Abstract:
National e-Vidhan Application (NeVA) Mobile Application is a single Mobile App for accessing any of the Indian State Legislatures Information. The Mobile app is available for android as well as ios mobile devices. The mobile app can be installed on the Mobile Phones as well as Tablet Devices. 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 Legislative 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 time consuming, labour intensive 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 Legislative House Secretariat using Workflow based NeVA CMS application. The final list of Questions/Notices so prepared is auto generated and the question book is uploaded directly to NeVA Public Website of respective House. The replies to the questions/Notices are also submitted online by Govt. Departments using Department’s login of CMS NeVA. Thus the end to end process of Question/Notices are integrated through single NeVA Application.

This user Guide explains in details the processing/flow of e-Notices/e-Questions from submission to its final disposal. This document also explains the role of various departments/Users in Notices/Question Processing in legislation working such as Dairy department, Legislation department, Typist department, Proof reading department, Translator department, and Secretary department. NeVA facilitates the functioning of all such department’s users by bringing them to a common platform of working. This guide also describes the sequential process involved in Notices/Question Processing.
**Table of Contents**

Abstract: ........................................................................................................................................... 1
Table of Figures .................................................................................................................................. 3
Introduction ......................................................................................................................................... 4
Steps for Question Processing .......................................................................................................... 4
Login Process ....................................................................................................................................... 5
Step 1 – Diary Dashboard ................................................................................................................ 6
Entry of a New Question: .................................................................................................................. 7
Edit the Starred Question: ............................................................................................................... 8
Step -2 Legislation Login: ................................................................................................................. 9
Option: Type Change ........................................................................................................................ 10
Step 4: Proof Reading Login .............................................................................................................. 12
Step: 5 Legislation Login .................................................................................................................. 15
Step: 6 -Secretary Login .................................................................................................................. 16
........................................................................................................................................................ 17
Step 7 - Legislation Login ................................................................................................................ 18
Step 9 - Secretary Login .................................................................................................................. 23
Table of Figures

<table>
<thead>
<tr>
<th>Figure</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Login to site</td>
<td>55</td>
</tr>
<tr>
<td>2</td>
<td>Dairy login for question processing</td>
<td>06</td>
</tr>
<tr>
<td>3</td>
<td>Submitting the details of the question</td>
<td>07</td>
</tr>
<tr>
<td>4</td>
<td>Editing of the entered question</td>
<td>08</td>
</tr>
<tr>
<td>5</td>
<td>Edit and update options for the questions</td>
<td>08</td>
</tr>
<tr>
<td>6</td>
<td>Selection of the question to assign typist</td>
<td>09</td>
</tr>
<tr>
<td>7</td>
<td>Assign typist from the dropdown list of available Typists</td>
<td>09</td>
</tr>
<tr>
<td>8</td>
<td>Popup screen after assigning typist</td>
<td>09</td>
</tr>
<tr>
<td>9</td>
<td>Option to change the type of question</td>
<td>10</td>
</tr>
<tr>
<td>10</td>
<td>Change the type of the question</td>
<td>10</td>
</tr>
<tr>
<td>11</td>
<td>Typing of the Question in given window</td>
<td>11</td>
</tr>
<tr>
<td>12</td>
<td>After proof reading check box to be clicked</td>
<td>12</td>
</tr>
<tr>
<td>13</td>
<td>Selection of various options like freezing and back to typist</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>Popup option after freezing</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>Editing of the question at legislation end</td>
<td>155</td>
</tr>
<tr>
<td>16</td>
<td>Freezing of the question at legislation end</td>
<td>155</td>
</tr>
<tr>
<td>17</td>
<td>Selection of the question at Secretary Login</td>
<td>16</td>
</tr>
<tr>
<td>18</td>
<td>Process for approving at Secretary login</td>
<td>17</td>
</tr>
<tr>
<td>19</td>
<td>Choosing fixing date and rotation of ministries at Legislation Login</td>
<td>18</td>
</tr>
<tr>
<td>20</td>
<td>Checking for the last question Number</td>
<td>18</td>
</tr>
<tr>
<td>21</td>
<td>Entering of Fixing Number</td>
<td>19</td>
</tr>
<tr>
<td>22</td>
<td>Confirmation popup screen</td>
<td>19</td>
</tr>
<tr>
<td>23</td>
<td>Final Confirmation for fixing number</td>
<td>21</td>
</tr>
<tr>
<td>24</td>
<td>Selection of the fixing date at Translation Login</td>
<td>22</td>
</tr>
<tr>
<td>25</td>
<td>Final approval at the Secretary Login</td>
<td>23</td>
</tr>
</tbody>
</table>
e-Questions Processing Module

