



e-Vidhan

Entry Pass for Individuals And Vehicles Module

User Manual Version 1.0

Himachal Pradesh Vidhan Sabha

Shimla



Introduction

The Entry Pass module of the e-Vidhan application is used for Access Pass creation, verification and report generation of the passes. The Entry Pass module available for the Department, Ministers, Journalists and Receptionist to submit request in the system for Individual/ Vehicle passes for the Vidhan Sabha Secretariat.

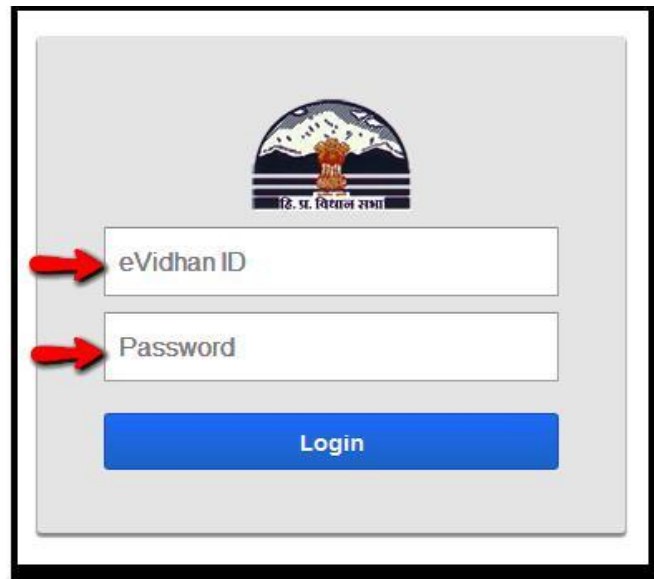
Who should use this manual?

The user manual is use to specify the task, how to create different passes and what is procedure to the create pass.

Logging in to the eVidhan Application

To login to the dashboard, the employee of the Vidhan Sabha has to open the e- Vidhan website at web address "<https://secure.evidhan.nic.in>".

The following login screen appears:



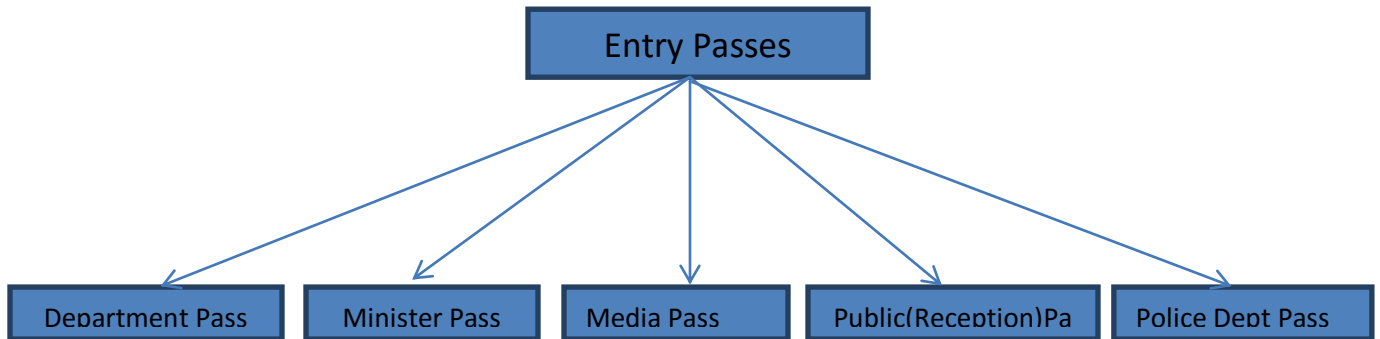
The image shows a login interface for the eVidhan application. At the top center is the logo of the Vidhan Sabha, which includes a map of India and the text 'वि. स. विधान सभा'. Below the logo are two white input fields. The first field is labeled 'eVidhan ID' and the second is labeled 'Password'. Two red arrows point to the left side of these input fields. Below the input fields is a blue button with the text 'Login' in white.

On the login screen the employee of the Vidhan Sabha enter the e-Vidhan ID, which is the Aadhaar ID along with the password sent to the mobile number at the time of registration and submit the form to login.

After the login, the Employee may navigate to the specific dashboard.

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There are different types of passes, which are elaborates here.



Department's Dashboard

If login Department User then show Department Dashboard

The Department user will have access to send the request for pass (individual and vehicle) to the admin branch user for approval.

The screenshot displays the 'Department Dashboard' for the Himachal Pradesh Legislative Assembly. The header includes the assembly name and session information (TWELFTH LEGISLATIVE ASSEMBLY, NINTH SESSION (AUGUST, 2015)). The left sidebar contains a navigation menu with items like 'My Dashboard', 'Starred Questions', 'UNStarred Questions', 'Notices', 'Bills', 'Others Papers', 'Entry Passes For Emp', 'Access Control', and 'Department Register'. A yellow arrow points to the 'Entry Passes For Emp' menu item. The main content area shows a 'Department' header for 'TOURISM AND CIVIL AVIATION, TRIBAL DEVELOPMENT, INFORMATION AND PUBLIC RELATIONS, YOUTH SERVICES AND SPORTS'. Below this are several widget boxes: 'Starred Questions', 'Unstarred Questions', 'Notices', 'Bills', and 'Other Paper'. A 'Recent activity' section shows a user login event for 'User- V.C Pharkha' at 20:8:8. The bottom right section includes a 'Provisional Calendar' and 'Rotation of Ministers' for 21 August 2015.

Expand the Department Entry Pass

Entry Passes For Emp. » Passes required for Employees for the Current session

Department : -- Select Department Pass Type : -- Select Pass Type Status Type : -- Select Status (Fill) Go!

Employee List

Display 10 records Search:

#	RequestID	Name	Gender	Age	Father/Husband Name	Mobile Number	Department	SessionDate From - To	Status	
<input checked="" type="checkbox"/>	D1292013YJ	Ramesh Chand	Male	45	S/O: Daulat Ram	9459262700	INFORMATION AND PUBLIC RELATIONS	21/08/2015 - 31/08/2015	Approved	
<input checked="" type="checkbox"/>	D129815AYB	Gurnam Singh	Male	49	S/O Jallah Ram	9418670383	INFORMATION AND PUBLIC RELATIONS	21/08/2015 - 31/08/2015	Approved	
<input checked="" type="checkbox"/>	D129JBOE51	Hari Ram Sharma	Male	43	S/O Late Shri Kapooru Ram Sharma	9418627688	INFORMATION AND PUBLIC RELATIONS	21/08/2015 - 31/08/2015	Approved	
<input checked="" type="checkbox"/>	D129UMH452	Parveen Kumar Gupta	Male	41	S/O Shri Bal Krishan Gupta	9418000431	INFORMATION AND PUBLIC RELATIONS	21/08/2015 - 31/08/2015	Approved	

Showing 1 to 4 of 4 entries

Send Sending selected employees to Vidhan Sabha

Send request for individual access pass.

Create and send request for Access Pass for individual.

Individual Department Pass Screen.

Here Department user enters the information and submits the form.

Aadhar Id*: Enter Aadhar ID Get Details

Name *: Enter Name

Gender *: Male

Age *: Enter Age

Father/Husband Name *: Enter Father Name

Address: Enter Address

Mobile Number *: Enter Mobile Number

Email: Enter Email

Photo from File System:
Choose File No file chosen
*Image Size should be 180x230 (WxH)

Live Camera

Adobe Flash Player Settings
Camera and Microphone Access
localhost is requesting access to your camera and microphone. If you click Allow, you may be recorded.

Capture Photo

Official Details

Department *: -- Select Department --

Designation/ Address *: Enter Designation

Save Reset

Here Submit the form

Send request Screen.

