



National eVidhan Application

Digital Legislatures

One Nation One Application

सत्यमेव जयते

TO BE INTRODUCED IN Lok Sabha



Bill Management Process

Bill No. 3 of 2020

User Guide(Secure Login)

Version 1.0

Document Id: NeVA/CMS/BMP/UG/1.0

Central Project Management Unit

National eVidhan Application

Ministry of Parliamentary Affairs

109, Parliament House, New Delhi-110001

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 State 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 Programme 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 digital 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 House Business. 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, 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 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 legislatures in the form of the laid documents.

In this way the application is useful for the various stakeholders like Members, Ministers, Assembly Secretariat officials, Government Departments, Legislative section, Committees sections, Table office etc.

NeVAApplication facilitates members and the other stakeholders to work in an integrated manner on the single platform and also have the access to the information through the mobile and the web application. Not only this, it is helpful for the citizens also who will be able to access the information about any legislatures in uniform fashion, all across India and stay informed thereby strengthening the democracy.

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Bill Management Process

INTRODUCTION

This module is named as “Bill Management Process Module”. A Bill is proposed legislation under the consideration by a legislature. A Bill does not become a law until it is passed by the legislature and, in most cases, approved by the executive. This module is designed to provide firsthand information to the prospective users of NEVA platform about the process through which a stakeholder/user can engage him in various stages of bill management i.e. the stages through which a “prospective Bill” finally becomes an “Act” on NEVA platform.

Different stakeholders/users have different roles, duties, powers, functions etc. in the process of Bill management. The NEVA platform integrates all these stakeholders on a common platform and ensures free flow of information between these stakeholders. In this context this module gives an insight about how these different stakeholders are integrated and how the flow of information takes place and in this way educates these stakeholders on whole of the online/web-based process through which a Bill becomes an Act. The Bill after its passage in the Houses gets automatically available in the public website after its notification in the e-Gazette and is available to be accessed by the users in the public domain.

Different stakeholders/users involved in Bill management process are mentioned below:

Central Government

- Owner Department
- Central Ministers
- Legislative Department
- Cabinet
- Ministry of Parliamentary Affairs
- Parliament (Rajya Sabha and Lok Sabha) – Their staff and MPs.

State/UT Legislative House – Their staff and MLAs.

- State Government
- Owner Department
- State Ministers
- Legislative Department
- Cabinet

This User Guide explains the process involved in the Bill drafting by Owner Department, vetting by the Legislative Department and the approval by the Cabinet and also the further processing of the Draft Bill by the House Secretariat(s) till its passage and becoming an Act through NeVA CMS

Bill Management Process

Finding the Application (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.

NEW USER REGISTRATION

In order to engage in various aspects of Bill Management process, a person should first register himself as a user in appropriate NEVA unit (various profiles mentioned as different stakeholders) using the process explained in "USER REGISTRATION PROCESS" module.

