



National eVidhan Application

Digital Legislatures

One Nation One Application

सत्यमेव जयते

NeVA

Reporter's MIS

User Guide

Document No. NEVA/CMS/RM/1.0

Central Project Management Unit

National eVidhan Application

Ministry of Parliamentary Affairs

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ABSTRACT

Digital Legislature is defined as the use of ICTs in legislative institutions across the country, whether in Union/State with the objective of enhancing and strengthening their core functions and operations which helps in strengthening the interaction between the members of Legislative Houses (Parliament or Legislative Houses) and the citizens.

In this direction, NeVA(National e-VidhanApplication) is a noble initiative of the Government of India under the Digital India Program involving a multi-pronged approach to cater to the requirements of the various sections of the Government and the Legislatures all across the country and facilitating the close coordination among them on the single platform.

NeVA is a web based cum mobile based application which is compatible for both the android as well as the iOS platforms. It is an integrated platform consisting of the various modules performing specific roles for facilitating the Digital House Business functions. These modules comprises the question and notices submission by the members, Reply submission by the Department section, Creation of the master data and the public site settings through the Admin and the Super Admin, Drafting of the Bills by the Department, management of the committee functions by the respective section, Preparation of Verbatim by the Reporters etc.

The need to develop this application arose from the very fact that the current functioning of the legislatures is being performed manually in various departments leading to the latency in the overall functioning of the Legislative House Business. In the dire need to transform the work of the legislatures, the NeVA application serves to the fullest, all the requirements of legislatures ,the government departments and the other organs.

These various modules are interlinked with each other in such a way that functioning of one depends on the other. The tasks performed by the different modules can be seen on the public site of the respective legislatures in the form of the laid documents.

In this way the application is useful for the various stakeholders like Members, Ministers, Legislative Secretariats, Government Departments, LOB section, Committees, Table office etc.

NeVA provides the platform to the members and the other stakeholders so that they can work in an integrated manner on the same platform and also have the access to the information through the mobile and the web application. It is helpful for the citizens also who will come to know about the working of the legislatures all across India and stay informed thereby strengthening the democracy.

Table of Contents

Introduction	4
1. Registration (Reporter Module).....	4
1.1 User Registration (Chief Reporter).....	4
1.2 User Registration (Reporter).....	4
2. Time Slots (Turn) Creation	5
3. Assign Time Slots (Turns) to Reporters by Chief	6
4. Preparation of turn-wise files	7
4.1 Upload Proceeding file	8
4.2 Save Proceeding file	8
5. Documents needed to create turn-wise files.....	8
5.1 Turn-wise audio files	8
5.2 Session Date wise LOB files	9
5.2 Session Date wise Starred Question files	10
5.3 Session Date wise UnStarred Question files	11
6. Submission of turn-wise files to Chief Reporter	11
7. Verbatim Debate Master	12
8. Vetting of turns by Chief Reporter	13
9. Merging of all turns.....	13
10. Publishing of Hourly Verbatim on public portal.....	14
11. Publishing of Day's proceeding on public portal	14
12. Published verbatim on public portal.....	15

TABLE OF FIGURES

FIGURE 1: SHOWS PROFILE UPDATING OF CHIEF REPORTER	4
FIGURE 2: SHOWS PROFILE UPDATING OF REPORTER	5
FIGURE 3: DISPLAYING THE LOGIN FORM PAGE	5
FIGURE 4: DISPLAYING TIME SLOT LISTS	6
FIGURE 5: DISPLAYING TO SAVE TIME SLOTS (TURN)	6
FIGURE 6: SHOWING ASSIGNED TIME SLOTS LIST	7
FIGURE 7: ASSIGN TIME SLOT TO REPORTER	7
FIGURE 8: DISPLAYING PROCEEDING ENTRY MENU	7
FIGURE 9: UPLOAD PROCEEDING FILE	8
FIGURE 10: SAVE PROCEEDING FILE	8
FIGURE 11: TURN WISE AUDIO FILES	9
FIGURE 12: SESSION DATE WISE LOB DOCUMENT	10
FIGURE 13: SESSION DATE WISE STARRED QUESTIONS DOCUMENTS	10
FIGURE 14: SESSION DATE WISE UNSTARRED QUESTION FILES	11
FIGURE 15: SEND FILE TO CHIEF REPORTER	11
FIGURE 16: VERBATIM DEBATE MASTER	12
FIGURE 17: SAVE VERBATIM DEBATE MASTER DETAILS	12
FIGURE 18: LOCK FILE BY CHIEF REPORTER	13
FIGURE 19: MERGING OF TURNS	13
FIGURE 20: MERGED VERBATIM DEBATE	14
FIGURE 21: PUBLISH HOURLY VERBATIM	14
FIGURE 22: PUBLISHING OF DAY'S PROCEEDINGS	15
FIGURE 23: SESSION DATE WISE PUBLISHED VERBATIM	15

Introduction

The Reporter’s module is a work flowbased web application for preparation of Verbatim Records of House Proceedings. It is possible to make Verbatim Records in any of the scheduled Language. The Reporter’s Module provides the following functionalities.

