National eVidhan Application
Digital Legislatures
One Nation One Application

NeVA

List of Business

User Guide(Secure Login)

Version 1.0

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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-Vidhan Application) is a noble initiative of the Government of India under the Digital India Programmeinvolving 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 Verbatime 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 NeVAapplication 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 legislaturesin 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.

With this application the members and the other stakeholders 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.

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INTRODUCTION

This document deals with the creation of the LOB (List of Business), which is the agenda for a particular day of the session. The user for the Lob creation logs into the dashboard (LOB CMS) and prepares the LOB which contains all the important events which are to take place in the House on a particular day. The created LOB is submitted to the Assembly Secretary for the final approval after which it is published on the public website for the information of the members and various other stakeholders. This LOB will be used as a reference for the Members, Ministers and other dignitaries and officials involved in the working of the House for a particular session date.

The LOB dashboard enables the user to create the list of the events with their details as well as uploading of various supporting documents. The LOB after approval has to be further enabled in the Admin's portal for its final publishing on the public site of NeVA.

The LOB thus published can be seen under the Business tab where the session and the respective dates can be selected,thus listing the LOB with the respective documents.

This User Guide explains the process involved in creation , approval and the publishing of the List of Business for the House session by the LOB user in the Secretariat through NeVA CMS.

Introduction

This section explains the role of the List of Business (LOB) user which includes the function pertaining to the creation of the agenda for the day of the session of House which includes preparation of the entire Business covering all the events which are to take place on the particular session date. The LOB creator will prepare the entire House Business for all day of the sessions which will subsequently be approved by the Secretaries of the respective Houses. The LOB covers the events like Question Hour, Discussions, Oaths , Papers to be Laid, Obituaries, etc.

Site Login Page

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*:<u>Admin</u>
Password*: ******** (Already given to you) as shown in the screenshot:-
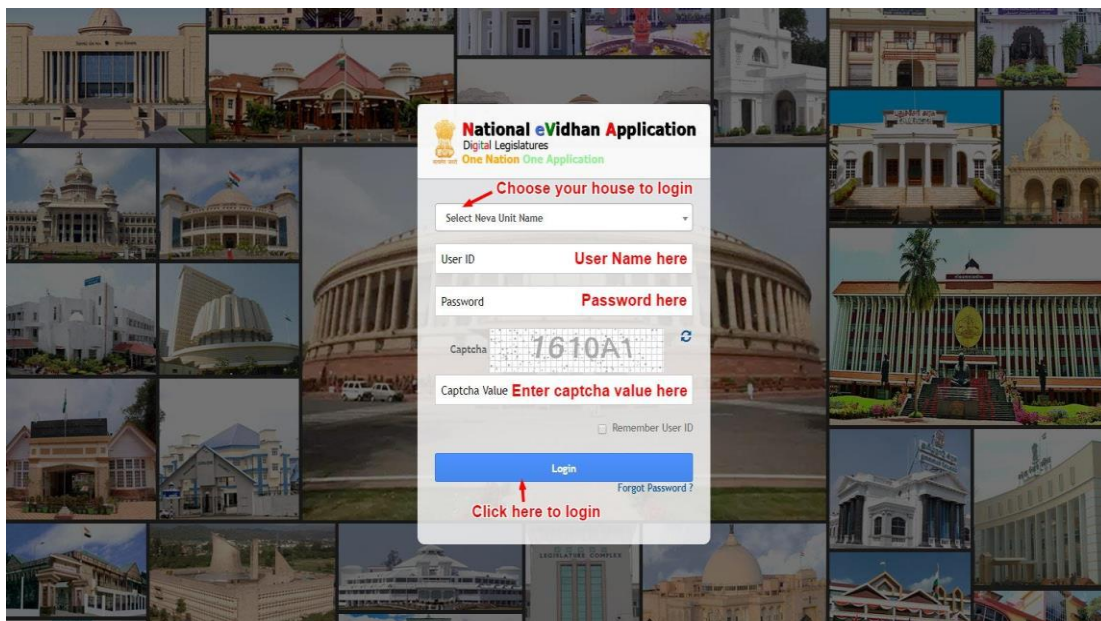
> ➤ After login with LOB user Id & password, the following 3 menu buttons will appear on the top left of the screen as follows:
>   ▪ Create
>   ▪ Pending
>   ▪ Submitted

