In case of any Problem/Suggestion/Feedback on the PQA application

Please contact:

N.S. ARNEJA
Senior Technical Director
NIC, Parliament Informatics Division
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F.No. H-11013/21/2011-Parl.
Ministry of Communications & Information Technology
Department of Telecommunications
(Parliament Section)
****

Dated the 27nd February, 2012

OFFICE MEMORANDUM

Sub: Procedure for handling questions during the 225th Session of Rajya Sabha -reg.

The undersigned is directed to forward herewith a copy of Rajya Sabha Secretariat's O.M. No. RS./2/2/225/2012-Q dated 17th February, 2012 regarding procedure for handling questions during the 225th Session of Rajya Sabha for uploading on DoT intra website

(Suresh Sharma)
Under Secretary(Parl.)
Ph.2303 6833

Encl: As above.

To

Dir.(IT)

138/Dir(IT)/12
27/2

संसद भवन
PARLIAMENT HOUSE
राज्य सभा सचिवालय
RAJYA SABHA SECRETARIAT

टेलीग्राम : "PARLSHAD"
फैक्स : 23794327
टेलीफोन : 23034233
वेबसाईट : http://rajyasabha.nic.in
ई-मेल :
संसद भवन/संसद सौध,
नई दिल्ली-110001

Telegram : "PARLSHAD"
Fax : 23794327
Telephone : 23034233
Website : http://rajyasabha.nic.in
E-mail :
Parliament House/Annexe,
New Delhi-110001.

No.RS./2/ 2/225/2012-Q

17th February, 2012.

OFFICE MEMORANDUM

SUBJECT: Procedure for handling questions during the 225th Session of Rajya Sabha

The undersigned is directed to state that the Two Hundred and Twenty Fifth Session of the Rajya Sabha is scheduled to commence from the 12th March, 2012. In this context, attention of the Ministries/Departments of Government of India is invited to different aspects of handling of questions at their end during the said Session, as enumerated hereunder:

(I) Response to provisionally admitted Starred/Unstarred Questions.

1. It has been the experience of the Secretariat in the past that some of the Ministries/Departments do not prefer to respond to the provisionally admitted Starred/Unstarred notices of Questions and they react only when they come to know that the Question has been finally listed. In this context, it is clarified that such delayed response to Provisionally Admitted Questions (PAQs) serves no purpose as the Secretariat can do little once the Lists of Questions have been sent to the press for printing. The Secretariat sends PAQs to the Ministries/Departments with a dual objective, first to enable them to initiate action for preparing the reply and, secondly, to enable them to furnish to this Secretariat inputs at least in cases where the Ministry/Department feels that the Question does not merit admission in its name. It is.

Contd.....2/-

therefore, impressed upon the Ministries/Departments that they should respond to the PAQs promptly so as to enable the Secretariat to take into consideration all the relevant inputs while finalizing the list of Questions.

(II) Circulation of PAQs and Printed Lists of Questions

2. **Ministries/Departments are informed that the circulation/sending of PAQs in hard copy format has been discontinued. From the 223rd Session onwards PAQs are made available in electronic form only through E-mail. All the Ministries/Departments are, accordingly, requested to make necessary arrangements at their end to receive PAQs in electronic form only and take further necessary action thereon.**

3. *The Secretariat has been forwarding from the 217th Session the lists of questions (both Starred and Unstarred) through e-mail also to all the Ministries Departments of Government of India along with their hard copies. From the 223rd Session of the Rajya Sabha, the printed lists of questions are circulated to concerned Ministries/Departments only i.e. to whom whose questions are listed for that day and not to other Ministries as has been the practice earlier. However, the printed question lists will be available on Rajya Sabha website in real time for perusal.*

(III) Supply of answers to questions.

4. The Ministries/Departments of Government of India are required to ensure that the Secretariat is supplied, 290 legible copies of answers to Starred and Short Notice Questions (in separate sets of 115 for Distribution Branch and 175 for Question Branch) and 175 legible copies of answers to Unstarred Questions (in separate sets of 115 for Distribution Branch and 60 for Question Branch) in English and Hindi for being laid on the Table of the House during the aforesaid Session of the Rajya Sabha. The English and Hindi versions of the answers may be furnished on the obverse and reverse side of the paper or be stitched together.

Contd.....3/-

5. **The Ministries/Departments are also required to ensure that all answers are received in the Secretariat by 8.00 p.m. on the previous working day from the day of the answers.**

6. It has been observed that sometimes copies of answers supplied by some of the Ministries/Departments are neither clear nor legible. In view of this, it is requested that:

a) Answers may be prepared using electronic typewriters, inkjet or laser printer only.

b) Copies may be prepared preferably by photocopying rather than cyclostyling or resography.

c) **Underlining should be strictly avoided; necessary italics fonts may be used instead of underlining.**

d) As far as possible, Times New Roman font and font size 12 may be used.

e) In the English version of the answer, the portfolio or the name of the Minister should not further be shown in brackets in Hindi.

f) **When the answer contains tables, grid lines may be shown to clearly identify the rows and columns.**

g) Tables should be prepared separately in Hindi & English. The practice of producing the English as well as Hindi text on the same table by multiple photocopying has often been seen to produce faint and even unreadable copies.

h) The words – 'RAJYA SABHA' 'STARRED (or UNSTARRED) QUESTION' 'ANSWER', 'STATEMENT' and the MAIN SUBJECT should be in capitals, bold and without gaps in-between successive letters in each word. Name(s) of the questioners and name and designation of the Minister etc. may be in capital, but not bold.

i) The end of the answer/statement should be clearly indicated by a line of stars, thus '*****'

A model format of answer is attached **(Annexure-I).**

7. With regard to the Hindi text, realizing the practical difficulties, the above may be followed to the extent possible.

8. It has further been observed that the Ministries/Departments often do not answer each part of the question separately and clearly. In this connection, their attention is drawn to the following directions of Hon'ble Chairman, Rajya Sabha issued during the course of examination of a case of breach of privilege arising out of the answer to a Parliament Question:-

Contd.....4/-

a) *Answers to all questions given in the Rajya Sabha shall be specific and complete and each part of the question or each item of information asked for therein shall be answered separately.*

b) *If, on his attention being drawn to an answer, the Chairman is satisfied that it does not fulfil this condition, he may direct the Minister to give a specific and complete answer to each part of the question.*

9. It is further requested that –

a) the answers may positively be sent to this Secretariat on the working day preceding the date on which the questions are due for answer; and

b) in case, copies of the answers to be supplied are desired to be replaced or some corrections are to be carried out in those copies, necessary intimation in writing to that effect and revised copies of answers should be sent so as to reach the Question Branch, Rajya Sabha Secretariat (Room No.229 and 235, Parliament House Annexe, (Telephone Nos.23034229, 23034266, 23034235, 23034233 and 23034236) *not later than 6.00 a.m. on the day on which the questions are due for answer.*

10. Sometimes, the Ministry Officials come to the Secretariat without any authority letter for carrying out corrections in the sets of answers on the day these are to be given in the House. It has, therefore, been decided that before allowing the concerned officials to do so, they will have to produce an authority letter to that effect signed at least by the concerned Under Secretary. If correction is of substantial nature, fresh copies of the answers will have to be supplied replacing the earlier ones.

11. **All the Ministries/Departments are therefore requested to ensure that the schedule as detailed above is strictly followed so as to avoid delay in preparing sets of answers to Questions by Secretariat.**

12. The above instructions apply to the paper-copies of the answers only meant for distribution in the House etc.

13. Some instances have come to the notice where it has been found that the answers to Starred Questions are not in consonance with the well established practice, whereby lengthy replies are prepared in the form of a statement which is laid on the Table of the House by the Hon'ble Minister when the turn of the Starred Question arrives during the Question Hour. In this context, kind attention is invited to the Directions of

Contd.....5/-

Hon'ble Chairman, dated 10 and 16 May, 1985 with reference to answer to questions which are reproduced below:

i. "..... ***The Minister will hereafter place the lengthy answer as statement on the Table of the House .....***"

ii. ***"It is rule in this House as well as in every Parliament that if the answers are long, it should be placed as a statement on the Table of the House so that the members can read the same before they come. Please follow this rule very carefully hereafter. I know it is not your mistake, but your department's. They should have placed this as a statement on the Table of the House. Please see to it that this is observed in future."***

Similar instructions also find place in the Manual of Parliamentary Procedure in the Government of India. Ministries are requested to ensure that answers to Starred Questions in Rajya Sabha are in consonance with the above directions of Hon'ble Chairman, Rajya Sabha.

(IV) Parliament – Questions Answer Publishing System (Rajya Sabha)

14. From the 224th Session, e-mailing of replies to the Parliament Questions by the Ministries has been dispensed with. In its place Parliament-Question Answer (PQA-RS) Publishing System has been introduced for publishing of Parliamentary Question/Answer by the Ministries. Question Branch of the Rajya Sabha Secretariat shall post the Question Number and title thereof included in the List of Questions for each Ministry on the portal and their answers/Annexures and Hindi version shall by uploaded by the respective Parliament Section of the concerned Ministry of the Government of India. The PQA-RS System aims at publishing of replies to the answers to the Parliament Questions on the same day after their reply in the House, thus making them available on the public portal of the Rajya Sabha immediately without any delay.

15. An interactive session was held by the Question Branch, Rajya Sabha Secretariat with the representatives of all the Ministries / Departments of the Government of India wherein the aims and objective of the system were explained and a demo of the system was also shown to them. The login and passwords for operating the system from the Ministries' side were also made available to them. The manual of the PQA-RS System is enclosed for ready reference (Annexure II) as well as linked on the website of PQA-RS.

Contd.....6/-

16. PQA-RS is a web based portal, which can be accessed by the Ministry following web URL (http://pqars.nic.in). Now, it is the responsibility of the Ministry to upload the text of the question and the answer of the Ministry thereto along with annexures and the Hindi version thereof by 12:00 hrs positively on the date of reply. The Ministry is advised to ensure that they should upload the final version of the reply which tallies with the hard copy version sent to the Rajya Sabha Secretariat.

17. The System allows the uploading of the replies once only. In case of modifications of reply before the question is answered/laid by the Minister, the Ministry should contact the PQA Administrator i.e. Shri Mohd. Akram, Question Branch, Rajya Sabha Secretariat. Tel. No. 23035280, email: rsqns@sansad.nic.in

18. In respect of correction after the Question is answered or laid on the Table, such corrections should be made through the statement correcting an Answer to a Question made/laid on the Table by the Minister.

19. The Software for the PQA-RS is designed and developed by NIC under the guidance of Shri N.S. Arneja, Senior Technical Director, Parliament Information Division (arneja@nic.in), Tel: 23034829. Ministries may take-up technical issues either directly with him or with the counterpart NIC official in the Ministry itself for any technical issue.

20. Ministries are welcome to sort out problems in operationalisation of the system with Smt. Vandana Garg, Additional Secretary. Suggestion for improvement are also welcome. Tel No. 23034204, Email: vandana@sansad.nic.in

Vandana Garg

(VANDANA GARG)
ADDITIONAL SECRETARY
Tel.: 23034204, 23018019
Fax. No. 23018708
E-mail : vandana@sansad.nic.in

To

All the Secretaries, Ministries/Departments of Government of India, New Delhi.

Copy to:

1. Parliament Sections of all the Ministries/Departments of Government of India, New Delhi.

2. Nodal Officer (for uploading answers and questions) of all Ministries/Department of Government of India.

GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATION AND INFORMATION TECHNOLOGY
DEPARTMENT OF POSTS
RAJYA SABHA
STARRED QUESTION NO
ANSWERED ON

TATKAL MONEY ORDER YOJANA .

40. SHRIMATI KUM KUM RAI

Will the Minister of COMMUNICATION AND INFORMATION TECHNOLOGY be pleased to state:-

(a) whether Government have started/considering to start Tatkal Money Order Yojana through the Department of Post;

(b) if so, the details thereof; and

(c) if not, the reasons therefor?

ANSWER

THE MINISTER OF COMMUNICATIONS AND INFORMATION TECHNOLOGY

(SHRI DAYANIDHI MARAN)

(a) Yes, Sir.

(b) The Department of Posts has introduced in January, 2006, the Instant Money Order (iMO) as a pilot in 24 post office locations. The iMO is a web based domestic money transfer service between iMO post offices.

(c) In view of (a) above, the question does not arise.

*****

(i) The words – 'RAJYA SABHA' 'STARRED' (or) 'UNSTARRED QUESTION' 'ANSWER' 'STATEMENT' and the main subject is in capitals bold ad without gaps in between successive letters. Name(s) of the questioners and name and designation of the Minister etc. may be in capitals, but not bold
(ii) When the answer contains tables grid lines are shown to clearly identify the rows and columns.
(iii) The end of the answer/statement is clearly indicated by a line of stars thus *****

ANNEXURE-II

PARLIAMENT - QUESTION ANSWER PUBLISHING SYSTEM (Rajya Sabha) Ver 1.0

Developed For

RAJYA SABHA SECRETARIAT
&
All Central Government Ministries/Departments

Developed By

PARLIAMENT INFORMATICS DIVISION
NATIONAL INFORMATICS CENTRE
DEPARTMENT OF INFORMATION TECHNOLOGY
MINISTRY OF COMMUNICATIONS & I.T

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1 ABOUT PQA

Parliament Question is the most important instrument in the hands of Members of Parliament to raise matter of public importance in the house and seek their answers from the concerned Minister. Therefore one hour is specially designated as the Question Hour on each day of the session in both the Houses of Parliament. Question Hour is one of the most significant items of business in parliamentary proceedings and it gives the whole institution of Parliament the great significance it possesses. This Hour has assumed high importance in legislatures because of Government's heavy involvement in matters affecting the day-to-day life of the citizens for which Ministers are collectively and severally answerable to the people. Asking questions is a refined parliamentary device. Questions are asked primarily to elicit information, to ensure accountability, and for exercising a kind of legislative control over executive actions.

Answers to questions have to be precise and accurate. The information given through the answers has a high presumption of authenticity and wrong or inaccurate answers can be construed as an attempt to mislead the House, leading to raising of questions of privilege. If it is later found that the information supplied bona fide is inaccurate or incorrect, the Minister has to make a statement in the House correcting the previous answer in case it is a starred question or lays a statement on the Table of the House in the case it is an unstarred question.

Where Ministers feel that they cannot supply complete and accurate information at the moment, they can and generally ask for time in respect of that portion of the question and assure the House to supply it as soon as it is available. Such assurances are closely monitored by the Committee on Government Assurances.

Starred Questions: These are Questions to which answers are desired to be given orally on the floor of the House during the Question Hour. These are distinguished in the printed lists by asterisks. 20 such questions are listed each day.

Unstarred Questions: These are Questions to which written answers are given by Ministers which are deemed to have been Up to 155 such questions are listed each day in a separate list.

Short Notice Questions: Such questions can be asked orally in the House after the Question Hour or as the first item in the agenda where there is no Question Hour at a notice shorter than that prescribed for Starred and Unstarred Questions. These must relate to a subject-matter considered by the Chairman to be of urgent public importance.

Submission of Answers to Parliamentary Question by Ministries – Present Procedure

The replies to the Parliament Questions are prepared by the respective Ministry and sent to the Secretariat on the allotted day for laying on the Table of the House. The Ministries are required to submit the Paper copies of the Parliament Questions for laying. Once the Question Hour is over, the Ministries are also required to send the electronic file of the Parliament Question and Answer to the secretariat by email, for further processing and publishing on the website of the Rajya Sabha. Most of the electronic files of the questions and answers are received by the Secretariat on the day of the question, but several ministries send the electronic files several days later, thus there is a delay in publishing of the Parliament Questions and their replies on the website of the Rajya Sabha.

2 INTRODUCTION

The PQA is the system for e-publishing of Parliament Questions by the Question branch of Rajya Sabha Secretariat and publishing of their answers by the respective Parliament section of the concerned Ministry of the Govt. of India. The system aims at publishing of the replies to the answers to the Parliament Questions on the same day after they are replied in the House, thus making them available on the public portal of the Rajya Sabha immediately without any delay.

The PQA is designed as user/roll based secured web portal hosted over SSL for publishing of information by its various stake holders. In the present System, each Central Ministry/Department has been assigned a user Name / Password (Parliament Section). The Ministry users shall be able to upload the questions / answers and their annexure and Hindi version of the question/answer. The system also maintains log of all the users entering into the system, thus activities on the web portal are monitored by the application administrator.

There are two types of users in the PQA web portal.

1. Administrator
2. Other Users

1. Administrator:

Administrator can perform following jobs

1. Add/update Ministry
2. Add/update member
3. Add/update Department in the respective ministry
4. Add/update Group of the ministry
5. Add/update new User for question branch and ministry respectively.
6. Unlock the users.
7. Create new Session.
8. Question no entry

9. Modify Question and Answers submitted by ministries
10. Change the Password.
11. Question web publish
12. question web un-publish

2. Other Users:

Other Users are categorized as:

1. Question Branch User
2. Ministry User

2.1 Question Branch User can perform following jobs

1. Create new question
2. Change the Password.
3. modify the question

2.2 Ministry User can perform following jobs

1. Upload the Question Answer, Annexure, Hindi version against the listed Question no.
2. Change the Password.

PQA: Login Page:

Parliament Question Answer Web Portal can be accessed from the following web link (https: pqars.nic.in). For the first time it is required to install the security certificates (CCA India 2011, NIC CA 2011 and NIC sub CA 2011). This certificate link is given on the main Login Page of the PQA application. These certificates will be required to install on each client Computer from where PQA application will be accessed otherwise certificates error will be displayed.

