



# **User Guide(Secured Login)**

# Version 1.0

Document No. NeVA/CMS/MD/UG/1.0

# **Central Project Management Unit**

**National eVidhan Application** Ministry of Parliamentary Affairs

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# **ABSTRACT**

E-Governance is the buzzword in the corridors of the government. Adoption of Information Technology in day to day working of various branches of the government has revolutionized the governance as a whole. Hon'ble Prime Minister has rightly said that IT + IT = IT i.e. Information Technology plus Indian Talent equal to India Tomorrow- for the country to adapt to new technologies and stay ahead of others. Hence, the working of all the future governments would have to be technology driven and the present government has adopted it well.

Infect, two branches of the government viz. executive & judiciary have adopted IT well to improve its working & image. The third branch of the government i.e. Legislature is slowly getting pace with IT after initial reluctance. In this context, some of the States like Karnataka, Uttar Pradesh, Rajasthan, Goa, Kerala, Madhya Pradesh and Maharashtra have made good progress in the field of automation of their Legislatures and developed the applications for the working of their Business.

In these States, electronic applications being run have not replaced the existing physical paper based processes. Moreover, consumption of huge volume of papers is still going on in these States.

Government of India has launched Digital India Programme with the vision to transform India into a digitally empowered society & knowledge economy. At present, Government of India has identified 44 Mission Mode Projects (MMPs) for implementation under Digital India Programme. e-Vidhan is one of such Mission Mode Project (MMP) included in Digital India Programme with the approval of Cabinet. Ministry of Parliamentary Affairs has been made the 'Nodal Ministry' for implementation of e-Vidhan MMP and empowered it to take all necessary steps to promote & roll out e-Vidhan re-designated as National eVidhan Application (NeVA) in all the 31 States/ UTs with Legislatures on the line of Himachal Pradesh Legislative Assembly.

To take up systematic implementation across all States Legislatures, without having the complexity of multiple applications, it is required to have a common NeVA framework with local add-on features to bring all the State Legislatures at par. Common NeVA application for all State Legislatures would not only save on development of multiple applications but would also help in comparative studies amongst various Legislative Bodies which would help in enhancing their efficiency and productivity. Ministry of Parliamentary Affairs have, therefore, opted that e-Vidhan application of HP Legislative Assembly may be upgraded, customized&localized by incorporating all the best practices being followed by other States of Indian Union & Parliament of India and be developed using latest Technology as a single multi-lingual application with mobile compatibility and differently abled friendly



features to meet the requirement of NeVA for all Legislatures with ultimate objective of achieving e-Democracy for digitally empowered Indian society

Ministry of Parliamentary Affairs consulted all the Nodal Officers from State Legislatures/ Government Departments on 26th April, 2018 through Video Conferencing. They agreed to adopt the NeVA solutions for making functioning of Legislatures paperless. In this regard, the Ministry has also conducted National Orientation workshop as well as various other training workshops at the some of the State Legislatures as well as CPMU, NeVA, New Delhi to orient the various officials of the Legislatures, Government Departments and NIC about NeVA.

The present system of law making process is not only expensive but also time consuming. At present, all communications amongst various stakeholders is through pen & papers in physical mode. Hon'ble Members of Legislative Assemblies give notices for Questions in writing on papers. Similarly, Assembly Secretariats and various Departments of the State Government do communicate with each other through paper mail which is not only expensive but slow too. Similarly, citizen could bring their grievances to the notice of their public representative for its resolution in writing on paper only.

The Project has been accorded the approval of the Finance Ministry for itsimplementation on pan-India basis with the aim of digitization of the legislatures to build an efficient system all across the country.

The States all over the country have shown dire willingness for the adoption of the project and are working with all their efforts to make it a real success.



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# **INTRODUCTION**

Paperless Assembly or e-Assembly is a concept involving of electronic means to facilitate the work of Assembly which can be regarded as the early stage of development of e-democracy. It can help Assembly to become more transparent, accessible, accountable and effective in promoting democracy. e-Assembly enables automation of entire law making process, tracking of decisions and documents, sharing of information which in turn contributes to enhancing the relationship between the governed and those who govern them.

On the line of e-Vidhan solution implemented in Himachal Pradesh Legislative Assembly, Ministry of Parliamentary Affairs has been empowered by the Government of India to roll out it in the legislatures of all the 28 States and 3 Union Territories.e-Vidhan or NeVA is not a part of any other scheme; rather, it is a new standalone Project to automate the entire Law making process of the Legislatures.

The objective of NeVA MMP is electronic laying or e-laying of reports/ documents in digital format on the Table of the House and flow of information electronically amongst all the stakeholders. It will also provide data analysis, information processing and comparative studies of all the State Legislative Bodies. The NeVA initiative is in line with the "Go Green" initiative and "Swachh Bharat Mission" of the Government of India. With the implementation of NeVA, entire communication system between Legislators & Secretariat, Secretariat & Departments of State Government, citizen & their representatives will be electronically.

NeVA aims to bring all the legislatures of the country together, in one platform thereby creating a massive data depository without having the complexity of multiple applications.

Developed to function as a member centric application, device neutral and user-friendly app to equip all the members to handle diverse House Business smartly by putting entire information needed by them in their hand held devices/ tablets and equip all the Branches of Legislatures/ Department to handle it efficiently, creating an efficient, inclusive, zero emission-based database thereby overhauling the way our legislatures work. NeVAis a decentralized standalone generic digital application designed on HP Pattern on .NET technology. It is hosted on National Cloud -Meghraj with mirroring at local Data Centre and maintenance, security and disaster recovery for all 37 Houses have been taken care of.

This initiative will not only bring democracy closer to our citizens by bringing working of legislatures closer to them, by giving the citizens access to the bills, the question-answers, the documents tabled in the house in an easy manner, but will also provide an opportunity to the citizens for meaningful engagement with the democracy, thereby taking a strong step in direction of attaining substantive democracy. Central Project Monitoring Unit, Ministry of Parliamentary Affairs will provide complete technical support in terms of hardware, software and capacity building as well as financial support. A hard working NeVA team is placed to provide all the support and to help on the momentum built.

This application provides all relevant information like Notices, Bulletins being issued by legislatures from time to time for information of all members and other stakeholders besides contact details, Rules of Procedure, list of business, Starred/Unstarred Questions and Answers, text of Bills for introduction, consideration and passing, text of all papers laid, Committee Report, Proceedings of the House, synopsis of proceedings, provisional calendar



and rotation of Ministries, News and press releases and reference materials, information relating to composition of all Committees including details of Committee meetings, their agendas, information relating to personal claims of Members like Salary and Allowances etc., including live webcasting of the House Business.

m-NeVA will facilitate Ministers/Members get the entire House Business including replies to questions and papers to be laid in the House.

Inside the House NeVA will support a digital eBook format accessible through member's login. NeVA-mobile app will make its contents accessible even without a touch-screen device installed in the House through mobile and tablets.

To facilitate the training of the various stakeholders of the application viz. Members, Ministers, House Secretariat Officials, Government Department Officials, etc. various training modules have been designed to assist them in the use of the application.



# **PURPOSE OF THE DOCUMENT**

The Ministry of Parliamentary Affairs, Government India and National Informatics Centre would be responsible for the implementation/coordination/ supervision/ monitoring and training of MLAs/ Officers & upgradation/ maintenance of NeVA suite at regular intervals or as and when required.

Keeping in view, the CPMU NeVA has been working constantly towards the capacity building measures of the Legislatures, Members and various other stakeholders of the application. To facilitate this, it has come up with the elaborate training modules, presentations and the short video tutorials for the guidance and the assistance of the stakeholders. Several efforts will be made in this direction for the trainings of the stakeholders.

This document specifically deals with the role of the Admin and Super Admin and elaborately explains its role. It contains the entire working of the user with the entry of the complete master data required to be entered into the application to facilitate the workflow based processes to be undertaken, thereafter by the other users. The step by step process is elucidated to help in understanding the importance of the role of the Admin and Super Admin.



# **Finding the Application**

This section explains the role of the Super Admin user which includes various functions to be performed by him relating to preparing of the master database in the application so as to enable the various stakeholders to perform their tasks easily and to carry out the workflow based processes in order to carry out the House Business activities.

# **Site Login Page**

The user can enter the URL <u>https://cms.neva.gov.in/</u> 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 provided to you) as shown in the screenshot:-



Figure 1: Site Login Page displaying login form



# PART I

# **1. SUPER ADMIN PORTAL**

# **1.1 HOUSE DETAILS**

# **1.1.1 Assembly House**

This feature enables the user to update the Assembly of the Legislature thereby Creating a list of all the previous as well as the current assembly.

#### Add/update assembly details

After logging in with the Super Admincredentials, the user has to click on the "House"  $\rightarrow$  "House details" menu. A new screen appears where the "New" button will be displayed.

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p House Detailti v								-	New
House	Display	50 * records					1	learch:	
House Remarks									
Session Type	S.No.	House Name	•	House Name Local	;	Period	House Code	;	
Secolor	¥.	17TH Lok Sabha		seventeenth lok sabha		20	焽.		18
Section Data	2	14th lok sabha		fourteenth lok sabha		20	54		18
Bante	3	15th lok sabha		fifteenth lok sabha		20	13		18
C & Darm	4	16TH Lok Sabha		Sixteenth Lok Sabha		20	16		18
200 (Akur)	Show	ring 1 to 4 of 4 entries						61	
Members Details 🔍 🗸									

Figure 2: Pane showing the list of the Assemblies constituted



After clicking on the "**New**" button, "**Create new house**" form will be displayed which is shown in the screenshot below:-

Create New House		
House Code	18	
House Name	seventeenth lok sabha	
House Name Local	seventeenth lok sabha	
House Start Date	25/02/2020	
House End Date	26/02/2025	
House Period	20	
Active	8	
		Save X Reset

Figure 3: Form to enter thedetails of the new Assembly

After entering all the mandatory fields, click on the **Save button** for saving your data. After that "**House name**" will be reflected on the "**House detail**" list which is shown in the screenshot below:-

colory.	20 Particula					Edit	Delete
5.No.	House Name	1	House Name Local	3	Period 4	Hune Code	1
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2	14h ké sabha		fourteenth lok sabha		20	14	/8
3	15th lok cabha		theerth tok sabha		20	8	18
4	16THLok Saliha		Stiteonth Lok Sabha		20	16	/ 8
Show	ng 1 to 4 of 4 entries				17	× 1	1



## 1.1.2 Session Type

The Session Type menu enables the user to update different types of sessions occurring throughout the year.

