



GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS



National eVidhan Application

NeVA: *for Digital Legislatures*



PROJECT GUIDELINES

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Contents

| | |
|--|-----------|
| Part I –PROJECT OBJECTIVES AND GUIDING PRINCIPLES | 4 |
| 1. Introductions..... | 4 |
| 2.Mission..... | 5 |
| 3. Project Objectives | 5 |
| Part II – PROJECT SCOPE AND MANNER OF IMPLEMENTATION..... | 6 |
| 4. Scope of Project..... | 6 |
| 4a.Areas of Automation under e-Vidhan MMP | 7 |
| 5. MOU among Legislature, State/UT Government & Government of India | 8 |
| 6. Project Implementation..... | 8 |
| 6.1 For the houses that have some applications: | 9 |
| 6.2 NeVA Mobile App:..... | 9 |
| 7. Terms and Conditions for Release of Funds (Installments): | 9 |
| 8. Scrutiny of DPR, Project Formulation and SPMU cum NeVA Implementation Committee at State Level : | 10 |
| 8.1 Roles and Function:..... | 10 |
| 8.2 Composition: | 10 |
| 9. Approval of DPR at Central Level : | 11 |
| 10. Release of Funds to the State Government | 11 |
| 11. Manpower deployment | 11 |
| 12. Executing Authority | 12 |
| 13. Programme Management Units (PMUs)..... | 12 |
| 13.7 HIGHLEVEL APEX Committee for e-Governance & General Purpose:..... | 13 |
| 13.8 National Level Workshops/Seminars & Training for Capacity Building..... | 14 |
| 13.8.1 Regional Workshops: | 14 |
| 13.8.2Capacity Building / Training: | 15 |

| | |
|--|-----------|
| 13.9 Setting up of NeVA Seva Kendra(e-Learning cum e-Facilitation Centres): | 15 |
| 13.10 Audio Visual tools and training material | 15 |
| 13.11 Setting up - Mock Assembly at CPMU | 16 |
| 13.12 Procedure for procurement of Hardware, Software and Services for e-Vidhan | 16 |
| 13.13 AUDIT | 16 |
| 13.14 SUNSET CLAUSE | 16 |
| 13.15 REMOVAL OF DIFFICULTY | 17 |
| 14.Role of NIC for eVidhan MMP | 17 |
| 15. Role of NICS I for e-Vidhan MMP | 18 |
| 16 Funding for Procurement and Services through NIC/NICS I | 18 |

Part I –PROJECT OBJECTIVES AND GUIDING PRINCIPLES

1. Introduction

1.1 e-Vidhan is a Mission Mode Project (MMP) under the Digital India Programme. The Ministry of Parliamentary Affairs, Government of India is the Nodal Department for e-Vidhan MMP. e-Vidhan is to be implemented in all the States/UTs Legislative locations.

1.2 The “e-Vidhan – A Mission Mode Project for State Legislatures” outlines the potential areas of computerization, making the State Legislature Paperless by electronic laying of all the papers on the table of the House, design development and implementation of the standard National eVidhan Application (NeVA), e-Connectivity to all the State Government Departments, connectivity to National Informatics Centre Network/National Knowledge Network (NICNET/NKN) for NeVA deployment.

1.3 The Aims and Objectives of e-Vidhan MMP are electronic flow of information, laying of documents on the Table of the House and Electronic information exchange among all the stakeholders, thus to create paperless Legislatures in the country. This will also provide Data analytics, Information processing and analysis of the data of all the State Legislatures. The electronic delivery of services to its key stakeholder i.e., the Members of the State Legislatures is the one of the key mission of e-Vidhan MMP.

1.4 The e-Vidhan MMP envisages leveraging and utilizing the e-infrastructure namely National Cloud (Meghraj), State Wide Area Network (SWAN) / National Knowledge Network (NKN), Integrated Network Operation Centre (INOC) infrastructure for Network/Wifi management etc.

1.5 The e-Vidhan initiative is in line with the “Go green” initiative of the Government of India. This will have long impact on the environment as several thousand tons of papers will be saved annually, thus saving of lakh of trees.

1.6 The proposal includes setting up of a Central Project Monitoring Unit (CPMU) at Ministry of Parliamentary Affairs (MPA), New Delhi and State Project Monitoring Unit (SPMU) at each State Legislature, computer facilities and infrastructure in the Office of Hon’ble Speaker, Hon’ble Deputy Speaker, Secretary and senior officers, setting up of Local Area Network / Wide Area Network infrastructure, e-Mail / Internet empowerment / e-facilitation centers for Members, electronic laying of papers, creation of the dynamic web site of the State Legislative Assemblies / Legislative Councils, computerization of all the branches of the States/UTs Legislatures including Reporter’s Branch, Legislative Branch, Editing Branch, Question Branch, Committee Branches, Library reference services, Members Amenities and Service branch.

