



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

#### 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:	
2.3 Manage Out of State/Constituency:	
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:	
6. New Calamity Consent:	27
CNA	
1. CNA RETURN FUND APPROVAL/REJECTION:	
1.1 INBOX:	
1.2 OUTBOX:	
2. CNA Limit Allocation:	
2.1 CNA Limit Allocation:	35
2.2 MP Limit Allocation:	
3. CNA Calamity Configuration:	
4. CNA Admin	
4.1. ADMIN/EMPLOYEE CONFIGURATION:	46
4.1.1 Manage Admin/Employee	
1. Create New Users	
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	
3. Activate/Deactivate the Post	60
4.1.3 Employee Post Mapping	61
4.1.4 Data Migration	66
4.1.5 Manage Designation	
1. Create New Designation	69
2. Update the existing Designation	71
3. Activate/Deactivate the Designation	72
4.2. Department Configuration	73

2. Organization Account Mapping:	1. Manage Departments:	
4.3. Access control       78         Role Group Mapping       78         SNA       80         1. Manage Calamity:       80         2. Work Management       87         1. Calamity Configuration:       90         3. SNA Manage Admin Funds:       90         3. NDA Return Fund:       104         1. MP-wise Development Fund:       104         1. MP-wise Development Fund:       104         2. Admin Fund:       104         2. Admin Fund:       104         3. Calamity Recommendation Details       111         4. Out of State/Constituency - Approval/Rejection:       114         5. Limit Allocation Management:       118         6. Reports:       121         IDA       123         1. MANAGE RETURN FUNDS (IDA)       127         2. Admin/Employee Configuration       128         1.1 New (Create New Users)       131         1.2 Update (Update Existing Users)       134         1.3 Activate/	2. Organization Account Mapping:	
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:         104           2. Admin Fund:         104           3. Galamity Recommendation Details         111           4. Out of State/Constituency – Approval/Rejection:         114           5. Umit Allocation Management:         118           6. Reports:         121           1DA         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	4.3. Access control	
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. Umit Allocation Management:       118         6. Reports:       121         IDA       123         1. MANAGE RETURN FUNDS (IDA)       123         1. MANAGE RETURN FUNDS (IDA)       124         2. OUTBOX (IDA)       127         2. Admin/Employee Configuration       129         1. Amaage Admin/Employees       130         1.1 New (Create New Users)       131         1.2 Update (Update Existing Users)       134         1.3 Activate/Deactivate the users       136         2.1 New (Create New Posts)       134         2.3 Activate/Inactivate Posts       144         3. Employ	Role Group Mapping	
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.       98         2. NDA.       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. MARETURN FUND:       123         1. MARE 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         2.1 Manage Posts       138 <t< td=""><td>SNA</td><td></td></t<>	SNA	
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:       104         2. Admin Fund:       104         3. Calamity Recommendation Details       111         4. Out of State/Constituency – Approval/Rejection:       114         5. Limit Allocation Management:       118         6. Reports:       121         IDA       123         1. DA RETURN FUND:       123         1. DA RETURN FUNDS (IDA)       124         2. OUTBOX (IDA)       127         2. Admin       128         2.1 Admin/Employee Configuration       129         1. Nanage Admin/Employees       130         1.1 New (Create New Users)       131         1.2 Update (Update Existing Users)       134         1.3 Activate/Deactivate the users       136         2.1 Namage Posts       138         2.1 New (Creat New Posts)       139         2.2 Update (Update Existing Post) </td <td>1. Manage Calamity:</td> <td></td>	1. Manage Calamity:	
1. Calamity Configuration:       87         2. CALAMITY REVERSAL:       90         3. SNA Manage Admin Funds:       92         NDA       98         1. NDA Return Fund:       98         2. NDA Initiate Retum Fund:       104         1. MP-wise Development 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 FUNDS (IDA)       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/Inactivate Posts       138         2.1 Nanage Posts       138         2.1 Nage Posts       134         3.2 Activate/Inactivate Posts       143         2.3 Activate/I	2. Work Management	
2. CALAMITY REVERSAL:	1. Calamity Configuration:	
3. SNA Manage Admin Funds:	2. CALAMITY REVERSAL:	
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         2.1 New (Create New Posts)       139         2.2 Update (Update Existing Post)       134         1.3 Activate/Inactivate Posts       134         2.3 Activate/Inactivate Posts       134         2.4 Data Migration       143         2.5 Department Configuration       145         2.6 Department Configuration       151	3. SNA Manage Admin Funds:	
1. NDA Return Fund:	NDA	
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         1.3 Activate/Deactivate Posts       144         3. Employee Post Mapping       145         4. Data Migration       149         2.2 Department Configuration       151         2.3 Access control       156	1. NDA Return Fund:	
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:       111 <b>IDA</b> 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)       134         1.3 Activate/Deactivate the users       136         2. Manage Posts       138         2.1 New (Create New Posts)       139         3.2 Update (Update Existing Dest)       134         1.3 Activate/Deactivate Posts       134         2.4 Deap Posts       143         2.5 Department Configuration       149         2.6 Department Configuration       151         2.3 Access control       156	2. NDA Initiate Return Fund:	
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 <b>IDA</b> 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       133         2.1 New (Create New Posts)       134         1.3 Activate/Inactivate Posts       134         1.3 Activate/Inactivate Posts       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	1. MP-wise Development Fund:	
3. Calamity Recommendation Details.1114. Out of State/Constituency – Approval/Rejection:1145. Limit Allocation Management:1186. Reports:121IDA1231. DA RETURN FUND:1231. MANAGE RETURN FUNDS (IDA)1242. OUTBOX (IDA)1272. Admin1282.1 Admin/Employee Configuration1291. Manage Admin/Employees1301.1 New (Create New Users)1341.3 Activate/Deactivate the users1362. Manage Posts1382.1 New (Create New Posts)1392.2 Update (Update Existing Post)1433. Employee Post Mapping1443. Employee Post Mapping1454. Data Migration1492.2 Department Configuration1492.3 Access control156	2. Admin Fund:	
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         2.1 New (Create New Posts)       139         2.2 Update (Update Existing Post)       143         2.3 Activate/Inactivate Posts       144         3. Employee Post Mapping       144         3. Employee Post Mapping       145         4. Data Migration       149         2.2 Department Configuration       151         2.3 Access control       156	3. Calamity Recommendation Details	
5. Limit Allocation Management:       118         6. Reports:       121         IDA       123         I. DA 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)       136         2. Manage Posts       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	4. Out of State/Constituency – Approval/Rejection:	
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)       136         2. Manage Posts       136         2. I 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	5. Limit Allocation Management:	
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	6. Reports:	
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	IDA	
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	1. IDA RETURN FUND:	
2. OUTBOX (IDA)1272. Admin1282.1 Admin/Employee Configuration1291. Manage Admin/Employees1301.1 New (Create New Users)1311.2 Update (Update Existing Users)1341.3 Activate/Deactivate the users1362. Manage Posts1382.1 New (Create New Posts)1392.2 Update (Update Existing Post)1432.3 Activate/Inactivate Posts1443. Employee Post Mapping1454. Data Migration1492.2 Department Configuration1512.3 Access control156	1. MANAGE RETURN FUNDS (IDA)	
2. Admin1282.1 Admin/Employee Configuration1291. Manage Admin/Employees1301.1 New (Create New Users)1311.2 Update (Update Existing Users)1341.3 Activate/Deactivate the users1362. Manage Posts1382.1 New (Create New Posts)1392.2 Update (Update Existing Post)1432.3 Activate/Inactivate Posts1443. Employee Post Mapping1454. Data Migration1492.2 Department Configuration1512.3 Access control156	2. OUTBOX (IDA)	
2.1 Admin/Employee Configuration1291. Manage Admin/Employees1301.1 New (Create New Users)1311.2 Update (Update Existing Users)1341.3 Activate/Deactivate the users1362. Manage Posts1382.1 New (Create New Posts)1392.2 Update (Update Existing Post)1432.3 Activate/Inactivate Posts1443. Employee Post Mapping1454. Data Migration1492.2 Department Configuration1512.3 Access control156	2. Admin	
1. Manage Admin/Employees1301.1 New (Create New Users)1311.2 Update (Update Existing Users)1341.3 Activate/Deactivate the users1362. Manage Posts1382.1 New (Create New Posts)1392.2 Update (Update Existing Post)1432.3 Activate/Inactivate Posts1443. Employee Post Mapping1454. Data Migration1492.2 Department Configuration1512.3 Access control156	2.1 Admin/Employee Configuration	
1.1 New (Create New Users).1311.2 Update (Update Existing Users).1341.3 Activate/Deactivate the users.1362. Manage Posts.1382.1 New (Create New Posts).1392.2 Update (Update Existing Post).1432.3 Activate/Inactivate Posts.1443. Employee Post Mapping.1454. Data Migration.1492.2 Department Configuration.1512.3 Access control.156	1. Manage Admin/Employees	
1.2 Update (Update Existing Users).1341.3 Activate/Deactivate the users.1362. Manage Posts.1382.1 New (Create New Posts).1392.2 Update (Update Existing Post).1432.3 Activate/Inactivate Posts.1443. Employee Post Mapping.1454. Data Migration.1492.2 Department Configuration.1512.3 Access control.156	1.1 New (Create New Users)	
1.3 Activate/Deactivate the users.1362. Manage Posts1382.1 New (Create New Posts)1392.2 Update (Update Existing Post)1432.3 Activate/Inactivate Posts1443. Employee Post Mapping1454. Data Migration1492.2 Department Configuration1512.3 Access control156	1.2 Update (Update Existing Users)	
2. Manage Posts.1382.1 New (Create New Posts).1392.2 Update (Update Existing Post).1432.3 Activate/Inactivate Posts.1443. Employee Post Mapping.1454. Data Migration.1492.2 Department Configuration.1512.3 Access control.156	1.3 Activate/Deactivate the users	
2.1 New (Create New Posts)1392.2 Update (Update Existing Post)1432.3 Activate/Inactivate Posts1443. Employee Post Mapping1454. Data Migration1492.2 Department Configuration1512.3 Access control156	2. Manage Posts	
2.2 Update (Update Existing Post).1432.3 Activate/Inactivate Posts.1443. Employee Post Mapping.1454. Data Migration.1492.2 Department Configuration.1512.3 Access control.156	2.1 New (Create New Posts)	
2.3 Activate/Inactivate Posts.1443. Employee Post Mapping.1454. Data Migration.1492.2 Department Configuration.1512.3 Access control.156	2.2 Update (Update Existing Post)	
3. Employee Post Mapping	2.3 Activate/Inactivate Posts	
4. Data Migration	3. Employee Post Mapping	
2.2 Department Configuration    151      2.3 Access control    156	4. Data Migration	
2.3 Access control	2.2 Department Configuration	
	2.3 Access control	

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
ΙΑ	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:	
2. Upload Vendor Data:	190
3. Manage Vendor- Validated:	191

<ol> <li>Logging in MPLADS FMS A To log in to FMS Application:</li> <li>Open the Browser.</li> <li>Enter the URL of the FMS applica</li> </ol>	Application:
	La nere: - U X
S	creen 1: Place to enter URL
3. Enter Username, Password & C	aptcha code in the Login Page
Fund Management Solution	Members of Parliament Local Area Development Scheme Ministry of Statistics & Programme Implementation. Govt. of India 1. Enter username Velcome, Please Log In Username Password Password Captcha Captcha Login
SBI CS DigiGOV™	Copyright ©2022 Tata Consultancy Services Limited All Rights Reserved
Screen 2: FM	S Login Page: Username and Password
4. Once the user successfully gets	s initial login, the Change Password screen will be populated.
Change Password	×
<ul> <li>(1) The Password length should be between 6 and 12 characters.</li> <li>(2) The Password length should be between 6 and 12 characters.</li> <li>(3) The Password must contain at least one lower case alinabet(a.2) one unper case.</li> </ul>	annhabet/(A,Z) one number/(1,9) and one special character

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

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





# MP User Role & Process Flow

### **MP Work Recommendation**

#### 2. MP Work Recommendation:

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

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

#### 2.1 Manage Development Work Fund Recommendation:

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

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

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

#### a) MY MODULES:

	Rs. 7,40,00,000.00 Total Development Limit	₹	Rs. 7,01,62,277.00	₹	Rs. 38,37,723.00 Distributed Limit	₹
Sanjay Dhote Member of Parliament	Pert Size       Resourd Management       Loout         Rs. 7,40,00,000.00       R       Rs. 7,01,62,277.00       R       Rs. 38,37,723.00       R         Rs. 6,27,000.00       R       Rs. 2,54,000.00       R       Distributed Limit       R         Development Limit       R       Rs. 2,54,000.00       R       Distributed Limit       R         Development Work Status       Rs. 2,54,000.00       R       Distributed Limit       R         Development Work Status       Distributed Limit       R       Distributed Limit       R         Dovelopment Work Status       S       Distributed Limit       R       Distributed Limit       R         Distributed       18       S       S       Distributed Limit       R       Distributed Limit       R         Distributed       18       S       S       Distributed Limit       S       Distributed Limit       Dist					
My Modules	Market         Home         Fent Size         Password Management         Logoul         See Stars           See Stars         Home         Fent Size         Password Management         Logoul         See Stars         Member of Parliament. (Barlars Shars           See Stars         Total Development Linit         E         Rs. 7,01,62,277.00         E         Rs. 38,37,723.00         E           Available Linit         E         Rs. 6,27,000.00         E         Rs. 2,54,000.00         E         Image: See Stars         E         See Stars         See Stars         See Stars         See Stars         See Stars         See Stars         See Stars					
New Out Of State/Constituency Work Recommendation	Recommended Sanction Work	18				
Manage Development Work	Completed	3				
Manager Out of Chata/Caradhurana Wash	Abandoned/Suspended	0				
Recommendation	On Going Works	Site       Netword Management       Logud         \$\$, 7,40,00,000.00       T       Rs. 7,01,62,277.00       T       Rs. 3,3,37,723.00       T         \$\$, 6,27,000.00       T       Rs. 2,54,000.00       T       Rs. 2,54,000.00       T       T       Distributed Linit       T         \$\$, 6,27,000.00       T       Rs. 2,54,000.00       T       T       S       Distributed Linit       T         \$\$, 6,27,000.00       T       Rs. 2,54,000.00       T       T       S       Distributed Linit       T         velopment Work Status       Use of State/Constituency       T       T       S				
Manage Calamity Consent						
MP Work Recommendation						
						Present Dy

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

#### b) MP Work Recommendation:

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

Screen 7: MP Work Recommendation

#### C) Manage Development Work Recommendation:

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

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

Manage Developh	nent Work Recommendation			
Recommendation	muate			
		Search		
Total Records 5	1014023-0255		1	1-11-20
Sr.No.	Letter No.	Recommendation Date	Total Recommended Amount	Actio
1	LN/MP057/2022-2023/12	14-03-2023	50000.00	2
2	IN/MP057/2022-2023/9	10-03-2023	5000.00	
3	LNWP057/2022-2023/8	10-03-2023	6000.00	2
4	LN/MP057/2022-2023/5	09-03-2023	10000.00	<u>v</u>
0	LIN/MP057/2022-2023/4	09-03-2023	00.000	Ľ

Screen 9: Recommend Work

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

evelopment Work Recommendation				
Limit Detail				
Total Limit 74000000.00	Distributed Limit 3837722.78	Available Limit 70162277.22		
Recommend Work				
Entity/IDA *	Location Type *	City *	Ward *	
IDA AKOLA Maharashtra 🛛 🗸	CRural	Akola 🗸 🗸	102	
Work Category *	Work *	Work Description	Recommended Amount *	
Normal/Others 🗸	Project for lighting of public sti ${\bf Q}, {\bf C}$	Project for lighting of public streets and places	100000	
		Add Reset		
Sr.No. Work	* Entity/IDA *	Work Description + Local	tion (Ward/Village) ‡ Recommended ‡ Ad	ction
	Va	lidate Back		

Screen 10: Manage Development Work Recommendation

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

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

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

Screen 11: Location Type: Rural

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

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

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

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

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

Sr.No.	Activity/Work \$	Entity/IDA	Work Description	Location (Ward/Village) *	MP Recommended Amount	۸	tion
1	Building for Government educational institution	IDA CHITTOOR1	Building for Government educational institution	Ward 1	500000.00	l	î
2	Building for Government aided/un-aided educational institutions	IDA CHITTOOR2	Building for Government aided/un-aided educational institutions	Paluru	500000.00	4	
			Submit Close				

Screen 12: Work Recommendation Table

		A	cti
0.00	Т	2	9
0.00	L	2	9
0000	00000.00 00000.00	00000.00	00000.00 🖉

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

Screen 13: Action Button: Edit or Delete

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

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

Scheme *		Recom	mendation Date	Entity/DDO *			
Member	of Parliament Local Ar 🗸	27-Jar	n-2023	Nallakonda Gari Reddeppa 17t 🗸			
fotal Limi		Distrib	uted Limit	Available Limit			
ork Deta	ils						
ntity/IDA	*	Locatio	on Type *	City *	Ward *		
lease S	elect 🗸	Urbar	n <sup>ORural</sup> Confirm	×``			
				Yes No			
				Add Reset			
No.	Activity/Work	0	Entity/IDA +	Add Reset	Location (Ward/Village) ‡	MP Recommended Amount	Actio
r.No. 1 E	Activity/Work	•	Entity/IDA ¢	Add Reset Work Description	Location (Ward/Village) = Ward 1	MP Recommended Amount 500000.00	Actio
.No. 1 E	Activity/Work Juliding for Government educational institution Building for Government aided'un-aided educational	•	Entity/IDA + IDA CHITTOOR1 IDA CHITTOOR2	Add Reset Work Description Building for Government educational institution Building for Government aidedun-aided educational stitutions	Location (Ward/Village) \$ Ward 1 Paluru	MP Recommended Amount 500000.00 500000.00	Actio L 1

Screen 14: Submit Confirmation Message

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

rmal Work Recommendation									>
ecommend Work									
Scheme *	Reco	mmendation Date *		E	ntity/DDO *				
Member of Parliament Local Ar	• 27-	lan-2023	<b>M</b>	1	Iallakonda Gari Reddeppa 17	t 🗸			
Total Limit	Distr	ibuted Limit		A	vailable Limit				
					1030000.00				
ork Details									
Entity/IDA *	Loca	tion Type *		C	ity *		Ward *		
Please Select		san Okurai	Success		×	~			
Activity/Work *	World	Description *	V Data is t	saved Successfully.	_				
	2			OK					
				OR					
				_					
				Add Re	eset				
ir.No. Activi	ty/Work ÷	Entity/I	¢ AC	w	ork Description	•	Location (Ward/Village) ‡	MP Recommended	Action
1 Building for Government ed	ucational institution	IDA CHITTOOR1		Building for Governm	ent educational institution		Ward 1	500000.00	£ 🕯
2 Building for Government aid	led/un-aided educational	IDA CHITTOOR2		Building for Governm	ent aided/un-aided educational		Paluru	500000.00	0 1

Screen 15: Submitted Success Message

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

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

Recommendat	tion Date			
	(U)	Search		
Total Records 5	5			
Sr.No.	Letter No.	Recommendation Date	Total Recommended Amount	Actio
1	LN/MP05//2022-2023/12	14-03-2023	50000.00	2
2	LN/MP057/2022-2023/9	10-03-2023	6000.00	2
4	I NMP057/2022-2023/5	09-03-2023	150000.00	e e
5	LNMP057/2022-2023/4	09-03-2023	5000.00	-
	Particul galaxies and and	New Recommendation		

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.

Recom	nendation Date			
11-04-	2023			
Work	Entity/IDA	A Work Description	I amplies (Mand (Millers))	0
		WOEK DESCENDION	Location (Ward/Villade) ~	RECORDERSIONSI ARROUTLY
W	ork \$	ork A Entity/TDA		

Screen 17: View Work Recommendation

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

#### 2.2 Manage Calamity Consent:

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

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

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

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

Manage Development Work	R	Manage Out of State/Constituency	B	Manage Calamity Consent	R	MP Work Recommendation
Manana Fund Enhancement Annroval	9	Activity/Mark Renuest		New Development Work		New Out Of State/Constituency Work
New Calamity Consent			~	Recommendation	~	Recommendation
New 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.

MPLADS - SAKSHI Manage Inbox Dashboard	Home Font Size Settings P My Modules	assword Management Logout			Sanjay Di Member o	hotre f Parliament, (Sanjay Shamr
Calamity Fund Consent						
Y Consent Details			UL N. W. WALL		Conconted	
o Sr.No. D	Letter No	Calamity Type	Calamity Name	Consented Amount	Date	Status
LES		Add N	ew			

#### Screen 19: Add New

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

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

Screen 20: Calamity Consent Details

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

Recommendation Type :	Calamity Fund Consent	Financial Year	2022-2023 🗸
Calamity Type *	National Calamity 🗸	Calamity Name *	AP_Calamity_2022
Calamity State *	SNA Andhra Pradesh	Total Limit	11300000
Available Limit	10250000	Distributed Limit	1050000
fotal Calamity Limit	10000000	Available Calamity Limit	10000000.0
Distributed Calamity Limit	0.0	Consented Amount	50000
Remark	Pis Approve		
Attachment	Attach File(s) [Max: 1 Attachment of 10 MB]	)	
		Save Reset	

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

Manage Inbox	PLADS - AKSHI Dashboard	Home Font Size Settings Hy Modules	Password Management Logout			S Sanjay Dhot Member of P	tre arliament, (Sanjay Shamr
Calamity Fu	nd Consent						
M O D	sr.No.	Letter No	Calamity Type	Calamity Name	Consented Amount	Consented Date	Status
L E S			Add N	ew			
			Success	<b>×</b>			
			ОК				

Screen 22: Consent Details Save Details

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

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

Screen 23: Consent Details: Update or Delete

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

4 9 19	MPLADS - SAKSHI         Home         Font Size         Settings         Persword Management         Logout           Manage Inbox         Dashboard         My Modules         Member of Parlam										
3	Calamity Fund	C Calamity Fund Cor	isent Update					ġ	1		
¥	Consent Detail	Consent Details									
M	S	r.N. Sr.No	. Calai	mity Type Calar	mity Name Co	onsented Amount	Consented Date	Action	Status		
U		1	Nation	nal Calamity cal	lamity test	5000.0	14-Jan-2023	/ 0			
E S				Surrace	Submit Clos	e • • •					
	Data submitted successfully.										
	ОК										
				Screen 2	4: Consent I	Details Subi	mit				
					16						

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

1	MPLADS - SAKSHI	Home Font Size Settings F	Password Management Logout	I		Sanjay Dho Member of F	tre arliament, (Sanjay Shamr
M	lanage Inbox Dashboard	My Modules					
M	Calamity Fund Consent						
MOD	Sr.No.	Letter No	Calamity Type	Calamity Name	Consented Amount	Consented Date	Status
Ū	- 4	LN/MP057/2022 2023/13	National Calamity	colomity test	5000.00	14 Jan 2023	Oubmitted

Screen 25: Calamity Fund Consent

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

#### 2.3 Manage Out of State/Constituency:

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

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

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

ree List							
Manage Development Work Recommendation	R	Manage Out of State/Constituency Work Recommendation	R	Manage Calamity Consent	R	MP Work Recommendation	1
Manage Fund Enhancement Approval	R	Activity/Work Request	R	New Development Work Recommendation	R	New Out Of State/Constituency Work Recommendation	
New Calamity Consent	R						
							Formul By
3 TATA Consultancy Services Limited							tensity tos Di

nage Inbox Das	shboard My Modules		Member of Parliament, (Sanjay Snam
Manage Out of State	e/Constituency Work Details		
Recommendation	Date		
	(ff)		
-			
		Search Reset	
Table Deserves 6			
Sr.No.	Letter No.	Recommendation Date	Total Recommended Amount
1	LN/MP057/2022-2023/10	10-03-2023	20000.00
2	LN/MP057/2022-2023/7	10-03-2023	5500.00
3	LN/MP057/2022-2023/3	09-03-2023	6000.00
4	LN/MP057/2022-2023/2	09-03-2023	500.00
5	LN/MP057/2022-2023/1	09-03-2023	1000.00

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

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

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

Screen 28: Add Out of State/Constituency Work

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

ut of State/Constituency Work Details		
Scheme *	Recommendation Date *	Entity/DDO *
Member of Parliament Local Ar 🗸	27-Jan-2023	Nallakonda Gari Reddeppa 17t 🗸
Total Limit	Distributed Limit	Available Limit
11300000.00	100000.00	1030000.00
Total Out of State/Constituency Limit	Distributed Out of State/Constituency Limit	Available Out of State/Constituency Limit
250000.00	0.00	250000.00
/ork Details		
SNA *	NDA *	Entity/IDA *
SNA Andhra Pradesh 🗸	NDA CHITTOOR	IDA CHITTOOR1
Location Type *	Block *	Village *
Ourban Rural	Chittoor 🗸	Paluru
Activity/Work *	Work Description *	MP Recommended Amount *
Building for Government educe $Q,C$	Building for Government educational institution	500000
	A	

Screen 29: Add Out of State/Constituency Work

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

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

Screen 30: Validate Recommended Fund

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

dd Out Of State/Constituency Work			>
11300000.00	1050000.00	Available Limit 10250000.00	
Total Out of State/Constituency Limit	Distributed Out of State/Constituency Limit	Available Out of State/Constituency Limit	
250000.00	50000.00	20000.00	
Work Details			
SNA *	NDA *	Entity/IDA *	
Please Select 🗸	~	×	
Location Type *	City *	Ward *	
Urban     ORural	Please Select 🗸 🗸		
Activity/Work *	Work Description *	MP Recommended Amount *	
Q			
		Add Doort	
		AUU	
Sr.No. Activity/Work	\$ Entity/IDA \$	Work Description	Action
1 Building for Government educational instit	tution IDA CHITTOOR1 Building	for Government educational institution Ward 1 50000.00	0 1

Screen 31 : Submit

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

Add Out Of State/Constituency Work			×
Total Limit 11300000.00 Total Out of State/Constituency Limit 250000.00 Work Details SNA* Please Select Location Type * #Urban ORural	Distributed Limit	Available Limit 10250800.00 Available Out of State/Constituency Limit 200000.00 Entitiv/IDA *	
ActivityWork *	Work Description *		
Sr.No. Activity/Work	¢ Entity/IDA ¢	Work Description	n (Ward/Village) + MP Recommended + Action
Building for Government educational institution	DA CHITTOOR1 Building for Go	vernment educational institution Ward 1	50000.00 2 🔮

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.

nage Inbox D	ashboard My Modules		Nember of Panlament, (Sanjay Shamir
Manage Out of Sta	te/Constituency Work Details		
Recommendatio	n Date		
	th.		
		Search Reset	
Total Records 6	Lattar No	Perommandation Nato	Total Pacammended Amount
31.110.	Letter No.	14-02-2023	50000 00
2	LN/MP057/2022-2023/10	10-03-2023	20000-00
3	I N/MP057/2022-2023/7	10-03-2023	5500.00
4	LN/MP057/2022-2023/3	09-03-2023	6000.00
5	LN/MP057/2022-2023/2	09-03-2023	500.00
6	LN/MP057/2022-2023/1	09-03-2023	1000.00

Screen 33: Manage Out of State/Constituency Work Details

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

									Constituency Work	ut Of Sta
								etails	e/Constituency Work Deta	Out of St
				Entity/DDO *		late	Recommendation Dat			Letter N
			leppa 17t 🗸	Nallakonda Gari Re			27-01-2023		2022-2023/2	LN/700
									S	Vork De
P Recommended Amount Status	e MP Reci	ion 'illage)	Location (Ward/Vill	Work Description		DA	Entity/IDA	prk	Activity/Work	Sr.No.
50000.00 Pending			Ward 1	vernment educational institution	Building fo		IDA CHITTOOR1	ional institution	lding for Government educationa	1
Amount Statu: 50000.00 Pendin	∓ Ап	'illage)	(Ward/Villa Ward 1	work Description	<ul> <li>Building for</li> </ul>	DA	IDA CHITTOOR1	ional institution	Activity/Work	r.No. 1

Screen 34: View Out of State/Constituency Work Details

#### 2.4 Manage Fund Enhancement:

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

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

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

MPLADS - SAKSHI मेरा समय-मेय क्षेत्रिय विकास           My Modules           Tree List	Home Font Size Quick Links	Settings Password Manager	nent Logout		Sanjay Dhotre Member of Parliament, (Sat	njay Shamr
M Manage Development Work Recommendation	Manage Out of State/Con: Work Recommendation	stituency	Manage Calamity Consent	R	MP Work Recommendation	R
E S Manage Fund Enhancement Approval	Activity/Work Request	R	New Development Work Recommendation	R	New Out Of State/Constituency Work Recommendation	R
New Calamity Consent	R					
62023 TATA Consultancy Services Limited						tos DigiGOV
	Screen 35 :	Manage Fund I	Enhancement Ap	proval		
1. On click of Mar	tome Foot Size Settings Press	ement Approva	al below screen	will appear	Sanjay Dhotre	
Manage Inbox Dashboard My Modul	es	ord management Logout			Member of Parliament, (Sanjay S	Shamr
Manage Fund Enhancement Works						
C Enter Value and Press Enter to Q		Search	Reset			
S Total Records 2						_
SF.NO.         WORK NO.           1         NA           2         NA	Letter No. LN/MP057/2022-2023/12	N.I - N.I - Construction of F	ootpaths/Pedestrian ways	Reques	20000.00 IDAAKOLA	
2. 104	ENIMP 03/1202242023/6	Network Construction of P	Goldanish edesinan ways		100000 IDAACEA	
						_
	Screen 3	36 : Manage Fu	nd Enhancement			_
	Screen S	36 : Manage Fu	nd Enhancement	t Approval		_

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

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

Screen37: Manage Fund Enhancement Approval

#### 3. Activity/Work Request:

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

Node Path: My Modules → Activity/Work Request

	1000						
Manage Development Work Recommendation	R	Manage Out of State/Constituency Work Recommendation	R	Manage Calamity Consent	R	MP Work Recommendation	
Manage Fund Enhancement Approval	R	Activity/Work Request	R	New Development Work Recommendation	R	New Out Of State/Constituency Work Recommendation	
New Calamity Consent	R						
1967 Considery Service Linded							toso
1968 Considering Services Linded							tes c
1909 Consideruy Service Linder		Screen38	(a): Act	ivity/Work Reque	st		tost
1978 Considery Service Under	_	Screen38	(a): Act	ivity/Work Reque	st		tos c
930 Couldry Service Under	_	Screen38	(a): Act	ivity/Work Reque	st		toso

Sanjay Shamrao Dhotre (17th) Q, C Field Search Reset	ase Select 🗸 🗸
Search Reset	ase select.
Search Reset	
A Ann Tende (ATM 1-1) Coller) Michigan Alexandra (ATM 1-1) Coller (ATM 1-1	in the second second
Pyper lemine (17 m Lok Gebine)     Pyper lemin	Panding
Alay Tamta (17th Lok Sabha) Work Request Alay Tamta (17th Lok Sabha)/Minister/2023/7348 Kindly create work in work master	Approved
Raise Request	

#### Screen 38(b): Activity/Work Request

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

Screen 38(c): Activity/Work Request

#### 4. New Development Work Recommendation:

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

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

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

R     Manage Call and/Constituency     R     Manage Call and/y Consent     MP Work Recommendation       R     Activity/Work Request     R     Page Developmendation     Nev Out Of State/Constituency Work       R     Activity/Work Request     R     Page Developmendation     Recommendation	ee List							
Activity/Work Request     New Development Work     New Out Of State/Constituency Work       Recommendation     Recommendation	Manage Development Work Recommendation	R	Manage Out of State/Constituency Work Recommendation	R	Manage Calamity Consent	R	MP Work Recommendation	
	Manage Fund Enhancement Approval	R	Activity/Work Request	R	New Development Work Recommendation	R	New Out Of State/Constituency Work Recommendation	
	New Calamity Consent	R						
	w Calamity Consent							

Screen 39: New Development Work Recommendation

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

#### 5. New Out of State/Constituency Work Recommendation:

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

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

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

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

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

#### 6. New Calamity Consent:

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

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

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

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

# CNA User Role Responsibilities & Process Flow

CNA

#### CNA

#### 1. CNA RETURN FUND APPROVAL/REJECTION:

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

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

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

						Admin. (MPLADS C	on ocpantinenty
		56,723,450 Return Fund ( Count 23 )	₹	309,360,450 Allocated Limit	₹	87,677 Total Expenditure	₹
Total No. of Works  My Modules  My Modules  My Modules  My Modules  Monage MP Limit Allocation  My Modules to move further.  Screen 42: Homepage (CNA login)  My Modules to move further.  Node Path: HOMEPAGE > MY Modules to move further.  My LaDS - SAKSHI  Monage MP Limit Size  My Modules  My My Modules  My My Modules  My Modules  My M	CNA ADMIN Admin	<b>301,110,050</b> Available Limit	₹				
Manage InDox     My Modules     Completed Work with UC   O Going Works     Completed Work with UC   On Going Works     Completed Work     Manage MP Limit Allocation     With Advisord Work     Completed Work Work     Completed Work with UC   On Going Works   Manage MP Limit Allocation           Completed Work Work           Completed Works           Completed Works   <		Total No. of Works					
My Modules Outpleted Work with UC On Going Works On Going Work	Manage Inbox	Recommended Work	21				
Return Fund       On Going Works       3         Indox       Manage MP Limit Allocation         Write Works       Colory Going Works         Write Works       Colory Going Works         Screen 42: Homepage (CNA login)         1. CNA user can click on My Modules to move further. Nocde Path: HOMEPAGE → MY MODULES → RETURN FUND         Immetine Arts delta Bases         Manage Inbox         Immetine Arts delta Bases         Manage Inbox         Deshboard         My Modules         Tecum Fund         Immetine Arts delta Bases         Manage Inbox         Tecum Fund         Immetine Arts delta Bases         Manage Inbox         Tecum Fund         Immetine Arts delta Bases         Manage Inbox         Manage Inbox         Manage Inbox         Manage Inbox         Manage Inbox         Manage Inbox         Manage Interacting Management         Manage Interacting	My Modules	Completed Work with UC	2				
Inhox Manage MP Limit Allocation COX-covered years	Return Fund	On Going Works	3				
Manage MP Limit Allocation TRXCurvedury Sevenue Medu TRXCurvedury Sevenue Medu	Inbox						
Interview database         Colspan="2">Colspan="2"Colsp	Manage MP Limit Allocation						
CONVersional Stands       Conversional Stands       Conversional Stands         Screen 42: Homepage (CNA login)         1. CNA user can click on My Modules to move further. Node Path: HOMEPAGE → MY MODULES → RETURN FUND         MPLADS - SAKSHI Intertietz 4rg different       Home       Font Size       Oulck Links       Settings       Password Management       Logout       Conversion Screen Department)         Intertietz 4rg different       Home       Font Size       Oulck Links       Settings       Password Management       Logout       Conversion Screen Department)         Intertietz 4rg different       Management       Logout       Conversion Screen Department)       Admin         Conversion Account Mapping         Screeme Management       Manage Hierarctry       Manage Hierarctry       Manage Hierarctry							Present by
Screen 42: Homepage (CNA login)         1. CNA user can click on My Modules to move further. Node Path: HOMEPAGE → MY MODULES → RETURN FUND         MPLADS - SAKSHI <ul> <li>Mome</li> <li>Font Size</li> <li>Quick Links</li> <li>Settings</li> <li>Pessword Management</li> <li>Logout</li> <li>Contable</li> <li>Contable</li></ul>	TATA Consultancy Services Limited	\5					tcs DigiGOV™
Interface. And adduct Search     Activity       age Inbox     Dashboard       My Modules	Node Path: HOM		ODIII DO	<b>N DETERMENT</b>			
Return Fund     R     Limit Allocation Management     Work Management     R     Admin       Organization Account Mapping     Scheme Management     Manage Hierarchy     R	MPLADS - SAKSHI	MEPAGE → MY MO	DDULES		JND		Child Destructions
Return Fund     Limit Allocation Management     Work Management     Admin       Urganization Account Mapping     Scheme Management     Manage Hierarchy     R	MPLADS - SAKSHI मेरा संसद-मेरा श्रेवीय विकास         Hon           बage Inbox         Dashboard         My Module	me Font Size Quick Links Settir	DDULES	RETURN FU	JND	CNA ADMIN Admin, (MPLADS	CNA Department)
Urganization Account Mapping	MPLADS - SAKSHI मरा सांसद-मेरा श्रीपा विकास         Hon           बge Inbox         Dashboard         My Module           ree List         Market State         Market State	me Font Size Quick Links Setting es	ODULES	ARETURN FU	JND	C CNA ADMIN Admin, (MPLADS	CNA Department)
	Art stress-in skills likewin ang Inbox Dashboard My Module ree List Return Fund	MEPAGE → MY MC         me       Font Size       Quick Links       Setting         cs         R       Limit Allocation Management	ODULES	A RETURN FU	JND R	CNA ADMIN Admin, (MPLADS	CNA Department)
	MPLADS - SAKSM     Montain And Angel	MEPAGE → MY MC         me       Font Size       Quick Links       Settin         es         R       Limit Allocation Management         R       scheme Management	DDULES	A RETURN FU	JND R	CON A ADMIN Admin, (MPLADS	CNA Department)
		MEPAGE → MY MC         me       Font Size       Quick Links       Settin         es         R       Limit Allocation Management         R       Scheme Management	DULLES	A RETURN FU  unagement Logout  Work Management  Manage Hierarchy	JND R R	CINA ADMIN Admin, (MPLADS	CNA Department)
	Are tark at a data learner     My Module     Beshboard My Module     Beshboard My Module     Crganization Account Mapping	MEPAGE → MY MC         me       Font Size       Quick Links       Setting         es         R       Limit Allocation Management         R       Scheme Management	DULLES	A RETURN FU  unagement Lagout  Vork Management Manage Hierarchy	JND R	CNA ADMIN Admin, (MPLADS Admin	CNA Department)
	MPLADS - SAKSM     Mon     Are titlet, arth stifted Identia      ge Inbox Deshboard My Module      ee List      Return Fund      Crganization Account Mapping	MEPAGE → MY M( me Font Size Quick Links Settines es  Limit Allocation Management  Scheme Management	DULLES	A RETURN FU	JND R	Con AdMin Admin, (MPLADS	CNA Department)
	MPLADS SAKS     Market An affiliate and an	MEPAGE → MY MC         me       Font Size       Quick Links       Settin         es         Image: Comparison of the set of the	DULLES	A RETURN FU  unagement Logout  VVork Management  Manage Hierarchy	JND R R	CON ADMIN Admin, (MPLADS	CNA Department)
	Arotac Sakara and Arabian Arota Arabian Arota Arabian Arabian Arota Arabian Arabi	MEPAGE → MY MC         me       Font Size       Quick Links       Setting         es       Imit Allocation Management       Imit Allocation Management         R       Limit Allocation Management	DULLES	A RETURN FU	JND R R	CON ADMIN Admin, (MPLADS	CNA Department)
	MPLADS - SAKSHI At attack-att attal term at attack-att attal term age Inbox Deshboard My Module ree List  Preturn Fund  Curganization Account Mapping	MEPAGE → MY MC me Font Size Quick Links Settin es Limit Allocation Management X Scheme Management	DULLES	A RETURN FU  Inagement Lagout  Vork Management Manage Hierarchy	JND R	CON ADMIN Admin, (MPLADS	CNA Department)
	MPLADS - SAKSH  Ard titlet, and with literat  ard titlet  Ard titlet, and with literat  Ard titlet  Ard tittlet  Ard tittlet  Ard titlet  Ard tittlet  Ard tittlet  Ard	MEPAGE → MY M( me Font Size   Quick Links   Settin es Limit Allocation Management Scheme Management	DULLES	A RETURN FU  Inagement Logout  Vork Management Manage Hierarchy	JND	Admin (MPLADS	CNA Department)
		MEPAGE → MY MC         me       Font Size       Quick Links       Setting         es       Imit Allocation Management       Imit Allocation Management         Q       Scheme Management       Imit Allocation Management	DULES	A RETURN FU	JND R R	Con Addin Admin, (MPLADS	CNA Department)
کندین کا ۱۸۵۸ Comutancy Services Linited Screen 43: My Modules Page (Return Fund)	A Unit of the second s	MEPAGE → MY MG me Font Size Quick Links Settines Lintit Allocation Management Scheme Management Screeen 43:	DULLES	A RETURN FU	JND R R	Admin Admin	
<sup>3</sup> YMA Carendany Soviets Linited Test Dig Screen 43: My Modules Page (Return Fund) 28	A UNA Constant Sources Lated	MEPAGE → MY M( me Font Size Ouick Links Settings Comparison of the setting of	ODULES	A RETURN FU  unagement Logout  VVrK Management  Work Management  Manage Hierarchy  ules Page (Retu	JND R R R	C CNA ADMIN Activity, (MPLADS	CNA Department)

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

> INBOX > OUTBOX

$\succ$	οι	T	BO	))
·	00			1

MPLADS - SAKSHI         Home         Font Size         Quick Links         Settings         Password Management         Logout	CNA ADMIN Admin, (MPLADS CNA Department)
Manage Inbox Dashboard My Modules	
V Inbox Outbox	R
Back	
62023 TATA Consoluting Services Limited	tcs DigiGOV <sup>™</sup>
Screen 44(a): Return Fund (INBOX)	
ත්ෂිත	•
MPLADS - SAKSHI Home Font Size Quick Links Settings Password Management Logout	CNA ADMIN Admin, (MPLADS CNA Department)
Tree List	
M Inbox Quibox	R
č Dack	
02021 MAA Consultancy Services Limited	tost DigiGOV <sup>™</sup>
Screen 44(b): Return Fund (OUTBOX)	
29	

#### 1.1 INBOX:

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

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

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

				Home	Guidelines Font Size	<ul> <li>Settings</li> </ul>	Password Management	Logout
E NO. : IDA/Return/IDA CHIT	TOOR1/2023/1						×	-
eturn Fund Details								
Nodal Dis	trict : NDA CHITTOOR							_
Implementing Dist	trict : IDA CHITTOOR1							_
Admin Expense Fund	V.							
Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number		Remark	
1000.00	25-Jan-2023	ICIC0000315	ICICI BANK LIMITED	1234567890	123			ecords - 3
IDA:NDA Closure Certifi Remarks Approver(N Remarks Approver(C	cate : <u>2146842 Gecuniv (</u> IDA) : O.K. INA) : I	Quiz Concletion Certifica	Approve Reject Close	1		\$ 2021 13	X Carladamy Benasa Limite	
						•	D	IgiGov L
		Screen	1 46: File Deta	ails				
			20					
			30					

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

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

			Home Guidelines	Font Size v Settings	Password Hanagement ~ 1.	Logout
	FILE NO. : IDA/Return/IDA CHITTOOR1/2023/1				×	
	Return Fund Details					
Manage Manage Reto Reto Reto Reto Reto	Admin Expense Fund     Amount Return De 25-Jan-2023       Bank Closure Certificate :     2156942 Security Out: Comrétée Remarks Approver(NDA) :       O.K.	Reason " : Please Select  Remark : Please Select Amount Min-Match No Closure Certificate Stu Others Constructs off Constructs off Reject Close		k Number 123	Remark	(d) - 3
				10 3021 TX	Di Canadamy Berkins Linited	iv-
	Sci	een 47: Rejection Opti	ion			

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

									· · · ·
FILE NO	). : IDA/Return/IDA CHITTOOR1	/2023/1							×
Retu	rn Fund Detalls								-
sge	Nodal District :	NDA CHITTOOR							
eti	Implementing District :	IDA CHITTOOR1							- 11
Re									- 1
A	dmin Expense Fund								
	Amount Am	ount Return Date	IFSC Code	Bank Name	A/C Number	UTR Numb	er	Remark	
	1000.00	25-Jan-2023	ICIC0000315	ICICI BANK LIMITED	1234567890	123			
	Bank Closure Certificate :	2146842 iSecurity	Quiz Completion Certifica	ate pdf					-
	IDA/NDA Closure Certificate :	2146842 Security	Quiz Completion Certifica	ate.odf					- 11
	Remarks Approver(NDA) :	О.К.							- 11
	Remarks Approver(CNA) :								- 11
		О.К.							. 18
			(1)						
									10
				Approve Reject Close					
			1	Approve Reject Close	l.				
				Approve Reject Close	I				
				Approve Reject Close					
_			1	Approve Reject Close	I				Lines
_			I	Approve Reject Close	1		. do 3021	1934 Carindang Services Certain	Dig
_			Scree	Approve Reject Close	Fund		@ 2021	1474 Canadanig Services London	Dig
_			Scree	Approve Reject Close	Fund		-@-2021	BM Costillary Series United	Digi
			Scree	Approve Reject Close	Fund		@ 2021	MM Datadary Server Unde	Dig
			Scree	Approve Reject Close	Fund		© 2021	554 Columbra - Series Lincol	Dīg
			Scree	Approve Reject Close	Fund		© 201	564 Contailer y Seriera Dente	Dig
			Scree	Approve Reject Close	Fund		¢ 321	the control of the co	Dig
			Scree	Approve Reject Close	Fund		¢ 321	Mit Desidang Service Limbo	Dig
			Scree	Approve Reject Close	Fund		€ 3421	TMI, Downlang Service Limits	Dig
			Scree	Approve Reject Close	Fund		¢ 307	TML Crowling Service Look	Dig
			Scree	Approve Reject Close	Fund		@ 3011	Mit Debalang Severa Lines	Digi

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

ge R	eturn Fund Details							-
eta Rei	Nodal Dis Implementing Dis	strict : NDA CHITTOOR strict : IDA CHITTOOR1						l
	Admin Expense Fund	1						
	Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark	
	1000.00	25-Jan-2023	ICIC0000315	ICICI BANK LIMITED	1234567890	123		
	Remarks Approver(0	O.K.		Approve Reject Close				

Screen 49: Return Fund

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

R	E NO. : IDA/Return/IDA CHITTO	00R1/2023/1	_	_	_	_	_	×
Reti	Nodal Distri	Ict : NDA CHITTOOR Ict : IDA CHITTOOR1						
ũ.	Admin Expense Fund							
	Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark	
	1000.00	25-Jan-2023	ICIC0000315	ICICI BANK LIMITED	1234567890	123		
	Remarks Approver(ND	ал: О.К.	 	OK Approve Reject Close				ł

Screen 50: Final request Submit.

#### 1.2 OUTBOX:

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

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

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

MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	Home Font Size Quick Links	Settings Password Manageme	nt Logout	C	CNA ADMIN Admin, (MPLADS CNA E	Department)	
age Inbox Dashboard My Mo	dules						
Return Fund Details							
Return for							
Q							
		Search	1				
		odaton					
File No.	File Description	Raised By	Raised for	Nodal District/SNA	To Received Date	al Records : State	
NDA/Return/NDA DEOGHAR/2023/1	MP Acknowledgement(Return Fund to CNA)	Mukul Shukla (Admin, NDA DEOGHAR)	Nishikant (17th Lok Sabha)	NDA DEOGHAR	28-Mar-2023	Approved	
NDA/Return/NAINITAL Uttarakhand NDA/2023/2	MP Acknowledgement(Return Fund to CNA)	NDA Admin (Admin, NAINITAL Uttarakhand NDA)	Ajay Bhatt (17th Lok Sabha) (17th Lok Sabha)	NAINITAL Uttarakhand NDA	28-Mar-2023	Approved	
NDA/Return/NDA AHMEDABAD/2023/3	NDA Acknowledgement(Return Fund to CNA)	Rajesh Verma (Admin, NDA AHMEDABAD)	Self	NDA AHMEDABAD	28-Mar-2023	Approved	
NDA/Return/NDA AHMEDABAD/2023/2	MP Acknowledgement(Return Fund to CNA)	Rajesh Verma (Admin, NDA AHMEDABAD)	Hasmukhbhai (17th Lok Sabha)	NDA AHMEDABAD	28-Mar-2023	Approved	
IDA/Return/IDA AHMEDABAD/2023/1	IDA Acknowledgement(Return Fund)	Advith Sharma (Admin, IDA AHMEDABAD)	Self	NDA AHMEDABAD	28-Mar-2023	Approved	
NDA/Return/NDA BARPETA/2023/2	MP Acknowledgement(Return Fund to CNA)	Rishabh Diwedi (Admin, NDA BARPETA)	Abdul (17th Lok Sabha)	NDA BARPETA	27-Mar-2023	Approved	
	IDA Acknowledgement(Return Fund)	Shubham Sharma (Admin, IDA BARPETA)	Self	NDA BARPETA	27-Mar-2023	Approved	
IDA/Return/IDA BARPE TA/2023/1							
IDA/Return/IDA BARPE TA/2023/1 IDA/Return/NAINITAL Uttarakhand IDA/2023/1	IDA Acknowledgement(Return Fund)	IDA Admin (Admin, NAINITAL Uttarakhand IDA)	Self	NAINITAL Uttarakhand NDA	27-Mar-2023	Approved	

**Screen 52: Return Fund Details** 

3. In this user can check details of file.
| MPLA<br>SAKS                 | DS -<br>FII F NO. : NDA/Return/NDA                      | AHMEDABAD/2023/3                       |                         | - 1 - 1                                | _                     |                               | oartment)       |
|------------------------------|---|--|-------------------------|--|-----------------------|-------------------------------|-----------------|
| Manage Inbox                 | Return Fund Details                                     |  |                         |  |                       | ,                             |                 |
| Return Fund D                | Nodal District/SNA                                      | NDA AHMEDABAD                          |                         |  |                       |                               |                 |
| Y Return for                 | Admin Expense Fund                                      | í                                      |                         |  |                       |                               |                 |
| D U                          | Amount  | Amount Return IFSC                     | Code Bank Name          | A/C Number                             | UTR Number            | Remark                        |                 |
| E<br>S                       | 540000.00   | 22-Mar-2023 SBIN00                     | 06375 STATE BANK OF     | 98765432211900                         | 089023                |                               |                 |
| File N                       | Bank Closure Certificate                                | Bank Closure Certificat                | te.odf                  |  |                       |                               | tatus           |
| NDA/Retur<br>DEOGHAR         | IDA/NDA/SNA Closure                                     | IDA NDA Closure Certi                  | ificate.pdf             |  |                       |                               |                 |
| NDA/Return/<br>Uttarakhand N | Certificate<br>Remarks Approver(CNA)                    | ok                                     |                         |  |                       |                               |                 |
| NDA/Retu                     |   |  |                         |  |                       |                               |                 |
| AHMEUABA                     |   |  |                         |  |                       |                               |                 |
| AHMEDABA                     |   |  | Close                   |  |                       |                               |                 |
| IDA/Retur<br>AHMEDABA        | runa)   |  |                         |  |                       |                               | -               |
| ©2023 TATA Consultancy Ser   | rvices Limited  |  |                         |  |                       |                               | tos DigiGOV"    |
| 2. CNA Lir<br>CN.<br>This    | mit Allocatio<br>A users will hav<br>s facility enables | n:<br>e to login with the process of a | A LIMIT AII             | ocation<br>sername and<br>ction of IDA | password.<br>& NDA re | turn fund deta                | ils.            |
| Noc                          | le Path: Home   | bage → MY MO                           | DLULES                  |  |                       |                               |                 |
| MPLAD<br>गेरा सांसद-गेरा     | DS - SAKSHI Home F                                      | ont Size Quick Links Setti             | ngs Password Management | Logout                                 |                       | CNA ADMIN<br>Admin. (MPLADS C | CNA Department) |
|                              |   | 56,723,450<br>Return Fund ( Count 23 ) | <b>309</b> , 309, 309,  | <b>360,450</b><br>Id Limit             | ₹                     | 87,677<br>Total Expenditure   | ₹               |
| CN                           | NA ADMIN<br>Admin                                       | <b>301,110,050</b><br>Available Limit  | ₹                       |  |                       |                               |                 |
| A Manuar Internet            | 1   | otal No. of Works                      |                         |  |                       |                               |                 |
| manage inbox                 |   | Recommended Work                       | 21                      |  |                       |                               |                 |
| My Modules                   |   | Completed Work with UC                 | 2                       |  |                       |                               |                 |
| Return Fund                  |   | On Going Works                         | 3                       |  |                       |                               |                 |

Screen 54: CNA Home Page.

tos DigiGOV

Inbox

Manage MP Limit Allocation

## 2.1 CNA Limit Allocation:

	I. CNA user		m wry wrodules	to move	Turtiler.			
Manage	MPLADS - SAKSHI मेरा सांसर-मेरा श्वेषीय तिकास Inbox Dashboard M	Home Font Siz	e Quick Links Setting	gs Password	Management Logout		CNA ADMIN Admin, (MPLADS CNA	Department)
) Tree l	List							
M Re	atum Fund	R Lir	nit Allocation Management	R	Work Management	R	Admin	Ŗ
F Or	ganization Account Mapping	Su Su	heme Management	R	Manage Hierarchy	R		
62023 TAT	AConsultancy Services Limited 2. Once the C will be shown ≽ Man	Screen CNA user c n. age Fund 2	<b>1 55: My Modu</b> Hick on <b>Limit</b> A	l <mark>es Page</mark> Allocatio A)	(CNA Limit A n Management	<b>llocation</b> t tile, the f	). Tollowing tiles	værte LCS DigiGOV <sup>™</sup>
	Man MPLADS -	age MP Li	imit Allocation	1.5				
25	SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	Home Font SI	ze Quick Links Settin	ngs Password	I Management Logout		Admin, (MPLADS CN/	Department)
Manage Tree	Inbox Dashboard M	ly Modules						
Y					-			-
	anage Fund Allocation (CNA)		Manage MP Lin	mit Allocation	R	Manage Activ	vity Wise Limit Allocation	R
L F S				Bad	ж			
62023 <u>T</u> AT	TA Consultancy Services Limited							معطق الرج التونية ميلي
62023 TA1	TA Consultancy Services Limited	S	creen 56: Man	age Fun	d Allocation (C	CNA).		tcs DigiGOV
©2023 TA1	TA Comultancy Services Limited	S	creen 56: Man	age Fun	d Allocation (C	CNA).		tcs DigiGOV

ilable Fund 5699124	e <b>≎ Total Ava</b> 87557.00	Total Expenditure 875	Reset	Search † Total All		Local Ar 🤝	lanage Fund Allocation Scheme Member of Parliament L
ilable Fund 5699124	e <b>total Ava</b> 87557.00	Total Expenditure 875	Reset	Searci		Local Ar 🥆	Scheme Member of Parliament L
ilable Fund 5699124	e 🔶 Total Ava 87557.00	Total Expenditure 875	Reset	Search		Local Ar 🗸	Member of Parliament L
ilable Fund 5699124	e	Total Expenditure 875	Reset	Search			
ilable Fund 5699124	e	<b>Total Expenditure</b> 875	cated Fund \$	Total All			
ilable Fund 5699124	e \$ Total Ava 87557.00	Total Expenditure 875	ocated Fund	Total All			
5699124	87557.00	875	57000000.00			Scheme	tal Records 1 5r.No.
					t Scheme	ient Local Area Development S	1 Member of Parliame
			ate Fund	Alloo			
Powered By							3 TATA Consultancy Services Limited
3		* 4 5			~		
A Department)	CNA ADMIN Admin, (MPI ADS CN	gout	ord Management Logou	Settings Pass	ZIIOCALE FU	Home Font Size	4. CNA u MPLADS - SAKSHI
(Copulation)						My Modules	मेरा सांसद-मेरा क्षेत्रीय विकास age Inbox Dashboard
•	×			_		nome (CNA) Limit	lanage Fund Allocato Sch
	^						Scheme Scheme
						e.	Member o Scheme *
					e	of Parliament Local Ar 🗸	Member
			Total Assolution Front		Total Engenditor		Total Aller
		7000000.00	5700	0.00		57000000.00	tal Records 1
ible Fund		000000.00	5700	0.00		Fund *	F.No. Allocate F
5699124					00	1080000	1 Men
						Eighty Thousand Rupees	Ten Lakh E Only
			Close	Save			
			Close	Save			

Screen 58: Allocate Limit (CNA).

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

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

#### 2.2 MP Limit Allocation:

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

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

Manage Fund Allocation (CNA)       Manage MP Limit Allocation       Manage Activity Wise Limit Allocation         Back    Server 30 Screen 59: Manage MP Limit Allocation (CNA). C. Once the CNA user click on the Manage MP Limit Allocation (CNA). 2. Once the CNA user click on the Manage MP Limit Allocation tile, below screen will appear          Messe Address       Image Address       Image Address         Manage MP Limit Allocation (CNA).       Conce the CNA user click on the Manage MP Limit Allocation tile, below screen will appear	Manage Fund Allocation (CNA		Manage MP Limit Allocatic	n R Back	Manage Activit	y Wise Limit Allocation	I
2 VACCOUNTERS Service Land  2 VACCOUNTERS  2 VACUUE  2 VACUUE 2 VACUUE  2 VACUUE 2 VACUUE 2 VACUUE 2 VACUUE 2 VACUUE 2 VACUUE 2 VACUUE 2 VACUUE 2 VACUUE				Back			
2 VACConcered Service Linked  Screen 59: Manage MP Limit Allocation (CNA).  2. Once the CNA user click on the Manage MP Limit Allocation tile, below screen will appear  MPLADS - SAKSH  Kenne Fort Elec Quick Linke Bettings Prossword Management Legent Contaction tile, below screen will appear  MPLADS - SAKSH  Kenne Fort Elec Quick Linke Bettings Prossword Management Legent Contaction tile, below screen will appear  MPLADS - SAKSH  Kenne Fort Elec Quick Linke Bettings Prossword Management Legent Enter Value and Press Enter to Q  Estrict  State  State State  State  State  State State  State  State  State  State  State  State  State  State State  State  State State State  State  State State State S							
3 YOVCONNENT THE STATE OF THE PRANTING DEVElopment of Fresh Allocated Limit 2 Total Allocated Limit 2							
2 VAX Constances States Screen 59: Manage MP Limit Allocation (CNA). 2. Once the CNA user click on the Manage MP Limit Allocation tile, below screen will appear MPLADS - SAKSHI to disk thin form Fort Size Quick Links Exitings Tozoward Management Logait Constant (MPLADS CNA Department ge Information Fort Size Quick Links Exitings Tozoward Management Logait Constant (MPLADS CNA Department ge Information Fort Size Quick Links Exitings Tozoward Management Logait Constant (MPLADS CNA Department ge Information Fort Size Quick Links Exitings Tozoward Management Logait Constant (MPLADS CNA Department ge Information Fort Size Quick Links Exitings Tozoward Management Logait Constant (MPLADS CNA Department ge Information Fort Size Constant (MPLADS CNA Department) Size Constant Constant (MPLADS CNA Department) Size Constant Constant Constant Constant Constant (MPLADS CNA Department) Size Constant Constant Constant Constant Constant (MPLADS CNA Department) Size Constant							
Screen 59: Manage MP Limit Allocation (CNA). 2. Once the CNA user click on the Manage MP Limit Allocation tile, below screen will appear MPLADS - SAKSHI to title thild the frees MPLADS - SAKSHI to title thild the frees MPLADS - SAKSHI Teaching MP Limit Allocation tile, below screen will appear MPLADS - SAKSHI to title thild the frees MPLADS - SAKSHI Memory Free Quick Links Enter Value and Press Enter to Q Enter Value and Press Ente							
2 NAX Consudancy Sorrices Limits       Screeen 59: Manage MP Limit Allocation (CNA).         Screen 59: Manage MP Limit Allocation (CNA).         2. Once the CNA user click on the Manage MP Limit Allocation tile, below screen will appear         MPLADS - SAKSHI       Home       Fort Size       Quick Linkis       Externing       To surver of Management       Logouit       Concerning, MPLADS CNA Department         Image MP Limit Allocation       Home       Fort Size       Quick Linkis       Externing       To surver of Management       Logouit       Concerning, MPLADS CNA Department         Image MP Limit Allocation       Home       Fort Size       Quick Linkis       Externing       To surver of Management       Logouit       Externing       Concerning, MPLADS CNA Department         Image MP Limit Allocation       House of the Parliament       State       District       Enter Value and Press Enter to Q.       Enter Value and Press Enter to Q.         Search       Reset       Search       Reset       Search       Reset							
2 VAX-Considerery Sources Lander Screen 59: Manage MP Limit Allocation (CNA). 2. Once the CNA user click on the Manage MP Limit Allocation tile, below screen will appear MPLADS - SAKSHI to streach adm Beam More Font Size Quick Links Settings Password Management Logoit Control Cont							
Screen 59: Manage MP Limit Allocation (CNA). 2. Once the CNA user click on the Manage MP Limit Allocation tile, below screen will appear MPLADS - SAKSHI the star.Ath skin flass More fort files ge Inbox Deshboard My Modules House of the Parliament 2022-2023 Please Select More for files State Enter Value and Press Enter to Q Search Reset Manage MP Limit Allocated Limit More for files More for fil							
2 NAX Consultancy Services Landed  Screen 59: Manage MP Limit Allocation (CNA).  2. Once the CNA user click on the Manage MP Limit Allocation tile, below screen will appear  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size Quick Linka Settings Possword Management Logait  MPLADS - SAKSHI Home Fort Size							
Stand Constant of Section 2014 Constant of Sec							
Strate deal lines and the parliament of the Parl							
Streen 59: Manage MP Limit Allocation (CNA).  Conce the CNA user click on the Manage MP Limit Allocation tile, below screen will appear  MPLADS - SAKSHI Home Fort Size Quick Links Settings Password Management Legold Control Contr							
Screen 59: Manage MP Limit Allocation (CNA). 2. Once the CNA user click on the Manage MP Limit Allocation tile, below screen will appear MPLADS - SAKSHI Home Font Size Quick Links Settings Password Management Logout Contact Control Content Content ge Inbox Deshboard My Modules nange MP Limit Allocation Financial Year House of the Parliament State District 2022-2023 V Please Select V Enter Value and Press Enter to Q Search Reset al Resorts 7 Sr.No. MP Name MP Tenure One Time Returned Development Fresh Allocated Limit One Advisory Contact Allocated Limit Contact Conta	3 TATA Consultancy Services Limited						tcs Dig
Screen S9: Manage MP Limit Allocation (CNA).  2. Once the CNA user click on the Manage MP Limit Allocation tile, below screen will appear  MPLADS - SAKSHI Home Fort Size Quick Links Settings Possword Management Legold  MPLADS - Dashboard My Modules  anage MP Limit Allocation  Financial Year*  District  Please Select  Please Select Please Select  Please Select Please Select Plea		6					
In CLDS Processing       Home       Font Size       Quick Links       To saword Management       Logout       Control Logout       Control Logout         ge Inbox       Dashboard       My Modules       Admin, (MPLADS CNA Department         anage MP Limit Allocation       Image: Secting a control Logout       District         2022-2023       Please Select       Enter Value and Press Enter to Q       Enter Value and Press Enter to Q         Search       Reserver 7       Sr.No.       MP Tenure       One Time Returned Development       Fresh Allocated Limit       Total Allocated Limit       Activity	2. Once the	CNA user click	on the Manage	MP Limit Allocat	ion tile, be	low screen will ap	opear
ge Inbox Dashboard My Modules  anage MP Limit Allocation  Financial Yer *  I Duse of the Parliament State District  2022-2023 ✓ Please Select ✓ Enter Value and Press Enter to Q Enter Value and Press Enter to Q  Search Reset  al Resorte 7  Sr.No. MP Name  MP Tenure  MP Tenur	मेरा सांसद-मेरा क्षेत्रीय विकास	Home Font Size Quick	Links Settings Password	Management Logout		Admin, (MPLADS CNA De	epartment
anage MP Limit Allocation  Financial Year*  2022-2023  House of the Parliament State District Enter Value and Press Enter to Q Enter	ge Inbox Dashboard M	y Modules					
Financial Year*     House of the Parliament     State     District       2022-2023     Please Select     Enter Value and Press Enter to Q     Enter Value and Press Enter to Q       Search     Reset	anage MP Limit Allocation						
2022-2023 V Please Select V Enter Value and Press Enter to Q Enter Value and Press Enter to Q Search Reset al Resorte 7 Sr.No. MP Name  V MP Tenure  V One Time Returned Development  Frund	Financial Year	House of the P	arliament	State		District	
Search     Reset       al Records 7     Sr.No.       Sr.No.     MP Tenure       One Time Returned Development       Fund   Fresh Allocated Limit	2022-2023	V Please Select	~	Enter Value and Press Enter to	Q	Enter Value and Press Enter to Q	
Sr.No. MP Name   MP Tenure   M	al Records 7		Sear	ch Reset			
	Sr.No. MP Name	¢ MP Tenure ¢	One Time Returned Develop Fund	rment ÷ Fresh Allocated Li	mit ¢	Total Allocated Limit +	Acti
1 Alay Tanta (17th Lok Sabha) 17th Lok Sabha 150000.00 10050000.00 10150000.00	1 Ajay Tamta (17) Sabha)	1 Lok 17th Lok Sabha	150000.00		1000000.00	10150000.00	2
	2 Abdul	17th Lok Sabha	05000.00		50000000.00	50065000.00	Ĺ
2 Abdul 17th Lok Sabha 6500.00 5000000.00 5000500.00 Z	3 Hasmukhbh	al 17th Lok Sabha	540000.00		50000000.00	50540000.00	Ŀ
2         Alcul         17/II-Lox Sabina         050000.00         3000000.00         30000000.00         20000000.00         20000000.00         200000000.00         200000000.00         200000000.00         200000000.00         200000000.00         2000000000.00         200000000.00         2000000000.00         2000000000000000000000000000000000000	4 Nishikant	17th Lok Sabha	500000.00		500000.00	1000000.00	Ø
2         Alcul         17/II.Los Satina         0000000         5000000.00         20000000.00         2           3         Hamukhbhai         17/II.Los Satina         540000.00         500000.00         2         2           4         Nishkant         17/II.Los Satina         500000.00         600000.00         2	5 Sanjay	17th Lok Sabha	2500000.00		5000000.00	75000000.00	Q
Z         Actual         Trili Los Sabina         G0000.00         G0000.000         G00000.00         Z           3         Haamukhbhai         17th Lok Sabina         540000.00         5000000.00         2         2           4         Nishikant         17th Lok Sabina         5000000.00         5000000.00         2         2           5         Sanjay         17th Lok Sabina         2200000.00         5000000.00         75000000.00         2	6 LS Tejasvi Su	ya 17th Lok Sabha	550000.00		50000000.00	50550000.00	Ø
Z         Actual         Trili Los Sabina         G0000.00         G0000.00         G0000.00         G00000.00         Z           3         Haamukhbhai         17th Lok Sabha         540000.00         5000000.00         Z	7 John Barla	17th Lok Sabha	55450.00		5000000.00	50055450.00	Ø
2 Abdul 17th Lok Sabha 05000.00 5000000.00 2005000.00	3 Hasmukhbh	ai 17th Lok Sabha	540000.00		5000000.00	50540000.00	L
Z         Alcular         Trill Los Sabilar         GG000.00         GG000.00         GG000.00         GG00000.00         Z           3         Haamukhbhai         17th Lok Sabha         540000.00         50000000.00         50540000.00         Z	4 Nishikant	17th Lok Sabha	500000.00		500000.00	100000.00	Ø
Z         Auxul         Triticos suina         Goodo.00         Goodo.00         Goodo.00         Z           3         Hasmukhbhai         17th Lok Sabha         540000.00         500000000         £         £           4         Nishikant         17th Lok Sabha         500000.00         500000.00         2	5 Sanjay	17th Lok Sabha	25000000.00		50000000.00	75000000.00	Ø
Z         Alcular         Trill Los Sabina         GG000.00         GG000.00         GG000.00         GG000000.00         GG0000000         Z           3         Hasmukhbhai         17th Lok Sabina         540000.00         50000000.00         50540000.00         Z           4         Nishikant         17th Lok Sabina         500000.00         500000.00         Z         Z	5 Sanjay	17th Lok Sabha	2500000.00		50000000.00	75000000.00	l
Z         Audul         Trili Los Sabina         G0000.00         G0000.00         G0000.00         Z           3         Haemukhbhai         17h Lok Sabina         540000.00         5000000.00         2         2           4         Nishikant         17h Lok Sabina         540000.00         60000.00         2           5         Sanjay         17h Lok Sabina         2500000.00         5000000.00         2	6 LS Tejasvi Su	ya 17th Lok Sabha	550000.00		5000000.00	50550000.00	Q
Z         Actual         Trili Los Sabina         Goodco.00         Soudoco.00         Soudoco.00         Soudoco.00         Soudoco.00         Zoudoco.00	7 John Barla	17th Lok Sabha	55450.00		5000000.00	50055450.00	Ø

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.

limit A	llocation									
inancia	imit al Year *		House of the Parli	ament	State			District		
2022-2	1023	~	Please Select	~			Q			Q
					Sourch Rosot					
					Reset					
Record ate Lim	ts 25 it Field will remain disable	ed until One Time Retu	urn of Funds by respect	ive NDA is approved.		I		1		
.No.	MP Name 🗘	MP Tenure 🗘	One Time Returned Development Fund	Allocated Limit \$	Fresh Allocate Limit ‡	CNA Admin Exp(0.1%) ‡	SNA Admin Exp(0.1%) ‡	NDA Admin Exp(0.8%)	IDA Admin Exp(1.0%)	MP Developm Fund
1	Gautam Gambhir	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	Kalpana Saini (Rajya Sabha)	Sitting MP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	Ajay Bhatt (17th Lok Sabha)	17th Lok Sabha	0.01	0.01	0.00	0.00	0.00	0.00	0.00	0.00
4	Tirath Singh Rawat (17th Lok Sabha)	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	Anli Baluni (Rajya Sabha)	Sitting MP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	Mala Rajya Laxmi Shah (17th Lok Sabha)	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	Kirron	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	- - -									
18	Thirumaa Valavan Thol	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	Agatha K Sangma	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Doop Kuria kasa	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Screen 61: MP Fresh Limit Allocation.

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

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

	noouton									
Financia	al Year *		House of the Parlia	ment	State			District		
2022-2	2023	~	Please Select	~			Q			Q
					Search Reset					
tal Recon	do 25									
locate Lin	hit Field will remain disabl	ed until One Time Retu	rn of Funds by respecti	ve NDA is approved.						
Sr.No.	MP Name ÷	MP lenure 🗧	Returned Development Fund	Allocated Limit 🗧	Fresh Allocate Limit 🗧	CNA Admin Exp(0.1%) <sup>‡</sup>	SNA Admin Exp(0.1%) ÷	NDA Admin Exp(0.8%)	TDA Admin Exp(1.0%) ÷	MP Developmen Fund
1	Gautam Gambhir	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	Kalpana Saini (Rajya Sabha)	Sitting MP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	Kalpana Saini (Rajya Sabha) Ajay Bhatt (17th Lok Sabha)	Sitting MP 17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2 3 4	Kalpana Saini (Rajya Sabha) Ajay Bhatt (17th Lok Sabha) Tirath Singh Rawat (17th Lok Sabha)	Sitting MP 17th Lok Sabha 17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00 864.00 0.00	0.00	0.00 105840.00 0.00
2 3 4 5	Kalpana Saini (Rajya Sabha) Ajay Bhatt (17th Lok Sabha) Tirath Singh Rawat (17th Lok Sabha) Anil Baluni (Rajya Sabha)	Sitting MP 17th Lok Sabha 17th Lok Sabha Sitting MP	0.00	0.00 0.01 0.00 0.00	0.00 108000.00 0.00 0.00	0.00 108.00 0.00 0.00	0.00 108.00 0.00 0.00	0.00 864.00 0.00	0.00 1080.00 0.00 0.00	0.00 105840.00 0.00 0.00
2 3 4 5 6	Kalpana Saini (Rajya Sabha) Ajay Bhatt (17th Lok Sabha) Tirath Singh Rawat (17th Lok Sabha) Anil Baluni (Rajya Sabha) Mala Rajya Laxmi Shah (17th Lok Sabha)	Sitting MP 17th Lok Sabha 17th Lok Sabha Sitting MP 17th Lok Sabha	0.00 0.01 0.00 0.00 0.00	0.00 0.01 0.00 0.00 0.00	0.00 100000.00 0.00 0.00 0.00	0.00 108.00 0.00 0.00	0.00 108.00 0.00 0.00 0.00	0.00 864.00 0.00 0.00	0.00 1080.00 0.00 0.00	0.00 105840.00 0.00 0.00 0.00

Screen 62: MP Fresh Limit Allocation.

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

MP Limit /	Allocation						×
9	BHAGAT SINGH	17th Lok Sabha					
10	RAJEEV RANJAN	17th Lok Sabha					
11	RAGINI KUMARI	17th Lok Sabha					
12	CHANDNI KUMARI	17th Lok Sabha					
13	RAKESH .IHA	17th Lok Sabha					
14	SEEMA RISHI	17th Lok Sabha	Confirm		×		
15	Kuldeep Rai Sharma	17th Lok Sabha	Do you want	to save details?			
16	Pratap Chandra Sarangi	17th Lok Sabha	6	Yes No			0.00
17	Indra Hang Subba	17th Lok Sabha	[				0.00
18	Thirumaa Valavan Thol	17th Lok Sabha					0.00
19	Agatha K Sangma	17th Lok Sabha					0.00
20	Dean Kuria kose	17th Lok Sabha					0.00
K C 4	1 / 2	C.					[1-20/25]
				Save Close			

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

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

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

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.

