



**National eVidhan Application**

Digital Legislatures

One Nation One Application



# Master Data

## User Guide(Secured Login)

Version 1.0

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**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.

Infact, 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

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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 its implementation 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. NeVA is 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

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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 <https://cms.neva.gov.in/> in the browser, which will be redirected to the login page displaying a form wherein the login credentials of the user will be entered.

The credentials comprise of the username and password as mentioned below:

**Username\*:** Admin

**Password\*:** \*\*\*\*\* (**Already provided to you**) as shown in the screenshot:-

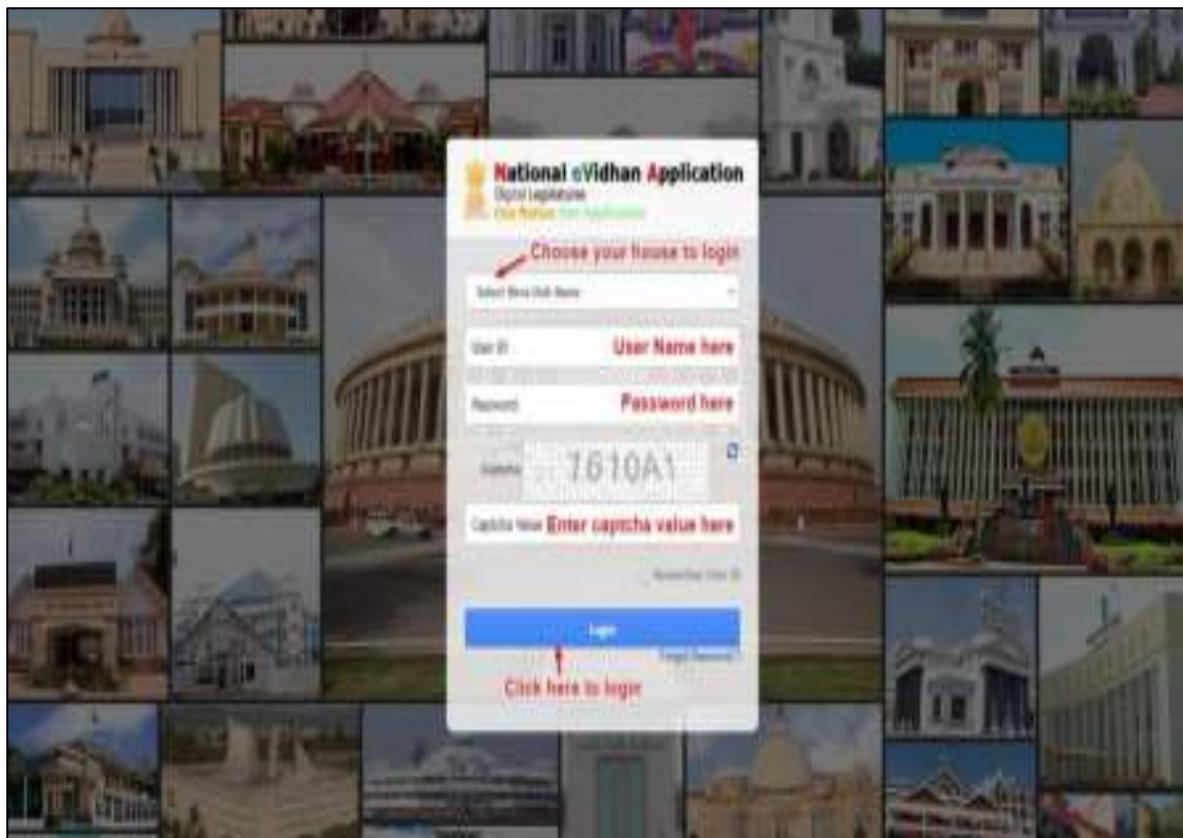


Figure 1: Site Login Page displaying login form

## 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 loggingin with the Super Admincredentials, the user has to click on the “House” →“House details” menu. A new screen appears where the “New” button will be displayed.

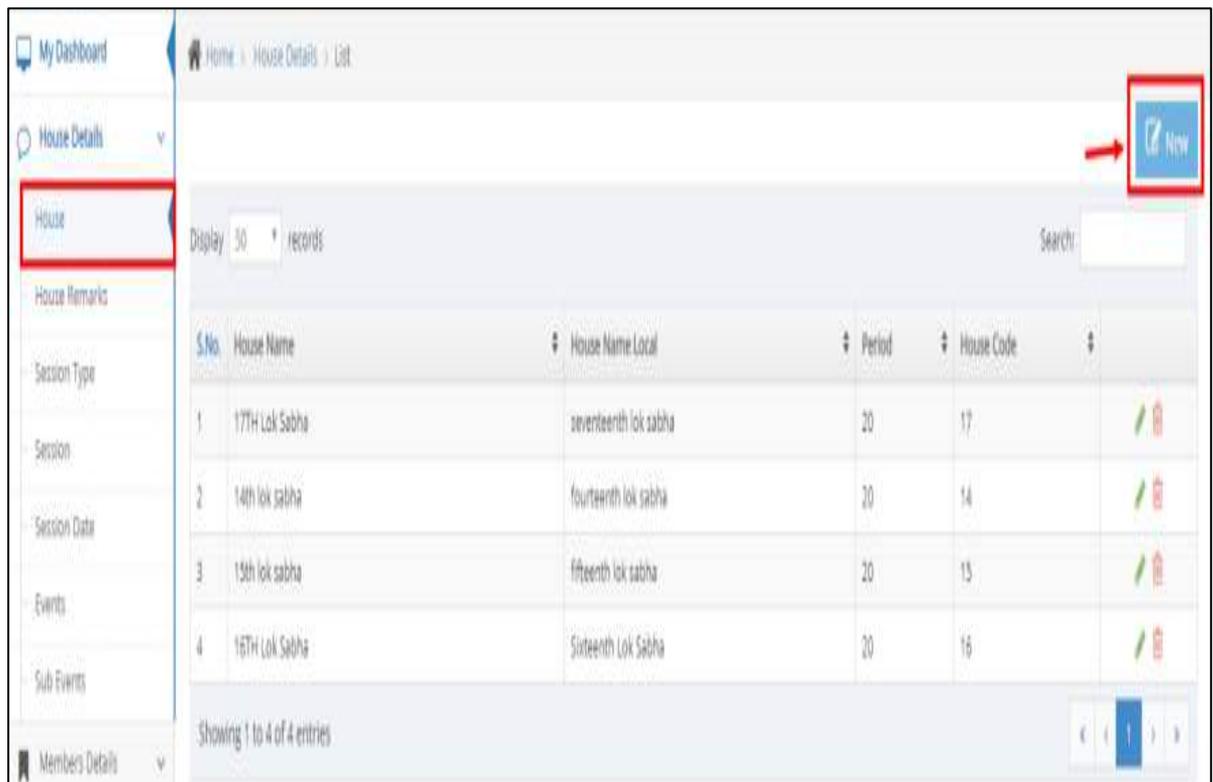


Figure 2: Pane showing the list of the Assemblies constituted

## Master Data

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

Save Reset

Figure 3: Form to enter the details 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:-

Display 50 records

S.No.	House Name	House Name Local	Period	House Code	Edit	Delete
1	17TH Lok Sabha	seventeenth lok sabha	20	17		
2	14th lok sabha	fourteenth lok sabha	20	14		
3	15th lok sabha	fifteenth lok sabha	20	15		
4	16TH Lok Sabha	Sixteenth Lok Sabha	20	16		

Showing 1 to 4 of 4 entries

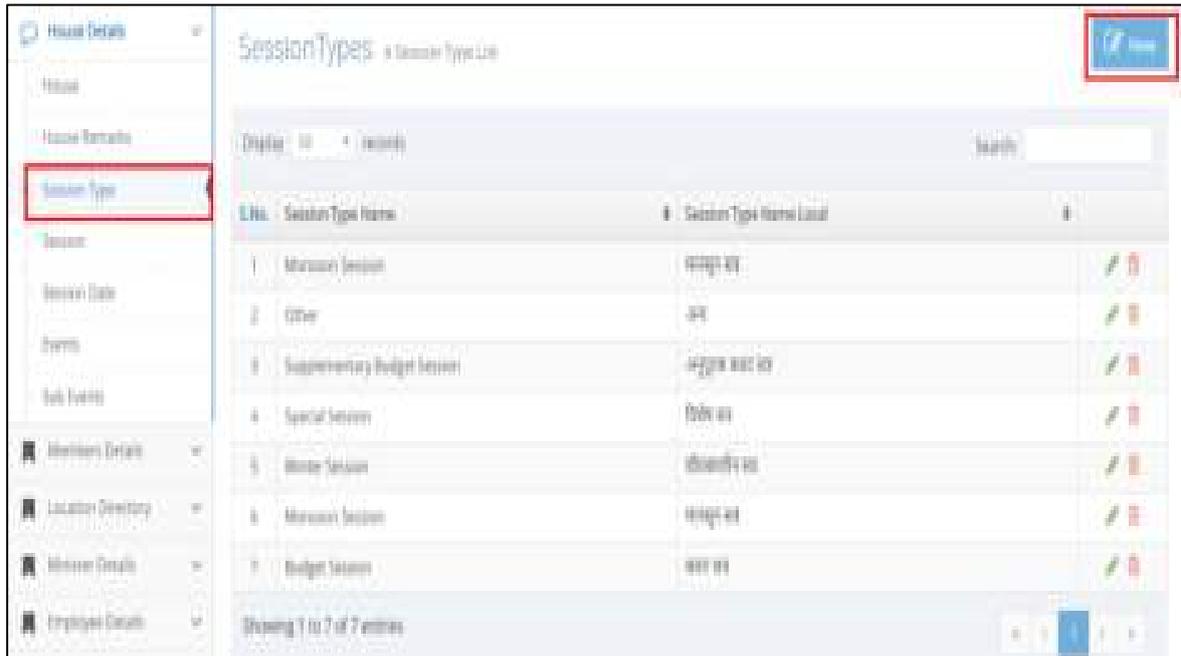
Figure 4: List of the Houses constituted so far

## 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, the user has to click on the “**Session Type**” → “**House details**” menu. A new screen appears where the “**New**” button will be displayed.



Sl.No.	SessionType Name	SessionType Name Local	
1	Monsoon session	monsoon session	 
2	Other	Other	 
3	Supplementary Budget session	supplementary budget session	 
4	Special session	Special session	
5	Winter session	winter session	
6	Monsoon session	monsoon session	
7	Budget session	Budget session	

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:-

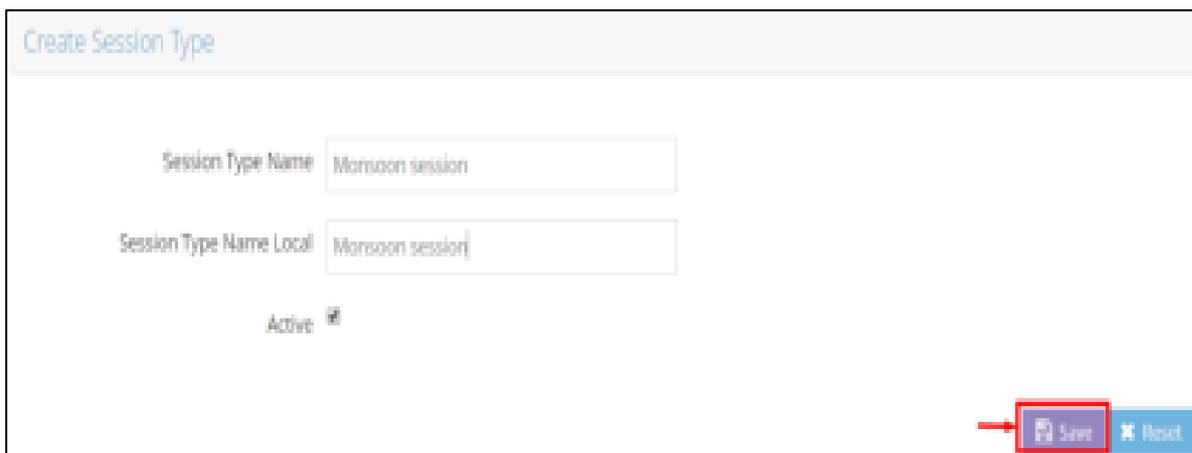


Figure 6: Form to create a new session type

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

## Master Data

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



S.No	Session Type Name	Session Type Name Code		
1	Household Session	HHG01	EDIT	DELETE
2	Other	OTH		
3	Supplementary Budget Session	SBG01		
4	Budget Session	BUDG		
5	Winter Session	WINT		
6	Household Session	HHG01		
7	Budget Session	BUDG		

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.



S.No	Session Name	Session Type	Session Name	Session Name Code	Session Code	Session Name
1	1071 Lok Sabha	Budget Session	170 session	170 session	17	17
2	1071 Lok Sabha	Winter Session	180 session	180 session	18	18
3	1071 Lok Sabha	Household Session	190 session	190 session	19	19
4	1071 Lok Sabha	Other	200 session	200 session	20	20
5	1071 Lok Sabha	Other	210 session	210 session	21	21

## Master Data

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

The screenshot shows a web form for creating a new session. The fields are as follows:

- House Name: T T Lok Sabha
- Session Type: Budget Session
- Session Code: 18
- Session Name: T T Lok Sabha
- Session Name Local: T T Lok Sabha
- Session Start Date: 02/03/2020
- Session End Date: 14/03/2020
- No. of Sittings: 20
- No. of Sittings Local: 20
- Description: Description
- Active:

At the bottom right, there are two buttons: 'Save' (highlighted with a red box and a red arrow) and 'Cancel'.

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:-

The screenshot shows a table titled 'SESSIONS' with the following columns: S.No, House Name, Session Type, Session Code, Session Name Local, Session Date, and Session. The first row is highlighted with a red box.