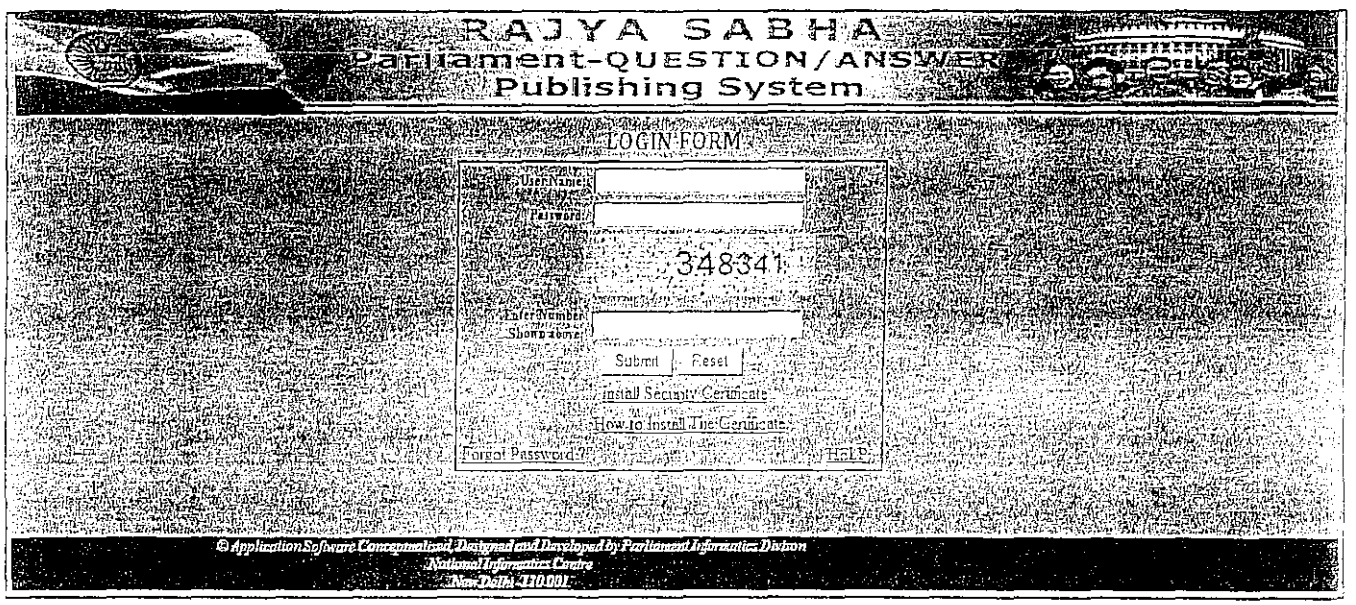


Fig.1

To Log in into the application user has to enter the user name and password. On entering, the valid Username/Password, the main Page of the Portal will appear on your screen.

3 ADMINISTRATOR LOGIN

3.1 HOME PAGE FOR ADMINISTRATOR

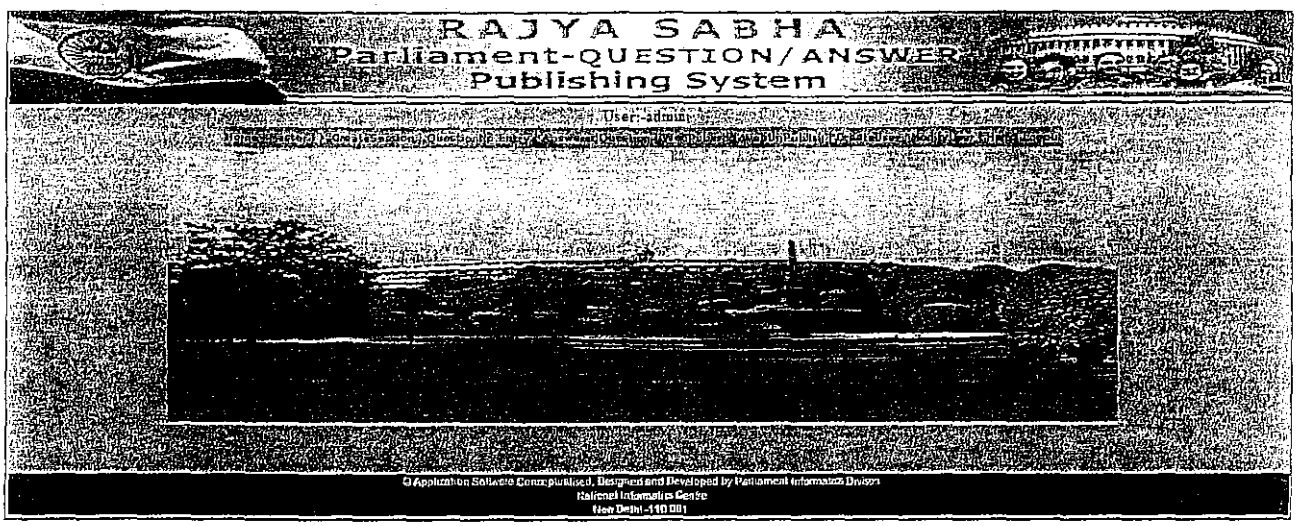


Fig.2

In the web page (fig.2), the options available to the Administrator are shown. The various options available to the Administrator and their functions are explained below:

1. Home
2. Master
    a. Ministry Master
    b. Member Master
    c. Dept-Ministry
    d. Group Ministry
    e. Date Chart
3. Create session
4. Question number entry
5. Answered Questions
6. Web Publish
7. Web Un-Publish
8. Create user
9. Modify user
10. Help

11. Logout

3.2 HOME

This link is used to come back to the main page of the application from any web page.

3.3 MASTER

When Administrator clicks on this menu following Submenu is displayed on the screen (fig.3).

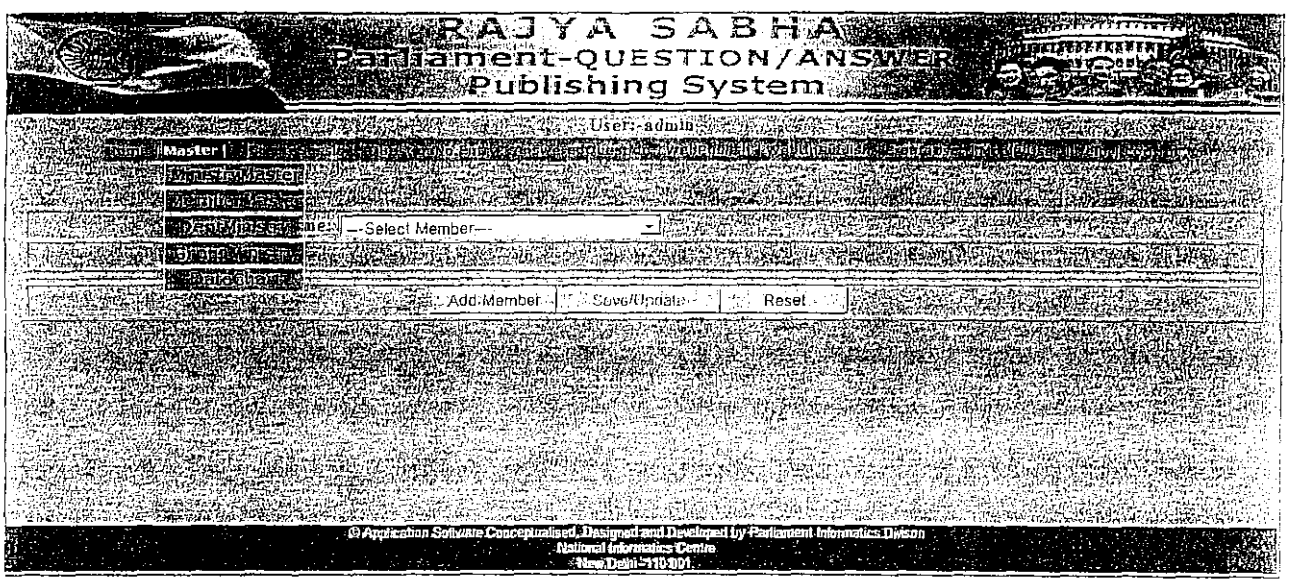


Fig.3

This MASTER MENU is used to perform following subtasks:

- Add/update Ministry
- Add/update member
- Add/update Department in the respective ministry
- Add update Group of the ministry
- Add/update the date chart.

These options are described below

3.3.1 ADD/ UPDATE MINISTRY

This option is used to add/update Ministry Name. When clicked on this menu following webpage is displayed on your screen.

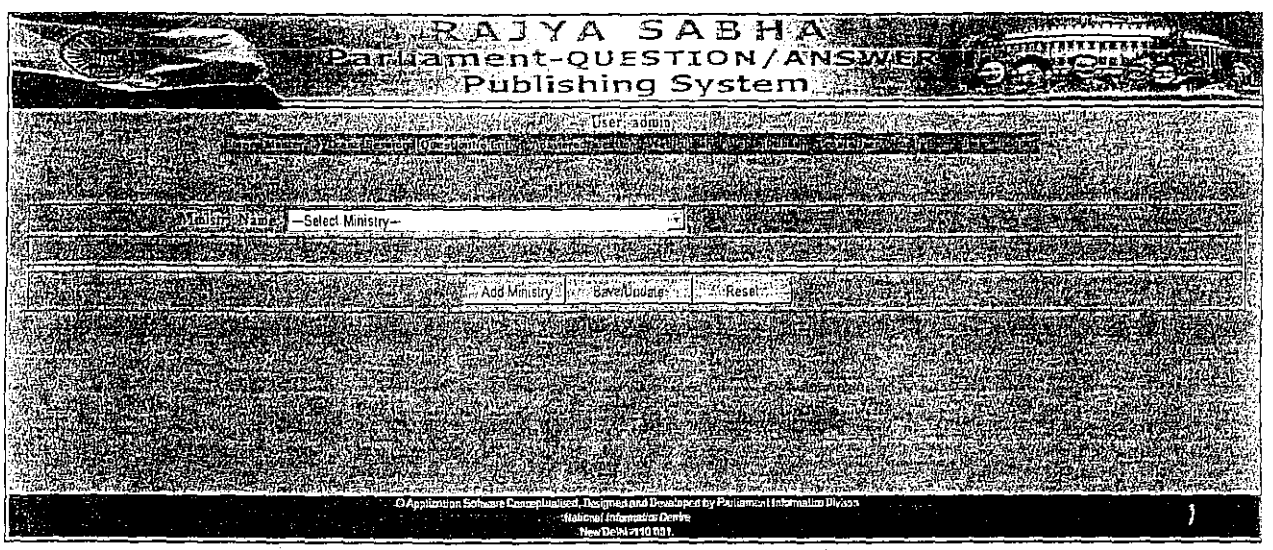


Fig.4

In Fig. 4, a dropdown list is shown which contains ministry names.

To ADD NEW MINISTRY NAME, Administrator has to click on the "Add Ministry" Button. A text box will appear on the Page and "Save/Update" Button will also gets enabled as shown in the Web Page (Fig-5).

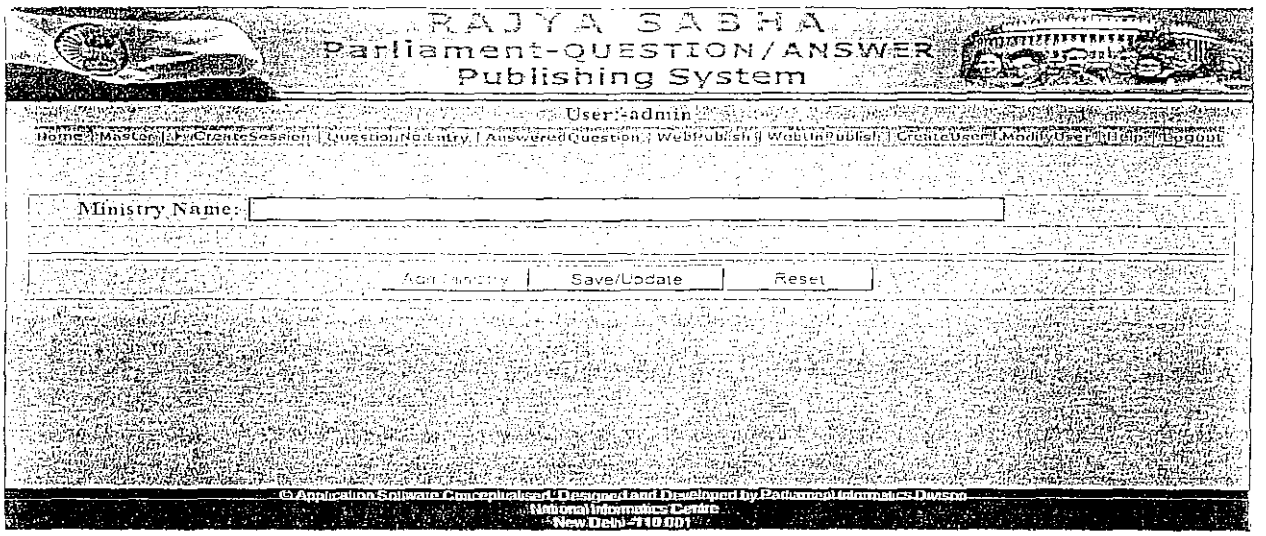


Fig.5

Now enter New Ministry Name and click on "Save/Update" button to save the new Ministry permanently.

Administrator can also UPDATE the MINISTRY Name by selecting the desired from the dropdown List as shown the Web Page (Fig.6).

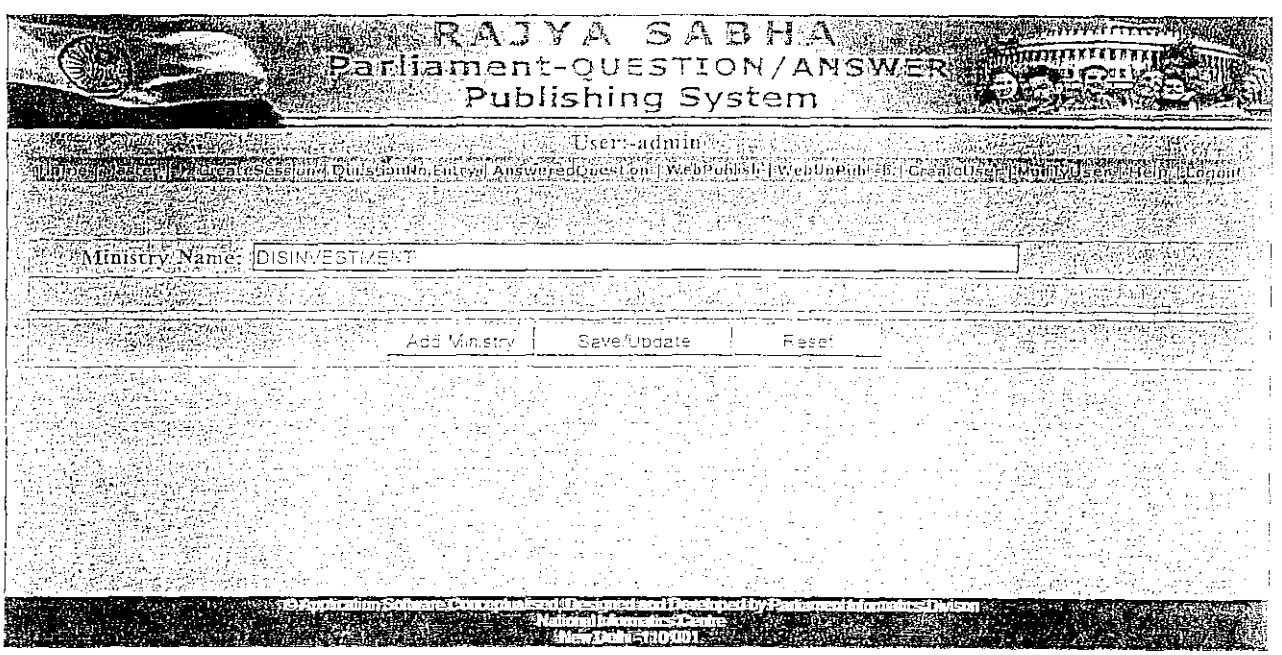


Fig.6

3.3.2 ADD/UPDATE MEMBER

This option is used to add/update Member Name. When clicked on this menu following webpage is displayed on the screen (Fig. 7).