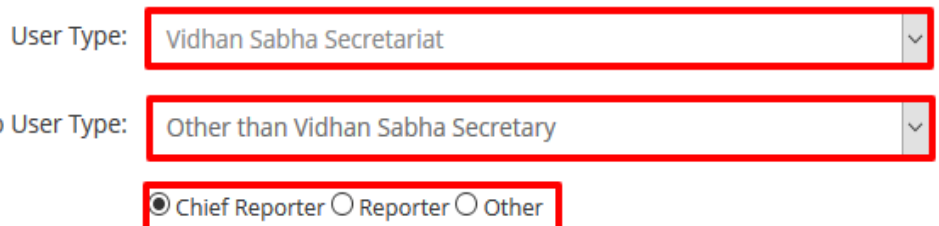
- Assigning Time slots (turns) to Reporters by chief.
- Preparation of turn-wise files
- Merging of the turns
- Submission of turns to chief Reporter
- Vetting of turns by Chief Reporter.
- Merging of all turns
- Publishing of Hourly verbatim on public portal
- Publishing of Days’ Proceedings on public Portal

1. Registration (Reporter Module)

1.1 User Registration (Chief Reporter)

You can create User as mentioned in User Registration Manual. You need to update profile as shown in the screenshot:-

Designation Section



The screenshot shows a form with three fields. The first field is 'User Type' with a dropdown menu showing 'Vidhan Sabha Secretariat'. The second field is 'Sub User Type' with a dropdown menu showing 'Other than Vidhan Sabha Secretary'. The third field is a radio button group with three options: 'Chief Reporter' (selected), 'Reporter', and 'Other'.

Figure 1: Shows profile updating of Chief Reporter

User Type: Vidhan Sabha Secretariat

Sub User Type: Other than Vidhan Sabha Secretary

Radio Button: Select Chief Reporter

1.2 User Registration (Reporter)

You can create User as mentioned in User Registration Manual. You need to update profile as shown in the screenshot:-

User Type:

Sub User Type:

Chief Reporter Reporter Other

Figure 2: Shows profile updating of Reporter

User Type: Vidhan Sabha Secretariat
 Sub User Type: Other than Vidhan Sabha Secretary
 Radio Button: Select Reporter

2. Time Slots (Turn) Creation

The user can enter the URL <https://cms.neva.gov.in/> in the browser, which will be redirected to the login page displaying a form wherein the login credentials of the user will be entered.

The credentials comprise of the username and password as mentioned below:

Username*: SuperAdmin

Password*: ***** (Already given to you) as shown in the screenshot:-

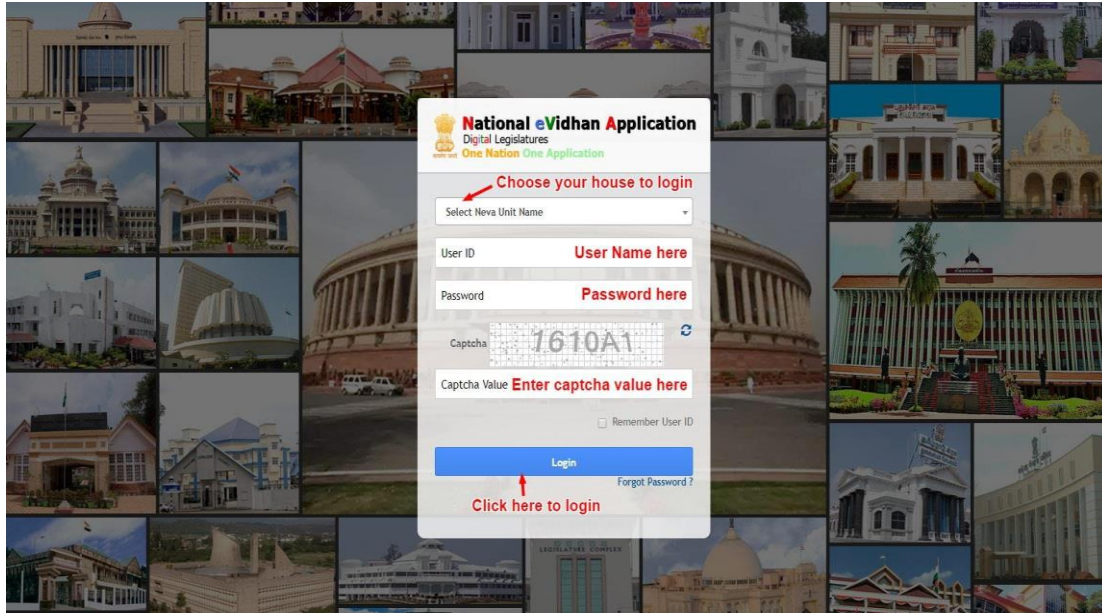


Figure 3: Displaying the Login Form Page

- After Login as “**SuperAdmin**”. Open “**Time Slots Lists**” menu as shown in screenshot and click on “**New**” button to create new time slots (turns).

