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# **1. Introduction about the Project**

## **1.1 Introduction**

National e-Vidhan Application (NeVA), a Mission Mode Project, a part of Digital India is a scheme to digitize and make the functioning of State Legislatures paperless. In this Project, the Ministry of Parliamentary Affairs is the Nodal Ministry. This Project is in line with the "Go Green" initiative of the Government of India. The Speaker, Assembly/Council Name is the Executing Authority for NeVA Project in Assembly/Council Name.

## **1.2 Aim of the Project:**

This project aims at providing computer facilities and infrastructure in the office of the Hon'ble Speaker/ Chairman, Hon'ble Deputy Speaker/ Chairman, Secretary and senior officers, setting up of Local Area Network/ Wide Area Network infrastructure, e-Mail/ Internet empowerment/ e- facilitation center for Members, electronic laying of papers, creating of dynamic web site of the State Legislative Assemblies, computerization of all the branches of the State/ UTs Legislatures including Reporter's Branch, Legislative Branch, Editing Branch, Question Branch, Committee Branches, Library reference Services, Members Amenities and Service Branch.

- In addition, setting up of Video Conferencing Infrastructure, Digital Library for storing the past records in digital format shall be encouraged.
- In order to provide training and assistance to the Members, a NeVA Kendra (e Facilitation Center) will be set up at each location under the Nodal Officer.
- Multipurpose touch screen panels will be installed for each Member in the House.
- Facility of Video Conferencing.

It also aims at to assist the Members of the State Legislature to use the latest ICT tools for preparing themselves for participation in the legislative debates more effectively. This also aimed at providing tools in the hands of members to be in contact with the citizen of their Legislative Constituency. This will provide a platform to the citizen to submit their grievances and demand to their respective elected representatives in order to resolve the problem quickly.

## **2. BACKGROUND OF PROJECT**

### **2.1 Background of Project**

National e-Vidhan Application (NeVA) is one of the 44 Mission Mode Projects (MMPs) under the Digital India Programme (DIP) under the State category. The Ministry of Parliamentary Affairs (MoPA), Government of India is the Nodal Department for National e-Vidhan Application (NeVA) MMP. National e-Vidhan Application (NeVA) is to be implemented in all the States/UTs Legislativelocations.

The Aim/Objective of National e-Vidhan Application is electronic flow of information, electronic laying of documents on the Table of the House and electronic information exchange among all the stakeholders to create paperless legislature in the country. This will also provide Data analytics, Information processing and comparative analysis of the data of all the State Legislatures. The electronic delivery of services to its key stakeholder i.e. the Members of the State Legislatures is the one of the key mission of National e-Vidhan Application.

As per the guidelines for implementation of National e-Vidhan Application from Ministry of Parliamentary Affairs, Government of India published in March 2020, for the implementation of NeVA in the States, each House has to prepare a Detailed Project Report (DPR) along-with Gap Analysis of Information Technology Assets and manpower requirement. DPR so prepared is to be submitted to MoPA after approval from State level NeVA Implementation Committee.

In view of this, survey of Assembly/ Council Name for the Gap analysis of IT assets and networking requirements was done. Taking cues from the DPR of MoPA and the survey of Assembly/ Council Name, a proposal has been prepared with the estimated cost of Rs. **XX,XX,XX,XXX**. Funding pattern for the project will be in the ratio of 60:40/90:10(check whichever is applicable) between Ministry of Parliamentary Affairs, GoI and Government of State/UT.

## **2.2 Other Basic Information of the Project:**

National e-Vidhan Application (NeVA) project is being implemented in the Assembly/ Council Name to automate the entire workflow of the Assembly/ Council Name& its Secretariat. The basic information about the project is as given below:-

**Title of the Project:** National e Vidhan Application (NeVA) – A Green Governance Tool for Paperless Assembly (e-Assembly to e-Democracy)

**Project initiating by:**Assembly/ Council Name Secretariat

### **Background of the Assembly/Council NameSecretariat:**

.....  
.....Details of House coming into existence along with  
background including no of members and districts in the State  
.....  
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.....  
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.....  
.....  
.....  
.....

**Name and Job Title of the key contact person (person responsible for initiation)**

Name	Address	Fax	Landline	Email

**Project Rollout Partners:-**

**i) Funding Organizations:**

Ministry of Parliamentary Affairs, Government of India and Government of State/UT in the ratio 60:40/ 90:10.

**ii) Seeker Secretariat:** Assembly/Council Secretariat

**iii) Mode of Implementation/ Procurement:** **To be opted out of the procedures indicated in project guideline.**

**iv) Technical Support Department:** NIC State Unit

**Memorandum of Understanding (MOUs):-**

MOU between Ministry of Parliamentary Affairs and Assembly/Council Name- The MOU will give the details of the NeVA implementation plan, List of Items to be procured for implementation of National e-Vidhan Application Project, Roles and responsibilities of MoPA, State Legislatures and other stakeholders.