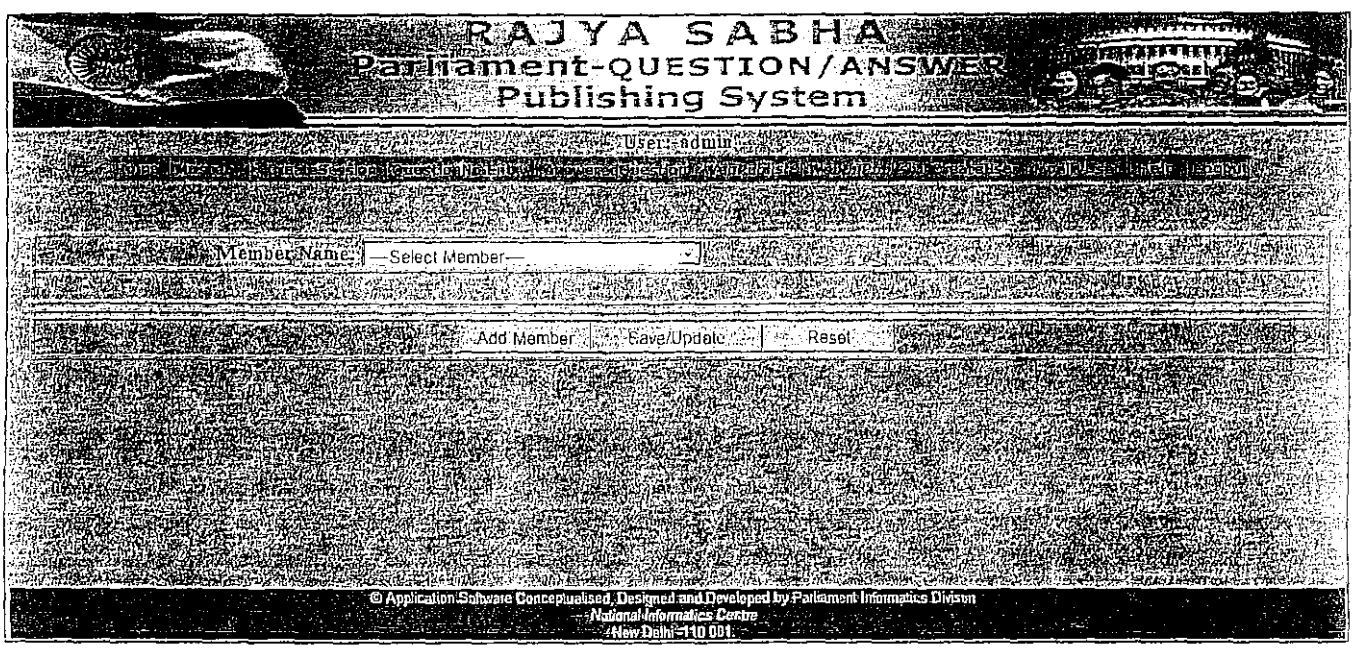


Fig.7

In Fig.7, a dropdown list containing member's names is shown.

To **ADD NEW MEMBER NAME**, Administrator has to click on the "**Add Member**" Button. A text box will appear on the Page and "**Save/Update**" Button will also gets enabled as shown on the Web (Fig 8).

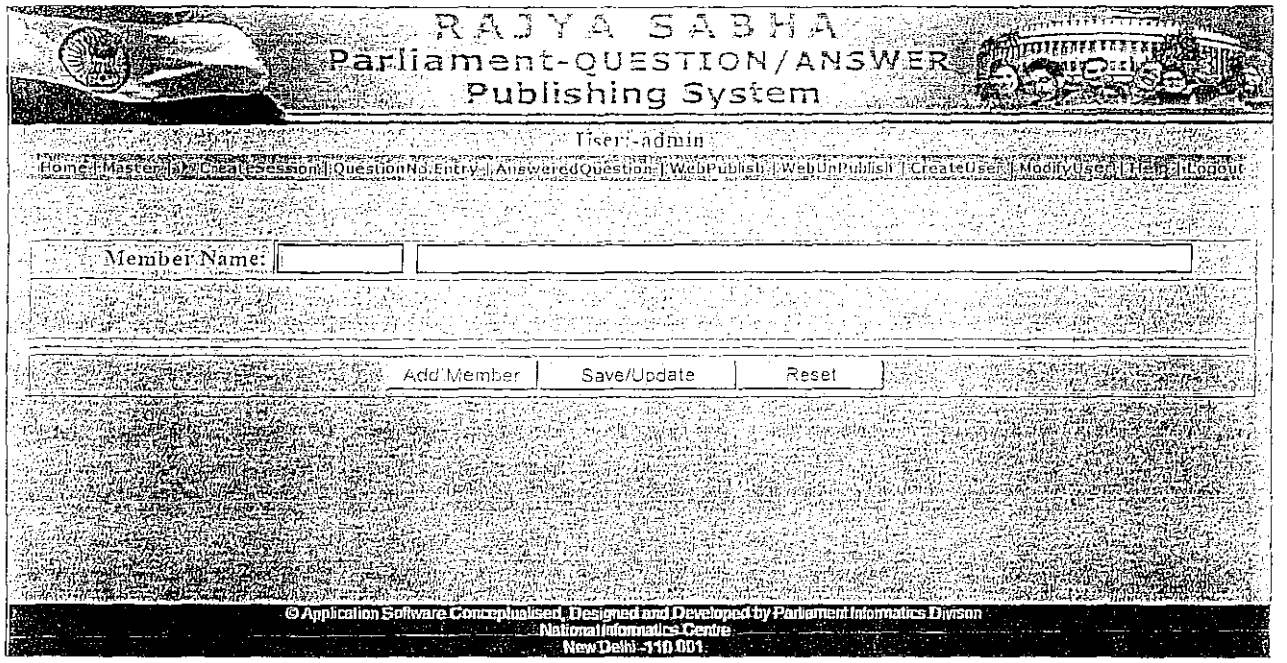


Fig.8

Administrator can enter the name of the new Member and. then click on "**Save/Update**" button to save the changes permanently.

Administrator can also UPDATE existing MEMBER NAME by selecting from Dropdown List as shown in shown in fig 9.

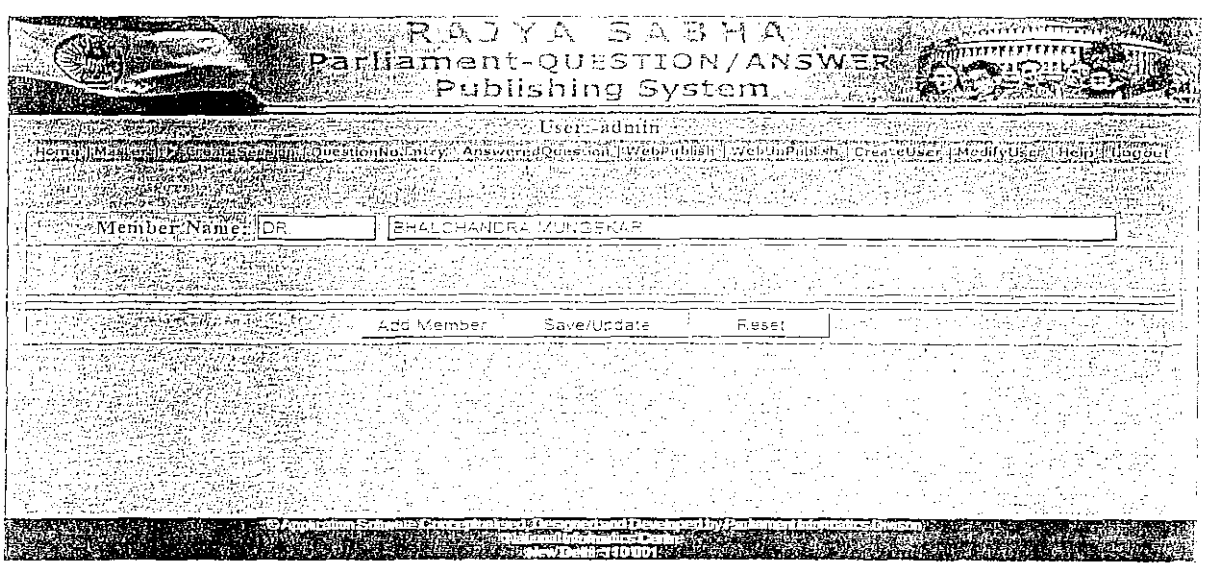


Fig.9

3.3.3 ADD/UPDATE DEPARTMENT IN THE RESPECTIVE MINISTRY

This option is used to add/Update Department in the respective ministries. When clicked on this menu following webpage is displayed on your screen (Fig.10).

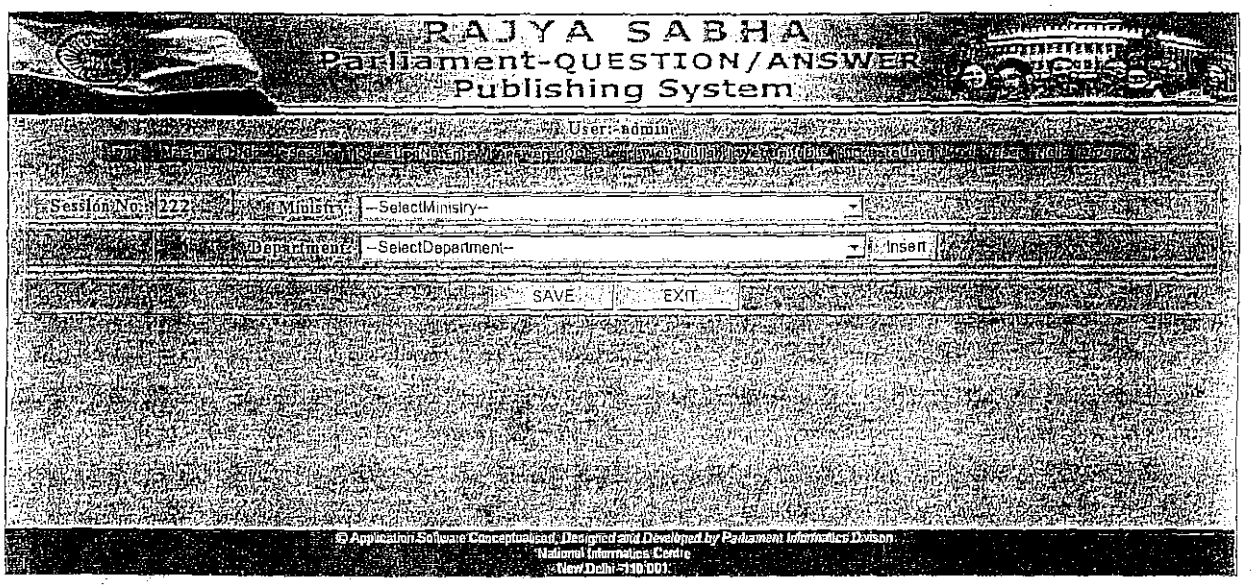


Fig.10

In the Fig. 10 shown above, two dropdown lists are shown which contains Ministry names and their respective Department List.

To ADD NEW DEPARTMENT in a Ministry, Administrator has to select ministry first then a table with department list will appear. Now Select department from the Department dropdown list and click on the "Insert" Button. And click on "Save" Button to make the changes permanent. (Fig 11).

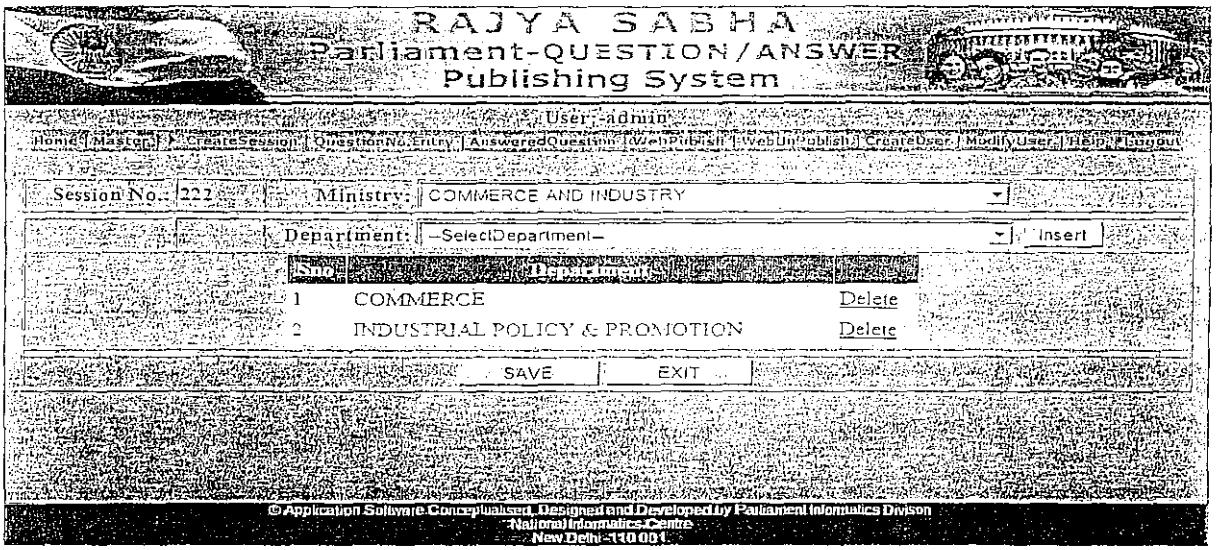


Fig.11

Administrator can also **DELETE DEPARTMENT** NAME by clicking on "Delete" link to the corresponding Dept. name from Department List shown in fig 11. By clicking on "Delete" link Admin can delete department name from the list.

After deleting, **ADMINSTRATOR** must also click on 'Save" button to make the change permanent.

3.3.4 ADD/UPDATE GROUP OF THE MINISTRY

This option is used to add/Update Group of the ministries. There are five groups named as I, II, III, IV and V respectively. When clicked on this menu following webpage is displayed on your screen.

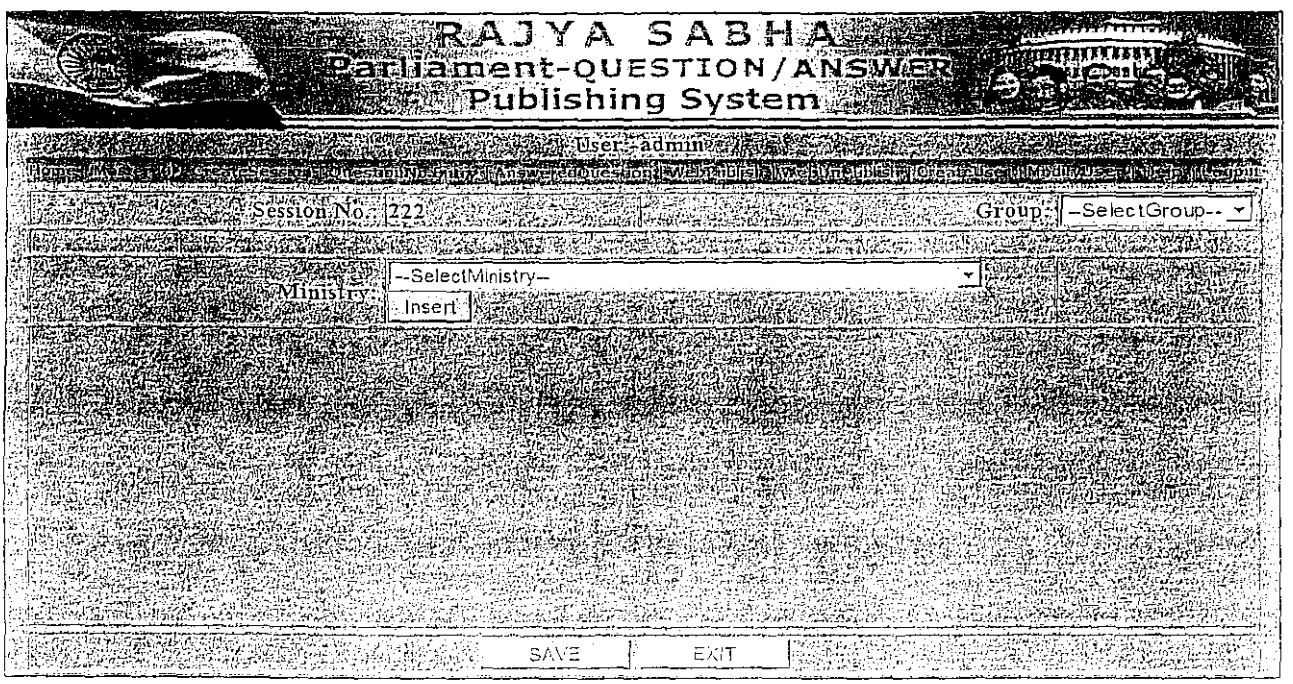


Fig.12

In above fig 12. two dropdown lists are shown which contains Group names and Ministry names. To ADD A MINISTRY IN A GROUP, Administrator has to select group first then a table with ministry list will appear. Now Select Ministry from the Ministry dropdown list and click on the "Insert" Button. And click on "Save" Button as shown in fig 13.

