



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 Type

Committee » Create Committee Type Master

Committee Type Name*

Committee Type Name Local

Abbreviation

 Save

 Reset

Legislature Committees ▾

Authorize Users

Committee Type Master

Committee

Committee Formation

Committee Constitute

Committee Room

Committee Room Booking

Committee Approving Room
Booking

Committee Permission

Create Committee under Committee Type

 Create Committee

Legislature Committees ▾

Authorize Users

Committee Type Master

Committee

Committee Formation

Committee Constitute

Committee Room

Committee Room Booking

Committee Approving Room
Booking

Committee Permission

Committee Type Master *

Committee Name *

Committee Name Local

Abbreviation*

Abbreviation Local


Description

Is Active

 Save  Reset

Committee Formation

Committee Formation

 New

Committee Type *

--Select Committe Type--

Committee Name *

--Select Committe--

Committee Secretariate

RajyaSabha

Sub Committee(if any)

Single Committee Sub Committee

House *

--Select Assembly--

Session *

--Select Session--

Formation Date *

12/03/2019

Members in Rajya Sabha

0

Members in Other house

0

Total Members Commitee


0

Meeting File No Commitee

Meeting No


0

Is Active

 Save

 Reset

Constitution of Committee – Assigning Chairman & Members to Committee

 New

Committee Type

Committee Name

Committee Chairman

Chairman	Join Date	End Date	Is Active	Action
<input type="text" value="--Select Member--"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input checked="" type="checkbox"/>	<input type="button" value="SAVE"/>

Rajya Sabha Member

Member	Join Date	End Date	Is Active	Action
<input type="text" value="--Select Member--"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input checked="" type="checkbox"/>	<input type="button" value="SAVE"/>

Member:

Total Member:

Lok Sabha Member

Member	Join Date	End Date	Is Active	Action
<input type="text" value="--Select Member--"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input checked="" type="checkbox"/>	<input type="button" value="SAVE"/>

Member


Total Members

 Save

 Reset



Committee Rooms Master

 New

Committee Room

Committee Room Address

Sitting Capacity

Image Upload

No file chosen




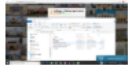


Is Active

 Save

 Reset

Display 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

Committee Room Booking

 New

Committee Type *

--Select Committe Ty ▾

Committee Name *

--Select Committe-- ▾

Booking Type

Single Date Multiple Date

Room From

Rajya Sabha Lok Sabha

Meeting Date *

12/03/2019

Check the Availability of Room

- 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).

Check the Availability of Room

	Room Parliament Committee Room 101	BOOKED SLOT -
Location Parliament Committee Room 101		
Room Capacity 50		
Meeting Date 03/12/2019		
Add to list	<input type="radio"/> Full Day <input type="radio"/> First Half <input type="radio"/> Second Half	

	Room 109 Paliament Annexe House	BOOKED SLOT -
Location 109 Paliament Annexe House		
Room Capacity 55		
Meeting Date 03/12/2019		
Add to list	<input type="radio"/> Full Day <input type="radio"/> First Half <input type="radio"/> Second Half	

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 *

Committee Name *

Sub Committee Name *

Booking Type Single Date Multiple Date

Room From Rajya Sabha Lok Sabha

Meeting Date *

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

House: Rajya Sabha Lok Sabha

Display records Search:

S#	Committee Type	Committee	Batch Id	Request Date	Action
1	Standing Committee	Standing Committee	3	11/15/2019 17:35:32	View
2	Standing Committee	Standing Committee	2	11/15/2019 17:25:31	View
3	Standing Committee	Standing Committee	1	11/15/2019 14:20:11	View

Showing 1 to 3 of 3 entries

« < 1 > »

Display records Search:

S#	Room Name	Meeting Date	Status	Remarks
1	Parliament Committee Room 101(Parliament Committee Room 101)	02/11/2019	Approved	approved

Showing 1 to 1 of 1 entries

« < 1 > »

