

Council Management





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About this Manual

This manual provides help on council management using the system. Council Management include functions such as creating council members, creating and approving preambles, creating agenda, scheduling council meetings, and creating minutes of the meetings (MOM).

Conventions

The following table describes the conventions used in this manual.

<i>Note:</i>	Note provides extra information about a step or concept. Notes are contained in grey boxes.
UI Element	To describe screen elements such as buttons, drop-down lists, the name of the element is in bold .
<i>References</i>	All references are in <i>italics</i> . Reference also contain hyperlinks and help you to quickly navigate to related content
<i>Navigation ></i>	Arrow '>' notation describes the flow of navigation in the application. For example, the following navigation means "on the Left Panel , Click Application and then click Collection ."
	<i>Left Panel > Application > Collection</i>



Further Help

In case you need further help, please call +91 80 4125 5708 or send an email to contact@egovernments.org



Introducing Council Management

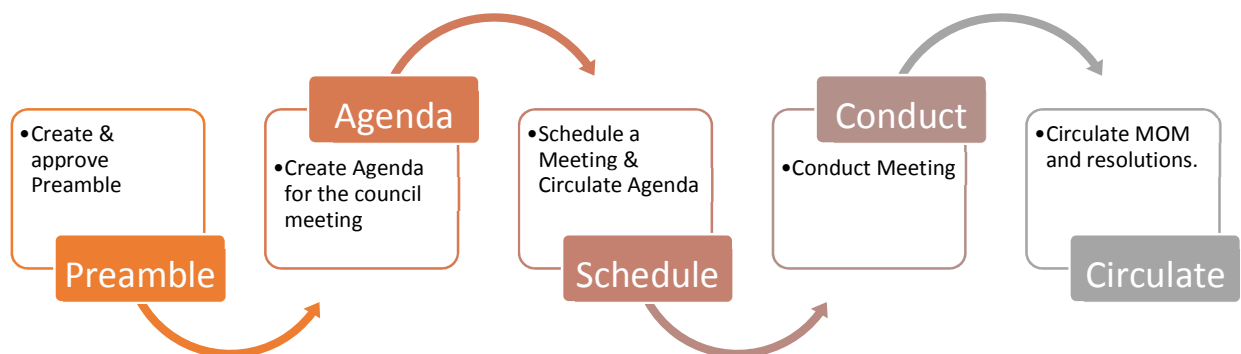
Council Management System helps a municipal council to perform its role more effectively, efficiently, and transparently.

The system provides transparency and helps in tracking the activities conducted by the municipal council. It not only helps make the decision-making process more efficient but also makes it accountable and effective.

Process Flow

The overall process for council functioning is shown in Figure 1 Overall Process:

Figure 1 Overall Process



Roles Involved in the System

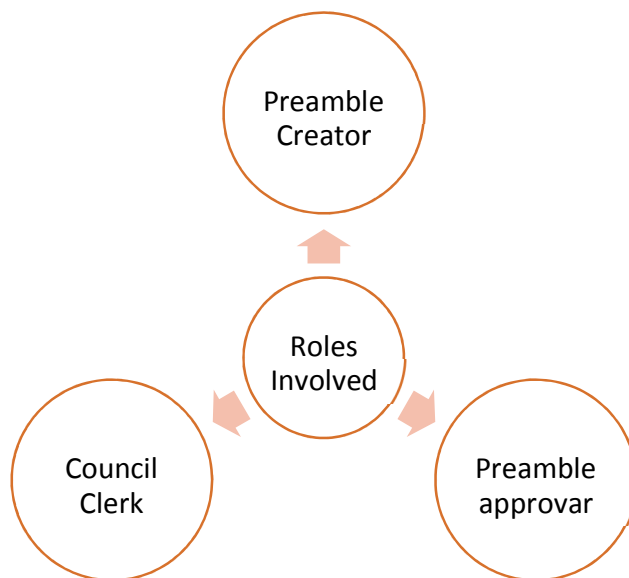
Different roles interact with Council Management System to enable effective and efficient functioning of councils.



Note: Role names and their functions can be configured depending on the needs of your department.

