National e Vidhan Application

Digital Legislatures

One Nation One Application

Committee Management System

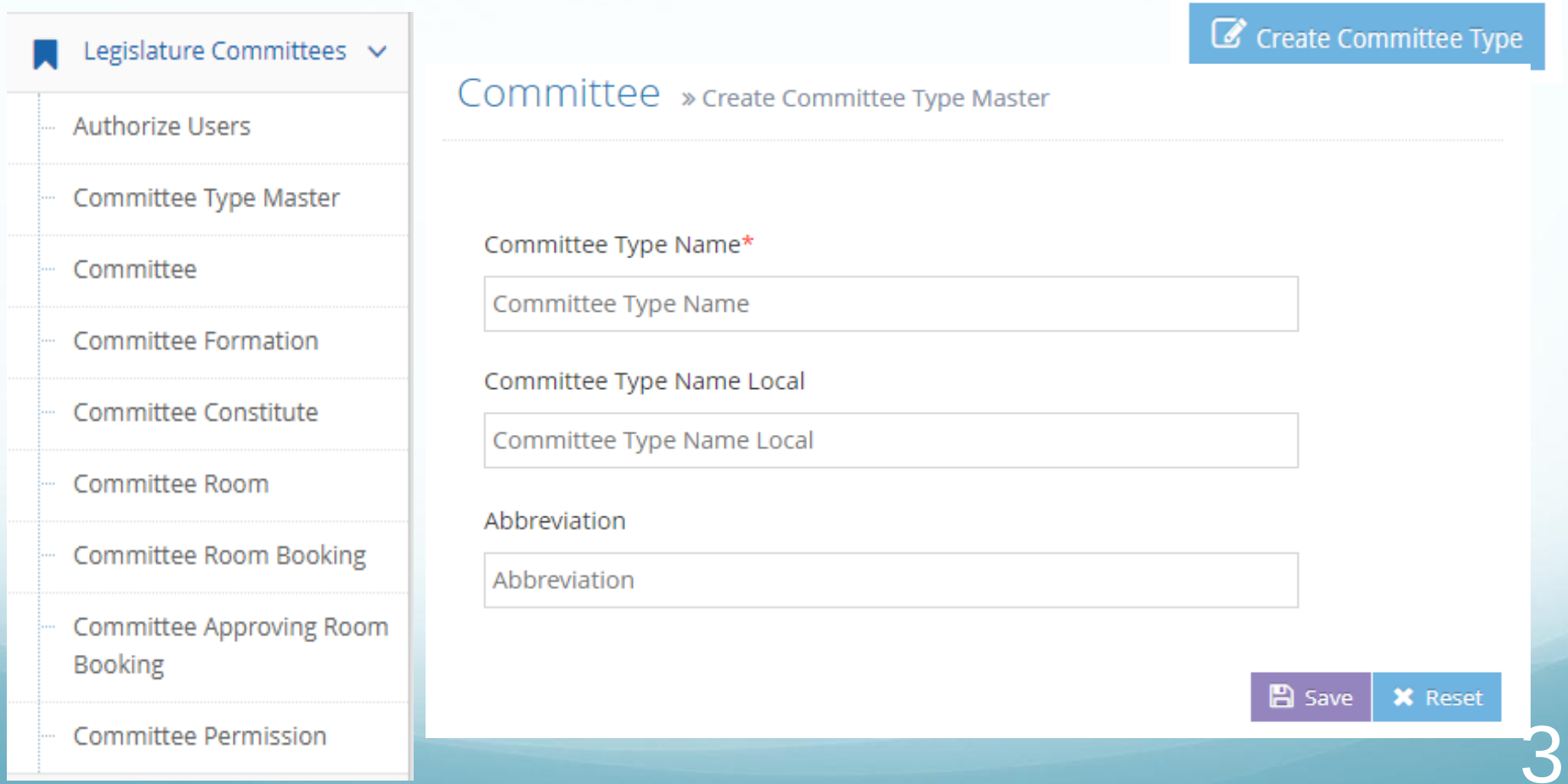
NIC / CPMU NeVA Team, MPA, Govt. of India

What we have in Committee Management System

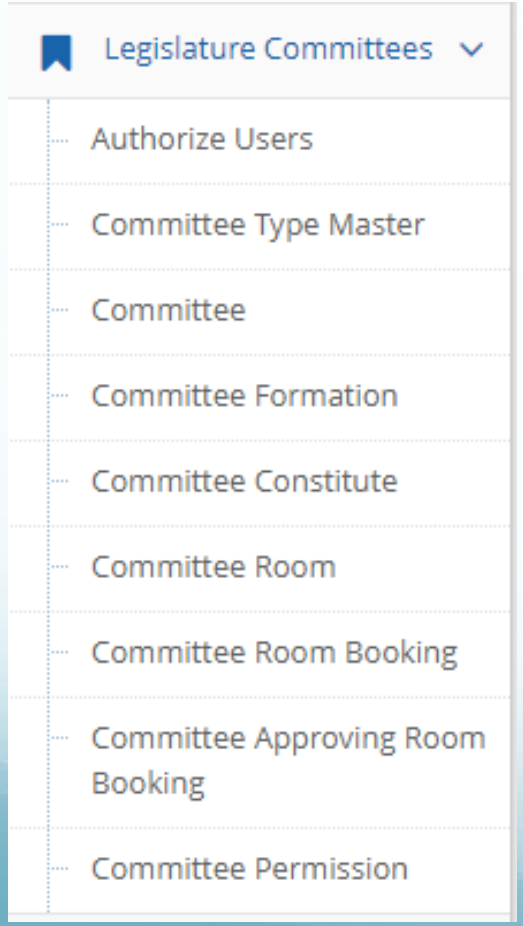
- ✓ Committee Type Masters
- ✓ Committee Creation
- ✓ Committee Formation
- ✓ Committee Constitution
- ✓ Committee Rooms Masters
- ✓ Committee Room Booking
- ✓ Committee Rooms Availability
- ✓ Approval of Committee rooms booking
- ✓ Assigning Roles of committees to Committee Users.

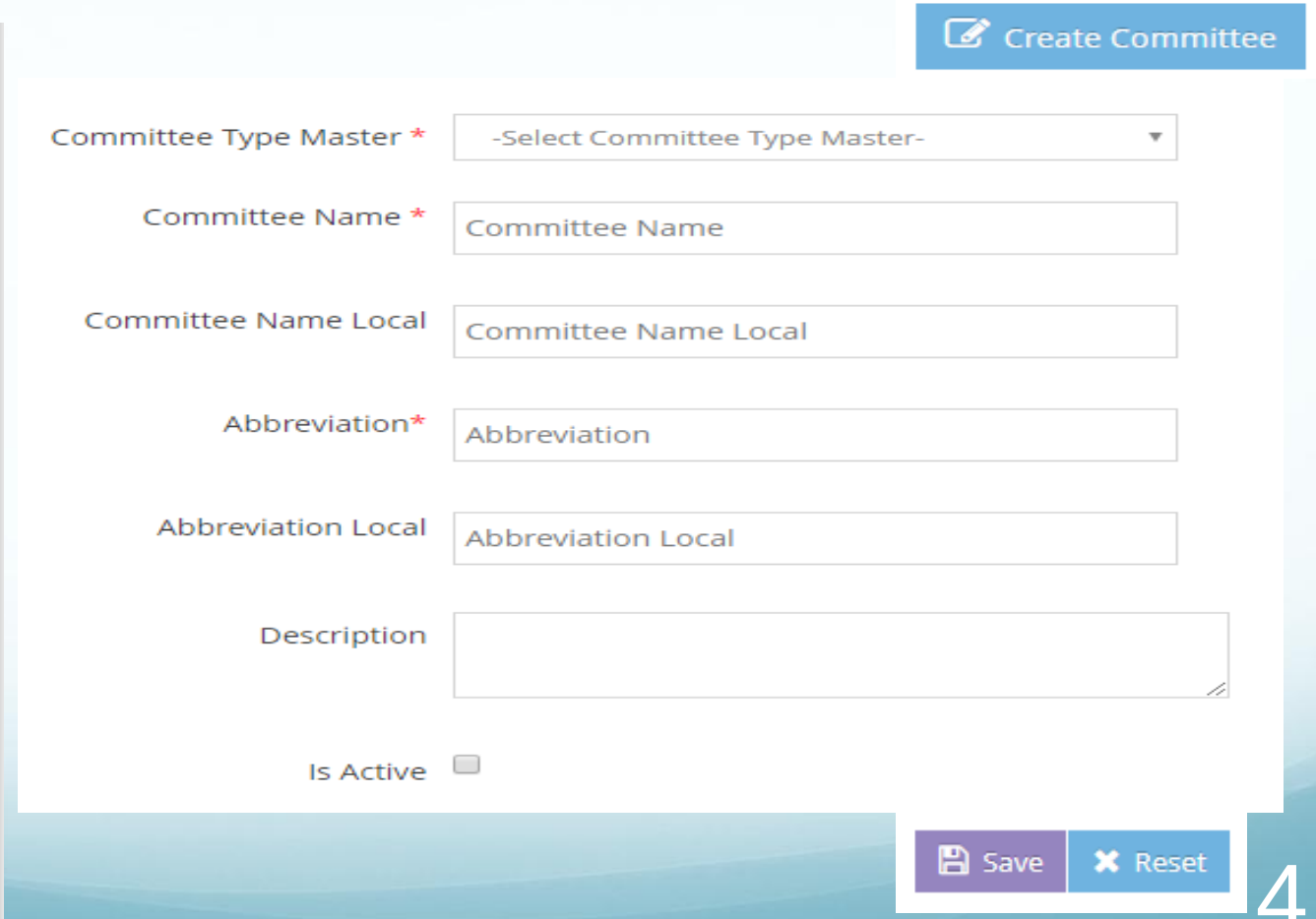
- ✓ System is connected with in-built NeVA efile system through which Legislatures can communicate with Government Department / Committee Members /Committee Chairman/Committee Employees etc. and vice-versa.
- ✓ Publish/Un-Publish documents like Committee meetings/Committee Reports to Public Portal when approved by higher Authority.
- ✓ Committee system can work with both Bi-Cameral and Uni-Cameral Houses.