Display records Search:

S#	Room Name	Meeting Date	Status	Remarks
1	109 Paliament Annexe House(109 Paliament Annexe House)	15/11/2019	Pending	

Showing 1 to 1 of 1 entries

« < 1 > »

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

Committee » Committe Room Approving

House : Rajya Sabha Lok Sabha

Display records

Search:

S#	Committee Type Name	Committee Name	Batch	Request Date	Action
1	Standing Committee	Standing Committee	1	11/15/2019 14:20:11	
2	Standing Committee	Standing Committee	2	11/15/2019 17:25:31	
3	Standing Committee	Standing Committee	3	11/15/2019 17:35:32	

Showing 1 to 3 of 3 entries

« < 1 > »

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

Committee Type **Standing Committee** Committee **Standing Committee** Request Date: **15/11/2019** [Check Availability](#)

Display records Search:

S.No.	Room	Time Slot	Time	Remarks
1	109 Paliament Annexe House(109 Paliament Annexe House)	First Half	10-2	<input type="text"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>

Showing 1 to 1 of 1 entries

« < 1 > »

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

Display records Search:

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

Showing 1 to 2 of 2 entries « < 1 > »

Display records Search:

S.No.	Room	Time Slot	Time	Remarks
1	109 Paliament Annexe House(109 Paliament Annexe House)	First Half	10-2	<div style="display: flex; justify-content: space-between;"><input type="text"/> <input type="button" value="Approve"/></div> <div style="display: flex; justify-content: space-between;"><input type="button" value="Reject"/></div>




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

Committee Permission

Committee Type Permission

Users

Committee Type

S.No	User Name	Committee Assigned	Action
1	Jitender Singh Kanwar(357453589950)	Subordinate Legislation Committee	
2	Rita Devi Sharma(748367892073)	Public Administration Committee	
3	Tara Chand Sharma(664976925238)	Public Administration Committee	

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.

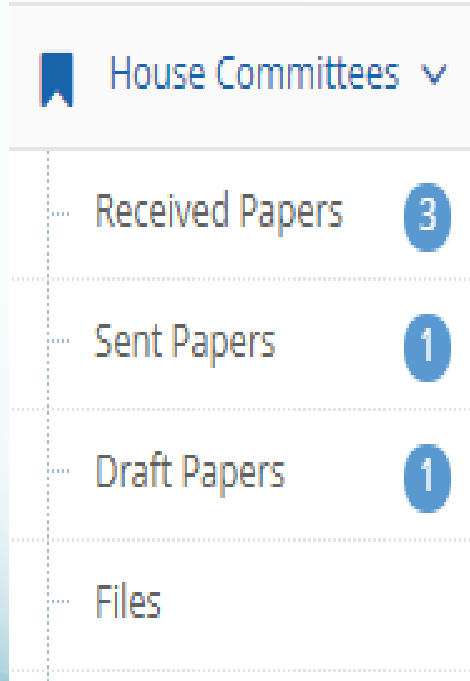
- Put Noting on the paper and send the paper to ASO same process followed in hierarchy as:-



- 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 papers sent to Committee Chairman/ Committee Members/Departments.

Received Papers: Displays documents received from departments.

How to create an e-File

Create eFile 

Rajya Sabha
From Year : - To Year :
" विकास और प्रगति का आधार "
|| पढ़ा लिखा ओर छोटा परिवार ||

Public Account Committee

Department (विभाग) :

eFile Type (नस्ती प्रकार) :

File No. (नस्ती सं) :

Subject (विषय) :

Pre - context(पूर्व - सदर्थ)
B I U

Future - context(भविष्य - सदर्थ)
B I U

 Add New e-File

List of e-Files




eFile Status Open ▾



eFile (List)

Display 10 ▾ records

Search:

S#	eFile Number <small>click to view</small>	Subject	Department	Fin Year	Edit eFile	Status
1	1/2019	reef	J&KA	2019 - 2020		Open <small>click to Close</small>
2	2020/Meeting	meeting	AYUSH	2019 - 2020		Open <small>click to Close</small>
3	d	asda	Chem	2019 - 2020		Open <small>click to Close</small>

Showing 1 to 3 of 3 entries

« < 1 > »

How to make a draft paper

House Committees ▾






- Received Papers 3
- Sent Papers 1
- Draft Papers 1
- Files
- Papers for Meeting
- Reports to House
- Item Pendency
- Meeting Agenda

Select Years --My Papers-- 🔍 Search

📎 Attach Multiple Paper to File 📄 Draft New Paper

Draft (Paper List)

Display 10 records Search:

Actions	File No.	Reply (PDF)	Reply (DOC)	VSRefNo	Item	Subject	Nature	Department	Date	Recieved (PDF)	Recieved (DOC)	Forward To
  	d				Assurances	Regarding Committes	Notice	J&KA	10/10/2019 15:15 PM			Clerk - PAC (Devinder Kumar Sharma)

Showing 1 to 1 of 1 entries

« < 1 > »

Draft New Paper



Committee Detail

Committee

-Select Committee 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 Reference No

Attach Draft
(Word File)

+ Choose file

Attach Annexure
(PDF)

+ Choose file

 Save to Draft List

Recipients Selection

Select Recipients For To

Selected departments Minister Secretary HOD

Selected Members

Selected Committee Chairman and Members

Next

- ✓ Multiple Departments can be selected under 'Select Departments'
- ✓ Multiple 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.

Select Years --My Papers-- Search

Attach Multiple Paper to File Draft New Paper

Draft (Paper List)

Display 10 records Search:

Actions	File No.	Reply (PDF)	Reply (DOC)	VSRefNo	Item	Subject	Nature	Department	Date	Recieved (PDF)	Recieved (DOC)	Forward To
<input type="checkbox"/> Recip	ssurances				Committee Meeting	test	Information	J&KA	19/11/2019 10:36 AM			Under Secretary - SC (Devender Verma)
<input checked="" type="checkbox"/> Recip	ssurances				Committee Meeting	Test Meeting Schedule	Notice	J&KA	15/11/2019 17:52 PM			Clerk - SC (Devinder Kumar Sharma)

Showing 1 to 2 of 2 entries

« < 1 > »

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

Attaching a Paper to an e-file

Attach Paper(s) to eFile

e-File List							
	S#	eFile Number	Subject	Department	Create Date	Old Desc	New Desc
<input type="radio"/>	3	ssurances/E/3	Test	Rajya Sabha	17/10/2018	Test	Test
<input type="radio"/>	4	245/MPA(1)USQ245-2018-RS/E/5	Assurances	Rajya Sabha	25/10/2018	Test	Test
<input type="radio"/>	5	File/E/4	File	Rajya Sabha	17/10/2018	File	File

Attach Close

Showing 1 to 2 of 2 entries

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

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

The screenshot displays a web application interface for managing notings. It is divided into three main sections:

- Form Section (Top):** Contains fields for "Assign Branch" (set to "Standing Committee"), "Assign Employee" (set to "----Select Employee----"), and "Noting on file" (a text area). Below these are "View Noting" and "Assign" buttons.
- Noting Movement Details Section (Middle):** Features a header "Noting Movement Details", a "Display 10 records" dropdown, and a search box. Below is a table with columns: #, Assign From, Assign To, Branch Name, Assign Date, and Noting. The table currently shows "No data available in table".
- Table Section (Right):** A table with columns: Date, Recieved (PDF), Recieved (DOC), and Forward To. It lists two entries:

Date	Recieved (PDF)	Recieved (DOC)	Forward To
19/11/2019 10:36 AM			Under Secretary - SC (Devender Verma)
15/11/2019 17:52 PM			Clerk - SC (Devinder Kumar Sharma)