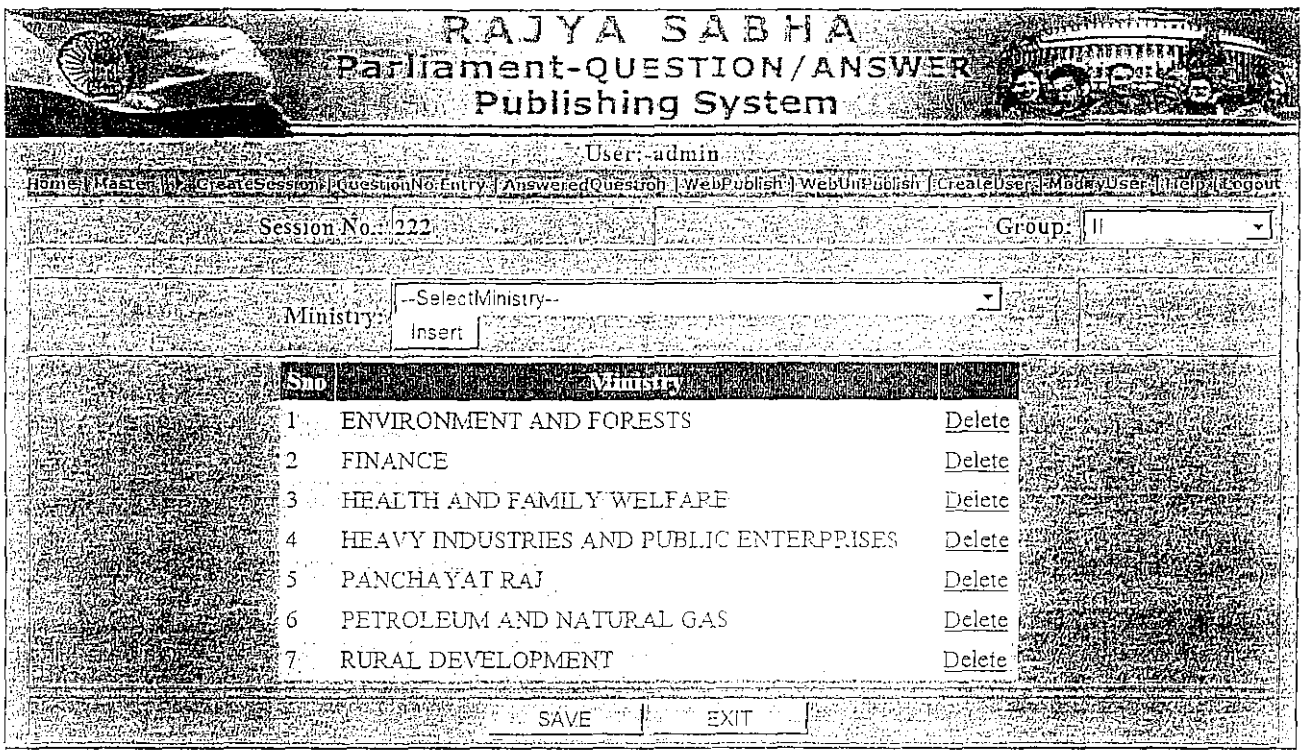


Fig.13

Administrator can also update ministry name from a Group by clicking on "Delete" link to the corresponding Ministry name from Ministry List shown in fig 13. By clicking on "Delete" link Administrator can delete ministry from the Group.

After Deleting, Administrator must click on "Save" button to make the update permanent.

3.3.5 ADD/UPDATE DATE CHART

This option is used to add/Update date chart. There are five groups named as I, II, III, IV and V respectively. When clicked on this menu following webpage is displayed on your screen (Fig. 14).

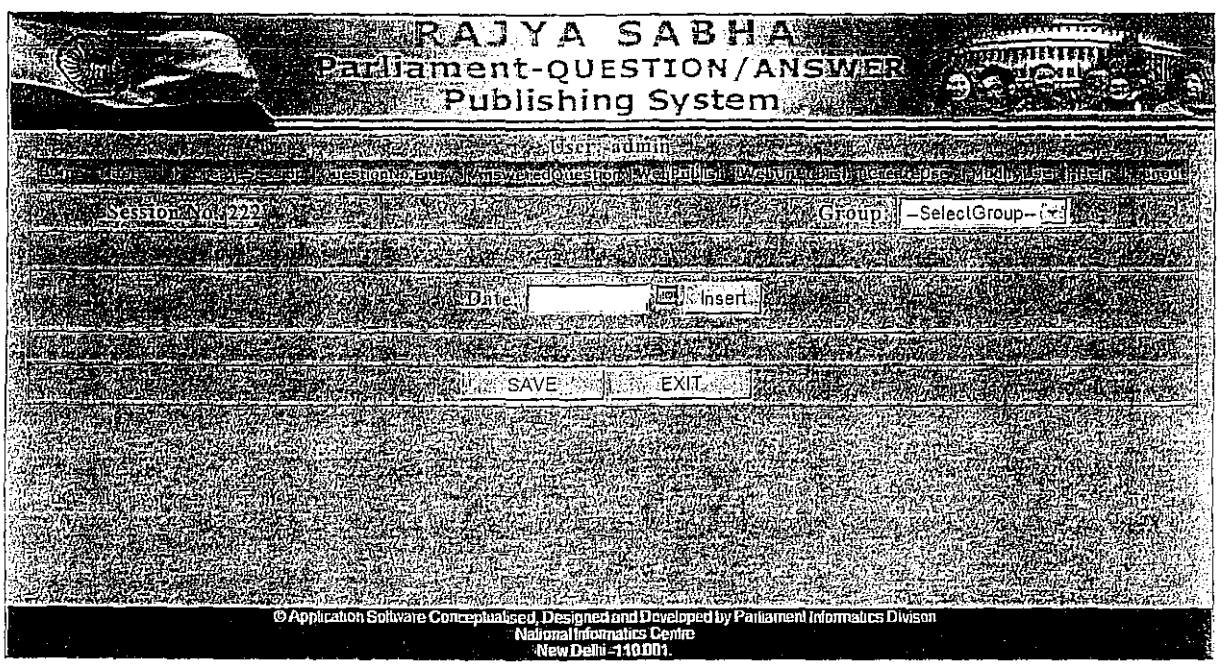


Fig.14

In this form a dropdown list is shown which contains Group names.

To ADD A DATE TO THE GROUP, Administrator has to select a group first then a table with all existing dates (during the current session) will appear. Now Select Date from the Calendar and click on the "**Insert**" Button to add a new date in a group. Click on "Save" Button as shown in (Fig 15).

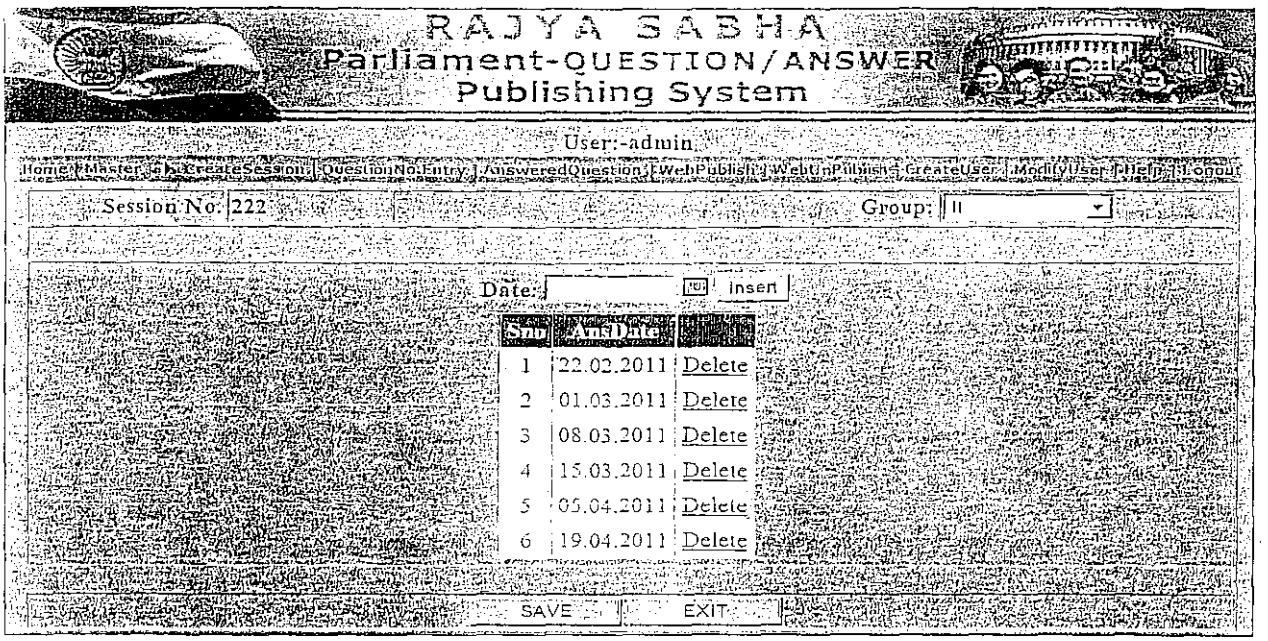


Fig.15

Administrator can also update date from a Group by clicking on "**Delete**" link to the corresponding Date from the List shown in fig 15. By clicking on "**Delete**" link Administrator can delete a date from the Group.

After Deleting, Administrator must click on "Save" button to make the update permanent.

3.4 CREATE SESSION

This option is used to add a new Session. When clicked on this menu following webpage is displayed on the screen (Fig. 16).

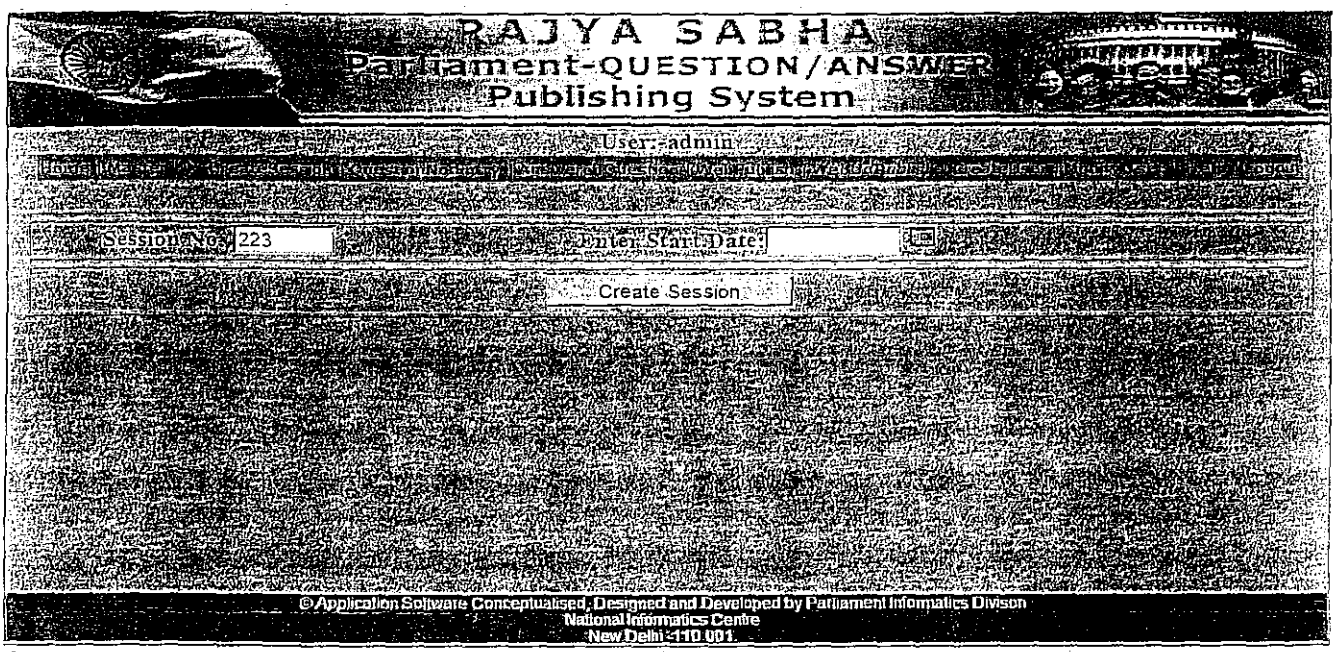


Fig.16

Administrator has to select Date from calendar and then click on "Create Session" button.

3.5 QUESTION NUMBER(s) ENTRY

This option is used to enter Question nos(s) for a particular sitting date and for a particular Ministry. There are two types of questions

- Starred Questions
- Unstarred Questions

When clicked on this menu following webpage is displayed on your screen as shown in (Fig 17).

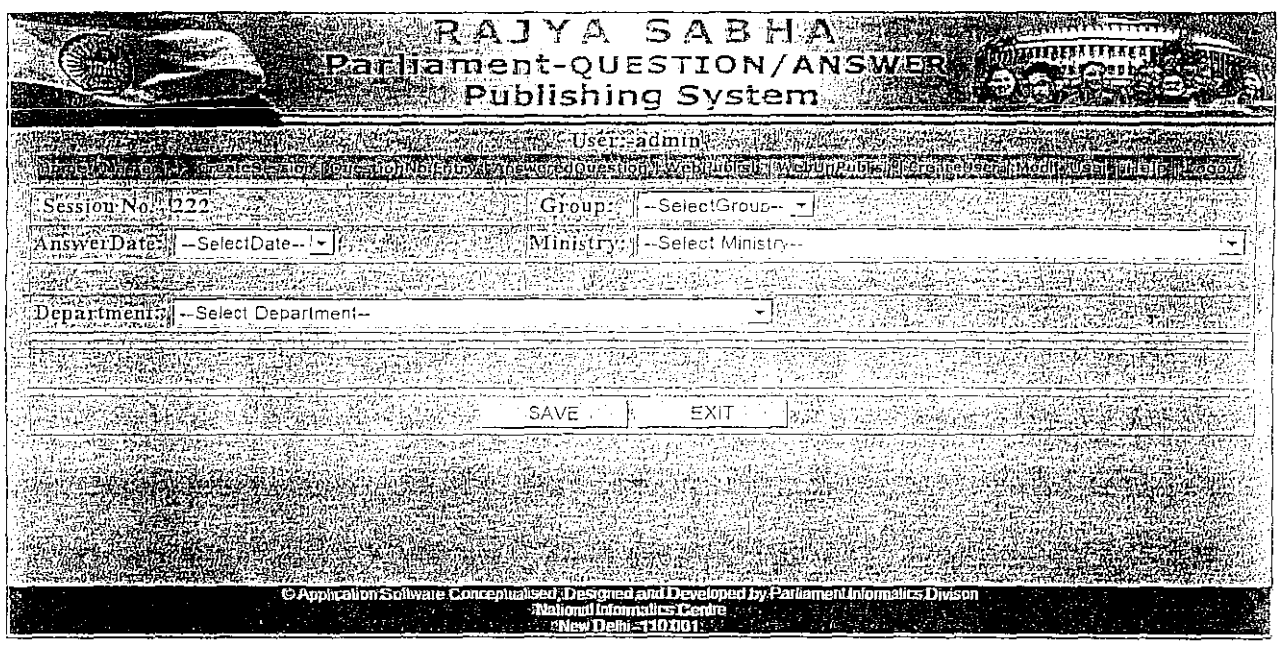


Fig.17

To add a question, Administrator has to select group, answer date, Ministry and Department and then enter the question no (starred or unstarred) and then click on "Insert" Button. Click on "Save" Button to save the record as shown in (Fig 18).

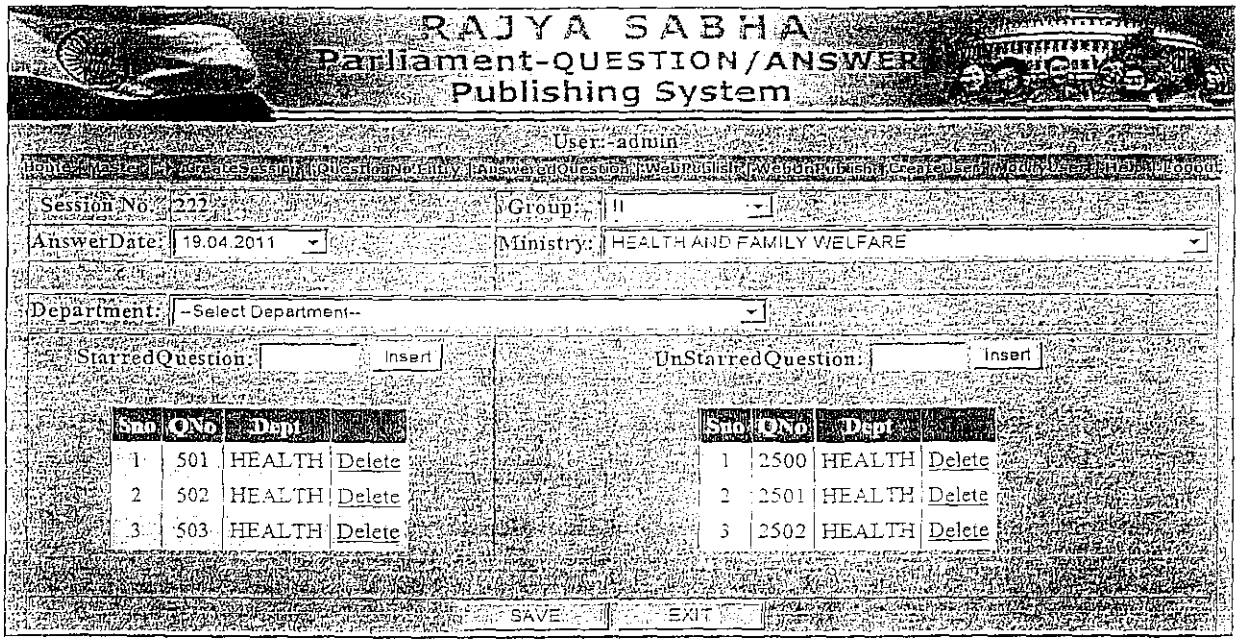


Fig.18

3.6 ANSWERED QUESTION

When clicked on this menu following webpage is displayed on your screen as shown in (Fig 19).