Manage MP Limit Allocation       Financial Year*     District       2022-2023     Please of the Parliament     State     District       2022-2023     V     Please Select     Center Value and Press Enter to     Center Value and Press Enter to       Search     Reset       State     One Time Returned Development + Fresh Allocated Limit     Tot     Allocated Limit       1     Alay Tamita (17th Lok Sabha)     150000.00     10000000.00     10150000	District Enter Value and Press Enter to Q Tot Allocated Limit + Activ 10150000.00
Financial Year*     House of the Parliament     State     District       2022-2023         Please Select        Enter Value and Press Enter to          Search     Reset     Reset                 Mail Resords 8                   Sr. No.     MP Name     MP Tenure     One Time Returned Development     Fresh Allocated Limit     Tot     Allocated Limit       1     Alay Tamta (17th Lok Sabha)	District Enter Value and Press Enter to Q Tot Allocated Limit • Acti 10150000.00
2022-2023     Please Select     Enter Value and Press Enter to     Enter Value and Press Enter to       Search     Reset       Mail Resonds 8     Sr.No.     MP Tenure     One Time Returned Development     Fresh Allocated Limit     Tot     Allocated Limit       1     Alay Tamta (17th Lok Sabha)     17th Lok Zebha     150000.00     10000000.00     10150000	Enter Value and Press Enter to Q
Mail Reserve     One Time Returned Development + Fund     Fresh Allocated Limit +     Tot     Allocated Limit       1     Alay Tamta (17th Lok Sabha)     17th Lok Babha     150000.00     10000000.00     10150000	Tot Allocated Limit CAction
tal Records 8 Sr.No. MP Name  MP Tenure  One Time Returned Development  Fund Fresh Allocated Limit Tot Allocated Limit Alay Tanta (17th Lok Sabha) 17th Lok Sabha) 15th Color	Tot Allocated Limit C Acti
Sr.No.         MP Name         MP Tenure         One Time Returned Development         Fresh Allocated Limit         Tot Allocated Limit           1         Alay Tamta (17th Lok Sabha)         17th Lok Sabha         150000.00         10000000.00         10150000	Tot Allocated Limit + Act
1 Ajay Tamta (17th Lok Sabha 150000.00 1000000.00 10150000	10150000.00
2 Alay Bhatt (1/II) Lok 3abha 0.01 109000.00 109000	108000.01
3 Abdul 17th Lok Sabha 65000.00 5000000.00	50065000.00
4 Hasmukhbhai 17th Lok Sabha 540000.00 5000000.00 50540000	50540000.00
5 Nishikanit 17th Lok Sabha 500000.00 500000.00 1000000	1000000.00
6 Sanjay 17th Lok Sabha 2500000.00 5000000.00 7500000	75000000 00
	750000000 22
7 LS lejasvi Surya 17th Lok Sabha 550000.00 50050000.00 50050000	5055000.00

Screen 64: MP Limit Allocation

Name of the Parliament       Site       District         2022-2023       O       District         2022-2023       O       District         Colspan="2">Site       District         Colspan="2">Site       District         Colspan="2">Site       District         Allocated Limit * Modify Allocated 2       Site Admin * NoA Admin * No	C P Developme Fund
2022-2023       v       Lok Saha       v       Witenahand       X       X       X         Precent 1 and Performent disadied und torte The Raten of Functe by respective NDA is agrowed.       Noted of Linkit 1 Modify Allocated 1 1 Modify A	< P Developmi Fund 105840.00
Normal States         A first with a state with of the states with a state with	IP Developme Fund
Image: Province of a state of the state	IP Developm Fund
No.       MP Name       MP Tenurg       Description Paral       Count of Paral       Count of Para       Count of Para<	IP Developmy Fund
1       Aley Bhat (17h: Lok Sakha       0.01       100000.01       1000.00       10000.00       1000.00       10	105840,00
Update       Close         Cose         Screen 65(a): Update MP Allocated Limit. (original Value)         State         Distict         Distict         One Time         Novae of the Parliament         State         Distict         One Time         One Time         NA Admini & Novae of the Parliament         Distict         Distict         One Time         More of the Parliament         More of the Parliament         More of the Parliament         One Time         More of the Parliament         More of the Parliament         More of the Parliament         More of the Parliament         More o	
Screen os(a): Operate MF Anocated Limit. (original value)         mit Allocation         arte Limit         Interview of the Parliament         State         District         District         District         Colspan="2">One Time Return of Funds by respective NDA is approved.         No.       MP Tenure         One Time Return of Funds by respective NDA is approved.         No.       MP Tenure         One Time Return of Funds by respective NDA is approved.         No.       MP Tenure       One Time Return of Exp(0.1%)       SNA Admin:       SNA Admin: </th <th></th>	
ate Limit ate Limit acial Year * House of the Parliament State District 522-2023 V Lok Sabha V Uttarakhand X X X Xecratis 1 te Limit Field will remain disabled unti One Time Return of Funds by respective NDA is approved. No. MP Name * MP Tenure * Returne * Allocated Limit * Modify Allocated * CNA Admin * SNA Admin * DA Admin * DA Admin * Development * Allocated Limit * Modify Allocated * CNA Admin * SNA Admin * Exp(0.9%) * ToDA Admin * Exp(0.9%) * ToDA Admin * DA Admin * Development * Allocated Limit * Modify Allocated * CNA Admin * SNA Admin * Exp(0.9%) * ToDA Admin * DA Admin * Development * Allocated Limit * Modify Allocated * CNA Admin * Exp(0.9%) * ToDA Admin * ToDA Admin * Exp(0.9%) * ToDA Admin * Ex	
aancial Year * House of the Parliament State District 222-2023 ✓ Lok Sabha ✓ Uttarakhand × ✓ Dostrict Cok Sabha ✓ Uttarakhand × ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
222-2023     Lok Sabha     Uttarakhand     X     X	
Mercurity 1       MP Name       MP Tenure       One Time Returned Development       Allocated Limit       Modify Allocated Limit       CNA Admin Exp(0.1%)       SNA Admin Exp(0.1%)       NDA Admin Exp(0.1%)       IDA Admin Exp(0.1%)       MOA Admin Exp(0.1%)       IDA Admin       MOA         1       Ajay Bhat (17th Lok Sabha)       17th Lok Sabha       0.01       108000.01       195000       195.00       195.00       196000       1	i.
Update Close	P Developme Fund 91100.00
Update Close	91100:00
Screen 65(b): Update MP Allocated Limit. (Updated)	

age Int	MPLADS - SAI मेरा सांसद-मेरा क्षेत्रीय विकास box Dashboard	<b>(SHI</b> Hom My Module	e Font Size Qu	ick Links Settings Passw	vord Management Logout		C	CNA ADMIN Admin, (MPLADS C	CNA Departmen
lanage	MP Limit Allocation								
Financ	cial Year *		House of the	e Parliament	State		District		
2022	2-2023	~	Please Sel	ect 🗸	Enter Value and Pres	ss Enter to Q	Enter Valu	ue and Press Enter to	o Q
ital Reco	ords 8			S	earch Reset				
Sr.I	No. MP	Name 💠	MP Tenure	One Time Returned Deve Fund	elopment <sub>‡</sub> Fresh All	ocated Limit	÷ Total Al	llocated Limit	Acti
1	1 Ajay Tam Sa	ta (17th Lok abha)	17th Lok Sabha	150000.00		1000000.0	0	1015000	00.00
2	2 Ajay Blia Sa	abha)	17th Lok Sabha	.01		195000.0	0	19500	00.01
3	3 A	bdul	17th Lok Sabha	65000.00		5000000.0	0	5006500	00.00
4	4 Hasm	lukhbhai	17th Lok Sabha	540000.00		5000000.0	10	5054000	00.00
5	5 Nis	hikant	17th Lok Sabha	500000.00		500000.0	0	100000	00.00
	6 Si	anjay	17th Lok Sabha	2500000 00		500000000	n	7500000	10 00 🖉
6	7	and Supra	17th Lok Cabba	550000.00		50000000	0	5055000	0.00
6 7 8 3 TATA Co	7 LS Tej: 8 Joh	svi Surya n Baria	17th Lok Sabha 17th Lok Sabha	550000.00 55450.00 Allocate creen 66(a): U	Himit Modify Limit	5000000.0 50000000.0	o o Limit	5055000 5005645	00.00 <u>∉</u> 50.00 <u>∉</u> tcs D
6 7 8 3 TATA Co	7 LS Tej; 8 Joh	n Baria	17th Lok Sabha 17th Lok Sabha	55000.00 55450.00 Allocate creen 66(a): U	Limit Modify Limit	5000000.0 50000000.0	Limit	5055000 5005545	00.00 2
e Limit 2-2023	7 LS Tej 8 Joh onsklang Service Linkid	n Barta	17th Lok Sabha 17th Lok Sabha S House of the Parlia Please Select	55000.00 55450.00 Allocate creen 66(a): U	Li imit Modify Limit pdate All MP A Sate	5000000.0 5000000.0	o o District	505500 5005649	00.00 <u>∉</u> 50.00 <u>∉</u> tcsp
e Limit colal Yeas 2-2023	7 LS Tej 8 Joh orealizery Services Limited ar * dd will remain disabled until MP Name \$	n Barla	17th Lok Sabha 17th Lok Sabha S Mouse of the Parila Please Select unds by respective NDA is app one Time Returned	55000.00 55450.00 Allocate creen 66(a): U	A limit Modify limit  pdate All MP A  state arch Reset	5000000. 5000000. Allocated I	District	505500 5005645	0.00
6 6 7 8 8 3 TATA Co 9 Limit icial Year 2-2023 0 .	7 LS Tej 8 Joh onsultancy Sovice Limited ar *	n Barla n Barla n Barla n Bar	17th Lok Sabha 17th Lok Sabha S House of the Parila Please Select unds by respective NDA is ap evelopment Fur pevelopment Fur pevelopment Parila	55000.00 55450.00 Allocate creen 66(a): U ment v Set soved. d = Allocated Limit : Moc	et i imit Modify I imit  pdate All MP A  state  fify Allocated Limit : CNA Adt Exp(0.1  arch Reset	5000000.0 5000000.0 Allocated I	District	5055000 5005645	MP Developm Fond Cospon on
6 6 7 7 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	7 LS Tej 8 Joh onsellancy Service Linear arr * w HP Name Aays Tanta (17th Lock Sacha) Agey Bart (17th Lock	ssvi Surya n Baria	17th Lok Sabha 17th Lok Sabha 17th Lok Sabha S House of the Parlia Please Select unds by respective NDA is ap Development Fur 150000.00 0.01	55000.00 55450.00 Allocate creen 66(a): U	Limit Modify Limit  Ddate All MP A  Sate  Sate  Rfy Allocated Limit 2 CMA Add  Roset  Rfy Allocated Limit 2 CMA Add  10000.00  1000.00  105.00	5000000.0 5000000.0 Allocated I Q Q SMA Admin Exp(0.1%) 10000.0 195.00	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	505500 5005645 5005645 5005645 5005645 1000000 5005645 1000000 5005645	MP Developm           Fund           980000.00           191100.00
Elimit Limit -2023	7 LS Tej 8 Joh orositurcy Service Linket arr * Key Ternan disabled until MP Non C Agey Ternat (17th Lock Schola) Agies Betr (17th Lock Schola) Acidul	ssvi Surya n Baria	17th Lok Sabha 17th Lok Sabha 17th Lok Sabha S House of the Parlia Please Select unds by respective NDA is ap 0 One Time Refuture 150000.00 0.01 65000.00	550000.00 55450.00 Allocate creen 66(a): U nem soves.	Limit Modify Limit  Ddate All MP A  Sate  Sate  Reset  Rify Allocated Limit  CMA Md  10000.00  1000.00  1000.00  5000 5000	5000000.0 5000000.0 Allocated I 9 9 9 10000.0 195.00 195.00 195.00	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	5005000 5005645 5005645 5005645 5005645 6 5005645 6 5005645 5 5005645 5 5005645 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	MP Developm           980000           9800000.00           191100.00
Climit cial Year 2-2023	7 LS Tej 8 Joh orositurcy Server Linket arr * Ary Tarta (17th Lok Schal) Acjut Hasmukhhai	ssvi Surya n Baria	17th Lok Sabha 17th Lok Sabha 17th Lok Sabha S House of the Parilia Please Select unds by respective NDA is ap Development Fur 150000.00 0.01 65000.00 54nnnn nn	550000.00 55450.00 Allocate creen 66(a): U nem seves. d a Allocated imit b seves. d a Allocated imit b seves. d a Allocated imit b seves. d a Seves. f a Seves. f f a Seves. f a Seves. f a Seves. f a Seves. f a Seves. f a Seves. f f	I imit Modify I imit      Ddate All MP A      Sate      Sate      Reset      Reset      Reset      Reset      Solo 0      10000.00      10000.00      105.00      10000.00      Solo 0      Solo	50000000 50000000 Allocated I 9 9 9 10000.00 195.00 19	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	5005000 5005645 5005645 5005645 5005645 6 5005645 6 5005645 5 5005645 5 5005645 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	MP Developm           98000         2           ICCS D         2           ICCS D         3           980000.00         191100.00           49000000.00         49000000.00
ords 8 ords 8 ords 8	7 LS Tej 8 Joh onsultancy Service Lineid ar * Alay Tanta (17h Lok Sabha) Alay Bath (17h Lok Bath (17h Lok Alay Bath	svi Surya n Barla	17th Lok Sabha 17th Lok Sabha 17th Lok Sabha S House of the Parlia Please Select  bereforment Fun 150000.00 0.01 65000.00 500000.00 50000.00 500000.00 500000.00 500000.00 500000000	550000.00 55450.00 Allocate creen 66(a): U neet v soues.	Li imit Modify i imit  pdate All MP A  sate  sate  fify Allocated Limit : ChA Add  fify Alloca	5000000.0 5000000.0 Allocated I State of the second sec	District      District      District      District      District      District      District      District      docoo.co      Adoctoo.co       Adoctoo.co	505500 5005645 5005645 2x9(1,0%) 10000.00 1950.00 500000.00	MP Developm           Final           980000.00           191100.00           4900000.00           4900000.00
6 6 7 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	7 ILS TE/ 8 Joh are the set of	ski Surya n Barla One Time Return of F MP Tenuxe 17/h Lok Sabha 17/h Lok Sabha 17/h Lok Sabha 17/h Lok Sabha 17/h Lok Sabha 17/h Lok Sabha 17/h Lok Sabha	17th Lok Sabha 17th Lok Sabha 17th Lok Sabha Reveal Sabha	550000.00 55450.00 Allocate Creen 66(a): U neet v soved. d <u>5 Allocated limit \$ Noc</u> 1015000.00 109000.01 19900.01 19000.00 190000000000	I imit Modify I imit      Ddate All MP A      Sate	5000000.0 5000000.0 Allocated I Support Supp	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	5055000 5005645 5005645	MP Developm           Find         2           Iter S D         2
6 6 7 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	7 ILS Tejs Xury Several International Intern	ski Surya n Barla One Time Return of F MP Tenuxe 17/h Lok Sabha 17/h Lok Sabha	17th Lok Sabha 17th Lok Sabha 17th Lok Sabha 17th Lok Sabha S	550000.00 55450.00 Allocate Creen 66(a): U Neet 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	I imit Modify I imit      Ddate All MP A      Sate	50000000 50000000 Allocated I Support Suppor	0 0 0 0 0 0 0 0 0 0 0 0 0 0	5005000 5000545 500545 <b>Exp(L0%)</b> = 100000.00 500000.00 500000.00 500000.00 500000.00 500000.00 500000.00	MP         Developm           MP         Developm           1000         2           4900000.00         4900000.00           4900000.00         4900000.00           4900000.00         4900000.00

Screen 66(b): Update All MP Allocated Limit

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

## 3. CNA Calamity Configuration:

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

### 1 National & State Calamity Configuration:

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

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

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

MPLADS - SAKSHI मेरा सोलद-मेरा देवीय प्रियाल	Home Font Size Quick Links	Settings Password Manager	nent Logout			Admin, (MPLADS CNA	Department)
age Inhox Dashhoard My Modules							
		n ( ) ( 1 <b>2</b> 2					
Return Fund	Limit Allocation Manage	ement	Work Management		Admin		)
Organization Account Mapping	Scheme Management		Manage I licrarchy	1	4		
ATA Consultancy Services Limited							bos.
NA Consultancy Services Limited	Screen 67(a	a): Work Ma	anagement (Ca	alamity Cor	nfiguratio	on)	tcs
AUA Consultancy Services Limited	Screen 67(a	a): Work M	anagement (Ca	alamity Cor	nfiguratio	on)	tos
AM Consultancy Senters Landed           MPLADS - SAKSHI           Are alles Are alles Renet	Screen 67(	a): Work M	anagement (Ca	alamity Cor	nfiguratio	ON) C CNA ADMIN Admin, (MPLADS CN	tos VA Departm
MA Considery Service Limits           MPLADS - SAKSHI Are rifes-free Site Dense           are gas Tribes         Deabboard         May Mondation	Screen 67(: Home   Fort Size   Quick Links	a): Work M	anagement (Ca	alamity Cor	nfiguratio	DN) CNA ADMIN Admin, (MPLADS CN	VA Departm
AND Consultancy Services Landed           MPLADS - SAKSHI           Areine-Arto Salo General           age Inhox         Deschboard           Bitt	Screen 67(a	a): Work Manage	anagement (Ca	alamity Cor	afriguratio	DDD) C CNA ADMIN Admin, (MPLADS CN	ics
ABA Consultance Lineted MPLADS - SAKSHI Ret ele-tim gifte Disease rage Endex Data Hobered Ret Hobered Fund Disbursement - MPLAD	Screen 67(:	a): Work Ma	anagement (Ca	Alamity Cor	Admin Work Assignment	DD) C CNA ADMN Admin, (MPLADS CN	LCS
MAX Consultance Services Landed           MPLADS - SAKSHI           Are effect and addresses           Are effect and addresses           Are effect and addresses           Construction           The Machine           Base Theorem           Prior Disclorement - MPLAD	Screen 67(:	a): Work M	ement   Logaut   Rank	Alamity Cor	Admin Work Assignment	DD)	tics
MA Considery Service Lined  MPLADS - SAKSHI Are effective Ball Bereit  are line:  Fund Debursement - MPLAD	Screen 67(:	a): Work Ma	anagement (C:	Alamity Cor	Admin Work Assignment	DD) C CHA ADMIN Admin, (MPLADS CH	tos
AAA Consultancy Services Landed           MPLADS - SAKSHI           Are elevely, do to Boose           age Enbox         Daehboard           May Hendular           ree List           Fund Disbursement - MPLAD	Screen 67(:	a): Work Ma Settings Password Manage Calamity Configuration	anagement (Ca ement   Logout   Rank	Alamity Cor	Admin Work Assignment	DDD) C CHAADMIN Admin, (MPLADS CH	LCS NA Departm
AND Consultance Services Linead MPLADS - SAKSHI Are effects 4th gifter Bernin are Ersbear Date/Hoseard My Moundation ree List Fund Disbursement - MPLAD	Screen 67(:	a): Work M	ement Logout	Alamity Cor	Admin Work Assignment	DD) C CNA ADMN Admin, (MPLADS CN	LCS NA Departm
MA Consudercy Services Lended           MPLADS - SAKSHI           Provide Services           Provide Services           Deschloserst           Teuring Services           Fund Desbursement - MPLAD	Screen 67(:	a): Work Ma	anagement (C:	Alamity Cor	Admin Work Assignment	DD)	tos
Wh Consultance Scholen Landed MPLADDS - SAKSHI Are ellers-free gible Denore range Tracks Dear Method and Consultation range Tracks Dear Method and Consultation range Tracks Dear Method Scholen Consultation Fund Disbursement - MPLAD	Screen 67(:	a): Work Ma	anagement (C:	Alamity Cor	Admin Work Assignment	DD)	tos
Wit Consultance Services Landed  MPLADES - SAKSHI  Ara stine-Arit gifte Decem  arges Indexa  December and  Fund Disburisement - MPLAD	Screen 67(:	a): Work Ma	anagement (Ca	Alamity Cor	Admin Work Assignment	DDD)	ics
Mit Consultance Sources Landed	Screen 67(:	a): Work Ma	anagement (C:	Alamity Cor	Admin Work Assignment	DD)	tos
AAA Consultancy Sanders Landed           MPLADS - SAKSHI           Are elises - Exist adea Dense           Tree Last   Trued Disbursement - MPLAD	Screen 67(:	a): Work Ma	anagement (C:	Alamity Cor	Admin Work Assignment	DD)	LCS
AAA Consubary Savetan Landd           MPLADS - SAKSHI           Bre elines - Ato 28/0 Review           Consultation of the savet Allow of	Screen 67(:	a): Work Ma	anagement (C:	Alamity Cor	Admin Work Assignment	DD)	tos
MX Consudery Services Lined           MPLADS - SAKSHI           Register Services Lined           Bergister Services Lined           March Constraints           March Constratint <tr< td=""><td>Screen 67(:</td><td>a): Work Ma</td><td>anagement (C:</td><td>Alamity Cor</td><td>Admin Work Assignment</td><td>DD)</td><td>tos</td></tr<>	Screen 67(:	a): Work Ma	anagement (C:	Alamity Cor	Admin Work Assignment	DD)	tos
NA Consultance Societies Landed MPLADES - SAKSHI Rea effers - Ale all Reference rea Last Fund Disbursement - MPLAD Ale Disbursement - MPLAD	R	a): Work Ma settings Password Manage Calamity Configuration	anagement (Ca ement   Logout   Rank	nfiguration	Admin Work Assignment	DDD)	tos
AX Consultary Sorders Landd           MPLADS - SAKSHI           Arit elles 400 2400 Brow           ange Tablex         Data House           Ter List   Fund Disbursement - MPLAD	Screen 67(:	a): Work Manager Settings   Password Manager Catamity Configuration	anagement (C: ement   Logout   Rack ): Calamity Co	alamity Cor	Admin Work Assignment	DD)	tos

MPLADS - SAI	KSHI Hom	e Font Size Ouick Links	Settings Password Management Logout				05 CNA Department)
age Inbox Dashboard	My Modules						
Configure Calamity State							
Calamity Type Please Select	t ~						
Sr. No. Calam	ity State 🗘	Calamity Type 🔹	Calamity Name +	Calamity Date 💠	Start Date	End Date 🗘	Action
1 SNAM	laharashtra laharashtra	National Calamity	Maharashtra Flood 2021	01-Mar-2023	22-Mar-2023	20-Jun-2023	1
3 SNA (	handigarh	National Calamity	Chandigarh_Calamity_2022	01-Mar-2023	24-Mar-2023	22-Jun-2023	1
4 SNA	handigarh	National Calamity	Chandigarh Calamity	01-Mar-2023	25-Mar-2023	23-Jun-2023	×.
6 SN4	Assam	National Calamity	Floods and flu	23-Mar-2020 27-May-2019	27-Mar-2023	25-Jun-2023	1
7 SNA N	laharashtra	State Calamity	Floods	21-Oct-2020	27-Mar-2023	25-Jun-2023	
8 SN	Gujarat	State Calamity	Floods due to heavy rain	27-Mar-2023	28-Mar-2023	26-Jun-2023	1
TATA Consultancy Services Limited			Screen 68: Calami	ty Configur	ation		tos Dig
2						•••	
	After clicl	king on Config	ure Calamity Area bi	utton, the sci	een below w	appear.	
J.	After clicl	king on Config	ure Calamity Area by	utton, the sci	reen below w	111 appear.	
MPLADS - SA           मेरा सांस्ट मेरा क्षेत्रीय विकास           ace Inbox         Dashboard	After clicl	king on Config	ure Calamity Area bi	utton, the scr	een below w	7111 appear.	OS CNA Department)
3 . MPLADS - SAi طر सांसर मेत क्षेत्रीय विकास age Inbox Dashboard Coofig Configure Calamity	After clicl	king on Config 1e   Font Size   Quick Links	ure Calamity Area b	utton, the scr	een below w	7111 appear.	DS CNA Department)
An elec An Site Team An elec An Site Team age Inbox Dashboard onfie Contigure Calamity Calam	After clicl	Font Size Quick Links      State Calamity      National C	ure Calamity Area bi	utton, the sci	een below w	7111 appear.	DS CNA Department)
2 . MPLADS - SA Are nites An bitle form age Inbox Dashboard onfig Configure Calamity Calam	After click KHI Hom My Modules Affected Area Calamity Type * Financial Year *	Fort Size Quick Links      Fort Size Quick Links      State Calemy     National C      2022-2023	ure Calamity Area bi	utton, the sci	een below w	7111 appear.	DS CNA Department)
2 . MPLADS - SA are relea in a bite form age Inbox Dashboard Configure Catamity Calam Sr. 1 Calamity State (	After click KSHI My Modules Mtected Area Calamity Type * Financial Year * SNA]* Please Gelec	Fort Size Quick Links      Fort Size Quick Links      State Calemy     National C      2022-2023	ure Calamity Area by Settings Password Management Logaut alemny Calamity Disenter	Letter Value and Press	conter to Q	7111 appear.	DS CNA Department)
Calamity State ( Calami	After click  KSHI Hom  KY Hodules  Calamity Type * Financial Year  SNA)* Please Select Date *	State Calaraty     Config     State Calaraty     Control     Contro     Control     Control     Control     Control     Control     C	calamity Name calamity District Calamity District Calamity District	* Enter Value and Press	Enter to Q	C CHARDNER	DS CNA Department)
Sraf Calamity State ( Calamity State ( Calamity State ( Calamity State ( Calamity State (	After click (SHI Hom My Modules Attected Area Calamity Type * Financial Year* BMA* * Please Gelec Date * 5 Start	State Calamy     Costate Calamy     Costate Calamy     Costate Calamy     The Calamy     Th	ure Calamity Area bi setings Password Management Logout alarniy Calamity District Calamity District Calamity District	Enter Value and Press	Enter to Q	C CHARDNER	DS CNA Department)
S. MPLADS - SA Rented Rest and Configure Calamity Set Calamity State ( Calamity State ( Calamit	After click SHI Hom Py Modulus Attected Area Calamity Type * Financial Year* SNAi* // Pfease Selec Start Start Start Cate *	State Calamiy     Antonal C     2022-2023     M	ure Calamity Area bi setings Password Management Logout alarniy Calamity Riserier Calamity Riserier Calamity Riserier Calamity Riserier Calamity Riserier Calamity Riserier	Enter Value and Press	Ener to Q	C CHARDNER	DS CNA Department)
S. MPLADS - SA Rentied. Rentied. Rentied. Rentied. MPLADS - SA Rentied. Rentied. Rentied. Sector Configure Calamity Salari Calamity State ( Calamity State Calamity Calamity State Calamity C	After click SHI Hom Py Nodulus Aftected Area Calamity Type * Financial Year * Financial Yea	State Calarmy     Antonal C     2022-2023       m	settings Password Management Logout aternity Cataonity District Cataonity District Cataonity Name Contribution End Dat Attachment	Creer Value and Press     Creer Value and Press     Maj	Enter to Q.	C CHARDMAN	DS CNA Department)
Sr. MPLADS - SA to tries. At other from ge intox Dashboard onfo Configure Calannity alarn Calannity State ( Calannity State Calannity Calannity Calannity Calannity Calannity Calannity Calannity	After click SHI Hom My Nodules Attended Area Catamy Type * Financial Year * Financial Year * Start Start Start Prime Start Date * Income Type Star	King on Config      Fort Size Quick Links      State Calamiy National C 2022-2023      T      m      m	settings Password Management Logout atempy Cataonity Televier Cataonity Televier Cataonity Name Contribution End Dat Attachment	Creer Value and Press     Creer Value and Press     Maj	Enter to Q.	C CHARDMAN C CHARDMAN Admin, (HPLAC	os CNA Department)
Sr. MPLADS - SA Rented-Readed Server ge Index Babboard Contigue Catannity Sr. Calamity State ( Calamity State Calamity Calamity State Calamity Calamity State Calamity Calam	After clicl SHI Imm My Nodules After clicul My Nodules Aftered Area Catamity Type * Financial Year* Financial Year* State Date * Fund Fund fund fund fund fund fund fund fund f	king on Config Fort Size Quick Links State Calamity National C 2022-2023 a m m	settings Password Management Logout atamity Catawity District Catawity District Catawity District Catawity Name Contribution End Dat Attachment Save Reset	Coter Value and Press  Coter Value and Press  MB)	Enter to Q.	7111 appear.	n and a second sec
See Control Co	After clicl SHI tom Py Nothiles Attended Area Catamity Type * Financial Year* Financial Year* Catamity Type * Financial Year* State Catamity Type * Financial Year* Financial	king on Config Fort Size Quick Links State Calamity National C 2022-2023 a m m	setings Password Management Logout alarnhy Calamity Name Contribution End Dat Attachment Sorre Reset Corriguer calamity or	Coter Value and Press	Enter to Q.	7111 appear.	DS CNA Department)
A. MPLADS - SA The first At 88% here: The first At	After clicl SHI torm My Modules Attended Area Catamity Type * Financial Year* Financial Year* Date * Date * Financial Year* Date * Financial Year* Date * Financial Year* Date * Financial Year* Financial Yea	king on Config Fort Size Quick Links State Calamity National C 2022-2023 a m m	ure Calamity Area bu setings Password Management Logout alarnhy Calamity Name Contribution End Dat Attachment Save Reset Corriguer Calamity for	Coter Value and Press     MB     MB	Enter to Q.	7111 appear.	15 CMA Department)
S. MPLADS - SA In the first At the first in the set of the set	After clicl (SHI torm Py Modules  Attended Area  Catamity Type * Financial Year* NNA) * Please Celec Date *  Start Date *  Fund Pund Pund Pund Pund Pund Pund Pund P	king on Config Fort Size Quick Links State Calarmy National C 2022-2023 a m m	ure Calamity Area bi setings Password Management Logout alarnhy Calamity Name Contribution End Dat Attachment Save Reset Corrigure Calability or the	Coter Value and Press     MB     MB	Enter to Q.	111 appear.	SS CMA Department)
S. MPLADS - SA in rise at a bit time in ri	After clicl (SHI torm Pay Modules Catamity Type * Financial Year* EMA) * Please Gelec Date * Date * Financial Year* Financial	king on Config Fort Size Quick Links State Catamay Restorat C 2022-2023	ure Calamity Area bu setings Password Management Logout aamiy Calamity Name Contribution End Dat Attachment Save Reset Corrigute Calamity area	Enter Value and Preas     Maj     Max	Enter to Q. m 1 Attachment of 10	111 appear.	SS CMA Department)
S. MPLADS - SA In resc. 41 of the Terms See Those Dashboard Contiguer Calumity Calamity Calamity State ( Calamity State) Calamity Calamity Calamity Calamity Calamity Calamity Calamity Calamity Calamity Calamity	After clicl (SHI torm	king on Config • Fort Size Quick Links O State Calanity • National C 2022-2023 • * m m m	eternije Pasoverd Management Legaut sternije Pasoverd Management Legaut sternije Catalamity Diserter Catalamity Diserter Catalamit	Enter Value and Press     MB     Attach Fle(s) [Max.	Ecter to Q	111 appear.	SS CHA Department)
S. MPLADS - SA In relative the form See Tobox Dashboard config Configure Clasmity alatan See Configure Clasmity Calamity Calamity Calamity Calamity Calamity Calamity Calamity Calamity	After clicl (SHI Hom Py Modules Affected Area Calamity Type * Financial Year* a Start a Start Financial Year* (10000000) (10000000)	king on Config • Fort Size Quick Links O State Calarny Aktornal Ca 2022-2023 A m m	ure Calamity Area bu setings Pasword Management Legaut slamity Cataonity Disense Cataonity Disense Cata	Criter Value and Press     MBJ     Attach Fleiss (Max	Enter to Q	111 appear.	SS CHA Department)
MPLADS - SA     m misc. the site form     more and the set of	After clicl (SHI Ion Py Modules After Area Calamity Type * Financial Year* SNA* Press Select a Start as Start Brin Area (10000000 Financial (1000000 Financial (10000000 Financial (10000000 Financial (10000000 Financial (10000000 Financial (10000000 Financial (10000000 Financial (100000000 Financial (10000000 Financial (100000000 Financi	king on Config • Fort Size Quick Links O State Calenny • National Co 2022-2023 • a m m	ure Calamity Area bu setings Pasword Management Legaut slamity Calamity District Calamity District Calamity District Calamity District Contribution End Dat Attachment Save Reset Corringute Calamity area	Creer Value and Press     MBJ     MBJ     MAX	Enter to Q	111 appear.	SS CMA Department)
S. MPLADS - SA In relative the form generative Set Configure Calorinely Configure Calorinely Calorine Configure Calorinely Calorine Configure Calorinely Configure Cal	After clicl (SHI Former Click) Very Notalias Attended Area Calamity Type * Financial Vear * SNA* Prease Cales SNA* Prease Cales SNA* Prease Cales (Start Start Sta	king on Config Fort Size Quick Links O State Calenty Antonia C 2022-2023 a m m	ure Calamity Area bu setings Pasword Management Legaut slamiy Calamity Name Contribution End Dat Attachment Save Reset Corrigute Centerminy you	Conter Value and Press	Enter to Q	111 appear.	SS CNADepartment)
S. MPLADS - SA In related in the flow provide the flow Science of the second secon	After clicl (SHI Former Click) Very Notables  Attended Area Calamity Type * Financial Vear*  Start Start MP()* 10000000	king on Config • Fort Size Quick Links O State Calarny Antonia Co 2022-2023 A m m	ure Calamity Area br setings Pasword Management Legaut alamity Calamity Name Centribution End Dat Attachment Save Reset Corregore Contrainity of	Cot	Enter to Q	111 appear.	
A.     MPLADS - SA     metical for efficiency	After clicl SHI Iom Py Nodulus Attended Area Calamity Type Financial Year Shat Stat Stat Stat Stat Stat Stat Stat	king on Config • Fort Size Quick Links • State Calamiy • National Ci 2022-2023 • a m m m Screener Screener	en 69(a): National (	Calamity Co	Enterto Q	111 appear.	15 CMA Department)
A.	After clicl SSH International Sectors SSH International Sectors Attended Area Catamity Type International Sectors Financial Sectors Start Start Date International Sectors Start MRP)	king on Config • Fort Size Quick Links • State Calarmy • National CC 2022-2023 • 2 m m Screen	en 69(a): National (	Calamity Co	nfiguration	111 appear.	13 CMA Department)
S. MPLADS - SA In the inter- Inter-Arabical Barboard Inter-Arabical	After clicl SSH Internet Click SSH Internet Click SSH Internet Click SSH Click Internet Click Internet Click SSH Click Internet Click Internet Click SSH Click Internet Click Internet Click Internet Click SSH Click Internet Click Internet Click Internet Click SSH Click Internet Click Internet Click Internet Click Internet Click SSH Click Internet Click Interne	king on Config For Size Quick Links State Calamity National C 2022-2023 ~ a m Screen	en 69(a): National (	Calamity Co	Enter to Q m 1 Attachment of 10 nfiguration	111 appear.	
MPLADS - SA In the latent of the latent in the latent of the latent in the latent of the latent is the latent Calamity State ( Calamity State ( Calamity Calam	After clicl (SHI tom Py Nothiles After clicl (SHI tom Py Nothiles After clicl (SHI) After clicle (Catamy Type * Financial Year* Financial Year	king on Config • Fort Size Quick Links O State Calamity • National C 2022-2023 • * m m m Screen	en 69(a): National C	Calamity Co	Cotter to Q	111 appear.	SS CMA Department)
A.     MPLADS - SA     In miscan site from     more and site from     Contigues Calumity     Calamity State (     Calamity State (     Calamity	After clicl (SHI Hom Py Modules After data Provides After data Pro	king on Config • Fort Size Quick Links O State Calamity Akatoma Co 2022-2023 * m m m Screet	en 69(a): National C	Calamity Co	teen below w	111 appear.	25 CMA Department)
S. MPLADS - SA In misc 4t data tank offic Configure Calamity Set Calamity State ( Calamity	After clicl (SHI Iom Py Modules After data A	king on Config • Fort Size Quick Links • State Calemy • National Co 2022-2023 • • • • • • • • • • • • • • •	en 69(a): National C	Calamity Co	toter to Q	111 appear.	
S. MPLADS - SA In this It of the and I be Set I calamity State ( Calamity State ( Calamity State ( Calamity Cantinue) Calamity	After clicl (SHI Ion Py Nodules Attend Area Calmity Type * Financial Year* SNA* Press Delec a Start Start (10000000 NP)* (10000000)	king on Config • Fort Size Quick Links • State Calarity • National Co 2022-2023 • • • • • • • • • • • • • • •	en 69(a): National (	Calamity Co	Enter to Q In Attachment of 10	111 appear.	SS CMA Department)
Noviemene over unter	After clicl (SHI Internet Section 2014) (SHI Calmity Type * Financial Year* SNA* Please Select Start Start (10000000) (10000000) (10000000)	king on Config Fort Size Quick Links State Calenty Automatic 2022-2023 T m m Screet	en 69(a): National C	Calamity Co	nfiguration	111 appear.	DIS CNA Department)
A.     MPLADS - SA     In this 4 to the form     An this 4 to the form     Contigue Calamity     Calamity State (     Calamity State (     Calamity     Calamity     Contributio     Contributio     Calamity     Contributio	After clicl (SHI Internet Sector) Provide Sector Se	king on Config Fort Size Quick Links State Calarity Reformed Co 2022-2023 R m m Screen	en 69(a): National (	Calamity Co	nfiguration	111 appear.	13 CMA Department)
S. MPLADS - SA meta-factoria for thema are interest for a first formation are interest for a first formation for the second formation of the second formation of the second formation for the second formation of the second formation of the second formation for the second formation of the se	After clicl (SHI Internet Sector) Phy Modulus Attended Area Calamity Type * Financial Year* Start Start (Date*) (Double Sector) (Double Sector	king on Config Fort Size Quick Links State Calarity Automatic 2022-2023 A m m Screen	en 69(a): National C	Calamity Co	nfiguration		15 CMA Department)
S. MPLADS - SA In the second	After clicl (SHI Internet Sector)  Alter clicles  A	king on Config Fort Size Quick Links State Calamity Automatic 2022-2023 A m m Screener Screener Configuration of the second sec	en 69(a): National C	Calamity Co	nfiguration	111 appear.	SS CMA Department)

N	MPLADS - SAKSHI	Home Font Size Quick Links Setting	s Password Management Logout		CNA ADMIN Admin, (MPLADS CNA Department)
Manage Inbo	x Dashboard My M	odules			
() M Y Calam	onfigure Calamity Affected A	vrea			×
M O D U	Finar	ncial Year* 2022-2023 V			
E Sr. P	Calamity State (SNA)*	Please Select 🗸	Calamity District	Enter Value and Press Enter to Q	n
2	Calamity Date *	<u> </u>	Calamity Name *		
4	Date *		Attachment		
6	Limit(per MP) *	2500000	Ataciment	MB]	
8			Save Reset		
			Coningure Calamity Area		
SUSUS IAIA COSS	uttancy Services Limited				tos DigiGOV"
		Scree	en 69(b): State Cal	amity Configuration	
	4 5				a . •a
	4. For	Configuring the Nation	nal Calamity, CNA	user must fille the following	details:
	~	Calamity Type-Nation	nal Calamity or Stat	e Calamity	
	~	Calamity State (SNA)	)		
	-	Calamity District			
	<b>F</b>	Calamity Date			
		Calality Name Contribution Stort Do	to		
		Contribution Start Da			
	$\geq$	Contribution End Dat	e		
	> >	Contribution End Dat Attachment	e		
	MPLADS - SAKSHI	Contribution End Dat Attachment			
Manage In	MPLADS - SAKSHI           Art elec-Art डेनीप रिकास           box         Dachboard         May	Contribution End Dat Attachment	C tings Password Management Logout		C CNA ADMIN Admine, (MPLADIS CNA Department)
Manage In Manage In	MPLADS - SAKSHI An elec-An Sille Rene box Dachboard My ree Calamity State	Contribution End Dat Attachment	e tings Password Management Logout		CNA ADMIN Admini, (MPLADIS CNA Department)
Manage In Manage In M M Calamit O	MPLADS - SAKSHI An elect-An Still Terre ibox Dashboard 19/ re Calamity State ty Type Please Select	Contribution End Dat Attachment	e tings Password Management Logout		CCAAADMIN Admin. (MPEADIS CNAA Department)
Manage In Manage In Calamit M Calamit Sr. N	MPLADS - SAKSHI An eles-An difu Rem box Dechboard Ely re Calamity Stats by Type Please Select c. Calamity Stats	Contribution End Dat Attachment Home Font Size Quick Links Set	Calamity Name *	Calamity Date : Start Date	C CNA ADMIN Admine, (MPLADIS CNA Department)
Manage In Manage In M Calamit Sr. N Sr. N 1 2	An and a second addition of the second a	Contribution End Dat Attachment	E tings Password Management Logout Calamity Name 2 Maharashtra Flood 2021 H3N3 Flu	Calamity Date         6         Start Date           01.44ar 2023         22.44ar 2023           05.44ar 2023         23.44ar 2023	CONA ADMIN Admin, (MPLADS CNA Department) ***
Manage In Manage In Configu M Calamit S S S N Calamit 2 3 4	MPLADS - SAKSHI An elec-An gâŭ Ben box Dachboard 14y re Calamity State y Type Please Select o. Calamity Stat SNA Maharad	Contribution End Dat Attachment	Calamity Name * Maharashta Flood 2021 FINA Flu Chandigarh Calamity 2022	Columity Date         ©         Start Date           01.44ar-2023         22.44ar-2023           05.44ar-2023         22.44ar-2023           01.44ar-2023         24.44ar-2023	End Date Action 20-Jun 2023 21-Jun 2023 22-Jun 2023
Manage In Calamit B E SC: N 4 5 6 6	Ar sisc-Ari 23 u Bane     Ari 24	Contribution End Dat Attachment	e tings Password Management Logout Calamity Name e Matarashtra Flood 2021 H3N3 Flu Chandigam Calamity 2022 anity	Calamity Date         Start Date           01.44x:2023         22.44x:2023           05.45x:2023         23.44x:2023           01.45x:2023         24.46x:2023	End Date 2 Action 20-Jun-2023 21-Jun-2023 22-Jun-2023
Manage In Manage In Calamin Sr. N Sr. N 1 2 3 4 5 6 7 8	An International Control of	Contribution End Dat Attachment	Calamity District	Calamity Date         €         Start Date           01.44x:2023         22.44x:2023         03.44x:2023           01.44x:2023         24.44x:2023         04.44x:2023           01.44x:2023         24.44x:2023         04.44x:2023           COMMISSIONER SOUTH DELH         Q.C.         C	End Date Action 20-Jun-2023
Manage In Manage In Configure Calamia Calamia Sic. Ni 1 2 3 4 5 6 7 8 9 1 1 1 1 1 1 1 1 1 1 1 1 1	Annu Control Cont	Contribution End Dat Attachment	E tings Password Management Logout Colomity Name 3 Maharashtra Flood 2021 H3R0 Flu Chandyarh Calamity 2022 anity Calamity District Calamity Name	Calamity Date         c         Start Date           01:Mar.2023         22:Mar.2023         05:Mar.2023           05:Mar.2023         23:Mar.2023         01:Mar.2023           01:Mar.2023         24:Mar.2023         01:Mar.2023           COMMLISSIONER SOUTH DELH         Q. C*           Swine: Flu	End Date Action 20-Jun 2023 21-Jun 2023 22-Jun 2023
Managa In Managa In Catamit Sc. N Sc. N Sc. N 1 2 3 4 5 7 8 9 10 10 10 10 10 10 10 10 10 10	Ar tiere-bit gBit Been     Ar tiere-bit gBit Been     Ar tiere-bit gBit Been     Ar tiere-bit gBit Been     Art tiere-bit gBit gBit gBit gBit gBit gBit gBit     Art tiere-bit gBit gBit gBit gBi	Contribution End Dat Attachment	E	Columity Date         Start Date           01.44ar-2023         22.44ar-2023           05.44ar-2023         22.44ar-2023           01.44ar-2023         24.44ar-2023           COMMISSIONER SOUTH DELH         Q. C           Drine Flu         27-Jun-2023	C CNA ADMN Admin, (MPLADS CNA Department)
Manage In Configu Calamit B Calamit B Calamit B Calamit C	Ar set-An 28 un ten 4     An and 4     An an an and 4     An a	Contribution End Dat Attachment	E     tings     Password Management     Logout       Image     Calamity Name     1       Maturashra Flood 2021     HSN3 Flu       Chardogarh Calamity 2022	Calamity Date         2         Start Date           01-Mar:2023         22-Mar:2023           05-Mar:2023         23-Mar:2023           01-Mar:2023         24-Mar:2023           01-Mar:2023         24-Mar:2023           01-Mar:2023         24-Mar:2023           01-Mar:2023         24-Mar:2023           01-Mar:2023         24-Mar:2023           01-Mar:2023         1           27-Jun:2023         1           01-Mar:2023         1	End Date 2 Action 20-Jun-2023 21-Jun-2023 22-Jun-2023
Manage In Configure Calami B Sr. N. 1 2 3 4 5 6 7 8 9 10	An International Continues of the Control of t	Contribution End Dat Attachment	Calamity Name Contribution End Data	Columity Date         Start Date           01.44x:2023         22.44x:2023           05.44x:2023         23.44x:2023           01.44x:2023         24.44x:2023           01.44x:2023         24.44x:2023           01.44x:2023         24.44x:2023           01.44x:2023         24.44x:2023           01.44x:2023         24.44x:2023           01.44x:2023         24.44x:2023           01.44x:2023         27.44x:2023           01.44x:2023         27.44x:2023           01.44x:2023         27.44x:2023           02.7-54x:2023         27.44x:2023           02.7-54x:2023         27.44x:2023	End Date 2 Action 20-Jun-2023 21-Jun-2023 22-Jun-2023
Manage In Configu Calamin Sr. N 1 2 3 4 5 6 7 8 9 10 10 10 10 10 10 10 10 10 10	Anorean Control Contro Control Control Control Control Control Control Control Control Co	Contribution End Dat Attachment	E tings Password Management Logout Calamity Name 2 Maharashtra Picod 2021 Maharashtra Picod 2021 Maharashtra Picod 2021 Calamity District Calamity District Calamity District Calamity Name Contribution End Dat Attachment Save Reset	Colomity Date         Start Date           01.Mar 2023         22.Mar 2023           01.Mar 2023         22.Mar 2023           01.Mar 2023         24.Mar 2023           01.Mar 2023         10           02.000         10           03.000         False           04.000         False           05.0000         Mar 1.Mar 2003	End Date : Action 20-Jun-2023 22-Jun-2023 X
Manage In Calamit Calamit Calamit Calamit Scr. N 1 2 3 4 5 6 7 8 9 10	A     Colomity State (SNA)     Colamity State (SNA)     Contribution State     Contribution     State     Contribution     State     Contribution	Contribution End Dat Attachment	Calamity Management Logout	Colomity Date Start Date 01-Mar-2023 22-Mar-2023 05-Mar-2023 23-Mar-2023 01-Mar-2023 24-Mar-2023 COMMISSIONER SOUTH DELH 27-Jun-2023 27-Jun-2023 Come Flu 27-Jun-2023 Start Date Mar-2023 Start Date Come Flu 27-Jun-2023 Start Date Mar-2023 Start Date Start Date Star	End Date Action 20-Un-2023 21-Un-2023 22-Un-2023 X
Manage In Configu Calamit B Calamit B Calamit B Calamit B Calamit Calamit B Calamit Ca	A Standard State (SKA)     Calamity State     Calamity State     State And Andread     State Andread     State (SKA)     Calamity State     Calamity	Contribution End Dat Attachment	E	Calamity Date         2         Start Date           014ac:2023         22.44ac:2023           05.4ac:2023         23.44ac:2023           01.4ac:2023         24.4ac:2023           02.500         27.3uc:2023           03.6ac:27.3uc:2023         10           04.6ac:27.3uc:2023         10           05.6ac:27.3uc:2023         10           06.6ac:27.3uc:2023         10           07.9uc:27.3uc:2023         10           08.6ac:27.3uc:2023         10           09.7uc:2023         10	End Date CALOR 20-Jun-2023 21-Jun-2023 22-Jun-2023 X
Banage In           Configuration           Calami           B           Sc. N           1           2           3           4           5           6           7           8           9           10	Arrow of the second secon	Contribution End Dat Attachment	e tags Password Management Logout Calamity Name  Charlogan Calamity 2022 antity Calamity Calamity 2022 antity Calamity District Calamity Name Contribution End Dat Attachment Save Resot n 70: Configure C	Columity Date : Start Date 01.44x-2023 22.44x-2023 05.44x-2023 23.44x-2023 01.44x-2023 24.44x-2023 01.44x-2023 24.44x-2023 01.44x-2023 24.44x-2023 01.	End Date 2 Action 20-Un-2023 21-Un-2023 21-Un-2023 22-Un-2023 22-Un-2023
Manage In Manage In Calami Sc. N 1 2 3 4 4 5 6 7 7 8 9 10	Annual State (SNA)     Calamity State     Calamity State     SNA Maharad     SNA Maharad     SNA Chandred     SNA Chandred     Calamity State (SNA)     Calamity State	Contribution End Dat Attachment	e tings Password Management Logout Calamity Name 2 Maharashtra Picod 2021 Maharashtra Picod 2021 Chandigarh Calamity 2022 avrity Calamity District Calamity District Calamity District Calamity Name Contribution End Dat Attachment Save Reset n 70: Configure C:	Columity Date         c         Start Date           01.Mar.2023         22.Mar.2023         23.Mar.2023           01.Mar.2023         23.Mar.2023         24.Mar.2023           01.Mar.2023         24.Mar.2023         24.Mar.2023           *         conner Flu         Q. C*           •         conner Flu         •           27-Jun-2023         m         •           *         Mar.2023         m           *         Mar.2023         m           *         Mar.2023         m	End Date : Action 20-Jun-2023 21-Jun-2023 22-Jun-2023 X End Date : Action 20-Jun-2023 X
Managa In Managa In Calami Generation Scr. N. 1 2 3 4 5 6 7 8 9 10 10 10 10 10 10 10 10 10 10	APPLADS - SAKSHI     Art deschard data     SNA Anatada     SNA Anatada     SNA Anatada     SNA Anatada     SNA Anatada     SNA Anatada     Configure calamity State     (SNA)*     Calamity State (SNA)*     Calamity State (SNA)*     Calamity State (SNA)*     Calamity State (SNA)*     Calamity State (SNA)*     Calamity State (SNA)*     Calamity State (SNA)*     Calamity State (SNA)*     Calamity State (SNA)*     Calamity State (SNA)*     Calamity State (SNA)*     Calamity State (SNA)*	Contribution End Dat Attachment	e tings Password Management Logout Calamity Marrie 2 Maharashtra Piood 2021 Maharashtra Piood 2021 Chundigarh Calamity 2022 calamity District Calamity District Calamity District Calamity District Calamity District Calamity District Calamity Name Contribution End Dat Attachment Savo Rosot n 70: Configure Calamity	Colomity Date         Control of Start Date           01.44x-2023         22.44x-2023           01.44x-2023         22.44x-2023           01.44x-2023         24.44x-2023           01.44x-2023         24.44x-2023           01.44x-2023         24.44x-2023           01.44x-2023         24.44x-2023           01.44x-2023         24.44x-2023           01.44x-2023         24.44x-2023           01.44x-2023         0           27-Jun-2023         0           01.44x-2023         0           01.44x-2023         0           01.44x-2023         0           01.44x-2023         0           02.7-Jun-2023         0           01.44x-2023         0           01.44x-2023         0           01.44x-2023         0           02.7-Jun-2023         0           01.44x-2023         0           01.44x-2023         0           02.7-Jun-2023         0           02.7-Jun-2023         0           03.7-X         0           04.7-X         0           05.7-X         0           05.7-X         0	End Date  Admm. (MPLADS CRA Department)  End Date Admm. (MPLADS CRA Department)  Comparison  End Date End
Manage In Manage In Configu Calami Scr. N 1 2 3 4 5 6 7 8 9 10 10 10 10 10 10 10 10 10 10	MPLADS - SAKSHI 2014 Search of the Breat there in the chird of the Breat there is a characteristic of the Breat there is a characteristic of the Skall Skall Additional Skall Additional Additional Skall Additional Additional Additional Additional Additional Additional Additional Additional Additional	Contribution End Dat Attachment	ete tings Password Management Logout Colorinity Marine 2 Maharashtra Flood 2021 Chandigarh Catanity 2022 anity Catanity District Catanity District Catanity District Catanity Name Contribution End Da Attachment Savo Rosol n 70: Configure C: led in all the details	Calamity Date : Start Date 01-Mar.2023 22-Mar.2023 05-Mar.2023 22-Mar.2023 01-Mar.2023 24-Mar.2023 01-Mar.2023 24-Mar.2023 01-Mar.2023 2-Mar.2023 01-Mar.2024 01-Mar.2023 0-Mar.2023	End Date Action 20-Jun 2023 21-Jun 2023 22-Jun 2023 23-Jun 2025 23-Jun 2025 25-Jun 2025 25
Banage In           Configuration           Calami           D           Calami           D           Sc. N.           1           2           3           4           5           6           7           8           9           10	Configure Calamity State     SNA Chandras     Configure Calamity State     SNA Chandras     SNA Chandra	Contribution End Dat Attachment	ete	Columity Date 2 Start Date 014ac 2023 22.Mar 2023 05-Mar 2023 23-Mar 2023 014ac 2023 24.Mar 2023 014ac 2023 24.Mar 2023 014ac 2023 24.Mar 2023 01-Mar 2023	End Date 2 Action 20-Un-2023 21-Un-2023 22-Un-2023 X End Date 2 Action 20-Un-2023 2-Un-2023 X

## 4. CNA Admin

### 4.1. ADMIN/EMPLOYEE CONFIGURATION:

The CNA users have privilege to create users.

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

### Node Path: Home page $\rightarrow$ MY MODLULES

MPLADS - SAKSHI गेरा वांगव-गेरा क्षेत्रीय विकाय	Font Size Quick Links Settin	ngs Password N	Management Logout		CINA ADMIN Admin. (MPLADS CN	A Department)
	56,723,450 Return Fund ( Count 23 )	₹	<b>309,360,450</b> Allocated Limit	₹	87,677 Total Expenditure	₹
CNA ADMIN Admin	301,110,050 Available Limit	₹				
Manage Inbox	Total No. of Works					
My Modules	Recommended Work	21				
Return Fund	On Going Works	3				
Inbox						
Manage MP Limit Allocation						
02023 TATA Consultancy Corvices Limited						tos DigiGOV

Screen 771: Homepage (CNA login)

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

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

MPLADS - SAKSHI àte eles-àte àtelle Base	Home Font	Size Quick Links Settings Passwo	ord Management	Logout		CNA A Admin	MMIN , (MPLADS CNA Department
Tree List							
Return Fund	R	Limit Allocation Management	R	Work Management	R	Admin	
Organization Account Mapping	R	Scheme Management	R	Manage Hierarchy	R		
23 IAIA CONSUMENCY SERVICES LITTEED		Screen 72: N	Av Mod	lules Page (CNA	Admin)		asol
		Serven 72. I	iy 1100	uies i age (ei ii	, runn)		
			4	6			



C User Name / GPF No MPLADS_TEST_USER01 MPLADS_UAT_LA MPLADS_MP MPLADS_MP.NRS_RanjanGG MPLADS_JA_CHK_ANANTPAP MPLADS_JA_CHK_ALIPURDUAR MPLADS_JA_ALIPURDUAR MPLADS_IDA_ALIPURDUAR	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE UR ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	Total Res 3 C Client Name मेरा प्रवेषद भेरा प्रवेषद भेरा प्रवेषद भेरा प्रवेषद मेरा प्रवेषद म
C User Name / GPP NG MPLADS_TEST_USER01 MPLADS_UAT_LA MPLADS_MP MPLADS_MP_NRS_RanjanGG MPLADS_MP_NRS_RanjanGG MPLADS_LA_CHK_ANANTAPU MPLADS_LA_CHK_ALIPURDU MPLADS_LA_ALIPURDUAR MPLADS_IDA_ALIPURDUAR	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE UR ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	Total Re s C Client Name मेरा प्रवेषद मेरा प्रवेषद मेरा प्रवेषद मेरा प्रवेषद मेरा प्रवेषद मेरा प्रवेषद मेरा प्रवेषद मेरा प्रवेषद ह
Q User Name / GPF MV MFLADS_TEST_USER01 MFLADS_UAT_IA MFLADS_MP NRS_RanjanGC MFLADS_MP.NRS_RanjanGC MFLADS_IA_CHK_ANANTAPUR MFLADS_IA_CHK_ANANTAPUR MFLADS_IGA_ALIPURDUAR MFLADS_IGA_ALIPURDUAR	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	Total Re ss C Client Nume मेरा सरेपन मेरा सरेपन
Q Vier Name J GPE M MPLADS_ITEST_USER01 MPLADS_UAT_IA MPLADS_MP_NRS_RanjanGC MPLADS_MP_NRS_RanjanGC MPLADS_IA_CHK_ALIPURDU MPLADS_IA_CHK_ALIPURDU MPLADS_IA_ALIPURDUAR MPLADS_IDA_ALIPURDUAR	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE UR ACTIVE UR ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	Total Re ss Client Nume मेरा सरेवर मेरा सरेवर
C User Name / GPE NA MPLADS_TEST_USER01 MPLADS_UAT_IA MPLADS_MP_NRS_RanjanGc MPLADS_MP_NRS_RanjanGc MPLADS_IA_CHK_ANPARTAPI MPLADS_IA_CHK_ANPARTAPI MPLADS_IA_ALIPURDUAR MPLADS_IGA_ANPATAPUR MPLADS_IGA_ALIPURDUAR	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	Total Re at client Name मेरा प्रवेशव मेरा प्रवेशव मेर
User Name / GPF Né     MPLADS_TEST_USER01     MPLADS_UAT_LA     MPLADS_UAT_LA     MPLADS_MP_INTS_RanjanG     MPLADS_IA_CHK_ANANTAPI     MPLADS_IA_CHK_ANANTAPI     MPLADS_IA_ALIPURDUAR     MPLADS_IA_ALIPURDUAR     MPLADS_IDA_ALIPURDUAR	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	रिकी सिंह 35 C Client Name में रा संसद में रा में रा में रा में रा में रा में रा संसद में रा में रा संसद में रा संसद
MPLADS_TEST_USER01 MPLADS_UAT_IA MPLADS_MP MPLADS_MP_NRS_RanjanGi MPLADS_IA_CHK_ANANTAP MPLADS_IA_CHK_ALIPURDUAR MPLADS_IA_ALIPURDUAR MPLADS_IDA_ANANTAPUR MPLADS_IDA_ALIPURDUAR	ACTIVE ACTIVE ACTIVE OPPI ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	मेरा वर्णवन मेरा वर्णवन मेरा प्रतिवन मेरा प्रतिवन मेरा प्रतिवन मेरा प्रतिवन मेरा प्रतिवन मेरा प्रतिवन मेरा प्रतिवन मेरा प्रतिवन
MPLADS_UAT_LA MPLADS_MP_NRS_RanjanGr MPLADS_M_PINS_RanjanGr MPLADS_JA_CHK_ANANTAP MPLADS_JA_CHK_ALIPURDUAR MPLADS_IA_ALIPURDUAR MPLADS_IDA_ALIPURDUAR	ACTIVE ACTIVE ACTIVE UR ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	मेत सर्वत मेत संसद मेत संसद मेत संसद मेत संसद मेत संसद मेत संसद
MPLADS_MPINFS_RanjanGr MPLADS_MP.NFS_RanjanGr MPLADS_IA_CHK_ANANTAP MPLADS_IA_CHK_ANIPAPU MPLADS_IA_LIVUPDUAR MPLADS_IA_ANIPAPUR MPLADS_IDA_ALIPURDUAR	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	भेत जांगप मेरा संसद मेरा संसद मेरा संसद मेरा संसद मेरा संसद
MPLADS_IAC, MAXATAP MPLADS_IA, CHK, ALIPURDU MPLADS_IA, CHK, ALIPURDU MPLADS_IA, ALIPURDUAR MPLADS_IGA, ANANTAPUR MPLADS_IGA, ALIPURDUAR	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	मत सरकव मेरा सारंक्य मेरा सारंक्य मेरा सारंक्य मेरा सारंक्य मेरा सारंक्य [
MPLADS_IA_CHK_ALIPURDU MPLADS_IA_AUPURDUAR MPLADS_IA_NANTAPUR MPLADS_IDA_AUPURDUAR	JAR ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	मेल सरंसद मेल सरंसद मेल सरंसद मेल सरंसद मेल सरंसद
MPLADS, IA ALIPURDUAR MPLADS, IA ANANTAPUR MPLADS, IDA, ANNTAPUR MPLADS, IDA, ALIPURDUAR	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	मेश सरेवद मेद सरेवद मेरा सरेवद मेरा सरेवद
MPLADS IA ANANTAPUR MPLADS_IDA_ALIPURDUAR MPLADS_IDA_ALIPURDUAR	ACTIVE ACTIVE ACTIVE	मेत संसद मेत संसद मेत संसद
MPLADS_IDA_ALIPURDUAR	ACTIVE	मतं वलव मेत्र शंकद
	AUTTE	10 584
V.		C CNA ADMIN Admin, (MPLADS CNA Departmi
] a		
Q	¢Statius	Total Reco
Q User Name / GPF No MPLADS_TEST_USER01	<ul> <li>Status</li> <li>ACTIVE</li> </ul>	Total Reco Client Name मेरा संसद
User Name / GPF No     MPLADS_TEST_USER01     MPLADS_UAT_IA	Status     ACTIVE     ACTIVE	Total Reco 9 Client Name मेरा सांसद मेरा सांसद
User Name / GPF No     MPLADS_TEST_USER01     MPLADS_UAT_LA     MPLADS_UAT_LA     MPLADS_UAT_LA     MPLADS_UAT_LA	Status     ACTIVE     ACTIVE     ACTIVE     ACTIVE     ACTIVE	Total Reco ? Client Name मेरा सांसद मेरा सांसद
User Name / GPF No     MPLADS_TEST_USER01     MPLADS_UNT_IA     MPLADS_UNT_IA     MPLADS_MP_NRS_RenjenGog     MPLADS IA / HK_ ANANTARIK	Control         Status           ACTIVE         ACTIVE           ACTIVE         ACTIVE           ACTIVE         ACTIVE           ACTIVE         ACTIVE	Total Reco टीर्डिंग Name मेत संसद मेत संसद मेत संसद मेत संसद
Q Verr Name / GPF No MPLADS_USER01 MPLADS_UAT_IA MPLADS_WP_NRS_RanjanGOo MPLADS_IA_CHK_ANANTAPUE MPLADS_IA_CHK_ALPURDUA	C         Status           ACTIVE         ACTIVE           ACTIVE         ACTIVE           ACTIVE         ACTIVE           R         ACTIVE	Total Reco दीient Name मेरा संसद मेरा संसद मेरा संसद मेरा संसद मेरा संसद
Q     Vzer Name / GPF No     MPLADS_TEST_USER01     MPLADS_UAT_IA     MPLADS_MP     MPLADS_MP_NRS_RanjumGog     MPLADS_M_CHK_NNNTADU     MPLADS_IA_CHK_ANNTADU     MPLADS_IA_CHK_ANNTADU     MPLADS_IA_ALIPURDUA	ACTIVE	Total Reco           •         Client Name           मेरा संसद         मेरा संसद
Q User Name / OBF No MPLADS_TEST_USER01 MPLADS_UAT_LA MPLADS_MP MPLADS_MP MPLADS_LA_CHK_ALIPURDUA MPLADS_LA_ALIPURDUA MPLADS_LA_ANNTAPUR	ACTIVE	Total Recc Client Name मेव संसद
Q User Name / GPE No MPLADS_TEST_USER01 MPLADS_UAT_LA MPLADS_MP_NRS_RanjanGog MPLADS_IA_CHK_ALIPURDUA MPLADS_IA_CHK_ALIPURDUA MPLADS_IA_ALIPURDUAR MPLADS_IA_ALIPURDUAR MPLADS_IA_ANNTAPUR MPLADS_IA_ANNTAPUR MPLADS_IDA_ANNTAPUR MPLADS_IDA_NINTAPUR	ACTIVE	Client Name           मेरा संसद
Q User Name / GPF No MPLADS_TEST_USER01 MPLADS_UAT_IA MPLADS_MP MPLADS_MP_NRS_RanjunGog MPLADS_IA_CHK_ANAITAPUR MPLADS_IA_CHK_ANAITAPUR MPLADS_IA_ALIPURDUAR MPLADS_IA_ALIPURDUAR MPLADS_IDA_NNATAPUR MPLADS_IDA_NNATAPUR MPLADS_IDA_NNATAPUR	ACTIVE     ACTIVE	Total Record           रेग कांकर           मेरा कांकर
V	ent Logout	ent Logout

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.

t > Employees	yee Details	Diasce Select				
ords where At User	Name / GPF No *	Piedse Select	GPF Account Number		_	
Emple Solute	ation	×	First Name *		Clie	Total Re nt Name
17101 17100 Middle	e Name		Last Name *			
17099 Date	of Birth *		Mobile Number *			
17095 17094 Emplo	оуее Туре *	Permanent V	Email ID			
17093 Start	Date *	29-Mar-2023	End Date		E C	
17091	h I lear Imana	Attach File(s) [Max: 1 Attachment of	10 MB] Proview			
1 / 35	n oser intage	[Allowed Types: PNG, JPG, JPEG]	Pieview			
7. Enter	all the details.	Screen 76: Emple	oyee Details pop-ı	ıp Window		
7. Enter MPLADS - SAKA Art elles An algés flare ox Dashboard Updnte Astry Emp	A all the details.	Screen 76: Emple	errent   Logost	ıp Window	CNA ADMIN Admin, (MPLAD	IS CNA De
7. Enter MPLADS - SAK4 de attes de adets filtere ox Dashboard Updata Activ Emp ent > Employee	A all the details.	Screen 76: Emple QuckLinks   Settings   Password Manag	errent   Logost	ıp Window	CNA ADMIN Admin, (MPLAD ×	IS CNA De
7. Enter MPLADS - SAK: Ar ettes de sidel fare or Deshboart met > Employes esserds where Ar	A all the details.	Screen 76: Emple Quick Links   Settings   Plassword Mana Ren titing   V MPLADS_TEST_USER	errent   Logost   GPF Account Number	ıp Window	CNA ADMIN Admin, (MPLAD X	IS CNA De
7. Enter MPLADS - SAK: At vice, the adjet flate or Deshboard Update Active Employees exercise where Te exercise where Te Employees Employees Sol7101	T all the details.	Quick Links     Settings     Password Manage       Ret teller:     V       MPLADS_TEST_USER       Mr:     V	ement   Logout   GPF Account Number Exet Name *	IP Window	C CNA ADMIN Admin, (MPLAD	S CNA De Tota Hent Nam
7. Enter MPLADS - SAK3 ta uncuto de defo flatare ox Dashboard Update Activ Empto 3037101 3037100 3037000	All the details.     More FortSite     My Madulas     FortSite     ret Name +     ert Name / GPF No *     details     details	Quick Links     Settings     Passecret Manage       Betrethere	errent Loput Copy Copy Copy Copy Copy Copy Copy Copy	Ip Window	C CNA ADMIN Admin, (MPLAD	S CNA De Tota
7. Enter MPLADS - SAK: Are sites, ite eides litere or Deathboard Updat Arwy Empl ent > Employees Clis Ba371200 Ba37700 Ba37700 B	A all the details.	Quick Links     Settings     Passecret Manage       Ret wither        MPLADS_TEST_USER       Mr.       01.Apr-2000	ement Logost GPF Account Number GPF Account Number Event Name * Last Name * Mobile Number *	Ip Window	C CHA ADMIN Adman; (MPLAD	IS CNA De
7. Enter MPLADS - SAK: Are uters for einder fitzer Comparison	An all the details.	Screen 76: Emple	ement Logot ement Cogot GPF Account Number First Name * Last Name * Last Name * Mobile Number * Email ID	IP Window	C CNA ADMIN Admin. (MPLAD	IS CNA De
The sector of the sec	All the details.     Anne     PortSize      My Modules      Home     PortSize      My Modules      totpe Dtala      totp	Agent Links     Settings     Password Managenetic       Queck Links     Settings     Password Managenetic       intermediate     Imagenetic     Imagenetic       intermediate     Imagenetic     Imagenetic	ement Logost ement Logost GPF Account Number Fract Name * Last Name * Last Name * Mobile Number * Email ID Email ID	IP Window	C CNA ADMIN Admin; (MPLAD	IS CNA De
Construction           MPLADS - SAK2           Attractive date detter fittere           ox         Dashboard           Opdate         Active           Construction         Construction           Opdate         Active           Construction         Construction           Opdate         Active           Construction         Construction           Opdate         Active           Sold TOOL         Construction		Screen 76: Emple	ererer Logout Control Number Control	Ip Window	C CHAADMM Admin. (MPEAD	IS CNA De
7. Enter MPLADS - SAK: Are unes are index items to Describoard Undate Active Engl ent > Employee active at the index items active at the index items	e all the details.	Screen 76: Emple	errent Logoot  GPF Account Number GPF Account Number CExet Name * Lest Name * Lest Name * Lest Name * Lest Name * Ceine Close Reset Close	Ip Window		Total
Control         Control           MPLADS - SAK:	e all the details.	Screen 76: Emple	event Logost Cose	Ip Window		Total

ge Inbox	ADS - SAKSHI Home Font S मेल सेल्लैंव विकास Dashboard My Modules	ize Quick Links Settings Password M	anagement, Logout	CNA, Admir	ADMIN 1, (MPLADS CNA Department)
Vew Update	e Activi Employee Details				×`
partment > Er	nployees Client Name *	मेरा सांसद	~		
arch records (	where At User Name / GPF No *	MPLADS_TEST_USER	GPF Account Number		
	Emple	[	Contract of		Total Record Client Name
3017101	Salutation	Mr.	C First Name	Karthik	
3017100	Middle Name		Last Name *	Shinde	
3017099	<b>a</b>				
3017098	B Date of Birth	01-Apr-2000	Mobile Number*	9721666770	
3017095	Considering Time *	Deserves	Email ID		
3017094	Employee type	Permanent	Entail 10	testghotnail.com	
3017093	Start Date *	29-Mar-2023	m End Date	<b>5</b> 1	
3017092			TEST TOTAL AND		
3017090	Attach User Image	Attach File(s) [Max: 1 Attachm	ent of 10 MB] Preview		
	/ 35	[Allowed Types: PNG, JPG, JPEG]			[1.1
		Sa	we Reset Close		

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.