Figure 2: The screenshot displaying the LOB portal

1. Creation of Complete agenda with all legislative document

This feature helps the user in creating a complete list of the events about to take place in the House. It enables the user to attach various kinds of papers received from the Departments like reports, etc. and also the copy of the Bills.

1.1 List of business Creation

For "**Creating**" "Agenda of the day", the user has to the click on the "**create**" button on the top left of the screen. "**Create new house Agenda**" form will be displayed as shown in the screenshot below:-

Figure 3: Form to create the LOB

- In the first step, the user has to select "**Session Date**" from the dropdown menu for making "Agenda for the particular date as shown in the screenshot below:-

Figure 4: Selection of the session date of a particular LOB

- In the second step, the user has to select the "**Event Type**" from the dropdown for making "Agenda for the particular date which is shown in the screenshot below:-

- In the third Step, the user has to select "**Serial No.**" from the dropdown for making "**Sub Events**" for the particular/selected event and also enter the "**Content of the business**" informationwhich is shown in the screenshot below:-

Information for Serial no. 1

Information for Serial no. 2

List of Sub Events

- In the fourth Step, the user can also upload "**Paper from the Local System**"like bills, other papers& etc. which is shown in the screenshot below:-

∨ Upload Paper From Local System

Type :   Original   ▾

File   Choose File Dummy PDF FILE.pdf   ⬆ Upload

Selected Paper :   No Paper Selected

Figure 9: Attachment of the document pertaining to the event

- In the fifth and last Step, after filling all the mandatory details in the form, click on the save button to the "**List of Business**" of the particular day.

Figure 10: Clicking on the Save button to save the particular event

1.2   List of Pending LOB

The created LOB will automatically be shown in the pending list tab so as to send it further to the Secretary for approval.

In "**Pending**" menu, all the pending list of businesses will be shown in the list which is shown in the screenshot below:-
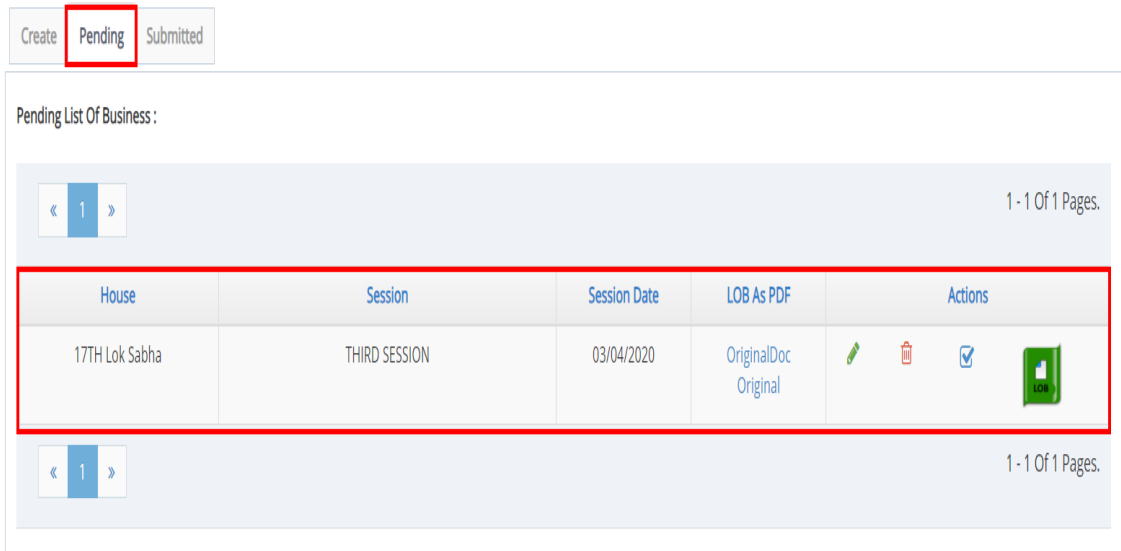
Figure 11: Displaying the details of the LOB in the pending list tab

