



National eVidhan Application

Digital Legislatures

One Nation One Application

सत्यमेव जयते

NeVA

NeVA - Committee Management Module

User Guide

Version 1.0

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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 is being 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

NeVA - Committee Management Module

NeVA Committee 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.

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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

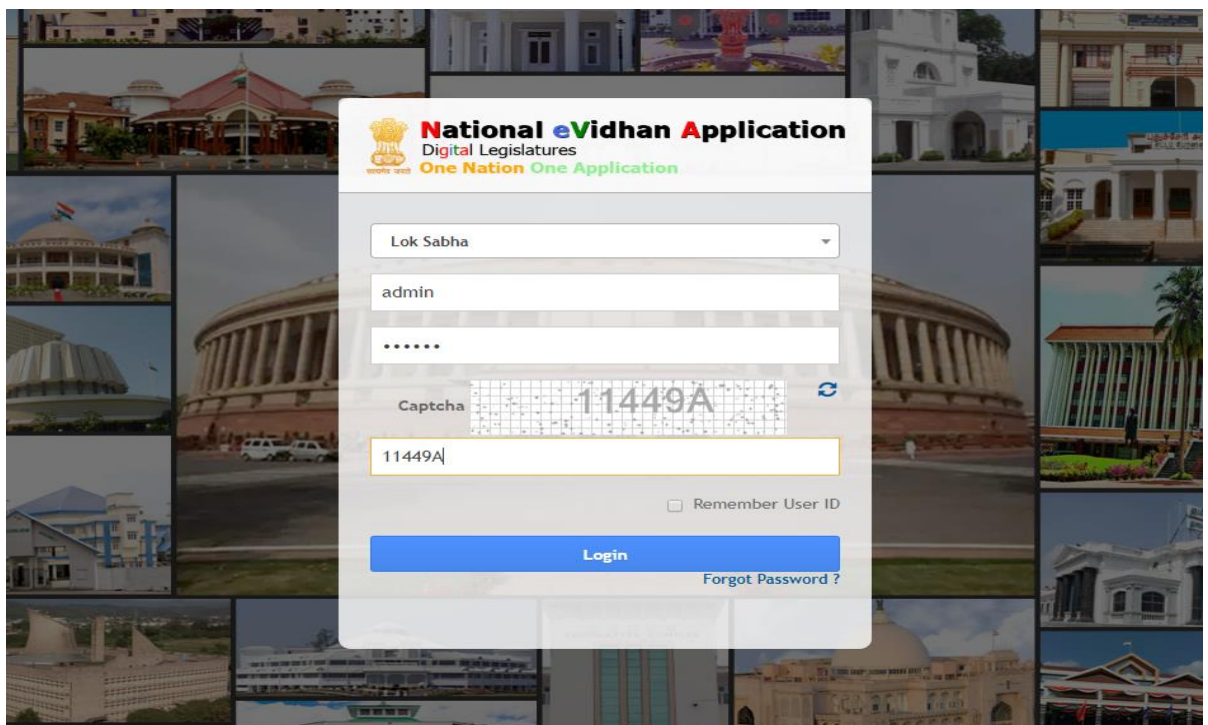


Figure 1: Login to NeVA CMS –Committee Login

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 to stakeholder.

Process 1: Committee Type Masters

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

Click



The screenshot shows the NeVA system interface. On the left, a navigation menu under 'Legislature Committees' has 'Committee Type Master' highlighted with a red box. The main content area shows the 'Create Committee Type Master' form. The form has three input fields: 'Committee Type Name*' with the value 'Department Related Standing Committees', 'Committee Type Name Local' with the value 'Department Related Standing Committees', and 'Abbreviation' with the value 'DRSC'. At the bottom right, there are 'Save' and 'Reset' buttons. A red arrow points to the 'Save' button.

Figure 2: Create Committee Type Master

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

NeVA - Committee Management Module

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

The screenshot shows the 'Create Committee' form in the NeVA system. On the left is a vertical navigation menu with the following items: 'Authorize Users', 'Committee Type Master', 'Committee' (highlighted with a red box), 'Committee Formation', 'Committee Constitute', 'Committee Room', 'Committee Room Booking', 'Committee Approving Room Booking', and 'Committee Permission'. The main form area has a title bar 'Create Committee'. It contains the following fields: 'Committee Type Master *' (a dropdown menu showing 'Department Related Standing Committee' with a red arrow pointing to it and the text 'select "committee type master" from the dropdown'), 'Committee Name *' (text input with 'Department Related Standing Committees'), 'Committee Name Local' (text input with 'Department Related Standing Committees'), 'Abbreviation *' (text input with '(DRSC)'), 'Abbreviation Local' (text input with '(DRSC)'), 'Description' (text area), and 'Is Active' (checkbox, checked, with a red box around it). At the bottom right are 'Save' and 'Reset' buttons.

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 > 

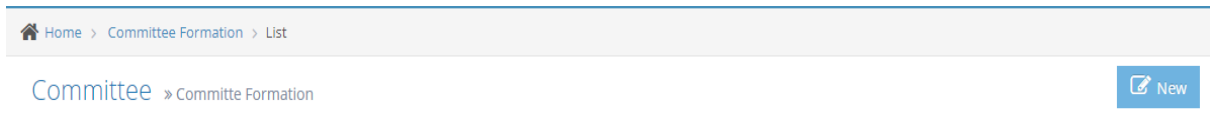


Figure 4: New Committee formation

- 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.