		MPLADS - S मेरा सारम मेरा संत्रीय दिवाल	AKSHI Home Font Size	Quick Links Settings Password Manage	ment Logout	С	CNA ADMIN Admin, (MPLADS CNA Department)
M	lanage Ir	nbox Dashboard					
	New	Update Activ	Employee Details				×
*	Depart	ment > Employees	Client Name *	वेग गांगर			
0.0	Search	records where At	onene realite				
1 1			User Name / GPF No *	MPLADS_TEST_USER	GPF Account Number		Total Records : 347
s	0	Emplo 3017102	Salutation	Mr. 🗸	First Name *	Karthik	Client Name 2
		3017101	Middle Name		Last Name *	Shinde	1
		3017100					2
		3017099	Date of Birth *	01-Apr-2000 Success	×	9721666770	
		3017095	Employee Type *	Permanent Employee Details	saved successfully.	test@hotmail.com	1
		3017094			-		1
		3017093	Start Date *	29-Mar-2023	OK	<u> </u>	J
		3017092	the state of the second	Attach Filess mas, a machinem of	PARTIE Drawout		
	0	3017091	Attach User Image	[Allowed Types: PNG, JPG, JPEG]	Preview		11:10/9471
				Save	Reset Close		
				Juic	Heatt Close		
							have the
	D2023 TATA	Consultancy Services Limited	1				tcs DigiGOV"
				Screen 79:	<b>Employee Details</b>		
					50		
					50		

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

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

B	MPLADS - SAKSHI In: where and ender there	Home Fort Size Quick Li	eks Settings Persivent Management	Lopoint		CNA ADMIN Admin, (MPLADS CNA Department
hage Int	tor Destboard Medica					
ties	Lipclate Activate/Inactivate					
lepartr	ment > Employees		100			
			/			
narch	records where At least one field	V Contains		a,		
		/				Total Recon
					1241	The second se
	Employee No	2 Employee Self Norme	P Binh Dele	3 Ster Name / GPE No	E Status	Elient Name
2	Economy on No. 3017203	Companyon Statement	01 Apr 2000	MPLADS_MPLADS_TEST_USER	ACTIVE	Re sting
2	2017202 3017202	Kartuk Shinde	01 Apr 2000 01 Nov 2000	MPLADS_MPLADS_TEST_USER	ACTIVE	Re sting Are sting
	Employee No 3017102 3017101 3017100	Condeque Sal Morre Kartak Stande Instable Loss Test User UAT	01 Apr 2000 01 New 2000 01 New 2000 04 Feb 1997	MPLADS_MPLADS_TEST_USER MPLADS_TEST_USER01 MPLADS_UAT_UA	ACTIVE ACTIVE ACTIVE	Re erine Re erine Re erine
	2017203 3017203 3017201 3017200 3017099	Conderger Sill Mene Karthik Sharde Ierlabe Joan Test User UAT Soral Rumar Jacob		MPLADS_MPLADS_TEST_USER MPLADS_TEST_USERIO1 MPLADS_TEST_USERIO1 MPLADS_LUAT_UA	ACTIVE ACTIVE ACTIVE ACTIVE	Ar star Ar star Ar star Ar star
	Enveloped Ale 3017201 3017001 3017100 3017009 3017099	Complexer of Honor Kartik Storde Instable dan Test User UAT Sorii Kumar Jassal Haryan Gogo	Ol Age 2000     Ol Age 2000     Ol Nov 2000     Ol Feb 1997     ZS Agg 1868     OZ Jan 1998	MPLAOS_MPLAOS_TEST_USER MPLAOS_MPLAOS_TEST_USER01 MPLAOS_LIAT_USER01 MPLAOS_MP MPLAOS_MP_MRS_RenewGogs	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	प स्वतिप्राप्त भिरताल मेरा प्राप्ति मेरा प्राप्ति सेरा प्राप्ति मेरा प्राप्ति मेरा प्राप्ति
	Employee Me 3017202 301700 301700 3017099 3017096 3057096	Complexery of Statement     Karthik: Shindle     Instable: data     Trat User: UAT     Sonid Ruman Jassad     Rangan Gogos     Podeeg: Chrysta	Brinn Soles     Di Apri 2000     Di Apri 2000     Di New 2000     Ol Feeb 1997     25 Arg 1868     C2 Jan 1998     Q2 Jan 1998	MELADS, MPLADS, TSCT, USER MELADS, TEST, USER MELADS, TEST, USER MELADS, MP, MBS, Renamicous MELADS, MP, MBS, Renamicous MELADS, MP, MBS, Renamicous MELADS, MP, MBS, Renamicous	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	े जिसका मित्रावाल के सा प्राप्त के प्राप्ता के प्राप्ता के प्राप्ता के प्राप्ता
	Employee Me 3017202 301700 301709 301709 301709 301709 301709	Complexery Set Norme Karthic Stroke Instable cam Test User UAT Sont Rumar Jassal Rangan Gogo Posteep Chinida Sont Valo	Brink Selec.     Brink Selec.     D1 Apr 2000     O1 Apr 2000     O4 Feb 1997     25 Apg 1988     O2 Jan 1998     O2 Jan 1998     O2 Jan 1998	MILLOS UPLAOS TEST USER MILLOS TEST USER MILLOS TEST USEROI MILLOS UNT US MILLOS MIL MILLOS MILLOS REMEMBED MILLOS M. CHR. ALPURCHAR MILLOS M. CHR. ALPURCHAR	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	े के सामग्र स्वतान के सामग्र के सामग्र के सामग्र के सामग्र के सामग्र के सामग्र के साम्र के सामग्र के सामग्र के सामग्र के सामग्र के सामग्र के साम्र के साम्र के
	Employee Ne 3037503 3037503 3037000 3037009 3037096 3037096 3037096	Complexery Self Honore Ratchills Strandow Instable strain Treat User UAT Sorial Rumar Jansaid Rangen Cogos Pradeep Chevita Santi Valdi Orecen Paul	CLAP: 2000     CLAP: 2000     CLAP: 2000     CLAP: 2000     CLAP: 1997     ZSAug 1869     CLAB: 1998      CLAB: 1998     CLAB: 1988     CLAB: 1988	Merzos Nerre Ster Ma Merzos Trest usen Merzos Trest usen Merzos Mit Merzos Mi Merzos Mi Merzos M. Che, Americogn Merzos M. Che, Americogn Merzos A. Che, Americogn Merzos A. Che, Americogn Merzos A. Che, Americogn Merzos M. Che, Mantanes Merzos M. Alternolaki Merzos M. Alternolaki	АСТИК АСТИК АСТИК АСТИК АСТИК АСТИК АСТИК	<ul> <li>क सामय</li> <li>क सामय</li> <li>के सामय</li> </ul>
	Employee Na 201700 201700 201700 201700 201700 201700 201700 201700 201700 201700 201700	Complexing and Antonio Karthik Strande Installer, Gard The Uner, UAT South Kumar Jassis Rangen Coges Padeige Chinetia Sanit Vala Chetan Putt Sanit Verme	0         0           01. Apr 2000         0.01 May 2000           04. Feb 1997         25. Ang 1848           02. Jan 1998         0.02 Jan 1998	MIRADS, REVADU, STAR MAR MIRADS, TEST, USER MIRADS, TEST, USER MIRADS, MIRADS, TEST, USER MIRADS, MIR MIRADS, MIR MIRADS, MIR MIRADS, MIR MIRADS, M. CHM, AMMIRADS MIRADS, M. CHM, AMMIRADS MIRADS, M. AMMIRATION	АСТИК АСТИК АСТИК АСТИК АСТИК АСТИК АСТИК АСТИК	

Screen 80: Manage Admin/Employee page.

tostigisov"

#### 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.

Depart	timet Activate/Inactivate			Search Option				
Showt	ing records where: At least one field	✓ Contains	✓ kart	Q X				Total Recon
	Employee No	Employee Fall Name	a minth Date	User Name / GPE No	0	Status	() jie	n Pearter)
	3017102	Kerthik Shinde	01 Apr 2000	MPLADS_MPLADS_TEST_USER	ACTIVE		मरा भगमद	
	NORA		(	a construction of the second	Constitute.			11

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

MPLADS - 5 मेरा सांसद-मेरा देवीय वि	SAKSHI Home Font Size	Favourites Password Management	Logout		C CNA	ADMIN iin, (MPLADS CNA Department)
Manage Inbox My Moo	Jules					
New Update Act	Employee Details					×
Y Department ≻ Employees	Client Name *	मेरा सांसद	~			
D Showing records where:	User Name / GPF No *	MPLADS_MPLADS_TEST_USER	GPF Acc	ount Number	MPLADS_MPLADS_TEST_USER	Total Records : 2
S Emple	Salutation	Mr.	🗸 First Nar	10 *	Karthik	Client Name 🔅
3017036	Middle Name		Last Nan	1e *	Shinde	
	Date of Birth *	01-Apr-2000	11 Mobile N	umber*	9721666770	[1-2/2]
	Employee Type *	Permanent	<ul> <li>Email ID</li> </ul>		test@hotmail.com	
	Start Date *	29-Mar-2023	End Date		(1)	
	Attach User Image	Attach File(s) [Max: 1 Attachme [Allowed Types: PNG, JPG, JPEG]	Int of 10 MB]	iew		
			Save Close			
02023 TATA Consultancy Services Limite	ed					tcs DigiGOV <sup>™</sup>
	Scr	een 82: User Deta	ails Upda	nte Window (uj	odate)	
			52			

w Update /	Employee Details				×	
artment > Employee	Client Name *	मेरा सांसद	~			
wing records where	User Name / GPF No	MPLADS_MPLADS_TE	ST_USER	GPF Account Number	MPLADS_MPLADS_TEST_USER	Total R
Em	pic Salutation	Mr.	~	First Name *	Karthik	Client Name
3017102 3017036	Middle Name	Rao		Last Name *	Shinde	
	Date of Birth *	01-Apr-2000		Mobile Number*	9721666770	1
	Employee Type	Permanent	~	Email ID	KShinde@Bharatmail.com	
	Start Date *	29-Mar-2023	1	End Date	<b>1</b>	
	Attach User Image	Attach File(s) [Max [Allowed Types: PNG, JP	1 Attachment of 10 G, JPEG]	MB] Preview		
			Save	Сюєс		
17h Conselliney Sandras I i	rvilavt					μ. L
	S	creen 83: User	Details	<b>Update Windov</b>	w (Updated)	

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

	Home Font Size Favourite	Rassword Management Logos	£		C Admin, IMPLADS CNA	Department)
age Inbox My Modules						
New Update Activate/Inactivate						
awing records where: At loast one field		and limit	0 ×			
At least one neigh	Contains	V Kart	4.4			Total Reco
Employee No	Employee Full Name	a Birth Date	User Name / GPF No	* Status	Client N	tame-
3017102	Karthik Rao Shinde	01 Apr 2000	MPLADS_MPLADS_TEST_USER	ACTIVE	मेरा सोसद	
301/036	Kartik N	02 Jan 1998	MPLADS_NUA_PONDICHERRY	AUTIVE	मर) सासद	
		$\overline{\}$				

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

#### 4.1.2 Post Configuration

Here, the CNA User can create Posts / Roles

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



#### 1. Create new Post

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

	pdate Activ	Post Details						×
epartment >	> Posts	Client Name *	Please Select	~	Department *	MPLADS CNA Department	QC	
earch recon	rds where At I	Post Name *			Post Short Name *			Tital Records
	Post	Parent Post Department		٩	Parent Post		~	Client Name
) lest ) make	er	Start Date *	12-Anr-2023		End Date			
			12 101 2023					
CON	NTROLLER			Sa	ve Reset Close			
) Mem	nber of Parliame							1
) MP1			MP1	ACTIVE	31 Mar 2023			मेरा सांसद
) TES	TER		TEST	ACTIVE	30 Mar 2023			मेरा सांसद
) test g	grp		test	ACTIVE	30 Mar 2023			मेरा सांसद
) 1			1a	ACTIVE	30 Mar 2023			मेरा सांसद
) admi	in		adm	ACTIVE	30 Mar 2023			मेरा सांसद
4 4 1	/ 35	<b>1</b>						[1+10/

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

		गस	fome Font Size Favou	rites Password Managemen	nt Logout			CNA ADMIN Admin, (MPLADS CNA Departmen
age	Inbox My Mod	utes						
New	Update Activ	ate/Inactivate						
part	tment > Posts						Coord	h :
arct	n records where At l	Post Details					Searc	n icon
		Client Name *	Diazco Soloct		Department *	MRIADE CNA Department	loc	Total Reco
	Post	Gione Hanto	Please belect	v	Doparation	мирара сна рерагитетс	40	Client Name
	Test Post	Post Name *	IDA Admin		Post Short Name *	IDAA		
	maker	Parent Post		0	Devent Devt		1	
	ADMINISTRATOR	Department		Q	Parent Post		$\sim$	
	CONTROLLER	Start Date *	12-Apr-2023	1	End Date	28-Apr-2023	(E)	
	Member of Parliame							
	MP1			Sa	ave Reset Close			
	testam							
	1		18	ACTIVE	30 Mar 2023			मेग मांमट
	admin		adm	ACTIVE	30 Mar 2023			मेरा सासद
	la vari			The second se				
3 TA	TA Cossultancy Services Limito	-		Screen	89(a): Post De	tails		verve tics c

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

		The us		select the Depa		ouse elleks.		
200		MPLADS - SA	AKSHI	Home Font Size Favor	urites Password Management			CNA ADMIN Admin. (MPLAD3 CNA Department)
Ma	nage 1	Inbox My Modu						
	New	Update Active	ate/Inactivate					
Y D	epartn	nent > Posts						
M D S	carch	records where At It	Post Details	Unit Selection				×
L			Client Name					Total Records : 340
s	2	Post I Test Post	Doct Name *	Name	Descript	ion	Туре	Client Name 🔶
		maker	Daront Doct	Lunit Selection	MPLADS CP	IA Department	Head Office	
		ADMINISTRATOR	Department	L Delhi SNA	Delhi SNA ST DELHI MUNICIPI COMMISSI	ONER EAST DELHI MUNICIPAL CORF	State Nodal Agency(SNA) PORATION Nodal District Agency(NDA	
		Member of Parliame	Start Date *	COMMISSIONER NO	RTH DELHT MUNICI COMMISSI	DNER NORTH DELHI MUNICIPAL	Nodal District Agency(NDA	
		MP1		COMMISSIONER SO     Pajasthan SNA	UTH DELHI MUNICI COMMISSI CORPORAT	ION ION	Nodal District Agency(NDA	
		TESTER		SNA ANDAMAN AND NI	ICOBAR ISLANDS SNA ANDAI SNA Andhr	MAN AND NICOBAR ISLANDS	State Nodal Agency(SNA) State Nodal Agency(SNA) State Nodal Agency(SNA)	
		1 - 1		SNA Animachal Pradest	SNA Aruna SNA Assam	chal Pradesh	State Nodal Agency(SNA) State Nodal Agency(SNA) State Nodal Agency(SNA)	मेरा सांसद
		admin		5NA Bibar 1. Double-click the folder to expand	SMA Bibar		State Nodal Aconcy(SNA)	मेरा सांसद
L		1 / 35				Select Cancel		[ 1 - 10 / 349 ]
02	1023 TATA	Consultancy Services Limited						tos DigiGOV"
					Screen 89(b)	: Denartment S	election	
					Ser een 05 (S)	· · · · · · · · · · · · · · · · · · ·		
	DIAMPO.							
200	Jan Jan	MPLADS - S मेरा सांसद-मेरा क्षेत्रीय विव		Home Font Size Favo	ourites Password Managemen	nt Logout		CNA ADMIN Admin, (MPLADS CNA Department)
M	anage	Inbox My Mod	ules					
0	Now	Update Activ	rate/Inactivate					
Ÿ I	Depart	ment > Posts						
O D	Scarch	records where At la	Post Details					×
LE			Client Name	मेरा सांसद	~	Department *		Total Records : 340
s	0	Post I Test Post	Post Name*	IDA Admin		Post Short Name *	ΤΟΔΔ	Client Name 💠
		maker	Parent Post					
		ADMINISTRATOR	Department	COMMISSIONER EAST	r delhi n Q, C'	Parent Post	ADMINISTRATOR V	
		CONTROLLER Member of Parliame	Start Date *	12-Apr-2023	曲	Fnd Date	A	
		MP4				ave Reset Close	Admin	
		TESTER		in and	5	Oldse-	- maker	
		1		1a	ACTIVE	30 Mar 2023	Minister	गेरा सांसद
	0	admin		adm	ACTIVE	30 Mar 2023	Minister	मेरा सांसद
l		< 1 / 35 N	H				Minister	[1-10/349]
							Minister	
							test grp	
							TESTER	
	2023 TAT	A Consultancy Services Limiter	d					مستديم لكة DigiGOV

**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.

Nerve	Undate Activate/Toactivate					
	ment > Beals					
par	inent > Posts					
arcl	At least one field	✓ Contains	v I 0			
						Total Records
	Post Name	Post Short Name	\$ Status	Start Date	End Date	Client Name
	Test Post	Post	ACTIVE	12 Apr 2023		मेरा सांसद
	IDA Admin	IDAA	ACTIVE	12 Apr 2023	28 Apr 2023	मेरा सासद
	maker	maker	ACTIVE	11 Apr 2023		मेरा सांसद
	ADMINISTRATOR	ADMINISTRATOR	ACTIVE	31 Mar 2023		मेरा सांसद
ē.	CONTROLLER	CONTROLLER	ACTIVE	31 Mar 2023		मेरा सांसद
	Member of Parliament	Member of Parliament	ACTIVE	31 Mar 2023		मेरा सांसद
	MP1	MP1	ACTIVE	31 Mar 2023		मेरा सांसद
	TESTER	TEST	ACTIVE	30 Mar 2023		मेरा सांसद
	test grp	test	ACTIVE	30 Mar 2023		मेरा सांसद
1	1	la	AGTIVE	30 Mar 2023		मेरा सांसद
	< 1. / 35 <b>N</b>					[1-10]
3 TA	TA Consultancy Sérvices Limited		Savoon 001 Ma	naga Dasta Daga		tos Dig

#### 2. Update Post

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

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

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

epar iearci	tment > Posts At least one field	✓ Contains	~ C	L		
	Post Name	Post Short Name	¢ Status	Start Date	¢ End Date	Client Name
6	Test Post	Post	ACTIVE	12 Apr 2023		मेरा सांसद
5	IDA Admin	IDAA	ACTIVE	12 Apr 2023	28 Apr 2023	मेरा सांसद
	maker	maker	ACTIVE	11 Apr 2023		मेरा सांसद
	ADMINISTRATOR	ADMINISTRATOR	ACTIVE	31 Mar 2023		मेरा सांसद
)	CONTROLLER	CONTROLLER	ACTIVE	31 Mar 2023		मेरा सांसद
	Member of Parliament	Member of Parliament	ACTIVE	31 Mar 2023		मेरा सांसद
	MP1	MP1	ACTIVE	31 Mar 2023		मेरा सांसद
	TESTER	TEST	ACTIVE	30 Mar 2023		मेरा सांसद
2	test grp	test	ACTIVE	30 Mar 2023		मेरा सांसद
	1	18	ACTIVE	30 Mar 2023		મેરા સાંસદ
	1 / 35 🕨 🖹					
3 TA	1 1 3 2 2		Screen 91: Ma	nage Posts Page		test

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

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

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

4	MPLADS - S मरा सासद-मरा क्षेत्रीय विव	AKSHI	Home Font Size Favourit	es Password Manage	ment Logout			CNA ADMIN Admin, (MPLAE	IS CNA Department)
Ma	anage Inbox My Mod	ules							
M Y E	Department > Posts	Post Details						×	
M	search records where	Client Name *	मेरा सांसद	~	Department *	COMMISSIONER EAST	DELHI MUNICIPAL CORPORATIO	ON	
UL		Post Name *	IDA Admin		Post Short Name *	IDA Tester			Total Records : 350
S	O Test Post	Parent Post Department	COMMISSIONER EAST DE	uit Q C	Parent Post	TESTER	~	C	lient Name 🛛 🗘
	IDA Admin	☑Vacant Flag			Movement Flag *	COMNQ	~		
	maker     ADMINISTRATOR	Start Date *	12-Apr-2023	<b>11</b>	End Date	28-Apr-2023	5		
	CONTROLLER								
	Member of Parliame     Mod				Save Close			į	
	O TESTER		TEST	ACTIVE	30 Mar 2023			मेरा सांसद	
	<ul> <li>test grp</li> </ul>		test	ACTIVE	30 Mar 2023			मेरा सांसद	
	0 1		та	ACTIVE	30 Mar 2023			मेरा सांसद	
	📧 💽 1 / 35 🗲	H							[1 - 10 / 350]
•	2023 TATA Consultancy Services Limite	á							tcs DigiGOV™
			Sc	creen 92(b	): Posts Details (	(updated)			
					59				

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

sille	_			-		
	MPLADS - SAKSHI मेत संसद-मेत क्षेत्रीय विकास	Home Font Size Favour	ites Password Management	Logout		Admin, (MPLADS CNA Department)
anag	Inbox My Modules					
New	Update Activate/Inactivate	e				
Depar	tment > Posts					
Searc	h records where At least one field	1 V Contains	× 1	٦٩		
			/			Total Records
	Post Name	= Post Short Name	\$ Status	\$ Start Date	End Date	Client Name
0	Test Post	Post	ACTIVE	12 Apr 2023		मेरा सांसद
0	IDAAdmin	IDA Tester	ACTIVE	12 Apr 2023	28 Apr 2023	मेरा सांसद
0	maker	maker	ACTIVE	11 Apr 2023		मेरा सांसद
	ADMINISTRATOR	ADMINISTRATOR	ACTIVE	31 Mar 2023		iter utur:



#### 3. Activate/Deactivate the Post

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

#### 4.1.3 Employee Post Mapping

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

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



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

	MUOX MY MOU	uics								
New	Activate/Inactiv	Post Details								×`
partr	ment > Employee Pr	Client Name		Please Select	~	Department *		MPLADS CNA Department	QC	
arch	records where At									
	<u> </u>	Post *			~					Tratel Descents
	Doct Nr	-			-					Client Name
2	Test Post	Employoo *		Enter Value and Pre	s Enter to 🔍	Job Titlo		Enter Value and Press Enter b	<sup>o</sup> <sup>Q</sup>	सांसद
	ADMINISTRATOR	Start Date *		12-Apr-2023	m	End Date			前	सांसद
	CONTROLLER	Die Drimony I	lleit							रागित
	Member of Parliam		Unit							सांसद
	TESTER				Save	Reset Clos	e			सांसद
	test grp				_					सांसद
	1		Chandni Kumari	Admin	-	ACTIVE	30 Mar 2023			गेरा सांसद
	admin		biihar nda	Admin		ACTIVE	30 Mar 2023			मेरा सांसद
	ADMIN1		RAKESH JHA	Admin		ACTIVE	30 Mar 2023			मेरा ससिद
	ADMIN2		CHANDNI KUMARI	Admin		ACTIVE	30 Mar 2023			मेरा सांसद
	1 / 35	H								[1-10/

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

To select the department, use the search icon.

part	tment > Employe	Client Name	•	मेरा सांसव	~	Department *			٩	
arch	n records where	Post *			~					Tetel Descent
_	Post N	Employee *		Enter Value and Press	Enter to Q	Job Title *		Enter Value and Press Er	iter to Q	Client Name
	ADMINISTRATO	Start Date *		12-405-2022	-	End Date				। सासद
		Start Date		12-Apr-2023	33	Linu Date			1	। सासद
	Mombor of Parli	Is Primary	Unit							। साराव
	TEOTED				Sava	Boast Close				। सासद
	TESTER				Save	Reset Close				। सासद
	test grp		Observated Managed	Autoria		NT011 / 2011	00 14 0000			। सासद
	1 odmin		bilbor pdo	Admin	AC		30 Mar 2023			मरा सांसद
	admin		Diinar nda	Admin	AC		30 Mar 2023			मरा सासद
	ADMINT		RAKESH JHA	Admin	AC		30 Mai 2023			मरा सांसद
2	ADMIN2	-	CHANDNI KUMARI	Admin	AC	INF	30 Mar 2023			मरा सासद
	1 / 35	N N								[1-10/

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

Nev	v Activate/Ina	Post [	Details			X
Depai	rtment > Employe	Clic	Jnit Selection			×
Searc	h records where	Pos	Juit Name .	[Enter minimum 3 characters to apply filter ]		
			Name	Description	Туре	Total Records : 3
0	Post N	Fm	Unit Selection     MPLADS CNA Department     Dalbi SNA	MPLADS CNA Department	Head Office	Client Name
		Sta	COMMISSIONER EAST I	DELHI MUNICIP/ COMMISSIONER EAST DELHI MUNICIPAL CORP	PORATION Nodal District Agency(NDA)	
	CONTROLLER		COMMISSIONER NORTI	DELITI MUNICI COMMISSIONER NORTH DELHI MUNICIPAL	Nodal District Agency(NDA)	
	Member of Parila		COMMISSIONER SOUTI	I DELLI I MUNICI COMMISSIONER SOUTH DELHI MUNICIPAL	Nodal District Agency(NDA)	। सांसद
	TESTER		📒 Rajasthan SNA 🧓 SNA ANDAMAN AND NICO	Rajasthan SNA BAR ISLANDS SNA ANDAMAN AND NICOBAR ISLANDS	State Nodal Agency(SNA) State Nodal Agency(SNA)	। सांसद
	test grp		SNA Andhra Pradesh	SNA Andhra Pradesh	State Nodal Agency(SNA)	सासद
	1		SNA Arunachal Pradesh	SNA Arunachal Pradesh	State Nodal Agency(SNA)	मेरा सांसद
	admin		Child Dillion			मेरा सांसद
	ADMIN1		. Double-click the folder to expand			मेरा सांसद
	ADMIN2			Select Cancel		मेरा सांसद
	35					[1-10/34

Screen 96: Unit Selection Window

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

Manag	मेरा सांसद-मेरा क्षेत्रीय le Inbox My M	ा विकास lodules	Home Font S	lize Favourites	Password Manageme	nt Logout			Admin	, (MPLADS CNA Department)
) M	w Activate/Ina	Post Details	;							×
Y Depa	artment > Employe	Client Name	*	मेरा सांसव	~	Department *		COMMISSIONER E	AST DELHI N Q, C	
D Sear	ch records where	Post *			~					
S	Post N	Employee *		IDA Admin maker		Job Title *		Enter Value and Pr	ess Enter to Q	Total Records : 344 Client Name
	ADMINISTRATC	Start Date *		12-Apr-2023	<u></u>	End Date			Ê	। सासद । सांसद
	CONTROLLER	Is Primary	/ Unit							। सासद
	Member of Parli						_			। सांसद
	TESTER				Save	Reset Close	•			। सांसद
	test grp									। सांसद
	1		Chandni Kumari	Admin	AC	TIVE	30 Mar 2023			मेरा सांसद
	admin		biihar nda	Admin	AC.	TIVE	30 Mar 2023			मेरा सांसद
	ADMIN1		RAKESH JHA	Admin	AC'	TIVE	30 Mar 2023			मेरा सांसद
0	ADMIN2		CHANDNI KUMARI	Admin	AC	TIVE	30 Mar 2023			मेरा सांसद
H	1 / 35	•								[1 10/346
©2023 T	ATA Consultancy Services L	imited								rument the LCCS DigiGOV
_				0	07		1 D			

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

	Death Death-life								× 1
Department > Emplo	ye						·		
oarch records wher	Client Name *	मेरा	सांसद	~	Department *		COMMISSIONER EAST	DELHINQC	
earch records when	Post *	IDA	Admin	~					Total Becords
Post	N Employee *	Kar	thik Shinde	9.C	Job Title *		MAKER	Q.C	Client Name
) Test Post									। सांसद
ADMINISTRA	TC Start Date *	12-	Apr-2023	<u>Î</u>	End Date		30-Apr-2023	<u>1</u>	। सांसद
CONTROLLE	R Is Primary Unit								। सांसद
Member of Pa     TESTER	nı			Save R	eset Close				। सासद । गांगर
) test arp					Chose Chose				। सांसद
) 1	Cha	andni Kumari	Admin	ACTIV		30 Mar 2023			मेरा सांसद
admin	bliha	ar nda	Admin	ACTIV	E.	30 Mar 2023			मेरा सांसद
ADMIN1	RAK	KESH JHA	Admin	ACTIV	E	30 Mar 2023			मेरा सांसद
ADMIN2	CHA	ANDNI KUMARI	Admin	ACTIV	<b>E</b>	30 Mar 2023			मेरा सांसद
23 TATA Consultancy Servic	es Limited								tos Digi
i23 TATA Consultancy Servic	≃ Limited		Sci	reen 98: P	ost Detai	ls Box			lCS Digi
23 TATA Consultancy Servic	es Limited		Sci	reen 98: P	ost Detai	ls Box			tos Digi
23 TATA Consultancy Servic	c Clicking	on save a	Success m	reen 98: P	ost Detai	ls Box			tos Digi
7. After Whe	r Clicking	on save, a	Scr success m	reen 98: P	ost Detai	ls Box			to s the s
<ul> <li>7. After Whe</li> </ul>	r Clicking n user click	on save, a ks OK, the	Scr success m e details ar	reen 98: P nessage poj re saved in	ost Detai os up. the syste	<b>Is Box</b> m and th	ne mapping a	appears ir	tcs Digi
7. After Whe Emp	r Clicking n user clic loyee post	on save, a ks OK, the <b>t mapping</b>	Scu success m e details an g page	reen 98: P nessage poj re saved in	ost Detai os up. the syste	<b>ls Box</b> m and th	ne mapping a	appears ir	tcs Digi
7. After Whe Emp	r Clicking n user clic loyee post	on save, a ks OK, the <b>t mapping</b>	Scu success m e details an g page	reen 98: P nessage poj re saved in	ost Detai os up. the syste	<b>ls Box</b> m and th	ne mapping a	appears ir	tcs Digi
7. After Whe Emp	r Clicking n user clic. loyee post	on save, a ks OK, the <b>t mapping</b>	Scr success m e details ar g page	reen 98: P nessage pop re saved in	ost Detai os up. the syste	<b>ls Box</b> m and th	ne mapping a	appears ir	tos Digi
7. After Whe Emp	r Clicking n user clici loyee post	on save, a ks OK, the <b>t mapping</b> Home Fort Size	Sci success m e details an g page	reen 98: P nessage poj re saved in	ost Detai os up. the syste	<b>ls Box</b> m and th	ne mapping a	appears in	LCS Digi n the n (MPLADS CNA Department)
7. After Whe Emp MPLAD Metasite	r Clicking n user clic. loyee post s - SAKSHI abu Rem / Modules	on save, a ks OK, the <b>t mapping</b> Home Fort Size	Sci success m e details an g page	reen 98: P nessage poj re saved in	ost Detai os up. the syste	ls Box m and th	ne mapping a	appears in	LCS Digi n the h, (MPLADS CNA Department)
7. After Whe Emp Reader MPLAD Readers for nage Inbox	r Clicking n user clici loyee post s - SAKSHI whereas r Modules	on save, a ks OK, the <b>t mapping</b> Home Font Size	Sci success m e details an g page	reen 98: P nessage poj re saved in	ost Detai	ls Box	ne mapping a	appears in C CNA Admin	LCS Digit n the ADMIN 1, (MPLADS CNA Department)

Searc	h records where								
		Post *	IDA Admin	~					Total Records : 347
	Post N	Employee *	Karthik Shinde	QC	Job Title *		MAKER	QC	Client Name
	Test Post		-	Success		×			। सांसद
	IDA Admin	Start Date *	12-Apr-2023	Post Details saved	successfully.		30-Apr-2023	Ē	। सांसद
	ADMINISTRATO	Is Primary Unit		<b>V</b>					। सांसद
	CONTROLLER				OK				। सांसद
	Member of Parli								। सांसद
	TESTER			0					। सांसद
	test grp	Chandni Kumari	Admin	A	CTIVE	30 Mar 202	3		मेरा सांसद
	1	Chandni Kumari	Admin	A	CTIVE	30 Mar 202	3		मेरा सांसव
	admin	blihar nda	Admin	A	CTIVE	30 Mar 202	3		मेरा सांसद
	ADMIN1	RAKESH JHA	Admin	A	STIVE	30 Mar 202	3		मेरा सांसद
	1 / 35								[1 - 10 / 347]
									Promoting Section 2014



	MPLADS - SAKS मेरा सांसद-मेरा क्षेत्रीय विकास	HI Home Font Size	Favourites Password Ma	nøgement Logout		C CNA Admi	ADMIN n, (MPLADS CNA Department)
lage	HIDOX HIV HOUGHES						
Nev	w Activate/Inactivate						
epa	rtment > Employee Post Ma	oping					
oard	th records where At least	no field by Cou	stains				
	At least o		itains	¥ 4			
							Total Records
	Post Name	Employee Name	Designation	\$ Status	\$ Start Date	End Date	Client Name
2	Test Post	Abhishek Jha	Admin	ACTIVE	12 Apr 2023		मेरा सासद
C	IDA Admin	Karthik Shinde	MAKER	ACTIVE	12 Apr 2023	30 Apr 2023	मेरा सांसद
C	ADMINISTRATOR	KAR STATE	Admin	ACTIVE	31 Mar 2023		मेरा सांसद
D	GONTROLLER	BAN NDA	Admin	ACTIVE	31 Mar 2023		मेरा सांसद
C	Member of Parliament	CV RAMAN	Member of Parliament	ACTIVE	31 Mar 2023		मेरा सांसद
Э	TESTER	ABC DELHI	dmin	ACTIVE	30 Mar 2023		मेरा सांसद
	test grp	Chandni Kumari	Admin	ACTIVE	30 Mar 2023		मेरा सांसद
C	1	Chandni Kumari	Admin	ACTIVE	30 Mar 2023		मेरा सांसद
C C		biihar nda	Admin	ACTIVE	30 Mar 2023		मेरा सांसद
) ) )	admin			ACTIVE	30 Mar 2023		प्रेंग आग्रल
0 0 0 0	admin ADMIN1	RAKESH JHA	Admin	ACTIVE	OO WIGH ZOZO		ALCONTRACTOR AND A REAL AND A REA

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

0	MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	Home Font Size Favourite	Password Management	Logout		CNA ADMIN Admin, (MPLADS CNA	Department)
Ma	anage Inbox My Modules						
3	Tree List						
Y M O D	Manage Admin/Employees	Manage Designati	on R	Manage Posts	Ņ	Employee Post Mapping	R
LES	Data Migration	R					
	1		В	аск			
							Powered By
8	2023 TATA Consultancy Services Limited						tcs DigiGOV <sup>™</sup>
		Screen 100	. Aunin/Empi	oyee Configur	ation rage		
W	hen the user clicks	on the Data Migra	ation Tile, the fo	ollowing screer	appears.		
1	MPLADS - SAKSHI मेरा सांसट, मेरा क्षेत्रीय तिकाल	Home Font Size Favourite	s Password Management	Logout		CNA ADMIN Admin, (MPLADS CNA	Department)
Ma	anage Inbox My Modules						
۲	Data Migration						
Ŷ	Client *						
MO	मेरा सांसद 🗸 🗸	<					
DULES	Migration Mode * ©Orgnization Details						
	Upload Excel						Download Template
	Attach File(s) [Max: 1 Attachmen	nt of 10 MB] Process Upl	oaded Data				
c	20121 TATA Consultancy Savikos Lantied	~					tcs.DigiGOV <sup>™</sup>
c	20113 IAIA Consultancy Services Lantied	Sc	reen 101: Data	Migration Pa	ge		tcsDigiGOV <sup>™</sup>
c	AVE2.5 JAAA Consultancy Services Limited	Sc	ereen 101: Data 60	Migration Pa	ige		<del>کی ک</del> ونوندی

1. Organization Details:

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



# 4.1.5 Manage Designation

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

Noc	<b>de Path:</b> HOMEPAGE $\rightarrow$ MY MODULES $\rightarrow$ ADMIN $\cdot$	→ ADMIN/EMPLOYEE CONFIGURATION
$\rightarrow$	Manage Designation	

maye Inbox Tree List Manage	My Modules								
Tree List Manage J									
Manage									
	e Admin/Employees	R	Manage Designation		R	Manage Posts	R	Employee Post Mapping	R
Data Mig	igration	R							
023 TATA Consul	sultancy Services Limited								tcs Digi
023 TATA Corrow	ontary services located On Clickin It is simila	ng the Mar r to the M	Screen 10 nage Desig anage Adn	<b>)3: admin</b> nation Tile nin/ Emplo	/ <b>emplo</b> e, the F oyees P	yee configurat ollowing screer age.	<b>ion page</b> n is display	red	newen bos Digi
923 TATA Correst	On Clickin It is simila The user c: a designati	ng the Man r to the M an create a on.	Screen 10 nage Desig anage Adn a new desig	) <b>3: admin</b> nation Tile nin/ Emplo gnation, up	/ <b>emplo</b> e, the F byees P odate ex	yee configurat ollowing screer age. sisting designat	ion page 1 is display ion in the s	red system and even	tespigi deactiva
2023 TATA Common 3. Marina	On Clickin It is simila The user c: a designati MPLADS - SAKSHI	ng the Mar r to the M an create a on.	Screen 10 nage Desig anage Adn a new desig	<b>)3: admin</b> nation Tile nin/ Emplo gnation, up	/ <b>emplo</b> e, the F oyees P odate ez	yee configurat ollowing screer age. tisting designat	ion page	red system and even	tesbigi deactiva
3.	On Clickin It is simila The user c: a designati MPLADS - SAKSHI te deat. # did labers	ng the Mar r to the M an create a on.	Screen 10 nage Desig anage Adn a new desig	<b>)3: admin</b> nation Tile nin/ Emplo gnation, up	/ <b>emplo</b> e, the F oyees P odate ex	yee configurat ollowing screer age. tisting designat	ion page	red system and even CINA ADMIN Admin, (MH-LAN	ta deactiva
3. Maria Maria Arrage Indox New U	On Clickin It is simila The user cr a designati MELADS - SAKST testeat of the User (Mental Sector)	ng the Mar r to the M an create a on.	Screen 10 nage Desig anage Adn a new desig Rack Home Fav	)3: admin nation Tile nin/ Emplo gnation, up	/ <b>emplo</b> e, the F oyees P odate ex	yee configurat ollowing screer age. tisting designat	ion page	red system and even Cona Admin Admin, (MPLAN	ta deactiva
3. Mariana anage inbox New U Department	On Clickin It is similar The user cr a designati MPLADS - SAKSHI K My Modules MPLADS - SAKSHI MPLADS - SAKSHI	ng the Mar r to the M an create a on.	Screen 10 nage Desig anage Adn a new desig nack Hama Fav	)3: admin nation Tile nin/ Emplo gnation, up	e, the F byees P bodate ex	yee configurat ollowing screer age. isting designat	ion page	red system and even Cona admin. Admin. (Mirtau	tabigi u deactiva
3.	On Clickin It is similar The user ca a designati MPLADS - SAKSHI ex tert. 470 drilt barri ter tert. 470 drilt barri tert star drift	ng the Man r to the M an create a on.	Screen 10 nage Desig anage Adn a new desig	)3: admin nation Tile nin/ Emplo gnation, up	e, the F bygees P bodate ex	yee configurat ollowing screer age. .isting designat	ion page	red system and even C CNA ADMIN ADMIN (MPLAI	tabigi u deactiva
3.	Marge Service Lander On Clickin It is similar The user ca a designati MPLADS - SAKSHI ke ten 410 drift Barri MPLADS - SAKSHI Variation and Antoneoficational MPLADS - SAKSHI Ke ten 410 drift Barri MPLADS - SAKSHI MPLADS - SAK	ng the Man r to the M an create a on.	Screen 10 nage Desig anage Adn a new desig nack Home Fav	)3: admin nation Tile nin/ Emplo gnation, up	e, the F bygees P bodate ex	yee configurat ollowing screer age. .isting designat	ion page	red system and even C CNA ADMIN ADMIN. (MPLAI	t deactiva us cna Department)
3. Mattanage Intox New U Department Search reco	Manage Services Landed On Clicking It is similar The user ca a designation MPLADS - SAKSHI a designation MPLADS - SAKSHI a designation MPLADS - SAKSHI context and a definition MPLADS - SAKSHI MPLADS - SAKSHI Context and a definition MPLADS - SAKSHI Context and a definition MPLADS - SAKSHI Context and a definition MPLADS - SAKSHI MPLADS - SAKSHI M	ng the Man r to the M an create a on.	Screen 10 nage Desig anage Adn a new desig Rack Home Fav Contains	)3: admin nation Tile nin/ Emplo gnation, up aurites	/emplo e, the F bygees P bodate es	yee configurat ollowing screer age. .isting designat	ion page n is display ion in the s	red system and even C CNA ADMIN Admin (MPLAI	Total Recore Collent Name
3.	Anter Service Lander On Clicking It is similar The user c: a designation MPLADS - SAKSHI ke deta delta later MPLADS - SAKSHI ke deta delta later Anter Job Titles cords where Atleast one file Designation Name NA SETER	ng the Man r to the M an create a on.	Screen 10 nage Desig anage Adn a new desig	)3: admin nation Tile nin/ Emplo gnation, up	c, the F bygees P bydate ex	yee configurat ollowing screer age. tisting designat	ion page a is display ion in the s	red system and even و معمد المعالم Admin (MPLAI End Date و بتعالم	Total Record Client Name
3.	And any Structure Lander On Clickin It is simila The user c: a designati MELLADS - SAKSHI MELLADS - SAKSHI MELLAD	ng the Mar r to the M an create a on.	Screen 10 nage Desig anage Adn a new desig	)3: admin nation Tile nin/ Emplo gnation, up ourites	e, the F byges P bodate ex	yee configurat ollowing screer age. Listing designat	ion page n is display ion in the s	red system and even C CNA ADMIN Admin (Mirital End Date के मेरा संस	Total Recore Cilient Name 3
3.	Andrey Service Lander On Clickin It is similar The user ca a designati MPLADS - SAKSHI MPLADS - SAKSHI	ing the Mar r to the M an create a on.	Screen 10 nage Desig anage Adn a new desig	)3: admin nation Tile nin/ Emplo gnation, up ourtes ~ [[ Level	e, the F byges P bodate ex	yee configurat ollowing screen age. Listing designat 19Ar 2023 12Ar 2023 12Ar 2023	ion page is display ion in the s	red system and even Con ADMIN Admin. (HerLas End Date = Hot site Hot site Hot site Hot site Hot site Hot site Hot site	Total Record Client Name Ca Client Name Ca Client Santo Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca
3.	Anter Street Linker On Clickin It is similar The user ca a designation MPLADS - SAKSHI ket sets atto drift läver ket sets atto drift läver My Modules My Modules My Alleast one fie Na STER PPROVER AKER hecker	ag the Man r to the M an create a on.	Screen 10 nage Desig anage Adn a new desig nack Home Fav Contains	)3: admin nation Tile nin/ Emplo gnation, up ourites	/emploided in the second se	yee configurat ollowing screen age. cisting designat	ion page n is display ion in the s	red system and even و	Total Record Clent Name Clent Name Clent Same Clent Sam
3. Magnetic states of the second states of the seco	And the second s	ing the Man r to the M an create a on.	Screen 10 nage Desig anage Adm a new desig	)3: admin nation Tile nin/ Emplo gnation, up auritas	c Active Active Active Active Active	yee configurat ollowing screen age. tisting designat	ion page h is display ion in the s	red system and even c cna aomin admin (MPLAI मेरा संस मेरा संस मेरा संस मेरा संस	Total Record Client Name Client Name Client Name Client Cl

#### 1. Create New Designation

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


	MPLADS - SAKSH	1	Back Ho	me Favourit	tes				CNA ADMIN Admin, (MPLAD3 CNA Decent
gc Inbox	x My Modules		,						Plannin, (mil DADO GRATDEpart
iew -	Update Activate/inactiv	ate							
artmen	nt > Job Titles								
rch rec	cords where At least one	field	Contains		~	α			Total R
St	Designation NA Client	Name *	रेग गाँगर			Job Title	Testil 22		Client Name
TE	ESTER	tio Short Namo *	Treek		v	Loval	lestizs		सांसद
AF M	IAKER Stort	Date *	25.Apr.2023			End Date	29.40-2023		सांसद सांसद
Ch	hecker Tember of Parliame		2014112020		23		201012020	81	सांसद सांसद
Ad	dmin				Sav	/e Reset 0	Close		सांसद
ATA Cons	sultancy Services Limited								at
			Sa	noon 1(	07. Job	Title Dotei	le nonun wind		
							- P-P-P		
٨	On clicking	Ton Cava	hutton						
4.	On Clicking	g on Save	button,						
	The newly								
		create D	esignatio	n appea	ars in the	list as show	n below.		
	menewiy	create D	esignatio	n appea	ars in the	list as show	n below.		-
P 1	MPLADS - SAKSH	create De	esignatio	n appea	ars in the	e list as show	n below.		
	MPLADS - SAKSH मेरा सांसद-मेरा क्षेत्रीय विकास	create De	esignatio	n appea	ars in the	e list as show	n below.		CNA ADMIN Admin, (MPLAUS CNA Depart
ge Inbox	MPLADS - SAKSH मेरा संसद-मेरा क्षेत्रीय विकास x My Modules	create Do	esignatio	n appea	ars in the	list as show	n below.		CINA ADMIN Admin, (MPLAUS CINA Departy
ge Inbox ew	MPLADS - SAKS मेरा संसद-मेरा क्षेत्रीय विकास x My Mudules Update Activate/inactiv		esignatio	n appea	ars in the	e list as show	n below.		CNA ADMIN Admin, (MIPLAUS CNA Departr
ge Inbox ew partmer	MPLADS - SAKSH Ha elecHa difu läere w My Modules Update Activate/inactiv mt > Job Titles		Back Hor	n appea	ars in the	e list as show	n below.		CNA ADMIN Ammi, (MPLAUS CNA Departy
e Inbov artmer rch rec	MPLADS - SAKSH Art elesArt alde Illere My Modules Update Activate/Inactiv nt > Job Titles cords where At least one	create De	Back How	n appea	ars in the	list as show	n below.		CNA ADMIN Amm, (MPLAUS CNA Departy
ew sartmer rch rec	MPLADS - SAKSH Art elles. Art altite literer My Modules Update Activate/inactiv nt > Job Titles cords where At least one	field	esignatio Back Hai	n appea	ars in the	e list as show	n below.		CINA ADMIN Amm. (MIPLAUS CINA Uspartr Amm. CINPLAUS CINA Uspartr
e Inbox aw bartmer rch rec	MPLADS - SAKSH Art etters - An dathal before My Modules Update Activate/mactive mt > Job Titles cords where At least one Designation Name est123	field	Esignatio Back Hei	e 2	ers in the	e list as show	s Start Date 25 Apr 2023	<ul> <li>End D</li> <li>29 Apr 2023</li> </ul>	CNA ADMIN Amm. (MPLAUS CNA Lepartr Amm. (MPLAUS CNA Lepartr Amm. (MPLAUS CNA Lepartr Total R Total R
e Inbox artmen rch rec	MPLADS - SAKSS meters and other been w My Modules Updat Achystemactic nt > Job Titles cords where At least one Designation Name esti23 NA	field	Esignatio Rack Hor Contains	En appea	tox Lavel	e list as show	e Start Date 25 Apr 2023 19 Apr 2023	End D 29 Apr 2023	CNA ADMIN Admin. (MPLALIS CINA Leparty Admin. (MPLALIS CINA Leparty Admin. (MPLALIS CINA Leparty Total R Total R सेय संसद मेय संसद
e Inbox artmer rch rec	MPLADS - SAKS we set and of the life of the stretch of of the life of the stretch of the life of the stretch of the life of Designation Name ESTER NA ESTER SA	create De II net field c Job TT SNA TESTER	Esignatio	n appea me Favourit	v	e list as show	2 Start Date 25 Apr 2023 19 Apr 2023 17 Apr 2023	▲ Fnd D 29 Apr 2023	CNA ADMIN Admin. (MPLALSS CIVIL Leparty           Total R           संद         Client Name           मेरा ससिद         मेया ससिद           मेया ससिद         मेया ससिद           मेया ससिद         मेया ससिद           मेया ससिद         मेया ससिद
rch rec	MPLADS - SAKS) we step and offic literation we step and offic literation we step and offic literation we step and we we we we we we we Betagnation Name Betagnation Name	create Do II field c Job TT Tost SNA TESTER MAROVER	esignatio Rack Hai	2         2           .1         .1	tes Level	e list as show	rn below. 2 Shrt Date 25 Apr 2023 19 Apr 2023 12 Apr 2023 12 Apr 2023 12 Apr 2023	End D 29 Apr 2023	CNA ADMIN Admin. (MPEALISS CINA Liepanty           Total R           वे         Client Name           मेरा सांसद         गंग गंगद           मेरा सांसद         गंग गंगद           मेरा सांसद         गंग गंगद           मेरा सांसद         गंग गंगद
rch rec	MPLADS - SAKS kei site, and pills libra kei site, and pills libra My Mouldes My Mouldes the Sakstand My Mouldes Cords where At least one Designation Name Est123 NA EstER PMC/R MACR Machine Control (Sakstand) Sakstand Machine Control (Sakstand) Sakstand Machine Control (Sakstand) Sakstand Sakstand) Sakstand Saksta	reate Do II net field Control Test SNA TESTER NetRover Maker Checker	esignatio Rack Ha	2         2           -1         -1           -1         -1	tes v	e list as show	2 Start Date 25 Apr 2023 19 Apr 2023 12 Apr 2023 12 Apr 2023 12 Apr 2023 01 Mar 2023 01 Mar 2023	End D 29 Apr 2023	CNA ADMIN Admin. (MPI-LAUS CINA Liepant)           Total R           सेंग सांसद मेंग सांसद मेंग सांसद मेंग सांसद मेंग सांसद मेंग सांसद मेंग सांसद मेंग सांसद मेंग सांसद
e Inbow sw artmer rch rec Sh Te AP Mu Ch	MPLADS - SAKS Restant of the Bear Restant of the Bear My Mouldes My Mouldes Cords where At least one Designation Name Est123 NA EstER PMCR MARCE Beaker Horker Horker	field	esignatio according to the second se	c         2           .1         .4           .1         .1           .1         .1           .1         .1	tes	e list as show	2 Start Date 25Apr 2023 19Apr 2023 12Apr 2023 12Apr 2023 12Apr 2023 01Mar 2023 24Apr 2023 01Mar 2023	End D 29 Apr 2023	CIA ADMIN Admin. (MPLALIS: CINA Lieparty           Total R           सेंग सांसद           मेंग सांसद
e Inboy	MPLADS - SAKS) we set act of all beint we set act of all beint we set act of all beint we set act of all beint update Activate/heads we set activate/heads besignation Namo set123 NA Designation Namo set123 NA PROVER MARER PROVER MARER Providencest define of Parliament dmin	e Job Ti field test Tost SNA TESTER NACEOVER MARE Checker Member of P Admin	Contains Co	C 2 	ers in the	e list as show	2 Shart Date 25 Арг 2023 19 Арг 2023 17 Арг 2023 12 Арг 2023 12 Арг 2023 24 Ала 2023 24 Ала 2023 24 Ала 2023	<ul> <li>End D</li> <li>29 Apr 2023</li> </ul>	CINA ADMIN Amm. (MPLAUS CINA Departy Amm. (MPLAUS CINA Departy Total R मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
rch rec	MPLADS - SAKS) we set act a different MPLADS - SAKS We set act a different MPLADS - SAKS We set act a different MACRAE	e Job Tri field test SNA TesTER ARROVER MARE Checker Momber of P Admin	esignatio Rack Ha V Contains He Short Marne	2         -1           -1         -1           -1         -1           -1         -1	tes v)	e list as show	rn below. 25 Apr 2023 19 Apr 2023 12 Apr 2023 12 Apr 2023 12 Apr 2023 12 Apr 2023 12 Apr 2023 12 Apr 2023 24 Jan 2023 24 Jan 2023	e Find D 29 Apr 2023	CNA ADMIN           Amm. (MI*LAUS CNA Depart           Total R           मेंग सांसद
rch rec	MPLADS - SAKS) we set at a drill blank we set at a drill blank we start at a drill blank we set at a drill blank we	field Classic Classic Classic Checker Member of P Admin	Contains Co	2         2           -1         -1           -1         -1           -1         -1           -1         -1	tes v C	e list as show	n below. 25 Арг 2023 19 Арг 2023 17 Арг 2023 12 Арг 2023 12 Арг 2023 12 Арг 2023 24 Аол 2023 24 Аол 2023 24 Аол 2023 24 Аол 2023	End D 29 Apr 2023	CRAADMIN Amm. (MPLAUS CNA Lepart Amm. (MPLAUS CNA Lepart Client Name मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
er Inboo ew artmen rch rec SP TE AF Mu CP Mu CP	MPLADS - SAKS) we set activate of the literature we set activate of the literature we set activate of the literature mt > Job Titles cords where At least one Designation Name est123 NA ESTER PPROVER MAKER Checker Instruction Checker	field	Contains	appea           sec         second           2         -1           -1         -1           -1         -1           -1         -1	tes Level	e list as show	rn below. 2 Start Date 25 Apr 2023 19 Apr 2023 12 Apr 2023 12 Apr 2023 12 Apr 2023 0 11 Mar 2023 24 Jon 2023 24 Jon 2023	▲ Fnd D 29 Apr 2023	CIA ADMIN Admin. (MPEALISS CINA Lieparty Admin. (MPEALISS CINA Lieparty Admin. (MPEALISS CINA Lieparty Total Rite मैंरा सीसद मैंरा सीसद मेंरा सीसद मेंरा सीसद मेंरा सीसद
rch rec	MPLADS - SAKS) we set act a different MPLADS - SAKS we set act a different MPLADS - SAKS Update Actuate/nacine mt > Job Titles cords where At least one Designation Name Set123 NA ESTER PRRVER WAER Hecker Inchabe of Porliamont dmin	create Du II field c Job Tf Test: SNA TESTER MARCOVER MARC Checker Member of P Admin	Contains Co	S         2           -1         -1           -1         -1           -1         -1           -1         -1	tex v)	e list as show	rn below. 2 Start Date 25 Apr 2023 19 Apr 2023 12 Apr 2023 12 Apr 2023 12 Apr 2023 12 Apr 2023 24 Jan 2023 24 Jan 2023	<ul> <li>End D</li> <li>29 Apr 2023</li> </ul>	CNA ADMIN           Amm. (MI*LAUS CNA Depart           Amm. (MI*LAUS CNA Depart           Attack           मेंग सांसद
e Inbo www. Te Sh Te Sh Te AF Mu Ch Mi Ac	MPLADS - SAKS) we set at a drill blan we step at a drill blan we by Modules Update Ackelofthactum nt > Job Titles cord's where Al least one Designation Name distance Bestern Job Chilles Cord's where Al least one Designation Name distance Bestern Job Chilles NA Estern Job Chilles NA Second	field Test SNA TESTER MAROVER Member of P Admin	Contains Co	2         2           -1         -1           -1         -1           -1         -1	tes Level	e list as show	rn below. 25 Apr 2023 19 Apr 2023 17 Apr 2023 12 Apr 2023 12 Apr 2023 12 Apr 2023 12 Apr 2023 24 Jan 2023 24 Jan 2023	<ul> <li>End D</li> <li>29 Apr 2023</li> <li>4</li> </ul>	CRAADMIN Amm. (MPLAUS CNA Lepart Amm. (MPLAUS CNA Lepart Total R मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
Te e Inbor soft rections of the soft rection o	MPLADDS - SAKS) MPLADDS - SAKS) with the second of the lease with the second of the lease method of the second of the second of the second method of the second of th	field	Contains	2         2           .1         .1           .1         .1	tes Level	e list as show	Start Date           2         Start Date           25 Apr 2023         19 Apr 2023           17 Apr 2023         12 Apr 2023           12 Apr 2023         12 Apr 2023           01 Mar 2023         24 Jan 2023           24 Jan 2023         24 Jan 2023	▲ Fnd D 29 Apr 2023	CINA ADMIN Amm. (MIY-LAUS CINA Departy Total R मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
Te Inbor	MPLADS - SAKSS were and other were and other	e Job Ti field Checker Market Checker Mombor of P Admin	Contains Co	appear           ma         Favouril           2         -1           -1         -1           -2         -1           -1         -1           -1         -1           -1         -1           -1         -1           -1         -1           -1         -1	tes Lavel	e list as show	2 Shrt Date 2 Shrt Date 2 Shr 2023 19 Apr 2023 12 Apr 2023 12 Apr 2023 12 Apr 2023 24 Jan 2023 24 Jan 2023	2 End D 29 Apr 2023	CINA ADMIN Amm. (MI*LAUS CINA Departr Total R मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
te Inibos www. Tech reco Tech reco Tech APA APA AC	MPLADS - SAKS) we set extra drift bern M by Modules Updat Activationson mt > Job Titles cords where Al least one Designation Name SetT23 NA EstEn UpRoVer WKR Horizon Komber of Porlision ont dmin	create Du II ate field test SNA TESTER MARE Checker Member of P Admin	esignatio Rack Ha Contains He Short Mame	2         -1           -1         -1           -1         -1           -1         -1	tex v)	e list as show	rn below. 25 Apr 2023 19 Apr 2023 17 Apr 2023 12 Apr 2023 12 Apr 2023 12 Apr 2023 12 Apr 2023 24 Apr 2023 24 Apr 2023	<ul> <li>End D</li> <li>29 Apr 2023</li> </ul>	CRAADMIN Amm. (MPLAUS CNA Depart Total R केंद्र संसद मेंद्र संसद मेंद्र संसद मेंद्र संसद मेंद्र संसद मेंद्र संसद मेंद्र संसद मेंद्र संसद
Te finbos martmer Te St Te AF AF AF AA	MPLADS - SAKS) MPLADS - SAKS) with the set of the line of the li	field	esignatio nack Ha v Contains He Short Marrise	2	tex v	e list as show	rn below. 25 Apr 2023 19 Apr 2023 17 Apr 2023 12 Apr 2023 12 Apr 2023 12 Apr 2023 01 Mar 2023 24 Jon 2023 24 Jan 2023	<ul> <li>End D</li> <li>29 Apr 2023</li> <li>4</li> </ul>	CRAADMIN Amm. (MPI-LAUS CARA Depart For all all for the all all all for the all all all for the all all all all for the all all all all all all for the all all all all all all all all all al
Tee Inbos	MPLADES - SAKSS MPLADES - SAKSS steactor data base to the steactor data base to	field	esignatio nack Ha	2         2         3         4	tes v loop 2	e list as show	rn below.	<ul> <li>End D</li> <li>29 Apr 2023</li> <li>4</li> <li>4</li></ul>	CRAADMIN Amm. (MPI-LAUS CINA Lepart Total R के के पिस सिंग्द मेरा ससिद मेरा ससिद मेरा ससिद मेरा ससिद मेरा ससिद मेरा ससिद
re Inbov	MPLADS - SAKS MPLADS - SAKS stearch of the liters x My Modules Upda Activationscut nt > Job Titles cords where At least one Destination Control of Parliament dwith Destear PPROVER MAKER Prevent Intervent Marker Prevent Marker Ma	reate Du II set field Cecker Maker Cecker Mombor of P Admin	Contains	c         2           4         4           4         4           4         4           4         4           4         4           4         4           4         4           4         4           4         4           4         4           5         2           6         2           7         4           8         4           1         4           1         4           1         5           Screet         5	n 108: N	e list as show	2 Start Date 25 Apr 2023 19 Apr 2023 12 Apr 2023 12 Apr 2023 12 Apr 2023 24 Jan 2023 24 Jan 2023 24 Jan 2023	<ul> <li>End D</li> <li>29 Apr 2023</li> </ul>	CRAADMIN Amme. (MPF-LAUS CARA Depart Franking) To the france Pranking Pran
rch rec	MPLADS - SAKAS MPLADS - SAKAS streact-or drift bern M My Modules Update Activationaction the Job Titles conds where At least one metagration Mane est123 NA Ester Presignation Mane est123 NA Ester Presignation Mane est123 NA Ester Presignation Mane est123 NA Ester Presignation Mane est123 NA Ester Presignation Mane est123 NA Ester MARE Presignation Mane est123 NA Ester MARE Presignation Mane est123 NA Ester Mare Mare Mare Hold Mare Mare Hold Mare Hold Mare	field	esignatio Rack Ha	c         2           2         -1           4         -1           -1         -1           -1         -1           -1         -1           -1         -1           -1         -1           -1         -1           -1         -1           -1         -1           -1         -1           -1         -1	n 108: N	e list as show	rn below.	<ul> <li>End D</li> <li>29 Apr 2023</li> </ul>	CRAADMIN Amm. (MPLAUS CNA Depart Amm. (MPLAUS CNA Depart Total R मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
E Inbor E I	MPLADS - SAKSS MPLADS - SAKSS setexte de different MPLADS - SAKSS MACOUNT MPLADS - SAKSS MACOUNT MACOUNA	ereate Du II set field total t	esignatio	n appea	n 108: N	e list as show	rn below.	2 End D 29 Apr 2023	COLOR ADMIN Amm. (MPLAUS CNA Depart Amm. (MPLAUS CNA Depart Total R मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
Tel Inbos	MPLADS - SAKS) MPLADS - SAKS) setexter de file less Modules Modules Modules Cods where At least one cods where At least one MACRA ESTER PPROVER MACR MACRA ESTER PPROVER MACRA	create Do II sete field c Job Tf Test SNA TESTER MAROVER MARNOVE Chacker Mombor of IP Admin	esignatio Rack Ha Contains Ke Rhort Mame	n appea ma Favourit 2 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1	n 108: N	e list as show	rn below.	<ul> <li>End D</li> <li>29 Apr 2023</li> <li>4</li> </ul>	CRAADMIN Amm. (MICLAISS CAN Depart Amm. (MICLAISS CAN Depart Total R R R R R R R R R R R R R R R R R R R
rch rec	MPLADS - SAKS) MPLADS - SAKS) stretcher of higher N by Modules Updat Advertised Updat Advertised Testern PerRoyer WARE Hecker MARE Mare d'Dationent dmin motory Strees Laket	create Do II see field c Job TT Test SNA TESTER ARROVER Member of P Admin	esignatio Rack Ha Contains Ke Short Marrise Vorlismont	rn appea ms Favourit 2 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1	n 108: N	e list as show	rn below.	<ul> <li>End D</li> <li>29 Apr 2023</li> <li>4</li> <li>4</li></ul>	CIALDINE Amm. (MPI-LAUS CARA Depart For all actions) For all actions from the all actions fr
rch rec	MPLADS - SAKS) MPLADS - SAKS) stress of the light light to by Modules Updat Ackeloftectual related to be related to be	create Du II field	Esignatio	r appea me Favourit 2 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	n 108: N	e list as show	rn below.	End D	CIA ADMIN Admin. (Mir LAUSS CINE Depart To lair Admin. (Mir LAUSS CINE Depart To lair Admin.
rich rec	MPLADS - SAKS MPLADS - SAKS stretche drift bern M f Modules Updat Activate/hackin rst > Job Titles cords where At least one Designation Manor est123 NA Perspective Perspective Perspective Perspective MAREN Stretcher Maren Stretcher Maren Stretcher Maren Stretcher Maren Stretcher Maren Stretcher Maren Stretcher Maren Stretcher Maren Stretcher Maren Stretcher Maren	create Du II set field	Esignatio	rn appea	n 108: N	e list as show	2 Shrt Date 25 Apr 2023 19 Apr 2023 12 Apr 2023 12 Apr 2023 12 Apr 2023 24 Jan 2023 24 Jan 2023 24 Jan 2023	<ul> <li>End D</li> <li>29 Apr 2023</li> <li>29 Apr 2023</li> </ul>	CRAADMIN Amme. (MPFLAUS CAR Depart Total R मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
re Inter ew artmer inch rec St AF Mi Ct Mi Ac	MPLADS - SAKSS MPLADS - SAKSS settexte dir dir ben MPLADS - SAKSS MACOUNT MPLADS - SAKSS MACOUNT MACOUNA	create Du II set field	esignatio	n appea	n 108: N	e list as show	2       Start Date         25 Apr 2023       19 Apr 2023         19 Apr 2023       12 Apr 2023         12 Apr 2023       12 Apr 2023         12 Apr 2023       12 Apr 2023         24 Jan 2023       24 Jan 2023	2 End D	COLOR ADMIN Amm. (MPLAUS CNA Depart Total R मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
re Inter erantmer reh rec St AF Mit CP Mit CP	MPLADS - SAKS) MPLADS - SAKS) stretcher diffusion M by Modules M by Modules Codds where Al least one M by Modules M by M by	create Do II sete field Class Test SNA TESTER MARCVER MARNOR Checker Mombor of IP Admin	esignatio Rack Ha Contains Ke Khort Mame	1         2           -1         -1           -4         -1           -4         -1           -5         -1           -6         -1           -7         -1           -1         -1           -1         -1           -1         -1           -1         -1           -1         -1	n 108: N	e list as show	rn below.	<ul> <li>End D</li> <li>29 Apr 2023</li> <li>4</li> <li>4</li></ul>	CRAADMIN Amm. (MI*LAUS CAN Depart Farmer of the state in the state in
Te Into	MPLADS - SAKS) MPLADS - SAKS) settecter definition in by Modes Updat Activation the Job Titles cords where Alleast one Designation Name estimation of Parliament down MARER Activation of Parliament down waterey Severe Landed	create Do II see field c Job TT Test SNA TESTER ARARVER Member of P Admin	esignatio Rack Ha Contains He Short Marke	2         4           -1         -1           -1         -1           -1         -1           -1         -1           -1         -1           -1         -1           -1         -1           -1         -1           -1         -1           -1         -1           -1         -1	n 108: N	e list as show	rn below.	<ul> <li>End D</li> <li>29 Apr 2023</li> <li>4</li> <li>4</li></ul>	<b>CRADMIN</b> Amm. (MPI-LAUS CANA Depart <b>Total R</b> <b>atom</b> मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
re Intro	MPLENE TECHNY MPLADES - SAKSY stretcate after labor Not be stretcate after labor version of the labor NA Version of the labor SAKSY Stretce Labor autory Stretce Labor	create Du II site field test SNA TESTER MAROVER Mombor of P Admin	Esignatio	r appea	n 108: N	e list as show	rn below.	<ul> <li>End D</li> <li>29 Apr 2023</li> <li>4</li> <li>4</li></ul>	CIA ADMIN Admin. (Mir LAUS CINF Leppart For lar मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
ere Inbou ew sartmer rich rec St TT St AF Mid Ac	MPLADS - SAK45 MPLADS - SAK45 stretche drift bern M f Modules Update Activate/hacita Designation Mane est123 NA F Designation Mane est123 NA F Personal	create Du II set field Concelor Marchar Concelor Mombor of P Admin	Esignatio	rn appea	n 108: N	e list as show	2 Shrt Date 25 Apr 2023 19 Apr 2023 12 Apr 2023 12 Apr 2023 24 Jan 2023 24 Jan 2023 24 Jan 2023	<ul> <li>End D</li> <li>29 Apr 2023</li> <li>29 Apr 2023</li> </ul>	Characteries         Characteries           कत्राताः         (Miri-Lauss CANA Departr           Total R         R           मेरा समिद         मेरा समिद

#### 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.

Decignation Name	lob Title Short Name		A Statue	A Start Data	A End Date	Total Reco
t123	Test	2	Active	25 Apr 2023	29 Apr 2023	मेरा सांसद
4	SNA	-1	Active	19 Apr 2023		मेरा सांसद
TER	TESTER	-1	Activo	17 Apr 2023		गेरा सांसद
ROVER	APPROVER	-1	Active	12 Apr 2023		मेरा सांसद
KER	MAKER	-1	Active	12 Apr 2023		मेरा सांसद
cker	Checker	-1	Active	01 Mar 2023		मेरा सांसद
nber of Parliament	Member of Parliament	-1	Active	24 Jan 2023		मेरा सांसद
nin	Admin	-1	Active	24 Jan 2023		मेरा सांसद
1 Fr Fr Fr Fr Fr Fr Fr Fr Fr Fr Fr Fr Fr	Designation Name : 23 TER ROVER ER ER ker ber of Parliament n	Designation Name         Ob Title Short Name           23         Test:           SNA         SNA           TER         ESTER           XOVER         APPROVER           ER         MAKER           ker         Checker           ber of Parliament         Member of Parliament           n         Admin	Destantion Name         cl         Job Title Short Name         cl         Level           23         Test         2         SNA         -1           TER         Test TER         -1         -1           KOVER         APPROVER         -1         -1           RE         MAKER         -1         -1           bar of Parliament         Member of Parliament         -1           n         Admin         -1         -1	Designation Name         I Job Tride Short Name         Level         Statuse           23         Test         2         Active           SNA         -1         Active           TER         -1         Active           CVER         APPROVER         -1         Active           RE         MAKER         -1         Active           ber of Parliament         Active         -1         Active           ber of Parliament         Antimin         -1         Active	Designation Name         Clevel         Status         Constraints           23         Test         2         Active         25/pr 023           SNA         -1         Active         19/pr 2023           TERT         -1         Active         19/pr 2023           KOVER         TESTER         -1         Active         17/pr 2023           CVER         APPROVER         -1         Active         12/pr 2023           ER         MAKER         -1         Active         12/pr 2023           ber of Parliament         Member of Parliament         -1         Active         01 Mar 2023           n         Admin         -1         Active         24/an 2023         -1	Destination Name         0         0.60 Trills Short Name         Clevel         Status         Status         Status         Status         Status         End Date           23         Test         2         Active         25/PQ 203         29/Pg 203         29/Pg 203         29/Pg 203           SNA         1         Active         19/Apr 203         29/Pg 203         29/Pg 203         29/Pg 203           TER         -1         Active         17 Apr 203         -1         Active         12 Apr 203         -1           KOVER         APPROVER         -1         Active         12 Apr 203         -1

Screen 109: Manage Designation Page(update)

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

epar	rtment > .loh Titles	JOD THE DELL	15									~	
		Client Name		Please Select		~		Job Title *		Test999			
earc	ch records where At	Job Title Shor	rt Name *	Test				Level		2			Tree Cours
_	Designatio	Start Date *		25-Apr-2023				End Date		29-Apr-2023	÷		Client Name
)	Test123												सांसद
	SNA						Save	Close					सांसद
	TESTER		ALL DAMA D				() where we		411.0 mm				याग्रद
	MAKED		MAKED		-1		Active		12 Apr 2	2020		- H	रा सासद
	Checker		Checker		-1		Active		01 Mar	2023		4 20	रा सासद रा सामद
	Member of Parliam	iont	Member of Parli	amont	.1		Activo		24 Jan 1	2023		à	ज योयर
	Admin		Admin		-1		Active		24 Jan 3	2023		ñ	रा सांसद

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

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

3. Activate/Deactivate the Designation

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

### 4.2. Department Configuration

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

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



Department Configuration page has 2 options:

- Manage Departments
- Organization Account Mapping

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

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

Mana	age Departments			R	Orga	nization Account Mapping		
Mana	age Departments			R	Orga	nization Account Mapping		9
Mana	age Departments			R	Orga	nization Account Mapping		•
								•
3 TATA Cor	onsultancy Services Limited							toso
			~					
			Screen 1	114: Depar	tment C	onfiguration Pag	e	
							-	
	.1 1		D	4 4 T'I	4 6 11			
nen	the user cl	licks on Ma	anage Depar	tments Tile	, the foll	owing screen appo	ears.	
nen	the user cl	licks on Ma	anage Depar	tments Tile	, the foll	owing screen appo	ears.	
nen	the user cl	licks on Ma	anage Depar	tments Tile	, the foll	owing screen appo	ears.	N
nen	the user cl MPLADS - SAKSI मेरा संसद-मेरा श्रीय दिकास	licks on Ma	Bank Home Favo	tments Tile	, the foll	owing screen appo	ears.	N LAUS CNA Departmen
	the user cl MPLADS - SAKSI मेरा सांसद-मेरा देवीय दिकास XXX My Modules	licks on Ma	anage Depar	tments Tile	, the foll	owing screen appo	ears.	N LAUS CNA Departmen
nen	the user cl MPLADS - SAKSI Att uiter: Ata John Rema XX My Modules Update	licks on Ma	anage Depar	rtments Tile	, the foll	owing screen appo	CINA ADMIN	N LADS CNA Departmen
age Indo	the user cl MPLADS - SAKSI htt after An Adda Rema xx My Modules Update ant > Departments	licks on Ma मा	anage Depar	rtments Tile	, the foll	owing screen appo	ears.	N LAUS CNA Departmen
age Inbo	the user cl MPLADS - SAKSI Ard eller Rem MP Mocules Upsale mt > Departments correct uburg Atlance core	licks on Ma	Rack HAMMA FAVA	tments Tile	, the foll	owing screen appo	CINA ADMIN Admin. (MP	N LAUS CNA Departmen
arch rec	the user cl MPLADS - SAKSI receires Richtle flower Update unt > Departments socords where At least one	HI HI	Rank Home Foun	rtments Tile	, the foll	owing screen appo	CINA ADMIN Admin. (M <sup>2</sup>	N LAUS CNA Departmen
arch rec	the user cl MPLADS - SAKSS Rouse An offer Rem over My Mondares Update und > Departments Executes where Alless conc Departmentiate	HI Theid ~	Rank Monto Four	rtments Tile	, the foll	owing screen appo	CINA ADMIN Admin. (MP	N LAUS CNA Department Total Record
age Indoc Age Indoc New partmen arch rec	the user cl MPLADS - SAKSS In una An den flem Wydat mt > Departments secords where Alleast one Oppstnenshlame () A_LAKSH4DWEEP	HI Piteld V Department Short Name	Eack Mame Favo Contains Contains	rtments Tile	, the foll	owing screen appe	CINA ADMIN Admin. (MP Admin. (MP End Date : PFMS Short Name  A_LAKSHADWEEP	N LAUS CNA Departmen Total Recorr \$ Client Nam मेरा सांसद
age inoc wew partmer arch rec	the user cl MPLADS - SAKS Traines An data flam Update mt > Departments Incords where A least one A LAKSHADWEEP A ASHKA NAGAR	HI tield ~ Department Short Name I. AASHOK NAGAR	anage Depar Rack Mame Favo Contains Contains Contains Contains Contains	rtments Tile	, the foll	• Start Date • 21 Apr 2023 21 Apr 2023	End Date • PFMS Short Name (A_ASHDK RAGAR	N LAUS CNA Department Total Record C Clent Nan नेरा सांसद
arch rec	the user cl MPLADS - SAKS in uses an offer firm uses an offer firm unt > Departments CorportentName () A_ARSHCK.NAGAR A_CHURACHANDPUR	HI Trold ~ Cepturtment Short Numbra IA_LAKSHADWEEP IA_LAKSHADWEEP IA_LAKSHADWEEP	anage Depar Rack Mame Favo Contains Contains Contains Department Type Implementing Agency(IA) Implementing Agency(IA)	TIMENTS TILE	Active Active Active	Star Date Calaboration Control	End Date C PFM Short Name Admin. (MP Admin. (MP Admin. (MP Admin. (MP Admin. (MP Admin. (MP Admin. (MP Admin. (MP	t LAUS CNA Department total Recorr c Client Nam मेरा सांसद मेरा सांसद मेरा सांसद
age inbo	the user cl MPLADS - SAKSI Routed An offer Rem Opdate Update Copartmentiane ALARSHADWEEP ALSHKANAGAR ALSHKANAGAR ALSHKANAGAR ALSHKANAGAR ALSHKANAGAR ALSHKANAGAR	HI Preid Department Short Name In LAKSHOWEP In ASHOK NASSAR In Chill Machampilar In Alzawa.	Contains     Contains     Contains     Contains     Contains	TIMENTS TILE  TIMES  Parent Department  DAASHADK RAGAR  IDAASHADK RAGAR  IDAASHADKI RAGAR  IDAASAACMA.	c, the foll	Start Date     Start Date     Apr 2023     21 Apr 202     21	End Date • PFMS Short Name Admin, (MP Admin, MP A JAKSHADWEEP IA ASHOK NAGAR IA JALWAL IA JALWAL	Total Record c Clent Nan मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
arch rec	the user cl MPLADS - SAKSS Int une An del flem Vipilite Vipilite Vipilite Cognot/memtName A_LAKSHADWEEP A_SHKKNAGAR A_PHIRAPHANIPIR A_DIMAPUR	HI HI Department Short Nume IA_ASHADWEP	Contains     Contains     Contains     Contains     Implementing Agency(IA)     Implementing Agency(IA)     Implementing Agency(IA)     Implementing Agency(IA)	TIMENTS TILE	, the foll	Start Date         •           21 Apr 2023         21 Apr 2023	End Date : PFMS Short Name IA ARTIN, (MP IA ARTIN, NASAR IA ARTIN,	N LAUS CNA Department Total Record मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
age inbox age inbox partmer arch rec	the user cl MPLADS - SAKSS It at use an deficient of the second second second Update Int > Departments Locords where Al lead one DepartmentName 2 A_ARSHADWEP A_SHKK NAGAR A_CHI IRA/JAMAPU IR A_DARKA A_DARKA A_DARKA A_DARKA A_AMED	HI tield Department Short Name IA_LANSHAUWREP IA_ASHUK NAGAR IA_CHI IRACHANIPHIR IA_ASHUK NAGAR IA_CHI IRACHANIPHIR IA_ASHUK NAGAR IA_DIMAPUR IA_ASHUK ISAN IA_ASHUK	Contains     Contains     Contains     Contains     Implementing Agency(IA)	TIMENTS TILE	a, the foll	Start Date         C           21 Apr 2023         21 Apr 2023	End Date : PFMS Short Name Amm. (MP Amm. CARRADWEEP IA_ASHOWEEP IA_ASHOWEEP IA_ASHOWEEP IA_ASHOWEEP IA_ASHOWEEP IA_ASHOWEEP IA_ASHOWEEP IA_AMERINE IA_AMERINE IA_AMERINE IA_AMERINE IA_AMERINE	Total Record C Clert Nan मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
arch rec	the user cl      mpLADS - SAKS     mainer an administry     mainer an administry     mainer an administry      mainer and administry      mainer adminitent administry      mainer administry      mainer	HI Teld V Ceptineers Short Name A_LAKSHADWEEP IA_LAKSHADWEEP IA_ANKINKASAR IA_CHITRACHANDPIIR IA_ANKINKASAR IA_CHITRACHANDPIIR IA_ANKINKASAR IA_CHITRACHANDPIIR IA_ANKINKASAR IA_CHITRACHANDPIIR IA_ANKINKASAR IA_CHITRACHANDPIIR IA_CH	Contains     Contains	TIMENTS TILE	Active Active Active Active Active Active Active Active Active Active	State Date         C           21 Apr 2023         21 Apr 2023	End Date C PFM Short Name Admin. (MP Admin.	taus CNA Department Total Record टे Client Nan मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
arch rec	the user cl MPLADS - SAKSI At una 2ki del Rem over the second	HI Preid Preid Comparison Short Name IA_LARSHDWEPP IA_ASHDK NAGAR IA_CHI IRATSHAMPILR IA_CHI IRATSHAMPILR IA_AIMERUR IA_AIMERUR IA_AIMERUR IA_AIMERUR IA_AIMERUR IA_AIMERUR IA_AIMERUR IA_AIMERUR IA_AIMERUR	Contains     Contains     Contains     Contains     Contains     Contains     Contains     Implementing Agency(IA)	TIMENTS TILE  TIMES	Active Active Active Active Active Active Active Active Active Active Active	Start Date         C           21 Apr. 2023         21	End Date : PFMS Short Name Admin. (MP Admin. (MP Admin. Admin. (MP A_ASHOK NAGAR IA_ASHOK NAGAR IA_ASHOK NAGAR IA_AIMAPUR IA_AIMAPUR IA_AIMAPUR IA_AIMAPUR IA_AIMAPUR IA_AIMAPUR IA_AIMAPUR IA_AIMAPUR IA_AIMAPUR IA_AIMAPUR	Total Record LAUS CNA Department रे Client Nam मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
age induction	the user cl MPLADS - SAKSS Int une And dot flem Typica My Modules My M	teid	Contains     Contains	TITLES	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	Sixt Date            21 Apr 2023         21	End Date • PFMS Short Name Admin. (MP Admin. (MP Admin. MP Admin. MA Admin. Adv Admin. MA Admin. Adv Admin. Sak Admin. Sak	Total Record LAUS CNA Department Total Record विद्यालय मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
age index age index partmer arch rec	the user cl     MPLADS - SAKS;     the user of off flow     mer set offer flow     mer	tield     teid	Contains     Contains     Contains     Contains     Contains     Contains     Implementing Agency(IA)	TIMENTS TILE	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	Start Date         >           21 Apr 2023         21 Apr 2023	End Date : PFMS Short Name Admin. (MP Admin. (MP Admin. (MP A_ASHCK NAGAR IA_ASHCK NAGAR IA_ASHCK NAGAR IA_AMARI SHK IA_AMARI SHK IA AMARI SHK IA AMARI SHK IA AMARI SHK IA AMARI SHK IA AMARI SHK IA AMARI SHK IA AM	Total Record C Clent Nan मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
hen	the user cl MPLADS - SAKSI ite arra- the data farmer x My Mocules Update	licks on Ma	anage Depar	rtments Tile	, the foll	owing screen appo	ears.	N LADS C
hen	the user cl MPLADS - SAKSS At une An del Rem over My Modules Update mt > Departments Locords where At least one DepartmentName 2 ALAKSHADWEEP	HI tield V Department Short Name IA_LAKSHADWEEP	Etanik Mamie Favo Contains Contains Contains Department Type Implementing Agency(IA)	rtments Tile	, the foll	owing screen appe	End Date : PFMS Short Name Admin. (MP PAID Short Name IA_LAKSHADWEEP	N LAUS CNA Departm Total Reco Client Na मेरा ससिद
nen	the user cl MPLADS - SAKSI Routes An other Removes Codate	HI  below	Contains     Contains     Contains     Contains		c, the foll	Start Date     Start Date     Apr 2023     21 Apr 2023     21 Apr 2023     21 Apr 2023	End Date • PFMS Short Name IA_JAKSHADWEEP IA_ASHOK NAGAR IA_JAINGK NAGAR	N LAUS CNA Department Total Record C Client Nam मेरा सांसद मेरा सांसद मेरा सांसद
age index age index terv iA iA iA iA iA iA iA iA iA iA iA iA iA	the user cl MPLADS - SAKSS In time An der flem Wydde with 2 Departments scords where Aleast one DepartmentName 2 A_ARSHADWEP A_ARSHADWEP A_ARSHADWEP	HI teld Inclassion Name Inclassion N	Eack Hame Eavon	TIMENTS TILE	, the foll	Start Date     21 Apr 2023     21 Apr 2023     21 Apr 2023	End Date • PFMS Short Name IA_ANSNADWEF IA_ASNADWEF IA_ASNADWEF IA_ASNADWEF IA_ASNADWEF IA_ASNADWEF IA_ASNADWEF IA_ASNADWEF IA_ASNADWEF	N LAUS CNA Department Total Record दे Client Mar मेरा सांसद मेरा सांसद मेरा सांसद
age inco	the user cl MPLADS - SAKS in uses an offer Bere voide: und > Departments Coords where At least one DepartmentName C A_JAKSH NAGAR A_SHKK NAGAR A_AHRAYNA	HI bield V Ceptriment Short Nimme IA_LAKSHADWEEP IA_CHIIRACHANDPIR IA_CHIIRACHANDPIR IA_CHIIRACHANDPIR	Contains	TIMENTS TILE  TIL  TIL  TIL  TIL  TIL  TIL  TIL	a, the foll	Start Date         C           21 Apr 2023         21 Apr 2023           21 Apr 2023         21 Apr 2023	End Date : PFMS Short Name Admin. (MP IA_ANKINK NAGAR IA_ANKINK NAGAR IA_ANKINK NAGAR IA_ANKINK NAGAR IA_ANKINK NAGAR IA_ANKINK NAGAR	t Total Recort c Client Nan मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
age into age into tew partmer arch rec	the user cl MPLADS - SAKSI At una 24 del Rem Optate Update Copartmentise ALARSHAPWEP A_XSHCK INNGAR A_XSHCK INNGAR A_	HI Phold Copartment Short Name In LakshaDWEEP In Ashiri Kanagar In Anterna Short Name In Ashiri Kanagar In Amerikan In Interna In	Contains     Contains     Contains     Contains     Contains     Contains     Contains	TIMENTS TILE	Active Active Active Active Active Active	Start Date         •           21 Apr 2023         •	End Date • PFMS Short Name Admin, (MP Admin, MP IA_ARSHQK NAGAR IA_ASHQK NAGAR IA_AIZWA IA_AIZWA IA_AIZWA IA_AIZWA IA_AIZWA IA_AIZWA	Total Record C Client Nam मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
age inbo	the user cl MPLADS - SAKSS In unexin devices In unexin devices Updat: Int J Departments seconds where Alleast one DepartmentName 2 A_DAKSHADWEP A_DAKSHADWEP A_ARKNADWEP A_ARKNADWEP A_ARKNADWEP A_ARKNADWEP A_ARKNADWEP A_ARKNADWEP	HI tield ALAKSHADWEEP IA_ASHUK NAGAR IA_CHI MAGHANPIJR IA_AZAWL IA_AZ	Contains     Contains	Terments Tile	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	Start Date         •           21 Apr 2023         21 Apr 2023	End Date • PFMS Short Name Asmin. (MP Asmin. ASHOK NAGAR IA_ASHOK NAGAR IA_ASHOK NAGAR IA_ASHOK NAGAR IA_AIZAN. IA_AIMAPUR IA_AIMAPUR IA_AIMAPUR IA_AIMAPUR	Total Record LAUS CNA Department Client Nan मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
een Rege inboo Rege in	the user cl MPLADS - SAKS Fit etter Str detr Rein Votate Update U	HI Profid Comparison Short Name In LANSHADWEEP In LANSHADWEEP In LANSHADWEEP In LANSHADWEEP In LANSHADWEEP In LANSHADWEEP In LANSHADWEEP IN LANSHADWEEP	Contains     Contains     Contains     Contains     Contains     Department Type     Generating Agency(IA)     Implementing Agency(IA)     Implementing Agency(IA)     Implementing Agency(IA)     Implementing Agency(IA)	TIMENTS TILE  TIME  TIME TIME	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	Start Date         C           21 Apr 2023         21 Apr 2023	End Date : PFMS Short Name Admin. (MP Admin. (MP Admin. Adv. IA_ANSIGN NASPA IA_SHICK NASPA IA_ANSIGN NASPA IA_ANSIGN NASPA IA_ANSIGN NASPA IA_AMBA ISAN IA_AMBA ISAN IA_AMBA ISAN IA_AMBA ISAN	↓ CAUS CNA Department Client Nam मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
age index age index arch rec	the user cl MPLADS - SAKSS It unser the deal fleature Typicate Typicate Cognet/memblasme A_LAKSHADWEEP A_SHKKNAIGAR A_CHRIBACHANDPIR A_ANZANL A_DIMAPUR A_ANIERS	HI teid AASHOK NAGAR IA, CANARADWEEP IA, CASHOK NAGAR IA, CANARADWEIP IA, CASHOK NAGAR IA, CANARA IA, CAN	Contains     Contains     Contains     Contains     Contains     Contains     Implementing Agency(IA)     Implementing Agency(IA)     Implementing Agency(IA)     Implementing Agency(IA)     Implementing Agency(IA)     Implementing Agency(IA)	TIMENTS TILE	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	Start Date         Image: Constraint of the constrai	End Date • PFMS Short Name Admin. (MP Admin.	► Total Record LAUS CNA Department Total Record वेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
age inco	the user cl     mark an administry     mark an administry     mark an administry     mark an administry     mark and administry	HI Teld V Ceptineed Short Memory IA_LAKSHADWEEP IA_LAKSHADWEEP IA_ANKIN KAGAR IA_CHITRACHANDPIIR IA_ANKIN IA_DIMAPUR IA_AMKIN IA_AMKE IA_AMKE IA_AMKE IA_AMKE IA_AMKE	Contains     Contains     Contains     Contains     Contains     Contains     Contains     Department Type     Garce(VA)     Implementing Agency(VA)	TIMENTS TILE	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	State Date         C           21 Apr 2023         21 Apr 2023	End Date C PFM Short Name Admin. (MP Admin.	LAUS CNA Department Total Record दे Client Nan मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
age induction	the user cl manage and definitions and unseared and definitions over the second second second second teacher and second second second second performantial second s	HI Pield Compartment Short Nume In LANSHADWEP In ANSHADWEP IN ANSHADWEP IN ANSHADWEP IN ANSHADWEP IN ANSHADWEP IN ANSHADWEP IN ANSHAD IN ADAR IN ADAR I	Contains     Contains	The second seco	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	Start Date         Image: Constraint of the second sec	EIRI Date : PFMS Short Name Admin. (MP Admin. (MP Admin. MAP Admin. Short Name A Astronovice A Astro	N LAUS CNA Department Total Record मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
age indocession and indocessio	the user cl MPLADS - SAKS     the user of off Bare     the user	tield	Contains     Contains     Contains     Contains     Contains     Contains     Contains     Implementing Agency(IA)	TIMENTS TILE  TIME  TIME TIME	ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	Start Date         •           21 Apr 2023         •	End Date : PFMS Short Name Admin. (MP Admin.	Total Record C Clert Nan मेरा सांसद मेरा सांसद

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.