### Add/Update session type

On the left panel in the Super Admin login, theuser has to click on the "Session Type"  $\rightarrow$  "House details" menu. A new screen appears where the "New" button will be displayed.

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- Henry A		second of home states and a		
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R Herre Serah		7 Bulget Second	447.91	10
R trassection	9	Deserg 7 to 7 of 7 entries		100

Figure 5: List of different types of sessions

After clicking on the "**New**" button, "**Create Session type**" form will be open which is shown in the screenshot below:-

Create Session Type		
Session Type Name	Monsoon session	
Session Type Name Local	Monsoon session	
Active	×	
		Sine X Reset

Figure 6: Form to create a new session type

After filling all details in the form, click on the save button for saving the data. After that



"Session type" will be reflected on the "Session type" list which is shown in the screenshot below:-

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Terrary Spartners	<ol> <li>Second Spectreme Links</li> </ol>	Ear Deb
(Hermonic Interior	senge an	Y
Uthan	**	1
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Same Income	time on	100
trees land	directions.	1
Management (passion)	seadle too	1
Barget Second	811 M.	1

Figure 7 List of session type (Edit/Delete) action

# 1.1.3 Session

The **Session** menu enables the user to update the name of the session which corresponds to the session type.

# Add/update session details

After logging in to the Super Admin portal, the user has to click on the "Session→ House **Details**" menu. A new screen appears where the "New" button will be displayed.

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R Maine Sector						N	e A	14   P a g	g e

After clicking on the "New" button, "Create Session" form will be displayed which is shown in the screenshot below:-

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Session Type	Bulget Session +	
Samiro Pada		
24101011-0.004	15	
Sesion Name	TFSDK MBHA	
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	1 Tables Bellevel	
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Services Feed Caster	11471-7070	
Pig. of tittings	20	
No. of Sittings Local	20	
Gescription	Description	
Active	2 C	
		B tor K text

Figure 8: Form to create a new session of the respective House

After filling all the mandatory details in the form, click on the **Save button** for saving the data. After which the "**Session** "will be reflected on the "**Session list**" list which is shown in the screenshot below:-

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	tation in the late	124	Col anno	and showed	16	- 18
1	THE LOCATION	divised (parameter	100	the same	10.	1.4



# **1.1.4 Session Date**

This menu enables the user to update or set the session dates on which the respective session will take place.

#### To manage session schedule

On the left panel of the Super Admin portal, the user has to click on the "Session Date→ house details" menu. A new screen appears where the New button will be displayed.

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Second Second						
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A		1. 174.4 104	1000.000		10001-000	Trees
A more read		Story in Collector				
· Installing	1.00					

Figure 10: List of the session dates created for a particular session

After clicking on the "**New**" button, "**Create Session Date**" form will be displayed which is shown in the screenshot below:-

Concession States States				
- 1999 - 1999	Children -	24		
10000 (Add + 100.00)			-	
investo laine er etwente anne	14.1.448.014			
- (Marine - Col. * Texa	(#			
Construction from the second				
1.000	-			
Figure 11: Form to create new so	ession date			



After filling all the mandatory details in the form, click on the **Save** button for saving the data. After that "**Session date**" will be reflected in the "**Session date list**" list which is shown in the screenshot below:-

Sess	ion Date 📷	ier Deire 201				2 tale			
-	1770 Lak fali	Second Th	eostate 🕩 Biee	-					
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(1)	170410854054		1HRD 555101		10.04.000	11 APRI, 3020	1100.00	18.0000	10
3	1774 Luk Sabha		THRO SESSION		31-03-2020	31 84401 2020	11.00.00	18.0000	18
5	TTTY LOCIABLE		THEO SECURE		30-05-3030	30 10 10 10 10 10 10 10 10 10 10 10 10 10	1100.00	18.0005	18
4	1779 Los Sabhis		THRE SESSION		17-05-2010	22 MARCH 202	1100.00	18.00,00	10
$\mathbb{R}^{2}$	1776183894		THEO 3253/DH		26-03-2020	200009-2020	110030	18.80.00	11
	TTH: Los Libro		1HKD SCOOM		25-05-2000	25 WARK 2020	110000	18,0000	18
9	1709 jua Sabha		5480 55505		3410-3030	34 MMOC 2020	1100-00	18,00035	12
10	FTTH Lok Sabila		THR0 585004		13-43-2000	23 8440 ( 2020	1100.00	18.00:00	2.8

Figure 12: List displaying thenew session date created

## **1.1.5 Event Types Master**

This menu enables us to enter all the details of the various events which are to take place in the House during any particular session date. This information is saved in the database for future and can be accessed later at any point of time ranging from the workflow based processes to the display of the events during the sitting of the House.

#### **Events**

After logging in with Super Admin, the user has to click on the "Event"  $\rightarrow$  "House Details" menu. A new screen appears where the **New** button will be displayed:-



D House Details	Ŷ	Eve	nts » Event List					-	<b>R</b> New	
House		5.53								
- House Remarks		Display 50 • records						Search:		
Session Type		5.No.	Paper Category Type Name \$	Event Name 4	Event Name Local	1	Order	1		
Session Session Date		1	Other PaperTypes	MOTION FOR ELECTION TO THE ALL INDIA INSTITUTE OF MEDICAL SCIENCES AT BATHINDA, BIBINAGAR, DEOGHAR AND	MOTION FOR ELECTION TO THE ALL INDU INSTITUTE OF MEDICAL SCIENCES AT BATHINDA, BIBINAGAR, DEOGHAR AND	Ą	ţ		18	
Events				GORAKHPUR	GORAKHPUR					
Sub Events		2	Other PaperTypes	STATEMENT OF COMMITTEE ON EXTERNAL AFFAIRS	STATEMENT OF COMMITTEE ON EXTERNA AFFAIRS	L	ţ		18	
Members Details	Ÿ	3	Other PaperTypes	REPORTS OF STANDING COMMITTEE ON	REPORTS OF STANDING COMMITTEE ON		1		18	
Location Directory 🗸 🗸			FOOD, CONSUMER AFFAIRS AND PUBLIC FOOD, CONSUMER AFFAIRS AND PUBLI DISTRIBUTION DISTRIBUTION							

Figure 13: List of the events created in the database

After clicking on the "**New**" button, "**Event Detail**" form will be displayed which is shown in the screenshot below:-

Paper Category Type Name	Other PaperTypes. 1	
Event Name	MOTION FOR ELECTION TO THE ALL INDIA INSTITUTE	
Event Name Local	MOTION FOR ELECTION TO THE ALL INDIA INSTITUTI	
Order	1	
Rule No	Rule No	
16228	*	
IsDepartment	*	
IsCommittae		
IsProceeding	0	
tshilember		
Active	2	
		E2 Save
Figure 14: Form to crea	te the event in the database	



After filling all the details in the form and user have to check the check box of the modules like lob, department & etc. for which user wants to add events of the particular module. Click on the save button for saving the "**Event**" data. After that "**all Event** "will be reflected on the "**Event detail**" list which is shown in the screenshot below:-

Duple	y 10 • mm				Search			
Úm.	Paper Category Type Name	1	Event Name 1	Toern Name Local B	Orther	1	edit	Delete
Ť.	Offer Papertypes		NUTION FOR ELECTION TO THE ALL INDIA INSTITUTE OF MEDICAL SCIPICES AT BATHINDA, BIBINAGAR, DECIGNARI AND SCRAMHIUR	NOTION FOR ELECTION TO THE ALL INDIA INSTITUTE OF MEDICAL SCIENCES AT BATHINDA, INSINAGAR, DEDGAMA INFO GORANHPUR	:#		1	
$ \bar{x} $	other Norriges		STATEMENT OF COMMITTEE ON EXTERNAL AFFAIRS	STATEMENT OF COMMITTEE ON DITEMNAL ARRANG	3		1	
	Other Paper Types		REPORTS OF STANDING COMMITTEE ON FOOD. CONTUNER AFFARE AND PUBLIC DISTRBUTION	REPORTS OF STANDING COMMITTEE ON FOOD. CONSUMER ARTIANS AND PLALIC DISTRIBUTION	1		1	
1	Other PaperTypes		ACTION TAKEN STATEMENT OF COMMITTEE ON ENFOWERMENT OF WOMEN	ACTION TAKEN STATEMENT OF COMMITTEE ON ENFOWERMENT OF WOMEN	1		1	
¥.	Other Paper Types		MOTION REGARDING INSPENSION OF MEMORES FROM THE SERVICE OF THE HOUSE LINDER AULE TTA	MOTION REGARDING SUSPENSION OF MEMORY FROM THE SERVICE OF THE HOUSE UNDER RULE ITS	1		1	0
1	Other flager Types		REPORTS OF STANDING COMMITTEE ON ENERGY	REPORTS OF STANDING COMMITTEE ON ENDIGY	х.		1	

Figure 15: List of the events displayed in the database

# **1.1.6.Sub-Event Types Master**

This menu enables us to enter all the details of the various sub events to the respective events which are to take place in the House during any particular session date. This information is saved in the database for future and can be accessed later at any point of time ranging from the workflow based processes to the display of the events during the sitting of the House.