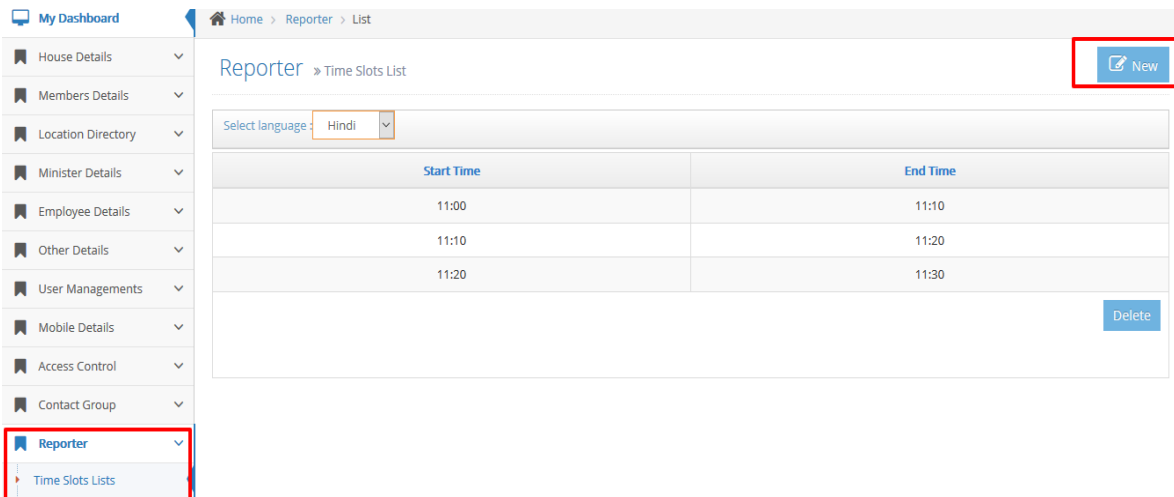


Figure 4: Displaying Time Slot Lists

- Enter details as shown in screenshot and click on “Save” Button:-

Start Time:

End Time:

Duration:

Languages:

IsActive:

Figure 5: Displaying to save Time Slots (turn)

3. Assigning of Time Slots (Turns) to Reporters by Chief Reporter:

- Login as **Chief Reporter** and click on menu “**Reporter Time Slots**”. To Assign Time Slots click on “**Assign Reporter Time Slot**” button as shown in screenshot.

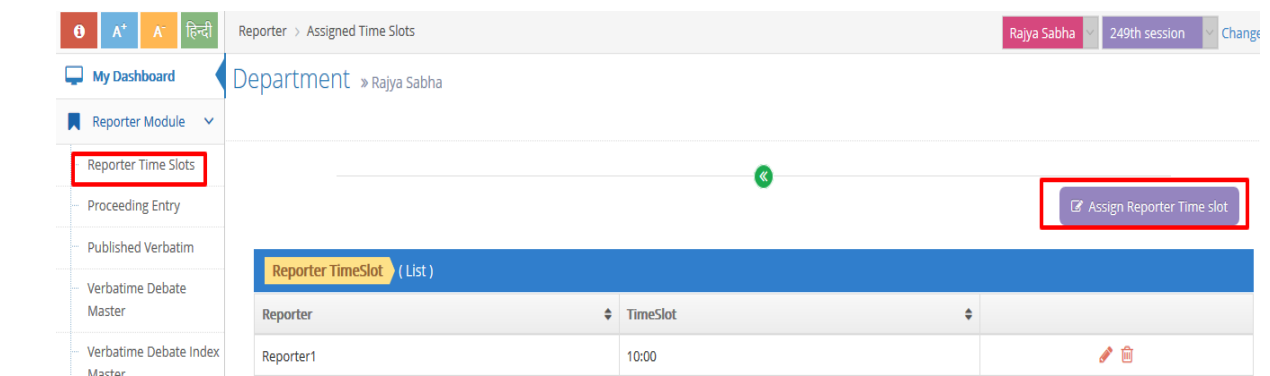


Figure 6: Showing Assigned Time Slots List

- **Select Reporter Name** and **Select Time Slot (Turn)** to assign that Reporter and click on Save Button as shown in given screenshot.

Assign Time Slots

Select Reporter: Reporter1

Select TimeSlot: 10:00

Reset Save

Figure 7: Assign Time Slot to Reporter

4. Preparation of turn-wise files

- Login as **Reporter** and Click on “**Proceeding Entry**” menu as shown in given screenshot.