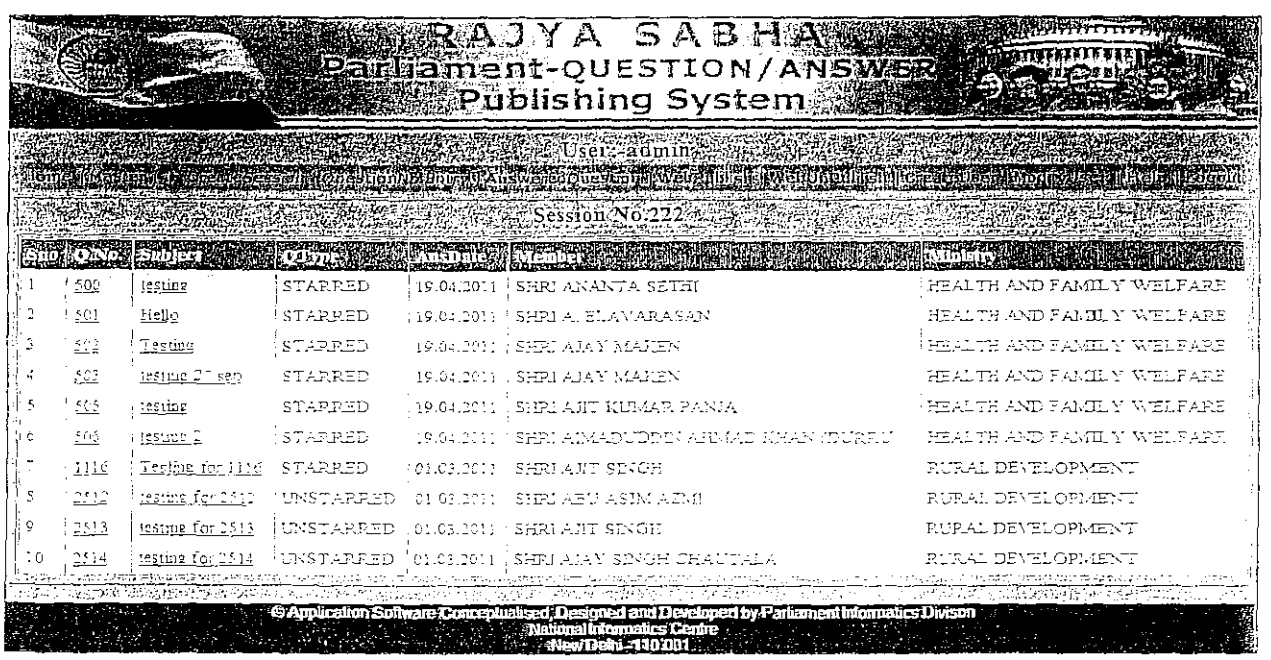


Fig.19

To View or Update the Question and Answer Administrator has to select corresponding Q.No.or Subject from the List shown in fig 19. After selecting, a webpage is displayed on the screen (Fig 20).

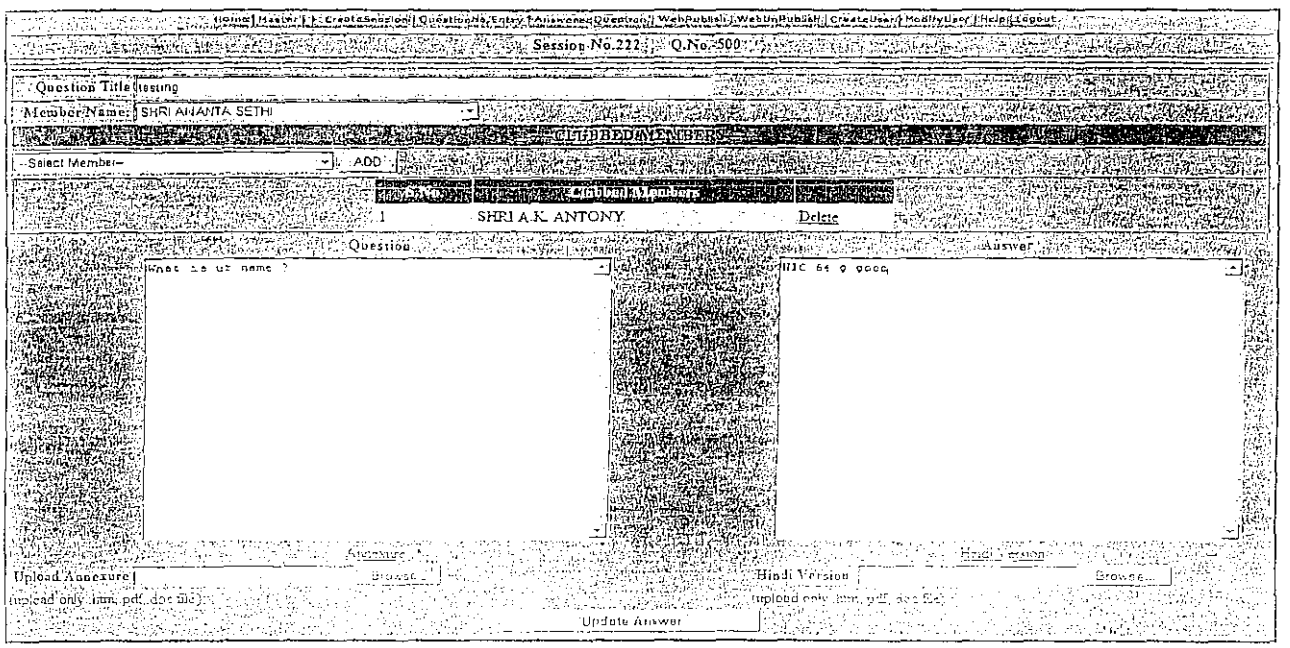


Fig.20

The Administrator can make changes in any of the field. After Updating required field data, user has to click on "Update Answer" button to make the changes permanent.

3.7 WEB PUBLISH

When clicked on this menu following webpage is displayed on your screen as shown in (Fig 21).

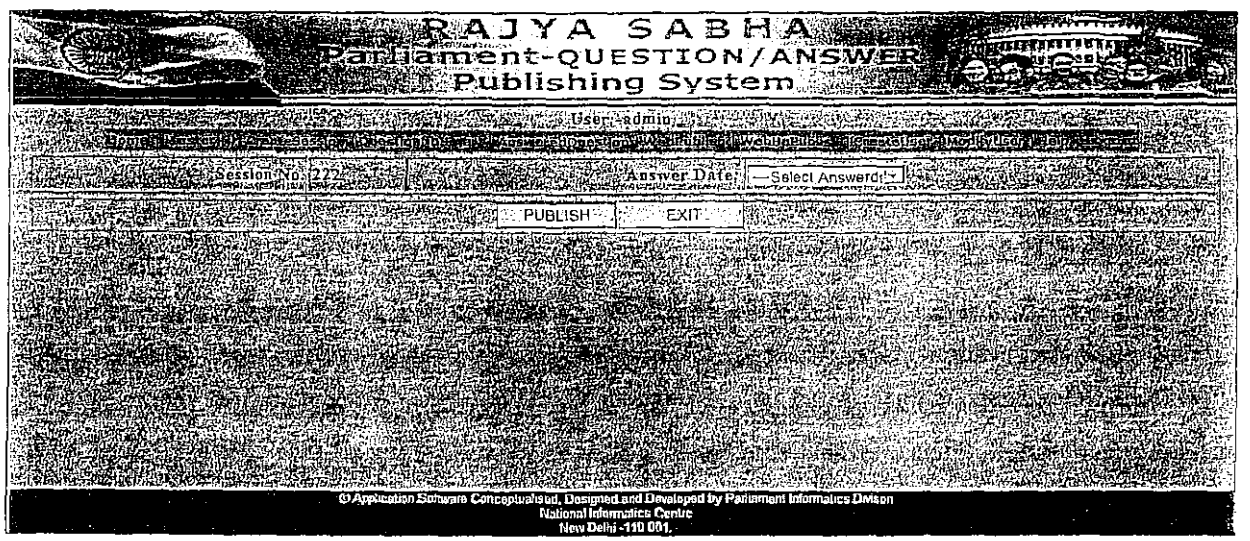


Fig.21

This option is used to publish Question's on the Rajya Sabha Website for a particular answer date as in webpage (Fig 22).

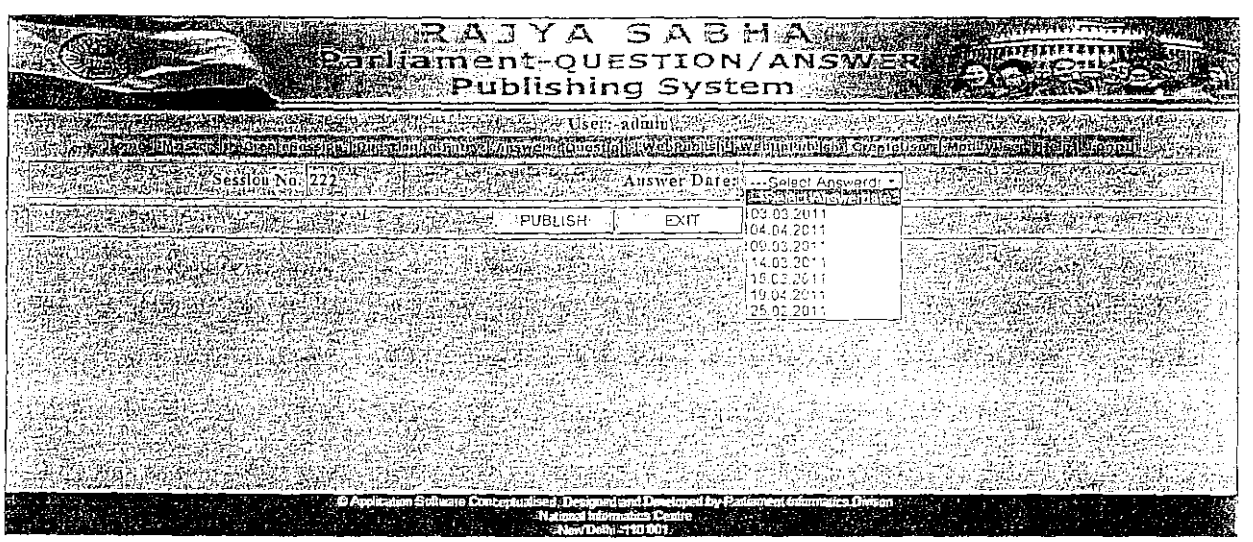


Fig.22

WEB UNPUBLISH

When clicked on this menu following webpage is displayed on your screen as shown in (Fig 23).

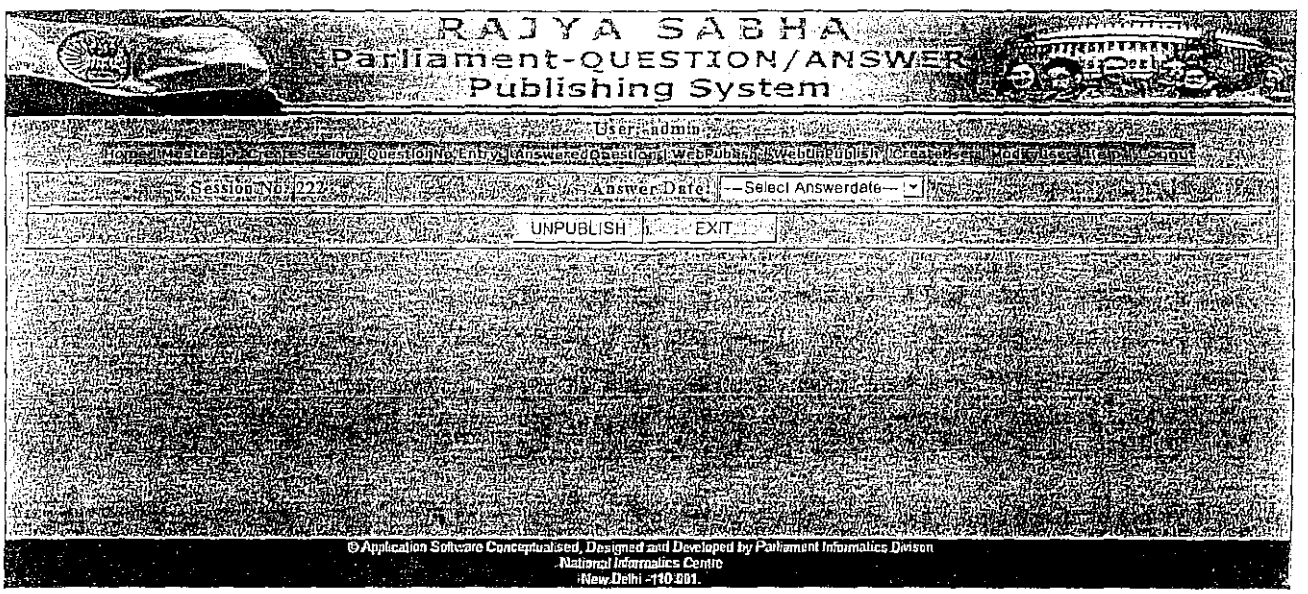


Fig.23

This option is used to Un-Publish Question's on the Rajya Sabha Website for a particular answer date as in webpage (Fig 24).

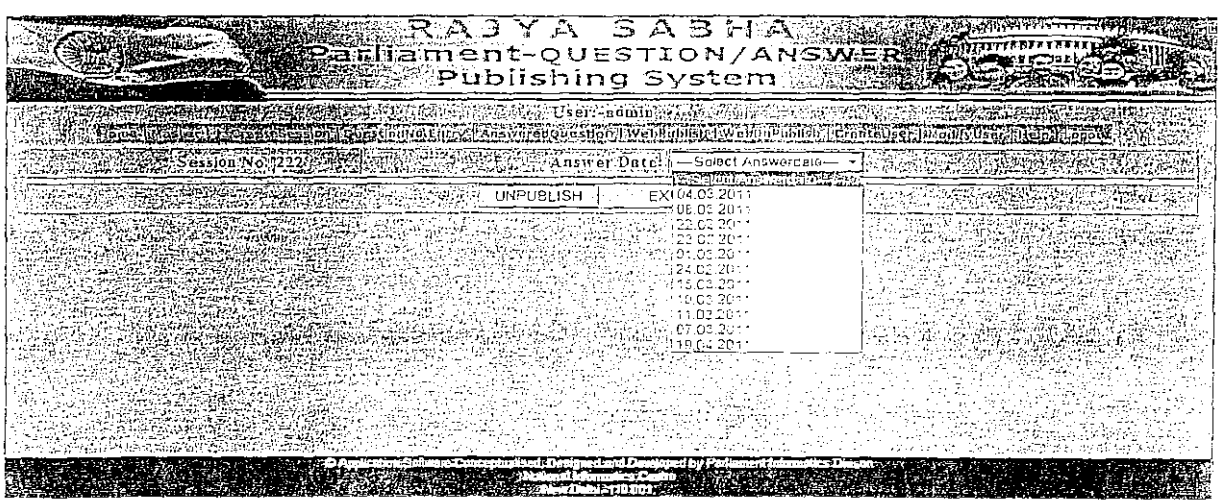


Fig.24

3.8 CREATE USER

Using this option, the Administrator can create new Users. When clicked on this menu following webpage is displayed on the screen (Fig 25).

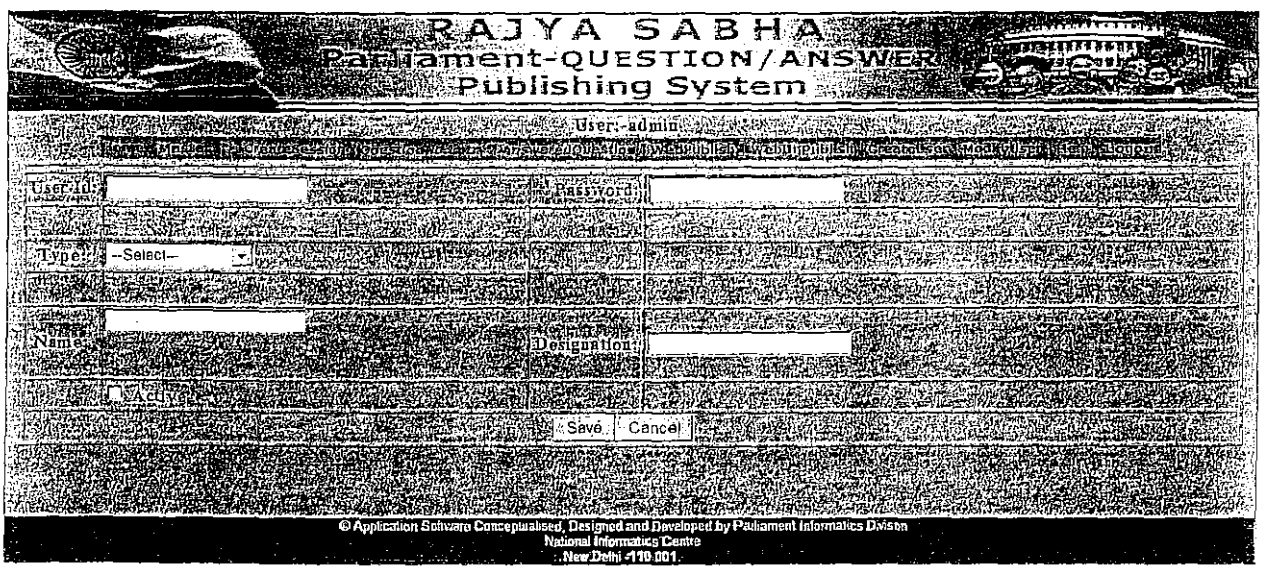


Fig.25

To create a new user, Administrator has to enter valid UserID, Password, Select a User Type (Ministry/Question Branch), Name of the User, Designation of the User and click on the "**Active**" Checkbox then click on "**Save**" Button to save the record as shown in fig 23. The password should be the length of minimum 6 characters and maximum of 10 characters. It should be at least one alphabet, one numeral and one special character.

* Special characters < and > are not allowed in the above Form.