DIAGRAMATIC PROCESS FLOW OF THE BILL MANAGEMENT SYSTEM

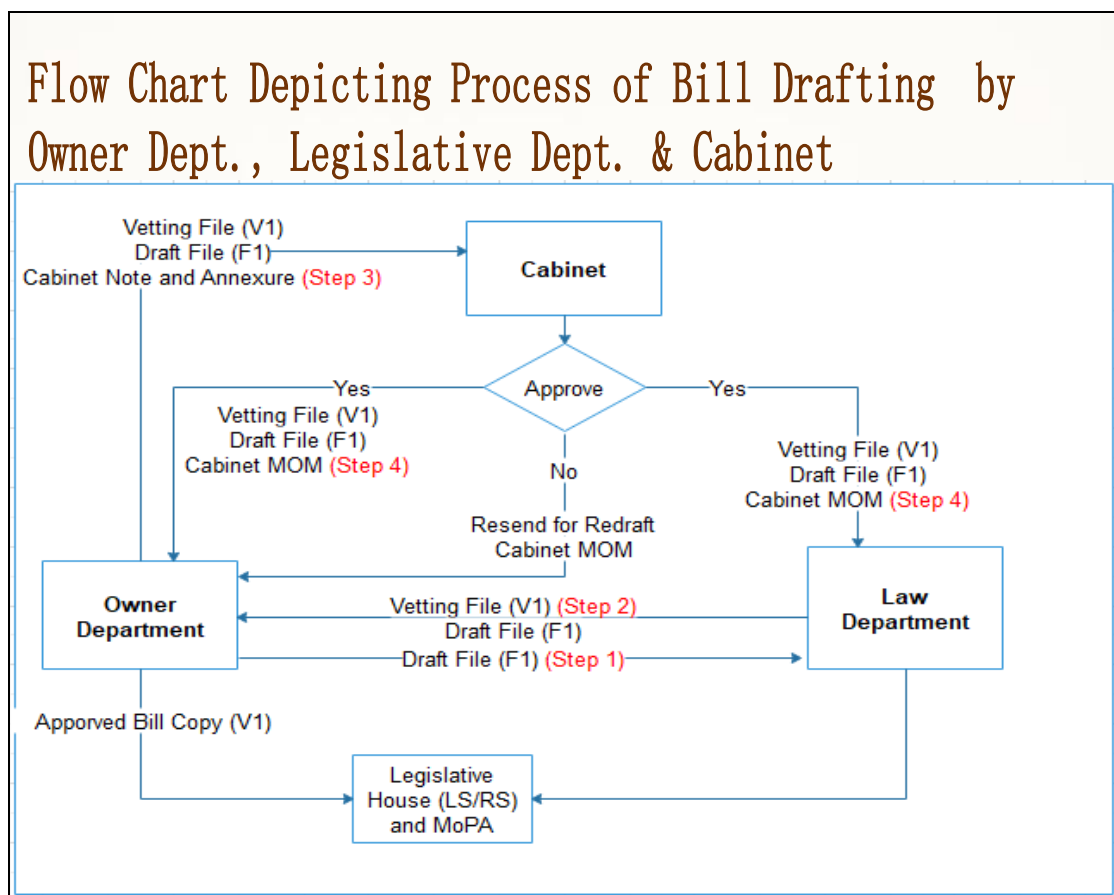


Figure 1: Flow chart depicting the process of Bill Management System

Bill Management Process

DRAFTING BILL AND SENDING FOR VETTING

The first stage in the Bill Management process involves Drafting of the proposed Bill (Legislative proposal). The Drafting is usually done by owner department i.e. the department which deals with the subject matter of Bill and the source of origin of the Bill. So, firstly the owner department has to go into NeVA Bills login module and has to go to the Bills tab and click on the “Draft Bill” tab. After clicking on “New” button, the Draft Bill form will be displayed which is shown below. After filling up all the necessary details in the Draft Bills form, you have to click on the save button for saving your draft Bill data.

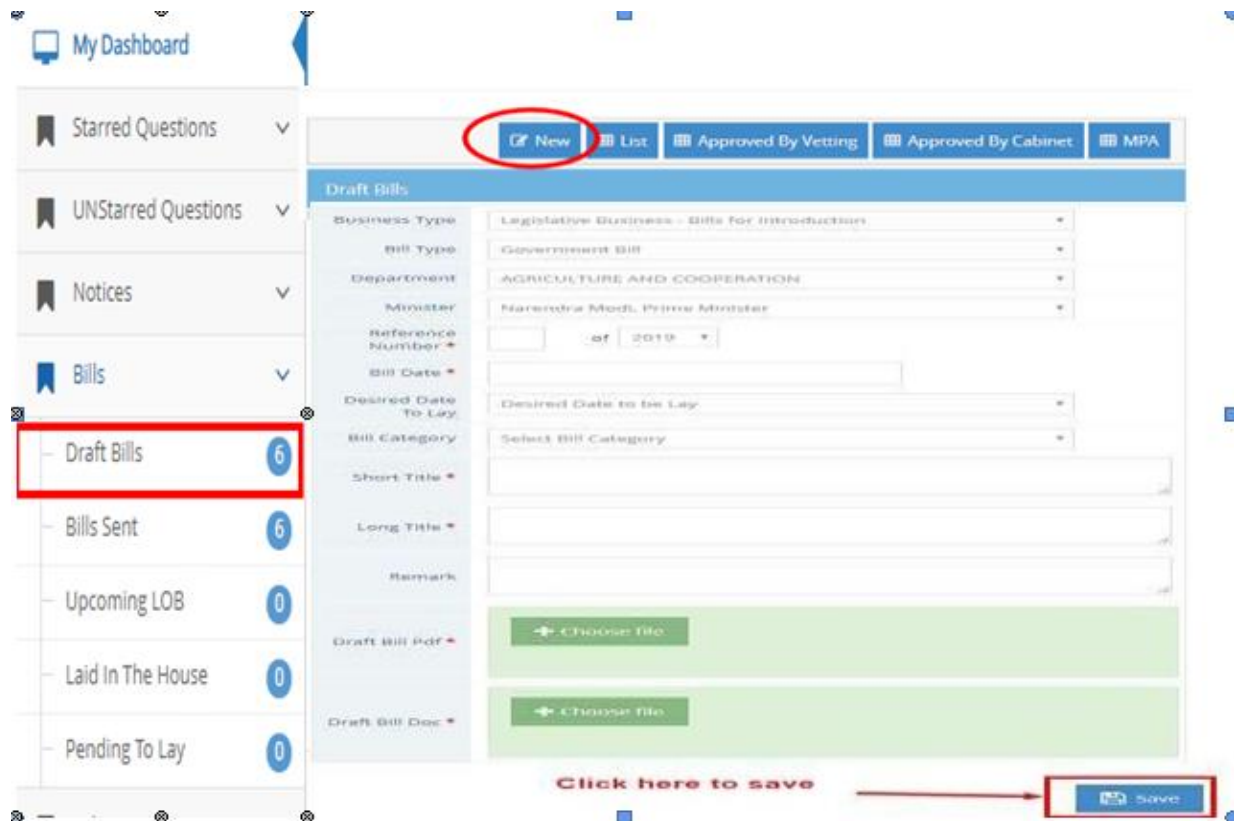


Figure 2: Drafting New Bill

After saving the data, your draft Bill will be displayed under Draft bills list. The user has to check the checkbox and click on the **send button** (“Send for vetting”) to send the Draft Bill to Legislative Department for vetting of the proposed Legislative Proposal. If Owner department wants to send the Draft Bill directly to the associated State Legislature without vetting, then please click on **Send button** (“Sending of Bills to House”).

Bill Management Process

The screenshot displays a web interface for managing draft bills. At the top, there are navigation tabs: 'New', 'List', 'Approved By Vetting', 'Approved By Cabinet', and 'MPA'. Below this is a 'Draft Bills' section with a table. The table has columns for 'Tick to send', 'Reference Number', 'Short Title', 'Ministry', 'Department', 'Paper', and 'Draft Status'. One row is highlighted with a red border, indicating it is selected. Below the table, there is a pagination control showing 'Page 1 of 1' and 'View 1 - 9 of 9'. At the bottom, there is a checkbox for 'Embed the Handwritten signature in Paper' and two 'Send' buttons: 'Send for Vetting' and 'Sending Bills to House'.

