



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



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

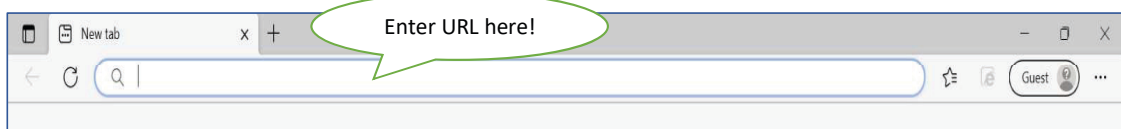
1. Manage Departments:	74
2. Organization Account Mapping:	76
4.3. Access control	78
Role Group Mapping	78
SNA	80
1. Manage Calamity:	80
2. Work Management	87
1. Calamity Configuration:	87
2. CALAMITY REVERSAL:	90
3. SNA Manage Admin Funds:	92
NDA	98
1. NDA Return Fund:	98
2. NDA Initiate Return Fund: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

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

1. Logging in MPLADS FMS Application:

To log in to FMS Application:

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



Screen 1: Place to enter URL

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

A screenshot of the "Fund Management Solution" login page. The page header includes the Government of India emblem and the text "Members of Parliament Local Area Development Scheme" and "Ministry of Statistics & Programme Implementation, Govt. of India". The main heading is "Fund Management Solution". Below it are logos for SBI and tcs DigiGOV™. The login form is titled "Welcome, Please Log In" and contains fields for "Username", "Password", and "Captcha". A "Forgot Password?" link is also present. A "Login" button is at the bottom of the form. Three callout boxes with orange borders point to the fields: "1. Enter username" points to the Username field, "2. Enter Password" points to the Password field, and "3. Enter Captcha" points to the Captcha field. The footer contains the copyright notice: "Copyright ©2022 Tata Consultancy Services Limited. All Rights Reserved".

Screen 2: FMS Login Page: Username and Password

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

A screenshot of the "Change Password" form. At the top, it says "Change Password" with a close button (X). Below this, a note states: "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 alphabet(A-Z), one number(0-9) and one special character. (3) Every user is required to change their Password at least once in every 90 days". The form has three input fields: "Old Password", "New Password", and "Re-type New Password". At the bottom, there are "Save" and "Cancel" buttons.

Screen 3: FMS Change Password

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

Fund Management Solution

Members of Parliament Local Area Development Scheme
Ministry of Statistics & Programme Implementation, Govt. of India

Welcome, Please Log In

[Forgot Password?](#)

SBI tcs DigiGOV™

Screen 4: FMS Login Page Forgot Password link

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

Fund Management Solution

Members of Parliament Local Area Development Scheme
Ministry of Statistics & Programme Implementation, Govt. of India

☐ SMS

[Click here to goto DigiGOV login page](#)

SBI tcs DigiGOV™

Copyright ©2022 Tata Consultancy Services Limited. All Rights Reserved

Screen 5: FMS Forgot Password Page.

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

MP User Role & Process Flow

MP Work Recommendation

2. MP Work Recommendation:

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

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

2.1 Manage Development Work Fund Recommendation:

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

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

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

a) MY MODULES:

MPLADS - SAKSHI Home Font Size Favourites Password Management Logout

Sanjay Dhotre
Member of Parliament (Sanjay Shamra...)

Rs. 7,40,00,000.00
Total Development Limit ₹

Rs. 7,01,62,277.00
Available Limit ₹

Rs. 38,37,723.00
Distributed Limit ₹

Rs. 6,27,000.00
Calamity Consent Limit ₹

Rs. 2,54,000.00
Out of State/Constituency ₹

My Modules

- New Out Of State/Constituency Work Recommendation
- Manage Development Work Recommendation
- Manage Out of State/Constituency Work Recommendation
- Manage Calamity Consent
- MP Work Recommendation

Development Work Status

Recommended	18
Sanction Work	5
Completed	3
Abandoned/Suspended	0
On Going Works	2

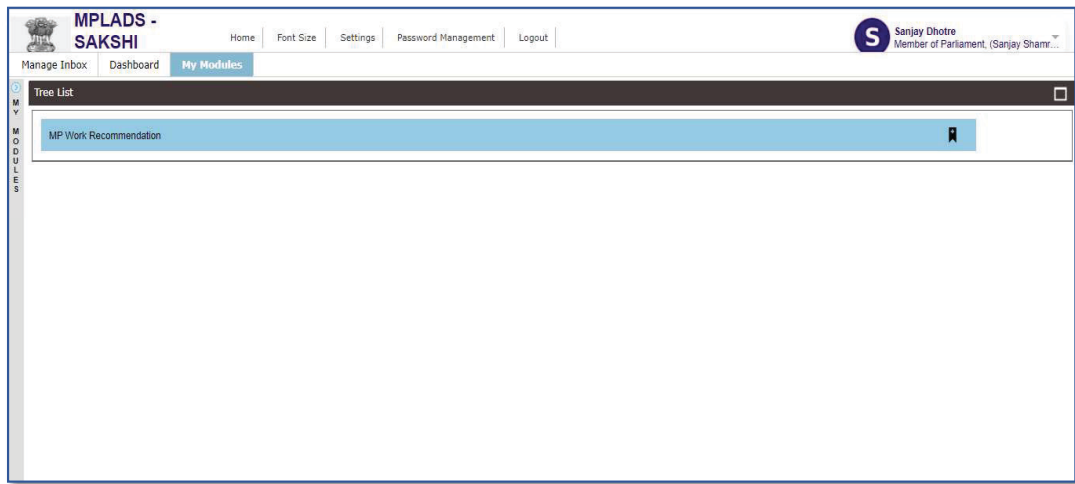
©2023 TATA Consultancy Services Limited

Powered by **tdcsDigigOV™**

Screen 6: Hon'ble MP's Home page

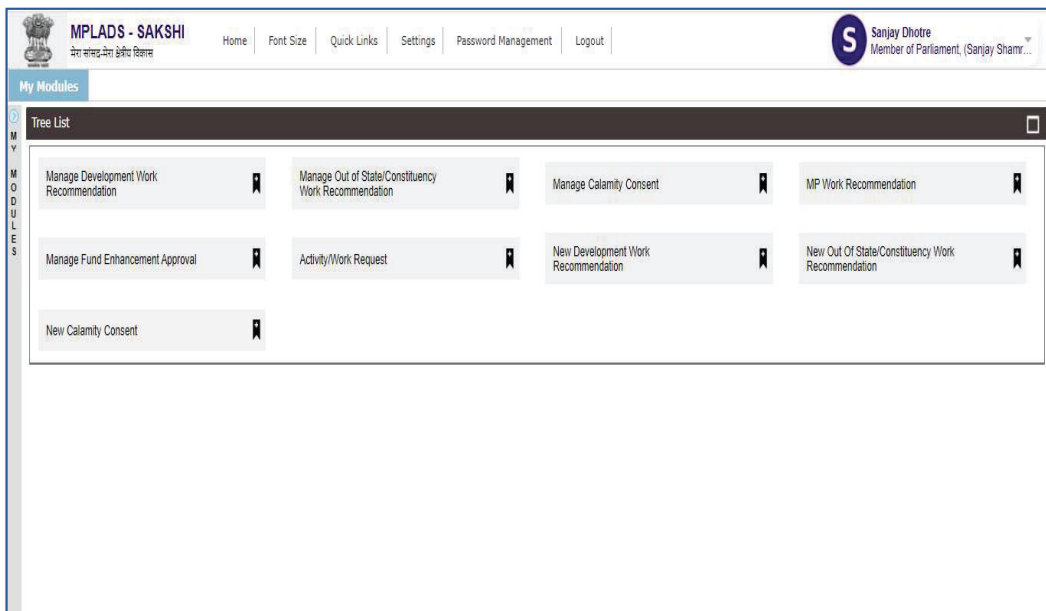
Click on My MODULES or Hon'ble MP can select the list of tasks in the home page.

b) MP Work Recommendation:



Screen 7: MP Work Recommendation

C) Manage Development Work Recommendation:



Screen 8: Manage Development Work Recommendation

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

MPLADS - SAKSHI

Home Font Size Settings Password Management Logout

Manage Inbox Dashboard My Modules

MY MODULES

Manage Development Work Recommendation

Recommendation Date

Search

Total Records 5

Sr.No.	Letter No.	Recommendation Date	Total Recommended Amount	Action
1	LNMP057/2022-2023/12	14-03-2023	50000.00	
2	LNMP057/2022-2023/9	10-03-2023	5000.00	
3	LNMP057/2022-2023/8	10-03-2023	6000.00	
4	LNMP057/2022-2023/5	09-03-2023	150000.00	
5	LNMP057/2022-2023/4	09-03-2023	5000.00	

New Recommendation

Screen 9: Recommend Work

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

Development Work Recommendation

Limit Detail

Total Limit 74000000.00 Distributed Limit 3837722.78 Available Limit 70162277.22

Recommend Work

Entity/IDA * IDA AKOLA Maharashtra

Location Type * ☒ Urban ☐ Rural

City * Akola

Ward * 102

Work Category * Normal/Others

Work * Project for lighting of public st

Work Description Project for lighting of public streets and places

Recommended Amount * 100000

Add Reset

Sr.No.	Work	Entity/IDA	Work Description	Location (Ward/Village)	Recommended Amount	Action
--------	------	------------	------------------	-------------------------	--------------------	--------

Validate 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.

Development: Work Recommendation
Limit Detail

Total Limit
7400000.00

Distributed Limit
3837722.78

Available Limit
70162277.22

Recommend Work

Entity/IDA *
IDA AKOLA Maharashtra

Location Type *
☐ Urban
☒ Rural

Block *
AKOLA

Village *
Abhaypura

Details of Locality *
Abhaypura near govt school

Work Category *
Normal/Others

Work *
Project for lighting of public st

Work Description
Project for lighting of public streets and places

Recommended Amount *
100000

Add Reset

Sr.No.	Work	Entity/IDA	Work Description	Location (Ward/Village)	Recommended Amount	Action
Validate Back						

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	Action
1	Building for Government educational institution	IDA CHITTOOR1	Building for Government educational institution	Ward 1	500000.00	 
2	Building for Government aided/un-aided educational institutions	IDA CHITTOOR2	Building for Government aided/un-aided educational institutions	Paluru	500000.00	 

Submit Close

Screen 12: Work Recommendation Table

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

Sr.No.	Activity/Work	Entity/IDA	Work Description	Location (Ward/Village)	MP Recommended Amount	Action
1	Building for Government educational institution	IDA CHITTOOR1	Building for Government educational institution	Ward 1	500000.00	 
2	Building for Government aided/un-aided educational institutions	IDA CHITTOOR2	Building for Government aided/un-aided educational institutions	Paluru	500000.00	 

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:

Normal Work Recommendation

Recommend Work

Scheme *
Member of Parliament Local Ar

Recommendation Date *
27-Jan-2023

Entity/DDO *
Nallakonda Gari Reddeppa 17

Total Limit
11300000.00

Distributed Limit
1000000.00

Available Limit
10300000.00

Work Details

Entity/IDA *
Please Select

Location Type *
☒ Urban
☐ Rural





City *

Ward *

Activity/Work *

Work Description *

Add
Reset

Sr.No.	Activity/Work	Entity/IDA	Work Description	Location (Ward/Village)	MP Recommended Amount	Action
1	Building for Government educational institution	IDA CHITTOOR1	Building for Government educational institution	Ward 1	500000.00	 
2	Building for Government aided/un-aided educational institutions	IDA CHITTOOR2	Building for Government aided/un-aided educational institutions	Paluru	500000.00	 

Screen 14: Submit Confirmation Message

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

11

Normal Work Recommendation

Recommend Work

Scheme *
Member of Parliament Local Ar

Recommendation Date *
27-Jan-2023

Entity/DOO *
Nallakonda Gari Reddeppa 17h

Total Limit
11300000.00

Distributed Limit
1000000.00

Available Limit
10300000.00

Work Details

Entity/IDA *
Please Select

Location Type *
☒ Urban ☐ Rural

City *
Ward *

Activity/Work *
Work Description *

Success
Data is Saved Successfully.
OK

Add Reset

Sr.No.	Activity/Work	Entity/IDA	Work Description	Location (Ward/Village)	MP Recommended Amount	Action
1	Building for Government educational institution	IDA CHITTOOR1	Building for Government educational institution	Ward 1	500000.00	
2	Building for Government aided/un-aided educational institutions	IDA CHITTOOR2	Building for Government aided/un-aided educational institutions	Paluru	500000.00	

Submit Close

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:

MPLADS - SAKSHI

Home Font Size Settings Password Management Logout

Sanjay Dhotre
Member of Parliament, (Sanjay Shamr...)

Manage Inbox Dashboard My Modules

Manage Development Work Recommendation

Recommendation Date

Search

Total Records 5

Sr.No.	Letter No.	Recommendation Date	Total Recommended Amount	Action
1	LNMP057/2022-2023/12	14-03-2023	50000.00	
2	LNMP057/2022-2023/9	10-03-2023	5000.00	
3	LNMP057/2022-2023/8	10-03-2023	6000.00	
4	LNMP057/2022-2023/5	09-03-2023	150000.00	
5	LNMP057/2022-2023/4	09-03-2023	5000.00	

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**.

The screenshot shows a web application window titled "Development Work Recommendation". It contains two main sections: "Letter Details" and "Recommended Work Details".

Letter Details:

- Letter No.:** LN/MP057/2023-2024/50
- Recommendation Date:** 11-04-2023

Recommended Work Details:

Sr.No.	Work	Entity/IDA	Work Description	Location (Ward/Village)	Recommended Amount
1	Project for lighting of public streets and places	IDAAKOLA Maharashtra	Project for lighting of public streets and places	Abhayapura	100000.00

Below the table is a "Back" button.

Screen 17: View Work Recommendation

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

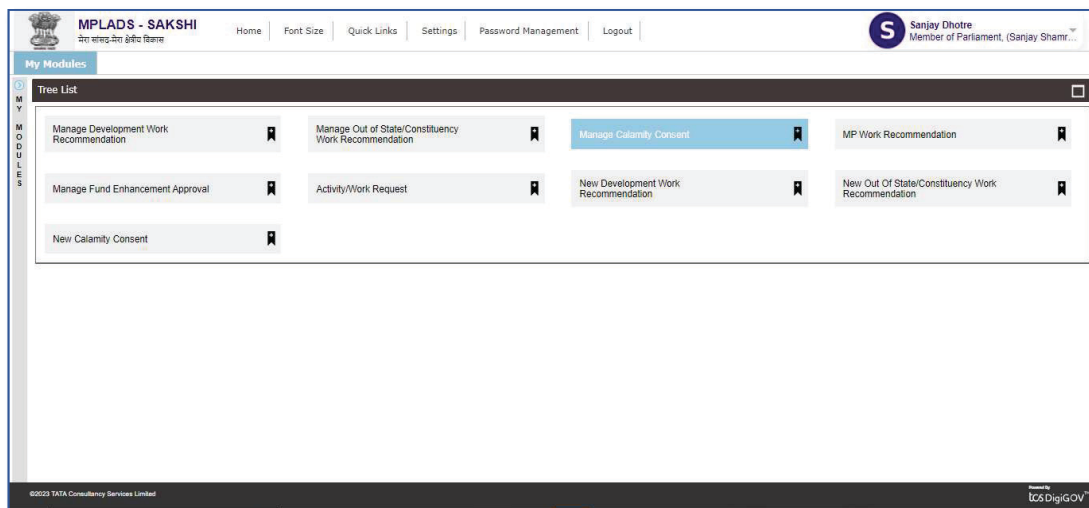
2.2 Manage Calamity Consent:

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

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

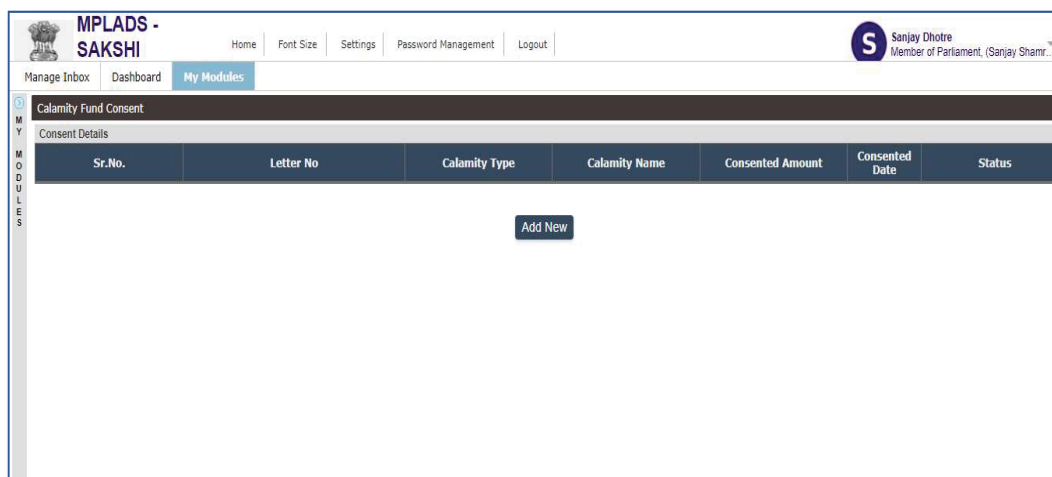
Hon'ble MP must navigate the following path to access the Calamity Consent screen:

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



Screen 18: Manage Calamity Consent

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



Screen 19: Add New

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

Calamity Fund Consent Form

Consent Details

Recommendation Type : Calamity Fund Consent

Financial Year : 2022-2023

Calamity Type * : Please Select

Calamity Name * : Please Select

Calamity State * : Please Select

Available Limit

Total Calamity Limit

Distributed Calamity Limit

Remark

Attachment : [Attach File\(s\)](#) [Max: 1 Attachment of 10 MB]

Save **Reset**

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.

Calamity Fund Consent Form

Consent Details

Recommendation Type : Calamity Fund Consent

Financial Year : 2022-2023

Calamity Type * : National Calamity

Calamity Name * : AP_Calamity_2022

Calamity State * : SNA Andhra Pradesh

Available Limit : 10250000

Total Calamity Limit : 10000000

Distributed Calamity Limit : 0.0

Remark : Pls Approve

Attachment : [Attach File\(s\)](#) [Max: 1 Attachment of 10 MB]

Save **Reset**

Screen 21: Calamity Consent Details

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

The screenshot shows the MPLADS - SAKSHI interface. The user is logged in as Sanjay Dhotre, Member of Parliament. The 'Calamity Fund Consent' module is active, displaying a table with columns: Sr.No., Letter No., Calamity Type, Calamity Name, Consented Amount, Consented Date, and Status. A 'Success' dialog box is overlaid on the table, indicating 'DATA SAVED SUCCESSFULLY.' with a green checkmark and an 'OK' button.

Screen 22: Consent Details Save Details

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

The screenshot shows the 'Calamity Fund Consent Update' dialog box. It contains a table with columns: Sr.No., Calamity Type, Calamity Name, Consented Amount, Consented Date, and Action. The table has one row with Sr.No. 1, National Calamity, AP_Calamity_2022, 50000.0, and 27-Jan-2023. The Action column has edit and delete icons. Below the table are 'Submit' and 'Close' buttons.

Screen 23: Consent Details: Update or Delete

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

The screenshot shows the MPLADS - SAKSHI interface with the 'Calamity Fund Consent Update' dialog box open. The table in the dialog box has columns: Sr.No., Calamity Type, Calamity Name, Consented Amount, Consented Date, and Action. The table has one row with Sr.No. 1, National Calamity, calamity test, 5000.0, and 14-Jan-2023. The Action column has edit and delete icons. Below the table are 'Submit' and 'Close' buttons. A 'Success' dialog box is overlaid on the table, indicating 'DATA SUBMITTED SUCCESSFULLY.' with a green checkmark and an 'OK' button.

Screen 24: Consent Details Submit

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

Sr.No.	Letter No.	Calamity Type	Calamity Name	Consented Amount	Consented Date	Status
1	LHM/MP/567/2022-2023/13	National Calamity	calamity test	5000.00	14 Jan 2023	Submitted

[Add New](#)

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

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

Screen 26 : Manage Out of State

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

MPLADS - SAKSHI

Home Font Size Settings Password Management Logout

Sanjay Dhore
Member of Parliament, (Sanjay Shamr...)

Manage Inbox Dashboard **My Modules**

Manage Out of State/Constituency Work Details

Recommendation Date

Search Reset

Total Records 5

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

New Recommendation

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

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

Add Out of State/Constituency Work

Out of State/Constituency Work Details

Scheme *
Member of Parliament Local Ar

Recommendation Date *
27-Jan-2023

Entity/DDO *
Nallakonda Gari Reddeppa 176

Total Limit
11300000.00

Distributed Limit
1000000.00

Available Limit
10300000.00

Total Out of State/Constituency Limit
250000.00

Distributed Out of State/Constituency Limit
0.00

Available Out of State/Constituency Limit
250000.00

Work Details

SNA *
SNA Andhra Pradesh

NDA *
NDA CHITTOOR

Entity/IDA *
IDA CHITTOOR1

Location Type *
Urban Rural

City *
Chittoor

Ward *
Ward 1

Activity/Work *
Building for Government educu

Work Description *
Building for Government educational institution

MP Recommended Amount *
500000

Add Reset

Sr.No.	Activity/work	Entity/IDA	Work Description	Location (ward/village)	MP Recommended Amount	Action
--------	---------------	------------	------------------	-------------------------	-----------------------	--------

Screen 28: Add Out of State/Constituency Work

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

Add Out Of State/Constituency Work

Out of State/Constituency Work Details

Scheme *
Member of Parliament Local Ar

Recommendation Date *
27-Jan-2023

Entity/IDO *
Nallakonda Garl Reddeppa 17t

Total Limit
11300000.00

Distributed Limit
1000000.00

Available Limit
10300000.00

Total Out of State/Constituency Limit
250000.00

Distributed Out of State/Constituency Limit
0.00

Available Out of State/Constituency Limit
250000.00

Work Details

SNA *
SNA Andhra Pradesh

NDA *
NDA CHITTOOR

Entity/IDA *
IDA CHITTOOR1

Location Type *
☐ Urban ☒ Rural

Block *
Chittoor

Village *
Paluru

Activity/Work *
Building for Government educu

Work Description *
Building for Government educational institution

MP Recommended Amount *
500000

Add Reset

Sr.No.	Activity/Work	Entity/IDA	Work Description	Location (Ward/Village)	MP Recommended Amount	Action
--------	---------------	------------	------------------	-------------------------	-----------------------	--------

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:

Add Out Of State/Constituency Work

Total Limit
11300000.00

Distributed Limit
1500000.00

Available Limit
9800000.00

Total Out of State/Constituency Limit
250000.00

Distributed Out of State/Constituency Limit
500000.00

Available Out of State/Constituency Limit
-250000.00

Work Details

SNA *
Please Select

NDA *

Entity/IDA *

Location Type *
☒ Urban ☐ Rural

City *
Please Select

Ward *

Activity/Work *

Work Description *

MP Recommended Amount *

Add Reset

Sr.No.	Activity/Work	Entity/IDA	Work Description	Location (Ward/Village)	MP Recommended Amount	Action
1	Building for Government educational institution	IDA CHITTOOR1	Building for Government educational institution	Ward 1	500000.00	

Validate Close

Screen 30: Validate Recommended Fund

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

Total Limit

11300000.00

Distributed Limit

1050000.00

Available Limit

10250000.00

Total Out of State/Constituency Limit

250000.00

Distributed Out of State/Constituency Limit

50000.00

Available Out of State/Constituency Limit

200000.00

Work Details

SNA *

Please Select

NDA *

Entity/IDA *

Location Type *

☒ Urban
☐ Rural

City *

Please Select

Ward *

Activity/Work *

Work Description *

MP Recommended Amount *

Add

Reset

Sr.No.	Activity/Work	Entity/IDA	Work Description	Location (Ward/Village)	MP Recommended Amount	Action
1	Building for Government educational institution	IDA CHITTOOR1	Building for Government educational institution	Ward 1	50000.00	

Submit

Close

Screen 31 : Submit

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

Total Limit

11300000.00

Distributed Limit

1050000.00

Available Limit

10250000.00

Total Out of State/Constituency Limit

250000.00

Distributed Out of State/Constituency Limit

50000.00

Available Out of State/Constituency Limit

200000.00

Work Details

SNA *

Please Select

NDA *

Entity/IDA *

Location Type *

☒ Urban
☐ Rural

City *

Please Select

Ward *

Activity/Work *

Work Description *

MP Recommended Amount *

Add

Reset

Sr.No.	Activity/Work	Entity/IDA	Work Description	Location (Ward/Village)	MP Recommended Amount	Action
1	Building for Government educational institution	IDA CHITTOOR1	Building for Government educational institution	Ward 1	50000.00	

Submit

Close

Success

Data is Saved Successfully

OK

Screen 32: Submit Message

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

[Home](#)
[Font Size](#)
[Settings](#)
[Password Management](#)
[Logout](#)

[Manage Inbox](#)
[Dashboard](#)
[My Modules](#)

Manage Out of State/Constituency Work Details

Recommendation Date

[Search](#)
[Reset](#)

Total Records: 6

Sr.No.	Letter No.	Recommendation Date	Total Recommended Amount
1	LNIMP057/2022-2023/14	14-03-2023	50000.00
2	LNIMP057/2022-2023/10	10-03-2023	20000.00
3	LNIMP057/2022-2023/7	10-03-2023	5500.00
4	LNIMP057/2022-2023/3	09-03-2023	6000.00
5	LNIMP057/2022-2023/2	09-03-2023	500.00
6	LNIMP057/2022-2023/1	09-03-2023	1000.00

[New Recommendation](#)

Screen 33: Manage Out of State/Constituency Work Details

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

Out Of State/Constituency Work

Out of State/Constituency Work Details

Letter No.

Recommendation Date

Entity/DDO *

Work Details

Sr.No.	Activity/Work	Entity/IDA	Work Description	Location (Ward/Village)	MP Recommended Amount	Status
1	Building for Government educational institution	IDA CHITTOOR1	Building for Government educational institution	Ward 1	50000.00	Pending

[Close](#)

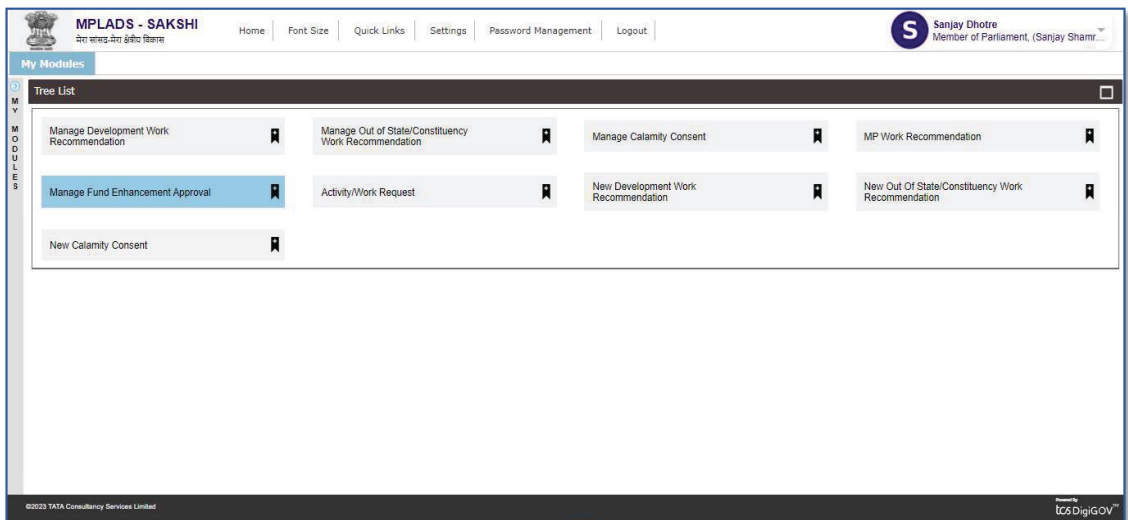
Screen 34: View Out of State/Constituency Work Details

2.4 Manage Fund Enhancement:

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

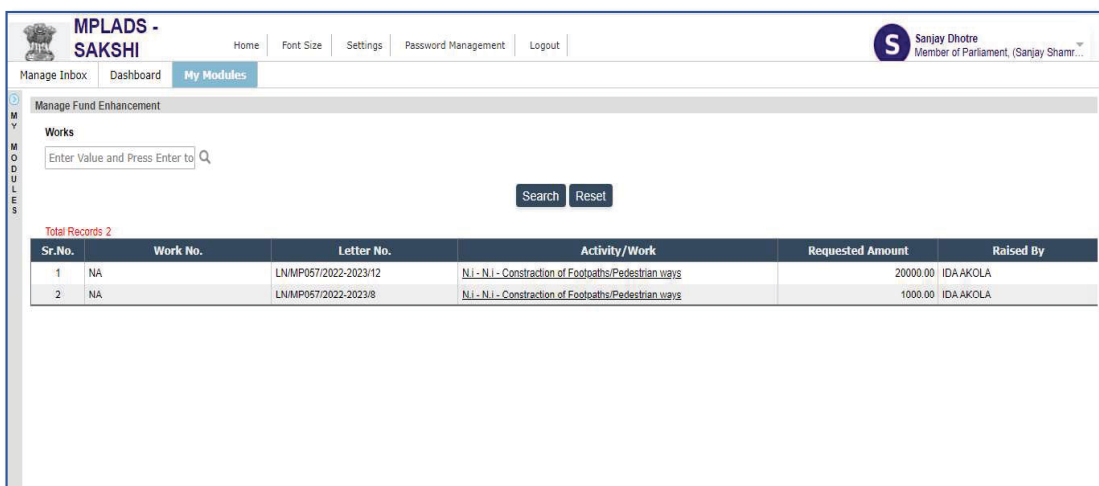
Navigate to the following path to access the Out of State/Constituency screen:

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



Screen 35 : Manage Fund Enhancement Approval

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



Screen 36 : Manage Fund Enhancement Approval

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

The screenshot shows a web application window titled "Work e-Request Approval" with a sub-header "Fund Enhancement". The form contains the following fields and sections:

- Raised By ***: IDAAKOLA
- Work Details** section:
 - Work No. ***: NA
 - Letter No. ***: LN/MP057/2022-2023/12
 - Recommendation Date ***: 14-03-2023
 - Activity/Work ***: NI - NI - Construction of Footpaths/Pedestrian ways
 - MP Recommended Amount ***: 50000.00
 - Work Description**: Construction of Footpaths/Pedestrian ways
 - Additional Amount ***: 20000.00
 - Requestor Remarks ***: Need extra funds
 - Attachment ***: [Attachment.pdf](#)
 - Approval/Rejection Remarks ***: Request approve
- At the bottom, there are three buttons: **Approve**, **Reject**, and **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

The screenshot shows the "My Modules" section of the application. It features a "Tree List" of modules. The "Activity/Work Request" module is highlighted in blue. Other visible modules include:

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

The top navigation bar includes links for Home, Font Size, Quick Links, Settings, Password Management, and Logout. The user profile at the top right shows "Sanjay Dhote, Member of Parliament, (Sanjay Sharm...)". The footer contains the copyright notice "©2023 YATA Consulting Services Limited" and the "ICS DigigOV™" logo.

Screen38(a): Activity/Work Request

MPLADS - SAKSHI Home Font Size Quick Links Settings Password Management Logout

Sanjay Dhote Member of Parliament, (Sanjay Shamr...)

My Modules

Manage E-Request

SNA/Agency: Sanjay Shamrao Dhotre (17th) Request Category: Request No: Request Status: Please Select

Search Reset

List of E-Request

Sr. No.	SNA/Agency	Request Category	Request No	Request Description	Status
1	Ajay Tamta (17th Lok Sabha)	Khelo India	Ajay Tamta : 17th Lok Sabha / Minister / 2023 / 7362	Creation of infrastructure	Approved
2	Ajay Tamta (17th Lok Sabha)	Work Request	Ajay Tamta : 17th Lok Sabha / Minister / 2023 / 7349	Request you to kindly create the work under master	Pending
3	Ajay Tamta (17th Lok Sabha)	Work Request	Ajay Tamta : 17th Lok Sabha / Minister / 2023 / 7348	Kindly create work in work master	Approved

Raise Request

©2023 TATA Consulting Services Limited

Powered by **ICS DigigOV™**

Screen 38(b): Activity/Work Request

MPLADS - SAKSHI Home Font Size Quick Links Settings Password Management Logout

Sanjay Dhote Member of Parliament, (Sanjay Shamr...)

My Modules

E-Request

SNA/Agency: Sanjay Shamrao Dhotre (17th) Request Category: Request Title: Request Description:

Attachments: Attach File(s) (Max: 1 Attachment of 10 MB)

Submit

©2023 TATA Consulting Services Limited

Powered by **ICS DigigOV™**

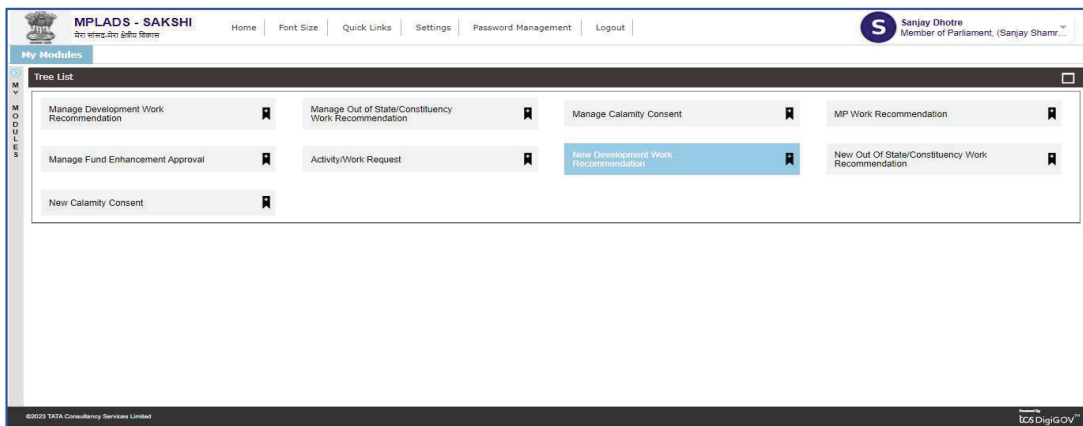
Screen 38(c): Activity/Work Request

4. New Development Work Recommendation:

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

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

Node Path: Home page → My Modules → New Development Work Recommendation



Screen 39: New Development Work Recommendation

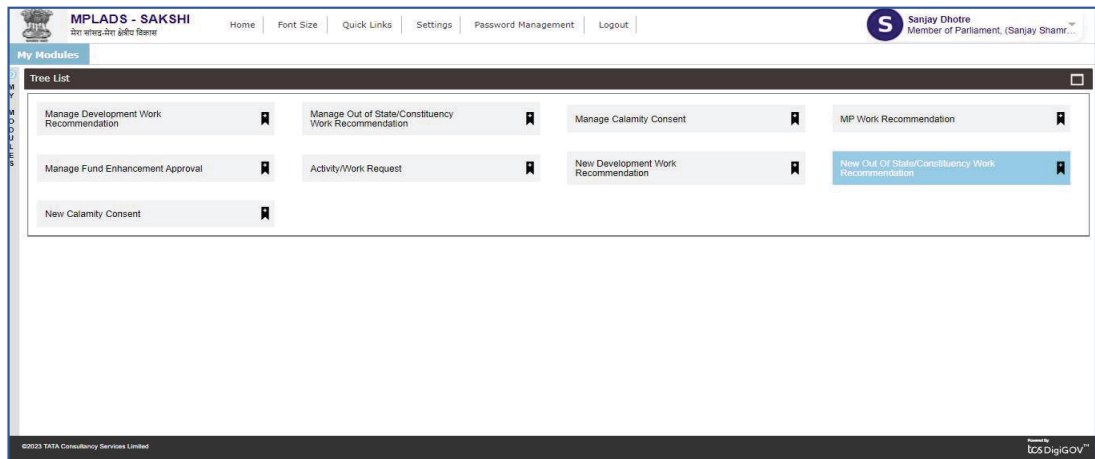
Rest the process for recommending the work will be same as Manage Development Work Recommendation.

5. New Out of State/Constituency Work Recommendation:

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

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

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



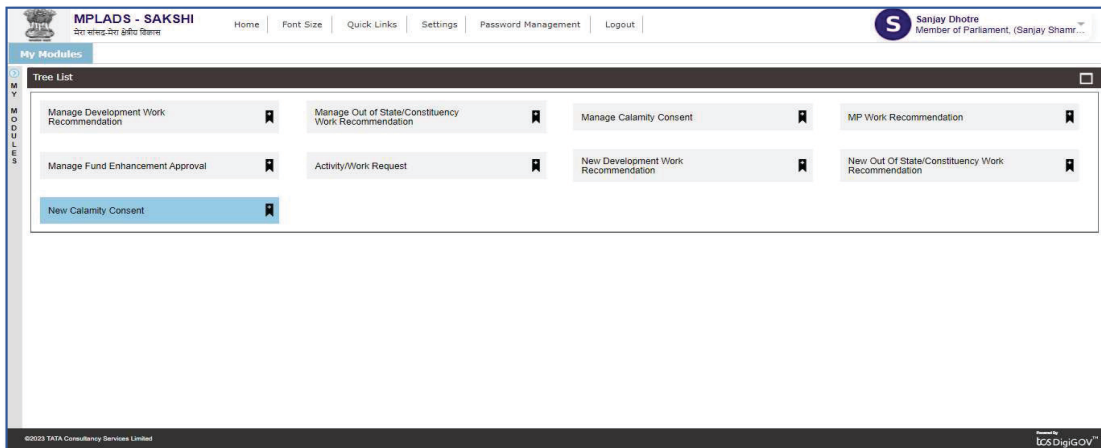
Screen 40: New Manage Out of State/ Constituency work Recommendation

6. New Calamity Consent:

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

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

Node Path: Home page → My Modules → New Calamity Consent



Screen 41: New Calamity Consent

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

CNA
User Role
Responsibilities
&
Process Flow

CNA

1. CNA RETURN FUND APPROVAL/REJECTION:

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

This facility enables the process of approval or rejection of IDA & NDA return fund details.

Node Path: Home page → MY MODULES

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

The screenshot shows the CNA Admin Homepage. At the top, there is a header with the MPLADS - SAKSHI logo and navigation links: Home, Font Size, Quick Links, Settings, Password Management, and Logout. On the right, the user is logged in as CNA ADMIN Admin, (MPLADS CNA Department). The main content area features a user profile card for CNA ADMIN Admin, four summary cards for financial limits (Return Fund, Allocated Limit, Total Expenditure, and Available Limit), and a table showing the Total No. of Works (Recommended Work: 21, Completed Work with UC: 2, On Going Works: 3). A sidebar on the left contains links for Manage Inbox, My Modules, Return Fund, Inbox, and Manage MP Limit Allocation. The footer includes the copyright notice for TATA Consultancy Services Limited and the logo for LCS DigiGov.

Category	Value
Return Fund (Count 23)	₹ 56,723,450
Allocated Limit	₹ 309,360,450
Total Expenditure	₹ 87,677
Available Limit	₹ 301,110,050

Total No. of Works	
Recommended Work	21
Completed Work with UC	2
On Going Works	3

Screen 42: Homepage (CNA login)

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

Node Path: HOMEPAGE → MY MODULES → RETURN FUND

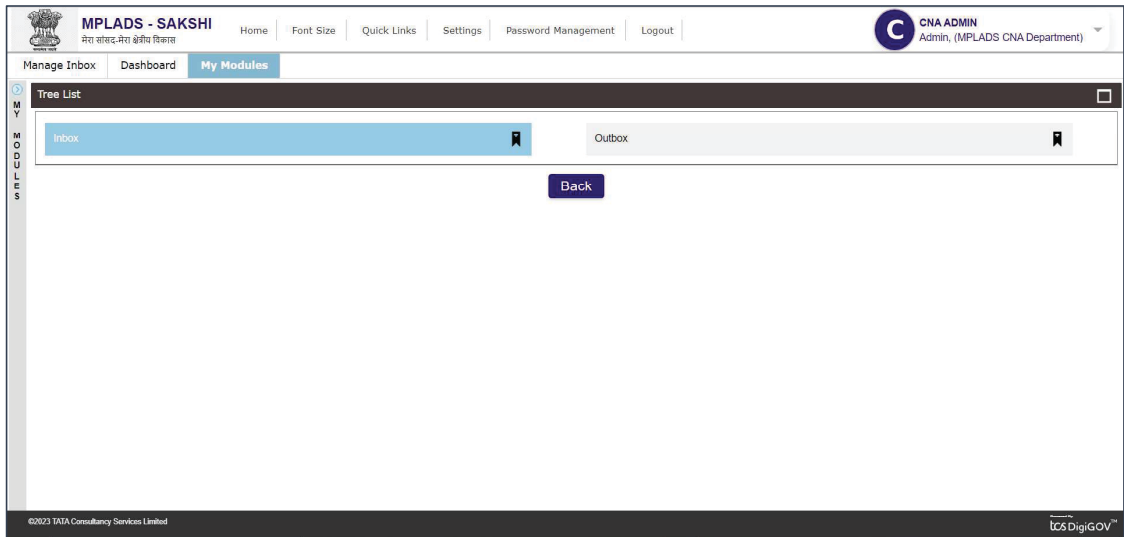
The screenshot shows the CNA Admin My Modules Page. The header is identical to the previous screen. The main content area displays a 'Tree List' of modules. The 'Return Fund' module is highlighted in blue. Other modules listed include Limit Allocation Management, Work Management, Admin, Organization Account Mapping, Scheme Management, and Manage Hierarchy. The sidebar on the left shows the 'MY MODULES' section. The footer includes the copyright notice for TATA Consultancy Services Limited and the logo for LCS DigiGov.

Module	Status
Return Fund	Active
Limit Allocation Management	Active
Work Management	Active
Admin	Active
Organization Account Mapping	Active
Scheme Management	Active
Manage Hierarchy	Active

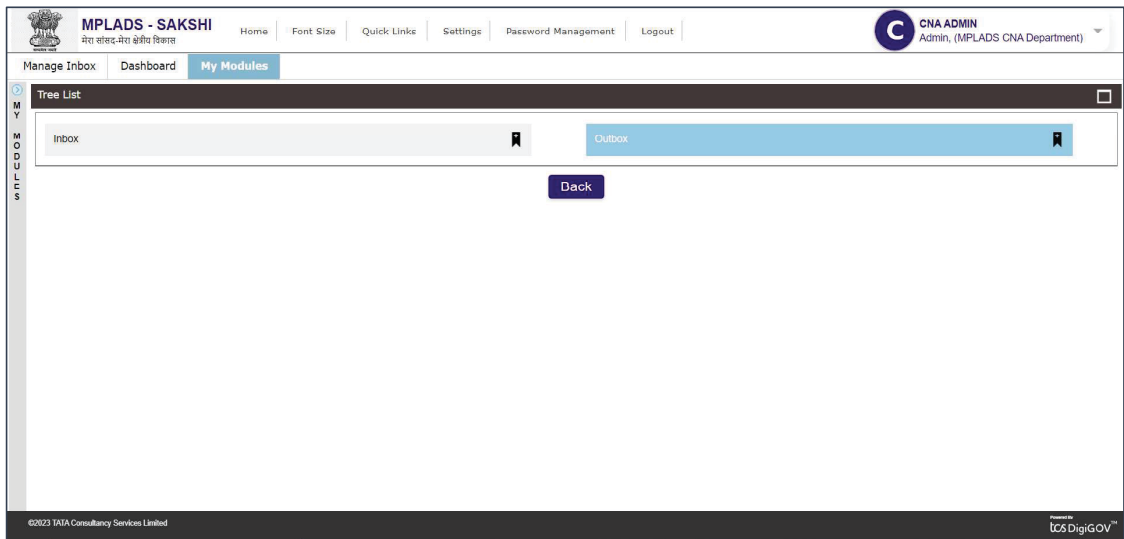
Screen 43: My Modules Page (Return Fund)

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

- INBOX
- OUTBOX



Screen 44(a): Return Fund (INBOX)



Screen 44(b): Return Fund (OUTBOX)

1.1 INBOX:

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

Node Path: MY MODULES → RETURN FUND → INBOX

MPLADS - SAKSHI
मेरा गांव मेरा क्रेड़ा विकास

Home | Font Size | Quick Links | Settings | Password Management | Logout

CNA ADMIN
Admin, (MPLADS CNA Department)

Manage Inbox | Dashboard | **My Modules**

Return Fund Details

Return for:

File No.	File Description	Raised By	Raised for	Nodal District	Received Date	Status
NDA/Return/NDA CHITTOOR/2023/2	NDA Acknowledgement/Return Fund to CNA	NDA Admin (NDA 01 Admin, NDA CHITTOOR)	Self	NDA CHITTOOR	25-Jan-2023	Pending for Approval
NDA/Return/NDA CHITTOOR/2023/2	MP Acknowledgement/Return Fund to CNA	NDA Admin (NDA 01 Admin, NDA CHITTOOR)	Naramalli Sivaprasad (15th Lok Sabha)	NDA CHITTOOR	25-Jan-2023	Pending for Approval
IDA/Return/IDA CHITTOOR1/2023/1	IDA Acknowledgement/Return Fund	IDA Admin (IDA 01 Admin, IDA CHITTOOR1)	Self	NDA CHITTOOR	25-Jan-2023	Pending for Approval

Total Records: 3

©2023 TATA Consultancy Services Limited | **tdsDigigov™**

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.

FILE NO. : IDA/Return/IDA CHITTOOR1/2023/1

Home | Guidelines | Font Size | Settings | Password Management | Logout

Return Fund Details

Nodal District : NDA CHITTOOR
Implementing District : IDA CHITTOOR1

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	

Bank Closure Certificate : [2146842_iSecurity_Guiz_Completion_Certificate.pdf](#)
IDA/NDA Closure Certificate : [2146842_iSecurity_Guiz_Completion_Certificate.pdf](#)
Remarks Approver(NDA) : O.K.
Remarks Approver(CNA) :

© 2023 TATA Consultancy Services Limited | **tdsDigigov™**

Screen 46: File Details

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

FILE NO. : IDA/Return/IDA CHITTOOR1/2023/1

Return Fund Details

Nodal District : NDA CHITTOOR
Implementing District : IDA CHITTOOR1

Admin Expense Fund

Amount	Amount Return Date
1000.00	25-Jan-2023

Bank Closure Certificate : [2145842_Security Quiz Completion Certificate.pdf](#)
IDA/IDA Closure Certificate : [2145842_Security Quiz Completion Certificate.pdf](#)
Remarks Approver(NDA) : O.K.
Remarks Approver(CNA) :

Rejection Details

Reject Reason :
Remark :

Approve Reject Close

Screen 47: Rejection Option

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

FILE NO. : IDA/Return/IDA CHITTOOR1/2023/1

Return Fund Details

Nodal District : NDA CHITTOOR
Implementing District : IDA CHITTOOR1

Admin Expense Fund

Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark
1000.00	25-Jan-2023	ICICI0000315	ICICI BANK LIMITED	1234567890	123	

Bank Closure Certificate : [2145842_Security Quiz Completion Certificate.pdf](#)
IDA/IDA Closure Certificate : [2145842_Security Quiz Completion Certificate.pdf](#)
Remarks Approver(NDA) : O.K.
Remarks Approver(CNA) : O.K.

Approve Reject Close

Screen 48: Return Fund

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

The screenshot shows a web application interface for 'Return Fund Details'. The form includes fields for 'Nodal District' (NDA CHITTOOR) and 'Implementing District' (IDA CHITTOOR1). Below this is a table titled 'Admin Expense Fund' with columns: Amount, Amount Return Date, IFSC Code, Bank Name, A/C Number, UTR Number, and Remark. The table contains one row with values: 1000.00, 25-Jan-2023, ICIC0000315, ICICI BANK LIMITED, 1234567890, 123, and an empty Remark field. Below the table are fields for 'Bank Closure Certificate', 'IDA/NDIA Closure Certificate', 'Remarks Approver(NDA)', and 'Remarks Approver(CNA)'. A 'Confirm' dialog box is overlaid on the form, asking 'Do you want to Proceed?' with 'Yes' and 'No' buttons. The 'Approve', 'Reject', and 'Close' buttons are visible at the bottom of the form.

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	

Screen 49: Return Fund

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

The screenshot shows the same 'Return Fund Details' form as in Screen 49. However, a 'Success' dialog box is overlaid, indicating 'Approved Successfully.' with a green checkmark and an 'OK' button. The 'Approve', 'Reject', and 'Close' buttons are still visible at the bottom of the form.

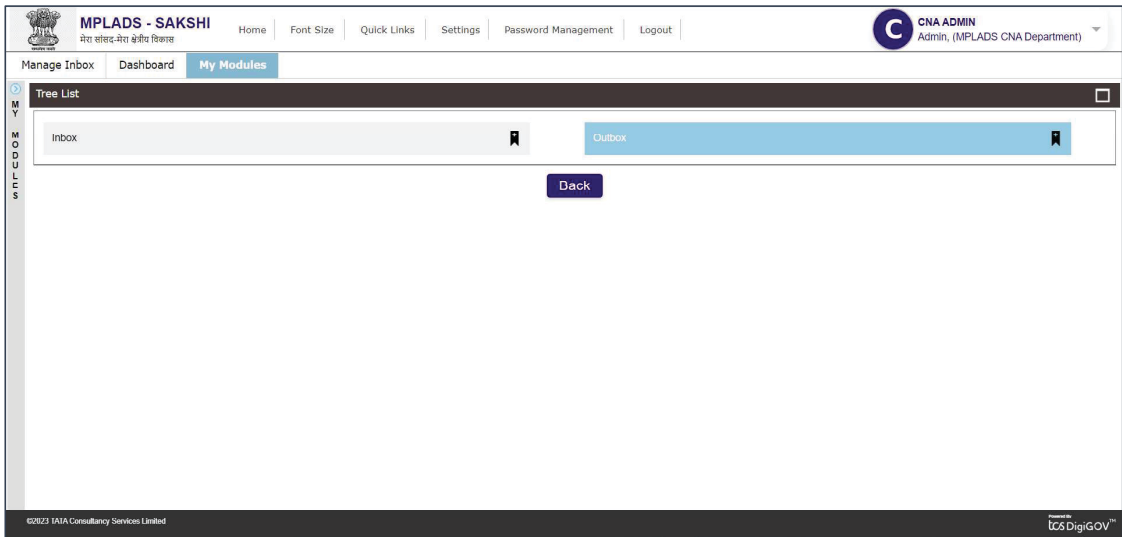
Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark
1000.00	25-Jan-2023	ICIC0000315	ICICI BANK LIMITED	1234567890	123	

Screen 50: Final request Submit.

1.2 OUTBOX:

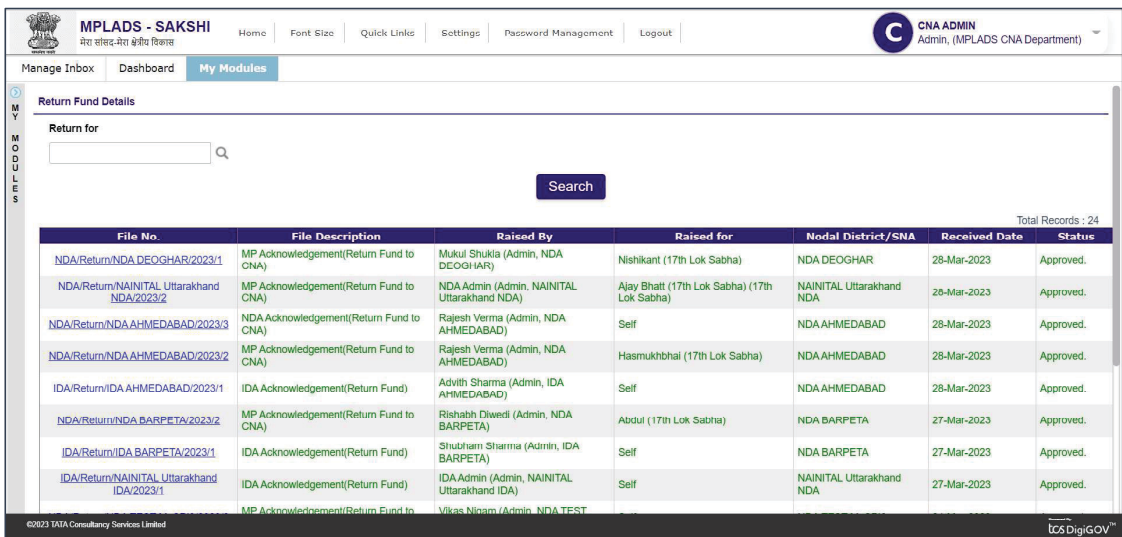
1. In this user will find all the requested files that are sent for further processing.

Node Path: Homepage → My Modules → Return Fund → Outbox.



Screen 51: Outbox page

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



Screen 52: Return Fund Details

3. In this user can check details of file.

MPLADS - SAKSHI FILE NO. : NDA/Return/NDA AHMEDABAD/2023/3

Manage Inbox

Return Fund Details

Nodal District/SNA : NDA AHMEDABAD

Admin Expense Fund

Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark
540000.00	22-Mar-2023	SBIN0006375	STATE BANK OF INDIA	98765432211900	089023	

Bank Closure Certificate : [Bank Closure Certificate.pdf](#)

IDA/NDA/SNA Closure Certificate : [IDA NDA Closure Certificate.pdf](#)

Remarks Approver(CNA) : ok

Close

Records : 24

6/20/23 TATA Consultancy Services Limited

Powered by ICS DigiGOV

Screen 53: File Details

CNA Limit Allocation

2. CNA Limit Allocation:

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

This facility enables the process of approval or rejection of IDA & NDA return fund details.