3.9 MODIFY USER

This Administrator has the option to make changes in existing users. When clicked on this menu following webpage is displayed on your screen (Fig. 26).

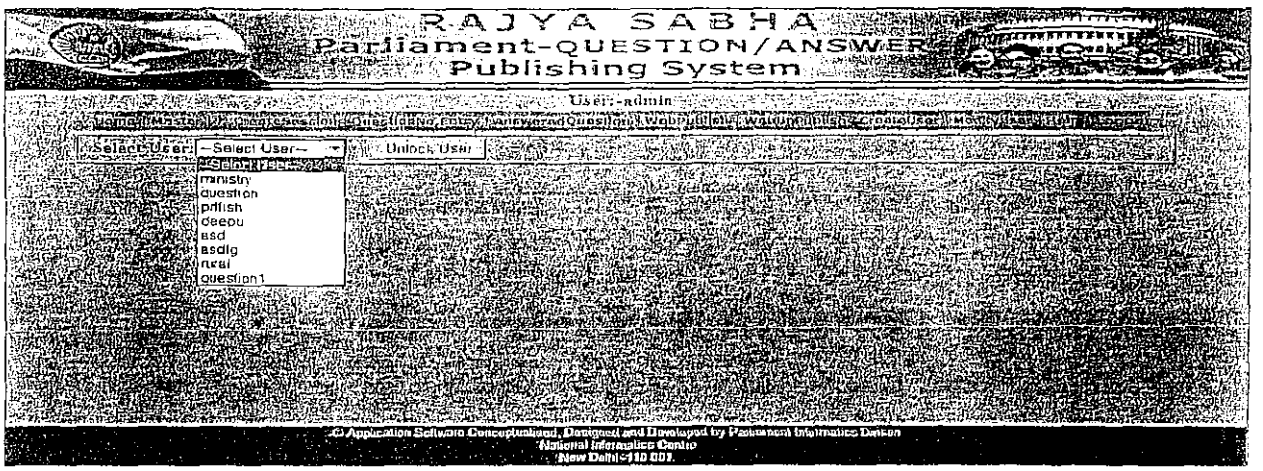


Fig.26

To modify an existing user, Administrator has to select UserID then following Web page is displayed on the Screen (Fig. 27).

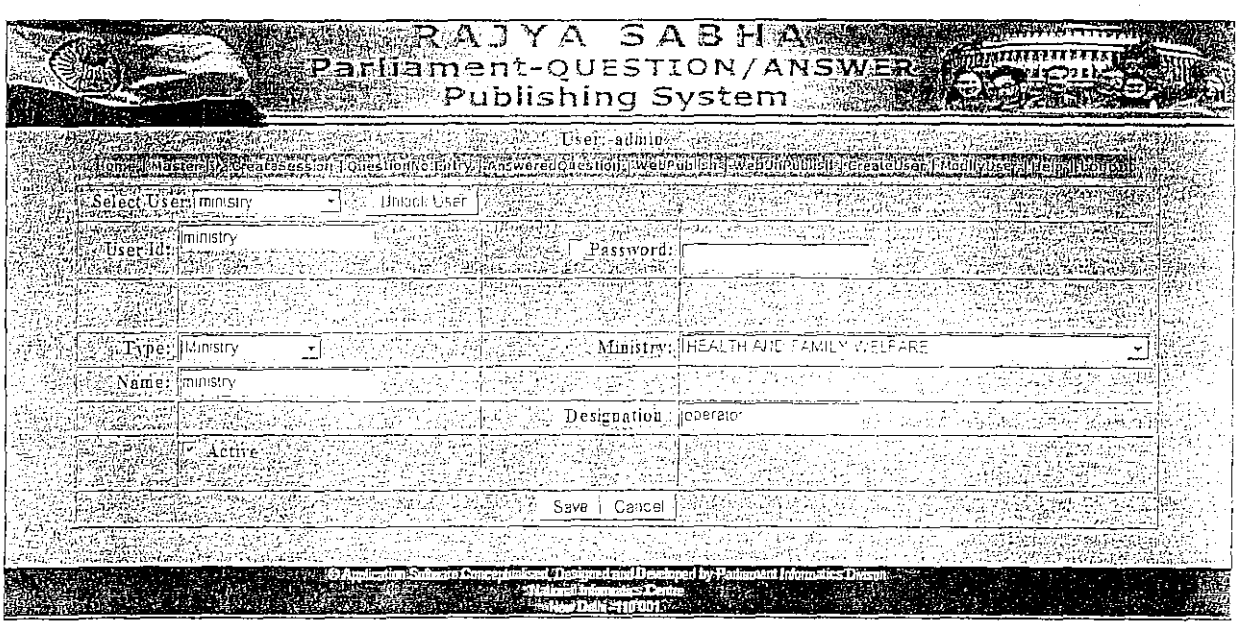


Fig.27

Administrator can change or update all the details about the selected user.

If user is locked due to unsuccessful 3 login attempts, administrator can Un-lock the specific user.
The Unlock button will be visible in that case as shown below in Fig.28

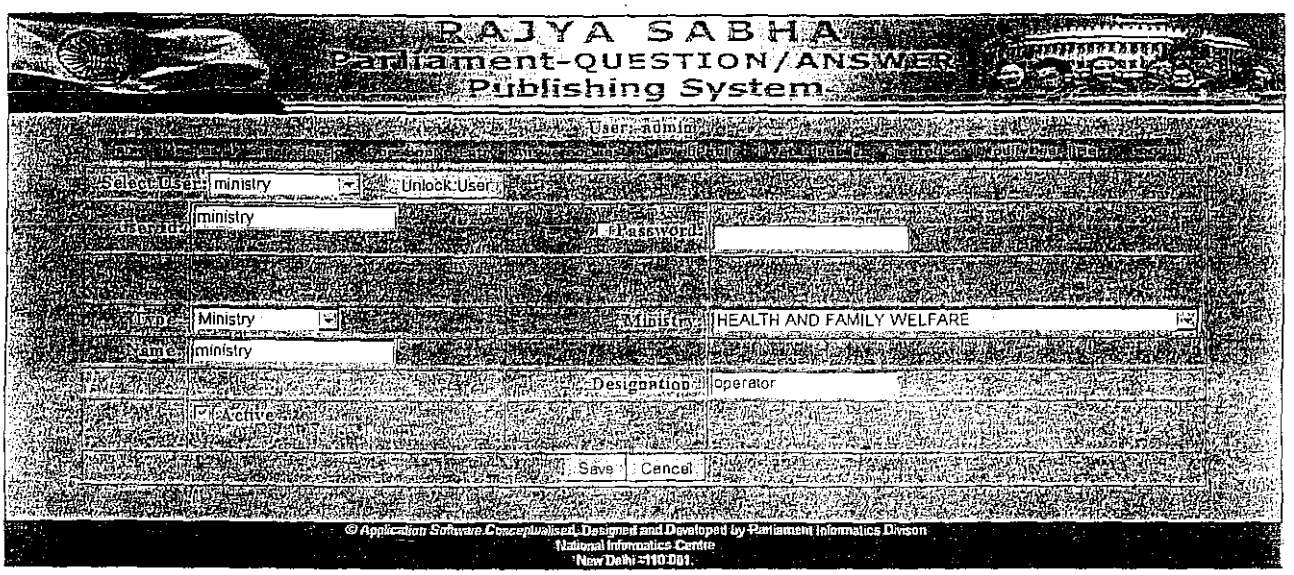


Fig.28

3.10 HELP

This link is used to provide help related to this software.

3.11 LOGOUT

This link is used to logout from the software and it should be done, when you have finished the data/entry/modification etc. and no longer wants to use the system.

4 QUESTION BRANCH USER

4.1 HOME PAGE FOR QUESTION BRANCH USER

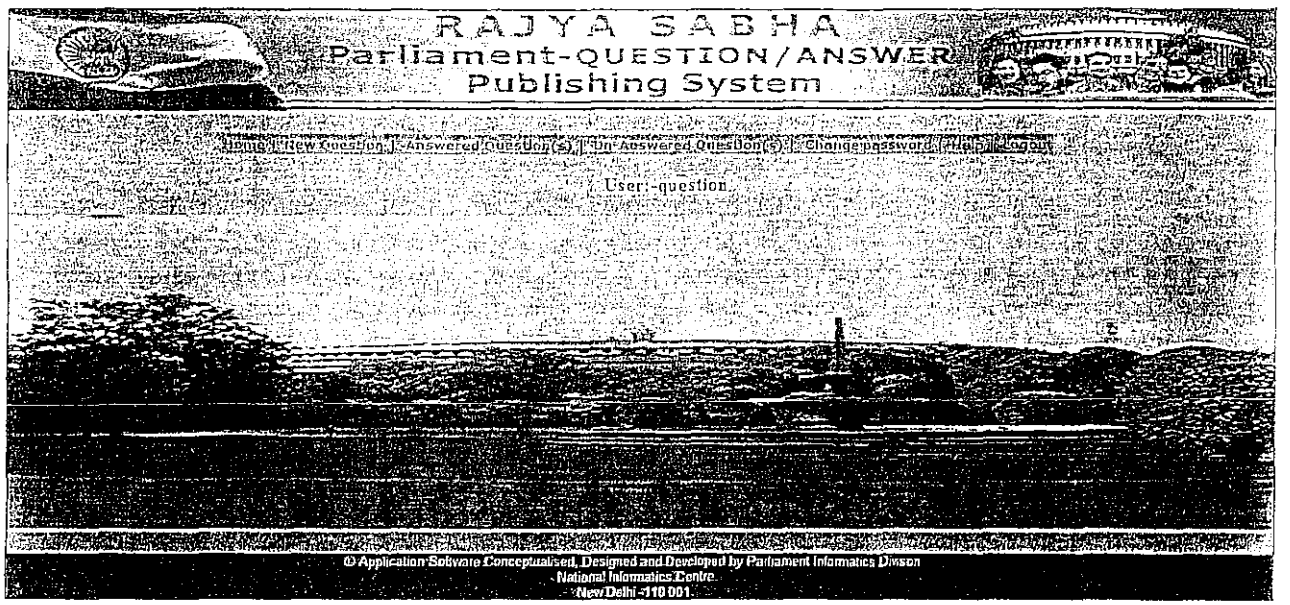


Fig.29

Following options are available to a Question Branch User:

- Home
- New Question
- Answered Questions
- Change Password
- Help
- Logout

These options (features) are explained below:

4.2 HOME

This link is used to come back to the home page of the application from any other web page.

4.3 NEW QUESTION

This link is used to add new question. When clicked on this menu following webpage is displayed on your screen (Fig 30).

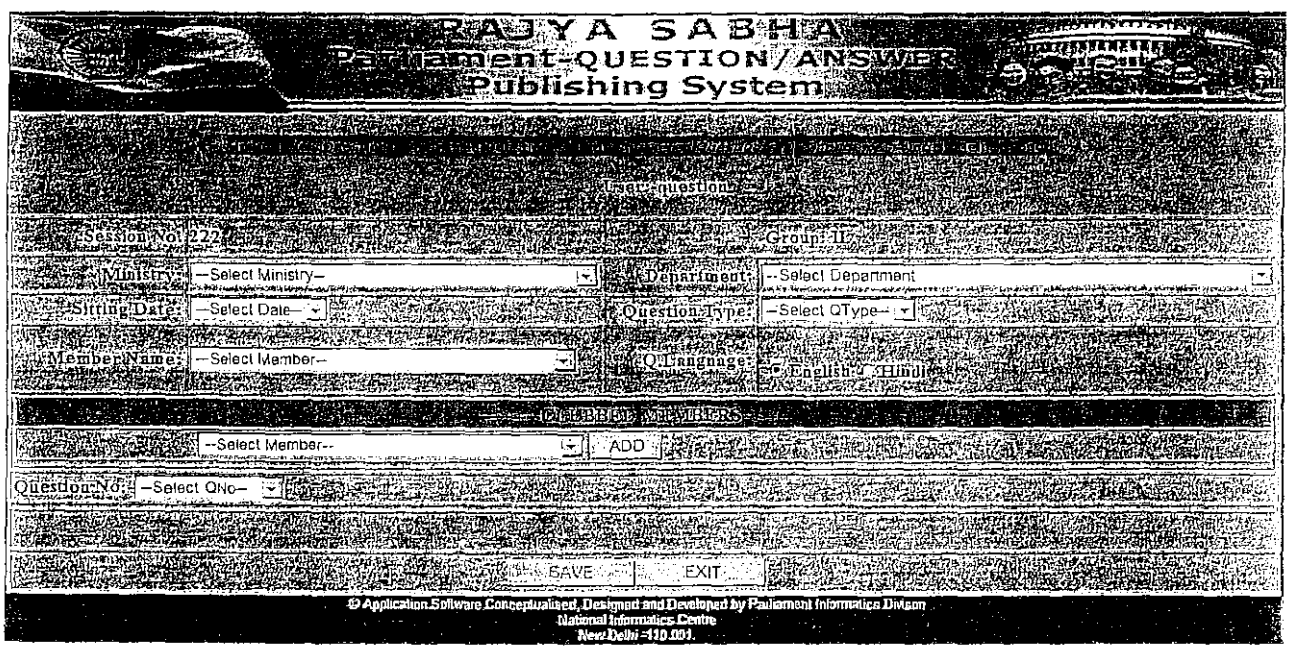


Fig.30

In this form, User has to select ministry, department, and date, Question type (starred/unstarred), name of the Ministry (if needed) and then Question no.

To Club members select member's name from dropdown and press add button. To click another member select the member's name again and press add button similarly. You can add more than one member similarly. After selecting Question no, question subject will appear as shown in (Fig 31).

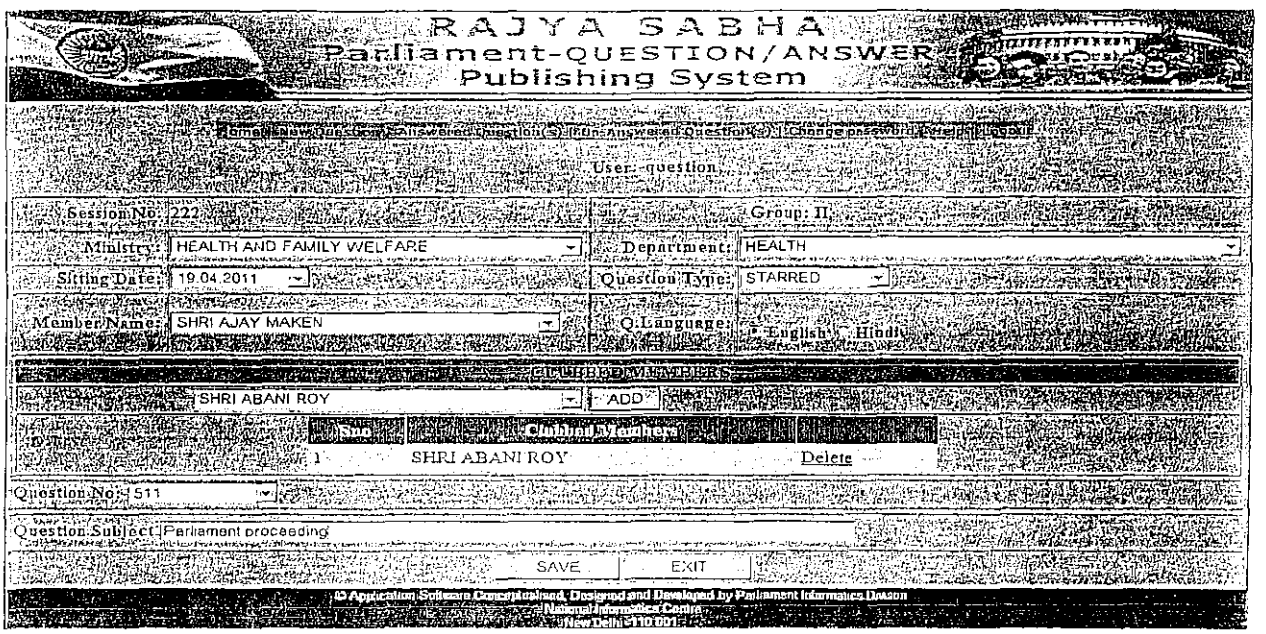


Fig.31

After inserting Question subject, user has to click on "Save" button.

4.4 ANSWERED QUESTIONS

This link is used to modify existing question and answers. When clicked on this menu following webpage is displayed on the screen (Fig 32).