**Key Parameters used for calculating estimated cost of the project**

S.N.	Description	Symbol	Qty.
1	Number of Hon'ble Members of Legislative Assembly/Council	#Members	...
2	Number of Employees of Assembly/Council Secretariat who will use computers	#Employees	....
3	Number of Branches of Assembly/Council Secretariat	# Branches	...
4	Number of State/UT-level Accredited Media Persons	#Media	...
5	Expected Saving for the State/UT Legislature due to NeVA (Rs.)	#Saving	ApproxRs XXCr/ annum

### 3. Functions and Duties

<b>Legislative Sabha/Parishad)</b>	<b>Assembly/Council</b>	<b>Name</b>	<b>(Vidhan</b>
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The Assembly/ Council Name is the unicameral legislature of the Indian state of State Name. The present strength of the Assembly/ Council is XXX. The Legislative Assembly/ Council represents the people of State Name. The members of Assembly/ Council are directly elected by people on the basis of universal adult franchise. They are directly elected by all adult citizens registered as voters in the State. All men and women who are 18 years of age and above are eligible to be included in the voters' List. They vote to elect members of State Assembly. Members are elected from territorial constituencies. The State is divided into as many (single member) constituencies as the number of members to be elected. Certain numbers of seats are reserved (if any).

In order to become a Member of Assembly/ Council a person must:

- ☐ be a citizen of India;
- ☐ have attained the age of 25 years;
- ☐ his/her name must be in voters' list;
- ☐ must not hold any office of profit i.e.;
- ☐ Should not be a government servant.

The tenure of Assembly/ Council is five years, but the Governor can dissolve it before the completion of its term on the advice of Chief Minister. It may be dissolved by the President in case of constitutional emergency proclaimed under Article 356 of the Constitution.

#### **Presiding Officer (The Speaker/Chairman)**

The members of Assembly/ Council elect their Presiding Officer. The Presiding Officer is known as the Speaker/Chairman. The Speaker/Chairman presides over the meetings of the House and conducts its proceedings. He maintains order in the House, allow the Members to ask questions and speak. He puts Bills and other measures to vote and announces the result of voting. The Speaker/Chairman does

not ordinarily vote at the time of voting. However, he may exercise casting vote in case of a tie.

The Deputy Speaker/Chairman presides over the meeting during the absence of the Speaker/Chairman. He is also elected by the Assembly from amongst its members.

### **Sessions of the State Legislature**

The State Legislature meets at least thrice a year and the interval between two Sessions cannot be more than six months. The Governor summons and prorogues the Sessions of State Legislature. He addresses the Assembly/ Council at the commencement of the first Session after each general election and at the commencement of the first Session of the year. This Address reflects the policy statement of the government which is to be discussed in the Legislature.

### **POWERS AND FUNCTIONS OF THE STATE LEGISLATURE**

#### **Law Making Function**

The primary function of the State Legislature is law-making. The State Legislature is empowered to make laws on State List and Concurrent List. The Parliament Assembly and the Legislative Assemblies have the right to make the laws on the subjects mentioned in the Concurrent List. But in case of contradiction between the Union and State law on the subject the law made by the Union shall prevail.

Bills are of two types-Ordinary Bills and Money Bills. The Bills are introduced in the State Legislature. After the Bill is passed by State Legislature, it is sent to the Governor for his assent. The Governor can send back the Bill for reconsideration. When this Bill is passed again by the Legislature, the Governor has to give his assent.

## **Financial Powers**

The State Legislature keeps control over the finances of the State. A money Bill is introduced in the Assembly. The money Bill includes authorization of the expenditure to be incurred by the government, imposition or abolition of taxes, borrowing, etc. The Bill is introduced by a Minister on the recommendations of the Governor. After a money Bill is passed by the Assembly, it is sent to the Governor for his assent. The Governor cannot withhold his assent, as money Bills are introduced with his prior approval.

## **Control over the Executive**

The State Legislature keeps control over the executive. The Council of Ministers is responsible to Assembly collectively and remains in the office so long as it enjoys the confidence of the Assembly. The Council is removed if the Assembly adopts a vote of no-confidence, or when it rejects a government Bill.

In addition to the no-confidence motion, the Legislature keeps checks on the government by asking questions and supplementary questions, moving adjournment motions and calling attention notices.

## **Electoral Functions**

The elected Members of the Assembly are Members of the Electoral College for the election of the President of India. Thus, they have say in the election of the President of the Republic. The Members of the Assembly also elect Members of the Rajya Sabha from their respective States. In all these elections, Members of the Assembly cast their votes in accordance with single transferable vote system.

## **Constitutional Functions**

The Constitution Amendment requires special majority of each House of the Parliament and ratification by not less than half of the States relating to Federal subjects. The resolution for the ratification is passed by State



Legislatures with simple majority. However, a constitutional amendment cannot be initiated in the State Legislature.

### **Legislature Secretariat**

The Legislative Assembly/ Council Secretariat, besides providing Secretarial assistance in legislative functioning of the Hon'ble Speaker/ Chairman, caters to the multifarious requirements of the Members of Legislative Assembly/ Council with a view to rendering them timely assistance in the discharge of their functions. The Legislative Secretariat also takes care of the welfare of the Members and Ex-Members. Some of the important functions are as under:-

- i) To control the Executive through Questions, Motions, Resolutions, Committees etc.
- ii) To control the finances through general discussions on Budget, device of token cut on demands and discussions on Finance Bills and Appropriation Bills and
- iii) To enact Legislations.

