

Assurance Implementation Desk

**Quick Reference Guide
(Version 1.0)**

**Government of India
Ministry of Communication & Information Technology
Department of Information Technology
National Informatics Centre
Kerala State Centre, Trivandrum-33**

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Introduction

Parliamentary Affairs Department is planning to set up a computerized **Assurance Implementation Desk (AID)** for efficient distribution, follow-up and monitoring of assurances made in the State Legislative Assembly for the effective implementation of the assurances. The purpose of the automated solution is to ensure the effective and timely implementation of the assurances given by the concerned Minister on the floor of the Legislative Assembly and thereby enhance the overall efficiency of the system.

In the legislative assembly, various ministers give a number of assurances. For the healthy growth of any democracy, it is important to ensure that the assurances given on the floor of the Legislative Assembly are properly implemented by the respective departments for which there should be an effective monitoring and follow-up mechanism. Proper monitoring and follow-up is required from the very initial stage of preparation of Draft Assurance List till the last mile implementation of the assurance in letter and spirit. Needless to say that the implementation process requires more transparency by which the citizens as well as the legislative members representing them will come to know how effectively the assurances have been implemented which will enhance the efficiency of the system.

At present, the **Parliament Affairs Department (PAD)** headed by a Secretary is responsible for the distribution, monitoring and following-up the assurances with the departments concerned. Parliament Affairs Department interacts with the departments to ensure that they provide timely reply to the Legislative Secretariat. There is an **Assurance Committee (AC)** functioning in the Legislative Secretariat consisting of legislative members. This Committee finalizes the assurances out of the draft assurance list prepared by the **Question Section (QS)**. Once the replies for the assurances are received, Assurance Committee reviews the action taken by the concerned departments regarding each assurance. If the action taken is not acceptable to the Assurance Committee, they will pursue the matter by giving directions or by asking additional information from the **Concerned Section (CS)** of the Department. Each department

is having a **Parliament Section (PS)**, which is dedicated with the task of interacting with the concerned sections within the departments as well as PAD and Question Section for the timely action on assurances and replies/reports thereof.

In spite of the existing government machinery to follow-up and monitor the assurance implementation process, it may be noted that many assurances made from the ninth Assembly onwards are not yet implemented. The present set up is not able to provide the current status of assurances and the current stage of implementation for taking necessary action to expedite/escalate the process. Information is not reaching all concerned Stakeholders and thereby centralized monitoring is not facilitated. There is considerable delay in the system and compiling of reports is cumbersome in the absence of a centralized database. This necessitates the need of an efficient computerized system for Assurance Implementation.

This guide is for

- **Question Section (A and B) of Legislature Secretariat**
- **Parliamentary Affairs Department**
- **Department sections, which are responsible for taking action on the assurance given in the Assembly.**

This guide will assist the beginners and regular users for a quick reference and hand on practice.

The major functions are listed below:

- Drafting of Assurance
- Taking hardcopy of Assurance at various stages
- Updating the Committee Accepted Drafts to Assurance
- Forwarding Assurance to Parliamentary Sections of the Respective Departments
- Sending Reminder for pending Assurance Reply
- Returning Assurances from Concerned Department to PAD
- Forwarding Assurance to the respective Concerned Sections within the departments
- Entering Assurance Reply and returning to the Question Section

- Entering Committee Decision
- Entering Additional Information Reply and returning to the Question Section
- Dash Board Facility
- User Administration
- Reports

Invoking AID Application

To access the AID application, the URL is:

<https://10.1.14.205/aid>

The AID login page is common to all interfaces. After successful login with the user-id and password, the users will get their respective interfaces. For working with AID, you must have a user ID and password.

The contents of Interface based on department and Question Section users are mainly grouped as follows:

- PAD Administrator
- Assembly Administrator
- Question Section User
- Question Section Section Officer
- Question Section Forwarding Authority
- Department Parliamentary Section User
- Department Concerned Section User
- Department Approval Authority
- Department Head
- PAD Section User
- PAD Approval Authority
- PAD Head
- Backlog Assurance Data Entry

A. Home Page Services

1. AID Work Flow

This menu will provide as a view of the actual work flow of AID

2. Download Font

This interface provides a link to download Kartika Unicode font to the local computer. Kartika font is required to view pages in Malayalam properly. Download the zipped file to a folder and uncompress it. Then install the font.

In Windows

Start ->Settings -> Control Panel -> Fonts -> File -> Install New Font

Then select *Kartika.ttf*. Select 'OK' to install.

In Ubuntu Linux

Open the folder containing *Kartika.ttf*. Double click on the font. Click "Install Font" in the lower right hand corner.

OR

```
$sudo mkdir ~/.fonts
```

```
$cd ~/.fonts
```

```
$sudo cp meera.ttf ~/.fonts
```

B. PAD Administrator

PAD Administrator will be the administrator for all users except Assembly users.

