MINISTRY OF PARLIAMENTARY AFFAIRS
(Research Cell)

A Negative list of information which cannot be provided by the Ministry of Parliamentary Affairs, under the provisions of the RTI Act.

Sl. No.	Information which cannot be provided by this Ministry	Information available with
1.	Status of Bills pending before either House.	Lok Sabha/Rajya Sabha Secretariats.
2.	Details about Introduction/Passing of Bills/Nos. of Speakers etc./ Division /Reference to Committees /Debates	Lok Sabha/Rajya Sabha Secretariats.
3.	Details about Private Members Bills/Resolution.	Lok Sabha/Rajya Sabha Secretariats.
4.	Expenditure on running of Parliament.	Lok Sabha/Rajya Sabha Secretariats.
5.	New Parliament Building	MoHUA and Lok Sabha Secretariats

A SET OF FREQUENTLY ASKED QUESTIONS (FAQs)

LEGISLATION (PART-I)

1. *What is the time schedule for sending the Annual Report to Lok Sabha/Rajya Sabha Secretariat?*

Ans: The Annual Report should be made available to Lok Sabha/Rajya Sabha Secretariat for circulation to Members after the presentation of the Budget at least one week before the adjournment of both the Houses for recess during Budget Session.

2. *What is the stipulated number of Copies of the Annual Report required to be sent to various Authorities?*

    Ans:

Name of Organisation	English Version	Hindi Version	Bilingual or Hindi & English versions bound together in one volume
LOK SABHA SECRETARIAT In case Soft copy of the Annual Report is e-mailed	25 copies	25 copies	25 copies
In cases where soft copies of the Annual Reports cannot be made available	70 copies	70 copies	70 copies

RAJYA SABHA SECRETARIAT Annual Reports will be circulated electronically only to MPs	25 copies	25 copies	35 copies
PRESS INFORMATION BUREAU	50 copies	50 copies	50 copies
Ministry of Parliamentary Affairs	5 copies	5 copies	5 copies
State Governments (including Union Territories Administration)	2 copies	2 copies	2 copies
State/Union Territory Legislature	2 copies	2 copies	2 copies
Deputy Director, Acquisition Section, Parliament Library	5 copies	5 copies	5 copies

3. ***What is the provision for preparing Annual Report/Brief Activities in an election year?***

Ans: In an election year, or otherwise, when instead of a regular General Budget, an interim Budget seeking Vote on Account is presented before the two Houses of Parliament, Ministries/Departments may send prescribed number of copies of the Statement containing in brief the activities of the Ministry/Department for the preceding calendar year, to the Lok Sabha/ Rajya Sabha Secretariat immediately after presentation of the Interim Budget. In such a year, the annual report should contain information regarding the activities of the department from the 1st January of the preceding year till 31st March of the year in which Vote on Account is taken and the prescribed number of copies thereof should be sent to various authorities after presentation of Union Budget.

4. ***What is the President's Address?***

Ans: The President of India addresses both Houses of Parliament assembled at the commencement of the first session after general election to the House of people and at the commencement of the first session of each year. The matters referred to in the President's Address to the Houses are discussed on a Motion of Thanks moved by a Member and seconded by another Member.

5. ***When does the President address the Parliament?***

Ans: The Constitution provides for an Address by the President to either House or both Houses assembled [Article 87 (1)]. The Constitution also makes it incumbent upon the President to address both Houses of Parliament assembled at the commencement of the first Session after each General Election to the Lok Sabha and at the commencement of first Session each year and inform Parliament of the causes of its summons.[Article 87(1)].

6. ***What is a Bill?***

Ans: A Bill is a legislative proposal brought before the Parliament. A Bill is a statute in draft, and no Bill can become law until it receives the approval of both the Houses of the Parliament and assent of the President.

7. ***What is the difference between a Bill and an Act?***

Ans: A Bill is a legislative proposal brought before the House for its approval. A Bill passed by both Houses of Parliament becomes an Act only after it has been assented to by the President.

8. *What is the role of the Ministry of Parliamentary Affairs in the Business Advisory Committee?*

Ans: Both the Houses of Parliament have their respective Business Advisory Committees (BACs). The Ministry of Parliamentary Affairs seeks allocation of time for consideration of Government Business from these BACs before that item is provided in the List of Business.

9. *Who provides Govt. Business for List of Business?*

Ans: Ministry of Parliamentary Affairs on daily basis provides List of Government Business to the Lok/Rajya Sabha Secretariat for inclusion in the List of Business for Lok Sabha and Rajya Sabha, respectively.

10. *Who assigns roster duties to Ministers/Ministers of State?*

Ans: In order to ensure that some Ministers/Minister of State are always present in the Houses of Parliament, the Ministry of Parliamentary Affairs prepares a roster of attendance of Ministers in both Houses of Parliament and circulates the same to the Ministers.

11. *Who allots rooms to the Ministers/Ministers of State (Independent Charge) in the Parliament House?*

Ans: Ministry of Parliamentary Affairs allots rooms to Ministers/Ministers of State (Independent Charge) in Parliament House, before commencement of each Session, for performing their duties related to Parliament Session.

12. *Who is a Private Member?*

Ans: A Member of Parliament, other than a Minister or Presiding officer, is known as a Private Member.

13. *What is a Private Members' Bill/ Resolution?*

Ans: A Bill/Resolution initiated by any Private Member is called a 'Private Members' Bill/ Resolution.

14. *What is prorogation?*

Ans: Termination of a Session of the House by an order made by the President under Article 85(2) is called prorogation.

15. *What is inter-session Period?*

Ans: The period between prorogation of the House and its re-assembly in a new Session is termed as inter -Session period.

16. ***What is the* difference between adjournment and prorogation?**

Ans: A prorogation denotes the termination of a Session whereas an adjournment is interruption of the course of the same Session.

17. ***What is cut Motion?***

Ans: During the discussion on the Demands for Grants, motions can be moved to reduce the amount of a demand. Such a motion is called a cut motion.

LEGISLATION (PART –II)

1. ***How does a Member of Parliament bring to the notice of the House any matter in Lok Sabha?***

Ans. Members of the Lok Sabha who wish to bring to the notice of the House any matter which is not a point of order, or which has not been raised during the same Session under any other Rule, are permitted by the Speaker to raise the matter under rule 377 of the Rules of Procedures and Conduct of Business in Lok Sabha.

2. ***How does a Member of Parliament bring to the notice of the House any matter in Rajya Sabha?***

Ans: In the Rajya Sabha, the Chairman permits the members to mention matters of urgent public importance, generally known as Special Mentions, under Rule 180A-E of the Rules of Procedure and Conduct of Business in the Rajya Sabha.

3. ***How does a Member of Parliament raise issues related to urgent public importance in both the Houses of Parliament?***

Ans: Presiding officers allow Members of Parliament to raise these issues during Zero Hour in both the Houses. As per existing practice in Lok Sabha just after question hour i.e. between 12.00 Noon to 1 P.M and in Rajya Sabha just after completion of paper laying i.e. between 11.00 A.M to 12:00 Noon, Members of Parliament are allowed to raise these issues in the Lok Sabha and Rajya Sabha respectively. However, Presiding Officers may allow the Members to raise issues under Zero Hour after the completion of the listed Government Business for the day.

4. ***What happens to the issues raised by Members of Parliament in Lok Sabha and Rajya Sabha?***

Ans. Necessary extracts of the matters raised in the Lok Sabha as well as in the Rajya Sabha on a particular day are forwarded to the concerned Ministry/Department by both the Secretariats on the succeeding day. Copies of these extracts are also endorsed to the Ministry of Parliamentary Affairs. The Ministry of Parliamentary Affairs sends weekly statements containing the gist of the matters raised in the two Houses, to the Ministries concerned to enable them to cross check the matters raised in respect of their Ministry concerning the extracts received by them from two Secretariats, to ensure that no item is lost sight of.

5. ***How does a Member of Parliament get replies on the issues raised by them in Lok Sabha under Rule 377 and by way of Special Mention in Rajya Sabha?***

Ans.   Each administrative Ministry/Department is required to send replies to the concerned Member(s) of Parliament as expeditiously as possible, preferably within a month, under the signature of their Minister/Minister of State. In case any delay is anticipated, as sometimes the information is to be collected from various agencies including State Governments, an interim reply should be sent to the concerned Member of Parliament.

6.   *What action is taken by the Ministry of Parliamentary Affairs for expeditious replies to these issues to the Member concerned?*

Ans.   The Ministry of Parliamentary Affairs takes follow-up action by requesting Ministries/ Departments for timely disposal of the issues raised under rule 377 in the Lok Sabha and under rule 180 A-E by way of Special Mentions in Rajya Sabha at the level of Secretary/ Additional Secretary as well as on Under Secretary level at regular intervals.

7.   *What happens when a Member of Parliament retires/resigns or in case of demise of Members?*

Ans.   In case of matters raised under Rule 377 in the Lok Sabha and Special Mentions made under Rule 180A-E by way of Special Mention in the Rajya Sabha, if a member who had raised the matter resigns his seat in the House or passes away, or retires (from Rajya Sabha), reply to such matters stating the factual position will be sent by concerned Departments/Ministries to the Lok Sabha/Rajya Sabha Secretariat as the case may be under intimation to the Ministry of Parliamentary Affairs.

8.   *What action is supposed to be taken by the Ministries/ Departments on the issues raised during Zero Hour in both Houses of Parliament?*

Ans.   Whenever Presiding Officers give directions to the Government or the Minister/Minister of State for Parliamentary Affairs gives assurances on certain issues raised during 'Zero Hour' in the two Houses, the relevant extracts from the proceedings of the Houses relating to such matters are sent by the Minister of Parliamentary Affairs to the Minister concerned on the same day or next day for such action as may be deemed necessary by the Ministry/Department. The Ministry of Parliamentary Affairs also sends relevant extracts from the proceedings relating to the matters raised during Zero Hour in the two Houses on which no directions or assurances are given, to the Ministry/Department concerned for information and such action as may be deemed necessary. The Ministry/ Department may examine such matters and, if deemed necessary, send replies to the members.

9.   *What is the difference between issues raised under Rule 377 in the Lok Sabha, by way of Special Mentions under Rule 180 A-E in Rajya Sabha and Zero Hour issues raised in both Houses.*

Ans.   As for issues raised under Rule 377 in the Lok Sabha, by way of Special Mentions under Rule 180 A-E in Rajya Sabha are concerned text of the issue needs to be approved by the Presiding officers. Members may read only the approved text by the Presiding Officer. Replies to these issues are mandatory in nature. However, in case of Zero Hour issues, the Member has to only give notice highlighting the subject of the issue and after the approval of the Presiding officers, he may be allowed to speak on the said issues. Replies to these issues are not mandatory in nature.

10.   *What happened to the issues raised under Rule 377 in Lok Sabha on dissolution?*

Ans.   On dissolution of the Lok Sabha, the matters raised under Rule 377 during the term of that Lok Sabha lapse.

CONSULTATIVE COMMITTEES

1.   *When did the Consultative Committees come into effect?*

Ans: An informal Consultative Committee system for various Ministries/Departments of the Government of India was instituted in 1954. It was given a formal shape in April 1969 with the issue of Guidelines to regulate the constitution and functioning of the Consultative Committees for various Ministries and Departments.

2.   *What are the objectives of Consultative Committees?*

Ans: The objectives of the Consultative Committee are as follows:-

i.   To create awareness among the Members of Parliament about the working of Government.

ii.   To promote informal consultation between the Government and the Members of Parliament on policies and programmes of the Government and the manner of their implementation.

iii.   To provide an opportunity to the Government to benefit from the advice and guidance of the Members of Parliament in relation to policy matters and implementation of programmes and schemes.

3.   *What are the provisions for the Constitution of the Consultative Committees?*

Ans: Consultative Committees will be constituted for all Ministries/Departments of the Government of India, as far as possible. The Government will decide the composition of these Committees with due regard to the respective strengths of various parties in Parliament.

4.   *What are the provisions for the Dissolution of the Consultative Committees?*

Ans: A Consultative Committee may be dissolved if its membership falls below ten due to retirement/resignation of member(s). The Consultative Committee shall stand dissolved upon dissolution of every Lok Sabha and shall be reconstituted upon the constitution of each Lok Sabha.

5.   *How many minimum and maximum Members of Parliament can be nominated as a regular member on a Consultative Committee?*

Ans: A minimum of ten Members of Parliament and a maximum of thirty Members of Parliament can be nominated as a regular member on a Consultative Committee.

6. *What are the procedures for nominating a Member of Parliament belonging to Party/Groups (with more than five Members of Parliament in the Lok/Rajya Sabha) as a Regular Member on a Consultative Committee?*

Ans: A Member of Parliament desirous of serving as a Regular Member on a Consultative Committee shall send her/his request in a prescribed proforma providing options of Consultative Committees for three Ministries/Departments in order of preference to the Leader of his Party/Group in the Lok Sabha/Rajya Sabha. The Leader of the Party/Group will, in turn, after due consideration, forward her/his recommendation to the Ministry of Parliamentary Affairs.