Introduction

This section elaborates the functioning of the departments involved in the Noties/Question Processing at legislation level. It includes the entering a new question/notice, assigning typist to that question, entering further details of the question, sending for proof reading, secretary approval and translator for generating PDF for the question concerned. All these departments work under this common CMS NeVAapplication to provide hassle free access of the Question raised in the House.

Steps for Question Processing

1. Diary Login (Enter a new Question)
2. Legislation Department (Assign to typist)
3. Typist Department (Enter more detail about question)
4. Proof Reader Department (Checking/Reviewing question)
5. Legislation Department after Proof Reading (to be sent for Approval to Secretary)
6. Secretary Department (Approve pending questions and send to legislation department for fixing)
7. Legislation Department (Fix the already Sent question)
8. Translator Department (For generating PDF)
9. Secretary Department (Final Approval for publishing question)
Login Process

- Go to login URL - https://cms.neva.gov.in/
- After that fill-up credentials to login by entering user name and password
  - e.g.: Username: XXXXX   Password: ********* (Already given to User)
- After that follow below screenshot.

Figure 1: Login to NeVA CMS
**Step 1 – Diary Dashboard**

To diary a Notice, follow these Steps:

If it is a Question Notice:

1. Select DairyiStarre
2. Click on 'New' button to add new question
3. Follow the below screenshot.

![Figure 2: Diary login for question processing](image-url)
Entry of a New Question:

1. Clicking on the New tab will open new form for the Question on the right panel of the screen.

2. After saving the data your record will be shown into list, then click on the question which you have entered.

3. Then upload the concerned physical copy of the Question submitted if Question is submitted in Hardcopy by opting the Attach Paper field and click on save button.

4. If Question is sent online by Hon’ble Member then automatic Diary no is generated and no need of uploading scanned copy is there.

Figure 3: Submitting the details of the question
Edit the Starred Question:

The entered Question can be edited by following below steps with screenshots

Figure 4: Editing of the entered question

- Edit Option allow to edit and update the question concerned

Figure 5: Edit and update options for the questions

Follow same process for the Notice and Unstarred Question.
**Step -2 Legislation Login:**

When Diary of a Question is done, it is assigned to one of the typists. The Assigning of Question for Typing is done by Legislation Login.

I. Login to NeVA Secure site as mentioned before step 1, please follow below steps

   II. Go to **Starred Question > Assign For Typing** tab on leftpanel (My Dashboard)

   III. Select the check box of the question which is to be assigned to the "typist"

   IV. Choose the option of “Assign Employee for Typing”.

   V. Choose the **typist** to whom the question to be assigned and click on the **Assign** option given on the right side of the screen. Multiple Questions can also be selected and assigned to single Typist.

   VI. After Clicking the **Assign** button a popup message is displayed for the confirmation.
Option: Type Change

The type of Question can also be changed from the Starred Question to Unstarred Question and vice-versa.

For Changing type of Question:

I. First click on check box provided alongside the question.
II. After selecting the checkbox, click on the button “Change to Unstarred” at the bottom of the page.
III. Then click “OK” to the confirmation message which is popped up displaying “Are you sure?”

Figure 9: Option to change the type of question

Figure 10: Change the type of the question
Step: 3 Typist Login

Login to Secure CMS Site with typist’s credentials and follow below steps:

I. Go to Inbox > Starred Question/Unstarred/Notice tab on left panel.
II. Click the question in given list sequentially it will display on the right side panel.
III. Assigned typist types the detail of the question and select the check box on “Is Question In Part” at the bottom of the page if so required*

*If the detail of the question is in parts form then checkbox must be checked (Is Question is in Part).