1. Department

To edit the master table department click on the **Department** menu. A list of existing departments will appear in the middle panel.

- For inserting a new department, enter Department code, Department name, Designation of the department head, Name of the department head, Name of the minister dealing with that particular department, Parliamentary Section Code of the particular department and Parliamentary Section name for the same in the inputs provided and click on '**Submit**' button.

- Use radio button to select a department. The details will appear in the text boxes. Edit department name, designation of the department head, name of the department head and name of the minister. Click on '**Update**' button to save the changes.
- To locate a department select the same from the combo provided and click on '**Search**' button.
- '**Cancel**' button will provide the default view.

2. Section

To edit the master table section click on the **Section** menu. A list of existing sections will appear in the middle panel.

- For inserting a new section, enter Department name, Section Code, Section Name, Designation of the section head and Name of the section head in the inputs provided and click on '**Submit**' button.
- Use radio button to select a section. The details will appear in the text boxes. Edit Section name, Designation of the Section head and Name of the Section head. Click on '**Update**' button to save the changes.
- To locate the sections of a department or a particular section select the same from the combo provided and click on '**Search**' button.
- '**Cancel**' button will provide the default view.

3. Department User

To edit the master table user click on the **User** menu. A list of existing user will appear in the middle panel.

- For inserting a new user, enter Login name, Password, Employee Code, Name of User, Name of Department to which he belongs, Name of Section, Mention the Actor Type, Date of Authorization of Privilege from, Date of Authorization of Privilege to, Digital Signature Enabled (Yes/No) and Allow login (Yes/No) in the inputs provided and click on '**Submit**' button.

- Use radio button to select a user. The details will appear in the text boxes. Edit Login name, Password, Employee Code, Name of User, Digital Signature Enabled (Yes/No) and Allow login (Yes/No). Click on '*Update*' button to save the changes.
- To locate a user enter login name or user ID or both in the search panel and click on '*Search*' button.
- '*Cancel*' button will provide the default view.

4. Actor Type

To edit the master table actor type click on the *Actor Type* menu. A list of existing actors will appear in the middle panel.

- For inserting a new actor, enter the actor type (which should be a number) and actor type description in the inputs provided and click on '*Submit*' button.
- Use radio button to select an actor. The details will appear in the text boxes. Edit actor type and actor type description. Click on '*Update*' button to save the changes.
- '*Cancel*' button will provide the default view.

5. Privileges

To edit the master table privileges click on the *Privileges* menu. A list of existing user privileges will appear in the middle panel.

- For inserting a new privilege, enter User ID, Department name, Section Name, the Actor Type, Date of Authorization of Privilege from, Date of Authorization of Privilege to and Status of Authorization (Actual/Charge) in the inputs provided and click on '*Submit*' button.
- Use radio button to select a privilege. The details will appear in the text boxes. Edit and click on '*Update*' button to save the changes.
- To locate a user privileges enter login name or user ID or both in the search panel and click on '*Search*' button.
- '*Cancel*' button will provide the default view.

6. Reset Password

This is to reset the password of a desired department user. In case a user lost his password, administrator can reset his password.

7. List of Department Users

List of users under a department and section.

Select the Department from the list. The sections under that department will be listed. Select the desired section and click '**Go**' *button*. All users under that section will be displayed.

8.Unlock User

Users login will be locked, after 5 consecutive failed login attempts. **Reset login attempt** is to unlock such users.

The page contains a list of such blocked users.

Select the desired user from the list and click 'Reset failed attempts'.

9.Audit Trail

Audit trail contains two sub menus.

Login Details gives the log details of a particular user between periods of time. Select From date and To date. A list of users logged in between the time will be populated.

Login Summary gives the list of all users logged into the system within a selected period of time. It gives a list of usernames, login names, and no. of successful as well as unsuccessful logins within that period.

SMS Balance gives the balance amount available with the service provider for SMS.

C. Assembly Administrator

Assembly Administrator will be the administrator for all Assembly users.

1. Section

To edit the master table section click on the *Section* menu. A list of existing sections will appear in the middle panel.

- For inserting a new section, enter Department name, Section Code, Section Name, Designation of the section head and Name of the section head in the inputs provided and click on '*Submit*' button.
- Use radio button to select a section. The details will appear in the text boxes. Edit Section name, Designation of the Section head and Name of the Section head. Click on '*Update*' button to save the changes.
- To locate the sections of a department or a particular section select the same from the combo provided and click on '*Search*' button.
- '*Cancel*' button will provide the default view.

2. Assembly Session

To edit the master table assembly Session click on the *Assembly Session* menu. A list of existing assembly sessions will appear in the middle panel.