7. *What are the procedures for nominating a Member of Parliament who is nominated or belongs to small parties/groups (with less than five Members of Parliament in the Lok/Rajya Sabha) on a Consultative Committee as a Regular Member?*

Ans: A Member of Parliament desirous of serving as a Regular Member on a Consultative Committee shall send her/his request in a prescribed proforma providing options of Consultative Committees for three Ministries/Departments in order of preference directly to the Ministry of Parliamentary Affairs.

8. *Who decides and notifies the nomination of the membership of a Member of Parliament on a Consultative Committee?*

Ans: The Minister of Parliamentary Affairs decides the membership of a Member of Parliament on a Consultative Committee taking note of the vacancy position and the preference of the ministries filled by Members of Parliament in the proforma, on a first come first served basis. The Ministry of Parliamentary Affairs notifies the membership of a Member of Parliament on a Consultative Committee.

9. *What are the procedures for appointing a Member of Parliament as Permanent Special Invitee on a Consultative Committee and how many maximum Permanent Special Invitees can be allowed on a Consultative Committee?*

Ans: A Member of Parliament may also be appointed as a Permanent Special Invitee on a Consultative Committee in addition to his/her regular membership in a Consultative Committee if he/she has special interest in the subjects of a particular Ministry/Department. A Member can be nominated as Permanent Special Invitee on one Consultative Committee only at a time. However, such a Member will not be entitled to any TA/DA for attending the meetings of the Consultative Committee. A maximum of five Permanent Special Invitees will be allowed on each Consultative Committee.

10. *Can a Member of Parliament who is not a Regular Member/ Permanent Special Invitee on any Consultative Committee attend the meeting of the Consultative Committee?*

Ans: A Member who is neither a Regular Member nor a Permanent Special Invitee may be invited to a meeting of the Consultative Committee as a special invitee if she/he has given notice of a subject for discussion and it has been included in the agenda or if she/he expresses her/his desire to participate in the discussion on agenda item(s) notified for the meeting of the Consultative Committee and her/his request has been approved by the Minister of Parliamentary Affairs. However, such a Member will not be entitled to any TA/DA for attending the meeting of the Consultative Committee.

11. *Is there any provision for providing TA/DA to the members of the Consultative Committee for attending the meetings?*

Ans: A Regular Member of the Consultative Committee is entitled to receive TA/DA for attending the meetings held during Inter-Session period as per her/his entitlement. TA/DA for Members is governed by Members' Salaries and Allowances Act, 1954.

12. *Who presides over the meetings of the Consultative Committees?*

Ans: The Minister in-charge of the Ministry/Department presides over the meeting of the Consultative Committee attached to her/his Ministry/Department. Whenever, for exceptional reasons, the Minister in-charge is not able to preside over the meeting already convened, it will either be presided over by the Minister of State of that Ministry/Department or it will be postponed.

13. *What are the functions and limitations of the Consultative Committees?*

Ans: The Consultative Committees provide a forum for free and open discussion on the policies, programmes and schemes of the concerned Ministries/Departments in an informal environment. Members of Parliament are free to discuss any matter which can appropriately be discussed in Parliament. It would, however, not be desirable to refer on the floor of either House of Parliament to anything which might have taken place in a meeting of a Consultative Committee. This will be binding on both the Government and the Members. The Consultative Committees will not have the right to summon any witness, to send for or demand the production of any file or to examine any official record.

14. *How many meetings are to be arranged by each Consultative Committee in a year?*

Ans: Six meetings of the Consultative Committees should normally be held during Session and Inter-session period. Of the six meetings of the Consultative Committees in a year, it is mandatory to hold four meetings. Of these, three meetings are held during inter-session periods and one meeting is held during either the session or inter-session period, according to the convenience of the Chairman of the Committee. One meeting of a Consultative Committee in a calendar year may be held outside Delhi, anywhere in India, during an Inter-session period if the Chairperson of the Committee so desires.

15. *Who decides the date and duration of the meeting of the Consultative Committees?*

Ans: The duration of the meeting is decided by the Chairperson of the Consultative Committee at her/his discretion depending on the business to be transacted. Date for a subsequent meeting of a Consultative Committee is decided in the previous meeting of the Committee, as far as possible.

16. *How many days before, the proposal of the meeting is given by the concerned Ministries/Departments to the Ministry of Parliamentary Affairs in order to facilitate the making of the Administrative arrangements for the meetings?*

Ans: At least four weeks in advance of the meeting, the Ministries/Departments concerned communicate the decision to convene the meeting to the Ministry of Parliamentary Affairs in order to facilitate making of adequate administrative arrangements for the meetings of the Consultative Committees and avoid bunching up of such meetings.

17. *How many days before the notice of the meeting is given to the Members of the Consultative Committees?*

Ans: Notice for the meeting of a Consultative Committee is issued to Members and invitees at least 10 days in advance during the Session periods and at least two weeks in advance during the Inter-Session periods by the Ministry of Parliamentary Affairs.

18. *Does the Ministry of Parliamentary Affairs send the Meeting Notice to both Delhi address and the Permanent addressee of the Members?*

Ans: Notice for the meeting is sent to the residential addresses of the Members in Delhi during the Session periods and to their Delhi addresses as well as the permanent addresses during the Inter-session period.

19. *What is the Quorum for conducting the meeting of the Consultative Committee?*

Ans: There is no quorum fixed for conducting the meeting of a Consultative Committee.

20. *Who decides the agenda for the meeting of the Consultative Committee?*

Ans: The Agenda for the meeting of a Consultative Committee may be decided by the Chairperson in consultation with the Members, as far as possible. The Members may also suggest item(s) for inclusion in the Agenda for the consideration of the Chairperson. As far as possible, the Agenda for a subsequent meeting of the Consultative Committee may be decided during the previous meeting of the committee.

21. *How many days prior to the meeting, is the agenda sent by the concerned Ministries/Departments to the Ministry of Parliamentary Affairs in order to ensure its circulation among the Members?*

Ans: The Agenda papers (both Hindi & English versions) [including the minutes of the last meeting, action taken report on the minutes of the last meeting and brief/notes on the agenda item(s) for the ensuing meeting] for the Consultative Committee meeting is sent by the Ministry concerned to the Ministry of Parliamentary Affairs at least 10 days in advance in

order to ensure its circulation among the Members sufficiently in advance to facilitate informed discussions during the meeting.

22. *Who is responsible for coordinating administrative matters concerning the meetings of the Consultative Committees?*

Ans: The Ministry of Parliamentary Affairs is responsible for overall coordination in respect of matters concerning the Consultative Committees.

23. *Is there any provision for constituting Sub-Committees?*

Ans: No Sub-Committees of a Consultative Committee shall be constituted.

24. *When were the Guidelines on Constitution, Functions and Procedures of Consultative Committees revised?*

Ans: The Guidelines on Constitution, Functions and Procedures of Consultative Committees were last revised in September, 2005.

EMOLUMENT OF MEMBERS OF PARLIAMENT

1. *What is the Salary of Members of Parliament?*

Ans: With effect from 01.04.2018, the Salary of Members of Parliament is Rs.1,00,000/- per month. It will be increased after every five years commencing from 1.4.2023 on the basis of Cost Inflation Index provided under clause (v) of Explanation to section 48 of the Income-tax Act, 1961.

(w.e.f. 01.04.2020 for a period of one year, Salary of Members of Parliament has been reduced to 70,000/- per month due to Covid-19 pandemic.)

2. *What is the amount of Daily Allowance admissible to Members of Parliament?*

Ans: Rupees 2,000/- per day for each day of residence on duty. Daily Allowance shall be paid only when the member signs the register maintained for the purpose. It will be increased after every five years commencing from 1.4.2023 on the basis of Cost Inflation Index provided under clause (v) of Explanation to section 48 of the Income-tax Act, 1961.

3. *What is the amount of Constituency Allowance admissible to Members of Parliament?*

Ans: With effect from 01.04.2018, Rupees 70,000/- per month. It will be increased after every five years commencing from 1.4.2023 on the basis of Cost Inflation Index provided under clause (v) of Explanation to section 48 of the Income-tax Act, 1961.

(*w.e.f.* 01.04.2020 for a period of one year, Constituency Allowance of Members of Parliament has been reduced to rupees 49,000/- per month due to Covid-19 pandemic.)

4.   *What is the amount of Office Expense Allowance admissible to Members of Parliament?*

Ans: With effect from 01.04.2018, Rs. 60,000/- per month out of which Rs. 20,000/- is for meeting expenses of stationery items and postage; and up to Rs. 40,000/- is paid by the Lok Sabha/Rajya Sabha Secretariats to the person(s) who is/are engaged by a Member for obtaining secretarial assistance, provided that one such person must be computer literate as certified by the Member himself. It will be increased after every five years commencing from 1.4.2023 on the basis of Cost Inflation Index provided under clause (v) of Explanation to section 48 of the Income-tax Act, 1961. *[Section 8 and The Members of Parliament (Office Expense Allowance) Rules, 1988]*

However, w.e.f. 01.04.2020 for a period of one year, Office Expense Allowance has been reduced to Rs.54,000/- per month, out of which Rs. 14,000/- is for meeting expenses of stationery items and postage; and the Lok Sabha Secretariat or Rajya Sabha Secretariat may pay up to rupees forty thousand to the person(s) as may be engaged by a Member for obtaining secretarial assistance and one such person shall be computer literate duly certified by the Member.

5.   *What is the amount as Monetary Ceiling of Furniture for Members of Parliament?*

Ans: Rs. 1,00,000/- **w.e.f. 1.4.2018** (Rs. 80,000 for durable furniture + Rs. 20,000/- for non-durable furniture). It will be increased after every five years commencing from 1.4.2023 on the basis of Cost Inflation Index provided under clause (v) of Explanation to section 48 of the Income-tax Act, 1961.

6.   *What kind of Travelling Allowance is provided to Members of Parliament for performing their parliamentary duties?*

Ans: For attending Parliament Session or meeting of a Parliamentary Committee or for the purpose of attending any other business connected with his duties as a Member, from his usual place of residence to the place of duty and for return journey, a Member is entitled to travel:

By Rail- free rail travel against the railway pass issued to MP. *[Section 6 (1) and Section 4(1)(a)]*

By Air- One air fare of the airlines in which he/she travels. **[Section 4(1) (b)]** By Road- Road mileage @ Rs. 16/-per km. *[Section 4 (1)(c) (ii)]*

The Member whose usual place of residence is within the radius of 300 kms from Delhi is entitled to receive road mileage even if the place is connected with Delhi by superfast/express/mail train.
[Fourth proviso to Section 4(2)]

The Members representing the North-Eastern States are entitled to road mileage from their usual place of residence to the nearest airport even though the places are connected by superfast/express/mail train.
[Fifth proviso to Section 4(2)]

7.   *What kind of Air travel facility is provided to Members of Parliament for journey other than Official?*

Ans: A Member is entitled to avail himself of 34 single air Journeys during a year with his/her spouse or any number of companions or relatives. *[First proviso to Section 5 (2)]* The spouse can travel alone eight times in a year by air to meet the Member during the Parliament Session. Such journey performed by the spouse, companions or relatives are included in 34 air journeys. *[Third Proviso to Section 5(2)]*

The balance of unused air journeys for a year shall be carried over to the following year**.** *[Second proviso to Section 5(2)]* In case a Member performs more than 34 air journeys in a year, he is allowed to adjust not exceeding 8 air journeys available for the next year**.** *[Fourth proviso to Section 5(2)]*

8.   *What kind of Rail travel facility is provided to Members of Parliament?*

Ans: Rail travel facility provided to Members of Parliament is:

a.   Member, on the strength of his Identity Card, is entitled to travel at any time by any railway in India in first class air-conditioned or executive class. The Identity Card issued to the member is non-transferable.*[Section 6(1)]*
b.   The Identity Card also entitles him/her to be accompanied by one person in air–conditioned two-tier, when he travels by rail. *[Section 6B(1)(i)]*

9.   *What kind of Rail travel facility is provided to the Spouse of Members of Parliament?*

Ans: (i) The Spouse of a Member is entitled to travel any number of times, by railway in first-class air conditioned or executive class in any train from the usual place of residence of the Member to Delhi and back; *[Section 6B (2)(a)]*

(ii) The spouse is entitled to travel in first class air conditioned or executive class in all the trains with the Member from any place in India to any other place in India*[Section 6B(1)(ii)].* A Member having no spouse is entitled to accompany any other person in lieu of spouse in any train in first class air conditioned or executive class from any place in India to any other place in India in addition to the facility already available to him in respect of one companion in AC-II tier. *[First Proviso to Section 6B(1)]*

10.   *How much Water and Electricity is free of cost for Members of Parliament in a year?*