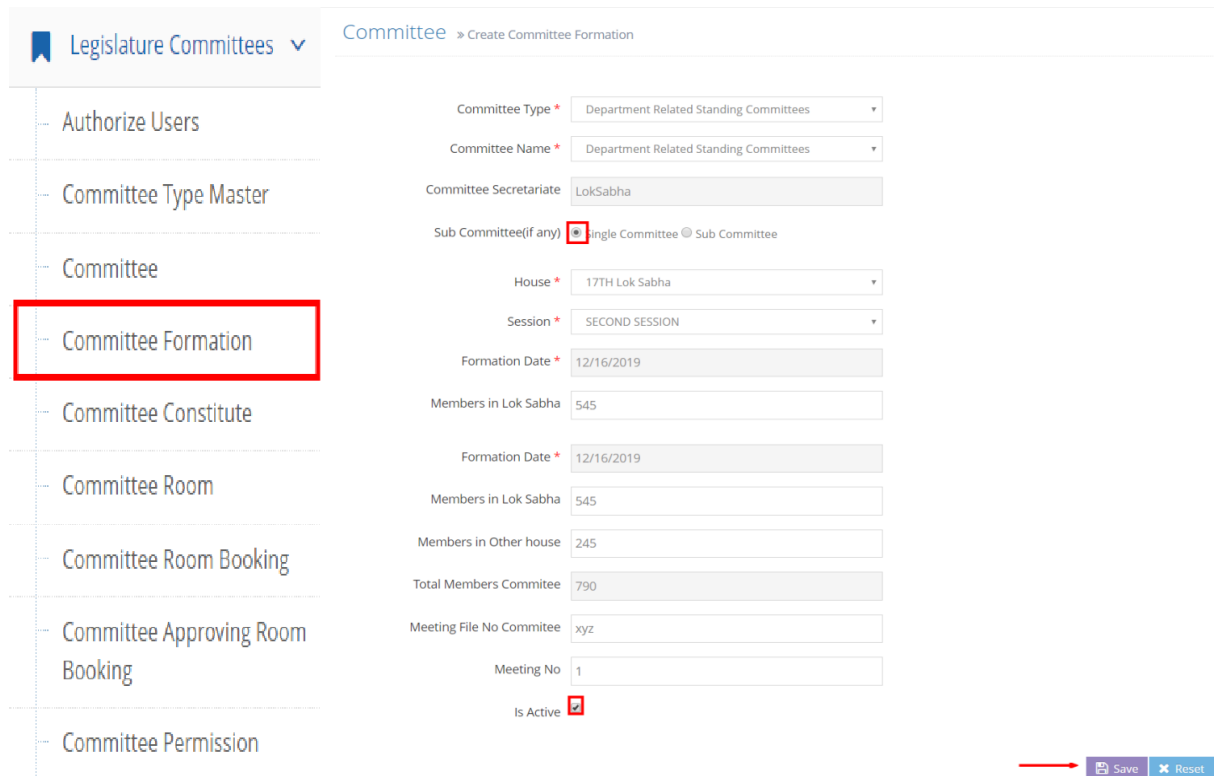


Figure 5: Create committee formation by filling required fields

- Click on the Save option after this.

Process 4: Committee Constitution

- 'Committee Constitution' is meant for mapping chairman & member within the committee.
- In the event of a Bi-cameral House, a user has to select members from both 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.

[Committee](#) » Create Committee Constitute

Committee Type: Department Related Standing Committees

Committee Name: Department Related Standing Committees

Committee Chairman

Chairman	Join Date	End Date	Is Active	Action
Farooq Abdullah	12/11/2019		<input checked="" type="checkbox"/>	SAVE

Click here to choose "chairman", "Join date" & "End date" from the dropdown.

Lok Sabha Member

Member	Join Date	End Date	Is Active	Action
Shri Sisir Kumar Adhikari	11/26/2019		<input checked="" type="checkbox"/>	AddMore

Click here to choose member to the committee from the dropdown

Member: 1 Total Member: 0

click here to add more than one member to the committee

other house member

Member	Join Date	End Date	Is Active	Action
K. R. Arjunan	12/24/2019		<input checked="" type="checkbox"/>	AddMore

Member: 1 Total Members: 0

Save Reset

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.

The screenshot displays the 'Create Committee Room' form within the NeVA system. On the left, a sidebar menu under 'Legislature Committees' has 'Committee Room' highlighted with a red box. The main form area contains the following fields and controls:

- Committee Room:** A text input field containing the value '1'.
- Committee Room Address:** A text input field containing 'Ministry of Parliamentary Affairs'.
- Sitting Capacity:** A text input field containing '100'.
- Image Upload:** A 'Choose File' button (highlighted with a red box) next to the filename 'nesetCom...eeRoom.jpg'.
- Is Active:** A checkbox that is checked.
- Buttons:** 'Save' and 'Reset' buttons are located at the bottom right, with the 'Save' button highlighted by a red arrow.

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 selected date.
- Room booking can be done for single and multiple dates.
- In case of a bicameral House, rooms can be selected from both the houses.

Home > Committee Rooms

Committee » Create Committee Room Booking

Committee Type * Department Relat

Committee Name * Department Relat

Booking Type Single Date Multiple Date

Room From Lok Sabha Rajya Sabha

Meeting Date * 12/18/2019

[Check the Availability of Room](#) ← click here to check room availability

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.

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	Room 2	BOOKED SLOT —
Location	MINISTRY OF PARLIAMENTARY AFFAIRS(ANNEXE)	
Room Capacity	56	
Meeting Date	19/12/2019	
Add to list	<input checked="" type="radio"/> Full Day <input type="radio"/> First Half <input type="radio"/> Second Half	

← click here add "committee room" to the list.