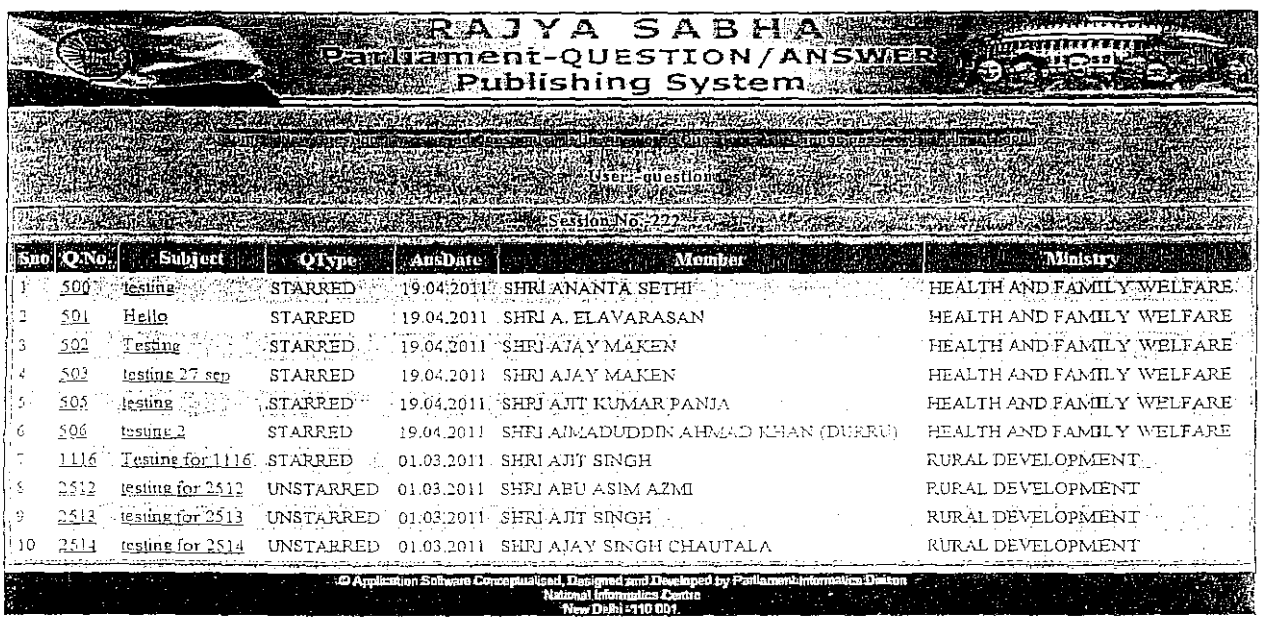


Fig.32

In this form, User has to select Q.No or Subject from the List. After selecting, a webpage is displayed on the screen (Fig 33).

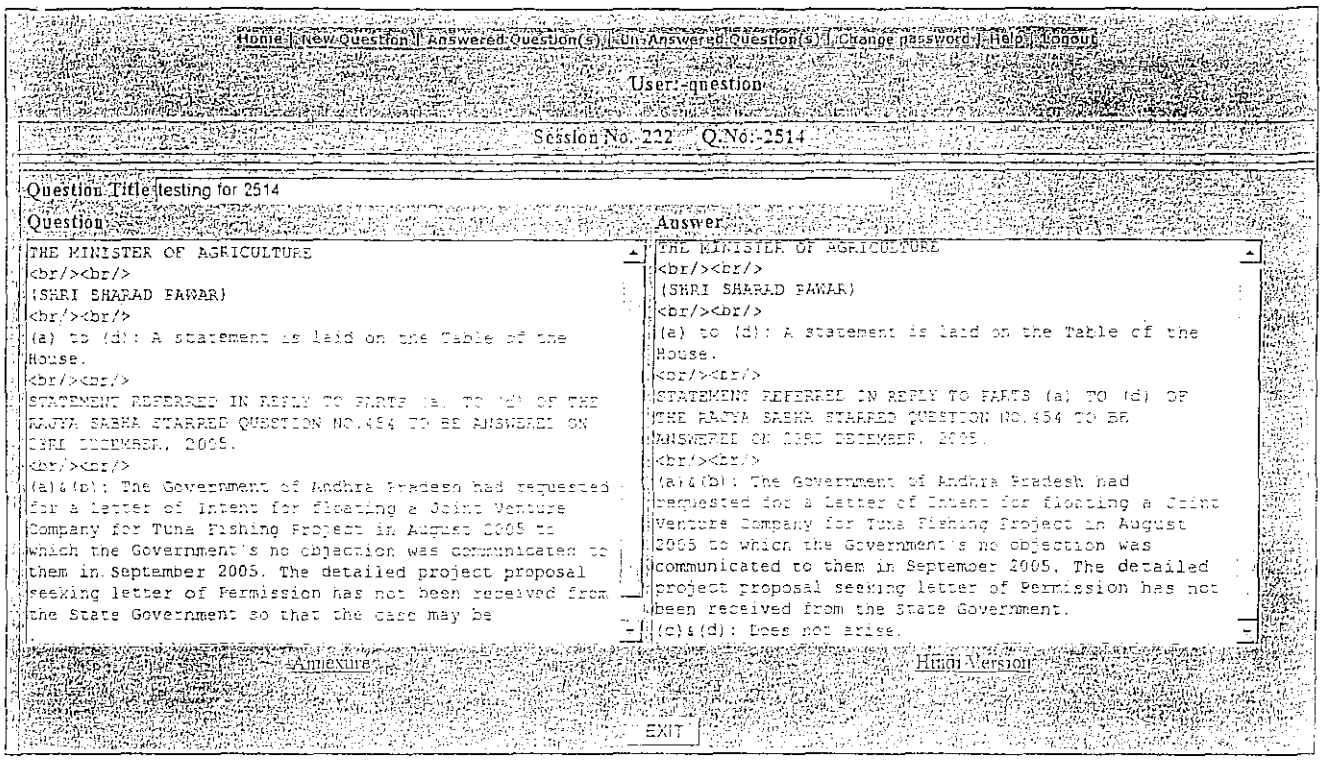


Fig.33

The user can view the answered question only.

4.5 UN-ANSWERED QUESTIONS

This link is used to update Un-answered question. When clicked on this menu following webpage is displayed on the screen (Fig 34).

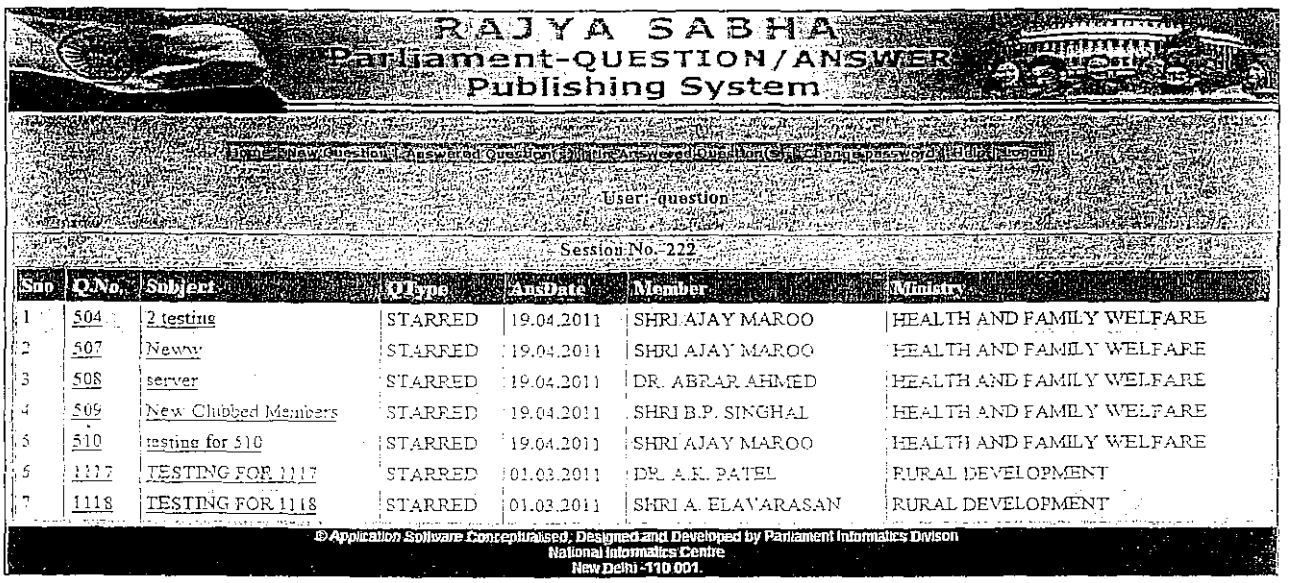


Fig.34

In this form, User has to select Q.No or Subject from the List. After selecting, a webpage is displayed on the screen (Fig 35).

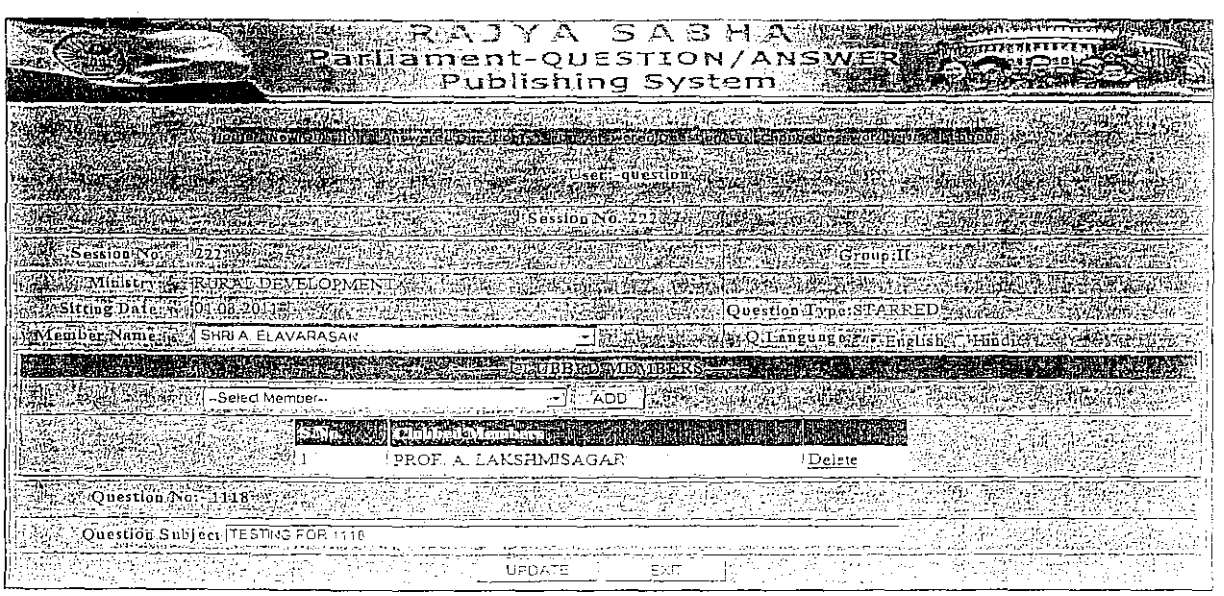


Fig.35

The user can make changes in the member name and clubbed member name. . After Updating required field data, user has to click on "Update" button to make the changes permanent.

4.6 CHANGE PASSWORD

This link is used to change the password. When clicked on this menu following webpage is displayed on your screen (Fig 36).

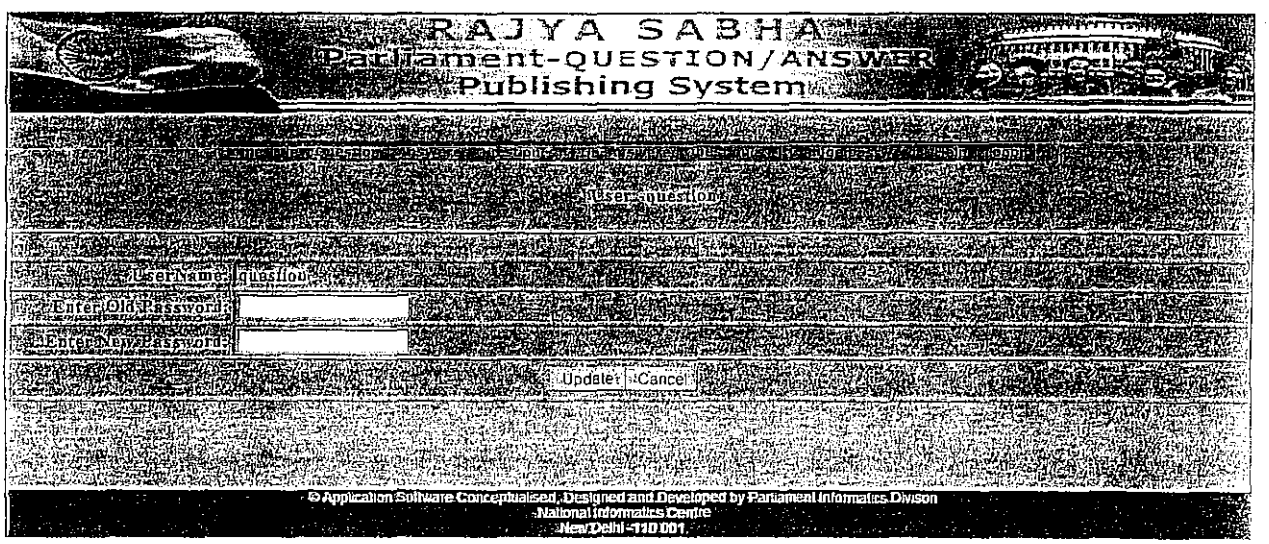


Fig.36

4.7 HELP

This link is used to provide help related to this software.

4.8 LOGOUT

This link is used to logout from the software and it should be done, when you have finished the data entry, modification etc. and no longer wants to use the system.

5 MINISTRY USERS

5.1 HOME PAGE FOR MINISTRY

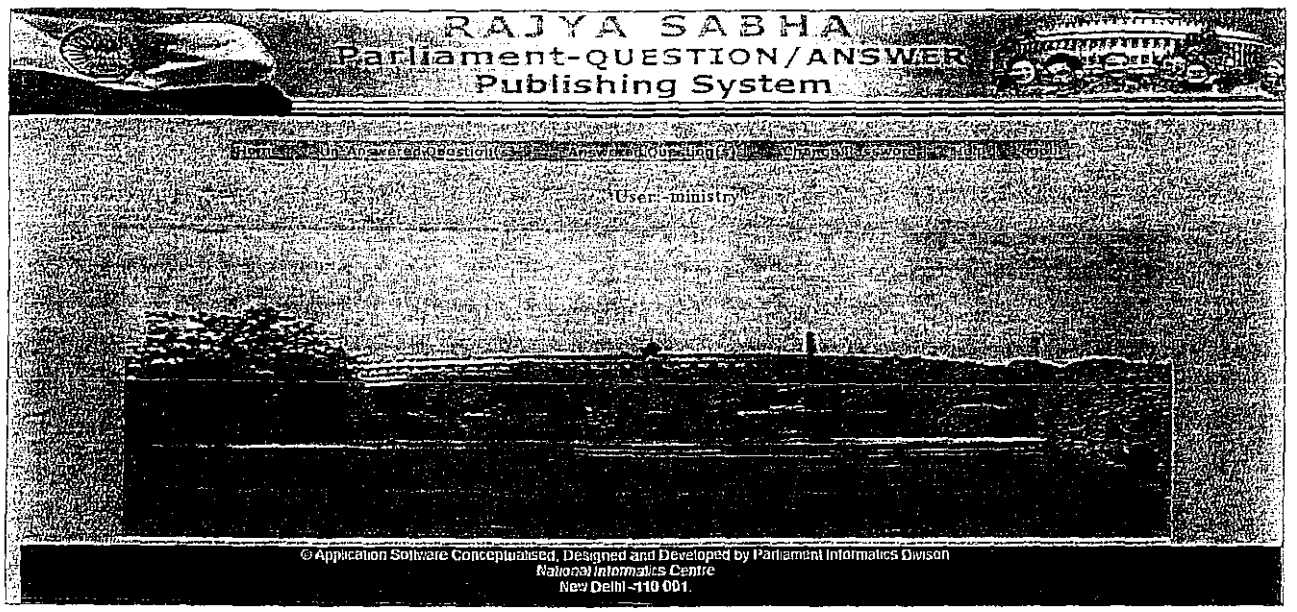


Fig.37

Following options are available to the Ministry Users.

- Home
- Unanswered Question
- Answered Questions
- Change Password
- Help
- Logout

These options are explained below:

5.2 HOME

This link is used to come back to the home page of the application from any other web page.

5.3 UNANSWERED QUESTION & SUBMISSION OF QUESTION & ANSWER

Using this link, the Ministry user can see the list of questions whose answers and not uploaded so far (fig 38).

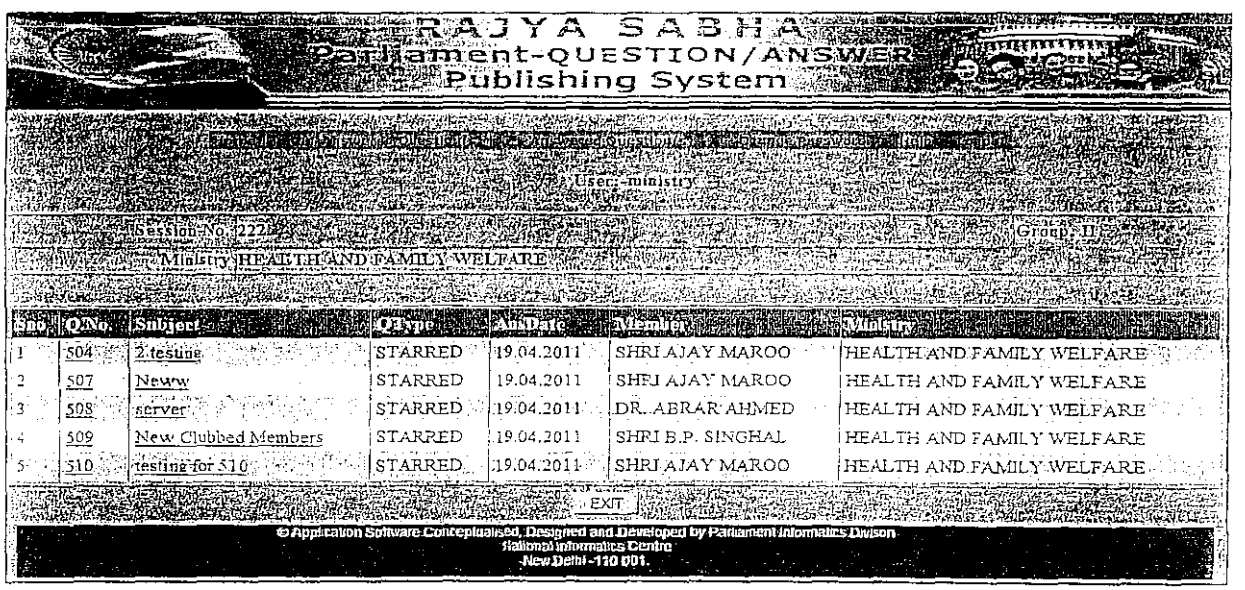


Fig.38

The User can select Question No. or Title from the list. After selection, a web page will appear as shown in (Fig 38). From this form, user can write the question and answer of the selected question in the text area box shown in (Fig. 39) and also can upload the Annexure to question file or Hindi version file of the Question/answer. The User has to click on "Save" Button to save the submitted answer.