Ans: 4000 kl. of water and 50,000 units of electricity (25,000 units measured on light meter and 25,000 units measured on power meter or pooled together) per annum beginning from 1st January of every year is supplied free of cost at the residence allotted to a Member in Delhi/New Delhi or to a Member who is residing in private accommodation in Delhi. The unutilised units of electricity and water are carried over to the subsequent years and any excess consumption in a particular year is adjusted from the units available for the next year. *[Section 8 and Rule 2 (2) of The Telephone and Housing Facilities (Members of Parliament) Rules, 1956 and its third and fourth provisos]*

11.   *How many Telephones and telephone calls are provided to Members of Parliament as telephone facilities free of cost?*

Ans: A Member is entitled to have three telephones without payment of installation and rental charges, out of which at least one telephone should be installed at his residence or office in Delhi and one at his constituency or the State in which he resides; the third telephone can be installed at either of the aforesaid place. 50,000 local calls during a year are free to him/her during a year on each of the three telephones *[**Rules 4(1), (3) and (5) of The Housing and Telephone Facilities (Members of Parliament) Rules, 1956]**.*

However, the Chairman of a Parliamentary Committee is exempted from payment of any charges for local calls made from any one telephone installed at his residence in Delhi/New Delhi.*[**Rule 4(2) The Housing and Telephone Facilities(Members of Parliament) Rules, 1956]**.*

These 50,000 free local calls can be clubbed together which comes to 1, 50,000 local calls in a year. A Member may use any number of telephones for availing the aforesaid 1,50,000 free local calls subject to the condition that the telephones are in the name of Member and the installation and rental charges of additional telephones are borne by the Member himself. *[**Rule 4A(3A) The Housing and Telephone Facilities (Members of Parliament) Rules, 1956]***

12.   *Are Members of Parliament also entitled for mobile phones?*

Ans: Every Member is also entitled to one mobile phone connection of MTNL and another mobile phone connection of MTNL/BSNL or any private mobile operator, in case MTNL/BSNL services are not available, with national roaming facility for utilisation in the constituency. and the calls made from these mobile phones are adjusted from the above mentioned 1,50,000 free local calls available to him/her on three telephones. However, the registration and rental charges for private mobile connection are borne by the Member himself. *[**Rule 4 (6) The Housing and Telephone Facilities (Members of Parliament) Rules, 1956 and its second proviso]***

Every Member is also entitled to one mobile phone connection of MTNL and another mobile phone connection of MTNL/BSNL or any private mobile operator, in case MTNL/BSNL

services are not available, with national roaming facility, for utilisation in the constituency. The calls made from these mobile phones are adjusted from the above mentioned 1,50,000 free local calls available to him/her on three telephones. However, the registration and rental charges for private mobile connection are borne by the Member himself. *[Rule 4 (6) The Housing and Telephone Facilities (Members of Parliament) Rules, 1956 and its second proviso]*

13. *How are excess calls made by Members of Parliament adjusted?*

Ans: The excess calls made by a Member are adjustable from the free local calls available to him on three telephones for the next year.*[Rule 4A(5) of the Housing and Telephone Facilities (Members of Parliament) Rules, 1956]* Likewise, the unutilised calls of a year are carried over to the subsequent years till the seat of a Member becomes vacant. *[Rule 4A(4A) & 4A(5) of The Housing and Telephone Facilities (Members of Parliament) Rules, 1956]* .

14. *Are Members of Parliament also entitled to avail broadband facility?*

 Ans: A Member is also entitled to avail broadband facility from MTNL/BSNL on any one of the three telephones against ten thousand surrendered call units per annum. In addition to that a member may also avail high speed FTTH with Wi-Fi services at Delhi residence subject to the condition that only up to Rs. 2,200/- per month are paid by the Government towards the charges of this facility directly to MTNL. *[Rule 4(7) of The Housing and Telephone Facilities (Members of Parliament) Rules, 1956]*

The 3G facility as offered by MTNL/BSNL is optional for Members. The charges towards the 3G package as well as additional usage of the facility will be adjustable within the aforesaid. 1,50,000 free calls are available to the Member. However, the 3G compatible handset is to be purchased by the Member himself.

15. *How much Conveyance Advance can be availed by Members of Parliament?*

Ans: Up to Rs. 4,00,000/- are advanced to a Member for the purchase of conveyance. Recovery of the said advance together with interest thereon, as applicable on loan to Government servants, shall be made from the salary bill of the Member in not more than 60 equal monthly instalment which shall not extend beyond the tenure of his/her membership.*[Section 8B and The Members of Parliament(Advance for the Purchase of Conveyance)Rules, 1986]*

16. *Are Members of Parliament entitled for Medical Facility?*

Ans: Members are entitled to the same medical facilities as are available to the officers of Central Civil Services, Class-I under the Central Government Health Scheme.
[Section 8 and The Medical Facilities (Members of Parliament) Rules, 1959].

17. *What are the travel Facilities available to physically incapacitated Members?*

Ans: A Member who is physically incapacitated shall be entitled to

a)   **By Air**: One additional air fare for the accompanied person**. [Section 6D(i)]**
b)   **By Rail**: A companion in the same class in which he travels in lieu of the air-conditioned two tier class railway pass. **[Section 6D(ii)]**
c)   **By Road:** One road mileage**.**

In case a physically incapacitated Member who cannot perform journey by rail or air, he is entitled to road mileage for the entire journey performed by him by road **[Section 6D(iii)]**

18.   *What are the Facilities provided to Ex-Members of Parliament?*

Ans: Facilities provided to ex-Members of Parliament are as under:-

(i)   Pension: Every person who has served as a Member of the provisional Parliament or either House of Parliament for any period is entitled to pension @ Rs. 25,000/- per month with effect from 01.04.2018. Where any person has served the Parliament for a period exceeding five years, he/she shall be entitled for an additional pension @ Rs. 2,000/- per month for every year in excess of five years. For the purpose of calculation of years for determination of additional Pension, the period of nine months or more is rounded off to one complete year. Both Pension and additional amount will be increased after every five years commencing from 1.4.2023 on the basis of Cost Inflation Index provided under clause (v) of Explanation to section 48 of the Income-tax Act, 1961.**[Section 8A(1) and Section 8AB]**

Where any Ex-Member is also entitled to any other pension which is outside the purview of Salary, Allowances and Pension of Members of Parliament Act, 1954 (MSA Act), he/she shall be entitled to receive the pension as Ex-Member in addition to such other pension**.[Section 8A(3)]**

        Where any person entitled to pension as Ex-Member of Parliament is elected to the office of the President or Vice-President or is appointed as Governor or Administrator or becomes a member of Council of States or House of the People or any State Legislature or metropolitan council or is employed on a salary under the Central or any State Government or any corporation owned or controlled by Central/State Government or any local authority, or becomes otherwise entitled to any remuneration from such Government, corporation or local authority, such person shall not be entitled to any pension as Ex-Member of Parliament . However, if the salary/remuneration so payable to such person is less than the pension payable to him/her as Ex-Member of Parliament, such person shall be entitled only to receive the balance as pension**.[Section 8A(2)]**

(ii) Family Pension to spouse/dependent of deceased Member/Ex-Member (Section 8AC (1)): The spouse or dependent of a deceased Member/Ex-Member is entitled for the remaining period of her/his life to receive family pension equal to one-half of the pension

otherwise admissible to the deceased Member/Ex-Member at the time of his death. The dependent shall get family pension subject to fulfilment of conditions as stipulated in section 2(aa) of the MSA Act.

If the spouse/dependent is entitled to any other pension under MSA Act, she/he will not be entitled to receive family pension.

No pension shall be entitled to claim arrears of family pension for the period prior to 15th September, 2006.

(iii) Rail Travel Facility: Under Section 8AA of the MSA Act, an Ex-Member is entitled to travel in any train in air-conditioned two tier class along with a companion or in air-conditioned first class if he/she travels alone, on the strength of Ex-MP identity card issued to him/her by Lok Sabha/Rajya Sabha Secretariat. **[Section 8AA(1)]**

(iv) Steamer Facility: An Ex-Member of Parliament who had represented Andaman & Nicobar Islands or Lakshadweep is entitled to travel by the highest class of accommodation in any steamer sailing between the A&N Islands or Lakshadweep, as the case may be, and from Islands to Mainland in India on the strength of authorization issued to this effect by Lok Sabha/Rajya Sabha Secretariat. **[Section 8AA (2)]**

(v) Medical Facility: Central Government Health Scheme is applicable to Ex-Members residing in cities covered by CGHS on payment of contribution at the same rate as they were paying as Member of Parliament. This facility is obtained by Ex-Member directly from Director-General (CGHS), Ministry of Health & Family Welfare, Government of India, and New Delhi.

19. *What is the Salary of the Chairman of the Council of States?*

Ans: With effect from 01.01.2016, the Chairman of the Council of States receives Four Lakh rupees per month as Salary.

20. *What is the Salary and Daily allowance of Officers of Parliament, other than Chairman of Council of States, such as Speaker and Deputy Speaker, Lok Sabha and Deputy Chairman, Rajya Sabha?*

Ans: They receive the Salary per month and daily allowance as same as Members of Parliament as are specified in Section 3 of the Salary, Allowances and Pension of Members of Parliament Act, 1954.

21. *What is the amount of constituency allowance admissible to each officer of Parliament, other than the Chairman of the Council of States?*

Ans: They are entitled to receive a constituency allowance at the same rate as is specified under section 8 of the said Act with respect to Members of Parliament.

22. ***What amount is admissible to Speaker, Deputy Speaker and Deputy Chairman as Sumptuary Allowance?***

Ans: The Speaker of the House of the People receives the Sumptuary Allowance at the same rate at which this allowance is payable, under section 5 of the Salaries and Allowances of Ministers Act, 1952, to every other minister who is a member of the Cabinet. The Deputy Chairman and the Deputy Speaker receive the Sumptuary Allowance at the same rate at which, the this allowance is payable, under section 5 of the Salaries and Allowances of Ministers Act, 1952, to a Minister of State."

23. ***What amount of family pension is admissible to the spouse of the Speaker of the House of the people who dies while holding such office?***

Ans: With effect from the commencement of the Salaries and Allowances of Officers of Parliament (Second Amendment) Act, 2002, there shall be paid a family pension, to the spouse of the Speaker of the House of the people who dies while holding such office at the rate of fifty percent of the salary last drawn by him for the remainder of life of such spouse from the date of death of the Speaker.

24. ***What is the Salary and daily allowance of the Leaders of the Opposition in Parliament?***

Ans: Each Leader of the Opposition is entitled to receive a salary per month and daily allowance as same as Members of Parliament as are specified in section 3 of the Salary, Allowances and Pension of Members of Parliament Act, 1954 with respect to Members of Parliament.

25. ***What is the amount of constituency allowance admissible to each Leader of the Opposition in Parliament?***

Ans: They are entitled to receive a constituency allowance at the same rate as is specified under section 8 of the said Act with respect to Members of Parliament.

26. ***What amount is admissible to each Leader of the Opposition in Parliament as Sumptuary Allowance?***

Ans: They receive the Sumptuary Allowance at the same rate at which the Sumptuary allowance is payable, under section 5 of the Salaries and Allowances of Ministers Act, 1952, to every other minister who is a member of the Cabinet.

ASSURANCE SECTION

1. ***How many types of questions are there in Parliament?***

Answer: Questions are of three kinds, starred, unstarred and short notice questions.

a)   **Starred questions**: these are answered orally on the floor of the house and with reference to the reply given; members are entitled to ask supplementary questions. These are to be intelligently anticipated in the note for supplementaries prepared for the use of the Minister.

b)   **Unstarred questions**: These call for written replies which are placed on the Table of the House and no supplementaries are asked in respect of such replies.

c)   **Short notice questions**: These may be put only in regard to matters of public importance of an urgent character at shorter notice than provided for in the rules of the two houses and are answered orally as starred questions. The special features that characterise these questions are dealt with in paragraphs.

2.   *What is an assurance?*

Ans: During the course of reply given to a question or a discussion, if a Minister gives an undertaking which involves further action on the part of the Government in reporting back to the House, it is called an 'assurance'.

3.   *Is there any standard list of expressions which constitute assurances?*

Ans: Standard list of expressions which normally constitute assurances as approved by the Committee on Government Assurances (CGA) of the two Houses of the Parliament, is available at Annex-3 of the Manual of Parliamentary Procedure in the Government of India. This Manual is available on the website of the Website of this Ministry (mpa.gov.in) under the heading publication.

4.   *What is the time limit for fulfilment of an assurance?*

Answer: Within a period of three months from the date of question raised by Hon'ble Member of Parliament.

5.   *Is there any time period to send extracts to various Ministries/Departments after giving an assurance by the Hon'ble Minister on the table of the House?*

Answer: After approval, the extracts of the assurance are uploaded on the OAMS portal. The entire process of culling out of the assurances and uploading it on the OAMS portal has to be completed within 10 days of the date on which the assurance was given in the House.

