Departmental Login (Replies)

User Guide
Version 1.0

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National eVidhan Application
Ministry of Parliamentary Affairs
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Abstract:

National e-Vidhan Application (NeVA) a integrated solution for making the working of Indian State Legislatures Paperless. The application comprises of Public Website, Secure Website and Mobile Application. The same App can be used by Hon’ble Members of the respective State Legislatures for submission of all types of Questions/Legislative Notices to their respective State Legislatures.

Currently Hon’ble Members of Legislative Assemblies/Councils give notices for Questions and other devices in writing on papers. Similarly, Assembly/Council Secretariats and various Departments of the State Government do communicate with each other through paper mail which is not only expensive but slow too.

Using NeVA Application Hon’ble Members can submit their Questions/Notices online through NeVA Web Application as well as Mobile Application. The Questions/Notices Submitted are processed online by the House Secretariat using Workflow based NeVA CMS application. The replies to the questions/Notices are also submitted online by Govt. Departments using Department’s login of NeVA. Thus the end to end process of Question/Notices are integrated through single NeVA Application.

This document deals with the role of various departments in State Government. NeVA facilitates online replying of Questions/Notices etc. by Govt. Departments and makes the functioning of all such departments by bringing them to a common platform of working in terms of their interaction with Legislatures. NeVA also enables the digital laying of Bills, Papers Laid etc. by Govt. Departments.

This Section explains the role of Department User which includes the drafting of the reply of Starred and Unstarred Questions raised in their Legislature. It also includes sending of the reply of the notices. This NeVA facilitates electronic submission of all the replies by the departments. Thus making all the processes digital.

This User Guide explains the sequential process involved in replying to Questions/Notices by Govt. Departments through NeVACMS
Table of Contents

Abstract: ...........................................................................................................................................1
TABLE OF FIGURES .........................................................................................................................3
1.  Site Login Page .............................................................................................................................4
2.  Reply to a Question .......................................................................................................................5
3.  Drafting of the Reply ....................................................................................................................6
4.  Sending Draft Replies tab to Assembly/Council .......................................................................8
5.  Process for Unstarred Question and Notices ............................................................................9
TABLE OF FIGURES

Figure 1: Site Login ................................................................................................................................. 04
Figure 2: Reply Formation ......................................................................................................................... 55
Figure 3: Drafting of reply (Steps) ........................................................................................................... 06
Figure 4: Draft reply (continue) ............................................................................................................... 07
Figure 5: Popup Screen ............................................................................................................................... 08
Figure 6: Sending Reply ............................................................................................................................. 09
1. Site Login Page

- Go to login URL - [https://cms.neva.gov.in/](https://cms.neva.gov.in/)
- Then, fill-up credentials to login by using your assigned user name and password.
  
  **Username**: XXXXXX
  
  **Password**: ******** (Already given to you) as shown in the screenshot:

![Figure 1: Site Login](image-url)
2. Reply to a Question

- Upon successful Login the following screen appears for the user.
- Click on "Starred Question" >> Pending For Reply
- The Questions assigned to the respective department are listed under Pending For Reply tab.
- Select the question for which the Department User wishes to attach reply to.

**Figure 2: Reply Formation**

Select any question to which reply need to be added
3. Making Draft Reply:

- Click on the question from the list shown on the centre pane and choose the one to add reply.

- After clicking on question in a particular row, click the button on right side (see below).

- Before replying to question click on the Acknowledge Question button to acknowledge that the question is read by the department. The confirmation for same is also sent to Legislatures for Monitoring.

- Nodal User from department can also assign the question to Temporary User in case the reply is to be submitted by Temporary User.

![Figure 3: Drafting of reply (Steps)]

- After Clicking “Draft the reply” option on right side of tab, upload the reply in PDF and Doc. format.

  - Main ReplyPDF*
  - Main ReplyDoc*
**Departmental Login (Replies)**

**Draft the reply**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diary No.</td>
<td>1/249/5</td>
</tr>
<tr>
<td>Question Number</td>
<td>215</td>
</tr>
<tr>
<td>Asked By</td>
<td>T. Rathanavel</td>
</tr>
<tr>
<td>Minister</td>
<td>Mahendra Nath Pandey, SKILL DEVELOPMENT AND ENTREPRENEURSHIP</td>
</tr>
<tr>
<td>Department</td>
<td>SKILL DEVELOPMENT AND ENTREPRENEURSHIP</td>
</tr>
<tr>
<td>Fixed Date</td>
<td>12/07/2019</td>
</tr>
</tbody>
</table>

**Upload replies PDF**

Main replies will be received by concerned Minister and Vidhan Sabha.

**Upload replies in .doc format**

Suppl. will be sent to concerned Minister.

**Provision Under Which**

**Remark**

**Subject**

New scheme for persons trained under skill development programmes.

(a) whether it is a fact that Government is considering to come out with a scheme for persons who got skill development training under the skill development programmes initiated by Government; and

(b) if so, the details thereof?

**Temporary User For Reply**

**Accepted & Save**

*Figure 4: Draft reply (continue)*
In the “Draft the reply” option there is also a provision of submitting Supplementary Material for the use of Minister of the department while replying to Starred (Oral) Question. This material can be viewed only by the Minister of the Department and is not sent to the House. Supplementary Material is to be uploaded in PDF and Doc. format.

- Supplementary ReplyPDF*
- Supplementary ReplyDoc*

After Clicking “Accept & save” button, a popup confirmation will be displayed on the screen.

![Popup Screen](image)

**Figure 5: Popup Screen**

**4. Sending Draft Replies to Assembly/Council.**

- After clicking on draft replies tab it shows the list of the questions the replies of which have already been uploaded (PDF or Doc).
- The Questions which are initially approved by Secretary of the House are made visible in the login of the concerned Govt. department for preparation of replies. Departments can draft their replies but can send the reply only after question is fixed for a particular date.
- Send button is visible only after the question is fixed for a particular date.
5. Process for Unstarred Question and Notices

Similar process will be followed for adding replies for Un-starred questions & Notices.

For any feedback/comments

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