



Training on

National eVidhan Application

One Nation
ne Application

1st Level Training

- Master Data
- Contents in Public Website

2nd Level Training

(Workflow & Role-based Modules)

- Question/Notices Processing
- Replies & Papers for Laying from Departments

3rd Level Training

(For Government Ministries/Departments)

- Sending Replies & Papers Online for Laying in the House
- Sending Replies to the House Committees

4th Level Training

(Paperless working)

- **House** (*Business Controller Module, Laying using e-Book, e-Voting Module, Discussion Time MIS, e-Messages, House Monitoring*)
- **House Committees** (*Audit Paras, Assurances & Questionnaire, Online Review, Recording Verbatim, Committee Reports*)

5th Level Training

- Reporter Module
- Digitization of Previous Records

1st Level Training

a) Master Data Updation: Login -SuperAdmin

**Not to be updated by State*

Main Menu	Sub-Menu	Description
House Details	Session Type*	<i>Type of the Session</i>
	Events*	<i>Name of the Events of the House</i>
	Sub Events*	<i>Name of the Sub Events</i>
	House	<i>Name of the House</i>
	Session	<i>Name of the Session</i>
	Session Date	<i>Dates of the Session</i>
Location Directory	State*	<i>Name of the States</i>
	District	<i>Name of the Districts of the State</i>
	Constituency	<i>Name of the Constituency of the Member</i>
	Constituency Category*	<i>Name of the Categories of the Constituency</i>
Member Details	Member Designation*	<i>Name of the designation of the Members</i>
	Member Qualifications*	<i>List of the Educational & Professional Qualifications</i>
	Party*	<i>Name of the Political parties</i>
	Members	<i>Details of Members</i>
	Member House	<i>Mapping of the Member's details</i>
Minister Details	Ministry	<i>Name of the Ministry</i>
	Ministry Ministers	<i>Mapping of the Ministers with respective Ministry</i>
	Ministry Departments	<i>Mapping of Ministry with respective departments</i>
Department	Department Details	<i>Name of the Departments</i>
Site Settings	Old session	<i>Value of the Current Session</i>
	Previous Session	<i>Value of the Previous Session</i>
	Previous House	<i>Value of the Previous House</i>
	Session	<i>Value of the Current Session</i>
	House	<i>Value of the Current House</i>
	Default Session Date	<i>The date which is to be displayed in Current Session related area in Public Website</i>

b) Contents in Public Website:

Login- admin

Main Menu	Sub-Menu	Description
Content	Historical Background	<i>Historical Background of the Legislative House</i>
	Legislature Secretariat	<i>Information related to the Legislature Secretariat</i>
	Committee System	<i>About the Committee System</i>
	House Committee	<i>About the House Committee</i>
	Committee Notification	<i>About the Committee Notification</i>
	Right to Information	<i>About the RTI</i>
	Parliamentary Secretaries	<i>About the Parliamentary Secretaries</i>
	Amenities to Members	<i>About the Amenities to Members</i>
Rules of House	Rules and Directions	<i>Rules and Directions of the Legislative House</i>
House Session	Documents	<i>Provisional Calendar</i>
		<i>Rotation of Ministers</i>
		<i>List of Business</i>
		<i>Starred Question</i>
		<i>UnStarred Questions</i>
		<i>Brief of Proceeding</i>
		<i>House Proceeding</i>
		<i>Postponed Starred Questions</i>
<i>Postponed Unstarred Questions</i>		
Member Details	Members	<i>Details of Members</i>
	Member House	<i>Mapping of the Member's details</i>
Minister Details	Ministry	<i>Name of the Ministry</i>
	Rotation of Ministers	<i>The days fixed for the Ministers for the House</i>
Notices Board	Notices	<i>Tenders/Auctions</i>
		<i>Session Notices</i>
		<i>Notifications</i>
		<i>Awards</i>
	Notice Category	<i>Name of the Categories for the Notices</i>
Press Releases	News List	<i>Display the list of the News</i>
	News Category	<i>Name of the Categories for the News</i>

<i>Image Gallery</i>	<i>Image Slider</i>	<i>Displays the Images as Slider</i>
	<i>Album Category</i>	<i>Name of the categories for the Albums</i>
	<i>Album Gallery</i>	<i>Name of the Albums</i>
	<i>Gallery List</i>	<i>Images in the Albums</i>
<i>Contacts Groups</i>	<i>Contact Groups(Generic Contact Groups)</i>	<i>Name of the Generic Contact Groups</i>
	<i>Contact Group members(Generic Group members)</i>	<i>Phone numbers of Generic Group Members</i>
<i>Feedback</i>	<i>HelpDesk</i>	<i>List of the User Manuals</i>
	<i>FAQ</i>	<i>Frequently Asked Questions & their Replies</i>

