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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MPLADS Fund Management Web Solution

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Table of Contents

1. Logging in MPLADS FMS Application: 5
2. MP Work Recommendation: 7
   2.1 Manage Development Work Fund Recommendation: 7
   2.2 Manage Calamity Consent: 13
   2.3 Manage Out of State/Constituency: 17
   2.4 Manage Fund Enhancement: 22
3. Activity/Work Request: 23
4. New Development Work Recommendation: 25
5. New Out of State/Constituency Work Recommendation: 26
6. New Calamity Consent: 27
CNA 28
1. CNA RETURN FUND APPROVAL/REJECTION: 28
   1.1 INBOX: 30
   1.2 OUTBOX: 33
2. CNA Limit Allocation: 34
   2.1 CNA Limit Allocation: 35
   2.2 MP Limit Allocation: 37
3. CNA Calamity Configuration: 43
4. CNA Admin 46
   4.1. ADMIN/EMPLOYEE CONFIGURATION: 46
      4.1.1 Manage Admin/Employee 48
         1. Create New Users 48
         2. Update the existing users 52
         3. Activate/Deactivate the users 54
      4.1.2 Post Configuration 55
         1. Create new Post 56
         2. Update Post 58
         3. Activate/Deactivate the Post 60
      4.1.3 Employee Post Mapping 61
      4.1.4 Data Migration 66
      4.1.5 Manage Designation 68
         1. Create New Designation 69
         2. Update the existing Designation 71
         3. Activate/Deactivate the Designation 72
   4.2. Department Configuration 73

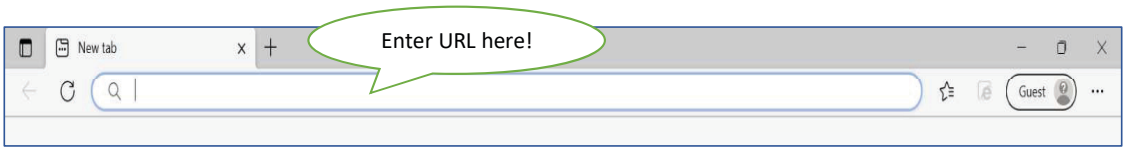
1. Manage Departments: 74
2. Organization Account Mapping: 76
4.3. Access control 78
Role Group Mapping 78
SNA 80
1. Manage Calamity: 80
2. Work Management 87
1. Calamity Configuration: 87
2. CALAMITY REVERSAL: 90
3. SNA Manage Admin Funds: 92
NDA 98
1. NDA Return Fund: 98
2. NDA Initiate Return Fund: 104
1. MP-wise Development Fund: 104
2. Admin Fund: 108
3. Calamity Recommendation Details 111
4. Out of State/Constituency – Approval/Rejection: 114
5. Limit Allocation Management: 118
6. Reports: 121
IDA 123
1. IDA RETURN FUND: 123
1. MANAGE RETURN FUNDS (IDA) 124
2. OUTBOX (IDA) 127
2. Admin 128
2.1 Admin/Employee Configuration 129
1. Manage Admin/Employees 130
1.1 New (Create New Users) 131
1.2 Update (Update Existing Users) 134
1.3 Activate/Deactivate the users 136
2. Manage Posts 138
2.1 New (Create New Posts) 139
2.2 Update (Update Existing Post) 143
2.3 Activate/Inactivate Posts 144
3. Employee Post Mapping 145
4. Data Migration 149
2.2 Department Configuration 151
2.3 Access control 156

Role Group Mapping 156
3. Manage MP Work Recommendation (IDA) 158
1. Development Work 160
2. Out of State/Constituency Work 164
3. Calamity Work 168
4. Fund Enhancement 171
IA 177
1. Work Management: 177
1. Fund Disbursement- MPLADS 178
1. Manage Work Assignment: 184
2. Vendor Management: 187
1. Manage Vendor- Pending with PFMS: 188
2. Upload Vendor Data: 190
3. Manage Vendor- Validated: 191

1. Logging in MPLADS FMS Application:

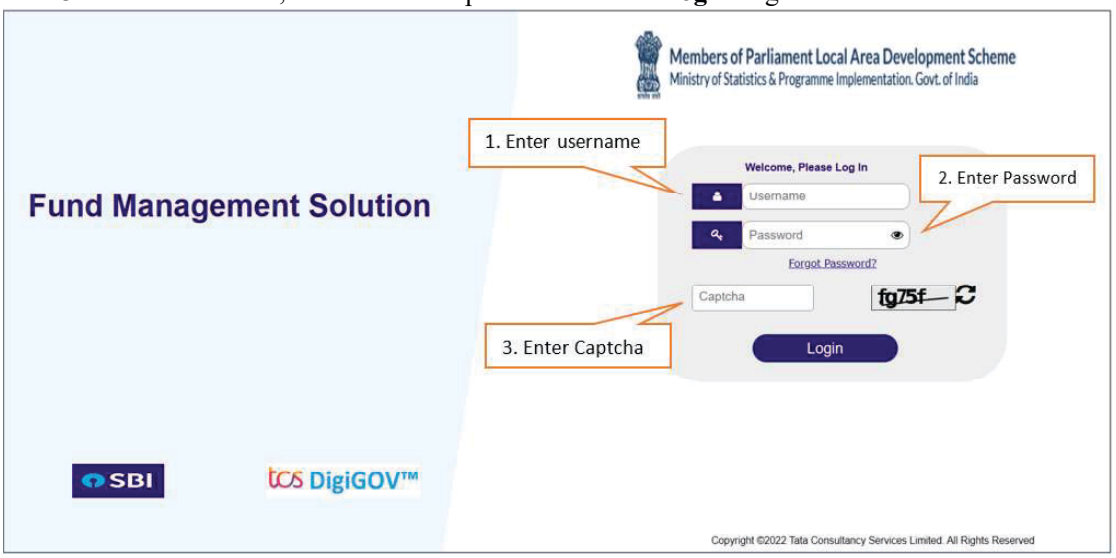
To log in to FMS Application:

1. Open the Browser.
2. Enter the URL of the FMS application.



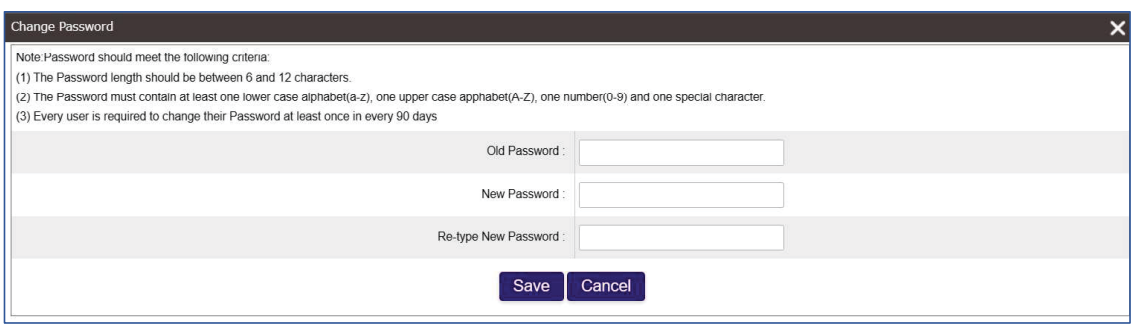
Screen 1: Place to enter URL

3. Enter Username, Password & Captcha code in the **Login** Page



Screen 2: FMS Login Page: Username and Password

4. Once the user successfully gets initial login, the Change Password screen will be populated.



Screen 3: FMS Change Password

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.

Screen 4: FMS Login Page Forgot Password link

7. Once the Users clicks on **Forgot Password** link, the following screen will be shown.

Screen 5: FMS Forget Password Page.

8. Users shall enter the username, click on the SMS Radio Button and click on submit button.
9. The Password will be sent to the registered mobile number.

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

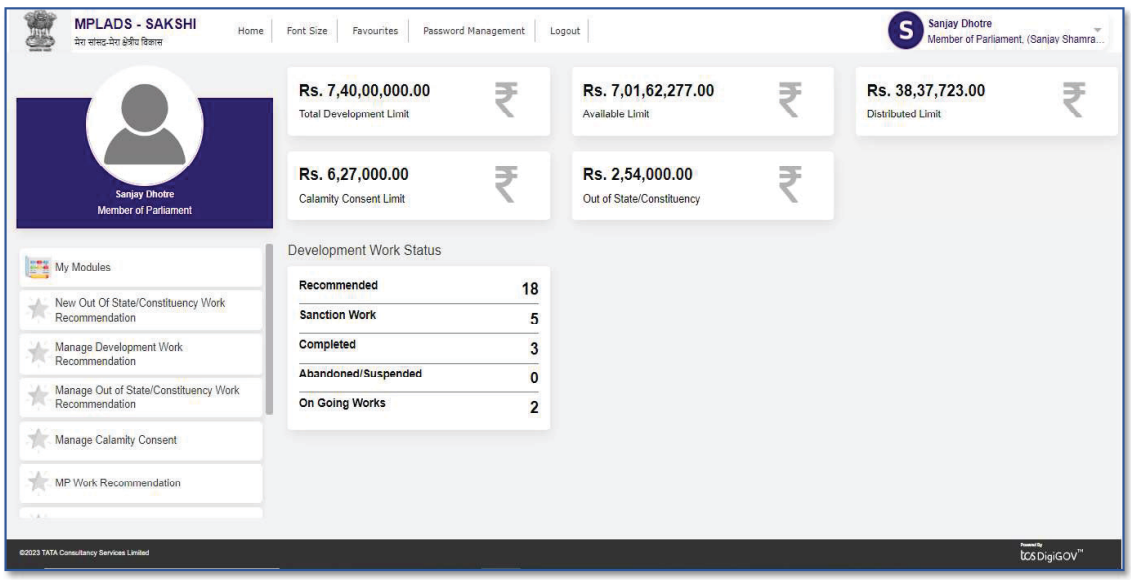
2.1 Manage Development Work Fund Recommendation:

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 → My Modules → MP Work Recommendation → Manage Development Work Recommendation**

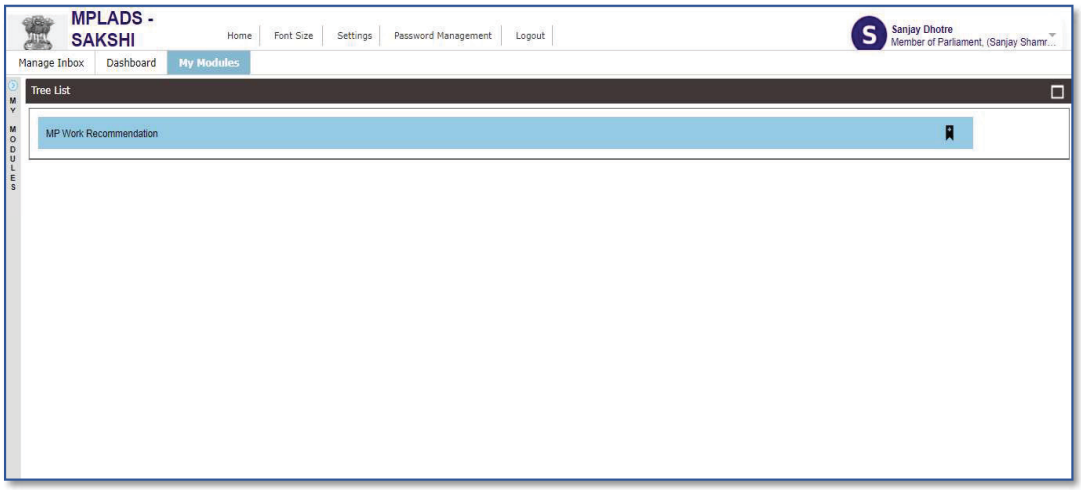
a) MY MODULES:



Screen 6: Hon'ble MP's Home page

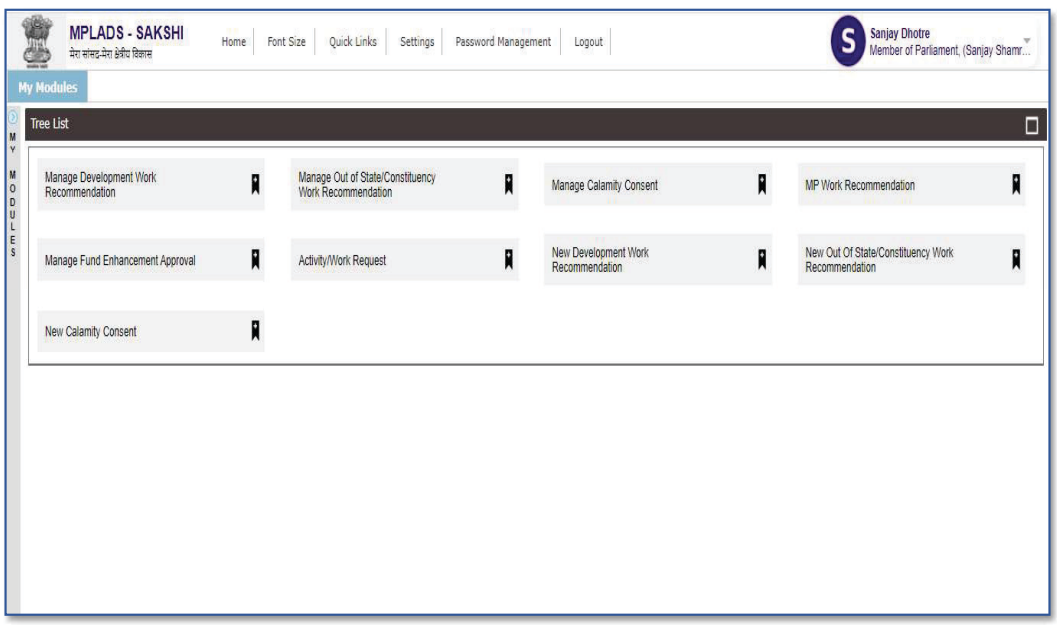
Click on My MODULES or Hon'ble MP can select the list of tasks in the home page.

b) MP Work Recommendation:



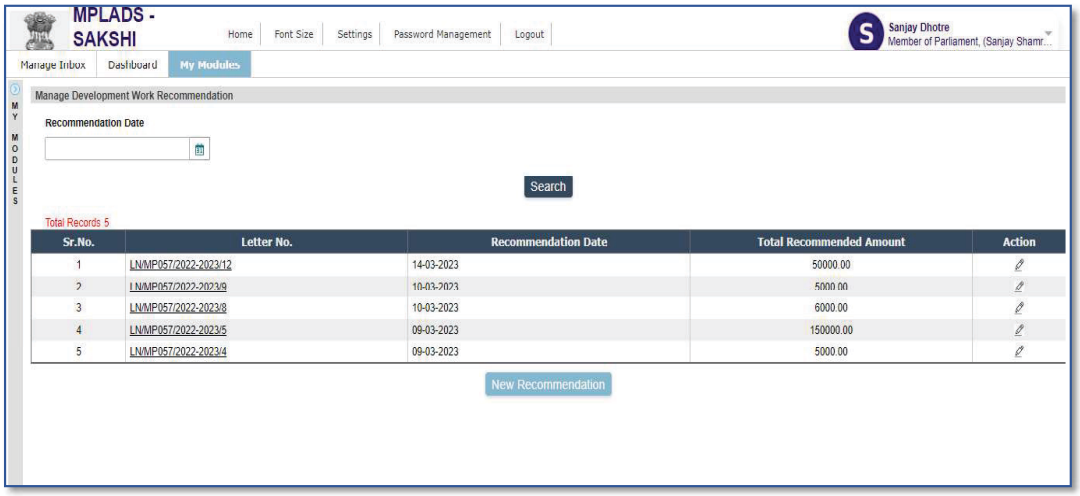
Screen 7: MP Work Recommendation

C) Manage Development Work Recommendation:



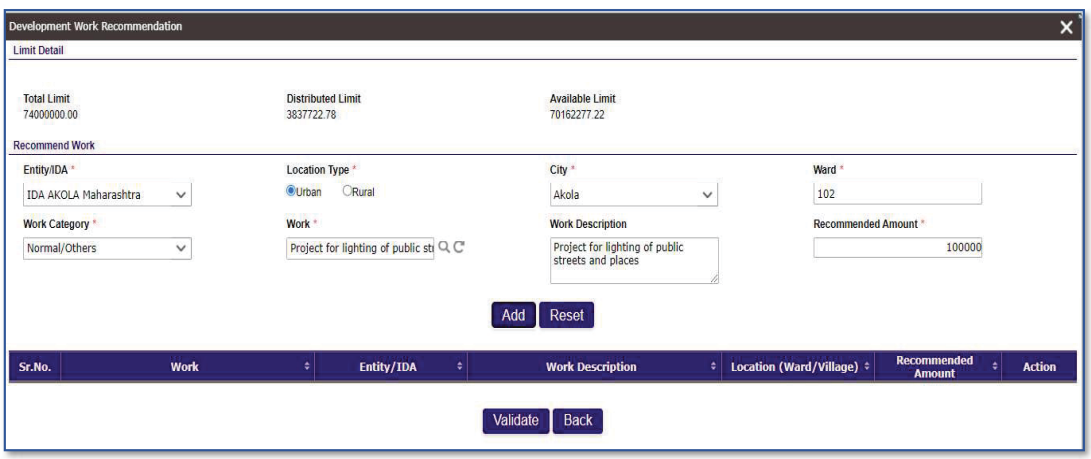
Screen 8: Manage Development Work Recommendation

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



Screen 9: Recommend Work

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

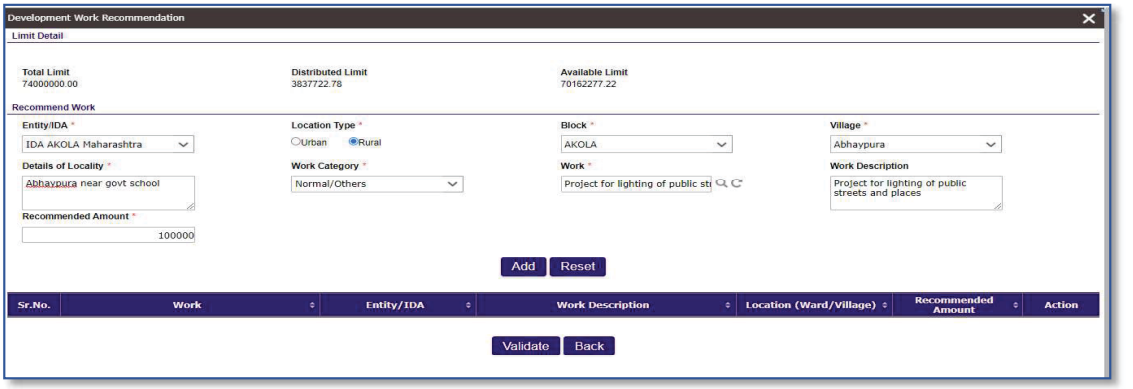


Screen 10: Manage Development Work Recommendation

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.



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:

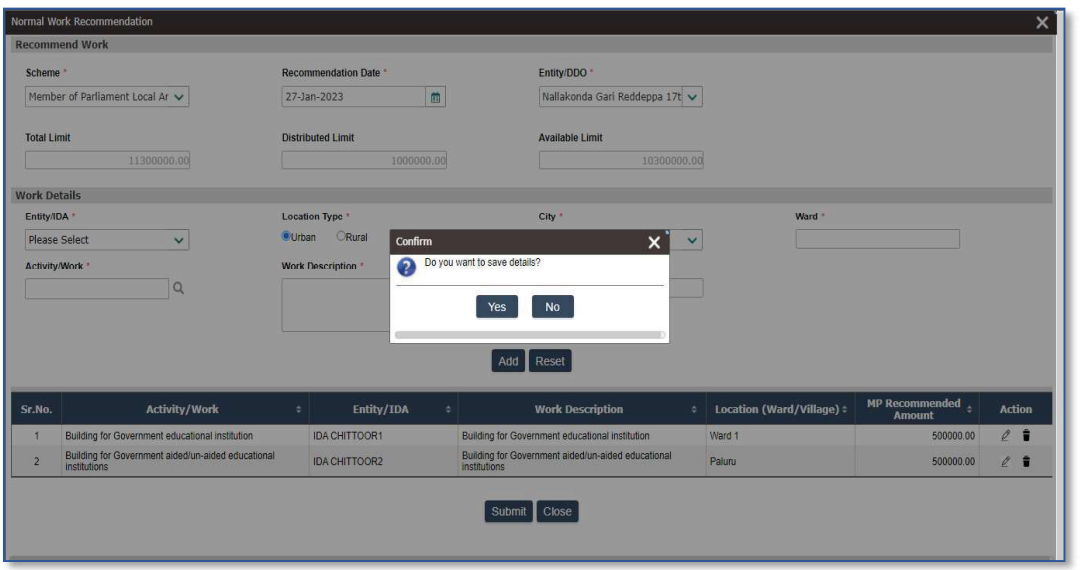
Screen 12: Work Recommendation Table

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**

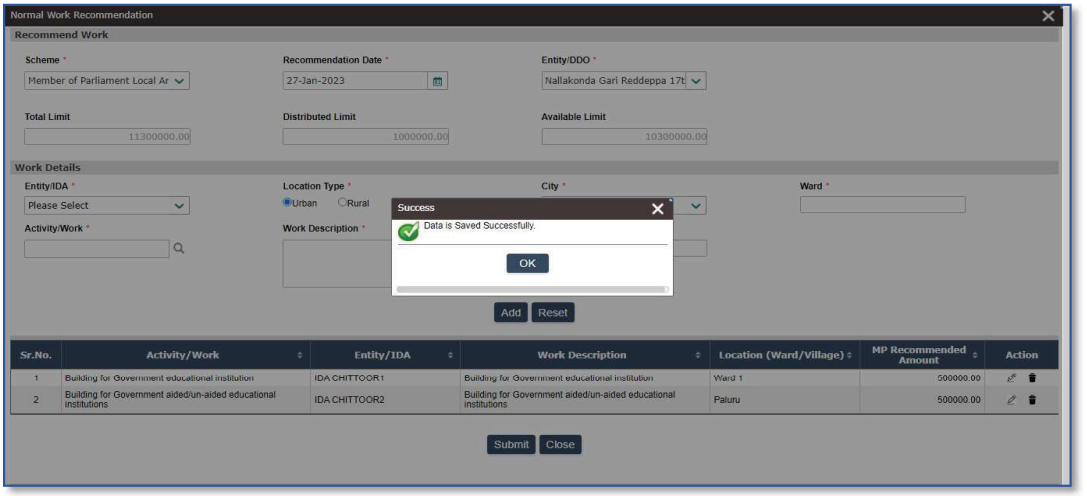
11 Before click on Submit button, the system will **validate** the recommended amount, which can't be the greater than the available Limit.

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



Screen 14: Submit Confirmation Message

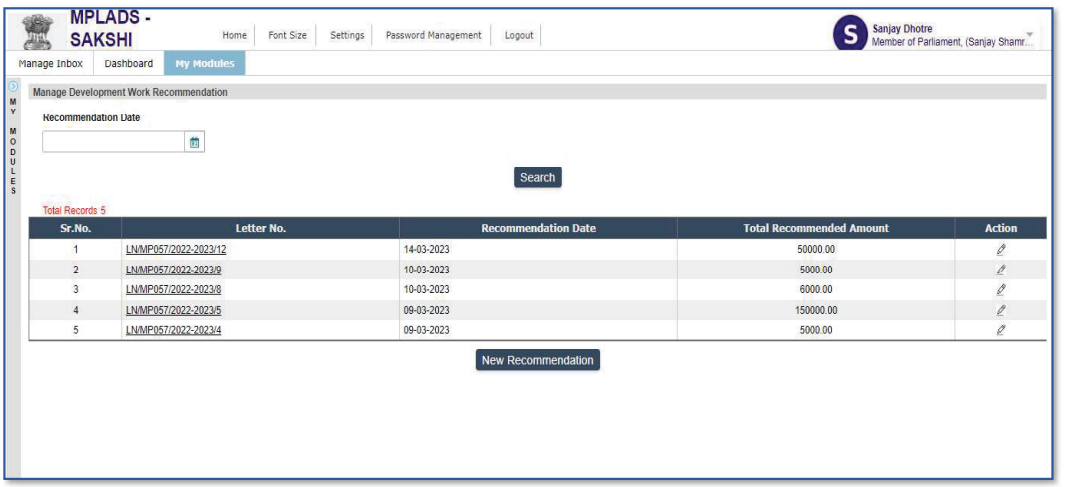
Post submits confirmation message, a message related to successful submission is displayed by the system.



Screen 15: Submitted Success Message

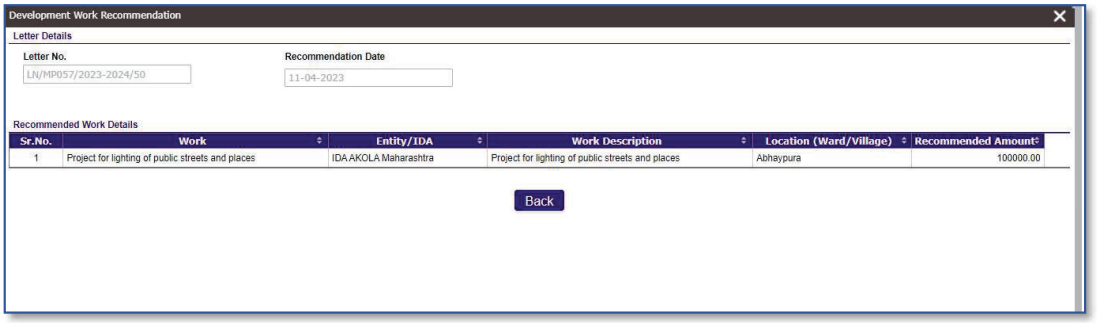
13 Once the work recommendation is submitted successfully, the recommendation will be sent by the system to the assigned IDA's login.

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



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.



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.

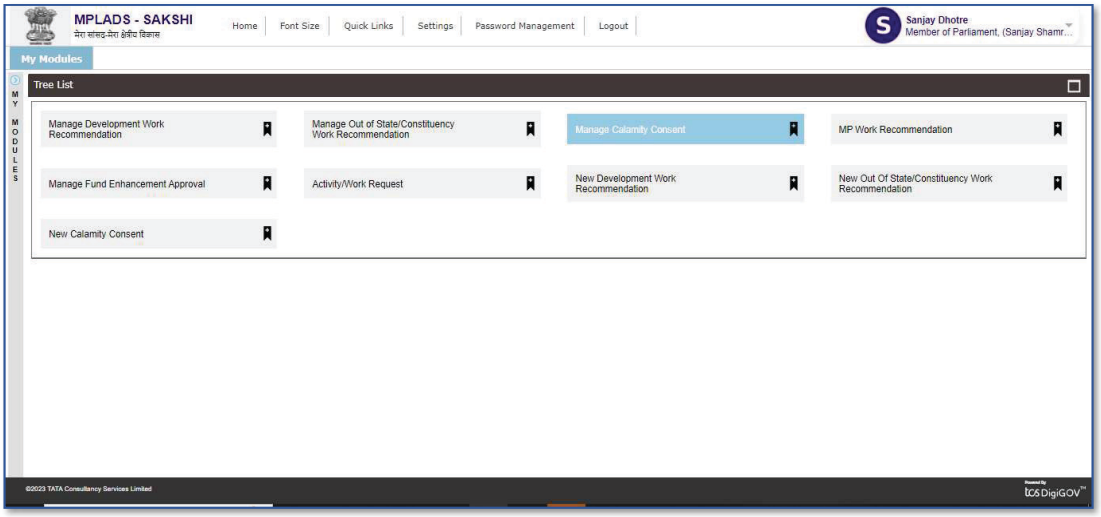
2.2 Manage Calamity Consent:

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**

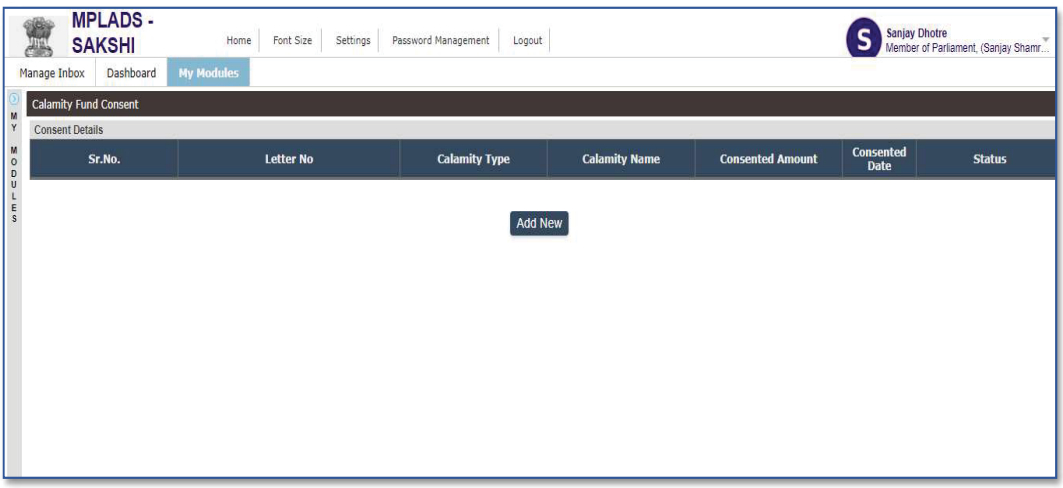
Hon'ble MP must navigate the following path to access the Calamity Consent screen:

Node Path: **Home page → My Modules → MP Work Recommendation → Manage Calamity Consent**



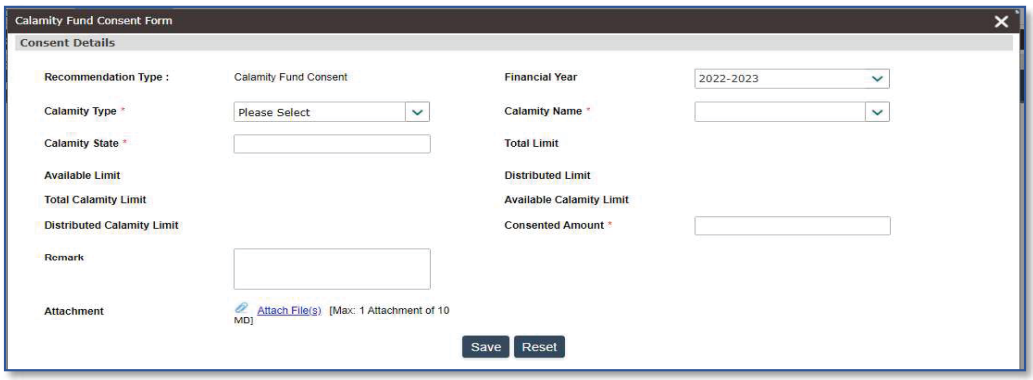
Screen 18: Manage Calamity Consent

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



Screen 19: Add New

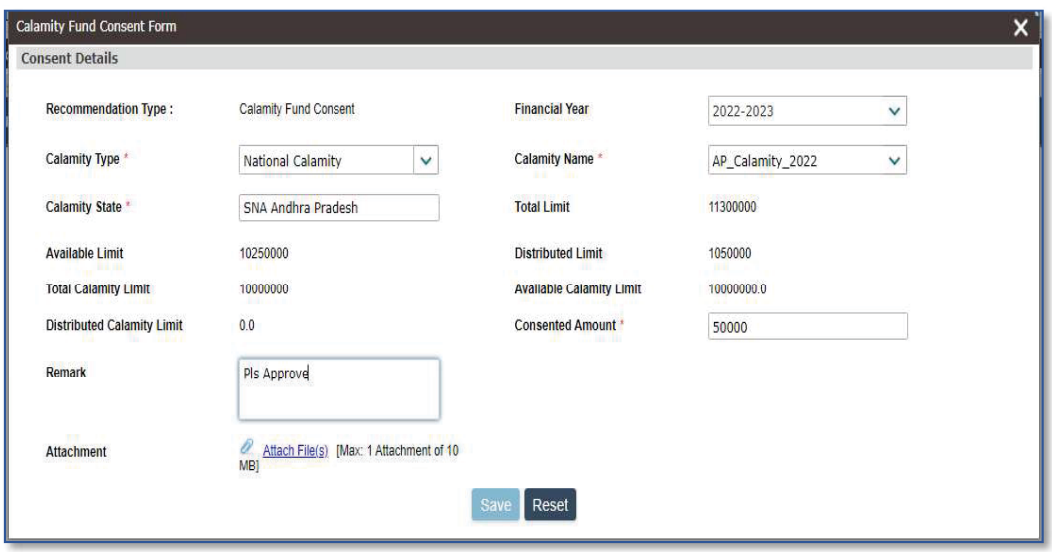
3. To raise the calamity consent, Hon'ble MP click on Add New button and below given screen is displayed.



Screen 20: Calamity Consent Details

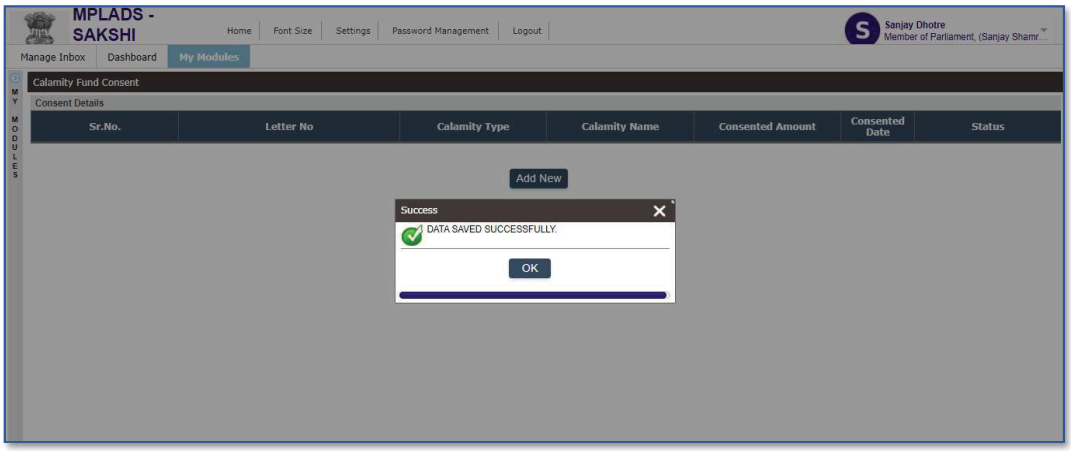
4. Select the **Calamity Type** from the drop-down list.
5. Select the **Calamity Name** from the drop-down list, based on the calamity type calamity name will be showing in the drop-down list.
6. Based on the Calamity Name selection, **Calamity State** will be auto populated in the textbox.
7. Based 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.



Screen 21: Calamity Consent Details

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

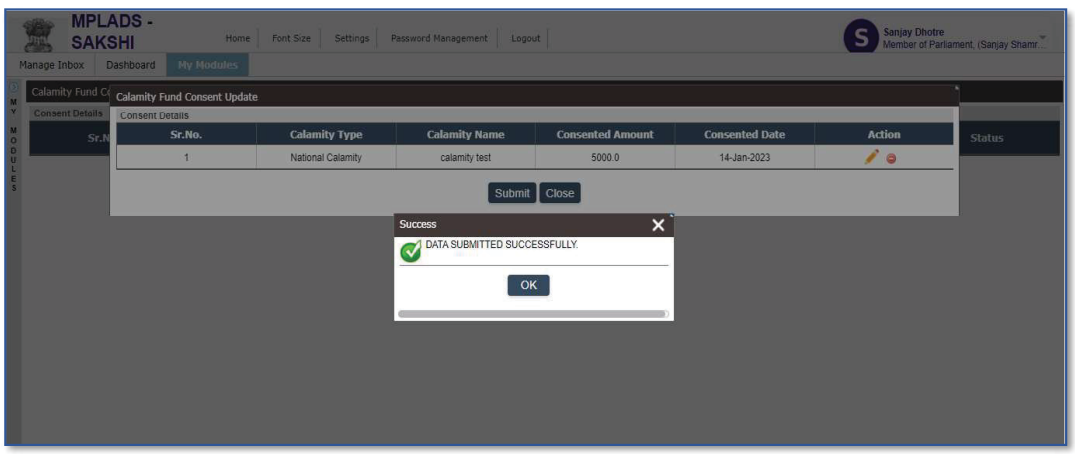


Screen 22: Consent Details Save Details

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

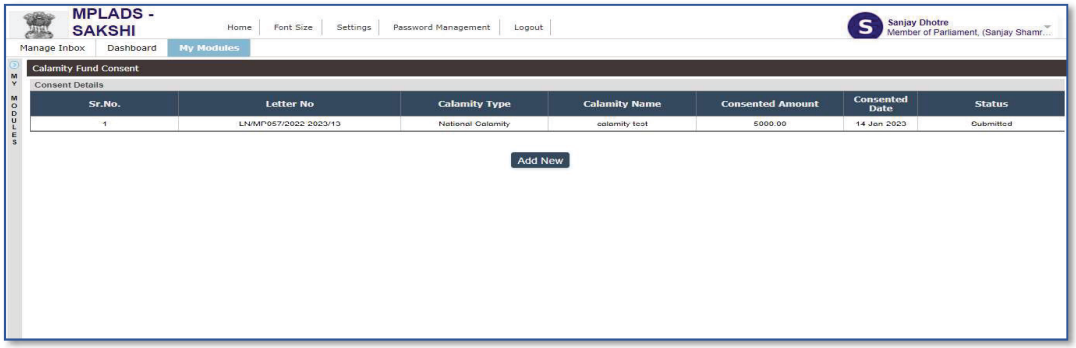
Screen 23: Consent Details: Update or **Delete**

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



Screen 24: Consent Details Submit

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



Screen 25: Calamity Fund Consent

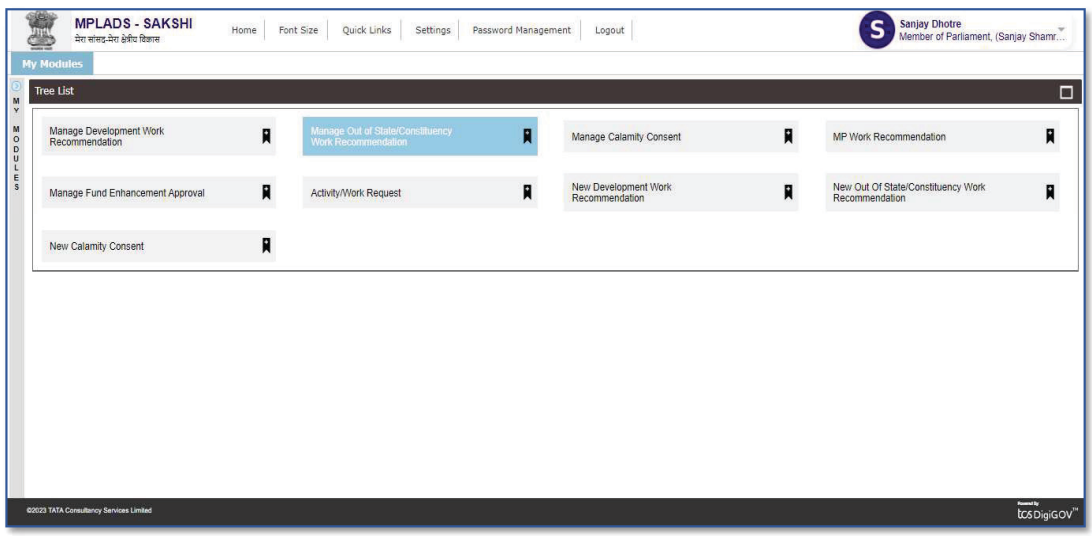
13. Once the Hon'ble MPs submit the final calamity consent, they cannot edit or delete the consent.

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.

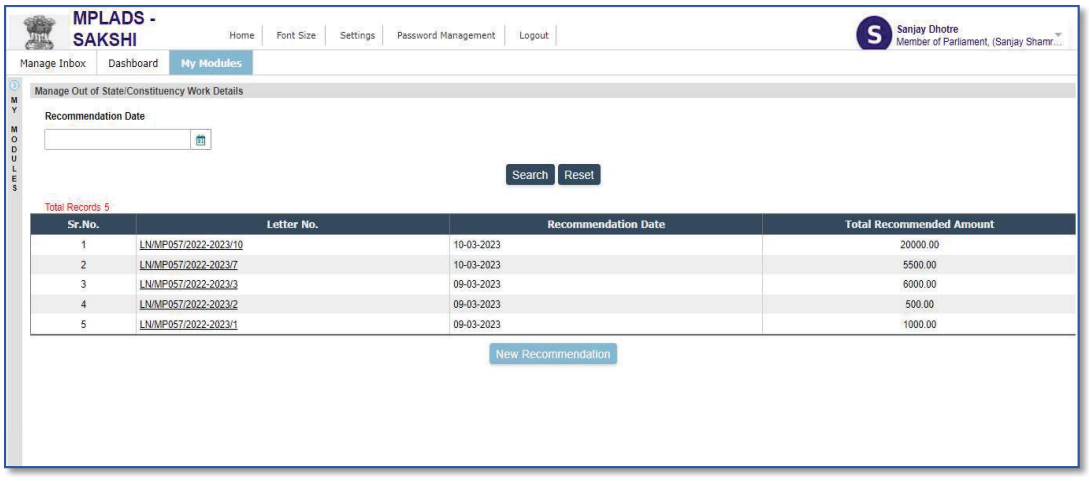
Hon'ble MPs must navigate the following path to access the Out of State/Constituency screen:

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



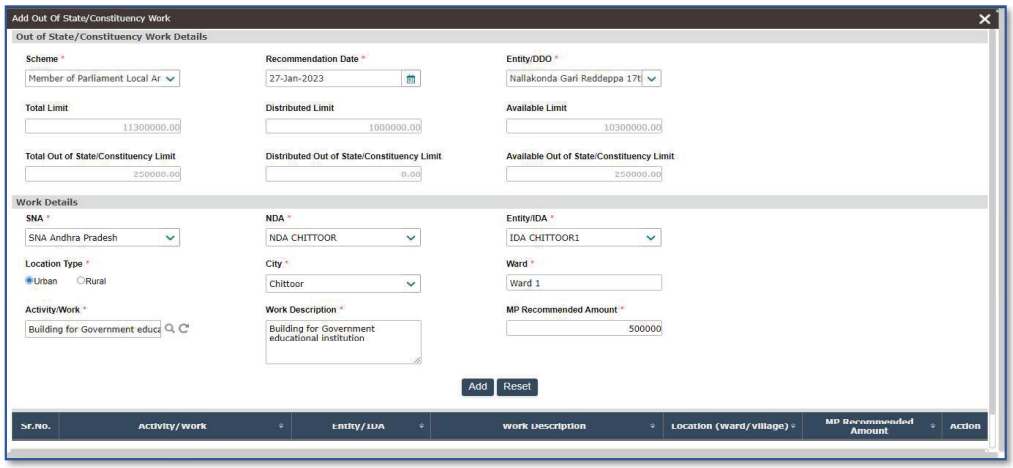
Screen 26 : Manage Out of State

1. On click of Manage Out of State/Constituency below screen will appear:



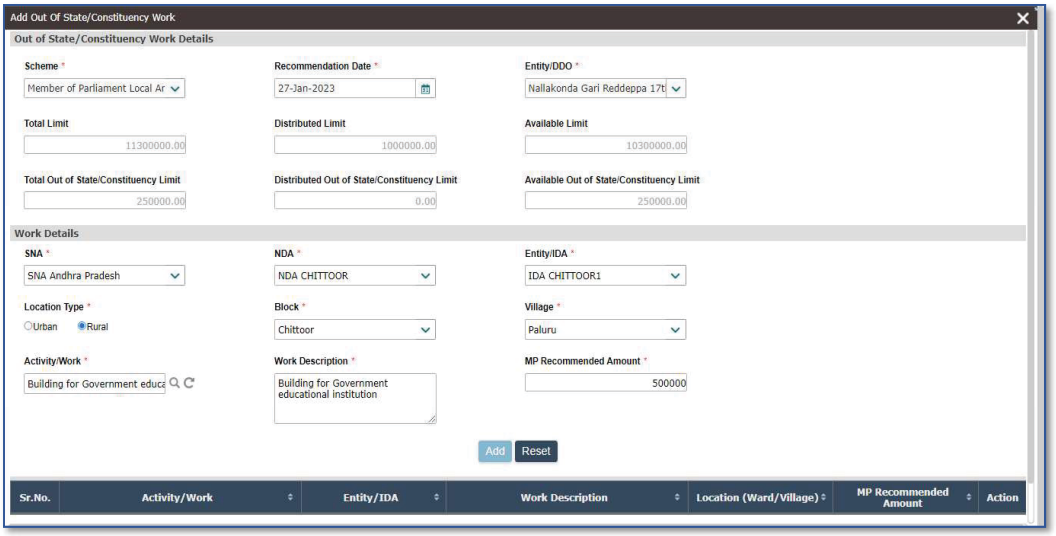
Screen 27: Manage Out of State/Constituency Work Details: Add Work

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



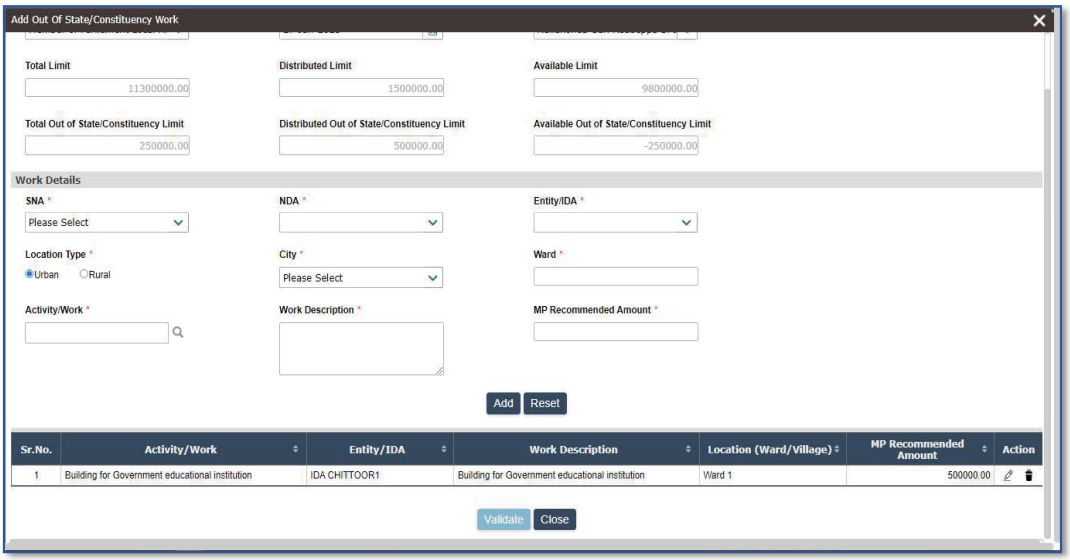
Screen 28: Add Out of State/Constituency Work

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.



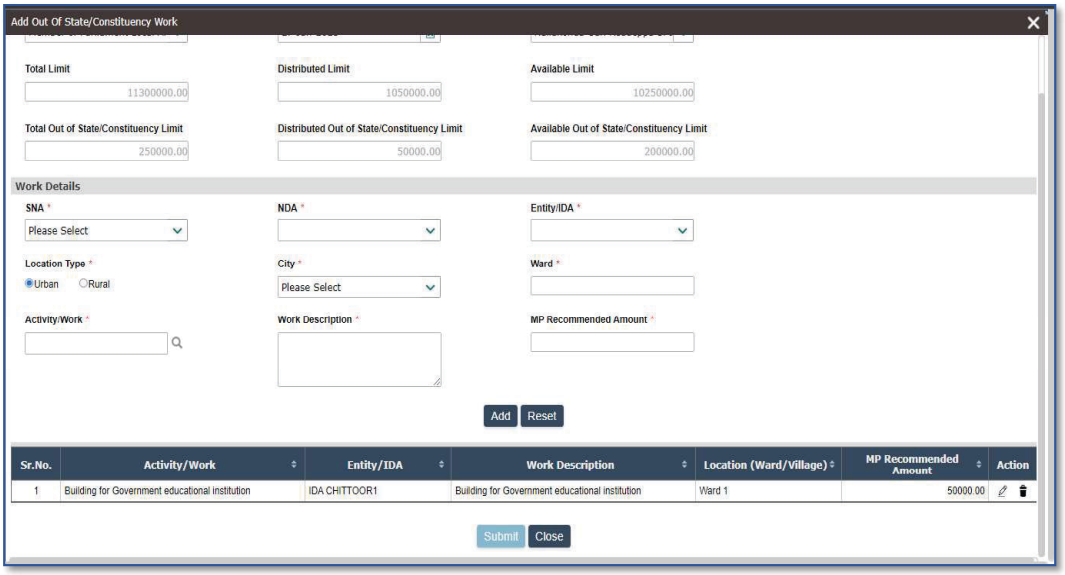
Screen 29: Add Out of State/Constituency Work

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



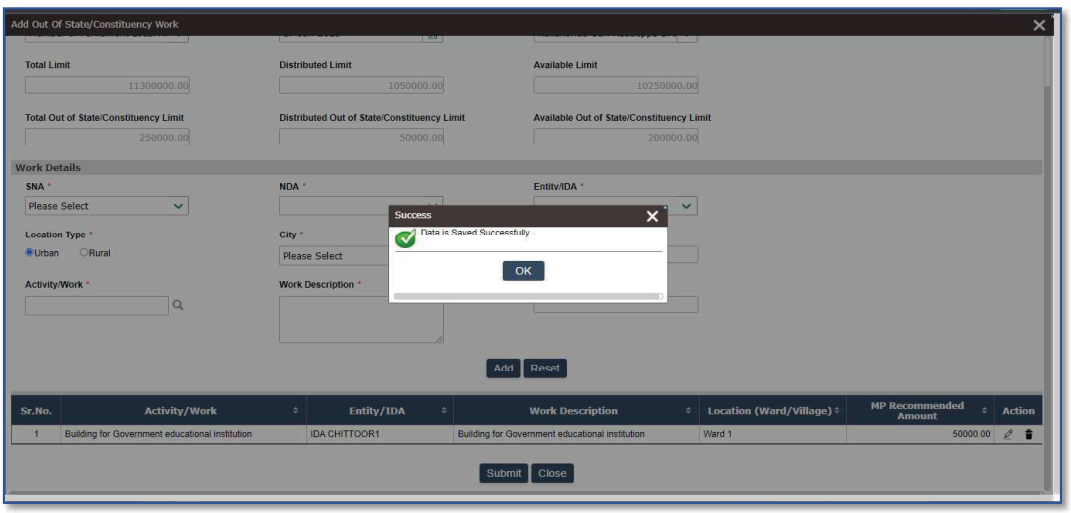
Screen 30: Validate Recommended Fund

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



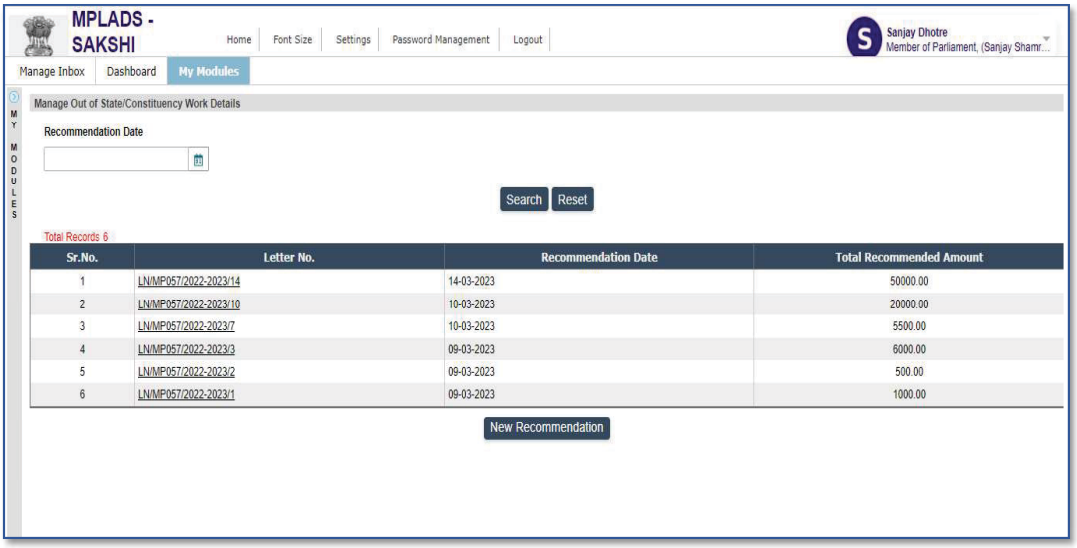
Screen 31 : Submit

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



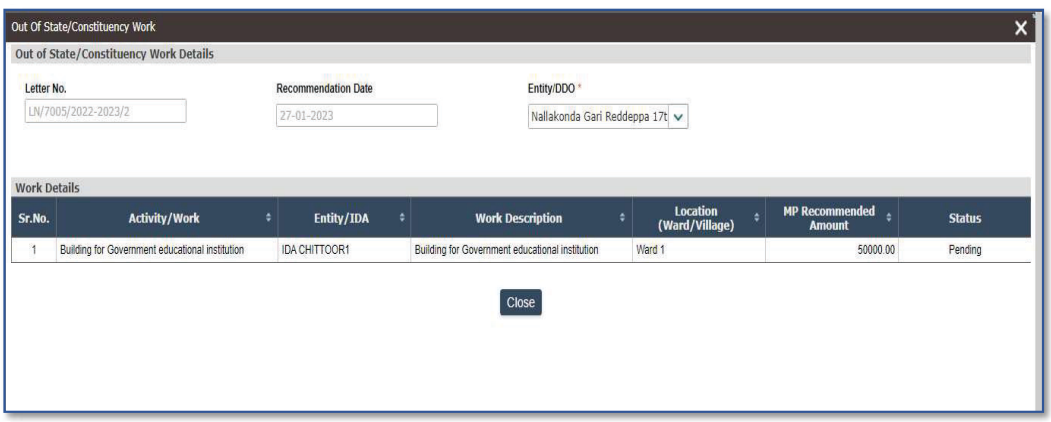
Screen 32: Submit Message

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



Screen 33: Manage Out of State/Constituency Work Details

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



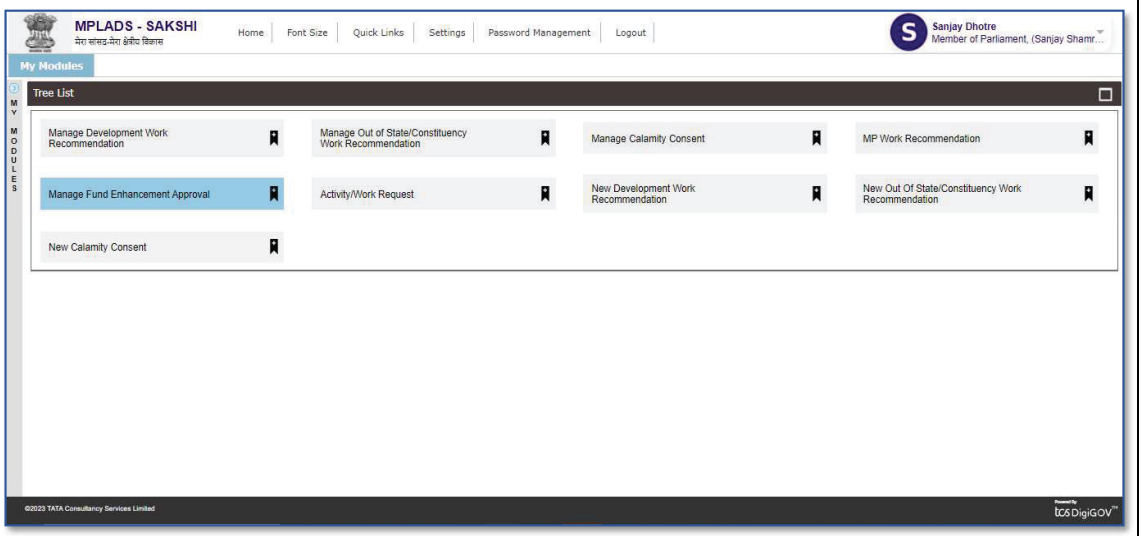
Screen 34: View Out of State/Constituency Work Details

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.

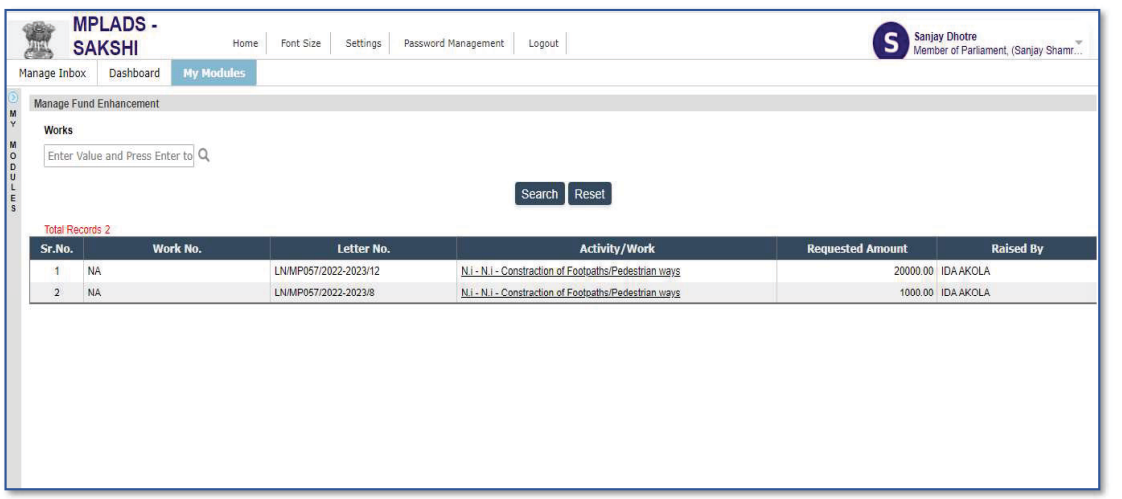
Navigate to the following path to access the Out of State/Constituency screen:

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



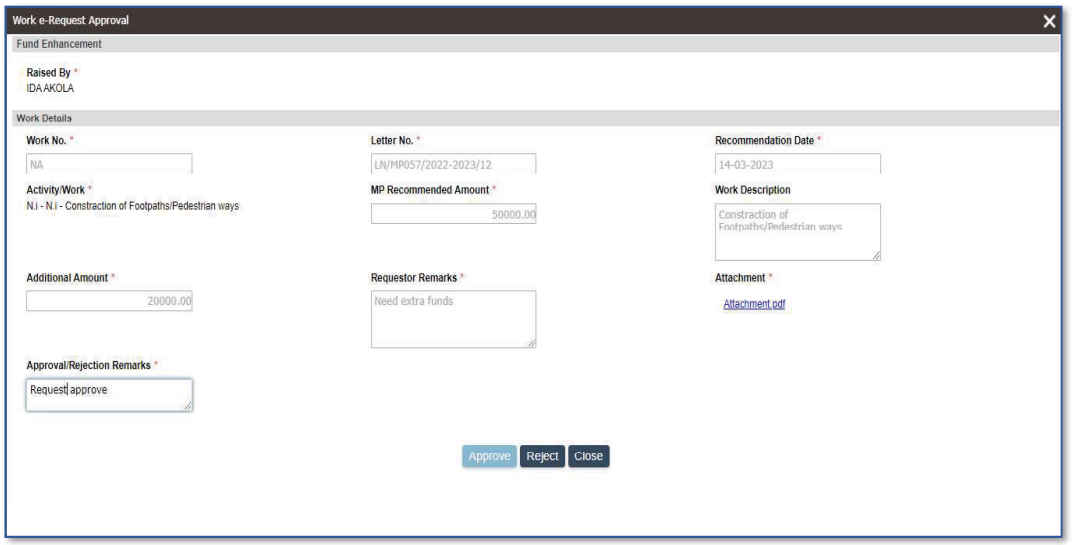
Screen 35 : Manage Fund Enhancement Approval

1. On click of Manage Fund Enhancement Approval below screen will appear:



Screen 36 : Manage Fund Enhancement Approval

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

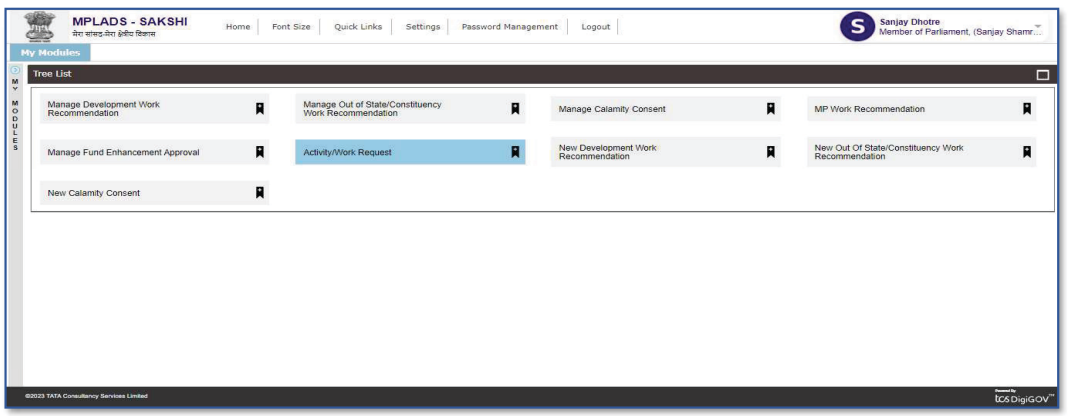


Screen37: Manage Fund Enhancement Approval

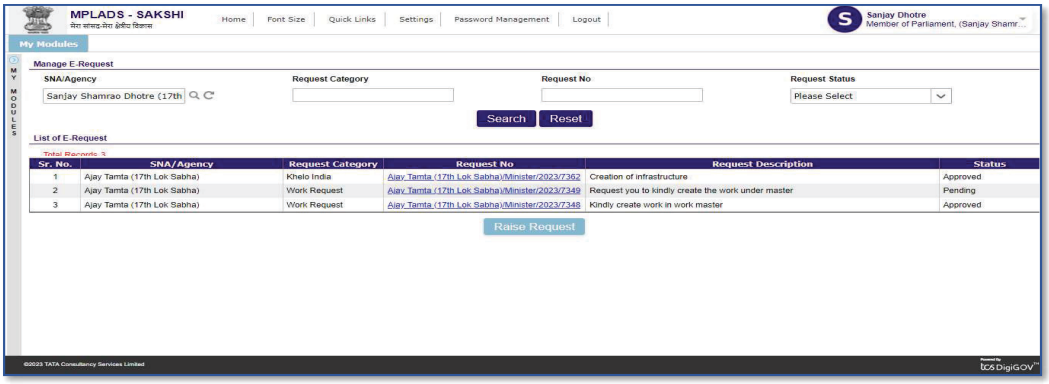
3. Activity/Work Request:

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

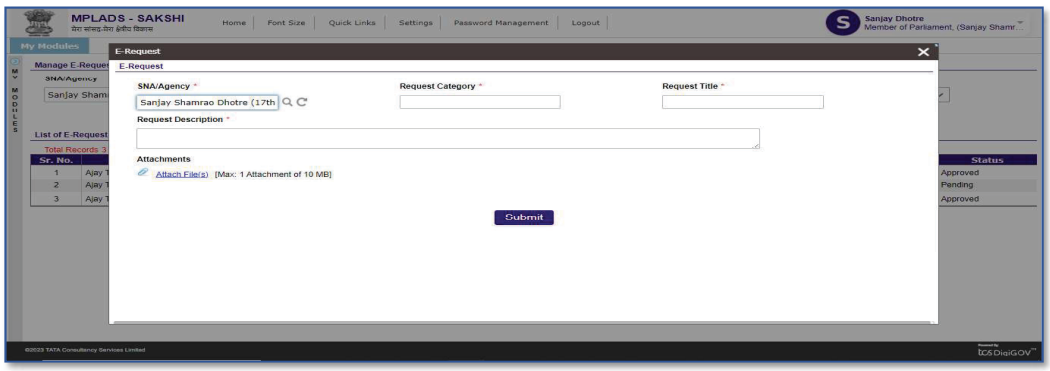
Node Path: My Modules → Activity/Work Request



Screen38(a): Activity/Work Request



Screen 38(b): Activity/Work Request



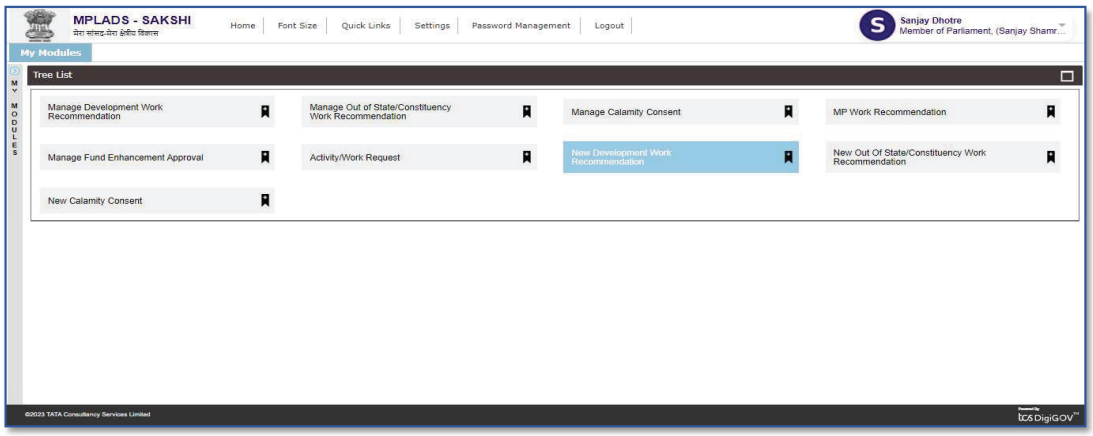
Screen 38(c): Activity/Work Request

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 → My Modules → New Development Work Recommendation**



Screen 39: New Development Work Recommendation

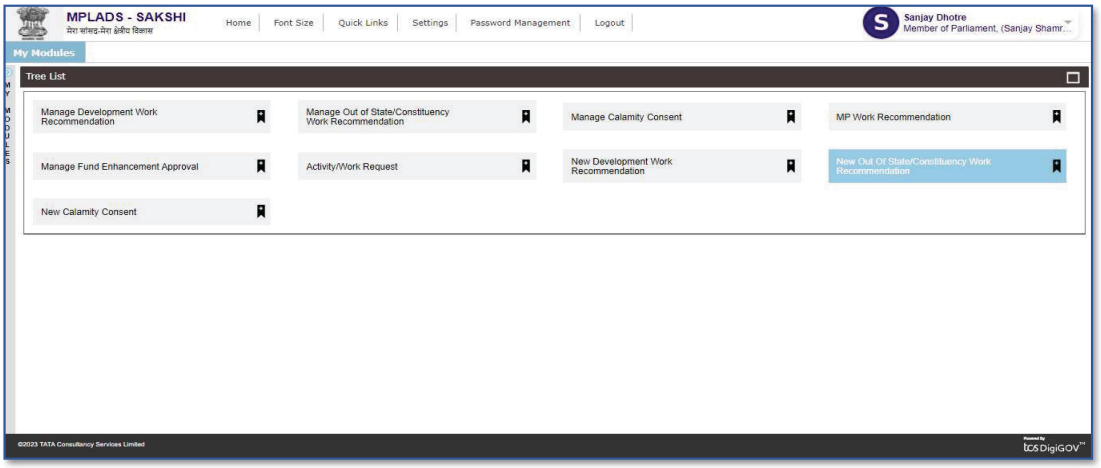
Rest the process for recommending the work will be same as Manage Development Work Recommendation.

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



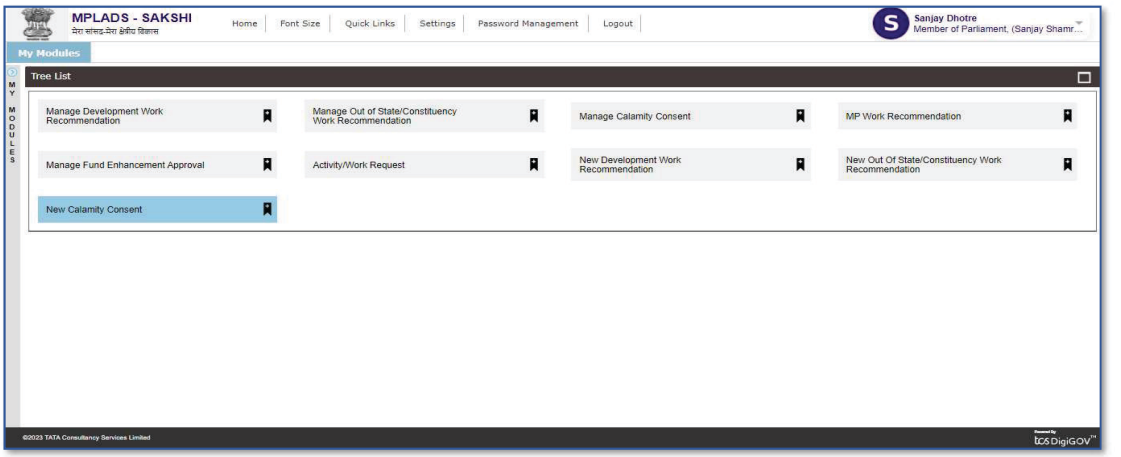
Screen 40: New Manage Out of State/ Constituency work Recommendation

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 → My Modules →New Calamity Consent**



Screen 41: New Calamity Consent

Rest the process for recommending the work will be same as **New Calamity Consent.**

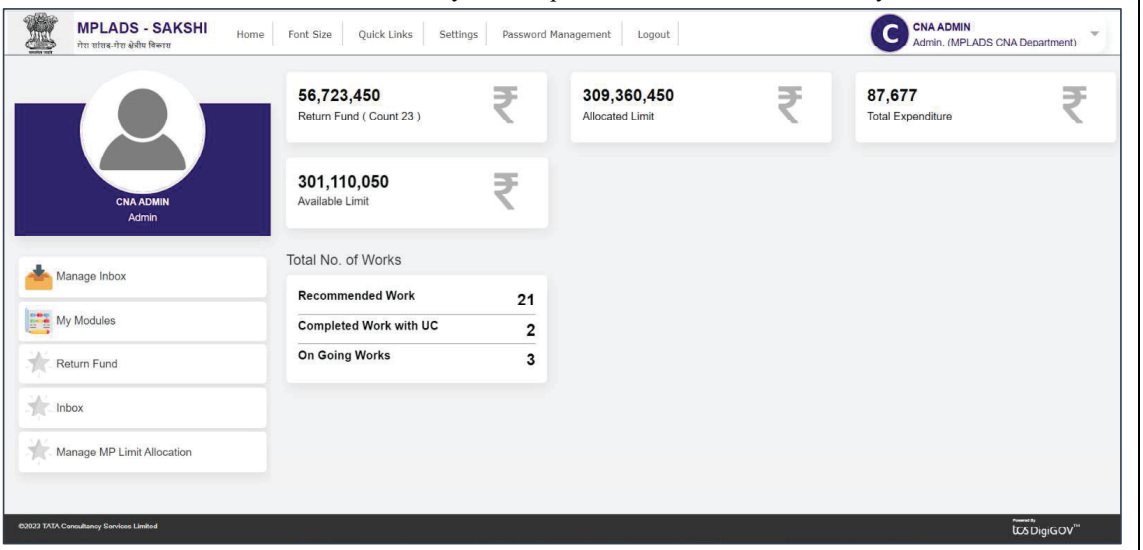
CNA
User Role Responsibilities & Process Flow

CNA

1. CNA RETURN FUND APPROVAL/REJECTION:

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

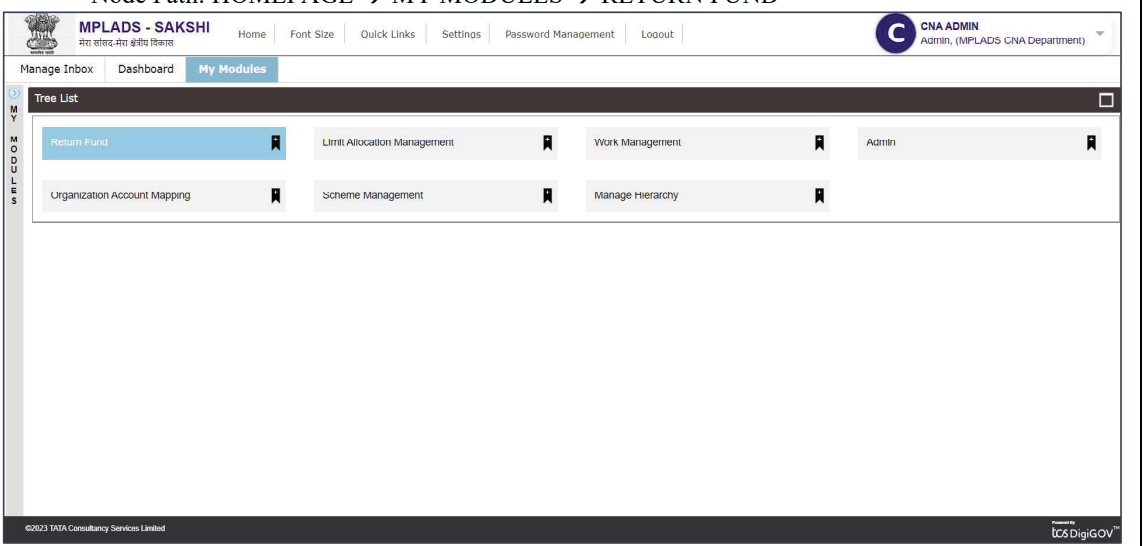
This facility enables the process of approval or rejection of IDA & NDA return fund details.
Node Path: Home page → MY MODLULES
The return of Funds can be done anytime, as per the directions of the Ministry.



Screen 42: Homepage (CNA login)

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

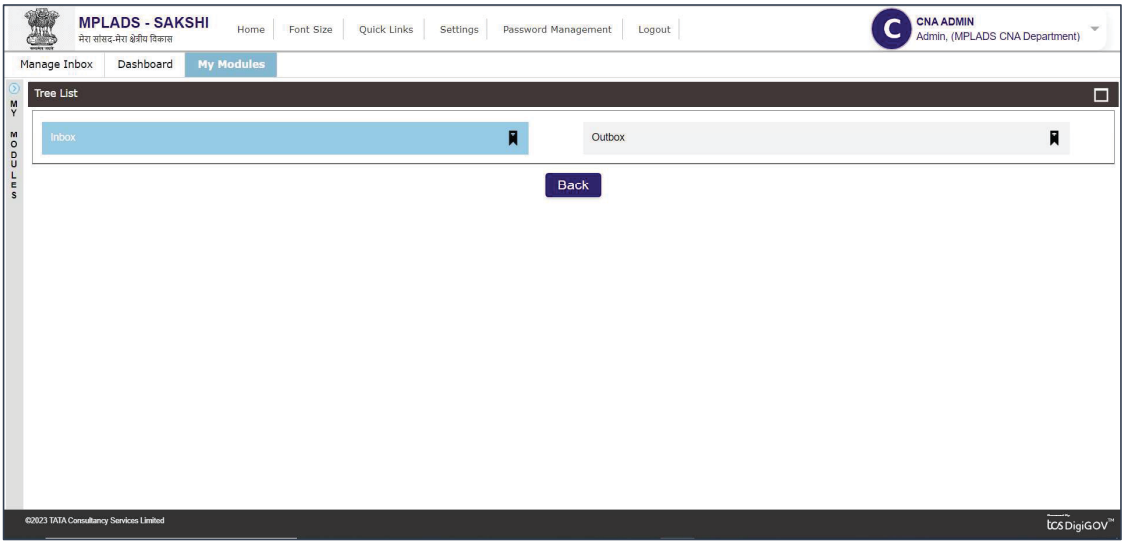
Node Path: HOMEPAGE → MY MODULES → RETURN FUND



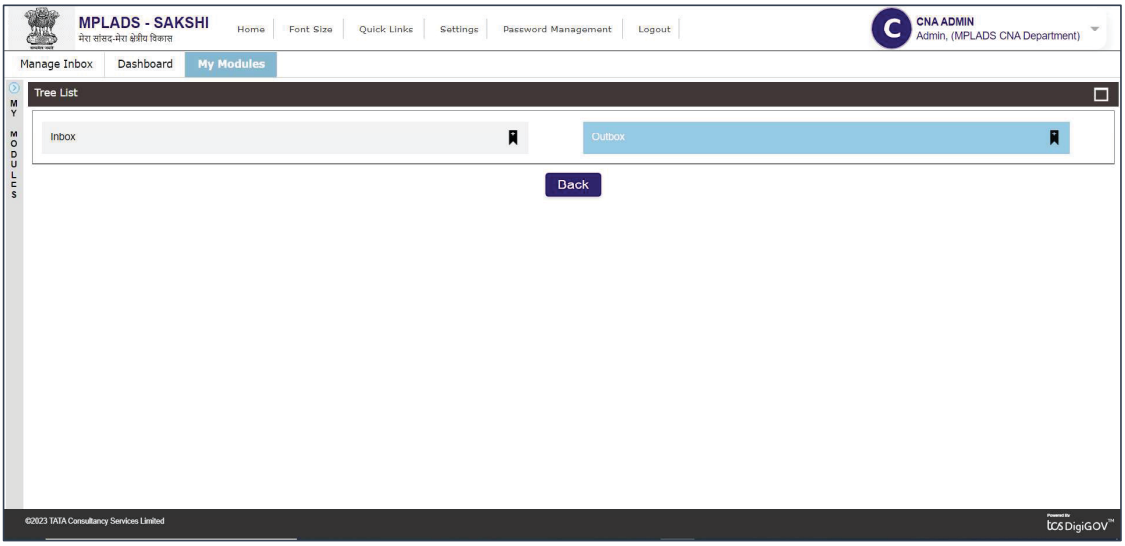
Screen 43: My Modules Page (Return Fund)

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

- INBOX
- OUTBOX



Screen 44(a): Return Fund (INBOX)

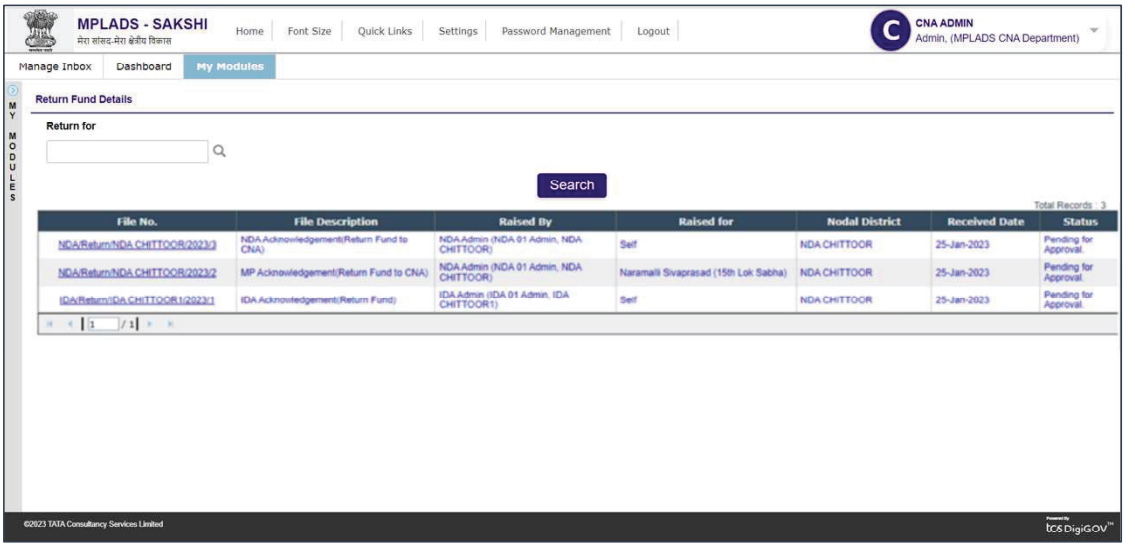


Screen 44(b): Return Fund (OUTBOX)

1.1 INBOX:

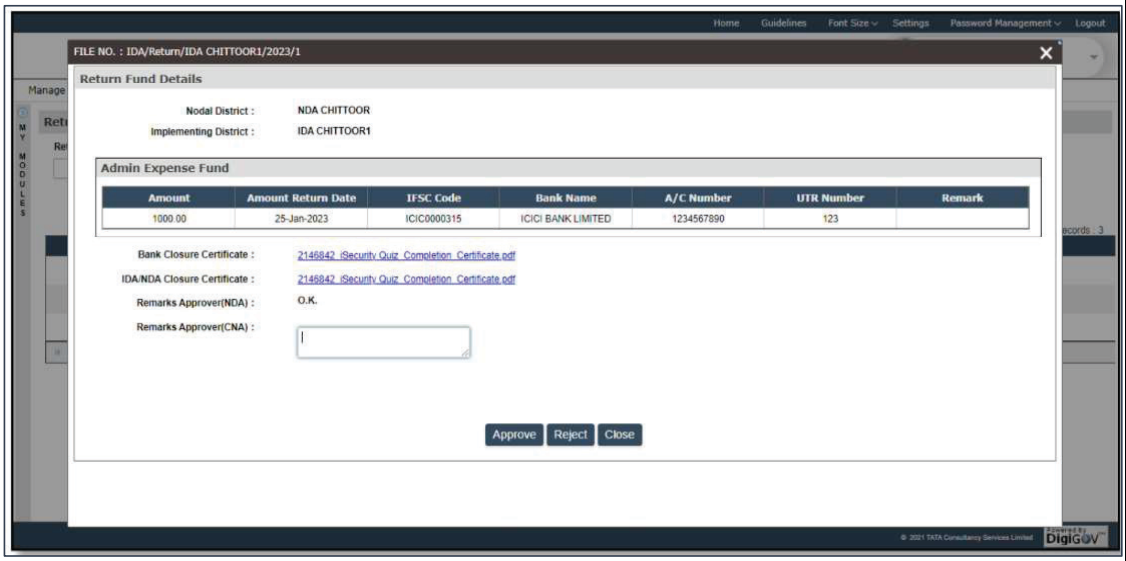
1. CNA user will find all the requested files which are sent by the IDA/NDA users for returning funds details.

Node Path: MY MODULES → RETURUN FUND → INBOX



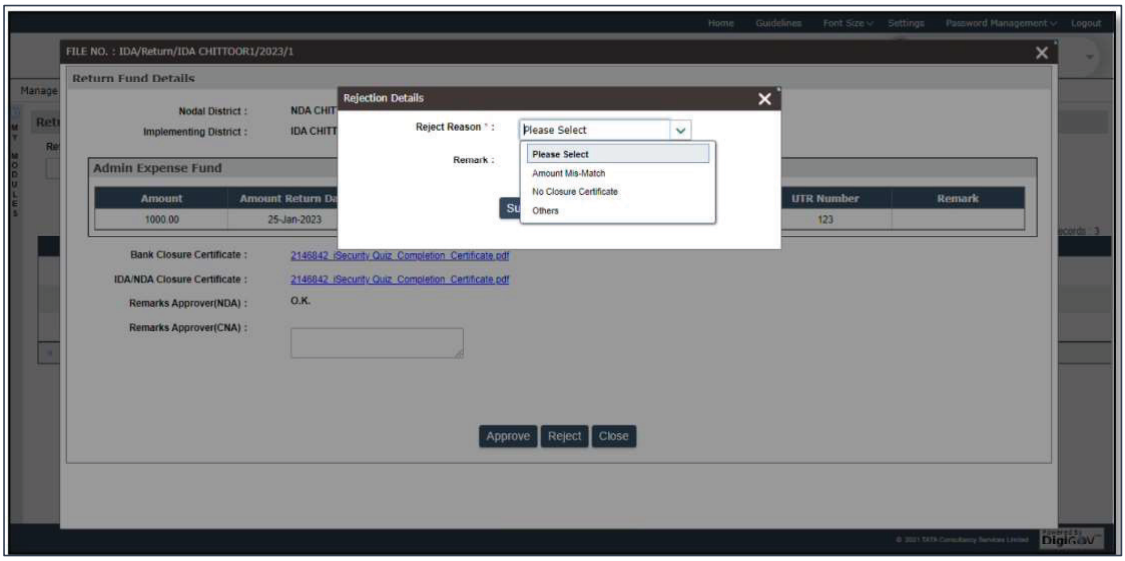
Screen 45: Return Fund Inbox

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.



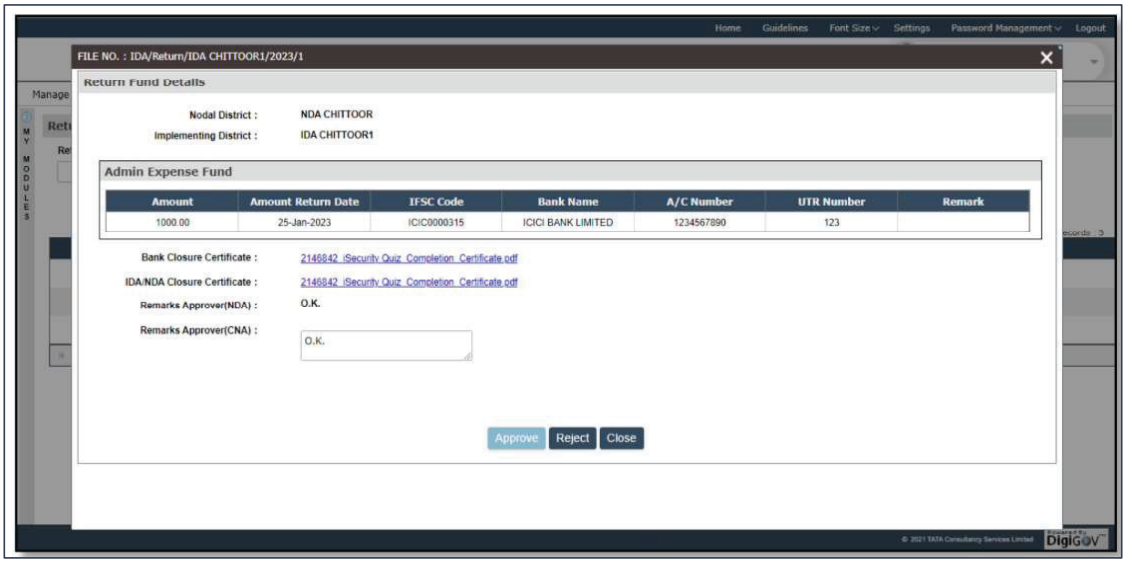
Screen 46: File Details

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.



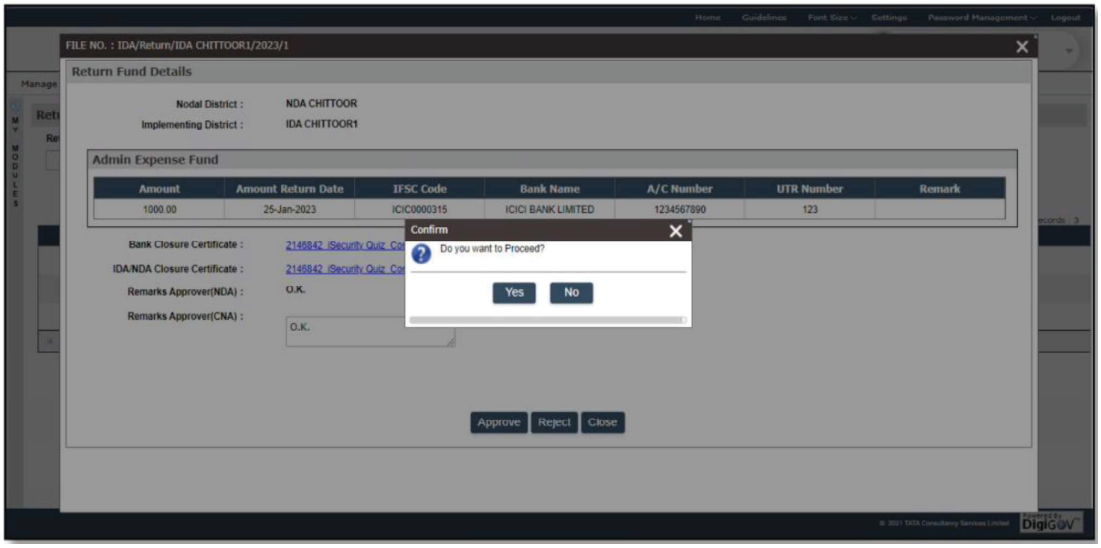
Screen 47: Rejection Option

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



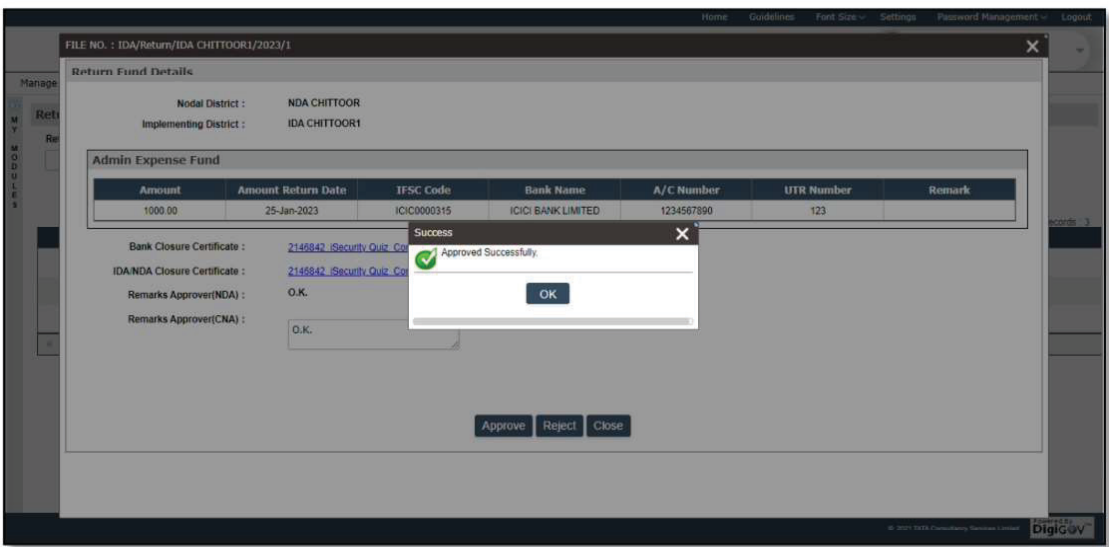
Screen 48: Return Fund

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



Screen 49: Return Fund

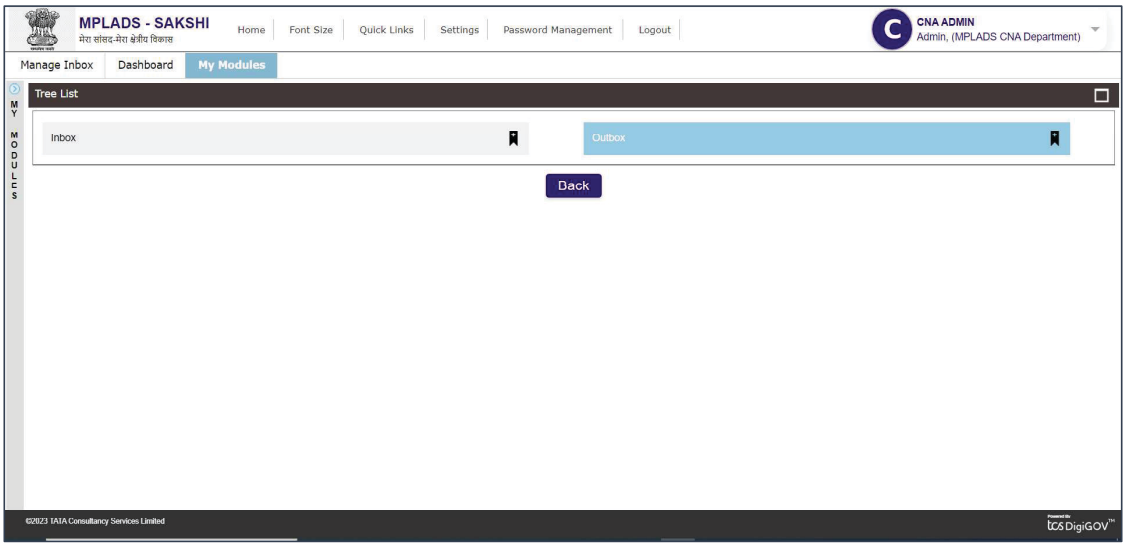
6. When CNA user selects the YES option, then the request process is completed successfully.