S.No	House Name	Session Type	Session Code	Session Name Local	Session Date	Session
1	T T Lok Sabha	Budget Session	18	T T Lok Sabha	02/03/2020	20
2	T T Lok Sabha	Budget Session	18	T T Lok Sabha	02/03/2020	20
3	T T Lok Sabha	Budget Session	18	T T Lok Sabha	02/03/2020	20
4	T T Lok Sabha	Budget Session	18	T T Lok Sabha	02/03/2020	20
5	T T Lok Sabha	Budget Session	18	T T Lok Sabha	02/03/2020	20
6	T T Lok Sabha	Budget Session	18	T T Lok Sabha	02/03/2020	20
7	T T Lok Sabha	Budget Session	18	T T Lok Sabha	02/03/2020	20
8	T T Lok Sabha	Budget Session	18	T T Lok Sabha	02/03/2020	20
9	T T Lok Sabha	Budget Session	18	T T Lok Sabha	02/03/2020	20

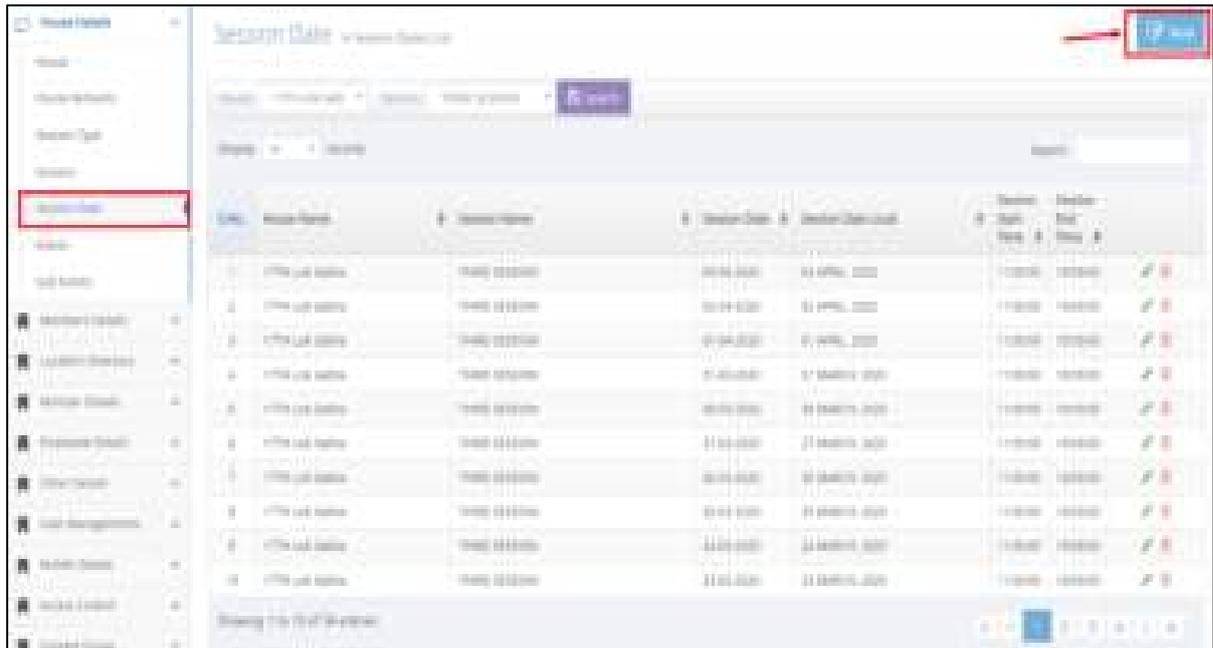
Figure 9: List displaying the different sessions created

## 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.



The screenshot shows a web application interface for managing session dates. On the left is a sidebar menu with 'Session Date' highlighted. The main area is titled 'Session Date' and contains a table with columns: 'S.No', 'House No.', 'Session Date', 'Start Date', 'End Date', 'Status', and 'Action'. The table lists 10 rows of session data. A 'New' button is visible in the top right corner of the main area.

S.No	House No.	Session Date	Start Date	End Date	Status	Action
1	1776/14/10/2020	1776/14/10/2020	1776/14/10/2020	1776/14/10/2020	Active	✓
2	1776/14/10/2020	1776/14/10/2020	1776/14/10/2020	1776/14/10/2020	Active	✓
3	1776/14/10/2020	1776/14/10/2020	1776/14/10/2020	1776/14/10/2020	Active	✓
4	1776/14/10/2020	1776/14/10/2020	1776/14/10/2020	1776/14/10/2020	Active	✓
5	1776/14/10/2020	1776/14/10/2020	1776/14/10/2020	1776/14/10/2020	Active	✓
6	1776/14/10/2020	1776/14/10/2020	1776/14/10/2020	1776/14/10/2020	Active	✓
7	1776/14/10/2020	1776/14/10/2020	1776/14/10/2020	1776/14/10/2020	Active	✓
8	1776/14/10/2020	1776/14/10/2020	1776/14/10/2020	1776/14/10/2020	Active	✓
9	1776/14/10/2020	1776/14/10/2020	1776/14/10/2020	1776/14/10/2020	Active	✓
10	1776/14/10/2020	1776/14/10/2020	1776/14/10/2020	1776/14/10/2020	Active	✓

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:-



The screenshot shows the 'Create Session Date' form. It contains several input fields: 'House No.', 'Session Date', 'Start Date', 'End Date', 'Status', and 'Action'. There are also checkboxes for 'Active' and 'Inactive'. The form is titled 'Create Session Date' and has a 'New' button in the top right corner.

Figure 11: Form to create new session date

## Master Data

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:-

S.No.	House Name	Session Name	Session Date	Session Date Local	Session Start Time	Session End Time	Edit	Delete
1	17TH Lok Sabha	THIRD SESSION	03-04-2020	03 APRIL, 2020	11:00:00	18:00:00	✓	✗
2	17TH Lok Sabha	THIRD SESSION	02-04-2020	02 APRIL, 2020	11:00:00	18:00:00	✓	✗
3	17TH Lok Sabha	THIRD SESSION	01-04-2020	01 APRIL, 2020	11:00:00	18:00:00	✓	✗
4	17TH Lok Sabha	THIRD SESSION	31-03-2020	31 MARCH, 2020	11:00:00	18:00:00	✓	✗
5	17TH Lok Sabha	THIRD SESSION	30-03-2020	30 MARCH, 2020	11:00:00	18:00:00	✓	✗
6	17TH Lok Sabha	THIRD SESSION	27-03-2020	27 MARCH, 2020	11:00:00	18:00:00	✓	✗
7	17TH Lok Sabha	THIRD SESSION	26-03-2020	26 MARCH, 2020	11:00:00	18:00:00	✓	✗
8	17TH Lok Sabha	THIRD SESSION	25-03-2020	25 MARCH, 2020	11:00:00	18:00:00	✓	✗
9	17TH Lok Sabha	THIRD SESSION	24-03-2020	24 MARCH, 2020	11:00:00	18:00:00	✓	✗
10	17TH Lok Sabha	THIRD SESSION	23-03-2020	23 MARCH, 2020	11:00:00	18:00:00	✓	✗

Figure 12: List displaying the new session date created

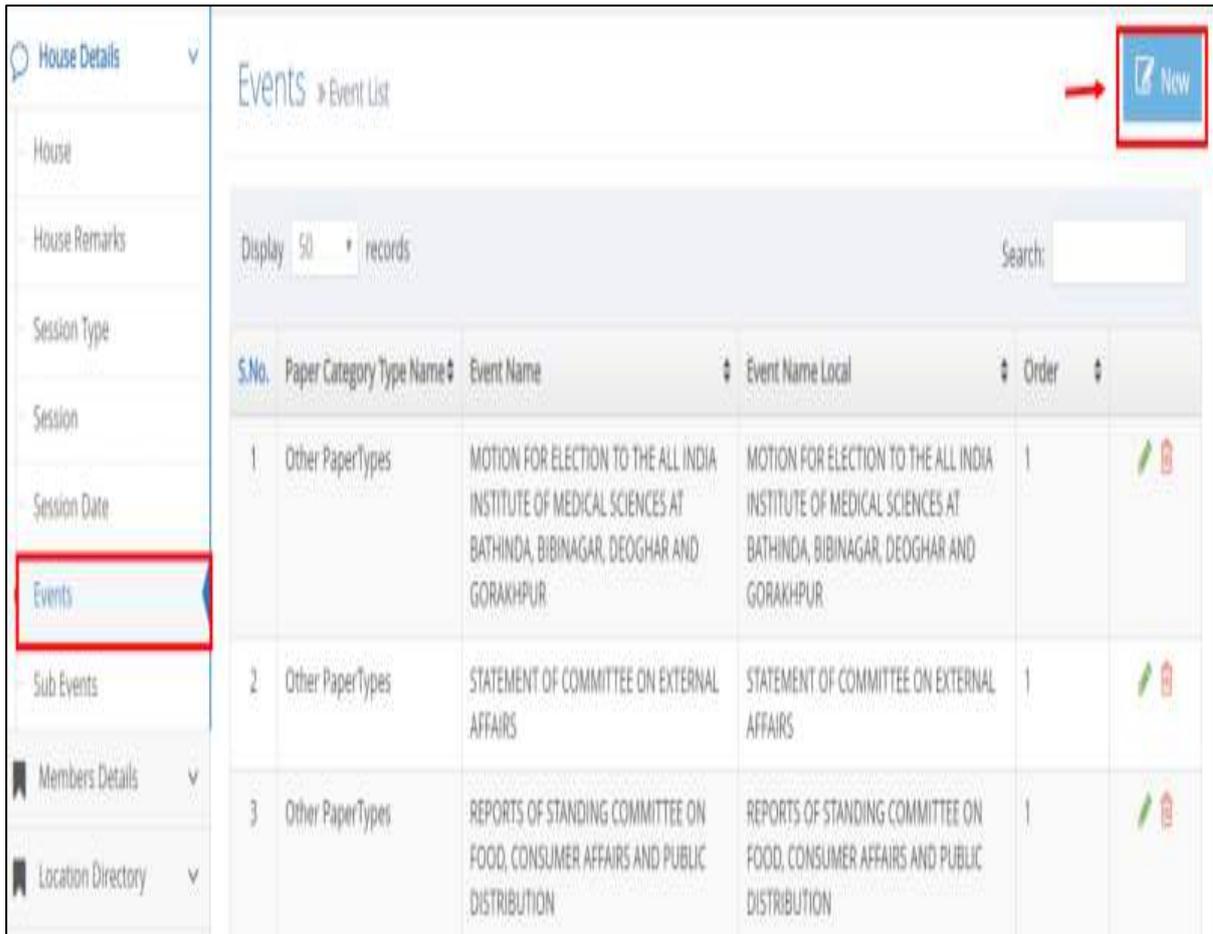
### 1.1.5 Event Types Master

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**” → “**House Details**” menu. A new screen appears where the **New** button will be displayed:-

# Master Data



House Details

House

House Remarks

Session Type

Session

Session Date

**Events**

Sub Events

Members Details

Locaton Directory

Events » Event List

Display 50 records Search:

S.No.	Paper Category Type Name	Event Name	Event Name Local	Order	
1	Other PaperTypes	MOTION FOR ELECTION TO THE ALL INDIA INSTITUTE OF MEDICAL SCIENCES AT BATHINDA, BIBINAGAR, DEOGHAR AND GORAKHPUR	MOTION FOR ELECTION TO THE ALL INDIA INSTITUTE OF MEDICAL SCIENCES AT BATHINDA, BIBINAGAR, DEOGHAR AND GORAKHPUR	1	 
2	Other PaperTypes	STATEMENT OF COMMITTEE ON EXTERNAL AFFAIRS	STATEMENT OF COMMITTEE ON EXTERNAL AFFAIRS	1	 
3	Other PaperTypes	REPORTS OF STANDING COMMITTEE ON FOOD, CONSUMER AFFAIRS AND PUBLIC DISTRIBUTION	REPORTS OF STANDING COMMITTEE ON FOOD, CONSUMER AFFAIRS AND PUBLIC DISTRIBUTION	1	 

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

Event Name: MOTION FOR ELECTION TO THE ALL INDIA INSTITUTE

Event Name Local: MOTION FOR ELECTION TO THE ALL INDIA INSTITUTE

Order: 1

Role No: Role No

Role Name: Role Name

IsODB:

IsDepartment:

IsCommittee:

IsProceeding:

IsMember:

Active:

Save Cancel

Figure 14: Form to create the event in the database

## Master Data

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:-



S.No	Paper Category Type Name	Event Name	Event Name Local	Order	edit Delete
1	Other PaperTypes	NOTION FOR ELECTION TO THE ALL INDIA INSTITUTE OF MEDICAL SCIENCES AT BATHINDA, BHBNAGAR, DIOGHAR AND UDRAHPUR	NOTION FOR ELECTION TO THE ALL INDIA INSTITUTE OF MEDICAL SCIENCES AT BATHINDA, BHBNAGAR, DIOGHAR AND UDRAHPUR	1	<input checked="" type="checkbox"/> <input type="checkbox"/>
2	Other PaperTypes	STATEMENT OF COMMITTEE ON EXTERNAL AFFAIRS	STATEMENT OF COMMITTEE ON EXTERNAL AFFAIRS	1	<input checked="" type="checkbox"/> <input type="checkbox"/>
3	Other PaperTypes	REPORTS OF STANDING COMMITTEE ON FOOD, CONSUMER AFFAIRS AND PUBLIC DISTRIBUTION	REPORTS OF STANDING COMMITTEE ON FOOD, CONSUMER AFFAIRS AND PUBLIC DISTRIBUTION	1	<input checked="" type="checkbox"/> <input type="checkbox"/>
4	Other PaperTypes	ACTION TAKEN STATEMENT OF COMMITTEE ON EMPOWERMENT OF WOMEN	ACTION TAKEN STATEMENT OF COMMITTEE ON EMPOWERMENT OF WOMEN	1	<input checked="" type="checkbox"/> <input type="checkbox"/>
5	Other PaperTypes	NOTION REGARDING SUSPENSION OF MEMBERS FROM THE SERVICE OF THE HOUSE UNDER RULE 374	NOTION REGARDING SUSPENSION OF MEMBERS FROM THE SERVICE OF THE HOUSE UNDER RULE 374	1	<input checked="" type="checkbox"/> <input type="checkbox"/>
6	Other PaperTypes	REPORTS OF STANDING COMMITTEE ON ENERGY	REPORTS OF STANDING COMMITTEE ON ENERGY	1	<input checked="" type="checkbox"/> <input type="checkbox"/>

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 logging in with Super Admin, the user has to click on the “Sub-Events” → “House Details” menu. A new screen appears where the **New** button will be displayed:-

# Master Data

S.No	Sub Event Name	Sub Event Name Local	Category Code	Category Name	
1	Participation Certificate of the proceedings	Participation Certificate of the proceedings	certificate		
2	NOT APPLICABLE	NOT APPLICABLE	certificate		
3	Not Issued	Not Issued	certificate		
4	Session Report	Session Report	certificate		
5	Admission of Students to the Galleries of the House	Admission of Students to the Galleries of the House	certificate		
6	Participation Report of the House	Participation Report of the House	certificate		
7	Participation Report	Participation Report	certificate		

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:-

Sub Event Name:

Sub Event Name Local:

Category Code:

Category Name:

