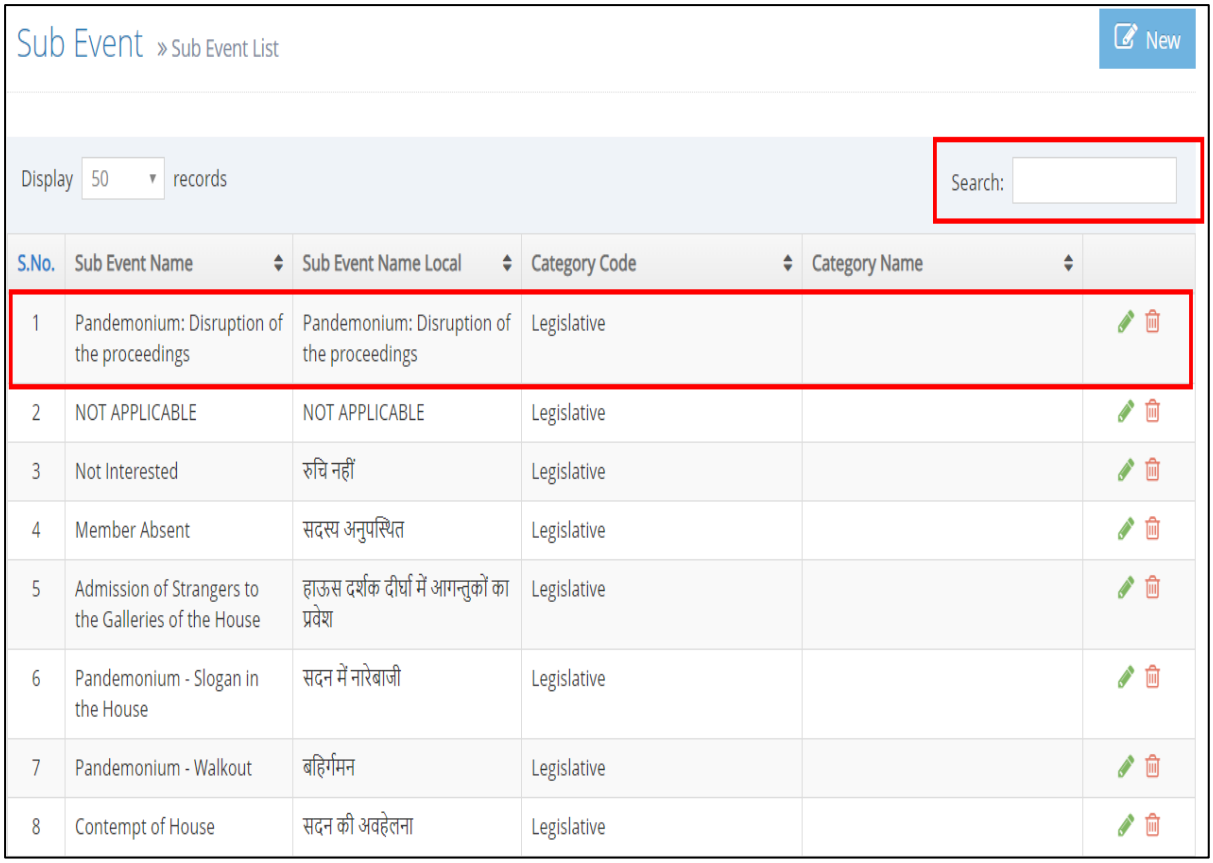


Figure 17: Form to create sub event of an event

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

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



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**" menuhe/she will find the list of members. In case**,no index entries found.**A new screen appears where the **New** button will be displayed.

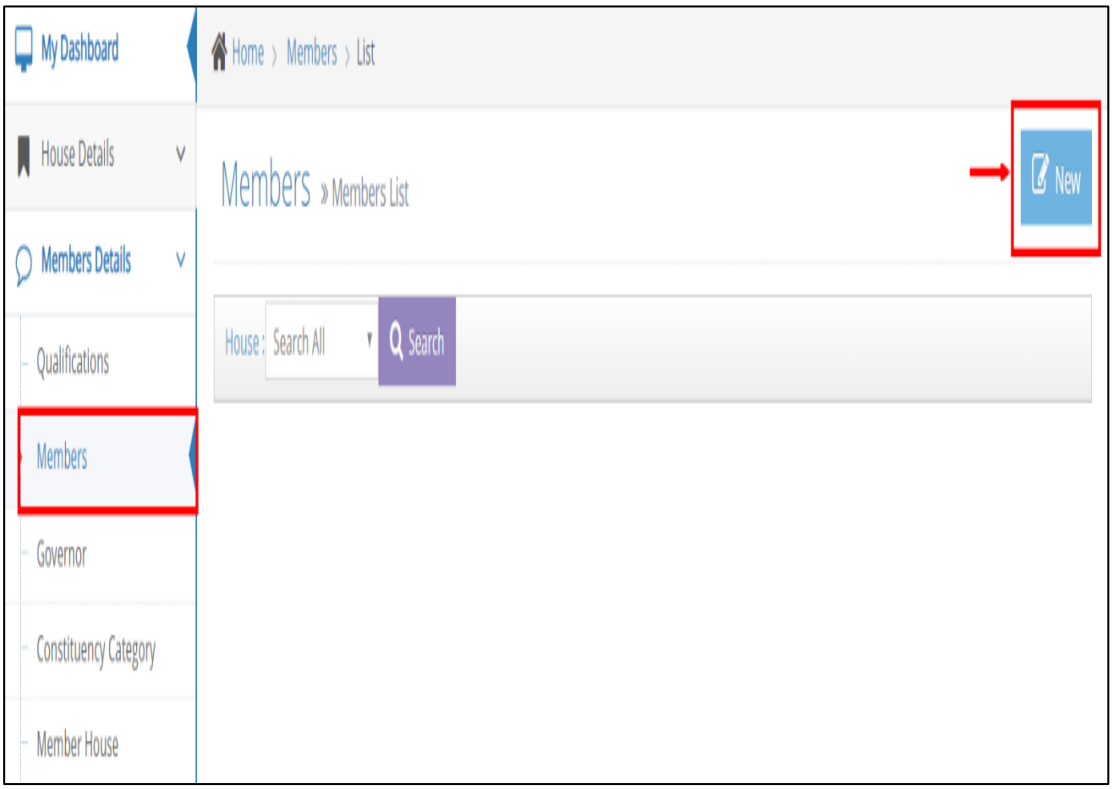


Figure 19: List of the Members showing no index entries

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

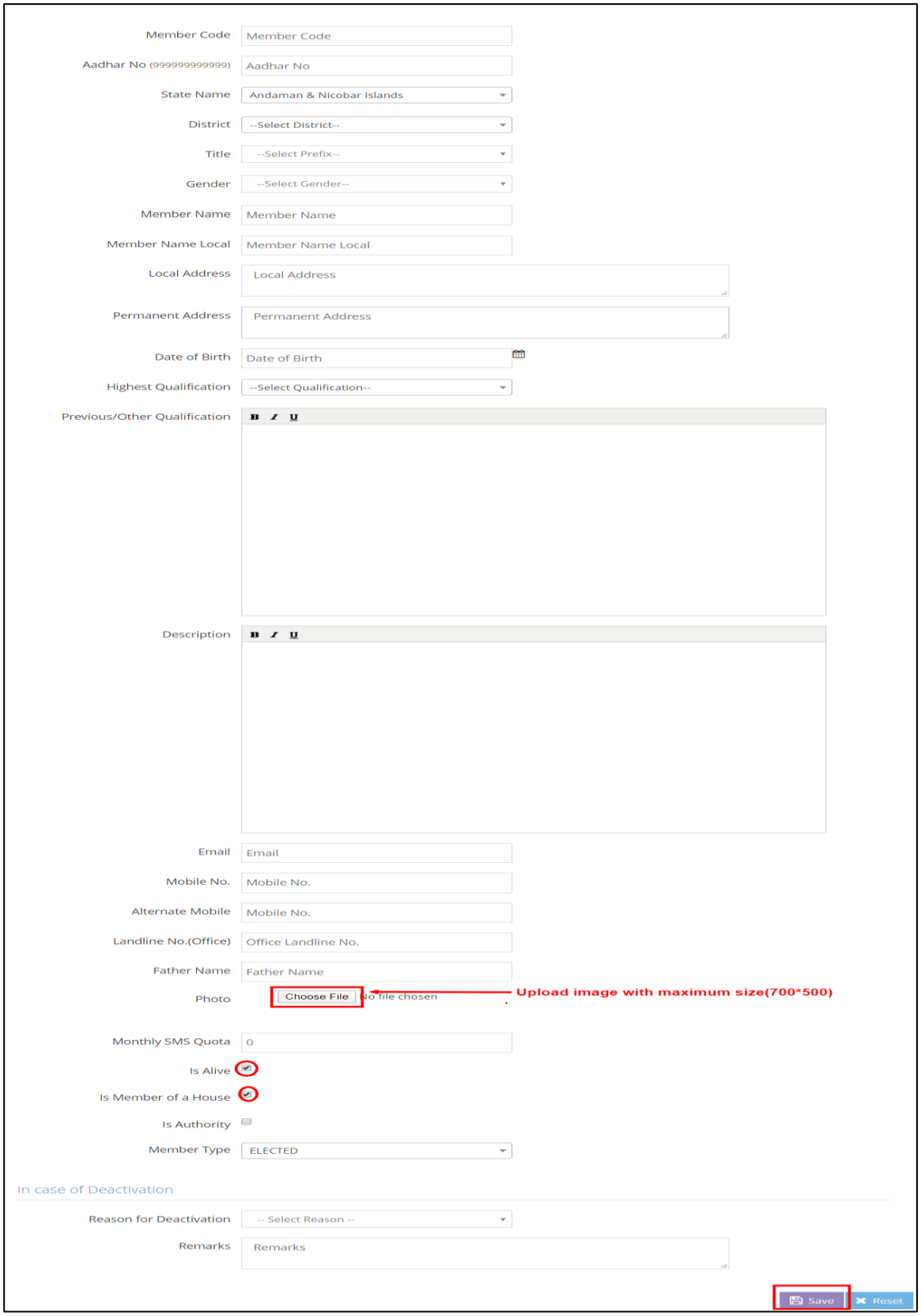


Figure 20: Form to enter Member Details

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.

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

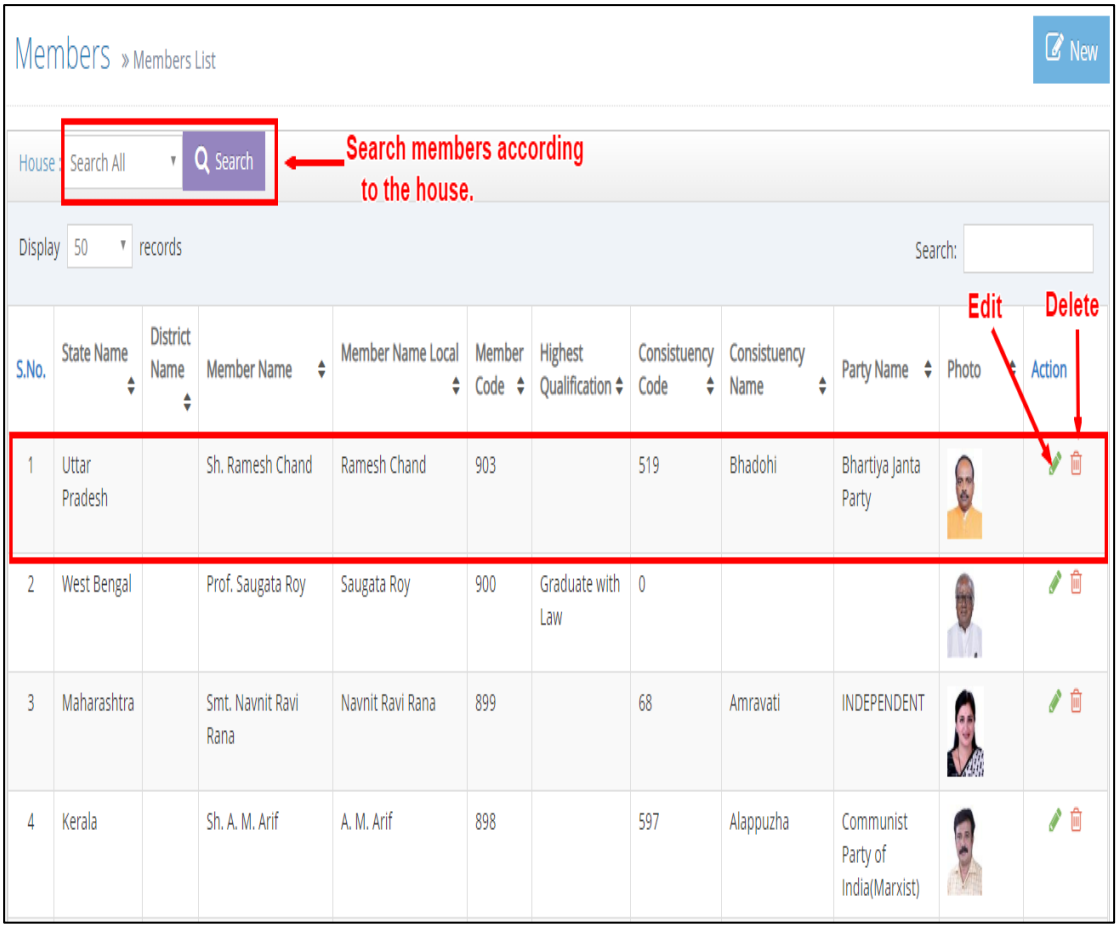


Figure 21: List of Members showing the details

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.