- For inserting a new assembly session, enter Assembly Number, Assembly Number Description (Enter the Number in Malayalam), Assembly Session (Session Number), Assembly Session Description (Enter the Number in Malayalam), Session Start Date and Session End Date in the inputs provided and click on '*Submit*' button.
- Use radio button to select an assembly session. The details will appear in the text boxes. Edit Assembly Number Description (Enter the Number in Malayalam), Assembly Session Description (Enter the Number in Malayalam), Session Start Date and Session End Date. Click on '*Update*' button to save the changes.
- '*Cancel*' button will provide the default view.

3. Assurance Source

To edit the master table assembly source click on the *Assembly Source* menu. A list of existing assembly source will appear in the middle panel.

- For inserting a new assembly source, enter Assurance Source Code and Assurance Source Description in the inputs provided and click on '*Submit*' button.
- Use radio button to select an assembly source. The details will appear in the text boxes. Edit Assurance Source Description and click on '*Update*' button to save the changes.
- '*Cancel*' button will provide the default view.

4. Assembly User

To edit the master table user click on the *User* menu. A list of existing user will appear in the middle panel.

- For inserting a new user, enter Login name, Password, Employee Code, Name of User, Name of Department to which he belongs, Name of Section, Mention the Actor Type, Date of Authorization of Privilege from, Date of Authorization of Privilege to, Digital Signature Enabled (Yes/No) and Allow login (Yes/No) in the inputs provided and click on '*Submit*' button.
- Use radio button to select a user. The details will appear in the text boxes. Edit Login name, Password, Employee Code, Name of User, Digital Signature Enabled (Yes/No) and Allow login (Yes/No). Click on '*Update*' button to save the changes.
- To locate a user enter login name or user ID or both in the search panel and click on '*Search*' button.
- '*Cancel*' button will provide the default view.

5. Privileges

To edit the master table privileges click on the *Manage Assembly User Privileges* menu. A list of existing user privileges will appear in the middle panel.

- For inserting a new privilege, enter User ID, Department name, Section Name, the Actor Type, Date of Authorization of Privilege from, Date of Authorization of Privilege to and Status of Authorization (Actual/Charge) in the inputs provided and click on '*Submit*' button.
- Use radio button to select a privilege. The details will appear in the text boxes. Edit and click on '*Update*' button to save the changes.
- To locate a user privileges enter login name or user ID or both in the search panel and click on '*Search*' button.
- '*Cancel*' button will provide the default view.

6. Reset Password

This is to reset the password of a desired assembly user. In case a user lost his password, administrator can reset his password.

7. List of Department Users

List of users under a department and section.

Select the Department from the list. The sections under that department will be listed. Select the desired section and click '*Go*' button. All users under that section will be displayed.

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Users login will be locked, after 5 consecutive failed login attempts. *Reset login attempt* is to unlock such users.

The page contains a list of such blocked users.

Select the desired user from the list and click 'Reset failed attempts'.

9. Audit Trail

Audit trail contains two sub menus.

Login Details gives the log details of a particular user between a period of time. Select From date and To date. A list of users logged in between the time will be populated.

D. Question Section User

1. Draft Assurance

For drafting a new Assurance click on the *Draft Assurance* menu. A list of existing drafts will appear in the middle panel.

- For inserting a new draft, enter the details in the inputs provided and click on '*Submit*' button. On successful submission the same draft will appear in the list of draft assurances in the middle panel.
- Click on the radio button to select a draft. For placing the same before *Assurance Committee* click on the '*Print*' button.
- For updating a draft, click the radio button to select the draft. Edit and click on '*Update*' button to save the changes.
- On clicking the '*Clear*' button, we can obtain the initial screen.
- In order to reject a draft, click the radio button to select the draft and click '*Reject*' button. On successful rejection the draft will disappear from the list of draft assurances in the middle panel.

2. Committee Decision on Reply

In order to enter the committee decision on any particular Assurance Reply, click on the *Committee Decision on Reply* menu. A list of assurance reply with out committee decision will appear in the middle panel.

- Click on the radio button to select the assurance on which the committee decision to be inserted. Enter the Date of Consideration, Committee Decision and Assurance Remark. Committee Decision may be Accept, Ask for Additional Information, Give Direction or Take Evidence. After updating the fields click on the '**Submit**' button. On successful submission the assurance will disappear from the list of assurance reply in the middle panel.

3. Committee Decision on Additional Information

In order to enter the committee decision on Additional Information, click on the **Committee Decision on Additional Information** menu. A list of additional information from concerned department with out committee decision will appear in the middle panel.

- Click on the radio button to select the assurance on which the committee decision to be inserted. Enter the Date of Consideration, Committee Decision and Assurance Remark. Committee Decision may be Accept, Ask for Additional Information, Give Direction or Take Evidence. After updating the fields click on the '**Submit**' button. On successful submission the assurance will disappear from the list of additional information in the middle panel.

