



Members of Parliament Local Area Development Scheme Ministry of Statistics & Programme Implementation Government of India

User Manual for

MPLADS Fund Management Web Solution

April, 2023 Version 1.1

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 Logging in MPLADS FMS A To log in to FMS Application: Open the Browser. Enter the URL of the FMS application 	tion.
► New tab x + Enter OF	KL nere! - □ ×
S	creen 1: Place to enter URL
3. Enter Username, Password & C	aptcha code in the Login Page
Fund Management Solution	Members of Parliament Local Area Development Scheme Ministry of Statistics & Programme Implementation. Govt. of India 1. Enter username Velcome, Please Log In Username Password Password Captcha Captcha Login
SBI CS DigiGOV™	Copyright ©2022 Tata Consultancy Services Limited All Rights Reserved
Screen 2: FM	S Login Page: Username and Password
4. Once the user successfully gets	s initial login, the Change Password screen will be populated.
Change Password	×
Note Password should meet the tollowing criteria: (1) The Password length should be between 6 and 12 characters. (2) The Password must contain at least one lower case alphabet(a,z) one upper case.	annhabet/(A,Z) one number/(1,9) and one special character

Note:Password should meet the tollowing criteria:								
(1) The Password length should be between 6 and 12 characters.								
(2) The Password must contain at least one lower case alphabet(a-z), one upper case apphabet(A-Z), one nu	umber(0-9) and one special character.							
(3) Every user is required to change their Password at least once in every 90 days								
Old Password :								
New Password :								
Re-type New Password :								
Save	Cancel							
Screen 3: FMS	Change Password							
5								
-								

- 5. Users will change/Reset the Password.
- 6. If the Users forgets the password, they will click on Forgot Password link to reset the password.





MP User Role & Process Flow

MP Work Recommendation

2. MP Work Recommendation:

Using this module Hon'ble MP's can raised the following type of recommendations:

- 1. Manage Development Work Fund Recommendation
- 2. Manage Calamity Consent
- 3. Manage Out of State/Constituency Fund Recommendations

2.1 Manage Development Work Fund Recommendation:

Using this screen Hon'ble MP's can recommend the work in their constituency.

Navigate to the following path to access the Development Work Recommendation screen:

Node Path: Home page \rightarrow My Modules \rightarrow MP Work Recommendation \rightarrow Manage Development Work Recommendation

a) MY MODULES:

	Rs. 7,40,00,000.00	₹	Rs. 7,01,62,277.00	₹	Rs. 38,37,723.00	₹
Sangy Unite Member of Partament Rs. 6,27,000.00 Calamity Consent Limit Rs. 2,54,000.00 Out of State/Constituency Rs. 2,54,000.00 Image Development Work Recommendation Manage Development Work Manage Development						
Salary Dubbe Member of Parliament Calamity Consent Limit Out of State/Constituency Image Development Work Recommendation Development Work Status Image Development Work Recommendation Toppeted Image Out of State/Constituency Work Sanction Work Image Out of State/Constituency Work Sanction Work Image Out of State/Constituency Work Sanction Work						
India Development Limit Available Limit Sanjay Dhore Member of Parliament Rs. 6,27,000.00 Calamity Consent Limit Rs. 2,54,000.00 Out of State/Constituency Rs. Image Development Work Status Development Work Status Recommended in Sanction Work S Image Development Work Recommendation 18 Sanction Work S Image Development Work Recommendation 3 Abandoned/Suspended 0						
	Manage Development Work	Completed	3			
Sanay Under Mentor of Parliament Calamity Consent Limit Out of State/Constituency Image Development Work Recommendation Development Work Status Recommended Image Development Work Recommendation 18 Sanction Work 5 Completed Image Development Work Recommendation 3 Abandoned/Suspended 0						
Sange Under Member of Parliament Calamity Consent Limit Out of State/Constituency Image Development Work Image Development Work Status Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image Development Work Image						
Interview Total Development Linit Available Linit: Distibuted Linit Image Dut of State/Constituency Work Recommendation Rs. 6,27,000.00 Calamity Consent Linit Rs. 2,54,000.00 Out of State/Constituency F Image Dut of State/Constituency Work Recommendation Development Work Status Image Development Work State/Constituency						
MP Work Recommendation						
						Poweral Dy

Click on My MODULES or Hon'ble MP can select the list of tasks in the home page.

b) MP Work Recommendation:

MPLADS - SAKSHI	Home Font Size Settings Password Management Logout	Sanjay Dhotre Member of Parliament, (Sanjay Sham:
nage Inbox Dashboard	My Modules	
Tree List		
MP Work Recommendation		R

Screen 7: MP Work Recommendation

C) Manage Development Work Recommendation:

MPLADS - SAKSHI मेरा सांस्ट-मेरा क्षेत्रीय विकास y Modules	Home Fo	nt Size Quick Links Settings Pas	sword Manage	ment Logout		Sanjay Dhotre Member of Parliament, (Sanja	y Shamr.
Tree List							
Manage Development Work Recommendation	Ņ	Manage Out of State/Constituency Work Recommendation	R	Manage Calamity Consent	R	MP Work Recommendation	R
Manage Fund Enhancement Approval	R	Activity/Work Request	R	New Development Work Recommendation	R	New Out Of State/Constituency Work Recommendation	R
New Calamity Consent	Ņ						
		Screen 8: Manage D	evelo	pment Work Reco	mmenda	ation	

1. To raise the new work recommendation, Hon'ble MP will click on 'Recommend Work' button.

Manage Develop	ment Work Recommendation			
Recommendat	tion Date			
	1			
		Search		
Total Records 5	5			
Sr.No.	Letter No.	Recommendation Date	Total Recommended Amount	Action
1	LN/MP057/2022-2023/12	14-03-2023	50000.00	l
2	I.N/MP057/2022-2023/9	10-03-2023	5000.00	1
3	LN/MP057/2022-2023/8	10-03-2023	6000.00	0
4	LN/MP057/2022-2023/5	09-03-2023	150000.00	Ĺ
	LN/MP057/2022-2023/4	09-03-2023	5000.00	0

Screen 9: Recommend Work

2. Once the Hon'ble MP click on 'Recommend Work' button below screen will appear:

evelopment Work Recommendation				
Limit Detail				
Total Limit 7400000.00	Distributed Limit 3837722.78	Available Limit 70162277.22		
Recommend Work				
Recommend Work Entity/IDA* Location Type * City * Ward * IDA AKOLA Maharashtra ©Urban ORural Akola 102 Work Category * Work * Work Description Recommended Amount * Normal/Others Project for lighting of public sti Q. C* Project for lighting of public sti Q. C* Indexes Add Reset Reset Reset Reset				
EntityIDA * Location Type * City * Ward * IDA AKOLA Maharashtra IDU Akola IDU Work Category * Work * Work Description Normal/Others Project for lighting of public sti Q.C.* Project for lighting of public				
IDA AKOLA Maharashtra IDA AKOLA Maharashtra 102 Work Category* Work * Work Description Recommended Amount * Normal/Others Project for lighting of public 100000				
Normal/Others 🗸	Project for lighting of public sti ${\bf Q}, {\bf C}$	Project for lighting of public streets and places	100000	
		Add Reset		
Sr.No. Work	* Entity/IDA *	Work Description + Local	tion (Ward/Village) ‡ Recommended ‡ Ac	ction
	Va	lidate Back		

Screen 10: Manage Development Work Recommendation

3. Select the **IDA** from drop down list, this is the list of IDA which comes under Hon'ble MP's respective constituency.

- 4. Select the Location Type from the radio button:
 - a) If Hon'ble MP selects "Urban" the City Drop Down & Ward Text box will be showing.
 - b) If Hon'ble MP selects "**Rural**" the blocks under the district get displayed as drop Down and the villages under the selected block will be displayed.

imit Detail			
Total Limit 7400000.00 Recommend Work	Distributed Limit 3837722.78	Available Limit 70162277.22	
Entity/IDA * IDA AKOLA Maharashtra IDA AKOLA Maharashtra Details of Locatity * Abhaypura near govt school Recommended Amount * 100000	Location Type * Ourban ®Rural Work Category * Nermal/Others ~	Block * AKOLA v Work * Project for lighting of public stj Q, C	Village * Abhaypura V Work Description Project for lighting of public streets and places
Sr.No. Work	○ Entity/IDA ○	Ndd Reset Vork Description + Location	n (Ward/Village) © Recommended © Action

Screen 11: Location Type: Rural

5 Hon'ble MP must select the Activity/Work from the search box.

6 Hon'ble MP must Enter the **Work Description** in the text box.

7 The MP Recommended Amount for work is entered for completing the selected Activity/Work.

8 Hon'ble MP can add multiple work recommendations using the same steps.

9 Once the Hon'ble MP clicks on **Add** button, the entered and selected details are saved in the following table:

Sr.No.	Activity/Work \$	Entity/IDA		Work Description		Location (Ward/Village) ‡	MP Recommended Amount	٨	ction	
1	Building for Government educational institution	IDA CHITTOOR1	1	Building for Government educational institution		Ward 1	500000.00	Ø	1	
2	Building for Government aided/un-aided educational institutions	IDA CHITTOOR2		Building for Government aided/un-aided educational institutions		Paluru	500000.00	0		
				Submit Close						

Screen 12: Work Recommendation Table

it 🔹		Acti
500000.00	ł	2
500000.00	e	l
	500000.00 500000.00	

10 Once the details are saved in the table, Hon'ble MP can Edit or Delete the saved records.

Screen 13: Action Button: Edit or Delete

11 Before click on Submit button, the system will **validate** the recommended amount, which can't be the greater than the available Limit.

12 Hon'ble MP must click on the Submit button, post which confirmation alert is displayed as below:

Scheme *		Recon	mendation Date *		Entity/DDO *				
Member of	Parliament Local Ar 🗸	27-Ja	n-2023		Nallakonda Gari Reddeppa 17t 🗸				
Total Limit		Distrit	uted Limit		Available Limit				
						i.			
ork Detail	5								
Entity/IDA *		Locati	on Type *		City *	Ward *			
Please Sele	ect 🗸	Urba	n ORural Confirm		×` ~				
	Q								
			-		Yes No				
.No.	Activity/Work	•	Entity/IDA	•		Location (Ward/Village) *	MP Recommended	Ad	tior
r.No.	Activity/Work		Entity/IDA IDA CHITTOOR1		Add Reset	Location (Ward/Village) = Ward 1	MP Recommended Amount 500000.00		
1 Bu					Add Reset Work Description ¢		Amount		tior 1

Screen 14: Submit Confirmation Message

Post submits confirmation message, a message related to successful submission is displayed by the system.

rmal Work Recommendation									>
ecommend Work									
Scheme *		Reco	nmendation Date *		Entity/DDO *				
Member of Parliament Loca	l Ar 🗸	27-J	an-2023	Ċ.	Nallakonda Gari Reddeppa 17	t 🗸			
Total Limit		Distri	buted Limit		Available Limit				
/ork Details									
Entity/IDA *			ion Type * an ORural Euccore		City *		Ward *		
Please Select	~		Succes		×	~			
Activity/Work *		Work	Description *	ata is ;	Saved Successfully.				
	Q				ок				
					OK				
				-					
					Add Reset				
Sr.No. A	ctivity/Work	÷	Entity/IDA	÷	Work Description		Location (Ward/Village) ‡	MP Recommended +	Action
1 Building for Governme	ent educational institution		IDA CHITTOOR1		Building for Government educational institution		Ward 1	500000.00	£ 🕯
2 Building for Governme	ant aided/un-aided educational		IDA CHITTOOR2		Building for Government aided/un-aided educational institutions		Paluru	500000.00	0 1

Screen 15: Submitted Success Message

13 Once the work recommendation is submitted successfully, the recommendation will be sent by the system to the assigned IDA's login.

14 The Submitted recommendation is displayed on Manage Development work Recommendation screen as follows:

Recommenda	ment Work Recommendation tion Date			
	(U)	Search		
Total Records	Contraction of the second s			AC 821
Sr.No.	Letter No.	Recommendation Date	Total Recommended Amount	Actio
1	LNMP057/2022-2023/12 LNMP057/2022-2023/9	14-03-2023 10-03-2023	50000.00	l L
3	LN/MP057/2022-2023/9	10-03-2023	6000.00	2
4	LN/MP057/2022-2023/5	09-03-2023	150000.00	2
5	LN/MP057/2022-2023/4	09-03-2023	5000.00	l
5	LN/MP057/2022-2023/4	09-03-2023 New Recommendation	5000.00	l

Screen 16: Manage Development Work Recommendation

15 After submitting the recommendation, the **Letter No.** will be generated and on click of Letter No. Hon'ble MP can **View** Submitted Recommendations.

Letter Details							
Letter No.		Recommen	ndation Date				
LN/MP057/2023-	2024/50	11-04-20	23				
lecommended Work	Dataila						
Sr.No.	Work	\$	Entity/IDA	Work Description	•	Location (Ward/Village) ‡	Recommended Amount
			IDA AKOLA Maharashtra				100000.00
	r lighting of public streets and places			Project for lighting of public streets and places	100	Abhaypura	
				Back			

Screen 17: View Work Recommendation

16 Once the Hon'ble MPs submit the work recommendation, they can edit the recommended amount until IDA Approve or Reject the MP Work recommendation.

2.2 Manage Calamity Consent:

Using this screen, Hon'ble MP's can give consent to use the MPLADS funds for relief/rehabilitation work in areas affected by Calamities. The Calamity is declared by the CNA in case of National Calamity and by SNA in case of state Calamity. As per the MPLADS new guidelines, each Hon'ble MP's have the pre-defined Calamity Consent limit as follows:

- 1. National Calamity 1,00,00,000/FY
- 2. State Calamity 25,00,000/FY

Hon'ble MP must navigate the following path to access the Calamity Consent screen:

Node Path: Home page \rightarrow My Modules \rightarrow MP Work Recommendation \rightarrow Manage Calamity Consent

MPLADS - SAKSHI मेरा संसद-मेरा क्षेत्रीय विकास Iodules						
Manage Development Work	R	Manage Out of State/Constituency Work Recommendation	R	Manage Calamity Consent	R	MP Work Recommendation
Recommendation				New Development Work		New Out Of State/Constituency Work
Manage Fund Enhancement Approval	R	Activity/Work Request	R	Recommendation	R	Recommendation
New Calamity Consent	R					

Screen 18: Manage Calamity Consent

- 1. Click on 'Manage Calamity Consent' tile.
- 2. To raise the Calamity Consent, click on Add New button.

MPLADS - SAKSHI Manage Inbox Dashboard	Home Font Size Settings F	Password Management Logout			Sanjay D Member	Notre of Parliament, (Sanjay Shamr
Calamity Fund Consent						
Y Consent Details		000000000000000000000000000000000000000			Consented	
o Sr.No. D	Letter No	Calamity Type	Calamity Name	Consented Amount	Date	Status
L E S		Add N	lew			

Screen 19: Add New

3. To raise the calamity consent, Hon'ble MP click on Add New button and below given screen is displayed.

lamity Fund Consent Form				
onsent Details				
Recommendation Type :	Calamity Fund Consent	Financial Year	2022-2023	~
Calamity Type *	Please Select 🗸	Calamity Name *		~
Calamity State *		Total Limit		
Available Limit		Distributed Limit		
Total Calamity Limit		Available Calamity Limit		
Distributed Calamity Limit		Consented Amount *		
Remark				

Screen 20: Calamity Consent Details

- 4. Select the Calamity Type from the drop-down list.
- 5. Select the Calamity Name from the drop-down list, based on the calamity type calamity name will be showing in the drop-down list.
- 6. Based on the Calamity Name selection, Calamity State will be auto populated in the textbox.
- 7. Based on the Calamity Type selection, Available Limit, Distributed Limit, Total Calamity Limit, Available Calamity Limit & Distributed Calamity Limit will be auto populated as label.
- 8. Enter the Consented Amount in the text box for the calamity affected areas.

Recommendation Type :	Calamity Fund Consent	Financial Year	2022-2023 🗸
Calamity Type *	National Calamity	Calamity Name *	AP_Calamity_2022
Calamity State *	SNA Andhra Pradesh	Total Limit	11300000
Available Limit	10250000	Distributed Limit	1050000
otal Calamity Limit	10000000	Available Calamity Limit	1000000.0
Distributed Calamity Limit	0.0	Consented Amount	50000
Remark	Pls Approve		
Attachment	Attach File(s) [Max: 1 Attachment of 10 MB]		
		Save Reset	

9. Click on the Save button, to save the entered details.

MPLADS - SAKSHI	The second s	Password Management Logout			Sanjay Dhota Member of Pa	e rrliament, (Sanjay Sharr
nage Inbox Dashboard	My Modules					
Calamity Fund Consent Consent Details						
Sr.No.	Letter No	Calamity Type	Calamity Name	Consented Amount	Consented Date	Status
		Add N	ew			
		Success	×			
		DATA SAVED SUCCESSFUL	.Y.			
		ОК				
			<u> </u>			

Screen 22: Consent Details Save Details

10. Once the details are saved, Concerned Hon'ble MP's can Update or Delete the consent details.

Sr.No.	Calamity Type	Calamity Name	Consented Amount	Consented Date	Action
1	National Calamity	AP_Calamity_2022	50000.0	27-Jan-2023	10

Screen 23: Consent Details: Update or Delete

11. Click on Submit button, to submit the final calamity consent by Hon'ble MP's.

4	MPLADS - SAKSHI Home Font Size Settings Password Management Logout Manage Inbox Dashboard My Modules Settings Password Management Logout Settings Settings											
3	Calamity Fund	C Calamity Fund Cor	isent Update					ġ	1			
¥	Consent Detail											
M	S	r.N. Sr.No	. Calai	mity Type Calar	mity Name Co	onsented Amount	Consented Date	Action	Status			
U		1	Nation	nal Calamity cal	lamity test	5000.0	14-Jan-2023	/ 0				
E S	Submit Close											
	DATA SUBMITTED SUCCESSFULLY											
	ок											
				Screen 2	4: Consent I	Details Subi	mit					
					16							

12. Once the Hon'ble MPs submit the final calamity consent, it will be showing on the Calamity Fund Consent landing page.

Calamity Fund Consent						
Consent Details Sr.No.	Letter No	Calamity Type	Calamity Name	Consented Amount	Consented Date	Status
-1	LN/MP057/2022 2023/13	National Calamity	calamity test	5000.00	14 Jan 2023	Oubmitted

Screen 25: Calamity Fund Consent

13. Once the Hon'ble MPs submit the final calamity consent, they cannot edit or delete the consent.

2.3 Manage Out of State/Constituency:

Using this screen Hon'ble MP's can recommend the development fund to out of their constituency. For each Hon'ble MP's have 25L/FY pre-defined limit for the recommendation.

Hon'ble MPs must navigate the following path to access the Out of State/Constituency screen:

Node Path: My Modules → MP Work Recommendation → Manage Out of State

	iree List							
	Manage Development Work Recommendation	R	Manage Out of State/Constituency Work Recommendation	R	Manage Calamity Consent	R	MP Work Recommendation	P
	Manage Fund Enhancement Approval	R	Activity/Work Request	R	New Development Work Recommendation	R	New Out Of State/Constituency Work Recommendation	F
	New Calamity Consent	R						
6202	23 TATA Consultary Services United							Remet By LCoS Digit

	Inage Inbox Da	SHI Home Font Size Setting ashboard My Modules	is Password Management Logout	Sanjay Dhotre Member of Parliament, (Sanjay Shamr.
	Manage Out of Stat	te/Constituency Work Details		
ľ	Recommendation			
	100 100 100 100	1		
			Search Reset	
	Total Records 5			
L	Sr.No.	Letter No.	Recommendation Date	Total Recommended Amount
10	1	LN/MP057/2022-2023/10	10-03-2023	20000.00
	2	LN/MP057/2022-2023/7	10-03-2023	5500.00
	3	LN/MP057/2022-2023/3	09-03-2023	6000.00
	4	LN/MP057/2022-2023/2	09-03-2023	500.00
	5	LN/MP057/2022-2023/1	09-03-2023	1000.00
1.7			New Recommendation	

Screen 27: Manage Out of State/Constituency Work Details: Add Work

2. Click on Add Work button for raising the Out of state/constituency development fund by Hon'ble MP's. Below screen gets displayed:

heme *	Recommendation Date *	Entity/DDO *
ember of Parliament Local Ar 🗸	27-Jan-2023	Nallakonda Gari Reddeppa 17t 🗸
al Limit	Distributed Limit	Available Limit
11300000.00	1000000.00	10300000.00
al Out of State/Constituency Limit	Distributed Out of State/Constituency Limit	Available Out of State/Constituency Limit
250000.00	0.00	25000.00
k Details		
Α.	NDA *	Entity/IDA *
NA Andhra Pradesh 🗸 🗸	NDA CHITTOOR	IDA CHITTOOR1
cation Type *	City *	Ward *
Jrban ORural	Chittoor 🗸	Ward 1
tivity/Work *	Work Description *	MP Recommended Amount *
uilding for Government educe ${\Bbb Q}$ ${\Bbb C}$	Building for Government educational institution	500000
	A	dd Reset

Screen 28: Add Out of State/Constituency Work

- **3.** Select the **SNA**, **NDA**, **Entity/IDA** by the Hon'ble MP's for recommend the out of state fund using drop down list.
- 4. Select the Location Type to recommend the fund.
- 5. Select Activity/Work & Work Description to recommend the works.
- 6. Enter the **MP** Recommended Amount in the text box.

ut of State/Constituency Work Details		
Scheme *	Recommendation Date *	Entity/DDO *
Member of Parliament Local Ar 🗸	27-Jan-2023	Nallakonda Gari Reddeppa 17t 🗸
Total Limit	Distributed Limit	Available Limit
11300000.00	100000.00	10300000.00
Total Out of State/Constituency Limit	Distributed Out of State/Constituency Limit	Available Out of State/Constituency Limit
250000.00	0.00	250008.00
/ork Details		
SNA *	NDA *	Entity/IDA *
SNA Andhra Pradesh 🗸 🗸	NDA CHITTOOR	IDA CHITTOOR1
Location Type *	Block *	Village *
Ourban Rural	Chittoor 🗸	Paluru
Activity/Work *	Work Description *	MP Recommended Amount *
Building for Government educe Q \mathbb{C}	Building for Government educational institution	500000

Screen 29: Add Out of State/Constituency Work

7. Click on Add button to save the entered and selected details in the table as follows:

otal Limit	Distributed Limit	Available Limit	
1130000.00	1500000.00	980000.00	
otal Out of State/Constituency Limit	Distributed Out of State/Constituency Limit	Available Out of State/Constituency Limit	
250000.00	500000.00	-250000.00	
rk Details			
NA *	NDA *	Entity/IDA *	
Please Select 🗸	~	~	
ocation Type *	City *	Ward *	
Urban ORural	Please Select 🗸		
ctivity/Work *	Work Description *	MP Recommended Amount *	
Q			
	A	Id Reset	
No. Activity/Work	Entity/IDA +		ommended + Action
1 Building for Government educational institution	IDA CHITTOOR1 Building for	Government educational institution Ward 1	500000.00 🖉 着

Screen 30: Validate Recommended Fund

8. Click on Validate button to check the validation of Available Limit is not more than Recommended Limit.

dd Out Of State/Constituency Work		
-		
Total Limit 11300000.00	Distributed Limit	Available Limit
Total Out of State/Constituency Limit	Distributed Out of State/Constituency Limit	Available Out of State/Constituency Limit
250000.00	50000.00	200000.00
Work Details		
SNA *	NDA *	Entity/IDA *
Please Select 🗸	~	~
Location Type *	City *	Ward *
Urban ORural	Please Select 🗸 🗸	
Activity/Work *	Work Description *	MP Recommended Amount *
Q		
		Add Reset
Sr.No. Activity/Work	≑ Entity/IDA ≑	Work Description
1 Building for Government educational instit	ution IDA CHITTOOR1 Building	for Government educational institution Ward 1 50000.00 🖉 🛊

Screen 31 : Submit

9. If the Validation passes then click on **Submit** button, before submitting the recommendation, Hon'ble MP can **Edit** or **Delete** the fund details.

Add Out Of State/Constituency Work				×
Total Limit 11300000.00 Total Out of State/Constituency Limit 250000.00 Work Details SNA * Please Select Location Type *	Distributed Limit Distributed Cont of State Constituency Limit S0000.00 NDA * Success City * City *	Available Limit 1025000.00 Available Out of State/Constituency Li 200000.00 Entity/IDA *	nit	
Urban ORural Activity/Work * Q,	Please Select Work Description *	OK S		
Sr.No. Activity/Work	÷ Entity/IDA ÷	Work Description \$	Location (Ward/Village)‡	MP Recommended Amount Action
Building for Government educational institution		for Government educational institution	Ward 1	50000.00 🧷 🛢

Screen 32: Submit Message

10. Once the Hon'ble MPs **Submit** the details, Letter No. to be generated and Hon'ble MP cannot edit the recommended fund.

te/Constituency Work Details n Date		
n Date		
444444		
	Search Reset	
Letter No.	Recommendation Date	Total Recommended Amount
LN/MP057/2022-2023/14	14-03-2023	50000.00
LN/MP057/2022-2023/10	10-03-2023	20000.00
LN/MP057/2022-2023/7	10-03-2023	5500.00
LN/MP057/2022-2023/3	09-03-2023	6000.00
LN/MP057/2022-2023/2	09-03-2023	500.00
LN/MP057/2022-2023/1	09-03-2023	1000.00
	LNMP057/2022-2023/14 LNMP057/2022-2023/10 LNMP057/2022-2023/7 LNMP057/2022-2023/3	Letter No. Recommendation Date LNNP057/2022-2023/14 14-03-2023 LNNP057/2022-2023/10 10-03-2023 LNNP057/2022-2023/7 10-03-2023 LNNP057/2022-2023/3 09-03-2023

Screen 33: Manage Out of State/Constituency Work Details

11. By clicking on Letter No. Hon'ble MP can View the Recommended details.

	Constituency Work							
ut of State,	/Constituency Work Details							
Letter No.		F	Recommendation Date	Entity/DDO *				
LN/7005/2	2022-2023/2		27-01-2023	Nallakonda Gari Re	edde	ppa 17t 🗸		
ork Details	s							
ir.No.	Activity/Work		Entity/IDA	Work Description		Location (Ward/Village)	MP Recommended Amount	Status
1 Buik	ding for Government educational institution		IDA CHITTOOR1	Building for Government educational institution		Ward 1	50000.00	Pending

Screen 34: View Out of State/Constituency Work Details

2.4 Manage Fund Enhancement:

Using this screen Hon'ble MP have right to approve the Fund Enhancement request which is shared from IDA or IA. This request depends on the requirement of fund according to the recommended work.

Navigate to the following path to access the Out of State/Constituency screen:

Node Path: My Modules → MP Work Recommendation → Manage Fund Enhancement Approval

MPLADS - SAKSHI int area into lating the latente My Modules Tree List	Home Font Size Quick Links	Settings Password Management Logout	Sanjay Dhotre Member of Parliament, (Sanj	ay Shamr
Manage Development Work Recommendation	Manage Out of State/Cor Work Recommendation	nstituency 🕅 Manage Calamity Consent	MP Work Recommendation	R
E S Manage Fund Enhancement Approval	Activity/Work Request	New Development Work Recommendation	New Out Of State/Constituency Work Recommendation	R
New Calamity Consent	R			
6/2023 TATA Consultancy Services Limited				tcs DigiGOV
	Screen 35 :	Manage Fund Enhancement A	Approval	
1. On click of Ma	nage Fund Enhance	ement Approval below scree	n will appear:	
SANJII	8 2	word Management Logout	Sanjay Dhotre Member of Parliament, (Sanjay St	namr
SAKSHI Manage Inbox Dashboard My Modu		word Management Logout	Sanjay Dhotre Member of Parliament, (Sanjay St	namr
SAKSHI Manage Inbox Dashboard My Modu Manage Fund Enhancement Works		word Management Logout	Sanjay Dhotre Member of Parliament, (Sanjay St	namr
SAKSHI Manage Inbox Dashboard My Modu Manage Fund Enhancement Works		word Management Logout Search Reset	Sanjay Dhotre Member of Parliament, (Sanjay St	iamr
SAKSHI Manage Inbox Dashboard My Modu Manage Fund Enhancement Works			Sanjay Dhotre Member of Parliament, (Sanjay Sr Member of Parliament, (Sanjay Sr Member of Parliament, Sanjay Sr Member of Parliament, Sanjay Sr	namr
Wanage Inbox Dashboard My Modul Manage Fund Enhancement Works Monage Fund Enhancement Total Records 2	les l	Search Reset	Member of Parlament, (Sanjay Sr	iamr
SAKSHI Manage Inbox Dashboard My Modu Manage Fund Enhancement Works Enter Value and Press Enter to Q Total Records 2 Sr.No. Work No. 1 NA	les Letter No. LNIMP057/2022-2023/12	Search Reset Activity/Work NI-NI-Constraction of Footpaths/Pedestrian ways	Requested Amount Raised By 20000.00 IDAAKOLA	namr
SAKSHI Manage Inbox Dashboard My Modu Manage Fund Enhancement Works Enter Value and Press Enter to Q Total Records 2 Sr.No. Work No. 1 NA	les Letter No. LNIMP057/2022-2023/12	Search Reset Activity/Work NI-NI-Constraction of Footpaths/Pedestrian ways	Requested Amount Raised By 20000.00 IDAAKOLA	namr
SAKSHI Manage Inbox Dashboard My Modu Manage Fund Enhancement Works Enter Value and Press Enter to Q, Total Records 2 Sr.No. Work No. 1 NA	les Letter No. LNIMP057/2022-2023/12	Search Reset Activity/Work NI-NI-Constraction of Footpaths/Pedestrian ways	Requested Amount Raised By 20000.00 IDAAKOLA	iamr
SAKSHI Manage Inbox Dashboard My Modu Manage Fund Enhancement Works Enter Value and Press Enter to Q, Total Records 2 Sr.No. Work No. 1 NA	les Letter No. LNIMP057/2022-2023/12	Search Reset Activity/Work NI-NI-Constraction of Footpaths/Pedestrian ways	Requested Amount Raised By 20000.00 IDAAKOLA	namr
SAKSHI Manage Inbox Dashboard My Modu Manage Fund Enhancement Works Enter Value and Press Enter to Q, Total Records 2 Sr.No. Work No. 1 NA	les Letter No. LN/MP057/2022-2023/12 LN/MP057/2022-2023/8	Search Reset Activity/Work Ni - Ni - Constraction of Footpaths/Pedestrian ways Ni - Ni - Constraction of Footpaths/Pedestrian ways	Requested Amount Raised By 20000.00 IDAAKOLA 1000.00 IDAAKOLA	namr
SAKSHI Manage Inbox Dashboard My Modu Manage Fund Enhancement Works Enter Value and Press Enter to Q, Total Records 2 Sr.No. Work No. 1 NA	les Letter No. LN/MP057/2022-2023/12 LN/MP057/2022-2023/8	Search Reset Activity/Work NI-NI-Constraction of Footpaths/Pedestrian ways	Requested Amount Raised By 20000.00 IDAAKOLA 1000.00 IDAAKOLA	namr

2. Hon'ble MP must enter the remarks before approving the request. On click of Activity/work below screen will appear:

/ork e-Request Approval		
und Enhancement		
Raised By * IDAAKOLA		
Vork Details		
Work No. *	Letter No. *	Recommendation Date *
NA	LN/MP057/2022-2023/12	14-03-2023
Activity/Work *	MP Recommended Amount *	Work Description
N.I - N.I - Constraction of Footpaths/Pedestrian ways	50000.00	Constraction of Footpaths/Perdestrian ways
Additional Amount *	Requestor Remarks *	Attachment *
20000.00	Need extra funds	Attachment.pdf
Approval/Rejection Remarks *		
Request approve		
	Approve Reject Close	

Screen37: Manage Fund Enhancement Approval

3. Activity/Work Request:

Using this screen Hon'ble MP have right to add new activity that was not given in the original activity/ work list.

Node Path: My Modules → Activity/Work Request

Manage Development Work Recommendation	R	Manage Out of State/Constituency Work Recommendation	R	Manage Calamity Consent	R	MP Work Recommendation	5
Manage Fund Enhancement Approval	R	Activity/Work Request	R	New Development Work Recommendation	R	New Out Of State/Constituency Work Recommendation	į
New Calamity Consent	R						
23 XMA Concellency Services United							with the second s
23 TATA Consultancy Bootses Limited							tcs Dig
13 1055 Considency Review United							tes Dig
23 1974 Consultancy Service Links	_	Screen38	(a): Act	ivity/Work Reque	st		ون معناً ون معناً
123 TKA Consultany Bantilas Lindad	_	Screen38	(a): Act	ivity/Work Reque	st		tcs Dig
23 TXX Consultancy Borolina Lindari	_	Screen38	(a): Act	ivity/Work Reque	st		tcs Dig
223 YAN Coupliny Bartes United	_	Screen38	(a): Act	ivity/Work Reque	st		LCS Die

2 Ajay Tamta (17th Lok Sabha) Work Request Ajay Tamta (17th Lok Sabha)Minister/2023/7349 Request you to kindly create the work under master Pen	Prease Select Prease Select V Search Request Category Request No Request Description Statu Khelo Inda Alay,Tamia (27)LIGS.Sabin(Stimiter/2022/250 Creation of Infrastructure Approved	Anglay Shammao Dhobre (17th) Q, C
of E-Request of E-	Search Roset y Request Category Request No Request Description State Relation find Alm_Timits (271h.10% Sabon Minister 2020/2938) Creation of infrastructure Approved Approved Work Request Main Tamis (171h.10% Sabon Minister 2020/2938) Request you to kindly create the work under master Pending	MERequest Search Result Search Result Request State
Soft Encourses SNA/Agency Reguest Category Respuest No Constraint	y Request Category Request No Request Description Statu Khele India Alay Tamin (17)h. Los Sabbra Miniter/2023/7362 Creation of infrastructure Approved Approved Work Request Main Tamin (17)h. Los Sabbra Miniter/2023/7362 Request you to kindly create the work under master Pending	rfE Request al Request 3: Request 3: Request Category Request No. Request No. Request No. Request Secription Request Secription Adv/Time (17) Los Sabaha Minister/2022/232; Creation of infrastructure Approve 2: Avg/Timet (17) Los Sabaha) Work Request Adv/Timetar(17) Los Sabaha)Minister/2022/232; Request you to sindy create the work under master Pending
2 Ajay Tamta (17th Lok Sabha) Work Request Ajay Tamta (17th Lok Sabha)Minister/2023/7349 Request you to kindly create the work under master Pen	Work Request Alav_Tamta /17/h Lok_Sabha)/Minister/2023/7349 Request you to kindly create the work under master Pending	2 Ajay Tamta (17th Lok Sabha) Work Request <u>Ajay Tamta (17th Lok Sabha) Miniter/2023/7349</u> Request you to kindly create the work under master Pending
		Ajay tamta (1/th Lok Sabha) Work Request Ajay tamta (1/th Lok Sabha)/Minister/2023/348 Kindly create work in work master Approve
3 Ajay lamta (1/th Lok Sabha) Work Request Alay lamta (1/th Lok Sabha)/Minister/20/23/348 Kinoly create work in work master App		
Raise Request		Daira Dogunet
	Raise Request	
	Raise Request	Naise Request
	Raise Request	Raise Request
Raise Request		Daira Dogunet
Raise Request		
	Raise Request	
	Raise Request	
Raise Request		Daira Doquast
Raise Request		Pairs Poguart
Raise Request		Pairs Poguart
Daise Domest		Daira Doquaet
Distance Discounted		In the Provide Provide Action of the Provide
Distance Discount of		In the Provide Provide Action of the Provide
Paies Poguet		Paies Posuaet

Screen 38(b): Activity/Work Request

मेरा सांसव-मेन	DS - SAKSHI Home Font Size Quid	k Links Settings Password Management L	ogout	Sanjay Dhotre Member of Parliament, (Sanjay Shamr
My Modules	E-Request			× `
Manage E-Reques	E-Request			
* SNA/Agency	SNA/Agency *	Request Category *	Request Title *	_
o Sanjay Shami	Sanjay Shamrao Dhotre (17th Q, C			<u> </u>
Sanjay Sham	Request Description *			
S List of E-Request				
Total Records 3	Attachments		đ.	Status
1 Ajay 1	Attach File(s) [Max: 1 Attachment of 10 MB]			Approved
2 Ajay 1				Pending
3 Ajay 1				Approved
		Submit		
				Found by
02023 TATA Consultancy Sen	Vices Limited			tcsDigiGOV"

Screen 38(c): Activity/Work Request

4. New Development Work Recommendation:

Using this screen Hon'ble MP's can recommend the new work directly in their constituency.

Navigate to the following path to access the New Normal Work Recommendation screen:

Node Path: Home page \rightarrow My Modules \rightarrow New Development Work Recommendation

Manage Development Work Recommendation	R	Manage Out of State/Constituency Work Recommendation	R	Manage Calamity Consent	R	MP Work Recommendation	
Manage Fund Enhancement Approval	R	Activity/Work Request	Ħ	New Development Work Recommendation	R	New Out Of State/Constituency Work Recommendation	
New Calamity Consent	R						
w Calamity Consent	R						

Screen 39: New Development Work Recommendation

Rest the process for recommending the work will be same as Manage Development Work Recommendation.

5. New Out of State/Constituency Work Recommendation:

Using this screen Hon'ble MP's can recommend the development fund to out of their constituency. For each Hon'ble MP's have 25L/FY pre-defined limit for the recommendation.

Hon'ble MPs must navigate the following path to access the New Manage Out of State/Constituency screen:

Node Path: My Modules → New Manage Out of State/ Constituency work Recommendation

Manage Development Work Recommendation	R	Manage Out of State/Constituency Work Recommendation	R	Manage Calamity Consent	R	MP Work Recommendation	
Manage Fund Enhancement Approval	R	Activity/Work Request	R	New Development Work Recommendation	R	New Out Of State/Constituency Work Recommendation	
New Calamity Consent	R						

Screen 40: New Manage Out of State/ Constituency work Recommendation

6. New Calamity Consent:

Using this screen, Hon'ble MP's can give consent to use the MPLADS funds for relief/rehabilitation work in areas affected by Calamities. The Calamity is declared by the CNA in case of National Calamity and by SNA in case of state Calamity.

Hon'ble MP must navigate the following path to access the new Calamity Consent screen:

Node Path: Home page \rightarrow My Modules \rightarrow New Calamity Consent

M Hodules	PLADS - SAKSHI सांसद्र मेरा क्षेत्रीय विकास	Home Fon	t Size Quick Links Settings Par	ssword Manage	nent Logout		Sanjay Dhotre Member of Parliament, (San	jay Sham
Tree List								
Manage Recomm	Development Work lendation	R	Manage Out of State/Constituency Work Recommendation	R	Manage Calamity Consent	R	MP Work Recommendation	F
Manage	Fund Enhancement Approval	R	Activity/Work Request	R	New Development Work Recommendation	R	New Out Of State/Constituency Work Recommendation	R
New Cala	amity Consent	R						
1023 TATA Consul	lancy Services Limited							tcs Digi
			Scroop 41.	Now	alamity Consent			
			Screen 41:	New C	alamity Consent			
t the	process for rec	comme	ending the work wil	ll be sa	me as New Calan	nity Cor	isent.	

CNA User Role Responsibilities & Process Flow

CNA

CNA

1. CNA RETURN FUND APPROVAL/REJECTION:

CNA users will have to login in with their respective username and password.

This facility enables the process of approval or rejection of IDA & NDA return fund details. Node Path: Home page \rightarrow MY MODLULES

The return of Funds can be done anytime, as per the directions of the Ministry.