6.   *Is there any time for fulfilment of an assurance?*

Answer: An assurance given in either House is required to be fulfilled within a period of three months from the date of the assurance.

7.   *What is OAMS?*

Answer: The OAMS (Online Assurances Monitoring System) is a web enabled system for managing all the Government Assurances by the Ministry of Parliamentary Affairs. The OAMS is designed as a user/role based secured web portal hosted over SSL for publishing of reports by its various stakeholders. In the present System, each Central Ministry/Department has been assigned a user Name/Password (Parliament Section). The Ministry users shall be able to upload the Implementation Report(s) and their annexure along with the Hindi version

of the Implementation Report(s). The system maintains logs of activities carried out by each user. Thus activities on the web portal are monitored by the application administrator, i.e. the Ministry of Parliamentary Affairs.

8. *What is the procedure for fulfilment of an assurance?*

Answer: The concerned Ministry/Department prepares an implementation report, with the approval of their Minister/Minister of State, in the five column performa, which is uploaded on the OAMS portal by the Ministry of Parliamentary Affairs, and uploads the same on OAMS (oams.nic.in) portal. Ministry of Parliamentary Affairs prepares physical copies of these implementation reports, arranges them session wise Ministry/Department wise, and gets them approved by the Ministry of Parliamentary Affairs for being laid on the table of respective Houses by Ministry of Parliamentary Affairs or any other minister on his behalf.

9. *What is the procedure of seeking extension of time when an assurance is not fulfilled within a stipulated time period?*

Answer: Ministry/Department seeks extension of time with the approval of their Minister and uploads the copy of that request on OAMS portal by the Committees on the Government Assurances of the two Houses for consideration of the same.

10. *What is the procedure of dropping/deletion of an assurance?*

Answer: If a Ministry/Department feels that an assurance cannot be fulfilled, it makes a request for the same with the approval of their Minister/Minister of States and uploads this request on OAMS portal. The Committee of Government Assurances consider such a request in their meeting and calls the representatives of the Ministry/Department, (if necessary) for further clarification Committee on Government Assurances then take a decision whether to drop or delete the assurance. The decision of the Committee is conveyed to the Ministry/Department through OAMS portal.

11. *What is the Parliamentary Implementation Report?*

Answer: On being asked by Hon'ble Member of Parliament during the session period Hon'ble Minister gives an assurance, concerned Ministry prepare a bilingual report on 5 column performa (uploaded by the Ministry of Parliamentary Affairs) by collecting some information from various agencies, State Government and other sources on the basis of the assurance given by the Hon'ble Minister. After completion the full or Partial information consented ministry sends 15 copies of bilingual reports to the Ministry of Parliamentary Affairs getting by the consented Minister of State for being laid on the table of the house is called implementation report.

12. *Who is the authority to approve the Implementation Report?*

Answer: Only the Minister of State (MOS) has the authority to approve the same for being laid on the table of the house.

13. *What is the full form of CGA?*

Answer: Committee on Government Assurance.

14. *In which year the committee on Government Assurances was first nominated?*

Answer: The Lok Sabha committee was first nominated by the Speaker on 1ˢᵗ December, 1953 and Rajya Sabha committee was first constituted on 1ˢᵗ July, 1972.

15. *Why are matters related to Zero Hour and matters raised under Special Mentions in Rajya Sabha and under Rule 377 in Lok Sabha, not marked as assurances by Assurance Branch?*

Answer: Such matters are already being dealt with by the Legislative Branch of the Ministry of Parliamentary Affairs, that is why these type of assurance are not marked by assurance Branch.

NATIONAL YOUTH PARLIAMENT SCHEME (NYPS)

1. *Who can participate in NYPS?*

Ans: All recognised educational institutions of the country are eligible to participate in NYPS.

2. *Can an individual student register on the portal of NYPS?*

Ans: No, only educational institutions are allowed to register on the portal of NYPS.

3. *Are students of all classes eligible to be selected in the team of students?*

Ans: Schools should select the students for Kishore Sabha Programme from class IX to XII. However, some of the students may be selected from other classes. Similarly, Universities / Colleges shall select students of undergraduate and Post Graduate levels for Tarun Sabha Programme.

4. *Can students studying through distance mode participate in the youth parliament team of a registered institution?*

Ans: Yes with the approval of the head of the institution.

5. *How can an institution edit or make corrections in the registration form?*

Ans: Institutions should fill their registration forms with utmost care as details like name of the institution will be captured for preparing digital certificates. However, in rare circumstances, institutions can submit a request for making corrections through the feedback menu on the portal.

6. *An Institution has registered on the NYPS Portal. Can it conduct Youth Parliament immediately after registration?*

Ans: Yes, the institution can conduct the Youth Parliament after the registration.

7. *What support would be available to the institutions for organising NYPS?*

Ans: Training modules are available for the institutions on the portal for self-learning. Model scripts, literature on Youth Parliament, videos of past Youth Parliament sittings, etc. are available on the portal.

8.   What guidelines and instructions must be kept in mind while conducting NYPS?

Ans: The guidelines for conducting NYPS are available on the portal. Institutions must go through the guidelines before conducting NYPS. The subjects to be selected for discussion in Youth Parliament should be as far as possible non-controversial. Due care must be taken to avoid use of unconstitutional and unparliamentary languages.

9.   What action must be taken by the institutions after conducting the youth parliament sittings?

Ans: The institutions must submit the name and details of the participating students, upload the reports, photos and videos of Youth Parliament conducted by them on the web portal.

10.   What things must be kept in mind while submitting the report of NYPS and name and particulars of students?

Ans: The report of NYPS, name and particulars of students should be submitted with the approval of the head of the institution.

11.   An institution has uploaded the report of NYPS and entered the name and particulars of the participating students. After approval of the report submitted and the data entered, can the institution make any further changes in the data?

Ans: No. Digital certificates will be issued to the participating students therefore, after approval it will not be possible to make any corrections in the certificates issued.

12.   Can an institution conduct multiple youth parliament sitting with a single registration number on NYPS portal?

Ans: No, the institutions can't conduct more than one youth Parliament Sitting with a single registration number on NYPS portal.

13.   Can any institution have multiple registrations on the NYPS portal?

Ans: Yes, any institute can have multiple registrations in a particular year for a particular edition.

14.   Can an institution organise more than one Youth Parliament Sitting in a specific year/edition on the NYPS portal?

Ans: Yes, any institution can have multiple sittings of Youth Parliament in a year/ edition with separate registrations and separate batches of students/teachers on the NYPS portal and get certificates for those separate batches of students/teachers.

15. *Can the Youth Parliament Sitting be organised in virtual/digital mode?*

Ans: Yes, the Youth Parliament Sitting can be organised either in physical mode or in virtual/digital mode

16. *Will the Ministry of Parliamentary Affairs provide any financial assistance for conducting Youth Parliament Sitting on the NYPS portal?*

Ans: No, the Ministry of Parliamentary Affairs does not provide any financial assistance for conducting Youth Parliament Sitting. It is a voluntary programme.

17. *How can an institution raise their queries/concern regarding the NYPS portal?*

Ans: The institution can raise their query through the NYPS portal. They can also e-mail @ sorc.pa@nic.in , yp2-mopa@gov.in or contact: 011-23034759.

PUBLICATIONS

1.   *How many Publications of the Ministry of Parliamentary Affairs?*

Ans: There are four publications:

 i. Manual of Parliamentary Procedures in the Government of India (Last updated in   July, 2019)
 ii. Handbook on the Working of Ministry of Parliamentary Affairs (Last updated in August, 2019)
iii. Statistical Handbook (Last updated in August, 2019)
iv. Annual Report

2.   *Is the Ministry of Parliamentary Affairs having Citizen's Charter?*

Ans: Yes, the CITIZEN'S CHARTER of the Ministry of Parliamentary Affairs is available on the Ministry's website.

NATIONAL E-VIDHAN APPLICATION (NEVA)

1. From where to send the Questions/Notices online as there is no option visible for sending the Questions/Notices after saving it?

After typing and saving the Questions/Notices, click anywhere on the Questions/Notices in the list which you want to send, then in the third pane 'Edit' and also Send' Button will be visible for updating and sending the Questions/Notices online

2. How to submit Online Notices in case of different rule types?

There is an option 'Business Type' within the Notice Menu, in which a list of different rules are given. Select any one rule under which you want to submit your Notice Online to National e-Vidhan Application (NeVA).

3. In case If an Hon'ble Member submit a wrong question, is there any option to remove that question?

No, there is no such option because once a question is submitted online as well as manually the diary number is assigned automatically to that question which cannot be removed.

4. After submitting the online Questions/Notices by the Hon'ble Members, how do they come to know that the Questions/Notices are received by the House?

When Hon'ble Member submit Questions/Notices to House, message displaying receiving and diary number assigned to that particular Question/Notice is sent on the registered mobile number.

5. Is it necessary to fill the subject while entering the question?

No, it is not mandatory to fill the subject while entering the question through mobile application as well as web application. If you enter the subject it becomes easy for you to identify the related content of your questions in the list.

6. What if Hon'ble Members keep on entering Questions through mobile application as well as web application after the announcement of the last date for receiving the Questions?

No, it is not possible to submit the questions online after the announcement of the last date for receiving the questions because the options for sending the questions are disabled.

7. How Hon'ble Members know the number of Questions/Notices they submitted online to Vidhan Sabha?

The count of Starred Questions, Unstarred Questions and Notices are shown along with the submenus respectively within the Online Submission menu.

8. National e-Vidhan Application (NeVA) mobile application can also be installed in the iPhones?

No, it is an android based mobile application now so it cannot be installed in the iPhones.

9. How to view the details of a Question in the Department Dashboard?

Firstly Select Starred/ Unstarred menu then there is submenu **pending for reply**. After that the list of questions will appear, click on any Question in the centre pane, details of a particular question will appear on the right pane by clicking on **Acknowledgment Question to view the Details**.

10. How Administrative Secretaries provided the Access to their Nodal officers?

Nodal officers send their Department and Access description request to their Administrative Secretaries. They accept their request by clicking on Access control menu, there is sub-menu

pending request, the list of Nodal Officers is showing here, by clicking on Accept request button they accept their request and provide the Access to their Nodal Officers.

11. How to view the House Documents laid in the House for any date?

From Public site https://neva.gov.in/After that there is a Menu Paper Laid on the Top by clicking on this there is a parameter Assembly/Session/Date After selecting these parameters you can view the House Documents laid in the House for any date.

12. How to login into the National e-Vidhan Application System?

To access the Public Website

To access the National e-Vidhan Public Website using the web address https://neva.gov.in/

To access the Secure Website:

1. Login to National e-Vidhan Secure Website using web address https://cms.neva.gov.in

2. By using web address https://neva.gov.in/, Click on the 'Login' button in the upper right corner of the screen for accessing the secure login.

13. How and from where the Hon'ble Members' can submit the Questions/Notices online to the Vidhan Sabha/Parishad?

There are two steps:

Step-I : By using Secure Website

1. Enter User Id and Password in the login window.

2. Click on the 'Online Submission' menu.

3. Click on the Starred Questions/Unstarred Questions/Notices you want to send.

4. Type the new Questions/Notices in the Details Section and click on the 'Save' button.

5. Click anywhere on the Questions/Notices in the list which you want to send, then in the third pane 'Edit' and 'Send' Button will be visible for updating and sending the Questions/Notices online.

Step-II: By using NeVA Mobile Application

1. Open the National e-Vidhan Member mobile app.

2. Select the House Documents and select the 'Send Questions/Notices' options.

3. Select the Starred Questions/Unstarred Questions/Notices you want to send.

4. Touch the button in the right bottom of the screen and type in the Questions/Notices in the details section.

5. After typing touch the 'Send' Button for submitting the Questions/Notices to Vidhan Sabha or touch the 'Save and Send later' for submitting the Question/Notices later on.

14. How to draft the reply of question Whether Starred/Unstarred?

Firstly, Click on Starred/Unstarred questions menu. A sub-menu will appear (Pending for reply), There is a list of all Starred/Unstarred questions. To view the detail of any question, click on any question in the centre pane, the details of the question will appear on the right pane, then there is a button "Draft the Reply" by clicking on this there are some parameters. Parameters to be filled by the Department and click on Save button to Save the draft reply of questions.

15. How to change the Password of Login?

By clicking on change Password option on the right top corner of the Dashboard.

16. How Members mark the attendance in the House?

By touching attendance button in e-book and then place registered finger on biometric device to   mark attendance.

17. How to read a reply?

 By touching the reply button in the e-book.

18. How to check My Questions (Starred and Unstarred)?

 By touching the My Question button (Starred and Unstarred).

19. How to read Budget files?

By touching the Budget button in the e-book and touching the particular folder on L.H.S. to read the files under this folder.