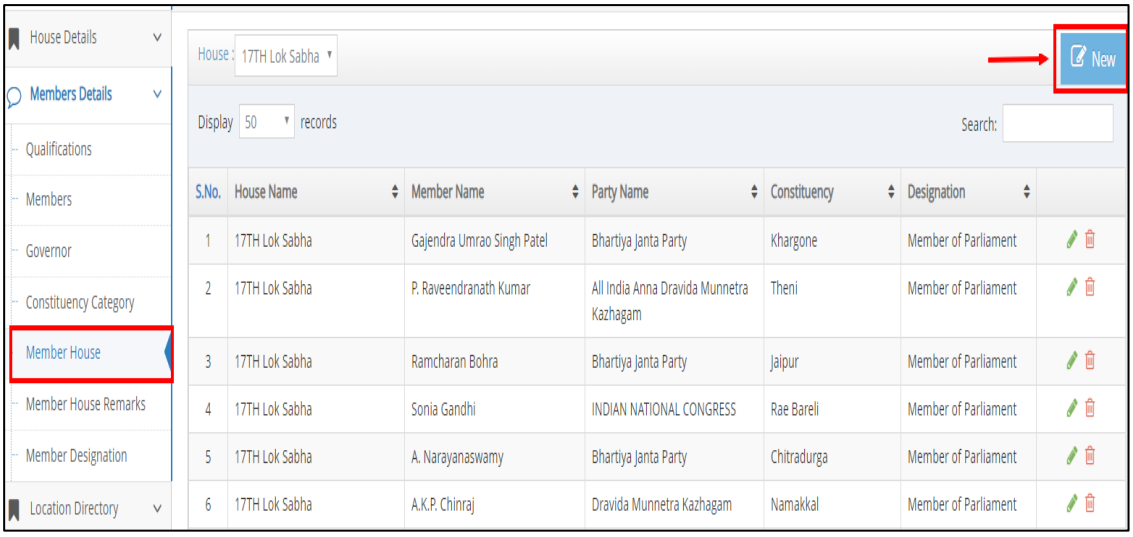


Figure 22: List showing the mapped Members with their House

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

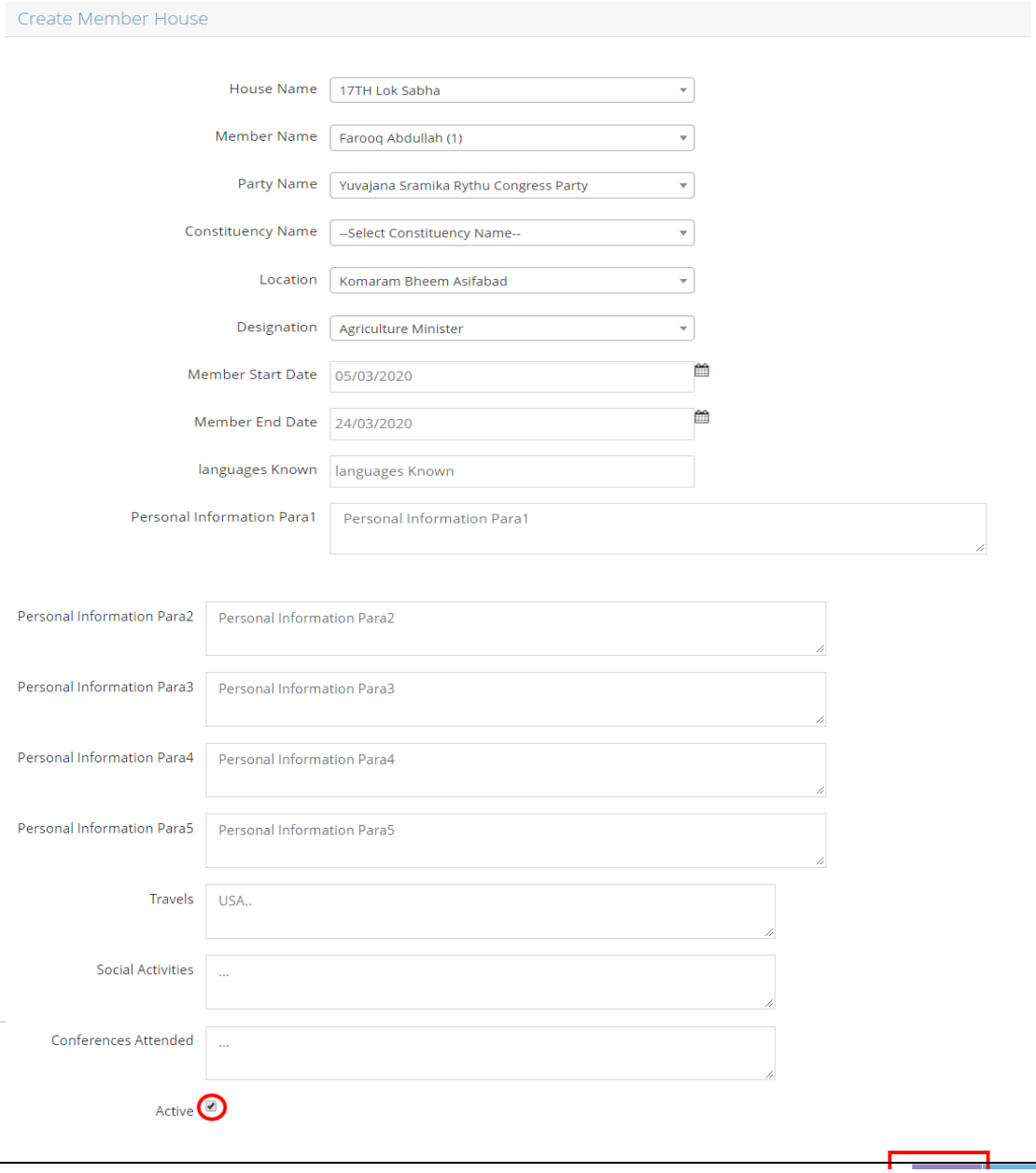
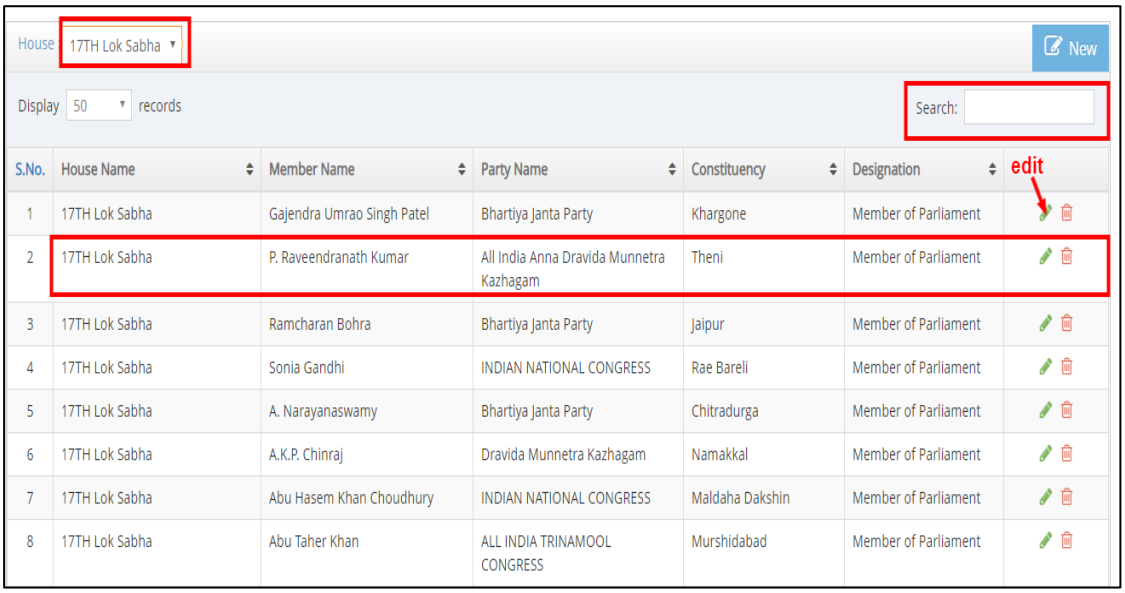


Figure 23: Form to map Members with their House

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:-



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 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:-

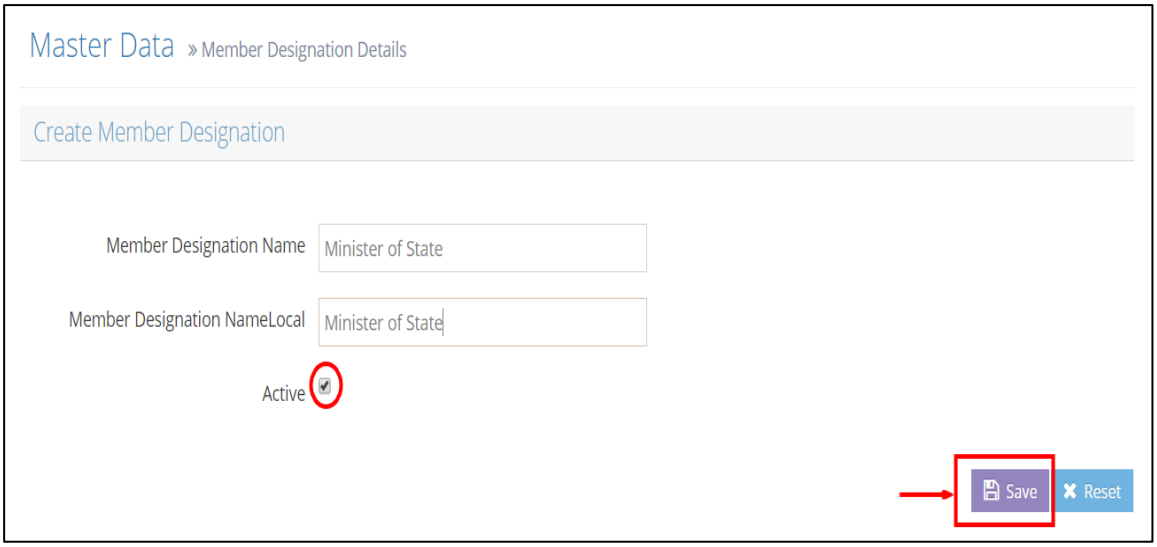
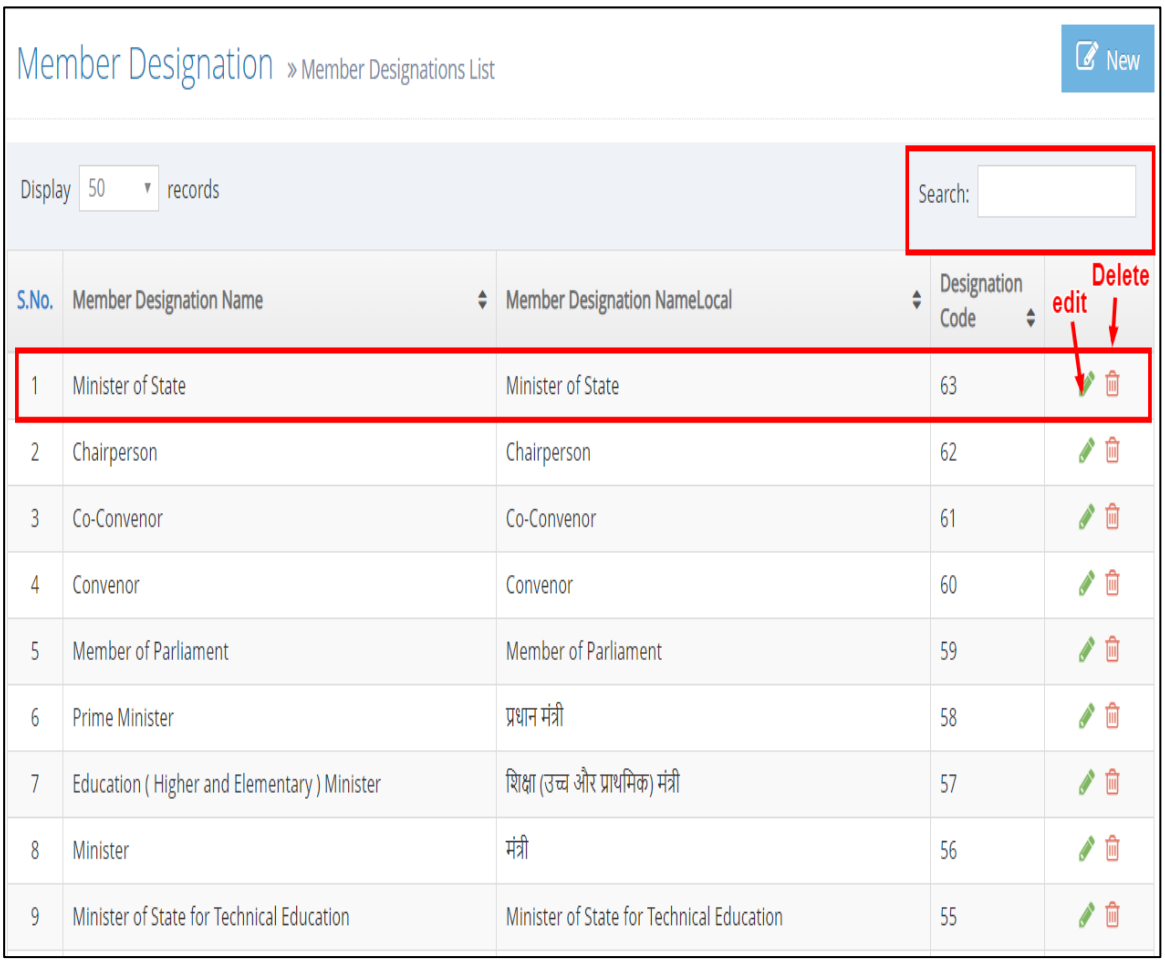


Figure 25: Form to create the Designation of the Members

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:-



S.No.	Member Designation Name	Member Designation NameLocal	Designation Code
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:-

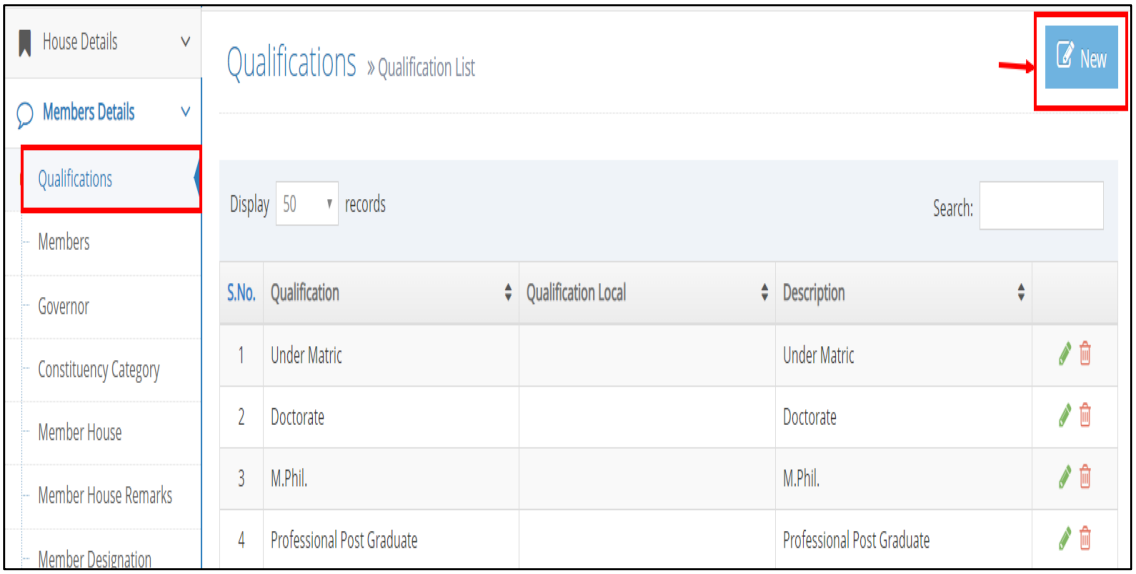


Figure 27: List showing various qualifications of the Members

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

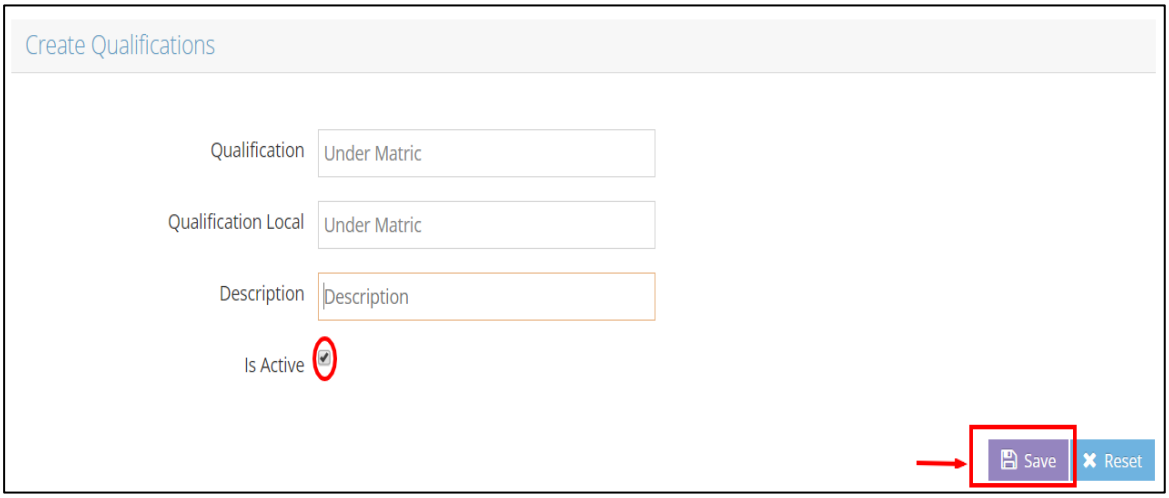


Figure 28: Form to create the Member Designations

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:-

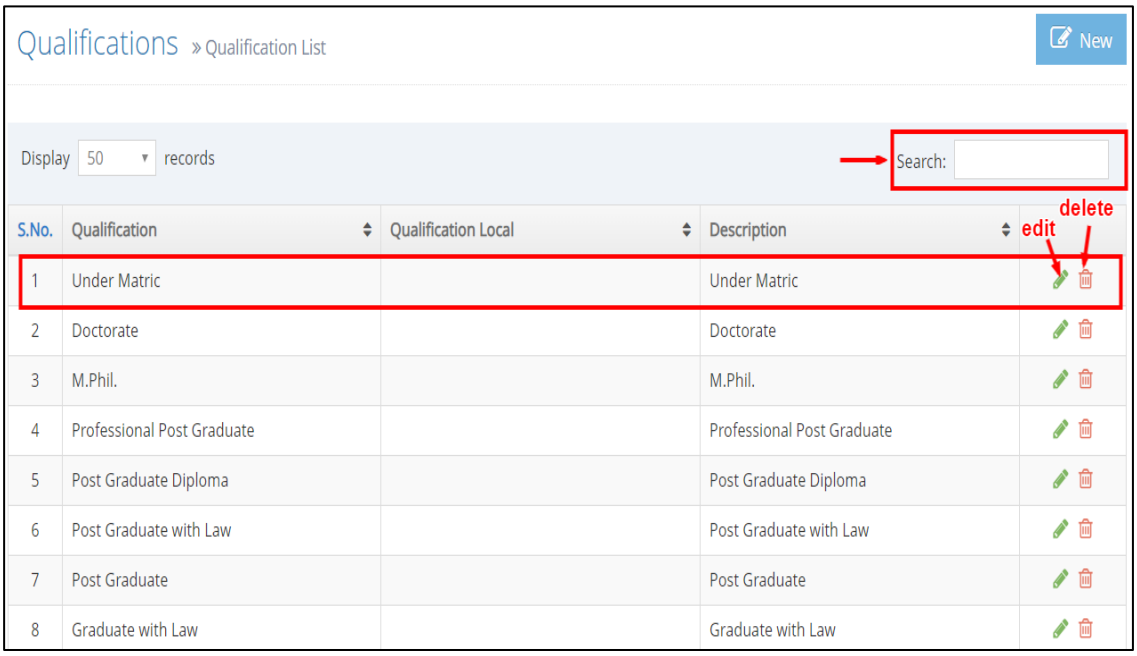


Figure 29: List showing the newly entered Qualification

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 loggingin 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:-