### **COMMITTEE SYSTEM**

The enormous range and magnitude of the government activities in the present day State has led State Legislature to shift emphasis from lawmaking activities to supervision/control of the administration. This is not limited only to the voting of moneys by the State Legislature but also extends to ensure that expenditure is incurred in a prudent & specified manner on plans and programmes approved by the Legislature and that the objectives underlying these programmes are achieved. State Legislature as a body, however, is not in a position to undertake this stupendous task on its own nor it is practically possible. As a matter of fact, it cannot use the floor time for minute details nor it has enough time for doing so. Therefore, to make Assembly/ Council surveillance effective and more meaningful, a suitable machinery is required. The Committees are constituted to ensure this accountability of the Executive to the Legislature. Besides, enabling more people to become associated

with the governmental processes, these also help in making use of the experience and expertise in guiding and supervising the government's functioning. These Committees are, therefore, referred to as "House in Miniature" or "House in Perpetuity"

At the commencement of the first Session after each general election and thereafter before the commencement of each financial year or from time to time when the occasion otherwise arises, different Committees of the House for specific, or general purposes are nominated by the Speaker/Chairman.

## **4.PROJECT BRIEF**

### **4.1 OBJECTIVES OF THE NeVA MMP:**

The objectives of the National e-Vidhan Application (NeVA) MMP are to ensure the following:

- The backend computerization of all the branches of the State Legislature Secretariats in order to ensure electronic delivery of information / data to the Members of the State Legislature and to interact with various State Government Departments.
- Efficient delivery of services with improved service levels by undertaking extensive Business Process Reengineering (BPR) of identified services and their processes.
- Capacity building and training for the Members of the State Legislature, officials of the State Legislature Secretariat and other officials of the State Government Departments by setting up NeVA Seva Kendra (NSK), e-Learning Center in the State Legislature location.
- Setting up of NeVA Seva Kendra (NSK) for e-Facilitation, in all the State Legislature to assist the Members.
- Development of generic, multitenancy National e-Vidhan Application (NeVA) product for implementation in the National Data Centre Cloud (Meghraj).

- Delivery of public services (information dissemination) through the public portals to ensure reliability, efficiency, transparency and accountability of the Members of the State Legislature and other State Government functionaries.
- Reducing the number of visits of citizen to their elected representatives in order to get their grievances redressal.
- To provide e-interaction and efficient communication between the citizen and their public representative.
- To enhance the perception and the image of the Members of the State Legislature and the officials of the State Government.

## **4.2 SCOPE OF THEPROJECT**

- The National e-Vidhan Application MMP envisages centralized architecture at the National level with common application software for each of the identified services for all the State Legislatures. The application software will be hosted on the National Cloud (Meghraj). Integration across States Legislatures would be enabled, through mandatory adherence to technical specifications and e Governance standards.
- Two key aspects of the Scheme are Business Process Re-engineering (BPR) and creation of databases based on e-Governance standards for the purposes of ensuring interoperability. BPR is intended to enable process simplification and significant value addition to Members and citizens.
- The purpose of this document is to make blue prints for the future ICT roadmap for all the State Legislatures of India in order to make the State Legislatures - a Paperless State Legislature. A mission Mode Project under the Prime Minister's Digital India Programme aims to achieve the following goals:
  - To develop a generic National e-Vidhan Application (NeVA) product.

- To design and develop sharable databases, which can be shared by different State Legislatures for better control, efficient services to the Hon'ble members of the State Legislatures.
- Installation of Tablet devices for paper laying in the House.
- Business process reengineering for making the process e-enable.
- Providing ICT Infrastructure in all the branches of State Legislatures.
- To setup robust Network Infrastructure facilities with backup for high speed LAN/WAN network, secured wifi network, Audio/Video telephony and other Network service for the use of Members of State Legislatures.
- Standardization of procedure to receive all the information in electronic format from all the State Government Departments.
- Setting up of NeVA Seva Kendra (NSK) e-Facilitation Centre in each State Legislatures.
- Setting up of NeVA Seva Kendra (NSK) for e-Learning for 15/25 Members in each State Legislatures.
- Setting up of Media Centre for Accredited Journalists.
- Setting up of State Project Monitoring Unit (SPMU) at each State Legislature.
- To deploy necessary Hardware/access devices in both the houses of Legislature for electronic delivery of Services such as electronic laying of all the assembly papers on the table of the House in e-book format.
- To provide standard electronic platform to all the State's Ministries/Departments for electronic information interchange with the Legislature Secretariats
- To make all the applications user friendly and device independent in order to increase their usage by the various stakeholders
- To make mobile friendly public portals (multilingual/bilingual) for all the State Legislatures.

- To develop easy to use Mobile Apps in order to access information/data immediately required to be accessed by the Members and public at large.
- To increase the use of SMS/Email and Social media platforms for better communication with the different stakeholders

#### **4.3 PROJECT OUTCOMES ENVISAGED**

- Electronic delivery of all the Papers to be laid in the House in e-Book format through the Display devices installed on the seats of the Members.
- Faster communication with the citizens for redressal of their grievances.
- Improvement in efficiency of the employees and reduction in workload.
- Access to various Legislative databases across the States/UTs Legislatures of the country for comparative data analytics.
- Post project evaluation and feedback mechanism for further improvements of the system.
- Better monitoring mechanism.
- Bring transparency in the delivery system.
- Faster processing of files and information resulting in efficient working of States/UTs Legislative Secretariats and State Government Departments

#### **4.4 AS IS and TO BE Scenario**

##### **AS-IS Scenario:-**

1. There is no system in place for electronic flow of information among the stake holders of Assembly/ Council Name.
2. There are around XX desktops/laptops in use by the employees. The computers are mainly being used as a word processing tool (or for any other purpose if any). Some desktops need to be replaced.
3. For connectivity, State Wide Area Network is available. But restructuring is required for LAN layout.
4. The Business processes of all the States/UTs legislatures are similar in nature.