#### Sub-Events

After loggingin with Super Admin, the user has to click on the "Sub-Events"  $\rightarrow$  "House Details" menu. A new screen appears where the New button will be displayed:-



() Musicharth		Sub		- Vina						
<ul> <li>Neur Brain</li> <li>Neur Brain</li> <li>Neur Brain</li> <li>Strain Syn</li> <li>Seren</li> <li< th=""><th></th><th>Date</th><th>0. 1 million</th><th></th><th></th><th colspan="5">Sect.</th></li<></ul>		Date	0. 1 million			Sect.				
Terms.		(he)	Saldreithans #	Selferitimized 4	Empty Only	1 04	grytere	1		
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Abberts	-	1.	hid treasured	ele el	lighter.			18		
A secondard	8	140	New York Parameter	non egilite	injutation			21		
A restantional	3	1	Addition of Ramper to the Galaxies of the House	non the dd 2 scopt is the	apina			1.		
Manar (asa).		£	Automatic Signative Name	most almut	optime			10.1		
A subside them.		T)	National And	d)rise	infidua			12		

Figure 16: List of Sub events of a particular event entered in the database

After clicking on the "**New**" button, a "Sub-**Events Detail**" form will be displayed which is shown in the screenshot below:-

Set for they	Bat fore there	
Inderformed Marrier paral	Teleforet Terre sala	
Category Code	Lingery Links	
Employ Name	(Jangeriy Banke	
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is Proceeding	£	
to Department		
is Continential	*	
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0.00(4)(6)(4)		
0.04	*	
1.1.1.1	*	
- A 111		

Figure 17: Form to create sub event of an event

After filling all the details in the form and the user has to check the check box of the modules like lob, department ,etc. for which the user wants to add "**Sub-Events**" of the



particular module. After that "all Event" will be reflected on the "Sub-Event detail" list which is shown in the screenshot below:-

Sub	Event >setoreto						C have		
Direjo	y st. + receds					Search:			
5N0.	Sub-Event Name 🗧	Sub Event Name Local 🛛 🕯	Category Code	:4	Constant Here				
1	Pandemontum Disruption of the proceedings	Pandemonium Disciplion of the proceedings	Capillative				1.9		
1	NOT APPLICABLE	NOT APPLICABLE	Legislation				/1		
3	Not immediate	ধায় নগ্ৰ	Lepters				18		
4	Member Abuert	atat soldas	Lepilene				10		
1	Admission of Strangers to the Galeries of the House	ताउम प्रशित दीर्घ में आपगुत्रों का चरेत	Leptane				19		
5	Pandemonium - Sloganin the House	सरन में नजेबासे	Legislative				18		
$\widetilde{\mathcal{T}}$	Paridemonium - Walkout	alpho	Legiletei				18		
£	Carterryt of House	प्रदर्श की काईदान	Lepilate				1.8		

Figure 18 List of various sub events of an event



# **1.2 MEMBERS DETAILS**

# 1.2.1. Members

This menu enables the user to update the details of the members so as to enrich the database for access of requisite information like their contact details, party details, email id, qualification, state / district they belong to, etc.

## Add /update Member Information

Once the user has logged into the Super Admin portal he/she has to click on the "**Member**"  $\rightarrow$  "**Member details**" menuhe/she will find the list of members. In case,**no index entries found.**A new screen appears where the **New** button will be displayed.

Ģ	My Dashboard		🙀 Home ) Members ) List	
Ņ	House Details	v	Members » Members List	
p	Members Details	۷		
	Qualifications	1	House Search All • Q. Search	
	Members			
	Governor			
1	Constituency Category			
114	Member House			

Figure 19: List of the Members showing no index entries

After clicking on the "**New**" button, "**Create Member**" form will be displayed which is shown in the screenshot below:-





**Figure 20: Form to enter Member Details** 

After filling all the mandatory details in the form like member code, name of the member, image &etc. Then click on the save button for saving the member data.



After that "**Member data** "will be reflected on the "**Member list**" list which is shown in the screenshot below:-

Men	ibers an	lenders l	Unt										12	in,
-	Search members according to the house.													
S.No.	Sol + or State Name \$	District Name	Member Name 3	Member Name Local	Member Code #	Highest Qualification #	Constituency Code #	Consistancy Name	, Per	y Naitre	Sell 1	Edit	Dele	ote
1	Uttar Ptadesh		Sh. Ramesh Chund	Ramesh Chand	903		519	Bhadohi	tha Part	rtiya jan Y	ta.	8	V	
2	West Bengal		Prof. Saugata Roy	Sacapata Roy	900	Graduate with Law	0					0	18	
i.	Maharashtra		Smit, Navnit Kavi Rana	Navnit Ravi Kana	899		61	Ancevalt	IND	minioè	iit.	2	1	1
9	Karala		SPLA M. AVE	A. M. R.P.	198		607	Ааррылы	Con Part Indi	etunist y et adMarie	10	8	11	1

Figure 21: List of Members showing the details

## **1.2.2. Member House**

This menu enables the user to map/ link the Members with the active House/Assembly to update the database for carrying out the workflow based processes.

#### Mapping with House/Assembly

After adding the members, the user has to click on the "**Members House**" tab under "**Members Detail**" tabs for mapping the member with member house. A new screen appears where the **New** button will be displayed.



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Suthins	2sp	s Si 🔸 Harm				2011-14		12000	<i>i</i> r	3993		
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Alternative States	3	17% Los Sabha		lanthirar bits		Burto (etc. Fel)		Hor		Notice of Factories	ē.	71
Nemori Nova Tempini	1	117vua taina		teaterte		indeel matholics concerns		tarteri		Matter of April 1999	i.	18
Meridael Designable	4	17512412854		A Management		durity with faily		Omsteps		Mental of Fallence		11
Serie Dector	6	(This is failed		A&A Dimaj		davita Overena hadrapen		sealad		Retire of Sullarian	5	11

Figure 22: List showing the mapped Members with their House

After clicking on the "**New**" button, "**Member house detail** " form will be displayed which is shown in the screenshot below:-

	House Name	175H Lok Saliha	
	Mendaer Name	Farrooq Abdullah (7)	
	Party Name	Yanajana Sramika Nyihu Congress Party	
Co	instituting Name	-Select conditionicy Name-	
	Location	Komatam Bheem Asifoliad	
	Desgnation	Agriculture Minister	
14	ember Start Date	05/03/2029	5
1	Aember (End Date	24/08/2020	 -
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		Personal information Panel	
resonal teleritation Paral	Personal Informa	ation Panu2	
Personal Information Pana)	Personal Informa	tion Pand	
Personal Information Panal Personal Information Panal	Personal Informa Personal Informa Personal Informa	tion Pand tion Pand tion Pand	
Personal Information Panal Personal Information Panal Personal Information Panal	Personal Informa Personal Informa Personal Informa	tion Fand tion Fand tion Fand	
Personal Information Panal Personal Information Panal Personal Information Panal Personal Information Panal Travels	Personal Informa Personal Informa Personal Informa Dessenal Informa USA.	tion Pand tion Pand tion Pand tion Pand	
renoral Information Panal Personal Information Panal Personal Information Panal Personal Information Panal Travels Social Activities	Personal Informa Personal Informa Personal Informa USA.	tion Fand tion Fand tion Fand	
rensenal Information Panal Personal Information Panal Personal Information Panal Personal Information Panal Travels Social Activities Conferences Retended	Personal Informa Personal Informa Personal Informa Descenal Informa USA	tion Pand tion Pand tion Pand tion Pand	

After filling all the mandatory details in the form, click on the **Save** button for saving the data. After that "**Member house detail** "will be reflected in the "**Member house detail**" list which is shown in the screenshot below:-

	nen (The Lat Sales +									
174	Home Same	e Merclar Same		Party Nation 1	Commany C	a Desputio		odji	-	
E.	(Problemation	Garden of the log free		Bertydaria faity	Harges	C. Marriel & Party	ebere .	)		
ł.	1779 per table	<ul> <li>Reventionali Aprila</li> </ul>		di teta kara bianta kiamita Yarkapat	Theny	Interesting of York	eret i	1	1	
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F.	TYPE AND ADDA	A horsenance		Tatapati N	presidept	Matcher (* Park	ner -	1	8	
÷.	12991ad Salitar	4.6.P (2014)		frantis transvers tastragen	Non-American Inc.	permanent of Party	ineri .	1	ŧ.	
1	1997 Lik Salter	Alle Mart Hall Douthury		NUMBER OF DRIVES	Methia States	Samalar of Park	eteri.	1		
1	171H LINE SAMPle	the law the		ALL REFER TRANSPORT	<b>Wardshillo</b>	New York of Party	net:	1		

Figure 24: List showing the mapped Members with their House

### **1.2.3. Member Designation**

This menu enables the user to enter the designation of the Members as Minister of State, Independent charge, Member of Parliament, Chairperson, etc.

#### **Designation Master**

After logging in with Super Admin, the user has to click on the "Member designation"  $\rightarrow$  "Member Details" menu. A new screen appears where the New button will be displayed:-



Jreate Member Designation			
Member Designation Name	Minister of State		
Member Designation NameLocal	Minister of State		
Active	•		

Figure 25: Form to create the Designation of the Members

After filling all the details in the form, click on the save button for saving the "**Member Designation**" data. After that "**Designation of the Member**" will be reflected on the "**Member Designation detail**" list which is shown in the screenshot below:-

Me	mber Designation + Member Designations List	Ce nice				
Displa	ay 50 • seconda		Search.			
S,No.	Member Designation Name 🗧	Member Designation NameLocal	1	Designation Code #	edit	elete
1	Minister of State	Minister of State		e	1	
3	Chairperson	Chalipeton		62	18	
3	Co-Coriverior	Co-Conventr		61	15	3
Sk.	Convenor	Convenor		<del>10</del>	11	1
6	Member of Parlament	Member of Parliament		59	11	
6	Prime Minister	अस गंध		58	1	
1	Education ( Higher and Elementary ) Minister	दिखा (उत्ता और प्रायमिक) मंत्री		57	11	
1	Minister	qŧ		56	1	
з	Minister of State for Technical Education	Minister of State for Technical Education		55	1	

Figure 26: List showing various Member Designations



## **1.2.4. Qualification Master**

This menu enables the user to enlist the various qualification options for the members whose details can be filled for later use.