Screen 50: Final request Submit.

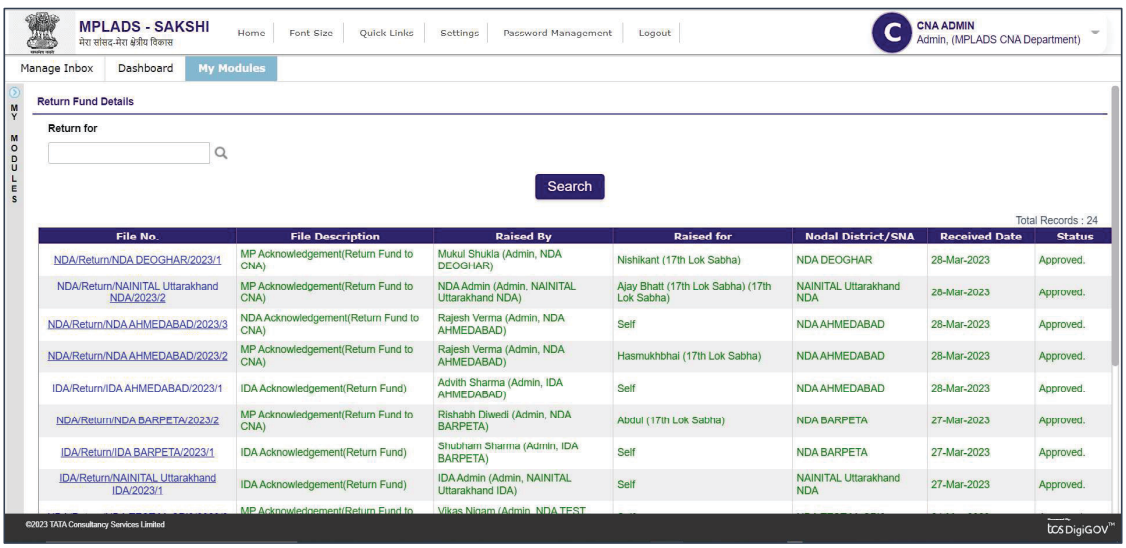
1.2 OUTBOX:

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



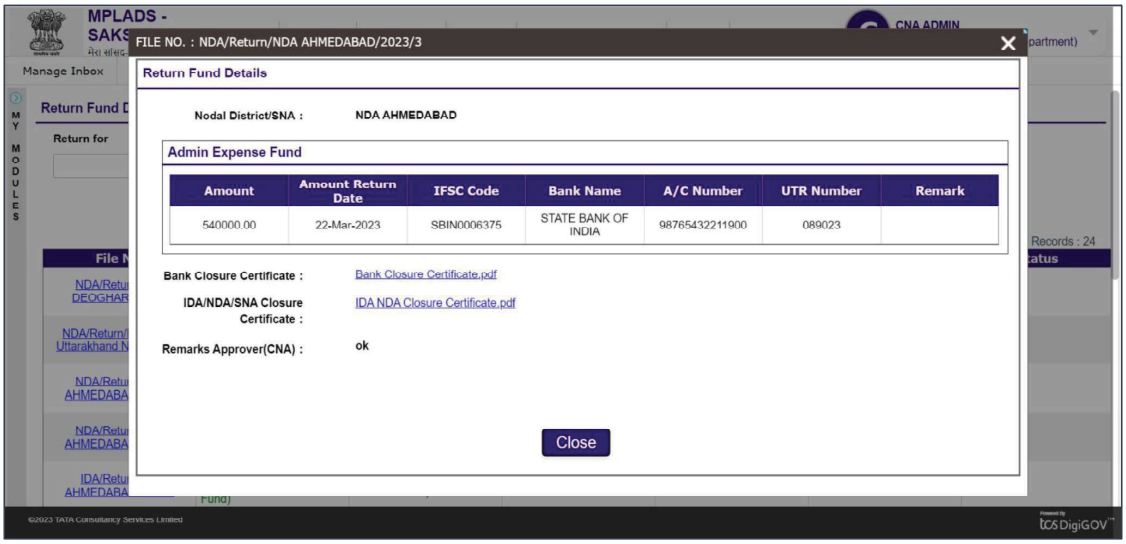
Screen 51: Outbox page

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.



Screen 52: Return Fund Details

3. In this user can check details of file.



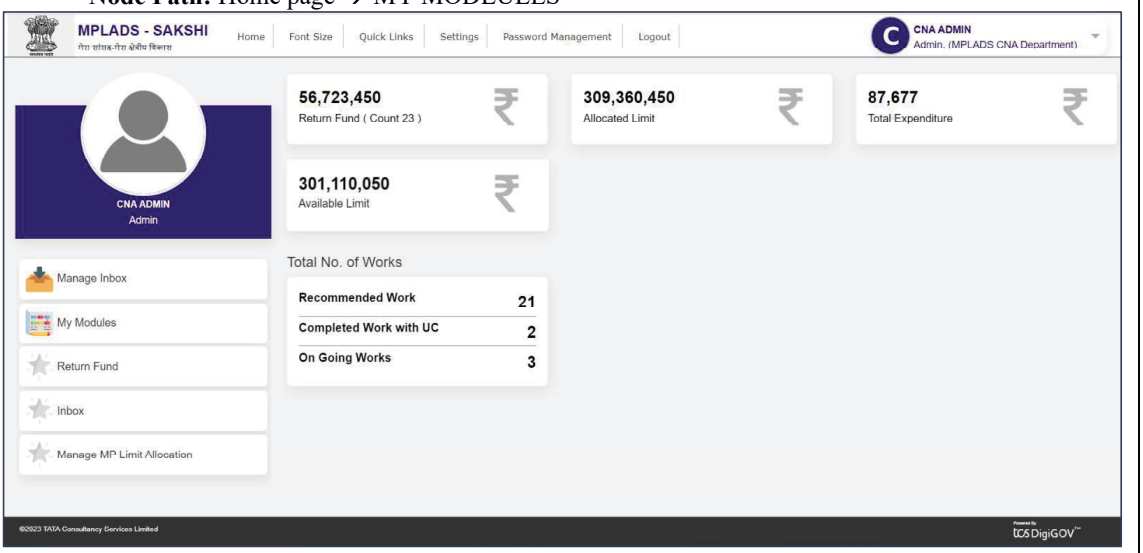
Screen 53: File Details

CNA Limit Allocation

2. CNA Limit Allocation:

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.

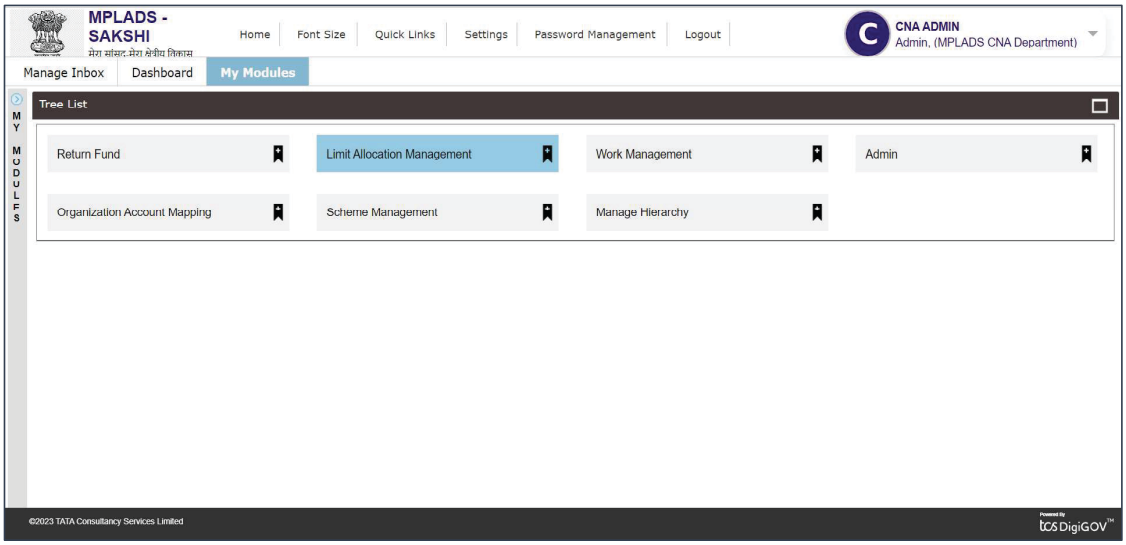
Node Path: Home page → MY MODLULES



Screen 54: CNA Home Page.

2.1 CNA Limit Allocation:

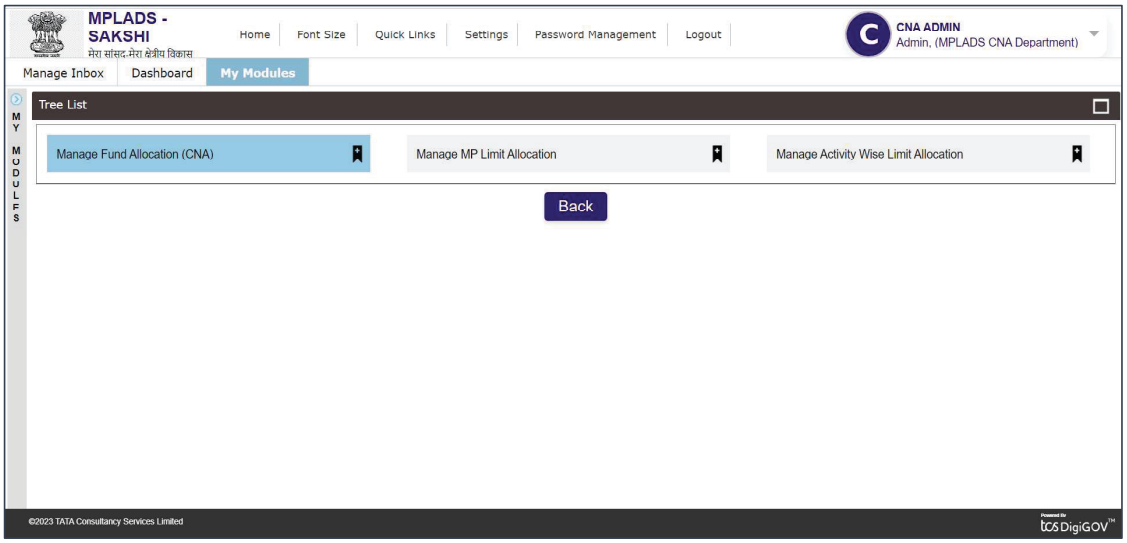
1. CNA user can click on My Modules to move further.



Screen 55: My Modules Page (CNA Limit Allocation).

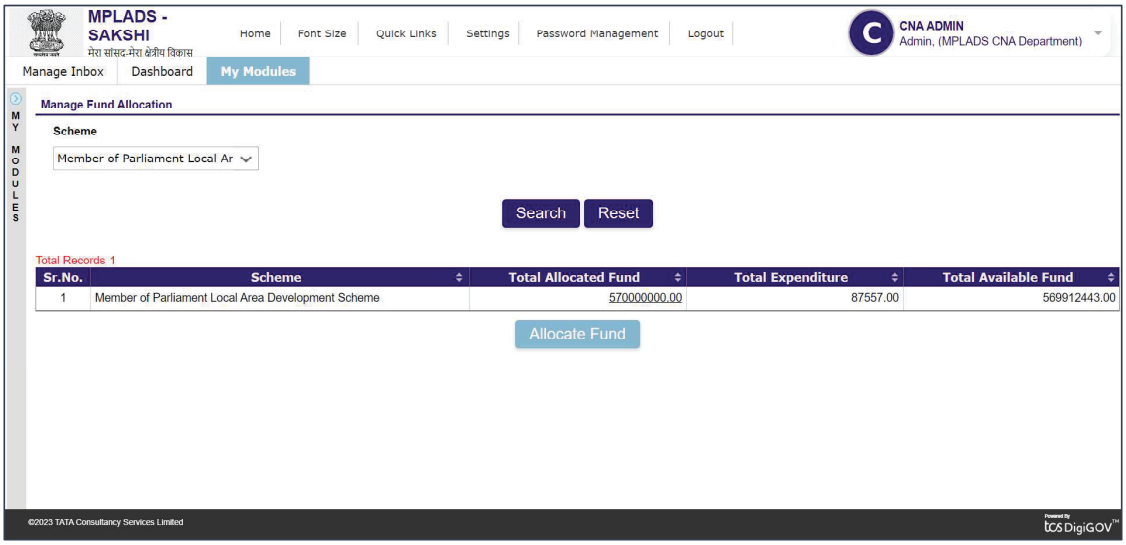
2. Once the CNA user click on **Limit Allocation Management** tile, the following tiles will be shown.

- Manage Fund Allocation (CNA)
- Manage MP Limit Allocation



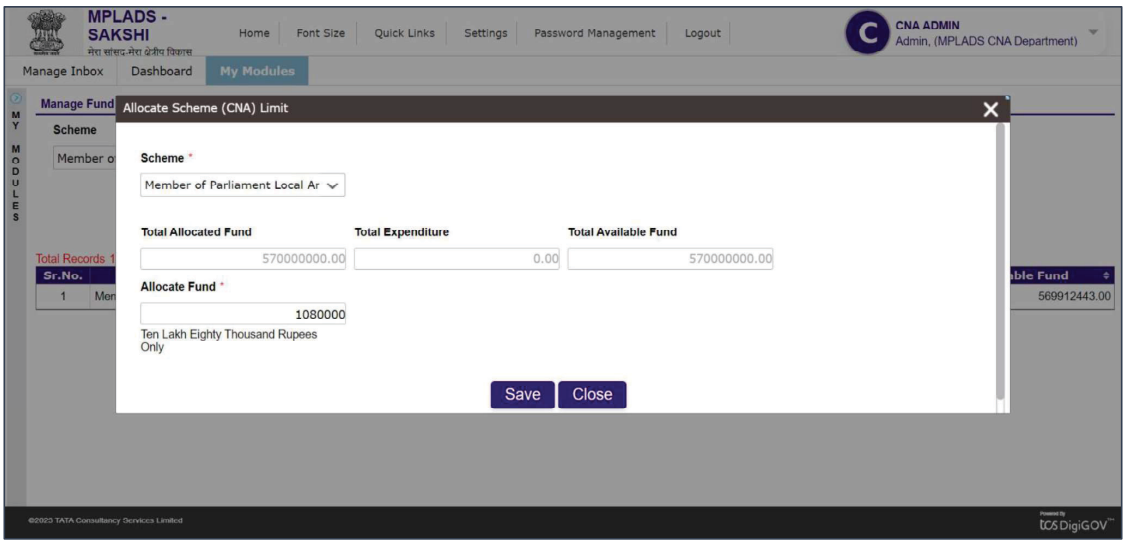
Screen 56: Manage Fund Allocation (CNA).

3. CNA users click on Manage Fund Allocation for enhancing the new limit or top- up the limit.



Screen 57: Allocate Fund (CNA).

4. CNA users click on Allocate Fund button



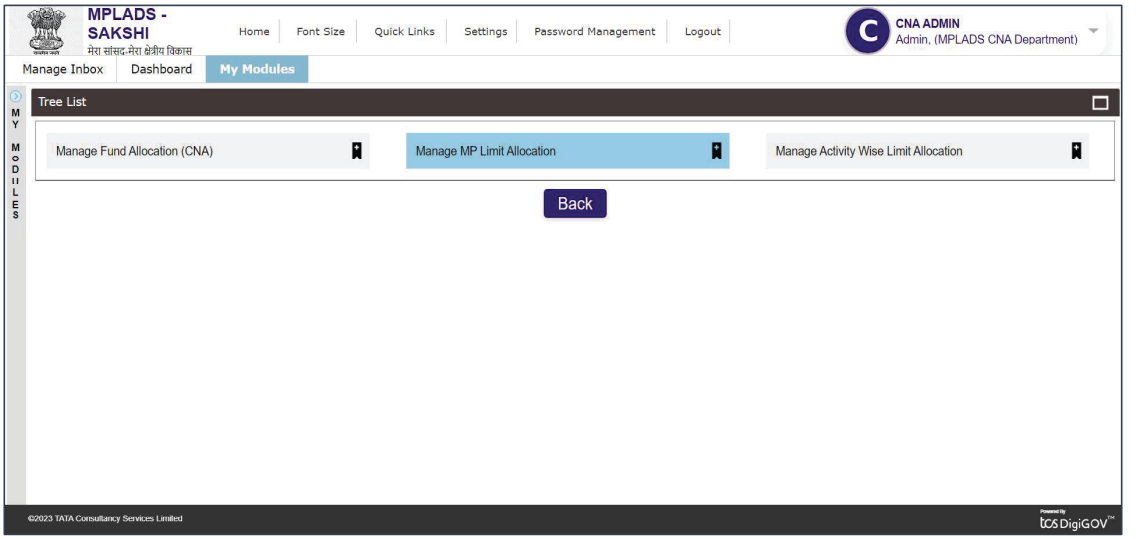
Screen 58: Allocate Limit (CNA).

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:

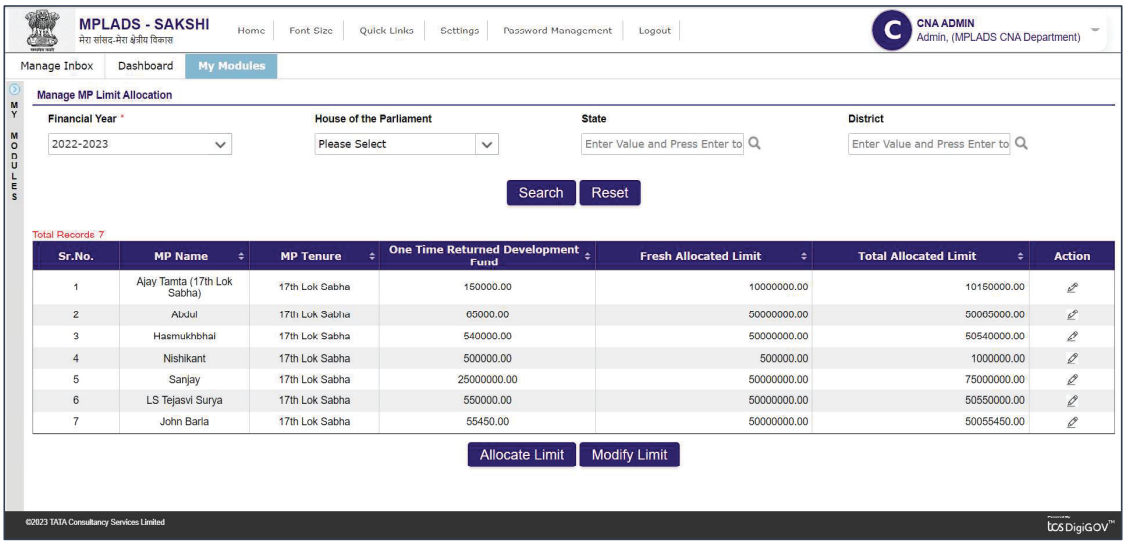
1. CNA user will assign the fresh limit to each Hon'ble MP's.

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



Screen 59: Manage MP Limit Allocation (CNA).

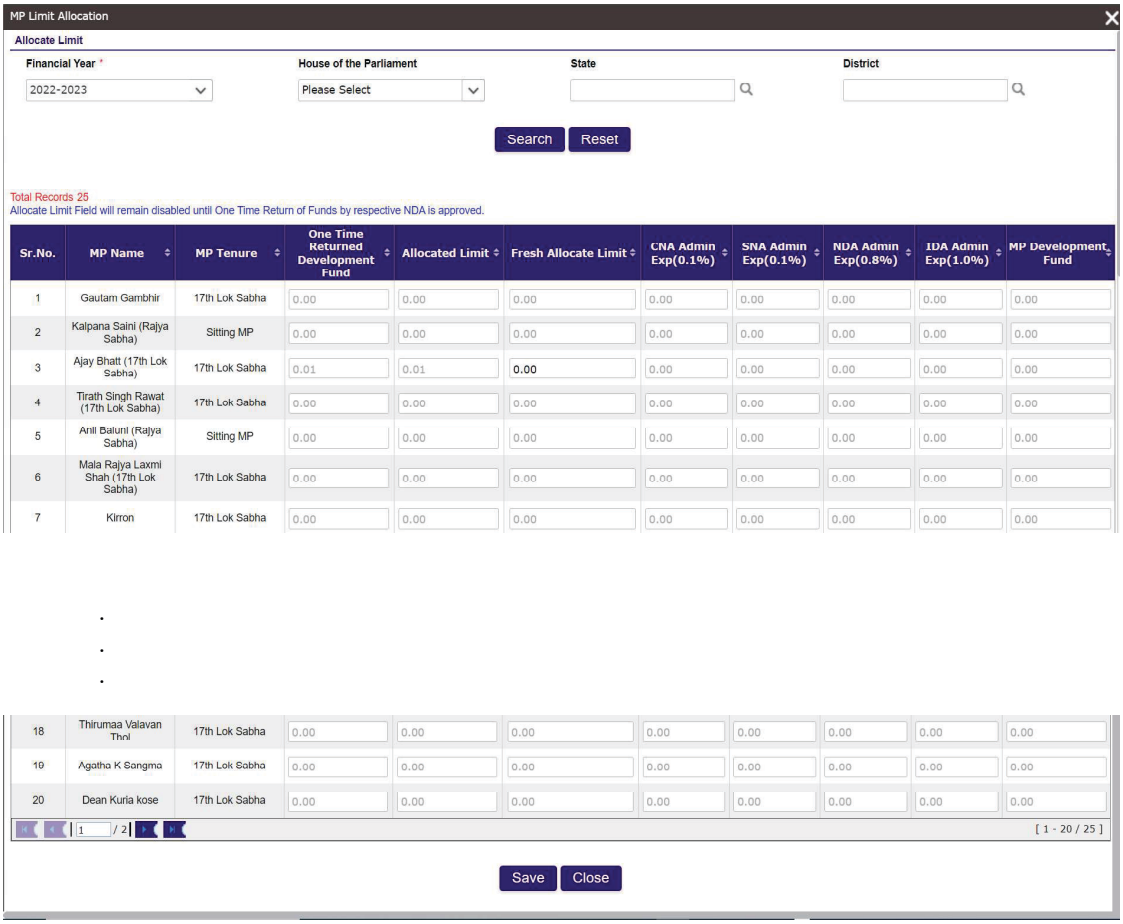
2. Once the CNA user click on the **Manage MP Limit Allocation** tile, below screen will appear.



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.

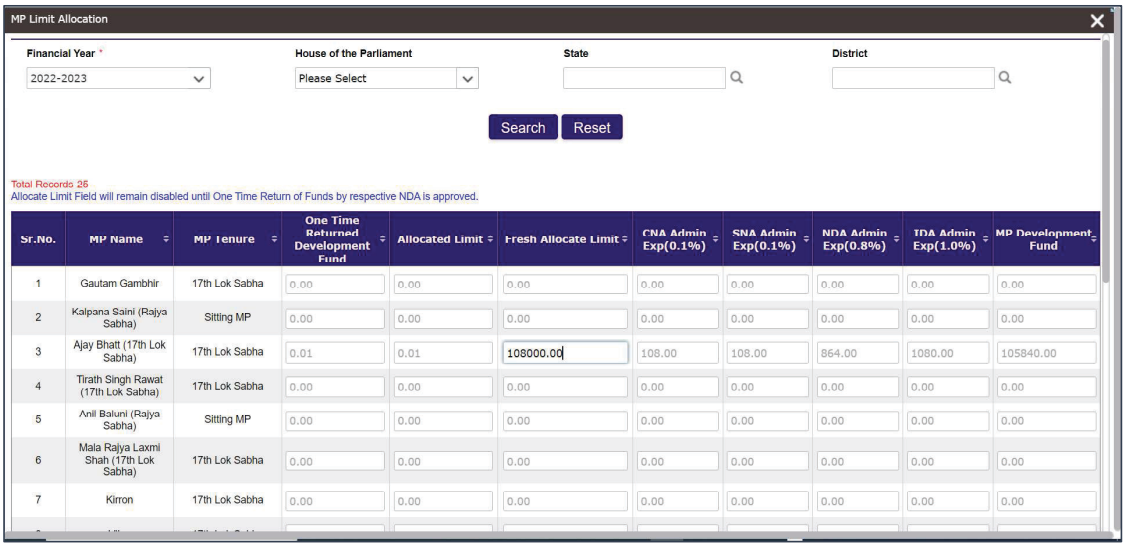
Now CNA user will enter the Fresh Allocate Limit amount.



Screen 61: MP Fresh Limit Allocation.

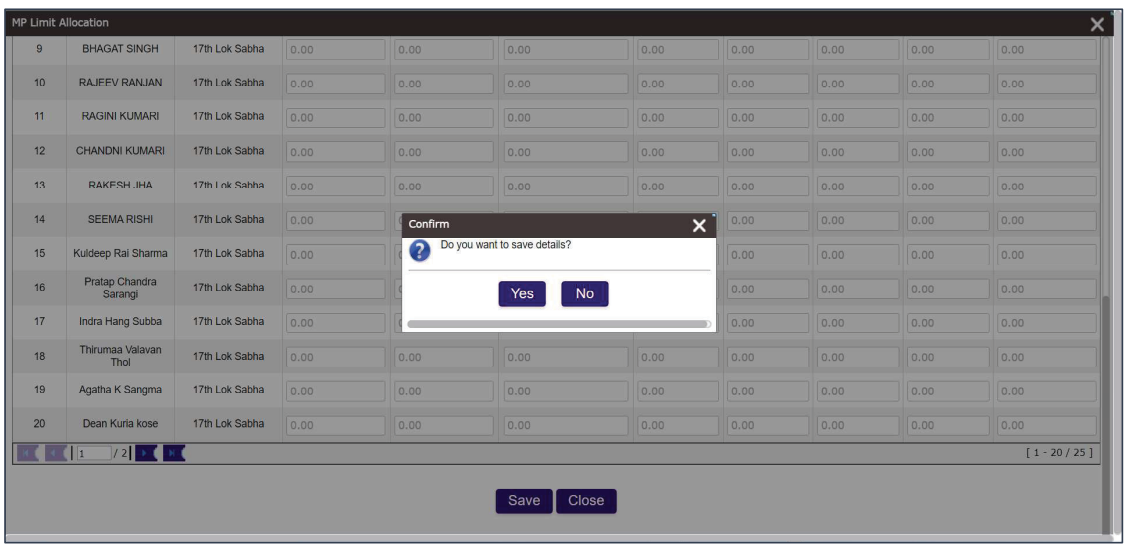
5. Once the CNA user entered the Fresh Allocate Limit, following limit will be automatically calculated and auto populate in their respective fields:

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



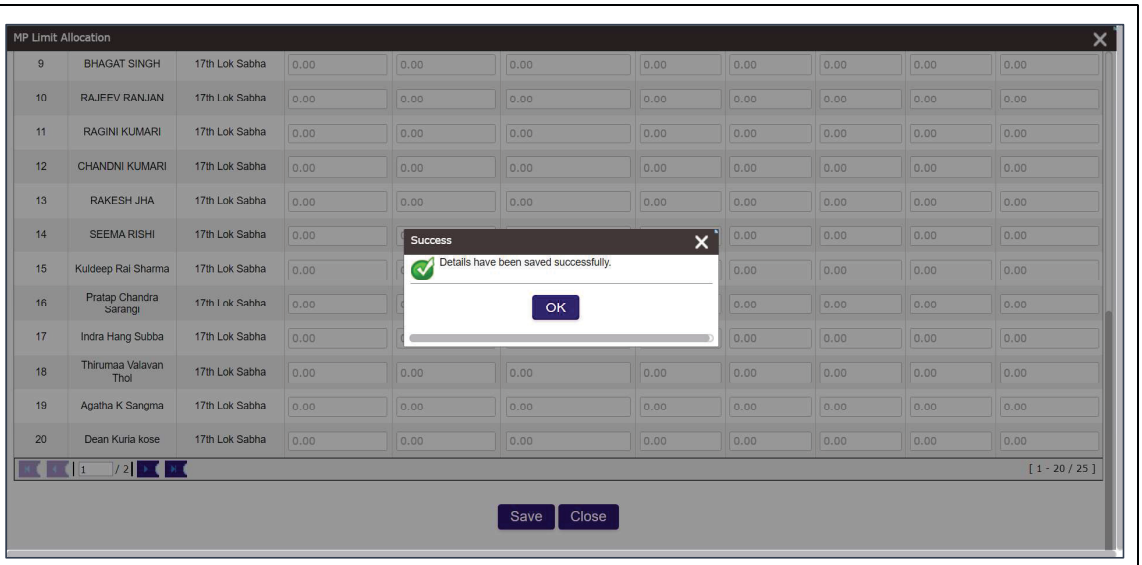
Screen 62: MP Fresh Limit Allocation.

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



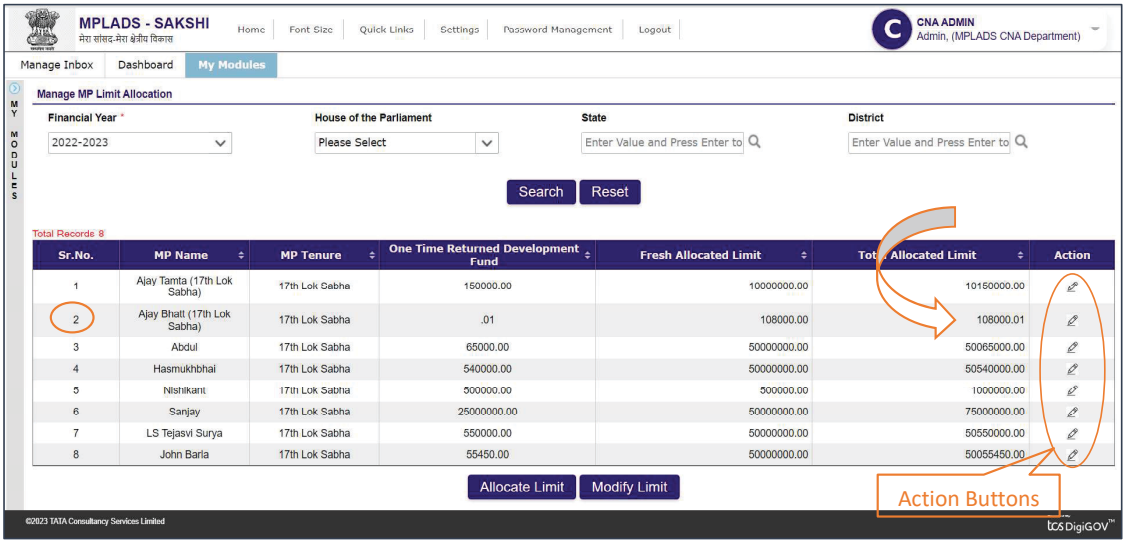
Screen 63(a): Confirmation Pop-up Message.

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



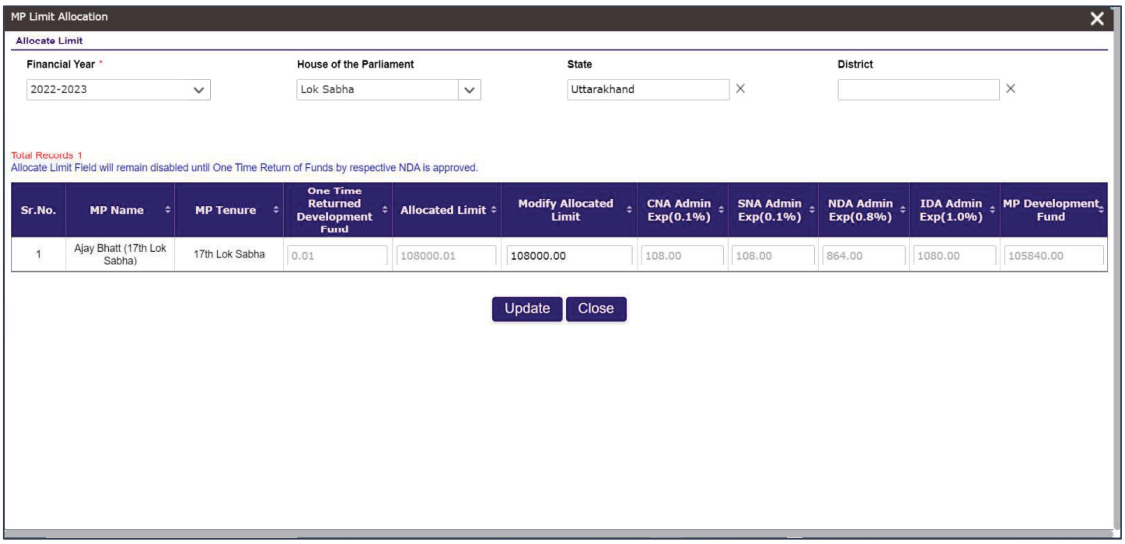
Screen 63(b): Success Alert Message.

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.

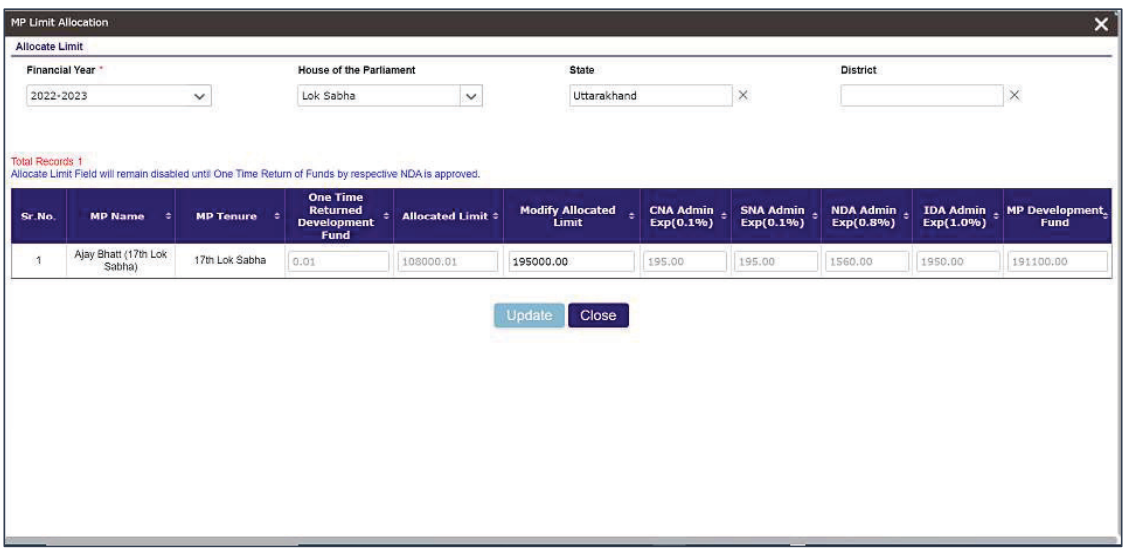


Screen 64: MP Limit Allocation

9. Using the **Action** button, CNA user can update the selected Hon'ble MP's assigned limit.

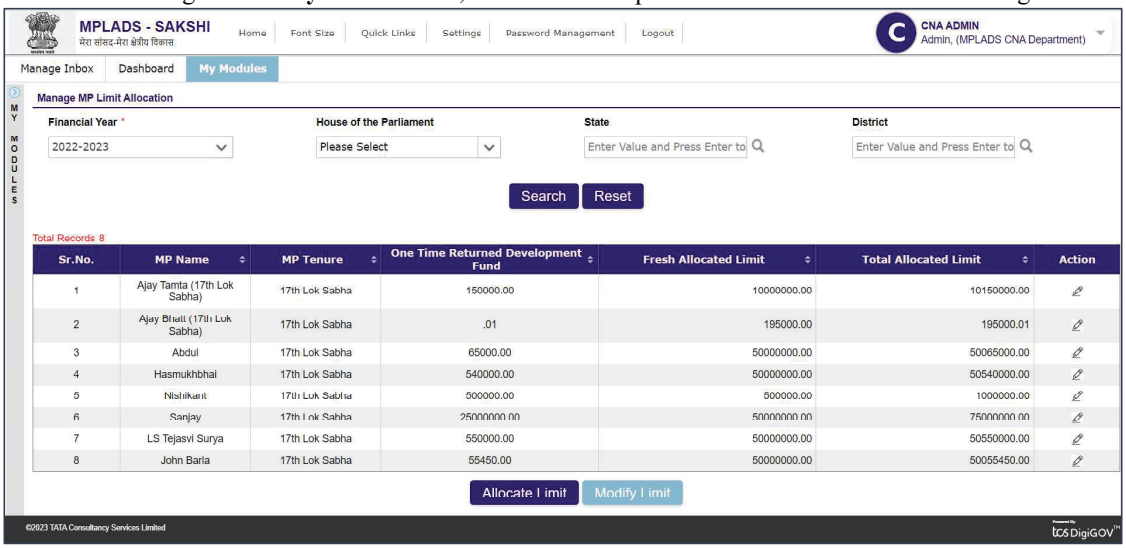


Screen 65(a): Update MP Allocated Limit. (original Value)

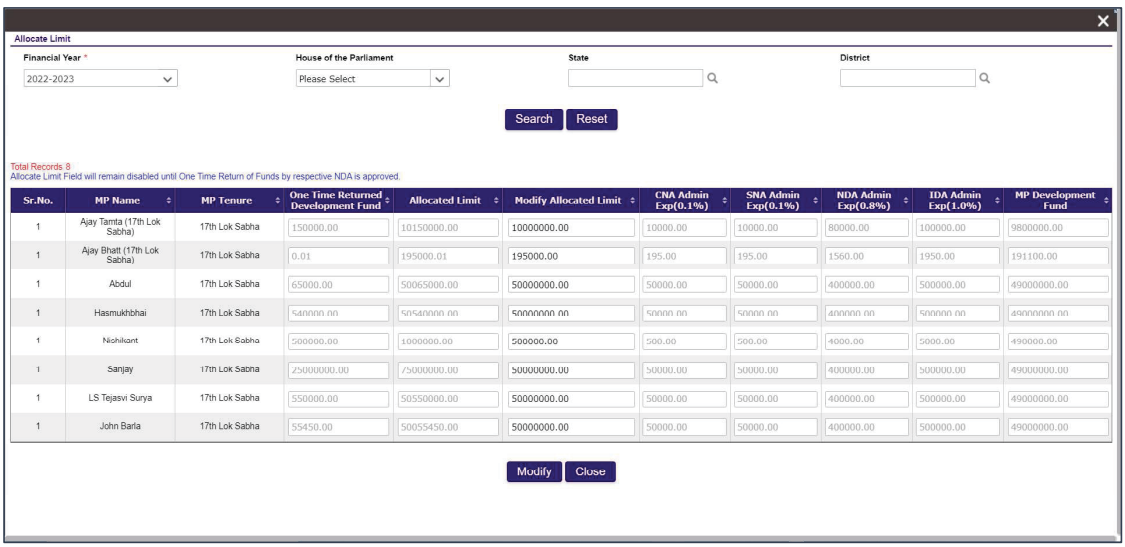


Screen 65(b): Update MP Allocated Limit. (Updated)

10. Using the **Modify Limit** button, CNA user can update all the active Hon'ble MP's assign limit.



Screen 66(a): Update All MP Allocated Limit



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:

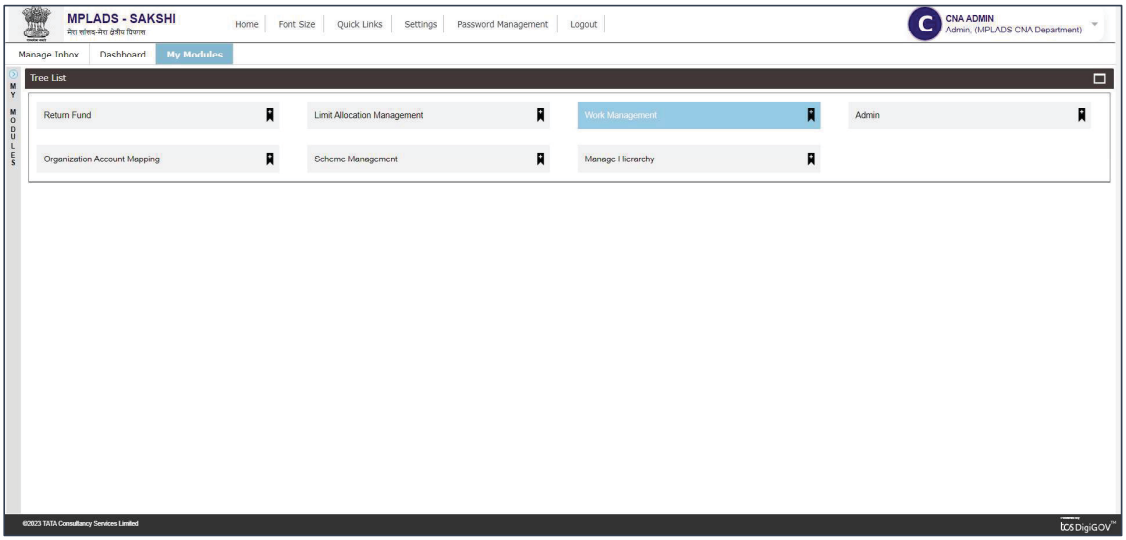
CNA users will have to login with their respective username and password.
This facility enables the process of approval or rejection of IDA & NDA return fund details.
Node Path: Home page → MY MODLULES

1 National & State Calamity Configuration:

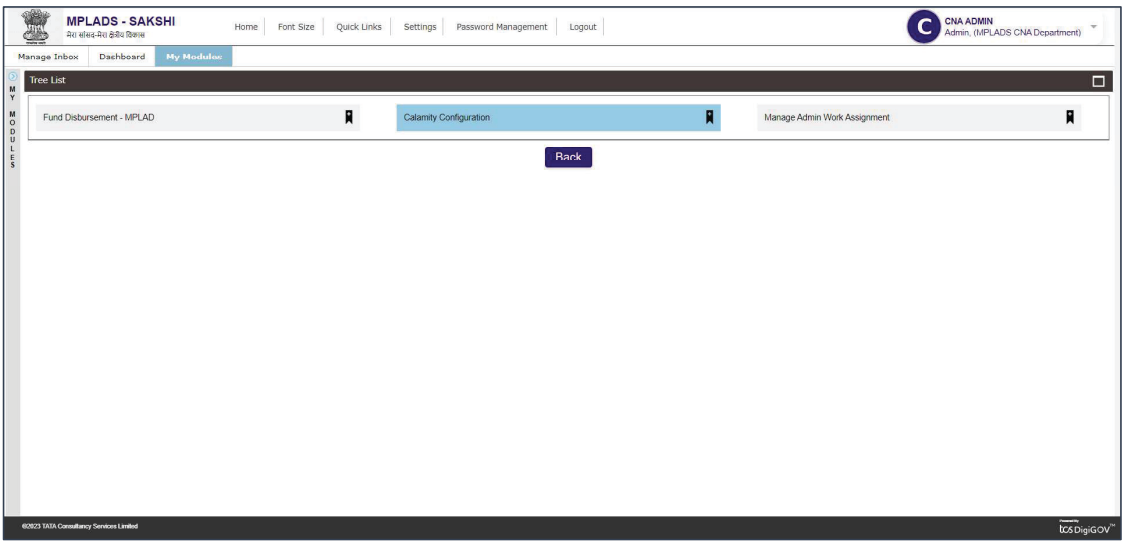
If CNA configure the National Calamity in the System, all over India's active Hon'ble MP's can raise their Calamity consent using MP Recommendation module.

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

Node Path: Home → My Modules → Work Management → Calamity Configuration

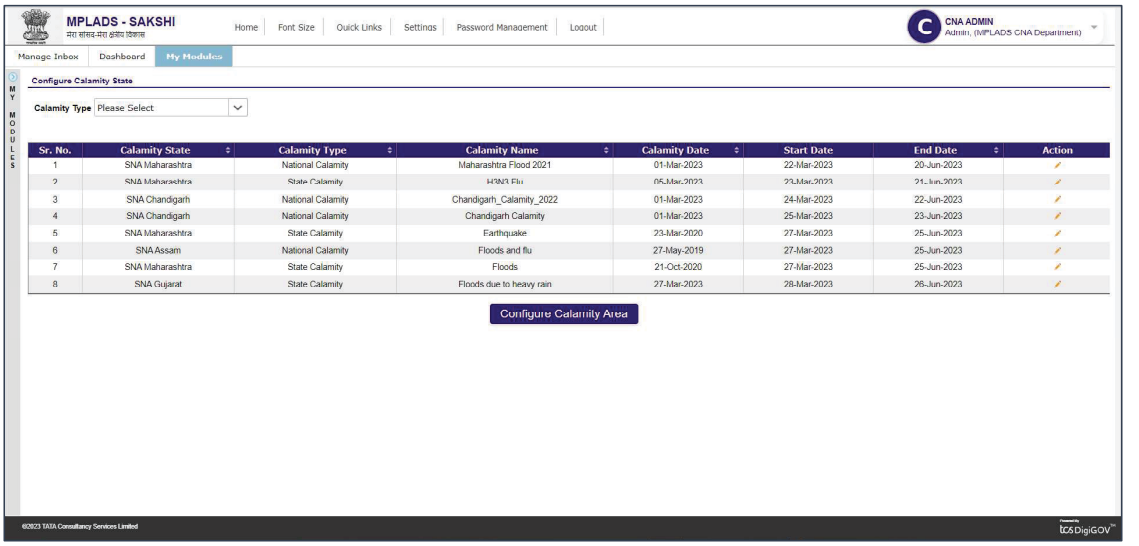


Screen 67(a): Work Management (Calamity Configuration)



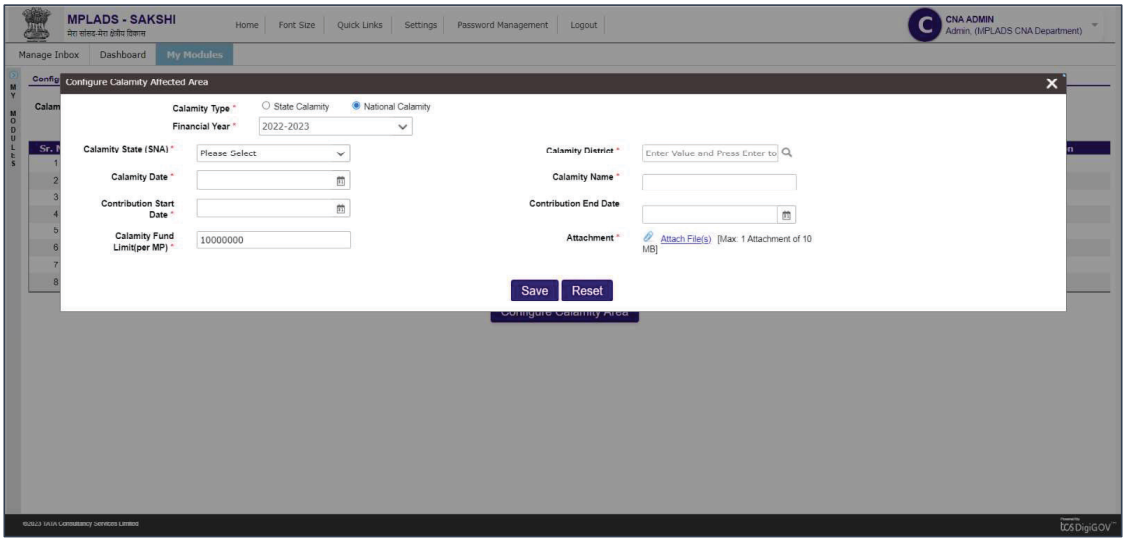
Screen 67(b): Calamity Configuration.

2. To Configure the National Calamity in the application, CNA user must click on **Configure Calamity Area** button.

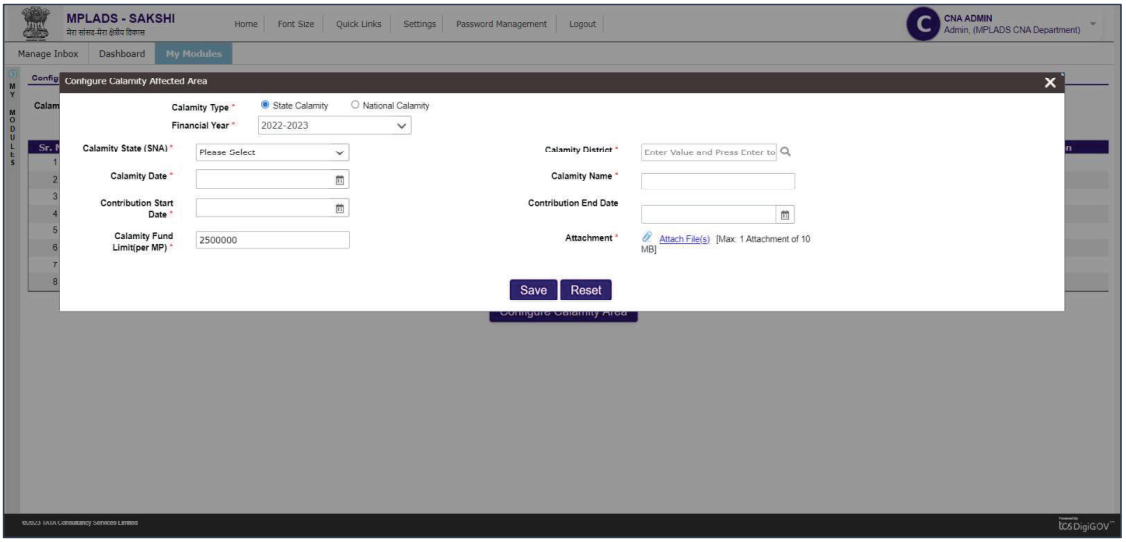


Screen 68: Calamity Configuration

3. After clicking on Configure Calamity Area button, the screen below will appear.

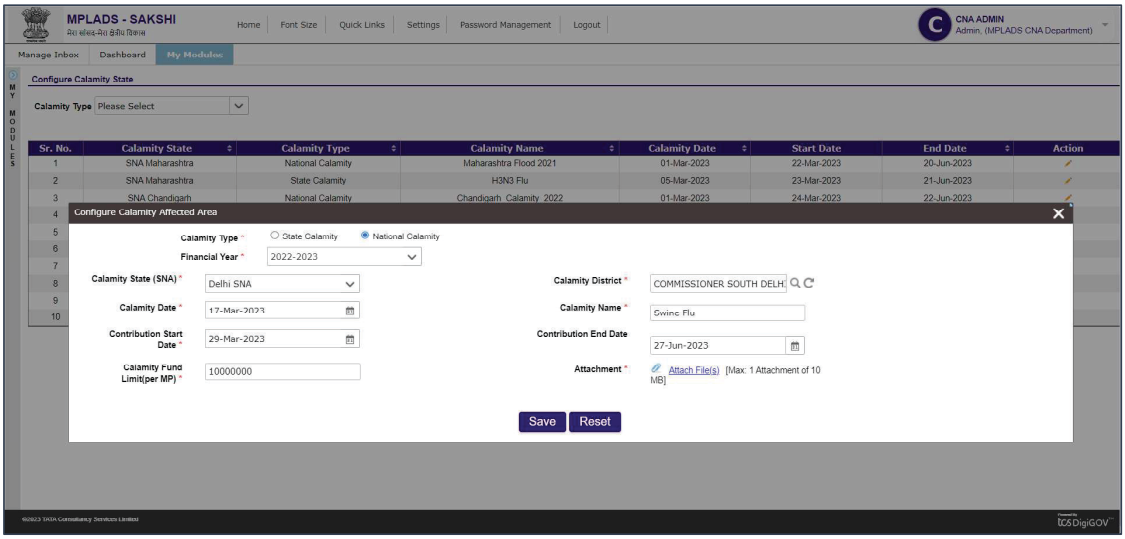


Screen 69(a): National Calamity Configuration



Screen 69(b): State Calamity Configuration

4. For Configuring the National Calamity, CNA user must fille the following details:
   - Calamity Type-National Calamity or State Calamity
   - Calamity State (SNA)
   - Calamity District
   - Calamity Date
   - Calamity Name
   - Contribution Start Date
   - Contribution End Date
   - Attachment



Screen 70: Configure Calamity Area

5. Once the CNA user has filled in all the details, Click on **Save** button.

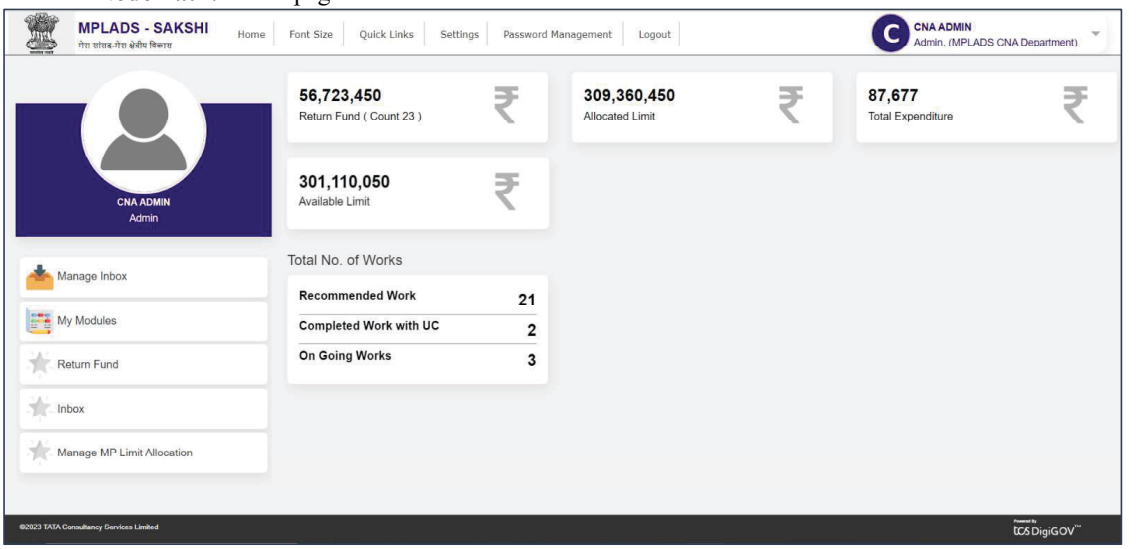
4. CNA Admin

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.

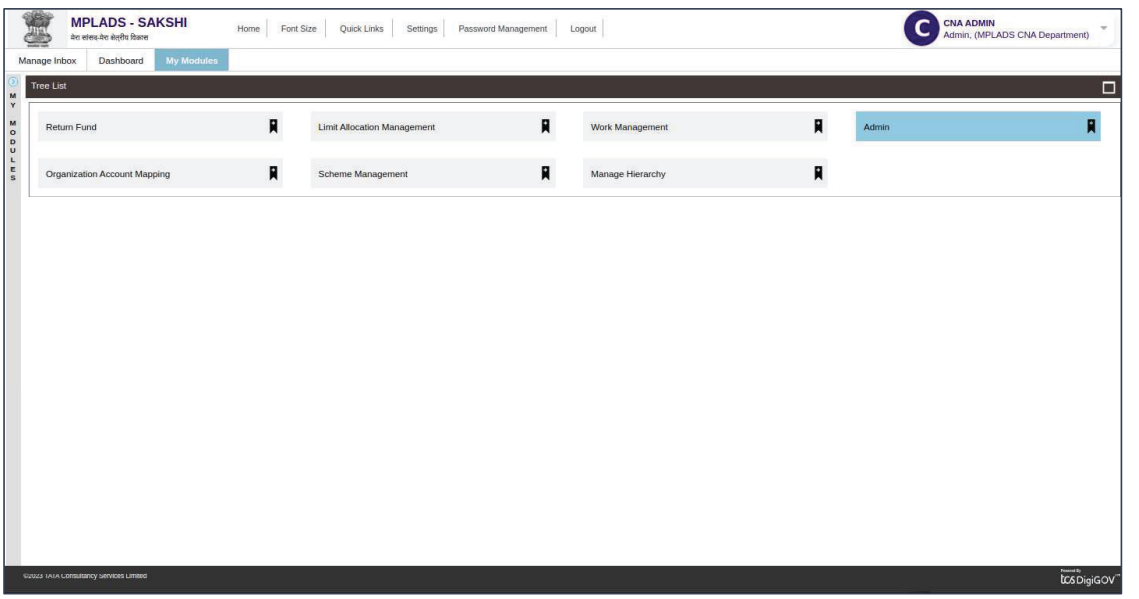
Node Path: Home page → MY MODLULES



Screen 771: Homepage (CNA login)

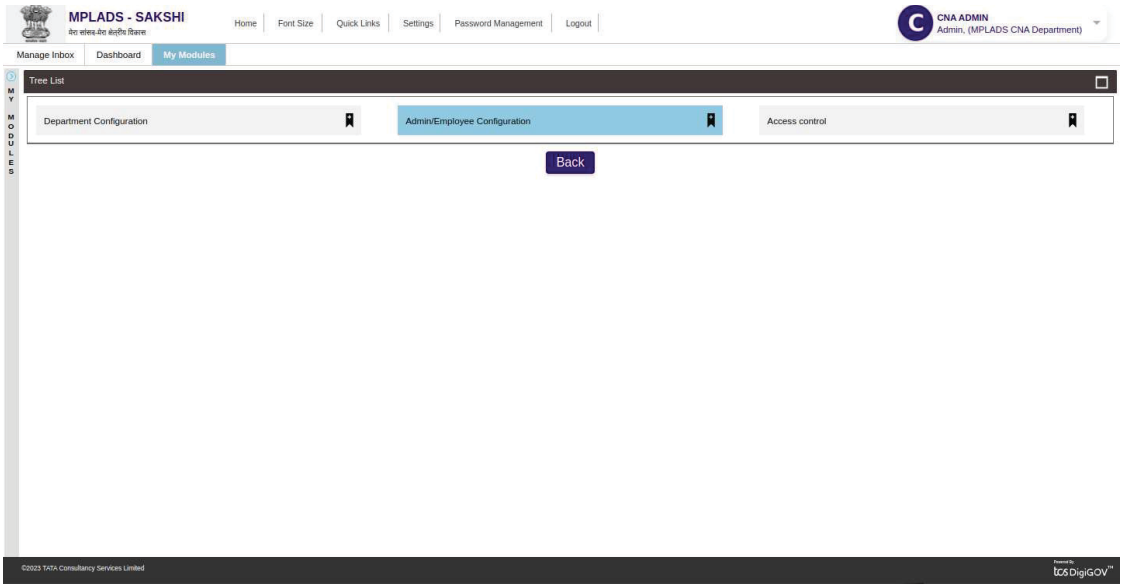
1. CNA user can click on My Modules to move further.

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



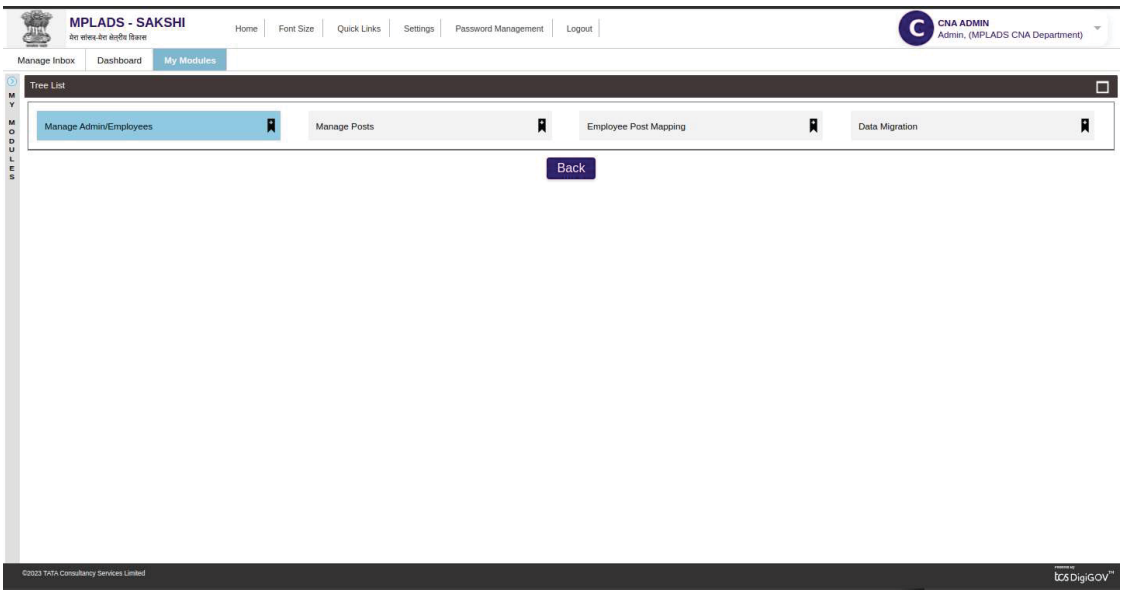
Screen 72: My Modules Page (CNA Admin)

2. After clicking on **ADMIN** button, the following screen below will appear.
Now Click on Admin/Employee Configuration.



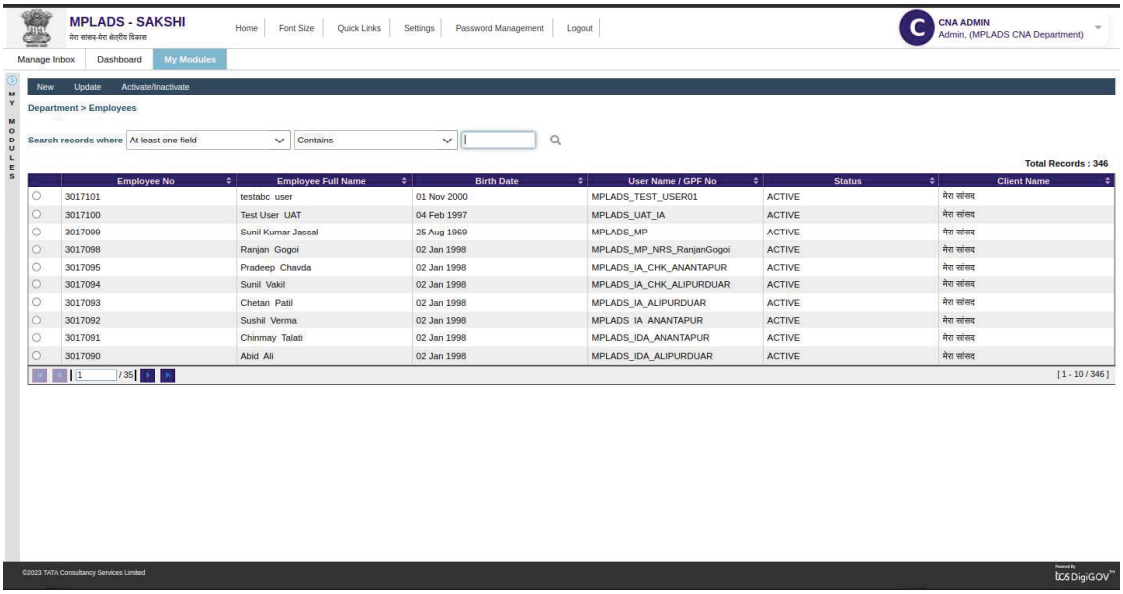
Screen 73: Admin page

3. Click on Manage Admin/Employee Tab to create a User



Screen 74: Admin/Employee Configuration page

4. On Clicking the Manage Admin/Employee we get the following page.

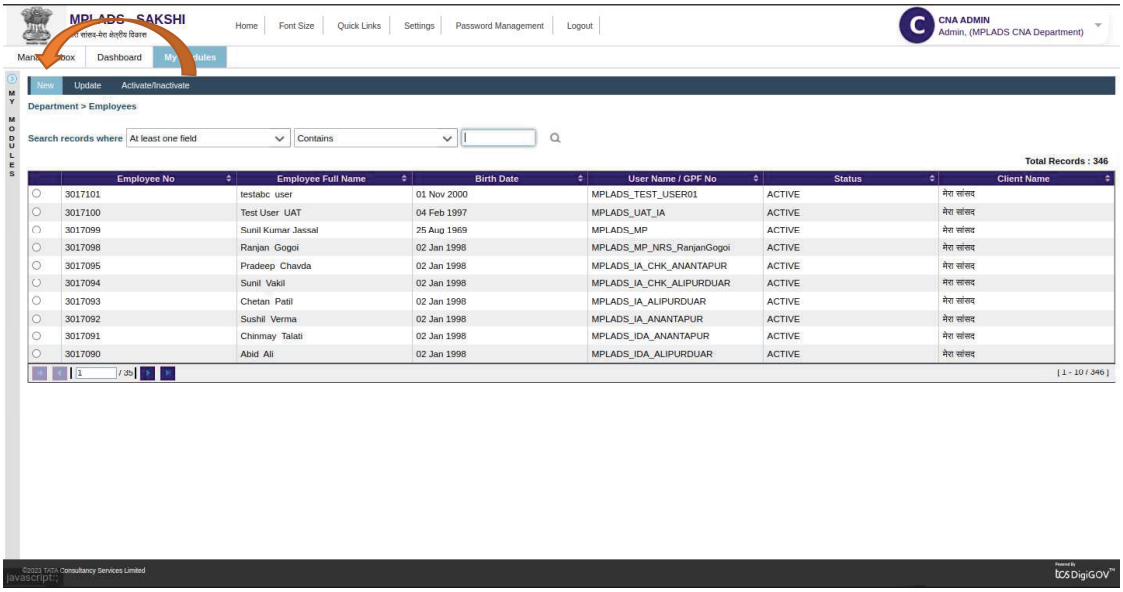


Screen 75(a): Manage Admin/Employee page

4.1.1 Manage Admin/Employee

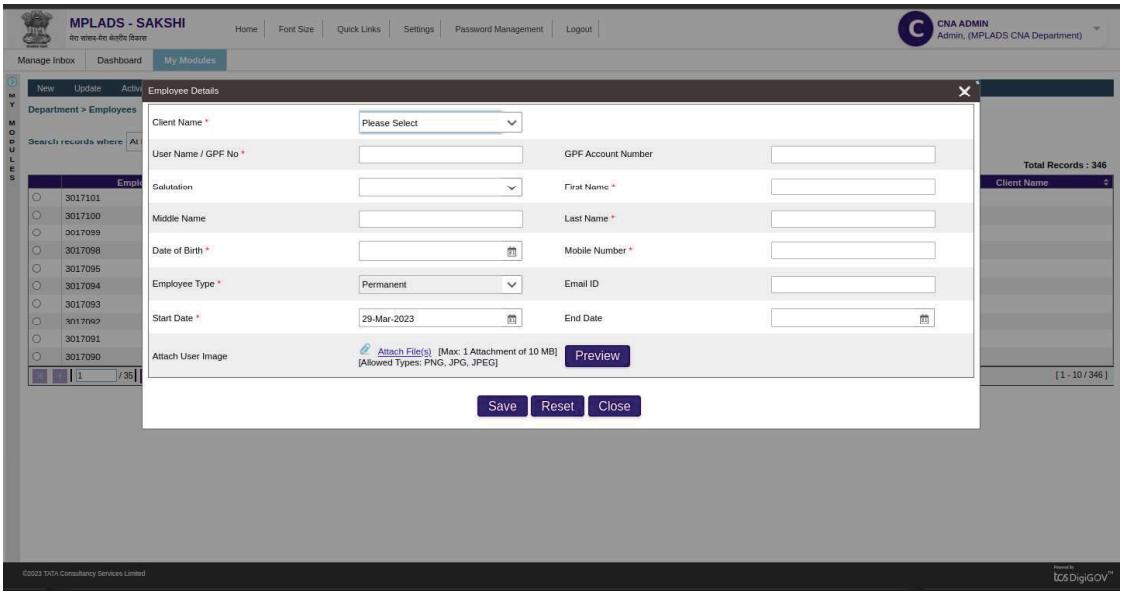
1. Create New Users

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



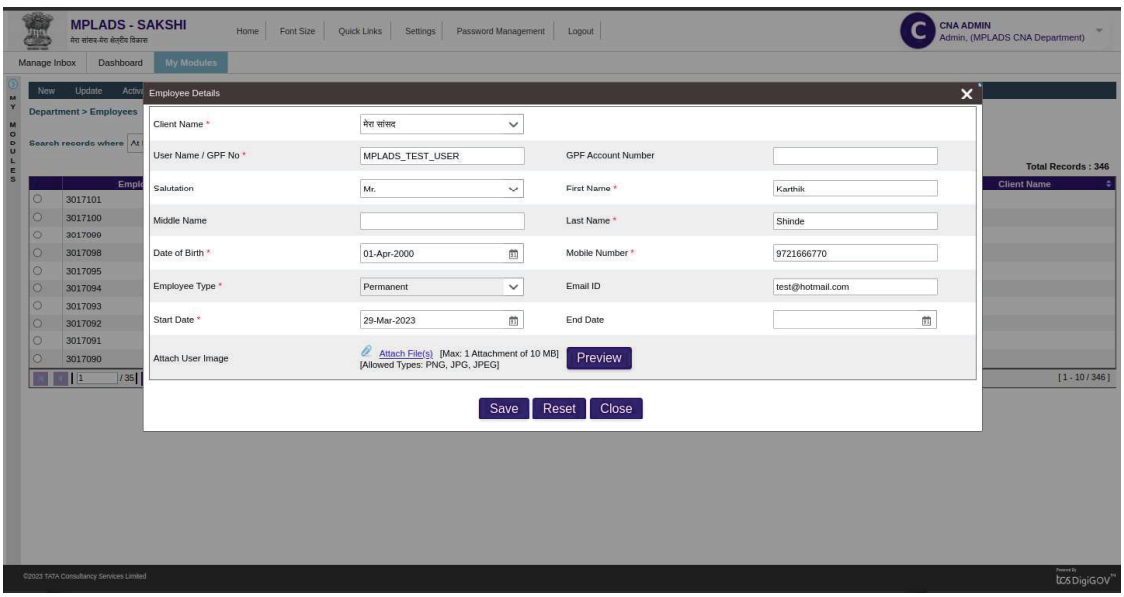
Screen 75(b): Manage Admin/Employee page (New Tab)

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.



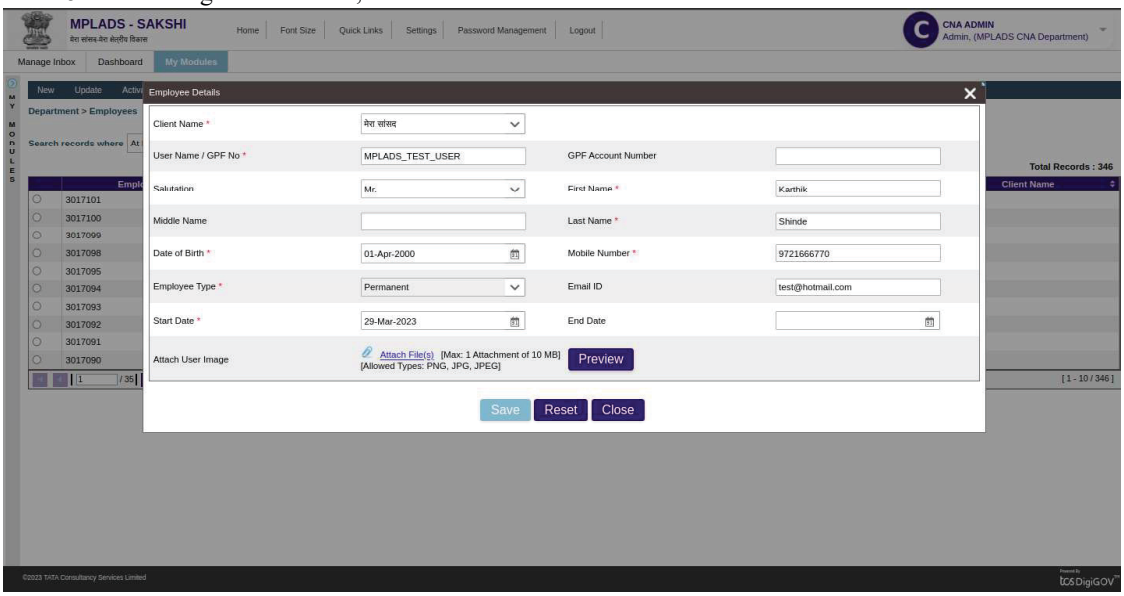
Screen 76: Employee Details pop-up Window

7. Enter all the details.



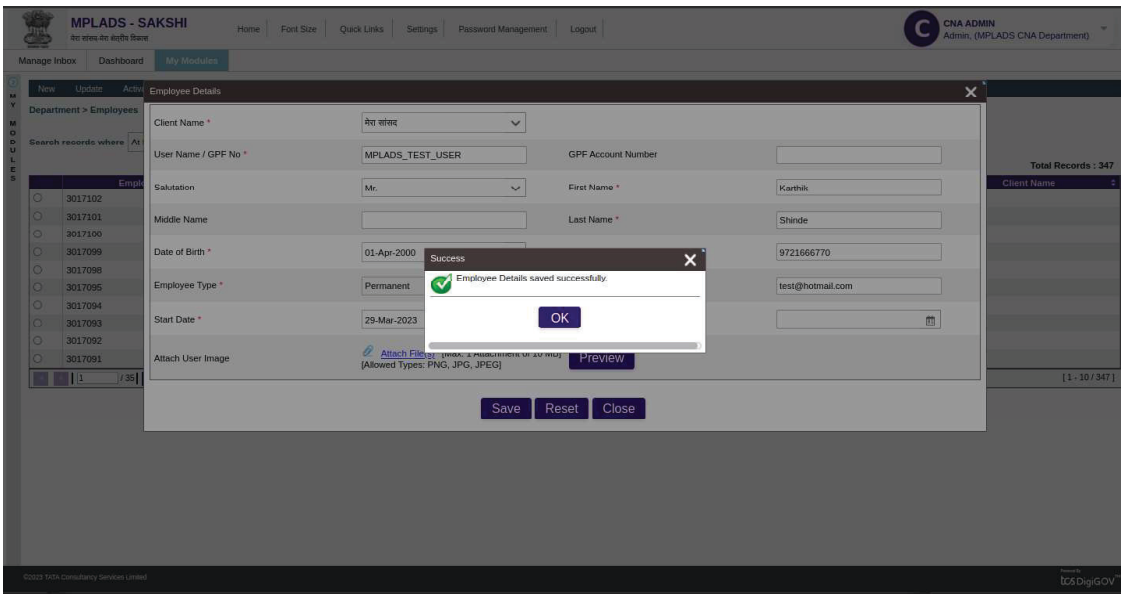
Screen 77: Employee Details pop-up Window (details filled up)

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



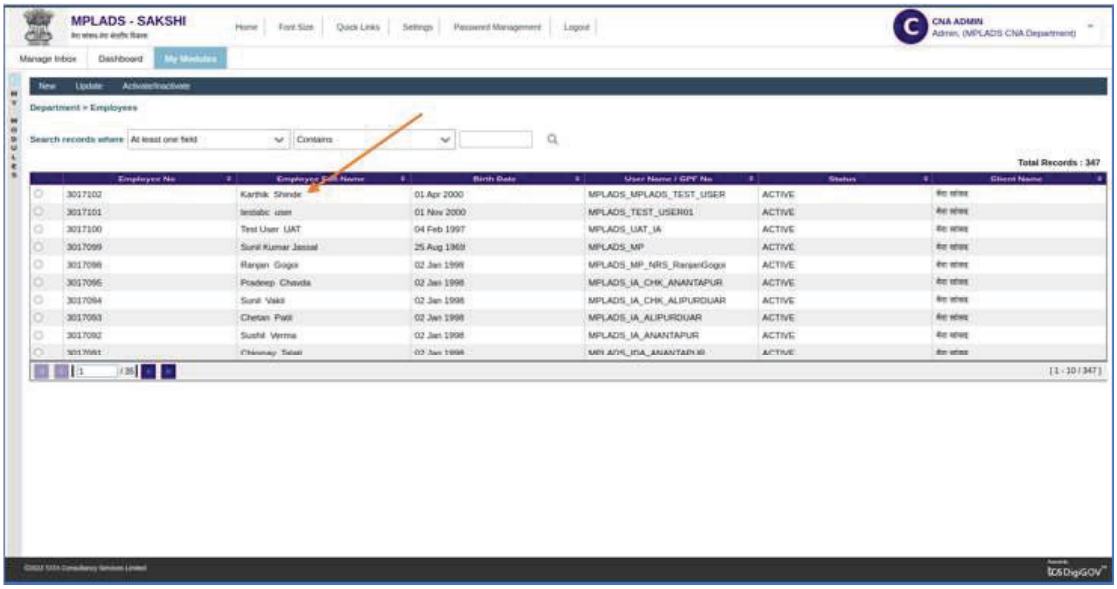
Screen 78: Employee Details

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.



Screen 79: Employee Details

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.



Screen 80: Manage Admin/Employee page.

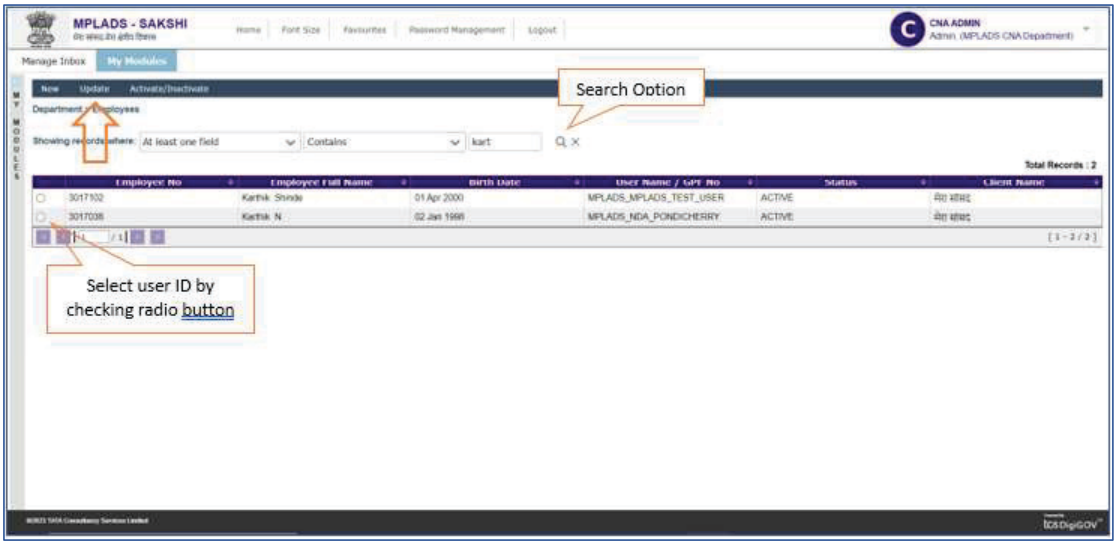
2. Update the existing users

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.

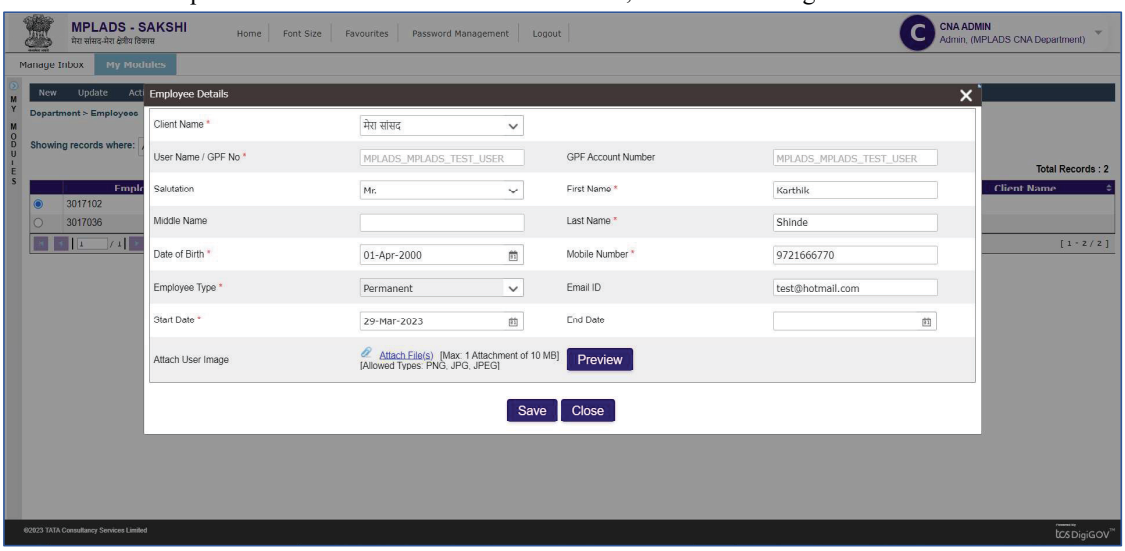
To update the user,

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.