Tick to send	Reference Number	Short Title	Ministry	Department	Paper	Draft Status
<input type="checkbox"/>	10 of 2019	THE SIKH GURDWARAS BILL	Prime Minister		Paper Ver1	(V)
<input checked="" type="checkbox"/>	5 of 2019	THE ARMS (AMENDMENT) BILL, 2019	Prime Minister	AGRICULTURE AND COOPERATION	Paper Ver1	(Sent for Vetting)
<input type="checkbox"/>	XXIX of 2019	Shortage of Doctors	HEALTH AND FAMILY WELFARE	HEALTH AND FAMILY WELFARE	Paper Ver1	(V) (C) (M)
<input type="checkbox"/>	4 of 2019	Short Title 4....	DEFENCE	CHEMICALS AND PETROCHEMICALS	Paper Ver1	(Sent for Vetting)
<input type="checkbox"/>	of 2019	sdf	Prime Minister	AGRICULTURE AND COOPERATION	Paper Ver1	Not Sent
<input type="checkbox"/>	of 2019	eet	Prime Minister	AGRICULTURE AND COOPERATION	Paper Ver1	Not Sent
<input type="checkbox"/>	of 2019	eeee	Prime Minister	AGRICULTURE AND COOPERATION	Paper Ver1	(Sent for Vetting)
<input type="checkbox"/>	of 2019	test money bill	Prime Minister	AGRICULTURE AND COOPERATION	Paper Ver1	(Sent for Vetting)
<input type="checkbox"/>	of 2019	Test Bill	Prime Minister	AGRICULTURE AND COOPERATION	Paper Ver1	(Sent for Vetting)

Page 1 of 1 View 1 - 9 of 9

Embed the Handwritten signature in Paper (Your paper will send without your Handwritten signature. You can upload your Signature from update Profile)

Send for Vetting Sending Bills to House

Figure 3: Sending draft Bill for vetting or directly to House

VETTING THE DRAFT BILL AND SEND BACK TO OWNER DEPARTMENT

In this stage the draft Bill received by Legislative department from the owner department is vetted, for which legislative department login is created. After vetting the Bill, it is sent back to the owner department. The user has to go to the **Bills tab** → Draft Bills. After clicking on the particular Draft Bills, the Update Bill Draft form will be displayed which is shown below in the screenshot. After filling up all the necessary data i.e. “**Vetting date**”, “**Vetting PDF file**” & “**vetting Doc file**” in the update Bill Draft form, the user has to click on the **Update button** for updating the draft Bill data returned by the Legislative department.

Bill Management Process

The screenshot displays the National e-Vidhan Application interface for the Government of India. The header shows the user is logged in as 'Welcome Legislative De...'. The navigation menu on the left includes 'Draft Bills' (highlighted with a red box). The main content area shows a table of draft bills, with one entry highlighted in green and a red box around it: 'THE ARMS (AMENDMENT) BILL, 2019' under the 'AGRICULTURE AND COOPERATION' department. The 'Update Bill Draft' form on the right includes fields for Business Type, Bill Type, Department, Minister, Reference Number, Bill Date, Bill Category, Short Title, and Long Title. The 'Vetting Date' field and the 'Vetting Pdf File' and 'Vetting Doc File' fields (both with '+ Choose file' buttons) are highlighted with red boxes. A red arrow points to the 'Update' button at the bottom right.

Figure 4: Vetted Draft Bill and sending back to the owner dept. Or directly to House

VETTED BILL WITH SUPPORTING DOCUMENTS IS SENT TO CABINET FOR APPROVAL

In this process, the user has to login with the owner department. Then the user has to go to the **Bills tab** → **Draft bills**. After clicking on the “**Approved by vetting**” button, all the Draft Bills which have been vetted will be displayed. The user has to click on the **Update** button for updating your draft Bill data. The updated Bill is sent to the Cabinet for approval.

Bill Management Process

The screenshot displays the National e-Vidhan Application interface. On the left, a navigation menu highlights the 'Bills' section. The main content area shows a list of draft bills under the heading 'Draft Bills'. One bill, 'Shortage of Doctors', is highlighted in green. Below the list, a 'Send' button is visible, with a red box around it and a sub-button 'Send to Cabinet'. On the right, the 'Update Bill Draft' form is shown, with a red box around the 'Cabinet Node' field, which has a '+ Choose file' button. The form also includes fields for Business Type, Bill Type, Department, Minister, Reference Number, Bill Date, Desired Date To Lay, Bill Category, Short Title, Long Title, Remark, Draft Bill Pdf, Draft Bill Doc, Vetting Date, Cabinet Approval Date, and MPA Approval Date. An 'Update' button is located at the bottom right of the form.

Figure 5: Sending draft for cabinet Approval

CABINET APPROVAL OF THE BILL & TO SEND BACK TO THE OWNER DEPARTMENT:

In the Cabinet login, the user will select any particular draft Bill received from the owner Department for approval of the Cabinet. The user has to update “**Cabinet Minutes of Meeting**”, and then click on the **Update** button for updating the draft Bill data.

Bill Management Process

The screenshot shows the National e-Vidhan Application interface. The header includes the Government of India logo and 'National e-Vidhan Application' text. The navigation menu on the left has 'Draft Bills' selected. The main content area displays a table of draft bills with columns for 'Tick to send', 'Reference Number', 'Short Title', 'Ministry', 'Department', 'Paper', and 'Draft Status'. One bill, 'Shortage of Doctors', is highlighted with a red box. To the right, the 'Update Bill Draft' form is visible, with a 'Cabinet MOM' field highlighted by a red box and a '+ Choose file' button. An 'Update' button is at the bottom right.