Node Path: Home page → MY MODULES

MPLADS - SAKSHI Home Font Size Quick Links Settings Password Management Logout

CNA ADMIN Admin: (MPLADS CNA Department)

CNA ADMIN Admin

56,723,450 ₹
Return Fund (Count 23)

309,360,450 ₹
Allocated Limit

87,677 ₹
Total Expenditure

301,110,050 ₹
Available Limit

Total No. of Works

Recommended Work	21
Completed Work with UC	2
On Going Works	3

Manage Inbox

My Modules

Return Fund

Inbox

Manage MP Limit Allocation

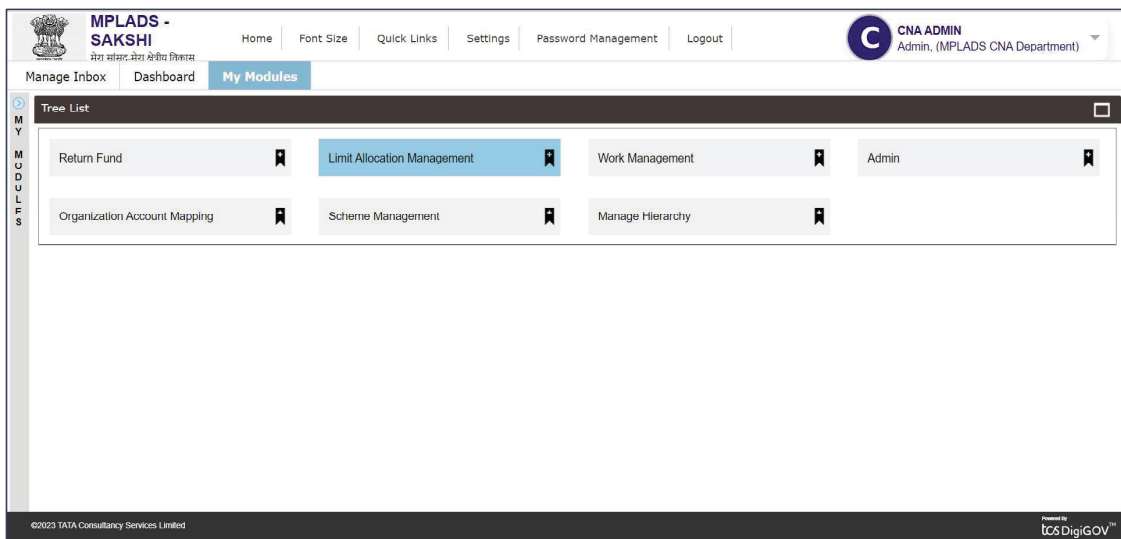
6/20/23 TATA Consultancy Services Limited

Powered by ICS DigiGOV

Screen 54: CNA Home Page.

2.1 CNA Limit Allocation:

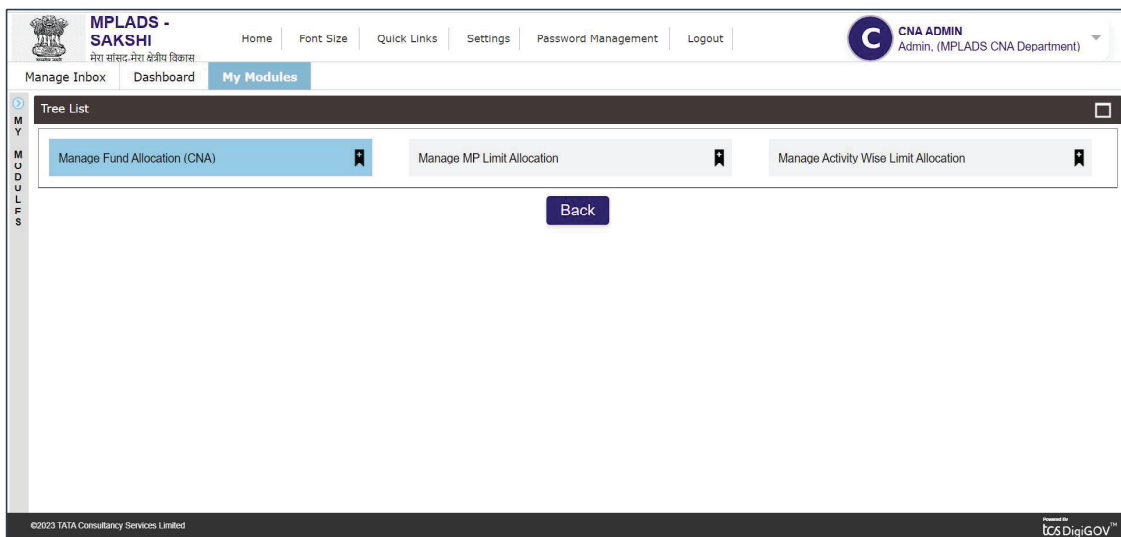
1. CNA user can click on My Modules to move further.



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

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

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



Screen 56: Manage Fund Allocation (CNA).

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

MPLADS - SAKSHI
मेरा सांसद मेरा क्षेत्रीय विकास

Home | Font Size | Quick Links | Settings | Password Management | Logout

CNA ADMIN Admin, (MPLADS CNA Department)

Manage Inbox | Dashboard | My Modules

Manage Fund Allocation

Scheme
Member of Parliament Local Ar

Search Reset

Total Records: 1

Sr.No.	Scheme	Total Allocated Fund	Total Expenditure	Total Available Fund
1	Member of Parliament Local Area Development Scheme	570000000.00	87557.00	569912443.00

Allocate Fund

©2023 TATA Consultancy Services Limited

Screen 57: Allocate Fund (CNA).

4. CNA users click on Allocate Fund button

MPLADS - SAKSHI
मेरा सांसद मेरा क्षेत्रीय विकास

Home | Font Size | Quick Links | Settings | Password Management | Logout

CNA ADMIN Admin, (MPLADS CNA Department)

Manage Inbox | Dashboard | My Modules

Allocate Scheme (CNA) Limit

Scheme
Member of Parliament Local Ar

Total Allocated Fund: 570000000.00
Total Expenditure: 0.00
Total Available Fund: 570000000.00

Allocate Fund
1080000
Ten Lakh Eighty Thousand Rupees Only

Save Close

©2023 TATA Consultancy Services Limited

Screen 58: Allocate Limit (CNA).

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

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

2.2 MP Limit Allocation:

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

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

The screenshot shows the MPLADS - SAKSHI system interface. The top navigation bar includes links for Home, Font Size, Quick Links, Settings, Password Management, and Logout. The user is logged in as CNA ADMIN, Admin, (MPLADS CNA Department). The main menu on the left includes Manage Inbox, Dashboard, and My Modules. The My Modules section is expanded, showing a Tree List with three items: Manage Fund Allocation (CNA), Manage MP Limit Allocation (highlighted), and Manage Activity Wise Limit Allocation. A Back button is visible below the Tree List.

Screen 59: Manage MP Limit Allocation (CNA).

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

The screenshot shows the MPLADS - SAKSHI system interface with the 'Manage MP Limit Allocation' form. The form includes fields for Financial Year (2022-2023), House of the Parliament (Please Select), State (Enter Value and Press Enter to), and District (Enter Value and Press Enter to). There are Search and Reset buttons. Below the form is a table with 7 columns: Sr.No., MP Name, MP Tenure, One Time Returned Development Fund, Fresh Allocated Limit, Total Allocated Limit, and Action. The table contains 7 records. Below the table are Allocate Limit and Modify Limit buttons.

Sr.No.	MP Name	MP Tenure	One Time Returned Development Fund	Fresh Allocated Limit	Total Allocated Limit	Action
1	Ajay Tamta (17th Lok Sabha)	17th Lok Sabha	150000.00	10000000.00	10150000.00	
2	Atkul	17th Lok Sabha	65000.00	50000000.00	50065000.00	
3	Hasmukhbhai	17th Lok Sabha	540000.00	50000000.00	50540000.00	
4	Nishikant	17th Lok Sabha	500000.00	5000000.00	1000000.00	
5	Sanjay	17th Lok Sabha	25000000.00	50000000.00	75000000.00	
6	LS Tejasvi Surya	17th Lok Sabha	5500000.00	50000000.00	50550000.00	
7	John Barla	17th Lok Sabha	55450.00	50000000.00	50055450.00	

Screen 60: Allocate Limit

3. For assigning the fresh limit to Hon'ble MP's, CNA need to click on **Allocate Limit** button.

4. After clicking on the Allocate limit button, the below screen will appear.

Now CNA user will enter the Fresh Allocate Limit amount.

MP Limit Allocation

Allocate Limit

Financial Year ⁺
2022-2023

House of the Parliament
Please Select

State

District

Search
Reset

Total Records 25
Allocate Limit Field will remain disabled until One Time Return of Funds by respective NDA is approved.

Sr.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 Development 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	Anil Dalumi (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	Kiron	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	Thirumaa Valavan Thirai	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
20	Dean Kuria kose	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

1 / 25

Save
Close

Screen 61: MP Fresh Limit Allocation.

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

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

MP Limit Allocation

Financial Year: 2022-2023 House of the Parliament: Please Select State: District:

Search Reset

Total Records: 26
Allocate Limit Field will remain disabled until One Time Return of Funds by respective NDA is approved.

Sr.No.	MP Name	MP Ienure	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%)	TDA Admin Exp(1.0%)	MP Development Fund
1	Gautam Gambhir	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	108000.00	108.00	108.00	864.00	1080.00	105840.00
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	Anil 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

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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	RAJEEV RANJAN	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	RAGINI KUMARI	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	CHANDNI KUMARI	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	RAKESH JHA	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	SEEMA RISHI	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	Kuldeep Rai Sharma	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	Pratap Chandra Sarangi	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	Indra Hang Subba	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	Thirumaa Valavan Thoi	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	Agatha K Sangma	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	Dean Kuria kose	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Confirm
Do you want to save details?
Yes No

Save Close

[1 - 20 / 25]

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

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

MP Limit Allocation

9	BHAGAT SINGH	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	RAJEEV RANJAN	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	RAGINI KUMARI	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	CHANDNI KUMARI	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	RAKESH JHA	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	SEEMA RISHI	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	Kuldeep Rai Sharma	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	Pratap Chandra Sarangi	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	Indra Hang Subba	17th Lok Sabha	0.00	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	0.00
19	Agatha K Sangma	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	Dean Kuria kose	17th Lok Sabha	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Success
Details have been saved successfully.
OK

1 / 2 [1 - 20 / 25]

Save Close

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.

MPLADS - SAKSHI
मेरा सांसद मेरा क्षेत्र मेरा विकास

Home Font Size Quick Links Settings Password Management Logout

CNA ADMIN Admin, (MPLADS CNA Department)

Manage Inbox Dashboard My Modules

Manage MP Limit Allocation

Financial Year * 2022-2023

House of the Parliament Please Select

State Enter Value and Press Enter to

District Enter Value and Press Enter to

Search Reset

Total Records 8

Sr.No.	MP Name	MP Tenure	One Time Returned Development Fund	Fresh Allocated Limit	Total Allocated Limit	Action
1	Ajay Tamta (17th Lok Sabha)	17th Lok Sabha	150000.00	1000000.00	10150000.00	
2	Ajay Bhatt (17th Lok Sabha)	17th Lok Sabha	.01	108000.00	108000.01	
3	Abdul	17th Lok Sabha	65000.00	5000000.00	50065000.00	
4	Hasmukhbhai	17th Lok Sabha	540000.00	5000000.00	50540000.00	
5	Nishikant	17th Lok Sabha	900000.00	5000000.00	10000000.00	
6	Sanjay	17th Lok Sabha	2500000.00	5000000.00	75000000.00	
7	LS Tejasvi Surya	17th Lok Sabha	550000.00	5000000.00	50550000.00	
8	John Barla	17th Lok Sabha	55450.00	50000000.00	50055450.00	

Allocate Limit Modify Limit

Action Buttons

©2023 DATA Consulting Services Limited

bc5 DigiGov™

Screen 64: MP Limit Allocation

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

MP Limit Allocation

Allocate Limit

Financial Year *
2022-2023
House of the Parliament
Lok Sabha
State
Uttarakhand
District

Total Records 1
Allocate Limit Field will remain disabled until One Time Return of Funds by respective NDA is approved.

Sr.No.	MP Name	MP Tenure	One Time Returned Development Fund	Allocated Limit	Modify Allocated Limit	CNA Admin Exp(0.1%)	SNA Admin Exp(0.1%)	NDA Admin Exp(0.8%)	IDA Admin Exp(1.0%)	MP Development Fund
1	Ajay Bhatt (17th Lok Sabha)	17th Lok Sabha	0.01	108000.01	108000.00	108.00	108.00	864.00	1080.00	105840.00

Update
Close

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

MP Limit Allocation

Allocate Limit

Financial Year *
2022-2023
House of the Parliament
Lok Sabha
State
Uttarakhand
District


Total Records 1
Allocate Limit Field will remain disabled until One Time Return of Funds by respective NDA is approved.

Sr.No.	MP Name	MP Tenure	One Time Returned Development Fund	Allocated Limit	Modify Allocated Limit	CNA Admin Exp(0.1%)	SNA Admin Exp(0.1%)	NDA Admin Exp(0.8%)	IDA Admin Exp(1.0%)	MP Development Fund
1	Ajay Bhatt (17th Lok Sabha)	17th Lok Sabha	0.01	108000.01	195000.00	195.00	195.00	1560.00	1950.00	191100.00


Update
Close

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

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


MPLADS - SAKSHI
मेरा संसद, मेरा बेसिक विकास

[Home](#)
[Font Size](#)
[Quick Links](#)
[Settings](#)
[Password Management](#)
[Logout](#)


CNA ADMIN
Admin, (MPLADS CNA Department)

[Manage Inbox](#)
[Dashboard](#)
[My Modules](#)

Manage MP Limit Allocation

Financial Year *
2022-2023

House of the Parliament
Please Select

State
Enter Value and Press Enter to

District
Enter Value and Press Enter to


Search
Reset

Total Records 8

Sr.No.	MP Name	MP Tenure	One Time Returned Development Fund	Fresh Allocated Limit	Total Allocated Limit	Action
1	Ajay Tamta (17th Lok Sabha)	17th Lok Sabha	150000.00	10000000.00	10150000.00	Edit
2	Ajay Bhatti (17th Lok Sabha)	17th Lok Sabha	.01	195000.00	195000.01	Edit
3	Abdul	17th Lok Sabha	65000.00	50000000.00	50065000.00	Edit
4	Hasmukhbhai	17th Lok Sabha	540000.00	50000000.00	50540000.00	Edit
5	Nishikant	17th Lok Sabha	500000.00	5000000.00	1000000.00	Edit
6	Sanjay	17th Lok Sabha	25000000.00	50000000.00	75000000.00	Edit
7	LS Tejasvi Surya	17th Lok Sabha	5500000.00	50000000.00	50550000.00	Edit
8	John Baria	17th Lok Sabha	55450.00	50000000.00	50055450.00	Edit

Allocate Limit
Modify Limit

©2023 TATA Consultancy Services Limited



Screen 66(a): Update All MP Allocated Limit

Allocate Limit

Financial Year *
2022-2023

House of the Parliament
Please Select

State

District

Search
Reset

Total Records 8
Allocate Limit Field will remain disabled until One Time Return of Funds by respective NDA is approved.

Sr.No.	MP Name	MP Tenure	One Time Returned Development Fund	Allocated Limit	Modify Allocated Limit	CNA Admin Exp(0.1%)	SNA Admin Exp(0.1%)	NDA Admin Exp(0.8%)	IDA Admin Exp(1.0%)	MP Development Fund
1	Ajay Tamta (17th Lok Sabha)	17th Lok Sabha	150000.00	10150000.00	10000000.00	10000.00	10000.00	80000.00	100000.00	9800000.00
1	Ajay Bhatti (17th Lok Sabha)	17th Lok Sabha	0.01	195000.01	195000.00	195.00	195.00	1560.00	1950.00	191100.00
1	Abdul	17th Lok Sabha	65000.00	50065000.00	50000000.00	50000.00	50000.00	400000.00	500000.00	49000000.00
1	Hasmukhbhai	17th Lok Sabha	540000.00	50540000.00	50000000.00	50000.00	50000.00	400000.00	500000.00	49000000.00
1	Nishikant	17th Lok Sabha	500000.00	1000000.00	500000.00	500.00	500.00	4000.00	5000.00	490000.00
1	Sanjay	17th Lok Sabha	25000000.00	75000000.00	50000000.00	50000.00	50000.00	400000.00	500000.00	49000000.00
1	LS Tejasvi Surya	17th Lok Sabha	5500000.00	50550000.00	50000000.00	50000.00	50000.00	400000.00	500000.00	49000000.00
1	John Baria	17th Lok Sabha	55450.00	50055450.00	50000000.00	50000.00	50000.00	400000.00	500000.00	49000000.00

Modify
Close

Screen 66(b): Update All MP Allocated Limit

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

3. CNA Calamity Configuration:

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

This facility enables the process of approval or rejection of IDA & NDA return fund details.

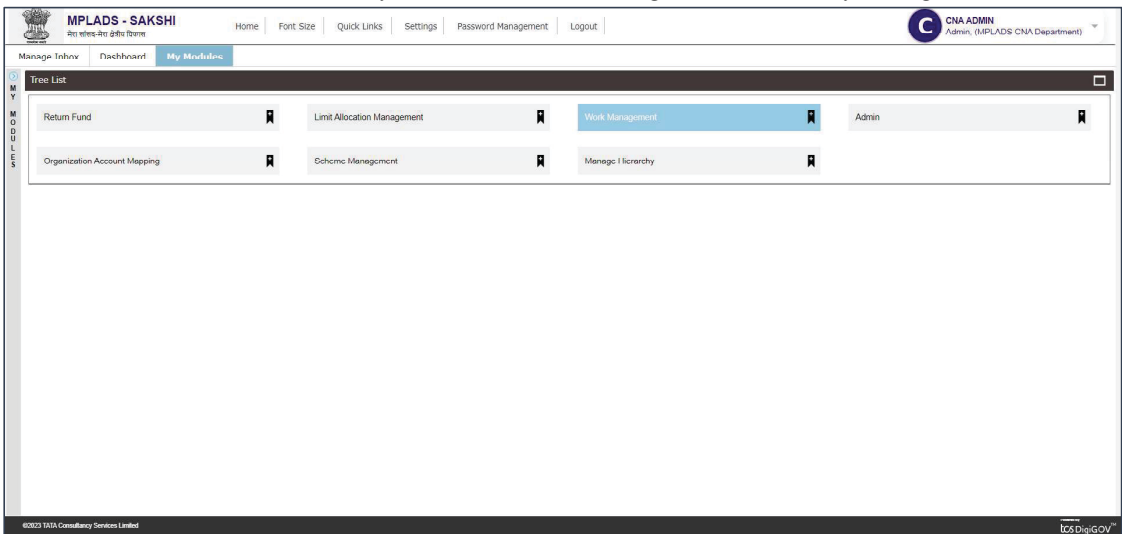
Node Path: Home page → MY MODULES

1 National & State Calamity Configuration:

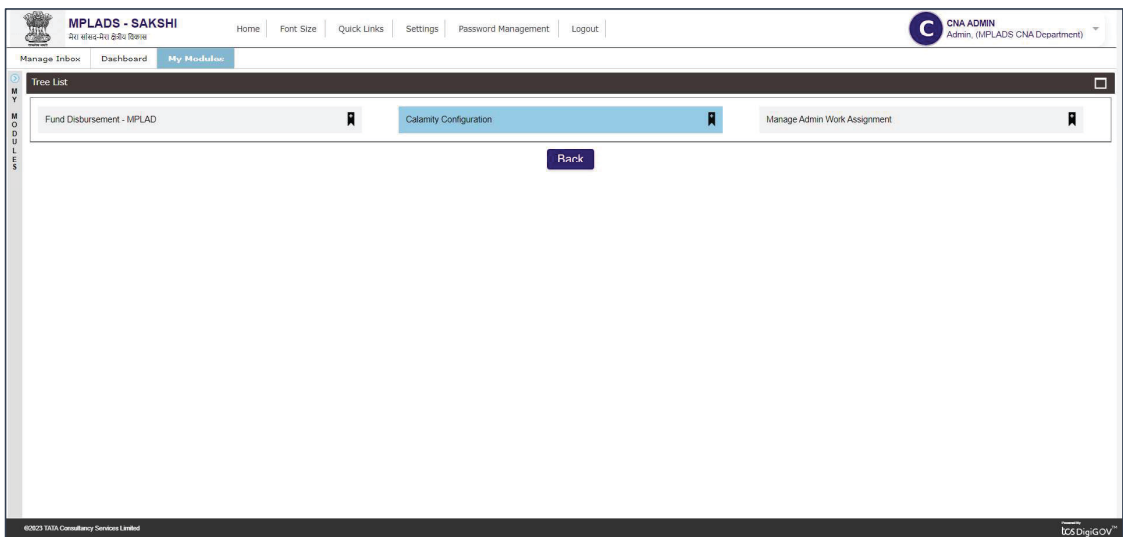
If CNA configure the National Calamity in the System, all over India's active Hon'ble MP's can raise their Calamity consent using MP Recommendation module.

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

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



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



Screen 67(b): Calamity Configuration.

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

MPLADS - SAKSHI Home Font Size Quick Links Settings Password Management Logout CNA ADMIN Admin, (MPLADS CNA Department)

Manage Inbox Dashboard **My Modules**

Configure Calamity State

Calamity Type Please Select

Sr. No.	Calamity State	Calamity Type	Calamity Name	Calamity Date	Start Date	End Date	Action
1	SNA Maharashtra	National Calamity	Maharashtra Flood 2021	01-Mar-2023	22-Mar-2023	20-Jun-2023	
2	SNA Maharashtra	State Calamity	KPMAT Flu	06-Mar-2023	21-Mar-2023	21-Jun-2023	
3	SNA Chandigarh	National Calamity	Chandigarh Calamity 2022	01-Mar-2023	24-Mar-2023	22-Jun-2023	
4	SNA Chandigarh	National Calamity	Chandigarh Calamity	01-Mar-2023	25-Mar-2023	23-Jun-2023	
5	SNA Maharashtra	State Calamity	Earthquake	23-Mar-2020	27-Mar-2023	25-Jun-2023	
6	SNA Assam	National Calamity	Floods and flu	27-May-2019	27-Mar-2023	25-Jun-2023	
7	SNA Maharashtra	State Calamity	Floods	21-Oct-2020	27-Mar-2023	25-Jun-2023	
8	SNA Gujarat	State Calamity	Floods due to heavy rain	27-Mar-2023	28-Mar-2023	26-Jun-2023	

Configure Calamity Area

60603 YADA Consultancy Services Limited tcsDigigOV

Screen 68: Calamity Configuration

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

MPLADS - SAKSHI Home Font Size Quick Links Settings Password Management Logout CNA ADMIN Admin, (MPLADS CNA Department)

Manage Inbox Dashboard **My Modules**

Configure Calamity Affected Area

Calamity Type ☐ State Calamity ☒ National Calamity

Financial Year 2022-2023

Calamity State (SNA) Please Select

Calamity Date

Contribution Start Date

Calamity Fund Limit(per MP) 10000000

Calamity District Enter Value and Press Enter to

Calamity Name

Contribution End Date

Attachment Attach File(s) (Max: 1 Attachment of 10 MB)

Save **Reset**

Configure Calamity Area

60603 YADA Consultancy Services Limited tcsDigigOV

Screen 69(a): National Calamity Configuration

MPLADS - SAKSHI
 Home Font Size Quick Links Settings Password Management Logout

Manage Inbox Dashboard **My Modules**

Configure Calamity Affected Area

Calamity Type: ☒ State Calamity ☐ National Calamity
 Financial Year: 2022-2023

Calamity State (SNA): Please Select
 Calamity Date:
 Contribution Start Date:
 Calamity Fund Limit(per MP): 2500000

Calamity District: Enter Value and Press Enter to
 Calamity Name:
 Contribution End Date:
 Attachment: [Attach File\(s\)](#) [Max. 1 Attachment of 10 MB]

Save Reset

Screen 69(b): State Calamity Configuration

4. For Configuring the National Calamity, CNA user must fill the following details:

- Calamity Type-National Calamity or State Calamity
- Calamity State (SNA)
- Calamity District
- Calamity Date
- Calamity Name
- Contribution Start Date
- Contribution End Date
- Attachment

MPLADS - SAKSHI
 Home Font Size Quick Links Settings Password Management Logout

Manage Inbox Dashboard **My Modules**

Configure Calamity State

Calamity Type: Please Select

Sr. No.	Calamity State	Calamity Type	Calamity Name	Calamity Date	Start Date	End Date	Action
1	SNA Maharashtra	National Calamity	Maharashtra Flood 2021	01-Mar-2023	22-Mar-2023	20-Jun-2023	
2	SNA Maharashtra	State Calamity	H3N3 Flu	05-Mar-2023	23-Mar-2023	21-Jun-2023	
3	SNA Chandigarh	National Calamity	Chandigarh Calamity 2022	01-Mar-2023	24-Mar-2023	22-Jun-2023	

Configure Calamity Affected Area

Calamity Type: ☐ State Calamity ☒ National Calamity
 Financial Year: 2022-2023

Calamity State (SNA): Delhi SNA
 Calamity Date: 17-Mar-2023
 Contribution Start Date: 29-Mar-2023
 Calamity Fund Limit(per MP): 10000000

Calamity District: COMMISSIONER SOUTH DELHI
 Calamity Name: Swine Flu
 Contribution End Date: 27-Jun-2023
 Attachment: [Attach File\(s\)](#) [Max. 1 Attachment of 10 MB]

Save Reset

Screen 70: Configure Calamity Area

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

4. CNA Admin

4.1. ADMIN/EMPLOYEE CONFIGURATION:

The CNA users have privilege to create users.

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

Node Path: Home page → MY MODULES

MPLADS - SAKSHI Home Font Size Quick Links Settings Password Management Logout

CNA ADMIN
Admin, (MPLADS CNA Department)

56,723,450
Return Fund (Count 23) ₹

309,360,450
Allocated Limit ₹

87,677
Total Expenditure ₹

301,110,050
Available Limit ₹

CNA ADMIN
Admin

Manage Inbox

My Modules

Return Fund

Inbox

Manage MP Limit Allocation

Total No. of Works

Recommended Work	21
Completed Work with UC	2
On Going Works	3

©2023 TATA Consultancy Services Limited

Powered by ICS DigiGOV™

Screen 771: Homepage (CNA login)

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

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

MPLADS - SAKSHI Home Font Size Quick Links Settings Password Management Logout

CNA ADMIN
Admin, (MPLADS CNA Department)

Manage Inbox Dashboard **My Modules**

Tree List

Return Fund	Limit Allocation Management	Work Management	Admin
Organization Account Mapping	Scheme Management	Manage Hierarchy	

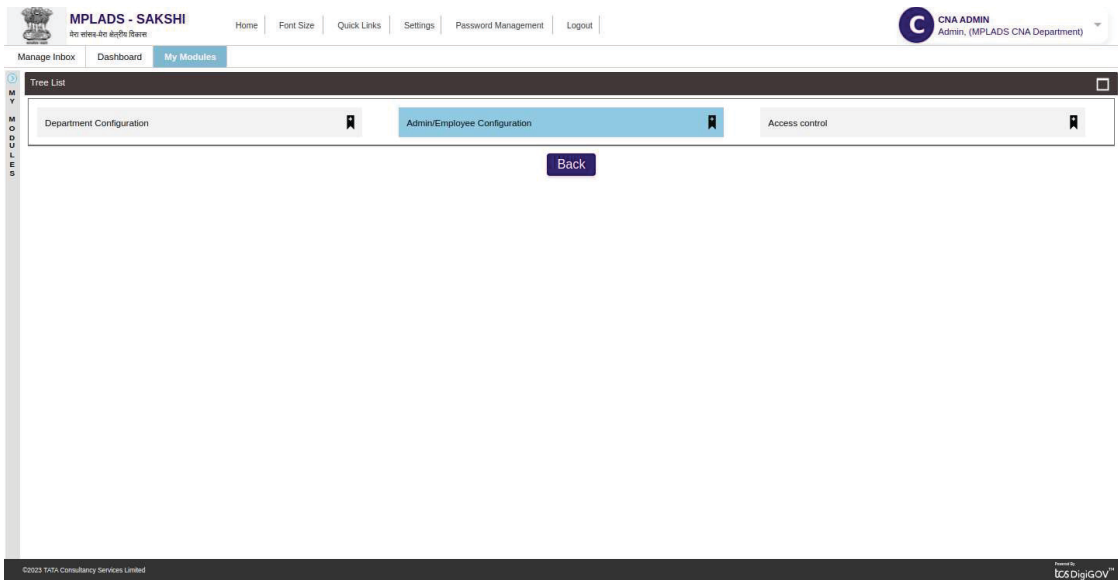
MY MODULES

©2023 TATA Consultancy Services Limited

Powered by ICS DigiGOV™

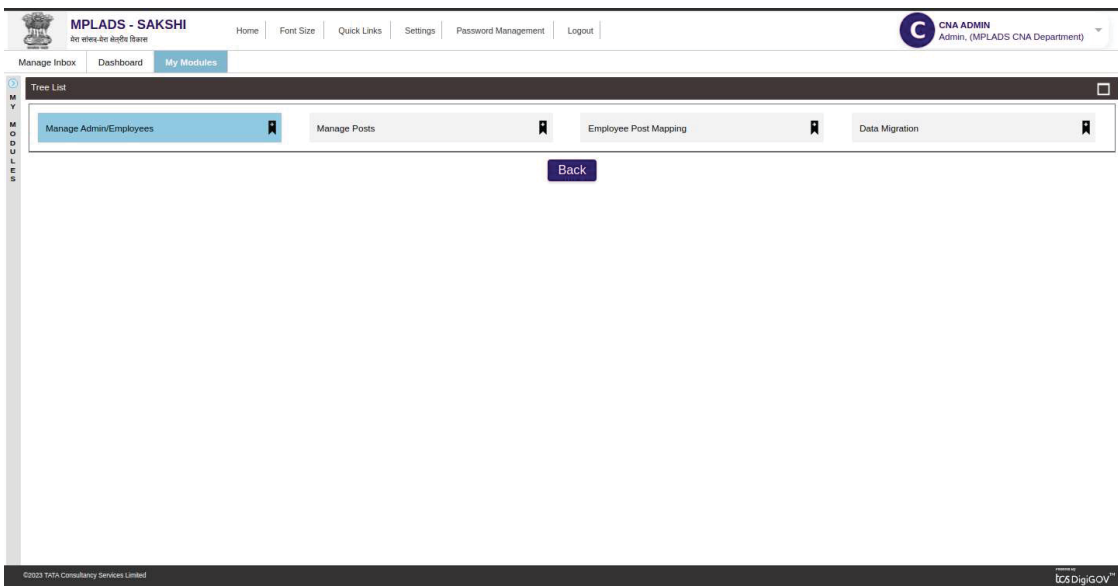
Screen 72: My Modules Page (CNA Admin)

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



Screen 73: Admin page

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



Screen 74: Admin/Employee Configuration page

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

MPLADS - SAKSHI
मेरा विकास, मेरी सुरक्षा, मेरी शान

Home | Font Size | Quick Links | Settings | Password Management | Logout

CNA ADMIN
Admin, (MPLADS CNA Department)

Manage Inbox | Dashboard | **My Modules**

New | Update | Activate/Inactivate

Department > Employees

Search records where: At least one field | Contains | []

Total Records : 346

Employee No	Employee Full Name	Birth Date	User Name / GPF No	Status	Client Name
3017101	testabc user	01 Nov 2000	MPLADS_TEST_USER01	ACTIVE	मेरा संसद
3017100	Test User UAT	04 Feb 1997	MPLADS_UAT_IA	ACTIVE	मेरा संसद
3017099	Sunil Kumar Jassal	26 Aug 1969	MPLADS_MP	ACTIVE	मेरा संसद
3017098	Ranjan Gogoi	02 Jan 1998	MPLADS_MP_NRS_RanjanGogoi	ACTIVE	मेरा संसद
3017095	Pradeep Chavda	02 Jan 1998	MPLADS_IA_CHK_ANANTAPUR	ACTIVE	मेरा संसद
3017094	Sunil Vakil	02 Jan 1998	MPLADS_IA_CHK_ALIPURDUAR	ACTIVE	मेरा संसद
3017093	Chetan Patil	02 Jan 1998	MPLADS_IA_ALIPURDUAR	ACTIVE	मेरा संसद
3017092	Sushil Verma	02 Jan 1998	MPLADS_IA_ANANTAPUR	ACTIVE	मेरा संसद
3017091	Chinmay Talati	02 Jan 1998	MPLADS_IDA_ANANTAPUR	ACTIVE	मेरा संसद
3017090	Abid Ali	02 Jan 1998	MPLADS_IDA_ALIPURDUAR	ACTIVE	मेरा संसद

1 / 36 | 1 - 10 / 346

©2023 TATA Consultancy Services Limited

Powered By **IC6 DigiGOV™**

Screen 75(a): Manage Admin/Employee page

4.1.1 Manage Admin/Employee

1. Create New Users

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

MPLADS - SAKSHI
मेरा विकास, मेरी सुरक्षा, मेरी शान

Home | Font Size | Quick Links | Settings | Password Management | Logout

CNA ADMIN
Admin, (MPLADS CNA Department)

Manage Inbox | Dashboard | **My Modules**

New | Update | Activate/Inactivate

Department > Employees

Search records where: At least one field | Contains | []

Total Records : 346

Employee No	Employee Full Name	Birth Date	User Name / GPF No	Status	Client Name
3017101	testabc user	01 Nov 2000	MPLADS_TEST_USER01	ACTIVE	मेरा संसद
3017100	Test User UAT	04 Feb 1997	MPLADS_UAT_IA	ACTIVE	मेरा संसद
3017099	Sunil Kumar Jassal	26 Aug 1969	MPLADS_MP	ACTIVE	मेरा संसद
3017098	Ranjan Gogoi	02 Jan 1998	MPLADS_MP_NRS_RanjanGogoi	ACTIVE	मेरा संसद
3017095	Pradeep Chavda	02 Jan 1998	MPLADS_IA_CHK_ANANTAPUR	ACTIVE	मेरा संसद
3017094	Sunil Vakil	02 Jan 1998	MPLADS_IA_CHK_ALIPURDUAR	ACTIVE	मेरा संसद
3017093	Chetan Patil	02 Jan 1998	MPLADS_IA_ALIPURDUAR	ACTIVE	मेरा संसद
3017092	Sushil Verma	02 Jan 1998	MPLADS_IA_ANANTAPUR	ACTIVE	मेरा संसद
3017091	Chinmay Talati	02 Jan 1998	MPLADS_IDA_ANANTAPUR	ACTIVE	मेरा संसद
3017090	Abid Ali	02 Jan 1998	MPLADS_IDA_ALIPURDUAR	ACTIVE	मेरा संसद

1 / 36 | 1 - 10 / 346

©2023 TATA Consultancy Services Limited

Powered By **IC6 DigiGOV™**

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

- 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.

The screenshot shows the 'Employee Details' pop-up window. The fields and their values are as follows:

Field	Value	Field	Value
Client Name *	Please Select	GPF Account Number	
User Name / GPF No *		First Name *	
Salutation		Last Name *	
Middle Name		Mobile Number *	
Date of Birth *		Email ID	
Employee Type *	Permanent	End Date	
Start Date *	29-Mar-2023		
Attach User Image	Attach File(s) [Max: 1 Attachment of 10 MB] [Allowed Types: PNG, JPG, JPEG] Preview		

Buttons at the bottom: Save, Reset, Close.

Screen 76: Employee Details pop-up Window

- Enter all the details.

The screenshot shows the 'Employee Details' pop-up window with the following details filled in:

Field	Value	Field	Value
Client Name *	रा. वॉर्ड	GPF Account Number	
User Name / GPF No *	MPLADS_TEST_USER	First Name *	Karthik
Salutation	Mr.	Last Name *	Shinde
Middle Name		Mobile Number *	9721666770
Date of Birth *	01-Apr-2000	Email ID	test@hotmail.com
Employee Type *	Permanent	End Date	
Start Date *	29-Mar-2023		
Attach User Image	Attach File(s) [Max: 1 Attachment of 10 MB] [Allowed Types: PNG, JPG, JPEG] Preview		

Buttons at the bottom: Save, Reset, Close.

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

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

The screenshot shows the 'Employee Details' form in the MPLADS - SAKSHI system. The form is titled 'Employee Details' and contains the following fields:

- Client Name:
- User Name / GPF No:
- GPF Account Number:
- Salutation:
- First Name:
- Middle Name:
- Last Name:
- Date of Birth:
- Mobile Number:
- Employee Type:
- Email ID:
- Start Date:
- End Date:

There is also an 'Attach User Image' section with a file upload button and a 'Preview' button. The form is set against a background of a web application interface with a sidebar and a top navigation bar.

Screen 78: Employee Details

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

The screenshot shows the 'Employee Details' form in the MPLADS - SAKSHI system. The form is titled 'Employee Details' and contains the following fields:

- Client Name:
- User Name / GPF No:
- GPF Account Number:
- Salutation:
- First Name:
- Middle Name:
- Last Name:
- Date of Birth:
- Mobile Number:
- Employee Type:
- Email ID:
- Start Date:
- End Date:

There is also an 'Attach User Image' section with a file upload button and a 'Preview' button. The form is set against a background of a web application interface with a sidebar and a top navigation bar. A success alert message is displayed over the form, stating 'Success Employee Details saved successfully' with an 'OK' button.

Screen 79: Employee Details

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

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

MPLADS - SAKSHI
An app for Sakshi State

Home | Font Size | Quick Links | Settings | Password Management | Logout

CNA ADMIN
Admin, (MPLADS CNA Department)

Manage Admin | Dashboard | My Modules

Department - Employees

Search records where: At least one field | Contains | [Search Icon]

Total Records : 347

Employee No.	Employee Name	Birth Date	User Name / GPID No.	Status	Client Name
3017102	Karthik Shinde	01 Apr 2000	MPLADS_MPLADS_TEST_USER	ACTIVE	Govt of India
3017101	testabc user	01 Nov 2000	MPLADS_TEST_USER01	ACTIVE	Govt of India
3017100	Test User UAT	04 Feb 1997	MPLADS_UAT_IA	ACTIVE	Govt of India
3017099	Sunil Kumar Jassal	25 Aug 1969	MPLADS_MP	ACTIVE	Govt of India
3017098	Rangan Gogoi	02 Jan 1998	MPLADS_MP_MPS_RanganGogoi	ACTIVE	Govt of India
3017096	Poojeng Choudhary	02 Jan 1998	MPLADS_IA_CHK_ANANTAPUR	ACTIVE	Govt of India
3017094	Sunil Vaid	02 Jan 1998	MPLADS_IA_CHK_ALIPURDUAR	ACTIVE	Govt of India
3017093	Chetan Patel	02 Jan 1998	MPLADS_IA_ALIPURDUAR	ACTIVE	Govt of India
3017092	Sushil Verma	02 Jan 1998	MPLADS_IA_ANANTAPUR	ACTIVE	Govt of India
3017091	Chinmay Salunke	02 Jan 1998	MPLADS_IA_ANANTAPUR	ACTIVE	Govt of India

[1 - 347]

© 2022 Sakshi Technology Services Limited

Powered by: IISGGOV

Screen 80: Manage Admin/Employee page.

2. Update the existing users

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

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

To update the user,

1. select the user ID and click on the Update Button/option as shown below.

User also has the option to search for the desired User ID.

Employee No	Employee Full Name	Birth Date	User Name / GPF No	Status	Secret Name
3017102	Karthik Shinde	01 Apr 2000	MPLADS_MPLADS_TEST_USER	ACTIVE	श्री शिंदे
3017036	Karthik N.	02 Jan 1998	MPLADS_NDA_PONDICHERRY	ACTIVE	श्री शिंदे

Screen 81: Manage Admin/Employee page (update)

2. On clicking the update button, we get a Pop-up window as shown below.

Edit the required field/fields and click on Save button, to save the changes

Client Name *	User Name / GPF No *	GPF Account Number
मेरा सांसद	MPLADS_MPLADS_TEST_USER	MPLADS_MPLADS_TEST_USER

Salutation	First Name *
Mr.	Karthik

Middle Name	Last Name *
	Shinde

Date of Birth *	Mobile Number *
01-Apr-2000	9721666770

Employee Type *	Email ID
Permanent	test@hotmail.com

Start Date *	End Date
29-Mar-2023	

Attach User Image [Attach File\(s\)](#) (Max. 1 Attachment of 10 MB) (Allowed Types: PNG, JPG, JPEG) [Preview](#)

[Save](#) [Close](#)

Screen 82: User Details Update Window (update)

MPLADS - SAKSHI
मेरा सक्षम-मेरा ज़ेबरा बिज़नेस

Home | Font Size | Favourites | Password Management | Logout

CNA ADMIN
Admin, (MPLADS CNA Department)

Manage Inbox | My Modules

Department > Employees

Showing records where:

Empk	3017102	3017036
1	1	1

Client Name * मेरा सक्षम

User Name / GPF No * MPLADS_MPLADS_TEST_USER GPF Account Number MPLADS_MPLADS_TEST_USER

Salutation * Mr. First Name * Karthik

Middle Name Rao Last Name * Shinde

Date of Birth * 01-Apr-2000 Mobile Number * 9721666770

Employee Type * Permanent Email ID KShinde@Bharatmail.com

Start Date * 29-Mar-2023 End Date

Attach User Image [Attach File\(s\)](#) (Max. 1 Attachment of 10 MB) [Allowed Types: PNG, JPG, JPEG] [Preview](#)

[Save](#) [Close](#)

Total Records : 2

Client Name

[1 - 2 / 2]

©2023 TATA Consulting Services Limited

ICSDigiGOV™

Screen 83: User Details Update Window (Updated)

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

MPLADS - SAKSHI
मेरा सक्षम-मेरा ज़ेबरा बिज़नेस

Home | Font Size | Favourites | Password Management | Logout

CNA ADMIN
Admin, (MPLADS CNA Department)

Manage Inbox | My Modules

Department > Employees

Showing records where:

Empk	3017102	3017036
1	1	1

Client Name * मेरा सक्षम

User Name / GPF No * MPLADS_MPLADS_TEST_USER GPF Account Number MPLADS_MPLADS_TEST_USER

Salutation * Mr. First Name * Karthik

Middle Name Rao Last Name * Shinde

Date of Birth * 01-Apr-2000 Mobile Number * 9721666770

Employee Type * Permanent Email ID KShinde@Bharatmail.com

Start Date * 29-Mar-2023 End Date

Attach User Image [Attach File\(s\)](#) (Max. 1 Attachment of 10 MB) [Allowed Types: PNG, JPG, JPEG] [Preview](#)

[Save](#) [Close](#)

Total Records : 2

Client Name

[1 - 2 / 2]

©2023 TATA Consulting Services Limited

ICSDigiGOV™

Success
Employee Details saved successfully.
[OK](#)

Screen 84: Success Pop-up message

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

The screenshot shows the MPLADS - SAKSHI system interface. The top navigation bar includes links for Home, Font Size, Favourites, Password Management, and Logout. The user is logged in as CNA ADMIN (MPLADS CNA Department). The main section is titled 'Manage Admin/Employee' and includes a 'My Modules' tab. Below this, there is a 'Department > Employees' section. A search bar is present with the text 'Showing records where: At least one field' and a search button. The table below shows the following data:

Employee No	Employee Full Name	Birth Date	User Name / GPI No	Status	Client Name
3017102	Karthik Rao Shinde	01 Apr 2000	MPLADS_MPLADS_TEST_USER	ACTIVE	मेरा संसद
3017036	Karthik N	02 Jan 1968	MPLADS_NDA_PONDICHERRY	ACTIVE	मेरा संसद

The page also indicates 'Total Records : 2' and a pagination control showing '[1 - 2 / 2]'.

Screen 85: Manage Admin/Employee page

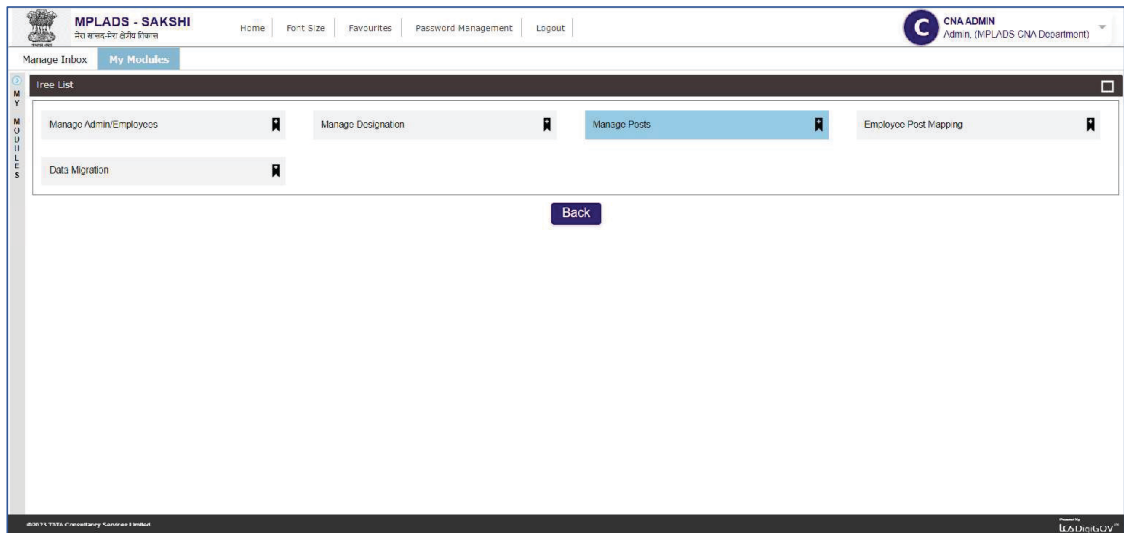
3. Activate/Deactivate the users

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

4.1.2 Post Configuration

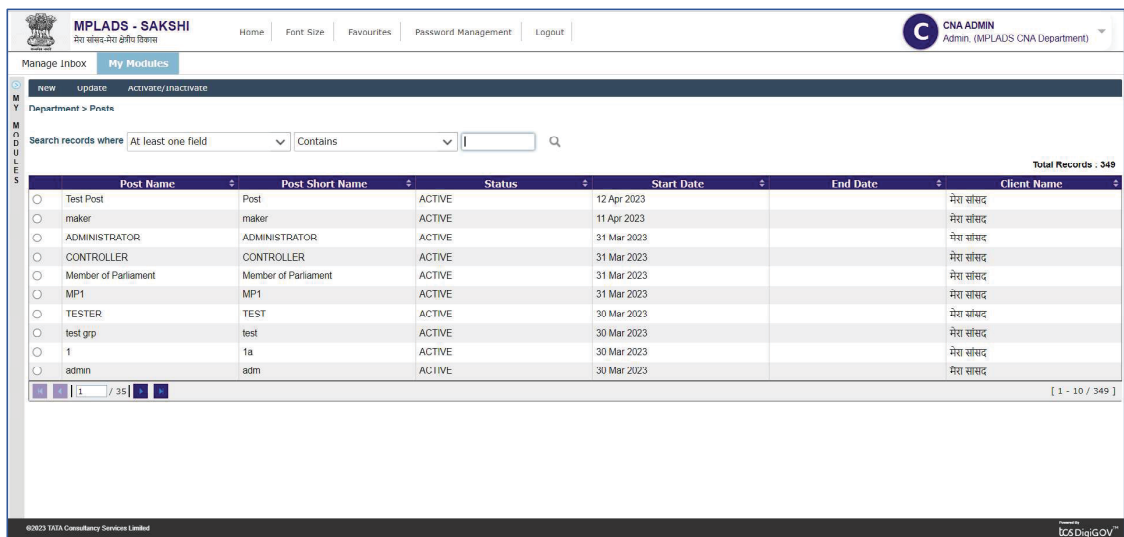
Here, the CNA User can create Posts / Roles

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



Screen 86: Admin/Employee Configuration Page

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



Screen 87: MANAGE POST Page

1. Create new Post

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

The screenshot shows the MPLADS - SAKSHI system interface. The 'Post Details' window is open, displaying the following fields:

- Client Name: Please Select
- Department: MPLADS CNA Department
- Post Name:
- Post Short Name:
- Parent Post Department:
- Parent Post:
- Start Date: 12-Apr-2023
- End Date:

The window includes 'Save', 'Reset', and 'Close' buttons. The background table lists various posts with columns for Post, Status, and Date.

Screen 88: Post Details Page

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

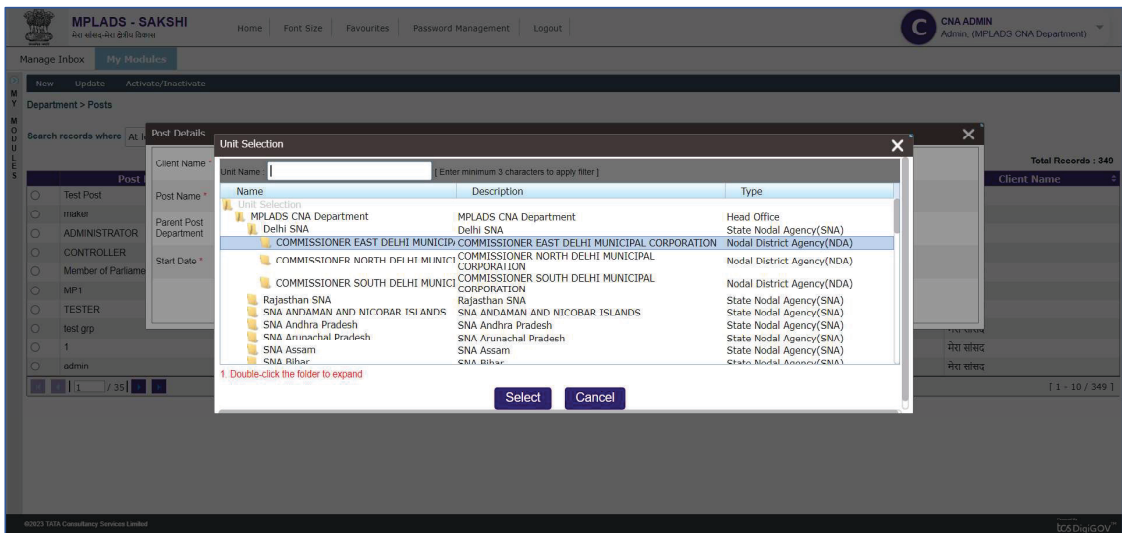
The screenshot shows the MPLADS - SAKSHI system interface. The 'Post Details' window is open, displaying the following fields:

- Client Name: Please Select
- Department: MPLADS CNA Department
- Post Name: IDA Admin
- Post Short Name: IDAA
- Parent Post Department:
- Parent Post:
- Start Date: 12-Apr-2023
- End Date: 28-Apr-2023

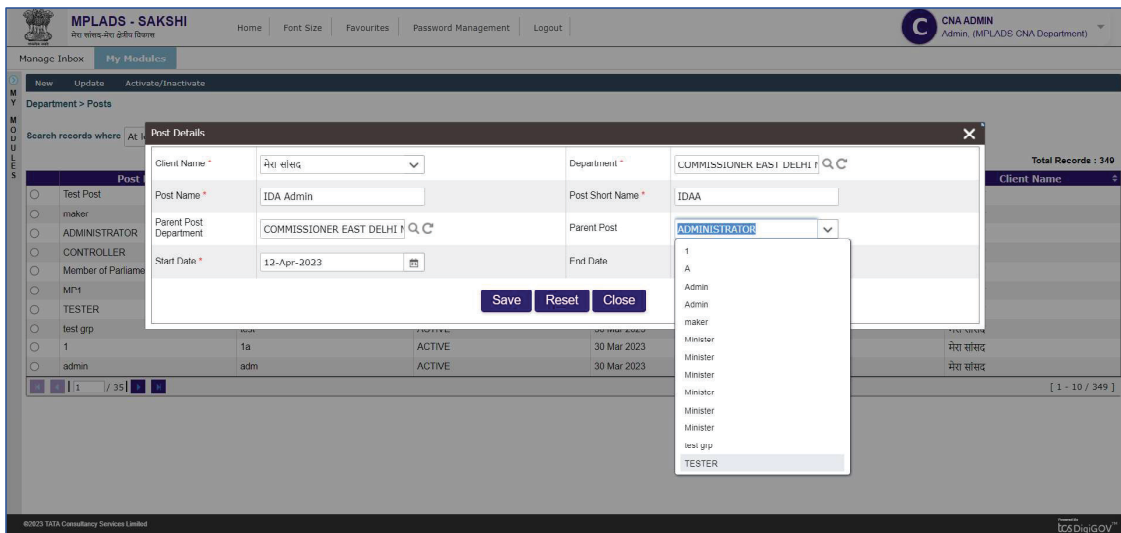
The window includes 'Save', 'Reset', and 'Close' buttons. A callout box labeled 'Search icon' points to the search icon in the Department field. The background table lists various posts with columns for Post, Status, and Date.

Screen 89(a): Post Details

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




Screen 89(b): Department Selection




Screen 89(c): Post Details Selection

- 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.


