



**National eVidhan Application**

Digital Legislatures

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# e-Questions Processing Module

## User Guide

Version 1.0

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**Central Project Management Unit**

**National eVidhan Application**

Ministry of Parliamentary Affairs

109, Parliament House, New Delhi-110001

## e-Questions Processing Module

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### **Abstract:**

National e-Vidhan Application (NeVA) Mobile Application is a single Mobile App for accessing any of the Indian State Legislatures Information. The Mobile app is available for android as well as ios mobile devices. The mobile app can be installed on the Mobile Phones as well as Tablet Devices. The same App can be used by Hon'ble Members of the respective State Legislatures for submission of all types of Questions/Legislative Notices to their respective State Legislatures.

Currently Hon'ble Members of Legislative Assemblies/Councils give notices for Questions and other Legislative devices in writing on papers. Similarly, Assembly/Council Secretariats and various Departments of the State Government do communicate with each other through paper mail which is not only time consuming, labour intensivbut slow too.

Using NeVA Application Hon'ble Members can submit their Questions/Notices online through NeVA Web Application as well as Mobile Application. The Questions/Notices Submitted are processed online by the LegislativeHouse Secretariat using Workflow based NeVA CMS application. The final list of Questions/Notices so prepared is auto generated and the question book is uploaded directly to NeVA Public Website of respective House. The replies to the questions/Notices are also submitted online by Govt. Departments using Department's login of CMS NeVA. Thus the end to end process of Question/Notices are integrated through single NeVA Application.

This user Guide explains in details the processing/flow of e-Notices/e-Questions from submission to its final disposal. This document also explains the role of various departments/Users in Notices/Question Processing in legislation working such as Dairy department, Legislation department, Typist department, Proof reading department, Translator department, and Secretary department. NeVA facilitates the functioning of all such department'susers by bringing them to a common platform of working. This guide also describes the sequential process involved in Notices/Question Processing.

# e-Questions Processing Module

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## **Table of Contents**

Abstract: .....	1
Table of Figures .....	3
Introduction .....	4
Steps for Question Processing .....	4
Login Process.....	5
Step 1 – Diary Dashboard .....	6
Entry of a New Question:.....	7
Edit the Starred Question: .....	8
Step -2 Legislation Login: .....	9
Option: Type Change .....	10
Step 4: Proof Reading Login .....	12
Step: 5 Legislation Login .....	15
Step: 6 -Secretary Login .....	16
.....	17
Step 7 - Legislation Login .....	18
Step 9 - Secretary Login .....	23

## Table of Figures

Figure 1: Login to site .....	55
Figure 2: Dairy login for question processing .....	06
Figure 3: Submitting the details of the question.....	07
Figure 4: Editing of the entered question.....	08
Figure 5: Edit and update options for the questions.....	08
Figure 6: Selection of the question to assign typist .....	09
Figure 7: Assign typist from the dropdown list of available Typists.....	09
Figure 8: Popup screen after assigning typist .....	99
Figure 9: Option to change the type of question .....	10
Figure 10: Change the type of the question .....	10
Figure 11: Typing of the Question in given window.....	11
Figure 12: After proof reading check box to be clicked.....	12
Figure 13: Selection of various options like freezing and back to typist .....	13
Figure 14: Popup option after freezing .....	14
Figure 15: Editing of the question at legislation end.....	155
Figure 16: Freezing of the question at legislation end .....	155
Figure 17: Selection of the question at Secretary Login.....	16
Figure 18: Process for approving at Secretary login.....	17
Figure 19: Choosing fixing date and rotation of ministries at Legislation Login .....	18
Figure 20: Checking for the last question Number .....	18
Figure 21: Entering of Fixing Number.....	19
Figure 22: Confirmation popup screen.....	19
Figure 23: Final Confirmation for fixing number.....	21
Figure 24: Selection of the fixing date at Translation Login .....	22
Figure 25: Final approval at the Secretary Login.....	23

## Introduction

This section elaborates the functioning of the departments involved in the Notices/Question Processing at legislation level. It includes the entering a new question/notice, assigning typist to that question, entering further details of the question, sending for proof reading, secretary approval and translator for generating PDF for the question concerned. All these departments work under this common CMS NeVA application to provide hassle free access of the Question raised in the House.

## Steps for Question Processing

1. Diary Login (Enter a newQuestion)
2. Legislation Department (Assign totypist)
3. Typist Department (Enter more detail aboutquestion)
4. Proof Reader Department (Checking/Reviewingquestion)
5. Legislation Department after Proof Reading (to be sent for Approval toSecretary)
6. Secretary Department (Approve pending questions and send tolegislation department forfixing)
7. Legislation Department (Fix the already Sent question)
8. Translator Department (For generatingPDF)
9. Secretary Department (Final Approval for publishingquestion)

# e-Questions Processing Module

## Login Process

- Go to login URL -<https://cms.neva.gov.in/>
- After that fill-up credentials to login by entering user name and password
  - e.g.:Username: XXXXX Password: \*\*\*\*\* (Already given to User)
- After that follow below screenshot.

