National eVidhan Application
Digital Legislatures
One Nation One Application

NeVA

Reporter's MIS

User Guide

Document No. NEVA/CMS/RM/1.0

Central Project Management Unit

National eVidhan Application

Ministry of Parliamentary Affairs

109, Parliament House, New Delhi-110001

NIC
National Informatics Centre

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

TABLE OF FIGURES

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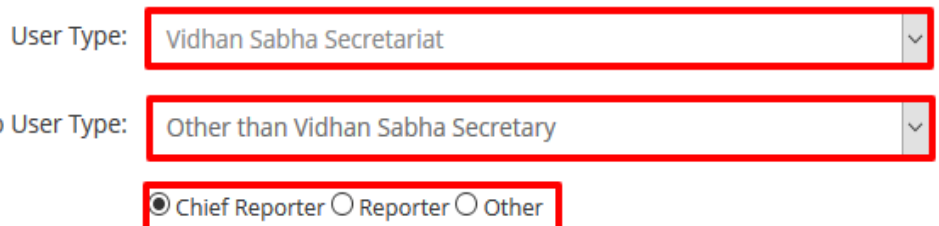
- Assigning Time slots (turns) to Reporters by chief.
- Preparation of turn-wise files
- Merging of the turns
- Submission of turns to chief Reporter
- Vetting of turns by Chief Reporter.
- Merging of all turns
- Publishing of Hourly verbatim on public portal
- Publishing of Days' Proceedings on public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

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:-

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:-
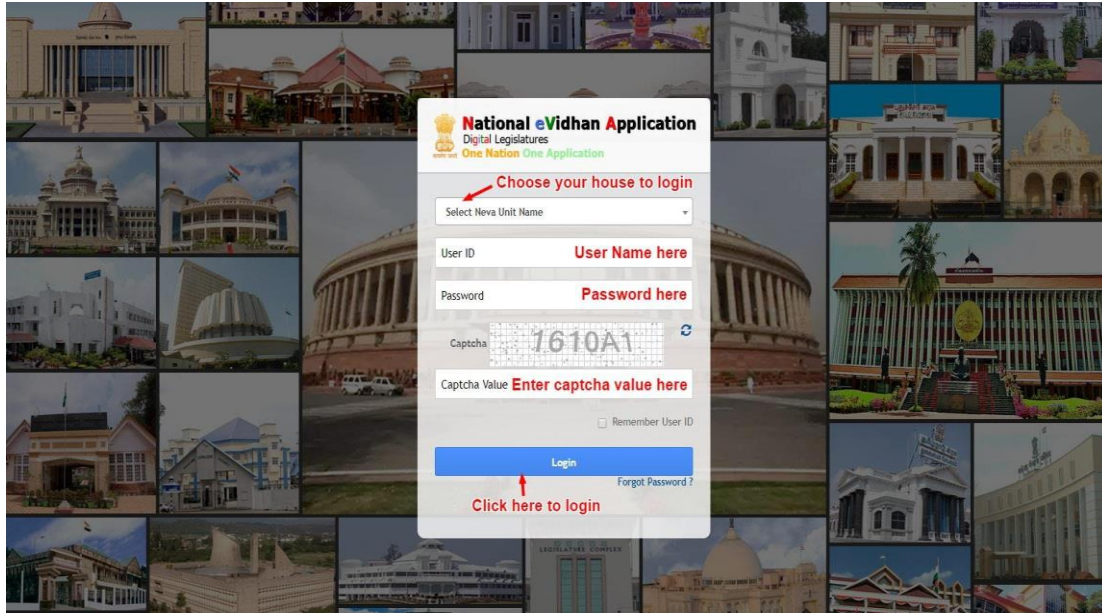
Figure 3:Displaying the Login Form Page