Service Area	As-Is Status	
Digital Assembly House	Manual/Electronic Process	
Business controlling	Manual/Electronic Process	
Assembly Reporters	Manual/Electronic Process	
List of Business Creation	Manual/Electronic Process	
Entry Pass Requests, Generation & Verification	Manual/Electronic Process	
Budget Documents viewer	Manual/Electronic Process	
Questions Processing	Manual/Electronic Process	
Notices	Manual/Electronic Process	
Bills Management	Manual/Electronic Process	
<b>Service Area</b>	<b>As-Is Status</b>	
Constituency Management MIS	Manual/Electronic Process	
Legislation MIS / House Proceedings MIS	Manual/Electronic Process	
User Management	Manual/Electronic Process	
Committees MIS	Manual/Electronic Process	
	Manual/Electronic Process	
Library MIS		
Accounts MIS	Manual/Electronic Process	
Procurement & Stores	Manual/Electronic Process	
Public Website	As per/ Not as per guidelines of GIGW	
Mobile based Apps	Available/ Not Available	
Employee services & Employee Claims / eOffice	Manual/Electronic Process	

#### 4.5 TO-BE Scenario:-

- Legislative Assembly/ Council will have electronic processes and information flow among the different stakeholders. All Branches of House Secretariat will be NeVA enabled.

- All Legislative Members will be able to submit all types of Notices and letters to the respective Legislative Secretariats in electronic format only.
- All the papers will be laid in the House in electronic format.
- Information flow between by State Legislative Secretariat and all the Government departments will be electronic.
- All the present processes in Legislative Secretariats will be re-engineered as per the requirements of the National e-Vidhan Application.
- Digital signature/e-Sign will be used for digital signing of all the documents for submission and transfer.
- A common Content Management Framework (CMF) will be used to develop State of the Art GIGW complaint Web portal for dissemination of information to all the citizens.

#### 4.6 List of proposed Services under NeVA project

Following are the services pertaining to Assembly/Council and its Secretariat. These services will be included in the NeVA Project

Sr. No.	Activities	Proposed Services/Parameters
1.	<b>Digital House</b>	<p>❖ <b>Speaker Pad:</b></p> <ul style="list-style-type: none"> <li>⇒ To view the Business and List of Members, whose Notices are received?</li> <li>⇒ To communicate with the Secretary, Minister or any other Member.</li> </ul> <p>❖ <b>Members Pad:</b></p> <ul style="list-style-type: none"> <li>⇒ To view all the documents <b>laid in the House in e-Book format.</b></li> <li>⇒ To send request to the Chair to speak on a particular subject.</li> <li>⇒ To send and receive notes between Members.</li> <li>⇒ To display photo/video of matter of urgent public importance with the permission of the Chair.</li> </ul> <p>❖ <b>Minister Pad:</b></p> <ul style="list-style-type: none"> <li>⇒ To view hand written notes sent by the Secretary/officials.</li> <li>⇒ Facility to view supplementary replies from the Departments.</li> </ul> <p>❖ <b>Speech Pad:</b></p> <ul style="list-style-type: none"> <li>⇒ Digital e-Book viewer for facilitating of</li> </ul>

<b>Sr. No.</b>	<b>Activities</b>	<b>Proposed Services/Parameters</b>
		long speeches by the Ministers.
2.	<b>Business Controlling</b>	<ul style="list-style-type: none"> <li>❖ To record the Speaker's time and segregation of data Member wise, Party wise and Subject wise.</li> <li>❖ Facility to control e-voting.</li> <li>❖ Display of e-voting results.</li> </ul>
3.	<b>Reporters Branch</b>	<ul style="list-style-type: none"> <li>❖ Facility to view List of Business, Questions and their answers, all other papers laid on the Table of the House including Bills.</li> <li>❖ Facility to view Session videos.</li> <li>❖ Facility to listen Session Digital Audio Files.</li> <li>❖ Facility to enter verbatim text based on the time slots allotted to each Reporter.</li> <li>❖ Facility of merging of verbatim text of different languages among the Reporters.</li> <li>❖ Facility to transfer verbatim report to the Chief Reporter.</li> <li>❖ Facility to view verbatim records of any other sittings.</li> <li>❖ Consolidate and prepare the final version of the Day's proceedings.</li> <li>❖ Publishing of Days proceedings on the public portal in Word/PDF format.</li> <li>❖ Sending of verbatim records to the respective Members in electronic form for making any correction.</li> <li>❖ Sending the final verbatim file to the synopsis and editorial branch.</li> </ul>
4.	<b>Synopsis Branch</b>	<ul style="list-style-type: none"> <li>❖ To access the verbatim prepared by the Reporters.</li> <li>❖ To prepare the Days preceding summary in the form of Synopsis.</li> <li>❖ To publish the synopsis in the both the languages on the public portal.</li> </ul>
5.	<b>Editorial Branch</b>	<ul style="list-style-type: none"> <li>❖ To receive the Day's proceedings in electronic format from the Reporters branch.</li> <li>❖ To receive consolidated e-file of all the Questions and their answers.</li> <li>❖ To edit and prepare final edited version of Days proceedings called Official Debate.</li> <li>❖ To send the final official debates to the printing section for printing of minimum number of copies for keeping in the Library and official records.</li> <li>❖ To prepare electronic index of the official debates</li> <li>❖ To publish official debates with their electronic index in order to provide search on various parameters.</li> </ul>
6.	<b>Table Office</b>	<ul style="list-style-type: none"> <li>❖ List of Business (LOB) preparation.</li> </ul>