Figure 6:Attaching cabinet note and resending to owner department

SENDING OF CABINET APPROVED DRAFT BILL TO THE LEGISLATURE AND PARLIAMENTARY AFFAIRS DEPARTMENT BY THE OWNER DEPARTMENT:

In this process, user has to login with the owner department credentials. Then user has to go on **Bills tab** → **Draft bills**. After clicking on the **“Approved by Cabinet”** button, all the **“Cabinet Approved Draft Bill”** will be displayed in the list. Then check the checkbox of the particular **“Draft Approved Bill”** item. If the user wants to send the Cabinet Approved Draft Bills directly to house, then he/she can click on **send button** (**“Send Bill to house”**) or can send the Cabinet Approved Draft Bills to Parliamentary Affairs Department (depending upon the procedure followed in each state/Legislature) by clicking on the **send button** (**“Send toMPA”**).

Bill Management Process

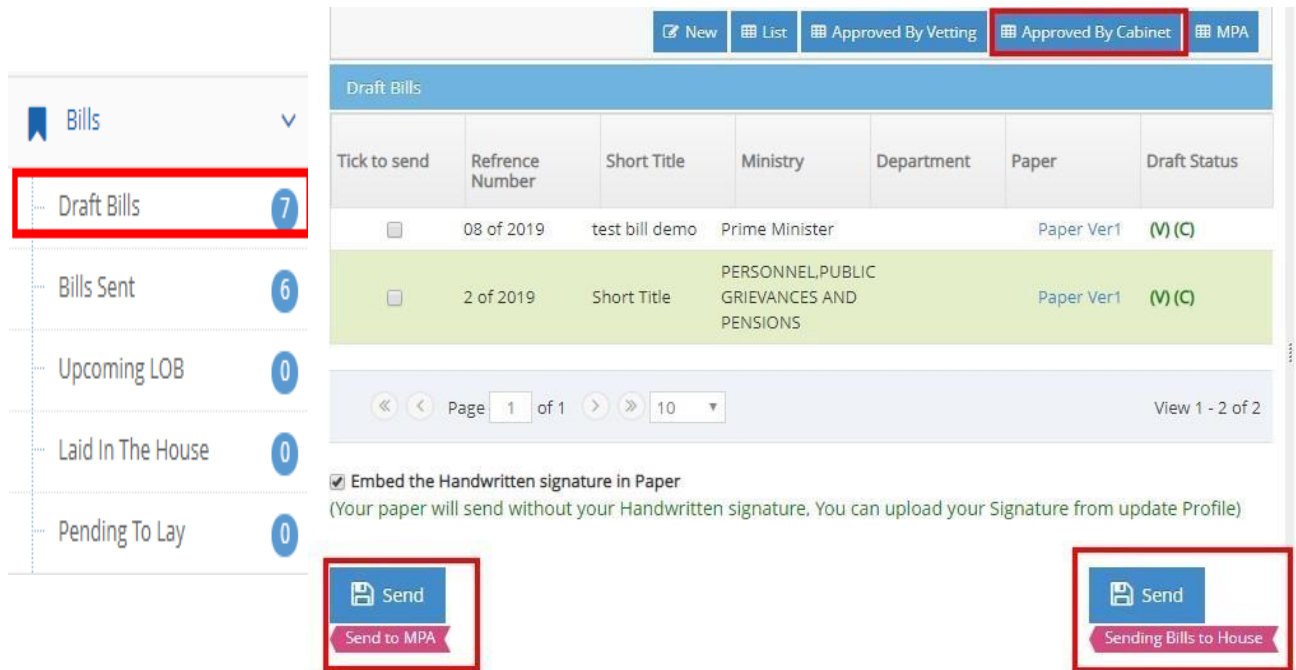


Figure 7: Sending Draft Bill to legislature or Ministry of parliamentary affairs

OPTIONAL PROCESS:

SENDING THE CABINET APPROVED BILL TO THE BICAMERAL STATE LEGISLATURE AND PARLIAMENTARY AFFAIRS DEPARTMENT

In this process, the user has to login with the Legislative Department which has the option to send the final Bill copy to either of the two Houses in case of bicameral State Legislature.

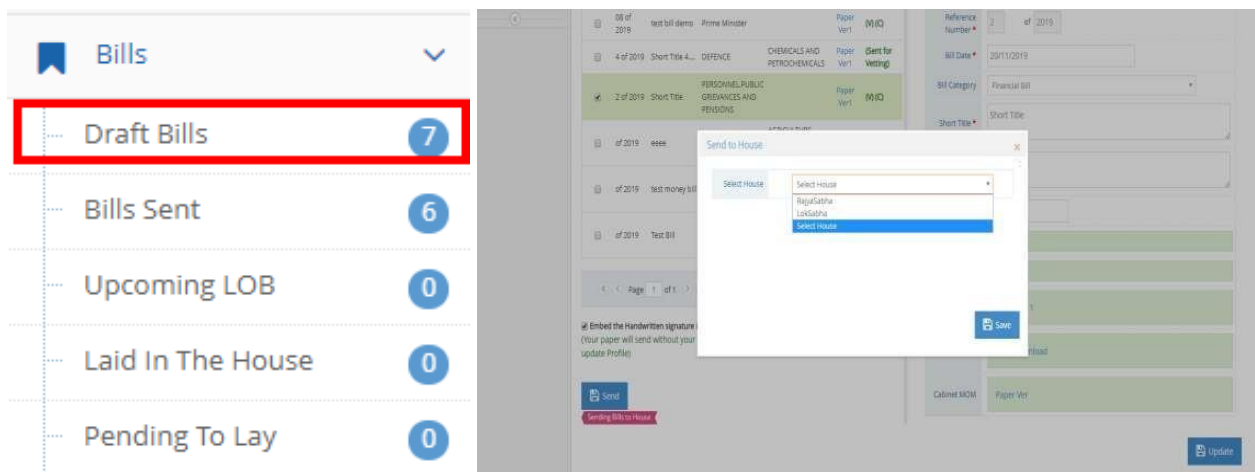


Figure 8: Optional sending of Bill to Bicameral Legislature or Parliamentary Affairs department

Bill Management Process

BICAMERAL STATE LEGISLATURE LOGIN:TO VIEW AND PROCESS THE GOVERNMENT BILLS

In this process, the user will login with the “**State Legislative Department**”. In this login, one can view and update the draft Bill which he/she has received from the Government Department.