The roles involved in council management system are shown in *Figure 2*.

Figure 2 Roles Involved



The following table describes the roles involved in council management system.

Role	Description
Preamble Creator	Creates preamble and submits for approval.
Preamble Approver	Reviews and approves the preamble. May also edit or reject a preamble.



Council Clerk	<p>Creates agenda for a council meeting. Also, schedules a meeting and circulates the agenda.</p> <p>After the meeting is over, circulates the MOM and resolutions.</p>
---------------	---

Signing into the System

You need to sign in before you can start using the system.

To sign in:

1. Enter the correct URL in the internet browser. The **Sign in** page appears, as shown in *Figure 3***Error! Reference source not found..**

Figure 3 Login

2. Enter username, password and click **Sign in**.

Home Screen

After signing into the system, the Home screen appears, as shown in the *Figure 4*.

Figure 4 Home Screen



Quick Find

Applications

Favourites

Worklist

Preamble 2

New Assessment 59

New Trade License 5

Renewal of Trade License 7

Revision Petition 1

Grievance 82

Estimate 3

General Revision Petition 1

Addition/Alteration 9

Registered Transfer 6

Voucher 5

Date	Sender	Nature of Work	Status	Details	
27/12/2016 09:07 PM	0944208::D.Narasimhaiah	Preamble	Created - Commissioner approval pending	Preamble Number 6-12-2016-17	
27/12/2016 08:51 PM	0944208::D.Narasimhaiah	Preamble	Created - Commissioner approval pending	Preamble Number 5-12-2016-17	



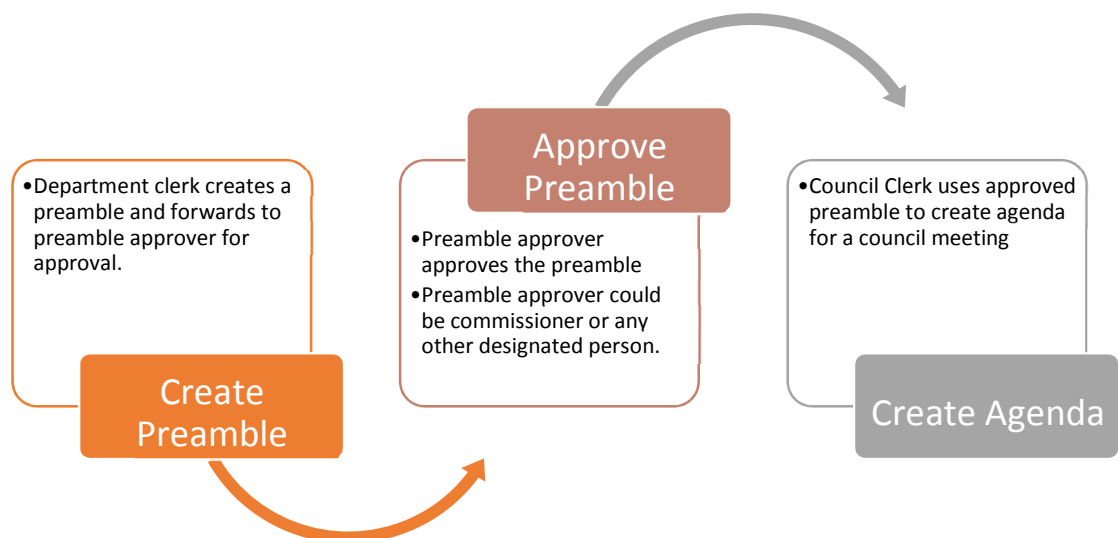
Preamble

Preamble is the starting step towards decision-making by the council. Preamble contains details of a draft suggestion or proposal to the council to take decision on an issue related to one or more wards within the municipality.

Note: Preamble can be created by any clerk or designated preamble creator within a department of the municipality.

Preamble workflow is shown in the following Figure 5.

Figure 5 Preamble Workflow



Creating Preamble



To create a preamble, perform the following steps.

1. Open **create preamble** screen, using the following navigation

Left Panel > Applications > Council Management > Transactions > Council Preamble> Create Preamble

A **Create Preamble** page appears, as shown in Figure 6.