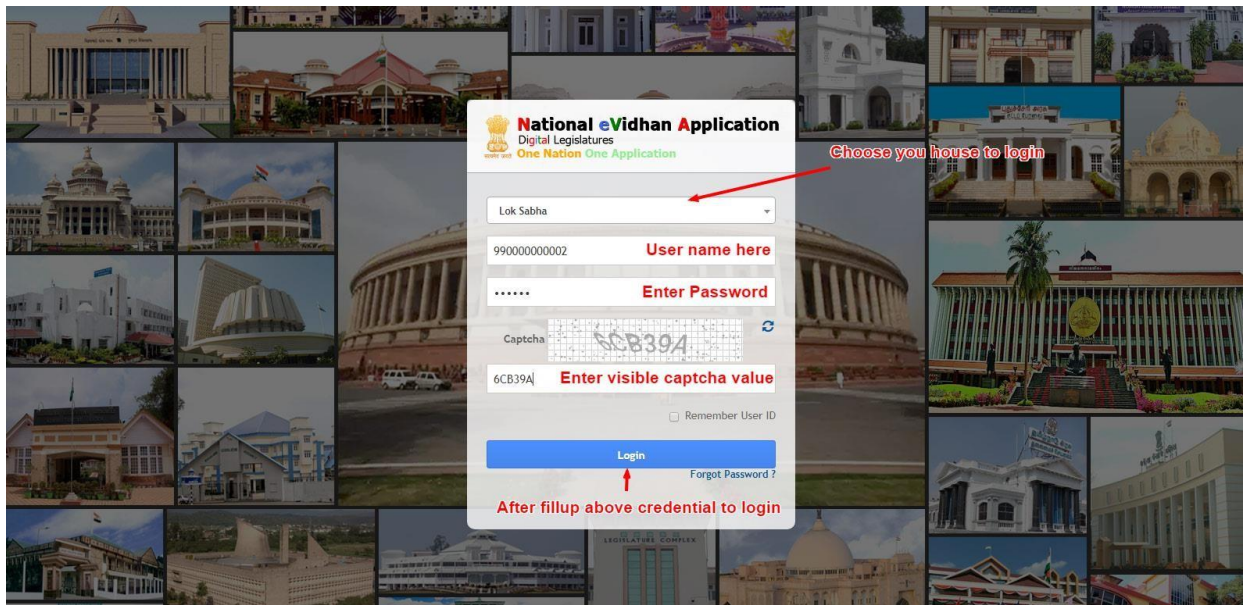


Figure 1: Login to NeVA CMS

# e-Questions Processing Module

## Step 1 –Diary Dashboard

To diary a Notice, follow these Steps:

If it is a Question Notice:

1. < Select DairyiStarre
2. Click on 'New' button to add new question
3. Follow the belowscreenshot.

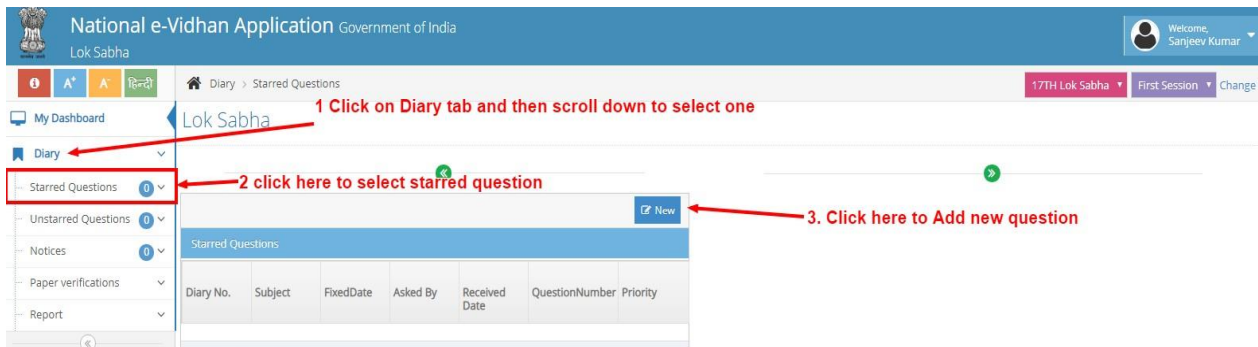


Figure 2: Dairy login for question processing

## Entry of a New Question:

1. Clicking on the New tab will open new form for the question on the right panel of the screen

The screenshot displays the 'Diary' interface with a sidebar on the left containing navigation options like 'Starred Questions (168)', 'Postponed Questions (0)', 'Unstarred Question (1434)', 'Notices (0)', 'Paper verifications', and 'Report'. The main area shows a table of 'Starred Questions' with columns: Diary No., Subject, Received Date, Asked By, Received Date, Question Number, and Priority. A row for '16/17/1603 test question' is highlighted. To the right, the 'Starred >> Details' form is shown with fields for Diary No., Business Type, Asked By, Received Date, Received Time, Subject, Priority, Is Question In Part, and Attach Paper. The 'Attach Paper' field has a 'Choose File' button and 'No file chosen' text. A 'Save' button is at the bottom of the form. Below the form, another 'Save' button is shown with the text 'After fillup above form' and an arrow pointing to it.

Diary No.	Subject	Received Date	Asked By	Received Date	Question Number	Priority
16/17/1603	test question		Mukesh Rajput	25/06/2019		
16/17/676	Rubberized- Bitumen for Construction		Heena Vijaykumar Gavit	14/02/2019		
16/17/307	Capital Investment		Ram Kumar Sharma	09/02/2019		
16/17/306	Free Internet Facility		Hemant Tukaram Godse	09/02/2019		

Figure 3: Submitting the details of the question

2. After saving the data your record will be shown into list, then click on the question which you have entered.
3. Then upload the concerned physical copy of the Questions submitted if Question is submitted in Hardcopy by opting the **Attach Paper** field and click on save button.
4. If Question is sent online by Hon'ble Member then automatic Diary no is generated and no need of uploading scanned copy is there.