In LIT

In Processing

In Department

In Conference

In VV

In Other Position

In QA

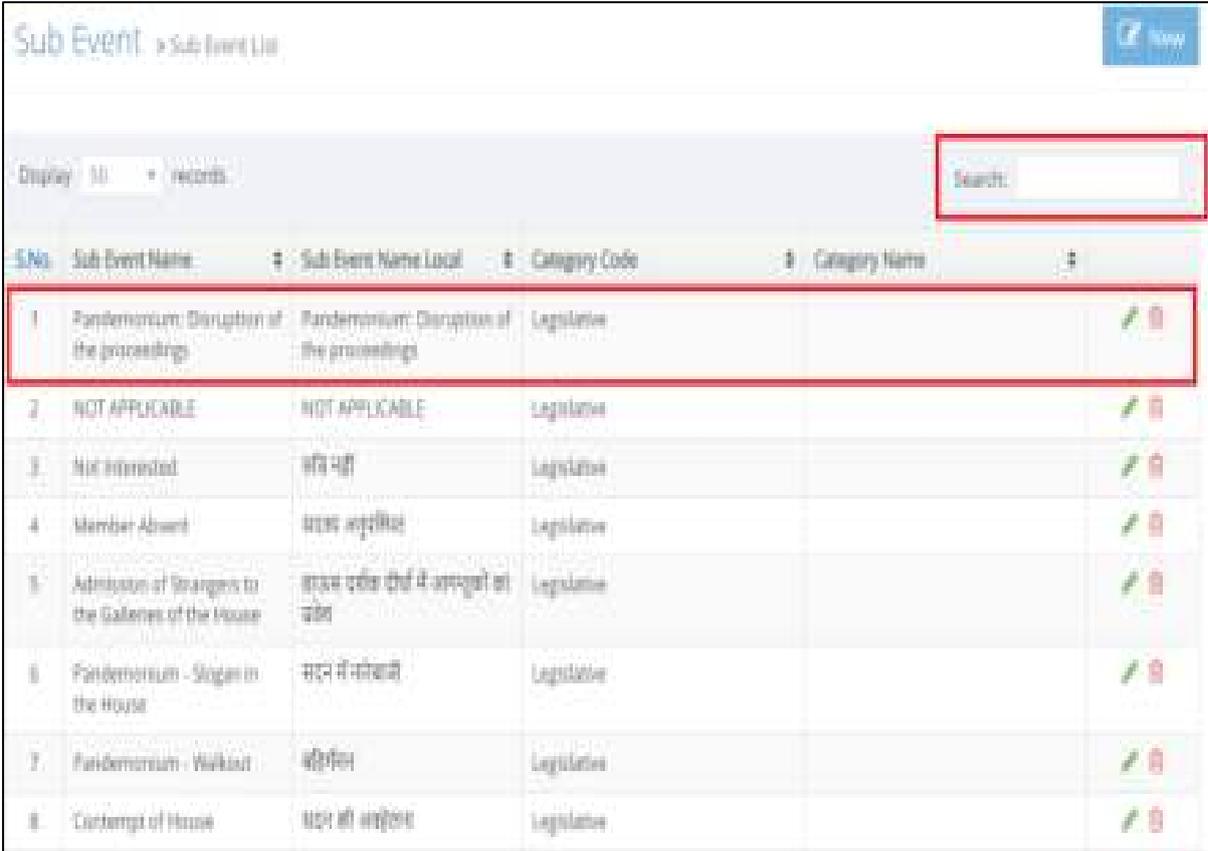
In Service

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

## Master Data

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



The screenshot shows a web interface for managing sub-events. At the top, there is a breadcrumb 'Sub Event > Sub-Event List' and a 'New' button. Below this is a control bar with 'Display 10 records' and a search input field. The main content is a table with the following data:

S.No	Sub-Event Name	Sub-Event Name Local	Category Code	Category Name	
1	Parliamentary Disruption of the proceedings	Parliamentary Disruption of the proceedings	Legislative		 
2	NOT APPLICABLE	NOT APPLICABLE	Legislative		 
3	Not interested	बुचि नहीं	Legislative		 
4	Member Absent	बिना उपस्थित	Legislative		 
5	Admission of Strangers to the Galleries of the House	बिना दर्जा वाले लोगों को प्रवेश	Legislative		 
6	Parliamentary - Slogan in the House	सदन में नारेबाजी	Legislative		 
7	Parliamentary - Walkout	बहिर्गमन	Legislative		 
8	Contempt of House	सदन की सम्मान	Legislative		 

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**” → “**Member details**” menu he/she will find the list of members. In case, **no index entries found**. A new screen appears where the **New** button will be displayed.

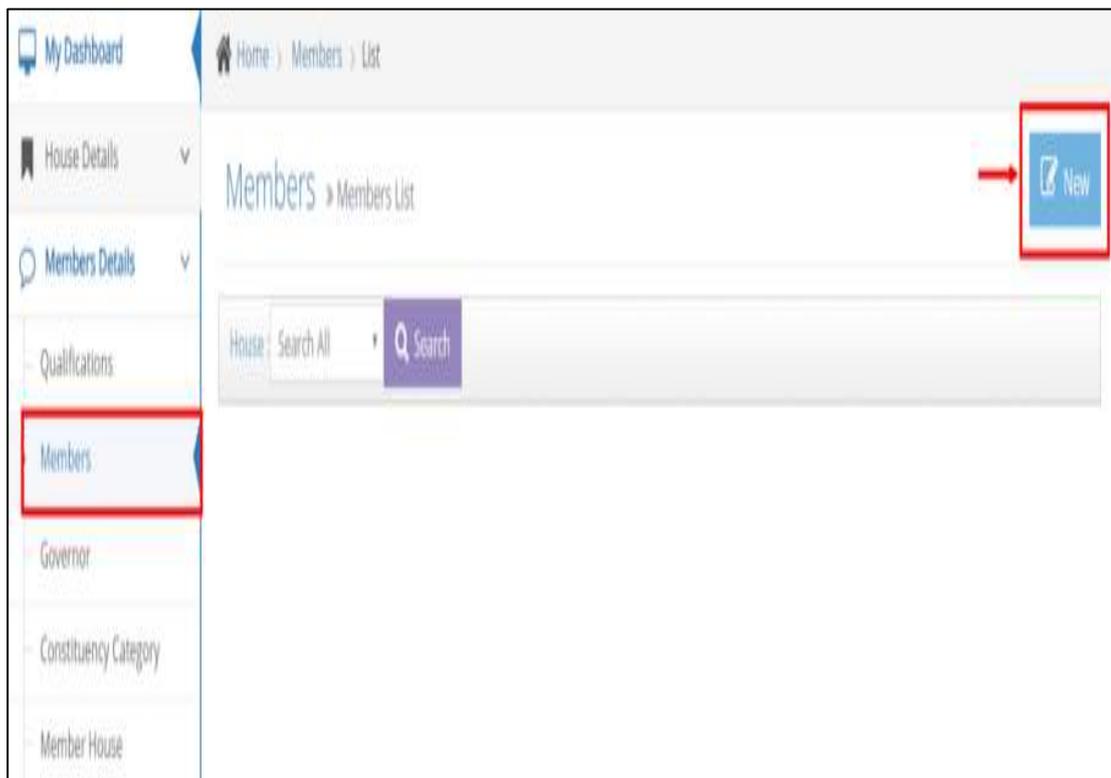


Figure 19: List of the Members showing no index entries

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

## Master Data

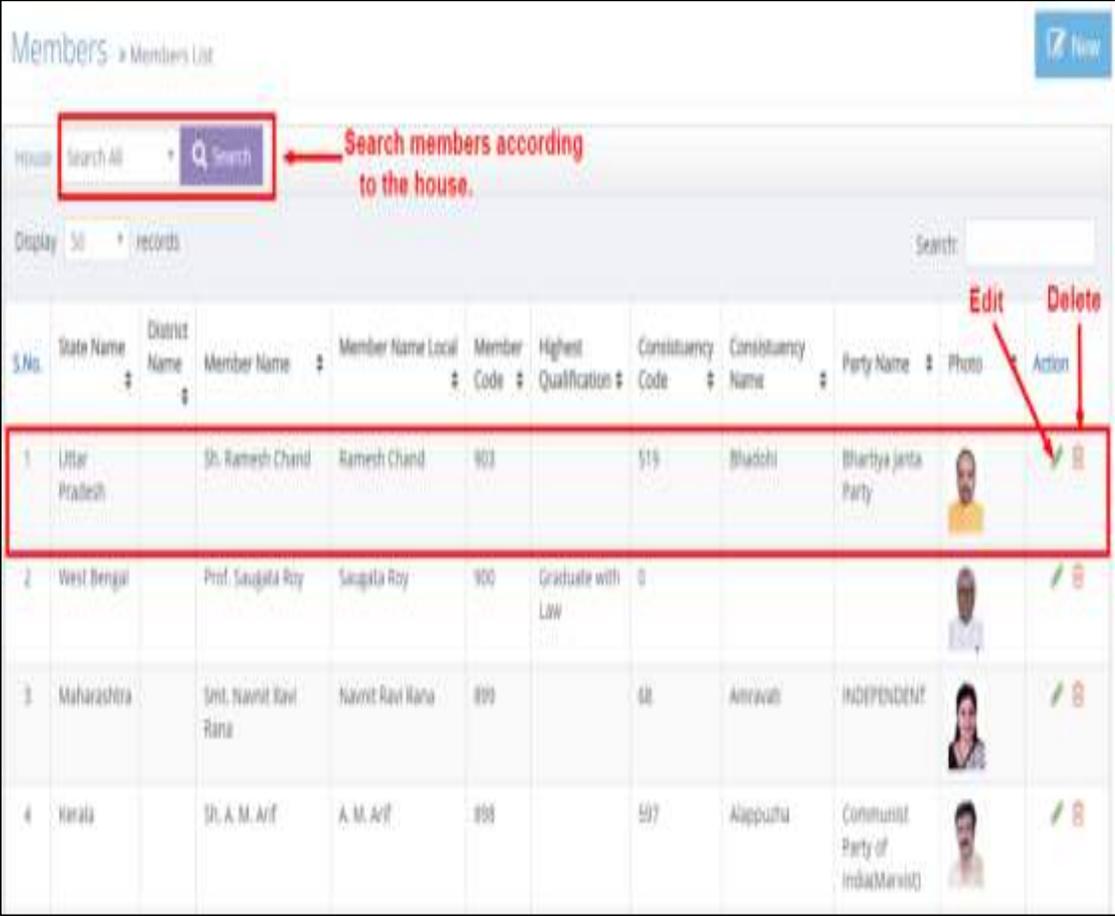
The screenshot shows a web form for entering member details. The form is divided into several sections. The top section contains fields for Member Code, Name, Address, and other personal information. The middle section contains fields for Member Code, Name, Address, and other personal information. The bottom section contains fields for Member Code, Name, Address, and other personal information. A red box highlights the 'Image' field, which is labeled 'Upload Image with maximum size(100KB)'. A red arrow points from this label to the 'Image' field. At the bottom right, there is a 'Save' button highlighted with a red box.

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.

## Master Data

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



The screenshot shows a web application interface for managing members. At the top, there is a search bar with a dropdown menu set to 'Search All' and a search icon. Below the search bar, there is a 'Display' dropdown set to '50 records'. The main content is a table with columns: S.No., State Name, District Name, Member Name, Member Name Local, Member Code, Highest Qualification, Constituency Code, Constituency Name, Party Name, Photo, and Action. The first row is highlighted with a red box. The 'Action' column for the first row contains 'Edit' and 'Delete' buttons, which are also highlighted with red boxes and arrows. A red arrow points from the search bar to the text 'Search members according to the house.'

S.No.	State Name	District Name	Member Name	Member Name Local	Member Code	Highest Qualification	Constituency Code	Constituency Name	Party Name	Photo	Action
1	Uttar Pradesh		Sh. Ramesh Chand	Ramesh Chand	903		519	Bhadoli	Bharhya Janta Party		<a href="#">Edit</a> <a href="#">Delete</a>
2	West Bengal		Prof. Saugata Roy	Saugata Roy	900	Graduate with Law	0				<a href="#">Edit</a> <a href="#">Delete</a>
3	Maharashtra		Smt. Navnit Ravi Rana	Navnit Ravi Rana	899		68	Amravati	INDEPENDENT		<a href="#">Edit</a> <a href="#">Delete</a>
4	Kerala		Dr. A. M. A/f	A. M. A/f	898		597	Alappuzha	Communist Party of India(Marxist)		<a href="#">Edit</a> <a href="#">Delete</a>

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.

# Master Data



S.No	House Name	Member Name	Party Name	Constituency	Designation	
1	17th Lok Sabha	Gajendra Anand Singh Patel	Bharatiya Janta Party	Muzaffarpur	Member of Parliament	✓
2	17th Lok Sabha	P. Anandaraman Kumar	All India Anna Dravida Munnetra Kazhagam	Tirunelveli	Member of Parliament	✓
3	17th Lok Sabha	Rameshwar Babu	Bharatiya Janta Party	Alwar	Member of Parliament	✓
4	17th Lok Sabha	Suresh Kumar	Indian National Congress	Surat	Member of Parliament	✓
5	17th Lok Sabha	A. Manjureswar	Bharatiya Janta Party	Chittoorgarh	Member of Parliament	✓
6	17th Lok Sabha	Asif Durrani	Dravida Munnetra Kazhagam	Tamil Nadu	Member of Parliament	✓

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:-



Create Member House

House Name: 17th Lok Sabha

Member Name: Farooq Abdullah (I)