2nd Level Training

a) **User Registration:** (*For Registration of the Users in NeVA*)

b) **Access Control:**

Login -*Aadhar Id of Nodal Officers in each Ministry/Department*

Main Menu	Sub-Menu	Description
<i>User Access Control</i>	<i>Pending Request</i>	<i>List of Pending Requests related to Role-based Modules</i>
	<i>Accepted Request</i>	<i>List of Accepted Requests related to Role-based Modules</i>
	<i>Rejected Request</i>	<i>List of Rejected Requests related to Role-based Modules</i>

c) **Workflow & Role-based Modules:**

Login: *Aadhar Id of the concerned User*

Software Modules	Users	Sub-Modules
Questions /Notices processing		
<i>Questions & Notices</i>	<i>Hon'ble MLAs</i>	<i>Submitting Questions</i>
		<i>Submitting Notices</i>
		<i>Viewing Status of their Questions & Notices</i>
<i>Processing of Questions & Notices</i>	<i>Employees of House Secretariat</i>	<i>Keying the manual Questions and Notices in the e-Vidhan System</i>
		<i>Bracketing , Clubbing and Postponing of questions</i>
		<i>Fixing Date of Questions and Notices</i>
		<i>Approving Questions and Notices by the House for showing/reflecting in the respective dashboards of the concerned ministries/departments</i>
		<i>Generating e-Book for List of Business of the day and linking the various documents received online from ministries/departments</i>
		<i>Generating e-Book for Questions and Replies fixed for the day</i>

Replies & Other Papers for Laying from Departments

<i>Laying in the Assembly House</i>	<i>Ministers & MLAs</i>	<i>Laying the documents of the List of Business and Replies of the Questions using e-Book on the touch screen installed on the table of the each member</i>
		<i>Auto publishing the documents and replies after laying in the House on the Public Website</i>
<i>e-LOB & Others</i>	<i>Employees of House Secretariat</i>	<i>Creating List of Business</i>
		<i>Linking various documents such as Bills, Annual Reports, Administrative Reports etc.</i>
		<i>Publishing List of Business</i>
		<i>Provisional Calendar</i>
		<i>Rotation of Minister</i>
		<i>e-Bulletins</i>
		<i>e-Notices etc.</i>

3rd Level Training

(For Government Ministries/Departments)

Software Modules	Users	Sub-Modules
a) Sending Replies & Papers Online for Laying in the House		
<i>Replies & Other Papers</i>	<i>Government Departments</i>	<i>Submitting the Reply of Questions</i>
		<i>Submitting the Reply of Notices</i>
		<i>Submitting the Bills for Introduction/Amendment</i>
		<i>Submitting other papers such as Annual/Audit Reports, R&P Rules etc</i>
b) Sending Replies to the House Committees		
<i>Replies (Audit Paras, Assurances & Questionnaire)</i>	<i>Government Departments</i>	<i>Submitting Replies of the Questionnaire</i>
		<i>Submitting replies on Audit Paras</i>
		<i>Submitting action taken report on Audit Paras, Assurances and Subjects</i>

4th Level Training

(Paperless Working)

Software Modules	Users	Sub-Modules
a) Paperless Working of the House		
<i>Touch Screen Based House MIS</i>	<i>Hon'ble MLAs</i>	<i>House Business Controller Module</i>
		<i>Laying using e-Book and Auto-Publishing</i>
		<i>e-Voting Module</i>
		<i>Discussion Time MIS</i>
		<i>e-Messages</i>
		<i>House Monitoring</i>
b) Paperless House Committees		
<i>Audit Paras, Assurances & Questionnaire</i>	<i>Officers of the House Committees</i>	<i>Seeking replies on Audit Paras</i>
		<i>Forwarding Assurances for Action taken</i>
		<i>Forwarding Questionnaire for Reply</i>
<i>Online Review</i>	<i>Hon'ble members of the House Committees</i>	<i>Online Review of the agenda items and related documents submitting by the government departments during the monthly meetings in the Hi-Tech Committee Rooms</i>
<i>Recording Verbatim</i>	<i>Reporters of House Secretariat</i>	<i>Keying the proceedings of the House Committees during monthly meetings and adding Meta data</i>
		<i>Audio/Video recording of the House Committees</i>
<i>Committee Reports</i>	<i>Officers of the House Committees</i>	<i>Submitting the Committee Reports for laying in the House</i>

5th Level Training

Software Modules	Users	Sub-Modules
a) Reporter Module		
House Sessions: Reporter Module	Reporters of House Secretariat	<i>Keying the proceedings of the House as per the time slot allotted to the reporters of the Legislative Assembly</i>
		<i>Auto cutting of audio/video clips as per time slot</i>
		<i>Rewinding/playing the audio/video in real time by the reporters</i>
Committee Meetings: Recording Verbatim	Reporters of House Secretariat	<i>Keying the proceedings of the House Committees during monthly meetings and adding Meta data</i>
b) Digitization of Previous Records		
Digitization	Legislation Branch	<p><i>Digitizing the previous records of the House Secretariat and keying the meta data for searching and retrieving the particular pages or complete documents in the following sections :-</i></p> <ul style="list-style-type: none"> • <i>Proceedings of the House</i> • <i>Replies of the Questions</i> • <i>Replies of the Notices</i> • <i>Supplementary Questions</i> • <i>Bills introduced/assented</i> • <i>Committee Reports</i> • <i>Other papers (administrative reports, audit reports etc.)</i> • <i>Speeches of the Members in the House</i> • <i>Replies by the Ministers in the House</i> • <i>Speeches of the special Dignitaries</i>