INCW U epartment earch record	Wy Module Update nt > Departments	5 Department Details							
New U epartment earch recor	Update nt > Departments	Department Details							
earch reco	nt > Departments	Dopartment Details						×	
earch reco		Client Name *	मेरा सांसद	~	Department Name *	Testings			
	cords where At It	Department Short Name	* Test55		PFMS Short Name *	T57			Tetal Descents
3 10 1	DepartmentNar		lol						Client Name
) IAJ	LAKSHADWEEF	Description *			Parent Department *	COMMISSIONER NORTH	I DELHI I Q, C	मंग मंग	रा सांसद रा सांसद
IA_0	CHURACHANDI	Department Type	Nodal District Agency(NDA)	~	Dise Code / PFMS Agency Code	p9874		IR मेर	रा सांसद
IA_A	_AIZAWL	State *	Bibar	~	District *	ARWAI	~	मेन्	रा सांसद रा सांसद
IA_/	AMRITSAR	Chief Date 1	05.4 0000	-	Cod Date			मे	रा सांसद
IA /	AJMER	Start Date	25-Apr-2023		End Date	20-May-2023	<u></u>	मेन् मेन	रा सांसद रा सांसद
IA_/	ALIGARH				Save Reset Close			मेन	रा सांसद
IA_A	AGRA							मे	रा सांसद
3 TATA Conor	esultancy Services Limite		Sc	reen 116: D	epartments det	ails popup			
3 TATA Conce 2.	To upd Select	ate the ex the depart	Sc isting departn ment and clic	reen 116: D hent, k on update l	Departments def	tails popup	Sava		
2. Marcular ger Indux	To upd Select Once a MPLADS - S Reterented for far	ate the ex the depart popup wi	Sc isting departm ment and clic ndow appears Back Home	reen 116: D nent, k on update l s, make the n	Departments def button. ecessary changes	ails popup	Save	CNA ADMIN Admin: (MPLADS C	NA Department)
2. Matta Correct 2. Matta gre Inibux ew Uj	To upd Select Once a MPLADS - S Ro struct for for My Module Update	ate the ex the depart popup wi	Sc isting departm ment and clic ndow appears Back Mome	reen 116: D nent, k on update l s, make the n	Departments def button. ecessary changes	and click on	Save	C CNA ADMIN Admin: (MPLADS C	:NA Department)
Z. Mrticov Mrt	To upd Select Once a MPLADS - S to unce the bolt for My Module Update the Departments	ate the ex the depart popup wi AKSHI	Sc isting departn ment and clic ndow appears खब्द मिलाब	reen 116: D nent, k on update l s, make the n Favourites	Departments def button. ecessary changes	and click on	Save	C CNA ADMIN Admin, IMPLADS C	:NA Department)
ZITATA Comm Z. Mit di artment rch record	To upd Select Once a MPLADS - S at time to be fail for My Module Cross where A is	ate the ex the depart popup wi AKSHI Dopurtment Dehats Client Name * Department Short Name	Sc isting departn ment and clic ndow appears Back Home	reen 116: D nent, k on update l s, make the n Faveurites	Departments def button. ecessary changes	and click on	Save	C CNA ADMIN Admin. (MPLADS C	NA Department)
2. Mitta w Uj artment	To upd Select Once a MPLADS - S and where the defer for My Modulet Cryster the > Departments cords where A is Departments	ate the ex the depart popup wi AKSHI Department Debals Client Name * Department Short Name	Sc isting departn ment and clic ndow appears Back Home An ater LAAMER	reen 116: D nent, k on update l s, make the n Faveurites	Departments def button. ecessary changes	and click on	Save	C CNA ADMIN Admin. (MIPLADS C	SNA Department) Total Records Client Name
2. Mr er http://www.up artment: ich recorr	To upd Select : Once a MPLADS - S Ar wes-tro before for My Modulit Undet Cords where Ar M Chaster And Articles Cords where Ar M	ate the ex the depart popup wi AKSHI Department Debas Client Name * Department Short Name Description *	Sc isting departm ment and clic ndow appears Back Home Att eller LAAMER	reen 116: D nent, k on update l s, make the n Faveurites	Departments def button. ecessary changes Department Name * PFMS Short Name * Parent Department *	and click on  LAAMER LAAMER LAAMER	Save	C CNA ADMM Admin: (MPLADS C X	NA Department) Total Records Client Name सोसद
ZIA Conv Z. Min internet inch record inch	To upd Select - Once a MPLADS - S an and a construction by and a construction of the second second second second second contraction second second second second second contraction second secon	ate the ex the depart popup wi AKSHI Client Name * Department Short Name Description * Description *	Sc isting departm ment and clic ndow appears Back More Par ellers LA.AMER LA.AMER	reen 116: D	Departments def button. ecessary changes Department Name * PFMS Short Name * Parent Department * Parent Department *	and click on  IA_AIMER IA_AIMER IDAAJMER IA012	Save	C CHA ADIM Admin, (MPLADS C X	NA Department) Total Records Client Name संसद संसद
2. Mrteiner	To upd Select - Once a MPLADS - S More musich observations of More and the second the second second second the second second second second conditional second second second conditional second	ate the ex the depart popup wi AKSHI THE Department Details Client Name * Department Short Name Description * Description *	Sc isting departm ment and clic ndow appears Back More Paraters Data Annee La AMER La AMER La AMER La AMER Trademore Agency (A) Registran	reen 116: D	Departments def button. eccessary changes Department Name * PFMS Short Name * PEMS Short Name * Parent Department * Dise Code / Code Desirot *	and click on	Save	C CHA ADMM Admin (MPLADS C X X X X X X X X X X X X X X X X X X X	NA Department; Total Records <u>Client Name</u> संसिद संसिद संसिद संसिद
2. Mr get lidux vv U i iA_L iA_L iA_L iA_L	To upd Select - Once a MPLADS - S Are mean dollar to Boartments - - - - - - - - - - - - - - - - - - -	ate the ex the depart popup wi AKSHI Client Name * Department Short Name Description * Description * Description * State *	Sc isting departm ment and clic ndow appears Back More Art elers LAMER LAMER LAMER LAMER LAMER LAMER LAMER LAMER	reen 116: D	Departments def button. eccessary changes Department Name* PEMS Short Name* Parent Department* Parent Department* Dise Code Department * Parent Department* End Date	and click on	Save	C CALA ADMIN Admini, IMPLADS C Admini, IMPLADS C Rite Rite Rite Rite Rite Rite Rite Rite	NA Department) Total Records Client Name संसद संसद संसद संसद संसद
Z.	To upd Select Once a MPLADS - S bo marker bole more well bo marker bole more well bo marker bole more well bo marker bole more well bo marker bole more well bole more call account of ASHON NAGAR CALINATION OF A CALINATION OF A CALINATIONA	Atte the ex the depart popup wi AKSHI rr Department Delate Client Name * Description * Description * Description * Description * Description * Description * Description * Description * Description *	Sc isting departm ment and clic ndow appears Back Meme Art elerc Art Art Art Art Art Art Art Art Art Art	reen 116: D	Departments def button. eccessary changes button eccessary changes performent Name* Parent Department * Parent Department * Parent Department * Parent Department * perfor Code End Date	and click on           IA_AJMER           IA_AJMER           IAAJMER           IAAJMER           IAAJMER	Save	C CNA ADMIN Admin, (MPLADS CO X X X X X X X X X X X X X X X X X X X	NA Department) Total Records Client Name सॉसद संसद संसद संसद संसद
2. Mir mir artment IA_L IA_A IA_A IA_A IA_A	To upd Select Once a MPLADS - S to truck about to the unce about to the unce about to the unce about the unce the other the unce the unce the other the unce the unce the unce the unce the the unce the unce the unce the unce the unce the unce the the unce the unce t	Atte the ex the depart popup wi AKSHI rr Department Details Client Name * Description * Description * Description * Description * Description * Description * Description * Description * Description *	Sc isting departm ment and clic ndow appears Back Meme Art elers Art Art Art Art Art Art Art Art Art Art	reen 116: D	Departments def button. ecessary changes Department Name* PEMS Short Name* Parent Department* Parent Department* Desirct* Desirct* End Dela	and click on          IA_AJMER         IA_AJMER         IDAAJMER         IA012         IAMER	Save	C CNA ADMIN Admin, (MPLADS C X X X X X X X X X X X X X X X X X X X	NA Department) Total Records Client Name संसद संसद संसद संसद संसद संसद संसद

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

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

61860.	
MPLADS - SAKSHI मेस संबद्ध-मेस क्षेत्रीय क्षिणम मेस संबद्ध-मेस क्षेत्रीय क्षिणम	Sandeep Singh Admin, (IDA AKOLA Maharashtra NDA
Manage Inbox My Modules	
I Tree Lai Y	
M G Departments Organization Account Mapping	R
U	
62K2 JUA Consultany Services Limited	to shiris ov
Screen 118: Department Configuration Page	Wabigitady
1. When the user clicks on Organization Account Mapping Tile, the follow	wing screen appear.
MPLADS - SAKSHI Back Home Favourites	
े मेत संसद मेत होगे। दिकास Manage Inbox My Modules	Admin, (MPLADS CNA Department)
Organization Account Mapping	
Creanization Account Mapping     Entity/DDO Name Account Type Account Number	
Organization Account Mapping     Printly/DDO Name     Account Type     Account Number     Please Select     Soarrch     Reset	
Organization Account Mapping       M       Entity/DDO Name       Account Type       Please Select       Search	
Crganization Account Mapping Entity/DDO Name Account Type Account Number Please Select Search Reset Total Records 0 Entity/DD Name Account Type Account Number Account Number	IESC Code Action
Crganization Account Mapping  Entity/DDD Name  Entity/DDD Name  Total Records 0  Entity/DDD Name  Account Type  Account Number	IFSC Code Artion
Organization Account Mapping           Entity/DD Name         Account Type           Entity/DD Name         Please Select           Total Records 0         Search           Records Found         Account Type	IFSC Code Action
Organization Account Mapping       Entity/DDD Name       Entity/DDD Name       Please Select       Search       Reset         Total Records 0         Records Found   Account Type Account Type Account Number Account Nu	IFSC Code Action
Organization Account Mapping       Entity/DOD Name       Please Select       Total Records 0       Fetty/DDD Name       Account Type       No Records Found	IFSC Code Action -
Organization Account Mapping       Entity/DDO Name       Please Select       Search       Reset       Total Records 0       Fertity/DDO Name       Account Type       Account Type       Account Number	IESC Code Action
Crganization Account Mapping Entity/DDO Name Please Salect  Total Records 0  Fatty/IT-ID Name Account Type Account Number No Records Found  Account Number	IFSC Code Action
Cranization Account Mapping Entity/DDD Name Account Type Account Number Please Select  Total Records 0 Entity/DDO Name Account Type Account Number	IFSC Code Action
Cryanization Account Mapping Entity/DD Name Account Type Account Type Account Number Reset Total Records 0 Fottly/DD Name Account Type Account Number Accoun	IFSC Code Action
Crocen 119: Organization Account Mapping	IFSC Code Action
Cryanization Account Mapping  Entity/DD Nmine Please Salect  Total Records 0  Forthy/Cl/O Name Account Type Account Number  Total Records Found  Account Number  Account Number  Search Reset  Control	UFSC Code Action
Crean Later Account Mapping Full yODO Name Planse Select Total Records 0 Total Records Found Account Type Account Type Account Mumber Account Mumber Account Mumber Account Mumber Mode Account Mumber Search Reset Account Mumber Mode Account Mumber Search Reset Search Reset Sear	IFSC Code Action -
Crysnication Account Mapping Entity/DDO Name Pease Select Total Records 9 Total Records 9 Records Found Add Add	IFSC Code Action
Organization Account Mapping         Interview       Search Reset         Tail Records 0       Search Reset         Tail Records Found       Account Type         Vot Natureer       Account Type         Vot Natureer       Account Number	IFSC Code Action

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

MPLADS - 5 मेरा सांसद-मेरा क्षेत्रीय वि	SAKSHI कास	Back Home	Favourites			CNA ADMIN Admin, (MPLADS	CNA Department)
ge inbox My Module	es/						
rganization Account Ma	Mapping Details					×	
Entity/DDO Name	Normal OBulk U	hold					
	Entity/DDO Name *	MPLADS CNA Department	QC				
	Account Type *	Please Select	~	Account Number *			
Total Records 0	IFSC Code Search			Bank Name			
Entity/I	IFSC Code						Action
				Save			
1 TATA Commiliance Services Limit							Records
and the second second second second							tos Di
			Screen 120	<ul> <li>Manning Detail</li> </ul>	ls nonun		

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

#### 4.3. Access control

#### Role Group Mapping

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

Each group is configured with certain roles and rights.

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

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

	MPLADS - SAKSHI मेरा सांसद-मेरा देवीय विकास	Back Home F	avourites			A ADMIN Imin, (MPLADS CNA Department)
Manage Inbo	X My Modules					
M Y						
M Depar D	tment Configuration	R	Admin/Employee Configuration	Acc	cess control	R
L E S						
612023 TATA Co	nsultancy Services Limited					tos DigiGOV
			Screen 121: Admin	1 Page		
- 19 h						
	MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	Back Home F	avourites		C cr	VA ADMIN Imin, (MPLADS CNA Department)
Manage Inb	MPLADS - SAKSHI मेरा संसद-मेरा हेनीय विकास ox My Modules	Back Home F	avourites		C a	VA ADMIN mrin, (MPLADS CNA Department)
Manage Inb Manage Inb M Y	MPLADS - SAKSHI मेर साल, मेरा द्वीरा विषय ox My Modules	Back Home F	avourites		C Ac	NA ADMIN Imm. (MPLADS CNA Department)
Manage Inb Manage Inb Tree List M V Role	MPLADS - SAKSHI Fa terea-Am (afta Gener ox My Moodules Group Mapping	Back Home F	avourites			NA ADMIN Imm, (MPLADS CNA Department)
Manage Inb Manage Inb Tree List M N Role D U L E S	MPLADS - SAKSHI žra tilra štra žitra (Baran ox My Modulies Group Mapping	Back Home F	avourites			NA ADMIN Imm. (MPLADS CNA Department)
Manage Inb Manage Inb Tree List M N Role U L E S	MPLADS - SAKSH An atma-An adm Garan My Modules Group Mapping	Back Home F	avourites			NA ADMIN Imm, (MPLADS CNA Department)
Manage Inb Manage Inb Tree List M Y M O D U L E S	MPLADS - SAKSH An unitar. Am John Ghane X My Modules Group Mapping	Back Home F	avourites			NA ADMIN Innin, (MPLADS CNA Department)
Manage Inb Manage Inb M M M M M Role S	MPLADS - SAKSHI ata timu-fini akta titanan ox My Modulies Group Mapping	Back Home F	avourites			NA ADMIN Imm, (MPLADS CNA Department)
Manage Int Manage Int Troo List M M V Le S	MPLADS - SAKSHI žra tilra 4ta žitari ox My Modules Group Mapping	Back Home P	avourites			NA ADMIN Imm. (MPLADS CNA Department)
Manage int Manage int Troo Lst M M D U L E S	MPLADS - SAKSHI An atma-Pri adht Rame My Modules Group Mapping	Back Home F	avourites			NA ADMIN Imm, (MPLADS CNA Department)
Manage Int.	MPLADS - SAKSH An eries. And other Gener or My Modules Group Mapping	Back Home F	avourites			NA ADMIN Irrim, (MPLADS CNA Department)
Manage Int Manage Int Troo List M M M No U U L S	MPLADS - SAKSHI An eries Ans John Grave My Modules Group Mapping	Back Home F	avourites			NA ADMIN Intrim, (MPLADS CNA Department)
Manage Int Manage Int M M M M M U U L S	MPLADS - SAKSHI An unitar. Am John Garan or My Modules Group Mapping	Back Home F	avourites			NA ADMIN Imm, (MPLADS CNA Department)
Manage Int Manage Int M M M M U L E S	MPLADS - SAKSHI Ara nina Ara Jaho Faran My Modules Group Mapping	Back Home F	avourites			NA ADMIN Imm, (MPLADS ONA Department)
Manage Int Manage Int M M M Role U L E S	MPLADS - SAKSHI Ara sina - Ara Jefar Flavre ox My Modules Group Mapping	Back Home F	avourites			NA ADMIN Irrim, (MPLADS CNA Department)
Manage Int.	MPLADS - SAKSH Are street, etc. john Oferore MM Modules Group Mapping Group Mapping	Back Home P	avourites			NA ADMIN Irrini, (MPLADS CNA Department)
Manage Int.	MPLADS - SAKSH Are streat - strate offen (Brane Composition - Sample - Sa	Back Home F	avourites	control		NA ADMIN Intrin, (MPLADS CNA Department)
Managa Int. Managa Int. My Mo U U E S	MPLADS - SAKSH Arr error. Arr. John Grave My Modules Group Mapping Memory Neurosa sales	Back Home F	avourites	control		NA ADMIN Intrim, (MPLADS CNA Department)

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

	MPLADS - SAKSHI मेरा सासद-मेरा क्षत्रीय विकास	Bac	ck Home Favourite	1 11			C CNA AD Admin, (	MIN MPLADS CNA Department)
Maria	ge Inbox My Modules							
M ACI	ew Update Activate/Inactivate							
M D Sea	rch records where At least one field	✓ Co	ntains	~ I	٩			
U L E								Total Records : 1005
0	MANOJ TIWARI (MEMBER OF PARLIAMENT-Manoj Kumar Tiwari (17th Lok Sabha))	3034959	Group Name Worklist Group	Group ID 1526	Unit	- Status	<ul> <li>Start Date</li> <li>25 Apr 2023</li> </ul>	End Date 🗣
0	Veditha Reddy (Admin-SNA ANDAMAN AND NICOBAR ISLANDS)	3034893	Worklist Group	1526	Unit	Active	24 Apr 2023	
0	Veditha Reddy (Admin-SNA ANDAMAN AND NICUBAR ISLANDS)	3034693	SNA Groupp	1528	Unit	Active	24 Apr 2023	
0	Veditha Reddy (Admin-SNA ANDAMAN AND NICOBAR I3LAND3)	3034893	District Admin	1538	Unit	Active	24 Apr 2023	
0	Vijay Kumar (Admin-SNA Andhra Pradesh)	3034895	Worklist Group	1526	Unit	Active	24 Apr 2023	
0	Vijay Kumar (Admin-SNA Andhra Pradesh)	3034805	SNA Groupp	1528	Unit	Activo	24 Apr 2023	
0	Vijay Kumar (Admin-SNA Andhra Pradesh)	3034695	District Admin	1538	Unit	Active	24 Apr 2023	
0	Nitu Glow (Admin-SNA Arunachal Pradesh)	3034897	Worklist Group	1526	Unit	Active	24 Apr 2023	
0	Nitu Glow (Admin-SNA Arunachal Pradesh)	3034697	SNA Groupp	1528	Unit	Active	24 Apr 2023	
0	Nitu Glow (Admin-SNA Arunachal Pradesh)	3034897	District Admin	1538	Unit	Active	24 Apr 2023	
62023	TATA Consultancy Services Limitod							tcsDigiGOV™

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.

4		MPLADS - S मंरा सासद-मंरा क्षेत्रीय विक	AKSHI ल	Back	Home Favourites				CNA ADM Admin, (M	IN PLADS GNA Department)
М	anaye I	nbox My Module	-							
0	New	Update Activate	:/inactivate							
Y .	ACL > I	Role Group Mapping								
MOR	3earch	records where Al Is	A Leven field	and Canaly	dun					
UL			Role Group Mapping						×	Total Records : 1005
E S		Role	Client Name *	Pleas	se Select 🗸 🗸					End Date 🜩
		OF PARLIAMENT-N Kumar Ilwan (17th I Sabha))	Value Type		~	Gro	up Name *	inter Value and Press Enter to Ge	٩	
		Veditha Reddy (Adn ANDAMAN AND NIC ISLANDS)	Role Flag Name *		~					
		Veditha Reddy (Adn ANDAMAN AND NK	Start Date *	25-Ap	pr-2023	Enc	Date		1	
		ISLANDS)				Save Reset	Close			
		ANDAMAN AND NIC ISLANDS)				Cure	Choice			
		Vijay Kumar (Admin- Andnra Pradesn)	SNA 30341	305	Worklist Group	1526	Unit	Activo	24 Apr 2023	
		Vijay Kumar (Admin- Andhra Pradesh)	SNA 2004	095	SNA Groupp	1528	Unit	Active	24 Apr 2023	
		Vijay Kumar (Admin- Andhra Pradesh)	SNA 30344	195	District Admin	1536	Unit	Active	24 Apr 2023	
		Nitu Glow (Admin SM Arunachal Pradesh)	IA <u>3034</u>	<u>397</u>	Worklist Group	1526	Unit	Active	24 Apr 2023	
		Nitu Glow (Admin-Sh Arunachal Pradesh)	IA <u>3034</u>	<u> 397</u>	SNA Groupp	1528	Unit	Active	24 Apr 2023	
	0	Nitu Glow (Admin-SM Arunachal Pradesh)	IA <u>3034</u>	<u>397</u>	District Admin	1538	Unit	Active	24 Apr 2023	
	2023 TAT	A Consultancy Services Limited								heepi-leou <sup>m</sup>

#### Screen 124: Role Group Mapping(new)

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

SNA User Role Responsibilities & Process Flow

SNA

# SNA

# 1. Manage Calamity:

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

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

	NDA Development Limit					
	49,550,000 Total Amount (Carryover + Fresh)	₹	0 Total Expenditure	₹	49,285,000 Total Available Limit	₹
Babul Rao Admin	Calamity Fund Limit					
Manage Inbox	0 Total Received Fund	₹	0 Total Allocated Limit	₹	0 Total Expenditure	R
My Modules	Total No. of Works					
	Recommended Work	2	State MP Deta	ils	State NDA Det	tails
	Completed Work with UC	0	1		1	
ATA Consultancy Services Limited					i i i i i i i i i i i i i i i i i i i	CEDiaiGOV
dise.	50			,•		
MPLADS - SAKSHI गेव चांत्रर-गेव देवेच विकास	ome Font Size Settings Password	Management	Logout		Babul Rao Admin, (SNA Kamata	ka,MPLADS (
MPLADS - SAKSHI Pro refers-Pro édite Remo	ome Font Size Settings Password	Management	Logout		Babul Rao Admin. (SNA Kamata	ka,MPLADS (
MPLADS - SAKSHI Ya utara-ha aktu Revar	Font Size         Settings         Password           NDA Development Limit         49,550,000         Total Amount (Carryover + Fresh)	Management	Logout O Total Expenditure	₹	Babul Rao Admin, (SNA Kamata 49,285,000 Total Available Limit	ka.MPLADS
MPLADS - SAKSHI Ata tatau-Ata édia Berra Here Babul Rao Admin	Font Size         Settings         Password           NDA Development Limit         49,550,000         Total Amount (Carryover + Fresh)           Calamity Fund Limit         Calamity Fund Limit         Calamity Fund Limit	Management	Logout O Total Expenditure	₹	Babul Rao Admin, (SNA Kamata 49,285,000 Total Available Limit	ka,MPLADS (
MPLADS - SAKSHI Att state. Att adds Rever How the adds Rever Babul Rao Admin	ome Font Size Settings Password NDA Development Limit 49,550,000 Total Amount (Carryover + Fresh) Calamity Fund Limit 0	Management	Logout 0 Total Expenditure 0	₹	Babul Rao Admin, (SNA Kamata 49,285,000 Total Available Limit	ka, MPLADS C
MPLADS - SAKSHI Ata tatas-Ata àrda Rena He Babut Rato Babut Rato Admin	me Font Size Settings Password NDA Development Limit 49,550,000 Total Amount (Carryover + Fresh) Calamity Fund Limit 0 Total Received Fund	Management T	Logout O Total Expenditure O Total Allocated Limit	₹	Babul Rao Admin, (SNA Kamata 49,285,000 Total Available Limit 0 Total Expenditure	ka.MPLADS (
MPLADS - SAKSHI Att witter. Att adds feerer H Babul Rao Admin Manage Inbox My Modules Click here	me Font Size Settings Password NDA Development Limit 49,550,000 Total Amount (Carryover + Fresh) Calamity Fund Limit 0 Total Received Fund Total No. of Works	Management T	Logout O Total Expenditure O Total Allocated Limit	₹ ₹	Babul Rao Admin, (SNA Kamata 49,285,000 Total Available Limit 0 Total Expenditure	ka MPLADS (
Manage Inbox My Modules Click here	me Font Size Settings Password NDA Development Limit 49,550,000 Total Amount (Carryover + Fresh) Calamity Fund Limit 0 Total Received Fund Total No. of Works Recommended Work Completed Work with UC	Management T	D Total Expenditure D Total Allocated Limit State MP Deta 1	₹ ₹	Babul Reo Admin, (SNA Kamata 49,285,000 Total Available Limit 0 Total Expenditure State NDA De 1	ka.MPLADS (
MPLADS - SAKSHI At water. An adds flever Babul Rao Admin Manago Inbox My Modules Click here	me Font Size Settings Password NDA Development Limit 49,550,000 Total Amount (Carryover + Fresh) Calamity Fund Limit 0 Total Received Fund Total No. of Works Recommended Work Completed Work with UC On Going Works	Management T	Logout O Total Expenditure O Total Allocated Limit State MP Deta 1	₹ ₹	Babul Reo Admin, (SNA Kamata 49,285,000 Total Available Limit 0 Total Expenditure State NDA De 1	ka,MPLADS (
Manage Inbox My Modules Click here	ome     Font Size     Settings     Password       NDA Development Limit     49,550,000     Total Amount (Carryover + Fresh)       Calamity Fund Limit     0     Total Received Fund       Total Roceived Fund     Total No. of Works     Recommended Work       Completed Work with UC     On Going Works	Management T T 2 0 0	Logout       D       Total Expenditure       0       Total Allocated Limit       State MP Deta       1	₹ ₹	Babul Reo Admin, (SNA Kamata 49,285,000 Total Available Limit 0 Total Expenditure State NDA De 1	ka,MPLADS (
MPLADS - SAKSHI Att without A definition of the second se	me Font Size Settings Password NDA Development Limit 49,550,000 Total Amount (Carryover + Fresh) Calamity Fund Limit 0 Total Received Fund Total No. of Works Recommended Work Completed Work with UC On Going Works	Management T T 2 0 0	Logout O Total Expenditure O Total Allocated Limit State MP Deta 1	₹ ₹	Babul Reo Admin, (SNA Kamata 49,285,000 Total Available Limit 0 Total Expenditure 1	ka.MPLADS (
Manage Inbox My Modules Click here	me Font Size Settings Password NDA Development Limit 49,550,000 Total Amount (Carryover + Fresh) Calamity Fund Limit 0 Total Roceived Fund Total No. of Works Recommended Work Completed Work with UC On Going Works	Management R 2 0 0	Logout          D         Total Expenditure         0         Total Allocated Limit         State MP Deta         1	₹ ₹	Babul Reo Admin, (SNA Kamata 49,285,000 Total Available Limit 0 Total Expenditure State NDA De 1	talis

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

MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	Home Font Size Settings Passw	ord Management Logout		Babul Rao Admin, (SNA Karnata	ka,MPLADS CN
Manage Inbox Dashboard My M	lodules				
My Modules	Tree List				
Filter					
+ Limit Allocation Management	Limit Allocation Management	Manage Calamity	Work Management	Mapping	R
+ Manage Calamity					
Work Management     Organization Account Mapping					
- Januar Contraction Complexity					
62023 TATA Consultancy Services Limited	I				Preserved By
OLOGY WAY CONSERVING DRIVES CRIMEN					LCS DigiGOV
	Screen 1	26: Manage calam	ity 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.

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

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

	MPL मेरा सांस	_ADS - SAKSHI दर-मेरा क्षेत्रीय विकास	e Settings Password M	anagement Logout		Nikita Kansal Admin, (SNA Maharashtra, MPLADS
Dashboar	d I	1y Modules				
Manage	e Calan	nity Recommendation				
Reco	ommen	dation Date				
		<u> </u>				
				Search		
Total Sr.I	Record No.	\$ 2 Calamity Name	Calamity Type	Letter No.	Recommendation Date	Total Recommended Amount
1	1	Maharashtra Flood 2021	National Calamity	LN/36/2022-2023/1	23-03-2023	5000
2	2	Maharashtra Flood 2021	National Calamity	LN/36/2022-2023/1	23-03-2023	10000
						Auri X
©2023 TATA (	Consultanc	y Services Limited				tcs DigiG
		Ser	een 128: Man	age Calamity Reco	mmendation	

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

Calamity Fund Distribution				
Calamity Detail				
Calamity Type *	Calamity Name *	~		
Please Select State Calamity	Distributed Limit		Calamity Available Limit(As on Date)	
National Calamity	IDA *		Location Type *	City *
Please Select 🗸	Please Select	~	ORural	Please Select 🗸
Ward *	Activity/Work		Work Description	Amount *
		Q		
Sr.No. Activity/Work	\$ IDA	¢	ld Reset Work Description +	Location ≎ Amount ≎ Actio
		Valio	late Close	
Scree	n 129: Calamity	y Fund Di	istribution (Calamity T	ype options)
			82	

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

Calamity Fund Distribution							>
Calamity Detail							
Calamity Type * National Calamity ~ Total Calamity Allocated Limit 55000.0 Work Details	Calamity N Maharash Please Se Maharash	ame * tra Flood 202: liect tra Flood 2021	~	Calamity Available Limit(As on D 45000.0	Date)		
NDA *	IDA *			Location Type *	City *		
Please Select V	Please Se	lect	$\sim$	Urban     ORural	Please Sele	ct ~	•
Ward *	Activity/Wo	rk *	٩	Work Description	Amount *		
Sr.No. Activity/Work	\$	IDA	¢	Id Reset Work Description \$	Location ≎ (Ward/Village)	Amount ‡	Action
			Vali	date Close			

- Serven 100. Calamity I and Distribution (Calamity Paulie aropuovit)
- 8. Now SNA User must select the respective NDA from the dropdown. This will have all the details of NDA of their respective state as shown in following screen.

National Calamity     Mahara       Total Calamity Allocated Limit     Distribut       55000.0     10000.0       Vork Details     IDA *	ashtra Flood 2021 🗸 🗸	Calamity Available Limit(As on Date) 45000.0	
Total Calamity Allocated Limit Distribut 55000.0 10000.0 Vork Details NDA * IDA *	ted Limit	Calamity Available Limit(As on Date) 45000.0	
Vota calanity Anocated Linit Distribut 55000.0 10000.0 fork Details NDA * IDA *		45000.0	
NDA * IDA *			
NDA * IDA *			
and an a		Location Type *	City *
Please Select V Please	Select 🗸	Urban     ORural	Please Select 🗸 🗸
Please Select Activity	Work *	Work Description	Amount *
NDAAKOLA	0		
NDA AMRAVATI	~		
NDAAKOLA			
NDA AMRAVATI	_	*	d.
NDAAKOLA	Ad	ld Reset	
NDA AMRAVATI			
NDA AHMADNAGAR	IDA ¢	Work Description \$	Location    Amount    Amount   Amount   Amount
NDA AURANGABAD	NY 10		(Ward/Village)
	Valia	date Close	
	21 C L '4 E		
Screen 1	<b>51:</b> Calamity Fun	d Distribution (NDA S	election)

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

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

Screen 132: Calamity Fund Distribution (IDA Selection)

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

Calamity Fund Distribution		×
Calamity Detail		
Calamity Type *       National Calamity       Total Calamity Allocated Limit       5500.0       Work Details       NDA *       NDA AKOLA       Ward *       Ward-1630       Sr.No.     Activity/Work	Calamity Name *         Search         Scheme Name         Admin and Development Scheme         Admin and Development         Image: Provide the structure of the struct	tion
	Validate Close	
Scree	n 133: Calamity Fund Distribution (Activity/ Work Selection)	
	84	

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

Calamity Fund Distribution					
Calamity Detail					
Calamity Type * National Calamity  V Total Calamity Allocated Limit G0000. Work Details	Calamity Name * Maharashtra Flood 2021 Distributed Limit 15000.0	~	Calamity Available Limit(As on Date) 40000.0		
NDA * NDA AKOLA V Ward *	IDA * IDA AKOLA Activity/Work *	~	Location Type * ©Urban ORural Work Description	City * Akola Amount *	~
			Add Reset		
Sr.No. Aclivily/Wo	nk ≑ IDA	÷	Work Description + Lo	cation (Ward/Village)‡	Amount ÷ Actio
		V	/alidate Close		
	Screen 13	4: Cal	amity Fund Distribution	 l	

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

alamity Fund Distribution						
alamity Detail						
Calamity Type *	Calamity Name *					
National Calamity 🗸 🗸	Maharashtra Flood 2021	$\sim$				
Total Calamity Allocated Limit	Distributed Limit		Calamity Available Limit(As or	n Date)		
55000.0	15000.0		40000.0			
NDA *	IDA *		Location Type *	City -		
	Please Select	~	ORural	Please Select	t ~	
Ward *	Activity/Work *		Work Description	Amount *		
		Q				
				4		
.No. Activity/Work 1 Project for lighting of public streets and pl	+ IDA aces IDAAKOLA	♦ Installation	Work Description on of LED Lights for streets.	Location (Ward/Village) Ward-1630	Amount \$	Actio
r.No. Activity/Work 1 Project for lighting of public streets and pl	DAAKOLA	¢ Installatio	Work Description on of LED Lights for streets.	Location (Ward/Village) Ward-1630	Amount \$	Actio
r.No. Activity/Work 1 Project for lighting of public streets and pl	DAAKOLA	+ Installation	Work Description on of LED Lights for streets. date Close	Location (Ward/Village) Ward-1630	Amount + 5000.00	Actio
r.No. Activity/Work 1 Project for lighting of public streets and pi	DAAKOLA	Installation	Work Description on of LED Lights for streets.	Cocation (Ward/Village)           Ward-1630	Amount ÷ 5000.00	Actio
r.No. Activity/Work 1 Project for lighting of public streets and pl	IDA           acces         IDAAKOLA	+ Installatio Vali	Work Description on of LED Lights for streets.	Cocation (Ward/Village)           Ward-1630	Amount *	Actio
r.No. Activity/Work 1 Project for lighting of public streets and pl	DAAKOLA	Installation     Valia	Work Description on of LED Lights for streets. date Close	♣ Location (Ward/Village) Ward-1630	Amount ÷ 5000.00	Actio
r.No. Activity/Work 1 Project for lighting of public streets and pl	top idaakola     Screen 13	vali Vali 35: Calar	Work Description on of LED Lights for streets. date Close mity Fund Distrib	Cocation (Ward/Village) Ward-1630	Amount ÷	Actio
r.No. Activity/Work 1 Project for lighting of public streets and pl	toa     t	vali Vali 35: Calar	Work Description on of LED Lights for streets. date Close mity Fund Distrib	Cocation (Ward/Village) Ward-1630	Amount ÷	Actio
r.No. Activity/Work     Project for lighting of public streets and pl	toa     t	Vali	Work Description on of LED Lights for streets. date Close mity Fund Distrib	Cocation (Ward/Village): Ward-1630	Amount 2 5000.00	Actio
r.No. Activity/Work     Project for lighting of public streets and pl	eces IDAAKOLA	Vali	Work Description on of LED Lights for streets. date Close mity Fund Distrib	Cocation (Ward/Village): Ward-1630	Amount 2 5000.00	Actio
r.No. Activity/Work 1 Project for lighting of public streets and pl	eces IDAAKOLA	vali	Work Description on of LED Lights for streets. date Close mity Fund Distrib	Cocation (Ward/Village): Ward-1630	Amount 2 5000.00	Actio
r.No. Activity/Work 1 Project for lighting of public streets and pl	eces IDAAKOLA	vali	Work Description on of LED Lights for streets. date Close	Cocation (Ward/Village): Ward-1630	Amount 2 5000.00	Actio
r.No. Activity/Work 1 Project for lighting of public streets and pl	eces IDAAKOLA	vali	Work Description on of LED Lights for streets. date Close	Cocation (Ward/Village): Ward-1630	Amount 2 5000.00	Actio
r.No. Activity/Work 1 Project for lighting of public streets and pl	eces IDA IDAAKOLA Screen 13	tinstallark Vali	Work Description on of LED Lights for streets. date Close	Location (Ward/Village)? Ward-1630  Pution	Amount 2 5000.00	Actio
r.No. Activity/Work 1 Project for lighting of public streets and pl	eces IDA IDAAKOLA Screen 13	tınstallarlı Vali	Work Description on of LED Lights for streets. date Close mity Fund Distrib	Location (Ward/Village)? Ward-1630  Pution	Amount 2 5000.00	Actio
r.No. Activity/Work 1 Project for lighting of public streets and pi	CORE IDA	vali	Work Description on of LED Lights for streets. date Close mity Fund Distrib	Location (Ward/Village)? Ward-1630  Pution	Amount 2 5000.00	Actio

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

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

Screen 136: Calamity Fund Distribution

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

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

# 2. Work Management

### 1. Calamity Configuration:

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

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

मेरा सांसद-मेरा क्षेत्रीय विकास	Home Font Size Settings Passw	vord Management Logout		Nikita Kansal Admin, (SNA Maharashtra	MPLADS
Dashboard My Modules My Modules	Tree List				П
Filter				Organization Associat	
Limit Allocation Management     Manage Calamity     Work Management     Organization Account Mapping     Organization Account Mapping	Limit Allocation Management	Manage Calamity	Work Management	Organization Account Mapping	News B Les DigiGOV"
2. After clickin	ng on Work Managem CALAMITY CONF	nent, user will find the IGURATION	e following optic	ons:	
• 3. If user click	CALAMITY REVE s on CALAMITY CO	RSAL NFIGURATION as s	hown in the fol	lowing screen.	
• 3. If user click MPLADS - SAKSHI Hat effer Arti deflu florer	CALAMITY REVE s on CALAMITY CO	RSAL NFIGURATION as s d Management Logout	hown in the foll	Nikita Kansal Admin, (SNA Maharashtra,M	PLADS
• 3. If user click سیست مانود جام کالو الاصحاب Dashboard My Modules Tree List	CALAMITY REVE s on CALAMITY CO	RSAL NFIGURATION as s d Management Logout	hown in the fol	Nikita Kansal Admin, (SNA Maharashtra,M	PLADS
A. If user click     MPLADS - SAKSHI     tratera.Ana deflu fleme     Dashboard My Modules     Free List     Fund Disbursement - MPLAD	CALAMITY REVE as on CALAMITY CO	RSAL DNFIGURATION as s d Management Logouit Calamity Reversal	hown in the foll	Nikita Kansal Admin, (SNA Maharashtra,M Manage Admin Work Assignment	PLADS
A S. If user clicks	CALAMITY REVE s on CALAMITY CO Home Font Size Settings Passwor Catarnity Configuration	RSAL NFIGURATION as s d Management   Legout   Catamity Reversal Back 39: calamity configur 87	hown in the foll	Iowing screen.	

hboard	LADS - SAKSH सिद-मेरा क्षेत्रीय विकास My Modules	Home Font Size	Settings Password Man	agement Togout		N Ad	kita Kansal min, (SNA Manarashtra,MPLAUS
Configure Ca Calamity Typ	State Calamity	~					
Sr. No.	Calamity State	¢ Calamity Ty	pe ÷ Cala	mity Name 🗘 C	alamity Date 💠 Star	t Date En	d Date
				Configure Calamity Area			
3 IAIA Consultan	ncy Services Limited		G 140	<i>(</i> * 1	•		tos Die
			Screen 140	: configure cala	amity area		
M	5. When S Users r shown	SNA user click nust enter the in following so	s on Configur mandatory det creen.	e Calamity area ails like calamit	, they will find t y type, calamity	the pop-up p y name, distr	page in which rict and so on a
M सेया shboard Confi Confi	5. When S Users r shown PLADS - SAKS attects at the first My Modules igure Calomity Affect	SNA user click nust enter the s in following so HI Home Font Size	es on Configur mandatory det creen.	e Calamity area ails like calamin	, they will find t y type, calamity	the pop-up p y name, distr	bage in which rict and so on a likita Kansal dmin, (SNA Maharashtra.MPLAD
M मेरा Shboard Conf Calt	5. When S Users r shown PLADS - SAKS My Modules Igure Colomity Affec Calam	SNA user click nust enter the in following se in following se	s on Configure mandatory det creen.	e Calamity area ails like calamit	, they will find t	the pop-up p y name, distr	bage in which rict and so on a likita Kansal dmin, (SNA Maharashtra,MPLAC
Conf Confi Cate	5. When S Users r shown PLADS - SAKS attractor after flame My Modules Typer Calamity Affec Calam Finan Calamity State (SNA)	SNA user click nust enter the s in following se HI Home Font Size ted Area Hy Type * © State Calan clal Year * 2022-2023 SNA Maharashtra	s on Configure mandatory det creen. Settings Password Me	e Calamity area ails like calamin	, they will find t ty type, calamity IDA GAYA;	he pop-up p y name, distr N	bage in which rict and so on a likita Kansal dmin, (SNA Maharashtra.MPLAD
M Att Att Shboard Conf Confi Cate Sr:	5. When S Users r shown PLADS - SAKS attracted after famo My Modules Igure Colomity Affet Galamity State (SNA)*	CNA user click nust enter the s in following se HI Nome Font Size ted Area ted Area ted Area State Calan 2022-2023 SNA Maharashtra	ss on Configure mandatory det creen.	e Calamity area ails like calamit nagement Logout Calamity District * Calamity District *	, they will find t ty type, calamity IDA GAYA; 05-Mar-2023	he pop-up p y name, distr	bage in which rict and so on a likita Kansal dmin. (SNA Maharashira, MPLAE X
M मेख shboard Conf Conf Cala Sr.	5. When S Users r shown PLADS - SAKS (stire-dr effet flavor My Modules (stare-dr effet flavor (stare-dr effet flavor (stare-flavor) Calamity State (sNA)* Calamity Name *	SNA user click nust enter the mining set in following set HI Home Font Size ted Area hty Type * ® State Calan clal Year * 2022-2023 SNA Maharashtra H3N3 Flu	s on Configure mandatory det creen.	e Calamity area ails like calamin nagement Logout Calamity District * Calamity District * Calamity District * Calamity District *	, they will find t ty type, calamity IDA GAYA; 05-Mar-2023 23-Mar-2023	he pop-up p y name, distr N	bage in which rict and so on a likita Kansal dmin. (SNA Maharashtra.MPLAE
shboard Cont Confi Cali Sir	5. When S Users r shown PLADS - SAKS attects to the firm My Modules Galamity State (SNA)* Calamity State (SNA)*	SNA user click nust enter the s in following se HI Home Font Size ted Area HIY Type * © State Calan clai Year * 2022-2023 SNA Maharashtra H3N3 Flu 21-Jun-2023	s on Configure mandatory det creen. Settings Password Me	e Calamity area ails like calamit nagement Logout Calamity District * Calamity District * Contribution Start Date * Contribution Start Calamity Parter Calamity Parter	they will find t ty type, calamity IDA GAYA; 05-Mar-2023 23-Mar-2023 250000	he pop-up p y name, distr	bage in which rict and so on a likita Kansal dmin, (SNA Maharashtra, MPLAE
shboard Cont Confi Calt Sr.	5. When S Users r shown PLADS - SAKS (static-to able flow) My Modules Galamity State (SNA)* Calamity Name * Contribution End Date	SNA user click nust enter the r in following se HI Home Font Size ted Area Hy Type ( State Calan 2022-2023 SNA Maharashtra H3N3 Flu 21-Jun-2023	ss on Configure mandatory det creen. Settings Password Me	e Calamity area ails like calamit nagement Logout Calamity District * Calamity District * Calamity District * Calamity District * Calamity Purd Limit(per MP) *	IDA GAYA; D5-Mar-2023 23-Mar-2023 250000 Attach File(s) [Max: 1 Attachment of 10 MG. V7 KB]	he pop-up p y name, distr	bage in which rict and so on a likita Kansal dmin, (SNA Maharashira, MPLAT
Sin Confi Calt	5. When S Users r shown PLADS - SAKS (attreaded to Barrow My Modules (attreaded to Barrow My Modules Calamity State (SNA)* Calamity State (SNA)*	SNA user click nust enter the r in following se HI Home Font Size ted Ares My Type * ® State Calan clal Year * 2022-2023 SNA Maharashtra H3N3 Flu 21-Jun-2023	s on Configure mandatory det creen.	e Calamity area ails like calamin magement Logout Calamity District * Calamity District *	they will find to ty type, calamity IDA GAYA; 05-Mar-2023 23-Mar-2023 250000 Catach File(5) IMax: 1 Attachment of 130.47 KBJ some PDE File.pdf 📽	he pop-up p y name, distr	bage in which rict and so on a likita Kansal dmin, (SNA Maharashtra,MPLAT X
shboard Cont Confi Cate Sr:	5. When S Users r shown PLADS - SAKS attective the there My Modules Galanty State (SNA)* Calantity State (SNA)* Calantity Name * Calantity Name *	SNA user click nust enter the s in following se HI Home Font Size ted Area HITY Type * ® State Calan Lal Year * 2022-2023 SNA Maharashtra H3N3 Flu 21-Jun-2023	s on Configure mandatory det creen.	e Calamity area ails like calamit nngement Logout   Calamity District * Calamity District * Calamity Date * Contribution Start Date * Calamity Perdet Limitiger MP) * Attachment *	they will find to ty type, calamity IDA GAYA; 05-Mar-2023 23-Mar-2023 23-Mar-2023 250000 Attachment of 10 MB, Used: 1 Attachment of 130.47 KB] some PDF File.pdf 💥	he pop-up p y name, distr	bage in which rict and so on a likita Kansal dmin, (SNA Maharashtra, MPLAL
shboard Cont Confi Cate	5. When S Users r shown PLADS - SAKS (the Area and the Record My Modules Calamity State (SNA)* Calamity Name * Contribution End Date	SNA user click nust enter the r in following set the following set ted Area ted Area ted Area ted Area SNA Maharashtra H3N3 Flu 21-Jun-2023	s on Configure mandatory det creen.	e Calamity area ails like calamit anagement Logout Calamity District * Calamity District * Calamity District * Calamity District * Calamity Parta Limityer MP) * Attachment *	they will find to ty type, calamity IDA GAYA; 05-Mar-2023 23-Mar-2023 250000 Attach File(s) [Max: 1 Attachment of 10 MB, Used: 1 Att	he pop-up p y name, distr	bage in which rict and so on a
Cont Confi Calt Sr:	5. When S Users r shown PLADS - SAKS ittine An alfor Bana My Modules Igure Colomity Affec Calamity State (SNA)* Calamity Name * Contribution End Date	SNA user click nust enter the s in following se HI Home Fort Size ted Area HI Type * ® State Calan clal Year * 2022-2023 SNA Maharashtra H3N3 Flu 21-Jun-2023	s on Configure mandatory det creen.	e Calamity area ails like calamit magement Logout Calamity District * Calamity District *	they will find to ty type, calamity IDA GAYA; 05-Mar-2023 23-Mar-2023 250000 Attach File(s) [Max: 1 Attachment of 130.47 KB] some PDE File.pdf %	the pop-up p y name, distr	bage in which rict and so on a
M art shboard Cont Confi Cate Sr.	5. When S Users r shown PLADS - SAKS attee the thin them My Modules Galanty Mane * Calantity State (SNA)* Calantity Name * Contribution End Date	SNA user click nust enter the s in following se ted Area ted Area ted Area ted Area ted Area SNA Maharashtra H3N3 Flu 21-Jun-2023	s on Configur mandatory det creen. Settings Password Ma	e Calamity area ails like calamit calamity District * Calamity District * Calamity District * Calamity Date * Contribution Start Date * Catemity Ph) * Attachment *	, they will find to ty type, calamity IDA GAYA; 05-Mar-2023 23-Mar-2023 250000 Attachment of 10 MB, Used: 1 Attachment of 10 MB, Used: 1 Attachment of 10 MB, Used: 1 Attachment of 10 MB, Used: 1	he pop-up p y name, distr	eage in which rict and so on a likita Kansal dmin, (SNA Maharashtra, MPLAC
SF.	5. When S Users r shown PLADS - SAKS (stare-da of the flave) My Module Calamity State (SNA)* Calamity Name * Contribution End Date	SNA user click nust enter the r in following set HI Home Font Size ted Area hty Type * ® State Calan clal Year * 2022-2023 SNA Maharashtra H3N3 Flu 21-Jun-2023	s on Configure mandatory det creen. Settings Password Me	e Calamity area ails like calamit unagement Logout Calamity District * Calamity District * Calamity District * Calamity District * Calamity District * Calamity District * Calamity Purd Limitger MP) Attachment * Save Reset : calamity cont	they will find to ty type, calamity IDA GAYA; 05-Mar-2023 23-Mar-2023 250000 Catach Fields Max: 1 Attachment of 130.47 KB some PDE File pdf 32 5	he pop-up p y name, distr	bage in which rict and so on a likita Kansal dmin, (SNA Maharashira, MPLAE X
Mari Shboard Cont Confi Cale Sr:	5. When S Users r shown PLADS - SAKS (after da sing laws) My Modules Calamity State (SNA)* Calamity State (SNA)* Calamity Name * Contribution End Date	SNA user click nust enter the r in following se HI Home Fort Size ted Area HI Type * ® State Calan clal Year * 2022-2023 SNA Maharashtra H3N3 Flu 21-Jun-2023	s on Configur mandatory det creen. Settings Password Me	e Calamity area ails like calamit unsgement Logout Calamity District * Calamity District * Calamity District * Calamity District * Contribution Start Date * Calamity District * Calamity Calamity Ca	they will find to ty type, calamity IDA GAYA; 05-Mar-2023 23-Mar-2023 250000 Contact File(s) [Max: 1 Attachment of 130.47 KB] some PDF File.pdf \$	he pop-up p y name, distr	bage in which rict and so on a likita Kansal dmin, (SNA Maharashtra.MPLAD
Sr. 22 IAIA Const	5. When S Users r shown PLADS - SAKS inter An after fame My Modules Galanty Mane * Calantity State (SNA) * Calantity Name * Contribution End Date	SNA user click nust enter the s in following se ted Area ted Area ted Area ted Area ted Area ted Area SNA Maharashtra H3N3 Flu 21-Jun-2023	s on Configur mandatory det creen. Settings Password Ma	e Calamity area ails like calamit calamity District * Calamity District * Calamity District * Calamity Date * Contribution Start Date * Contribution Start Date * Catemity PM) * Attachment * Save Reset : calamity cont	they will find to ty type, calamity IDA GAYA; 05-Mar-2023 23-Mar-2023 23-Mar-2023 250000 Come PDE File pdf 12 some PDE File pdf 12 figuration	he pop-up p y name, distr	bage in which rict and so on a likita Kansal dmin, (SNA Maharashira, MPLAD X

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



Screen 142: calamity configuration

### 2. CALAMITY REVERSAL:

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



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



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

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

MPLAD मेरा सांसद-मेरा	S - SAKSHI	Collinear   Described Measurement		Nikita Kansal X	harashtra,MPLADS
Dashboard My M	Search Vendor				
Calamity Reversal	Vendor Type *	State *	District *	Vendor Unique Code	
Financial Year *	Please Select V	Please Select V	Please Select V		
M 2022-2023	Vendor Name	Account No.	Include Already Paid Vendors		~
L Activity *					
s Drains and gut					
Vendor Selection		Search	Reset		
Remarks	Total Records: 0	New Ver	Fund Disl	burse to Vendor	
	Vendor Name	dor Type 🗧 Vendor Unique Code	Bank Name     Acc	ount No.	
		Ok	Close		
Total Calamit					
0.00					
Vendor Details					
St. No. Vendor					ualion ÷ Artion
Co					
©2023 TATA Consultancy Service	es Limited				hannin kasari taal 24
		146 G 1 16 D			ttos DigiGOV

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

#### 3. SNA Manage Admin Funds:

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

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

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

MPLADS - SAKSHI मेरा संसद-मेरा क्षेत्रीय विकास	Home Font Size Settings Password Mana	agement Logout	Babul Rao Admin, (SNA)	arnataka,MPLADS CN.
tanage Inbox Dashboard My Modules				
Tree List				
Limit Allocation Management	Manage Calamity	Work Management	Organization Account Mapping	R
<b>x</b>				
923 TATA Consultancy Services Limited				tos Dig
	Screen 147: N	Av Modules Page (Admin	Funds)	

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

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

मरा सालव-मरा क्षत्रीय विकास	tome Font Size Settings Password Management	Logout		Babul Rao Admin, (SNA Kerneteke,MPLAD:
ge Inbox Dashboard Hy Modules				
Financial Year 2022-2023 ×	Entity/DDO SNA Karnataka Q C	Activity Name Search Reset	Q	Work Title
Total Records 0 Sr. No. Financial Year	Work Title	Activity Name Estimated	d Expenditure Est	imated Start Date Estimated End Da
		Add Work		
				Freed
TATA Consultancy Services Limited				tcs
	Screen 149: Manag	ge Admin work Assi	ignment Page	
4 Never Chals on	Add Words hutton to a	and are the Frind Lin		
4. Now Click or	Add Work button to co	onfigure the Fund lin	nit.	
4. Now Click or	Add Work button to co	onfigure the Fund lin	nit.	Babui Rao Admin, (SNA Kamataka, MPLAD
4. Now Click or MPLADS - SAKSHI Tra eline Are She flows (Noted in the second	a Add Work button to co	onfigure the Fund lin	nit.	Babul Rao Admin, (SNA Kamataka, MPLAD
4. Now Click or	Add Work button to co tome ront Size Settings Password Management Entity/0000	Activity Name	nit.	Babul Rao Admin, (SNA Kamataka,MPLAD Work Title
4. Now Click or	Add Work button to co torne Fort Size Settings Paseword Management Entity/DDO SNA Karmetaka Q C	Activity Name	nit.	B Babul Rao Admin. (SNA Kamataka,MPLAD Work Title
4. Now Click or  MPLADS - SAKSHI Ter stare. Af die Them Ter stare. A	Add Work button to co torne Fort Size Settings Password Management Entity/DDO SNA Kamptaka Q C	Activity Name Search Reset	nit.	Babul Ras Admin: (SNA Kamataka JMPLAD Work Title
4. Now Click or MPLADS - SAKSHI In stare. An filth form ge Inkox Doshboord My Hodukus at OfWorks Financial Year 2022-2023 V Total Revents 0 Sr. No. Insancial Year	Add Work button to co	Activity Name Activity Name Estimated Estimate	nit.	B Babul Pao Admin. (SNA Kamataka MPLAD Work Title imated Start Date Estimated End Da
4. Now Click or	Add Work button to co torne Port Size Settings Password Management Entity/0000 SNA Karnataka Q C Work Title	Activity Name Estimated	nit. Q ed Expenditure Est	B Babul Rao Admin. (SNA Kamataka JIPLAD Work Title Limated Start Date Estimated End Da
4. Now Click or MPLADS - SAKSHI In det An dife form ge Inflex to Works Financial Year 2022-2023 ~ Total Records 0 Sr. No. Financial Year	Add Work button to co	Activity Name Ac	nit. Q ed Expenditure Est	B Babul Pao Admin, (SNA Kamataka MPLAD Work Title 
4. Now Click or MPLADS - SAKSHI in electra offection ge Inflow Deabloard Hy Heckdeo et of Worke Financial Yar 2022-2023 ~ Total Revents 0 Sr. No. Financial Year	Add Work button to co	Activity Name Activity Name Activity Name Activity Name Activity Name Activity Name Estimated Activity Name Activi	nit.	Babul Rao Admin, (SNA Kamataka MPLAD Work Title imated Start Date Estimated End Da
4. Now Click or	Add Work button to co	Activity Name Activity Name Estimate Activity Name Estimate	nit.	Babul Rao Admin, (SNA Kamataka MPLAD Work Title
4. Now Click or	Add Work button to co	Activity Name Activity Name Estimate Activity Name Estimate	nit.	Babul Rao Admin, (SNA Kamataka MPLAD Work Title
4. Now Click or MPLADS - SAKSHI in eter in gift flow is of More Teal An eter in gift flow is of More Financial Year Sr. No. Financial Year	Add Work button to cr Imme Port Size Settings Password Hanagement Entity/DDO SNA Karnataka Q C Work Title	Activity Name Activity Name Estimates Activity Name Estimates Activity Name Estimates	nit.	B Babul Rao Admin, (SNA Kamataka MPLAD
4. Now Click or	Add Work button to co	Activity Name  Activity Name  Estimates  Activity Name  Estimates  Activity Name  Estimates  Activity Name  Estimates	nit.	B Babul Rao Admin, (SNA Kamataka MPLAD
4. Now Click or	Add Work button to co	Activity Name Activity Name Estimate Activity Name Estimate	nit.	B Babul Rao Admin. (SNA Kamataka MPLAD
4. Now Click or	Add Work button to control of the second Anagement Entity1000 SNA Karnataka Q C Work Title	Activity Name Activity Name Estimate Activity Name Estimate	nit.	B Babul Fao Edmin, (SNA Karnataka MPLAD
4. Now Click or	Add Work button to co	Activity Name Activity Name Estimate Activity Name Estimate	nit.	Work Tite
4. Now Click or	Add Work button to co	Activity Name Activity Name Estimate Activity Name Estimate	nit.	Werk Tite  imated Start Date Estimated End Date
4. Now Click or	Add Work button to co	Activity Name Activity Name Estimates Activity Name Estimates Activity Name Estimates	nit.	Bebul Fao     Common Comm
4. Now Click or	Add Work button to control of the second Anagement Entity000 SNA Karnataka QC Work Title	Activity Name Search Reset Activity Name Estimates Activity Name Estimates	nit.	Work Tite   Werk Tite   Estimated Start Date  Estimated End Data  Kork Work Kite  Kork K
4. Now Click or	Add Work button to come and the second management size settings password Management size Settings accord to the second management work title according to the second management of the second management size of the sec	Activity Name Activity Name Estimate Activity Name Estimate Activity Name Estimate	nit.	Work Tite  Werk Tite  imated Start Date Estimated End Date

Financial Year * 2022-2023 ¥	Entity/DDO * SNA Karnataka	Type * Vendor Payment ✓		
Vendor By * ©Created By Me OAll	Vendor *			
ndor Details Sr. No. 🗧 Vendor Unique Code	Vendor Name	† IFSC	* Account No. *	Action
Activity *	Total Limit on Activity *	Total Works Created *	Available Limit on Activity *	
٩				
vork litte	work Description	Estimated start Date	Estimated End Late	
Estimated Expenditure *	Attachment			
0	Attach File(s) [Max: 1 Attachment of 10 MB]			
	Subm	it Close		

### Screen 151: Add Work Page

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

					x
Work Details					
Financial Year *	Entity/DDO *		Туре *		
2022-2023 🗸	Siva Namalaka			×	
	Search Vendor				
Operated De Ma	Vendor Type *	State *	District * Vende	lor Unique Code	
Created by the CAll	Please Select 🗸 🗸	Please Select 🗸 🗸	Please Select V		
Vendor Details	Vendor Name	Account No.	Include Already Paid Vendors		
Sr. No. + Vendor Unique					No. ÷ Action
Activity *					tivity *
q		Search	Reset		
Work Title *					
	Total Records: 0	New Vend	Fund Disburse to 1	Vendor	
	Vendor Name	ndor Type 🗧 🛛 Vendor Unique Code	Bank Name Account N	lo. 🕴 Name as per Bank‡	
		Ok	Cluse		
Estimated Expenditure *					
0					



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

Financial Year *	Entity/DDO *		Type *		
2022-2023 🗸	SNA Karnataka			×	1
	Search Vendor				
Created By Ma	Vendor Type *	State *	District *	Vendor Unique Code	
ordanda by mc	Personal 🗸	Delhi 🗸	SOUTH 🗸		
ndor Details	Vendor Name	Account No.	Include Already Paid Vendors		
Sr. No.    Vendor Unique					No.   CACTION
Activity *					otivity *
Q		Search	Reset		
Nork Title *					÷.
	Total Records: 0	New Vend	Sor Fund Dist	urse to Vendor	Ċ.
	Vendor Name      Ver	dor Type 🌲 Vendor Unique Code	≎ Rank Name ≎ Arc	ount No. 🌼 Name as per Bank¢	
		Ok	Close		
Estimated Expenditure					
<u> </u>					

#### 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.

Financial Year *	Entity/DDO *		Type *			
2022-2023	SNA Karnataka		-	·	-	
	Search Vendor			~		
Vendor By 1	Vendor Type *	State *	District *	Vendor Unique Code		
OCreated By Me  All	Personal	Delbi	SOUTH	1		
endor Details	Ventor Name	Account No	Include Already Paid Vendors			
Sr. No.    Vendor Unique	vendor Name	Account No.	Include Already Paid Vendors		No. +	Action
Activity *		Search	Pocot		ctivity *	
Q		Search	Reset			
Work Title *	1. 20032 MM 6000	Marchine	P-11	Network & Mandan 199	*	
	Idtal Records: 1	den Turne A. Manden Unious Code	A Death Name		前	
	Vendor Name Ve	vendor Unique Code	STATE BANK OF	Account No. • Name as per bank •		
Estimated Expanditure *	Vendor 05 Pers	Jiai 3000	INDIA	-		
		Ok	Close			
<u>v</u>						

Screen 154: Vendor Details pop-up Page

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

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

2022 2022		* · · · · · · · · · · · · · · · · · · ·	Type *		
2022-2025	SNA Karnat	ika	Vendor Payment 🗸		
/endor By *	Vendor *				
Created By Me	Vendor 05	[3556] [098767930 Q C			
ndor Details	igue Code 🌲 Vando	r Nama 🌲 Bank Nam		Account No.	Action
1 3	556 Vendor 05	STATE BANK OF INDIA	SBIN0006375	09876793054300303	Ê
Activity *	Total Limit	on Activity *	Total Works Created *	Available Limit on Activity *	
Q					
Nork Title *	Work Descr	iption	Estimated Start Date *	Estimated End Date *	
			Ê	Ē	
		11			
Estimated Expenditure *	Attachment	1			
0	Ø Attach I	File(s) [Max: 1 Attachment of 10 MB]			

#### Screen 155: Add Work Page

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

inancial Year *	Entity/DDO *	Type *		
2022-2023 🗸	SNA Kamataka	Vendor Payment 🗸		
endor By "	Vendor 1			
Created By Me   All	Vendor 05 [35:	×.		
dor Details	Search			
1 3556	Vendor 05 Scheme Name		09876793054300303	action 1
ctivity *	Total Limit on Ac	ariament Local Area Development Scheme d Development	Available Limit on Activity *	
fork Title *	Work Description		Estimated End Date *	
stimated Expenditure *	Attachment			
)	Attach File(g)	Ok Close		

#### Screen 156: Activity pop-up Page

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

Vender * Vendor 05 [3556] [0987679 Vendor Name * Indor 05	Bank Name	¢ IFSC SBIN0008375	¢ Account No. ¢	Action
Vendor 05 [3556] [09876793 Vendor Name + Indor 05	Bank Name	IFSC     SBIN0006375	Account No.     Contract No.	Action
Vendor Name 🗘	Bank Name STATE BANK OF INDJA	IFSC     SBIN0006375		Action
Vendor Name + indor 05	Bank Name STATE BANK OF INDIA	<ul> <li>IFSC</li> <li>SBIN0006375</li> </ul>	<ul> <li>Account No. +</li> <li>0007270205 (200000)</li> </ul>	Action
indor US	STATE BANK OF INDIA	SBIN0006375		-
Total Limit on Activity *		Total Works Created *	Available Limit on Activity *	
0.0		0.0	0.0	
Work Description		Estimated Start Date *	Estimated End Date *	
This is optional field !		31-Mar-2023 前	14-Apr-2023 前	
	2			
Attachment				
Attach File(s) [Max: 1 Attach	ment of 10 MB]			
	Work Description           This is optional field !           Attachment           & Attach File(s) [Max: 1 Attach	Work Description This is updated field !  Attachment  Attach Fiels) [Max: 1 Attachment of 10 MB]  Submit	Work Description         Extended Start Date *           This is optional field !         31-Mar-2023           Attachment         #           Attach Fields         [Max: 1 Attachment of 10 MB]           Stubmit         Close	Work Description         Estimated Star Date*         Estimated End Date*           This is optional field !         51-Hor-2023         (b)         [14-Apr-2023         (b)           Attachment         ////////////////////////////////////

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.