Party Name: Jammu & Kashmir National Congress Party

Constituency Name: --Select Constituency Name--

Location: Komaran Bheem Anandpur

Designation: Agriculture Minister

Member Start Date: 05/03/2020

Member End Date: 24/03/2020

Languages Known: Languages Known

Personal Information Para1: Personal Information Para1

Personal Information Para2: Personal Information Para2

Personal Information Para3: Personal Information Para3

Personal Information Para4: Personal Information Para4

Personal Information Para5: Personal Information Para5

Travels: USA

Social Activities: --

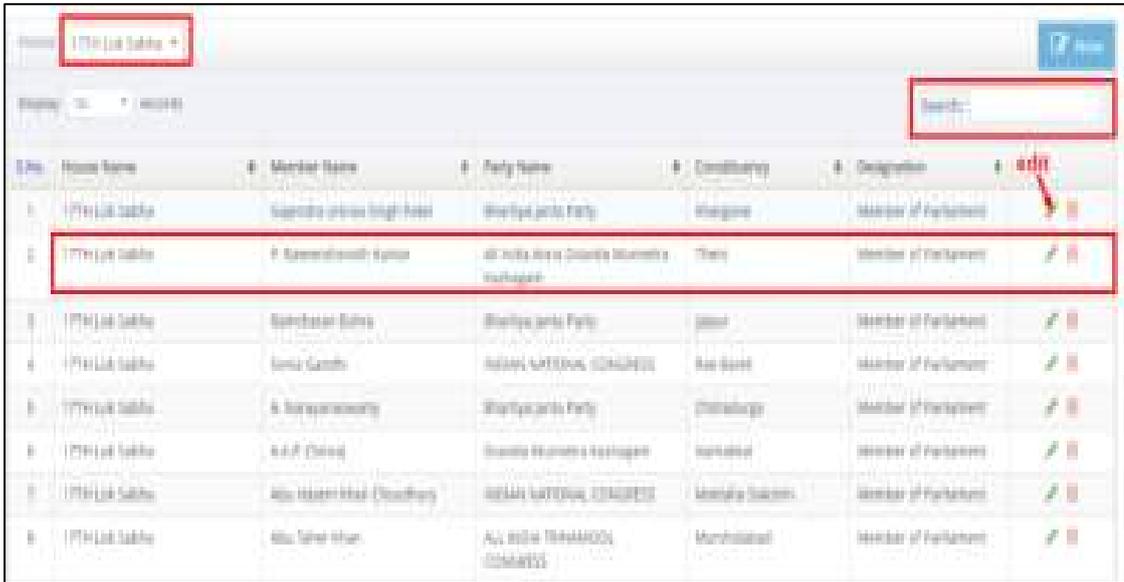
Conferences Attended: --

Save

Figure 23: Form to map Members with their House

## Master Data

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:-



Sl No	House Name	Member Name	Party Name	Constituency	Designation	edit
1	ITP(L) House	Sandeep Kumar Singh Patel	Indian National Congress	Meerut	Member of Parliament	edit
2	ITP(L) House	P. Sandeep Kumar	Indian National Congress	Meerut	Member of Parliament	edit
3	ITP(L) House	Sandeep Kumar	Indian National Congress	Meerut	Member of Parliament	edit
4	ITP(L) House	Sandeep Kumar	Indian National Congress	Meerut	Member of Parliament	edit
5	ITP(L) House	P. Sandeep Kumar	Indian National Congress	Meerut	Member of Parliament	edit
6	ITP(L) House	Sandeep Kumar	Indian National Congress	Meerut	Member of Parliament	edit
7	ITP(L) House	Sandeep Kumar	Indian National Congress	Meerut	Member of Parliament	edit
8	ITP(L) House	Sandeep Kumar	Indian National Congress	Meerut	Member of Parliament	edit

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**” → “**Member Details**” menu. A new screen appears where the **New** button will be displayed:-

# Master Data

Master Data > Member Designation Details

Create Member Designation

Member Designation Name

Member Designation NameLocal

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:-

Member Designation > Member Designations List

Display 50 records

Search:

S.No.	Member Designation Name	Member Designation NameLocal	Designation Code	edit	Delete
1	Minister of State	Minister of State	63		
2	Chairperson	Chairperson	62		
3	Co-Convenor	Co-Convenor	61		
4	Convenor	Convenor	60		
5	Member of Parliament	Member of Parliament	59		
6	Prime Minister	प्रधानमंत्री	58		
7	Education (Higher and Elementary) Minister	शिक्षण (उच्च और प्राथमिक) मंत्री	57		
8	Minister	मंत्री	56		
9	Minister of State for Technical Education	Minister of State for Technical Education	55		

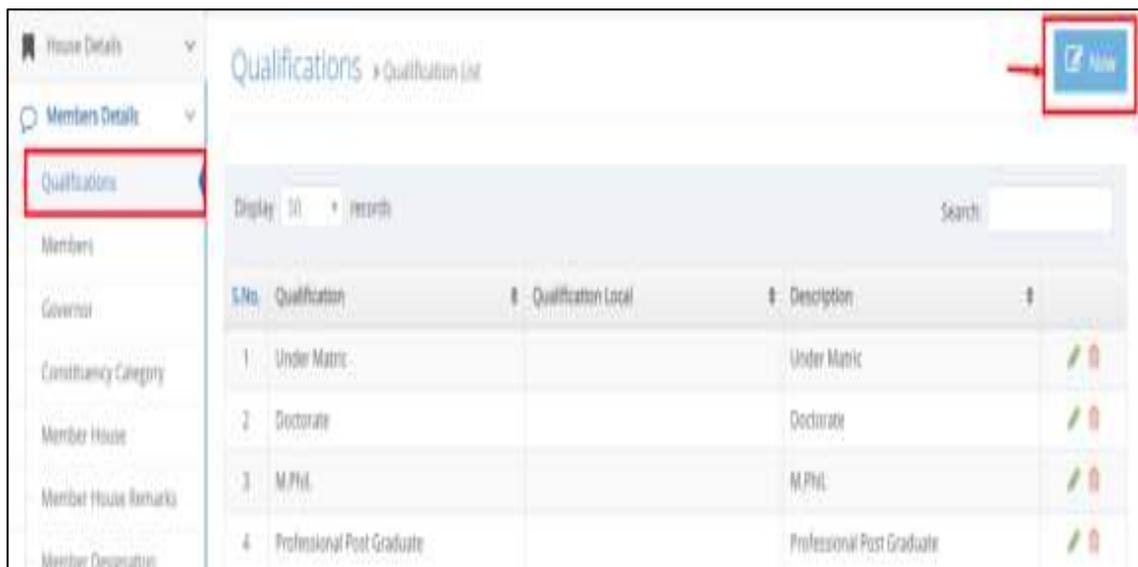
Figure 26: List showing various Member Designations

## 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

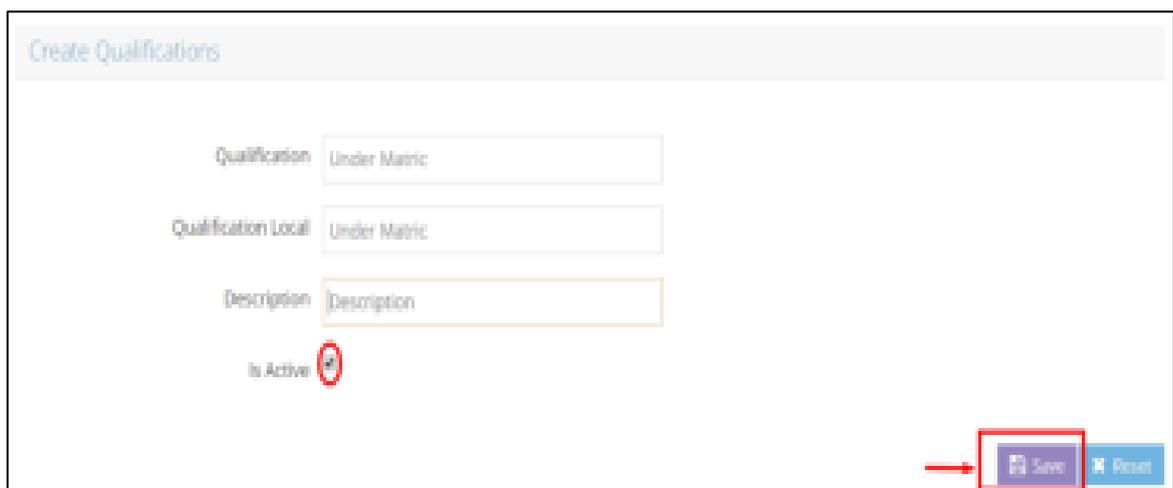
After logging in with Super Admin, the user has to click on the “**Qualification**” → “**Member Details**” menu. A new screen appears where the **New** button will be displayed:-



S.No	Qualification	Qualification Local	Description	
1	Under Matric		Under Matric	 
2	Doctorate		Doctorate	 
3	M.Phil.		M.Phil.	 
4	Professional Post Graduate		Professional Post Graduate	 

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:

Qualification Local:

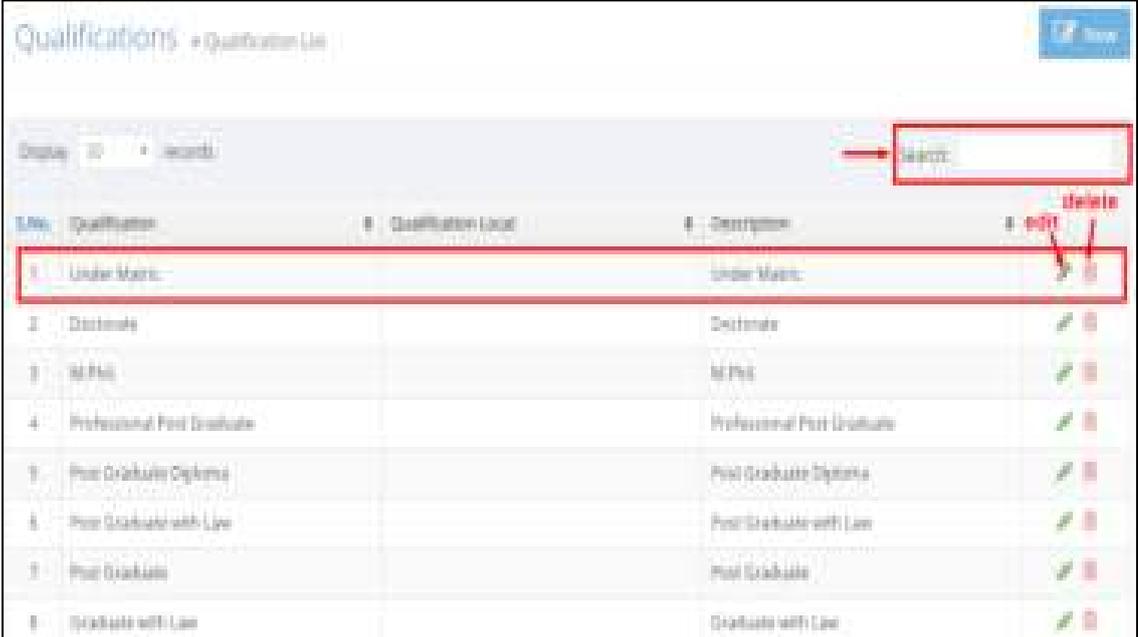
Description:

Is Active:

Figure 28: Form to create the Member Designations

## Master Data

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:-



S.No	Qualification	Qualification Level	Description	Action
1	Under-Matric		Under-Matric	edit delete
2	Diploma		Diploma	edit delete
3	M.Phil		M.Phil	edit delete
4	Professional Post Graduate		Professional Post Graduate	edit delete
5	Post Graduate Diploma		Post Graduate Diploma	edit delete
6	Post Graduate with Law		Post Graduate with Law	edit delete
7	Post Graduate		Post Graduate	edit delete
8	Graduate with Law		Graduate with Law	edit delete

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 logging in 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:-

# Master Data

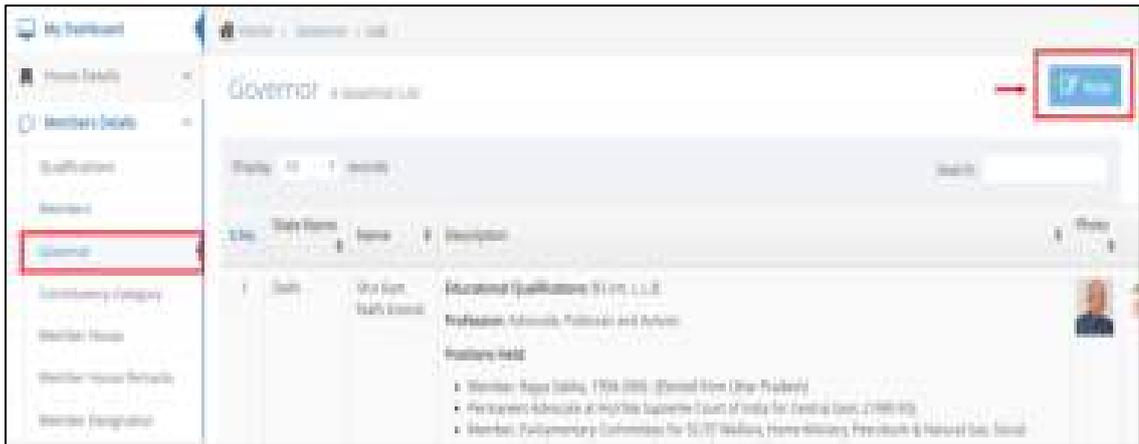


Figure 30: Screen displaying the details of the recently entered Governor

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

Create Governor

Profile: The Executive, The Governor

Governor Name: Govt. South-North Regional

Governor Home Local: Govt. South-North Regional

Email Name: \_\_\_\_\_

State Name: Andhra Pradesh & Madhya Pradesh

Gender: Male

Local Address: \_\_\_\_\_

Replacement Address: \_\_\_\_\_

Description: \_\_\_\_\_

# Master Data

Email ID:

Landline No. (Office):

Landline No. (Residence):

Mobile No.:

Login ID:

City Refric. Zip Code:

Photo:  No file chosen  
← Attach Governor photo here

Active:

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:-

Governor » Governor List

Display 10 records

Search:

S.No	State Name	Name	Description	Edit	Photo
1	Delhi	Shri Ram Nath Kovind	<p><b>Educational Qualifications:</b> B.Com, LL.B.</p> <p><b>Professor:</b> Advocate, Politician and Activist</p> <p><b>Positions Held:</b></p> <ul style="list-style-type: none"><li>• Member, Rajya Sabha, 1994-2006. (Elected from Uttar Pradesh)</li><li>• Permanent Advocate at Hon'ble Supreme Court of India for Central Govt. (1980-93).</li><li>• Member, Parliamentary Committees for SC/ST Welfare, Home Ministry, Petroleum &amp; Natural Gas, Social Justice and Rights, Law &amp; Justice, Chairman of Rajya Sabha Housing Committee.</li><li>• Member, Management Board for Dr. B. R. Ambedkar University, Lucknow.</li><li>• Member, Board of Governors, Indian Institute of Management, Kolkata.</li><li>• Represented India at United Nations (New York) and addressed the General Assembly during Oct, 2002.</li><li>• Governor of Bihar from 16-08-2015 to 21-06-2017</li></ul>		

Figure 32: Screen displaying the details of the Governor

### **1.3. MINISTER DETAILS**

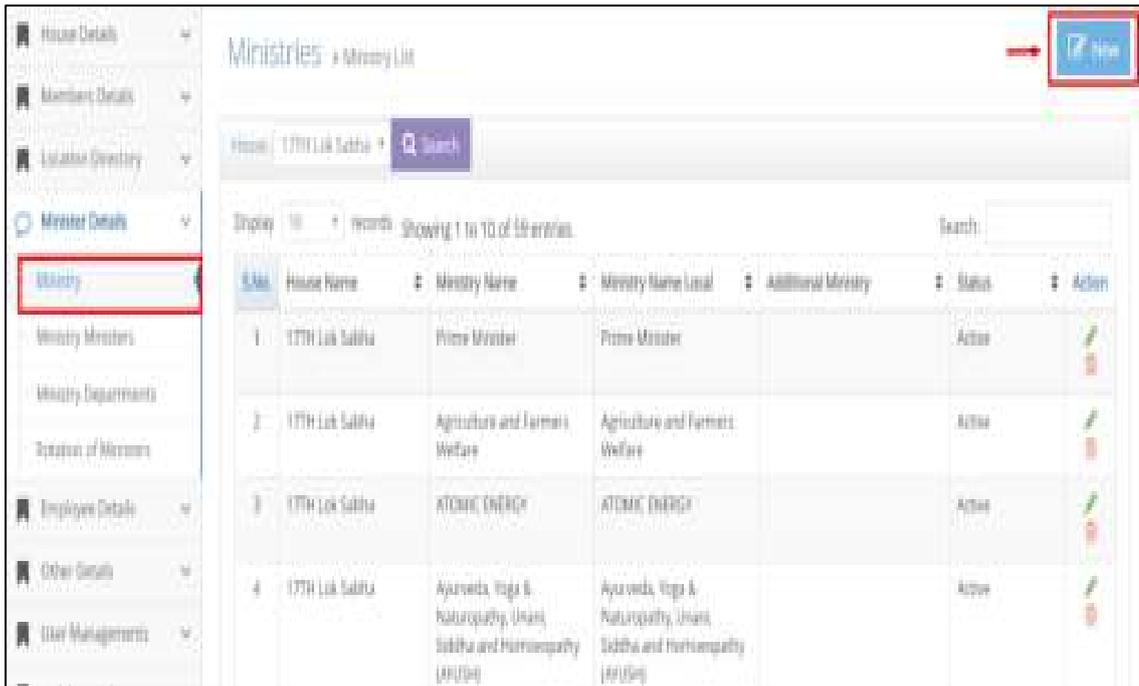
#### **1.3.1. Ministry**

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 maintain the minister's master***

After logging in with Super Admin credentials, the User has to click on the “**Ministry**” → “**Minister Details**” menu. A new screen appears where the **New** button will be displayed.