Figure 9: booking room - after selection

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

	Room 2	BOOKED SLOT Full Day
Location	MINISTRY OF PARLIAMENTARY AFFAIRS(ANNEXE)	
Room Capacity	56	
Meeting Date	19/12/2019	
Final Booking		

← Click here for final booking of committee room

Figure 10: Final room booking

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

The screenshot displays two views of the room booking request status in the NeVA system. The top-left view shows a list of requests for the Rajya Sabha house, with columns for S#, Committee Type, Committee, Batch Id, Request Date, and Action. The top-right view shows a detailed view of a request for the Parliament Committee Room 101, with columns for S#, Room Name, Meeting Date, Status, and Remarks. The bottom view shows a single request for the 109 Parliament Annexe House, with columns for S#, Room Name, Meeting Date, Status, and Remarks.

House: Rajya Sabha Lok Sabha

Display 10 records Search:

S#	Committee Type	Committee	Batch Id	Request Date	Action
1	Standing Committee	Standing Committee	3	11/15/2019 17:35:32	View
2	Standing Committee	Standing Committee	2	11/15/2019 17:25:31	View
3	Standing Committee	Standing Committee	1	11/15/2019 14:20:11	View

Showing 1 to 3 of 3 entries

Display 10 records Search:

S#	Room Name	Meeting Date	Status	Remarks
1	Parliament Committee Room 101(Parliament Committee Room 101)	02/11/2019	Approved	approved

Showing 1 to 1 of 1 entries

Display 10 records Search:

S#	Room Name	Meeting Date	Status	Remarks
1	109 Paliament Annexe House(109 Paliament Annexe House)	15/11/2019	Pending	

Showing 1 to 1 of 1 entries

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

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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.

Committee » Committee Room Approving

House: Rajya Sabha Lok Sabha

Display records Search:

S#	Committee Type Name	Committee Name	Batch	Request Date	Action
1	Standing Committee	Standing Committee	1	11/15/2019 14:20:11	
2	Standing Committee	Standing Committee	2	11/15/2019 17:25:31	
3	Standing Committee	Standing Committee	3	11/15/2019 17:35:32	

Showing 1 to 3 of 3 entries

« < 1 > »

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

- An Administrator can also add remarks for approving/ rejecting arequest

Committee Type Committee Request Date: [Check Availability](#)

Display records Search:

S.No.	Room	Time Slot	Time	Remarks
1	109 Paliament Annexe House(109 Paliament Annexe House)	First Half	10-2	<input type="text"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>

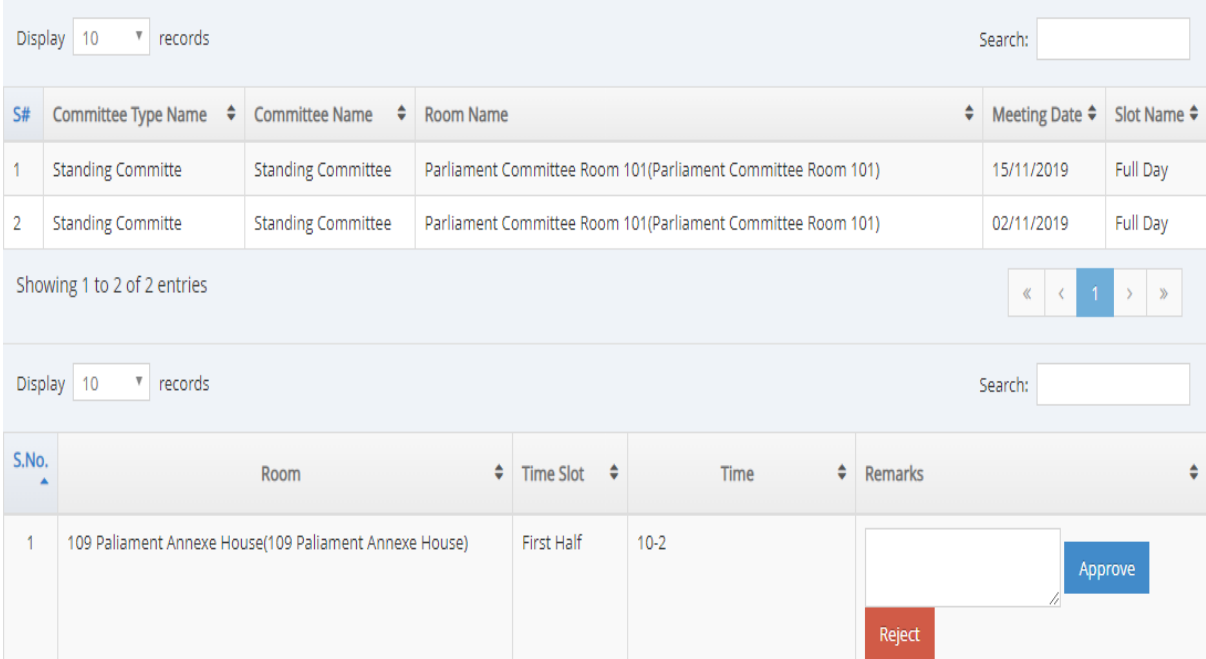
Showing 1 to 1 of 1 entries

« < 1 > »

Figure 13: options for administrator; adding remarks/ reject/ approve

NeVA - Committee Management Module

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



The screenshot displays two parts of the NeVA interface. The top part shows a table of committee meetings with columns for S#, Committee Type Name, Committee Name, Room Name, Meeting Date, and Slot Name. The bottom part shows a detailed view of a room availability check for '109 Paliament Annexe House(109 Paliament Annexe House)' during the 'First Half' time slot (10-2). The detailed view includes a text input field for remarks, an 'Approve' button, and a 'Reject' button.