Figure 6 Create Preamble


Create Preamble


Create Preamble

Department *

Select ▼

Amount (Rs.)

[Click here to Check Budget](#)

Gist Of Preamble *

Documents *

Choose File

No file chosen

Ward

All

Election Ward No

Election Ward No

Election Ward No

Election Ward No

Election Ward No

Election Ward No

Document size should not exceed 2 MB

Press Ctrl and hold to select multiple wards

Note: After getting the council preamble prepared and approved by the head of the section, the same should be uploaded here and forward to the competent authority for further action

2. Enter details in the **Create Preamble** screen as described in Table 1.

Table 1: Create Preamble

Department	<p>Select a department to which the preamble relates to.</p> <p>For example, select 'works' department if the preamble relates to repair of roads.</p>
------------	--



Amount	Enter amount value in amount box. This is the approximate expense for implementing the decision related to the preamble.
Gist of Preamble	<p>Write a summary of the preamble in the Gist of Preamble box.</p> <p>The summary or gist should provide high level idea about the preamble without looking at the details in the attached documents.</p>

Checking Budget Provisions

Figure 7 Checking Budget Provisions

The screenshot shows the 'Financial Management System' interface with a 'Budget Variance Report' form. The form includes several dropdown menus for 'Department', 'Function', 'Fund', 'Account Type', and 'Budget Head', all currently set to '---Choose---'. There is also a text input field for 'As On Date' with the value '27/12/2016'. At the bottom, there are three buttons: 'Search' (highlighted in orange), 'Cancel', and 'Close'.

Financial Management System	
Budget Variance Report	
Department:*	---Choose---
Function:	---Choose---
Fund:	---Choose---
Account Type:	---Choose---
Budget Head:	---Choose---
As On Date:*	27/12/2016
<div>Search Cancel Close</div>	



Department	Select a department such as Accounts, Administration, or Education. This is the department for which you want to check the budget availability.
Function	Select a function from the function list under which the expenditure will be incurred as suggested in the preamble. For example, draught grant, CM assurances, or local body elections
Fund	Select the relevant fund type from the Fund list. For example, select municipal fund if the fund will be utilized from the municipal fund.
Account Type	Select an account type from the Account Type list. For example, you could select REVENUE_EXPENDITURE if the expenditure proposed is of revenue expenditure account type.



Budget Head	<p>Select a budget head from the Budget Head list.</p> <p>Select the budget head from which the funds will be utilized. For example, select budget head, main roads – repairs and</p>
	<p>maintenance, if the preamble proposes repairing a patch of main road spanning one or more road.</p>
As On Date	<p>Select a date from the calendar popup. The Budget Variance Report will be generated as on the entered date.</p>

Fund	Function	Department	Budget Head	Budget Estimate(Rs)	Additional Appropriation(Rs)	Total(Rs)	Actual(Rs)	Variance(Rs)
Municipal Fund	General Administration	REVENUE	3111001-City Development Fund	105660000.00	0.00	105660000.00	0.00	105660000.00
Municipal Fund	Water Supply	REVENUE	3111001-City Development Fund	14675000.00	0.00	14675000.00	0.00	14675000.00
Municipal Fund	Public Health	REVENUE	3111001-City Development Fund	11740000.00	0.00	11740000.00	0.00	11740000.00
Municipal Fund	Finance and Accounts	REVENUE	3111001-City Development Fund	44025000.00	0.00	44025000.00	0.00	44025000.00
Municipal Fund	Finance and Accounts	REVENUE	3111002-Urban Poverty Alleviation Fund	117400000.00	0.00	117400000.00	0.00	117400000.00
Municipal Fund	Finance and Accounts	REVENUE	3201004-RAY GOI	500000.00	0.00	500000.00	0.00	500000.00
Municipal Fund	Finance and Accounts	REVENUE	3201005-XII Finance Commission	0.00	0.00	0.00	0.00	0.00
Municipal Fund	Finance and Accounts	REVENUE	3201006-XIII Finance Commission	0.00	0.00	0.00	0.00	0.00

Viewing Preamble



To view preamble, perform the following steps.