# e-Questions Processing Module

## Edit the Starred Question:

- The entered Question can be edited by following below steps with screenshots

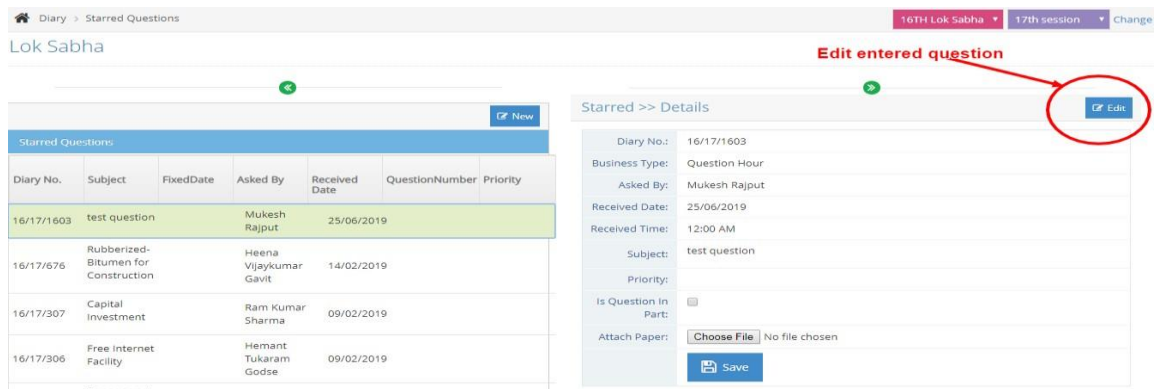


Figure 4: Editing of the entered question

- Edit Option allow to edit and update the question concerned

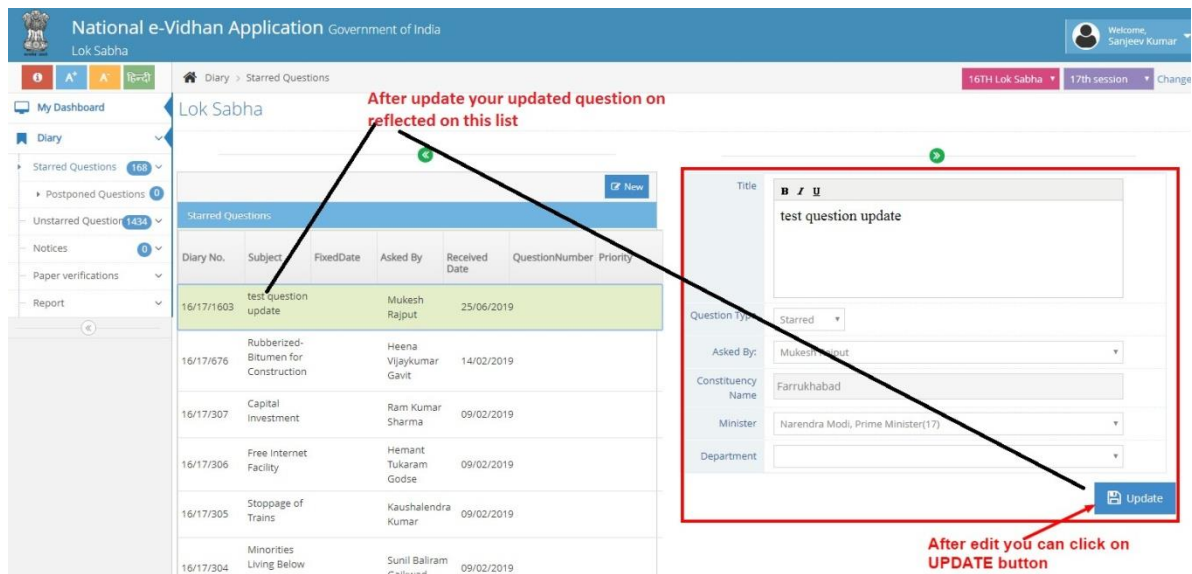


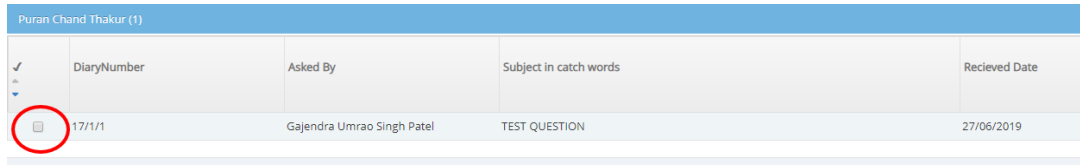
Figure 5: Edit and update options for the questions

Follow same process for the Notice and Unstarred Question.

## Step -2 Legislation Login:

When Diary of a Question is done, it is assigned to one of the typists. The Assigning of Question for Typing is done by Legislation Login.

- I. :Login to NeVA Secure sites mentioned before step 1, please follow below steps
- II. Go to **Starred Question > Assign For Typing** tab on leftpanel (My Dashboard)



✓	DiaryNumber	Asked By	Subject in catch words	Recieved Date
<input checked="" type="checkbox"/>	17/1/1	Gajendra Umrao Singh Patel	TEST QUESTION	27/06/2019

Figure 6: Selection of the question to assign typist

- III. Select the check box of the question which is to be assigned to the "typist"
- IV. Choose the option of "Assign Employee for Typing".
- V. Choose the **typist** to whom the question is to be assigned and click on the **Assign** option given on the right side of the screen. Multiple Questions can also be selected and assigned to single Typist