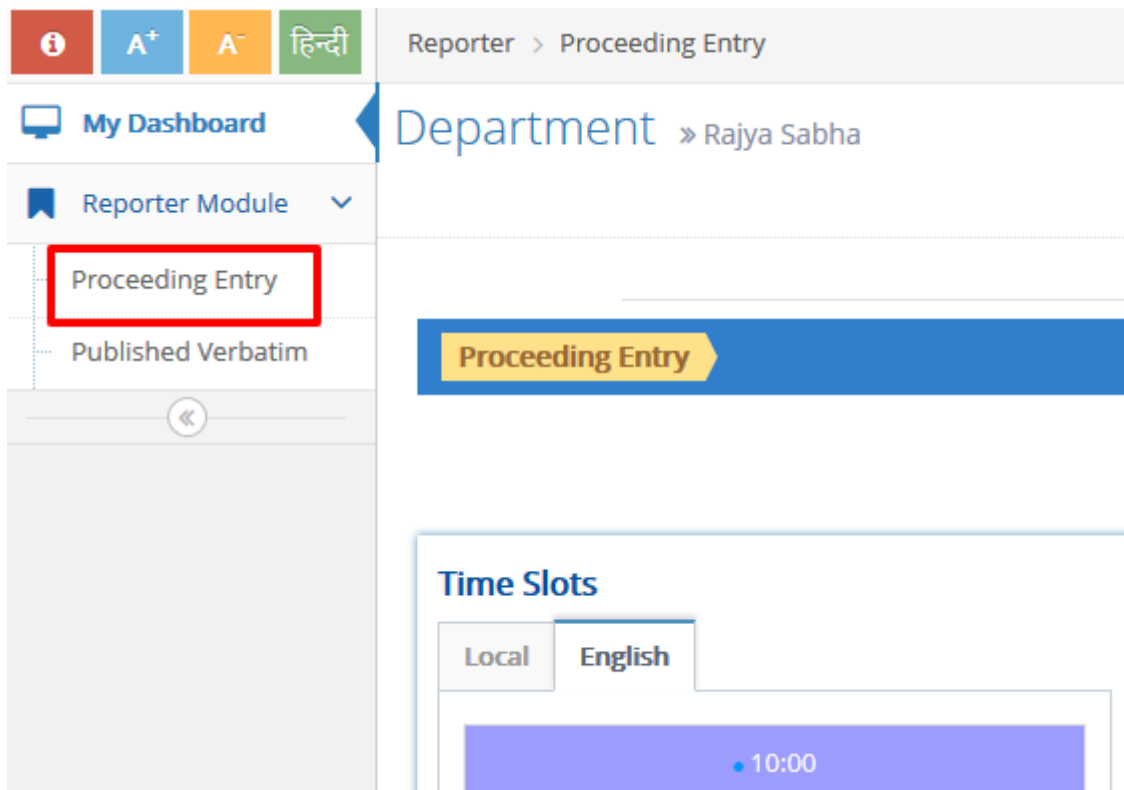


Figure 8: Displaying Proceeding Entry Menu

4.1 Uploading of Proceeding file(s)

- **Select Session Date.** Click on **Time Slot (turn)** to upload turn file. Click on “**Browse File**” to upload file as shown in screenshot.

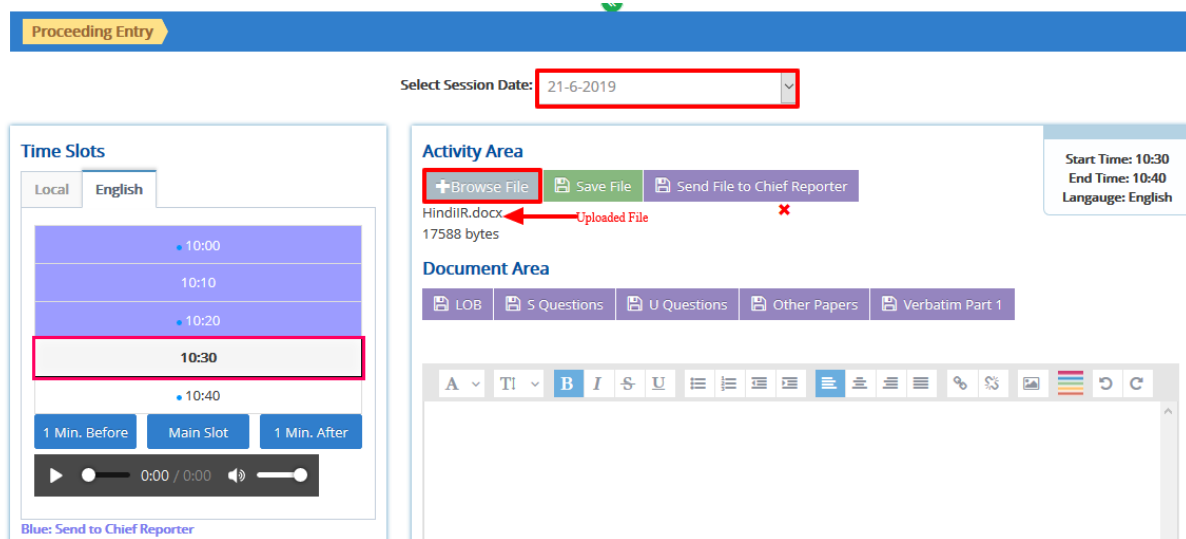


Figure 9: Upload Proceeding File

4.2 Save Proceeding file

- Click Button “**Save File**” to save drafted file. Then Time Slot (turn) becomes green. You can see details of Time Slot in right side as shown in screenshot.