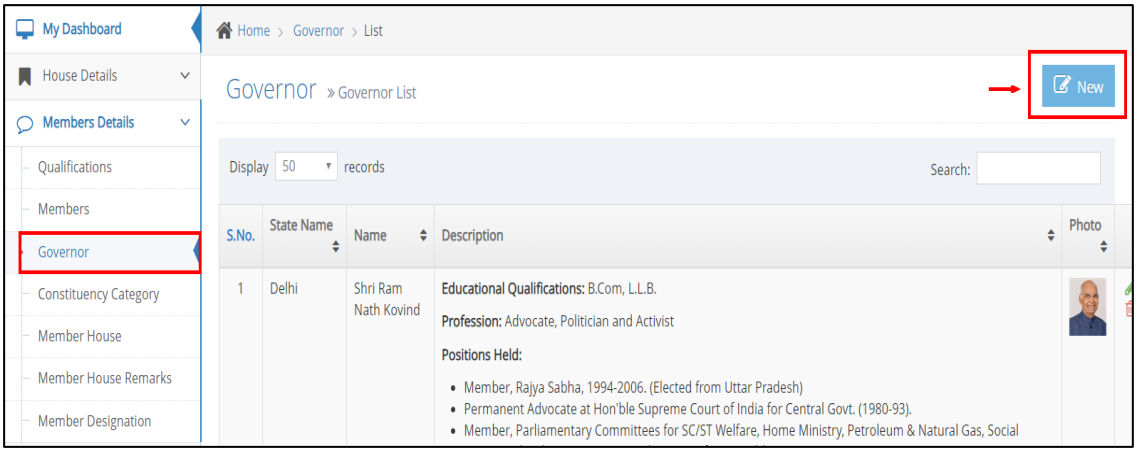
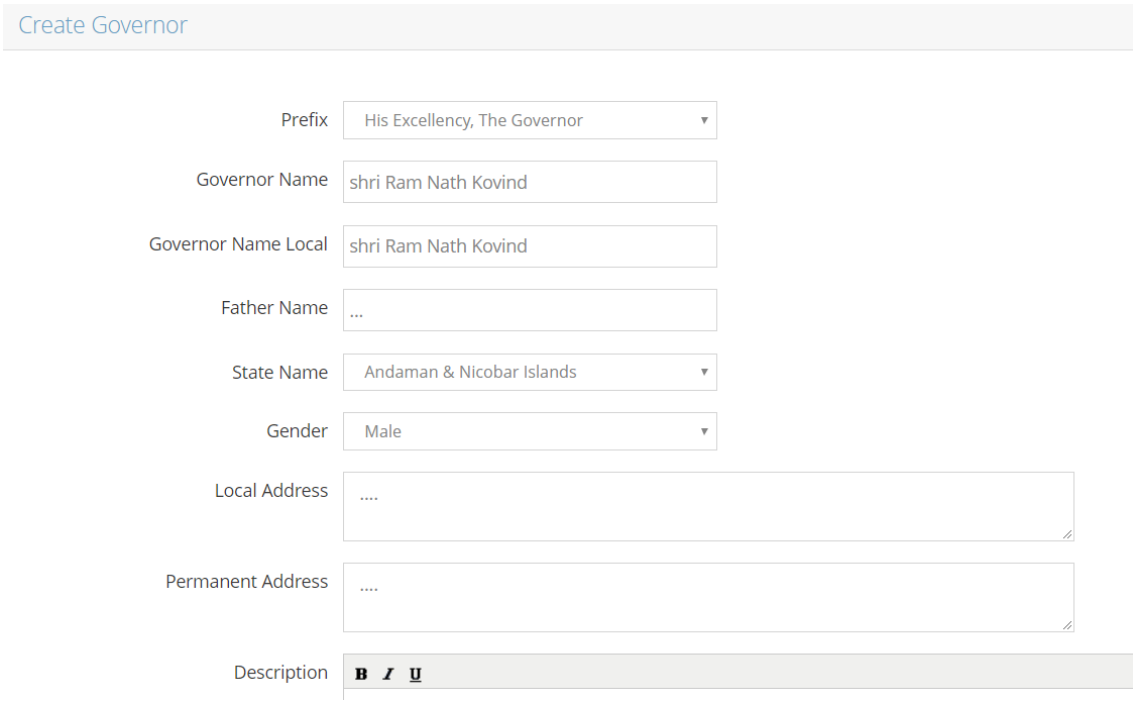


Figure 30: Screen displaying the details of the recently entered Governor

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



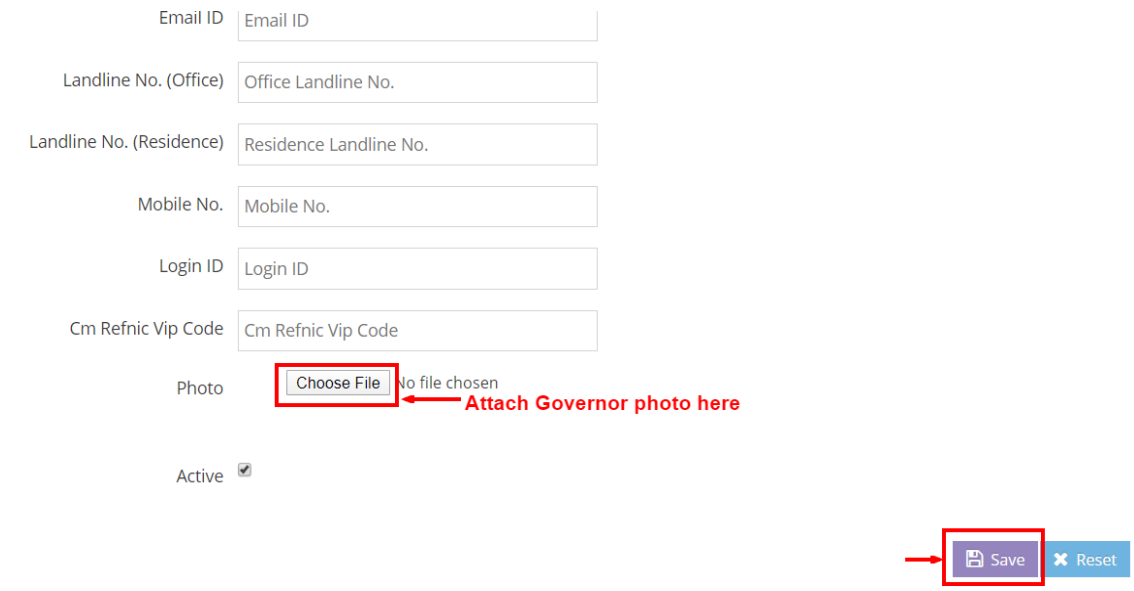


Figure 31: Form to enter the State Governor's Details

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:-

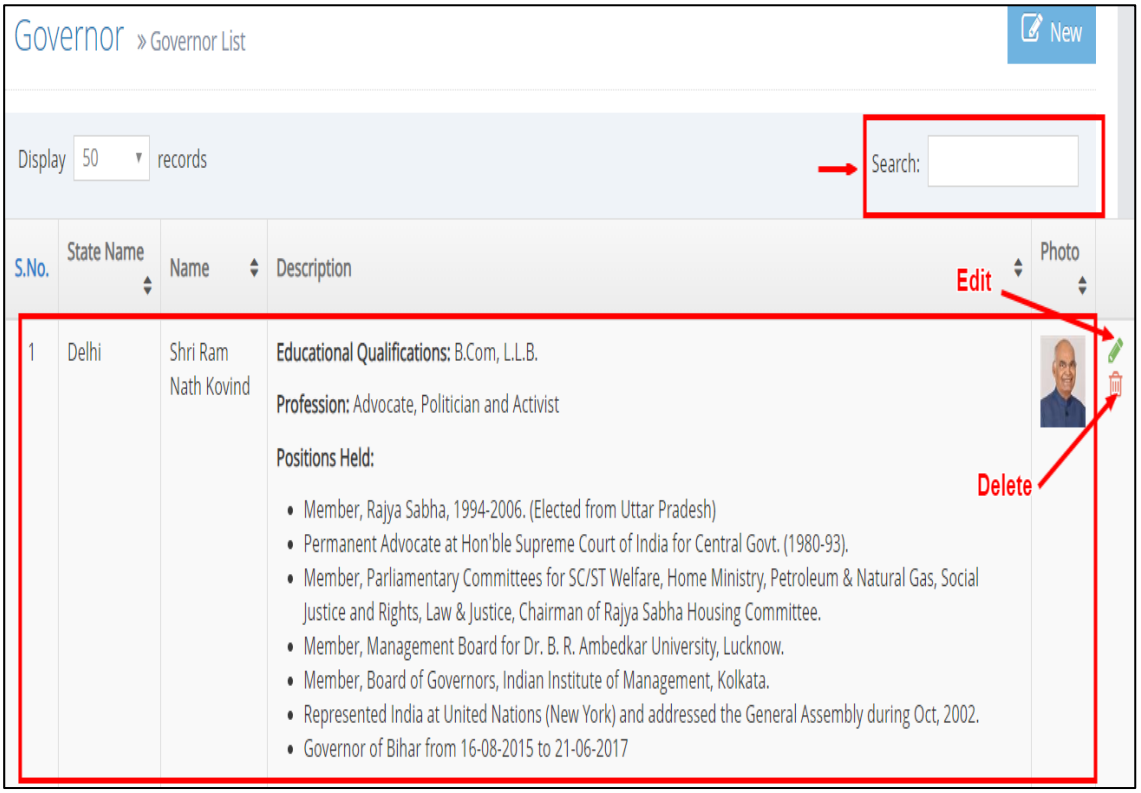


Figure 32: Screen displaying the details of the Governor

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 maintainthe minister's master

After loggingin 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.

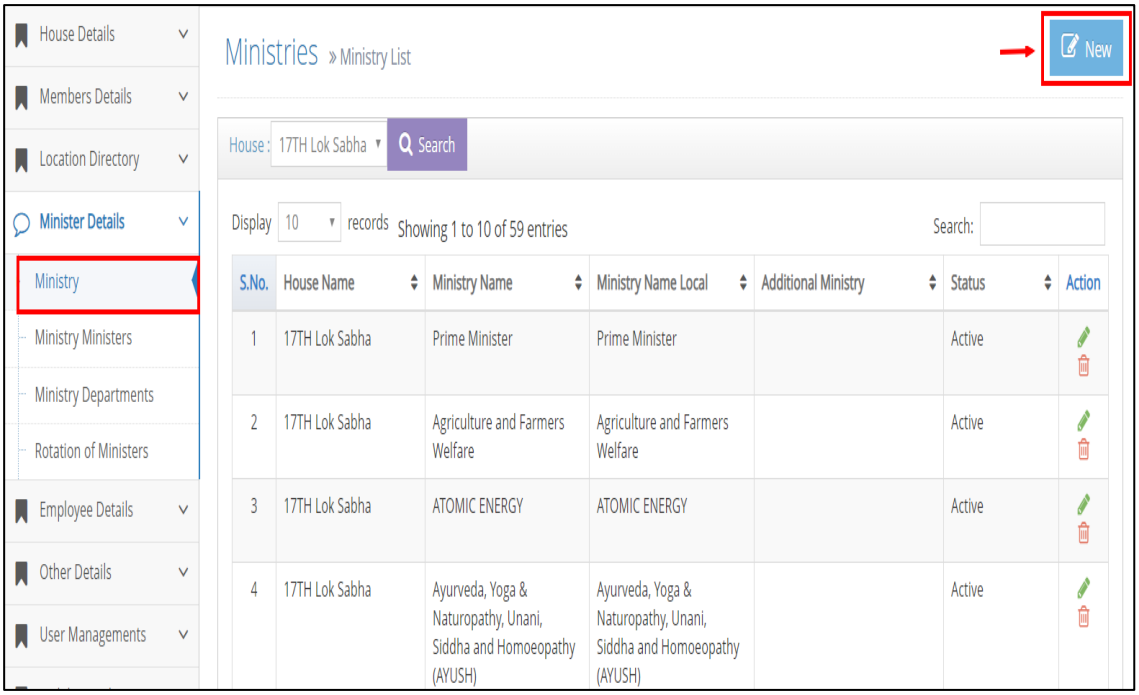


Figure 33: List of all the Ministries in the State

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

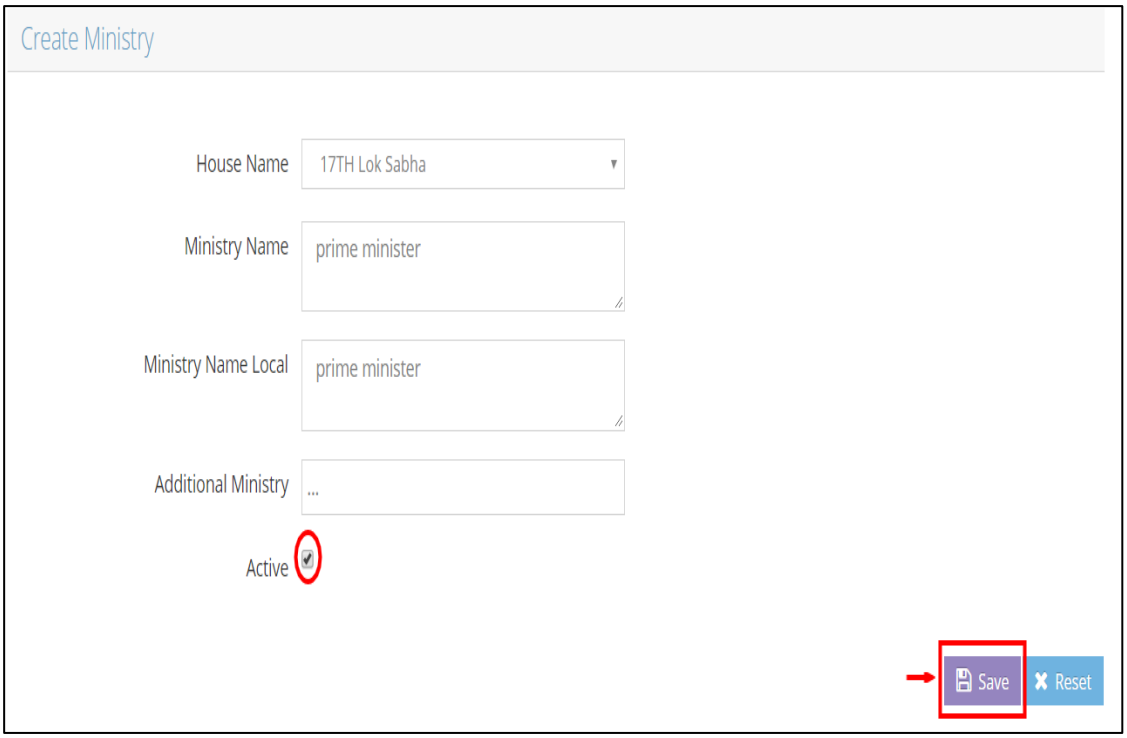


Figure 34: Form to enter the Ministries

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

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

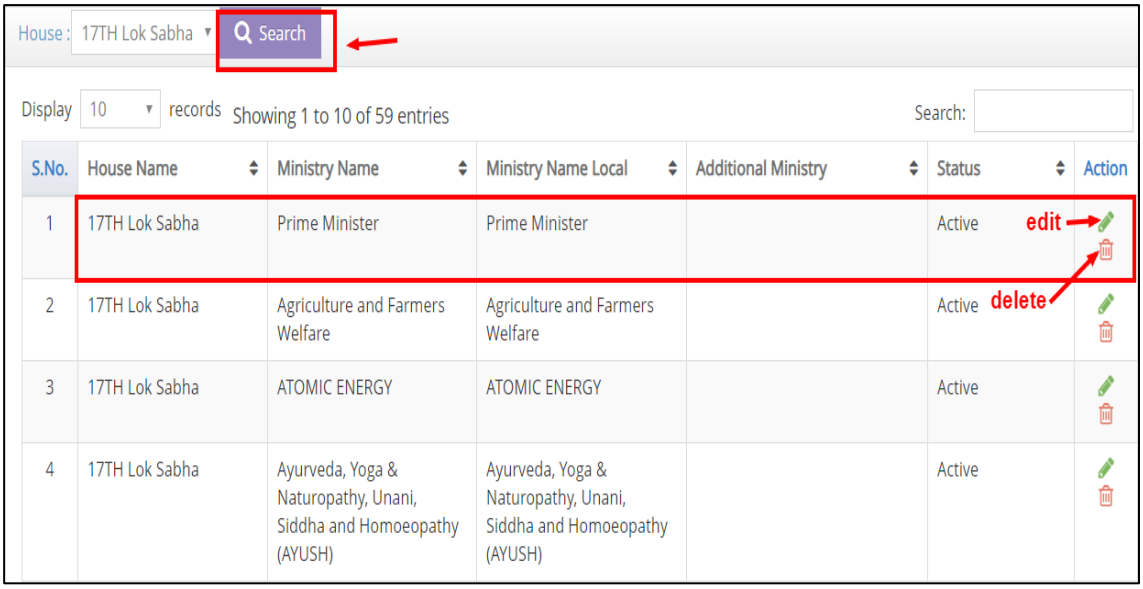


Figure 35: List showing the entered Ministries

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:-

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:-

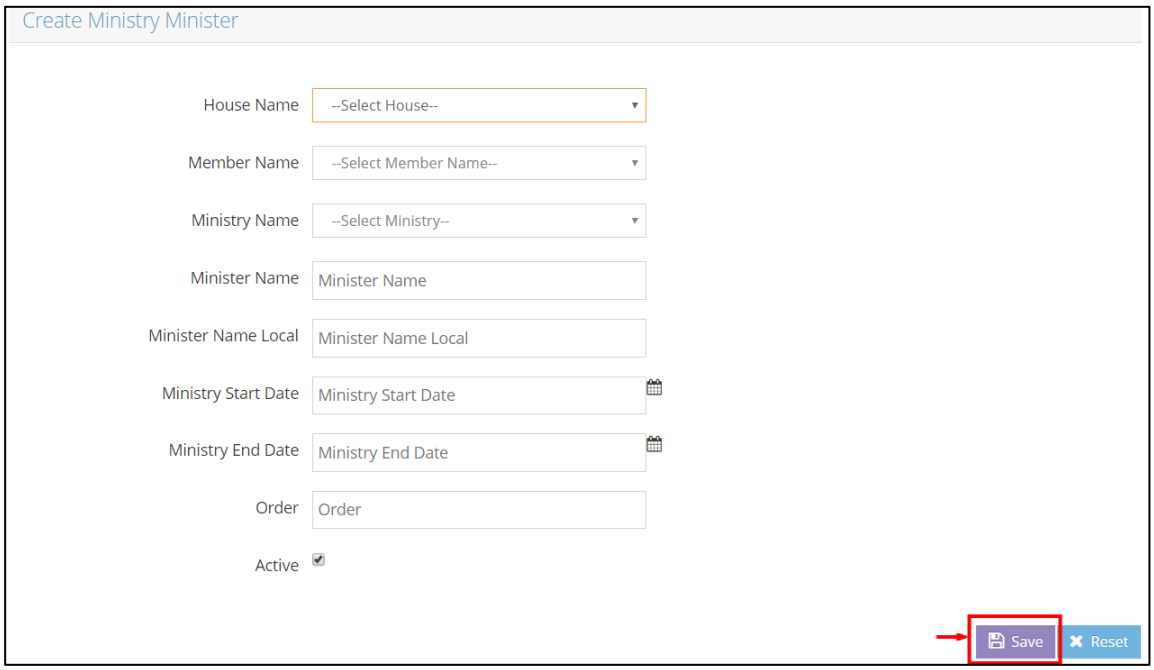


Figure 37: Form to map the Ministers with the respective Ministries under their charge