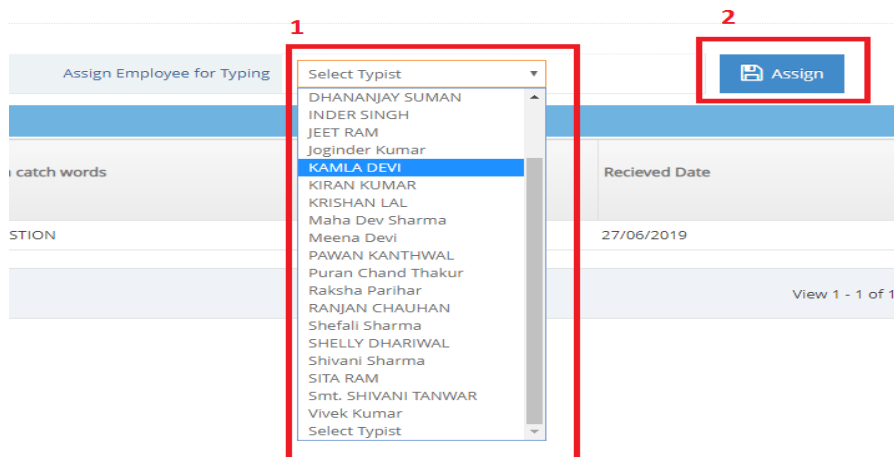


Figure 7: Assign typist from the dropdown list of available Typists

- VI. After Clicking the **Assign** button a popup message is displayed for the confirmation

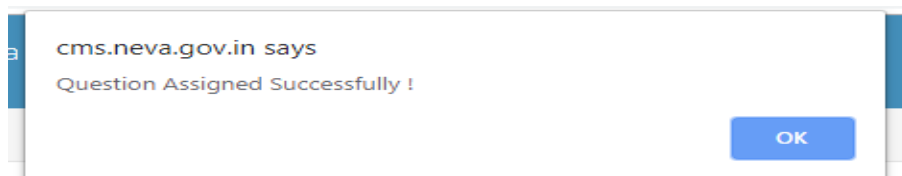
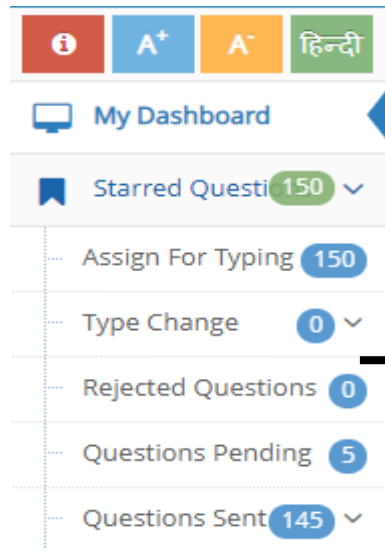


Figure 8: Popup screen after assigning typist

## e-Questions Processing Module

### Option: Type Change

The type of Question can also be changed from the Starred Question to Unstarred Question and vice-versa.



This option is to change the type of the question from the Starred Question to Unstarred Question and vice-versa.

Figure 9: Option to change the type of question

For Changing type of Question:

- I. First click on check box provided alongside the question.
- II. After selecting the checkbox, click on the button “**Change to Unstarred**” at the bottom of the page.
- III. Then click “OK” to the confirmation message which is popped up displaying ***Are you sure?***

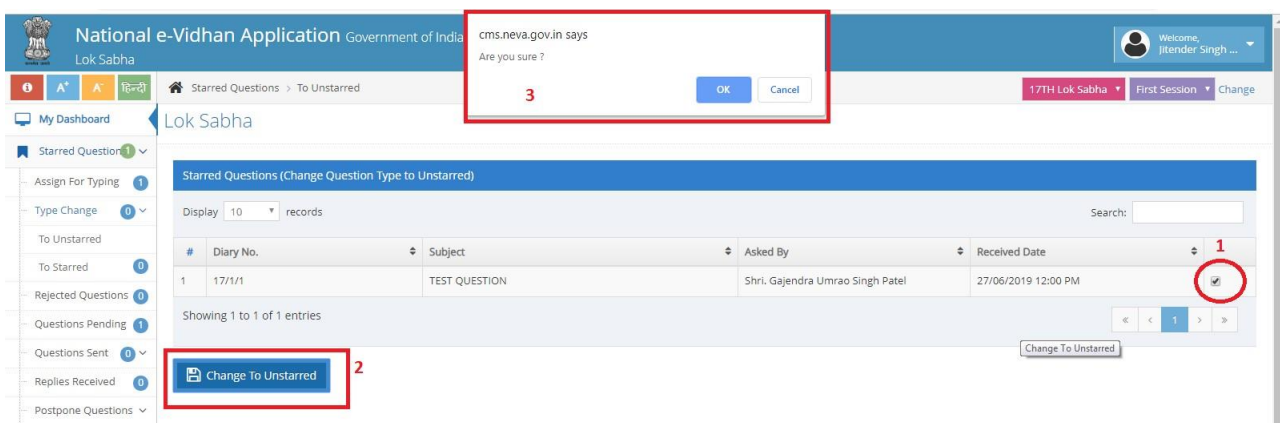


Figure 10: Change the type of the question

# e-Questions Processing Module

## Step: 3 Typist Login

:Login to Secure CMS Site with typist's credentials and follow below steps

- I. Go to **Inbox >Starred Question/Unstarred/Notice** tab on leftpanel
- II. Click the question in givenlistsequentially it will display on the right side panel
- III. Assigned typist types the detail of the question and select the check box on **“Is Question In Part”** at the bottom of thepage if so required\*.

\*If the detail of the question is in parts form then checkbox must be checked (**Is Question is in Part**).

- IV. After following above process click on **“Submit toProof Reader”** button atbottom right side of the page.

The screenshot displays the National e-Vidhan Application interface. On the left, the 'Inbox' sidebar is visible, with 'Unstarred Questions' selected. The main area shows a table of questions. A red box highlights a question with the following details:

DiaryNumber	Asked By	Subject In Catch Words	Received Date	Proof Reading By
17/1/1	Shri. Gajendra Umrao Singh Patel	TEST QUESTION	27/06/2019	

Below the table, a red arrow points to the question, with the text: "Click on the question After that click show right side panel".