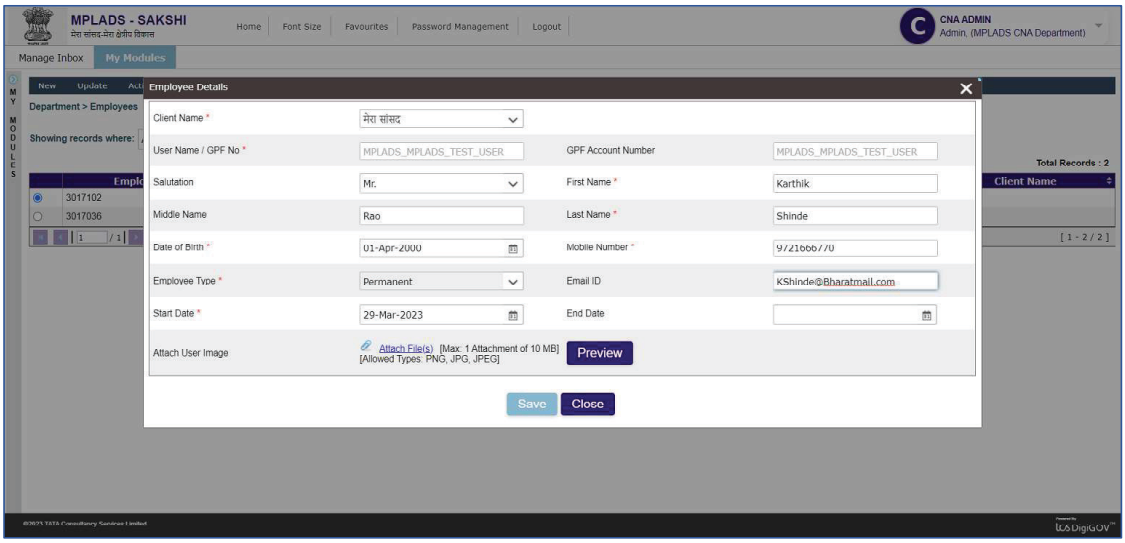


Screen 81: Manage Admin/Employee page (update)

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

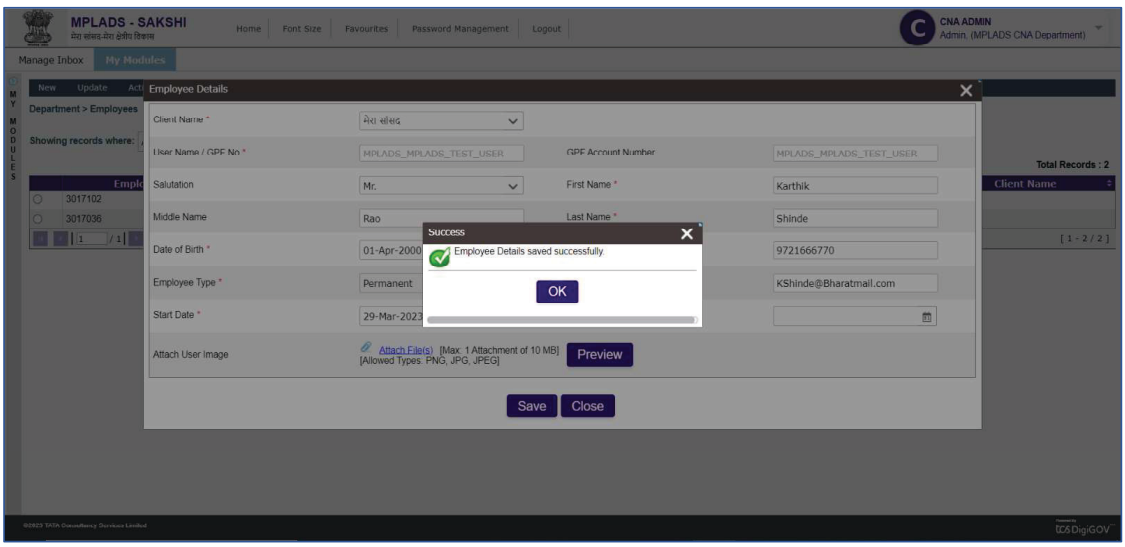


Screen 82: User Details Update Window (update)



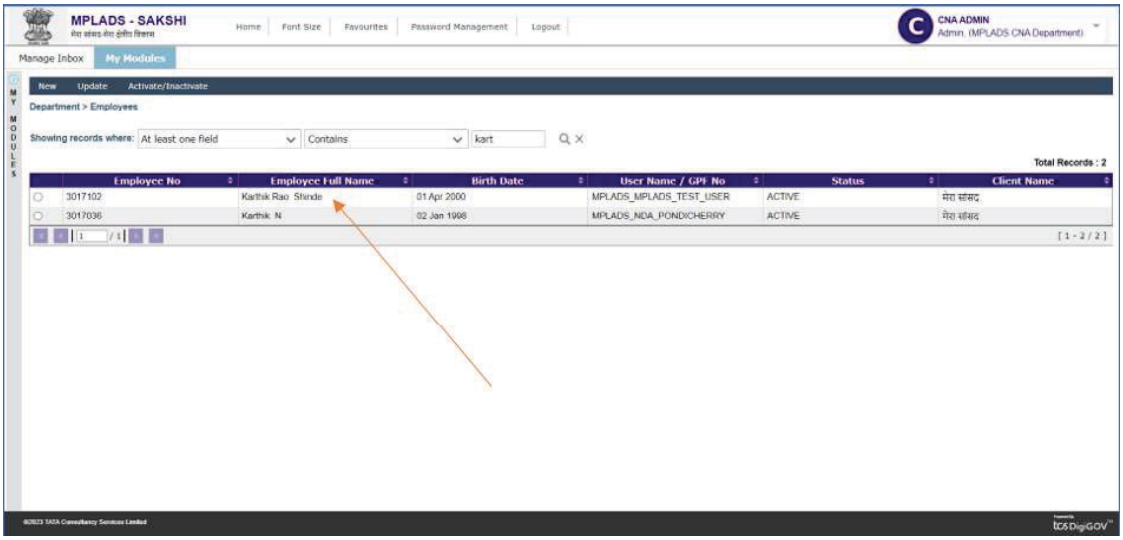
Screen 83: User Details Update Window (Updated)

3. On Clicking Save, a Pop-up window appears to notify the users that details have been updated Successfully.



Screen 84: Success Pop-up message

4. On clicking Ok, the details are updated successfully and is visible in the page.



Screen 85: Manage Admin/Employee page

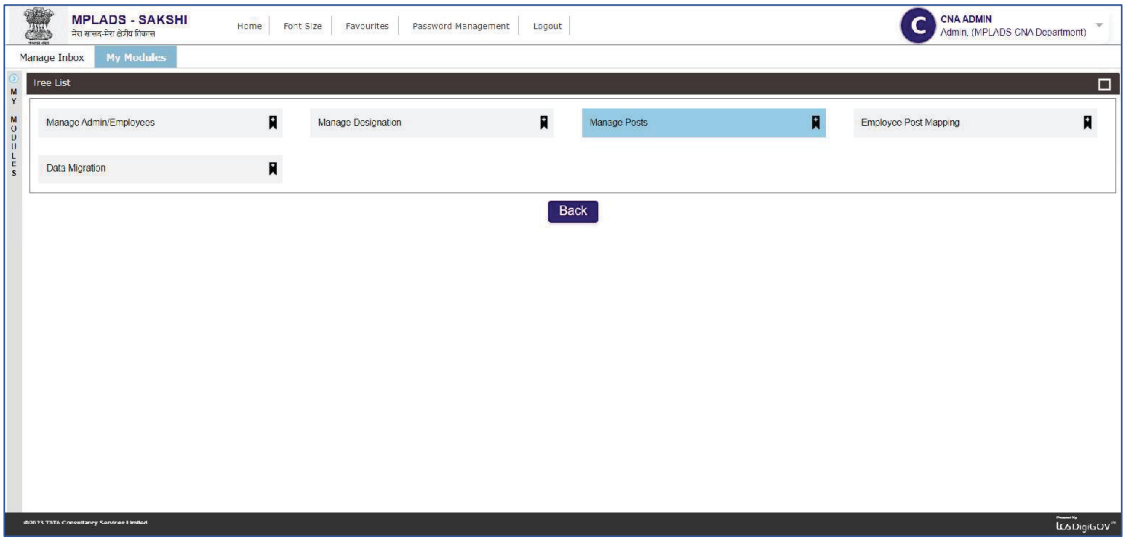
3. Activate/Deactivate the users

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

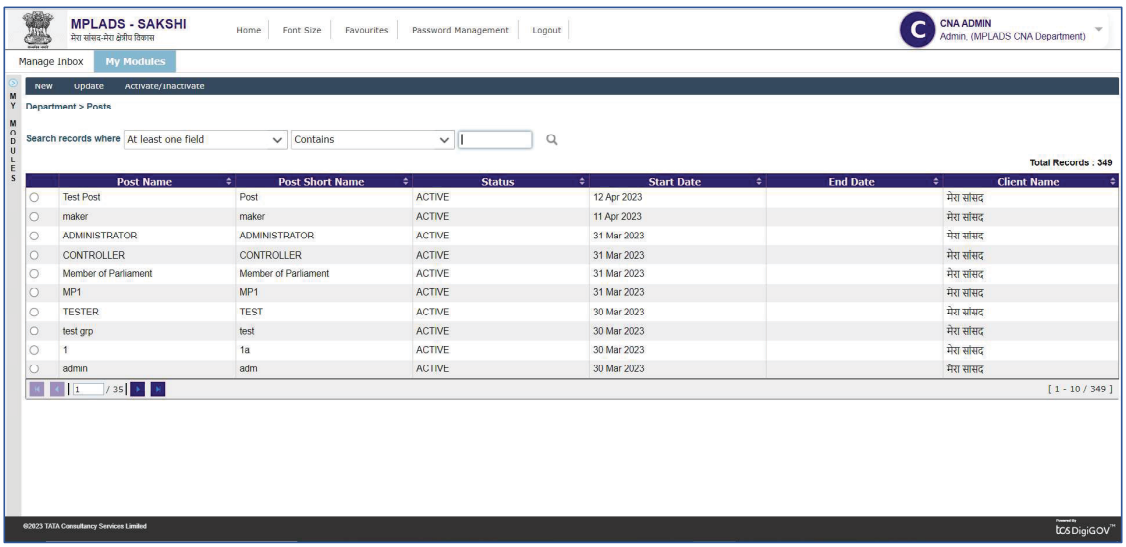
Here, the CNA User can create Posts / Roles

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



Screen 86: Admin/Employee Configuration Page

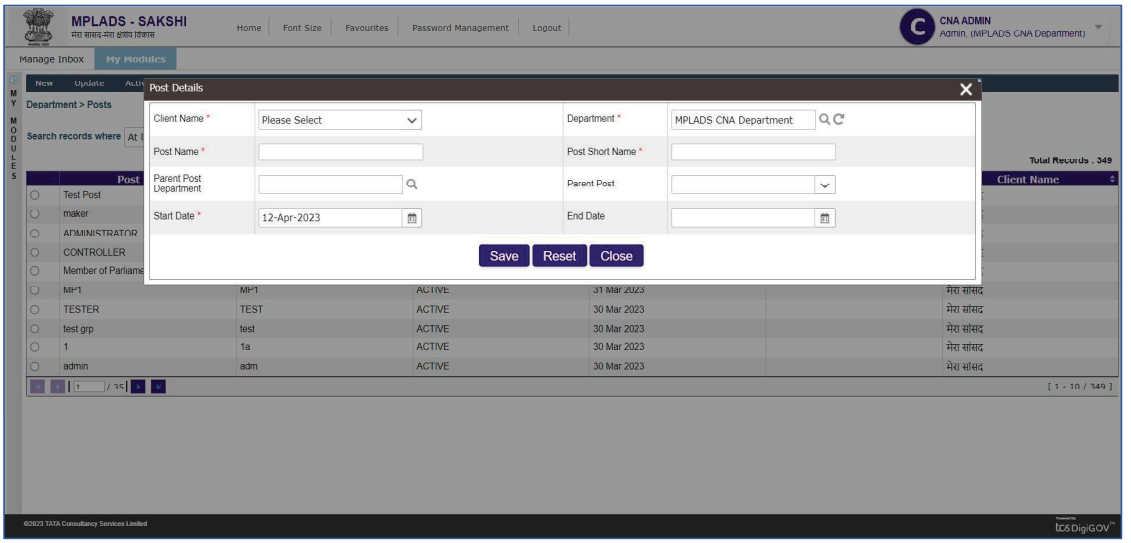
1. On Clicking the Manage Posts Tile, the Following screen is displayed
   It is similar to the Manage Admin/ Employees Page.
   The user can create a new post, update existing post in the system and even deactivate a post/role



Screen 87: MANAGE POST Page

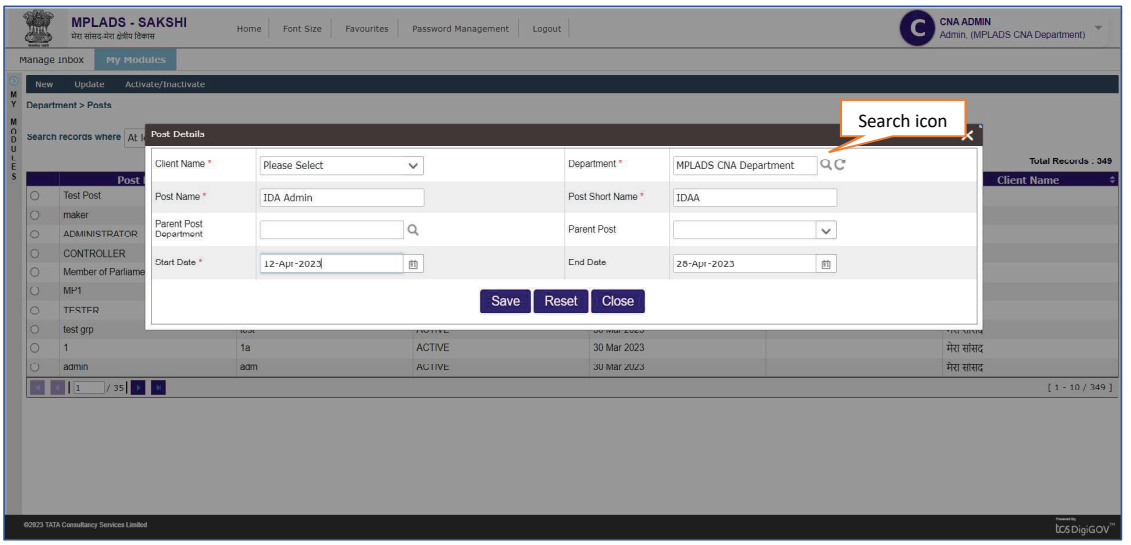
1. Create new Post

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



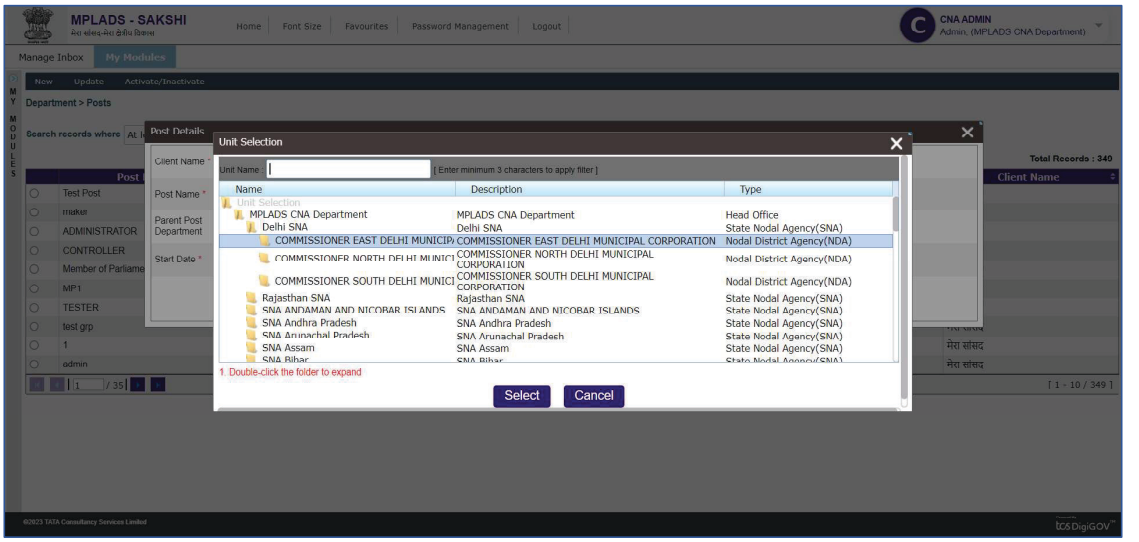
Screen 88: Post Details Page

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

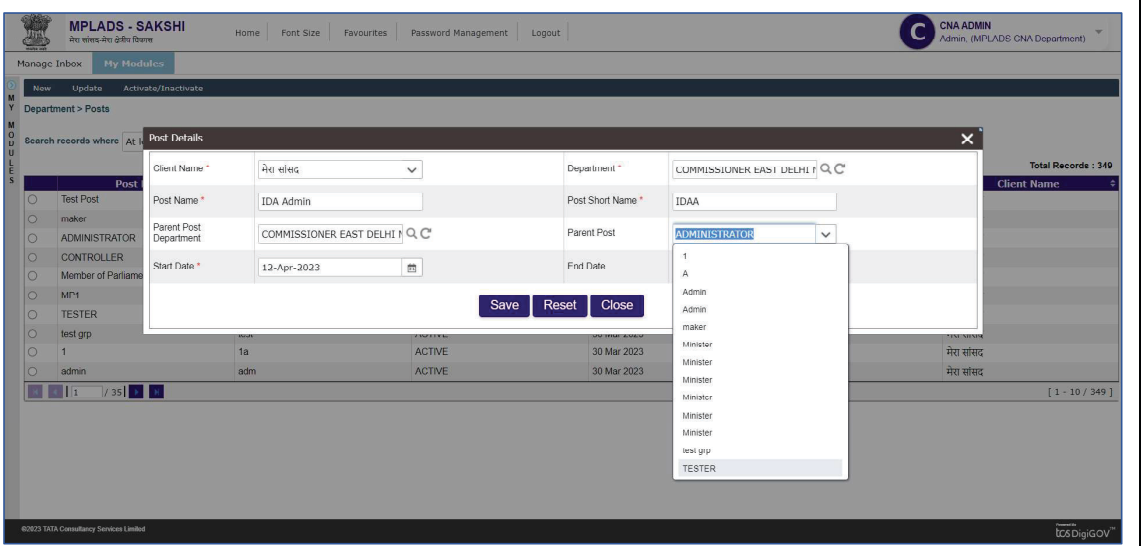


Screen 89(a): Post Details

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

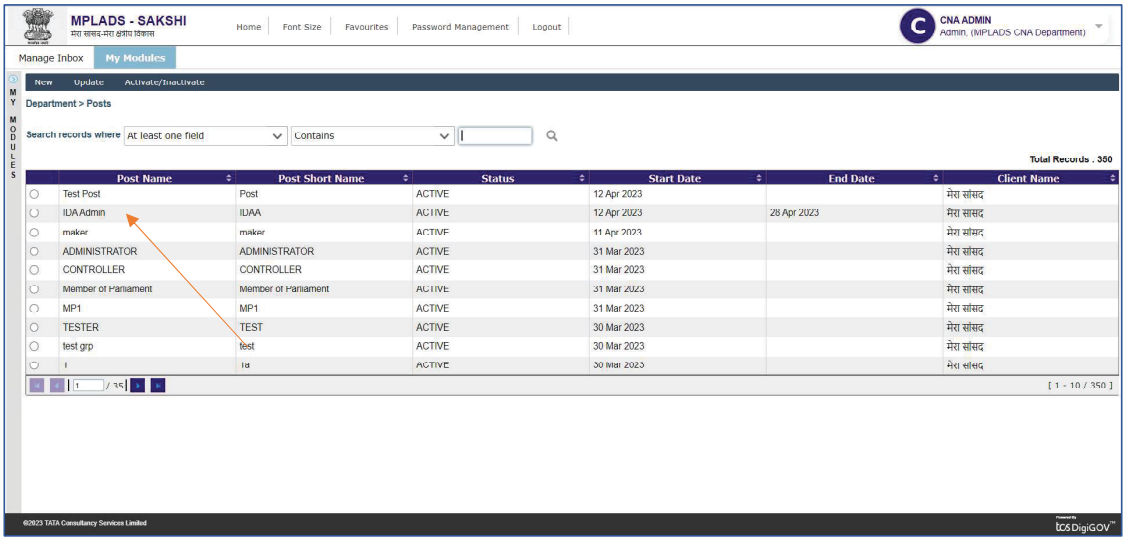


Screen 89(b): Department Selection



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.

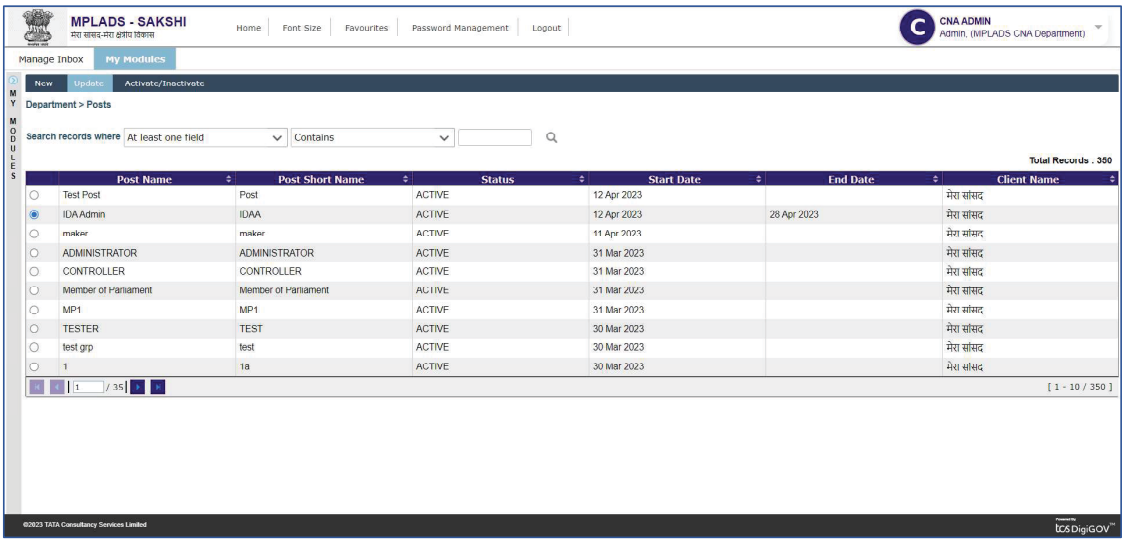


Screen 90: Manage Posts Page

2. Update Post

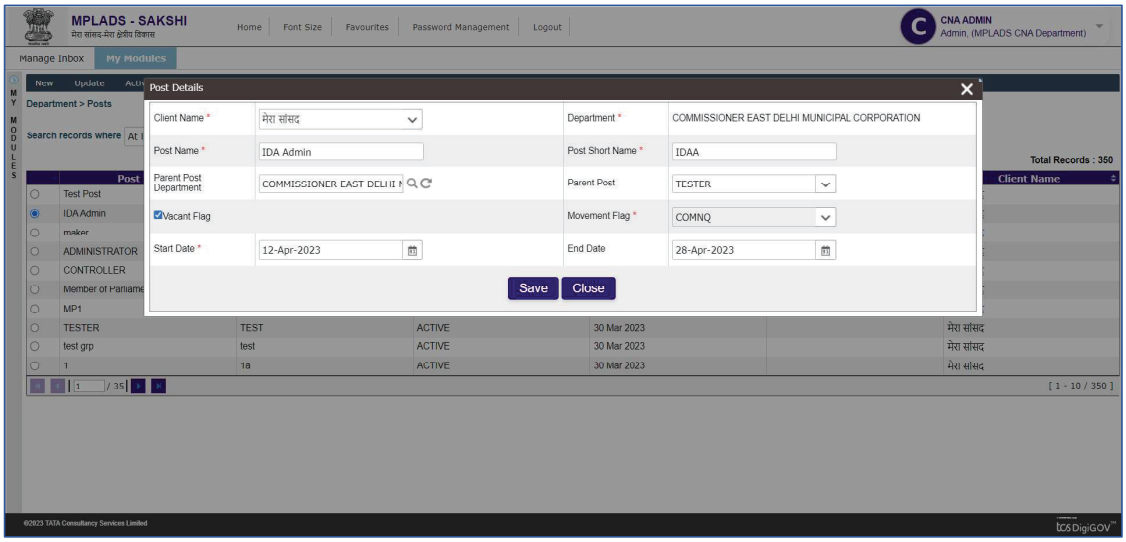
The CNA User can update/change the details associated with a existing Post.
The Option to update the user ID is present next to New option (option used to create user IDs) in the same page.

1. 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.



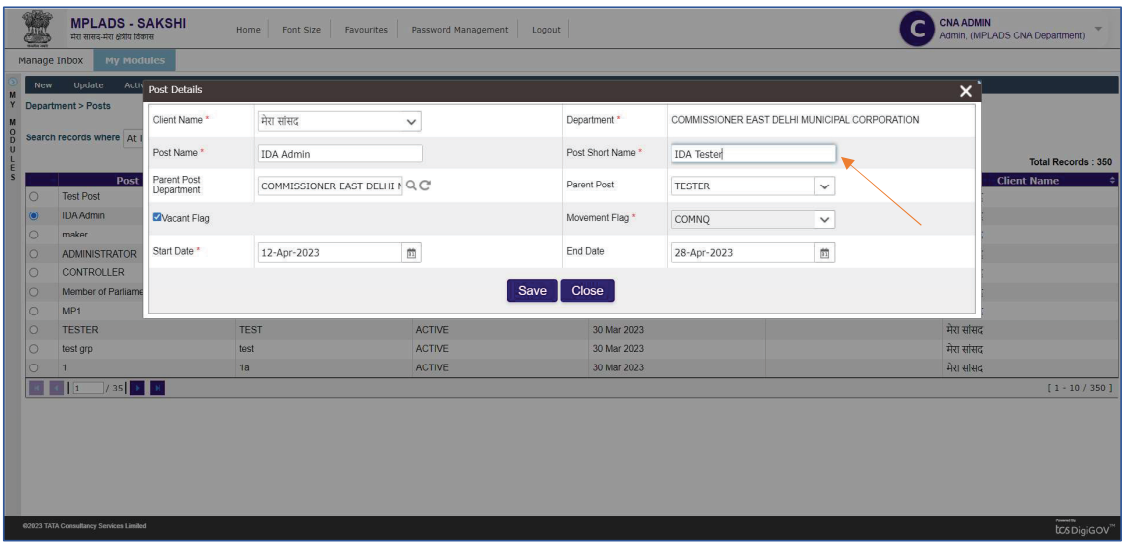
Screen 91: Manage Posts Page

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



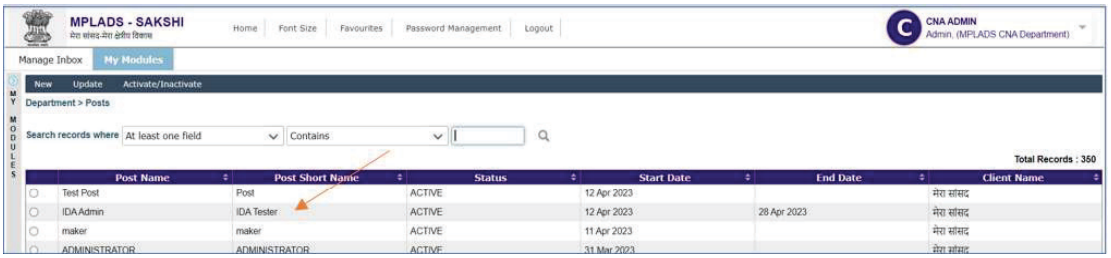
Screen 92(a): Posts Details (update)

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



Screen 92(b): Posts Details (updated)

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



Screen 92(c): Posts Details (updated)

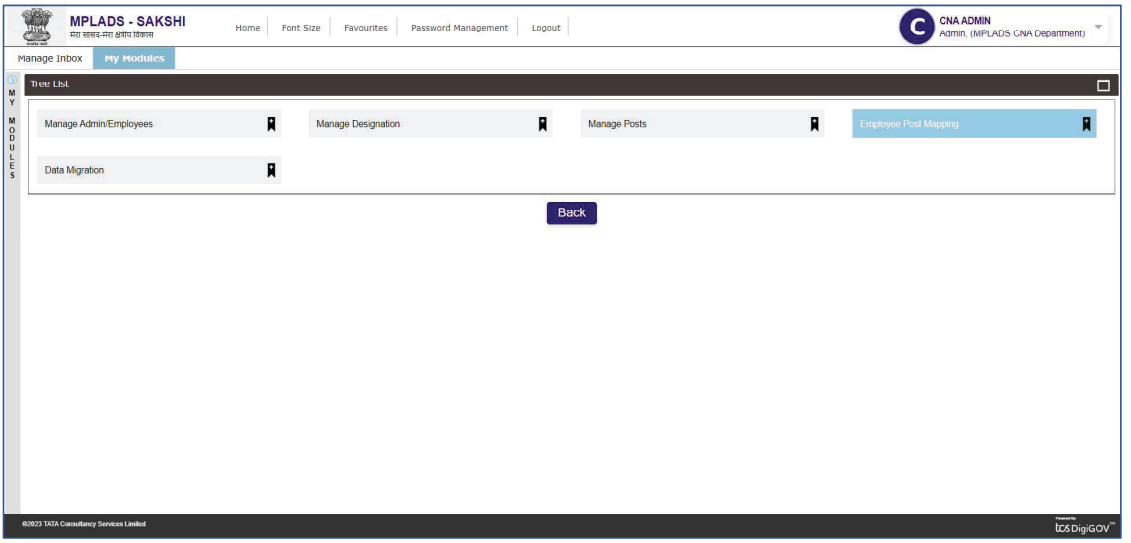
3. Activate/Deactivate the Post

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

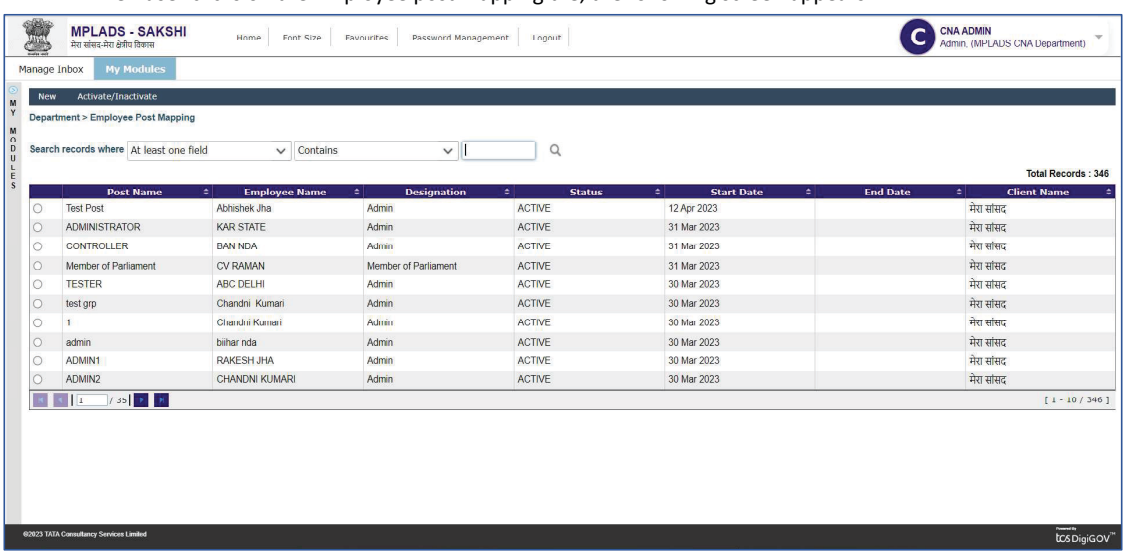
Here, the CNA user maps the user IDs with the Posts/ roles.

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



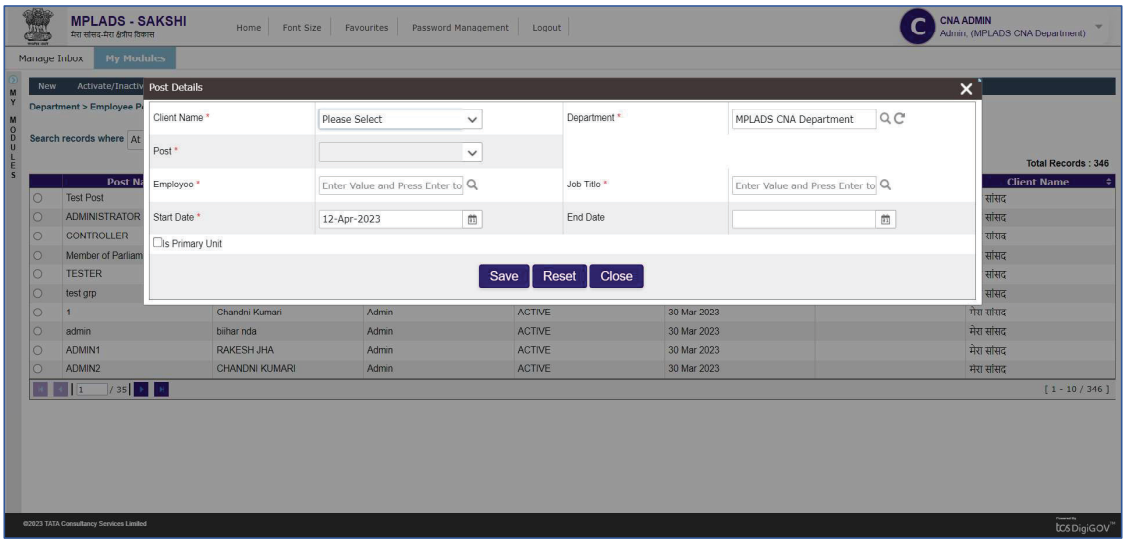
Screen 93: admin/employee configuration page

1. When user clicks on the Employee post mapping tile, the following screen appears.



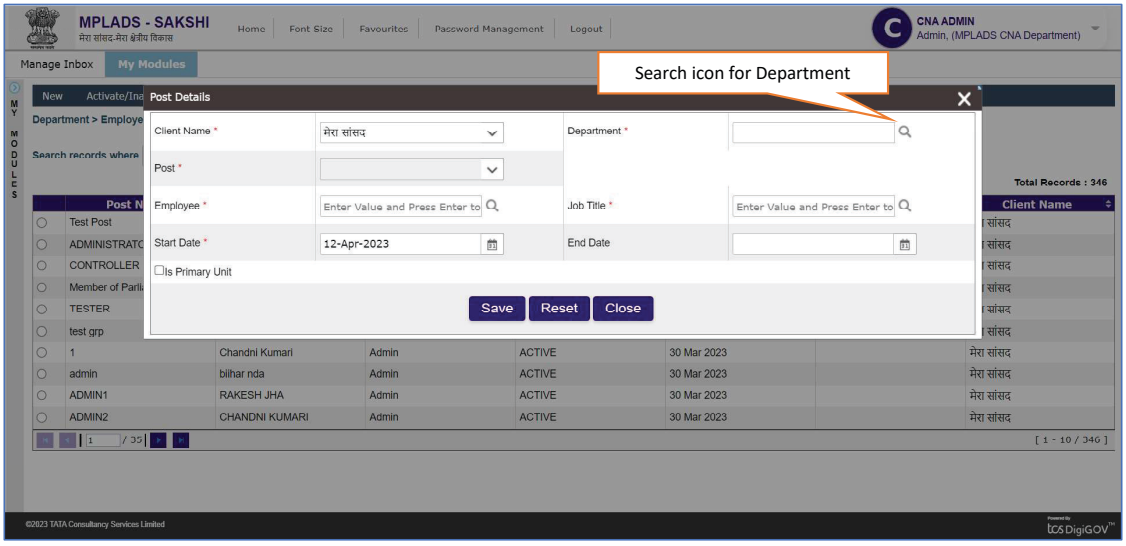
Screen 94: Employee post mapping page

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



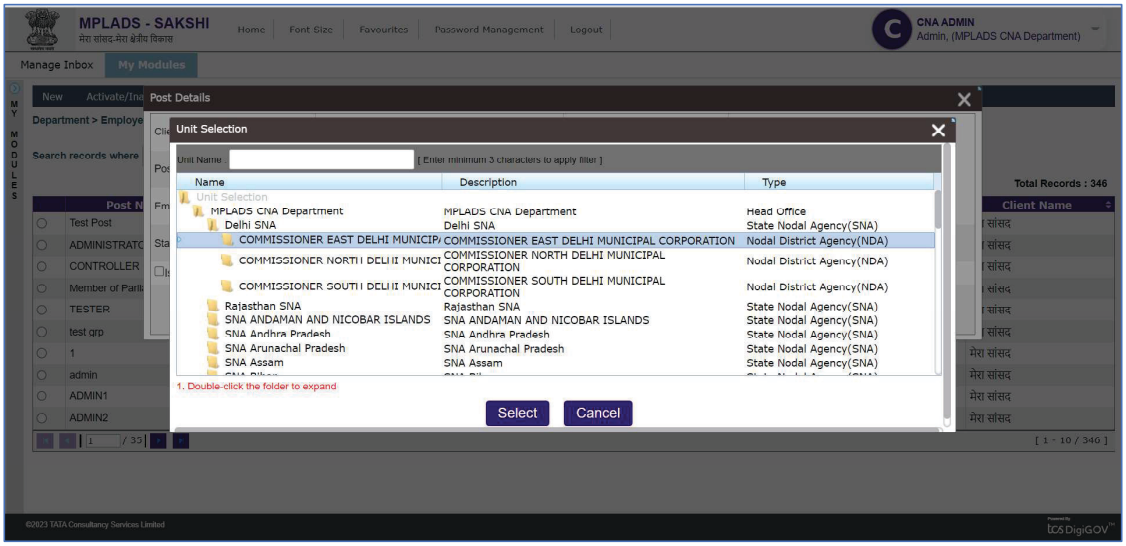
Screen 95: Post Details Dialogue Box

3. 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.



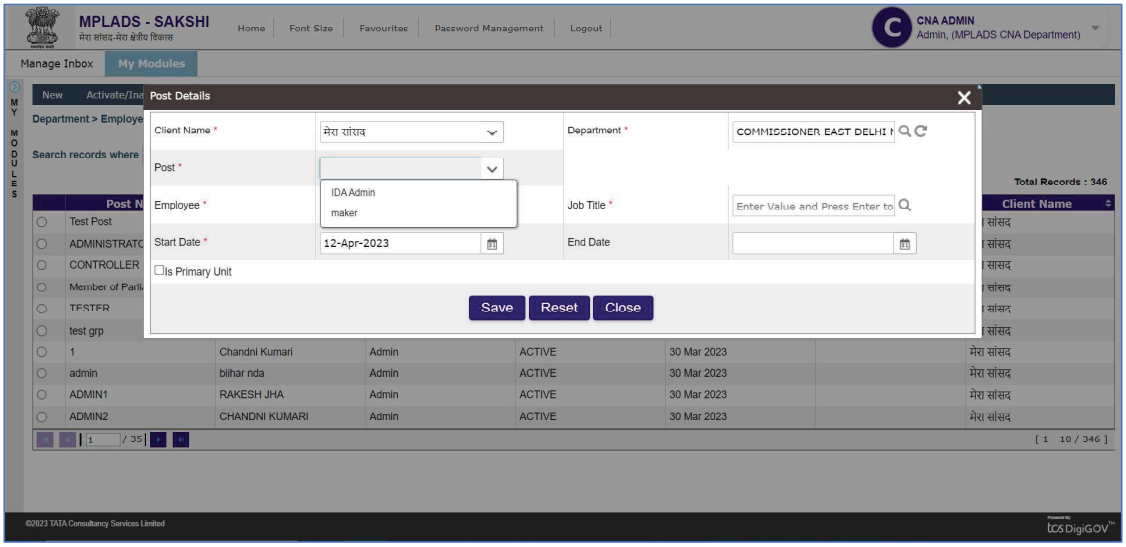
Screen 95(b): Post Details Box

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



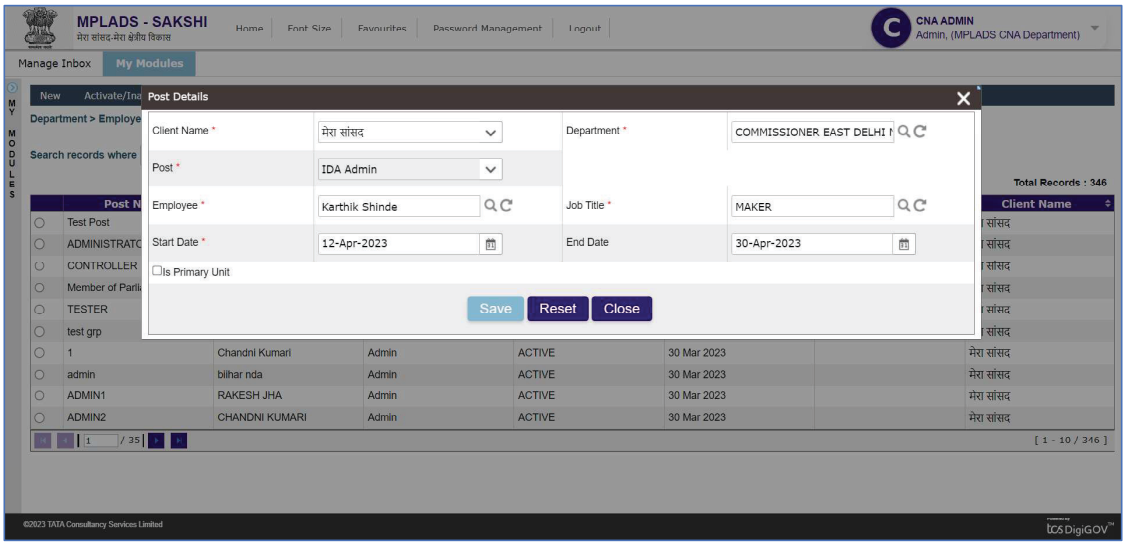
Screen 96: Unit Selection Window

5. 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.



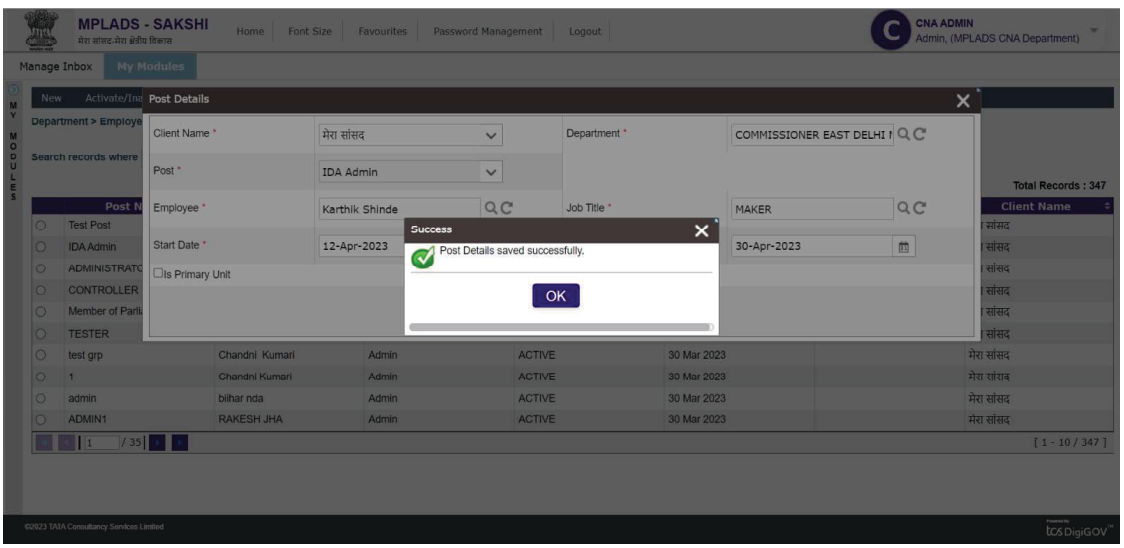
Screen 97: Post Details Box

6. Fill in all the details and click on the Save button as shown below.

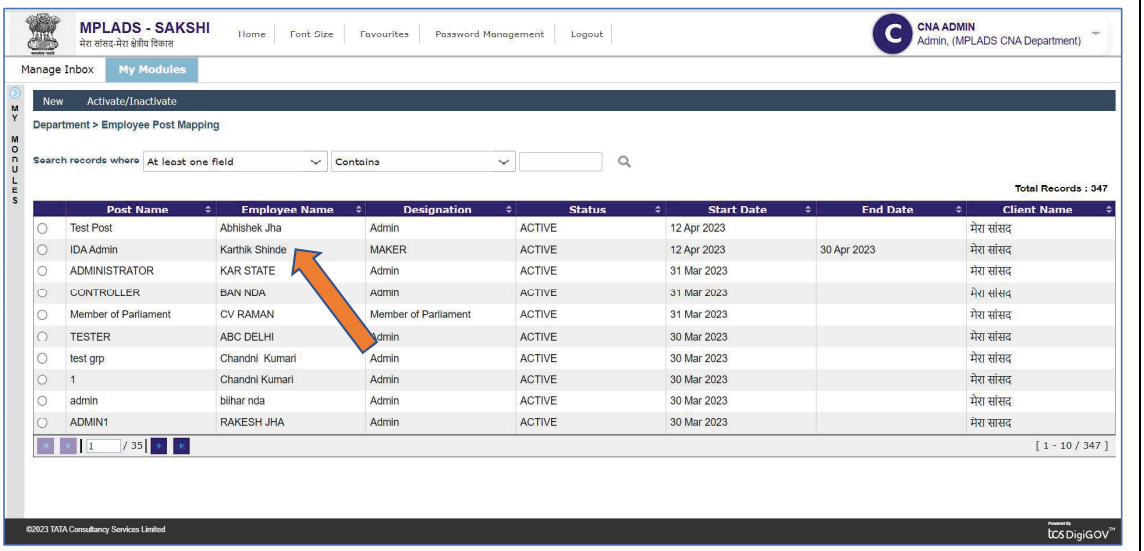


Screen 98: Post Details Box

7. After Clicking on save, a success message pops up.
   When user clicks OK, the details are saved in the system and the mapping appears in the **Employee post mapping page**



Screen 99(a): Post Details Success



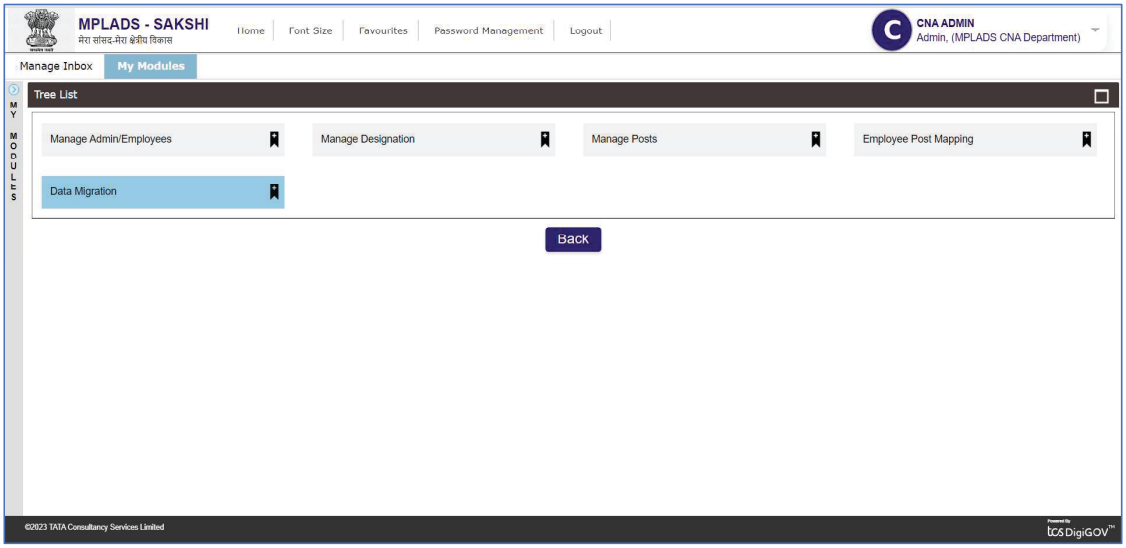
Screen 99(b): Employee post mapping page

4.1.4 Data Migration

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

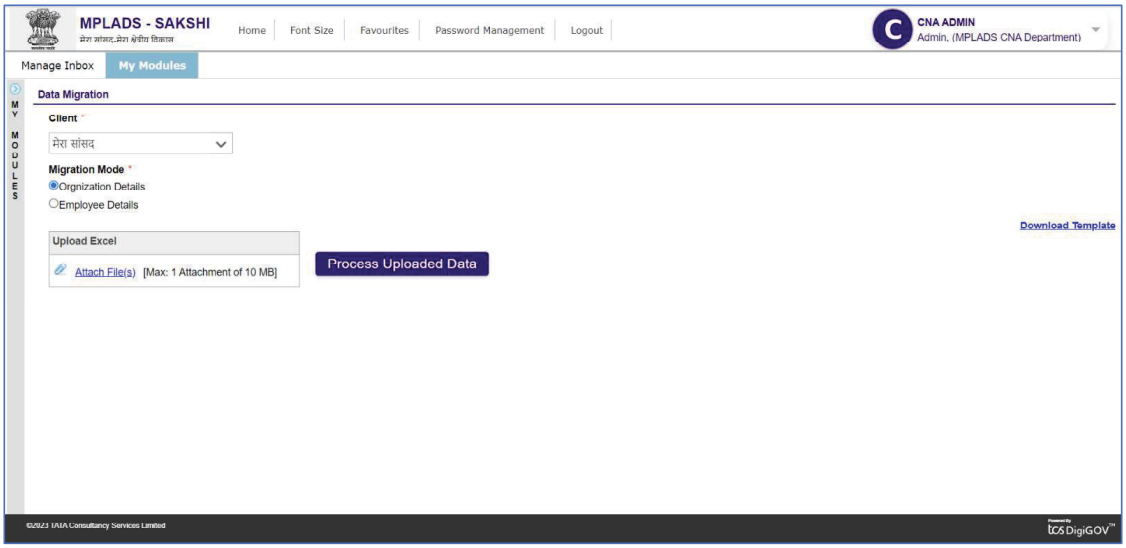
Here the user has to download a template and enter the details of the users accordingly.

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



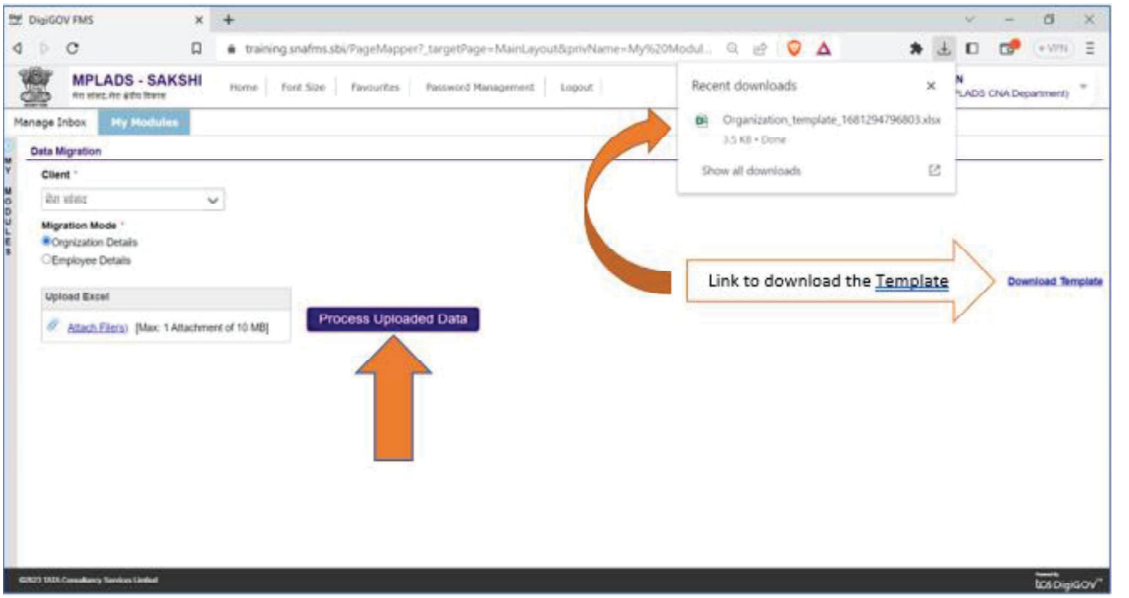
Screen 100: Admin/Employee Configuration Page

When the user clicks on the Data Migration Tile, the following screen appears.



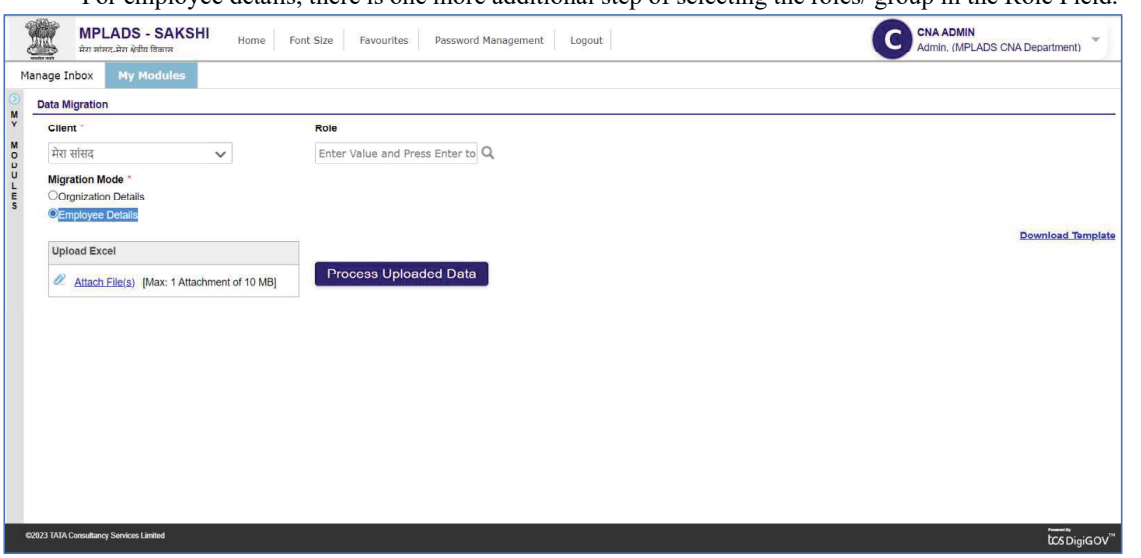
Screen 101: Data Migration Page

1. Organization Details:
   For organization details, download the template from the Download Template link as shown below. Fill in the details and upload the Template by clicking on the **Process Upload Data** button



Screen 102(a): Data Migration Page (Organization Details)

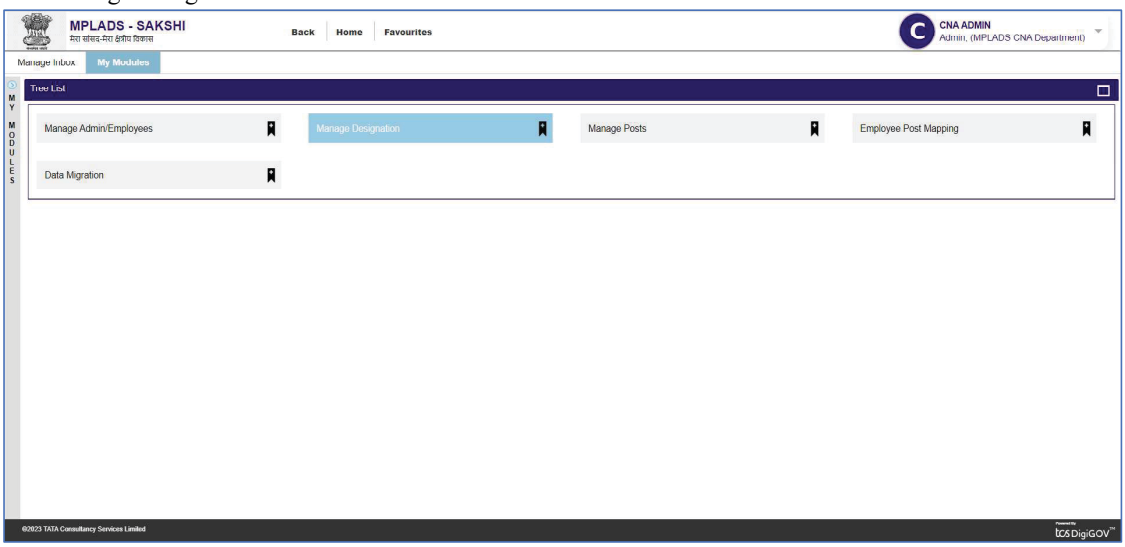
2. Employee Details:
   For employee details, there is one more additional step of selecting the roles/ group in the Role Field.



Screen 102(b): Data Migration Page (Employee Details)

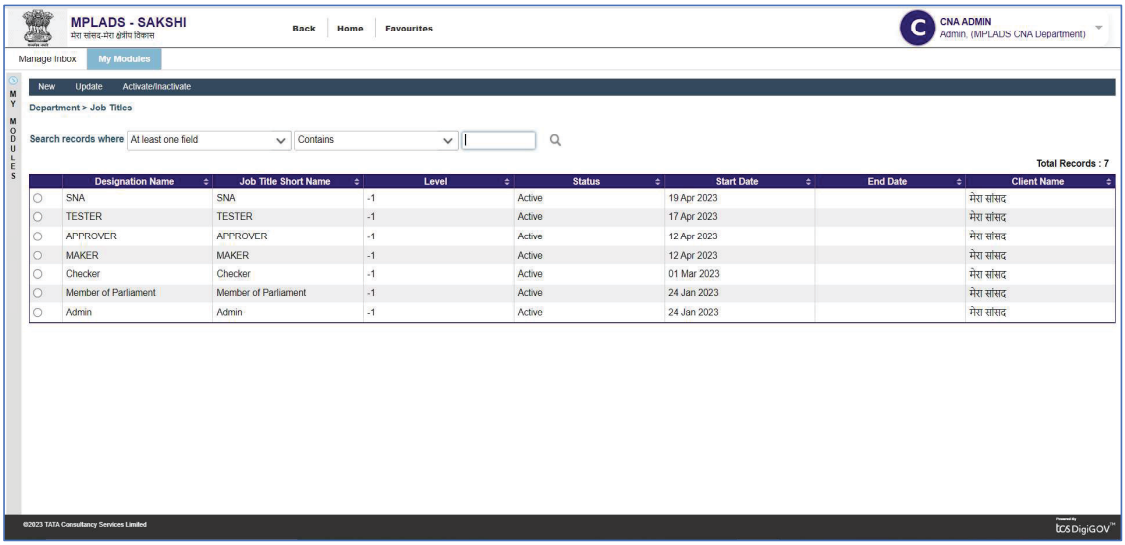
4.1.5 Manage Designation

Here, the CNA user can create designations and assign hierarchy.
Node Path: HOMEPAGE → MY MODULES → ADMIN → ADMIN/EMPLOYEE CONFIGURATION → Manage Designation



Screen 103: admin/employee configuration page

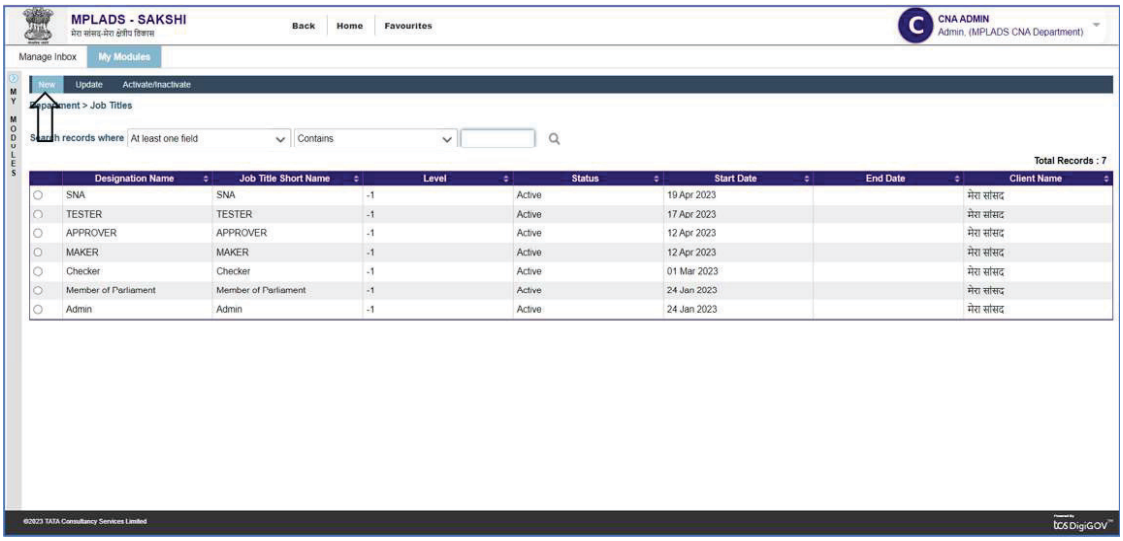
3. On Clicking the Manage Designation Tile, the Following screen is displayed
   It is similar to the Manage Admin/ Employees Page.
   The user can create a new designation, update existing designation in the system and even deactivate a designation.



Screen 104: Manage Designation page

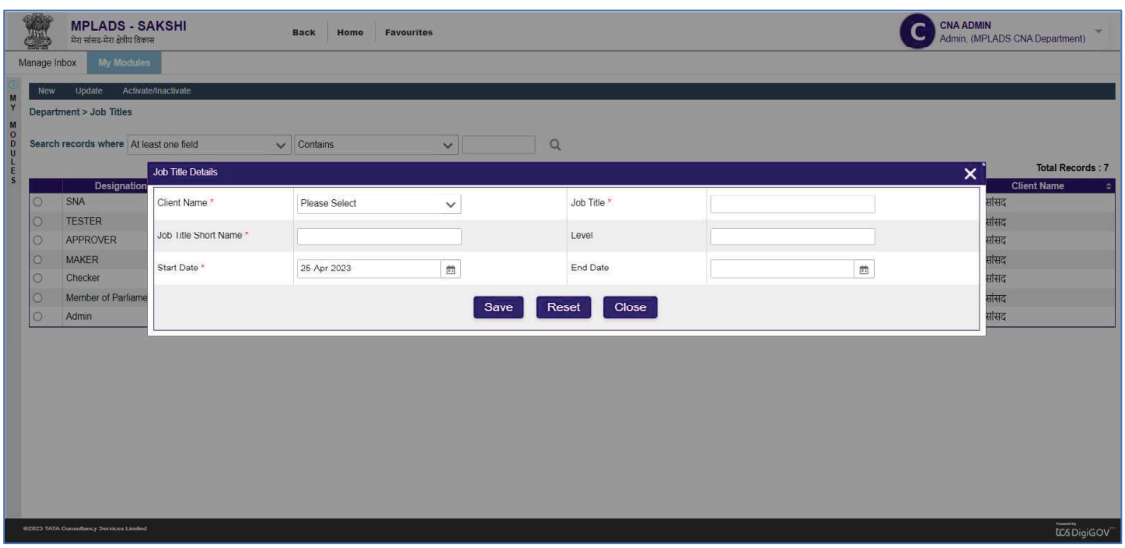
1. Create New Designation

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



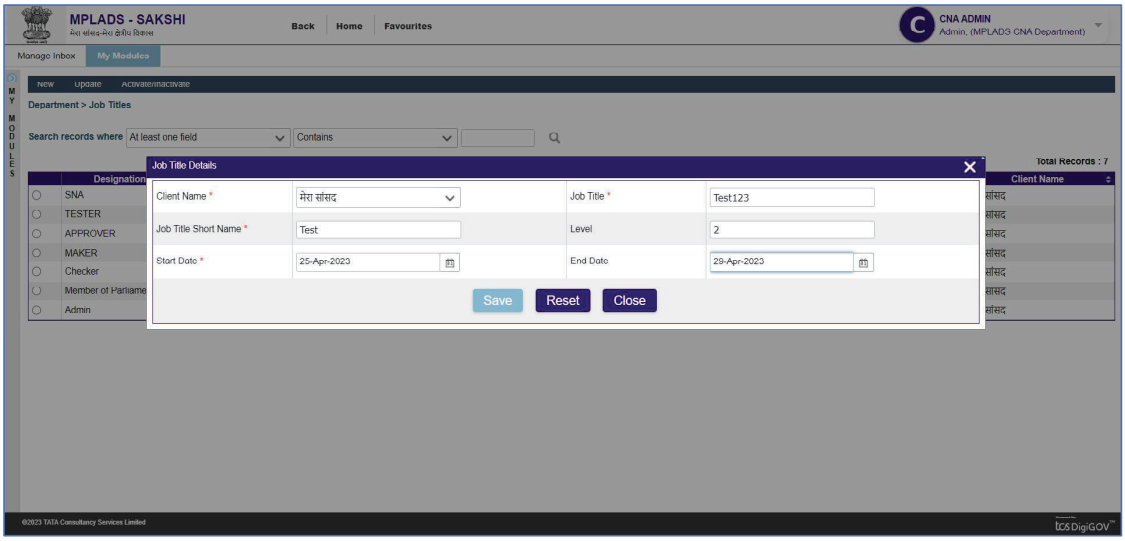
Screen 105: Manage Designation page (New)

2. On Clicking the **New** Tab, a **Job Title Details** Pop-up window opens up, where the user has to enter all the details.
   The fields having red * are mandatory.



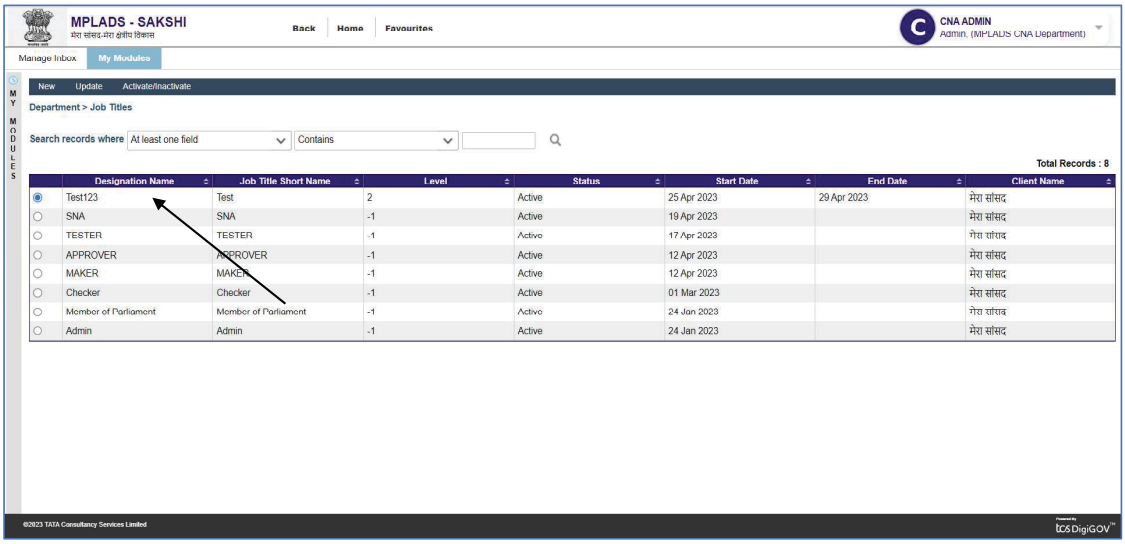
Screen 106: Job Title Details popup window

3. Enter all the details and click on Save button.



Screen 107: Job Title Details popup window

4. On clicking on Save button,
   The newly create Designation appears in the list as shown below.



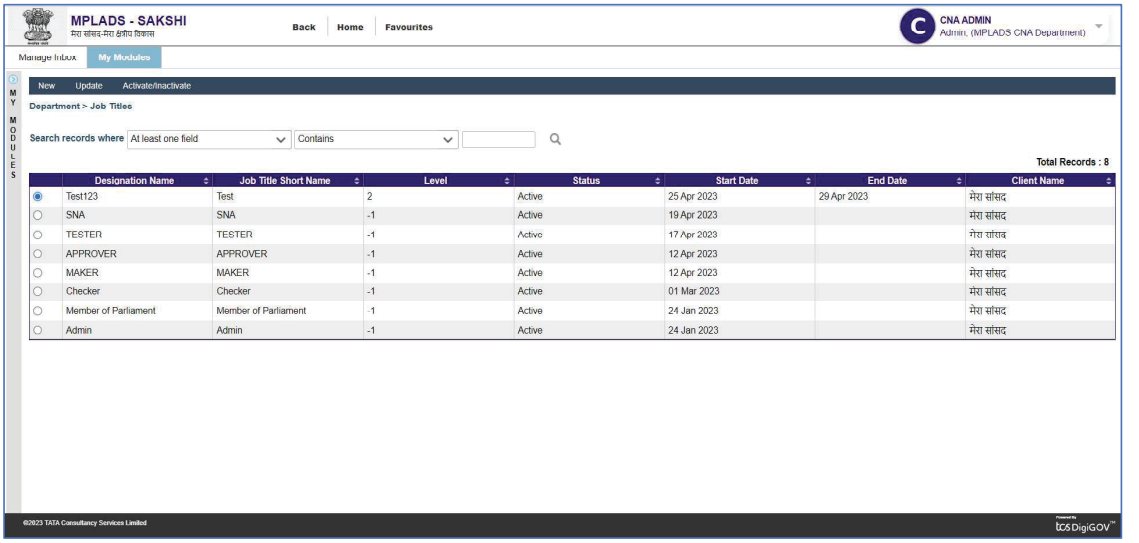
Screen 108: Manage Designation page

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.

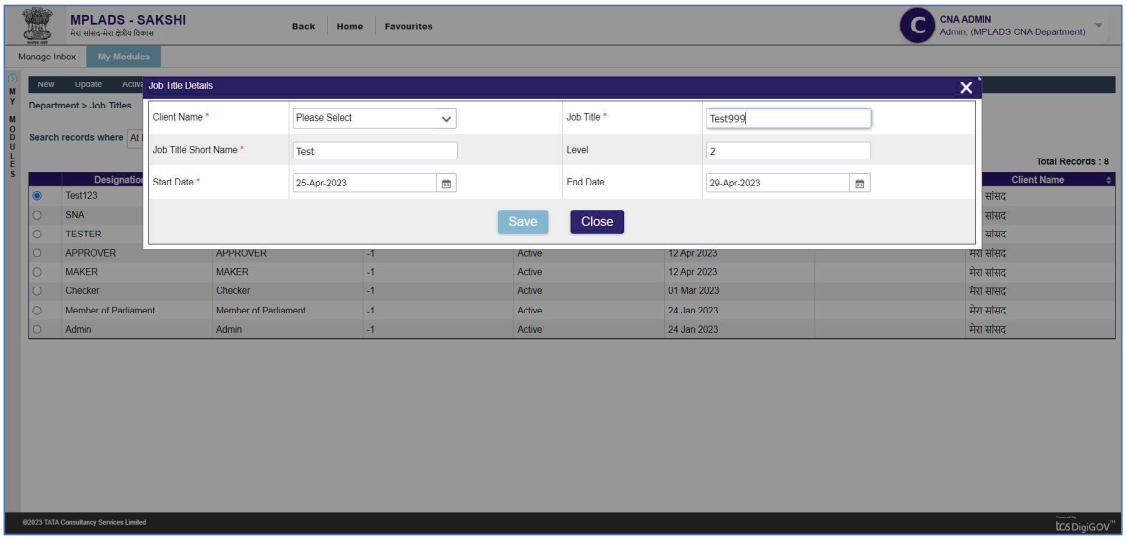
To update the Designation,

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.



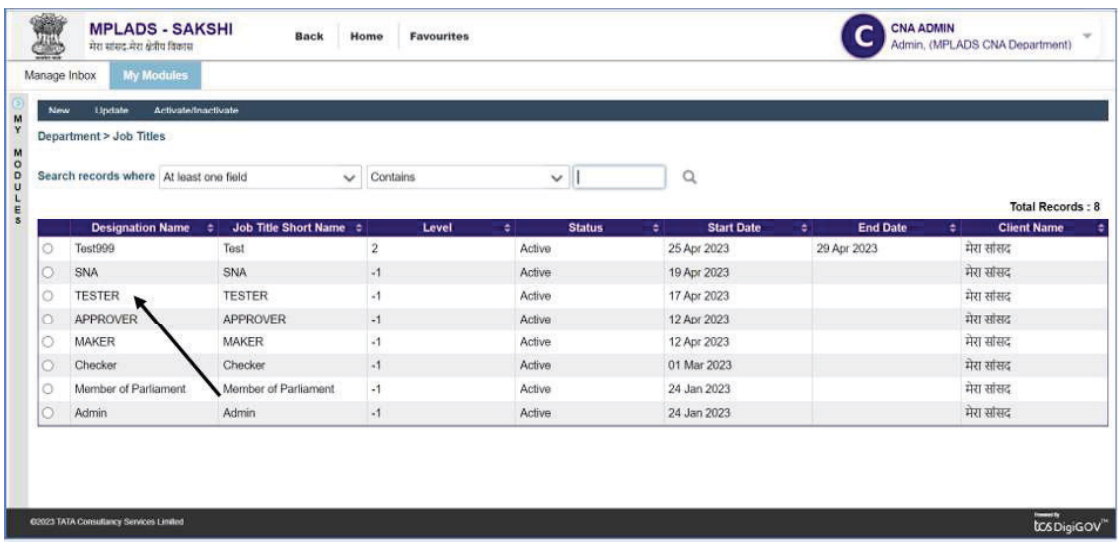
Screen 109: Manage Designation Page(update)

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.



Screen 110: Manage Designation Page (update pop up)

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



Screen 111: Manage Designation Page(updated)

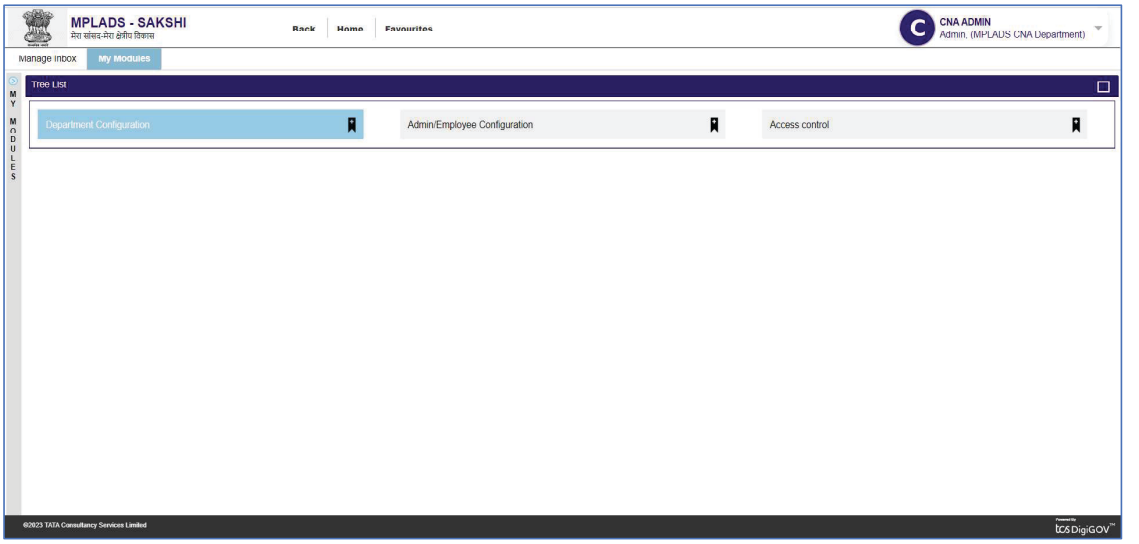
3. Activate/Deactivate the Designation

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

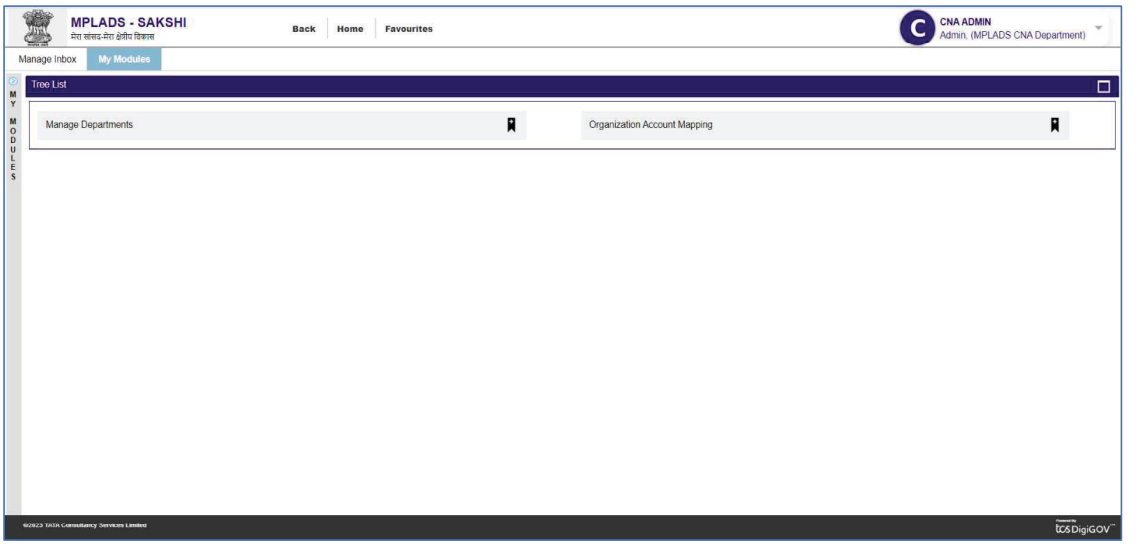
The CNA users have the rights to create and manage Departments like SNA, IDA, NDA

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



Screen 112: Admin Page

When the user clicks on the Department Configuration Tile, the following screen appears.



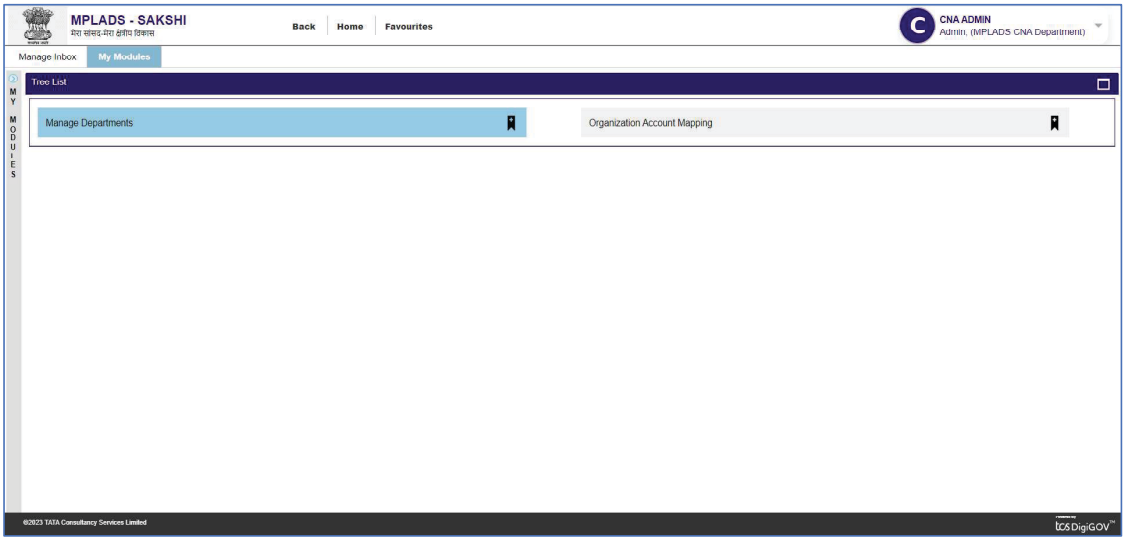
Screen 113: Department Configuration Page

Department Configuration page has 2 options:

- Manage Departments
- Organization Account Mapping

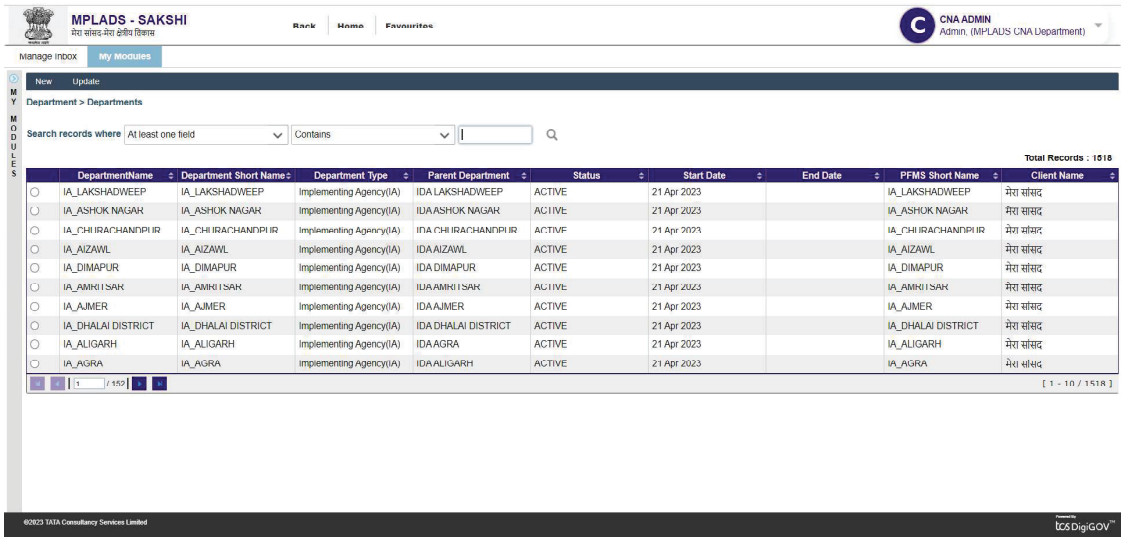
1. Manage Departments: This page is used to create new departments and also update existing ones.

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



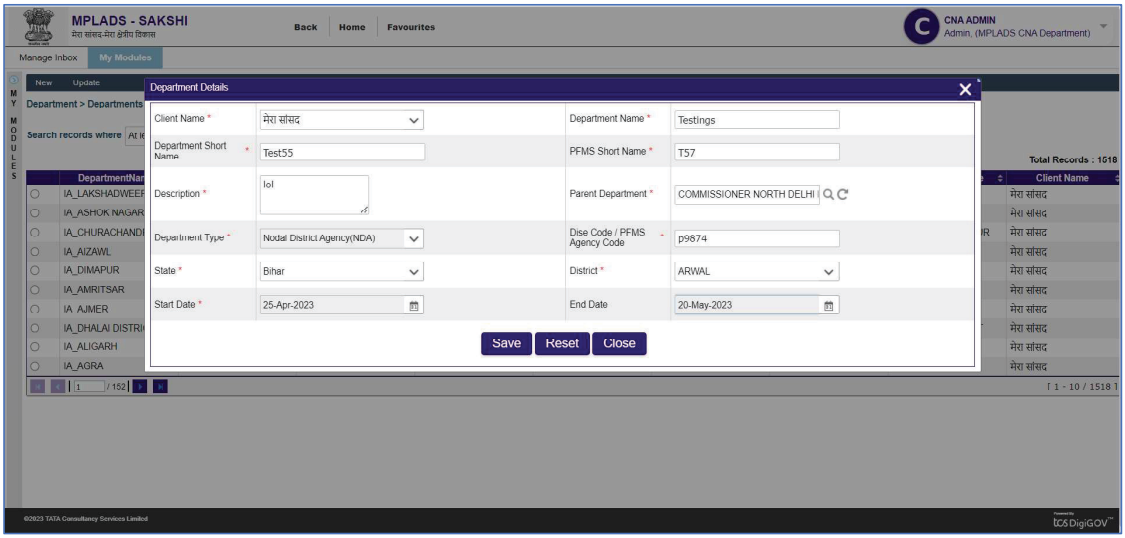
Screen 114: Department Configuration Page

When the user clicks on Manage Departments Tile, the following screen appears.



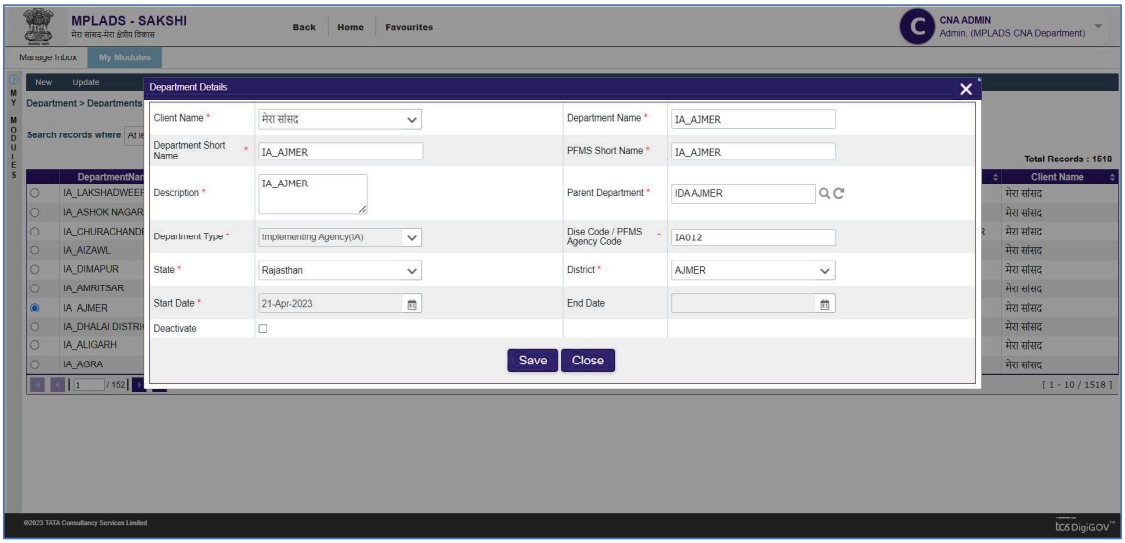
Screen 115: Manage Departments Page

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.



Screen 116: Departments details popup

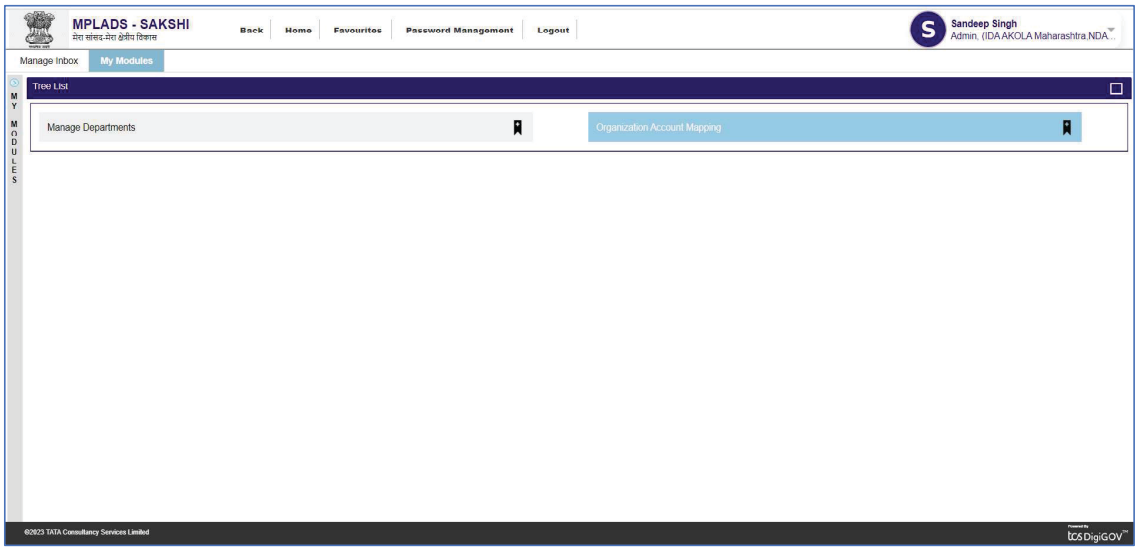
2. To update the existing department,
   Select the department and click on update button.
   Once a popup window appears, make the necessary changes and click on Save



Screen 117: Departments details popup (update)

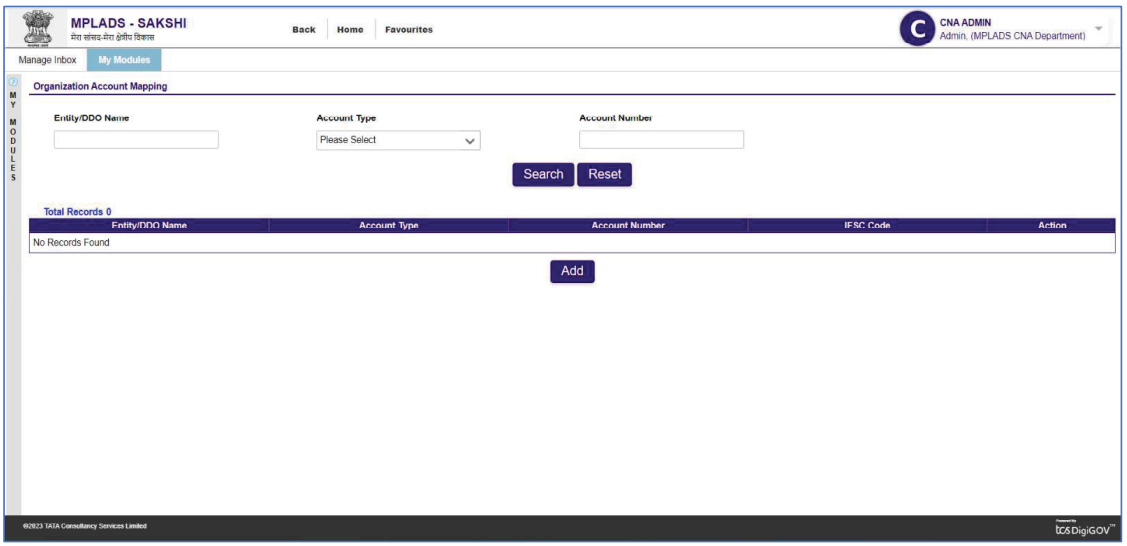
2. Organization Account Mapping: This page is used to map the departments with bank account number.

Node Path: Home → My Modules → ADMIN → Department Configuration → **Organization Account Mapping**



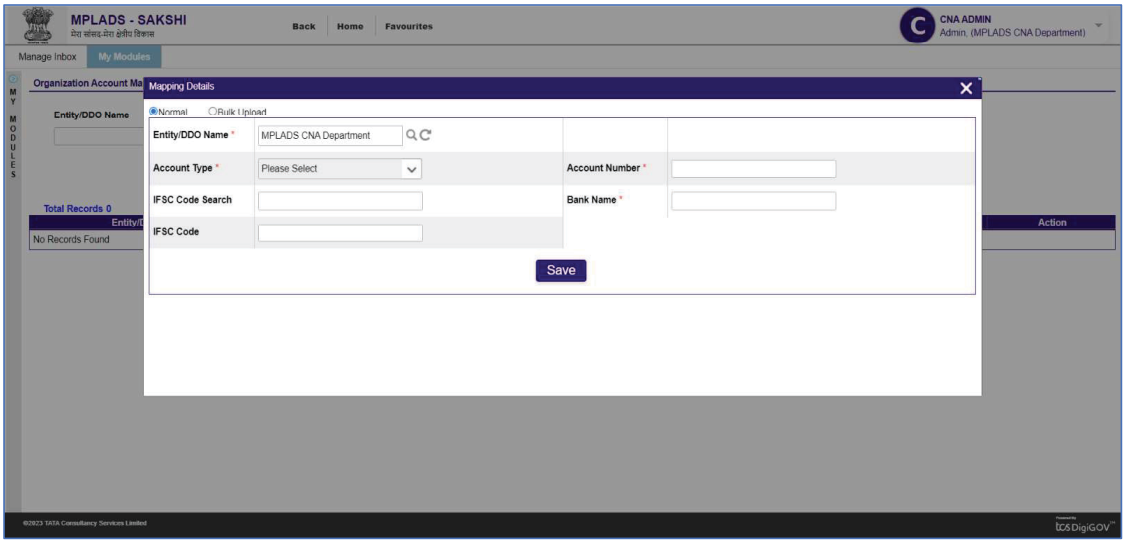
Screen 118: Department Configuration Page

1. When the user clicks on Organization Account Mapping Tile, the following screen appear.



Screen 119: Organization Account Mapping Page

2. 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.



Screen 120: Mapping Details popup

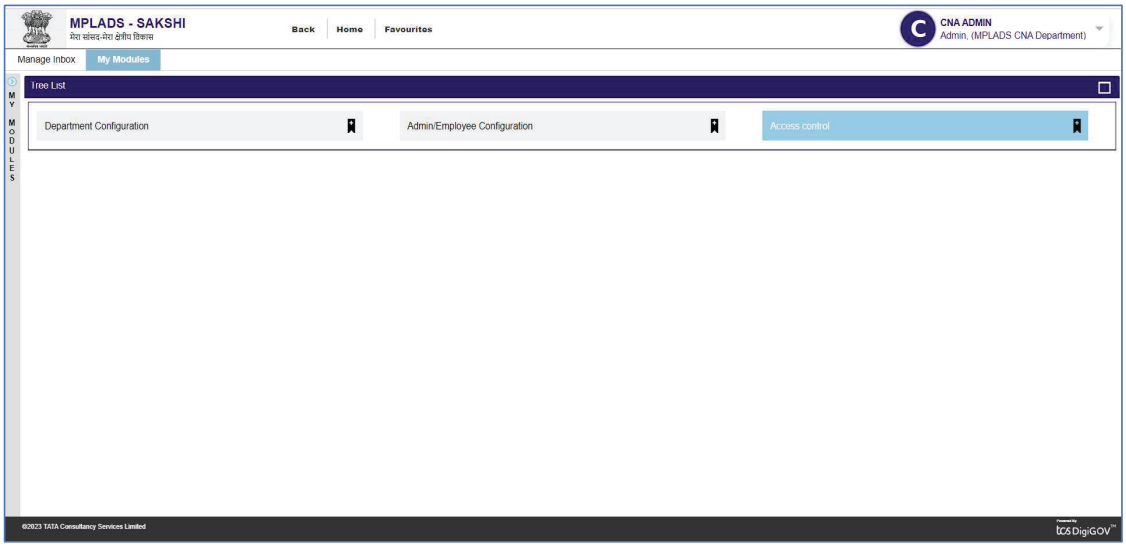
3. Fill in the details and click on Save button.