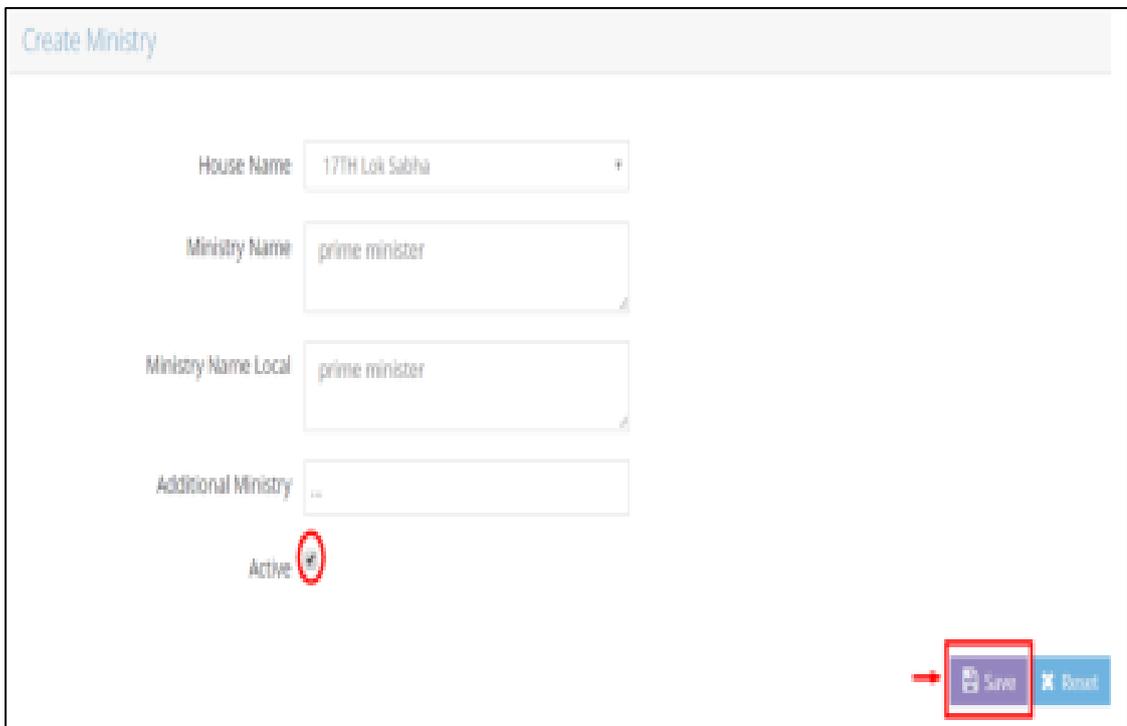
# Master Data



Sl No	House Name	Ministry Name	Ministry Name Local	Additional Ministry	Status	Action
1	17TH Lok Sabha	Prime Minister	Prime Minister		Active	 
2	17TH Lok Sabha	Agriculture and Farmers Welfare	Agriculture and Farmers Welfare		Active	 
3	17TH Lok Sabha	ATOMIC ENERGY	ATOMIC ENERGY		Active	 
4	17TH Lok Sabha	Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homeopathy (AYUSH)	Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homeopathy (AYUSH)		Active	 

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:-



Create Ministry

House Name: 17TH Lok Sabha

Ministry Name: prime minister

Ministry Name Local: prime minister

Additional Ministry: ..

Active:

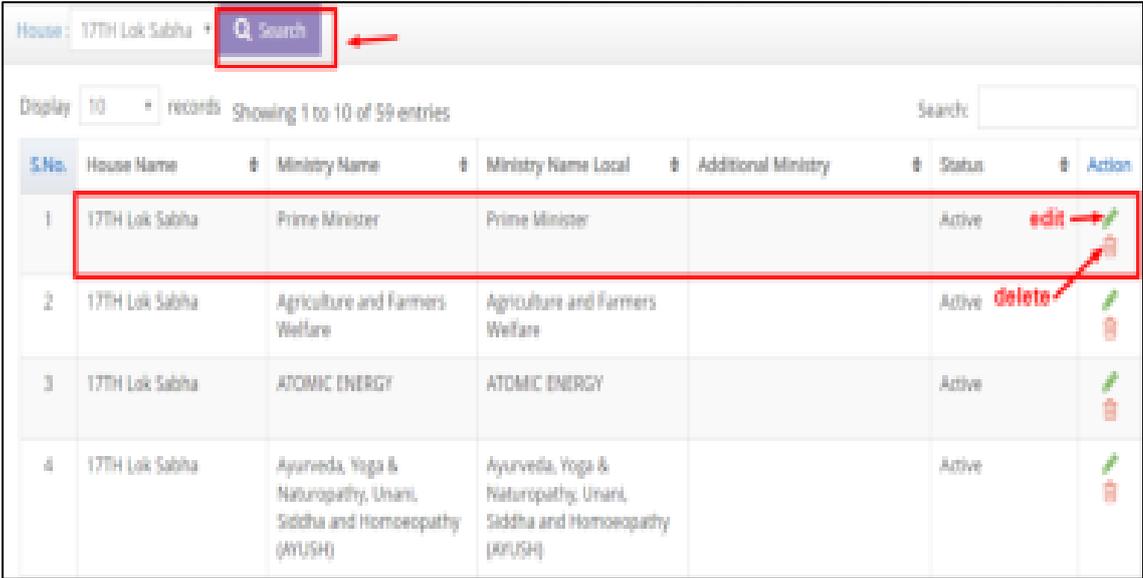
 

Figure 34: Form to enter the Ministries

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

## Master Data

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



S.No.	House Name	Ministry Name	Ministry Name Local	Additional Ministry	Status	Action
1	17TH Lok Sabha	Prime Minister	Prime Minister		Active	edit delete
2	17TH Lok Sabha	Agriculture and Farmers Welfare	Agriculture and Farmers Welfare		Active	delete
3	17TH Lok Sabha	ATOMIC ENERGY	ATOMIC ENERGY		Active	
4	17TH Lok Sabha	Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homoeopathy (AYUSH)	Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homoeopathy (AYUSH)		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:-

## Master Data



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:-

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:-

## Master Data

S.No.	House Name	Order	Ministry Name	Minister Name	Minister Name Local	Status	Action
1	17TH Lok Sabha	67	WOMEN AND CHILD DEVELOPMENT	Debasree Chaudhuri	Debasree Chaudhuri	Active	 
2	17TH Lok Sabha	38	SOCIAL JUSTICE AND EMPOWERMENT	Krishan Pal Gargar	Krishan Pal Gargar	Active	 
3	17TH Lok Sabha	1	Prime Minister	Narendra Modi	Narendra Modi	Active	 
4	17TH Lok Sabha	1	PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS	Narendra Modi	Narendra Modi	Active	 
5	17TH Lok Sabha	1	ATOMIC ENERGY	Narendra Modi	Narendra Modi	Active	 

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:-

S.No.	House Name	Ministry Name	Department Name	Status	Multiple (Yes/No)	Action
1	17TH Lok Sabha		TECHNICAL AND PROGRAMME AND ADMINISTRATION	Active	0	 
1	17TH Lok Sabha	Agriculture and Farmers Welfare	AGRICULTURE, MINISTRY AND EDUCATION	Active	0	 
1	17TH Lok Sabha	Agriculture and Farmers Welfare	Agriculture Extension and Services, MGNREGS	Active	0	 
1	17TH Lok Sabha	Agriculture and Farmers Welfare	AGRICULTURE, MINISTRY AND SOCIETIES	Active	0	 

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:-

## Master Data

Create Ministry Department

House Name: 17TH Lok Sabha

Ministry Name: ATOMIC ENERGY

Department Name: ELECTRONICS AND INFORMATION TECHN

Order: 1

Active:

Save Cancel

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:-

Ministry Departments - Ministry Department List

Display: 10 records

Search

Order	House Name	Ministry Name	Department Name	Status	Multiple Details	Action
1	16TH Lok Sabha	( )	STATISTICS AND PROGRAMME IMPLEMENTATION	Active	<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
1	16TH Lok Sabha	Agriculture and Farmers Welfare ( )	AGRICULTURAL RESEARCH AND EDUCATION	Active	<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
1	16TH Lok Sabha	Agriculture and Farmers Welfare ( )	Agriculture Cooperation and Farmers Welfare	Active	<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
1	17TH Lok Sabha	Agriculture and Farmers Welfare ( )	AGRICULTURAL RESEARCH AND EDUCATION	Active	<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
1	17TH Lok Sabha	Agriculture and Farmers Welfare ( )	Agriculture Cooperation and Farmers Welfare	Active	<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>
1	17TH Lok Sabha	ANIMAL HUSBANDRY, DAIRYING AND FISHERIES ( )	ANIMAL HUSBANDRY, DAIRING AND FISHERIES	Active	<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Delete</a>

Figure 41: List showing the mapped Ministries with their Departments

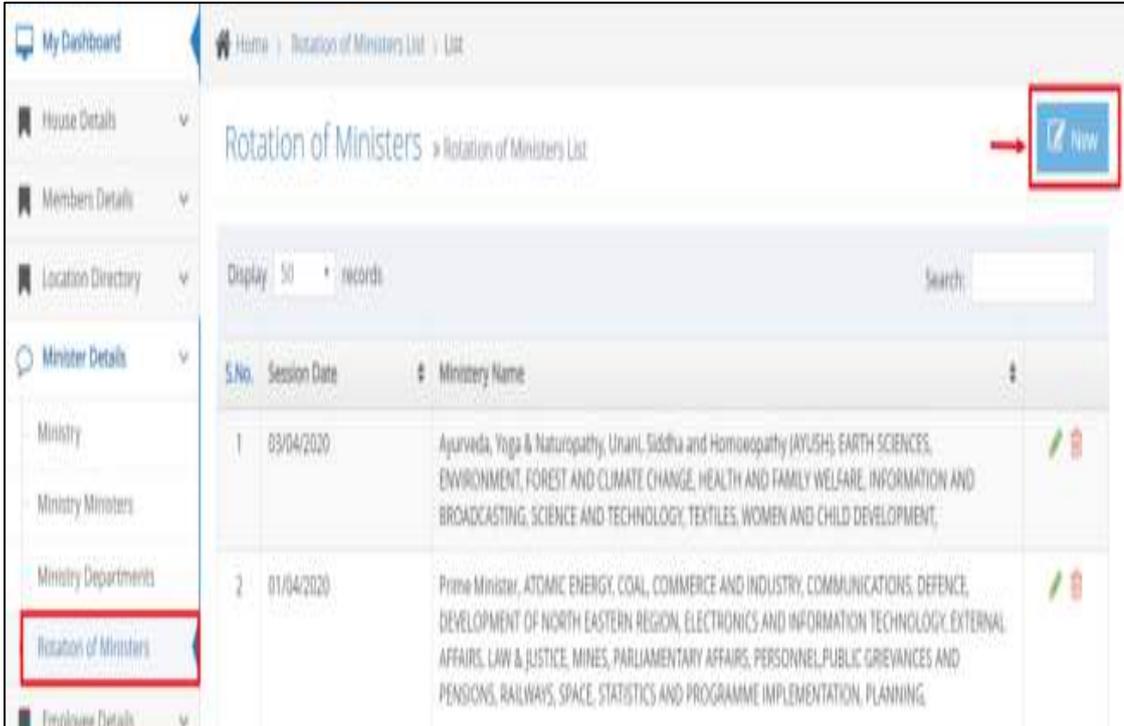
### 1.3.4. Rotation of Ministers

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.