- The user has to click "Tick" action button for Sending "List of business" to the Secretary for approval.
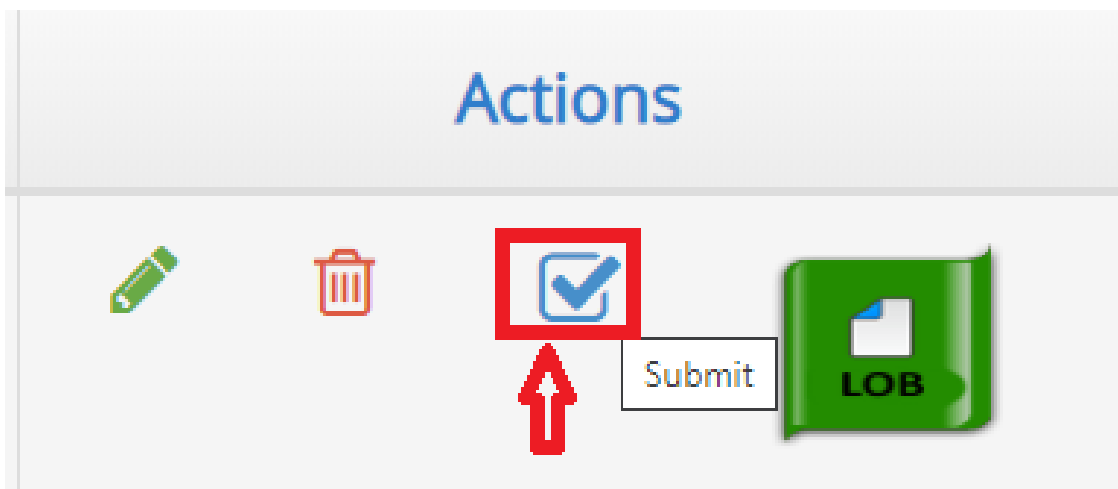

Figure 12 Clicking on the submit icon to send the LOB to the Secretary's tab

1.3   Submitted "List of Business" list

In the "**Submit**" menu, all the submitted list of businesses will be shown in the list with the details of LOB like **"Submitted Date & Time", "LOB as PDF" & "Status"** which is also shown in the screenshot below:-

Figure 13: List showing the details of the LOB submitted in the submitted tab

2. Online Approval by Secretary

Now the created LOB has to be approved by the Secretary of the Assembly .Thus it is forwarded to the Secretary's dashboard for the same.

After logging in with "**Secretary**", the user has to click on the "**LOB**" → "**Approve LOB Paper**" menu. Then go to the "**Pending**" button. After clicking on the "**Pending** "menu, all the pending "**LOB**" will be shown in list which is shown in the screenshot below:-

Figure 14: List of the submitted LOBs to be approved by the Secretary in the Secretary Login

For "**Approving**"List of Business, Secretary has to click on the "**Approve**" Action button which is shown in the screenshot below:-

For "**Returning**" theList of Business, the Secretary has to click on the "**Return**" Action button which is shown in the screenshot below:-

For "**Generating LOB for E-book**, Secretary has to click on the "**Generate LOB E-book**" Action button which is shown in the screenshot below:-