> After Login as "**SuperAdmin**". Open "**Time Slots Lists**" menu as shown in screenshot and click on "**New**" button to create new time slots (turns).
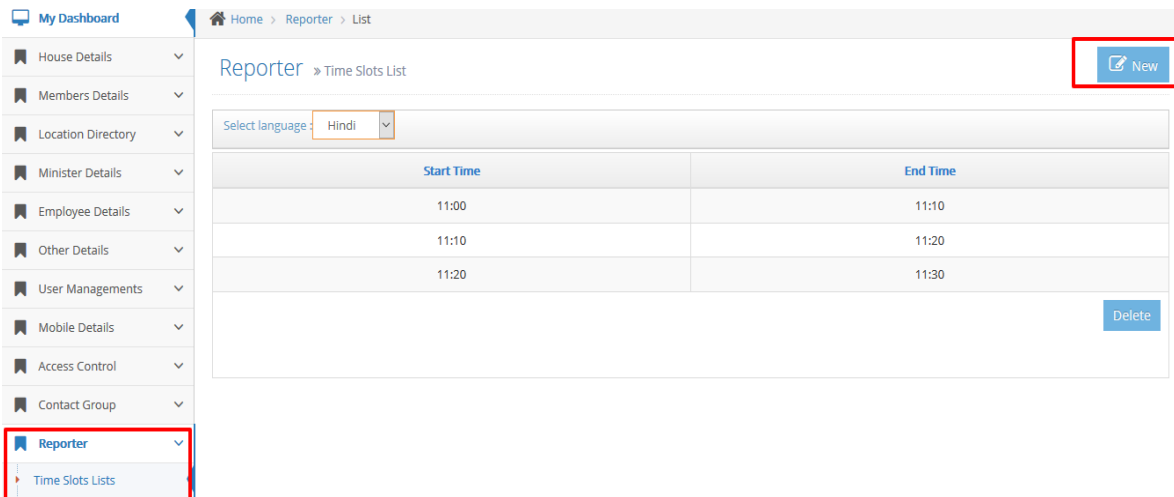
Figure 4:Displaying Time Slot Lists

➢ Enter details as shown in screenshot and click on "**Save**" Button:-

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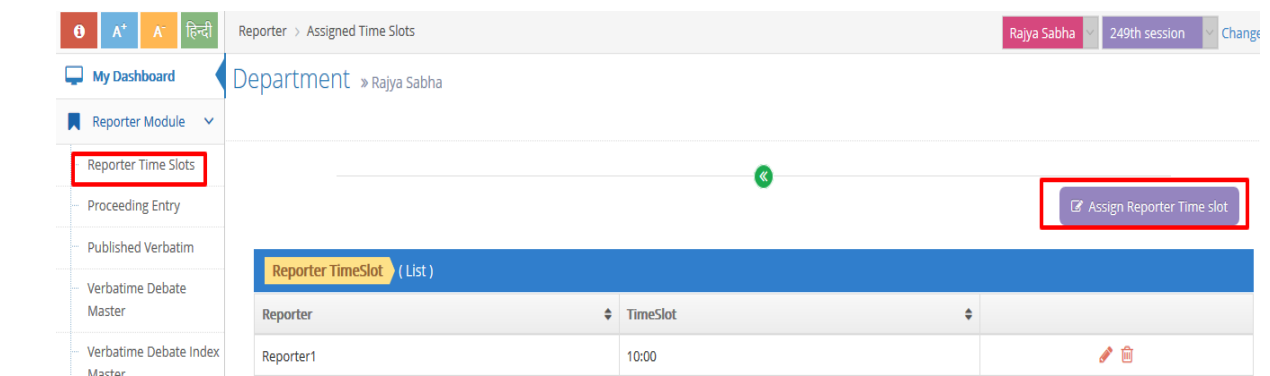
➢ **Select Reporter Name** and **Select Time Slot (Turn)** to assign that Reporter and click on Save Button as shown in given screenshot.