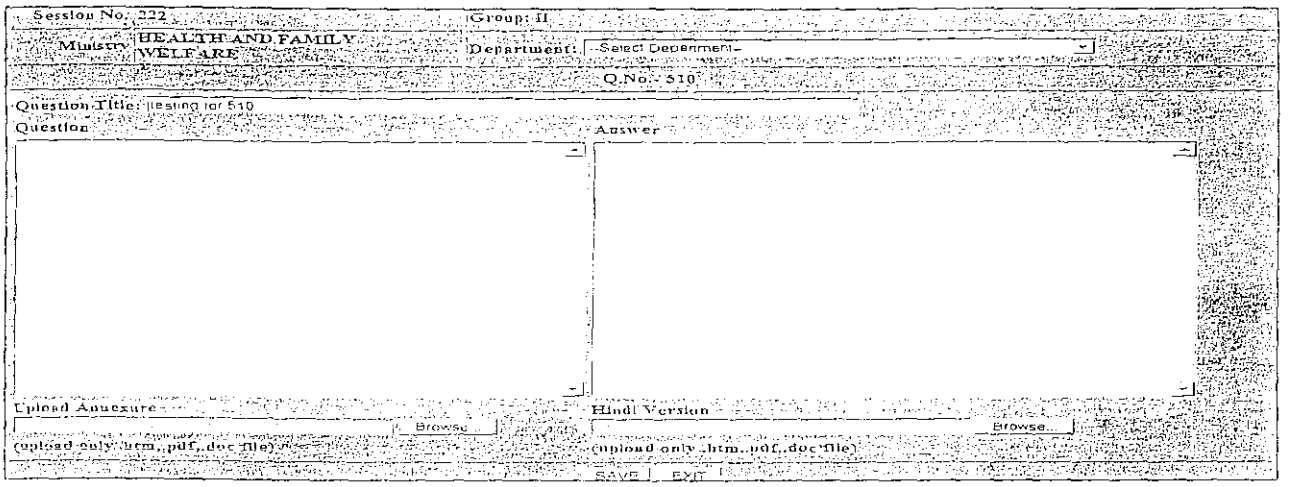
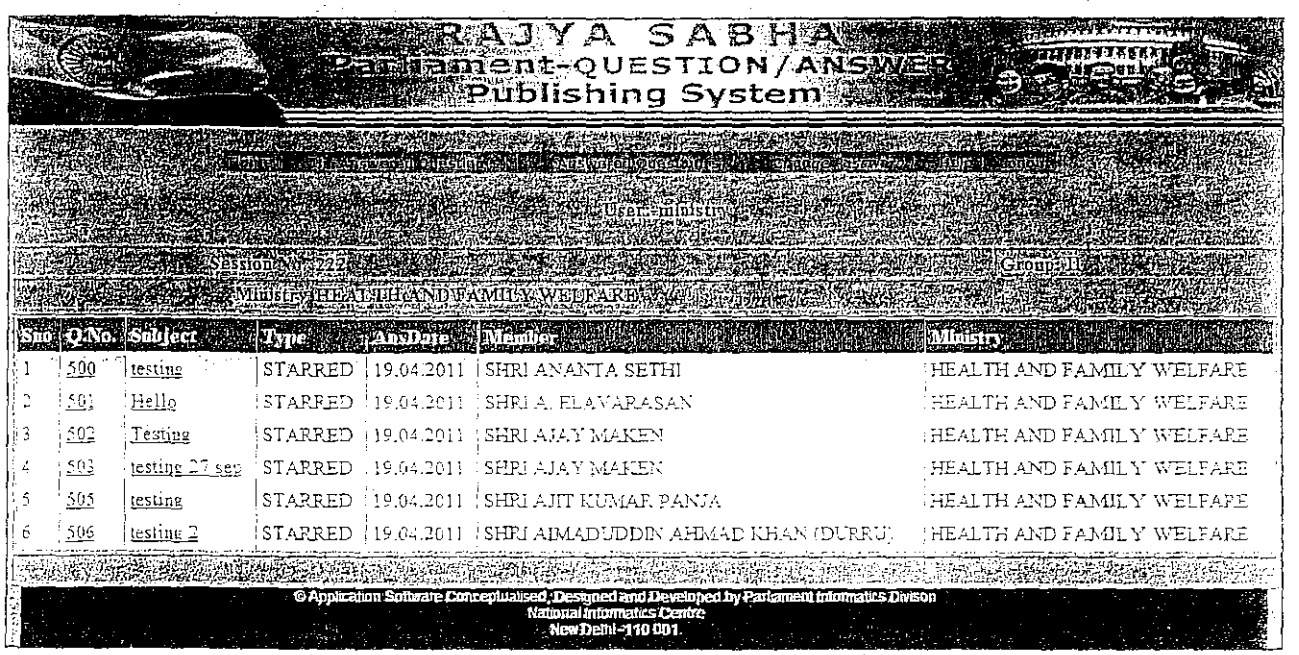


Fig.39

5.4 ANSWERED QUESTION

This link is used to see list of all the questions of the Ministry concerned, which have already been answered (uploaded) by the ministry. (Fig. 40)



Sno	Q.No.	Subject	Type	AnsDate	Member	Ministry
1	500	testing	STARRED	19.04.2011	SHRI ANANTA SETHI	HEALTH AND FAMILY WELFARE
2	501	Hello	STARRED	19.04.2011	SHRI A. ELAVARASAN	HEALTH AND FAMILY WELFARE
3	502	Testing	STARRED	19.04.2011	SHRI AJAY MAKEN	HEALTH AND FAMILY WELFARE
4	503	testing 27 sep	STARRED	19.04.2011	SHRI AJAY MAKEN	HEALTH AND FAMILY WELFARE
5	505	testing	STARRED	19.04.2011	SHRI AJIT KUMAR PANJA	HEALTH AND FAMILY WELFARE
6	506	testing 2	STARRED	19.04.2011	SHRI AIMADUDDIN AHMAD KHAN (DURRU	HEALTH AND FAMILY WELFARE

Fig.40

The User can select Question No. or Subject from the list. After selection, a web page will appear as shown in (Fig.41). From here Ministry can see the Details about the Question and answer.

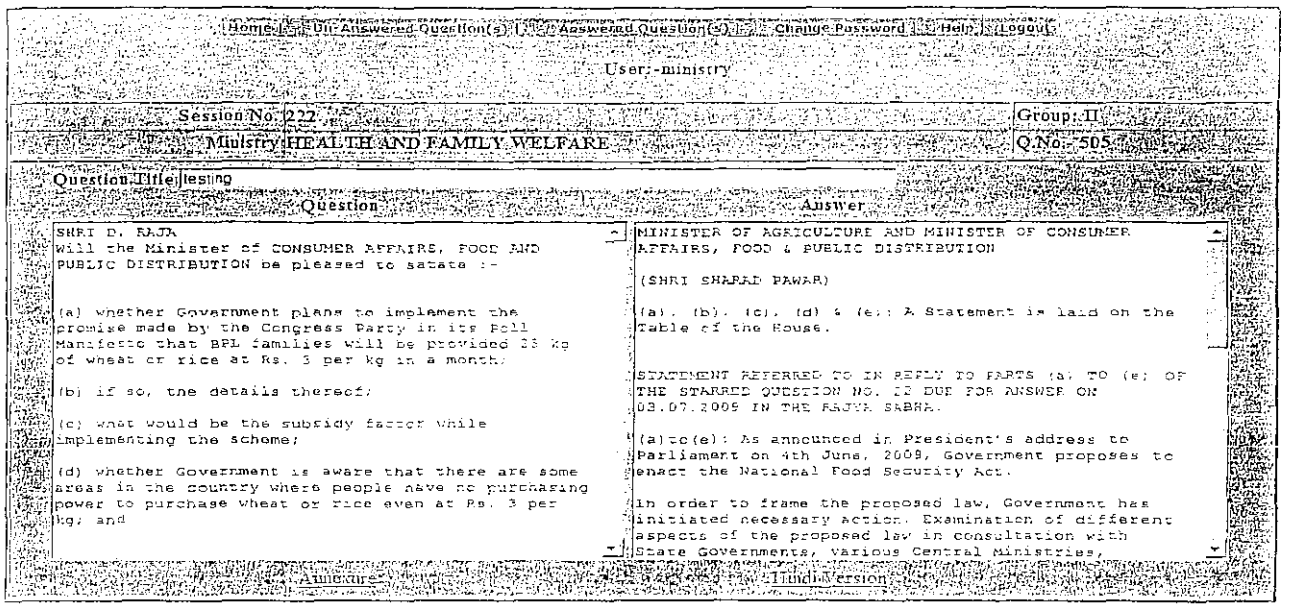


Fig.41

5.5 CHANGE PASSWORD

This Web Page contains List of all Change requests which are approved by Question Branch, Rajya Sabha Secretariat. (Fig. 42)

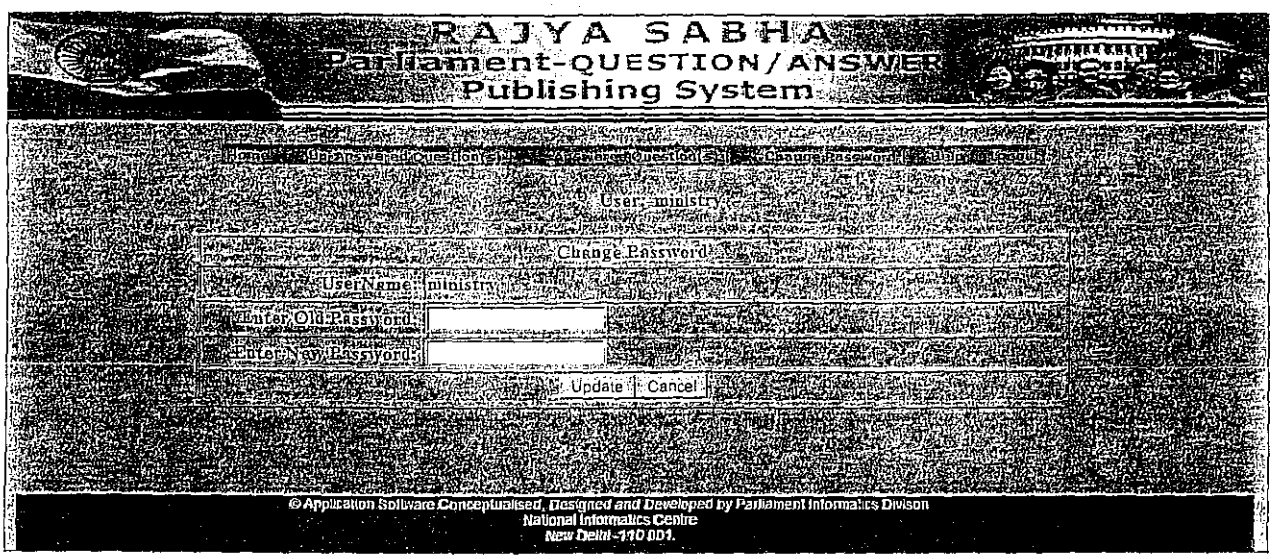


Fig.42

5.6 HELP

This link is used to provide help related to this software.

5.7 LOGOUT

This link is used to logout from the software and it should be done, when you have finished the data/entry/modification etc. and no longer wants to use the system.

The User can select Question No. or Subject from the list. After selection, a web page will appear as shown in (Fig.41). From here Ministry can see the Details about the Question and answer.

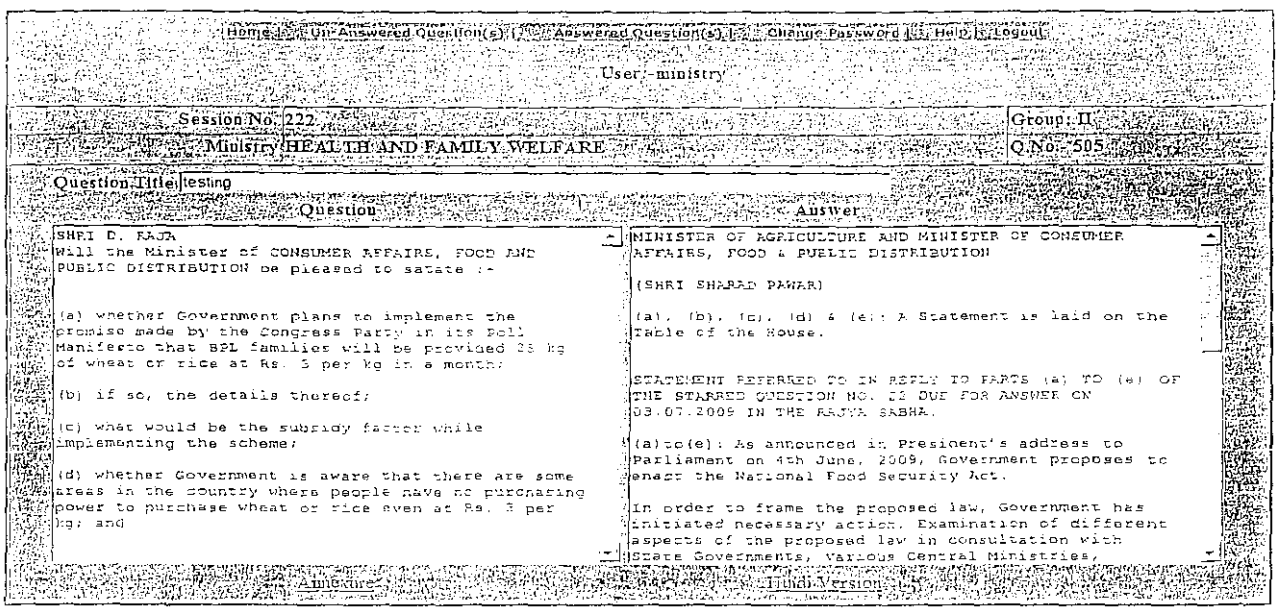


Fig.41

5.5 CHANGE PASSWORD

This Web Page contains List of all Change requests which are approved by Question Branch, Rajya Sabha Secretariat. (Fig. 42)

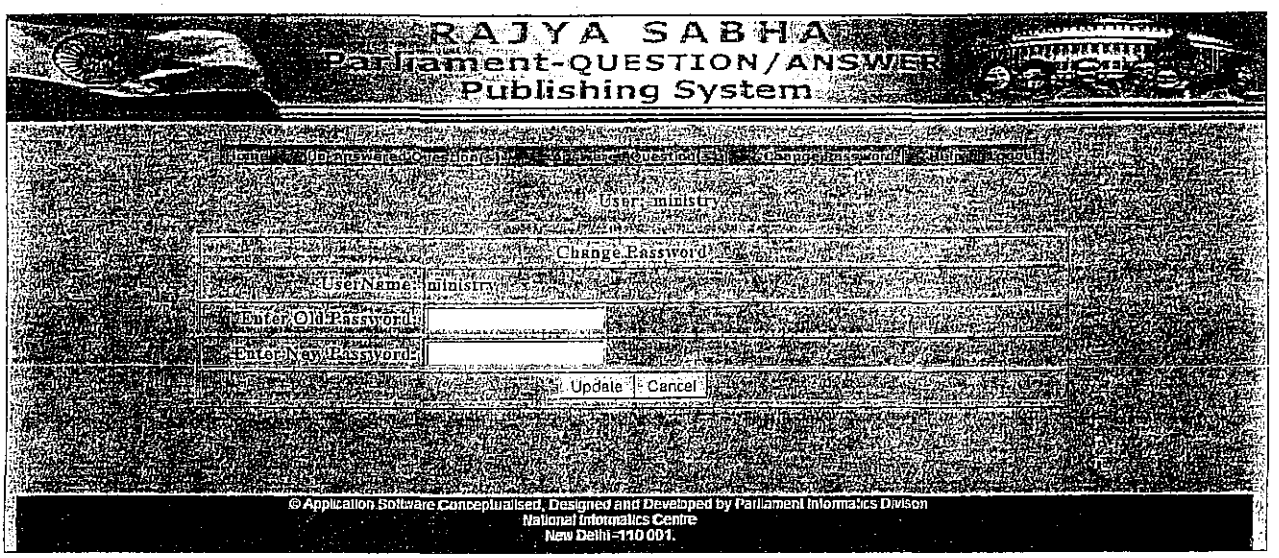


Fig.42

5.6 HELP

This link is used to provide help related to this software.

5.7 LOGOUT

This link is used to logout from the software and it should be done, when you have finished the data entry/modification etc. and no longer wants to use the system.