Committee Type Master

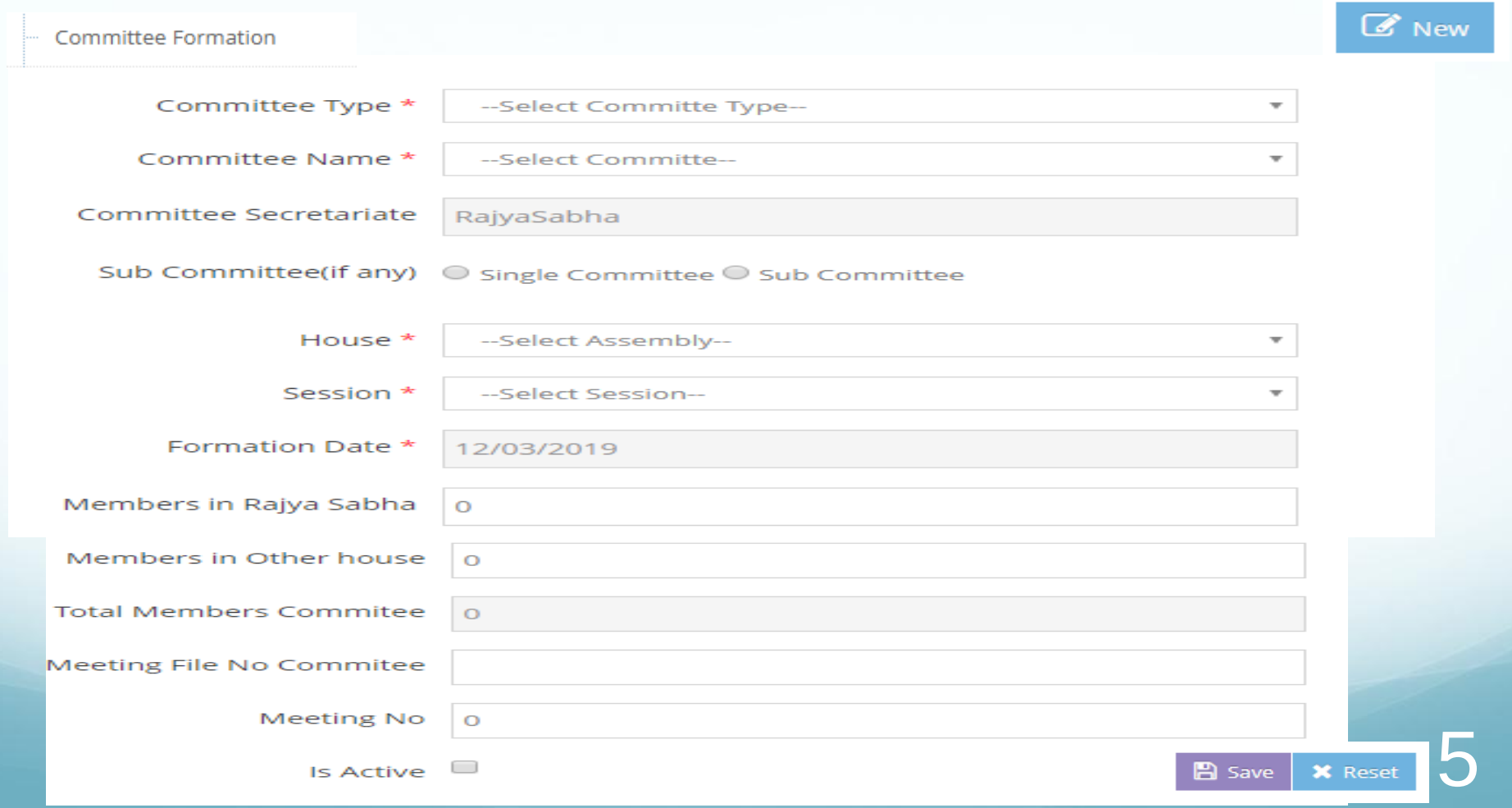


Create Committee under Committee Type

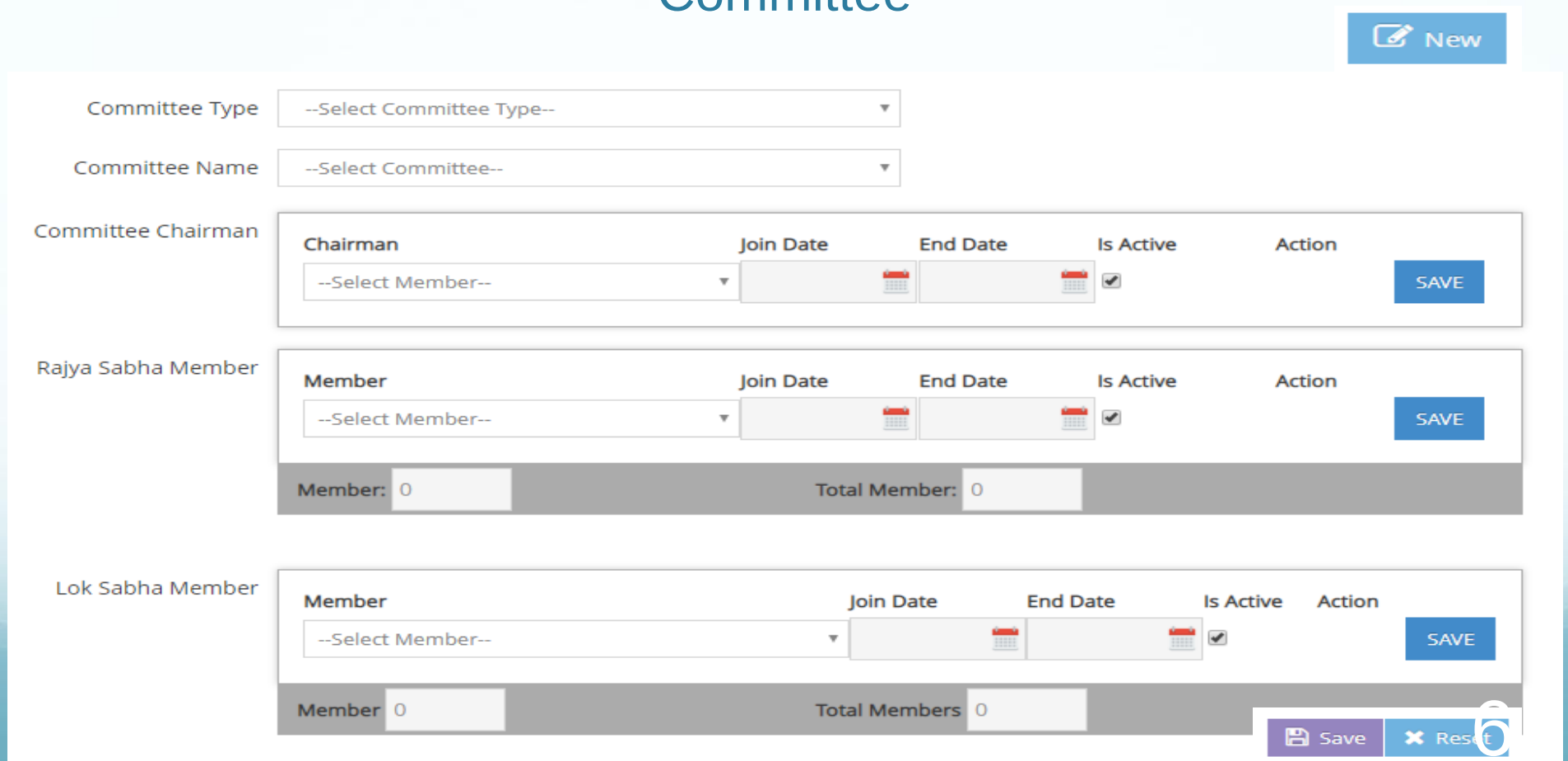




Committee Formation



Constitution of Committee – Assigning Chairman & Members to Committee



Committee Rooms Master

New

Committee Room

Committee Room Address

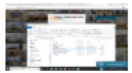
Sitting Capacity 0

Image Upload Choose File No file chosen

Is Active

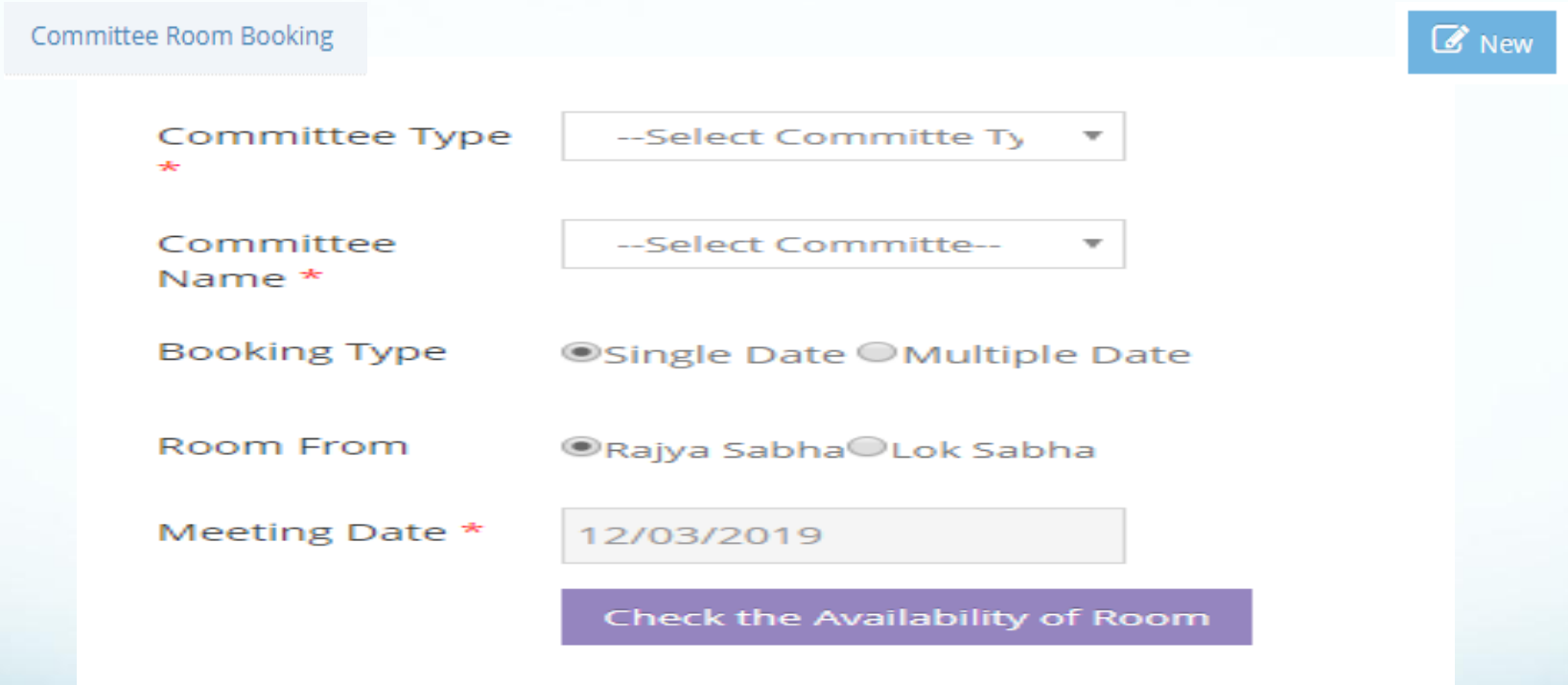
Save Reset

Display 10 records Search:

S#	Room	Image	Room Capacity	Status	Action
1	Parliament Committee Room 101		50	Active	
2	109 Paliament Annexe House		55	Active	

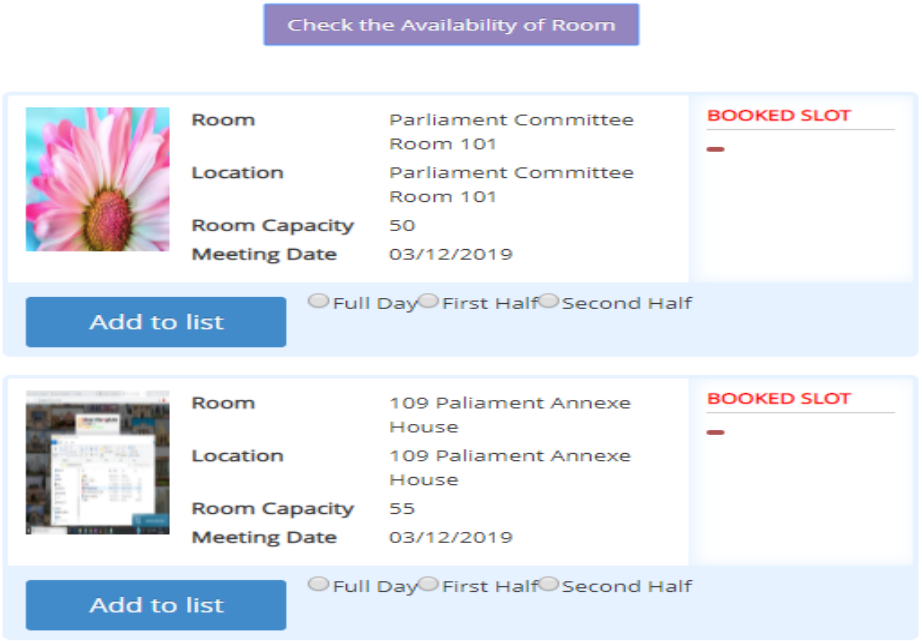
Showing 1 to 2 of 2 entries « ‹ 1 › »

Committee Meeting Room(s) Booking System



- Rooms can be booked for single and multiple dates
- If house is bicameral rooms can be selected from both the houses.

After the selection of a committee and desired date(s) for meeting, the System will display all available rooms. User can request for booking the room(s).



As per choice room

can be booked for a

e or multiple dates.

Final booking request needs to be submitted to the Administrator of the Committee Rooms for approval

Committee » Create Committee Room Booking

Committee Type *: Standing Committe

Committee Name *: Standing Committee

Sub Committee Name *: Standing Committee

Booking Type: (•) Single Date ( ) Multiple Date

Room From: (•) Rajya Sabha ( ) Lok Sabha

Meeting Date *: 12/03/2019

Check the Availability of Room

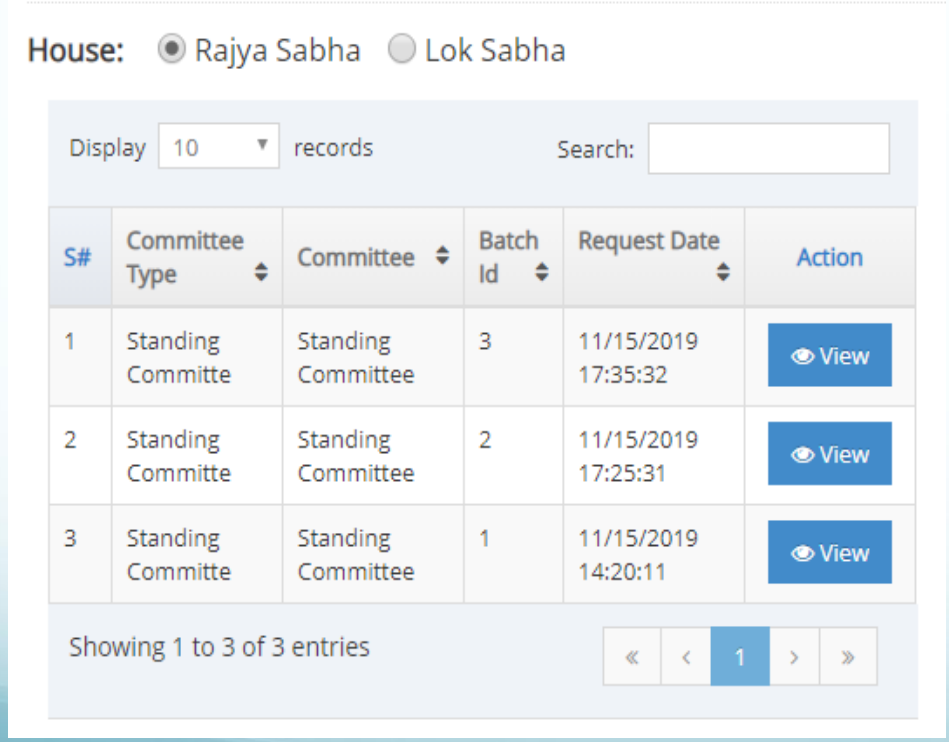
Room	Parliament Committee Room 101
Location	Parliament Committee Room 101
Room Capacity	50
Meeting Date	03/12/2019

