

LOGO  
of  
Assembly

**Draft**

**DETAILED PROJECT REPORT (DPR)**

**For  
Roll-Out of National e-Vidhan  
Application(NeVA)**

**In**

**Name of Legislative  
Assembly/ Council**

**Project Tentative Outlay: Rs XX,XX,XX,XXX**

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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 Name Secretariat:**

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

#### **Legislative Assembly/Council Name (Vidhan Sabha/Parishad)**

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

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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 THE PROJECT**

- 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.

<b>Service Area</b>	<b>As-Is Status</b>
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
Library MIS	Manual/Electronic Process
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>	<ul style="list-style-type: none"> <li>❖ <b>Speaker Pad:</b> <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> </li> <li>❖ <b>Members Pad:</b> <ul style="list-style-type: none"> <li>⇒ To view all the documents laid in the House in e-Book format.</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> </li> <li>❖ <b>Minister Pad:</b> <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> </li> <li>❖ <b>Speech Pad:</b> <ul style="list-style-type: none"> <li>⇒ Digital e-Book viewer for facilitating of</li> </ul> </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>	❖ List of Business (LOB) preparation.

<b>Sr. No.</b>	<b>Activities</b>	<b>Proposed Services/Parameters</b>
		<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>

<b>Sr. No.</b>	<b>Activities</b>	<b>Proposed Services/Parameters</b>
	<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> <p><b>State Legislature Secretariat Branches:</b></p> <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>	<p><b>Library:</b></p> <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> <p><b>Members Reference Service:</b></p> <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>	<p><b>Assurance Branch:</b></p> <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> <p><b>Government Departments:</b></p> <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 and Undertakings/ Corporations	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 NICSI 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.

- Address any inter-departmental issues if required.
- Overall guidance and directions for speedy implementation of the e-Vidhan MMP in the State Legislature.
- Awareness / Media plan (Tag Line, Radio Jingle) / Audio & Video, TV Slots – English, Hindi and Regional Language

### **5.3 Neva Seva Kendra (NSK) For E-Facilitation**

In order to smooth transition from present paper-based system to total paperless system, initially we shall require a transition period and assistance need to be provided to the members of state legislatures. Therefore, initially the system will run in hybrid mode, where the members will have the option to submit the notices in conventional manner as prescribed in the rules and procedures of each state legislature. But in order to capture all the notices/information in electronic form, we need to set-up e-facilitation center at each State legislature location.

### **5.4 Media Desk - Accredited Journalists**

It is proposed to set up a Media Desk in each State Legislature. A set of XXcomputers with LAN/Internet connectivity shall be provided for the journalists who cover the house proceedings. This will facilitate faster printing of the news relating to the Business in the House in the Print Media.

### **5.5 National Informatics Centre (NIC)**

The National Informatics Centre (NIC) is the premier science & technology organization under Ministry of Electronics and Information Technology (MeitY), Government of India and providing network backbone and e-Governance support to Central Government, State Governments, UT Administrations, Districts and other Government bodies. It offers a wide range of ICT services including Nationwide Communication Network for decentralized planning, improvement in Government services and wider transparency of national and local Governments. At each State Level a NeVA Implementation and Support Services Committee may be formed under the Chairmanship of State Informatics Officer (SIO) to provide all technical support and services

required to the State Legislature and other State Government Departments.

### **Responsibilities of the NIC: )**

- NIC will nominate one officer (Principal Systems Analyst or above) as NIC Coordinator for successful implementation of National e-Vidhan Application MMP.
- Technical support will be provided by the NIC to the National e-Vidhan Application (NeVA) MMP as it is having the expertise in the field & has successfully implemented e-Vidhan project in Himachal Pradesh.
- All bills will be sent by the respective State Legislature after duly verified by the respective NIC StateCoordinator to the NICSI New Delhi for passing & payment.
- The services of the SIOs mayalso` be utilized for implementation of National e-Vidhan Application MMP.
- NIC will Provide High Speed NICNET Connectivity for the smooth and un-interrupted NeVA operation
- Setting up of Web casting Infrastructure at all the State Legislature Locations and ensuring un-interrupted Webcast from all the State Legislature Locations.