The screenshot displays the National e-Vidhan Application interface. The header shows the Government of India logo, the user's name (Welcome, Jitender Singh ...), and the session information (17TH Lok Sabha, SECOND SESSION). The navigation menu on the left includes options like My Dashboard, Starred Questions, Unstarred Questions, Short Notice Questions, Notices, Bills, Update Bills Status, Committee Rpt., Other Papers, Misc. Report, Utilities, Paper verifications, and Ques Direct Process.

The main content area features a table of bills with columns for Bill No, Bill Title, and actions (Details, Amendments, Status, Date Of Consideration). The table lists 8 bills, with the 5th bill, "The Protection of Children from Sexual Offences (Amendment) Bill, 2019", highlighted in red. The 'Update Bills' form on the right allows users to update the details of a selected bill, including Assembly, Session, Title, Bill No, Ref No, Act No, Introduction Date, Passed Date, Assented Date, Published In Gazettee, Assented By, Is Freeze, Bill Initiated By House, Introduction File, Passed File, Assented File, and Act File. The 'Update' button is also highlighted in red.

#	Bill No	Bill Title	Details	Amendments	Status	Date Of Consideration
1	119 of 2019	THE DAM SAFETY BILL	Details	Amendments	Status	Date Of Consideration
2	19 of 2019	Bill Draft Version 18 of 2019	Details	Amendments	Status	Date Of Consideration
3	45 of 2019	THE DAM SAFETY BILL	Details	Amendments	Status	Date Of Consideration
4	78 of 2019	gdgfgd	Details	Amendments	Status	Date Of Consideration
5	1 of 2019	The Protection of Children from Sexual Offences (Amendment) Bill, 2019	Details	Amendments	Status	Date Of Consideration
6	3 of 2019	The Constitution (One Hundred and Twenty-Fourth Amendment) Bill, 2019	Details	Amendments	Status	Date Of Consideration
7	1 of 2018	The Consumer Protection Bill, 2018.	Details	Amendments	Status	Date Of Consideration
8	2 of 2018	The New Delhi International Arbitration Centre Bill, 2018.	Details	Amendments	Status	Date Of Consideration

Figure 9: Bicameral Legislature processing of govt. Bill

From the State Legislature login, a user can view the ‘Details of the Bill’, ‘Amendments of the Bills’, ‘Status of the Bill’, & ‘Date of consideration’ of the Bill. To view & Update the Draft Bill Details, the user needs to click on the “Detail” Button. Then, to update the “**Amendment**” of the particular Draft Bills, the user needs to click on the “**Amendment**” button for Viewing, Adding, Deleting and Editing of Amendments to Bills.

Bill Management Process

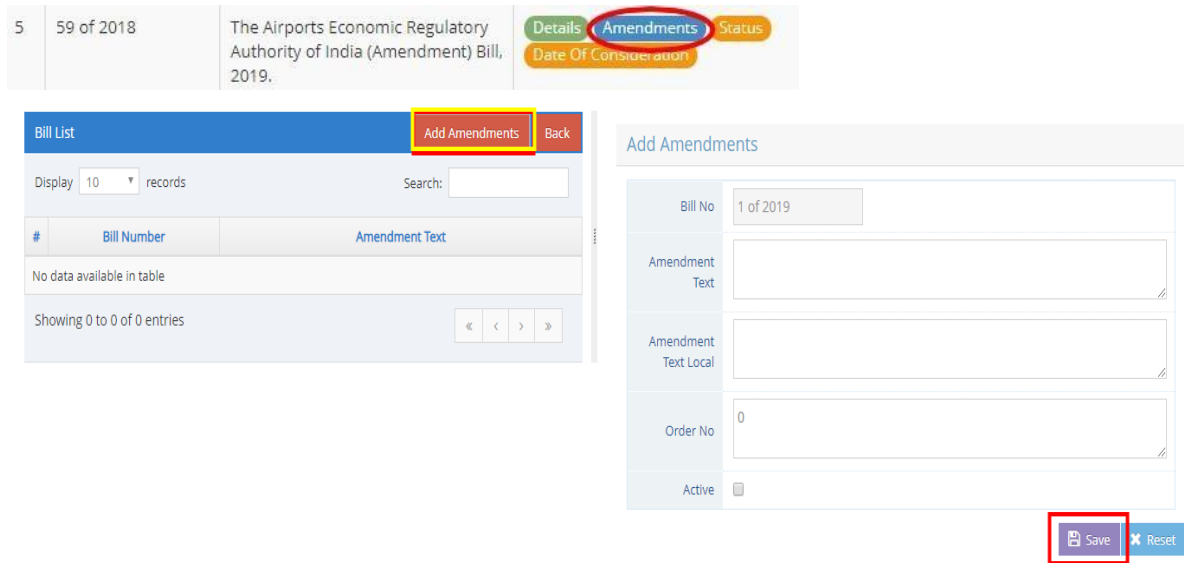


Figure 10: Checking various details and amendment of Bills by other house

Similarly to update the **“Bill Status”** or the **“Date of consideration”** of the particular Bill, a user needs to click on the **“Status”** or the **“Date of consideration”** button for Viewing, Adding, Deleting and Editing of information.

STATE LEGISLATURE TO VIEW AND PROCESS THE DRAFT BILLS (INPUT SCREEN AND OUTPUT: TO BE INTRODUCED AND AS INTRODUCED BILL COPY)

“TO BE INTRODUCED” FUNCTIONALITY: “Publish to be introduced Bill Copy” → Through this, the user can generate “To be Introduced” Bill copy for a particular Bill.