3. Digital laying of Document

3.1 Paper Laid in House

After logging in with "**Admin**", the User has to click on the "**House Paper**" →"**Paper laid in House**" menu. After clicking on the "**Paper laid in House**" menu, the user has to select the "**Date**" of LOB from the dropdown and then click on the "**Show Paper laid List**" button which is shown in the screenshot below:-
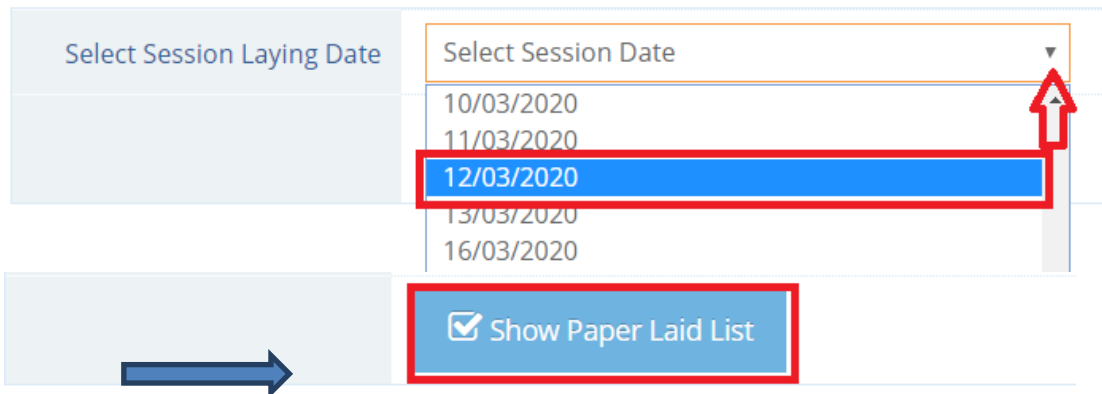

Figure 18: Selection of the laying date to show the Paper laid list in the Admin portal

After clicking on the button, it shows all the "**Paper laid**" of the selected date and then the user has to "**Tick**" the check box and then click on the "**Update Paper Laid**" button which is shown in the screenshot below:-

Select Session Laying Date   05/02/2020   ▼

☑ Show Paper Laid List

Serial No.	Type	Subject	File	☑
		Starred Questions :		
1	Starred Q.	41(e-Commerce Policy)		
2	Starred Q.	42(Indo-US Industrial Security Agreement)		
3	Starred Q.	43(SDG India Index)		
4	Starred Q.	44(Linking Social Media Profiles with Aadhaar Number)		
5	Starred Q.	45(Free Holding of Properties in Cantonments)		
6	Starred Q.	46(Canteen Stores Department)		
7	Starred Q.	47(Product Patent of Various Medicines)		
8	Starred Q.	48(Railway Lines in Uttarakhand)		
9	Starred Q.	49(Misuse of Aadhaar Data)		
10	Starred Q.	50(Heritage Stations)		

Tick the checkbox

5		LEGISLATIVE BUSINESS		
5.1		Bill to be introduced		
5.1.1		BILL-The Direct Tax Vivad Se Vishwas Bill, 2020 SHRIMATI NIRMALA SITHARAMAN to move for leave to introduce a Bill to provide for resolution of disputed tax and for matters connected therewith or incidental thereto.		
6		MATTERS UNDER RULE 377		
7		MOTION OF THANKS ON THE PRESIDENT'S ADDRESS		
7.1		FURTHER CONSIDERATION of the following motion moved by Shri Parvesh Sahib Singh Verma and seconded by Shri Ram Kripal Yadav on 3 rd February, 2020, namely:- "That an Address be presented to the President in the following terms:- 'That the Members of the Lok Sabha assembled in this Session are deeply grateful to the President for the Address which he has been pleased to deliver to both Houses of Parliament assembled together on January 31, 2020'." [ALSO further consideration of amendments (Printed on separate lists) moved on 3 rd February, 2020].		

