



A Quick Start Guide for Respected Members of Legislative Assembly and Council to submit devices online into MKCL's Digital MLS

Version - 1.0

THIS QUICK START GUIDE WILL EXPLAIN IN SHORT ABOUT:
HOW TO LOG INTO DIGITAL-MLS SYSTEM,
CHANGING PASSWORD
STARRED QUESTIONS,
UNSTARRED QUESTIONS,
SHORT NOTICE QUESTIONS,
HALF AN HOUR DISCUSSION NOTICES (FROM QUESTIONS AND THOSE OF GENERAL PUBLIC IMPORTANCE),
CALLING ATTENTION, ANY OTHER DEVICE ...

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1. Brief Introduction:

This document provides guidance to Members on submitting parliamentary devices online through the Digital MLS system developed by MKCL. Digital MLS has been designed to revolutionize the way we work, ensuring a smooth and transparent workflow for the legislature which is a critical interface between the public and the government.

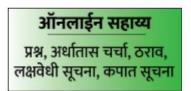
The system prioritizes automation to streamline operations and enhance transparency. Most importantly, honorable members of the house can now post their questions, motions and other devices conveniently from anywhere, at any time. The era of long queues and paper wastage for device submission is now a thing of the past.

2. How to access Digital MLS application

Digital MLS is a web-based application which allows members to submit online the legislative devices. Hence it is accessed on the web-browser, the best option is Mozilla Firefox, which can be easily downloaded from the internet. Please enter the following address in the address bar of the browser: - www.mls.org.in



For the purpose of online submission, the usernames and passwords have been created in the system, the Members shall be provided with the same by MLS.



Click this box then after open login page

Recommended System Requirements and software prerequisites:

- (i) Windows 7 or higher OS with minimum 2 GB RAM
- (ii) An internet connection
- (iii) Mozilla Firefox Browser
- (iv) Google Marathi Input Tool & ISM V6 Marathi for Unicode entry (Please note that the system is completely UNICODE Compliant. Non-UNICODE font is Supported)

3. Online Submission from your very own login

- After entering the above address, Member can log in to their account in the system by entering the provided username and password.
- If Member wishes to change password, he/she can go into the प्रोफाईल व्यवस्थापन menu and select पासवर्ड बदला.



Then member can enter existing password and new password, confirm the same:



- Please note that at a time one user with same username and password can log in only in one system.
- Following is the login screen that appears after accessing the link as mentioned above:

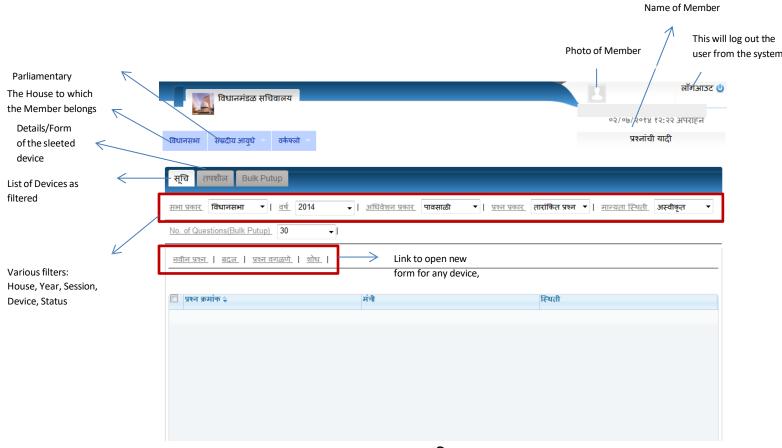


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After logging into the system, Member has the facility to

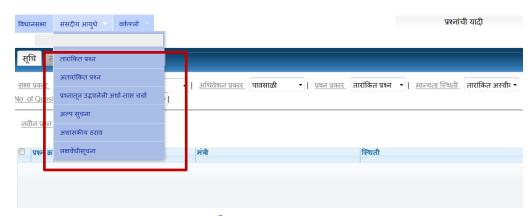
- i. Save a list of devices
- ii. Submit the devices
- iii. Submit the devices one by one
- iv. Submit the devices as a bunch (Bulk)
- v. View the final Status of the devices

When member logs in he sees the following screen:



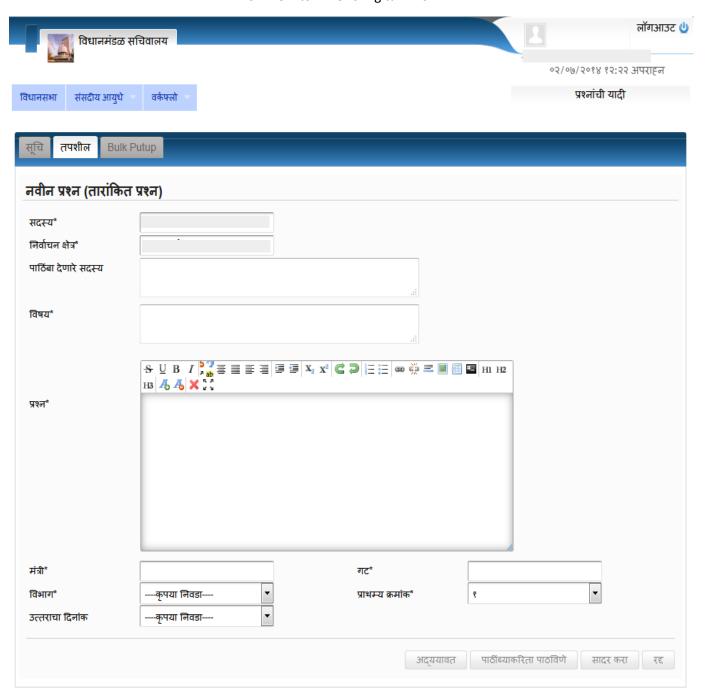
By Default, Member views the screen for **तारांकित प्रश्न.** However, Member can enter into the system the following devices by going to the **सांसदीय आयुधे** menu:

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• To enter new <u>question</u>, click on <u>লবীল মুংল</u> and the following form opens:

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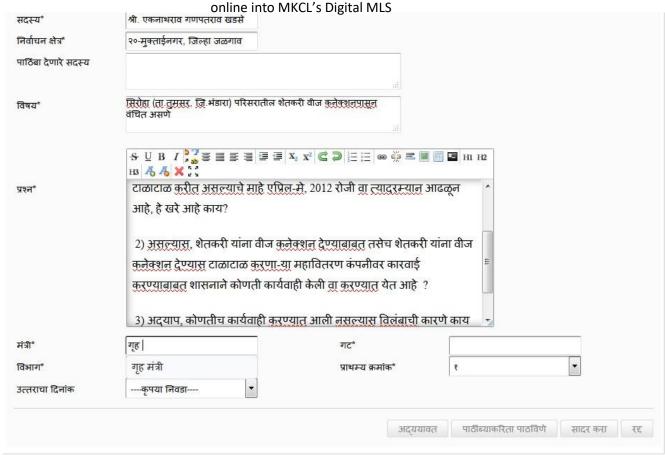
 Member need not fill the name and constituency details as they are imported from Member Information System.

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- The details that are mandatory to be filled are:
 - a. विषय (Subject),
 - b. **प्रश्न** (Question text),
 - c. मंत्री (Ministry),
 - d. विभाग (Department),
 - e. गट (Group Number).
- While typing in the ministry, the system will suggest the ministry name
- Then according to the various departments allotted to that ministry, the विभाग dropdown will show the results.
- Once department area is entered, the group number automatically loads according to Rotation order as shown. Note: If Rotation order is not yet published, Member can still enter question details apart from Ministry, Department, Answering Date and Priority. The below mentioned fields are disabled for the user.

Digital MLS

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Single Submission: - The next step is to either:

- o Save the question as draft (incomplete details: (मसुदा) Click अद्यावत, or
- o Save the completely filled question as draft (**सादर करण्याजोगे**) Click **अद्यावत** or
- o Submit the single question to the question branch (सादर केलेले)–Click सादर करा

Bulk Submission:

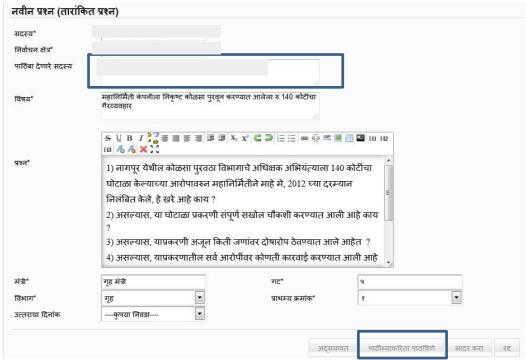
- If member wants to submit multiple saved (सादर करण्याजोगे) questions at once to the question branch, they can use the bulk put-up tab
- In this tab, the list of the questions as have been filtered in the grid will be displayed as shown:



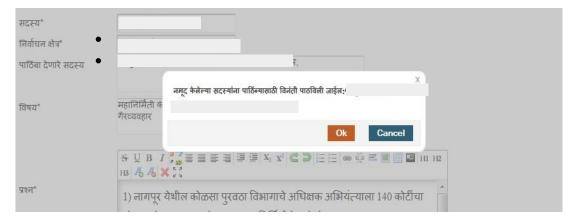
- The up and down arrows can be used to rearrange the questions according to member priority
- The next step is to select some or all of the questions on the screen and click **सादर কरा**