## **6. OVERVIEW OF THE ONLINE SYSTEM**

### **6.1. OBJECTIVES OF THE SYSTEM**

The objective of the proposed application “e-Vidhan” is to automate the processes of LegislativeAssembly/ Council, Committees & Members to achieve the followinggoals:

- To identify and suggest an appropriate process re-engineering model
- To identify systems enabled mechanism that reduces and substantially removes redundant processes which otherwise delay flow of information among various stakeholders.
- To identify and suggest an appropriate technology model that is both user friendly and which withstands the tough field conditions
- Induction of transparency and accountability in operations
- Electronic security and control of confidential data
- Dissemination of information as per requirement
- MIS for easy monitoring and quick decision making
- To improve efficiency in working
- To improve decision making in view of better reporting mechanisms

- To help carry various analytical studies by providing the data instantaneously
- Significant reduction in manual records/register maintenance
- Elimination of duplicate and inconsistent record keeping
- To reduce the dependency
- To Support the organization in meeting its business and legal requirements
- To ensure better implementation of Schemes
- To Provides cost effective service and quality of the same
- To provide a friendly, speedier and efficient interface
- **To use less paper to save trees and implement green practices (Go Green)**

## **6.2. SHORT COMINGS OF THE EXISTING SYSTEM**

- Redundant processes
- Classical disconnect
- Difficulty in monitoring – mainly implementation of schemes by the Government
- Dependency
- Complexity
- Delay
- Lack of Transparency
- Lack of Accountability
- Unnecessary Excess Paper Work and huge paper wastage
- Difficulty in maintaining upto date Records
- Repetitive efforts
- Wastage of Time, Money and Efforts
- Lack of information
- Lack of standardization and uniformity of the working methodology

## **6.3. STAKEHOLDERS/AUTOMATION OF PROCESSES**

- Questions processing and answering by departments
- Assembly Business and proceedings
- Internal working of the Assembly/ CouncilCommittees & reply by departments
- Working of branches of the Assembly/ CouncilSecretariat
- Constituency management by MLAs/ MLCs
- Communication between the Assembly/ CouncilSecretariat and Government Departments
- Public Participation – Public Opinion on Bills, Constituency-wise Demands etc.

## **6.4. CHALLENGES**

- Making users confident, comfortable and trusting of the tool or technology with which they will interact.
- Acceptance of Online Correspondence/Reports specially by Ministers/MLAs/MLCs



- Establishing a Less-Paper Environment – using minimum papers by all stakeholders
- Enabling e-participation of public in Government’s budget/decision making policies
- **Resistance to change –**

It is normal to experience resistance whenever there is change. Understanding that there will be resistance to change will help to anticipate resistance, identify its sources and reasons, and modify our efforts to manage the issues of change to ensure the success of our change efforts. The resistant to change phenomenon can explain much of the hesitation that occurs on the part of constituents in moving from a paper based to a Web-based system for interacting with government processes. Stakeholders can all have their biases with respect to how transactions should be processed.

#### **Digital Divide –**

The digital divide refers to the separation that exists between individuals and communities that have got used to information technology and those that do not have such access/knowledge. As the digital divide narrows, broader adoption of e-government becomes possible.

- Attitudinal change in members, officers and employees
- Government process re-engineering
- Information transparency
- Infrastructure, Skill and awareness
- Access to right information
- Interdepartmental collaboration

## **6.5. ADVANTAGES OF THE SYSTEM**

- Role-enabled work-flow and web-based system for automation, standardization and uniformity of the working methodology
- Dynamic search engine which will generate several reports at click of button
- Auto compilation of reports and queries
- Removing redundant processes which otherwise delay flow of information among various stakeholders

- Induction of transparency and accountability in operations
- Electronic security and control of confidential data
- Dissemination of information as per requirement
- MIS for easy monitoring and quick decision making
- Improving efficiency in working
- Improving decision making in view of better reporting mechanisms
- Significant reduction in manual records/register maintenance
- Elimination of duplicate and inconsistent record keeping
- Reducing the dependency
- Supporting the organization in meeting its business and legal requirements
- Ensuring better implementation of Schemes by the Government
- Using less paper to save trees and implement green practices (Go Green)

## **7. ONLINE SYSTEM (TO-BE)**

### **7.1 WEB BASED APPLICATION SOFTWARE**

The online system NeVA is a role-enabled work-flow and web-based application. This web-based application will be advanced and generic version of the web application implemented in Himachal Pradesh Vidhan Sabha by NIC, Himachal Pradesh.