“Publish” → Through this, a user can publish the generated “To be Introduced” Bill copy to the Member of the State Legislature.



Figure 11: Generate and Publish the “to be Introduced” copy of Bill

“AS INTRODUCED” FUNCTIONALITY

“Publish As introduced Bill Copy”: Through this, a user can generate and publish “As Introduced” Bill copy for the particular bill.

“Send to e-gazette”: Through this, user can confirm that they provided “As Introduced” Bill copy to the e-gazette Office.

“Send to Other House”: Through this, a user can transfer or send the “As Introduced” Bill

Bill Management Process

copy to the other State Legislature House (in case of Bicameral State Legislature).

“Send to House Committee”: Through this, a user can send the **“As Introduced”** Bill copy to the House Committee for further legislative scrutiny by the parliamentary committee and to get the recommendations.

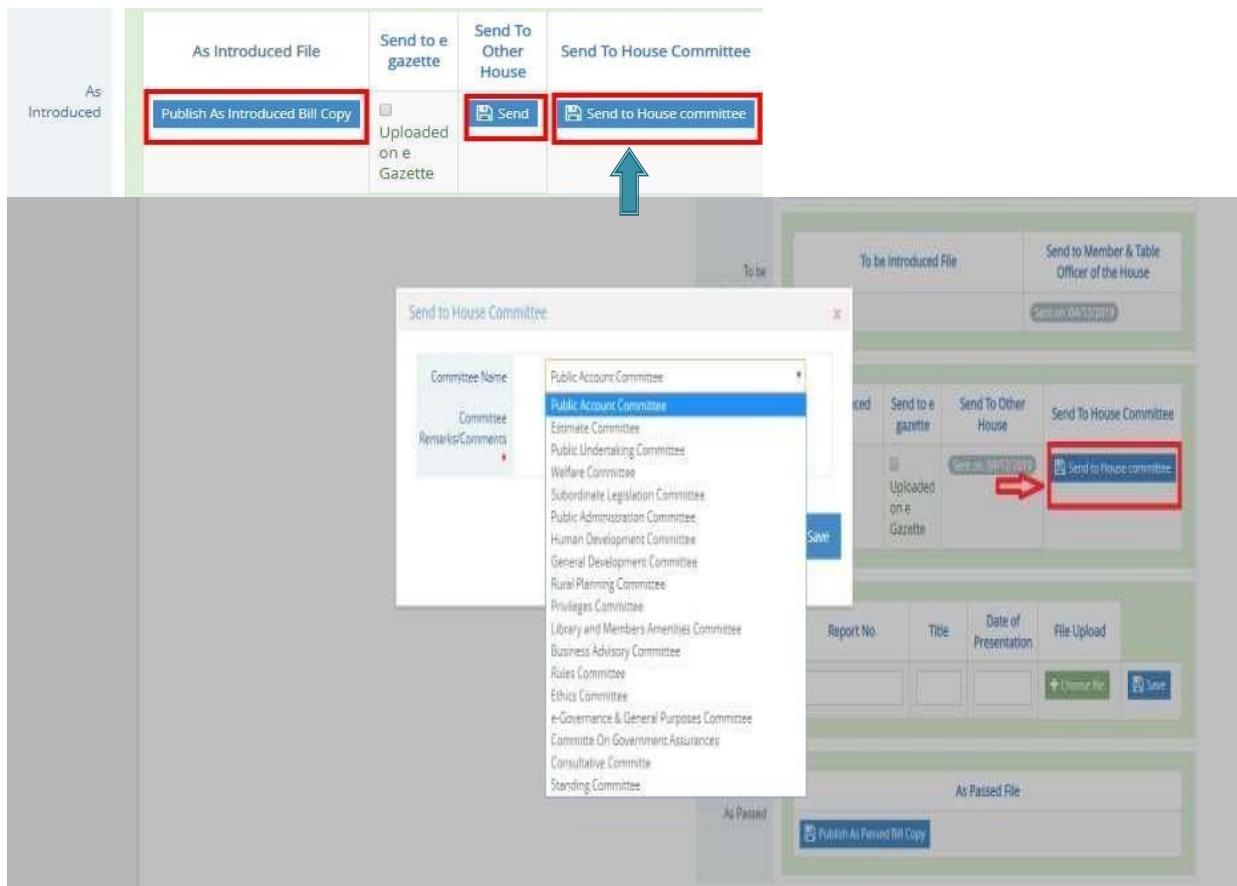


Figure 12: Different options in :As Introduced” Bill functionality

“As passed Bill copy” functionality: Through this, a user can publish the “As Passed” Bill copy for a particular Bill.