The right side panel shows the details of the selected question. It includes a text area for typing the question detail, a 'Title' field, and a form with the following fields:

- Business Type: Question Hour
- Submitted By: Shri. Gajendra Umrao Singh Patel
- Constituency Name: [Empty]
- Received Date: 27/06/2019
- Received Time: 12:00:00
- Minister: Narendra Modi, Prime Minister
- Department: [Empty]
- Is Question In Part:  (A blue arrow points to this checkbox with the text: "If question detail is in part form then you must check this checkbox")
- Local:
- Is Question Bracketed:

At the bottom right, there is a 'Submit To Proof Reader' button. A red arrow points to this button with the text: "After final change then click on this button to send question to proof reader".

Figure 11: Typing of the Question in given window

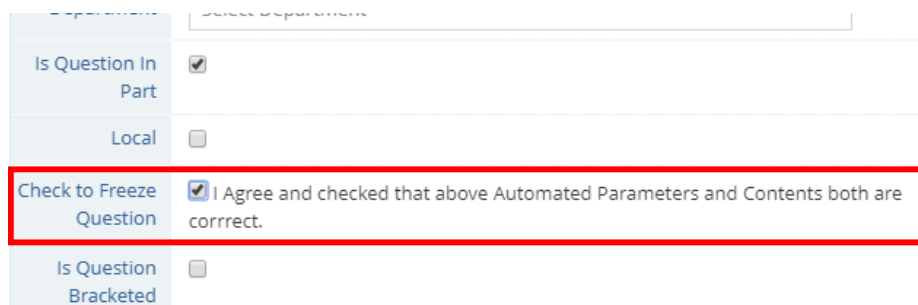
### Step 4: Proof Reading Login

**Login to Secure CMS Site with Proof Reader's credentials and follow below steps**

The Proof reader examines the question sent by the typist and then forwards it to the next level ( to legislation for freezing ). If there is any discrepancy, the proofreader can send it to the question back to the typist.

**Follow below instructions for approval:**

- I. Go to **Inbox**  **Starred Question/Unstarred/Notice** tab on leftpanel
- II. Click the question in givenlist. which will open the question form in the right panel of the screen.
- III. Then “**Proof reader**” checks the details of this question and tick the checkbox “**Check to Freeze Question**” at the bottom of the page as shown in the screenbelow.



The screenshot shows a form with several checkboxes. A red rectangular box highlights the 'Check to Freeze Question' checkbox, which is checked. The text next to it reads: 'I Agree and checked that above Automated Parameters and Contents both are correct.' Other checkboxes include 'Is Question In Part' (checked), 'Local' (unchecked), and 'Is Question Bracketed' (unchecked).

**Figure 12: after proof reading check box to be clicked**

- IV. If there is any mistake/error in your question, the proof reader assign back the question to typist by clicking on “**Back to Typist**” button at bottom of thepage.
- V. Finally click on“**Freeze**” option at bottom of thepage for next stage of the Process.

# e-Questions Processing Module

**Choose one**

**After clicking show list**

**Click on the question give list**

**After click on that question show right side panel form data**

**Click to Approve**

**After checked click to Freeze**

**If any mistake in this Question then click on this button Back to Typist and send agin for**

Figure 13: Selection of various options like freezing and back to typist

## e-Questions Processing Module

.A confirmation message will pop up on the screen after **Freezing** option is opted

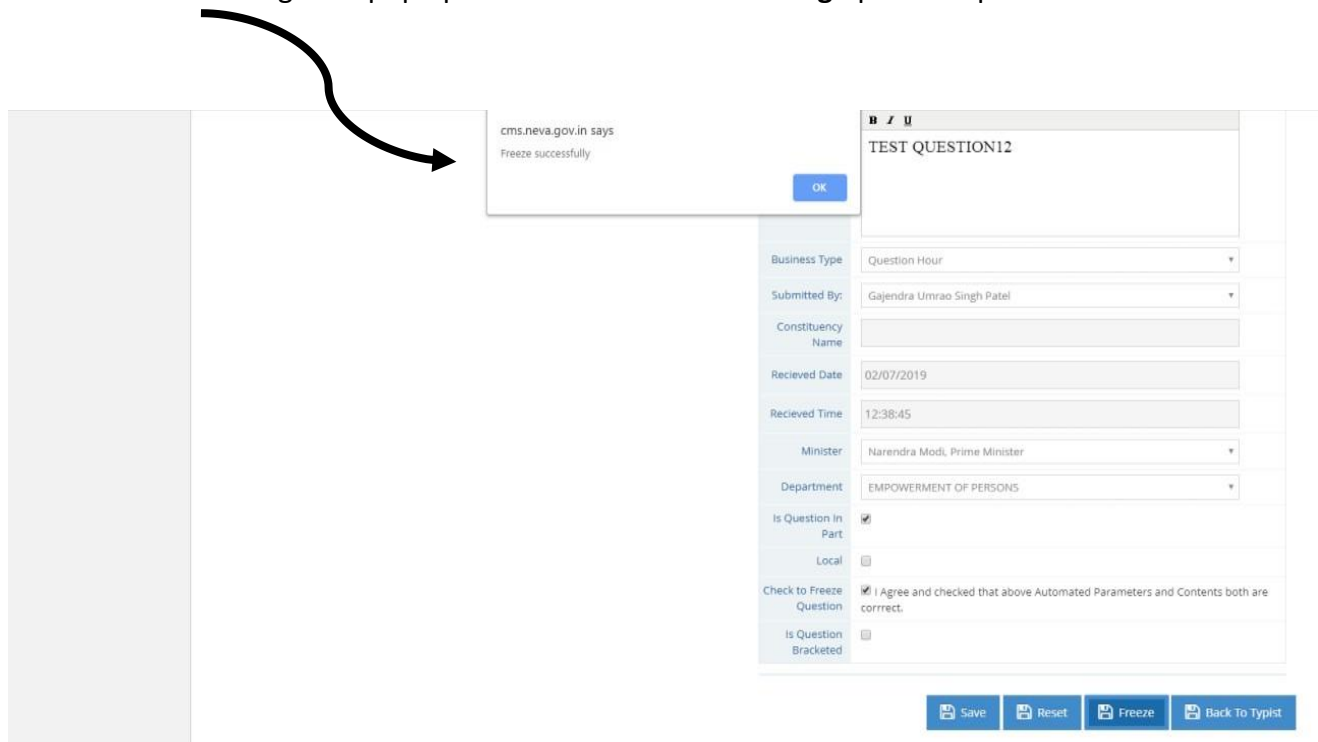


Figure 14: Popup option after freezing

After freezing the question the message **“Question Sent to Legislation Branch”** is displayed at the bottom of the page.