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:-

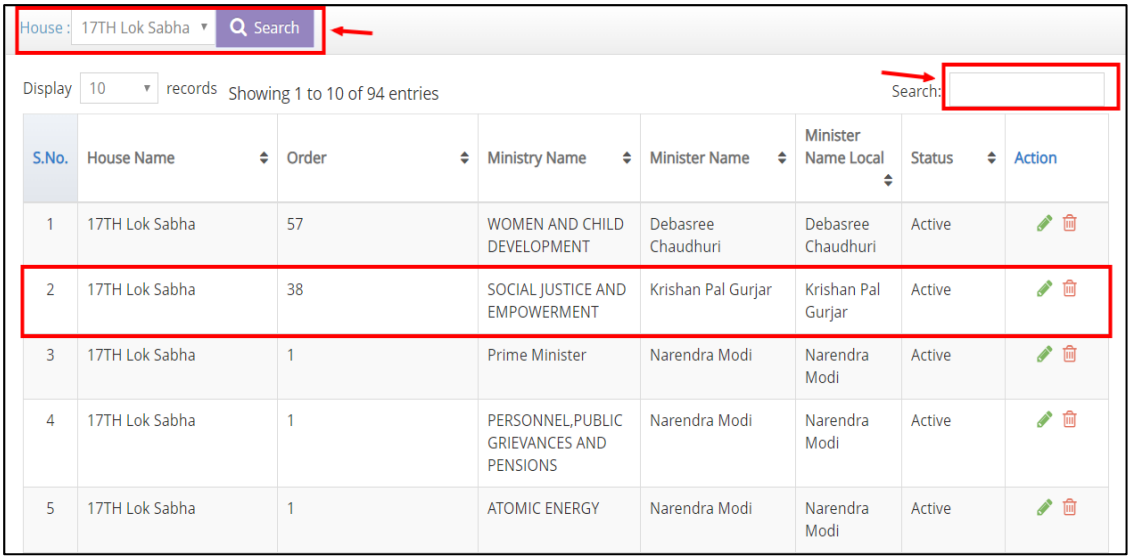


Figure 38: List showing mapped Ministers with their respective Ministries under their charge

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:-

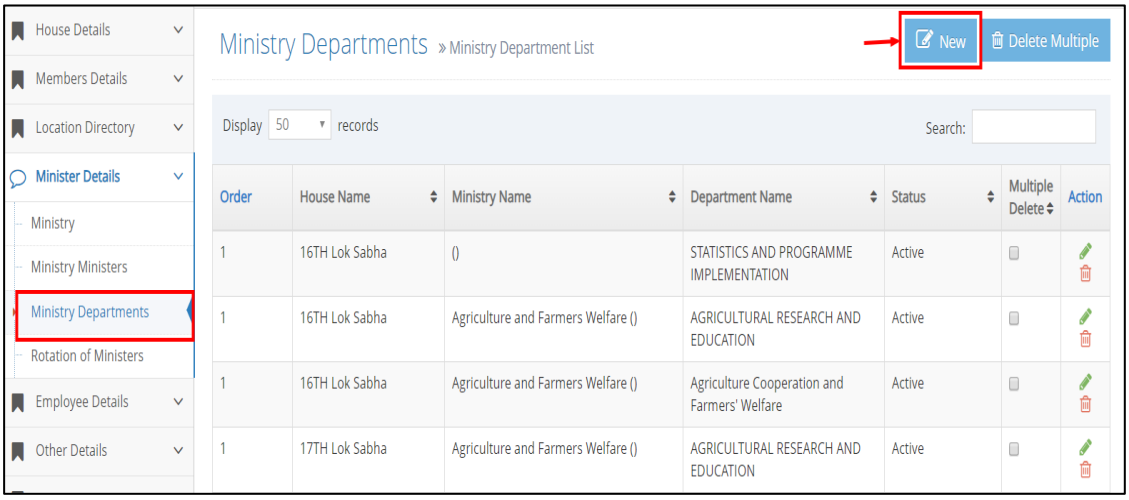


Figure 39: List of the Ministries mapped with their Departments

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

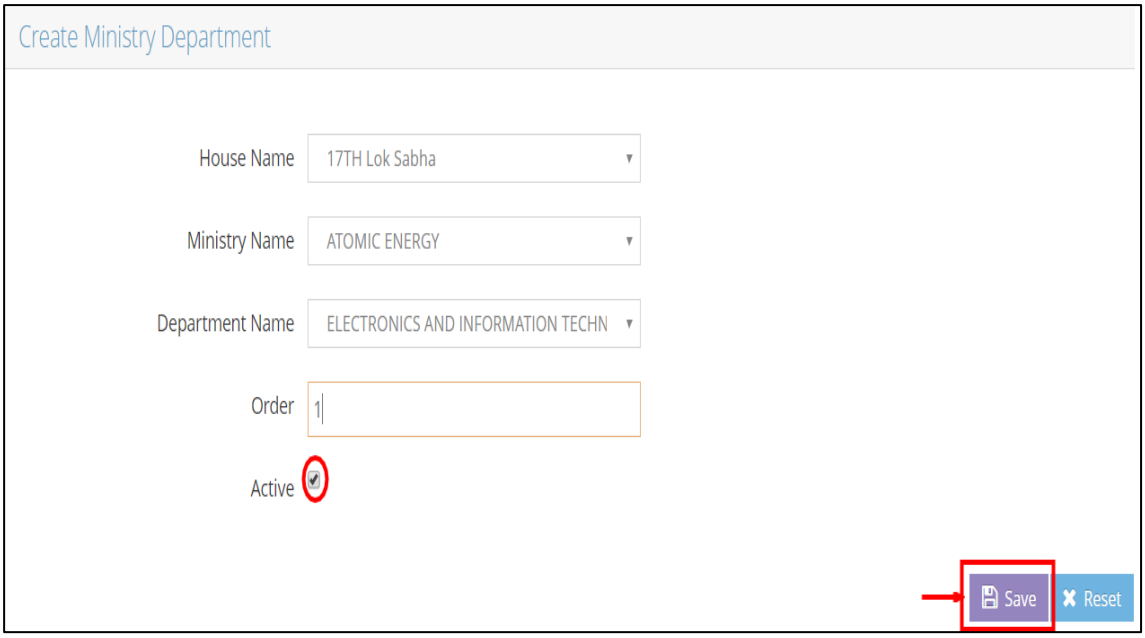
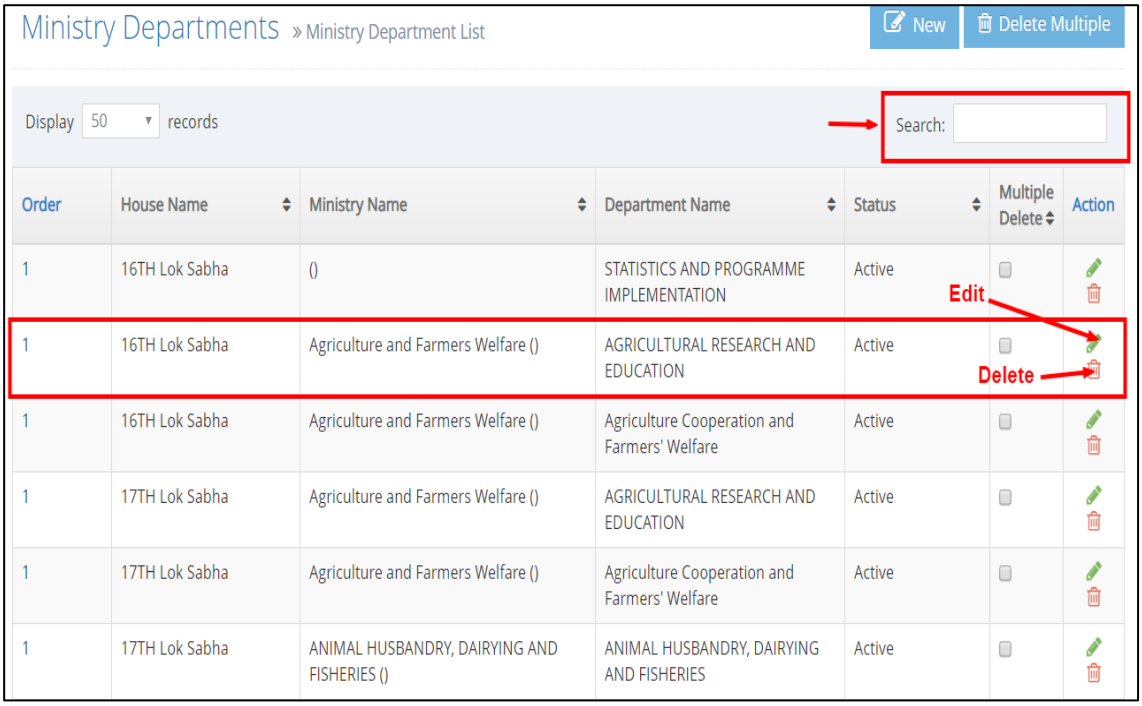


Figure 40: Form to map Ministries with their Ministers

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:-



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		
1	17TH Lok Sabha	Agriculture and Farmers Welfare ()	Agriculture Cooperation and Farmers' Welfare	Active		
1	17TH Lok Sabha	ANIMAL HUSBANDRY, DAIRYING AND FISHERIES ()	ANIMAL HUSBANDRY, DAIRYING AND FISHERIES	Active		

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.

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:-

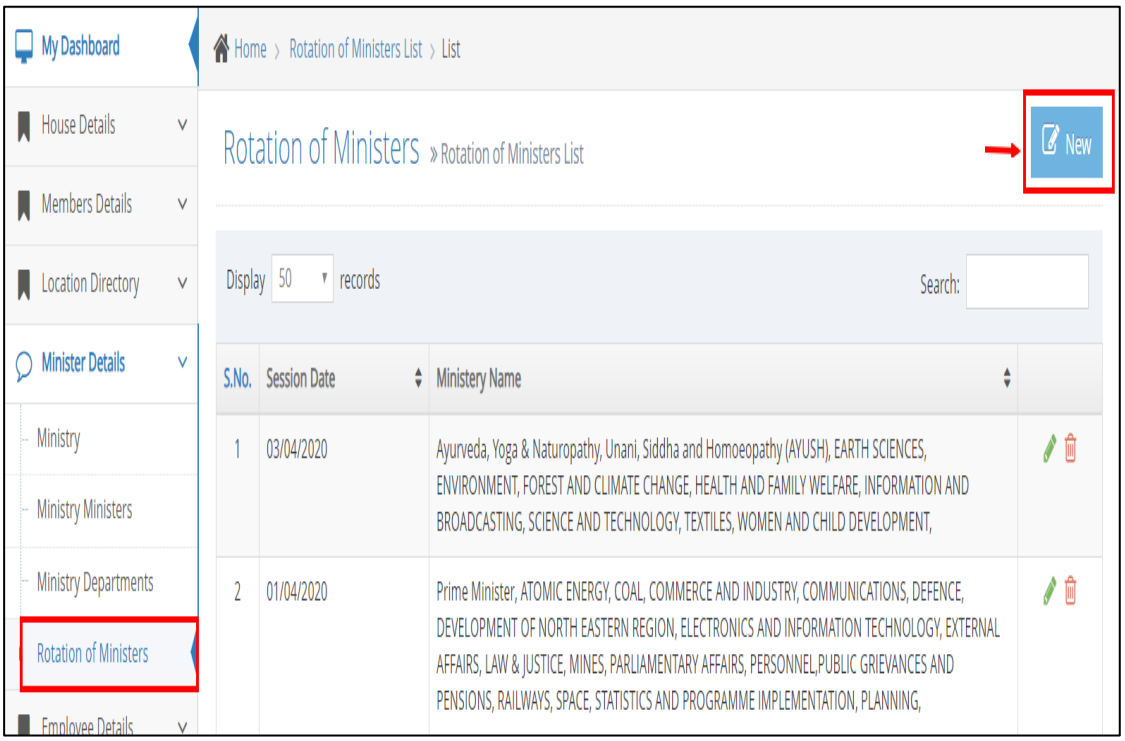


Figure 42: List displaying the schedule of the Ministers of the Ministries to be present on the session date

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:-

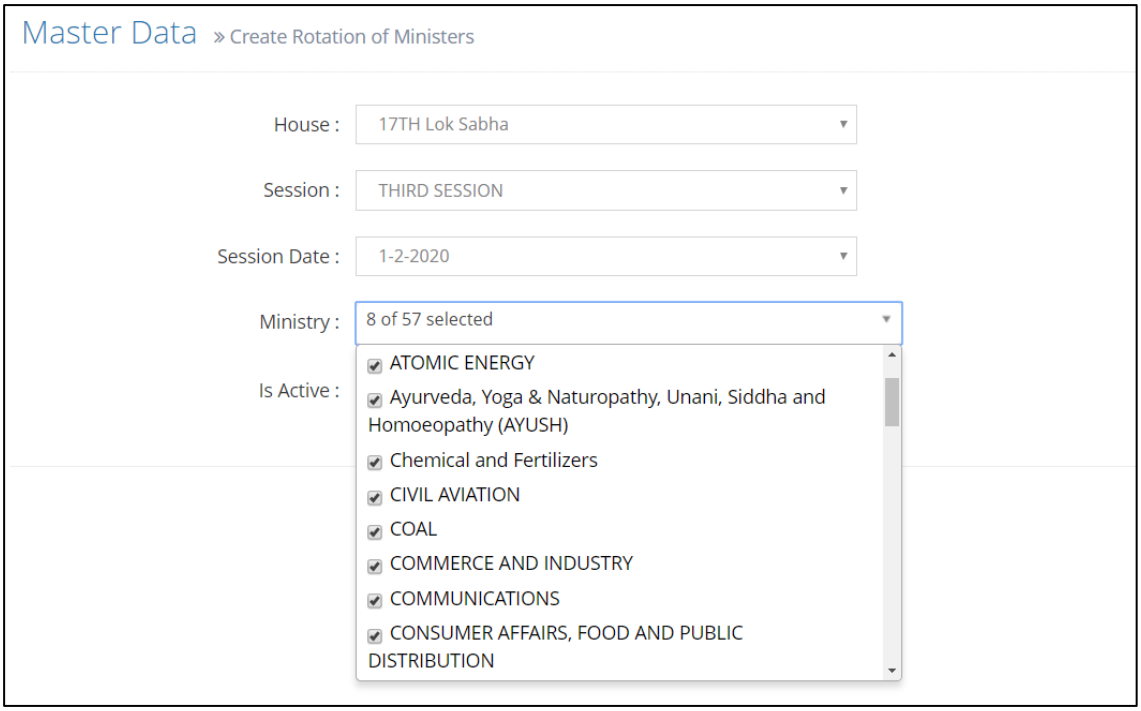


Figure 43: Form to create the rotation of the Ministers

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:-

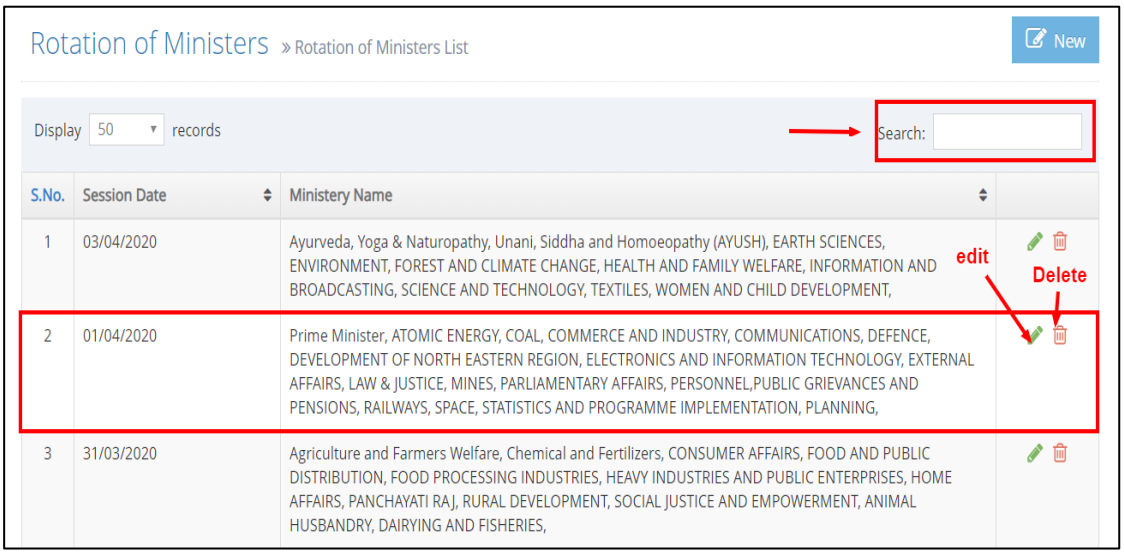


Figure 44: List displaying the schedule of the Ministers to be present on a particular session date