MPLADS - SAKSHI
मंत्रालय-सहायक विभाग

[Home](#) | [Font Size](#) | [Favourites](#) | [Password Management](#) | [Logout](#)


CNA ADMIN
Admin, (MPLADS CNA Department)

Manage Inbox | **My Modules**

New | Update | Active/Inactive

Department > Posts

Search records where Contains

Total Records : 350

	Post Name	Post Short Name	Status	Start Date	End Date	Client Name
<input type="radio"/>	Test Post	Post	ACTIVE	12 Apr 2023		मेरा संसद
<input type="radio"/>	IDAAAdmin	IDAA	ACTIVE	12 Apr 2023	28 Apr 2023	मेरा संसद
<input type="radio"/>	makar	makar	ACTIVE	11 Apr 2021		मेरा संसद
<input type="radio"/>	ADMINISTRATOR	ADMINISTRATOR	ACTIVE	31 Mar 2023		मेरा संसद
<input type="radio"/>	CONTROLLER	CONTROLLER	ACTIVE	31 Mar 2023		मेरा संसद
<input type="radio"/>	Member of Parliament	Member of Parliament	ACTIVE	31 Mar 2023		मेरा संसद
<input type="radio"/>	MP1	MP1	ACTIVE	31 Mar 2023		मेरा संसद
<input type="radio"/>	TESTER	TEST	ACTIVE	30 Mar 2023		मेरा संसद
<input type="radio"/>	test grp	test	ACTIVE	30 Mar 2023		मेरा संसद
<input type="radio"/>	1	1d	ACTIVE	30 Mar 2023		मेरा संसद

1 / 35

[1 - 10 / 350]


Screen 90: Manage Posts Page

2. Update Post


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

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

- 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.


MPLADS - SAKSHI
मंत्रालय-सहायक विभाग

[Home](#) | [Font Size](#) | [Favourites](#) | [Password Management](#) | [Logout](#)


CNA ADMIN
Admin, (MPLADS CNA Department)

Manage Inbox | **My Modules**

New | **Update** | Active/Inactive

Department > Posts

Search records where Contains

Total Records : 350

	Post Name	Post Short Name	Status	Start Date	End Date	Client Name
<input type="radio"/>	Test Post	Post	ACTIVE	12 Apr 2023		मेरा संसद
<input checked="" type="radio"/>	IDAAAdmin	IDAA	ACTIVE	12 Apr 2023	28 Apr 2023	मेरा संसद
<input type="radio"/>	makar	makar	ACTIVE	11 Apr 2021		मेरा संसद
<input type="radio"/>	ADMINISTRATOR	ADMINISTRATOR	ACTIVE	31 Mar 2023		मेरा संसद
<input type="radio"/>	CONTROLLER	CONTROLLER	ACTIVE	31 Mar 2023		मेरा संसद
<input type="radio"/>	Member of Parliament	Member of Parliament	ACTIVE	31 Mar 2023		मेरा संसद
<input type="radio"/>	MP1	MP1	ACTIVE	31 Mar 2023		मेरा संसद
<input type="radio"/>	TESTER	TEST	ACTIVE	30 Mar 2023		मेरा संसद
<input type="radio"/>	test grp	test	ACTIVE	30 Mar 2023		मेरा संसद
<input type="radio"/>	1	1d	ACTIVE	30 Mar 2023		मेरा संसद

1 / 35

[1 - 10 / 350]

Screen 91: Manage Posts Page

- 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

The screenshot shows the 'MPLADS - SAKSHI' interface with a 'Post Details' pop-up window. The window contains the following fields:

- Client Name: मेरा संसद
- Department: COMMISSIONER EAST DELHI MUNICIPAL CORPORATION
- Post Name: IDA Admin
- Post Short Name: IDAA
- Parent Post: TESTER
- Parent Post Department: COMMISSIONER EAST DELHI MUNICIPAL CORPORATION
- Vacant Flag: ☒
- Start Date: 12-Apr-2023
- End Date: 28-Apr-2023
- Movement Flag: COMNQ

The 'Save' button is highlighted in blue. The background shows a list of posts with columns for Post, Status, and Date.

Screen 92(a): Posts Details (update)

- Make the desired changes and click on Save button.

The screenshot shows the 'MPLADS - SAKSHI' interface with the 'Post Details' pop-up window. The 'Post Short Name' field has been updated to 'IDA Tester'. An orange arrow points to this field. The 'Save' button is highlighted in blue. The background shows the same list of posts as in the previous screenshot.

Screen 92(b): Posts Details (updated)

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

Search records where: At least one field Contains

Post Name	Post Short Name	Status	Start Date	End Date	Client Name
<input type="radio"/> Test Post	Post	ACTIVE	12 Apr 2023		मेरा खासद
<input type="radio"/> IDA Admin	IDA Tester	ACTIVE	12 Apr 2023	28 Apr 2023	मेरा खासद
<input type="radio"/> maker	maker	ACTIVE	11 Apr 2023		मेरा खासद
<input type="radio"/> ADMINISTRATOR	ADMINISTRATOR	ACTIVE	31 Mar 2023		मेरा खासद

Total Records : 350

Screen 92(c): Posts Details (updated)

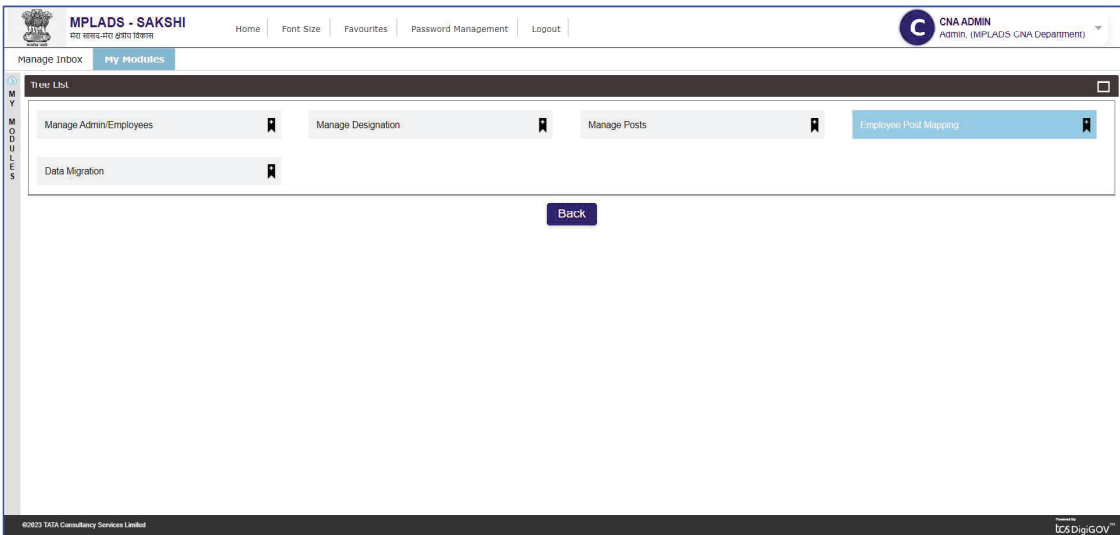
3. *Activate/Deactivate the Post*

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

4.1.3 Employee Post Mapping

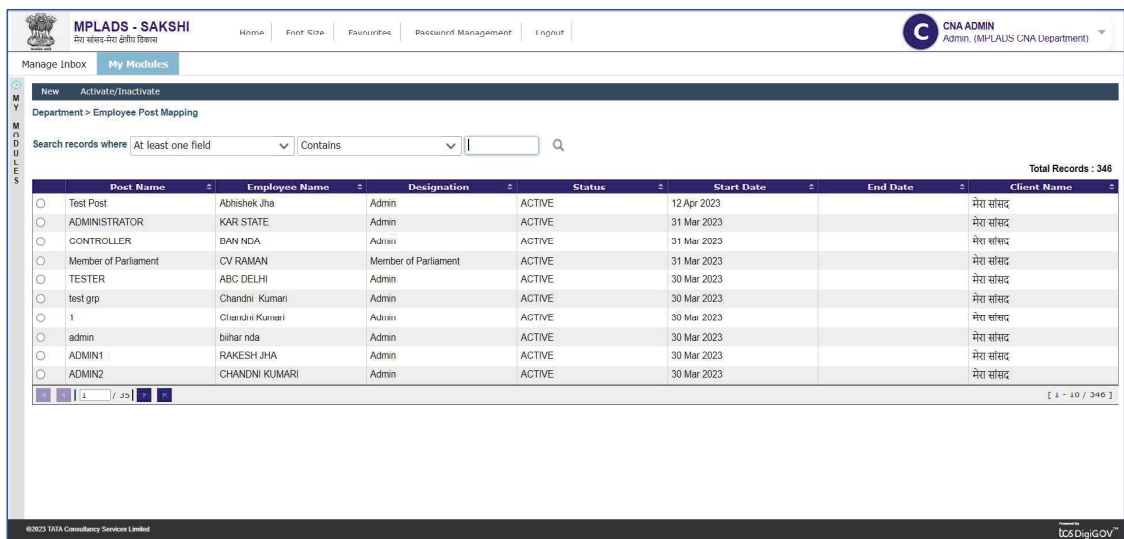
Here, the CNA user maps the user IDs with the Posts/ roles.

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



Screen 93: admin/employee configuration page

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



Screen 94: Employee post mapping page

- Click on new button and fill in the details.

The screenshot shows the 'Post Details' dialog box in the MPLADS - SAKSHI system. The dialog box is open, and the 'Client Name' is set to 'मेरा सांसद'. The 'Department' is set to 'MPLADS CNA Department'. The 'Post' field is empty. The 'Employee' field is empty. The 'Start Date' is set to '12-Apr-2023'. The 'End Date' is empty. The 'Job Title' is empty. The dialog box also has a 'Save' button and a 'Close' button.

Screen 95: Post Details Dialog Box

- First select the Client Name & Department Details.

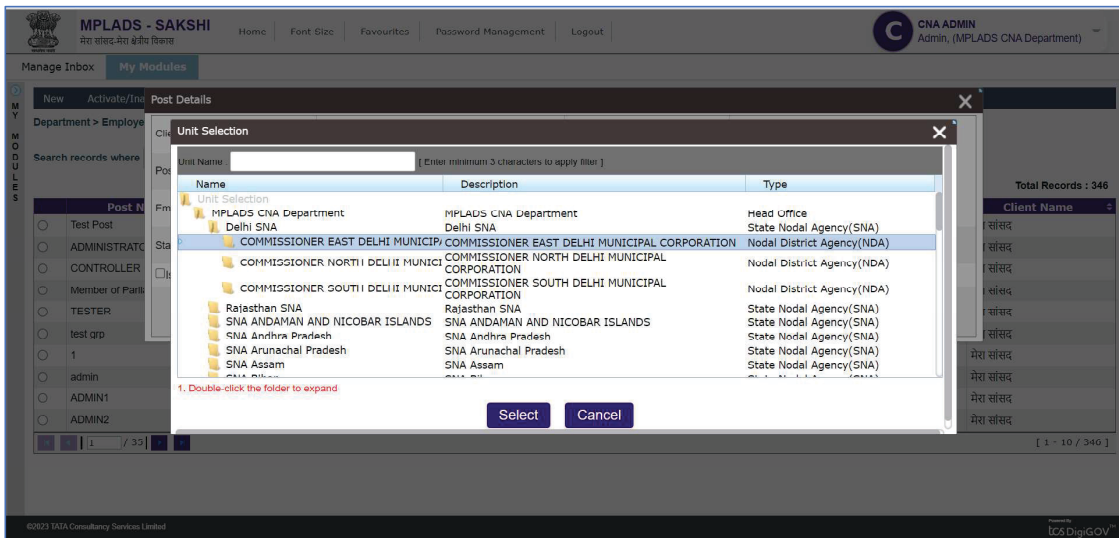
Note: The Department is the Parent department that was selected during the creation of the Post [refer Screenshot 19 (a and b)]

To select the department, use the search icon.

The screenshot shows the 'Post Details' dialog box in the MPLADS - SAKSHI system. The dialog box is open, and the 'Client Name' is set to 'मेरा सांसद'. The 'Department' field has a search icon (magnifying glass) next to it. A red box highlights the search icon, and a callout points to it with the text 'Search icon for Department'. The 'Post' field is empty. The 'Employee' field is empty. The 'Start Date' is set to '12-Apr-2023'. The 'End Date' is empty. The 'Job Title' is empty. The dialog box also has a 'Save' button and a 'Close' button.

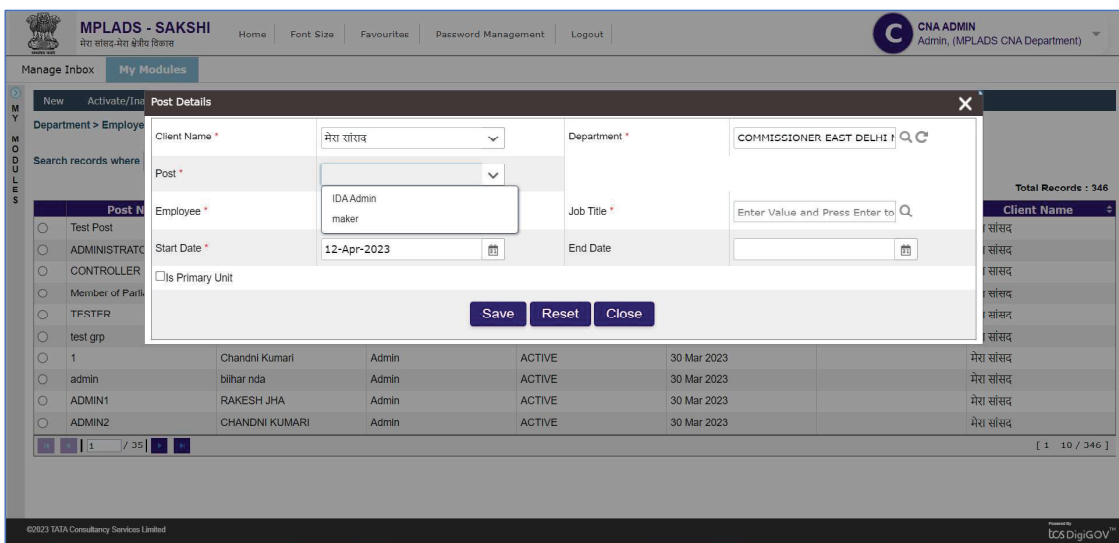
Screen 95(b): Post Details Box

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



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.



Screen 97: Post Details Box

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

MPLADS - SAKSHI
मेरा सांसद मेरा क्षेत्रीय विकास

Home Font Size Favourites Password Management Logout

CNA ADMIN Admin, (MPLADS CNA Department)

Manage Inbox My Modules

New Activate/Inactive Post Details

Department > Employee

Search records where

Client Name * मेरा सांसद Department * COMMISSIONER EAST DELHI

Post * IDA Admin

Employee * Karthik Shinde Job Title * MAKER

Start Date * 12-Apr-2023 End Date * 30-Apr-2023

☐ Is Primary Unit

Save Reset Close

Post No	Post Name	Employee	Job Title	Status	Start Date	End Date	Client Name
1	Chandni Kumari	Admin	ACTIVE	30 Mar 2023			मेरा सांसद
admin	bilhar nda	Admin	ACTIVE	30 Mar 2023			मेरा सांसद
ADMIN1	RAKESH JHA	Admin	ACTIVE	30 Mar 2023			मेरा सांसद
ADMIN2	CHANDNI KUMARI	Admin	ACTIVE	30 Mar 2023			मेरा सांसद

1 / 35 [1 - 10 / 346]

©2023 TATA Consultancy Services Limited TCS DigiGov™

Screen 98: Post Details Box

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

MPLADS - SAKSHI
मेरा सांसद मेरा क्षेत्रीय विकास

Home Font Size Favourites Password Management Logout

CNA ADMIN Admin, (MPLADS CNA Department)

Manage Inbox My Modules

New Activate/Inactive Post Details

Department > Employee

Search records where

Client Name * मेरा सांसद Department * COMMISSIONER EAST DELHI

Post * IDA Admin

Employee * Karthik Shinde Job Title * MAKER

Start Date * 12-Apr-2023 End Date * 30-Apr-2023

☐ Is Primary Unit


Success
Post Details saved successfully.
OK

Post No	Post Name	Employee	Job Title	Status	Start Date	End Date	Client Name
1	Chandni Kumari	Admin	ACTIVE	30 Mar 2023			मेरा सांसद
admin	bilhar nda	Admin	ACTIVE	30 Mar 2023			मेरा सांसद
ADMIN1	RAKESH JHA	Admin	ACTIVE	30 Mar 2023			मेरा सांसद

1 / 35 [1 - 10 / 347]

©2023 TATA Consultancy Services Limited TCS DigiGov™

Screen 99(a): Post Details Success



MPLADS - SAKSHI
मेरा संसद, मेरा क्षेत्र विकास

[Home](#)
[Font Size](#)
[Favourites](#)
[Password Management](#)
[Logout](#)

CNA ADMIN

Admin, (MPLADS CNA Department)

Manage Inbox

My Modules

New

Activate/Inactivate

Department > Employee Post Mapping

Search records where

At least one field

Contains

Total Records : 347

	Post Name	Employee Name	Designation	Status	Start Date	End Date	Client Name
<input type="radio"/>	Test Post	Abhishek Jha	Admin	ACTIVE	12 Apr 2023		मेरा संसद
<input type="radio"/>	IDA Admin	Karthik Shinde	MAKER	ACTIVE	12 Apr 2023	30 Apr 2023	मेरा संसद
<input type="radio"/>	ADMINISTRATOR	KAR STATE	Admin	ACTIVE	31 Mar 2023		मेरा संसद
<input type="radio"/>	CONTROLLER	BAN NDA	Admin	ACTIVE	31 Mar 2023		मेरा संसद
<input type="radio"/>	Member of Parliament	CV RAMAN	Member of Parliament	ACTIVE	31 Mar 2023		मेरा संसद
<input type="radio"/>	TESTER	ABC DELHI	Admin	ACTIVE	30 Mar 2023		मेरा संसद
<input type="radio"/>	test grp	Chandni Kumari	Admin	ACTIVE	30 Mar 2023		मेरा संसद
<input type="radio"/>	1	Chandni Kumari	Admin	ACTIVE	30 Mar 2023		मेरा संसद
<input type="radio"/>	admin	bihar nda	Admin	ACTIVE	30 Mar 2023		मेरा संसद
<input type="radio"/>	ADMIN1	RAKESH JHA	Admin	ACTIVE	30 Mar 2023		मेरा संसद

1

/ 35

[1 - 10 / 347]

©2023 TATA Consultancy Services Limited

Powered by
tcsDigigOV™

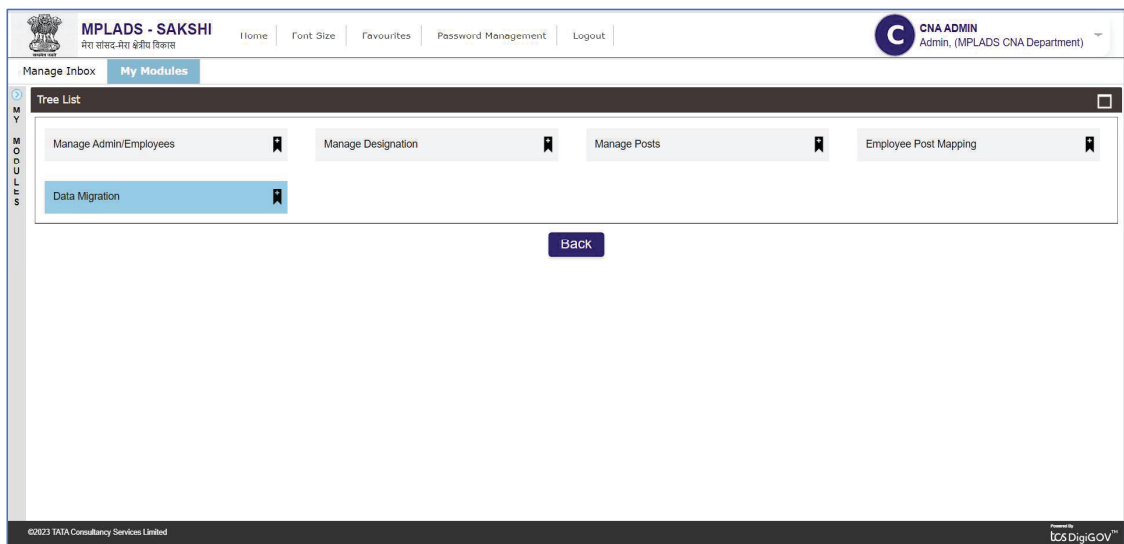
Screen 99(b): Employee post mapping page

4.1.4 Data Migration

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

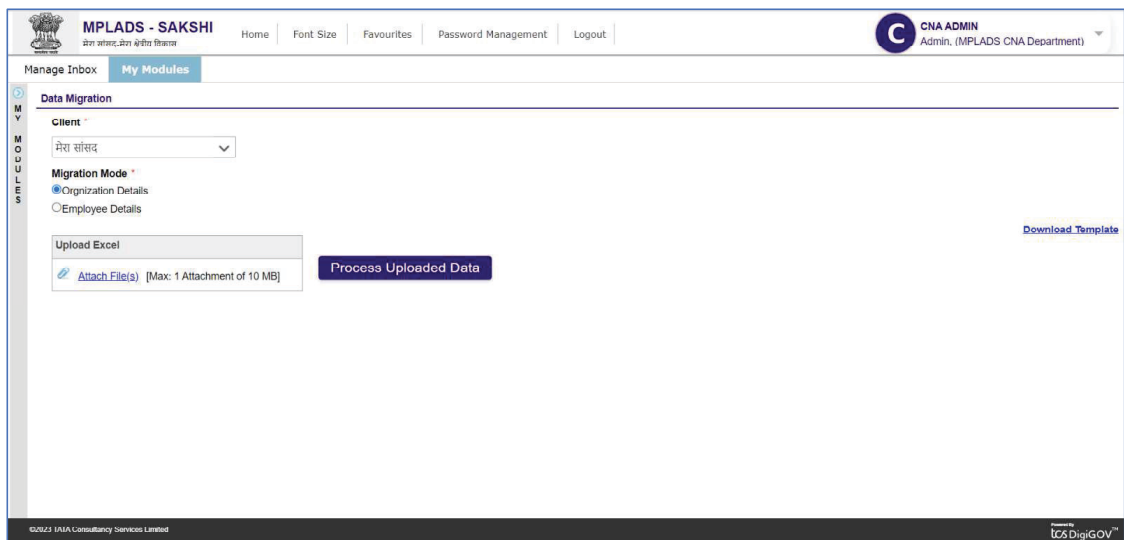
Here the user has to download a template and enter the details of the users accordingly.

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



Screen 100: Admin/Employee Configuration Page

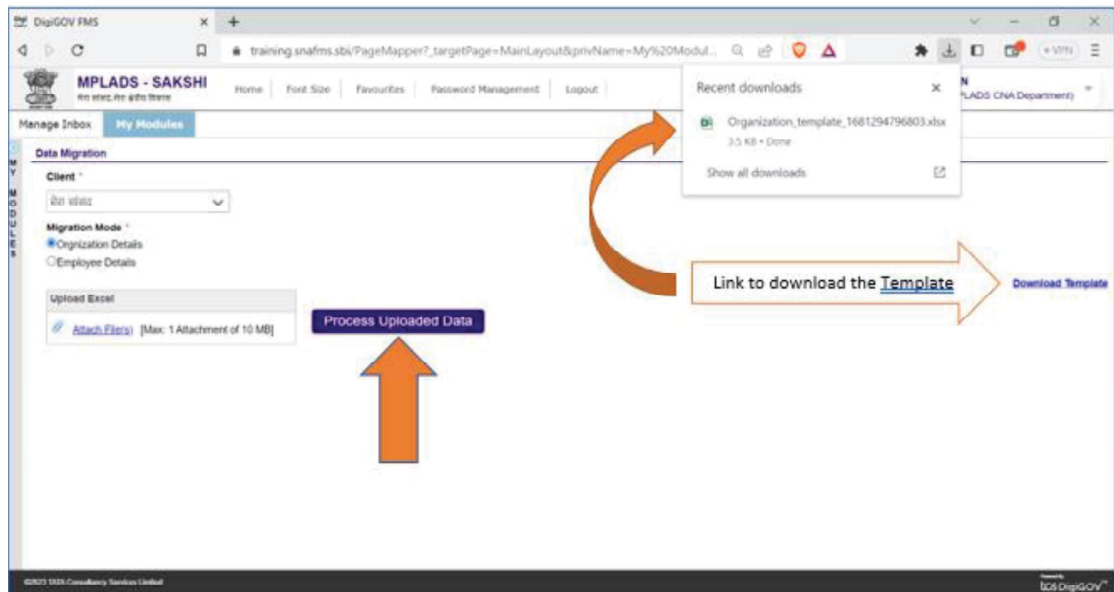
When the user clicks on the Data Migration Tile, the following screen appears.



Screen 101: Data Migration Page

1. Organization Details:

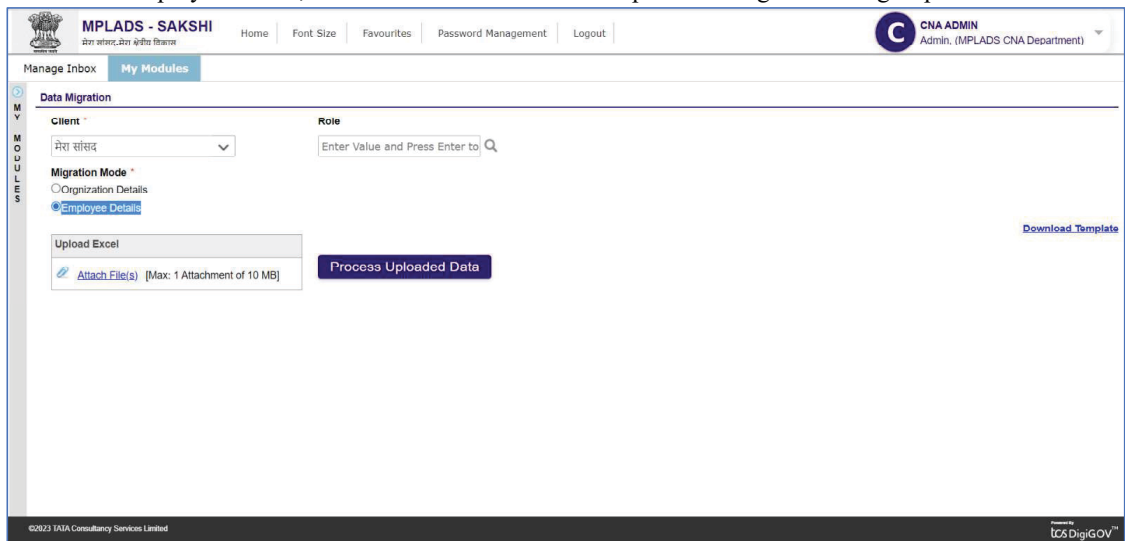
For organization details, download the template from the [Download Template](#) link as shown below. Fill in the details and upload the Template by clicking on the **Process Upload Data** button



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

2. Employee Details:

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

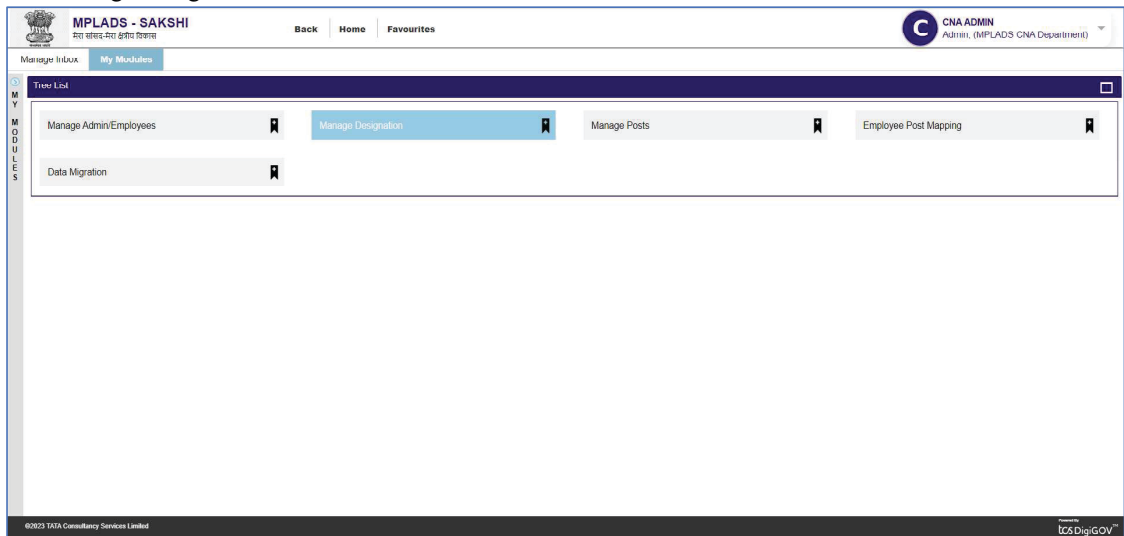


Screen 102(b): Data Migration Page (Employee Details)

4.1.5 Manage Designation

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

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

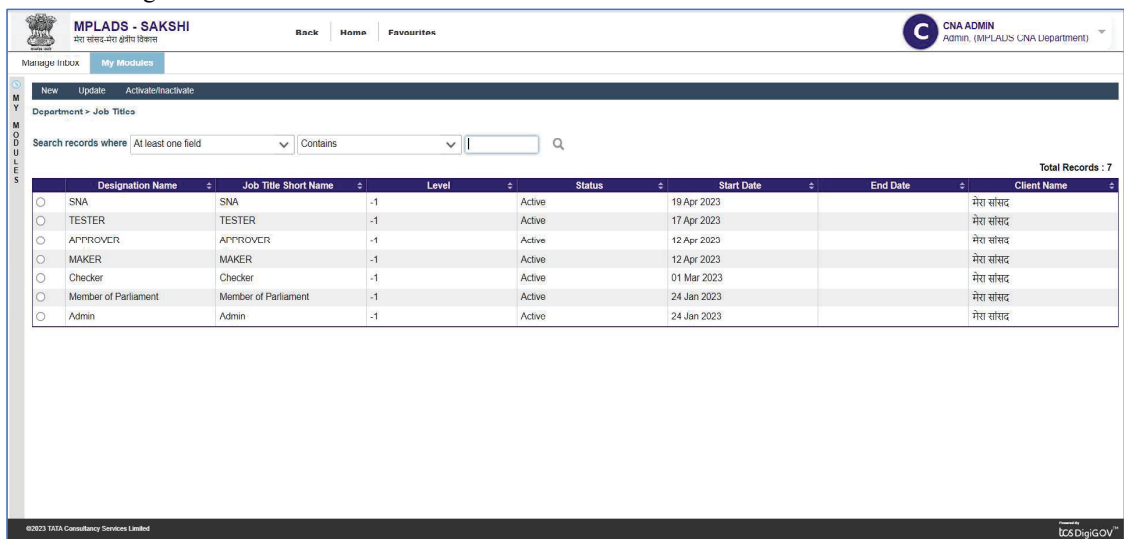


Screen 103: admin/employee configuration page

- On Clicking the Manage Designation Tile, the Following screen is displayed

It is similar to the Manage Admin/ Employees Page.

The user can create a new designation, update existing designation in the system and even deactivate a designation.



Screen 104: Manage Designation page

1. Create New Designation

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

The screenshot shows the 'Manage Designation' page in the MPLADS - SAKSHI system. The 'New' tab is selected, and an arrow points to it. The page displays a table of existing designations with columns: Designation Name, Job Title Short Name, Level, Status, Start Date, End Date, and Client Name. The table contains 7 records.

Designation Name	Job Title Short Name	Level	Status	Start Date	End Date	Client Name
SNA	SNA	-1	Active	19 Apr 2023		मेरा सचिव
TESTER	TESTER	-1	Active	17 Apr 2023		मेरा सचिव
APPROVER	APPROVER	-1	Active	12 Apr 2023		मेरा सचिव
MAKER	MAKER	-1	Active	12 Apr 2023		मेरा सचिव
Checker	Checker	-1	Active	01 Mar 2023		मेरा सचिव
Member of Parliament	Member of Parliament	-1	Active	24 Jan 2023		मेरा सचिव
Admin	Admin	-1	Active	24 Jan 2023		मेरा सचिव

Screen 105: Manage Designation page (New)

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

The screenshot shows the 'Job Title Details' pop-up window. It contains the following fields:

- Client Name *
- Job Title *
- Level
- Start Date *
- End Date

Buttons: Save, Reset, Close

Screen 106: Job Title Details popup window

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

The screenshot shows the 'Job Title Details' popup window in the MPLADS - SAKSHI system. The window is titled 'Job Title Details' and has a close button (X) in the top right corner. It contains the following fields:

- Client Name *: मेरा सांसद (dropdown)
- Job Title *: Test123 (text)
- Job Title Short Name *: Test (text)
- Level: 2 (text)
- Start Date *: 25-Apr-2023 (calendar icon)
- End Date: 29-Apr-2023 (calendar icon)

At the bottom of the window, there are three buttons: 'Save', 'Reset', and 'Close'. The background shows the main interface with a sidebar on the left and a table of records on the right.

Screen 107: Job Title Details popup window

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

The screenshot shows the 'Manage Designation' page in the MPLADS - SAKSHI system. The page displays a table of designations. The table has the following columns: Designation Name, Job Title Short Name, Level, Status, Start Date, End Date, and Client Name. The table contains 8 records, including the newly created 'Test123' designation. An arrow points to the 'Test123' row in the table.

Designation Name	Job Title Short Name	Level	Status	Start Date	End Date	Client Name
Test123	Test	2	Active	25 Apr 2023	29 Apr 2023	मेरा सांसद
SNA	SNA	-1	Active	19 Apr 2023		मेरा सांसद
TESTER	TESTER	-1	Active	17 Apr 2023		मेरा सांसद
APPROVER	APPROVER	-1	Active	12 Apr 2023		मेरा सांसद
MAKER	MAKER	-1	Active	12 Apr 2023		मेरा सांसद
Checker	Checker	-1	Active	01 Mar 2023		मेरा सांसद
Member of Parliament	Member of Parliament	-1	Active	24 Jun 2023		मेरा सांसद
Admin	Admin	-1	Active	24 Jan 2023		मेरा सांसद

Screen 108: Manage Designation page

2. Update the existing Designation

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

To update the Designation,

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

The screenshot shows the 'MPLADS - SAKSHI' interface. At the top, there are navigation links: 'Back', 'Home', and 'Favourites'. The user is logged in as 'CNA ADMIN' (Admin, (MPLADS CNA Department)). The main section is titled 'Manage Designation' and includes a search bar with filters for 'Department' and 'Job Titles'. Below the search bar, there is a table with 8 records. The table columns are: Designation Name, Job Title Short Name, Level, Status, Start Date, End Date, and Client Name. The table shows various designations like 'Test123', 'SNA', 'TESTER', 'APPROVER', 'MAKER', 'Checker', 'Member of Parliament', and 'Admin'. The 'Status' column shows 'Active' for all records. The 'Start Date' and 'End Date' columns show dates ranging from 24 Jan 2023 to 29 Apr 2023. The 'Client Name' column shows 'मेरा संसद' for all records.

Designation Name	Job Title Short Name	Level	Status	Start Date	End Date	Client Name
Test123	Test	2	Active	25 Apr 2023	29 Apr 2023	मेरा संसद
SNA	SNA	-1	Active	19 Apr 2023		मेरा संसद
TESTER	TESTER	-1	Active	17 Apr 2023		मेरा संसद
APPROVER	APPROVER	-1	Active	12 Apr 2023		मेरा संसद
MAKER	MAKER	-1	Active	12 Apr 2023		मेरा संसद
Checker	Checker	-1	Active	01 Mar 2023		मेरा संसद
Member of Parliament	Member of Parliament	-1	Active	24 Jan 2023		मेरा संसद
Admin	Admin	-1	Active	24 Jan 2023		मेरा संसद

Screen 109: Manage Designation Page(update)

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

MPLADS - SAKSHI
मेरा सांसद मेरा क्षेत्र विकास

Back Home Favourites

CNA ADMIN
Admin, (MPLADS CNA Department)

Manage Inbox My Modules

NEW Update Active Job Title Details

Department > Job Titles

Search records where At least one field Contains

Client Name * Please Select Job Title * Test999

Job Title Short Name * Test Level 2

Start Date * 25-Apr-2023 End Date 20-Apr-2023

Save Close

Designation	APPROVER	MAKER	Checker	Member of Parliament	Admin
Test123					
SNA					
TESTER					
APPROVER	APPROVER				
MAKER	MAKER				
Checker	Checker				
Member of Parliament	Member of Parliament				
Admin	Admin				

60223 TATA Consultancy Services Limited

TCSDigiGOV

Screen 110: Manage Designation Page (update pop up)

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

MPLADS - SAKSHI
मेरा सांसद मेरा क्षेत्र विकास

Back Home Favourites

CNA ADMIN
Admin, (MPLADS CNA Department)

Manage Inbox My Modules

NEW Update Active/Inactive

Department > Job Titles

Search records where At least one field Contains

Total Records : 8

Designation Name	Job Title Short Name	Level	Status	Start Date	End Date	Client Name
Test999	Test	2	Active	25 Apr 2023	29 Apr 2023	मेरा सांसद
SNA	SNA	-1	Active	19 Apr 2023		मेरा सांसद
TESTER	TESTER	-1	Active	17 Apr 2023		मेरा सांसद
APPROVER	APPROVER	-1	Active	12 Apr 2023		मेरा सांसद
MAKER	MAKER	-1	Active	12 Apr 2023		मेरा सांसद
Checker	Checker	-1	Active	01 Mar 2023		मेरा सांसद
Member of Parliament	Member of Parliament	-1	Active	24 Jan 2023		मेरा सांसद
Admin	Admin	-1	Active	24 Jan 2023		मेरा सांसद

60223 TATA Consultancy Services Limited

TCSDigiGOV

Screen 111: Manage Designation Page(updated)

3. Activate/Deactivate the Designation

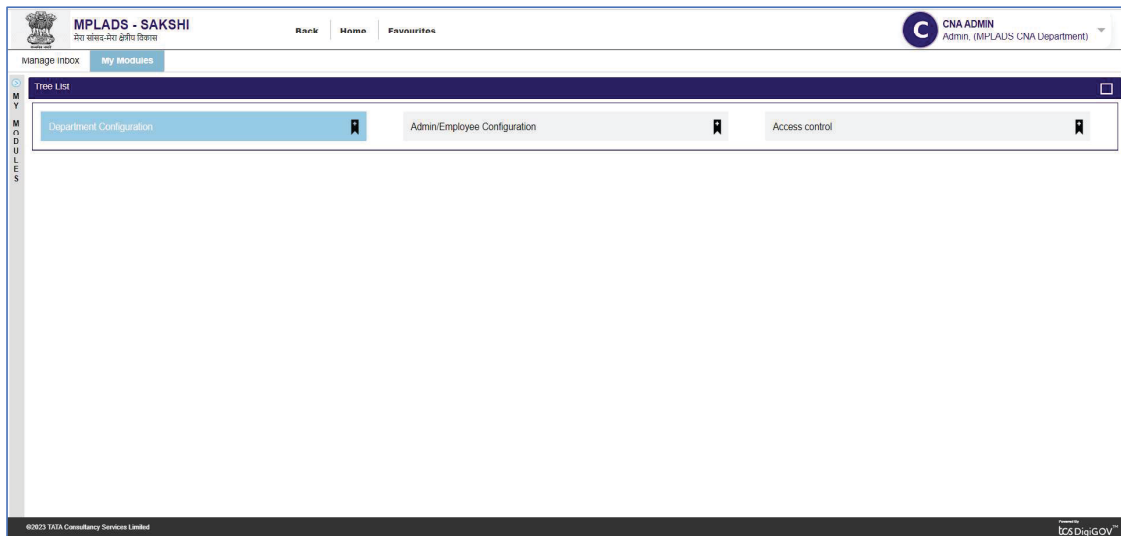
1. The user can activate/ deactivate a Designation, by first selecting the Designation and then clicking on the **Activate/Inactivate** button present next to the update button.
2. On clicking the button, the status of the selected Designation changes,
3. If user was inactive, the status changes to Active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

4.2. Department Configuration

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

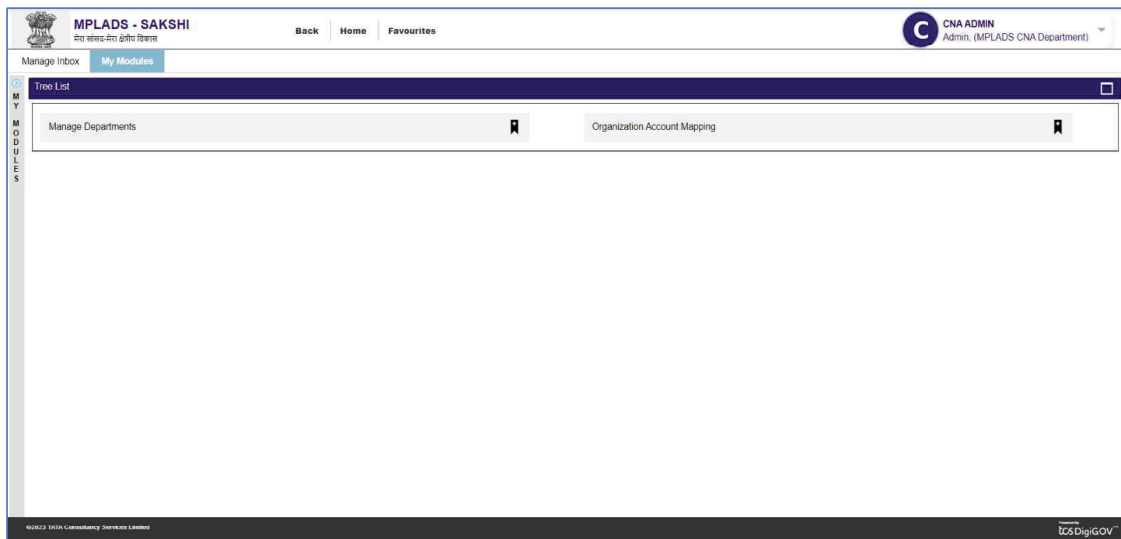
Navigate to the following path to access the **Department Configuration Page**:

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



Screen 112: Admin Page

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



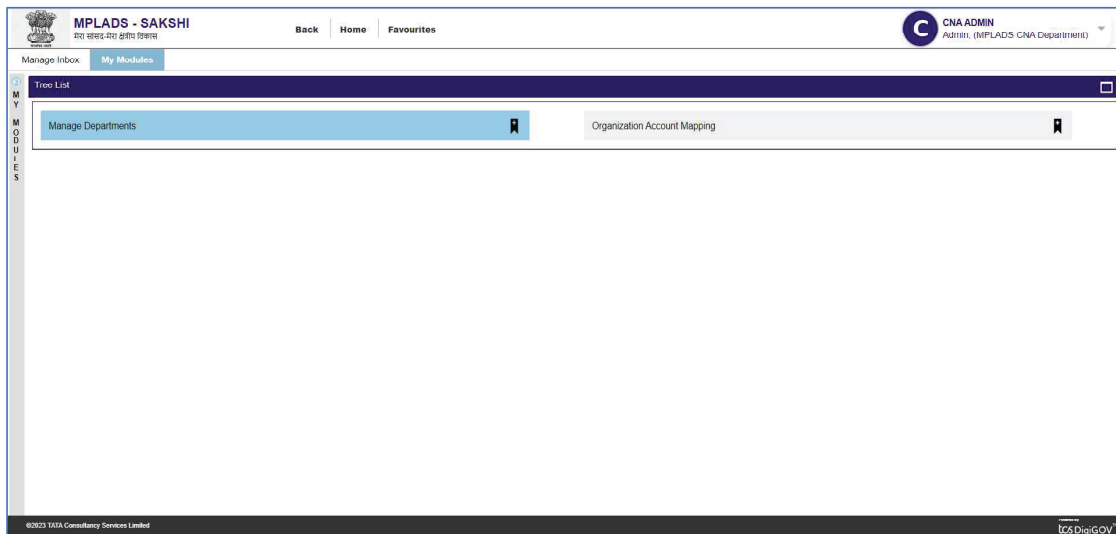
Screen 113: Department Configuration Page

Department Configuration page has 2 options:

- Manage Departments
- Organization Account Mapping

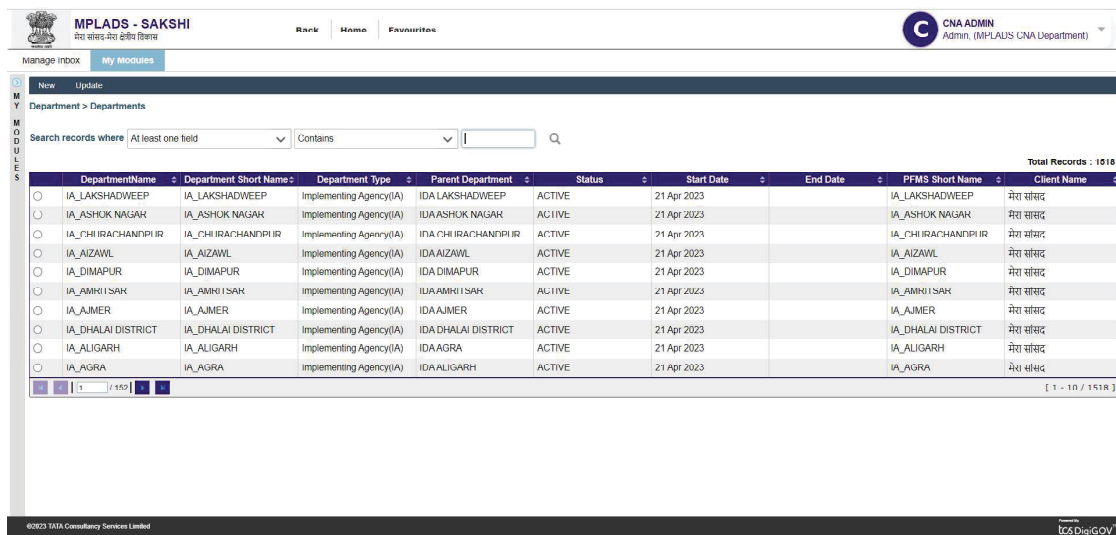
1. Manage Departments: This page is used to create new departments and also update existing ones.

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



Screen 114: Department Configuration Page

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



Screen 115: Manage Departments Page

1. To Create a new Department,
Click on the new button and enter the details in the popup window (that appears after clicking on new button) as shown below.

The screenshot shows the MPLADS - SAKSHI interface. A 'Department Details' popup window is open, allowing the creation of a new department. The form contains the following fields:

- Client Name ***: मेरा संसद (dropdown)
- Department Name ***: Testings (text input)
- Department Short Name ***: Test55 (text input)
- PFMS Short Name ***: T57 (text input)
- Description ***: lol (text input)
- Parent Department ***: COMMISSIONER NORTH DELHI (dropdown with search icon)
- Department Type ***: Nodal District Agency (NDA) (dropdown)
- Dise Code / PFMS Agency Code ***: p9874 (text input)
- State ***: Bihar (dropdown)
- District ***: ARWAL (dropdown)
- Start Date ***: 25-Apr-2023 (calendar icon)
- End Date ***: 20-May-2023 (calendar icon)

Buttons at the bottom of the popup: Save, Reset, Close.

Background interface elements:

- Top bar: MPLADS - SAKSHI, Back, Home, Favourites, CNA ADMIN Admin, (MPLADS CNA Department)
- Left sidebar: Manage Inbox, My Modules, Department > Departments
- Search records where: All
- Department list on the left: IA_LAKSHADWEEP, IA_ASHOK NAGAR, IA_CHURACHAND, IA_AIZAWL, IA_DIMAPUR, IA_AMRITSAR, IA_AJMER (selected), IA_DHALAI DISTRI, IA_ALIGARH, IA_AGRA
- Right sidebar: Total Records : 1018, Client Name list
- Footer: 60023 TATA Consultancy Services Limited, ICA DiGiGOV

Screen 116: Departments details popup

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

The screenshot shows the MPLADS - SAKSHI interface. A 'Department Details' popup window is open, allowing the update of an existing department. The form contains the following fields:

- Client Name ***: मेरा संसद (dropdown)
- Department Name ***: IA_AJMER (text input)
- Department Short Name ***: IA_AJMER (text input)
- PFMS Short Name ***: IA_AJMER (text input)
- Description ***: IA_AJMER (text input)
- Parent Department ***: IDAAJMER (dropdown with search icon)
- Department Type ***: Implementing Agency (IA) (dropdown)
- Dise Code / PFMS Agency Code ***: IA012 (text input)
- State ***: Rajasthan (dropdown)
- District ***: AJMER (dropdown)
- Start Date ***: 21-Apr-2023 (calendar icon)
- End Date ***: (calendar icon)
- Deactivate**: ☐

Buttons at the bottom of the popup: Save, Close.

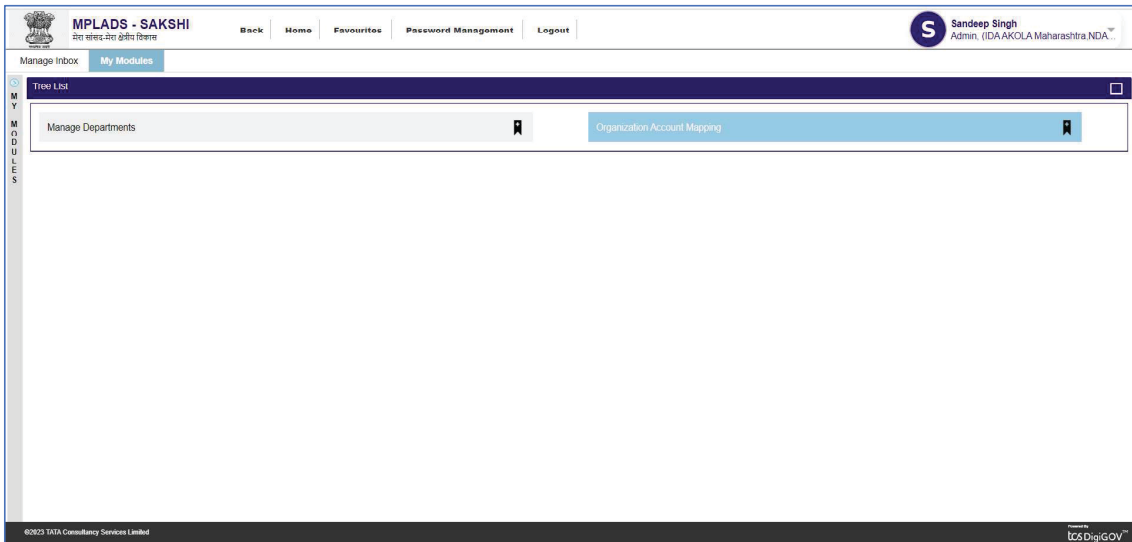
Background interface elements:

- Top bar: MPLADS - SAKSHI, Back, Home, Favourites, CNA ADMIN Admin, (MPLADS CNA Department)
- Left sidebar: Manage Inbox, My Modules, Department > Departments
- Search records where: All
- Department list on the left: IA_LAKSHADWEEP, IA_ASHOK NAGAR, IA_CHURACHAND, IA_AIZAWL, IA_DIMAPUR, IA_AMRITSAR, IA_AJMER (selected), IA_DHALAI DISTRI, IA_ALIGARH, IA_AGRA
- Right sidebar: Total Records : 1610, Client Name list
- Footer: 60023 TATA Consultancy Services Limited, ICA DiGiGOV

Screen 117: Departments details popup (update)

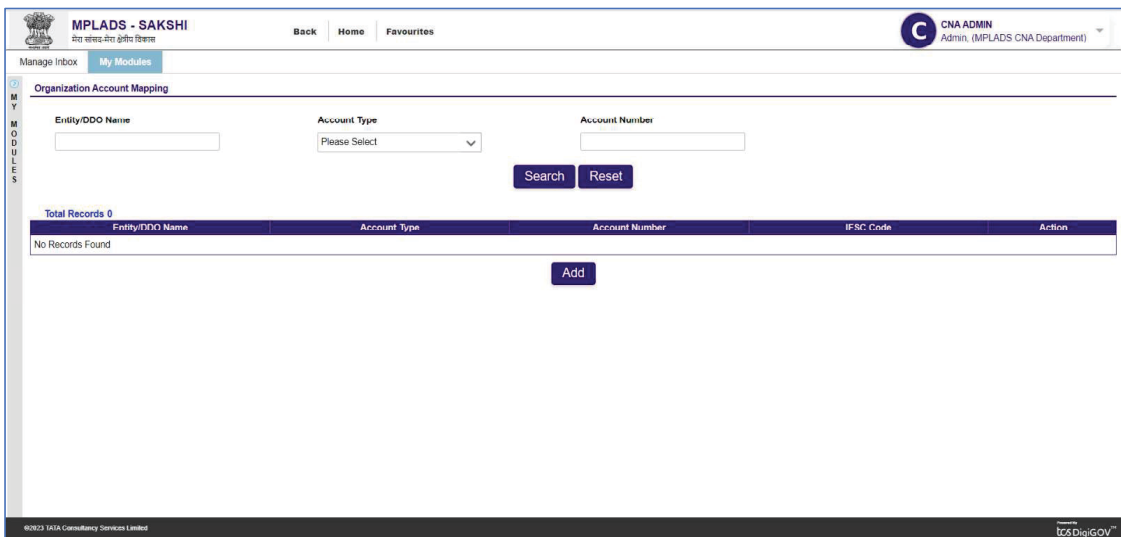
2. Organization Account Mapping: This page is used to map the departments with bank account number.

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



Screen 118: Department Configuration Page

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



Screen 119: Organization Account Mapping Page

2. To create new mapping click on the Add button.

When the user clicks on the Add button, a “Mapping Details” popup screen appears as shown below.