### **7.2 INTERNET CONNECTIVITY AND FACILITATION**

#### **A. Internet Connectivity at Assembly/ Council Name**

High-Speed Internet Connectivity through NIC Network along with back up connectivity line will be provided at the following locations:

- Assembly/ Council- 1GBPS Leased Line with a backup lease line.

#### **B. WiFi Internet Connectivity at Assembly/ Council Name**

- WiFi Internet Connectivity through NIC Network will be provided at Assembly/ Council Chambers.

## **C. Digital Audio Recording System for House Proceedings**

The entire proceedings of the House will be recorded digitally which will help the reporters to ensure complete accuracy in transcription. Sometimes it so happens that several members start speaking simultaneously makes it difficult for reporters to take down all that is spoken. On such occasions, digital-recordings prove to be quite useful, as reporters can ascertain from these versions what was inaudible or unintelligible when actual proceedings took place. The Reporters' copy is treated as the authentic record of the proceedings. If a dispute arises as to the correctness of the proceedings as recorded by the reporters, these may be cross-checked with the digitally-recorded version and correct position subsequently stated in the House for record.

## **D. Display of House Proceedings through LCDs**

LCD screens will be installed at the suitable locations for live display of the house proceedings during the sessions:

## **E. Digital Signature Certificates**

Digital Signature Certificates will be provided to all officers of the Chairman's Secretariat for accessing the online application NeVA and digitally signing the documents.

### **7.3. Members of Legislative Assembly (MLAs)**

#### **A. Touch Screen Devices**

Touch Screen Devices will be provided to all MLAs for accessing the online application NeVA and e-mail facility. Video Conferencing accounts will also be activated for all MLAs/MLCs.

#### **B. IT Training Centre - NeVA SeVA Kendra (NSK)**

A training centre (NeVA SeVA Kendra-NSK) for Information Technology will be established at Assembly/ Council for

imparting trainings and technical support regarding automation of the Assembly/ Councilworking to the MLAs/MLCs

### **C. E- Facilitation Centre (Citizen-Centric)**

e-Facilitation Centre (Citizen-Centric) will be established in NeVA SeVA Kendra of Assembly/ Council for computerizing the day-to-day working between MLAs/MLCs and public. NSK employees will uploading their data into online system and monitoring various activities online such as:

- Data entry of public requests, demands, grievances, letters received by MLAs manually from their respective constituencies.
- Monitoring the status of public requests/grievances submitted through MLAs
- Informing public about their application status by sending SMS/emails
- Data entry of reports/documents relating to their constituencies.
- Submitting assembly questions online
- Uploading tour programmes of MLAs/MLCs Ministers
- Monitoring development works in their constituencies
- Monitoring various activities of departments/undertakings in their constituencies
- Screening online replies received from departments
- Screening various reports laid in the House
- Scanning and printing facility
- Scanning and uploading of all old Acts/Bills presented and passed in the Assembly/ Council

### **D. Digital Signature Certificates**

- 1) Digital Signature Certificates will be provided to all MLAs/MLCs Class I officers, Branches and SPMU for accessing the online application NeVA and digitally signing the documents.

## **7.4 Governor Office**

### **A. Video Conferencing System**

Video conferencing will be established at the Governor Office and will be used mainly for Interactive remote participation by the Governor during the Assembly/ Councilsessions.

### **B. Internet Connectivity through NIC Network**

High-Speed Internet Connectivity through NIC Network will be provided in the office of Governor, State Name

### **C. WiFi Internet Connectivity through NIC Network**

Wi-fi Internet Connectivity through NIC Network will be provided at the Governor Office.

