National eVidhan Application
Digital Legislatures
One Nation One Application

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NeVA

NeVA - Committee Management Module

User Guide

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Abstract

Parliamentary Committees play a vital role in the Parliamentary System. They are a vibrant link between the Parliament, the Executive and the general public. The need for Committees arises out of two factors, the first one being the need for vigilance on the part of the Legislature over the actions of the Executive, while the second one is that the modern Legislature these days is over-burdened with heavy volume of work with limited time at its disposal. It thus becomes impossible that every matter should be thoroughly and systematically scrutinised and considered on the floor of the House. If the work is to be done with reasonable care, naturally some Parliamentary responsibility has to be entrusted to an agency in which the whole House has confidence. Entrusting certain functions of the House to the Committees has, therefore, become a normal practice. This has become all the more necessary as a Committee provides the expertise on a matter which is referred to it. In a Committee, the matter is deliberated at length, views are expressed freely, the matter is considered in depth, in a business-like manner and in a calmer atmosphere. In most of the Committees, public is directly or indirectly associated when memoranda containing suggestions are received, on-the-spot studies are conducted and oral evidence is taken which helps the Committees in arriving at the conclusions.

The Committees aid and assist the Legislature in discharging its duties and regulating its functions effectively, expeditiously and efficiently. Through Committees, Parliament exercises its control and influence over administration. Parliamentary Committees have a salutary effect on the Executive. The Committees are not meant to weaken the administration, instead they prevent misuse of power exercisable by the Executive. It may, however, be remembered that Parliamentary control in the context of the functioning of the Committees may mean influence, not direct control; advice, not command; criticism, not obstruction; scrutiny, not initiative; and accountability, not prior approval. This, in brief, is the rationale of the Committee System. The Committees have functioned in a non-partisan manner and their deliberations and conclusions have been objective. This, in a large measure, accounts for the respect in which the recommendations of the Parliamentary Committees are held.

Most of the work in Committees of the Legislatures isbeing done in offline mode 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 expensive but slow too.

Using NeVA Application working of Committee can be managed online and in systematic manner. Several functioning of Committee System like committee type master, committee creation, committee formation, committee constitution, Committee room master, room booking etc. Committee meeting notice, Tour etc. can be facilitated through

NeVACommittee Management module.NeVA also facilitates eFile system through which Noting& Drafting can be done in the Committee Module itself. The system enables real time flow of information from constitution of committee to its report laying. Thus the end to end process/functions of Committee Management are integrated through single NeVA Application.

This User Guide explains the various process involved in committee management system through NeVA Application.

NeVA - Committee Management Module

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Finding the Application

This application facilitates the functioning of the legislature branch of Government at the centre and the state level. The committee system plays a very important function of the legislation; National e-Vidhan Application provides digital system for Committees functioning. The NeVA Committee Management Module can be accessed through NEVA CMS Login. This document describes in detail the process to be followed for use of committee management module. It gives step-by-step guide to help the NeVA user to work on the Committee management module.

Step Login:

Open the URL: https://cms.neva.gov.in/

- And login with the Admin Credential shared with you.
- Select your House
- Enter User Name
- Enter Password
- Enter Captcha and click on Login button
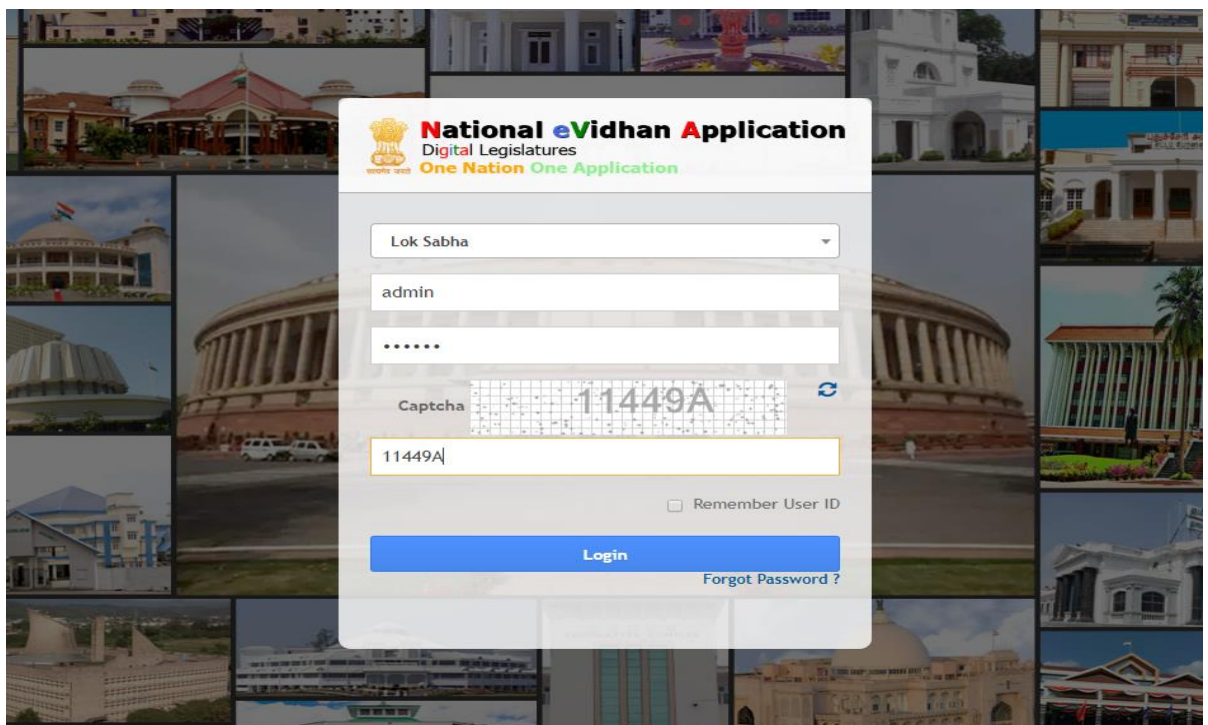
Figure 1: Login toNeVA CMS –Committee Login