Ma	MPLADS - SAKSHI Att effect-Act 8:314 Rookel nage Inbox Dashboard My Modules	Home Font	Size Quick Links Settings Passw	ord Management	Logout		Anil Singh Admin, (NDA AKOL)	A,SNA Maharashtrur
) M	Tree List							
MOD	Return Fund	R	Limit Allocation Management	R	Work Management	R	Out of State/Constituency Work	R
L E S	Calamity Recommendation Details	R	MP Work Recommendation	R	View Development Work Recommendation	R	Organization Account Mapping	R
	Reports	R						
60	023 TATA Consultancy Services Limited							tcsDigiGOV™
			Screen 1	58: My	Modules Page (ND	<b>A).</b>		

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

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

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

MPLADS - SAKSHI मेरा संसद-मेरा क्षेत्रेय क्षिण विकास age Inbox Dashboard My Modul	Home Font Size Settings Passwor	d Management Logout		P	Praveen Jha Admin, (NDA BENGALURU
ee List					
Inbox	Manage Manage	Return Fund	R	Outbox	R
		Back			
		Duck			
TATA Consultancy Services Limited					tos Dia
	Screen	159: Return Fund	Page (Inh	00X).	
5. NDA user. cl	ick on Inbox, here th	nev will find the refu	nd reques	t file which was i	placed by IDA
users.	,	5	1	L	. J
MPLADS - SAKSHI	Hama East Cine Califican Descu	and Management 1 - Leave 1		ſ	Praveen Jha
MPLADS - SAKSHI मेरा सांसट मेरा क्षेत्रीय विकास	Home Font Size Settings Passw	vord Management Logout		G	Praveen Jha Admin, (NDA BENGALURU
MPLADS - SAKSHI tirr ellers-tirl öfflir förme nage Inbox Dashboard My Mod Return Fund Details	Home Font Size Settings Passw ulles	vord Management Logout		G	Praveen Jha Admin, (NDA BENGALURU
MPLADS - SAKSHI in eter.in yiet tere nage Inbox Dashboard My Hod Return Fund Details Return for	Home Font Size Settings Passw	vord Management   Logout		G	Praveen Jha Admin, INDA BENGALURU
MPLADS - SAKSHI Arr eter, Arr John Sterne nage Inbox Dashboard Hy Mood Return Fund Details Return for	Home Font Size Settings Passw ules	vord Management   Logout		G	Praven Jha Admin, (NDA BENGALURU
MPLADS - SAKSHI dar sing dan jiho Bann nage Inbox Dashboard My Mod Return Fund Details Return for Q	Home Font Size Settings Passw ules	vord Management Logout		e	Praveen Jha Admin, (NDA BENGALURU
MPLADS - SAKSHI Arr etre 2-th side flame nage Inbox Dashboard My Mod Return Fund Details Return for Q. Film No.	Home Font Size Settings Passw ules File Description	vord Management   Logout   Search Raised By	Raised for	Nodal Dictrict/SNA	Praveen Jha Admin, (NDA BENGALURU Total Rec Received Date 5
MPLADS - SAKSHI ar eirez An Silo Bere nage Inbox Dashboard My Mod Return Fund Details Return for Q Q Q	Home Font Size Settings Passw utes File Description IDA Acknowledgement(Return Fund)	Vord Management Logout Search Search Raised By Varun Ougta (Admin, IDA BENGALURU VarBAN)	Raised for	Nodal District/SN/ NDA BENGALURU URBA	Praveen Jha Admin, (NDA BENGALURU Total Rec Received Data St N 22-Mar-2023 Approv
MPLADS - SAKSHI ar wire_th job term nage Inbox Dashboard Hy Mod Return Fund Details Return for EDAReturnIDA EENGALURU UREAN20221	Home Font Size Settings Passw utes File Description IDA Acknowledgement(Return Fund)	Vord Management Logout Search Search Raised By Varun Gupta (Admin, IDA BENGALURU URBAN)	Raised for	Nodal District/SN/ NDA BENGALURU URBA	Praveen Jha Admin. (NDA BENGALURU Total Rec Received Date Fat N 22-Mar-2023 Patron Approv
MPLADS - SAKSHI Are streaching bits (Barrier nage Inbox Dashboard My Mod Return Fund Details Return for File Mo. IDA Return[IDA RENGGLURU] URBAR/202821 IDA 1 2 1 2 1	Home Font Size Settings Passw edes File Description IDA Acknowledgement(Return Fund)	Vord Management Logout Search Search Raiced By Varun Gupta (Admin, IDA BENGALURU URBAN)	Raised for	Nodal District/SNA NDA BENGALURU URBA	Praveen Jha Admin, (NDA BENGALURU Total Rec Received Date S N 22-Mar-2023 Pendin Approv
MPLADS - SAKSHI Art etra; Art john Sterner nage Inbox Dashboard My Mod Return Fund Details Return for IDA:RhtminDA BENGAURU UBBAN20221	Home Font Size Settings Passw alles File Description IDA Acknowledgement(Return Fund)	Vord Management Logout Search Search Raised By Varun Gupta (Admin, IDA BENGALURU URBAN)	Raised for	Nodal District/SMA NDA BENGALURU URBA	Praveen Jha Admin, (NDA BENGALURU Totala Ree 22-Mar-2023 Pendin Approx
MPLADS - SAKSHI Ar eirs An Afri Starn nage Inbox Dashboard My Mod Return Fund Details Return for File No. DARaumIDA ERAGAURU URBAN00221	Home Font Size Settings Passw ules File Description IDA Acknowledgement(Return Fund)	Vord Management Logout Search Search Varun Gupta (Admin, IDA BENGALURU VRBAN)	Raised for	Nodal District/SMA NDA BENGALURU URBA	Praveen Jha Admin, (NDA BENGALURU Total Rec 22-Mar-2023 Pendin Approx
MPLADS - SAKSHI Ar eire, 2m & drb Stern nage Inbox Dashboard My Mod Return Fund Details Return for Charlenamina EERGALIRI DAReturnina EERGALIRI DARANZO231 A 2 / 1 2 2 2	Home Font Size Settings Passe uses File Description IDA Acknowledgement(Return Fund)	Vord Management Logout Search Search Varun Gupta (Admin, IDA BENGALURU Sear VARAN)	Raised for	Nodal District/SNA NDA BENGALURU URBA	Praveen Jha Admin, (NDA BENGALURU Total Rec 22-Mar-2023 Pendin Approx
MPLADS - SAKSHI Ar site, 2m & ble familiar nage Inbox Dashboard My Mod Return Fund Details Return for Q Q Q 	Home Font Size Settings Passe utes File Description IDA Acknowledgement(Return Fund)	Vord Management Logout Search Search Raised By Varun Oupta (Admin, IDA BENGALURU URBAN)	Raised for	Nodal District/SNA NDA BENGALURU URBA	Praveen Jha Admin, (NDA BENGALURU Total Rec 22-Mar-2023 Pandin Approx
MPLADS - SAKSHI Ar site 2n & ble fami nage Inbox Dashboard My Mod Return Fund Details Return for Charles No. DAReturn TOA EEROAUURU DARAKOO2UIRU DARAKOO2UIRU 2 / 1 0	Home Font Size Settings Passw teles File Description IDA Acknowledgement(Return Fund)	Vord Management Logout Search Search Raixed By Varun Gupta (Admin, IDA BENGALURU URBAN)	Raised for	Nodal District/SNA NDA BENGALURU URBA	Praveen Jha Admin, (NDA BENGALURU Total Rec Received Data S N 22-Mar-2023 Pendin Approv
MPLADS - SAKSHI Ar site, 2-h she fami nage Inbox Dashboard My Mod Return Fund Details Return for Charlen No. IDAReturn for Q. IDAREANCO2AI Q. IDAREANCO2AI I a / 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Home Font Size Settings Passw utes File Description IDA Acknowledgement(Return Fund)	vord Management Logout Search Search Raised By Varun Gupta (Admin, IDA BENGALURU URBAN)	Raised for	Nodal District/SNA NDA BENGALURU URBA	Praveen Jha Admin, (NDA BENGALURU Total Rec 22-Mair-2023 Penda Aspro-
APPLADS - SAKSHI Ar utagan jika tama ange Intox Dashboard My Mod Return Fund Details  Return for  File Ko  DAReturn(DA RENGAURU URBANZO22)	Home Font Size Settings Passw edes File Description IDA Acknowledgement(Return Fund)	vord Management Logout Search Raixed By Varun Gupta (Admin, IDA BENGALURU URBAN) Ser Decoop 16:0: Imbox P	Raised for	Nodal District/SNA NDA BENGALURU URBA	Praveen Jha Admin, (NDA BENGALURU Total Rec <u>Received Data St</u> 22-Mar.2023 Pagrov
MPLADS - SAKSHI Tar ting An John Stems nage Intox Dashboard My Mod Return Fund Details Return for PLAR Internitia EFEICOLURU URBAN 20221 I I I I I I I I I I I I I I I I I I I	Home Font Size Settings Passe elles File Description IDA Acknowledgement(Return Fund) Set	vord Management Logout Search Varun Gupta (Admin, IDA BENGALURU URBAN) Crreen 160: Inbox P:	Raised for	Nodal District / SNA NDA BENGALURU URBA	Praveen Jha Admin, (NDA BENGALURU Total Rec 22-Mar-2023 Pagrox 22-Mar-2023 Pagrox
MPLADS - SAKSHI Ar site, 2m jobs famm ange Inbox Dashboard Ny My Mod Return Fund Details  Return for  File No.  Fil	Home Font Size Settings Passe edes  File Description IDA Acknowledgement(Return Fund)  Sc	vord Management Logout Search Search Varun Gupta (Admin, IDA BENGALURU Ser URBAN) Crreen 160: Inbox Pa	Raised for	Nodal Dictrict/SMA NDA BENGALURU URBA	Praveen Jha Admin, (NDA BENGALURU Total Rec 22-Mar-2023 Pendin Approx
MPLADS - SAKSHI Tar site, 2m & det Stern nage Inbox Dashboard My Mod Return Fund Details Return fund Details	Home Font Size Settings Passe edes  File Description IDA Acknowledgement(Return Fund)  Set	vord Management Logout Search Search Varun Gupta (Admin, IDA BENGALURU Ser Varun Gupta (Admin, IDA BENGALURU Ser Varun Gupta (Admin, IDA BENGALURU Ser	Raised for	Nodal Dictrict / SNA NDA BENGALURU URBA	Praveen Jha Admin, (NDA BENGALURU Total Rec 22-Mar-2023 Pendin Approx
MPLADS - SAKSHI To view 2m jobs famm  ange Inbox Dashboard Neturn Fund Details  Return for  File No.  DARahumDa ERGANO2321  La 2 / 1  C 10 / 1  C	Home Font Size Settings Passe edes  File Description IDA Acknowledgement(Return Fund)  Setting Settin	vord Management Logout Search Search Varun Gupta (Admin, IDA BENGALURU Sear URBAN) Crreen 160: Inbox Pa file and check all th	Raised for	He has the right to	Praveen Jha Admin, (NDA BENGALURU <u>Received Date</u> <u>22-Mar-2023</u> Randin Locat Locat
MPLADS - SAKSHI The step 2m & dec fame The step 2m & dec fam The step 2m & de	Home Font Size Settings Passe edes  File Description IDA Acknowledgement(Return Fund)  Setting open this request A request after chec	vord Management Logout Search Raised By Varun Gupta (Admin, IDA BENGALURU URBAN) Crreen 160: Inbox Pa file and check all the tking all the details a	Raised for Age e details. F	He has the right to marks on it.	Praveen Jha Admin, (NDA BENGALURU Total Rec 22-Mar-2023 Pendin Approve to act (Approve of
MPLADS - SAKSHI Ar site, 2h ibit Stars        mage Inflox     Dashboard     My Mod       Return fund Details     Image Inflox     Image Inflox       Return for     Q       Image Inflox     Image Inflox       I	Home Pont Size Settings Passe offers  File Description IDA Acknowledgement(Return Fund)  Setting open this request DA request after chec	vord Management Logout Search Raised By Varun Gupta (Admin, IDA BENGALURU URBAN) creeen 160: Inbox Pa file and check all the eking all the details a	Raised for Age e details. I and add ref	He has the right to marks on it.	Praveen Jha Admin, (NDA BENGALURU Total Res 22-Mar-2023 Pender Approve to act (Approve of

Ketu	Nodal District	/SNA : NDA BENGALURU strict : IDA BENGALURU	URBAN URBAN				
	dmin Expense Fund Amount 45000.00	Amount Return Date 17-Mar-2023	IFSC Code SBIN0006375	Bank Name STATE BANK OF INDIA	A/C Number 9876554321907	UTR Number 987650	Remark
	Bank Closure Certif DA/NDA/SNA Closure Certif Remarks Approver(	ficate : <u>Bank Closure Cart</u> ficate : <u>IDA NDA Closure C</u> NDA) :	licate.odf ertificate.odf				
			Ap	oprove Reject Clos	5e		

Screen 161: Refund File Page

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

Manage Manage Return Return Return	MPLADS - SAKSHI         Home         Font Size         Settings         Password Management         Logout           FILE NO. : IDA/Return/IDA BENGALURU URBAN/2023/1         Return Fund Details         Nodal District/SNA :         NDA BENGALURU URBAN           Implementing District :         IDA BENGALURU URBAN         IDA BENGALURU URBAN         IDA BENGALURU URBAN	Praveen Jha
	Admin Expense Fund         Amount       Amount Return Date       IESC Code       Rank Name       A/C Number       UTR Number         45000.00       17-M Rejection Datals       987654321907       987650         Bank Closure Certificate :       Remark :       Please Select       9876554321907       987650         IDA/NDA/SNA Closure Certificate :       Remark :       Bank Select       Please Select       Please Select         Remarks Approver(NDA) :       State       Otherr       Please Select       Please Select	Remark scords : 1
¢2023 TAS	Approve Reject Close	tcsbgiGov"



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

Retu	rn Fund Details						
	Implementing Dist	rict : IDA BENGALURU	URBAN				
	Admin Expense Fund						
	Amount 45000.00	Amount Return Date 17-Mar-2023	IFSC Code SBIN0006375	Bank Name STATE BANK OF INDIA	A/C Number 9876554321907	UTR Number 987650	Remark
	Bank Closure Certific DA/NDA/SNA Closure Certific Remarks Approver(N	rate : Bank Closure Cert rate : IDA NDA Closure ) DA) : Checked	ficate odf Certificate odf	prove Reject Clo	50		



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.

R	eturn Fund Details							nra
Ret	Nodal District : Implementing District :	NDA CHITTOOR						
R	Admin Expense Fund							
	Amount Ame	ount Return Date	TESC Code	Rank Name	A/C Number	UTR Number	Remark	
	1000.00 2	5-Jan-2023	Do you wa	nt to Proceed?	×	123		ords :
	Bank Closure Certificate :	2146842_iSecurity Quiz_Completion_C 2146842_iSecurity		Yes No				
	Remarks Approver(NDA) :	0.K.	a					
					-			

Screen 164: Proceed Request Alert

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

FILE NO. : IDA/Return/IDA BEI	NGALURU URBAN/2023/1	Settings Password Mana	Sement i Logout			×
Return Fund Details						
Nodal Distric	t/SNA : NDA BEN istrict : IDA BENG	GALURU URBAN ALURU URBAN				
Admin Expense Fund						]
Amount 45000.00	Amount Return Di 17-Mar-2023	SBIN0005275 SUCCESS	Bank Name	A/C Number	UTR Number 987650	Remark
Bank Closure Cert IDA/NDA/SNA Closure Cert Remarks Approver	flicate : Bank Clos flicate : IDA NDA ( (NDA) : Checked	re Certificate odf	OK			
			Approve Reject Clo	se		

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

MP Htt e	PLADS - SAKS सिव-मेरा क्षत्रीय विकास	HI Home Fo	nt Size Settinas	Password Management Logout				Praveen Jha Admin, (NDA BENGALURU	•
Manage Inbox	Dashboard	My Modules							
Inbox			R	Manage Return Fund		R	Outbox	)	R
					Back	_			_
62023 TATA Consulta	ncy Services Limited			0 1(( )		7		tos	 DigiGOV
				Screen 166: N	DA OUTBOX				
12	2. In Out	tbox, NDA u	sers will	find the file that	t user sends for	furth	ner processin	g.	
				1	.02				

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

MPLADS - SAKSHI Att elec-Att 23/24 (2019)	Home Font Size Settings Pass	sword Management Logout			Praveen Jha Admin, (NDA BENGA	LURU
Return Fund Details						
Return for	٩	Search				
File No.	File Description	Raised By	Raised for	Nodal District/SNA	Received Date	Total Record Stat
NUA/RETURNUA BENGALURU UK	SAN/ZUZ3/3 NUA Acknowledgement(Return Hund to CNA	) Praveen Jha (Admin, NDA BENGALURU URBAN)	sen	NUA BENGALUKU UKBAN	ZZ-Mar-2023	Approved.
NDA/Retum/NDA BENGALURU UR	3AN/2023/2 MP Acknowledgement(Return Fund to CNA)	Praveen Jha (Admin, NDA BENGALURU URBAN)	LS Tejasvi Surya (17th Lok Sabha)	NDA BENGALURU URBAN	22-Mar-2023	Approved.
IDA/Return/IDA BENGALURU URE	AN/2023/1 IDA Acknowledgement((Return Fund)	Varun Gupta (Admin; IDA BENGALURU URBAN)	Self	NDA BENGALURU URBAN	22-Mat-2023	Approved.
X X 1 /1 > X		0.00-07				

### Screen 167(a): NDA OUTBOX Page

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

MPLADS - SAKSHI मेरा सोलड मेरा क्षेत्रीय विकास	Font Size Settings Password Managen	nent Logout			P	aveen Jha Imin, (NDA BENGALURU
Manage Inbox FILE NO. : NDA/Return/NDA BENGALU	URU URBAN/2023/3					
Return for Nodal District/SNA :	NDA BENGALURU URBAN					
U Admin Expense Fund						
S Amount A	mount Return Date IFSC Code	Bank Name	A/C Number	UTR Number	Remark	
65000.00	17-Mer-2023 SBIN0006375	STATE DANK OF INDIA	70654321007000	23451		Status
NDA/Retur UE Bank Closure Certificate :	Bank Closure Certificate pdf					proved.
IDA/NDA/SNA Closure Certificate :	IDA NDA Closure Certificate pdf					proved.
IDA/Retur UF Remarks Approver(CNA) :	Okay					proved.
		Close				
						_
82023 TATA Consultancy Services Limited						tos DigiGOV <sup>™</sup>

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

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

- ► MP-wise Development Fund
- ► Admin Fund

### 1. MP-wise Development Fund:

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

		MPLADS - SAKSHI मेरा सांसट-मेरा क्षेत्रीय विकास	me Font Size Settings	Password Management Logout	t		Praveen Jha Admin, (NDA BENGALURU	
(5)	Manage In	box Dashboard My Modules						
Y	Hee List							1
C D D L	Inbox		A	Manage Return Fund	_	Outbox	R	ļ
ES				В	lack			
	@2023 TATA Co	nsultancy Services Limited	1(0 D				tos DigiGOV"	
		Sc	reen 168: Re	turn Fund Page	(MANAGE RE	TURN FUNI	<b>DS</b> )	
		2 In the Mener	a Datama Fara	daamaan NDA wa				
		2. In the Manag	e Return Fun	u screen, NDA us	sers will have to	select the Retu	urn For (Radio Button)	
	0000	and Member	of Parliament	t from the dropdo	wn. These are th	select the Retu e mandatory f	ields.	
		2. In the Manag and Member MPLADS - SAKSHI Att wing Art With Reme	of Parliament	s Password Management Logo	wrs will have to wn. These are th	select the Retu e mandatory f	ields.	
	Manage In	2. In the Manag and Member MPLADS - SAKSHI the steep the Web Modelee	of Parliament	s Password Management Logo	ers will have to wn. These are th	select the Retu e mandatory f	Irn For (Radio Button) Tields.	
3 1 1 1	Manage Ir Return	2. In the Manag and Member MPLADS - SAKSHI the attes, the able fame box Dashboard My Hodule 1 Fund Details Return for *	Return Fund     of Parliament	s Password Management Logo	ut   ut   ut   ut   ut   ut   ut   ut	e mandatory f	Irn For (Radio Button) Yelds.	
3 M M M M M M M M M M M M M M M M M M M	Manage Ir	2. In the Manag and Member MPLADS - SAKSHI ine sing the lefts from boox Dashboard My Modules 1 Fund Details Return for * Member Of Parliament *	Of Parliament     ore   Fort Size   Setting     one   Fort Size   Setting     Odmn     Please Select	s Password Management Logo Nodal Distric	ut NDA BENGALURU U	RBAN V	Irn For (Radio Button) ields. Proveen.Jus Admin. (NDA BENGALURU	
3 M V U U L L S	Manage Ir Return	2. In the Manag and Member MPLADS - SAKSHI the attes for alter target to alter the series n Fund Details Return for * Member Of Parliament *	Graniament     Gent Size Setting     Gent Size Setting     Gent Size Setting     Gent Size Setting	s Password Management Logo Nodal Distric	ut   ut   ut   ut   ut   ut   ut   ut	REAN	Irn For (Radio Button) řelds. Praveen Jha Admin. (NDA BENGALURU *	
3 M V V U U L L E S	Manage In Return	2. In the Manag and Member MPLADS - SAKSHI the sing the table filters box Dashboard My Modules 1 Fund Details Return for * Member Of Parliament * Iopment Fund Amount Ret	Control Parliament     Of Parliament     Setting     MP Oddmin     Please Select	A Screen, NDA us     from the dropdo      Password Management   Logo      Nodal Distric      de   Bank Name	A/C Number	RBAN V	Irm For (Radio Button) Yelds. Preven Jha Admn, (NDA BENGALURU	
3 M V V U U U U U U U U U	Manage Ir Return	2. In the Manag and Member MPLADS - SAKSHI An attes for alte fame box Dashboard My Hodule n Fund Details Return for * Member Of Parliament * Iopment Fund Amount Amount Ret	Graniament     G	A screen, NDA us     from the dropdov     s Password Management Logo     Nodal Distric     v	ers will have to wn. These are th ut ut ut NDA BENGALURU U	REAN V	Irn For (Radio Button) řelds. Preven Jha Admin. (NDA BENGALURU *	
3 M V V U U L E S	Manage Ir Return	2. In the Manag and Member MPLADS - SAKSHI the sing the table filters box Dashboard My Modules a Fund Details Return for * Member Of Parliament * topment Fund Amount Amount Ret Bank Closure Certificate *	Keturn Fun- of Parliament one Font Size Setting      MP Admn      Please Select      urn Date IFSC Co      Attach File(s) Mac 11	A screen, NDA us     from the dropdor     s Password Management Logo     Nodal Distric     v	A/C Number	RBAN V	Remark Action Remark Action Add Development Fund	
3 M V V U U U L E S	Manage Ir Return	2. In the Manag and Member MPLADS - SAKSHI Wre area, the able fame Not Dashboard My Module n Fund Details Return for * Member Of Parliament * Iopment Fund Amount Amount Ret Bank Closure Certificate *	Attach File(s) (Mac 1/2     Attach File(s) (Mac 1/2		ers will have to wn. These are th ut   ut   ut   ut   ut   ut   ut   ut	REAN V	Irn For (Radio Button) řelds. Preveen Jha Admin. (NDA BENGALURU *	
3 M V V U U L L E S	Manage In Return	2. In the Manag and Member MPLADS - SAKSHI the sing fire able filters box Dashboard My Modules in Fund Details Return for * Member Of Parliament * Iopment Fund Amount Amount Ret Bank Closure Certificate * MANDA/SNA Closure Certificate *	Attach Fliefs) (Mar. 1/ Type PDF)     (Mar. 1/ Type PDF)		VIII have to wn. These are th ut USNA . NDA BENGALURU U	RBAN V	Image: Addition of the second seco	
3 M Y Y DDU L ES S	Manage In Return	2. In the Manager and Member and Member and Member and the fibre an	Return Fun of Parliament of Parliament ame Font Size Font Size Font Size Font Size Font Font Font Font Font Font Font Font	table content of the second s	ers will have to wn. These are th ut ersNA* NDA BENGALURU U A/C Number A/C Number	REAN	Image: Constraint of the second se	
3 NY Y U U U L E S	Manage In I	2. In the Manager and Member and Member and Member and the series are	Attach Flags (Mar. 1/ Attach Flags (Ma	A screen, NDA us     from the dropdor     s Password Management Logo     Nodal District     w      de Bank Name  Attachment of 10 MB] [Allowed  Attachment of 10 MB] [Allowed  Attachment of 10 MB] [Allowed  Stachment of 10 MB] [Allowed	ers will have to wn. These are th ut ut ut ut nDA BENGALURU U A/C Number	RBAN V	Remark Action       Remark     Action       Add Development Fund	
9 MY MODULLES	Manage Ir Deve	2. In the Manager and Member and Member and Member and the filter and the fi	Return Fun of Parliament of Parliament ame Font Size Font Size Font Size Font Font Please Select        Please Select        Please Select        Please Select        Please Select        Please Select         Please Select         Please Select		ers will have to wn. These are th ut   ut   ut   ut   ut   ut   ut   ut	RBAN V	Remark Action Add Development Fund	
3 MYY NOCDULLES	Manage II	2. In the Manage and Member and Member of Parliament * **********************************	Admin Plase Select     Admin Plase Select	It screen, NDA us from the dropdov from	ers will have to wn. These are th ut ut ut ut NDA BENGALURU U A/C Number add to me. hormit	RBAN V UTR Number	Irn For (Radio Button) Yelds. Preven Jha Admin, (NDA BENGALURU *	

Return for * Aember Of Parliament *	MP OAdmin Please Select	Nodal District/SNA	* NDA BENGALURU URBAN	
	Please Select			
Amount R	LS Tejacvi Surya (17th LS) CV RAMAN (17TH LS) Leturn Date IFSC Code	Bank Name	A/C Number UTR Number	Remark Action Add Development Fund
Closure Certificate * Closure Certificate *	<u>Attach File(s)</u> [Max: 1 Attachment of <u>Attach File(s)</u> [Max: 1 Attachment of <u>Attach File(s)</u> ]	of 10 MB] [Allowed Type: PDF] of 10 MB] [Allowed Type: PDF]		
rtify that all the Agencies an	nd Authorities under me have closed all the acc	counts and returned the funds to me.		
	Amount F Closure Certificate * Closure Certificate *	CI RAMAN (17TH L5)  Amount Return Date IFSC Code  Closure Certificate  Amount Return Date Attach.Ele(s) [Max: 1 Attachment: Closure Certificate  Attach.Ele(s) [Max: 1 Attachment: If what all the Apencies and Authonites under me have closed all the ac	CV RAMAN (17TH LS)  Amount Return Date IFSC Code Bank Name  Closure Certificate Closure Certificate Attach File(s) [Max: 1 Attachment of 10 MB] (Alowed Type: PDF]  Closure Certificate Attach File(s) [Max: 1 Attachment of 10 MB] (Alowed Type: PDF]  tify that all the Apencies and Authonties under me have closed all the accounts and returned the funds to me.  Submit	C/ RAMAN (YTH L5)           Amount Return Date         IFSC Code         Bank Name         A/C Number         UTR Number           Closure Certificate *         @ Attach Fle(s)         [Max: 1 Attachment of 10 MB] (Allowed Type: PDF]         Closure Certificate *         @ Attach Fle(s)         [Max: 1 Attachment of 10 MB] (Allowed Type: PDF]         If the Attach Fle(s)         [Max: 1 Attachment of 10 MB] (Allowed Type: PDF]         If the Attach Fle(s)         [Max: 1 Attachment of 10 MB] (Allowed Type: PDF]         If the Attach Fle(s)         [Max: 1 Attachment of 10 MB] (Allowed Type: PDF]         If the Attach Fle(s)         [Max: 1 Attachment of 10 MB] (Allowed Type: PDF]         If the Attach Fle(s)         [Max: 1 Attachment of 10 MB] (Allowed Type: PDF]         If the Attach Fle(s)         [Max: 1 Attachment of 10 MB] (Allowed Type: PDF]         If the Attach Fle(s)         [Max: 1 Attachment of 10 MB] (Allowed Type: PDF]         If the Attach Fle(s)         [Max: 1 Attachment of 10 MB] (Allowed Type: PDF]         If the Attach Fle(s)         [Max: 1 Attachment of 10 MB] (Allowed Type: PDF]         If the Attach Fle(s)         [Max: 1 Attachment of 10 MB] (Allowed Type: PDF]         If the Attach Ple(s)         [Max: 1 Attachment of 10 MB] (Allowed Type: PDF]         If the Attach Ple(s)         [Max: 1 Attachment of 10 MB] (Allowed Type: PDF]         If the Attach Ple(s)         [Max: 1 Attach Ple(s)         [Max: 1 Attachment of 10 MB] (Allowed Type: PDF]         If the Attach Ple(s)         [Max: 1 Attach Ple(s)         [Max: 1 Attach Ple(s)         [Max: 1 Attach Ple(s)         [Max: 1 Attach Ple

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.

MPI मेरा सांग	LADS - SAKSHI सद-मेरा क्षेत्रीय विकास	Home Font Size Settings	Password Management Logout			Praveen Jha Admin, (NDA BENGALURU
age Inbox	Dashboard My Modu	iles				
Return Fund	d Details					
	Return for *	MP OAdmin	Nodal District/SNA *	NDA BENGALURU	URBAN V	/
	Member Of Parliament *	LS Tejasvi Surya (17th LS)	~			
	House Of Parliament *	Lok Sabha	Tenure *	17th Lok Sabha		
Developme	ent Fund					
A	mount Amount	Return Date IFSC Code	: Bank Name	A/C Number	UTR Number	Remark Action
						Add Development Fund
	Bank Closure Certificate *	Attach File(s) [Max: 1 Atta	chment of 10 MB] [Allowed			
		Type: PDF]				
IDA/NDA	A/SNA Closure Certificate *	Attach File(s) [Max: 1 Atta	chment of 10 MB] [Allowed			
		1990.1011				
	hereby certify that all the Agenc	ies and Authorities under me have clos	ed all the accounts and returned the funds to m			
			Submit			Formet Sp
TATA Consultance	cy Services Limited					tos Di
		Scre	en 170: Return Fu	nd Details	of MP	
4	0 1	C 11.11	4 1.4	.11.1	. 1. 1	
4.	Once the re	turn fund details	are entered then us	er will have	e to click on	
	ADD DEV	ELOPMENT F	<b>UND</b> option as show	vn in belov	v screen.	
			4.05			
			105			

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

Screen 171: Return Fund Page (MP)

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

ge Inbox Dashboard My Modules			
eturn Fund Details	Return Fund Details	×	
Return for * @MP OAd	nin Amount *	Amount Return Date "	
	550000	17-Mar-2023 前	
Member Of Parliament * LS Tejasvi	Sur IFSC Code *	Bank Name *	
House Of Parliament * Lok Sabha	SBIN0006375	STATE BANK OF INDIA	
	A/C Number *	UTR Number *	
Development Fund	187654300009	65478	
	Remark		
Amount Amount Return Date			Remark Action
		10	Add Development Fund
	-	ок	
Bank Closure Certificate *  Attach Type: PDF	File		
	-		
Type: PDF	File(s) [Max: 1 Attachment of 10 MB] [Al	llowed	
I hereby certify that all the Agencies and Authorities	under me have closed all the accounts a	ind returned the funds to me.	

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

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

etum Fun	d Details			File Upload	×			
	Return for *		'n	Specify a file located in your loc of undefined Bank Cosure Cest	cal system Icale pdf			
	Member Of Parliament *	LS Telasvi Su	arya (17th LS) 🗸	Upload Cancel				
	House Of Parliament *	Lok Sabha		Len in the len in the len	ure 1/th Los Sab	a la		
eveloom	ent Fund							
- Â	550000 17-M	ar.2023	RBIN0005375	STATE BANK OF INDIA	187654300009	65478	Kemark	Action
				A COMPANY OF MARKE		-		
							Add	Development Fund
-						Data adde	d in 🚽 🗕	
	Isans closure Certificate *	Type PDF	ela) (Max: 1 Attachment	of 10 MB) [Allowed		Development Fi	und Grid.	
	And a statement of the statement of				1			
IDA NO	A STATE I STRATIFY I PETITIC AND	and the second sec	ALL DARY 3 ARGEMENTS	of 10 MB] [Allowed				

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

ge Inbox	Dashboard	My Modules						
	Member Of Pa	srliament * LS Tejasv	i Surya (17th LS) 🗸 🗸	•				
	House Of Pa	artiament * Lok Sabha		Ten	ure * 17th Lok Sabha			
evelopme	nt Fund							
An	nount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark	Action
55	50000	17-Mar-2023	SBIN0006375	STATE BANK OF INDIA	187654300009	65478		1
E	Bank Closure Cert	uficate * 🦉 Attac Attachmer	h File(s) [Max: 1 Attachmer nt of 25.08 KB] [Allowed Typ	nt of 10 MB, Used: 1 e: PDF]				
E	Bank Closure Cert	uficate * Ø Attac Attachmer Bank Clos	h File(s) [Max: 1 Attachmer nt of 25.08 KB] [Allowed Typ ure Certificate.cd] 32	nt of 10 MB, Used: 1 e: PDF]				
E IDA/NDA/	Bank Closure Cert	uffcete ' / Attac Attachmer Bank Clos uffcate ' / Attac Attachmer	h File(s) [Max: 1 Attachment nt of 25.08 KB] [Allowed Typ ure <u>Certificate off</u> 36 h File(s) [Max: 1 Attachment nt of 25.08 KB] [Allowed Typ	nt of 10 MB, Used: 1 e: PDF] nt of 10 MB, Used: 1 e: PDF]				
E IDA/NDA/	Bank Closure Cert	tificate ' / Attac Attachmer Bank Clos tificate ' / Attac Attachmer IDA NDA (	h File(s) [Max: 1 Attachmet nt of 25.08 KB] (Allowed Typ ure Certificate odf 36 h File(s) [Max: 1 Attachmet nt of 25.08 KB] (Allowed Typ Closure Certificate odf 36	nt of 10 MB, Used: 1 e: PDF] nt of 10 MB, Used: 1 e: PDF]				
IDA NDA/	Bank Closure Cert SNA Closure Cert	Infrate * d Attactmer Bank Clos Attactmer Bank Clos Attactmer IDA NDA / Matchmer IDA NDA /	h File(s) [Max: 1 Attachment nt of 25.08 KB] (Allowed Typ urs: Certificate off \$4 h File(s), [Max: 1 Attachment of 25.08 KB] (Allowed Typ Cosure: Certificate, off \$4 is under me have closed all	nt of 10 MB, Used: 1 e: PDF] nt of 10 MB, Used: 1 e: PDF] The accounts and returned the func	to to me.			

Screen 174: Return Fund Page

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

	Dashboard	My Modules						
	Member Of	Parliament * LS Tejas	vi Surya (17th LS)	~				
	House Of	Parliament * Lok Sabh	3	Т	enure 17th Lok Sabha			
Developme	ent Fund							
Ar	mount	Amount Return Date	IFSC Code	Bank Name	A/C-Number	UTR Number	Remark	Action
5	150000	17-Mar-2023	SBIN0006375	Success	×	654/8		u
				Details saved successfully			Add	Development Fund
					1			
	Bank Closure Ce	ertificate * 🖉 Attac	h File(s) [Max: 1 Attachm					
		Attachme Bank Clo	nt of 25.08 KB] [Allowed T	-				
		artificate *						
IDA IIDA	Contra Crosure Cr	Attachme	th File(s) [Max: 1 Attachm nt of 25.08 KB] [Allowed T	ient of 10 MB, Used: 1 ype: PDF]				
		IDA NDA	Closure Certificate odf 36					
100	handher and it i then		The second	all the accounts and returned the tu	nos to me.			

### 2. Admin Fund:

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

MPLADS - SAKSHI मेरा सांस्टर मेरा क्षेत्रीय दिकास	Home Font Size Settings Password Manager	ment Logout	Pra	veen Jha vin, (NDA BENGALURU
Manage Inbox Dashboard My Mo	dules			
Tree List				
Y M Inbax	Manage Return Fu	nd 🕅	Outbox	R
E		Back		
62023 TATA Consultancy Services Limited				tos DigiGOV
	Screen 176: my mo	odules home page (Ret	urn Fund)	

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

मेरा सांसद-मेरा क्षेत्रीय विकास	Iome Font Size Settings	Password Management Logout			Praveen Jha Admin, (NDA BENG/	ALURU
ge Inbox Dashboard My Module	5					
eturn Fund Details						
Return for *	OMP  Admin	Nodal District/SN	NDA BENGALURU I	IRBAN V		
Admin Expense Fund						
Amount Amount Re	turn Date IFSC Code	Bank Name	A/C Number	UTR Number	Remark Ac	tion
					Add Admin Expe	inse Fund
Bank Closure Certificate *	Attach File(s) [Max: 1 Attacht Type: PDF]	nent of 10 MB] [Allowed				
IDA/NDA/SNA Closure Certificate *	Attach File(s) [Max: 1 Attacht Type: PDF]	nent of 10 MB] [Allowed				
I hereby certify that all the Agencies	s and Authorities under me have closed	all the accounts and returned the funds t	o me.			
		Submi	L.			

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

	Dashboard	My Module	**					
ye moon	Costicours							
aturn Fund	Details							
		Return for *	OMP   Admin		Nodal District/SNA *	NDA BENGALURU	URBAN V	
dmin Exp	ense Fund							
Ал	nount	Amount Re	eturn Date	IFSC Code	Bank Name /	/C Number	UTR Number	Remark Action
								Add Admin Expense Fund
-	Bank Closure C	Certificate	Attach File() Type: PDF]	) [Max: 1 Attachment of 10	MB] [Allowed			
IDA/NDA	SNA Closure C	Certificate *	Attach File(: Type: PDF]	) [Max: 1 Attachment of 10	MB] [Allowed			
01	hereby certify the	at all the Agencie	s and Authorities unde	r me have closed all the acc	counts and returned the funds to me			
					Submit			

Screen 178: Manage Return Fund Page

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

Return Fund De	etails	Ret	um Fund Details		×	
	Return for *	OMP CAdmin Ar	mount * 5000	Amount Return Date * 17-Mar-2023		
		IF	SC Code *	Bank Name *		
Admin Expense	se Fund	S	BIN0006375	STATE BANK OF INDIA		
Amou	int Amount Retu	rn Date A/	C Number *	UTR Number *		Remark Action
		7	8654321987900	23451		Add Admin Expanse Fund
		Re	emark		1	Add Admin Expense Fund
Ban	k Closure Certificate *	Attach File Type: PDF]				
IDA/NDA/SN	A Closure Certificate *	Attach File Type: PDF]		ОК		
		Type: PDF]			_	



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

	MPLADS - SAI	KSHI Home Font	Size Settings Pat	ssword Management Logou	1		Prave Admin	en Jha h, (NDA BENGALURU
Manag	e Inbox Dashboard	My Modules						
Y		Return for * OMP ®A	ămin	Nodal District/S	NDA BENGALU	JRU URBAN 🗸		
	dmin Expense Fund							
	Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark	Action
	65000	17-Mar-2023	SBIN0006375	STATE BANK OF INDIA	78654321987900	23451		U
							Add Ad	Imin Expense Fund
	Bank Closure C	Certificate * 🖉 Attact	n File(s) [Max: 1 Attachmen	t of 10 MB, Used: 1				
		Attachmen Bank Close	it of 25.08 KB] [Allowed Type ure Certificate.odf 34	e: PDF]	$\langle \rangle$			
	IDA/NDA/SNA Closure C	Certificate * Ø Attach	h File(s) [Max: 1 Attachmen t of 25.08 KB] [Allowed Type	t of 10 MB, Used: 1 e: PDF]	X			
		IDA NDA C	Closure Certificate.pdf 34		decla	ration checkbo	x	
			-		~			
	I hereby certify th	at all the Agencies and Authoritie	s under me have closed all t	the accounts and returned the fun	ds to me.			
				Sub	mit			
92023	ATA Consultancy Services Limited							trapinigo

Screen 180: Manage Return Fund Page

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

## 3. Calamity Recommendation Details

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

- State Calamity Fund
- National Calamity Fund

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



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

This page contains all the requests (both state and National Calamity)
--

Recommend	ation Date						
	11						
			Searc	th Reset			
al Records 14 Checkbox	≑ Sr.No. ≑	Letter No	Raised By	Calamity Name	Recommendation Date	Consented Amount	Status
	1	LN/MP057/2022-2023/5	Sanjay Shamrao Dhotre (17th LS)	Maharashtra Flood 2021	23-03-2023	25000	Approved
	2	LN/MP05//2022-2023/8	Sanjay Shamrao Uhotre (1/th LS)	Maharashtra Flood 2021	24-03-2023	19000	Approved
	3	LN/MP057/2022-2023/2	Sanjay Shamrao Dhotre (17th LS)	Maharashtra Flood 2021	22-03-2023	55000	Approved
	4	LN/MP057/2022-2023/17	Sanjay Shamrao Dhotre (17th LS)	Earthquake	27-03-2023	250000	Approved
	5	LN/MP057/2022-2023/29	Sanjay Shamrao Dhotre (17th LS)	Earthquake	29-03-2023	55000	Approved
	6	LN/MP057/2023-2024/43	Sanjay Shamrao Dhotre (17th LS)	H3N3 Flu	10-04-2023	108000	Approved
	7	LN/MP057/2022-2023/33	Sanjay Shamrao Dhotre (17th LS)	Maharashtra Flood 2021	29-03-2023	12500.78	Pending
	8	LN/MP057/2022-2023/35	Sanjay Shamrao Dhotre (1/th LS)	Maharashtra Flood 2021	31-03-2023	22222	Pending
	9	LN/MP057/2022-2023/36	Sanjay Shamrao Dhotre (17th LS)	Earthquake	31-03-2023	500000	Pending
	10	LN/MP057/2022-2023/23	Sanjay Shamrao Dhotre (17th LS)	Floods and flu	27-03-2023	95000	Pending
4 4 1 1	/2						[1-10/

 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.

CHECKDOR	onno. Vi	I offers Mar	A Defined by	Colombo Norro	a normanitation pass a	C	Charles
	1	LN/MP057/2022-2023/5	Saniay Shamrao Dhotre (17th LS)	Maharashtra Flood 2021	23-03-2023	25000	Approve
	2	LN/MP057/2022-2023/8	Sanjay Shamrao Dhotre (17th LS)	Maharashtra Flood 2021	24-03-2023	19000	Approve
	3	I N/MP057/2022-2023/2	Sanjay Shamrao Dhotre (17th LS)	Maharashtra Flood 2021	22-03-2023	55000	Approv
	4	LN/MP057/2022-2023/17	Saniay Shamrao Dhotre (17th LS)	Earthouake	27-03-2023	250000	Approv
	5	LN/MP057/2022-2023/29	Sanjay Shamrao Dhotre (17th LS)	Earthquake	29-03-2023	55000	Approv
	6	LN/MP057/2022-2023/33	Sanjay Shamrao Dhotre (17th LS)	Maharashtra Flood 2021	29-03-2023	12500.78	Pendir
D	7	LN/MP057/2022-2023/35	Sanjay Shamrao Dhotre (17th LS)	Maharashtra Flood 2021	31-03-2023	22222	Pendir
	8	LN/MP057/2022-2023/36	Sanjay Shamrao Dhotre (17th LS)	Earthquake	31-03-2023	500000	Pendir
	9	LN/MP057/2023-2024/43	Sanjay Shamrao Dhotre (17th LS)	H3N3 Flu	10-04-2023	108000	Pendir
	10	LN/MP057/2022-2023/23	Sanjay Shamrao Dhotre (17th LS)	Floods and flu	27-03-2023	95000	Pendir
4 4 1 /2	(F) (B)						[1-

 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.

alamit, Decam	mandation Dataila							
Recommendat	ion Date							
				Search	Reset			
				Courter		x		
tal Records 14			Enter Remark	ks For Approval/Rejection				
Checkbox 4	Sr.No. 1	Letter No		(	1	Recommendation Date =	Consented Amount 💲	Status
	1	LN/MP057/2022-2023/5	Desired	The amount provided is sufficient.		23-03-2023	25000	Approved
	2	LN/MP057/2022-2023/8	Remarks	Amount 1		24-03-2023	19000	Approved
	3	LN/MP057/2022-2023/2		Approved !	8	22-03-2023	55000	Approved
	4	LN/MP057/2022-2023/17		( manufacture of the second se		27-03-2023	250000	Approved
	5	LN/MP057/2022-2023/29		Submi	t	29-03-2023	55000	Approved
	6	LN/MP057/2022-2023/33				29-03-2023	12500.78	Pendina
	7	LN/MP057/2022-2023/35				31-03-2023	22222	Pending
	8	LN/MP057/2022-2023/36				31-03-2023	500000	Pending
		LNIMD057/0000.0004/40	Coniou Ch	amrao Dhotre (17th LS)	LIONO Ch.	10.04.2022	400000	Pending
	9	LINIMP007/2023-2024/43	Samay Se		Hoiso Hu	10-04-2020	100000	1 Gridinia
	9 10	LN/MP057/2022-2023/23	Sanjay Sh	amrao Dhotre (17th LS)	Floods and flu	27-03-2023	95000	Pending
2 	9 10 ]/ 2 7 9	LNM/P057/2022-2023/23	Sanjay Sł	amrao Dhotre (17th LS)	Floods and flu	27-03-2023	95000	Pending [ 1 - 10
2 3 TATA Committeercy Se	9 10 ]/ 2 9 x	LINIPOST2022-202223	Sanjay Sr Sanjay Sr 84• di	amrao Dhote (17th LS)	Reject	2743-2223	95000	Pending [1 - 10
3 TATA Consultancy Se	9 10 1/2 1 1	LINIPOSTOZZZORAZIA	Sanjay Sr Sanjay Sr 84: di	Approve	Reject	2743-2023	35000	Pending [1-10
STATA Consultancy Set	9 10 7/2 2 2	LINIPOSTOZZ-ZOZZZZ	Sanjay St	Approve	Reject	2743-2023	35000	Pending [1-10
3 TAIA Consultancy Se	9 10 1/2 2 2	LINIPOSTO22-202323	Sanjay St	Approve	Reject	2745-2023	95000	Pending [1-10
C I IAA Communey Se	10 1/2 2	UNMPOSTORZEROZES	Sanjay St	Approve	Relect	2745-2023	108000	Pending [1 - 10
C 1	9 10 7/2 1 1	LINIPOSTOZZ-ZOZACA	Sanjay St	Approve	for Approva	2743-2023	35000	Pending [1 - 10
C 1	9 10 / 2 2 10	LINIPPO/2022-20223	Sanjay St	Approve	Rode and Ru Relect	2743-2023	108000	Pending [1 - 10

e Inbox I	Dashboard My Modul						
amity Recomm	nendation Details						
ecommendati	on Date						
			Searc	ti Resel			
Records 14							_
A REAL PROPERTY OF A				A CONTRACT MEDILES A			
heckbox =	Sr.No. ±	Letter No I N/MP057/2022-2023/5	Raised By     Saniay Sherman Divise (17th LS)	Calamity Name =	Recommendation Date =	Concented Amount = 25000	Approv
heckbox =	Sr.No. ≜ 1 2	Letter No LN/MP057/2022-2023/5 LN/MP057/2022.2023/8	A Raised By     A     Sanjay Channes Distre (17th LC)     Sanjay     Confirm	Calamity Name =	Recommendation Date =     23-03-2023     24.03-2023	25000 19000	Approve
eckbox =	Sr.No. 4	Letter No LN/MP057/2022-2023/5 LN/MP057/2022-2023/8	A Raised By     Sanjay Sharman, Diadra (47th L S)     Sanjay     Confirm     Sanjay     Do you want to approve to	Calamity Name =	Recommendation Date      23-03-2023     24-03-2023     22 03 2022	Concented Amount 2 25000 19000 55000	Approve
	Sr.No. ≜ 1 2 3	Letter No LN/MP057/2022-2023/5 LN/MP057/2022-2023/8 LN/MP057/2022-2023/2 LN/MP057/2022-2023/2	Pariced By     Pariced By     Porter (271-1 C)     Sanjay     Confirm     Sanjay     Do you want to approve     Sanjay	Calamity Name	Recommendation Date         2           23-03-2023         24-03-2023           22-03-2023         22-03-2023           27.02-2023         27.02-2023	Consented Amount	Approve Approve
	Sri.No. 4 1 2 3 4	Lotter No LNNMP057/2022-2023/5 LNNMP057/2022-2023/8 LNNMP057/2022-2023/2 LNMP057/2022-2023/17 LNMP557/2022-2023/17	Confirm Sanjay Confirm Sanjay Confirm Sanjay Ob you want to approve Sanjay Ob you want to approve	Calamity Name 2 Velocetic Food 2001	Recommendation Date 2 23-03-2023 24-03-2023 22-03-2023 27-03-2023 27-03-2023 20-02-2023	Consented Amount 2 25000 19000 55000 250000 55000	Approve Approve Approve Approve
heckbox ±	Sr.No. 2 1 2 3 4 5	Lotter No LN/MP057/2022-2023/5 LN/MP057/2022-2023/8 LN/MP057/2022-2023/2 LN/MP057/2022-2023/7 LN/MP057/2022-2023/29	Compared By Compared By Compared By Confirm Sanay Confirm Sanay Confirm Sanay Sanay Sanay Sanay Sanay Yes	Calamity Name 2 Velocative Flore 0001 X selected records? NO	Recommendation Date 2 23-03-2023 24-03-2023 22-03-2023 27-03-2023 29-03-202 29-03-20 29-03-202 29-03-20 29-03-20 29-03-20 29-03-20 29-03-20 20	Concented Amount 2 25000 19000 55000 250000 55000 55000	Approve Approve Approve Approve Approve Approve
	Srr.No. ≏ 1 2 3 4 5 6	Lotter No LIVIMP057/2022-2023/5 LIVIMP057/2022-2023/8 LIVIMP057/2022-2023/17 LIVIMP057/2022-2023/19 LIVIMP057/2022-2023/29 LIVIMP057/2022-2023/33	<ul> <li>Daised by</li> <li>Sariyy</li> <li>Confirm</li> <li>Sariyy</li> <li>Sariyy</li> <li>Sariyy</li> <li>Do you want to approve</li> <li>Sariyy</li> <li>Sariyy</li> <li>Sariyy</li> <li>Sariyy</li> <li>Sariyy</li> <li>Sariyy</li> <li>Sariyy</li> <li>Sariyy</li> <li>Yes</li> </ul>	Calamity Name 2 Velocities Close 2000 Selected records?	Recommendation Date 2 23.03-2023 24.03-2023 22.03-2023 27.03-2023 29.03-2023 29.03-2023 29.03-2023	Concented Amount 2 25000 19000 55000 250000 55000 1250078	Approve Approve Approve Approve Approve Pendin
	Srr.No. 2 1 2 3 4 5 6 7	Lotter No LNIMP057/2022-2023/5 LNIMP057/2022-2023/8 LNIMP057/2022-2023/2 LNIMP057/2022-2023/7 LNIMP057/2022-2023/29 LNIMP057/2022-2023/35	Paired By     E     Sarjay	Calamity Name 2 Mekeesekter Preed 2004 Selected records? No Methodshild Froud 2021	Baccommendation Data         4           29-03-2023         24-03-2023           24-03-2023         24-03-2023           27-03-2023         29-03-2023           29-03-2023         29-03-2023           31-03-2023         31-03-2023	Concented Amount 2 25000 19000 55000 25000 12200.78 22222	Approve Approve Approve Approve Approve Pendin Pendin
	Sr.No. ≙ 1 2 3 4 5 6 7 8	Latter No LNIHE0572022-20235 LNIHP0572022-20235 LNIHP0572022-20232 LNIHP0572022-202372 LNIHP0572022-202303 LNIHP0572022-202305 LNIHP0572022-202305	Content of the second sec	Calamity Nama Calamity Nama Second Se	Baccommendation Data         #           2030203         2403-2023         2403-2023         2403-2023         2403-2023         2403-2023         2903-2023         2903-2023         2903-2023         2903-2023         3103-2023-2023         3103-2023-2023	Concented Amount 2 25000 19000 55000 250000 55000 12500.78 22222 500000	Approve Approve Approve Approve Approve Pendin Pendin Pendin
	Sirt No.         2           1         2           3         4           5         6           7         8           9         9	Letter No LANNEPS/T2022-2023-6 LNNIPS/T2022-2023-6 LNNIPS/T2022-2023-0 LNNIPS/T2022-2023-0 LNNIPS/T2022-2023-0 LNNIPS/T2022-2023-0 LNNIPS/T2022-2023-6 LNNIPS/T2022-2023-6 LNNIPS/T2022-2023-6	Carleed By Control Contro	Calamity Name 2 Indexembles Clear Boot Selected records? Mo meastrastics House 2022 Earthquake HNN Flu	Baccommentation Date         #           23:03:0203         24:03:0203           24:03:0203         22:03:2203           27:03:2023         29:03:2023           29:03:2023         29:04:2023           31:03:2023         31:03:2023           11:04:2023         11:04:2023	Consented Amount = 25000 19000 55000 250000 1250078 22222 500000 100000	Approve Approve Approve Approve Approve Pendin Pendin Pendin Pendin

Screen 185: dialogue box for confirmation of Approval /rejection

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

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

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

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

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

MPLADS - SAKSHI Ho मेरा सांसद-मेरा क्षेत्रीय विकास	me Font Size Settings Password M	and former and	Jui			Admin, (NDA DEOG	HAR.SNA
	MP's Development Fund Limit	t					
	<b>54,000,000</b> Total Limit	₹	<b>39,361,232</b> Available Limit	₹	14,638 Distribute	3,768 d Limit	₹
Mukul Shukla	MP's Admin Fund Limit						
Manage Inbox	<b>1,400,000</b> Total Limit	₹	1,400,000 Available Limit	₹	0 Distribute	d Limit	₹
T My Modules	Total No. of Works						
•	Recommended Work	3	1 670 000		768 7	38	-
	Sanction Work	3	MP's Calamity Consent	₹	Out of St	ate/Constituency	マ
	Completed Work with UC	1					
	Abandoned/Suspended Work	0					
	On Going Works	1					
MPLADS - SAKSHI मेरा बॉसड-मेरा ओप विकास	Home Font Size Settings Password	d Management L	ogout		(	Anil Singh Admin, (NDAAKO	DLA, SNA Maharash
MPLADS - SAKSHI An eins An bits Term Ilanage Inbox Dashboard My Modu Modules ar	Home Font Size Settings Pessword Ins Tree List	d Management   L	ogout			Anil Singh Admin, (NDA AKC	DLA, SNA Maharash
MPLADS - SAKSHI Ara unga Ara Sida Sama Iarage Inbox Dashboard My Modu Modules If Return Fund Limit Allocation Management	Home Font Size Settings Password tes Tree List Return Fund	d Management L	oogaut Management	Work Management	R	Anii Singh Admin, (NDA AKC Out of State/Constitue	DLA, SNA Maharash ency Work
MPLADS - SAKSHI ter einez, Atri Jaho Barre tanage Inbox Dashboard My Modul Modules rr Return Fund Limit Allocation Management Work Management Out of State/Constituency Work Calamity Recommendation Details	Home Font Size Settings Password tes Tree List Return Fund Calamty Recommendation Details	d Management L Limit Allocation I MP Work Recon	vogout Management R immendation R	Work Management View Development Work Recommendation	R	Anil Singh Admin, (NDA AKC Out of State/Constitut Organization Account	DLA SNA Maharash ency Work Mapping
MPLADS - SAKSHI Ara res: Ara bidt: Barei Manage Inbox Dashboard My Hodules er Return Fund Limit Allocation Management Work Managemient Out of State/Constituency Work Calamity Recommendation Details MP Work Recommendation View Development Work Recommendation	Home Font Size Settings Password tes Tree List Return Fund R Calamity Recommendation R Reports R	d Management L Limit Allocation I MP Work Recon	Vanagement 📮	Work Management Wew Development Work Recommendation	R	Anil Singh Admin, (NDA AKC Ovil of StuderConstitue Organization Account	DLA, SNA Maharasi ancy Work I Mapping
MPLADS - SAKSHI Ar stres, Arri pård Barer Tanage Inbox Dashboard My Modu Modules Mr Imit Allocation Management Work Management Out of State/Constituency Work Calamity Recommendation Details MP Work Recommendation View Development Work Recommendation Oranization Account Mapping Reports	Home Font Size Settings Password nes Tree List Return Fund Calamtly Recommendation Reports Return Support	d Management L	Management R	Work Management View Development Work Recommendation	Ŗ	Anil Singh Admin, (NDA AKO Out of State/Constitu- Organization Account	DLA,SNA Maharasi ancy Work Mapping
MPLADS - SAKSHI To take the block b	Home Font Size Settings Pessword tes Tree List Return Fund Calamity Recommendation Details Reports	d Management L Limit Allocation I MP Work Recon	Management R	Work Management View Development Work Recommendation	Ŗ	Anii Singh Admin, (NDA AKC Out of State/Constitue Organization Account	DLA SNA Maharash
MPLADS - SAKSHI Ar stres_Arts jøld Gara tanage Inbox Dashboard My Modu Modules ar Return Fund Limit Allocation Management Work Management Out of State/Constituency Work Calamity Recommendation View Development Work Recommendatio Oranization Account Mapping Reports	Home Font Size Settings Password tes Tree List Return Fund Calamity Recommendation Reports Reports	d Management L	Management .	Work Management View Development Work Recommendation	Ŗ	Anii Singh Admin, (NDA AKC Out of State/Constitue Organization Account	DLA SNA Maharash
MPLADS - SAKSHI To ster, Are jelo Gara Tarage Inbox Dashboard My Modu Modules r Return Fund Limit Allocation Management Work Management Out of State/Constituency Work Calamity Recommendation Details MP Work Recommendation Details MP Work Recommendation View Development Work Recommendation Organization Account Mapping Reports	Home Font Size Settings Password tes Tree List Return Fund Calamtly Recommendation Reports Reports	d Management L	Management R	Work Management View Development Work Recommendation	Ŗ	Anii Singh Admin, (NDA AKC Our of State/Constitue Organization Account	DLA SNA Maharash ancy Work Mapping
MPLADS - SAKSHI Araga tinbox Dashboard My modu Modules ar Return Fund Limit Allocation Management Work Management Out of State/Consituency Work Calamity Recommendation Details MP Work Recommendation Diew Development Work Recommendatio Oranization Account Mappina Reports	Home     Font Size     Settings     Pessword       Ites     Ites     Ites       Return Fund     R       Calamty Recommendation     R       Reports     R	d Management L Limit Allocation I MP Work Recon	Vanagement R mmendation R	Work Management View Development Work Recommendation	Ŗ	Anii Singh Admin, (NDAAKC	DLA SINA Meharash ancy Work Mapping
MPLADS - SAKSHI To star, An jelo Gam Tanage Inbox Dashboard My Modu Nodules r Return Fund Tumit Allocation Management Work Management Out of State/Constituency Work Calamity Recommendation Details MP Work Recommendation View Development Work Recommendatio Orranization Account Mapping Reports Over State Constituency Servers Lined	Home Font Size Settings Password tes Tree List Return Fund Calamity Recommendation Reports Reports Screeer	d Management   L Limit Allocation   MP Work Recon	opput	Work Management View Development Work Recommendation	Я Я	Anii Singh Admin, (NDA AKC Out of State/Constitue Organization Account	DLA SNA Meharash ancy Work I: Mapping I: Mapping I: Co Dig

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

		Ay Modules					
ut of State/C	onstituency Recomm	nendation Details					
Recomment	lation Date						
		1					
				Search Rese	ot		
al Records 2							
heckbox	\$ Sr.No. \$	Letter No. 🔶 🗘	Raised By	Constituency	Recommendation Date	Total Recommended Amount	Status
	1	LN/MP055/2022-2023/10	Nishikant		22-03-2023	130000.00	Pending
	2	LN/MP055/2022-2023/2	Nishikant		10-03-2023	768768.00	Approved
				Approve Reje	ect		

Screen 188: Out of State/Constituency page

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

	Dashboard	My Modules					
Dut of State/Co	istituency Recon	imendation Details					
Recommenda	tion Date						
				Search Reset			
Checkbox ‡	Sr.No. 💠	Letter No. 🔶 🗘	Raised By	Constituency	Recommendation Date +	Total Recommended	Status
	1	LN/MP055/2022-2023/10	Nishikant		22-03-2023	130000.00	Pending
	2	LN/MP055/2022-2023/2	Nishikant		10-03-2023	768768.00	Approved
	ervices Limited						tos D
13 TATA Consultancy			100 0	t of State/Cons	tituency Appro	ve	
3 TATA Consultancy 5		Scree	n 189: Out	i of State/Colls	indency Appro		

**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.

		iy Modules	_				
it of State/Con Recommendat	stituency Recomm	iendation Details			×		
		<u>m</u>	Enter R	arks For Approval/Rejection Approve 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3			
al Records 2 Theckbox 💠	Sr.No. ¢	Letter No.		Submit	ation Date 🗧	Total Recommended	Status
					-2023	130000.00	Pending
	1	LN/MP055/2022-2023/10			2222000		
	1 2	LN/MP055/2022-2023/10 LN/MP055/2022-2023/2	Nishikant	Approve Reject	10-03-2023	768768.00	Approved
2	1 2	LNMP055/2022-2023/10 LNMP055/2022-2023/2	Nishikant	Approve Reject	10-03-2023	768768.00	Approved
	1 2	LINMP055/2022-2023/10 LINMP055/2022-2023/2	Nishkant	Approve Reject	10-03-2023	768768.00	Approved



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

MPLADS - SAKSHI मेरा सांसङमेरा क्षेत्रीय विकास Home Font Size S	ettings Password Management Logout	Mukul Shukla Admin, (NDA DEOGHAR, SNA *
Manage Inbox Dashboard My Modules		
Out of State/Constituency Recommendation Details		
Necommendation Late		
E S	Search Reset	
Checkbox + Sr.No. + Letter No. +	Rais Confirm X	endation Date
1 LNMP055/2022-2023/10	Nis O you want to approve selected records? 2	-03-2023 130000.00 Pending
2 <u>LN/MP955/2022-2023/2</u>	Nis	-03-2023 768768.00 Approved
G2022 TATA Consultancy Services Linded		τος διώς ΕΟΥ
	Screen 191: Confirmation Box	
	116	

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

Soarch Roset           Soarch Roset           Soarch Roset           exclusor \$ sr.No. \$ Letter No. \$ Rate         Soarch Roset           1         LIMMP052022-20210         Ns         Colspan="2">Records Approved Successfully.           2         LIMMP052022-20212         Ns         Colspan="2">OK	Recommendat	nstituency Recomm tion Date	endation Details					
Soarch Rosot           Records Approved Successfully.         Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"Colspan="2								
Status         Condition Date         Total Recommended         Status           a         1         LNM/055/2022/02/10         Nit         Records Approved Successfully.         2/03-2023         130000.00         Pending           2         LNM/055/2022/02/2022         Nit         OK         0/03-2023         766768.00         Approved					Search Reset			
Cell     Str. No.     Letter No.     Ratic     Success     Indiation Date     Total Recommended Amount     Status       C     1     LNMP055/2022/20210     Ns     Pecods Approved Successfully.     2/03-2023     130000 80     Pending       2     LNMP055/2022/2022/2     Ns     Ns     OK     003-2023     766768.00     Approved								
Image: Control Contro Control Contron Control Control Control Control Control Control C	Checkbox 0	Sr.No. +	Letter No.	¢ Rais	Success	× endation Date +	Total Recommended	Status
2 LXXMP955/2022-2023/2 NS	2	1	LN/MP055/2022-2023/10	Nis	Records Approved Successfully.	2-03-2023	130000.00	Pending
OK		2	LN/MP055/2022-2023/2	Nis		0-03-2023	768768.00	Approved
					OK			

Screen 192: Success Message

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

441 4140-	मेरा क्षेत्रीय विकास		i munitari		on P. songern P.		Admin, (NL	JA DEOGHAR, SNA
age Inbox	Dashboard	My Modules						
ut of State/Cor	stituency Recom	mendation Details						
Recommenda	tion Date							
					Search Reset			
al Records 2								
Checkbox ÷	Sr.No. ¢	Letter No. 🗘	Raised By	\$	Constituency ÷	Recommendation Date +	Total Recommended +	Status
	1	LN/MP055/2022-2023/10	Nishikant			22-03-2023	130000.00	Approved
	2	LN/MP055/2022-2023/2	Nishikant			10-03-2023	768768.00	Approved
					Approve Reject			
				I	Approve Reject			
				I	Approve Reject			

## 5. Limit Allocation Management:

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

### Node Path: Home → My Modules → Limit Allocation Management

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

मेरा सांसद-मेरा क्षेत्रीय विकास ige Inbox Dashboard My Modu	iles	COLU QUOK ENKS Securys II	assirer a manager	Logodi		Admin, (NDAAKOLA, SN	A Maharashtr
ee List							
Return Fund	R	Limit Allocation Management	R	Work Management	R	Out of State/Constituency Work	R
Calamity Recommendation Details	R	MP Work Recommendation	R	View Development Work Recommendation	R	Organization Account Mapping	R
Reports	R						
Reports	•						

### **Screen 194: Limit Allocation Management**

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

MPLADS - SAKSHI Home Font Size Quick Links Settin मेरा संसद्र-मेरा केंग्रीय विवास	ngs Password Management Logout	Anil Singh Admin, (NDA AKOLA, SNA Maharashtr
nage Inbox Dashboard My Modules		
Free List		
Manage Activity Wise Limit Allocation		R
	Back	
		Researchy

मेरा सांसद-मेरा क्षेत्रीय विकास age Inbox Dashboard My Modules	me Font Size Quick Links Settings Passwor	d Management Logout	Admin, (NDA AKOLA, SNA Maharasi
lanage Activity Wise Limit Allocation			
Financial Year *	Scheme	Entity/DDO	
2023-2024 🗸	Please Select 🗸 🗸	NDA AKOLA 🗸 🗸	
		Search Reset	
(a) Records 1			
Sr.No. Sd	heme 🗢 Acti	vity   Allocated Lir	nit ‡ Action
Sr.No. Sci 1 Member of Parliament Local	heme e Acti Area Development Scheme O - Administrative Expenses	vity   Allocated Lin	nit + Action
Sr.No. Sci 1 Member of Parliament Local	heme C Acti Area Development Scheme O - Administrative Expenses	vity ÷ Allocated Lin	nit ÷ Action 20000.00 <u>2</u>
Sr.No. Sd 1 Member of Parliament Local	heme c Acti Area Development Scheme O - Administrative Expenses Alloca	e Limit Modify Limit	nit ÷ Action 20000.00 2
Sr.No. Sci 1 Member of Parliament Local	heme: C Act Area Development Scheme O - Administrative Expenses Alloca	e Limit Modify Limit Allocated Lin	nit • Action 20000.00 &
Sr.No. Sci 1 Member of Parliament Local	Area Development Scheme O - Administrative Expenses Atloca	vity • Allocated Lin e Limit Modify Limit	nit ≎ Action 20000.00 ℓ
Sr.No. Sci 1 Member of Parliament Local	heme c Actinistrative Expenses O - Administrative Expenses Alloca	vity • Allocated Lin e Limit Modify Limit	nit ≎ Action 20000.00 ℓ
Sr.No. Sci 1 Member of Parlament Local	heme c Act Area Development Scheme O - Administrative Expenses Altocal	e Limit Modify Limit	nit
SraNo. Sra 1 Member of Parliament Local	heme c Act Area Development Scheme 0 - Administrative Expenses Alloca	vity Allocated Lin	nit • Action 20000.00 ℓ
Sr.No. Set 1 Member of Parliament Local	heme: C Act Area Development Scheme O - Administrative Expenses Alloca	e Limit Modify Limit Allocated Lin	nît ≎ Action 20000.00 ℓ
Sr.No. Sc 1 Member of Parliament Local	heme c Act Area Development Scheme 0 - Administrative Expenses Alloca	e Limit Modify Limit	nit- ● Action 20000.00 ℓ
Sr.No. Sci 1 Member of Parliament Local	heme c Act Area Development Scheme O - Administrative Expenses Altoca	e Limit Modify Limit Allocated Lin	nit c Action

Screen 195: Manage Activity wise Limit Allocation

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

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

Screen 196: Manage Activity Wise Limit Allocation page

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

Financial Year *	Scheme *		Entity/DDO *			
2023-2024	Please Select	~	NDA AKOLA	~		
		Se	earch Reset			
Total Limit	Distributed Limit		Available Limit			
0.0	0	0.00		0.00		
I Records Sr.No.	Scheme	+	Activity	\$	Allocate Limit	
Record Found						
			Save Close			

Screen 197: Modify/ Allocate Limit screen

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

## 6. Reports:

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

Navigate to the following path to access the Reports: -

### Node Path: Home → My Modules → Limit Allocation Reports

1. NDA users has to click on "Reports"

MPLADS - SAKSHI मेरा संसद-मेरा क्षेत्रीय विकास	Home Font Size	Favourites Password Mana	igement Logo	but		Admin, (NDA AKOLA, SI	VA Maharasi
nage Inbox Dashboard My Mod	dules						
Refere Card							
Return Fund		Allocation Management		Work Management		Out of State/Constituency Work	
Calamity Recommendation Details	MP V	Nork Recommendation	R	View Development Work Recommendation	R	Organization Account Mapping	
Reports	R						
23 TATA Consultancy Services Limited							tcs Di
		Screen 198: N	Ay Mod	lules Page (Repo	rts)		1001000
			•				
2. Now NDA use	r has to clic	k on "Vendor ]	Manage	ment "			
2. Now NDA use	r has to clic	k on "Vendor ]	Manage	ment "		Anil Singh Admin (NDA AKOLA SNA	Maharashtr
2. Now NDA use MPLADS - SAKSHI To stars_the abdu ferrer ge Inbox Dashboard My Modu	r has to clic	K on "Vendor ]	Manage	ment "		Anil Singh Admin, (NDA AKOLA, SNA	Maharashtr
2. Now NDA use MPLADS - SAKSHI arr eines ahr öden förmer ge Inbox Dashboard My Modu tet list	r has to clic Home Font Size	k on "Vendor ] Favourites Password Manage	Manage	ment "		Anil Singh Admin, (NDA AKOLA, SNA	Maharashti
2. Now NDA use MPLADS - SAKSHI Ter eiters der förter De Inbox Dashboard My Modu Net list Vendor Management	r has to clic	K on "Vendor ] Favourites   Password Manage	Manage	ment "	_	Anil Singh Admin, (NDA AKOLA SNA	Maharashtr
2. Now NDA use MPLADS - SAKSHI an elleszen aldru flame ge Inbox Dashboard My Modu te List Vendor Management	r has to clic Home Font Size	K on "Vendor ] Favourites Password Manage	Manage	ment "	_	Anii Singh Admin. (NDA AKOLA, SNA	Maharashtr
2. Now NDA use MPLADS - SAKSHI To uline 2nb bild filter De Inbox Dashboard My Modri e List Vendor Management	r has to clic	K on "Vendor ] Favourites Password Manage	Manage	ment "		Anil Singh Admin, (NDA AKOLA, SNA	Maharashtr
2. Now NDA use MPLADS - SAKSHI Ter states abs about theme ge Inbox Dashboard My Modul te List Vendor Management	r has to clic	K on "Vendor ] Favourites   Password Manage	Manage ment   Logout Bat	ment "		Anii Singh Admin, (NDA AKOLA, SNA Admin, Zinda AKOLA, SNA	Maharasht
2. Now NDA use MPLADS - SAKSHI In time-In Sing Rome Deshboard My Modu e List Vendor Management	r has to clic	Sk on "Vendor ] Favourites Password Manage	Manage ment   Logout Bac	ment "		Anil Singh Admin. (NDA AKOLA, SNA	Maharashtr
2. Now NDA use MPLADS - SAKSHI ar eites abride forme pe Inbox Dashboard My Model e List Vendor Management	r has to clic	K on "Vendor ] Favourites Password Manage	Manage ment Legaut Bac	ment "		Anii Singh Admin, INDA AKOLA, SNA	Maharashtr
2. Now NDA use MPLADS - SAKSHI Ter states the bild filterer Je Inbox Dashboard My Model e List Vendor Management	r has to clic	Sk on "Vendor ] Pavourites   Password Manage	Manage	ment "		Anil Singh Admin, (NDA AKOLA SNA	Maharashtr
2. Now NDA use MPLADS - SAKSHI Ter states the fiberer ge Inbox Dashboard My Modul te List Vendor Management	r has to clic	K on "Vendor ] Pavourites   Password Manage	Manage ment   Logout Bac	ment "		Anil Singh Admin, (NDA AKOLA, SNA Admin, C	Maharashti
2. Now NDA use MPLADS - SAKSHI Ter street and the form ge Inbox Dashboard My Modul Vendor Management	r has to clic	Sk on "Vendor ] Favourites Password Manage	Manage ment   Logout Bac	ment "		Anii Singh Admin. (NDA AKOLA, SNA Admin. (NDA AKOLA, SNA	Maharashtr
2. Now NDA use MPLADS - SAKSHI in the do in the down pe Inbox Dashboard My Modu we tist Vendor Management	r has to clic	Sk on "Vendor ] Favourites Password Manage	Manage ment   Logout Bac	ment "		Anil Singh Admin. (NDA AKOLA, SNA	Maharashti
2. Now NDA use MPLADS - SAKSHI Ter stare zho bide ferrer Je Inbox Dashboard Hay Modu e List Vendor Management	r has to clic	Sk on "Vendor ] Pavourites   Password Manage	Manage	ment "		Anii Singh Admin, (NDA AKOLA, SNA	Maharsht
2. Now NDA use MPLADS - SAKSHI Ter state-the jobs form Dashboard My Module Vendor Management	r has to clic	K on "Vendor ]	Manage ment   Logout Bac	ment "		Anii Singh Admin. (NDA AKOLA, SNA	Maharasht
2. Now NDA use MPLADS - SAKSHI in tites in bits Dashboard My Modu e tist Vendor Management	r has to clic	K on "Vendor ] Favourites Password Manage	Manage ment   Logout Bac	ment "		Anil Singh Admin. (NDA AKOLA, SNA	Maharashti

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.

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

# IDA User Role Responsibilities & Process Flow

## **IDA** 1. IDA RETURN FUND:

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

<complex-block><text><text></text></text></complex-block>	MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	Home Font Size Settings Passwor	rd Management Lo	gout		Varun Gupta Admin, (IDA BENGALU	RU URBAN,ND
<complex-block><text></text></complex-block>		Admin Fund Limit					
<complex-block></complex-block>		0 Total Limit	₹	<b>O</b> Available Limit	₹	0 Distributed Limit	₹
<complex-block></complex-block>	Varun Gupta	Total No. of Works					
	Admin	Recommended Work	o	No. of Registred	IA/Vendor		
	Manage Inbox	Sanction Work	0	10			
AdvandenedidSuppended Work 0 On Goling Works 0 On Goling Works 0 Ot Obcered Works 0 Screen 201: IDA Admin Home Page. Soreen 201: IDA Admin Home Page (IDA)	My Modulos	Completed Work with UC	0				
en Going Works g two concernent of the concerne	iny modules	Abandoned/Suspended Work	k 0				
Recent 201: IDA Admin Home Page. a. Once the IDA user clicks on MY Modules, the below screen will appear.          Image for the low of the rewrite rewrit		On Going Works	0				
<form></form>							
<text></text>							
Screen 201: IDA Admin Home Page. a. Once the IDA user clicks on MY Modules, the below screen will appear.   MPLADS - SAKSHI Back Home Farouritee Parouritee P							
Screen 201: IDA Admin Home Page. 1. Once the IDA user clicks on MY Modules, the below screen will appear.	2023 TATA Consultancy Services Limited					~ tr	 S DiaiGOV <sup>™</sup>
Screen 201: IDA Admin Home Page. a. Once the IDA user clicks on MY Modules, the below screen will appear.          Image for the low of the rewering th		C anno ann	201. ID A	A Justin II.	D	-	
		Screen	201: IDA	Admin Home	Page.		
1. Once the IDA user clicks on MY Modules, the below screen will appear.         Image: The last is boldered         Image: The last is boldered      <							
1. Once the IDA user clicks on MY Modules, the below screen will appear.          Image: Ima							
WPLADS - SAKSHI he decla skiller     Back     Here     Favorative     Password Management     Logent     Sandles Single       Manage from     Write Management     Work Management     Work Management     Manage Fund Ensancement       Median     Imit Allocation Management     Work Management     Manage Fund Ensancement       Admin     Vendor Management     Work Management     Manage Fund Ensancement       Admin     Vendor Management     Work Management     Manage Fund Ensancement       Screen 202: MY Modules Home Page (IDA)     Screen 202: MY Modules Home Page (IDA)							
Restand able flerer       And the forestand able flerer       Control (IDA Addita Mediaratelitin), AD         Manage Intox       Manage Intox       Manage Fund Envancement       Manage Fund Envancement         Internet Fund       Inter Adocation Management       Work Management       Manage Fund Envancement         Admin       Verdor Management       Work Management       Manage Fund Envancement         Admin       Verdor Management       Manage Fund Envancement       Approval         Katal Management       Work Management       Manage Fund Envancement       Approval         Katal Management       Restand Management       Restand Management       Management         Katal Management       Restand Management       Restand Management       Restand Management       Restand Management         Katal Management       Restand Management       Restand Management       Restand Management       Restand Management         Katal Management       Restand Management       Restand Management       Restand Management       Restand Management	1. Once the I	DA user clicks on MY Mod	lules, the be	low screen will	appear.		
Tec Ls:       Manage Fund Einancement         Imit Alsocation Management       Manage Fund Einancement         Admin       Vendor Management	1. Once the I	DA user clicks on MY Mod	dules, the be	low screen will	appear.	Sandeep Singh	Ţ
Return Fund       Limit Allocation Management:       Work Management       Manage Fund Enhancement         Admin       Vendor Management       R	1. Once the I	DA user clicks on MY Mod	dules, the be	low screen will	appear.	Sandeep Singh Admin, (IDA AKOLA Mah	arashtra,NDA
Return Fund     Limit Allocation Management     Management     Management       Admin     Vendor Munagement     Image - Unit Enhancement	1. Once the I	DA user clicks on MY Mod Back Home Favourites Passwo	dules, the be	low screen will	appear.	Sandeep Singh Admin, (IDA AKOLA Mah	arashtra,NDA.
Admin Vendor Management Review Review Land Constrained Review Review Land Review	1. Once the I MPLADS - SAKSHI Ac elise An able Rese Manage Inbox My Modules Tree List	DA user clicks on MY Mod Back Home Favourites Passwo	dules, the be	elow screen will	appear.	Sandeep Singh Aomin, (IDA AKOLA Main	arashtra,NDA.
Admin Vendor Management K CR32 171X Generators Servec Land K CR3	1. Once the I MPLADS - SAKSHI Ar allea Anta Skill Reale Manage Inbox My Modules Tree List Return Fund	DA user clicks on MY Mod Back Home Favourites Passwo	dules, the be ord Management L	cogout Work Management	appear.	Sandaep Singh Acmin, (IDA AKOLA Meh Manage Fund Enhancement Approval	arashtra,NDA E
KKRJ TATA Consultance SearAcculated KKRJ TATA CONSULTANCE SEARACULATE CONSULTANCE SEARACUL	1. Once the I MPLADS - SAKSHI At elevel to Bold Reve Manage Inbox May Modules Tree List Return Fund	DA user clicks on MY Mod Back Home Favourites Passwo	dules, the be ord Management L	Cogout	appear.	Sandeep Singh Admin, (IDA AKOLA Kah Admin, CIDA AKOLA Kah Manage Fund Ennancement Approval	arashtra,NDA [
exer INV Generations Service Lanced Test Digit Screen 202: MY Modules Home Page (IDA)	1. Once the I MPLADS - SAKSHI Ar elses in Sola Bese Wanage Inbox My Modules Trec List Return Fund Admin	DA user clicks on MY Mod Back Home Favourites Passwo Limit Allocation Management Vendor Management	dules, the be ord Management L R R	Cogout	appear.	Sandeep Singh Admin, (IDA AKOLA Mah dimin, (IDA AKOLA Mah Admin, (IDA AKOLA Mah	arashtra,NDA [ R
CORRECT TITA Consudance Services Lanced Tool Screen 202: MY Modules Home Page (IDA)	1. Once the I MPLADS - SAKSHI In director Shill Bere Manage Inbox My Modules Tree List Return Fund Admin	DA user clicks on MY Mod Back Home Favourites Passwo Limit Allocation Management Vendor Management	dules, the be ord Management L R	Cogout	appear.	Sandeep Singh Admin, (IDA AKOLA Kah Manage Fund Ennancement Approval	arashtra,NDA
COURS TYTA Consultance Sources Limited Tests Dright Costs	1. Once the I	DA user clicks on MY Mod Back Home Favourites Passwo Lumit Allocation Management Vendor Management	dules, the be ord Management L R	Cogout	appear.	Sandeep Singh Armin, (IDA AKOLA Mah Manage Fund Enhancement Approval	arashtra,NDA [
E013 TITA Consultance Sources Limited Ecci Dright Screen 202: MY Modules Home Page (IDA)	1. Once the I	DA user clicks on MY Mod Back Home Favourites Passwo Lumit Allocation Management Vendor Management	dules, the be ord Management L	Cogout	appear.	Sandeep Singh Armin, (IDA AKOLA Mah Manage Fund Ennancement Approval	arashtra,NDA
CORRECTION Consultance Sources Limited Cost Diright	1. Once the I	DA user clicks on MY Mod Back Home Favourites Passwo	dules, the be ord Management L	Cogout	appear.	Sandeep Singh Armin, (IDA AKOLA Mah Manage Fund Ennancement Approval	arashtra,NDA
CCR23 TUTA Concellance Services Limited Tech Digit CCR23 TUTA Concellance Services Limited Tech Digit CCR23 TUTA Concellance Services Limited Tech Digit	1. Once the I	DA user clicks on MY Mod Back Home Favourites Passwo Uurrit Allocation Management Vendor Management	dules, the be ord Management L	Cogout	appear.	Sandeep Singh Armin, (IDA AKOLA Mah Manage Fund Ennancement Approval	arashtra,NDA
CORRECTION Concollance Source Limited Cost Driver Cost Driver Cost Driver 123	1. Once the I	DA user clicks on MY Mod Back Home Favourites Passwo Lumit Allocation Management Vendor Management	dules, the be ord Management L	Cogout	appear.	Sandeep Singh Admin, (IDA AKOLA Mah Manage Fund Ennancement Approval	arashtra,NDA <sup>3</sup>
exes Trill Considerer Service Limited	1. Once the I	DA user clicks on MY Mod Back Home Favourites Passwo	dules, the be ord Management L	Cogout	appear.	Sandeep Singh Admin, (IDA AKOLA Mah Manage Fund Ennancement Approval	arashira,NDA.
eeee 2023 TATA Consultance Service Lanted Tests Digit	1. Once the I	DA user clicks on MY Mod Back Home Favourites Passwo	dules, the be ord Management L	Cogout	appear.	Sandeep Singh Admin, (IDA AKOLA Mah Manage Fund Ennancement Approval	arashtra,NDA.
6023 7371 Consultantes Searchers Linited Tests Dirigit	1. Once the I	DA user clicks on MY Mod Back Home Favourites Passwo	dules, the be ord Management L	Cogout	appear.	Sandeep Singh Admin, (IDA AKOLA Mah Manage Fund Ennancement Approval	arashtra,NDA.
Screen 202: MY Modules Home Page (IDA)	1. Once the I	DA user clicks on MY Mod Back Home Favourites Passwo	dules, the be	Cogout	appear.	Sandeep Singh Admin, (IDA AKOLA Mah Manage Fund Ennancement Approval	arashtra,NDA
122	1. Once the I	DA user clicks on MY Mod	dules, the be	Cogent Vork Management	appear.	Sandeep Singh Armin, (IDA AKOLA Mah Manage Fund Ennancement Approval	arashtra,NDA.
122	1. Once the I	DA user clicks on MY Mod	dules, the be ord Management L	elow screen will	appear.	Sandeep Singh Armin, (IDA AKOLA Mah Manage FUrd Ennancement Approval	arashtra,NDA.
	1. Once the I	DA user clicks on MY Mod	dules, the be ord Management L	elow screen will a	appear.	Sandeep Singh Aomin, (IDA AKOLA Mah Manage FUnd Ennancement Approval	arashtra,NDA.
	1. Once the I	DA user clicks on MY Mod	dules, the be ord Management 1	elow screen will	appear.	Sandeep Singh Aomin, (IDA AKOLA Main Manage Fund Ennancement Approval	arashtra, ND/

### 1. MANAGE RETURN FUNDS (IDA)

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

### **Node Path:** MY MODULES $\rightarrow$ RETURN FUND $\rightarrow$ MANAGE RETURN FUND

MPLADS - SAKSHI         Home         Font Size         Se           मेरा सांसट मेरा क्षेत्रेप विकास         Home         Font Size         Se	Settings Password Management Log	out	Varun Gupta Admin, (IDA BENGALURU URBAN,N
Manage Inbox Dashboard My Modules			
Tree List			0
Ŷ			
M Inbox	Manage Return Fund	R	Outbox
E S		Back	
@2023 TATA Consultancy Services Limited			

### 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.

Varun Gupta Admin, (IDA BENGALURU URBAN,N
Action
Add Admin Expense Fund
tcs DigiGOV

- 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.