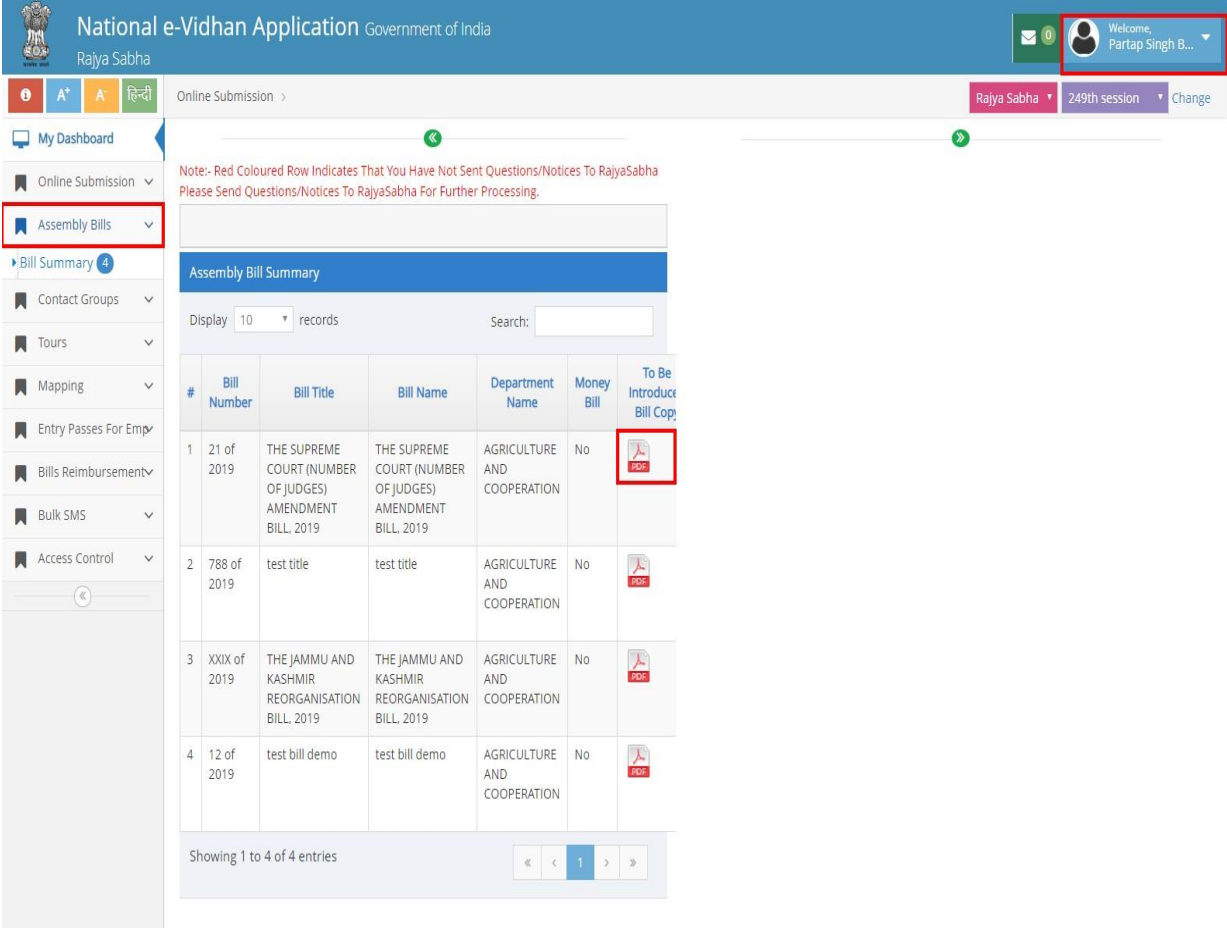


Figure 13: As passed Bill copy

Bill Management Process

ADVANCE COPY OF “TO BE INTRODUCED” IS AVAILABLE AT MPS/MLAS LOGIN

In MPs/MLAs login, Advance copy of “To be introduced” Bill is available at Assembly Bills tab.



National e-Vidhan Application Government of India
Rajya Sabha

Welcome, Partap Singh B...

Online Submission >

Rajya Sabha 249th session Change

My Dashboard

Online Submission

Assembly Bills

Bill Summary 4

Contact Groups

Tours

Mapping

Entry Passes For Emp

Bills Reimbursement





Bulk SMS

Access Control

Note:- Red Coloured Row Indicates That You Have Not Sent Questions/Notices To Rajya Sabha Please Send Questions/Notices To Rajya Sabha For Further Processing.

Assembly Bill Summary

Display 10 records Search:

#	Bill Number	Bill Title	Bill Name	Department Name	Money Bill	To Be Introduced Bill Copy
1	21 of 2019	THE SUPREME COURT (NUMBER OF JUDGES) AMENDMENT BILL, 2019	THE SUPREME COURT (NUMBER OF JUDGES) AMENDMENT BILL, 2019	AGRICULTURE AND COOPERATION	No	
2	788 of 2019	test title	test title	AGRICULTURE AND COOPERATION	No	
3	XXIX of 2019	THE JAMMU AND KASHMIR REORGANISATION BILL, 2019	THE JAMMU AND KASHMIR REORGANISATION BILL, 2019	AGRICULTURE AND COOPERATION	No	
4	12 of 2019	test bill demo	test bill demo	AGRICULTURE AND COOPERATION	No	

Showing 1 to 4 of 4 entries

Figure 14: Advanced copy of “to be introduced” Bill

AS INTRODUCED BILL COPY IS SENT TO OTHER LEGISLATURE HOUSE

Bill Management Process

To view the State Legislature Bill copy, a user can click on **Bills** → **Update Bill** status tab **“Bill from the other house”** in case of bicameral state legislature.

The screenshot displays the National e-Vidhan Application interface. The header shows the Government of India logo, the user's name (Jitender Singh), and the session information (17TH Lok Sabha, SECOND SESSION). The main content area is titled 'Lok Sabha' and features a 'Bills' tab. The 'Bills from Other House' sub-tab is selected, showing a list of bills. The table below lists the bills with their details and actions.

#	Bill No	Bill Title	Details	Amendments	Status
1	119 of 2019	THE DAM SAFETY BILL	Date Of Consideration		
2	19 of 2019	Bill Draft Version 18 of 2019	Date Of Consideration		
3	45 of 2019	THE DAM SAFETY BILL	Date Of Consideration		
4	XXIX of 2019	THE JAMMU AND KASHMIR REORGANISATION BILL, 2019	Date Of Consideration		
5	78 of 2019	gdgfgd	Date Of Consideration		
6	1 of 2019	The Protection of Children from Sexual Offences (Amendment) Bill, 2019	Date Of Consideration		
7	3 of 2019	The Constitution (One Hundred and Twenty-Fourth Amendment) Bill, 2019	Date Of Consideration		
8	1 of 2018	The Consumer Protection Bill, 2018.	Date Of Consideration		
9	2 of 2018	The New Delhi International Arbitration Centre Bill, 2018.	Date Of Consideration		

Figure 15: “As introduced copy of Bill” for other house

BILL COPY AVAILABLE AT “LIST OF BUSINESS” FOR MAKING LOB OF THE DAY

The user can view and attach the required Bill copy from the **“view paper”** & **“Show paper”** button from list of business login.