Sr. No.	Activities	Proposed Services/Parameters
		<ul style="list-style-type: none"> <li>❖ Publishing of LOB e-Book/PDF/Word/Text/xml format.</li> <li>❖ Preparation of Bulletin Part-I.</li> <li>❖ Publishing of Bulletin Part-I in e-Book/PDF/Word/Text/xml format.</li> <li>❖ Consolidation and finalization of Bulletin Part-II.</li> <li>❖ Publishing of Bulletin Part-II in e-Book/PDF/Word/Text/xml format</li> </ul>
7.	<b>Question</b>	<p><b>Question Branch:</b></p> <ul style="list-style-type: none"> <li>❖ Online/offline entry of Question Notices by Members.</li> <li>❖ Diary of Questions.</li> <li>❖ Typing of Question texts.</li> <li>❖ Sending provisional Questions to the respective State Government Departments.</li> <li>❖ Admissibility of Questions.</li> <li>❖ Clubbing of Questions.</li> <li>❖ Balloting of Questions notices received to decide the priority of the Members.</li> <li>❖ Preparation of final Question List for Starred and Un-starred Questions.</li> <li>❖ To publish Questions and their answers on the public portal after the Question Hour.</li> </ul> <p><b>Respective State Government Departments:</b></p> <ul style="list-style-type: none"> <li>❖ To accept and prepare replies to the questions.</li> <li>❖ Forward the questions to other departments under intimation to the Question branch.</li> <li>❖ Submit the replies to the finally selected questions.</li> <li>❖ Update the replies till one hour before on the date of question.</li> <li>❖ Preparing probable supplementary questions of a Starred Question and their replies for the use of the concerned Ministers.</li> </ul> <p><b>Minister:</b></p> <ul style="list-style-type: none"> <li>❖ To access replies to the starred and Un-starred question well in advance.</li> <li>❖ To view the supplementary questions and their replies.</li> <li>❖ To receive hand written notes from the department officials during the Question Hour.</li> </ul> <p><b>Secretary:</b></p> <ul style="list-style-type: none"> <li>❖ To access replies to the starred and Un-starred question well in advance.</li> <li>❖ To brief the Ministers.</li> <li>❖ To prepare hand written notes on supplementary questions asked for the use of</li> </ul>

Sr. No.	Activities	Proposed Services/Parameters
		Minister.
8.	<b>Members Secured Portal</b>	<ul style="list-style-type: none"> <li>❖ Online submission of all types of Notices.</li> <li>❖ To access replies to the starred questions one hour before the Question Hour in order to prepare the supplementary questions to be asked.</li> <li>❖ To view their Pay slip, Payments to Bank, TA/DA Bill, Medical Bill, Electricity &amp; Water Bill, Telephone Bill etc.</li> <li>❖ To view the various Committee Meeting schedules and their Agenda.</li> <li>❖ To view the Study Visit, Tour details and their itinerary.</li> <li>❖ To view various Committee Reports.</li> <li>❖ To view the draft reports prepared by the concerned Branch.</li> <li>❖ To submit their objections/changes desired in the draft report.</li> <li>❖ To communicate with the State Legislature Department.</li> <li>❖ Use of Group SMS/Group e-mail for communicating with the various groups of people.</li> <li>❖ Submission and updation of Member's Profile alongwith photograph.</li> <li>❖ Creating and updating customized photo/picture gallery of images and videos for the citizens.</li> <li>❖ To submit request for issue of passes for their personal staff.</li> <li>❖ To submit request for visitors passes.</li> </ul>
9.	<b>Bills Management</b>	<p><b>Government Departments:</b></p> <ul style="list-style-type: none"> <li>❖ Uploading of Bills to be introduced.</li> <li>❖ Uploading all other subsequent versions of the Bills until Assented.</li> <li>❖ Scrutiny &amp; suggestions and modification in Bill.</li> </ul> <p><b>Legislative Branch:</b></p> <ul style="list-style-type: none"> <li>❖ To maintain Bills database.</li> <li>❖ To update the various Dates as the Bill progresses.</li> <li>❖ Sending the Bill for Assent to the Governor.</li> <li>❖ Sending the Bill to the Centre, in case Parliament Nod is required.</li> <li>❖ Sending the Bill to various Committees as desired by the House.</li> </ul> <p><b>Committee Branch:</b></p> <ul style="list-style-type: none"> <li>❖ Seeking public opinion/suggestions on the bills.</li> <li>❖ Scrutiny of public opinion/suggestions.</li> </ul>