#### Qualification

After logging in with Super Admin, the user has to click on the "Qualification"  $\rightarrow$  "Member Details" menu. A new screen appears where the New button will be displayed:-

📕 House Details 🛛 🗸	QU	alifications yourname	Ú.				1	C na
🖓 Members Details 🛛 👻	1000						L	_
Qualifications	Digi	e 10 - each				Search		
Gowman	S.ND	Qualification		Qualification Local	1	Description		
Conditional Colleging	Ţ,	Under Matrix				Under Mathic		11
Member House	1	Doctorate				Declarate		10
Member House Remarks		M.Phil.				M.PM.		11
Member Designation	6	Professional Post Graduate				Professional Post Graduatic		10

Figure 27: List showing various qualifications of the Members

After clicking on the "**New**" button, "Qualification Detail" form will be displayed which is shown in the screenshot below:-

Create Qualifications			
Qualification	Under Matric		
Qualification Local	Under Matric		
Description	Description		
is Active	0		
		_	Sever X Reset
Figure 28: Form to create the M	lember Designations		



After filling all the details in the form, click on the save button for saving the "**Members Qualification**" data. After that "**Qualification of the Members**" will be reflected on the "**Qualification detail**" list which is shown in the screenshot below:-

Qui	lifications +quinomet	lan (		UP and
bips	a sub			E
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	Under Marte		tinder Myant	2.0
Ŧ,	Datainete		Distante	10
<b>1</b>	30250		10746	1.
42	Prohestional Part Scollaster		Professional Post Dramate	1.
${\mathfrak T}_{i}^{i}$	Poin Drinkaler Olykeme		Prist Graduate Diptorte	1
1.	Prov Dradiate with Live		ProciDatule with Law	18
1.	Poet Disabilities		Host Graduate	11
1	Sodau veti Lav		Graduate with Cave	10

Figure 29: List showing the newly entered Qualification

## 1.2.5. Governor

This menu helps the user to enter all the information and details of the Governor of the State.

#### Add/ Update Governor Master

After loggingin with Super Admin, the user has to click on the "**Governor**" → "**Member Details**" menu. A new screen appears where the **New** button will be displayed:-



Distantion (	d mene a lanenee a last	
Ci instanto -	Governor + memorial	
Eathernet Annuel	Term 10 - 7 mem Sing Territoria (see - 4 increase	1.000
latentum y (mgay Parian Isaa Parian Isaa Parian Isaa Israela	<ul> <li>Juin Ora Kan, Kali Kanan, Kali Kanan, Futuran Salar, Kali Kanan, Kanan,</li></ul>	2

Figure 30: Screen displaying the details of the recently entered Governor

After clicking on the "**New**" button, "**Governor Detail**" form will be displayed which is shown in the screenshot below:-

Coude Governor			
Prato	reductive, the lower		
Downer Name	and fairt have been a		
Governor Harrie Locar	the fact last times		
English Married			
Take Name	Automatic Manager Manada	114	
Gender	-	17.#	
GRANNI			
Perinanent Address			
Omeriquien			



Ernal D	Ernal ID	
Landline No. (Office)	Office Landline No.	
Landline No. (Residence)	Residence Landline No.	
Mobile No.	Mubile No.	
Login ID	Login 10	
Cm Refnic Vip-Code	Cm Refnic Wp Code	
Photo	Choose File	or photo here
Adive	z	
		- Bi Save 1

Figure 31: Form to enter the State Governor's Details

After filling all the details in the form. Then click on the save button for saving the "Governor" details. After that "Governor Data" will be reflected on the "Governor Details" list which is shown in the screenshot below:-

Gov	érnor ∍¢	overnor List		E Stor
<u>Days</u>	<u>9</u>	wants	Search:	
5.166	State Name 2	Name 4	Description	t Photo
	Delh	Shri kan Katis Kound	Educational Qualifications: BLCon, LL.B. Profession: Advocate, Politician and Activity. Positions Held: • Member, Rajya Sabha, 1994-2006. (Elected from Uttar Pradeith) • Permanent Advocate at Horbite Supreme Court of India for Central Gort. (1980-93). • Member, Parliamentary Committees for SC/ST Welfare, Horne Ministry, Petroleum & Natural Gas, Social juntice and Rights, Law & Juntice, Charman of Rajya Sabha Husiong Committee. • Member, Management (baind for Dr. B. B. Ambedkar University, Lucknow. • Member, Daard of Governon, Indian Institute of Management, Kolkata. • Represented India at United Nations (New York) and addressed the General Accembly during Dct, 2082 • Governor of Bihar from 16-08-2015 to 21-06-2017	Delete

Figure 32: Screen displaying the details of the Governor



# **1.3. MINISTER DETAILS**

## 1.3.1. Ministry

This menu enables the user to update the Government Ministries/Departments in the respective States. Also the Ministers can also be updated with their corresponding portfolios/Ministries/Departments under their charge.

#### To maintainthe minister's master

After loggingin with Super Admin credentials, the User has to click on the "**Ministry**"  $\rightarrow$  "**Minister Details**" menu. A new screen appears where the **New** button will be displayed.



R	House Details	4	Minis	tries automat	ii:								-	IZ tite
R	Monthern Details	4											Ľ	
R	Localize Developy	Ŧ	()Hist	t/Inuksade *	Q 1	ach .								
0	Minister Details	v	Inpin	त्र । भाषान्त्र	9ov	ing 1 to 10 of liferation.					1	ech 📃		
ſ	District		100	House Name	ŧ	Ministry Norm	1	Mentry Name Local	ł	Altitural Meany	:	9.84	÷	Adam
	Ministry Mendars		1.	TTHUS MIN		Prese Manter		Prime Mattaber				Attue		1
	Militative Departments Retailed of Mercury		ЦĽ,	UTIN LANGAR		Agrochers and Farmais Welfare		Agriculture and Ferners Welfare				ken -		1
R	Imployee Details	.*	1	(THE Lok Sality		NTOWIC ONERGY		ADMC DARGE				X50		1
R	00wi Sesili	1	47	1778 Lok Salma		Ayarveda, Yoga &		Ayuwda Yop &				Arres -		1
	Dar Malapeterts	1				Naturopathy, Uniani, Siddha and Hormonipathy (APUDA)	1	Naturopathy, Usani, 1005a and transcepathy 1470541						-

Figure 33: List of all the Ministries in the State

After clicking on the "**New**" button, "**Ministry detail**" form will be displayed which is shown in the screenshot below:-

Linuar Manage		
House Name	17TH Lok Sabha +	
Ministry Name	prime minister	
Ministry Name Local	prime minister	
Additional Ministry		
Active	)	
		Save X Renat

After filling all the mandatory details in the form, click on the **Save** button for saving



the ministry data. After that "**Ministry**" will be reflected on the "**Ministry detail**" list which is shown in the screenshot below:-

House :	17TH Lok Sabha 🔹 🔍 S	icarch				
Display	10 • records ghow	uing 1 to 10 of 59 entries		5	arch:	
S.No.	House Name 🛛 👲	Ministry Name Ø	Ministry Name Local Ø	Additional Ministry 0	Status 0	Action
1	17TH Lok Sabiha	Prime Minister	Prime Minister		Active edit	1
2	17TH Lok Sabha	Agriculture and Farmers Welfare	Agriculture and Farmers Welfare		Active delete	8
3	17TH Lok Sabha	ATOMIC ENERGY	ATOMIC ENERGY		Active	6
4	17TH Lok Sabha	Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homoeopathy (MYUSH)	Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homoeopathy (XPUSH)		Active	-

Figure 35: List showing the entered Ministries

# **1.3.2. Ministry Minister**

This menu enables the user to link the Minister with the Ministries which are under their charge.

#### Mapping of ministry to minister

After adding the ministry, then user has to click on "Ministry Minister" tab under "Minister Detail" tabs for mapping the "Minister with the Ministry". A new screen appears where the New button will be displayed:-



Ņ	House Details	Ŷ	Ministry Minister - Ministry Minister List	🛶 🗹 New
Ņ	Members Details	٧		
M	Location Directory	v	House: 17TH Lok Sabha • Q. Search	
Q	Minister Details	v		
	Ministry			
	Ministry Ministers			
į	Ministry Departments			

Figure 36: List showing the mapped Ministries with the respective Ministers

After clicking on the "**New**" button, "**Ministry Minister**" form will be displayed which is shown in the screenshot below:-

Create Ministry Minister		
House Marter	-Select House-	
Member Name	-Select Member Name-	
Ministry Name	-Salect Ministry-	
Minister Name	Minister Name	
Minister Name Local	Minister Name Local	
Ministry Start Date	Ministry Start: Date	
Ministry End Date	Ministry End Date	
Order	Order	
Active	2	
		Biser Real

Figure 37: Form to map the Ministers with the respective Ministries under their charge

After filling all the mandatory details in the form, click on the **Save** button for saving the **"ministry minister data"**. After that **"Ministry Minister "**will be reflected in the **"Ministry Minister detail"** list which is shown in the screenshot below:-



House	17TH Lok Sabla 🔸 🔍 Se	eh 🗕					
Displa	10 + Hords Show	ng 1 to 10 of 94 entries			5	arch:	
5.960	House Name Ø	Order 8	Ministry Name 8	Minister Name 1	Minister Name Local B	Status 🕈	Action
1	171H Lok Saliha	92	WOMEN AND CHILD DEVELOPMENT	Delaster Chaudhari	Debasree Chaudhari	Attive	18
2	171H Lok Soliha	38	SOCIAL JUSTICE AND EMPOWERMENT	Krishan Pal Gurjar	Kristan Pal Garjar	Active	18
3	171H Lok Saliha	1	Prime Minister	Narendra Modi	Narendra Modi	Attive	× 8
4	173H Lok Sabha	1	PERSONNEL,PUBLIC GREVANCES.AND PENSIONS	Narendra Modi	Narendra Modi	Active	× 8
5	1714 Lok Sabha	1	ATOMIC ENERGY	Narendra Modi	Narendra Modi	Active	10

Figure 38: List showing mapped Ministers with their respective Ministries under their charge

# **1.3.3. Ministry Department**

This menu enables the user to map the Government Ministries with the respective departments under them.