					Admin. (MPLADS C	
	56,723,450 Return Fund (Count 23)	₹	309,360,450 Allocated Limit	₹	87,677 Total Expenditure	₹
CNA ADMIN Admin	301,110,050 Available Limit	₹				
	Total No. of Works					
Manage Inbox	Recommended Work	21				
My Modules	Completed Work with UC	2				
Return Fund	On Going Works	3				
Inbox						
Manage MP Limit Allocation						
						Powered By
TATA Concultancy Services Limited	(c)		nepage (CNA lo			tcs DigiGOV [™]
Mada Dath, HOM						
MPLADS - SAKSHI	C		→ RETURN FU	JND		
MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	e Font Size Quick Links Settin		- C	JND	CNA ADMIN Admin, (MPLADS	CNA Department)
MPLADS - SAKSHI मेरा सांसद्र-मेरा क्षेत्रीय विकास Home बge Inbox Dashboard My Modules	e Font Size Quick Links Settin		- C	JND	CNA ADMIN Admin, (MPLADS	CNA Department)
MPLADS - SAKSHI मेरा सांसद्र-मेरा क्षेत्रीय विकास Home बge Inbox Dashboard My Modules	e Font Size Quick Links Settin		- C	JND	CNA ADMIN Admin, (MPLADS	
MPLADS - SAKSHI Hore eter-He shite Heard Hore Inbox Dashboard My Modules ree List	P Font Size Quick Links Settin	Password Ma	anagement Logout		Admin, (MPLADS	CIVA Department)
MPLADS - SAKSHI Heretar-He shite Haver Hage Inbox Dashboard My Modules ree List	Font Size Quick Links Settin Limit Allocation Management	Password Ma	Work Management	Ŗ	Admin, (MPLADS	
MPLADS - SAKSHI Hereters-Hereter age Inbox Dashboard My Modules ree List Return Fund	Font Size Quick Links Settin Limit Allocation Management	Password Ma	Work Management	Ŗ	Admin, (MPLADS	
MPLADS - SAKSHI Hereters-Hereter age Inbox Dashboard My Modules ree List Return Fund	Font Size Quick Links Settin Limit Allocation Management	Password Ma	Work Management	Ŗ	Admin, (MPLADS	
MPLADS - SAKSHI Home age Inbox Dashboard My Modules ree List Return Fund	Font Size Quick Links Settin Limit Allocation Management	Password Ma	Work Management	Ŗ	Admin, (MPLADS	
MPLADS - SAKSHI Home age Inbox Dashboard My Modules ree List Return Fund	Font Size Quick Links Settin Limit Allocation Management	Password Ma	Work Management	Ŗ	Admin, (MPLADS	
MPLADS - SAKSHI Ha etrac-Ha dida libera age Inbox Dashboard My Modules ree List reeum Fund	Font Size Quick Links Settin Limit Allocation Management	Password Ma	Work Management	Ŗ	Admin, (MPLADS	
MPLADS - SAKSHI Hereters-Hereter age Inbox Dashboard My Modules ree List Return Fund	Font Size Quick Links Settin Limit Allocation Management	Password Ma	Work Management	Ŗ	Admin, (MPLADS	
MPLADS - SAKSHI Heretar-He shite Haver Hage Inbox Dashboard My Modules ree List	Font Size Quick Links Settin Limit Allocation Management	Password Ma	Work Management	Ŗ	Admin, (MPLADS	
MPLADS - SAKSH Art effect Are shift Reare age Inbox Dashboard My Modules ee List Crganization Account Mapping	Font Size Quick Links Settin Limit Allocation Management	Password Ma	Work Management	Ŗ	Admin, (MPLADS	
MPLADS - SAKSHI Are etere.Are skille Reard age Inbox Dashboard My Modules ree List Return Fund Crganization Account Mapping	Font Size Quick Links Settin Image: Setting of the sett	nas Password Mi	Anagement Logout	R	Admin, (MPLADS	
MPLADS - SAKSHI Hereters-Hereter age Inbox Dashboard My Modules ree List Return Fund	Font Size Quick Links Settin Image: Setting of the sett	nas Password Mi	unagement Logout	R	Admin, (MPLADS	

2. When CNA user clicks on Return Fund option, they land on another page that have other options like:

> INBOX > OUTBOX

> (JUI	(BO)	

MPLADS - SAKSHI Home Font Size Quick Links Settings Password Management Logout	CNA ADMIN Admin, (MPLADS CNA Department)
Manage Inbox Dashboard My Modules	
	R
Back	
62023 TATA Consoluting Services Limited	tcs DigiGOV [™]
Screen 44(a): Return Fund (INBOX)	
ත්ෂිත	•
MPLADS - SAKSHI मेरा सांस्ट मेरा क्षेत्रिय शिवास Home Font Size Quick Links Settings Password Management Logout Manage Inbox Dashboard My Modules My M	CC CNA ADMIN Admin, (MPLADS CNA Department)
Tree List	
Inbox Cutbox	R
č Dack	
02021 MAA Consultancy Services Limited	tost DigiGOV [™]
Screen 44(b): Return Fund (OUTBOX)	
29	

1.1 INBOX:

1. CNA user will find all the requested files which are sent by the IDA/NDA users for returning funds details.

MPLADS - SAKSHI CNA ADMIN Admin, (MPLADS CNA Department) Home Font Size Quick Links Settings Password Management Logout C Jun मेरा सांसद-मेरा क्षेत्रीय विकास Manage Inbox Dashboard My Modul **Return Fund Details** M Return for MODULES Q Search File No Nodal Di Received D Status File Descrip NDA/ CNA) NDA Admin (NDA 01 CHITTOOR) NDA/Return/NDA CHITTOOR/2023/3 Self NDA CHITTOOR 25-Jan-2023 NDA Admin (NDA 01 Admin, NDA CHITTOOR) Pending for NDA/Return/NDA CHITTOOR/2023/2 MP Ackn edgement(Return Fund to CNA) Naramalii Sivaprasad (15th Lok Sabha) NDA CHITTOOR 25-Jan-2023 IDA Admin (IDA 01 Admin, IDA CHITTOOR1) IDA/Return/IDA CHITTOOR1/2023/1 NDA CHITTOOR 25-Jan-2023 IDA Ackr (gement/Return Fund) Self H 4 1 /1 * * tos DigiGOV Screen 45: Return Fund Inbox

2. CNA user can select any file by clicking on the file no. and check all the details of that particular file and take action on it after checking all the details.

				Home	Guidelines Font Size	 Settings 	Password Management	Logout
E NO. : IDA/Return/IDA CHIT	TOOR1/2023/1						×	-
eturn Fund Details								
Nodal Dis	trict : NDA CHITTOOR							_
Implementing Dist	trict : IDA CHITTOOR1							_
Admin Expense Fund	V.							
Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number		Remark	
1000.00	25-Jan-2023	ICIC0000315	ICICI BANK LIMITED	1234567890	123			ecords : 3
Bank Closure Certifi IDA/NDA Closure Certifi Remarks Approver(N Remarks Approver(C	cate : 2146942 iSecunty (IDA) : 0.K.	Que Conneleton Certifica Que Conneleton Certifica	Charles The	1		\$ 2021 13	A Contactiony Benaux Limited	gićov-
						•	D	IgiGov L
		Screen	n 46: File Deta	ails				
			30					
			30					

Node Path: MY MODULES \rightarrow RETURUN FUND \rightarrow INBOX

3. If CNA user wants to reject the file, then they must select the rejection reason (Amount mismatch, no closure certificate, others) from the dropdown that provided in the system.

		Hipmi	e Guidelines	Font Size v Setting	Password Planagement -	Logout
	FILE NO. : IDA/Return/IDA CHITTOOR1/2023/1		_		×	
	Return Fund Details					
Manage Manage Rets Re S	Pe Nodal District : NDA CHIT Implementing District : IDA CHIT Reject Reason * : Viease Select	tcate		Number 123	Remark	
		_	_	ă 201	1 TATUL Consultancy Derivates Literat	giGov-
	Screen 47: Reject	ion Option				

4. After remarks, user can act on that file like Approve/Reject.

<complex-block><complex-block><complex-block><complex-block><complex-block></complex-block></complex-block></complex-block></complex-block></complex-block>					Home	Guidelines For	t Size ∨ Set		sword Manageme	
<pre>Metric function in the intervent of the intervent of</pre>	FILE NO. : IDA/Return/IDA CHITTOOR1/	/2023/1								X
Mod Dakiti: MACHITORi Bejementing Daky:: DACHITORi Mercanit Daky:: Da										
Implementing Dath::: DA CHITTOOR! Admin Expense Fund Implementing Dath::: Implementing Dath::: Implementing Dath::: 214862.0scoth:: Dath::: Implementing Dath::: ::::::::::::::::::::::::::::::::::::		NDA CHITTOOR								
Admini Expense Fund 	11									
Amount Amount If SC Code Bank Name A/C Number UTR Number Remark 100.00 25-38-2023 ICICIDEDNIC INTED 1234507890 123 Bank Closure Certificate 2149522 Secondation Certificate of IDANDA Closure Certificate 2149522 Secondation Certificate of IDANDA Closure Certificate 2149522 Secondation Certificate of IBank S Approver(IDA) O.K. O.K. Remarks Approver(ICA) O.K. Approver Regect Close										
100.00 25-Mar-2023 ICICO000315 ICIC BANK LIMITED 123 Bank Closure Certificate 2186862 Security Code Certificate of ICICARANK LIMITED 1234667900 123 Bank Closure Certificate 2186862 Security Code Certificate of ICICARANK LIMITED 1234687900 123 ICICARANK LIMITED 123697900	Admin Expense Fund									
Bank Closure Certificate: 2486822. Security Curz Contrietion Certificate cdf Bemarks Agerover(TCNA): O.K. Approve: Regert Close 2012/2020/2020/2020 Marko Closure Certificate: Bemarks Agerover(TCNA): OK. Approve: Regert Remarks Agerover(TCNA): O.K.	Amount Am	ount Return Date	IFSC Code	Bank Name	A/C Number	UTR Nun	ber	Rem	ark	
IDANDA Closure Certificate :: 2145421 Security Quiz, Comdetion, Certificate od Remarka Approver(ICIA) : D.K. Approver Reject Close C	1000.00	25-Jan-2023	ICIC0000315	ICICI BANK LIMITED	1234567890	123				c
IDANDA Closure Certificate :: 2145421 Security Quiz, Comdetion, Certificate od Remarka Approver(ICIA) : D.K. Approver Reject Close C	Bank Closure Certificate :	2146842 (Security	Quiz Completion Certifica	ate pdf						
Remarks Approver(CNA): O.K. Approve: Reject Close Part Market Approver (CNA): Screen 48: Return Fund	permittende dans de lator de									
Remarks Approver(CNA) : 										
O.K. Approver Reject Close 2 2012 Marcadary Server JW										
e 201 MA Considery Breves Line Screen 48: Return Fund	-	0.K.								18
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e 201 MA Considery Breves Line Screen 48: Return Fund										
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e 201 MA Considery Breves Line Screen 48: Return Fund										- 18
Screen 48: Return Fund				Anoroun Boiert Clore						н
Screen 48: Return Fund			1	Approve Reject Close	1					
Screen 48: Return Fund			1	Approve Reject Close						
Screen 48: Return Fund			l	Approve Reject Close						
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			I	Approve Reject Close	1			2021 TATA German	ancy Services Cented	Dig
31								2021 TATA German	ancy Services Umbed	Digi
31								2021 TATA Cursuit	ang Services Lincied	Dīgi
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31							c	2021 NATA Crownell	ang Serina Lethel	Dig
				n 48: Return			ء	2021 IAA Grand	ang linnan Lintal	Dig

5. One alert message will be visible for taking final decision from the user as shown below.

R	eturn Fund Details							
eti Re	Nodal Dis Implementing Dis							
	Admin Expense Fund							1
	Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark	
	1000.00	26-Jan-2023	ICIC0000315	ICICI BANK LIMITED	1234567890	123		ecor
	Remarks Approver(CNA) : 0.K.		Approve Reject Close				l

Screen 49: Return Fund

6. When CNA user selects the YES option, then the request process is completed successfully.

Ret	turn Fund Details							
eti Re	Nodal Dis Implementing Dis							
	Admin Expense Fund							
	Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark	
	1000.00	25-Jan-2023	ICIC0000315	ICICI BANK LIMITED	1234567890	123		800
	Remarks Approver(C	NA) : 0.K.	_					
	nenia ks Agnorei c	U.K.		Approve Reject Close	I			I

Screen 50: Final request Submit.

1.2 OUTBOX:

1. In this user will find all the requested files that are sent for further processing. **Node Path:** Homepage \rightarrow My Modules \rightarrow Return Fund \rightarrow Outbox.

MPLADS - SAKSHI			CINA ADMIN Admin (MPI ADS CNA Department)
मेरा सांसद-मेरा क्षेत्रीय विकास	Font Size Quick Links Settings	Password Management Logout	Admin, (MPLADS CNA Department)
Manage Inbox Dashboard My Modules			
Tree List			
M Inbox		Outbox	R
U L E S		Back	
02023 TATA Consultancy Services Limited			tos DigiGOV"
	Scree	en 51: Outbox page	

2. User can choose any file by clicking on the file no. and check all the details of that particular file and take action on it after checking all the validations.

nage Inbox Dashboard My Mo	dules					
Return Fund Details						
Return for						
Q						
		Search	1			
		Coulon				
File No.	File Description	Raised By	Raised for	Nodal District/SNA	Tot Received Date	al Records : Statu
NDA/Return/NDA DEOGHAR/2023/1	MP Acknowledgement(Return Fund to CNA)	Mukul Shukla (Admin, NDA DEOGHAR)	Nishikant (17th Lok Sabha)	NDA DEOGHAR	28-Mar-2023	Approved.
NDA/Return/NAINITAL Uttarakhand NDA/2023/2	MP Acknowledgement(Return Fund to CNA)	NDA Admin (Admin, NAINITAL Uttarakhand NDA)	Ajay Bhatt (17th Lok Sabha) (17th Lok Sabha)	NAINITAL Uttarakhand NDA	28-Mar-2023	Approved.
NDA/Return/NDA AHMEDABAD/2023/3	NDA Acknowledgement(Return Fund to CNA)	Rajesh Verma (Admin, NDA AHMEDABAD)	Self	NDA AHMEDABAD	28-Mar-2023	Approved.
NDA/Return/NDA AHMEDABAD/2023/2	MP Acknowledgement(Return Fund to CNA)	Rajesh Verma (Admin, NDA AHMEDABAD)	Hasmukhbhai (17th Lok Sabha)	NDA AHMEDABAD	28-Mar-2023	Approved.
IDA/Return/IDA AHMEDABAD/2023/1	IDA Acknowledgement(Return Fund)	Advith Sharma (Admin, IDA AHMEDABAD)	Self	NDA AHMEDABAD	28-Mar-2023	Approved.
NDA/Return/NDA BARPETA/2023/2	MP Acknowledgement(Return Fund to CNA)	Rishabh Diwedi (Admin, NDA BARPETA)	Abdul (17th Lok Sabha)	NDA BARPETA	27-Mar-2023	Approved.
IDA/Return/IDA BARPETA/2023/1	IDA Acknowledgement(Return Fund)	Shubham Sharma (Admin, IDA BARPETA)	Self	NDA BARPETA	27-Mar-2023	Approved.
IDA/Return/NAINITAL Uttarakhand	IDA Acknowledgement(Return Fund)	IDA Admin (Admin, NAINITAL Uttarakhand IDA)	Self	NAINITAL Uttarakhand	27-Mar-2023	Approved.
IDA/2023/1						

Screen 52: Return Fund Details

3. In this user can check details of file.
| MPLA
SAKS | DS -
FILE NO. : NDA/Return/NDA AHMEDABAD/2023/3 | |
|--|---|---|
| Manage Inbox | Return Fund Details | |
| Return Fund E | Nodal District/SNA : NDA AHMEDABAD | |
| Return for | Admin Expense Fund | |
| | Amount Amount Return IFSC Code Bank Name A/C Number UTR N | umber Remark |
| ES | Date Date Date Date Date Date Of (1) 540000.00 22.Mar.2023 SBIN0006375 STATE BANK OF
INDIA 98765432211900 089 | |
| File N | AIUNI | Records : 24 |
| NDA/Retur
DEOGHAR | Bank Closure Certificate : Bank Closure Certificate.pdf
IDA/NDA/SNA Closure IDA NDA Closure Certificate.pdf | |
| NDA/Return/
Uttarakhand N | Certificate : | |
| | Remarks Approver(CNA) : 0k | |
| NDA/Retu
AHMEDABA | | |
| NDA/Retur
AHMEDABA | Close | |
| IDA/Retur | | |
| AHMEDABA
©2023 TATA Consultancy Se | Fund) | Parent ty
CCS DigiGOV ¹⁷¹ |
| CN.
Thi | CNA Limit Allocation
mit Allocation:
A users will have to login with their respective username and passw
s facility enables the process of approval or rejection of IDA & ND.
de Path: Home page \rightarrow MY MODLULES | |
| MPLAE
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Admin. (MPLADS CNA Department) |
| | 56,723,450 Return Fund (Count 23) Return Fund (Count 23) | 87,677
Total Expenditure |
| cr | Admin 301,110,050 F | |
| Manage Inbox | Total No. of Works | |
| wanage mbox | Recommended Work 21 | |
| My Modules | Completed Work with UC 2 | |
| Return Fund | On Going Works 3 | |

Screen 54: CNA Home Page.

tos DigiGOV

Inbox

Manage MP Limit Allocation

2.1 CNA Limit Allocation:

	Home Fon	t Size Quick Links Setting	gs Passwo	ord Management Logout		CNA ADMIN Admin, (MPLADS CNA Dej	partment)
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Tree List							ĺ
Return Fund	Ħ	Limit Allocation Management	R	Work Management	R	Admin	R
Organization Account Mapping	R	Scheme Management	R	Manage Hierarchy	R		
2023 TATA Consultancy Services Limited							tcs DigiG
	Scre	en 55: My Modu	les Pag	ge (CNA Limit Al	llocation).	
		r click on Limit A	llocati	on Management	tile, the t	following tiles	
will be shown		1.4.11 (CD.1	• >				
		d Allocation (CNA	A)				
Mana	age MP	Limit Allocation					
	age MP	Limit Allocation					
Man: MPLADS - SAKSHI मेरा संसद, मेरा क्षेत्रीय विकास	-	LIMIT Allocation	gs Passw	ord Management Logout		CNA ADMIN Admin, (MPLADS CNA De	epartment)
MPLADS - SAKSHI मेरा सांसद मेरा क्षेत्रीय विकास lanage Inbox Dashboard My	-		gs Passw	ord Management Logout			epartment)
MPLADS - SAKSHI मेरा सांसद मेरा क्षेत्रीय विकास	Home For	nt Size Quick Links Settin	gs Passw				
MPLADS - SAKSHI मेरा सांसद मेरा क्षेत्रीय विकास lanage Inbox Dashboard My	Home For			ord Management Logout	Manage Act		epartment)
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MPLADS - SAKSHI Ara atec. Ara Adra Basta anage Inbox Dashboard M Tree List	Home For	nt Size Quick Links Settin	nit Allocation	R	Manage Act	Admin, (MPLADS CNA De	
MPLADS - SAKSHI ira atec. Ata Ada Baara anage Inbox Dashboard M Tree List	Home For	nt Size Quick Links Settin	nit Allocation	R	Manage Act	Admin, (MPLADS CNA De	
MPLADS - SAKSHI ira atec. Ata Atala Baara anage Inbox Dashboard M Tree List	Home For	nt Size Quick Links Settin	nit Allocation	R	Manage Act	Admin, (MPLADS CNA De	
MPLADS - SAKSHI ira atec. Ata Atala Baara anage Inbox Dashboard M Tree List	Home For	nt Size Quick Links Settin	nit Allocation	R	Manage Act	Admin, (MPLADS CNA De	
MPLADS - SAKSHI ira atec. Ata Ada Baara anage Inbox Dashboard M Tree List	Home For	nt Size Quick Links Settin	nit Allocation	R	Manage Act	Admin, (MPLADS CNA De	
MPLADS - SAKSHI Ara atec. Ara Adra Basta anage Inbox Dashboard M Tree List	Home For	nt Size Quick Links Settin	nit Allocation	R	Manage Act	Admin, (MPLADS CNA De	
MPLADS - SAKSHI ira atec. Ata Ada Baara anage Inbox Dashboard M Tree List	Home For	nt Size Quick Links Settin	nit Allocation	R	Manage Act	Admin, (MPLADS CNA De	
MPLADS - SAKSHI Ara alac, Ata Alla Barra anage Inbox Dashboard M Tree List Manage Fund Allocation (CNA)	Home For	nt Size Quick Links Settin	nit Allocation	Back		Admin, (MPLADS CNA De	R
MPLADS - SAKSHI Protect An Adra Barra anage Inbox Dashboard M Tree List Manage Fund Allocation (CNA)	Home For	nt Size Quick Links Settin	nit Allocation	R		Admin, (MPLADS CNA De	Ŗ
MPLADS - SAKSHI Ara atec. Ara Adra Basta anage Inbox Dashboard M Tree List	Home For	nt Size Quick Links Settin	nit Allocation	Back		Admin, (MPLADS CNA De	

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Manage Fund A	Illocation				
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			Search Reset		
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	per of Parliament Local Area Development Sc		57000000.00	87557.00	56991244
			Allocate Fund		
23 TATA Consultancy	Des feet Limited				Powered By
			Allocate Fund (CN		tos Digi
1	CNA usors alight on Al	lloosta Fund h			
	CNA users click on A	llocate Fund b	utton		ADMIN
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MPL SAK नेत सांस्ट	ADS - SHI Home Font Size इ.मेरा क्षेत्रीय विष्णास		utton		ADMIN n. (MPLADS CNA Department)
MPL SAK मेरा सास nage Inbox Manage Fund	ADS - SHI Home Font Size -मेल केलेक किस्ताल Dashboard My Modules		utton		n, (MPLADS CNA Department)
MPL SAK Protector hage Inbox Manage Fund Scheme	ADS - SHI Home Font Size And Adra Reare Dashboard My Modules Allocate Scheme (CNA) Limit		utton		n, (MPLADS CNA Department)
MPL SAK art eter hage Inbox Manage Fund Scheme	ADS - SHI Home Font Size Achte Athe Revie Dashboard My Modules Allocate Scheme (CNA) Limit Scheme * Member of Parliament Local Ar V	Quick Links Settin	gs Password Management Logo		n, (MPLADS CNA Department)
MPL SAK Art eter hage Inbox Manage Fund Scheme Member o	ADS - SHI Home Font Size Ario Azher Reare Dashboard My Modules Allocate Scheme (CNA) Limit Scheme * Member of Parliament Local Ar ~ Total Allocated Fund		gs Password Management Logo	out CNA Admi	n, (MPLADS CNA Department)
MPL SAK Are the age Inbox Manage Fund Scheme Member o Member o	ADS - SHI Home Font Size Achte Athe Revie Dashboard My Modules Allocate Scheme (CNA) Limit Scheme * Member of Parliament Local Ar V	Quick Links Settin	gs Password Management Logo		n, (MPLADS CNA Department)
Manage Fund Scheme Member o	ADS - SHI Home Font Size Advacher Rever Dashboard My Modules Allocate Scheme (CNA) Limit Scheme * Member of Parliament Local Ar ~ Total Allocated Fund 57000000.00	Quick Links Settin	gs Password Management Logo	out CNA Admi	n, (MPLADS CNA Department)
MPL SAK Are ten hage Inbox Manage Fund Scheme Member of Member of Scheme	ADS - SH Home Font Size Dashboard My Modules Allocate Scheme (CNA) Limit Scheme * Member of Parliament Local Ar ~ Total Allocated Fund 570000000.00 Allocate Fund * 1080000 Ten Lakh Eighty Thousand Rupees	Quick Links Settin	gs Password Management Logo	out CNA Admi	n, (MPLADS CNA Department)
MPL SAK Are the age Inbox Manage Fund Scheme Member o Member o	ADS - SHI Home Font Size Dashboard My Modules Allocate Scheme (CNA) Limit Scheme * Member of Parliament Local Ar ~ Total Allocated Fund 570000000.00 Allocate Fund * 1080000	Quick Links Settin	gs Password Management Logo	out CNA Admi	n, (MPLADS CNA Department)
MPL SAK Are ten hage Inbox Manage Fund Scheme Member of Member of Scheme	ADS - SH Home Font Size Dashboard My Modules Allocate Scheme (CNA) Limit Scheme * Member of Parliament Local Ar ~ Total Allocated Fund 570000000.00 Allocate Fund * 1080000 Ten Lakh Eighty Thousand Rupees	Quick Links Settin	gs Password Management Logo	out CNA Admi	n, (MPLADS CNA Department)
MPL SAK Are the age Inbox Manage Fund Scheme Member o Member o	ADS - SH Home Font Size Dashboard My Modules Allocate Scheme (CNA) Limit Scheme * Member of Parliament Local Ar ~ Total Allocated Fund 570000000.00 Allocate Fund * 1080000 Ten Lakh Eighty Thousand Rupees	Quick Links Settin	utton gs Password Management Logo Total Available Fund 0.00 570	out CNA Admi	n, (MPLADS CNA Department)
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Screen 58: Allocate Limit (CNA).

5. CNA user entered the Allocated Fund limit to top-up the CNA A/C limit.

6. Once the CNA user click on Save button the enhanced limit will be added in the CNA A/C successfully.

2.2 MP Limit Allocation:

1. CNA user will assign the fresh limit to each Hon'ble MP's.

Node Path: Home Page \rightarrow My Modules \rightarrow Limit Allocation Management \rightarrow Manage MP Limit Allocation

Tree List							
Manage Fur	nd Allocation (CNA)	R	Manage MP Limit Allocatio	on t	Manage Ac	tivity Wise Limit Allocation	R
				Back			
							Powered By
23 TATA Consultanc	y Services Limited						ICS Diai
023 TATA Consultant	y Services Limited	C A		NT • • / AH /•			tCS Digi
023 TATA Consullanc				P Limit Allocatio			
2.	Once the Cl	NA user click	on the Manage	MP Limit Alloc		below screen will ap	pear
2. भग्र सामद-	Once the Cl ADS - SAKSHI म् मेत क्षेत्राव विकास	VA user click	on the Manage			below screen will ap	pear
2. भग्र सामद-	Once the Cl	VA user click	on the Manage	MP Limit Alloc		below screen will ap	pear
2. MPLA मेरा सांसद- age Inbox	Once the Cl ADS - SAKSHI , मेर सेवीव किंका	VA user click	on the Manage	MP Limit Alloc		below screen will ap	pear
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2. MPLA Art star- age Inbox Manage MP Limit	Once the Cl ADS - SAKSHI । मेरा सेवीय किसल Dashboard My Mod	NA user click	on the Manage	MP Limit Alloc	ation tile, l	below screen will ap CRA ADMIN Admin, (MPLADS CNA Dep	pear
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2. MPLA Ar attac. age Inbox Imancial Year Zozz-2oz3 tal Recorde 7 SF.No. 1 2	Once the CN ADS - SAKSHI मेत सेवीय किसल Dashbard My Mod it Allocation r MP Name द Alay Tamta (17th Lok Alay Tamta (17th Lok Alay Tamta (17th Lok Alay Tamta (17th Lok	VA user click tome Font Size Quick ules House of the P Please Select 17th Lok Gabha 17th Lok Sabha	on the Manage	MP Limit Alloc Monagement Logout State Enter Value and Press Enter rch Reset	ation tile, l ar to Q d Limit • 1000000.00	below screen will ap c cha admin Admin, (MPLADS CNA Der District Enter Value and Press Enter to Q Total Allocated Limit : 10160000.00 50005000.00	pear partment) Actio
2. Ara tites: Arange Inbox Anange MP Limi Financial Year 2022-2023 tal Records 7 Sr.No. 1	Once the CN ADS - SAKSHI الم الم طلع العمر ال Allocation ۲* به المعالي معالي معالي معالي معالي معالي معالي معالي معالي معالي	A user click tome Font Size Quick utes House of the P Please Select MP Tenure 17th Lok Sabha	on the Manage a Links Ecttings Possword Parliament : Seat One Time Returned Develop Fund 15000.00	MP Limit Alloc Monagement Logout State Enter Value and Press Enter rch Reset	ation tile, l ar to Q d Limit ¢	below screen will ap c cha ADMIN Admin, (MPLADS CNA Dep District Enter Value and Press Enter to Q. Total Allocated Limit = 10150000.00	pear partment) Action & & & & & & & & & & & & &
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2. Are three age Inbox Manage MP Limi Financial Year 2022-2023 Mala Records 7 Sr.No. 1 2 3 4 5 6	Once the CN ADS - SAKSHI Ari data flama Dashboard My Mod it Allocation r* Alay Tamta (17th Lok Sabia) Alay Tamta (17th Lok Sabia) Alay Tamta (17th Lok Sabia) Nishikant Sanjay LS Tejaswi Surya	House of the P Please Select MP Tenure ¢ 17th Lok Sabha 17th Lok Sabha 17th Lok Sabha 17th Lok Sabha	on the Manage	MP Limit Alloc Monagement Logout State Enter Value and Press Enter rch Reset	ation tile, t ation tile, t d Limit c 1000000.00 5000000.00 5000000.00 5000000.00	below screen will ap C CNA ADMIN Admin, (MPLADS CNA Dep District Enter Value and Press Enter to Q Total Allocated Limit • 10158000.00 5000000.00 50540000.00 1000000.00 50550000.00	pear partment)
2. MPLA Ara stars- rage Inbox Manage MP Limi Financial Year 2022-2023 Stal Records 7 Sr.No. 1 2 3 4 5	Once the CN ADS - SAKSHI الم ظلم العمر العمر ال Allocation ** Alay Tamta (۱7th Lok Sabha) Alay Tamta (17th Lok Sabha) Alay Tamta (17th Lok Sabha)	NA user click tome Font Size Quick Vies House of the P Please Select 17th Lok Sabha 17th Lok Sabha 17th Lok Sabha 17th Lok Sabha	on the Manage	MP Limit Alloc Monagement Logout State Enter Value and Press Enter rch Reset	ation tile, l ar to Q d Limit • 1000000.00 500000.00 500000.00	below screen will ap C CNA ADMIN Admin, (MPLADS CNA Dep District Enter Value and Press Enter to Q Total Allocated Limit • 10150000.00 50050000.00 1000000.00 7500000.00	pear partment) Action & & & & & & & & & & & & &
2. MPLA Ara stars- age Inbox Anage MP Limi Financial Year 2022-2023 tal Records 7 Sr.No. 1 2 3 4 5	Once the CN ADS - SAKSHI الم ظلم العمر العمر ال Allocation ** Alay Tamta (۱7th Lok Sabha) Alay Tamta (17th Lok Sabha) Alay Tamta (17th Lok Sabha)	NA user click tome Font Size Quick Vies House of the P Please Select 17th Lok Sabha 17th Lok Sabha 17th Lok Sabha 17th Lok Sabha	on the Manage	MP Limit Alloc Monagement Logout State Enter Value and Press Enter rch Reset	ation tile, l ar to Q d Limit • 1000000.00 500000.00 500000.00	below screen will ap C CNA ADMIN Admin, (MPLADS CNA Dep District Enter Value and Press Enter to Q Total Allocated Limit • 10150000.00 50050000.00 1000000.00 7500000.00	pear partment) Action & & & & & & & & & & & & &

Screen 60: Allocate Limit

- 3. For assigning the fresh limit to Hon'ble MP's, CNA need to click on Allocate Limit button.
- 4. After clicking on the Allocate limit button, the below screen will appear.

Sate interval in the set of the Parliament of the		Allocation															
Search Reset Reset Search Reset Search Reset Colspan="6">Statument of Funds by respective MDA is approved. NP Tenure Or Destingtion of Sudder Limit Fresh Allocate Limit Exp(0.1%) Statument of Link Subin Or O Or O Subin Or The Los Subin Or O Allocated Limit Fresh Allocate Limit Exp(0.1%) SUA Admin Property Exp(0.1%) <th colspan="6" subma<="" th=""><th>-</th><th></th><th></th><th>House of the Parlia</th><th>ment</th><th>State</th><th></th><th></th><th>District</th><th></th><th></th></th>	<th>-</th> <th></th> <th></th> <th>House of the Parlia</th> <th>ment</th> <th>State</th> <th></th> <th></th> <th>District</th> <th></th> <th></th>						-			House of the Parlia	ment	State			District		
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MP Name MP Tenure One Time Returned Allocate Limit Fresh Allocate Limit CNA Admin Exp(0.199) NDA Admin Exp(0.199) IDA Admin Exp(0.199) IDA Admin Exp(0.199) MP Development Exp(0.199) 1 Gautam Gambhir 1701 Lok Sabha 0.00 <th></th> <th></th> <th>eductil One Time Debu</th> <th>of Funda human all</th> <th>IND A is represented</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>			eductil One Time Debu	of Funda human all	IND A is represented												
Image: Construction of the section of the sectin of the section of the section of the section of the se	cate Lin	nit Field Will remain disabi	ed until One Time Retui	One Time	/e NDA is approved.		100000000	20000	10000000	Constant At							
Gautam Gambhi 17th Lok Sabha 0.00 0.	No.	MP Name 🗘	MP Tenure 🗘	Development	Allocated Limit ‡	Fresh Allocate Limit ‡	CNA Admin Exp(0.1%)	SNA Admin Exp(0.1%)	NDA Admin Exp(0.8%)	Exp(1.0%)	MP Developme Fund						
2 Sabha) Chung mill Choi Cool Cool Choi	1	Gautam Gambhir	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
Setbal Thirtex Sapha 17th Lok Sabha 0.01 0.00	2	Kalpana Saini (Rajya Sabha)	Sitting MP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
Image: stating MP 0.00 <td>3</td> <td>Ajay Bhatt (17th Lok Sabha)</td> <td>17th Lok Sabha</td> <td>0.01</td> <td>0.01</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td>	3	Ajay Bhatt (17th Lok Sabha)	17th Lok Sabha	0.01	0.01	0.00	0.00	0.00	0.00	0.00	0.00						
Constrained Constrained <thconstrained< th=""> <thconstrained< th=""></thconstrained<></thconstrained<>	4	Tirath Singh Rawat (17th Lok Sabha)	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
6 Shah (17h Lok Sabha) 0.00 <td>5</td> <td>Anli Baluni (Rajya Sabha)</td> <td>Sitting MP</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td>	5	Anli Baluni (Rajya Sabha)	Sitting MP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
7 Kiron 17h Lok Sabha 0.00	6	Shah (17th Lok	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
Thiruma Valavan Thri 17th Lok Sabha 0.00	7		17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00							
18 Thri 17/ft Lok Sabha 0.00		Nillon .	THE LOK GUDIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
Thol Thol Thol Thol Thol Thol Out O																	
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Thol Thol Thick Sabha 0.00		•															
18 Thri 17th Lok Sabha 0.00		•															
Thol Thol Thick Sabha 0.00																	
	18		17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
20 Dean Kuria kose 17th Lok Sabha 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	10	Agatha K Sangma	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
	20	Dean Kuria kose	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						

Screen 61: MP Fresh Limit Allocation.

5. Once the CNA user entered the Fresh Allocate Limit, following limit will be automatically calculated and auto populate in their respective fields:

- \blacktriangleright CNA Admin Exp (0.1%)
- ➢ SNA Admin Exp (0.1%)
- > NDA Admin Exp (0.8%)
- ➢ IDA Admin Exp (1.0%)
- ➢ MP Development Fund (98%)

Financi	al Year *		House of the Parlia	ment	State			District		
2022-	2023	\sim	Please Select	~			Q			Q
					Search Reset					
ital Recor										
locate Lin	nit Field will remain disable	ed until One Time Retu	Irn of Funds by respection	ve NDA is approved.						
Sr.No.	MP Name 🗧	MP Tenure 🗧	Returned Development Fund	Allocated Limit 🗧	Fresh Allocate Limit 🗧	CNA Admin Exp(0.1%) ≑	SNA Admin Exp(0.1%) =	NDA Admin Exp(0.8%) ÷	TDA Admin Exp(1.0%) ÷	MP Development Fund
1	Gautam Gambhir	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	Gautam Gambhir Kalpana Saini (Rajya Sabha)	17th Lok Sabha Sitting MP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Kalpana Saini (Rajya									
2	Kalpana Saini (Rajya Sabha) Ajay Bhatt (17th Lok	Sitting MP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	Kalpana Saini (Rajya Sabha) Ajay Bhatt (17th Lok Sabha) Tirath Singh Rawat	Sitting MP 17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2 3 4	Kalpana Saini (Rajya Sabha) Ajay Bhatt (17th Lok Sabha) Tirath Singh Rawat (17th Lok Sabha) Anli Baluni (Rajya	Sitting MP 17th Lok Sabha 17th Lok Sabha	0.00	0.00	0.00 108000.00 0.00	0.00	0.00	0.00 864.00 0.00	0.00 1080.00 0.00	0.00 105840.00 0.00

Screen 62: MP Fresh Limit Allocation.

6. After entered the Fresh Allocate Limit, CNA user will click on Save button.

9	BHAGAT SINGH	17th Lok Sabha					
10	RAJEEV RANJAN	17th Lok Sabha					
11	RAGINI KUMARI	17th Lok Sabha					
12	CHANDNI KUMARI	17th Lok Sabha					
13	RAKESH JHA	17th Lok Sahha					
14	SEEMA RISHI	17th Lok Sabha	Confirm		×		
15	Kuldeep Rai Sharma	17th Lok Sabha	Do you want	t to save details?			
16	Pratap Chandra Sarangi	17th Lok Sabha	E	Yes No			
17	Indra Hang Subba	17th Lok Sabha					
18	Thirumaa Valavan Thol	17th Lok Sabha					
19	Agatha K Sangma	17th Lok Sabha					
20	Dean Kuria kose	17th Lok Sabha					
(1 / 2	([1-20/25

Screen 63(a): Confirmation Pop-up Message.

7. If the CNA user click on the Yes button, a success alert message will be displayed on the screen.

9	BHAGAT SINGH	17th Lok Sabha						
10	RAJEEV RANJAN	17th Lok Sabha						
11	RAGINI KUMARI	17th Lok Sabha						
12	CHANDNI KUMARI	17th Lok Sabha						
13	RAKESH JHA	17th Lok Sabha						
14	SEEMA RISHI	17th Lok Sabha	Success		>	× 0.00		
15	Kuldeep Rai Sharma	17th Lok Sabha	Details	have been saved success	sfully.	0.00		
16	Pratap Chandra Sarangi	17th I ok Sahha		ок		0.00		
17	Indra Hang Subba	17th Lok Sabha				0.00		
18	Thirumaa Valavan Thol	17th Lok Sabha						
19	Agatha K Sangma	17th Lok Sabha						
20	Dean Kuria kose	17th Lok Sabha						
	1 / 2	([1-20/2

Screen 63(b): Success Alert Message.