S#	Committee Type Name	Committee Name	Room Name	Meeting Date	Slot Name
1	Standing Committe	Standing Committee	Parliament Committee Room 101(Parliament Committee Room 101)	15/11/2019	Full Day
2	Standing Committe	Standing Committee	Parliament Committee Room 101(Parliament Committee Room 101)	02/11/2019	Full Day

S.No.	Room	Time Slot	Time	Remarks
1	109 Paliament Annexe House(109 Paliament Annexe House)	First Half	10-2	<input type="text"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>

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 the user(s).

Illustration for above action:

Committee Type Permission

Users: Shashi Singh(007222222222)

Committee Type: Standing Committee

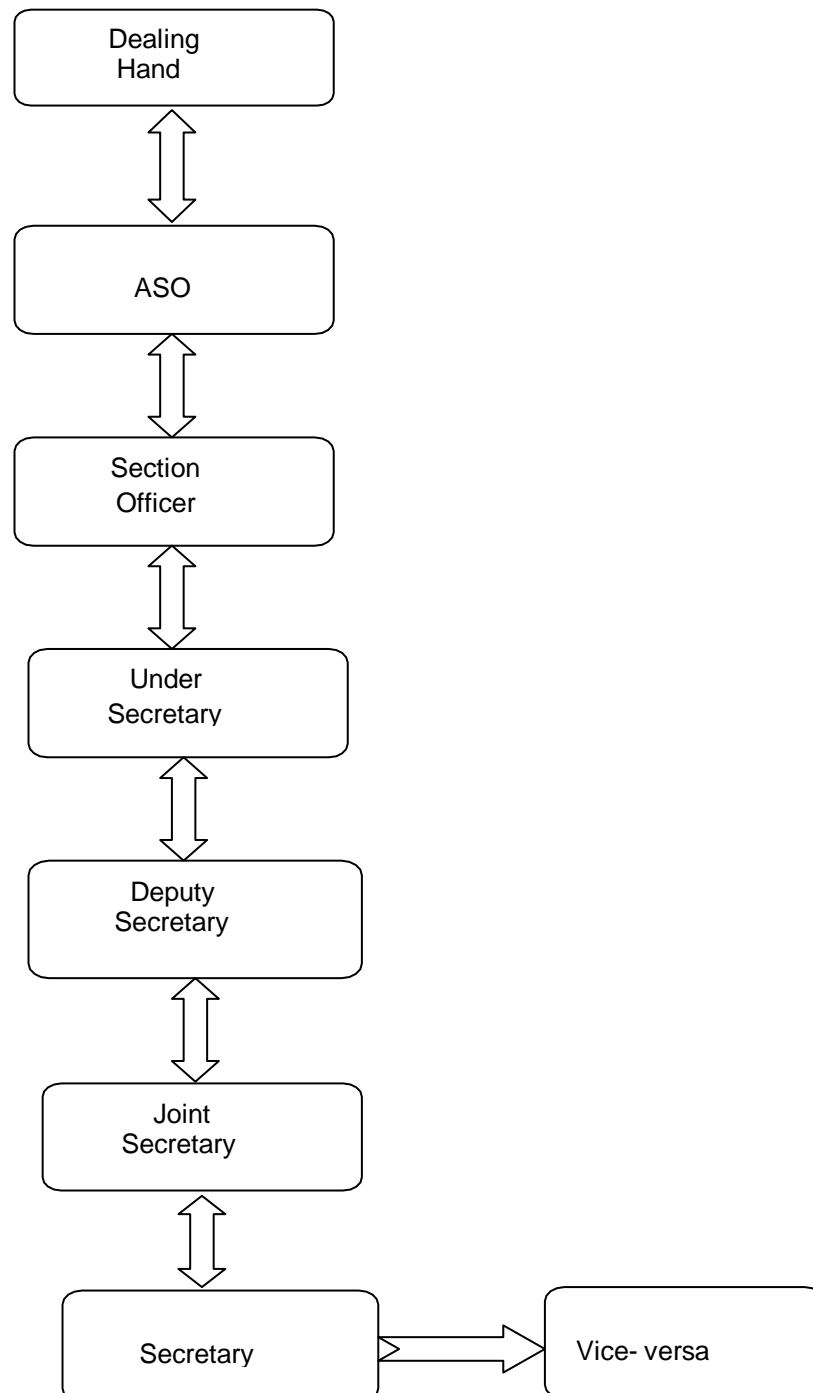
Figure 15: Assigning role and access to user