## **8. PROJECT EXECUTION& ESTIMATED COST**

### **8.1 Connectivity**

NICwillprovide Internet connectivity (1 GBPS) in Assembly/ Council Nameforsmooth working of the National e-Vidhan Application (NeVA) MMP.

### **8.2 IT/Non IT Hardware**

Requirement of the IT hardware has been derived based on the Survey (in certain cases additional 10% hardware has been added as spare). The manpower to be hired for the project may be utilized for installation of the same. For certain cases like fixing of tablets in the house, agency like PWD may be engaged.

### **8.3 Setting Up Of Neva Seva Kendra As E-Learning Centers**

In order to provide training to all the Members of Assembly/ Counciland officials of the secretariat, NeVA Seva Kendra (NSK) will be set up as e-Learning Centre. Regular training programme on various ICT applications etc. will be conducted for the Members and officials. The state of the art NeVA Seva Kendra (NSK) for e-

Learning will have all modern computers based teaching aids as well as Video-conferencing facility for remote learning.

#### **8.4 Video Conferencing**

In addition to the VC facility at NEVA SEVA KENDRA / E-LEARNING CENTERS, a dedicated Video Conferencing room will also be established.

#### **8.5 Electric Work / Air Conditioning**

Based on the survey of Assembly/ Council and subsequently a report from PWD, the cost of Electric Work / Air Conditioning of Assembly/ Council Name , NeVASEva Kendra, VC Rooms, Server Room etc. is around Rs XX,XX,XXX.

#### **8.6 Civil Work / Furniture**

Based on the survey and subsequently a report from PWD, the cost of civil work / furniture for NEVA SEVA KENDRA, Video Conferencing rooms, Legislative house, Server Room and Assembly/ Council Name is around Rs XX,XX,XXX.

#### **8.7 Restructuring/Layout of LAN**

As per the survey and subsequently a report from NIC/NICSI, approx No. XX of Local Area Network (LAN) nodes are required in the Assembly/Council. The Total cost for establishment of LAN is around Rs. XX, XX, XXX.

#### **8.8 Outline in broad terms project activities and timelines.**

The project will be executed in two phases. Phase 1 is expected to be completed in 6 months' time and will be aimed at enabling the system for members of the house and high priority branches. Digitization of the old records will be done by the manpower hired for the project in Phase 2.

<b>Reform Area</b>	<b>Activities</b>	<b>Timeline(Phase)</b>
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	Digital Video Recording, Storage Area Network and Archival System	1
	WiFi Audio Headphones Cordless System	1
	Touch Screen Based Fixed Laptops along with external Biometrics in the Assembly House	1
	Computer Hardware for Employees of Assembly/Council Secretariat	1
	Computer Hardware for technical manpower	1
	Display Panels for Assembly House and Important Sites	1
	IT Training Centre at premise of Assembly/Council	1
	NEVA SEVA KENDRA	1
	Video Conferencing System at Assembly/Council	1 & 2
<b>Hardware</b>	Hi-Tech Committee Rooms	2
	Customization of Application Software	1
<b>Software</b>	System/Standard Software for Words/Image Processing	1 & 2
<b>Other Activities like Civil Works,</b>	NeVA Room, VC Rooms, IT Professionals, IT Training Centre and Constituency Facilitation Centre at premise of Assembly/Council	1
<b>Electrical Wiring/Cabling</b>	Electrical Wiring, LAN Cabling and Switches	1
<b>Digitization of old manual Record</b>	Digitization of old manual Record (debates, bills, replies, committee reports)	2

**8.9 Manpower** – Manpower requirement for the project is as below:-

<b>SN</b>	<b>Manpower Category</b>	<b>Numbers</b>	<b>Rate per month</b>	<b>Cost per Month</b>	<b>Cost per Year</b>	<b>Cost for 3 Years</b>
1	Web Administrator					
2	Data Base Administrator					
3	Senior Technical Support Professional					
4	Operation Manager					
5	Operation Assistant					
6	Network Operation Professional					
7	Technical Trainers					
8	Technical Support Professionals					
9	Multi Tasking Staff (MTS)					
	Total					