8. After successfully assigning the Fresh Limit to **Hon'ble MP's**, it will be showing on the landing page.

The user can click on the Action button to update the selected Hon'ble MP's assigned limit.

	it Allocation					
Financial Year	*	House of the	Parliament	State	District	
2022-2023	~	Please Sele	ct 🗸	Enter Value and Press Enter to Q	Enter Value and Press Enter to ${\sf Q}$	
tal Records 8 Sr.No.	MP Name 💠	MP Tenure 💠	Sea One Time Returned Develo Fund		Tot Allocated Limit +	Actio
1	Ajay Tamta (17th Lok Sabha)	17th Lok Sabha	150000.00	1000000.00	10150000.00	Ø
2	Ajay Bhatt (17th Lok Sabha)	17th Lok Sabha	.01	108000.00	108000.01	l
3	Abdul	17th Lok Sabha	65000.00	5000000.00	50065000.00	Q
4	Hasmukhbhai	17th Lok Sabha	540000.00	5000000.00	50540000.00	Ø
5	Nishikant	17th Lok Sabha	500000.00	500000.00	100000.00	05
6	Sanjay	17th Lok Sabha	2500000.00	5000000.00	7500000.00	l
7	LS Tejasvi Surya	17th Lok Sabha	550000.00	5000000.00	50550000.00	0
		17th Lok Sabha	55450.00	5000000.00	50055450.00	10

Screen 64: MP Limit Allocation

Limit Allocation									
Financial Year		House of the Par	liament	State			District		
2022-2023	~	Lok Sabha	~	Uttarakha	and	×			×
Records 1 ate Limit Field will remain disat	oled until One Time Re	Colorente Colorente - Alto	ctive NDA is approved.						
.No. MP Name ‡	MP Tenure	 One Time Returned Development Fund 	+ Allocated Limit	+ Modify Allocated Limit	÷ CNA Admin Exp(0.1%	n ÷ SNA Admin Exp(0.1%)	NDA Admin Exp(0.8%)	≑ IDA Admin Exp(1.0%)	
1 Ajay Bhatt (17th Lok Sabha)	17th Lok Sabha	0.01	108000.01	108000.00	108.00	108.00	864.00	1080.00	105840.00
							• • • • • •		
		Screen 6	5(a): Upda	ite MP Alloc	ated Li	nit. (orig	inal Valu	ie)	
mit Allocation ate Limit									
and a March M									
		House of the Parl		State		~	District		
022-2023 Records 1	~	Lok Sabha	v	State Uttarakha	nd	X	District		×
022-2023 Records 1 te Limit Field will remain disabl		Lok Sabha	v	Uttarakha Madife Allecated	cNA Admin Exp(0.1%)	SNA Admin	 NDA Admin Exp(0.8%) 	iDA Admin Exp(1.0%)	* MP Developm Fund
222-2023 Records 1 te Limit Field will remain disabl No. MP Name 0 Also Obert (17e 14)	ed until One Time Retu	Lok Sabha um of Funds by respect One Time Returned Development	ive NDA is approved.	Uttarakha Modify Allocated Limit 19500.00	CNA Admin	SNA Admin	. NDA Admin	• IDA Admin Exp(1.0%)	• MP Developm
and a second	ed unti One Time Retu MP Tenure ÷	Lok Sabha um of Funds by respect One Time Returned Development Fund	Ive NDA is approved.	Uttarakha Modify Allocated Limit	• CNA Admin Exp(0.1%)	sNA Admin Exp(0.1%)	• NDA Admin Exp(0.8%)	Exp(1.0%)	÷ ^{MP Developm} Fund
022-2023 Records 1 te Limit Field will remain disabl	ed unti One Time Retu MP Tenure ÷	Lok Sabha um of Funds by respect One Time Returned Development Fund 0.01	Ive NDA is approved. Allocated Limit 3 108000.01	Uttarakha Modify Allocated Limit 19500.00	CNA Admin Exp(0.1%) 195:00	SNA Admin Exp(0.1%) 195.00	 NDA Admin Exp(0.5%) 1560.00 	Exp(1.0%)	÷ ^{MP Developm} Fund
222-2023 Records 1 Re Limit Field will remain disabl	ed unti One Time Retu MP Tenure ÷	Lok Sabha um of Funds by respect One Time Returned Development Fund 0.01	Ive NDA is approved. Allocated Limit 3 108000.01	Uttarakha Modify Allocated Limit 195000.00 Update Ciose	CNA Admin Exp(0.1%) 195:00	SNA Admin Exp(0.1%) 195.00	 NDA Admin Exp(0.5%) 1560.00 	Exp(1.0%)	÷ ^{MP Developm} Fund
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Screen 66(b): Update All MP Allocated Limit

11. Once the CNA user updates the Modify Allocated Limit, Click on Modify button and the Modify limit will be updated successfully.

3. CNA Calamity Configuration:

CNA users will have to login with their respective username and password. This facility enables the process of approval or rejection of IDA & NDA return fund details. **Node Path:** Home page \rightarrow MY MODLULES

1 National & State Calamity Configuration:

If CNA configure the National Calamity in the System, all over India's active Hon'ble MP's can raise their Calamity consent using MP Recommendation module.

1. CNA user can configure the National Calamity using below path:

Node Path: Home \rightarrow My Modules \rightarrow Work Management \rightarrow Calamity Configuration

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4. CNA Admin

4.1. ADMIN/EMPLOYEE CONFIGURATION:

The CNA users have privilege to create users.

CNA users will have to login in with their respective username and password.

Node Path: Home page \rightarrow MY MODLULES

MPLADS - SAKSHI गेरा सांगड-गेरा क्षेत्रीय विकास	Font Size Quick Links Settin	gs Password M	lanagement Logout		CNA ADMIN Admin, (MPLADS CN	A Department)
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CNA ADMIN Admin	301,110,050 Available Limit	₹				
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My Modules	Completed Work with UC	21 2				
Return Fund	On Going Works	3				
Inbox						
Manage MP Limit Allocation						
@2023 TATA Consultancy Cervices Limited		551 II				tos DigiGOV

Screen 771: Homepage (CNA login)

1. CNA user can click on My Modules to move further.

Node Path: HOMEPAGE \rightarrow MY MODULES \rightarrow ADMIN \rightarrow ADMIN/EMPLOYEE CONFIGURATION \rightarrow MANAGE ADMIN/EMPLOYEES

nage Inbox Dashboard My Modules							
Return Fund	R	Limit Allocation Management	R	Work Management	R	Admin	
Organization Account Mapping	R	Scheme Management	R	Manage Hierarchy	R		
KLI MAA Carabatanyi Suweeni Lataba							test
121 UNA LORBIDINY JAWON LINBO		Screen 72: N	Лу Mod	ules Page (CNA	Admin)		nure LCS D



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O 301709		Pradeep Chavda Sunil Vakil	02 Jan 1998 02 Jan 1998	MPLADS_IA_CHK_ANANTAPUR MPLADS_IA_CHK_ALIPURDUAR	ACTIVE	मेरा सांसव मेरा सांसव
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		Sushil Verma	02 Jan 1998	MPLADS IA ANANTAPUR	ACTIVE	मेरा सांसद
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301705	/ 35	Abid Ali	02 341 1330	MPEADS_IDA_ALIFORDOAR	ACTIVE	[1-1
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2. On Clicking the **New** Tab, an **Employee Details** Pop-up window opens up, where the user has to enter all the details.

The fields having red * are mandatory.

Jpdate Activit Employee Deta t > Employees Client Name *		Please Select	~			×	
ords where At User Name / C		Please Select		GPF Account Number			
Emple Solutation			~	First Name *			Total R Client Name
17101 17100 Middle Name				Last Name *			
17099 17098 Date of Birth *			đ	Mobile Number *			
17095 17094 Employee Typ	e *	Permanent	~	Email ID			
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17091 17090 Attach User In)ana	Attach File(s) [Max: 1 Atta [Allowed Types: PNG, JPG, JP]					
1 / 35	mge ([Allowed Types: PNG, JPG, JP	EG]				3
		Scroop 76. E	mnlow	o Dotaile non y			
7. Enter all	the details.	Screen 76: E	mploye	ee Details pop-	up Window		
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Depart	tment > Employees		मेरा सांसद	~		
Search	n records where At	User Name / GPF No *	MPLADS_TEST_USER	GPF Account Number		
0	Emple 3017101	Salutation	Mr.	V First Name *	Karthik	Total Records : 3 Client Name
	3017100	Middle Name		Last Name *	Shinde	
	3017099 3017098	Date of Birth *	01-Apr-2000	Mobile Number*	9721666770	
	3017095 3017094	Employee Type *	Permanent	V Email ID	test@hotmail.com	
	3017093 3017092	Start Date *	29-Mar-2023	前 End Date	(i)	
0	3017091 3017090	Attach User Image	Attach File(s) [Max: 1 Attachme [Allowed Types: PNG, JPG, JPEG]	ent of 10 MB) Preview		[1-10/3
	1 / 35		Sav	ve Reset Close		[1-10/3

9. On clicking Save, if all the details entered by the CNA user is proper, a success alert message will be displayed on the screen as shown below.

1	MPLADS - S		Size Quick Links Settings Password Manage	ement Logout	C	CNA ADMIN Admin, (MPLADS CNA Department)
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D Sea	irch records where At I					
1 1		User Name / GPF No *	MPLADS_TEST_USER	GPF Account Number		Total Records : 347
s	Emplo 3017102	Salutation	Mr. 🗸	First Name *	Karthik	Client Name 🗧
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000	3017099 3017098	Date of Birth *	01-Apr-2000 Success	×`	9721666770	
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02023	TATA Consultancy Services Limited	į.				tcsDigiGOV"
			Screen 79:	Employee Details	5	
				50		
				50		

10. On clicking OK, the user gets created and it will be visible in the Manage Admin / Employee page.

The CNA user can also search the newly created user using the search option.

	MPLADS - SAKSHI Increases and electronic flavor	Home Fort Size Quick Li	riks Settings Password Management	Logout		Admin, (MPEADS CNA Department)
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ties	Listine Activite/Inactivite					
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_						Total Records
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0			01 Apr 2000	MPLADS MPLADS TEST USER	ACTIVE	Re alian
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	3017203 3017201	Karthik Shinde	01 Nov 2000	MPLADS_TEST_USER01	ACTIVE	मेत स्टेल्स
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	3017203 3017201 3017200 3017099	Karthik Shinde A	01 New 2000 04 Feb 1997 25 Aug 1868	MPLAOS_TEST_USERO1 MPLAOS_UAT_UA MPLAOS_MP	ACTIVE ACTIVE ACTIVE	रेन संघर सन् संघर सन् संघर
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Screen 80: Manage Admin/Employee page.

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2. Update the existing users

The CNA User can update/change the details associated with a existing User ID.

The Option to update the user ID is present next to New option (option used to create user IDs) in the same page.

To update the user,

1. select the user ID and click on the Update Button/option as shown below. User also has the option to search for the desired User ID.

	e Update Activistic/Inscrives Interest Decloyees ang records where: At least one field	🛩 Contaios	v kat	Search Option				
	Employer No	Employee Full Name	a mente bate	 User Name / GPT No 		Status	i de	Total Record
0	3017102	Kerthik Shinde	01 Apr 2000	MPLADS_MPLADS_TEST_USER	ACTIVE		和初期起	
0.	3017038	Kistlik N	02.Jan 1998	MPLADS_NDA_PONDICHERRY	ACTIVE		चेत योगद	

2. On clicking the update button, we get a Pop-up window as shown below. Edit the required field/fields and click on Save button, to save the changes

	Employee Details				×	
Department > Employees	Client Name *	मेरा सांसद	~			
Showing records where:	User Name / GPF No *	MPLADS_MPLADS_TEST_US	ER GPI	Account Number	MPLADS_MPLADS_TEST_USER	Total Record
 Fmpl 3017102 	Salutation	Mr.	↓ Firs	: Name *	Karthik	Client Name
3017036	Middle Name		Las	Name *	Shinde	
	Date of Birth *	01-Apr-2000	前 Mot	ile Number *	9721666770	[1 * 2
	Employee Type *	Permanent	✓ Ema	ail ID	test@hotmail.com	
	Start Date *	29-Mar-2023	曲 End	Date	前	
	Attach User Image	Attach File(s) [Max: 1 Attace [Allowed Types: PNG, JPG, JPE(chment of 10 MB]	Preview		
			Save	ose		
2023 TATA Consultancy Services Limit	led			date Windo		tCS Dig

w Update a	Act Employee Details				×.	
artment > Employee	Client Name *	मेरा सांसद	~			
ving records where	User Name / GPF No *	MPLADS_MPLADS_TE	ST_USER	GPF Account Number	MPLADS_MPLADS_TEST_USER	Total R
3017102	pic Salutation	Mr.	~	First Name *	Karthik	Client Name
3017102	Middle Name	Rao		Last Name *	Shinde	
< 1 /1 >	Date of Birth *	01-Apr-2000		Mobile Number *	9/21000//0	1
	Employee Type *	Permanent	~	Email ID	KShinde@Bharatmail.com	
	Start Date *	29-Mar-2023	1	End Date	(D)	
	Attach User Image	Attach File(s) [Max: [Allowed Types: PNG, JP	1 Attachment of 10 G, JPEG]	MB] Preview		
			Save	Сюєс		
BTh Consultancy Sandras I						Ĩ.c.
	S	creen 83: User	Details	Update Windov	w (Updated)	

Successfully. MPLADS - SAKSHI CNA ADMIN Admin. (MPLADS CNA Department C Act Employee Details Client Name मेरा सांसद ~ Liser Name / GPF No GPF Account Num First Name Salutation Mr. ~ Karthik Middle Name Shinde 3017036 Rao Last Name Success X Date of Birth * 01-Apr-2000 Employee Details saved successfully. 9721666770 Employee Type * Permanent KShinde@Bharatmail.com ОК Start Date * 29-Mar-2023 1 Attach Eile(s) [Max: 1 Attachment of 10 MB] Preview [Allowed Types: PNG, JPG, JPEG] Attach User Image Save Close Screen 84: Success Pop-up message

	Home Font Size Favourite	Password Management Logor	ut		CNA ADMIN Admin, (MPLADS CN/	Oppartment)
ge Inbox My Modules						
ew Update Activate/Inactivate						
wing records where: At least one field	✓ Contains	√ kart	Q.X			
ALL reast one rieu	 Contains 	V MIL	4.1			Total Reco
Endbiol Contra	Employee Full Name	8 Birth Date	User Name / GPF No	2 Statu		
3017102	Karthik Rao Shinde	01 Apr 2000 02 Jan 1998	MPLADS_MPLADS_TEST_USER MPLADS_NDA_PONDICHERRY	ACTIVE	मेरा सांसद मेरा सांसद	
1 1 71 1				10/5012		[1-

- 3. Activate/Deactivate the users
 - 1. The user can activate/ deactivate a user, by first selecting the user and then clicking on the **Activate/Inactivate** button present next to the update button.
 - 2. On clicking the button, the status of the selected user changes,
 - 3. If user was inactive, the status changes to Active and vice versa.

4.1.2 Post Configuration

Here, the CNA User can create Posts / Roles

Node Path: HOMEPAGE \rightarrow MY MODULES \rightarrow ADMIN \rightarrow ADMIN/EMPLOYEE CONFIGURATION \rightarrow MANAGE POSTS



1. Create new Post

1. To create a new Post, Click on the New button. A Post Details window opens up.

	Total Records . Name
Post Name* Post Name* Post Paret Post Paret Post Test Post Paret Post ONROLLER End Date Member of Parliam Member of Parliam	
Post Test Post partment Part Department Part Safe Parent Post Client maker Safe Date 12-Apr-2023 End Date End End Date <	
Merit Merit ACLIVE Safe Table End Date End Date Markurstratring CONTROLLER Merit ACLIVE Safe Table End Date End Date	
ADMINISTRATOR CONTROLLER Member of Parliane Method and Advince at Marizura Registration	
Member of Parlians Jave Nesset Close Menther of Parlians MH1 ALLINE 31 Mar AUL3 ÀRI साख	
이 Member of Parlians 이 MP1 MP1 ACTIVE 31 Mar 2023 약대 제품로	
े TESTER TEST ACTIVE 30 Mar 2023 मेरा सांसद	
े test grp test ACTIVE 30 Mar 2023 मेरा सांसद	
े 1 1a ACTIVE 30 Mar 2023 मेरा सांसद	
े admin adm ACTIVE 30 Mar 2023 मेरा सस्द	
	[1 - 10 /

2. Enter the Details and click on the save button as shown below. Select the Department by clicking on the Search icon.

1.000	MPLADS - S मेरा सांसद-मेरा क्षेत्रीय विक	गस ग	tome Font Size Favou	rites Password Management	Logout			CNA ADMIN Admin, (MPLADS CNA Departmen
age	Inbox My Mod	utes						
New	Update Activ	ate/Inactivate	<u> </u>					
part	ment > Posts						Coord	
arct	records where At I	Post Details					Search	ricon k
		Client Name *	Please Select	~	Department *	MPLADS CNA Department	QC	Total Recon
	Post		Fiedde Delect	•		INFERDS CIVA Department	~0	Client Name
	Test Post	Post Name *	IDA Admin		Post Short Name *	IDAA		
	maker	Parent Post		0	Parent Post			
	ADMINISTRATOR	Department		Q	Parent Post		~	
	CONTROLLER	Start Date *	12-Apr-2023	创	End Date	28-Apr-2023	前	
	Member of Parliame							
	MP1 TESTER			Sa	ve Reset Close			
	The second se							
	test grp		18	ACTIVE	30 Mar 2023			मेरा सांसद
1 1a ACTIVE 30 Mar 2023 मेरा सांसद admin admin ACTIVE 30 Mar 2023 मेरा सांसद								
	4 1 / 35			1				[1 - 10
3 TA	TA Consultancy Services Limitor			Screen	89(a): Post De	tails		ices o

3. When user clicks on the search icon, a unit selection Dialogue Box Appears. The user can select the Department via mouse clicks.

		The us		select the Dep		Juse eners.		
9	THEIT	MPLADS - SA		Home Font Size Fav	ourites Password Management			C CNA ADMIN Admin, (MPLADG CNA Department)
Ma	anage I	Inbox My Modu						
0	New	Update Activo	ate/Inactivate					
Ύ́	Departm	nent > Posts						
M D D	Scarch	records where At It	Post Details	Unit Selection				×
LE			Client Name	Unit Name :		naracters to apply filter]		Total Records : 340
s	0	Post I Test Post	Post Name *	Name	Descript		Туре	Client Name 🔶
		maker	Parent Post	L Unit Selection	nt MPLADS CN	A Department	Head Office	
		ADMINISTRATOR	Department	L Delhi SNA	Delhi SNA AST DELHI MUNICIP/ COMMISSIO	NER EAST DELHI MUNICIPAL CORF	State Nodal Agency(SNA) ORATION Nodal District Agency(ND	A)
		CONTROLLER Member of Parliame	Start Date *	COMMISSIONER N	ORTH DELHT MUNICI COMMISSIO	INER NORTH DELHI MUNICIPAL	Nodal District Agency(ND	Δ)
		MP1		COMMISSIONER S	OUTH DELHI MUNICI COMMISSIO	ON	Nodal District Agency(ND) State Nodal Agency(SNA)	
		TESTER		SNA ANDAMAN AND P		IAN AND NICOBAR ISLANDS	State Nodal Agency(SNA) State Nodal Agency(SNA) State Nodal Agency(SNA)	
		test grp		SNA Δrunachal Prades	sh SNA Arunad SNA Assam	hal Pradesh	State Nodal Agency(SNA) State Nodal Agency(SNA)	
		admin		5NA Bibar 1. Double-click the folder to expand	CMA Bibar		Stato Nodal Aconov(SNA)	मेरा सांसद
l		1 / 35			5	Select Cancel		[1 - 10 / 349]
			I					
0	12023 TATA	Consultancy Services Limited						tos Digigov''
					Screen 89(h)	Department S	election	
						Department	cicculon	
_	0/000							
	園	MPLADS - S मेरा सांसद-मेरा क्षेत्रीय प्रिय		Home Font Size Fa	vourites Password Managemen	t Logout		CNA ADMIN Admin, (MPLADE CNA Department)
M	1anage	Inbox My Mod	lules					
۲	Now	Update Activ	/ato/Inactivate					
	Depart	ment > Posts						
M D U	Scarch	records where At l	Post Details					×
U L E			Client Name	मेरा सांसद	~	Department *	COMMISSIONER EAST DELHI I	C Total Records : 349
s	0	Post Test Post	Post Name*	IDA Admin		Post Short Name *	IDAA	Client Name 💠
		maker	Parent Post					
		ADMINISTRATOR	Department	COMMISSIONER EAS	ST DELHI N Q, C	Parent Post	ADMINISTRATOR V	
		CONTROLLER Member of Parliame	Start Date *	12-Apr-2023		End Date	A	
		MP1			Sa	ve Reset Close	Admin	
		TESTER			38	Ne Neset Close	Admin maker	
		test grp		1a	ACTIVE	30 Mar 2023	Minister	मेरा सांसद
	0	admin		adm	ACTIVE	30 Mar 2023	Minister	मेरा सांसद
		< 1 1 / 35 1	н				Miniator	[1 - 10 / 349]
							Minister Minister	
							test grp	
							TESTER	
	62023 TAT	TA Consultancy Services Limite	d					تربي المحمد ا

Screen 89(c): Post Details Selection

4. After the User Clicks on Save,
A dialogue box with option/ button "OK" appears
This Dialogue box confirms the creation of new Post
After the user clicks on OK, the new Post is created and can be seen in the Manage Posts Page.

	tment > Posts					
arch	At least one field	✓ Contains	× I ⊂ ⊂			
	Door N.	Post Short Name	* Status	Start Date	+ End Date	Total Records .
)	Post Name : Test Post	 Post Short Name Post 	Status ACTIVE	Start Date 12 Apr 2023	End Date	 Client Name मेरा सांसद
)	IDA Admin	IDAA	ACTIVE	12 Apr 2023	28 Apr 2023	मेरा सासद
5	maker	maker	ACTIVE	11 Apr 2023	No. 12 al 2004 a Div	मेरा सांसद
)	ADMINISTRATOR	ADMINISTRATOR	ACTIVE	31 Mar 2023		मेरा सांसद
)	CONTROLLER	CONTROLLER	ACTIVE	31 Mar 2023		मेरा सांसद
)	Member of Parliament	Member of Parliament	ACTIVE	31 Mar 2023		मेरा सांसद
5	MP1	MP1	ACTIVE	31 Mar 2023		मेरा सांसद
)	TESTER	TEST	ACTIVE	30 Mar 2023		मेरा सांसद
)	test grp	test	ACTIVE	30 Mar 2023		मेरा सांसद
2	1	la	ACTIVE	30 Mai 2023		मेरा सांसद
н	4 1 / 35 5					[1 - 10 / 3
_						

2. Update Post

The CNA User can update/change the details associated with a existing Post.

The Option to update the user ID is present next to New option (option used to create user IDs) in the same page.

 select the Post and click on the Update Button/option as shown below. User also has the option to search for the desired user by clicking on the search button.

searc	h records where At least one field	✓ Contains	~	2		
1	Post Name	Post Short Name	\$ Status	\$ Start Date	End Date	Total Record
0	Test Post	Post	ACTIVE	12 Apr 2023		मेरा सांसद
۲	IDA Admin	IDAA	ACTIVE	12 Apr 2023	28 Apr 2023	मेरा सांसद
0	maker	maker	ACTIVE	11 Apr 2023		मेग सांसद
0	ADMINISTRATOR	ADMINISTRATOR	ACTIVE	31 Mar 2023		मेरा सांसद
0	CONTROLLER	CONTROLLER	ACTIVE	31 Mar 2023		मेरा सांसद
0	Member of Parliament	Member of Parliament	ACTIVE	31 Mar 2023		मेरा सांसद
0	MP1	MP1	ACTIVE	31 Mar 2023		मेरा सांसद
0	TESTER	TEST	ACTIVE	30 Mar 2023		मेरा सांसद
0	test grp	test	ACTIVE	30 Mar 2023		मेरा सांसद
0	1	18	ACTIVE	30 Mar 2023		मेरा सांसद
2023 1/	NA Consultancy Services Limited					tos c

2. On clicking the update button, we get a Pop-up window as shown below. Edit the required field/fields and click on Save button, to save the

anage	मेरा सांसद-मेरा क्षेत्रीय विव Inbox My Mod						Admin, (MPLADS C	
New	Update Activ	Post Details					×	
Jepart	ment > Posts	Client Name *	मेरा सांसद	~	Department *	COMMISSIONER EAST DELHI MUNICIPAL COR	PORATION	
search	records where At I	Post Name *	IDA Admin		Post Short Name *	IDAA		Total Records : 3
	Post	Parent Post Department	COMMISSIONER EAST DE	LUIDAC	Parent Post	TESTER	Clie	nt Name
0 0	Test Post IDA Admin							
0	maker	✓Vacant Flag			Movement Flag *	COMNQ	1	
	ADMINISTRATOR	Start Date *	12-Apr-2023	(F1)	End Date	28-Apr-2023		
	CONTROLLER							
	Member of Parliame				Save Close		1	
	MP1		1				i	
	TESTER		TEST	ACTIVE	30 Mar 2023		मेरा सांसद	
	test grp		test	ACTIVE	30 Mar 2023		मेरा सांसद	
	1		18	ACTIVE	30 Mar 2023		मेरा सांसद	
R	1 / 35	ж.						[1 - 10 / 3
123 TAT	A Consultancy Services Limited	d						tcs Digi

3. Make the desired changes and click on Save button.

4	MPLADS - S मरा सासद-मरा क्षेत्रीय विव	गस	Home Font Size Favourit	es Password Manage	ment Logout			CNA ADMIN Admin, (MPLAE	IS CNA Department)
Ma	New Update Activ								
M Y E	Department > Posts	Post Details						×	
M OD D	search records where At I	Client Name *	मेरा सांसद	~	Department *	COMMISSIONER EAST	DELHI MUNICIPAL CORPORATIO	ON	
U		Post Name *	IDA Admin		Post Short Name *	IDA Tester			Total Records : 350
L S	O Test Post	Parent Post Department	COMMISSIONER EAST DE	uit Q C	Parent Post	TESTER	~	C	lient Name 🛛 🗘
	IDA Admin	☑Vacant Flag			Movement Flag *	COMNQ	~		
	maker ADMINISTRATOR	Start Date *	12-Apr-2023	1	End Date	28-Apr-2023	1		
	CONTROLLER								
	Member of Parliame MP1				Save Close			į	
	O MP1 O TESTER		TEST	ACTIVE	30 Mar 2023			मेरा सांसद	
	 test grp 		test	ACTIVE	30 Mar 2023			मेरा सांसद	
	0 1		та	ACTIVE	30 Mar 2023			मेरा सांसद	
	📧 💽 1 / 35 🗲	H							[1 - 10 / 350]
•	2023 TATA Consultancy Services Limite	á							tcs DigiGOV™
			Sc	creen 92(b): Posts Details ((updated)			
					59				

4. The changes will be reflected in the Manage Posts Page.

	MPLADS - SAKSHI	Home Font Size Favourite	es Password Management	Logout		CNA ADMIN Admin, (MPLADS CNA Departmen	nt)
Manage	e Inbox My Modules						
New	v Update Activate/Inactivate						
Depar	rtment > Posts						
Searc	ch records where At least one field	✓ Contains	~ I) Q			
Searc	th records where At least one field	✓ Contains	~ I) a		Total Recor	ds : 38
Searc	At least one field Post Name	Contains Post Short Name	 ✓ [+ Status) Q.	End Date	Total Recor Client Name	ds : 38
Searc		/	/	jų	‡ End Date	1001	ds : 3
	Post Name	* Post Short Name	¢ Status	¢ Start Date	End Date 28 Apr 2023	Client Name	ds : 3
0	Post Name Test Post	* Post Short Name Fost	* Status ACTIVE	Start Date 12 Apr 2023		 Client Name मेरा सांसद 	ds : 3



3. Activate/Deactivate the Post

- 1. The user can activate/ deactivate a Post, by first selecting the Post and then clicking on the **Activate/Inactivate** button present next to the update button.
- 2. On clicking the button, the status of the selected Post changes,
- 3. If user was inactive, the status changes to Active and vice versa.

4.1.3 Employee Post Mapping

Here, the CNA user maps the user IDs with the Posts/ roles.

Node Path: HOMEPAGE \rightarrow MY MODULES \rightarrow ADMIN \rightarrow ADMIN/EMPLOYEE CONFIGURATION \rightarrow EMPLOYEE POST MAPPING



2. Click on new button and fill in the details.

Porter Value and Press Enter to Q Job Title * Enter Value and Press Enter to Q Enter Value and Press Enter to Q 0 Falle Value Administration R End Date End Date End Date End Date 0 Administration R End Parlame End Date End Date End Date End Date 0 Administration R End Parlame End Date End Date End Date End Date 0 Administration R End Parlame End Date End Date End Date End Date 0 Administration R End Parlame End Date End Date End Date End Date 0 4 End Parlame End Date End Date End Date End Date End Date 0 TESTER End Parlame End Parlame Administration R Administration R End Parlame End Parlame 0 4 End Parlame Administration R Administration R Administration R Administration R Administration R 0 ADMINIST End Parlame Administration R Administration R Administration R Administration R Administration R			Post Details								×`
Post Post Post Imployee Employee Ender Value and Prese Enter to Q Jabe Title* Ender Value and Prese Enter to Q Enter Value and Prese Enter Value and Prese Enter to Q Enter Value and Prese Enter	epartr	nent > Employee Pr	Client Name	×	Please Select	~	Department *		MPLADS CNA Department	QC	
Pock Employee Ender yolk Ender yolk <td>earch</td> <td>records where At</td> <td>Post *</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	earch	records where At	Post *								
$ \begin{array}{ c c c } \hline \mbox{Ted} $			FUSI			~					Total Records
ADMINISTRATION De CONTROLLER Montrol Palam 1 Sato Dale ¹ 12-Apr-2023 End Dale mt mt B Pinnay Unt			Employoo *		Enter Value and Press E	inter to Q	Job Titlo *		Enter Value and Press Enter	to Q	1000 Carlos Carl
CONTROLLER OP Fining Unit Intra Member of Parliam 1 <t< td=""><td></td><td></td><td>Ohrd Date 1</td><td></td><td></td><td></td><td>Cod Onto</td><td></td><td></td><td></td><td></td></t<>			Ohrd Date 1				Cod Onto				
Member of Parline Lis Primary Unit Frimary Unit International Sprimary Unit International			Start Date *		12-Apr-2023	Ē	End Date			E 1	and a state of
IESTER Save Reset Close संसद test grp test grp Atman ACTIVE 00 Mar 2023 पीरा धीरद a damin damin ACTIVE 00 Mar 2023 पीरा धीरद a damin Admin ACTIVE 30 Mar 2023 पीरा धीरद b ADMIN1 RAKESH HA Admin ACTIVE 30 Mar 2023 पीरा धीरद b ADMIN2 CHANDNI KUMARI Admin ACTIVE 30 Mar 2023 पीरा धीरद			Is Primary	Unit							
test grp Note of the start Note of the start से सर 1 Chandril Kumari Admin ACTIVE 30 Mar 2023 निया सीय admin bitlar nda Admin ACTIVE 30 Mar 2023 निया सीय 0 ADMIN1 RAKESH LHA Admin ACTIVE 30 Mar 2023 निया सीय 0 ADMIN2 CHANDNI KUMARI Admin ACTIVE 30 Mar 2023 निया सीय						0	Dent Oler				
1 Chandhi Kumani Admin ACTIVE 30 Mar 2023 111 Ultr admin biller nda Admin ACTIVE 30 Mar 2023 111 tiltrs admin biller nda Admin ACTIVE 30 Mar 2023 111 tiltrs admin RAMESH-UHA Admin ACTIVE 30 Mar 2023 111 tiltrs admin Admin ACTIVE 30 Mar 2023 111 tiltrs 111 tiltrs						Save	Reset Clos	9			10010000
admin bihar nda Admin ACTIVE 30 Mar 2023 मेरा संग्र २0 ADMIN1 ADMIN1 RAKESH JHA Admin ACTIVE 30 Mar 2023 मेरा संग्र २0 Mar 2023 ADMIN2 CHANDNI KUMARI Admin ACTIVE 30 Mar 2023 मेरा संग्र २1 स संग्र २1 स संग्र		7,622		Chandni Kumari	Admin		ACTIVE	30 Mar 2023			
ADMIN1 RAKESH JHA Admin ACTIVE 30 Mar 2023 मेरा संपद ADMIN2 CHANDNI KUMARI Admin ACTIVE 30 Mar 2023 मेरा संपद		admin		bijhar nda	Admin						
ADMIN2 CHANDNI KUMARI Admin ACTIVE 30 Mar 2023 #121 killer;											
1 [1-10]		ADMIN2		CHANDNI KUMARI	Admin		ACTIVE	30 Mar 2023			
		1 / 35	н								[1-10/

First select the Client Name & Department Details.
 Note: The Department is the Parent department that was selected during the creation of the Post
[refer Screenshot 19 (a and b)]

To select the department, use the search icon.

)epar	tment > Employe	Client Name	e*	मेरा सांसद	~	Department *	[٩	×
learcl	h records where	Post *			~					Total Records
	Post N	Employee *		Enter Value and Pr	ress Enter to Q	Job Title *		Enter Value and Press E	inter to Q	Client Name
	Test Post ADMINISTRATC	Start Date *		12-Apr-2023	121	End Date			*	। सांसद । सांसद
	CONTROLLER			12-Apr-2023	83	End Date			<u>F1</u>	। सांसद
		Is Primary	Unit							
	Member of Parli									। सांसद
	TESTER				Save	Reset Close				। सांसद
	test grp									। सांसद
	1		Chandni Kumari	Admin		TIVE	30 Mar 2023			मेरा सांसद
	admin		blihar nda	Admin		TIVE	30 Mar 2023			मेरा सांसद
	ADMIN1		RAKESH JHA	Admin	AC	TIVE	30 Mar 2023			मेरा सांसद
	ADMIN2		CHANDNI KUMARI	Admin	AC	TIVE	30 Mar 2023			मेरा सांसद
	< 1 / 35	E E								[1-10/

4. When user clicks on the icon, the following window pops up. Select the appropriate department and click **Select**.

Nev	v Activate/Ina	Post [Details			×`
Depar	rtment > Employe	Clie	Jnit Selection			×
Searc	h records where	Pos	Jnit Name :	[Enter minimum 3 characters to apply filter]		
			Name	Description	Туре	Total Records : 3
0	Post N Test Post	Fm	Unit Selection MPLADS CNA Department Delhi SNA	MPLADS CNA Department Delhi SNA	Head Office State Nodal Agency(SNA)	Client Name । सांसद
		Sta		DELHI MUNICIPI COMMISSIONER EAST DELHI MUNICIPAL		
	ADMINISTRATO		COMMISSIONER NORTH	DELITI MUNICI COMMISSIONER NORTH DELHI MUNICIPA	L Nodal District Agency(NDA)	। सांसद
	Member of Parila		COMMISSIONER SOUTH	DELITI MUNICI COMMISSIONER SOUTH DELHI MUNICIPA	L Nodal District Agency(NDA)	सांसद
	TESTER		Rajasthan SNA	Rajasthan SNA	State Nodal Agency(SNA) State Nodal Agency(SNA)	। सांसद
	test grp		SNA Andhra Pradesh	SNA Andhra Pradesh	State Nodal Agency(SNA)] सांसद
	1		SNA Arunachal Pradesh	SNA Arunachal Pradesh SNA Assam	State Nodal Agency(SNA) State Nodal Agency(SNA)	मेरा सांसद
	admin		CALA Dillon	SIVA ASSer	State Nodal Agency(SNA)	मेरा सांसद
	ADMIN1		. Double-click the folder to expand			मेरा सांसद
	ADMIN2			Select Cancel		मेरा सांसद
	35					[1-10/34

Screen 96: Unit Selection Window

 After Selecting the Department, the options appear in the Post field. The field will contain a list of all the posts linked with the selected department.

Post No. Employee* IDA Admin maker Job Title* Enter Value and Press Enter to Q. ICI. • Test Post ONTROLLE Start Date * 12-Apr-2023 End Date 100 190 190 • ADMINISTRATC Start Date * 12-Apr-2023 End Date 100 190 190 • CONTROLLER Is Primary Unit Is Primary Unit 190 190 190 190 • TESTER TESTER Save Reset Close 190 190 190 190	Total Records : Construct Cards Sector Less Sector L	Client Name* ÀTI titra Department* COMMISSIONER EAST DELLI I Q.C Post* Post* II. Admin Jab Tile * Enter Value and Press Enter to Q. II. Admin 0 ADMINISTRATC Stat Dale * 12-Apr-2023 End Dale Enter Value and Press Enter to Q. Hitida 0 ADMINISTRATC Stat Dale * 12-Apr-2023 End Dale Enter Value and Press Enter to Q. Hitida 0 ADMINISTRATC Stat Dale * 12-Apr-2023 End Dale Enter Value and Press Enter to Q. Hitida 0 ADMINISTRATC Stat Dale * 12-Apr-2023 End Dale Enter Value and Press Enter to Q. Hitida 0 Nember of Parit Is Primary Unit Itida Enter Value and Press Enter to Q. Hitida 0 Nember of Parit Is Primary Unit Itida Itida Hitida 0 Test FRF Admin ACTIVE 30 Mar 2023 Itida Itida 0 Itidat nd admin Admin ACTIVE 30 Mar 2023 Itidat Rice Itidat Rice 0 Admin Admin ACTIVE 30 Mar 2023 Itidat Rice Itidat Rice	Client Name* ÀT dtra Department* Post* Post* Image: Post* Post* IDAdmin maker Job Title * Enter Value and Press Enter to Q. Image: Post* IDAdmin maker Job Title * Enter Value and Press Enter to Q. ADMINISTRAT Start Date * 12-Apr-2023 End Date Image: Post* Image: Post* Image: Post* Image: Post* Image: Post* Image: Post* <			Post Details	1							>	<
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6. Fill in all the details and click on the Save button as shown below.

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Screen 99(b): Employee post mapping page

4.1.4 Data Migration

This Functionality is provided for creating user IDs via bulk upload.

Here the user has to download a template and enter the details of the users accordingly.

Node Path: HOMEPAGE → MY MODULES → ADMIN → ADMIN/EMPLOYEE CONFIGURATION → Data Migration

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1. Organization Details:

For organization details, download the template from the <u>Download Template</u> link as shown below. Fill in the details and upload the Template by clicking on the **Process Upload Data** button



4.1.5 Manage Designation

Here, the CNA user can create designations and assign hierarchy.

Noc	le Path: HOMEPAGE \rightarrow MY MODULES \rightarrow ADMIN	\rightarrow ADMIN/EMPLOYEE CONFIGURATION
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1. Create New Designation

1. Now Click on the New Tab as shown Below.


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MAKER Checker		``		Active	24 Jan 2023		गेरा सांसद मेरा सांसद

2. Update the existing Designation

The CNA User can update/change the details associated with an existing Designation. The Option to update the Designation is present next to New option (option used to create designations) in the same page.

To update the Designation,

1. select the Designation and click on the Update Button/option as shown below. User also has the option to search for the desired Designation.

Designation Name						
	Job Title Short Name	¢ Level	¢ Status	Start Date		Client Name
ist123	Test	2	Active	25 Apr 2023	29 Apr 2023	मेरा सांसद
NA	SNA	-1	Active	19 Apr 2023		मेरा सांसद
ESTER	TESTER	-1	Activo	17 Apr 2023		गेरा सांसव
PPROVER	APPROVER	-1	Active	12 Apr 2023		मेरा सांसद
AKER	MAKER	-1	Active	12 Apr 2023		मेरा सांसद
hecker	Checker	-1	Active	01 Mar 2023		मेरा सांसद
ember of Parliament	Member of Parliament	-1	Active	24 Jan 2023		मेरा सांसद
dmin	Admin	-1	Active	24 Jan 2023		मेरा सांसद
	A STER PROVER KER scker mber of Parliament	A SNA STER TESTER PROVER APPROVER KER MAKER ocker Checker mber of Parliament Member of Parliament	A SNA -1 STER TESTER -1 PROVER APRROVER -1 KER MAKER -1 oder Chacker -1 mber of Parliament Member of Parliament -1	A SNA -1 Active STER TESTER -1 Active RRCVER APRROVER -1 Active REX MAKER -1 Active cker Decker -1 Active mber of Parliament 1 Active	A SNA -1 Active 19 Apr 2023 STER TESTER -1 Active 17 Apr 2023 PROVER APRROVER -1 Active 12 Apr 2023 KER MAKER -1 Active 12 Apr 2023 cker Checker -1 Active 01 Mar 2023 mber of Parliament Member of Parliament -1 Active 24 Jan 2023	A SNA 1 Active 19Apr 2023 STER TESTER 4 Active 17 Apr 2023 PROVER APROVER 1 Active 12 Apr 2023 KER MAKER 1 Active 12 Apr 2023 cher 1 Active 10 Mar 2023 mber of Parliament Menber of Parliament 1 Active 24 Jan 2023

Screen 109: Manage Designation Page(update)

 On clicking the update button, we get a Pop-up window as shown below. Edit the required field/fields and click on Save button, to save the changes.

)epar	tment > .loh Titles	Client Name *		Please Select		~		Job Title *		Test999			
iearc	h records where At I					•				Teacoon		_	
		Job Title Short	Name *	Test				Level		2			Total Record
_	Designatio	Start Date *		25-Apr-2023		(C)		Fnd Date		29-Apr-2023	節		nt Name
۲	Test123											सांसद	
	SNA						Save	Close				सांसद	
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	MAKER		MAKER		-1		Active		12 Apr 3			मेरा सांसद	
	Checker		Checker		-1		Active		U1 Mar			मेरा सासद	
	Member of Parliam		Member of Parli	ament	.1		Active		24 Jan			मेरा सांसद	
	Admin		Admin		-1		Active		24 Jan	2023		मेरा सांसद	

4. After Clicking on save, the selected record gets updated as shown below.

Depa	rtment > Job Titles						
Sear	ch records where At leas	t one field 🗸 🗸	Contains	v	Q		
	Designation Name	Job Title Short Name	Contract Level	Status	a Start Date	End Date	Total Record
0	Test999	Test	2	Active	25 Apr 2023	29 Apr 2023	मेरा सांसद
0	SNA	SNA	-1	Active	19 Apr 2023		मेरा सांसद
0	TESTER	TESTER	-1	Active	17 Apr 2023		मेरा सांसद
0	APPROVER	APPROVER	-1	Active	12 Apr 2023		मेरा सांसद
0	MAKER	MAKER	-1	Active	12 Apr 2023		मेरा सांसद
0	Checker	Checker	-1	Active	01 Mar 2023		मेरा सांसद
0	Member of Parliament	Member of Parliament	-1	Active	24 Jan 2023		मेरा सांसद
0	Admin	Admin	-1	Active	24 Jan 2023		मेरा सांसद

3. Activate/Deactivate the Designation

- 1. The user can activate/ deactivate a Designation, by first selecting the Designation and then clicking on the **Activate/Inactivate** button present next to the update button.
- 2. On clicking the button, the status of the selected Designation changes,
- 3. If user was inactive, the status changes to Active and vice versa.