Mai	MPLADS - SAKSHi An eleg An Befor Before         Home         Font Size         Settings         Password Management         Logout           Nage Inbox         Dashboard         My Modules         Varun Gupta         Admin, IDA BENGALURU URBAN N*
M	Return Fund Details
Y MODU	Nodal District/SNA * NDA BENGALURU URBAN V Implementing District * IDA BENGALURU URBAN V
Es	Admin Expense Fund
	Amount Amount Return Date IFSC Code Bank Name A/C Number UTR Number Remark Action
	Add Admin Expense Fund
	Bank Closure Certificate * Contract Electric (Max: 1 Attachment of 10 MB) [Allowed Type: PDF]
	IDA.NDA/SNA Closure Certificate * & AttachTeter() [Max. 1 Attachment of 10 MB] [Allowed Type: PDF]
	I hereby certify that all the Agencies and Authorities under me have closed all the accounts and returned the funds to me. Submit
02	Next NA Considency Services Linked
	Screen 205: Return Fund
	5. Once the IDA user clicks on <b>ADD ADMIN EXPENSE FUND</b> 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).
69	

turn Fund Details	Return Fund Details		×
Nodal District/SNA *	NDA BENGALI	Amount Return Date *	
	TTO Out a		
dmin Expense Fund	IFSC Code *	Bank Name	
Amount Amount R	A/C Number *	UTR Number *	Remark Action
			Add Admin Expense Fund
	Kemark		
Bank Closure Certificate *	Attach File		h
	1996.1.011		
IDA/NDA/SNA Closure Certificate *	10	OK	
IDA/NDA/SNA Closure Certificate *	Attach File Type: PDF]	OK	
IDA/NDA/SNA Closure Certificate *	Ø <u>Attach File</u> Type: PDFj	OK	
IDA/NDA/SNA Closure Certificate "	<u>Attach File</u> Type: PDF]  es and Authorities under me have closed all the i	OK accounts and returned the funds to me.	-
IDA NDA/SNA Closure Certificate *	Attach File Type: PCP ] as and Authorities under me have closed all the :	accounts and returned the funds to me.	
IDAINDA/SNA Closure Certificate *	es and Authorities under me have closed all the	accounts and returned the funds to me.	
IDA.NDA/SNA Closure Certificate *	Attach File Type: FLP	accounts and returned the funds to me.	
IDA-NDA-SNA Closure Certificate *	Attach File Type: FLH es and Authorities under me have closed all the	accounts and returned the funds to me.	to a
IDA.NDA/SNA Closure Certificate *	es and Authorities under me have closed all the s	accounts and returned the funds to me. Submit a 206(a): Return Fund Detai	tes Is
IDA.NDA/SNA Closure Certificate *	es and Authorities under me have closed all the s	accounts and returned the funds to me. Submit	L.S.

MP मेरा स	PLADS - SAKSHI इंसर-मेरा क्षेत्रीय विकास	Iome Font Size	Settings Password Manage	ment Logout		Varun Gupta Admin, (IDA BENGALURU URBAN,
age Inbox Return Fun	Dashboard My Module	25	Return Fund Details		×	
	Nodal District/SNA *	NDA BENGAL	Amount * 45000	Amount Return Date * 17-Mar-2023	1	
Admin Exp	pense Fund		SBIN0006395	STATE BANK OF INDIA		
	Amount Amount R	eturn Date	A/C Number * 987651086538 Remark	UTR Number * 98760	2.	Remark Action Add Admin Expense Fund
	Bank Closure Certificate *	Attach File Type: PDF]				
IDA/ND/	A/SNA Closure Certificate *	Attach File Type: PDF]		ОК		



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

0.0	MPLADS - SAK येरा सांसद-येरा क्षेत्रीय विकास	KSHI Home Font	Size Settings Pase	word Management Logou	t [		Varun Admin,	Gupta (IDA BENGALURU URBAN,N
Ma	nage Inbox Dashboard	My Modules						
M	Return Fund Details			File Upload	×	1		
Y MOO	Nodal D	District/SNA * NDA BEN	GALURU URBAN 🗸	Specify a file located in your lo	cal system	RU URBAN 🗸		
UL				Upload Cancel				
5	Admin Expense Fund					j.		
	Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark	Action
	45000	17-Mar-2023	SBIN0006375	STATE BANK OF INDIA	9876554321907	987650		Î
							Add Ad	Imin Expense Fund
	Bank Closure C	Certificate * Ø Attac Type: PDF	h File(s) (Max: 1 Attachment	of 10 MB] (Allowed				
	IDA/NDA/SNA Closure C	Certificate * Zertificate * Type: PDF	<u>h File(s)</u> [Max: 1 Attachment <sup>7</sup> ]	of 10 MB] [Allowed				
	I hereby certify the	at all the Agencies and Authoritie	is under me have closed all th	e accounts and returned the fun	ds to me. prnit			
	1023 YATA Consultancy Services Limited							test for the test for the test of



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

4	MPLADS - SAKSHI the times are site frame Home Font Size Settings Password Management Logout Varian Gupta Admin, (DA BENGALURU URBAN,	
M M	anage Inbox Dashboard My Modules	1
MOD	NOGI USSIICU SNA I INDA BENGALURU URBAN V implemenung USSIICU IDA BENGALURU URBAN V	
LES	Admin Expense Fund           Amount         Amount Return Date         JFsc Code         Bank Name         A/C Number         UTR Number         Remark         Action	
	45000 17-Mai-2023 SBIN0006375 STATE BANK OF INDIA 9876554321907 987650 Add Admin Expense Fund	
	Bank Closure Certificate * Attachment of 10 MB, Used: 1 Attachment of 25 06 KB (Aloused Type POF) Bank Closure Certificate off 12	
	IDA/NDA/SNA Closure Certificate *	
	I hereby certify that all the Agencies and Authorities under me have closed all the accounts and returned the funds to me.           Submit	
	anality DD23 XXA Consultancy Services Linked LCS Dig/GOV	v
	Screen 208: Return Fund	
C		
Ζ.	OUTBOX (IDA)	
	1. Once the request is submitted, The IDA user can check the file details in OUTBOX.	
	<b>Node Path:</b> MY MODULES $\rightarrow$ RETURN FUND $\rightarrow$ OUTBOX	
4	MPLADS - SAKSHI Home Font Size Settings Password Management Logout Varun Gupta Ar eines Ar Site Teame Pont Size Settings Password Management Logout	
M Y	anage moor destroario ky monues Return Fund Details	
MODULES	File No.         File Description         Raised By         Raised for         Nodal District/SNA         Received Date         Status           IDA.RetmitDA.BENGAURU URDAN(2022)1         IDA.Adxnowledgement(Return Fund)         Varun Oupta (Admin, IDA.BENGALURU URDAN)         Self         NDA.BENGALURU URBAN         22-Mar-2023         Pending for Approval.	
		-
	Sezza JATA Consultanty Sarviers Linited Test DigiGOV <sup>®</sup> Screen 209: Return Fund in OUTBOX	·
	127	

## 2. Admin

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

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

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

NUMBER AND	Back Home Favourites Password Ma	nagement Logout			Sandeep Singh Admin, (IDA AKC	LA Maharashtra,NDA.
	_					
	Admin Fund Limit	-	0	-	Bo 0.00	
	Total Limit	マ	Available Limit	え	Distributed Limit	く
Sandeep Singh Admin	Davelopment Work Status					
Alexand Johns	Recommended Work	27	No. of Registred IA	Wendor		
Manage moox	Sanction Work	9	21			
My Modules	Completed Work with UC	3				
Manage MP Work Recommendation (IDA)	Abandoned/Suspended Work	0				
- Inbox	On Going Works	3				
Files						
Intimations						
Soon (Approxis) Not Accessed) Files						
- Jeen (Approvernot Approved) Hiles						
2002 TATA Consultance Consister Finited						menters
MPLADS - SAKSHI नेत सनद-मेत अग्रेय जियन Anage Inbox My Modules	Back Home Favourites Password M	lanagement Logout			Admin. (IDAAKOL	Maharashtra,NDA
Troe List						0
Return Fund	Limit Allocation Management	R	Work Management	R	Manage Fund Enhancement Approva	R
Admin	Vendor Management	R				
<u></u>		7444				
4633 TDR-Gaustany Smore Labor						1600-000
##E3 YER Cassing January January Landon	Screen 211- M	v Modules	Page (ADMIN	Ρασε)		texton ItesDayi60
en 23 YTM: Ganeliny 3H: K is Linder	Screen 211: M	y Modules	Page (ADMIN	Page)		tes Digiste
KRK13 YERIN Gasanalan y Services Likaket	Screen 211: M	y Modules	Page (ADMIN	Page)		tesDajiG0

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

reace generation in the click on Admin/Employee Configuration. After clicking on Admin tile, click on Admin/Employee Configuration. Node Path: HOMEPAGE → MY MODULES → ADMIN → ADMIN/EMPLOYEE CONFIGURATION
Determent Configuration
Screen 212: ADMIN Page .1 Admin/Employee Configuration After clicking on Admin tile, click on Admin/Employee Configuration. Node Path: HOMEPAGE → MY MODULES → ADMIN → ADMIN/EMPLOYEE CONFIGURATION
TXX Constant Screen 212: ADMIN Page .1 Admin/Employee Configuration After clicking on Admin tile, click on Admin/Employee Configuration. Node Path: HOMEPAGE → MY MODULES → ADMIN → ADMIN/EMPLOYEE CONFIGURATION
Screen 212: ADMIN Page .1 Admin/Employee Configuration After clicking on Admin tile, click on Admin/Employee Configuration. Node Path: HOMEPAGE → MY MODULES → ADMIN → ADMIN/EMPLOYEE CONFIGURATION
Note Path: HOMEPAGE → MY MODULES → ADMIN → ADMIN/EMPLOYEE CONFIGURATION
Screen 212: ADMIN Page .1 Admin/Employee Configuration After clicking on Admin tile, click on Admin/Employee Configuration. Node Path: HOMEPAGE → MY MODULES → ADMIN → ADMIN/EMPLOYEE CONFIGURATION
The server provides a server provide the server provides a server provides a server provide the server provides a server provides a server provide the server provides a server provides a server provide the server provides a server provides
Screen 212: ADMIN Page .1 Admin/Employee Configuration After clicking on Admin tile, click on Admin/Employee Configuration. Node Path: HOMEPAGE → MY MODULES → ADMIN → ADMIN/EMPLOYEE CONFIGURATION
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
2013/2013/2013/2013/2013/2013/2013/2013/
Screen 212: ADMIN Page Admin/Employee Configuration After clicking on Admin tile, click on Admin/Employee Configuration. Node Path: HOMEPAGE → MY MODULES → ADMIN → ADMIN/EMPLOYEE CONFIGURATION
.1 Admin/Employee Configuration After clicking on Admin tile, click on Admin/Employee Configuration. Node Path: HOMEPAGE → MY MODULES → ADMIN → ADMIN/EMPLOYEE CONFIGURATION
.1 Admin/Employee Configuration After clicking on Admin tile, click on Admin/Employee Configuration. Node Path: HOMEPAGE → MY MODULES → ADMIN → ADMIN/EMPLOYEE CONFIGURATION
After clicking on Admin tile, click on Admin/Employee Configuration. <b>Node Path:</b> HOMEPAGE $\rightarrow$ MY MODULES $\rightarrow$ ADMIN $\rightarrow$ ADMIN/EMPLOYEE CONFIGURATION
After clicking on Admin tile, click on Admin/Employee Configuration. Node Path: HOMEPAGE → MY MODULES → ADMIN → ADMIN/EMPLOYEE CONFIGURATION
<b>Node Path:</b> HOMEPAGE $\rightarrow$ MY MODULES $\rightarrow$ ADMIN $\rightarrow$ ADMIN/EMPLOYEE CONFIGURATION
CONFIGURATION
Under <u>admin/employee configuration</u> tile, the IDA user gets access to the following options:
Manage Admin/Employees
<ul> <li>Manage Posts</li> <li>Employee Post Mapping</li> </ul>
<ul> <li>Data Migration</li> </ul>
1. When the user clicks on ADMIN/EMPLOYEE CONFIGURATION tile, the following scre

MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	Back Home Favor	rites Password Management	Logout			Sandeep Sing Admin, (IDAA	<b>jh</b> KOLA Maharashtra,№
e Inbox My Modules							
Manage Admin/Employees	Manage Manage	Posts	R	Employee Post Mapping	R	Data Migration	
RA Consultancy Services Limited	Scre	en 213: admin/	emplo	yee configuration	Page		tcsc
	/= 1						
Manage Admin	create and ma	nage users unde	r this (	Option.			
he following opt	tions are preser	nt under the Mar	nage A	dmin/Employees:			
Update							

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

Ż	MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	Baok Home Favourites	Password Management Logou	Ē		Sandeep Singh Admin, (IDA AKOLA Maharashtra,N	NDA.
Mana	ige Inbox My Modules						
0	New Lipdate Activate/inactivate						
Y De	partment > Employees						
M							
D Se	arch records where At least one field	✓ Contains	~ I Q				
E						Total Reco	rds : 3
S	Employee No	Employee Full Name	Birth Date	User Name / GPF No	¢ Status	¢ Client Name	
C	3016815	Soumik Deb	02 Jan 1998	MPLADS_IA_VERIFIER_AKOLA	ACTIVE	मेरा सांसद	
C	3016809	Shruti Choudhry	02 Jan 1998	MPLADS_IA_AKOLA	ACTIVE	मेरा सांसद	
C	3016803	Sandeep Singh	02 Jan 1998	MPLADS_IDA_AKOLA	ACTIVE	मेरा सांसद	
	< < 1 /1 > E					[1-	3/31
0202	3 TATA Consultancy Services Limited					tospi	iqiGOV <sup>™</sup>
		0	014	1 • / 1	D		
		Scree	n 214: manage a	dmin/employees	rage		
			13	0			
			15				

### 1.1 New (Create New Users)

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

ge Inbox My Monutes		and the second second second second					Admin 1024	AANALA MEDIEBOTER, N
Update Activate/teactivate								
parament > Employees								
uch records where At least one field.	Coll Countries							
A set of the set	- Consens	•						Total Day
Employee No	t Employme Full N	ame Birth Da	te.	User Name / GPE No		Status		Client Name
3016815	Soumik Deb	02 Jan 1998		MPLADS_VA_VERIFIER_AKOLA	ACTIVE	244444	मेरा सॉसद	Control Manager
3016809	Shruti Choudhry	02 Jan 1998		MPLADS_IA_AKOLA	ACTIVE		मेरा सांमद	
3016303	Sandeeo Sinoh	02 Jan 1996		MPLADS IDA AKCLA	ACTIVE		सेरा सांसद	
								[1-
								[1-
								[1-
								[1-
11 Comunitary Sciences Lander								11-
It Convolution Services Linder	Samo	215. Manage	Adm	in/Europa		w Tab)		11-

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.

opuate Act	Employee Details			×	
nent > Employees	Client Name *	Please Select 🗸			
records where A	User Name / GPF No *		GPF Account Number		Tatal
Fmp	Salutation	~	First Name *		Client Name
3016815 3016809	Middle Name		Last Name *		
3016803	Date of Birth *		Mobile Number *		
	Employee Type *	Permanent 🗸	Email ID		
	Start Date *	19-Apr-2023	End Date		
	Attach User Image	Attach File(s) [Max: 1 Attachment of [Allowed Types: PNG, JPG, JPEG]	<sup>10 MB]</sup> Preview		
		Save	Reset Close		
Consultancy Services Limi	iled				Ĩ
	1	Screen 215: Manage A	Admin/Employee	page (New Tab)	

#### . 11 *+*1. 1

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

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

anage Inbox My Modul	es .					
New Upsate Activ	Employee Details				×	
Department > Employees	Client Name *	मेरा सांसद	~			
Search records where At	User Name / GPF No *	Karthik_IA		GPF Account Number		Total Pacorr
Emple	Salutation	Mi.	~	First Name *	Karthik	Client Name
O 3016809	Middle Name			Last Name *	Shinde	
0 0016903	Date of Birth "	01-/\01-2000		Moblie Number *	9314850000	[1 3
	Employee Type *	Permanent	~	Email ID	shindeIA@bharabmail.com	
	Start Date *	19 Apr 2023	Ê	Lnd Date	21 Jul 2023 前	
	Attach Usor Imago	Attach File(s) [Max [/vilowed Types: PNG, JF	c 1 Attachment of 10 PG, JPEG]	ME] Preview		
			Save	Reset Close		
0073 TOTA Concentioney Societae Limita	ul.					والانغيا
		Scree	n 218: F	mnlovee 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.

MPLADS - S	SAKSHI Back Home	Favourites Password Man	agement Logout		Sandeep singn	
मेस सांसद-मेरा क्षेत्रीय वि nage Inbox My Modul	गस १६		and		Admin, (IDA AKOLA M	Maharashtra,NC
New Update Activ	Employee Details				×	
epartment > Employees	Client Name *	मेरा सांसद	~			
earch records where At	User Name / GPF No *	Karthik_IA	GPF Account Number			
Empl	Salutation	Mr.	✓ First Name *	Karthik	Client	Name
	Middle Name		Last Name *	Shinde		
3016809	Date of Birth *	Success	×	0214956660		
3016803	Date of Dirat	01-Apr-2000	nployee Details saved successfully.	9314830000		[1-
	Employee Type *	Permanent	ок	shindeIA@bharatmail	.com	
	Start Date *	19-Apr-2023		21-Jul-2023	<u></u>	
		Attach File(s) [Max	1 Attachment of 10 MB] Preview			
	Attach User Image	Allowed Types: PNG JPG	에게 일본이 물건 것이 같아요. 이 가지 않는 것이 같아요. 이 가지 않는 것이 같아요. 이 가지 않는 것이 않는 것이 않는 것이 같아요. 이 가지 않는 것이 않는 것이 않는 것이 않는 것이 없다. 이 가지 않는 것이 없는 것이 없 않 않이 않			
	Attach User Image	[Allowed Types: PNG, JPC	3, JPEG]			
	Attach User Image	[Allowed Types: PNG, JPC	Save Reset Close			
	Attach User Image	[Allowed Types: PNG, JPC	Save Reset Close			
	Attach User Image	[Allowed Types: PNG, JPC	Save Reset Close			
	Attach User Image	[Allowed Types: PNG, JPC	Save Reset Close			
	Attach User Image	(Allowed Types: PNG, JPC	Save Reset Close			
	Attach User Image	(Allowed Types: PNG, JPC	Save Reset Close			
	Attach User Image	[Allowed Types: PNG, JPC	Save Reset Close			
	Attach User Image	[Allowed Types: PNG, JPC	Save Reset Close			
	Attach User Image	[Aloved Types: PNG, JPC	Save Reset Close			Annala
3 TATA Consultancy Services Lands	Attach User Image	[Allowed Types: PNG, JPC	Save Reset Close			tos Die
3 1924 Connellancy Services ( Indi	Attach User Image	Alowed Types: PNG, JPC	Save Reset Close			tics Dig
a 101A Consultary Service Links	Attach User Image	Alowed Types: PNG, JPC	Save Reset Close			inners, DOS Dig
3 MACconstruct Sorrows Linds	Attach User Image	Alowed Types PNG, JPC	Save Reset Close			numera RCS Dig
3 TATA Consultancy Surveyon I Indu	Attach User Image	Alowed Types: PNG, JPC	save Reset Close			nume. Los Di
3 1914 Constallers Surveys Linds	Attach User Image	Aloved Types: PNG, JPC	save Reset Close			numen. Los Di
100 Counting Server Link	Attach User Image	Niowed Types PNG JPC	Save Reset Close	he Manage		Austra LOS Die
6. On cl	Attach User Image	Niowed Types: PNG, JPC Screen ser gets created	save Reset Close n 219: Employee Details and it will be visible in th	he Manage		neren Los Di
6. On cl Admi	icking OK, the u	Screed ser gets created ge.	save Reset Close n 219: Employee Details and it will be visible in the	he Manage		news Cos Di
6. On cl Admi	Attach User Image icking OK, the u in / Employee pa	Screen ser gets created ge.	save Reset Close	he Manage		tos Di
6. On cl Admi Note:	icking OK, the u in / Employee pa The Username	Screed ser gets created ge. will have MPL	save Reset Close n 219: Employee Details and it will be visible in the ADS_ prefixed to the user	he Manage name given by	user.	toso
6. On cl Admi Note: The I	icking OK, the u in / Employee pa The Username	Screet ser gets created ge. will have <b>MPL</b>	Save Reset Close n 219: Employee Details and it will be visible in the ADS_ prefixed to the user why created user using the	he Manage mame given by search option	user.	in the second
6. On cl Admi Note: The I	icking OK, the u in / Employee pa The Username v DA user can also	Screet ser gets created ge. will have <b>MPL</b> A	Save Reset Close <b>n 219: Employee Details</b> I and it will be visible in the <b>ADS_</b> prefixed to the user vly created user using the	he Manage name given by search option.	user.	i solitika
6. On cl Admi Note: The I	icking OK, the u in / Employee pa The Username DA user can also SAKSHI	Screen ser gets created ge. will have <b>MPL</b> o search the new	save Reset Close  Save Reset Close  n 219: Employee Details  and it will be visible in the ADS_ prefixed to the user vly created user using the	he Manage name given by search option.	user.	tes or
6. On cl Admi Note: The I	icking OK, the u in / Employee pa The Username DA user can also SAKSHI Reck Hem	Screet ser gets created ge. will have MPLA search the new Passwerd Ma	Save Reset Close Save Reset Close an 219: Employee Details and it will be visible in the ADS_ prefixed to the user vly created user using the sagement Legent	he Manage name given by search option.	user.	tos b.
6. On cl Admi Note: The I	icking OK, the u in / Employee pa The Username v DA user can also SAKSHI Rack Hom	Screet ser gets created ge. will have MPL/ o search the new Favourites Passwerd Ma	Save Reset Close Save Reset Close an 219: Employee Details and it will be visible in the ADS_ prefixed to the user vly created user using the sagement Legent	he Manage mame given by search option.	user.	TOS DI
6. On cl Admi Note: The I	icking OK, the u in / Employee pa The Username v DA user can also SAKSHI Back Herr	Screen ser gets created ge. will have MPL/ o search the new a Farourtes Passwerd Ma	Save Reset Close  A 219: Employee Details  and it will be visible in the ADS_ prefixed to the user vly created user using the  sagement Legent	he Manage mame given by search option.	user.	tos p
6. On cl Admi Note: The I	Attach User Image icking OK, the u n / Employee pa The Username v DA user can also SAKSHI Reak Hem An An Modelachero	Screen ser gets created ge. will have MPLA o search the new	Save Reset Close  A 219: Employee Details  and it will be visible in the  ADS_ prefixed to the user  vly created user using the  aggement Legent	he Manage name given by search option.	user.	tos Di
6. On cl Admi Note: The I	icking OK, the u in / Employee pa The Username v DA user can also SAKSHI Rack Ham	Screen ser gets created ge. will have MPLA o search the new	Save Reset Close  Save Reset Close  an 219: Employee Details  and it will be visible in th  ADS_ prefixed to the user  why created user using the  magement Legent	he Manage name given by search option.	user.	ics Di
6. On cl Admi Note: The I MPLADS fill area of effer ways lever to the offer Mark Addama of the Administration of the Second of the offer Administration of the Second of the offer Administration of the Administration of t	In the User Image icking OK, the u in / Employee par The Username v DA user can also SAKSHI Reck Here And Also SAKSHI Reck Here Also Also Also Also Also Also Also Also	Screen Ser gets created ge. will have MPLA o search the new • Favourtes Passwerd Ma	Save Reset Close  n 219: Employee Details and it will be visible in the ADS_ prefixed to the user vly created user using the	he Manage mame given by search option.	user.	tos D
6. On cl Admi Note: The I MPLADS- Er weste den sage into: MPLADS- Er weste den sage into: MPLADS- Er weste den den sage into: MPLADS-	Attach User Image icking OK, the u in / Employee pa The Username v DA user can also SAKSHI Back Hom in in in in in in in in icking OK, the u icking OK, the u i	Screen ser gets created ge. will have MPLA o search the new Favourites Passwerd Ma	save Reset Close  an 219: Employee Details and it will be visible in the  ADS_ prefixed to the user  vly created user using the  magement Lagent	he Manage name given by search option.	user.	tos o
6. On cl Admi Note: The I MeLOS- the sector of here types	Attach User Image	Screen ser gets created ge. will have MPLA o search the new o Pavourtes Password Ma	Save Reset Close  Save Reset Close  an 219: Employee Details  and it will be visible in th  ADS_ prefixed to the user  vly created user using the  sagement Legent	he Manage name given by search option.	user.	Los Du Maharashira N
6. On cl Admi Note: The I MPLADS for use of effet was been and and the MPLADS for use of effet was been and and the mass of effet was been and and the mass of the mass of the mass of the mass of the the mass of the mass of the mass of the mass of the the mass of the mass of the mass of the the mass of the mass of the the mass of the mass of the mass of the the mass of the mass of the mass of the the mass of the mass of the mass of the the mass of the mass of the mass of the the mass of the mass of the mass of the the mass of the mass of the mass of the the mass of the mass of the mass of the mass of the the mass of the mass of the mass of the mass of the the mass of the mass of the mass of the mass of the the mass of the mass of the mass of the mass of the mass of the the mass of the mass of	Attach User image icking OK, the u in / Employee pa The Username v DA user can also SAKSHI Reak Hem Market Attaches At	Screen ser gets created ge. will have MPLA o search the new o Pavourtes Password Ma	Save Reset Close  Save Reset Close  an 219: Employee Details  and it will be visible in the  ADS_ prefixed to the user  vly created user using the  magement Legent  Cover Name / Carry No.  Cover Nam	he Manage mame given by search option.	user.	tos Di Maharashira M
6. On cl Admi Note: The I MPLADS- Err stock offer stock offer MPLADS- Err stock offer Administration offer Stock of the MPLADS- Err stock of the M	Attach User Image	Screen ser gets created ge. will have MPL/ o search the new search the new research the new	save Reset Close  Save Reset Close  an 219: Employee Details  and it will be visible in th  ADS_ prefixed to the user  vly created user using the  magement Lagent  UserName / Gry No	he Manage name given by search option.	user. S Anne DAAKOA Anne DAAKOA	tos b: Maharashiya, N Total Reco
6. On cl Admi Note: The I Mercodo da Negorito: Mercodo da Negorito: Mercodo da Sofii 5 Sofii 5 Sofii 5	Attach User Image	Screet ser gets created ge. will have MPLA o search the new o Parourtes Password Ma	Save Reset Close Save Reset Close In 219: Employee Details I and it will be visible in th ADS_ prefixed to the user vly created user using the Save Reset Legent	he Manage name given by search option.	user. S Sandrep Bingh Admin: IDAAAOAA	tos Die Maharashira, N Total Reco
6. On cl Admi Note: The I	Attach User Image	Screen ser gets created ge. will have MPLA o search the new o search the new o rearch the new	Save Reset Close  Save Reset Close  n 219: Employee Details  and it will be visible in the ADS_ prefixed to the user vly created user using the  magement Legent  MELADS_INFERTER_NAME  MELADS_INFERTER_NAME	he Manage mame given by search option.	USET. S Bandeep Bingh Admin. IDDA.ROCAA	tos bio Maharashina N Total Reco

Screen 220: Manage Admin/Employee page

tosbigoov

### 1.2 Update (Update Existing Users)

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

To update the user,

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

artment> Ehiployees rch records where Al least one	fetd 🗸 Contains	×	V			Total Race
Employee No	Employee Full Name	a Birth Data	2 User Name / GPF No		Status : Client N	e///10
3017120	Karthik Shinde	01 Apr 2000	MPLADS, KARTHIK, JA	ACTIVE	मेरा सांसद	
3016815	Soumik Deb	02 Jan 1968	MPLADS_IA_VERIFIER_AKOLA	ACTIVE	मेरा सांसद	
3016809	Shruti Choudhiy	02 Jan 1998	MELADS_IA_AKOLA	ACTIVE	मेरा सामद	
3016800	Saukep Singh	02 Jan 1996	MPLADS_IDA_AKOLA	ACTIVE	मेरा समिद	
checking radio						

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

Anage Inbox New Up Department > Search record 3017 3016 3016 3016 3016 3016 3016 3016 3016 3016 3016 3017	hty Modules date Activato fractivate Employees ds where At least one field Employee No 126 305 305 305 305 305 305 305 305	Contains     Frepfryme Full Name     Kartik Shinde     Soumik Deb     Shuti Choudhry	Q     Bitth Date     Of Apr 2000     O2 Jan 1998	<ul> <li>Iteer Name / GPF No MPLADS_KARTHIK_IA</li> </ul>	<ul> <li>Status</li> <li>ACTIVE</li> </ul>	≏ Client N मेरा संसद	Total Records :
New         Up           Department >            Search record         3017           3016         3016           3016         3016	dda Activato fractivate - Employees ds where At least one field	Contains     Frepforyme Full Name     Karthuk Shode     Soumik Deb     Shote Choudhry	Bith Date     Bith Date     Of Apr 2000     O2 Jan 1998	<ul> <li>Iteer Name / GPF No MPLADS_KARTHIK_IA</li> </ul>	© Status ACTIVE	Client N मेरा संसद	Total Records :
Department > Search record 3017 3016 3016 3016	Comployees     ds where At least one field     Finployee No     126     126     1815     1809     1803	Contains Contains Frephryse Full Name Karthik Shinde Soumik Deb Shrub Choudhry	Cl Apr 2000     O2 Jan 1998	<ul> <li>User Name / GPP No.</li> <li>MPLADS_KARTHIK_IA</li> </ul>	≏ Status ACTIVE		Total Records :
Search record 3017 3016 3016 3016 1	ds where At least one field Employee No. 126 1815 1809	Contains c Employee Full Name Karthik Shinda Soumik Deb Shruti Choudhry	Rith Date     01 Apr 2000     02 Jan 1998	▲ User Name / GPF No MPLADS_KARTHIK_IA	≜ Status ACTIVE	≜ Client N मेरा सीसद	Total Records :
Search record 3017 3016 3016 3016 1	A least one field Freplayse No T26 S815 S809 S803	Contains Con	Rirth Date     01 Apr 2000     02 Jan 1998	Ilser Name / GPE No MPLADS_KARTHIK_IA	Status     ACTIVE	⇒ Client N मेरा सांसद	Total Records :
<ul> <li>3017</li> <li>3016</li> <li>3016</li> <li>3016</li> <li>3016</li> <li>1</li> </ul>	Employee No 126 1815 1809 1803	Employee Full Name Karthik Shinde Sournik Deb Shruti Choudhry	Rirth Date 01 Apr 2000 02 Jan 1998	Itser Name / GPF No MPLADS_KARTHIK_IA	Status     ACTIVE	≜ Client N मेरा सांसद	Total Records :
<ul> <li>3017</li> <li>3016</li> <li>3016</li> <li>3016</li> <li>3016</li> <li>1</li> </ul>	Employee No 1126 1815 1809 1803	Employee Full Name     Karthik Shinde     Soumik Deb     Shruti Choudhry	Birth Date     01 Apr 2000     02 Jan 1998	User Name / GPF No MPLADS_KARTHIK_IA		<ul> <li>Client N</li> <li>मेरा सांसद</li> </ul>	ame
<ul> <li>3017</li> <li>3016</li> <li>3016</li> <li>3016</li> <li>3016</li> </ul>	1126 3815 3809 8803	Karthik Shinde Soumik Deb Shruti Choudhry	01 Apr 2000 02 Jan 1998	MPLADS_KARTHIK_IA	ACTIVE	मेरा सांसद	
<ul> <li>3016</li> <li>3016</li> <li>3016</li> <li>3016</li> </ul>	8815 8809 8803	Soumik Deb Shruti Choudhry	02 Jan 1998			A 100 A	
<ul> <li>3016</li> <li>3016</li> <li>1</li> </ul>	i809 i803	Shruti Choudhry		MPLADS_IA_VERIFIER_AKOLA	ACTIVE	मेरा सांसद	
0 3016	5803		0 Aer	X	ACTIVE	मरा सासद	
1		Sandeep Singh	Select One Record.		ACTIVE	मरा सासद	
							[1-4/
2023 TATA Consulta	ancy Services Limited	ã e			(		tos DigiGO
		Screen 222	: Manage Admi	n/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.

ox My Modules						
Update Active Employee Details						×
Client Name *	3	मेरा सांसद	~			
User Name / GPF N	•	MPLADS_KARTHIK_IA		GPF Account Number	MPLADS_KARTHIK_IA	To
Emple Salutation	þ	Mr.	~	First Name *	Karthik	Client Nam
3016815 Middle Name				Last Name *	Shinde	
3016800 Date of Birth *	þ	01-Apr-2000	<u>ii</u>	Mobile Number *	9314856660	
Employee Type *	[	Permanent	~	Email ID	shindeIA@bharatmail.com	
Start Date *		19-Apr-2023	81	End Date	21-Jul-2023 前	
Attach User Image	e V	Attach File(s) [Max: 1 Allowed Types: PNG, JPG	Attachment of 10 ( , JPEG)	MB] Preview		
			Cour	Class		-
			Save	Close		
nnullanry Services Limbed	Screen	223: Usei	r Detail	s Update Windo	ow (update)	
endlang Services Umbel	Screen	223: Usei	r Detail	s Update Windo	ow (update)	ndean Sinnh
meetilaney Services Limited MPLADS - SAKSHI Arc सानद-येन उन्हेन दिखाल	Screen	223: Usei	r Detail	s Update Windo	ow (update)	ndeep Singh min. (IDA AKOLA Maha
ensettaney Services Limited	Screen	223: User	r Detail	s Update Winde	ow (update)	ndeep Singh min: (IDAAKOLA Maha
mentilency Services Limited  MPLADS - SAKSHI  Art strate, shot shifts feature  Art My Modules  Update Active Employee Defaults  Update Active Employee Defaults  I and S > Employee Termines	Screen	223: User	<b>r Detail</b>	s Update Winde	ow (update)	ndeep Singh min, (IDA AKOLA Maha
enstances Services Lenind EXAMPLEADS - SAKSHI Ret enset Act grint ferrer My Modules Update Active Employee Details Int > Employee Client Name*	Screen	223: User es Password Man मेस सांसद	r Detail	s Update Winde	ow (update)	ndeep Singh mm: (DA AKOLA Meha
entertance Services Lember MPLADS - SAKSHI Are started offen former Mit - Employees Employees Details Int - Employees Client Name * User Name / OFF N	Screen Back Mome Favourit	223: User es विकड्र विका मेरा संग्रिद MPLADS_KARTHIK IA	r Detail	s Update Winde	ow (update)	ndeep Singh min: (IDA AKOLA Maha
MPLADS - SAKSHI  Ar energy Services Limited  MPLADS - SAKSHI  Are energy Services Limited  MIT Are an and a service services  MIT Are an and a service services  Client Name / OPF N  Services  Client Name / MIT Are and a s	Screen Back Home Favourt	223: User es Password Man नेय सांसद MPLADS_KARTHIK_JA Wr.	r Detail	s Update Winde	Dw (update)	ndeep Singh min, (IDA AKOLA Maha X To Client Nam
Another Standard Stan	Screen	223: User es Password Man Ha eller; MPLADS_KARTHIK_JA Wr.	r Detail	s Update Winde	Dw (update)	ndeep Singh min, (IDAAKOLA Maha X
MPLADS - SAKSHI Are rese-Are give form X	Screen	223: User es Password Man Art eiter Art eiter MPLADS_KARTHIK_IA Mr. D1-Apr-2000	r Detail	s Update Winde	Dw (update)	ndeep Singh min, (IDA AKOLA Maha X
MPLADS - SAKSHI Revenue Andre Gener My Michaidee Updat Active Employees ant - Employees Salutation Employ 0017126 Middle Name Date of Birth * Date of Birth * Employee Type *	Screen	223: User es Password Man नेरा संसद Mr. Dt-Apr-2000 Permanent	agement Los	s Update Winde	Dw (update)	ndeep Singh min, (IDA AKOLA Maha To Cilent Nam
Answers Services Limited	Screen	223: User as Password Man मेरा संसद MPLADS_KARTHIK_IA Mr. J1-Apr-2000 Permanent	agement top	S Update Winde	Dw (update)	ndeep Singh min, (IDA AKOLA Maha Client Nam
Active Employee Defaults Temployee Defaults Temployee Type * Start 2017 10 1017	Screen	223: User Password Man Atratias MPLADS_KARTHIK_IA Mr. 11-Apr-2000 Permanent 19-Apr-2023	r Detail	S Update Winde	Dw (update)	ndeep Singh min: (DA AKOLA Maha X Client Nam
Antich User Image	Screen	223: User           es         Password Man.           मेरा संग्रित	agement Loe	S Update Winder	Dw (update)	ndeep Singh min: (DA AKOLA Meha X Client Nam
Another School Service Limited	Screen	223: User 223: User Password Man Par etter Par etter MPLADS_KARTHIK_JA MPLADS_KARTHIKARTHIK_JA MPLADS_KARTHIKARTH	agoment Lor agoment Lor Altachment of 101 Altachment of 101 Save	S Update Winds	Dw (update)	ndeep Singh min, (DAAKOLA Maha X
Answers Saviers Linke MPLADS - SAKSHI Ser start And Brite Faret Seconds where An Seconds where An	Screen	223: User 223: User Ar atta: Ar a	agement Los	S Update Winds	DW (update)	ndeep Singh min, (DAAKOLA Maha Client Nam
Any Control Limited	Screen	223: User 223: User Password Man Paratez Paratez Password Man Paratez Password Man Password Password Man Password Password Password Pass Password Password Passwo	agement Lee	s Update Winds	Dw (update)	ndeep Singh min, (IDAAKOLA Maha Client Nam

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

MPLADS - S मेरा सांस्व-मेरा क्षेत्रीय कि	GAKSHI Back Home F	avourites Password Management Lo	gout		Sandeep Singh Admin, (IDA AKOLA Maharash	tra.NDA
Manage Inbox My Module	Employee Details	_	_		× ì	
M Y Department > Employees M	Client Name *	मेरा सांसद 🗸 🗸				
D Search records where At I	User Name / GPF No *	MPLADS_KARTHIK_IA	GPF Account Number	MPLADS_KARTHIK_IA		
E S Emplo	Salutation	Mr. 🗸	First Name *	Karthik	Total I Client Name	Records : 4
<ul> <li>3017126</li> <li>3016815</li> </ul>	Middle Name		Last Name *	Rao		
3016809	Date of Birth *	Success 01-Apr-2000		9314856660		
	Employee Type *	Permanent		shindeIA@tcs.com		[1-4/4]
	Start Date *	19-Apr-2023	OK	21-Jul-2023	m	
	Attach User Image	Attach File(s) [Max 1 Attachment of 10 [Allowed Types: PNG, JPG, JPEG]	MB] Preview			
		Save	e Close			
@2023 TATA Consultancy Services Limite	J	G 005 G			ŭ	™ ∕aDigiGOV <sup>™</sup>
		Screen 225: Suc	cess Popup message	9		
E On al	icking Ok the date	ils are undeted succe	asfully and is visible	in the name		
5. OII CI	icking Ok, the deta	ins are updated succe		in the page.	_	
MPLADS - S मेरा सांसद-मेरा क्षेत्रीय विष	SAKSHI Back Home F हास	avourites Password Management Lo	gout		Sandeep Singh Admin, (IDA AKOLA Maharash	tra,NDA
Manage Inbox My Module	15					
M Y Department > Employees	ite/Inactivate					
M O D Search records where Att						
U L	east one field V Contains	~	Q			
U L S Emplo	east one field  Contains  yyee No   Employee Fu	v Birth Date	¢ User Name / GPF No	† Status	Total F	Records : 4
E S 3017126 3016815	east one field  Contains  Sysee No Contains  Karthik Rao Soumik Deb	Il Name + Birth Date 01 Apr 2000 02 Jan 1998	Q User Name / GPE No MPLADS, KARTHIK JA MPLADS_IA_VERIFIER_AKOLA	<ul> <li>Statue</li> <li>ACTIVE</li> <li>ACTIVE</li> </ul>	Total F Client Name मेरा सांसद मेरा सांसद	Records : 4
U S S Empl 0 3017126 0 3016815 0 3016803	east one field Contains  yee No  Contains  yee N	Il Name         C         Birth Date           01 Apr 2000         02 Jan 1998         02 Jan 1998           02 Jan 1998         02 Jan 1998         02 Jan 1998	Q turer Name / GPE No MPLADS_KARTHIK_IA MPLADS_IA_VERIFIER_AKOLA MPLADS_IA_KOLA MPLADS_IA_KOLA	Status     ACTIVE     ACTIVE     ACTIVE     ACTIVE	Total f Client Name मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद	Records : 4
S Emplo	vee No c Employee Fr Kathik Rao Soumik Deb Shruli Choudhy Sandaep Singh	It Name         It Pirth Date           01 Apr 2000         02 Jan 1998           02 Jan 1998         02 Jan 1998           02 Jan 1998         02 Jan 1998	Q 2 User Name / GPF No MPLADS_KARTHIK_LA MPLADS_LA_VERIFIER_AKOLA MPLADS_LDA_AKOLA MPLADS_IDA_AKOLA	Control         Status           ACTIVE         ACTIVE           ACTIVE         ACTIVE           ACTIVE         ACTIVE	Total I	Records : 4
Constitution us where All     Constitution uses and the second seco	vee No c Employee Fu Kathik Rab Soumik Deb Shuti Choudhry Sandeep Singh	It Name         Eirth Date           01 Apr 2000         02 Jan 1998           02 Jan 1998         02 Jan 1998           02 Jan 1998         02 Jan 1998	Q User Name / GPF No MFLADS, KARTINK, JA MFLADS, JA, VERIFIER, AKOLA MFLADS, JA, AKOLA MFLADS, JDA, AKOLA	Status     ACTIVE     ACTIVE     ACTIVE     ACTIVE     ACTIVE	Total 1 Client Name मेरा सांसद मेरा सांसद मेरा सांसद	tecords : 4
Constitution of where All     Constitution of the second sec	east one field Contains sysee No c Employee Fit Karthik, Rao Soumik, Deb Shruti Choudhry Sandsep Singh	Il Name         C         Birth Date           01 Apr 2000         02 Jan 1998         02 Jan 1998           02 Jan 1998         02 Jan 1998         02 Jan 1998	Q C User Name / GPF No MPLADS_KARTHIK_JA MPLADS_IA_VERIFIER_AKOLA MPLADS_IA_AKOLA MPLADS_IDA_AKOLA	Status           ACTIVE           ACTIVE           ACTIVE           ACTIVE	Total 1           •         Client Name           मेरा सांसद         मेरा सांसद           मेरा सांसद         मेरा सांसद           मेरा सांसद         मेरा सांसद	Records : 4
Constitution of the second secon	east one field Contains yve No C Employee Fr Karthik Rao Soumik Ceb Shrufi Choudiny Sandeep Singh	Il Name         Birth Date           01 Apr 2000         02 Jan 1998           02 Jan 1998         02 Jan 1998           02 Jan 1998         02 Jan 1998	Q E User Name / GPF No MPLADS_KARTHIK_IA MPLADS_IA_VERIFIER_AKOLA MPLADS_IA_AKOLA MPLADS_IDA_AKOLA	Status     ACTIVE     ACTIVE     ACTIVE     ACTIVE     ACTIVE	Total 1 * Client Name मेरा संसद मेरा संसद मेरा संसद मेरा संसद	ecords : 4
0 0 0 0 0 0 0 0 0 0 0 0 0 0	vee No c Employee Fi Kathik Rao Soumik Deb Shruli Choudhy Sandaep Singh	It Name         Clifth Date           01 Apr 2000         02 Jan 1998           02 Jan 1998         02 Jan 1998           02 Jan 1998         02 Jan 1998	Q I User Name / GPF No MPLADS_KARTHIK_UA MPLADS_IA_VERIFIER_AKOLA MPLADS_IA_KOLA MPLADS_IDA_AKOLA	Status     ACTIVE     ACTIVE     ACTIVE     ACTIVE     ACTIVE	Total 1 • Client Name मेदा संसद मेदा संसद मेदा संसद	tecords : 4
0	vex No Contains vex No Contains South Ceb Shind Choudhy Sandeep Singh	Il Name         Clifth Date           01 Apr 2000.         02 Jan 1998           02 Jan 1998         02 Jan 1998           02 Jan 1998         02 Jan 1998	Q User Name / CPF No MFLADS_KARTHIK_IA MFLADS_IA_VENFIER_AKOLA MFLADS_IDA_AKOLA	Status     ACTIVE     ACTIVE     ACTIVE     ACTIVE     ACTIVE	Total 1 गेरा संसद मेरा संसद मेरा संसद	Records : 4
0	east one field Contains yee No C Employee Fit Kathik Rab Soumk Deb Shuft Choudhry Sandeep Singh	Il Name         Clirth Date           01 Apr 2000         02 Jan 1998           02 Jan 1998         02 Jan 1998	Q User Name / GPF No MFLADS, KARTINK, IA MFLADS, IA, VERIFIER, AKOLA MFLADS, IA, AKOLA MFLADS, IDA, AKOLA	Status     ACTIVE     ACTIVE     ACTIVE     ACTIVE     ACTIVE	Total 1 • Client Name मेरा सांसद मेरा सांसद मेरा सांसद	Records : 4
0	east one field Contains yee No C Employee Fu Knthik Rab Soumik Deb Shut Choudhry Sandeep Singh	It Name         Eirth Date           01 Apr 2000         02 Jan 1998           02 Jan 1998         02 Jan 1998           02 Jan 1998         02 Jan 1998	Q User Name / GPF No MFLADS, KARTINK, IA MFLADS, JA, VERIFIER, AKOLA MFLADS, JA, AKOLA MFLADS, JDA, AKOLA	Status     ACTIVE     ACTIVE     ACTIVE     ACTIVE     ACTIVE	Total 1 • Cliert Name मेरा संसद मेरा संसद मेरा संसद	Records : 4
0         Constitution of the constite constitution of the constitution of	east one field Contains	Il Name         Birth Date           01 Apr 2000         02 Jan 1998           02 Jan 1998         02 Jan 1998           02 Jan 1998         02 Jan 1998	Q User Name / GPF No MFLADS, KARTINK (JA MFLADS, JA, VERIFIER, AKOLA MFLADS, JA, AKOLA MFLADS, JOA, AKOLA	Status       ACTIVE       ACTIVE       ACTIVE       ACTIVE       ACTIVE	Total 1 • Client Name मेरा सांसद मेरा सांसद मेरा सांसद 1	Records : 4
0         Consult records Writer®         All           0         3017128         Employ           0         3016815         3016809           0         3016803         Image: All or and the second se	east one field Contains	Il Name         Birth Date           01 Apr 2000         02 Jan 1996           02 Jan 1996         02 Jan 1996           02 Jan 1996         02 Jan 1996           02 Jan 1996         02 Jan 1996	Q <u>User Name / GPF No</u> MPLADS_KARTHIK_LA MPLADS_LA_KRILA MPLADS_LA_KRILA MPLADS_IDA_AKRILA MPLADS_IDA_AKRILA MPLADS_IDA_AKRILA	Status           ACTIVE           ACTIVE           ACTIVE           ACTIVE           ACTIVE           ACTIVE	Total 1 • Cleret Name मेरा सांसद मेरा सांसद मेरा सांसद • मेरा सांसद • संसद • संद • संसद • संसद • संसद • संद • संद	Records : 4 • • • • • • • • • • • • •
Output         Final Street         All           3016815         3016809         3016809           3016803         1         /1         1	east one field Contains	Il Name Clith Date Of Apr 2000 Of Jan 1998 Of Jan 1998 Of Jan 1998 Screen 226: Manage	Q <u>User Name / GPF No</u> MPLADS_KARTHIK_IA MPLADS_IA_VERIFIER_AKOLA MPLADS_IA_AKOLA MPLADS_IDA_AKOLA MPLADS_IDA_AKOLA	Status     ACTIVE     ACTIVE     ACTIVE     ACTIVE     ACTIVE     ACTIVE	Total 1 • <u>रिश्वल Name</u> मेरा सांसद मेरा सांसद मेरा सांसद	1 - 4 / 4 ]
Constitution of the c	east one field Contains	Il Name Cirkh Date Of Apr 2000 02 Jan 1998 02 Jan 1998 02 Jan 1998 02 Jan 1998 02 Jan 1998	Q <u>User Name / GPF No</u> MFLADS, KARTINK (JA MFLADS, JA, VERIFIER, AKOLA MFLADS, JA, AKOLA MFLADS, JDA, AKOLA e Admin/Employee	Status     ACTIVE     ACTIVE     ACTIVE     ACTIVE     ACTIVE     ACTIVE	Total 1 • Clier Name मेरा संसद मेरा संसद मेरा संसद • रा • र	ecords : 4
Constitution of the second state of the second	east one field Contains yee No Contains Source For Propose For Kathik Rao Source Code Source Code Sourc	Il Name Clifft Date Of Agr 2000 O2 Jan 1998 O2 Jan 1998 O2 Jan 1998 Screen 226: Manage	Q <u>User Name / GPF No</u> MFLADS, KARTINK JA MFLADS, JA, VERIFIER, AKOLA MFLADS, JA, AKOLA MFLADS, JOA, AKOLA MFLADS, JOA, AKOLA	Status     ACTIVE     ACTIVE     ACTIVE     ACTIVE     ACTIVE	Total 1 • Client Name मेरा सांसद मेरा सांसद मेरा सांसद • मेरा सांसद • र • र • र • र • र • र • र • र	1 - 4 / 4 ]
Constitution of the service land	east one field Contains yee No Contains Source Ful Source Ful	Il Name Of Apr 2000 Of Apr 2000 Of Jan 1998 Of Jan 1998 Of Jan 1998 Screen 226: Manage	A <u>User Name / GPF No</u> MFLADS_KARTHIK_IA MFLADS_KARTHIK_IA MFLADS_IA_KACIA MFLADS_IDA_AKOLA MFLADS_IDA_AKOLA AKOLA	Status     ACTIVE     ACTIVE     ACTIVE     ACTIVE     ACTIVE     Page	Total 1 • रिक्रि राख्य र मेरा संसद मेरा संसद मेरा संसद	1 - 4 / 4 ]
00022 1000 Generalizery Scolars Lines 00022 1000 Generalizery Scolars Lines 1.3 Activate/ 4. The u	east one field Contains yee No Contains Sounk Deb Shuft Choudry Sandeep Singh C Cheactivate the users ser can activate/ dec	All Name Of Apr 2000 Of Apr 2000 Of Apr 2000 Of Jan 1998 Of Apr 2000 Of Apr 20	Q C UserName/GPFNo MFLADS_KARTHIK IA MFLADS_KARTHIK IA MFLADS_KARTHIK IA MFLADS_KARTHIK IA MFLADS_IDA_AKOLA e Admin/Employee Trst selecting the user	Status     ACTIVE     ACTIVE     ACTIVE     ACTIVE     ACTIVE	Total 1 • থোন মান্য শব্য মান্য শব্য মান্য শব্য মান্য • শব্য মান্য • শব্য • শ্ব মান্য • শ্ব মান্য • শ্ব ম	ecords : 4
CONSTRUCTION OF THE ALL OF T	east one field Contains yee No Contains South Cabo South Cabo	Screen 226: Manage	C C C C C C C C C C C C C C C C C C C	Status     ACTIVE     ACTIVE     ACTIVE     ACTIVE     ACTIVE     ACTIVE	Total 1 • বিধেন মকল শীৰ্ষ মান্ধৱ শীৰ্ষ মান্ধৱ শীৰ্ষ মান্ধৱ • বিধেন মন্ধৱ • বিধিন মন্ধৱ • বেধন মন	ecords : 4
2000 1000 1000 1000 1000 1000 1000 1000	east one field Contains	Screen 226: Manage	Q C C C C C C C C C C C C C C C C C C	Status     ACTIVE     active	Total 1 থ থেকে সকল শিয় মায়ের শিয় মায়র শিয় মায়র শিয় মায়র গ্রান্থ মায়র স্বান্ধ মাযার স্বান্ধ মাযার স্বান্ধ মাযার স্বান্ধ মাযাযার স্বান্ধ মাযার স্বান্ধ	xecords : 4

	भाग सांसद-मेरा देवीय विकास	Back Homo Favouritos	Paseword Managomont	Logout		Admin, (IDA AKOLA Maharashtra
ge n	Lindota Activitalinactivata					
part	tment > Employees					
arch	h records where At least one field	✓ Contains	v	Q		
						Total Re
	Employee No	Employee Full Name	÷ Birth Date	User Name / CPF No	÷ Statue	÷ Client Name
	3017126	Karthik Rao	01 Apr 2000	MPLADS_KARTHIK_IA	ACTIVE	मेरा सांसद
	3016815	Soumik Deb	02 Jan 1998	MPLADS_IA_VERIFIER_AKOLA	ACTIVE	मेरा सांसद
	3010809	Shruli Choudhry	02 Jan 1998	MPLADS_IA_AKOLA	ACTIVE	मेरा सांसद
	3016803	Sandeep Singh	02 Jan 1998	MPLADS IDA AKOLA	ACTIVE	मेरा सांसद

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

### 2. Manage Posts

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

4 C M	M international international	IPLADS - SAKSHI । संसदम्मेरा क्षेत्रीय टिकास My Modules	Rack	Home	Favouritos	Password Management	Logout			S	andeep Singh dmin, (IDAAKOLA Maharashtra,NDA
) M	Tree List										
Y M D	Manage	Admin/Employees		R	Manage Posts		R	Employee Post Mapping	R	Data Migration	R
L E S											
•	2023 TATA Consu	Itancy Services Limited									tcs DigiGOV <sup>™</sup>
			Scree	en 22	8: Adm	nin/Employe	e Con	figuration Pag	ge (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

and the second s	MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	Back Homo Favourites	Password Management Logo	sut	S Sande	ep Singh (IDA AKOLA Maharashtra,NDA
Manaj	ge InDox My Modules					
(3) NO	w Update Activate/Inactivate					
M Y Dep	artment > Posts					
M	and the second	0 million				
D Sea	ch records where At least one field	Contains	×(	4		5700 CONTRACTOR
E	Poet Name	Post Short Name	* Statue	A Start Date	Find Date	Total Records : 3
0	Checker	Checker	ACTIVE	01 Mar 2023	मेरा स	् ।
0	Admin	Admin	ACTIVE	01 Mar 2023	मेरा स	गंसद
0	Admin	Admin	ACTIVE	01 Mar 2023	मेरा क	ांसद
K	< 1 (1 → ×					[1-3/3]
						Durant fix
62023	TATA Consultancy Services Limited					tcsDigiGOV™
			Scroon 17. MAN	ACE POST Page		
			SCIECH 17. WIAT	AGE I USI I age		
				120		
				138		
#### 2.1 New (Create New Posts)

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

MPLADE SAI				0		-	Candlere Circh
	Rack F	lome Favourites Pass	word Management Logout			S	Admin, (IDA AKOLA Maharashtra, ND
ew update Activateur	lactivate						
artment > Posts							
arch records where At least	one field 🗸	Contains	v Q				
DestMar		Deat Shart Name	Cieture .		Detri	End Data	Total Recor
Checker	Checker	A A A	CTIVE	01 Mar 2023	Date ÷	End Date	मेरा सांसद
Admin	Admin	A	CTIVE	01 Mar 2023 01 Mar 2023			मेरा सांसद मेरा सांसद
							[1-3
TATA Consultancy Services Limited							tos Digi
		Scre	en 229: MAN	AGE POS	Т Раде		
		Sere			I I ugo		
MPLADS - SA मेरा सांसद-मेरा क्षेत्रीय विकास	AKSHI Back	Home Favourites Pas	ssword Management Logout				Sandeep Singh Admin, (IDA AKOLA Maharashtra, N
nage Inbox My Modules							
New Update Activa	Post Details						× .
New Update Activa	Post Details Client Name * Plea	ise Select 🗸 🗸	•	Department *	IDA AKOLA Maharashtra	QC	×
New Update Activa Department > Posts learch records where At le	Post Defails Client Name * Plea	ise Select 🗸 🗸		Department *	IDA AKOLA Maharashtra	QC	×
New Update Actival Department > Posts learch records where At le Post	Client Name * Plea Post Name * Plea Parent Post	sse Select		Department * Post Short Name * Payont Post	IDAAKOLA Maharashtra	QC	X Total Reco Client Name
New Update Activa lepartment > Posts earch records where At k Checker	Post Details Client Name * Piez Post Name * Parent Post Department	se Select		Department * Post Short Name * Parent Post	IDAAKOLA Maharashtra	ବ.୯ •	Total Reco Client Name
New         Update         Activa           apartment > Posts         activa         activa           sarch records where         At k           O         Checker         Checker           O         Admin         O           O         Admin         O	Post Datats Client Name * Plea Post Name * Parent Post Department Start Date * 20.4	se Select v opr-2023		Department * Post Short Name * Parent Post End Date	IDA AKOLA Maharashtra	Q.C. ▼ ■	Total Recc Client Name
New     Update     Activation       epartment > Posts     Activation       earch records where     At h       O     Checker       O     Admin       O     Admin       Image: Transmission of the second sec	Post Details Client Name * Plez Post Name *  Parent Post Department Start Date * 20.4	se Select Q pr-2023	2 ] ] Save Res	Department * Post Short Name * Parent Pest End Date tet Close	IDA AKOLA Maharashira	Q C •	Total Recc Client Name
New     Update     Activation       eepartment > Posts     Activation       earch records where     At k       Checker     Admin       Admin     Admin       1     1	Post Details Client Name * Piee Post Name *  Parent Post Department Start Date * 20.4	se Select Q Q pr-2023 m	2 ] ] Sāve Res	Department * Post Short Name * Parent Post End Date Close	IDAAKOLA Meharashtra	Q C ~	Total Recc Client Name
New Update Activate epartment > Posts aarch records where At in Post Chacker Admin Admin I I I / 1	Post Details Client Name * Post Name * Post Name * Post Name * Start Date * 20.4	se Select ද pr-2023 කි	2 3 Save Res	Department * Post Short Name * Post Short Name * Parent Post End Date Pot Close	IDAAKOLA Meharashtra	α.α 	Total Recc Client Name
New Update Activat epartment > Posts earch records where At in Checker Admin Admin Admin 1 t /1	Post Details Client Name * Post Department Start Date * 20.4	se Select ද pr-2023 කි	2 3 Save Res	Department * Post Short Name * Parent Post Parent Post Prid Date Prid Prid Prid Prid Prid Prid Prid Prid	IDAAKOLA Meherashtra	α.α 	Total Recc Client Name
New Update Activate epartment > Posts earch records where At in Checker Admin Admin Admin 1 1 1/1	Post Details Client Name * Pier Post Name * Pier Post Name *  Parent Post Department Start Date * 20.4	se Select Q Q pr-2023 m	2 ] ] Säve Res	Department * Post Short Name * Post Short Name * Parent Post Find Date Post Close	IDAAKOLA Meharashtra	α.α 	Total Rec Client Name
New Update Activate epartment > Posts sarch records where Attiv Checker Admin Admin 1 1 1/1	Post Details Client Name * Pier Post Name * Pier Post Name *  Parent Post Department Start Date * 20.4	se Select Q Q or-2023 面	2 ] ] Săve Res	Department * Post Short Name * Post Short Name * Parent Post End Date Close	IDAAKOLA Meharashtra	α.c° ▼ m	Total Rec Client Name
New Update Activate epartment > Posts earch records where Attive Checker Admin Admin 1 1 1/1	Post Details Client Name * Pier Post Name * Pier Post Name *  Parent Post Department Start Date * 20.4	se Select Q Q pr-2023 面	2 ] ] Sáve Res	Department * Post Short Name * Post Short Name * Parent Post Find Date TClose	IDAAKOLA Meharashtra		Total Rec Client Name
New Update Activate epartment > Posts earch records where Attive Checker Admin Admin 1 1 1/1	Post Details Client Name * Pier Post Name * Pier Post Name * 20.4 Start Date * 20.4	se Select Q Q pr-2023 面	2 ] ] Sáve Res	Department *	IDAAKOLA Meharashtra		Total Rec Client Name
New Update Activate epartment > Posts earch records where Attiv Checker Admin Admin	Client Name * Pier Post Name * Pier Post Name * Pier Barent Post Department 20.4	se Select Q	2 ] ] Sáve Res	Department *	IDAAKOLA Meharashtra		Clert Name
New Update Activation spartment > Posts arch records where At in Checker Admin Admin Admin	Post Datals Client Name * Pier Post Name * Pier Start Date * 20.4	se Select Q	2 3 Sáve Res	Department *	IDAAKOLA Meharashtra		Client Name
New Update Activation epartment > Posts earch records where Attive Checker Admin Admin Admin 1 3 /1	Post Datals Client Name * Pier Post Name * Pier Post Name * 20.4 Start Data * 20.4	se Select Q	Säve Res	Department * Post Short Name * Post Short Name * Post And	IDAAKOLA Meharashtra		Total Rec Client Name (1-
New Update Activate epartment > Posts earch records where Attive Checker Admin Admin Admin 1 1 1/1	Post Datals Client Name * Pier Post Name * Pier Start Data * 20.4	se Select Q upr-2023 E	Säve Res	Department *	IDAAKOLA Meharashtra		Clent Name
New Update Activate epartment > Posts earch records where Attiv Checker Admin Admin Admin Admin 2 1 1/1	Post Datals Client Name * Pier Post Name * Pier Post Name *  Parent Post Department Start Data * 20.2	se Select ur-2023 S	Save Res	Department * 1	Page		Clert Name
New Update Activate epartment > Posts earch records where Attive Checker Admin Admin Admin Admin Admin 2 1 1/1	Post Datais Client Name * Pier Post Name * Pier Post Name *  Parent Post Department Start Data * 20.2	se Select	Save Res	Department * 1 Post Short Name * 2 Post Short Name * 2 Post Short Name * 2 Post Short Data * 2 Post Short	Page		Clert Name
New Update Activation epartment > Posts earch records where At In Checker Admin Admin I I I I / 1 Admin Admin 2 / 1 Admin 2 / 1 Admin Admi	Port Details Client Name * Piee Post Name * Piee Post Name * 20.4 Start Data * 20.4	se Select v pr.2023 m S	Save Res	Department * Passes Short Name * Passes Short Name * Passes Passe	Page		Clert Name
New     Uptate     Articular       uppartment > Posts     Articular       earch records where     Atta       Admin     Admin	Port Details Client Name * Pree Post Name * Pree Post Name * 20.4 Start Data * 20.4 he Details and	se Select v pr.2023 m Su d click on the	Save Res	Department *	Page		Client Name
New Update Activative expansion - Posts earch records where Atta Checker Adma Adma 1 1 1/1	Port Details Client Name * Prec Post Name * Prec Post Name * 20.4 Start Data * 20.4	se Select	Save Res	Department *	Page low.	α.C' 	Client Name
New     Update     Activation       epartment > Posts     Image: Comparison of the second	Port Dotate Client Name * Pree Post Name * Pree Post Name * 20.4 Start Data * 20.4 he Details an the Department	er-2023	Save Res Gave Res creen 230: Pos e save button as g on the Search	Department *	Page low.	α.C' 	Client Name
New Update Active repartment > Posts       epartment > Posts       aarch records where Attive       Admin       Admin       Admin       (1) 1 2 1/1       (2) UNA constituent Services Limited       22. Enter to Select to Sel	Peet Details Client Name * Piee Post Name * Piee Post Name * 20.4 Start Data * 20.4 he Details am the Department	er-2023	Save Res Save Res creen 230: Pos e save button as g on the Search	Department *	Page low.		Client Name
2. Enter the Select th	Port Details Client Name * Pree Post Name * Pree Post Name * 20.4 Start Data * 20.4 he Details and the Departmen	er-2023	Save Res	Department * Posts Short Name * Post Short Name * Post Parcent Post et Ciose st Details I s shown be n icon.	Page low.		Client Name

nage Inbox My Modu	कास les	Back Home Favour	ites Password Managem	ent Logout		Admin	(IDA AKOLA Maharashtra, N
New Update Activ	Post Details					Search Icon	1
epartment > Posts	Client Name *	मेरा सांसद	~	Department *	Q		
arch records where At	Post Name *	Approver		Post Short Name *	APR		Total Day
Post	Parent Post		Q,	Parent Post	~		Client Name
Checker	Start Date *	20.Apr.2023	m	End Date	()		द द
Admin		20701-2023	104		( Jan 1997)		۲.
1 /1 >				Save Reset Close			[1
							J
3 MACcountery service Long	4						testor

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

	MPLADS - S	AKSHI	Back Home Favourites Password Management	Logout	, i	Sandeep Singh Admin, (IDA AKULA Manarashtra, NDA
IV	lanage Inbox My Module					
(3) M	New Update Activa	Post Details				X
Y M OD	Department > Posts Search records where At le	Client Name *	मेरा सांसद 🗸	Department *	<u>م</u>	
ULES	Post	Post Name *	Unit Name : TEnter minimum 3 ch	aracters to apply filter ] Description	Type	Total Records : 3 Client Name
	Checker     Admn     Admn     Admn     If (1   1   1)	Start Date *	MerLADS CHA Department     MerLADS     MerLADS     MerLADS     Mortal Character     MerLADS     MerLADS	MPLADS CNA Department SNA Maharashtra IDA AKOLA IDA AKOLA Maharashtra CHEE O FICER NAGAR PARISHAD MURTIZAPUR CHEE O FICER NAGAR PARISHAD PLAVA CHEE O FICER NAGAR PARISHAD TELHARA CHEE O FICER NAGAR PARISHAD TELHARA CHEE O FICER NAGAR PARISHAD TELHARA COMMISSIONER MUNICIPAL CORPORATION EXECUTIVE ENGINEER Z P WORKS DIV AKOLA	Head Office State Notal Agency(NSNA) Implementing Obtic/t Agency(INDA) Implementing Agency(IA) Implementing Agency(IA) Implementing Agency(IA) Implementing Agency(IA)	ξ ξ ζ [1-3/3]
			្រទ	elect Cancel		
	02023 TATA Consultancy Services Limited	1				مستعلم المراجع ا

Screen 232: Post Details (Department Selection)

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



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

## 6. After the User Clicks on Save,

A dialogue box with option/ button "OK" appears

This Dialogue box confirms the creation of new Post

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



2.2 Update (Update Existing Post)

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

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

MPLADS - SAKSH मेरा सांसद-मेरा क्षेत्रीय विकास	Back Home Favourite	s Password Management Lo	gout		Sandeep Singh Admin. (IDA AKULA Manarashtra, NDA
anage Inbox My Modules					
New Update Activate/Inactivat	ю				
Department					
11					
Search recolds where At least one f	eld V Contains	~	Q		
					Total Records
Post Name	Post Short Name	¢ Status	Start Date	¢ End Date	Client Name
Approver	APR	ACTIVE	20 Apr 2023	30 Apr 2023	मेरा सांसद
O Checker	Checker	AGTIVE	U1 Mar 2023		मेरा सासद
Admin	Admin	ACTIVE	01 Mar 2023		मेरा सांसद
O Admin	Admin	ACTIVE	01 Mar 2023		मेरा सांसद
X X 1 /1 > X					[1-4/
2023 TATA Consultancy Services Limited					بينين اور الحكم المحكم ال
	-				

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

MPLADS - S मरा सासद-मरा क्षेत्रीय विक Manage Inbox My Module	AKSHI शस	Back Home Favourites	Password Manage	mont Logout		Sandeep Singh Admin, (IDA AKOLA Manarashtra, NDA
New Update Activa	Post Details					× `
Department > Posts	Client Name *	मेरा सांसद	~	Department *	COMMISSIONER MUNICIPAL CORPORATION	AKOLA
	Post Name *	Approver		Post Short Name *	APR	Total Record
Post Approver	Parent Post Department	CV RAMAN (17TH LS)	9 C	Parent Post	MP1 V	Client Name
Checker	Vacant Flag			Movement Flag *	COMNQ	
Admin     Admin	Start Date *	20-Apr-2023	<b>1</b>	End Date	30-Apr-2023	
(1) /1 →				Save Close		[1-4
02023 TATA Consultancy Services Limited						tos Digio
		Sc	reen 238	(a): Posts Details	s (update)	
				143		

ge Inbox My Modulec			russion management Logo	out		Admin, (IDAAKOLA Maharashtr
PO	and Companying					
artment > Posts	St Details	मेरा सांसद	~	Department *	COMMISSIONER MUNICIPAL CORPORATION AKOLA	
ch records where At Ic	ost Name *	Approver		Post Short Name *	APR123	
Post P	'arent Post Department	CV RAMAN (17TH I S)	QC	Parent Post	MP1	Client Name
Checker	Vacant Flag			Movement Flag *	COMNQ	
Admin Admin S	tart Date *	20-Apr-2023		End Date	30-Apr-2023	-
< <u>1</u> /1 ►			Paula	Class		[
ATA Consultance Services Limited						tos
		,			( )	
		Sei	reen 238(h)+ Pos	te Detaile	(undate)	
		Sci	reen 238(b): Pos	ts Details	(update)	
		Sci	reen 238(b): Pos	ts Details	(update)	
		Sci	reen 238(b): Pos	ts Details	(update)	
The char	nges will	be reflected	reen 238(b): Pos	ts Details	(update)	
3. The char	nges will	Ser be reflected	reen 238(b): Pos	ts Details	(update)	
3. The char	nges will	Sci be reflected	in the Manage Pc	ts Details	(update)	Sandaan Sinoh
The char     MPLADS - SAK     tarterature defits (Barra	nges will	Sci be reflected i	in the Manage Pc	osts Page.	(update)	Sandeep Singh Admin, (IDAAKOLA Maharashtra
3. The char MPLADS - SAK	nges will :SHI Baci	Sci be reflected i k Home Favourites	in the Manage Pc	osts Page.	(update)	Sandeep Singh Admin, (IDAAKOLA Maharashtra
The char     MPLADS - SAK     To store shire shire define form     Thoox My Modules	nges will	Sci be reflected	in the Manage Pc	osts Page.	(update)	Sandeep Singh Admin, (IDA AKOLA Maharashtra
8. The char MPLADS - SAK Art uties Art of the form Pe Inbox My Modules	nges will (SHI Back	Sci be reflected i	in the Manage Pc	ts Details	(update)	Sandeep Singh Admin, (IDA AKOLA Maharashtr
C The char MPLADS - SAK Meters.ibr.efm.dens	nges will (SHI Baci	Sci be reflected i k Home Favourites	in the Manage Pc	ests Page.	(update)	Sandeep Singh Admin. (IDA AKOLA Meharashtra
8. The char MPLADS - SAK Art stars Art able form to inbox My Modules w Update Activatedine w Update Activatedine w Update Activatedine	nges will (SHI Back	Sci be reflected is k Home Favourites	in the Manage Pc	ests Page.	(update)	S Sandeep Singh Admin: (IDA AKOLA Maharashtra

#### **Screen 239: Posts Details (updated)**

20 Apr 2023

01 Mar 2023

01 Mar 2023

01 Mar 2023

30 Apr 2023

मेरा सांसद

मेरा सांसद

मेरा सांसद मेरा सांसद

tosDigiGOV

2.3 Activate/Inactivate Posts

Approve

Checker

Admin

Admin

APR123

Checker

Admin

Admin

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

ACTIVE

ACTIVE

ACTIVE

ACTIVE

#### 3. Employee Post Mapping

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

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

Ma	MPLADS - SAKSHI मेरा सांसद-मेरा हेलीय विकास	Back Home	Favourites Password I	Management Logout			Sandeep Sin Admin, (IDA	ngh AKOLA Maharashira, NDA
	Tree List							
M OD U	Manage Admin/Employees	R Ma	inage Posts	Emp	oyee Post Mapping	R	Data Migration	R
E S								
62	023 TATA Consultancy Services Limited							tcs DigiGOV <sup>™</sup>
		Sci	reen 240: ad	lmin/employee	configuration	page		
	1 \\//ham				. falla;		_	
		TICKS ON THE FI	noiovee oosi	. mapping the, the	e ionowing scree	in appear	5.	
	I. WHEITUSEL				C C			
2	Image: Second state         MPLADS - SAKSHI           بدر مزمر در مراجع         بدر مزمر در مراجع	Rack Home F	avourites	anagement Logout			Sandeep Sing Admin, (IDA Al	jh KOLA Maharashtra, NUA
Man	Applabs - SAKSHI     Arr einer-kit göng försom     Arr einer-kit göng försom     My Moculus	Rack Home F	avourites Password M	lanagement Logout			Sandeep Sing Admin. (IDA A	jh KULA Maharashtra NUA
Man Man Y Do M O Se	WHEN USER	Rack Home F	avaurites Passward M				S andeep Sing Admin, (IDA A	nh KULA Maharashtra NUA
Man Man Y D S U U L E S	MPLADS - SAKSHI Terrims-bit offic form     My Modules     Mey Adheatchackbade     partment > Employee Post Mapping     harch records where At least one field     Pest Name	Back Home F	avaurites Passward M	innagoment Legeut	2 Start Date		Sandeep Sing Admin. (IJAA	h KOLA Manarashira NUA Total Records : 3 Client Name =
Man Man M D U U L E S	WHEN USER      MPLADS - SAKSHI     mmin-ain ahi ahi ahi     mmin-ain ahi ahi     My Mocules      Mov Activate/mactivate     Activate/mactivate	Rack Home F Contains Contains Contains Contains Source Dob	avaurites Password M = Designatio Checker	inngament Legeut	. ≙ Start Date 01 Mar 2023 01 Mar 2023	4	Sandeep Sing Aamin, (IDAA) Ford Date = मेरा सारे मेरा सारे	ph KQLA Manarashtra NUA Total Records : 3 Clinnt Name = 12
Man Man Y Du U L E S	WHEN USEN      MPLADS - SAKSHI     mentins-are abit item      are attra-are abit item      mentins-are abit item      mentions - Employee Post Mapping      arch records where At least one field      Post Name      Checker      Admin      Admin	Rack Home F Contains Contains Source Deb Shrut Choudhy Shrut Choudhy Sandway Singli	avaurites Passward M Checker Admin Admin	innagament Legeut	▲ Start Data 01 Mar 2023 01 Mar 2023 01 Mar 2023		Sandeep Sing Aamın, (IDAA) Frad Data 2 मेरा सार मेरा सार मेरा सार मेरा सार	ph KQUA Manarashitra NUA Total Records : 3 Cilicot Name ± 12 12 12 12
Man Man M Y Du U U U L E S	WHEN USEN      MeLADS - SAKSHI     metrist-an administration      Marking administration      Marking administration      Checklar      Admini      1 1 / 1	Back         Home         P           V         Contains           Sourik Dob         Shruli Choudiny           Sarukep Singli	consideration     construction     construction	anagamant Lagaut ana CTIVE ACTIVE ACTIVE	<ul> <li>Starf Date</li> <li>01 Mar 2023</li> <li>01 Mar 2023</li> <li>01 Mar 2023</li> </ul>		<b>Fed Date</b> व मेरा सां मेरा सां	Total Records : 3 Client Norm = RC RC RC RC RC RC RC RC RC RC RC RC RC
Man M M V D U L E S	VITELLUSEL	Einek Mome       Contains     Contains     Sourik Deb     Shruk Choudhry     Sanukey Singli	Sumirites Password M Checker Admin Admin	anagamant Logaut	C Start Date 01 Mar 2023 01 Mar 2023 01 Mar 2023	=	S Sandeep Sing Admin, (IDAA मेरा सार मेरा सार मेरा सार मेरा सार	ph KOLA Manarashtra NUA Total Records : 3 Clinent Name E E E E E E E E E E E E E E E E E E E
Man Man M D S S S S C C C C C C	WHEN USEN	Inck None      Inck None      Contains      Contains      Sounk Deb      Shruk Choudhry      Sankeg: Singli	avaurites Passward M avaurites Passward M Checker Admin Admin	anagamanit Lagaut	C Start Date 01 Mar 2023 01 Mar 2023 01 Mar 2023		<b>Fad Date 2</b> मेरा सां मेरा सां	Total Records : 3 Client Norm : R R R F(1 - 3 / 3]
Man Man M D U U U U U U U U U U U U U U U U U U U	WHEN USEN	Rack Nome      Contains      Contains      Sounik Deb      Shruk (Robothy)      Sankep Singli	avourites Password M a Checker Admin Admin	anagamant Lagaut	Shart Date     01 Mar 2023     01 Mar 2023     01 Mar 2023     01 Mar 2023		S Sandeep Sing Admin, (IJAAA मेरा संस मेरा संस	Total Records : 3 Client Name C R R R F T (1 - 3 / 3)
Man Man O V V V V V V V V V V V V V V V V V V	Admin     Admin     Admin     Admin     Admin     Admin     Admin	Rack Home       Contains      Contains      Source Deb     Shuft Choudhry     Sandeep Single	Screen 241		Start Data     Of Mar 2023     Of Mar 2023     Of Mar 2023     Of Mar 2023     Of Mar 2023	a	S Sandeep Sing Admin, (ILDAA मेरा सार मेरा सार मेरा सार	h KULA Manarashira NUA Total Records : 3 Citant Name E E F F T T - 3 / 3 ]
Man M D O S S S C C C C C	VITELLUSEL	Rack Mome P     Contains     Sourik Dob     Shruti Choudhry     Sandway Singli	summites Password M Designatio Checker Admin Admin Screen 241		1 Mar 2023 01 Mar 2023 01 Mar 2023 01 Mar 2023	ge	S Sandeep Sing Admin, (IDAA मेरा सार मेरा सार मेरा सार	n KULA Manarashtra NUA Total Records : 3 Cilient Nume R R Ta Ta Ta Ta Ta Ta Ta Ta Ta Ta Ta Ta Ta
Man Man O S S C C C C C	Checker     Admin	Einek Home     Findance     Contains     Sourik Deb     Shruk Choudiny     Sanukep Single	summites Password M		Start Date     Of Mar 2023     Of Mar 2023     Of Mar 2023     Of Mar 2023     Of Mar 2023	ge	S Sandeep Sing Admin, (IDAA मेरा सां मेरा सां मेरा सां	Total Records : 3 Client Nume = IC Inst Num = IC Inst Nume = IC Inst Nume = IC Inst Nume = IC In

2. Click on new button and fill in the details

MPLADS - S मेरा संसद मेरा क्षेत्रीय दिवन	AKSHI Back Home	Favourites Password Management Log	out	S Sa	ndeep Singh Imin, (IDA AKOLA Maharashtra, NDA
Manage Inbox My Module	•				
New Activate/Inactivate	Post Details				×
Y Department > Employee P M O	Client Name *	Please Select	Department *	IDA AKOLA Maharashtra Q, C*	
D Search records where At I II L	Post *	×			Tatal Descrite : 2
E S Post Na O Checker	Employee *	Enter Value and Press Enter to Se Q	Job Title *	Enter Value and Press Enter to Sei Q	Client Name ‡
Admin	Start Date *	20-Apr-2023	End Date		सांसद
Admin	S Primary Unit				सांसद
		Save	Reset Close		<u>, , , ,</u>
	L.				
62023 TATA Consultancy Services Limited					r==== tcsDigiGOV <sup>™</sup>
		Screen 242: Post	Details Dialogu	ie 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.