### 8.10 Estimated Cost of the Project

Estimated cost of the project has been worked out based on the survey and the unit costs have been derived from the DPR published by MoPA, GoI:

Estimated Cost of NeVA Implementation in State Legislature Name							
SN	Components / Items	Quantity			Unit Price (Rs)	Total Amount (Rs)	Remarks/Gap Analysis **
		Proposed	Existing	Req.			
1	Tablet devices				90000	0	xxx - MLAs
							x - Speaker's Desk
							x - Secretary Desk
							xx - Officials Desks
							xx - 10% spare
							Grand Total: xxx
2	Personal Computer				60000	0	xx - As per Survey
							xx - New Posts
							xx - Media Centre
							xx - e-Facilitation Centre
							xx - e-Learning
							x - SPMU
							x Speaker /Deputy Speaker/LOP and Secretary of the State
							xx - Spare
							xxx (Total)
Total-existing =xxx							
3	Laptop				80000	0	
4	Plastic ID cards Printers				150000	0	
5	Scanners				75000	0	
6	UPS 500 VA				5,000	0	
7	UPS 2 KVA				25,000	0	
8	UPS 5 KVA				2,00,000	0	
9	UPS 10 KVA				5,00,000	0	
10	LAN Nodes				2,000	0	
11	Wi-fi Access Points(APs)				97,000	0	
12	WAN Link				65,00,000	0	

13	VC Studio System				6,00,000	0	
14	Projector System				3,00,000	0	
15	Digital Board				3,00,000	0	
16	Display Panels				1,50,000	0	
17	Digital audio Recording				3,50,000	0	
18	Video Streaming setup				3,00,000	0	2 Nos. at each State Legislature (1 work as backup)
19	Office Suite				15000	0	No. of PCs + Laptops
20	e-Sign/DSC Cost				1450	0	
21	Electrical Work/Air-conditioning estimated cost					0	As Estimated by PWD Electrical < 100 Members - 20,00,000 100- 200 Members- 30,00,000 200-300 Members - 50,00,000 > 300 Members- 1,00,00,000
22	Civil Work					0	As Estimated by CPWD < 100 Members - 90,00,000 100- 200 Members- 1,20,00,000 200-300 Members - 1,90,00,000 > 300 Members- 2,50,00,000
23	Digital Archives				50,00,000	0	Approximately 50.0 Lakh for each State Legislature
24	Manpower cost for 36 months				3,10,00,000/ 4,59,00,000	0	< 100 Members- 3,10,00,000/ >100 Members- 4,59,00,000 For Three Years
25	Touchpad				64,700	0	
26	Publicity				26,00,000	0	
27	M.F Color Printer				35,000	0	
<b>Sub Total</b>						<b>0</b>	
28	Contingency & Misc. Fund					0	1 % of Project Cost
29	NICSI Charges						NICSI charges as applicable
<b>Grand Total</b>						<b>0</b>	Total Without NICSI Cost
<b>State/UT Government Share (0%/10%/40%)</b>							0
<b>Annual Expenditure on Manpower</b>							0

No provision has been added for Web Hosting /DR Site at NIC Cloud (Meghraj), SMS Gateway Cost & Messaging Services. It will be borne by the CPMU, Ministry of Parliamentary Affairs, Government of India.

### 8.12 IMPLEMENTATION SCHEDULE:

The project is proposed to be implemented over a period of 2 years.

	Activities	Months							
		3	6	9	12	15	18	21	24
<b>I. ICT Infrastructure Implementation and Maintenance</b>									
1	Hardware Procurement								
2	Customization of Application Software								
3	System/Standard Software for Words/Image Processing								
4	Civil Works, Electrical Wiring/Cabling								
5	Digitization of old manual Record								
<b>II Risk/Change Management, Capacity Building and SPMU for 3 Years</b>									
1	Risk/Change Management & Capacity Building Cost								
2	State Project Management Unit Facility								