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:-

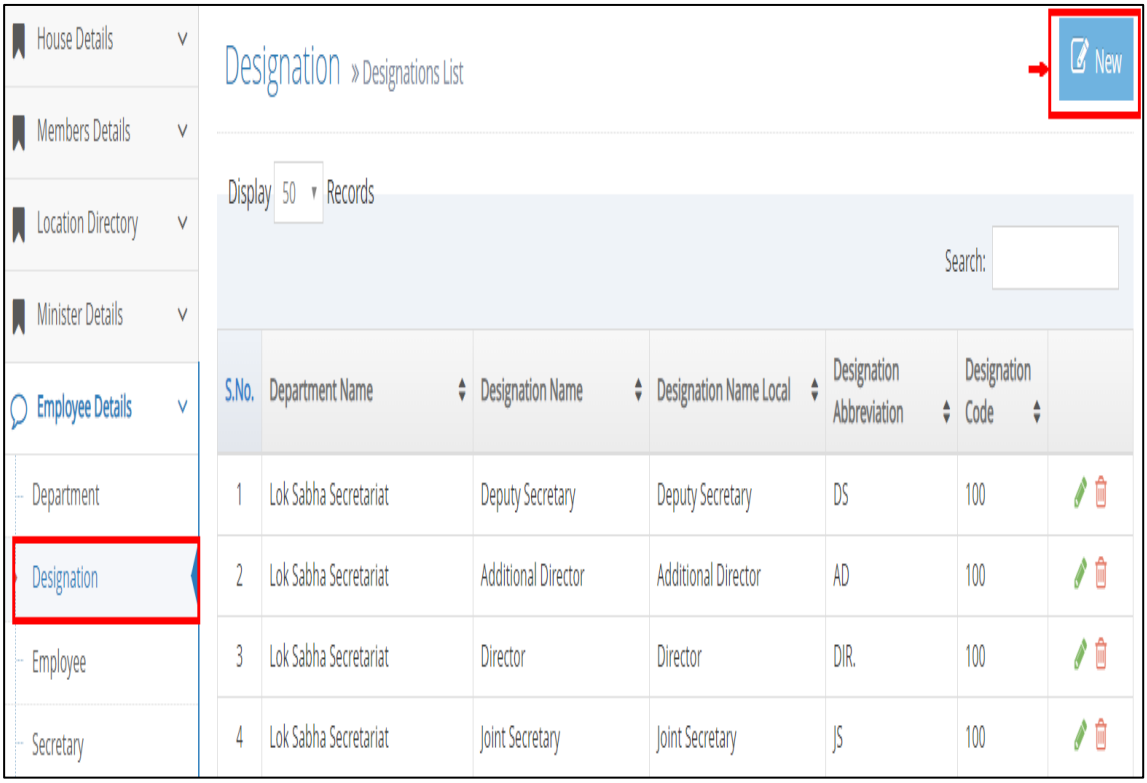


Figure 45: List displaying all the designations of the employees of the Government Department

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

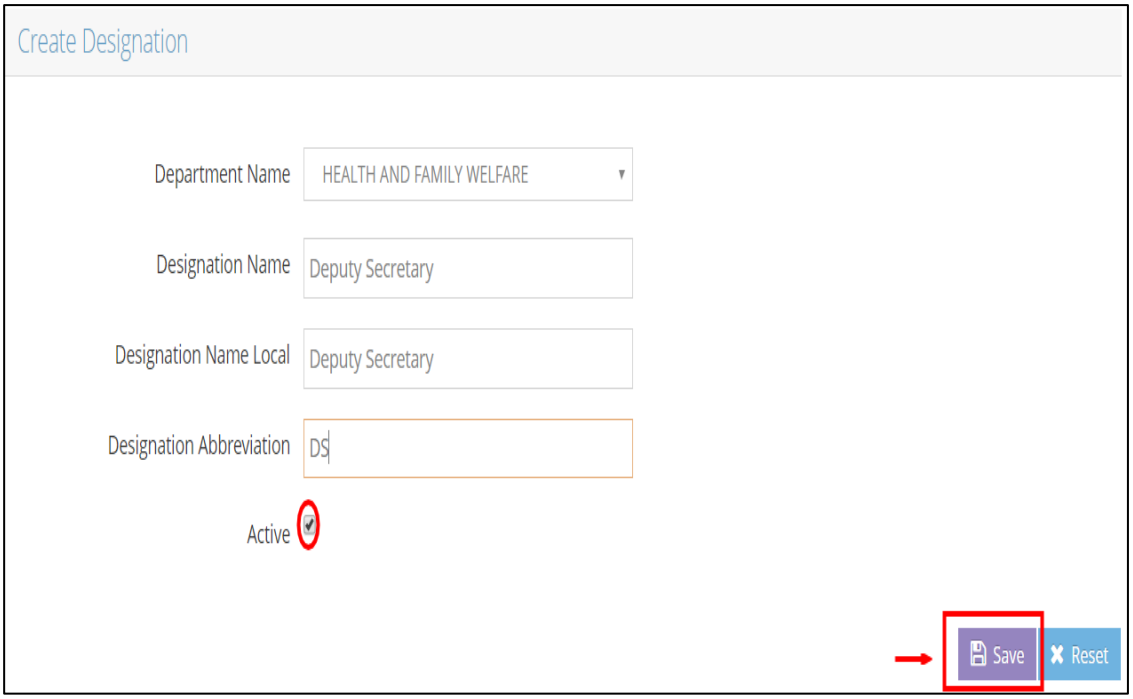
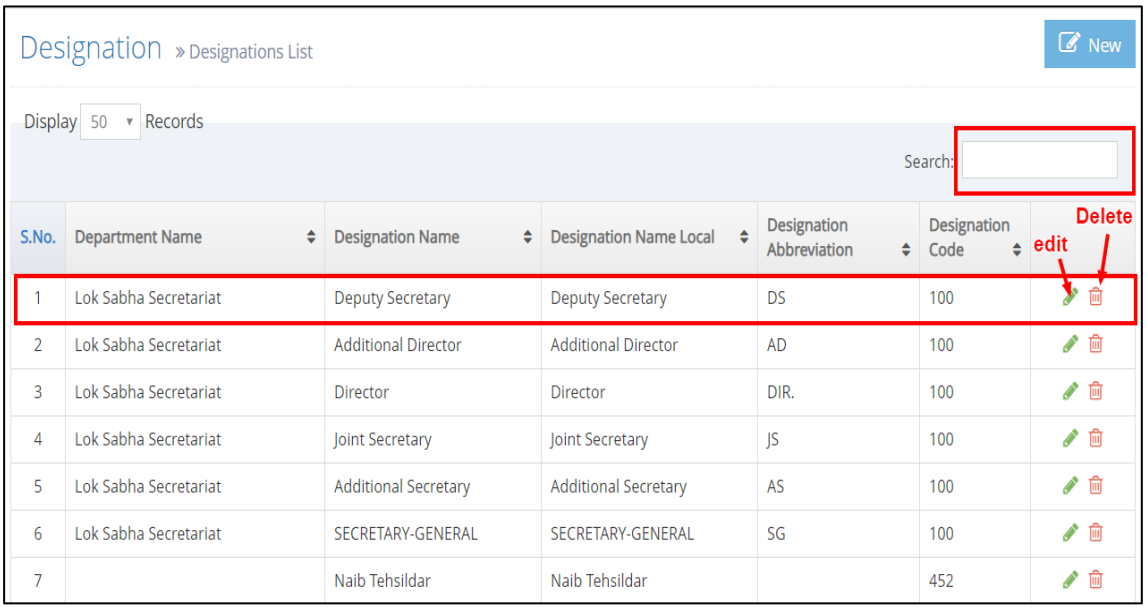


Figure 46: Form to create the Designation of the Designation of the Department Employees

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:-



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
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.

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:-

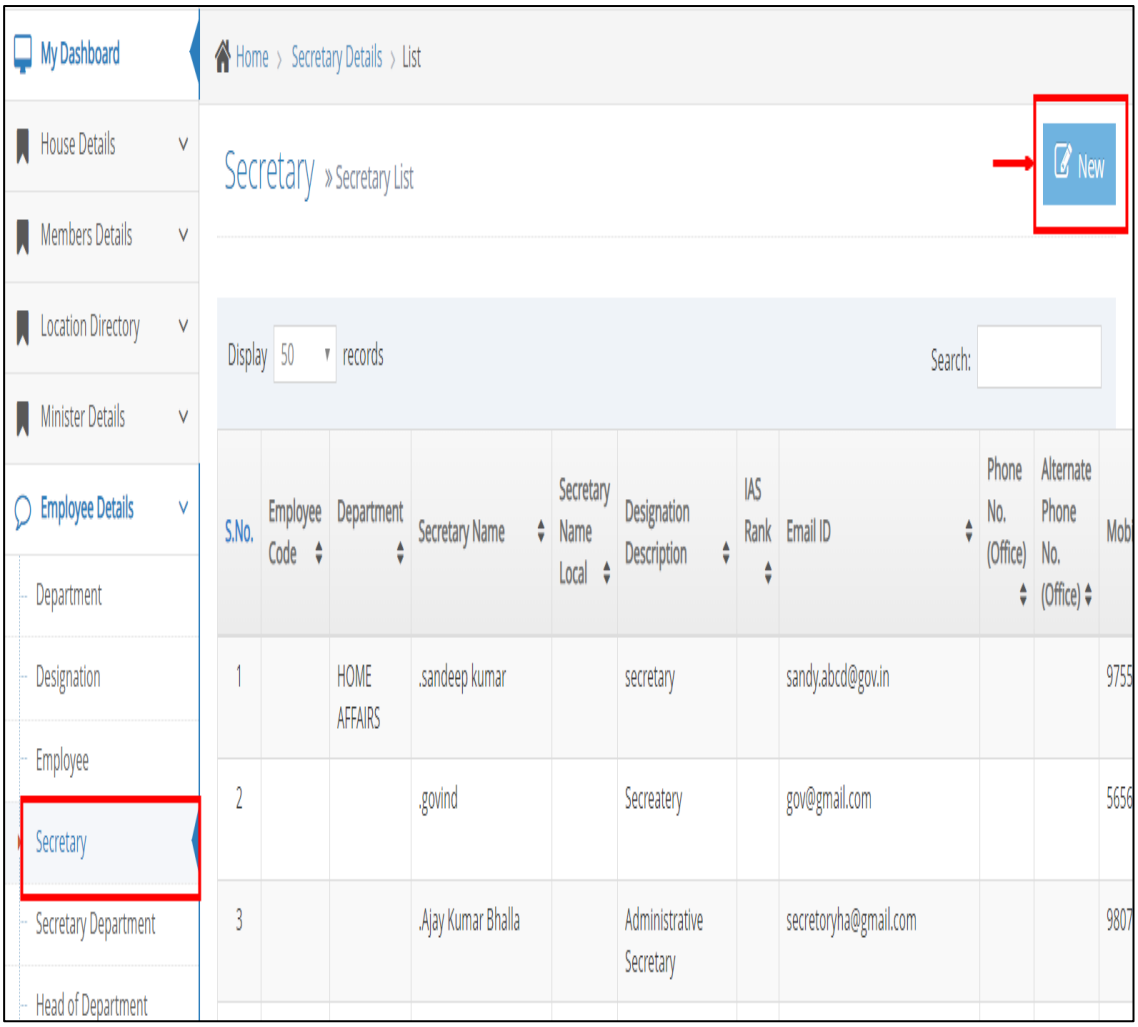


Figure 48: List displaying the Secretary of the Government Department

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

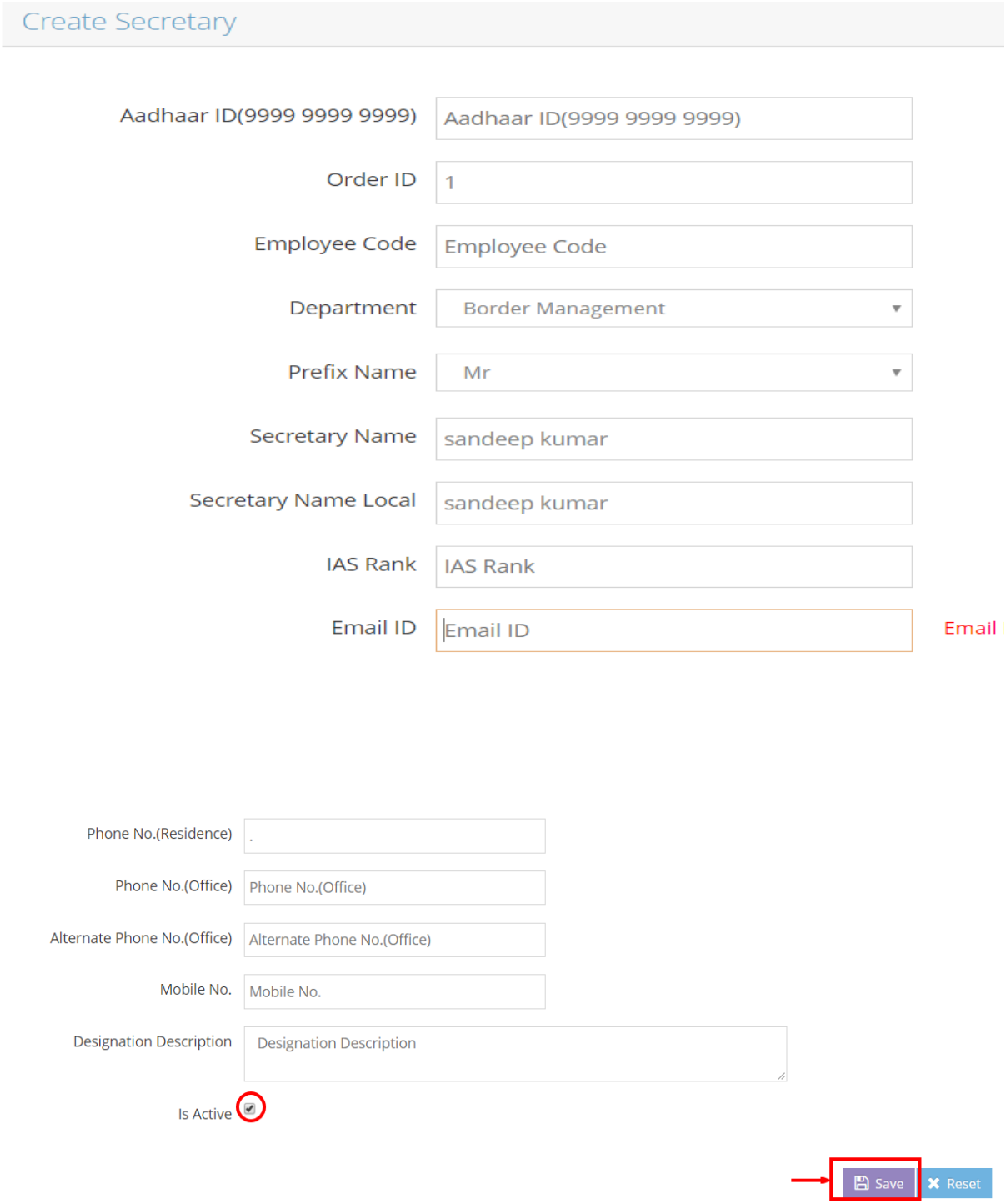
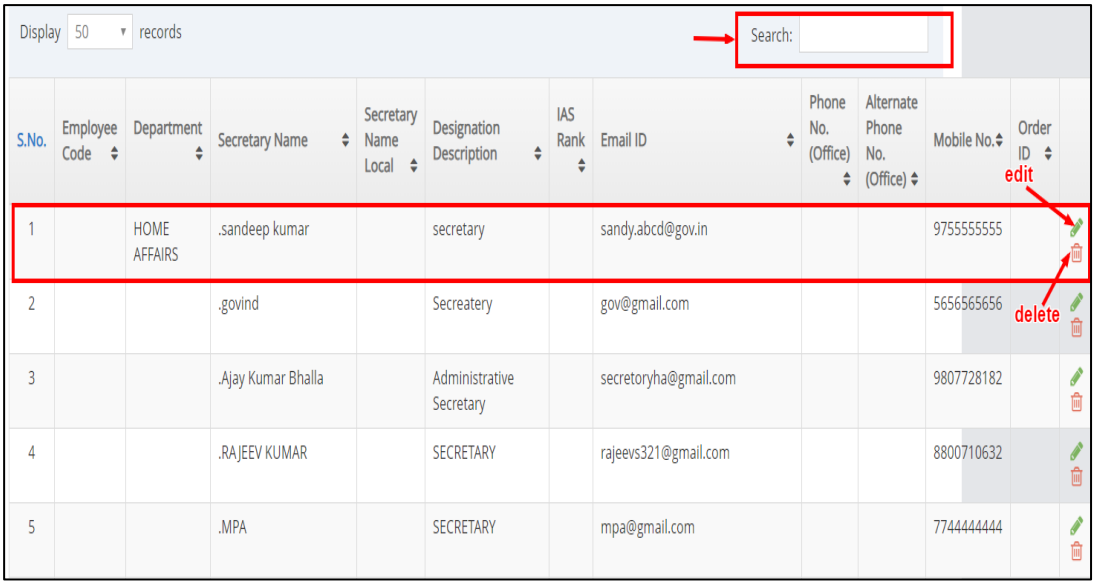