#	RequestID	Name	Gender	Age	Father/Husband Name	Mobile Number	Department	SessionDate From - To	Status
1	D1292013YJ	Ramesh Chand	Male	45	S/O: Daulat Ram	9459262700	INFORMATION AND PUBLIC RELATIONS	21/08/2015 - 31/08/2015	Approved
2	D1298I5AYB	Gurnam Singh	Male	49	S/O Jallah Ram	9418670383	INFORMATION AND PUBLIC RELATIONS	21/08/2015 - 31/08/2015	Approved
3	D129JBOE51	Hari Ram Sharma	Male	43	S/O Late Shri Kapoor Ram Sharma	9418627688	INFORMATION AND PUBLIC RELATIONS	21/08/2015 - 31/08/2015	Approved
4	D129UMH452	Parveen Kumar Gupta	Male	41	S/O Shri Bal Krishan Gupta	9418000431	INFORMATION AND PUBLIC RELATIONS	21/08/2015 - 31/08/2015	Approved
5	D1291HUO3C	Tulsi Ram Kaundal	Male	56	S/O Late Shri Gorkhu Ram	9418694858	INFORMATION AND PUBLIC RELATIONS	21/08/2015 - 31/08/2015	Approved
6	D129K4B4JX	Vidya Chander Pharka	Male	55	S/O: Z. R. Negi	9418089118	INFORMATION AND PUBLIC RELATIONS	21/08/2015 - 31/08/2015	Approved

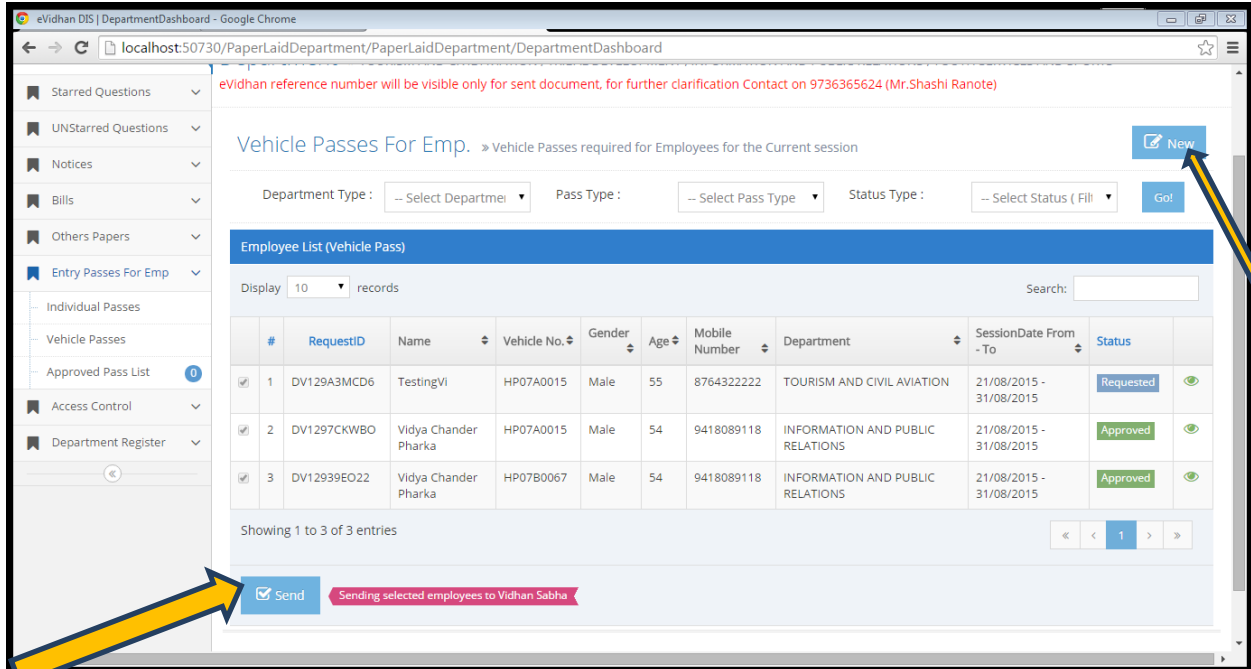
Showing 1 to 6 of 6 entries

Send Sending selected employees to Vidhan Sabha

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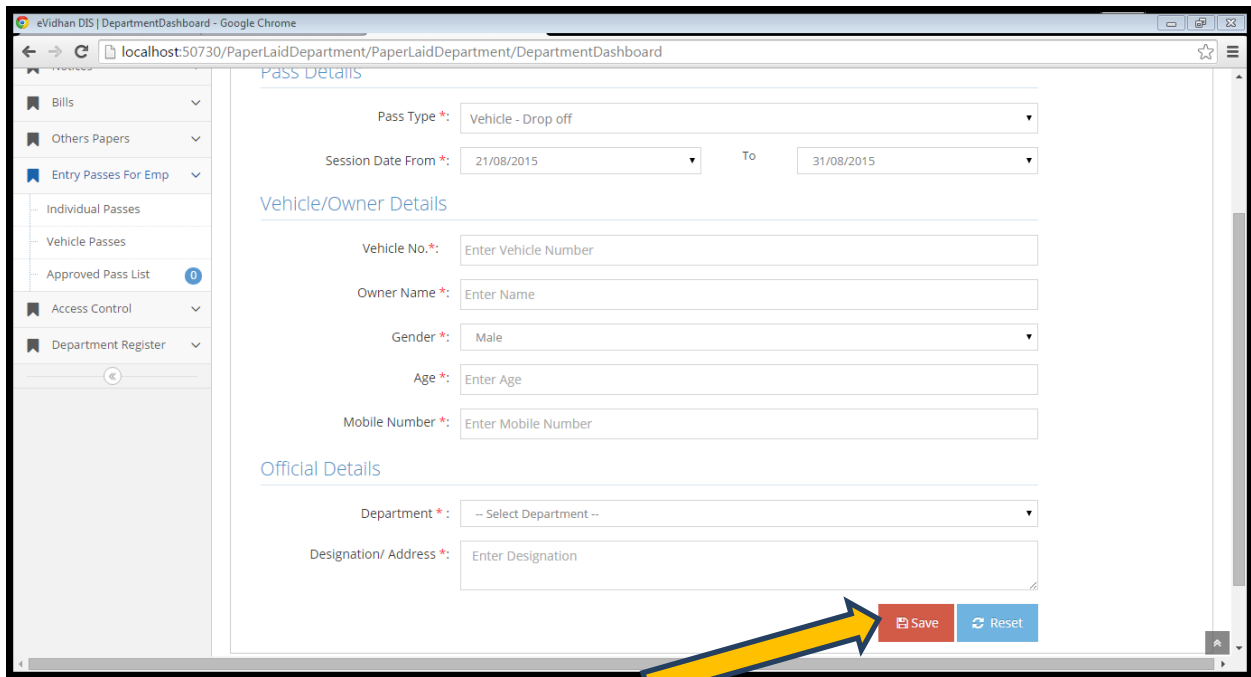
Send request for Access Pass

Create and send request for Entry pass for vehicle.



Send request for vehicle entry pass.
Vehicle passes entry from screen.

Here Department user enters the information and submits the form.



Here submit vehicle entry form.

Minister's Dashboard

If login Minister User then show Minister Dashboard.

The Minister's user will have access to send the Request for pass (individual and vehicle) to the admin branch for approval.

The screenshot displays the Minister's Dashboard for the Himachal Pradesh Legislative Assembly. The dashboard includes a navigation menu on the left with options like 'My Dashboard', 'Starred Questions', 'UNStarred Questions', 'Notices', 'Bills', 'Others Papers', 'Entry Passes For Emp', 'Individual Passes', 'Vehicle Passes', 'Approved Pass List', and 'Access Control'. The main content area features a notification, a grid of widgets for 'Starred Questions' (170), 'Unstarred Questions' (69), 'Notices' (7), 'Bills', and 'Other Paper' (1). Below this is a pie chart showing the distribution of questions: Starred Questions (69%), Unstarred Questions (28%), and Notices (3%). A blue arrow points to the 'Entry Passes For Emp' menu item in the left sidebar.

Category	Count
Starred Questions	170
Unstarred Questions	69
Notices	7
Bills	-
Other Paper	1

Category	Percentage
Starred Questions	69%
Unstarred Questions	28%
Notices	3%

Expand individual minister entry pass.