1.7 The standardized generic NeVA catering to the requirement of all the Houses shall be developed which will be bilingual (English & Hindi/ State language) and run as multi-tenancy application on National Cloud - Meghraj. The application may be customized as per the local requirements of the various States/UTs with Legislatures.

1.8 In addition, setting up of Video Conferencing Infrastructure, Digital Library for storing the past records in digital format shall be encouraged.

1.9 In order to provide assistance to the Members, a NeVA Seva Kendra (e-Facilitation Centre) will be setup at each location under the Secretary of respective House. For training program for Members of the States/UTs Legislature and various levels of officials of Legislative Assembly / Council Secretariat and other State Government Departments, NeVA Seva Kendra (NSK) will also serve as e-Learning Centre.

2.Mission

The mission of e-Vidhan MMP is to make all the States/UTs Legislatures as paperless legislatures, streamlining all the processes for information exchange with the different State Government Departments and to publish the contents on the public portal as it happens. It also aims to assist the Members of the States/UTs Legislatures to use the latest ICT tools for preparing themselves for participation in the legislative debates more effectively.

3. Project Objectives

The objectives of the e-Vidhan MMP are to ensure the following:

- ✓ The backend computerization of all the branches of the States/UTs Legislature Secretariats in order to ensure electronic flow and delivery of information / data to the Members of the States/UTs Legislatures and to interact with various State Government Departments.
- ✓ Efficient delivery of services with improved service levels by undertaking Business Process Reengineering (BPR) of identified services and their processes.
- ✓ Capacity building and Orientation Programme for the Members of the State Legislatures, officials of the respective States Legislatures Secretariats and other officials of the State Government Departments at NeVA Seva Kendra (e-Learning Centre) in all the States/UTs Legislature locations.
- ✓ Setting up of NeVA Seva Kendra (e-Facilitation Centre) in all the States/UTs Legislatures to assist the Members.
- ✓ Development of generic, multi-tenancy NeVA for hosting on the National Cloud (Meghraj).
- ✓ Delivery of public services (information dissemination) through the public portals and Dashboard to ensure reliability, efficiency, transparency and accountability of all Stakeholders
- ✓ To make citizen more informed & empowered with ultimate objective of bringing e-Democracy.

Part II – PROJECT SCOPE AND MANNER OF IMPLEMENTATION

4. Scope of Project

- ❖ The e-Vidhan MMP envisages centralized architecture at the National level with common application software for each of the identified services. The application software will be hosted on the National Cloud (Meghraj). Integration across States Legislatures would be enabled, through adherence to technical specifications and e-Governance standards.
- ❖ The key aspects of the project are Business Process Re-engineering (BPR) and creation of database as per e-Governance standards for the purposes of ensuring interoperability. BPR is intended to enable process simplification and significant value addition to Members and citizens.
- ❖ The NeVA aims to achieve the following goals :
 - To develop a generic NeVA.
 - To design and develop sharable databases which can be shared by different State Legislatures for better, efficient services to the members of the State Legislatures.
 - Digital Legislature: Installation of Touch Screen / Tablet devices in the House.
 - To provide One Tablet Device to each Members of State Legislatures (if not already provided/provisioned by the State Legislature)
 - One year Data Internet connection charges for the Members of State Legislatures may be made from the e-Vidhan Funds.
 - Business process reengineering for making the process e-enabled.
 - Providing ICT Infrastructure in all the branches of State Legislatures.
 - To setup robust Network Infrastructure facilities with backup for high speed LAN/WAN network, secured WIFI network, and other Network service for the use of Members of State Legislatures.
 - Standardization of procedure to receive all the information in electronic format from all the State Government Departments.
 - Setting up of NeVA Seva Kendra (e-Facilitation/e-Learning Centre) in each State Legislatures.
 - Setting up of Central Project Monitoring Unit (CPMU) at MoPA, New Delhi.
 - Setting up of State Project Monitoring Unit (SPMU) at each State Legislature.