Figure 49: Form to enter the details of the Government Secretary

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:-



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		Secreatery		gov@gmail.com			5656565656	
3			.Ajay Kumar Bhalla		Administrative Secretary		secretoryha@gmail.com			9807728182	
4			.RAJEEV KUMAR		SECRETARY		rajeevs321@gmail.com			8800710632	
5			.MPA		SECRETARY		mpa@gmail.com			7744444444	

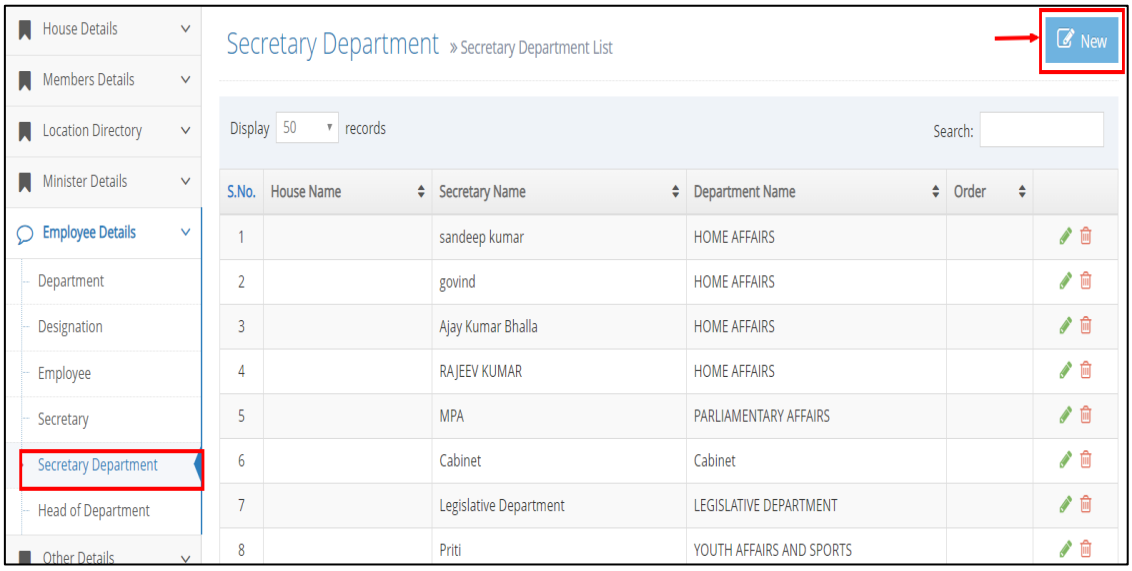
Figure 50: List displaying the currently entered Secretary of Government Department

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:-



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 51: List displaying the mapped Secretary with the Department

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

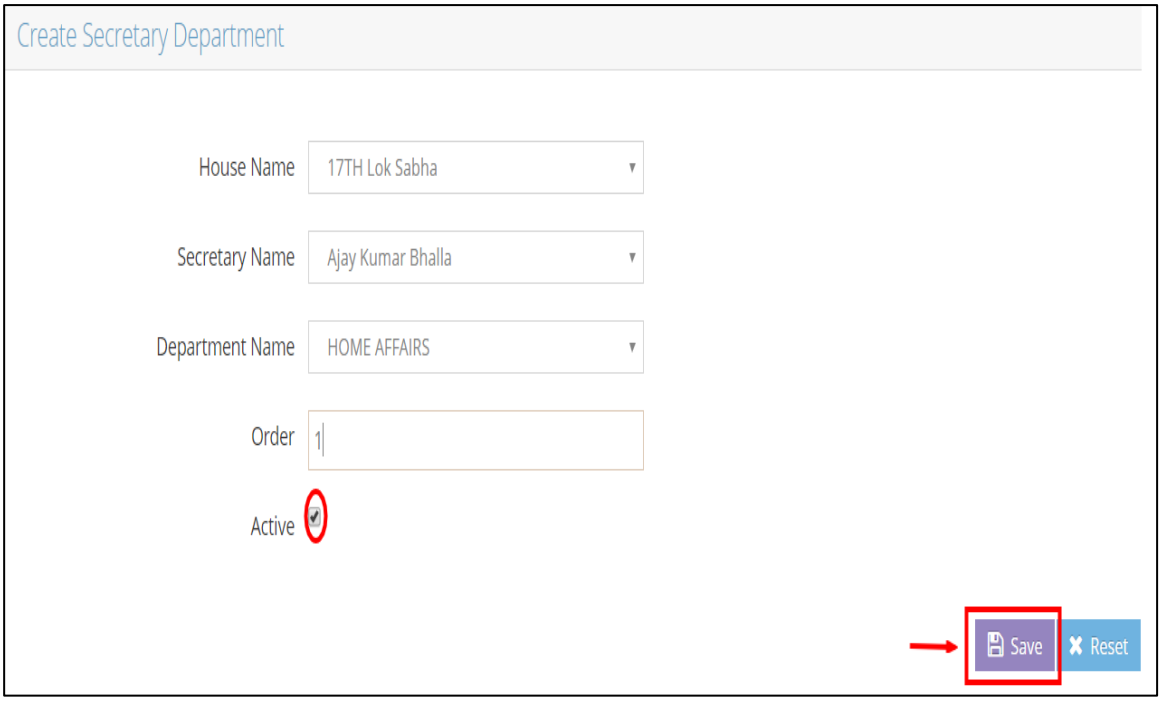


Figure 52: Form to map the Government Secretary with the respective Department

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:-

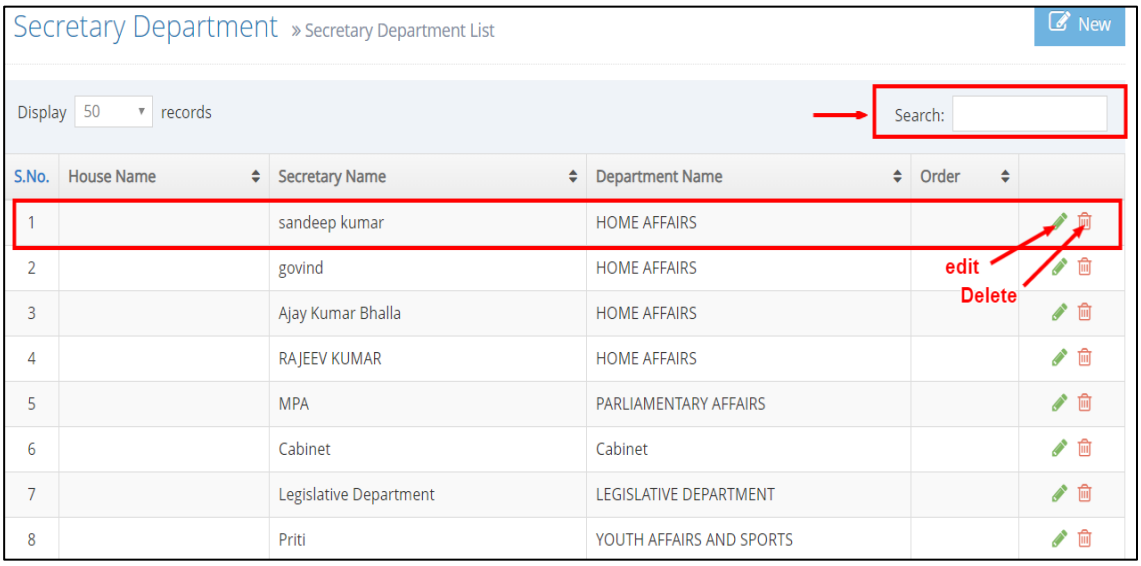


Figure 53: List displaying the mapped Secretaries with their respective Departments

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:-

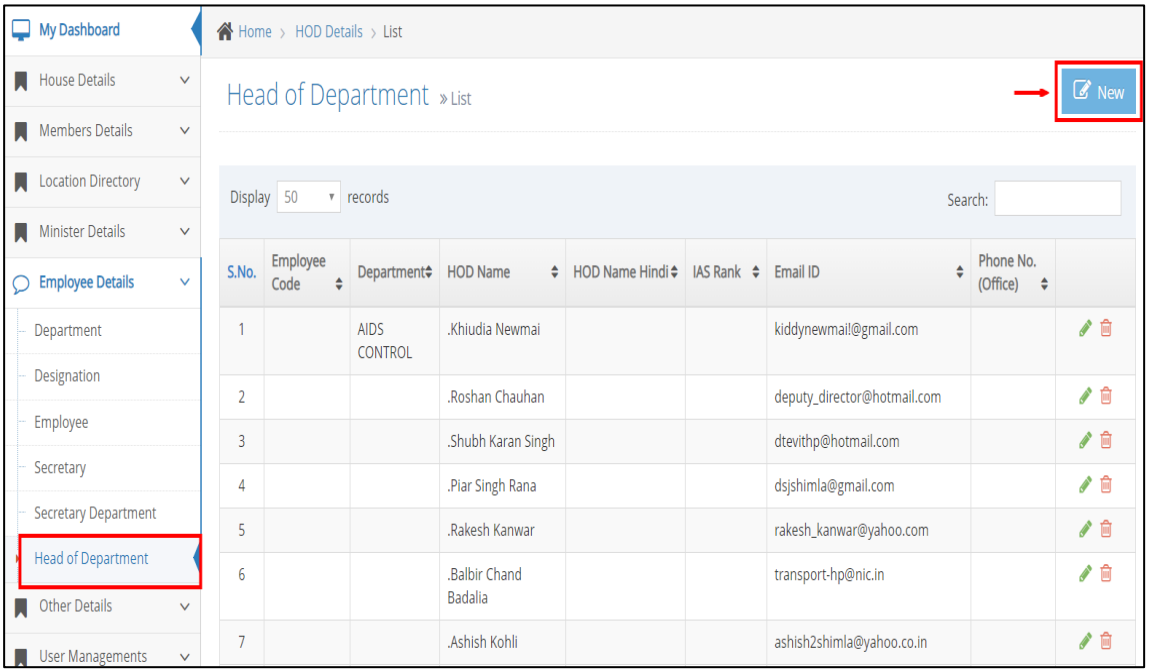
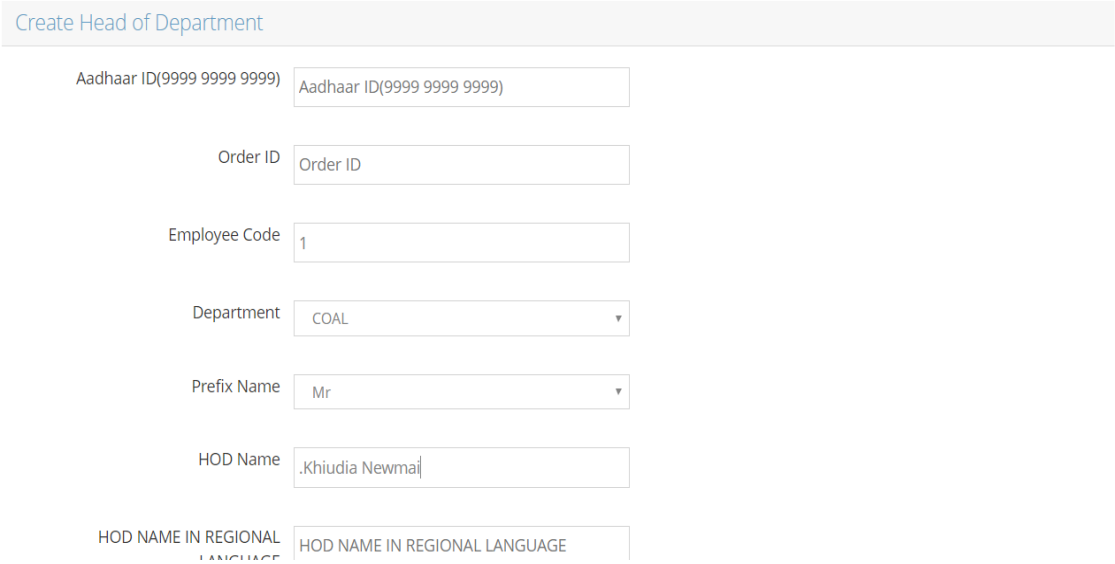


Figure 54: List displaying the HODs with their respective departments

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



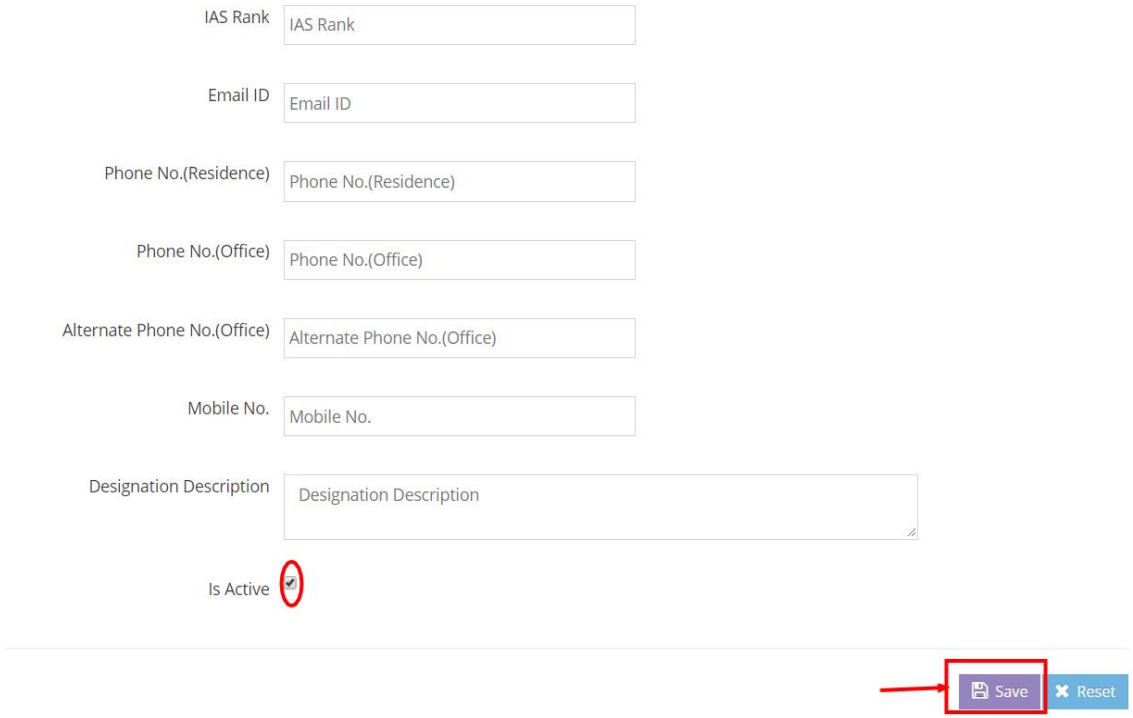
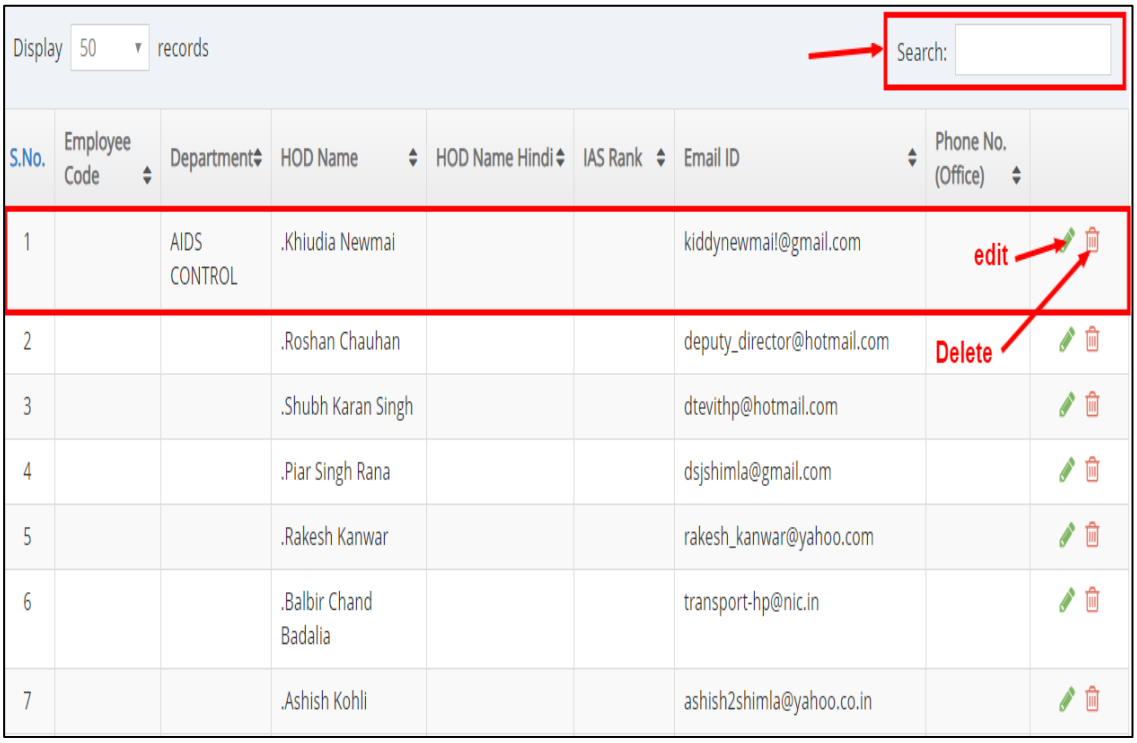