4.Preparation of turn-wise files

➢ Login as **Reporter** and Click on "**Proceeding Entry**" menu as shown in given screen shot.
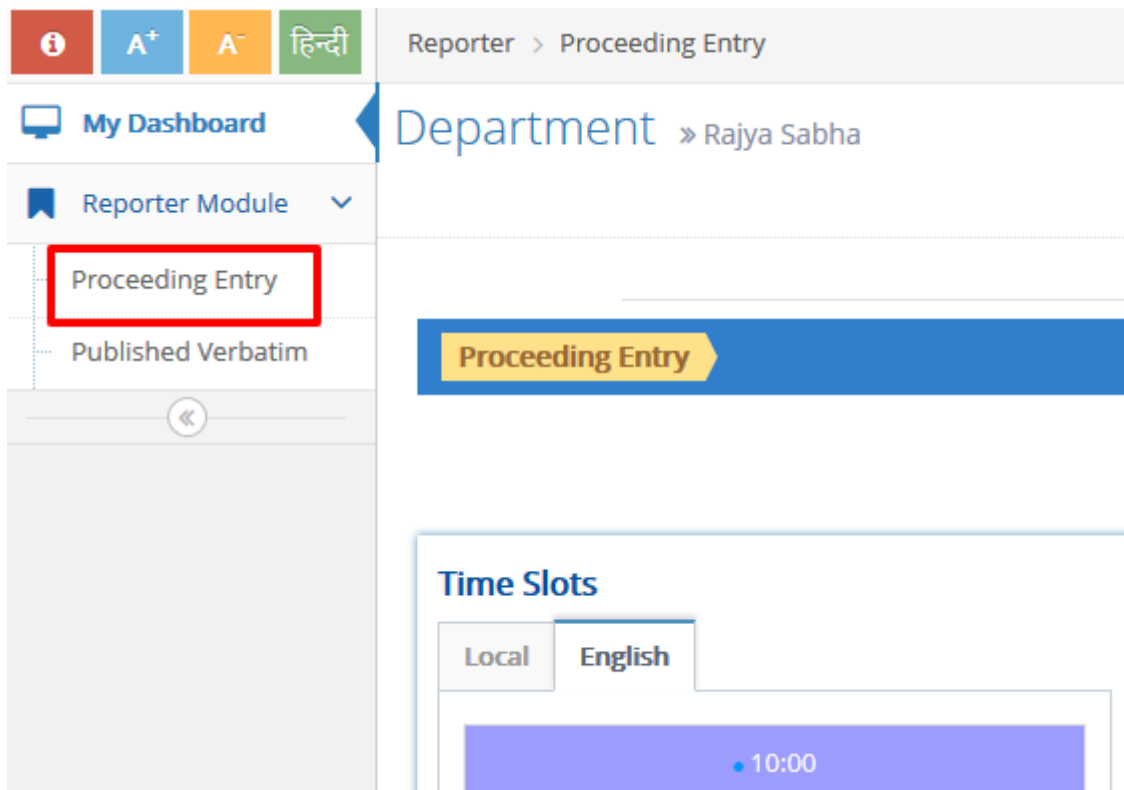
4.1 Uploading of Proceeding file(s)

➢ **Select Session Date**. **Click on Time Slot (turn)** to upload turn file. Click on "**Browse File**" to upload file as shown in screenshot.
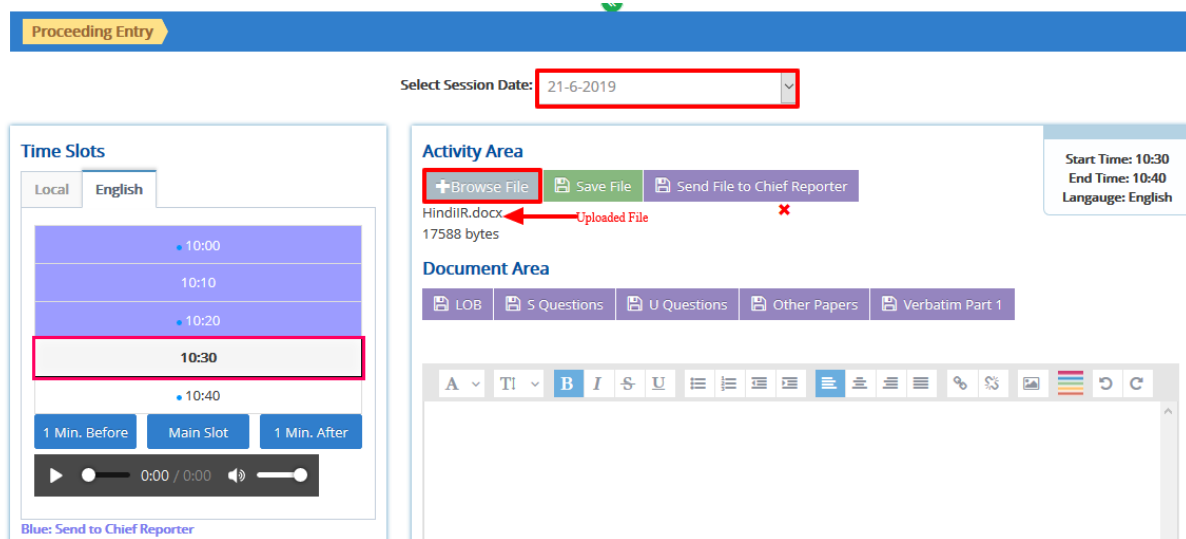
Figure 9: Upload Proceeding File