1. Open **Search Preamble** screen, using the following navigation

*Left Panel > Applications > Council Management >
Transactions > Council Preamble> View Preamble*

Search Preamble page appears, as shown in Figure 6.

2. Click Search to search the preambles.

You may select one or more fields in the **Search Preamble** screen to filter your search. The details of the fields are given in the following table.



Department	<p>Select a department such as Accounts, Administration, or Education.</p> <p>This is the department for which you want to check the budget availability.</p>
Preamble Number	<p>The number of the preamble, if you are looking for a specific preamble.</p>
From Date	<p>Preamble created on or after a date</p>
To Date	<p>Preamble created before or on a date</p>
Ward	<p>Preamble applicable for one or more wards.</p> <p>You can select multiple wards by using Ctrl+Select.</p>

A list of preambles appear in the Council Preamble Search Result section, as shown in Figure 8



Figure 8 Search Result

Council Preamble Search Result						
Department	Ward	Preamble Number	Gist Of Preamble	Amount (Rs.)	Status	Action
ADMINISTRATION	Election Ward No. 2, Election Ward No. 1, Election Ward No. 3, Election Ward No. 4, Election Ward No. 5, Election Ward No. 6, Election Ward No. 7, Election Ward No. 8.	5-12-2016-17	Purchase of rickshaws for picking up garbage from Ward no 1 to 10.	1100000	CREATED	View
Showing 1 to 1 of 1 entries Show 10 entries Excel PDF Print Previous 1 Next						

3. Click **View** under the **Action** Column to view a preamble .

View Preamble screen appears, as shown in Figure 9.



Figure

9 View Preamble

 **View Preamble** 

Council Preamble

Preamble Number	5-12-2016-17	Status	CREATED
Department	ADMINISTRATION	Amount (Rs.)	1100000
Gist Of Preamble	Purchase of rickshaws for picking up garbage from Ward no 1 to 10		
Documents	testDocument.docx		
Ward	Election Ward No. 2 , Election Ward No. 1 , Election Ward No. 3 , Election Ward No. 4 , Election Ward No. 5 , Election Ward No. 6 , Election Ward No. 7 , Election Ward No. 8		

Workflow History 

Date	Updated By	Status	Current Owner	Department	Comments
27-12-2016 20:51 PM Tue	0944208::D.Nar asimhaiah	Created	0935528::S.Ravi ndra Babu	ADMINISTRATI ON	submitting for approval

Close

Note: The View Preamble screen provides details of the preamble as well as the workflow history. The workflow history contains the status of the preamble and all the actions performed on it from the date of its creation.

Update Preamble Status

The system enables you to update the status of a preamble. To update the status of a preamble

1. Open Search Preamble screen, using the following navigation.

*Left Panel > Applications > Council Management >
Transactions > Council Preamble> Update Preamble Status*

Search Preamble page appears, as shown in Figure 6.



2. Perform search as described in step 2 under Viewing Preamble on page 14

Council Preamble Search Result appears as shown in Figure 10.

Figure 10 Search Result for Change Status

Council Preamble Search Result

Department	Ward	Preamble Number	Gist Of Preamble	Amount (Rs.)	Status	Action
ENGINEERING		SR/1	Drainage at Indiranagar	20000		change Status
ENGINEERING	Election Ward No. 13, Election Ward No. 12, Election Ward No. 11,	2-12-2016-17	Construction of New flyover at Marathalli to towards mahadevapura	250000		change Status
REVENUE		3-12-2016-17	Buy 10 hand held devices for property tax collection for property tax Bill collectors.	20000		change Status

Showing 1 to 3 of 3 entries Show entries [Excel](#) [PDF](#) [Print](#) Previous **1** Next

3. Click **Change Status** in **Action** column.

Edit Preamble screen appears.

4. Select an option from the **Implementation Status** list, as shown in Figure 11.

11 Update Status



Figure

Minutes of Meeting Details

Meeting Number	Meeting Date	Meeting Type	Preamble Status	ResolutionNumber	Resolution comments	Action
1/12/2016	2017-01-09	Standing Committee	Resolution Approved	09/01/2017-4	The resolutions was passed unanimously	View

Close

Implementation Status:

Work In Progress
Finished

Approving Preamble

Commissioner or designated preamble approver can approve a preamble submitted by a department clerk.