4.2. Department Configuration

The CNA users have the rights to create and manage Departments like SNA, IDA, NDA

Navigate to the following path to access the **Department Configuration Page**: **Node Path:** Home \rightarrow My Modules \rightarrow ADMIN \rightarrow **Department Configuration**



Department Configuration page has 2 options:

- Manage Departments
- Organization Account Mapping

1. Manage Departments: This page is used to create new departments and also update existing ones.

Node Path: Home → My Modules → ADMIN → Department Configuration → Manage Departments

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1. To Create a new Department,

Click on the new button and enter the details in the popup window (that appears after clicking on new button) as shown below.

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2. Organization Account Mapping: This page is used to map the departments with bank account number.

Node Path: Home \rightarrow My Modules \rightarrow ADMIN \rightarrow Department Configuration \rightarrow Organization Account Mapping

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Screen 118: Department Configuration Page	wa bigita ov
1. When the user clicks on Organization Account Mapping Tile, the follow	wing screen appear.
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Entity/DDD Name Account Type Account Number Please Select Search Reset Total Records 0 Fatty/DDD Name Account Type Account Number No Records Found	
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Entity/DDO Name Account Type Account Number Please Select Search Reset Total Records 0 FathyITI/O Name Account Type Account Number No Records Found Account Nyme Account Number No Records Found Account Nyme Account Number Account Nyme Account Nyme Account Nyme Account Number	
Exitiy/DDD Name Account Type Account Number Please Select Search Reset Total Records 0 Frithy/DDD Name Account Type Account Number No Records Found Account Type Account Number Add	tes digiGov"
Entily/DDO Name Account Type Account Number Please Select Search Reset Total Records 0 Febly(ISDO Name Account Type Account Number No Records Found Account Number Account Number	
Exitiy/DDD Name Account Type Account Number Please Select Search Reset Total Records 0 Folth/IDDD Nama Account Type Account Mumber No Records Found Account Type Account Mumber Account Mumber Value Account Mumber Account Mumber Value Account Mumber Account Mumbe	

To create new mapping click on the Add button.
 When the user clicks on the Add button, a "Mapping Details" popup screen appears as shown below.

MPLADS - अ	SAKSHI कास	Back Home	Favourites		CNA ADMIN Admin, (MPLADS CN	A Department)
age inbox My Modul	es/					
Organization Account Ma	Mapping Details				× .	
Entity/DDO Name	Normal OBulk U	pload				
	Entity/DDO Name *	MPLADS CNA Department	QC			
	Account Type *	Please Select	~	Account Number *		
Total Records 0	IFSC Code Search			Bank Name *		
Entity/ o Records Found	IFSC Code					Action
				Save		
				ourc	 	
TATA Consultancy Services Limit	ed.					tcs Di
						000000

3. Fill in the details and click on Save button.

4.3. Access control

Role Group Mapping

The CNA User can add all the employee of the same role in a common group.

Each group is configured with certain roles and rights.

By adding a user to the group, the CNA user does not have to manually set the access configuration of each employee.

Node Path: Home \rightarrow My Modules \rightarrow ADMIN \rightarrow Access control \rightarrow **Role Group Mapping**

	MPLADS - SAKSHI मेरा सांसद-मेरा देवीय विकास	Back Home F	avourites			A ADMIN Imin, (MPLADS CNA Department)
Manage Inbo	X My Modules					
Iree List						
M Depar D U U E S	tment Configuration	R	Admin/Employee Configuration	Acc	cess control	R
L E S						
612023 TATA Co	nsultancy Services Limited					tos DigiGOV
			Screen 121: Admin	1 Page		
- 19 h						
	MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	Back Home F	avourites		C cr	VA ADMIN Imin, (MPLADS CNA Department)
Manage Inb	मेरा सांसद-मेरा क्षेत्रीय विकास 0x My Modules	Back Home F	avourites		C a	
Manage Inb	मेरा सांसद-मेरा देशीय विकास ox My Modules	Back Home F	avourites		C Ac	
Manage Inb	मेरा सांसद-मेरा क्षेत्रीय विकास 0x My Modules	Back Home F	avourites			
Manage Inb	मेरा सांसद-मेरा देशीय विकास ox My Modules	Back Home F	avourites			
Manage Inb	मेरा सांसद-मेरा देशीय विकास ox My Modules	Back Home F	avourites			
Manage Inb	मेरा सांसद-मेरा देशीय विकास ox My Modules	Back Home F	avourites			
Manage Inb	मेरा सांसद-मेरा देशीय विकास ox My Modules	Back Home F	avourites			
Manage Inb Manage Inb Tree List	मेरा सांसद-मेरा देशीय विकास ox My Modules	Back Home P	avourites			
Manage Inb	मेरा सांसद-मेरा देशीय विकास ox My Modules	Back Home F	avourites			
Manage Inb	मेरा सांसद-मेरा देशीय विकास ox My Modules	Back Home F	avourites			
Manage Inb	मेरा सांसद-मेरा देशीय विकास ox My Modules	Back Home F	avourites			
Manage Inb	मेरा सांसद-मेरा देशीय विकास ox My Modules	Back Home F	avourites			
Manage Inb	मेरा सांसद-मेरा देशीय विकास ox My Modules	Back Home F	avourites			
Manage Inb	मेरा सांसद-मेरा देशीय विकास ox My Modules	Back Home F	avourites			
Manage Inb Manage Inb Tree List	Ro atinz. Phi βin Rome	Back Home P				R
Manage Inb Troo List W Role S	Ro atinz. Phi βin Rome	Back Home F	avourites	control		
Manage Inb Manage Inb Troo List M Role	Ro atinz. Phi βin Rome	Back Home F		control		R

1. When the user clicks on Role Group Mapping Tile, the following screen appears.

	MPLADS - SAKSHI मंरा सासद-मंरा क्षेत्रीय विकास	Ba	nck Home Favourites				CNA AD Admin, (MIN MPLADS GNA Department)
mage	e Inbox My Modules							
New	v Updale Activate/Inactivate							
CL >	> Role Group Mapping							
Searc	ch records where At least one field	v 0	ontains	× I Q				
iour o		•	ondino	• I				Total Records ; 100
_	Role ¢	Role ID	Group Name	¢ Group ID	Role Type	¢ Status	¢ Start Date 4	End Date
0	MANOJ TIWARI (MEMBER OF PARLIAMENT-Manoj Kumar Tiwari (17th Lok Sabha))	3034959	Worklist Group	1526	Unit	Inactive	25 Apr 2023	
0	Veditha Reddy (Admin-SNA ANDAMAN AND NICOBAR ISLANDS)	3034893	Worklist Group	1526	Unit	Active	24 Apr 2023	
С	Veditha Reddy (Admin-SNA ANDAMAN AND NICOBAR ISLANDS)	3034893	SNA Groupp	1528	Unit	Active	24 Apr 2023	
С	Veditha Reddy (Admin-SNA ANDAMAN AND NICOBAR I3LAND3)	3034893	District Admin	1538	Unit	Active	24 Apr 2023	
0	Vijay Kumar (Admin-SNA Andnra Pradesn)	3034895	Worklist Group	1526	Unit	Activo	24 Apr 2023	
	Vijay Kumar (Admin-SNA Andhra Pradesh)	3034805	SNA Groupp	1528	Unit	Activo	24 Apr 2023	
С	Vijay Kumar (Admin-SNA Andhra Pradesh)	3034895	District Admin	1538	Unit	Active	24 Api 2023	
С	Nitu Glow (Admin SNA Arunachal Pradesh)	3034897	Worklist Group	1526	Unit	Active	24 Apr 2023	
С	Nitu Glow (Admin-SNA Arunachal Pradesh)	3034897	SNA Groupp	1528	Unit	Active	24 Apr 2023	
С	Nitu Glow (Admin-SNA Arunachal Pradesh)	3034897	District Admin	1538	Unit	Active	24 Apr 2023	
123 TJ	ATA Consultancy Services Limited		- A					tos DigiGO

Screen 123: Role Group Mapping

1. To create a new Role/ Group mapping, click on the New Tab and enter the details in the popup window / screen that appears as shown below and click on save.

	MPLADS - SA मेरा सासव-मेरा क्षेत्रीय विका		Back	Home Favourites				CNA ADM Admin, (M	IN PLADS GNA Departmer
пауе	Inbox My Modules								
New	Update Activate	/inactivate							
CL >	Role Group Mapping								
learci	records where Al he	Role Group Mapping	a.c. Centrin					×	
_	Role	Client Name *	Please S	elect	~				Total Records End Date
	MANOJ TIWARI (MI OF PARLIAMENT-N Kumar Ilwari (17th I Sabha))	Value Type			~	Group Name *	Enter Value and Press Enter to 3e	۹	
	Veditha Reddy (Adn ANDAMAN AND NIC ISLANDS)	Role Flag Name *			~				
	Veditha Reddy (Adn ANDAMAN AND NIC ISLANDS)	Start Date *	25-Apr-2	023	1	End Date		節	
	Veditha Reddy (Adn ANDAMAN AND NI IGLANDG)				Save Re:	set Close			
	Vijay Kumar (Admin-S Andnra Pradesh)	5NA <u>30</u> 5	4895 V	orklist Group	1526	Unit	Activo	24 Apr 2023	
	Vijay Kumar (Admin-S Andhra Pradesh)	5NA <u>300</u>	4095 S	NA Groupp	1520	Unit	Active	24 Apr 2023	
	Vijay Kumar (Admin-S Andhra Pradesh)	RNA 303	4 <u>895</u> D	strict Admin	1538	Unit	Active	24 Apr 2023	
	Nitu Glow (Admin SN Arunachal Pradesh)	A <u>303</u>	<u>4897</u> V	orklist Group	1526	Unit	Active	24 Apr 2023	
	Nitu Glow (Admin-SN Arunachal Pradesh)	A <u>303</u>	<u>4897</u> S	NA Groupp	1528	Unit	Active	24 Apr 2023	
	Nitu Glow (Admin-SN Arunachal Pradesh)	A <u>303</u>	<u>4897</u> D	strict Admin	1538	Unit	Active	24 Apr 2023	

Screen 124: Role Group Mapping(new)

- To modify an existing mapping, Choose the mapping to be altered from the list by clicking on the Radio Button and then click on Update. Alter the required fields and click on Save.
- Similarly, to activate/ deactivate, select the mapping and click on activate/ inactivate button, present next to the update button.

SNA User Role Responsibilities & Process Flow

SNA

SNA

1. Manage Calamity:

Node Path: Homepage \rightarrow MY MODULES \rightarrow MANAGE CALAMITY

1. SNA users click on **MY MODULES** for Configuration of Calamity and Calamity fund Reversal process.

	NDA Development Limit					
	49,550,000 Total Amount (Carryover + Fresh)	₹	0 Total Expenditure	₹	49,285,000 Total Available Limit	₹
Babul Rao Admin	Calamity Fund Limit					
Manage Inbox	0 Total Received Fund	₹	0 Total Allocated Limit	₹	0 Total Expenditure	R
My Modules	Total No. of Works					
	Recommended Work	2	State MP Deta	ils	State NDA Det	tails
	Completed Work with UC On Going Works	0	1		1	
ATA Consultancy Services Limited						tos DigiGOV
		een 125				
MPLADS - SAKSHI		Management	Logout		B Babul Rao	
MPLADS - SAKSHI את הפועה איז אופירא א	me Font Size Settings Password I		1		Babul Rao Admin, (SNA Kamata	ka,MPLADS (
MPLADS - SAKSHI Ya satas. Ya aktu Reera	NDA Development Limit		Logout		Admin, (SNA Kamata	ka,MPLADS (
MPLADS - SAKSHI Pro utera-Pro addle Rever	me Font Size Settings Password I		1	₹		ka,MPLADS
Ar utre-hu àdu filera	Font Size Settings Password I NDA Development Limit 49,550,000 49,550,000		Logout	₹	Admin. (SNA Kamata	ka,MPLADS (
Ar utre An vide Reer	me Font Size Settings Password I NDA Development Limit 49,550,000 Total Amount (Carryover + Fresh) Calamity Fund Limit 0		Logout 0 Total Expenditure 0	₹.	Admin, (SNA Kamata 49,285,000 Total Available Limit	ka.MPLADS (
An utru-In ôdu Rem	me Font Size Settings Password I NDA Development Limit 49,550,000 Total Amount (Carryover + Fresh) Calamity Fund Limit	Management	Logout O Total Expenditure	₹	Admin, (SNA Kamata 49,285,000 Total Available Limit	ka,MPLADS (
He where the other and the fibers in the fib	me Font Size Settings Password I NDA Development Limit 49,550,000 Total Amount (Carryover + Fresh) Calamity Fund Limit 0	Management	Logout 0 Total Expenditure 0	₹	Admin, (SNA Kamata 49,285,000 Total Available Limit	ka,MPLADS (
Att uttre-Art à àtile Rivers	me Font Size Settings Password I NDA Development Limit 49,550,000 Total Amount (Carryover + Fresh) Calamity Fund Limit 0 Total Received Fund Total No. of Works Recommended Work	Management T	Logout 0 Total Expenditure 0	₹	Admin, (SNA Kamata 49,285,000 Total Available Limit	-
Att uttre-Art à àtile Rivers	me Font Size Settings Password I NDA Development Limit 49,550,000 Total Amount (Carryover + Fresh) Calamity Fund Limit 0 Total Received Fund Total No. of Works	Management T	Logout O Total Expenditure O Total Allocated Limit State MP Deta	₹	Admin, (SNA Kamata 49,285,000 Total Available Limit 0 Total Expenditure State NDA De	-
Att uttre-Art à àtile Rivers	ome Font Size Settings Password I NDA Development Limit 49,550,000 Total Amount (Carryover + Fresh) Calamity Fund Limit 0 Total Received Fund Total No. of Works Recommended Work Completed Work with UC	Management F F 2 0	Logout O Total Expenditure O Total Allocated Limit State MP Deta	₹	Admin, (SNA Kamata 49,285,000 Total Available Limit 0 Total Expenditure State NDA De	-
Ar utra-Ar Alfa Reer	ome Font Size Settings Password I NDA Development Limit 49,550,000 Total Amount (Carryover + Fresh) Calamity Fund Limit 0 Total Received Fund Total No. of Works Recommended Work Completed Work with UC	Management F F 2 0	Logout O Total Expenditure O Total Allocated Limit State MP Deta	₹	Admin, (SNA Kamata 49,285,000 Total Available Limit 0 Total Expenditure State NDA De 1	tails
An utru-hu àdu Rem	ome Font Size Settings Password I NDA Development Limit 49,550,000 Total Amount (Carryover + Fresh) Calamity Fund Limit 0 Total Received Fund Total Roceived Fund Total No. of Works Recommended Work Completed Work with UC On Going Works	Management R R R 2 0	Logout O Total Expenditure O Total Allocated Limit State MP Deta	₹ ₹	Admin, (SNA Kamata 49,285,000 Total Available Limit 0 Total Expenditure State NDA De 1	-

2. SNA users must click on the **MANAGE CALAMITY** option that is provided on the screen for calamity configuration procedure.

MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	Home Font Size Settings Password Management Logout	Babul Rao Admin, (SNA Kamataka, MPLADS CN
Manage Inbox Dashboard My M	odules	
My Modules	Tree List	
Filter		
Limit Allocation Management Manage Calamity	Limit Allocation Management Manage Calamity V	Vork Management Organization Account Mapping
 Work Management Organization Account Mapping 		
©2023 TATA Consultancy Services Limited		tcs DigiGOV"
	Screen 126: Manage calamity s	creen

3. When SNA users click on manage Calamity, they will find the option of CALAMITY Fund Distribution, by this user can plan fund distribution.

MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	Home Font Size Settings Password Management Logout	Babul Rao Admin, (SNA Karnataka,MPLADS CN
Manage Inbox Dashboard My M	odules	
My Modules	Tree List	
Filter		
+ Limit Allocation Management	Calamity Fund Distribution	R
Manage Calamity		
Work Management Organization Account Mapping	Back	
62023 TATA Consultancy Services Limited		tcs DigiGOV [™]
	Screen 127: Calamity Fund Distribution	
	81	

- 4. When SNA user clicks on the option of CALAMITY FUND DISTRIBUTION, they will find the page with option of recommendation date and calamity work, if user wants to search the previous work, then they can enter the recommendation date in box that is provided on screen and click on search button.
- 5. For creating new calamity work, user must click on **CALAMITY WORK** option as shown in following screen.

	IPLADS - SAKSHI । सांसद-मेंस क्षेत्रीय विकास	ze Settings Password M	anagement Logout		Nikita Kansal Admin, (SNA Maharashtra, MPLADS
Dashboard	My Modules				
Manage Ca	alamity Recommendation				
	nendation Date				
	1				
			Search		
Total Rec Sr.No.		Calamity Type	Letter No.	Recommendation Date	Total Recommended Amount
1	Maharashtra Flood 2021	National Calamity	LN/36/2022-2023/1	23-03-2023	5000
2	Maharashtra Flood 2021	National Calamity	LN/36/2022-2023/1	23-03-2023	10000
			Calamity Work		- Anna A
©2023 TATA Consul	atancy Services Limited				tos DigiG
	Sc	reen 128 Man	age Calamity Reco	mmendation	

6. When SNA user clicks on CALAMITY WORK, they will have to select few details from the dropdowns like Calamity type (State, National)

Calamity Fund Distribution				:
Calamity Detail				
Calamity Type *	Calamity Name *	~		
Please Select State Calamity	Distributed Limit		Calamity Available Limit(As on Date)	
National Calamity	IDA *		Location Type *	City *
Please Select 🗸 🗸	Please Select	~	ORural	Please Select 🗸
Ward *	Activity/Work *		Work Description	Amount *
		Q		
Sr.No. Activity/Work	\$ IDA	Ad ¢		Location Ward/Village) \$
		Valid		
Scree	en 129: Calamity	Fund Di	istribution (Calamity T	ype options)
			82	
			-	

7. After selecting the calamity type, SNA user will have to select the CALAMITY NAME.

Calamity Fund Distribution									×
Calamity Detail									
Calamity Type * National Calamity V Total Calamity Allocated Limit 55000.0 Work Details	Please S	ntra Flood 202:		Calamity Available Limit(As o 45000.0	n Date)				
NDA *	IDA *			Location Type *		City *			
Please Select V	Please S	elect	~	Urban ORural		Please Select		\sim	
Ward *	Activity/M	ork *	٩	Work Description		Amount *			
I.			A	dd Reset	A	×=2 10			
Sr.No. Activity/Wor	k ÷	IDA		Work Description	≑ Locati (Ward/Vi		Amount		Action
0	120 (1)	•4		date Close date Close date Close date	NT 1		<u>```</u>		

- Serven 199, Calamity I and Distribution (Calamity Pame aropuovit)
- 8. Now SNA User must select the respective NDA from the dropdown. This will have all the details of NDA of their respective state as shown in following screen.

alamity Type *	Calamity Name *				
National Calamity 🗸 🗸	Maharashtra Flood 2021	~			
otal Calamity Allocated Limit	Distributed Limit 10000.0		Calamity Available Limit(As on Date) 45000.0		
rk Details DA ⁴	IDA *		Location Type *	City *	
Please Select 🗸 🗸	Please Select	\sim	Urban ORural		\sim
Please Select	Activity/Work *		Work Description	Amount *	
NDA AKOLA	Acting/hone	Q	Hore Beschphon		
NDA AMRAVATI		4			
NDAAKOLA					
NDA AMRAVATI		_			
NDAAKOLA		A	dd Reset		
NDA AMRAVATI					
NDA AHMADNAGAR	≑ IDA		Work Description 🔶	Location (Ward/Village)	Act
NDA AURANGABAD	2 0000	-		(ward/village)	
		Vali	date Close		
S	creen 131: Calar	nity Fur	nd Distribution (NDA S	election)	
				,	

9. SNA user must select the respective IDA from the dropdown. They will have all the details of NDA of their respective state as shown in the following screen.

Calamity Fund Di	istribution					2
Calamity Detail						
Calamity Type *		Calamity Name *				
National Calar	mity 🗸	Maharashtra Flood 202	1 ~			
Total Calamity A 55000.0	Allocated Limit	Distributed Limit 10000.0		Calamity Available Limit(As on Date 45000.0)	
Work Details						
NDA *		IDA *		Location Type *	City *	
NDA AKOLA	~	Please Select	~	Urban ORural	Please Select	\sim
Ward *		Please Select IDAAKOLA		Work Description	Amount *	
			Ad	d Reset	E.	
Sr.No.	Activity/Work	\$ IDA	¢	Work Description +	Location (Ward/Village)	¢ Action
			Valid	late Close		

Screen 132: Calamity Fund Distribution (IDA Selection)

- SNA User must select the Location and it will be Urban or rural, also select the City name if user choose the Urban option. In case of rural, user must enter the block and area details.
- 11. Now enter ward number and Activity/ Work details. When SNA user clicks on Activity/work, they will find the pop-up screen for selecting the activity as shown in following screen.

Calamity Fund Distribution		×
Calamity Detail		
Calamity Type * National Calamity v Total Calamity Vork Details NDA * NDA AKOLA Vard * Ward-1630 Sr.No. Activity/Work	Calamity Name *	Action
	Validate Close	
Scree	n 133: Calamity Fund Distribution (Activity/ Work Selection)	
	84	

12. SNA users must enter the work description and required amount, then click on ADD Button. When SNA User clicks on ADD button, it will be visible on grid.

Calamity Fund Distribution			
Calamity Detail			
Calamity Type * National Calamity v Total Calamity Allocated Limit 65000.0 Work Details	Calamity Name * Maharashtra Flood 2021 V Distributed Limit 16000.0	Calamity Available Limit(As on Date) 40000.0	
NDA * NDA AKOLA Ward * Ward -1630	IDA * IDA AKOLA Activity/Work * Project for lighting of public st Q, Q	Location Type * ©Urban ORural Work Description Installation of LED Lights for	City * Akola ~ Amount *
		Add Reset	
Sr.No. Activity/Wo	ik ÷ IDA ÷	Work Description + Location	(Ward/Village)‡ Amount ‡ Actio
		Validate Close	
	Screen 134: C	Calamity Fund Distribution	

13. Now click on Validate once the data is validated then click on Submit button.

lamity Fund Distribution						
lamity Detail						
Calamity Type *	Calamity Name *					
National Calamity 🗸 🗸	Maharashtra Flood 2021	\sim				
Total Calamity Allocated Limit	Distributed Limit		Calamity Available Limit(As or	n Date)		
55000.0 rk Details	15000.0		40000.0			
NDA *	IDA *		Location Type *	City -		
NDA AKOLA V	Please Select	~	Urban ORural	Please Sele	ct 🗸	
Vard *	Activity/Work *		Work Description	Amount *		
		Q				
				<i>i</i>		
			dd Reset			
	DA DA DA DA	¢ Installatio	Work Description	Location (Ward/Village) Ward-1630	Amount ÷ 5000.00	
		Installatio	Work Description		The second se	
		Installatio	Work Description on of LED Lights for streets.		The second se	
		Installatio	Work Description on of LED Lights for streets.		The second se	
	IDAAKOLA	Installatio Valit	Work Description on of LED Lights for streets. date Close	Ward-1630	The second se	
	IDAAKOLA	Installatio Valit	Work Description on of LED Lights for streets.	Ward-1630	The second se	
	IDAAKOLA	Installatio Valit	Work Description on of LED Lights for streets. date Close	Ward-1630	The second se	Actio
	IDAAKOLA	Installatio Valit	Work Description on of LED Lights for streets. date Close	Ward-1630	The second se	
	IDAAKOLA	Installatio Valit	Work Description on of LED Lights for streets. date Close	Ward-1630	The second se	
	IDAAKOLA	Installatio Valit	Work Description on of LED Lights for streets. date Close	Ward-1630	The second se	
	IDAAKOLA	Installatio Valit	Work Description on of LED Lights for streets. date Close	Ward-1630	The second se	
	IDAAKOLA	Installatio Valit	Work Description on of LED Lights for streets. date Close	Ward-1630	The second se	
	IDAAKOLA	Installatio Valit	Work Description on of LED Lights for streets. date Close	Ward-1630	The second se	
	IDAAKOLA	Installatio Valit	Work Description on of LED Lights for streets. date Close	Ward-1630	The second se	
	IDAAKOLA	Installatio Valit	Work Description on of LED Lights for streets. date Close	Ward-1630	The second se	

14. Once the user clicks on submit button, all the data is saved successfully.

Calamity Fund Distribution						×
Calamity Detail						
Calamity Type	Calam	ity Name *				
National Calamity 🗸 🗸	Maha	rashtra Flood 2021 🛛 🗸				
Total Calamity Allocated Limit 55000.0 Work Details	Distrit 15000.	outed Limit 0	Calamity Available Limit(As on D 40000.0	ate)		
NDA *	IDA *		Location Type *	City *		
	Pleas	e Select		Please Select	~	
Ward *	Activit		ved Successfully.	Amount *		
Sr.No. Activity/	Work ÷	IDA +	Add Reset Work Description	Location (Ward/Village)	Amount 💠	Action
1 Project for lighting of public st	reets and places	IDAAKOLA	Installation of LED Lights for streets.	Ward-1630	5000.00	🔿 🗙
			Submit Close			

Screen 136: Calamity Fund Distribution

15. The details of calamity fund distribution is visible on home page of manage calamity recommendation page.

М मेरा	PLADS - SAKSHI सांसद-मेरा क्षेत्रीय विकास	Home Font Size	Settings Password N	Aanagement Logout		N Nikita Kansal Admin, (SNA Maharashtra, MPLADS
Dashboard	My Modules					
Manage Cal	amity Recommendation					
Recomme	endation Date					
	1	11 11				
				Search		
				Search		
Total Reco		ity Name	Calamity Type	Letter No.	Recommendation Date	Total Recommended Amount
1	Maharashtra Flood 202	CRIMINE & D	National Calamity	LN/36/2022-2023/1	23-03-2023	5000
2	Maharashtra Flood 202	:1	National Calamity	LN/36/2022-2023/1	23-03-2023	10000
				Calamity Work		
2023 TATA Consult	ancy Services Limited	Scr	reen 137: Mar	Calamity Work	ommendation	tos Digit
2023 TATA Consult	ancy Sarvices Limited	Scr	een 137: Mar		ommendation	tos Digit

2. Work Management

1. Calamity Configuration:

Node Path: Homepage \rightarrow MY MODULES \rightarrow WORK MANAGEMENT

1. SNA users click on **WORK MANAGEMENT** option as shown in the following screen.

मेरा सांसद-मेरा क्षेत्रीय विकास	Home Font Size Settings Passw	vord Management Logout		Nikita Kansal Admin, (SNA Maharashtra	MPLADS
Dashboard My Modules My Modules	Tree List				
Filter				Organization Associat	
Limit Allocation Management Manage Calamity Work Management Organization Account Mapping Organization Account Mapping	Limit Allocation Management	Manage Calamity	Work Management	Organization Account Mapping	News B Les DigiGOV"
•	ng on Work Managem CALAMITY CONF	IGURATION	e following optic	ons:	
• 3. If user click	CALAMITY REVE s on CALAMITY CO		hown in the fol	lowing screen.	
3. If user click	s on CALAMITY CO		hown in the foll	Nikita Kansal Admin, (SNA Maharashtra,M	PLADS
3. If user click	s on CALAMITY CO	NFIGURATION as s	hown in the fol	Nikita Kansal	PLADS
3. If user click	s on CALAMITY CO	NFIGURATION as s	hown in the foll	Nikita Kansal	
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6. Once the SNA user enters all the details then click on Save button, all the details will be saved for further processing.



Screen 142: calamity configuration

2. CALAMITY REVERSAL:

1. If user clicks on CALAMITY REVERSAL as shown in following screen.



2. SNA user will have to enter all the required details like type of payment, type, calamity name, select activity and so on as shown in the following screen.



Financial Year		Entity/DDO *		Type Of Payment	*	Туре *	
2022-2023 🗸]	SNA Maharashtra		Expenditure	OAdvance	Vendor Payment	~
Activity *		Calamity Name					
Drains and gutters for public d ${\sf Q}$	C	H3N3 Flu	QC				
Vendor Selection		Sanction Date		Upload Invoice *			
Q		23/03/2023	F 1	Attach File(s)	[Max: 1 Attachment of 10 MB]		
Remarks	li						
Total Calamity Fund	Distribu	ted Calamity Fund	Leftover Cal	mity Fund			
0.00	0.00		0.00				
endor Details							
31. No. Vendor Unique _‡ Vendor	Name ÷	Account No.	÷ IFSC C	ode ÷ Dedu	ctions Invoice Amount +	Net Amount +	Narration +

3. Once the SNA user selects the activity from the Pop-up page, then user have to enter their Respective vendor details as shown in the following screen.

MPLAD मेरा सांसद-मेरा	S - SAKSHI	Collinear Described Measurement		Nikita Kansal X	harashtra,MPLADS
Dashboard My M	Search Vendor				
Calamity Reversal	Vendor Type *	State *	District *	Vendor Unique Code	
Financial Year *	Please Select V	Please Select V	Please Select V		
M 2022-2023	Vendor Name	Account No.	Include Already Paid Vendors		~
0 2022-2023 U Activity * S Drains and gut					
s Drains and gut					
Vendor Selection		Search	Reset		
Remarks	Total Records: 0	New Ver		burse to Vendor	
	Vendor Name 💠 Ven	dor Type 🗧 Vendor Unique Code	Bank Name Aco	ount No. 🔅 Name as per Bank‡	
		Ok	Close		
Total Calamit					
0.00					
Vendor Details					
SI. No. Vendor					ration + Action
Co					
02023 TATA Consultancy Service	es Limited				tcs DigiGOV [™]
		14(C L * D			ttos DigiGOV

- Screen 146: Calamity Reversal (vendor selection)
- 4. After providing all the details, the reversal request has been created for further processing.

3. SNA Manage Admin Funds:

Node Path: Homepage→ MY MODULES → WORK MANAGEMENT → MANAGE ADMIN WORK ASSIGNMENT

SNA users can click on MY MODULES for setting the Admin Funds limit.

1. Once in the My modules page, click on the Work Management Tile.

MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	Home Font Size Settings Password Man	agement Logout	B Babul Rao Admin, (SNA	Kamataka,MPLADS CN.
lanage Inbox Dashboard My Modules	s			
Tree List				
Limit Allocation Management	Manage Calamity	Work Management	Organization Account Mapping	R
123 TATA Consultancy Services Limited				tos Dig
	Screen 147: N	Av Modules Page (Admin	Funds)	

2. Now click on the Manage Admin work Assignment TAB.

मेरा संसद-मेरा क्षेत्रीय विकास	Home Font Size Settings Password	d Management Logout	Babul Rao Admin, (SNA Kamataka MPLAC	OS CN
Manage Inbox Dashboard My Modules				
M Fund Disbursement - MPLAD	Calamity Configuration	Calamity Reversal	Manage Admin Work Assignment	R
L E S		Back		
60823 TATA Consultancy Services Limited	Screen 148: Wo	ork Management Page (Ad		\$DigiGOV
		92	,	

मरा सालव-मरा क्षत्राय विकास	ome Font Size Settings Password Management	Logout	Babul Rao Admin, (SNA Kamataka, MPLAD3 C
ge Inbox Dashboard Hy Modules			
Financial Year 2022-2023 ¥	Entity/DDO SNA Karnataka Q C	Activity Name Q Search Reset	Work Title
Total Records 0 Sr. No. Financial Year	Work Title	Activity Name Estimated Expenditur	e Estimated Start Date Estimated End Date
		Add Work	
TATA Consultancy Services Limited			tos Di
	Screen 149: Manag	e Admin work Assignme	ent Page
	0		8
4 Now Click on		~	
		ontigues the Fund limit	
4. NOW CHEK OF	Add Work button to co	onfigure the Fund limit.	
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MPLADS - SAKSHI An attes-Ant pile rises H H H at of Works 2022-2023 V Total Revents 0	eme Font Size Settings Plassword Management Entity/DDO SNA Karnataka Q C	Activity Name Q Search Reset Lctivity Name Estimated Expenditur	Admin: (SNA Kamatoka MPLADS (Werk: Title Estimated Start Date Estimated End Date
MPLADS - SAKSHI Braitez-Atri gile (fisma t CF Works Financial Year 2022-2023 Total Research 0 Sr. No. Financial Year Market Source So	eme Font Size Settings Pissword Management Entity/DDO SNA Karnataka Work Title	Activity Name Activity Name Cearch Reset Activity Name Estimated Expenditur Activity Name	
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Financial Year * 2022-2023 ¥	Entity/DDO * SNA Karnataka	Type * Vendor Payment ✓		
Vendor By * ©Created By Me OAll	Vendor *			
ndor Details Sr. No. 🗧 Vendor Unique Code	Vendor Name	† IFSC	* Account No. *	Action
Activity *	Total Limit on Activity *	Total Works Created *	Available Limit on Activity *	
Q.	Work Description	Estimated Start Date *	Estimated End Date *	
vork litte	work Description	Estimated start Date	Estimated End Date	
Estimated Expenditure *	Attachment			
0	Attach File(s) [Max: 1 Attachment of 10 MB]			
	Subm	it Close		

Screen 151: Add Work Page

6. Click on the search icon next to Vendor* field to select the vendor. On clicking the search icon, we get the following screen.

					x
Work Details					
Financial Year *	Entity/DDO * SNA Karnataka		Туре *		
2022-2023 🗸	Sive Namalaka			×	
Vendor By *	Search Vendor				
Ocreated By Me All	Vendor Type *	State *	District *	Vendor Unique Code	
Colcardo De Inc. Com	Please Select 🗸 🗸	Please Select 🗸 🗸	Please Select 🗸 🗸		
Vendor Details	Vendor Name	Account No.	U Include Already Paid Vendors		
Sr. No. 💠 Vendor Unique					No. ‡ Action
Activity *					ctivity *
Q		Search	Reset		
Work Title *			1000 D00		•
	Total Records: 0 Vendor Name	New Ven		se to Vendor Name as per Bank‡	
	Vendor Name	ndor Type 🗧 🛛 Vendor Unique Code	Bank Name Accor	unt No. 🔶 Name as per Bank‡	
Estimated Expenditure *		Ok	Cluse		
0					



7. User can just fill the Vendor Type, State & District Details and then click on the search button.

Financial Year *	Entity/DDO *		Туре *		
2022-2023 🗸	SNA Karnataka			×	•
Vendor By *	arch Vendor				
OCreated By Me All	Vendor Type "	State *	District *	Vendor Unique Code	
	Personal 🗸	Delhi 🗸	SOUTH 🗸		
	Vendor Name	Account No.	Include Already Paid Vendors		
Sr. No. + Vendor Unique					No. + Action
Notivity *					otivity *
Q		Search	Reset		
Nork Title *					,
	Total Records: 0	New Vend		burse to Vendor	<u> </u>
	Vendor Name * Ven	dor Type 🌲 🛛 Vendor Unique Code	 Bank Name	rount No. 🌼 Name as per Bank‡	
		Ok	Close		
Estimated Expenditure *					
0					

Screen 153: Vendor Details pop-up Page

8. On clicking the search button, we get the following screen. Click the check box and then click OK.

						:
Work Details Financial Year *	Entity/DDO *		Type *			
2022-2023	SNA Karnataka		-	×	-	
	Search Vendor			~		
Vendor By 1	Vendor Type *	State *	District *	Vendor Unique Code		
OCreated By Me All	Personal	Delhi 🗸	SOUTH	· · · · · · · · · · · · · · · · · · ·		
endor Details	Vendor Name	Account No.	Include Already Paid Vendors			
Sr. No. Vendor Unique		Account No.	Include Already Paid Vendors		No. ÷	Action
Activity *		Search	Reset		ctivity *	
Q		Search	Reset			
Work Title *	1.2032/00/00101	New Vend	P-11	Disburse to Vendor	*	
	Total Records: 1 Vendor Name Ve		1	Account No.	前	
	Vendor Name Vendor Name Vendor Vendor Name Vendor V		STATE BANK OF	376793054300303 • Name as per bank •		
Estimated Expenditure *	Vendor 05 Pers	Jiai 3000	INDIA	-		
0		Ok	Close			
<u>v</u>						

Screen 154: Vendor Details pop-up Page

9. The Vendor details appear as shown below in the Add Work Page

Now enter the activity details. Click the icon next to activity, to enter the activity details.

	Entity/DDO *		Type *		
2022-2023 🗸	SNA Karnataka		Vendor Payment		
/endor By *	Vendor *				
OCreated By Me	Vendor 05 [3	556] [098767930 Q C			
ndor Details Sr. No. + Vendor Un	ique Code 🗢 Vendor N	ame 💠 Bank Name	¢ IFSC	¢ Account No.	Action
	56 Vendor 05	STATE BANK OF INDIA	SBIN0006375	09876793054300303	
Activity *	Total Limit on A	Activity *	Total Works Created *	Available Limit on Activity *	
Q					
Work Title *	Work Descripti	on	Estimated Start Date *	Estimated End Date *	
			1	1	
		11			
Estimated Expenditure *	Attachment				
0	Attach File	(Max: 1 Attachment of 10 MB)			

Screen 155: Add Work Page

10. The Activity pop-up appears as shown below. Select the Activity and click OK

Financial Year *	Entity/DDO *	Type *		
2022-2023 🗸	SNA Karnataka	Vendor Payment		
Vendor By *	Vendor *			
Ocreated By Me All	Vendor 05 [35]		×	
idor Details Sr. No. + Vendor Unique Code	Vendor Na		Account No.	Action
1 3556	Vendor 05 Scheme Name		09876793054300303	a cuon
Activity *	Total Limit on Ac	arliament Local Area Development Scheme Id Development - Administrative Expenses	Available Limit on Activity *	
Work Title *	Work Description		Estimated End Date *	
Estimated Expenditure *	Attachment			
		Ok Close		

Screen 156: Activity pop-up Page

Fill all the details and click on the submit button.
 The details will appear on the Manage Admin work Assignment Page

Vender * Vendor 05 [3556] [0987679 Vendor Name * Indor 05	Bank Name	¢ IFSC SBIN0008375	Account No. Control 100-0003	Action
Vendor Name +	Bank Name		The second	Action
	A COLORADO DE LA COLORADO		The second	Action
	A COLORADO DE LA COLORADO		The second	Action
indor US	STATE BANK OF INDIA	SBIN0006375		î
Total Limit on Activity *		Total Works Created *	Available Limit on Activity *	
0.0		0.0	0.0	
Work Description		Estimated Start Date *	Estimated End Date *	
This is optional field !		31-Mar-2023 前	14-Apr-2023 前	
	2			
Attachment				
Attach File(s) [Max: 1 Attach	ment of 10 MB]			
	This is optional field ! Attachment	This is uptional field !	This is optional field t	This is optional field ! 31-Mar-2023 III 14-Apr-2023 III Attach Fiels) [Max: 1 Attachment of 10 MB] IAttach Fiels) [Max: 1 Attachment of 10 MB] III

Screen 157: Add Work Page (last step)

NDA User Role Responsibilities & Process Flow

NDA

1. NDA Return Fund:

The refund fund request files that are sent by IDA is now moved to the NDA users for further processing.

NDA users will have to login with their respective username and password.

The return of Funds can be done anytime, as per the directions of the Ministry.