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.
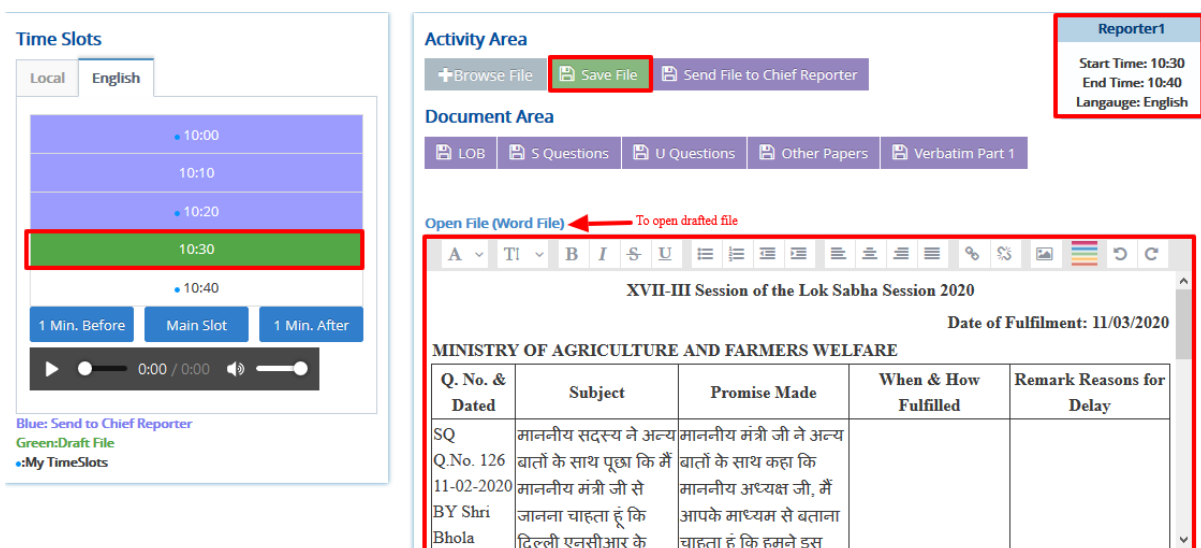
Figure 10: Save Proceeding File

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.
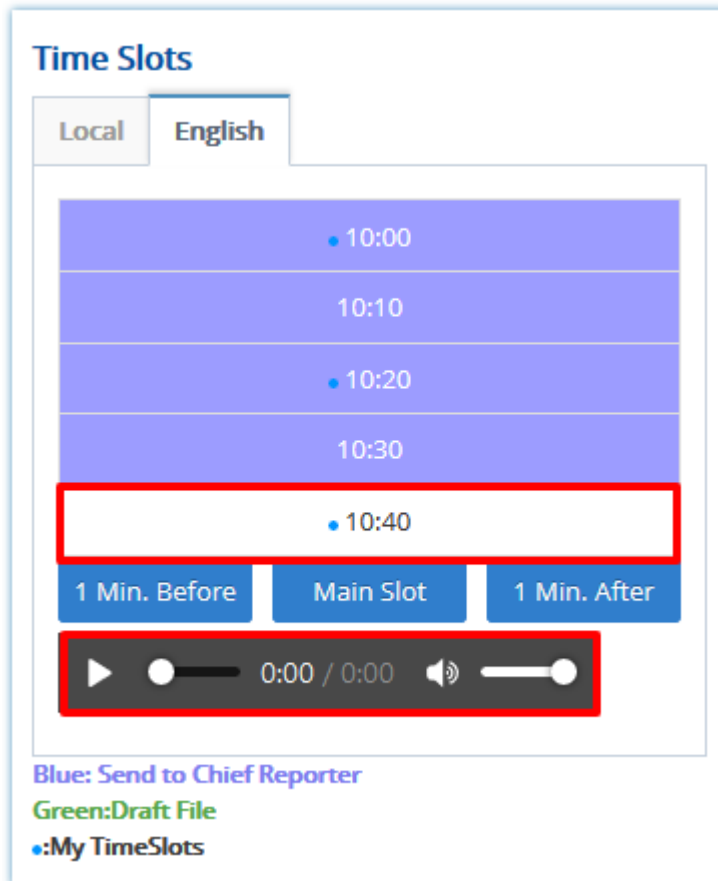
Figure 11: Turn wise audio files

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.