To approve a preamble:

1. Click a preamble from the worklist with the status 'approval pending', as shown in Figure 12. You can also select items from the search list as described in Viewing Preamble on page 14.



Figure

12 Worklist - Preamble Approval


Worklist					
<div><div>Preamble 2</div><div>New Assessment 59</div><div>New Trade License 5</div><div>Renewal of Trade License 7</div><div>Revision Petition 1</div><div>Grievance 82</div><div>Estimate 3</div><div>General Revision Petition 1</div><div>Addition/Alteration 9</div><div>Registered Transfer 6</div><div>Voucher 5</div></div>					
Date	Sender	Nature of Work	Status	Details	
27/12/2016 09:07 PM	0944208::D.Narasimhaiah	Preamble	Created - Commissioner approval pending	Preamble Number 6-12- 2016-17	
27/12/2016 08:51 PM	0944208::D.Narasimhaiah	Preamble	Created - Commissioner approval pending	Preamble Number 5-12- 2016-17	

Edit Preamble screen appears, as shown in Figure 13.




Figure

13 Edit Preamble for Approval



Edit Preamble



Create Preamble

Preamble Number6-12-2016-17

Department *

ADMINISTRATIO

Amount (Rs.)89999999

[Click here to Check Budget](#)

Gist Of Preamble *

this is test

Documents *

Choose FileNo file chosen

testDocument.docx

Document size should not exceed 2 MB

Ward

AllElection Ward No.Election Ward No.Election Ward No.

Press Ctrl and hold to select multiple wards

Note: After getting the council preamble prepared and approved by the head of the section, the same should be uploaded here and forward to the competent authority for further action

Workflow History

Date	Updated By	Status	Current Owner	Department	Comments
27-12-2016 21:07 PM Tue	0944208::D. Narasimhala h	Created	0935528::S.R avindra Babu	ADMINISTRA TION	test

Comments

Approve

Reject

Provide more info

Close

- Click Approve to approve the preamble. You can add comments in the comments box, if required.



*Note: You may reject the preamble by clicking **Reject** and giving reasons for rejection in the comments box.*

*If you need more information before approving the preamble, enter details about extra information in the comments box and then click **Provide more info**.*



Agenda

Agenda contains a list of approved preambles that are required to be discussed in a council meeting. Agenda for a meeting is prepared by the council clerk.

Creating Agenda

To create agenda, perform the following steps.

1. Open **Create Agenda** screen, using the following navigation

*Left Panel > Applications > Council Management >
Transactions > Council Agenda> Create Agenda*

2. Search for preambles as described in step 2 of Viewing Preamble on page 14.

Preamble list appears in the **Preamble Search Result** section as shown in Figure 14.



Create Agenda

Search Preamble

Department:

Preamble Number:

From Date:

To Date:

Ward:
☐ All
☐ Election Ward 1
☐ Election Ward 10
☐ Election Ward 11
☐ Election Ward 12

Search Reset Close

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Create Agenda

Preamble Search Result

S.No.	Preamble Number	Department	Cost of Preamble	Amount	Status	Action
1	802-12-2018	ADMINISTRATION	100000	200000	APPROVED	View Add

Showing 1 to 1 of 1 entries. Show 10 entries. Previous 1 Next

Create Agenda

Agenda Number * Committee type *

S.No.	Preamble Number	Department	Cost of Preamble	Amount (Rs.)	Action
1	802-12-2018	ADMINISTRATION	100000	200000	View Delete

Note: Using drag and drop on preamble items can change order.

Create Close

The preamble is added in the **Create Agenda** Section.

*Note: You can add more than one preambles to the **Create Agenda** section*



If you want to remove a preamble from the **Create Agenda** section, click **Delete** under **Action** column.

4. After you have added all the required preambles in the **Create Agenda** section, select a committee type from the **Committee type** list and then click **Create**.