☑ Update Laid List ←

Figure 19: Tick the check boxes to show the respective events for the selected date

3.2 Transfer Files for House

After logging in with "**Admin**", User has to click on the "**House Paper**" →"**Transfer Files for House**" menu. After clicking on the "**Transfer Files for House**" menu, the user has to select the "**Date**" of LOB from the dropdown and then click on the "**Show Paper laid List**" button which is shown in the screenshot below:-
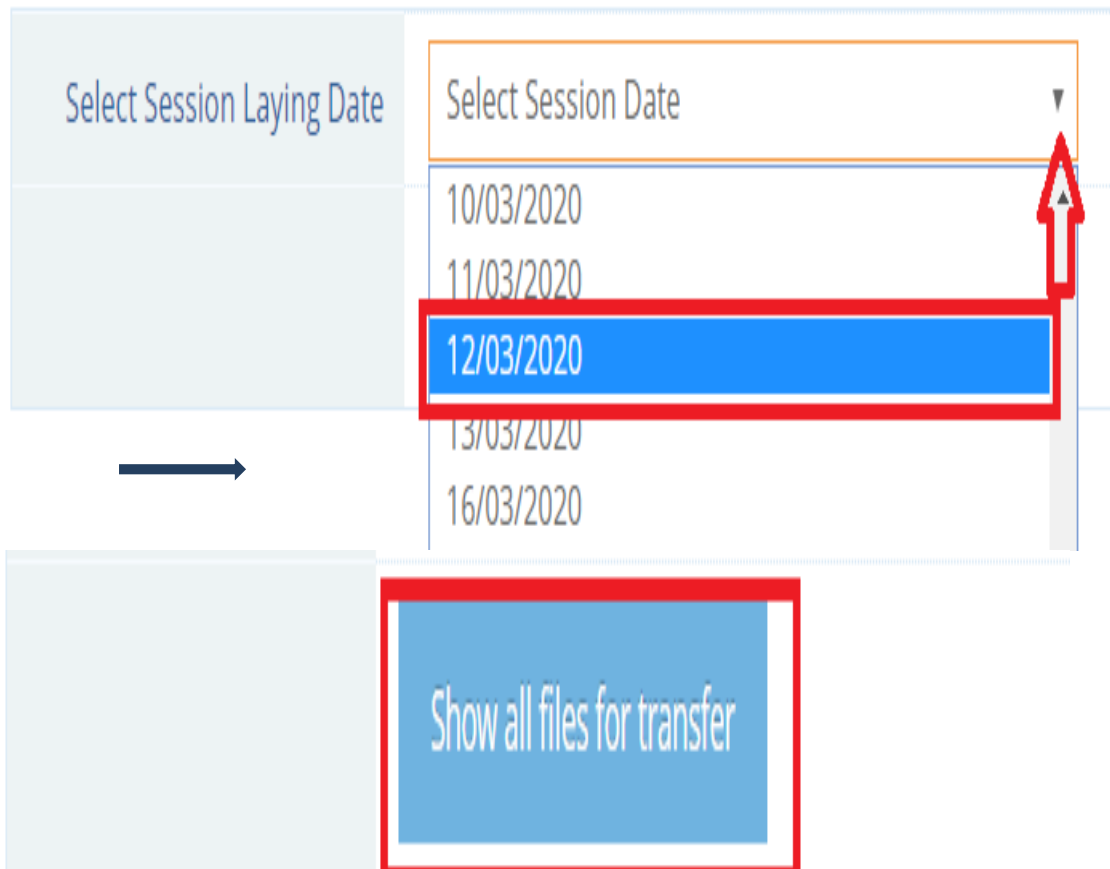

Figure 20: Transferring of the files of the particular session date to enable the display of the laying documents of that session date

After clicking on the button, it shows all the "**All Files for Transfer**" of the selected date and then the user has to "**Tick**" the check box and then click on the "**Update Paper Laid**" button which is shown in the screenshot below:-

Figure 21: Click on the button to transfer the files to the House for display in the public domain