20. How to provide total time taken by a Member in discussion.

It is provided to them from control room.

21. How to attach slots and send the slots to Chief Reporter?

Make word file named as slot time like (11:20) ; click attach button and select the particular slot file from local machine. Multiple files can be selected simultaneously & click Send button to Send the particular slot to the Chief Reporter.

22. How to add & edit Rotation time of Reporters?

Make a text file containing Reporter name and allotted time slots and under time setting button on the menu bar browse the text file and click save button. Follow the same procedure to update the time slots file.

23. How to listen and watch Audio & video in Reporter & Chief Reporter module?

Click a particular time slot; click (Main slot) one minute after, one minute before the button above the media players to listen to audio and watch video.

24. How to open previous session data with audio & video in Reporter Module?

Select Previous date at login time.

25. How to read & copy document files of Notices, LOB, Starred & Unstarred Question?

Click under document Tabs click Notices or LOB doc to read and copy Notice; LOB doc files. To read and copy Starred/Unstarred doc files under Department reply, click the document button.

26. How to check Question Reply?

Select House Documents After that you have to select Starred or Unstarred Questions. There is a Reply button for each Question. Select that button to see the reply of the Question.

27. How to submit Question online through mobile app?

Select House documents, now there is an option on top to send Questions/ Notices. Touch or select that option. Now which Question i.e. Starred Question or Unstarred Question you have to send select that option. There is a button on the right bottom of the screen. Select that button, after that you have to type Question, after typing you can send a question or by selecting the "Save and Send Later" option you can send it later.

28. How to get Salary Slip through mobile app?

First you have to select Salary/ Bills Reimbursement option. After that select "Salary". Now you have to select the month for which you have to get Salary Slip. After that Salary Detail view will be opened. Here you have to select "PDF" button to get Salary Slip.

29. Can one see the diaries' questions of a particular assembly/session?

Yes, in the diary login, select the change button on the right corner of the screen which enables the user to change the assembly and session and then click on Apply. It will then freeze the changed assembly/session.

30. Can one change the received date and time?

No, the receive date cannot be changed by the user but the received time can be modified by clicking on the clock icon in the Received time field.

31. Is the editor provided for the subject and details fields are Multi language compliant?

Yes, the user types in the editor in any language as it is Unicode compliant. It will accept any font.

32. How to Register on NeVA?

Register in National e-Vidhan Application (NeVA) through Secure Website https://cms.neva.gov.in by using user id: - nevauser & Password: - welcome.

33. Why is any question not being assigned to legislation after sending from the Diary section?

The question which is diarised needs to be attached with the scanned hard copy paper for further processing and assignment.

34. Does the system allow type changing of the questions?

Yes, in legislation, there is a provision for type changing of questions from Starred to Unstarred but not the other way round.

35. Can we update the question details at the translator stage?

Yes, the content/details of the question can still be edited at the translator stage along with the change in the order of questions to be displayed.

36. How to enter the header in the Questions list?

One can enter the header in the Admin login, under the Sessions Signature menu.

37. Why do the questions not appear for fixing in the Legislation login?

For this, it is firstly required to set the rotation of Ministers in the Admin login.

38. How to begin the sequence number while fixing the questions?

Set the initial sequence number in the Site Settings so as to fix the questions.

39. Can the replies be sent after the initial approval of the questions by the Secretary?

No, only the replies can be drafted by the Department at this stage.

40. Is Doc and PDF both required for the uploading in the replies?

Yes, both the documents are required for drafting the replies.

41. Can we attach the documents any number of times?

Yes, one can attach the documents any number of times, but only the new attachment will always override the previous one.

42. Can a user edit the details in the Draft Reply stage?

Yes, one can edit the details any number of times in the Drafting stage.

43. Can a user edit the details after sending the reply?

No, the details cannot be edited after sending the reply, but the new documents/ replies can be attached any number of times with updated versions.

44. What happens when the question sent to the department is not concerned with it?

It can be transferred to the respective department though Change Department option provided in the Department login.

45. How will the reply to a particular question be communicated to the Minister?

Once we click on the Send button under Draft Reply menu, the reply along with supplementary will be sent to the Minister whereas the reply alone will be sent to the respective House.

46. How to create "Events types" in list of business?

Under the Super admin login, click on the house details and then go to the Event tab.

47. How to upload "papers" in list of business?

Under the LOB Login, click on upload document from local system TAB. Then click on UPLOAD BUTTON.

48. How to upload "papers" in list of business?

Under the LOB Login, click on upload document from local system TAB. Then click on UPLOAD BUTTON.

49. Who will approve the submitted lob paper?

Under the Secretary Login click on the LOB tab, click on the APPROVE LOB PAPER. Then further click on the particular APPROVE ACTION button.

50. Is there any option to revert the submitted lob of the day?

One can revert the submitted LOB of the day through the Secretary Login tab by clicking on the LOB tab. Then click on the APPROVE LOB PAPER. Further click on the particular Lob RETURN ACTION button.

51. How to register new users?

Under the User Management Login, fill all the details of the users with their photos and signature. Then the system will automatically generate their user id and password.

52. How to update profile of the user?

The Users have to login with their user id and password. Then click on the top right corner where users find profile button in the drop down to update their profiles.

53. How to give access control to users?

The Users have to login with their user ids and passwords first. Then click on the top right corner to select the SEND REQUEST button in the drop down. Check the box of access control list and then click on the send role request button.

54. Are there any facilities to change the role of the users?

Under the Super admin login click on the Access Control tab and then click on the pending request tab.

55. Who will approve the" access control" for the users?

Under the Super admin login click on the Access control tab. Then further click on the Accept request button and then on plus sign of the particular user.

56. What is the required size of the photo and signature?

The minimum required dimension for the photograph to be uploaded is 500*700 (min.) and for the signatures in the gif. Format is 180*100 pixels.

57. Can we send draft bills directly to Legislation?

Yes, in Department Login, under Bills Tab, click on the New button and enter the details for drafting the Bill .Then finally click on Send button (sending Bill to house).

58. What is Reference No. while Drafting a Bill?

Reference No. is the serial number of the Draft bill.

59. Is Reference No. mandatory while drafting a bill?

Yes, it is mandatory because it maintains a unique identification number.

60. Where can we update Bill No?

In Legislation Login, under Bills tab, update Bill status button then click on the Bill No. and Update Bill No.

61. How can we add a To Be Introduced bill copy in LOB?

Under LOB Login, select To Be Introduced Bill event type and then click on the Attach paper button. Then after clicking on the Attach paper button, it shows the entire bill.

62. Where can we generate TO Be Introduced file, As Introduced file, As Passed file?

In Legislation Login under Bills tab, update Bill status button. Now click on the Details button after that click on the Question. Finally click on the To be introduce, As introduce, As passed button respectively.

63. How can we send a To Be Introduced File to Members and Table Officers?

Firstly, in the Legislation Login under Bills tab, Update Bill status button, click on the Details button, and then click on the question then click on the member table officer of the house button in To be introduced section.

64. In a Bicameral house, how can we send As Introduced Bill Copy to the Other House?

In Legislation Login under Bills tab, click on the Update bill status button, and then click on the details button. Under this, go to the question tab and click on the send to other house button in the As introduced section.

65. Is it mandatory to send As Introduced file to the Committee?

No, it is not mandatory to send As Introduced file to the Committee because bills need to be considered by the committee.

66. How can we update bill status?

In Legislation Login under Bills tab, click on Update Bill status button and then on the status button. After that the user will update the status.

67. Can we add multiple dates of consideration?

In Legislation Login under Bills tab, click Update Bill status button and then click on the date of consideration button.

68. In legislation Login, what is meant by the Details button?

By Clicking on the Details button in legislation login shows all the details of that bill.

69. Is there any option to delete the drafted bill?

No, there is no provision to delete Bills.

70. Can we update Draft Bill PDF/Doc?

The Bills at the stage of drafting can be changed any number of times in that login, but once it is forwarded to the next stage, then that document is locked for any further modification.

71. Is it mandatory to upload cabinet note and annexure?

It is not mandatory to upload cabinet note and annexure. If the user has a cabinet note and annexure, he/she can upload it.

72. How to create an e-file?

Under the Committee login, click on the House committee then go to the Files. Further, add a new e-file.

73. How to create a draft paper?

Under the Committee login, click on the House committee, then click on the Draft paper and click Draft new paper.

74. How to change committee chairman?

Under the Admin login, click on the legislature committees. Now, under the Committee Constitute, click on the Committee Chairman.

75. How to add members to the committee?

In the Admin login, click on the legislature committees. Under the Committee Constitute, click on the Committee member.

76. How to approve the room for a committee meeting?

Under the Admin login, go to the Legislature committees and click on the Committee Room Approving.

77. How to add committee type?

Under the Committee login, click on the House committee. Then click on the Draft paper, Go to   then forward to section, fill all the details and then assign.

78. How to mark or forward "files" to the other users within the organization?

Under the Admin login, click on the legislature committees, then go to the Committee permission.

79. How to authorise the user for sending documents to the department/ member?

Under the Committee login, click on the House committee, then on the Draft paper. Now click on the attach multiple paper to file tab.

80. How to login to List of Business User Dashboard?

After selecting the NeVA Unit, enter the User Id password. Then enterCaptcha Value to login. For further clarification click https://neva.gov.in/Content/images/myneva/LOBModule_Version_2.pptx

81. How to Create a List of Businesses?

Click on the Create Option and select Session Date for which list of businesses need to be created. Fill the required fields to create accordingly. For further clarification, please visit- https://neva.gov.in/Content/images/myneva/LOBModule_Version_2.pptx

82. What should be the session date in the Create Option?

Session date is the date for which LOB is to be created.

83. Can List of Business be created in different languages at a time?

Yes, LOB can be created in English and Local language simultaneously.

84. How to create a List of Business in many languages simultaneously?

After selecting the date for LOB creation, one can chose option of BOTH in response to the language selection prompt. For further clarification please visit https://neva.gov.in/Content/images/myneva/LOBModule_Version_2.pptx

85. How to enter a Business Item in LOB?

To enter a Business item, one needs to select Event Type from the drop down menu. And fill the required fields. For further clarification, please visit- https://neva.gov.in/Content/images/myneva/LOBModule_Version_2.pptx

86. What is Event Type in List of Business?

Event types are the Heads according to the rules and procedures of the legislature. Under these heads various business content is entered in the LOB. E.g. Papers laid in the House, Questions, Bills-to be introduced. For further clarification, please visit- https://neva.gov.in/Content/images/myneva/LOBModule_Version_2.pptx

87. How to enter Business Content in List of Business?

After Selecting the Event Type accordingly, the business item can be entered according to the need of LOB.

88. Is formatting of Business Content allowed in List of Business?

Yes formatting is allowed in Business Content as per some of the basic features of Word like Bold, Italic, Link, Justification etc. For further clarification, please visit- https://neva.gov.in/Content/images/myneva/LOBModule_Version_2.pptx

89. How to upload papers in the List of Business?

Papers can be attached from the Local system and online as well. File chosen is uploaded by selecting the option of Choose File and then upload. For further clarification, please visit- https://neva.gov.in/Content/images/myneva/LOBModule_Version_2.pptx

90. Can any document be uploaded from the local system while creating LOB?

Yes documents can be uploaded from the local system and online as well.

91. Can documents sent from departments/ministries be attached in list of business?

Yes, departments/ministries can send papers/documents which are to be attached in the List of Business.

92. Can documents sent from departments/ministries be attached in list of business?

Yes, departments/ministries can send papers/documents which are to be attached in the List of Business.

93. How can we edit the created LOB?

Created LOB can be edited by clicking on the Pending Menu and then select for the item which needs to be edited.

94. Can created LOB be deleted?

Yes, Created LOB can be deleted.

95. How to submit a List of Business to the Legislative Secretary?

There is a dedicated one click submission button available on the LOB login.

96. Can 'Annexure' be attached in the List of Business?

Yes, Annexure can be attached in the List of Business according to the demand of the agenda.

97. Can a Secretary return an unapproved List of Business?

Yes. Secretary can return the unapproved LOB.

98. Where can we access approved List of Business?

The Secretary can approve the pending list of business in the PENDING LOB PAPER submenu of LOB in secretary login.

99. What is the use of LOB module?

To create the daily agenda of the house digitally.

100. What is the URL for CMS?

cms.neva.gov.in

101. What is the use of Attach Paper option available on the dashboard?

The attach paper is used to attach the documents which are received directly from the departments.

102. What is Line Record?

Line Record will display the continuous entries in the agenda of the house.

103. Where can user find the submitted LOB?

The submitted List of Business will reflect in the Submitted Tab on the main dashboard. It will be displayed here along with the date time and status as mentioned thereon.

104. What is the role of Annexure Menu in the List of Business Module?

The use of Annexure option is to attach the document related to the session/ house in the PDF format which will be available in the E-Book.