Bill Management Process

Legislative Business - Bills for Introduction

Priority: ALL Select Paper: Pending Papers

Select Date: From 08/08/2019 To 04/12/2019

Department: Select

Display 25 records Search:

Department	Short Title	Priority	Received Date	Paper	Select
AGRICULTURE AND COOPERATION	Short Title Test.....	N/A	27/11/2019 02:41:54:PM	View	<input type="checkbox"/>
CIVIL AVIATION	Short Title	N/A	20/11/2019 12:51:31:PM	View	<input type="checkbox"/>
AGRICULTURE AND COOPERATION	Short Title 1	N/A	20/11/2019 02:23:25:PM	View	<input type="checkbox"/>
AGRICULTURE AND COOPERATION	THE JAMMU AND KASHMIR REORGANISATION BILL, 2019	N/A	03/12/2019 05:00:39:PM	View	<input checked="" type="checkbox"/>

Showing 1 to 4 of 4 entries

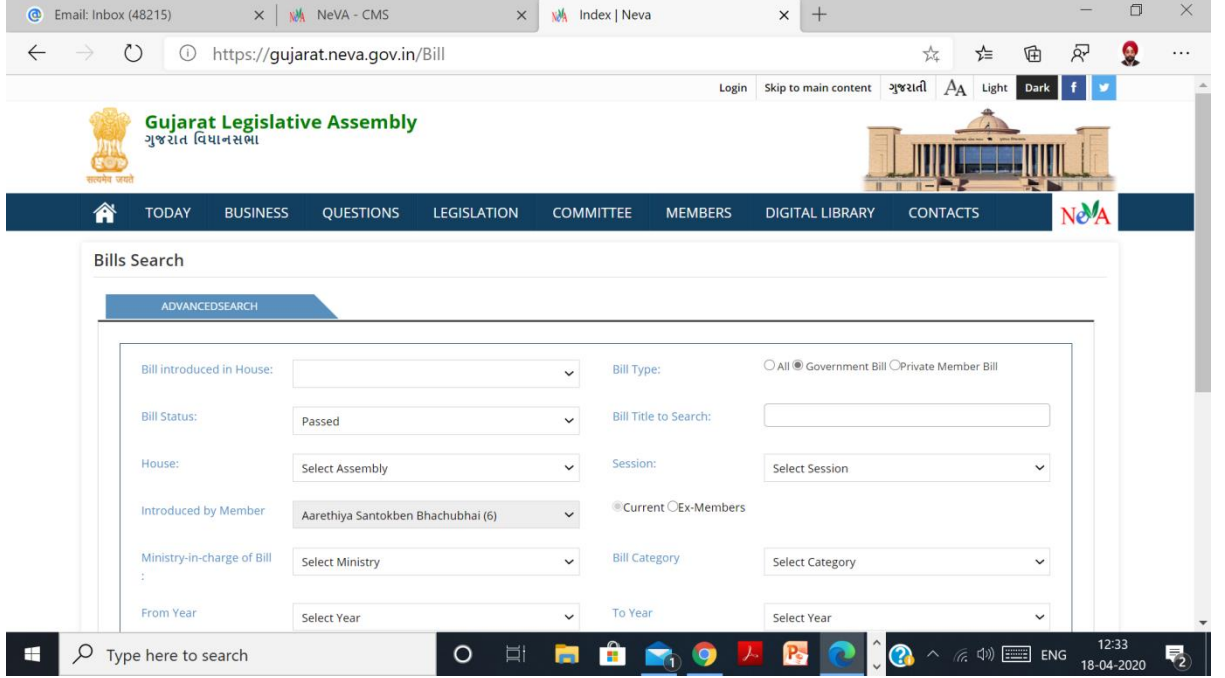
1

Figure 16: Bill copy available at List of Business for making LOB of the day

Bill Management Process

ACCESS TO BILLS DATABASE ON NEVA PUBLIC PORTAL

All the Bills introduced, Passed by the respective House can be viewed/accessed from the respective State Legislature NeVA Home Page under the Legislation tab.



The screenshot displays the Gujarat Legislative Assembly's NeVA Public Portal. The browser address bar shows the URL <https://gujarat.neva.gov.in/Bill>. The page features the Gujarat Legislative Assembly logo and a navigation menu with options: TODAY, BUSINESS, QUESTIONS, LEGISLATION, COMMITTEE, MEMBERS, DIGITAL LIBRARY, and CONTACTS. The main content area is titled "Bills Search" and includes an "ADVANCEDSEARCH" tab. The search form contains the following fields and options:

- Bill introduced in House: [Dropdown]
- Bill Status: Passed [Dropdown]
- House: Select Assembly [Dropdown]
- Introduced by Member: Aarethiya Santokben Bhachubhai (6) [Dropdown]
- Ministry-in-charge of Bill: Select Ministry [Dropdown]
- From Year: Select Year [Dropdown]
- Bill Type: All Government Bill Private Member Bill
- Bill Title to Search: [Text Input]
- Session: Select Session [Dropdown]
- Current Ex-Members
- Bill Category: Select Category [Dropdown]
- To Year: Select Year [Dropdown]

The Windows taskbar at the bottom shows the search bar with "Type here to search", the system tray with the date "18-04-2020" and time "12:33", and various application icons.

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