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.

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.

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.

Figure 15: Send File to Chief Reporter

7.Verbatim Debate Master

➤ Login as "**Chief Reporter**". Click menu "**Verbatim Debate Master**" and click on "**Add VerbatimDebate Master Details**" button as shown in given screenshot.
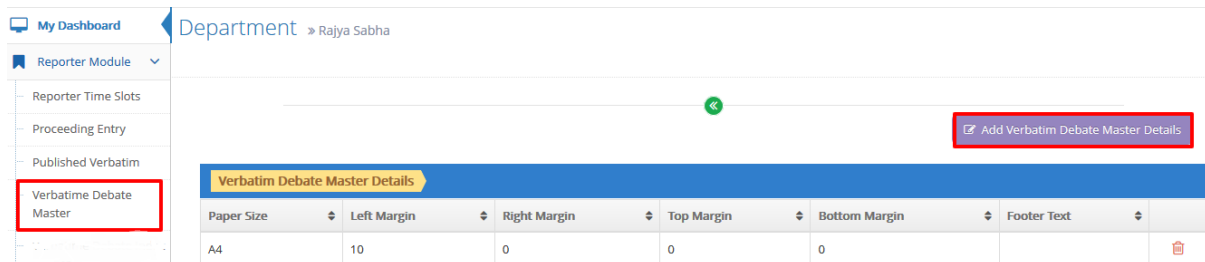
Figure 16: Verbatim Debate Master

➤ Select Paper Size add margin details for Verbatim Debate PDF and click "**Save**" button as shown in screenshot.
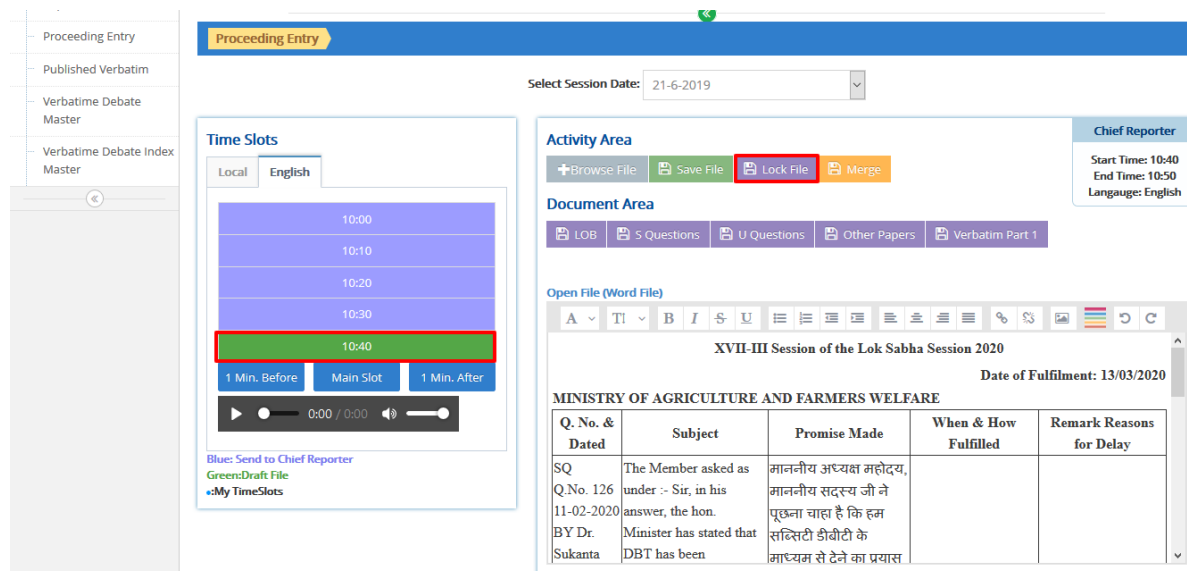
Figure 17: Save Verbatim Debate Master Details

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.

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.

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.

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.

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.

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.

Figure 23: Session Date wise published verbatim

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
Phone: 011-23034109