#### Mapping of ministry to Department

After adding the ministry, the user has to click on "**Ministry Department**" tab under "**Minister Detail**" tabs for mapping the "**Department with the Ministry**". A new screen appears where the **New** button will be displayed:-

-	House Smalls	2	Ministry	Departments -	(miles Separate Lin			-	-	nen	-
	Manufactor (2000)		12.27	1					WHIT!		
	Manual Participa		177						1 mm		
19-17	(internet	-	17		Nervel of Galaxy	1	Ingettief Serve	1	line 1	tister i	1100
	Weighty Housest		1	10.791 Jakina	•		there is a relation of the second sec		Alte	1	5
	Andrew Digestrates		1	terby calculation	Approduce and Prevent Mellinic)		IOSCUCIUM, RESURCEMENT INCOMEN		Adam.	8	6
	Physics Distant	i.	1	1070134-5400	Spectra of Lenses Subject		optizion to personnel Generic Bellan		404	2	1
A	010-010-0	÷.	+	1754 (all-labla	Ngingadawa pini Kanimara Mindrana J		AGREEL TOTAL RELATION AND LARDS		4000	2	1

Figure 39: List of the Ministries mapped with their Departments

After clicking on the "**New**" button, "**Ministry Department**" form will be displayed which is shown in the screenshot below:-



Create Ministry Department			
House Name	17TH Lok Sabha	Ŧ	
Ministry Name	ATOMIC ENERGY	•	
Department Name	ELECTRONICS AND INFORMATION TECHN		
Order	1		
Active	0		
			B Save X R

Figure 40: Form to map Ministries with their Ministers

After filling all the mandatory details in the form, click on the save button for saving the **"Ministry department data"**. After that the **"Ministry Department"** will be reflected on the **"Ministry Department detail"** list which is shown in the screenshot below:-

Ministr	y Departments	Ministry Department List			12.	- B Donne M	(194)
thinky -	e i ce mane			-	-	et.	
order :	Insen Name 2	Writty Name 1	Department for	<. +	Tieter	= Multiple Debite 8	Netter
1	NUTITIES Salate	U	EXCLUSION AND A	ROGIMINE.	Atta	ERE	1
	SSTH LIR Saldae	Approximent and Network Walliam ()	ASSISTENT OF A DECEMBER OF A D	ESEMICH HAR	Active	Delete -	2
	NUTH SAR Safety	Appendiate and Particle Wolfare (	Agriculture Corpo Forstoric Welfore	eration and	Alter		1
	1779 UA Satha	Agriculture and Agrimmic Welfare ()	ASPICICIUMAL & IDUCATION	EE4IOL685	Alter		-
1	CTITULER Saldis	Approximate and Farmers Wolfare (	Agriculture (Soph Formery Welfare	el al fort sei di	Alter		-
1	trmi La Salva	analysis substantian (astronicast) distantsis	ANNAL HUSIAN AND FGHERES	oh, Guenni	Attie	8	6

Figure 41: List showing the mapped Ministries with their Departments

#### **1.3.4. Rotation of Ministers**

This menu contains the account of those Ministries having the charge under Ministers, who have to be present on a particular day of the session.



#### Schedule of ministry date wise

After logging in with Super Admin, the user has to click on the "Rotation of Minister"  $\rightarrow$  "Minister Details" menu. A new screen appears where the New button will be displayed:-

📮 My Dashboard	<	# 100	ne ) Rotation of Me	nillers Uit	) List	ie l	
Huuse Details	v	Rot	ation of Min	isters	» Rotation of Ministers List	-	Niw
📕 Members Details	¥		sociale con				_
Location Directory	¥	Онри	iý 50 • recor	di	Search		
Q Minister Details	ÿ.	S.No.	Session Date	1	Ministery Name	1	
Ministry		Į.	03/04/2020		Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homoxopathy (AYUSH); EARTH SCIENCES,	1	8
Ministry Ministers		1			ENVIRONMENT, FOREST AND CUMATE CHANGE, REACTH AND FAMILY WELFARE, INFORMATION AND BROADCASTING, SCIENCE AND TECHNOLOGY, TEXTILES, WOMEN AND CHILD DEVELOPMENT,		
Ministry Departments		2	01/04/2020		Prime Minister, ATOMIC ENERGY, COAL, COMMERCE AND INDUSTRY, COMMUNICATIONS, DEFENCE,	1	8
Relation of Ministers			Of AF		DEVELOPMENT OF NORTH EASTERN REGION, ELECTRONICS AND INFORMATION TECHNOLOGY, EXTERN AFFAIRS, LAW & JUSTICE, MINES, PARLIAMENTARY AFFAIRS, PERSONNEL PUBLIC GREVANCES AND		
Employee Details	v				PENSIONS, RAILWAYS, SPACE, STATISTICS AND PROGRAMME IMPLEMENTATION, PLANNING,		

Figure 42: List displaying the schedule of the Ministers of the Ministries to be present on the session date

After clicking on the "**New**" button, "**Rotation of Minister**" form will be displayed. The user will map or link various ministries with the session dates according to the availability of the session which is shown in the screenshot below:-



Phone and Phone	1000 Los Salesa	44
Second.	11400: 935-04	Ť
Second Total	1.2.009	Ð.
Meanlys	4 of \$7 salestad	-
h debve :	@ ATUMIC ENERGY @ Aystractio, Voge & Naturepathy, Unani, Solotta and Homospothy UK/CITI-8	Ĩ.
	er Overseal and Perillipera er 1949, Arrahiton	
	# COM # COMMERCE AND INSUSTRY	
	# COMMUNICATIONS	
	# CONSUMERIA/FAIRS, FOCD AND PUBLIC SecTIME (SYS)	

After filling all the mandatory details in the form, click on the save button for saving the "**Rotation of Minister "data**. After that "**Rotation of Minister**" of the particular day will be reflected on the "**Rotation of Minister detail**" list which is shown in the screenshot below:-

Rot	roon of Ministr	TS: + Reader of Members Scie	9~
linge	(4) (* end		
144	Tension Date	a MoneyNew 1	
1	0001000	Approvals, Voja & Nationaumy, Draw, Stablic and Recommendary (WY, SH, SARTH TE SHATE), preventiewayer robert evolution counter interactional caves without and second and approximation, Science and Technological Technol. Women and child begin prevent.	-
1	(1)(04(202)	Prova Ministra 410 NE NETRO, CON, COMMERCE AND NEWTON', CLAMMONDADONE, DETENCE, INVESTIGATION NOTIFICATERIN NORMA, RECTARDINGS AND NEDMONDON TRENDSDOOF (FEDDING, NEWY, LINE & JUSTICS, MARK: PARENNERVAN AFRANK, PERCENNER, PARENE ENROMADS) AND NEWSON, RECENT, TAKS, CHARTER'S AND PROCEEDINGS INPUTMENTIATED, PLANNAR, MINISTRATICS, PLANNAR, MINIST	M
	()exem	Agenciations and Formers Berlines Chemical and Persistens, CONSTRUMENT, FOOD AND POILS. Distributions, POSS PROVIDENDE Advictment, Meaning Robust and Public Exceptions, Mossimum, Meaning advant, MARNING AL, SUBAL, DESCRIPTION POL, SOCIAL EXCEPTION AND PUBLIC ADMINISTRATION, MEANING ALOSARDINE DARFIELD AND FORDERS.	N.S.

Figure 44: List displaying the schedule of the Ministers to be present on a particular session date



II fee

# **1.4. EMPLOYEE DETAILS**

# **1.4.1. Employee Designation**

This menu contains the data regarding all the Department employees' designations like Additional Secretary, Director, Deputy Secretary, Under Secretary and so on which can be used further for filling in their information.