Sr. No.	Activities	Proposed Services/Parameters
		<ul style="list-style-type: none"> <li>❖ Placing public opinion/suggestions in the form of Summary for deliberation of the Committee.</li> <li>❖ To finalize the Report on Bill as finalized by the Chairman of the Committee.</li> </ul> <p><b>Citizens:</b></p> <ul style="list-style-type: none"> <li>❖ Online submission of opinion/suggestions on bills.</li> </ul> <p><b>Members of State Legislatures:</b></p> <ul style="list-style-type: none"> <li>❖ Scrutiny and suggesting amendments in bill document.</li> </ul>
10.	<b>Constituency Management</b>	<p><b>Members:</b></p> <ul style="list-style-type: none"> <li>❖ Updating Member's Calendar (Meeting, Tour, Visit, Public Appointments etc.)</li> <li>❖ Updating Contact details of various functionaries.</li> <li>❖ Viewing the public grievances and forwarding to the concerned authorities.</li> <li>❖ Sending reminders in case of delay.</li> <li>❖ Sending bulk SMS/e-mail to the citizens.</li> <li>❖ Submitting List of works/proposals for execution under MLA/MLC Local Area Development Fund.</li> <li>❖ To monitor and review the progress of works running in the constituency.</li> </ul> <p><b>Citizen:</b></p> <ul style="list-style-type: none"> <li>❖ Online submission of public grievances through Web and Mobile App.</li> <li>❖ Online submission of demand by the public.</li> </ul> <p><b>Other Government Departments:</b></p> <ul style="list-style-type: none"> <li>❖ Updating current status of public grievances.</li> <li>❖ Updating current status of public demands.</li> <li>❖ Submission of reply on the subject forwarded by Member.</li> <li>❖ Updating Monthly financial and Physical progress of various Projects/works new and ongoing in their constituency.</li> </ul>
11.	<b>Legislation</b>	<p><b>Legislative Branch:</b></p> <ul style="list-style-type: none"> <li>❖ Summoning of Session;</li> <li>❖ Provisional Calendar of Session;</li> <li>❖ Special Mentions;</li> <li>❖ Resolutions;</li> <li>❖ No-day-yet motions;</li> <li>❖ Matters of Urgent Public importance;</li> <li>❖ Zero Hour.</li> </ul>
12	<b>Committees</b>	<p><b>Committee Secretariat:</b></p> <ul style="list-style-type: none"> <li>❖ Constitution of Committees;</li> <li>❖ Constitution of Sub-Committees;</li> <li>❖ Creation of e-files;</li> </ul>

Sr. No.	Activities	Proposed Services/Parameters
		<ul style="list-style-type: none"> <li>❖ Meeting schedule;</li> <li>❖ Tour/Visit itinerary;</li> <li>❖ Maintenance of Membership of Committees;</li> <li>❖ Preparation of Committee Reports;</li> <li>❖ Correspondence with concerned Government Departments;</li> <li>❖ Scrutiny of replies by the Departments;</li> <li>❖ Reminders to Government Departments;</li> <li>❖ SMS/e-mail integration;</li> <li>❖ Laying of Reports on the Table of the House;</li> <li>❖ Facilitating Action Taken Reports;</li> <li>❖ Calling Public opinion on a particular subject;</li> <li>❖ Examination and processing of the materials;</li> <li>❖ Preparing Questionnaire for Oral examination;</li> <li>❖ Maintaining verbatim reports of various meetings;</li> <li>❖ Uploading all the related information/data on the public portal.</li> </ul> <p><b>Government Departments:</b></p> <ul style="list-style-type: none"> <li>❖ Electronic submission of all types of documents/reports;</li> <li>❖ To provide online replies to queries received from Committee Secretariat.</li> </ul> <p><b>Members of Committee:</b></p> <ul style="list-style-type: none"> <li>❖ To view meeting Notices, Tour itinerary online;</li> <li>❖ Online receipt of study material sent by Committee Secretariat;</li> <li>❖ Online scrutiny of replies submitted by Government Departments.</li> </ul>
13.	<b>Member Amenities (MA)</b>	<p><b>Member Amenities Branch:</b></p> <ul style="list-style-type: none"> <li>❖ Member's personal details, contact details;</li> <li>❖ Allotment of Government accommodation;</li> <li>❖ Providing electricity/water connection;</li> <li>❖ Providing Telephone/Mobile and Internet facility;</li> <li>❖ Quick redressal of Members complaints and requests.</li> </ul> <p><b>Members:</b></p> <ul style="list-style-type: none"> <li>❖ Online submission of complaints/requests.</li> </ul>
14.	<b>Members Salary and Allowances (MSA)</b>	<p><b>MSA Branch:</b></p> <ul style="list-style-type: none"> <li>❖ Preparation of Salary Bills of Members and publishing of Pay slips;</li> <li>❖ Online receipt of TA/DA Bills, Medical Bills;</li> <li>❖ Processing of reimbursement of Bills (TA/DA, Medical, Telephone, Electricity, Water, House Rent, Mobile, Internet etc.</li> </ul>
15.	<b>Procurement</b>	<b>Store Inventory application:</b>

Sr. No.	Activities	Proposed Services/Parameters
	<b>and Stores</b>	<ul style="list-style-type: none"> <li>❖ Procurement of items;</li> <li>❖ Receipt of online requests;</li> <li>❖ Issue of items;</li> <li>❖ Payment to vendors;</li> <li>❖ Automatic updation of store inventory;</li> <li>❖ Generation of various Registers/Reports.</li> </ul> <b>State Legislature Secretariat Branches:</b> <ul style="list-style-type: none"> <li>❖ Online request for issue of different items.</li> </ul>
16.	<b>Digital Archives</b>	<ul style="list-style-type: none"> <li>❖ Creation of online searchable repository for all official Debates, Committee Reports, Action Taken Reports, Bills etc. since the inception of the State Legislatures.</li> </ul>
17.	<b>Library</b>	<b>Library:</b> <ul style="list-style-type: none"> <li>❖ Automation of all the Library processes including procurement of Books, Journals, Periodicals etc., Online Catalogue preparation, Stock entry, Issue &amp; Return of Books, Online Reminders to Users for delay in returning of Books, Lost Books, Receipt of Fine and its submission, SMS/e-mail integration, Search and retrieval of digital contents.</li> </ul> <b>Members Reference Service:</b> <ul style="list-style-type: none"> <li>❖ Online receipt of requests for information;</li> <li>❖ Culling out of material from different sources;</li> <li>❖ Uploading of electronic material in the Member's Inbox;</li> <li>❖ Integration of SMS/e-mail facility.</li> </ul>
18.	<b>Government Assurances</b>	<b>Assurance Branch:</b> <ul style="list-style-type: none"> <li>❖ Culling out of Assurances from verbatim records;</li> <li>❖ Creation of database for assurances culled out;</li> <li>❖ Online intimation to the concerned Government Departments;</li> <li>❖ Integration of SMS/e-mail;</li> <li>❖ Preparation of Assurance Status Report for the consideration of Committee;</li> <li>❖ Sending Reminders to Government Departments;</li> <li>❖ Online information regarding extension of time granted;</li> <li>❖ Laying of Assurances Fulfillment Report in the House.</li> </ul> <b>Government Departments:</b> <ul style="list-style-type: none"> <li>❖ Online access to the Assurances Database belonging to a particular Department;</li> <li>❖ Updation of Status of Assurances;</li> <li>❖ Submission of request for extension of time &amp; dropping and transfer;</li> </ul>