Process for committee management system

Committee TypeMasters

CommitteeCreation

CommitteeFormation

CommitteeConstitution

Committee RoomsMasters

Committee Room Booking

Committee Rooms Availability

Approval of Committee roomsbooking

Assigning Roles of committees to Committee Users.

Authorized users for sending document tostakeholder.

Process 1: Committee Type Masters

- Login into the Admin > click on the tab Legislative Committee > Committee Type Master.

Click ⟶ Create Committee Type

Figure 2: Create Committee Type Master

- Fill the required field with suitable data viz. Committee Type Name*, Committee Type Name Local, Abbreviation.

Process 2: Committee Creation

- Admin: To create "**committee**" under "**committee type master**", user has to click on the committee submenu of "Legislative Committees" Option.

- Then User has to click in the Create Committee

Figure 3: Creating Committee under Committee tab

- After filling up the above mentioned fields User has to click on the Save option displaying in the right bottom of the panel (screen)

Process 3: Committee Formation

- Follow the below mentioned path for Committee Formation

- Click on Legislative Committees > Committee Formation>
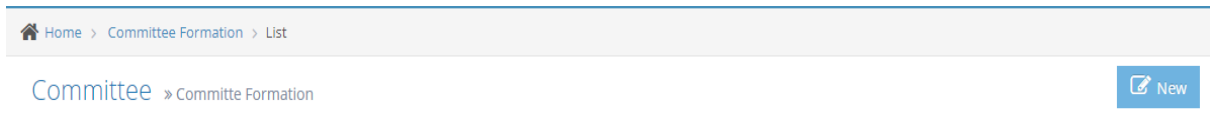
Figure 4: New Committee formation

- Fill up the required fields mentioned in the form after clicking the New tab option of Committee Formation.
- If there is a sub-committee inside committee, we have to select sub- committee and a text box displayed wherein we have to write sub- committeename.
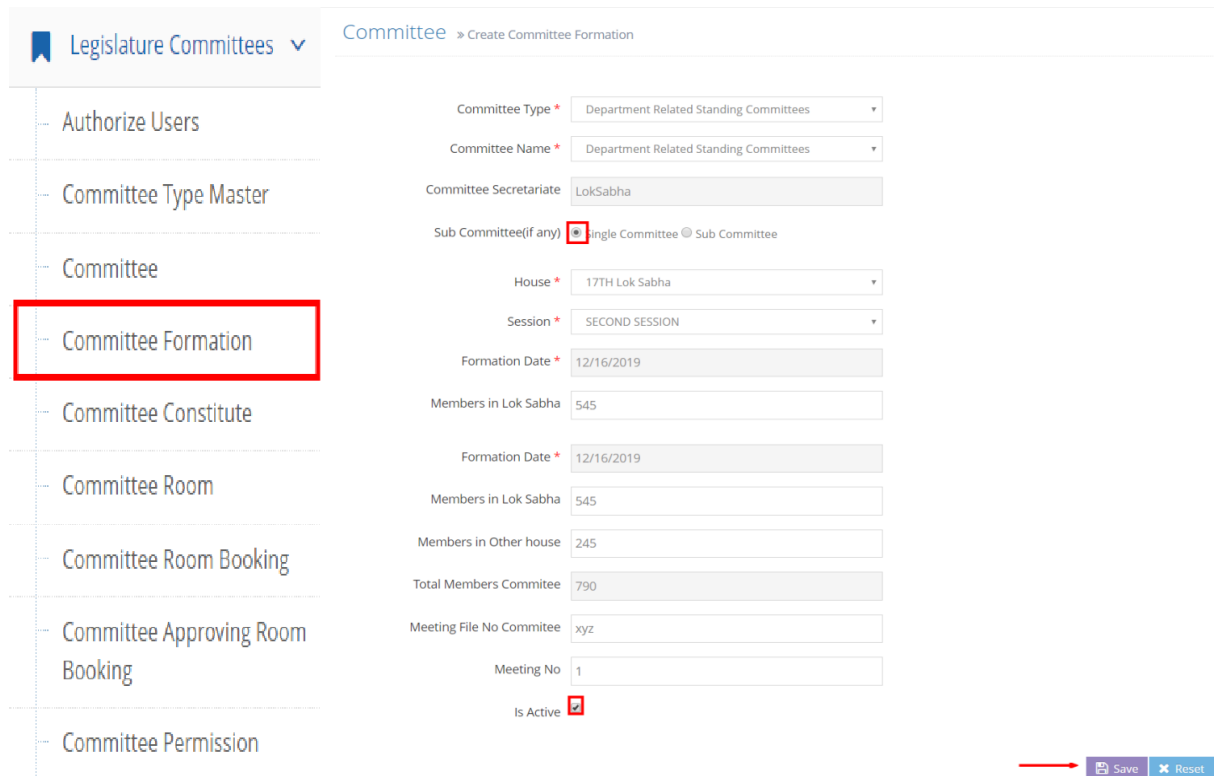
Figure 5: Create committee formation by filling required fields