The agenda for the council meeting is created as shown

Result Council Agenda			
Council Agenda			
Status	APPROVED	Committee type	Standing Committee
Agenda Number	3		
Agenda Items			
Serial No.	Department	Preamble Number	Gist Of Preamble
1	EDUCATION	4-12-2016-17	Repair of bridge
<div>Print Close</div>			

Viewing Agenda

To view agenda:

1. Open Search Agenda Details screen, using the following navigation.

Left Panel > Applications > Council Management > Transactions > Council Agenda> View Agenda

Search Agenda Details screen appears, as shown in Figure



15.

Figure 15 Search Agenda Details

3.

Click Search to view the agenda list. You can filter the search by selecting appropriate value for the search fields as shown in the following table.

Committee type	The type of the committee. For example, 'standing committee'.
Agenda Number	The number of the agenda, if you are looking for a specific agenda.
From Date	Agenda created on or after a date.
To Date	Agenda created before or on a date.

Agenda list appears in the **Council Agenda Search Result** section, as shown in Figure 16.



Note: You can print the list or save in PDF or Excel format by selecting the respective options at the bottom of the list.



16 Agenda Search Result

Council Agenda Search Result			
Agenda Number	Committee type	Status	Action
1	Standing Committee	AGENDA USED IN MEETING	View
2	MPI, Council	AGENDA USED IN MEETING	View
Showing 1 to 2 of 2 entries			
Show <input type="text" value="10"/> entries			
Excel PDF Print			
Previous 1 Next			

3. Click [View](#) in the Action column to view the agenda details.

View Agenda Details screen appears, as shown in Figure 17.

If required, click **Print** to print the agenda details

Figure 17 View Agenda Details

View Agenda Details			
Council Agenda			
Status	AGENDA USED IN MEETING	Committee type	Standing Committee
		Agenda Number	1
Agenda Items			
Serial No.	Department	Preamble Number	Gist Of Preamble
1	ENGINEERING	1-12-2016-17	drainage
Print Close			

Updating Agenda

To update agenda:

1. Open the Search Agenda Details screen, using the following navigation.



Figure

Left Panel > Applications > Council Management > Transactions > Council Agenda> Update Agenda

Search Agenda Details screen appears, as shown in Figure 18.

Figure 18 Search Agenda for Update

3. Click **Search** to generate list of agenda as described in step 2 of Viewing Agenda on page 25.

Council Agenda Search Result section appears, as shown in Figure 19.

Figure 19 Agenda Search Result for Update

Council Agenda Search Result			
Agenda Number	Committee type	Status	Action
4	Panel Committee	APPROVED	Edit
Showing 1 to 1 of 1 entries Show 10 entries Excel PDF Print Previous 1 Next			

3. Click **Edit** in **Action** column to update an agenda .

Update Agenda screen appears, as shown in Figure 20.


20 Update Agenda



Update Agenda

Committee type

Panel Committee

Preamble Number	Department	Gist of Preamble	Amount (Rs.)	Action
6-12-2016-17	ADMINISTRATION	repair bridge	89999999	 Delete

Update

Close

4. Make changes and click **Update**. You can also delete the agenda by clicking **Delete** in **Action** column.



Figure

Meeting Invitation

Creating Invitation

To create a meeting invitation, perform the following steps.

1. Open **Search Agenda Details** screen, using the following navigation

*Left Panel > Applications > Council Management >
Transactions > Council Meeting > Create Meeting Invitation*

Search Agenda Details screen appears, as shown in Figure 21Figure 6.

Figure 21 Search Agenda Details - Invitation

Agenda Number	Committee type	Status	Action
4	Panel Committee	APPROVED	

Showing 1 to 1 of 1 entries Show 10 entries Excel PDF Print Previous 1 Next

2. Perform search as described in step 2 of Viewing Agenda on page 25.

Council Agenda Search Result section appears, as shown in Figure 22.



22 Agenda Search Result - Invitation

Council Agenda Search Result			
Agenda Number	Committee type	Status	Action
3	Standing Committee	APPROVED	Create Meeting
Showing 1 to 1 of 1 entries			
Show <input type="text" value="10"/> entries			
Excel PDF Print			
Previous 1 Next			

- Click **Create Meeting** in **Action** column to create a meeting .