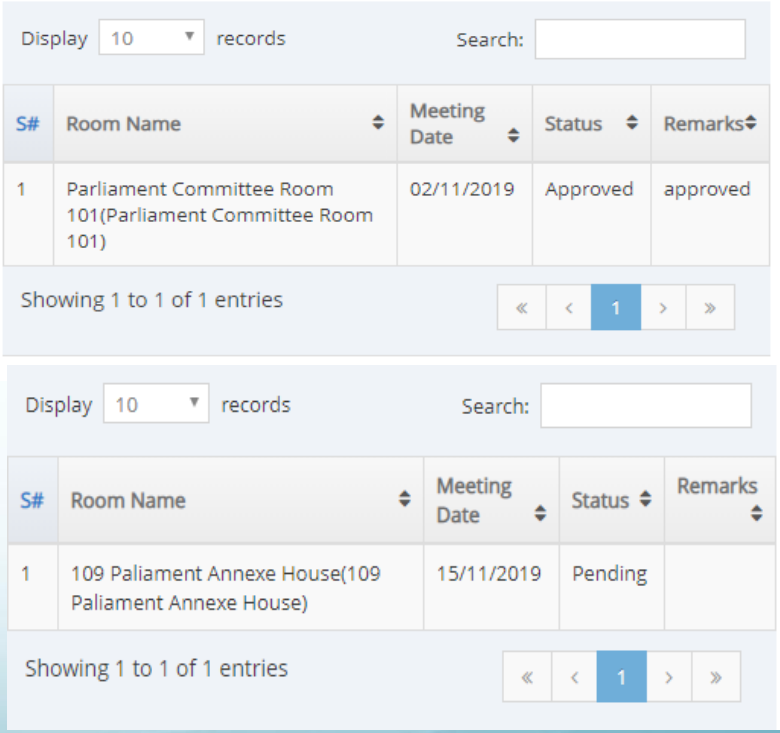
BOOKED SLOT

Full Day

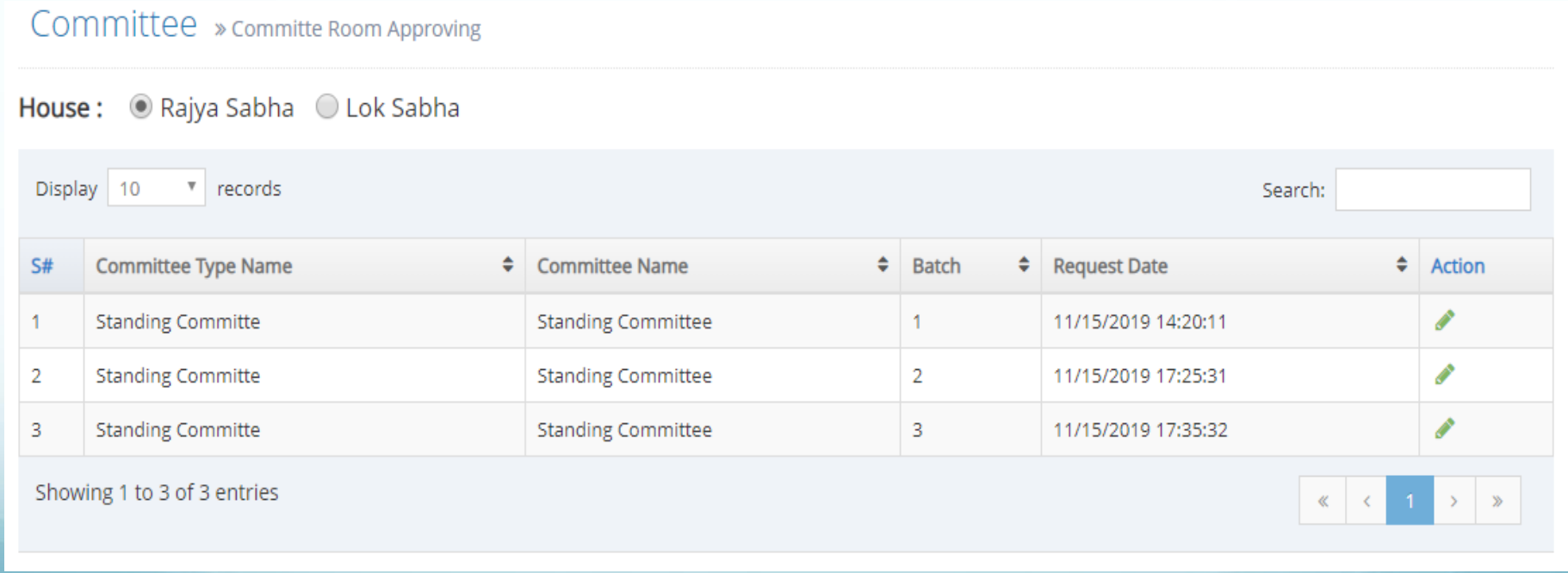
Final Booking

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

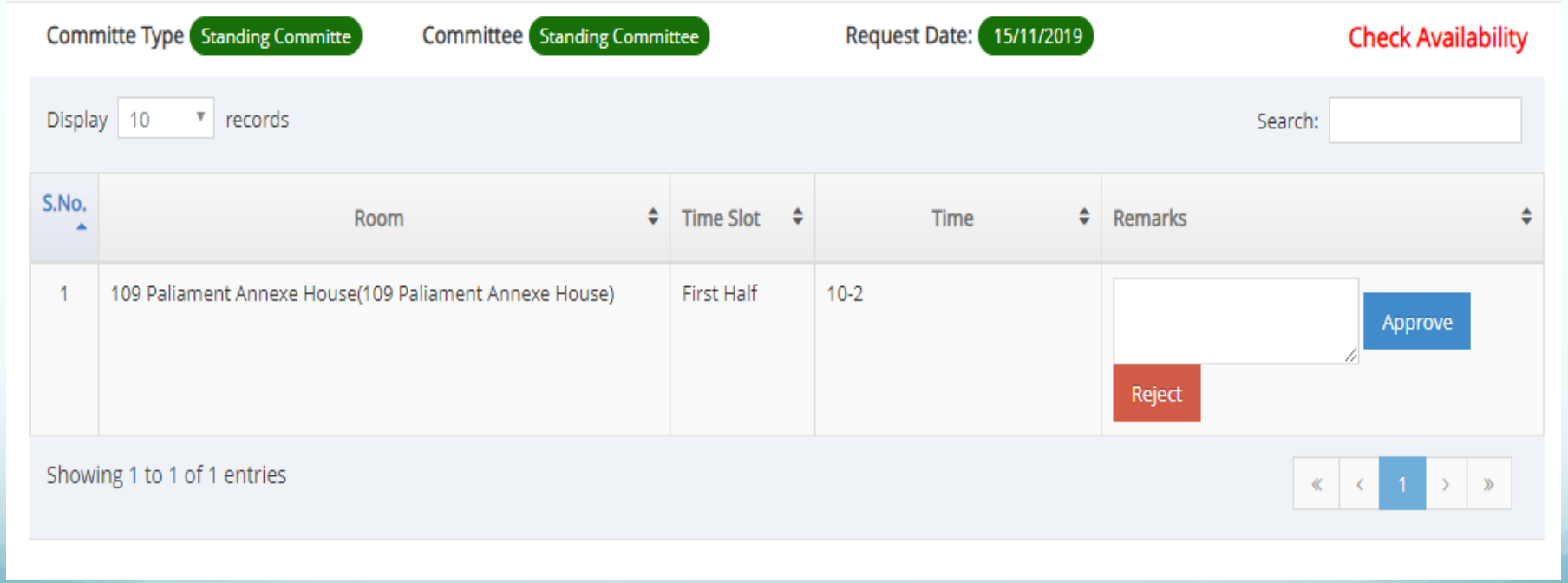




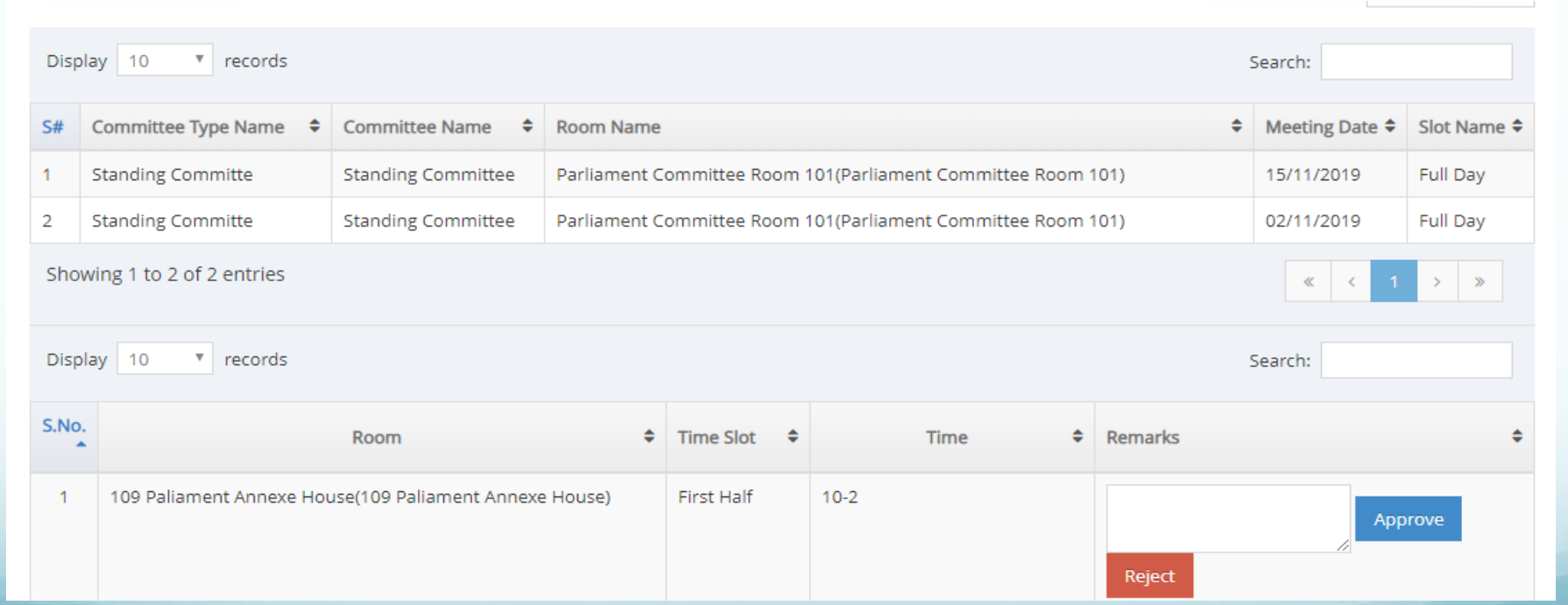
Administrator user can see the requests and availability of the room(s) and approve/ reject the requests by clicking on ‘Action’ button



Administrator can also add remarks for approve/ reject of a request.



Availability of rooms can be easily checked by automated search filter button given – “Check availability”



Display 10 records Search:

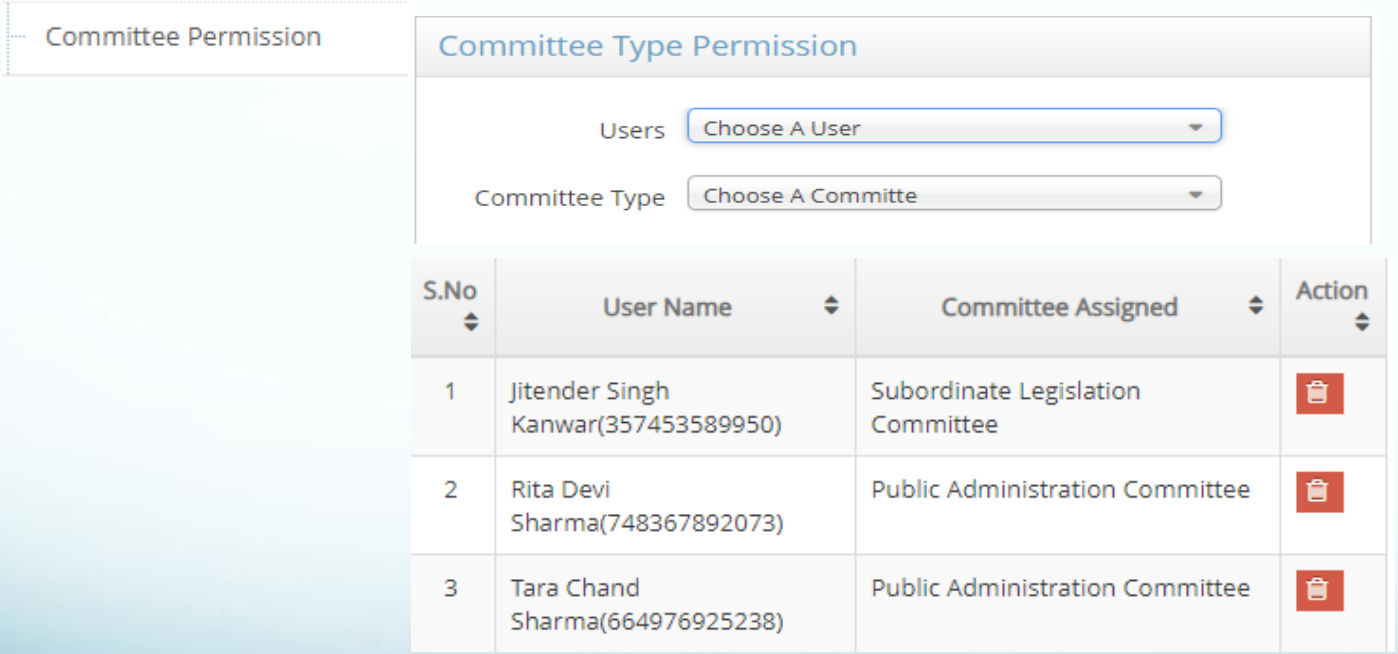
S#	Committee Type Name	Committee Name	Room Name	Meeting Date	Slot Name
1	Standing Committe	Standing Committee	Parliament Committee Room 101(Parliament Committee Room 101)	15/11/2019	Full Day
2	Standing Committe	Standing Committee	Parliament Committee Room 101(Parliament Committee Room 101)	02/11/2019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

Showing 1 to 2 of 2 entries « ‹ 1 › »

Display 10 records Search:

S.No.	Room	Time Slot	Time	Remarks
1	109 Paliament Annexe House(109 Paliament Annexe House)	First Half	10-2	Approve Reject

How to Assign Role/Access of a committee to Committee Branch Users



User need to select a User from list.
& Committee Type to which Admin want to assign to the user(s).

E-File System for Committee Module

- User Need to Create an e-file for managing documents related to a Committee.
- Draft papers related to a Committee.
- Papers for the meeting needs to be drafted by dealing end.