Entry Passes For Emp. » Passes required for Employees for the Current session

Department : -- Select Department Pass Type : -- Select Pass Type Status Type : -- Select Status (Fill) Go!

Employee List

Display 10 records Search:

#	RequestID	Name	Gender	Age	Father/Husband Name	Mobile Number	Department	SessionDate From - To	Status
1	M129VAT7HR	Sant Lal Verma	Male	48	S/O Shri Budhi Ram Verma	9418036862	H.P.SECRETARIAT (SAD)	21/08/2015 - 31/08/2015	Approved
2	M129IOB0VB	Prem Sagar	Male	54	S/O Shri Hari Nand Sharma	9418252052	H.P.SECRETARIAT	21/08/2015 - 31/08/2015	Approved
3	M129DLG4NZ	Sonam Angchu Bোধ	Male	52	S/O Shri Kalzang	9418081425	H.P.SECRETARIAT	21/08/2015 - 31/08/2015	Approved
4	M129YBDDSL	Subhash Ahluwalia	Male	62	S/O Late Hitender Kumar	9418927775	H.P.SECRETARIAT	21/08/2015 - 31/08/2015	Approved

Showing 1 to 4 of 4 entries

Send

New

Create and send request for Access Pass for individual.

Individual minister Pass Screen.

Here Minister User enters the information and submits the form.

Name *: Enter Name

Gender *: Male

Age *: Enter Age

Father/Husband Name *: Enter Father Name

Address: Enter Address

Mobile Number *: Enter Mobile Number

Email: Enter Email

Official Details

Department *: -- Select Department --

Designation/ Address *: Enter Designation

Choose File | No file chosen
*Image Size should be 180x230 (WxH)

Live Camera

Adobe Flash Player Settings
Camera and Microphone Access
localhost is requesting access to your camera and microphone. If you click Allow, you may be recorded.

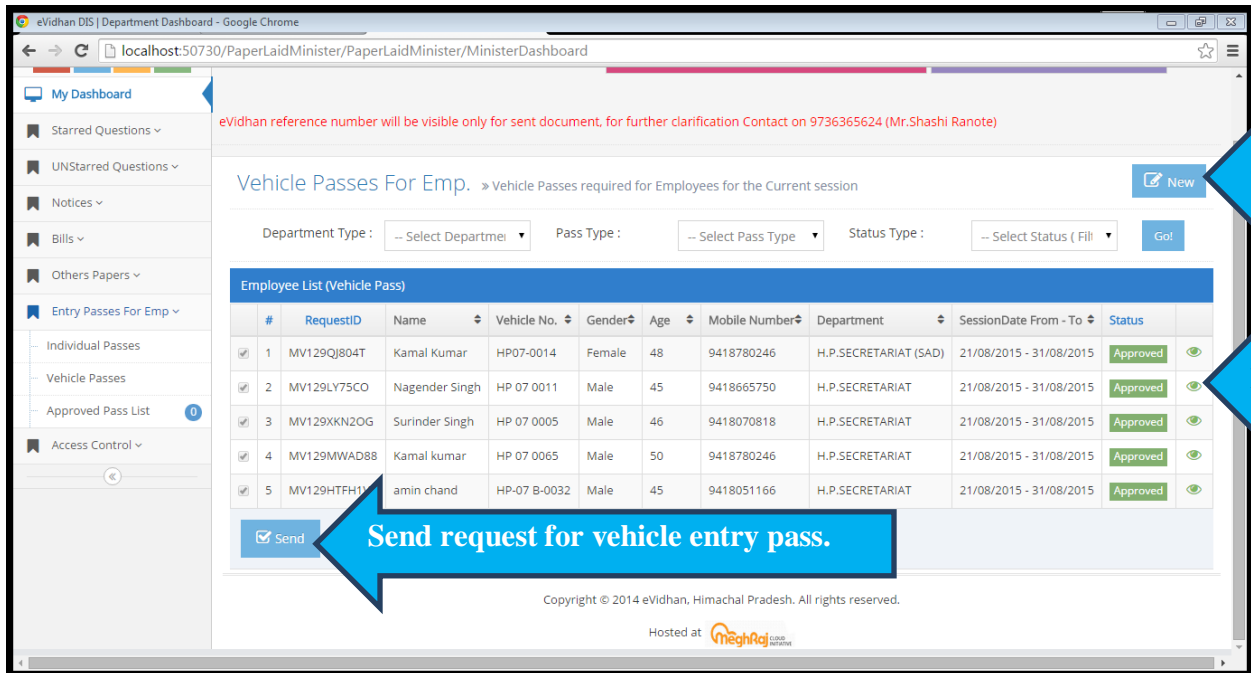
Allow Deny

Capture Photo

Save Reset

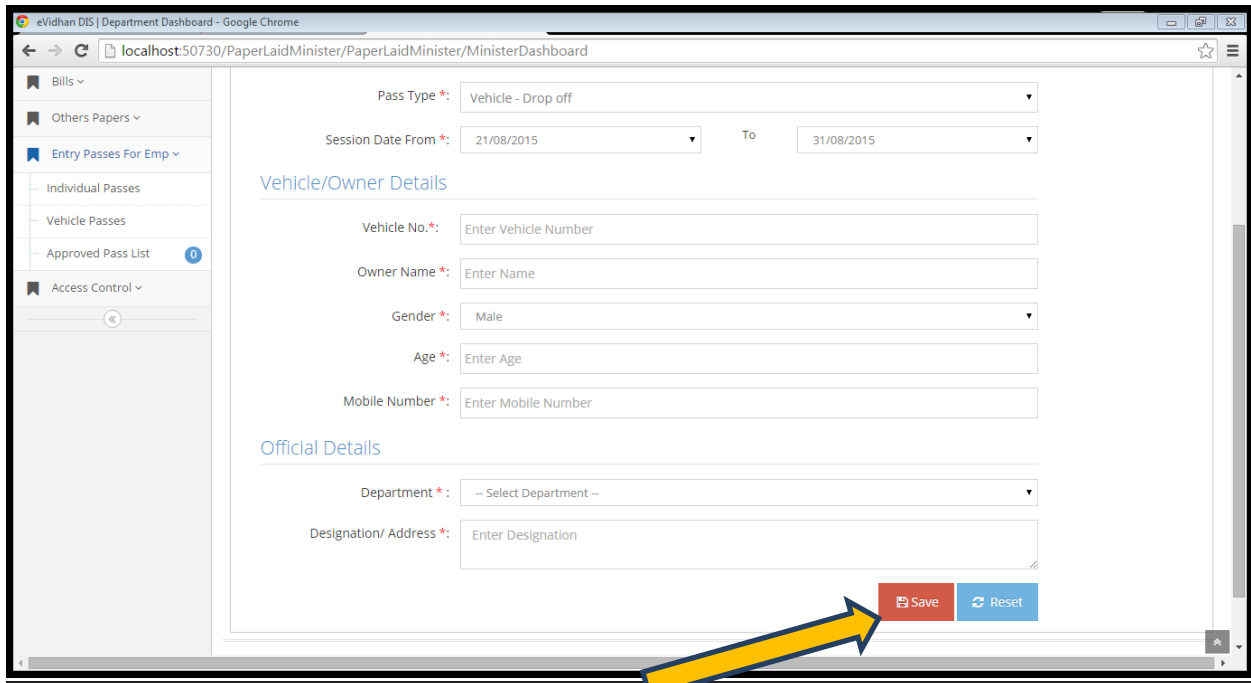
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Create and send request for Entry pass for vehicle.



Vehicle passes entry from screen.

Here Minister User enters the information and submits the form.