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

The image displays two side-by-side panels. The left panel, titled 'टिप्पणी एवं आदेश' (Comments and Orders), shows a draft document with the following details: 'नस्ति सं०:- ssurances', 'विषय:- Test', and 'test'. It also includes a timestamp '26/11/2019 12:01 AM', 'Marked From : Clerk(Devinder Kumar Sharma)', and 'Marked To : Under Secretary (Devender Verma)'. The right panel shows the cover page of the 'GUIDELINES FOR DEVELOPMENT OF e-GOVERNANCE APPLICATIONS (GuDApps)'. The cover features the title in large white and orange letters, the Government of India emblem, and the motto 'सत्यमेव जयते' (Satyameva Jayate). The background is blue with abstract digital patterns and icons representing various e-governance services.

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”

The screenshot shows a web application interface with a top navigation bar containing 'Select Years', '--My Papers--', and a search icon. Below the navigation bar are several action buttons: 'Attached Manually Sent Backlog', 'Attach Multiple Paper to File', 'Draft Papers', 'Publish', 'UnPublish', and 'Transfer Paper(s) for Meetings'. The main content area is titled 'Sent (Paper List)' and contains a table with the following data:

<input type="checkbox"/>	File No.	RefNo	Item	Subject	Nature	Sent To	Date	Authentic	Marked To	Status
<input type="checkbox"/>	12345	2018/13	Committee Meeting	Commite Reports	Information	RS	03/11/2018 13:13 PM		SO - PAC (Sanjay Sharma)	

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

Transfer Paper(s) for Meetings
Attached Manually Recieved Backlog
Attach Multiple Paper to File
Draft Papers

Received (Paper List)

Display 10 records Search:

<input type="checkbox"/>	File No.	RefNo	Item	Committee	Subject	Nature	Received From	Date	Authentic Paper		Marked To
		2019/19	Subject	Public Account Committee	Please dend cpmlnd,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)

Showing 1 to 3 of 3 entries

Display of Committee information on Public Portal



Parliament Of India
Rajya Sabha **राज्यसभा**
COUNCIL OF STATES



TODAY

BUSINESS

QUESTIONS

COMMITTEE

MEMBERS

DIGITAL LIBRARY

CONTACTS



Committee

Formation

Meetings

Reports

Committee

Select House

Rajya Sabha

Select Session

249th session

Select Committee Type

meeting committee

Select Committee

meeting committee

Select Sub Committee

meeting su b committee

Show entries

Search:

Committee Type	Committee	SubCommittee	Member Name	Member Detail	House	Join date
meeting committee	meeting committee	meeting su b committee	Thiru. P. Dhanapal	Chairman	Rajya Sabha	10/29/2019
meeting committee	meeting committee	meeting su b committee	Abdul Wahab	Member	Rajya Sabha	12/03/2019
meeting committee	meeting committee	meeting su b committee	Farooq Abdullah	Member	Lok Sabha	12/04/2019

Showing 1 to 3 of 3 entries

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Display of published documents on Public Portal

Login Skip to main content 16-41 ↗ A Light Dark



Parliament Of India
Rajya Sabha राज्यसभा
COUNCIL OF STATES



TODAY

BUSINESS

QUESTIONS

COMMITTEE

MEMBERS

DIGITAL LIBRARY

CONTACTS



Committee



Formation



Meetings

Reports

Houses

Select House

Rajya Sabha

Select Session

249th session

Select Committee Type

meeting committee

Select Committee

meeting committee

Meeting Date

29-11-2019

Show 25 entries

Search:

Committee Type	Committee	SubCommittee	Venu	Meeting Date	Agenda	Attachments
meeting committee	meeting committee	meeting su b committee	Parliament Committee Room 1(Rajya Sabha)	29-11-2019(10:00 AM-17:00 PM)	2	

Showing 1 to 1 of 1 entries

Previous 1 Next



**Thank
You**