# e-Questions Processing Module

## Step:5 Legislation Login

:Login to Secure CMS Site with Legislation's credentials and follow below steps

- I. Go to Starred Question > Question Pending
- II. Click on the question which will lead to opening of the question form in the right .panel
- III. click on “Edit” button on top right of thepanel

The screenshot displays the National e-Vidhan Application interface. On the left, a sidebar menu is visible with 'Starred Question' highlighted. The main area shows a table of 'Starred Questions' with columns for Diary No., Subject, Asked By, Minister, Department, and Status. A row with Diary No. 17/1/2 and Subject TEST QUESTION12 is highlighted. A red box around this row has an arrow pointing to it with the text 'Click on pending question'. To the right, the 'Starred Question Details' panel is open, showing fields for Diary No., Minister, Department, Asked By, Constituency, Subject, Question Detail, Priority, Is Question In Part, Local, Status, and Proof Reading On. A red box around the 'Edit' button at the top right of this panel has an arrow pointing to it with the text 'Click on Edit button'. Below the table, there is a pagination control showing 'Page 1 of 1' and '10' items per page. A red arrow points from the text 'After click show right side panel' to the 'Starred Question Details' panel.

Figure 15: Editing of the question at legislation end

- IV. After editing the question, click on Freeze button at the bottom of thepage

The screenshot shows the bottom section of the question editing form. It includes a table with 'Is Question In Part' (checked) and 'Local' (unchecked). Below the table are several buttons: 'Save', 'Freeze', 'Reject', 'Change Type', 'Reset', and 'Back To Previous Level'. A red box highlights the 'Freeze' button, with a red arrow pointing to it and the text 'Click on this button to Freeze'.

Figure 16: freezing of the question at legislation end

After freezing the question will go to Secretary's Login.



# e-Questions Processing Module

## Step: 6 -Secretary Login

After following the Login to Secure CMS Site with Secretary's credentials and follow below steps:-

Go to Starred Question> Question Pending

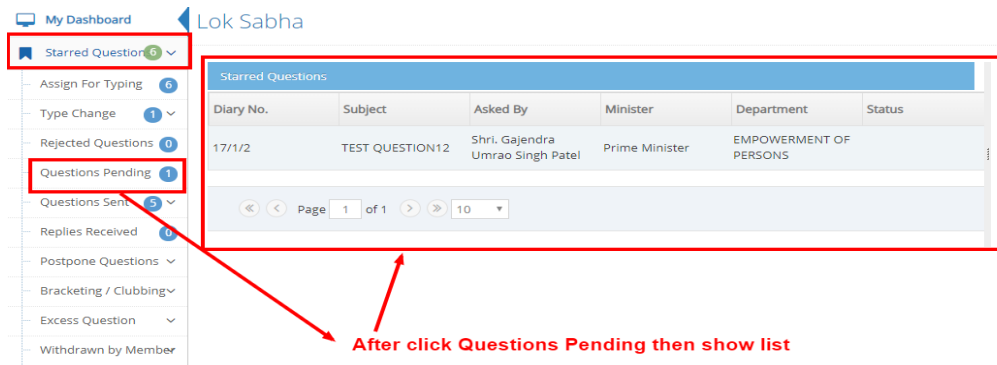


Figure 17: Selection of the question at Secretary Login

## e-Questions Processing Module

- Click on the concerned question to open it in the right panel of the screen.
- And then click on “NEXT” button on top right side and finally click on “Approve” button at the bottom

The screenshot shows the Lok Sabha e-Questions Processing Module interface. On the left, a sidebar contains navigation options, with 'Questions Pending' circled in red. The main area displays a table of starred questions. A red arrow points from the text 'Click on the question After click show right side panel' to the first row of the table. The right panel shows the 'Starred Question Details' for the selected question, with a red arrow pointing from the text 'Click on this button to next form data' to the 'Of Next' button in the top right corner of the details panel.

Diary No.	Subject	Asked By	Minister	Department	Status
17/1/2	TEST QUESTION:2	Shri. Gajendra Umrao Singh Patel	Prime Minister	EMPOWERMENT OF PERSONS	

Starred Question Details

Diary No. 17/1/2  
Minister Prime Minister  
Department EMPOWERMENT OF PERSONS  
Asked By Shri. Gajendra Umrao Singh Patel  
Constituency Khargone  
Subject TEST QUESTION:2  
Question Detail (a) (b) (c) (d)  
Priority  
Is Question In Part   
Local   
Status Question Freeted  
Freeted On 03/07/2019 04:52 PM  
Proof Reading On 03/07/2019 03:37 PM  
Proof Reading By SHEETAL KUMARI  
Assigned On 02/07/2019 03:49 PM  
Typing By Purnan Chand Thakur

Figure 18: Process for approving at Secretary login

The Questions which are initially approved by Secretary of the House are made visible in the login of the concerned Govt. department for preparation of replies. Departments can draft their replies but can send the reply only after question is fixed for a particular date.