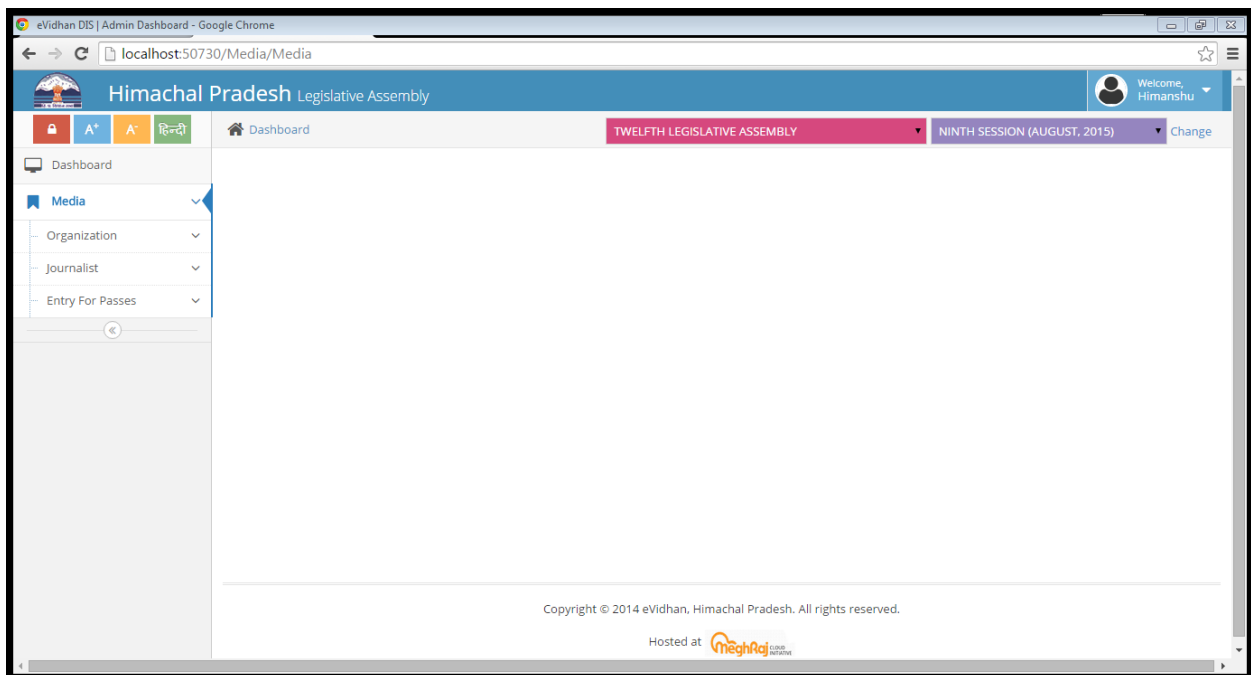


Here submit vehicle entry form.

Media (Journalists) Dashboard

The Vidhan Sabha Journalists will have access to the role to create various media/ press organization, create media person, and send request for pass (individual) to the admin branch for approval.

Media Dashboard Screen.



Journalist user to create media organization

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Media organization Screen

The screenshot displays the 'Organization List' page in the eVidhan system. The page header includes the Himachal Pradesh Legislative Assembly logo and navigation menus. A table lists 10 media organizations with the following data:

#	Name	Address	Type	Status	Actions
1	Indo-Asian News Service	Shimla	Print Media	Deactive	✓ ✎ 🗑
2	The Himachal Times (English)	Shimla	Print Media	Deactive	✓ ✎ 🗑
3	Aadresh Himachal	Sher Field Kohto, Shimla-3	Print Media	Active	✓ ✎ 🗑
4	Aaj Samaj	shimla	Print Media	Deactive	✓ ✎ 🗑
5	Aaj Tak	Shimla	Broadcast Media	Active	✓ ✎ 🗑
6	AAPKA FAISLA	Dharamshala	Print Media	Active	✓ ✎ 🗑
7	Aapka Faisla	Shimla	Print Media	Active	✓ ✎ 🗑
8	Aapka Samna	Shimla	Print Media	Active	✓ ✎ 🗑
9	ABP NEWS	Shimla	Broadcast Media	Active	✓ ✎ 🗑
10	AFP News agency	Shimla	Print Media	Deactive	✓ ✎ 🗑

Create new organization Screen

Here Media User enters the information and submits the form.

The screenshot shows the 'Create Organization' form in the eVidhan system. The form contains the following fields:

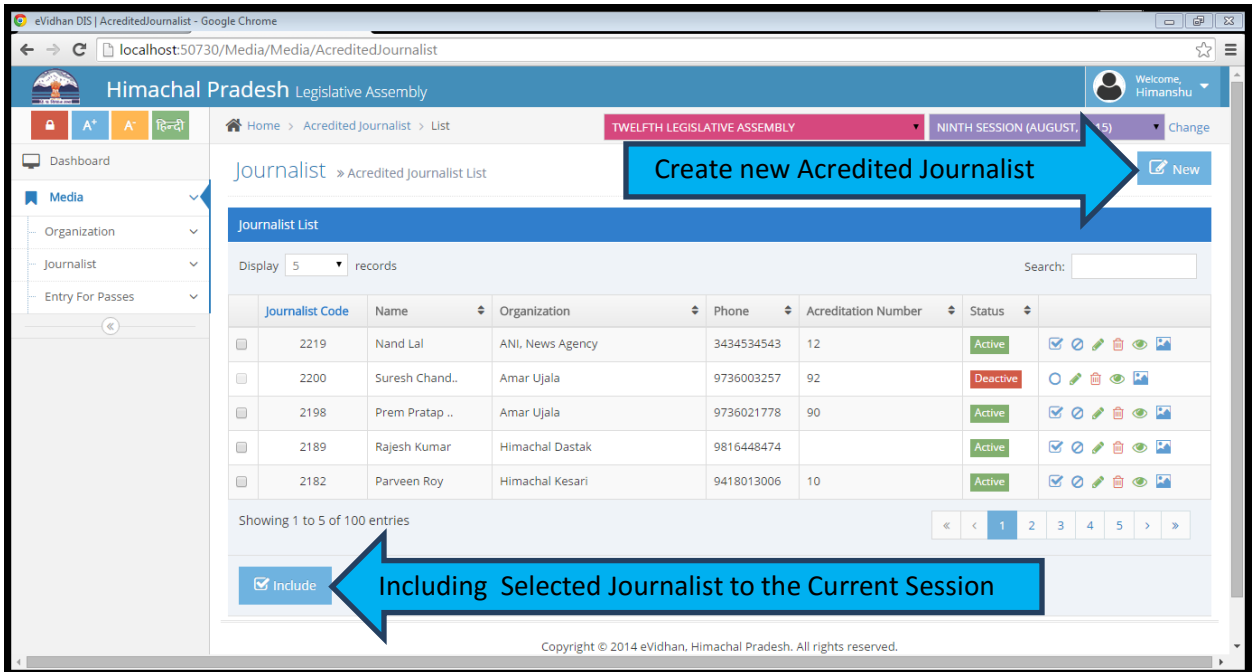
- Name:
- Address:
- Type:

Below the form are two buttons: 'Save' (red) and 'Reset' (blue). A blue arrow points to the 'Save' button with the text 'Here Submit the form'.