Manage Intox       My Modules       Search icon         Department > Employee P       Client Name *       Att stiller;       Department.*         Search records where At       Post *       Under the Search icone       Total Records         Checker       Checker       Search icone       Itter;         Admin       Start Date *       290 Apr 2023       End Date       End Date	
New Activate/Instituted       Pool Dotats       X         Department > Employee P       Client Name *       Rt statz       Department *       Q         Search records where At       Post *       V       Department *       Q         B       Search records where At       Post *       V       Total Records         Checker       Checker       Endorse Enter to Se Q       Job Tife *       Enter Value and Press Enter to Se Q       Ittigg at	
V       Department > Employee P       Client Name *       Pot state       Department *       Imployee P       Client Name *       Pot state       Total Records         Search records where At       Post *       Imployee *       Enter Value and Press Enter to 3e Q       Job Tife *       Enter Value and Press Enter to 3e Q       Ente	
Search records where At Search records where At O Admin     Post *     Image: Construction of the construction	
Pott N         Engloyee*         Endlower and Press Ender to Smill         Job Tife*         Endlower and Press Ender to Smill         Inter Name           O         Admin         Start Date*         20 Apr 2023         End Date         End Date         Endlower and Press Ender to Smill         Endlower and	
O         Ondown         回転用         回	1s : 3
Admin     Dependented	
I S EURIN VIII	
	/3]
Save Reset Close	
6003 VAA Censilierus Sarvices Laaked LCCA Dig G	iGOV <sup>™</sup>
Screen 243: Post Details Box	
4. When user clicks on the icon, the following window pops up	
T. which user checks on the feon, the following window pops up.	
Select the appropriate department and click <b>Select</b> .	
146	

MPLADS - मरा सासद-मरा श्रेतीय Memage InDux My Mod	SAKSHI Iदेकास ules	Back Home Favourites	Password Management	Logout		Sandeep Singh Admin, (IDA AKO	DLA Maharashtra, NDA
New Activate/Inactive Department > Employee Search records where	P Client Name *	मेरा सांसद Unit Selection	~	Department *		×`	
Pest	Start Date *	Information Infor	Enternmun 3 charact Description MPLADS CNA DO SNA Maharashtro NDA AKOLA IIDA AKOLA NHA MACIA Maha IIDA AKOLA NHA MACIA Maha IIDA KACIA MAHA II	ers to appy Titler] partment rashtna NAGAR PARISHAD MURTIZAPUR NAGAR PARISHAD PATUR NAGAR PARISHAD PATUR NAGAR PARISHAD TELLARA iNNICIPAL CORPORATION AKOLA inteer z P WORKS DIVAKOLA ct Cancel	Type Head Office State Nodal Apency(SNA) Nodal Darital Apency(INA) Implementing Darital Apency(IA) Implementing Apency(IA) Implementing Apency(IA) Implementing Apency(IA) Implementing Apency(IA)		Total Records : 3 Client Name
62823 TATA Consultancy Services Lin	milled	Sa	1000 2444 Un	it Coloction Win	dow	-	newerke ℃SDigiGOV <sup>™</sup>

 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.

			-	Logout	5	Admin, (IDA AKOLA Maharashtra,ND/
New Activate/Inactivate	Post Details					×
Department > Employee P	Client Name *	मेरा सांसद	~	Department *	COMMISSIONER MUNICIPAL CO Q C	
Search records where At	Post *		~			
Post Na	Employee *	Approver		Job Title *	Enter Value and Press Enter to See Q	Total Record Client Name
Checker Admin	Start Date *	20-Apr-2023		End Date		सांसद सांसद
O Admin	Is Primary Unit					सांसद
<u> </u>			Save	Reset Close		[1 3,
02023 TATA Consultancy Services Lando	d	S	creen 245	: Post Details I	Box	tos Digi
0223 TAA Considering Services Lanks	4	S	creen 245	: Post Details I	Box	news Cos Digi
(202) TATA Consultancy Services Lands		S	creen 245:	: Post Details I	Box	venne Kosonge
6. Fill in	all the detai	So Is and click on	creen 245: the Save b	: Post Details I utton as shown	Box	testige

New Activate/Inactivate	Post Details					×ì
Department > Employee P	Client Name *	मेरा मांसद	×	Department *	COMMISSIONER MUNICIPAL CO Q C	
Search records where At	Dest	A				
Destal	POST	Approver	~			Total Record
Checker	Employee *	Karthik Rao	QC	Job Title *	APPROVER Q C	Client Name सांसद
Admin	Start Date *	20-Apr-2023	<u>1</u>	End Date	19-May-2023	सांसद
Admin	□Is Primary Unit					रासिद
			Save	Reset Close		2 <b>•</b> *******
21 TATA Complement Services (1996)	4					
23 TATA Controlling Services Limb	4					tos Dig
23 TATA Consultancy Services Lank	4	S	creen 246	: Post Details	Box	best big
3 TATA Cumulancy Services   initia	4	S	creen 246	: Post Details	Box	news tostrig
2) TATA Consultancy Services Linds	4	S	creen 246	: Post Details	Box	tcsD <sub>19</sub>
7 After	Clicking on	S	creen 246	: Post Details	Box	tcsDe
7. After	Clicking on	S save, a success	<mark>creen 246</mark> message p	: Post Details	Box	tcsbig
7. After When	Clicking on	S save, a success OK the details	creen 246 message p are saved	<b>: Post Details</b> pops up. in the system a	<b>Box</b>	s in the
7. After When	Clicking on	S save, a success OK, the details	creen 246 message p are saved	<b>: Post Details</b> pops up. in the system a	<b>Box</b> and the mapping appears	s in the

partment > Employee F							~ ~ ~	
	Client Name *	stutur urte		Department *	COMMISSI			
rch records where At			~	Coputation				
	Post 1	Approver	~					Total Re
Post N	Employoo *	Karthik Rao	90	Job Titlo *	APPROVER	40		Client Name
Approver	Shed Date 1	20.4== 2022		End Date	40.14	· [m]	सांसद	
Admin	Sidit Date	20-Apr-2025	Success	End Date	X	3	सांसद	
Admin	S Primary Unit	_	Post Details saved sur	ccessfully.			सांसद	
			V	22				
				OK				
				OIR				
TA Compluincy Services Land	d							2
TA Censultancy Services Land	d							aĭ,
TA Consultancy Services Land	a							, M
TA Consultancy Services Lamit	a	Sore	oon 247. Po	st Dotails	Success			Ĩc
TA Consultancy Services Land		Scre	een 247: Po	st Details	Success			č
TA Consultancy Services Lamit		Scre	een 247: Po	st Details	Success			Ĩ
SA Constancy Sories Link	d	Scre	een 247: Po	st Details	Success	_		to
17 Consultany Services Land MPLADS - S	aKSHI	Scre	een 247: Po	st Details	Success		Sandeep Singh	Ĭ
TA Considency Services Levis MPLADS - S An uter-Da chills	AKSHI Back Hom	Scre	cen 247: Po	st Details	Success		S Sandeep Singh	A Maharashtra
17 Consultanty Services Lond MPLADS - S მი ფრია მიში წით	AKSHI Back Hom	Scre a Favourites Passwo	cen 247: Po	st Details	Success		S Sandeep Singh Admin, (IDA AKOL	A Maharashtra
12 Genedary Series Led <b>MPLADS - S</b> Pre-eleg-Pa Sile De	AKSHI Back Hom	Scre Favourites Passwo	een 247: Po	st Details	Success		S Sandeep Singh Admin. (IDA AKOL	to A Maharashtra
McCanadang Services Lead MPLADS - S Re eliter-Re gifter file nbox My Module	AKSHI Back Hom	SCFE	cen 247: Po	st Details	Success	(	Sandeep Singh Admin, (IDA AKOL	A Maharashtra
10. Demokery Series Led MPLADS - S Re elles-Re Brille Bre ribox My Medule	AKSHI Back Hom	SCF6	cen 247: Po	st Details	Success		Sandeep Singh Admin, (IDA AkKoL	C A Meharashtra
22 Constant Strates Lead MPLADS - S An ellers-An afrik for hbox Wy Module accessence	AKSHI Back Hom	Scre Pavourites Passwo	cen 247: Po	st Details	Success		S Sandeep Singh Admin, (IDA AKOL	to:
II Constant Services Levi MPLADS - S Ret elites Pic Afrik Bar nbox My Madula Activationacovaria	AKSHI Back Hom	Scre B Favourites Passwo	een 247: Po	st Details	Success		Sandeep Singh Admin, (IDAAKOL	tc A Maharashtre
MPLADS - S Are else-Are Sele for My Module Activitionacross	AKSHI Back Hom	Scre Pavourites Passwo	een 247: Po	st Details	Success		Sandeep Singh Admin, (IDA Aktol	tc A Məharashtra
Memory Protect and MPLADS - S Re else-Re Site Set Inbox My Module Accustoriaciónes tracet > Employae Po	AKSHI Back Hom H H Back Hom	Scre a Favourites Passwo	cen 247: Po	st Details	Success		Sandeep Singh Admin. (IDA AKOL	tc
MPLADS - S Be elles-Ae d'All Be Activitée Marchae Activitée Marchae	AKSHI Back Hom Ni Back Hom	Scre Favourites Passwor	cen 247: Po	st Details	Success		Sandeep Singh Admin, (IDA AKOL	τς Α Maharashtr
MPLADS - S Retities-Retified and Norward - Known - Kno	AKSHI Back Hom	Scre Favourites Passwo	cen 247: Po	st Details	Success		S Sandeep Singh Admin, (IDA AKOL	to A Maharashtre
A Considery Services and MPLADS - S Art ellers-Are 2014 Dar Activation Backware Activation Properties Pr Activation Properties Pr Art Properties Pr Art Properties Pr	AKSHI Back Hom HI Back Hom at Mapping Lesstone field V (	Scre a Favourites Passwo	een 247: Po ord Management Log	st Details	Success		Sandeep Singh Admin, (IDA AKOL	A Maharashtra
A creation Processing MPLADS - S Resting-Restand Resting-Restand Accordionationation Accordionationation resources where Restand	AKSHI Back Hom Na Back Hom P et Mapping east one field V (	Scre Pavourites Passwo	v	st Details	Success		Sandeep Singh Admm. (IDA Aktol	A Maharashira
MPLADS - S Pareires-Paraire My Module Acrossenazione records where Act Post Ma	AKSHI Back Hom NI Back Hom at Mapping assione field V (	s Favourites Passwor	een 247: Po	st Details	Success	¢ End Date	Sandeep Singh Admin, (IDA AKOL	to A Maharashtre Total Re
MPLADS - S Retires Art and for hox My Madule Activities interview art > Employee Pr a records where At h Post Na Approver	AKSHI Back Hom M Back Hom M Back Hom M Back Hom M Back Hom M Complete M	Scre Favourites Passwo ontains ane ci Desig APROVER	cen 247: Po ord Management Log	st Details	Success	End Date 19 May 2023	Sandeep Singh Admin. (IDA Aktou Unit uting	A Maharashtra Total Re Client Name
MPLADS - S Realise-Reading Foreign and My Meddale Activitientiactivate meant > Employae Pro- a records where Ath Approver Oberker	AKSHI Back Hom st at Mapping test one field v ( Karthik Rao Sciprik Dah	Scre Favourites Passwo onlains ane c Dealo APPROVER	cen 247: Po ord Management Log pation c ACTIVE	st Details	Success success start Date 20 Apr 2023 1 Mar 2023	<ul> <li>End Date</li> <li>19 May 2023</li> </ul>	S Sandeep Singh Admin, (IDA AKOL मेरा सांस्ट मेरा सांस्ट	tod A Meharashtra Total Re- Cilient Name
A considery Servers Look     MPLADS - S     Are elles-Are 2-Ale     More Anno 2- Employee Pr     records where Art le     Post Na     Approver     Checker     Advance	AKSHI Back Hom Hi Back Hom hi Mapping hast one field V (Kathik Rao Soumik Deb Soumik Deb	s Favourites Passwo contains me c Dealo APPROVER Checker Checker	v Log	st Details	Success	< End Date 19 May 2023	S Sandeep Singh Admin. (IDAAKOL मेरा सांसद मेरा सांसद मंरा सांसद	Co A Maharashtra Total Rec Client Name
MPLADS - S Reteine Art State	AKSHI Back Hom at Mapping bast one field V ( Karthik Rajo Sounik Deb Shrout Choudry	Scree a Favourites Passwo ontains anne e Desig APROVER Checker Admin Admin	cen 247: Po	st Details	Success	End Date 19 May 2023	S Sandeep Singh Admin. (IDA Akto) मेरा सांसद मेरा सांसद मेरा सांसद	A Maharashtra A Maharashtra Total Rec
MPLADS - S Provides-Provide Pro- Activatemacovaria Activatemacovari	AKSH Back Hom Hit Back Hom et Mapping estione field V ( Kathik Rao Soumik Deb Soumik Deb Sandeep Singh	Scree a Favourites Passwo ontains ame <u>c Deste</u> APPROVER Checker Admin	een 247: Po	st Details	2 Start Date 20 Apr 2023 01 Mar 2023 01 Mar 2023 01 Mar 2023	End Date 19 May 2023	S Sandeep Singh Admin, (IDA ANOL मेरा सांघद मेरा सांघद मेरा सांघद मेरा सांघद	A Maharashtra A Maharashtra Total Rec Client Name

#### 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

8		MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	Back	Home	Favouritos	Password Management	Logout			Sandeer Admin, (I	Singh IDA AKOLA Maharashtra, NDA
M	anage ini	DOX My Modules									
⊙ M Y	Tree Lis	a l									
M	Man	age Admin/Employees	R	1	Manage Posts		R	Employee Post Mapping	R	Data Migration	R
D U L											
S											
6	2023 TATA (	Consultancy Services Limited									tcs DigiGOV <sup>™</sup>
				Sc	reen 24	8: Admin/F	Emplo	yee Configurat	ion Page		
	,	When the user	aliaka	on th	o Data 1	Migration T	Vila th	a fallowing sor	on onnoor		
	v	When the user	clicks	on tł	ne Data I	Migration T	ile, th	e following scre	en appears		
4		When the user	clicks	on tł	ne Data I	Migration T	ïle, th	e following scre	en appears	Sandeer	o Singh
4		When the user MPLADS - SAKSHI المر المعر بلو كاتار كاتوا المعر	clicks Back	on th	Favourites	Migration T	ile, th	e following scre	en appears	Sandeeg Admin, (I	<b>9 Singh</b> DA AKOLA Maharashtra NDA
4 4 M	anage In	When the user MPLADS - SAKSHI Review. An Afric Review box My Modules	clicks Back	on th	Favourites	Migration T	ile, th	e following scre	en appears	Sandeep Admin. (I	<b>9 Singh</b> DA AKOLA Maharashtra NDA <sup>**</sup> .
4 M M Y	anage In Data M Clien	When the user	clicks Back	on th	e Data ]	Migration T	ile, th	e following scre	en appears	S Sandeeg Admin. (1	3 Singh DDAAKOLA Maharashtra NDA
4 M M Y M D	anage In Data M Clier मेरा	When the user MPLADS - SAKSHI Are uter, Are given Top State tigration tt * برایالی المحالی	Clicks Back	on th	Favourites	Migration T	Logout	e following scre	en appears	S Sandeer Admin. (I	<b>9 Singh</b> DDAAKOLA Maharashtra NDA
4 M M Y M O D U L E	anage In Data M Clien मेरा Migr	When the user	Clicks Back	on th	Favourites	Migration T	ile, th	e following scre	en appears	S Sandeer Admin, ()	<b>9 Singh</b> DDAAKOLA Meharashtra NDA
4 M M Y M O D U L E S	anage In Data M मेरा Migr Er	When the user	Back	on th	Favourites	Migration T	ile, th	e following scre	en appears	S Sandeer Admin, (i	2 Singh DDAAKOLA Meharashtra NDA Download Template
4 M M Y M O D U L E S	anage In Data M Clieu मेरा Migr © Er Upl	When the user	Back	on th	Favourrites	Migration T	ile, th	e following scre	en appears	Admin, (i	2 Singh DDARKOLA Maharashtra NDA Download Template
4 M M Y M O D U L E S	Data N Cliei मेरा Upi श्रिक Note	When the user  MPLADS - SAKSHI Are view for drifte Rever.  box My Modules  figration nt *  view view for drifte Rever.  attain Mode *  polycee Details  cad Excel  Attach Elie(s) [Max: 1 Attachmen p: File format and content should	clicks ( Back	Home	re Data d	Migration T	Logout	e following scre	en appears	Admin, (i	DAAKOLA Maharashtra NDA
4 M M Y M O D U L E S	Unit Data M Clier मेरा Migr © Er Upi Q Note	When the user  MPLADS - SAKSHI Bet electro gifter Rever box My Modules  tigration nt *  electro data  staton Mode *  mployee Details cad Excel  Attach Elic(s) [Max: 1 Attachmen s; File format and content should	clicks ( mack )	Home	Process Uploa	Migration T	Logout	e following scre	en appears	Admin. (I	DAAKOLA Maharashira NDA
4 M M Y M O D U L E S	anage In Data N Cliei िमेरा Upi Vpi Note	When the user  MPLADS - SAKSHI  Re view the drive for the former  to drive the drive former  to drive the drive former  c File format and content should	of 10 MBJ be as per the ten	Home Home Home Home Home Home Home Home	Process Uploa	Migration T	ile, th	e following scre	en appears	S Sandeer Admr. (1	D Singh DDARKOLA Maharashtra NDA Download Template
4 4 M M Y M O D U L E S	प्रि Data N Cile मेरा Upl @ Note	When the user  MPLADS - SAKSHI Are uter, Are pither Reven.  box My Modules  Itigration nt  atten Mode *  mployee Details oad Excel  Attach Elie(s) [Max: 1 Attachmen b: File format and content should	clicks ( Back	Home	Process Uploa	Migration T	ile, th	e following scre	en appears	S Sandeeg Admr. (1	D Singh DDA AKOLA Maharashtra NDA
4 M M Y M O D U L E S	anage In Data M पिंख श्रिप Upi श्रि	When the user  MPLADS - SAKSHI As size, An different box My Modules  Ingration nt  states  attach_Elie(s) [Max: 1 Attachmen File format and content should	clicks ( Back	Home	Process Uploa	Migration T	Tile, th	e following scre	en appears	. Sandee Admr. (I	2 Singh DDAAKOLA Maharashtra, NDA
4 M M Y M O D U L E S	Data N Data N Migr © Er Upi ⊘ Note	When the user  MPLADS - SAKSHI As size, 40 dbfulles  tage, 40 dbfulles  tignation  nt  ration Mode *  mployee Ostails  cad Excel  Attach Ele(s) [Max: 1 Attachmen  File format and content should	clicks ( Back	Home	Process Uplo:	Migration T	Tile, th	e following scre	en appears	Admin. (I	2 Singh DDAAKOLA Maharashtra NDA Download Template
4 M M Y M O D U L E S	anage In Data M Cliei ि मेरा Upi @ Note	When the user	clicks ( Back	Home	Process Uplo:	Migration T	Tile, th	e following scre	en appears	Admin. (I	2 Singh DDAAKOLA Maharashtra NDA Download Template
4 M M Y M O D U L E S	anage in Data N Cliei ® Er Upi	When the user	clicks ( Back	Home	Process Uplo:	Migration T	Tile, th	e following scre	en appears	Admin. (I	2 Singh DDAAKOLA Meharashtra NDA
4 0 M Y M O D U L E S	बित्र anage in Data N Cliei बिटा शिव्य Note	When the user	clicks ( Back	Home	Process Uplo:	Migration T	ile, th	e following scre	en appears	Admin. (I	2 Singh DDARKOLA Meharashtra NDA
4 M M Y M O D U L E S	वित्र anage Ini Data N Clier © Er Upi 20 Note	When the user	clicks ( Back   ] tof 10 MB] be as per the ten	Home	Process Uploy	Migration T	ile, th	e following scre	en appears	Admin. (	2 Singh DDARKOLA Meharashtra NDA
4 M M D D D L E S	प्रेमर Data N Cliei मेरा Wpi @ Er Note	When the user           MPLADS - SAKSHI           But wise, An give lower           Boy Modules           Itigration           nt *           ration Mode *           rpiloyee Details           cad Excel           Attach Elic(s)           (Max 1 Attachmen e: File format and content should	clicks ( Back   ] tof 10 MB] be as per the ten	Home	Process Uploy	Migration T	ile, th	e following scre	en appears	Admin. (	2 Singh DDARKOLA Meharashtra NDA Download Template
4 M M V M O D D L E S	प्रियम् Data N Cliei मेस Migr © Fr Note	When the user           MPLADS - SAKSHI           But wise, An data farme           Boy Modules           Itigration           nt *           ration Mode *           rpiloyee Details           cad Excel           Attach Eflec(s)           (Max 1 Attachmen e: File format and content should	clicks ( Back	Home	re Data d	Migration T Password Management aded Data creen 249:	Tile, th	e following scre	en appears	Admin. (	2 Singh DDARKOLA Meharashtra NDA Download Template
4 M M Y MODDULES	anage In Data M Cliefe Er Upi @ Note	When the user           MPLADS - SAKSHI           Bit wise, An data farme           Target on           nt *           ritig           ration Mode * *           ration Mode * *           ration Mode * *           ration Mode *           ad Excel           Alltach Elie(s)           (Max 1 Atlachmen excellent)           x: File format and content should	sack	Home	re Data d	Migration T Password Management aded Data creen 249:	Tile, the constant of the cons	e following scre	en appears	Admin. (	Download Template
4 M M Y M O D D L E S	anage Inda M Deta M िि ि ि ि ि ि ि ि ि ि ि ि ि ि ि ि ि ि	When the user           MPLADS - SAKSHI           Bit wire, Are given Rever           With Contract Contract Rever           Bit wire, Are given Rever	clicks (	Home	re Data d	Migration T Password Management aded Data	Tile, the constant of the cons	e following scre	en appears	Admin. (	2 Singh DDARKOLA Meharashtra NDA



# 2.2 Department Configuration

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

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



Department Configuration page has 2 options:

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

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

inage Inb	XX My Modules						Admin, (IDAA	KOLA Manarasitua, NU
Tree List	i .							
Mana	age Departments			R	Orga	nization Account Mapping		R
-								
								tcs Dig
023 TATA Co	Consultancy Services Limited							
W.	anutary Series Linited	er clicks on	Screen Manage De	<b>253: Depar</b>	tment C	onfiguration Pag	e ppears.	
W.	Annuthery Service Linited hen the used MPLADS - SAKS לת פופר את לוד ולפות	er clicks on	Screen Manage De	253: Depar epartments T	tment C	following screen a	e ppears. S andeep Sin Agmin (UAA	g <b>h</b> KULA Manarashtra.NL
W.	Consultancy Services Landed	er clicks on	Screen Manage De	253: Depar epartments T Password Managament	tment C	following screen a	e ppears. S andeep Sin Admin. (IUAR	jh KULA Manarashtra, NL
W Inage Into New earch re	Annuluary Services Landed	er clicks on	Screen Manage De ome Favourites 1	253: Depar epartments T Password Management	tment C	following screen a	e ppears. S andeep Sin Agmin (IUAA	<b>jh</b> KULA Manarashtra NL
W.	Annularry Services Landed Then the uses MPLADS - SAKS Art release An office Idease box Ny Modules Update ent > Departments ecords where At least one	er clicks on HI Back H Teea Y	Screen Manage De ome Favourites 1	253: Depar epartments T Password Management	tment C	following screen a	e ppears. S andeep Sin Armin, (UAA	gh KOLA Manarashtra NL Total Reco
W. My New Departme search re	Chen the use hen the use MPLADS - SAKS ter effected addition ter effected addition pate ent > Departments ecords where At least one DepartmentAme *	Telicks on	Screen Manage De ome Favourites 1	253: Depar epartments T Password Management	tment C	following screen a	e ppears. Sandeep Sin Armin, (UAA End Date : PEMS Short Name :	gh KULA Manarashtra Ni KULA Manarashtra Ni Tutal Reco
W. anage Internet Search re o ( F	Chen the use hen the use MPLADS - SAKS ter effec. Are offer before ter effec. Are offer before ecords where At least one DepartmentName = DepartmentName = DepartmentN	Pr clicks on HI Back H Reid V Department Short Name PARISHO PATUR PARISHO PATUR	Screen Manage De ome Favourites I Contains Department Type Implementing Agency((A)	253: Depar epartments T Password Management	tment C Tile, the Logout	following screen as following screen as 09 Mar 2023	e ppears. Sandeep Sin Amm, (UAA mm, (UAA CHEF OFFICER NAGAR PRISHOPATUR OHEF OFFICER NAGAR PRISHOPATUR	gh KULA Manarashtra Nt Tutal Recu Client Name मेरा संसद
W. Triage Into New Repartment earch re	Annuluscy Series Linuid Them the uses MPLADS - SAKS Arr effected linking Update ent > Departments ecords wmee Ail least one PepertmentAnne C Chiller OFFICER NACOAR PARISKAD PARTUR PARISKAD PARTUR	Pr clicks on           HI         васк           вена         н           лена         ч           Оранглан Short Name         ч           Онер онгрост Nagar         ч           Развилартира Nagar         ч           Онер онгрост Na	Screen Manage De ome Favourites I Contains Department Type Implementing Agency(IA)	253: Depar epartments T Password Management	tment C	following screen a Start Date 0 09 Mar 2023 09 Mar 2023	e ppears. Sandeep Sin Amm, (LUAA End Date C PEMS Short Name, CHEF OFFICER NAGAR PRESIND PATUR CHEF OFFICER NAGAR PRESIND PATUR CHEF OFFICER NAGAR PRESIND PATUR	ph KULA Manarashtra Nt Tutal Reco Client Name मेरा संसद मेरा संसद
E23 TATA CC	Annuluscy Series Linited	Er clicks on           HI         Back           Beld         V           Department Stort Namor CHEF ofFicer Nagar Paristrad MURTIZAPUR COMMISSIONER HIGTORPORTION AKOLA	Screen Manage De	253: Depar epartments T Password Management	tment C	tonfiguration Pag	e ppears. Sandeep Sin Admin. (LUAA CHEF OFFICER NAGAR COMMISSIONER COMMISSIONER COMPORTING NAGOLA	ph KULA Manarashtra NL Total Reco Client Name मेरा संसद मेरा संसद मेरा संसद
W rage Inth New repartment earch re	Annuluscy Service Linead Them the uses Them the uses The service of the lateral Typeat	Prolicks on HI Back H Beld V CHEF OFFICER NAGAR PRISHAD PATUR CHEF OFFICER NAGAR PRISHAD PATUR COMMISSIONER VORPORATION AKOLA CHEF OFFICER NAGAR PARISHAD THABAS	Screen Manage De	253: Depar epartments T Password Management	tment C	Image: Solution of the section of	e ppears. Sandeep Sin Admin. (LUAA CHEC OFFICER NAGAR	ph KULA Manarashtra NI Total Reco Client Name मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
E23 YAAA CC E23 YAAA CC E33 Y	Annuluscy Service Lineted  Heen the uses  MPLADS - SAKS Art effect art offet lower  Updat  Context of offet lower  Context of offet  Context of offet  Context of offet  Context of offet  Context of	Procession and the second seco	Screen Manage De	253: Depar epartments T Password Management	tment C	Image: Second Figuration Pag           following screen aj           following screen aj           09 Mar 2023	e ppears. Sandeep Sin Admin. (LUAA CHEF OFFICER NAGAR	ph KULA Manarashtra NI KULA Manarashtra NI Tulai Reco Client Name मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद
V	Annutarray Service Landed  Annual Ann	Reid HI BRICK OFFICER NAGAR PARISHAD PARISHAD TELMARA COMPORTION AKOLA COMPORTION AKOLA COMPORTION AKOLA COMPORTION AKOLA COMPORTION AKOLA COMPORTION AKOLA PARISHAD PARISHATA PWORKS DIV AKOLA PWORKS DIV AKOLA PWORKS DIV AKOLA	Screen Manage De	253: Depar epartments T Password Management	tment C	Start Data         Start Data           0         Mar 2023           0         Mar 2023           0         Mar 2023           0         Mar 2023           2         Feb 2023           2         Feb 2023           2         Feb 2023	e ppears. Sandeep Sin Admin. (IJAA College OFFICER NAGAR PARISHAD PATUR College OFFICER NAGAR PARISHAD PATUR College OFFICER NAGAR PARISHAD PATUR COMPOSITION AROLA CORPORATION AROLA CORPORATION AROLA DHEF OFFICER NAGAR PARISHAD TELINAGA EVENUETY CONNESSIONER MUNICIPAL COMPOSITION AROLA DHEF OFFICER NAGAR PARISHAD TELINAGA DHEF OFFICER NAGAR	ph KULA Manarashira NI Tulai Reco Client Name मेरा संसद मेरा संसद मेरा संसद मेरा संसद मेरा संसद
V	Annulazery Service Landed	ET CLICKS ON HI Rack H Reid V Department Short Name CHIEF OFFICER NAGAR PARISHAD PATUR CHIEF OFFICER NAGAR PARISHAD TELMARA CONFORMICIAR NAGAR PARISHAD TELMARA CONFORMICIAR NAGAR PARISHAD TELMARA PARISHAD PARISHAD TELMARA PARISHAD PARISHAD PARISHA PARISHAD PARISHAD PARISHAD PARISHAD PA	Screen Manage De	253: Depar epartments T Password Managament	tment C	Image: Second	e ppears. Sandeep Sin Admin. (IJAA College of College College College of College	ph KULA Manarasanra NI Tolal Reco Client Name मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद मेरा सांसद

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

ge	Inbox My Modules								
w	Update								
P	ment > Departments								
a	records where At least one	field 🗸	Contains	~	Q				
									Total Reco
	DepartmentName \$	Department Short Name \$	Department Type	Parent Department	status		End Date	PFMS Short Name	Client Name
	CHIEF OFFICER NAGAR PARISHAD PATUR	CHIEF OFFICER NAGAR PARISHAD PATUR	Implementing Agency(IA)	IDA AKOLA Maharashtra	ACTIVE	09 Mar 2023		CHIEF OFFICER NAGAR PARISHAD PATUR	मेरा सांसद
	CHIEF OFFICER NAGAR PARISHAD MURTIZAPUR	CHIEF OFFICER NAGAR PARISHAD MURTIZAPUR	Implementing Agency(IA)	IDA AKOLA Maharashtra	ACTIVE	09 Mar 2023		CHIEF OFFICER NAGAR PARISHAD MURTIZAPUR	मेरा सांसद
	COMMISSIONER MUNICIPAL CORPORATION AKOLA	COMMISSIONER MUNICIPAL CORPORATION AKOLA	Implementing Agency(IA)	IDA AKOLA Maharashtra	ACTIVE	09 Mar 2023		COMMISSIONER MUNICIPAL CORPORATION AKOLA	मेरा सांसद
	CHIEF OFFICER NAGAR PARISHAD TELHARA	CHIEF OFFICER NAGAR PARISHAD TELHARA	Implementing Agency(IA)	IDA AKOLA Maharashtra	ACTIVE	09 Mar 2023		CHIEF OFFICER NAGAR PARISHAD TELHARA	मेरा सांसद
	EXECUTIVE ENGINEER Z P WORKS DIV AKOLA	EXECUTIVE ENGINEER Z P WORKS DIV AKOLA	Implementing Agency(IA)	IDA AKOLA Maharashtra	ACTIVE	28 Feb 2023		EXECUTIVE ENGINEER Z P WORKS DIV AKOLA	मेरा सांसद
	IDA AKOLA Maharashtra	IDA AKOLA Maharashtra	Implementing District Agency(IDA)	NDAAKOLA	ACTIVE	28 Feb 2023		IDAAKOLA	मेरा सांसद
	< 1. /1 > N								[1-
ŝ									

Screen 255: Manage Departments Page

tcsDigiGOV<sup>™</sup>

 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.

Department > Department }       Client Name *       Zill Office Parishad       Total Record         Beach records wire All Nears       Department Name *       Zill Office Parishad       Total Record         Department Short *       Doportment Name *       Zill Office Parishad       Total Record         Operationent Short *       Department Name *       Zill Office Parishad       Total Record         OfHE OFFICER N OFFICER NO PARISHO MURT COMMISSION MURT OCREGRATIONAL PARISHO PARISHO MURT OCREGRATIONAL	New	Update	Department Details					×
Beach records winer AL     Impartment Short     ZOP     PFMS Short Name*     Zille Onter Kinduda     Total Record       Department Short     ZOP     PFMS Short Name*     Zille Onter Kinduda     MR     Att attack       O FHEF OFFICER N ORRESHOR MURTRO COMMISSION MURTRO COMMIS	lepart	ment > Departments	Client Name *	प्रेर ग्रांगट	×	Department Name *	Zill Office Parishad	
Department/Microsofter No.       Description **       example       Parent Department.**       IDAAKOLA Maharashtra       Parent Parent Parent Parent Parent Parent Parent	earch	records where ALK	Department Short Name	* ZOP	-	PFMS Short Name *	Zilla Parishad	Total Records
O ENER OFFICER N PARISMUNRI COMMISSIONER COMPORATION AK State *     Implementing Agency (A)     Dise Code / PFMS · Agency Code     IA_404       O ENER OFFICER N PARISMONER COMPORATION AK State *     Implementing Agency (A)     Dise Code / PFMS · Agency Code     IA_404       O ENER OFFICER N PARISMON TELLM PARISMON TELLM D AAKOLA Mehara     Maharashtra     District * Agency Code     AKOLA       O ENER OFFICER N PARISMON TELLM D AAKOLA Mehara     State *     Maharashtra     District * District *     AKOLA       O ENER OFFICER N PARISMON TELLM D AAKOLA Mehara     State *     Maharashtra     District * District *     AKOLA       O ENER OFFICER N PHORING NARAKOLA Mehara     District * DISA AKOLA Mehara     State *     District * District *     AKOLA	0	DepartmentNar CHIEF OFFICER N PARISHAD PATUR	Description *	example		Parent Department *	IDA AKOLA Maharashtra	) ≎ Client Name SAR मेरा सांसद
Image: State *     Maharashtra     Image: State *<		CHIEF OFFICER N PARISHAD MURTIZ COMMISSIONER	Department Type *	Implementing Agency(IA)	×	Dise Code / PFMS . Agency Code	IA_404	AR PUR मेरा सांसद
○ cher officien M PARSIMUE TENM >> Executive ENDINA >> UDAAKOLA Mahara     Start Date *     20-Apr-2023     Image: Start Date *     30-Apr-2023     Image: Start Date *     Start Date *     10-Apr-2023     Image: Star		MUNICIPAL CORPORATION AK	State *	Maharashtra	~	District *	AKOLA 🗸	मेरा सांसद LA
PRECUTIVE ENDIN     ENZ     मेरा बॉसप       PWORKS DUARC     Save     Reset     Close       IDA AKOLA Mohana     Save     Reset     Close		CHIEF OFFICER N. PARISHAD TELHAF	Start Date *	20-Apr-2023	<b>1</b>	End Date	30-Apr-2023 前	अग्र मरा सांसद
IDA AKOLA Mehara     Save     Reset     Close       वेश संसद     1 - 6		P WORKS DIV AKC			_			भ मेरा सांसद
	0	IDA AKOLA Mahara			Sa	ave Reset Close		मेरा सांसद
	R	1 /1 >	4					[1-6]
		A Canadianay European Limited						Presentity

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

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

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

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

(a) (a)	MPLADS - SAKSHI मेरा सांसद-मेरा देवीय विकास Back	Home Favourites Password	d Management Logout	S	Sandeep Singh Admin, (IDA AKOLA Maharashtra,NDA
Ma Ma	Ianage Inbox My Modules Iree List				
MODU	Manage Departments		Organization Ac	count Mapping	R
LES					
•	82923 TATA Consultancy Services Limited	Screen 2	57: Manage Denart	ments Page	tcsDigiGOV <sup>™</sup>
	1. When the user cli	cks on Organizati	on Account Mapping	g Tile, the following screen	appear, (Which
_	shows a list of exi	isting mapping de	etails).		
	680				
	MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास Back	Homo Favouritos Passwo	ord Management Logout	9	Sandeep Singh Admin, (IDA AKOLA Maharashtra,NDA
) () () ()	Manage InDox My Modules  Organization Account Mapping	: Homo Favouritos Passwo	vrd Managomont Logout		Sandeep Singh Admin, (IDA AKOLA Maharashtra,NDA
I M Y M O	MPLADS - SAKSH Back Manage InDox My Modules Organization Account Mapping Entity/DDO Name	Home Favourites Passwo	Account Numb	er	Sandeep Singh Admin, (IDA AKOLA Maharashtra NDA
MY MODULES	MPLADS - SAKSH Back Methods - Mohl Method Methods - Methods Organization Account Mapping Entity/DDO Name	t Homo Favourites Passwo Account Type Please Select	Account Numb	er	Sandeep Singh Admin, (IDA AKOLA Maharashtra NDA
MY MODULES	MPLADS - SAKSHI Back MPLADS - SAKSHI Tripper SAKSHI Manage Intox My Modules Organization Account Mapping Entity/DDO Name Tutal Records 6	Li Nome Favourites Passwo Account Type Please Select	Account Numb	er	Sandeep Singh Admin, (IDA AKOLA Maharashtra NDA
M Y MODULES	MPLADS - SAKSHI         Back           Martineza bit Marin         Back           Warage Intox         My Modules           Organization Account Mapping         Entity/DDO Name           Total Revords 5         Entity/DDO Name           Entity/DDO Name         Entity/DDO Name	Nome         Favourities         Passwo           Account Type         Please Select         Please Select	Account Numb	er mber IFSC Code SBIN0000078	Sandeep Singh Admin, (IDA AKOLA Maharashtra NDA Admin A CDA AKOLA Maharashtra NDA Action
MY MODULES	MPLADS - SAKSHI         Back           Martineza da da Martini         Back           Wanage Intox         My Modules           Organization Account Mapping         Entity/DDO Name           Total Revords 5         Entity/DDO Name           Executive Engineera Z P Works Div Accola         CommissionErr Z P Works Div Accola           Children KiningsionErr MacRa Parishand Te Linkara         Common Accola Deparation Accola	Nome         Favourites         Passwo           Account Type         Please Select         Please Select           SNA_ACCOUNT         SNA_ACCOUNT         SNA_ACCOUNT	Account Numb	er mber IFSC Code SBIN0000678 SBIN000078	Sandeep Singh Admin, (IDA AKOLA Maharashtra NDA Admin A CDA AKOLA Maharashtra NDA
M Y MODULES	MPLADS - SAKSHI         Back           Martineza dhaft Barni         Back           Veranization Account Mapping         Introducted           Organization Account Mapping         Entity/DDO Name           Entity/DDO Name         Introducted           Executive S         Entity/DDO Name           Executive Engineera Z P Works Div Accila         Commissionera Minipal Coepenation Accila           Chiler OfFicer NacAre Parishado TELHARA         Chiler OfFicer NacAre Parishado TELHARA	Nome         Favourites         Passwo           Account Type         Please Select         Please Select           SNA_ACCOUNT         SNA_ACCOUNT         SNA_ACCOUNT	Account Numb	er mber IFSC Code SBIN0000678 SBIN0000678 SBIN0000678 SBIN0000678	Sandeep Singh Admin, (IDA AKOLA Maharashtra NDA Admin, CIDA AKOLA Maharashtra NDA Astion
M Y M O D U L E S	MPLADS SAKSHI Merica an dahi feleri Merica an dahi feleri Merica and Mericani Merica and Mericani Entity/DDO Name Entity/DDO Name Entity/DDO Name Executive & Entity/DDO Name Executive Entity/DDO Name Executive Entity/DDO Name Commissioner Municipal Composition Account Commissioner Macane Parishad Patrus Chief OfFICER Nacase Parishad Patrus (Life OfFICER Nacase Parishad MultitizaPure Life (Life (Life))	Home         Favourities         Password           Account Type         Please Select         Image: SNA_ACCOUNT         Image: SNA_ACCOUNT	Account Numb Search Reset Account Numb Account Numb Account Num Account Num	er mber IFSC Code SBIN0000078 SBIN0000078 SBIN0000079 SBIN0000079	Sandeep Singh Admin, (IDA AKOLA Maharashtra NDA Admin CIDA AKOLA Maharashtra NDA Action
M Y MODULES	MPLADS SAKSHI merina dahi telemi Manage Indox Inf Modules Organization Account Mapping Entity/DDO Name Entity/DDO Name Executive Entity/DDO Name Executive Entity/DDO Name Executive Entity/DDO Name Executive Entity/DDO Name Columis Signer Ruinschar Corporation Actoria Chiller OfFicier Nackar Parishad Partur Chiller OfFicier Nackar Parishad Partur Chiller OfFicier Nackar Parishad MultitZaPur I I / 1 I III	Home         Favourities         Password           Account Type         Please Select         Please Select           SNA_ACCOUNT         SNA_ACCOUNT         SNA_ACCOUNT           SNA_ACCOUNT         SNA_ACCOUNT         SNA_ACCOUNT	Account Numb Search Reset 3646465536346 23776487738 249824729843984 45363453365534 Account Nu	er mber IFSC Code SBIN0000078 SBIN000078 SBIN000078 SBIN000078	Sandeep Singh Admin. (IDA AKOLA Maharashtra NDA Admin CIDA AKOLA Maharashtra NDA Action
MY MODULES	MPLADS - SAKSHI Back MPLADS - SAKSHI Manage Indox My Modules Organization Account Mapping Entity/DDO Name Total Revurse 5 Executive Entity/DDO Mane I I I I I I I I I I I I I I I I I I I	t Nome Favourities Pascure Account Type Please Select SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT	Account Numb	er mber IFSC Code SBIN0000078 SBIN000078 SBIN000078 SBIN000078	Sandeep Singh Admin, (IDA AKOLA Maharashtra NDA Admin A CDA Maharashtra NDA Action
M M V U L E S	MPLACS - SAKSHI Meriado - SAKSHI Meriado - SAKSHI Meriado - Marcine - Sakshi Meriado - Marcine - Sakshi Crganization Account Mapping Entity/DDO Name Executive S Entity/DDO Name Executive EngineErz 2 PWORKS DM AccuA CommissionFR MI MICRA CORPORATION ACCIA CommissionFR MI MICRA CORPORATION ACCIA CHIEF OFFICER NACAR PARISHAD PATUR CHIEF OFFICER NACAR PARISHAD MURTIZAPUR 1 2 /1 0	Nome         Favourities         Passwo           Account Type         Please Select         Please Select           SNA_ACCOUNT         SNA_ACCOUNT         SNA_ACCOUNT           SNA_ACCOUNT         SNA_ACCOUNT         SNA_ACCOUNT           SNA_ACCOUNT         SNA_ACCOUNT         SNA_ACCOUNT	Account Numb	er mber IFSC Code SBIN0000678 SBIN000078 SBIN000078 SBIN000078 SBIN000078 SBIN000078	Sandeep Singh Admin, (IDA AKOLA Maharashtra NDA Admin (IDA AKOLA Maharashtra NDA Action Research Resea
MY MODULES	MPLADS - SAKSHI Meriada - SAKSHI Meriada - Sakshi Meriada - Sakshi Crganization Account Mapping Ently/DDO Name Ently/DDO Name Ently/DDO Name Ently/DDO Name Executive & Ently/DDO Name Executive Ently/DDO Name Executive Ently/DDO Name Commissioner Multicitya Composition Account Commissioner Multicitya Composition Compositioner Composition Account Compositioner Composition Account Compositioner Composition Account Compositioner Composition Account Compositioner Composition Compositioner Compositioner Composition Compositioner Composition Compositioner Composition Compositioner Composition Compositioner Compositioner Composition Compositioner Compositioner Composition Compositioner Composition Compositioner Composition Compositioner Compositioner Com	t Homo Faveurites Passwo Account Type Please Select SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT	Account Numb Search Reset 3646465536346 2367423874984 3756465738 24682729843948 2367495738 24682729843948 453534535352534 Account Numb Account Numb A	er mber IFSC Code SBIN0000778 SBIN000078 SBIN0000678 SBIN0000678	Sandeep Singh Admin, (IDA AKOLA Maharashtra NDA Admin (IDA AKOLA Maharashtra NDA Admin Action
M Y MODULES	MPLADS - SAKSHI Menage Indox Ny Modules Organization Account Mapping Ently/IDDO Name Total Recursts 5 Executive Ently/IDDO Mame Executive Ently/IDDO Mame Executive Ently/IDDO Mame Executive Engineers 2P Works Div Accia Crimiter Softeers Macare Parishab Div Accia Crimiter Softeers Macare Parishab Deturna Chiler OFFICER Macare Parishab MurtiZaPur Chiler OFFICER Macare Parishab MurtiZaPur Chiler OFFICER Macare Parishab MurtiZaPur Division 1 / 1 / 1 / 1 / 1 / 1 / 1 / 1 / 1 / 1	t Nome Favourities Pascura Account Type Please Select SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT SNA_ACCOUNT	Account Numb	er mber IFSC Code SBIN0000078 SBIN000078 SBIN000078 SBIN000078 SBIN000078	Sandeep Singh Admin, (IDA AKOLA Maharashtra NDA Admin (IDA AKOLA Maharashtra NDA Action Research Resea
MY MODULES	Merrie and and lifemin     Merrie and and lifemin     Merrie and and lifemin  Merrie and and lifemin  Merrie and and lifemin  Merrie and and lifemin  Merrie and and lifemin  Merrie and and lifemin  Instructure and li	Home         Favourities         Passwo           Account Type         Please Select         Image: Count Type           SNA_ACCOUNT         SNA_ACCOUNT         SNA_ACCOUNT           SNA_ACCOUNT         SNA_ACCOUNT         Image: Count Type           SNA_ACCOUNT         SNA_ACCOUNT         Image: Count Type	Account Numb	er mber IFSC Code SBIN0000778 SBIN0000778 SBIN0000779 SBIN0000079	Addini, (IDA AKOLA Maharashtra NDA) Admin, (IDA AKOLA Maharashtra NDA) Admin, CIDA AKOLA MAHARASHTRA
MY MODULES	MPLADS SAKSHI MPLADS SAKSHI Manage Intox My Modules Organization Account Mapping Entity/DDO Name Total Resource 5 Method Manager Manager Manager Manager Executive Engineer Z P Works DV AKCIA Commissioner Minicipal ColePolation AKCIA Commissioner Minicipal ColePolation Commissioner Minicipal ColePolation Commissi	ното         Favourites         Разсил           Account Type         Please Select         Please Select           SNA_ACCOUNT         SNA_ACCOUNT         SNA_ACCOUNT	Account Numb	er mber BEINCOCOOF8 SEINCOCOF	Action
M MODULESS	MPLADS SAKSHI Meriadan Sakshi Meriadan Sakshi Meriadan Sakshi Crganization Account Mapping Entry/DDO Name Entry/DDO Name Entry/DDO Name Entry/DDO Name Executive Sakshi Colling Collin	t Home Favourites Pasewo	Account Numb	er mber IF\$C Code SBIN0000778 SBIN000078 SBIN0000778 SBIN0000778 SBIN0000778 SBIN0000778 SBIN0000078	Action Admin. (IDA AKOLA Maharashtra NDA Action Aco

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

MPLADS - मेरा सांसद-मेरा क्षेत्रीय	SAKSHI <sub>R</sub> दिकास	ack Home Favourites	Password Manageme	nt Logout	Sandeep Singh Admin, (IDAAKOLA Maharashtra, NDA
Manage Inbox My Modu	ules				
Organization Account N	Ma Mapping Details				× .
Y Entity/DDO Name	Normal OBulk U	pload			
	Entity/DDO Name *	IDA AKOLA Maharashtra	QC		
E S	Account Type *	Please Select	~	Account Number *	
Total Records 5	IFSC Code Search			Bank Name *	
Entity EXECUTIVE ENGINEER	IFSC Code				Action
COMMISSIONER MUNIC	CIF				-
CHIEF OFFICER NAGAR	R F			Save	5
CHIEF OFFICER NAGAR	RF				5
4 4 1 /1 >					
62023 TATA Consultancy Services Lim	niled				tos DigiGOV"
		Screen 25	9: Organiz	ation Account Mapping (No	rmal)

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

- Normal
- Bulk Upload

In the normal method,

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

In case of Bulk upload,

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

	Mapping Details					×
Entity/DDO Name	Entity/DDO Name	IDA AKOLA Maharashtra	QC	Account Type *		
			Generate	Excel		
Total Records 5 Entit KECUTIVE ENGINEER	Download Excel *	Downloa	ad Excel	Upload Excel *	Attach Elle(s) [Max: 1 Attachment of 10 MB]	Action
DMMISSIONER MUNI HIEF OFFICER NAGAI HIEF OFFICER NAGAI	CIF RF RF		Process Uploa	aded Data		
	RI					

### 2.3 Access control

#### Role Group Mapping

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

Each group is configured with certain roles and rights.

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

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

Back Home Favourites		Sandeep Singh Admin, (IDA AKOLA Manarashtra NDA
Admin/Employee Configuration	Access control	R
		tos DigiGOV
Screen 261: Admi	n Page	
Rack Home Favourites		Sandeep Singh Admin, (IDA AKOLA Maharashtra, NDA
		-
		Ŕ
		Present By
Screen 262: Access	control	iwente ICS DigiGOV
Screen 262: Access	control	ov ونظر عمل
	Rack       Homo       Favourites         AdminEmployee Configuration    Screen 261: Admin          Rack       Homo       Favourites	Back Home     Parourites     AdminEmployee Configuration     AdminEmployee Configuration     Concernation     Screen 261: Admin Page     Back     Kome     Favourites

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

L > R	tole Group Mapping							
irch i	records where At least one field	~ Co	ontains 🗸	Q				
	Role 💠	Role ID	Group Name	¢ Group ID	Role Type	≑ Status	♦ Start Date ♦	Total Record End Date
	Sandeep Singh (Admin-IDA AKOLA Maharashtra)	3034039	District Admin	1538	Unit	Active	11 Apr 2023	
	Soumik Deb (Checker- EXECUTIVE ENGINEER Z P WORKS DIV AKOLA)	3034063	Verifier Group	1533	Unit	Active	01 Mar 2023	
	Soumik Deb (Checker- EXECUTIVE ENGINEER Z P WORKS DIV AKOLA)	3034063	Worklist Group	1526	Unit	Active	01 Mar 2023	
	Shruti Choudhry (Admin- EXECUTIVE ENGINEER Z P WORKS DIV AKOLA)	3034051	Worklist Group	1526	Unit	Active	01 Mar 2023	
	Shruti Choudhry (Admin- EXECUTIVE ENGINEER Z P WORKS DIV AKOLA)	3034051	IA Group	1532	Unit	Active	01 Mar 2023	
	Sandeep Singh (Admin-IDA AKOLA Maharashtra)	3034039	Worklist Group	1526	Unit	Active	01 Mar 2023	
	Sandeep Singh (Admin-IDA AKOLA Maharashtra)	3034039	IDA Group	1531	Unit	Active	01 Mar 2023	
4	1 /1 > >							[1-7

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

4		MPLADS - S	AKSHI <sup>शस</sup>		Back Home Favou	rites			S Sat	ndeep Singh nin, (IDA AKULA Manarashtra,NDA
M	anage	Inbox My Module	IS I							
③   M	New	Update Activat	e/Inactivate							
Y	ACL >	Role Group Mapping								
O D	Searci	h records where At le	Role Group Mapping							×
L			Client Name *		गेरा सांसद	~				Total Records . 7
5	0	Role Sandeep Singh (Ad AKOLA Maharashtra	Value Type		Role	~	Group Name *	District Admin	QC	: End Date ¢
		Soumik Deb (Check EXECUTIVE ENGIN WORKS DIV AKOL	Role Flag Name *		Employee	~				_
		Soumik Deb (Check EXECUTIVE ENGIN	Employee *		Karthik Shinde	QC				
		WORKS DIV AKOL	Start Date *		20-Apr-2023	81	End Date	25-May-2023	31	
		EXECUTIVE ENGIN								
		Shruti Choudhry (Ac				Save	Reset Close			
		WORKS DIV AKOL	עי							
		Sandeep Singh (Adr AKOLA Maharashtra	nin-IDA i)	3034039	Worklist Group	1526	Unit	Active	01 Mar 2023	
		Sandeep Singh (Adr AKOLA Maharashtra	nin-IDA v)	3034039	IDA Group	1531	Unit	Active	01 Mar 2023	
	н	< 11/1 >	8							[1-7/7]
•	12023 TA	TA Consultancy Services Limite	1							tcs DigiGOV <sup>™</sup>
					Scree	n 264: Rol	e Group Map	ping(new)		

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

# 3. Manage MP Work Recommendation (IDA)

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

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

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

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

10-40	MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	Back Home	e Favourites Password Manage	ement Logout			Sandeep Singl	OLA Maharashtra, NDA
		Ad	lmin Fund Limit					
		1	Rs. 0.00 Fotal Limit	₹	<b>O</b> Available Limit	₹	Rs. 0.00 Distributed Limit	₹
	Sandeep singn Admin	De	evelopment Work Status					
	Manage Inbox		Recommended Work	27	No. of Registred I/	/Vendor		
	My Modules	-	Sanction Work	9	21			
	my mounes		Completed Work with UC	3				
1	Manage MP Work Recommendation (IDA)		Abandoned/Suspended Work	0				
4	Inbox	C	In Going Works	3				
H	Files							
ę	Intimations							
	Seen (Approve/Not Approved) Files							
	- con ( pperenter pperent) nos							
62023	TATA Consultancy Services Limited							tcsDigiGOV <sup>™</sup>
			Screen	265 · ID	A Admin Home	Раде		
			Screen			I ugei		
<b>1</b>		×	0 0					
8	MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	Back Ho	me Favourites Password	d Management	Logout		Admin, (IDA AKOLA	Maharashtra,NDA
Mai	age Inbox My Modules							
⊘ M	ree List							
Y		_		-		_	Manage Fund Enhancement	_
0 0 :	Return Fund	R	Limit Allocation Management	R	Work Management	R	Approval	R
LE		-		-				
s	Admin	N.	Vendor Management	Ň				
l '								
62	23 TATA Consultancy Services Limited							tCS DigiGOV
		Sci	reen 266: My M	odules F	age (Work Mai	nagement)		
			-			- /		
				1	58			



## 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:

	PLADS - SAKSHI सन्द्रमेस क्षेत्रप विकास	Font Size Favourites	Password Management Logout			Sandeep Sing Admin, (IDA A	<b>jh</b> KOLA Maharashtra, NDA
Manage Inbox	Dashboard My Modules						
View MP Wo	rk Recommendation						
Y West Test							
M							
D O O O O O O O O O O O O O O O O O O O	ment work Out of State/Constituency Work	Calamity Work					
L Recomme	ndation Date						
š	<b></b>						
				Occurt.	Pen	ding Status	
				Search	i en	ang status	
Total Reco	rds 18						
Sr.No.	MP Name	MP Tenure	Letter No.	Work	Recommendation Date	Recommended Work	Status
1	Saniay	17th Lyk Sablua	LN/MP057/2020-2024/50	Project for jultimu of public streets and places	11-04-2020	Amount 100000.01	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 Sobho	LN/MP067/2023 2024/37	Building for oporto activitioo	01 04 2023	50000.00	Action Ponding
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	3an ijay	17th Lok Gablia	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	Constraction of roads, approach roads, link roads, pathways	27-03-2023	50000.00	Approved
13	Sanjay	17th Lok Sabha	LN/MP057/2022-2023/19	Public toilets and bathrooms	27-03-2023	65000.00	Action 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
K ( 1	/ 2 🗲 🗵						[1-15/18]
02023 TATA Consulta	nay Services Limited						keepi-je ov/

Select the Work Type as Development Work

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

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

Mork The								
WORK Type	e .	IA Wise Work Allocat	ion					
Develop	oment Work	Letter No.		Recommendation Dat	te Entity/IDA			
Recomme	endation D	LN/MP057/2023-202	24/56	11-04-2023	IDA AKOLA Ma	harashtra		
		Work * Building for Governn institutions	ment aided/un-aided edu	Cational Building for Govern aided educational in	Recommende 88000.0 stitutions	d Amount *	- 1	
Total Reco	ords 26				h		ork	
Sr.No.		Location Type *		City *	Ward			Status
1 5	Sanjay	Urban		Akola	ward-120		.00	Action Pend
2 5	Sanjay	Entity/IA					.00	Approved
3 5	Sanjay	Please Select	~				.00	Approved
4 5	Sanjay						.00	Action Pend
5 5	Saniav			Approve	Reject Back		.00	Action Pend
6 5	Sanjay			Approve	Reject Back		.00	Approved
7 5	Sanjay		17th Lok Sabha	LN/MP057/2023-2024/52	Tube Wells	11-04-2023	100001.00	Approved
8 8	Banjay		17th Lok Sabha	LN/MP057/2023-2024/61	Constraction of Footpaths/Pedestrian ways	11-04-2023	12000.00	Action Pend
					Declarat for lightling of such in attracts and			Present Br

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

M N	PLADS - SA । स्वीसद-मेरा क्षेत्रीय विकास	KSHI Back Home Favourite	es Password Management Log	out		Sandeep Singh Admin, (IDAAK4	DLA Moharashtra,
ge Inhox	My Modules						
Oevelo	pment Work	MP Recommended Work				×	
Recomm	endation Date	IA Wise Work Allocation					
		Letter No. LN/MP057/2023-2024/56	Recommendation Date 11-04-2023	Entity/ID/ IDA AKOL	A A Maharashtra		
		Work *	Work Description	Recommo	ended Amount *		
Total Rec	orda 25	Building for Government aided/un-aided educational	Building for Governm	ent aided/un-			
Sr.No.			aided educational ins	titutions			Status
1	Sanjay			li		0.00	Approved
2	Sanjay					0.00	Approved
3	Sanjay	Location Type * Urban	City * Akola	Ward * ward-120		0.00	Action Pendi
	Caniou			1000 120		0.00	Action Road
5	Sanjay	Entity/IA				0.00	Approved
6	Sanjay	Please Select V				1.00	Approved
7	Sanjay	Please Select				0.00	Action Pendi
8	Sanjay	EXECUTIVE ENGINEER Z P WORKS DIV AKOLA	Approv	Roject Rook		0.00	Action Pendi
9	Sanjay	COMMISSIONER MUNICIPAL CORPORATION AKOL	Approve	B Reject Back		0.00	Action Pendi
10	Saniav	CHIEF OFFICER NAGAR PARISHAD PATUR				0.00	Action Pendi
	0	CHIEF OFFICER NAGAR PARISHAD TELHARA					A.F
	Sanjay	CHIEF OFFICER NAGAR PARISHAD MURTIZAPUR				0.00	Action I renai
12	Sanjay	-				0.00	Action Pendi
13	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/40	Water Tankers	06-04-2023	250000.00	Action Pendi
14	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/38	Piped Drinking Water Supply	06-04-2023	100000.00	Action Pendi
15	Sanjay	1/th Lok Sabha	LN/MP057/2023-2024/37	Building for sports activities	01-04-2023	50000.00	Action Pendi

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

e Inbox	My Modules						
Develo	pment Work	MP Recommended Work				×	
Recomm	endation Date	IA Wise Work Allocation					
		Letter No. LN/MP057/2023-2024/56	Recommendation Date 11-04-2023	E	Entitv/IDA DA AKOLA Maharashtra		
		Work *	Work Description *	F	Recommended Amount *		
Total Rec	urds 25	Building for Government aided/un aided educational instit	Building for Governmer	nt aided/un-	0.00082		
Sr.No.			aided educational instit	utions		rk .	Status
1	Sanjay			1.		0.00	Approve
2	Sanjay					0.00	Approve
3	Saniay	Location Type *	City *	v	Ward *	0.00	Action Per
	ourijuy	orban	ANDIA		wald-120	0.00	A CONTENT
5	Sanjay	Entity/IA				0.00	Action Per
6	Saniay	CHIEF OFFICER NAGAR PARISH				1.00	Approve
7	Saniay					0.00	Action Per
8	Sanjay					0.00	Action Per
9	Sanjay		Approve	Reject Báck		0.00	Action Pen
10	Sanjay					0.00	Action Per
11	Sanjay					0.00	Action Pen
12	Sanjay					0.00	Action Pen
13	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/40	Water Tankers	06-04-2023	250000.00	Action Per
14	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/38	Piped Drinking Water Supply	06-04-2023	100000.00	Action Pen
15	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/37	Building for sports activities	01-04-2023	50000.00	Action Pen

**Screen 272 : MP Recommend Work** 

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



**Screen 274: MP Recommend Work Popup** 

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

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

मेरा सांसद-मेरा देश्रीय कि	AKSHI Back	Home Favourite	es Password Management L	ocout		Sandeep Singh	
a labor.						Admin, (IDAAKO	OLA Maharash
Oguslasmast Mark	MP Recommended Work	_				~ `	
Recommendation Date	IA Wise Work Allocation					×	
	Letter No.		Recommendation Da	ite	Entity/IDA		
	LN/MP057/2023-2024/56		11-04-2023		IDA AKOLA Maharashtra		
	Work *	due eided advectional	Work Description *		Recommended Amount *		
Sr.No.			Building for Govern aided educational		Inductor	rk	Statu
1 Sanjay						0.00	Approv
2 Sanjay	Location Type *		Confirm Do you want t	o save details?	Ward *	0.00	Approv
3 Sanjay	Urban		<b>v</b>		ward-120	0.00	Action Per
4 Sanjay 5 Sanjay	Entity/IA			Yes No		0.00	Action Per Approv
6 Sanjay	CHIEF OFFICER NAGAR P	arish 🧹				11.00	Approv
7 Sanjay 8 Sanjay						0.00	Action Per Action Per
9 Sanjay			Appro	ove Reject Back		0.00	Action Per
10 Sanjay						0.00	Action Pe
11 Canjoy						0.00	Action Po
12 Sanjay		ATTAC AND ADDRESS	IN THE POST DOOR DOOLUD	11000	00.04/0000	0.00	Action Per
13 Sanjay 14 Sanjay		17th Lok Sabha 17th Lok Sabha	LN/MP057/2023-2024/40 LN/MP057/2023-2024/38	Piped Drinking Water Supply	06-04-2023	100000.00	Action Per Action Per
15 Sanjay	_	17th Lok Sabha	LN/MP057/2023-2024/37	Building for sports activities	01-04-2023	50000.00	Action Per
1 1/2	<u>×</u>						
LAUX CORSUMERLY OFFICES LITTLE	d	Scre	een 275 : MP R	ecommend Work	k Popup		Ĭc
MPLADS - S	a AKSHI Prote	Scre	een 275 : MP R	ecommend Work	< Popup	Sandeep Singh	Ĭ
MPLADS - S	AKSHI Back	Scre Home Favourite	een 275 : MP R	ecommend Work	к Рорир	Sandeep Singh Admin. (IDA AKC	tc
MPLADS - S मरा सन्दर्भना क्षेत्र किल s Inbox My Module	AKSHI Back	Scre Home Favourite	een 275 : MP R	ecommend Work	c Popup	Sandeep Singh Admin: (rDAAlco	tc DLA Meherasht
MPLADS - S Tra atest Ara fora fora Intex My Module Development Work	AKSHI Back	Scre Home Favourite	een 275 : MP R	ecommend Work	< Popup	Sandeep Singh Adma, (IDAAGC	to DLA Meharasht
MPLADS - S Tar erse, 4rr järt för i Inbox My Module Dovelopment Work lecommendation Date	AKSHI Back MPRecommended Work IA Wase Work Allocation	Scre Home Favourite	een 275 : MP R	ecommend Work	K Popup	Sandeep Singh Adma, (DAAAGC	∼ t⊄
MPLADS - S an encel-tro data tara la Inbox My Mentule 20evelopment Work lecommendation Date	AKSHI Back M <sup>10</sup> Recommended Work IA Wask Work Allocation Letter Ko. Letter Ko.	Scre Home Favourite	een 275 : MP R	sport	K Popup	Sandeep Singh Adma, rDAAAC	to
MPLADS - S an energing from tom a inbox My Mondule Poevelopment Work lecommendation Date	AKSHI Back M <sup>10</sup> Recommended Work IA Wask Work Allocation Letter Ko. Letter Ko. Letter Ko.	Scre Home Favourite	een 275 : MP R	sport	K Popup	Sandeep Singh Adma, (DAAACC	τις DLA Maharaaht
MPLADS - S or ereq.4m dist dat Inbox My Mandula Development Work scommendation Date	MKSHI Back Mr Recommended Work IA Was Work Allocation Later No. LUNIPPO/702023202453 Work * Ruiding for Gruenment article	Home Favourite	cen 275 : MP R	sport	K Popup	Sandeep Singh Adma, IDAAKC	Tr DLA Mehereshi Status
MPLADS - S To receive an official official Inbox My Medule Development Work ecommendation Date self Records 25 r.Mo. 1 Sanjay	AKSHI Back MP Recommended Work IAM Recommended Work Law Pork Allocation Law Pork 2023 2024 85 Work * Building for Coursement airlief	Home Favourite	een 275 : MP R	spout x Re-Generate OTP	C Popup	S Sandeep Singh Adms, ICDA ACC	DLA Meherashi Status Approve
MPLADS - S     Terrete, and data     moved and the second and	MKSH Back MPRecommercial Work IA Wrise Work Allocation Latter No. LUNIPPORT2023-2024/56 Work * Building for Counterment airded Leastion Tage	Scree Home Pavourite	een 275 : MP R	sport Sport Re-Generate OTP	C Popup	Sandeep Singh Adms, ICDA Add X	DLA Meherashi Status Approve Approve
MPLADS - S art etters 4rt det der Index My Mondula Development Work ecommendation Date Add Records 25 rzNo. 1 Sanjay 2 Sanjay 3 Sanjay	MCSH Back MPRecommended Work A Wree Work Allocation Letter Ko. LNNP07/2023-2024-59 Work * Ruiding for Chueroment autor Location Type * Urban	Scree Home Favourite	een 275 : MP R	ecommend Work	C Popup	Sansiego Singh Adres (10A Adre X 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	DLA Meheraaht Status Approve Action Per
MPLADS - S     an exect in det for     an exect in det for     by Modula      bevilopment Work      commendation Date      stat Records 25      filo         1         Sanjay         3         Sanjay         3         Sanjay         4         Cenyoy	MP Recommended Work IA Wise Work Allocation Letter No. LNNP077023-2024/56 Work * Ruiding for Couvernment added Location Type * Urban Ently(IA	Scree Home Pavourite	een 275 : MP R	ecommend Work	& Popup	Sandeep Singh Adres (DA Adre X	DLA Maheraahi Status Approve Action Per Action Per
MPLADS - S     an execting data for an exection data for barriers     more than a section of the form of the	AKSH Back MP Recommended Work IX Wise Work Allocation Letter Ko. ENN/PG772023-2024/59 Work * Rading for Crossment airled Location Type * Urban Entity/IA ChillEr OFFICER ModaR PA	Scree Home Favourite	een 275 : MP R	ecommend Work	& Popup	Adment (CDA Adm Adment (CDA Adm X X X X X X X X X X X X X X X X X X X	Status Approve Action Per Approve Approve
MPLADS - S     an errer and data     Move data     meets and data	AKSH Back MP Recommended Work IA Wise Work Allocation Letter No. ENN/POR72023-2024/55 Work * Building for Onservment airled Location Type * Urban EntityUA CHIEF OFFICER INAGAR PA	Scree Home Favourite	een 275 : MP R	ecommend Work	& Popup	Admen (TDAA)	Status Status Approve Action Per Action Per Action Per
MPLADS - S     an see an det of the offer     mere and det offer     more and and	AKSHI Back MP Recommended Work LAWS Work Allocation Letter No. LAWS Work 1 Building for Chammenet airled Work 1 Building for Chammenet airled Location Type 1 Urban EntityUA CHIEF OFFICER NACAR PA	Kish V	een 275 : MP R	ve Reject Back	C Popup	Conception (Charles Charles Ch	Status Status Approv Approv Action Per Action Per Action Per Action Per
MPLADS - S     To rereat the data to the term     term terms the data to the term     term terms the data to the term     term terms to the terms to the terms     terms terms to the terms terms     terms terms terms terms terms     terms terms terms terms     terms terms terms terms     terms terms terms     terms terms terms terms     terms terms terms terms     terms terms terms     terms terms terms     terms terms terms     terms terms terms terms     terms terms terms     terms terms terms     terms terms     terms terms terms     terms terms     terms terms     terms terms terms     terms terms     terms terms terms     terms terms     terms terms terms     terms terms     terms terms     terms terms     terms terms     terms     terms terms     terms	AKSHI Back MPRecommended Work LATHER No. LATHER NO. LAT	Kinnaided educational is	een 275 : MP R	ecommend Work	Entity/IDA DAAKOLAMaharashtra Recommended Amount * seron n Ward * ward 120	S Sandeep Singh Admin (DAACC X X X X X X X X X X X X X X X X X X	Tit It is the second Status Approve Action Ferri Approve Action Perri Action Perri Action Perri
Comparison of the second	MKSHI Back MP Recommended Work IA Was Work Allocation Letter No. LUNNPF07/2023-2024/53 Work * Ruiding for Chaerment article Location Type * Utan Ently/IA CHEF OFFICER MAGAR PA	Kina aded educational i	een 275 : MP R	ve Reject Back	C Popup	S Sandeep Singh Auron, (1304,800 X X 000 000 000 000 000 000 000 000	Tt the Status Approv Action Perr Action Pe
MPLADS - S     To steer, 4rg det des     ter steer, 4rg det des     te	AKSHI Back M Recommended Work IA Was Work Allocation Later No. LivinPPG7/2023-2024/95 Work * Ruiding for Chemoment airled Location Type * Urban EntityUA CHEF OFFICER INADAR PA	Scree Home Fayourite	een 275 : MP R	sport sport Reject Back	C Popup	S Sandeep Singh Adms, ICDA ACC X X X X X X X X X X X X X X X X X X	tit LLA Meneration Approve Action Pere Action Pere Action Pere Action Pere Action Pere Action Pere Action Pere Action Pere