- To deploy necessary Hardware/access devices in the House(s) for electronic delivery of Services such as electronic laying of all the reports/ documents and papers on the table of the House in e-book format.
- To provide standard electronic platform to all the State's Ministries/Departments for electronic information exchange with the Legislature Secretariats.
- To make all the applications user friendly and device independent in order to increase their usage by the various stakeholders.
- To make mobile friendly portals (bilingual) for all the State Legislatures.
- To develop easy to use Mobile Apps in order to access information/data immediately required to be accessed by the Members and other stakeholders.

a. Areas of Automation under e-Vidhan MMP –

National e-Vidhan Application (NeVA) will automate processes which are relevant for paperless functioning of House(s) and digital exchange of information. The following modules will be developed and implemented:

1. Digital Legislatures / Business Facilitation
2. Daily Business Papers (List of Business, Bulletins, Synopsis etc.)
3. Preparation of Verbatim by Reporters
4. Submission and processing of Questions and Notices of all types.
5. Laying of all the papers and reports in electronic form.
6. Computerization of Question Branch, Table Office, Legislative, Editorial and Synopsis Branch.
7. Bills Management System
8. Committees Management System
9. Assurances Management System
10. Member's portal
11. Members' Amenities
12. Web-casting

The latter /second phase of NeVA will improve upon the functions of the above areas of automation and among other things may include following:

1. Digital Archives
2. Library automation
3. Procurement & Store
4. e-Constituency
5. Grievances Redressal
6. Any other improvement as per specific need of a House

NeVA will continue to concentrate upon digitization of Houses and facilitating Hon'ble Members for easy and device agnostic access of information. Thus, NeVA shall exclude following transactional areas as detailed below:

1. Security operations of State Legislatures – No security related hardware, software, services can be procured using fund of e-Vidhan MMP.
2. Funds for e-Vidhan MMP cannot be used for ICT activities of the State Government Departments for this, fund is to be provided by the respective State Government.
3. e-Vidhan MMP funds cannot be utilized for providing Internet services to the Members of the State Legislatures at their residences.
4. No Physical Infrastructure assets like building etc. can be created using funds of e-Vidhan MMP.
5. e-Vidhan MMP shall be hosted at National Cloud - Meghraj along with DR site. Only mirror sites shall be created at State Data Centers/Local Data Centers.
6. Any other item of expenditure which may be provided from time to time.

5. MOU among Legislature, State/UT Government & Government of India

A Tripartite Agreement will be signed amongst Legislature, State Government and Government of India. The Format of MOU is Annexed.

6. Project Implementation

The success of the NeVA will solely depend upon the efforts put in by the State Legislatures and the State Govt. Departments.

All the State Legislatures, after signing of tripartite MoU, to prepare Detailed Project Report (DPR) and the GAP Analysis Report. (A sample template to be shared by the CPMU, NeVA). The existing functional Inventory of ICT equipments to be utilized suitably to avoid duplication & be made part of GAP Analysis Report.

Funding for the project will be provided by MOPA, Govt. of India in the following manner:

- i) For North-Eastern and Hilly States funding will be in the ratio of 90:10.
- ii) For Union Territories having Legislatures funding will be 100% by the Centre.
- iii) For all other States funding will be in the ratio of 60:40 i.e. (Central Share 60% and State Share 40%).

Notwithstanding anything containing anywhere, share of Central Government shall be limited to the sanctioned cost as approved by the competent authority and subject to proper utilization of fund released under the project.

Excess expenditure if any, due to time and cost overrun or otherwise shall be borne by the State Government. In no case permanent staff will be funded from the project.

On completion of project, all Assets and Liabilities shall be deemed to have been transferred to Executing Authority specified hereinafter.

Under this project, National e-Vidhan Application including Mobile App would be made available with necessary customization based on the best practices of Lok Sabha, Rajya Sabha, other legislative bodies and the successful experience of Himachal Pradesh.

6.1 For the Houses that have some applications:

Wherever the Houses have some digital application to manage the day-to-day legislative activities that is not compatible with NeVA, the respective state governments may make it compatible at their risk and cost so that the advantages of NeVA can be fully utilized. This would also enable them to preserve their legacy data.

Any expenditure so incurred after the issue of guidelines may be counted as the State's share. Houses would be encouraged to adopt NeVA and seamlessly integrated with their existing system.

6.2 NeVA Mobile App:

NeVA mobile APP will be made available for each House separately on Android and iOS platforms.

7. Terms and Conditions for Release of Funds (Installments):

1. 1st installment (upto 20% of the sanctioned project cost) will be released only after the approval of DPR by the NeVA Project Approval and Empowered Committee at Central Level subject to token budgetary provision/ undertaking of State's share.
 2. 2nd installment (upto 40%) will be released after Receipt of Utilization Certificate of 1st installment amount indicating the physical and financial progress of the scheme alongwith expenditure of matching contribution of State Government.
 3. 3rd installment (upto 20%) will be released after the receipt of utilization certificate of 2nd installment amount indicating the physical and financial progress of the scheme alongwith expenditure of matching contribution of State Government.
 4. Fourth and Final installment will be released on Project Completion Certificate and Financial Audit by competent authority.
- OR**
5. In case of States who are at advance stage of implementation of the project, one or more instalments specified above will be released simultaneously.
- OR**
6. The States, who bear their own expenses for want of central grant for rolling out the project, the requisite amount restricted to central share will be reimbursed in one instalment.