The screenshot displays the MPLADS - SAKSHI web application interface. A 'Mapping Details' popup window is open, allowing users to create a new mapping. The popup contains the following fields:

- Entity/DDO Name ***: A text input field with 'MPLADS CNA Department' entered and a search icon.
- Account Type ***: A dropdown menu currently showing 'Please Select'.
- Account Number ***: A text input field.
- IFSC Code Search**: A text input field.
- Bank Name ***: A text input field.
- IFSC Code**: A text input field.

A 'Save' button is located at the bottom right of the form. The background shows the main application menu with options like 'Organization Account Ma', 'Entity/DDO Name', and 'Total Records 0'. The footer includes '©2023 TATA Consultancy Services Limited' and 'TCS DigiGOV™'.

Screen 120: Mapping Details popup

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

4.3. Access control

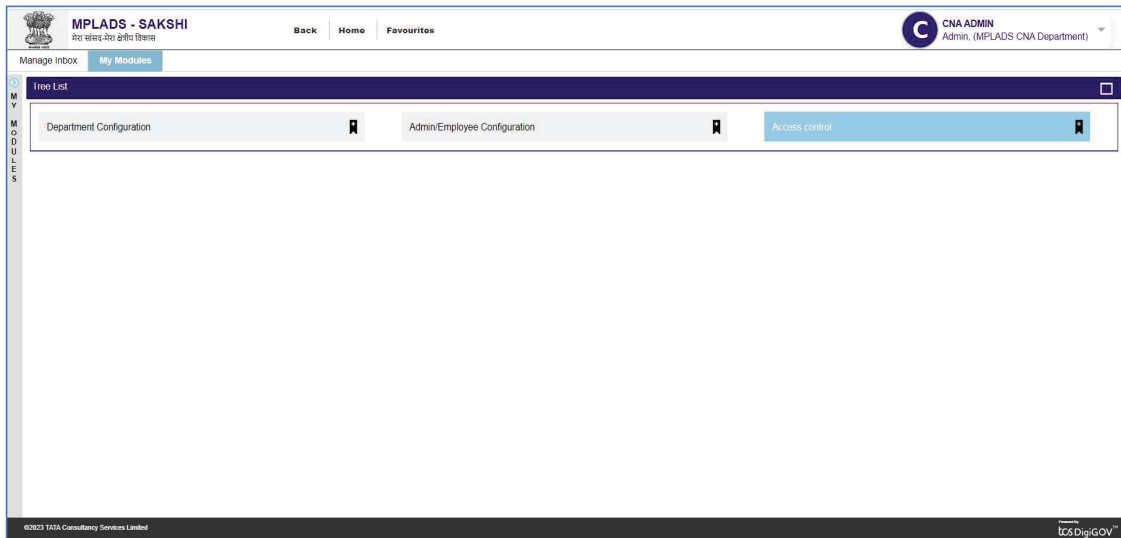
Role Group Mapping

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

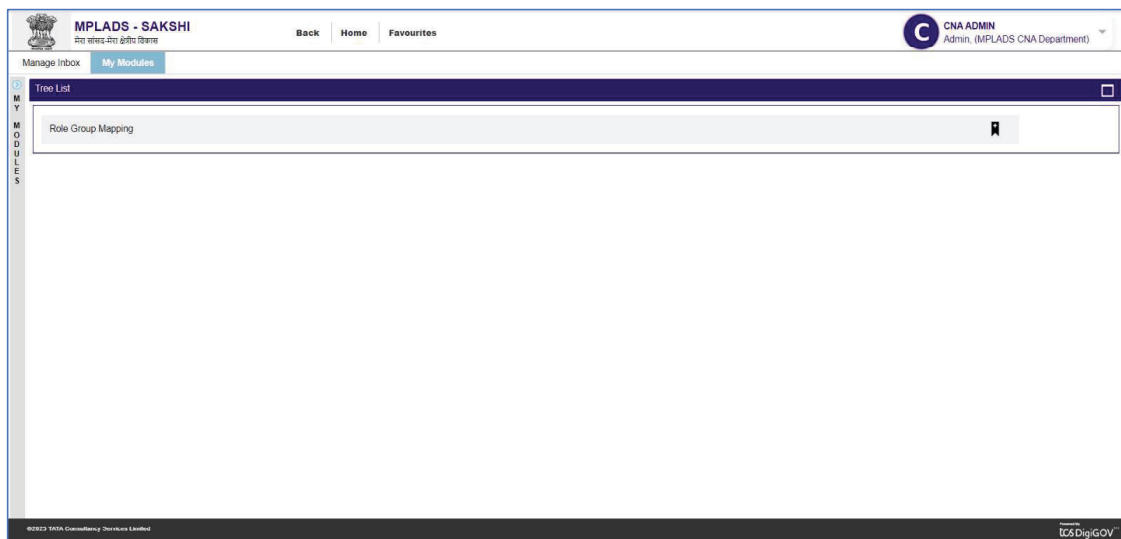
Each group is configured with certain roles and rights.

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

Node Path: Home → My Modules → ADMIN → Access control → Role Group Mapping



Screen 121: Admin Page



Screen 122: Access control

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

Search records where: At least one field Contains

Total Records : 1000

Role	Role ID	Group Name	Group ID	Role Type	Status	Start Date	End Date
<input type="radio"/> MANOU TIWARI (MEMBER OF PARLIAMENT-Mandya Kumar Tiwari (17th Lok Sabha))	3034959	Worklist Group	1526	Unit	Inactive	25 Apr 2023	
<input type="radio"/> Veditha Reddy (Admin-SNA ANDAMAN AND NICOBAR ISLANDS)	3034993	Worklist Group	1526	Unit	Active	24 Apr 2023	
<input type="radio"/> Veditha Reddy (Admin-SNA ANDAMAN AND NICOBAR ISLANDS)	3034993	SNA Group	1528	Unit	Active	24 Apr 2023	
<input type="radio"/> Veditha Reddy (Admin-SNA ANDAMAN AND NICOBAR ISLANDS)	3034993	District Admin	1538	Unit	Active	24 Apr 2023	
<input type="radio"/> Vijay Kumar (Admin-SNA Andhra Pradesh)	3034995	Worklist Group	1526	Unit	Active	24 Apr 2023	
<input type="radio"/> Vijay Kumar (Admin-SNA Andhra Pradesh)	3034995	SNA Group	1528	Unit	Active	24 Apr 2023	
<input type="radio"/> Vijay Kumar (Admin-SNA Andhra Pradesh)	3034995	District Admin	1538	Unit	Active	24 Apr 2023	
<input type="radio"/> Nitu Glow (Admin-SNA Arunachal Pradesh)	3034997	Worklist Group	1526	Unit	Active	24 Apr 2023	
<input type="radio"/> Nitu Glow (Admin-SNA Arunachal Pradesh)	3034997	SNA Group	1528	Unit	Active	24 Apr 2023	
<input type="radio"/> Nitu Glow (Admin-SNA Arunachal Pradesh)	3034997	District Admin	1538	Unit	Active	24 Apr 2023	

©2023 TATA Consultancy Services Limited

Screen 123: Role Group Mapping

- 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.

Client Name *

Value Type

Group Name *

Role Flag Name *

Start Date * 25-Apr-2023

End Date

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

1. Manage Calamity:

Node Path: Homepage → MY MODULES → MANAGE CALAMITY

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

The screenshot displays the SNA Home Page interface. At the top, there is a header with the MPLADS - SAKSHI logo, navigation links (Home, Font Size, Settings, Password Management, Logout), and a user profile for Babul Rao. The main content area is divided into several sections: a user profile card for Babul Rao Admin, a sidebar with 'Manage Inbox' and 'My Modules' buttons, and a central dashboard. The dashboard includes 'NDA Development Limit' with values for Total Amount (₹49,550,000), Total Expenditure (₹0), and Total Available Limit (₹49,285,000). Below this is the 'Calamity Fund Limit' section with values for Total Received Fund (₹0), Total Allocated Limit (₹0), and Total Expenditure (₹0). The 'Total No. of Works' section shows Recommended Work (2), Completed Work with UC (0), and On Going Works (0). Finally, there are two boxes for 'State MP Details' and 'State NDA Details', both showing a value of 1. The footer contains copyright information for 2023 TATA Consultancy Services Limited and the LCS DigiGOV logo.

NDA Development Limit		
Total Amount (Carryover + Fresh)	₹49,550,000	
Total Expenditure	₹0	
Total Available Limit	₹49,285,000	

Calamity Fund Limit		
Total Received Fund	₹0	
Total Allocated Limit	₹0	
Total Expenditure	₹0	

Total No. of Works	
Recommended Work	2
Completed Work with UC	0
On Going Works	0

State MP Details	
	1

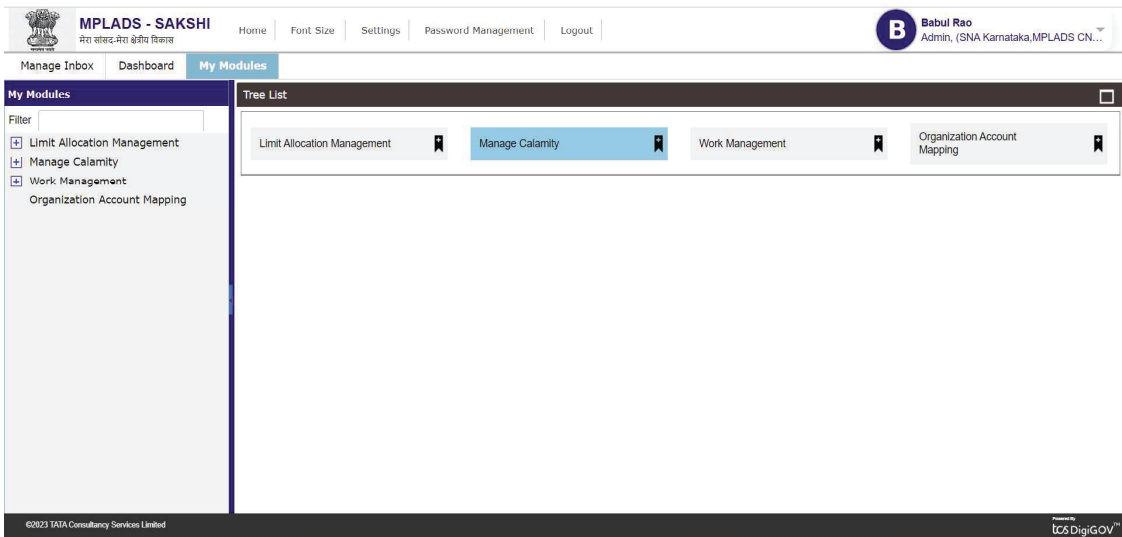
State NDA Details	
	1

Screen 125: SNA Home Page

This screenshot is identical to the previous one, but includes an annotation. An orange callout box with the text 'Click here' points to the 'My Modules' button in the left sidebar. The rest of the interface, including the header, dashboard metrics, and footer, remains the same.

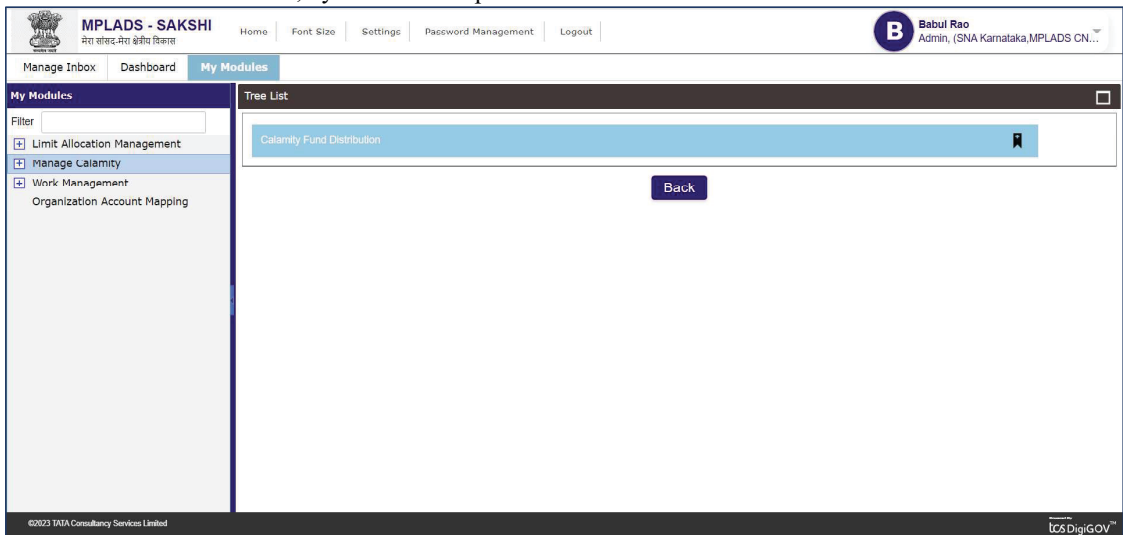
Screen 125: SNA Home Page (My Modules)

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



Screen 126: Manage calamity screen

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



Screen 127: Calamity Fund Distribution

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

MPLADS - SAKSHI Home Font Size Settings Password Management Logout

N Nikita Kansal Admin, (SNA Maharashtra, MPLADS...)

Dashboard My Modules

MY MODULES

Manage Calamity Recommendation

Recommendation Date

Search

Total Records 2

Sr.No.	Calamity Name	Calamity Type	Letter No.	Recommendation Date	Total Recommended Amount
1	Maharashtra Flood 2021	National Calamity	LN/36/2022-2023/1	23-03-2023	5000
2	Maharashtra Flood 2021	National Calamity	LN/36/2022-2023/1	23-03-2023	10000

Calamity Work

©2023 TATA Consultancy Services Limited

Powered by LCS DigiGOV™

Screen 128: Manage Calamity Recommendation

- 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 *
Please Select
State Calamity
National Calamity

Calamity Name *
Please Select

Distributed Limit
0.0

Calamity Available Limit(As on Date)
0.0

NDA *
Please Select

IDA *
Please Select

Location Type *
☒ Urban ☐ Rural

City *
Please Select

Ward *

Activity/Work *

Work Description

Amount *

Add Reset

Sr.No.	Activity/Work	IDA	Work Description	Location (Ward/Village)	Amount	Action
--------	---------------	-----	------------------	-------------------------	--------	--------

Validate Close

Screen 129: Calamity Fund Distribution (Calamity Type options)

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

Calamity Fund Distribution

Calamity Detail

Calamity Type *

National Calamity

Calamity Name *

Maharashtra Flood 2021

Please Select

Maharashtra Flood 2021

Total Calamity Allocated Limit

55000.0

Calamity Available Limit(As on Date)

45000.0

Work Details

NDA *

Please Select

IDA *

Please Select

Location Type *

☒Urban
 ☐Rural

City *

Please Select

Ward *

Activity/Work *

Work Description

Amount *

Add

Reset

Sr.No.	Activity/Work	IDA	Work Description	Location (Ward/Village)	Amount	Action
<div> <div>Validate</div> <div>Close</div> </div>						

Screen 130: Calamity Fund Distribution (Calamity Name dropdown)

8. Now SNA User must select the respective NDA from the dropdown. This will have all the details of NDA of their respective state as shown in following screen.

Calamity Fund Distribution

Calamity Detail

Calamity Type *

National Calamity

Calamity Name *

Maharashtra Flood 2021

Total Calamity Allocated Limit

55000.0

Distributed Limit

10000.0

Calamity Available Limit(As on Date)

45000.0

Work Details

NDA *

Please Select

Please Select

NDA AKOLA

NDA AMRAVATI

NDA AKOLA

NDA AMRAVATI

NDA AKOLA

NDA AMRAVATI

NDA AHMADNAGAR

NDA AURANGABAD

IDA *

Please Select

Location Type *

☒Urban
 ☐Rural

City *

Please Select

Activity/Work *

Work Description

Amount *

Add

Reset

Sr.No.	Activity/Work	IDA	Work Description	Location (Ward/Village)	Amount	Action
<div> <div>Validate</div> <div>Close</div> </div>						

Screen 131: Calamity Fund Distribution (NDA Selection)

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

Screen 132: Calamity Fund Distribution (IDA Selection)

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

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

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

Calamity Fund Distribution

Calamity Detail

Calamity Type *

National Calamity

Calamity Name *

Maharashtra Flood 2021

Total Calamity Allocated Limit

55000.0

Distributed Limit

15000.0

Calamity Available Limit(As on Date)

40000.0

Work Details

NDA *

NDA AKOLA

IDA *

IDA AKOLA

Location Type *

☒ Urban
 ☐ Rural

City *

Akola

Ward *

Ward-1630

Activity/Work *

Project for lighting of public str

Work Description

Installation of LED Lights for streets

Amount *

5000

Add

Reset

Sr.No.	Activity/Work	IDA	Work Description	Location (Ward/Village)	Amount	Action
--------	---------------	-----	------------------	-------------------------	--------	--------

Validate

Close

Screen 134: Calamity Fund Distribution

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

Calamity Fund Distribution

Calamity Detail

Calamity Type *

National Calamity

Calamity Name *

Maharashtra Flood 2021

Total Calamity Allocated Limit

55000.0

Distributed Limit

15000.0

Calamity Available Limit(As on Date)

40000.0

Work Details

NDA *

NDA AKOLA

IDA *

Please Select

Location Type *

☒ Urban
 ☐ Rural

City *

Please Select

Ward *

Activity/Work *

Work Description

Amount *

Add

Reset

Sr.No.	Activity/Work	IDA	Work Description	Location (Ward/Village)	Amount	Action
1	Project for lighting of public streets and places	IDA AKOLA	Installation of LED Lights for streets.	Ward-1630	5000.00	

Validate

Close

Screen 135: Calamity Fund Distribution

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

The screenshot shows a web application window titled "Calamity Fund Distribution". It contains a form with the following sections:

- Calamity Detail:** Includes dropdowns for "Calamity Type" (National Calamity) and "Calamity Name" (Maharashtra Flood 2021). It also displays "Total Calamity Allocated Limit" (55000.0), "Distributed Limit" (15000.0), and "Calamity Available Limit(As on Date)" (40000.0).
- Work Details:** Includes dropdowns for "NDA" (NDA AKOLA), "IDA" (Please Select), "Location Type" (Please Select), and "City" (Please Select). There is also an "Amount" field.
- Activity/Work:** Includes a text field for "Ward" and a text field for "Activity/Work".
- Buttons:** "Add" and "Reset" buttons are located below the form fields.
- Table:** A table with columns: Sr.No., Activity/Work, IDA, Work Description, Location (Ward/Village), Amount, and Action. It contains one row: 1, Project for lighting of public streets and places, IDA-AKOLA, Installation of LED Lights for streets., Ward-1630, 5000.00.
- Footer:** "Submit" and "Close" buttons.

A success message dialog box is displayed in the center of the form, stating "Success" and "Data is Saved Successfully." with an "OK" button.

Screen 136: Calamity Fund Distribution

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

The screenshot shows a web application window titled "MPLADS - SAKSHI". It contains a dashboard with the following sections:

- Header:** Includes the MPLADS - SAKSHI logo, a navigation bar with "Home", "Font Size", "Settings", "Password Management", and "Logout", and a user profile section for "Nikita Kansal" (Admin, (SNA Maharashtra, MPLADS...)).
- Dashboard:** Includes a "My Modules" section with a "Manage Calamity Recommendation" link.
- Manage Calamity Recommendation:** Includes a "Recommendation Date" field, a "Search" button, and a table with columns: Sr.No., Calamity Name, Calamity Type, Letter No., Recommendation Date, and Total Recommended Amount. The table contains two rows: 1, Maharashtra Flood 2021, National Calamity, LN/36/2022-2023/1, 23-03-2023, 5000; 2, Maharashtra Flood 2021, National Calamity, LN/36/2022-2023/1, 23-03-2023, 10000.
- Buttons:** "Calamity Work" button.
- Footer:** "©2023 TATA Consultancy Services Limited" and "UC6 DigiGOV™".

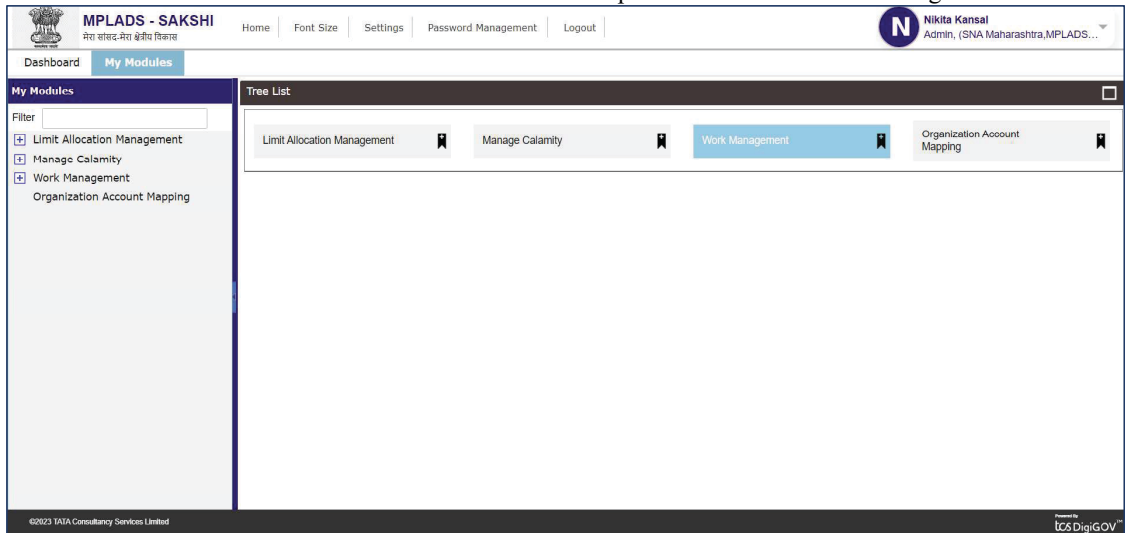
Screen 137: Manage Calamity Recommendation

2. Work Management

1. Calamity Configuration:

Node Path: Homepage → MY MODULES → WORK MANAGEMENT

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

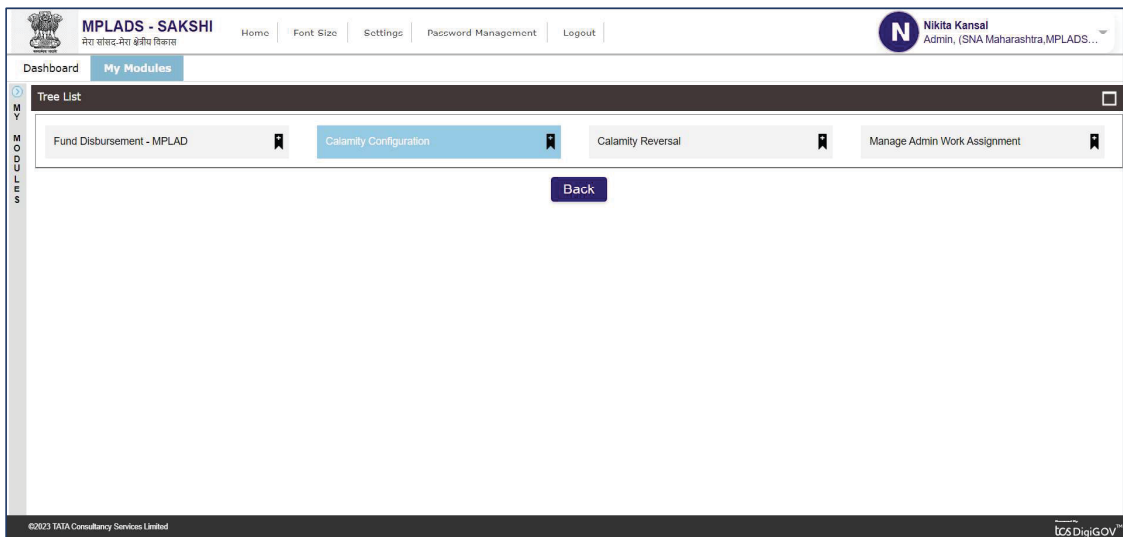


Screen 138: Work Management

2. After clicking on Work Management, user will find the following options:

- CALAMITY CONFIGURATION
- CALAMITY REVERSAL

3. If user clicks on CALAMITY CONFIGURATION as shown in the following screen.



Screen 139: calamity configuration

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

The screenshot shows the MPLADS - SAKSHI dashboard. The user is logged in as Nikita Kansal. The 'My Modules' section is active, showing 'Configure Calamity State'. The 'Calamity Type' dropdown is set to 'State Calamity'. Below this, there is a table with the following columns: Sr. No., Calamity State, Calamity Type, Calamity Name, Calamity Date, Start Date, End Date, and Action. A 'Configure Calamity Area' button is located below the table.

Screen 140: configure calamity area

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

The screenshot shows the 'Configure Calamity Affected Area' pop-up form. The form contains the following fields and values:

- Calamity Type *: State Calamity
- Financial Year *: 2022-2023
- Calamity State (SNA) *: SNA Maharashtra
- Calamity Name *: H3N3 Flu
- Contribution Start Date: 21-Jun-2023
- Calamity District *: IDA GAYA
- Calamity Date *: 05-Mar-2023
- Contribution Start Date: 23-Mar-2023
- Calamity Fund Limit(per MP) *: 2500000
- Attachment *: some.PDF File.pdf

At the bottom of the form, there are 'Save' and 'Reset' buttons.

Screen 141: calamity configuration

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

The screenshot displays the 'MPLADS - SAKSHI' web application interface. The top navigation bar includes links for Home, Font Size, Settings, Password Management, and Logout. The user profile 'Nikita Kansal Admin, (SNA Maharashtra, MPLADS...)' is visible in the top right. The main content area is titled 'Configure Calamity Affected Area'. The form contains the following fields:

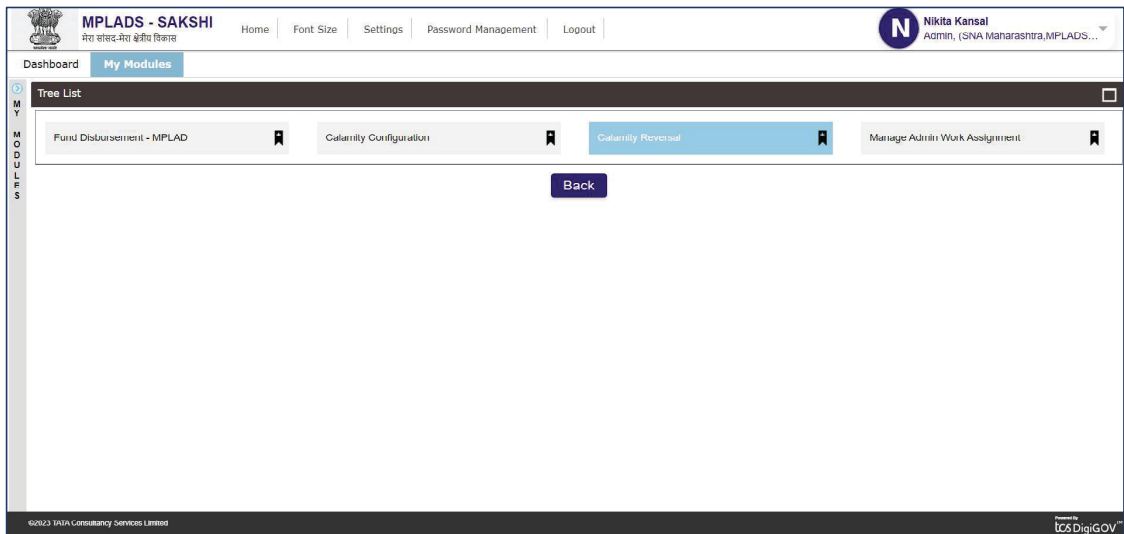
- Calamity Type ***: State Calamity
- Financial Year ***: 2022-2023
- Calamity State (SNA) ***: SNA Maharashtra
- Calamity District ***: IDA GAYA;
- Calamity Date ***: 05-May-2023
- Calamity Name ***: H3N3 Flu
- Contribution End Date**: 21-Jun-2023

A 'Success' dialog box is overlaid on the form, indicating 'Data saved successfully.' with an 'OK' button. The background form has 'Save' and 'Reset' buttons at the bottom. The footer shows '©2023 TATA Consultancy Services Limited' and 'bcs Digital Gov'.

Screen 142: calamity configuration

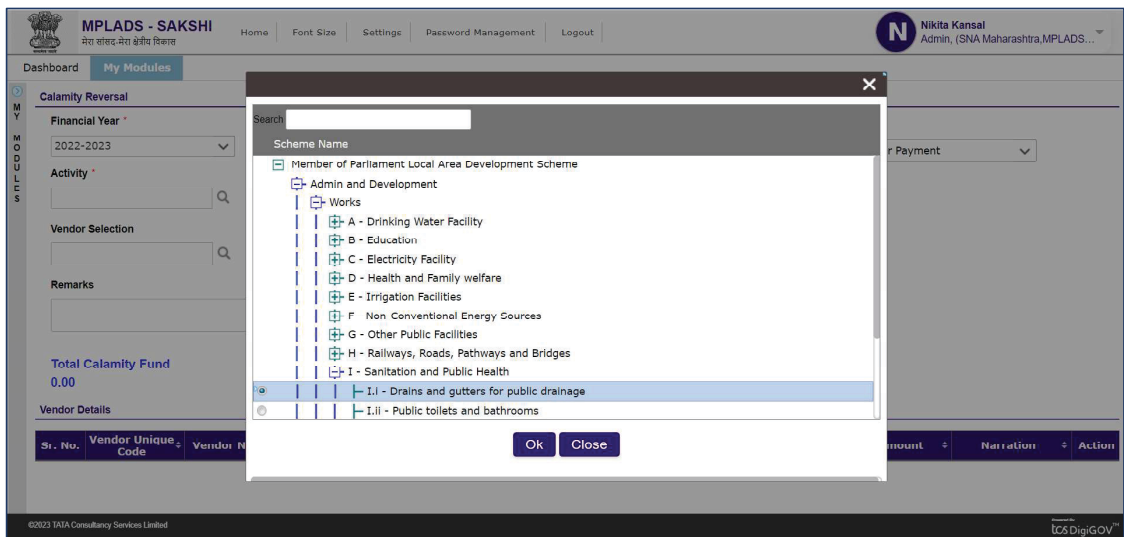
2. CALAMITY REVERSAL:

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



Screen 143: Calamity Reversal

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



Screen 144: Calamity Reversal

MPLADS - SAKSHI
मेरा साक्षर मेरा बेरोजगार मित्र

Home | Font Size | Settings | Password Management | Logout

N Nikita Kansal
Admin, (SNA Maharashtra, MPLADS...)

Dashboard | My Modules

Calamity Reversal

Financial Year *
2022-2023

Entity/DDO *
SNA Maharashtra

Type Of Payment *
☒ Expenditure ☐ Advance

Type *
Vendor Payment

Activity *
Drains and gutters for public d

Calamity Name *
H3N3 Flu

Vendor Selection
[Search]

Sanction Date
23/03/2023

Upload Invoice *
[Attach File\(s\)](#) [Max: 1 Attachment of 10 MB]

Remarks
[Text Area]

Total Calamity Fund: 0.00
Distributed Calamity Fund: 0.00
Leftover Calamity Fund: 0.00

Vendor Details

Sl. No.	Vendor Unique Code	Vendor Name	Account No.	IFSC Code	Deductions	Invoice Amount	Net Amount	Net ratio	Action
---------	--------------------	-------------	-------------	-----------	------------	----------------	------------	-----------	--------

©2023 IATA Consultancy Services Limited | TCS DigiGOV™

Screen 145: Calamity Reversal

- 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.

MPLADS - SAKSHI
मेरा साक्षर मेरा बेरोजगार मित्र

Home | Font Size | Settings | Password Management | Logout

N Nikita Kansal
Admin, (SNA Maharashtra, MPLADS...)

Dashboard | My Modules

Search Vendor

Vendor Type *
Please Select

State *
Please Select

District *
Please Select

Vendor Unique Code
[Text Field]

Vendor Name
[Text Field]

Account No.
[Text Field]

☐ Include Already Paid Vendors

Search Reset

Total Records: 0
New Vendor [Green Box]
Fund Disburse to Vendor [Red Box]

Vendor Name	Vendor Type	Vendor Unique Code	Bank Name	Account No.	Name as per Bank
-------------	-------------	--------------------	-----------	-------------	------------------

Ok Close

©2023 IATA Consultancy Services Limited | TCS DigiGOV™

Screen 146: Calamity Reversal (vendor selection)

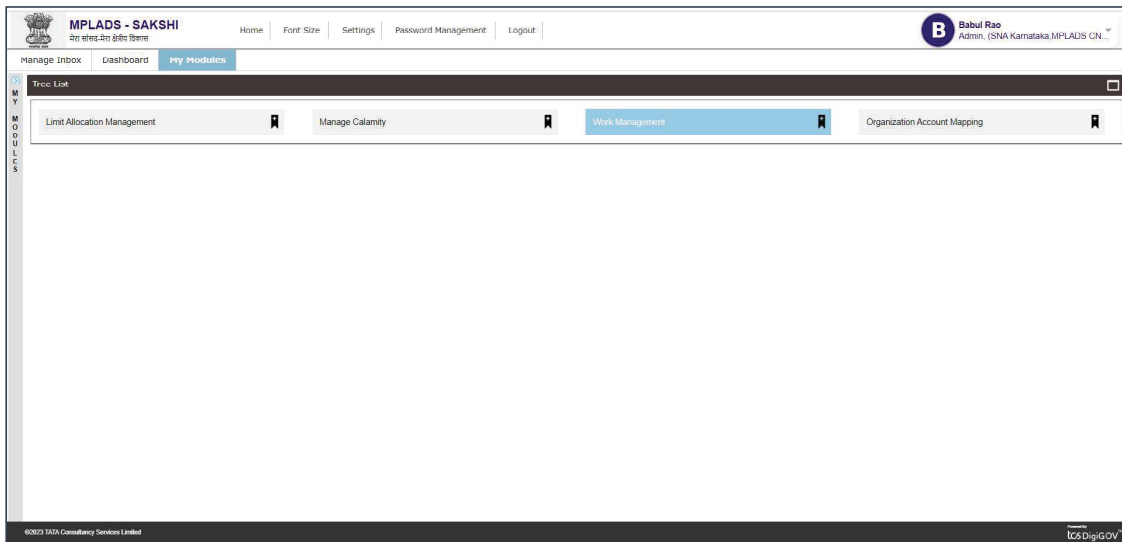
- After providing all the details, the reversal request has been created for further processing.

3. SNA Manage Admin Funds:

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

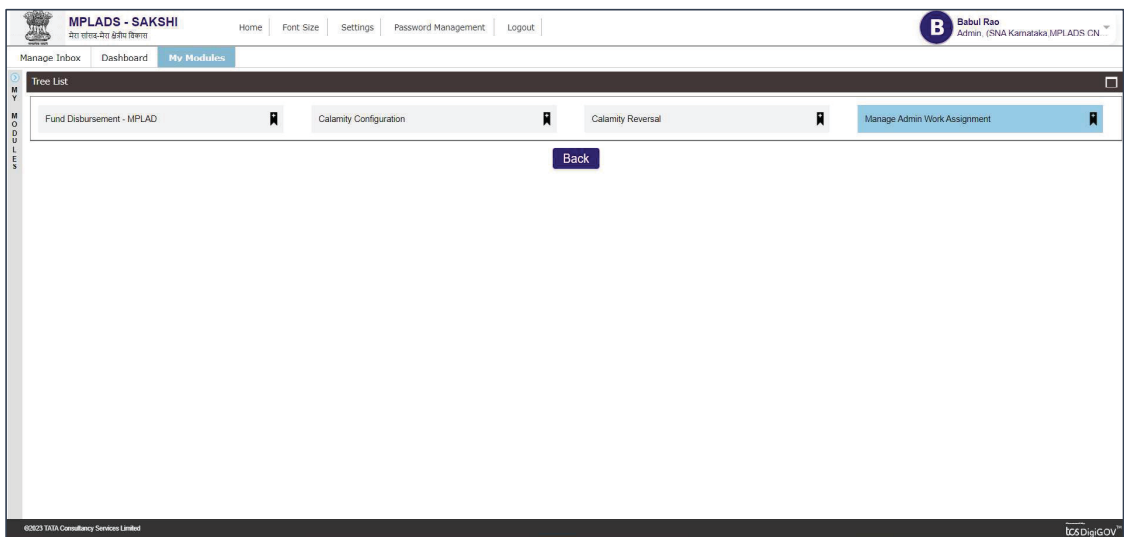
SNA users can click on **MY MODULES** for setting the Admin Funds limit.

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



Screen 147: My Modules Page (Admin Funds)

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



Screen 148: Work Management Page (Admin Funds)

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

The screenshot shows the 'Manage Admin work Assignment' page. The header includes the MPLADS - SAKSHI logo, navigation links (Home, Font Size, Settings, Password Management, Logout), and a user profile for Babul Rao. The sidebar on the left lists 'MY MODULES'. The main content area has a 'List Of Works' section with filters for Financial Year (2022-2023), Entity/DDO (SNA Karnataka), Activity Name, and Work Title. There are 'Search' and 'Reset' buttons. Below the filters is a table with columns: Sr. No., Financial Year, Work Title, Activity Name, Estimated Expenditure, Estimated Start Date, and Estimated End Date. The table currently shows 'Total Records: 0'. An 'Add Work' button is located below the table.

Screen 149: Manage Admin work Assignment Page

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

This screenshot is identical to the previous one, but the 'Add Work' button is highlighted in blue, indicating it is the next step in the process.

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

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

Financial Year *

2022-2023

Entity/DDO *

SNA Karnataka

Type *

Vendor Payment

Vendor By *

☒ Created By Me
☐ All

Vendor *

Sr. No.

Vendor Unique Code

Vendor Name

Bank Name

IFSC

Account No.

Action

Activity *

Work Title *

Estimated Expenditure *

0

Total Limit on Activity *

Work Description

Attachment

[Attach File\(s\)](#) (Max: 1 Attachment of 10 MB)

Total Works Created *

Estimated Start Date *

Available Limit on Activity *

Estimated End Date *

Submit

Close

Screen 151: Add Work Page

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

Financial Year *

2022-2023

Entity/DDO *

SNA Karnataka

Type *

Vendor By *

☐ Created By Me
☒ All

Vendor *

Sr. No.

Vendor Unique Code

Vendor Name

Bank Name

IFSC

Account No.

Action

Activity *

Work Title *

Estimated Expenditure *

0

Search Vendor

Vendor Type *

Please Select

State *

Please Select

District *

Please Select

Vendor Unique Code

Vendor Name

Account No.

☐ Include Already Paid Vendors

Search

Reset

Total Records: 0

New Vendor

Fund Disbursed to Vendor

Vendor Name

Vendor Type

Vendor Unique Code

Bank Name

Account No.

Name as per Bank

Ok

Close

Screen 152: Add Work Page

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

Work Details

Financial Year *
2022-2023

Vendor By *
☐ Created By Me ☒ All

Vendor Details

Sr. No. Vendor Unique

Activity *
[Search Icon]

Work Title *
[Text Field]

Estimated Expenditure *
0

Entity/DOO *
SNA Karnataka

Type *

Search Vendor

Vendor Type *
Personal

State *
Delhi

District *
SOUTH

Vendor Unique Code
[Text Field]

Vendor Name
[Text Field]

Account No.
[Text Field]

☐ Include Already Paid Vendors

Search Reset

Total Records: 0

New Vendor Fund Disburse to Vendor

Vendor Name	Vendor Type	Vendor Unique Code	Bank Name	Account No.	Name as per Bank
-------------	-------------	--------------------	-----------	-------------	------------------

Ok Close

Screen 153: Vendor Details pop-up Page

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

Work Details

Financial Year *
2022-2023

Vendor By *
☐ Created By Me ☒ All

Vendor Details

Sr. No. Vendor Unique

Activity *
[Search Icon]

Work Title *
[Text Field]

Estimated Expenditure *
0

Entity/DOO *
SNA Karnataka

Type *

Search Vendor

Vendor Type *
Personal

State *
Delhi

District *
SOUTH

Vendor Unique Code
[Text Field]

Vendor Name
[Text Field]

Account No.
[Text Field]

☒ Include Already Paid Vendors

Search Reset

Total Records: 1

New Vendor Fund Disburse to Vendor

Vendor Name	Vendor Type	Vendor Unique Code	Bank Name	Account No.	Name as per Bank
Vendor 05	Personal	3556	STATE BANK OF INDIA	09876793054300303	-

Ok Close

Screen 154: Vendor Details pop-up Page

- 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.

Work Details

Financial Year ⁺ 2022-2023 Entity/ODD ⁺ SNA Karnataka Type ⁺ Vendor Payment

Vendor By ⁺ ☐ Created By Me ☒ All Vendor ⁺ Vendor 05 [3556] [098767930] 🔍

Sr. No.	Vendor Unique Code	Vendor Name	Bank Name	IFSC	Account No.	Action
1	3556	Vendor 05	STATE BANK OF INDIA	SBIN0006375	09876793054300303	

Activity ⁺ Total Limit on Activity ⁺ Total Works Created ⁺ Available Limit on Activity ⁺

Work Title ⁺ Work Description ⁺ Estimated Start Date ⁺ Estimated End Date ⁺

Estimated Expenditure ⁺ Attachment ⁺ [Attach File\(s\)](#) (Max: 1 Attachment of 10 MB)

Screen 155: Add Work Page

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

Work Details

Financial Year ⁺ 2022-2023 Entity/ODD ⁺ SNA Karnataka Type ⁺ Vendor Payment

Vendor By ⁺ ☐ Created By Me ☒ All Vendor ⁺ Vendor 05 [3556] [098767930] 🔍

Sr. No.	Vendor Unique Code	Vendor Name	Bank Name	IFSC	Account No.	Action
1	3556	Vendor 05	STATE BANK OF INDIA	SBIN0006375	09876793054300303	

Activity ⁺ Total Limit on Activity ⁺ Total Works Created ⁺ Available Limit on Activity ⁺

Work Title ⁺ Work Description ⁺ Estimated Start Date ⁺ Estimated End Date ⁺

Estimated Expenditure ⁺ Attachment ⁺ [Attach File\(s\)](#) (Max: 1 Attachment of 10 MB)

Activity Pop-up

Search

Scheme name

- ☒ Member of Parliament Local Area Development Scheme
 - ☒ Admin and Development
 - ☒ Works
 - ☐ O - Administrative Expenses

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**

Work Details

Financial Year *

2022-2023

Entity/DDO *

SNA Karnataka

Type *

Vendor Payment

Vendor By *

☐ Created By Me
 ☒ All

Vendor *

Vendor 05 [3556] [098767930]

Sr. No.	Vendor Unique Code	Vendor Name	Bank Name	IFSC	Account No.	Action
1	3556	Vendor 05	STATE BANK OF INDIA	SBIN0006376	09876793054300303	

Activity *

Administrative Expenses

Work Title *

Admini expen

Estimated Expenditure *

108000

Total Limit on Activity *

0.0

Work Description

This is optional field !

Attachment

[Attach File\(s\)](#) (Max. 1 Attachment of 10 MB)

Total Works Created *

0.0

Estimated Start Date *

31-Mar-2023

Estimated End Date *

14-Apr-2023

Available Limit on Activity *

0.0

Submit

Close

Screen 157: Add Work Page (last step)

NDA
User Role
Responsibilities
&
Process Flow

NDA

NDA

1. NDA Return Fund:

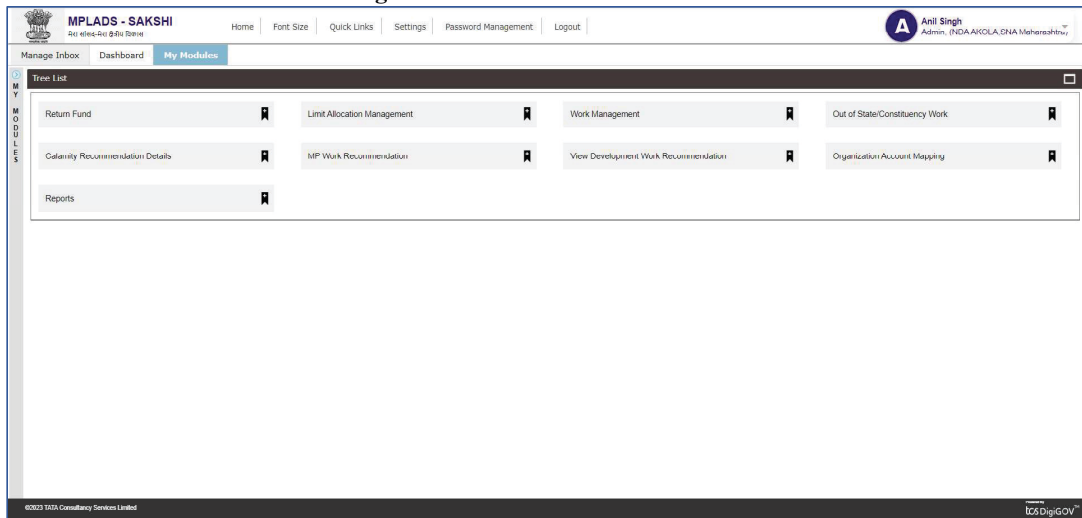
The refund fund request files that are sent by IDA is now moved to the NDA users for further processing.

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

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

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

Node Path: Home Page → MY MODLULES → RETURN FUND

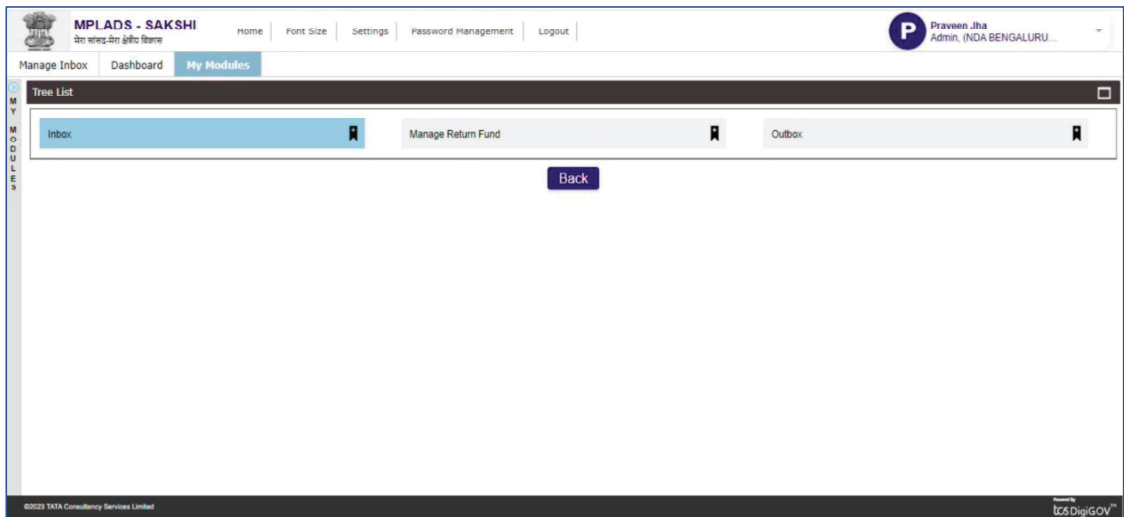


Screen 158: My Modules Page (NDA).

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

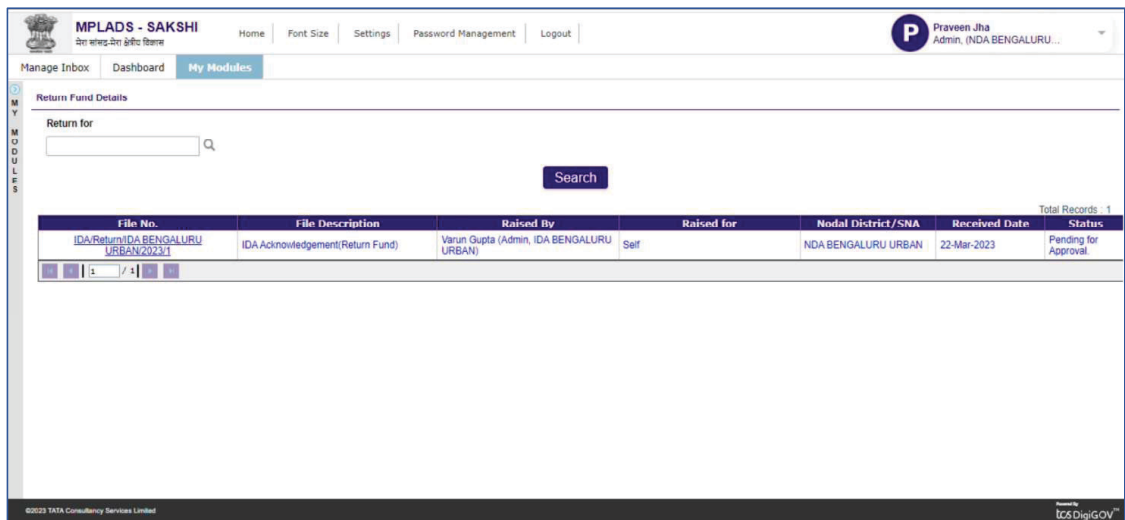
- For checking the refund request, NDA users will click on the **Inbox** to check the refund request file which are raised by their respective IDA:

Node Path: MY MODULES → RETURN FUND → INBOX.



Screen 159: Return Fund Page (Inbox).

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



Screen 160: Inbox Page

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

MPLADS - SAKSHI Home Font Size Settings Password Management Logout Praveen Jha

FILE NO. : IDA/Return/IDA BENGALURU URBAN/2023/1

Return Fund Details

Nodal District/SNA : NDA BENGALURU URBAN
Implementing District : IDA BENGALURU URBAN

Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark
45000.00	17-Mar-2023	SBIN0006375	STATE BANK OF INDIA	9876554321907	987650	

Bank Closure Certificate : [Bank Closure Certificate.pdf](#)
IDA/NDA/SNA Closure Certificate : [IDA/NDA Closure Certificate.pdf](#)
Remarks Approver(NDA) :

Approve Reject Close

©2023 TATA Consultancy Services Limited ICS DigiGOV

Screen 161: Refund File Page

- 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).

MPLADS - SAKSHI Home Font Size Settings Password Management Logout Praveen Jha

FILE NO. : IDA/Return/IDA BENGALURU URBAN/2023/1

Return Fund Details

Nodal District/SNA : NDA BENGALURU URBAN
Implementing District : IDA BENGALURU URBAN

Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark
45000.00	17-Mar-2023	SBIN0006375	STATE BANK OF INDIA	9876554321907	987650	

Bank Closure Certificate : [Bank Closure Certificate.pdf](#)
IDA/NDA/SNA Closure Certificate : [IDA/NDA Closure Certificate.pdf](#)
Remarks Approver(NDA) :

Rejection Reason

Rejection Reason : Please Select
Remark : Please Select
Amount Mismatch
No Closure Certificate
Others

Approve Reject Close

©2023 TATA Consultancy Services Limited ICS DigiGOV

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

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

MPLADS - SAKSHI

FILE NO. : IDA/Return/IDA BENGALURU URBAN/2023/1

Return Fund Details

Nodal District/SNA : NDA BENGALURU URBAN
Implementing District : IDA BENGALURU URBAN

Admin Expense Fund

Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark
45000.00	17-Mar-2023	SBIN0006375	STATE BANK OF INDIA	9876554321907	987650	

Bank Closure Certificate : [Bank Closure Certificate.pdf](#)
IDA/NDA Closure Certificate : [IDA NDA Closure Certificate.pdf](#)
Remarks Approver(NDA) :

[Approve](#) [Reject](#) [Close](#)

Screen 163: Refund File Page

- 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.