There are two type of journalist

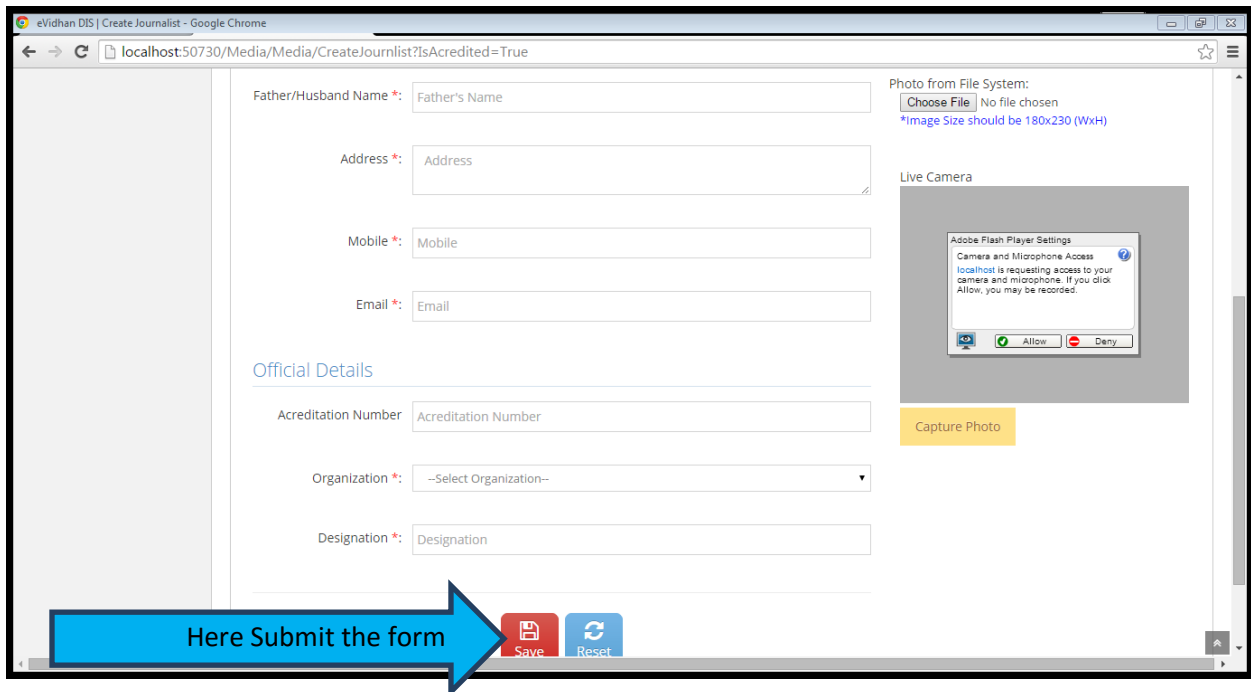
- 1) Accredited Journalists.
- 2) Non Accredited Journalists.

Expand the accredited journalists.

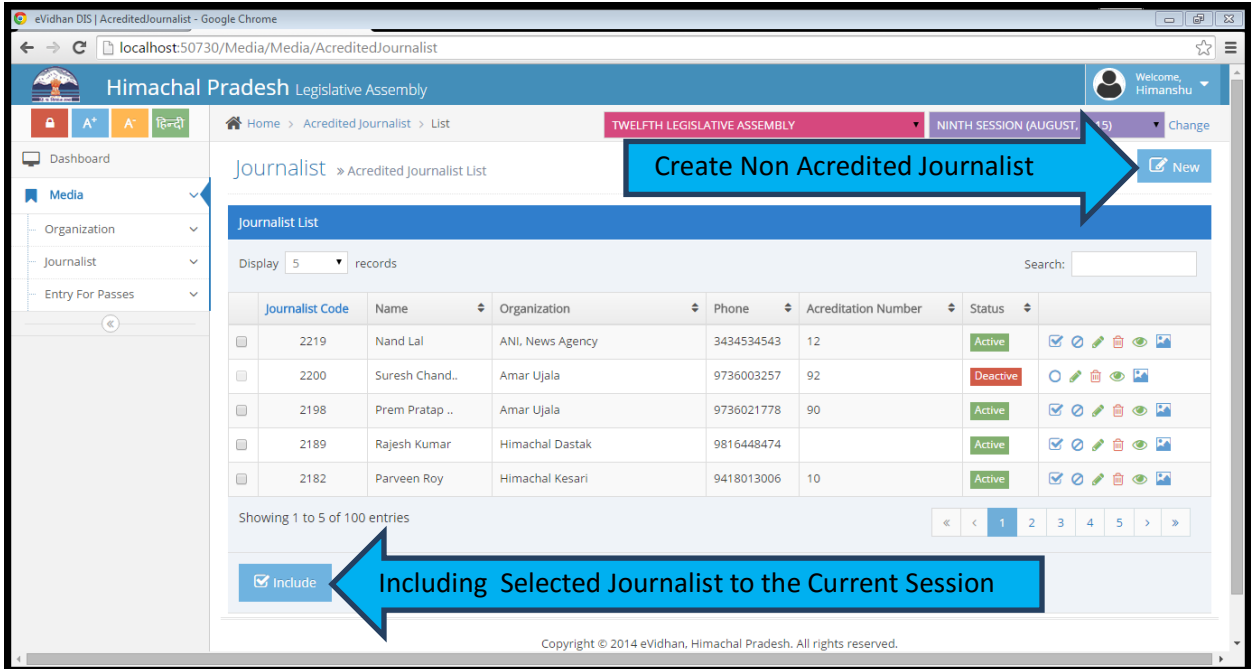


Create accredited journalists screen

Here Media User enters the information and submits the form.

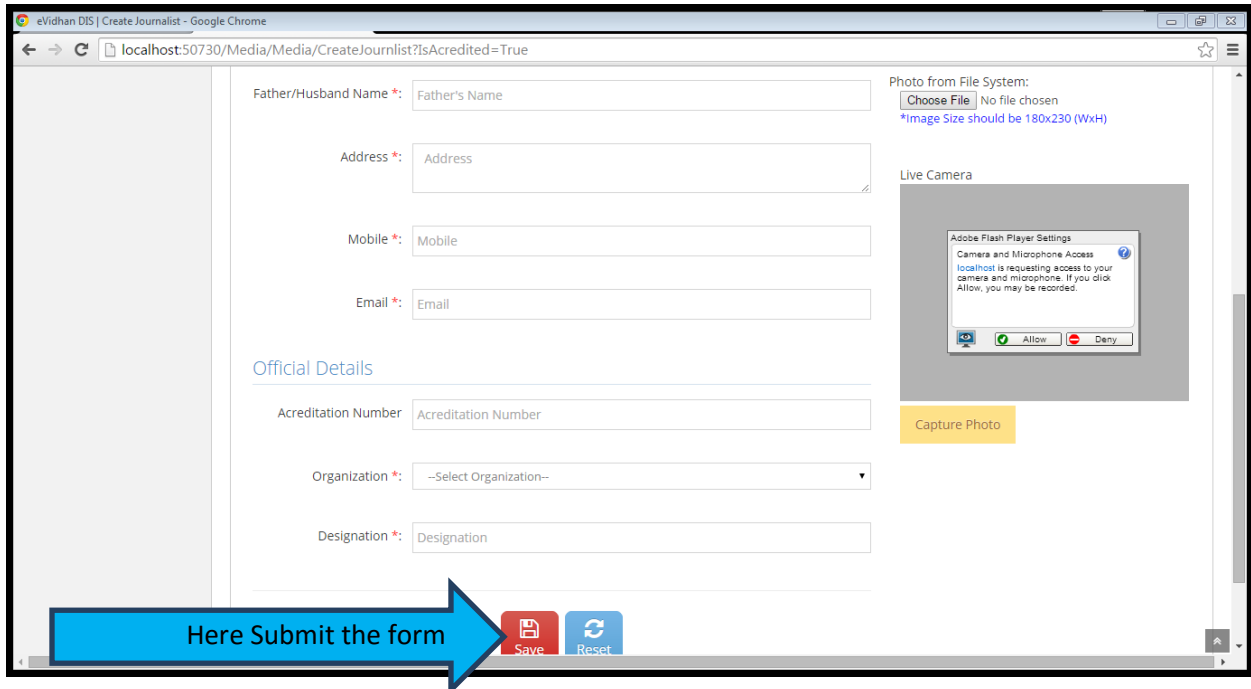


Expand the non-accredited journalists.