4. Assurance Stages

Assurance Stages menu gives the listing of assurances in various stages. It consists of the following sub-menu:

4.1 Reply Pending

This interface will list the assurances whose reply has not yet received from the concerned department. Click on the radio button to select an assurance. Click on the reminder button to send a reminder. Enter the reminder in the box provided and click on '**Send Reminder**' button. Click on '**Cancel**' button to avoid the reminder box. '**Print**' button will provide a print of the same.

4.2 Accepted Assurances

This interface will list the assurances accepted by *Assurance Committee* in the middle panel. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

4.3 Assurance Reply Received

This interface will list the assurances whose reply has been send by the concerned department. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

4.4 Additional Information Received

This interface will list the assurances whose additional information has been send by the concerned department. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

4.5 Additional Information Pending

This interface will list the assurances whose additional information has not yet received from the concerned department. Click on the radio button to select an assurance. Click on the reminder button to send a reminder. Enter the reminder in the box provided and click on '*Send Reminder*' button. Click on '*Cancel*' button to avoid the reminder box. '*Print*' button will provide a print of the same.

4.6 Re-Routed Assurances

This interface will list the assurances, which are re-routed by the PAD for revising the departments entered by the Question Section. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

4.7 Taking Evidence Cases

This interface will list the assurances, which has been send to the concerned departments by the Committee for taking evidences. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

4.8 Closed Assurances

This interface will list the assurances, which are approved by the *Assurance Committee*. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

5. Search Assurances

This interface helps to search an assurance based on any one of the six parameters.

5.1 Assembly

Searches assurances belong to the selected assembly and session. Select the Assembly No., Session No. and Assurance No. and click '*Go*' button. Session and assurance number are optional. If they were not selected, the list gives all assurances belongs to that assembly.

5.2 Date

Searches assurances based on questions asked on a given date in the assembly. Select the date and click '*Go*' button.

5.3 Word in subject

Searches and lists all assurances that contain a particular word in its subject. Enter the word in Malayalam into the space provided and click '*Go*' button.

5.4 Word in question

Searches and lists all assurances that contains a particular word in its question. Enter the word in Malayalam into the space provided and click '*Go*' button.

5.5 Departmentwise

Searches and lists all assurances that belong to a particular department. It can be further refined on Assembly number and session, which are optional. If only department is selected, all assurances belongs to that department will be listed.

5.6 Seatwise

Searches and lists all assurances entered by a given seat in KLA question section. It can be further refined on Assembly number and session, which are optional. If only seat is selected, all assurances entered by that seat will be listed.

6. Reports

Question Section user can view the following reports

6.1 Department-wise Report

This interface provides the details of assurances pending on each department. For listing the details select the department and click on '**Go**' button. Enter the date on which the committee will meet for getting answers on the pending details and click on '**Print**' button. The report will get generated. '**Reset**' button will give the default view.

6.2 Assembly-wise Report

This interface provides the details of assurances pending for a particular assembly. For listing the details select the assembly-number and click on '**Go**' button. On clicking '**Print**' button the report will get generated. '**Reset**' button will give the default view.

6.3 Year-wise Report

This interface provides the details of assurances pending for a particular year. For listing the details select the year and click on '**Go**' button. On clicking '**Print**' button the report will get generated. '**Reset**' button will give the default view.

6.4 Assembly-wise Assurance List

This interface provides the details of accepted assurances during the selected session of a selected assembly. For listing the details select the assembly-number and assembly-session and click on '**Go**' button. On clicking '**Print**' button the report will get generated.

6.5 Committee Accepted Assurance Reply

This interface provides the details of committee accepted replies during the selected session of a selected assembly. For listing the details select the year and click on '**Go**' button. On clicking '**Print**' button the report will get generated.

7. My Account

My Account menu is having the following sub-menu:

7.1 Change Password

This interface is used for changing the user password. Provide the old and new passwords and click on '*Change Password*' button. '*Clear*' button will clear the fields.

7.2 Update Mobile No. / E mail ID

This interface is used to update mobile number and email ID of that user, whenever required. Select the user details by clicking the radio button. Type in the new mobile number/e Mail ID and click the '*Update*' button.

8. Verify Backlog

Verify Backlog menu allow the Question Section user to approve the backlogs entered during data entry (by keltron users). Enter Assurance number, Assembly Number and Assembly Session and click on '*Go*' button. Validate the data and click '*Update&Approve*' button.

10. Dashboard

This interface provides the location-wise pendency. It gives a graphical representation of overall as well as department level assurance pendency. Select department and section click '*Get Status*' button. '*Reset*' button will give the default view.

11. User Manual

The AID user manual is given chapter-wise for easy access.

E. Question Section – Section Officer

1. Draft Assurance

In order to accept a draft, login as **Section Officer** of **Question Section**.

Click the radio button to select the draft. Check the check box shown at the bottom of the page asking '*Assurance Committee Accepted*' and click on '*Update*' button. On successful updation the draft will disappear from the list of draft assurances in the middle panel.