#### **Designation Master**

After logging in with Super Admin, the user has to click on the "Designation"  $\rightarrow$  "Employee Details" menu. A new screen appears where the New button will be displayed:-

House Details	Ŷ	Des	ignation » Designations List					2 Nov
📕 Members Details	Ý							
Location Directory	۷	Displa	ay 50 * Records				Search	
📕 Minister Details	Ŷ						-	
D Employee Details	v	5.No.	Department Name	Designation Name	\$ Designation Name Local	Designation Abbreviation	Code	
- Department		1	Lok Sabha Secretariat	Deputy Secretary	Deputy Secretary	D5	100	18
Designation		2	Lok Sabha Secretariat	Additional Director	Additional Director	AD	100	/8
Employee		1	Lok Sabha Secretariat	Director	Director	DIR,	100	18
Secretary		4	Lok Sabha Secretariat	Joint Secretary	Joint Secretary	ß	100	18

Figure 45: List displaying all the designations of the employees of the Government Department

After clicking on the "**New**" button, "**Employee Designation**" form will be displayed which is shown in the screenshot below:-



Create Designation		
Department Name	HEALTH AND FAMILY WELFARE	
Designation Name	Deputy Secretary	
Designation Name Local	Deputy Secretary	
Designation Abbreviation	DŚ	
Active	9	
		Save X Reset

Figure 46: Form to create the Designation of the Designation of the Department Employees

After filling all the details in the form, click on the save button for saving the "Employee Designation" data. After that "Designation of the Employee" will be reflected on the "Employee Designation detail" list which is shown in the screenshot below:-

Des	ignation +teasurements					( <b>2</b> 11+
044	a n. i Aeadh				Sam	
6946	Department Name 1	Designation States	1 Inspationarian 1	Designation Atomesiation	a Calle	enter 1
1	Lot. Saltt's Terretural	Deputy Secretary	Description (	m /	nja	200
1.	Lie table becelarar	Addenationate	Additional Director	421-	LEU	13
1	(vill Salitha Terretaria)	Bietzr	linemi (	194	nin.	18
4	(viii Salsina Seventanai	pain Services	just browieg	h.,	102	15
1	Life Salitia Secretariat	Addustitetary	Additional Secretary	18	100	18
	Lok Sami Secolaria	SERVICE GIVENU	SICROVAY-LENEDAL	55	100	12
E.		Nati Dirabi	Nark Territolae		-402	1.11

Figure 47: List displaying the recently entered Designation in the database

# **1.4.2.Secretary Master**

This menu enables the user to enter the Secretary of the Government Department in the website.



#### Add/ Update Secretary Master

After logging in with Super Admin, the user has to click on the "Secretary"  $\rightarrow$  "Employee detail" menu. A new screen appears where the New button will be displayed:-

Ģ	My Dashboard		<b>#</b> Hom	e i Secret	ay Details .) B	ist								1
M	House Details	y	Sec	retary	Secretary Lis	ŕ						4	12 No	w
M	Members Details	v	64 M 61	and y	, where even 2 even	*							2	
M	Location Directory	v	Disola	v 50	records						Search			1
Ņ	Minister Details	v	-	n (5)							and the second se			
P	Employee Details	Y	5.No.	Employee Code #	Department	Secretary Name	Secretary Name	Designation		IAS Rahk	Email ID 0	Phone No. (Office)	Alternate Phone No.	Mob
	Department						l,ocal 🗘	Perio pado	1	\$		(unita)	(Office) \$	
	Designation		1		HOME AFFAIRS	.sandeep kumar		secretary			sandy.abcd@gov.in			9755
	Employee		2			.govind		Secreatery			eovillemail.com			5656
	Secretary					ð					0.10			
	Secretary Department		3			.Ajay Kumar Bhalla		Administrative Secretary			secretoryha@gmail.com			9807

Figure 48: List displaying the Secretary of the Government Department

After clicking on the "**New**" button, "**SecretaryDetail**" form will be displayed which is shown in the screenshot below:-



Addmaar ID(99999 99999 99999 99999)   Order ID   Employee Code   Employee Code   Department   Border Management   •   Prefix Name   Mr   •   Secretary Name   Secretary Name <td< th=""><th>Addhaar (D(9999 9999 9999) Order ID  Crder ID  Employee Code Department Border Management  Prefix Name Mr  Prefix Name Secretary Name Local sandeep kumar Secretary Name Local sandeep kumar IAS Rank Email ID Email III</th><th>A sufficiency ID</th><th></th><th></th><th></th></td<>	Addhaar (D(9999 9999 9999) Order ID  Crder ID  Employee Code Department Border Management  Prefix Name Mr  Prefix Name Secretary Name Local sandeep kumar Secretary Name Local sandeep kumar IAS Rank Email ID Email III	A sufficiency ID			
Order ID 1   Employee Code Department   Department Border Management   Prefix Name Mr   Prefix Name sandeep kumar   Secretary Name Local sandeep kumar   Secretary Name Local sandeep kumar   Kas Rank Las Rank   Email ID Email ID   Prove Natified Rese Hourd Prove Protofies   Netwe Natified Reserve Prove Protofies   Netwe Natified Reserve Prove Protofies   Degration Description	Order ID 1   Employee Code Department   Department Border Management   Prefix Name Mr   Secretary Name sandeep kumar   Secretary Name Local sandeep kumar   Kas Rank Las Rank   Email ID Email ID	Aadhaar ID	(2222 2222 2223)	Aadhaar ID(9999 9999 9999)	
Employee Code   Department   Border Management   Prefix Name   Mr   Secretary Name   Secretary Name Local   sandeep kumar   Secretary Name Local   Sandeep kumar   IAS Rank   Email ID     Prone Na (Reidense)   Prone Na (Reidense)   Menute Prone Na (Office)   Menute Prone Na (Office)   Menute Prone Na (Office)   Methode Na   Deignation Description	Employee Code   Department   Border Management   Prefix Name   Mr   Secretary Name   sandeep kumar   Secretary Name Local   sandeep kumar   IAS Rank   Email ID   From Na (Reidenet)   Nom Na (Reidenet)   Deignation Description   Lative O		Order ID	1	
Department Border Management   Prefix Name Mr   Secretary Name sandeep kumar   Secretary Name Local sandeep kumar   IAS Rank IAS Rank   Email ID Email ID    Prove Nu (Itsidereet  imate Hose Nu (Itsi	Department Border Management •   Prefix Name Mr •   Secretary Name sandeep kumar   Secretary Name Local sandeep kumar   IAS Rank IAS Rank   Email ID Email ID   Prove Nau/Bridereet   Prove Nau/Bridereet		Employee Code	Employee Code	
Prefix Name Mr     Secretary Name sandeep kumar   Secretary Name Local sandeep kumar   IAS Rank IAS Rank   Email ID Email ID     More Nau/Maidencel	Prefix Name Mr   Secretary Name Secretary Name Local sandeep kumar IAS Rank IAS Rank IAS Rank Email ID		Department	Border Management *	
Secretary Name sandeep kumar   Secretary Name Local sandeep kumar   IAS Rank IAS Rank   Email ID Email ID     More No.(Dflor) Rere No.(Dflor)   Nore No.(Dflor) Rere No.(Dflor)   Atemate Prone No.(Dflor) Rere No.(Dflor)   Mola No. Reset Prone No.(Dflor)   Designation Description	Secretary Name sandeep kumar   Secretary Name Local sandeep kumar   IAS Rank IAS Rank   Email ID Email ID     More No./Risiderost   Nore No./Risiderost   Nore No./Risiderost   Atenute Prone No./Officet   Note No.   Deignation Description   Is Active 📀		Prefix Name	Mr *	
Secretary Name Local sandeep kumar   IAS Rank IAS Rank   Email ID Email ID     More Na (Nesidence) Email ID     More Na (Differ) More Na (Differ)     More Na (Differ) More Na (Differ)     More Na (Differ) Email ID	Secretary Name Local sandeep kumar IAS Rank IAS Rank Email ID Email ID Email ID Er More No.0fflog Rome No.0fflog Atemase Phone No.0fflog Atemate Phone No.0fflog Atemase Phone No.0fflog Atemate Phone No.0fflog Deignation Description Externe O		Secretary Name	sandeep kumar	
IAS Rank IAS Rank Email ID Ema	IAS Rank IAS Rank Email ID Email ID En	Secre	etary Name Local	sandeep kumar	
Email ID     Email ID     Email ID	Email ID       Email ID       Email ID		LAS Rank	IAS Rank	
Phone Nu (Residence)       Phone Nu (Residence)       Phone Nu (Diffice)       Phone Nu (Diffice)       Abstracts Phone Nu (Diffice)       Abstracts Phone Nu (Diffice)       Mobile Nu       Mobile Nu       Designation Description       In Active 10	Prone Nau(Residence) Prone Nau(Diffice) Prone Nau(Diffice) Alternate Prone Nau(Diffice) Alternate Prone Nau(Diffice) Mabile Na. Mabile Na. Mabile Na. Designation Description La Active		Email ID	Email ID	Ema
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Alternate Phone No.(Dffloe) Alternate Phone No.(Dffloe) Mobile No. Designation Description Is Active	Alternate Phone No.(Office) Alternate Phone No.(Office) Mobile No. Designation Description La Active	Phone No.(Office)	Phone No.(Office)		
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Designation Description	Designation Description	Mabile No.	Mobile No.		
h Active			Designation Description		
		Designation Description			
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igure 49: Form to enter the details of the Government Secretary		Designation Description	e details of the Governm	ent Secretary	X In
igure 49: Form to enter the details of the Government Secretary		Designation Description	e details of the Governm	ent Secretary	X in
igure 49: Form to enter the details of the Government Secretary		Designation Description	details of the Governm	ent Secretary	×



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5		avitArines.		SEENCHIT		nijemi 20 digendaari		ACCTINES:	1		
1		10%		sionitium		ngadgetaktion		79aaaaaa	1		

Figure 50: List displaying the currently entered Secretary of Government Department

# **1.4.3.Administrative Secretary Department Master**

This menu enables the user to enter the details of the Administrative Secretary having the charge of a particular department and map him/her with the same.