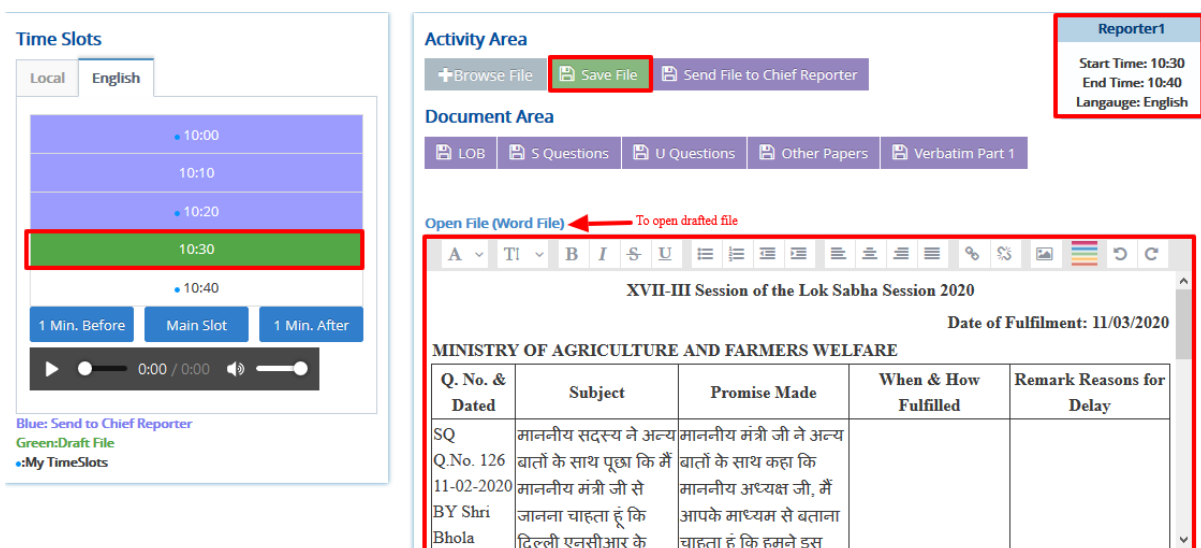


Figure 10: Save Proceeding File

5. Documents needed to create turn-wise files

5.1 Turn-wise audio files

- Click on **Time Slot (turn)** to listen audio files attached to that Time Slot (turn) as shown in screenshot.

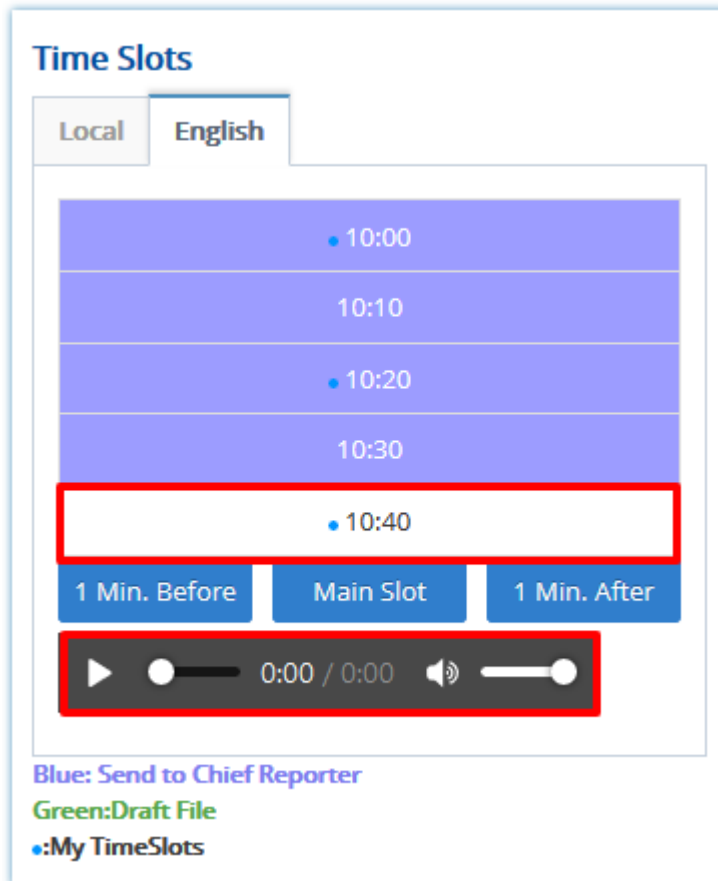


Figure 11: Turn wise audio files

5.2 Session Date wise LOB files

- **“Select Session Date”** and Click on **“LOB”** button. It will show LOB file of that session date as shown in screenshot.