Sr. No.	Activities	Proposed Services/Parameters
		❖ Submission of compliance Report.
19.	<b>Mobile APPs</b>	<p><b>Mobile App for House Business:</b></p> <ul style="list-style-type: none"> <li>❖ Session calendar;</li> <li>❖ List of Business;</li> <li>❖ Paper Laid;</li> <li>❖ Bulletin Part-I and Bulletin Part-II;</li> <li>❖ Synopsis of Debates;</li> <li>❖ Verbatim Proceedings;</li> <li>❖ Question List;</li> <li>❖ Question/Answer Search;</li> <li>❖ Government Assurances Search;</li> <li>❖ Members Search;</li> <li>❖ Bills Search;</li> <li>❖ Contact Details of State Legislature Secretariat.</li> </ul> <p><b>Mobile App for Grievances/Demand Submission and Management:</b></p> <ul style="list-style-type: none"> <li>❖ A two way communication facility between the citizen and the public representatives;</li> <li>❖ Online submission of grievances or demands;</li> <li>❖ View of citizens demand/grievances by public representatives;</li> <li>❖ Forwarding of demands/grievances to various official groups via mobile app itself;</li> <li>❖ Updation of Status of demands/grievances by various official groups;</li> <li>❖ View the Status of pending demands/grievances by the Members;</li> </ul> <p><b>Mobile App for Budget:</b></p> <ul style="list-style-type: none"> <li>❖ Access to all Budget related documents (Financial year wise) in e-Book format;</li> <li>❖ Search on Budget documents.</li> </ul> <p><b>Mobile App for e-Constituency:</b></p> <ul style="list-style-type: none"> <li>❖ GIS based e-Constituency App;</li> <li>❖ Constituency population, boundary,</li> <li>❖ To view Grievances map based on the number of issues/grievances/demands received from the citizens&amp; disposed.</li> </ul>
20.	<b>e-office implementation</b>	<p><b>e-office implementation in all State Legislatures:</b></p> <ul style="list-style-type: none"> <li>❖ Employees database;</li> <li>❖ Service Book;</li> <li>❖ Leave Management;</li> <li>❖ Loans and Advances;</li> <li>❖ Leave Travel Allowances;</li> <li>❖ Court Cases;</li> <li>❖ e-File;</li> <li>❖ TA/DA claim;</li> <li>❖ Supplementary Bills;</li> <li>❖ Income Tax Returns;</li> </ul>

Sr. No.	Activities	Proposed Services/Parameters
		<ul style="list-style-type: none"> <li>❖ Allotment of official Vehicles;</li> <li>❖ Government Accommodation;</li> <li>❖ Aadhaar Based Attendance of Employees.</li> </ul>
21.	<b>Public Portal</b>	<ul style="list-style-type: none"> <li>❖ Content Management Framework (CMF) based Web Portal for State Legislatures for dissemination of information to the public;</li> <li>❖ Live Webcast of House proceedings will be available on public portal.</li> </ul>
22.	<b>User Management</b>	<p><b>For Super Administrator:</b></p> <ul style="list-style-type: none"> <li>❖ Creation of various User types / Sub-types;</li> <li>❖ Creation of functional modules / Sub-modules;</li> <li>❖ Approval of logins for all high level users like Members, Secretaries etc.;</li> <li>❖ Creation of Roles and allocation of Roles to users.</li> </ul> <p><b>For Self Service:</b></p> <ul style="list-style-type: none"> <li>❖ Members/Officers can register themselves with Aadhaar Number and Mobile Number making it easy for building the user base;</li> <li>❖ Users can request for validation and approval by higher officials;</li> <li>❖ User name and password will be sent on registered mobile number/e-mail after authentication;</li> <li>❖ Specific Dashboard for each user roles;</li> <li>❖ In addition to Aadhaar and password based validation, officials can authenticate their work by digital signature certificates.</li> </ul>
23.	<b>Centralized Pass Cell</b>	<ul style="list-style-type: none"> <li>❖ Issue of identity cards to Members;</li> <li>❖ Issue of identity cards to employees;</li> <li>❖ Online receipt of request for issue of identity cards to the officials of various Government Departments;</li> <li>❖ Online request for issue of visitors passes;</li> <li>❖ Online request for issue of identity cards to accredited press/media journalists;</li> <li>❖ Issue of Parking Labels to the Members and others;</li> <li>❖ Online Police verification process for issue of various types of entry passes;</li> <li>❖ Data analytics on various types of entry passes.</li> </ul> <p><b>Security Officials:</b></p> <ul style="list-style-type: none"> <li>❖ Verification of entry passes by reading QR code or Pass code;</li> <li>❖ Provision of allowing and denying entry to the pass holders;</li> <li>❖ Viewing list of people issued visitor gallery passes (Time slot wise/Date wise).</li> </ul>

<b>Sr. No.</b>	<b>Activities</b>	<b>Proposed Services/Parameters</b>
24.	<b>Media Desk</b>	❖ A Media Desk in each State Legislature will be set up. A set of 25 computers with LAN/Internet connectivity shall be provided for the journalists for covering the house proceedings. This will facilitate faster printing of the news relating to the Business in the House in the Print Media.