Remaining functions are similar to that of **Question Section User**.

F. Question Section Forwarding Authority

1. Assurance To be Forwarded

This interface is used to forward the committee accepted assurances to the concerned departments. A list of accepted assurances will appear in the middle panel.

- Validate the details entered by question section user. Enter the *Assurance Number* and *Reply Last Date*. Click on '*Send Online*'. The assurance will get forwarded to the Parliamentary Section of the concerned department.
- For rejecting an assurance click '*Reject*' button. On successful rejection the assurance will disappear from the list of draft assurances in the middle panel.

2. Committee Decision on reply to be Forwarded

This interface is used to forward committee decision on any particular Assurance Reply. A list of assurance reply with committee decision will appear in the middle panel. Click on the radio button to select the assurance and validate the details entered by Question Section User. Click on '*Verify & Send Online*'.

3. Committee Decision on AI to be Forwarded

This interface is used to forward the committee decision on Additional Information. A list of additional information with committee decision will appear in the middle panel. Click on the radio button to select the assurance. Verify and click '*Verify & Send Online*'.

4. Assurance Stages

Assurance Stages menu gives the listing of assurances in various stages. The descriptions are same as that of Question Section User.

4.1 Accepted Assurances

This interface will list the assurances accepted by *Assurance Committee* in the middle panel. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

4.2 Assurance Reply Received

This interface will list the assurances whose reply has been send by the concerned department. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

4.3 Additional Information Received

This interface will list the assurances whose additional information has been send by the concerned department. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

4.4 Reply Pending

This interface will list the assurances whose reply has not yet received from the concerned department. Click on the radio button to select an assurance. Click on the reminder button to send a reminder. Enter the reminder in the box provided and click on '*Send Reminder*' button. Click on '*Cancel*' button to avoid the reminder box. '*Print*' button will provide a print of the same.

4.5 Additional Information Pending

This interface will list the assurances whose additional information has not yet received from the concerned department. Click on the radio button to select an assurance. Click on the reminder button to send a reminder. Enter the reminder in the box provided and click on '*Send Reminder*' button. Click on '*Cancel*' button to avoid the reminder box. '*Print*' button will provide a print of the same.

4.6 Re-Routed Assurances

This interface will list the assurances, which are re-routed by the PAD for revising the departments entered by the Question Section. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

4.7 Taking Evidence Cases

This interface will list the assurances, which has been send to the concerned departments by the Committee for taking evidences. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

4.8 Closed Assurances

This interface will list the assurances, which are approved by the *Assurance Committee*. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

5. Search Assurances

This interface is same as the search facility explained under Question Section User.

6. Reminders Sent

Reminders Sent menu gives the list of reminders send by the Assembly users. Click on the radio button to select a reminder. Click '*Print letter*' button for printing a letter format of the same.

7. Reports

This interface provides the department-wise assurances report. Select assembly number and assembly session and click '*Go*' button. '*Print Report*' will generate report and '*Print Letter*' will generate the letter format of the same.

8. My Account

My Account menu is having the following sub-menu:

8.1 Change Password

This interface is used for changing the user password. Provide the old and new passwords and click on '*Change Password*' button. '*Clear*' button will clear the fields.

8.2 Update Mobile No. / E mail ID

This interface is used to update mobile number and email ID of that user, whenever required. Select the user details by clicking the radio button. Type in the new mobile number/e Mail ID and click the '*Update*' button.

9. Dashboard

This interface provides the department-wise pendency. It gives a graphical representation of overall as well as department level assurance pendency. Select department and section click '*Get Status*' button. '*Reset*' button will give the default view.

10. User Manual

The AID user manual is given chapter-wise for easy access.

G. Department Parliamentary Section

1. Forward to section

This interface is used to forward assurances demanding reply to any section of the particular department. The list of assurances will appear in the middle panel. Click on the radio button to select an assurance.

- Select the section and click '*Forward to Section*'.
- If department revision required, enter reason and click '*Return to PAD*'.

2. Returned Assurances

This interface will provide the list of assurances returned by a section for section reversal. The list of assurances will appear in the middle panel. Click on the radio button to select an assurance.

- Select the re-route section, enter reason and click '*Re-Route to Section*'.
- If department reversal required, enter reason and click '*Return to PAD*'.

3. Assurance Stages

Assurance Stages menu gives the listing of assurances in various stages. It consists of the following sub-menu:

3.1 Reply Pending

This interface will list the assurances whose reply has not yet forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

3.2 Assurance Reply Sent

This interface will list the assurances whose reply has been forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

3.3 Additional Information Pending

This interface will list the assurances whose additional information has not yet forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

3.4 Additional Information Sent

This interface will list the assurances whose additional information has been forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

3.5 Returned Assurances

This interface will list the assurances returned to Parliamentary Section for section reversal. Click '**Print**' button for getting a print of the same.