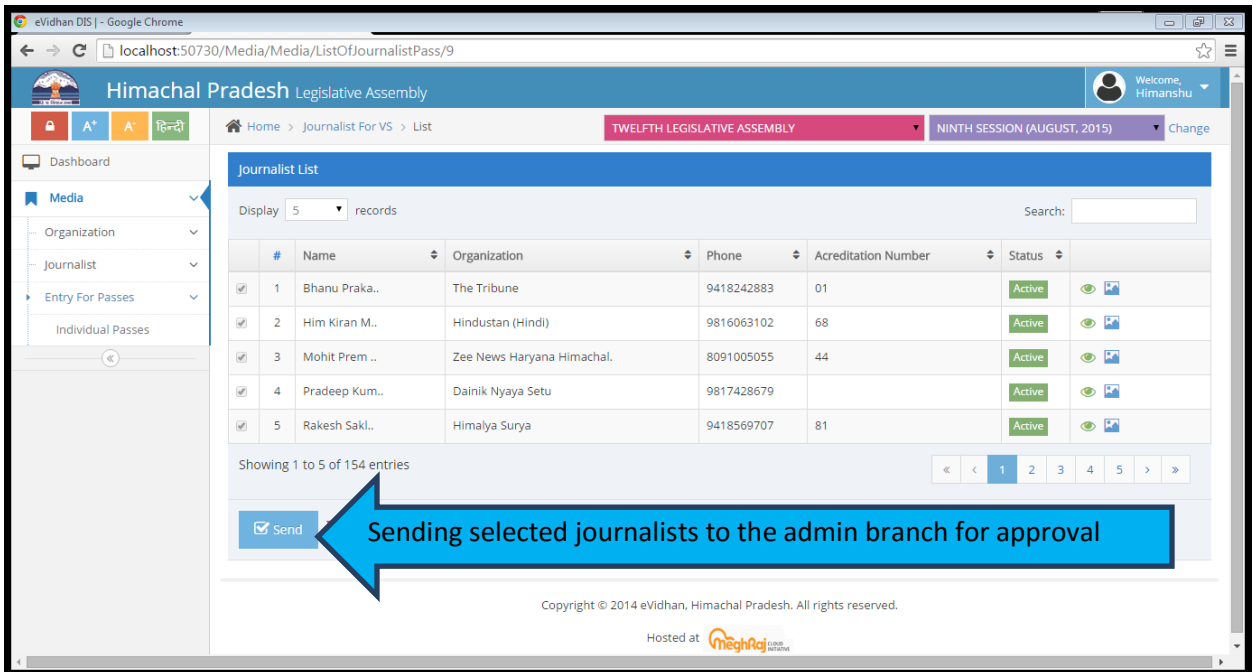
Create non accredited journalists screen

Here Media User enters the information and submits the form.



Include media person in the current session, and send request for pass (individual) to the admin branch for approval.

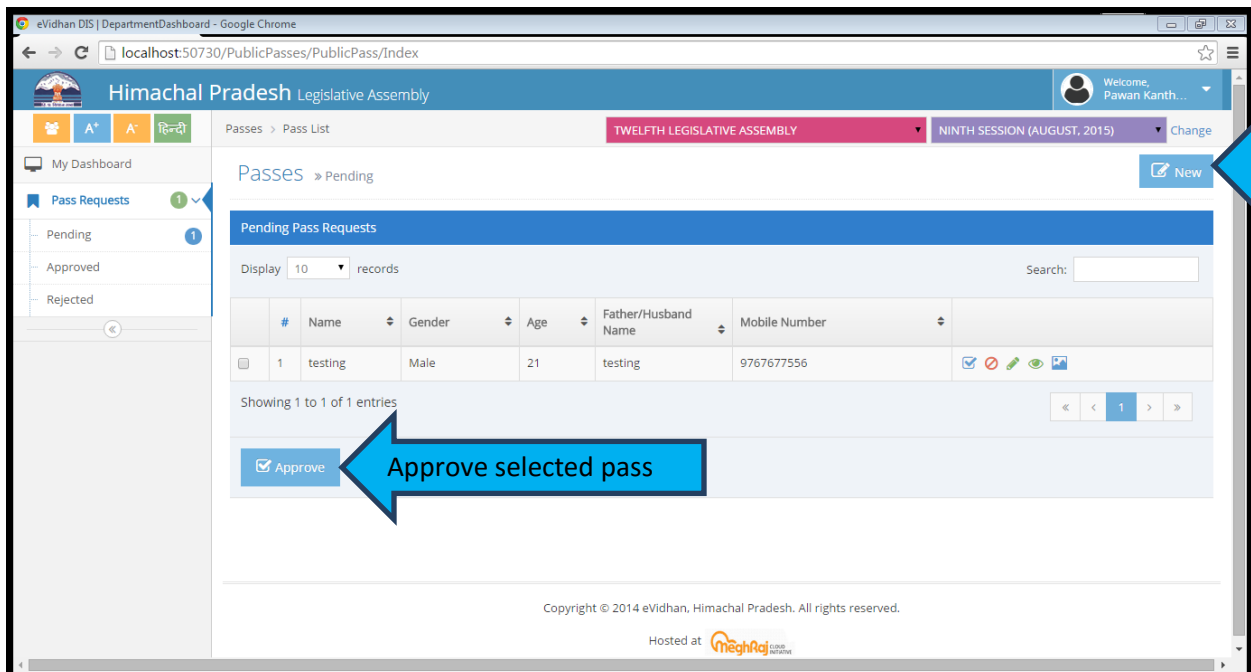
Current Session Individual passes Screen.



Public (Receptionist’s) Pass Dashboard

The Receptionist’s user will have access to create the public pass and the Visitor’s pass in the application, and approve and print the same pass.

Public Pass Dashboard Screen



Create Public pass/ Visitor pass Create Receptionist's Pass Screen.

Gender *: -- Select Gender --

Age *: Enter Age

Father/Husband Name *: Enter Father Name

Address : Enter Address

Mobile Number *: Mobile Number (9XX XXX XXXX)

Email : Email (abc@xyz.com)

Recommendation Details

Recommendation Type *: -- Select Recommendation Type --

Recommended By *: -- Select Recommended By --

Recommendation Description : Enter Recommendation Description

Number Of Person *: 1

Save Reset Save & New Save & Approve & Print

After approve pass goes to approve list and print the same pass.
Approve pass screen.

Himachal Pradesh Legislative Assembly

Welcome, Pawan Kanth...

Passes > Pass List

TWELFTH LEGISLATIVE ASSEMBLY

NINTH SESSION (AUGUST, 2015)

My Dashboard

Pass Requests 1

Pending

Approved 1

Rejected

Passes > Approved

Approved Pass Requests

Display 10 records

#	Pass Code	Name	Gender	Age	Father/Husband Name	Mobile Number	Aadhar No
1	9081	testing	Male	21	testing	9767677556	343453453453

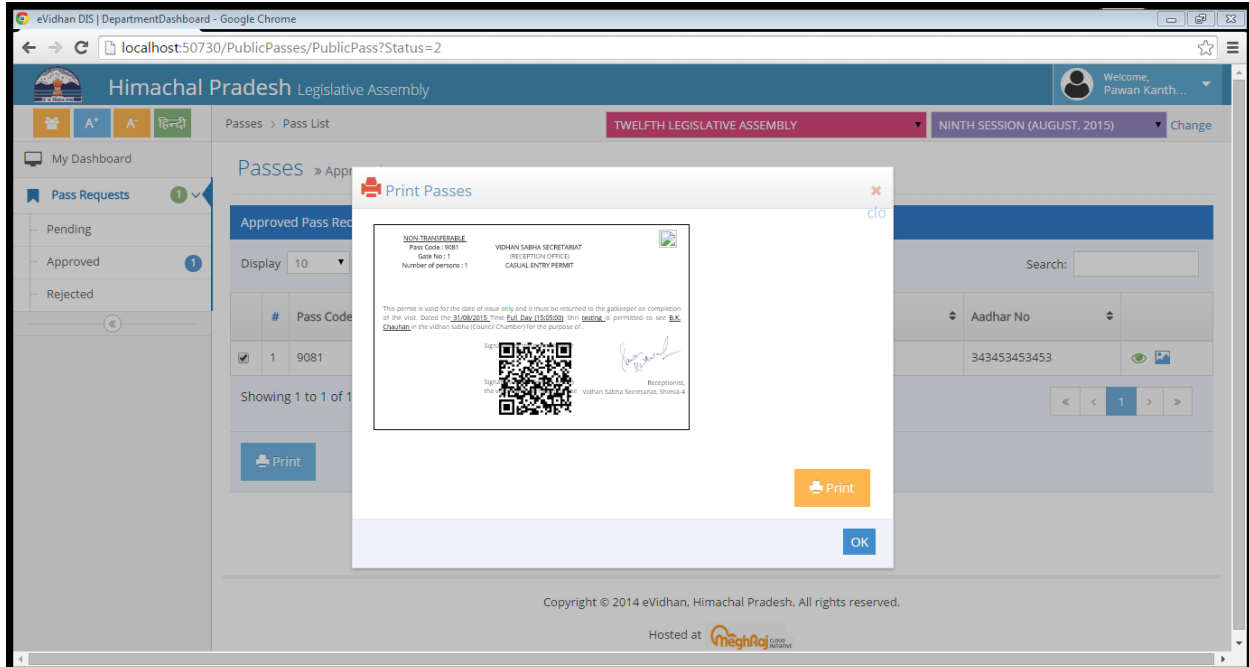
Showing 1 to 1 of 1 entries

Print Print selected pass

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Print Pass Screen.