#### 4.7 Stakeholder Analysis

Roles and Responsibilities of various stakeholder of NeVA project is worked out as below:

<b>Stakeholder Group</b>	<b>Roles and Responsibilities</b>	<b>Level of Influence</b>	<b>Engagement/Communication Strategy</b>
Governor	Directions	High	Addressing Assembly/Council
Speaker/Deputy Speaker/Chairman/Deputy Chairman	Executing the business of Legislative Assembly/Council	High	Running the business of Legislative Assembly/Council
Members of Legislative Assembly/Council (MLAs/MLCs)	Interactions with Assembly/Council and Public	High	Interactions of MLAs/MLCs with Assembly/Council and Public
Secretary, Assembly/Council	Executing the business of Legislative Assembly/Council	High	Running the business of Legislative Assembly/Council
Employees of Assembly/Council Secretariat	Assistance in executing the business of Legislative Assembly/Council	Medium	Day-to-day- assistance in functioning of Assembly/Council Secretariat
Chief Minister/Ministers	Implementing plans and programmes	High	-Reply of questions/queries to Assembly/Council and Committees -Directions to departments w.r.t. MLA's/MLCs requests
Administrative Secretaries	Implementing plans and programmes	Medium	Reply of questions/queries to Assembly/Council and Committees



Government Departments Undertakings/ Corporations	and Implementing plans and programmes	Medium	Implementation of plans and programmes approved by the Legislature
Citizens	Requests	Medium	Interactions with MLAs/ MLCs

## **5. STAKEHOLDERS OF THE PROJECT AT STATE LEVEL**

### **5.1 House Committee for e-Governance & General Purpose**

A House Committee has been constituted comprising of Hon'ble Members of State Legislature under the Chairmanship of Hon'ble Speaker for monitoring the NeVA project and other e-Governance issues in the State. The composition of the House Committee of NeVA is as follows:

- |   |                       |                  |
|---|-----------------------|------------------|
| 1. Hon'ble Speaker/Dy. Speaker                          | Chairman/Dy. Chairman | - Chairman       |
| 2. Member State Legislature                             | - 1                   | Member           |
| 3. Member State Legislature                             | - 2                   | Member           |
| 4. Member State Legislature                             | - 3                   | Member           |
| 5. Member State Legislature                             | - 4                   | Member           |
| 6. Member State Legislature                             | - 5                   | Member           |
| 7. Member State Legislature                             | - 6                   | Member           |
| 8. Member State Legislature                             | - 7                   | Member           |
| 9. Secretary in Charge (e-Governance/IT)                | -                     | Member           |
| 10. Secretary, State Legislature                        | -                     | Member Secretary |
| 11. Any other person nominated by the Speaker/ Chairman |                       |                  |

The role and responsibilities of Committee are following:

- To review the progress of implementation of NeVA in the State Legislature.
- To recommend the changes in Rules and Procedure, if any required for implementation of NeVA in State Legislature.
- To discuss and suggest overcoming the issues being faced by various State Government Departments in transferring electronic documents using NeVA.
- To make Framework for Capacity Building/Training on NeVA for Members of State Legislature, Officials of State Legislature and State Government Departments.
- Awareness generation and Media plan.

## 5.2 State Legislature Project Management Unit (SPMU)

Each State Legislature will have a State Legislature Project Management Unit, mainly responsible for reviewing the financial and technical progress of the project. Its composition is as prescribed in the PIB Memorandum.

### Composition

1.	Secretary (State Legislature)	Chairman
2.	Secretary(IT) or his nominee not below the rank of Joint Secretary	Member
3.	Secretary (Finance Dept.) or his nominee not below the rank of Joint Secretary	Member
4.	Secretary (Budget-line Nodal Dept. for State Legislature) or his nominee not below the rank of Joint Secretary	Member
5.	Secretary Parliamentary Affairs Dept.	Member
6.	State Informatics Officer, NIC	Member
7.	Representative of NICS I at State	Member (if available)
8.	Joint Secretary/ Director/Deputy Secretary (State Legislature)	Member Secretary
9.	Any other person nominated by Chairman	Special Invitee

### Role and Responsibilities

- Approval on the changes required in the State Legislature's Business Processes (BPR).
- Amendments, if any required in Act(s), Rules, and Regulations for implementation of NeVA in State Legislature.
- Maintenance and Replacement of ICT equipments on taking over the Project after completion.
- Laying down the respective duties and obligations of each entity including that of State Legislature Secretariats and other State Government Departments in respect of each service to be made available electronically.
- Approval on issuance of necessary government orders and notifications for enablement of e-Vidhan MMP services.
- Recommendation on release of funds.
- Monthly review of the technical and financial progress of the project.