105. What are the various fields under Annexure Tab?

The following are the field in the Annexure tab

House; Session; Session Date; Document Type

106. Can document in the Annexure be deleted?

Yes, document attached in the Annexure of LOB can be deleted by the User.

107. What are the available tabs in the LOB drop down of the secretary login?

There are two submenu available in the LOB option: **Approve LOB Paper; Pending LOB Paper**

108. Where can the pending LOB be visible to the Secretary?

The pending LOB will be visible in the Pending LOB paper option. The list of pending LOB will be displayed therein.

109. When the LOB is visible to the Public?

After approval by the Secretary, the approved LOB will be visible on the Public Portal.

110. Where will the returned LOB by the secretary be visible?

The LOB returned by the Secretary will be reflected in the Pending tab of the List of Business login.

111. How can a member login into an online Question submission/ Member Login module?

After selecting the NeVA Unit, enter the User Id & password. Then enter Captcha Value to login.

112. What are the various entities which can be sent online to the department?

Starred Question

UnStarred Question

Notices

Short Notice Questions.

113. How can Hon'ble Member search Question?

Question is searched in the online submission dropdown menu of the dashboard.

114. Can data of previous session be accessed?

Yes, Previous data can be accessed.

115. What is Session Status on Dashboard?

Session status depicts the overall question, notices, short notices, any other   programmes performed during the session.

116. How can acceptance of Questions/Notices by House be accessed?

A dedicated notification panel is provided on the dashboard which shows the acceptance of the Question/Notices etc. by the concerned House.

117. Can a member receive papers from the house on this platform?

Yes, paper can be received in the inbox of Member Login Portal.

118. How to know about the membership of the various committees of the house?

Committee Membership can be seen in the inbox dropdown of the dashboard.

119. What are the various details of the Committee visible in the login portal?

Member can look for following details-

　　Committee/Branch Type

　　Committee

　　Start Date

　　Role

　　Member Name

120. How can Bill in the house be seen in the member login portal?

Bill Summary of the session is visible in the Assembly Bills drop down menu of the main dashboard.

121. Is there any provision to see my salary slip?

Yes, an Hon'ble member can get her salary slip on this portal.

122. What is A+/A- option on the main dashboard of the portal?

The user can change the font size of the text by using these two options.

123. How to create a Starred Question?

The user needs to click on the Starred Question sub-menu of Online Submission drop down. Then click on the NEW to create the Question.

124. What are the various fields required for submitting a Question?

The following details are required to create a NEW Question-

  Business Type

  Minister

  Subject

  Question Language

  Priority

  Desired Date

  Your Signature

  Details of the Question

125. Does a member require signing of Question every time?

No, the signature once uploaded, will automatically reflect in the field of signature and that can also be changed through the user management portal of NeVA.

126. Can Questions of other members be clubbed by this portal?

No, this facility can be availed by the House.

127. What is Committee Management Module?

National e-Vidhan Application provides digital system for Committees functioning.

128. What are steps included in login procedures?

Step Login: Open the URL: https://cms.neva.gov.in/ And login with the **Admin** Credential shared with you. Select your House , Enter User Name , Enter Password, Enter Captcha and click on Login button.

129. What are various processes involved in Committee Management?

  Committee Type Masters

  Committee Creation

  Committee Formation

  Committee Constitution

Committee Rooms Masters

Committee Room Booking

Committee Rooms Availability

Approval of Committee rooms booking

Assigning Roles of committees to Committee Users

Authorised users for sending document to stakeholder

130. How to Create a Committee Type Master?

Login into the Admin, click on the tab Legislative Committee a Committee Type Master. Click on Create Committee Type. Fill the required field with suitable data viz. Committee Type Name*, Committee Type Name Local, Abbreviation. Click on Save.

131. How to Create a Committee?

Admin: To create committee type master, user has to click on the committee submenu of Legislative Committees Option. Then User has to click in the Create Committee. Fill the required fields and save the form.

132. What is under Committee Formation Tab of Legislative Committees?

First click on Legislative Committees, then Committee Formation and then NEW tab.

Fill up the required fields mentioned in the form after clicking the New tab option of Committee Formation: If there is a sub-committee inside committee, we have to select sub- committee and a text box displayed wherein we have to write sub- committee name. Click on the **Save** Option.

133. Can committee Formation be edited?

Yes, The Committee Formation can be edited by the User.

134. What is the need of Committee Constitution?

Committee Constitution is meant for mapping chairman member within the committee.

135. What processes are involved in Committee Constitution?

Click on the Create Committee & Constitute Option. Select the required Committee Options. Enter the details of the Chairman and Members. Click on Save Option.

136. Can the members in the Committee be edited?

Yes, the members in the Committee can be edited.

137. What is the use of Committee Room Master?

To make available the Committee Room service online for various committee meeting.

138. How to create a Committee Room through this system?

To create committee room master, the user has to click on the Committee Room

sub-menu.

Room details are to be entered in the form.

Image of the room is to be entered by selecting the option mentioned in the form.

Click on the Save Option.

139. Can the User add photos of the Rooms available for the Meetings?

Yes, the CMS user can add the photos of the Rooms.

140. Can the User who wants to book the room see the photos of the Committee Rooms?

Yes, if photos are available, the user can see them.

141. Can Room available in this system be booked online by the User?

The user can book the rooms as per the requirement and the availability.

142. How to check availability of the Rooms?

There is a dedicated option for room availability checking. User can check the Room Availability by clicking on that option.

143. Is there any facility to book the rooms for multiple dates?

Yes this facility can be availed by the user while booking the Room.

144. How user will select the Committee for which the room needs to be booked

The User will select the committee from the drop down menu.

145. How can one book Room for a Committee Meeting?

After the selection of a committee and the desired date(s) for meeting, the system will display all the available rooms. A user can request for booking the room(s). As per the availability room can be booked for a date or multiple dates.

146. Is there any option to book the room for half day and Full day?

Yes this provision is available to the User.

147. After booking the room through this system, any further confirmation is required or not?

All the room booking requests need to be submitted to the Administrator for the approval of the room bookings.

148. Who approves the Committee Rooms Booking?

An Administrator-of NeVA Committee Module user can view all the requests and availability of the room(s) and approve or reject the requests by clicking on Action button.

149. Can the administrator of the Committee Room Booking add any remarks?

Yes, the Administrator can also add remarks for approving/ rejecting a request.

150. How to assign Role/Access of a committee to Committee Branch Users?

For Committee Type Permission-
A user needs to select a User from dropdown list and Committee Type from the drop down for which Admin wants to assign to the user(s).

151. What is the option of Reset given with Save Option?

This option is used to clear all the fields entered by the User so that new data can be entered.

152. What is the use of Public Portal of National E-Vidhan Application?

To access the resources available on the NeVA platform, one can visit the public portal of the NeVA.

153. What is the URL of the public website of NeVA?

Public Portal URL is - https://neva.gov.in/Home/NeVA

154. What are various Tabs visible on the Home Page?

Home

Lok Sabha

Rajya Sabha

Assembly

Council

MYNeVA

Help

Contact Us

155. Is public portal available for all States/UTs?

All states and UTs with legislatures have their dedicated NeVA public portal.

156. What is MY NeVA?

Under MYNeVA tab/dropdown option various submenus are available-

About NeVA

Training Material

FAQs

Gallery

Downloads

Contact Directory

157. What is the help desk email ID of NeVA?

helpdesk-neva@gov.in

158. What is Address of the Central Project Monitoring Unit?

Central Project Management Unit Ministry of Parliamentary Affairs, 109, Parliament House Annexe, New Delhi-110001.

159. What is the telephone number of CPMU NeVA?

011-23034109

160. Why is the login option available at Public Portal?

This login option redirect the User to the cms.neva.gov.in i.e. CMS portal.

161. Can the theme of the Public Website be changed?

Yes, we can change the theme of the Public Portal

162. How can we change the theme of the Public Portal?

We can change the theme by using DARK & LIGHT options available at the upper right corner of the homepage.

163. How can users access the Facebook Page of NeVA?

The user can access the Facebook Page of the NeVA by clicking on the Facebook logo available at the upper right corner of the homepage.

Or by clicking https://www.facebook.com/MOPAIndia/

164. How can users access the YouTube Page of NeVA?

The user can access the YouTube Page of the NeVA by clicking on the YouTube logo available at the upper right corner of the homepage.
Or by clicking - https://www.youtube.com/channel/UCrGC2V5A3YPY_oneE_4-20w/videos

165. How can users access the twitter media of NeVA?

The user can access the twitter Page of the NeVA by clicking on the Twitter logo available at the upper right corner of the homepage. Or by clicking the link : https://twitter.com/mpa_india?ref_src=twsrc%5Etfw.

166. In how many languages the public portal can be accessed?

The Public Portal of NeVA can be accessed in various languages viz. English, Hindi, Gujarati, Odia, Bangla, Kannada, Malayalam, Marathi, Punjabi, Tamil, Telugu, Urdu etc.

167. What are the various entities displayed on the home page?

The homepage shows below items-

Notices Received

Questions

Government Bills

Members

Paper Laid

Committee Reports

168. What is reflected on the Notice Board?

The notice board is used to display the latest notification relevant to the House.

169. How to access the Contact Directory available on the public website?

The User need to click on MY NeVA and from drop down list, contact directory option is selected.

170. For which offices one can get contact details from Contact Directory?

Contact Directory consist of all legislature directory which include-Prime Minister, Governor, Chief Ministers, Speaker, Chairman, Deputy Speaker, Deputy Chairman,

Members, Chief Secretary and other relevant details.

171. Can this contact directory be downloaded?

Yes, it can be downloaded.

172. Is there any search option available in the contact directory?

Yes, the user can search for a particular contact.

173. In which format the directory can be downloaded?

The directory can be downloaded in Word and PDF format.

174. Can anyone directly reach to particular legislature through NeVA Public Portal?

Yes, User can click the particular legislature from assembly drop down menu for which she wants to visit.

175. What is the option of 'Link' available on public website?

Various redirect links are provided under this head such as-

NeVA

Help

Policies

Disclaimer

Feed Back

Right to Information

FAQ

176. What is the option of 'Download' available on public website?

Various redirect links are provided under this head such as-

Movie Neva 1 Minute(s)

Movie Neva 3 Minute(s)

Movie Neva 10 Minute(s)

NeVA App (Android)

NeVA App (iOS)

View all.

177. What is the need of Question Processing Module in NeVA?

Using NeVA Application Hon'ble Members can submit their Questions/Notices online through NeVA Web Application as well as Mobile Application. The Questions/Notices Submitted are processed online by the Legislative House Secretariat using Workflow based NeVA CMS application. The final list of Questions/Notices so prepared is auto generated and the question book is uploaded directly to NeVA Public Website of respective House.

178. What are various sections involved in the Question Process?

Diary Login (Enter a new Question)

Legislation Department (Assign to typist)

Typist Department (Enter more detail about question)

Proof-reader Department (Checking/Reviewing question)

Legislation Department after Proofreading (to be sent for Approval to Secretary)

Secretary Department (Approve pending questions and send to legislation department for fixing)

Legislation Department (Fix the already Sent question)

Translator Department (For generating PDF)

Secretary Department (Final Approval for publishing question)

179. What is login process for login into various sections involved in Question Process?

Go to login URL - https://cms.neva.gov.in/

After that fill-up credentials to login by entering username and password

180. What are various sub-menus in Diary drop down?

The following items reflect in the diary dropdown-

Starred Question

Unstarred Question

Short notice Question

Notices

Paper Verification

Report

181. How to create Diary of a received Question?

The user needs to select the question type then click on the NEW to create diary of the received Question.

182. Where the list of Question will be available in the Diary Section?

To see the list of the questions, the user needs to select the relevant type of question

from diary drop down. Then, the list will automatically be displayed in the panel.

183. What are the various parameters which are shown in the list of questions?

The Diary No. of the Question, Subject of the Question and Asked by whom will be visible on the panel of the Questions.

184. What does the blue dot marked in the diary column mean?

Blue dot marked Question are sent by the Hon'ble Member online through the NeVA platform.

185. How can the user see the details of the Question?

By clicking on the question the details of the Question will be displayed on right side pane of the dashboard.

186. How can the user attach paper to this question received for diarying purposes?

After clicking on the particular Question there will be option of the attach paper and by clicking on the Choose File ,the user can upload the relevant papers.

187. What are various details visible in the details of the Question?

The following details will be visible-

Diary No.

Business Type

Asked by

Received Date

Received time

Subject

Priority

Is Question in parts

Online Send by Member

Attach Papers

Print Taken

188. Is there any option to change the papers attached for the Question?

Yes, users can change the papers attached wrongly.

189. How to register a New Question?

By clicking on the NEW option under Starred/Unstarred Question Sub-menu, a new form will open then the user will need to enter all the relevant fields related to the Question and click on the Save Button to Save the Question.