Figure 55: Form to create the HODs of the Departments

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:-



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			dtevithp@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:-

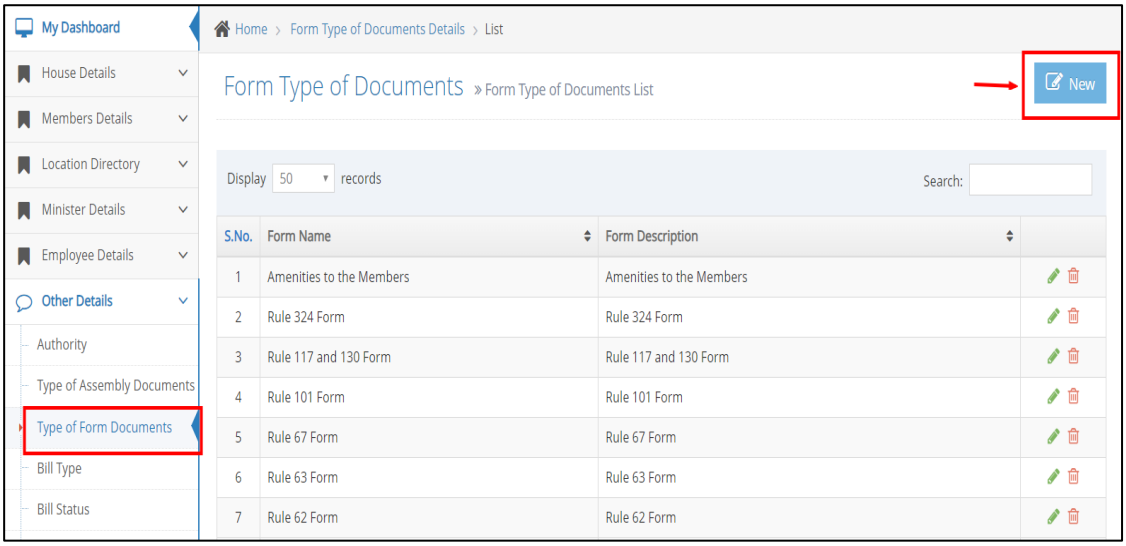


Figure 57: List showing the Form Type of Documents

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

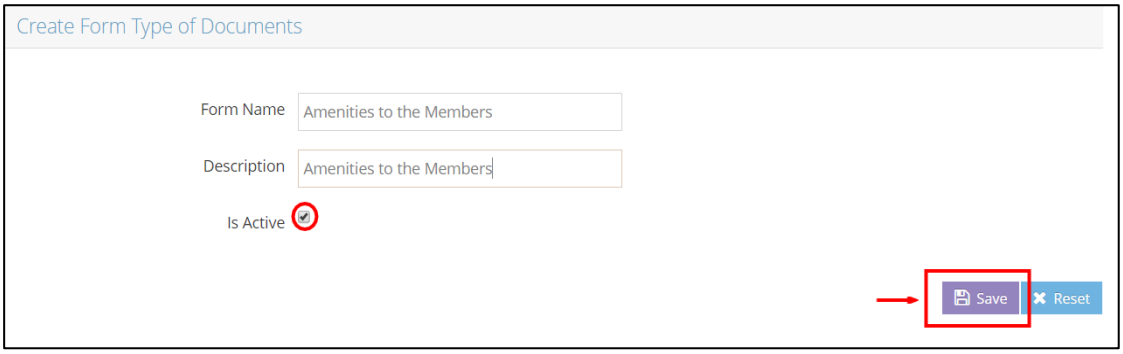
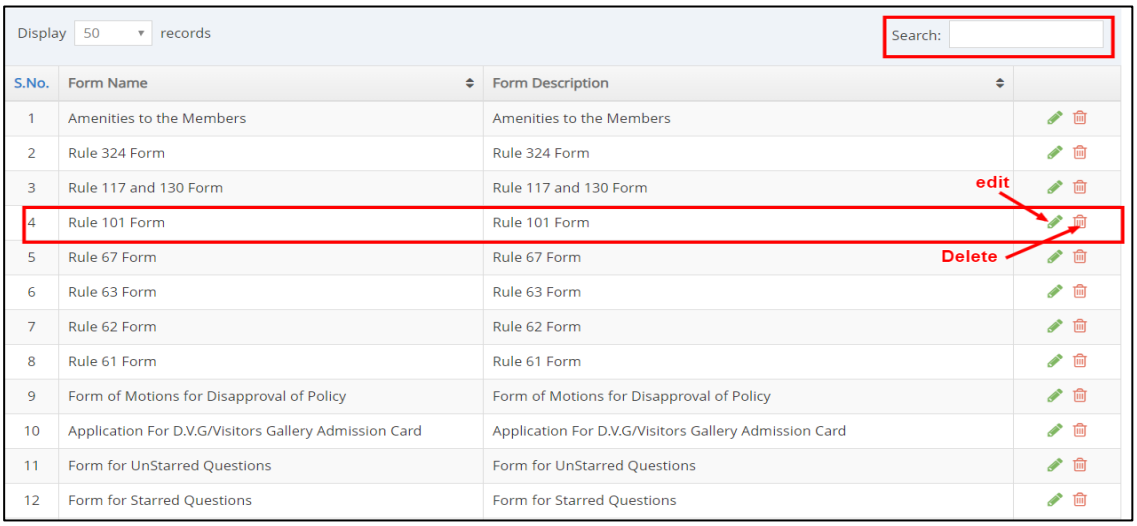


Figure 58: Form to create Form Type of Documents

After filling all the details in the form, click on the save button for saving the "**Form Type of Documents**" details. After that "**Form Type of Documents**" data will be reflected on the "**Form Type of Documents Details**" list which is shown in the screenshot below:-



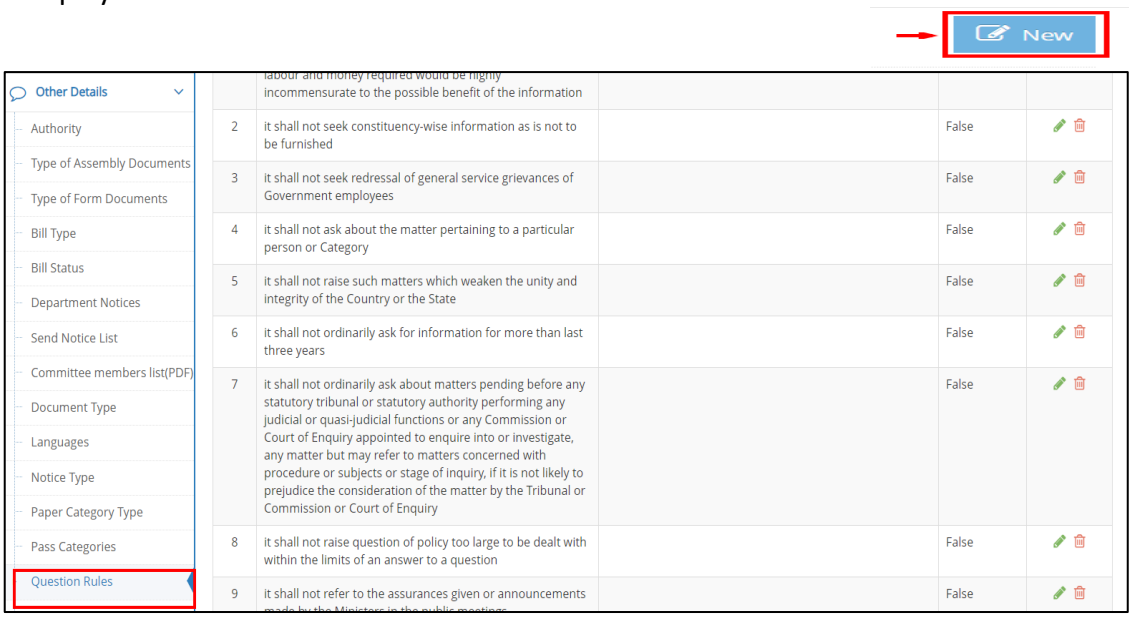
S.No.	Form Name	Form Description
1	Amenities to the Members	Amenities to the Members
2	Rule 324 Form	Rule 324 Form
3	Rule 117 and 130 Form	Rule 117 and 130 Form
4	Rule 101 Form	Rule 101 Form
5	Rule 67 Form	Rule 67 Form
6	Rule 63 Form	Rule 63 Form
7	Rule 62 Form	Rule 62 Form
8	Rule 61 Form	Rule 61 Form
9	Form of Motions for Disapproval of Policy	Form of Motions for Disapproval of Policy
10	Application For D.V.G/Visitors Gallery Admission Card	Application For D.V.G/Visitors Gallery Admission Card
11	Form for UnStarred Questions	Form for UnStarred Questions
12	Form for Starred Questions	Form for Starred Questions

Figure 59: List displaying the currently entered Form Type of Documents

1.5.2. Legislature Question rules Master

This menu enables the user to list the various rules of the questions for the reference of the members and the other officials of the House for raising and their admission in the conduct of the House.

After logging in with Super Admin, the user has to click on the "**Question Rules**"→ "**Other details**" menu. A new screen appears where the **New** button will be displayed:-



	incommensurate to the possible benefit of the information			
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 statutory tribunal or statutory authority performing any judicial or quasi-judicial functions or any Commission or Court of Enquiry appointed to enquire into or investigate, any matter but may refer to matters concerned with procedure or subjects or stage of inquiry, if it is not likely to prejudice the consideration of the matter by the Tribunal or Commission or Court of Enquiry		False	
8	it shall not raise question of policy too large to be dealt with within the limits of an answer to a question		False	
9	it shall not refer to the assurances given or announcements		False	

Figure 60: List displaying the Question Rules of the House

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

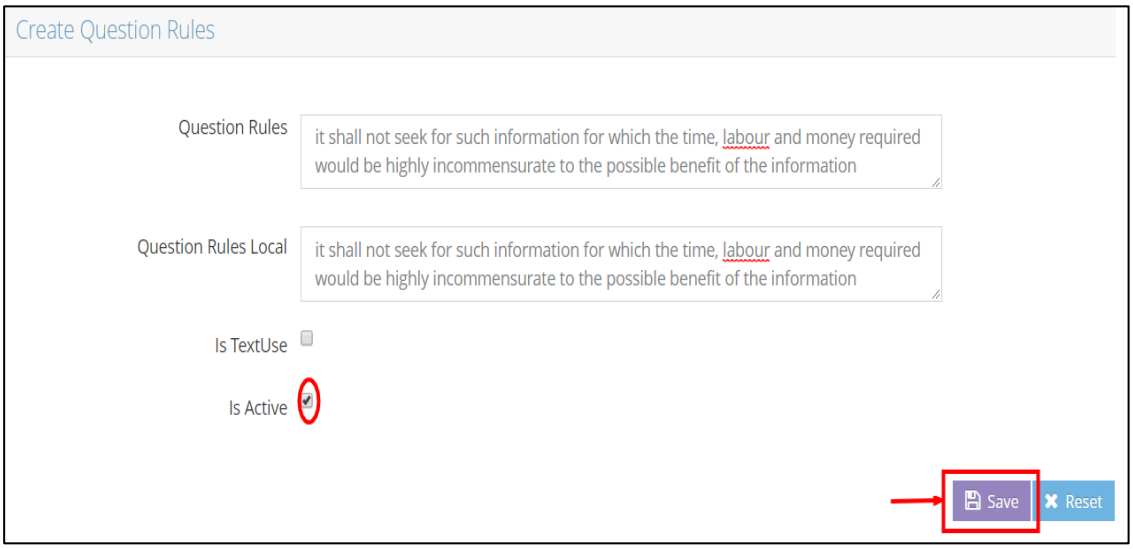


Figure 61: Form to create Question Rules

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:-

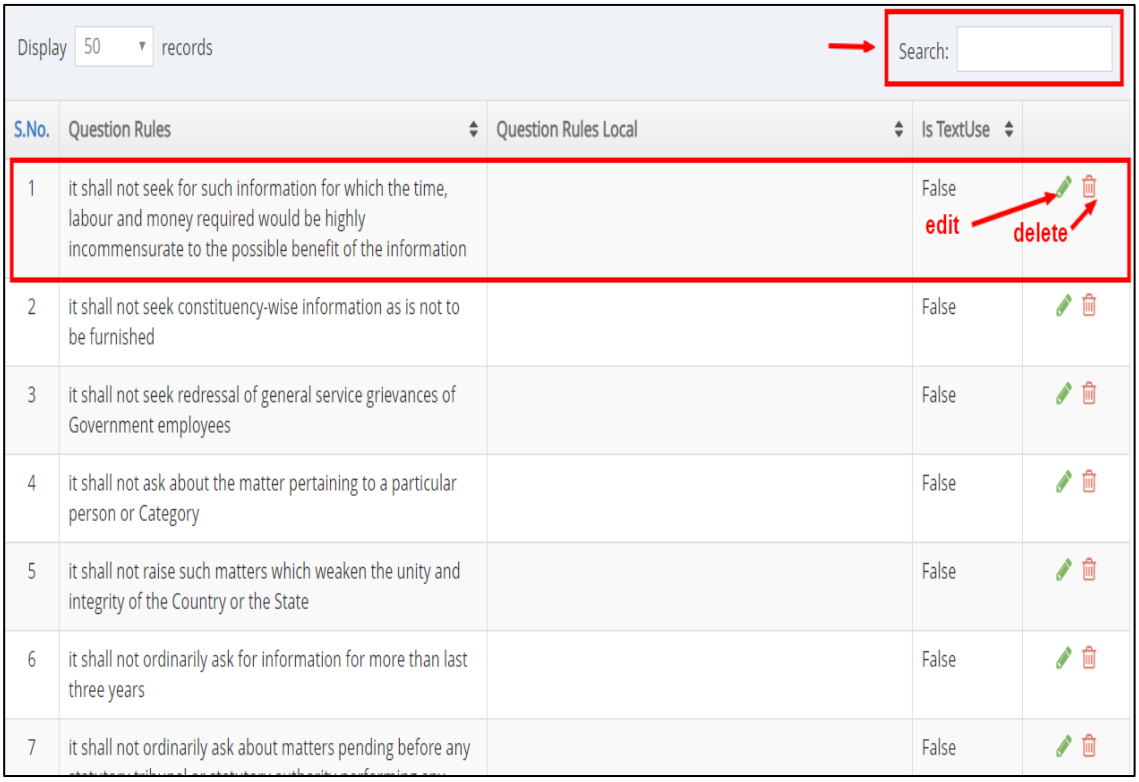


Figure 62: List displaying the currently entered Question Rule in the database

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:-

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:-

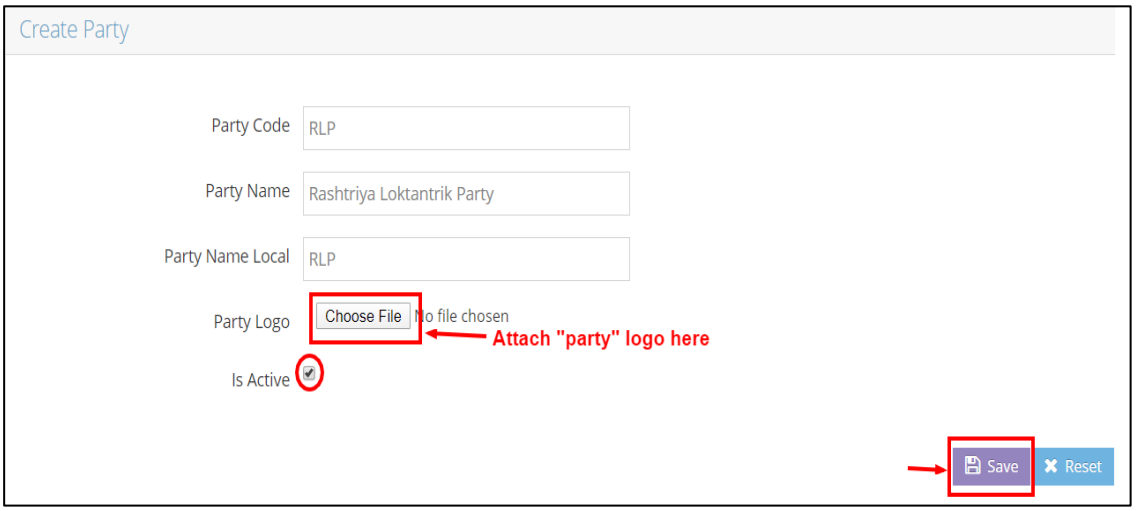


Figure 64: Form to create a new Party in the database

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:

edit Delete

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		
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:-