- 1. NDA users will click on MY MODULES, when user click on this, they will find multiple option like:
 - Return Fund
 - Limit Allocation
 - MP Work Recommendations
 - Vendor Management
 - ➢ Report
- 2. For Return fund request approval, NDA Admin will have to click on Return Fund option for further processing.

d	MPLADS - SAKSHI Art Hies-Art & Ally Remit mage Inbox Dashboard My Modules	Home Font	Size Quick Links Settings Passw	ord Management	Logout		Anil Singh Admin, (NDAAKOL	A,SNA Moharashtrar
) M Y	Tree List							
MODULES	Return Fund	R	Limit Allocation Management	R	Work Management	R	Out of State/Constituency Work	R
LES	Calamity Recommendation Details	R	MP Work Recommendation	R	View Development Work Recommendation	R	Organization Account Mapping	R
	Reports	R						
								710715
60	2023 TATA Consultancy Services Limited							tcs DigiGOV [™]
			Screen 1	58: My	Modules Page (ND	A).		

Node Path: Home Page \rightarrow MY MODLULES \rightarrow RETURN FUND

- 3. When NDA users click on Return Fund, they will find options:
 - Manage Return Fund
 - > Inbox
 - Outbox

4. For checking the refund request, NDA users will click on the **Inbox** to check the refund request file which are raised by their respective IDA:

		$S \rightarrow RETURN FUR$			
MPLADS - SAKSHI मेरा संसद-मेरा क्षेत्रेय क्षिण विकास age Inbox Dashboard My Modul		d Management Logout		P	Praveen Jha Admin, (NDA BENGALURU
ee List					
Inbox	Manage Manage	Return Fund	R	Outbox	R
		Back			
		Duck			
TATA Consultancy Services Limited					tos Digi
	Screen	159: Return Fund	Page (Inh	00X).	
5. NDA user. cl	ick on Inbox, here th	nev will find the refu	nd reques	t file which was i	placed by IDA
users.	,	5	1	L	. J
MPLADS - SAKSHI	Hama East Siza Sattings Dager	and Management 1. Leave 1		ſ	Praveen Jha
मेरा सांसद-मेरा क्षेत्रीय विकास	Home Font Size Settings Passw	vord Management Logout		G	Praveen Jha Admin, (NDA BENGALURU
मेरा सांसट-मेरा क्षेत्रीय विकास nage Inbox Dashboard My Mod		vord Management Logout		G	Praveen Jha Admin, (NDA BENGALURU
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An eles An Allo Barn nage Inbox Dashboard My Mod Return Fund Details Return for IDA/ReturnICA EENOALIRU UBBA/20221 C2 11/A Conducty Second Loted 6. Now NDA w	File Description IDA Acknowledgement(Return Fund) Sc till open this request	Raised By Varun Gupta (Admin, IDA BENGALURU URBAN) Crreen 160: Inbox P: file and check all th	nge e details. I	Nodal District/SNA NDA BENGALURU URBA	Admin, (NDA BENGALURU
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Nodal District/ Implementing Dis						
Admin Expense Fund Amount 45000.00 Bank Closure Certifi DA/NDA/SNA Closure Certifi Remarks Approver(N	cate : IDA NDA Closure C		Bank Name STATE BANK OF INDIA	A/C Number 9876554321907	UTR Number 987650	Remark
		A	pprove Reject Clos	56		

Screen 161: Refund File Page

7. If NDA user wants to **Reject** the request, for that user must select the rejection reason from the dropdown (Amount Mismatch, No Closure Certificate, Others).

Manage Manage Retu Y Re	MPLADS - SAKSHI Home Fint Size Settings Password Management Logout FILE NO. : IDA/Return/IDA BENGALURU URBAN/2023/1 Return Fund Details Nodal District/SNA : NDA BENGALURU URBAN Implementing District : IDA BENGALURU URBAN IDA BENGALURU URBAN IDA BENGALURU URBAN	Proven Jha X
M D U L E S	Admin Expense Fund Amount Amount Return Date IESC Code Bank Name A/C Number UTR Number 45000.00 17.Ml Rejection beals 987650 987650 987650 Bank Closure Certificate : Reject Reason *: Please SeletC 9876554321907 987650 IDA/NDA/SNA Closure Certificate : Remark : Please SeletC Nonce (Modeling) 987650 Remarks Approver(NDA) : Sub Others Others 1000000000000000000000000000000000000	Remark scords . 1
¢2023 TAS	Approve Reject Close	tcs DigiGoV"



8. NDA user Approves the request by clicking on the Approve button. If they wish they can add the remarks on it and

Retu	rn Fund Details						
	Nodal District/S						
	Admin Expense Fund						
	Amount 45000.00	Amount Return Date 17-Mar-2023	IFSC Code SBIN0006375	Bank Name STATE BANK OF INDIA	A/C Number 9876554321907	UTR Number 987650	Remark
	Bank Closure Certific DA/NDA/SNA Closure Certific Remarks Approver(N	tate : IDA NDA Closure	Certificate.odf	prove Reject Clo	se		



9. Once the NDA user clicks on the Approve button, one alert message is visible **Do you want to Proceed?**

If the user wants to proceed then they will click on YES, otherwise click on NO.

_					Home G	uidelines Font Size Sett	ings Password Manage	
	FILE NO. : IDA/Return/IDA CHITTO	DR1/2023/1						×
Manage	Return Fund Details							
M Ret	Nodal District : Implementing District :	NDA CHITTOOR						
M	Admin Expense Fund							
DULES	Amount A	Amount Return Date	TESC Code	Rank Name	A/C Numbe	er UTR Number	Remark	
	1000.00	25-Jan-2023	- Andrewson and the second	nt to Proceed?		123		cords : 1
	Bank Closure Certificate : IDA/NDA Closure Certificate :	2146842_iSecuri Quiz_Completion 2146842_iSecuri	tx Ce tx	Yes No				
	Remarks Approver(NDA) :	Quiz_Completion						
				pprove Reject C	ose			
								FUNCTED BY

Screen 164: Proceed Request Alert

10. When the User clicks on YES button, another alert message pops up with the message "Approved Successfully"

FILE NO. : IDA/Return/IDA			gs Password Manag	Entert Cogout			Praveen Jha	×
Return Fund Details								
Nodal Dis Implementir	trict/SNA : g District :	NDA BENGALURU IDA BENGALURU U						
Admin Expense Fun	d l							
Amount 45000.00		nt Return Date 7-Mar-2023	SBIMODE275 Success	Bank Name	0076554231907	UTR Number 987650	Remark	
Bank Closure (IDA/NDA/SNA Closure (Remarks Appro	ertificate :	Bank Closure Certifi IDA NDA Closure Ce Checked		d Successfully.				
			A	pprove Reject	Close			

11. Once the file is approved it will be sent to the <u>CNA users **inbox**</u> and <u>NDA users **Outbox**</u>.

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Inbox					Back	_			_
62023 TATA Consulta	ncy Services Limited			0 1(()		7		tos	 DigiGOV
				Screen 166: N	DA OUTBOX				
12	2. In Out	tbox, NDA u	sers will	find the file that	t user sends for	furth	ner processin	g.	
				1	.02				

Node Path: MY MODULES \rightarrow RETURN FUND \rightarrow OUTBOX.

MPLADS - SAKSHI मेरा संसद-मेरा देवीय विकास age Inbox Dashboard My Modul		d Management Logout			Praveen Jha Admin, (NDA BENG/	LURU
Return Fund Details						
Return for Q		Search				
File No.	File Description	Raised By	Raised for	Nodal District/SNA	Received Date	Total Recor Stat
NDA/Ketum/NDA BENGALUKU UKBAN/202	13/3 NUA Acknowledgement(Return Fund to CNA)	Praveen Jha (Admin, NDA BENGALURU URBAN)	sen	NUA BENGALUKU UKBAN	ZZ-Mar-2023	Approved.
NDA/Return/NDA BENGALURU URBAN/202	MP Acknowledgement(Return Fund to CNA)	Praveen Jha (Admin, NDA BENGALURU URBAN)	LS Tejasvi Surya (17th Lok Sabha)	NDA BENGALURU URBAN	22-Mar-2023	Approved.
IDA/Return/IDA BENGALURU URBAN/2023	IDA Acknowledgement(Return Fund)	Varun Gupta (Admin, IDA BENGALURU URBAN)	Self	NDA BENGALURU URBAN	22-Mai-2023	Approved.
4 4 1 /1 × ×		0.00.01				

Screen 167(a): NDA OUTBOX Page

13. In Outbox Page, when the NDA users clicks on the **File No.** link, the following Pop-up screen will appear.

MPLADS - SAKSHI मेरा सोलड मेरा क्षेत्रीय विकास	Home Font Size Setting	password Manageme	ent Logout			9.	raveen Jha dmin, (NDA BENGALURU
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Y Determine	dal District/SNA : NDA BENGALUF	RU URBAN					
Admin Expens	e Fund						
Es Amou	int Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark	
65000	00 17-Mer-2023	SBIN0006375	STATE BANK OF INDIA	70654321007000	23451		Total Records : 3 Status
NDA/Retur UF Bank Clo	sure Certificate : Bank Closure Cer	tificate.pdf					proved.
NDA/Retur UE	sure Certificate : IDA NDA Closure	Certificate pdf					proved.
IDA/Retur UF	Approver(CNA) : Okay						proved.
			Close				
							_
02023 TATA Consultancy Services Limited							tos DigiGOV

Screen 167(b): NDA OUTBOX Page
2. NDA Initiate Return Fund:

In this NDA will generate request in two parts as mentioned below:

- ► MP-wise Development Fund
- ► Admin Fund

1. MP-wise Development Fund:

1. Node Path: Home page \rightarrow MY MODLULES \rightarrow MANAGE RETURN FUNDS

		MPLADS - SAKSHI मेरा सांसट-मेरा क्षेत्रीय विकास	ome Font Size Settings	Password Management Logout			Praveen Jha Admin, (NDA BENGALURU
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MODULES	Inbox		R	Manage Return Fund	R	Outbox	Ŗ
ES				Back			
- 6	62023 TATA Co	sultancy Services Limited					tcs DigiGOV ¹⁴
		S	creen 168: Ret	turn Fund Page (N	IANAGE RET	TURN FUNDS)
		2 In the Mana	Determ Free			-1 + +1 D - +
		2. In the Manag	ge Return Fund	d screen, NDA user	s will have to s	elect the Keturi	1 For (Radio Button)
		and Member	of Parliament				
	*	MPLADS - SAKSHI	2 2 10	from the dropdown			ds.
	Manage In	MPLADS - SAKSHI मेरा सांसट-मेरा क्षेत्रीय विकास	Home Font Size Settings	from the dropdown			lds.
۲		MPLADS - SAKSHI मेरा सांस्ट-मेरा क्षेत्रीय विकास	Home Font Size Settings	from the dropdown			ds.
) M Y		MPLADS - SAKSHI मेरा संसद-मेरा शेरिकास box Dashboard My Module	Home Font Size Settings	from the dropdown	n. These are the	mandatory fiel	ds.
۲		MPLADS - SAKSHI An eites An Affa farer box Dashboard My Module Fund Details	Home Font Size Settings	from the dropdown	n. These are the	mandatory fiel	ds.
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						5	box Dashboard My Modules
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Action dd Development Fund	Remark Add De	UTR Number	A/C Number	Bank Name		LS Tejacvi Surya (1 CV RAMAN (17TH at Return Date	lopment Fund Amount Amoun
					le(s) [Max: 1 Attachment of 10 MB] [A		Bank Closure Certificate *
			l	nd returned the funds to me.	me have closed all the accounts and i	s and Authorities under me h	I hereby certify that all the Agencies
			l	nd returned the funds to me.	17 State 17 St		

n user selects the MP from the drondown (as shown above). House of Parliament an

	LADS - SAKSHI सट-मेरा क्षेत्रीय विकास	Home Font Size Settings	Password Management Logout		Praveen Jha Admin, (NDA BENGALURU
age Inbox	Dashboard My Modul	es			
Return Fund	d Details				
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	Member Of Parliament *	LS Tejasvi Surya (17th LS)	~		
	House Of Parliament *	Lok Sabha	Tenure *	17th Lok Sabha	
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					Add Development Fund
	Dank Change Castificate 1		1		
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IDA/NDA	SNA Closure Certificate *	Attach File(s) [Max: 1 Attachr Type: PDF]	ment of 10 MB] [Allowed		
		Type: PDF]			
U	nereby certify that all the Agencie	is and Authorities under me have closed	all the accounts and returned the funds to me Submit		
13 TATA Consultancy	y Services Limited		Subinit		tos pi
		Seree	n 170: Return Fu	nd Dotails of MI	A State of the second
		Stitti	II 170. Keturn Fu	iu Details of Mi	
4.			are entered then use J ND option as show		

3. When user selects the MP from the dropdown (as shown above), House of Parliament and Tenure will be visible according to the selected option.

मेरा सांसद-मेरा क्षेत्रीय विकास	Home Font Size Settings Pass	word Management Logout			Praveen Jha Admin, (NDA	BENGALURU
age Inbox Dashboard My Modules						
Return for *	●MP ○Admin	Nodal District/SNA	NDA BENGALURU	URBAN 🗸		
Member Of Parliament *	Please Select		L			
Development Fund	LS Tejasvi Surya (17th LS) CV RAMAN (17TH LS)					
Amount Amount R	eturn Date IFSC Code	Bank Name	A/C Number	UTR Number		Action
					Add Deve	lopment Fund
Bank Closure Certificate	Attach File(s) [Max: 1 Attachment of	f 10 MB] [Allowed Type: PDF]				
IDA/NDA/SNA Closure Certificate *	Attach File(s) [Max: 1 Attachment c	f 10 MB] [Allowed Type: PDF]				
I hereby certify that all the Agencies an	d Authorities under me have closed all the acc	ounts and returned the funds to me.				
		Submit				

Screen 171: Return Fund Page (MP)

 When NDA users click on ADD DEVELOPMENT FUND option, they will find the pop-up window in which user have to enter the Amount, IFSC Code, A/C Number of NDA Account. Also, they will add the Amount Return Date and UTR number (Bank transaction ID/Number).

age Inbox Dashboard My Modules			•
eturn Fund Details	Return Fund Details	×	
Return for * @MP OAdm	n Amount *	Amount Return Date *	
	550000	17-Mar-2023	
Member Of Parliament * LS Tejasvi S	IFSC Code *	Bank Name *	
House Of Parliament * Lok Sabha	SBIN0006375	STATE BANK OF INDIA	
	A/C Number *	UTR Number *	
Development Fund	187654300009	65478	
	Remark		
Amount Amount Return Date			Remark Action Add Development Fund
Bank Closure Certificate *		ОК	
Type: PDF]			
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I hereby certify that all the Agencies and Authorities in the Agencies and Authorities and	nder me have closed all the accounts an	d returned the funds to me.	
		Submit	

Screen 172: Return Fund Page (ADD DEVELOPMENT FUND Pop-up screen)

 After submitting the required details all the details will be visible in the Development Fund grid as shown in below screen. Now, the NDA user will have to Attach the mandatory certificates like <u>Bank Closure</u> and <u>IDA/</u><u>NDA Closure</u>.

eturn Fund	I Details			File Upload	×			
	Return for *			Specify a file located in your loc @ undefined Bank Closure Cent				
	Member Of Parliament *	LS Telasvi Surv	a (17th 15) 🗸	Upload Cancel				
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and the second second		Type, PDF)	() [Mai: 1 Attachment			Development Fi	und Grid.	
	SNA Closure Certificate *	Ø Attach Fliet	DMax: 1 Attachment	of 10 MB] [Allowed				
IDA/NDA				or in worther working				

7. After attaching all the certificates, NDA users need to click on the declaration checkbox, then click on submit button.

e Inbox								
a marrie	Dashboard	Ny Modules						
	Member Of Pa	urliament * LS Tejasvi	Surya (17th LS) 🗸					
	House Of Pa	Intiament * Lok Sabha		Ten	ure * 17th Lok Sabha			
evelopme	nt Fund							
An	nount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark	Action
55	50000	17-Mar-2023	SBIN0006375	STATE BANK OF INDIA	187654300009	65478		1
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E	Bank Closure Cert	Attachmen	File(s) [Max: 1 Attachmer t of 25.08 KB] [Allowed Typ are Certificate.odf 35	nt of 10 MB, Used: 1 e: PDF]				
	Bank Closure Cert	Attachmen Bank Close	t of 25.08 KB] [Allowed Typ	e PDF]				
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Screen 174: Return Fund Page

8. When NDA user submits all the details, they will get the message to proceed further. Once the user clicks on the YES Option, all the details will be submitted successfully and the user gets a final pop-up message stating that the Details saved successfully.

	Dashboard	My Modules							
Member Of Parliame		Parliament * LS Tejas	LS Tejasvi Surya (17th LS) 🛛 🗸						
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Developme									
	mount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark	Action	
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		IDA NDA	Closure Certificate.odf 36						
			an under me baue slaced	all the accounts and returned the fu	ade to ma				
20	hereby certify that								

2. Admin Fund:

Node Path: Home page → RETURN FUNDS → MY MODULES → MANAGE RETURN FUNDS

MPLADS - SAKSHI मेरा संसद्र मेरा क्षेत्रीय हिकास	Font Size Settings Password Management Logout		Praveen Jha Admin, (NDA BENGALURU
Manage Inbox Dashboard My Modules			
Tree List			
Y Inbax	Manage Return Fund	Qutbox	R
U L E S	Back	1	
©2023 TATA Consultancy Services Limited			tcsDigiGOV [™]
	Screen 176: my modules ho	me page (Return Fund)	

 When User click on Manage Return fund option they will lands to the page as shown below. In this NDA user will have to click on Admin (Radio Button) as they are trying to raise request for Return of the Admin Fund from Admin account.

Home Font Size Settings	Password Management Logout			Praveen Jha Admin, (NDA BENGALURU
iles				
OMP Admin	Nodal District/SNA *	NDA RENGALURU URBA	N V	
Return Date IFSC Code	Bank Name	A/C Number UT	R Number Rema	rk Action
				Add Admin Expense Fund
Attach File(s) [Max: 1 Attacht Type: PDF]	nent of 10 MB] [Allowed			
Attach File(s) [Max: 1 Attach Type: PDF]	nent of 10 MB] [Allowed			
ies and Authorities under me have closed		ie.		
	Submit			
	MP @Admin MP @Admin Return Date. IFSC Code	Ites Nodal District/SNA * Return Date 1FSC Code Bank Name @	Ites Nodel District/SNA * NDA BENGALURU URBA Return Date IFSC Code Bank Name A/C Number UI C Attach Ele(s) [Max: 1 Attachment of 10 MB] [Allowed Type: FOF] C Attach Ele(s) [Max: 1 Attachment of 10 MB] [Allowed Type: FOF] [Max: 1 Attachment of 10 MB] [Allowed wes and Authorities under me have closed all the accounts and returned the funds to me.	Control of the second of the second of the second of the funds to me. Control of the second of the second of the funds to me.

2. Once the NDA user selects the Admin (Radio Button), they need to click on ADD ADMIN EXPENSE FUND for adding mandatory details.

e Inbox	Dashboard	My Module	PIS .					
e meen	o usino voiru	and a state of the second						
turn Fund	Details							
		Return for *	OMP Admin		Nodal District/SNA *	NDA BENGALURU U	RBAN 🗸	
dmin Exp	ense Fund							
Ап	nount	Amount Re	eturn Date	IFSC Code	Bank Name A	/C Number	UTR Number	Remark Action
								Add Admin Expense Fund
-	Bank Closure (Certificate	Attach File(s Type: PDF]	Max: 1 Attachment of 10	MB] [Allowed			
IDA/NDA	SNA Closure	Certificate *	Attach File() Type: PDF]	Max: 1 Attachment of 10	MB] [Allowed			
01	nereby certify th	at all the Agencie	s and Authorities unde	me have closed all the acc	ounts and returned the funds to me			
					Submit			

Screen 178: Manage Return Fund Page

3. Once the NDA users click on **ADD ADMIN EXPENSE FUND** button, they will find the form in which user have to enter the Amount, account, and bank details of NDA Account. Also, they will add the return date and UTR number (Bank transaction ID/Number).

Return Fund Details	My Modules	Return Fund Details		×	
	Return for • OMP @Admin	Amount * 65000	Amount Return Date * 17-Mar-2023		
		IFSC Code *	Bank Name *		
Admin Expense Fund		SBIN0006375	STATE BANK OF INDIA		
Amount	Amount Return Date	A/C Number *	UTR Number *	Remark	Action
		78654321987900	23451		dd Admin Expense Fund
		Remark			ud Admin Expense Fund
Bank Closure	Certificate * Ø Attach File Type: PDF)				
IDA/NDA/SNA Closure	Certificate * Zertificate * Type: PDF]		ОК		

Screen 179: Manage Return Fund Page

4. After submitting the required details all the details will be visible in the Development Fund grid as shown below.

-	MPLADS - SA मेरा सांसद-मेरा क्षेत्रीय विकास	KSHI Home Form	t Size Settings Pas	ssword Management Logour	t			een Jha
Manage	e Inbox Dashboard	Ny Modules						
Y		Return for • OMP ®A	dmin	Nodal District/s	NDA BENGALU	RU URBAN 🗸		
	dmin Expense Fund							
E AC								
	Amount 65000	Amount Return Date 17-Mar-2023	IFSC Code SBIN0006375	Bank Name STATE BANK OF INDIA	A/C Number 78554321987900	UTR Number 23451	Remark	Action
	65000	17-Mar-2023	SBIN0006375	STATE BANK OF INDIA	78054321987900	23451		U
							Add A	Imin Expense Fund
	Bank Closure	Certificate * 🖉 Attac Attachmer	th File(s) [Max: 1 Attachmen nt of 25.08 KB] [Allowed Type	t of 10 MB, Used: 1 a: PDF]				
		Bank Clos	sure Certificate.odf 💥		$\langle \rangle$			
	IDA/NDA/SNA Closure	Certificate * 2 Attac Attachmen	th File(s) [Max: 1 Attachmen nt of 25.08 KB] [Allowed Type	t of 10 MB, Used: 1 a: PDF]				
		IDA NDA I	Closure Certificate.pdf 🔀		decla	ration checkbox	ĸ	
	I hereby certify the second	at all the Agencies and Authoritie	es under me have closed all t	the accounts and returned the fun				
				Sub	mit			
02023 TA	TA Consultancy Services Limited							tos DigiGOV

Screen 180: Manage Return Fund Page

- 5. User will have to Attach the mandatory certificates like Bank Closure and IDA/NDA Closure. The file size should be not more than 10MB and file type should be in Pdf.
- 6. After attaching all the certificates, the user needs to click on the <u>declaration checkbox</u>, then click on submit button.
- 7. When the user submits all the details, they will get the message to proceed further. Once the user clicks on the YES option, all the details will be submitted successfully.

3. Calamity Recommendation Details

This Facility enables IDA user to manage the Calamity funds recommended by the concerned Hon'ble MPs. The Calamity Funds recommended by Hon'ble MP can be:

- State Calamity Fund
- National Calamity Fund

Node Path: HOME Page → MY MODULES → CALAMITY RECOMMENDATION DETAILS



1. When the NDA user clicks on **Calamity Recommendation Details**, the following screen containing all the MP recommendations is shown.

,	This page co	ontains all t	the requests (both state ar	nd National (Calamity)	

	ommendation Details						
Recommen							
	Ē	1					
			Searc	ch Reset			
tal Records 1 Checkbox		Letter No	Raised By	Calamity Name	Recommendation Date	Consented Amount \$	Status
	1	LN/MP057/2022-2023/5	Sanjay Shamrao Dhotre (17th LS)	Maharashtra Flood 2021	23-03-2023	25000	Approved
	2	LN/MP05//2022-2023/8	Sanjay Shamrao Dhotre (1/th LS)	Maharashtra Flood 2021	24-03-2023	19000	Approved
	3	LN/MP057/2022-2023/2	Sanjay Shamrao Dhotre (17th LS)	Maharashtra Flood 2021	22-03-2023	55000	Approved
	4	LN/MP057/2022-2023/17	Sanjay Shamrao Dhotre (17th LS)	Earthquake	27-03-2023	250000	Approved
	5	LN/MP057/2022-2023/29	Sanjay Shamrao Dhotre (17th LS)	Earthquake	29-03-2023	55000	Approved
	6	LN/MP057/2023-2024/43	Sanjay Shamrao Dhotre (17th LS)	H3N3 Flu	10-04-2023	108000	Approved
	7	LN/MP057/2022-2023/33	Sanjay Shamrao Dhotre (17th LS)	Maharashtra Flood 2021	29-03-2023	12500.78	Pending
0	8	LN/MP057/2022-2023/35	Sanjay Shamrao Dhotre (1/th LS)	Maharashtra Flood 2021	31-03-2023	22222	Pending
	9	LN/MP057/2022-2023/36	Sanjay Shamrao Dhotre (17th LS)	Earthquake	31-03-2023	500000	Pending
	10	LN/MP057/2022-2023/23	Sanjay Shamrao Dhotre (17th LS)	Floods and flu	27-03-2023	95000	Pending
8 4 1	/2 > >						[1-10/1
			Appro	ve Reject			
			(Applo				

 The NDA User can then select the record containing the desired Letter to be approved. Note: The user can only select the Record, whose status is pending. After selecting the Record/records, the user can click on Approve / Reject button. The procedure for approval and rejection are the same.

Recommendatio							
	(i)						
			Searc	h Reset			
otal Records 14							
Checkbox *		Letter No	* Raised By *	Calamity Name 🔶	Recommendation Date * 23-03-2023		* Status
	1	LN/MP057/2022-2023/5	Sanjay Shamrao Dhotre (17th LS)	Maharashtra Flood 2021	23-03-2023	25000	Approved
	2	LN/MP057/2022-2023/8	Sanjay Shamrao Dhotre (17th LS)	Maharashtra Flood 2021 Maharashtra Flood 2021	24-03-2023	19000	Approved
			Sanjay Shamran Dhotre (17th I S)				Approved
	4	LN/MP057/2022-2023/17 LN/MP057/2022-2023/29	Sanjay Shamrao Dhotre (17th LS)	Earthquake	27-03-2023 29-03-2023	250000	Approved
			Sanjay Shamrao Dhotre (17th LS)	Earthquake			Approved
	6	LN/MP057/2022-2023/33 LN/MP057/2022-2023/35	Sanjay Shamrao Dhotre (17th LS)	Maharashtra Flood 2021	29-03-2023	12500.78 22222	Pending
	8	LN/MP057/2022-2023/35	Sanjay Shamrao Dhotre (17th LS)	Maharashtra Flood 2021 Earthquake	31-03-2023 31-03-2023	500000	Pending
	9	LN/MP057/2022-2023/36	Sanjay Shamrao Dhotre (17th LS)	H3N3 Flu	10-04-2023	108000	Pending
-			Sanjay Shamrao Dhotre (17th LS)				Pending
0	10	LN/MP057/2022-2023/23	Sanjay Shamrao Dhotre (17th LS)	Floods and flu	27-03-2023	95000	Pending
	/ 2 🕨 🔳						[1-10

 After clicking on Approve Button, A pop-up dialogue box appears as shown below. It has a remark section and submit button. The same dialogue box appears for Rejection option.

	ndation Details						
Recommendation							
	Ē						
				Search Reset			
					×		
tal Records 14			Enter Remarks For App	roval/Rejection			
Checkbox =	Sr.No. =	Letter No	The amo	unt provided is	Recommendation Date =	Consented Amount	Status
	1	LN/MP057/2022-2023/5	Remarks sufficien		23-03-2023	25000	Approved
		LN/MP057/2022-2023/8	Approve		24-03-2023	19000	Approved
	3	LN/MP057/2022-2023/2		<i>22</i>	22-03-2023	55000	Approved
	4	LN/MP057/2022-2023/17		Submit	27-03-2023 29-03-2023	250000	Approved
	5	LN/MP057/2022-2023/29					Approved
	7	LN/MP057/2022-2023/33 LN/MP057/2022-2023/35			29-03-2023 31-03-2023	12500.78 22222	Pendina Pending
	0	LN/MP057/2022-2023/36			31-03-2023	500000	Pending
	9	LN/MP057/2023-2023/36	Saniav Shamrao Dho	tre (17th LS) H3N3 Flu	10-04-2023		
					10-04-2023	108000	Pendina
					27.02.2022	05000	Dending
	10	LN/MP057/2022-2023/23	Sanjay Shamrao Dh		27-03-2023	95000	Pending [1 - 10
	21 22	LNNP0572022-2023-23	Sanjay Shamrao Dh	re (17h.5) Floods and flu Approve Reject	2743-2023	95009	
	21 22					95000	
	21 22			Approve Reject		95000	[1-10
	21 22			Approve Reject		95000	[1-10
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	21 22			Approve Reject		95000	[1-10

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al Records 14 Checkbox		Letter No	≜ Raised By ≜	Calamity Name 📫	Recommendation Date =	Consented Amount 📫	Status
		Letter No LN/MP057/2022-2023/5	Sanjay Shomen Dhates (17th LC)	Maharaahta Elaad 2004	Recommendation Date = 23-03-2023	Concented Amount = 25000	
			Sanjay Confirm	X			Approved
		LN/MP057/2022-2023/5	Sanjay Chamina Diretra (17th LC)	X	23-03-2023	25000	Approved Approved
		LN/MP057/2022-2023/5 LN/MP057/2022-2023/8	Sanjay Confirm	X	23-03-2023 24-03-2023	25000 19000	Status Approved Approved Approved Approved
		LN/MP057/2022-2023/5 LN/MP057/2022-2023/8 LN/MP057/2022-2023/2	Sanjay Confirm Sanjay Confirm Sanjay ? Do you want to approve se	Meharenkira Fland 2001	23-03-2023 24-03-2023 22-03-2023	25000 19000 55000	Approved Approved Approved
	 ≤ Sr.No. ≤ 1 2 3 4 	LN/MP057/2022-2023/5 LN/MP057/2022-2023/8 LN/MP057/2022-2023/2 LN/MP057/2022-2023/17	Sanjay Confirm Sanjay 20 Do you want to approve se Sanjay	X	23-03-2023 24-03-2023 22-03-2023 27-03-2023	25000 19000 55000 250000	Approved Approved Approved Approved
	 SriNo. ≜ 1 2 3 4 5 	LN/MP057/2022-2023/5 LN/MP057/2022-2023/8 LN/MP057/2022-2023/2 LN/MP057/2022-2023/17 LN/MP057/2022-2023/29	Sangay Shamaa Diadas (1761) Si Sanjay Sanjay Sanjay Sanjay	Meharenkira Fland 2001	23-03-2023 24-03-2023 22-03-2023 27-03-2023 29-03-2023	25000 19000 55000 250000 55000	Approved Approved Approved Approved Approved
	 SriNo. ≜ 1 2 3 4 5 	LINIMP057/2022-2023/5 LINIMP057/2022-2023/8 LINIMP057/2022-2023/2 LINIMP057/2022-2023/17 LINIMP057/2022-2023/29 LINIMP057/2022-2023/23	Sargay, Sharman, Danav, (176-1 C) Sargay Sargay Sargay Sargay Sargay Sargay Sargay Sargay Sargay	No	23-03-2023 24-03-2023 22-03-2023 27-03-2023 29-03-2023 29-03-2023	25000 19000 55000 250000 55000 12500.78	Approved Approved Approved Approved Approved Pending
	 SriNo. ≜ 1 2 3 4 5 	LNIMP057/2022-2023/5 LNIMP057/2022-2023/8 LNIMP057/2022-2023/17 LNIMP057/2022-2023/17 LNIMP057/2022-2023/29 LNIMP057/2022-2023/35	Sanjay ^{Chamasa Tanda (1776-170)} Sanjay ^C onfirm Sanjay Sanjay Sanjay Sanjay Sanjay	No Materialstate Flood 2021	23-03-2023 24-03-2023 22-03-2023 27-03-2023 29-03-2023 29-03-2023 31-03-2023	25000 19000 55000 250000 55000 12500,78 22222	Approved Approved Approved Approved Approved Pending Pending

Screen 185: dialogue box for confirmation of Approval /rejection

5. Once user clicks on Yes, the status of the record changes to Approved.

4. Out of State/Constituency – Approval/Rejection:

NDA users have the authority to Accept or Reject the Out of State/Constituency fund recommendation, which is raised by the concerned Hon'ble MP's.

Navigate to the following path to access the Out of State/Constituency:

Node Path: Home → My Modules → Out of State/Constituency Work

MPLADS - SAKSHI मेरा सोसट-मेरा क्षेत्रीय विकास	ome Font Size Settings Password M	fanagement Log	out			Mukul Shukla Admin, (NDA DEOG	HAR.SNA
	MP's Development Fund Limit	t					
	54,000,000 Total Limit	₹	39,361,232 Available Limit	₹	14,638 Distribute		₹
Mukul Shukla Admin	MP's Admin Fund Limit						
Manage Inbox	1,400,000 Total Limit	₹	1,400,000 Available Limit	₹	0 Distribute	d Limit	₹
My Modules	Total No. of Works						
	Recommended Work	3	1,670,000	-	768,70	30	-
	Sanction Work	3	MP's Calamity Consent	マ		ate/Constituency	マ
	Completed Work with UC	1					
	Abandoned/Suspended Work	0					
	On Going Works	1					
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the elies, the bife Stame Ianage Inbox Dashboard My Hodu Modules ar Return Fund Limit Allocation Management	tes Tree List Return Fund	d Management L		Work Management	R	Anil Singh Admin, (NDAAKO Out of State/Constitue	
ter etter, Atr ber Sterre Hanage Inbox Dashboard My Hodu Modules ar Return Fund Limit Allocation Management Work Management Out of State/Constituency Work Calamity Recommendation Details	ies Tree List		Management	Work Management View Development Work Recommendation	R	Admin, (NDA AKC	ency Work
An attes An John Stand Manage Inbox Dashboard Py Hodu Hodules er Return Fund Umit Allocation Management Uwork Management Out of State/Constituency Work Calamity Recommendation Details MP Work Recommendation Details MP Work Recommendation	Tree List Return Fund Calamity Recommendation	Limit Allocation 1	Management	View Development Work		Out of State/Constitut	ency Work
An sties the beta form Manage Inbox Deshiboard My Holdus Profiles Annagement Work Anagement Work Management Work Management Work Recommendation Verue Development Work Recommendation	Ites Tree List Return Fund Calamly Recommendation Details	Limit Allocation 1	Management	View Development Work		Out of State/Constitut	ency Work
An etters Art John Stans Manage Inbox Dashboard Py Houtu Modules Return Fund Umit Allocation Management Umit Allocation Management Out of State/Constituency Work Calamity Recommendation Details MP Work Recommendation Details MP Work Recommendation View Development Work Recommendation Oroanization Account Maximu	Ites Tree List Return Fund Calamity Recommendation Reports Reports Reference	Limit Allocation 1	Management	Vev Development Work Recommendation		Out of State/Constitut	socy Work
An etters An John Sense Manage Inbox Dashboard Py Hoodu / Modules rer Return Fund Limit Allocation Management Work Management Out of State/Constituency Work Calamity Recommendation Details MP Work Recommendation Organization Account Mapping Reports	Ites Tree List Return Fund Calamity Recommendation Reports Reports Reference	Limit Allocation 1	Management	Vev Development Work Recommendation		Out of State/Constitut	

1. Once the NDA user click on Manage Out of State/Constituency tile, the below screen will appear.

it of State/Cons Recommendati	stituency Recomm	nendation Details					
Recommendati	ion Date						
		1					
				Search Reset			
al Records 2							
heckbox 🗧	Sr.No. ¢	Letter No. 🗘	Raised By	Constituency \$	Recommendation Date 🗧	Total Recommended Amount	Status
	1	LN/MP055/2022-2023/10	Nishikant		22-03-2023	130000.00	Pending
	2	LN/MP055/2022-2023/2	Nishikant		10-03-2023	768768.00	Approved
				Approve Reject			

Screen 188: Out of State/Constituency page

On the Landing page, NDA user will select the Out of State/Constituency Work Details Request which is raised by the concerned Hon'ble MP and in Pending status.
 [user can select the work by clicking in the checkbox]

		My Modules	Settings Password Ma	nagement Logout		Admin, ((NDA DEOGHAR, SNA
Out of State/Con	stituency Recom	nmendation Details					
Recommendat	tion Date						
		1					
				Search	Reset		
otal Records 2	- 160		the second second			Total Recommended	
Checkbox ‡	Sr.No. ¢	Letter No. +	Raised By	¢ Constit	tuency	* Amount *	Status
	1	LN/MP055/2022-2023/10	NishikanL		22-03-2023	130000.00	Pending
(1)	2	LN/MP055/2022-2023/2	Nishikant		10-03-2023	768768.00	Approved
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3. NDA users have the authority to Approve or Reject the request but in both case NDA user have to enter the Approval/Rejection remark.

	-	ty Modules					
Recommendat	stituency Recomm	endation Details			×		
		<u>m</u>		Remarks For Approval/Rejection marks Approve			
al Records 2 Checkbox ᅌ	Sr.No. ¢	Letter No.		Submit	ation Date 🗧	Total Recommended	Status
	1	LN/MP055/2022-2023/10			-2023	130000.00	Pending
	2	LN/MP055/2022-2023/2	Nishika		10-03-2023	768768.00	Approved
		LN/MP055/2022-2023/2	Nishika	Approve Reject	10-03-2023	768768.00	Approved
		LNMP055/2022-2023/2	Nishika		10-03-2023	768768.00	Approved



4. Once the NDA user enters the Remark, Click on Submit button.

MPLADS - SAKSHI मेरा सांसङमेरा क्षेत्रीय विकास Home Font Size S	ettings Password Management Logout	Mukul Shukla Admin, (NDA DEOGHAR, SNA *
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Out of State/Constituency Recommendation Details W Recommendation Date		
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1 LNMP055/2022-2023/10	Do you want to approve selected records?	-03-2023 130000.00 Pending
2 <u>LN/MP955/2022-2023/2</u>	Nis Yes No	-03-2023 768768.00 Approved
G2022 TATA, Consultancy Services Linded		τος διώς ΕΟΥ
	Screen 191: Confirmation Box	
	116	

5. After Clicking on the Submit button, a Confirmation Alert Box will appear. If the NDA User clicks on the Yes button the Calamity Consent request is accepted by the NDA.

Search Reset Search Reset Search Reset Indation Date : Total Recommended : Status Annount : Status Colspan="2">Colspan="2"Colspan="2">Colspan="2"C	Recommendat	nstituency Recomm tion Date	v Modules					
Success Success Total Recommended Amount Status 1 Lister No. + Recrds Approved Successfully. 203-2023 130000.00 Pending 2 Lister/DSP022/2022 No 203-2023 130000.00 Pending								
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OK		2	LN/MP055/2022-2023/2	Nis		0-03-2023	768768.00	Approved
					OK			

Screen 192: Success Message

6. Once the NDA user accept the request, the Calamity Consent request status is changed from Pending to Approved.

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	stituency Recom	nendation Details						
Recommendat	tion Date							
					Search Reset			
al Records 2 Checkbox ¢	Sr.No. +	Letter No.	* Raised By	¢	Constituency ‡	Recommendation Date +	Total Recommended +	Status
	1	LN/MP055/2022-2023/10	Nishikant			22-03-2023	130000.00	Approved
	2	LN/MP055/2022-2023/2	Nishikant			10-03-2023	768768.00	Approved
					Approve Reject			
S TATA Consultances S								× ۱۵۵۵

5. Limit Allocation Management:

NDA users have the authority to manage activity wise limit allocation. Navigate to the following path to access the Limit Allocation Management:

Node Path: Home → My Modules → Limit Allocation Management

1. NDA users has to click on "Limit Allocation Management"

मेरा संसद-मेरा क्षेत्रीय विकास ige Inbox Dashboard My Mode		it Size Quick Links Settings Pi	assword Manager	ment Logout		Admin, (NDA AKOLA, SN	A Maharashtr
ee List							
Return Fund	R	Limit Allocation Management	R	Work Management	R	Out of State/Constituency Work	R
Calamity Recommendation Details	R	MP Work Recommendation	R	View Development Work Recommendation	R	Organization Account Mapping	R
Reports	R						
Reports	•						
							tcs Digi

Screen 194: Limit Allocation Management

2. Now NDA users has to click on "Manage Activity wise Limit Allocation" to proceed further.

😰 मरा सासद-मरा क्षेत्राय विकास	Links Settings Password Management Logout	Anil Singh Admin, (NDA AKOLA, SNA Maharashtr
nage Inbox Dashboard My Modules		
free List		
Manage Activity Wise Limit Allocation		R
	Back	
23 TATA Consultancy Services Limited		need to tos Digit

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lanage Activity Wise Limit Allocation					
Financial Year *	Scheme	Entity/DDO			
2023-2024 🗸	Please Select 🗸 🗸	NDA AKOLA	~		
		Search Reset			
tal Records 1					
	icheme +	Activity +	Allocated Limit	\$	Action
1 Member of Parliament Loc	al Area Development Scheme O - Administrative Expense	ses		20000.00	0
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Screen 195: Manage Activity wise Limit Allocation

3. NDA users can see all previous allocated limits and also NDA users can Allocate new limit or modify limit.

			×
Allocate Activity Wise Limit			
Financial Year *	Scheme *	Entity/DDO *	
2023-2024 🗸	Please Select 🗸 🗸	NDA AKOLA 🗸	
	Se	earch Reset	
	_		
Total Limit	Distributed Limit	Available Limit	
0.00	0.00	0.00	
Total Records			
Sr.No.	Scheme \$	Activity ÷	Allocate Limit \$
No Record Found			
	_		
	S	Save Close	

Screen 196: Manage Activity Wise Limit Allocation page

4. For New Limit Allocation NDA users has to click on Allocate limit.

Financial Year	Scheme *		Entity/DDO *			
2023-2024	Please Select	~	NDA AKOLA	~		
		S	earch Reset			
Total Limit	Distributed Limit		Available Limit			
0.0	DO	0.00		0.00		
al Records Sr.No.	Scheme	•	Activity	\$	Allocate Limit	
Record Found						
			Class			
			Save Close			
		E	Save Close			
			Save Close			

Screen 197: Modify/ Allocate Limit screen

5. NDA users has to select Scheme name from dropdown.

6. Reports:

NDA users has the access to see the Reports of vendors.