8. Scrutiny of DPR, Project Formulation and SPMU cum NeVA Implementation Committee at State Level:

8.1 Roles and Function:

Each House will prepare a Detailed Project Report (DPR) alongwith Gap Analysis of Information Technology Assets and manpower requirement. DPR so prepared shall not be directly submitted to MoPA except in the manner so prescribed.

DPR shall be scrutinized by IT Department / State Government in all respects including with reference to State share, support for manpower, operation and maintenance and redundancy management etc. Approval of DPR along with the project formulation and implementation would be undertaken by State level SPMU cum NeVA Implementation Committee with recommendation for funding by MoPA, GOI.

8.2 Composition:

The composition of the State Level SPMU cum NeVA Implementation Committee will be as follows:

| | | |
|--|---|------------------|
| 1. Secretary (State Legislature) | - | Chairman |
| 2. Secretary(IT) | - | Member |
| 3. Secretary (Finance Deptt.) | - | Member |
| 4. Secretary (Budget-line Nodal Deptt for State Legislature) | - | Member |
| 5. Secretary Parliamentary Affairs Deptt. | - | Member |
| 6. State Informatics Officer, NIC | - | Member |
| 7. Representative of NICS, if available at State Level | - | Member |
| 8. Joint Secretary/ Director/DS (State Legislature) | - | Member Secretary |
| 9. Any other person nominated by Chairman | - | Special Invitee |

Note:- Department Secretaries or their nominees not below the rank of Joint Secretary may be represented on the above Committee.

State Level SPMU cum NeVA Implementation Committee will review the financial and technical progress of the project from time to time and shall be responsible for following:

- Approval on the changes required in the State Legislature's Business Processes (BPR).
- Amendments, if any required in Act(s), Rules, and Regulations for implementation of NeVA in State Legislature.
- Maintenance and Replacement of ICT equipments on taking over the Project after completion.
- Laying down the respective duties and obligations of each entity including that of State Legislature Secretariats and other State Government Departments in respect of each service to be made available electronically.
- Approval on issuance of necessary government orders and notifications for enabling e-Vidhan MMP services.
- Recommendation on release of funds.
- Monthly review of the technical and financial progress of the project.
- Address any inter-Departmental issues, if required.
- Overall guidance and directions for speedy implementation of the e-Vidhan MMP in the State Legislature.
- Awareness / Media plan (Tag Line, Radio Jingle) / Audio & Video, TV Spots – English, Hindi and Regional Language
- Any other work assigned by competent authority.

9. Approval of DPR at Central Level:

9.1 After receipt of DPR duly recommended by the State Government following procedure will be adopted for technical scrutiny and financial appraisal.

9.2 Technical scrutiny of the DPR shall be done by National Informatics Centre (NIC) in all respect including the technical specification of various gadgets and equipments, their adequacy, redundancy etc. and report will be submitted to MoPA along with the recommendation(s).

9.3 Financial appraisal of the proposals will be done by Financial Advisor of MoPA with reference to matching provisions, procurement methods with reference to NeVA guidelines.

9.4 The Memorandum for approval of DPR of each House will be placed before Empowered Committee of NeVA for sanction along with the report of technical scrutiny and financial appraisal.

9.5 The composition of the NeVA Project Approval & Empowered Committee will be as follows:

| | | |
|--|---|------------------|
| 1. Secretary (MOPA) | - | Chairman |
| 2. Secretary MeitY or his nominee | - | Member |
| 3. Financial Advisor | - | Member |
| 4. DG/DDG, NIC | - | Member |
| 5. MD, NICS | - | Member |
| 6. Secretary of concerned State/UT Legislature | - | Member |
| 7. Secretary (IT) of concerned State/UT | - | Member |
| 8. Joint Secretary, MPA & Mission Leader | - | Member Secretary |
| 9. Any other person nominated by Chair | - | Special Invitee |

10. Release of Funds to the State Government

10.1 MOPA, Govt. of India shall release the funds to the respective State Government (Budget-line Nodal Department for State Legislature) for NeVA implementation. Nodal Department shall transfer the fund to the Executing Authority, NeVA along with matching State share.

10.2 The State government may release advance money for early implementation of the project which can be reimbursed as per sanction of MoPA, Government of India.

11. Manpower deployment

Manpower deployment & other infrastructure required at each State Legislature under the State share:

11.1 Each State Legislature could hire upto 20 or 30 manpower, as the case may be, to work on NeVA implementation as per details in Annexure-A. Manpower can be hired from GeM or NICS or in any other authorized manner as per the extant Rules.

11.2 Some or all the manpower so deployed could also be from the existing strength of the State Legislature (including non-technical Manpower). The upper ceiling of salary of the manpower so deployed from the existing strength is Rs.8 lakh per annum per manpower. The Salary of the identified deployed manpower will also be adjusted towards the State share (for a period of 36 months).