Police Department Pass Dashboard

The Police Department user will have access to the role to send pass (individual) request to the admin branch for approval.

Police Department Dashboard is same as a Public (Receptionist’s) Pass Dashboard, only difference is police department user send request to the admin branch for approval.

Admin Branch Dashboard

The Admin branch user has access to the roles to approve the pass (individual and vehicle) requests, print the passes and generate reports of the Passes section.

Admin Branch Dashboard Screen.

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The screenshot displays the eVidhan Himachal Pradesh Legislative Assembly portal. The browser address bar shows the URL: localhost:50730/AdministrationBranch/AdministrationBranch. The page header includes the Himachal Pradesh Legislative Assembly logo and the text "Himachal Pradesh Legislative Assembly". The user is logged in as "Welcome, Desh Raj". The main navigation bar shows "Passes For Approval" and "Pass List". The page content is divided into a left sidebar and a main area. The sidebar contains a "My Dashboard" section with a "Pass Requests" summary showing 1502 total requests, broken down into Pending (48), Employee (48), Journalist (0), Approved (1552), and Rejected (17). There is also a "Reports" section. The main area is currently blank. At the bottom of the page, there is a copyright notice: "Copyright © 2014 eVidhan, Himachal Pradesh. All rights reserved." and a logo for "MeghRaj" with the text "Hosted at".

Expand the admin branch

e-Vidhan

The screenshot shows the e-Vidhan dashboard for Himachal Pradesh Legislative Assembly. The main navigation menu on the left includes: My Dashboard, Pass Requests (1502), Pending (48), Employee (48), Journalist (0), Approved (1552), Rejected (17), and Reports. The Reports section is expanded to show Session-Wise Report and Summary-Wise Report. Three blue arrows point to these sections: 'Tot. Request' points to Pass Requests, 'Pending pass request' points to Pending, and 'Report' points to Reports. The top right shows the user 'Welcome, Desh Raj' and session information: TWELFTH LEGISLATIVE ASSEMBLY, NINTH SESSION (AUGUST, 2015). The footer contains copyright information for 2014 eVidhan, Himachal Pradesh, and is hosted at MeghRaj.com.

Pending pass list are included department pass request list, minister pass request list, media pass request list and police department pass request list.

Pending pass list screen

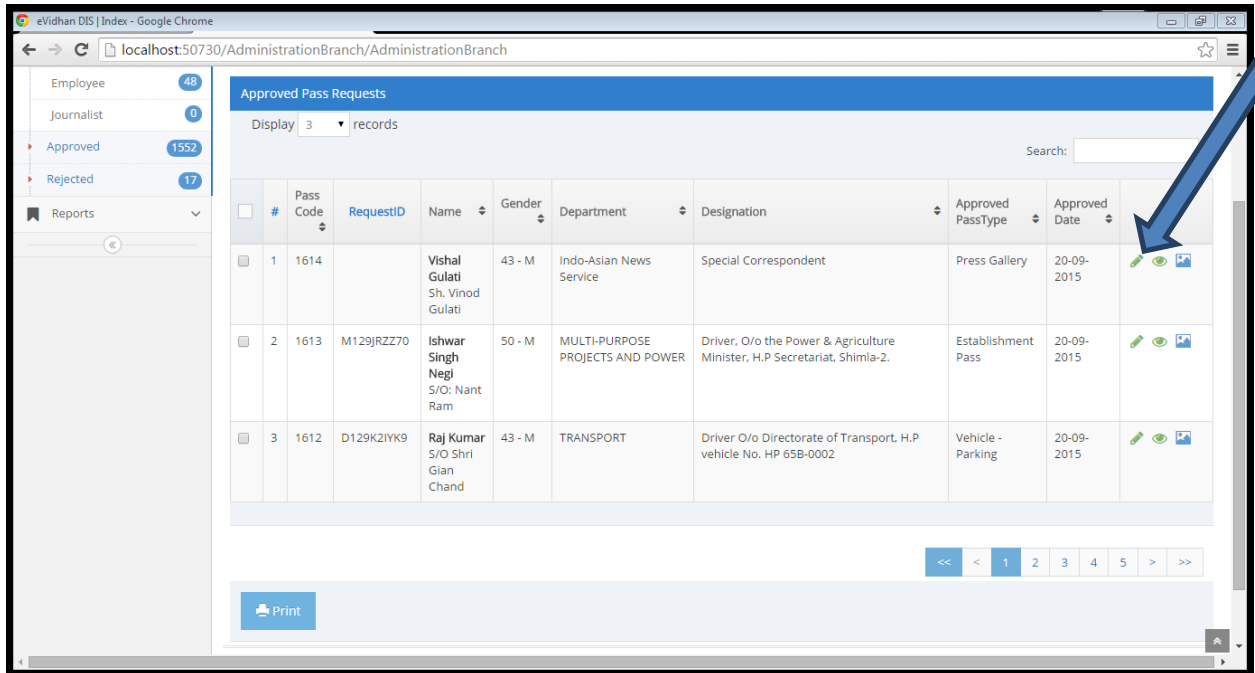
The screenshot shows the 'Pending Passes' screen. It features a search and filter section with 'Department: -- Select Department (Filter) --' and 'Pass Type: -- Select Pass Type (Filter) --'. Below this is a table titled 'Pending Pass Requests' with 3 records displayed. The table has columns for #, RequestID, Name, Gender, Department, Designation, Requested Date, and Pass Type. At the bottom, there are 'Approve' and 'Approve & Print' buttons.

#	RequestID	Name	Gender	Department	Designation	Requested Date	Pass Type
1	M129TX89GB	Roshan Lal S/O Munshi Ram	56 - M	AGRICULTURE	Driver, O/o the Power & Agriculture Minister, H.P Secretariat, Shimla-2.	17-08-2015	Establishment Pass
2	DV129QTY2UC	Devi Saran	50 - M	PUBLIC WORKS	Driver	17-08-2015	Vehicle - Parking
3	M129Z52DR9	Puran Chand S/O Ram Dayal	47 - M	TOURISM AND CIVIL AVIATION	Jamadar o/o CPS Tourism Govt. of HP	17-08-2015	Duty Staff

Approved Pass List Screen

e-Vidhan

Here approved passes to be printed to the user.