#### Secretary Department

After logging in with Super Admin, the user has to click on the "Secretary **Department** -> "Employee detail" menu. A new screen appears where the New button will be displayed:-

R Hund Details	Secretary Depar	UDDU +Sectory Supervised (1)		(I
R Loder Dates	daug to reason			bert.
R Street State -	Site: Incellare	4 Secondystees	8. Separant have	4 0mr 4
() krokyecterele -		underg turks	wind present	100
Department	1	pre	utag arlang	12
(heighted)	- E-	Applorace State	10.000 (01.000)	10
trajuan	4	ingly subm	INCOME ANTIANTS	.7.8
Internety		6/16	PRESS AND ADDRESS OF ADDRESS	10
Service Statement	1 A	CODHE	Same	100
lineal of Department	Ť	Capital in Discriment	and a new provided	18
· Itina Intelli		816	visition actions and primits	15

Figure 51: List displaying the mapped Secretary with the Department



After clicking on the **"New**" button, **"Secretary Department**" form will be displayed which is shown in the screenshot below:-

Create Secretary Department		
House Name	17TH Lok Sabha •	
Secretary Name	Ajay Kumar Bhalla 🔹	
Department Name	HOME AFFAIRS #	
Order	1	
Active	0	
		El Save X Reset

Figure 52: Form to map the Government Secretary with the respective Department

After filling all the details in the form, click on the save button for saving the "Secretary Department" details. After that "Secretary Department" data will be reflected on the "Secretary Department Details" list which is shown in the screenshot below:-

Secretary Depar	ecretary Department +teamsy teamentar						
Iners In Contract	£	-	- Seett				
SPACE Transition	a terminy here.	Department Name	1 0mm 1				
	sanday human	-cup unum	11				
2	Tana (	HOMA ANY AREA	+d1 / / 1				
3.	Applana thata	ROUGANIARS	Detern / II				
(4)	ALLEY FULLAR	NONE ATTAINS	/=				
(3)	1.01	AND ADDRESS APARTS	18				
(#11	Edited	1.4mm	/ 8				
(2)	Legistic Department	UNITARIAN DIRACTION	1.8				
	146	YOUTH ATTACKS AND SPORTS	/ 8				

Figure 53: List displaying the mapped Secretaries with their respective Departments



# **1.4.4. Head of the Department**

After logging in with Super Admin, the user has to click on the "Head of **Department**"  $\rightarrow$  "Employee details" menu. A new screen appears where the New button will be displayed:-

Q tytemet	<b>1</b>	6 I UK						
R	Hand of Dep	anneet	- 14k					(Z
R meneralizati 🗸 🗸	Carter Set							
R lastelisting to	Dana (* * *)	ecolite :					went .	
📕 massalarda  🗸 🗸	wolling with						awa	
D Bratoworks +	See Super-	Department	it.D isore	# HOD Same Hould #	30.000.0	Prid E	* street 4	
(spatient)	N	ads CONTRA	Public			and present and presidents		18
angune .	¥		John Gate			April Amin Prinsland		1.5
1 managem	1		Rolfs face for	0		der Cyclin malars		18
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The fails to	1		, failig (Dani) Tarinig			1000-020-0		11
The States of th	Ξ.					*****		12

Figure 54: List displaying the HODs with their respective departments

After clicking on the "**New**" button, "**Head of Department**" form will be displayed which is shown in the screenshot below:-

Aachaar (0(9999-1999-1999)	Aadhaar (0(9999-9999-9999)		
Order ID	Order ID		
Employee Code	1		
Department	COAL		
Prefix Name	Mr.	×	
HOD Name	Johiudia Newmal		
HOD NAME IN REGIONAL	HOD NAME IN REGIONAL LANGUAGE		



the Rave	et.face.	
denated	Fruit III	
Horse in (bestimos)	Press No. Parente est	
Prev In Office	Press No.27710	
Alternate Phone Haaddhoo	Wernald Work In 27th p.	
Malativ Ro.	(ministra)	
Sugary Incides	Delgrader Delgrader	
Same	0	

Figure 55: Form to create the HODs of the Departments

After filling all the details in the form, click on the save button for saving the "Head of Department" details. After that "Head of Department" data will be reflected on the "Head of Department Details" list which is shown in the screenshot below:-

Displ	play 50 • records Search								
LNe.	Employee Code =	Department#	HOD Name 6	HDD Name Hindl \$	UAS Rank 😫	Emul ID +	Phone No. (Office) \$		
t.		AIDS CONTROL	,thiadla Newmai			kidynowmail@ynuk.com	edit -	7	
2			Jushan Chauhan			deputy_director@hotmail.com	Delete /	18	
3			Shabh Karah Singh			devittpi@harmail.com		10	
4			Plar Sing's Rana			asphimla@gmail.com		18	
5			Rakesh Karwar			rakesh_kanwar@yahoo.com		18	
E.			.Babir Churd Badala			tamport-hpânic,in		18	
10			Ashuh Kuhi			ashsh2shimla@yahoc.co.h		1.8	

Figure 56: List displaying the currently entered HOD of the Department



# **1.5. Physical Form of Notices for Downloading from NeVA web Portal**

# **OTHER DETAILS**

These are the different types of document forms containing certain rules/ procedures stored in the database of the application to be referred to for some information for future use.

# **1.5.1. Type of Form Documents**

After logging in with Super Admin, the user has to click on the "Type of form **Document"**  $\rightarrow$  "Other details" menu. A new screen appears where the New button will be displayed:-

Die Der Berner	1-	n i hat has filmenet lant i lat		
R formations	<b>F</b> 0	m Type of Documents internation	eesile .	
A	14	a 2017 and		1444
A transmission	-	April Same	Anti-Income	(1)
O invites.		Annual State of the Mandama	diversion in the Norman I	12
	1.2	Rep 20 faith	au-janua	12
Accessive and a second	1	National Contract Contracts	Robot France 100 from	10
The st product press	1	Read (A) Starts	dua let have	12
New Plantinesson	1.16	ka Ulun	Age of Ferrer	18
and type	1.1	hallon	Autom	.7.1
BP Select	10	hain (2700)	4-ar-(17)(m)	12

Figure 57: List showing the Form Type of Documents

After clicking on the **"New"** button, **"Form Type of Documents Details"** form will be displayed which is shown in the screenshot below:-

Create Form Type of Document	5	
Form Name	Americies to the Members	
Description	Amenities to the Members	
is Active	0	
		R See R Not
Figure 58: Form to create For	m Type of Documents	



After filling all the details in the form, click on the save button for saving the "Form Type of Documents" details. After that "Form Type of Documents" data will be reflected on the "Form Type of Documents Details" list which is shown in the screenshot below:-

ing	a to the second		(mark)	
1.44	Loss Area	from Dearly for		
- 11	meaning or discharge	increasing to the Maniness		18
1	State 4,42 Street	Second April Property		1.5
	Role 117 and 100 David	home 117 and 110 horizon	-dt	1.5
	Nyay NY Same	April 117 Frank	Company of the	2
- 10	Rule (Thorn	Scill-27 Falsen	Caleta -	12
	Page (1) have	Build of a Tanan		1.19
1.	Auto and Autom	Bashing Transit		1.10
- 4	Ram U. Agam.	Balle G. Alarris		10
1	Name of Bridgess, for Designment of Fairs.	Payre of Memory, for Disease and of Patha		10
	applements for \$100 because family interested that	$\label{eq:constraint} \mbox{train} t$		10
	Name of Address of Streamont.	Carrier and Annual Constitution		1.38 .
110	Institution (Sector Constitution)	Avera be Star-add Deethers		10

Figure 59: List displaying the currently entered Form Type of Documents

# **1.5.2. Legislature Question rules Master**

This menu enables the user to list the various rules of the questions for the reference of the members and the other officials of the House for raising and their admission in the conduct of the House.

After logging in with Super Admin, the user has to click on the "Question Rules" → "Other details" menu. A new screen appears where the New button will be displayed:-

me beats in the	mention for the second se		
-	2 Andrew and and an and an and a set of the	- Anno	23
ge filsenity biomet	<ul> <li>A sub-provide system in provide some provide if a sub-provide state of the sub-prov</li></ul>	1	10
-	4 Front record data for the same per proof of particular per per set to banging.	-	1
to particular de la compañía de la c	4 And in the set of set of and in the set.	144	11
-	A Adda on a strain and to be associate the strain and the first strain and the st	144	1
nan iya iya iya iya iya iya iya iya	Final production and an extra control control of the first of the f	-	20
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	A District of the Statement And a second second	1.mm	100



After clicking on the "**New**" button, "**Question Rule**" form will be displayed which is shown in the screenshot below:-



Figure 61: Form to create Question Rules

After filling all the details in the form, click on the save button for saving the "Question Rule" details. After that "Question Rule" data will be reflected on the "Question Rule Details" list which is shown in the screenshot below:-

pute	ny 56 🔹 recircle	Seath		
5.540	Question Rules 2	Question Rules Local	\$ inTesting \$	
ł	It shall not seek for such information for which the time, tabuar and money required would be highly incommensurator to the possible benefit of the information		edit da	1
1	It shall not seek structurersy-wise information as is not to be furnished		- Taha	18
i.	it shall not seek reduced of general service prevances of . Government amplituses		lda	18
÷	It shall not ask about the marker pertaining to a particular person or Calegory		ldie	/3
5	it shall not value such matters which weakers the series just integrity of the Country on the State		Fatur .	18
6	it shall not ordinarily ask for information for more than last three years		False	11
7	it shall not ordinarily ask about matters pending before any		Falle	11

Figure 62: List displaying the currently entered Question Rule in the database



# **1.6.LOCATION DIRECTORY**

# **1.6.1.Party Master**

This menu enables the user to update all the parties present in a particular State.