FILE NO. : IDA/Return/IDA CHITTOOR1/2023/1

Return Fund Details

Nodal District : NDA CHITTOOR
Implementing District : IDA CHITTOOR1

Admin Expense Fund

Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark
1000.00	25-Jan-2023				123	

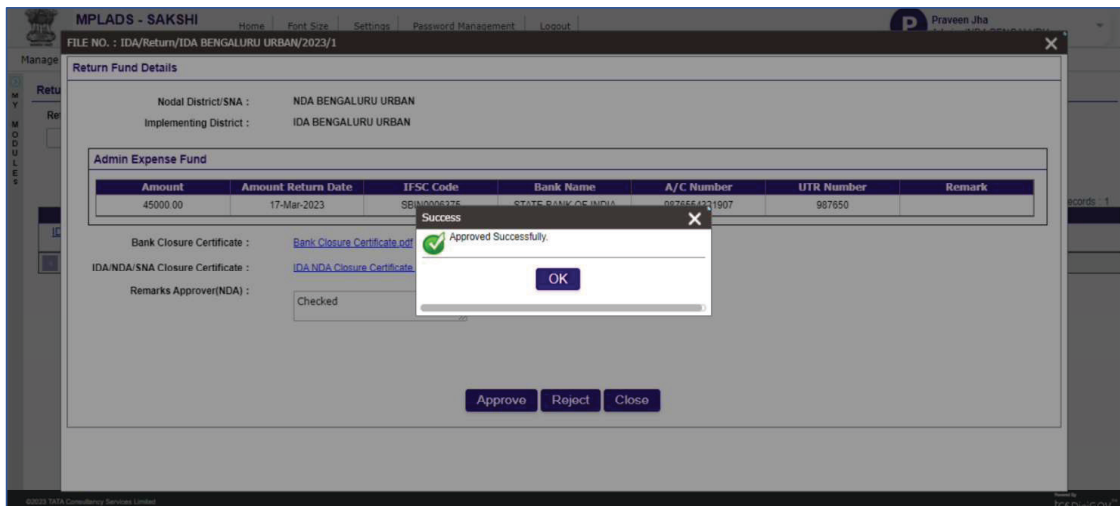
Bank Closure Certificate : [2146842_iSecurity Quiz_Completion_C](#)
IDA/NDA Closure Certificate : [2146842_iSecurity Quiz_Completion_C](#)
Remarks Approver(NDA) :

[Approve](#) [Reject](#) [Close](#)

Confirm
Do you want to Proceed?
[Yes](#) [No](#)

Screen 164: Proceed Request Alert

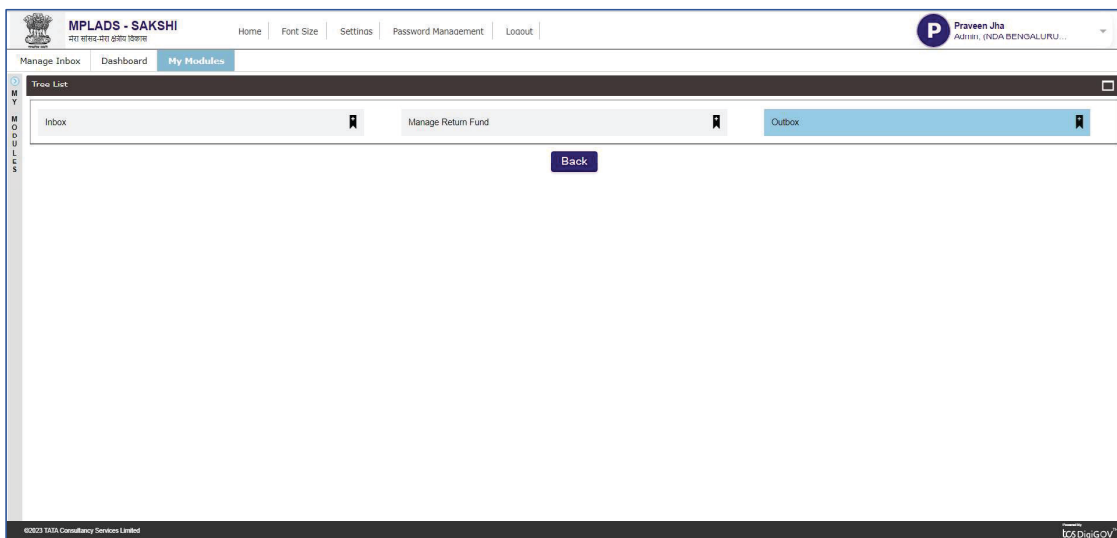
- When the User clicks on YES button, another alert message pops up with the message
"Approved Successfully"



Screen 165: Proceed Request Alert

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

Node Path: MY MODULES → RETURN FUND → OUTBOX.



Screen 166: NDA OUTBOX

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

MPLADS - SAKSHI
 Home | Font Size | Settings | Password Management | Logout

Praveen Jha
Admin, NDA BENGALURU...

Manage Inbox | Dashboard | **My Modules**

Return Fund Details

Return for:

File No.	File Description	Raised By	Raised for	Nodal District/SNA	Received Date	Status
NDA/Return/NDA BENGALURU URBAN/2023/3	NDA Acknowledgement(Return Fund to CNA)	Praveen Jha (Admin, NDA BENGALURU URBAN)	Self	NDA BENGALURU URBAN	22-Mar-2023	Approved
NDA/Return/NDA BENGALURU URBAN/2023/2	MP Acknowledgement(Return Fund to CNA)	Praveen Jha (Admin, NDA BENGALURU URBAN)	LS Tejasi Surya (17th Lok Sabha)	NDA BENGALURU URBAN	22-Mar-2023	Approved
IDA/Return/IDA BENGALURU URBAN/2023/1	IDA Acknowledgement(Return Fund)	Vishin Rautia (Admin, IDA BENGALURU URBAN)	Self	NDA BENGALURU URBAN	22-Mar-2023	Approved

60203 TATA Consultancy Services Limited tcs DigigOV

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
 Home | Font Size | Settings | Password Management | Logout

Praveen Jha
Admin, NDA BENGALURU...

Manage Inbox | **FILE NO. : NDA/Return/NDA BENGALURU URBAN/2023/3**

Return Fund Details

Nodal District/SNA : NDA BENGALURU URBAN

Admin Expense Fund

Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark
65000.00	17-Mar-2023	GDIN0005375	STATE BANK OF INDIA	70554321007000	23451	

Bank Closure Certificate : [Bank Closure Certificate.pdf](#)

IDA/NDA/SNA Closure Certificate : [IDA NDA Closure Certificate.pdf](#)

Remarks Approver(CNA) : Okay

60203 TATA Consultancy Services Limited tcs DigigOV

Screen 167(b): NDA OUTBOX Page

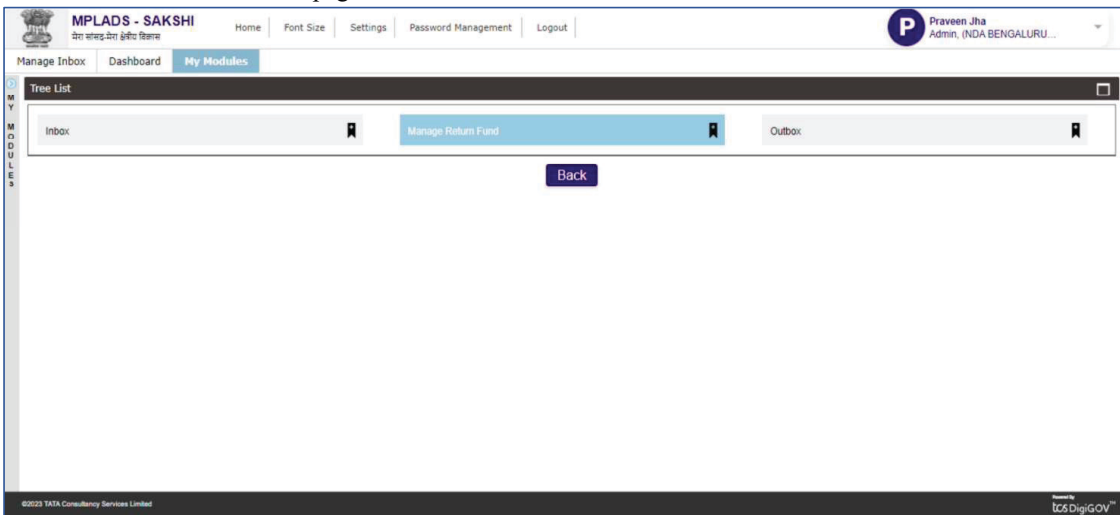
2. NDA Initiate Return Fund:

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

- MP-wise Development Fund
- Admin Fund

1. MP-wise Development Fund:

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



Screen 168: Return Fund Page (MANAGE RETURN FUNDS)

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

The screenshot shows the 'Return Fund Details' form. It includes the following fields and sections:

- Return for:** Radio buttons for MP (selected) and Admin.
- Nodal District/SNA:** A dropdown menu showing 'NDA BENGALURU URBAN'.
- Member Of Parliament:** A dropdown menu with 'Please Select'.
- Development Fund:** A table with columns: Amount, Amount Return Date, IFSC Code, Bank Name, A/C Number, UTR Number, Remark, and Action. An 'Add Development Fund' button is located to the right of the table.
- Bank Closure Certificate:** A section with an 'Attach File(s)' button and text: '[Max: 1 Attachment of 10 MB] [Allowed Type: PDF]'.
- IDA/NDIA/SNA Closure Certificate:** A section with an 'Attach File(s)' button and text: '[Max: 1 Attachment of 10 MB] [Allowed Type: PDF]'.
- Submit:** A button at the bottom of the form.

At the bottom of the form, there is a checkbox for 'I hereby certify that all the Agencies and Authorities under me have closed all the accounts and returned the funds to me.' and a 'Submit' button.

Screen 169(a): Return Fund Details of MP

MPLADS - SAKSHI

Home Font Size Settings Password Management Logout

Manage Inbox Dashboard **My Modules**

Return Fund Details

Return for * ☒ MP ☐ Admin Nodal District/SNA * NDA BENGALURU URBAN

Member Of Parliament * Please Select

Development Fund

Amount	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 Attachment of 10 MB] [Allowed Type: PDF]

IDA/NDIA/SNA Closure Certificate * [Attach File\(s\)](#) [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](#)

©2023 TATA Consultancy Services Limited

Powered by **ICDS DigiGov**

Screen 169(b): Return Fund Details of MP

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

MPLADS - SAKSHI

Home Font Size Settings Password Management Logout

Manage Inbox Dashboard **My Modules**

Return Fund Details

Return for * ☒ MP ☐ Admin Nodal District/SNA * NDA BENGALURU URBAN

Member Of Parliament * Lok Sabha (17th LS)

House Of Parliament * Lok Sabha Tenure * 17th Lok Sabha

Development Fund

Amount	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 Attachment of 10 MB] [Allowed Type: PDF]

IDA/NDIA/SNA Closure Certificate * [Attach File\(s\)](#) [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](#)

©2023 TATA Consultancy Services Limited

Powered by **ICDS DigiGov**

Screen 170: Return Fund Details of MP

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

MPLADS - SAKSHI

Home Font Size Settings Password Management Logout

Praveen Jha Admin, (NDA BENGALURU ...)

Manage Inbox Dashboard **My Modules**

Return Fund Details

Return for * ☒ MP ☐ Admin Nodal District/SNA * NDA BENGALURU URBAN

Member Of Parliament * Please Select

Development Fund

Amount	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 Attachment of 10 MB] [Allowed Type: PDF]

IDA/NDIA/SNA Closure Certificate * [Attach File\(s\)](#) [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

©2023 TATA Consulting Services Limited

Powered by **ICs DigigOV**

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).

MPLADS - SAKSHI

Home Font Size Settings Password Management Logout

Praveen Jha Admin, (NDA BENGALURU ...)

Manage Inbox Dashboard **My Modules**

Return Fund Details

Return for * ☒ MP ☐ Admin Member Of Parliament * LS Tejasvi Sur House Of Parliament * Lok Sabha

Development Fund

Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark	Action
Add Development Fund							

Bank Closure Certificate * [Attach File](#) Type: PDF

IDA/NDIA/SNA Closure Certificate * [Attach File\(s\)](#) [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

©2023 TATA Consulting Services Limited

Powered by **ICs DigigOV**

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 Bank Closure and IDA/ NDA Closure.

Return Fund Details

Return for * ☒ MP ☐ Admin

Member Of Parliament * LS Tejasvi Surya (17th LS)

House Of Parliament * Lok Sabha

File Upload

Specify a file located in your local system

Bank Closure Certificate.pdf

Upload Cancel

Development Fund

Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark	Action
550000	17-Mar-2023	SBIN0006375	STATE BANK OF INDIA	187954300009	65478		

Add Development Fund

Bank Closure Certificate * [Attach File\(s\)](#) [Max: 1 Attachment of 10 MB] [Allowed Type: PDF]

IDA/ND/NA Closure Certificate * [Attach File\(s\)](#) [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.

Screen 173: Return Fund Page

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

Development Fund

Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark	Action
550000	17-Mar-2023	SBIN0006375	STATE BANK OF INDIA	187954300009	65478		

Add Development Fund

Bank Closure Certificate * [Attach File\(s\)](#) [Max: 1 Attachment of 10 MB, Used: 1 Attachment of 25.06 KB] [Allowed Type: PDF]
Bank Closure Certificate.pdf

IDA/ND/NA Closure Certificate * [Attach File\(s\)](#) [Max: 1 Attachment of 10 MB, Used: 1 Attachment of 25.06 KB] [Allowed Type: PDF]
IDA/ND/NA Closure Certificate.pdf

☒ I hereby certify that all the Agencies and Authorities under me have closed all the accounts and returned the funds to me.

Submit

Screen 174: Return Fund Page

- 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.

MPLADS - SAKSHI
मेरा संसद, मेरा प्रतिनिधि

Home Font Size Settings Password Management Logout

Praveen Jha Admin, (NDA BENGALURU...)

Manage Inbox Dashboard **My Modules**

Member Of Parliament * LS Tejasvi Surya (17th LS)

House Of Parliament * Lok Sabha Tenure * 17th Lok Sabha

Development Fund

Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark	Action
550000	17-Mar-2023	SBIN0006375			65478		

Success
Details saved successfully.
OK

Add Development Fund

Bank Closure Certificate *
Attach File(s) [Max: 1 Attachment of 25.00 KB] [Allowed Type: PDF]
[Bank Closure Certificate.pdf](#)

IDA/NDIA/SNA Closure Certificate *
Attach File(s) [Max: 1 Attachment of 10 MB, Used: 1 Attachment of 25.00 KB] [Allowed Type: PDF]
[IDA NDA Closure Certificate.pdf](#)

☒ I hereby certify that all the Agencies and Authorities under me have closed all the accounts and returned the funds to me.

Submit

©2023 TATA Consultancy Services Limited. ITCS DigiGOV™

Screen 175: Return Fund Page

2. Admin Fund:

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

MPLADS - SAKSHI
मेरा संसद, मेरा प्रतिनिधि

Home Font Size Settings Password Management Logout

Praveen Jha Admin, (NDA BENGALURU...)

Manage Inbox Dashboard **My Modules**

Tree List

Inbox	
Manage Return Fund	
Outbox	

Back

©2023 TATA Consultancy Services Limited. ITCS DigiGOV™

Screen 176: my modules home page (Return Fund)

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

MPLADS - SAKSHI
मेरा मांग, मेरा ज़िम्मेदार

Home | Font Size | Settings | Password Management | Logout

Praveen Jha
Admin, (NDA BENGALURU ...)

Manage Inbox | Dashboard | My Modules

Return Fund Details

Return for * ☐ IMP ☒ Admin

Nodal District/SNA * NDA BENGALURU URBAN

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 * [Attach File\(s\)](#) [Max: 1 Attachment of 10 MB] [Allowed Type: PDF]

IDA/ND/SA Closure Certificate * [Attach File\(s\)](#) [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](#)

©2023 TATA Consultancy Services Limited

Powered by: **tdsDigiGOV™**

Screen 177: Manage Return Fund Page

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

MPLADS - SAKSHI
मेरा मांग, मेरा ज़िम्मेदार

Home | Font Size | Settings | Password Management | Logout

Praveen Jha
Admin, (NDA BENGALURU ...)

Manage Inbox | Dashboard | My Modules

Return Fund Details

Return for * ☐ IMP ☒ Admin

Nodal District/SNA * NDA BENGALURU URBAN

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 * [Attach File\(s\)](#) [Max: 1 Attachment of 10 MB] [Allowed Type: PDF]

IDA/ND/SA Closure Certificate * [Attach File\(s\)](#) [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](#)

©2023 TATA Consultancy Services Limited

Powered by: **tdsDigiGOV™**

Screen 178: Manage Return Fund Page

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

Screen 179: Manage Return Fund Page

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

Screen 180: Manage Return Fund Page

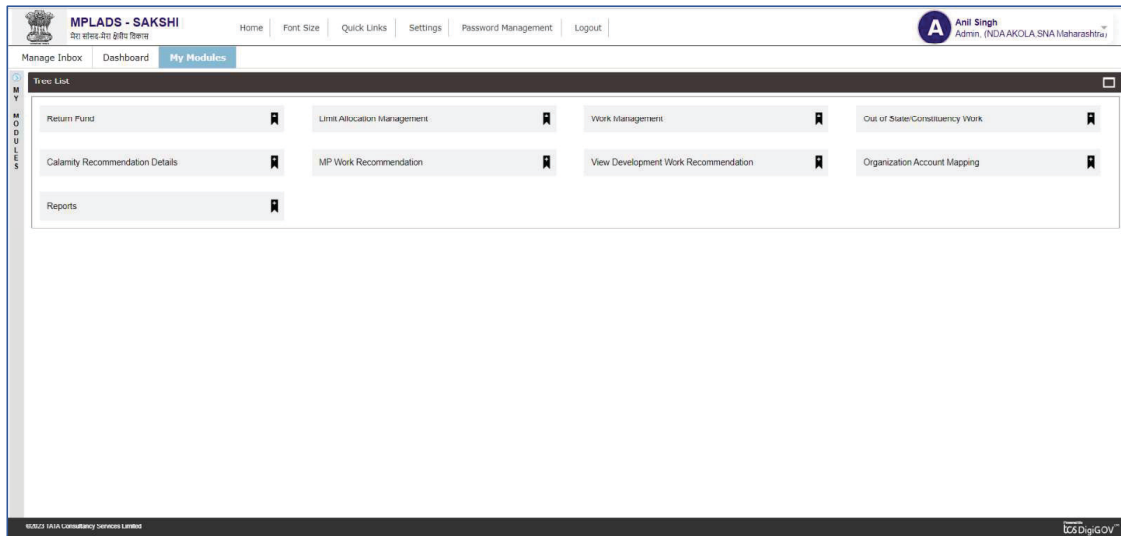
- User will have to Attach the mandatory certificates like Bank Closure and IDA/NDA Closure. The file size should be not more than 10MB and file type should be in Pdf.
- After attaching all the certificates, the user needs to click on the declaration checkbox, then click on submit button.
- When the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

3. Calamity Recommendation Details

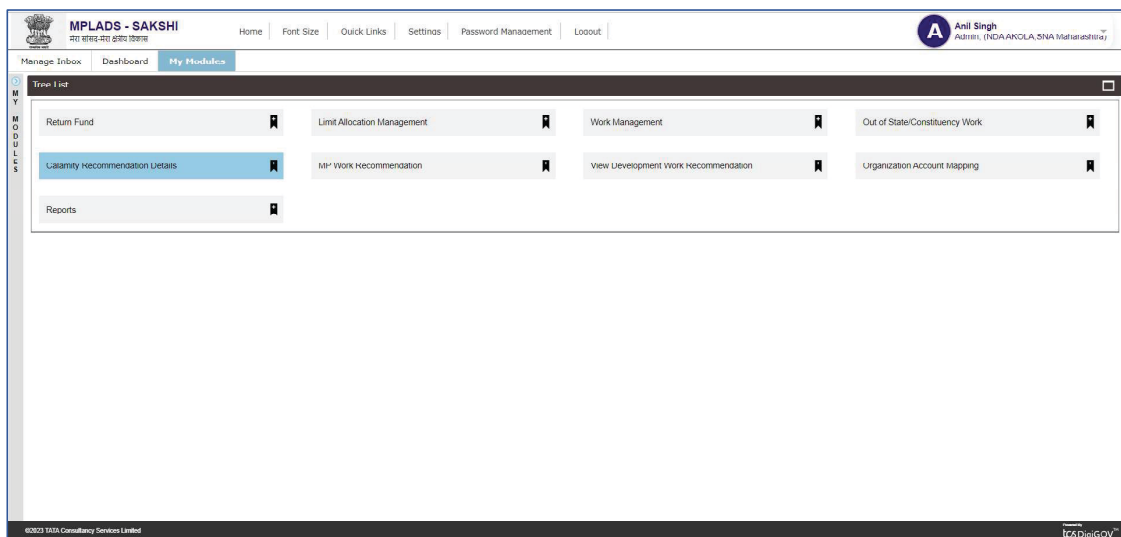
This Facility enables IDA user to manage the Calamity funds recommended by the concerned Hon'ble MPs. The Calamity Funds recommended by Hon'ble MP can be:

- State Calamity Fund
- National Calamity Fund

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



Screen 181(a): My Modules Page



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

- 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)

MPLADS - SAKSHI
मरा संसद-सेवा सक्षम विभाग

Home | Font Size | Quick Links | Settings | Password Management | Logout

Anil Singh
Admin, (NDA,AKOLA,SNA Maharashtra)

Manage Inbox | Dashboard | **My Modules**

Calamity Recommendation Details

Recommendation Date

Search Reset

Total Records 14

Checkbox	Sr.No.	Letter No.	Raised By	Calamity Name	Recommendation Date	Consented Amount	Status
<input type="checkbox"/>	1	LNIMP057/2022-2023/5	Sanjay Shamrao Dhote (17th LS)	Maharashtra Flood 2021	23-03-2023	25000	Approved
<input type="checkbox"/>	2	LNIMP057/2022-2023/8	Sanjay Shamrao Dhote (17th LS)	Maharashtra Flood 2021	24-03-2023	19000	Approved
<input type="checkbox"/>	3	LNIMP057/2022-2023/2	Sanjay Shamrao Dhote (17th LS)	Maharashtra Flood 2021	22-03-2023	55000	Approved
<input type="checkbox"/>	4	LNIMP057/2022-2023/17	Sanjay Shamrao Dhote (17th LS)	Earthquake	27-03-2023	250000	Approved
<input type="checkbox"/>	5	LNIMP057/2022-2023/29	Sanjay Shamrao Dhote (17th LS)	Earthquake	29-03-2023	55000	Approved
<input type="checkbox"/>	6	LNIMP057/2022-2023/43	Sanjay Shamrao Dhote (17th LS)	H3N3 Flu	10-04-2023	108000	Approved
<input type="checkbox"/>	7	LNIMP057/2022-2023/33	Sanjay Shamrao Dhote (17th LS)	Maharashtra Flood 2021	29-03-2023	12500.78	Pending
<input type="checkbox"/>	8	LNIMP057/2022-2023/35	Sanjay Shamrao Dhote (17th LS)	Maharashtra Flood 2021	31-03-2023	22222	Pending
<input type="checkbox"/>	9	LNIMP057/2022-2023/36	Sanjay Shamrao Dhote (17th LS)	Earthquake	31-03-2023	500000	Pending
<input type="checkbox"/>	10	LNIMP057/2022-2023/23	Sanjay Shamrao Dhote (17th LS)	Floods and flu	27-03-2023	95000	Pending

Approve Reject

60023 TADA Consultancy Services Limited

UCSDigigOV™

Screen 182: Calamity recommendation details Page

- 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.

MPLADS - SAKSHI
मरा संसद-सेवा सक्षम विभाग

Home | Font Size | Quick Links | Settings | Password Management | Logout

Anil Singh
Admin, (NDA,AKOLA,SNA Maharashtra)

Manage Inbox | Dashboard | **My Modules**

Calamity Recommendation Details

Recommendation Date

Search Reset

Total Records 14

Checkbox	Sr.No.	Letter No.	Raised By	Calamity Name	Recommendation Date	Consented Amount	Status
<input type="checkbox"/>	1	LNIMP057/2022-2023/5	Sanjay Shamrao Dhote (17th LS)	Maharashtra Flood 2021	23-03-2023	25000	Approved
<input type="checkbox"/>	2	LNIMP057/2022-2023/8	Sanjay Shamrao Dhote (17th LS)	Maharashtra Flood 2021	24-03-2023	19000	Approved
<input type="checkbox"/>	3	LNIMP057/2022-2023/2	Sanjay Shamrao Dhote (17th LS)	Maharashtra Flood 2021	22-03-2023	55000	Approved
<input type="checkbox"/>	4	LNIMP057/2022-2023/17	Sanjay Shamrao Dhote (17th LS)	Earthquake	27-03-2023	250000	Approved
<input type="checkbox"/>	5	LNIMP057/2022-2023/29	Sanjay Shamrao Dhote (17th LS)	Earthquake	29-03-2023	55000	Approved
<input type="checkbox"/>	6	LNIMP057/2022-2023/33	Sanjay Shamrao Dhote (17th LS)	Maharashtra Flood 2021	29-03-2023	12500.78	Pending
<input type="checkbox"/>	7	LNIMP057/2022-2023/35	Sanjay Shamrao Dhote (17th LS)	Maharashtra Flood 2021	31-03-2023	22222	Pending
<input type="checkbox"/>	8	LNIMP057/2022-2023/36	Sanjay Shamrao Dhote (17th LS)	Earthquake	31-03-2023	500000	Pending
<input checked="" type="checkbox"/>	9	LNIMP057/2022-2023/43	Sanjay Shamrao Dhote (17th LS)	H3N3 Flu	10-04-2023	108000	Pending
<input type="checkbox"/>	10	LNIMP057/2022-2023/23	Sanjay Shamrao Dhote (17th LS)	Floods and flu	27-03-2023	95000	Pending

Approve Reject

60023 TADA Consultancy Services Limited

UCSDigigOV™

Screen 183: Calamity recommendation details Page (APPROVAL)

- 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.

MPLADS - SAKSHI
साक्षी - महाभारत सेवा योजना

Home Font Size Quick Links Settings Password Management Logout

Manage Inbox Dashboard **My Modules**

Calamity Recommendation Details

Recommendation Date

Search Reset

Enter Remarks For Approval/Rejection

Remarks: The amount provided is sufficient. Approved !

Submit

Checkbox	Sr.No.	Letter No.	Recommendation Date	Consented Amount	Status
<input type="checkbox"/>	1	LNMP057/2022-2023/5	23-03-2023	25000	Approved
<input type="checkbox"/>	2	LNMP057/2022-2023/8	24-03-2023	19000	Approved
<input type="checkbox"/>	3	LNMP057/2022-2023/2	22-03-2023	55000	Approved
<input type="checkbox"/>	4	LNMP057/2022-2023/17	27-03-2023	250000	Approved
<input type="checkbox"/>	5	LNMP057/2022-2023/29	29-03-2023	55000	Approved
<input type="checkbox"/>	6	LNMP057/2022-2023/33	29-03-2023	12500.78	Pending
<input type="checkbox"/>	7	LNMP057/2022-2023/35	31-03-2023	22222	Pending
<input type="checkbox"/>	8	LNMP057/2022-2023/36	31-03-2023	500000	Pending
<input checked="" type="checkbox"/>	9	LNMP057/2022-2024/43	10-04-2023	108000	Pending
<input type="checkbox"/>	10	LNMP057/2022-2023/23	27-03-2023	95000	Pending

Approve Reject

Screen 184: dialogue box for Approval /rejection

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

MPLADS - SAKSHI
साक्षी - महाभारत सेवा योजना

Home Font Size Quick Links Settings Password Management Logout

Manage Inbox Dashboard **My Modules**

Calamity Recommendation Details

Recommendation Date

Search Reset

Confirm

Do you want to approve selected records?

Yes No

Checkbox	Sr.No.	Letter No.	Revised By	Calamity Name	Recommendation Date	Consented Amount	Status
<input type="checkbox"/>	1	LNMP057/2022-2023/5	Sanjay Shamrao Dhotre (17th LS)	Earthquake	23-03-2023	25000	Approved
<input type="checkbox"/>	2	LNMP057/2022-2023/8	Sanjay Shamrao Dhotre (17th LS)	Earthquake	24-03-2023	19000	Approved
<input type="checkbox"/>	3	LNMP057/2022-2023/2	Sanjay Shamrao Dhotre (17th LS)	Earthquake	22-03-2023	55000	Approved
<input type="checkbox"/>	4	LNMP057/2022-2023/17	Sanjay Shamrao Dhotre (17th LS)	Earthquake	27-03-2023	250000	Approved
<input type="checkbox"/>	5	LNMP057/2022-2023/29	Sanjay Shamrao Dhotre (17th LS)	Earthquake	29-03-2023	55000	Approved
<input type="checkbox"/>	6	LNMP057/2022-2023/33	Sanjay Shamrao Dhotre (17th LS)	Earthquake	29-03-2023	12500.78	Pending
<input type="checkbox"/>	7	LNMP057/2022-2023/35	Sanjay Shamrao Dhotre (17th LS)	Earthquake	31-03-2023	22222	Pending
<input type="checkbox"/>	8	LNMP057/2022-2023/36	Sanjay Shamrao Dhotre (17th LS)	Earthquake	31-03-2023	500000	Pending
<input checked="" type="checkbox"/>	9	LNMP057/2022-2024/43	Sanjay Shamrao Dhotre (17th LS)	HONG Flu	10-04-2023	108000	Pending
<input type="checkbox"/>	10	LNMP057/2022-2023/23	Sanjay Shamrao Dhotre (17th LS)	Floods and flu	27-03-2023	95000	Pending

Screen 185: dialogue box for confirmation of Approval /rejection

- 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

The screenshot shows the NDA Home Page for Mukul Shukla Admin. The page displays various fund limits and work statistics. The top navigation bar includes Home, Font Size, Settings, Password Management, and Logout. The user profile shows Mukul Shukla Admin, (NDA DEOGHAR, SNA...).

MP's Development Fund Limit		
Total Limit	₹ 54,000,000	₹ 39,361,232 Available Limit
		₹ 14,638,768 Distributed Limit

MP's Admin Fund Limit		
Total Limit	₹ 1,400,000	₹ 1,400,000 Available Limit
		₹ 0 Distributed Limit

Total No. of Works		
Recommended Work	3	₹ 1,670,000 MP's Calamity Consent
Sanction Work	3	
Completed Work with UC	1	
Abandoned/Suspended Work	0	
On Going Works	1	₹ 768,768 Out of State/Constituency

©2023 TATA Consultancy Services Limited. Powered by TCS DigiGOV™

Screen 186: NDA Home Page

The screenshot shows the My Modules Page for Anil Singh Admin. The page displays a list of modules under the 'My Modules' tab. The user profile shows Anil Singh Admin, (NDA AKOLA, SNA Maharashtra).

Tree List			
Return Fund	Limit Allocation Management	Work Management	Out of State/Constituency Work
Calamity Recommendation Details	MP Work Recommendation	View Development Work Recommendation	Organization Account Mapping
Reports			

©2023 TATA Consultancy Services Limited. Powered by TCS DigiGOV™

Screen 187: My Modules Page

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

MPLADS - SAKSHI
मेरा सांसद मेरा क्षेत्र मेरा विकास

Home Font Size Settings Password Management Logout

Mukul Shukla
Admin, (NDA DEOGHAR, SNA...

Manage Inbox Dashboard My Modules

Out of State/Constituency Recommendation Details

Recommendation Date

Search Reset

Total Records 2

Checkbox	Sr.No.	Letter No.	Raised By	Constituency	Recommendation Date	Total Recommended Amount	Status
<input type="checkbox"/>	1	LN/MPO55/2022-2023/10	Nishikant		22-03-2023	130000.00	Pending
<input type="checkbox"/>	2	LN/MPO55/2022-2023/2	Nishikant		10-03-2023	768768.00	Approved

Approve Reject

©2023 TATA Consultancy Services Limited

Powered by
tcs DigiGOV™

Screen 188: Out of State/Constituency page

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

MPLADS - SAKSHI
मेरा सांसद मेरा क्षेत्र मेरा विकास

Home Font Size Settings Password Management Logout

Mukul Shukla
Admin, (NDA DEOGHAR, SNA...

Manage Inbox Dashboard My Modules

Out of State/Constituency Recommendation Details

Recommendation Date

Search Reset

Total Records 2

Checkbox	Sr.No.	Letter No.	Raised By	Constituency	Recommendation Date	Total Recommended Amount	Status
<input checked="" type="checkbox"/>	1	LN/MPO55/2022-2023/10	Nishikant		22-03-2023	130000.00	Pending
<input type="checkbox"/>	2	LN/MPO55/2022-2023/2	Nishikant		10-03-2023	768768.00	Approved

Approve Reject

Approve

©2023 TATA Consultancy Services Limited

Powered by
tcs DigiGOV™

Screen 189: Out of State/Constituency Approve

3. NDA users have the authority to Approve or Reject the request but in both case NDA user have to enter the Approval/Rejection remark.

The screenshot shows the MPLADS - SAKSHI web application interface. A modal dialog box titled "Enter Remarks For Approval/Rejection" is open, displaying a text input field with the word "Approve" and a "Submit" button. The background interface includes a navigation bar with "Home", "Font Size", "Settings", "Password Management", and "Logout". Below this is a "My Modules" section with "Out of State/Constituency Recommendation Details". A table lists records with columns: "Checkbox", "Sr.No.", "Letter No.", "Recommendation Date", "Total Recommended Amount", and "Status". The table contains two rows: one with a checked checkbox and "Pending" status, and another with an unchecked checkbox and "Approved" status. At the bottom of the table are "Approve" and "Reject" buttons.

Checkbox	Sr.No.	Letter No.	Recommendation Date	Total Recommended Amount	Status
<input checked="" type="checkbox"/>	1	LN/MP055/2022-2023/10	2-03-2023	130000.00	Pending
<input type="checkbox"/>	2	LN/MP055/2022-2023/2	10-03-2023	768768.00	Approved

Screen 190: Remarks Text Box

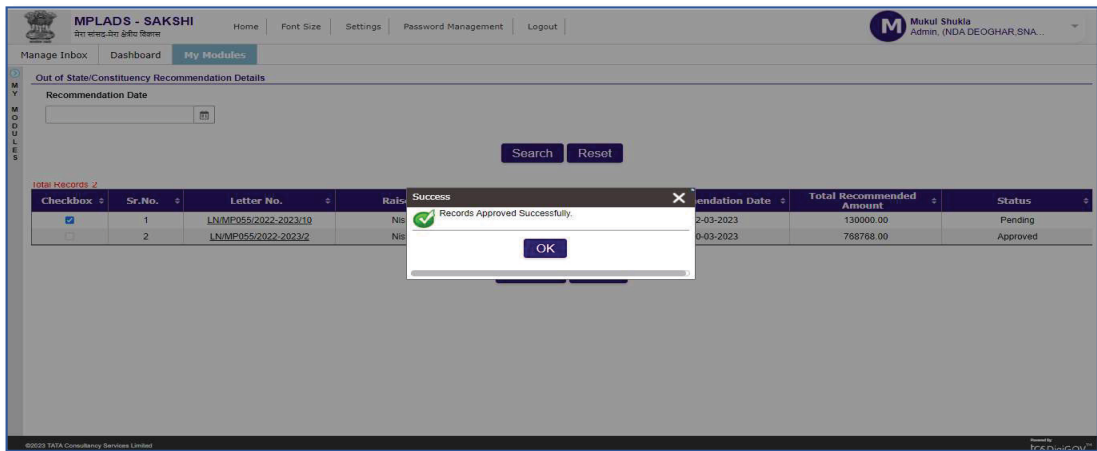
4. Once the NDA user enters the Remark, Click on Submit button.

The screenshot shows the same MPLADS - SAKSHI web application interface. A modal dialog box titled "Confirm" is open, displaying the question "Do you want to approve selected records?" with "Yes" and "No" buttons. The background interface is identical to the previous screenshot, showing the "Enter Remarks For Approval/Rejection" dialog box and the table of records.

Checkbox	Sr.No.	Letter No.	Recommendation Date	Total Recommended Amount	Status
<input checked="" type="checkbox"/>	1	LN/MP055/2022-2023/10	2-03-2023	130000.00	Pending
<input type="checkbox"/>	2	LN/MP055/2022-2023/2	10-03-2023	768768.00	Approved

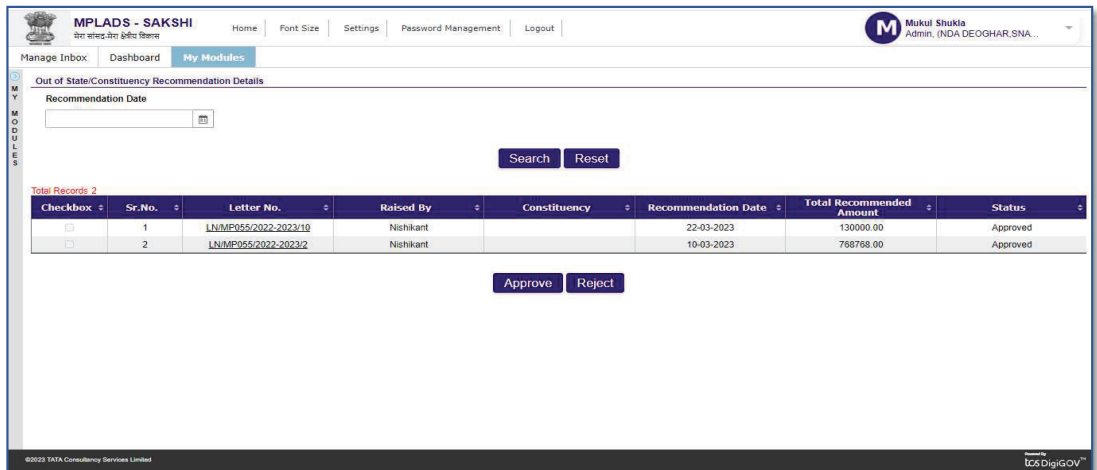
Screen 191: Confirmation Box

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



Screen 192: Success Message

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



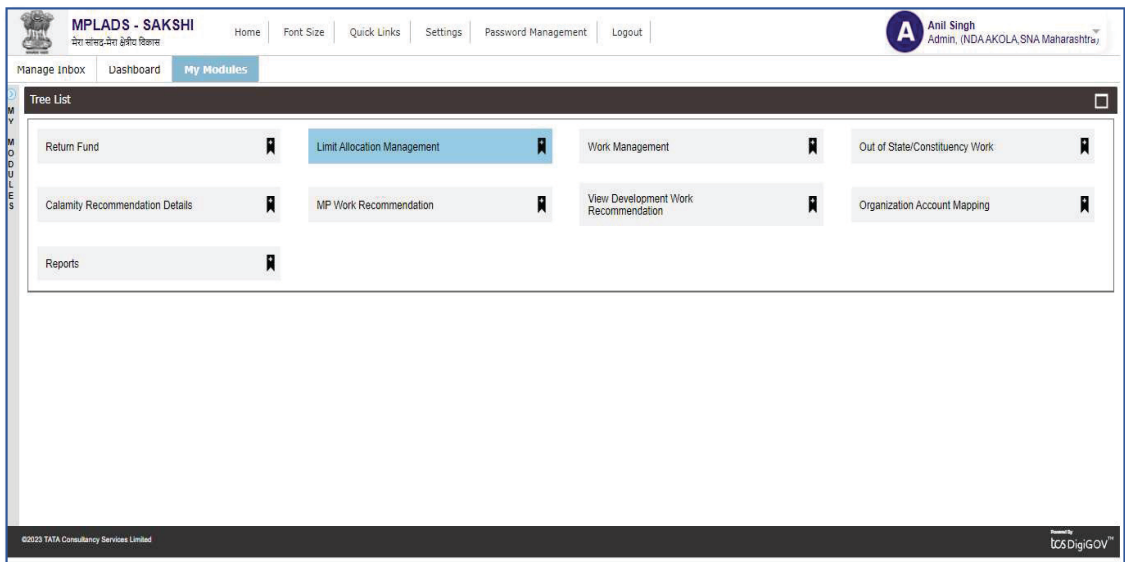
Screen 193: Approve Status

5. Limit Allocation Management:

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

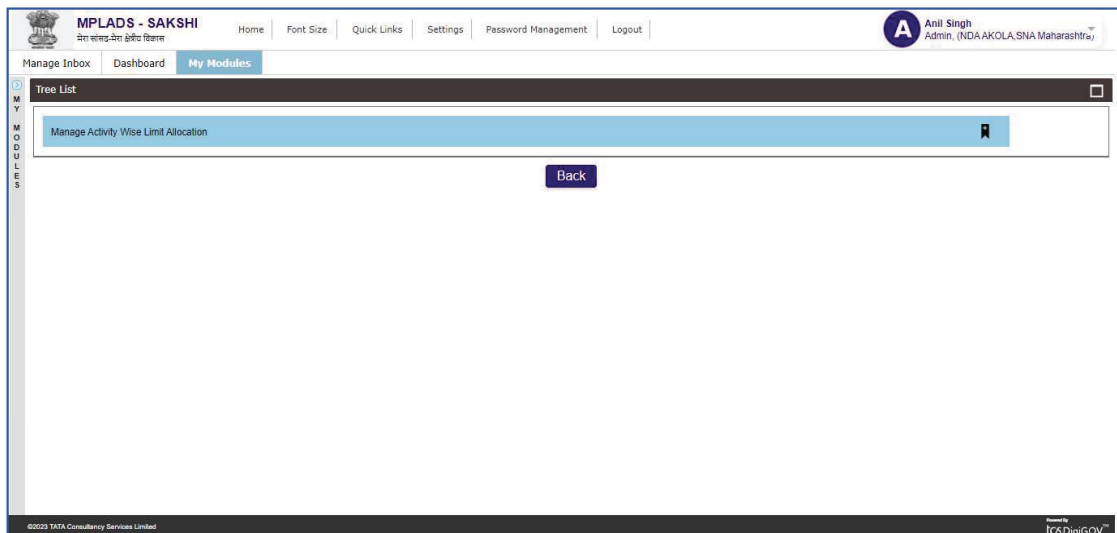
Node Path: Home → My Modules → Limit Allocation Management

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



Screen 194: Limit Allocation Management

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



MPLADS - SAKSHI
मेरा मांग, मेरा हक, मेरा विकास

Home | Font Size | Quick Links | Settings | Password Management | Logout

Anil Singh Admin, (NDA AKOLA, SNA Maharashtra)

Manage Inbox | Dashboard | **My Modules**

Manage Activity Wise Limit Allocation

Financial Year: 2023-2024 | Scheme: Please Select | Entity/DDO: NDA AKOLA

Search | Reset

Sr.No.	Scheme	Activity	Allocated Limit	Action
1	Member of Parliament Local Area Development Scheme	O - Administrative Expenses	20000.00	

Allocate Limit | **Modify Limit**

©2023 TATA Consultancy Services Limited | LSG DigigOV

Screen 195: Manage Activity wise Limit Allocation

- 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: 2023-2024 | Scheme: Please Select | Entity/DDO: NDA AKOLA

Search | Reset

Total Limit: 0.00 | Distributed Limit: 0.00 | Available Limit: 0.00

Sr.No.	Scheme	Activity	Allocate Limit
No Record Found			

Save | Close

Screen 196: Manage Activity Wise Limit Allocation page

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

Allocate Activity Wise Limit

Financial Year *

2023-2024

Scheme *

Please Select

Entity/DDO *

NDA AKOLA

Search

Reset

Total Limit

0.00

Distributed Limit

0.00

Available Limit

0.00

Total Records

Sr.No.

Scheme

Activity

Allocate Limit

No Record Found

Save

Close

Screen 197: Modify/ Allocate Limit screen

- NDA users has to select Scheme name from dropdown.

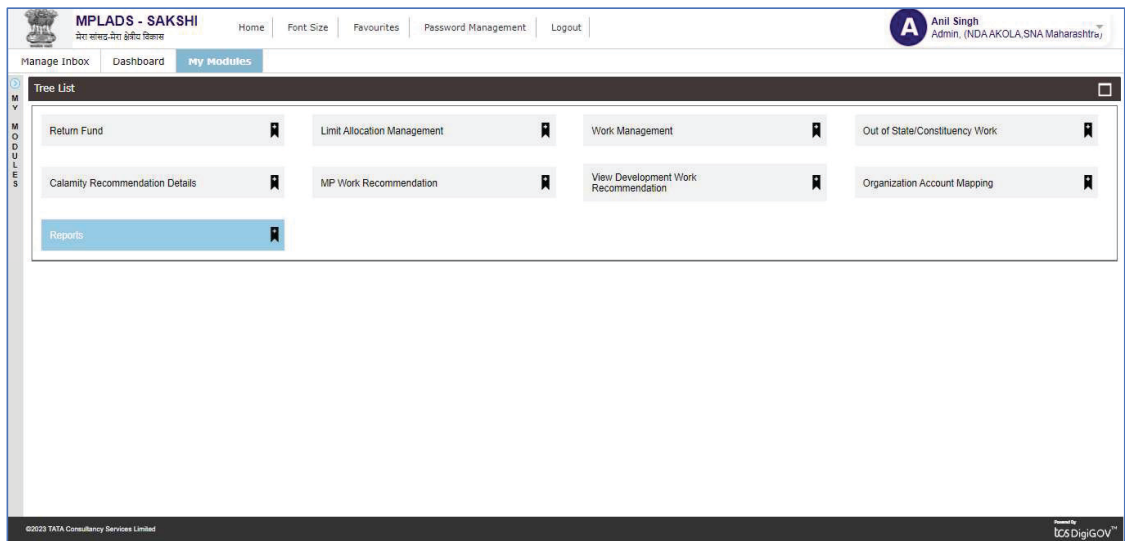
6. Reports:

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

Navigate to the following path to access the Reports: -

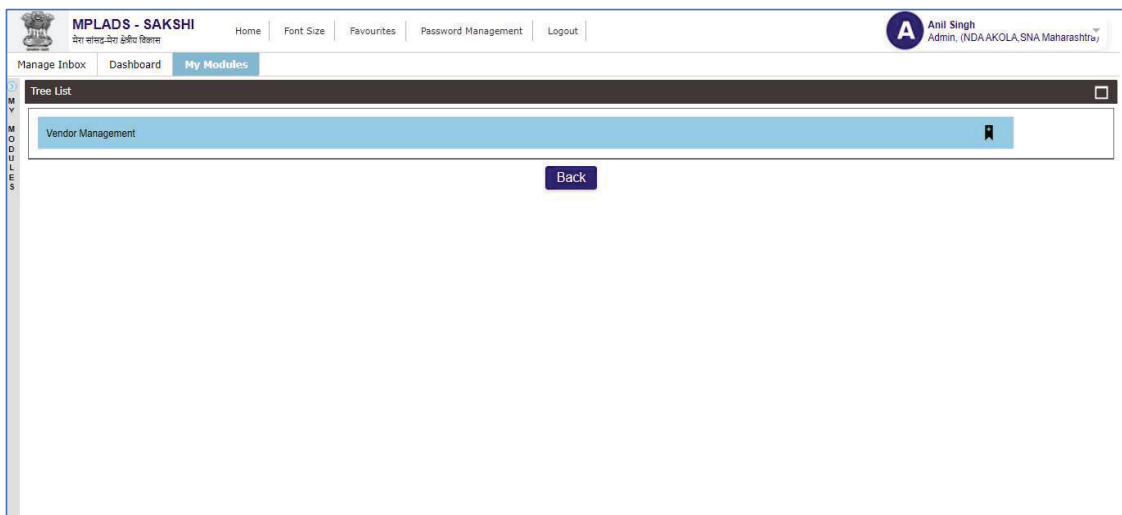
Node Path: Home → My Modules → Limit Allocation Reports

1. NDA users has to click on “Reports”




Screen 198: My Modules Page (Reports)

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




Screen 199: Reports Page

3. NDA users has to select Vendor type, district and fill the details of vendor unique id, vendor name, bank account number, status for generate the Reports.



MPLADS - SAKSHI
 महा प्रगति, महा सेवा, महा विकास

[Home](#)
[Font Size](#)
[Favourites](#)
[Password Management](#)
[Logout](#)



Anil Singh
 Admin, (NDA AKOLA, SNA Maharashtra)

[Manage Inbox](#)
[Dashboard](#)
[My Modules](#)

Vendor Details

Vendor Type*	Personal	District	SATNA
Vendor Unique Id	123456	Vendor Name	ab construction
Bank Account Number	054201871466	Status	Validated

Note: Parameters marked with a * are mandatory

Select columns to be displayed in the report
 ☒ Select/Deselect All

<input checked="" type="checkbox"/> Sr. No.	<input checked="" type="checkbox"/> Vendor Name	<input checked="" type="checkbox"/> Vendor Type	<input checked="" type="checkbox"/> Vendor Unique Id	<input checked="" type="checkbox"/> District	<input checked="" type="checkbox"/> Bank Name	<input checked="" type="checkbox"/> IFSC Code	<input checked="" type="checkbox"/> Bank Account Number	<input checked="" type="checkbox"/> Name as per Bank	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Reject Reason	<input checked="" type="checkbox"/> Creation Date	<input checked="" type="checkbox"/> DDO Name
---	---	---	--	--	---	---	---	--	--	---	---	--

Generate Report

Reset

©2023 TATA Consultancy Services Limited

Powered by
 tcs Digigov

Screen 200: Vendor Management Page

IDA
User Role
Responsibilities
&
Process Flow

IDA

1. IDA RETURN FUND:

This Facility enables IDA user to manage fund requests:

Node Path: HOME Page → MY MODULES → RETURN FUNDS

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

The screenshot displays the IDA Admin Home Page. At the top, there is a navigation bar with links: Home, Font Size, Settings, Password Management, and Logout. The user profile 'Varun Gupta Admin, (IDA BENGALURU URBAN,ND...)' is shown in the top right. The main content area includes a sidebar with 'Manage Inbox' and 'My Modules'. The central dashboard features 'Admin Fund Limit' with three cards: Total Limit (0 ₹), Available Limit (0 ₹), and Distributed Limit (0 ₹). Below these, a 'Total No. of Works' section shows a table with five rows: Recommended Work, Sanction Work, Completed Work with UC, Abandoned/Suspended Work, and On Going Works, all with a value of 0. To the right of this table is a box for 'No. of Registered IA/Vendor' with a value of 10. The footer contains '©2023 TATA Consultancy Services Limited' and 'LCS DigiGov™'.

Screen 201: IDA Admin Home Page.

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

The screenshot displays the MY Modules Home Page. The navigation bar includes links: Back, Home, Favourites, Password Management, and Logout. The user profile 'Sandeep Singh Admin, (IDA AKOLA Maharashtra, NDA...)' is shown in the top right. The main content area has a sidebar with 'Manage Inbox' and 'My Modules'. The central dashboard features a 'Tree List' section with a table of modules: Return Fund, Limit Allocation Management, Work Management, Manage Fund Enhancement Approval, Admin, and Vendor Management. The footer contains '©2023 TATA Consultancy Services Limited' and 'LCS DigiGov™'.

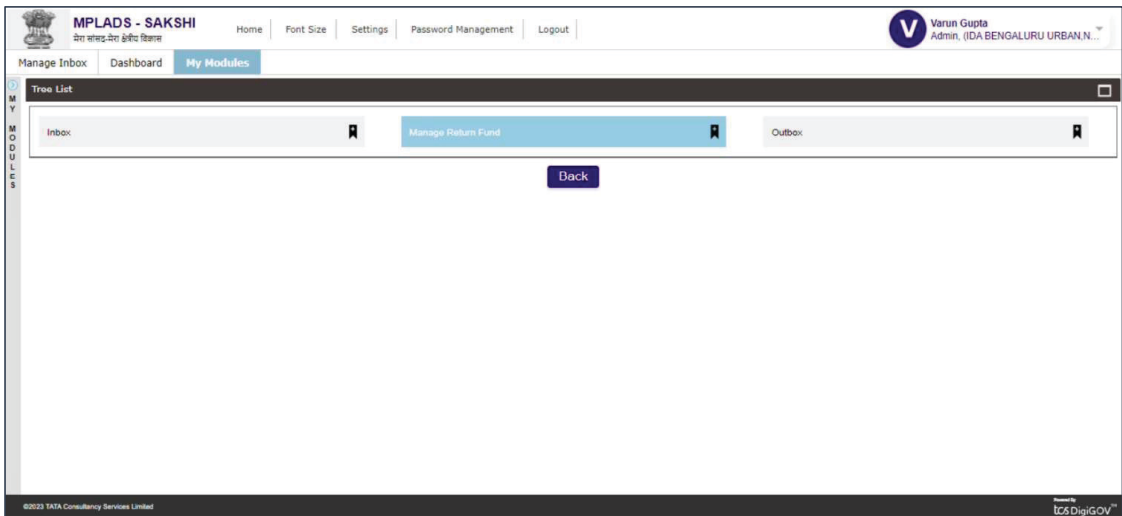
Screen 202: MY Modules Home Page (IDA)

1. MANAGE RETURN FUNDS (IDA)

1. Once the IDA user clicks on Return Fund option from my modules. They will find the option of:

- Inbox
- Manage Return Fund &
- outbox.

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



Screen 203: Manage Return fund.

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

The screenshot shows the 'Return Fund Details' form. It includes dropdown menus for 'Nodal District/SNA' (set to 'IDA BENGALURU URBAN') and 'Implementing District' (set to 'IDA BENGALURU URBAN'). Below these is a table titled 'Admin Expense Fund' with columns: Amount, Amount Return Date, IFSC Code, Bank Name, A/C Number, UTR Number, Remark, and Action. An 'Add Admin Expense Fund' button is located to the right of the table. There are two sections for file uploads: 'Bank Closure Certificate' and 'IDA/NDIA/SNA Closure Certificate', each with an 'Attach File(s)' button and a note '[Max. 1 Attachment of 10 MB] [Allowed Type: PDF]'. At the bottom, there is a checkbox for 'I hereby certify that all the Agencies and Authorities under me have closed all the accounts and returned the funds to me.' and a 'Submit' button. The footer shows '©2023 TATA Consultancy Services Limited' and 'Powered by ICS DigiGov™'.

Screen 204: Return Fund

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

MPLADS - SAKSHI Home Font Size Settings Password Management Logout

Manage Inbox Dashboard **My Modules**

Return Fund Details

Nodal District/SNA * IDA BENGALURU URBAN Implementing District * IDA BENGALURU URBAN

Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark	Action
Add Admin Expense Fund							

Bank Closure Certificate * [Attach File\(s\)](#) [Max: 1 Attachment of 10 MB] [Allowed Type: PDF]

IDA/NDAs SNA Closure Certificate * [Attach File\(s\)](#) [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](#)

©2023 TATA Consultancy Services Limited

Screen 205: Return Fund

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

MPLADS - SAKSHI Home Font Size Settings Password Management Logout

Manage Inbox Dashboard **My Modules**

Return Fund Details

Nodal District/SNA * IDA BENGALURU URBAN

Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark	Action
Add Admin Expense Fund							

Bank Closure Certificate * [Attach File](#) Type: PDF

IDA/NDAs SNA Closure Certificate * [Attach File](#) 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](#)

©2023 TATA Consultancy Services Limited

Screen 206(a): Return Fund Details

MPLADS - SAKSHI
 Home Font Size Settings Password Management Logout
 Manage Inbox Dashboard My Modules

Return Fund Details

Nodal District/SNA * NDA BENGALURU URBAN

Admin Expense Fund

Amount	Amount Return Date
45000	17-Mar-2023

Bank Closure Certificate * [Attach File](#) Type: PDF

IDA/NDAs Closure Certificate * [Attach File](#) 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

Screen 206(b): Return Fund Details

6. After the 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.

MPLADS - SAKSHI
 Home Font Size Settings Password Management Logout
 Manage Inbox Dashboard My Modules

Return Fund Details

Nodal District/SNA * NDA BENGALURU URBAN

Admin Expense Fund

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		

Bank Closure Certificate * [Attach File\(s\)](#) [Max: 1 Attachment of 10 MB] [Allowed Type: PDF]

IDA/NDAs Closure Certificate * [Attach File\(s\)](#) [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

Screen 207: Return Fund

7. Once the Admin Expense details is added then IDA user must upload the Bank, IDA/NDAs 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.