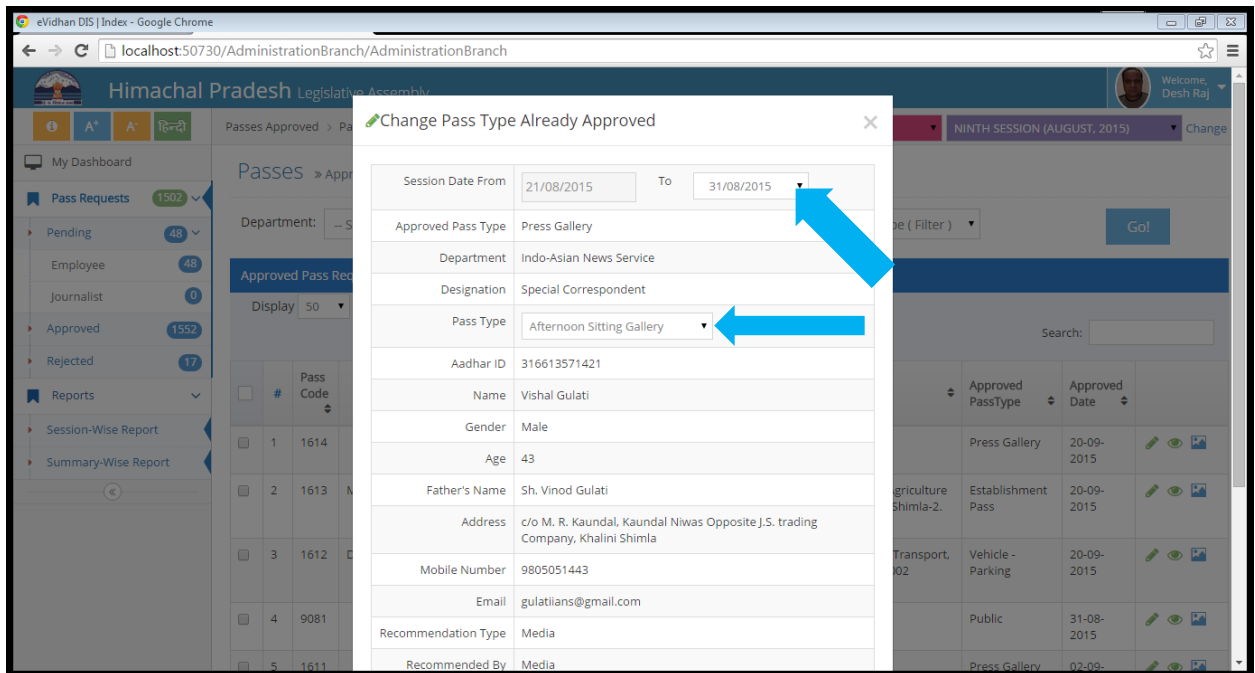


The screenshot displays the 'Approved Pass Requests' interface. On the left, there is a sidebar with navigation options: Employee (48), Journalist (0), Approved (1552), and Rejected (17). The main area shows a table with columns for Pass Code, RequestID, Name, Gender, Department, Designation, Approved PassType, and Approved Date. Three records are visible, each with a 'Print' icon in the final column. A blue arrow points to the 'Print' button located at the bottom left of the table area.

#	Pass Code	RequestID	Name	Gender	Department	Designation	Approved PassType	Approved Date	
1	1614		Vishal Gulati Sh. Vinod Gulati	43 - M	Indo-Asian News Service	Special Correspondent	Press Gallery	20-09-2015	
2	1613	M129JRZZ70	Ishwar Singh Negi S/O: Nant Ram	50 - M	MULTI-PURPOSE PROJECTS AND POWER	Driver, O/o the Power & Agriculture Minister, H.P Secretariat, Shimla-2.	Establishment Pass	20-09-2015	
3	1612	D129K2IYK9	Raj Kumar S/O Shri Gian Chand	43 - M	TRANSPORT	Driver O/o Directorate of Transport, H.P vehicle No. HP 65B-0002	Vehicle - Parking	20-09-2015	

Admin user can change approved pass category and session date to.

Change approved pass category screen



The screenshot shows the 'Change Pass Type Already Approved' dialog box. The dialog contains fields for Session Date From (21/08/2015) and To (31/08/2015), Approved Pass Type (Press Gallery), Department (Indo-Asian News Service), Designation (Special Correspondent), and Pass Type (Afternoon Sitting Gallery). A blue arrow points to the 'Pass Type' dropdown menu. The background shows the 'Approved Pass Requests' table from the previous screenshot.

Session Date From	To	Approved Pass Type	Department	Designation	Pass Type
21/08/2015	31/08/2015	Press Gallery	Indo-Asian News Service	Special Correspondent	Afternoon Sitting Gallery

Admin user can print approved passes.

Passes Report

There are two type of passes report .1) Session-wise report. 2) Summary-wise report.

Session- wise report show data between two dates in current session.

Session-wise report screen.

Pass Code	Admitor Name & Address	Designation	Validity Period	Approve Date	Recommended By	PassCategory Type
1	Nalin Mahajan C-III-22 Nabha Estate Shimla Urban(T) Shimla	OSD (IF Cell)	21/08/2015 to 31/08/2015	14/08/2015	Uttam Singh	Establishment Pass
2	Inder Dutt Post Office Kunher Tehsil Arki Badech Solani	Peon	21/08/2015 to 31/08/2015	14/08/2015	Uttam Singh	Establishment Pass
3	Pardeep Kumar Jaswal Near Parimahal Set No 8 Block A Type III Kusumpti Shimla Urban(T) Shimla	SO(Fin.)	21/08/2015 to 31/08/2015	14/08/2015	Uttam Singh	Establishment Pass
4	Toolika Sharma Kalp Taru Near Prashant Villa Housing Board Car Parking Strawberry Hill Kasumpti Koti Shimla	SO(Fin.-B)	21/08/2015 to 31/08/2015	14/08/2015	Uttam Singh	Establishment Pass
5	Rajender Sharma Rajlok Cottage Lower Shangti Sanjauli Shimla Urban(T) Shimla	SO(Fin.-C)	21/08/2015 to 31/08/2015	14/08/2015	Uttam Singh	Establishment Pass

Summary-wise report

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Here generate report on the behalf of Department-wise, Pass Type wise and Status wise.

Summary-wise report screen.

The screenshot shows the 'Summary-Wise Report' screen in the e-Vidhan system. The header includes the Himachal Pradesh Legislative Assembly logo, the user name 'Welcome, Desh Raj', and session information: 'TWELFTH LEGISLATIVE ASSEMBLY' and 'NINTH SESSION (AUGUST, 2015)'. The main content area has a 'Select:' dropdown menu with options: '-- Select (Filter) --', '-- Select (Filter) --', 'By Department', 'By Pass Type', and 'By Status'. A 'Get Report' button is visible. The left sidebar shows 'Pass Requests' with a total of 1502, categorized into Pending (48), Employee (48), Journalist (0), Approved (1552), and Rejected (17). Below this, there are links for 'Session-Wise Report' and 'Summary-Wise Report'. The footer contains copyright information: 'Copyright © 2014 eVidhan, Himachal Pradesh. All rights reserved.' and 'Hosted at MeghRaj.com'.

Department-wise report

The screenshot shows the 'Department-wise Report' screen. The header is identical to the previous screen. The 'Select:' dropdown is set to 'By Department'. Below the dropdown, there is a title 'List of Approved Passes :Department/Minister', a 'Display 10 records' option, and a search box. There are buttons for 'Excel', 'PDF', and 'Print'. The main content is a table with the following data:

#	Department	Total Department
1	Indo-Asian News Service	0
2	The Himachal Times (English)	0
3	> ECONOMICS AND STATISTICS	6 View
4	> GAD	26 View
5	> HIMACHAL ROAD TRANSPORT CORPORATION	1 View
6	> HP BOARD OF SCHOOL EDUCATION, DHARAMSHALA	2 View
7	> HP HOUSING AND URBAN DEVELOPMENT AUTHORITY	5 View
8	> HP VIDHAN SABHA	1 View
9	> SAINIK WELFARE DEPARTMENT	3 View
10	> STATE VIGILANCE BUREAU	1 View

Showing 1 to 10 of 138 entries

Pass Type wise report screen.

Passes For Approval > Pass List

Select : By Pass Type Get Report

List of Approved Passes :Pass Type

Display 10 records Excel PDF Print

Search:

#	PassType	Total PassType
1	Vehicle - Parking	46 View
2	Duty Staff	151 View
3	Press Gallery	118 View
4	Dist. Visitors Gallery	41 View
5	Afternoon Sitting Gallery	21 View
6	Visitor	4 View
7	Officer Gallery	81 View
8	Entry Card	10 View
9	VIP Gallery	2 View
10	Official Gallery- After Q, Hour	52 View

Showing 1 to 10 of 17 entries

Status wise report

Passes For Approval > Pass List

Select : By Status Get Report

List of Department,Minister,Pass Type,PublicJournalist Passes Approved and Pending.

Display 10 records Excel PDF Print

Search:

#	Pass Type	Approved	Pending
1	Department/Minister Pass	1101 View Details	44
2	Public Pass	350 View Details	4
3	Journalist Pass	164 View Details	0

Showing 1 to 3 of 3 entries

Navigation: < < 1 > >

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~ Thank You ~