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:-

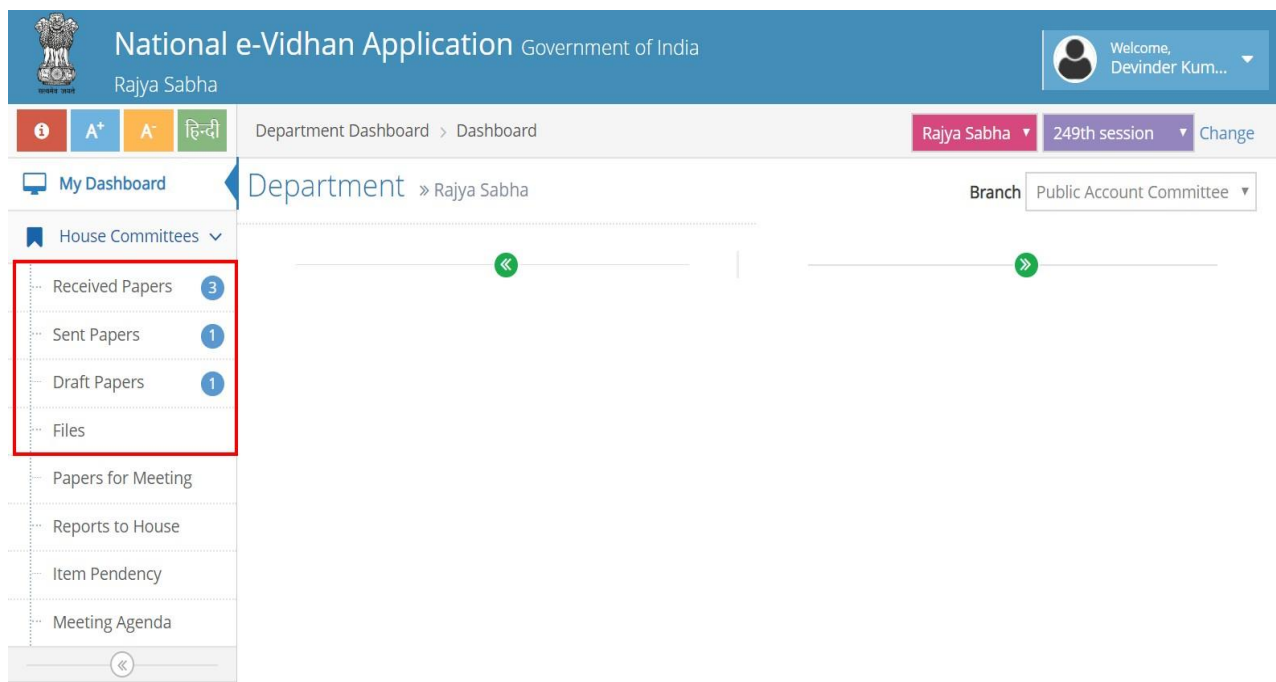


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Draft paper moves as per the hierarchy till it gets approved by higher authority. Higher authorities are authorized to send the paper to Departments, Committee Members, and Committee Chairman. Once the paper is sent the approved document gets published 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.



The screenshot displays the National e-Vidhan Application interface for the Government of India, Rajya Sabha. The header includes the national emblem, the text "National e-Vidhan Application Government of India", and a user profile "Welcome, Devinder Kum...". The main navigation bar shows "Department Dashboard > Dashboard", "Rajya Sabha", "249th session", and "Change". The left sidebar menu is expanded to show "House Committees" with a sub-menu containing "Received Papers" (3), "Sent Papers" (1), "Draft Papers" (1), and "Files". The main content area shows a "Department" view for "Rajya Sabha" with a "Branch" dropdown set to "Public Account Committee".

Figure 17: E-file system for a department

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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 their information.
- **Sent Papers**: Displays Approved and papers sent to Committee Chairman/CommitteeMembers/Departments.
- **Received Papers**: Displays documents received from departments.

NeVA - Committee Management Module

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.

Create eFile

Rajya Sabha
From Year : 2020 - To Year : 2021
" विकास और प्रगति का आधार "
| | पढ़ा लिखा और छोटा परिवार | |

Public Account Committee

Department (विभाग) : JAMMU & KASHMIR AFFAIRS

eFile Type (नस्ती प्रकार) : Account

File No (नस्ती सं) : 4/2019

Subject (विषय) : MEETING WITH EXTERNAL AFFAIRS HIGH COMMISSION

Pre - context (पूर्व - सदर्थ)
B / U
MEETING WITH HIGH COMMISSION REGARDING "MAKE IN INDIA PROJECT"

Future - context (भविष्य - सदर्थ)
B / U
MEETING WITH HIGH COMMISSION REGARDING "MAKE IN INDIA PROJECT"

Save **Reset**

Figure 18: Creating e-file with necessary field filled

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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 screenshot below.

The screenshot displays the NeVA Committee Management Module interface. The top navigation bar shows 'House Committee > Draft Papers' and 'Rajya Sabha | 249th session'. The left sidebar contains a 'My Dashboard' menu with 'Draft Papers' highlighted. The main content area shows a 'Draft (Paper List)' table with columns for Actions, File No., Reply (PDF), Reply (DOC), VSRefNo, Item, Subject, Nature, Department, Date, Received (PDF), Received (DOC), and Forward To. A 'Draft New Paper' button is highlighted with a red box in the top right corner of the main content area.

Actions	File No.	Reply (PDF)	Reply (DOC)	VSRefNo	Item	Subject	Nature	Department	Date	Received (PDF)	Received (DOC)	Forward To
Recip	ssurances					jkio090	Information	Agri Edu	23/12/2019 16:16 PM			Under Secretary - SC (Devender Verma)
Recip	ssurances				Committee Meeting	test	Information	J&KA	19/11/2019 10:36 AM			Under Secretary - SC (Devender Verma)
Recip	ssurances				Committee Meeting	Test Meeting Schedule	Notice	J&KA	15/11/2019 17:52 PM			Clerk - SC (Devinder Kumar Sharma)

Figure 19: Draft new paper

NeVA - Committee Management Module

- 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 the screenshot.

The screenshot shows the 'Draft New Paper' form with the following sections and fields:

- Committee Detail:** A dropdown menu for 'Committee' with the value '-Select Committee Type -'.
- Send:** Two rows for 'To' and 'Cc', each with a 'Select' dropdown and a green '+' button.
- Paper Details:** A table with the following rows:
 - Item: -Select Paper Item-
 - Nature: -Select Paper Nature-
 - Type: -Select Paper Type-
 - Subject: Subject
 - Paper Reference: Paper Reference No
 - Attach Draft (Word File): + Choose file
 - Attach Annexure (PDF): + Choose file

A 'Save to Draft List' button is located at the bottom right of the form.