- Click on the Save option after this.

Process 4: Committee Constitution

- 'Committee Constitution' is meant for mapping chairman &member within thecommittee.
- In the event of a Bi-cameral House, a user has to select members fromboth houses.
- In the event of a Uni-cameral House, data from only one House will be displayed.
- If committee chairman/ members is/are changed, user needs to de – activate the current chairman and add new chairman/members.

Figure 6: Selection of Chairman and Members of the committee

Process 5: Committee Rooms Masters

- This option is to Create Room for the Committee Constituted so that the committees can perform their official work with suitable space and environment.
- To create "**committee room master**", the user has to click on the "**Committee Room**" sub-menu.
- Room details are to be entered in the form.
- Image of the room is to be entered by selecting the option mentioned in the form.
- The date entered has to be saved by the User.

Figure 7: Creation of committee room

Process 6: Committee Room booking for meeting

- For "committee room booking", a user has to click on sub- menu "Committee Room Booking" button & enter all the mandatory fields through which system automatically finds the room availability for the selecteddate.

- Room booking can be done for single and multipledates.

- In case of a bicameral House, rooms can be selected from both thehouses.

Figure 8: Create committee Room booking for meeting

- After the selection of a committee and the desired date(s) for meeting, the system will display all the available rooms. A user can request for booking the room(s). As per availability room can be booked for a date or multiple dates.

Figure 9: booking room - after selection

- All the room booking requests need to be submitted to the Administrator for the approval of the roombooking.

Figure 10: Final room booking

- Status of room booking request can be viewed by Action/View.

Figure 11: Checking status of rooms booking request for committee meeting

Process 7: Approval of Committee rooms booking

- An Administrator-of NevA Committee Module user can view all the requests and availability of the room(s) and approve or reject the requests by clicking on 'Action'button.