#### Add/ Update Party Master

After logging in with Super Admin, the user has to click on the "**Party**"  $\rightarrow$  "Location **Directory**" menu. A new screen appears where the **New** button will be displayed:-

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Ten Catalogue	in.	Petytaik	1	Taly hate	i.	Patylaneissa	<ul> <li>Everytage</li> </ul>	Ē	
		W.		Antonyo Calcardo Party		Tel: Trys Lotters & Tarty			18
Lanes.	.1	451		Agurray		4(5H Party			14
and the second second	1	100		THE BURGER SHOW		Here Carline Dirite			15
		100		taker teatorial Prove		titui tanna free			12
Widowen er	1	1		Holes Contraposed		Names Curyling Sam			18
Tenhed High Room	- 4	40H		Naga People Fred		Naga Pangina Peret			11

Figure 63: List displaying all the parties in the State

After clicking on the "**New**" button, "**Party Detail**" form will be displayed which is shown in the screenshot below:-

Create Party	
Party Code	R.P
Party Name	Rashtriya Loktantrik Party
Party Name Local	8,2
Party Logo	Choose File Ito file choosen Attach "party" logo here
is Active	0
	El Sever 🕷 Hener
Figure 64: Form to create a ne	w Party in the database



After filling all the details in the form, click on the save button for saving the "**Party**" details. After that "**Party**" details will be reflected on the "**Party Details**" list which is shown in the screenshot below:-

Dipl	y 50 💌 marah			- Search	
s.Na.	Party Code 0	Party Name Ø	Party Name Local	PartyLogo	edit Delete
1	10	Nashtriya Loktantrik Party	Rashtriya Loktantrik Party		1
2	AJSU	AJSU Party	AJSU Party		18
Э	SKM	Sikim Krantikari Montha	Sklim Krantikari Morcha		/1
3	MNF	Mizo National Front	Mizo National Front		18
5	1	Viduthalal Chanuthaigal Katch	Viduthalisi Chanuthalgal Katch		18
6	NGPP	Naga Peoples Front	Naga Peoples Front		18
7	34	Nationalist Democratic Progressive Party	Nationalist Democratic Progressive Party		18
1	SWP	Swabilimani Pakisha	Swabhimani Paksha		18
а	NP	National Peoples Party	National Peoples Party		18
10	SDF	Saken Democratic Front	Sikkim Democratic Front		18
Ť.	ABBC	All India N.R. Congress	All India N.R. Congress		18

Figure 65: List of all the Parties existing in the State

#### 1.6.2. State Master

This menu enables the user to enter all the States/ UTs of India in the database for further use.

#### Add/ Update State Master

After loggingin with Super Admin, the user has to click on the "State"  $\rightarrow$  "Location **Directory**" menu. A new screen appears where the **New** button will be displayed:-



📕 House Details	٧	Stat	State + stanulat							1	12 tin
Members Details	v									_	
C Location Directory	¥.	Displa	y 50 + rea	rth.					Suid		
Party									11.W		
Conthumly		SNo	State-Code	1	State Abbreviation		State Name	•	State Name Local		
the	1	1	н		Telan		Telangaria		Telangara		11
Dent	-	1	8				Andaman & Nicobar Islanda				11
Faculture		3	м				Puducheny				11
Vilan	-	4	13		ħ,		Tami/Nadu				11
trap.	7	3	12		KL.		tarata		Seula		11
- unange mage mater	Ч	1	31				Lakshaitwegi				11

Figure 66: List of the States & UTs

After clicking on the "**New**" button, "**State Detail**" form will be displayed which is shown in the screenshot below:-

Create State		
State Code	33	
State Abbreviation	η,	
State Name	Tamil Nadu	
State Name Local	Tamil Hadu	
Is Active	0	
		E tare S first

Figure 67: Form to enter the States/UTs in the database

After filling all the details in the form, click on the save button for saving the "**State**" details. After that "**State**" data will be reflected on the "**State Details**" list which is shown in the screenshot below:-



Đinpù	ay 50 🔹 recorda			Searth	
S.Na.	Status Codu 9	State Abbreviation 0	State Name \$	State Name Local 🔹	
į.	м	Telan	Telangana	Telangaria	18
ł.	15		Abdaman & Nicobar Islands		18
1	34		Puducheny	Edit	11
4	33	TL.	Tamil Nadu		Y
5	12	XL.	Kerala	Kenda Delete	18
ŧ	31		Lukshadweep		19
7	30		Gov		11
1	29		Kamatoko		11
2	28		Andbra Pradesh		/1

Figure 68: List displaying the currently entered States/UTs



# PART II

# **1. ADMIN PORTAL**

# **2.1. NOTICES**

# **Notice Type Master**

This menu enables the user to create the different types of notices categories and enter thus create various notices under those heads.

#### Notice Category

After login with Admin, the user has to click on the "Notice Category"  $\rightarrow$  "Notice" menu. Then go to the "Create notice category" button.

📮 My Dashboard	(	Notice Category + Nutrie Category Ga									
/ Hedback	×.						-	_	-		
9 tee	ų,	Duplay 25 - + recents					Search				
¶ <sup>⊆</sup> Notices	8	No Title	+	Description		गटनहिंगी) ह	Description(RPD) 0	Stanut 🛊			
Notices Notice Calingury	-	1 1. List of Business		Last of Business (Papers Last? Bilts				Aller	1		
Callery	Ŷ	2 Z. Papers to be Land		Papers to be Laid				Puttorial	1		
🛊 Speech	Ŷ	3 Liberter Part I		Bulketin Fact ( Binef of Proceedings)				Publicitet	1		
Content	8			NEXTERNAL CONTRACTOR CENTRES (CC)					1		

Figure 69: List of created Notice Categories

After clicking on the "**Create notice category**" button, "**Notice Category**" form will be displayed which is shown in the screenshot below:-



Create Notice Category		
Basic details		
of English 🕜 (문리		
Tide		
Title	List of Business	
Description	List of Business	
		<i>k</i>
Publishing options		Astrophysics of the United systems of the
Status	Published	from the dropdown which is publish/unpublish
		🗙 Reset 🖹 Save

After filling all the details in the form, click on the save button for saving the "Category of the notice" data.

#### *Notice*

After logging in with Admin, the user has to click on the "**Notices**"  $\rightarrow$  "**Notice**" menu. Then go to the "**Create notice**" button.



Figure 70: Form to create the Notice Category

📮 My Dashboard		Notice » Notice List								
🖊 Feedback	Y							-		
<b>9</b> News	v	Disp	Display 25 🔹 records Search:							
Notices	۷	No	Tite \$	Title(हिंदी)	Category \$	Attachment \$	Date \$	Status 🗘	Hits ±	
Notices Notice Category		Î	BULLETIN-PART II(No. 1176 - 1179] [Wednesday, February 26, 2020/ Phaleuna 07, 1941(Saka)		4. Bulletin Part II	Document Attachment	27 Feb 2020	Published	0	/
📓 Gallery	v	2	BULLETIN-PART II(Nos. 1167-1175) [Tuesday, February 25, 2020/ Phalguna		4. Bulletin	Document	27 Feb	Published	0	1
9 Speech	v	3	o, 1941 (5888) RULLETIN-PART IIINos 1163-11661 (Monday, February 24, 2020) Phalguna		4. Bulletin	Document	2020 27 Feb	Published	Ö	0
Content	٧		5, 1941 (Saka)		Part II	Attachment	2020	Mandisabahi		4m
House Session	۷	4	BULLETIN-PART II(No. 1161 - 1162] [Friday, February 21, 2020/ Phalguna 02, 1941(Saka)		4. Bulletin Part II	Document Attachment	27 Feb 2020	Published	0	1
A House Papers	۷	5	BULLETIN-PART II(Nos. 1157-1160) [Thursday, February 20, 2020/ Phalguna		4. Bulletin	Document	27 Feb	Published	0	1
Questions List PDF	v		1, 1941 (Saka)		Part II	Attachment	2020			I

Figure 71: List of various Notices in the database

After clicking on the "**Create notice**" button, "**Notice**" form will be displayed which is shown in the screenshot below:-



A topic 2 Sumitangup			
Bulletin Code	Bulletin Code		
Group By	(C	*	
Brands Name	-Sallech A Brands -	*	
Tile	Nere		
Description	. / 1		

Additional details		
House	171H Lok Sabha	
Sension	THEO SESSION	
Session Date :	4.3.2020	
Category	8. Questions - Unstarned	•
Status	Published	•
Attachment	Choose File To The Choose Attack PDP file here	
Optional details		
Publish Date:	03403-0020	

Figure 72: Form to create different types of Notices

After filling all the details in the form, click on the save button for saving the "**Notices**". After that, all "**Notices**" will be reflected on the "**Notice**" list which is shown in the screenshot below:-



Date 2011 meth				-	Seatt:				
-	104	Tield b	Congrest	Attachment A	Date #	State 4	(1) 1		
1	BLR, LETIN AND STREET 176-1179 (Wednesday, Selectory 26, 2020) Phage-se 27, 1949 (Long)		4.Bullette Partiti	inserved. Attachment	2020 -	[insertion]		1	
3	RECEPTERANT SPACE 1977 CTTE (Survive Policity 25, 2020/ Philippin 6, 1971 (Subj	ă.	4.Bulleti Parti	(burner Adactories)	27.546 2528	Patholas	۲	-	
3	SECTION PART (place, 1163-1114) (Merculay, Fellmary 24, 2020) Photophy 5, 1981 (Salar)		4.8.6em Fatti	timeren atalienen	223ys 2428	[fathering]	•	4	
90	8161276174871096.1101-1162339485667482489321.3000/Malgord 32.15410464		4.0Jakin Partit	Contract reactives	27 i ek 2028	funded	1	-	
5	Alla (276) HAR (Mass 1157-1114) [Pharetas February 23, 2020 Phagare 1, 1997 Datas		4.8.dim Fatte	fangewere kluchmere	27.5eg 2028	[	1	4	
6	BERLEYSLAND Space, I the I Day producting, Indexary 15, 2025; High- 26, 1947 (Europe	6	4 Balano Parti	Renewed. Repairment	17 Heb 2028	Passiel	٠	1	
3	ROUGHTER PARTY OFFICE THE TYPE (Transition Failmany Th. 2020) Magina 27 THEY FAMAL	i.	4.5.0em Pats	Destroyer, Adaptering	27146 2020	[	1	-	

Figure 73: List of various Notices entered in the database

# 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