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 screenshot below:-

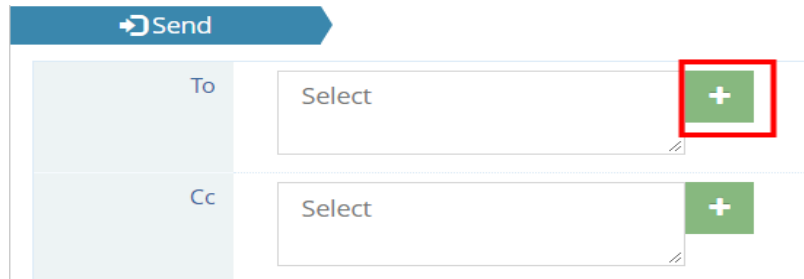
The screenshot shows the 'Committee Detail' section with a dropdown menu open. The word 'Committee' is highlighted in a red box. The dropdown list shows the following options:

- Select Committee Type -
- Select Committee Type -
- Standing Committee

Figure 21: selecting committee for drafting of new paper

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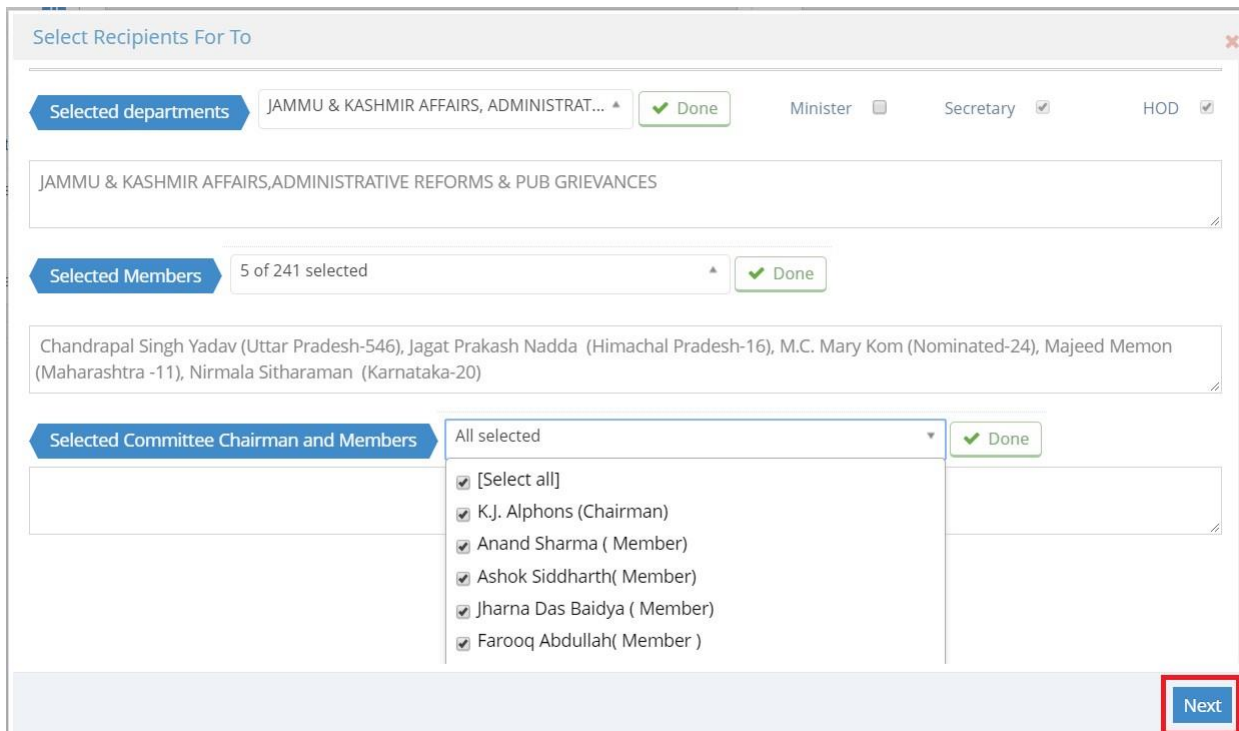
- For sending “Draft” to department, members & committee chairman and members, users have to click on the “+” sign.



The screenshot shows a 'Send' button at the top left. Below it are two rows for recipient selection. The first row is labeled 'To' and contains a 'Select' dropdown menu with a green '+' button to its right, which is highlighted with a red square. The second row is labeled 'Cc' and contains a 'Select' dropdown menu with a green '+' button to its right.

Figure 22: Selection of recipient of the draft

- 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:-



The screenshot shows a form titled 'Select Recipients For To'. It has three main sections: 'Selected departments', 'Selected Members', and 'Selected Committee Chairman and Members'. Each section has a dropdown menu, a 'Done' button, and a list of selected items. The 'Selected departments' section shows 'JAMMU & KASHMIR AFFAIRS, ADMINISTRAT...' and 'Done'. The 'Selected Members' section shows '5 of 241 selected' and 'Done'. The 'Selected Committee Chairman and Members' section shows 'All selected' and 'Done'. A 'Next' button is located at the bottom right of the form, highlighted with a red square.

Figure 23: Selection of recipient from the dropdown option

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- 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”.