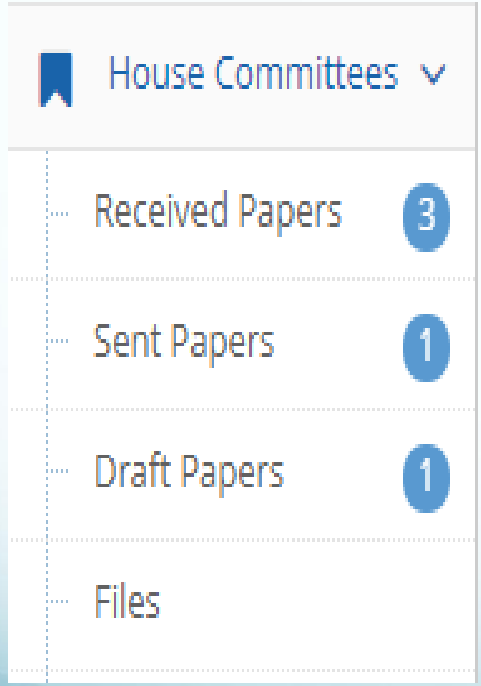
- Put Noting on the paper and send the paper to ASO same process followed in hierarchy as:-

- Dealing hand ⟷ ASO ⟷ SO ⟷ Under Secretary ⟷ Deputy Secretary ⟷ Director Joint Secretary ⟷ Secretary ⟷

- Vice-Versa

- Draft paper moves as per the hierarchy till it gets approved by higher authority.
- Higher authorities are authorised to send the paper to Departments/Committee Members/ Committee Chairman.
- Once the paper is sent or approved document gets published on public Portal from same interface.
- Once the Draft document is Approved and sent, it will be displayed under “ Papers Sent”

E-File House Committee Menu is similar to an e-mail system



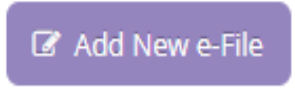
Files : Committee user needs to create an e-file to attach documents.

Draft Papers : For creating documents for sending the information.

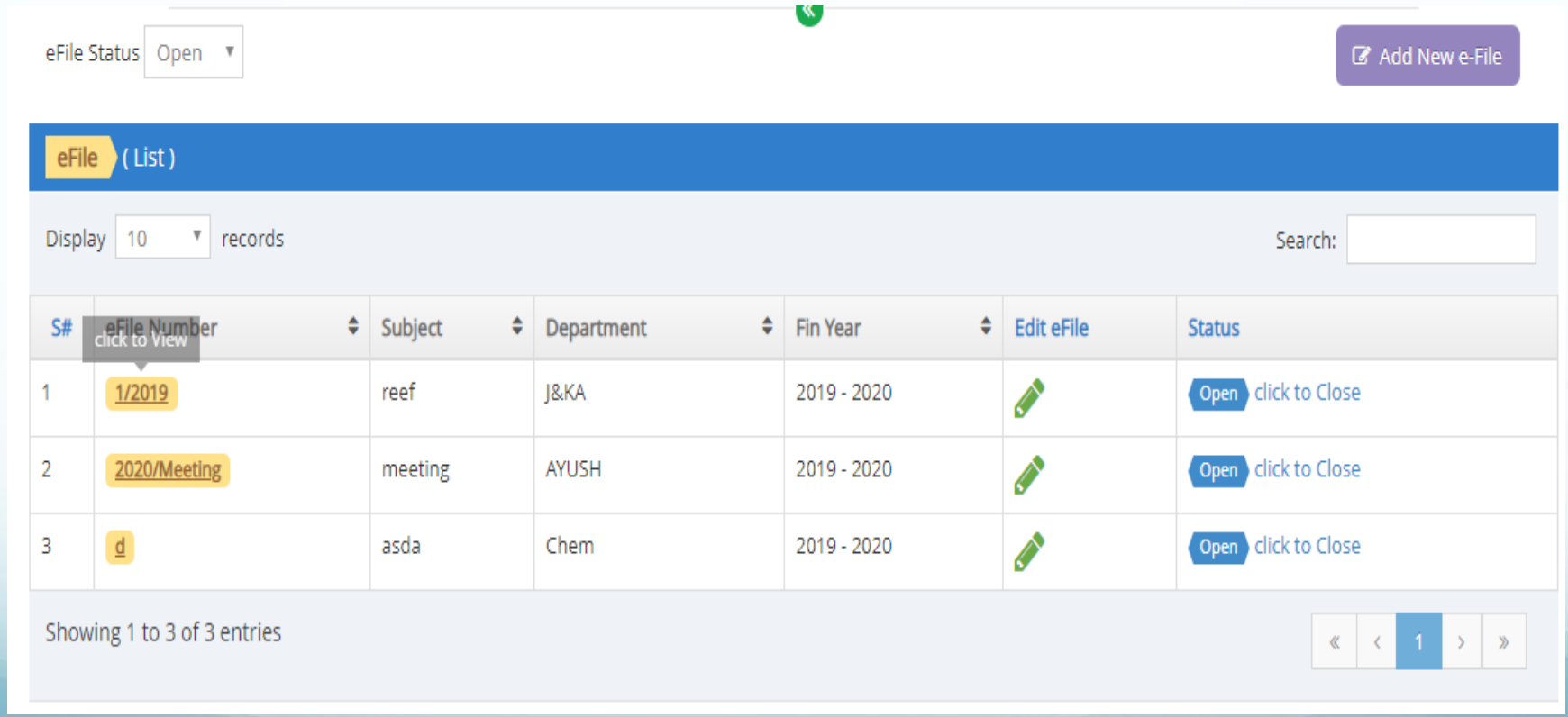
Sent Papers : Displays Approved and pepers sent to Committee Chairman/ Committee Members/Departments.

Received Papers: Displays documenys received from departments.