IV. After following above process click on “Submit to Proof Reader” button at bottom right side of the page.

Figure 11: Typing of the Question in given window
**Step 4: Proof Reading Login**

Login to Secure CMS Site with Proof Reader's credentials and follow below steps

The Proof reader examines the question sent by the typist and then forwards it to the next level (to legislation for freezing). If there is any discrepancy, the proofreader can send it to the question back to the typist.

**Follow below instructions for approval:**

I. Go to Inbox Starred Question/Unstarred/Notice tab on leftpanel

II. Click the question in givenlist. which will open the question form in the right panel of the screen.

III. Then “Proof reader” checks the details of this question and tick the checkbox “Check to Freeze Question” at the bottom of the page as shown in the screenbelow.

![Check box screenshot](image)

**Figure 12: after proof reading check box to be clicked**

IV. If there is any mistake/error in your question, the proof reader assign back the question to typist by clicking on “Back to Typist” button at bottom of thepage.

V. Finally click on “Freeze” option at bottom of thepage for next stage of the Process.
Figure 13: Selection of various options like freezing and back to typist
A confirmation message will pop up on the screen after **Freezing** option is opted.

![Popup option after freezing](image)

**Figure 14: Popup option after freezing**

After freezing the question the message “**Question Sent to Legislation Branch**” is displayed at the bottom of the page.
Step: 5 Legislation Login

Login to Secure CMS Site with Legislation’s credentials and follow below steps

I. Go to Starred Question > Question Pending
II. Click on the question which will lead to opening of the question form in the right panel
III. Click on “Edit” button on top right of the panel
IV. After editing the question, click on Freeze button at the bottom of the page

After freezing the question will go to Secretary’s Login.
Step: 6 - Secretary Login

After following the Login to Secure CMS Site with Secretary's credentials and follow below steps:-

Go to Starred Question > Question Pending

Figure 17: Selection of the question at Secretary Login
Click on the concerned question to open it in the right panel of the screen.
And then click on “NEXT” button on top right side and finally click on “Approve” button at the bottom.

Figure 18: Process for approving at Secretary login

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.

Next proceed to Legislation Login branch for fixing the question.
Step 7 - Legislation Login

Login to Secure CMS Site with Legislation's credentials and follow below steps

i. Go to Starred Question > Questions Sent > Unfixed Questions on left panel
ii. Choose “Fixing Date” on right side

Figure 19: Choosing fixing date and rotation of ministries at Legislation Login

iii. Must check Last question Number(Digit)

Figure 20: Checking for the last question Number

iv. Next scroll down the page and click on checkbox “Fixing Number” and manually enter the question number next after finalizing the sequence of questions (through balloting or any other process as per House Rules) in the sequence to question number mentioned above on the screen

(Example: If the last question number is 25 then please enter fixing number 26, which is the next number of the last question number.)
Note: We suggest you please enter question number sequential order.
v. After clicking on the Fix button, a confirmation message is popped upon the screen.

Figure 21: Entering of Fixing Number

Figure 22: Confirmation popup screen
After click on “**OK**” button then again click on “**Fix**” button it shows popup for final confirmation. Click on **YES**.

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**Figure 23:** Final Confirmation for fixing number

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Proceed to Translator Login for next step that is PDF generation of the Question.
Step: 8 - Translator Login

Login to Secure CMS Site with Translator's credentials and follow below steps

- Go to Starred Question on the left panel of the screen and select the Fixing Date which will open the question concerned on the date entered.

![Figure 24: Selection of the fixing date at Translation Login](image)

After clicking approve system generated PDF can be viewed and a message for approval is displayed. After approval of PDF Question list is sent to Secretary for final approval.

**Question List Sent To Secretary.**

Next process is to Login with Secretary of the House for Approval.
Step 9 - Secretary Login

Login to Secure CMS Site with Translator's credentials and follow below steps

i. Go to Starred Question > Questions Sent > Fixed Question

ii. And then choose Fixing Date, it shows the list of the questions of the selected date.

iii. Next scroll down to page for Approving Fixed Starred Question Section and then check the Preview PDF checkbox.

iv. And then click on “Approve Questions” button.

Finally your question is published on Public Site and departments can now send the reply of the same to Assembly/Council.
For any feedback/comments

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