MPLADS - SAKSHI Home Font Size Settings Password Management Logout

Varun Gupta Admin, (IDA BENGALURU URBAN, N.)

Manage Inbox Dashboard **My Modules**

Nodal District/SNA * NDA BENGALURU URBAN implementing District * IDA BENGALURU URBAN

Admin Expense Fund

Amount	Amount Return Date	IFSC Code	Bank Name	A/C Number	UTR Number	Remark	Action
45000	17-Mar-2023	SBIN006375	STATE BANK OF INDIA	9876554321907	987650		

[Add Admin Expense Fund](#)

Bank Closure Certificate * [Attach File\(s\)](#) (Max: 1 Attachment of 10 MB, Used: 1 Attachment of 25.08 KB) [Allowed Type: PDF] [Bank Closure Certificate.pdf](#)

IDA/NDA/SNA Closure Certificate * [Attach File\(s\)](#) (Max: 1 Attachment of 10 MB, Used: 1 Attachment of 25.08 KB) [Allowed Type: PDF] [IDA NDA Closure Certificate.pdf](#)

☒ I hereby certify that all the Agencies and Authorities under me have closed all the accounts and returned the funds to me.

[Submit](#)

©2023 TATA Consultancy Services Limited Powered by ICS DigiGov™

Screen 208: Return Fund

2. OUTBOX (IDA)

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

Node Path: MY MODULES → RETURN FUND → OUTBOX

MPLADS - SAKSHI Home Font Size Settings Password Management Logout

Varun Gupta Admin, (IDA BENGALURU URBAN, N.)

Manage Inbox Dashboard **My Modules**

Return Fund Details Total Records: 1

File No.	File Description	Raised By	Raised for	Nodal District/SNA	Received Date	Status
IDA/Return/IDA BENGALURU URBAN/2023/1	IDA Acknowledgement/Return Fund	Varun Gupta (Admin, IDA BENGALURU URBAN)	Self	NDA BENGALURU URBAN	22-Mar-2023	Pending for Approval

1 2 3 / 1

©2023 TATA Consultancy Services Limited ICS DigiGov™

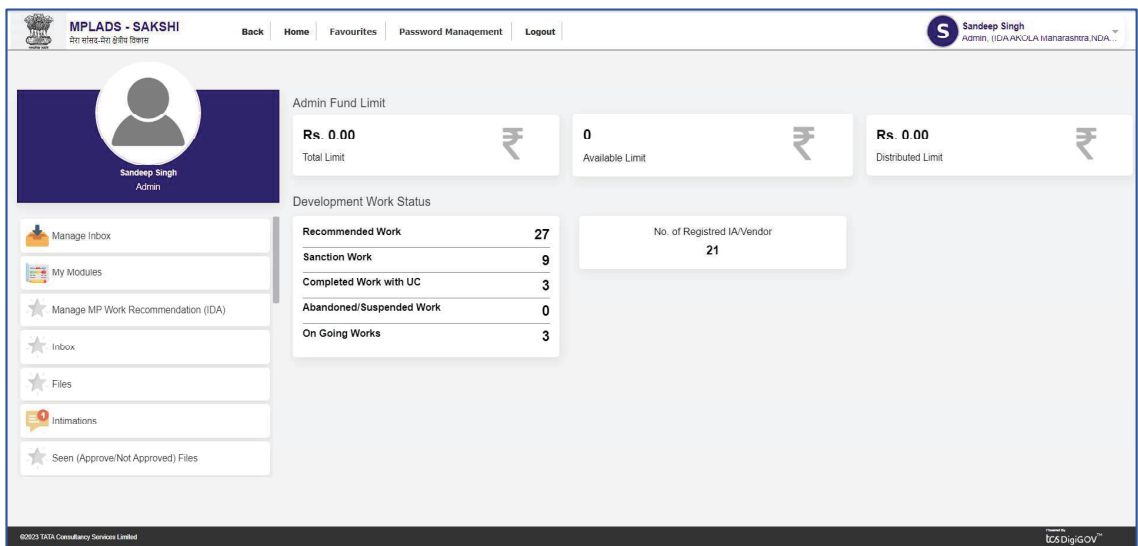
Screen 209: Return Fund in OUTBOX

2. Admin

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

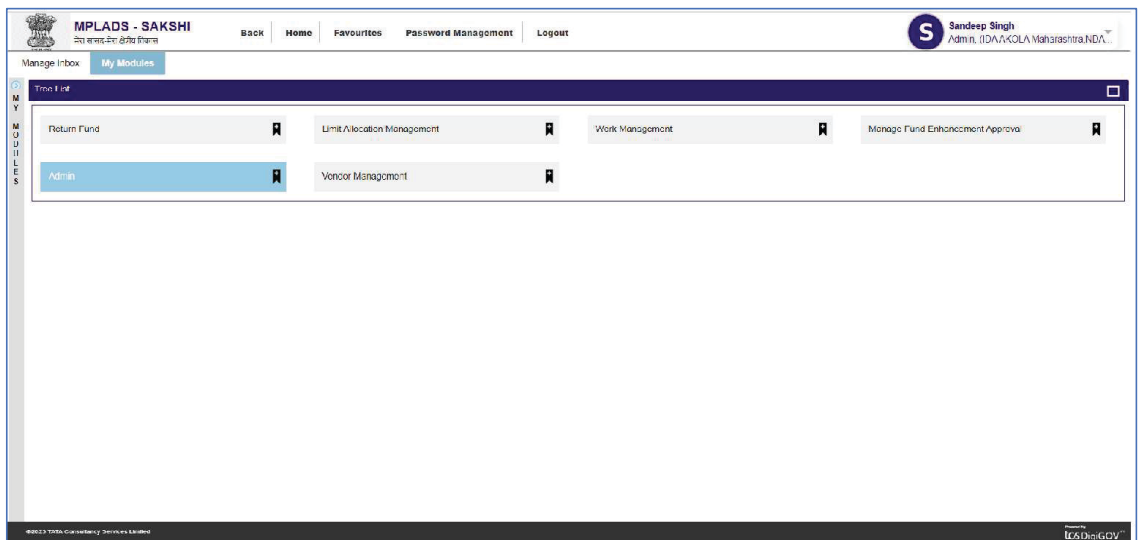
Navigate to the following path to access the **ADMIN Page**:

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



The screenshot shows the IDA Admin Home Page. The header includes the MPLADS - SAKSHI logo, navigation links (Back, Home, Favourites, Password Management, Logout), and a user profile for Sandeep Singh. The main content area features a sidebar with links to Manage Inbox, My Modules, Manage MP Work Recommendation (IDA), Inbox, Files, Intimations, and Seen (Approve/Not Approved) Files. The central dashboard displays the Admin Fund Limit (Rs. 0.00 Total Limit, 0 Available Limit, Rs. 0.00 Distributed Limit) and the Development Work Status (Recommended Work: 27, Sanction Work: 9, Completed Work with UC: 3, Abandoned/Suspended Work: 0, On Going Works: 3). A box indicates the No. of Registered IA/Vendor is 21. The footer shows the copyright for 2023 TATA Consultancy Services Limited and the ITSDigiGov logo.

Screen 210: IDA Admin Home Page



The screenshot shows the IDA My Modules Page (ADMIN Page). The header is identical to the previous screen. The main content area features a sidebar with links to Manage Inbox, My Modules, and a vertical list of modules (Time Sheet, Return Fund, Admin, Limit Allocation Management, Vendor Management, Work Management, Manage Fund Enhancement Approval). The central area displays a table with the following data:

Module	Status
Return Fund	Active
Limit Allocation Management	Active
Work Management	Active
Manage Fund Enhancement Approval	Active
Admin	Active
Vendor Management	Active

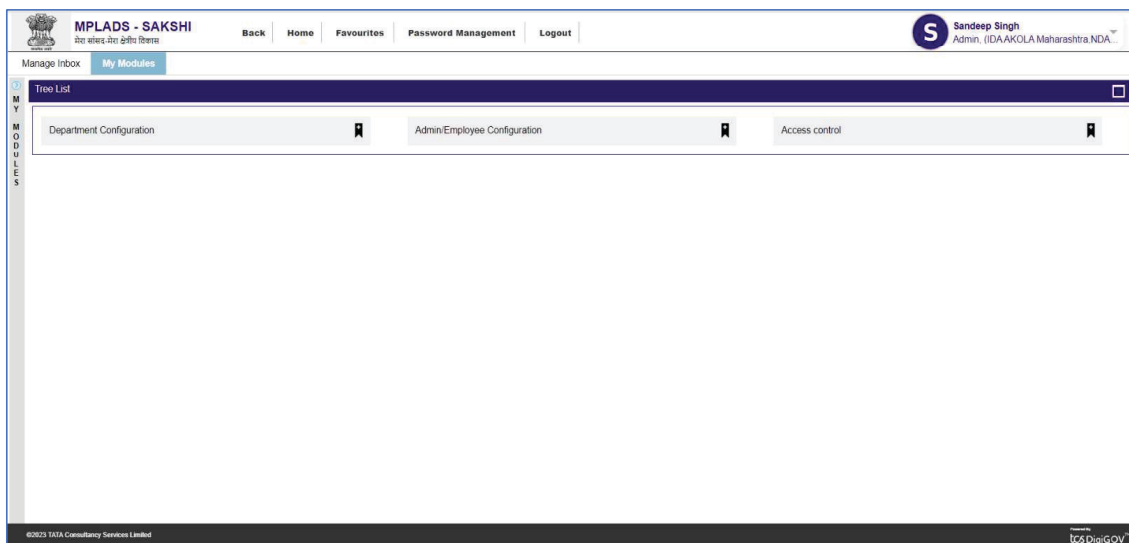
The footer shows the copyright for 2023 TATA Consultancy Services Limited and the ITSDigiGov logo.

Screen 211: My Modules Page (ADMIN Page)

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

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

- Admin/Employee Configuration
- Department Configuration
- Access control



Screen 212: ADMIN Page

2.1 Admin/Employee Configuration

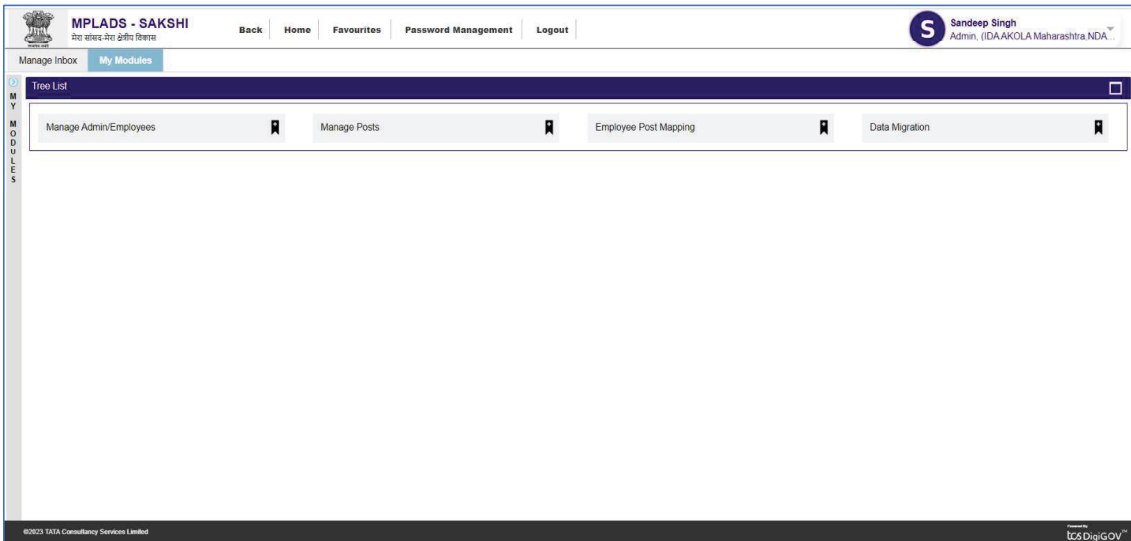
After clicking on Admin tile, click on Admin/Employee Configuration.

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

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

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

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



Screen 213: admin/employee configuration Page

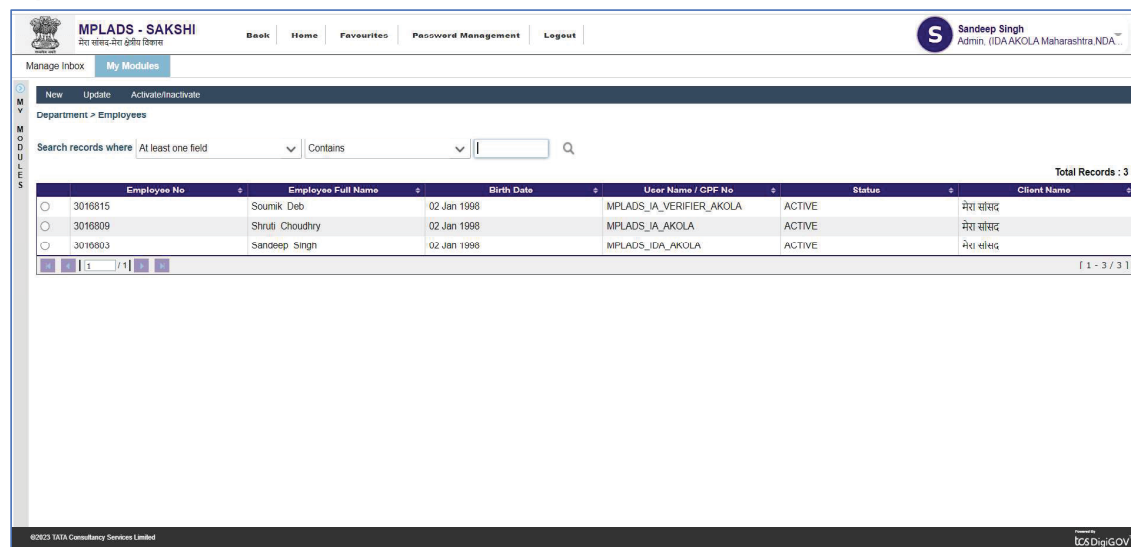
1. Manage Admin/Employees

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

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

- New
- Update
- Activate/Inactivate

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



Screen 214: manage admin/employees Page

1.1 New (Create New Users)

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

Employee No	Employee Full Name	Birth Date	User Name / GPF No	Status	Client Name
3016615	Soumik Deb	02 Jan 1999	MPLADS_IA_VERIFIER_AKOLA	ACTIVE	मेरा संसद
3016609	Shrut Choudhry	02 Jan 1999	MPLADS_IA_AKOLA	ACTIVE	मेरा संसद
3016603	Sandeep Singh	02 Jan 1996	MPLADS_IDA_AKOLA	ACTIVE	मेरा संसद

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

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

Client Name *	User Name / GPF No *	GPF Account Number
Please Select		
Salutation	First Name *	
	Last Name *	
Date of Birth *	Mobile Number *	
	Email ID	
Employee Type *	Start Date *	End Date
Permanent	19-Apr-2023	
Attach User Image	Attach File(s) (Max: 1 Attachment of 10 MB) (Allowed Types: PNG, JPG, JPEG)	
Preview		
Save Reset Close		

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

3. Enter all the details.

Client Name * मेरा सांसद

User Name / GPF No * Karthik_IA

GPF Account Number

Salutation * Mr.

First Name * Karthik

Middle Name

Last Name * Shinde

Date of Birth * 01-Apr-2000

Mobile Number * 9314856650

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 of 10 MB)
(Allowed Types: PNG, JPG, JPEG)

Preview

Save Reset Close

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

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

Client Name * मेरा सांसद

User Name / GPF No * Karthik_IA

GPF Account Number

Salutation * Mr.

First Name * Karthik

Middle Name

Last Name * Shinde

Date of Birth * 01-Apr-2000

Mobile Number * 9314856650

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 of 10 MB)
(Allowed Types: PNG, JPG, JPEG)

Preview

Save Reset Close

Screen 218: Employee Details

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

MPLADS - SAKSHI | Back | Home | Favourites | Password Management | Logout | Sandeep Singh Admin, IDA AKOLA Maharashtra, NDA

Manage Inbox | My Modules

Department > Employees

Search records where: At

Client Name:

User Name / GPF No: GPF Account Number:

Salutation: First Name: Last Name: Middle Name:

Date of Birth: Employee Type: Start Date:

Attach User image: [Max: 1 Attachment of 10 MB] [Allowed Types: PNG, JPG, JPEG]

Success: Employee Details saved successfully.

Total Records: 4

Client Name:

[1 - 4 / 4]

©2023 DATA Consultancy Services Limited | ICS DigigOV

Screen 219: Employee Details

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

MPLADS - SAKSHI | Back | Home | Favourites | Password Management | Logout | Sandeep Singh Admin, IDA AKOLA Maharashtra, NDA

Manage Inbox | My Modules

Department > Employees

Search records where: At least one field | Contains |

Total Records: 4

Employee No	Employee Full Name	Birth Date	User Name / GPF No	Status	Client Name
<input type="checkbox"/> 3017126	Karthik Shinde	01 Apr 2000	MPLADS_KARTHIK_IA	ACTIVE	श्री रासद
<input type="checkbox"/> 3016815	Soumik Deb	02 Jan 1999	MPLADS_IA_VERIFIER_AKOLA	ACTIVE	श्री रासद
<input type="checkbox"/> 3016809	Shruti Choudhary	02 Jan 1998	MPLADS_IA_AKOLA	ACTIVE	श्री रासद
<input type="checkbox"/> 3016800	Sandeep Singh	02 Jan 1998	MPLADS_IDA_AKOLA	ACTIVE	श्री रासद

[1 - 4 / 4]

©2023 DATA Consultancy Services Limited | ICS DigigOV

Screen 220: Manage Admin/Employee page

1.2 Update (Update Existing Users)

The IDA User can update/change the details associated with an existing User ID.

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

To update the user,

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

The screenshot shows the MPLADS - SAKSHI interface. At the top, there's a navigation bar with 'Back', 'Home', 'Favourites', 'Password Management', and 'Logout'. The user is logged in as Sandeep Singh, Admin, (IDA AKOLA Maharashtra NDA). The main section is titled 'Manage Admin' and 'My Modules'. Below this, there's a 'Department > Employees' section. A search bar is present with a 'Search Option' label. Below the search bar is a table with 4 columns: Employee No., Employee Full Name, Birth Date, and User Name / GPF No. The table contains 4 records. The first record is selected. A 'Select user ID by checking radio button' label points to the first record. The table also shows 'Status' and 'Client Name' columns. The bottom of the page shows '©2023 TATA Consultancy Services Limited' and 'TCS DigiGov'.

Employee No.	Employee Full Name	Birth Date	User Name / GPF No.	Status	Client Name
3017126	Kartik Shinde	01 Apr 2000	MPLADS_KARTHIK_IA	ACTIVE	मेरा संसद
3016815	Soumik Deb	02 Jan 1998	MPLADS_IA_VERIFIER_AKOLA	ACTIVE	मेरा संसद
3016809	Shruti Choudhry	02 Jan 1998	MPLADS_IA_AKOLA	ACTIVE	मेरा संसद
3016803	Sandeep Singh	02 Jan 1998	MPLADS_IDA_AKOLA	ACTIVE	मेरा संसद

Screen 221: Manage Admin/Employee page (update)

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

The screenshot shows the same MPLADS - SAKSHI interface as Screen 221. However, an error popup message is displayed in the center of the screen. The message says 'Alert' and 'Select One Record.' with an 'OK' button. The background table is still visible but slightly dimmed.

Employee No.	Employee Full Name	Birth Date	User Name / GPF No.	Status	Client Name
3017126	Kartik Shinde	01 Apr 2000	MPLADS_KARTHIK_IA	ACTIVE	मेरा संसद
3016815	Soumik Deb	02 Jan 1998	MPLADS_IA_VERIFIER_AKOLA	ACTIVE	मेरा संसद
3016809	Shruti Choudhry	02 Jan 1998	MPLADS_IA_AKOLA	ACTIVE	मेरा संसद
3016803	Sandeep Singh	02 Jan 1998	MPLADS_IDA_AKOLA	ACTIVE	मेरा संसद

Screen 222: Manage Admin/Employee 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.

MPLADS - SAKSHI | Back | Home | Favourites | Password Management | Logout | Sandeep Singh (Admin, IDA AKOLA Maharashtra NDA...)

Manage Inbox | My Modules

Employee Details [X]

Department > Employees

Search records where [At]

Client Name *	मेरा संसद		
User Name / GPF No *	MPLADS_KARTHIK_IA	GPF Account Number	MPLADS_KARTHIK_IA
Salutation	Mr.	First Name *	Karthik
Middle Name		Last Name *	Shinde
Date of Birth *	01-Apr-2000	Mobile Number *	9314856660
Employee Type *	Permanent	Email ID	shindeIA@bharatmail.com
Start Date *	19-Apr-2023	End Date	21-Jul-2023
Attach User image	Attach File(s) (Max. 1 Attachment of 10 MB) (Allowed Types: PNG, JPG, JPEG) Preview		

Save Close

Total Records : 4

Client Name

[1 - 4 / 4]

©2023 TATA Consultancy Services Limited | tcs DigigOV™

Screen 223: User Details Update Window (update)

MPLADS - SAKSHI | Back | Home | Favourites | Password Management | Logout | Sandeep Singh (Admin, IDA AKOLA Maharashtra NDA...)

Manage Inbox | My Modules

Employee Details [X]

Department > Employees

Search records where [At]

Client Name *	मेरा संसद		
User Name / GPF No *	MPLADS_KARTHIK_IA	GPF Account Number	MPLADS_KARTHIK_IA
Salutation	Mr.	First Name *	Karthik
Middle Name		Last Name *	Rao
Date of Birth *	01-Apr-2000	Mobile Number *	9314856660
Employee Type *	Permanent	Email ID	shindeIA@tcs.com
Start Date *	19-Apr-2023	End Date	21-Jul-2023
Attach User image	Attach File(s) (Max. 1 Attachment of 10 MB) (Allowed Types: PNG, JPG, JPEG) Preview		

Save Close

Total Records : 4

Client Name

[1 - 4 / 4]

©2023 TATA Consultancy Services Limited | tcs DigigOV™

Screen 224: User Details Update Window (Updated)

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

The screenshot shows the 'Employee Details' form in the MPLADS - SAKSHI system. A success message popup is displayed in the center, stating 'Success' and 'Employee Details saved successfully'. The form fields include Client Name (मेरा सांसद), User Name / GPF No (MPLADS_KARTHIK_IA), GPF Account Number (MPLADS_KARTHIK_IA), Salutation (Mr), First Name (Karthik), Middle Name, Last Name (Rao), Date of Birth (01-Apr-2000), Employee Type (Permanent), Start Date (19-Apr-2023), and Attach User Image. A 'Success' message box is overlaid on the form, indicating that the employee details have been saved successfully.

Screen 225: Success Popup message

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

The screenshot shows the 'Manage Admin/Employee' page in the MPLADS - SAKSHI system. It displays a table with 4 records. An orange arrow points to the 'Employee Full Name' column, specifically to the entry 'Karthik Rao'.

Employee No	Employee Full Name	Birth Date	User Name / GPF No	Status	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
3016809	Shrut Choudhry	02 Jan 1998	MPLADS_IA_AKOLA	ACTIVE	मेरा सांसद
3016803	Sandeep Singh	02 Jan 1998	MPLADS_IDA_AKOLA	ACTIVE	मेरा सांसद

Screen 226: Manage Admin/Employee page

1.3 Activate/Deactivate the users.

- The user can activate/ deactivate a user, by first selecting the user and then clicking on the **Activate/Inactivate** button present next to the update button.

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

MPLADS - SAKSHI
Not states the public theme

Back Home Favourites Password Management Logout

Sandeep Singh
Admin, IDA AKOLA Maharashtra NDA

Manage Inbox My Modules

New Update Activate/Inactivate

Department > Employees

Search records where At least one field Contains

Total Records : 4

Employee No.	Employee Full Name	Birth Date	User Name / CPF No.	Status	Client Name
3017126	Karthik Rao	01 Apr 2000	MPLADS_KARTHIK_IA	ACTIVE	मेरा संसद
3016815	Soumik Deb	02 Jan 1998	MPLADS_IA_VERIFIER_AKOLA	ACTIVE	मेरा संसद
3010509	Shruti Choudhary	02 Jan 1998	MPLADS_IA_AKOLA	ACTIVE	मेरा संसद
3016803	Sandeep Singh	02 Jan 1998	MPLADS IDA AKOLA	ACTIVE	मेरा संसद

[1 ~ 4 / 4]

©2023 TATA Consultancy Services Limited tcs DigigOV

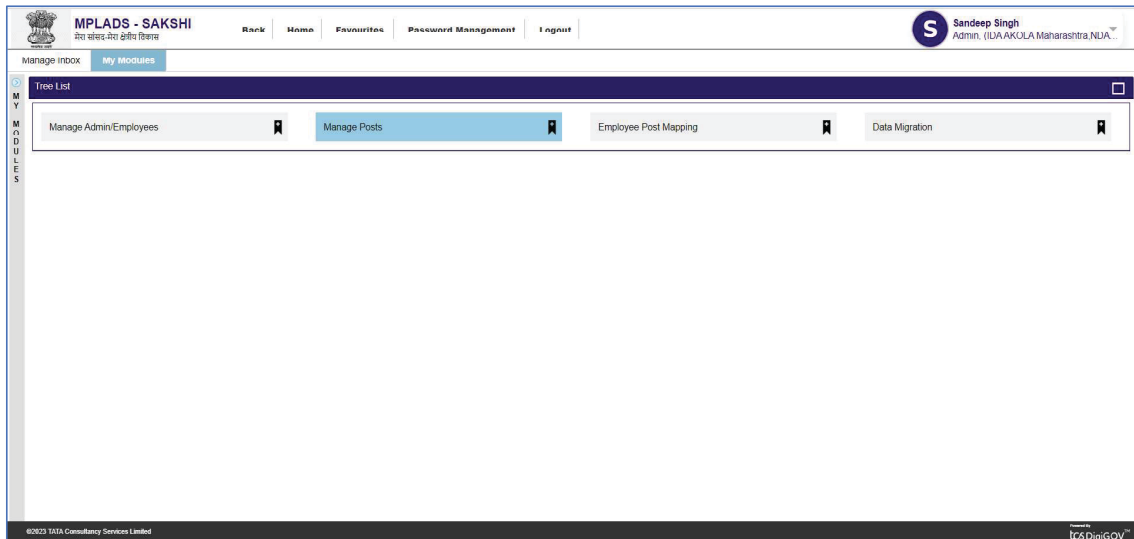
Screen 227: Manage Admin/Employee (activate/de-activate user)

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

2. Manage Posts

Here, the IDA User can create Posts / Roles

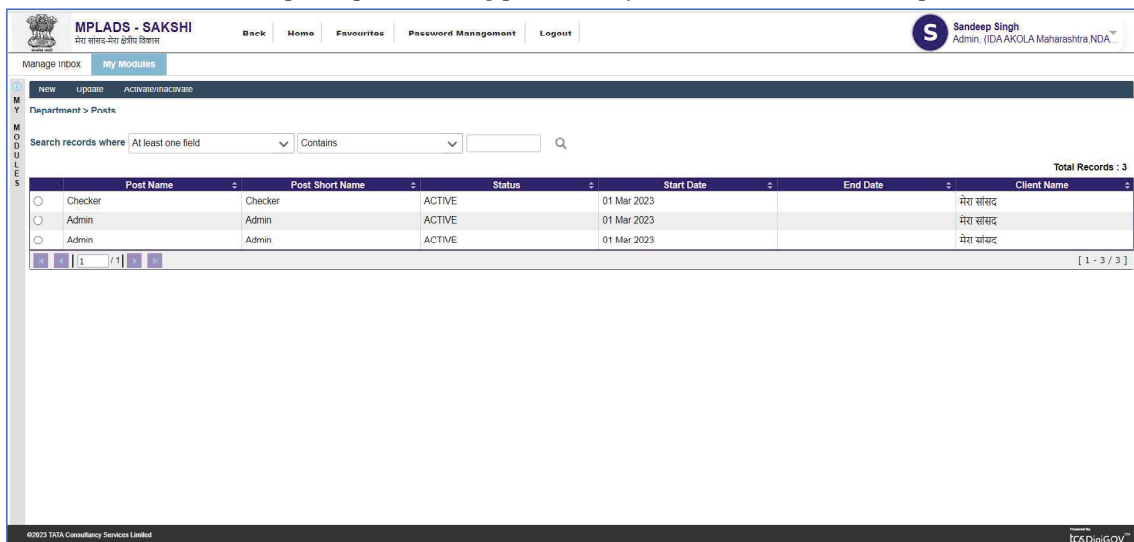
Node Path: HOMEPAGE → MY MODULES → ADMIN → ADMIN/EMPLOYEE CONFIGURATION → MANAGE POSTS



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

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

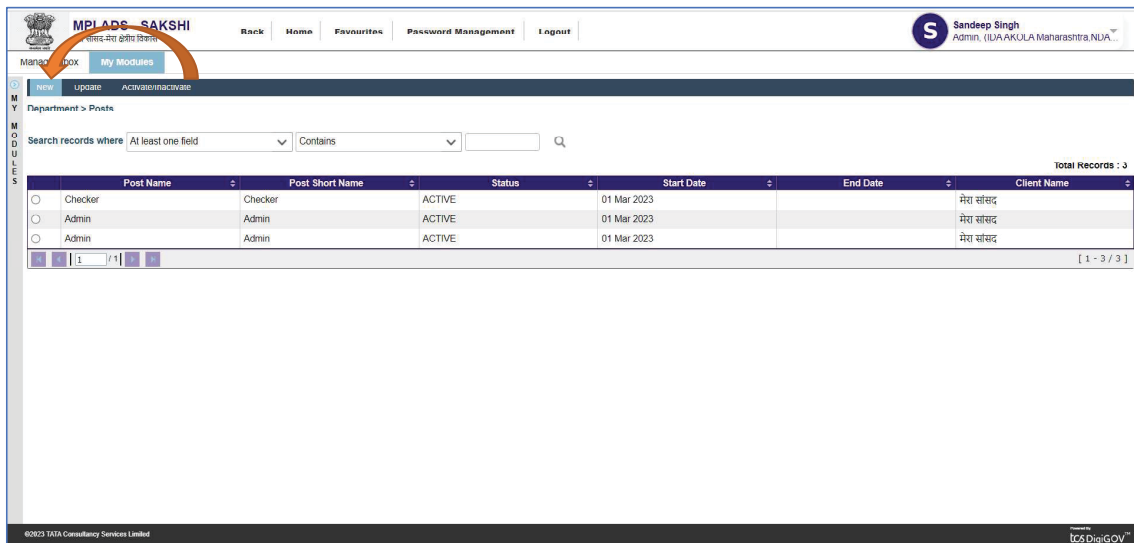
The user can create a new post, update existing post in the system and even deactivate a post/role



Screen 17: MANAGE POST Page

2.1 New (Create New Posts)

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

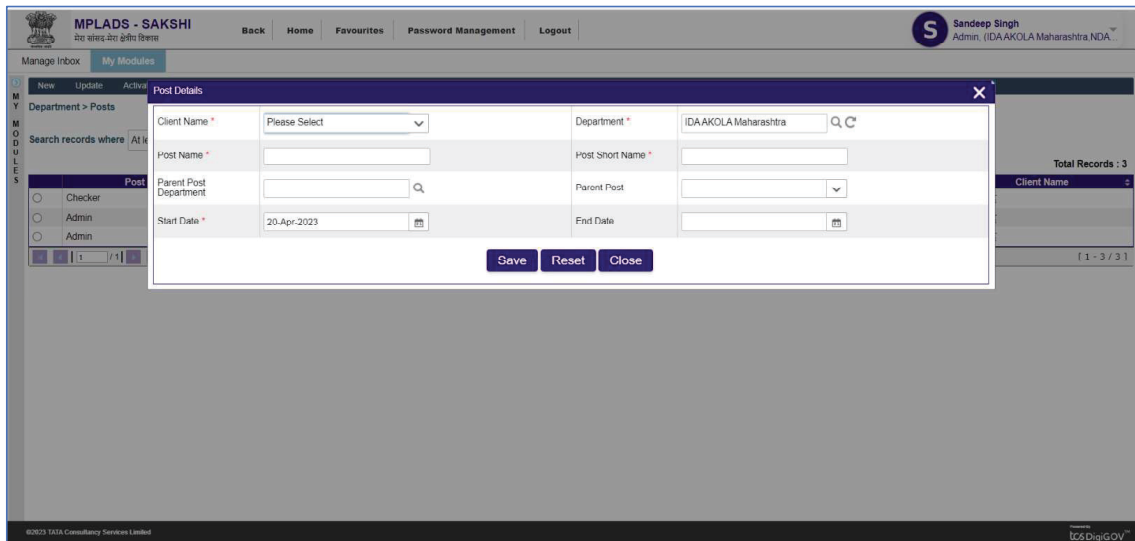


The screenshot shows the 'Manage Post' page in the MPLADS - SAKSHI system. The page has a header with the user's name 'Sandeep Singh' and role 'Admin, (IDAAKOLA Maharashtra NDA)'. The main content area displays a table with the following data:

	Post Name	Post Short Name	Status	Start Date	End Date	Client Name
<input type="radio"/>	Checker	Checker	ACTIVE	01 Mar 2023		मेरा संसद
<input type="radio"/>	Admin	Admin	ACTIVE	01 Mar 2023		मेरा संसद
<input type="radio"/>	Admin	Admin	ACTIVE	01 Mar 2023		मेरा संसद

The table has a search bar at the top and a pagination bar at the bottom showing '1 - 3 / 3'.

Screen 229: MANAGE POST Page



The screenshot shows the 'Post Details' form in the MPLADS - SAKSHI system. The form has the following fields:

- Client Name: Please Select
- Department: IDAAKOLA Maharashtra
- Post Name:
- Post Short Name:
- Parent Post:
- Parent Department:
- Start Date: 20-Apr-2023
- End Date:

The 'Save' button is highlighted in blue.

Screen 230: Post Details Page

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

MPLADS - SAKSHI
मेरा साक्षर मेरा कृषि विकास

Back Home Favourites Password Management Logout

Sandeep Singh Admin, (IDA AKOLA Maharashtra NDA)

Manage Inbox My Modules

New Update Active

Department > Posts

Search records where At

Post

Client Name * मेरा साक्षर

Department * [Search Icon]

Post Name * Approver

Post Short Name * APRK

Parent Post Department [Search Icon]

Parent Post [Dropdown]

Start Date * 20-Apr-2023

End Date [Calendar Icon]

Save Reset Close

Total Records : 3

Client Name

[1 - 3 / 3]

©2023 TATA Consulting Services Limited

ICS DigigOV

Screen 231: Post Details Page/popup

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

MPLADS - SAKSHI
मेरा साक्षर मेरा कृषि विकास

Back Home Favourites Password Management Logout

Sandeep Singh Admin, (IDA AKOLA Maharashtra NDA)

Manage Inbox My Modules

New Update Active

Department > Posts

Search records where At

Post

Client Name * मेरा साक्षर

Department * [Search Icon]

Post Name * [Search Icon]

Post Short Name * [Search Icon]

Parent Post Department [Search Icon]

Parent Post [Dropdown]

Start Date * [Calendar Icon]

Unit Selection

Unit Name [Search Icon] [Enter minimum 3 characters to apply filter]

Name	Description	Type
MPLADS CNA Department	MPLADS CNA Department	Head Office
SNA Maharashtra	SNA Maharashtra	State Nodal Agency(SNA)
NDA AKOLA	NDA AKOLA	Nodal District Agency(NDA)
IDA AKOLA Maharashtra	IDA AKOLA Maharashtra	Implementing District Agency(IDA)
CHIEF OFFICER NAGAR PARISHAD MURTIZAPUR	CHIEF OFFICER NAGAR PARISHAD MURTIZAPUR	Implementing Agency (IA)
CHIEF OFFICER NAGAR PARISHAD PATUR	CHIEF OFFICER NAGAR PARISHAD PATUR	Implementing Agency (IA)
CHIEF OFFICER NAGAR PARISHAD TELHARA	CHIEF OFFICER NAGAR PARISHAD TELHARA	Implementing Agency (IA)
COMMISSIONER MUNICIPAL CORPORATION AKOLA	COMMISSIONER MUNICIPAL CORPORATION AKOLA	Implementing Agency (IA)
EXECUTIVE ENGINEER Z P WORKS DIV AKOLA	EXECUTIVE ENGINEER Z P WORKS DIV AKOLA	Implementing Agency (IA)

1. Double-click the folder to expand

Select Cancel

Total Records : 3

Client Name

[1 - 3 / 3]

©2023 TATA Consulting Services Limited

ICS DigigOV

Screen 232: Post Details (Department Selection)

- 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

MPLADS - SAKSHI
मेरा साक्षर मेरा प्रगति मेरे भविष्य

Back Home Favourites Password Management Logout

S Sandeep Singh
Admin, (IDA AKOLA Maharashtra NDA)

Manage Inbox My Modules

New Update Active Post Details

Department > Posts

Search records where At

Client Name * मेरा साक्षर

Department * COMMISSIONER MUNICIPAL CO

Post Name * Approver

Post Short Name * APR

Parent Post Department

Parent Post

Start Date * 20-Apr-2023

End Date

Save Reset Close

Total Records : 3

Client Name

[1 - 3 / 3]

©2023 TATA Consultancy Services Limited

LCSDigIGOV

Screen 233: Post Details (Parent Post Department Selection)

MPLADS - SAKSHI
मेरा साक्षर मेरा प्रगति मेरे भविष्य

Back Home Favourites Password Management Logout

S Sandeep Singh
Admin, (IDA AKOLA Maharashtra NDA)

Manage Inbox My Modules

New Update Active Post Details

Department > Posts

Search records where At

Client Name * मेरा साक्षर

Department * COMMISSIONER MUNICIPAL CO

Post Name *

Post Short Name *

Parent Post Department

Parent Post

Start Date *

Unit Selection

Unit Name (Enter minimum 3 characters to apply filter)

Name	Description	Type
SNA Gujarat	SNA Gujarat	State Nodal Agency(SNA)
SNA Haryana	SNA Haryana	State Nodal Agency(SNA)
SNA Himachal Pradesh	SNA Himachal Pradesh	State Nodal Agency(SNA)
SNA Jammu & Kashmir	SNA Jammu & Kashmir	State Nodal Agency(SNA)
SNA Jharkhand	SNA Jharkhand	State Nodal Agency(SNA)
SNA Karnataka	SNA Karnataka	State Nodal Agency(SNA)
NDA BENGALURU URBAN	NDA BENGALURU URBAN	Nodal District Agency(NDA)
CV RAMAN (17TH LS)	CV RAMAN (17TH LS)	Member of Parliament
IDA BENGALURU URBAN	IDA BENGALURU URBAN	Implementing District Agency(IDA)
LS Tejswi Surya (17th LS)	LS Tejswi Surya (17th LS)	member of Parliament
SNA Kerala	SNA Kerala	State Nodal Agency(SNA)
SNA Lakshadweep	SNA Lakshadweep	State Nodal Agency(SNA)
SNA Madhya Pradesh	SNA Madhya Pradesh	State Nodal Agency(SNA)

1 Double-click the folder to expand

Select Cancel

Total Records : 3

Client Name

[1 - 3 / 3]

©2023 TATA Consultancy Services Limited

LCSDigIGOV

Screen 234: Post Details (Parent Post Department Selection)

- 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.

The screenshot shows the 'Manage Posts' page in the MPLADS - SAKSHI system. A 'Post Details' form is open, displaying the following information:

- Client Name: मेरा संसद
- Department: COMMISSIONER MUNICIPAL CO
- Post Name: Approver
- Post Short Name: APR
- Parent Post Department: CV RAMAN (17TH LS)
- Parent Post: MP1
- Start Date: 20-Apr-2023
- End Date: 30-Apr-2023

A 'Success' dialog box is displayed in the center, indicating that the 'Post Details saved successfully'. The dialog box has an 'OK' button.

Screen 235: Manage Posts Page

The screenshot shows the 'Manage Posts' page in the MPLADS - SAKSHI system. The page displays a table of posts with the following columns: Post Name, Post Short Name, Status, Start Date, End Date, and Client Name. The table contains 4 records.

Post Name	Post Short Name	Status	Start Date	End Date	Client Name
Approver	APR	ACTIVE	20 Apr 2023	30 Apr 2023	मेरा संसद
Checker	Checker	ACTIVE	01 Mar 2023		मेरा संसद
Admin	Admin	ACTIVE	01 Mar 2023		मेरा संसद
Admin	Admin	ACTIVE	01 Mar 2023		मेरा संसद

Screen 236: Manage Posts Page

2.2 Update (Update Existing Post)

The IDA user can update/change the details associated with an existing Post.

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

5. Select any Post mentioned in the list and click on the **update** Button/option as shown below.

User also has the option to search for the desired user by clicking on the search button.

The screenshot shows the 'Manage Posts' page in the MPLADS - SAKSHI system. The page has a top navigation bar with 'Back', 'Home', 'Favourites', 'Password Management', and 'Logout'. The user 'Sandeep Singh' is logged in. The left sidebar shows 'My Modules' with 'New' and 'Update' buttons. The main area is titled 'Department > Posts' and contains a search bar with 'Search records where' and 'At least one field' dropdowns. Below the search bar is a table with 4 columns: Post Name, Post Short Name, Status, and Start Date. The table lists 4 records: Approver, Checker, Admin, and Admin. The 'Update' button is highlighted in the top left corner of the table.

Post Name	Post Short Name	Status	Start Date
Approver	APR	ACTIVE	20 Apr 2023
Checker	Checker	ACTIVE	01 Mar 2023
Admin	Admin	ACTIVE	01 Mar 2023
Admin	Admin	ACTIVE	01 Mar 2023

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

The screenshot shows the 'Posts Details' pop-up window in the MPLADS - SAKSHI system. The window has a title bar with 'New', 'Update', and 'Active' buttons. The main area is titled 'Department > Posts' and contains a search bar with 'Search records where' and 'At least one field' dropdowns. Below the search bar is a table with 4 columns: Client Name, Department, Post Name, and Post Short Name. The table lists 4 records: Approver, Checker, Admin, and Admin. The 'Update' button is highlighted in the top left corner of the table.

Client Name	Department	Post Name	Post Short Name
मेरा साक्षर	COMMISSIONER MUNICIPAL CORPORATION AKOLA	Approver	APR
		Parent Post Department	MP1
		Parent Post	COMINQ
		Start Date	20-Apr-2023
		End Date	30-Apr-2023

Screen 238(a): Posts Details (update)

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

Screen 238(b): Posts Details (update)

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

	Post Name	Post Short Name	Status	Start Date	End Date	Client Name
<input type="radio"/>	Approver	APR123	ACTIVE	20 Apr 2023	30 Apr 2023	मेरा सांसद
<input type="radio"/>	Checker	Checker	ACTIVE	01 Mar 2023		मेरा सांसद
<input type="radio"/>	Admin	Admin	ACTIVE	01 Mar 2023		मेरा सांसद
<input type="radio"/>	Admin	Admin	ACTIVE	01 Mar 2023		मेरा सांसद

Screen 239: Posts Details (updated)

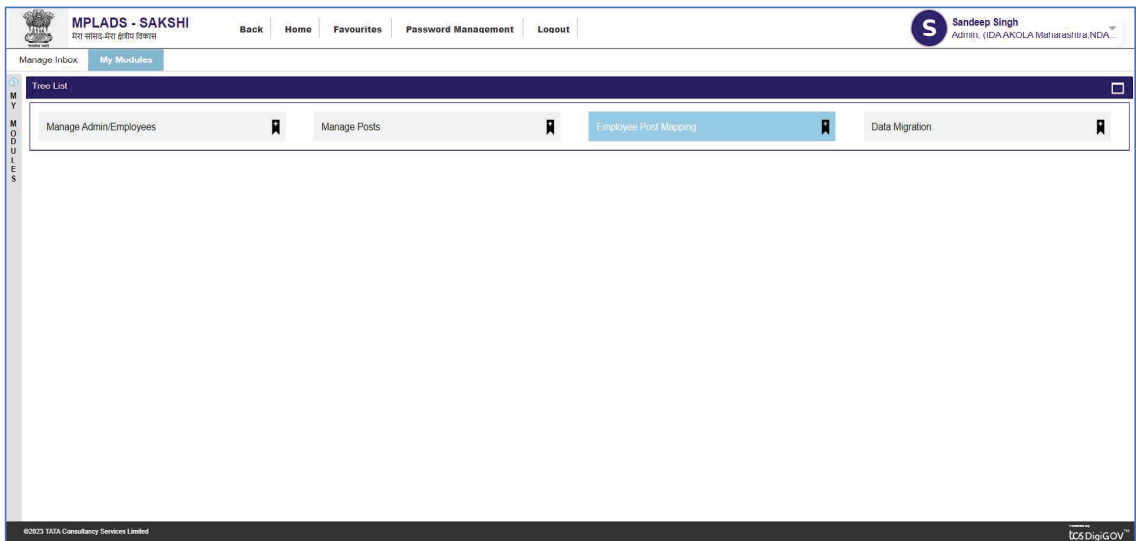
2.3 Activate/Inactivate Posts

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

3. Employee Post Mapping

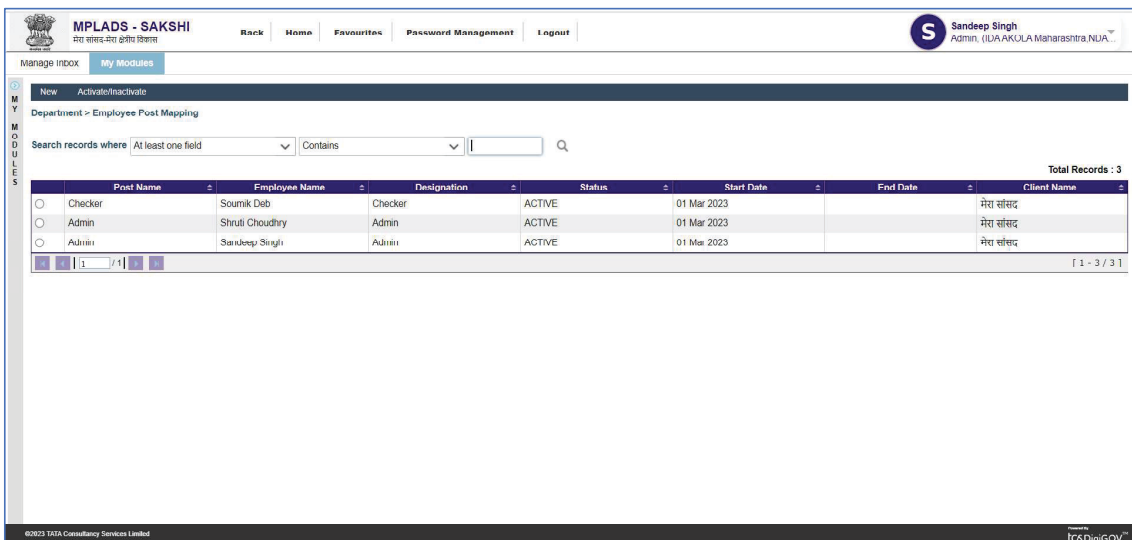
Here, the IDA user maps the user IDs with the Posts / roles.

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



Screen 240: admin/employee configuration page

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



Screen 241: Employee post mapping page

2. Click on new button and fill in the details

The screenshot shows the MPLADS - SAKSHI web application interface. The top navigation bar includes links for Back, Home, Favourites, Password Management, and Logout. The user is logged in as Sandeep Singh, Admin. The main content area displays the 'Post Details' dialog box. The dialog box contains the following fields:

- Client Name: मेरा साक्षर (Selected from a dropdown)
- Department: IDAAKOLA Maharashtra (Selected from a dropdown)
- Post: (Empty dropdown)
- Employee: (Empty text field with a search icon)
- Job Title: (Empty text field with a search icon)
- Start Date: 20-Apr-2023 (Selected from a date picker)
- End Date: (Empty date picker)
- Is Primary Unit: (Unchecked checkbox)

The dialog box has 'Save', 'Reset', and 'Close' buttons at the bottom. The background shows a sidebar with 'New', 'Activate/Inactivate', and 'Post Details' options, and a table of records.

Screen 242: Post Details Dialogue Box

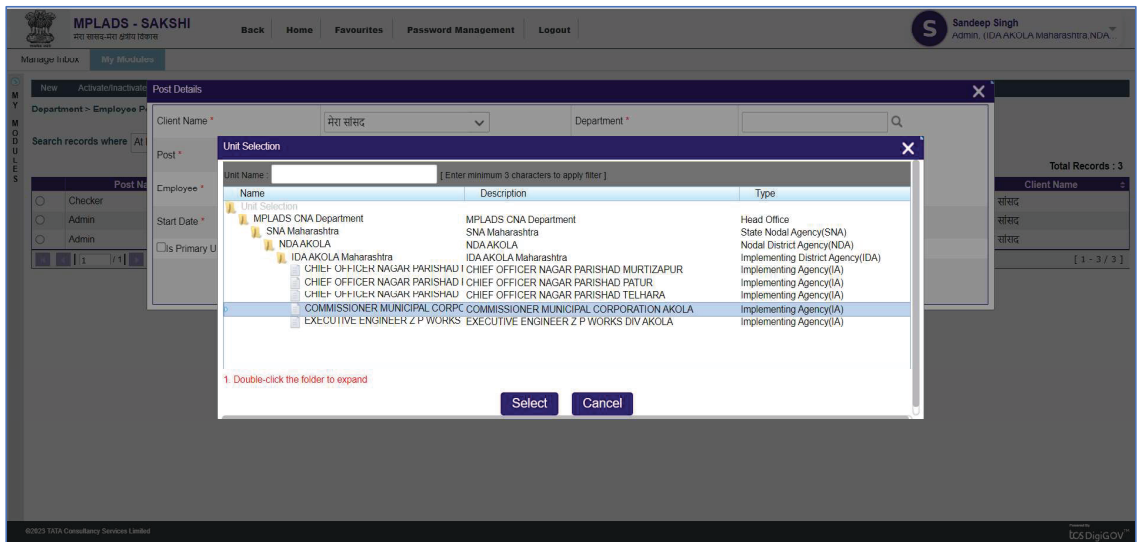
3. First select the Client Name & Department Details.

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

This screenshot is similar to the previous one, but with a callout box highlighting the search icon in the Department field. The callout box is labeled 'Search icon' and points to the magnifying glass icon next to the Department dropdown. The Client Name is 'मेरा साक्षर' and the Department is 'IDAAKOLA Maharashtra'. The Start Date is '20-Apr-2023'. The dialog box has 'Save', 'Reset', and 'Close' buttons at the bottom.

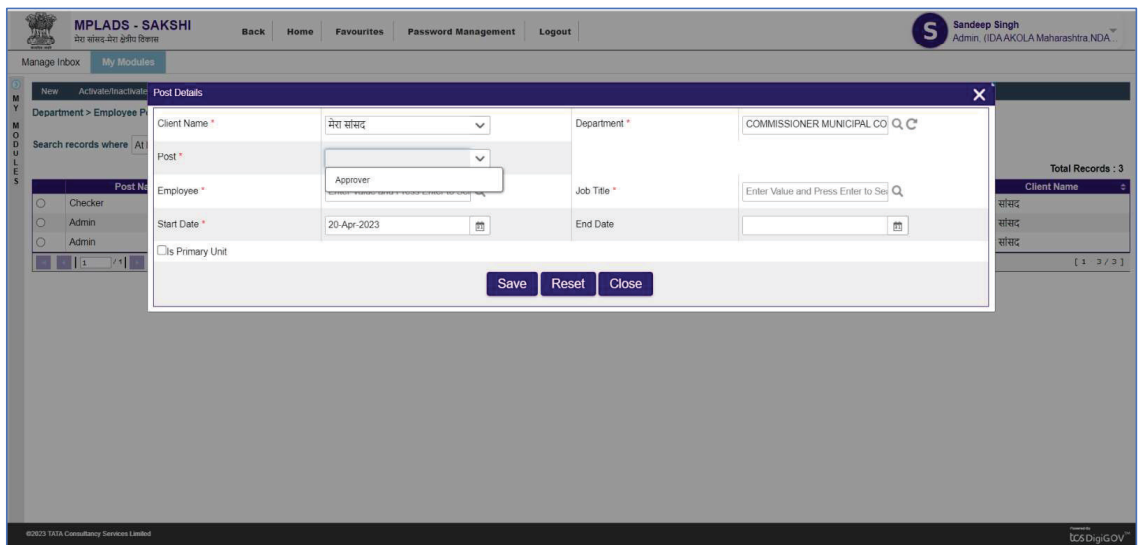
Screen 243: Post Details Box

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



Screen 244: Unit Selection Window

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



Screen 245: Post Details Box

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

MPLADS - SAKSHI | Back | Home | Favourites | Password Management | Logout | Sandeep Singh (Admin, IDA-AKOLA Maharashtra, NDA...)