190. What are various fields to be entered by the User while diarying a question?

Business Type

Asked By

Minister

Department

Subject

Priority

191. What is the role of legislation section after diarying in the Question processing module?

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

192. What is the first step to assign for typing?

Click on the type of the Question then from the drop down menu click on Assign for Typing.

193. Where will the user find the list of unassigned Questions?

When user click on the assign for typing menu from the drop down a list of unassigned Question will be displayed.

194. What are various items of the question will reflect on the dashboard when user clicks on the Assign for Typing?

The following items will reflect on the dashboard-

Diary No.

Asked By

Subject

Ministry Name

Department Name

Received Date

195. How can a user assign a Typist?

User need to select the Question from the Unassigned Questions, and then select the typist to whom it would be assigned.

196. Can multiple Questions be assigned for typing?

Yes, multiple questions can be assigned in one go.

197. Already assigned for typing Questions will be visible in?

The already assigned for typing question will be displayed when the user click on the Employee Assigned for the Typing option.

198. Can the assigned Question be unassigned?

Yes, the user can unassign any question.

199. Can the typist to whom the question assigned for typing be changed?

Yes, the user can change the typist.

200. Can multiple Questions be unassigned simultaneously?

Yes, it can be done.

201. What is the role of the typist section?

The user of this section will type the details of the Question assigned for typing.

202. How to login to the Reporter Section Module of the NeVA platform?

Step to Login:

Open the URL: https://cms.neva.gov.in/

And login with the Reporter Credential

Select your House

Enter User Name

Enter Password

Enter Captcha and click on the Login button.

203. What is the role of Reporter Section?

The Reporter module is a workflow based web application for preparation of Verbatim Records of House Proceedings.

204. What are various functions the reporter module provides?

The following functions can be performed:-

Creating Time slots (turns) by admin.

Assigning Time slots (turns) to Reporters by Chief Reporter.

Preparation of turn-wise files.

Merging of the turns.

Submission of turns to Chief Reporter.

Approval of turns by Chief Reporter.

Final approval of turns by Reporter Admin (Director).

Merging of all turns.

Publishing of hourly verbatim on public portal.

205. Why is registration of the User required?

To assign the role of chief reporter and reporter, one needs to be registered at the User Management Module/platform of NeVA.

206. From where the registration of the user as chief reporter is done?

This process is performed by using the User Management Module of the NeVA.

207. What are various fields which are required for registration?

Following fields are required while assigning role to the reporter/chief reporter-

User Type

Sub User Type

Select Reporter/Chief Reporter Admin

208. What is the time slot for a reporter?

Time slot is the time for which the reporter is active in his/her role.

209. Who assigns the time slot to the reporter?

The chief reporter will assign the time slot to the reporter

210. How to assign a time slot?

Login with Chief Reporter and then click on menu Reporter Time Slots, To Assign the Time Slots. Then click on Assign Reporter Time Slot.

211. What are various items required for creating the time slot?

Start time

End time

Duration of Time slot

212. What is the action of the reporter for the assigned time slot?

The reporter will create the file against his assigned time slot and after working on it, this file will be sent to the chief reporter.

213. After completion of the file it will be sent to?

After completion of the File by the reporter, it will be sent to the chief reporter for merging and further processing.

214. Can the file sent by the Chief reporter be returned to the reporter?

Yes, the file can be returned to the reporter for further modification.

215. How Preparation of turn-wise files & Uploading of Proceeding files is done?

Select Session Date and Click on Time Slot (turn) to upload turn file, after that Click on Browse File to upload the file and then click the Save File button.

216. How reporter will perform Submission of turn-wise files to Chief Reporter/ Reporter Admin?

Click on Time Slot (turn) to show drafted file. Then click Send File to Chief Reporter button for Sending File To Chief Reporter.

217. How does the reporter admin perform Vetting of turns?

Login with Reporter admin, then click on each turn to see all turn wise files. User can add/modify reporter turn file. After vetting each reporter turn file, Reporter admin needs to Click on the Final Approval button to approve each turn wise file.

218. Can files from different reporters be merged?

Yes, files from different reporters can be merged.

219. Who perform the function of the merging the files received from various reporters?

Chief Reporter is the authority to merge the files sent by the various reporters.

220. What is the document area displayed on the chief reporter dashboard?

Document Area visible on the Chief Reporter Login consists of various house papers like-List of Business, Starred Questions, Unstarred Questions.

221. What are various items under the activity area on chief reporter dashboard?

The following items will reflect in the activity area of the chief reporter dashboard-

1. Browse File

2. Save File

3. Approve File

4. Merge

5. Return

222. Publishing of Hourly Verbatim on public portal is done by?

Chief reporter will perform the publishing of hourly verbatim on public portal.

223. Which format is finally published on the public portal?

The final document is published in the PDF format on public portal.

224. What action can chief reporter perform for publishing of hourly verbatim on public portal?

The chief reporter can edit, delete, and publish the final document.

225. Where can the chief reporter see the published verbatim?

The chief reporter needs to click on the published verbatim option of the reporter module to see the published verbatim.

226. How can chief reporter can see the published verbatim of particular session date?

The chief reporter needs to select the session date from the drop down menu for which he wants to see the published verbatim.

227. How to login to Depart Reply Module of NeVA?

Step to Login:

Open the URL: https://cms.neva.gov.in/

And login with the Reporter Credential.

Select your House

Enter User Name

Enter Password

Enter Captcha and click on the Login button.

228. What is the function of the Department Reply Module?

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

229. Is this a common platform for all the departments?

No, Each dept. has its own role and functions related to the legislatures. Therefore, according to the utility each department has its own credentials for department reply.

230. What are various items available to the department login dashboard?

The following items are available in My Dashboard

Starred Questions

UnStarred Questions

Notices

Bills

Others Papers

231. What are sub-menus under the Starred Question dropdown menu?

The following options are available under this drop down-

Pending for reply

Draft Reply

Reply Sent

232. Where the list of Questions whose reply to be created, can be accessed?

By clicking on the Pending for Reply tab of the concerned Question type.

233. What information of the Question is visible in the pending for reply penal?

The following details are visible-

Diary No.

Number

Subject

Asked By

Papers

Sent By VS

Fixed Date

234. Can the Question be searched in the list?

Yes, Questions can be searched.

235. What is the option of Advance Search in the Pending for reply Questions list?

To search any question with limited details, the advance search option is used.

236. How to advance search any question in the pending for reply list?

After clicking on the Advance search button, search form will be open where user needs to enter Diary number, Subject, Question Number and then click on the Search.

237. How to advance search any question in the pending for reply list?

After clicking on the Advance search button, search form will be open where user needs to enter Diary number, Subject, Question Number and then click on the Search.

238. How to draft a reply?

Click on the Question and then click on the tab DRAFT FOR REPLY;

239. What are various entities required in DRAFT FOR REPLY?

The user needs the reply in PDF and Doc. Format for uploading the file on the platform.

240. Is Question detail visible while user drafting for reply?

Yes, all relevant details of the question are visible there.

241. How to upload the reply after clicking DRAFT FOR REPLY?

The user needs to click on the Choose File option in Main Reply PDF and Main Reply Doc, and then accordingly selecting the file it can be uploaded.

242. Can supplementary documents be attached to any question?

Yes, supplementary documents can also be attached along with the main reply.

243. In what form the reply can be attached?

Reply can be attached in PDF and DOC format.

244. Where the sent reply can be accessed?

The reply sent to the legislature can be accessed from the tab REPLY SENT.

245. When the Question in the department login is visible to the User?

The Questions which are initially approved by Secretary of the House are made visible in the login of the concerned Govt. department for preparation of replies. Departments can draft their replies but can send the reply only after question is fixed for a particular date.

246. When the send tab is available for the user?

Send button is visible only after the question is fixed for a particular date

247. After clicking on the Send button the question is sent to?

Click on the Send Buttons and replies will go to the authorised state legislative assembly Login as well as to the portal of concerned Ministers.

248. What is the process of drafting a reply for the Unstarred Questions?

The process is similar to that of Starred Question.

249. What is the process for drafting a reply for the Notices?

The process is similar to that of Starred Question.

250. How to draft a bill through department reply login?

Click on the Draft bill tab under Bills sections and then follow the procedure accordingly.

251. What options are available after drafting the bill?

There are two option available to the user-

Send for Vetting

Sending Bill to House

252. What includes in the Other Papers?

This include-

Draft Other Papers

Other Papers Sent

Upcoming LOB

Laid in the House

Pending to Lay

253. How can the Hon'ble Minister login to the Minister Module of NeVA?

Hon'ble Minister should follow below steps to Login:

Open the URL: https://cms.neva.gov.in/

And login with the Reporter Credential

Select your House

Enter User Name

Enter Password

Enter Captcha and click on the Login button.

254. Is this a common platform for all the departments who have sent the relevant documents?

Yes, the Hon'ble Minister can see all the documents sent by all the departments.

255. What are various items available to the Minister login dashboard?

The following items are available in My Dashboard:-

Starred Questions

UnStarred Questions

Notices

Others Papers

256. What are sub-menus under Starred Question dropdown menu?

The following options are available under this drop down-

Pending by department

Sent by department

257. Can the number of the Questions in the panel be increased in the list?

Yes, the number of the questions displayed can be increased.

258. What information of the Question is when Hon'ble Minister click on the Starred/Unstarred Tab?

The following details are visible-

Diary No.

Number

Subject

Asked By

Papers

Sent By VS

Fixed Date

259. Can the Question be searched in the list?

Yes, Questions can be searched.

260. How can the number of the Questions in the visible Question list be increased?

The User need to click on the bottom right side drop down menu to increase the displayed question number in the list.

261. Can Hon'ble minister see the question while it is pending at the department end?

Yes, the Hon'ble Minister can see.

262. Where is the reply sent by the department visible to the Hon'ble Minster?

The Hon'ble Minister needs to click on the Sent By Department Sub-menu under Starred and Unstarred Menu under My Dashboard.

263. What are various entities required in DRAFT FOR REPLY?

The user needs the reply in PDF and Doc. Format for uploading the file on the platform.

264. How can the minister see the details of the unstarred Question?

By clicking on the Unstarred Tab under the My Dashboard.

265. What are various items visible to the Hon'ble Minister under the Other Papers tab?

The following options are available under this drop down-

Pending by department

Sent by department

266. How can Hon'ble Minister change the Font size of the home dashboard?

The Hon'ble Minister needs to click on the A+/A- option available on the top of MY DASHBOARD. And then can adjust the font accordingly.

267. Can the Minister see the previous session data?

Yes, Minister can see the previous session data.

268. How can the Hon'ble Minister access the Previous Session Data?

The Previous Session data can be accessed by clicking on the Change tab available right side of the House and Session Details. After clicking on the change the House and Session can be changed accordingly.

269. Can the Minister Update his profile?

Yes, the profile can be updated.

270. How can the Profile of the Minister be changed?

The Hon'ble Minister can change her profile by clicking on his name and a dropdown will be opened which has the option of Profile. Then click on the profile and update accordingly.

271. How can Hon'ble Minister see the documents for the Unstarred Questions sent by the department?

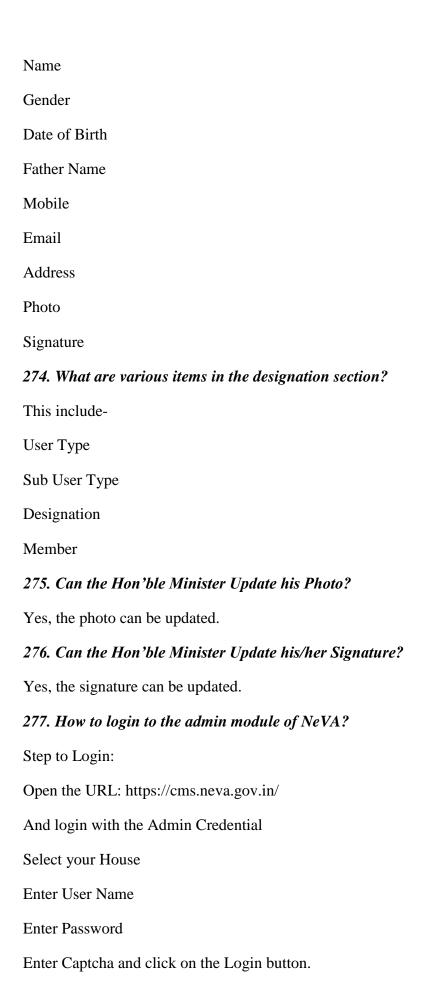The process is similar to that of Starred Question.

272. How can Hon'ble Minister see the documents for the Notices sent by the department?

The process is similar to that of Starred Question.

273. What are various details in the profile section under personal details?

The following details can be entered in the personal details section of profile update

User Id

Name

Gender

Date of Birth

Father Name

Mobile

Email

Address

Photo

Signature

274. What are various items in the designation section?

This include-

User Type

Sub User Type

Designation

Member

275. Can the Hon'ble Minister Update his Photo?

Yes, the photo can be updated.