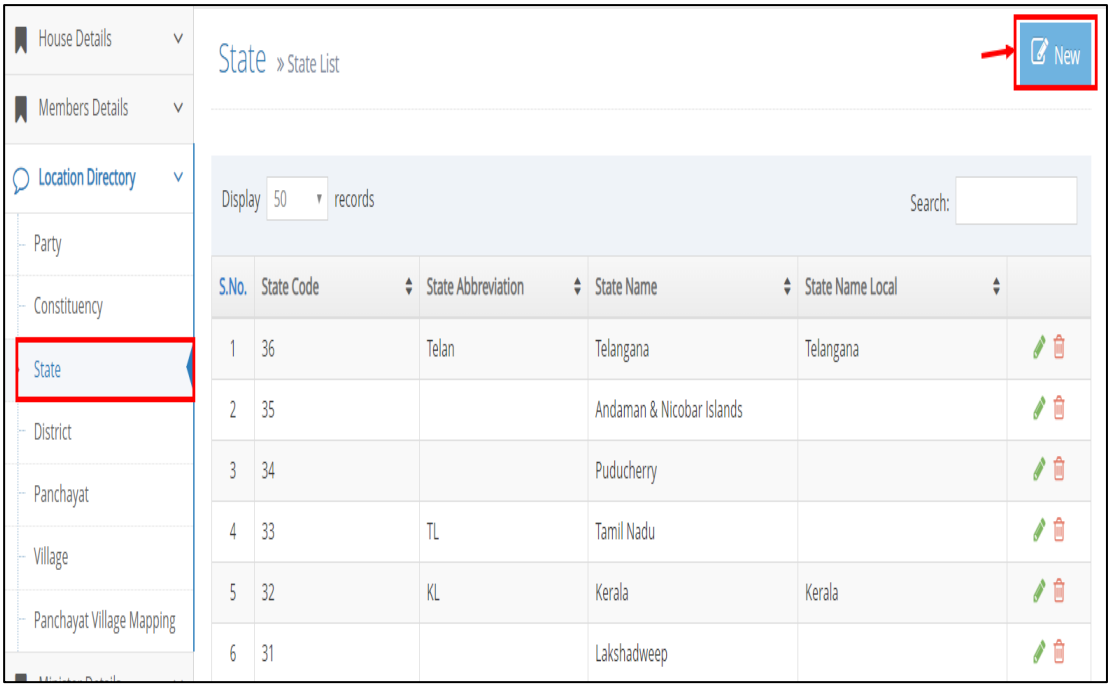


Figure 66: List of the States & UTs

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

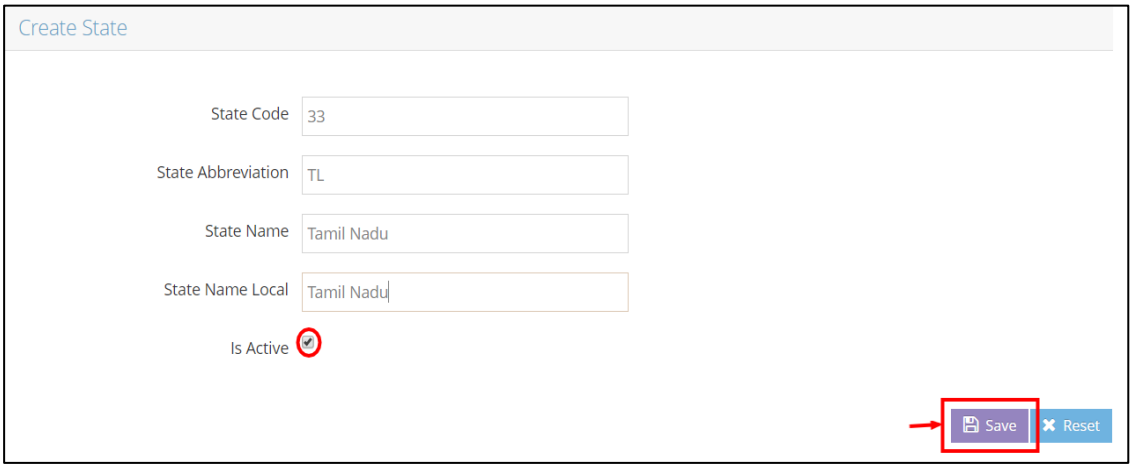


Figure 67: Form to enter the States/UTs in the database

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:-

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		
7	30		Goa		
8	29		Karnataka		
9	28		Andhra Pradesh		

Edit

Delete

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.

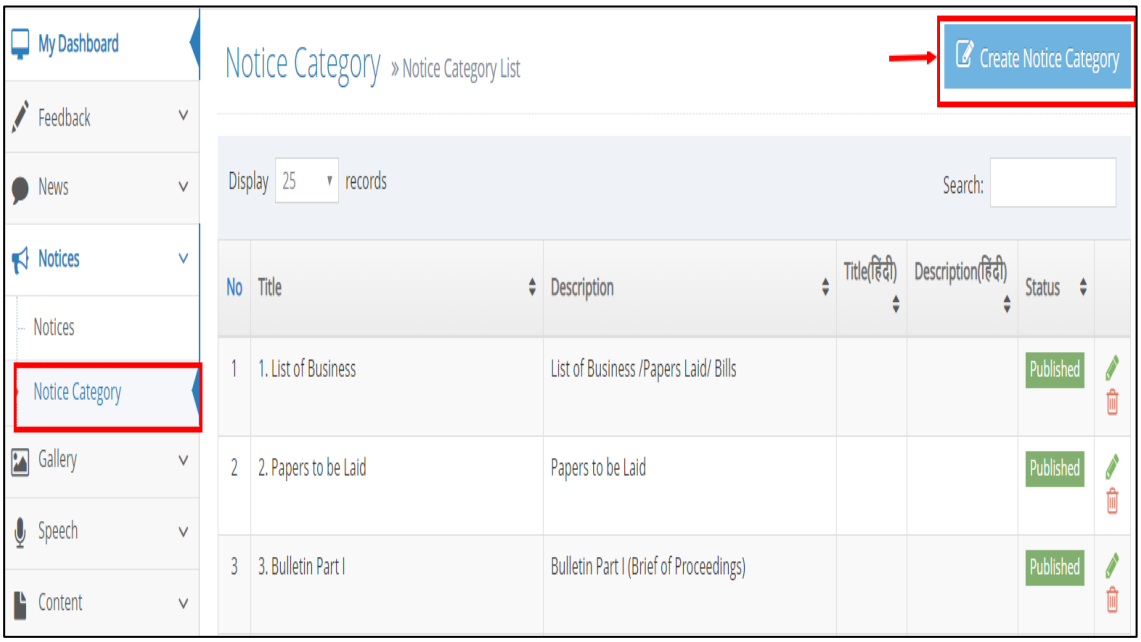


Figure 69: List of created Notice Categories

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

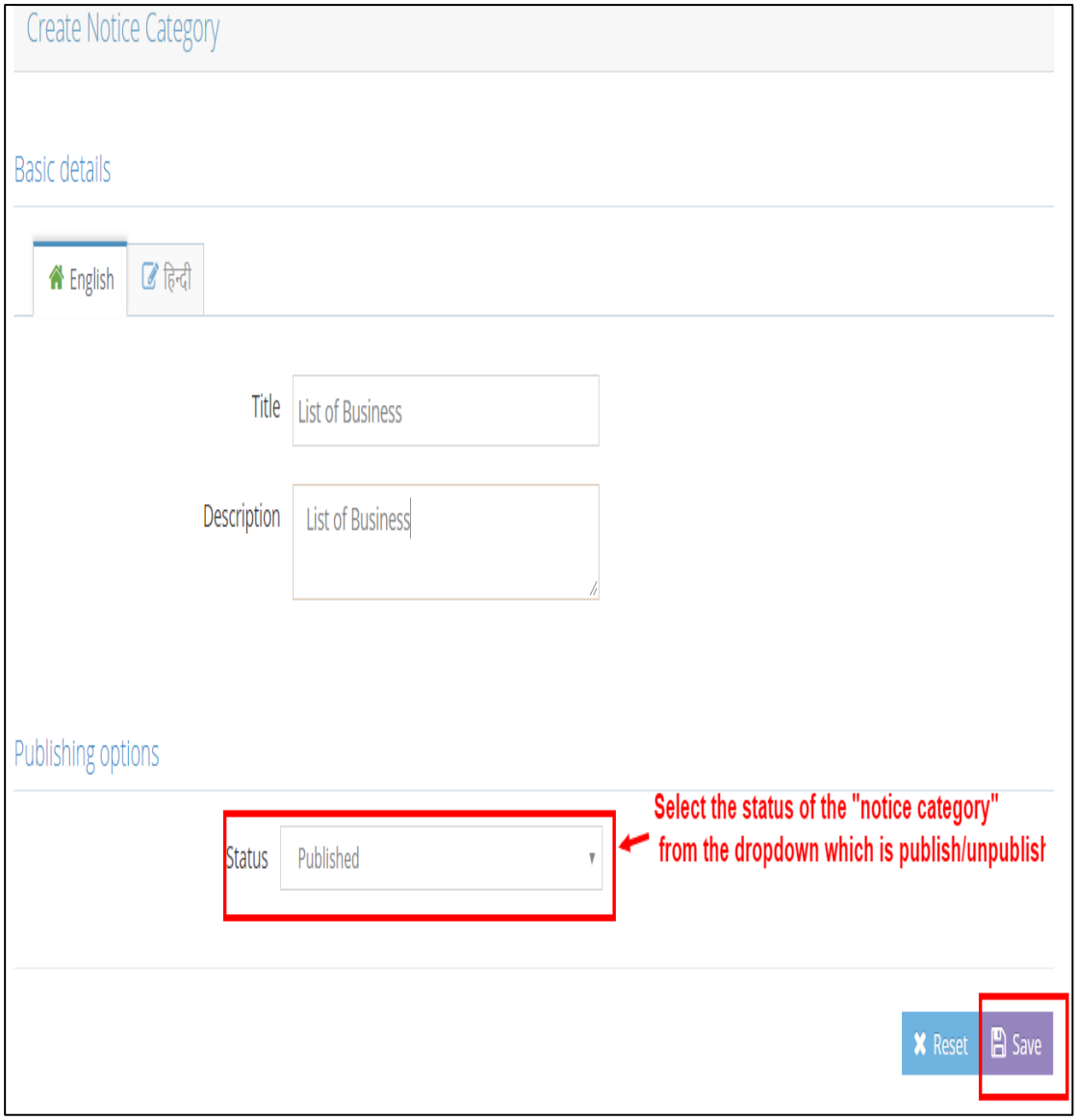


Figure 70: Form to create the Notice Category

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.

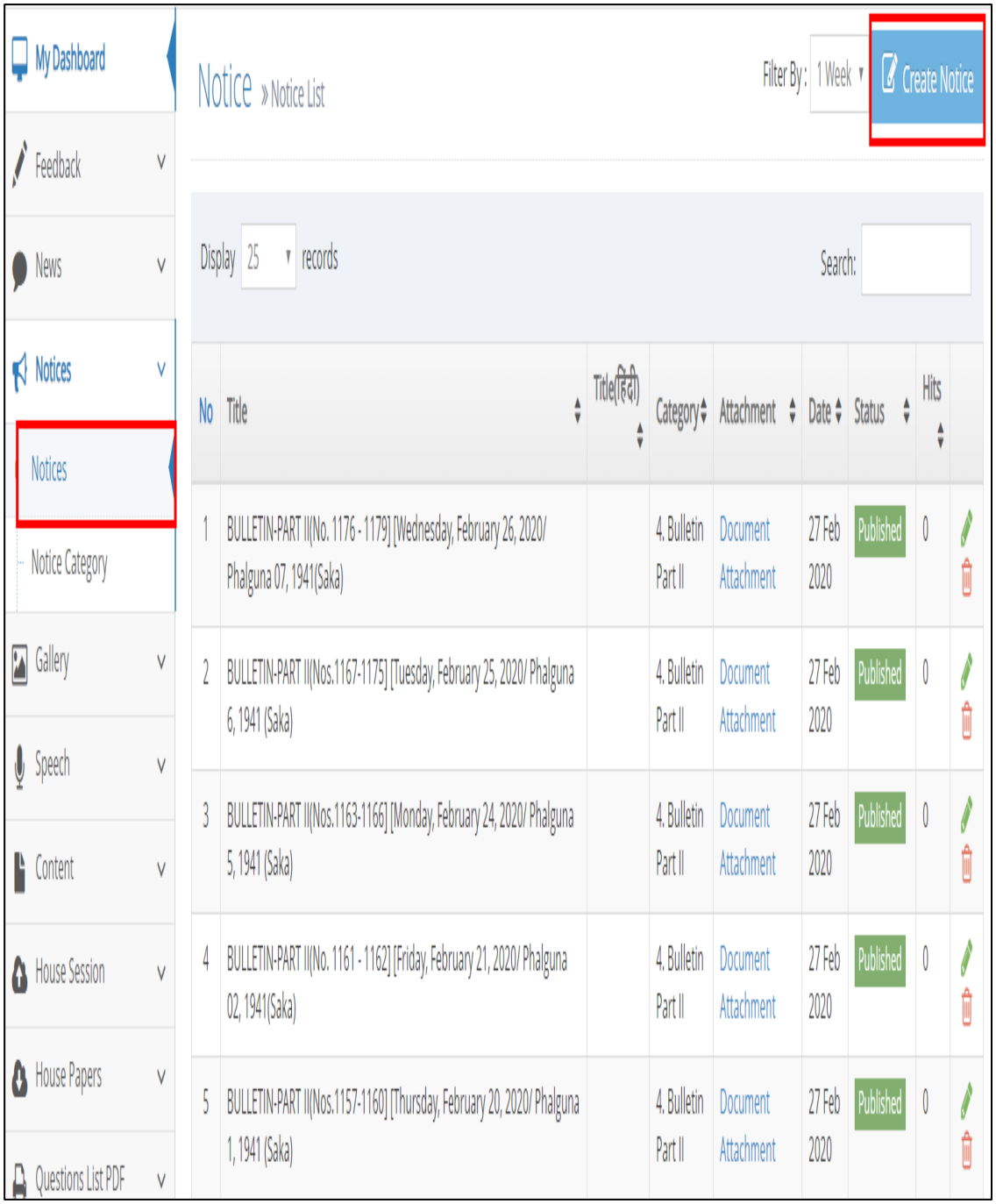


Figure 71: List of various Notices in the database

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

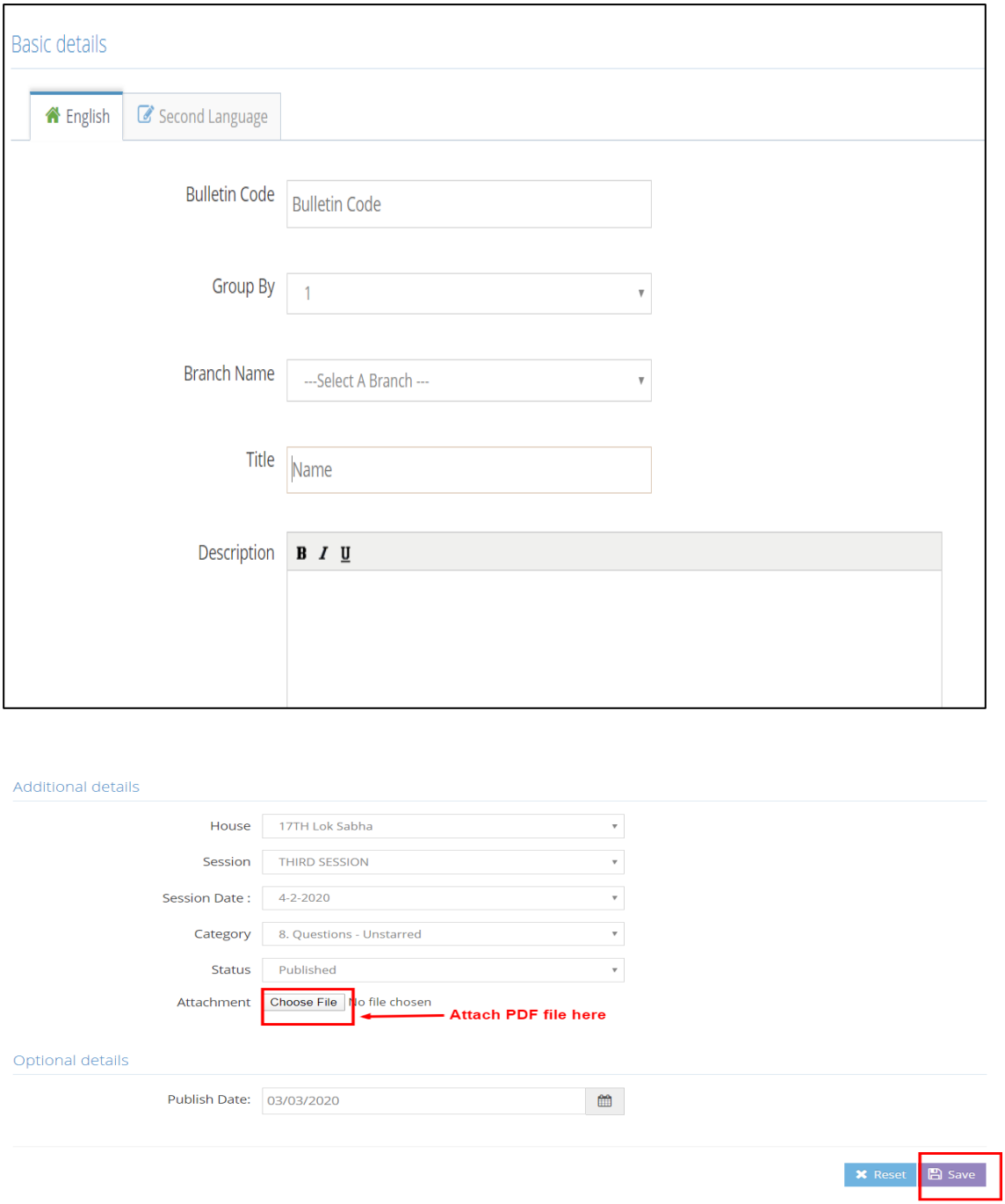


Figure 72: Form to create different types of Notices

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:-

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
NeVA CPMU Cell
109-110 Parliament House Annexe
Sansad Marg, New Delhi-110001
Email: helpdesk-neva@gov.in
Phone: 011-23034109