Manage Inbox | My Modules

Post Details

Department > Employee Post

Search records where: All

Client Name: मेरा सांसद | Department: COMMISSIONER MUNICIPAL CO

Post: Approver | Employee: Karthik Rao | Job Title: APPROVER

Start Date: 20-Apr-2023 | End Date: 19-May-2023

☐ Is Primary Unit

Save | Reset | Close

Total Records: 3

Client Name: मेरा सांसद

[1 - 3 / 3]

©2023 TADA Consultancy Services Limited | TCS DigigOV

Screen 246: Post Details Box

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

MPLADS - SAKSHI | Back | Home | Favourites | Password Management | Logout | Sandeep Singh (Admin, IDA-AKOLA Maharashtra, NDA...)

Manage Inbox | My Modules

Post Details

Department > Employee Post

Search records where: All

Client Name: मेरा सांसद | Department: COMMISSIONER MUNICIPAL CO

Post: Approver | Employee: Karthik Rao | Job Title: APPROVER

Start Date: 20-Apr-2023 | End Date: 19-May-2023

☐ Is Primary Unit

Success: Post Details saved successfully. OK

Total Records: 4

Client Name: मेरा सांसद

[1 - 4 / 4]

©2023 TADA Consultancy Services Limited | TCS DigigOV

Screen 247: Post Details Success

MPLADS - SAKSHI | Back | Home | Favourites | Password Management | Logout | Sandeep Singh (Admin, IDA-AKOLA Maharashtra, NDA...)

Manage Inbox | My Modules

Employee Post Mapping

Search records where: At least one field | Contains | []

Total Records: 4

Post Name	Employee Name	Designation	Status	Start Date	End Date	Client Name
Approver	Karthik Rao	APPROVER	ACTIVE	20 Apr 2023	19 May 2023	मेरा सांसद
Checker	Soumik Deb	Checker	ACTIVE	01 Mar 2023		मेरा सांसद
Admin	Shruti Choudhry	Admin	ACTIVE	01 Mar 2023		मेरा सांसद
Admin	Sandeep Singh	Admin	ACTIVE	01 Mar 2023		मेरा सांसद

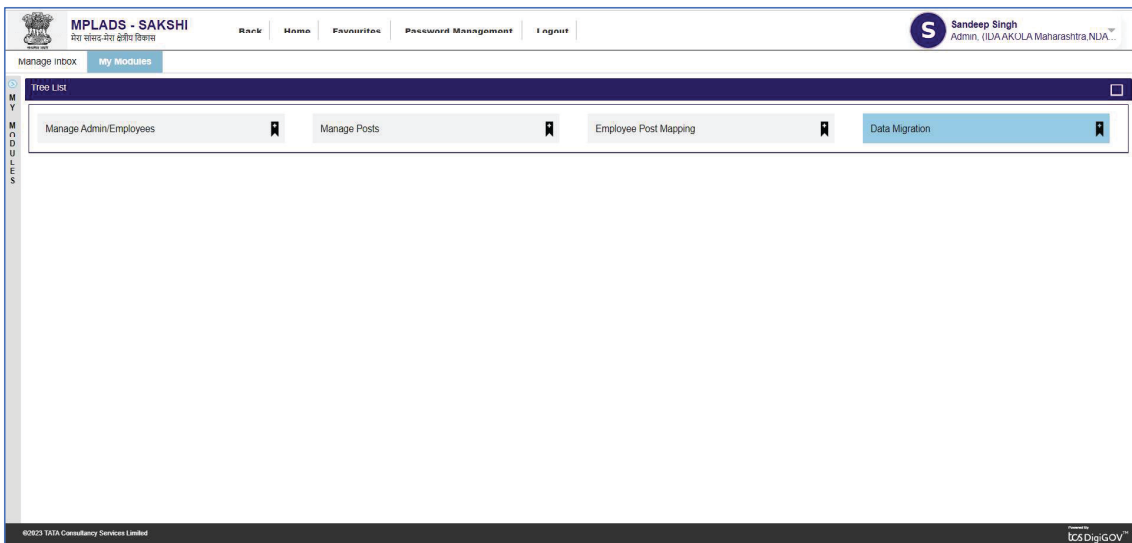
[1 - 4 / 4]

4. Data Migration

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

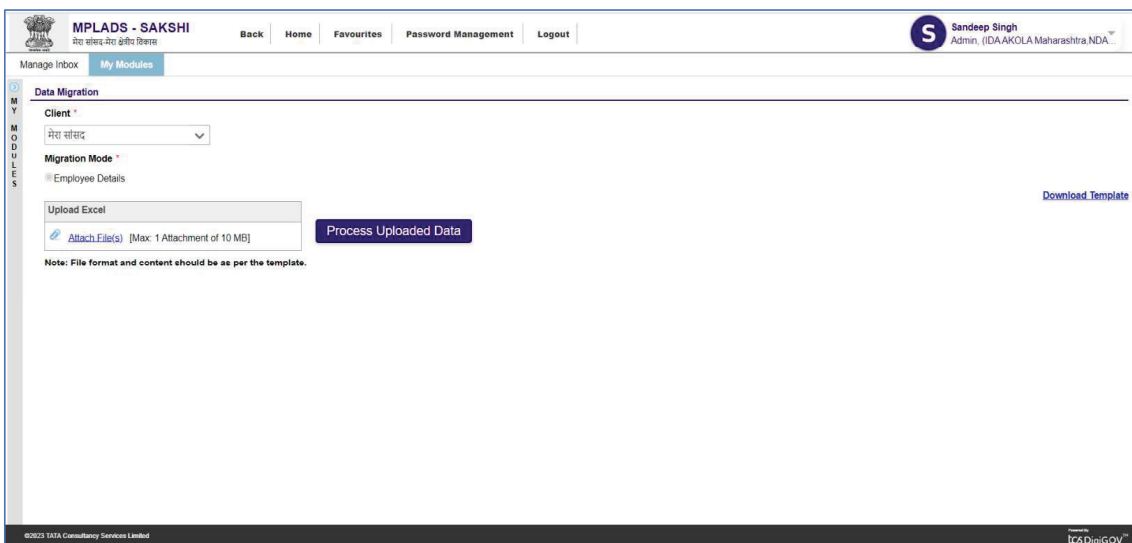
Here the user has to download a template and enter the details of the users accordingly.

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



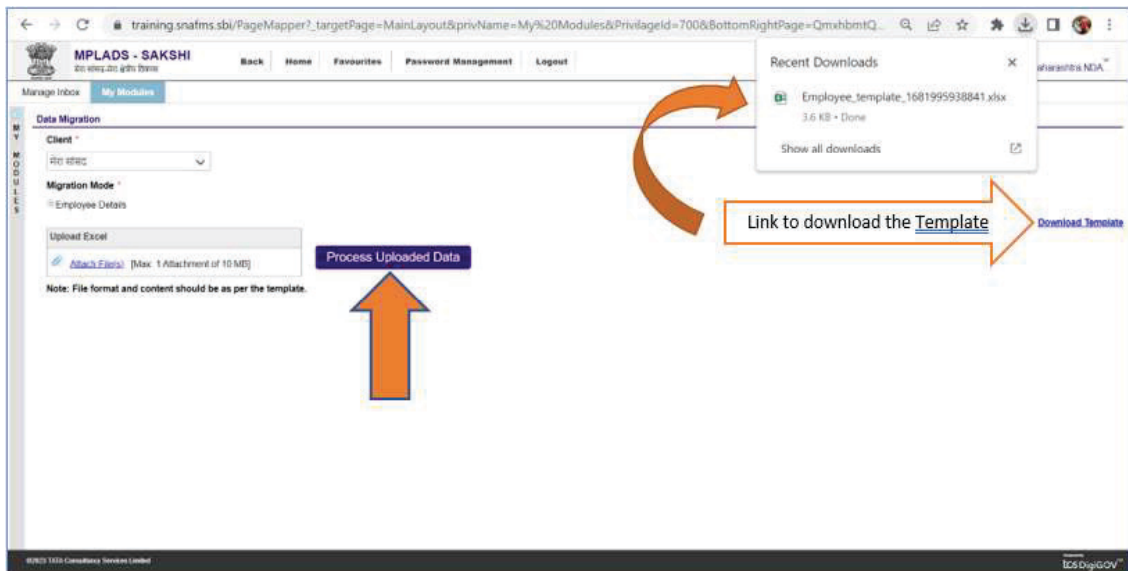
Screen 248: Admin/Employee Configuration Page

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



Screen 249: Data Migration Page

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



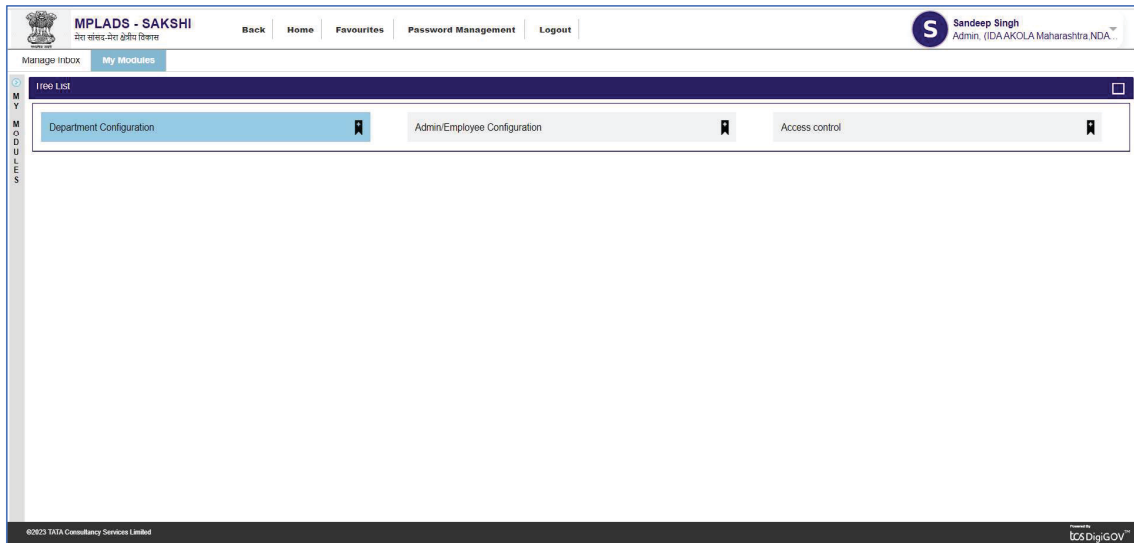
Screen 250: Data Migration Page (Organization Details)

2.2 Department Configuration

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

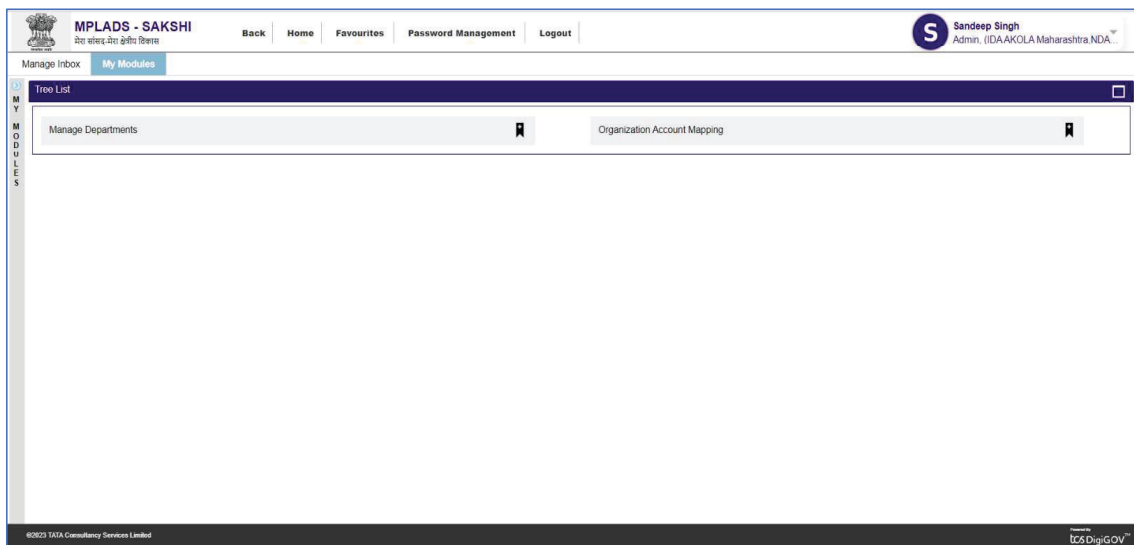
Navigate to the following path to access the **Department Configuration Page**:

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



Screen 251: Admin Page

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



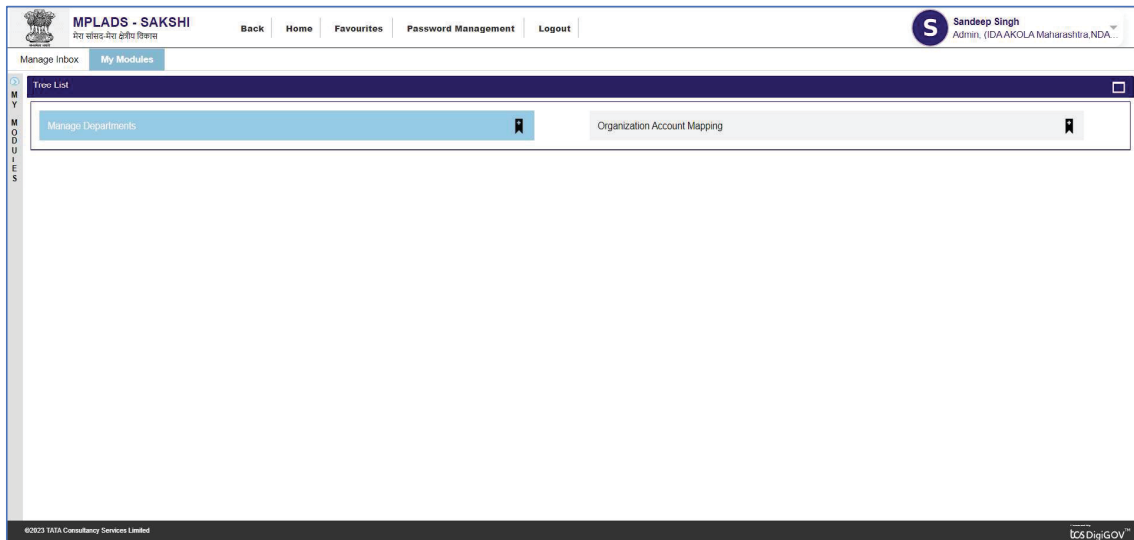
Screen 252: Department Configuration Page

Department Configuration page has 2 options:

- Manage Departments
- Organization Account Mapping

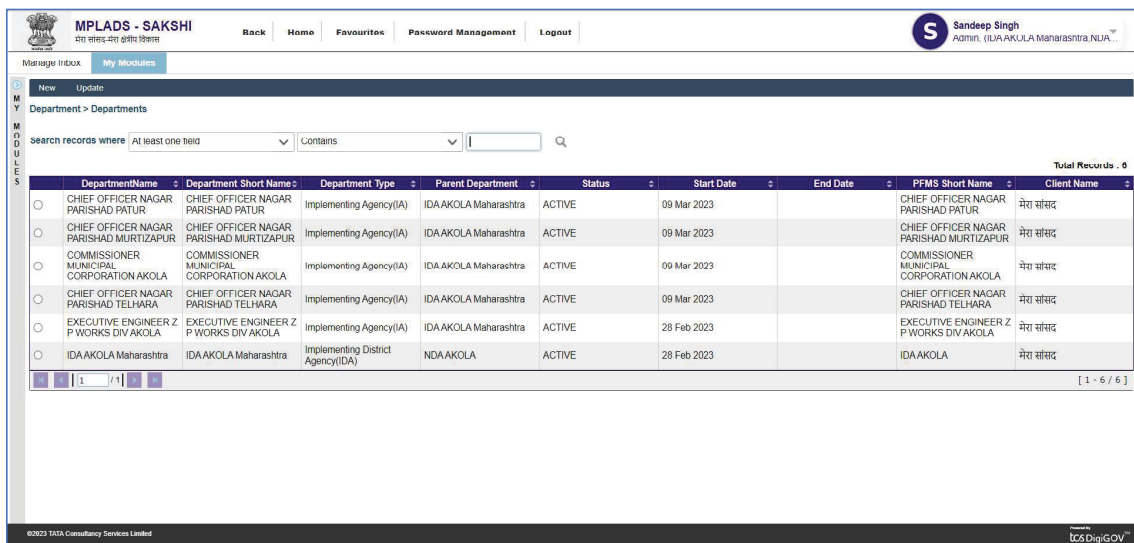
1. **Manage Departments:** This page is used to create new departments and also update existing ones.

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



Screen 253: Department Configuration Page

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



Screen 254: Manage Departments Page

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

6023 TATA Consultancy Services Limited

Powered by: ICS DigigOV™

Screen 255: Manage Departments Page

- 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.

6023 TATA Consultancy Services Limited

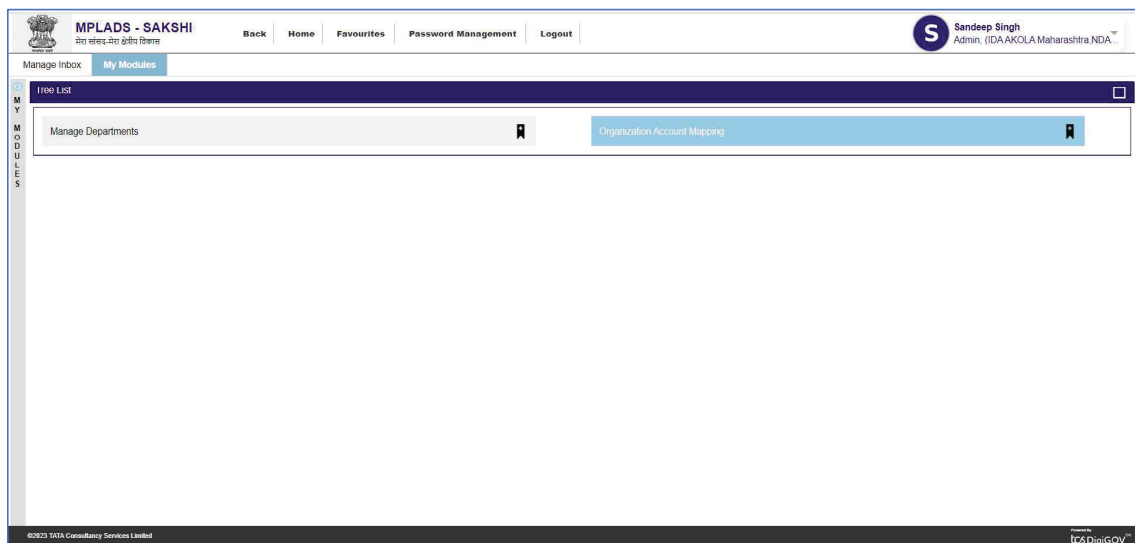
Powered by: ICS DigigOV™

Screen 256: Manage Departments (new tab)

- To update the existing department, select the department by clicking on the radio button and then click on the update tab.
When user clicks on update tab a popup window appears with the details of the selected Department.
Make the changes and click on save button.

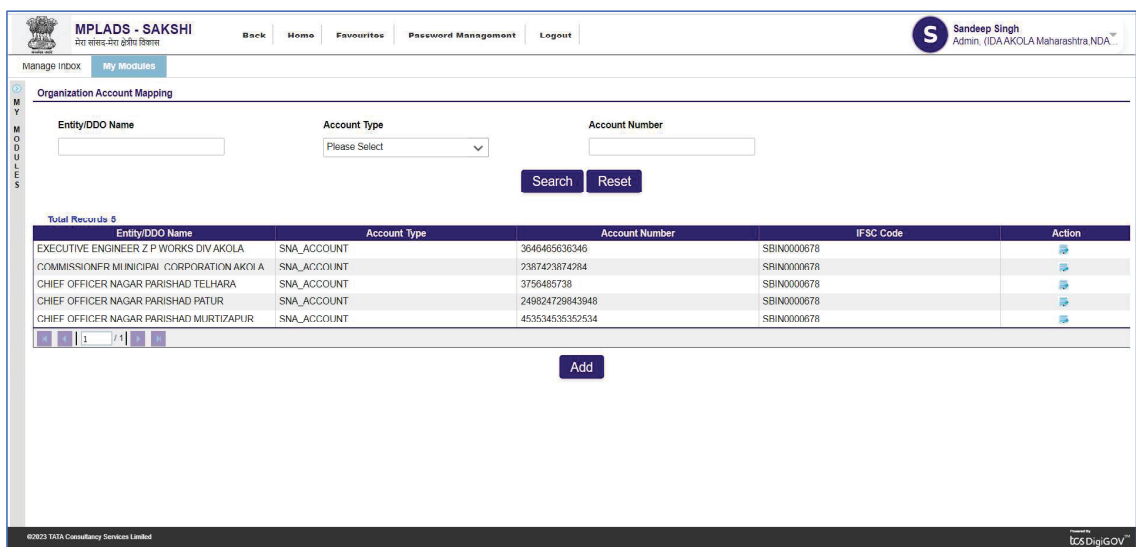
1. **Organization Account Mapping:** This page is used to map the departments with bank account number.

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



Screen 257: Manage Departments Page

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



The screenshot shows the MPLADS - SAKSHI web application interface for the 'Organization Account Mapping' page. The top navigation bar is the same as in Screen 257. The main content area is titled 'Organization Account Mapping' and contains a form with three input fields: 'Entity/DO Name', 'Account Type' (a dropdown menu), and 'Account Number'. Below the form are 'Search' and 'Reset' buttons. Below the form is a table with the following data:

Entity/DO Name	Account Type	Account Number	IFSC Code	Action
EXECUTIVE ENGINEER Z P WORKS DIV AKOLA	SNA_ACCOUNT	3646465636346	SBIN0000678	
COMMISSIONER MUNICIPAL CORPORATION AKOLA	SNA_ACCOUNT	7387423874284	SBIN0000678	
CHIEF OFFICER NAGAR PARISHAD TELHARA	SNA_ACCOUNT	3756485738	SBIN0000678	
CHIEF OFFICER NAGAR PARISHAD PATUR	SNA_ACCOUNT	249824729843948	SBIN0000678	
CHIEF OFFICER NAGAR PARISHAD MURTIZAPUR	SNA_ACCOUNT	453534536352534	SBIN0000678	

Below the table is an 'Add' button.

Screen 258: Organization Account Mapping

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

The screenshot displays the 'Mapping Details' popup in the MPLADS - SAKSHI application. The popup is titled 'Mapping Details' and has a close button (X) in the top right corner. It contains the following fields and options:

- Entity/DO Name:** IDA AKOLA Maharashtra
- Account Type:** Please Select (dropdown menu)
- IFSC Code Search:** (text input field)
- IFSC Code:** (text input field)
- Account Number:** (text input field)
- Bank Name:** (text input field)
- Save:** (button)

The background interface shows the 'Organization Account Mapping' section with a table of records. The table has columns for 'Entity/DO Name' and 'Action'. The records listed are:

Entity/DO Name	Action
EXECUTIVE ENGINEER Z	[Add]
COMMISSIONER MUNICI	[Add]
CHIEF OFFICER NAGAR	[Add]
CHIEF OFFICER NAGAR	[Add]
CHIEF OFFICER NAGAR	[Add]

Screen 259: Organization Account Mapping (Normal)

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

- Normal
- Bulk Upload

In the normal method,
All the details are filled manually one by one as shown in the above screen.

In case of Bulk upload,

1. First the user has to select the Account Type and then click on **Generate Excel** Button.
2. The user then has to download the Excel template by clicking on the [Download Excel](#) link.
3. Fill in the details of the users in the template and upload.

The screenshot displays the 'Mapping Details' popup in the MPLADS - SAKSHI application for Bulk Upload. The popup is titled 'Mapping Details' and has a close button (X) in the top right corner. It contains the following fields and options:

- Entity/DO Name:** IDA AKOLA Maharashtra
- Account Type:** HOLDING_ACCOUNT DEPOSIT
- Generate Excel:** (button)
- Download Excel:** (link)
- Upload Excel:** (button)
- Attach File(s):** (link, Max: 1 Attachment of 10 MB)
- Process Uploaded Data:** (button)

The background interface shows the 'Organization Account Mapping' section with a table of records. The table has columns for 'Entity/DO Name' and 'Action'. The records listed are:

Entity/DO Name	Action
EXECUTIVE ENGINEER Z	[Add]
COMMISSIONER MUNICI	[Add]
CHIEF OFFICER NAGAR	[Add]
CHIEF OFFICER NAGAR	[Add]
CHIEF OFFICER NAGAR	[Add]

Screen 260: Organization Account Mapping (Bulk Upload)

2.3 Access control

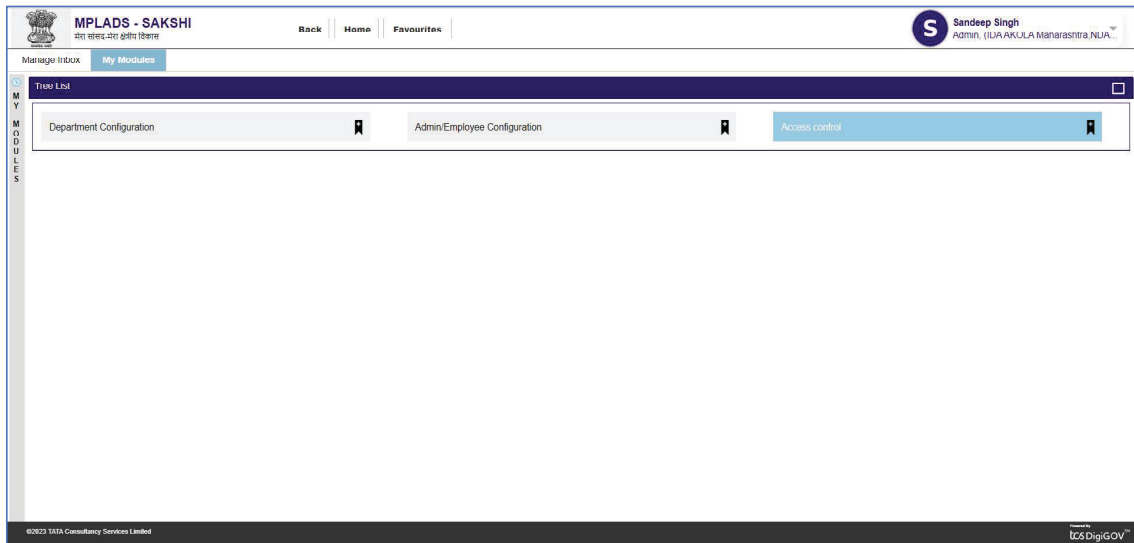
Role Group Mapping

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

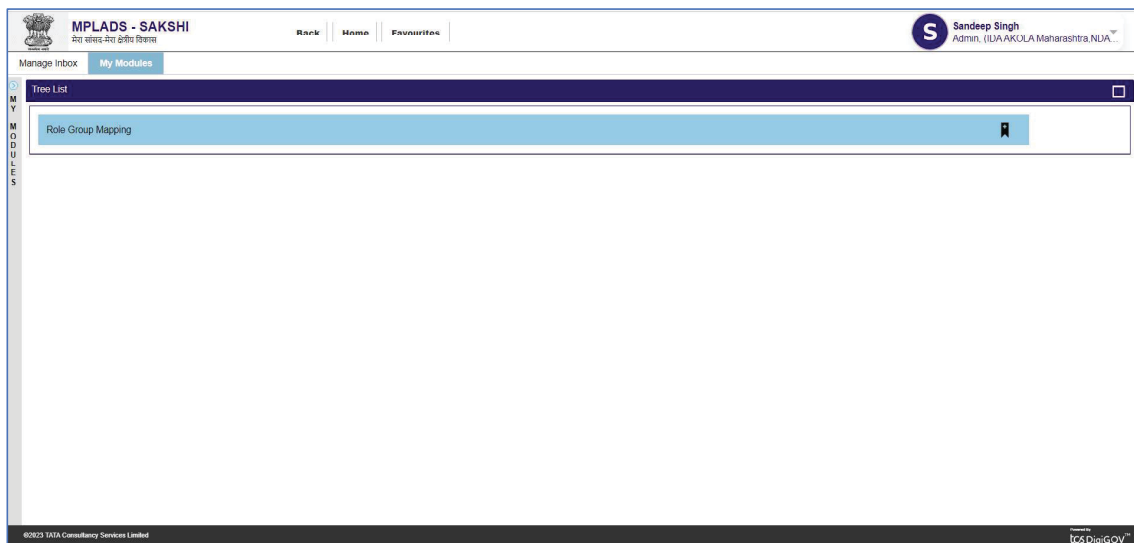
Each group is configured with certain roles and rights.

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

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



Screen 261: Admin Page



Screen 262: Access control

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

MPLADS - SAKSHI

Back Home Favourites

Sandeep Singh Admin, (IDA AKOLA Maharashtra NDA)

Manage Inbox My Modules

ACL > Role Group Mapping

Search records where [At least one field] Contains [] Q

Total Records : 7

Role	Role ID	Group Name	Group ID	Role Type	Status	Start Date	End Date
Sandeep Singh (Admin-IDA AKOLA Maharashtra)	3034039	District Admin	1538	Unit	Active	11 Apr 2023	
Soumik Deb (Check-EXECUTIVE ENGINEER Z P WORKS DIV AKOLA)	3034063	Verifier Group	1533	Unit	Active	01 Mar 2023	
Soumik Deb (Check-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	

[1 - 7 / 7]

©2023 TATA Consultancy Services Limited

Powered by tcs DigigOV

Screen 263: Role Group Mapping

- 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.

MPLADS - SAKSHI

Back Home Favourites

Sandeep Singh Admin, (IDA AKOLA Maharashtra NDA)

Manage Inbox My Modules

ACL > Role Group Mapping

Search records where [At least one field] Contains [] Q

Total Records : 7

End Date

Role Group Mapping

Client Name * Sandeep Singh

Value Type Role Group Name * District Admin Q

Role Flag Name * Employee

Employee * Karthik Shinde Q

Start Date * 20-Apr-2023 End Date 25-May-2023

Save Reset Close

Role	Role ID	Group Name	Group ID	Role Type	Status	Start Date	End Date
Sandeep Singh (Admin-IDA AKOLA Maharashtra)	3034039	Worklist Group	1526	Unit	Active	01 Mar 2023	
Sandeep Singh (Admin-IDA AKOLA Maharashtra)	3034039	IDA Group	1531	Unit	Active	01 Mar 2023	

[1 - 7 / 7]

©2023 TATA Consultancy Services Limited

Powered by tcs DigigOV

Screen 264: 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.

3. Manage MP Work Recommendation (IDA)

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

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

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

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

Admin Fund Limit

Limit Type	Amount
Total Limit	Rs. 0.00
Available Limit	0
Distributed Limit	Rs. 0.00

Development Work Status

Work Status	Count
Recommended Work	27
Sanction Work	9
Completed Work with UC	3
Abandoned/Suspended Work	0
On Going Works	3

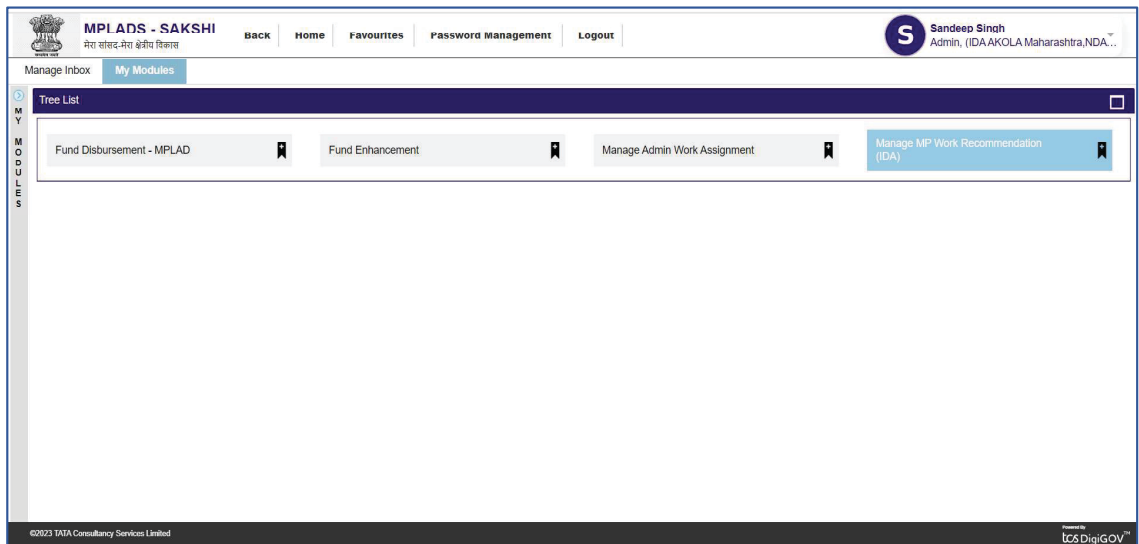
No. of Registered IA/Vendor: 21

Screen 265 : IDA Admin Home Page.

Tree List

Module	Sub-Module
Return Fund	
Limit Allocation Management	
Work Management	
Manage Fund Enhancement Approval	
Admin	
Vendor Management	

Screen 266: My Modules Page (Work Management)



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

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

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

The screenshot shows the 'Manage MP Work Recommendation' screen. It includes a 'View MP Work Recommendation' section with a 'Work Type' filter (Development Work, Out of State/Constituency Work, Calamity Work) and a 'Recommendation Date' input field. A 'Search' button is present. Below this, a table displays 15 records. The table has columns for Sr.No., MP Name, MP Tenure, Letter No., Work, Recommendation Date, Recommended Work Amount, and Status. The records show various projects like lighting of public streets, building of educational institutions, and water supply projects, with their respective recommendation dates and amounts.

Sr.No.	MP Name	MP Tenure	Letter No.	Work	Recommendation Date	Recommended Work Amount	Status
1	Sanjay	17th Lok Sabha	LNIMP957/2022-2024/50	Project for lighting of public streets and places	11-04-2023	100000.00	Action Pending
2	Sanjay	17th Lok Sabha	LNIMP957/2023-2024/47	Building for Government aided/un-aided educational institutions	11-04-2023	50000.00	Action Pending
3	Sanjay	17th Lok Sabha	LNIMP957/2023-2024/46	Construction of common shelters for cyclones, Floods and handicapped	10-04-2023	65000.00	Action Pending
4	Sanjay	17th Lok Sabha	LNIMP957/2023-2024/42	Tube Wells	10-04-2023	100000.00	Action Pending
5	Sanjay	17th Lok Sabha	LNIMP957/2023-2024/41	Procurement of hospital equipment for Govt. hospitals and dispensaries	10-04-2023	500000.00	Action Pending
6	Sanjay	17th Lok Sabha	LNIMP957/2023-2024/40	Water Tankers	06-04-2023	250000.00	Action Pending
7	Sanjay	17th Lok Sabha	LNIMP957/2023-2024/39	Piped Drinking Water Supply	06-04-2023	100000.00	Action Pending
8	Sanjay	17th Lok Sabha	LNIMP957/2023-2024/37	Building for sports facilities	01-04-2023	40000.00	Action Pending
9	Sanjay	17th Lok Sabha	LNIMP957/2022-2023/30	Building for Government educational institution	29-03-2023	15000.00	Action Pending
10	Sanjay	17th Lok Sabha	LNIMP957/2022-2023/27	Project of Govt. Agencies for improvement of Electricity distribution infrastructure	29-03-2023	10000.00	Approved
11	Sanjay	17th Lok Sabha	LNIMP957/2022-2023/25	Piped Drinking Water Supply	27-03-2023	90000.00	Approved
12	Sanjay	17th Lok Sabha	LNIMP957/2022-2023/20	Construction of roads, approach roads, link roads, pathways	27-03-2023	50000.00	Approved
13	Sanjay	17th Lok Sabha	LNIMP957/2022-2023/19	Public toilets and bathrooms	27-03-2023	65000.00	Action Pending
14	Sanjay	17th Lok Sabha	LNIMP957/2022-2023/16	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	LNIMP957/2022-2023/12	Building for Government educational institution	25-03-2023	30000.00	Approved

Screen 268: Manage MP Work Recommendation Page

1. Development Work

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

Select the Work Type as Development Work

MPPLADS - SAKSHI

Home | Font Size | Favourites | Password Management | Logout

Manage Inbox | Dashboard | My Modules

View MP Work Recommendation

Work Type: ☒ Development Work ☐ Out of State/Constituency Work ☐ Calamity Work

Recommendation Date:

Search

Pending Status

Sr.No.	MP Name	MP Tenure	Letter No.	Work	Recommendation Date	Recommended Work Amount	Status
1	Sanjay	17th Lok Sabha	LNMP057/2023-2024/28	Project for lighting of public streets and places	11-04-2023	10000.00	Action Pending
2	Sanjay	17th Lok Sabha	LNMP057/2023-2024/47	Building for Government aided/un-aided educational institutions	11-04-2023	50000.00	Action Pending
3	Sanjay	17th Lok Sabha	LNMP057/2023-2024/45	Construction of common shelters for cyclones, floods and handicapped	10-04-2023	65000.00	Action Pending
4	Sanjay	17th Lok Sabha	LNMP057/2023-2024/42	Tube Wells	10-04-2023	100000.00	Action Pending
5	Sanjay	17th Lok Sabha	LNMP057/2023-2024/41	Procurement of hospital equipment for Govt. hospitals and dispensaries	10-04-2023	500000.00	Action Pending
6	Sanjay	17th Lok Sabha	LNMP057/2023-2024/40	Water Tankers	06-04-2023	250000.00	Action Pending
7	Sanjay	17th Lok Sabha	LNMP057/2023-2024/38	Piped Drinking Water Supply	06-04-2023	100000.00	Action Pending
8	Sanjay	17th Lok Sabha	LNMP057/2023-2024/37	Building for sports activities	01-04-2023	60000.00	Action Pending
9	Sanjay	17th Lok Sabha	LNMP057/2022-2023/36	Building for Government educational institution	29-03-2023	15000.00	Action Pending
10	Sanjay	17th Lok Sabha	LNMP057/2022-2023/27	Project of Govt. Agencies for improvement of Electricity distribution infrastructure	29-03-2023	10000.00	Approved
11	Sanjay	17th Lok Sabha	LNMP057/2022-2023/25	Piped Drinking Water Supply	27-03-2023	50000.00	Approved
12	Sanjay	17th Lok Sabha	LNMP057/2022-2023/20	Construction of roads, approach roads, link roads, pathways	27-03-2023	50000.00	Approved
13	Sanjay	17th Lok Sabha	LNMP057/2022-2023/19	Public toilets and bathrooms	27-03-2023	65000.00	Action Pending
14	Sanjay	17th Lok Sabha	LNMP057/2022-2023/18	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	LNMP057/2022-2023/12	Building for Government educational institution	25-03-2023	30000.00	Approved

1 - 15 / 18

©2023 TATA Consultancy Services Limited

LCSDigiGOV

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

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

MPPLADS - SAKSHI

Back | Home | Favourites | Password Management | Logout

Manage Inbox | My Modules

View MP Work Recommendation

Work Type: ☒ Development Work ☐ Out of State/Constituency Work ☐ Calamity Work

Recommendation Date:

Total Records 26

Sr.No.	MP Name	MP Tenure	Letter No.	Work	Recommendation Date	Recommended Work Amount	Status
1	Sanjay	17th Lok Sabha	LNMP057/2023-2024/56	Building for Government aided/un-aided educational institutions	11-04-2023	88000.00	Action Pending
2	Sanjay	17th Lok Sabha	LNMP057/2023-2024/52	Tube Wells	11-04-2023	100001.00	Approved
3	Sanjay	17th Lok Sabha	LNMP067/2023-2024/61	Construction of Footpaths/Pedestrian ways	11-04-2023	12000.00	Action Pending

MP Recommended Work

IA Wise Work Allocation

Letter No. LNMP057/2023-2024/56

Recommendation Date 11-04-2023

Entity/IDA IDA AKOLA Maharashtra

Work Building for Government aided/un-aided educational institutions

Work Description Building for Government aided/un-aided educational institutions

Recommended Amount 88000.0

Location Type Urban

City Akola

Ward ward-120

Entity/IA Please Select

Approve | Reject | Back

©2023 TATA Consultancy Services Limited

LCSDigiGOV

Screen 270 : Manage MP Work Recommendation Page

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

MPLADS - SAKSHI

Back Home Favourites Password Management Logout

Manage Inbox My Modules

MP Recommended Work

IA Wise Work Allocation

Letter No. LNMPO67/2023-2024/56 Recommendation Date 11-04-2023 Entity/IDA IDA AKOLA Maharashtra

Work Building for Government aided/un-aided educational institutions Work Description Building for Government aided/un-aided educational institutions Recommended Amount 88000.0

Location Type Urban City Akola Ward ward-120

Entity/IA Please Select

EXECUTIVE ENGINEER Z P WORKS DIV AKOLA
COMMISSIONER MUNICIPAL CORPORATION AKOLA
CHIEF OFFICER NAGAR PARISHAD RATUR
CHIEF OFFICER NAGAR PARISHAD TELHARA
CHIEF OFFICER NAGAR PARISHAD MURTIZAPUR

Approve Reject Back

Sr.No.	Location	City	Ward	Status
1	Sanjay			Approved
2	Sanjay			Approved
3	Sanjay			Action Pending
4	Sanjay			Action Pending
5	Sanjay			Approved
6	Sanjay			Action Pending
7	Sanjay			Action Pending
8	Sanjay			Action Pending
9	Sanjay			Action Pending
10	Sanjay			Action Pending
11	Sanjay			Action Pending
12	Sanjay			Action Pending
13	Sanjay			Action Pending
14	Sanjay			Action Pending
15	Sanjay			Action Pending

60623 DATA Consultancy Services Limited

ICSDigigOV

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

MPLADS - SAKSHI

Back Home Favourites Password Management Logout

Manage Inbox My Modules

MP Recommended Work

IA Wise Work Allocation

Letter No. LNMPO67/2023-2024/56 Recommendation Date 11-04-2023 Entity/IDA IDA AKOLA Maharashtra

Work Building for Government aided/un-aided educational institutions Work Description Building for Government aided/un-aided educational institutions Recommended Amount 88000.0

Location Type Urban City Akola Ward ward-120

Entity/IA CHIEF OFFICER NAGAR PARISHAD

Approve Reject Back

Sr.No.	Location	City	Ward	Status
1	Sanjay			Approved
2	Sanjay			Approved
3	Sanjay			Action Pending
4	Sanjay			Action Pending
5	Sanjay			Approved
6	Sanjay			Action Pending
7	Sanjay			Action Pending
8	Sanjay			Action Pending
9	Sanjay			Action Pending
10	Sanjay			Action Pending
11	Sanjay			Action Pending
12	Sanjay			Action Pending
13	Sanjay			Action Pending
14	Sanjay			Action Pending
15	Sanjay			Action Pending

60623 DATA Consultancy Services Limited

ICSDigigOV

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 273 : MP Recommend Work Popup

Screen 274: MP Recommend Work Popup

- 162

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

MPLADS - SAKSHI | Back | Home | Favourites | Password Management | Logout | Sandeep Singh Admin, (IDA AKOLA Maharashtra, NDA...)

Manage Inbox | My Modules

View MP Work Recommendation

Work Type
☐ Development Work ☒ Out of State/Constituency Work ☐ Calamity Work

Recommendation Date

Search

Total Records 3

Sr.No.	MP Name	MP Tenure	Letter No.	Work	Recommendation Date	Recommended Work Amount	Status
1	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/39	Piped Drinking Water Supply	06-04-2023	100000.00	Action Pending
2	Sanjay	17th Lok Sabha	LN/MP067/2022-2023/7	Project for lighting of public streets and places	24-03-2023	40000.00	Action Pending
3	Ajay Tamta (16th Lok Sabha)	16th Lok Sabha	LN/01/2022-2023/1	Construction of Farmers Training and Assistance Centres	23-03-2023	21000.00	Action Pending

©2023 TATA Consultancy Services Limited | TCS DigigOV™

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

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

MPLADS - SAKSHI | Back | Home | Favourites | Password Management | Logout | Sandeep Singh Admin, (IDA AKOLA Maharashtra, NDA...)

Manage Inbox | My Modules

View MP Work Recommendation

Work Type
☐ Development Work ☒ Out of State/Constituency Work ☐ Calamity Work

Recommendation Date

Total Records 3

Sr.No.	MP Name	MP Tenure	Letter No.	Work	Recommendation Date	Recommended Work Amount	Status
1	Sanjay	17th Lok Sabha	LN/MP057/2023-2024/39	Piped Drinking Water Supply	06-04-2023	100000.00	Action Pending
2	Sanjay	17th Lok Sabha	LN/MP067/2022-2023/7	Project for lighting of public streets and places	24-03-2023	40000.00	Action Pending
3	Ajay Tamta	16th Lok Sabha	LN/01/2022-2023/1	Construction of Farmers Training and Assistance Centres	23-03-2023	21000.00	Action Pending

MP Recommended 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 * MPLADS_TEST | Recommended Amount * 100000.0

Location Type * Urban | City * Balapur | Ward * 11

Entity/IDA Please Select

Approve | Back

©2023 TATA Consultancy Services Limited | TCS DigigOV™

Screen 278: Manage MP Work Recommendation Page

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

The screenshot shows the 'MP Recommended Work' pop-up box with the following details:

- Letter No.:** LN/MP057/2023-2024/39
- Recommendation Date:** 06-04-2023
- Entity/IDA:** IDA AKOLA Maharashtra
- Work:** Piped Drinking Water Supply
- Work Description:** MPLADS_TEST
- Recommended Amount:** 100000.0
- Location Type:** Urban
- City:** Balapur
- Ward:** 11
- Entity/IA:** Please Select (dropdown menu open)

The dropdown menu for Entity/IA is open, showing the following options:

- EXECUTIVE ENGINEER Z P WORKS DIV AKOLA
- COMMISSIONER MUNICIPAL CORPORATION AKOLA
- CHIEF OFFICER NAGAR PARISHAD PATUR
- CHIEF OFFICER NAGAR PARISHAD TELHARA
- CHIEF OFFICER NAGAR PARISHAD MURTIAPUR

Buttons: Approve, Back

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

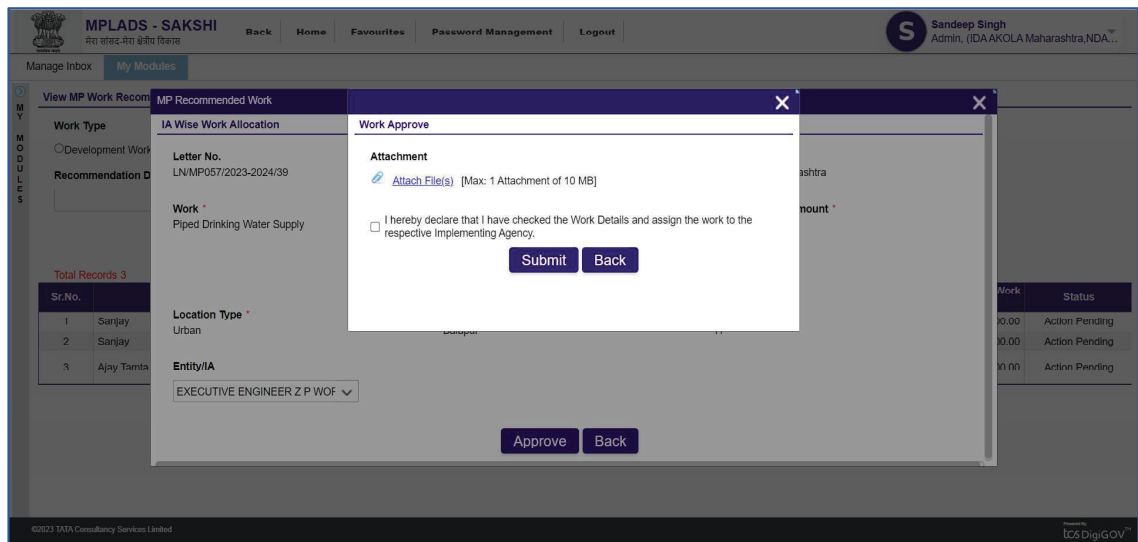
The screenshot shows the 'Manage MP Work Recommendation' page with the following details:

- Letter No.:** LN/MP057/2023-2024/39
- Recommendation Date:** 06-04-2023
- Entity/IDA:** IDA AKOLA Maharashtra
- Work:** Piped Drinking Water Supply
- Work Description:** MPLADS_TEST
- Recommended Amount:** 100000.0
- Location Type:** Urban
- City:** Balapur
- Ward:** 11
- Entity/IA:** EXECUTIVE ENGINEER Z P WOF (selected)

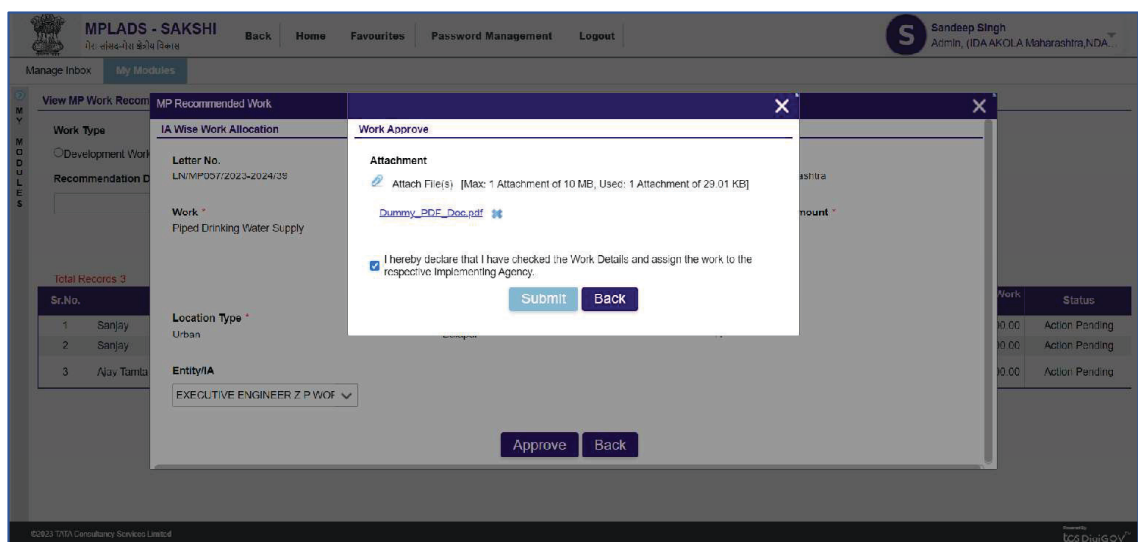
Buttons: Approve, Back

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.