Next proceed to Legislation Login branch for fixing the question

## Step 7 - Legislation Login

Login to Secure CMS Site with Legislation's credentials and follow below steps

- i. Go to **Starred Question > Questions Sent > Unfixed Questions** on leftpanel
- ii. choose **“Fixing Date”** on rightside

The screenshot shows the 'National e-Vidhan Application' interface. The left sidebar contains a navigation menu with 'Unfixed Questions' highlighted. The main content area is titled 'To Fix Question Select Session Date'. A 'Fixing Date' dropdown menu is set to '18/06/2019'. A red box highlights the 'Rotation of Ministers' list on the right side. The 'Unfixed Starred Questions List' table shows one entry with a 'Fixing Number' of 25.

#	Diary Number	Subject	Asked By	Minister	Department	Fixing Number
1	1771/2	TEST QUESTION12	Shri, Gajendra Umrao Singh Patel	Prime Minister	EMPOWERMENT OF PERSONS	25

Figure 19: Choosing fixing date and rotation of ministries at Legislation Login

- iii. Must check Last questionNumber(Digit)

The screenshot shows two input fields. The first is 'Max Number of Questions Can be asked by the Member' with a value of 2. The second is 'Last Question Number' with a value of 25. A red box highlights the 'Last Question Number' field.

Figure 20: Checking for the last question Number

- iv. Next scroll down the page and click on checkbox **“FixingNumber”** and manually enter the question number next after finalizing the sequence of questions (through balloting or any other process as per House Rules) in the sequence to question number mentioned above on the screen  
( e.g. If Last question number is 25 then please enter fixing number 26, which is the next number of the last question number.)

## e-Questions Processing Module

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**Note:** We suggest you please enter question number sequential order.

# e-Questions Processing Module

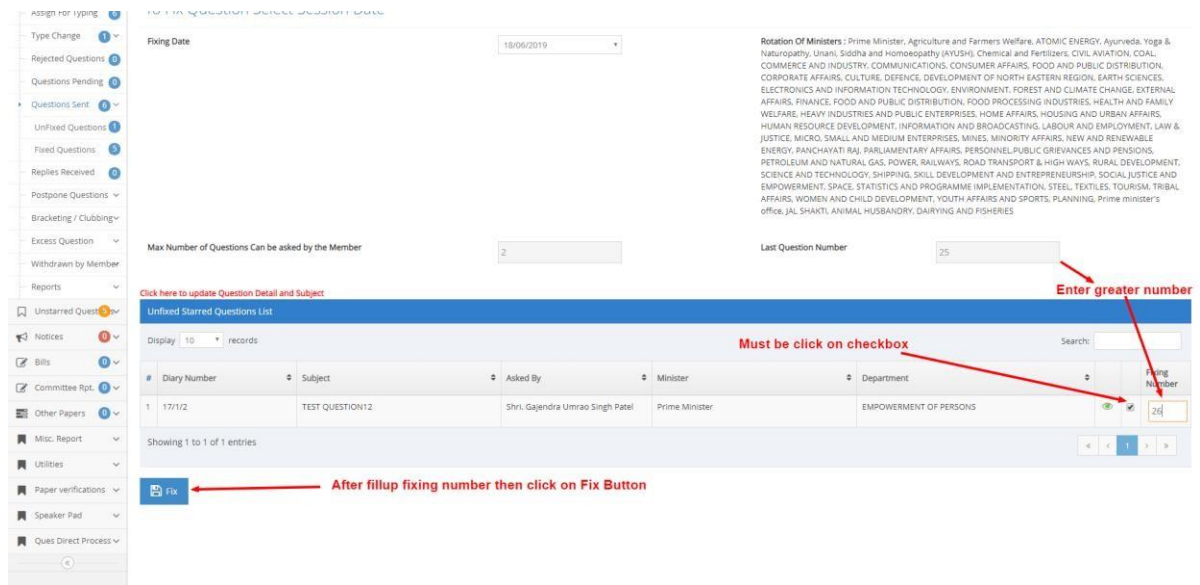


Figure 21: Entering of Fixing Number

- v. After clicking on the Fix button a confirmation message is popped up on the screen.

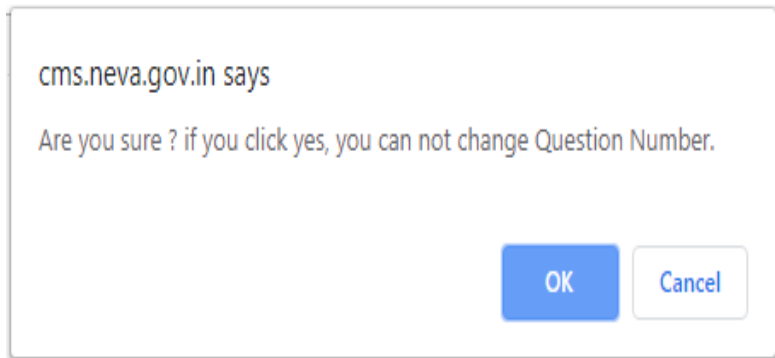


Figure 22: Confirmation popup screen

## e-Questions Processing Module

- vii. After click on “OK” button then again click on “Fix” button it shows popup for final confirmation. Click on YES.