Create **Council Meeting** screen appears, as shown in Figure 23.

Search Agenda To Create Council Meeting

Committee type

Agenda Number

From Date

To Date

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

Create Council Meeting

Meeting Details

Meeting Type *

Meeting Date *

Meeting Time *

Meeting Place *

Agenda Items

S.No	Item Of Preamble	Agenda Number	Preamble Number	Department
1.	ಬಾಲಿ ವಲರಂ ರೆಡ್ ಡಿವಿಡಿಯಲ್ಲಿ ಬೆಂಗಳೂರಿನಲ್ಲಿರುವ 54 private ಅಸ್ತಿತ್ವವು 45-B form ಅಸ್ತಿತ್ವವು structural compensation ಕೆಂದರೆ ನವವಲರಂ ರೆಡ್ , 21183202.00 ಉ. ಚೌಕೀಯವು. ಮಲೆಯಾ 80 ಮಂದಿಕ್ ವಲರಂ ಕೆಂದರೆ ನವವಲರಂ ರೆಡ್ TDR BONDS ಇವುಗಳು.	1	1-11-2017	TOWN PLANNING

[Create](#)
[Close](#)

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the details shown in the following table.

Meeting Date	Proposed date for the meeting
--------------	-------------------------------



Figure

Meeting Time	Scheduled time of the meeting
Meeting Place	Proposed venue of the meeting

5. Click Create, to create the meeting invitation.

Council Meeting Success screen appears, as shown in Figure 24.

Figure 24 Council Meeting Success

**Council Meeting Success**

Council Meeting

Meeting Type	Panel Committee	Meeting Number	4/01/2017
Meeting Date	10/01/2017	Meeting Place	Town Hall
Meeting Time	11.30 AM		

Notification sent to following council members

Member Name	Designation
Saketh Ram	Mayor

Agenda Items

Serial No.	Department	Agenda Number	Preamble Number	Gist Of Preamble
1	ADMINISTRATION	4	6-12-2016-17	Repair Bridge

Close

Viewing Council Meeting

To view council meeting

1. Open **Council Meeting** screen, using the following navigation.



Left Panel > Applications > Council Management > Transactions >
Council Meeting > View Meeting

Council Meeting screen appears, as shown in Figure 25.

Figure 25 Council Meeting - View

Meeting Type	Meeting Number	Meeting Date	Meeting Place	Meeting Time	Meeting Status	
Standing Committee	1/12/2016	2016-12-16	Idkjh	11:30 AM	APPROVED	View
Mtn Council	2/12/2016	2016-12-15	Kurnool Council Hall	11:00 AM	MOM FINALISED	Print Resolution View

Showing 1 to 2 of 2 entries Show 10 entries Previous 1 Next

2. Click Search to get the meetings list. Enter appropriate fields to filter your search as described in the following table.



Meeting Type	Type of the meeting. For example, 'Standing Committee'
Meeting Number	Unique number of the meeting



Meeting Date	Date of the meeting
Meeting Time	Time of the meeting

3. In the **Council Meeting Search Result** section, click on **View** in **Action** column to view the meeting details as shown in Figure 26. You can also click **Print Resolution** to print the resolution.

Figure 26 View Meeting

**View Council MOM**

Council Meeting

Meeting Type	MPL Council	Meeting Number	2/12/2016
Meeting Date	15/12/2016	Meeting Place	Kurnool Council Hall
Meeting Time	11.00 AM		

Agenda Items

Serial No.	Department	Agenda Number	Preamble Number	Resolution comments	Status	ResolutionNumber	Gist Of Preamble
1	ENGINEERING	2	2-12-2016-17	Fly over is approved,	APPROVED	15/12/2016-1	Construction of New flyover

Attendance Details

Serial No.	Member Name	Election Ward	Designation	Qualification	Party Affiliation	Meeting Attend
1	Saketh Ram		Mayor	Post-Graduation	YSR Congress	Yes
2	vasanth	Election Ward No. 1	Ward Member	SSC	Congress	No

Updating Meeting



To update Council Meeting

1. Open **Council Meeting** screen, using the following navigation.

*Left Panel > Applications > Council Management >
Transactions > Council Meeting > Update Meeting*

2. Perform meeting search as described in step 2 of Viewing Council Meeting on page 32.

Council Meeting Search Result screen appears, as shown in Figure 27Figure 25.