Figure 12: Action by administrator- approval/rejection of booking request

- An Administrator can also add remarks for approving/ rejecting arequest
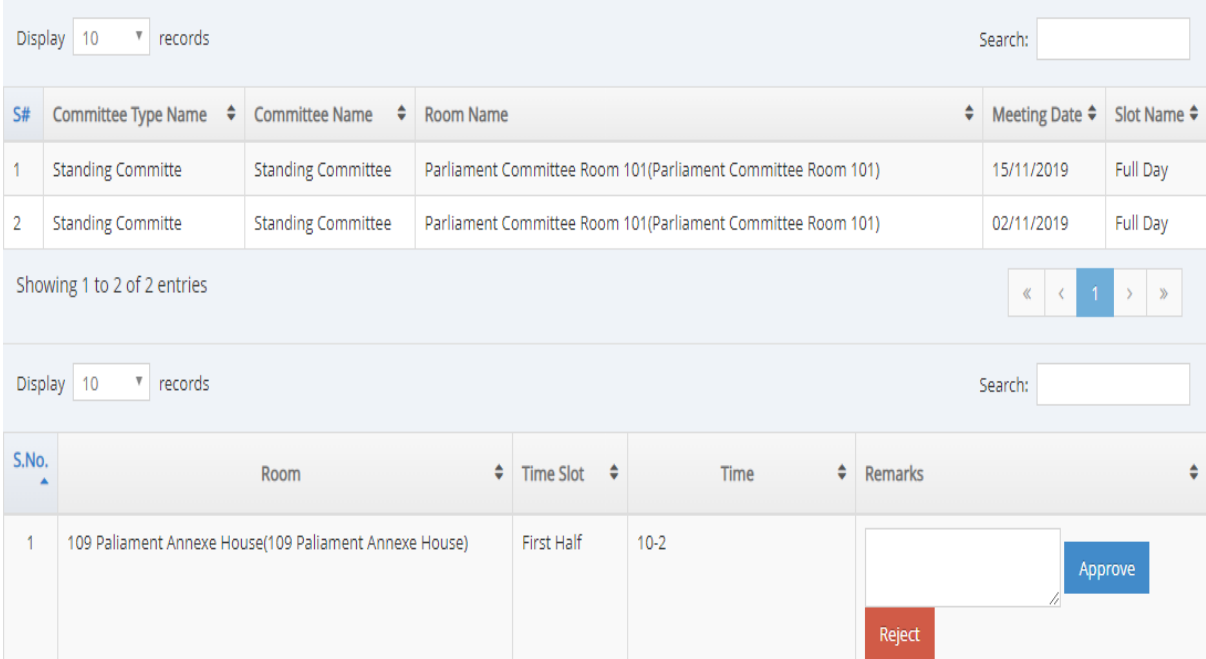
Figure 13: options for administrator; adding remarks/ reject/ approve

- Before approval of the room, the admin user needs to check the availability of the room by clicking "CheckAvailability".

Figure 14: final action after checking availability

Process 8: Assign Role/Access of a committee to Committee Branch Users

- A user needs to select a User from list & Committee Type which Admin wants to assign to theuser(s).

Illustration for above action:

Figure 15: Assigning role and access to user

S.No	User Name	Committee Assigned	Action
1	Jitender Singh Kanwar(357453589950)	Subordinate Legislation Committee	🗑
2	Rita Devi Sharma(748367892073)	Public Administration Committee	🗑
3	Tara Chand Sharma(664976925238)	Public Administration Committee	🗑