4. Access to agenda on the public site as well as on mobile application

4.1 Public site overview for List of Business

The user has to go to the "**Business**" Tab,→"**List of Business**" menu button and then select date from the dropdown for getting the **"Agenda of the day"** which is shown in the screenshot below:-

Figure 22: Public site to display the House Business for the particular day of the session

2.1.21	SHRI RATTAN LAL KATARIA to lay on the Table a copy of the Detailed Demands for Grants (Hindi and English versions) of the Department of Drinking Water and Sanitation, Ministry of Jal Shakti for the year 2020-2021.	Not Laid
2.1.22	SUSHRI DEBASREE CHAUDHURI to lay on the Table:- (1) (i) A copy of the Annual Report (Hindi and English versions) of the National Commission for Protection of Child Rights, New Delhi, for the year 2018-2019, alongwith Audited Accounts. (ii) A copy of the Review (Hindi and English versions) by the Government of the working of the National Commission for Protection of Child Rights, New Delhi, for the year 2018-2019. (2) (i) A copy of the Annual Report (Hindi and English versions) of the Central Adoption Resource Authority, New Delhi, for the year 2018-2019, along with Audited Accounts. (ii) A copy of the Review (Hindi and English versions) by the Government of the working of the Central Adoption Resource Authority, New Delhi, for the year 2018-2019. (3) Statement (Hindi and English versions) showing reasons for delay in laying the papers mentioned at (2) above. (4) (i) A copy of the Annual Report (Hindi and English versions) of the National Institute of Public Cooperation and Child Development, New Delhi, for the year 2018-2019, alongwith Audited Accounts. (ii) A copy of the Review (Hindi and English versions) by the Government of the working of the National Institute of Public Cooperation and Child Development, New Delhi, for the year 2018-2019. (5) Statement (Hindi and English versions) showing reasons for delay in laying the papers mentioned at (4) above. (6) (i) A copy of the Annual Report (Hindi and English versions) of the Childline India Foundation, Mumbai, for the year 2018-2019, alongwith Audited Accounts. (iii) A copy of the Review (Hindi and English versions) by the Government of the working of the Childline India Foundation, Mumbai, for the year 2018-2019. (7) Statement (Hindi and English versions) showing reasons for delay in laying the papers mentioned at (6) above. (8) (i) A copy of the Annual Report (Hindi and English versions) of the Central Social Welfare Board, New Delhi, for the year 2018-2019, alongwith Audited Accounts. (ii) A copy of the Review (Hindi and English versions) by the Government of the working 31 of the Central Social Welfare Board, New Delhi, for the year 2018-2019. (9) Statement (Hindi and English versions) showing reasons for delay in laying the papers mentioned at (8) above. (10) A copy of the following papers (Hindi and English versions) under Section 14 of the National Commission for Women Act, 1990:- (i) Annual Report of the National Commission for Women, New Delhi, for the year 2018- 2019, alongwith Audited Accounts. (ii) A copy of the Review (Hindi and English versions) by the Government of the working of the National Commission for Women, New Delhi, for the year 2018-2019. (11) Statement (Hindi and English versions) showing reasons for delay in laying the papers mentioned at (10) above.	Not Laid

Showing 1 to 25 of 42 entries

Figure 23: Display of LOB in the public portal in the format of the events list

4.2 MobileApplication Overview for List of Business

Firstly,the user has to select "Legislative Assembly/Council" in NeVA mobile application:-