4.3. Access control

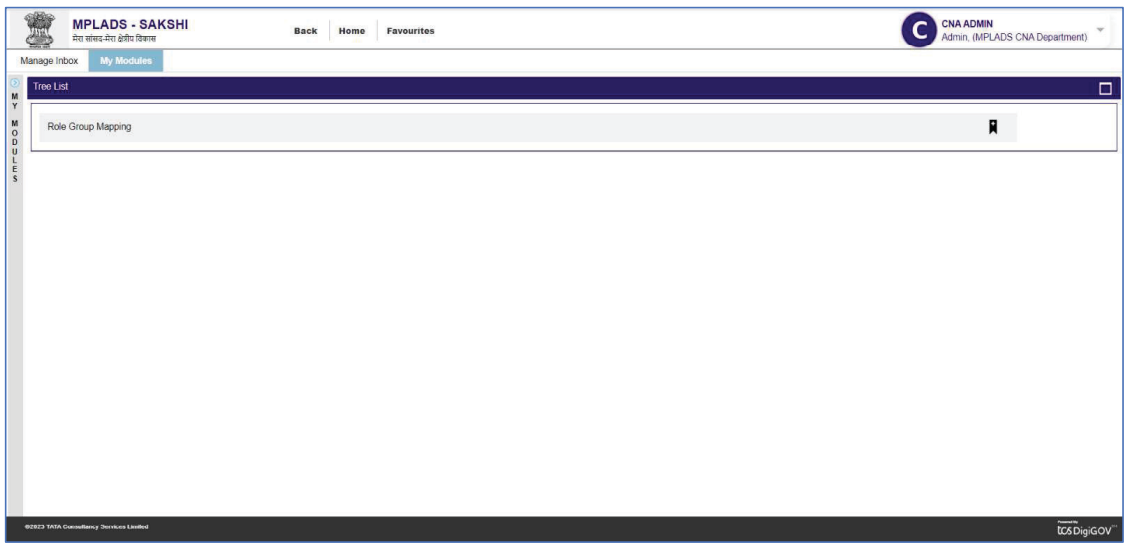
Role Group Mapping

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 → My Modules → ADMIN → Access control → **Role Group Mapping**

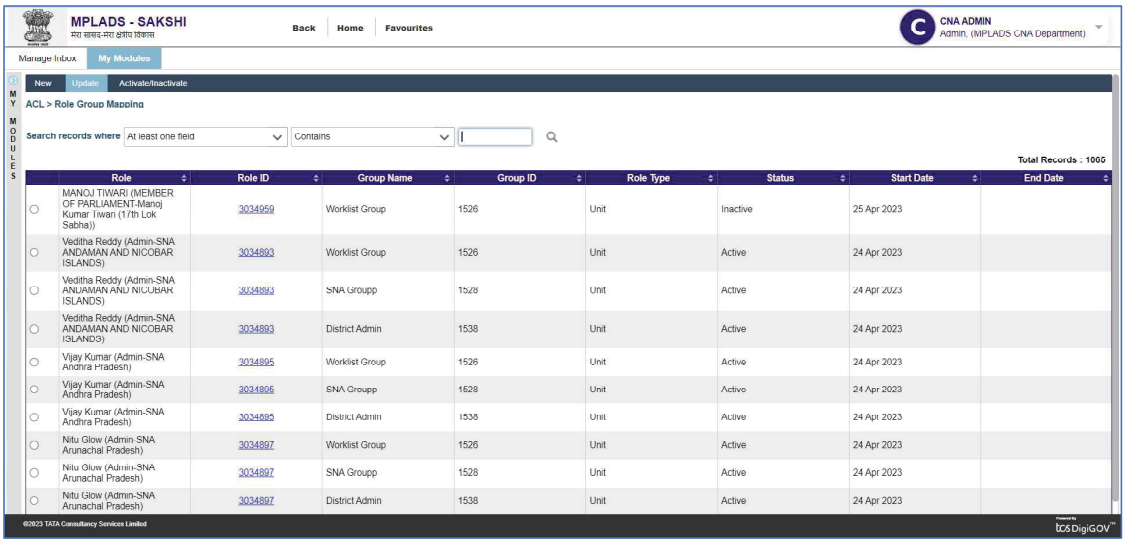


Screen 121: Admin Page



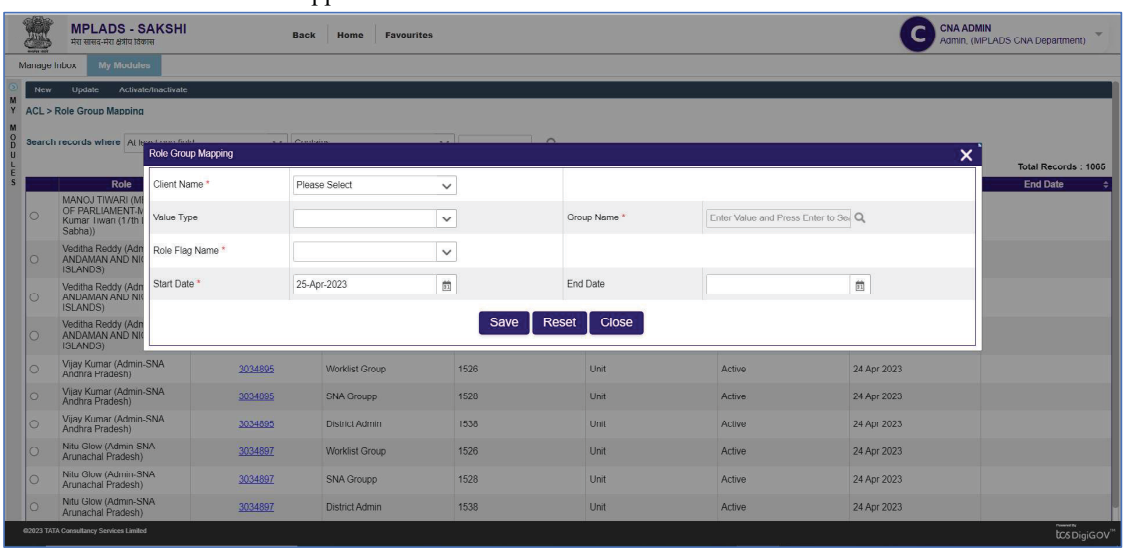
Screen 122: Access control

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



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.



Screen 124: Role Group Mapping(new)

2. 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. Similarly, to activate/ deactivate, select the mapping and click on activate/ inactivate button, present next to the update button.

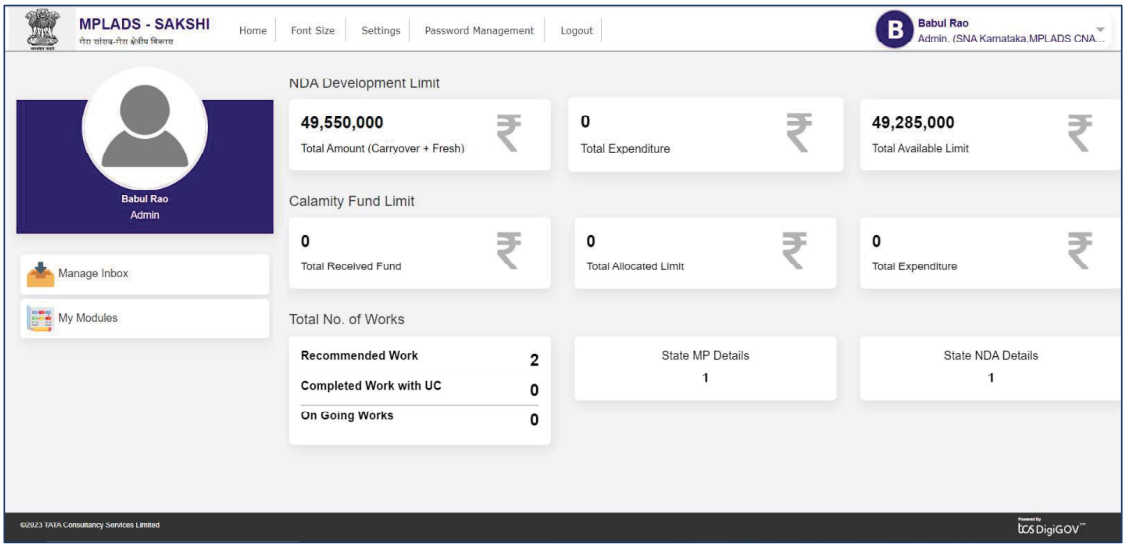
SNA
User Role Responsibilities & Process Flow

SNA

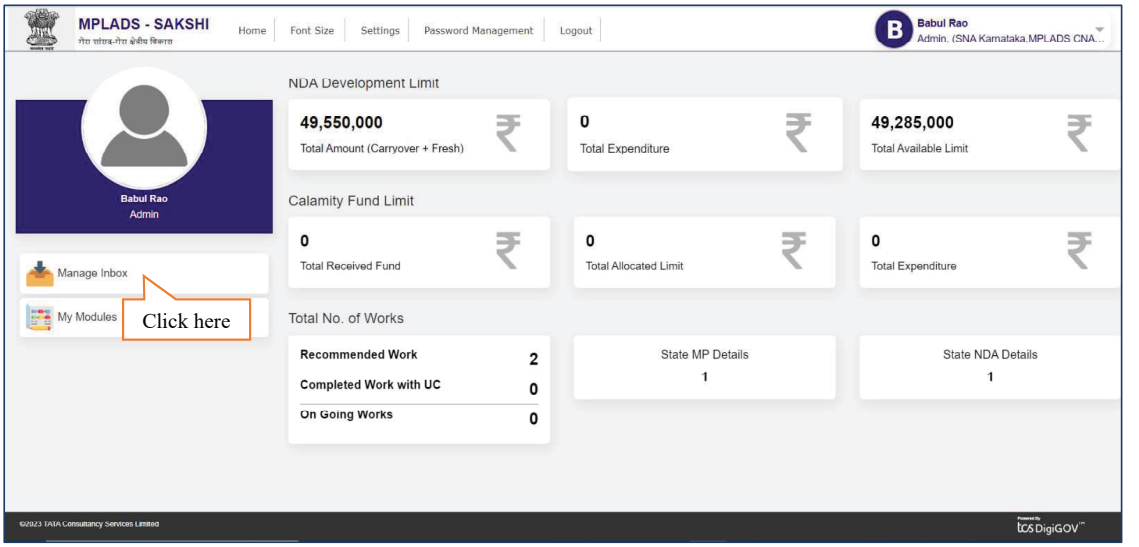
1. Manage Calamity:

Node Path: Homepage→ MY MODULES → MANAGE CALAMITY

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

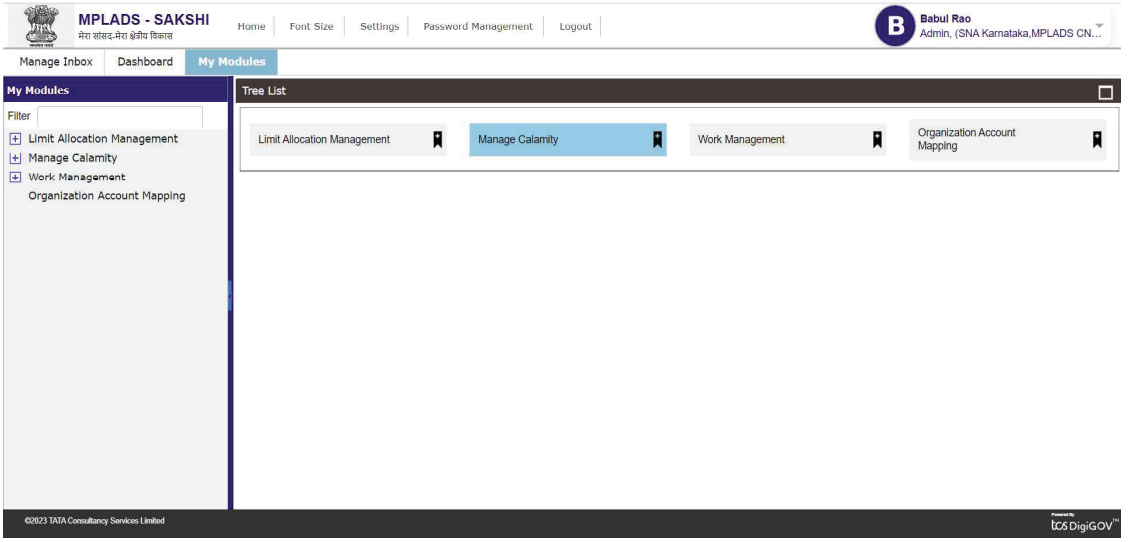


Screen 125: SNA Home Page



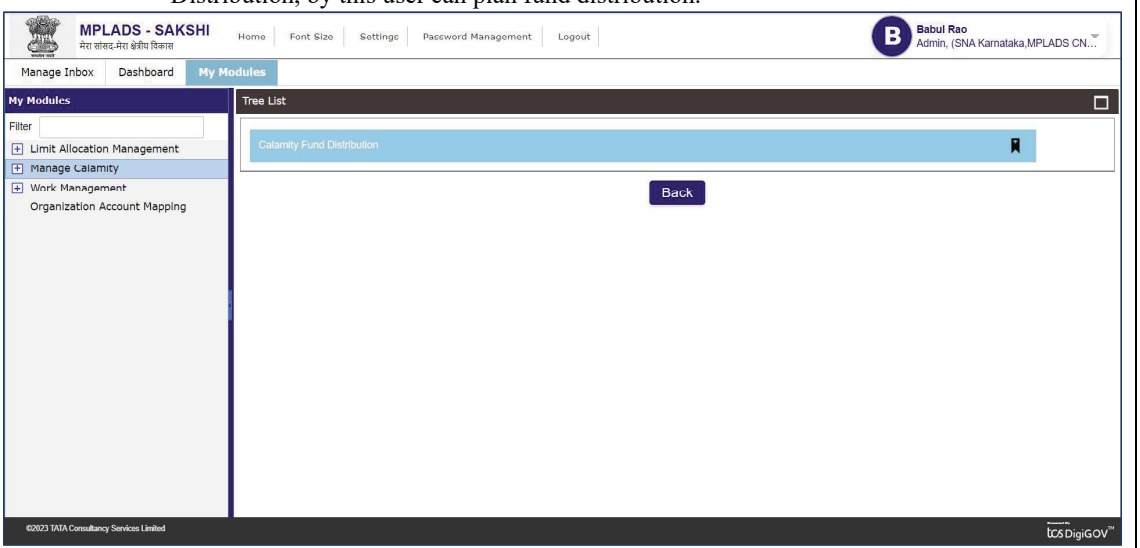
Screen 125: SNA Home Page (My Modules)

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



Screen 126: Manage calamity screen

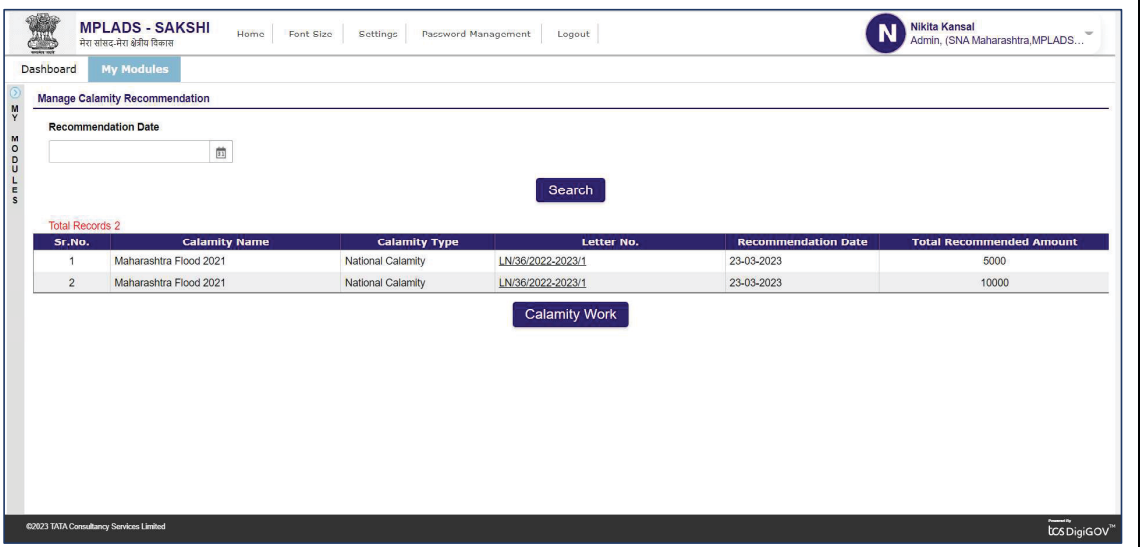
3. When SNA users click on manage Calamity, they will find the option of CALAMITY Fund Distribution, by this user can plan fund distribution.



Screen 127: Calamity Fund Distribution

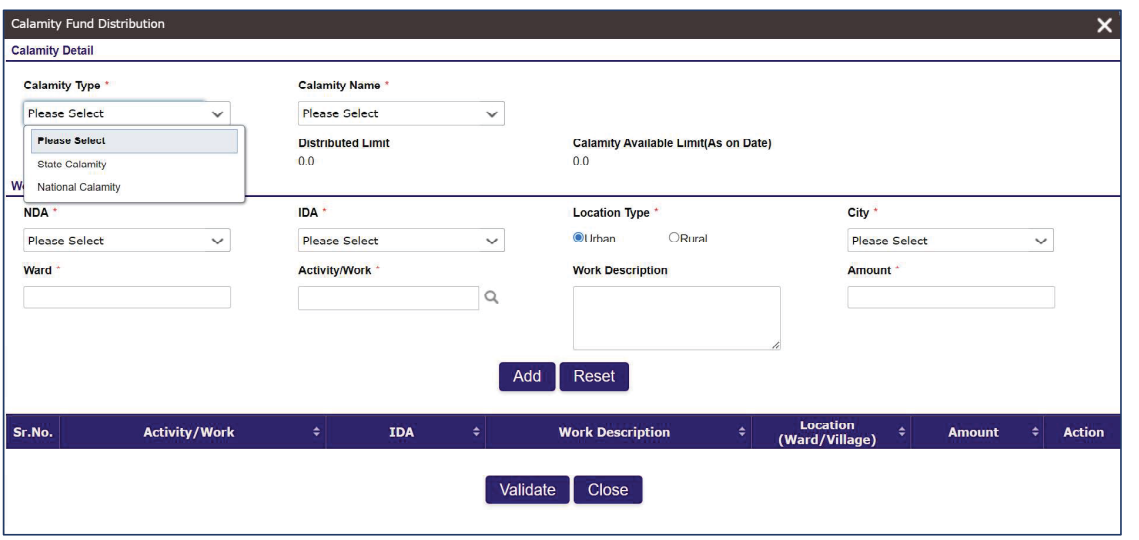
4. When SNA user clicks on the option of CALAMITY FUND DISTRIBUTION, they will find the page with option of recommendation date and calamity work, if user wants to search the previous work, then they can enter the recommendation date in box that is provided on screen and click on search button.

5. For creating new calamity work, user must click on **CALAMITY WORK** option as shown in following screen.



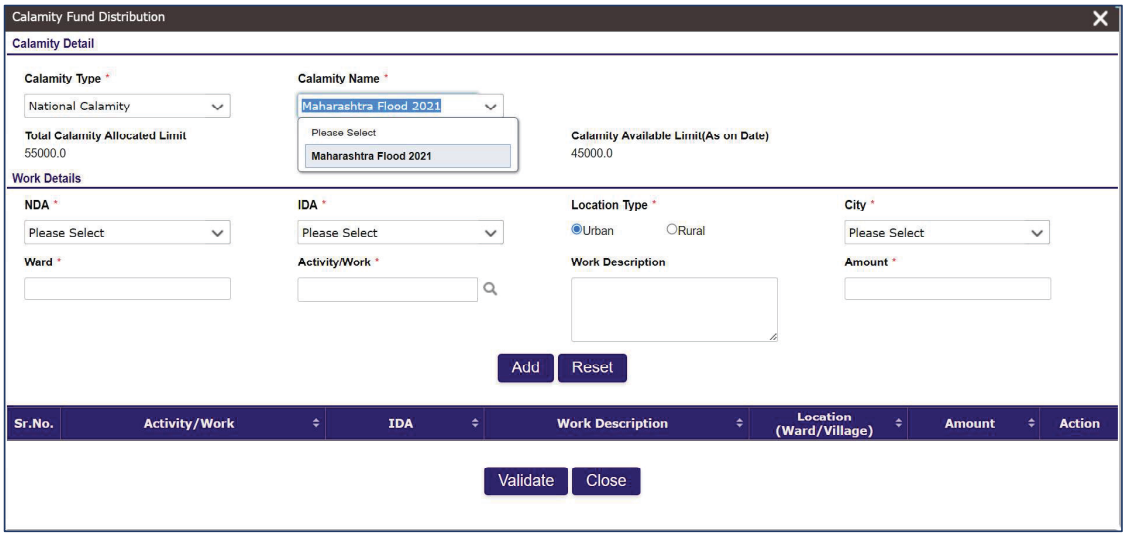
Screen 128: Manage Calamity Recommendation

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



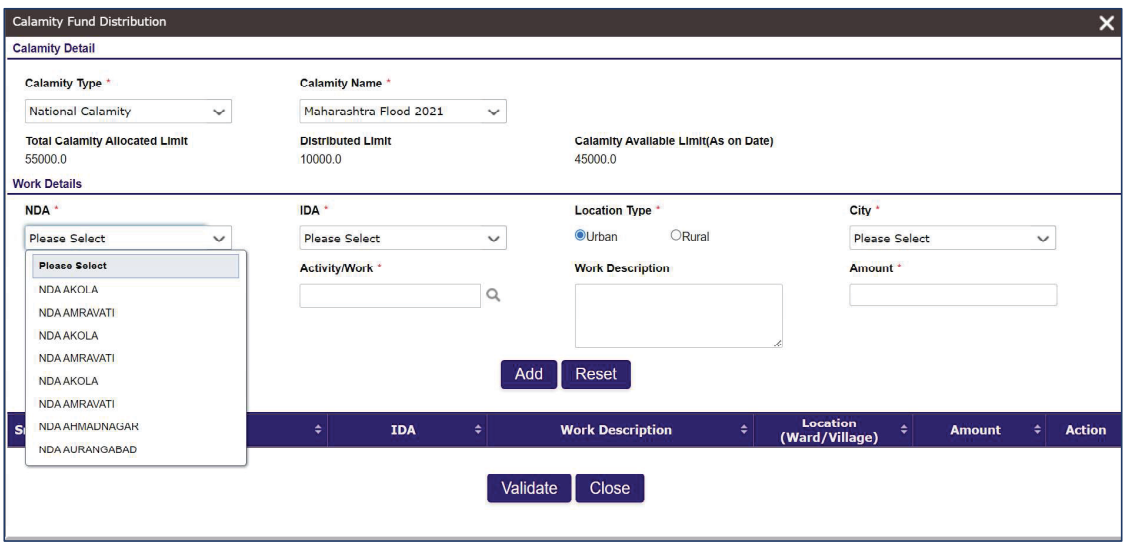
Screen 129: Calamity Fund Distribution (Calamity Type options)

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



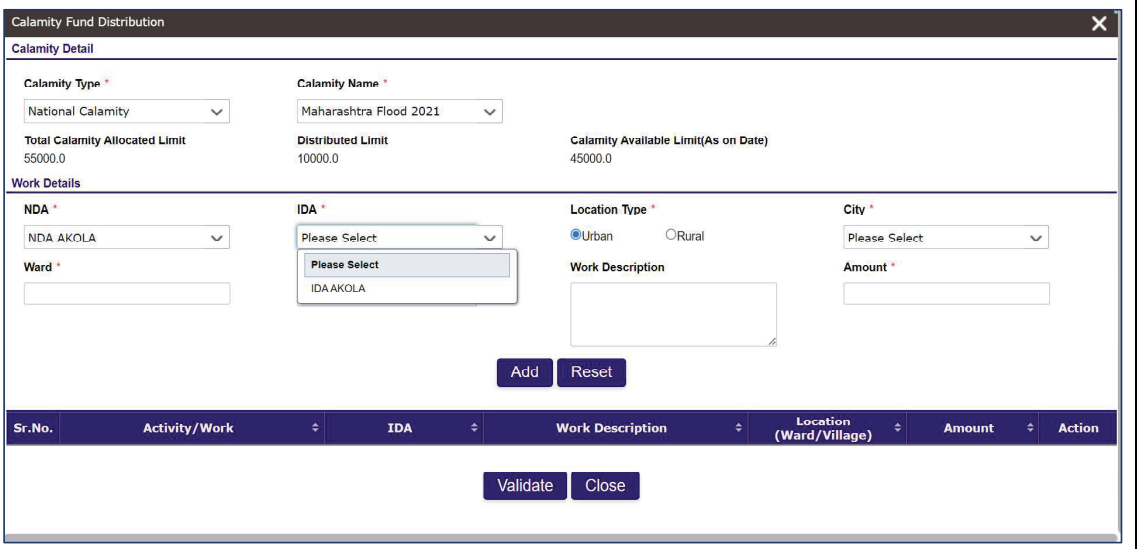
Screen 130: Calamity Fund Distribution (Calamity Name dropdown)

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.



Screen 131: Calamity Fund Distribution (NDA Selection)

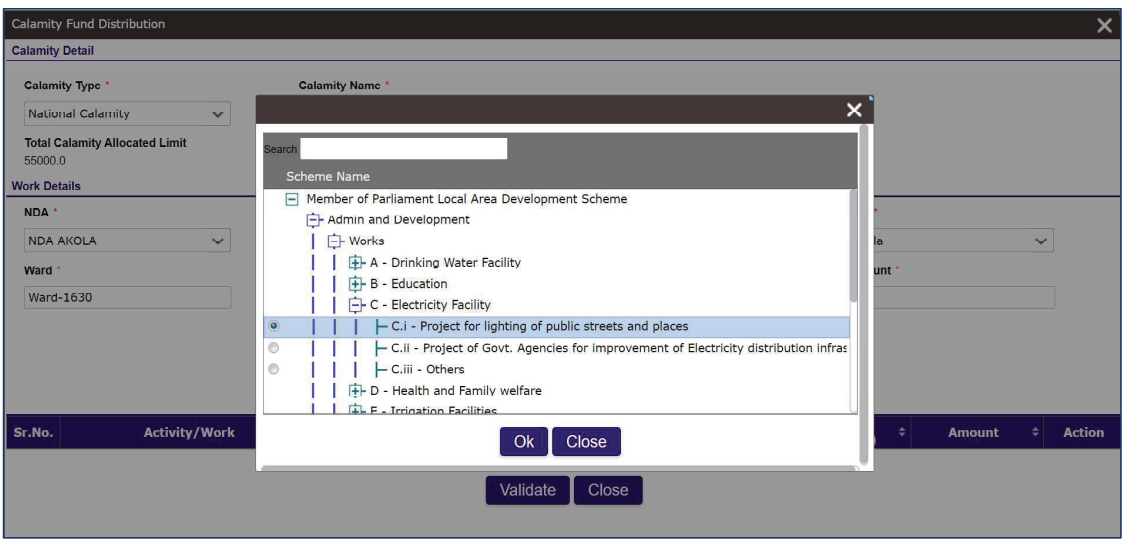
9. SNA user must select the respective IDA from the dropdown. They will have all the details of NDA of their respective state as shown in the following screen.



Screen 132: Calamity Fund Distribution (IDA Selection)

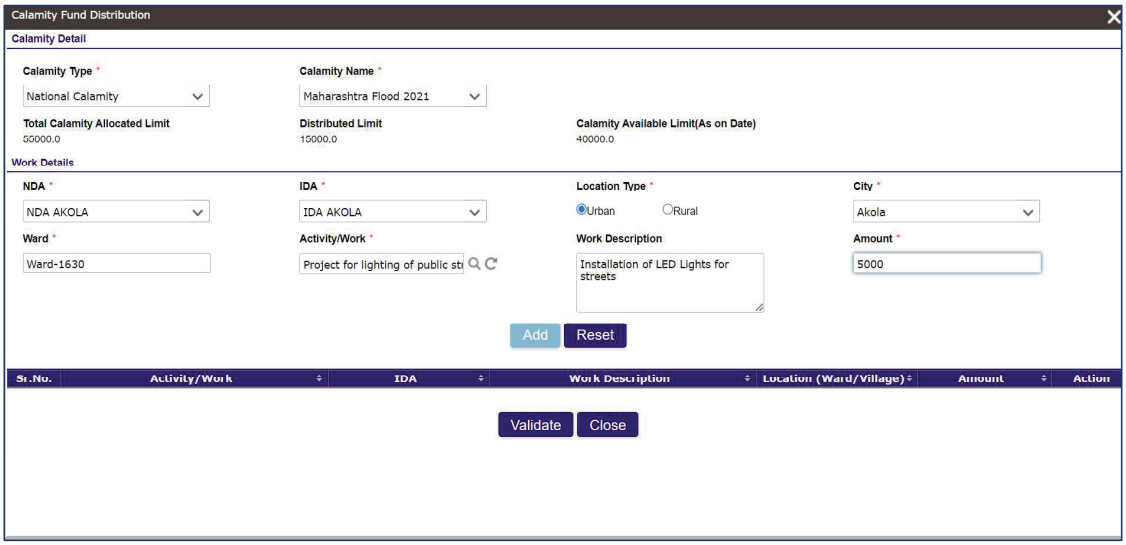
10. SNA User must select the Location and it will be Urban or rural, also select the City name if user choose the Urban option.
In case of rural, user must enter the block and area details.

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.



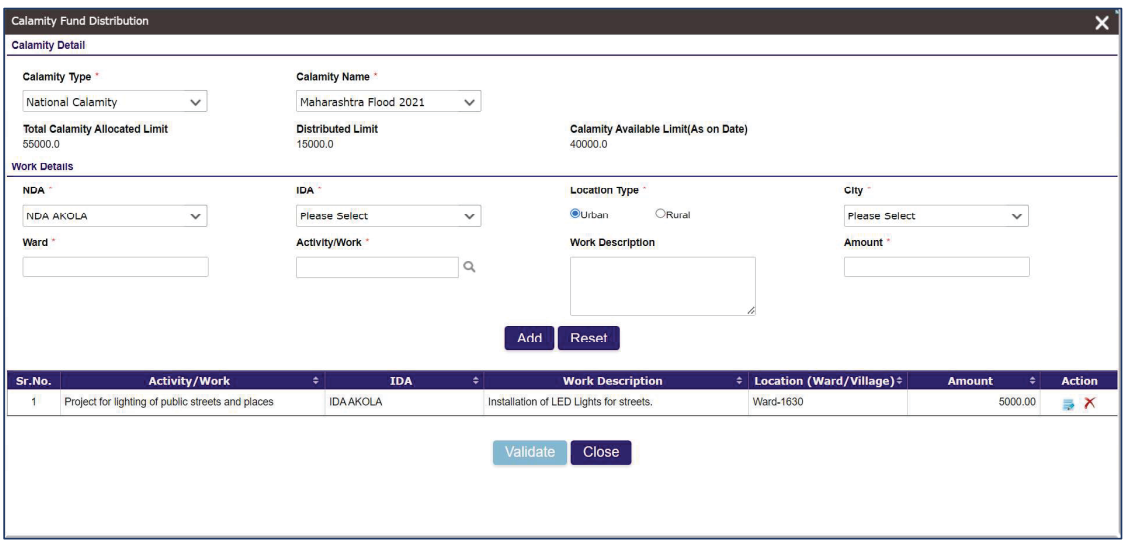
Screen 133: Calamity Fund Distribution (Activity/ Work Selection)

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.



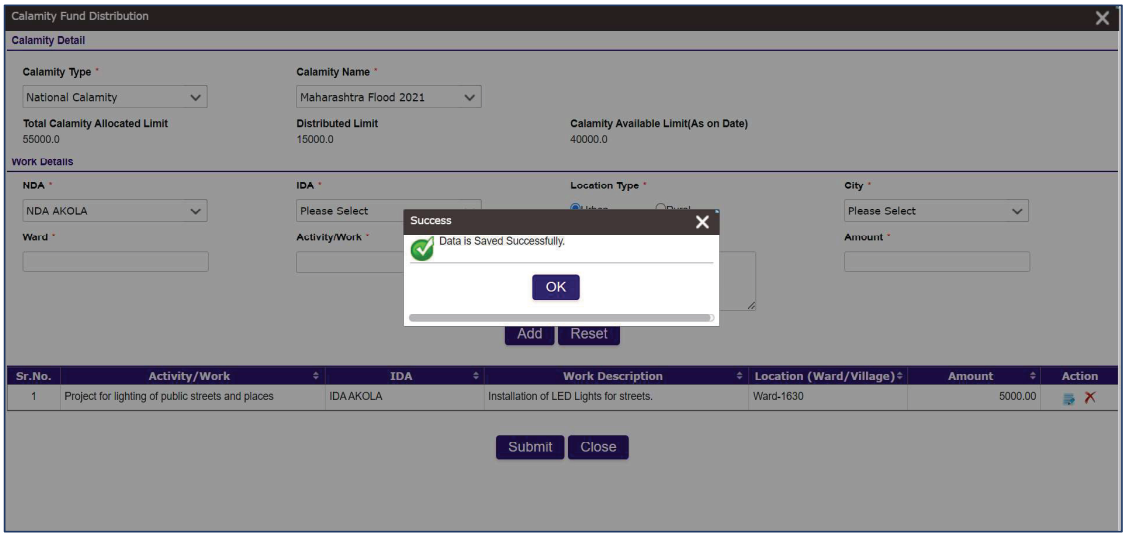
Screen 134: Calamity Fund Distribution

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



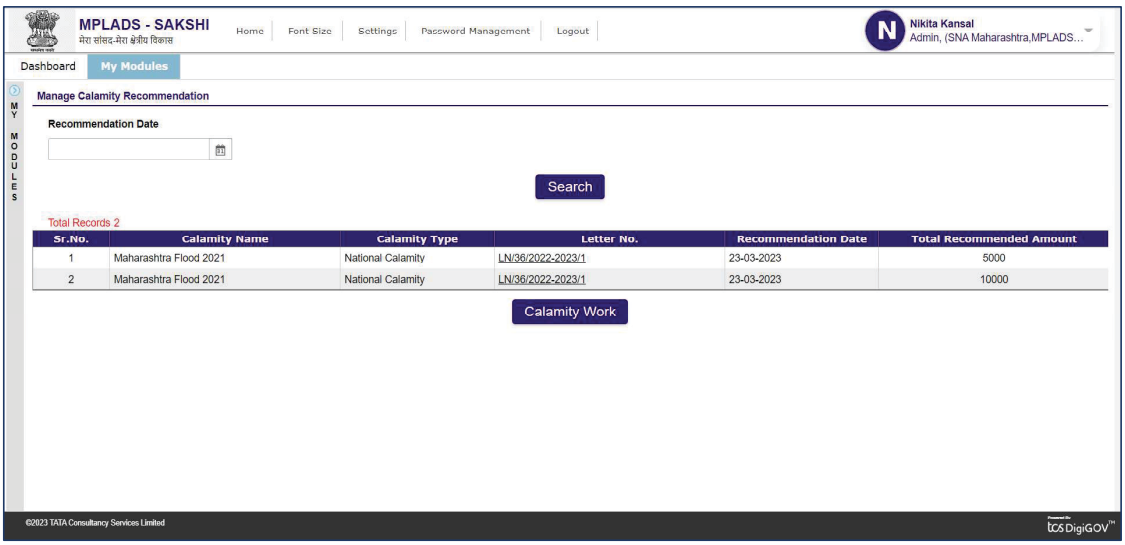
Screen 135: Calamity Fund Distribution

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



Screen 136: Calamity Fund Distribution

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



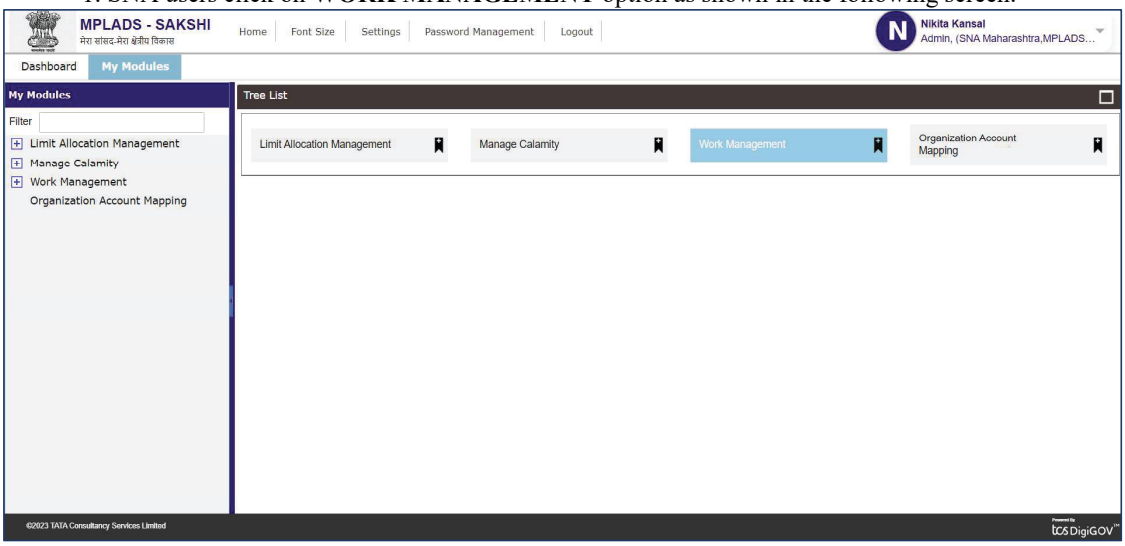
Screen 137: Manage Calamity Recommendation

2. Work Management

1. Calamity Configuration:

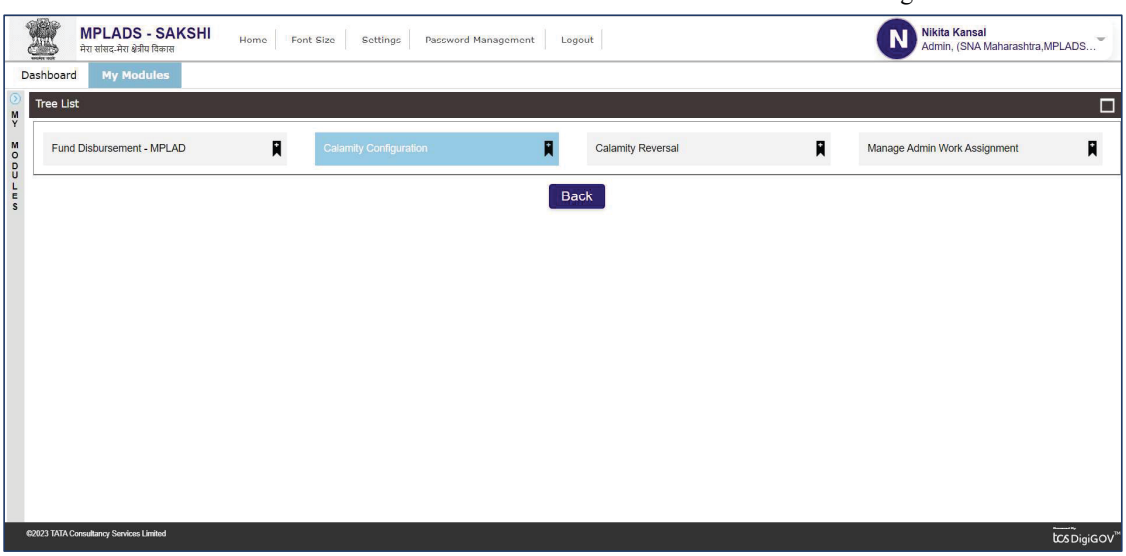
Node Path: Homepage → MY MODULES → WORK MANAGEMENT

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



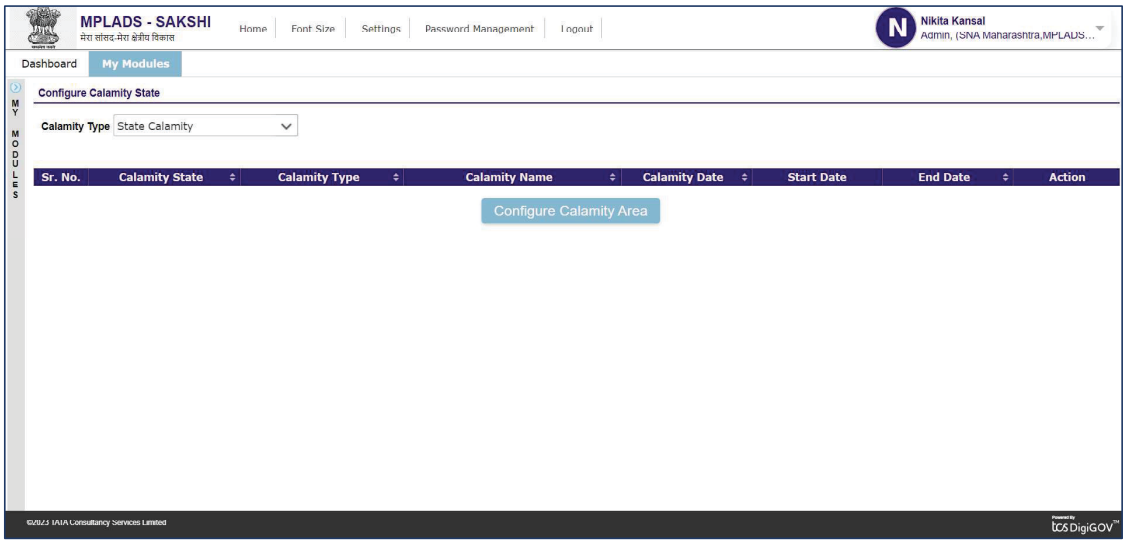
Screen 138: Work Management

2. After clicking on Work Management, user will find the following options:
   - CALAMITY CONFIGURATION
   - CALAMITY REVERSAL
3. If user clicks on CALAMITY CONFIGURATION as shown in the following screen.



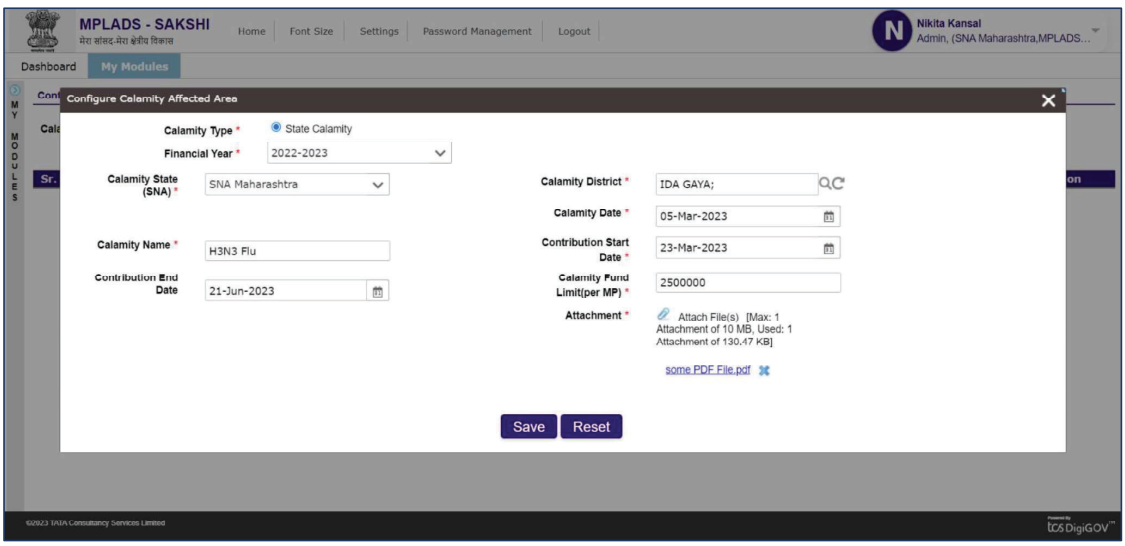
Screen 139: calamity configuration

4. SNA users must select the calamity type then click on configure calamity area.



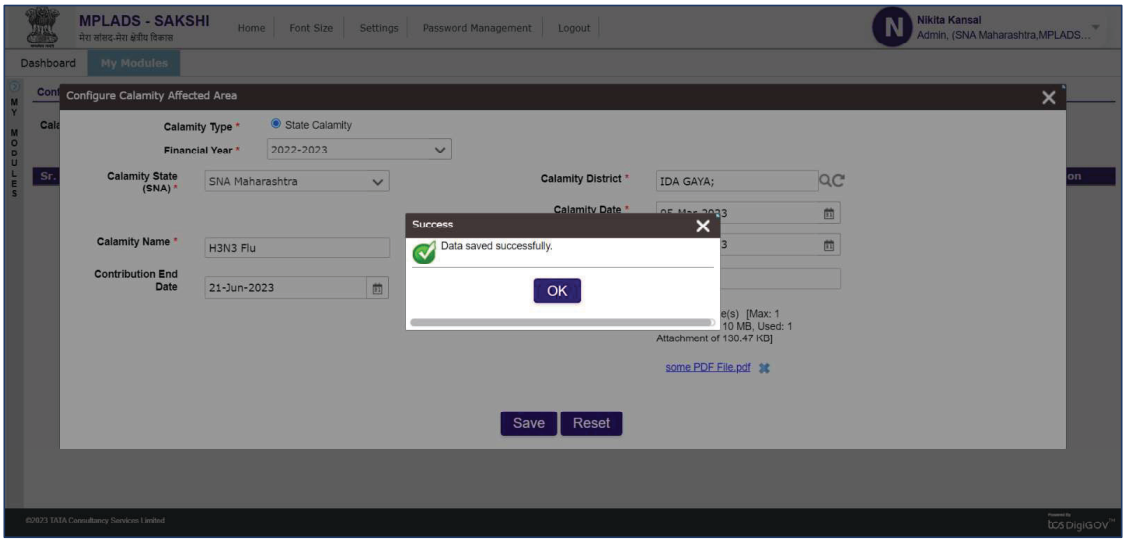
Screen 140: configure calamity area

5. When SNA user clicks on Configure Calamity area, they will find the pop-up page in which Users must enter the mandatory details like calamity type, calamity name, district and so on as shown in following screen.



Screen 141: calamity configuration

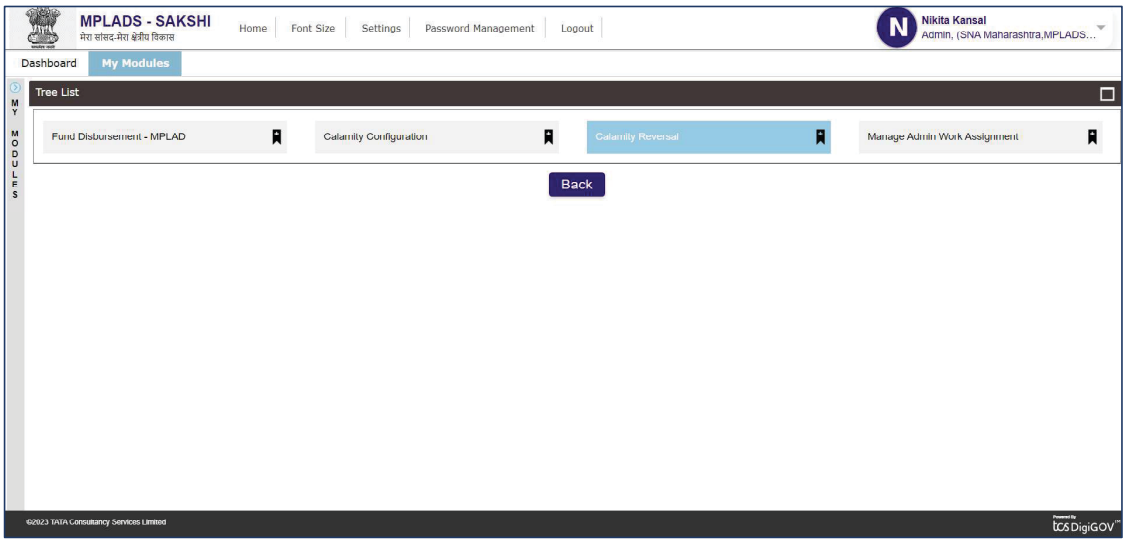
6. Once the SNA user enters all the details then click on Save button, all the details will be saved for further processing.



Screen 142: calamity configuration

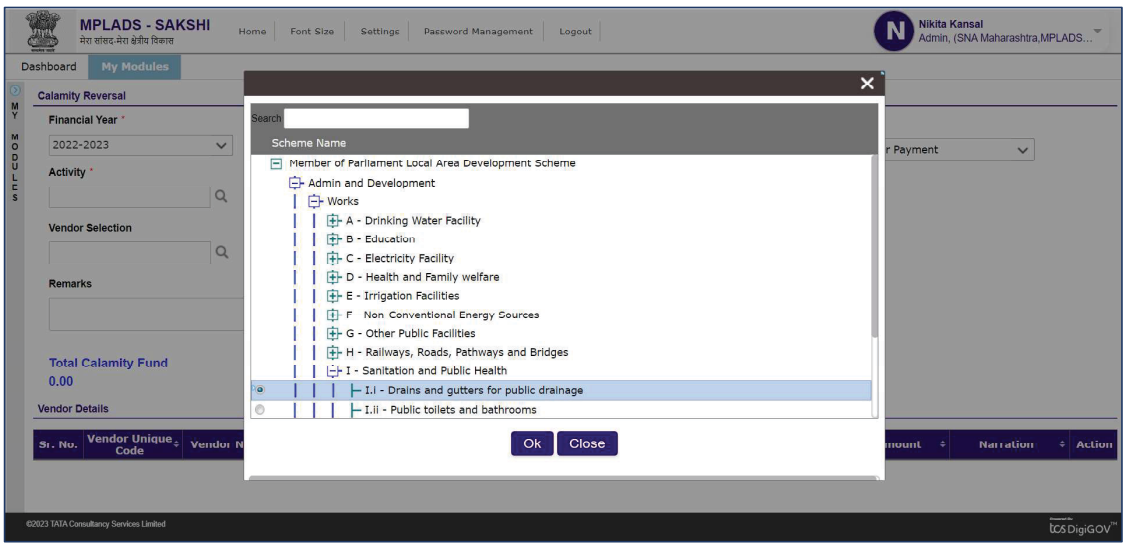
2. CALAMITY REVERSAL:

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

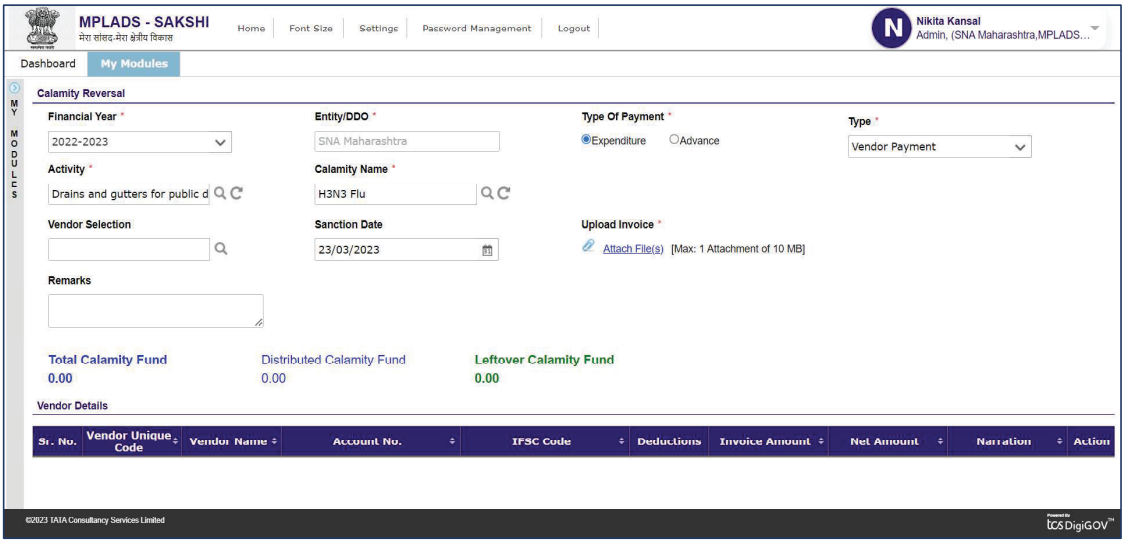


Screen 143: Calamity Reversal

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.

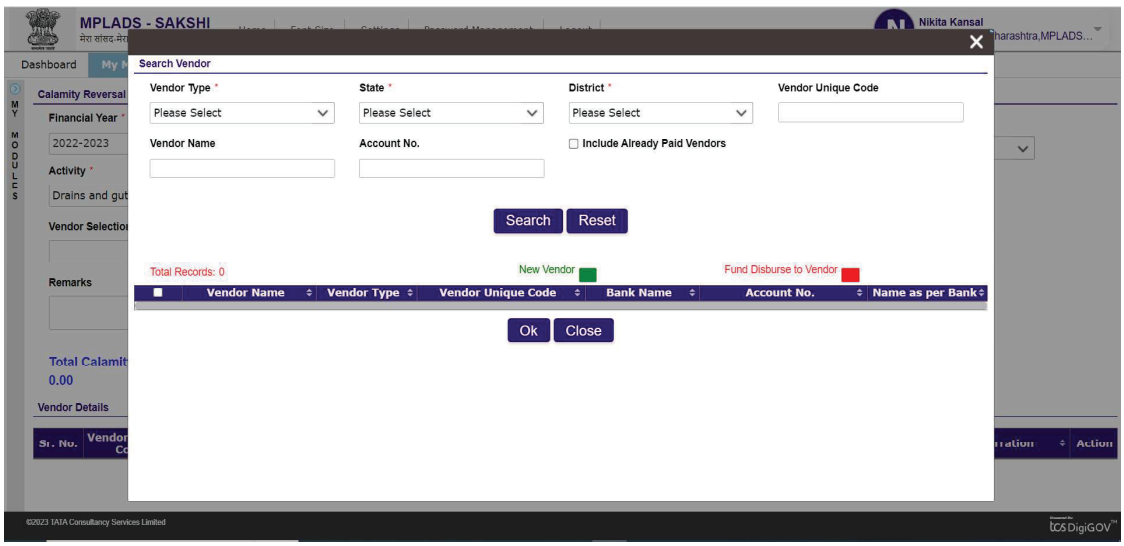


Screen 144: Calamity Reversal



Screen 145: Calamity Reversal

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.



Screen 146: Calamity Reversal (vendor selection)

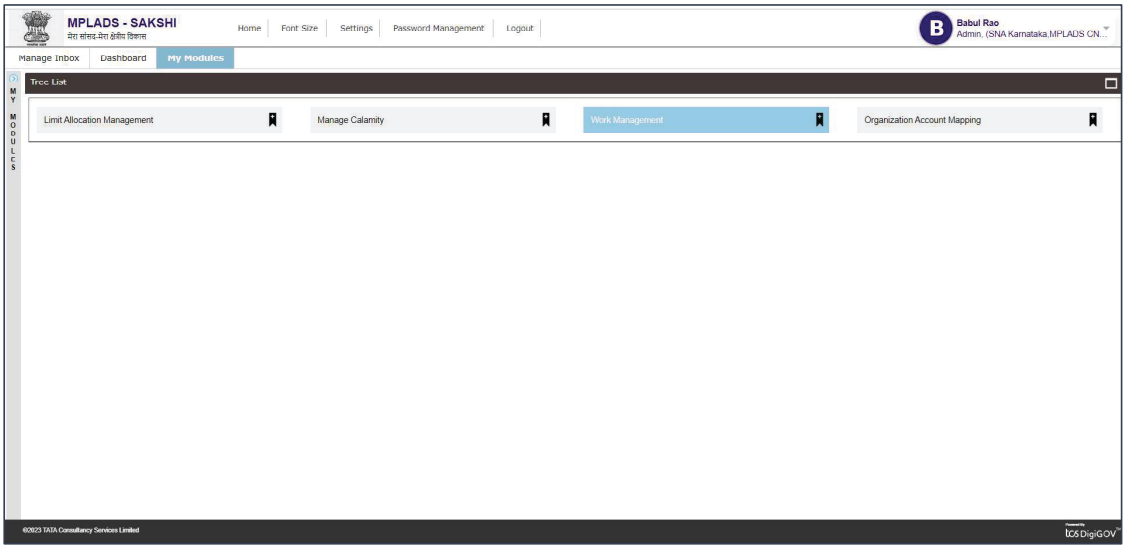
4. After providing all the details, the reversal request has been created for further processing.

3. SNA Manage Admin Funds:

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

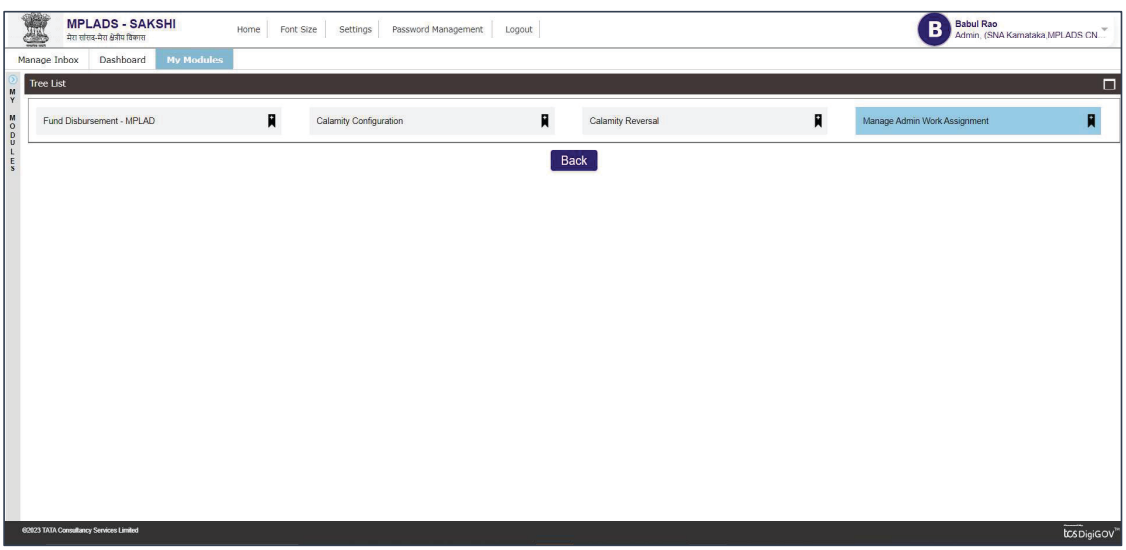
SNA users can click on **MY MODULES** for setting the Admin Funds limit.

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



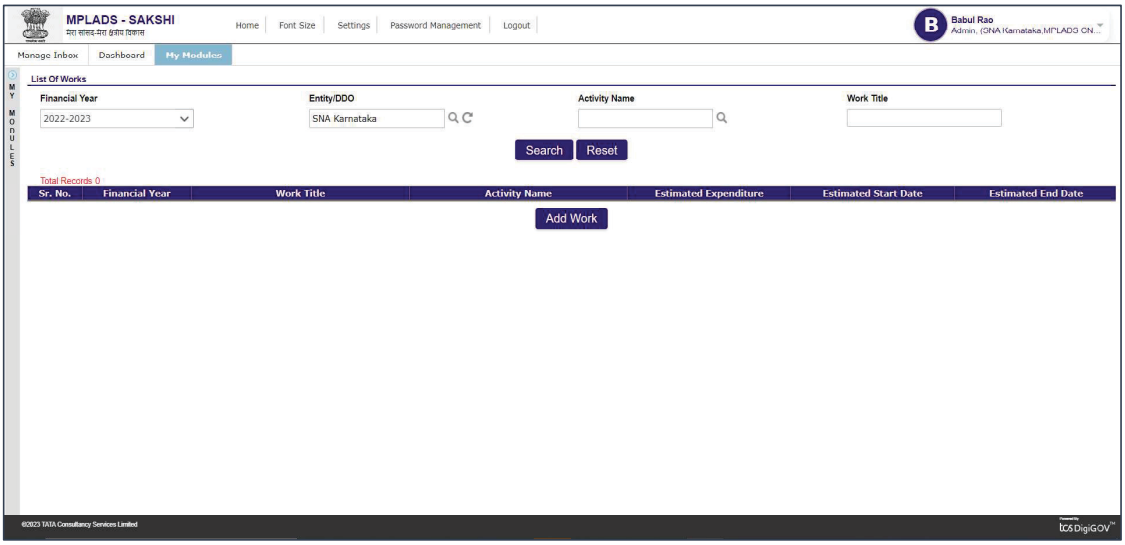
Screen 147: My Modules Page (Admin Funds)

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



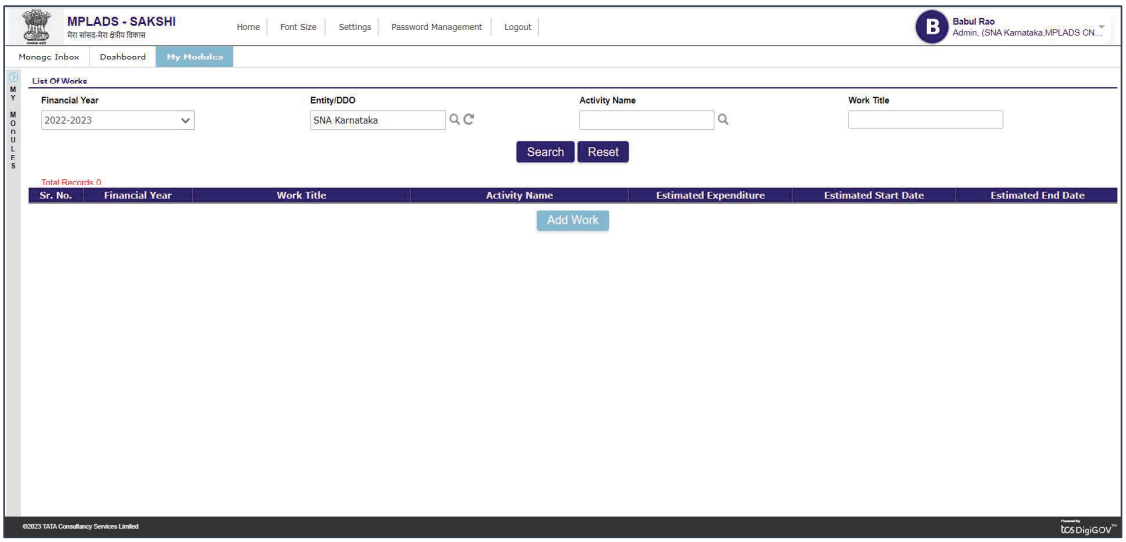
Screen 148: Work Management Page (Admin Funds)

3. On clicking the **Manage Admin work Assignment** tab, the Following appears.



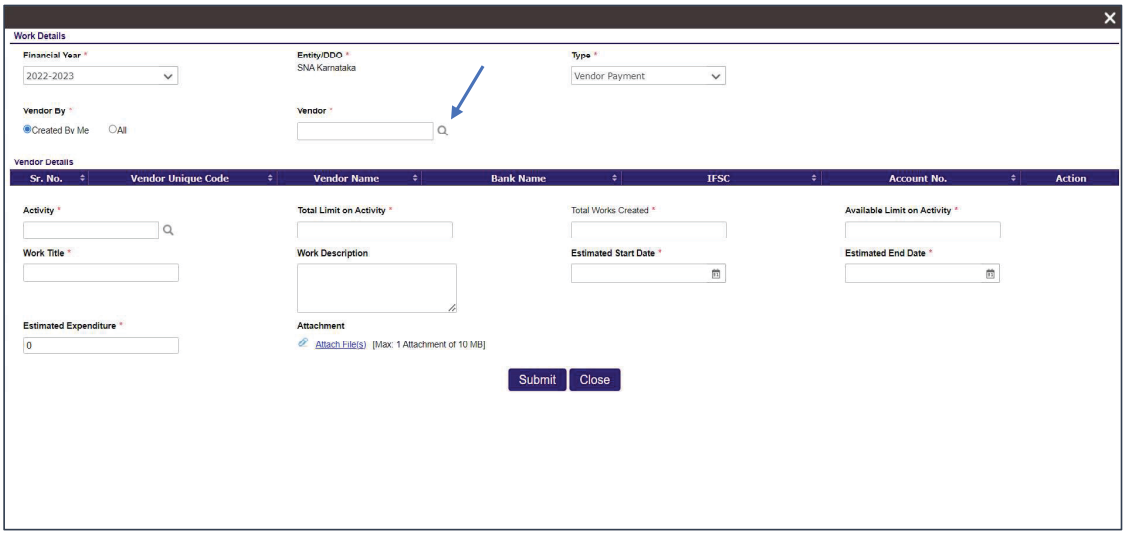
Screen 149: Manage Admin work Assignment Page

4. Now Click on **Add Work** button to configure the Fund limit.



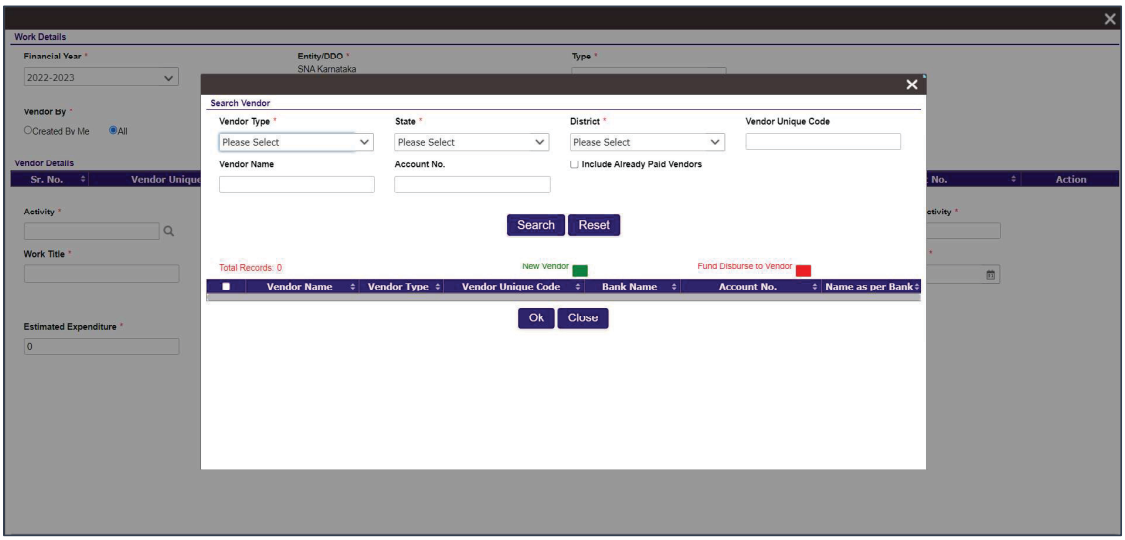
Screen 150: Manage Admin work Assignment Page (Add Work)

5. On clicking the **Add work** button in **Manage Admin work Assignment** tab, the Following screen appears.



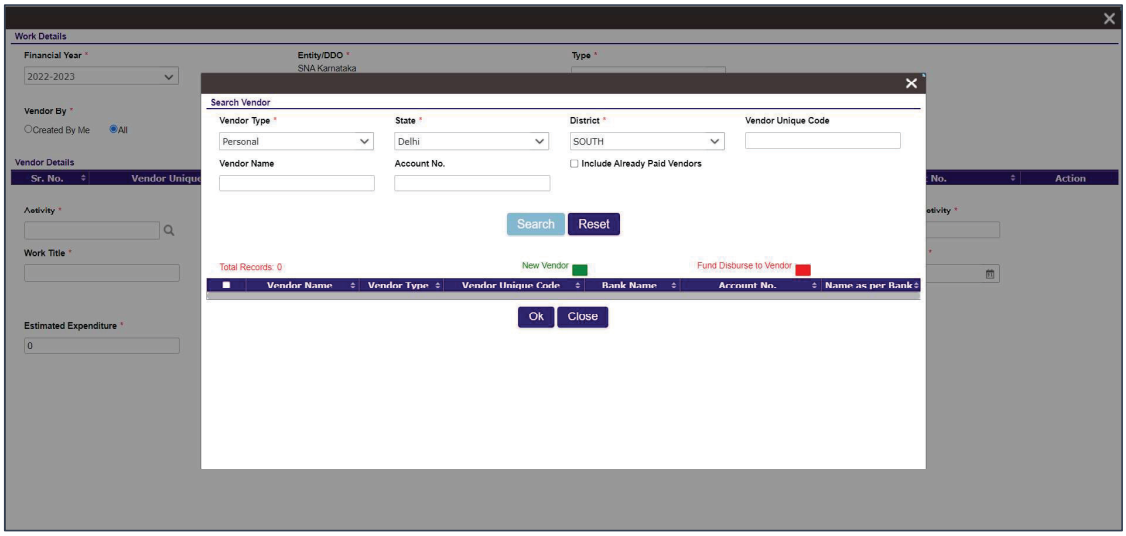
Screen 151: Add Work Page

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



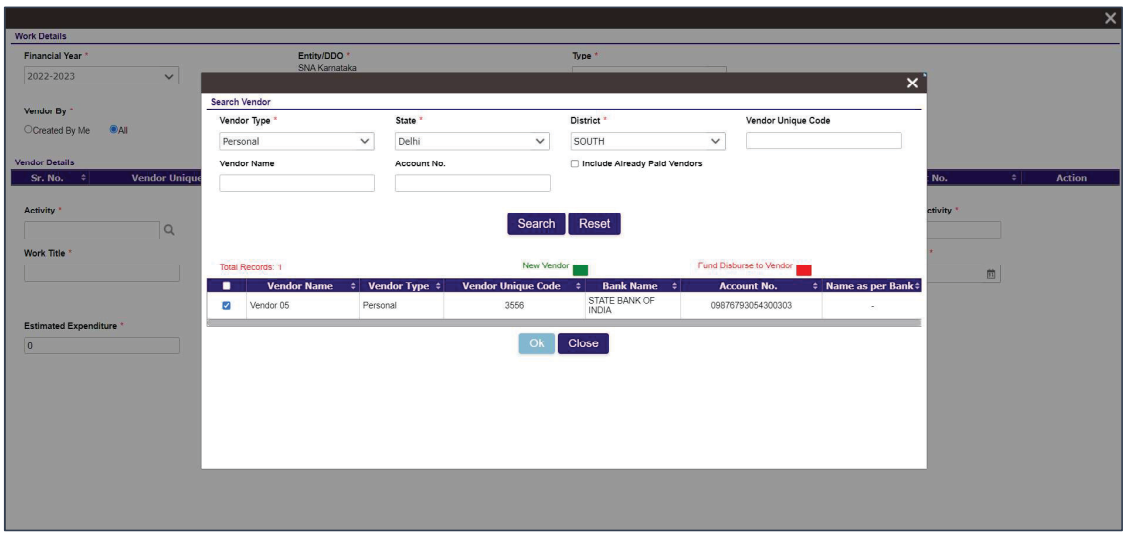
Screen 152: Add Work Page

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



Screen 153: Vendor Details pop-up Page

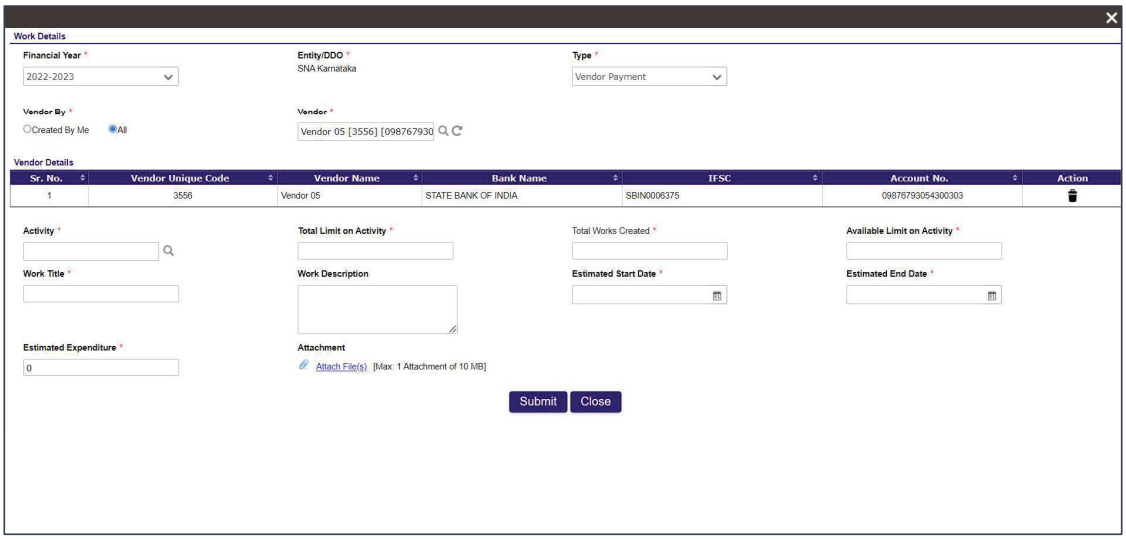
8. On clicking the search button, we get the following screen.
   Click the check box and then click OK.



Screen 154: Vendor Details pop-up Page

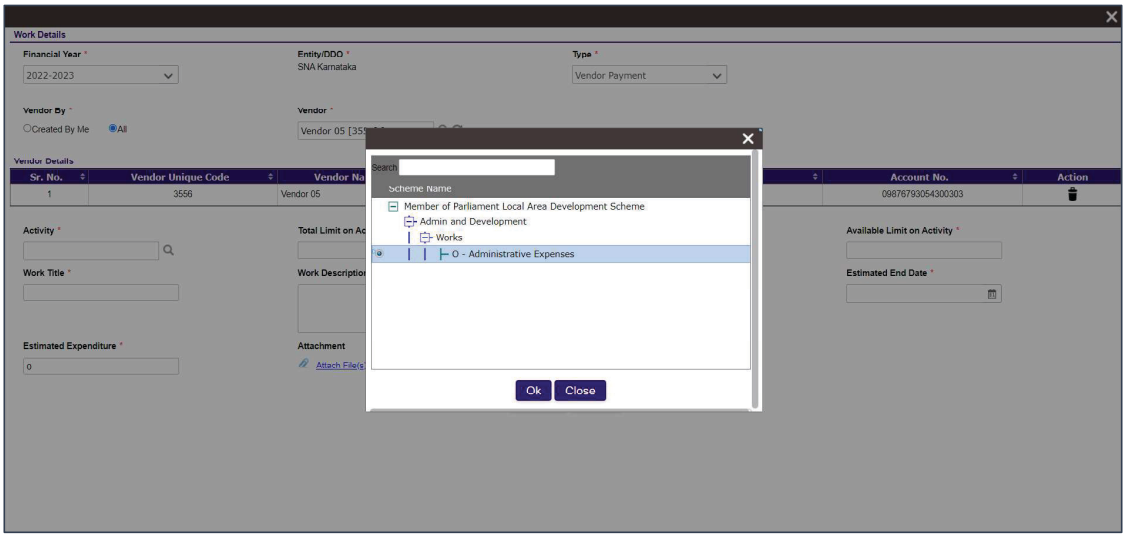
9. The Vendor details appear as shown below in the **Add Work** Page

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



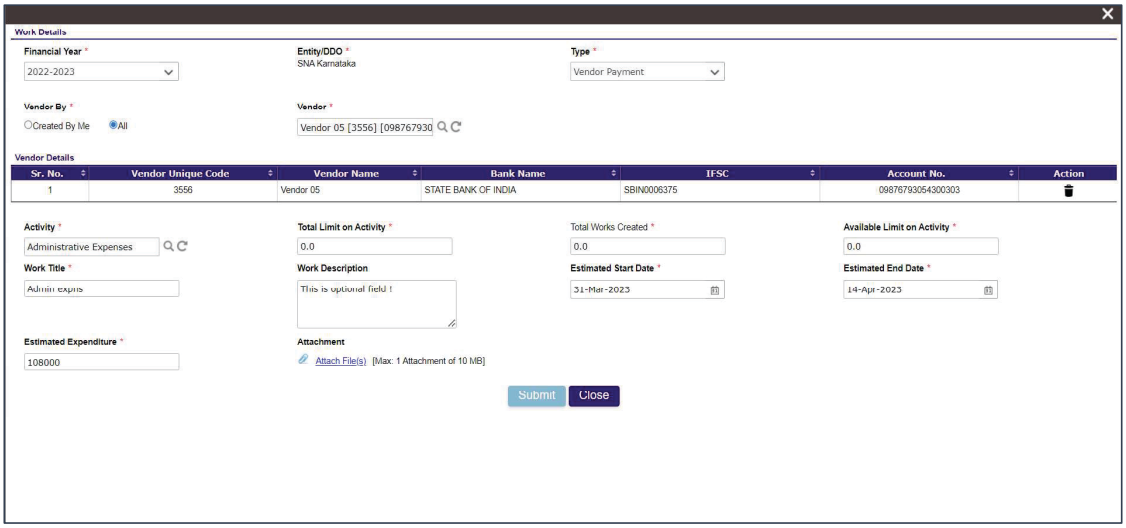
Screen 155: Add Work Page

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



Screen 156: Activity pop-up Page

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



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.

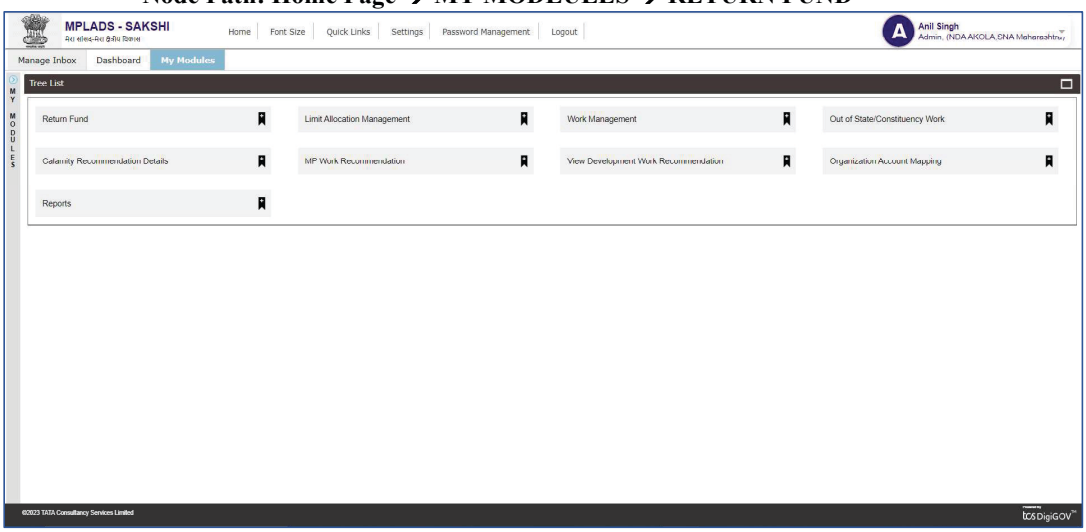
NDA users will have to login with their respective username and password.

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.

Node Path: Home Page → MY MODLULES → RETURN FUND

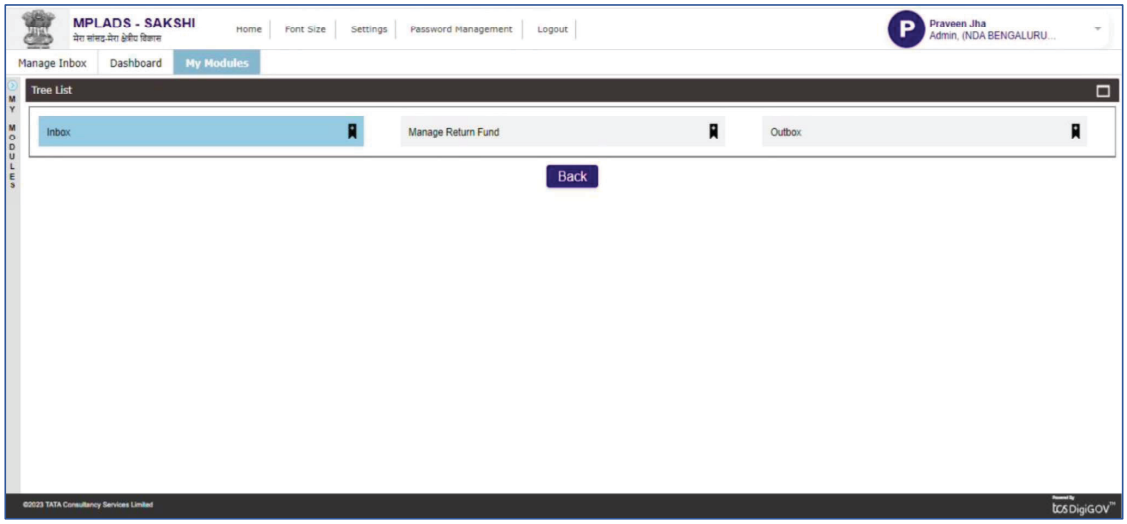


Screen 158: My Modules Page (NDA).

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

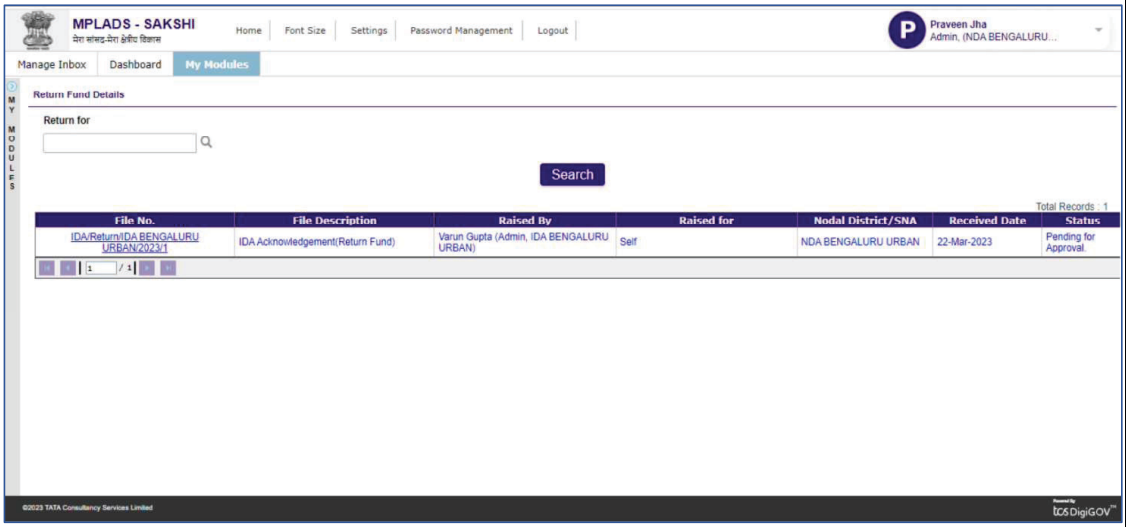
4. For checking the refund request, NDA users will click on the **Inbox** to check the refund request file which are raised by their respective IDA:

Node Path: MY MODULES → RETURN FUND → INBOX.



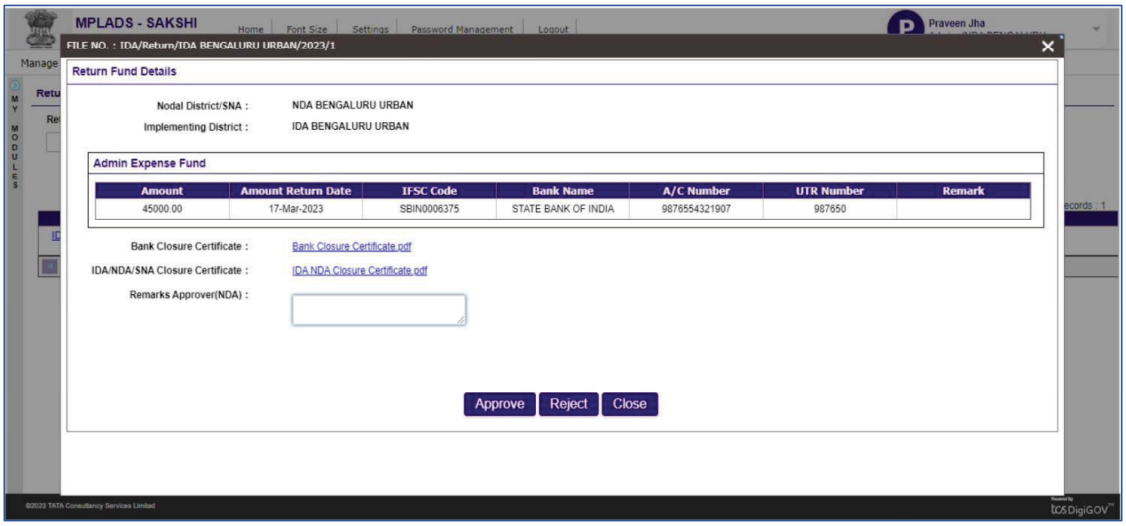
Screen 159: Return Fund Page (Inbox).

5. NDA user, click on Inbox, here they will find the refund request file which was placed by IDA users.



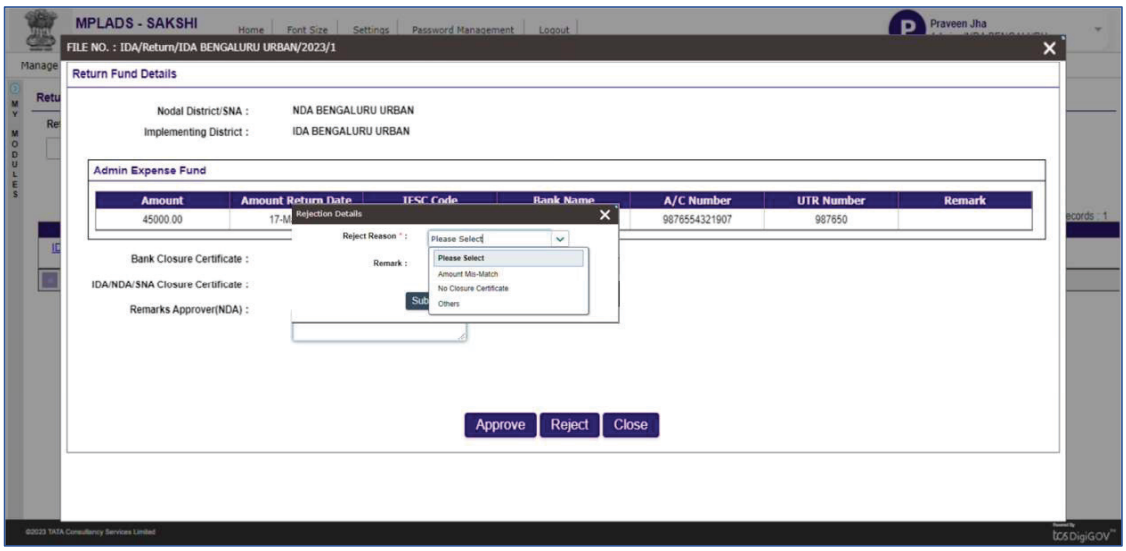
Screen 160: Inbox Page

6. Now NDA will open this request file and check all the details. He has the right to act (Approve or Reject) on IDA request after checking all the details and add remarks on it.



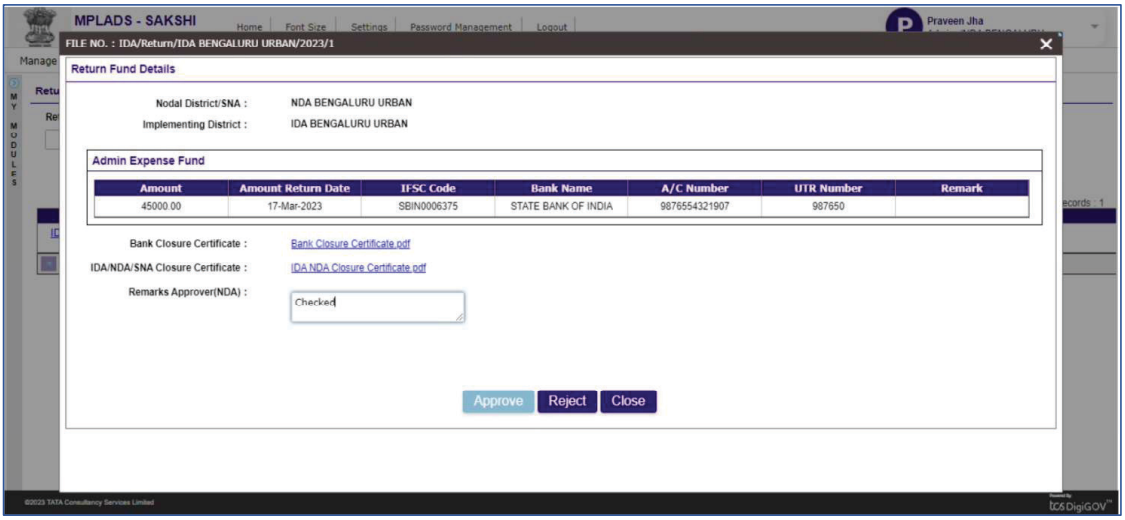
Screen 161: Refund File Page

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).