3.6 Taking Evidence Cases

This interface will list the assurances, which has been send to the concerned departments by the Committee for taking evidences. Click on the radio button to select an assurance. Click '**Print**' button for getting a print of the same.

3.7 Closed Assurances

This interface will list the assurances, which are approved by the **Assurance Committee**. Click on the radio button to select an assurance. Click '**Print**' button for getting a print of the same.

4. Search Assurances

This interface is same as the search facility explained under Question Section User.

5. Reminders Received

Reminders received menu gives the reminders send by assembly users or PAD users for a pending assurance or additional information in the department. Click on the radio button to read the reminder.

6. Reports

This interface provides the department-wise assurances report. Select assembly number and assembly session and click '**Go**' button. '**Print Report**' will generate report and '**Print Letter**' will generate the letter format of the same.

7. My Account

My Account menu is having the following sub-menu:

7.1 Change Password

This interface is used for changing the user password. Provide the old and new passwords and click on '**Change Password**' button. '**Clear**' button will clear the fields.

7.2 Update Mobile No. / E mail ID

This interface is used to update mobile number and email ID of that user, whenever required. Select the user details by clicking the radio button. Type in the new mobile number/e Mail ID and click the '**Update**' button.

8. Dashboard

This interface provides the department-wise pendency. It gives graphical as well as tabular representation of department level assurance pendency. Click '**Get Status**' button to give status of that department and section. '**Reset**' button will give the default view.

9. User Manual

The AID user manual is given chapter-wise for easy access.

H. Department Concerned Section

1. Enter Reply

This interface is used to entering assurance reply. The list of assurances demanding reply by the concerned section will appear in the middle panel. Click on the radio button to select an assurance.

- Enter department file number, assurance reply and click '**Submit Reply**'.
- If section revision required, click '**Return to PS**'. Enter reason and click on '**Confirm**'.
- '**Clear**' button will re-show the submit reply button.

2. Enter Additional Information

This interface is used to entering additional information. The list of assurances demanding additional information reply by the concerned section will appear in the middle panel. Click on the radio button to select an assurance.

- Enter additional information reply, additional information file number (if available) and click '**Submit Reply**'.

3. Assurance Stages

This interface is same as the Assurance Stages explained under Department Parliamentary Section.

4. Search Assurances

This interface is same as the Search Assurances explained under Question Section User.

5. Reminders Received

Reminders received menu gives the reminders send by assembly users or PAD users for a pending assurance or additional information in the concerned section of the department. Click on the radio button to read the reminder.

6. Reports

This interface provides the department-wise assurances report. Select assembly number and assembly session and click '**Go**' button. '**Print Report**' will generate report and '**Print Letter**' will generate the letter format of the same.

7. My Account

My Account menu is having the following sub-menu:

7.1 Change Password

This interface is used for changing the user password. Provide the old and new passwords and click on '**Change Password**' button. '**Clear**' button will clear the fields.

7.2 Update Mobile No. / E mail ID

This interface is used to update mobile number and email ID of that user, whenever required. Select the user details by clicking the radio button. Type in the new mobile number/e Mail ID and click the '**Update**' button.

8. Dashboard

This interface provides the department-wise pendency. It gives graphical as well as tabular representation of department level assurance pendency. Click '**Get Status**' button to give status of that department and section. '**Reset**' button will give the default view.

9. User Manual

The AID user manual is given chapter-wise for easy access.

I. Department Approval Authority

1. Approve & Forward Assurance Reply

This interface is used to verifying the assurance reply and forwarding it to the question section. The list of assurances belonging to the section with reply entered by the concerned section user will appear in the middle panel. Click on the radio button to select an assurance.

- Verify department file number, assurance reply and click '**Approve & Forward**'.
- If verification fails the reply should be send back to the concerned section which entered the reply. Select '**Yes**' in radio button '**Do you want to return to section**'. Enter remark and click '**Return to Section**'.

2. Approve & Forward Additional Information

This interface is used to entering additional information. The list of assurances belonging to the section with additional information entered by the concerned section user will appear in the middle panel. Click on the radio button to select an assurance.

- Verify additional information reply, additional information file number (if available) and click '**Approve & forward**'.
- If verification fails the reply should be send back to the concerned section which entered the reply. Select '**Yes**' in radio button '**Do you want to return to section**'. Enter remark and click '**Return to Section**'.

3. Assurance Stages

Assurance Stages menu gives the listing of assurances in various stages. It consists of the following sub-menu:

3.1 Assurance Reply Sent

This interface will list the assurances whose reply has been forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

3.2 Reply Pending

This interface will list the assurances whose reply has not yet forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

3.3 Additional Information Sent

This interface will list the assurances whose additional information has been forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

3.4 Additional Information Pending

This interface will list the assurances whose additional information has not yet forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

4. Search Assurances

This interface is same as the Search Assurances explained under Question Section User.