Figure 16: Assigned role and access to users

E-File System for Committee Module

A User needs to create an e-file for managing documents related to a Committee, draft papers related to a Committee. Papers related to committee like meetings, agenda or any type need to be drafted by dealing end. Dealing end writes noting on the paper and send the paper to ASO, following the same process throughout the hierarchy as:-
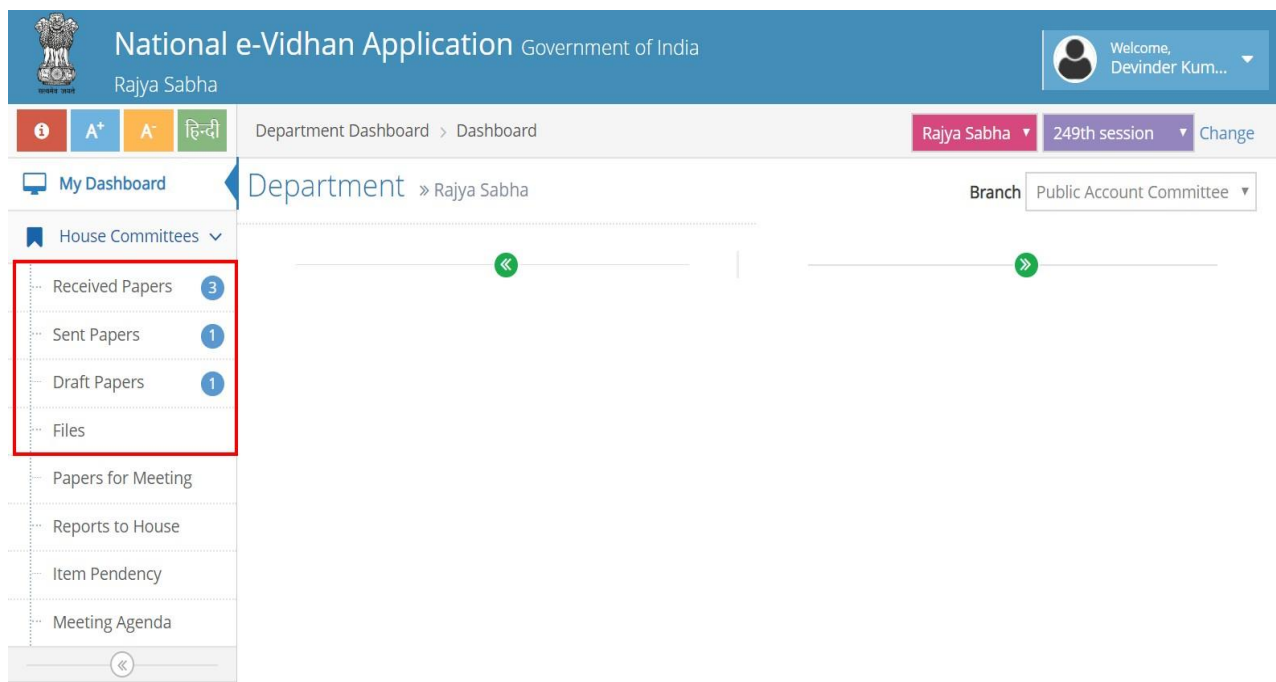
```
┌──────────────┐
│   Dealing    │
│     Hand     │
└──────────────┘
       ▲
       ▼
┌──────────────┐
│     ASO      │
└──────────────┘
       ▲
       ▼
┌──────────────┐
│   Section    │
│   Officer    │
└──────────────┘
       ▲
       ▼
┌──────────────┐
│    Under     │
│  Secretary   │
└──────────────┘
       ▲
       ▼
┌──────────────┐
│    Deputy    │
│  Secretary   │
└──────────────┘
       ▲
       ▼
┌──────────────┐
│    Joint     │
│  Secretary   │
└──────────────┘
       ▲
       ▼
┌──────────────┐        ┌──────────────┐
│  Secretary   │ ═════► │ Vice- versa  │
└──────────────┘        └──────────────┘
```
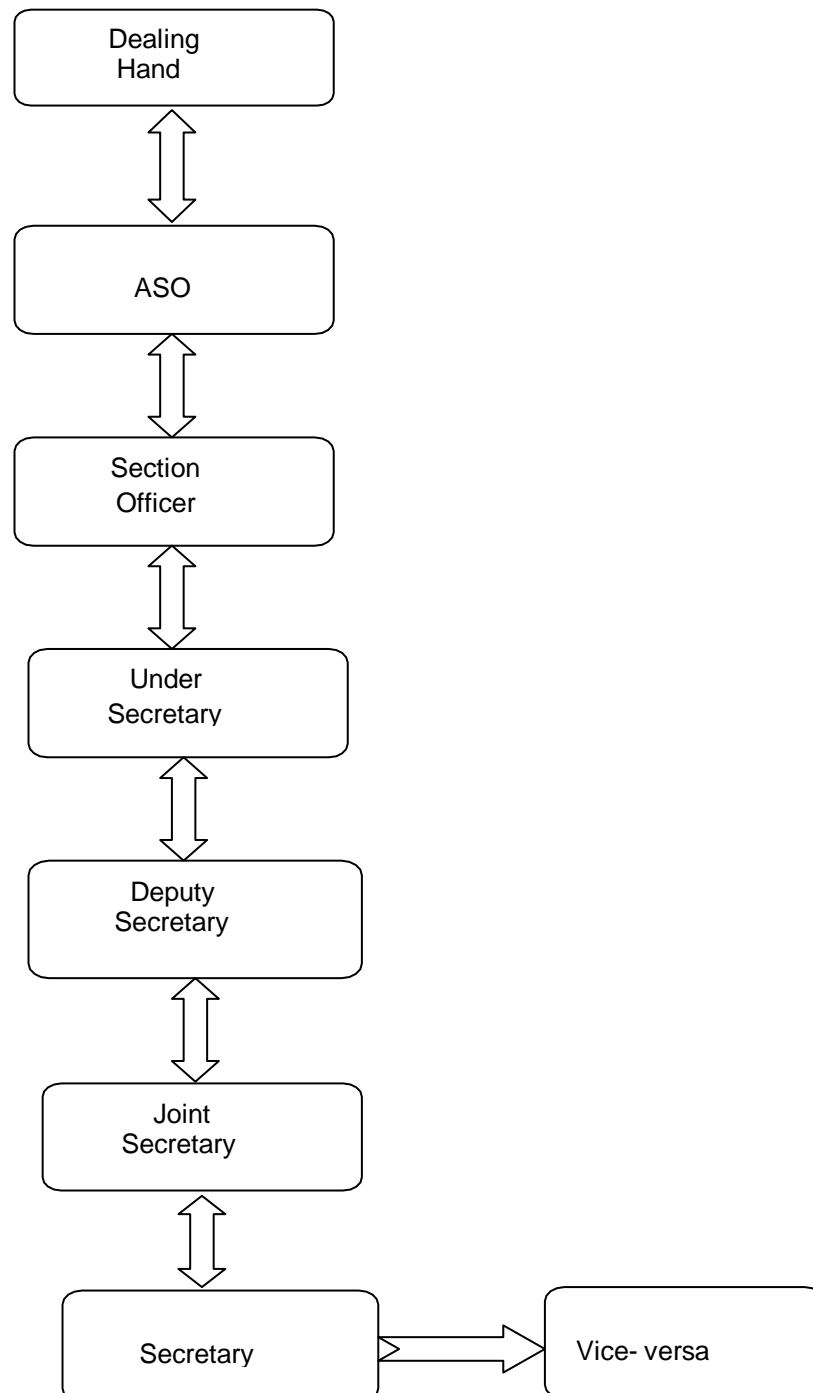
Draft paper moves as per the hierarchy till it gets approved by higher authority. Higher authorities are authorized to send the paper to Departments, Committee Members, and Committee Chairman. Once the paper is sent the approved document gets published on public Portal from the same interface. Once the Draft document is Approved and sent, it will be displayed under "**PapersSent**".