## Master Data

### *Schedule of ministry date wise*

After logging in with Super Admin, the user has to click on the “**Rotation of Minister**” → “**Minister Details**” menu. A new screen appears where the **New** button will be displayed:-



The screenshot shows a web application interface for managing minister rotations. The sidebar on the left includes options like 'My Dashboard', 'House Details', 'Members Details', 'Location Directory', 'Minister Details', 'Ministry', 'Ministry Ministers', 'Ministry Departments', and 'Rotation of Ministers' (which is highlighted with a red box). The main content area is titled 'Rotation of Ministers' and shows a table with the following data:

S.No	Session Date	Ministry Name
1	03/04/2020	Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homoeopathy (AYUSH); EARTH SCIENCES, ENVIRONMENT, FOREST AND CLIMATE CHANGE, HEALTH AND FAMILY WELFARE, INFORMATION AND BROADCASTING, SCIENCE AND TECHNOLOGY, TEXTILES, WOMEN AND CHILD DEVELOPMENT;
2	01/04/2020	Prime Minister, ATOMIC ENERGY, COAL, COMMERCE AND INDUSTRY, COMMUNICATIONS, DEFENCE, DEVELOPMENT OF NORTH EASTERN REGION, ELECTRONICS AND INFORMATION TECHNOLOGY, EXTERNAL AFFAIRS, LAW & JUSTICE, MINES, PARLIAMENTARY AFFAIRS, PERSONNEL, PUBLIC GRIEVANCES AND 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:-

# Master Data

**Master Data** - House of Ministers

House: 17TH Lok Sabha

Session: 1960-1961

Session Date: 1-2-2020

Ministry: <not selected>

Active:

- Atomic Energy
- Agriculture, Yoga & Naturopathy, Unani, Siddha and Homoeopathy (AYUSH)
- Chemical and Fertilizers
- CIVIL AVIATION
- COAL
- COMMERCE AND INDUSTRY
- COMMUNICATIONS
- CONSUMER AFFAIRS, FOOD AND PUBLIC DISTRIBUTION

Figure 43: Form to create the rotation of the Ministers



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:-

**Rotation of Ministers** - House of Ministers List

Search: [Search]

Sl. No.	Session Date	Ministry Name	edit	Delete
1	01/04/2020	Agriculture, Yoga & Naturopathy, Unani, Siddha and Homoeopathy (AYUSH), EARTH & SPACE, ENVIRONMENT, FOREST AND CLIMATE CHANGE, HEALTH AND FAMILY WELFARE, INFORMATION AND BROADCASTING, SCIENCE AND TECHNOLOGY, TEXTILES, WOMEN AND CHILD DEVELOPMENT.		
2	01/04/2020	Five Ministers- ATOMIC ENERGY, COAL, COMMERCE AND INDUSTRY, COMMUNICATIONS, DEFENCE, DEVELOPMENT OF NORTH-EASTERN REGION, ELECTRONICS AND INFORMATION TECHNOLOGY (IT/ITPM), HEALTH, LAB & QUOTE), MINES, PARLIAMENTARY AFFAIRS, PERSONAL, PUBLIC, PROMOTED AND RESEARCH, RAILWAYS, TRADE, DISTRICTS) AND PROGRAMME IMPLEMENTATION, PLANNING).		
3	01/04/2020	Agriculture and Farmer Welfare, Chemical and Fertilizers, CONSUMER AFFAIRS, FOOD AND PUBLIC DISTRIBUTION, FOOD PROCESSING INDUSTRIES, HEAVY INDUSTRIES AND PUBLIC ENTERPRISES, HOME AFFAIRS, INFRASTRUCTURE, RURAL DEVELOPMENT, SOCIAL JUSTICE AND EMPLOYMENT, JAMMU, KASHMIR, DRAFTING AND FORESTRY.		

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

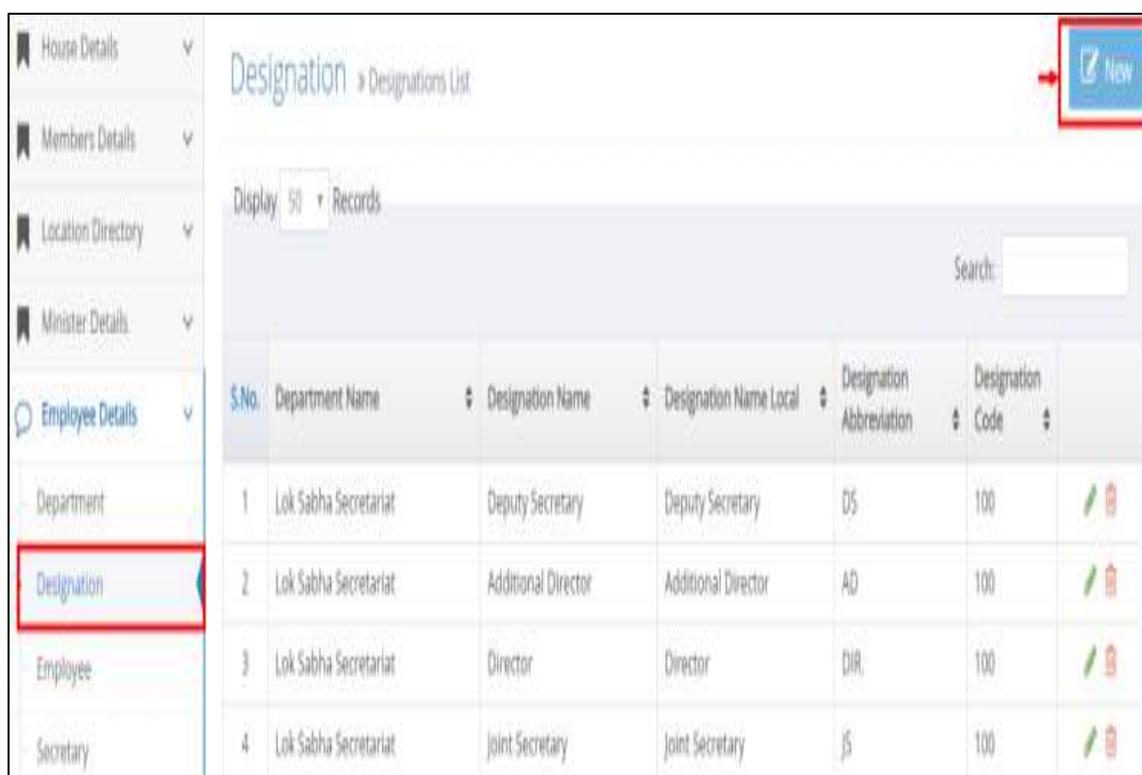
### 1.4. EMPLOYEE DETAILS

#### 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**” → “**Employee Details**” menu. A new screen appears where the **New** button will be displayed:-



The screenshot displays the 'Designation Master' interface. On the left, a navigation menu includes 'House Details', 'Members Details', 'Location Directory', 'Minister Details', 'Employee Details', 'Department', 'Designation', 'Employee', and 'Secretary'. The 'Designation' menu item is highlighted with a red box. The main content area shows the 'Designation > Designations List' page. A 'New' button is highlighted with a red box in the top right corner. Below the button, there is a search bar and a table with the following data:

S.No.	Department Name	Designation Name	Designation Name Local	Designation Abbreviation	Designation Code	
1	Lok Sabha Secretariat	Deputy Secretary	Deputy Secretary	DS	100	 
2	Lok Sabha Secretariat	Additional Director	Additional Director	AD	100	 
3	Lok Sabha Secretariat	Director	Director	DIR	100	 
4	Lok Sabha Secretariat	Joint Secretary	Joint Secretary	JS	100	 

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:-

## Master Data

Create Designation

Department Name: HEALTH AND FAMILY WELFARE

Designation Name: Deputy Secretary

Designation Name Local: Deputy Secretary

Designation Abbreviation: DS

Active:

Save 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:-

Designation List

Display: 10 / 6 Records

S.No.	Department Name	Designation Name	Designation Name Local	Designation Abbreviation	Designation Code	Actions
1	Health & Family Welfare	Deputy Secretary	Deputy Secretary	DS	100	✎ ✖
2	Health & Family Welfare	Additional Director	Additional Director	AD	100	✎ ✖
3	Health & Family Welfare	Director	Director	DR	100	✎ ✖
4	Health & Family Welfare	Joint Secretary	Joint Secretary	JS	100	✎ ✖
5	Health & Family Welfare	Additional Secretary	Additional Secretary	AS	100	✎ ✖
6	Health & Family Welfare	SECRETARY-GENERAL	SECRETARY-GENERAL	SG	100	✎ ✖
7	Health & Family Welfare	Joint Secretary	Joint Secretary	JS	400	✎ ✖

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

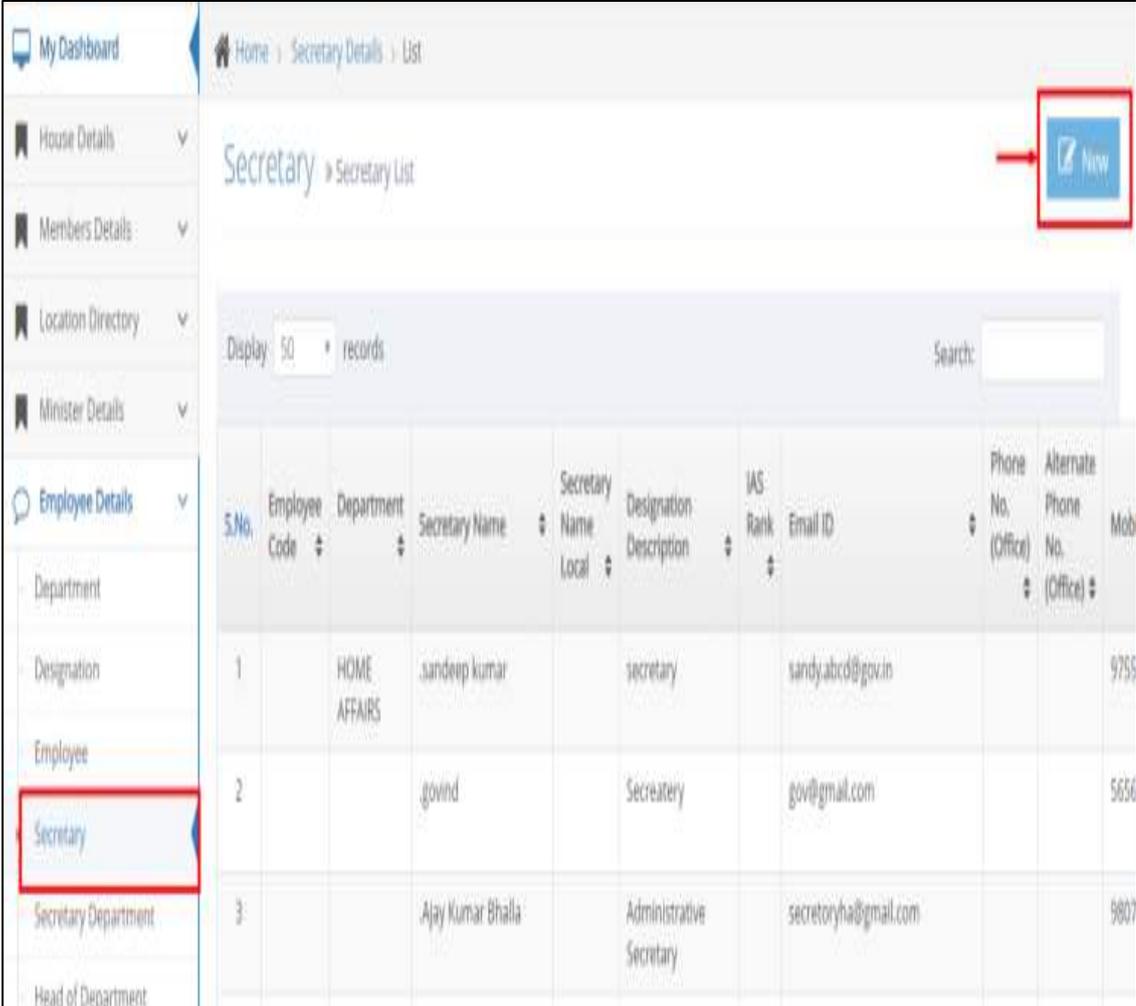
### 1.4.2. Secretary Master

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

## Master Data

### *Add/ Update Secretary Master*

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



S.No	Employee Code	Department	Secretary Name	Secretary Name Local	Designation Description	IAS Rank	Email ID	Phone No. (Office)	Alternate Phone No. (Office)	Mobile
1		HOME AFFAIRS	.sandeep kumar		secretary		sandyabrcd@gov.in			9755
2			.govind		Secretary		govd@gmail.com			5656
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:-

# Master Data

## Create Secretary

Aadhaar ID(9999 9999 9999)	<input type="text" value="Aadhaar ID(9999 9999 9999)"/>
Order ID	<input type="text" value="1"/>
Employee Code	<input type="text" value="Employee Code"/>
Department	<input type="text" value="Border Management"/>
Prefix Name	<input type="text" value="Mr"/>
Secretary Name	<input type="text" value="sandeep kumar"/>
Secretary Name Local	<input type="text" value="sandeep kumar"/>
IAS Rank	<input type="text" value="IAS Rank"/>
Email ID	<input type="text" value="Email ID"/> <span style="color: red;">Email</span>
Phone No.(Residence)	<input type="text" value=""/>
Phone No.(Office)	<input type="text" value="Phone No.(Office)"/>
Alternate Phone No.(Office)	<input type="text" value="Alternate Phone No.(Office)"/>
Mobile No.	<input type="text" value="Mobile No."/>
Designation Description	<input type="text" value="Designation Description"/>
Is Active	<input checked="" type="checkbox"/>



Figure 49: Form to enter the details of the Government Secretary

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

# Master Data

Sl. No.	Department	Secretary Name	Secretary Name	Designation	Mobile No.	Phone No.	Mobile No.	Date
1	HOME AFFAIRS	Sanjay Kumar	Sanjay Kumar	Secretary	9876543210	9876543210	9876543210	15/03/2022
2		gopal	gopal	Secretary	9876543210	9876543210	9876543210	15/03/2022
3	Apk Home Affairs			Administrative Secretary	9876543210	9876543210	9876543210	15/03/2022
4	RAJYVUMHA			SECRETARY	9876543210	9876543210	9876543210	15/03/2022
5	HRD			SECRETARY	9876543210	9876543210	9876543210	15/03/2022

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:-

Sl. No.	Secretary Name	Secretary Name	Department Name	Date
1	Sanjay Kumar	Sanjay Kumar	HOME AFFAIRS	15/03/2022
2	gopal	gopal	HOME AFFAIRS	15/03/2022
3	Apk Home Affairs		HOME AFFAIRS	15/03/2022
4	RAJYVUMHA		HOME AFFAIRS	15/03/2022
5	HRD		INDUSTRIAL AFFAIRS	15/03/2022
6	Cabinet		Cabinet	15/03/2022
7	Legislative Department		LEGISLATIVE DEPARTMENT	15/03/2022
8	HRD		INDUSTRIAL AFFAIRS	15/03/2022

Figure 51: List displaying the mapped Secretary with the Department

## Master Data

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:

Save 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 Department Secretary Department List