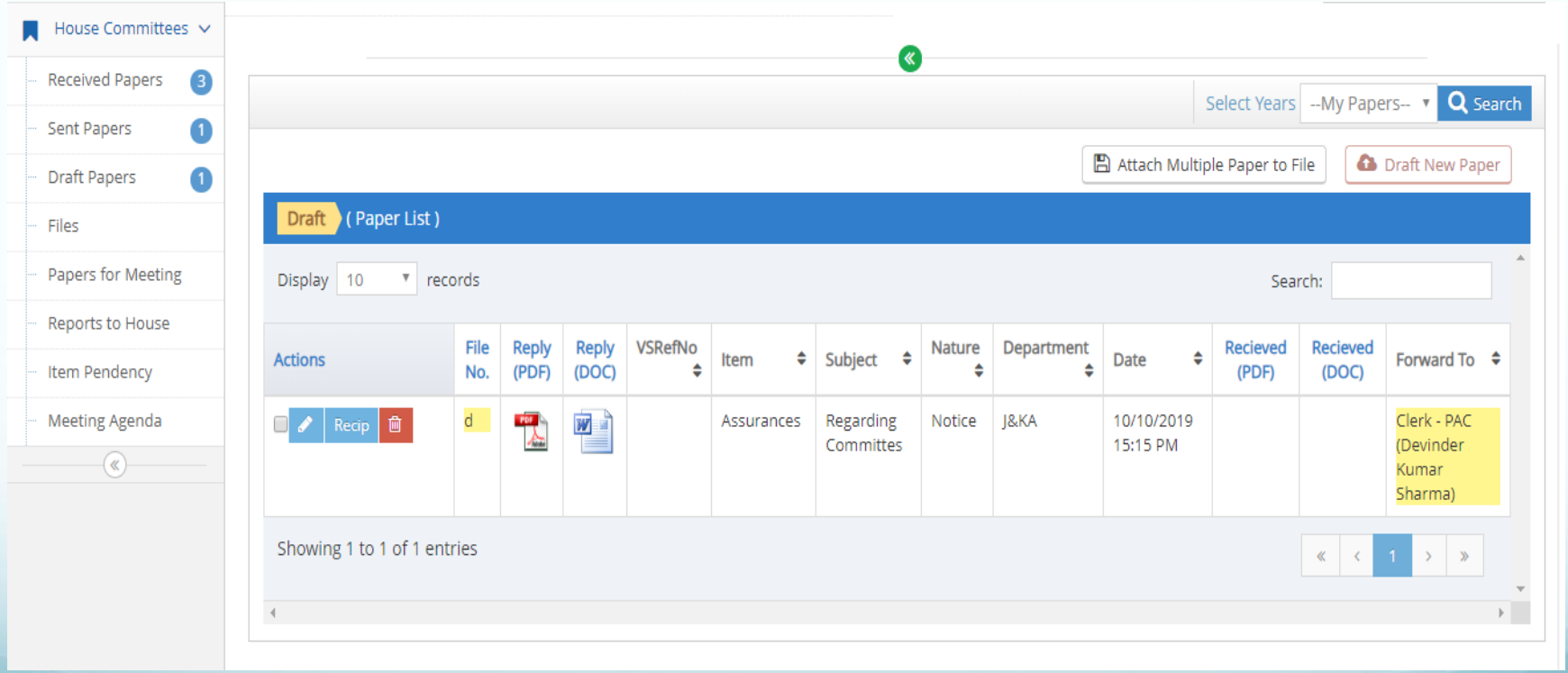
How to create an e-File

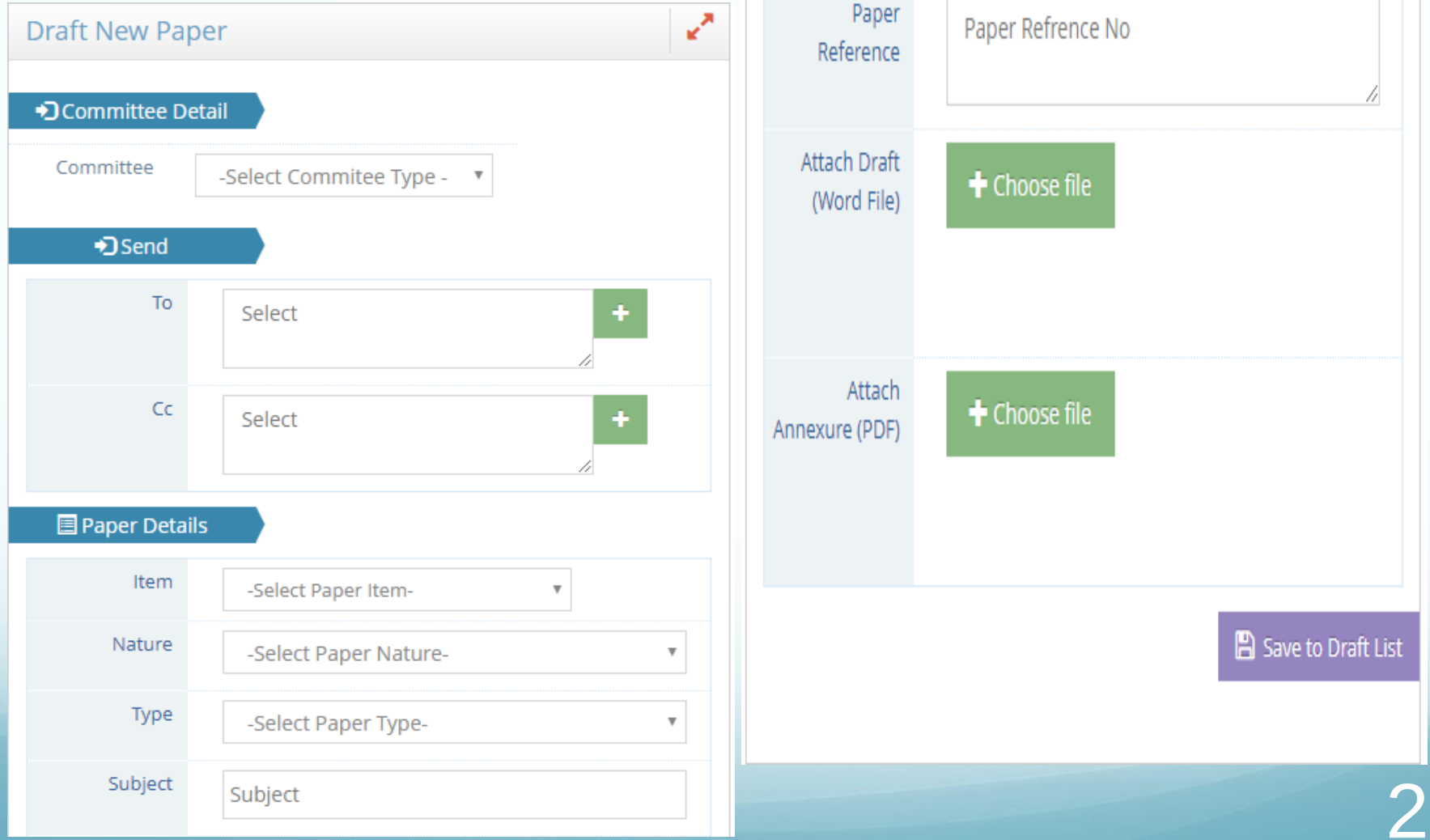


List of e-Files

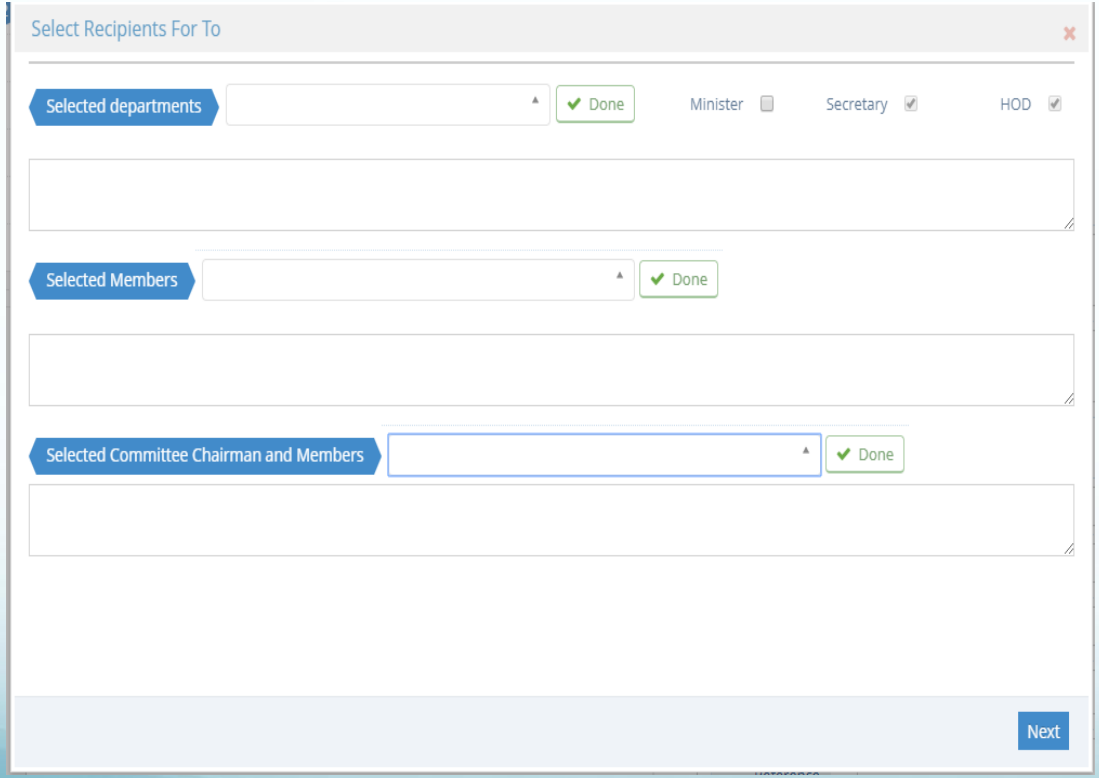


How to make a draft paper



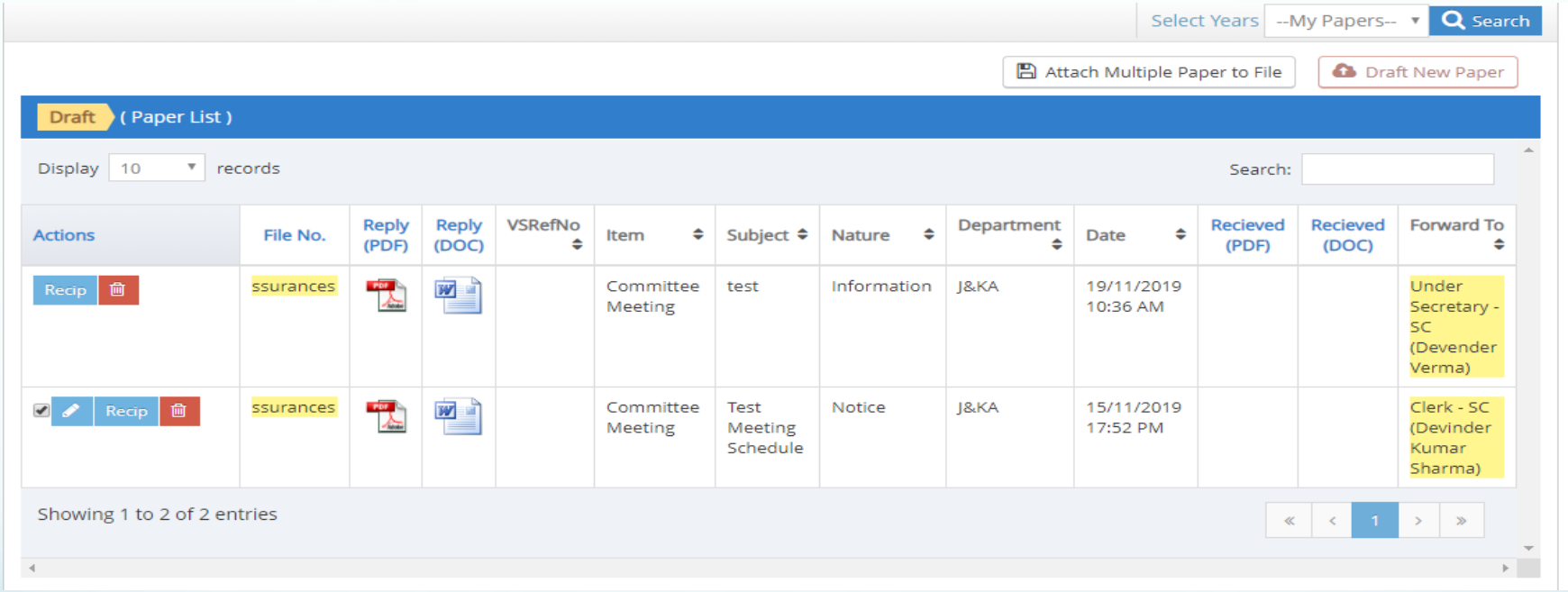

Draft New Paper
Committee Detail
Committee
-Select Commitee Type -
Send
To
Select
Cc
Select
Paper Details
Item
-Select Paper Item-
Nature
-Select Paper Nature-
Type
-Select Paper Type-
Subject
Subject
Paper Reference
Paper Refrence No
Attach Draft (Word File)
Choose file
Attach Annexure (PDF)
Choose file
Save to Draft List

Recipients Selection



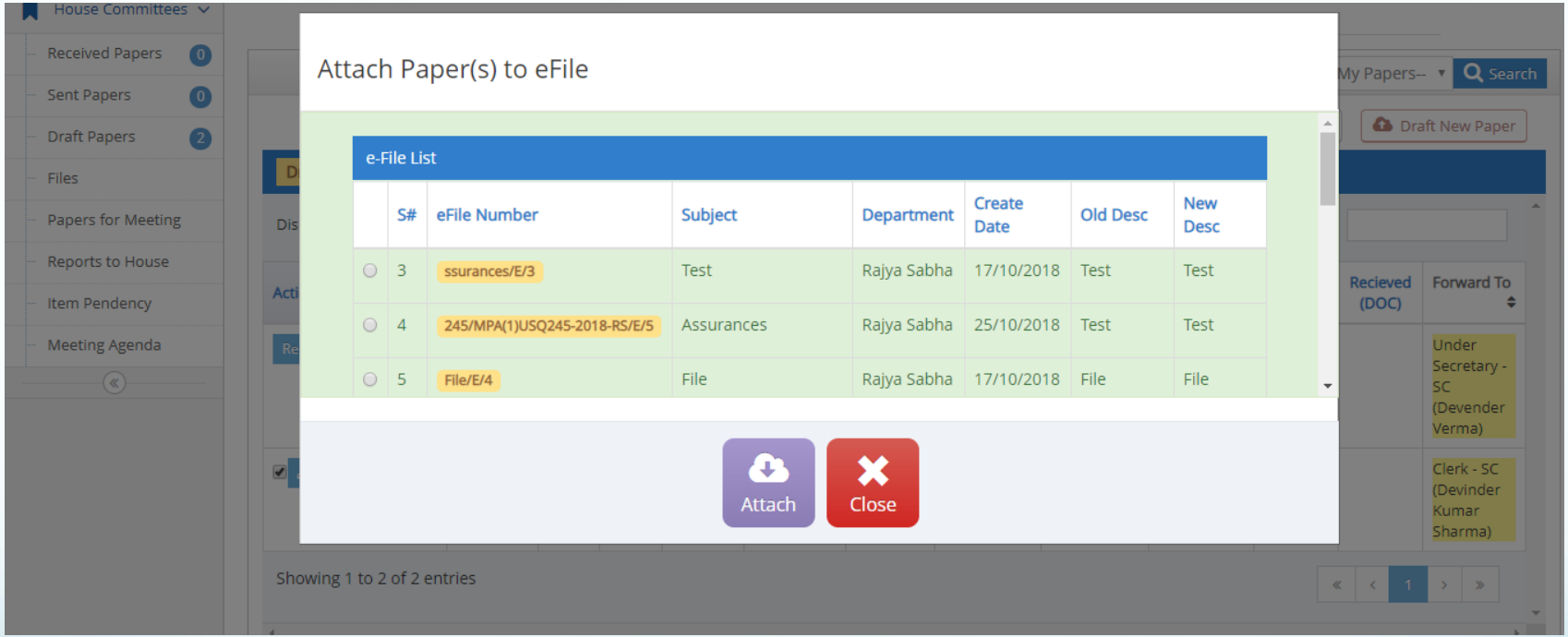
- ✓ Multiple Departments can be selected under ‘Select Departments’
- ✓ Muliple Members can be selected under ‘Select Members’.
- ✓ Committee Chairman and Members will be displayed automatically as per committee selected.