Paper Details	
Item	Audit Para(Finance)
Nature	Information
Type	Subject Material
Subject	-Select Paper Type- Subject Material Questionnaire Oral Examination Action Taken Report Verbatim Record of proceeding Orginal Report Further action taken report Meeting at vidhan sabha secretariat Spot study tour Letter/Notice Application
Paper Reference	
Attach Draft (Word File)	
Attach Annexure (PDF)	<div style="border: 1px solid red; padding: 2px;">+ Choose file</div> 26.12.19.pdf 32 KB

Save to Draft List

Figure 24: Entering paper details by filling required fields

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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

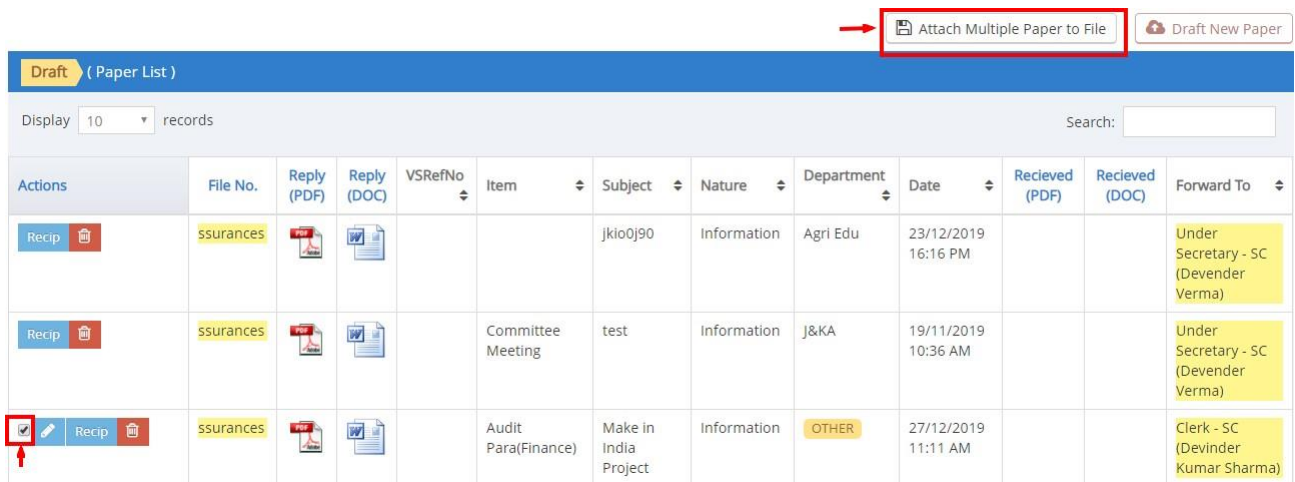


Figure 25: Attaching multiple papers to e-file

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:

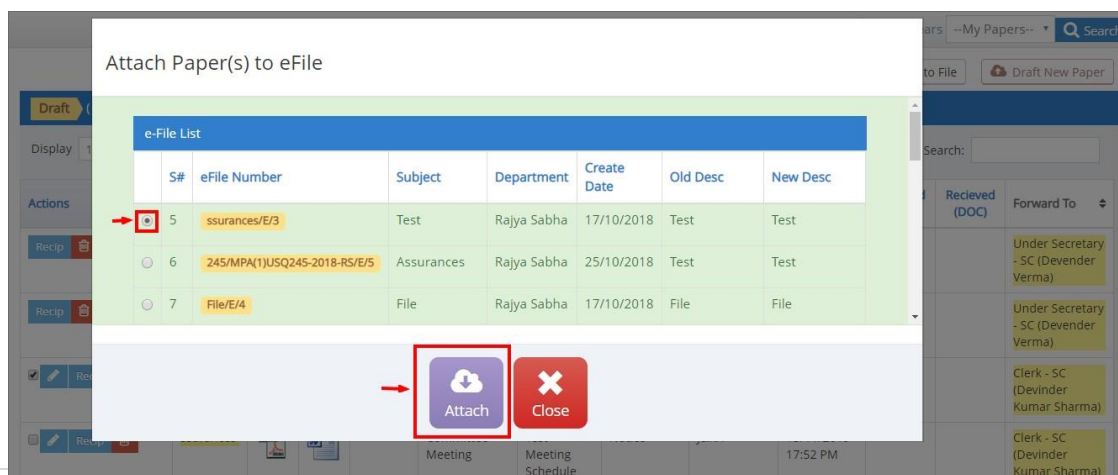


Figure 26: Selection of multiple papers

NeVA - Committee Management Module

- 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:

The screenshot shows a 'Create Noting Movement' dialog box. It contains three dropdown menus: 'Assign Branch' (set to 'Standing Committe'), 'Assign Employee' (open, showing a list of employees with 'Devender Kumar' selected), and 'Noting on file'. Below the dropdowns are two buttons: 'View Noting' and 'Assign'. The 'Assign' button is highlighted with a red box.

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

NeVA - Committee Management Module

- 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 the screenshot:-


<input checked="" type="checkbox"/>	Recip	245/MPA(1)USQ245-2018-RS	 	Audit Para(Finance)	NeVA Testing Software	Information	J&KA	30/12/2019 16:13 PM
<input checked="" type="checkbox"/>	Recip	ssurances	 	Committee Meeting	Test Meeting Schedule	Notice	J&KA	15/11/2019 17:52 PM

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:

Rajya Sabha
(टिप्पणी एवं आदेश) ([Download Pdf](#))

नस्ति सं०:- 245/MPA(1)USQ245-2018-RS
विषय:- Assurances

1 Approve And Sent


25/10/2018 04:55 PM
Marked From : SO(Parveen Yadav)
Marked To : SO (Parveen Yadav)

2 PLEASE CHECK


30/12/2019 11:51 AM

File No.: 245/MPA(1)USQ245-2018-RS Subject: Assurances



Date	RefNo	Paper Reference Number	Subject	Main Pdf	Annexure
25/10/2018 16:55 PM	S	2018/5	Send IR Q98888...		