4. Supporting Member Approval

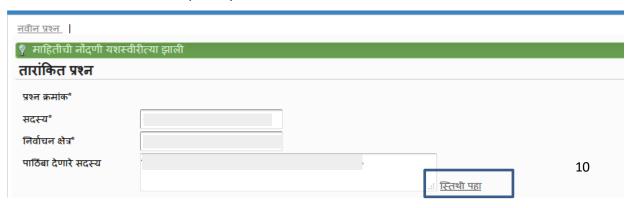
- When member enters a question, he may or may not require supporting members
- For that approval from desired supporting members is to be done
- For that, enter the names of one or more members in the supporting members area, **BEFORE** submitting the question.



- After the member names have been entered, click on पाठिंब्याकरिता पाठविणे
- Click "Ok" for the following prompt



• At all times primary member can click on the link स्थिथी पहा to check if



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approval has been received from the supporting members. The possibilities are:

- o Pending (प्रलंबित)
- o Accepted (मान्य)
- o Rejected (अमान्य)



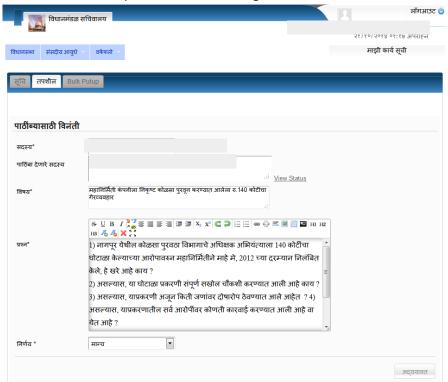
- This will send the questions to the supporting members' logins.
- The supporting member has two options: To agree to provide support or to reject the support as shown:



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• Double Click on the question. The following details will be shown:



• Once member selects मान्य, then the status of the support becomes मान्य in primary member's login in the link स्थिती पहा.

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• The primary member can submit the question even if the support is pending from the members from whim the support has been requested. In this case the pending support names will not be included in the members associated with the question.

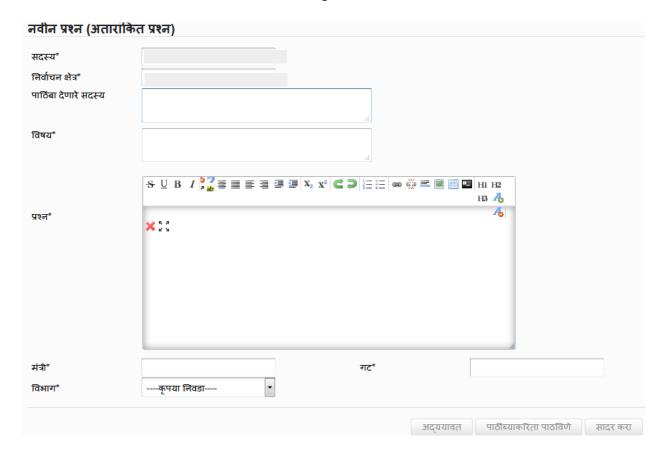
5. The Other Devices

Similarly, member can enter the following devices from their same login. Simply select the device from **सांसदीय आयुधे** menu and click **नवीन**

Following are the forms for the devices अतारांकित प्रश्न, अल्प सूचना प्रश्न, प्रश्नातून उद्भवलेली अर्धा तास चर्चा, सर्वसाधारण अर्धातास चर्चा, अशासकीय ठराव, लक्षवेधी सूचनाः

अतारांकित प्रश्न :- Same like तारांकित प्रश्न

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1. अल्प सूचना प्रश्न: same like तारांकित प्रश्न but with additional area: अल्पसूचनेने प्रश्न विचारण्याची कारणे

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प्रश्नातून उद्भवलेली अर्धातास चर्चा :



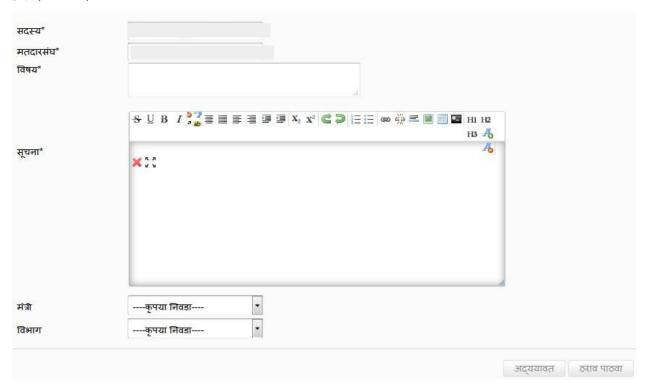
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3. सर्वसाधारण अर्धा-तास चर्चा :Apart from संदर्भत प्रश्न same like प्रश्नातून उद्भवलेली अर्धा तास चर्चा