Then the user has to click on the "List of Business" icon on the mobile application and then select date from the dropdown for getting the **"Agenda of the day"** which is shown in the screenshot below:-
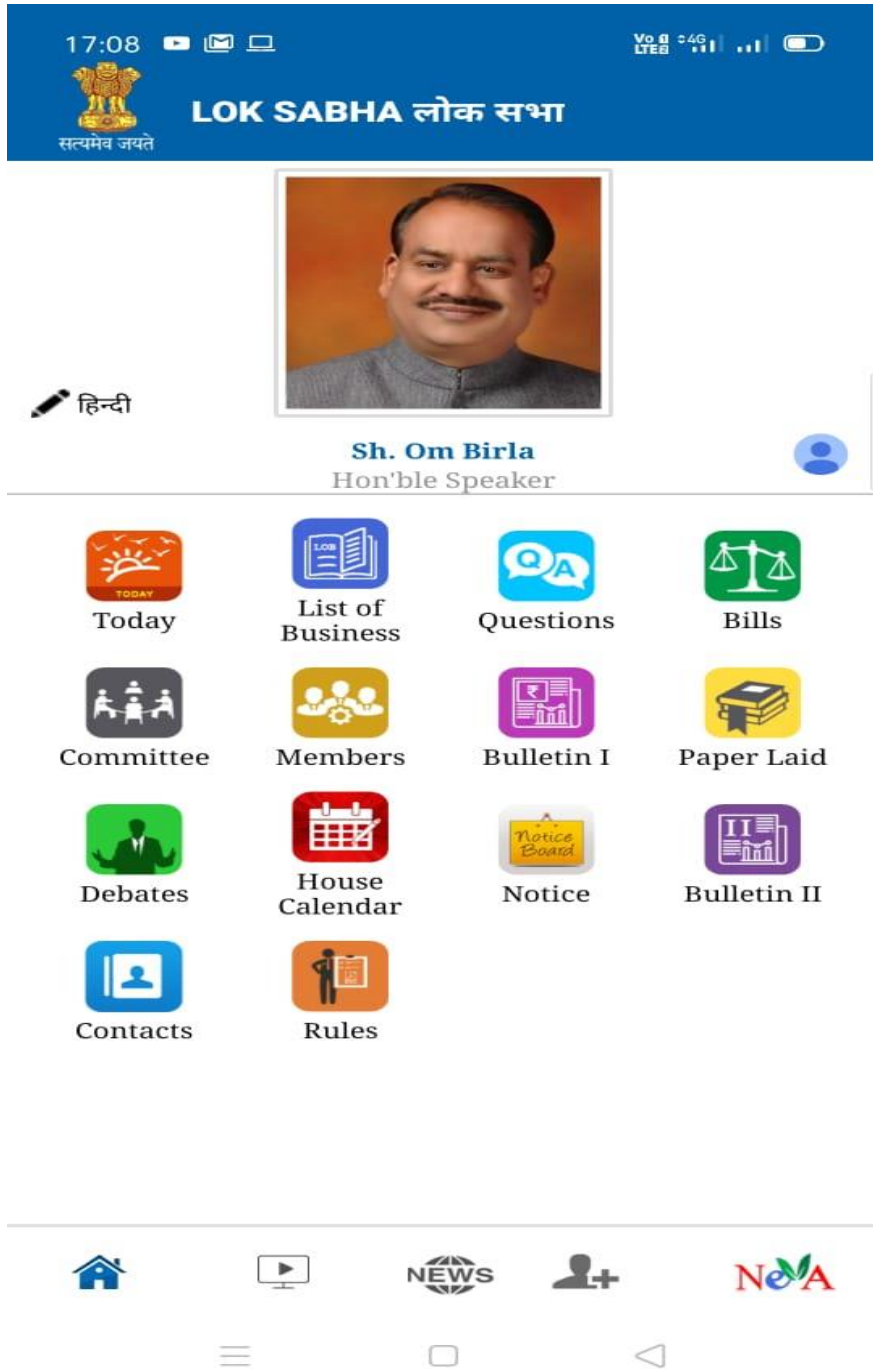
Figure 25: Page displaying the icons to show the List of Business of the House