Once paper is drafted, they are attached with e-file.



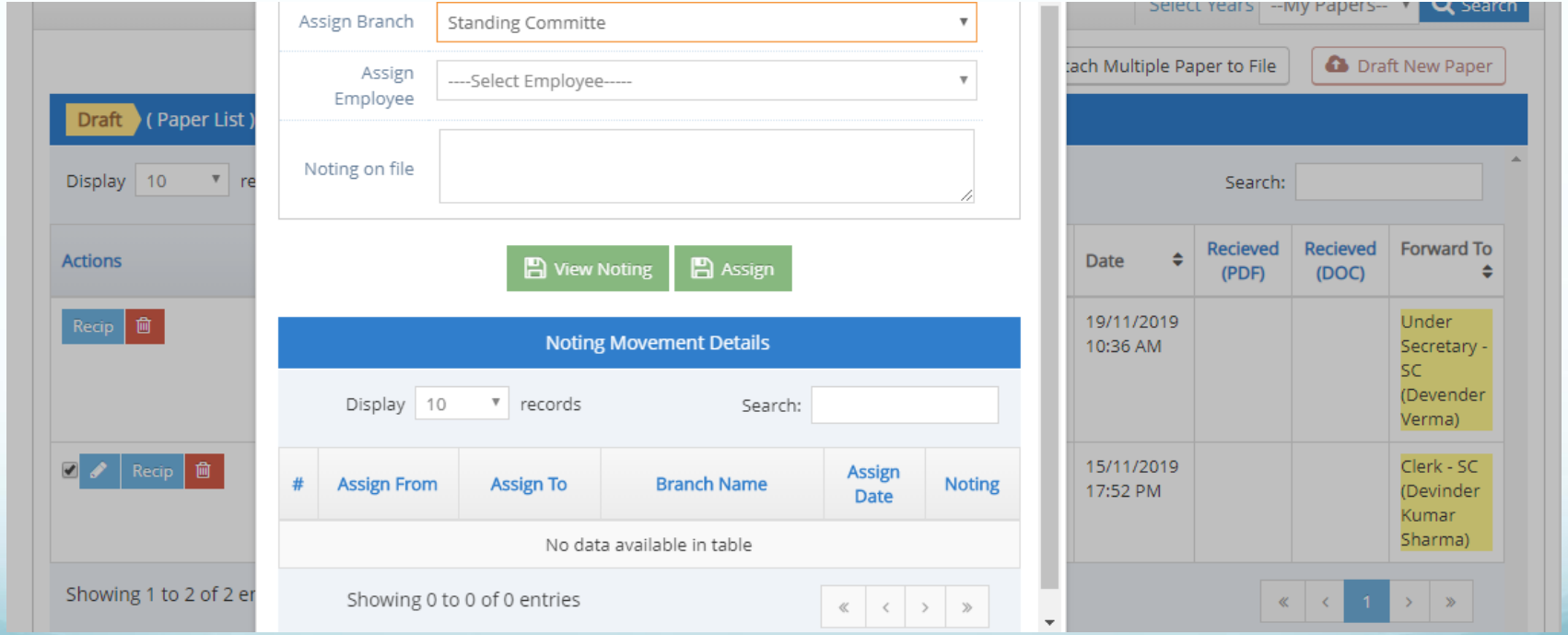
Click on check box of Draft(Paper List) and click ‘Attach Multiple Paper to file’ button.

Attaching a Paper to an e-file



The selected Papers will be attached to the selected e-file

Create Noting for movement of e-file with Draft paper(s)



Once an e-file is sent to higher authority, sender can’t make any change. Only receiver can modify/change the drafted document(s).

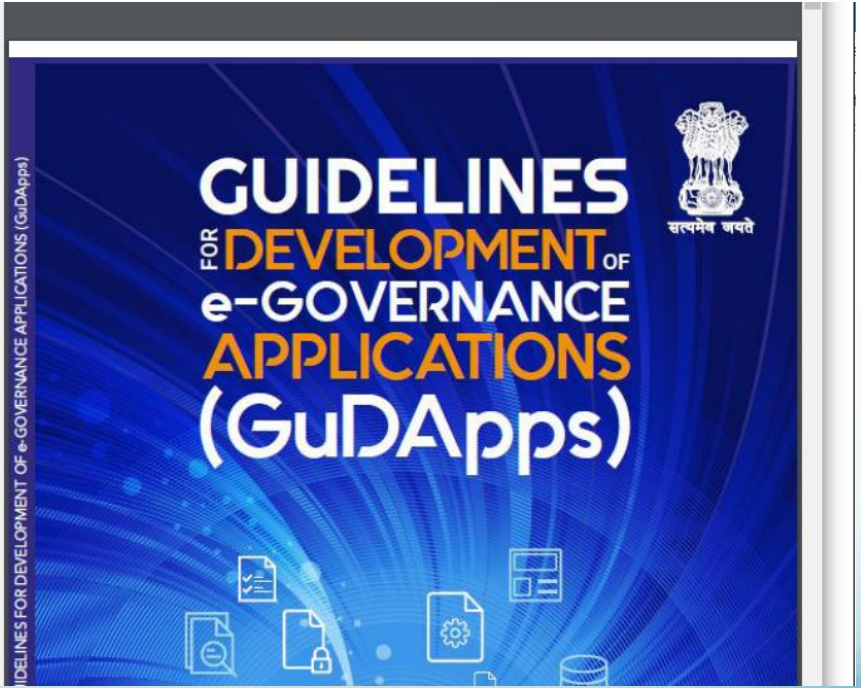
टिप्पणी एवं आदेश

1

नस्ति सं0:- ssurances
विषय:- Test

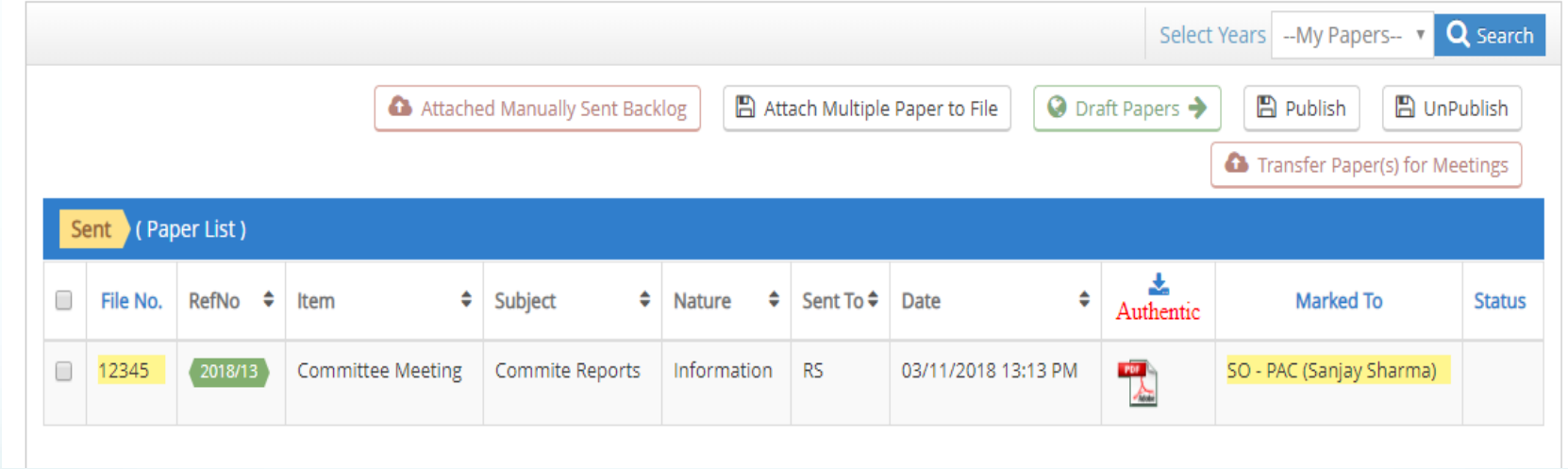
test

26/11/2019 12:01 AM
Marked From : Clerk(Devinder Kumar Sharma)
Marked To : Under Secretary (Devender Verma)