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

	Work Recommendation						
Work	Туре						
ODev	elopment Work   Out of State/Cons	tituency Work OCala	mity Work				
Recon	mmendation Date						
	Ê						
				Search			
Sr.No.	MP Name	MP Tenure	Letter No.	Work	Recommendation Date	Recommended Work	Status
1	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/39	Piped Drinking Water Supply	06-04-2023	100000.00	Action Per
2	Sanjay	17th Lok Sabha	LN/MP057/2022-2023/7	Project for lighting of public streets and places	24-03-2023	40000.00	Action Per
3	Ajay Tamta (16th Lok Sabha)	16th Lok Sabha	LN/01/2022-2023/1	Constraction of Farmers Training and Assistance Centres	23-03-2023	21000.00	Action Per
	onsultancy Services Limited						tosp
TATA Co					19		
I TATA Co			1.0	lation Dags (Out of Stat	la/Constit	uonay Worl	
TATA Co	Screen 277: Mana	age MP Wo	ork Recommend	iation Page (Out of Stai	le/C.OHSLIL		K J

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

View MP Work Recom	MP Recommended Work IA Wise Work Allocation			× `
ODevelopment Work	Letter No. LN/MP057/2023-2024/39	Recommendation Date 06-04-2023	Entity/IDA IDA AKOLA Maharashtra	
	Work * Piped Drinking Water Supply	Work Description *	Recommended Amount * 100000.0	
Total Records 3 Sr.No.		A		Nork Status
1 Sanjay 2 Sanjay	Location Type * Urban	City * Balapur	Ward * 11	0.00 Action Pend 0.00 Action Pend
3 Ajay Tamta	Entity/IA Please Select			0.00 Action Pend
		Approve Back		
123 TATA Consultancy Services Lin	rited			tos Dig

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

age Inbox My Mo	dules			
iew MP Work Recom	MP Recommended Work			× `
Work Type	IA Wise Work Allocation			
ODevelopment Worl	Letter No.	Recommendation Date	Entity/IDA	
Recommendation D	LN/MP057/2023-2024/39	06-04-2023	IDA AKOLA Maharashtra	
	Work *	Work Description	Recommended Amount *	
	Piped Drinking Water Supply	MPLADS TEST	100000.0	
Total Records 3				and the second sec
Sr.No.	×	-		Work Statu
1 Sanjay	Urban	Balapur	11	00.00 Action Pe
2 Sanjay				0.00 Action Pe
3 Ajay Tamta	Entity/IA			0.00 Action Pe
	Please Select V			
	Please Select			
	Please Select EXECUTIVE ENGINEER Z P WORKS DIV AKC	Approve Back		
	Please Select EXECUTIVE ENGINEER Z P WORKS DIV AKC COMMISSIONER MUNICIPAL CORPORATION CHIEF OFFICER NAGAR PARISHAD PATUR	Approve Back	1	
	Please Select EXECUTIVE ENGINEER Z P WORKS DIV AKC COMMISSIONER MUNICIPAL CORPORATION CHIEF OFFICER NAGAR PARISHAD PATUR CHIEF OFFICER NAGAR PARISHAD TELHAR	Approve Back		
TATA Consultancy Services	Please Select EXECUTIVE ENGINEER 2 P WORKS DIV AKC COMMISSIONER MUNICIPAL CORPORATION CHIEF OFFICER NAGAR PARISHAD PATUR CHIEF OFFICER NAGAR PARISHAD MILITZZ CHIEF OFFICER NAGAR PARISHAD MILITZZ	Akola Akola A Approve Back Back Approve Back	Pop-up box (Entity/IA)	num tes c
TATA Consultancy Services MPLADS ato stress and services ge Inbox May Mo	Please Select EXECUTIVE ENGINEER Z P WORKS DIV AKC COMMISSIONER MUNICIPAL CORPORATION CHIEF OFFICER NAGAR PARISHAD PATUR CHIEF OFFICER NAGAR PARISHAD MURTIZZ CHIEF OFFICER NAGAR PARISHAD MURTIZZ -SCACENT AND A CONTRACT OF CONTRACT -SCAKSHI BACK HOME PAYOUR MUMBRIN	AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	Pop-up box (Entity/IA)	tics p Sandeop Singh Admin, (IDA AKOLA Maharashtra,
MPLADS ata straz.ata ett ge Inbox My Mo	Please Select EXECUTIVE ENGINEER 2 P WORKS DIV AKC COMMISSIONER MUNICIPAL CORPORATION CHIEF OFFICER NAGAR PARISHAD PATUR CHIEF OFFICER NAGAR PARISHAD MIURT22 -SCREED 279: N - SAKSHI Back Home Payour alters	AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	Pop-up box (Entity/IA)	5 Sandeop Singh Admin, (IDA AKOLA Maharashtira,
MPLADS at stress at stress ge inbox My Mo ew MP Work Recom	Please Select Please Select EXECUTIVE ENGINEER 2 P WORKS DIV AKC COMMISSIONER MUNICIPAL CORPORATION CHIEF OFFICER NAGAR PARISHAD PATUR CHIEF OFFICER NAGAR PARISHAD MURTIZZ -SCREEN 279: N -SAKSHI Back Home Payour MP Recommended Work LA Wise Work Allocation	Approve Back Akola A APUR MP Recommend Work	Pop-up box (Entity/IA)	5 Sandeop Sinch Admin, (IDA AKOLA Maharasitra,
MPLADS Trainer, Art etc ge inbox My Mo ew MP Work Recom Work Type Development Work	Please Select EXECUTIVE ENGINEER Z P WORKS DIV AKC COMMISSIONER MUNICIPAL CORPORATION CHIEF OFFICER NAGAR PARISHAD PATUR CHIEF OFFICER NAGAR PARISHAD TILLIAR CHIEF OFFICER NAGAR PARISHAD MIURTIZ -SCREEN 279: N -SAKSHI Back Home Pavour MP Recommended Work IA Wise Work Allocation Letter No.	Acola Acola A a Approve Back Back MP Recommend Work Recommendation Date	Pop-up box (Entity/IA)	5 Sandeep Sinch Admin, (IDA AKOLA Maturashtra,
MARCensultancy Services MPLADS =tra stress and eff pe inbox My Mo aw MP Work Recom Work Type Onewelopment Work Recommendation E	Please Select Please Select EXECUTIVE ENGINEER Z P WORKS DIV AKC COMMISSIONER MUNICIPAL CORPORATION CHIEF OFFICER NAGAR PARISHAD PATUR CHIEF OFFICER NAGAR PARISHAD MIIRTIZ -SCREEN 279: N -SCREEN 279: N -SAKSHI Back Home Parour MIP Recommended Work LA Wese Work Allocation Letter No. LINMP0572023-2024/39	AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	Pop-up box (Entity/IA)	5 Sandeep Singh Admin, (IDA AKOLA Maharashtra.
MPLADS Transformed and the second MPLADS Transformed and the second Mork Type Obevelopment Work Recommendation E	Please Select EXECUTIVE ENGINEER Z P WORKS DIV AKC COMMISSIONER MUNICIPAL CORPORATION CHIEF OFFICER NAGAR PARISHAD PATUR CHIEF OFFICER NAGAR PARISHAD TILLIAR CHIEF OFFICER NAGAR PARISHAD MIIRTIZ -SCREEN 279: N -SCREEN 279: N -SCREEN 279: N -SCREEN 279: N - MURE Work Allocation Letter NO. Letter NO. LINMPOST/2023-2024/39 Work *	AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	Pop-up box (Entity/IA) Entity/IA IDAKOLA Maharashtra Recommended Amount *	5 Sandeep Singh Admin, (IDA AKOLA Maharashtra.
MPLADS att stress Art str ge Inbox My Mo aw MP Work Recom Work Type Obevelopment Work Recommendation E	Please Select EXECUTIVE ENGINEER 2 P WORKS DIV AKC COMMISSIONER MUNICIPAL CORPORATION CHIEF OFFICER NAGAR PARISHAD PATUR CHIEF OFFICER NAGAR PARISHAD MURTIZ CHIEF OFFICER NAGAR PARISHAD MURTIZ -SCREEN 279: N -SCREEN 279: N -SCREEN 279: N -SAKSHI Back Home Pavour Chief Work Allocation Letter No, LNMP057/2023-2024/39 Work - Piped Drinking Water Supply	AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	Pop-up box (Entity/IA) Entity/IDA IDAKOLA Maharashtra Recommended Amount * 10000.0	5 Sandeep Singh Admin, (IDA AKOLA Maharashtira.
TATA Consultancy Services MPLADS arts after art eff ge Inbox My Mo ow MP Work Recom Work Type Obevelopment Worl Recommendation E	Please Select Please Select EXECUTIVE ENGINEER Z WORKS DIVAKC COMMISSIONER MUNICIPAL CORPORATION CHIEF OFFICER NAGAR PARISHAD PATUR CHIEF OFFICER NAGAR PARISHAD MUIRITZ -SCREEN 279: N -SCREEN 279: N -SAKSHI Back Home Pavour MBRINE MURE Work Allocation Letter No. LNMP057/2022.2024/39 Work " Piped Drinking Water Supply	AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	Pop-up box (Entity/IA) Entity/IDA IDAAKOLA Maharashtra Recommended Amount * 100000.0	Sandeep Singh Admin, (IDA AKOLA Matarastitra,
MPLADS at after ster st ge inbox My Mo aw MP Work Recom Work Type Development Work Recommendation E	Please Select Please Select EXECUTIVE ENGINEER DEVEKS DIVAKC COMMISSIONER MUNICIPAL CORPORATION CHIEF OFFICER NAGAR PARISHAD PATUR CHIEF OFFICER NAGAR PARISHAD MUIRITZ -SCREEN 279: N -SCREEN 279: N	AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	Pop-up box (Entity/IA) Entity/IDA IDAAKQLA Maharashtra Recommended Amount * 100000.0	Sandeep Sinch Admin, (IDA AKOLA Matarashtira,
MPLADS Att after, ster eff ge Inbox My Mo ow MP Work Recom Work Type Opereiopment Work Recommendation D	Please Select Please Select ExECUTIVE ENGINEER INUNCIPAL CORPORATION CHIEF OFFICER NAGAR PARISHAD PATUR CHIEF OFFICER NAGAR PARISHAD PATUR CHIEF OFFICER NAGAR PARISHAD NUIRTIZ	AA AAKOLA A AAPUR APUR APUR APUR APUR APUR APUR	Pop-up box (Entity/IA)	Sandeep Sinch Admin, (IDA AKOLA Maharashira,
Total Records 3 Total	Please Select Please Select EXECUTIVE ENGINEER Z WORKS DIVAKC COMMISSIONER MUNICIPAL CORPORATION CHIEF OFFICER NAGAR PARISHAD PATUR CHIEF OFFICER NAGAR PARISHAD MUIRTZZ CHIEF OFFICER NAGAR PARISHAD MUIRTZZ	AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	Pop-up box (Entity/IA) Entity/IDA IDAAKOLA Maharashtra Recommended Amount * 100000.0	S Sandeep Sinch Admin, (IDA AKOLA Maharashtira, X X X X X X X X X X X X X X X X X X X
TATA Consultancy Services	Please Select Please Select EXECUTIVE ENGINEER Z WORKS DIVAKC COMMISSIONER MUNICIPAL CORPORATION CHIEF OFFICER NAGAR PARISHAD PATUR CHIEF OFFICER NAGAR PARISHAD MURTIZ CHIEF OFFICER NAGAR PARISHAD MURTIZ -SCREEN 2792: N -SAKSHI Back Home Pavour MD Recommended Work I Winke Work Allocation Letter No. LNIMP057/2023-2024/39 Work * Piped Drinking Water Supply Location Type * Urban EntityIA	Akola Akola A Approve Back Back APUR Commendation Date 06-04-2023 Work Description * MPLADS_TEST	Pop-up box (Entity/IA) Entity/IDA DAAKOLA Maharashtra Recommended Amount * 100000.0	S Sandeep Sinch Admin, (IDA AKOLA Maharashtira, X X X X X X X X X X X X X X X X X X X
MAConsultancy Services an anise, and est per Inbox My Mo any MP Work Recom Work Type Opevelopment Work Recommendation D Total Records 3 Scho. 1 Sanjay 2 Sanjay 3 Ajay Tanta	Piese Select Piese Select EXECUTIVE ENGINEER Z P WORKS DIVAKC COMMISSIONER MUNICIPAL CORPORATION CHIEF OFFICER NAGAR PARISHAD PATUR CHIEF OFFICER NAGAR PARISHAD TELHAR CHIEF OFFICER NAGAR PARISHAD MURTIZZ -SCREEN 279: N -SCREEN 2	Recommendation Date 06-04-2023 Work Description ** MPLADS_TEST City * Delapur	Pop-up box (Entity/IA) Entity/IDA IDAAKOLA Maharashtra Recommended Amount * 100000.0 Ward * 11	5 Sandeep Sinch Admin, (IDA AKOLA Maharashita) X X X X X X X X X X X X X X X X X X X
TATA Consultancy Services Ter anises, and est ge inbox My Mo ew MP Work Recom Work Type O Development Work Recommendation D Total Records 3 ar.Mo. 1 Sanjay 2 Sanjay 3 Ajay Tamta	Please Select Please Select EXECUTIVE ENGINEER 2 WORKS DIVAKC COMMISSIONER MUNICIPAL CORPORATION CHIEF OFFICER NAGAR PARISHAD PATUR CHIEF OFFICER NAGAR PARISHAD MURTIZZ <b>-SCREEN 279: N</b> <b>-SCREEN 279: N</b> <b>-SCREEN 279: N</b> <b>-SCREEN 279: N</b> <b>-SCREEN 279: N</b> <b>-MPROVING Work</b> <b>I Wine Work Allocation</b> LINIMPO57/2023-2024/39 Work ** Piped Dirikling Water Supply Location Type * Urban Entity/IA EXECUTIVE ENGINEER 2 P WOF v	Akola Akola Asprin MP Recommend Work Meres Recommendation Date 06.04.2023 Work Description " MPLADS_TEST City * Datapur	Pop-up box (Entity/IA) Entity/IDA IDAAKOLA Maharashtra Recommended Amount * 100000 0 Ward * 11	5 Sandeep Sinch Admin, (IDAAKOLA Maharashtira) X X X X X X X X X X X X X X X X X X X

Screen 280: Manage MP Work Recommendation Page

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



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

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

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

MPLADS मेरा सांसद-मेरा श्रेवीय	- SAKSHI Back Home Favourite	s Password Management Logout		Sandeep Singh Admin, (IDA AKOLA Maharashtra, NDA
Manage Inbox My Moe				
View MP Work Recom	MP Recommended Work			× `
Y Work Type	IA Wise Work Allocation			
O Development Work	Letter No. LN/MP057/2023-2024/39	Recommendation Date 06-04-2023	Entity/IDA IDA AKOLA Maharashtra	
s	Work * Piped Drinking Water Supply	Work Description * Confirm	Recommended Amount *	
Total Records 3 Sr.No.		Do you want to save details?	-	Nork Status
1 Sanjay 2 Sanjay	Location Type * Urban	res	н.	0.00 Action Pending 0.00 Action Pending
3 Ajay Tamta	Entity/IA EXECUTIVE ENGINEER Z P WOF 🗸			X0.00 Action Pending
		Approve Back		
©2023 TATA Consultancy Services L	mited			numerite tics DigiGOV <sup>74</sup>
©2023 TATA Consultancy Services L	nited Screel	n 283: MP Recommend V	Work Popup	<sup>teent</sup> tos DigiGOV <sup>™</sup>
©2023 TATA Consultancy Services L	nited Screet	n 283: MP Recommend V	Work Popup	™™® ICSDigiGOV <sup>™</sup>
62823 TATA Consultancy Services L	whed Screet	n 283: MP Recommend V	Work Popup	‱ww tcsDigiGOV"
C223 TATA Consultancy Services L C223 TATA Consultancy Services L क्रि व रोतर में ना क्रेडीय में व रोतर में ना क्रेडीय	nihul Screet - SAKSHI Back Home Favourite	n 283: MP Recommend V	Work Popup	Sandeep Singh Admin, (DAAKOLA Manarashtra,NDA
ويتوع الملك ويتعلم ويتعلم الملك ويتعلم وي ويتعلم ويتعلم ويتعلم ويتعلم ويتعلم ويتعل ويتعلم ويتعلم ويت ويتعلم ويتعلم ويتعلم ويتعلم ويتعلم ويتم ويول ويت ويتم ويتم ويم ويتعلم ويتعلم ويتم ويتعلم ويتعلم ويتم	whe Screet - SAKSHI Back Home Favourite (Reas	n 283: MP Recommend V	Work Popup	To Sandep Singh Admin, (IDAAKOLA Maharashtra,NDA
ويتعد المراجع والمراجع والم والمراجع والمراجع والم	whed Screen - SAKSHI Back Home Favourite Uffering MP Recommended Work	n 283: MP Recommend V	Work Popup	Sandeep Singh         Admin. (IDA AKOLA Meharashtra, NDA
CO2317A1A Committency Services 1	elled Screel SAKSHI Back Home Favourite Ulles MP Recommended Work [A Wise Work Allocation	n 283: MP Recommend N 5 Password Management Logout	Work Popup	S Sandeep Singh Admin, (IDA KKOLA Maharashtra,NDA
C2C2 TATA Committency Services L C2C2 TATA Committency Services L Para states. Ang defit Manage Inbox My Mod View MP Work Recom Work Type Opevelopment Work Recommendation D	whed Screen SAKSHI Back Home Favourite Utes MP Recommended Work IA Wise Work Allocation Letter No. LUNMP057/2023-2024/39	n 283: MP Recommend	Work Popup         Introduction         Entity/IDA         IDA AKOLA Maharashtra	Sandeep Singh       Admin, (IDA KKOLA Moharashtra,NDA
CO223 TATA Committancy Services L Manage Inbox My Mod View MP Work: Recom Work Type Opevelopment Work Recommendation D	whed SCREEN SAKSHI Back Home Favourite Utes MP Recommended Work LAWise Work Allocation Letter No. LUNMP057/2023-2024/39 Work * Piped Drinking Water Supply	n 283: MP Recommend	Work Popup         IDA AKOLA Maharashtra         Recommended Amount *         10000.0	S Sandeep Singh Admin. (IDAAKOLA Maharashtra, NDA
C223 TATA Consudincy Service L WPLADS Par atraction of the formation of	wheel  Screen  Screen Scre	n 283: MP Recommend N s Password Management Logout Authorize OTP Enter OTP Submit Re-Generate OTP	Image: Second system	S Sandeep Singh Admin, (IDAAKOLA Maharashtra,NDA)
CO221 TATA Comediancy Service 1	whed SCREEN SAKSHI Back Home Favourite Thimm MP Recommended Work LAWise Work Allocation Letter No. LNMP057/2023-2024/39 Work * Piped Diniking Water Supply Location Type * Urban	n 283: MP Recommend N s Password Management Logout Authorize OTP Enter OTP Submit Re-Generate OTP City * Biajapur	Work Popup	S Sandeep Singh Admin, (IDA AKOLA Maharashira,NDA X X Work Status 3330 Action Pending
CO23 11/1A Consultancy Services 1 CO23 11/1A Consultancy Services 1 Provide A Consultancy Services 1 Prov	whe Screel Screel Stars	s Password Management Logout s Password Management Logout Authorize OTP Enter OTP Submit Re-Generate OTP City * Balapur	Image: Second	S Sandeep Singh Admin, (IDAAKOLA Moharashtra NDA
COUTIAN Consultancy Services 1  Counter and data	ANDER SUBJECT OF CONTRACT OF C	Authorize OTP Enter OTP Submit Re-Generate OTP City * Balapur	Work Popup	S Sandeep Singh Admin, (IDAAKOLAMaharashira,NDA X
COUST TATA Consudancy Service 1	And SCREET	Authorize OTP Enter OTP Enter OTP City * Balapur Approve Back	Work Popup	Sandeep Singh Admin, (IDAAKOL Maharashira,NDA X X X X X X X X X X X X X X X X X X
C2C3 TATA Consudancy Service 1	And SCREET	s Password Management Logout  Authorize OTP Enter OTP City * Balapur Approve Back	Work Popup	S Sandeep Singh Admin. (IDAANOLA Maharashtra NDA.) Xmin. (IDAANOLA Maharashtra NDA.) Xmin. (IDAANOLA Maharashtra NDA.) Xmin. (IDAANOLA Maharashtra NDA.) Xmin. (IDAANOLA Maharashtra NDA.)

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

MPLADS - S मंस सासद-मंस क्षेत्रीय विव	AKSHI Home Font Size Favouri	Ites Password Management Log	pout		Sandeep Singh Admin, (IDA AKOLA	Maharashtra, NDA
Manage Inbox Dashboa	rd My Modules					
View MP Work Recommer	dation					
Y Work Type						
Development Work	Out of State/Constituency Work					
U Recommendation Date						
E S	1					
			Search			
Total Records 2						
Sr.No.	Calamity Name	Letter No.	Work	Recommendation Date	Recommended Work Amount	Status
1 Maharashtra P	lood 2021	LN/36/2022-2023/1	Project for lighting of public streets and places	23-03-2023	5000.00	Action Pending
Z Manarashtra H	1000 2021	<u>Liv 30/2022-2023/1</u>	Project for lighting of public streets and places	23-03-2023	10000.00	Action renaing
67072 TATA Care A						Present By
62023 TATA Consultancy Services Limite						tCs DigiGOV <sup>™</sup>
	Screen 285: Manag	e MP Work Red	commendation Page (	Calamity W	'ork)	
					- /	
0 11/1	(1 ID ) 1' 1				11	
2. When	the IDA users click or	n the Pending star	tus Letter No., the belo	w screen wi	ll appear	
2. When	the IDA users click or	n the Pending star	tus Letter No., the belo	w screen wi	ll appear	
2. When	the IDA users click or	n the Pending stat	tus Letter No., the belo	w screen wi	ll appear	Naharashtra NICIA
2.         When           المحال         المحال           المحال         المحال           المحال         المحال	the IDA users click or	n the Pending star	tus Letter No., the belo	w screen wi	Il appear Sandeep Singh Admin, (IDA AKOLA	Maharashtra,NDA
Pillenses           मा सालद-मंग्र अप्रांध किंव           अवगवge Inbox         Dashboa	AKSHI     Home     Font Size     Favouri       RI     My Hoddules     Favouri     Favouri	n the Pending star	tus Letter No., the belo	w screen wi	Il appear	Naharashtra, NDA
2. When MPLADS - S Here emire and emire and emire Manage Inbox Dashboa View MP Work Recommend	AKSHI     Home     Font Size     Favouri       rd     NY Modules     MP Recommended Work	n the Pending stat	tus Letter No., the belo	w screen wi	Il appear	Naharashira.NDA <sup>*</sup> .
2. When MPLADS - S Manage Inbox Dashboa Vew MP Work Recomment Work Type	the IDA users click or AKSHI Mome Font Size Favour My Modules MP Recommended Work Ta Wise Work Allocation	n the Pending stat	tus Letter No., the belo	w screen wi	Il appear S Sandeep Singh Admit: (DA AKOLA X	Maharashira.NDA <sup>*</sup> .
2. When MPLADS - S to used and pito tot Manage Inbox Dashboa Work Type Opervalopment Work	AKSHI     Home     Font Size     Favour       rd     My Modules     Favour     Favour       MP Recommended Work     Favour     Favour       La Wase Work Allocation     Letter No.	n the Pending stat	tus Letter No., the belo	w screen wi	S Sandeep Singh Admin. (DA AKOLA X	Nanarashtra.NDA <sup>**</sup> .
2. When           Parage Inbox         Desition           With Type         With Type           With Type         Chavescreament Water           Reserverse         Reserverse	AKSHI     Home     Font Size     Favour       rd     Hy Home     Font Size     Favour       rd     Hy Home     Kott Size     Favour       LW36022220231     Hitter No.     Hitter Size	the Pending stat	tus Letter No., the belo	w screen wi	Il appear S sandeep Singh Ammr. (DA AKOLA X	Manarashtra NDA
2. When MPLADS - S are mer set ant set Manage Inbox Deshboo View MP Work Recomment Work Type New Genement Work Recommendation Date	the IDA users click or           AKSHI         Home         Font Size         Favour           rd         Pty Hodules         MR         Recommended Work           Ix Wise Work Allocation         Lettras/2022.0223/1         Lettras/2022.0223/1	the Pending stat	tus Letter No., the belo	w screen wi	Il appear	Nanareshtra NOA
2. When WPLADS-S at Wires 491 491 Wanage Inbox Destroor View MP Work Recomment Work Recommendation Date	the IDA users click or           AKSHI         Home         Fort Size         Favour           Id         Pyt Houtlutes         Fort Size         Favour           MP Recommended Work         Id         Extra Proceedings         Id           LNMse Work Allocation         Letter Ro.         LN92022-2023/1         Id           Work *         Project for lighting of public streets and places         Project for lighting of public streets and places	tes Password Management Loc Recommendation Date 23-03-2023 Work Description *	tus Letter No., the belo	w screen wit	Il appear	Manarashtra NDA
2. When MPLADS - S arrangen om bit Manage Inbox Deshooe View WP Work Recomme Waw Type Chowingment Work Recommendation Date	AKSHI       Home       Font Size       Favour         rd       Py Modules       Favour       Favour         MP Recommended Work       Id       Id       Id         A Wase Work Allocation       Latter no.       Latter no.       Latter no.         Latter no.       Latter no.       Latter no.       Latter no.         Project for lighting of public streets and places       Project for lighting of public streets and places	tes Password Management Log recommendation Late 23-03-2023 Work Description * Installation of LED Light	tus Letter No., the belo	w screen wi	S Sandeep Singh Amm. (DAAAKOLA X	Nanarashtra NDA. <sup>**</sup>
2. When MPLADS - S To million and the first Manage Inbox Deshboo View MP: View MP: View MP: View With Type Onewlenen Wark Recommendation Date Total Records 2	AKSHI       Home       Font Size       Favour         rd       Fay Fractures       Favour       Favour         rd       Favour       Favour       Favour         rd       Favour       Favour       Favour         Verter Fo.       Favour       Favour       Favour         Project for lighting of public streets and places       Favour       Favour	tes Password Management Loo Password Management Loo Pa	EntryillA IDA AKOLA Maha IS for	w screen wil rashtra Amount *	II appear	Manarashtra NDA
2. When WPLADS - S To THEFT WITH AND WI	the IDA users click or	tes Password Management Loo Recommendation Date 23:03:2023 Work Description * Installation of LED Light	tus Letter No., the belo	w screen wit	Il appear	Manarashtra (KDA <sup>*</sup> )
2. When WPLADS -S THE STATES OF STAT	the IDA users click or	tes Password Management Loo Recommendation Date 23-03-2023 Work Description * Installation of LED Light City * NDAC(INDIC)	tus Letter No., the belo	w screen wi	Il appear S Sandeep Singh Admin, ICDA AKOLA	Manarashtra NDA
2. When MPLADS - S or uneven with No Manage Infox Deshoa Wew Wey Nors Recommend Were Wey Recommend Water Work Recommendation Date Total Records 2 Total Records 2 Sector	the IDA users click or	tes Password Management Loo Password Management Loo Pa	tus Letter No., the belo	w screen wit	Il appear S Sandeep Singh Admin. (IDA ACQLA X X Vork 0000 0000	Manarashira NDA
2. When WHARSS - S TO THE CONTROL OF THE SECOND	AKSHI       Home       Font Size       Favour         rd       Fly Hodules       Favour       Favour         rd       Favour       Favour       Favour         rd       Favour       Favour       Favour         rd       Favour       Favour       Favour         rd       Favour       Favour       Favour         Varia       Frage       Favour       Favour         Utaon       Enthy/IA       Favour       Favour	tes Password Management to operation User Recommendation User 23-03-2023 Work Description * Installation of LED Light City * NIDAGUNDI	tus Letter No., the belo	w screen wit	Il appear S Sandeep Singh Annue (IDA ARGLA X Vork 00 00 0000	Manarashira NDA. <sup>**</sup>
2. When WHARS-S COMMENT of the Second	AKSHI       Home       Fort Size       Favour         R       Fort Size       Favour         R       Fort Montales       Favour         MP Recommended Work       Rationalistic       Favour         LN405e022202311       Kerker *       Project for lighting of public streets and places         Location Type *       Untern       Entity/IA         Please Select       V	the Pending stat	tus Letter No., the belo	w screen wit	Il appear S Sandeep Singh Admin, (IDA AKOLA X Work 0000 0000	Manarashtra NDA Status Action Pending Action Pending
2. When WILLIAMS - S TO THE CHARGE OF THE CH	the IDA users click or	tes Password Management Loo Password Management Loo Pa	tus Letter No., the belo	w screen wit	Il appear	Numarashtra NDA.
2. When WHARS - S WITH THE AND A CONTRACT OF THE ADDRESS OF TTHE ADDRESS OF THE A	the IDA users click or	the Pending stat ter Password Management Loo Recommendation Uate 23:03:2023 Work Description * Installation of LED Light City * NDAGUNDI	tus Letter No., the belo	w screen wil	Il appear	Status Action Pending
2. When The second seco	AKSHI       Home       Font Size       Payour         rd       Ry Modules       Payour       Payour         MP Recommended Work       Identification       Identification         LN-98/2022-2023/1       Work *       Project for lighting of public streets and places         Location Type *       Urbon       Entity/IA         Please Select       V       V	tes Password Management to tes Password Management to Recommendation Late 23-03-2023 Work Description * Installation of LED Light City * NIDACUNDI	tus Letter No., the belo	w screen wil	Il appear	Statue Action Pending Action Pending
2. When WILLIAM STATES AND ADDRESS AND ADD	AKSHI       Home       Fort Size       Favour         IN       Favour       Favour	the Pending stat tes Password Management Loc Recommendation Date 23-03-2023 Work Description * Installation of LED Light City * NDACUNDI	tus Letter No., the belo	w screen wil	Il appear	Status Action Pending Action Pending
2. When WILLIAM CONTRACTORS TO THE CONTRACT OF THE OFFICE	the IDA users click or	the Pending stat	tus Letter No., the belo	w screen wit	Il appear	Status Action Pending Action Pending
2. When WILDES.S TO THE STATE OF THE STATE O	the IDA users click or	n the Pending stat	tus Letter No., the belo	w screen wil	Il appear	Manarashtra NDA
2. When The second seco	the IDA users click or	n the Pending stat	tus Letter No., the belo	w screen wil	Il appear	Statue Action Pending Action Pending
2. When WILLIAM STATES AND ADDRESS AND ADD	the IDA users click or	n the Pending stat	tus Letter No., the belo	w screen wil	Il appear	Statue Action Pending Action Pending
2. When           MPLADS - S           Manage Info	AKSHI       Home       Fort Size       Favour         rg       Fort Size       Favour         LV4350222202311       Work *       Project for lighting of public streets and places         Location Type *       Uthon       Entity/IA         Please Select       V       Select	tes Password Management Loo Hes Password Management Loo Hesommendation Date 23-03-2023 Work Description * Installation of LED Light Streets. City * NDACUNDI Approx	tus Letter No., the belo	w screen wit	Il appear	Status Action Pending Action Pending CED byGCOV <sup>T</sup>
2. When           MPLADS - S           Tommeter with the           Tommeter with the           Work Type           Owner with the           Commendation Date           Total Records 2           Total Records 2           Mathematical Mathematical States	the IDA users click or	tes Password Management Lo Password Management Lo Password Management Lo Password Management Lo Password Management Lo Password Management Log City * NIDACUMDI ADDRC	tus Letter No., the belo	w screen wit	Il appear	Status Action Pending Action Pending EdS Depicov <sup>*</sup>
2. When           MPLADE S           Manage and Max           Max           Max           Max           Max           Max           Max	the IDA users click or AKSHI Home Port Size Pavour rd Pay Modules Proceeding of public streets and places Location Type * Union Entity/IA Prease Select	the Pending stat	tus Letter No., the belo	w screen wil	Il appear	Status Action Pending Action Pending
2. When           MPLADE - S           Contract-order base           Manage and base	the IDA users click or AKSHI Home Fort Size Favour rd Ry Modules MP Recommended Work LA Wise Work Allocation LA Wise	the Pending stat	tus Letter No., the belo	w screen wit	Il appear	Manarashtra.NDA
2. When MPLADS - S TO UNIT OF THE SECOND OF MARINE OF THE SECOND OF WHEN OF THE SECOND OF THE SECOND OF THE SECOND OF THE SECOND OF THE SECOND OF THE SECOND OF THE SECOND OF THE SECOND OF THE SECOND OF THE SECOND OF TH	the IDA users click or	the Pending stat tes Password Management to Recommendation Date 23-03-2023 Work Description * Streets. City * NDAGUNDI Approx 5 : Manage MP V	tus Letter No., the belo	w screen wit	Il appear	Status Action Pending Action Pending EcsibilityCov <sup>*</sup>

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



Screen 288: Manage MP Work Recommendation Page

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



**Screen 290: MP Recommend Work Popup** 

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

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

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

# 4. Fund Enhancement

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

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

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

3	MPLADS - SAKSHI मेरा सांसद-मेरा देवीय दिकास	ack Home Favourites Password Management Logout	Sandeep Singh Admin, (IDAAKOLA Maharashtra.NDA
		Admin Fund Limit	<b>Pe 0.00</b>
	Sandeep Singh	Total Limit Available Limit	Z Distributed Limit
	Admin	Development Work Status	
1	Manage Inbox	Recommended Work 27 No	b. of Registred IA/Vendor 21
l	My Modules	Completed Work with UC 3	
Ż	Manage MP Work Recommendation (IDA)	Abandoned/Suspended Work 0	
3	Inbox		
1	Files		
Ş	Intimations		
1	Seen (Approve/Not Approved) Files		
6202	3 TATA Consultancy Services Limited		tcsDigiGOV <sup>™</sup>
6		Screen 291: IDA Admin	Home Page.
0	MPLADS - SAKSHI मेरा सांसद-मेरा क्षेत्रीय विकास	Back Home Pavourites Password Management Logout	Sandeep Singh Admin, (IDAAKOLA Maharashtra,NDA
Ma	Tree List		
Y			
000	Return Fund	Limit Allocation Management Work Manager	ement R Manage Fund Ennancement R
L S	Admin	Vendor Management	
6	2023 TATA Consultancy Services Limited		tcsDiaiGOV"
		Screen 292: My Modules Page (Wo	ork Management)
		171	



	A second second second second second			X
nage Fund Enhand	Fund Enhancement		Search Icon	
Vorks Enter Value and Pre	Entity/IA * IDA AKOLA Maharashtra	Works		
	Recommend Work			
	Letter No. *	Work No. *	Recommendation Date *	
otal Records 2 Sr.No.				Statu
1	Work *	Recommended Amount *	Additional Amount *	10.00 Rejec
2	Dented			0.00 Approv
	- Keinarks	Attach File(s) [Max: 1 Attachment of 10	0 MB]	
	æ	Cubwith Desite		
	<i>R</i>	Submit Back		
	10	Submit Back		

Screen 295: Fund Enhancement New Request

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



Screen 296: Fund Enhancement (Work selection)

MPLADS	- SAKSHI Back Hom	e Favourites Password Management Logout	Sandeep Singh Admin, (IDA AKOLA Maharashira,NDA
Anage Inbox by Mo Manage Fund Enhance Works Enter Value and Pre Total Records 2 Sr.No. 1 2	Pund Enhancement  Pund Enhancement  Entity/IA *  ICR-AKOLA Manarasonra  Recommend Work  Letter No. *  Work *  Remarks *	Select       Image: Control of the selection of the	X Status 0.00 Rejected 0.00 Approved
52023 TATA Censultancy Services	Enited		newite ICS Divis

5. Once the use clicks on OK,

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

	MPLADS मेरा सांसद-मेरा क्षेत्रीय	- SAKSHI Back Home Favourites	Password Management Logout	S Sandeep Si Admin, (IDA	ngh AKOLA Maharashtra,NDA	
Ν	Manage Inbox My Mo Fund Enhancement Request			×		
0	Manage Fund Enhanc	Fund Enhancement				
M Y M O	Works	Entity/IA * Works * IDA AKOLA Maharashtra LINIMP057/2023-2024/51 - Constra Q C*				
DULE		Recommend Work				
S		Letter No. *	Work No. *	Recommendation Date *		
	Total Records 2	LN/MP057/2023-2024/51	NA	11-04-2023		
	1	Work *	Recommended Amount *	Additional Amount *	0.00 Rejected	
	2	N.I - N.I - Constraction of Footpaths/Pedestrian ways	12000.00		0.00 Approved	
		Remarks *	Attachment *			
		R.	Attach File(s) [Max: 1 Attachment of 10 MB]			
			Submit Back			
	192023 TATA Consultancy Services Li	imited			tcs DigiGOV™	

Screen 298: Fund Enhancement New Request

6. The IDA user will enter the extra amount needed for the work in the Additional Amount\* field. The user must also enter the remarks and attach a file before submitting the request.
| MPLADS<br>मेरा सांसद-मेरा क्षेत्री                 | - SAKSHI Back Home Favourites                          | Password Management Logout   | S                     | Sandeep Singh<br>Admin, (IDA AKOLA Maharashtra,ND |
|--|--|--|-----------------------|---|
| age Inbox My Mo                                    | Fund Enhancement Request                               |  |                       | ×   |
| Manage Fund Enhane<br>Works<br>Enter Value and Pre | Entity/IA *<br>IDA AKOLA Maharashira<br>Recommend Work | Works *  |                       |   |
|  | Letter No.   | Work No. *   | Recommendation Date * |   |
| Total Records 2                                    | LN/MP057/2023-2024/51                                  | NA   | 11-04-2023            |   |
| Sr.No.   | Work *   | Recommended Amount *   | Additional Amount *   | Status<br>10.00 Rejected                          |
| 2  | N.i - N.i - Constraction of Footpaths/Pedestrian ways  | 12000.00   | 5200.00               | 10.00 Approve                                     |
|  | Remarks *  | Attachment *   |                       |   |
|  | Need additional amount for<br>Concrete Pavement Tiles  | Attach File(s) [Max: 1 Attachment of 10 MB, Used:<br>1 Attachment of 29.01 KB] |                       |   |
|  |  | Dummy PDF Doc.pdf 💥  |                       |   |
|  |  | Submit Dack  |                       |   |

Screen 298: Fund Enhancement New Request

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

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

6	M Ha	PLADS	SAKSHI Back Home Favourites	Password Management Logout	S	Sandeep Singl Admin, (IDAAK	h IOLA Maharashtra, NDA
м	anage Inbox	My Mo	Fund Enhancement Request			×	
۲	Manage Fu	nd Enhanc	Fund Enhancement				
NY MOD	Works Enter val	ue and Pre	Entity/IA * IDA AKOLA Maharashtra	Works * LN/MP057/2023-2024/51 - Constre			
L			Recommend Work				
S			Letter No. *	Work No. *	Recommendation Date *		
	Total Reci	ords 2	LN/MP057/2023-2024/51	Confirm	-04-2023		
	Sr.N	0.	Work *	Do you want to save details?	ditional Amount *		Status 2.00 Rejected
			N.I - N.I - Constraction of Footpaths/Pedestrian ways		5200.00		0.00 Augustud
	2		Remarks *	Yes No		1	u oc Approved
			Need additional amount for				
			Concrete Pavement Tiles	1 Attachment of 29.01 KBJ			
			A	Dummy PDF_Des.pdf			
				Submit Back			
	2023 TATA Consul	lancy Services L	nind				tos Dinigov <sup>er</sup>
			Samoon	200. Eurod Enhancoment	New Begwegt		assongiaon
			Screen .	299: Fund Ennancement	new Request		

MPLADS	- SAKSHI Back Home Favourites	Password Management Legout	G	Sandeep Singh
मेरा सांसद-मेरा क्षेत्रीय	। विकास Fund Enhancement Request			Admin, (IDA AKOLA Maharashtra,NDA
Manage Inbox My Mo	Fund Enhancement			
Manage Fund Enhanc M Y Works M O Enter Value and Pre	Entity/IA * IDA AKOLA Maharashtra	Authorize OTP		
	Recommend Work			
s S	Letter No. *	Submit Re-Generate OTP	Recommendation Date *	
Total Records 2	LN/MP057/2023-2024/51		11-04-2023	Status
1	Work *	Recommended Amount	Additional Amount *	0.00 Rejected
2	N.I - IV.I - Constraction of Poolpaths/Pedestrian ways		5200.00	0 00 Approved
	Remarks * Need additional amount for Concrete Pavement Tiles	Attachment * Attach File(s) [Max: 1 Attachment of 10 MB, Used: 1 Attachment of 29.01 KB]		
		Danniy_PDF_Daceof #		
©2023 TATA Consultancy Services L	inited			tos Digigov

Screen 300: Fund Enhancement New Request

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

# IA User Role Responsibilities & Process Flow



IA

# 1. Work Management:

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

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

1. Click on My Modules.

MPLADS - SAKSHI मेरा संस्ट-मेरा डेजीय विकास	Font Size Settings Password Managen	nent Logou	t	Shilpi Verma Admin, (CIVIL SURGEON,IDA
	Total No. of Works			
	Recommended Work	3	Total Vendor Payments	
	Sanction Work	3	0	
	Completed Work with UC	1		
Admin	Abandoned/Suspended Work	0		
de la companya de la	On Going Works	1		
Manage Inbox				
The Modules				
				Presenting 14
62023 TATA Consultancy Services Limited				tos DigiGOV

#### Screen 301: Homepage

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

MPLADS - SAKSHI मेरा सांसड-मेरा क्षेत्रीय विकास           Manage Inbox         Dashboard         My	Home Font Size Settings Password Management Modules	Logout	Shilpi Verma Admin, (CIVIL SURGEON,IDA
My Modules	Tree List		
Filter + Work Management + Vendor Management	Work Management	Vendor Management	R
62023 TATA Consultancy Services Limited			میں VoDigiGov
	Screen 302: W	ork Management Page.	
		177	

O Training.snafms     MPLADS - SAKSHI	sbi/PageMapper7_targetPage=MainLayout&privName=My?	520Modules&PrivilageId=700&BottomRig	ghtPage=QmxhbmtQYWdl&ModuleNam Q	🖻 🏠 🏚 🖬 🔕
प्रेरा सांसद्व-प्रेरा हेवीय विकास	Home Fond Size Seconde Paezword Managem	ine Logoue	Admin,	(CIVIL SURGEON, IDA
anage Indox Dashboard	Tree List			ſ
Work Management	Work Management	R Ver	ider Management	R
encor nangenan				

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

MPLADS - SAKSHI मेरा सांसट-मेरा श्रेणिय विकास         Home           अवववार Inhox         Dashboard         Nor Modules	Font Size Settings	Password Management Logout			Shilpi Verma Admin, (CIVIL SURGEON,IDA
Tree List					
Fund Disbursement - MPLAD	Ņ	Fund Enhancement	R	Manage Work Assignment	R
		Bac	k		
6/2023 TATA Consultancy Services Limited					tos DigiG
	Scre	en 304: Options on	Work Manager	nent.	
		4.70			

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

nolist			
ee ust			
Fund Disbursement - MPLAD	Fund Enhancement	×	Manage Work Assignment
		Back	
TATA Consultancy Services Limited			tospi
	Screen 305	: Fund Disbursement.	
MPLADS - SAKSHI An stres An sinc Stars age Inbox Dashboard My Modules	Screen 305	: Fund Disbursement.	Shilpi Verma Admin, (CIVIL SURGEON, IDA
MPLADS - SAKSHI Ar utreyzär säte Bare age Inbox Dashboard My Modules Fund Disbursement	Screen 305	: Fund Disbursement.	Shilpi Verma Adrini, (CIVIL SURGEONJDA
MPLADS - SAKSHI An tinszán áðru Barn Iage Inbox Dashboard My Modules Fund Disbursement Financial Year *	Screen 305	Fund Disbursement.	Shilpi Verma Adrini, (CIVIL SURGEONJDA Type *
MPLADS - SAKSHI in tins in site site stare age Inbox Dashboard My Modules Fund Disbursement Financial Year * 2022-2023 V	Screen 305	t Logout Type Of Payment * • Expenditure OAdvance	Shilpi Verma Admin. (CIVIL SURGEONJDA Type * Please Select v
MPLADS - SAKSHI in tins in site stars lage Inbox Dashboard My Modules Fund Disbursement Financial Year * 2022-2023 v Works *	Screen 305	E Fund Disbursement.	Shilpi Verma Admin. (CIVIL SURGEONJDA Type * Please Select v
MPLADS - SAKSHI incereschin gärcherer age Inbox Dashboard My Modules und Disbursement Financial Year * 2022-2023 V Works * Enter Value and Press Enter to Q.	Screen 305	EFund Disbursement.	Shilpi Verma Admin. (CIVIL SURGEONJDA Type * Please Select v
MPLADS - SAKSHI int may int site from age Inbox Dashboard My Modules und Disbursement Financial Year * 2022-2023 V Works * Enter Value and Press Enter to Q, Work Tile	Screen 305	Estimated Star Date	Shilpi Verma Admin. (CIVIL SURGEONJDA Type * Please Select.
MPLADS - SAKSHI incereschin gärcheare age Inbox Dashboard My Modules und Disbursement Financial Year * 2022-2023 V Works * Enter Value and Press Enter to Q. Work Title	Screen 305	Estimated Start Date	Shilpi Verma Admin. (CIVIL SURGEONJDA Type * Please Select v Estimated End Date
MPLADS - SAKSHI incereschin gärcherer age Inbox Dashboard My Modules und Disbursement Financial Year * 2022-2023 V Works * Enter Value and Press Enter to Q. Work Details Work Tite Estimated Expense	Screen 305	Estimated Start Date	Shilpi Verma       Admin. (CIVIL SURGEON.IDA       Type *       Please Select       Estimated End Date       m       Remaining Expense
MPLADS - SAKSHI in stracting driv form age Inbox Dashboard My Modules iund Disbursement Financial Year * 2022-2023 V Works * Enter Value and Press Enter to Vork Details Work Tite Estimated Expense	Screen 305	Estimated Start Date Estimated Start Date Expendence Expense In-Progress 0.00	Shilpi Verma         Admin, (CIVIL SURGEON.IDA         Type *         Please Select         Estimated End Date         m         Remaining Expense
MPLADS - SAKSHI Are stress Are shift Reme Home age Inbox Dashboard My Modules und Disbursement Financial Year * 2022-2023 V Works * Enter Value and Press Enter to Q. Work Details Work Title Estimated Expense Activity	Screen 305 Font Size Settings Password Managemen Entity/DDO * CTVIL SURGEON Work's Description Expense Till Date 0.00 Senction Date	Estimated Start Date Estimated Start Date Expense In-Progress 0.00	Shilpi Verma         Admin, (CIVIL SURGEON.IDA         Type *         Please Select         Estimated End Date         m         Remaining Expense
MPLADS - SAKSHI in eines-An site Sene My Hoodules Ind Disabloard My Hoodules India Year * 2022-2023 V Works 1 Enter Value and Press Enter to Work Title Estimated Expense Activity	Screen 305	Estimated Start Date	Shilpi Verma Admin, (CIVIL SURGEON.IDA         Type *         Please Select         Estimated End Date         B         Remaining Expense
MPLADS - SAKSHI in eries An airo airo airo age Inbox Dashboard My Modules und Disbursement Financial Year * 2022-2023 V Works * Enter Value and Press Enter to Q. Works Details Work Title Estimated Expense Activity Vendor Selection	Screen 305	Estimated Start Date Expense In-Progress 0.00 Final Payment Invoice Date *	Shilpi Verma Admin, (CIVIL SURGEON, IDA Type * Please Select V Estimated End Date Remaining Expense Upload Invoice *
MPLADS - SAKSHI are ures-An after forme and Disbursement Financial Year * 2022-2023 V Works * Enter Value and Press Enter to Activity Estimated Expense Activity Enter Value and Press Enter to Activity Center Value and Press Enter to Center Value and Center Value and Cente	Screen 305	Estimated Start Date Expense In-Progress 0.00 Final Payment Invoice Date *	Shilpi Verma Admin, (CIVIL SURGEON, IDA Type " Please Select v Estimated End Date B. Remaining Expense Upload Invoice " Valueh File(s) [Max: 1 Attachment of 10 MB]
MPLADS - SAKSHI an eres-An after forme and Disbursement Financial Year * 2022-2023 V Works * Enter Value and Press Enter to Activity Estimated Expense Activity Enter Value and Press Enter to Activity Center Value and Press Enter to Center Value Activity Center Value	Screen 305	Estimated Start Date  Expense In-Progress  0.00  Final Payment  Invoice Date *	Shild Verma Admin, (CIVIL SURGEON, IDA  Type " Please Select  Estimated End Date  Estimated End Date  B Remaining Expense  Upload Invoice "  Attach Frie(s) [Max: 1 Attachment of 10 MB]
MPLADS - SAKSHI are strat_An abrt Rame age Inbox Dashboard My Modules und Disbursement Financial Year * 2022-2023 V Works 1 Enter Value and Press Enter to Q. Work Italis Estimated Expense Activity Vendor Selection Enter Value and Press Enter to Q.	Screen 305	Estimated Start Date Expense In-Progress D.00 Final Payment Invoice Date *	Shild Verma Admin, (GIVIL SURGEON.IDA Type " Please Select: • Estimated End Date B Estimated End Date (m) Remaining Expense Upload Invoice * Ø Attach Fire(s) [Max: 1 Attachment of 10 MB]
MPLADS - SAKSHI Are elez-Are gêre terre lage Inbox Dashboard My Modules "und Disbursement Financial Year * 2022-2023 V Works * Enter Value and Press Enter to Activity Estimated Expense Activity Vendor Selection Enter Value and Press Enter to Q. Activity Mork of the Selection Enter Value and Press Enter to Q. Activity Mendor Details	Screen 305	Estimated Start Date Estimated Start Date Expense In-Progress 0.00 Final Payment Invoice Date * Cdd	Shiley Verma Admin, (CIVIL SURGEON.IDA

#### Screen 306: Fund Disbursement.

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

MPLADS - SAKSHI मेरा सांसट-मेरा क्षेत्रीय दिवास	Home Font Size Settings I	Password Management Logout	Shilpi Verma Admin, (CIVIL SURGEON.IDA
age moox Dashooard Conversion	Select		× 1
Financial Year * 2022-2023	Entity/		Search : Type * Vendor Payment
Works *	© WS/MP0	55/2022-2023/105 - Drains and gutters for public drainage 2022-2023/147 - Building for Government educational instituti	on
Work Title	Work's	OK Close	Estimated End Date
Estimated Expense	Expen		Remaining Expense
Activity	Sancti 22/03		
Vendor Selection	Invoice		Upload Invoice * <u>Attach File(s)</u> [Max: 1 Attachment of 10 MB]

#### Screen 307: Fund Disbursement

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

und Disbursement			
Financial Year	Entity/DDO *	Type Of Payment *	Type *
2022-2023 🗸	CIVIL SURGEON	OExpenditure	Vendor Payment
Works *			
WS/MP055/2022-2023/105 - [ Q C			
/ork Details			
Work Title	Work's Description	Estimated Start Date	Estimated End Date
Drains and gutters for public draina	gutter creation	16/03/2023 前	21/07/2023 前
Estimated Expense	Expense Till Date	Expense In-Progress	Remaining Expense
10000000	0.00	106000.00	9894000
Activity	Sanction Date		
Li - Drains and gutters for public d	22/03/2023	Final Payment	
Vendor Selection	Invoice No. *	Invoice Date *	Upload Invoice *
Enter Value and Press Enter to Q		Ē	Attach File(s) [Max: 1 Attachment of 10 MB]
endor Details r. No	Account No. • IFSC Code	Add	s Invoice s Invoice s Invoice Actio

Screen 308: Fund Disbursement.

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

Screen 309: Fund Disbursement vendor selection.

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

Work Title	Work's Description	Estimated Start Date	Estimated End Date
Drains and gutters for public draina	gutter creation	16/03/2023 前	21/07/2023 前
Estimated Expense	Expense Till Date	Expense In-Progress	Remaining Expense
10000000	0.00	106000.00	9894000
Activity	Sanction Date		
I.i - Drains and gutters for public d	22/03/2023	Final Payment	
Vendor Selection	Invoice No. *	Invoice Date *	Upload Invoice *
Q		11	Attach File(s) [Max: 1 Attachment of 10 MB]
endor Detaills r. No. Uendor † Vendor Name'	Account No. + IFSC Code	Add	
endor Detailis r. No. Vendor Unique Code <sup>‡</sup> Vendor Name <sup>4</sup>	Account No.       IFSC Code	Add     Deductions Invoice Amount* Net Amount	Solution     Invoice      Invoice      Invoice      Invoice      Action     Attachment(s)

Screen 310: Fund Disbursement vendor selection

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

MPLADS - SAKSHI मेरा सांसद्र मेरा देवेश्व विकास	Font Size Settings Password Management Logout	Shilpi Verma Admin, (CIVIL SURGEON,IDA
Manage Inbox Dashboard My Modules	Deductions	1
Work Details Work Title	Gross Amount * 0.00	Estimated End Date
Estimated Expense	Is deduction on Base Amount	21/07/2023  Remaining Expense
S 10000000 Activity	Deduction Type         Percent         Total Deduction           LSC-Leave Salary Contribution	• 9894000 
Vendor Selection	EAD-EPF Admin	Upload Invoice *
رم	LabC-Laboratory Charges NPSEC-National Pencies Scheme Employer Contribution	<u>Attach File(s)</u> [Max: 1 Attachment of 10 MB]
Vendor Details	RTAX-Revenue Tax	ice a Invoice a travita
Sr. No. Unique Code <sup>®</sup> Vendor Name <sup>®</sup>	Total Deduction         0.00           Net Amount         0.00	1     Date     Invoice     Action       45     21-Mar-2023     WorkUC - Developmental     T
Remarks 00003 TATA Consultancy Services Limited	OK Close	ning and the second sec

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.

	-								
Vork Details									
Work Title	Work's Description	Work's Description		Work's Description Estimated Start Date			Estimated End Date		
Drains and gutters for public drain	gutter creation		16/0	3/2023	11 I	21/07/2023		51	
Estimated Expense	Expense TIII Date		Exper	ise In-Progress		Remai	ning Expense		
10000000	0.00		1060	00.00		9894	000		
Activity	Sanction Date								
I.i - Drains and gutters for public o	22/03/2023		🗆 Fin	al Payment					
Vendor Selection	Invoice No. *		Invoir	e Date *		Unioa	Invoice *		
0				o bato	in .	2 Al	tach File(s) (Ma	ax: 1 Attachment of 1	MB1
					25				
			Add						
lendor Details									
ir. No. Unique Code * Vendor Na	me‡ Account No. ‡	IFSC Code	Deductions	Invoice Amount‡	Net Amount 🗘	Invoice +	Invoice 🗧	Invoice	Action
onique coue								Attachment(s)	
onique code		SBIN0000358	Add	5000.00	5000.00	12345	21.Mar.2023	WorkUC -	-
1 3525 Vandor05	100000005	001100000000	100	0000.00	5000.00	12040	21110 2025	Developmental	-
1 3535 Vendor05	100000005								
1 3535 Vendor05	100000005							L	

Screen 312: Fund Disbursement

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

/ork Details			
Work Title	Work's Description	Estimated Start Date	Estimated End Date
Drains and gutters for public draina	gutter creation	16/03/2023 前	21/07/2023 前
Estimated Expense	Expense Till Date	Expense In-Progress	Remaining Expense
10000000	0.00	106000.00	9894000
Activity	Sanction Date		
I.I - Drains and gutters for public d	22/03/2023	Final Payment	
Vendor Selection	Invoice No. *	Invoice Date *	Upload Invoice *
Q		節	Attach File(s) [Max: 1 Attachment of 10 MB]
endor Datalis r. No. Uvendor Unique Code Vendor Name	Account No. • IFSC Code	Add	nt + Invoice + Invoice + Invoice Actio
endor Details r. No. Vendor Unique Code Vendor Name	Account No.	Add Contractions Invoice Amount® Net Amount®	nt * Invoice * Invoice * Invoice Actio Date * Attachment(s)
ndor Details r. No. Vendor code vendor Names 1 3535 Vendor05	Account No.       IFSC Code  1000000005  SBIN0000358	Add  Ceductions Invoice Amount  Net Amou  Add  Add	nt c Invoice Invoice Invoice Invoice Actio No. Attachment(s) 12345 21-Mar-2023

#### 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.

	putters for public draind	gutter creation		16/03/2023	前一		21/07	/2023	] (TT)	
Estimated Exp	timated Expense Till Date		Expense In Progress			Remaining Expense				
				106000.00						
Activity		Sanction Date								
		22/03/2023	茴	Final Payment	t					
Vendor Select	tion	Invoice No. *		Invoice Date *			Upload	I Invoice *		
3535 - Vend	or05 (100000005 Q C	12345	1000	21/02/2022			Attach File(s) [Max: 1 Attachment of 10 MB]			
endor Details	ndor A Vender Name	Account No.	Do you want to dist	s No		ount a	Invoice	Invoice	Toucito	Action
indor Details . No. Vei Uniqu	ndor * Vendor Name*	Account No.	Do you want to dist     Ye	s No	Net An	iount •	Invoice • No.	Invoice Date	Invoice	Action
andor Details . No. Vei Uniqu	ndor * Vendor Name*	Account No.	Do you want to dist     Ye	s No	Net An	iount 🔹	Invoice 🔹 No.	Invoice • Date	Invoice Attachment(s)	Action
indor Details . No. Ver Uniqu	ndor vendor Name*	Account No.	Do you want to dist     Ye     SBIN0000358	s No Add 500	Net Arr	1000 •	Invoice • No.	Invoice Date 21-Mar-2023	Invoice Attachment(s) WorkUC - Developmental	Action
endor Details • No. Ver Uniqu	ndor vendor Nemes te Code * Vendor Nemes 1535 Vendor()5	Account No. •	Do you want to dist     Zer SEIN0000358	s No Add 500	0.00 5000	iount •	Invoice • No. • 12345	Invoice Date 21-Mar-2023	Invoice Attachment(s) WorkUC - Developmental	Action
endor Details . No. Ver Uniqu 1 3 marks	ndor vendor Neme*	Account No.	Do you want to dist     Ye     SBIN0000358	s No	10.00 5000	0 <b>00111 •</b>	Invoice • No. 12345	Invoice • Date • 21-Mar-2023	Invoice Attachment(s) WorkUC - Developmental	Action
endor Details No. Ve. Uniqu 1 3 marks	ndor vendor Nome)	Account No.	SBIN0000358	s No Add 50	0.00 5000	0.00	Invoice • No. 12345	Invoice • Date • 21-Mar-2023	Invoice Attachment(s) WorkUC - Developmental	Action
andor Details . No. Vei Uniqu	ndor le Code • Vendor Name•	Account No. 4	Do you want to dist     Ye	s No	Net An	iount 🔹	Invoice 🔹	Invoice • Date	Invoice Attachment(s)	^



## 1. Manage Work Assignment:

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

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

MPLADS - SAKSHI मेरा सांसद-मेरा हेजीय दिकास	Font Size Settings Password Management Logout	Shilpi Verma Admin, (CIVIL	SURGEON,IDA
lanage Inbox Dashboard My Modules			
Tree List			
Fund Disbursement - MPLAD	Fund Enhancement	Manage Work Assignment	R
	Back		
12022 TATA Constitution Sandras Limited			Possed by
			tos DigiGC

#### 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.

	क्षेत्रीय विकास	occurga resolution antigement cogoat	Admin, (CIVIL SURGEON, IDA
anage Inbox D	shboard My Modules		
List Of Works			
Eist Of Works	Activity	Name	
Findincial Teal	Activity	Rane	
2022-2023	~	0,	
		Search Reset	
Total Records 4			Produce a Vision P. P. Produced in the
Sr. No.	Work Id	Activity/Work	Recommended Amount
2	WS/will/2022-2023/105	Building for Government educational institution	11500
3	WE/MP055/2022 2023/163	Tube Wells	50000
4	WS/MP055/2022-2023/164	Building for Government educational institution	50000
2023 TATA Consultancy Servi	as Lokad		www. LCSD-giG
2023 TATA Consultancy Servi	er Löded	Screen 316: Manage Work Assignment	tcs Digits
2023 TATA Consultancy Save	wit Unded	Screen 316: Manage Work Assignment	too byiG
X023 TATA Consultancy Servi	es Linkel	Screen 316: Manage Work Assignment	tosbijio
2023 TATA Ginaulteniy Sard	wi Urdad	Screen 316: Manage Work Assignment	www Los Digio

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

Financial Year	Entity/DDO *	Work Recommendation	Туре -	
2022-2023	CIVIL SURGEON	Tube Wells	Vendor Payment	~
	Suburt Value		Lachannal	
Jugo	Sciece ville	Attachment(s)	coonnear	
Estimation Approval		Attach File(s) [Max: 10 MB]		
Vendor Identification				
Work partially Completed				
Work Completed	D .			
Vendor By *	Vendor *			
Created By Me OAll		9		
endor Details	Mondon Namo	Bank Mame	-A	A Action
Sr. No. Vendor Unique Code	venuor name		Account No.	<ul> <li>Action</li> </ul>
Activity *	Recommended Amount *			
Tube Wells	500000			
Estimated Start Date *	Estimated End Date *			
<b>1</b>	Ĩ	(T1)		
Attachment				
Attach File(s) [Max: 1 Attachment of 10 MB]				

#### Screen 317: Work Details.

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

## Note: Stage completion is done sequentially.

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

agn work				
ork Details				
Financial Year *	Entity/DDO *	Work Recommendation	Туре	
2022-2023 🗸	CIVIL SURGEON	Tube Wells	Vendor Payment	~
Stage	Select Valu	e Att	tachment	
		Attachment(s)		
Estimation Approval		Attach File(s) IMax: 10 MB. Used: 402.75 KBI sstimation approval pdf 🗱		
Vendor Identification				
Work partially Completed				
Work Completed				
Vendor By *	Vendor *			
Crasted By Ma All	- Cindos	0		
ndor Details				
ndor Details Sr. No. • Vendor Unique Code • Activity * Tube Wells	Vendor Name     C	Bank Name 🎄 IFSC	¢ Account No.	¢ Action
ndor Details Sr. No. \$ Vendor Unique Code Activity * Tube Wells Estimated Start Date *	Vendor Name     Recommended Amount *     Sonono     Estimated End Date *	Bank Name & IFSC	Account No.	¢ Action
ndor Details Sr. No. \$ Vendor Unique Code Activity * Tube Wells Estimated Start Date *	Vendor Name  Kecommended Amount *  Kenonn Estimated End Date *	Bank Name \$ 1FSC	≎ Account No.	• Action
ndor Details Sr. No. 2 Vendor Unique Code Activity * Tube Velis Estimated Start Date *  Attachment	Vendor Name \$ Recommended Amount * Snonno Estimated End Date *	Bank Name ¢ IFSC	≎   Account No.	¢ Action
ndor Details Sr. No. 2 Vendor Unique Code Activity Tube Vells Estimated Start Date  M Attachment Attachment Attach.Flogs [Mar. 1 Attachment of 10 MB]	Vendor Name      Commended Amount *     Sonono Estimated End Date *	Bank Name 후 TFSC	6 Account No.	0 Action
ndor Details Sr. No.	Vendor Name      Secontinent      Control      Control     Contro     Contro     Control     Cont	Bank Name ¢ IFSC	a Account No.	3 Action
ndor Details Sr. No. \$ Vendor Unique Code Activity * Tube Wells Estimated Start Date *  Attachment Attachment of 10 MB)	Vendor Name C Recommended Amount * Shonno Estimated End Date *	Bank Name ‡ IFSC	≎ Account No.	e Action
ndor Details Sr. No. \$ Vendor Unique Code Activity * Tube Viels Estimated Start Date *  Attachment  Attachment  Attachment of 10 MB]	Vendor Name      Carter      Recommended Amount *     Shonon     Estimated End Date *	Bank Name C IFSC	\$   Account No.	e Action
ndor Details Sr. No. \$ Vendor Unique Code Activity * Tube Velis Estimated Start Date * Attachment Attachment Attachment of 10 MB;	Vendor Name      Carter      Commended Amount *     Shonon     Estimated End Date *	Bank Nome C IFSC	8 Account No.	4 Action
ndor Details Sr. No. 2 Vendor Unique Code Activity * Ture Velis Estimated Start Date *  Attachment  Attachment  Attachment of 10 MB	Vendor Name     Commended Amount *     Sonone Estimated End Date *	Bank Name C IFSC	6 Account No.	¢ Action

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

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.

							10. The second s	
	Stage	5	elect Value			Attachment		
				Attachment(s)				
	Estimation Approval			Attach File(s) [Max: 1 estimation approval.odf	0 MB, Used: 402.75 KB]			
	Vendor Identification							
	Work partially Completed							
	Work Completed		0					
Vendor By *		Vendor *						
OCreated By Me	All	Vendor06 [3536	[1000000000	0.0				
ndor Details								
ndor Details Sr. No. 4	Vendor Unique Code	Vendor Name Vendor 0	STATE 6	Bank Name	IFSC     SBIN0000358	•	Account No.	+ Action
ndor Details Sr. No. 0	Vendor Unique Code 3530	Vendor Name     Vendor06	¢ State e	Bank Name BANK OF INDIA	IFSC     SBIN0000358	٥	Account No. 1000000000	+ Action
ndor Details Sr. No. + 1 Activity *	Vendor Unique Code 3536	Vendor Name Vendor00 Recommended An	STATE P	Bank Name BANK OF INDIA	IFSC     SBIN0000358	(\$	Account No. 1000000000	+ Action
Activity " Tube Wells	Vendor Unique Code 3530	Vendor Name     Vendor Name     Vendor06     Recommended An     500000	STATE E	Bank Name BANK OF INDIA	C IFSC SBIN0000358	(*)	Account No. 100000000	¢ Action
Activity * Tube Wells	Vendor Unique Code 3030	Vendor Name Vendor00  Recommended An 500000 Estimated End Da	e *	Bank Name BANK OF INDIA	IFSC     SBIN0000356	¢	Account No. 100000000	Action
Activity * Tube Wells 22-Mar-2023	Vendor Unique Code 3530 ste *	Vendor Name Vendor00 Recommended An S00000 Estimated End Da 30-Mar-2023	e *	Bank Name Bank of India	IFSC     SBIN0000356	¢	Account No.	÷ Action
Activity * Tube Wells Estimated Start Dr 22-Mar-2023 Attachment	Vendor Unique Code 3336 ate *	Vendor Name     Vendor Name     Vendor 0     Recommended An     S0000     Estimated End Dat     30-Mar-2023	e *	Bank Name BANK OF INDIA	SBIN0000356	¢	Account No.	+ Action
ndor Details Sr. No. • 1 Activity * Tube Wells Estimated Start Dr 22-Mar-2023 Attachment & Attach File(s)	Vendor Unique Code 3530 ate * (Mat: 1 Attachment of 19 MB)	Vendor Name Vendor 0  Recommended An S00000 Estimated End Dat 30-Mar-2023	e *	Bank Name BANK OF INDIA	C IPSC SBIN0000358	e	Account No. 100000000	• Action

Screen 320: Work Details

	Work partially Completed		5	Attachment(s) Tentative Calendar of Online CRP. for RRBs 2023-24.pdf		
	Work Completed			Attachment(s) <u>Attach Flie(s)</u> [Max: 10 MB]		
Vendor By * Created By Me	Oaii	Vendor *	Success			
endor Details	Vondor Unique Code	1 Vondor N	Da	a saved Successfully.	A Account No.	Action
1	3533	Vendor03	ame 🔹 💟	sc.	100000003	Action
2	3534	Vendor04		ОК	100000004	-
3	3535	Vendor05	_		100000005	÷
Activity * Building for Govern Estimated Start D	ment educational institution	Recommende 115000 Estimated En	d Amount *			
01-Mar-2023	曲	18-Mar-202	3 [	8		
Attachment		Mark Work	As Complete			

Screen 321: Work Details.

# 2. Vendor Management:

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

1. HOMEPAGE  $\rightarrow$  MY MODULES  $\rightarrow$  VENDOR MANAGEMENT

MPLADS - SAKSHI मेरा संसद्र-मेरा क्षेत्रीय विकास	Home Font Size Settings Password Man	agement Logout	Shilpi Verma Admin, (CIVIL SURGEON,IDA .
Manage Inbox Dashboard My My Modules	Tree List		
Filter  Work Management  Vendor Management	Work Management	Vendor Managemen	Line and the second sec
@2023 TATA Consultancy Services Limited			tcs.DigiGOV
	Screen 3	322: Vendor Management.	

# 1. Manage Vendor- Pending with PFMS:

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

🎐 मेरा सांसद-मेरा क्षेत्रीय विकास	nt Size Settings	Password Management Logout		Admin, (CIV	VIL SURGEON, IDA
pe Inbox Dashboard My Modules					
e List					
	R	Upload Vendor Data	R	Manage Vendor - Validated	R
		Back			
					Interilie

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.

tanage Inbox Dashboard My Modules  Manage Vendor - Pending for Validation  Created by *  Entry/DDO OAll Vendor Type *  Please Select  Account No.	District Please Select V Status	Vendor Unique Code	Vendor Name
Manage Vendor - Pending for Validation Created by * ©EntlyDDO OAll Vendor Type * Please Select  Account No.	District Please Select V Status	Vendor Unique Code	Vendor Name
Created by *  EntryDDO OAll Vendor Type *  Please Select  Account No.	District Please Select V Status	Vendor Unique Code	Vendor Name
●EntityDDO OAI Vendor Type * Please Select ↓ Account No.	District Please Select Status	Vendor Unique Code	Vendor Name
Please Select  Account No.	Please Select V	vendor Unique Code	
Please Select V Account No.	Please Select V		
Account No.	Status		
	Please Select V		
		Search Reset	
Total Records: 0	endor Unique 💠 🛛 Bank Name 🗍	Account No.      Status	Reject Reason      Active/Inactive      Active
		1	
			Found by
1223 TATA Consultancy Services Limited			tos Digi
		n 224. Add Vandar	
	Scree	n 324: Add Vendor	
	Scree	n 324: Add Vendor	
	Scree	n 324: Add Vendor	
	Scree	n 324: Add Vendor	
	Scree	188	

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

Fields marked with * are man	datory					
Vendor Type *						
Personal	~					
Personal Details						
Pe Vendor Name *		Date of Birth		Father/Husband Name		
Aci			1			
GST No.		PAN No.				
Mobile No.		Phone No.		Email		
16						
Address Details						u
Address Line 1*		Address Line 2		Address Line 3		
Country *		State *		District *	Pincode	
India	~	Please Select	~	Please Select 🗸 🗸		
Bank Details						
IEEC Code Search						

#### Screen 325: Vendor Type Selection.

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

€					
Ver	Address Line 1 *	Address Line 2	Address Line 3		
Pe	dhanbad	State *	District *	Pincode	
Ac	India V	Jharkhand 🗸	Dhanbad	826001	
	Bank Details				
	IF3C Code Search				
					- 18
ates	Bank Name *	Branch Name *	IFSC Code	Account No. *	- 18
Sr.	Q	Q			
					- 17
			Add		- 18
	Sr. No. Bank Name	Branch Name	TESC Code +	Account No. Action	- 11
	1 ICICI BANK LIMITED	DHANBAD	ICIC0003346	054201581408 Account No.	_
					- 11
		S	ave Close		
			ave Cluse		U
					tosp
TATA C					
TATA C			26. Vondor dotaile		
TATA C		Scroon 2			
) TATA C		Screen 3	zo. venuor detans		
I TATA C		Screen 3			

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

Mobile No.		Phone No.					
Address Details		×					
Address Line 1 *		Address Line 2		Address Line 3			
dhanbad							
Country *		State *		District *		Pincode	
India	~	Jharkhand	~	Dhanbad	~		826001
Bank Details		Suc	cess		X		
IFSC Code Search			vendor Registered Suc		-		
Bank Name *		Branch Name *		UK.		Account No. *	
	٩			C.			
				Add			
Sr. No.	Bank Name	e Bra	nch Name	IFSC Cor	de 🗢	Account No.	Action
1 ICICI BAI	NK LIMITED	DHANBAD		ICIC0003	346	054201581408	LÎ
			Save	Close			

Screen 327: Vendor Details.

# 2. Upload Vendor Data:

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

Manage Vendor - Pending with PFMS	R	Upload Vendor Data	R	Manage Vendor - Validated	
		Back			
ATA Consultancy Services Limited					51 51
		Screen 328: Upload	d Vendor Data		

MPLADS - SAKSH	I which the second for some	1	v	G Shilpi Verma	
मेरा सांसड-मेरा क्षेत्रीय विकास	Home Font Size Settin	ngs Password Management	Logout	Admin, (CIVIL SURGE	ON,IDA
oload Vendor Data	y Modules				
Financial Year					
2022-2023					Download To
Upload File					
ase ensure following steps befor Vendor Type, Vendor Unique Cod Vendor Type allows only P, C, I, N	e uploading Vendor Data: , Vendor Name, Address1, Country, Sta	te, District, Bank Name, IFSC Code	Account Number are mandatory fields.		
ease ensure following steps befor Vendor Type, Vendor Unique Cod Vendor Type allows only P, C, I, N	e uploading Vendor Data: , Vendor Name, Address1, Country, Sta	le, District, Bank Name, IFSC Code	Account Number are mandatory fields.		
ase ensure following steps befor Vendor Type, Vendor Unique Cod Vendor Type allows only P. C. I. N	e uploading Vendor Data: , Vendor Name, Address1, Country, Sta	te, District, Bank Name, IFSC Code	Account Number are mandatory fields.		
iase ensure following steps befor Vendor Type, Vendor Unique Cod Vendor Type allows only P. C. I. N	s uploading Vendor Data: , Vendor Name, Address1, Country, Sta	ie, District, Bank Name, IFSC Code	Account Number are mandatory fields.		
aate ensuure following steps befor wench "yng, whench Tringe Cost Wendor Type allows only P, C, L N	s uploading Vendor Data: , Vendor Name, Address1, Country, Sta	ie, District, Bank Name, IFSC Code	Account Number are mandatory fields.		

Screen 329: Upload Vendor Data

# 3. Manage Vendor- Validated:

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

मेरा सांसद-	-मेरा क्षेत्रीय विकास				word Planagement			9	Admin, (CIVIL SURGEON, IE	DA
age Inbox	Dashboard	My Modules								
anage Vendor	(Screen displa	ays Validated Vend	ors Only)							
Created By *	1									
Entity/DDO	OAII									
Vendor Type *			Distr	rict		Vendor Unique Code		Vendor Name		
Please Selec	:t	~	Plea	ase Select	~	-				
Account No.										
tal Records: 0					Sea	arch Reset				
Sr. No.	Vendor	Name 🗘	Vendor Type 🗧	Vendor Unique	Code 🗧 🛛 Ban	k Name 🗢 Accou	int No. 🔍 N	ame as per Bank 🔅 Ac	tive/Inact*	Action
s tatà comunección										Proved By
à TATA Consultancy Se	services Limited					_				tcs DigiGO
3 INTA Consultancy S	Services Limited	_	_	Scree	n 330: Mar	– nage Vendor- Val	lidate			tos DigiGO
3) TATA Gemutency Se	viertose Limbod		_	Scree	n 330: Mar	– age Vendor- Val	lidate		_	tos DigiGO
0 fath Canadarcy de	verstaat Lunded	_		Scree	n 330: Mar	age Vendor- Val	lidate 1 <b>t</b>			ັນດີ DigiGO
3 IAA Geneteray a	antas Linkas			Scree	n 330: Mar -End [	nage Vendor- Val	lidate <b>\t</b>			too DigiGO
9 kilo constancy d	ierolaat Linotaa)	_		Scree	n 330: Mar	nage Vendor- Val Documer	lidate 1 <b>t</b>			to DigiGO
teria Considency &	iervioas Lindas	_		Scree	n 330: Mar	nage Vendor- Val Documer	lidate <b>1t</b>			tos Digi



Government of India www.mplads.gov.in