Figure 29: e-file display at higher authority end

NeVA - Committee Management Module

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.

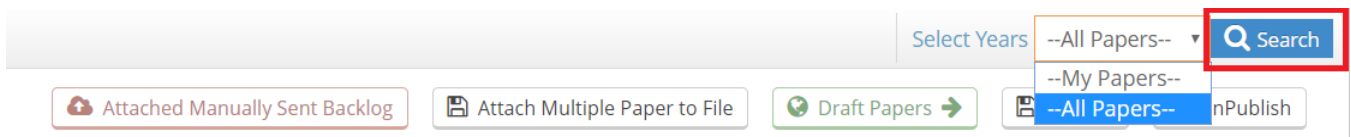


Figure 30: Searching of papers

- An authorized user can publish the document on Public portal by selecting the checkbox and then clicking on “Publish” button and one can also “unpublished” the document which is shown in the screenshot below.

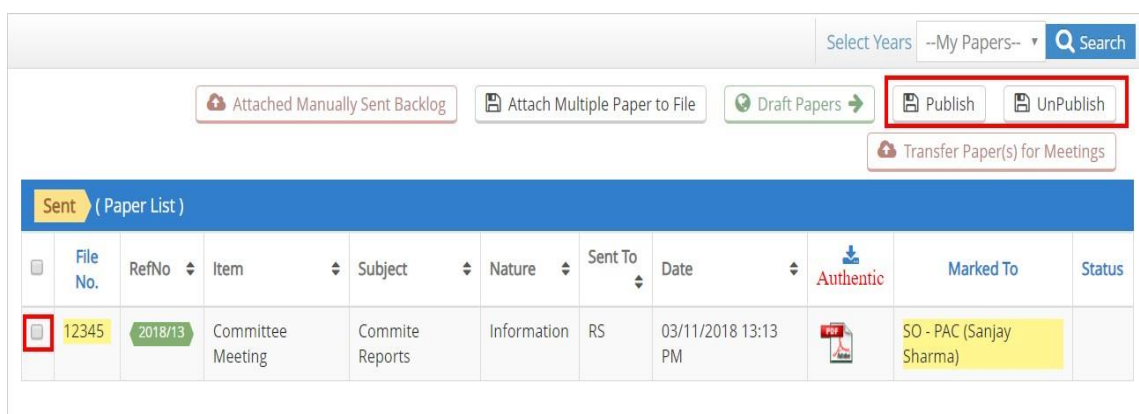


Figure 31: Publish and un-publish option

NeVA - Committee Management Module

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 previous ones.

File No.	RefNo	Item	Committee	Subject	Nature	Received From	Date	Authentic Paper	Marked To
	2019/19	Subject	Public Account Committee	Please dnd cpml,weoi	Reply	Agri Cop	15/05/2019 14:31 PM		SO - PAC (Sanjay Sharma)
12345	2019/18	Subject	Public Account Committee	Test	Reply	Agri Cop	12/04/2019 12:51 PM		SO - PAC (Sanjay Sharma)
12345	2018/13	Committee Meeting	Public Account Committee	Commite Reports	Information	RS	03/11/2018 13:13 PM		SO - PAC (Sanjay Sharma)

Figure 32: Received papers

NeVA - Committee Management Module

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 screenshot below:

Parliament Of India
Rajya Sabha राज्यसभा
COUNCIL OF STATES

HOME TODAY BUSINESS QUESTIONS COMMITTEE MEMBERS DIGITAL LIBRARY CONTACTS

Committee

Formation Meetings Reports

Select House: Rajya Sabha | Select Session: 249th session | Select Committee Type: meeting committee

Select Committee: meeting committee | Select Sub Committee: meeting su b committee

Show 25 entries | Search: []

Committee Type	Committee	SubCommittee	Member Name	Member Detail	House	Join date
meeting committee	meeting committee	meeting su b committee	Thiru. P. Dhanapal	Chairman	Rajya Sabha	10/29/2019
meeting committee	meeting committee	meeting su b committee	Abdul Wahab	Member	Rajya Sabha	12/03/2019
meeting committee	meeting committee	meeting su b committee	Farooq Abdullah	Member	Lok Sabha	12/04/2019

Showing 1 to 3 of 3 entries | Previous 1 Next

Figure 33: Displaying of committee on public portal

NeVA - Committee Management Module

- After clicking on “committee meeting” button, the user has to select house, session, committee type & committee respectively from the dropdown which is shown in screenshot below:-

Parliament Of India
Rajya Sabha राज्यसभा
COUNCIL OF STATES

Home TODAY BUSINESS QUESTIONS COMMITTEE MEMBERS DIGITAL LIBRARY CONTACTS NeVA

Committee

Formation Meetings Reports

Houses

Select House: Rajya Sabha | Select Session: 249th session | Select Committee Type: meeting committee
Select Committee: meeting committee | Meeting Date: 29-11-2019

Show 25 entries Search:

Committee Type	Committee	SubCommittee	Venu	Meeting Date	Agenda	Attachments
meeting committee	meeting committee	meeting su b committee	Parliament Committee Room 1(Rajya Sabha)	29-11-2019(10:00 AM-17:00 PM)	2	

Showing 1 to 1 of 1 entries Previous 1 Next

Figure 34: Displaying particular committee after filling concerned fields

For any feedback/comments

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Sansad Marg, New Delhi-110001

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