Empty 0 records

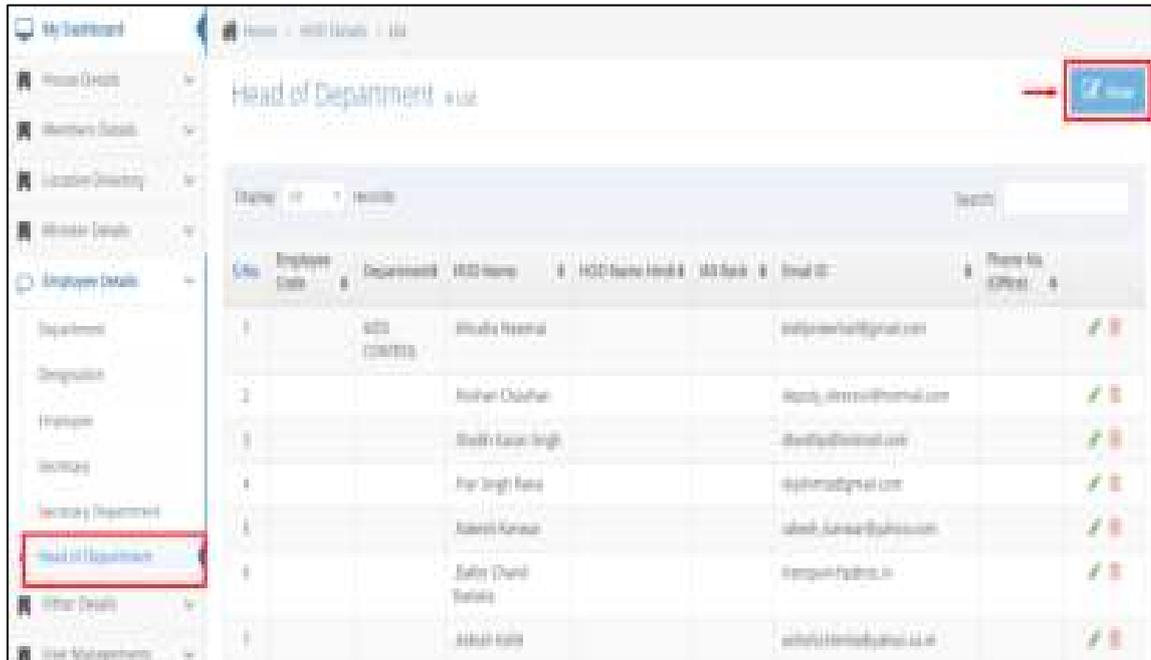
S.No.	House Name	Secretary Name	Department Name	Date
1		Secretary Name	HOME AFFAIRS	
2		gandhi	HOME AFFAIRS	
3		Ajay Kumar Bhalla	HOME AFFAIRS	
4		AADEVI YIMANI	HOME AFFAIRS	
5		SPS	PARLIAMENTARY AFFAIRS	
6		Chand	Cabinet	
7		Legislative Department	LEGISLATIVE DEPARTMENT	
8		Ho	YOUTH AFFAIRS AND SPORTS	

edit Delete

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

## 1.4.4. Head of the Department

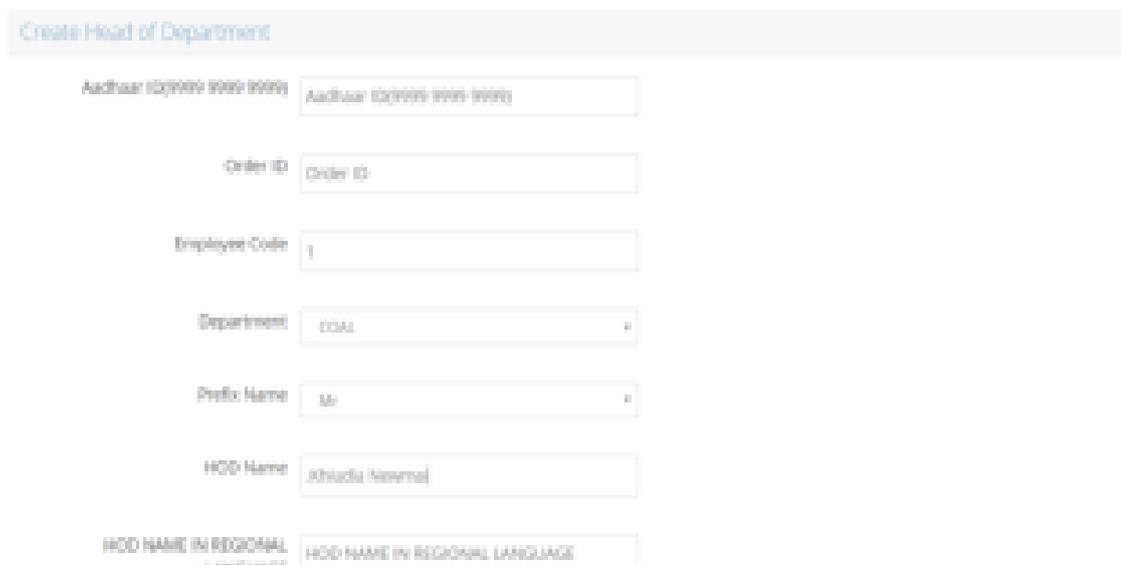
After logging in with Super Admin, the user has to click on the “**Head of Department**” → “**Employee details**” menu. A new screen appears where the **New** button will be displayed:-



Employee Code	Department	HOD Name	HOD Name in Regional	Prefix	Email ID	More Info
1	COAL	Jhuda Nema			jhuda@neva.com	✓
2		Arjun Chahal			arjun@neva.com	✓
3		Rishi Singh			rishi@neva.com	✓
4		Pr Singh			pr@neva.com	✓
5		Rishi Kumar			rishi.kumar@neva.com	✓
6		Jai Singh			jai@neva.com	✓
7		Arjun Singh			arjun@neva.com	✓

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:-



Create Head of Department

Aadhaar ID (9999 9999 9999) Aadhaar ID (9999 9999 9999)

Order ID Order ID

Employee Code 1

Department COAL

Prefix Name Mr

HOD Name Jhuda Nema

HOD NAME IN REGIONAL HOD NAME IN REGIONAL LANGUAGE

## Master Data

The form contains the following fields:

- IAS Rank
- Email ID
- Home No. (Residence)
- Phone No. (Office)
- Alternate Phone No. (Office)
- Mobile No.
- Designation Description

A red box highlights the 'Save' button at the bottom right of the form.

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:-

Display 50 records

Search

S.No	Employee Code	Department	HOD Name	HOD Name Hindi	IAS Rank	Email ID	Phone No. (Office)
1		AIDS CONTROL	Khushi Newral			khushinewral@gmail.com	edit
2			Roshan Chauhan			deputy_director@hotmail.com	Delete
3			Shubh Karan Singh			shubhsingh@hotmail.com	
4			Pur Singh Rana			psphemia@gmail.com	
5			Rakesh Kanwar			rakesh_kanwar@yahoo.com	
6			Babir Chand Badala			transport-hpd@nic.in	
7			Ashish Kothli			ashishkothli@yahoo.co.in	

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**” → “**Other details**” menu. A new screen appears where the **New** button will be displayed:-

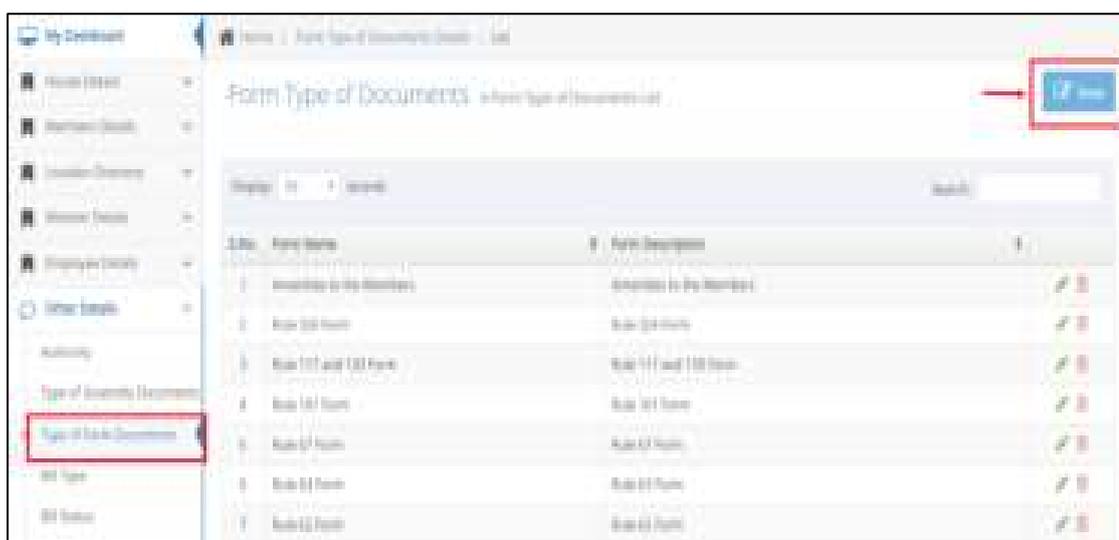


Figure 57: List showing the Form Type of Documents

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 Documents

Form Name: Amenities to the Members

Description: Amenities to the Members

Is Active:

Save

Figure 58: Form to create Form Type of Documents

## Master Data

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:-

Form Name	Form Description	
1. Resolution of the Members	Resolution of the Members	edit
2. Rule 432 Form	Rule 432 Form	edit
3. Rule 117 and 118 Form	Rule 117 and 118 Form	edit
4. Rule 60 Form	Rule 60 Form	edit Delete
5. Rule 61 Form	Rule 61 Form	edit
6. Rule 62 Form	Rule 62 Form	edit
7. Rule 63 Form	Rule 63 Form	edit
8. Rule 64 Form	Rule 64 Form	edit
9. Form of Minutes for Disapproval of Policy	Form of Minutes for Disapproval of Policy	edit
10. Application for Dis/Reinstatement of Membership Card	Application for Dis/Reinstatement of Membership Card	edit
11. Form for Withdrawal Questions	Form for Withdrawal Questions	edit
12. Form for General Questions	Form for General Questions	edit

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:-

Rule No.	Rule Description	Status
1	Subject to the provisions of the Constitution of India, the House shall have the power to regulate its business and to punish its members and officers for breach of privilege, contempt, disorderly conduct and for absence without leave.	Yes
2	The House shall have the power to regulate its business and to punish its members and officers for breach of privilege, contempt, disorderly conduct and for absence without leave.	Yes
3	The House shall have the power to regulate its business and to punish its members and officers for breach of privilege, contempt, disorderly conduct and for absence without leave.	Yes
4	The House shall have the power to regulate its business and to punish its members and officers for breach of privilege, contempt, disorderly conduct and for absence without leave.	Yes
5	The House shall have the power to regulate its business and to punish its members and officers for breach of privilege, contempt, disorderly conduct and for absence without leave.	Yes
6	The House shall have the power to regulate its business and to punish its members and officers for breach of privilege, contempt, disorderly conduct and for absence without leave.	Yes
7	The House shall have the power to regulate its business and to punish its members and officers for breach of privilege, contempt, disorderly conduct and for absence without leave.	Yes
8	The House shall have the power to regulate its business and to punish its members and officers for breach of privilege, contempt, disorderly conduct and for absence without leave.	Yes
9	The House shall have the power to regulate its business and to punish its members and officers for breach of privilege, contempt, disorderly conduct and for absence without leave.	Yes
10	The House shall have the power to regulate its business and to punish its members and officers for breach of privilege, contempt, disorderly conduct and for absence without leave.	Yes

Figure 60: List displaying the Question Rules of the House

# Master Data

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

Create Question Rules

Question Rules: it shall not seek for such information for which the time, labour and money required would be highly incommensurate to the possible benefits of the information

Question Rules Local: it shall not seek for such information for which the time, labour and money required would be highly incommensurate to the possible benefits of the information

Is TextUse

Is Active

Save Cancel

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:-

Display 50 records

Search:

S.No.	Question Rules	Question Rules Local	Is TextUse
1	it shall not seek for such information for which the time, labour and money required would be highly incommensurate to the possible benefits of the information		False edit delete
2	it shall not seek constituency-wise information as it not to be furnished		False
2	it shall not seek redressal of general service grievances of Government employees		False
4	it shall not ask about the matter pertaining to a particular person or Category		False
5	it shall not value such matters which weaken the unity and integrity of the Country or the State		False
6	it shall not ordinarily ask for information for more than last three years		False
7	it shall not ordinarily ask about matters pending before any		False

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*

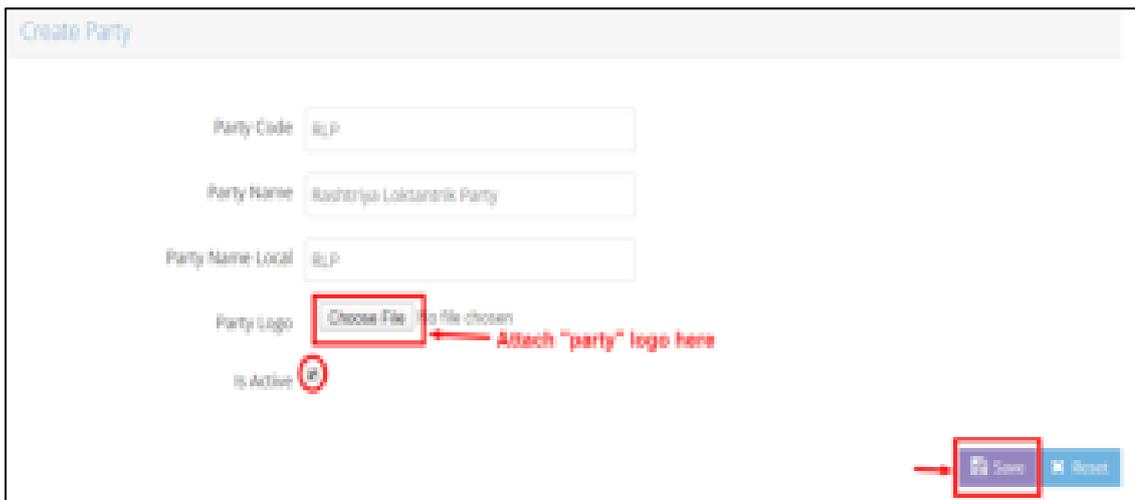
After logging in with Super Admin, the user has to click on the “Party” → “Location Directory” menu. A new screen appears where the **New** button will be displayed:-



Party Code	Party Name	Party Name Local	Party Logo
BJP	Rashtriya Loktantrik Party	Rashtriya Loktantrik Party	
ADP	ADP Party	ADP Party	
WSP	WSP National Front	WSP National Front	
BNP	BNP National Front	BNP National Front	
WSP	WSP National Front	WSP National Front	
BNP	BNP National Front	BNP National Front	