Select Session Date: 21-6-2019

The screenshot shows the 'Activity Area' interface. At the top right, there are fields for 'Start Time:', 'End Time:', and 'Language:'. Below this is the 'Document Area' with buttons for 'LOB', 'S Questions', 'U Questions', 'Other Papers', and 'Verbatim Part 1'. The 'LOB' button is highlighted with a red box. Below the buttons, there is a link 'Open PDF in New Window' with a red arrow pointing to it, labeled 'LOB PDF Link'. A large red box surrounds the main content area, which contains the text 'Sample LOB'.

Figure 12: Session Date Wise LOB Document

5.2 Session Date wise Starred Question files

- **“Select Session Date”** and Click on **“S Questions”** button. It will show Starred Questions files of that session date as shown in screenshot.

Select Session Date: 21-6-2019

The screenshot shows the 'Activity Area' interface. At the top right, there are fields for 'Start Time:', 'End Time:', and 'Language:'. Below this is the 'Document Area' with buttons for 'LOB', 'S Questions', 'U Questions', 'Other Papers', and 'Verbatim Part 1'. The 'S Questions' button is highlighted with a red box. Below the buttons, there is a 'Show 50 entries' dropdown and a search box. A table is displayed below, with columns: Q.No., Subject, Questions, Department, .Ministry, AskedBy, and Reply. The first row is highlighted with a red box.

Q.No.	Subject	Questions	Department	.Ministry	AskedBy	Reply
1	Low wages under MGNREGA	(a) whether it is a fact that less work is being done under MGNREGA on account of MGNREGA labourers not turning up for work due to low wages under the	RURAL DEVELOPMENT	RURAL DEVELOPMENT	Vishambhar Prasad Nishad (Uttar Pradesh)	

Figure 13: Session Date wise starred questions documents

5.3 Session Date wise UnStarred Question files

- “Select Session Date” and Click on “U Questions” button. It will show UnStarred Questions files of that session date as shown in screenshot.

Select Session Date:

The screenshot shows the 'Activity Area' with buttons for '+Browse File', 'Save File', and 'Send File to Chief Reporter'. Below it is the 'Document Area' with buttons for 'LOB', '5 Questions', 'U Questions' (highlighted in red), 'Other Papers', and 'Verbatim Part 1'. A search bar and a table of questions are also visible.

Q.No.	Subject	Questions	Department	.Ministry	AskedBy	Reply
1	Non-receiving of payment under PM-Kisan Yojana	(a) the number of farmers who have received the first installment under PMKisanYojana, State-wise:	AGRICULTURE AND FARMERS WELFARE	AGRICULTURE AND FARMERS WELFARE	Derek O Brien (West Bengal)	

Figure 14: Session Date wise UnStarred Question files

6.Submission of turn-wise files to Chief Reporter

- Click on **Time Slot** (turn) to show drafted file. Then click “Send File to Chief Reporter” button. After clicking “Send File To Chief Reporter” Button, Time Slot becomes blue as shown in screenshot.

The screenshot shows the 'Time Slots' panel on the left with a grid of time slots. The 10:30 slot is highlighted in blue and has a red border. Below the grid are buttons for '1 Min. Before', 'Main Slot', and '1 Min. After'. The 'Activity Area' on the right shows the 'Send File to Chief Reporter' button highlighted in red. Below it is the 'Open File (Word File)' section with a rich text editor containing text about the XVII-III Session of the Lok Sabha.

Q. No. & Dated	Subject	Promise Made	When & How Fulfilled	Remark Reasons for Delay
SQ	माननीय सदस्य ने अन्व	माननीय मंत्री जी ने अन्व		

Figure 15: Send File to Chief Reporter

7. Verbatim Debate Master

- Login as “Chief Reporter”. Click menu “Verbatim Debate Master” and click on “Add Verbatim Debate Master Details” button as shown in given screenshot.

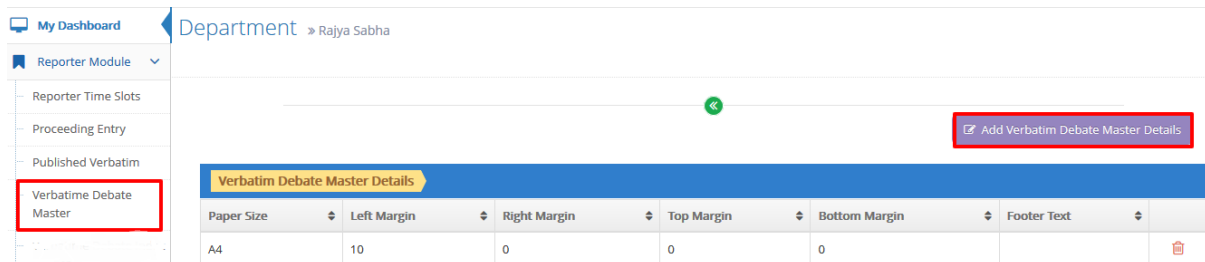


Figure 16: Verbatim Debate Master

- Select Paper Size add margin details for Verbatim Debate PDF and click “Save” button as shown in screenshot.