E-File House Committee Menu is similar to an e-mail system

- Now, let us take an example for better understanding to understand the flow of e-File system with committee. We are taking an example of drafting committee related meetings.

Figure 17: E-file system for a department

In "house committee" menu, there are some sub menus:-

- **Files**: Committee user needs to create an e-file to attach documents.
- **Draft Papers**: For creating documents for sending theinformation.
- **Sent Papers**: Displays Approved and papers sent to Committee Chairman/ CommitteeMembers/Departments.
- **Received Papers**: Displays documents received fromdepartments.

1. File creation for e-file

- For file creation, user has to fill all the mandatory fields like Department, e-type, fill no., subject, and pre-content & post content which is shown in screenshot below. Then user has to click on the 'save'button.

Figure 18: Creating e-file with necessary field filled

2. Draft new paper for E-file

- For drafting a new paper, a user has to click on the "draft paper" sub menu and then click on the "Draft new paper" button which is shown in the screenshotbelow.

Figure 19: Draft new paper

- After clicking on the "Draft New Paper" a new form will be open in which user has filled all the mandatory data like 'committee details', send, & 'paper details'; which are shown below in thescreenshot.

Figure 20: Drafting of new paper with all required details filled in the column

- For **committee details**, a user has to choose "committee" from the drop down which is shown in the screenshotbelow:-

Figure 21: selecting committee for drafting of new paper
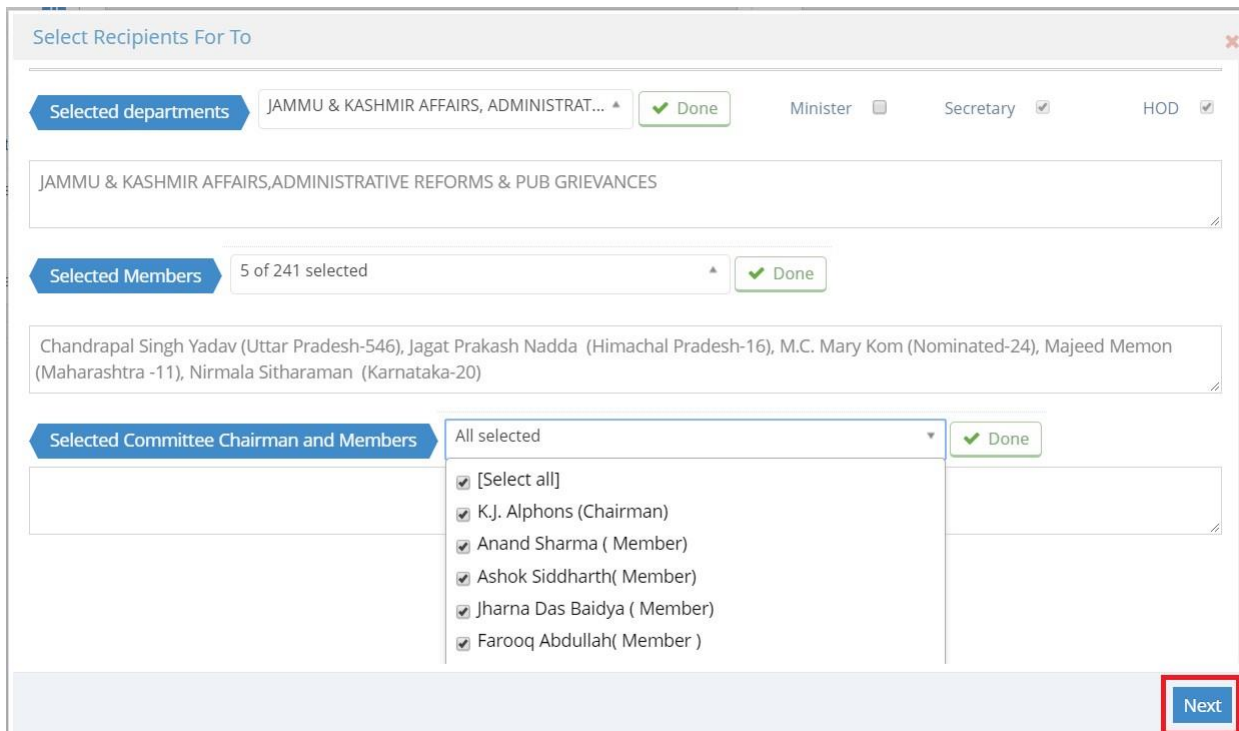
- For sending "**Draft"** to department, members & committee chairman and members, users have to click on the "**+"**sign**.**