Navigate to the following path to access the Reports: -

Node Path: Home → My Modules → Limit Allocation Reports

1. NDA users has to click on "Reports"

MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	Home Font	Size Favourites Password Mani	agement Log	out		Anil Singh Admin, (NDA AKOLA, SN	NA Maharasi
nage Inbox Dashboard My Mode	lutes						
Tree List	_		_		_		
Return Fund	R	Limit Allocation Management	R	Work Management	R	Out of State/Constituency Work	
Calamity Recommendation Details	R	MP Work Recommendation	R	View Development Work Recommendation	R	Organization Account Mapping	
Reports	R						
10 TATA Channel Ramona Familian (Junit)							Prosend By
23 TATA Consultancy Services Limited		Screen 108.		lules Page (Repo	rts)		tcs Di
		Screen 176. 1	viy 10100	iules i age (Repo	115)		
2. Now NDA user	has to a	click on "Vendor	Manage	ment "			
MPLADS - SAKSHI	2	click on "Vendor	-	15		Anil Singh Admin, (NDA AKOLA, SNA	Maharashti
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3. NDA users has to select Vendor type, district and fill the details of vendor unique id, vendor name, bank account number, status for generate the Reports.

		ly Modules										
						Vendor Deta	ils					
vendor Type*		Perso	nal	~			District	1	SATNA	~		
/endor Unique	Id	1234	56				Vendor Name]	ab construction			
Bank Account N	lumber	0542	01871 <mark>4</mark> 66				Status		Validated	~		
vote: Paramete	ers marked with a 🐄 a	re mandatory										
Select column	s to be displayed in t	the report Se										
Sr. No.	Vendor Name	Vendor Type	Vendor Unique	District	Bank Name	SC Code	Bank Account Number	Name as Bank	per Status	Reject Reason	Creation Date	DDO Name
					Gener	ate Report	Reset					

IDA User Role Responsibilities & Process Flow

IDA 1. IDA RETURN FUND:

This Facility enables IDA user to manage fund requests: **Node Path:** HOME Page \rightarrow MY MODULES \rightarrow RETURN FUNDS The return of Funds can be done anytime, as per the directions of the Ministry.

MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	Home Font Size Settings Password I	Management Lo	ogout		Varun Gupta Admin, (IDA BENGALU	RU URBAN,ND
	Admin Fund Limit					
	O Total Limit	₹	0 Available Limit	₹	0 Distributed Limit	₹
Varun Gupta	Total No. of Works					
Admin	Recommended Work	o	No. of Registred	IA/Vendor		
Manage Inbox	Sanction Work	0	10			
My Modules	Completed Work with UC	0				
in mounds	Abandoned/Suspended Work	0				
	On Going Works	0				
52023 TATA Consultancy Services Limited					ĩ	S DigiGOV [™]
	Samoon	201. IDA	Admin Homo	Daga		<u>5</u>
	Screen 4	201: IDA	Admin Home	rage.		
1. Once the ID.	A user clicks on MY Modu	iles, the be	elow screen will a	appear.		
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MPLADS - SAKSHI Ac elec-la sole fore Manage Inbox My Modules Tree List Return Fund	A user clicks on MY Modu Back Home Favourites Password	Management	Logout		Admin, (IDA AKOLA Mah	[
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1. MANAGE RETURN FUNDS (IDA)

- 1. Once the IDA user clicks on Return Fund option from my modules. They will find the option of:
 - Inbox
 - Manage Return Fund &
 - outbox.

Node Path: MY MODULES \rightarrow RETURN FUND \rightarrow MANAGE RETURN FUND

MPLADS - SAKSHI मेरा सांसट-मेरा देवीय दिवास Home Font Size Set	ettings	Password Management Logout			Varun Gupta Admin, (IDA BENGALURU URBAN,N
Manage Inbox Dashboard My Modules					
Tree List					0
¥				-	
		Manage Return Fund	R	Outbox	R
M Inbex R					
s		Back			
					Passed by
6/2023 TATA Consultancy Services Limited	~				tcs DigiGOV"

Screen 203: Manage Return fund.

2. When IDA users click on Manage Return Fund option, IDA users will find multiple options as shown in screen below.

MPLADS - SAKSHI मेरा सांसट-मेरा क्षेत्रीय विकास	Home Font Size Settings Passv	vord Management Logout		Varun Gupta Admin, (IDA BENGALURU URBAN, N
nage Inbox Dashboard My Mod	dules			
Return Fund Details				
Nodal District/SNA	NDA BENGALURU URBAN	Implementing District * IDA	BENGALURU URBAN	
Admin Expense Fund				
Amount Amoun	t Return Date IFSC Code	Bank Name A/C Numl	er UTR Number	Remark Action
				Add Admin Expense Fund
Bank Closure Certificate *	Attach File(s) [Max. 1 Attachment of Type: PDF]	f 10 MB) (Allowed		
IDA/NDA/SNA Closure Certificate *	<u>Attach File(s)</u> [Max: 1 Attachment o Type: PDF]	f 10 MB] [Allowed		
I hereby certify that all the Age	ncies and Authorities under me have closed all the	accounts and returned the funds to me.		
23 TATA Consultancy Gervices Limited				jigov
	S	creen 204: Return	Fund	
		124		
	An eres An Seta fame nage Inbox Dashboard My Ho Return Fund Details Nodal District/SNA Admin Expense Fund Amount Rank Closure Certificate * IDA.NDA/SNA Closure Certificate *	An energy in picture Profit Pick Size Pick Size nage Inbox Dashboard My Modules Return Fund Details Nodal District/SNA * NDA BENGALURU URBAN Admin Expense Fund Amount Amount Return Date Bank Closure Certificate *	An every the give form Notifies nage Inbox Dashboard My Modules Return Fund Details Nodal District/SNA * NDA BENGALURU URBAN Implementing District * IDA Admin Expense Fund Implementing District * IDA Amount Amount Return Date IFSC Code Bank Name A/C Numb Rank Closure Certificate * Implementing District * Implementing District * IDA IDA/IDA/ISMA Closure Certificate * Implementing Implementimplementimplementimplementing Implementimplementing Implementing	Image Index Total Sub Sectings Personal magement Cupout Ander Index Dashboard My Modules Return Fund Details Implementing District * IDA BENGALURU URBAN IDA BENGALURU URBAN Implementing District * IDA BENGALURU URBAN IDA B

- 3. Select the Nodal Districts and Implementing Districts whose funds need to be returned. These are mandatory fields.
- 4. After selecting the Nodal and implementing district details, IDA Users must add the Admin Expense Fund details, for that IDA user has to click on ADD ADMIN EXPENSE FUND OPTION as shown below.

MPLADS - SAKSHI मेरा सांस्ट्र-मेरा डेरीय विज्ञास H अत्रा सांस्ट्र-मेरा डेरीय विज्ञास H Manage Inbox Dashboard My Module	iome Font Size Settings Password Management Logout	Varun Gupta Admin, (IDA BENGALURU URBAN,N*
Return Fund Details	2	
M Veterin Fund Details M Nodal District/SNA * D L L L L L L L L L L L L L L L L L L	NDA BENGALURU URBAN V Implementing District * IDA BENGALURU URBAN V	2
Admin Expense Fund		
Amount Amount Re	turn Date IFSC Code Bank Name A/C Number UTR Numbe	er Remark Action
		Add Admin Expense Fund
Bank Closure Certificate *	Attach Fale(s) [Max: 1 Attachment of 10 MB] [Allowed Type: PDF]	
IDA/NDA/SNA Closure Certificate *	Allach Flie(2) [Max: 1 Allachment of 10 MB] (Allowed Type: PDF]	
I hereby certify that all the Agencier	and Authorities under me have closed all the accounts and returned the funds to me.	
62023 TATA Consultancy Services Limited		tcs DigiGOV"
	Screen 205: Return Fund	
Amount, Amount These are the ma	r clicks on ADD ADMIN EXPENSE FUND option, IDA needs return date, IFSC code, Bank Name, Account number, UT ndatory fields for proceeding further to next steps of retu to add some remarks, he/she can, but this is a non- many	rR number. urn.

turn Fund Details	Return Fund Details	×	
Nodal District/SNA * NDA BEN	GALI Amount *	Amount Return Date *	
	and and an an an and	<u></u>	
dmin Expense Fund	IFSC Code *	Bank Name *	
	A/C Number *	UTR Number *	Remark Action
Amount Amount Return Date			
	Remark		Add Admin Expense Fun
Bank Closure Certificate *	in Eile		
Bank Closure Certificate * Z Attac Type: PD	F]	B	
IDA/NDA/SNA Closure Certificate *	th File	ОК	
IDA/NDA/SNA Closure Certificate *	n File Fi	OK	
Type: PD		_	
IDA/NDA/SNA Closure Certificate *		nd returned the funds to me.	
Type: PD		_	
Type: PD		nd returned the funds to me.	
Type: PD		nd returned the funds to me.	
I hereby certify that all the Agencies and Authorite	is under me have closed all the accounts a	nd returned the funds to me.	Too
I hereby certify that all the Agencies and Authorite	is under me have closed all the accounts a	nd returned the funds to me.	Too
I hereby certify that all the Agencies and Authorite	is under me have closed all the accounts a	nd returned the funds to me.	Tos

NA * NDA BENG	Return Fund Details		5
NA . NDA BENG			X
	45000	Amount Return Date * 17-Mar-2023	
	IFSC Code * SBIN0006395	STATE BANK OF INDIA	
unt Return Date	A/C Number * 987651086538 Remark	UTR Number * 9876d	Remark Action Add Admin Expense Fun
* Ø Attach Type: PDF]	File		
* <u>Ø Attach</u> Type: PDF]	File	ОК	
•		SBIN0006395 AIC Number * 99755106538 Remark e* <u>Attach File</u> Type: FDF]	SBIN0006395 STATE BANK OF INDIA ALC Number * UTR Number * 987651086538 9876d Remark e* Cattach Efe Type: PDF1



6. Athe details are visible in Admin Expense Fund part, IDA user can have rights to delete the details, if they find any error while entering the details.

0.0	MPLADS - SAK येरा सांसड-प्रेरा क्षेत्रीय विकास	(SHI Home Font	Size Settings Pass	word Management Logou			Varun Admin,	Gupta (IDA BENGALURU URBAN,N
Ma	nage Inbox Dashboard	My Modules						
M	Return Fund Details			File Upload	×	1		
	Nodal D	District/SNA * NDA BEN	GALURU URBAN 🗸	Specify a file located in your lo		RU URBAN 🗸		
MODULES				Upload Cancel				
5	Admin Expense Fund					j.		
	Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark	Action
	45000	17-Mar-2023	SBIN0006375	STATE BANK OF INDIA	9876554321907	987650		Û
							Add Ad	Imin Expense Fund
	Bank Closure C	ertificate * Ø Attac Type: PDF	h File(s) [Max: 1 Attachment	of 10 MB] (Allowed				
	IDA/NDA/SNA Closure C	ertificate * @ Attac Type: PDF	<u>h File(s)</u> [Max: 1 Attachment]	of 10 MB] [Allowed				
	I hereby certify the	at all the Agencies and Authoritie	s under me have closed all th	e accounts and returned the fun				
	123 TATA Consultancy Services Limited							head for tics DigiGOV [™]



- 7. Once the Admin Expense details is added then IDA user must upload the Bank, IDA/NDA closure certification documents. The size of these certificates is not more than 10MB and file type will be in Pdf form. Once the required document is uploaded successfully.
- 8. IDA User must click on the declaration checkbox. After that click on submit button then the return request has been submitted.

4	MPLADS - SAKSHI the times are site frame Home Font Size Settings Password Management Logout Varian Gupta Admin, (DA BENGALURU URBAN,	
M M Y	anage Inbox Dashboard My Modules	1
YMODULES	Nodal District/SNA * NDA BENGALURU URBAN V Implementing District * IDA BENGALURU URBAN V	
LES	Admin Expense Fund Amount Amount Return Date JFsc Code Bank Name A/C Number UTR Number Remark Action	
	45000 17-Mai-2023 SBIN0006375 STATE BANK OF INDIA 9876554321907 987650 Add Admin Expense Fund	
	Bank Closure Certificate * Attachment of 25.06 KB) [Aloued Type POF] Bank Closure Certificate of \$	
	IDA/NDA/SNA Closure Certificate *	
	I hereby certify that all the Agencies and Authorities under me have closed all the accounts and returned the funds to me. Submit	
	anality DD23 XXA Consultancy Services Linked LCS Dig/GOV	v
	Screen 208: Return Fund	
C		
Ζ.	OUTBOX (IDA)	
	1. Once the request is submitted, The IDA user can check the file details in OUTBOX.	
	Node Path: MY MODULES \rightarrow RETURN FUND \rightarrow OUTBOX	
4	MPLADS - SAKSHI Home Font Size Settings Password Management Logout Variant Gunta An eters_Art Settings Dashboard My Modules	
) M Y	Return Fund Details	
MODULES	File No. File Description Raised By Raised for Nodal District/SNA Received Date Status IDA.RetmitDA.EBN0AURUU URDAN(2022)1 IDA.Acknowledgement(Return Fund) Varun Oupta (Admin, IDA.BENGALURU URDAN) Self NDA.BENGALURU URBAN 22-Mar-2023 Pending for Approval.	
		-
	Screen 209: Return Fund in OUTBOX	·
	127	

2. Admin

The IDA users have the rights to create and manage IA users, create and configure Departments & Access Control Rights.

Navigate to the following path to access the **ADMIN Page**:

Node Path: Home \rightarrow My Modules \rightarrow **ADMIN**

	Back Home Favourit	Password Manage	ement Logout			Sandeep Singh Admin, (IDA AKC	LA Maharashtra, NDA.
	Admin Fund L	.imit	-	0	-	Rs. 0.00	-
	Total Limit		₹	Available Limit	₹	Distributed Limit	₹
Sandeep Singh Admin	Development	Work Status					
Manage Inbox	Recommende		27	No. of Registree	I IA/Vendor		
	Sanction Wor		9	21			
My Modules	Completed W		3				
Manage MP Work Recommendation (IDA)		Suspended Work	0				
- Inbox	On Going Wo	orks	3				
Files							
Intimations							
Seen (Approve/Not Approved) Files							
92923 TATA Consultancy Services Limited							tcs DigiGOV"
MPLADS - SAKSHI नेप समद-मेप क्षेत्रीय विकास Manage Inbox My Modules	Back Home Favour	ites Password Mana	igement Logour			Sandeep Singh Admin, (IDAAKOL/	Maharashtra,NDA
Troo Liet							C
		ation Management	R	Work Management	Ŗ	Manage Fund Enhancoment Approval	R
	Limit Alloca	inagement	R				
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		inapomont	R				
Return Fund	Vencor Ma			Page (ADME	N Page)		
Return Pand	Vencor Ma			s Page (ADMII	N Page)		LXD.jgGG
Return Fund	Vencor Ma			s Page (ADMII	N Page)		

When the user clicks on the ADMIN tile, the following screen/web page appears.

The **ADMIN** screen/page has 3 options:

- Admin/Employee Configuration
- Department Configuration
- > Access control

e Inbox My Modules	k Home Favourites Password Management Logout	6	Sandeep Singh Admin, (IDA AKOLA Maharasht
e List			
Department Configuration	Admin/Employee Configuration	Access control	
23 TATA Consultancy Services Limited			ĩc
	Screen 212: ADM	IIN Page	
2.1 Admin/Employee	Configuration		
.1 Admin/Employee	Configuration		
	Configuration min tile, click on Admin/Employe	e Configuration.	
After clicking on Adr Node Path: HOMEP	-	-	
After clicking on Adr	min tile, click on Admin/Employe	-	
Node Path: HOMEP CONFIGURATION	min tile, click on Admin/Employe AGE → MY MODULES → ADM	MIN → ADMIN/EMPLOYEE	tions:
After clicking on Adr Node Path: HOMEP CONFIGURATION Under <u>admin/employ</u>	min tile, click on Admin/Employe AGE \rightarrow MY MODULES \rightarrow ADM ee configuration tile, the IDA use	MIN → ADMIN/EMPLOYEE	tions:
After clicking on Adr Node Path: HOMEP CONFIGURATION	min tile, click on Admin/Employe AGE \rightarrow MY MODULES \rightarrow ADM ee configuration tile, the IDA uses hin/Employees	MIN → ADMIN/EMPLOYEE	tions:
After clicking on Adr Node Path: HOMEP CONFIGURATION Under <u>admin/employ</u> > Manage Adm > Manage Posts > Employee Po	min tile, click on Admin/Employe AGE \rightarrow MY MODULES \rightarrow ADM ee configuration tile, the IDA uses hin/Employees s st Mapping	MIN → ADMIN/EMPLOYEE	tions:
After clicking on Adr Node Path: HOMEP CONFIGURATION Under <u>admin/employ</u> > Manage Adm > Manage Posts	min tile, click on Admin/Employe AGE \rightarrow MY MODULES \rightarrow ADM ee configuration tile, the IDA uses hin/Employees s st Mapping	MIN → ADMIN/EMPLOYEE	tions:
After clicking on Adr Node Path: HOMEP CONFIGURATION Under <u>admin/employ</u> > Manage Adm > Manage Posts > Employee Po > Data Migratio	min tile, click on Admin/Employe AGE \rightarrow MY MODULES \rightarrow ADM ee configuration tile, the IDA uses hin/Employees s st Mapping on	MIN → ADMIN/EMPLOYEE	
After clicking on Adr Node Path: HOMEP CONFIGURATION Under <u>admin/employ</u> > Manage Adm > Manage Posts > Employee Po > Data Migration	min tile, click on Admin/Employe AGE \rightarrow MY MODULES \rightarrow ADM ee configuration tile, the IDA uses hin/Employees s st Mapping	MIN → ADMIN/EMPLOYEE	

MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	Back Home	Favourites Password M	anagement Logout			Sandeep Sin Admin, (IDAA	gh KOLA Maharashtra,
e Inbox My Modules							
e List							
Manage Admin/Employees	R	Manage Posts	R	Employee Post Mapping	R	Data Migration	
ATA Consultancy Services Limited							
		Seroon 213. au	imin/omplo	yee configuration	n Paga		tcsı
		5010011 215. au	innii/empio	byee configuration	n i age		
Manage Admin,	/Employee	es					
ne IDA user can			under this	Option.			
		C					
ne following opt	ions are p	resent under th	e Manage A	dmin/Employees	5:		
> New							
Update							
Activate/In	notivoto						

Node Path: HOMEPAGE \rightarrow MY MODULES \rightarrow ADMIN \rightarrow ADMIN/EMPLOYEE CONFIGURATION \rightarrow MANAGE ADMIN/EMPLOYEES

0.00		MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	Baok Home Favourites	Password Management	.ogout				Sandeep Sing Admin, (IDA A)	h KOLA Maharashtra, NDA
Ma	nage li	My Modules								
۲	New	Update Activate/Inactivate								
M V		ment > Employees								
M O D										
D U	Search	records where At least one field	✓ Contains	~	Q					
L E S										Total Records : 3
s		Employee No	Employee Full Name	¢ Birth Date		User Name / GPF No	¢	Status		Client Name 🔶
	0	3016815	Soumik Deb	02 Jan 1998		MPLADS_IA_VERIFIER_AKOLA	ACTIVE		मेरा सांसद	
	0	3016809	Shruti Choudhry	02 Jan 1998		MPLADS_IA_AKOLA	ACTIVE		मेरा सांसद	
	0	3016803	Sandeep Singh	02 Jan 1998		MPLADS_IDA_AKOLA	ACTIVE		मेरा सांसद	
	×	(1 /1) N								[1-3/3]
82	023 TATA	Consultancy Services Limited								tcs DigiGOV [™]
										usbigiGOV
			Scree	n 214: manage	e adı	min/employees	Page			
				_						
					130					

1.1 New (Create New Users)

1. To Create New user, click on the New Tab as shown Below.

MPLADS - SAKSHI	Back Home Favourites	Password Management	Logout				S Sandeep Sir	igh AKOLA Maharashtra,NDA
age Inbox My Modules								
Hes Update Activate/Inactivate								
warment > Employees								
earch records where At least one field	Contains	~	Q					
								Total Records
Employee No	2 Employee Full Name	2 Birth Data		User Name / GPF No		Status		Client Name
3016815	Soumik Deb	02 Jan 1998		MPLADS_W_VERIFIER_AKOLA	ACTIVE		मेरा सॉसद	
3016809	Shruti Choudhry	02 Jan 1998		MPLADS_JA_AKOLA	ACTIVE		मेरा सांसद	
3016303	Sandeep Singh	02 Jan 1998		MPLADS_IDA_AKOLA	ACTIVE		मेरा सांसद	
								11.2
								11.1
								(1 - 2)
								(1-2)
21 MAL Community Series 1 India								
	Screen 2	15: Manage	Admi	n/Employee pa	age (Nev	v Tab)		
	Screen 2	15: Manage	Admi	n/Employee pa	ıge (Nev	v Tab)		- (1 - 3 /

2. On Clicking the **New** Tab, an **Employee Details** Pop-up window opens up, where the user has to enter all the details.

The fields having red * are mandatory.

	Employee Details			×	
rtment ≻ Employees	Client Name *	Please Select 🗸			
h records where At	User Name / GPF No *		GPF Account Number		Total Re
Fmpl	Salutation	~	First Name *		Client Name
3016815 3016809	Middle Name		Last Name *		
3016803	Date of Birth *	1	Mobile Number*		t
	Employee Type *	Permanent ~	Email ID		
	Start Date *	19-Apr-2023	End Date		
	Attach User Image	Attach File(s) [Max: 1 Attachment of 1 [Allowed Types: PNG, JPG, JPFG]	^{IO MB]} Preview		
A Consultancy Services Limit		Save	Reset Close		ĩ
	5	Screen 215: Manage A	dmin/Employee	page (New Tab)	

. 11 *+*1. 1

New Update Activ	Employee Details			×	
partment > Employees	Client Name *	मेरा सांसद 🗸 🗸]		
arch records where At	User Name / GPF No *	Karthik_IA	GPF Account Number		Total Recor
Emp 3016815	& Salutation	Mr. 🗸	First Namo *	Karthik	Client Name
3016809	Middle Name		Last Name *	Shinde	
3016803	Date of Birth *	01-Apr-2000	Mobile Number *	9314856660	[1-
	Employee Type *	Permanent ~	Email ID	shindeIA@bharatmail.com	
	Start Date *	19-Apr-2023	End Date	21-Jul-2023	
	Attach User Image	Attach File(s) [Max: 1 Attachment [Allowed Types: PNG, JPG, JPEG]	of 10 MB] Preview		
		Save	Reset Close		

4. After filling all the details, click on the Save button.

MPLADS - : जेव सम्बद्धित क्षेत्रीय ति		me Favourites Password Ma	nagement Lo	ogout	S Sandee Admin,	p Singh (IDAAKOLA Maharashtra,NDA)
Manage Inbox My Modul	les					
	Employee Delails				×	
Y Department > Employees 0 0 0 Search records where At	Client Neme*	मेरा सांसद	~			
U Search records where At	User Name / GPF No *	Karthik_IA		GPF Account Number		Total Records
5 Empl	k Salutation	Mi.	~	First Name *	Karthik	Client Name
O 3016809	Middle Name			Last Name*	Shinde	
O 3016903	Date of Birth	01-/\01-2000		Mobile Number *	9.114856660	[1 3/3
	Employee Type *	Permanent	~	Fmail ID	shinde1A@bharatmail.com	
	Start Date *	19 Apr 2023	Ê	Lnd Date	21 Jul 2023 🛍	
	Attach Usor Imago	Attach File(s) [Max [/Nowed Types: PNG, JP	: 1 Attachment of 10 G, JPEG]	MB Preview		
			Save	Reset Close		
dial 73 Tata Consettancy Services Linu	104		_			Lisijigi.
		Scree	n 218: E	Employee Details	5	
				I		

5. On clicking Save, if all the details entered by the IDA user is proper, a success alert message will be displayed on the screen as shown below.

MPLADS - S		Favourites Password Man	agement Logout		Sandeep Singh	
मेस सांसद-मेरा क्षेत्रीय वि nage Inbox My Modul	गस १६				Admin, (IDAAKOLAM	aharashtra.NC
New Update Activ	Employee Details				×	_
epartment > Employees	Client Name *	मेरा सांसद	~			
earch records where At	User Name / GPF No *	Karthik_IA	GPF Account Number			
Empl	Salutation	Mr.	← First Name *	Karthik	Client N	Total Reco lame
) 3017126) 3016815	Middle Name		Last Name *	Shinde		
3016809	Date of Birth *	01-Apr-2000	×	9314856660		
3016803			nployee Details saved successfully.			[1-
	Employee Type *	Permanent	ОК	shindeIA@bharatmail	.com	
	Start Date *	19-Apr-2023		21-Jul-2023	<u></u>	
			Alterburgent of 40 MPI			
	Attach User Image	Attach File(s) [Max 1 [Allowed Types: PNG_JPG	1 Attachment of 10 MB] Preview			
	Attach User Image	Attach File(s) [Max: 1 [Allowed Types: PNG, JPG	3, JPEG]			
	Attach User Image	Attach File(s) [Max : [Allowed Types: PNG, JPG	Save Reset Close			
	Attach User Image	Attach File(s) [Max: [Allowed Types: PNG, JPG				
	Attach User Image	<u>Attach File(s)</u> [Max : [Allowed Types: PNG, JPG				
	Attach User Image	Attach File(s) [Max : [Allowed Types: PNG, JPG		_		
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2 DAA Cranudary Surrows Unit			Save Reset Close			tos di
100A Canadary Servert Data			Save Reset Close			tos di
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6. On cl	icking OK, the u	Screet	Save Reset Close			tos di
6. On cl	icking OK, the u	Screet	Save Reset Close			tos di
6. On cl Admi	icking OK, the u n / Employee pa	Screen Iser gets created ge.	Save Reset Close n 219: Employee Details I and it will be visible in t	he Manage		tos Di
6. On cl Admi	icking OK, the u n / Employee pa	Screen Iser gets created ge.	Save Reset Close	he Manage	user.	uran Les Di
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6. On cl Admi Note: The I	icking OK, the u in / Employee pa The Username DA user can also	Screen user gets created ge. will have MPLA o search the new	Save Reset Close n 219: Employee Details I and it will be visible in t ADS_ prefixed to the user vly created user using the	he Manage mame given by		
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6. On cl Admi Note: The I	icking OK, the u in / Employee pa The Username v DA user can also SAKSHI	Screen user gets created ge. will have MPLA o search the new	Save Reset Close n 219: Employee Details I and it will be visible in t ADS_ prefixed to the user vly created user using the	he Manage mame given by	Sandeep Singh	
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6. On cl Admi Note: The I MPLADS- Mer diss are defended Mer Note: Active diss are defended Mer Note: Active diss are defended Mer Note: Active diss are defended Mer Note: Active diss are defended Mer Note: Active diss are defended Active diss are	icking OK, the u in / Employee pa The Username v DA user can also SAKSHI Reac Home Mark Market Market Address Market Address Market Anno Address Market Address Market Anno Address Market Address Market Address Market Address Address Market Address Market Address Market Address Market Address Address Market Address Market Address Market Address Market Address Address Market Address Market Addre	Screen user gets created ge. will have MPLA o search the new e Favourtes Passwerd Na cotars	Save Reset Close In 219: Employee Details I and it will be visible in t ADS_ prefixed to the user vly created user using the vly created user using the User Name (CMF No. WEAK NAME (CMF No. WEAK NAME (CMF No. WEAK NAME (CMF No.	he Manage mame given by search option.	S Sandeep Singh Amme (DDAAROLAM Sanne (DDAAROLAM Amme (DDAAROLAM Amme (DDAAROLAM	beherastitira. N
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Screen 220: Manage Admin/Employee page

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1.2 Update (Update Existing Users)

The IDA User can update/change the details associated with an existing User ID. The Option to update the user ID is present next to <u>New option (option used to create user IDs)</u> in the same page.

To update the user,

 select the user ID and click on the Update Button/option as shown below. User also has the option to search for the desired User ID.

artmept > Employees rth records where Al least one fie	id 🖌 🖌 Contains	×	V			Total Reco
Employee No	: Employee Full Name	a Birth Data	2 User Name / GPF No		Status :	Client Name
3017120	Karthik Shinde	01 Apr 2000	MPLADS, KARTHIK, JA	ACTIVE	मेरा सांसद	
3016815	Soumik, Deb	02 Jani 1998	MPLADS_IA_VERIFIER_AKOLA	ACTIVE	मेरा सांसद	
3016809	Struti Choudhry Sandoop Singh	02 Jan 1998 02 Jan 1998	MPLADS_JA_AKOLA MPLADS_IDA_AKOLA	ACTIVE	मेरा सोमद मेरा शॉमद	
Select user ID checking radio <u>b</u>	330.0					

2. If the user Clicks on Update without selecting any record, the following Error Popup message will appear.

New	Update Activate/Inactivate					
Dopartn	ment ≻ Employees					
Search	records where At least one field	Contains	× Q			
						Total Rec
	Employee No	Employee Full Name	♠ Rirth Date	Liser Name / GPF No	.≑ Status	≏ Client Name
	3017126	Karthik Shinde	01 Apr 2000	MPLADS_KARTHIK_IA	ACTIVE	मेरा सांसद
	3016815	Soumik Deb	02 Jan 1998	MPLADS_IA_VERIFIER_AKOLA	ACTIVE	मेरा सांसद
	3016809	Shruti Choudhry	0 Alert	×	ACTIVE	मेरा सांसद
	3016803	Sandeep Singh	0 Select One Record.		ACTIVE	मेरा सांसद
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				3		(1-
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223 TATA 0	Considency Services Linked		Oł	n/Employee page		(1- (1- (1- (1-)))) (1- (1-))) (1-))) (1-))) (1-))) (1-)))) (1-)))) (1-))))) (1-))))))))))

3. On clicking the update button, we get a Pop-up window as shown below. Edit the required field/fields and click on Save button, to save the changes.

X My Modules				
Update Activi Employee Details ent > Employees			>	
Client Name *	मेरा सांसद 🗸			
User Name / GPF No *	MPLADS_KARTHIK_IA	GPF Account Number	MPLADS_KARTHIK_IA	Tot
Emple Salutation 3017126	Mr. ~	First Name *	Karthik	Client Name
3016815 Middle Name		Last Name *	Shinde	
3016803 Date of Birth *	01-Apr-2000	Mobile Number *	9314856660	
Employee Type*	Permanent	Email ID	shindeIA@bharatmail.com	-
Start Date *	19-Apr-2023	End Date	21-Jul-2023 前	
Attach User Image	Attach File(s) [Max: 1 Attachmen [Allowed Types: PNG, JPG, JPEG]	of 10 MB] Preview		
				1
		Save Close		
Services Lanited	Screen 223: User Det	ails Update Windo	ow (update)	
		_	Sande	ep Singh
MPLADS - SAKSHI Аң міна, Ан дейн Герни	Screen 223: User Det	ails Update Windo	Sande	ep Singh (IDA AKOLA Mahai
MPLADS - SAKSHI Back He Ara tetera, Ahra John Tetera My Modulates		_	Sande Admin.	, (IDA AKOLA Mahai
MPLADS - SAKSHI Back Ho ato utina dota latena My Muculica Updale Activi Employee Details	me Favourites Password Management	Logout	Sande	, (IDA AKOLA Mahai
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MPLADS - SAKSHI Back He ito status drift form My Misculates Update Activi Employee Details int > Employee Client Name *	me Favourites Password Management	Logout	Sande Admin.	(IDA AKOLA Mahar
MPLADS - SAKSHI Back Ho Aru sines An odhi formu x My Moculars Update Activ Employee Details mt > Employee	me Pavourites Password Management মিহা মানৱ ~	Logout GPF Account Number	Sando	(IDA AKOLA Mahar
MPLADS - SAKSHI Att uter, Ant gehn form Back Ho My Modules Idea Khr Employee Details Idea Khr Employee Details Mr Sender Karl Client Name * User Name / GPF No * Salutation Mrt/26 Middle Name	me Favourites Password Management मिरा सांसद ~ MPLADS_KARTHIK_IA	Logout GPF Account Number	S Sande Admin MPLADS_KARTHIK_JA	(IDA AKOLA Mahar
MPLADS - SAKSHI Back Ho Are transfarte dafter former Back Ho X My Micclulers Int > Employee Details both > Employees Clent Name * coords where Ari User Name / GPF No * Salutation Salutation	me Favourites Password Management मिरा सांसद ~ MPLADS_KARTHIK_IA	Logout GPF Account Number First Name * Last Name *	MPLADS_KARTHEK_IA Karthik	(IDA AKOLA Mahar
MPLADS - SAKSHI Back Me An vinc, An gehn flemu Mey Mountles Updat Activ Employee coords where At Employee Client Name * User Name / GPF No * Salutation Middle Name Date of Birth *	me Favourites Password Management मेरा संसद MPLADS_KARTHIK_IA Mr.	Logeut GPF Account Number First Name * Last Name * Mobile Number *	S Sande Admin MPLADS_KARTHIK_IA Karthik Rao	(IDA AKOLA Mahar
MPLADS - SAKSHI An uins An defin ferm May Modules Updat Active Employee Dotails ant - Semployee Dotails Client Name * User Name / GPF No * Salutation Middle Name Date of Birth *	me Pavourites Password Management मिरा सांसद ~ MPLADS_KARTHIK_IA Mr. ~ 01-Apr-2000 व्य	Legeut GPF Account Number Frist Name * Last Name * Mobile Number * Email ID	MPLADS_KARTHIK_IA Karthik Rao 9314856660	(IDA AKOLA Mahar
MPLADS - SAKSHI Back He Att state, Arto gehn form Mark He My Modules Image: Arto Complexe Details Image: Arto Complexe Details Int > Employee Client Name * User Name / GPF No * Salutation 100168035 Middle Name 10168033 Image: Arto Complexe Details	me Pavourites Password Management मिरा संसद MPLADS_KARTHUK_IA Mr. ~ 01-Apr-2000 व्य Permanent ~	Legeut GPF Account Number First Name * Last Name * Last Name * Email ID Email ID End Date	MPLADS_KARTHEK_IA MPLADS_KARTHEK_IA Karthik Rao 9314856660 shindeIA@lcs.com	(IDA AKOLA Maha
MPLADS - SAKSHI Rot errer, Ant officit förer Back He In der deficit förer Back He In der deficit förer Client Name * Client Name * Update Activit Employee Obtails Control of the state Client Name * Salutation 007126 Middle Name Date of Birth * 0066803 I 1 Employee Type * 3tant Date * Stant Date * Stant Date *	me Favourites Password Management Retiling ↓ MPLADS_KARTHIK_IA Mr. ↓ 01-Apr-2000 @ Permanent ↓ 19-Apr-2023 @ Attach Eleigs Max 1 Attachmen (Allowed Types PNS, JPC, JPES)	Logout GPF Account Number First Name * Last Name * Last Name * Last Name * Email ID Email ID Email ID End Date of 10 MB Preview	MPLADS_KARTHEK_IA MPLADS_KARTHEK_IA Karthik Rao 9314856660 shindeIA@lcs.com	(IDA AKOLA Mahar
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4. On Clicking Save, a Popup message appears to notify the users that details have been updated Successfully.