276. Can the Hon'ble Minister Update his/her Signature?

Yes, the signature can be updated.

277. How to login to the admin module of NeVA?

Step to Login:

Open the URL: https://cms.neva.gov.in/

And login with the Admin Credential

Select your House

Enter User Name

Enter Password

Enter Captcha and click on the Login button.

278. What are various sub-menus available on the Admin Dashboard?

Under My Dashboard the following items will be visible to the user-

Feedback

News

Notices

Gallery

Speech

Content

House Session

House Papers

Questions List PDF

Compose

Signature

Legislature Committees

Update All Departments

House Imp Links

Library

Reports

E-Book Documents

Book Publication

279. What is feedback menu of the Admin Dashboard?

Feedback menu of the Admin Dashboard consist of-

Public Feedback

FAQs

280. What is Notice menu of the Admin Dashboard?

Notice menu of the Admin Dashboard consist of-

Notices

Notice Category

Daily notices of the house are published from this sub-menu.

281. What is Gallery menu of the Admin Dashboard?

Gallery menu of the Admin Dashboard consist of-

Album Gallery

Album Category

To add the relevant photos of the house, events and proceedings this section is used.

282. What is Speech menu of the Admin Dashboard?

Speech menu of the Admin Dashboard consist of-

Speeches

Speech Category

Various day to day speeches are entered here under the relevant speech category.

283. What is Content menu of the Admin Dashboard?

Content menu of the Admin Dashboard consist of-

Content

Content Category

Various content like historical background, House Secretariat, committee system, etc. are entered through this option.

284. What is House Session menu of the Admin Dashboard?

The House Session menu of the Admin Dashboard consist of-

Upload Document

Forms

Footer Public Data

In Footer Public Data, the details of the content available on the website are entered. For example, to enter the details about the historical background this section is used to upload documents relevant to the house this section is used.

285. What is News menu of the Admin Dashboard?

The News menu of the Admin Dashboard consist of-

News List

News Category

The various types of news can be uploaded to the NeVA public portal under various categories like special events, VIP visit and session related etc.

286. What is House Papers menu of the Admin Dashboard?

The House Papers Menu of the Admin Dashboard Consist of;

Transfer Files For House

Download Files For House

Latest Update (Laying)

Online vs Manual (Laying)

Online vs Manual (Submit)

Draft And Approved Papers Laid

Paper Laid in House

Download Static eBook

This section is used to publish the relevant papers on public portal after laying in the house.

287. What is Question List PDF menu of the Admin Dashboard?

It provides the member wise list of Questions in PDF format.

288. What are various details required for getting Question List PDF?

The user should have the following details-

House

Session

Member

Question Type

Notice Receive Date

After entering these fields the Question List can be generated.

289. What is Compose menu of the Admin Dashboard?

The Compose Menu of the Admin Dashboard consist of:-

Compose E-mail

Compose SMS

Send Birthday SMS

This option is used to send the email and SMS.

290. What is Signature menu of the Admin Dashboard?

This is used to create the Session Date Signature which is used wherever the secretary general sign is required. For example, For Question List, List of Business, Bulletin etc.

291. What is Legislature Committee menu of the Admin Dashboard?

The Legislature Committee menu consist of following submenus-

Serial Number

Authorise User

Committee Type Master

Committee

Committee Formation

Committee Constitute

Committee Room

Committee Room Booking

Committee Approving Room Booking

Committee Permission

The functioning of the Committee and its relevant business is controlled using these submenus.

292. What is 'Update all documents' menu of the Admin Dashboard?

This option is used to update the documents available on the admin dashboard.

293. What is 'House Important Links' menu of the Admin Dashboard?

Various important URLs can be entered using this option of the Admin.

294. What is 'Library' menu of the Admin Dashboard?

The Press Clipping PDF can be uploaded using this option. It requires a Title, Press Clipping date and then the user needs to upload the PDF.

295. What is 'Reports' menu of the Admin Dashboard?

The following items are available here-

 Session Date Wise Report

Department Wise Report

User Log Report

Various reports of the house can be accessed using this sub-menu.

The User need to select Type of Question, Session Date, Department, Member and report type and then search accordingly. The Department Wise Report can also be accessed here. The User login
report is also available for accessing the details of last login.

296. What is 'E-Book Documents' menu of the Admin Dashboard?

 E- Book Documents can be uploaded using this menu of the dashboard. And
 Previous documents can also be accessed here.

297. What is 'Book Publication' menu of the Admin Dashboard?

Book Publication

Book Type

298. How to upload new e-book documents?

The user needs to click on the Admin; E-Book Document and then click on the Create E- Book Documents.

299. What are various items required to upload a new e –book document?

The user needs to enter the following details-

Assembly

Session

Session date

Member

Document Type

Title

And then a PDF is attached here along with the PDF in regional language.

300. How to create a book in book publication?

After clicking on the book publication option the user need to click on the Create Book. Then fill the required fields and save.

301. What is the URL for e-book NeVA?

https://ebook.neva.gov.in/

302. E-book login is available for various stakeholders. Who are they?

The e-book is available to

Speaker

Minister

Member

303. What is the role of display unit?

The display unit in the digital legislature provide the information displayed on the screen which is made available by the House Controller.

304. What information can be seen on the display unit?

The house controller can display any transaction of business through display unit. For Example- Question, Reply to Question, List of Business items etc.

305. What is the role of a house controller?

The house controller controls the functioning of the house with the help of display unit. It acts according to the command of the speaker/chairman and also according to the functioning of the house.

306. How can the house controller display any message on the screen?

The house controller clicks on the message option available on the dashboard and then type the message according to the need of the house.

307. How can the notices in the house be displayed using house controller?

The User type the message in the message option and select the option notification message. Then it will be displayed as a notification.

308. What is pop up message?

The message that needs to be displayed on the screen overriding the previous content is selected as a Pop Up message.

309. Can the Notification be hidden from the display?

Yes, the notification can be made hidden by the controller according to the need of the house.

310. Can the pop up message be hidden from the display?

Yes. The pop up message can also be made hidden by the controller.

311. What are various shortcuts available on the Member E-book?

The following shortcuts are available to the Member-

Index

First

Last

Rules

Attend

Notes

Annexure

Circulars

LOB

QA* (Starred)

QA (Unstarred)

My QA (Starred)

My QA (UnStarred)

312. What are various shortcuts available on the Minister E-book?

The following shortcuts are available to the Member-

Index

First

Last

Rules

Attend

Notes

Annexure

Circulars

LOB

QA* (Starred)

QA (Unstarred)

My QA (Starred)

My QA (UnStarred)

313. What are various shortcuts available on the Speaker E-book?

The following shortcuts are available to the speaker-

Index

First

Last

Rules

Attend

Reports

Notes

Annexure

Circulars

LOB

QA* (Starred)

QA (Unstarred)

314. What is Digital Archive?

Digital Archive is a depository of the house documents which were earlier transacted in physical form and the house wants to store them in digital form.

315. Can a Digital Archive is Possible through NeVA portal?

Yes, the depository of old data can be created with the help of NeVA.

316. How to login to the Digital Archive Module of NeVA?

Step to Login:

Open the URL: https://cms.neva.gov.in/

And login with the Digital Archive Credential

Select your House

Enter User Name

Enter Password

Enter Captcha and click on the Login button.

317. What are various items for which digital depository can be made?

The digital depository can be formed for following items of the house-

1. Starred Questions

2. UnStarred Questions

3. Short Notice Questions

4. Notice

5. Bills

6. Committee Report

7. List of Business

8. Other Papers

9. Proceedings of House

10. News Clips

318. How is the digital archive for Starred Question created?

Click on the Starred Question tab under My Dashboard Option and fill the following details-

House *

Session *

Session Date: *

Question No. *

Member Name *

Minister Name *

Department

Subject

Subject Regional Language

Question Details

Question Details Regional Language

Question Reply English (Attachment)

Question Reply Regional (attachment)

Ref. Page No.

And click on the Save button for further processing of the record.

319. What is the meaning of red asterisk marked items while filling the data?

This shows the compulsion of filling the details.

320. How is the digital archive for UnStarred Question created?

To save the legacy data of the UnStarred Question the user need to click on the UnStarred option and fill the required field mentioned below-

House *

Session *

Session Date: *

Question No. *

Member Name *

Minister Name *

Department

Subject

Subject Regional Language

Question Details

Question Details Regional Language

Question Reply English (Attachment)

Question Reply Regional (attachment)

Ref. Page No.

And click on the Save button for further processing of the record.

321. How is the digital archive for Short Notice Question created?

The process is same as Starred/Unstarred Questions.

322. How is the digital archive for Notices created?

The User needs to click on the Notice Option and fills the below details-

House *

Session *

Session Date: *

Notice No. *

Member Name *

Notice*

Ministry Name *

Select Event *

Notice Date *

Notice date

Minister Name *

Department
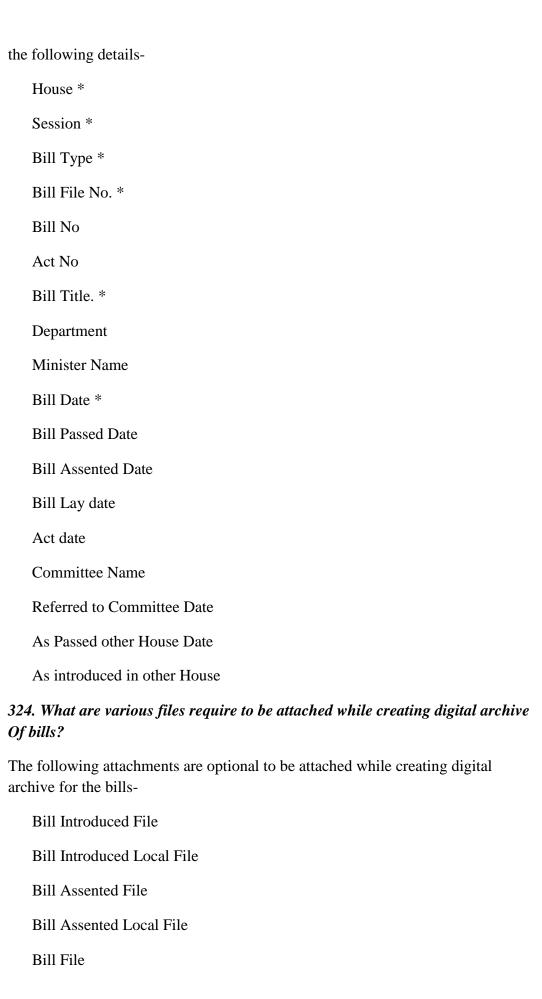
Notice Detail

Notice Detail Regional Language

Notice Reply English (attachment)

Notice Reply Regional (attachment)

And click on the Save button for further processing of the record.

323. How is the digital archive for Bills created?

To create digital depositary of the Bills the user need to click on the bill option and fill

the following details-

House *

Session *

Bill Type *

Bill File No. *

Bill No

Act No

Bill Title. *

Department

Minister Name

Bill Date *

Bill Passed Date

Bill Assented Date

Bill Lay date

Act date

Committee Name

Referred to Committee Date

As Passed other House Date

As introduced in other House

324. What are various files require to be attached while creating digital archive Of bills?

The following attachments are optional to be attached while creating digital archive for the bills-

Bill Introduced File

Bill Introduced Local File

Bill Assented File

Bill Assented Local File

Bill File

Bill Local File

As introduced in other House File

As introduced in other House Local File

Committee Report File

Committee Report Local File

As Passed other House File

As Passed other House Local File

325. *How is the digital archive for Committee Reports created?*

Click on the Committee Reports menu and fill the following details-

Committee Name : *

Report Type : *

Department*

Financial Year : *

Title

Title Regional Language

Committee Report English (attachment)

Committee Report Regional (attachment)

And click on the save button.

326. *How is the digital archive for List of Business created?*

Click on the List of Business and fill the following details-

House *

Session *

Session Date : *

Title

Title Regional

List Of Business English PDF (attachment)

List Of Business Regional PDF (attachment)

And Click on the save button.

327. How is the digital archive for Other Papers created?

Click on the other papers option and fill the below required fields-

House *

Session *

Session Date: *

Department:*

Event *

Title

Title Regional

Other Papers English PDF (attachment)

Other Papers Regional PDF (attachment)

328. How is the digital archive for Proceedings of the House created?

Click on the Proceeding of the House and fill in the below details available in the form-

House *

Session *

Session Date: *

Title

Title Regional

Proceedings of House English PDF (attachment)

Proceedings of House Regional PDF (attachment)

329. How is digital archive for News Clips created?

Click on the New Clips Option and fill in the below details as available in the form-

House *

Session *

Session Date: *

Title

Title Regional

News Clips English PDF (attachment)

News Clips Regional PDF (attachment)

***