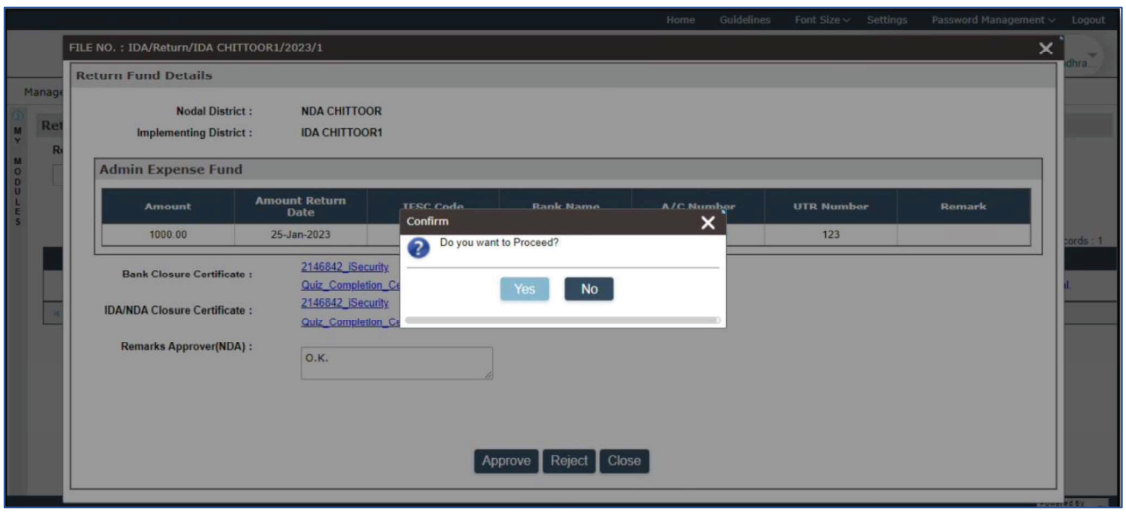
Screen 162: Rejection Reason Pop-up screen on Refund File Page

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



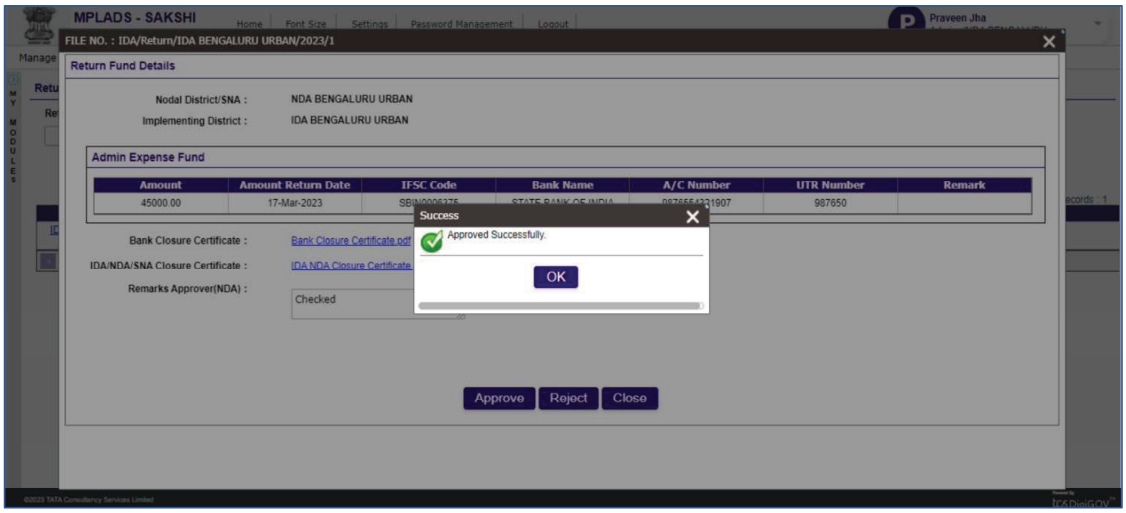
Screen 163: Refund File Page

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.



Screen 164: Proceed Request Alert

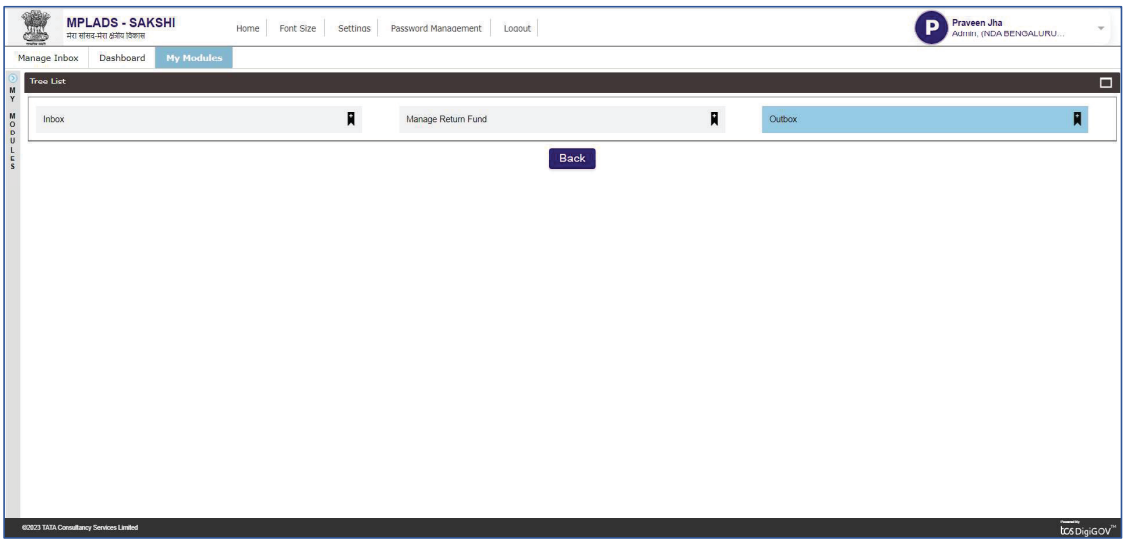
10. When the User clicks on YES button, another alert message pops up with the message
    "Approved Successfully"



Screen 165: Proceed Request Alert

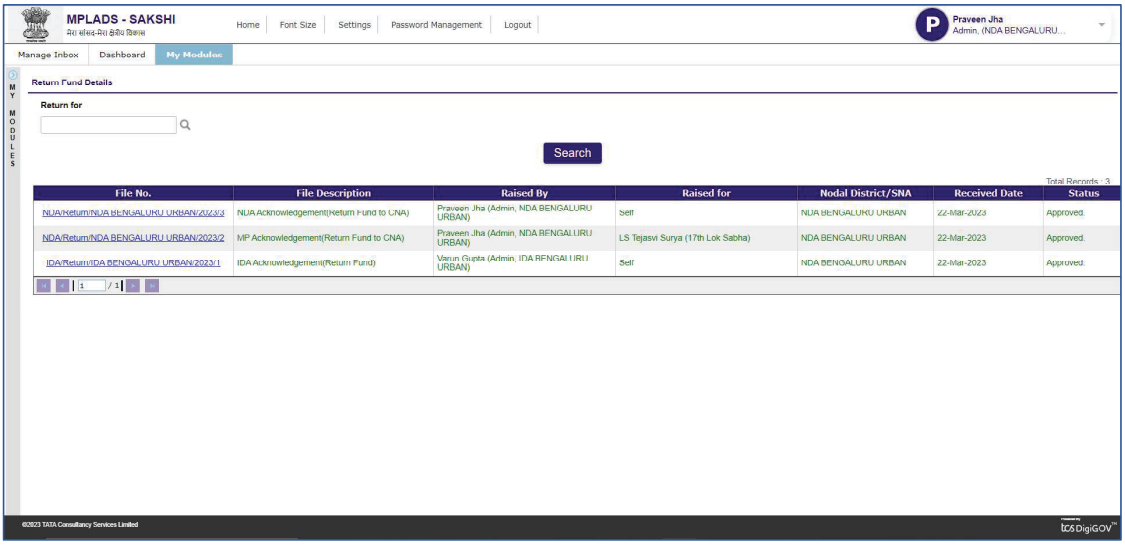
11. Once the file is approved it will be sent to the CNA users **inbox** and NDA users **Outbox**.

Node Path: MY MODULES → RETURN FUND → OUTBOX.



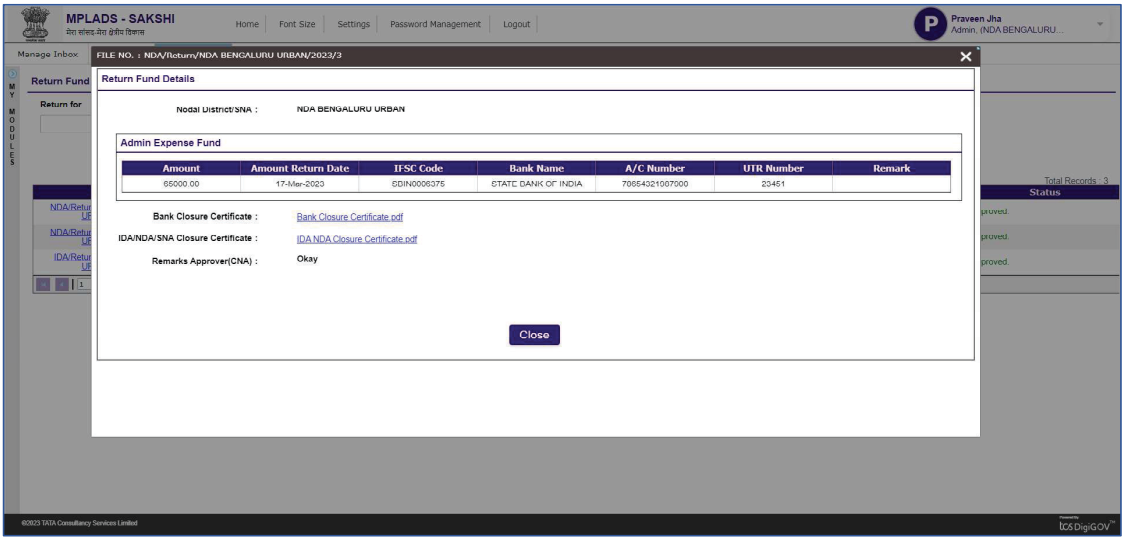
Screen 166: NDA OUTBOX

12. In Outbox, NDA users will find the file that user sends for further processing.



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.



Screen 167(b): NDA OUTBOX Page

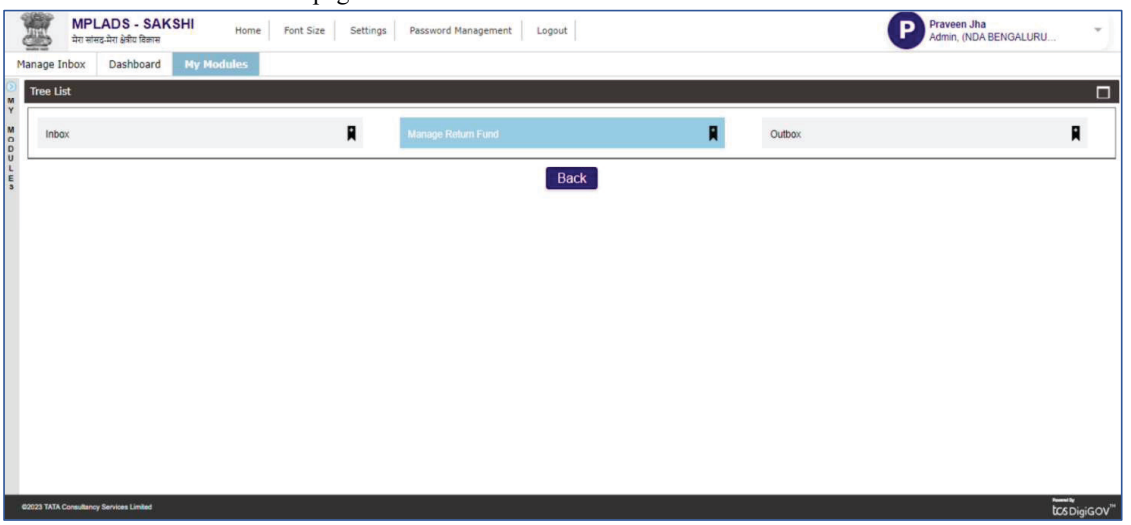
2. NDA Initiate Return Fund:

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

- ➤ MP-wise Development Fund
- ➤ Admin Fund

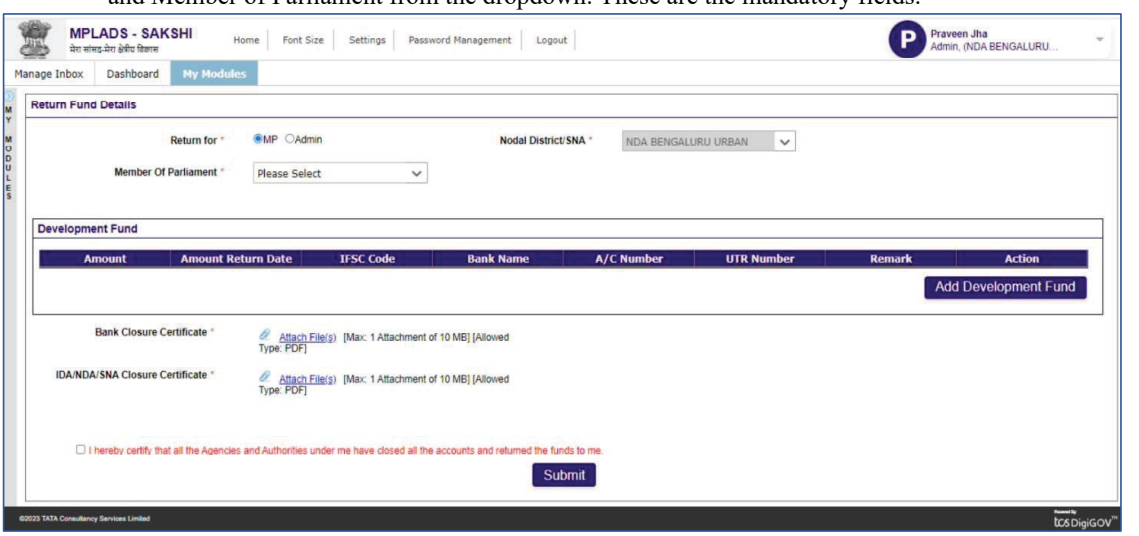
1. MP-wise Development Fund:

1. **Node Path:** Home page → MY MODLULES → MANAGE RETURN FUNDS

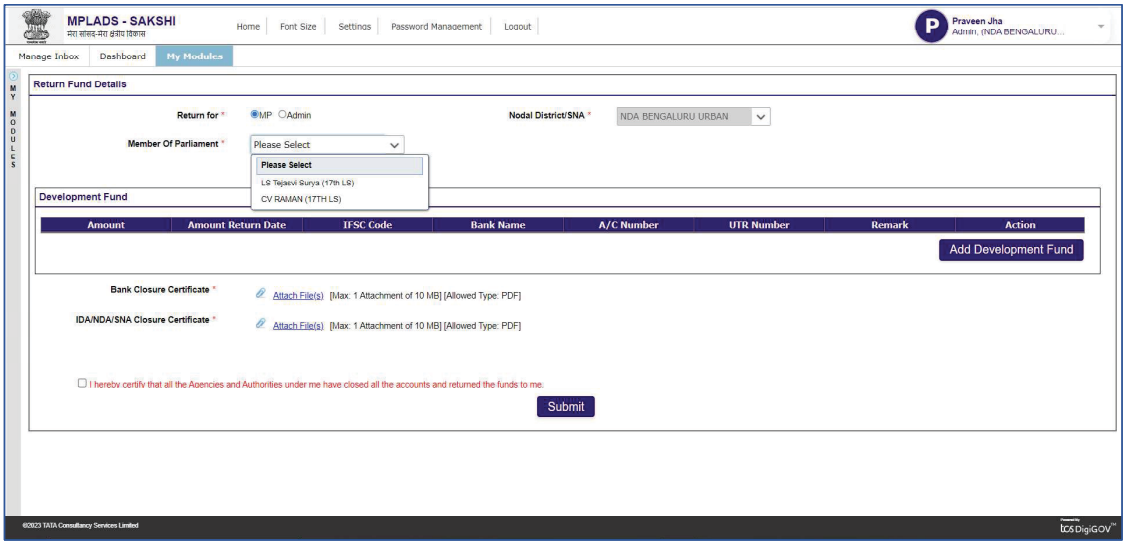


Screen 168: Return Fund Page (MANAGE RETURN FUNDS)

2. In the Manage Return Fund screen, NDA users will have to select the Return For (Radio Button) and Member of Parliament from the dropdown. These are the mandatory fields.

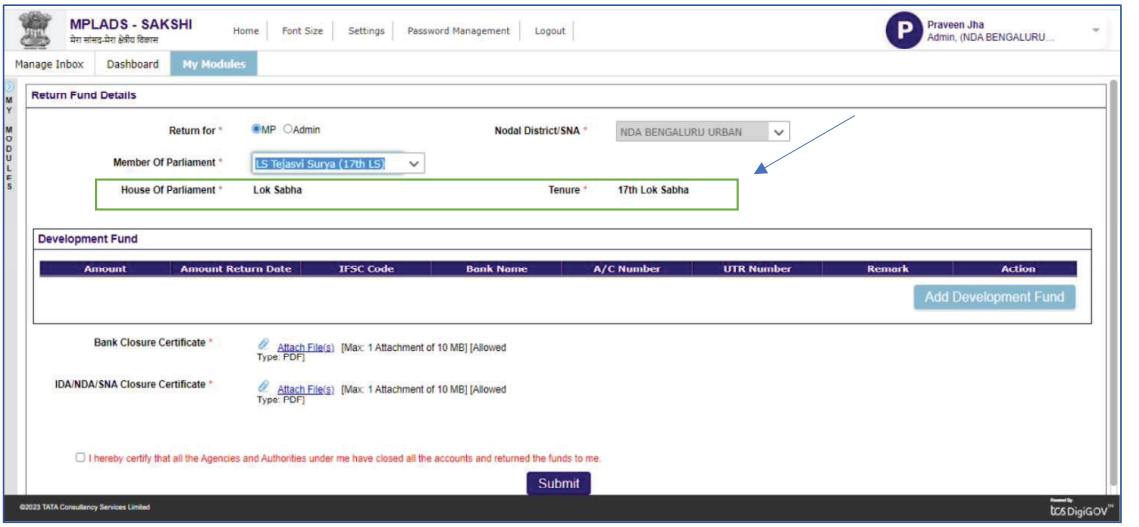


Screen 169(a): Return Fund Details of MP



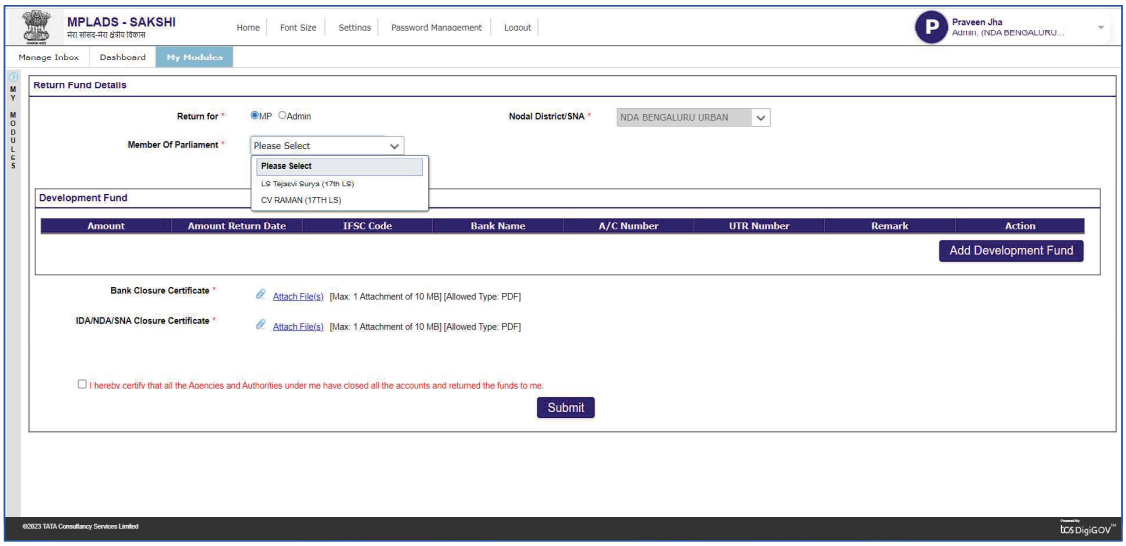
Screen 169(b): Return Fund Details of MP

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.



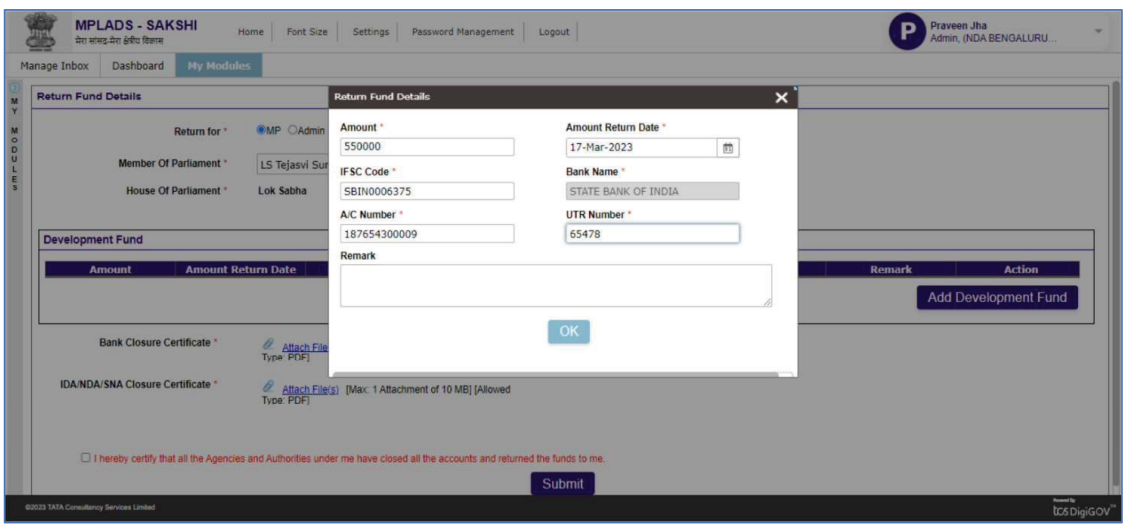
Screen 170: Return Fund Details of MP

4. Once the return fund details are entered then user will have to click on **ADD DEVELOPMENT FUND** option as shown in below screen.



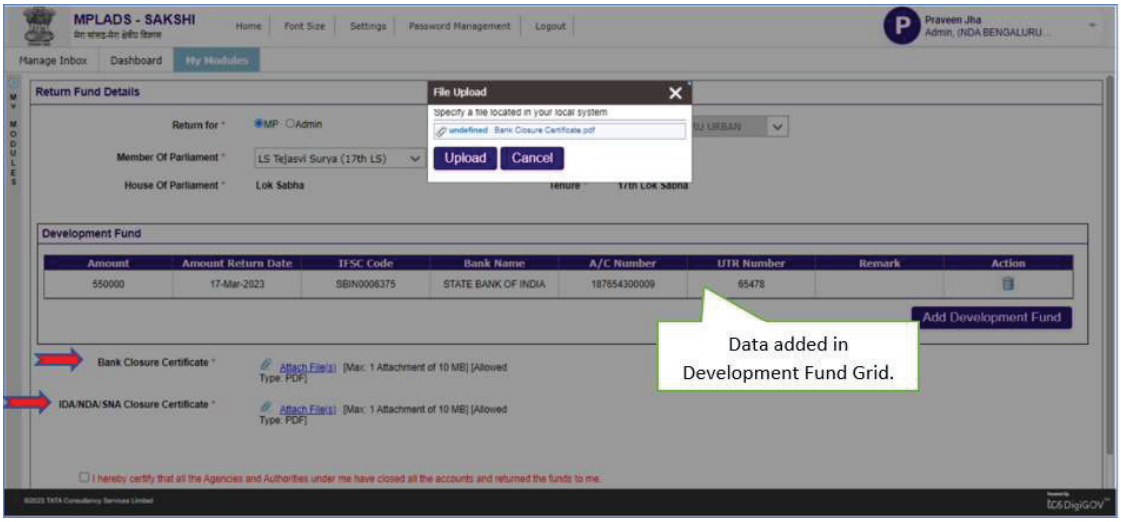
Screen 171: Return Fund Page (MP)

5. 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).



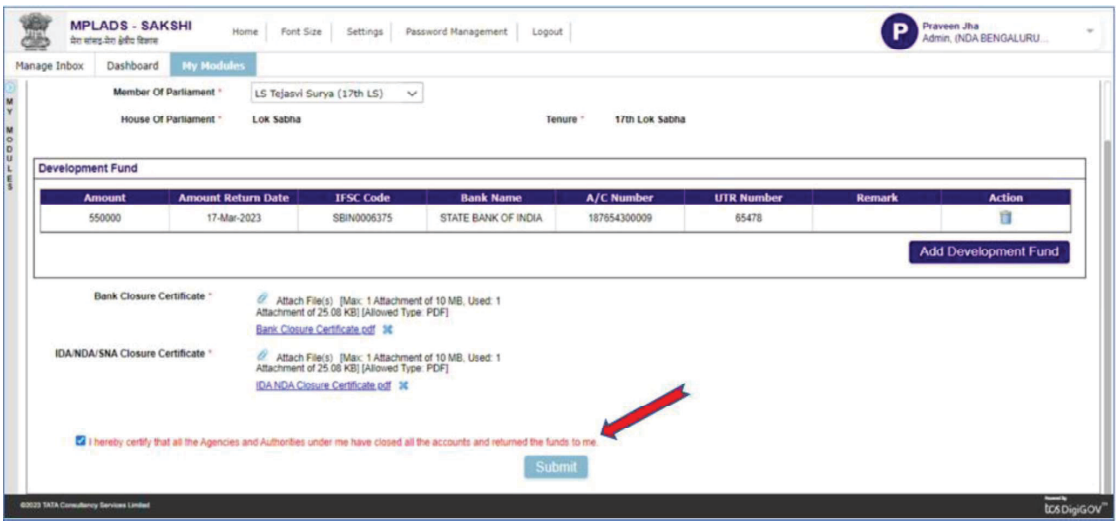
Screen 172: Return Fund Page (ADD DEVELOPMENT FUND Pop-up screen)

6. 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 Bank Closure and IDA/ NDA Closure.



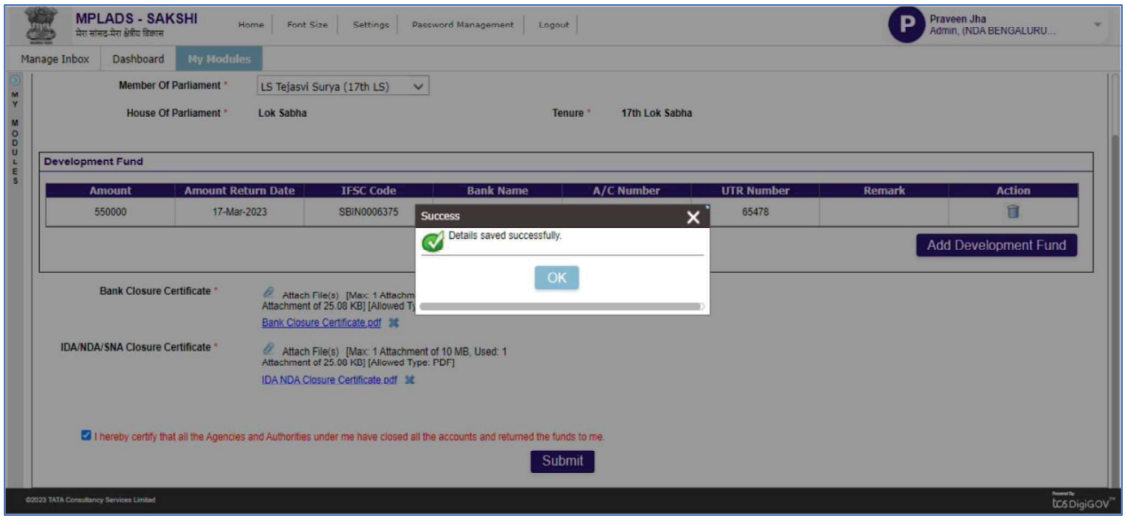
Screen 173: Return Fund Page

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



Screen 174: Return Fund Page

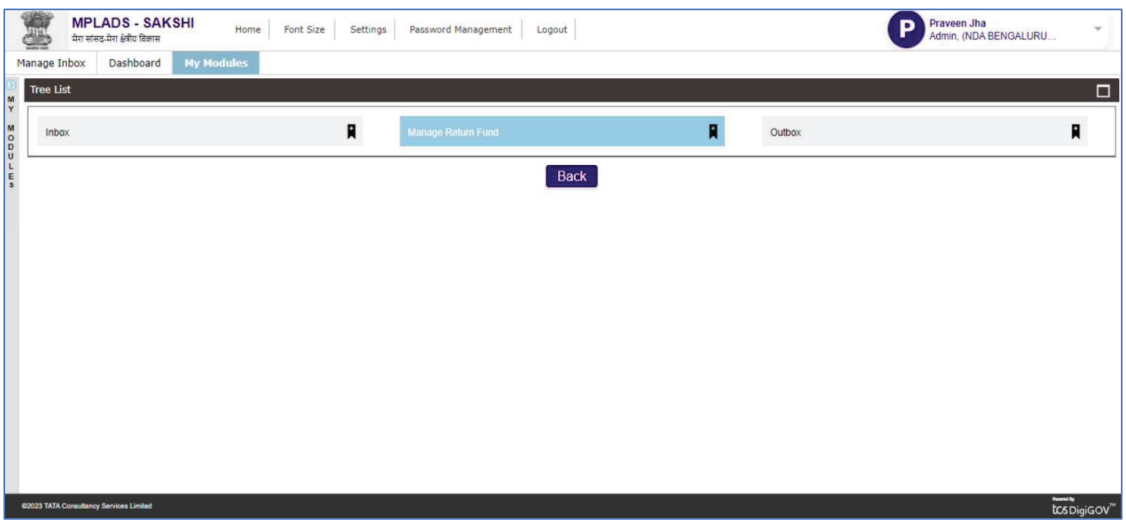
8. When NDA user submits all the details, they will get the message to proceed further.
   Once the user clicks on the YES Option, all the details will be submitted successfully and the user gets a final pop-up message stating that the Details saved successfully.



Screen 175: Return Fund Page

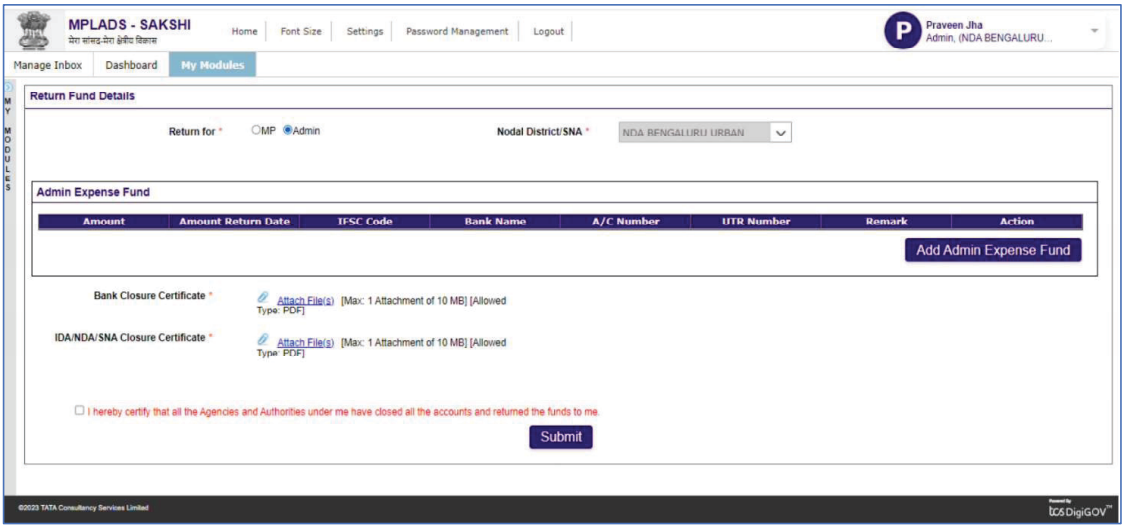
2. Admin Fund:

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



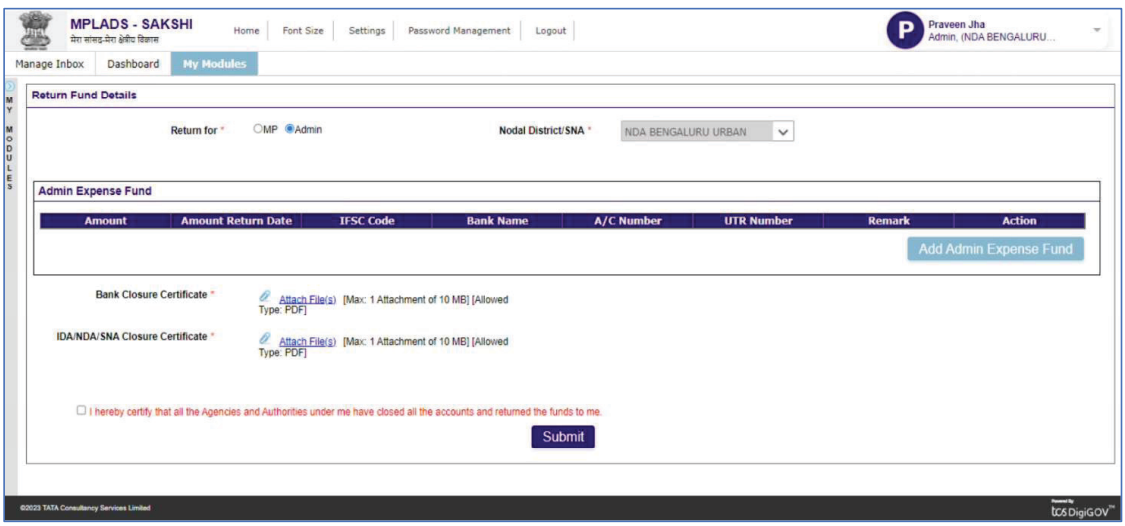
Screen 176: my modules home page (Return Fund)

1. 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.



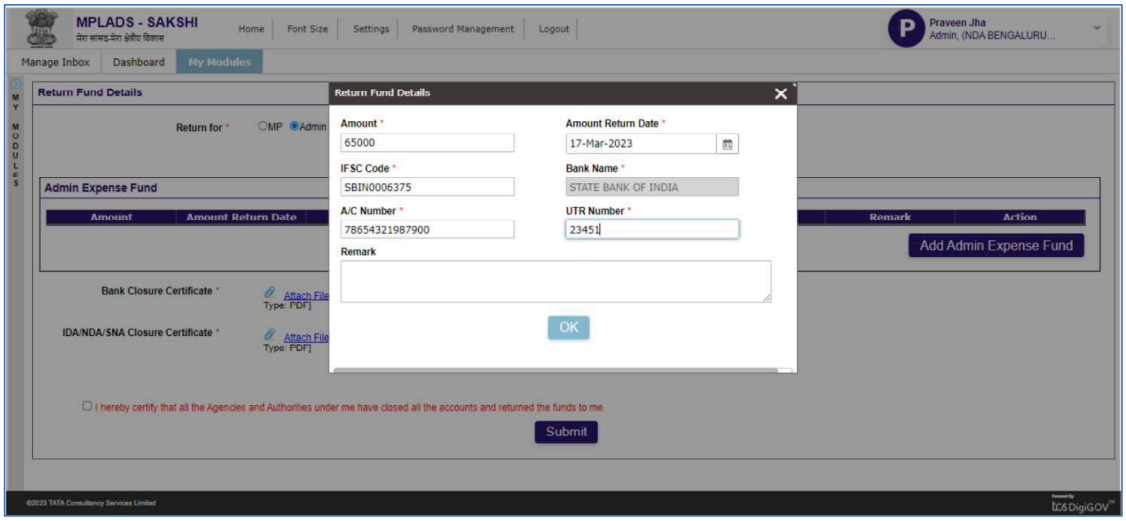
Screen 177: Manage Return Fund Page

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



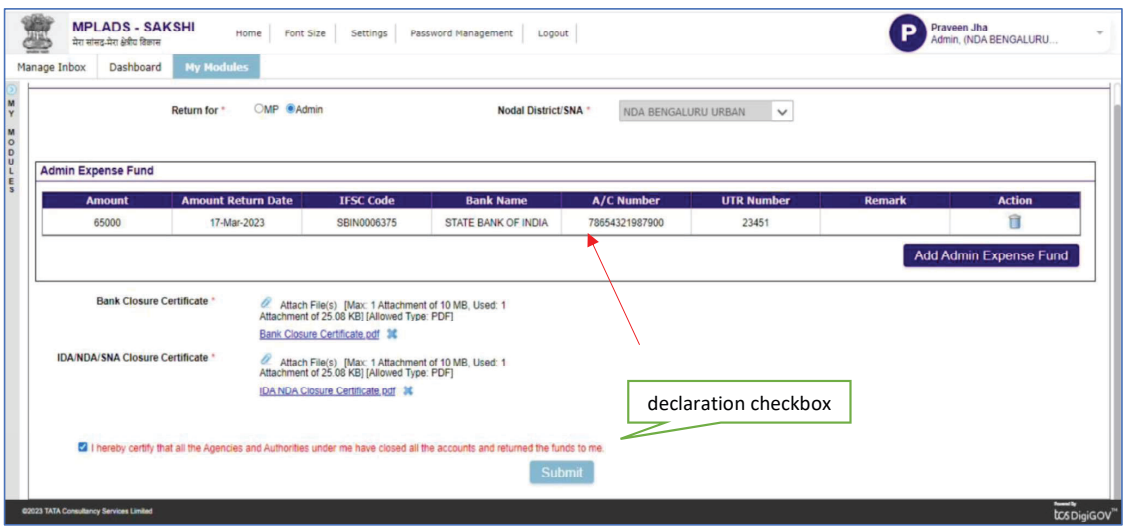
Screen 178: Manage Return Fund Page

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).



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.



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 declaration checkbox, then click on submit button.

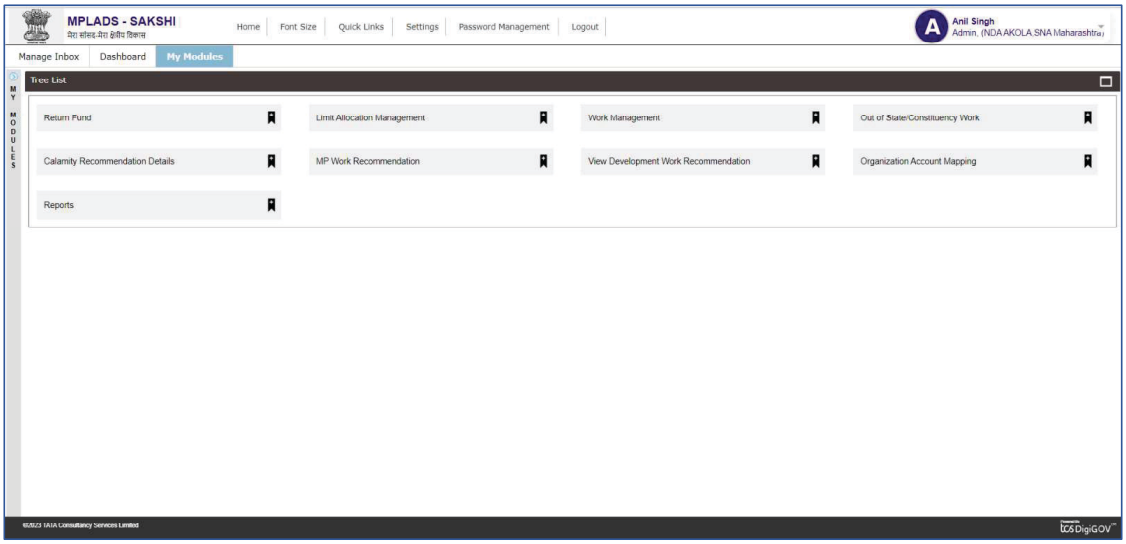
7. When the user submits all the details, they will get the message to proceed further. Once the user clicks on the YES option, all the details will be submitted successfully.

3. Calamity Recommendation Details

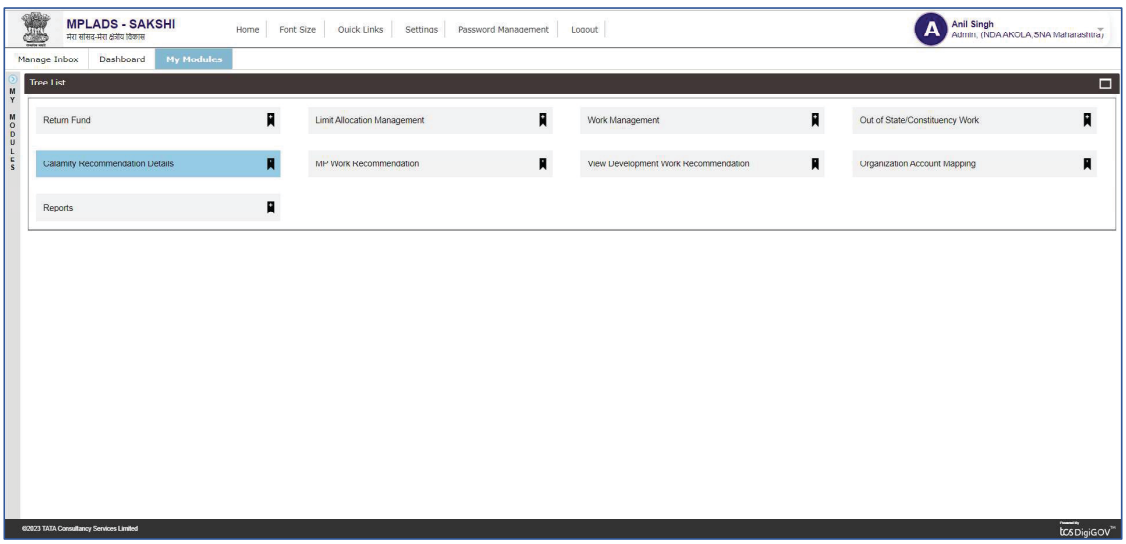
This Facility enables IDA user to manage the Calamity funds recommended by the concerned Hon'ble MPs.
The Calamity Funds recommended by Hon'ble MP can be:

- State Calamity Fund
- National Calamity Fund

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

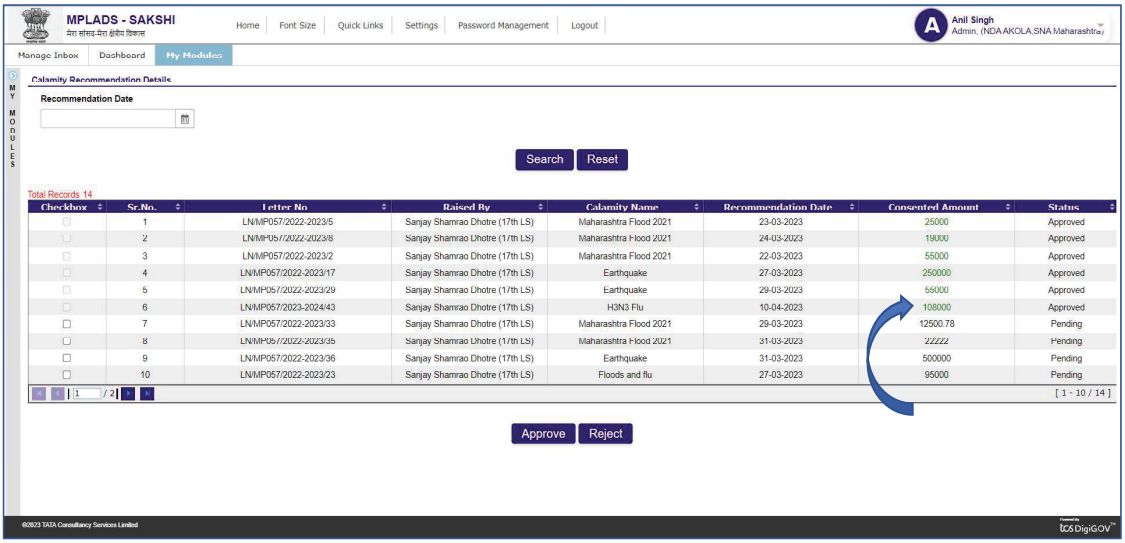


Screen 181(a): My Modules Page



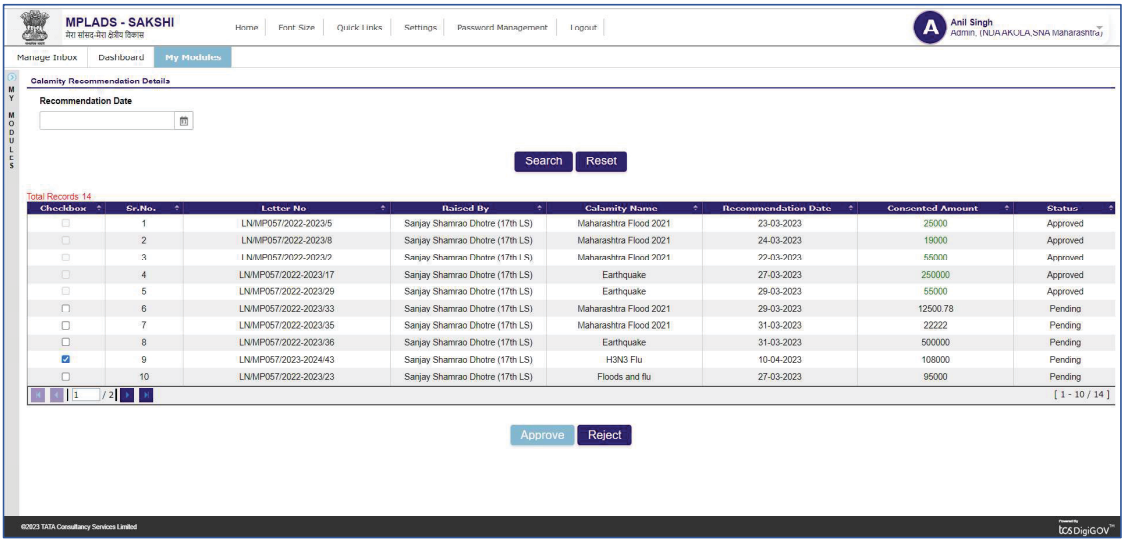
Screen 181(b): My Modules Page (Calamity recommendation details)

1. When the NDA user clicks on **Calamity Recommendation Details,** the following screen containing all the MP recommendations is shown.
   This page contains all the requests (both state and National Calamity)



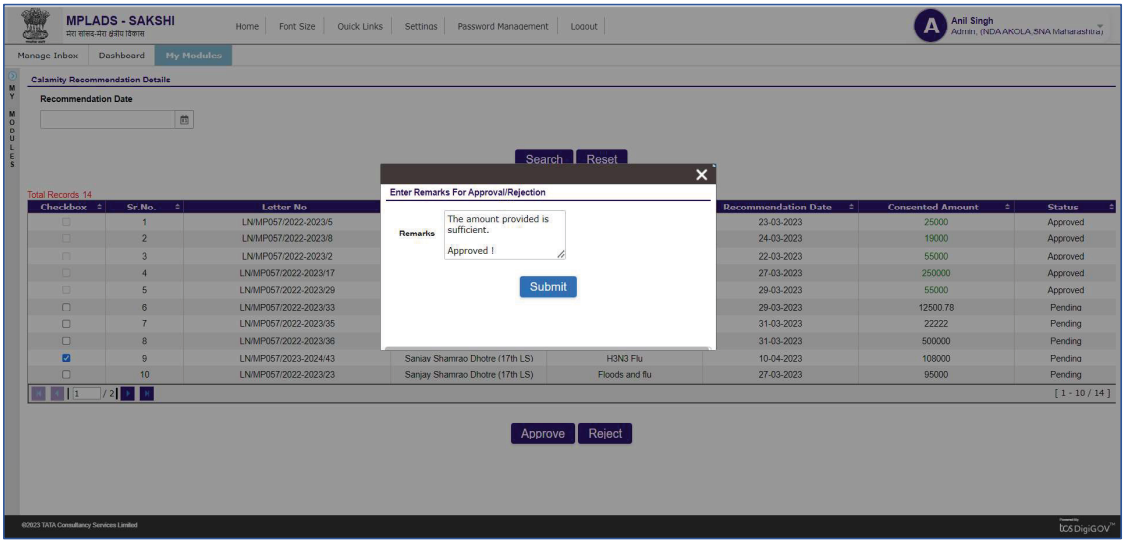
Screen 182: Calamity recommendation details Page

2. 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.



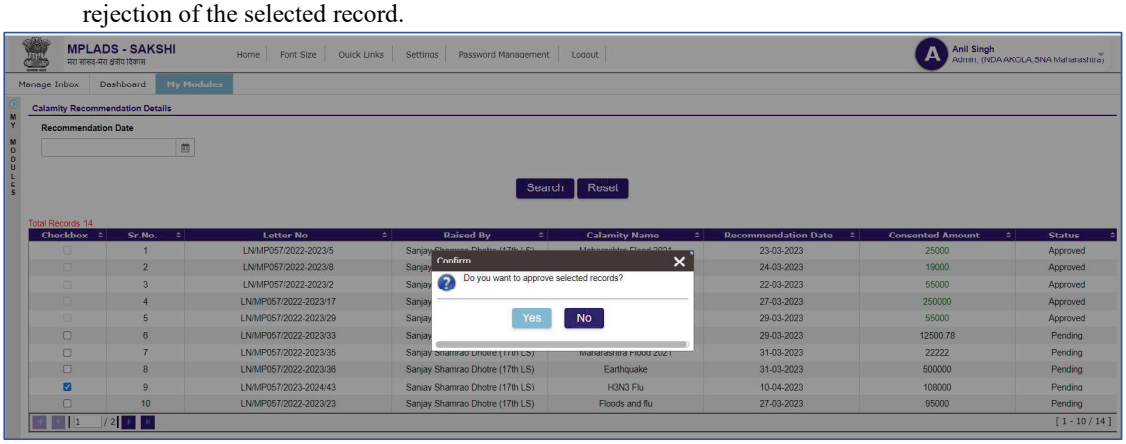
Screen 183: Calamity recommendation details Page (APPROVAL)

3. 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.



Screen 184: dialogue box for Approval /rejection

4. Once the user clicks on submit button, another dialogue box appears to confirm the approval/ rejection of the selected record.



Screen 185: dialogue box for confirmation of Approval /rejection

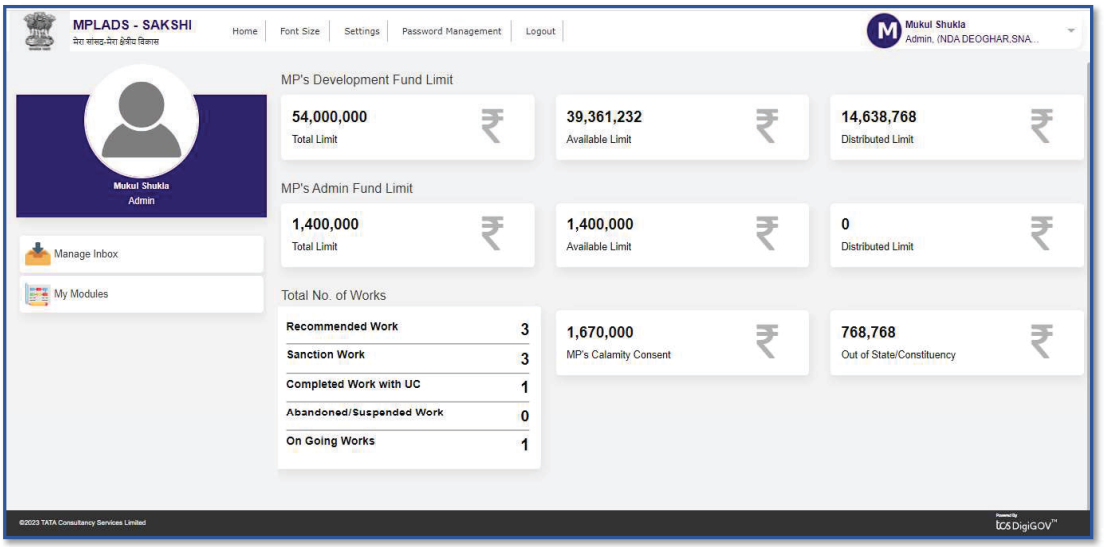
5. Once user clicks on Yes, the status of the record changes to Approved.

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

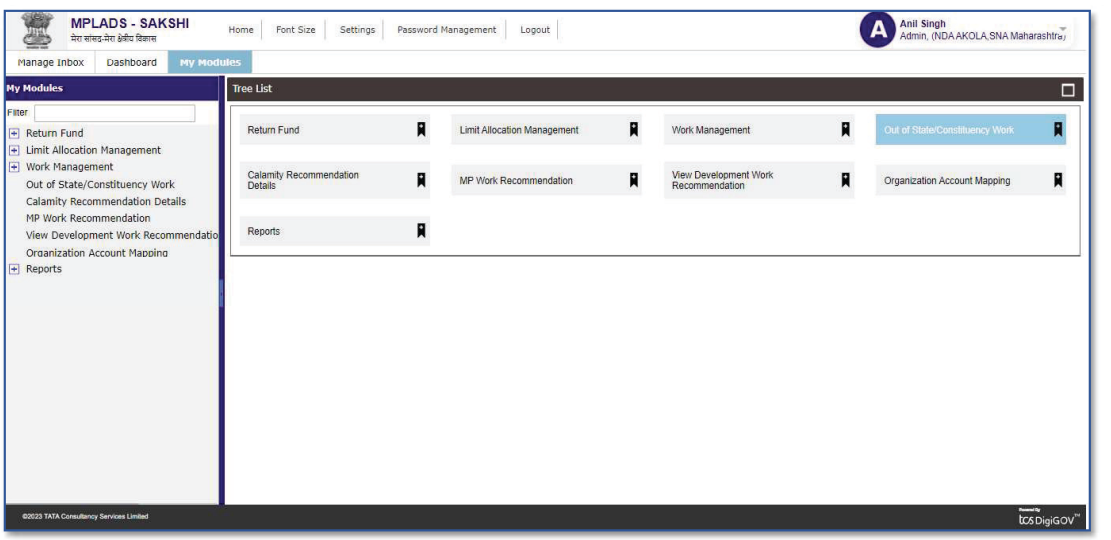
NDA users have the authority to Accept or Reject the Out of State/Constituency fund recommendation, which is raised by the concerned Hon'ble MP's.

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

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

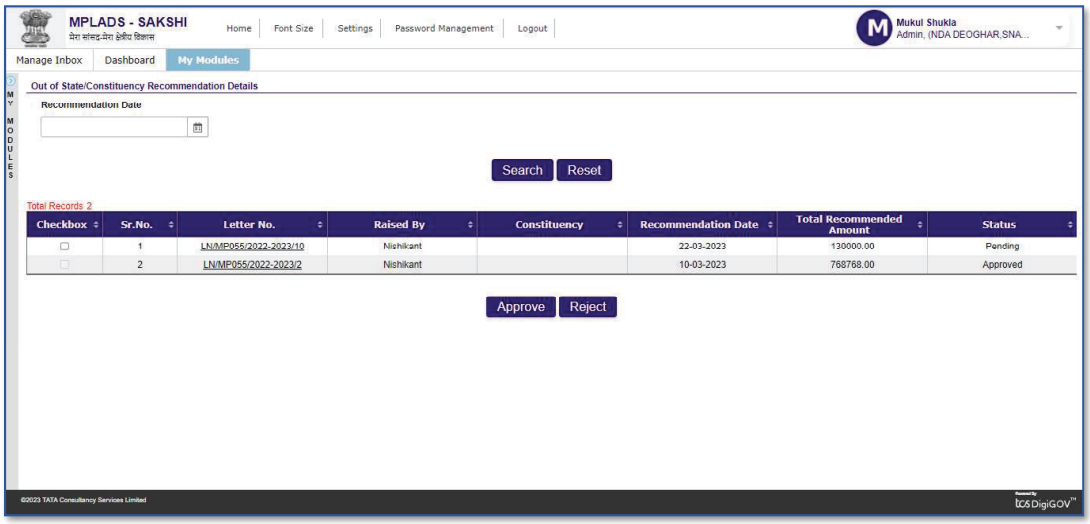


Screen 186: NDA Home Page



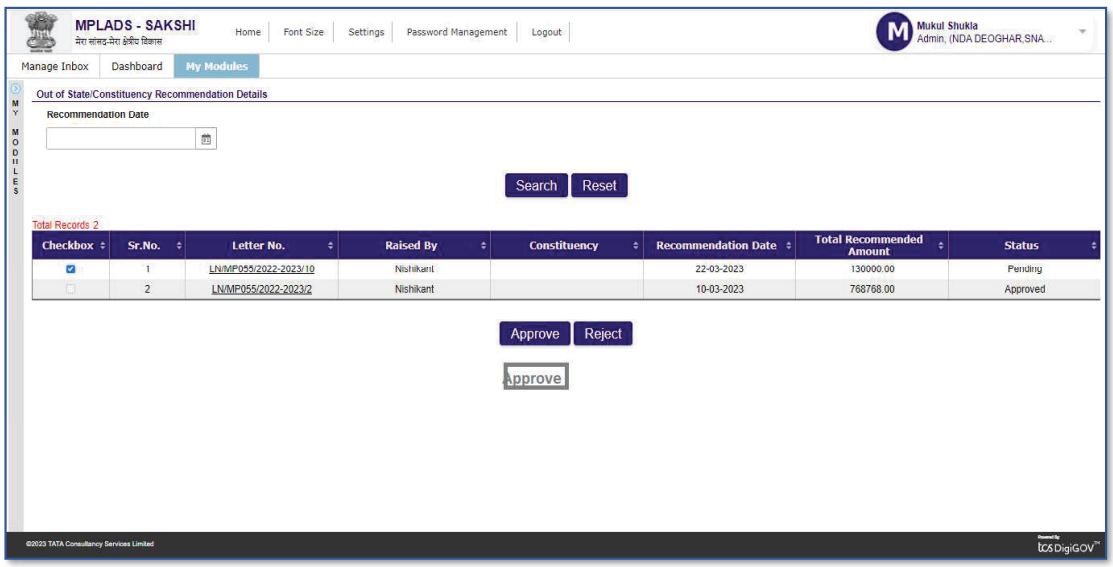
Screen 187: My Modules Page

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



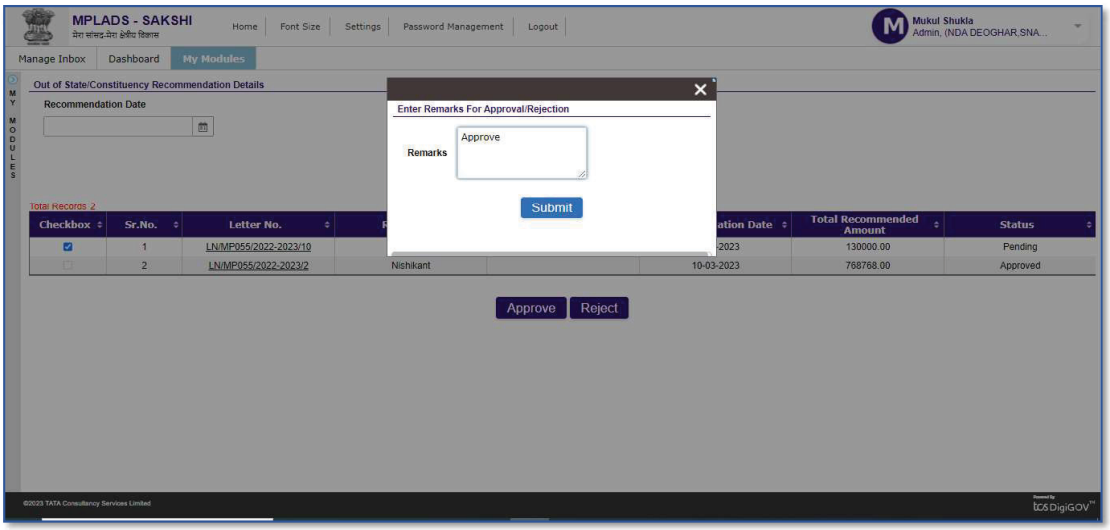
Screen 188: Out of State/Constituency page

2. 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]



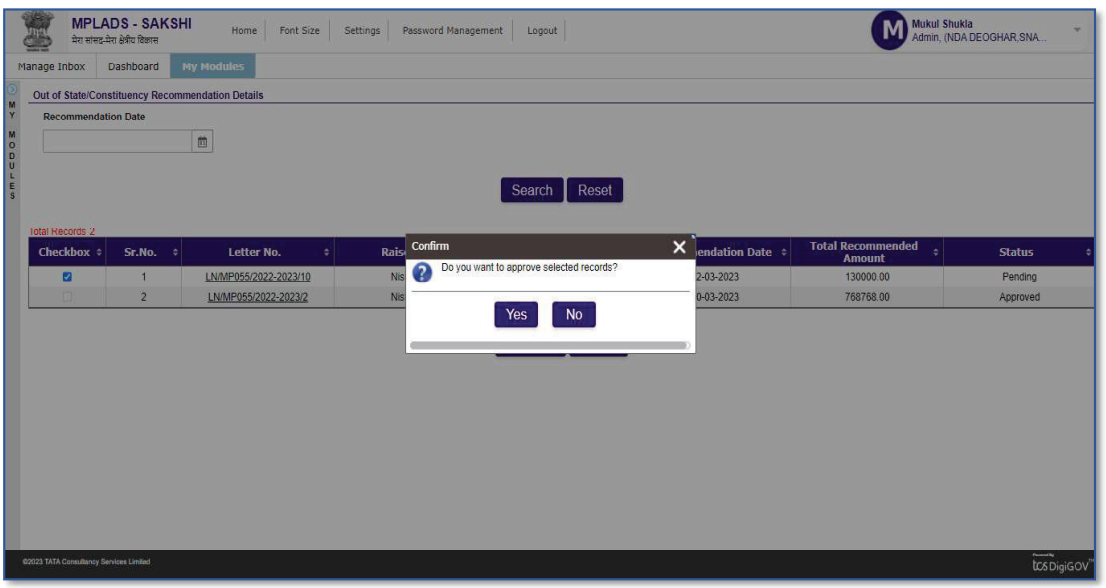
Screen 189: Out of State/Constituency Approve

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.



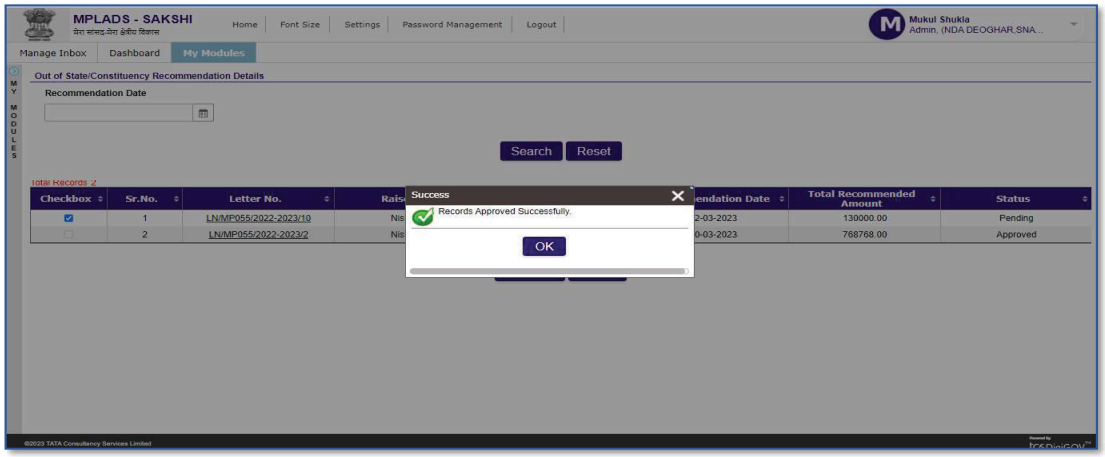
Screen 190: Remarks Text Box

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



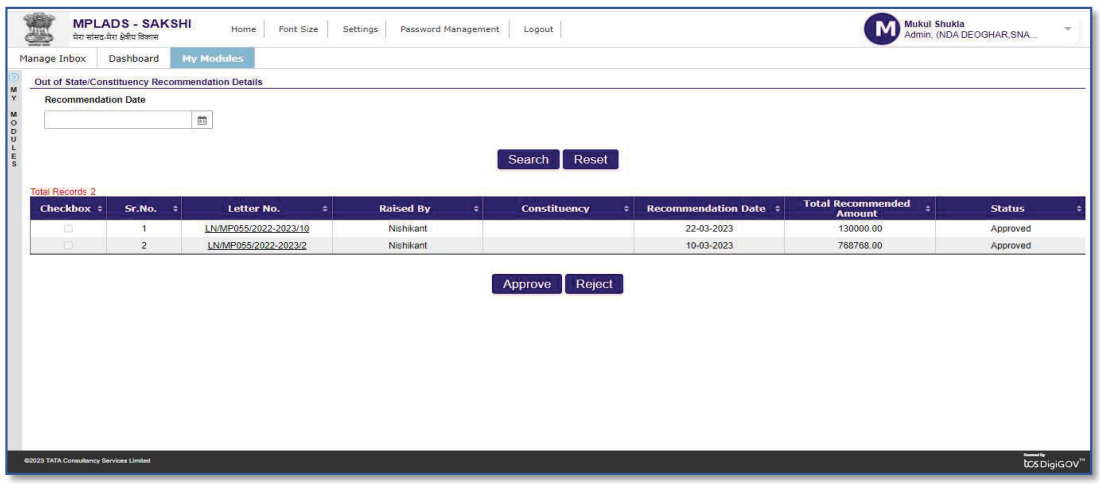
Screen 191: Confirmation Box

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.



Screen 192: Success Message

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



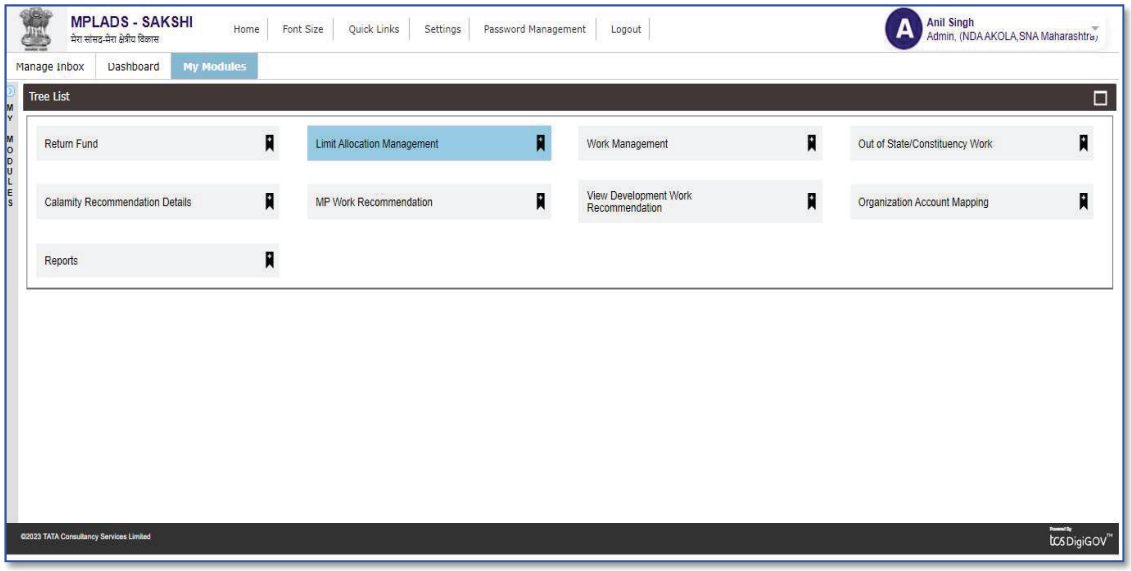
Screen 193: Approve Status

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:

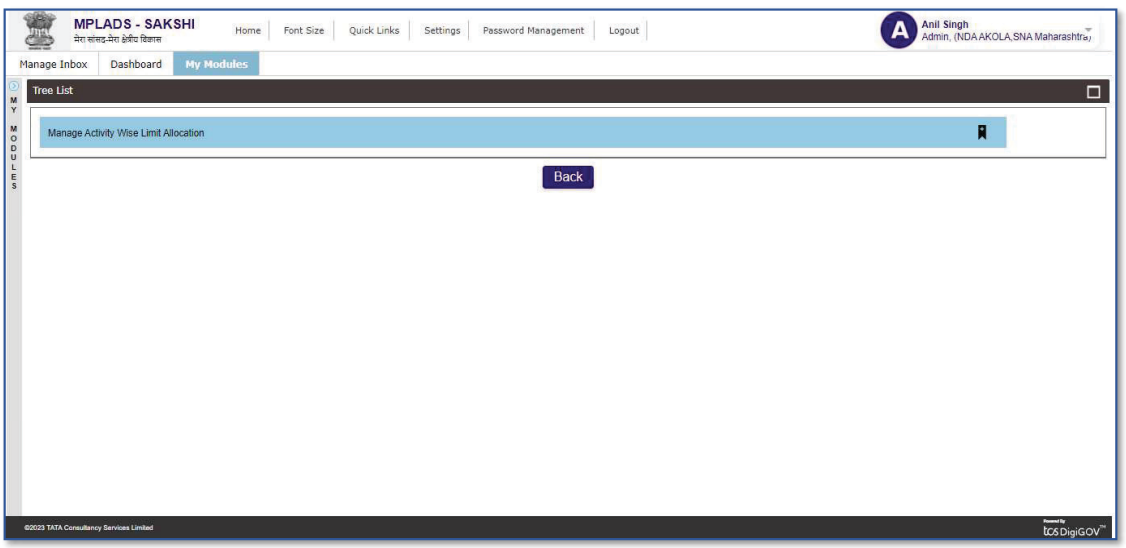
Node Path: Home → My Modules → Limit Allocation Management

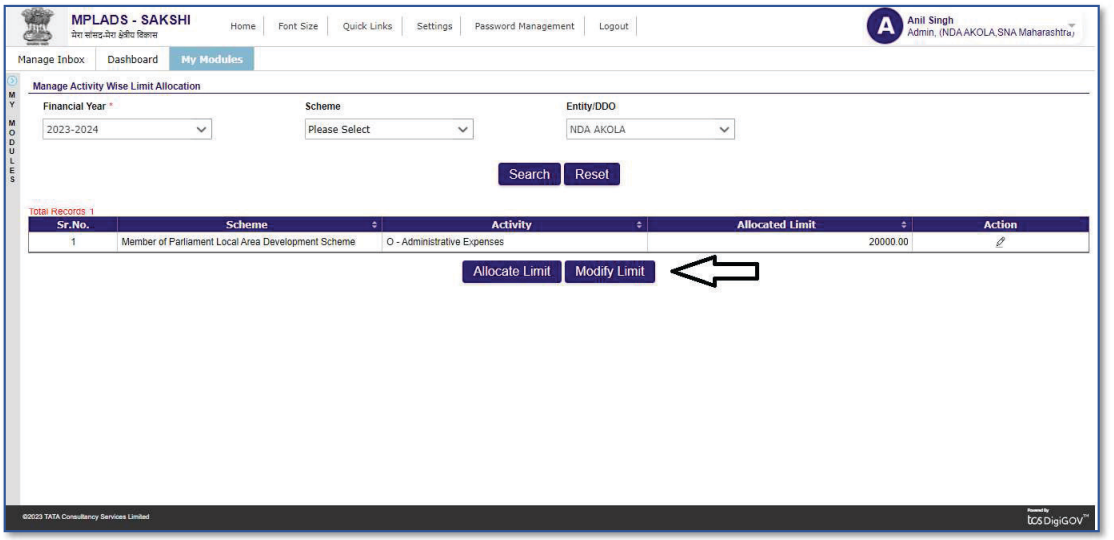
1. NDA users has to click on “Limit Allocation Management”



Screen 194: Limit Allocation Management

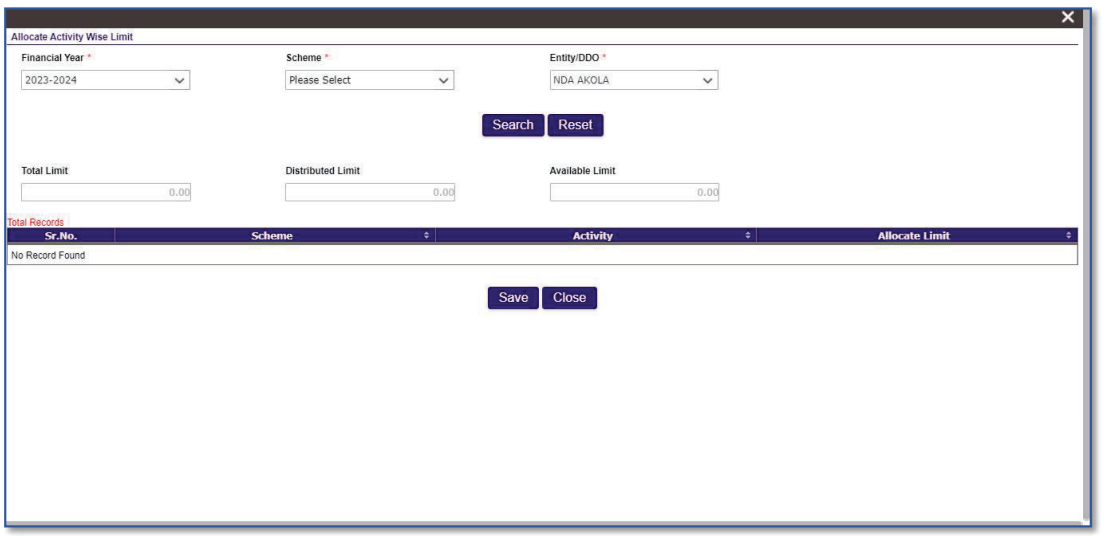
2. Now NDA users has to click on “Manage Activity wise Limit Allocation “ to proceed further.





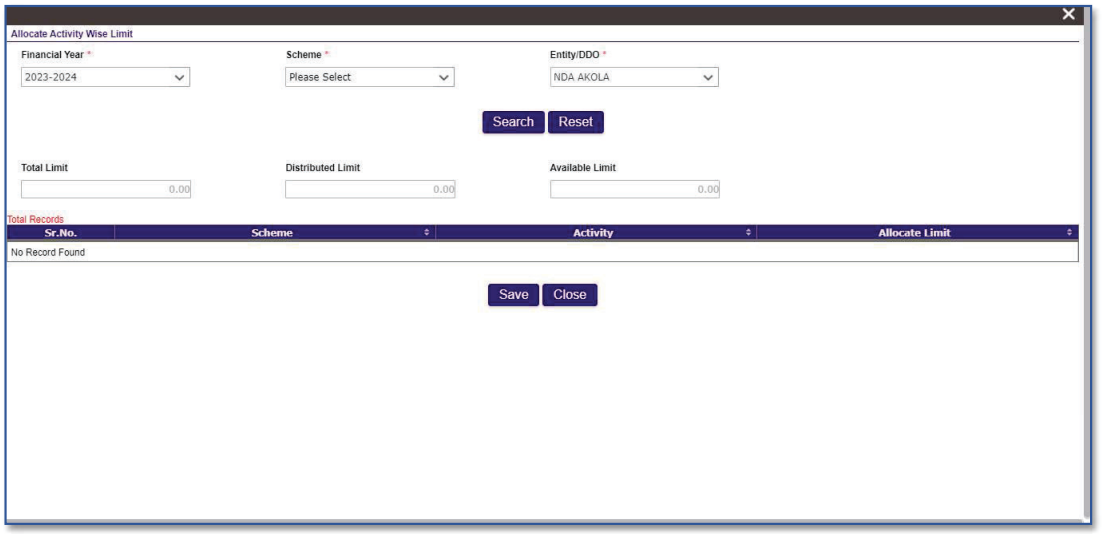
Screen 195: Manage Activity wise Limit Allocation

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



Screen 196: Manage Activity Wise Limit Allocation page

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



Screen 197: Modify/ Allocate Limit screen

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

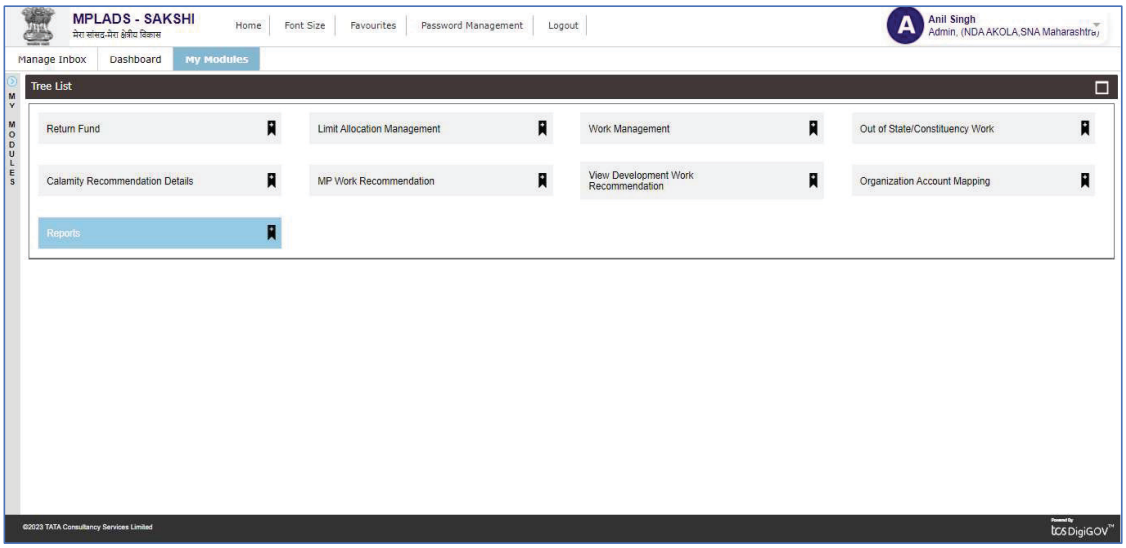
6. Reports:

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

Navigate to the following path to access the Reports: -

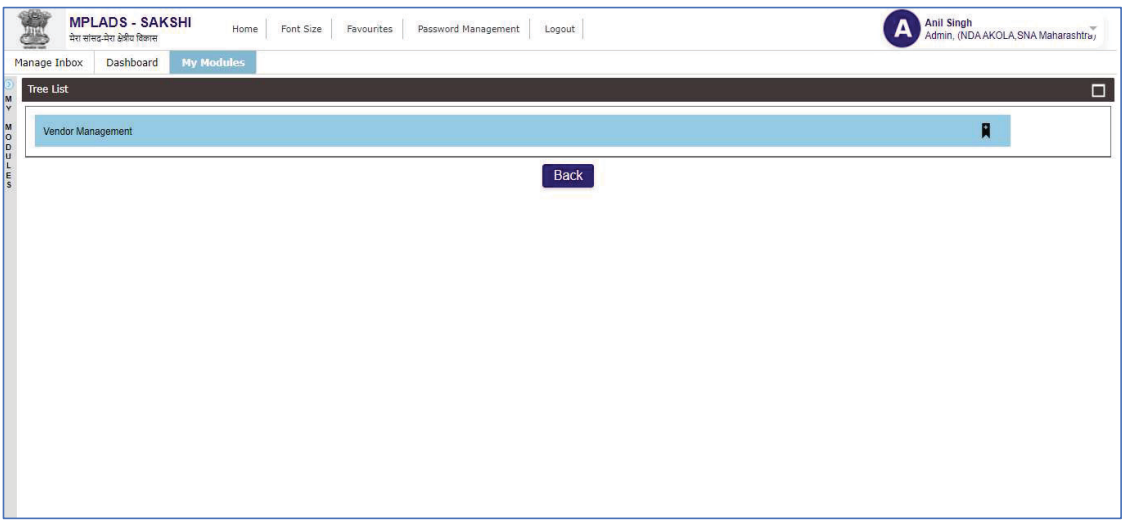
Node Path: Home → My Modules → Limit Allocation Reports

1. NDA users has to click on “Reports”



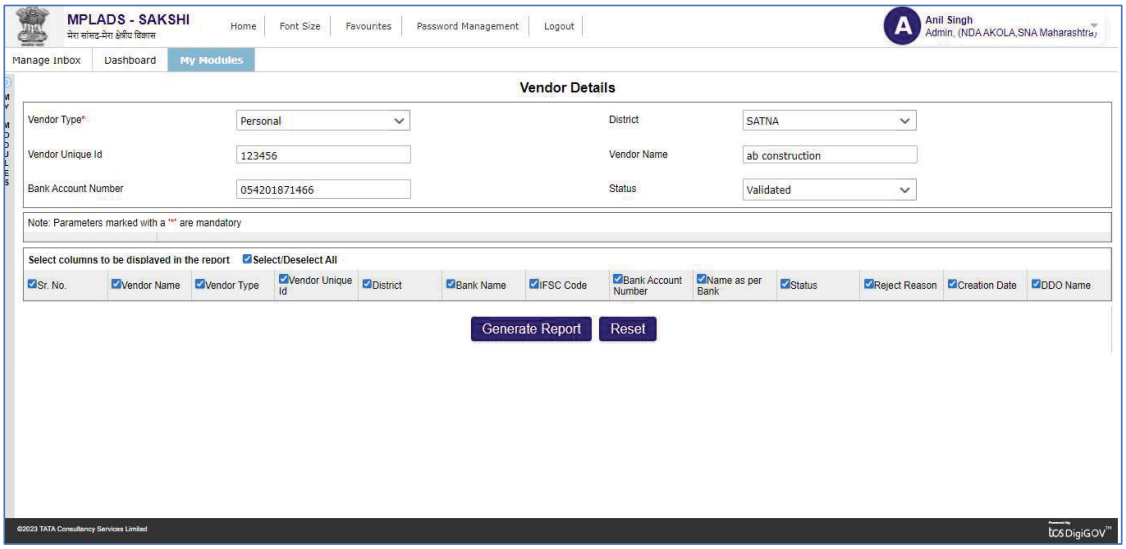
Screen 198: My Modules Page (Reports)

2. Now NDA user has to click on “Vendor Management “



Screen 199: Reports Page

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.



Screen 200: Vendor Management Page

IDA
User Role Responsibilities & Process Flow

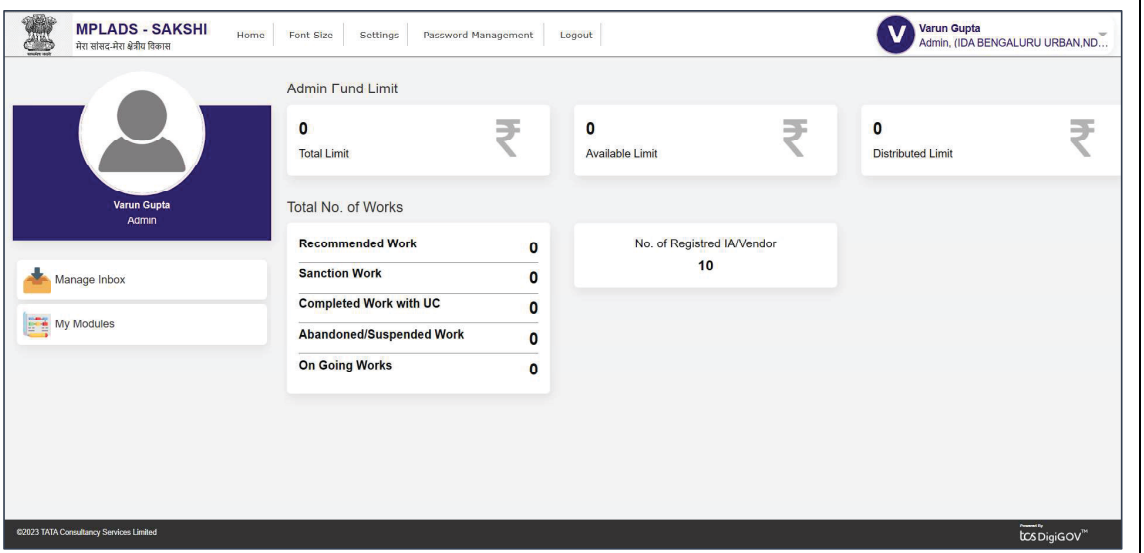
IDA

1. IDA RETURN FUND:

This Facility enables IDA user to manage fund requests:

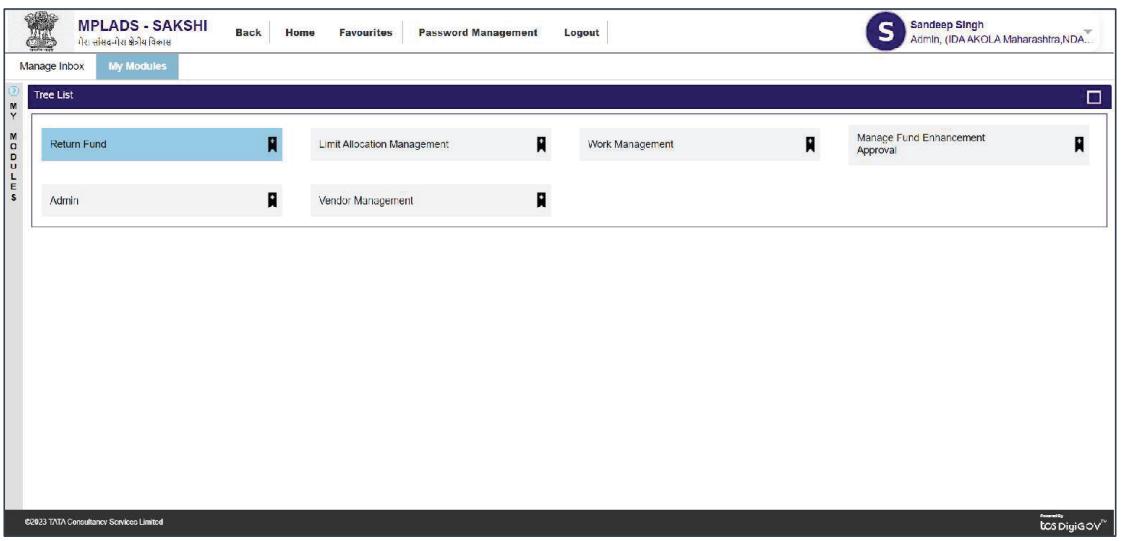
Node Path: HOME Page → MY MODULES → RETURN FUNDS

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



Screen 201: IDA Admin Home Page.

1. Once the IDA user clicks on MY Modules, the below screen will appear.

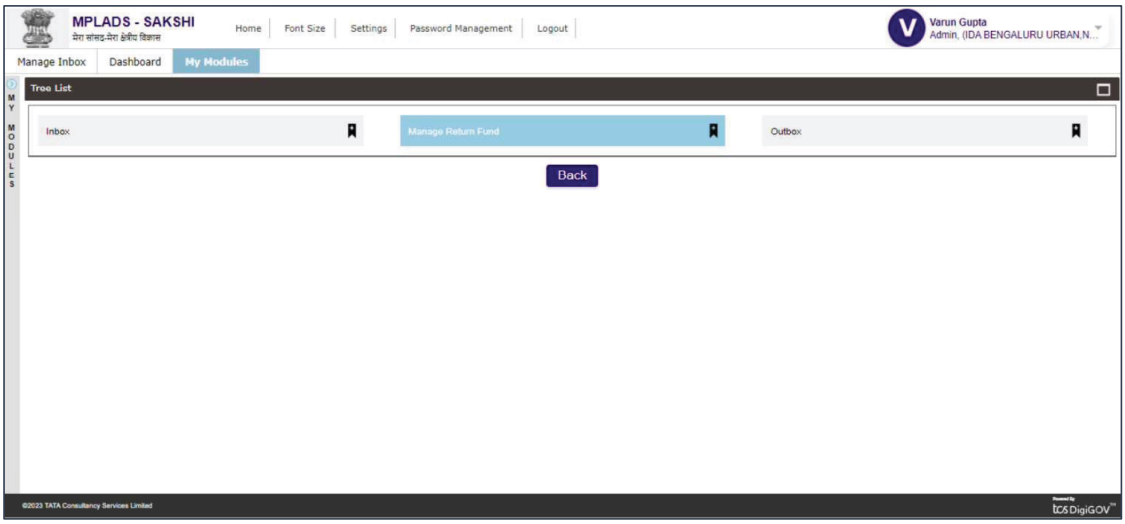


Screen 202: MY Modules Home Page (IDA)

1. MANAGE RETURN FUNDS (IDA)

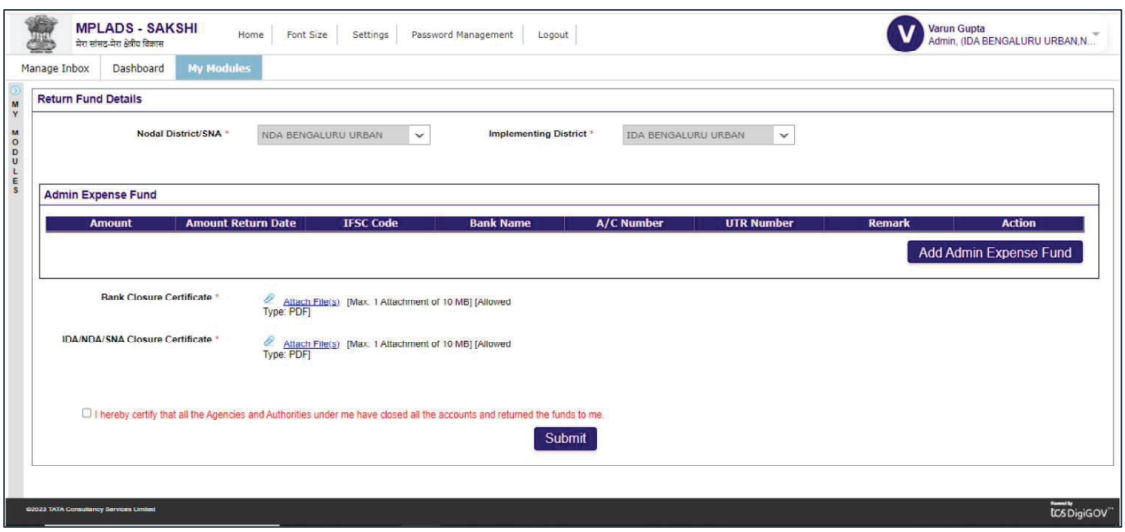
1. Once the IDA user clicks on Return Fund option from my modules.
   They will find the option of:
   - Inbox
   - Manage Return Fund **&**
   - outbox.