12. Executing Authority

12.1 The Secretary (State Legislature) will be the Executing Authority for NeVA in respective State Legislature.

12.2 The Executing Authority will be responsible for preparation of DPR including GAP analysis and submission of the same to MoPA after obtaining approval/recommendation of state level SPMU cum NeVA Implementation Committee.

12.3 The Executing Authority will be responsible for submitting claims for financial releases along with utilization certificates and receipt and use of matching State share.

12.4 The Executing Authority will be responsible for setting up of a NeVA Seva Kendra and deployment of manpower etc.

12.5 The Executing Authority shall be responsible for procurement of Hardware, various gadgets and equipment with atleast three years warranty by following the prescribed procurement procedure as per applicable rules, including inventory management and record keeping. If a particular vendor provides a warranty of more than three or higher number of years (say 5 years) without any additional cost, then all other things being equal, procurement from such vendors may be preferred.

12.6 The Executing Authority shall be responsible for sharing of information including pace and progress of implementation to MoPA and State government periodically.

12.7 The Executing Authority shall submit monthly/quarterly/annual report of physical and financial progress of NeVA as may be prescribed by State government/ MoPA.

12.8 The Executing Authority shall be responsible for all other works/ tasks as may be necessary for smooth and timely implementation of the project.

Part III–INSTITUTIONAL MECHANISM - PROJECT MANAGEMENT & MONITORING

13. Program Management Units (PMUs)

13.1 Project Management Units (PMUs) are to be set up at the Central Level and each State Legislature Levels to enable implementation of the project in a time bound manner.

13.2 The Central Project Management Unit (CPMU) would be responsible for preparing the guidelines, processes and templates for the national rollout. It will also monitor implementation of the e-Vidhan MMP, execution of which will be carried out by the respective State Legislature in association with State NIC.

13.3 The State Level SPMU cum NeVA Implementation Committee, the composition of which indicated in para 8.2 will oversee the implementation in respective State Legislature. It will also coordinate with the State Government Departments for the implementation of e-Vidhan MMPs.

13.4 State Level Implementation Committee will also be responsible for smooth operations & maintenance during post implementation as well.

13.5 The composition of the Central Project Management Unit (CPMU) of NeVA will be as follows:

1. Joint Secretary, Ministry of Parliamentary Affairs – Mission Leader (Chairman)
2. Financial Advisor or his representative - Member
3. DG NIC or her representative - Member
4. Joint Secretary (e-Gov), MeitY, GoI or his representative - Member
5. MD NICS I or his representative - Member
6. Project Leader, NeVA, NIC - Member
7. Project Director, NeVA, NIC - Member Secretary
8. Any other person nominated by Chair - Special Invitee

13.6 The CPMU of NeVA will review the financial and technical progress of the project from time to time and shall be responsible for the following:

- To assess the progress of work on the project and to advise the project execution team on new directions / approach and ensure its smoother progress and link-up with the work going on elsewhere in any other State legislature in the country for full utilization of the capabilities available.
- To examine specific request from State Legislature regarding changes in sanctions and to make recommendations thereon for consideration by the Empowered Committee.
- To ensure advance action regarding completion of the project, establishment of facilities, its utilization and transfer of know how etc. for successful replication.
- Review the deliverables of the agencies involved and amends the deliverables of required keeping in view the project objective.
- For the wider publicity of the e-Vidhan MMP and its benefits, the CPMU would make plan for electronic and print media.
- Awareness / Media plan (Tag Line, Radio Jingle) / Audio & Video, TV Spots – English, Hindi and Regional Language
- Any other work assigned by the competent authority viz. Secretary, MoPA.

13.7 HIGHLEVEL APEX Committee for e-Governance & General Purpose:

A High Level Apex Committee may be constituted comprising of Hon'ble Members of State Legislatures under the Chairmanship of Hon'ble Speaker/Chairman for monitoring the NeVA project and other e-Governance issues in the State.

The composition of the House Committee of NeVA will be as follows:

- | | |
|---|--------------------|
| 1. Hon'ble Speaker/Dy. Speaker Chairman/Dy. Chairman - Chairman | |
| 2. Member State Legislature – 1 | - Member |
| 3. Member State Legislature – 2 | - Member |
| 4. Member State Legislature – 3 | - Member |
| 5. Member State Legislature – 4 | - Member |
| 6. Member State Legislature – 5 | - Member |
| 7. Member State Legislature – 6 | - Member |
| 8. Member State Legislature – 7 | - Member |
| 9. Secretary in Charge (e-Governance/IT) | - Member |
| 10. Secretary, State Legislature | - Member Secretary |

The role and responsibilities of Committee are following:

- To review the progress of implementation of NeVA in the State Legislature.
- To recommend the changes in Rules and Procedure, if any required for implementation of NeVA in State Legislature.
- To discuss and suggest overcoming the issues being faced by various State Government Departments in transferring electronic documents using NeVA.
- To make Framework for Capacity Building/Training on NeVA for Members of State Legislatures, Officials of State Legislatures and State Government Departments.
- Awareness generation and Media plan

13.8 National Level Workshops/Seminars & Training for Capacity Building

13.8.1 Regional Workshops:

Regional workshops with Concerned State Legislature Secretary will be arranged for the Members of State Legislatures of that Region. Following Workshops would be conducted:

1. Northern Region(Jammu & Kashmir, Himachal Pradesh, Punjab, Haryana, Delhi, Madhya Pradesh, Chhattisgarh, Uttar Pradesh, Uttarakhand) – Workshop would be conducted at Chandigarh/Delhi or any other suitable place.
2. Eastern Region (West Bengal, Bihar, Odissa, Jharkhand) – Workshop would be conducted at Kolkata/Bhubaneswar or any other suitable place.
3. Western Region (Maharashtra, Gujarat, Rajasthan, Goa) – Workshop would be conducted at Mumbai or any other suitable place.
4. Southern Region (Andhra Pradesh, Telangana, Tamilnadu, Karnataka, Kerala, Puducherry) – Workshop would be conducted at Hyderabad/Bengaluru or any other suitable place.
5. North Eastern Region (Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura) – Workshop would be conducted at Guwahati/Shillong or any other suitable place.

OR

6. Alternatively workshops could also be arranged for one or two Legislatures at their own places also.

13.8 .2Capacity Building / Training:

Capacity building initiatives would help to improve the competencies of the Members of the States/UTs Legislatures, officials of the Legislature Secretariat and State Government Departments that would participate in the implementation of the NeVA project.

The following tasks will be carried out in order to achieve the objective of training and capacity building by CPMU in consultation with respective SPMU:

- ❖ Assess the capacities in terms of number of people required at each level, skill sets required for each role;
- ❖ Assess the gap in capacity building infrastructure and skills;
- ❖ Develop well planned, sustainable and integrated strategies for capacity building;
- ❖ Assess the training needs for each level of users;
- ❖ Define the training plan in terms of curriculum (outlines), duration, entry and exit criteria for each phase of training, training models for each component of training (instructor based, Computer Based Training (CBT), user manuals etc.);
- ❖ Define performance measures for each role and framework for monitoring;
- ❖ Design the Change Management Strategy;
- ❖ Design the Communication and Awareness Strategy.

13.9 Setting up of NeVA Seva Kendra(e-Learning cum e-Facilitation Centres):

In order to provide orientation to all the Members of the State Legislature, officials of the State Legislature Secretariat and Officials of State Government Departments a NeVA Seva Kendra (e-Learning cum e-Facilitation Centre) will be setup in each state Legislature. Regular training programme on various modules of NeVA would be conducted.

13.10 Audio Visual tools and training material

The state of the art NeVA Seva Kendra (e-Learning cum e-Facilitation Centre) will have all modern computer based teaching aids as well as Video-conferencing facility for remote learning. Audio Video training modules would be developed for training on e-Vidhan MMP. Training material will be developed by CPMU in English, Hindi as well as in Regional Languages.

13.11 Setting up - Mock Assembly at CPMU

It is proposed to setup a Mock State e-Legislature using the existing infrastructure in order to arrange trainings courses on NeVA for the Members/Officials of all the State Legislatures, State Government Departments and to showcase the NeVA to the International Delegates visiting India. CPMU, NeVA shall arrange and organize Training Courses at State Legislature Location also.

13.12 Procedure for procurement of Hardware, Software and Services for e-Vidhan

The Secretary of the State Legislatures shall be the Executing Authority. MOPA shall release the fund to the Nodal Department of the State Government and the Nodal Department shall transfer the fund to the Executing Authority alongwith State's share.

For smooth implementation, State Government may release funds, including its share, in advance to expedite the project and may claim the reimbursement.

After the project has been approved and Financial/Technical sanction has been accorded, the Executing Authority would invite open Tenders. The well-established procedure of Tendering through competitive bidding would be followed for all the procurements in conformity to the procedures as laid down under General Financial Rules (GFR), 2017 and Departmental instructions issued from time to time.

All Tender notices are required to be given wide publicity through print and electronic media including through NeVA National Portal.

All those items/ services, which are available on GeM platform, may be procured through it.

However, State Government/State Legislatures may, if desires so, follow their own established rules and procedures for procurement.

In case, there is a change in the scope of work or quantities, prior approval of the State / Central level committees shall be obtained.