Select PaperSize:

Left Margin:

Right Margin:

Top Margin:

Bottom Margin:

PDF Header Text 1:

PDF Header Text 2:

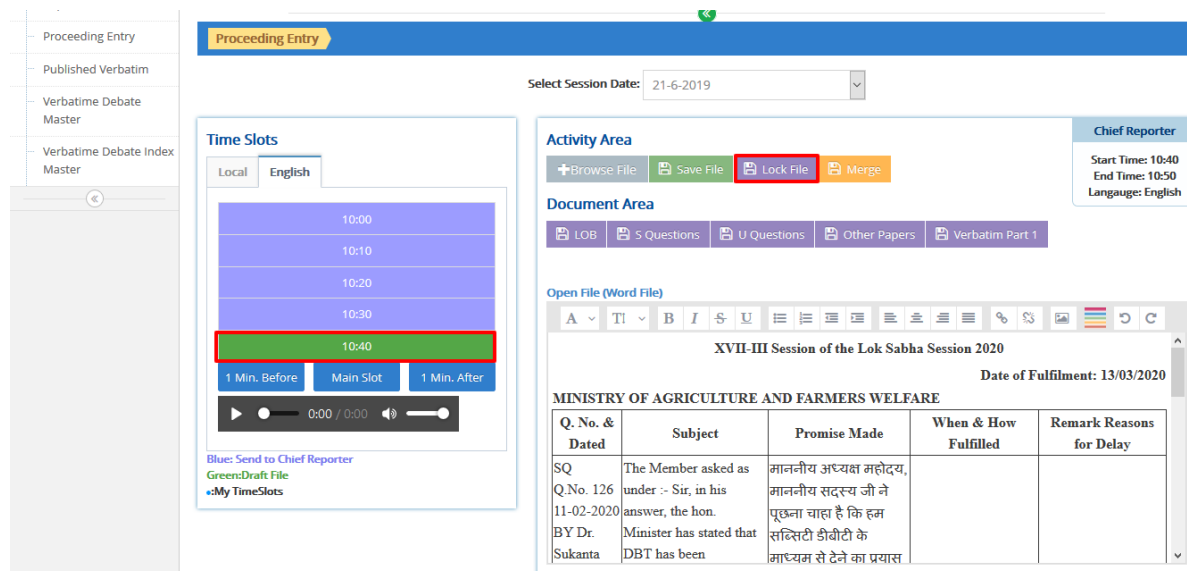
PDF Header Text 3:

Footer Text :

Figure 17: Save Verbatim Debate Master Details

8. Vetting of turns by Chief Reporter

- Login as **Chief Reporter**. By clicking on each turn, user can see all turn wise files. User can add new turn file and save. After vetting, if a turn file is not locked. Click on **“Lock File”** button as shown in screenshot.