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:-



Party Code: BJP

Party Name: Rashtriya Loktantrik Party

Party Name Local: BJP

Party Logo: Choose File (No file chosen) Attach "party" logo here

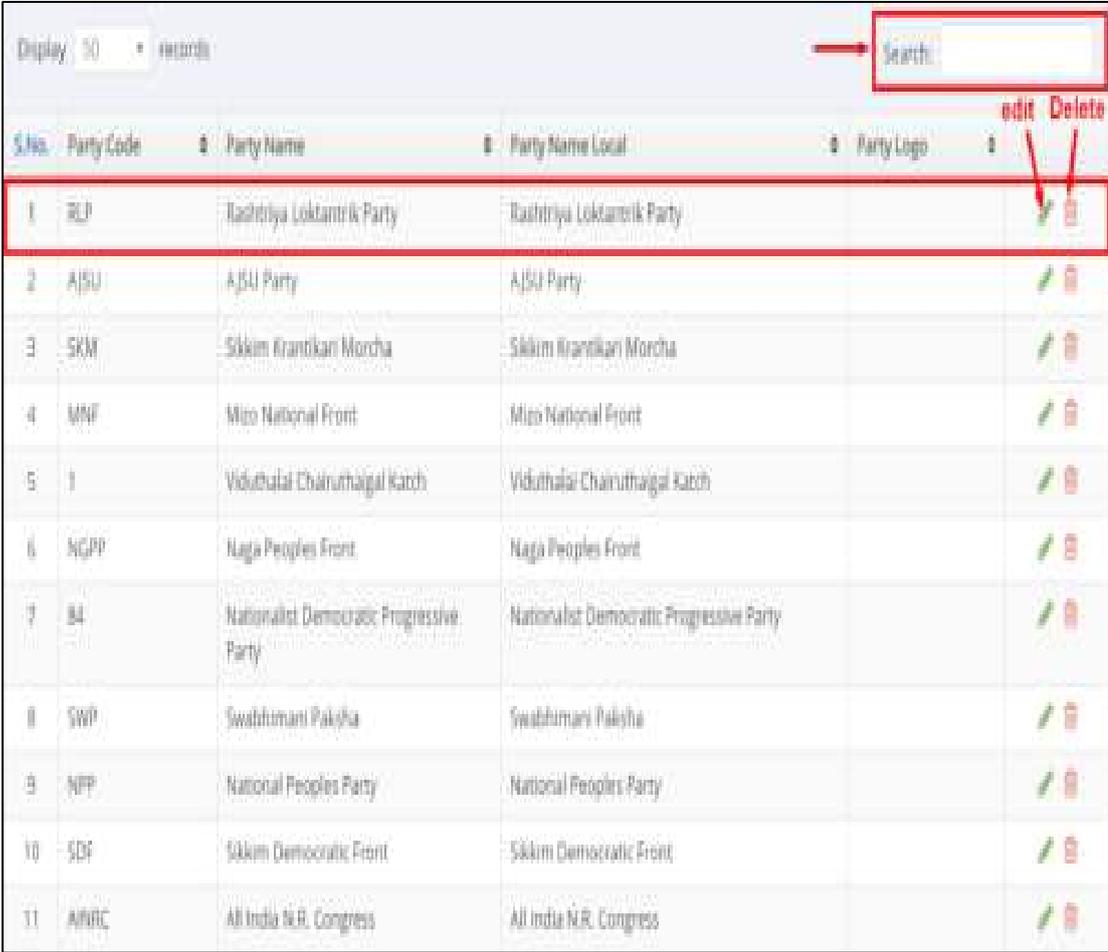
Is Active:

Save Reset

Figure 64: Form to create a new Party in the database

## Master Data

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:-



S.No.	Party Code	Party Name	Party Name Local	Party Logo	edit	Delete
1	BJP	Bharatiya Loktantrik Party	Bharatiya Loktantrik Party			
2	AJSU	AJSU Party	AJSU Party			
3	SKM	Sikkim Krantikari Morcha	Sikkim Krantikari Morcha			
4	MNF	Mizo National Front	Mizo National Front			
5	1	Viduthalai Chiruthaigal Katchi	Viduthalai Chiruthaigal Katchi			
6	NGPP	Naga Peoples Front	Naga Peoples Front			
7	BD	Nationalist Democratic Progressive Party	Nationalist Democratic Progressive Party			
8	SWP	Swabhimani Paksha	Swabhimani Paksha			
9	NPP	National Peoples Party	National Peoples Party			
10	DDF	Sikkim Democratic Front	Sikkim Democratic Front			
11	AIATC	All India N.R. Congress	All India N.R. Congress			

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 logging in with Super Admin, the user has to click on the “State” → “Location Directory” menu. A new screen appears where the **New** button will be displayed:-

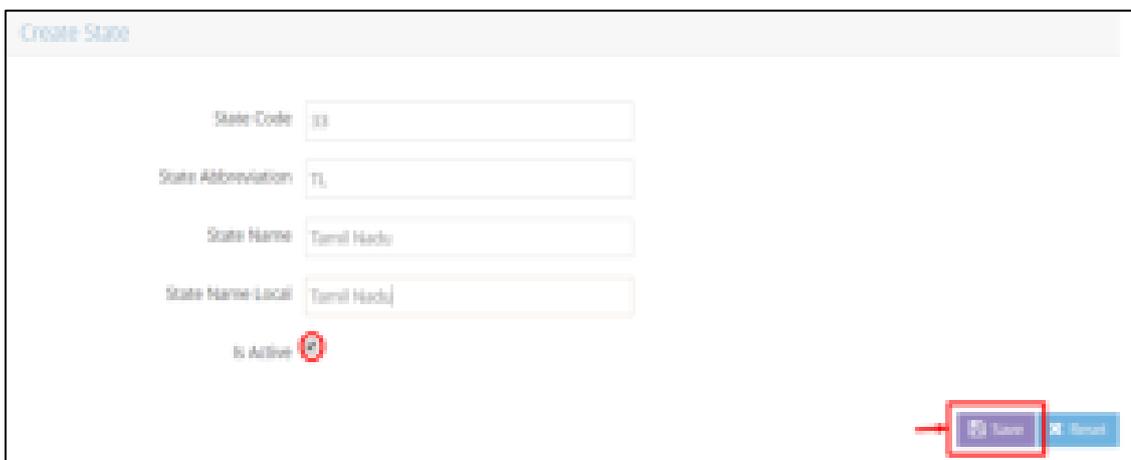
# Master Data



S.No	State Code	State Abbreviation	State Name	State Name Local	
1	36	Telangana	Telangana	Telangana	
2	35		Andaman & Nicobar Islands		
3	34		Puducherry		
4	33	Tl	Tamil Nadu		
5	32	NL	Nerala	Nerala	
6	31		Lakshadweep		

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:

State Abbreviation:

State Name:

State Name Local:

Is Active:

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:-

# Master Data

Display 50 records

Search

S.No.	State Code	State Abbreviation	State Name	State Name Local	
1	36	Telangana	Telangana	Telangana	 
2	35		Andaman & Nicobar Islands		 
3	34		Puducherry		 
4	33	Tl	Tamil Nadu		 
5	32	KL	Kerala	Kerala	 
6	31		Lakshadweep		 
7	30		Goa		 
8	29		Karnataka		 
9	28		Andhra Pradesh		 

**Edit**

**Delete**

Figure 68: List displaying the currently entered States/UTs

## PART II

### 1. ADMIN PORTAL

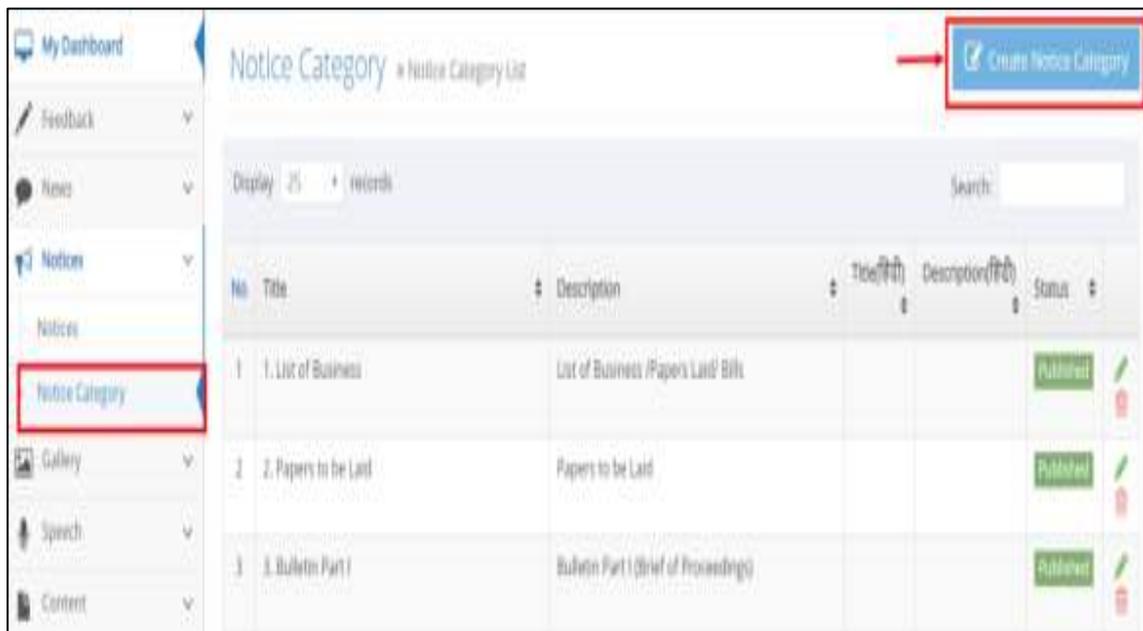
#### 2.1. NOTICES

##### 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**” → “**Notice**” menu. Then go to the “**Create notice category**” button.



No.	Title	Description	Title(हिंदी)	Description(हिंदी)	Status
1	1. List of Business	List of Business /Papers Laid/ Bills			Published
2	2. Papers to be Laid	Papers to be Laid			Published
3	3. Bulletin Part I	Bulletin Part I (Brief of Proceedings)			Published

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:-

## Master Data

Create Notice Category

Basic details

English हिन्दी

Title List of Business

Description List of Business

Publishing options

Status Published

Select the status of the "notice category" from the dropdown which is publish/unpublist

Reset Save

Figure 70: Form to create the Notice Category

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” → “Notice” menu. Then go to the “Create notice” button.

## Master Data

No	Title	Title (हिंदी)	Category	Attachment	Date	Status	Hits
1	BULLETIN-PART II(No. 1176 - 1179) [Wednesday, February 26, 2020/ Phalguna 07, 1941(Saka)		4. Bulletin Part II	Document Attachment	27 Feb 2020	Published	0
2	BULLETIN-PART II(Nos.1167-1175) [Tuesday, February 25, 2020/ Phalguna 6, 1941 (Saka)		4. Bulletin Part II	Document Attachment	27 Feb 2020	Published	0
3	BULLETIN-PART II(Nos.1163-1166) [Monday, February 24, 2020/ Phalguna 5, 1941 (Saka)		4. Bulletin Part II	Document Attachment	27 Feb 2020	Published	0
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
5	BULLETIN-PART II(Nos.1157-1160) [Thursday, February 20, 2020/ Phalguna 1, 1941 (Saka)		4. Bulletin Part II	Document Attachment	27 Feb 2020	Published	0

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:-

# Master Data

The screenshot shows a web form for creating notices, organized into three sections:

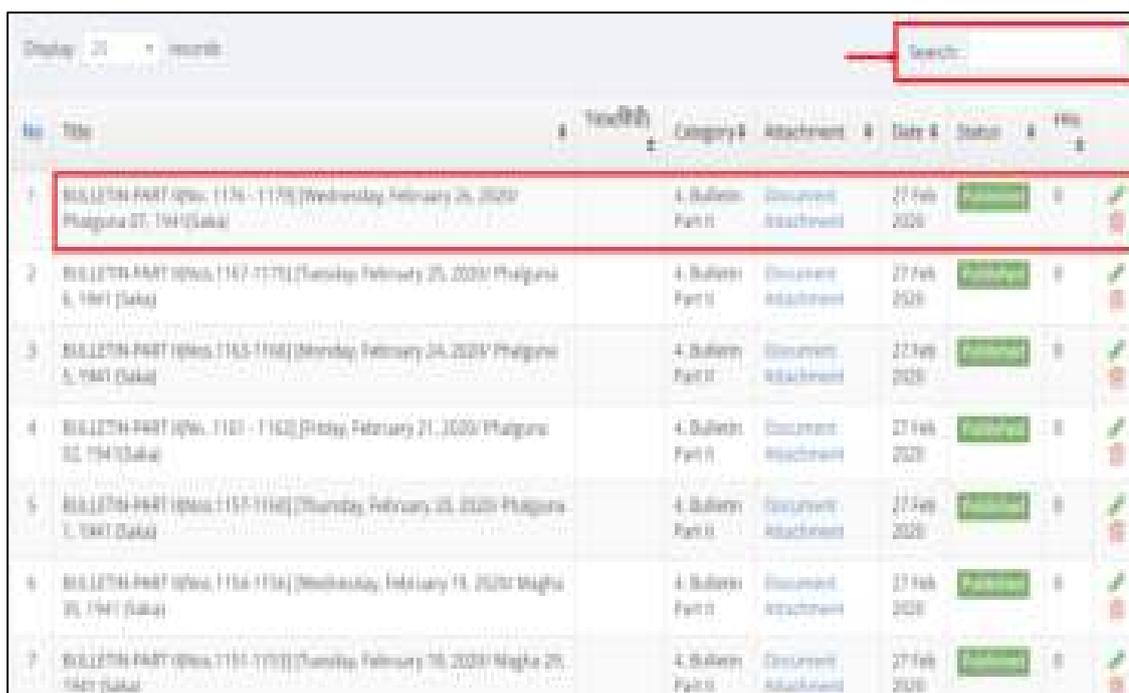
- Basic details:** Includes fields for "Bulletin Code", "Group By", "Branch Name", "Title", and "Description".
- Additional details:** Includes dropdown menus for "House", "Session", "Session Date", "Category", and "Status". It also features an "Attachments" section with a "Choose file" button (highlighted with a red box) and a red arrow pointing to the text "Attach PDF file here".
- Optional details:** Includes a "Publish Date" field.

At the bottom right, there are two buttons: "Reset" and "Save" (highlighted with a red box).

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:-

## Master Data



S.No	Title	Category	Attachment	Date	Status	Actions
1	BULLETIN PART (S.No. 1174 - 1175) (Wednesday, February 26, 2020) Phalguna 07, 1941 (Gaka)	4. Bulletin Part II	Document Attachment	27 Feb 2020	Completed	0
2	BULLETIN PART (S.No. 1167 - 1173) (Tuesday, February 25, 2020) Phalguna 6, 1941 (Gaka)	4. Bulletin Part II	Document Attachment	27 Feb 2020	Completed	0
3	BULLETIN PART (S.No. 1162 - 1168) (Monday, February 24, 2020) Phalguna 5, 1941 (Gaka)	4. Bulletin Part II	Document Attachment	27 Feb 2020	Completed	0
4	BULLETIN PART (S.No. 1161 - 1162) (Friday, February 21, 2020) Phalguna 02, 1941 (Gaka)	4. Bulletin Part II	Document Attachment	27 Feb 2020	Completed	0
5	BULLETIN PART (S.No. 1157 - 1161) (Thursday, February 20, 2020) Phalguna 1, 1941 (Gaka)	4. Bulletin Part II	Document Attachment	27 Feb 2020	Completed	0
6	BULLETIN PART (S.No. 1154 - 1156) (Wednesday, February 19, 2020) Magha 25, 1941 (Gaka)	4. Bulletin Part II	Document Attachment	27 Feb 2020	Completed	0
7	BULLETIN PART (S.No. 1151 - 1153) (Tuesday, February 18, 2020) Magha 24, 1941 (Gaka)	4. Bulletin Part II	Document Attachment	27 Feb 2020	Completed	0

Figure 73: List of various Notices entered in the database

### For any feedback/comments

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