13.13 AUDIT & EVALUATION

The NeVA Project is subject to Audit by competent authority of State / Central Government. Project would also be subjected to mid term review and end term evaluation by CPMU.

13.14 SUNSET CLAUSE

The NeVA will be supported for a period of 36 months from the date it goes live. All efforts would be made to complete the Project in the defined Time Line. After a period of 3 years, NeVA infrastructure including Hardware created under the project in State Legislature will be owned up by them & they will be solely responsibility for its maintenance/ replacement from their own resources. Government of India shall only bear the cost of maintenance/ upgradation of NeVA suite by CPMU, Cloud Hosting Services of NIC, Publicity and Capacity Building needs.

13.15 REMOVAL OF DIFFICULTY

It shall be responsibilities of MOPA to resolve any dispute arising out of implementation of NeVA including guidelines and instructions issued from time to time and decision of Secretary, MoPA shall be final and binding on parties.

Part IV–ROLE OF NIC/NICSI FOR E-VIDHAN MMP

14. Role of NIC for e-Vidhan MMP

NIC will be the Technology Partner for e-Vidhan MMP. Technical support will be provided by NIC to the e-Vidhan MMP, as it has required expertise in the field & has successfully implemented e-Vidhan project in Himachal Pradesh Vidhan Sabha.

1. Development of National eVidhan Application (NeVA)

NIC will be responsible for development of NeVA, based on the HP e-Vidhan Project. For this purpose NIC shall form a NeVA Project team.

2. NeVA Implementation and Support Services at State Level

At each State Level, a NeVA Implementation and Support Services Committee may be formed under the Chairmanship of State Informatics Officer (SIO) to provide all technical support and services required to the State Legislature and other State Government Departments. One officer of NIC State Centre will be designated as NeVA Co-coordinator to coordinate all the activities of NeVA Implementation.

3. NeVA Cloud Hosting and DR Site

NeVA for all States will be hosted at National Cloud (Meghraj) and NIC will be responsible for the hosting services. Also Live DR Site will be maintained at any other NIC Data Centre Location. Funding for Hardware, Software, Manpower and Cloud hosting services shall be provided by MOPA under the e-Vidhan MMP.

4. NeVA Hosting at State Level

Support for NeVA Hosting at NIC Data Centre at State/ State Data Centre/ Local Data Centre shall be provided by the respective State NIC Centre. Such local hosting shall be mirror of National Cloud hosting to make it a full proof system.

5. High Speed NICNET Connectivity

NIC shall Provide High Speed NICNET Connectivity for the smooth and un-interrupted NeVA operation to all the State Legislatures Locations in the Country. Funds for High speed NICNET connectivity shall be provided under e-Vidhan MMP fund.

6. Web Casting Services (Optional)

To make provision of Web Casting of House Proceedings, subject to the Rules of the House and decided so by the Presiding Officer, NIC shall setup Web casting Infrastructure in the State Legislature and shall ensure un-interrupted Webcast from the State Legislature Locations. Content Delivery Network (CDN) may be used for Webcasting of the House proceedings. All the required funds for webcasting infrastructure and services shall be provided under e-Vidhan MMP fund.

7. IPR of NeVA

MoPA shall have exclusive non-tradable Intellectual Property Right (IPR) of NeVA in perpetuity through NIC.

15. Role of NICS I for e-Vidhan MMP

1. The NICS I will be the implementing agency for development of NeVA as they have successfully implemented e-Vidhan project at Himachal Pradesh Vidhan Sabha.
2. NICS I will procure various items including manpower required for NeVA Implementation in the interested State Legislatures through tender process and empanel the vendors for the same.
3. The NICS I will nominate one exclusive officer (DGM or above) at New Delhi as a NICS I Coordinator for successful implementation of NeVA.
4. All NIC State Coordinators will submit the bills, if any, to the respective Executing Authority after due verification.

16 Funding for Procurement and Services through NIC/NICS I

For all the procurement of Hardware, Software, Services, etc. through NIC/NICS I, if adopted, funds will be provided from e-Vidhan MMP by Ministry of Parliamentary Affairs, Government of India directly.

NeVA at a Glance:

1. Software

- a. NeVA as a Core Application will be developed by CPMU with the support of NIC/NICSI
- b. CPMU for development of Core Application, e-Learning Materials, Procurement of necessary Additional Software(AS)/Operating System(OS) /Operations & Maintenance (O&M).
- c. Capacity Building of Nodal Officers.