Node Path: MY MODULES → RETURN FUND → MANAGE RETURN FUND



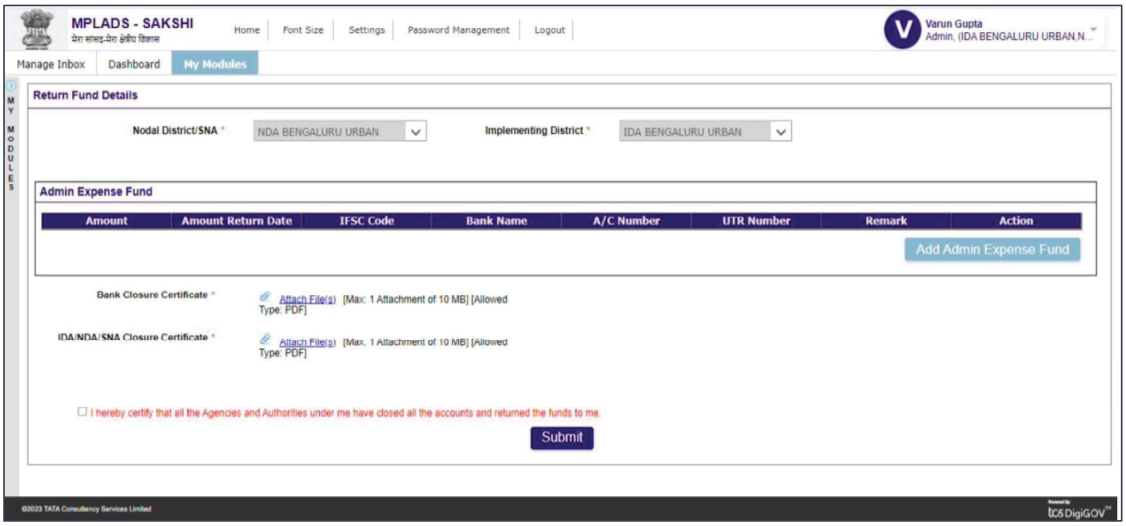
Screen 203: Manage Return fund.

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



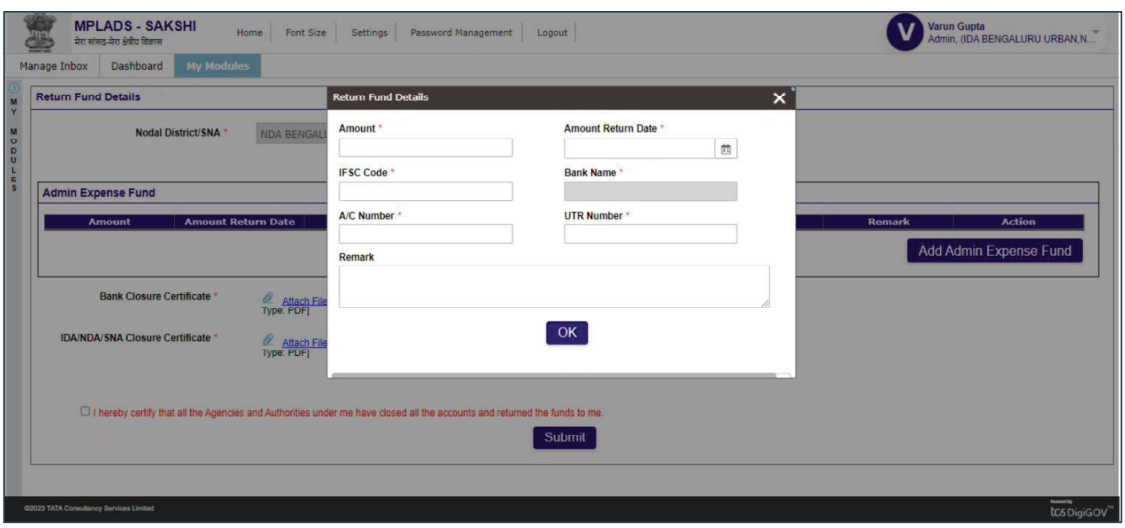
Screen 204: Return Fund

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.

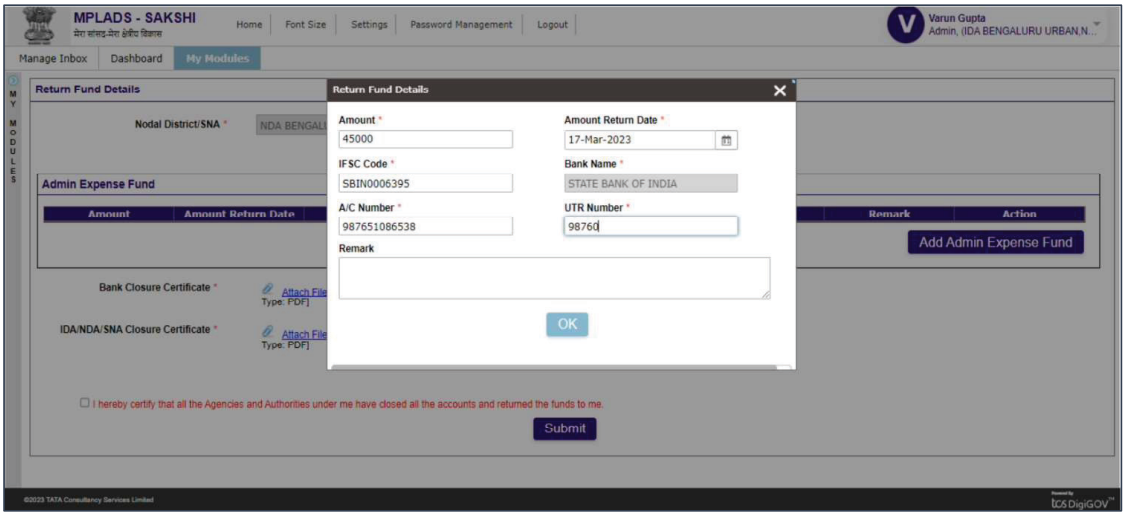


Screen 205: Return Fund

5. Once the IDA user clicks on **ADD ADMIN EXPENSE FUND** option, IDA needs to provide the details like return Amount, Amount return date, IFSC code, Bank Name, Account number, UTR number.
   These are the mandatory fields for proceeding further to next steps of return.
   If IDA user wants to add some remarks, he/she can, but this is a non- mandatory field (optional).

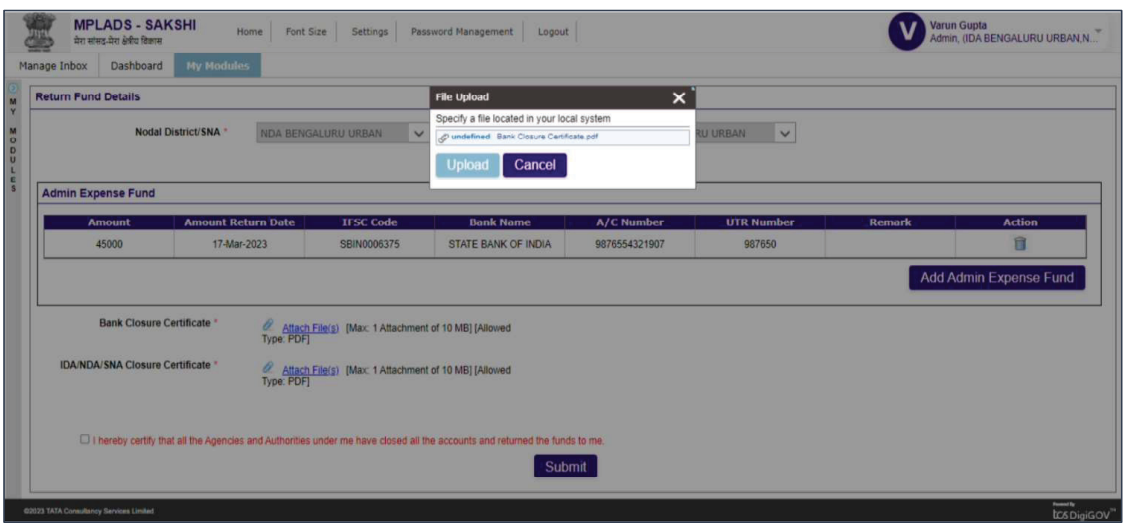


Screen 206(a): Return Fund Details



Screen 206(b): Return Fund Details

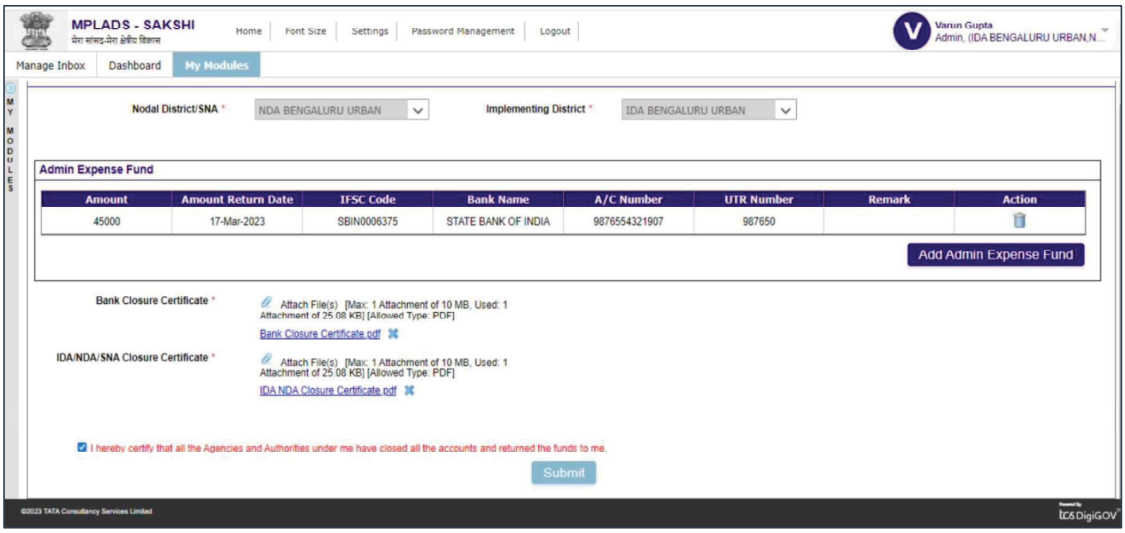
6. Athe details are visible in Admin Expense Fund part, IDA user can have rights to delete the details, if they find any error while entering the details.



Screen 207: Return Fund

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.

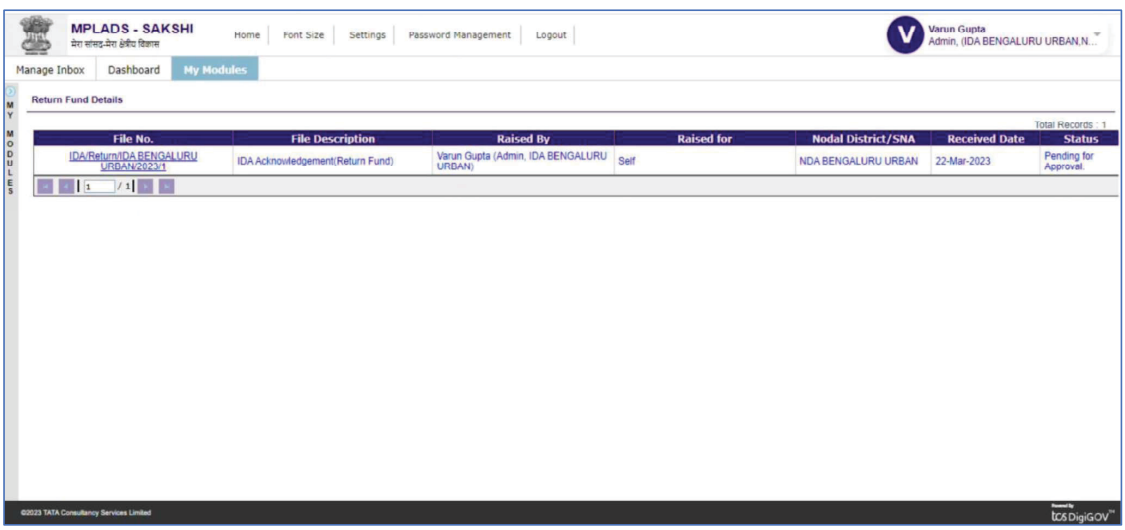


Screen 208: Return Fund

2. OUTBOX (IDA)

1. Once the request is submitted, The IDA user can check the file details in OUTBOX.

Node Path: MY MODULES → RETURN FUND → OUTBOX



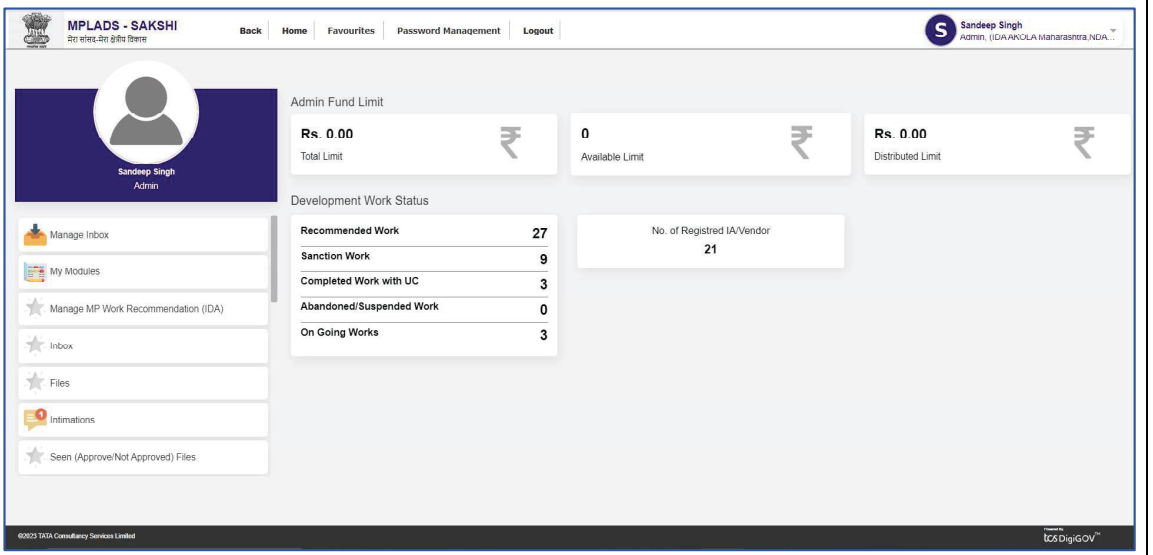
Screen 209: Return Fund in OUTBOX

2. Admin

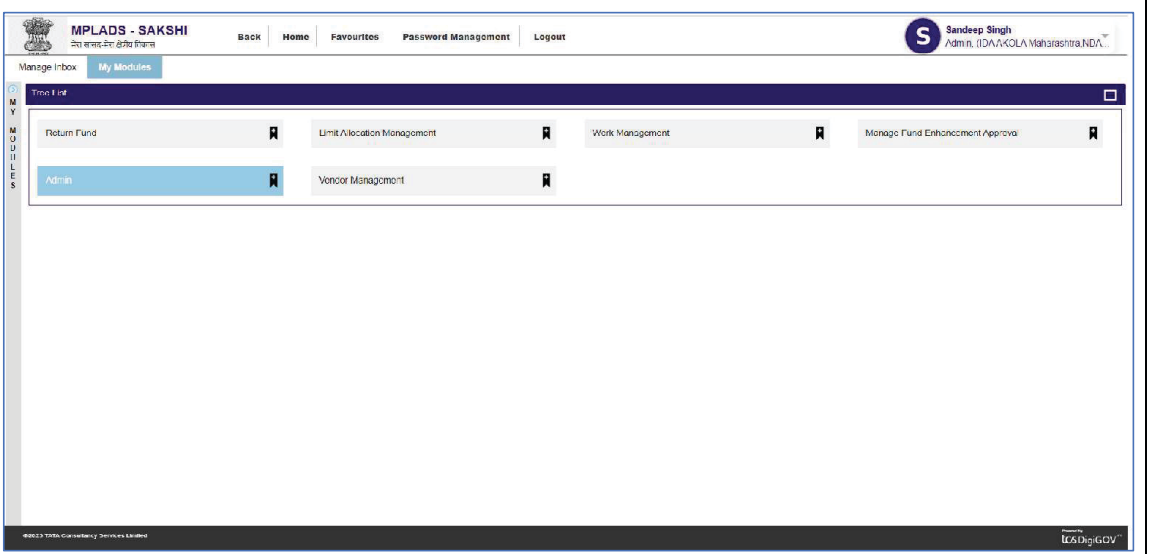
The IDA users have the rights to create and manage IA users, create and configure Departments & Access Control Rights.

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

Node Path: Home → My Modules → **ADMIN**



Screen 210: IDA Admin Home Page

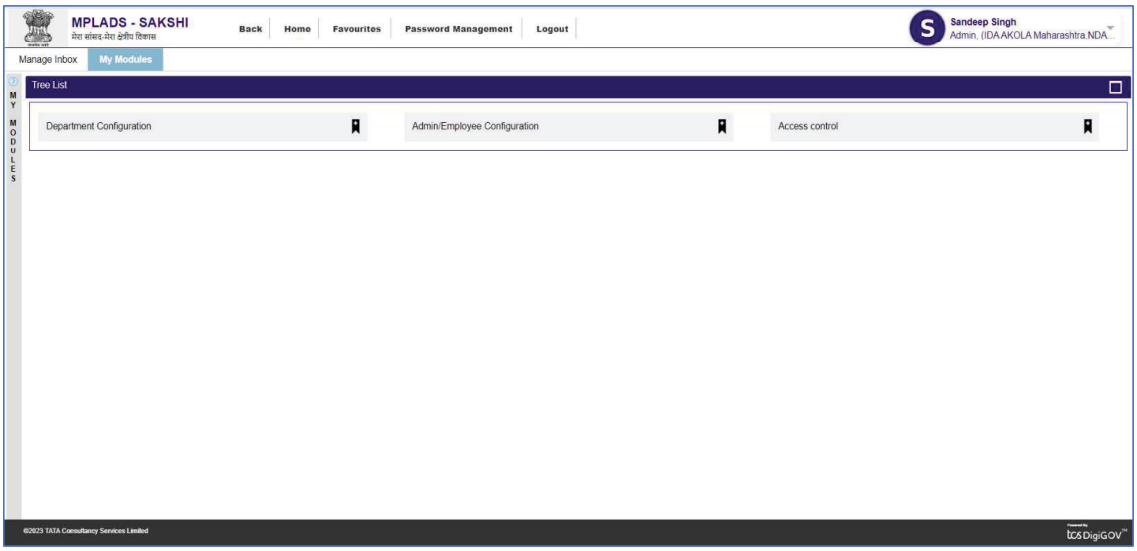


Screen 211: My Modules Page (ADMIN Page)

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



Screen 212: ADMIN Page

2.1 Admin/Employee Configuration

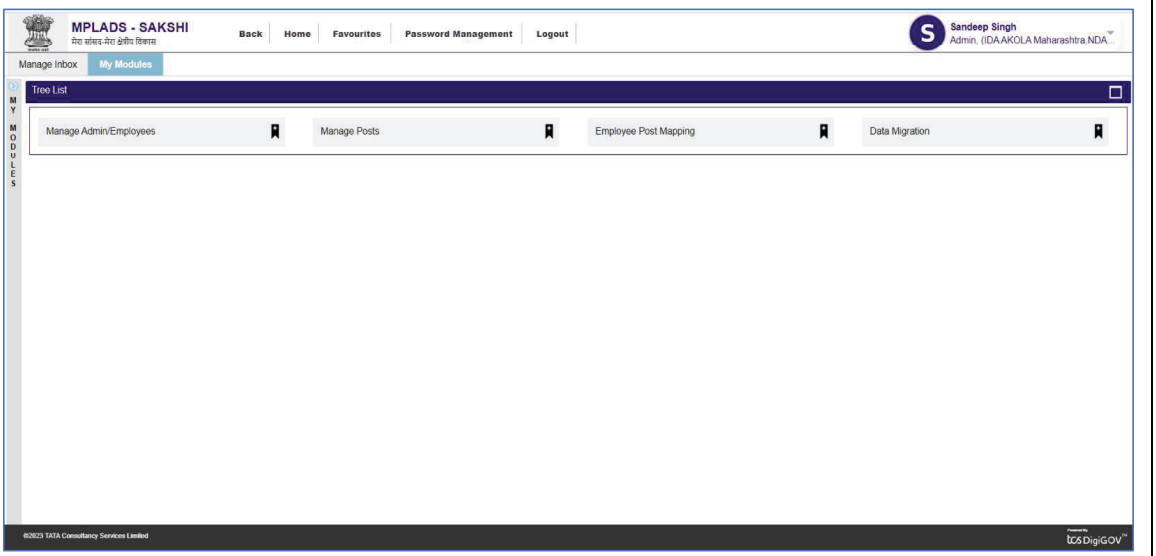
After clicking on Admin tile, click on Admin/Employee Configuration.

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

Under admin/employee configuration tile, the IDA user gets access to the following options:

- Manage Admin/Employees
- Manage Posts
- Employee Post Mapping
- Data Migration

1. When the user clicks on ADMIN/EMPLOYEE CONFIGURATION tile, the following screen appears.



Screen 213: admin/employee configuration Page

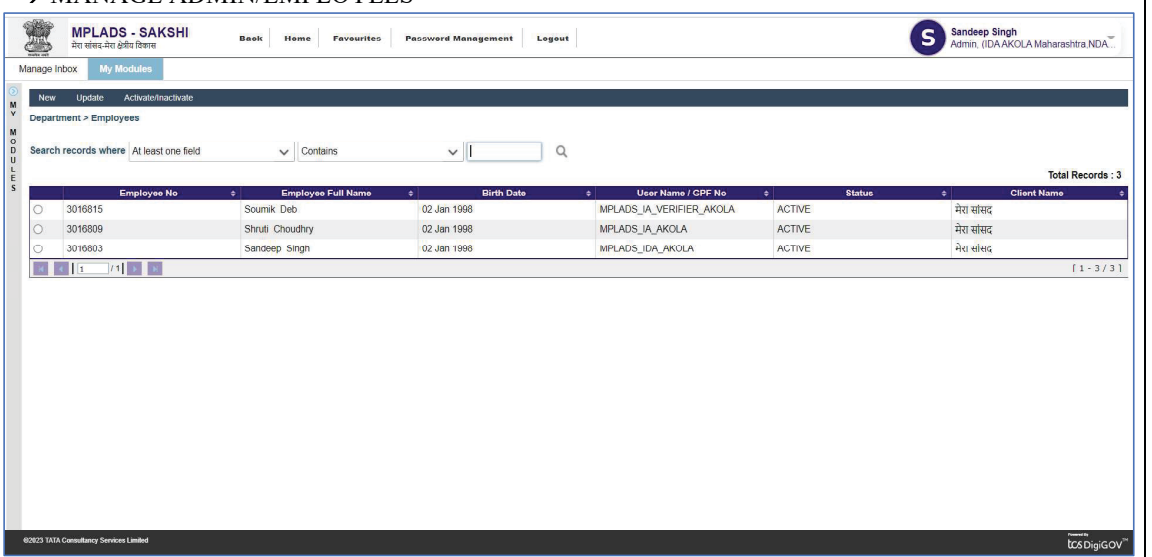
1. Manage Admin/Employees

The IDA user can create and manage users under this Option.

The following options are present under the Manage Admin/Employees:

- New
- Update
- Activate/Inactivate

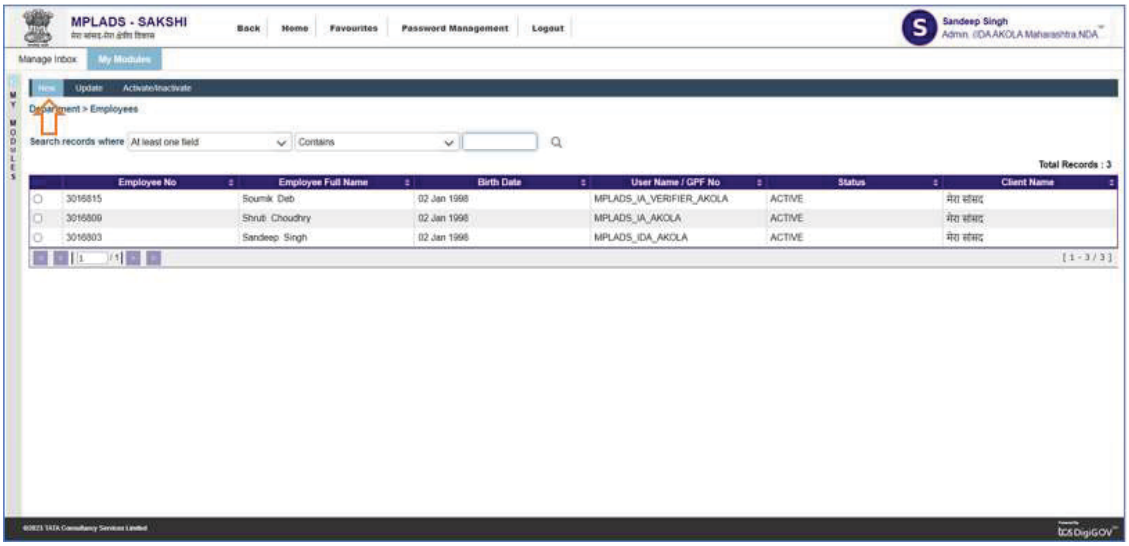
Node Path: HOMEPAGE → MY MODULES → ADMIN → ADMIN/EMPLOYEE CONFIGURATION → MANAGE ADMIN/EMPLOYEES



Screen 214: manage admin/employees Page

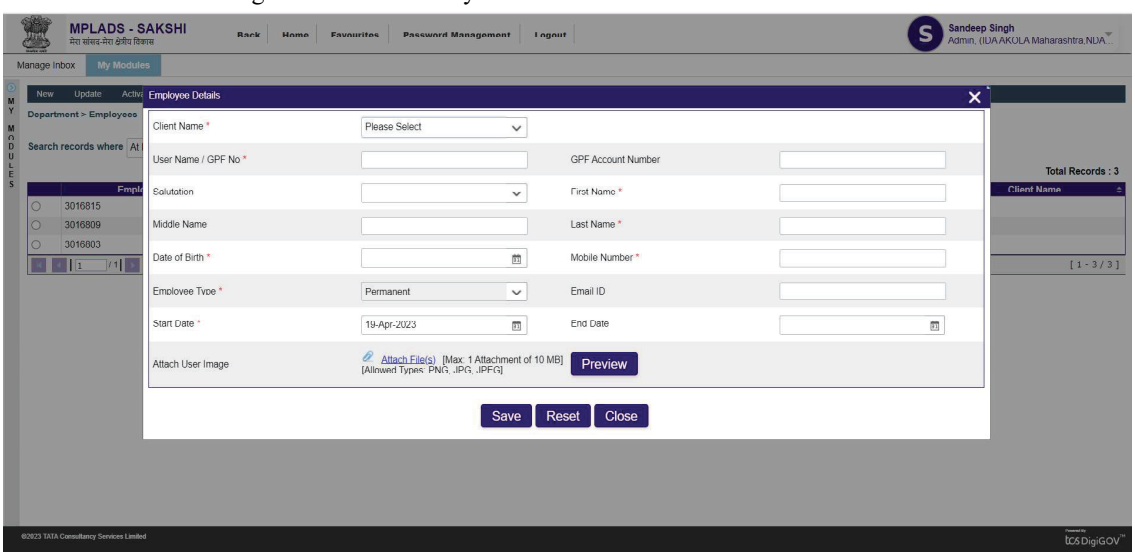
1.1 New (Create New Users)

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



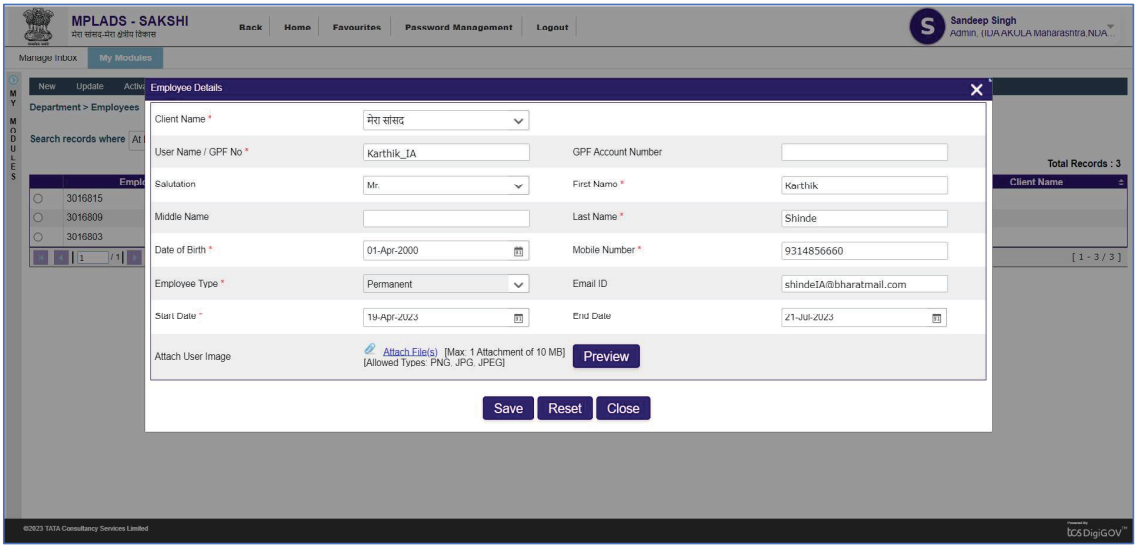
Screen 215: Manage Admin/Employee page (New Tab)

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.



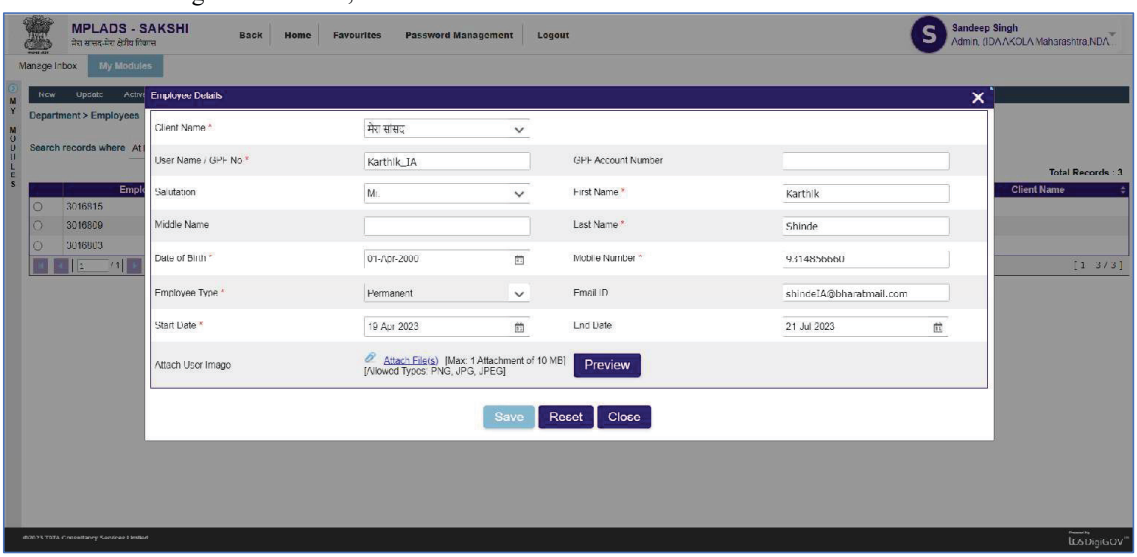
Screen 215: Manage Admin/Employee page (New Tab)

3. Enter all the details.



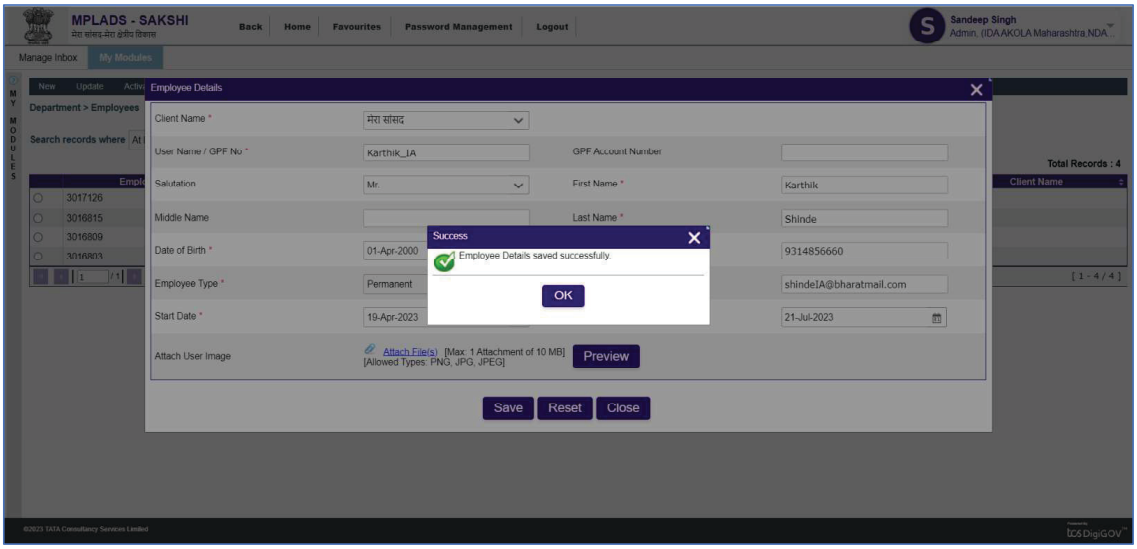
Screen 217: Employee Details pop-up Window (details filled up)

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



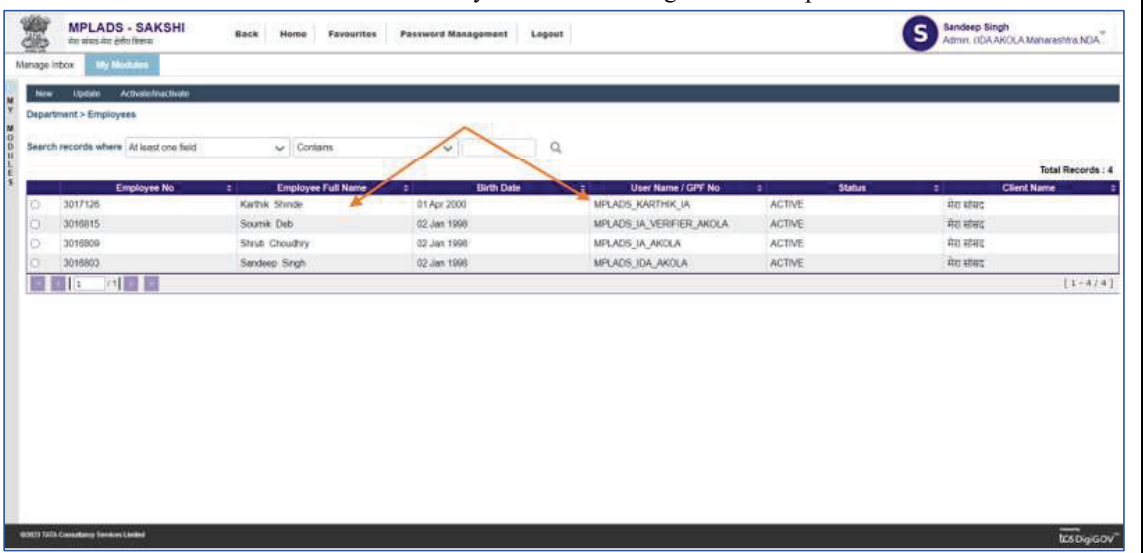
Screen 218: Employee Details

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.



Screen 219: Employee Details

6. On clicking OK, the user gets created and it will be visible in the Manage Admin / Employee page.
   Note: The Username will have **MPLADS_** prefixed to the username given by user.
   The IDA user can also search the newly created user using the search option.



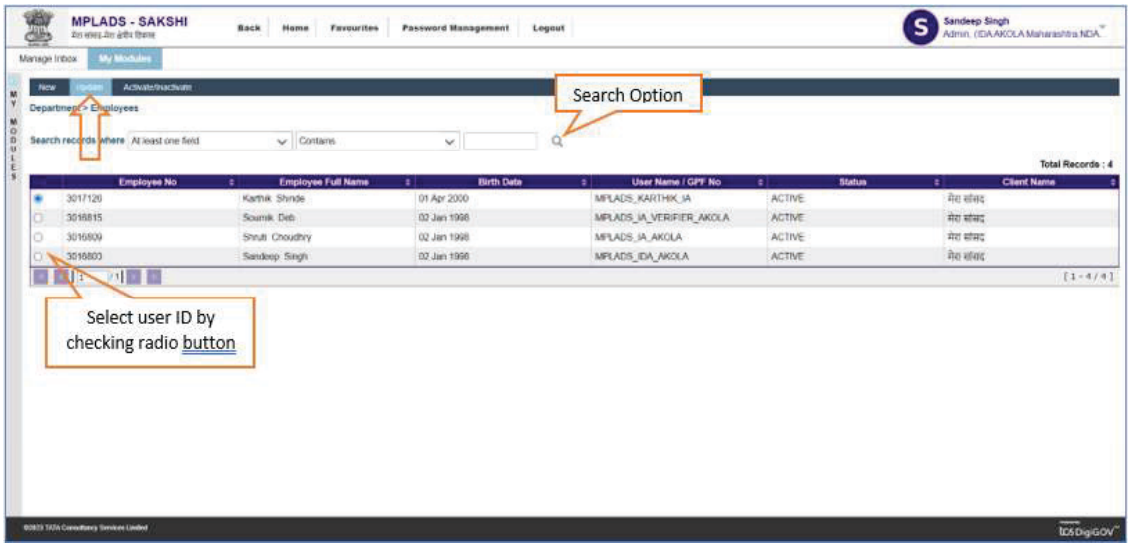
Screen 220: Manage Admin/Employee page

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 New option (option used to create user IDs) in the same page.

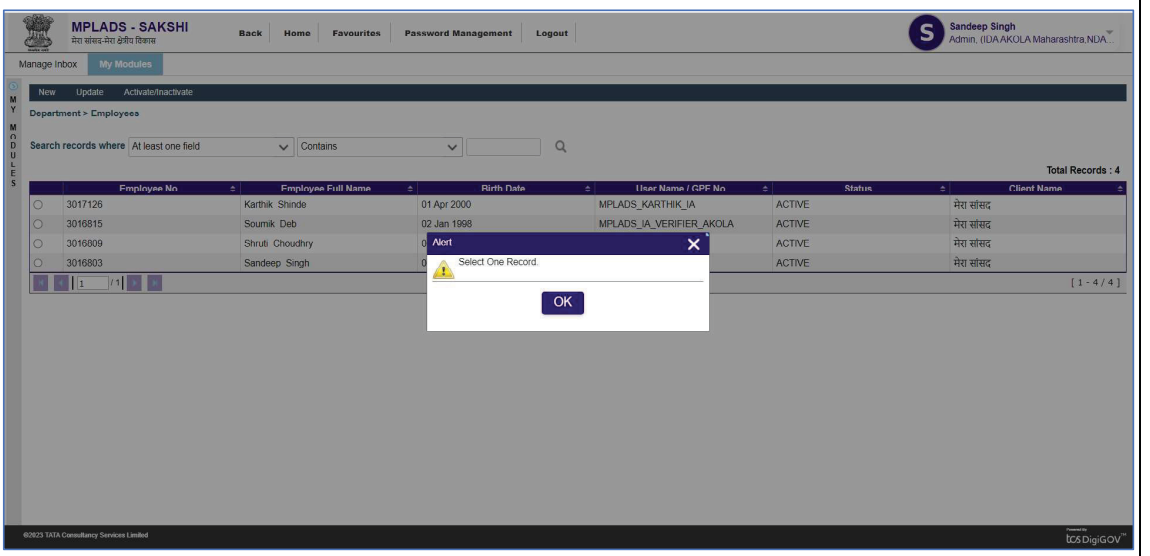
To update the user,

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.



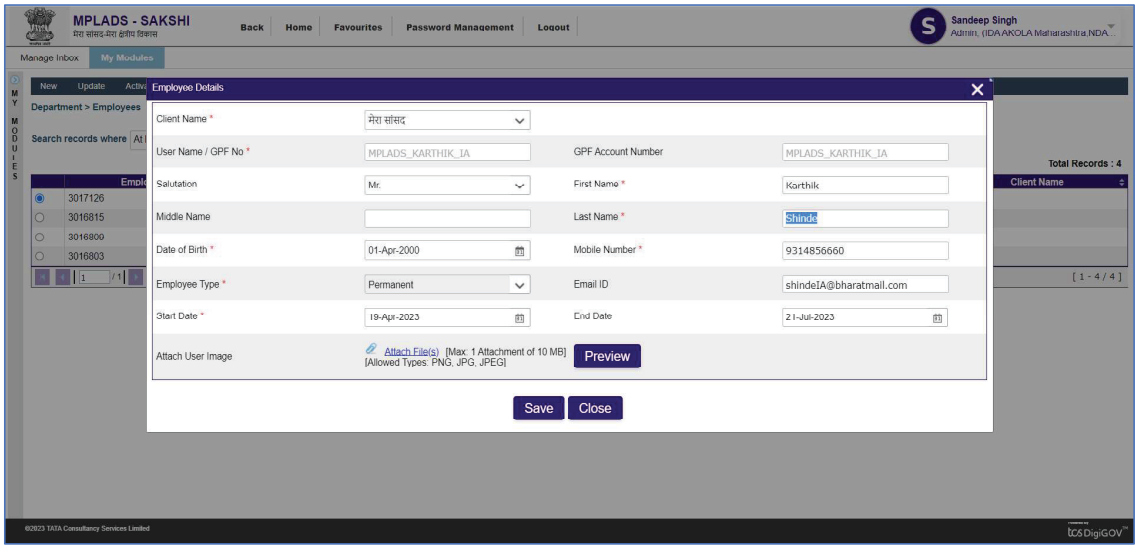
Screen 221: Manage Admin/Employee page (update)

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

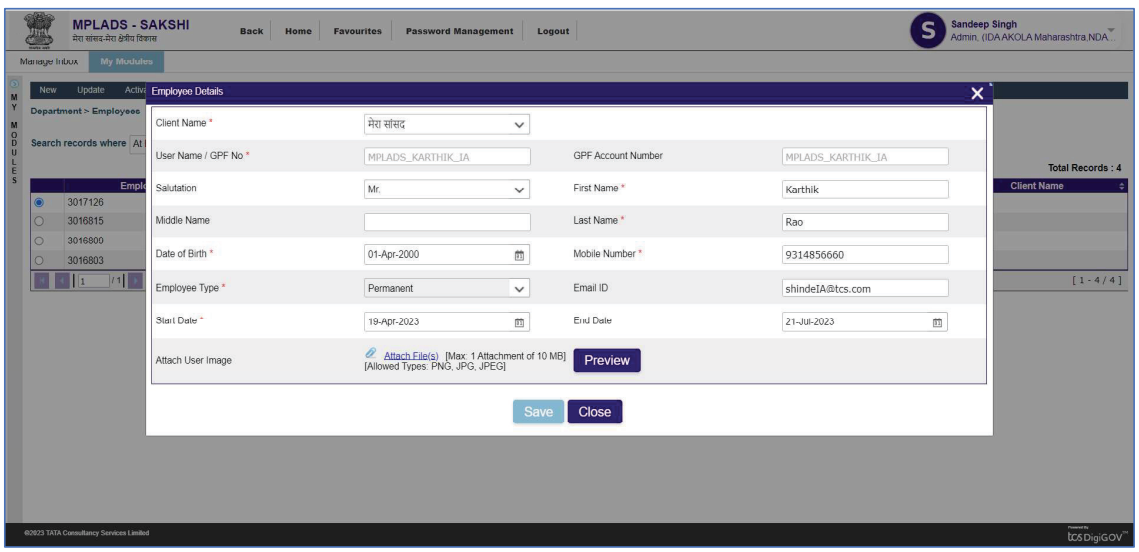


Screen 222: Manage Admin/Employee page (update)

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.

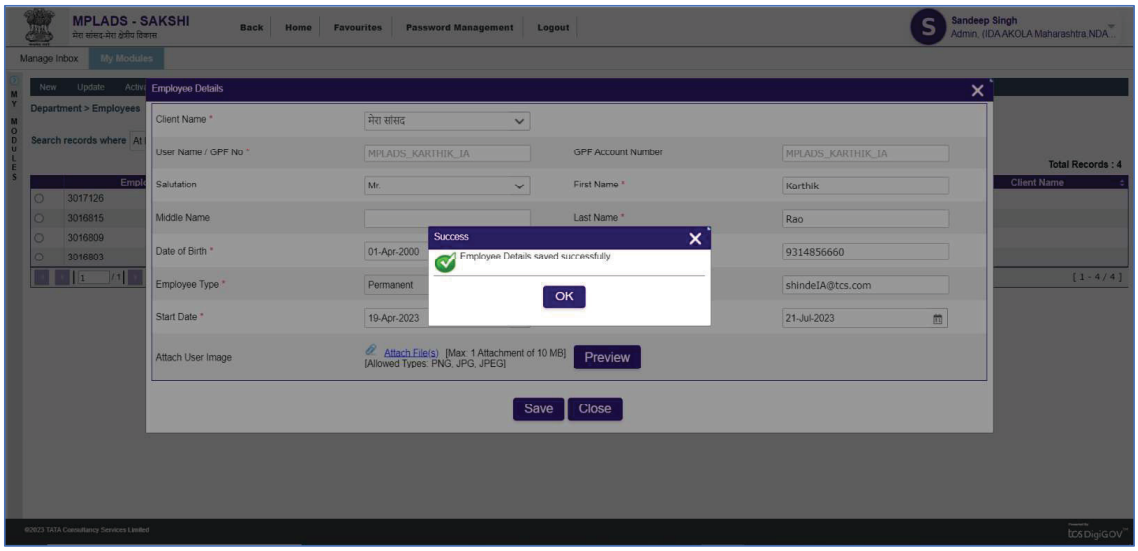


Screen 223: User Details Update Window (update)



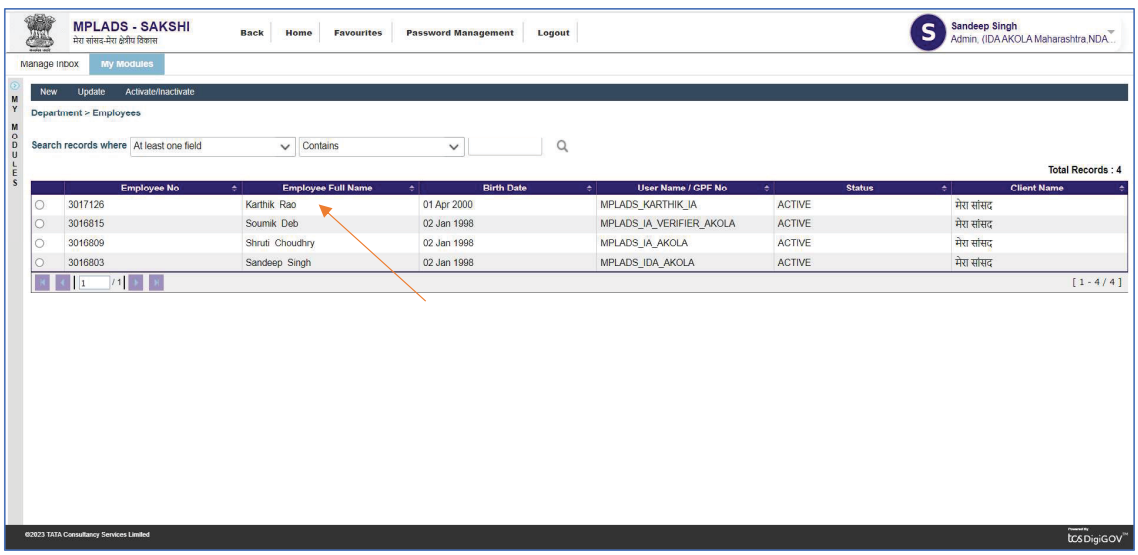
Screen 224: User Details Update Window (Updated)

4. On Clicking Save, a Popup message appears to notify the users that details have been updated Successfully.



Screen 225: Success Popup message

5. On clicking Ok, the details are updated successfully and is visible in the page.

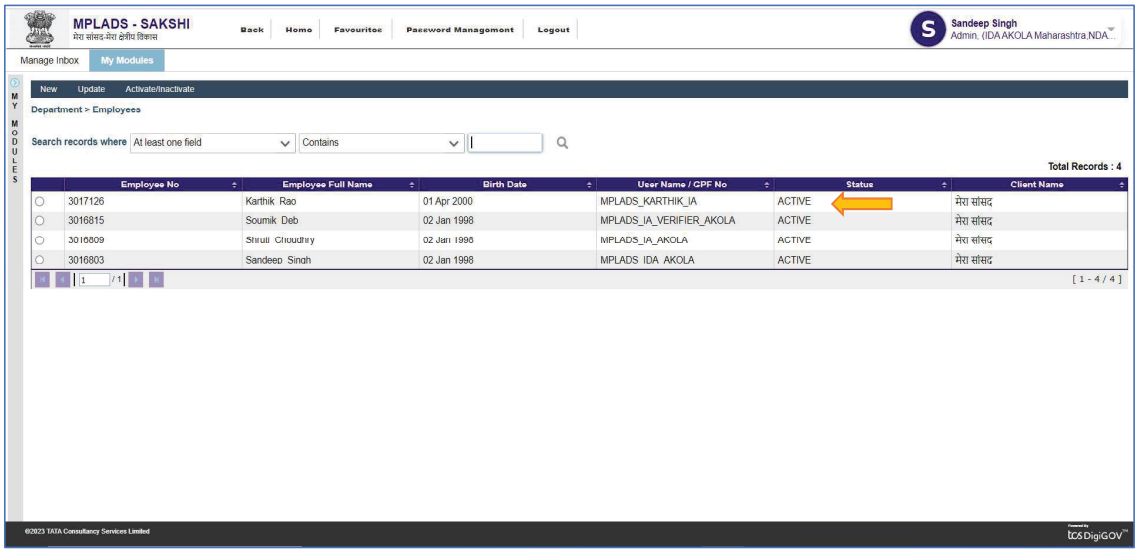


Screen 226: Manage Admin/Employee page

1.3 Activate/Deactivate the users.

4. 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.

5. On clicking the button, the status of the selected user changes.

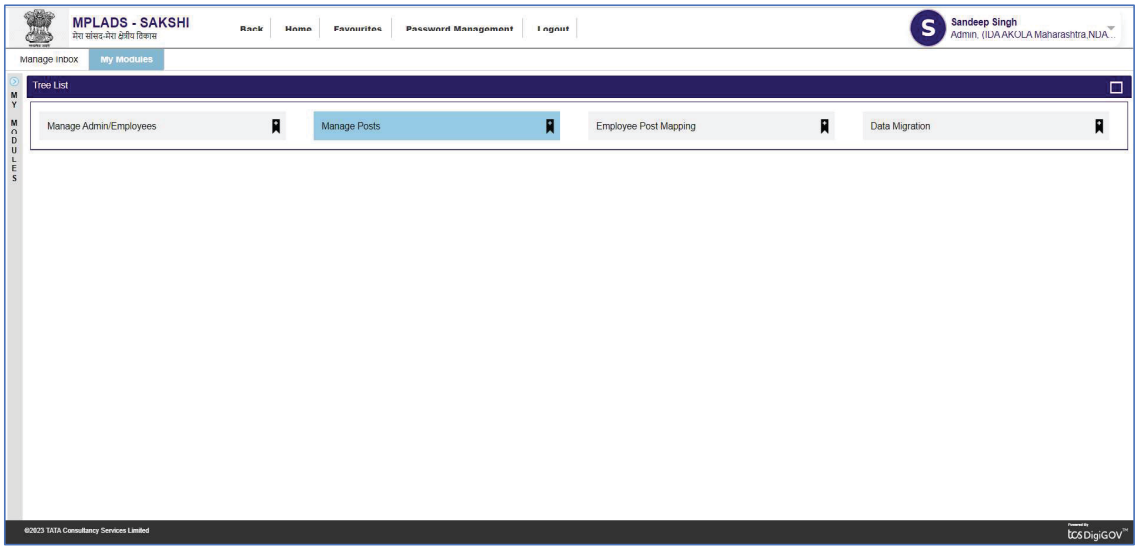


Screen 227: Manage Admin/Employee (activate/de-activate user)

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

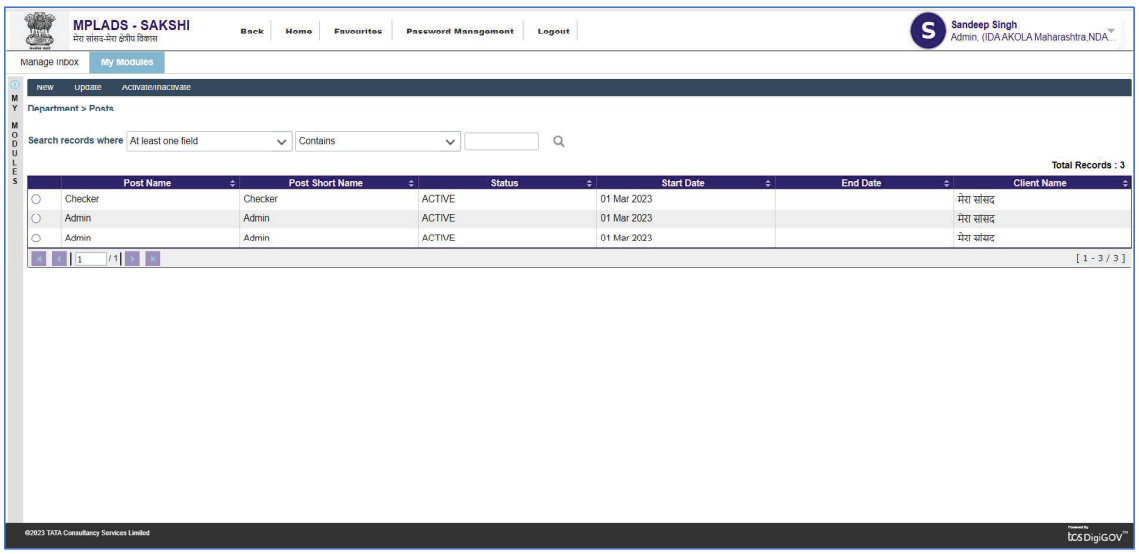
2. Manage Posts

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



Screen 228: Admin/Employee Configuration Page (Manage Posts)

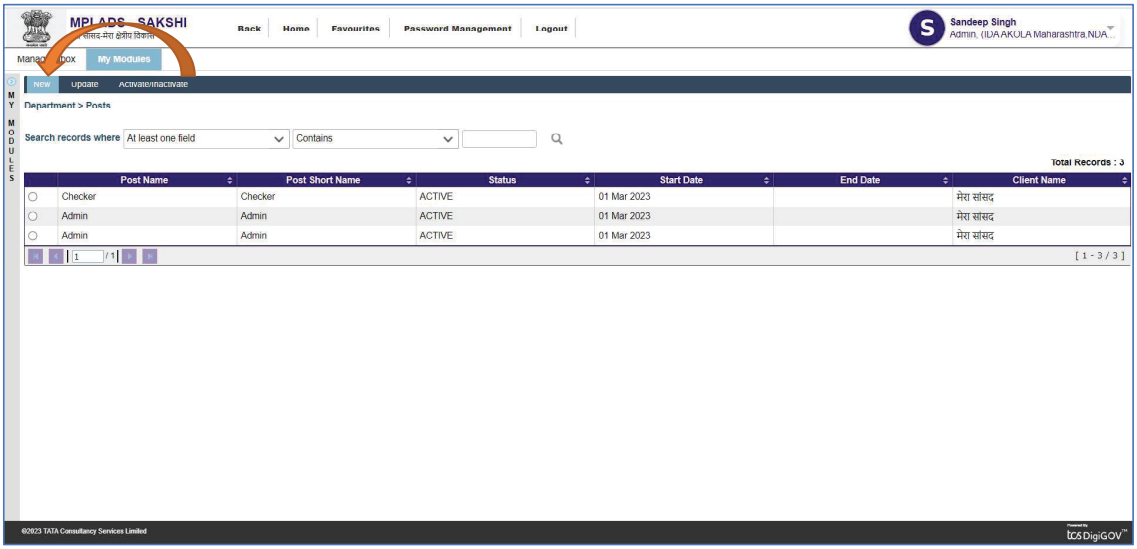
On Clicking the Manage Posts Tile, the Following screen is displayed
The user can create a new post, update existing post in the system and even deactivate a post/role



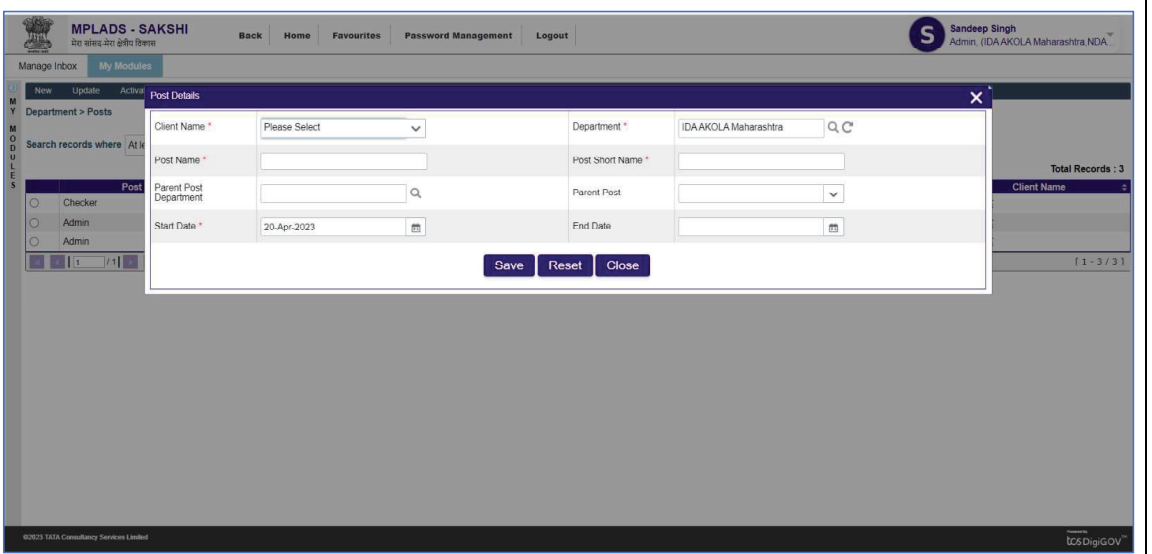
Screen 17: MANAGE POST Page

2.1 New (Create New Posts)

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

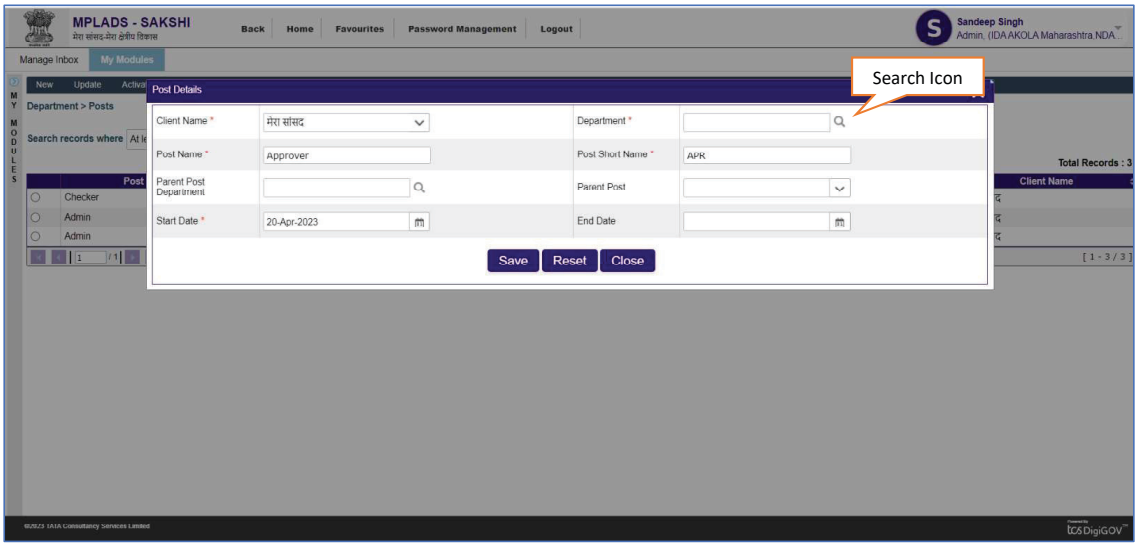


Screen 229: MANAGE POST Page



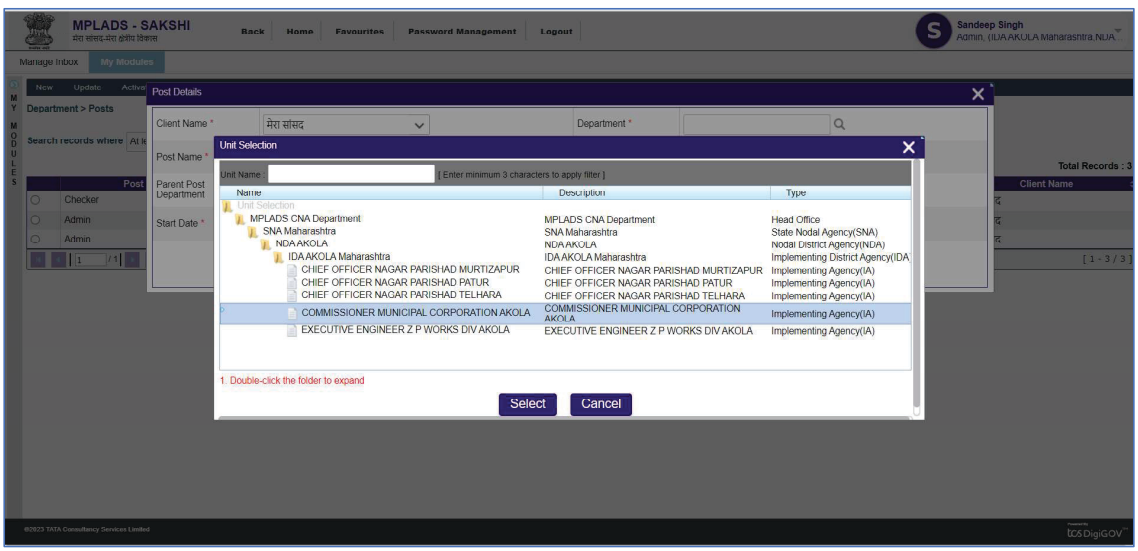
Screen 230: Post Details Page

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



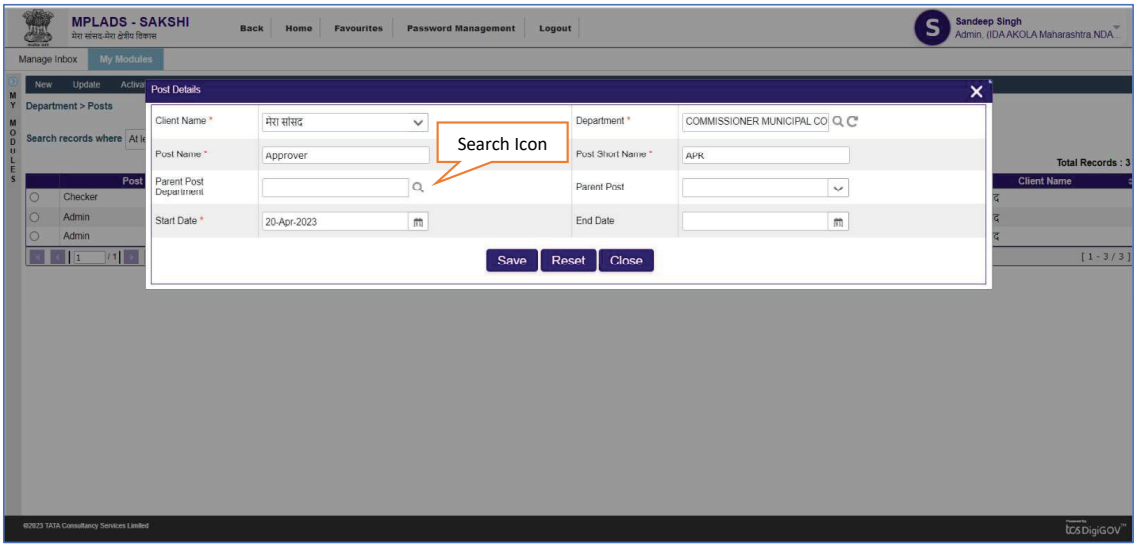
Screen 231: Post Details Page/popup

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

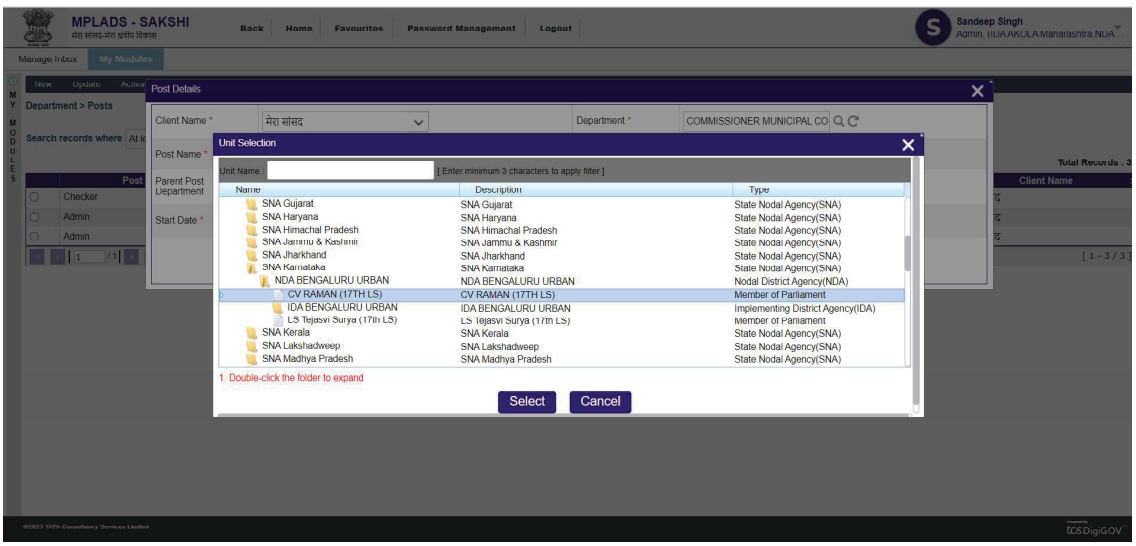


Screen 232: Post Details (Department Selection)

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



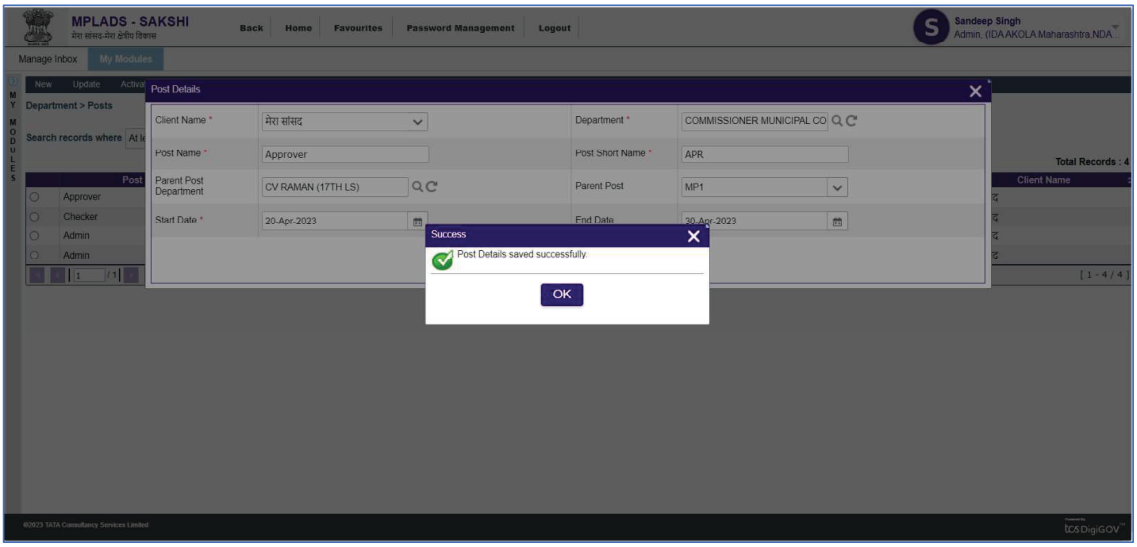
Screen 233: Post Details (Parent Post Department Selection)



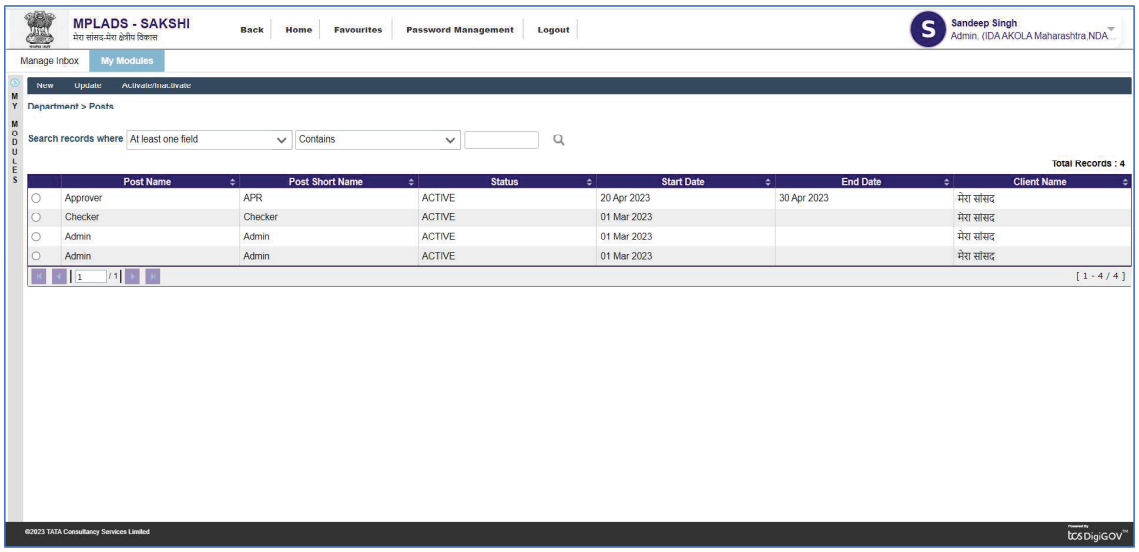
Screen 234: Post Details (Parent Post Department Selection)

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.



Screen 235: Manage Posts Page

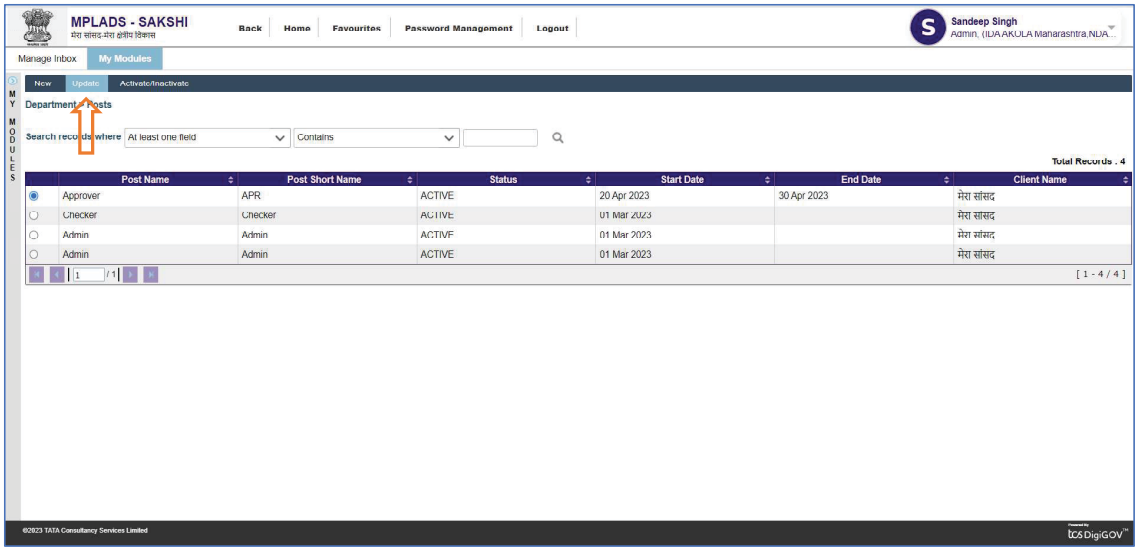


Screen 236: Manage Posts Page

2.2 Update (Update Existing Post)

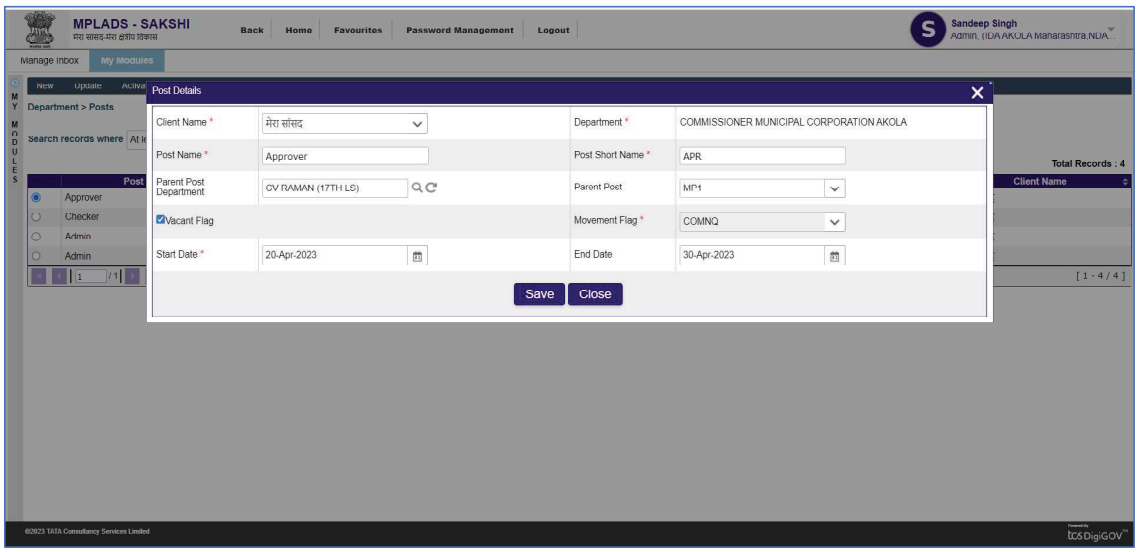
The IDA user can update/change the details associated with an existing Post.
The Option to update the user ID is present next to New option (option used to create user IDs) in the same page.

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.



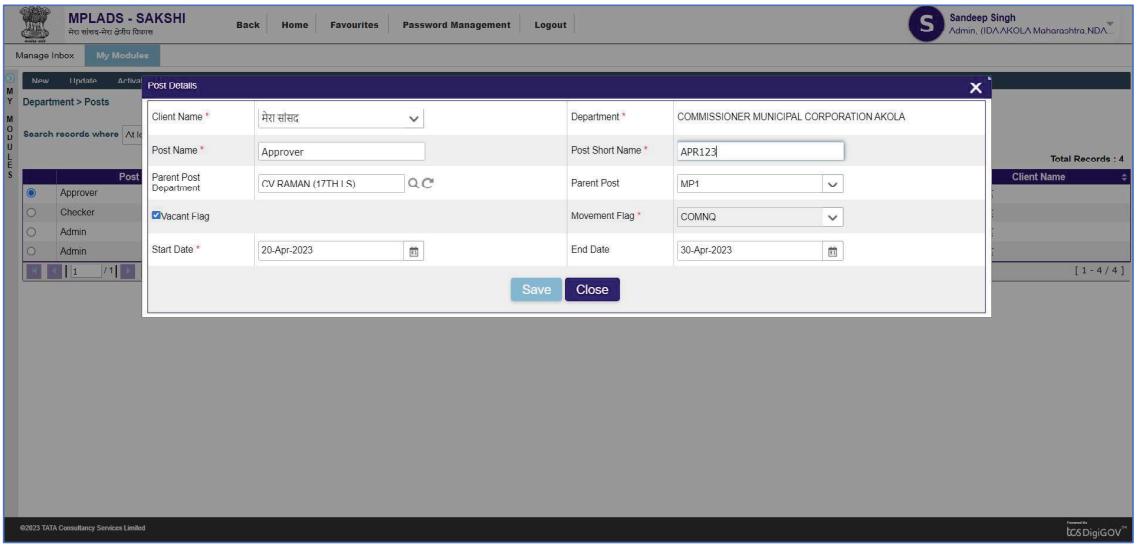
Screen 237: Manage Posts Page(update)

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



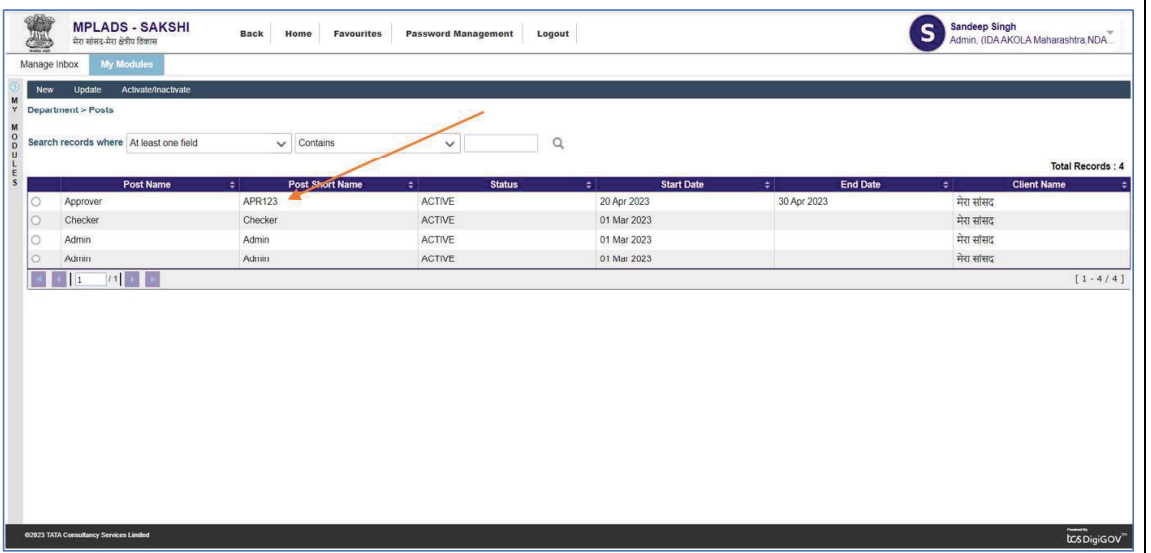
Screen 238(a): Posts Details (update)

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



Screen 238(b): Posts Details (update)

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



Screen 239: Posts Details (updated)

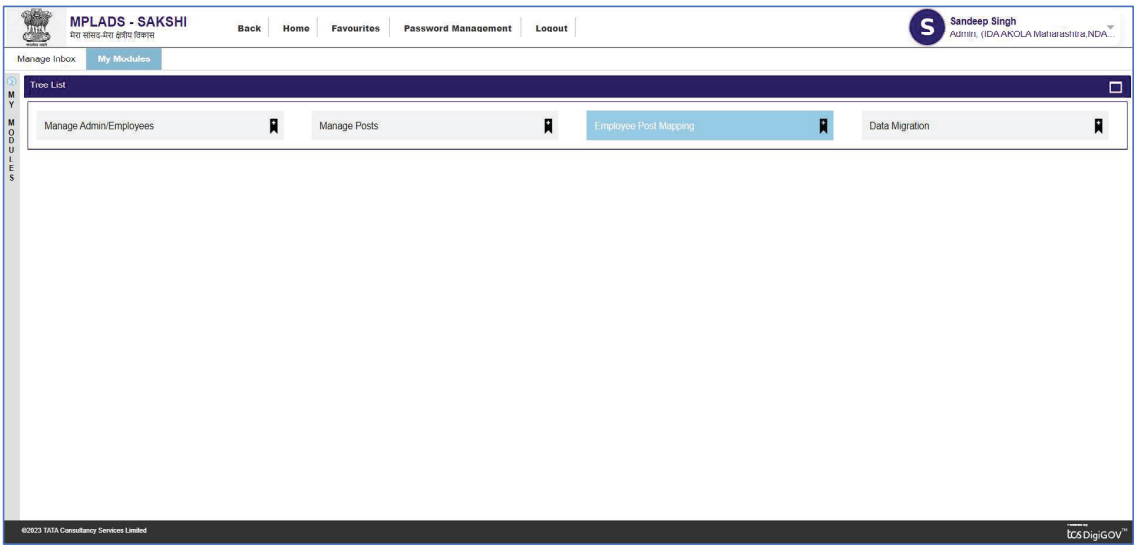
2.3 Activate/Inactivate Posts

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

3. Employee Post Mapping

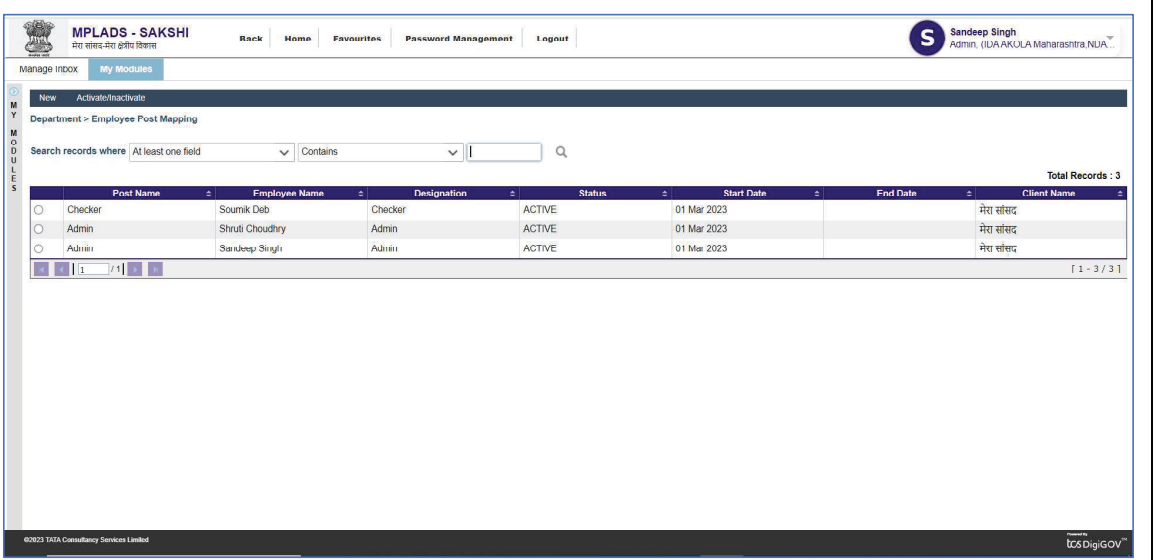
Here, the IDA user maps the user IDs with the Posts / roles.

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



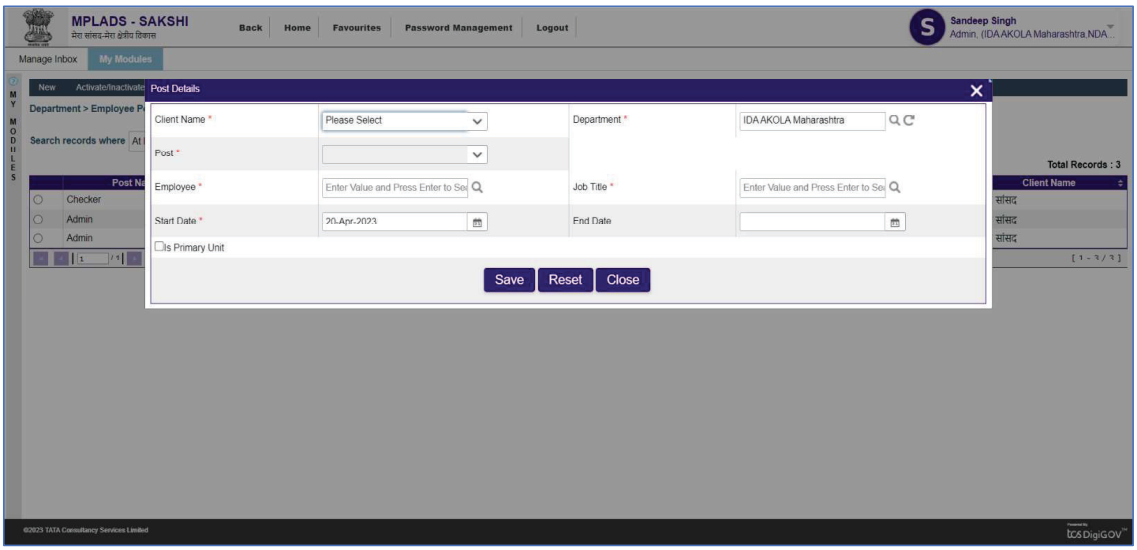
Screen 240: admin/employee configuration page

1. When user clicks on the Employee post mapping tile, the following screen appears.



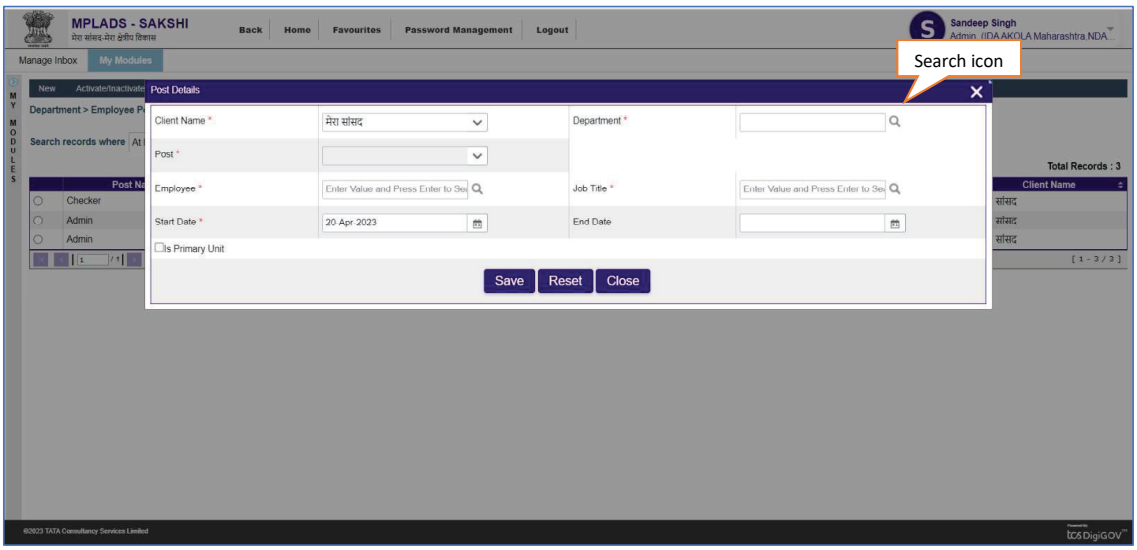
Screen 241: Employee post mapping page

2. Click on new button and fill in the details



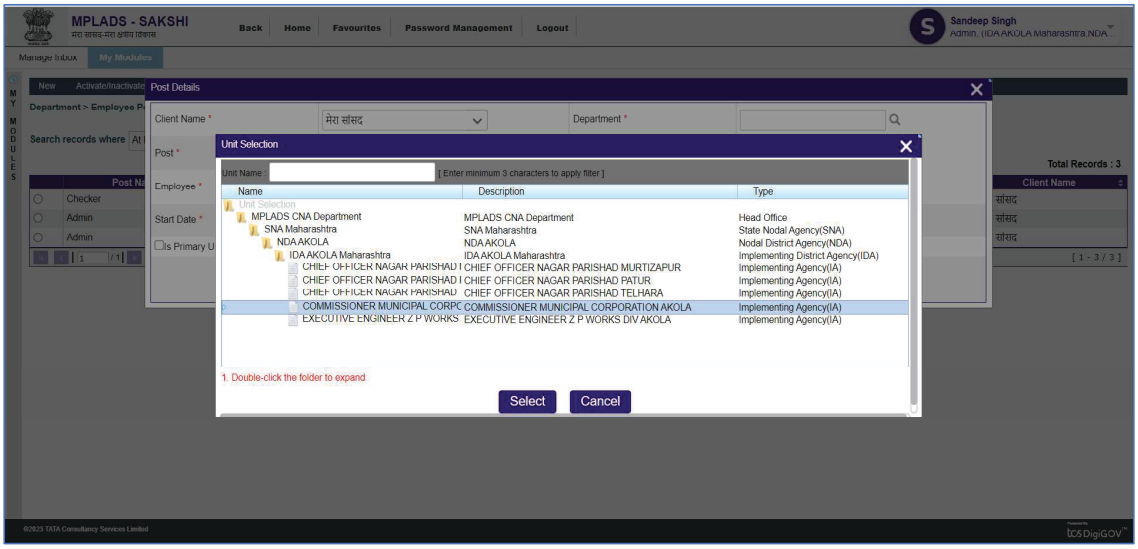
Screen 242: Post Details Dialogue Box

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.