MPLADS - S मेरा सांसद-मेरा क्षेत्रीय कि	PIE Dack N	lome Favourites	Password Management Lo	gout		Sandeep Singh Admin, (IDA AKOLA N	Maharashtra,NDA
Manage Inbox My Module New Update Active	Employee Details			_		×`	_
M Y Department > Employees M	Client Name *	मेरा सांस	द ∨				
D Search records where At	User Name / GPF No *		s_karthik_la	GPF Account Number	MPLADS_KARTHIK_IA		
E S Emple	Salutation	Mr.	~	First Name *	Karthik	Client	Total Records : 4 Name
 3017126 3016815 	Middle Name			Last Name *	Rao		
 3016809 3016803 	Date of Birth *	01-Apr-	2000 Success	×	9314856660		
	Employee Type *	Perman			shindeIA@tcs.com		[1-4/4]
	Start Date *	19-Apr-		ОК	21-Jul-2023		
	Attach User Image		ch File(s) [Max: 1 Attachment of 10 Types: PNG, JPG, JPEG]	MB] Preview			
			Save				
02023 TATA Consultancy Services Limite	đ						°* tcs:DigiGOV [™]
		Sc	reen 225: Suc	cess Popup message	è		
5. On cl	icking Ok, the	details are	updated succe	ssfully and is visible	in the page.		
MPLADS - S मेरा सांसद-मेरा क्षेत्रीय कि		Iome Favourites	Password Management Lo	gout		Sandeep Singh	
मेरा सांसद-मेरा क्षेत्रीय कि Manage InDox My Module	हास					Admin, (IDA AKOLA N	Maharashtra,NDA
New Update Activ	ate/inactivate						
Y Department > Employees							
D Search records where At	least one field 🗸 🗸	Contains	~	Q			Total Records : 4
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 3016809 3016803 	Shruti Cho Sandeep S	N 12	02 Jan 1998 02 Jan 1998	MPLADS_IA_AKOLA MPLADS_IDA_AKOLA	ACTIVE ACTIVE	मेरा सांसद मेरा सांसद	
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02023 TATA Consultancy Services Limite	4						tcsDigiGOV [™]
		Screer	n 226: Manage	Admin/Employee	page		
	<i>(</i>						
1.3 Activate/	Deactivate the	users.					
4. The u	ser can activat	te/ deactiva	ate a user. bv fi	rst selecting the user	and then clic	king on the	
	ate/Inactivate					0	
			сости пели ю ин	e update button.			
		e outton pr		e update button.			
		, outton pr		e update button.			

age Inbox My Modules	61					
new Update Activate/Inactivate spartment > Employees	2					
earch records where At least one fie	eld V Contains	~ [Q			
						Total
Employee No	Employee Full Name	÷ Birth Dat	te :	User Name / CPF No	÷ Statue	Client Name
) 3017126	Karthik Rao	01 Apr 2000		MPLADS_KARTHIK_IA	ACTIVE	मेरा सांसद
3016815	Soumik Deb	02 Jan 1998		MPLADS_IA_VERIFIER_AKOLA	ACTIVE	मेरा सांसद
3010809	Shruli Choudhry	02 Jan 1998		MPLADS_IA_AKOLA	ACTIVE	मेरा सांसद
3016803	Sandeep Singh	02 Jan 1998		MPLADS IDA AKOLA	ACTIVE	मेरा सांसद

6. If user was inactive, the status changes to Active and vice versa.

2. Manage Posts

Here, the IDA User can create Posts / Roles Node Path: HOMEPAGE \rightarrow MY MODULES \rightarrow ADMIN \rightarrow ADMIN/EMPLOYEE CONFIGURATION \rightarrow MANAGE POSTS

Se C	N hate inage Inbox	IPLADS - SAKSHI 1 संसद-मेरा क्षेत्रीय दिकास My Modules	Rack	Home	Favourites	Password Management	Logout			S S A	andeep Singh Imin. (IDA AKOLA Maharashtra,NDA
) M	Tree List										
Y M D U	Manage	Admin/Employees		R	Manage Posts		R	Employee Post Mapping	Ŗ	Data Migration	R
L E S											
	NP3 TATA Come	sitancy Services Limited									Powerd By
			Scree	n 22	8: Adm	nin/Employe	e Con	figuration Pag	ge (Manage	Posts)	tcsDigiGOV [™]
									0	,	

On Clicking the Manage Posts Tile, the Following screen is displayed

The user can create a new post, update existing post in the system and even deactivate a post/role

New update Activate/Inactivate					
Search records where At least one field	✓ Contains	~ C	L		
Post Name	Post Short Name			End Date	Total Recor
Checker	Checker	ACTIVE	01 Mar 2023		मेरा सांसद
O Admin	Admin	ACTIVE	01 Mar 2023		मेरा सांसद
Admin	Admin	ACTIVE	01 Mar 2023		मेरा सांसद
H < 1 /1 > H					[1-:
N23 TATA Consultancy Services Lambed		Screen 17: MAN	AGE POST Page		nuus tcsDig
2.1 New (Create New Posts)

1. To create a new Post, Click on the New button. A Post Details window opens up.

MPLADS SAK सांसद-मेरा क्षेत्रीय विकास	SHI Rack Home	Favourites Password Management	Logout		6	Sandeep Singh Admin, (IDA AKOLA Maharashtra, NL
0 IDOX My Modules			2 0			Aurini, ILAANULA manarashtra,NL
ew update Activate/inal	ctivate					
artment > Posts						
rch records where At least o	ne field V Contains	~	Q			
Post Name				art Date 💠	End Date	Total Recor Client Name
Checker Admin	Checker Admin	ACTIVE	01 Mar 2023 01 Mar 2023			मेरा सांसद मेरा सांसद
Admin	Admin	ACTIVE	01 Mar 2023			मेरा सांसद
< <u>1</u> /1 > N						[1-:
TATA Consultancy Services Limited						namentes LCAS Dire
		Screen 229: M	MANAGE PO	ST Page		
MPLADS - SA	KSHI Back Home	Favourites Password Management	t Logout		(Sandeep Singh Admin, (IDA AKOLA Maharashtra, I
age Inbox My Modules						
ew Update Activa	ost Details					×`
The second second second second second second second second second second second second second second second se	Client Name * Please Select	~	Department *	IDA AKOLA Maharashtra	QC	
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		Q	Parent Post		~	Total Rec Client Name
	Parent Post					
Checker	Department		End Date		-	
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age Inbox My Modul	रेकास	Back Home Favour	rites Password Managen	ient Logout		Sandeep Singh Admin, (IDA AKOLA Mah	harashtra.N
-	Post Details					Search Icon	_
epartment > Posts	Client Name *	मेरा सांसद	~	Department *	Q		
arch records where At I	Post Name *	Approver		Post Short Name *	APR		Total Rec
Post	Parent Post Department		Q	Parent Post	~	Client Na	
Checker Admin	Start Date *	20-Apr-2023	m	End Date	m	द	
Admin		201012020	[101]		(14)	द	
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I JALA Consultancy Services Limit	м						tospi
a IAIA Consultany Services Links	ĸſ		Sawaan 231:	Post Details Pag	70/2022	_	ices Dig

3. When user clicks on the search icon, a unit selection Dialogue Box Appears. The user can select the Department via mouse clicks.

	MPLADS - S		Back Home Favourites Password Management	Logout	, i	Sandeep Singh Admin, (IDA AKULA Manarashtra, NDA
IV	lanage Inbox My Module					
(3) M	New Update Activa	Post Details				X `
Y M OD	Department > Posts Search records where At le	Client Name *	मेरा संसद 🗸	Department *	م ×	
ULES	Post	Post Name * Parent Post Department		aracters to apply filter] Description	Туре	Total Records : 3 Client Name
	Checker Admin Admin Admin Admin In	Start Date *	MerLADS CHA Department MerLADS CHA Department MerLADS CHA Department MerLADS CHA Department MerLADS CHA Department MerLADS CHA Department MerLADS CHA Department MerLADS CHA Department MerLADS CHA Department MerLADS CHA Department MerLADS CHA Department MerLADS MerLADS MerLADS Mortal Character MerLADS MerLADS	MPLADS CNA Department SNA Maharashitra NDA AKOLA IDA AKOLA Maharashitra CHIEF OFFICER NAGAR PARISHAD MURTIZAPUR CHIEF OFFICER NAGAR PARISHAD PATUR CHIEF OFFICER NAGAR PARISHAD TELHARA	Head Office State Notal Agency(NSNA) Implementing Obtic/ Agency(INDA) Implementing Agency(IA) Implementing Agency(IA) Implementing Agency(IA) Implementing Agency(IA)	ξ ξ ζ [1-3/3]
			្រ	elect Cancel		
	02023 TATA Consultancy Services Limited	1				\ CCS DigiGOV [™]

Screen 232: Post Details (Department Selection)

4. The Parent Post Department field is to be selected in the same manner. Click on the Search icon next to Parent Post Department and choose the options via mouse clicks



5. The Parent Post Field (drop down field) will be populated with values only after the user selects the Parent Post Department field as shown above.

6. After the User Clicks on Save,

A dialogue box with option/ button "OK" appears

This Dialogue box confirms the creation of new Post

After the user clicks on OK, the new Post is created and can be seen in the Manage Posts Page.



2.2 Update (Update Existing Post)

The IDA user can update/change the details associated with an existing Post. The Option to update the user ID is present next to New option (option used to create user IDs) in the same page.

5. Select any Post mentioned in the list and click on the **update** Button/option as shown below. User also has the option to search for the desired user by clicking on the search button.

Activato/Invativate partment_Popts arch record a where At least one field V Contains V	MPLADS - SAK	Back Home Favour	ites Password Management	Logout		Sandeep Singh Admin, (IDA AKULA Manarashtra, ND
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		Admin	ACTIVE	01 Mar 2023		मेरा ससिद
	< < <u>1</u> /1 > >					[1-

Screen 237: Manage Posts Page(update)

6. On clicking the update button, we get a Pop-up window as shown below. Edit the required field/fields and click on Save button, to save the changes

Department > Posts	Post Details				2	×
	Client Name *	मेरा सांसद	~	Department *	COMMISSIONER MUNICIPAL CORPORATION AKOLA	
earch records where At I	Post Name *	Approver		Post Short Name *	APR	Total Record
Post	Parent Post Department	CV RAMAN (17TH LS)	9.C	Parent Post	MP1 ~	Client Name
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Admin Admin	Start Date *	20-Apr-2023	ŧ	End Date	30-Apr-2023	
	Start Date	20-Api-2025	81	Lito Date	30-Apr-2023	[1-4
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23 TATA Consultancy Services Land	8			a): Posts Detail		tes bigi

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Inbox My Modu			_			× `
tment > Posts	Client Name *	मेरा सांसद	~	Department *	COMMISSIONER MUNICIPAL CORPORATION AKOL	
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Admin	Start Date *	20-Apr-2023	Ē	End Date	30-Apr-2023	1
				Save Close		
				Save Close		
1 TA Consultancy Services Land	M	Se	creen 238(Save Close b): Posts Details	(update)	
TA Consultancy Services Lind					(update)	

Screen 239: Posts Details (updated)

20 Apr 2023

01 Mar 2023

01 Mar 2023

01 Mar 2023

30 Apr 2023

मेरा सांसद

मेरा सांसद

मेरा सांसद मेरा सांसद

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2.3 Activate/Inactivate Posts

Approve

Checker

Admin

Admin

- 1. The user can activate/ deactivate a Post, by first selecting the Post and then clicking on the **Activate/Inactivate** button present next to the update button.
- 2. On clicking the button, the status of the selected Post changes,

Post Short

ACTIVE

ACTIVE

ACTIVE

ACTIVE

APR123

Checker

Admin

Admin

3. If Post was inactive, the status changes to Active and vice versa.

3. Employee Post Mapping

Here, the IDA user maps the user IDs with the Posts / roles.

Node Path: HOMEPAGE \rightarrow MY MODULES \rightarrow ADMIN \rightarrow ADMIN/EMPLOYEE CONFIGURATION \rightarrow EMPLOYEE POST MAPPING

MPLADS - SAK भेरा सांसद-मेरा हेडीय डिकास Manage Inbox My Modules	SHI Back Home Favou	Irites Password Management	Logout			Sandeep Singh Admin: (IDA AKOLA IV	laharashira,NDA
Tree List							
M M Manage Admin/Employees	Manage I	Posts	R	Employee Post Mapping	Ņ	Data Migration	R
E S							
02023 TATA Consultancy Services Limited							tcs DigiGOV [™]
	Scree	en 240: admin/o	employ	vee configuration	page		
1 When us	er clicks on the Emp	lovee nost mann	ing tile	the following screer	annear	s	
MPLADS - SAKS মेरा सांसद-मेरा क्षेत्रीय विकास Nanana Intra Nanana Intra	SHI Back Home Favour	ites Password Management	Logout			Sandeep Singh Admin, (IDA AKOLA Ma	harashtra,NUA
मेय संसद-मेरा क्षेत्रीय दिखास Manage InDox My Modules M New Activate/Inactivate		Ites Password Management	Logout			Sandeep Singh Admin. (UA AKOLA Ma	harashtra, NUA
मेस सांसद-मेरा क्षेत्रीय विकास Manage Inbox My Modules New Activate/Inactivate M Popartment > Employee Post Ma	pping	ttas Password Management	Logout			Sandeep Singh Agriin, (IDA AKULA Ma	harashtra.NUA
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Atrimet.Amp data Storm Manage Inbox Moy Modules New Activate/Inschool Department > Employee Post Ma Search records where At least or Checker Checker Admin	pping c Fingloyee Name c Sounik Deb Shruti Choudhy	Checker 2 Admin	Q. Sta ACTIVE ACTIVE	01 Mar 2023 01 Mar 2023	4	Fod Date : Client नेस संसद नेस संसद	
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trainer.en.gdn/some Key data Key Key	spoing ne field v Contains Contains Sournk Ceb Shruit Choudhy Sanubey Sing/i	✓ I Pedgraation ± Checker Admin Admin	Q SE ACTIVE ACTIVE ACTIVE	01 Mar 2023 01 Mar 2023 01 Mar 2023	.0	Fod Date : Client नेस संसद नेस संसद	Total Records : 3 : Name _ ≏
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2. Click on new button and fill in the details

partment > Employee F	Client Name *	Please Select V	Department *	IDA AKOLA Maharashtra 🔍 C	×
arch records where At	Post *	~			Total Rec
Post N Checker	Employee *	Enter Value and Press Enter to Sei Q	Job Title *	Enter Value and Press Enter to Se Q	lotal Rec Client Name सांसद
Admin	Start Date *	20.Apr-2023	End Date	m	सांसद
Admin	S Primary Unit				सांसद
		Save	e Reset Close		

3. First select the Client Name & Department Details.

Note: The Department is the Parent department that was selected during the creation of the Post To select the department, use the search icon.

	MPLADS - S मेरा सांसद-मेरा क्षेत्रीय विव		Favourites Password Ma	anagement Logo	и		Sandeep Admin (IF	Singh DA AKOLA Maharashtra, NDA
Manage	Inbox My Module	5					Search ico	on 🛛
M Nev	v Activate/inactivate	Post Details					×	
M	rtment > Employee P	Client Name *	मेरा सांसद	~	Department *	0		
L	ch records where At I	Post *		~				Total Records : 3
s o	Post Na Checker	Employee *	Enter Value and Press Enter to Se	» Q	Job Title *	Enter Value and Press Enter to Se		Client Name ः सांसद
0	Admin Admin	Start Date *	20-Apr-2023	E	End Date			सांसद सांसद
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62023 TA	TA Consultancy Services Limited	1						tcs DigiGOV"
2		user clicks on the appropriate	he icon, the fol	lowing wi				
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MPLADS - मरा सासद-मरा श्रेतीय Memage InDux My Mod	विकास	Back Home Favourites	Password Management	Logout		Sandeep Singh Admin, (IDA AKO	DLA Maharashtra, NDA
New Activate/Inactive Department > Employee Search records where	Client Name *	मेरा सांसद Unit Selection	~	Department *		×	
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62823 TATA Consultancy Services Lie	milled	Sa	1000 2444 Un	it Selection Win	dow	-	newers CCS DigiGOV ¹¹¹

 After Selecting the Department, the options appear in the Post field. The field will contain a list of all the posts linked with the selected department.

मेरा सांसद-मेरा क्षेत्रीय विक Manage Inbox My Modules	_					Admin, (IDA AKOLA Maharashtra.ND
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4. Data Migration

This Functionality is provided for creating user IDs via bulk upload.

Here the user has to download a template and enter the details of the users accordingly.

Node Path: HOMEPAGE → MY MODULES → ADMIN → ADMIN/EMPLOYEE CONFIGURATION → Data Migration

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2.2 Department Configuration

The IDA users have the rights to create and manage Departments like IA, IDA

Navigate to the following path to access the **Department Configuration Page**: Node Path: Home \rightarrow My Modules \rightarrow ADMIN \rightarrow Department Configuration



Department Configuration page has 2 options:

- Manage Departments
- Organization Account Mapping
- 1. Manage Departments: This page is used to create new departments and also update existing ones.

Node Path: Home \rightarrow My Modules \rightarrow ADMIN \rightarrow Department Configuration \rightarrow Manage Departments

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2. To Create a new Department, click on the new tab as shown below.

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	CHIEF OFFICER NAGAR PARISHAD TELHARA	CHIEF OFFICER NAGAR PARISHAD TELHARA	Implementing Agency(IA)	IDA AKOLA Maharashtra	ACTIVE	09 Mar 2023	CHIEF OFFICER NA PARISHAD TELHAR	GAR मेरा सांसद
	EXECUTIVE ENGINEER Z P WORKS DIV AKOLA	EXECUTIVE ENGINEER Z P WORKS DIV AKOLA	Implementing Agency(IA)	IDA AKOLA Maharashtra	ACTIVE	28 Feb 2023	EXECUTIVE ENGIN P WORKS DIV AKOL	ER Z A मेरा सांसद
	IDA AKOLA Maharashtra	IDA AKOLA Maharashtra	Implementing District Agency(IDA)	NDA AKOLA	ACTIVE	28 Feb 2023	IDAAKOLA	मेरा सांसद
	< 1 /1 > ×							[1-6

Screen 255: Manage Departments Page

tcsDigiGOV[™]

 When the user clicks on the new tab, the following screen appear. Fill in the details as shown below and click on Save button. The Newly created Organization will appear in the list.

New	Update	Department Details					×`
lepart	ment > Departments	Client Name *	मेरा सांसद	~	Department Name *	Zill Office Parishad	
earch	records where ALK	Department Short Name	* ZOP		PFMS Short Name *	Zilla Parishad	Total Records
0	DepartmentNar CHIEF OFFICER N PARISHAD PATUR	Description *	example		Parent Department *	IDA AKOLA Maharashtra) 🗢 Client Name अAR मेरा सांसद
	CHIEF OFFICER N PARISHAD MURTIZ COMMISSIONER	Department Type *	Implementing Agency(IA)	×	Dise Code / PFMS . Agency Code	IA_404	AR PUR मेरा सांसद
	MUNICIPAI CORPORATION AK	State *	Maharashtra	~	District *	AKOLA 🗸	LA मेरा सांसद
	CHIEF OFFICER N. PARISHAD TELHAF EXECUTIVE ENGIN	Start Date *	20-Apr-2023	1	End Date	30-Apr-2023	अत्र मेरा सांसद
	P WORKS DIV AKC				Save Reset Close		^{ER Z} मेरा सांसद भेरा सांसद
							मरा सामद
	A Consultancy Ecryicas Limited						ruumiter CCS DigiGC

4. To update the existing department, select the department by clicking on the radio button and then click on the update tab.

When user clicks on update tab a popup window appears with the details of the selected Department. Make the changes and click on save button.

1. **Organization Account Mapping:** This page is used to map the departments with bank account number.

Node Path: Home \rightarrow My Modules \rightarrow ADMIN \rightarrow Department Configuration \rightarrow Organization Account Mapping

4	MPLADS - SAKSHI मेरा सांसद-मेरा धेनीय विकास Back	Home Favourites Password Management	Logout		Sandeep Singh Admin, (IDA AKOLA Maharashtra,NDA
	Ianage Inbox My Modules Iree List				Ċ.
Y M O D U	Manage Departments		Organization A	ccount Mapping	R
LES					
•	B2823 TATA Consultancy Services Limited		D		tcsDigiGOV [™]
		Screen 257: M	anage Depart	ments Page	
	1 When the user clic	eks on Organization Ac	count Manning	g Tile, the following screen	n annear (Which
		sting mapping details).	count Mapping	g The, the following screen	n appear, (winten
	MPLADS - SAKSHI	Homo Favouritos Password Managomo	nt Logout		Sandeep Singh Admin (IDA AKOL A Maharashtra NDA
0	से सांसद-मेरा क्षेत्रीय विकास Manage InDox My Modules	Homo Favouritos Password Managomo	nt Logout		Sandeep Singh Admin, (IDAAKOLA Maharashtra NDA
⊙ M Y	सेत संसद-मेर और दिकल Manage InDox My Modules Organization Account Mapping	Homo Favourites Password Managemo	nt Logout		Sandeep Singh Admin, (IDA AKOLA Maharashtra NDA
⊙ M Y	सेत संसद-मेर और दिकल Manage InDox My Modules Organization Account Mapping		Account Num		Sandeep Singh Admin, (IDA AKOLA Maharashitra NDA
۲	Entity/DDO Name	Account Type			Sandeep Singh Admin. (IDA AKOLA Maharashtra NDA
⊙ M Y	Totini: Revords 6 Entity/DDO Name Totini: Revords 6 Entity/DDO Name	Account Type Please Select Account Type SNA_ACCOUNT	Account Num Search Reset Account Nu 3646465636346	mber IFSC Code SBIN0000678	Action
⊙ M Y	Total Resorts 5 Entity/DDO Name Total Records 5 Entity/DDO Name Entity/DDO Name Entity/DDO Name	Account Type Please Select Account Type SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT	Account Numl Search Reset Account NL 364645503346 234742/347474 3756485738	mber IFSC Code SRIN0000678 SRIN0000678 SRIN0000678	Action क क क
⊙ M Y	Tordinization Account Mapping Tordinization Account Mapping Entity/DDO Name Entity/DDO Name Executive S Entity/DDO Name Executive Endity/DDO Name Entity/DDO Name Common Executive S Entity/DDO Name Executive Endity/DDO Name Entity/DDO Name Common Executive Endity/DDO Name Entity/DDO Name Executive Endity/EXEC 2P WORKS DIV AKOLA Common Executive Acount A	Account Type Please Select Recount Type SNA_ACCOUNT SNA_ACCOUNT	Account Numt Search Reset Account Nu Sed6465639346 2387423874294	mber IFSC Code SBIN0000678 SBIN0000678	Action
⊙ M Y	Tutist:Restrict And Statem Control Weinage intox My Modules Organization Account Mapping: Entity/DDO Name Entity/DDO Name Entity/DDO Name Executive 8 Entity/DDO Name Executive 2P WORKS DV AKOLA COMMISSIONER MI MICRO ACCIA CHIEF OFFICER NAGAR PARISHAD ELHARA CHIEF OFFICER NAGAR PARISHAD DELHARA	Account Type Please Select Recount Type SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT	Account Numt Search Reset Account Nu 3646465630346 2387423874284 3756465738 248924729843948 45353453552534	ber IFSC Code SBIN0000678 SBIN0000678 SBIN0000678 SBIN0000678	Action References References References
⊙ M Y	Tordinization Account Mapping Tordinization Account Mapping Entity/DDO Name Entity/DDO Name Executive S Entity/DDO Name Executive Endity/DDO Name Entity/DDO Name Common Executive S Entity/DDO Name Executive Endity/DDO Name Entity/DDO Name Common Executive Endity/DDO Name Entity/DDO Name Executive Endity/EXEC 2P WORKS DIV AKOLA Common Executive Acount A	Account Type Please Select Recount Type SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT	Account Numt Search Reset 20646455036346 2987429874974 3756485738 29852729843948	ber IFSC Code SBIN0000678 SBIN0000678 SBIN0000678 SBIN0000678	Action References References References
⊙ M Y	Tordinization Account Mapping Tordinization Account Mapping Entity/DDO Name Entity/DDO Name Executive S Entity/DDO Name Executive Endity/DDO Name Entity/DDO Name Common Executive S Entity/DDO Name Executive Endity/DDO Name Entity/DDO Name Common Executive Endity/DDO Name Entity/DDO Name Executive Endity/EXEC 2P WORKS DIV AKOLA Common Executive Acount A	Account Type Please Select Recount Type SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT	Account Numt Search Reset Account Nu 3646465630346 2387423874284 3756465738 248924729843948 45353453552534	ber IFSC Code SBIN0000678 SBIN0000678 SBIN0000678 SBIN0000678	Action References References References
⊙ M Y	Tordinization Account Mapping Tordinization Account Mapping Entity/DDO Name Entity/DDO Name Executive S Entity/DDO Name Executive Endity/DDO Name Entity/DDO Name Common Executive S Entity/DDO Name Executive Endity/DDO Name Entity/DDO Name Common Executive Endity/DDO Name Entity/DDO Name Executive Endity/EXEC 2P WORKS DIV AKOLA Common Executive Acount A	Account Type Please Select Recount Type SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT	Account Numt Search Reset Account Nu 3646465630346 2387423874284 3756465738 248924729843948 45353453552534	ber IFSC Code SBIN0000678 SBIN0000678 SBIN0000678 SBIN0000678	Action References References References
⊙ M Y	Territics. The shift Starm Account Network Verage intox My Modules Organization Account Mapping: Entity/DDO Name Entity/DDO Name Entity/DDO Name EXECUTIVE ENGINEER 2.P WORKS DIV AKOLA CAMERO AFRICAN AKOLA CHIEF OFFICER NAGAR PARISHAD TELHARA CHIEF OFFICER NAGAR PARISHAD DATUR CHIEF OFFICER NAGAR PARISHAD MURTIZAPUR 1	Account Type Please Select Recount Type SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT	Account Numt Search Reset Account Nu 3646465630346 2387423874284 3756465738 248924729843948 45353453552534	ber IFSC Code SBIN0000678 SBIN0000678 SBIN0000678 SBIN0000678	Action ම ම ම ම ම ම ම
⊙ M Y	Tordinization Account Mapping Tordinization Account Mapping Entity/DDO Name Entity/DDO Name Executive S Entity/DDO Name Executive Endity/DDO Name Entity/DDO Name Common Executive S Entity/DDO Name Executive Endity/DDO Name Entity/DDO Name Common Executive Endity/DDO Name Entity/DDO Name Executive Endity/EXEC 2P WORKS DIV AKOLA Common Executive Acount A	Account Type Please Select Account Type SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT	Account Numt Search Reset 2987429874974 2987429874974 3756456738 249824729843948 45353453532534	er mber IFSC Code SBIN0000678 SBIN0000678 SBIN0000678 SBIN0000678 SBIN0000678	Action References References References
⊙ M Y	Territics. The shift Starm Account Network Verage intox My Modules Organization Account Mapping: Entity/DDO Name Entity/DDO Name Entity/DDO Name EXECUTIVE ENGINEER 2.P WORKS DIV AKOLA CAMERO AFRICAN AKOLA CHIEF OFFICER NAGAR PARISHAD TELHARA CHIEF OFFICER NAGAR PARISHAD DATUR CHIEF OFFICER NAGAR PARISHAD MURTIZAPUR 1	Account Type Please Select Recount Type SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT	Account Numt Search Reset 2987429874974 2987429874974 3756456738 249824729843948 45353453532534	er mber IFSC Code SBIN0000678 SBIN0000678 SBIN0000678 SBIN0000678 SBIN0000678	Action ම ම ම ම ම ම ම
⊙ M Y	Territics. The shift Starm Account Network Verage intox My Modules Organization Account Mapping: Entity/DDO Name Entity/DDO Name Entity/DDO Name EXECUTIVE ENGINEER 2.P WORKS DIV AKOLA CAMERO AFRICAN AKOLA CHIEF OFFICER NAGAR PARISHAD TELHARA CHIEF OFFICER NAGAR PARISHAD DATUR CHIEF OFFICER NAGAR PARISHAD MURTIZAPUR 1	Account Type Please Select Account Type SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT	Account Numt Search Reset 2987429874974 2987429874974 3756456738 249824729843948 45353453532534	er mber IFSC Code SBIN0000678 SBIN0000678 SBIN0000678 SBIN0000678 SBIN0000678	Action ම ම ම ම ම ම ම

- 2. To create new mapping click on the Add button.
- 3. When the user clicks on the Add button, a "Mapping Details" popup screen appears as shown below.

MPLADS - मेरा सांसद-मेरा क्षेत्रीय दि	SAKSHI _R डेकास	ack Home Favourites	Password Managemen	t Logout	San Adr	deep Singh In, (IDA AKOLA Maharashtra,NDA
Manage Inbox My Modu	lles					
Organization Account M	a Mapping Details					×
Y Entity/DDO Name	●Normal OBulk U	pload				
M Entry/DDO Name	Entity/DDO Name *	IDA AKOLA Maharashtra	QC			
E S	Account Type *	Please Select	~	Account Number *		
Total Records 5	IFSC Code Search			Bank Name *		
Entity/ EXECUTIVE ENGINEER						Action
COMMISSIONER MUNIC						5
CHIEF OFFICER NAGAR				Save		8 5
CHIEF OFFICER NAGAR						5
K 4 1 /1 >						
						-
02023 TATA Consultancy Services Limit	lied					tos DigiGOV"
		Screen 25	9: Organiza	tion Account Mappin	ng (Normal)	

There are 2 ways to map the organization details with account number.

- Normal
- Bulk Upload

In the normal method,

All the details are filled manually one by one as shown in the above screen.

In case of Bulk upload,

- 1. First the user has to select the Account Type and then click on Generate Excel Button.
- 2. The user then has to download the Excel template by clicking on the <u>Download Excel</u> link.
- 3. Fill in the details of the users in the template and upload.

Entity/DDO Name	Mapping Details Onormal Bulk Upload					×
	Entity/DDO Name	IDA AKOLA Maharashtra	QC	Account Type		
Total Records 5			Generate	Excel		
Entit XECUTIVE ENGINEER	1Z	Downlo	ad Excel	Upload Excel *	Attach File(s) [Max: 1 Attachment of 10 MB]	Action
HIEF OFFICER NAGA	RF		Process Uploa	aded Data		
HIEF OFFICER NAGA						
	_					
13 TATA Consultancy Services Li	niled					tc/

2.3 Access control

Role Group Mapping

The IDA User can add all the employee of the same role in a common group.

Each group is configured with certain roles and rights.

By adding a user to the group, the IDA user does not have to manually set the access configuration of each employee.

Node Path: Home \rightarrow My Modules \rightarrow ADMIN \rightarrow Access control \rightarrow **Role Group Mapping**

Back Home Favourites		Sandeep Singh Admin, (IDA AKOLA Manarashtra NDA
Admin/Employee Configuration	Access control	R
		tos DigiGOV
Screen 261: Admi	n Page	
Rack Home Favourites		Sandeep Singh Admin, (IDA AKOLA Maharashtra, NDA
		A
		Present By
Screen 262: Access	control	iwente Los DigiGOV
Screen 262: Access 156	control	ov ونظر عمل
	AdminEmployee Configuration	AdminEmployee Configuration Access control

4. When the user clicks on Role Group Mapping Tile, the following screen appears.

	Role Group Mapping							
earch	At least one field	~ C	ontains	v Q				Total Records
	Role ‡	Role ID	Group Name	Group ID	Role Type		¢ Start Date ¢	H HOLLEW STREET
)	Sandeep Singh (Admin-IDA AKOLA Maharashtra)	3034039	District Admin	1538	Unit	Active	11 Apr 2023	
2	Soumik Deb (Checker- EXECUTIVE ENGINEER Z P WORKS DIV AKOLA)	3034063	Verifier Group	1533	Unit	Active	01 Mar 2023	
)	Soumik Deb (Checker- EXECUTIVE ENGINEER Z P WORKS DIV AKOLA)	3034063	Worklist Group	1526	Unit	Active	01 Mar 2023	
0	Shruti Choudhry (Admin- EXECUTIVE ENGINEER Z P WORKS DIV AKOLA)	3034051	Worklist Group	1526	Unit	Active	01 Mar 2023	
)	Shruti Choudhry (Admin- EXECUTIVE ENGINEER Z P WORKS DIV AKOLA)	3034051	IA Group	1532	Unit	Active	01 Mar 2023	
)	Sandeep Singh (Admin-IDA AKOLA Maharashtra)	3034039	Worklist Group	1526	Unit	Active	01 Mar 2023	
)	Sandeep Singh (Admin-IDA AKOLA Maharashtra)	3034039	IDA Group	1531	Unit	Active	01 Mar 2023	
•	< 1 /1 > ×							[1-7/

5. To create a new Role/ Group mapping, click on the New Tab and enter the details in the pop up window / screen that appears as shown below and click on save.

4. 0		MPLADS - S मेरा सांसद-मेरा क्षेत्रीय विव			Back Home Favor	rites				deep Singh in, (IDA AKOLA Manarashtra,NDA
М	lanage	Inbox My Module	:s							
) M	New	Update Activat	e/Inactivate							
Y .	ACL >	Role Group Mapping								
	Searci	records where AL	Role Group Mapping							×
U L E			Client Name *		गेरा सांसद	~				Total Records . 7
S	0	Role Sandeep Singh (Ad AKOLA Maharashtra	Value Type		Role	~	Group Name *	District Admin	QC	End Date \$
		Soumik Deb (Check EXECUTIVE ENGIN WORKS DIV AKOL	Role Flag Name *		Employee	~				
		Soumik Deb (Check EXECUTIVE ENGIN	Employee *		Karthik Shinde	QC				
		WORKS DIV AKOL Shruti Choudhry (Ac	Start Date *		20-Apr-2023	51	End Date	25-May-2023	11	
		EXECUTIVE ENGIN				_				
		Shruti Choudhry (Ac EXECUTIVE ENGIN				Save	Reset Close			
		WORKS DIV AKOL								_
		Sandeep Singh (Adr AKOLA Maharashtra	nin-IDA ຄ) 3	034039	Worklist Group	1526	Unit	Active	01 Mar 2023	
		Sandeep Singh (Adr AKOLA Maharashtra	nin-IDA	034039	IDA Group	1531	Unit	Active	01 Mar 2023	
	н	< 1 71 ×	8							[1-7/7]
•	92023 TA	TA Consultancy Services Limite	1							tcs DigiGOV
					Scree	n 264: Rol	e Group Map	ping(new)		

To modify an existing mapping,
 Choose the mapping to be altered from the list by clicking on the Radio Button and then click on Update.
 Alter the required fields and click on Save.

3. Manage MP Work Recommendation (IDA)

IDA users have the authority to Approve or Reject the sanction work which is recommended by the concerned Hon'ble MPs and SNA (For Calamity Work Allocation)

IDA users have to login to the FMS application using their Username and Password.

Navigate to the following path to access the Manage MP Work Recommendation:

Node Path: Home \rightarrow My Modules \rightarrow Work Management \rightarrow Manage MP Work Recommendation (IDA)

0	MPLADS - SAKSHI # मेरा सांसद-मेरा खेजीय दिकास #	Back Home Fa	vourites Password Manaqu	ement Logout			Sandeep Singh Admin, (IDA AKOL	A Maharashtra, NDA
		Admin F	und Limit					
		Rs. 0. Total Lin	00	₹	0 Available Limit	₹	Rs. 0.00 Distributed Limit	₹
	Sandeep Singh Admin	Develop	ment Work Status					
	Manage Inbox		mended Work	27	No. of Registree	d IA/Vendor		
	My Modules	Sanctio		9	21			
	Manage MP Work Recommendation (IDA)		ted Work with UC ned/Suspended Work	3				
			ng Works	3				
	Inbox							
1	Files							
ļ	1 Intimations							
4	Seen (Approve/Not Approved) Files							
								Deemst By The
62023	TATA Consultancy Services Limited					D		tcs DigiGOV [™]
			Screen	265 : IDA	A Admin Hom	e Page.		
ŝ	Real Control Control Sector March							
Se	MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	Back Home	Favourites Password	i Management	Logout		Sandeep Singh Admin, (IDA AKOLA M	aharashtra,NDA
	nage Inbox My Modules							
N Y	Tree List							
MODU	Return Fund		nit Allocation Management	R	Work Management	R	Manage Fund Enhancement Approval	R
LES	Admin	Ve	ndor Management	R				
L								
62	023 TATA Consultancy Services Limited							tcs DigiGOV
		Scree	n 266: My M	odules P	age (Work Ma	anagement)		
			•		U X	0 /		
				15	8			



1. Development Work

1. Once the IDA user clicks on Manage **MP Work Recommendation (IDA)** tile, all the MP work recommendations (Rejected, approved, pending) will be shown as below:

5	संसद-मेरा क्षेत्रीय विकास	ome Font Size Favourites	Password Management Logout			S Sandeep Sing Admin. (IDA A	(OLA Maharashtra.
ge Inbox	Dashboard My Modules						
ew MP Wo	rk Recommendation						
	e Out of State/Constituency Work indation Date	⊖Calamity Work					
otal Reco				Search	Penc	ling Status	
Sr.No.	MP Name	MP Tenure	Letter No.	Work	Recommendation Date	Recommended Work	Status
1	Sanjay	17th Lok Gablia	LN/MP057/2020-2024/50	Project for lighting of public streets and places	11-04-2020	100000 01	Action Pendin
2	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/47	Building for Government aided/un-aided educational institutions	11-04-2023	56000.00	Action Pendir
3	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/45	Construction of common shelters for cyclones, Floods and handicapped	10-04-2023	65000.00	Action Pendir
4	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/42	Tube Wells	10-04-2023	100000.00	Action Pendir
5	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/41	Procurement of hospital equipment for Govt. hospitals and dispensaries	10-04-2023	50000.00	Action Pendin
6	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/40	Water Tankers	06-04-2023	250000.00	Action Pendir
7	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/38	Piped Drinking Water Supply	06-04-2023	100000.00	Action Pendir
8	Sanjay	17th Lok Sabha	LN/MP067/2023 2024/37	Building for sports activities	01 04 2023	50000.00	Action Pendin
9	Sanjay	17th Lok Sabha	LN/MP057/2022-2023/30	Building for Government educational institution	29-03-2023	15000.00	Action Pendin
10	Sanjay	17th Lok Sabha	LN/MP057/2022-2023/27	Project of Govt. Agencies for improvement of Electricity distribution infrastructure	29-03-2023	10000.00	Approved
11	Sanjay	17th Lok Gablia	LN/MP057/2022-2023/25	Piped Drinking Water Supply	27-03-2023	56000.00	Approved
12	Sanjay	17th Lok Sabha	LN/MP057/2022-2023/20	Constraction of roads, approach roads, link roads, pathways	27-03-2023	50000.00	Approved
13	Sanjay	17th Lok Sabha	LN/MP057/2022-2023/19	Public toilets and bathrooms	27-03-2023	65000.00	Action Pendin
14	Sanjay	17th Lok Sabha	LN/MP057/2022-2023/18	Construction of Soil Testing Laboratories subject to the condition that no consumables will be allowed	27-03-2023	75000.00	Action Pendin
15	Sanjay	17th Lok Sabha	LN/MP057/2022-2023/12	Building for Government educational institution	25-03-2023	30000.00	Approved
	/ 2 F H						[1-1

Select the Work Type as Development Work

Screen 269: Manage MP Work Recommendation Page (Development Work)

2. The IDA users can only Approve or reject the Letters which have <u>Action pending</u> as their status. When the IDA users click on the Pending status Letter No., the below screen will appear

Work Type IA Wise Work Allocation ® Development Work Letter No. Recommendation Date Recommendation D LIVIMP057/2023-2024/56 11-04-2023 Work * Building for Government alded/un-aided educational institutions Work Description *	Entity/IDA IDA AKOLA Maharashtra Recommended Amount * 88000.0		
Recommendation D LNINFO72023-2024/56 11-04-2023 Work * Building for Government aided/un-aided educational Building for Government aided/un-aided educational Building for Government aided/un-aided educational	IDA ÁKOLA Maharashtra Recommended Amount	- 11	
Work * Building for Government aided/un-aided educational Building for Government aided/un-aided educational Building for Government aided/un-	Recommended Amount *		
Building for Government aided/un-aided educational Building for Government aided/un-			
Total Records 26			
Sr.No.		ork	Status
1 Sanjay Urban City * City *	Ward * ward-120	.00	Action Pendin
2 Sanjay Entity/IA		.00	Approved
3 Sanjay Please Select		.00	Approved
4 Sanjay		.00	Action Pendin
5 Sanjay Approve Reject Back		.00	Action Pendin
6 Sanjay		.00	Approved
7 Sanjay 17th Lok Sabha LNMP057/2023-2024/52 Tube Wells 8 Sanjay 17th Lok Sabha LN/MP067/2023-2024/51 Constraction of Fo	11-04-2023 hotpaths/Pedestrian ways 11-04-2023	100001.00	Approved Action Pendin

3. IDA user will select the IA from the drop-down and click on approve button

	IPLADS - SA ११ सस्रिद-मेरा क्षेत्रीय विकास		Password Management Log	out		Sandeep Singh Admin, (IDAAK)	I OLA Meharashtra
ge Inhov	My Modules						
Devek	opment Work	MP Recommended Work				×	
Recomm	nendation Date	IA Wise Work Allocation					
		Letter No. LN/MP057/2023-2024/56	Recommendation Date 11-04-2023	Entity/ID. IDAAKO	A LA Maharashtra		
		Work * Building for Government aided/un-aided educational in	Work Description *	99000 0	ended Amount *		
Sr.No.	corda 25		Building for Governm aided educational ins	ient aided/un-		rk	Status
1	Sanjay			10		0.00	Approved
2	Sanjay			Ward *		0.00	Approved
3	Sanjay	Location Type * Urban	City * Akola	ward ward-120		0.00	Action Pend
4	Sanjay					0.00	Action Pend
5	Sanjay	Entity/IA				0.00	Approved
6	Sanjay	Please Select 🗸				1.00	Approved
7	Sanjay	Please Select				0.00	Action Pend
8	Sanjay	EXECUTIVE ENGINEER Z P WORKS DIV AKOLA	Approve	e Reject Back		0.00	Action Pend
9	Sanjay	COMMISSIONER MUNICIPAL CORPORATION AKOLA	Approv	B Reject Back		0.00	Action Pend
10	Sanjay	CHIEF OFFICER NAGAR PARISHAD PATUR CHIEF OFFICER NAGAR PARISHAD TELHARA				0.00	Action Pend
11	Sanjay	CHIEF OFFICER NAGAR PARISHAD MURTIZAPUR				0.00	Action Pend
12	Sanjay					0.00	Action Pend
13	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/40	Water Tankers	06-04-2023	250000.00	Action Pend
14	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/38	Piped Drinking Water Supply	06-04-2023	100000.00	Action Pend
15	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/37	Building for sports activities	01-04-2023	50000.00	Action Pend
	1 /2						[1-1

Screen 271: MP Recommend Work Pop-up box (Entity/IA)

je Inbox	My Modules						
Develop	ment Work	MP Recommended Work				×	
Recomme	ndation Date	IA Wise Work Allocation					
		Letter No. LN/MP057/2023-2024/56	Recommendation Date 11-04-2023	Entity/II IDA AKO	DA DLA Maharashtra		
		Work *	Work Description *	Recom	mended Amount *		
Total Reco	irds 25	Building for Government aided/un aided educational institutions	Building for Government aid	ed/un-			
Sr.No.			aided educational institution	S		rk	Status
1	Sanjay			1		0.00	Approved
2	Sanjay	And a state of the		Ward *		0.00	Approved
3	Sanjay	Location Type * Urban	City * Akola	ward 12	0	0.00	Action Pendi
4	Sanjay					0.00	Action Pendi
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Screen 272 : MP Recommend Work

 Once the IDA user clicks on the Approve button, A popup appears, where the IDA must attach the work approval certificate and click on the check box for the given declaration and click on submit.