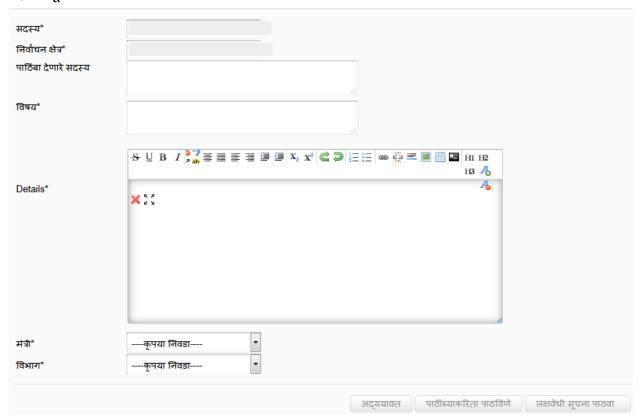
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4. अशासकीय ठराव



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5. लक्षवेधी सूचना



6. Various Submitted Reports

1. You can access these reports for all the devices by going in **सांसदीय आयुधे** and then selecting the relevant device. You can see the following links highlighted below:

2. When you click on भादर केलेल्या प्रश्नांचे विवरण you get a report which has प्रश्न क्रमांक, विषय, मंत्री

प्रश्न क्रमोक	विषय	मंत्री
877	भोकरदन शहरात (जि. जालना) काही ठिंबक संच विव्रेक्षत्यांकडून अवैधरित्या व चोरीच्या मागनि येणारे ठिंबक लॅट्र विक्री होत असल्याच्या तक्रारी माहे में, २०१६ च्या सुमारास तालुका कृषि विकास अधिकारी यांच्याकडे करण्यात आल्या आहेत	कृषी आणि फलोत्पादन मंत्री
પ્પન્દ્	राज्यात डाळींची दरवाढ, खाद्यतेल व खाद्यतेलिबया व इतर जीवनावश्यक वस्तूंचे दर कमी करण्याबाबत	अन्त व नागरी पुरवठा आणि ग्राहक संरक्षण मंत्री
५५०६३	मराठवाडयातील दोन हजारांहून अधिक अपंग शासनाच्या विविध सुविधांपासून वंचित	सामाजिक न्याय आणि विशेष सहाय्य मंत्री

3. When you click on सादर केलेल्या प्रश्नांचे सविस्तर विवरण

you get a detailed report as shown below:

प्रश्न क्रमांक	विषय आणि इतर तपशील	प्रश्न प्रारूप
\$	भोकरदन शहरात (जि. जालना) काही ठिंबक संच विवेद्धत्यांकडून अवैधिरत्या व चोरीच्या मागिन येणारे ठिंबक लॅट्र विक्री होत असत्याच्या तक्रारी माहे मे, २०१६ च्या सुमारास तालुका कृषि विकास अधिकारी यांच्याकडे करण्यात आत्या आहेत मंत्री: कृषी आणि फलोत्पादन मंत्री विभाग: कृषी	भोकरदन शहरात (जि. जालना) काही ठिंबक संच विव्रेक्षत्यांकडून अवैधरित्या व चोरीच्या मार्गाने येणा ठिंबक लेंट विक्री होत असत्याच्या तकारी माहे में, २०१६ च्या सुमारास तालुका कृषि विकास अधिकारी यांच्याकडें करण्यात आत्या आहेत हे खरे आहे काय, असत्यास, या प्रकरणी शासनाने चीकशी केली आहे काय, त्यात काय आढळून आले, चौकशीनुसार पुढे कोणती कारवाई केली वा करण्यात येत आहे, अद्यापपर्यंत कोणतीच कारवाई केली नसत्यास, विलंबाची कारणे काय आहेत ?
५५०६१	राज्यात डार्ळींचे दर नियंत्रित ठेवण्यासाठी दर नियंत्रक कायद्याच्या आराखडयास दि.२४ एप्रिल, २०१६ रोजीच्या सुमारास मंत्रीमंडळाने मान्यता मंत्री: अन्न व नागरी पुरवठा आणि ग्राहक संरक्षण मंत्री	 राज्यात डार्ळींचे दर नियंत्रित ठेवण्यासाठी दर नियंत्रक कायद्याच्या आराखडयास दि.२४ एप्रिल, २०१६ रोजीच्या सुमारास मंत्रीमंडळाने मान्यता दिली आहे हे खेरे आहे काय, असत्यास, या दर नियंत्रक कायदयाचे थोडक्यात स्वरुप काय आहे, असत्यास, या कायदयाची अमलबजावणी केव्हापासून व कशा प्रकारे करण्यात येणार आहे?