5. Reminders Received

Reminders received menu gives the reminders send by assembly users or PAD users for a pending assurance or additional information in the concerned section of the department. Click on the radio button to read the reminder.

6. Reports

This interface provides the department-wise assurances report. Select assembly number and assembly session and click '**Go**' button. '**Print Report**' will generate report and '**Print Letter**' will generate the letter format of the same.

7. My Account

My Account menu is having the following sub-menu:

7.1 Change Password

This interface is used for changing the user password. Provide the old and new passwords and click on '**Change Password**' button. '**Clear**' button will clear the fields.

7.2 Update Mobile No. / E mail ID

This interface is used to update mobile number and email ID of that user, whenever required. Select the user details by clicking the radio button. Type in the new mobile number/e Mail ID and click the '**Update**' button.

8. Dashboard

This interface provides the department-wise pendency. It gives graphical as well as tabular representation of department level assurance pendency. Click '**Get Status**' button to give status of that department and section. '**Reset**' button will give the default view.

9. User Manual

The AID user manual is given chapter-wise for easy access.

J. Department Head

1. Assurance Stages

Assurance Stages menu gives the listing of assurances in various stages. It consists of the following sub-menu:

1.1 Reply Pending

This interface will list the assurances whose reply has not yet forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

1.2 Assurance Reply Sent

This interface will list the assurances whose reply has been forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

1.3 Additional Information Pending

This interface will list the assurances whose additional information has been forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

1.4 Additional Information Received

This interface will list the assurances whose additional information has not yet forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

1.5 Re-Routed Assurances

This interface will list the assurances, which are re-routed by the PAD for revising the departments entered by the Question Section. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

1.6 Taking Evidence Cases

This interface will list the assurances, which has been send to the concerned departments by the Committee for taking evidences. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

1.7 Closed Assurances

This interface will list the assurances of the department concerned, which are approved by the *Assurance Committee*. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

2. Search Assurances

This interface is same as the Search Assurances explained under Question Section User.

3. Reminders Received

Reminders received menu gives the reminders send by assembly users or PAD users for a pending assurance or additional information in the concerned section of the department. Click on the radio button to read the reminder.

3. Dashboard

This interface provides the pendency in the department concerned. It gives a graphical representation of overall as well as section level assurance pendency. Select section click '*Get Status*' button. '*Reset*' button will give the default view.

4. My Account

My Account menu is having the following sub-menu:

4.1 Change Password

This interface is used for changing the user password. Provide the old and new passwords and click on '*Change Password*' button. '*Clear*' button will clear the fields.

4.2 Update Mobile No. / E mail ID

This interface is used to update mobile number and email ID of that user, whenever required. Select the user details by clicking the radio button. Type in the new mobile number/e Mail ID and click the '*Update*' button.

5. User Manual

The AID user manual is given chapter-wise for easy access.

K. PAD Section User

1. Returned Assurance

This interface is used to re-route the assurance returned by the parliamentary section of each department for department revisal. A list of assurance returned by parliamentary section of each department will appear in the middle panel. Click on the radio button to select the assurance.

- Select the re-route department, re-route section (not mandatory), enter comments and click '*Re-Route*'.
- '*Cancel*' button will give the default view.

2. Assurance Stages

Assurance Stages menu gives the listing of assurances in various stages. It consists of the following sub-menu:

2.1 Reply Pending

This interface will list the assurances whose reply has not yet forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

2.2 Assurance Reply Sent

This interface will list the assurances whose reply has been forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

2.3 Additional Information Pending

This interface will list the assurances whose additional information has been forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

2.4 Additional Information Received

This interface will list the assurances whose additional information has not yet forwarded to the question section by the department approval authority. Click on

the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

2.5 Re-Routed Assurances

This interface will list the assurances, which are re-routed by the PAD for revising the departments entered by the Question Section. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

2.6 Taking Evidence Cases

This interface will list the assurances, which has been send to the concerned departments by the Committee for taking evidences. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

2.7 Closed Assurances

This interface will list the assurances of the department concerned, which are approved by the *Assurance Committee*. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

3. Search Assurances

This interface is same as the Search Assurances explained under Question Section User.

4. Reminders Sent

Reminders Sent menu gives the list of reminders send by the PAD users. Click on the radio button to select a reminder. Click '*Print letter*' button for printing a letter format of the same.

5. Reports

This interface provides the department-wise assurances report. Select assembly number and assembly session and click '*Go*' button. '*Print Report*' will generate report and '*Print Letter*' will generate the letter format of the same.

6. My Account

My Account menu is having the following sub-menu:

6.1 Change Password

This interface is used for changing the user password. Provide the old and new passwords and click on '*Change Password*' button. '*Clear*' button will clear the fields.