Screen 274: MP Recommend Work Popup

 After clicking on the submit button, a <u>confirmation Alert box</u> will appear. If the IDA user clicks on the Yes button, then another Popup appears where the user must enter the OTP.

OTP will be sent to the mobile number of the IDA user (i.e., the mobile number mapped/ linked to the user IDA User ID)

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Screen 276: MP Recommend Work Popup

6. Once the user enters the OTP, the letter number will appear in the MP work recommendations page With Status as Approved.

2. Out of State/Constituency Work

1. Once the IDA user clicks on Manage **MP Work Recommendation (IDA)** tile, all the MP work recommendations (Rejected, approved, pending) will be shown as below:

Select the Work Type as Out of State/Constituency Work

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2	Sanjay	17th Lok Sabha	LN/MP057/2022-2023/7	Project for lighting of public streets and places	24-03-2023	40000.00	Action Per
3	Ajay Tamta (16th Lok Sabha)	16th Lok Sabha	LN/01/2022-2023/1	Constraction of Farmers Training and Assistance Centres	23-03-2023	21000.00	Action Per
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	Screen 277: Mana	age MP Wo	ork Recommend	iation Page (Out of Stai	le/C.OHSLIL		K J

When the IDA users click on the Pending status Letter No., the below screen will appear

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3. IDA user will select the IA from the drop-down and click on approve button

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Screen 280: Manage MP Work Recommendation Page

 Once the IDA user clicks on the Approve button, A popup appears, where the IDA must attach the work approval certificate and click on the check Box for the given declaration and click on submit button.



5. After clicking on the submit button, a <u>confirmation Alert box</u> will appear.

If the IDA user clicks on the Yes button, then another Popup appears where the user must enter the OTP.

OTP will be sent to the mobile number of the IDA user (i.e., the mobile number mapped/ linked to the user IDA User ID)

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Screen 284: MP Recommend Work Popup

6. Once the user enters the OTP, the letter number will appear in the MP work recommendations page With Status as Approved.

3. Calamity Work

1. Once the IDA user clicks on Manage **MP Work Recommendation (IDA)** tile, all the MP work recommendations (Rejected, approved, pending) will be shown as below:

Select the Work Type as Calamity Work

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2 Maharashtra		LN/36/2022-2023/1	Project for lighting of public streets and places	23-03-2023	10000.00	Action Pending
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3. IDA user will select the IA from the drop-down and click on approve button



Screen 288: Manage MP Work Recommendation Page

 Once the IDA user clicks on the Approve button, A popup appears, where the IDA must attach the work approval certificate and click on the check Box for the given declaration and click on submit.



Screen 290: MP Recommend Work Popup

 After clicking on the submit button, a <u>confirmation Alert box</u> will appear. If the IDA user clicks on the Yes button, then another Popup appears where the user must enter the OTP.

OTP will be sent to the mobile number of the IDA user (i.e., the mobile number mapped/ linked to the user IDA User ID)

6. Once the user enters the OTP, the letter number will appear in the MP work recommendations page With Status as Approved.

4. Fund Enhancement

The IDA can request for Additional funds for any work recommended by the Hon'ble MP.

Suppose the fund allocated for any work/activity is not sufficient and more funds are needed, the IDA can raise a request for Fund Enhancement and mention the extra amount needed.

Navigate to the following path to access the Manage MP Work Recommendation: Node Path: Home \rightarrow My Modules \rightarrow Work Management \rightarrow Fund Enhancement

3	MPLADS - SAKSHI मेरा सांसद-मेरा देवीय दिकास	ack Home Favourites Password Management Logout	Sandeep Singh Admin, (IDAAKOLA Maharashtra.NDA
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	Sandeep Singh	Rs. 0.00 ₹ 0 Total Limit Available Limit	Rs. 0.00 Distributed Limit
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6		Screen 291: IDA Admin	
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2	- Remarks *	Attachment *		0.00 Appro
	Remains	Attach File(s) [Max: 1 Attachment of 1	0 MB]	
		Submit Back		

Screen 295: Fund Enhancement New Request

- 3. To select the work, click on the search icon next to it.
- 4. When the user clicks on the search icon, a Popup window appears where the user has to select the work and click OK



Screen 296: Fund Enhancement (Work selection)

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Total Records 2 Sr.No. 1 2 Remarks * U/WH057/2023-2024/45 - Construction of common shelters for cyclones, Floods and handicapped 0. U/Wh057/2023-2024/45 - Construction of common shelters for cyclones, Floods and handicapped 0. U/Wh057/2023-2024/47 - Building for Government alded/unvalded educational I nstitutions 0. U/Wh057/2023-2024/47 - Building for Government alded/unvalded educational I nstitutions 0. U/Wh057/2023-2024/55 - Project for lighting of public streats and places 0. U/Wh057/2023-2024/55 - Drains and gutters for public drainage 0. U/Wh057/2023-2024/55 - Drains and gutters for public drainage 0. U/Wh057/2023-2024/55 - Drains and gutters for public drainage	0 00 Rejecte 0 00 Approve

5. Once the use clicks on OK,

The details of the work get populated in the Fund Enhancement Request Page/window.

	MPLADS मेरा सांसद-मेरा क्षेत्रीय		Password Management Logout	S Sandeep Si Admin, (IDA	ngh AKOLA Maharashtra,NDA
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M Y M O	Works Enter Value and Pre	Entity/IA * IDA AKOLA Maharashtra	Works * LN/MP057/2023-2024/51 - Constra		
DULES		Recommend Work			
S		Letter No. *	Work No. *	Recommendation Date *	
	Total Records 2 St.No.	LN/MP057/2023-2024/51	NA	11-04-2023	
	1	Work *	Recommended Amount *	Additional Amount *	0.00 Rejected
	2	N.I - N.I - Constraction of Footpaths/Pedestrian ways	12000.00		0.00 Approved
		Remarks *	Attachment *		
		R.	Attach File(s) [Max: 1 Attachment of 10 MB]		
			Submit Back		
	192023 TATA Consultancy Services Li	imited			tos DigiGOV™

Screen 298: Fund Enhancement New Request

6. The IDA user will enter the extra amount needed for the work in the Additional Amount* field. The user must also enter the remarks and attach a file before submitting the request.
| MPLADS
मेरा सांसद-मेरा क्षेत्र | ीय विकास | Password Management Logout | S | Sandeep Singh
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| Total Records 2 | LN/MP057/2023-2024/51 | NA | 11-04-2023 | |
| Sr.No. | Work * | Recommended Amount | Additional Amount * | 10.00 Rejected |
| 2 | N.i - N.i - Constraction of Footpaths/Pedestrian ways | 12000.00 | 5200.00 | 10.00 Approved |
| | Remarks * | Attachment * | | |
| | Need additional amount for
Concrete Pavement Tiles | Attach File(s) [Max: 1 Attachment of 10 MB, Used:
1 Attachment of 29.01 KB] | | |
| | | Dummy_PDF_Doc.pdf 1 | | |
| | | Submit Back | | |

Screen 298: Fund Enhancement New Request

 After clicking on the submit button, a <u>confirmation Alert box</u> will appear. If the IDA user clicks on the Yes button, then another Popup appears where the user must enter the OTP.

OTP will be sent to the mobile number of the IDA user (i.e., the mobile number mapped/ linked to the user IDA User ID)

	andeep Singh atmin, (IDA AKOLA Maharashtra NDA
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Screen 299: Fund Enhancement New Request	
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	Remarks *	Attachment *		
	Need additional amount for Concrete Pavement Tiles	Attach File(s) [Max: 1 Attachment of 10 MB, Used: 1 Attachment of 29.01 KB]		
		Dummy_PDF_Doc.pdf #		
		Submit Back		
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Screen 300: Fund Enhancement New Request

8. Once the user enters the OTP and clicks on Submit, the Fund enhancement req. will appear in the Fund Enhancement page.

IA User Role Responsibilities & Process Flow



IA

1. Work Management:

IA will manage all the work related to this from this module.

Node: Homepage \rightarrow My Modules \rightarrow Work Management.

1. Click on My Modules.

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Admin	Abandoned/Suspended Work	0			
d.	On Going Works	1			
Manage Inbox					
My Modules					
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Screen 301: Homepage

2. IA user will have to click on Work Management option as shown in screen 7.

MPLADS - SAKSHI मेरा सांसड-मेरा क्षेत्रीय विकास Manage Inbox Dashboard Mage	Home Font Size Settings Password Management	Logout	Shilpi Verma Admin, (CIVIL SURGEON,IDA
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Filter • Work Management • Vendor Management	Work Management	Vendor Management	R
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	Screen 302: W	/ork Management Page.	
		177	

Home Font Size Settings Password Management Logout		S	Shilpi Verma Admin, (CIVIL SURGEO	,IDA
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Screen 303: Work Management Page.

3. In the work management option, users will find two more options like Fund-Disbursement MPLADS s and Manage Work Assignment.

1. Fund Disbursement- MPLADS

MY MODULES→ WORK MANAGEMENT→ FUND DISBURSEMENT-MPLADS

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1. When IA user wants to disburse funds to according to the work details , then user must click on Fund Disbursement option.

Fund Disbursement - MPLAD	Fund Enhancement	R	Manage Work Assignment
		Back	
TATA Consultancy Services Limited			testo Icso
11/1A Consultancy Services Limited	Screen 3	05: Fund Disbursement.	
MPLADS - SAKSHi ਜਾ ਜਾਂਬਨ ਜੇਜਾ ਮੇਰਿਹ ਰਿਸ਼ਜ਼	Iome Font Size. Settings Password Manage	- [[Shilpi Verma Admin, (CIVIL SURGEON, IDA
MPLADS - SAKSHI Arataz Ara biru Bara age Inbox Dashboard My Module	Iome Font Size. Settings Password Manage	- [[Shiloi Verna
MPLADS - SAKSHI in sing sing bing bing age Inbox Dashboard My Module	Iome Font Size. Settings Password Manage	- [[Shiloi Verna
MPLADS - SAKSHI Are strag ärb skrut Barer age Inbox Dashboard My Module und Disbursement	ome Font Size Settings Password Manage	ment Logout	Shifoi Verma Admin, (CIVIL SURGEON, IDA
MPLADS - SAKSHI An sins and sind Stam age Inbox Dashboard My Module und Disbursement Financial Year *	ome Font Size Settings Password Manage	ment Logout Type Of Payment *	Shilpi Verma Admin, (CIVIL SURGEON, IDA Type *
MPLADS - SAKSHI Ta ateszka báto Bane age Inbox Dashboard My Module und Disbursement Financial Year * Zo22-2023 V Works * Enter Value and Press Enter to Q	ome Font Size Settings Password Manage	ment Logout Type Of Payment *	Shilpi Verma Admin, (CIVIL SURGEON, IDA Type *
MPLADS - SAKSHI in erieszin öfte Barre ange Inbox Dashboard My Modulo und Disbursement Financial Yaar * 2022-2023 V Works * Enter Value and Press Enter to Q Work Details	ome Font Size Settings Password Manage 25 Entity/DDO * CTVIL SURGEON	Type Of Payment * ©Expenditure OAdvance	Shitpi Verma Admin, (CIVIL SURGEON,IDA Type * Please Select v
MPLADS - SAKSHI Ta ateszka báto Bane age Inbox Dashboard My Module und Disbursement Financial Year * Zo22-2023 V Works * Enter Value and Press Enter to Q	ome Font Size Settings Password Manage	ment Logout Type Of Payment* @Expenditure OAdvance Estimated Start Date	Shilpi Verma Admin, (CIVIL SURGEON, IDA Type • Please Select v
MPLADS - SAKSHI in einez ihn sich sich Binn age Inbox Dashboard My Misdulie und Disbursement Financial Year * 2022-2023 V Works * Enter Value and Press Enter to Q Work Title	ome Font Size Settings Password Manage	Type Of Payment *	Shilpi Verma Admin, (CIVIL SURGEON, IDA Type * Please Select v Estimated End Date
MPLADS - SAKSHI in erieszin öfte Barre ange Inbox Dashboard My Modulo und Disbursement Financial Yaar * 2022-2023 V Works * Enter Value and Press Enter to Q Work Details	ome Font Size Settings Password Manage Entity/DDO * CTVIL SURGEON Work's Description Expense Till Date	Type Of Payment *	Shilpi Verma Admin, (CIVIL SURGEON, IDA Type • Please Select v
MPLADS - SAKSHI in einez ihn sich sich Binn age Inbox Dashboard My Misdulie und Disbursement Financial Year * 2022-2023 V Works * Enter Value and Press Enter to Q Work Title	ome Font Size Settings Password Manage	Type Of Payment *	Shilpi Verma Admin, (CIVIL SURGEON, IDA Type * Please Select v Estimated End Date
MPLADS - SAKSHI Te sirez zho jdre Barer age Inbox Dashboard My Module und Disbursement Financial Year * 2022-2023 ~ Works * Enter Value and Press Enter to Q Vork Details Work Title Estimated Expense	ome Font Size Settings Password Manage E Entity/DDO * CIVIL SURGEON Work's Description Expense Till Date 0.00 Sanction Date	Type Of Payment *	Shilpi Verma Admin, (CIVIL SURGEON, IDA Type * Please Select v Estimated End Date
MPLADS - SAKSHI Te sirez zho jdre Barer age Inbox Dashboard My Module und Disbursement Financial Year * 2022-2023 ~ Works * Enter Value and Press Enter to Q Vork Details Mork Title Estimated Expense Activity	ome Font Size Settings Password Manage Entity/DDO * CTVIL SURGEON Work's Description Expense Till Date 0.00 Sanction Date 22/03/2023	Type Of Payment * * Expenditure OAdvance Estimated Start Date Expense In-Progress 0.00 Final Payment	Shilpi Verma Admin, (CIVIL SURGEON.IDA Type * Please Select.
MPLADS - SAKSHI In einz-An bit Stare age Inbox Dashboard My Middule und Disbursement Financial Year * 2022-2023 V Works * Enter Value and Press Enter to Work Details Work Tite Estimated Expense Activity Vendor Selection	ome Font Size Settings Password Manage E Entity/DDO * CIVIL SURGEON Work's Description Expense Till Date 0.00 Sanction Date	ment Logout Type Of Payment Type Of Payment Estimated Start Date Estimated Start Date Expense In-Progress 0.00 Final Payment Invoice Date	Shitpi Verma Admin, (CIVIL SURGEON.IDA Type * Please Select Estimated End Date
MPLADS - SAKSHI In the set of the Bare age Inbox Dashboard My Module fund Distursement Financial Year * 2022-2023 V Works * Enter Value and Press Enter to Q Work betails Estimated Expense Estimated Expense Activity	ome Font Size Settings Password Manage Entity/DDO * CTVIL SURGEON Work's Description Expense Till Date 0.00 Sanction Date 22/03/2023	Type Of Payment * * Expenditure OAdvance Estimated Start Date Expense In-Progress 0.00 Final Payment	Shitpi Verma Admin, (CIVIL SURGEON.IDA Type * Please Select Estimated End Date

Screen 306: Fund Disbursement.

- 2. User can enter all the required details like Work type, expenses details, vendor details and so on as shown in screen 20.
- 3. In works option user will get the dropdowns of all the assigned works. Based on the works user can select.

MPLADS - SAKSHI मेरा सांस्ट्र-मेरा क्षेत्रीय विकास age Inbox Dashboard My Module		Password Management Logout	Shilpi Verma Admin, (CIVIL SURGEON,IDA
Fund Disbursement	Select		×`
Financial Year * 2022-2023	Entity/		Search : Type * Vendor Payment
Works *		55/2022-2023/105 - Drains and gutters for public drainage 2022-2023/147 - Building for Government educational institut	tion
Work Title	Work's	OK Close	Estimated End Date
Estimated Expense	Expen		Remaining Expense
Activity	Sancti 22/03		
Vendor Selection	Invoice		Upload Invoice * <u> <u> </u><u> <u> </u><u> </u></u></u>

Screen 307: Fund Disbursement

4. After work selection, user must provide the estimate start date, end date and vendor details.

und Disbursement			
Financial Year	Entity/DDO *	Type Of Payment *	Type *
2022-2023 🗸	CIVIL SURGEON	OExpenditure	Vendor Payment
Works *			
WS/MP055/2022-2023/105 - [Q C			
fork Details			
Work Title	Work's Description	Estimated Start Date	Estimated End Date
Drains and gutters for public draina	gutter creation	16/03/2023 前	21/07/2023 前
Estimated Expense	Expense Till Date	Expense In-Progress	Remaining Expense
1000000	0.00	106000.00	9894000
Activity	Sanction Date		
Li - Drains and gutters for public d	22/03/2023	Final Payment	
Vendor Selection	Invoice No. *	Invoice Date *	Upload Invoice *
Enter Value and Press Enter to Q			Attach File(s) [Max: 1 Attachment of 10 MB]
andor Details r. No. Uendor r. No. Unique Code ≎ Vendor Name≎	Account No. • IFSC Code	Add	; Invoice ; Invoice ; Invoice Actio

Screen 308: Fund Disbursement.

age Inbox Dashboard My Modules			Admin, (CIVIL SURGEON IDA
und Disbursement	Select		×`
Financial Year *	Entity/		Search : Type *
2022-2023 🗸	CIVIL		Vendor Payment 🗸 🗸
Works *	9 3535 - Ver	ndor05 (100000005)	
WS/MP055/2022-2023/105 - [Q C			
Vork Details		OK Close	
Work Title	Work's		Estimated End Date
Drains and gutters for public draina	gutte		21/07/2023
Estimated Expense	Expen		Remaining Expense
	0.00		9894000
Activity	Sancti		
I.i - Drains and gutters for public d	22/03		
Vendor Selection	Invoice		Upload Invoice *
Enter Value and Press Enter to Q	1234		Attach File(s) [Max: 1 Attachment of 10 MB]
		Add	

Screen 309: Fund Disbursement vendor selection.

5. Once the vendor selection process is completed. Vendor details are visible on the vendor details row as shown in the screen, this will show you vendor's account number and bank details along with the deductions.

Work Details						
Work Title	Work's Description	Estimated 5	itart Date	Estimated	End Date	
Drains and gutters for public drain	gutter creation	16/03/202	13 前	21/07/20	23 前	
Estimated Expense	Expense Till Date	Expense In	Progress	Remaining	g Expense	
10000000	0.00	106000.0)	9894000		
Activity	Sanction Date					
I.i - Drains and gutters for public o	22/03/2023	Final Pag	rment			
Vendor Selection	Invoice No. *	Invoice Dat	e *	Upload In	voice *	
Q			11	Attack	File(s) [Max: 1 Attachment of 1	0 MB]
Vendor Details 5r. No. Vendor Unique Code [‡] Vendor Na	ne® Account No.	Add Code + Deductions Inve	oice Amount‡ Net Amount	Invoice No.	nvoice + Invoice Date	Action
	1000000005 SBIN0	000358 Add		12345 2*	Attachment(s) I-Mar-2023 WorkUC - Developmental	

Screen 310: Fund Disbursement vendor selection

6. IA user must add the deductions details in the deduction column of vendor details by clicking on ADD option. When the user clicks on ADD option for the details page will be visible to the user. In this user will add all the deduction amount and then click on OK button as shown in screen.

MPLADS - SAKSHI मेरा संबद सैय क्षेत्रीय विकास Home Manage Inbox Dashboard My Modules	Font Size Settings Password Management Logout	Shilpi Verma Admin, (CIVIL SURGEON,IDA
Work Details	Deductions	
Work Title	Gross Amount * 0.00	Estimated End Date
Drains and gutters for public drains Estimated Expense	□ls deduction on Base Amount	21/07/2023
10000000	Deduction Type Percent + Total Deduction	9894000
Δctivity Li - Drains and gutters for public d	LSC-Leave Salary Contribution	
Vendor Selection	EAD-EPF Admin	Upload Invoice *
Q	LabC-Laboratory Charges	Attach File(s) [Max: 1 Attachment of 10 MB]
	NPSEC-National Penaion Scheme Employer Contribution	
Vendor Details	RTAX-Revenue Tax	
Sr. No. Vendor Unique Code [‡] Vendor Name [‡]		ice a Invoice a Invoice Action
1 3535 Vendor05	Total Deduction 0.00 Net Amount 0.00	45 21-Mar-2023 VortUC - Developmental
Remarks	OK Close	
		tcs DigiGOV [™]

Screen 311: Fund Disbursement deductions

7. When user clicks on OK button all the entered details are visible on the screen to users, if user wants to delete the entered vendor details, then Action button is also provided to delete the vendor details.

	Ashboard My Modules									
ork Details										
Work Title		Work's Description		Estim	Estimated Start Date			Estimated End Date		
Drains and gu	tters for public draina	gutter creation		16/0	3/2023	節	21/0	7/2023	1	
Estimated Expe	nse	Expense Till Date		Exper	ise In-Progress		Remai	ning Expense		
10000000		0.00		1060	00.00		9894	000		
Activity		Sanction Date								
I.i - Drains an	d gutters for public d	22/03/2023	5	🗔 Fir	al Payment					
Vendor Selectio	n	Invoice No. *		Invoid	e Date *		Uploa	Invoice *		
	Q					節			IX: 1 Attachment of 1	MB]
				Add						
endor Details										
r. No. Ven Unique	lor Code [‡] Vendor Name [‡]	Account No.	IFSC Code	Deductions	Invoice Amount‡	Net Amount 🗘	Invoice +	Invoice ÷ Date	Invoice	Action
									Attachment(s)	
	35 Vendor05	100000005	SBIN0000358	Add	5000.00	5000.00	12345	21-Mar-2023	WorkUC -	-
1 35									Developmental	-
1 30									L	
1 39										

Screen 312: Fund Disbursement

8. IA User will also attach the office order letter/invoice. The size of the pdf file is not more than 10 MB. Once all the details are entered and the user wants to add some remarks for that particular work/ activity they can write that on the remarks options. It is not a mandatory part. Now the user will have to click on the submit button to submit all the details for further processing.

/ork Details						
Work Title	Work's Description	Estimated Start Date		Estimated End C	late	
Drains and gutters for public draina	gutter creation	16/03/2023	節	21/07/2023	節	
Estimated Expense	Expense Till Date	Expense In-Progress		Remaining Expe	nse	
10000000	0.00	106000.00		9894000		
Activity	Sanction Date					
I.i - Drains and gutters for public d	22/03/2023	Final Payment				
Vendor Selection	Invoice No. *	Invoice Date *		Upload Invoice *		
Q				Attach File(s	[Max: 1 Attachment of 10	MB]
		Add				
endor Details r. No. Vendor Unique Code [®] Vendor Name	Account No.	le	Net Amount 🗘	Invoice a Invoic	e 🗧 Invoice	Action
	Account No. • IFSC Cod	e	Net Amount 💲	Invoice ‡ Invoic No. Date	e + Invoice Attachment(s)	Action
	Account No. Code 100000005 SBIN00003	an an ann an	Net Amount 🔅	Invoice Invoic No. Invoic Date	Attachment(s)	Action

Screen 313: Fund Disbursement.

9. When user clicks on submit button, it will give an alert to before disbursing the funds, as shown in screen 26.

Drains and gutters for public draina	gutter creation	16/03/2023	前	21/07/2023		
Estimated Expense	Expense Till Date	Expense In-Progress	Remaining Expense			
Activity	Sanction Date					
	22/03/2023	Final Payment				
Vendor Selection	Invoice No. *	Invoice Date *		Upload Invoice *		
3535 - Vendor05 (1000000005 Q C	12345	21/02/2022	1	Attach File(s)	[Max: 1 Attachment of 1	IO MB]
endor Details		es No		Invoice . Invoice		
endor Defails •. No. Unique Code • Vendor Name•	Do you want to de	isburse funds?	iet Amount 🔹	Invoice Invoice No. Date	• Invoice	Action
	Do you want to de You want	isburse funds?		Invoice Invoice No. Date	Invoice Attachment(s)	Action
	Do you want to de You want	isburse funds?		Invoice Invoice No. Invoice Date	Attachment(s)	Action
r. No. Vendor Unique Code [§] Vendor Name [®]	Account No.	es No	let Amount 🔹	No. Date	Attachment(s)	Action
r. No. Unique Code Vendor Name [®]	Account No.	es No	let Amount 🔹	No. Date	Attachment(s)	Action
r. No. Vendor Nemse ^b Unique Code [*] Vendor Nemse ^b	Account No.	es No	let Amount 🔹	No. Date	Attachment(s)	Action
r. No. Vendor Unique Code [§] Vendor Name [®]	Account No.	es No	let Amount 🔹	No. Date	Attachment(s)	Action



1. Manage Work Assignment:

1. Once the Fund disbursement part is completed. Now users will have to click on the Manage Work Assignment option.

MY MODULES \rightarrow WORK MANAGEMENT \rightarrow MANAGE WORK ASSIGNMENT.

MPLADS - SAKSHI Home Fo	nt Size Settings Passwo	rd Management Logout		Shilpi Ve	ma CIVIL SURGEON,IDA
Manage Inbox Dashboard My Modules					
Tree List					
Fund Disbursement - MPLAD	Fund Er	hancement	R	Manage Work Assignment	R
Fund Disbursement - MPLAD		Back			
62023 TATA Consultancy Services Limited					tcs DigiGO

Screen 315: Manage Work Assignment

2. When the IA user clicks on the manage work option the screen in visible to the user in which user will find the list of all the activities.

MPLAD मेरा सांसद-मेरा	a - SARSHI Home Font Size	Settings Password Management Logout	Shilpi Verma Admin, (CIVIL SURGEON, IDA
anage Inbox Di	shboard My Modules		
List Of Works			
Financial Year	Activity	/ Nama	
		Q	
2022-2023	~	4	
		Search Reset	
Total Records 4			
Sr. No.	Work Id WS/MP055/2022-2023/105	Activity/Work Drains and gutters for public drainage	Recommended Amount
2	WS/null/2022-2023/105	Building for Government educational institution	11500
3	WE/MP055/2022 2023/163	Tube Wells	50000
4	WS/MP055/2022-2023/164	Building for Government educational institution	50000
2023 TATA Consultancy Service	in Long		ວາ _ຍ ເດີຂະນ
2023 TATA Consultancy Sarvia	ao United	Screen 316: Manage Work Assignment	tosbajo
823 TATA Consultancy Servic	as Load	Screen 316: Manage Work Assignment	tes Digite
2013 TATA Consultancy Santa	es Linded	Screen 316: Manage Work Assignment	tosonyia
2022 TATA Consultancy Sarvi	wi Urabal	Screen 316: Manage Work Assignment	τσουιμα

3. The IA user will select the activity for further processing by clicking on the work ID, when a user clicks on work ID the complete work details page is visible to them as shown in screen 29.

Financial Year	Enuly/DDO *	Work Recommendation	Туре	
2022-2023	CIVIL SURGEON	Tube Wells	Vendor Payment	~
Stage	Select Value		ttachment	
Juge	Science Vinite	Attachment(s)	tion in the second second second second second second second second second second second second second second s	
Estimation Approval		Attach File(s) [Max: 10 MB]		
Vendor Identification				
Work partially Completed				
Work Completed	Dí l			
Vendor By *	Vendor *			
Created By Me OAll		Q		
endor Details Sr. No.	Vendor Name 🗘	Bank Name	Account No.	Action
A STATUTE AND A	1 3000 8 3000 0	The second secon	1	
Activity *	Recommended Amount *			
Tube Wells	500000			
Estimated Start Date *	Estimated End Date *			
53		100 H		
Attachment				
Attach File(s) [Max: 1 Attachment of 10 MB]				

Screen 317: Work Details.

4. Now the user will select the type of payment. In these Stages are also provided. So, the user will have to provide details in each stage.

Note: Stage completion is done sequentially.

When user completes the Estimate approval part then checkbox is visible to the user which show the previous stage details is completed and user will move to next stage and provide details accordingly.

sign Work				
ork Details				
Financial Year *	Entity/DDO Work Recommendation		Туре	
2022-2023 🗸	CIVIL SURGEON	Tube Wells	Vendor Payment	~
Stage	Select Valu	e Att	tachment	
		Attachment(s)		
Estimation Approval		Attach File(s) IMax: 10 MB. Used: 402.75 KBI sstimation approval pdf 🗱		
Vendor Identification				
Work partially Completed				
Work Completed				
Vendor By *	Vendor *			
Created By Me OAll	- Circles	Q		
ndor Details Sr. No. • Vendor Unique Code • Activity * Tube Wells	Vendor Name C	Bank Name 🎄 IFSC	¢ Account No.	¢ Action
Sr. No. + Vendor Unique Code +	Recommended Amount *	Bank Name 🌜 IFSC	Account No.	¢ Action
Sr. No. ¢ Vendor Unique Code Activity * Tube Wells	Recommended Amount *	Bank Name \$ 1FSC	≎ Account No.	• Action
Sr. No. Vendor Unique Code Code	Recommended Amount *		≎ Account No.	¢ Action
Sr. No. \$ Vendor Unique Code Code Code Code Code Code Code Cod	Recommended Amount *		6 Account No.	0 Action
Sr. No. ‡ Vendor Unique Code Activity * Tube Wells Estimated Start Date * Mitachment	Recommended Amount *		a Account No.	3 Action
Sr. No. ‡ Vendor Unique Code Activity * Tube Wells Estimated Start Date * Mitachment	Recommended Amount *		≎ Account No.	e Action
Sr. No. ‡ Vendor Unique Code Activity * Tube Wells Estimated Start Date * Mitachment	Recommended Amount *		\$ Account No.	e Action
Sr. No. ‡ Vendor Unique Code Activity * Tube Wells Estimated Start Date * Mitachment	Recommended Amount *	n Screen 318: Work Details	8 Account No.	4 Action
Sr. No. ‡ Vendor Unique Code Activity * Tube Wells Estimated Start Date * Mitachment	Recommended Amount *	<u>8</u>	6 Account No.	¢ Action

sign Work			
2022-2023	CIVIL SURGEON	Tube Wells	Vendor Payment 🗸
Stage	Select Value	Attact	ment
Estimation Approval		Attachment(s) Attachment(s) Attach Fle(s) IMax: 10 MB, Used: 402.75 KB] estimation approval.pdf	
Vendor Identification			
Work partially Completed Work Completed			
Vendor By	Vendor *]Q	
sr. No. Vendor Unique Code	Vendor Name	Bank Name ‡ IFSC	Account No. Action
Activity * Tube Wells	Recommended Amount *		
Estimated Start Date *	Estimated End Date *		
Ē		ά1	
Attachment Attach File(s) [Max: 1 Attachment of 10 MB]			

Screen 319: Work Details.

5. By entering all the details, the data will be saved successfully by clicking on the Submit button for further processing. Once the user clicks on the Submit button all the details will be saved.

sign Work								
	Stage		Select Value	1		Attachment		
	ongo		CONSCENSION OF	Attachment(s)				
	Estimation Approval		0	Attach File(s) [Max: estimation approval.odf				
	Vendor Identification							
	Work partially Completed							
	Work Completed		0					
Vendor By *		Vendor *						
OCreated By Me	. All	Vendor05 [253	6] [100000000t (0				
Sr. No. +	Vendor Unique Code 3530	Vendor Nam Vendor06	1910 - 1910 - 1910 - 1910 - 1910 - 1910 - 1910 - 1910 - 1910 - 1910 - 1910 - 1910 - 1910 - 1910 - 1910 - 1910 -	Bank Name	¢ I 3BIN0000358	FSC ‡	Account No.	Action
	3030	Vendoroo	SIAILL		35110000330		100000000	
Activity *		Recommended	mount *					
Tube Wells		500000						
Estimated Start Da	ate *	Estimated End D	ate *					
		30-Mar-2023						
22-Mar-2023	(FI)	50-1101-2025						
		30-110-2023						
Attachment	[Max: 1 Attachment of 10 MB]	30-1101-2023						

Screen 320: Work Details

	Work partially Completed		8	Attachment(s) Tentative Calendar of Online CRP for RRBs 2023-24.pdf		
	Work Completed			Attachment(s) <u>Attach File(s)</u> [Max: 10 ME]		
Vendor By * Created By Me	Oail	Vendor *	Success			
endor Details Sr. No. 0	Vendor Unique Code	Vendor N	Success	ta saved Successfully. SC	Account No.	Action
5r. No. +	3533	Vendor03	ine - 💟	SC SC	100000003	Action
2	3534	Vendor04		ОК	100000004	-
3	3535	Vendor05	_		100000005	-
Activity * Building for Govern Estimated Start D	ment educational institution	Recommende 115000 Estimated En				
01-Mar-2023		18-Mar-202	3 (İ	1		
Attachment	[Max: 1 Attachment of 10 MB]	Mark Work	As Complete			

Screen 321: Work Details.

2. Vendor Management:

In this user will create vendors by adding details like vendor name, vendor bank details and address.

1. HOMEPAGE \rightarrow MY MODULES \rightarrow VENDOR MANAGEMENT

MPLADS - SAKSHI मेरा सांसद्र-मेरा केंत्रीय विकास	Home Font Size Settings Password Mar	nagement Logout	Shitpi Verma Admin, (CIVIL SURGEON,IDA *
Manage Inbox Dashboard My My Modules	Modules Tree List		
Filter Work Management Vendor Management	Work Management	Vendor Managen	
02023 TATA Consultancy Services Limited			human the toos DigiGON
	Screen	322: Vendor Management.	

1. Manage Vendor- Pending with PFMS:

2. In Vendor Management, user will have to click on Manage vendor- pending with PFMS.

🔁 मेरा सांसद-मेरा क्षेत्रीय विकास	nt Size Settings	Password Management Logout		Shilpi Vern Admin, (CIV	ia /iL SURGEON,IDA
age Inbox Dashboard My Modules					
ree List					
Manage Vendor - Pending with PFMS	R	Jpload Vendor Data	R	Manage Vendor - Validated	R
		Back			
23 TATA Consultancy Services Limited					tos DigiGo
C TATA CONSIDERCY SERVICE LINES					tCS DigiG

Screen 323: Vendor Management

3. When user click on Manage vendor, the screen is visible to the user for adding the vendor by clicking on ADD Vendor option that provided on the bottom of the page.

MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	ne Font Size Settings	Password Management	Logout		S	Shilpi Verma Admin, (CIVIL SURGEON,I	DA
nage Inbox Dashboard My Modules							
Manage Vendor - Pending for Validation							
Created By *							
Entity/DDO OAII					12 D A		
Vendor Type *	District		Vendor Unique Code		Vendor Name		
Please Select V	Please Select	~					
Account No.	Status						
	Please Select	~					
		Se	arch Reset				
otal Records: 0 Sr. No. Vendor Name + Vendor Type	÷ Vendor Unique Code ≑	Bank Name 🗧	Account No. +	Status ‡	Reject Reason	Active/Inactive *	Action
						10	
		-					
		F	Add Vendor				
		P	Add Vendor				
		A	Add Vendor				
		P	Add Vendor				
		P	\dd Vendor				
			Add Vendor				
22 TXTA Considency Services Linded			Add Vendor				tos Digit
22 TXX Considency Services Linded			xdd Vendor 24: Add Vendo	r			tos Digi
22 TXTA Considency Services Linded				r			الله أنها لكن الم
23 TXTA Consultancy Savrices Linked				r			لي لوي Digit
22 TATA Consultancy Barriese Limited				r			tos Digit
23 TXTA Consultancy Structure Linded			24: Add Vendo	r			DieiOex
22 TXD Considency Barries United				r			nemetik too Digiti

4. Now click on vendor type, type will be personal, commercial, institutional, NGO.

ge Fields marked with * are mar	datory					
Vendor Type *						
Personal	~					
Personal Details						
Pe Vendor Name *		Date of Birth		Father/Husband Name		
Aci			1			
GST No.		PAN No.				
Mobile No.		Phone No.		Email		
IB						
Address Details						
Address Line 1 *		Address Line 2		Address Line 3		
Country *		State *		District *	Pincode	
India	~	Please Select	~	Please Select 🗸 🗸		
Bank Details						
IFSC Code Search						

Screen 325: Vendor Type Selection.

5. User will have to add the vendor details like vendor name, address, bank details and then click on ADD option. Once the user clicks on Add the vendor details in visible on the page. After adding all the details user will have to click on Save button that is provided on the bottom of the page.

Ver	Address Line 1 *	Address Line 2	Address Line 3		
Pe	dhanbad Country *	State *	District *	Pincode	
Ac	India V	Jharkhand 🗸	Dhanbad	826001	
	Bank Details				
	IF3C Code Search				
					- 18
ale	Bank Name *	Branch Name *	IFSC Code	Account No. *	- 18
sr.	Q	Q			
					- 17
			Add		- 18
	Sr. No. Bank Name	Branch Name	* TESC Code *	Account No. Action	- 11
	1 ICICI BANK LIMITED	DHANBAD	ICIC0003346	054201581408 Account No.	_
					- 11
		S	ave Close		
			ave Cluse		U
					tcs D
TATA C					
TATA C			26: Vendor details		
TATA C					
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6. By clicking on the save button all the details will be saved successfully for further processing.

Mobile No.		Phone No.		Lindi			
Address Details		×		1 ₄₄			
Address Line 1 *		Address Line 2		Address Line 3			
dhanbad							
Country *		State *		District *		Pincode	
India	~	Jharkhand	~	Dhanbad	~		826001
Bank Details		Suc	cess		X		
IFSC Code Search			_		-		
Bank Name		Branch Name *		OK		Account No. *	
	٩		~	L:			
				Add			
Sr. No.	Bank Name		nch Name	¢ IFSC Co		Account No.	Action
1 ICICI BAI	NK LIMITED	DHANBAD		ICIC0003	346	054201581408	L
			Save	Close			

Screen 327: Vendor Details.

2. Upload Vendor Data:

In this user can add bulk data of vendor by uploading the details in Excel file.

Manage Vendor - Pending with PFMS	R	Upload Vendor Data	R	Manage Vendor - Validated	
		Back			
ATA Consultancy Services Limited					
		Screen 328: Upload	d Vendor Data		
		-			

MPLADS - SAKSH	Home Font Size Settings	Password Management Logout		Shilpi Verma
मेरा सांसद-मेरा क्षेत्रीय विकास	y Modules	Password Management Logout		Admin, (CIVIL SURGEON,IDA
Ipload Vendor Data	Modules			
Financial Year				
2022-2023				Download To
Upload File Vendor Type, Vendor Unique Cod Vendor Type allows only P. C. I. N	e uploading Vendor Data:)istrict, Bank Name, IFSC Code, Account Nun	nber are mandatory fields.	

Screen 329: Upload Vendor Data

3. Manage Vendor- Validated:

In this user will find all the vendor details that will be validated from the PFMS portal.

	ADS - SAH -मेरा क्षेत्रीय विकास	Hor	ne Font Size	Settings Passw	word Management	ogout		S	Shilpi Verma Admin, (CIVIL SURGEON,ID	DA
age Inbox	Dashboard	My Modules								
Manage Vendor	(Screen displa	ays Validated Vend	lors Only)							
Created By *	1									
Entity/DDO	OAII									
Vendor Type *	*		Distr	ict		Vendor Unique Code		Vendor Name		
Please Selec	t	~	Plea	ase Select	~					
Account No.										
atal Records: 0					Sea	rch Reset				
Sr. No.	Vendor	Name 🗘	Vendor Type 🗧	Vendor Unique C	Code 🗧 🛛 Ban	k Name 🗢 Acco	ount No. 🗘 I	Name as per Bank 🗘 Act	tive/Inact¢ A	Action
23 Ya Ta Commission of										Numel Nr
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23 TATA Consultancy So	Services Limited		_	Scree	n 330: Man	– age Vendor- Va	alidate			ັດ ເຮັບເຮັບເອີຍອາຍັດ ເຊິ່າ
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23 Tota Genetionay S	Lantas Linded	_		Scree		age Vendor- Va				tos DigiGO
a) 1604 Gongloweg b	Service Limbo			Scree						tos DigiGO
23 DNA Constituency &	Services Londad			Screet						tos Digitad



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