2. Hardware

- a. Hardware for Cloud Hosting including AS/OS and Computers for CPMU to be procured by MoPA.
- b. Hardware for State Legislatures including AS/OS/O&M by State Executing Authority.
- c. Touch enabled Devices for Members and other Stakeholders with necessary AS/OS.
- d. Establishment of NeVA Seva Kendra (e-Learning cum e-Facilitation Centre).
- e. Establishment of SPMU by State Legislature.
- f. Webcasting infrastructure at the State Legislature (Optional).
- g. VC facility at the State Legislature / SPMU
- h. VC facility at Raj Bhawan(if required)
- i. VC facility at CPMU

3. Capacity Building

- a. Capacity Building of staff deployed by State Legislatures for NeVA including e-Facilitation Centre by CPMU, NeVA.
- b. Appreciation Programmes for Members of Legislatures by CPMU.
- c. Capacity Building of Nodal Officers by CPMU.
- d. Exposure Visit and KMS/Digital Library by CPMU/SPMU.

4. Funding

- a. MOPA on the pattern of Centrally Sponsored Scheme with State's Share as prescribed.
- b. Guidelines procedures etc.

5. Information Education & Communication (IEC)

- a. Associate NFDC/RS TV and LS TV for development of information, education and communication(IEC) material (Content and Propagation)
- b. Workshops/Seminars/Exposure Visits.
- c. Media

6. Manpower

For CPMU – through NICSI/ GeM by MoPA and for SPMU State government may adopt their own established hiring procedures for IT projects.

NeVA MMP Manpower Details having membership <=100 (For 22 State Legislatures)

| S. No. | Manpower Category | Numbers | Rate per month+GST | Cost per Month | Cost per Year | Cost for 3 Years |
|--------|---------------------------------------|-----------|--------------------|----------------|--------------------|------------------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 1 | Web Administrator | 1 | 50000 | 59,000 | 7,08,000 | 2124000 |
| 2 | Data Base Administrator | 1 | 50000 | 59,000 | 7,08,000 | 2124000 |
| 3 | Senior Technical Support Professional | 3 | 45000 | 1,59,300 | 19,11,600 | 5734800 |
| 4 | Operation Manager | 1 | 45000 | 53,100 | 6,37,200 | 1911600 |
| 5 | Operation Assistant | 5 | 30000 | 1,77,000 | 21,24,000 | 6372000 |
| 6 | Network Operation Professional | 2 | 25000 | 59,000 | 7,08,000 | 2124000 |
| 7 | Technical Trainers | 2 | 50000 | 1,18,000 | 14,16,000 | 4248000 |
| 8 | Technical Support Professionals | 5 | 30000 | 1,77,000 | 21,24,000 | 6372000 |
| | Total | 20 | 325000 | 861400 | 1,03,36,800 | 31010400 |

Approx 3.10 Crore

NeVA MMP Manpower Details having membership > 100 (For 15 State Legislatures)

| S. No. | Manpower Category | Numbers | Rate per month+GST | Cost per Month | Cost per Year | Cost for 3 Years |
|--------|---------------------------------------|-----------|--------------------|----------------|--------------------|------------------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 1 | Web Administrator | 1 | 50000 | 59,000 | 7,08,000 | 2124000 |
| 2 | Data Base Administrator | 1 | 50000 | 59,000 | 7,08,000 | 2124000 |
| 3 | Senior Technical Support Professional | 6 | 45000 | 3,18,600 | 38,23,200 | 11469600 |
| 4 | Operation Manager | 1 | 45000 | 53,100 | 6,37,200 | 1911600 |
| 5 | Operation Assistant | 5 | 30000 | 1,77,000 | 21,24,000 | 6372000 |
| 6 | Network Operation Professional | 5 | 25000 | 1,47,500 | 17,70,000 | 5310000 |
| 7 | Technical Trainers | 3 | 50000 | 1,77,000 | 21,24,000 | 6372000 |
| 8 | Technical Support Professionals | 8 | 30000 | 2,83,200 | 33,98,400 | 10195200 |
| | Total | 30 | 325000 | 1274400 | 1,52,92,800 | 45878400 |

Approx 4.59 Crore

Qualification & Experience Details of hired manpower for NeVA project by SPMU:-

| S. No. | Manpower Category | Minimum Qualification | Minimum Experience (In years) |
|--------|---------------------------------------|-----------------------|-------------------------------|
| 1. | Web Administrator | B. Tech. / M.C.A. | 6 |
| 2. | Data Base Administrator | B. Tech. / M.C.A. | 6 |
| 3. | Senior Technical Support Professional | B. Tech. / M.C.A. | 5 |
| 4. | Operation Manager | B. Tech. / M.C.A. | 5 |
| 5. | Operation Assistant | B. Tech. / M.C.A. | 3 |
| 6. | Network Operation Professionals | B. Tech. / M.C.A. | 2 |
| 7. | Technical Trainers | B. Tech. / M.C.A. | 6 |
| 8. | Technical Support Professionals | B. Tech. / M.C.A. | 3 |