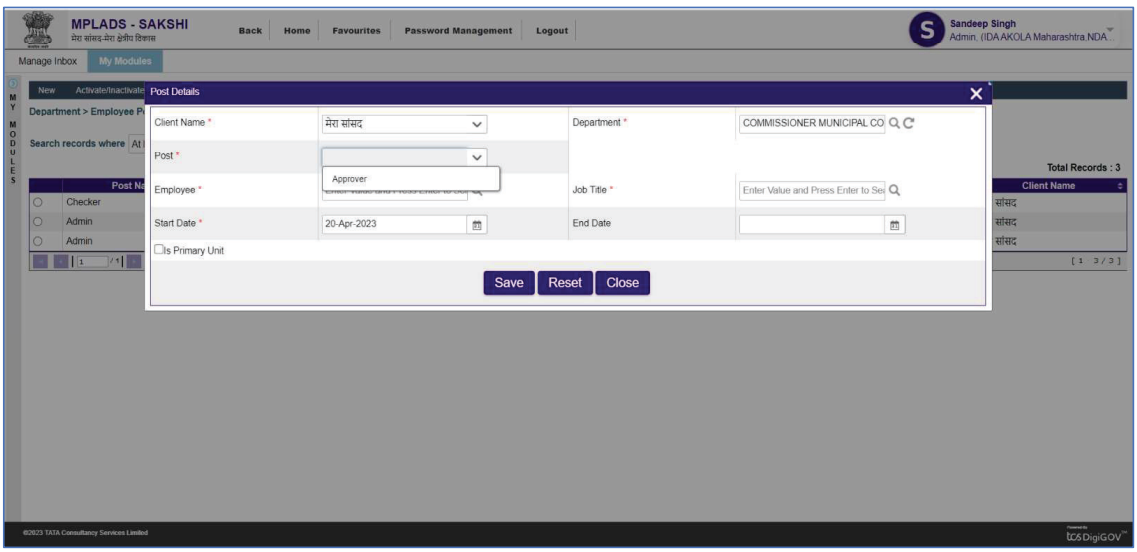
Screen 243: Post Details Box

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



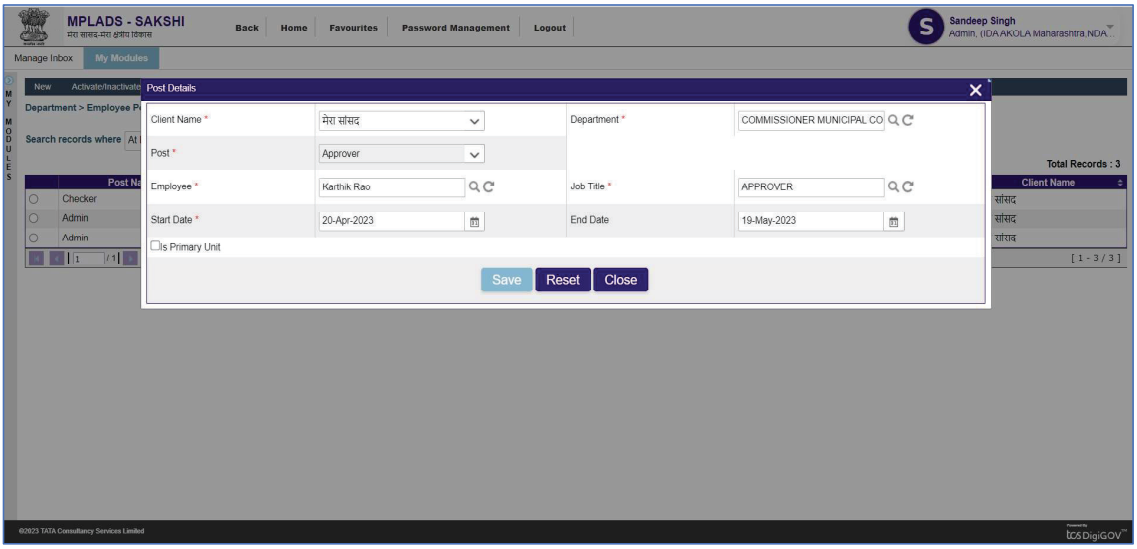
Screen 244: Unit Selection Window

5. 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.



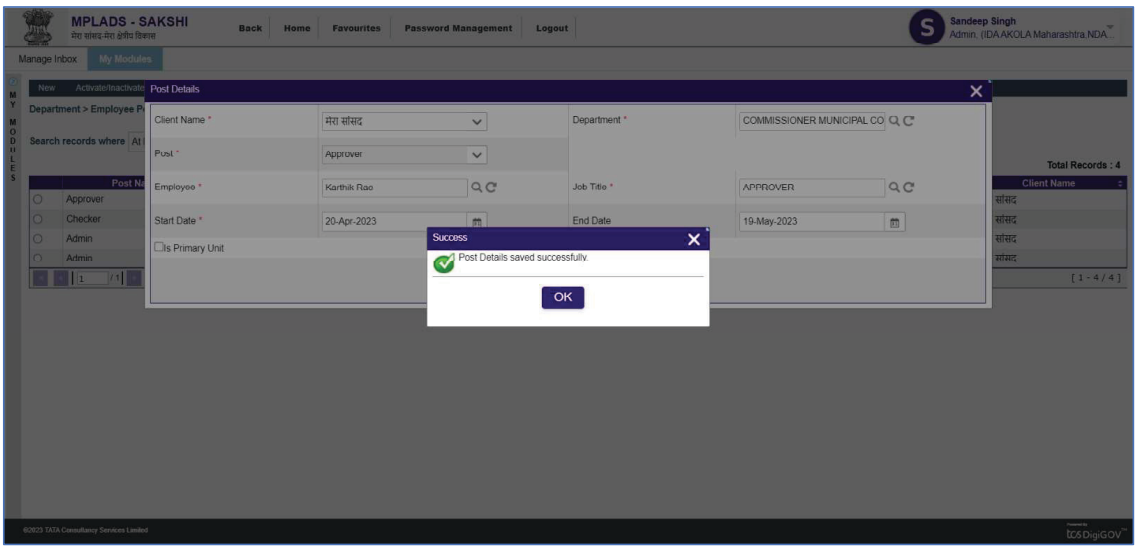
Screen 245: Post Details Box

6. Fill in all the details and click on the Save button as shown below.

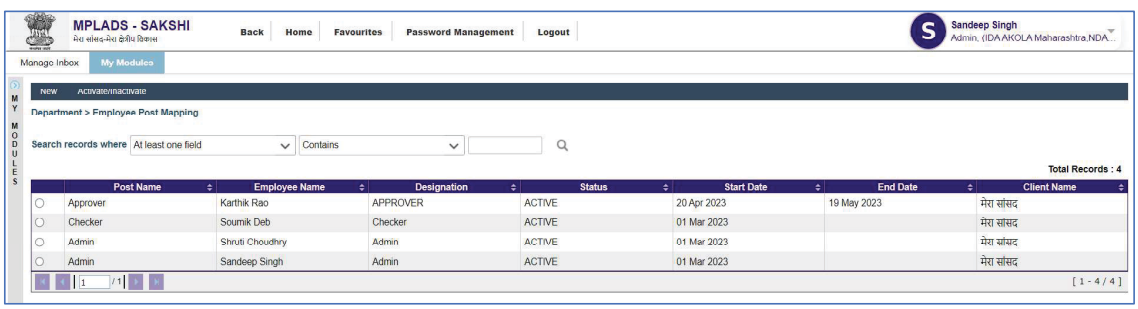


Screen 246: Post Details Box

7. After Clicking on save, a success message pops up.
   When user clicks OK, the details are saved in the system and the mapping appears in the **Employee post mapping page**



Screen 247: Post Details Success

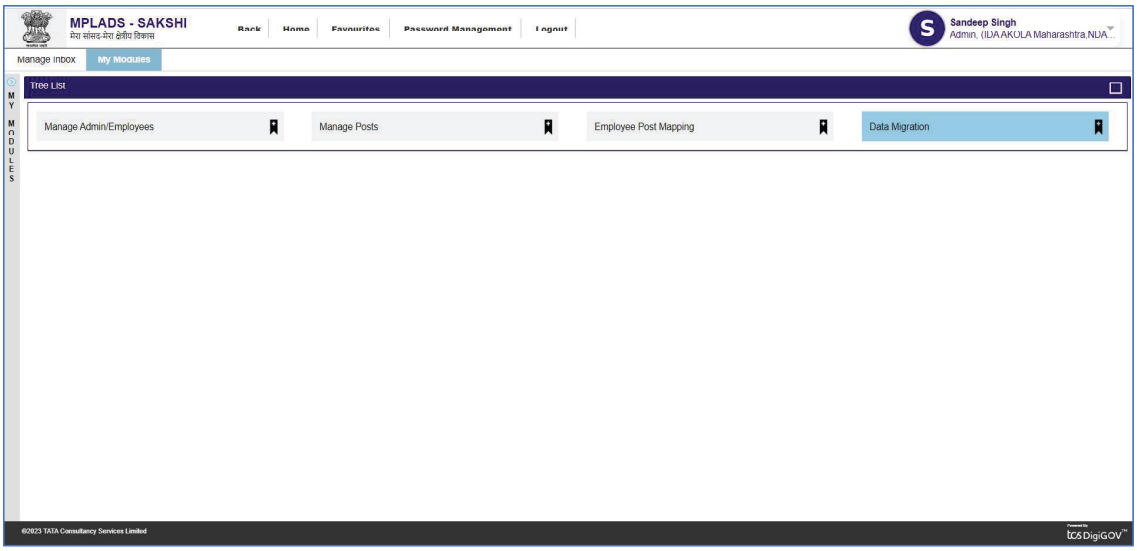


4. Data Migration

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

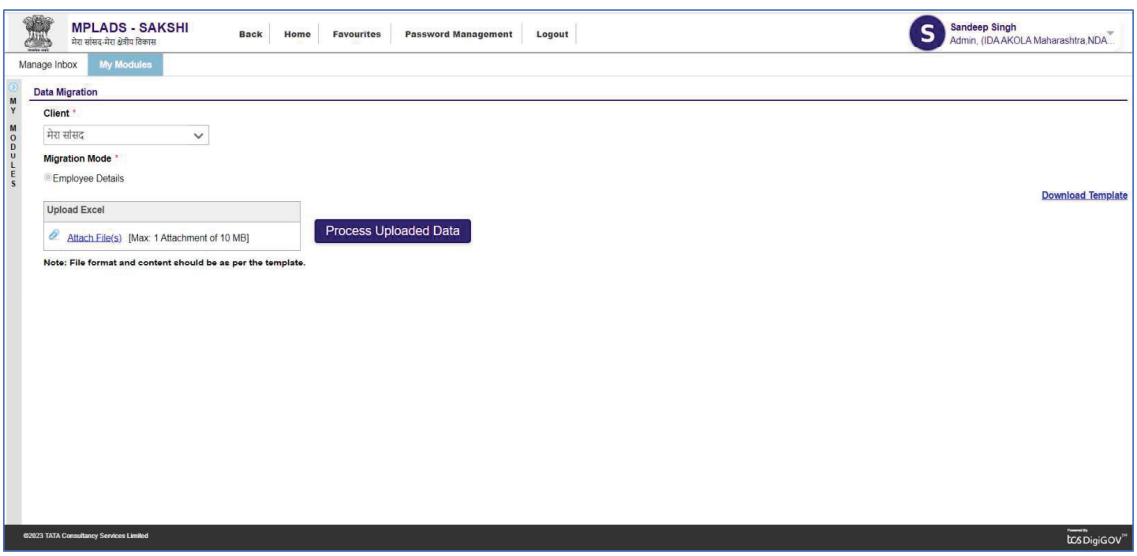
Here the user has to download a template and enter the details of the users accordingly.

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



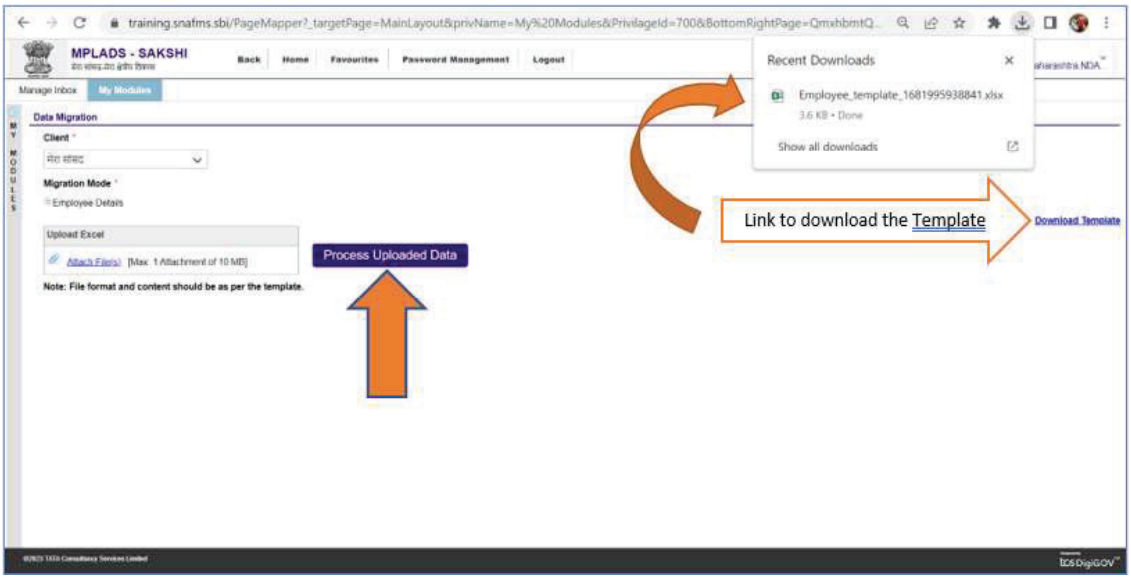
Screen 248: Admin/Employee Configuration Page

When the user clicks on the Data Migration Tile, the following screen appears.



Screen 249: Data Migration Page

Download the template from the Download Template link as shown below.
Fill in the details and upload the Template by clicking on the **Process Upload Data** button

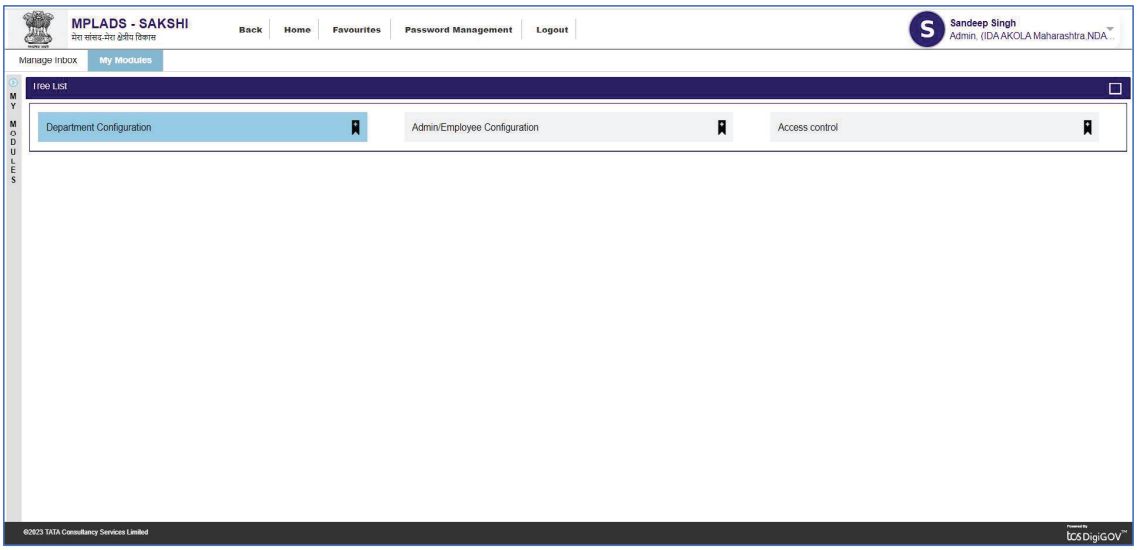


Screen 250: Data Migration Page (Organization Details)

2.2 Department Configuration

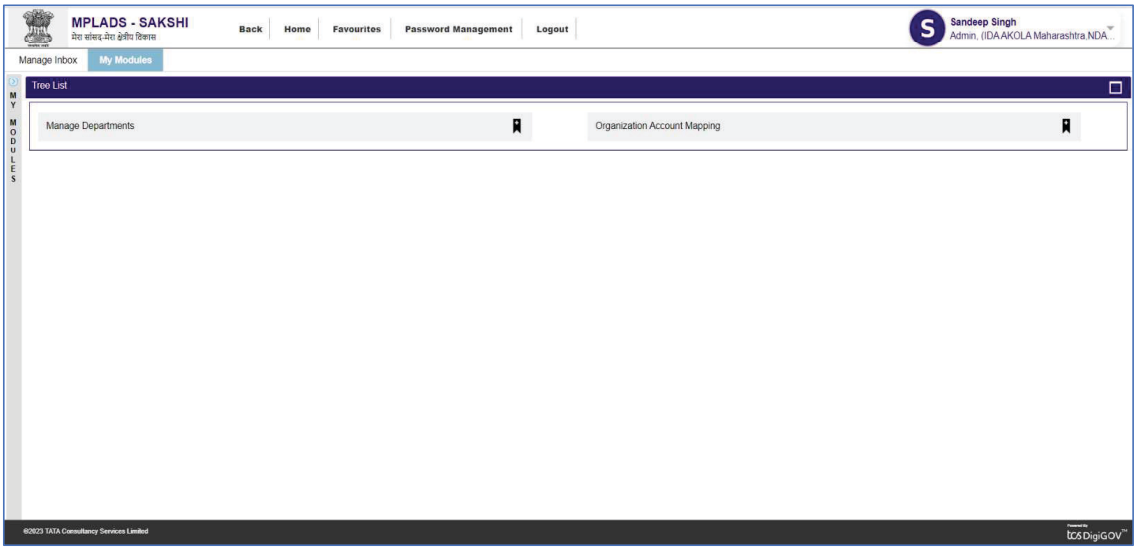
The IDA users have the rights to create and manage Departments like IA, IDA

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



Screen 251: Admin Page

When the user clicks on the Department Configuration Tile, the following screen appears.



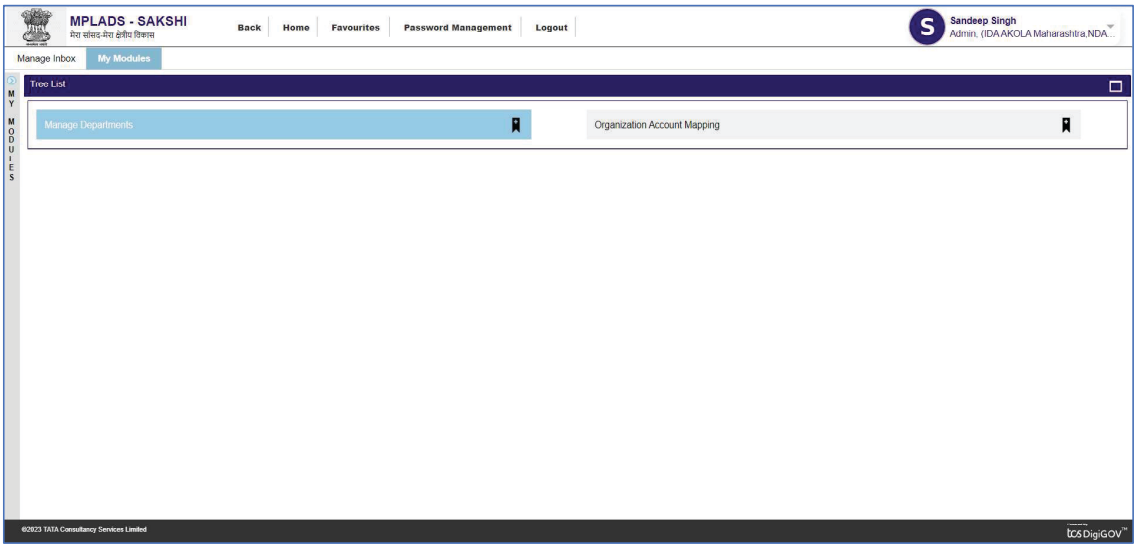
Screen 252: Department Configuration Page

Department Configuration page has 2 options:

- Manage Departments
- Organization Account Mapping

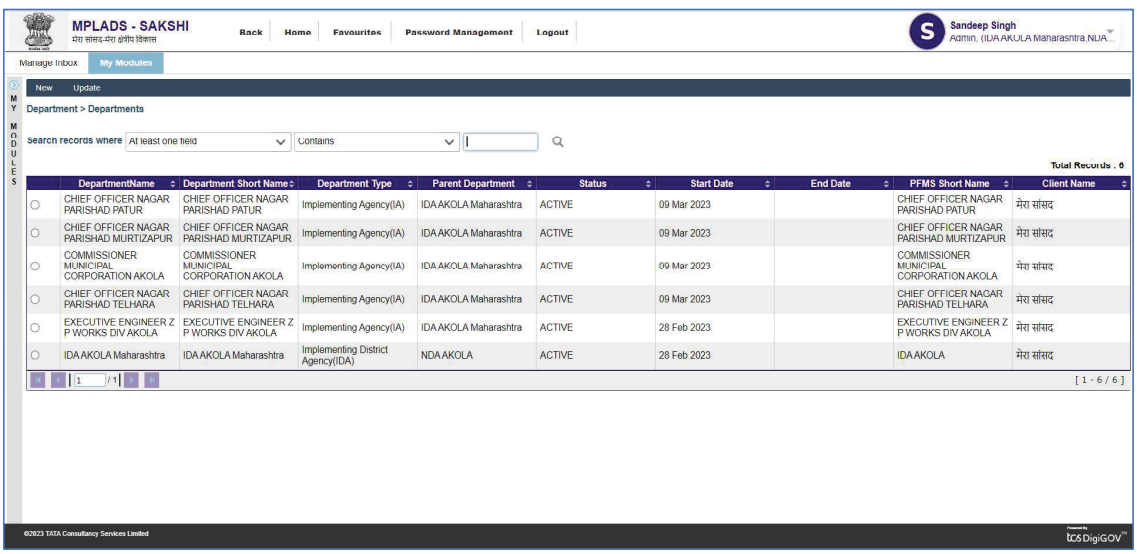
1. **Manage Departments:** This page is used to create new departments and also update existing ones.

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



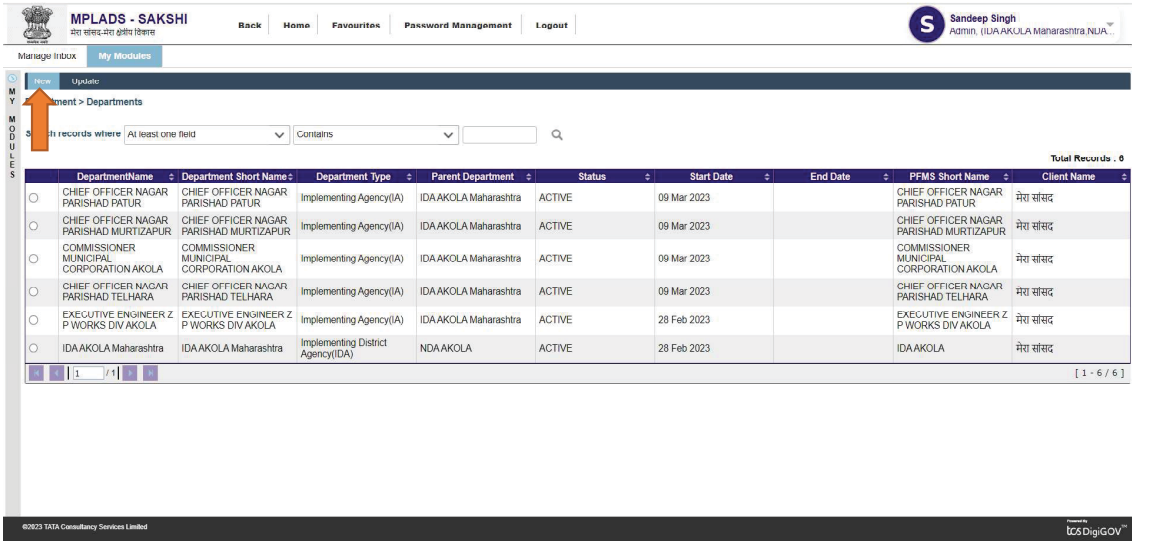
Screen 253: Department Configuration Page

When the user clicks on Manage Departments Tile, the following screen appears.



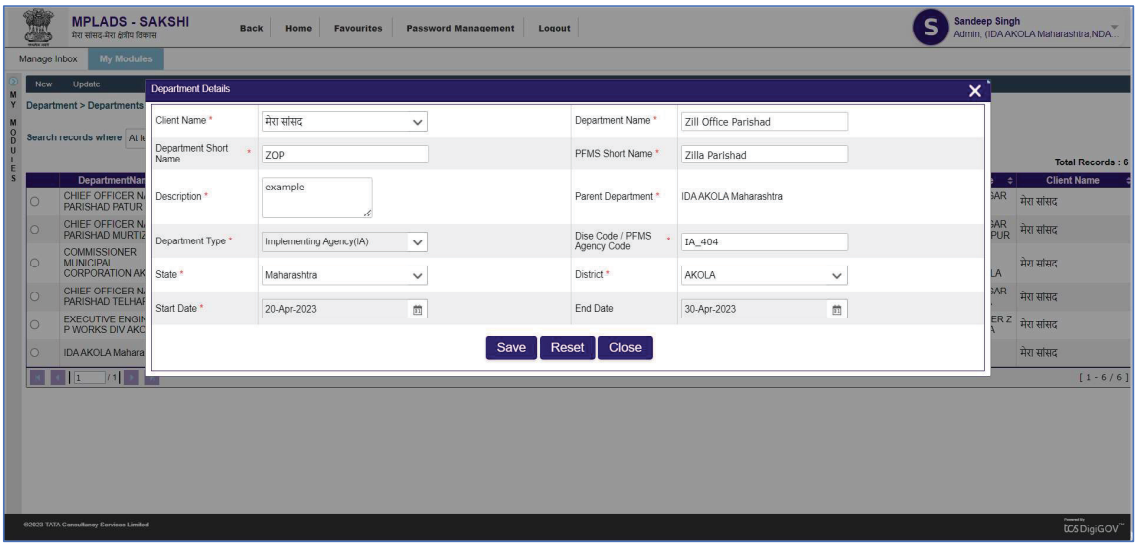
Screen 254: Manage Departments Page

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



Screen 255: Manage Departments Page

3. 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.

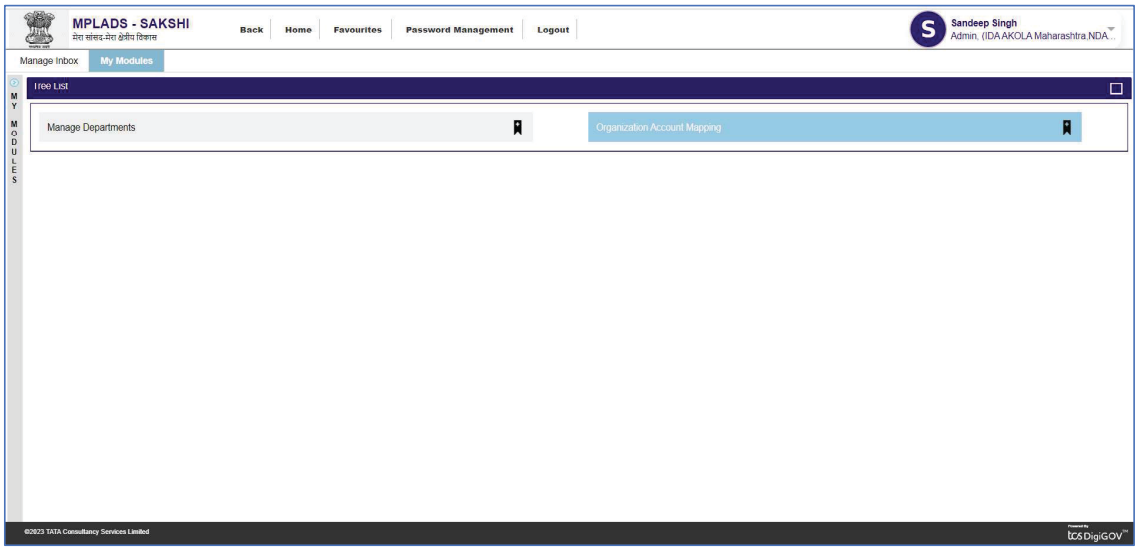


Screen 256: Manage Departments (new tab)

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.

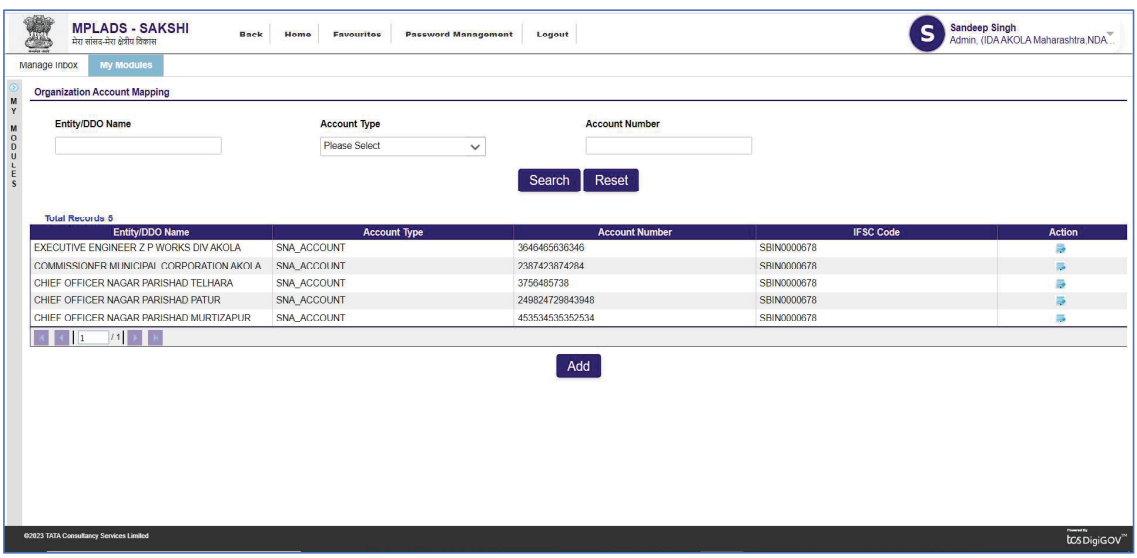
1. **Organization Account Mapping:** This page is used to map the departments with bank account number.

   Node Path: Home → My Modules → ADMIN → Department Configuration → **Organization Account Mapping**



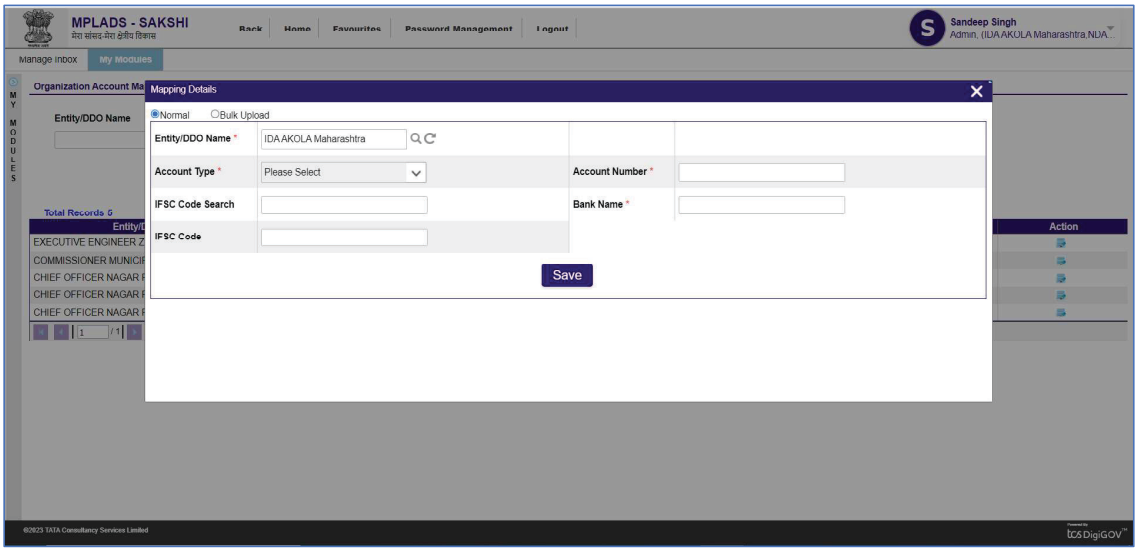
Screen 257: Manage Departments Page

1. When the user clicks on Organization Account Mapping Tile, the following screen appear, (Which shows a list of existing mapping details).



Screen 258: Organization Account Mapping

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.



Screen 259: Organization Account Mapping (Normal)

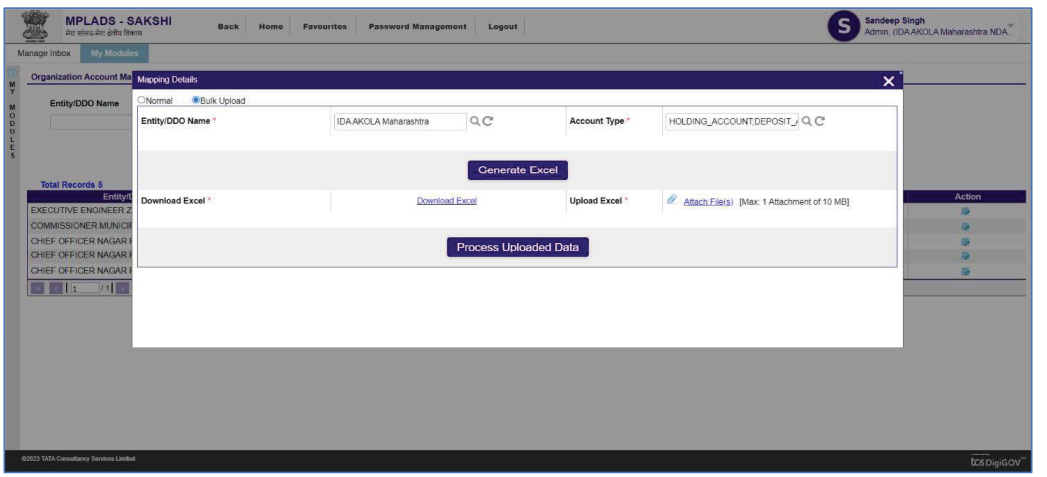
There are 2 ways to map the organization details with account number.

- 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 Download Excel link.
3. Fill in the details of the users in the template and upload.



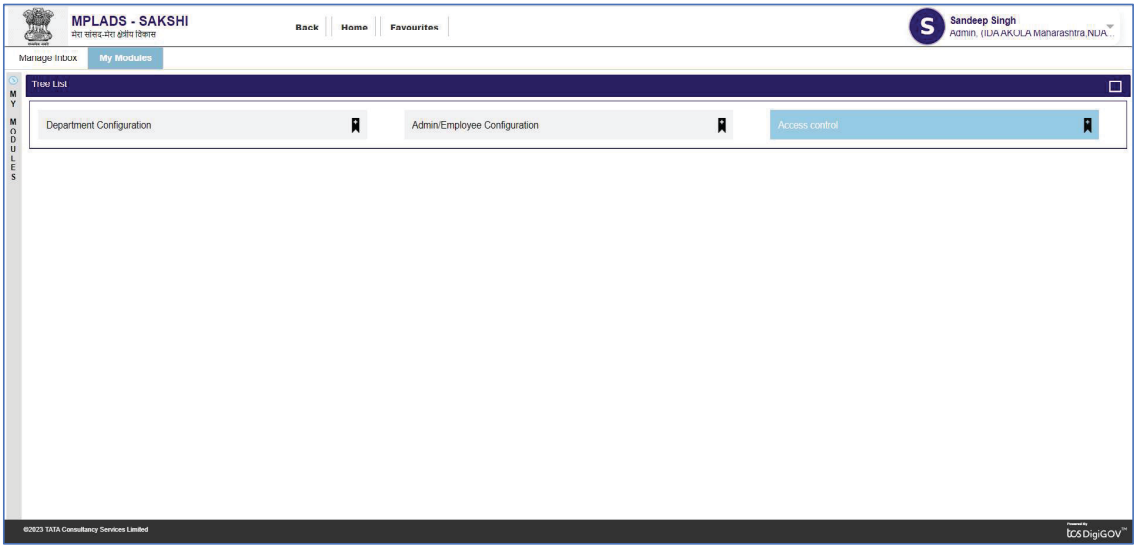
Screen 260: Organization Account Mapping (Bulk Upload)

2.3 Access control

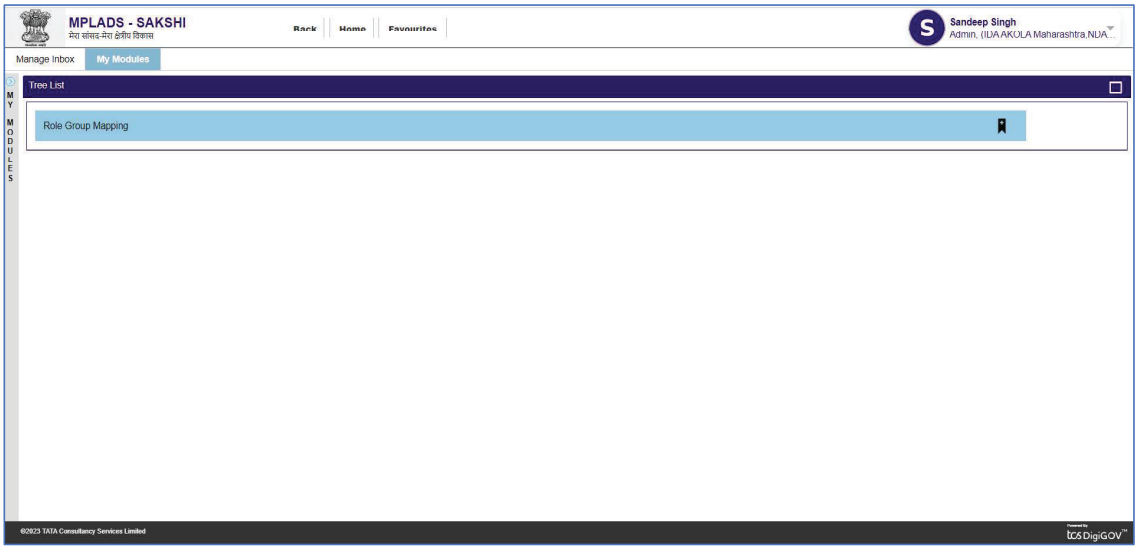
Role Group Mapping

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 → My Modules → ADMIN → Access control → **Role Group Mapping**

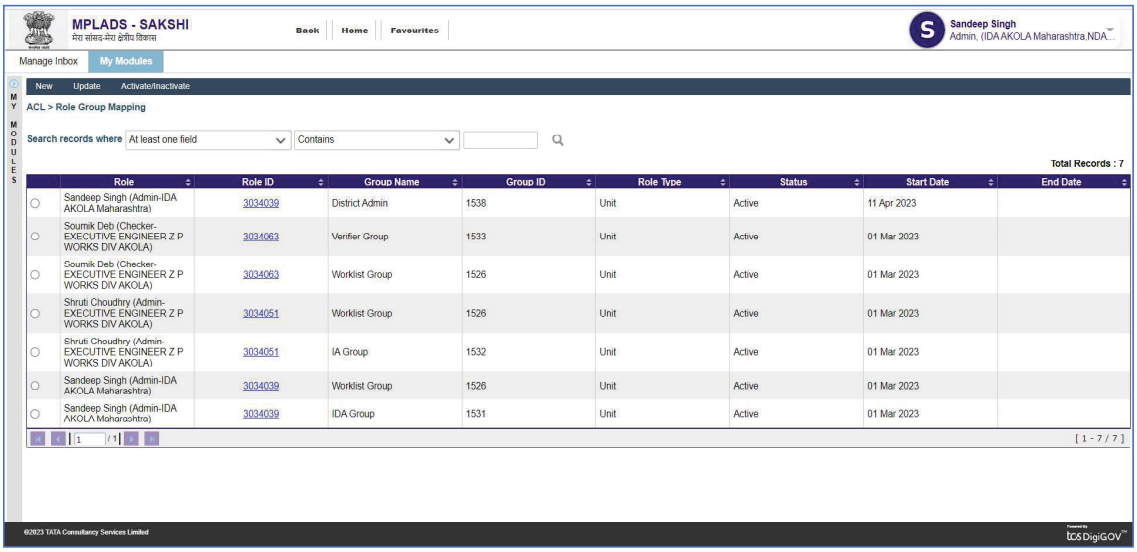


Screen 261: Admin Page



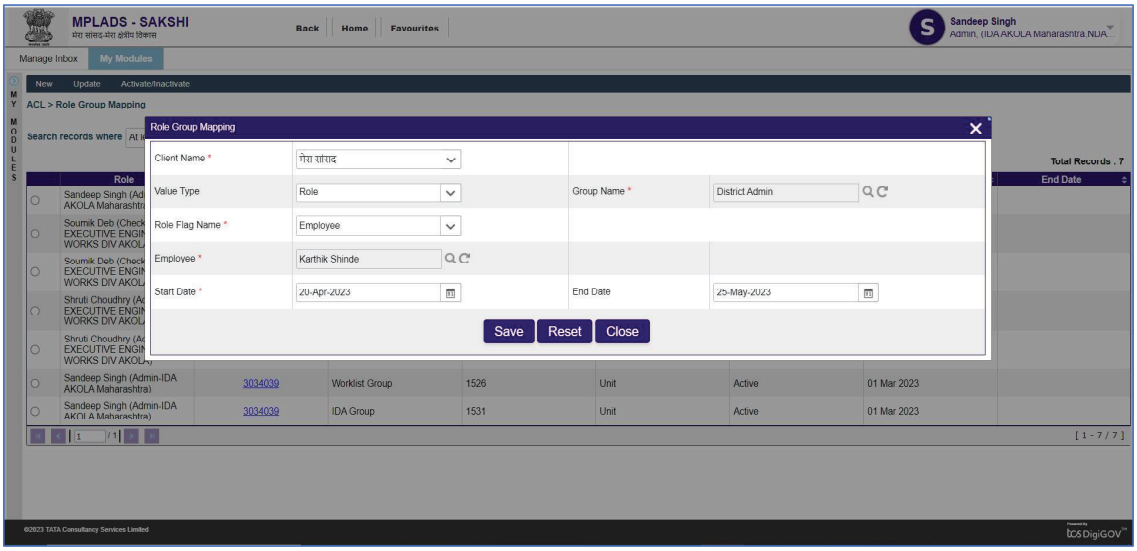
Screen 262: Access control

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



Screen 263: Role Group Mapping

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.



Screen 264: Role Group Mapping(new)

6. 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.

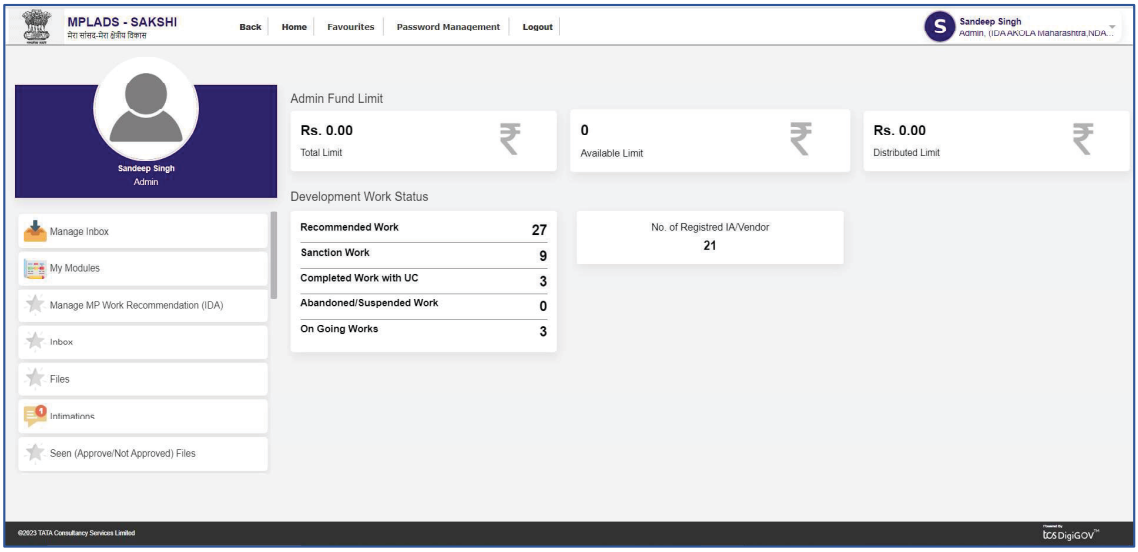
3. Manage MP Work Recommendation (IDA)

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)

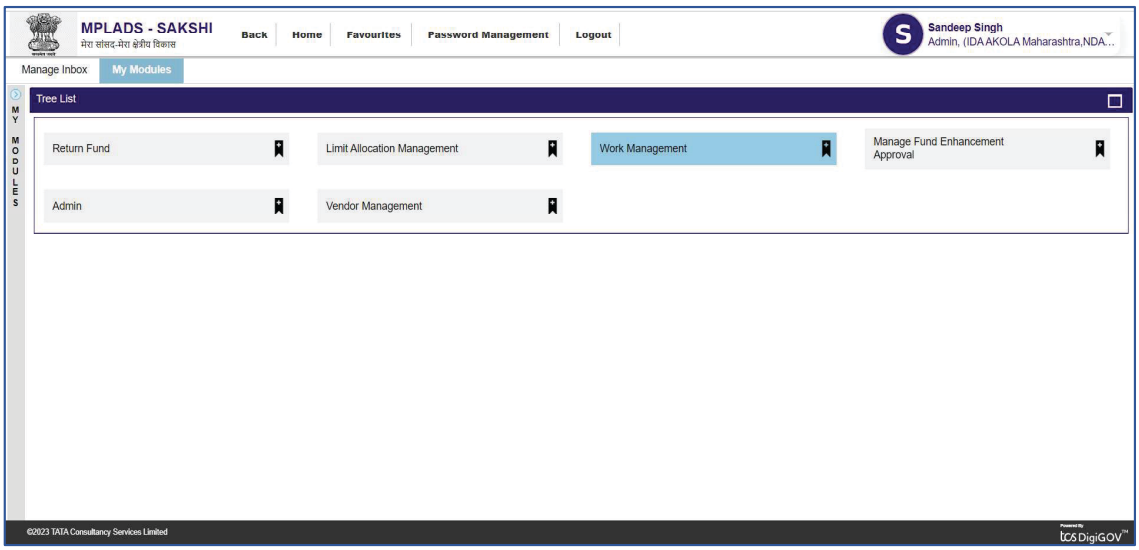
IDA users have to login to the FMS application using their Username and Password.

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

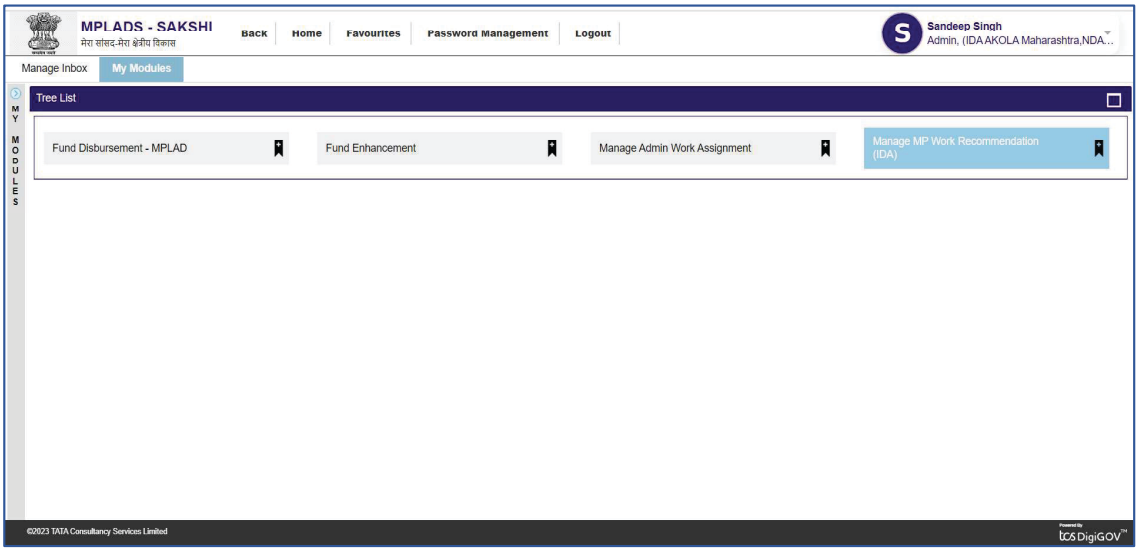
Node Path: Home → My Modules → Work Management → Manage MP Work Recommendation (IDA)



Screen 265 : IDA Admin Home Page.



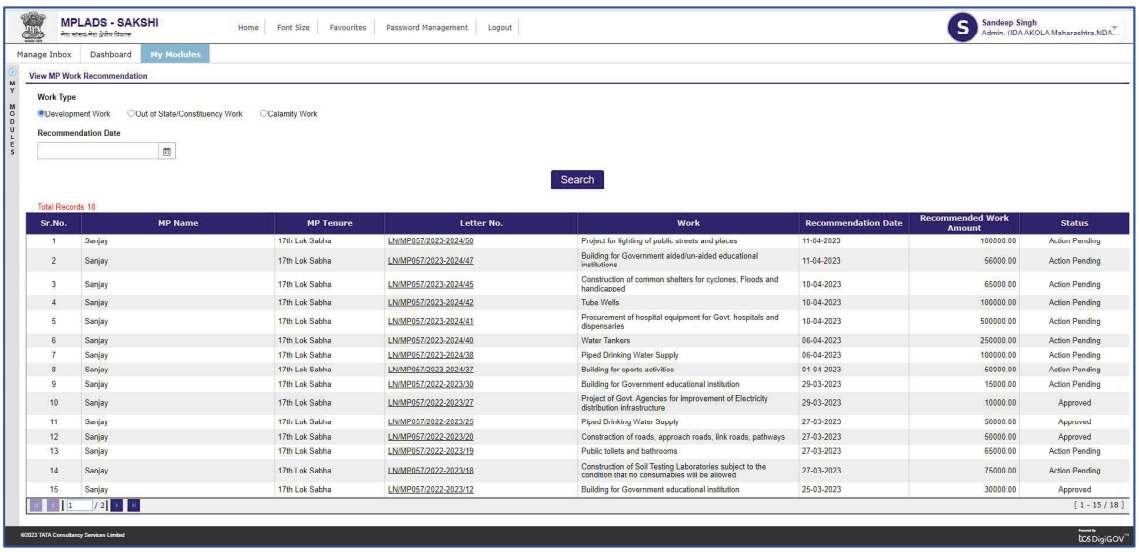
Screen 266: My Modules Page (Work Management)



Screen 267: Work Management Page (Manage MP Work Recommendation)

The **Manage MP Work Recommendation** screen/page has 3 options:

- Development Work
- Out of State/Constituency Work
- Calamity Work



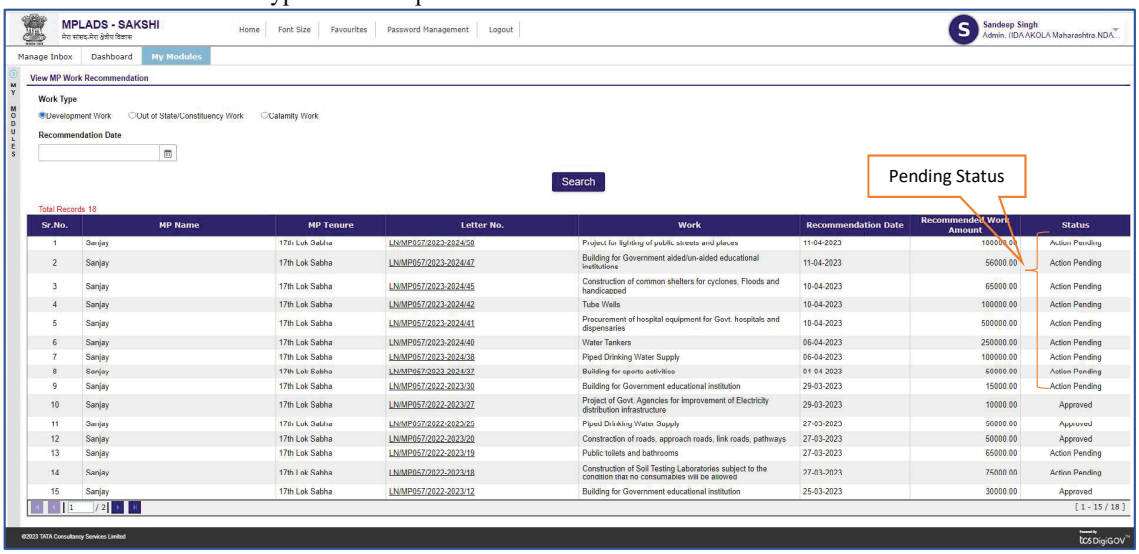
Sr.No.	MP Name	MP Tenure	Letter No.	Work	Recommendation Date	Recommended Work Amount	Status
1	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/50	Project for lighting of public streets and places	11-04-2023	100000.00	Action Pending
2	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/47	Building for Government aided/un-aided educational institutions	11-04-2023	56000.00	Action Pending
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 Pending
4	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/42	Tube Wells	10-04-2023	100000.00	Action Pending
5	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/41	Procurement of hospital equipment for Govt. hospitals and dispensaries	10-04-2023	500000.00	Action Pending
6	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/40	Water Tankers	06-04-2023	250000.00	Action Pending
7	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/38	Piped Drinking Water Supply	06-04-2023	100000.00	Action Pending
8	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/37	Building for sports activities	01-04-2023	60000.00	Action Pending
9	Sanjay	17th Lok Sabha	LN/MP057/2022-2023/30	Building for Government educational institution	29-03-2023	15000.00	Action Pending
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 Sabha	LN/MP057/2022-2023/25	Piped Drinking Water Supply	27-03-2023	50000.00	Approved
12	Sanjay	17th Lok Sabha	LN/MP057/2022-2023/20	Construction 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 Pending
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 Pending
15	Sanjay	17th Lok Sabha	LN/MP057/2022-2023/12	Building for Government educational institution	25-03-2023	30000.00	Approved

Screen 268: Manage MP Work Recommendation Page

1. Development Work

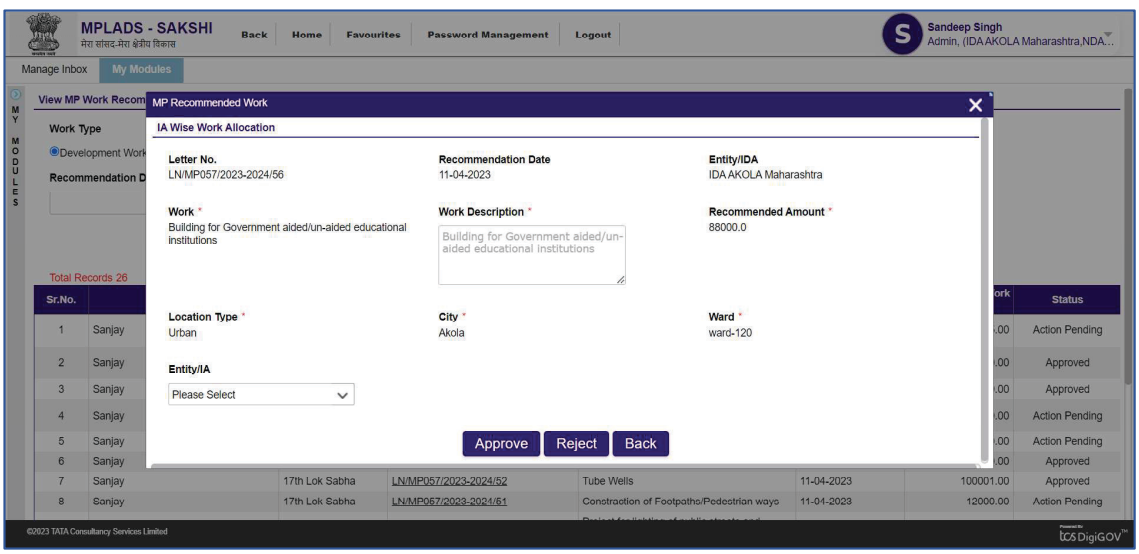
1. Once the IDA user clicks on Manage **MP Work Recommendation (IDA)** tile, all the MP work recommendations (Rejected, approved, pending) will be shown as below:

   Select the Work Type as Development Work



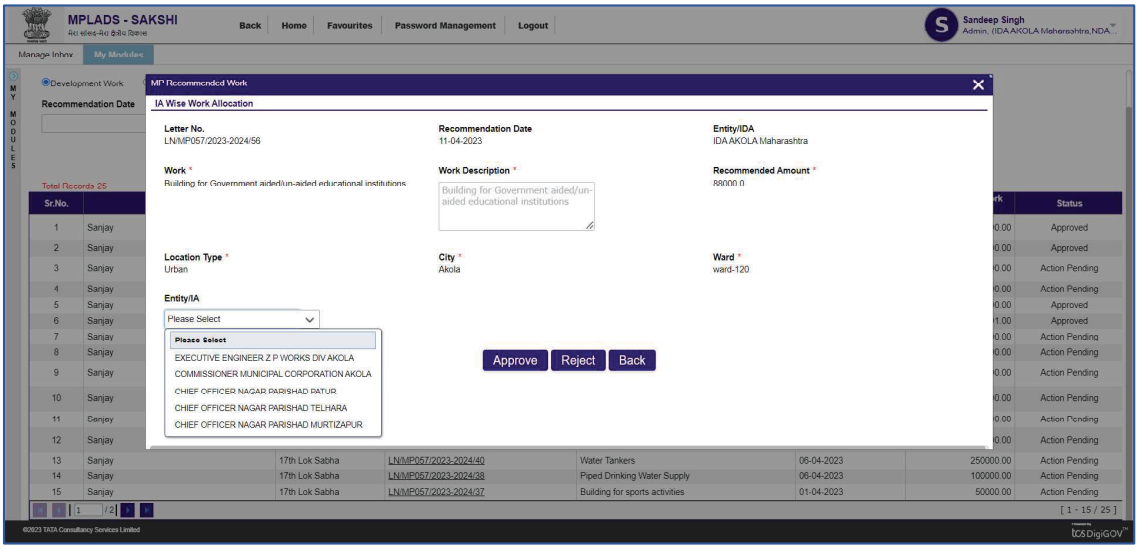
Screen 269: Manage MP Work Recommendation Page (Development Work)

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

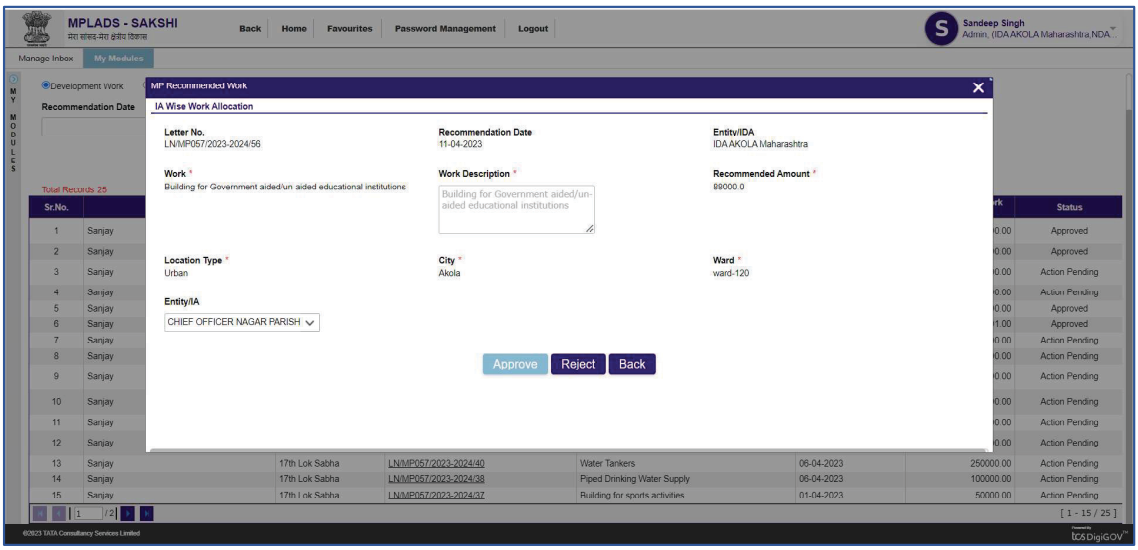


Screen 270 : Manage MP Work Recommendation Page

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

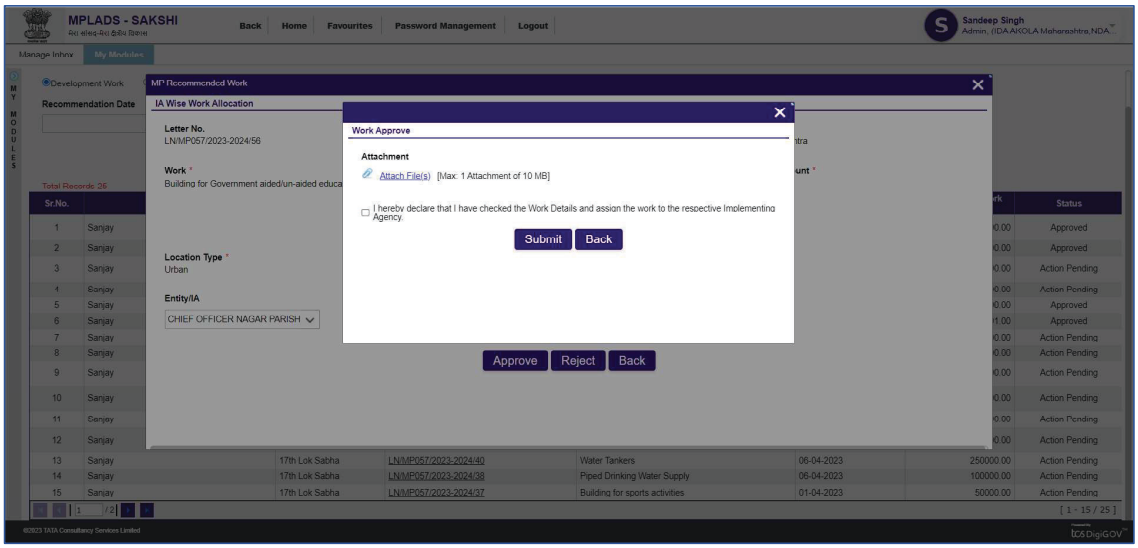


Screen 271: MP Recommend Work Pop-up box (Entity/IA)

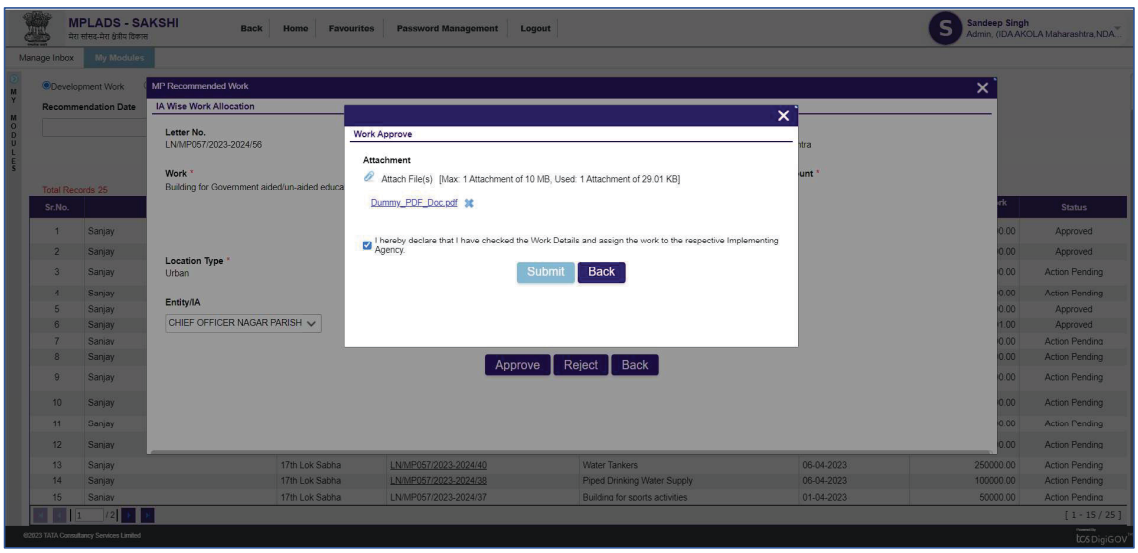


Screen 272 : MP Recommend Work

4. 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.

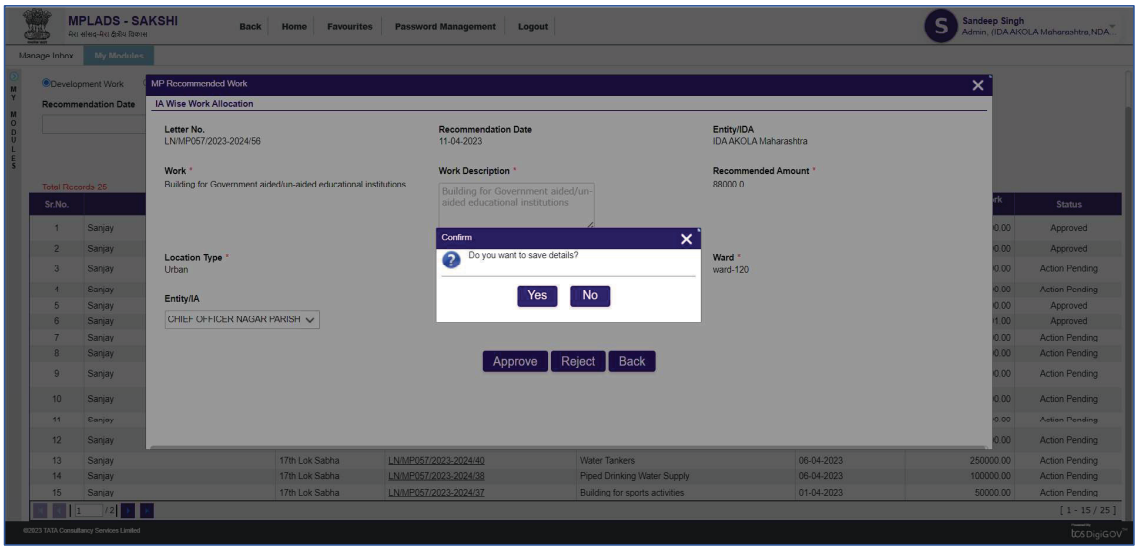


Screen 273 : MP Recommend Work Popup

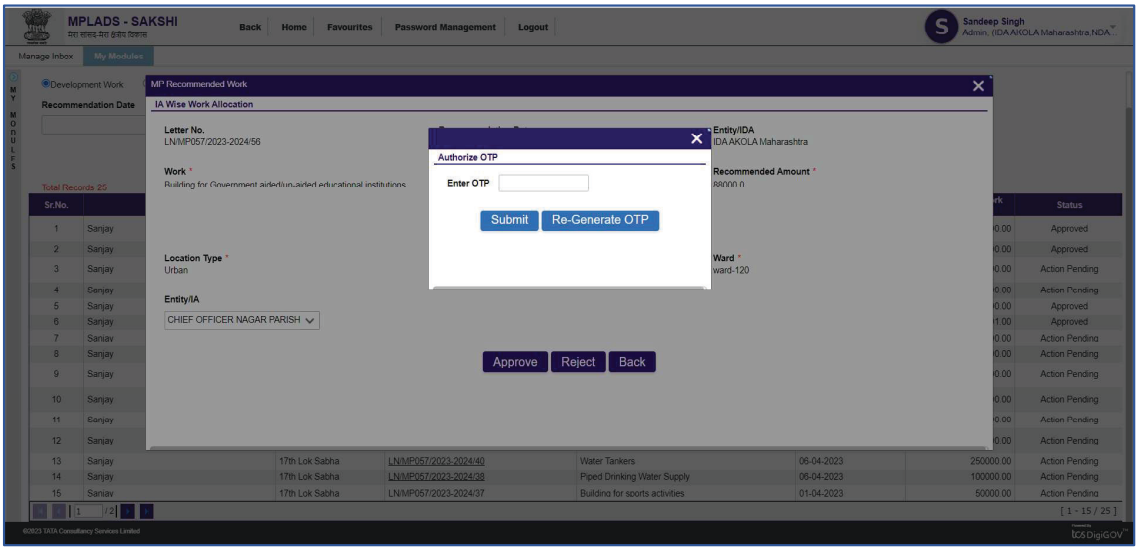


Screen 274: MP Recommend Work Popup

5. After clicking on the submit button, a confirmation Alert box 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)



Screen 275 : MP Recommend Work Popup



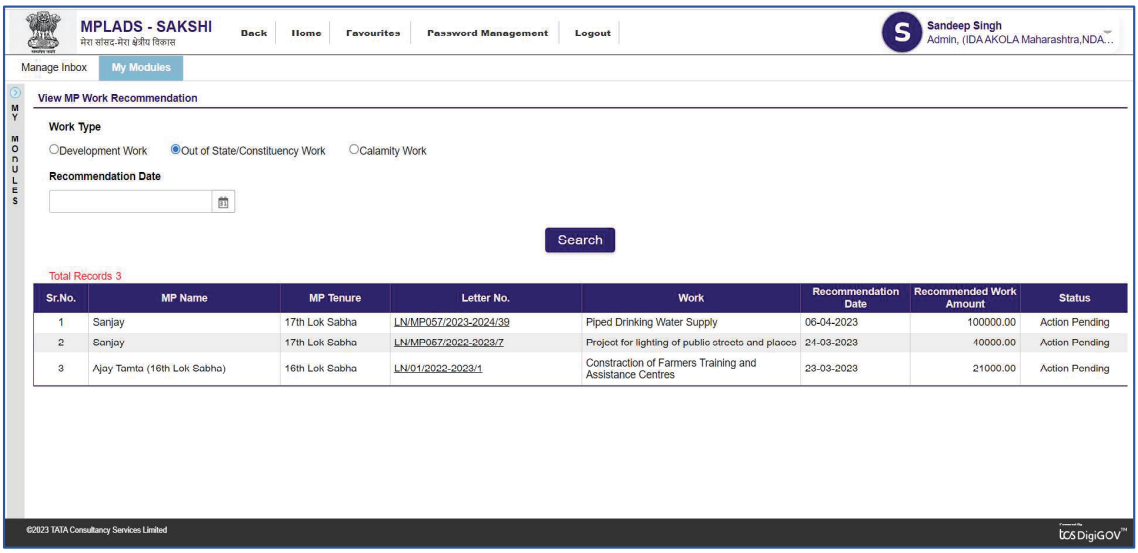
Screen 276: MP Recommend Work Popup

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

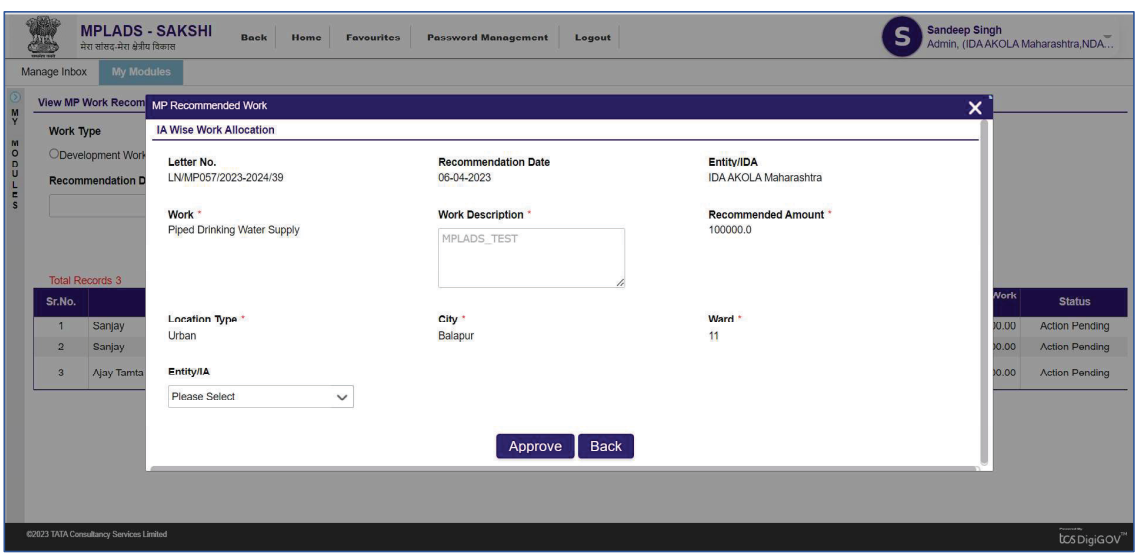
1. Once the IDA user clicks on Manage **MP Work Recommendation (IDA)** tile, all the MP work recommendations (Rejected, approved, pending) will be shown as below:

   Select the Work Type as Out of State/Constituency Work



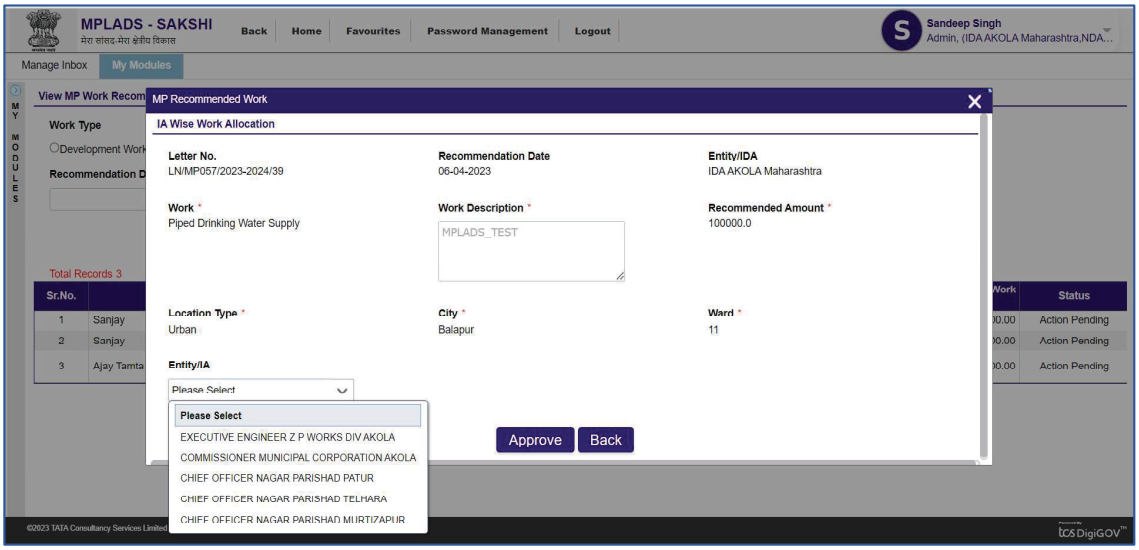
Screen 277: Manage MP Work Recommendation Page (Out of State/Constituency Work)

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

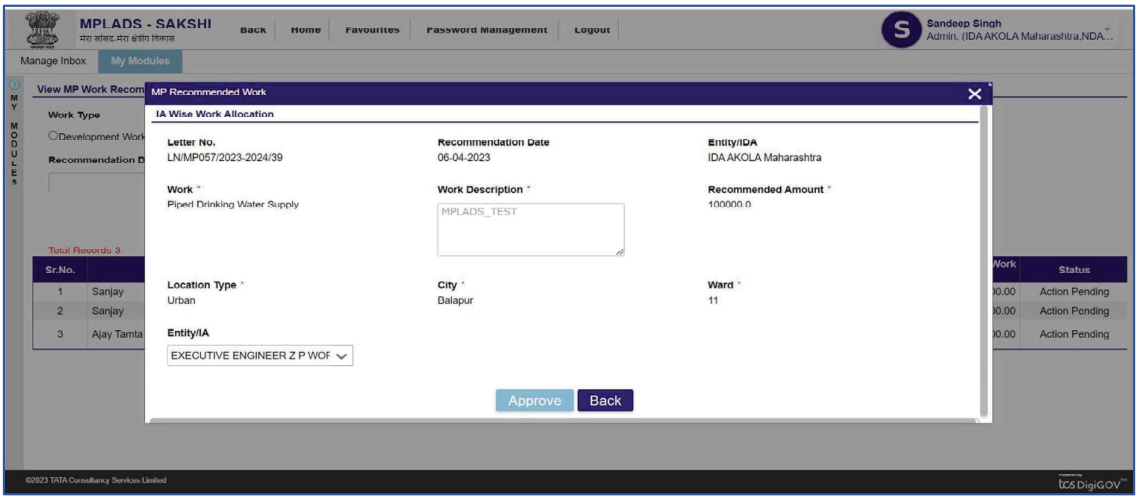


Screen 278: Manage MP Work Recommendation Page

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

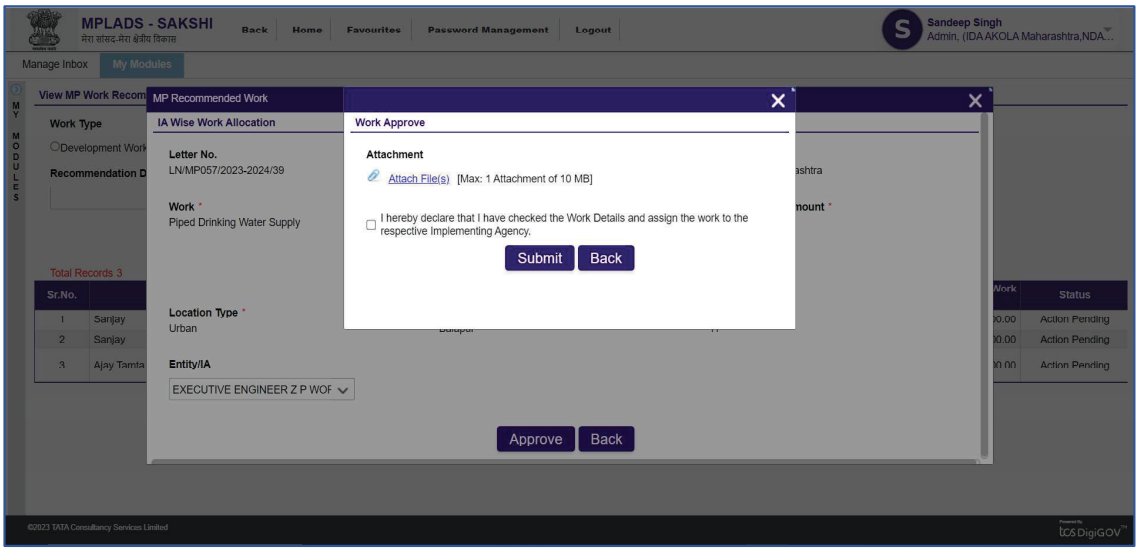


-Screen 279: MP Recommend Work Pop-up box (Entity/IA)

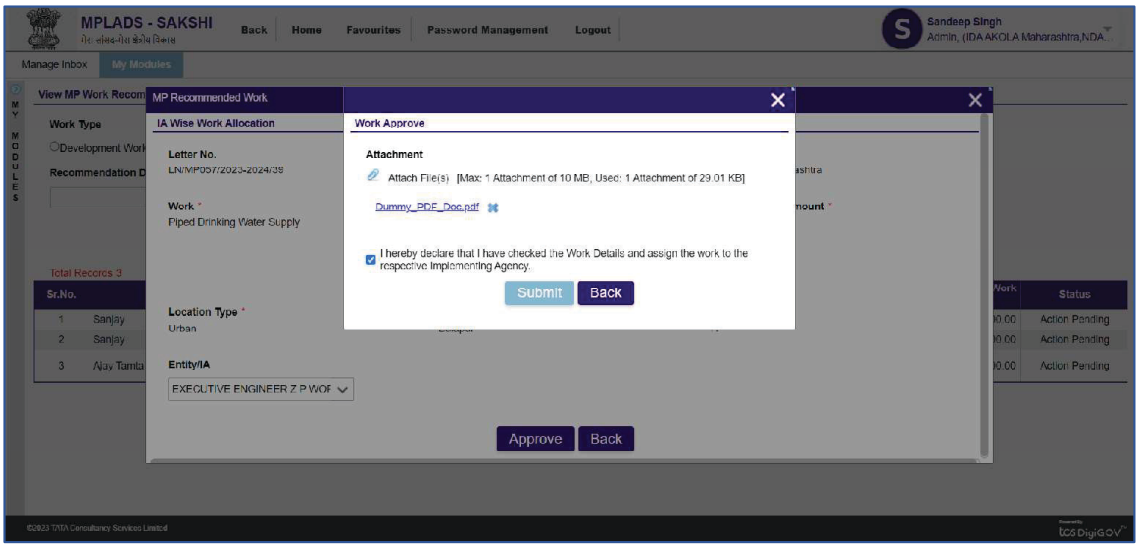


Screen 280: Manage MP Work Recommendation Page

4. 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.