6.2 Update Mobile No. / E mail ID

This interface is used to update mobile number and email ID of that user, whenever required. Select the user details by clicking the radio button. Type in the new mobile number/e Mail ID and click the '*Update*' button.

7. Dashboard

This interface provides the pendency in the department concerned. It gives a graphical representation of overall as well as section level assurance pendency. Select section click '*Get Status*' button. '*Reset*' button will give the default view.

8. User Manual

The AID user manual is given chapter-wise for easy access.

L. PAD Approval Authority

1. Assurance Stages

Assurance Stages menu gives the listing of assurances in various stages. It consists of the following sub-menu:

1.1 Reply Pending

This interface will list the assurances whose reply has not yet forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

1.2 Assurance Reply Sent

This interface will list the assurances whose reply has been forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

1.3 Additional Information Pending

This interface will list the assurances whose additional information has been forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

1.4 Additional Information Received

This interface will list the assurances whose additional information has not yet forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

1.5 Re-Routed Assurances

This interface will list the assurances, which are re-routed by the PAD for revising the departments entered by the Question Section. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

1.6 Taking Evidence Cases

This interface will list the assurances, which has been send to the concerned departments by the Committee for taking evidences. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

1.7 Closed Assurances

This interface will list the assurances of the department concerned, which are approved by the *Assurance Committee*. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

2. Search Assurances

This interface is same as the Search Assurances explained under Question Section User.

3. Reminders Sent

Reminders Sent menu gives the list of reminders send by the PAD users. Click on the radio button to select a reminder. Click '*Print letter*' button for printing a letter format of the same.

4. Reports

This interface provides the department-wise assurances report. Select assembly number and assembly session and click '*Go*' button. '*Print Report*' will generate report and '*Print Letter*' will generate the letter format of the same.

5. Dashboard

This interface provides the pendency in the department concerned. It gives a graphical representation of overall as well as section level assurance pendency. Select section click '*Get Status*' button. '*Reset*' button will give the default view.

6. My Account

My Account menu is having the following sub-menu:

6.1 Change Password

This interface is used for changing the user password. Provide the old and new passwords and click on '*Change Password*' button. '*Clear*' button will clear the fields.

6.2 Update Mobile No. / E mail ID

This interface is used to update mobile number and email ID of that user, whenever required. Select the user details by clicking the radio button. Type in the new mobile number/e Mail ID and click the '*Update*' button.

7. User Manual

The AID user manual is given chapter-wise for easy access.

M. PAD HOD

1. Assurance Stages

Assurance Stages menu gives the listing of assurances in various stages. It consists of the following sub-menu:

1.1 Reply Pending

This interface will list the assurances whose reply has not yet forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

1.2 Assurance Reply Sent

This interface will list the assurances whose reply has been forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

1.3 Additional Information Pending

This interface will list the assurances whose additional information has been forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

1.4 Additional Information Received

This interface will list the assurances whose additional information has not yet forwarded to the question section by the department approval authority. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

1.5 Re-Routed Assurances

This interface will list the assurances, which are re-routed by the PAD for revising the departments entered by the Question Section. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

1.6 Taking Evidence Cases

This interface will list the assurances, which has been send to the concerned departments by the Committee for taking evidences. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

1.7 Closed Assurances

This interface will list the assurances of the department concerned, which are approved by the *Assurance Committee*. Click on the radio button to select an assurance. Click '*Print*' button for getting a print of the same.

2. Search Assurances

This interface is same as the Search Assurances explained under Question Section User.

3. Reminders Sent by QS

Reminders sent by QS menu gives the reminders send by assembly users for a pending assurance or additional information in the department. Click on the radio button to read the reminder.

3. Dashboard

This interface provides the pendency in the department concerned. It gives a graphical representation of overall as well as section level assurance pendency. Select section click '*Get Status*' button. '*Reset*' button will give the default view.

4. My Account

My Account menu is having the following sub-menu:

4.2 Change Password

This interface is used for changing the user password. Provide the old and new passwords and click on '*Change Password*' button. '*Clear*' button will clear the fields.

4.2 Update Mobile No. / E mail ID

This interface is used to update mobile number and email ID of that user, whenever required. Select the user details by clicking the radio button. Type in the new mobile number/e Mail ID and click the '*Update*' button.

5. User Manual

The AID user manual is given chapter-wise for easy access.

N. Keltron User

1. Backlog Assurance

This interface is used for backlog entry. Enter the assurance number, assembly number and assembly session. The input screen will appear.

- Enter the available details and click '*Submit*'.
- Edit the details and click '*Update*'.

2. Dashboard

This interface provides the department-wise pendency. It gives a graphical representation of overall as well as department level assurance pendency. Select department and section click '*Get Status*' button. '*Reset*' button will give the default view.

3. User Manual

The AID user manual is given chapter-wise for easy access.