After selecting the date from the dropdown, "Agenda of the Day" will be shown which is shown in the screenshot below:-
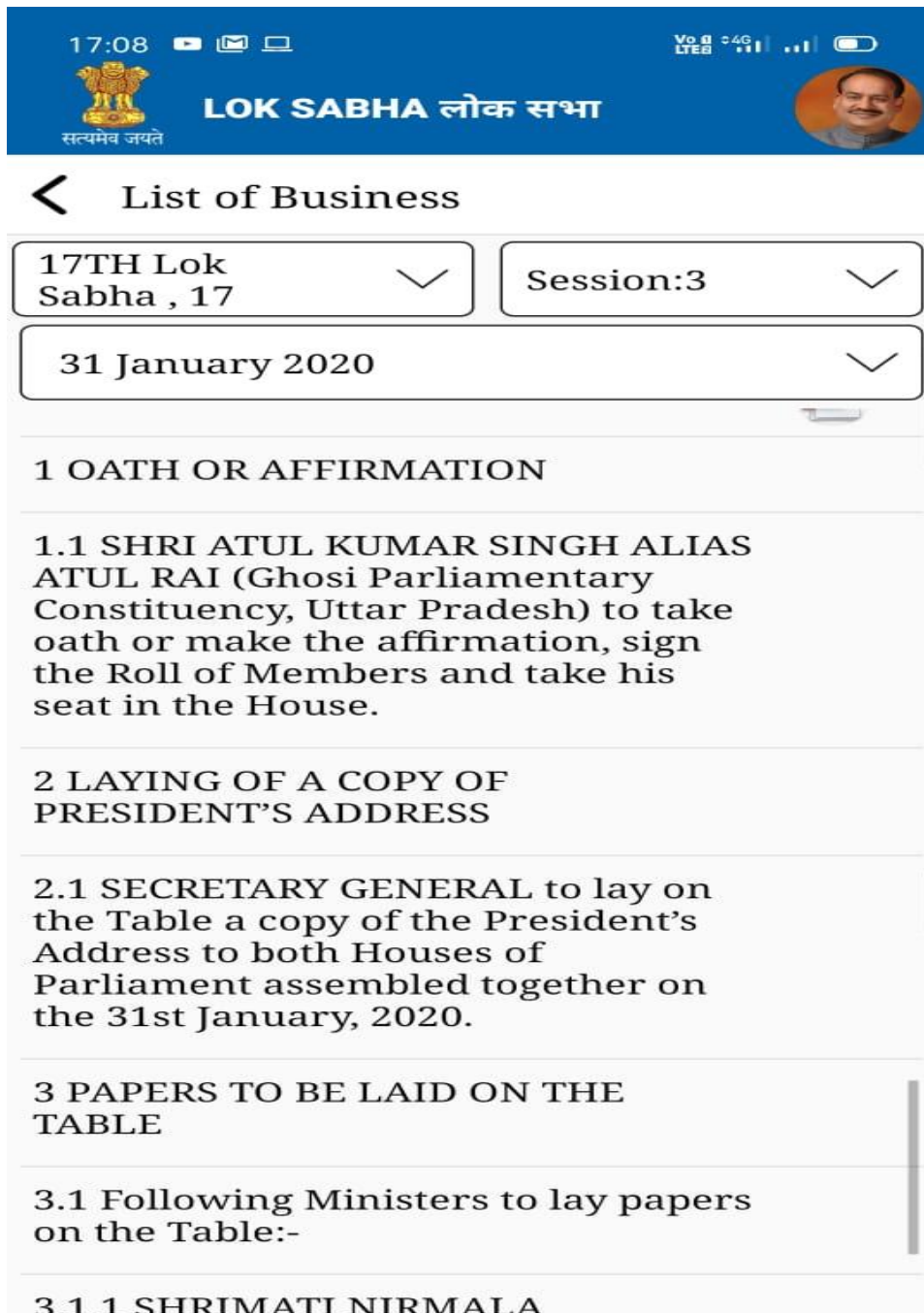
Figure 26: Dispaly of the complete LOB in the mobile application

5. Publishing of document after the Document is laid in the House

Figure 27: Display of the pdf icon against a particular event for the Laid document

For any feedback/comments

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