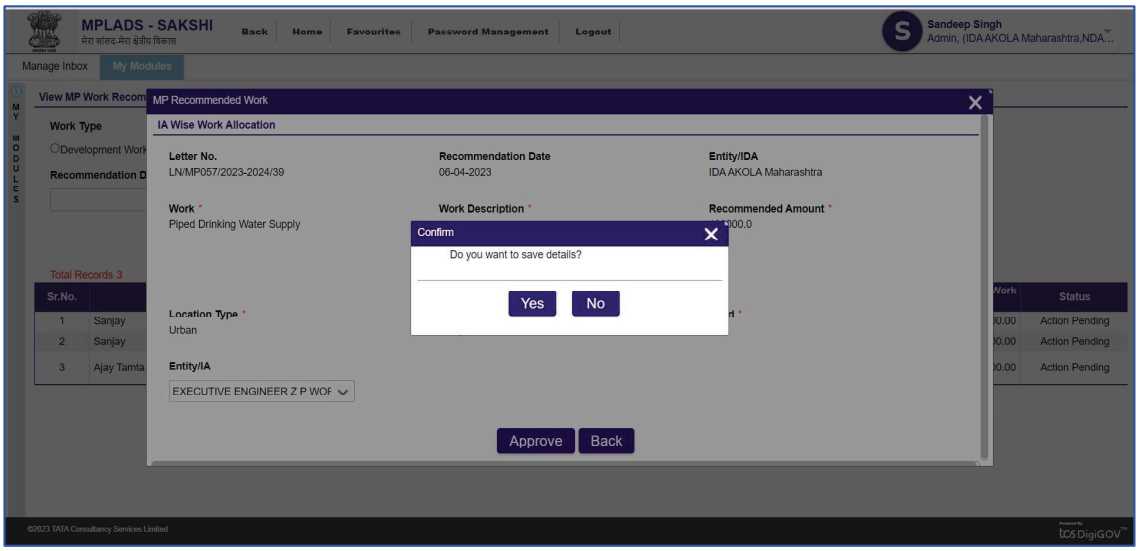


Screen 281: MP Recommend Work Popup

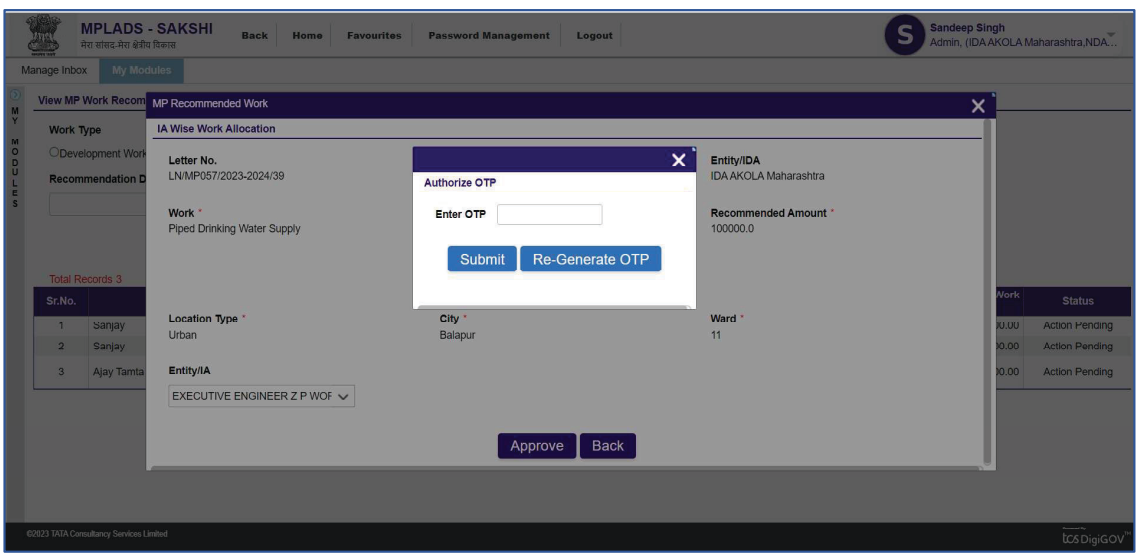


Screen 282: MP Recommend Work Popup

5. After clicking on the submit button, a confirmation Alert box 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)



Screen 283: MP Recommend Work Popup



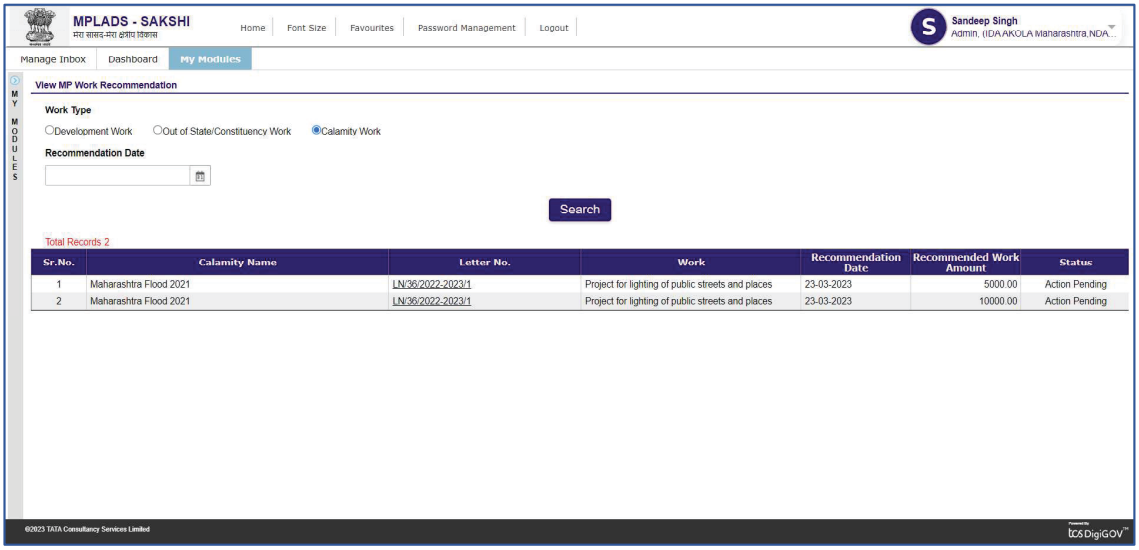
Screen 284: MP Recommend Work Popup

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

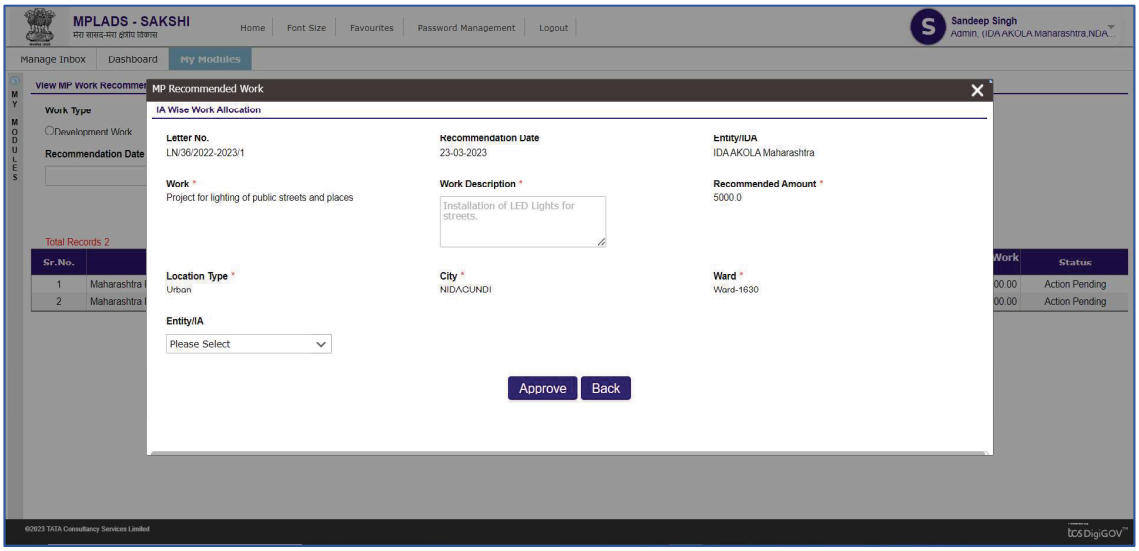
1. Once the IDA user clicks on Manage **MP Work Recommendation (IDA)** tile, all the MP work recommendations (Rejected, approved, pending) will be shown as below:

   Select the Work Type as Calamity Work



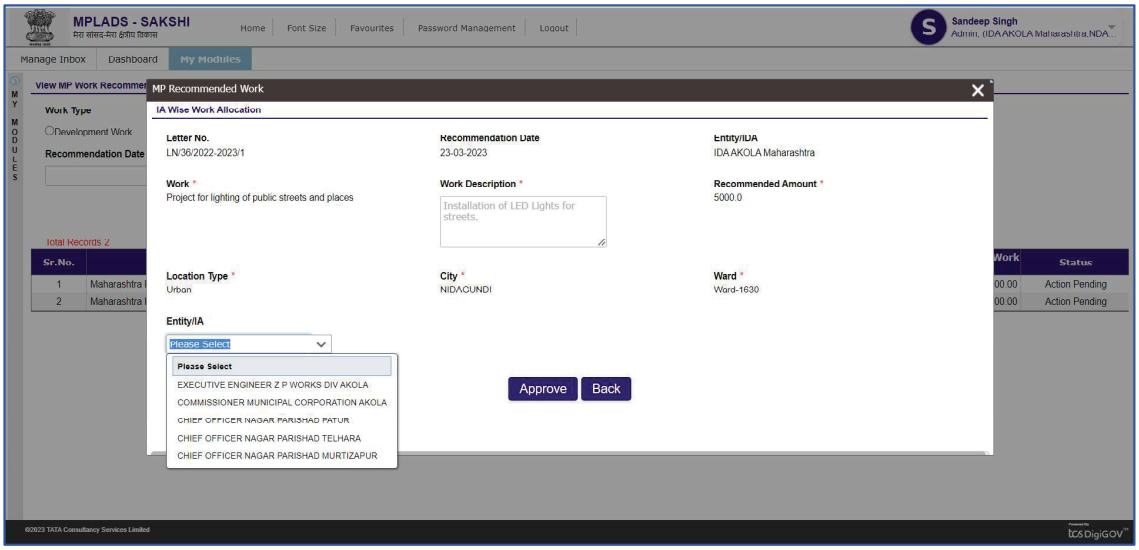
Screen 285: Manage MP Work Recommendation Page (Calamity Work)

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

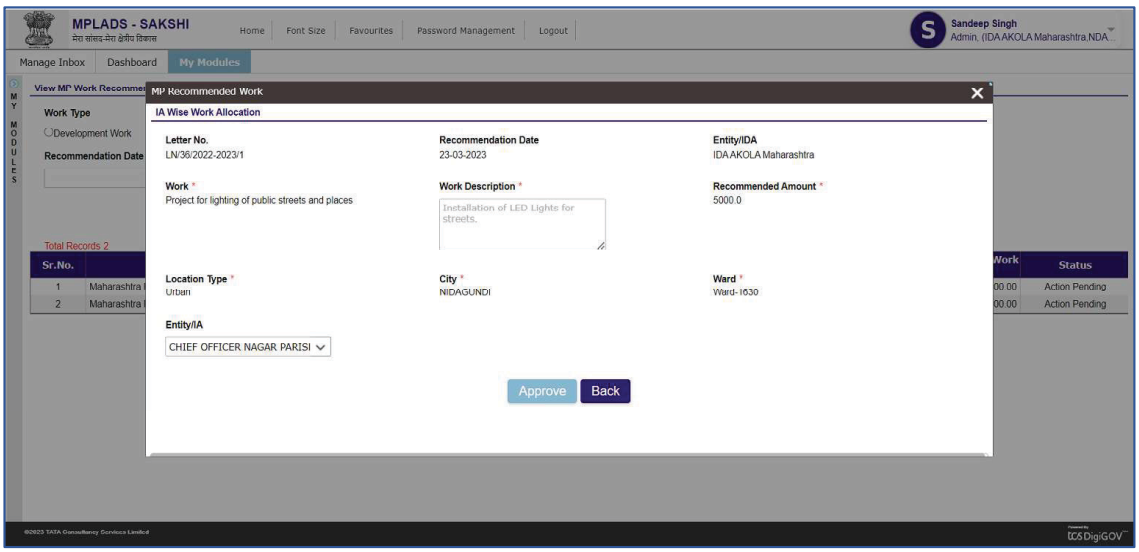


Screen 286 : Manage MP Work Recommendation Page

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

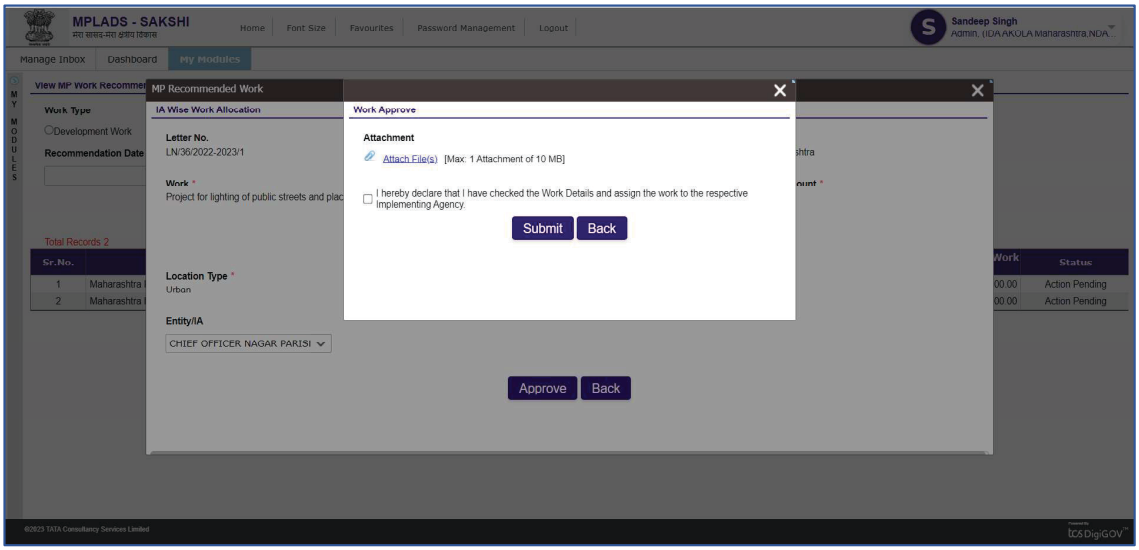


Screen 287: MP Recommend Work Pop-up box (Entity/IA)

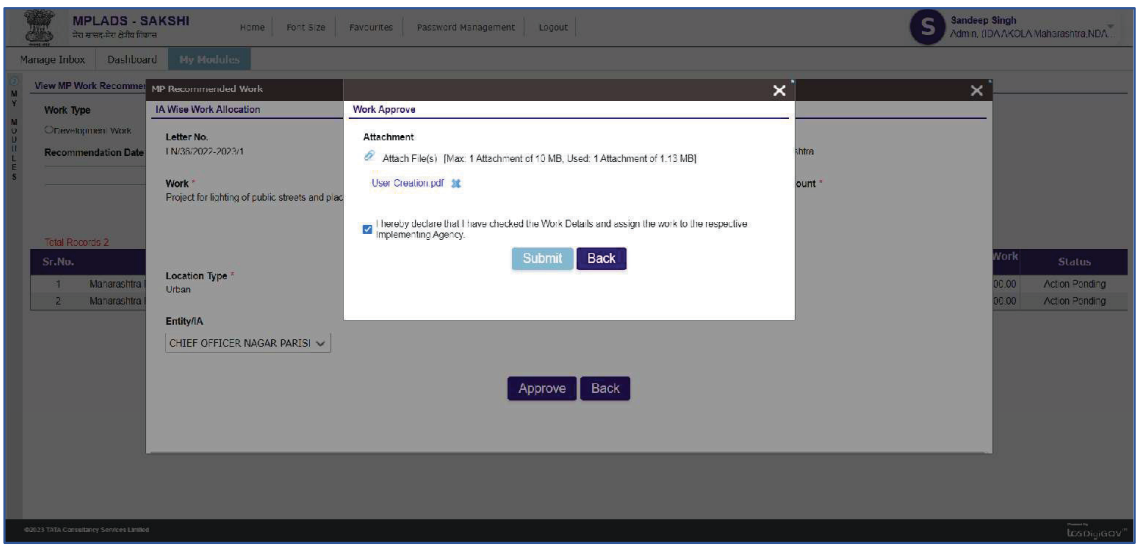


Screen 288: Manage MP Work Recommendation Page

4. 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 289: MP Recommend Work Popup



Screen 290: MP Recommend Work Popup

5. After clicking on the submit button, a confirmation Alert box 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)

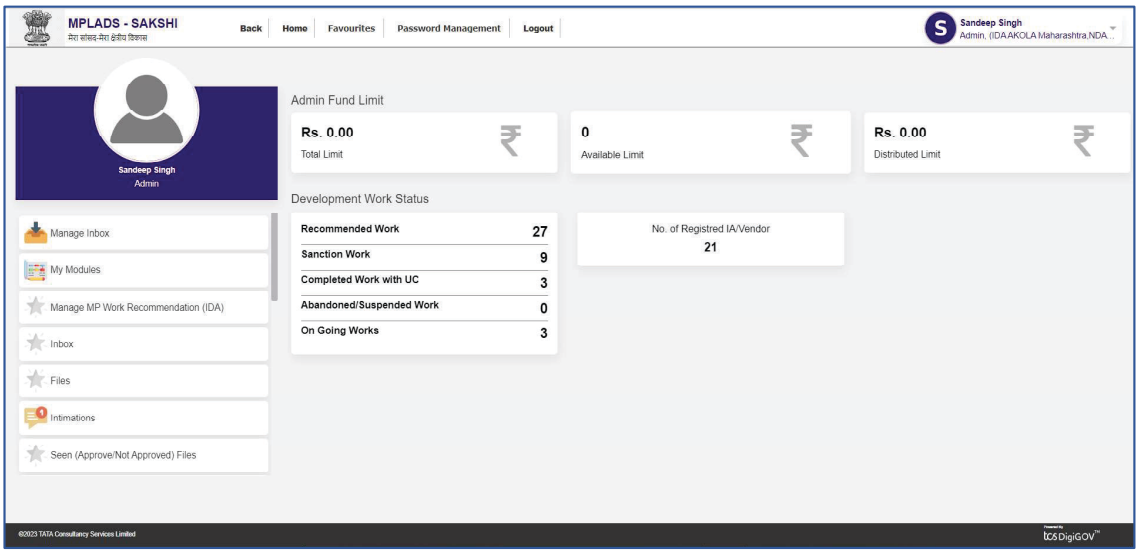
6. Once the user enters the OTP, the letter number will appear in the MP work recommendations page With Status as Approved.

4. Fund Enhancement

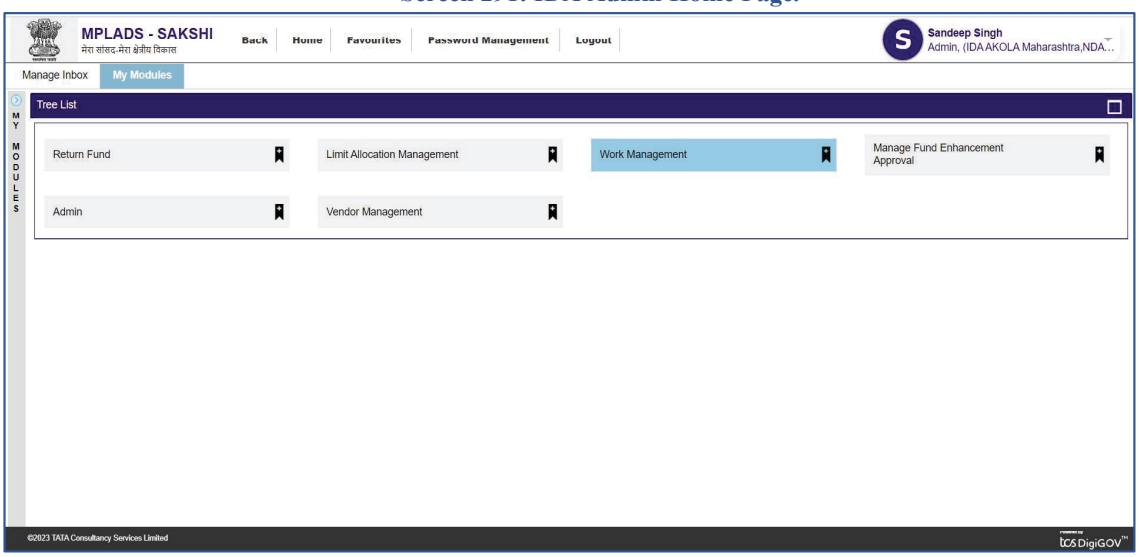
The IDA can request for Additional funds for any work recommended by the Hon'ble MP.

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.

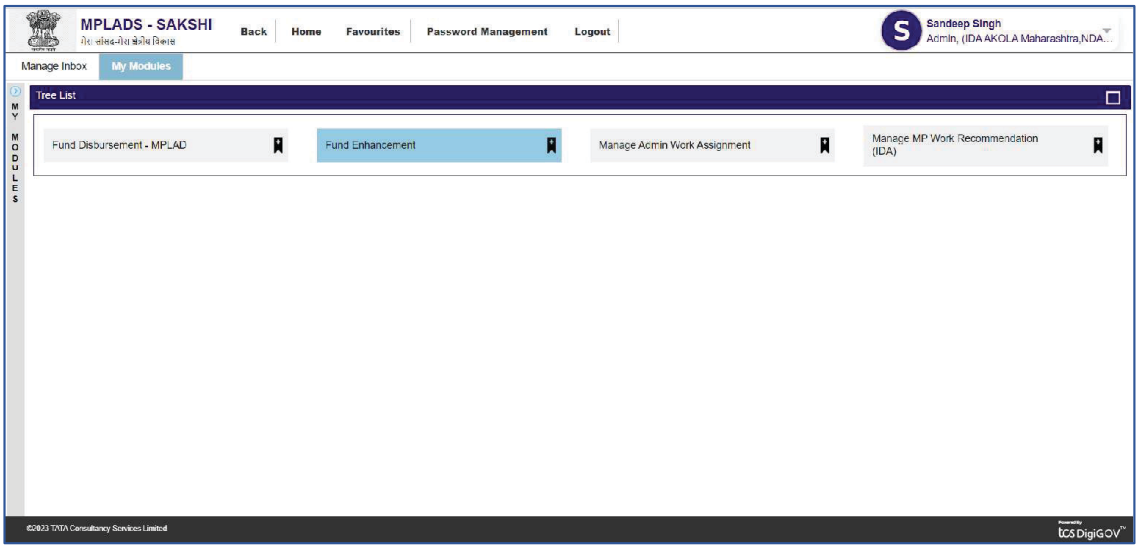
Navigate to the following path to access the **Manage MP Work Recommendation**:
Node Path: Home → My Modules → Work Management → **Fund Enhancement**



Screen 291: IDA Admin Home Page.

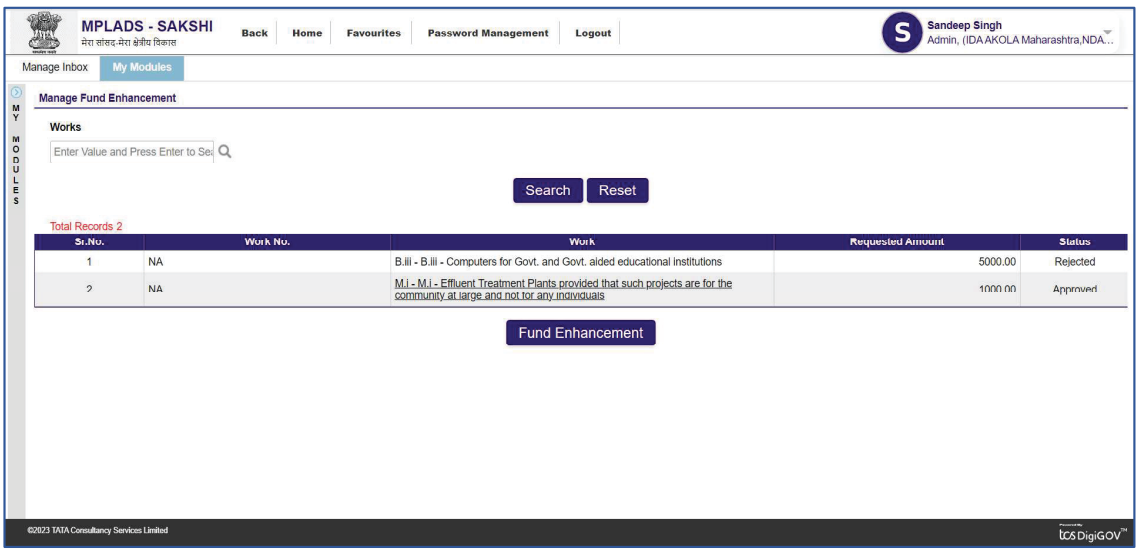


Screen 292: My Modules Page (Work Management)



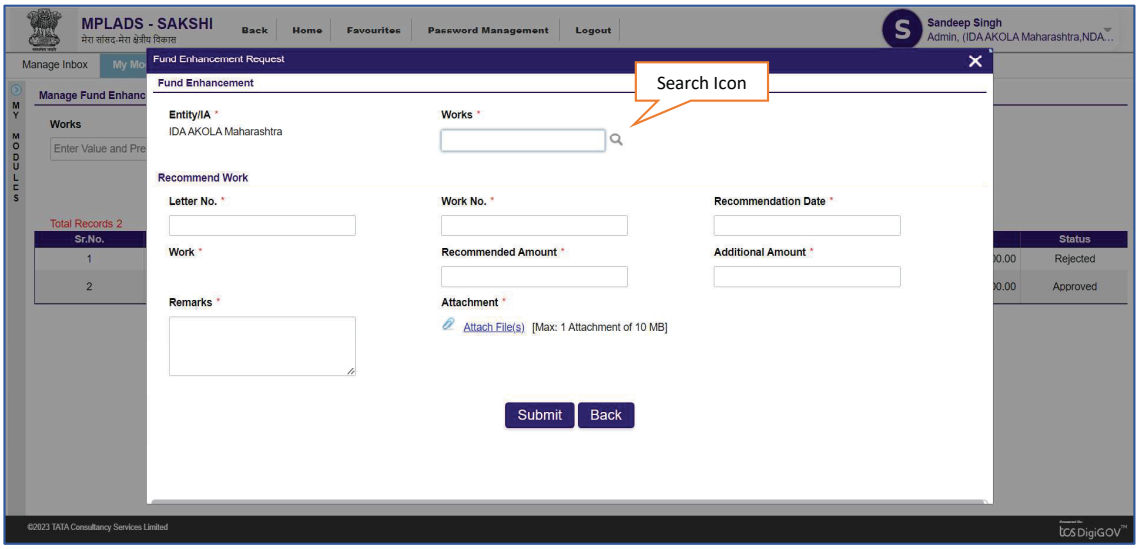
Screen 293: Work Management Page (Fund Enhancement)

1. Once the IDA user clicks on Manage **Fund Enhancement** tile,
   The following screen appears.
   This page displays a list of Fund Enhancement requests with their Status (approved/Rejected)



Screen 294: Fund Enhancement Page

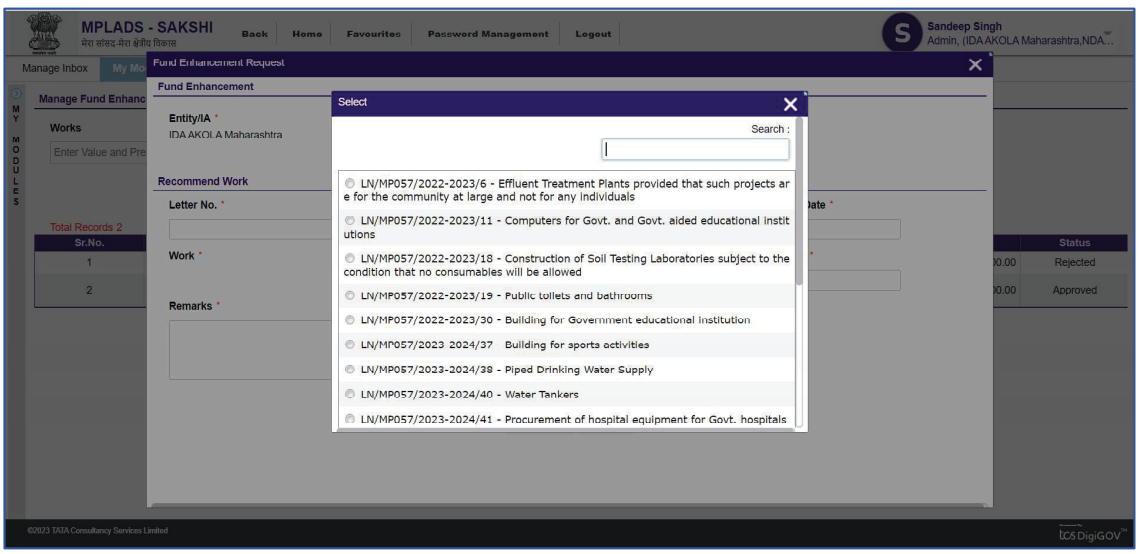
2. To Raise a new Fund Enhancement request for any project or Work / Activity,
   The IDA user has to click on the **Fund Enhancement** Button.
   When the user clicks on the Fund Enhancement Button, the following screen appears.



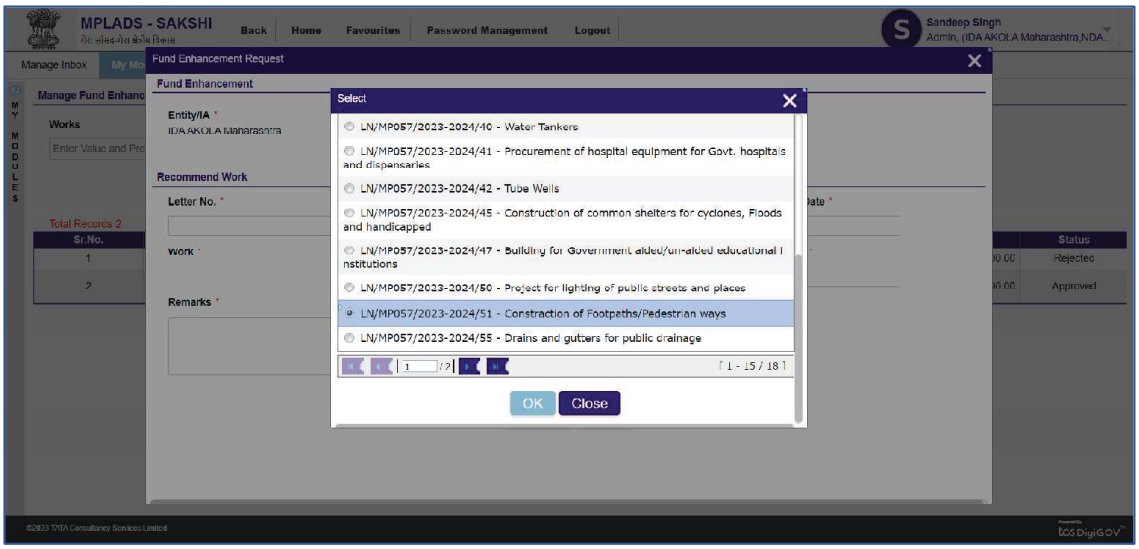
Screen 295: Fund Enhancement New Request

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

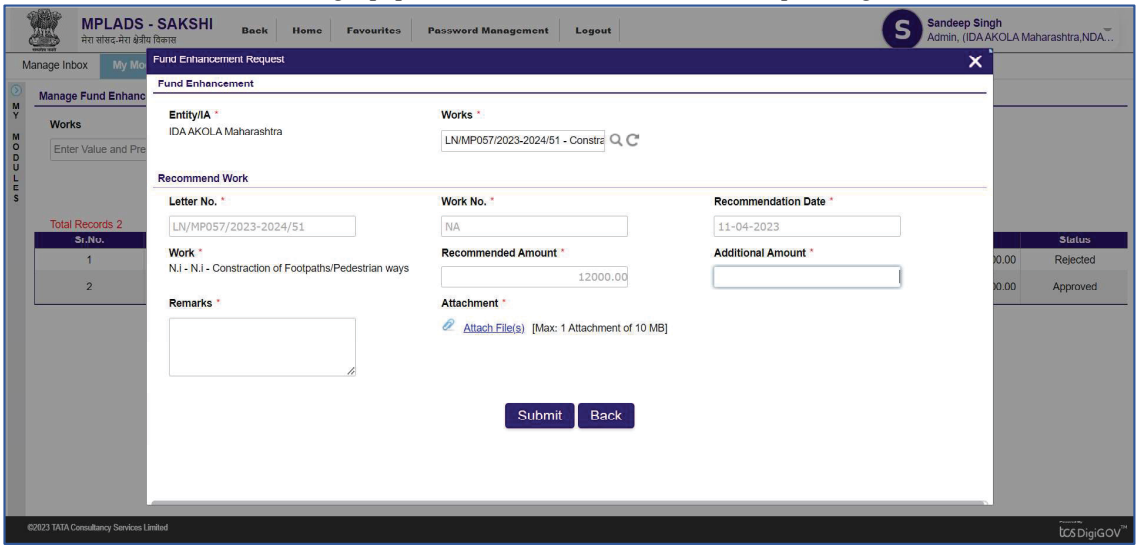


Screen 296: Fund Enhancement (Work selection)



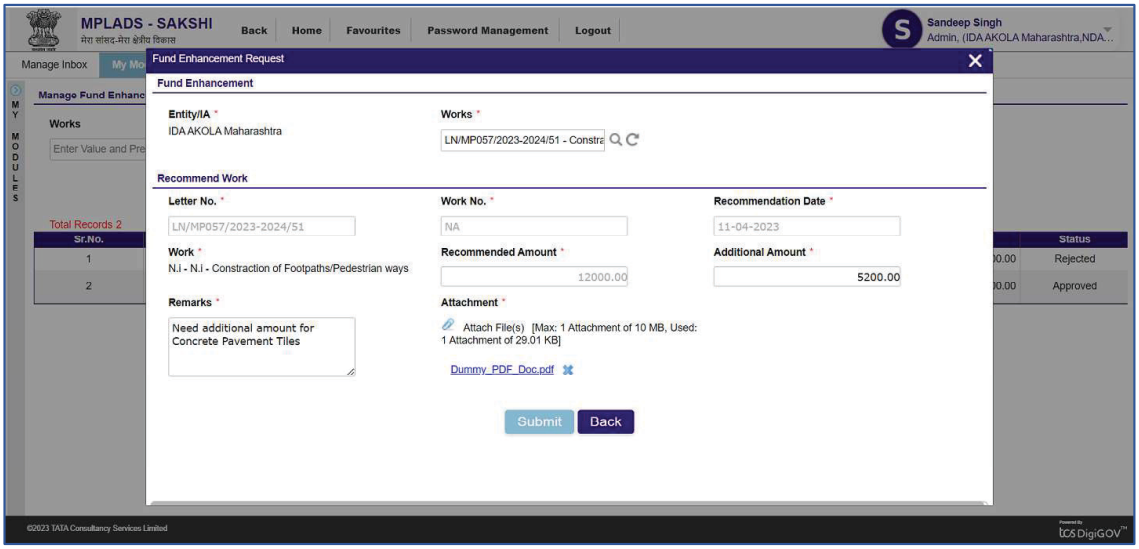
Screen 297: Fund Enhancement (Work selection)

5. Once the use clicks on OK,
   The details of the work get populated in the Fund Enhancement Request Page/window.



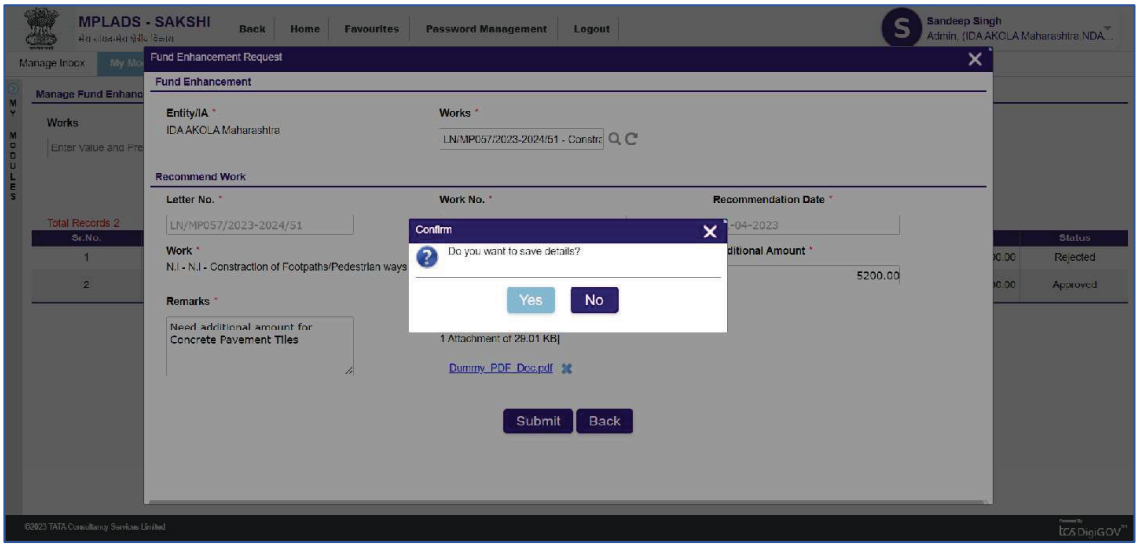
Screen 298: Fund Enhancement New Request

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.

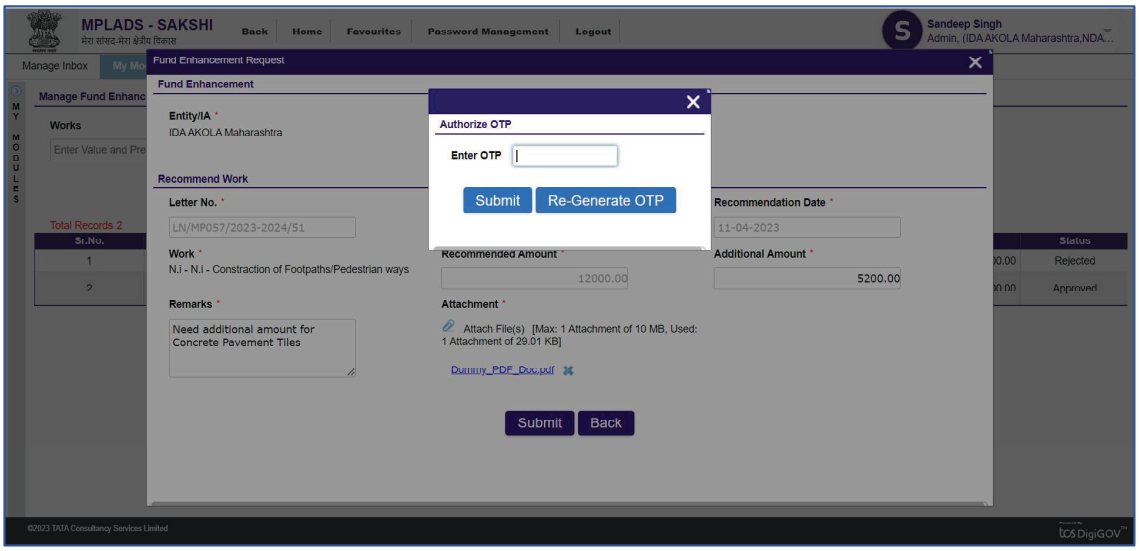


Screen 298: Fund Enhancement New Request

7. After clicking on the submit button, a confirmation Alert box 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)



Screen 299: Fund Enhancement New Request



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

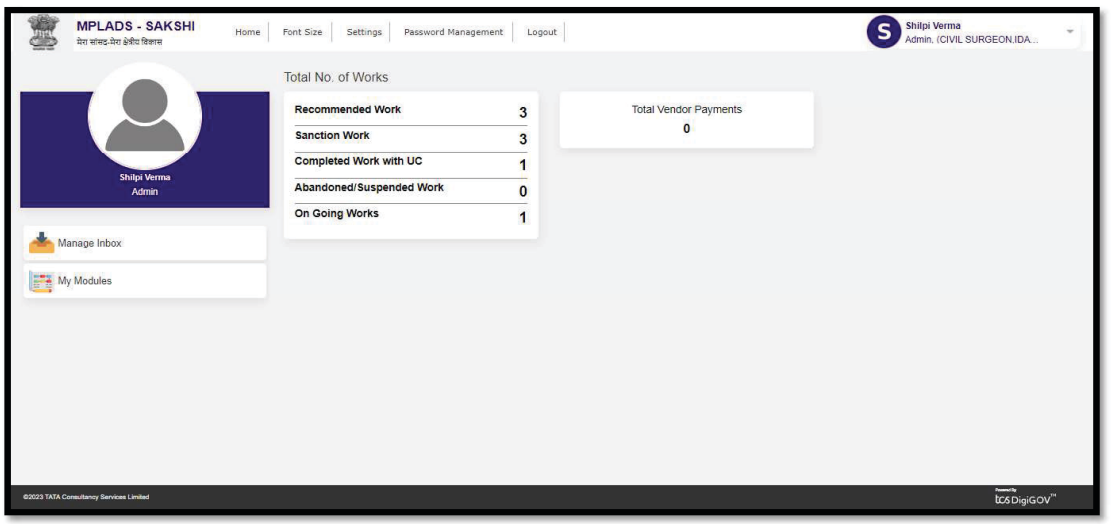
IA

1. Work Management:

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

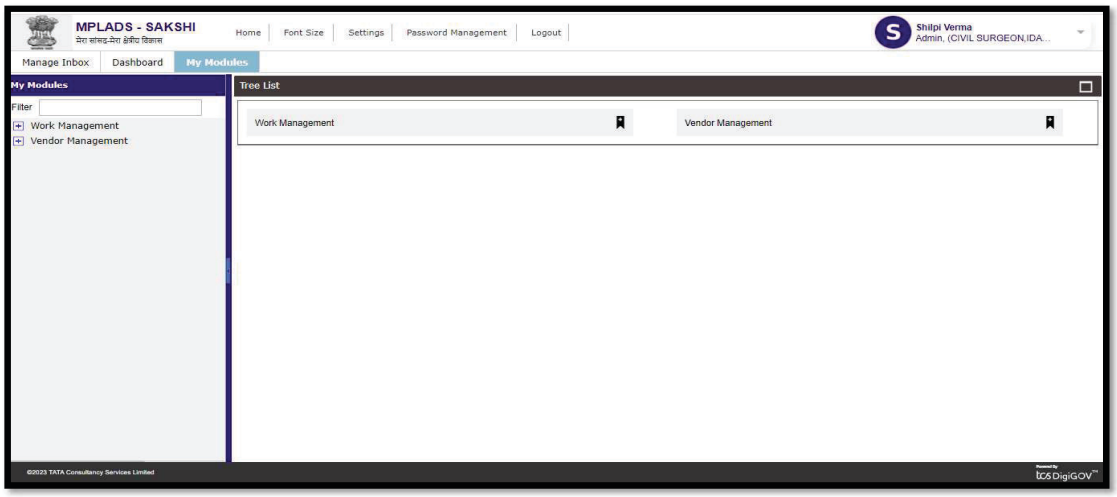
Node: Homepage → My Modules → Work Management.

1. Click on My Modules.

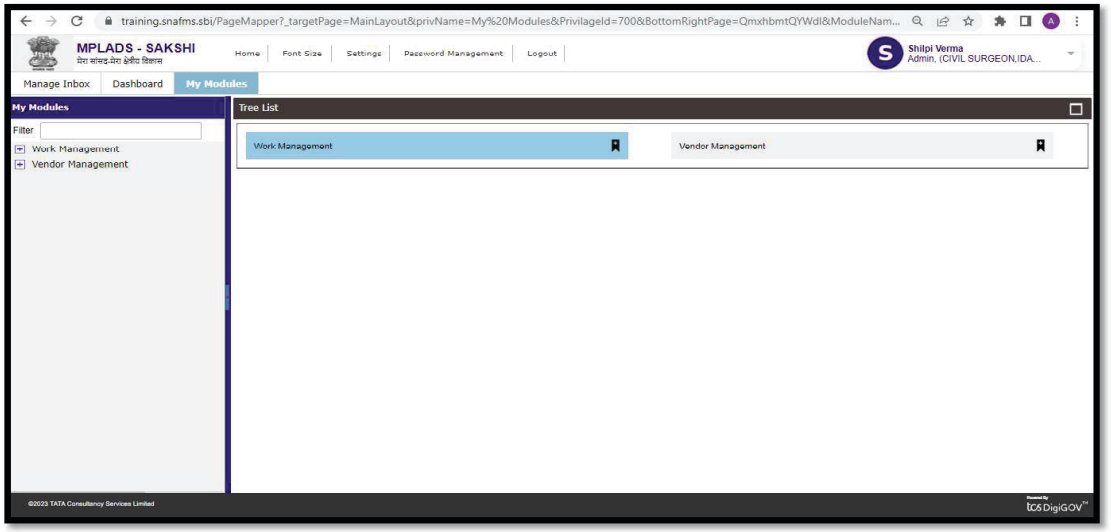


Screen 301: Homepage

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



Screen 302: Work Management Page.

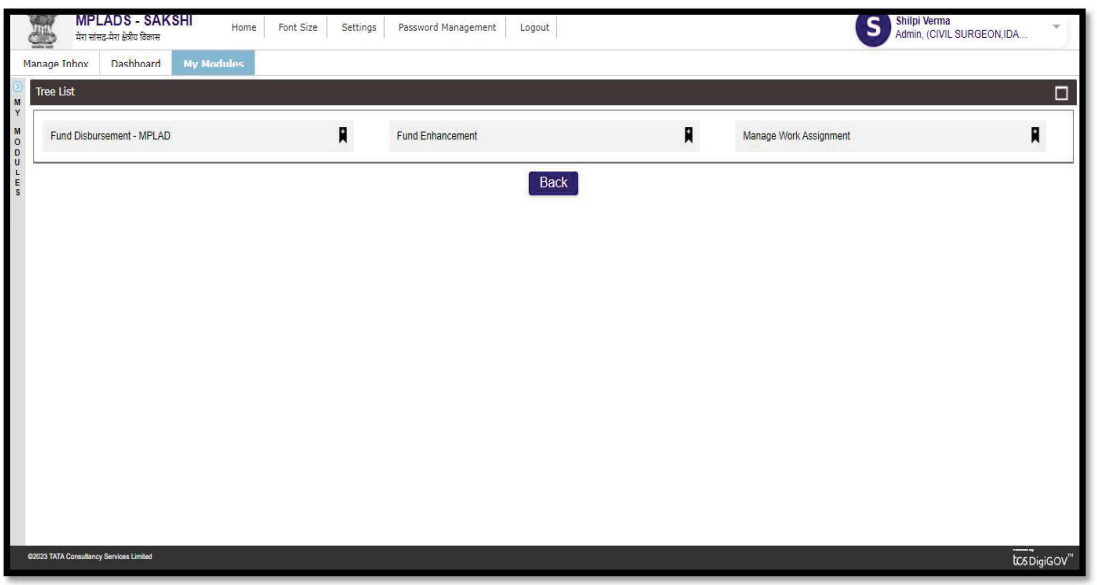


Screen 303: Work Management Page.

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

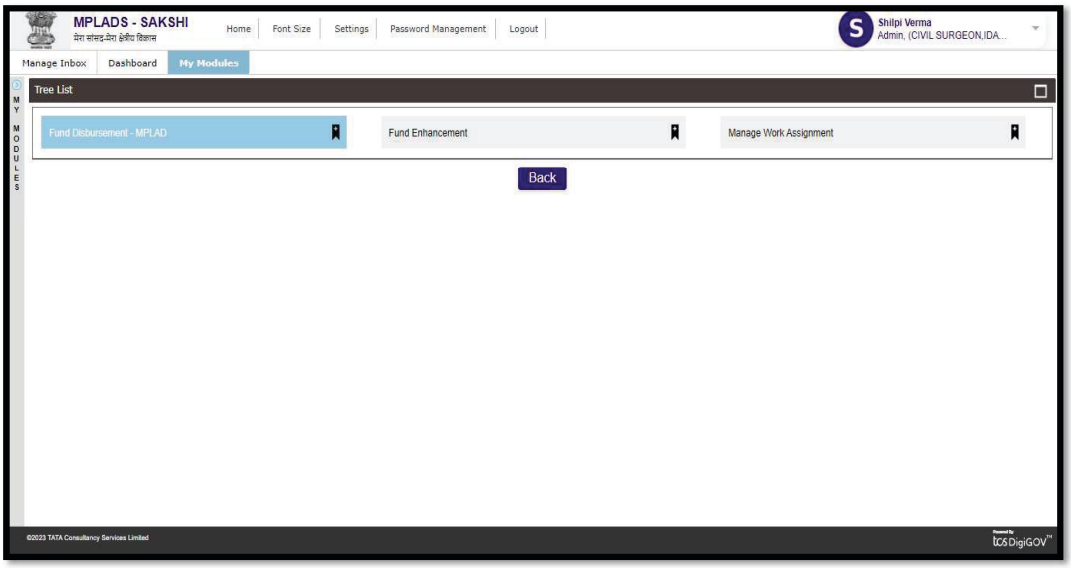
1. Fund Disbursement- MPLADS

MY MODULES→ WORK MANAGEMENT→ FUND DISBURSEMENT-MPLADS

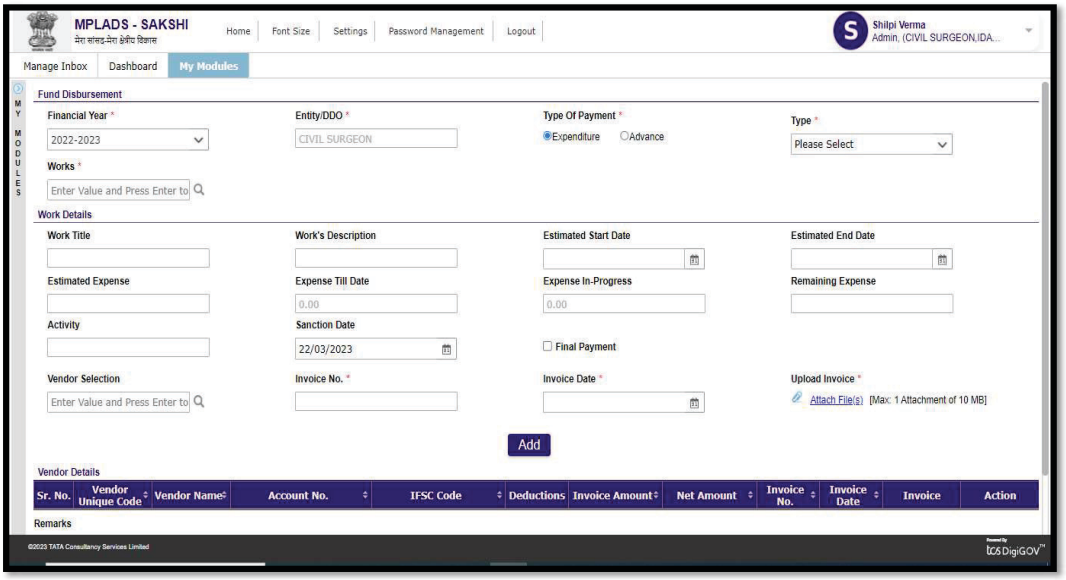


Screen 304: Options on Work Management.

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

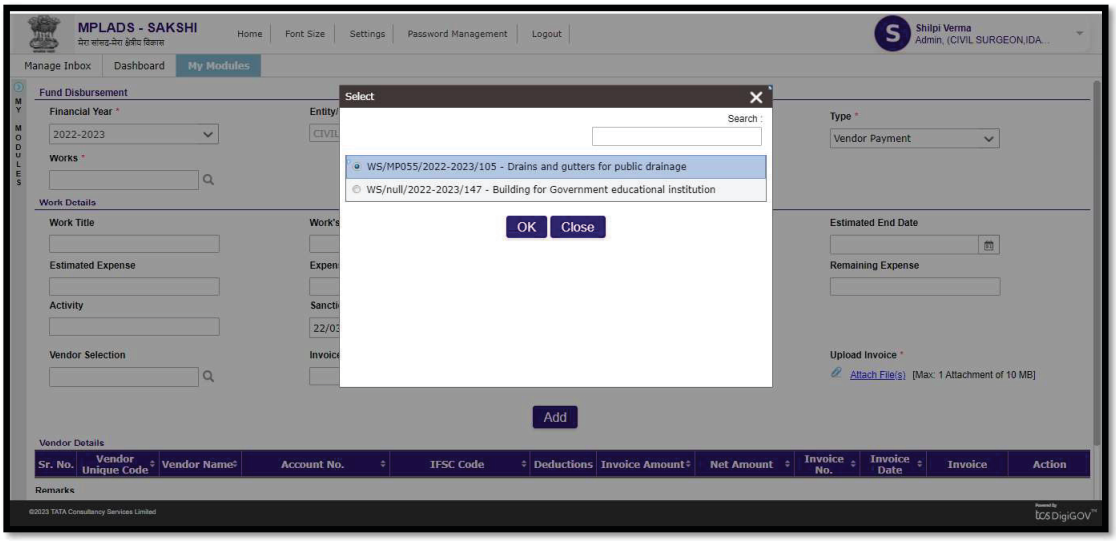


Screen 305: Fund Disbursement.



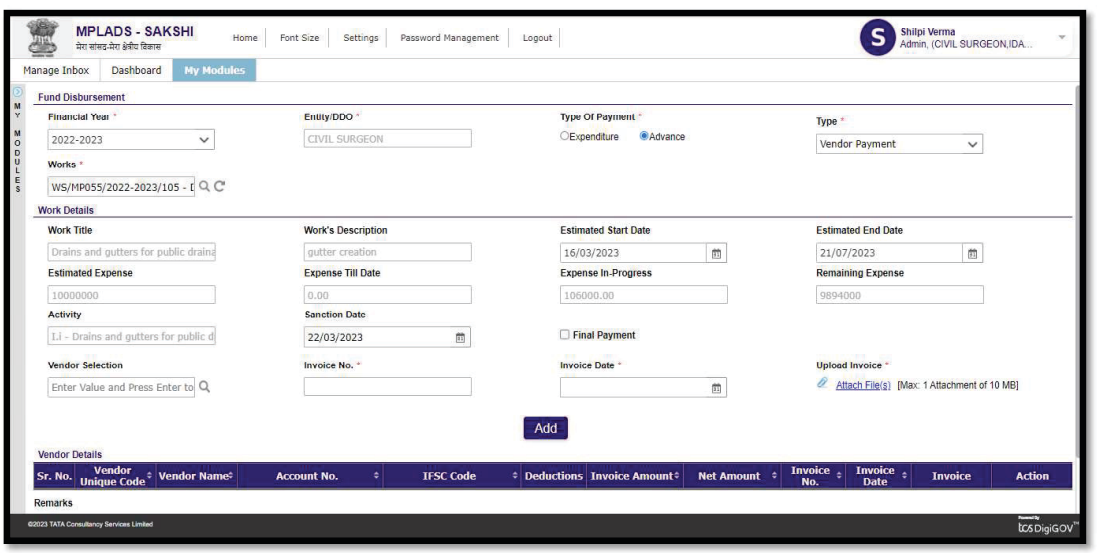
Screen 306: Fund Disbursement.

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.

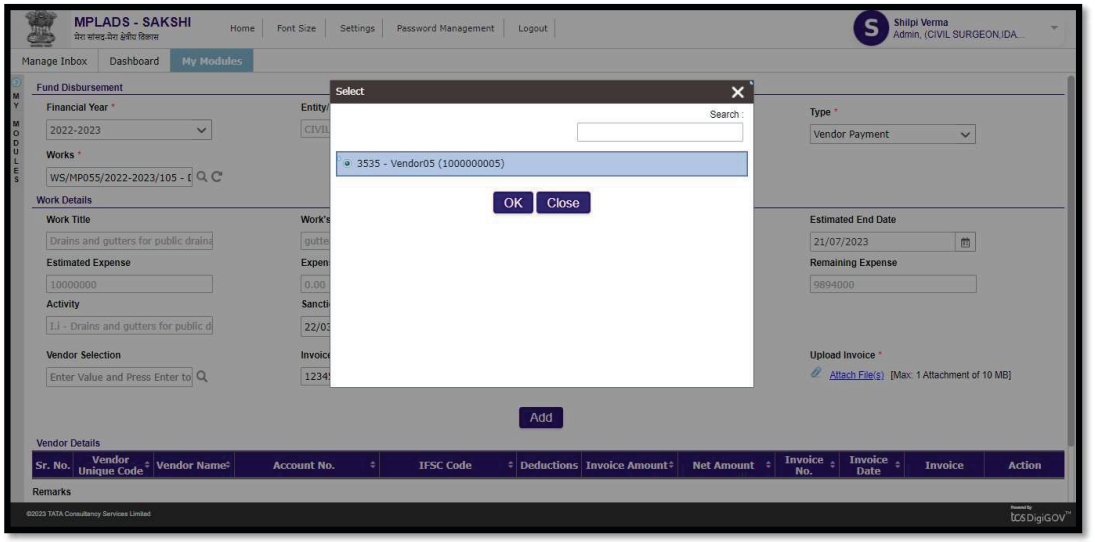


Screen 307: Fund Disbursement

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

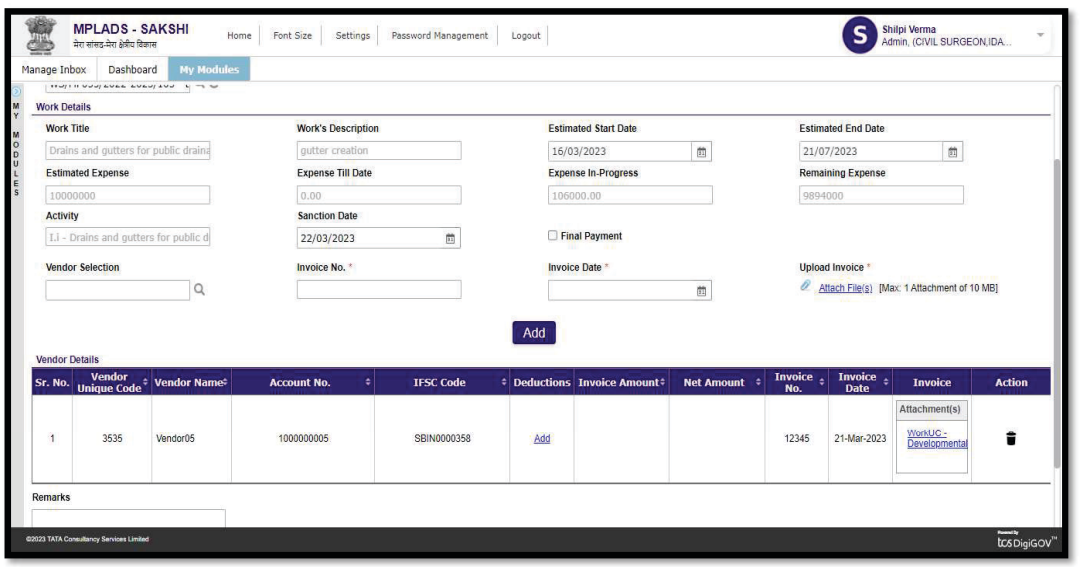


Screen 308: Fund Disbursement.



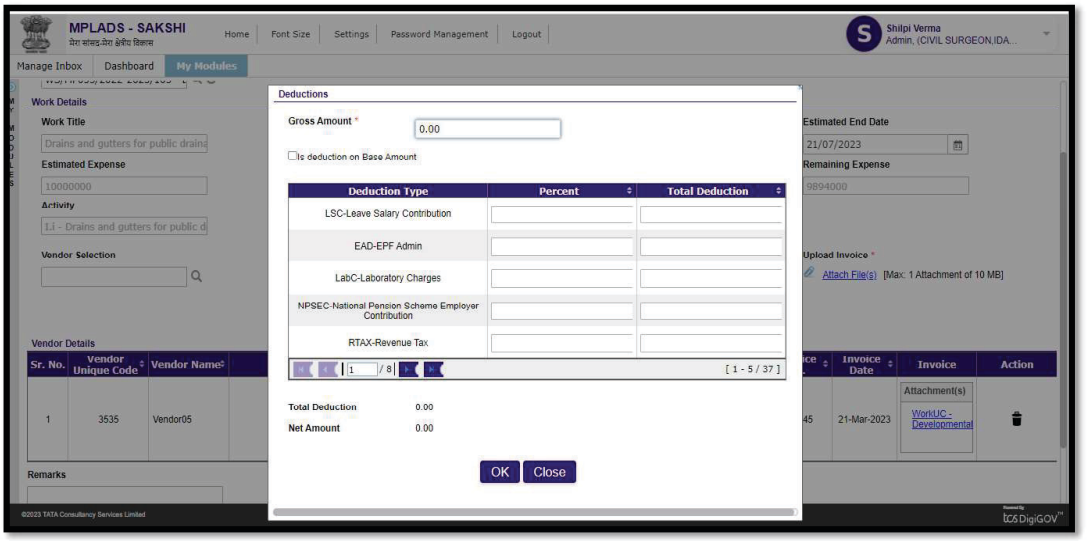
Screen 309: Fund Disbursement vendor selection.

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.



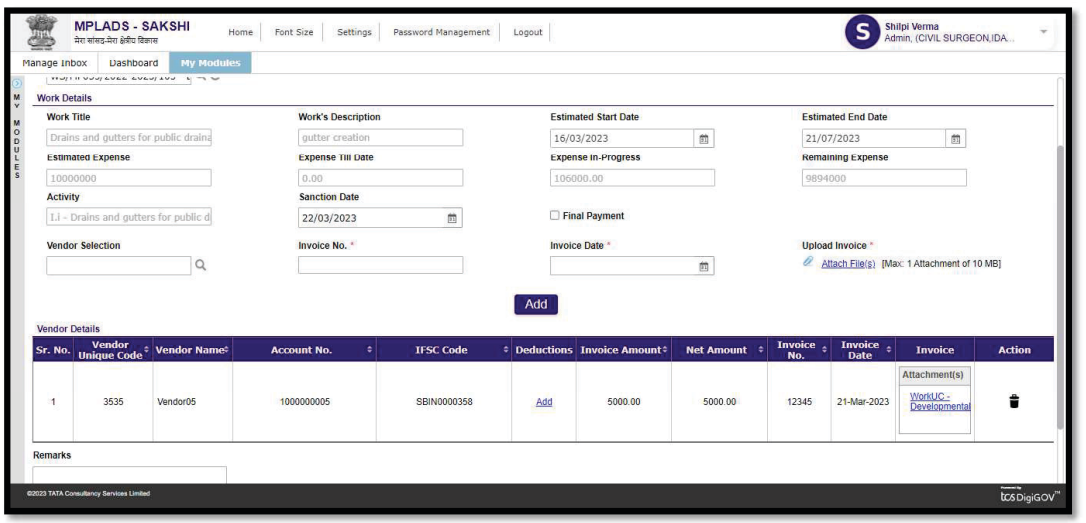
Screen 310: Fund Disbursement vendor selection

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.



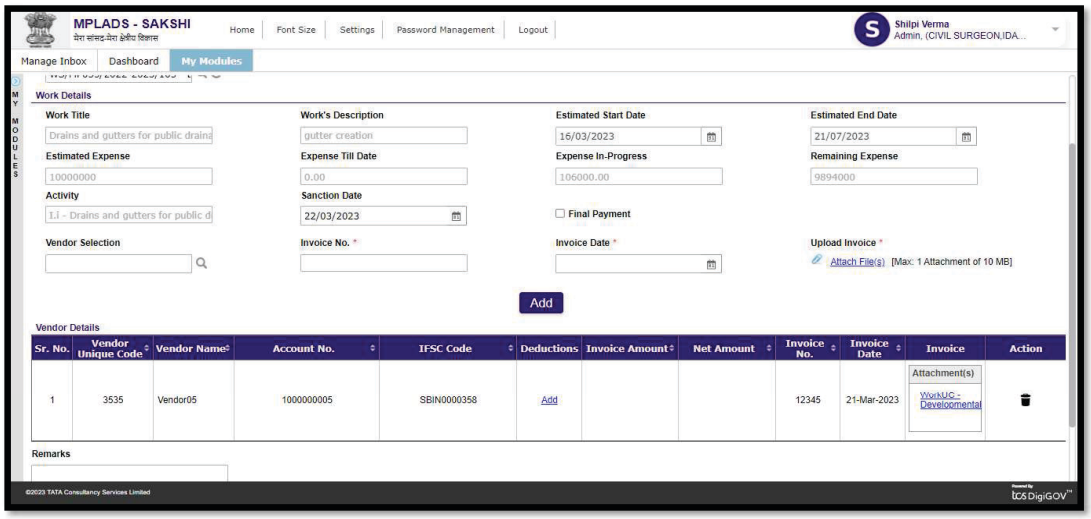
Screen 311: Fund Disbursement deductions

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.



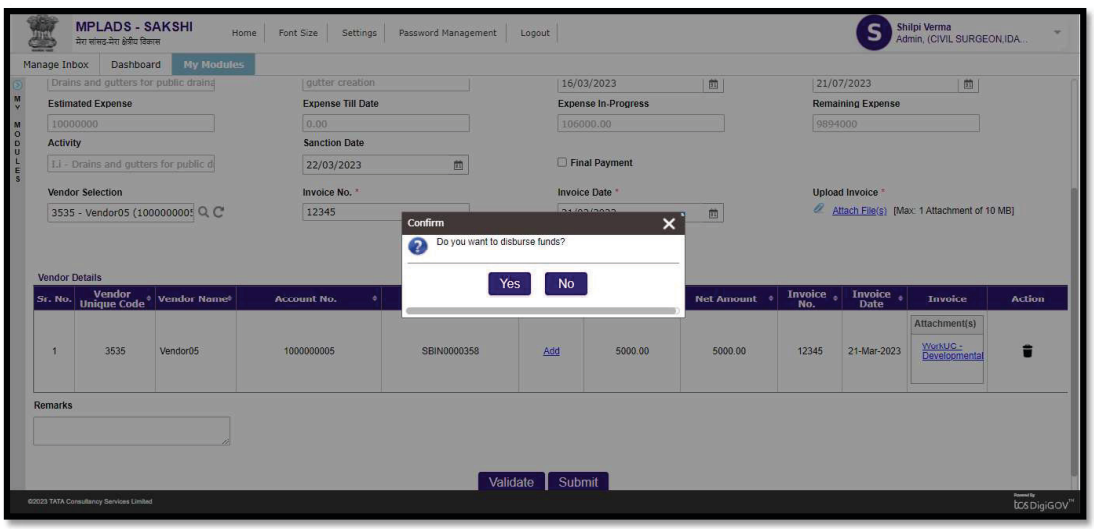
Screen 312: Fund Disbursement

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.



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.

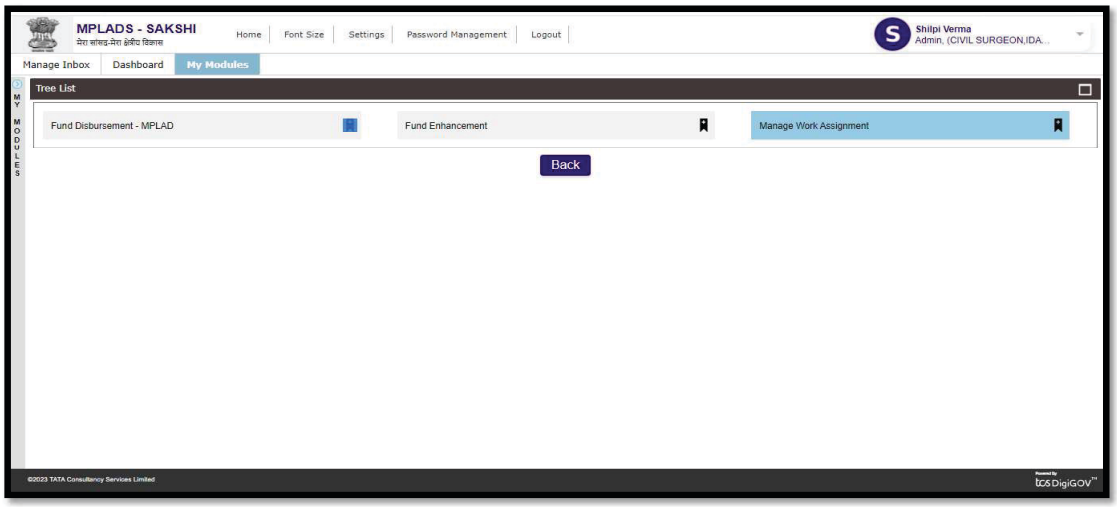


Screen 314: Fund Disbursement.

1. Manage Work Assignment:

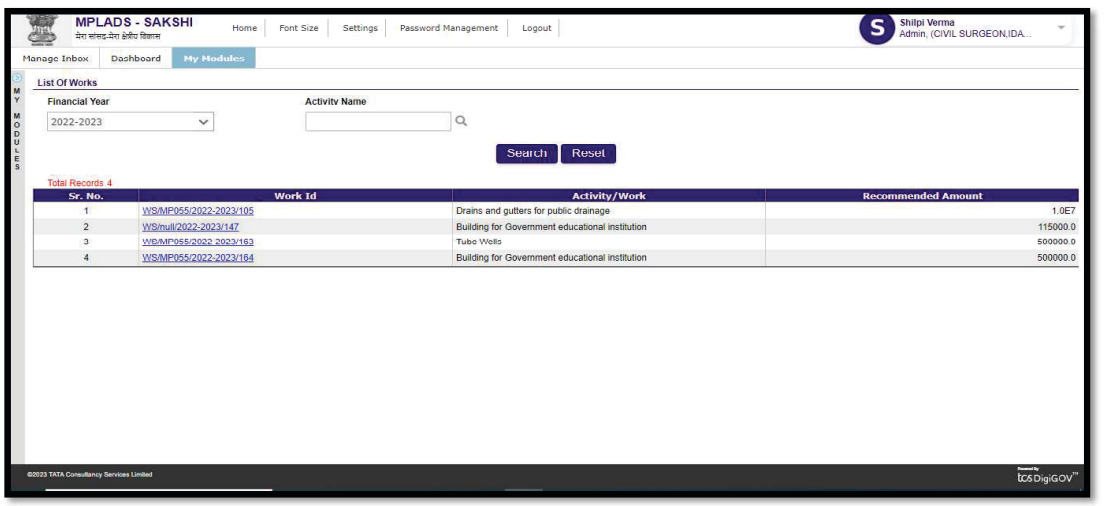
1. Once the Fund disbursement part is completed. Now users will have to click on the Manage Work Assignment option.

MY MODULES→ WORK MANAGEMENT→ MANAGE WORK ASSIGNMENT.



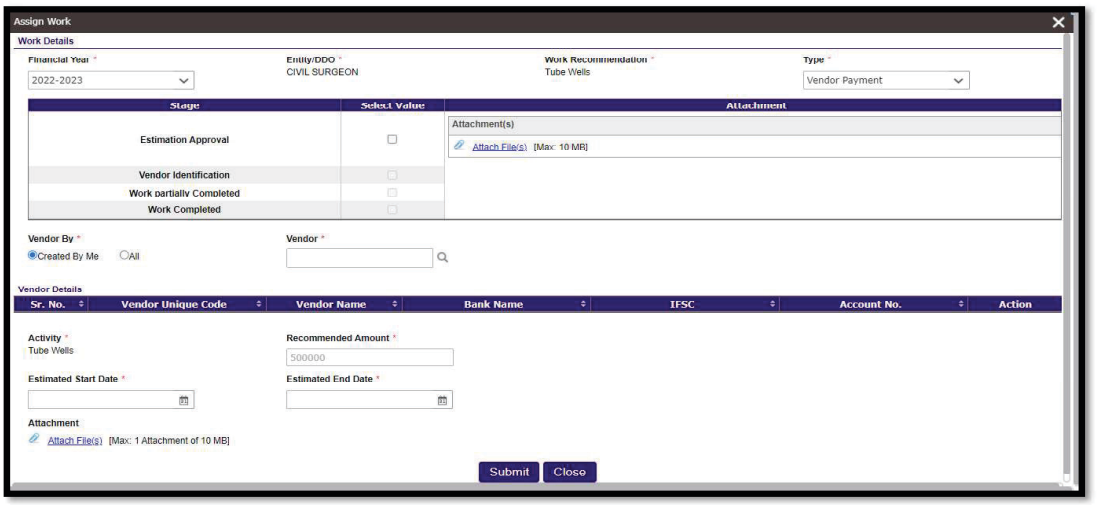
Screen 315: Manage Work Assignment

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.



Screen 316: Manage Work Assignment

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.

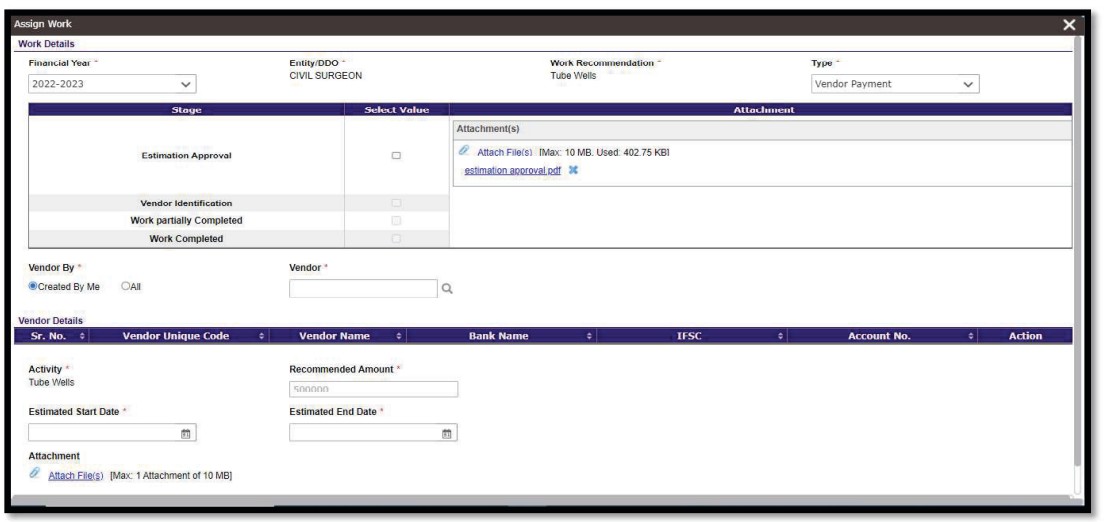


Screen 317: Work Details.

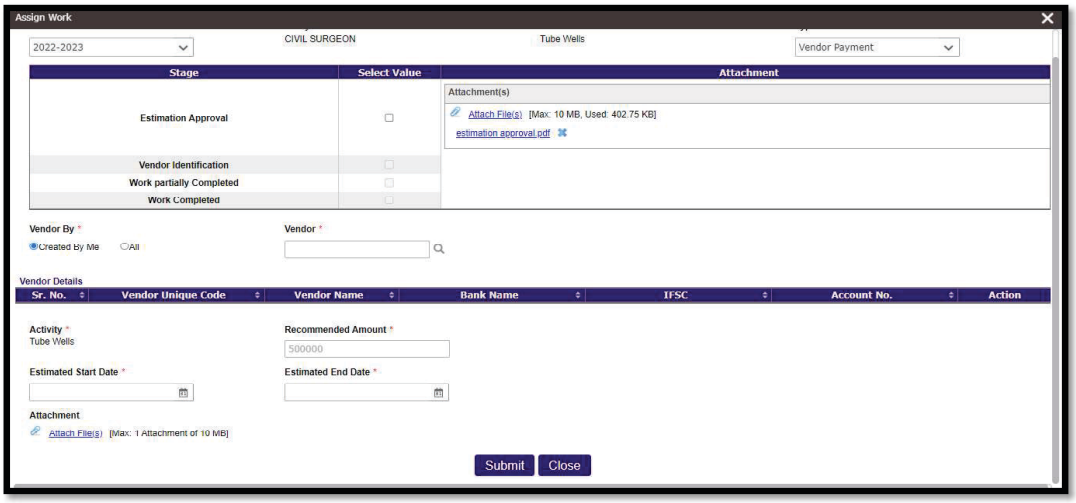
4. Now the user will select the type of payment. In these Stages are also provided. So, the user will have to provide details in each stage.

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.

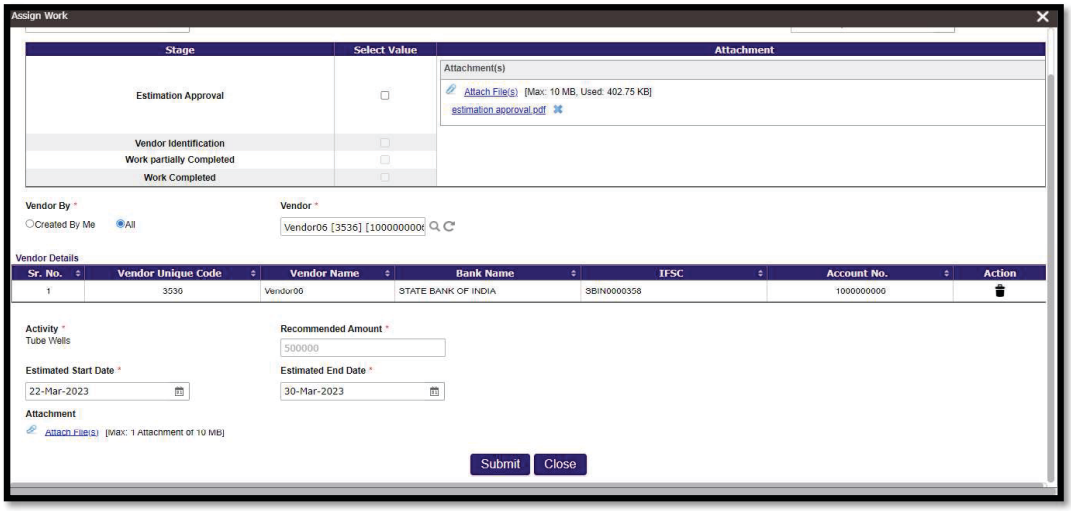


Screen 318: Work Details

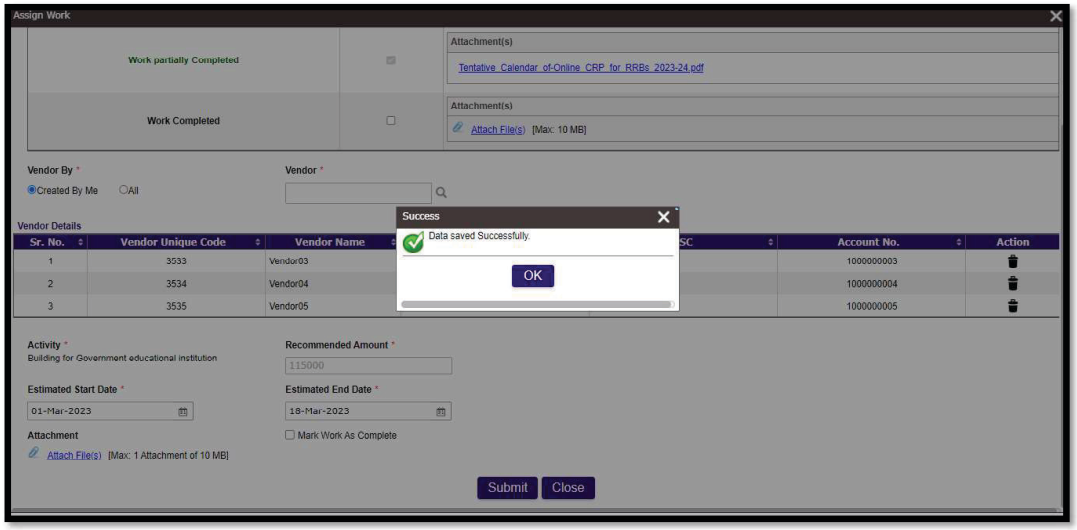


Screen 319: Work Details.

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.



Screen 320: Work Details

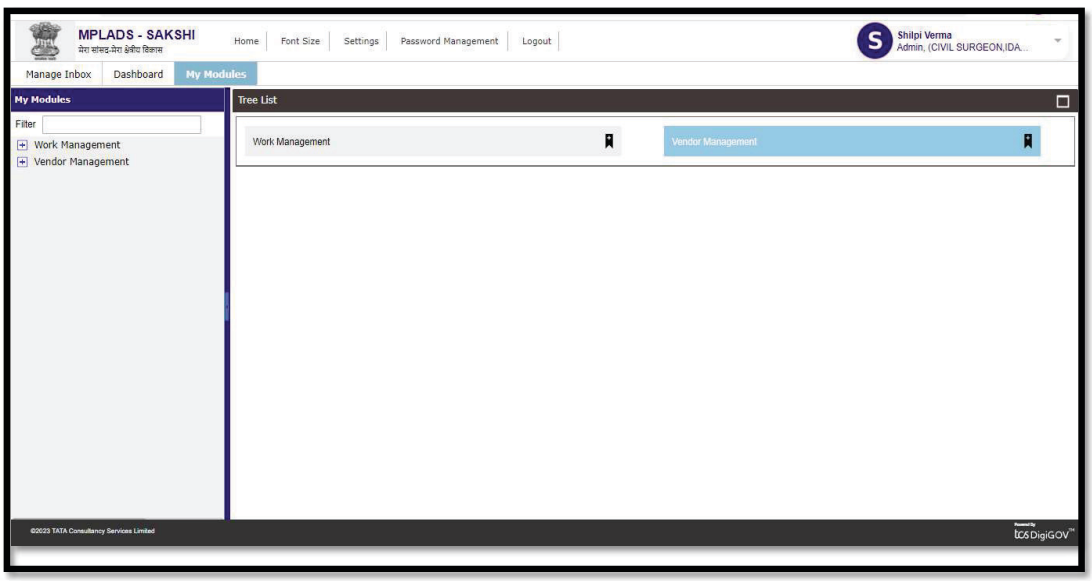


Screen 321: Work Details.

2. Vendor Management:

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

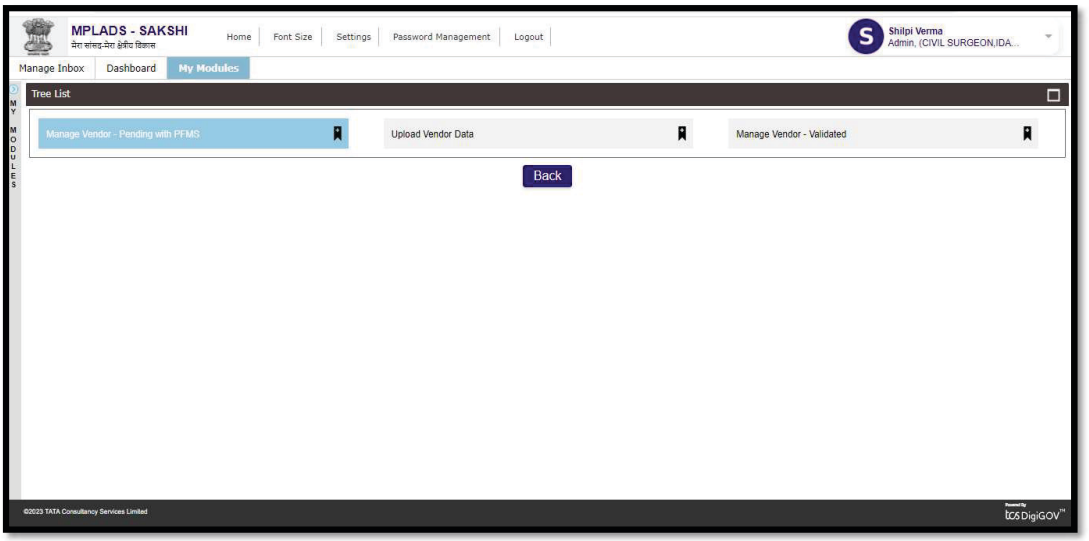
1. HOMEPAGE→ MY MODULES→ VENDOR MANAGEMENT



Screen 322: Vendor Management.

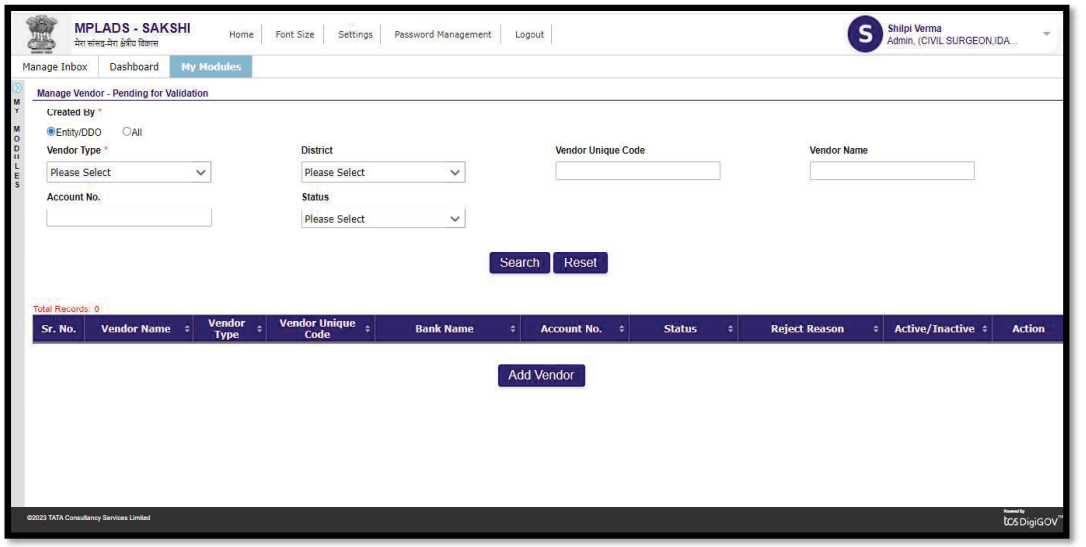
1. Manage Vendor- Pending with PFMS:

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



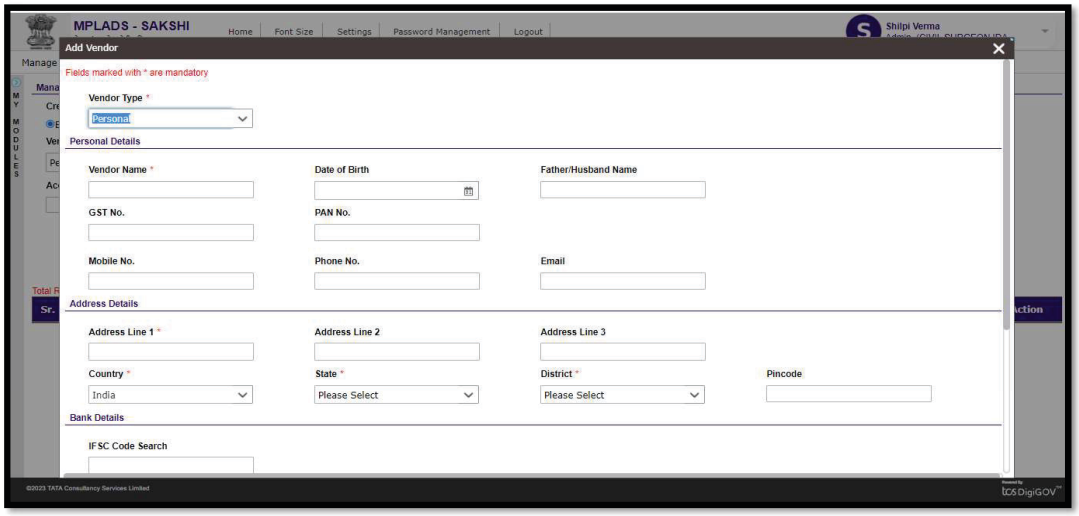
Screen 323: Vendor Management

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.



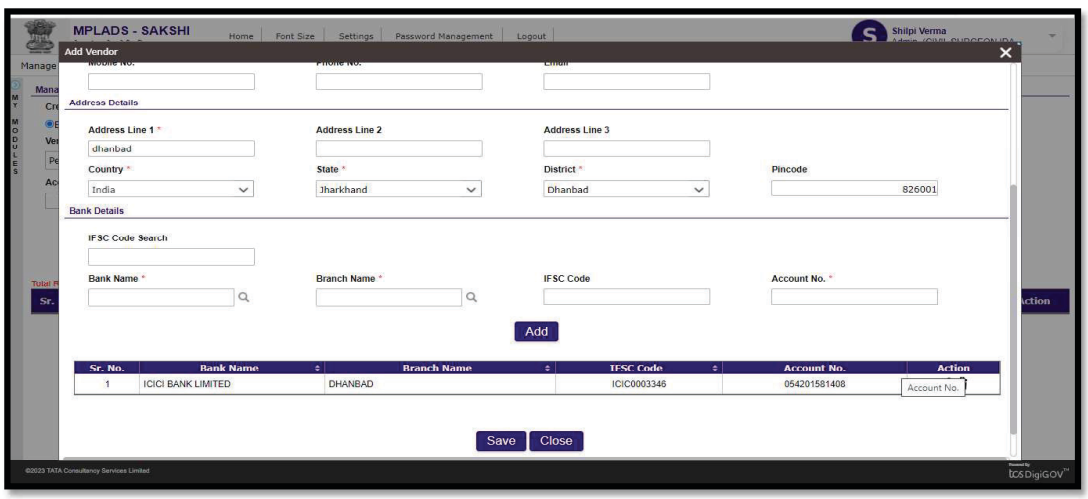
Screen 324: Add Vendor

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



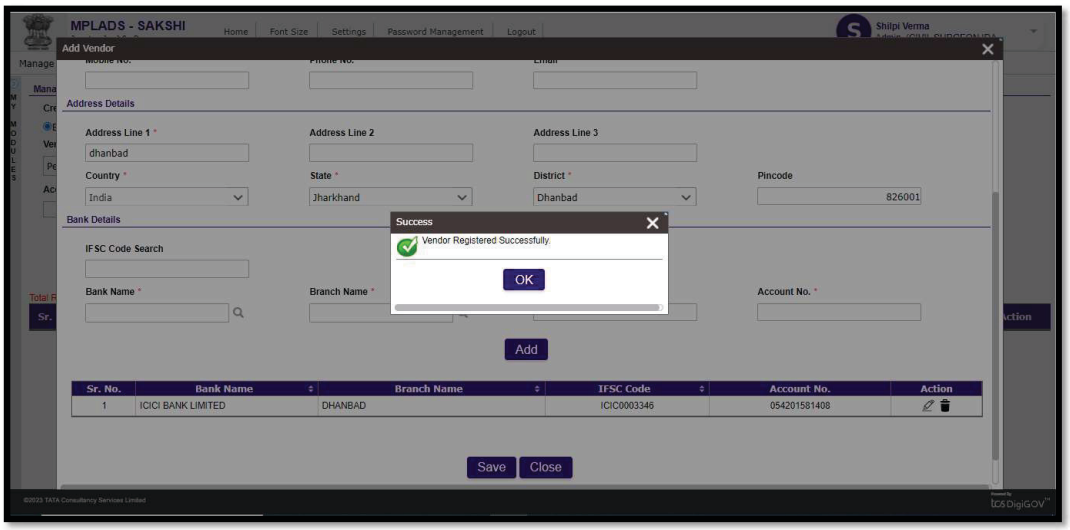
Screen 325: Vendor Type Selection.

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.



Screen 326: Vendor details

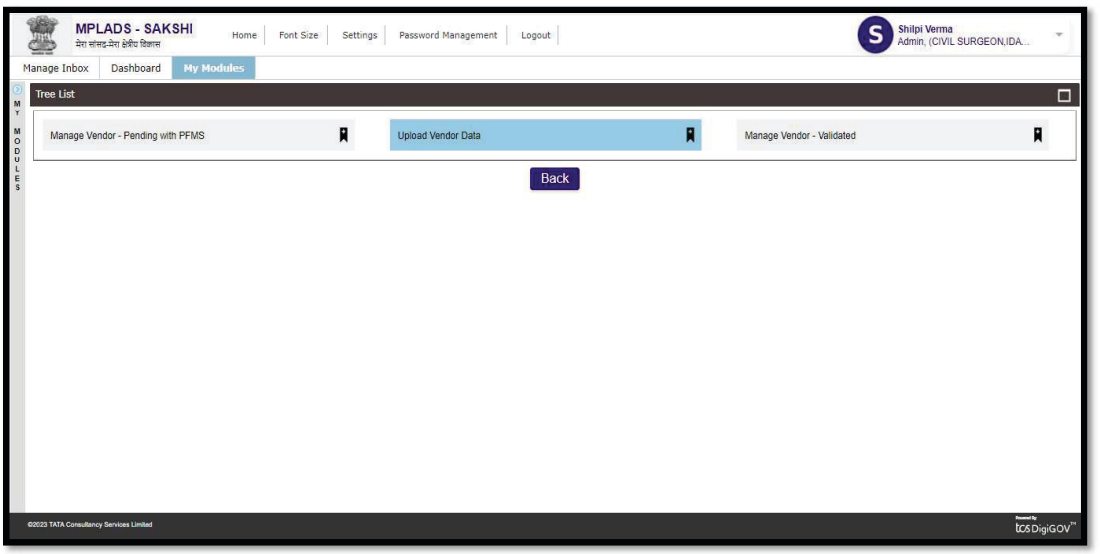
6. By clicking on the save button all the details will be saved successfully for further processing.



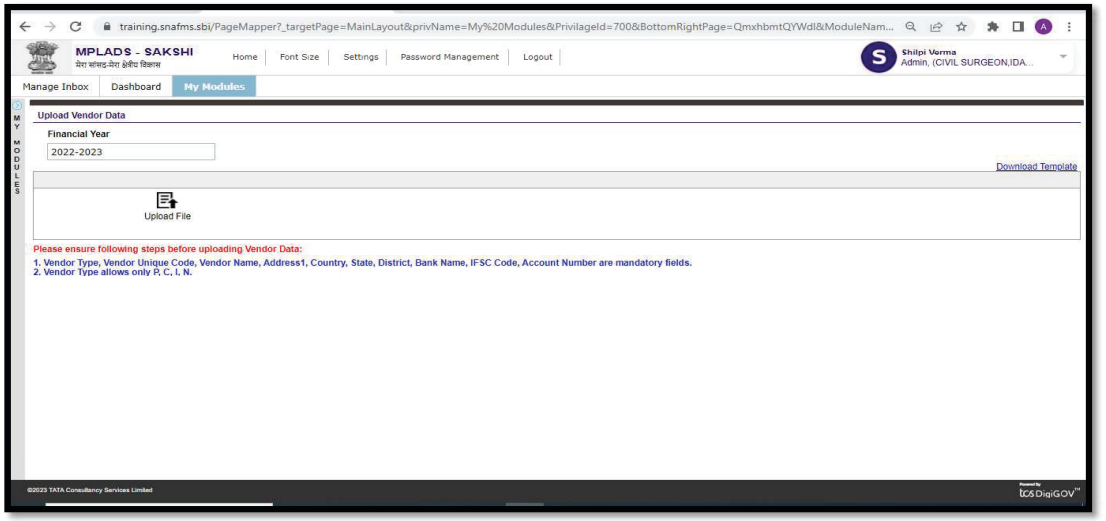
Screen 327: Vendor Details.

2. Upload Vendor Data:

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



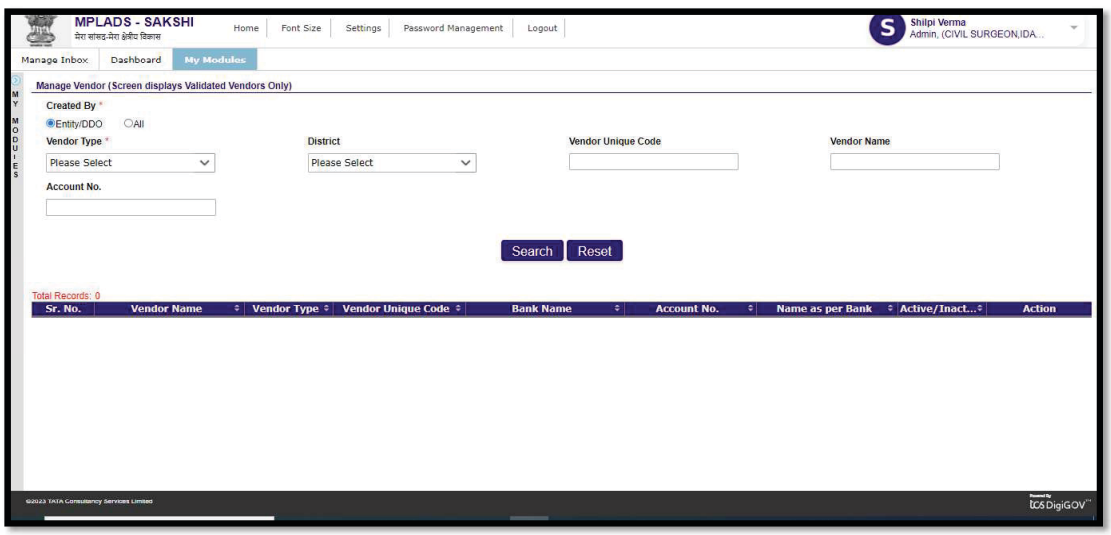
Screen 328: Upload Vendor Data



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.



Screen 330: Manage Vendor- Validate

----------End Document----------

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Government of India
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