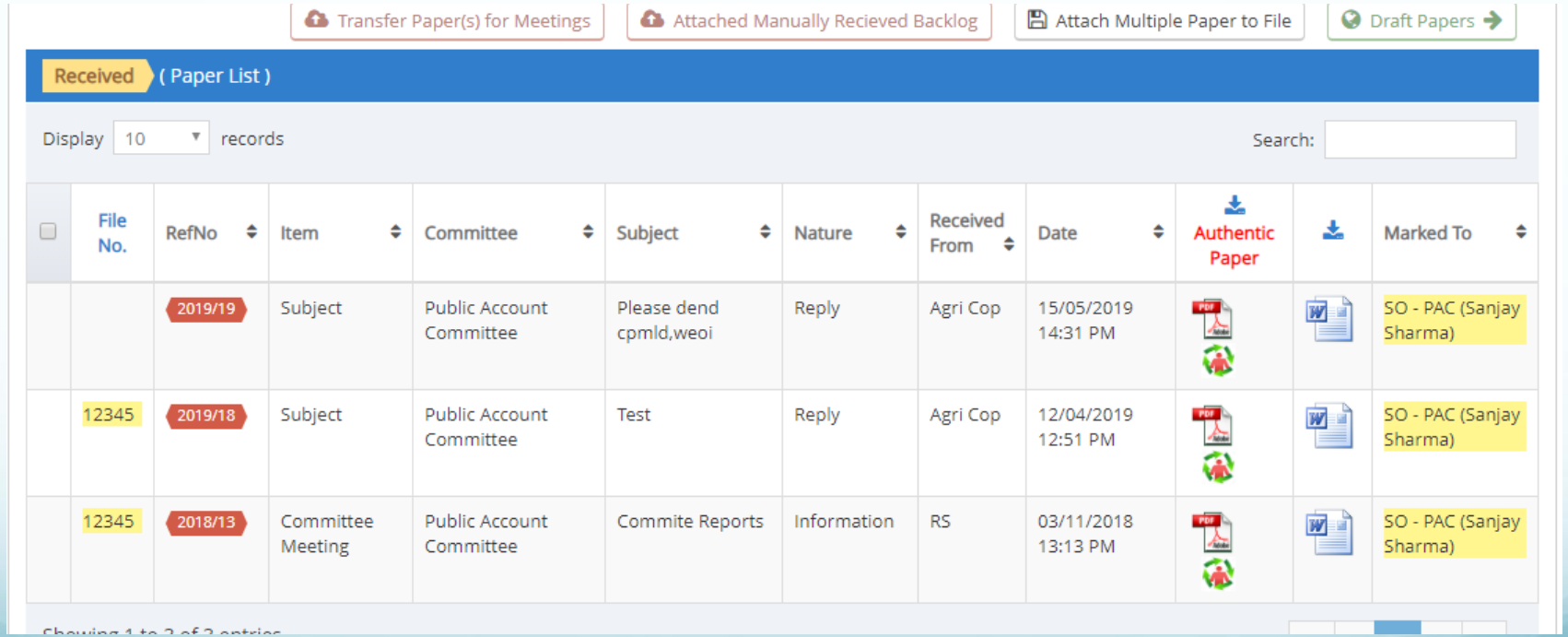
Noting portion is displayed in left pane and draft paper(s) on the right pane.

E-file can be moved within the hierarchy. Once approved & sent - it will be visible in “Sent menu”



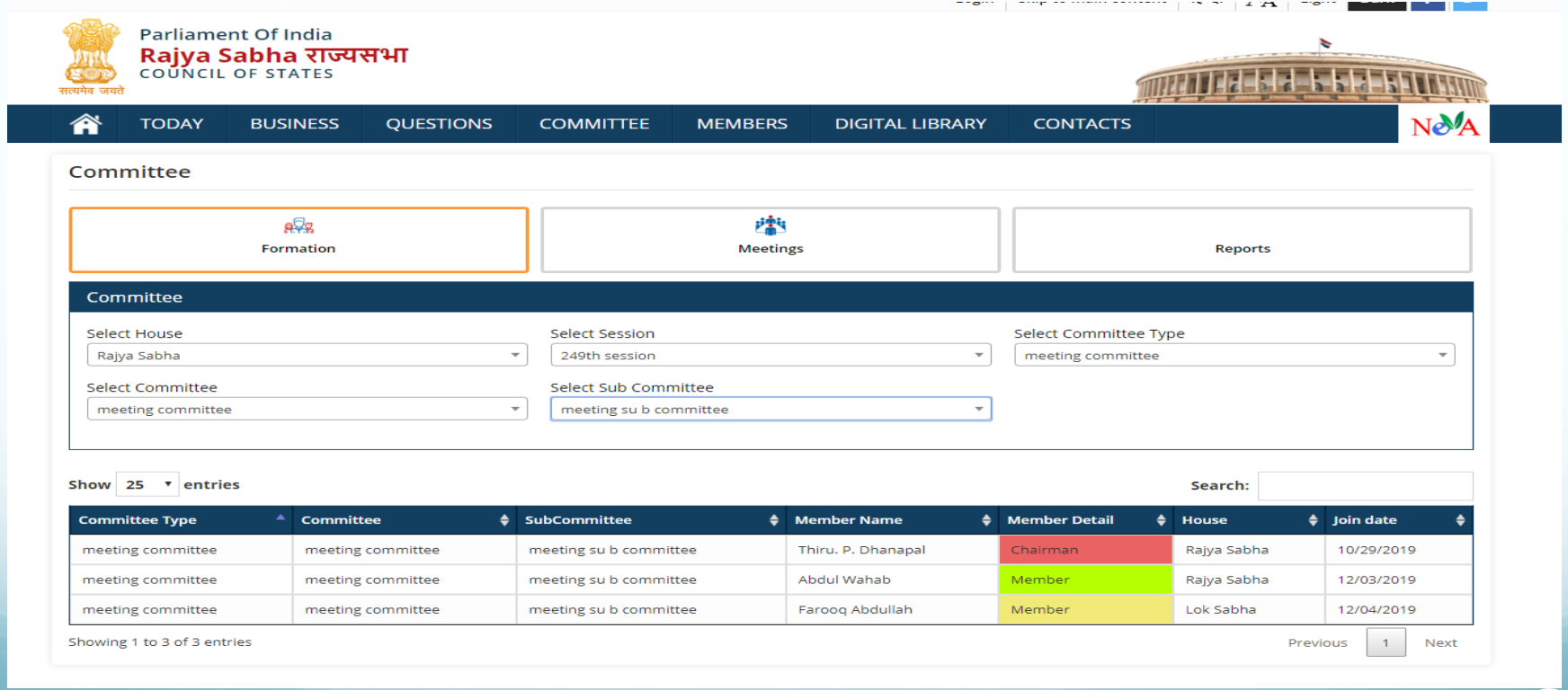
An authorized user can publish the document on Public portal by selecting the check box and clicking on “Publish” button. One can also “unpublish” the document.

Received Documents

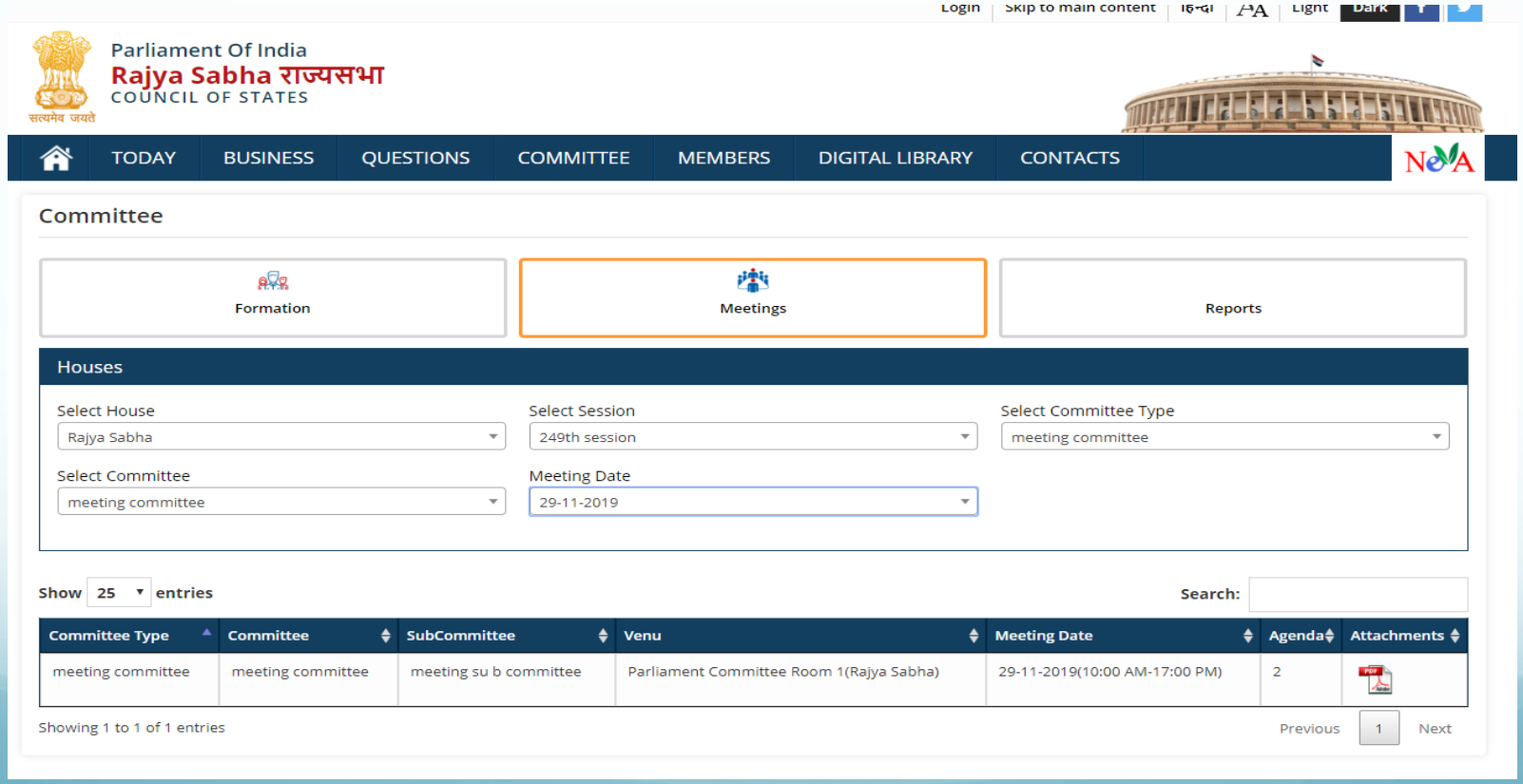


File No.	RefNo	Item	Committee	Subject	Nature	Received From	Date	Authentic Paper		Marked To
	2019/19	Subject	Public Account Committee	Please dend cpmld,weoi	Reply	Agri Cop	15/05/2019 14:31 PM			SO - PAC (Sanjay Sharma)
12345	2019/18	Subject	Public Account Committee	Test	Reply	Agri Cop	12/04/2019 12:51 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)

Display of Committee information on Public Portal



Display of published documents on Public Portal



Thank You