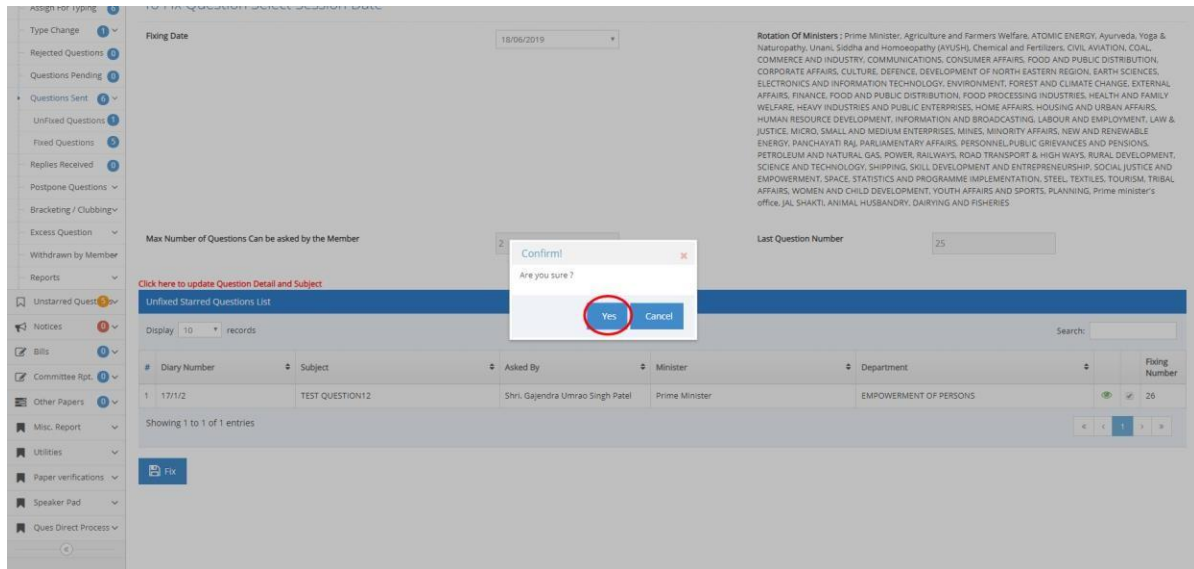


Figure 23: Final Confirmation for fixing number

Proceed to Translator Login for next step that is PDF generation of the Question.

## Step: 8 - Translator Login

Login to Secure CMS Site with Translator's credentials and follow below steps

- Go to Starred Question on the left panel of the screen and select the **Fixing Date** which will open the question concerned on the date entered.

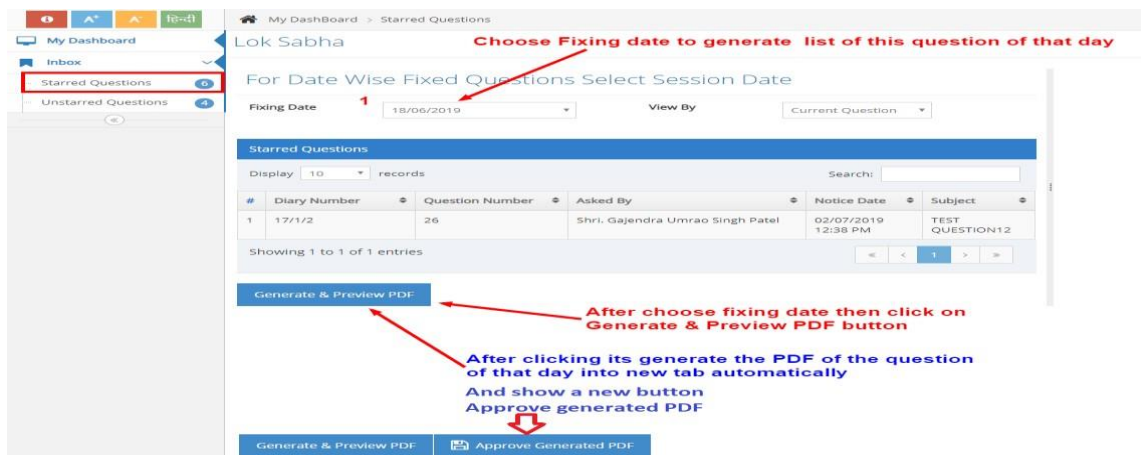


Figure 24: Selection of the fixing date at Translation Login

After clicking approve system generated PDF can be viewed and a message for approval is displayed. After approval of PDF Question list is sent to Secretary for final approval.

*Question List Sent To Secretary.*

Next process is to Login with Secretary of the House for Approval

# e-Questions Processing Module

## Step 9 - Secretary Login

Login to Secure CMS Site with Translator's credentials and follow below steps

- i. Go to **Starred Question > Questions Sent > Fixed Question**
- ii. And then choose **Fixing Date**, it shows the list of the questions of the selected date.
- iii. Next scroll down to page for **Approving Fixed Starred Question** Section and then check the **Preview PDF** checkbox.
- iv. And then click on **“Approve Questions”** button.

The screenshot displays the National e-Vidhan Application interface. The sidebar on the left contains a menu with 'Fixed Questions' highlighted in red. The main content area shows a 'Fixing Date' dropdown menu set to '18/06/2019', with a red arrow pointing to it and the text 'Must be choose Fixing date'. Below this is a table titled 'Fixed Starred Questions List' with one entry: '1771/2', '26', 'TEST QUESTION12', 'Shri. Gajendra Umrao Singh Patel', 'Prime Minister', and 'EMPOWERMENT OF PERSONS'. A red arrow points to this entry with the text 'After select date it shows the list of the question of that day'. At the bottom, the 'Approving Fixed Starred Questions(18/06/2019)' section has a 'Preview PDF' checkbox circled in red, with a red arrow pointing to it and the text 'Must be check on checkbox'. Next to it is an 'Approve Questions' button, with a red arrow pointing to it and the text 'After checked on checkbox of Preview PDF button than click on Approve Questions button'.

Figure 25: Final approval at the Secretary Login

- Finally your question is published on Public Site and departments can now send the reply of the same to Assembly/Council



**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](mailto:helpdesk-neva@gov.in)  
Phone: 011-23034109