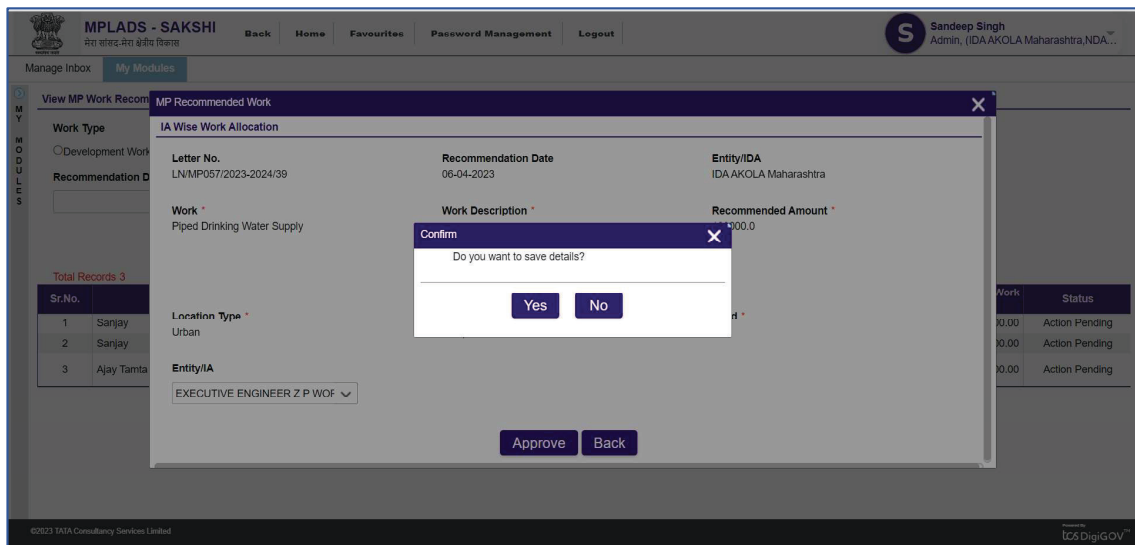


Screen 281: MP Recommend Work Popup

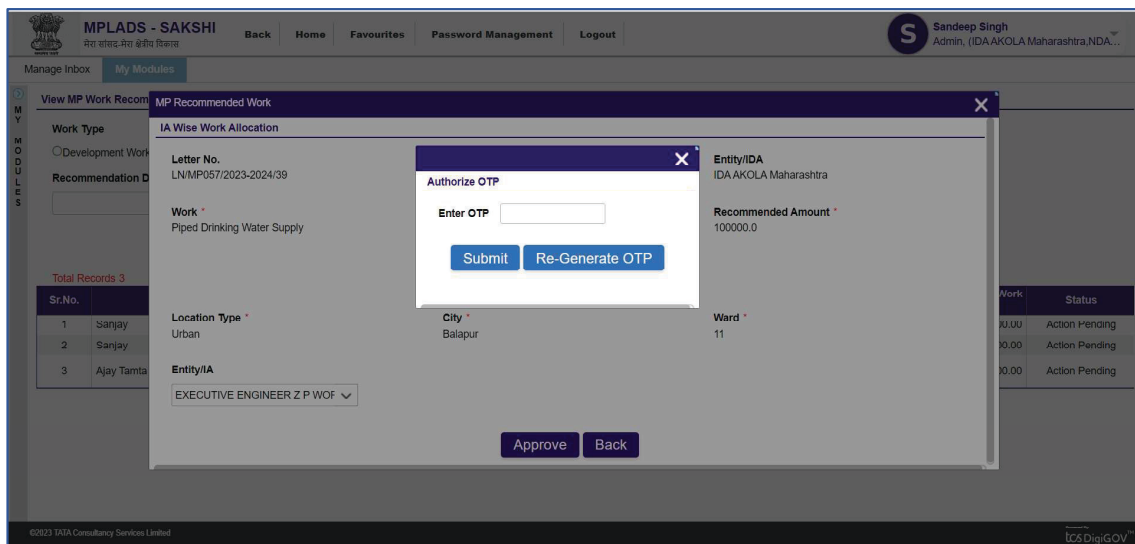


Screen 282: MP Recommend Work Popup

5. After clicking on the submit button, a confirmation Alert box will appear.
If the IDA user clicks on the Yes button, then another Popup appears where the user must enter the OTP.
OTP will be sent to the mobile number of the IDA user (i.e., the mobile number mapped/ linked to the user IDA User ID)



Screen 283: MP Recommend Work Popup



Screen 284: MP Recommend Work Popup

- 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 - SAKSHI Home Font Size Favourites Password Management Logout

Sandeep Singh Admin, IDA,AKOLA Maharashtra,INDIA

Manage Inbox Dashboard **My Modules**

View MP Work Recommendation

Work Type
☐ Development Work ☐ Out of State/Constituency Work ☒ Calamity Work

Recommendation Date

Search

Total Records 2

Sr.No.	Calamity Name	Letter No.	Work	Recommendation Date	Recommended Work Amount	Status
1	Maharashtra Flood 2021	LN/36/2022-2023/1	Project for lighting of public streets and places	23-03-2023	5000.00	Action Pending
2	Maharashtra Flood 2021	LN/36/2022-2023/1	Project for lighting of public streets and places	23-03-2023	10000.00	Action Pending

©2023 TATA Consultancy Services Limited

LOGO DigigOV

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

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

MPLADS - SAKSHI Home Font Size Favourites Password Management Logout

Sandeep Singh Admin, IDA,AKOLA Maharashtra,INDIA

Manage Inbox Dashboard **My Modules**

View MP Work Recommendation

Work Type
☐ Development Work ☐ Out of State/Constituency Work ☒ Calamity Work

Recommendation Date

Total Records 2

Sr.No.	Calamity Name	Letter No.	Work	Recommendation Date	Recommended Work Amount	Status
1	Maharashtra Flood 2021	LN/36/2022-2023/1	Project for lighting of public streets and places	23-03-2023	5000.00	Action Pending
2	Maharashtra Flood 2021	LN/36/2022-2023/1	Project for lighting of public streets and places	23-03-2023	10000.00	Action Pending

MP Recommended Work

IA Wise Work Allocation

Letter No.
LN/36/2022-2023/1

Recommendation Date
23-03-2023

Entity/IA
IDA,AKOLA Maharashtra

Work
Project for lighting of public streets and places

Work Description
Installation of LED Lights for streets.

Recommended Amount
5000.0

Location Type
Urban

City
NIDAGUNDI

Ward
Ward-1630

Entity/IA
Please Select

Approve **Back**

©2023 TATA Consultancy Services Limited

LOGO DigigOV

Screen 286 : Manage MP Work Recommendation Page

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

MPLADS - SAKSHI Home Font Size Favourites Password Management Logout

Manage Inbox Dashboard **My Modules**

View MP Work Recommendation **MP Recommended Work**

Work Type
☐ Development Work
☐ Recommendation Date

Letter No. LN/36/2022-2023/1
Recommendation Date 23-03-2023
Entity/IDA IDA AKOLA Maharashtra

Work * Project for lighting of public streets and places
Work Description * Installation of LED Lights for streets.
Recommended Amount * 5000.0

Location Type * Urban
City * NIDAGUNDI
Ward * Ward-1630

Entity/IA
Please Select
Please Select
EXECUTIVE ENGINEER Z P WORKS DIV AKOLA
COMMISSIONER MUNICIPAL CORPORATION AKOLA
CHIEF OFFICER NAGAR PARISHAD PATUR
CHIEF OFFICER NAGAR PARISHAD TELHARA
CHIEF OFFICER NAGAR PARISHAD MURTIZAPUR

Approve **Back**

©2023 TATA Consultancy Services Limited TCS DigigOV

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

MPLADS - SAKSHI Home Font Size Favourites Password Management Logout

Manage Inbox Dashboard **My Modules**

View MP Work Recommendation **MP Recommended Work**

Work Type
☐ Development Work
☐ Recommendation Date

Letter No. LN/36/2022-2023/1
Recommendation Date 23-03-2023
Entity/IDA IDA AKOLA Maharashtra

Work * Project for lighting of public streets and places
Work Description * Installation of LED Lights for streets.
Recommended Amount * 5000.0

Location Type * Urban
City * NIDAGUNDI
Ward * Ward-1630

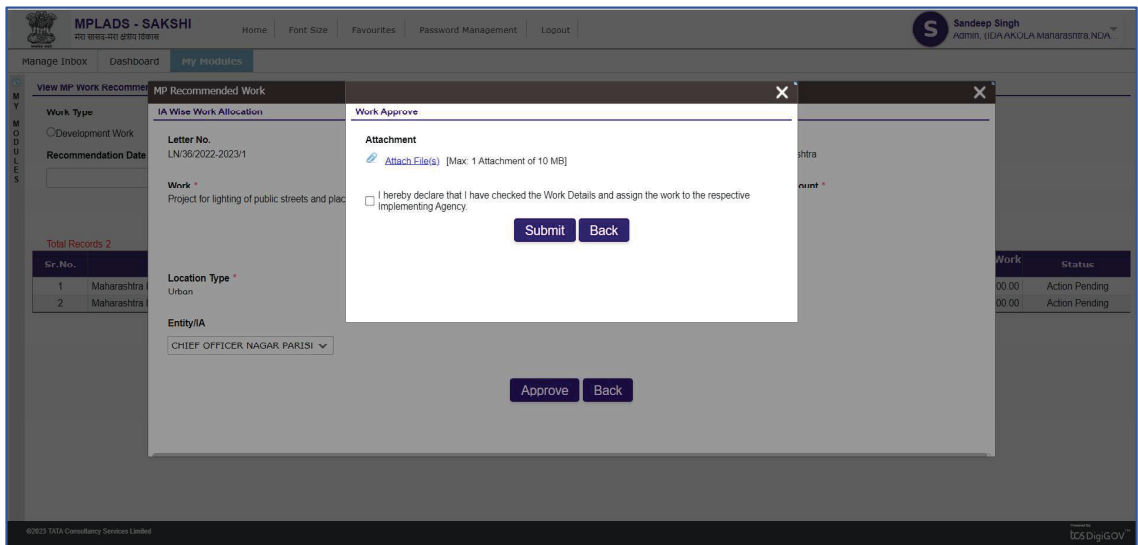
Entity/IA
CHIEF OFFICER NAGAR PARISHAD TELHARA

Approve **Back**

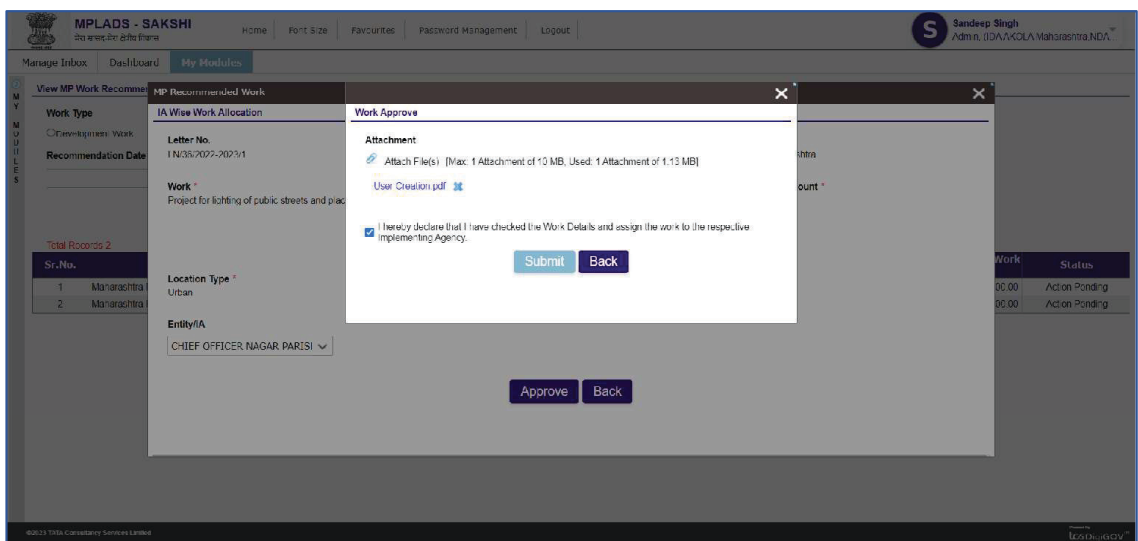
©2023 TATA Consultancy Services Limited TCS DigigOV

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 289: MP Recommend Work Popup



Screen 290: MP Recommend Work Popup

5. After clicking on the submit button, a confirmation Alert box will appear.
If the IDA user clicks on the Yes button, then another Popup appears where the user must enter the OTP.
OTP will be sent to the mobile number of the IDA user (i.e., the mobile number mapped/ linked to the user IDA User ID)

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

4. Fund Enhancement

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

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

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

Node Path: Home → My Modules → Work Management → **Fund Enhancement**

MPLADS - SAKSHI | Back | Home | Favourites | Password Management | Logout | Sandeep Singh Admin, (IDAAKOLA Maharashtra, NDA...

Admin Fund Limit

Rs. 0.00 Total Limit	0 Available Limit	Rs. 0.00 Distributed Limit
--------------------------------	-----------------------------	--------------------------------------

Development Work Status

Recommended Work	27
Sanction Work	9
Completed Work with UC	3
Abandoned/Suspended Work	0
On Going Works	3

No. of Registered IA/Vendor: 21

©2023 TATA Consultancy Services Limited | ICS DigiGOV™

Screen 291: IDA Admin Home Page.

MPLADS - SAKSHI | Back | Home | Favourites | Password Management | Logout | Sandeep Singh Admin, (IDAAKOLA Maharashtra, NDA...

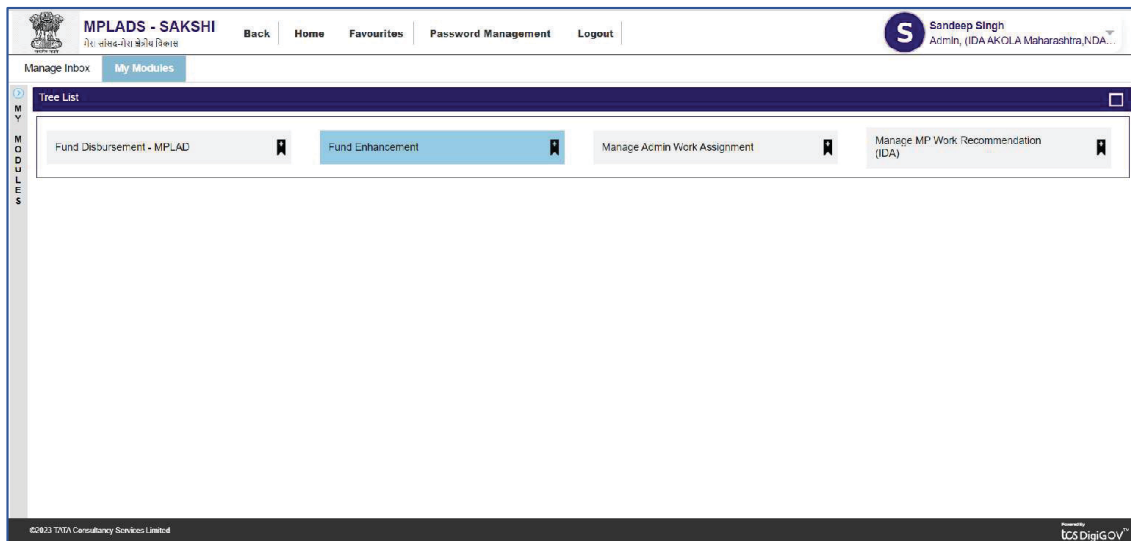
Manage Inbox | **My Modules**

Tree List

Return Fund	Limit Allocation Management	Work Management	Manage Fund Enhancement Approval
Admin	Vendor Management		

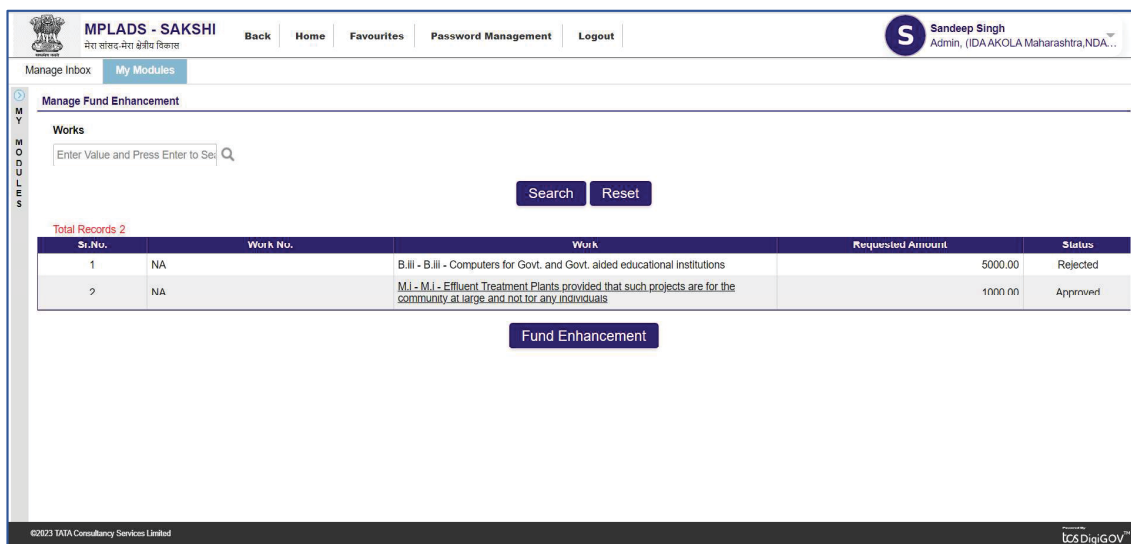
©2023 TATA Consultancy Services Limited | ICS DigiGOV™

Screen 292: My Modules Page (Work Management)



Screen 293: Work Management Page (Fund Enhancement)

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



Screen 294: Fund Enhancement Page

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

MPLADS - SAKSHI Back Home Favourites Password Management Logout

Sandeep Singh Admin, (IDA AKOLA Maharashtra, NDA...

Manage Inbox My Mo Fund Enhancement Request

Manage Fund Enhanc

Works

Entity/IA * IDA AKOLA Maharashtra

Works *

Recommend Work

Letter No. *

Work No. *

Recommendation Date *

Work *

Recommended Amount *

Additional Amount *

Remarks *

Attachment * [Attach File\(s\)](#) [Max: 1 Attachment of 10 MB]

Submit Back

Total Records 2

Sr.No.	Status
1	Rejected
2	Approved

©2023 TATA Consultancy Services Limited

IC6 DigiGOV™

Screen 295: Fund Enhancement New Request

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

MPLADS - SAKSHI Back Home Favourites Password Management Logout

Sandeep Singh Admin, (IDA AKOLA Maharashtra, NDA...

Manage Inbox My Mo Fund Enhancement Request

Manage Fund Enhanc

Works

Entity/IA * IDA AKOLA Maharashtra

Works *

Recommend Work

Letter No. *

Work No. *

Recommendation Date *

Work *

Recommended Amount *

Additional Amount *

Remarks *

Attachment * [Attach File\(s\)](#) [Max: 1 Attachment of 10 MB]

Submit Back

Total Records 2

Sr.No.	Status
1	Rejected
2	Approved

©2023 TATA Consultancy Services Limited

IC6 DigiGOV™

Select

Search :

- ☐ LN/MP057/2022-2023/6 - Effluent Treatment Plants provided that such projects are for the community at large and not for any individuals
- ☐ LN/MP057/2022-2023/11 - Computers for Govt. and Govt. aided educational institutions
- ☐ LN/MP057/2022-2023/18 - Construction of Soil Testing Laboratories subject to the condition that no consumables will be allowed
- ☐ LN/MP057/2022-2023/19 - Public toilets and bathrooms
- ☐ LN/MP057/2022-2023/30 - Building for Government educational institution
- ☐ LN/MP057/2023-2024/37 - Building for sports activities
- ☐ LN/MP057/2023-2024/38 - Piped Drinking Water Supply
- ☐ LN/MP057/2023-2024/40 - Water Tankers
- ☐ LN/MP057/2023-2024/41 - Procurement of hospital equipment for Govt. hospitals

Screen 296: Fund Enhancement (Work selection)

The screenshot shows the 'Fund Enhancement Request' page in the MPLADS - SAKSHI system. A 'Select' dialog box is open, displaying a list of works for selection. The works listed are:

- LN/MP057/2023-2024/40 - Water Tankers
- LN/MP057/2023-2024/41 - Procurement of hospital equipment for Govt. hospitals and dispensaries
- LN/MP057/2023-2024/42 - Tube Wells
- LN/MP057/2023-2024/45 - Construction of common shelters for cyclones, Floods and handicapped
- LN/MP057/2023-2024/47 - Building for Government aided/un-aided educational institutions
- LN/MP057/2023-2024/50 - Project for lighting of public streets and places
- LN/MP057/2023-2024/51 - Construction of Footpaths/Pedestrian ways
- LN/MP057/2023-2024/55 - Drains and gutters for public drainage

The 'Construction of Footpaths/Pedestrian ways' work is selected. The dialog box has 'OK' and 'Close' buttons at the bottom.

Screen 297: Fund Enhancement (Work selection)

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

The screenshot shows the 'Fund Enhancement Request' page with the details of the selected work populated. The 'Entity/IA' is 'IDA AKOLA Maharashtra'. The 'Works' field shows 'LN/MP057/2023-2024/51 - Constr'. The 'Letter No.' is 'LN/MP057/2023-2024/51'. The 'Work' is 'N.I - N.I - Construction of Footpaths/Pedestrian ways'. The 'Recommended Amount' is '12000.00'. The 'Attachment' field shows 'Attach File(s) (Max: 1 Attachment of 10 MB)'. The 'Recommendation Date' is '11-04-2023'. The 'Additional Amount' field is empty. The 'Remarks' field is empty. The 'Status' field shows 'Approved'. The 'Submit' and 'Back' buttons are at the bottom.

Screen 298: Fund Enhancement New Request

- 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 - SAKSHI
मेरा साक्षर मेरा कौशल विकास

Back Home Favourites Password Management Logout

S Sandeep Singh
Admin, IDA AKOLA Maharashtra, NDA...

Manage Inbox My Mo

Fund Enhancement Request

Fund Enhancement

Entity/IA * IDA AKOLA Maharashtra

Works * LN/MP057/2023-2024/51 - Constr

Recommend Work

Letter No. * LN/MP057/2023-2024/51

Work No. * NA

Recommendation Date * 11-04-2023

Work * NJ - NJ - Construction of Footpaths/Pedestrian ways

Recommended Amount * 12000.00

Additional Amount * 5200.00

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]
Dummy_PDF_Doc.pdf

Submit Back

Total Records 2

Sr.No.	Status
1	Rejected
2	Approved

©2023 TATA Consultancy Services Limited

Powered by ICDS DigiGOV™

Screen 298: Fund Enhancement New Request

- After clicking on the submit button, a confirmation Alert box will appear.
If the IDA user clicks on the Yes button, then another Popup appears where the user must enter the OTP.
OTP will be sent to the mobile number of the IDA user (i.e., the mobile number mapped/ linked to the user IDA User ID)

MPLADS - SAKSHI
मेरा साक्षर मेरा कौशल विकास

Back Home Favourites Password Management Logout

S Sandeep Singh
Admin, IDA AKOLA Maharashtra, NDA...

Manage Inbox My Mo

Fund Enhancement Request

Fund Enhancement

Entity/IA * IDA AKOLA Maharashtra

Works * LN/MP057/2023-2024/51 - Constr

Recommend Work

Letter No. * LN/MP057/2023-2024/51

Work No. * NA

Recommendation Date * 11-04-2023

Work * NJ - NJ - Construction of Footpaths/Pedestrian ways

Recommended Amount * 12000.00

Additional Amount * 5200.00

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]
Dummy_PDF_Doc.pdf

Submit Back

Total Records 2

Sr.No.	Status
1	Rejected
2	Approved

©2023 TATA Consultancy Services Limited

Powered by ICDS DigiGOV™

Screen 299: Fund Enhancement New Request

MPLADS - SAKSHI
मराठा-संसाधन विकास विभाग

Back Home Favourites Password Management Logout

Sandeep Singh
Admin, (IDA)AKOLA Maharashtra, NDA...

Manage Inbox My Mo

Fund Enhancement Request

Manage Fund Enhanc

Works
Enter Value and Pre

Total Records 2

Sr.No.
1
2

Entity/IA *
IDA AKOLA Maharashtra

Letter No. *
LN/MP057/2023-2024/51

Work *
N.I - N.I - Construction of Footpaths/Pedestrian ways

Remarks *
Need additional amount for Concrete Pavement Tiles

Recommended Amount *
12000.00

Attachment *
Attach File(s) (Max: 1 Attachment of 10 MB, Used: 1 Attachment of 28.01 KB)
Dusany_PDF_Download

Recommendation Date *
11-04-2023

Additional Amount *
5200.00

Status

Status
Rejected
Approved

©2023 TATA Consultancy Services Limited

ICSDigiGOV

Screen 300: Fund Enhancement New Request

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

IA
User Role
Responsibilities
&
Process Flow

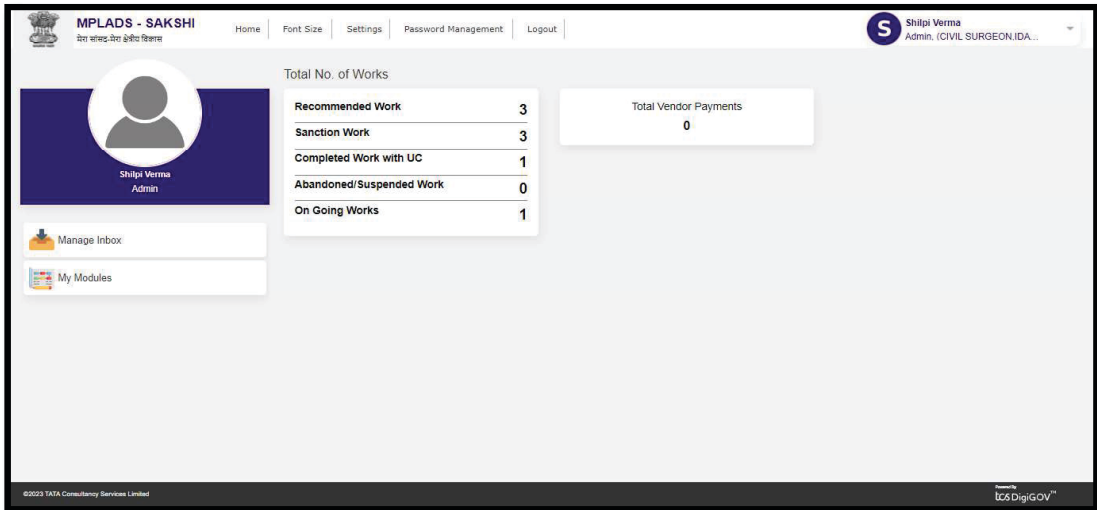
IA

1. Work Management:

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

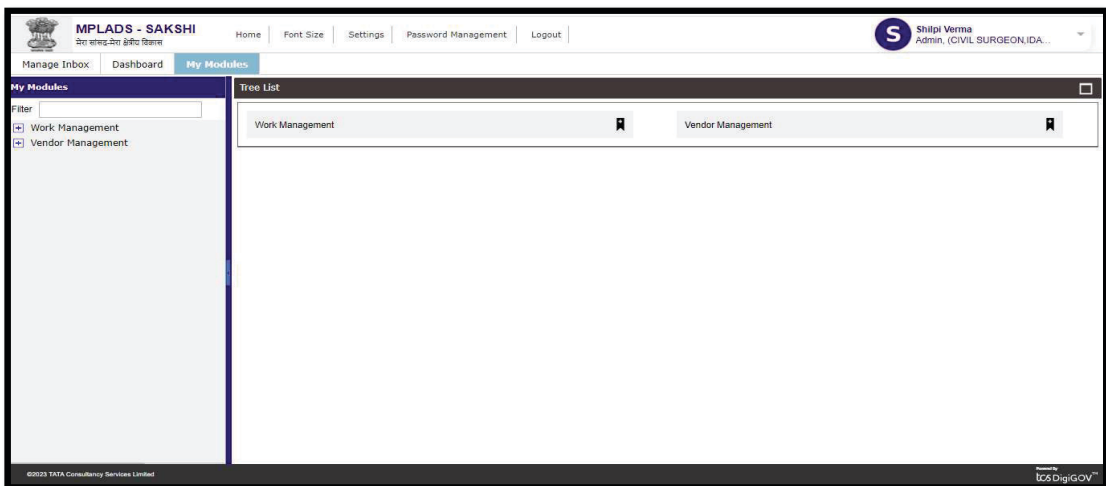
Node: Homepage → My Modules → Work Management.

1. Click on My Modules.

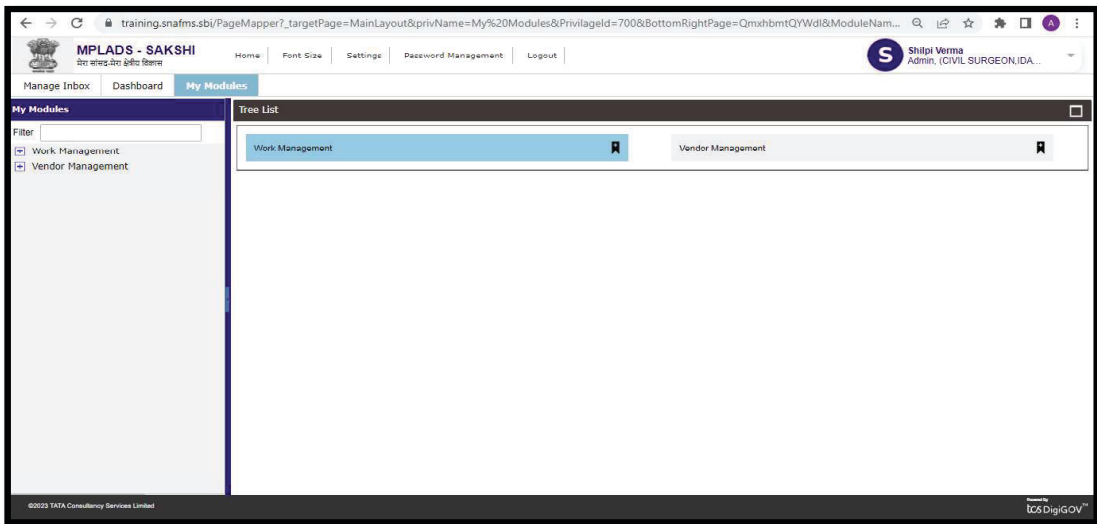


Screen 301: Homepage

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



Screen 302: Work Management Page.

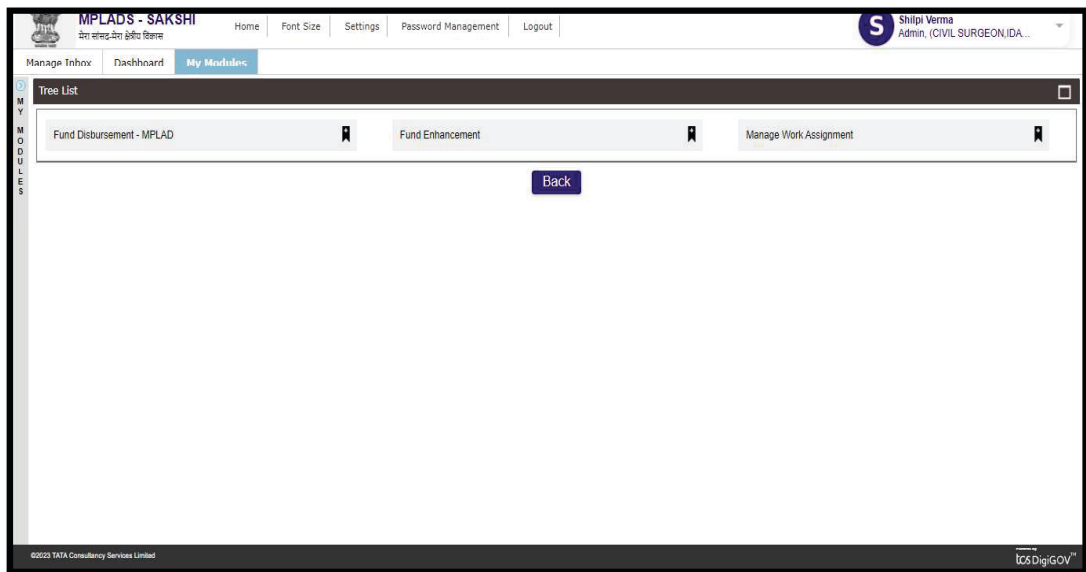


Screen 303: Work Management Page.

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

1. Fund Disbursement- MPLADS

MY MODULES → WORK MANAGEMENT → FUND DISBURSEMENT-MPLADS



Screen 304: Options on Work Management.

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

The screenshot shows the MPLADS - SAKSHI web application interface. The top navigation bar includes links for Home, Font Size, Settings, Password Management, and Logout. The user is logged in as Shilpi Verma, Admin, (CIVIL SURGEON,IDA...). The main menu on the left lists 'Manage Inbox', 'Dashboard', and 'My Modules'. The 'My Modules' section is active, showing a 'Tree List' with three options: 'Fund Disbursement - MPLAD' (highlighted), 'Fund Enhancement', and 'Manage Work Assignment'. A 'Back' button is located below the list.

Screen 305: Fund Disbursement.

The screenshot shows the 'Fund Disbursement' form in the MPLADS - SAKSHI web application. The form includes several input fields and sections:

- Financial Year:** A dropdown menu showing '2022-2023'.
- Entity/DDO:** A text field containing 'CIVIL SURGEON'.
- Type Of Payment:** Radio buttons for 'Expenditure' (selected) and 'Advance'.
- Type:** A dropdown menu with 'Please Select'.
- Works:** A search field with the placeholder 'Enter Value and Press Enter to'.
- Work Details:** A section with multiple input fields:
 - Work Title:** A text field.
 - Work's Description:** A text field.
 - Estimated Start Date:** A date picker.
 - Estimated End Date:** A date picker.
 - Expense In-Progress:** A text field with '0.00'.
 - Remaining Expense:** A text field.
 - Sanction Date:** A date picker showing '22/03/2023'.
 - Final Payment:** A checkbox.
 - Invoice No.:** A text field.
 - Invoice Date:** A date picker.
 - Upload Invoice:** A button with a file upload icon and text '(Max: 1 Attachment of 10 MB)'.
- Vendor Selection:** A search field with the placeholder 'Enter Value and Press Enter to'.
- Vendor Details:** A table with columns: Sr. No., Vendor Unique Code, Vendor Name, Account No., IFSC Code, Deductions, Invoice Amount, Net Amount, Invoice No., Invoice Date, Invoice, and Action.
- Remarks:** A text area for additional notes.

An 'Add' button is located at the bottom center of the form.

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.

The screenshot shows the 'Fund Disbursement' screen in the MPLADS - SAKSHI system. A modal window titled 'Select' is open, displaying a list of work items. The first item is selected: 'WS/MP055/2022-2023/105 - Drains and gutters for public drainage'. The second item is 'WS/null/2022-2023/147 - Building for Government educational institution'. The modal has 'OK' and 'Close' buttons.

Screen 307: Fund Disbursement

Screen 307: Fund Disbursement

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

The screenshot shows the 'Fund Disbursement' screen in the MPLADS - SAKSHI system. The form is filled with the following details:

- Financial Year:** 2022-2023
- Entity/DOO:** CIVIL SURGEON
- Type Of Payment:** ☒ Advance
- Type:** Vendor Payment
- Works:** WS/MP055/2022-2023/105 - [Search]
- Work Details:**
 - Work Title:** Drains and gutters for public drain
 - Work's Description:** gutter creation
 - Estimated Expense:** 10000000
 - Expense Till Date:** 0.00
 - Activity:** L.I - Drains and gutters for public d
 - Sanction Date:** 22/03/2023
 - Estimated Start Date:** 16/03/2023
 - Expense In-Progress:** 1000000.00
 - Estimated End Date:** 21/07/2023
 - Remaining Expense:** 9894000
 - Vendor Selection:** Enter Value and Press Enter to [Search]
 - Invoice No.:** [Empty]
 - Invoice Date:** [Empty]
 - Upload Invoice:** [Attach File\(s\)](#) (Max: 1 Attachment of 10 MB)
- Vendor Details Table:**

Sr. No.	Vendor Unique Code	Vendor Name	Account No.	IFSC Code	Deductions	Invoice Amount	Net Amount	Invoice No.	Invoice Date	Invoice	Action
Remarks											

Screen 308: Fund Disbursement.

Screen 308: Fund Disbursement.

MPLADS - SAKSHI
मेरा साक्षर मेरा बहिन विकास

Home Font Size Settings Password Management Logout

Shilpi Verma Admin, (CIVIL SURGEON,IDA..)

Manage Inbox Dashboard **My Modules**

Fund Disbursement

Financial Year: 2022-2023

Entity: CIVIL

Works: WS/MP055/2022-2023/105 - [Search]

Work Details

Work Title: Drains and gutters for public drains

Estimated Expense: 10000000

Activity: I.I - Drains and gutters for public d

Vendor Selection: Enter Value and Press Enter to [Search]

Vendor Details

Sr. No.	Vendor Unique Code	Vendor Name	Account No.	IFSC Code	Deductions	Invoice Amount	Net Amount	Invoice No.	Invoice Date	Invoice	Action
Remarks											

©2023 TATA Consultancy Services Limited

Screen 309: Fund Disbursement vendor selection.

- 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.

MPLADS - SAKSHI
मेरा साक्षर मेरा बहिन विकास

Home Font Size Settings Password Management Logout

Shilpi Verma Admin, (CIVIL SURGEON,IDA..)

Manage Inbox Dashboard **My Modules**

Work Details

Work Title: Drains and gutters for public drains

Work's Description: gutter creation

Estimated Start Date: 16/03/2023

Estimated End Date: 21/07/2023

Estimated Expense: 10000000

Expense Till Date: 0.00

Expense In-Progress: 106000.00

Remaining Expense: 9894000

Activity: I.I - Drains and gutters for public d

Sanction Date: 22/03/2023

Final Payment: ☐

Vendor Selection: [Search]

Invoice No.: [Search]

Invoice Date: [Search]

Upload Invoice: [Attach File\(s\)](#) [Max: 1 Attachment of 10 MB]

Vendor Details

Sr. No.	Vendor Unique Code	Vendor Name	Account No.	IFSC Code	Deductions	Invoice Amount	Net Amount	Invoice No.	Invoice Date	Invoice	Action
1	3535	Vendor05	1000000005	SBIN0000358	Add			12345	21-Mar-2023	Attachment(s) WorkUG - Developmental	Delete

Remarks

©2023 TATA Consultancy Services Limited

Screen 310: Fund Disbursement vendor selection

- 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 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

Home Font Size Settings Password Management Logout

Shilpi Verma Admin, (CIVIL SURGEON,IDA..)

Manage Inbox Dashboard **My Modules**

Work Details

Work Title: Drains and gutters for public drains

Estimated Expense: 10000000

Activity: I.I - Drains and gutters for public d

Vendor Selection: [Search]

Vendor Details

Sr. No.	Vendor Unique Code	Vendor Name
1	3535	Vendor05

Remarks: [Text Area]

Deductions

Gross Amount: 0.00

☐ Is deduction on Base Amount

Deduction Type	Percent	Total Deduction
LSC-Leave Salary Contribution		
EAD-EPF Admin		
LabC-Laboratory Charges		
NPSEC-National Pension Scheme Employer Contribution		
RTAX-Revenue Tax		

Total Deduction: 0.00

Net Amount: 0.00

OK Close

Screen 311: Fund Disbursement deductions

- 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.

MPLADS - SAKSHI

Home Font Size Settings Password Management Logout

Shilpi Verma Admin, (CIVIL SURGEON,IDA..)

Manage Inbox Dashboard **My Modules**

Work Details

Work Title: Drains and gutters for public drains

Estimated Expense: 10000000

Activity: I.I - Drains and gutters for public d

Vendor Selection: [Search]

Vendor Details

Sr. No.	Vendor Unique Code	Vendor Name	Account No.	IFSC Code	Deductions	Invoice Amount	Net Amount	Invoice No.	Invoice Date	Invoice	Action
1	3535	Vendor05	1000000005	SBIN0000358	Add	5000.00	5000.00	12345	21-Mar-2023	Attachments: Work/UC - Developmental	Trash

Remarks: [Text Area]

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.

MPLADS - SAKSHI
मेरा मांग-मेरा अधिकार

Home Font Size Settings Password Management Logout

Shilpi Verma Admin, (CIVIL SURGEON,IDA...)

Manage Inbox Dashboard **My Modules**

Work Details

Work Title: Drains and gutters for public drain
Work's Description: gutter creation
Estimated Start Date: 16/03/2023
Estimated End Date: 21/07/2023
Estimated Expense: 10000000
Expense Till Date: 0.00
Expense In-Progress: 106000.00
Remaining Expense: 9894000
Activity: 1.1 - Drains and gutters for public d
Sanction Date: 22/03/2023
Final Payment: ☐
Vendor Selection:
Invoice No.:
Invoice Date:
Upload Invoice: [Attach File\(s\)](#) (Max: 1 Attachment of 10 MB)

Vendor Details

Sr. No.	Vendor Unique Code	Vendor Name	Account No.	IFSC Code	Deductions	Invoice Amount	Net Amount	Invoice No.	Invoice Date	Invoice	Action
1	3535	Vendor05	1000000005	SBIN0000358	Add			12345	21-Mar-2023	Attachment(s) WorkMUC - Developmental	

Remarks:

[Add](#)

©2023 TATA Consultancy Services Limited

Powered by **IC6 DigIGOV™**

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.

MPLADS - SAKSHI
मेरा मांग-मेरा अधिकार

Home Font Size Settings Password Management Logout

Shilpi Verma Admin, (CIVIL SURGEON,IDA...)

Manage Inbox Dashboard **My Modules**

Drains and gutters for public drain
gutter creation
16/03/2023
21/07/2023
10000000
0.00
106000.00
9894000
1.1 - Drains and gutters for public d
22/03/2023
☐ Final Payment
Vendor Selection: 3535 - Vendor05 (1000000005)
Invoice No.: 12345
Invoice Date: 21-Mar-2023
Upload Invoice: [Attach File\(s\)](#) (Max: 1 Attachment of 10 MB)

Vendor Details

Sr. No.	Vendor Unique Code	Vendor Name	Account No.	IFSC Code	Deductions	Invoice Amount	Net Amount	Invoice No.	Invoice Date	Invoice	Action
1	3535	Vendor05	1000000005	SBIN0000358	Add	5000.00	5000.00	12345	21-Mar-2023	Attachment(s) WorkMUC - Developmental	

Remarks:

[Validate](#) [Submit](#)

©2023 TATA Consultancy Services Limited

Powered by **IC6 DigIGOV™**

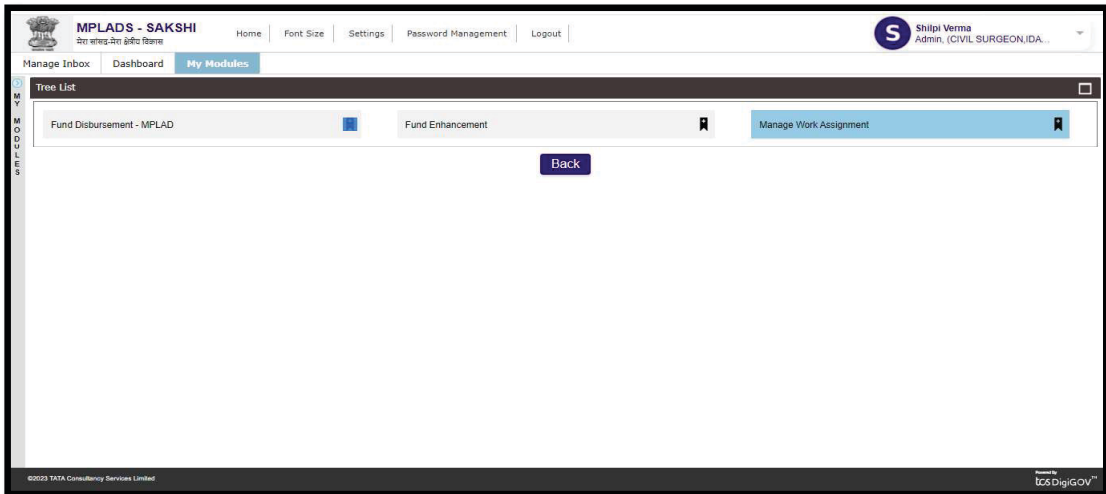
Confirm
Do you want to disburse funds?
[Yes](#) [No](#)

Screen 314: Fund Disbursement.

1. Manage Work Assignment:

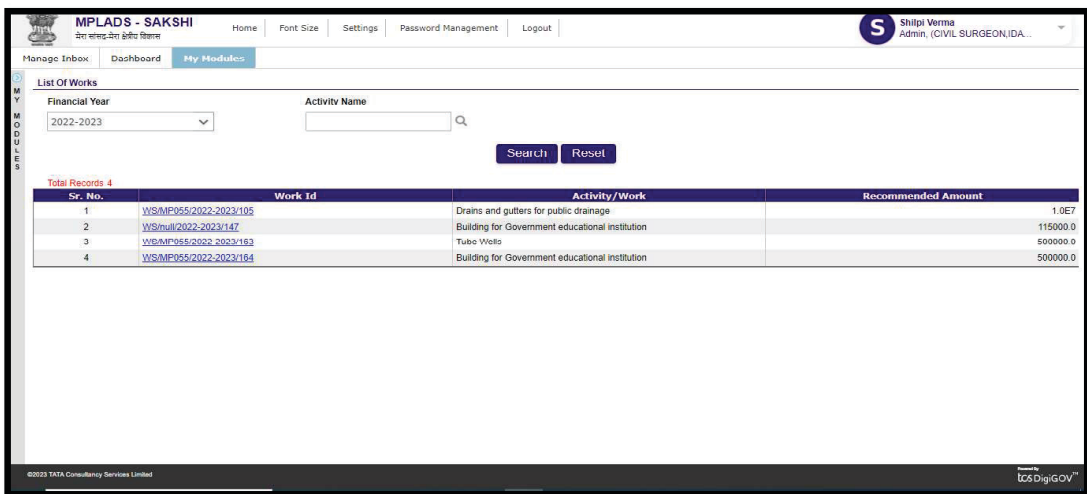
1. Once the Fund disbursement part is completed. Now users will have to click on the Manage Work Assignment option.

MY MODULES → WORK MANAGEMENT → MANAGE WORK ASSIGNMENT.



Screen 315: Manage Work Assignment

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



Screen 316: Manage Work Assignment

- 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.

Assign Work

Work Details

Financial Year: 2022-2023 Entity/DDO: CIVIL SURGEON Work Recommendation: Tube Wells Type: Vendor Payment

Stage	Select Value	Attachment
Estimation Approval	<input type="checkbox"/>	Attachment(s) Attach File(s) (Max: 10 MB)
Vendor Identification	<input type="checkbox"/>	
Work partially Completed	<input type="checkbox"/>	
Work Completed	<input type="checkbox"/>	

Vendor By: Created By Me Vendor:

Vendor Details

Sr. No.	Vendor Unique Code	Vendor Name	Bank Name	IFSC	Account No.	Action
<p>Activity: Tube Wells Recommended Amount: 500000</p> <p>Estimated Start Date: <input type="text"/> Estimated End Date: <input type="text"/></p> <p>Attachment: Attach File(s) (Max: 1 Attachment of 10 MB)</p>						

Submit Close

Screen 317: Work Details.

- 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.

Assign Work

Work Details

Financial Year: 2022-2023 Entity/DDO: CIVIL SURGEON Work Recommendation: Tube Wells Type: Vendor Payment

Stage	Select Value	Attachment
Estimation Approval	<input type="checkbox"/>	Attachment(s) Attach File(s) (Max: 10 MB. Used: 402.75 KB) estimation approval.pdf
Vendor Identification	<input type="checkbox"/>	
Work partially Completed	<input type="checkbox"/>	
Work Completed	<input type="checkbox"/>	

Vendor By: Created By Me Vendor:

Vendor Details

Sr. No.	Vendor Unique Code	Vendor Name	Bank Name	IFSC	Account No.	Action
<p>Activity: Tube Wells Recommended Amount: 500000</p> <p>Estimated Start Date: <input type="text"/> Estimated End Date: <input type="text"/></p> <p>Attachment: Attach File(s) (Max: 1 Attachment of 10 MB)</p>						

Submit Close

Screen 318: Work Details

Assign Work
2022-2023
CIVIL SURGEON
Tube Wells
Vendor Payment

Stage	Select Value	Attachment
Estimation Approval	<input type="checkbox"/>	Attachment(s) Attach File(s) [Max: 10 MB, Used: 402.75 KB] estimation approval.pdf
Vendor Identification	<input type="checkbox"/>	
Work partially Completed	<input type="checkbox"/>	
Work Completed	<input type="checkbox"/>	

Vendor By *
☐ Created by Me
☐ All

Vendor *

Vendor Details

Sr. No.	Vendor Unique Code	Vendor Name	Bank Name	IFSC	Account No.	Action
1	3536	Vendor06	STATE BANK OF INDIA	SBIN00000358	1000000000	

Activity *
Tube Wells

Recommended Amount *

Estimated Start Date *

Estimated End Date *

Attachment
Attach File(s) [Max: 1 Attachment of 10 MB]

Submit Close

Screen 319: Work Details.

- 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.

Assign Work
2022-2023
CIVIL SURGEON
Tube Wells
Vendor Payment

Stage	Select Value	Attachment
Estimation Approval	<input type="checkbox"/>	Attachment(s) Attach File(s) [Max: 10 MB, Used: 402.75 KB] estimation approval.pdf
Vendor Identification	<input type="checkbox"/>	
Work partially Completed	<input type="checkbox"/>	
Work Completed	<input type="checkbox"/>	

Vendor By *
☐ Created by Me
☒ All

Vendor *

Vendor Details

Sr. No.	Vendor Unique Code	Vendor Name	Bank Name	IFSC	Account No.	Action
1	3536	Vendor06	STATE BANK OF INDIA	SBIN00000358	1000000000	

Activity *
Tube Wells

Recommended Amount *

Estimated Start Date *

Estimated End Date *

Attachment
Attach File(s) [Max: 1 Attachment of 10 MB]

Submit Close

Screen 320: Work Details

Assign Work

Work partially Completed

Attachment(s)

[Tentative_Calendar_of-Online_CRP_for_RSBs_2023-24.pdf](#)

Work Completed

Attachment(s)

[Attach File\(s\)](#) [Max: 10 MB]

Vendor By * ☒ Created By Me ☐ All

Vendor *

Vendor Details

Sr. No.	Vendor Unique Code	Vendor Name	SC	Account No.	Action
1	3533	Vendor03		1000000003	
2	3534	Vendor04		1000000004	
3	3535	Vendor05		1000000005	

Activity * Building for Government educational institution

Recommended Amount *

Estimated Start Date *

Estimated End Date *

Attachment [Attach File\(s\)](#) [Max: 1 Attachment of 10 MB]

☐ Mark Work As Complete

Success

✓ Data saved Successfully.

Screen 321: Work Details.

2. Vendor Management:

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

1. HOMEPAGE → MY MODULES → VENDOR MANAGEMENT

MPLADS - SAKSHI

Home Font Size Settings Password Management Logout

Shilpi Verma Admin, (CIVIL SURGEON,IDA...)

Manage Inbox Dashboard **My Modules**

My Modules

Filter

Work Management Vendor Management

Tree List

Work Management Vendor Management

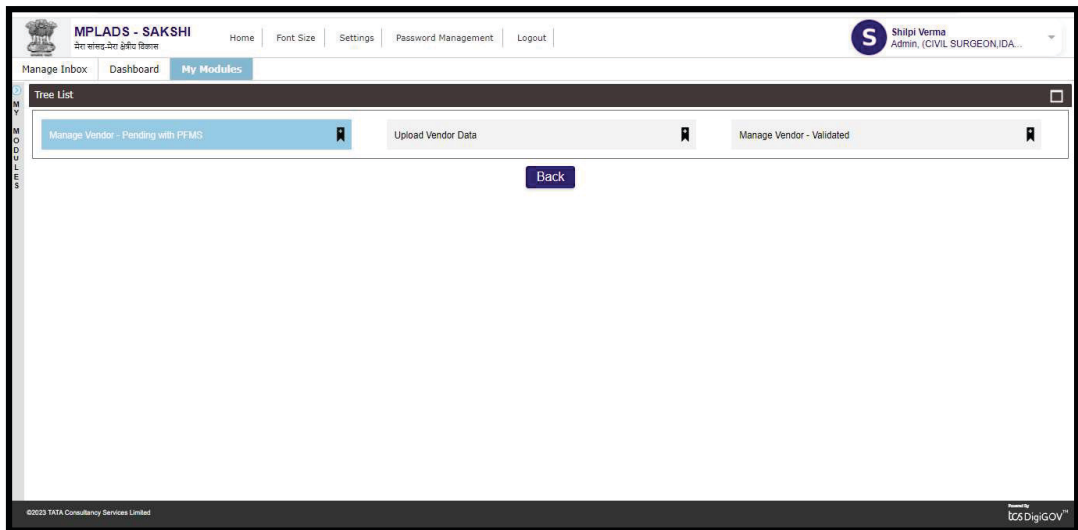
©2023 TATA Consultancy Services Limited

Powered by tcs DigigOV

Screen 322: Vendor Management.

1. Manage Vendor- Pending with PFMS:

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



Screen 323: Vendor Management

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

Screen 324: Add Vendor

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

Screen 325: Vendor Type Selection.

- 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.

Sr. No.	Bank Name	Branch Name	IFSC Code	Account No.	Action
1	ICICI BANK LIMITED	DHANBAD	ICICI0003346	054201581408	Account No.

Screen 326: Vendor details

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

MPLADS - SAKSHI Home Font Size Settings Password Management Logout Shilpi Verma Admin, (CIVIL SURGEON,IDA...)

Add Vendor

Mobile No. Phone No. Email

Address Details

Address Line 1 * dhanbad Address Line 2 Address Line 3

Country * India State * Jharkhand District * Dhanbad Pincode 826001

Bank Details

IFSC Code Search

Bank Name * Branch Name * Account No. *

Success

Vendor Registered Successfully

OK

Add

Sr. No.	Bank Name	Branch Name	IFSC Code	Account No.	Action
1	ICICI BANK LIMITED	DHANBAD	ICIC0003346	054201581408	

Save Close

©2023 TATA Consultancy Services Limited

Screen 327: Vendor Details.

2. Upload Vendor Data:

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

MPLADS - SAKSHI Home Font Size Settings Password Management Logout Shilpi Verma Admin, (CIVIL SURGEON,IDA...)

Manage Inbox Dashboard **My Modules**

Tree List

Manage Vendor - Pending with PFMS Upload Vendor Data Manage Vendor - Validated

Back

©2023 TATA Consultancy Services Limited

Screen 328: Upload Vendor Data

MPLADS - SAKSHI

Home | Font Size | Settings | Password Management | Logout

Shilpi Verma Admin, (CIVIL SURGEON,IDA...)

Manage Inbox | Dashboard | **My Modules**

Upload Vendor Data

Financial Year: 2022-2023

[Download Template](#)

Upload File

Please ensure following steps before uploading Vendor Data:

1. Vendor Type, Vendor Unique Code, Vendor Name, Address1, Country, State, District, Bank Name, IFSC Code, Account Number are mandatory fields.
2. Vendor Type allows only R, C, I, N.

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.

MPLADS - SAKSHI

Home | Font Size | Settings | Password Management | Logout

Shilpi Verma Admin, (CIVIL SURGEON,IDA...)

Manage Inbox | Dashboard | **My Modules**

Manage Vendor (Screen displays Validated Vendors Only)

Created By *

☒ Entity/DDO ☐ All

Vendor Type *

Please Select

District

Please Select

Vendor Unique Code

Vendor Name

Account No.

Search Reset

Total Records: 0

Sr. No.	Vendor Name	Vendor Type	Vendor Unique Code	Bank Name	Account No.	Name as per Bank	Active/Inact...	Action
---------	-------------	-------------	--------------------	-----------	-------------	------------------	-----------------	--------

Screen 330: Manage Vendor- Validate

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



Ministry of Statistics and Programme Implementation
Government of India
www.mplads.gov.in