- After clicking on the "**+"** sign , a new form will be opened , where users have to select department, members & committee chairman and members from the Dropdown and then click on the next button to save your data which is shown in screenshot below:-

Figure 23: Selection of recipient from the dropdown option

- For " **Paper Details**", user has to select "paper item", "nature of the paper", "type of the paper", "subject of the paper", "Reference no. of the paper" from the dropdown and attach "Draft file & Annexure" .
- Click on "savebutton".

Figure 24: Entering paper details by filling required fields

2.1 Attaching multiple papers to e-files

- For attaching multiple papers to e file , first users have to check the "check box" and then
- click on the "multiple paper attach to e-file" button which is shown in the
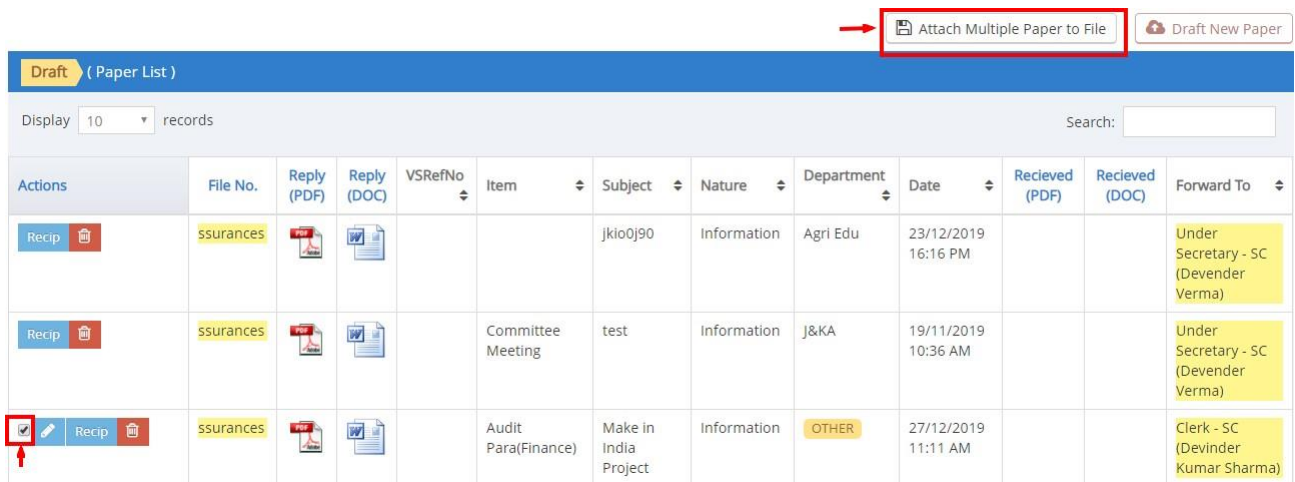

Figure 25: Attaching multiple papers to e-file

screenshotbelow:-

- After clicking on the "attach multiple papers to e file" button, all paper list willdisplayed.
- The user has to attach single or multiple paper to e-file by checking the check box and;
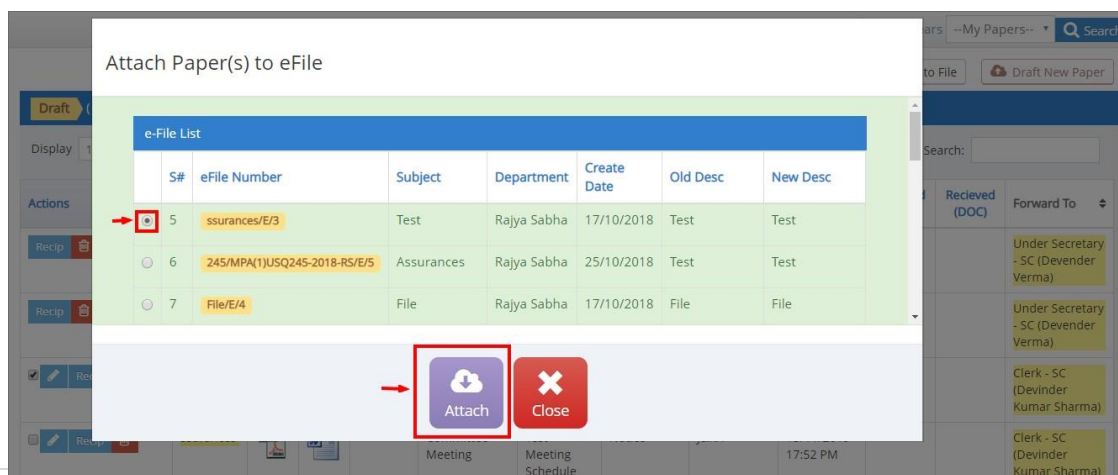- then click on the "Attach" button which is shown in the screenshot below:

Figure 26: Selection of multiple papers

- To facilitate movement of 'noting' through e-file along with draft paper, a user has to "**Assign branch & employee**" respectively from the dropdown and write note on the file.
- If the user has to view noting, he/she has to click on the "**view noting**"button,
- Else user has to click on the "Assign" button which is shown in the screenshot below:

Figure 27: Assigning employee w.r.t 'noting'

- After assigning draft from higher authority to Department, the concerned authorized user has to login & sent the document to the selected recipient.
- For sending, the concerned user has to click on the "checkbox" which is shown in thescreenshot:-

Figure 28: Selection of recipient department/user

- Once the e-file is sent to the higher authority, the sender can't make any changes. Only the receiver can modify/change the drafted document(s).Noting portion is displayed on the left pane and draft paper(s) on the right pane which is shown in the screenshot below:

Figure 29: e-file display at higher authority end

3. Sent papers

- E-file can be moved within the hierarchy. Once the file is approved & sent by the branch, it will be automatically visible in the "Sentmenu".
- If the user wants to search "his paper" & "all user paper" manually, there is a search tab where the user has to select from the dropdown and then click on the searchbutton.
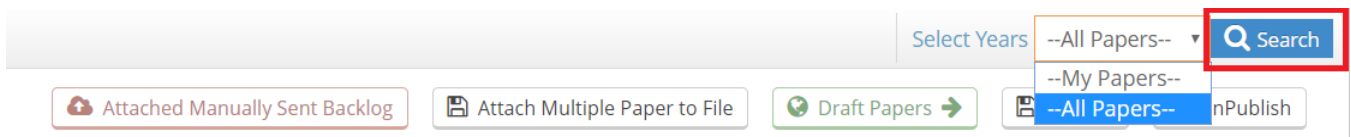

Figure 30: Searching of papers

- AnauthorizeduSercanpublishthedocumentonPublicportalbyselectingthecheckbox and then clicking on "Publish" button and one can also "unpublished" the document which is shown in the screenshotbelow.
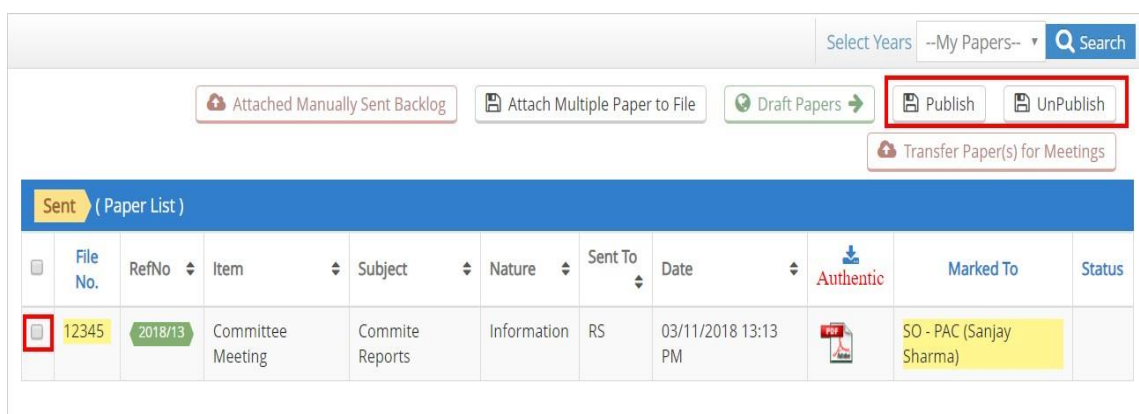

Figure 31: Publish and un-publish option

4. Received papers

- Whatever the "**replies or any other documents**" are received from the government department; it will be displayed in the list of "**Received**" sub menu with unique reference number. Further process will be same as the previousones.

Figure 32: Received papers

Committee information on Public Portal

- First, user has to go to public portal for committee information.
- User has to click on the "**committee**" tab →"**Formation**" tab.
- After clicking on "**committee formation**" button, user has to select house, session, committee type & committee respectively from the dropdown which is shown in screenshotbelow:

Figure 33: Displaying of committee on public portal

- After clicking on "**committee meeting**" button, the user has to select house, session, committee type & committee respectively from the dropdown which is shown in screenshotbelow:-

Figure 34: Displaying particular committee after filling concerned fields

For any feedback/comments

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