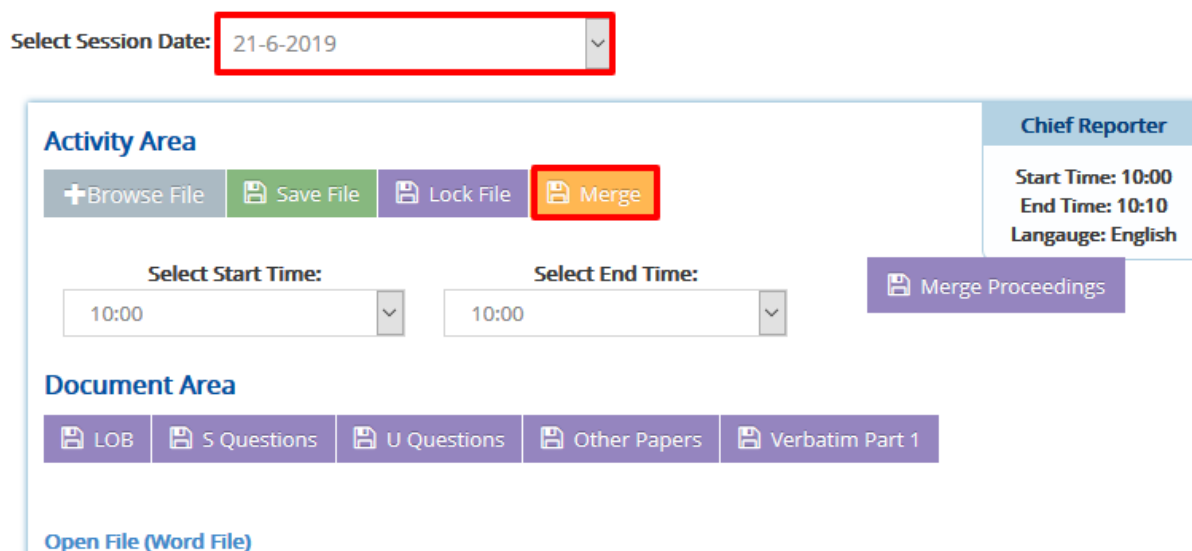


The screenshot shows the Chief Reporter interface. On the left, there is a sidebar with navigation options: Proceeding Entry, Published Verbatim, Verbatim Debate Master, and Verbatim Debate Index Master. The main area is titled 'Proceeding Entry' and features a 'Select Session Date' dropdown set to '21-6-2019'. Below this is a 'Time Slots' section with a grid of time slots from 10:00 to 10:40. The 10:40 slot is highlighted in green and has a red box around it. Below the grid are buttons for '1 Min. Before', 'Main Slot', and '1 Min. After', along with a play/pause control. To the right is the 'Activity Area' with buttons for '+Browse File', 'Save File', 'Lock File' (highlighted in red), and 'Merge'. Below this is the 'Document Area' with buttons for 'LOB', 'S Questions', 'U Questions', 'Other Papers', and 'Verbatim Part 1'. At the bottom right, a 'Chief Reporter' box shows 'Start Time: 10:40', 'End Time: 10:50', and 'Language: English'. The document content includes the title 'XVII-III Session of the Lok Sabha Session 2020', the date 'Date of Fulfilment: 13/03/2020', and the ministry 'MINISTRY OF AGRICULTURE AND FARMERS WELFARE'. A table follows with columns for 'Q. No. & Dated', 'Subject', 'Promise Made', 'When & How Fulfilled', and 'Remark Reasons for Delay'. The table contains one entry for 'SQ Q.No. 126' dated '11-02-2020' by 'BY Dr. Sukanta', with a subject about a member's question and a promise made by the minister.

Figure 18: Lock File By Chief Reporter

9. Merging of all turns

- Login as **Chief Reporter**. **Select Session Date**. Click on **“Merge”** button as shown in screenshot.



The screenshot shows the Chief Reporter interface. At the top, 'Select Session Date:' is set to '21-6-2019'. Below this is the 'Activity Area' with buttons for '+Browse File', 'Save File', 'Lock File', and 'Merge' (highlighted in red). Below the buttons are 'Select Start Time:' and 'Select End Time:' dropdowns, both set to '10:00'. To the right is a 'Chief Reporter' box showing 'Start Time: 10:00', 'End Time: 10:10', and 'Language: English'. Below this is a 'Merge Proceedings' button. The 'Document Area' has buttons for 'LOB', 'S Questions', 'U Questions', 'Other Papers', and 'Verbatim Part 1'. At the bottom, there is an 'Open File (Word File)' section.

Figure 19: Merging of turns

- **Select StartTime** and **Select End Time** to merge hourly verbatim or to merge full day verbatim. Click on **“Merge Proceedings”** button as shown in screenshot.

Activity Area

+ Browse File Save File Lock File Merge

Chief Reporter
Start Time: 10:00
End Time: 10:10
Language: English

Select Start Time: 10:00 Select End Time: 11:00 Merge Proceedings

PDF File	DOC File	Action
1000-1100	WORD	Delete

Document Area

LOB S Questions U Questions Other Papers Verbatim Part 1

Open File (Word File)

Figure 20: Merged Verbatim Debate

10. Publishing of Hourly Verbatim on public portal

- From all merged verbatim list Click on “**Publish**” icon for which verbatim want to publish on public portal as shown in screenshot.

Activity Area

+ Browse File Save File Lock File Merge

Start Time:
End Time:
Language:

Select Start Time: 10:00 Select End Time: 10:00 Merge Proceedings

PDF File	DOC File	Action
1000-1100 Hourly Verbatim	WORD	Publish
1000-1120	WORD	

Figure 21: Publish Hourly Verbatim

11. Publishing of Day’s proceeding on public portal

- From all merged verbatim list Click on “**Publish**” icon for which verbatim want to publish on public portal as shown in screenshot.

Activity Area

[+Browse File](#)
[Save File](#)
[Lock File](#)
[Merge](#)

Start Time:
End Time:
Language:

Select Start Time: 10:00
Select End Time: 10:00

[Merge Proceedings](#)




PDF File	DOC File	Action
1000-1100	WORD	Published
1000-1120 Full day verbatim	WORD	Publish   

Figure 22: Publishing of Day's Proceedings

12. Published verbatim on public portal

- Click on “**Published Verbatim**” menu and **select session date** to show all published verbatim of that session date as shown in screenshot.

Reporter > Proceeding Entry

Rajya Sabha 249th session Change

My Dashboard Department » Rajya Sabha

Reporter Module

- Reporter Time Slots
- Proceeding Entry
- Published Verbatim**
- Verbatim Debate Master
- Verbatim Debate Index Master

Published Verbatim Debates

Select Session Date: 21-6-2019

Assembly	Session	Verbatim Debate
Rajya Sabha	249th session	1000-1100

Figure 23: Session Date wise published verbatim

For any feedback/comments

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