Figure 27 Meeting Search for Update

Council Meeting Search Result						
Meeting Type	Meeting Number	Meeting Date	Meeting Place	Meeting Time	Meeting Status	
Standing Committee	1/12/2016	2016-12-16	lokijh	11:30 AM	APPROVED	Edit
Showing 1 to 1 of 1 entries Show 10 entries Previous 1 Next						

3. Click Edit in the **Council Meeting Search Result** section to update a meeting.

Edit Council Meeting screen appears, as shown in Figure 28



Figure 28 Edit Council Meeting

Edit Council Meeting

Create Council Meeting

Meeting Type: Standing Committee Meeting Date: 16/12/2016

Meeting Time: 11.30 AM Meeting Place: lokijh

Agenda Items

Serial No.	Gist Of Preamble	Agenda Number	Preamble Number	Department
1	drainage	1	1-12-2016-17	ENGINEERING

Update Close

4. Make required changes and click **Update** to update meeting details.

Sending SMS

You can send meeting invitations or any other meeting related information using SMS and Email to the council members.

To send SMS

1. Open **Send SMS and Email** screen, using the following navigation.

Left Panel > Applications > Council Management > Transactions > Send SMS and Email

Send Sms and Email screen appears, as shown in Figure 29.



Figure 29 SMS and Email

Send Sms And Email To Council Committee Members

Search Meeting

Meeting Type: Meeting Number:

From Date: To Date:

Council Meeting Search Result

Meeting Type	Meeting Number	Date Of Creation	Meeting Date	Meeting Place	Meeting Time	Message	Action
Standing Committee	1/12/2016	2016-12-13 17:47:12.123	2016-12-16	lokijh	11:30 AM		<input type="button" value="Send Sms"/>

Showing 1 to 1 of 1 entries Show entries **1**

2. Perform meeting search as described in step 2 of Viewing Council Meeting on page 32 .
3. In the **Council Meeting Search Result** section , enter a message in the **Message** column and click **Send Sms** to send SMS and Emails to all the members related to a meeting .

The system displays a message: "SMS and Email Sent Successfully to All Committee Members"

Attendance

Attendance feature enables recording of attendance of all members who attend a council meeting.

Entering Attendance

To create a MOM, perform the following steps.



1. Open **Create Council MOM** screen, using the following navigation

Left Panel > Applications > Council Management > Transactions > Enter Attendance

Meeting Attendance Search page appears, as shown in Figure 6.

Figure 30 Meeting Attendance Search

Meeting Attendance Search

Search Meeting

Meeting Type: Meeting Number:

From Date: To Date:

Search **Reset** **Close**

Meeting Attendance Search Result

Meeting Date	Meeting Type	Total Committee Members	No. Of Members Present	No. Of Members Absent	Status	Action
2016-12-16	Standing Committee	0	0	0	APPROVED	Select from Below
2016-12-15	MPL Council	2	1	1	MOM FINALISED	View

Showing 1 to 2 of 2 entries **Show** **entries** **PDF** **Excel** **Print** **Previous** **1** **Next**

2. Identify a meeting and select **Edit** from the **Action** options.

Update Attendance screen appears, as shown in Figure 31.



Figure 31 Update Attendance

	Member Name	Election Ward	Designation	Qualification	Party Affiliation
<input type="checkbox"/>	Vasanth	Election Ward No. 1	Ward Member	SSC	Congress
<input type="checkbox"/>	Saketh Ram		Mayor	Post-Graduation	YSR-Congress

Note :-

☒ Attended ☐ Not Attended

3. Select the checkbox to mark the attendance against a member.

*You can select the option **Attended** or **Not Attended** to show how many members attended or not-attended respectively.*

4. Click update to update the attendance list. You can click Finalize Attendance to finalize attendance.

The system does not allow you to update attendance once you finalize attendance.

Minutes of the Meeting(MOM)

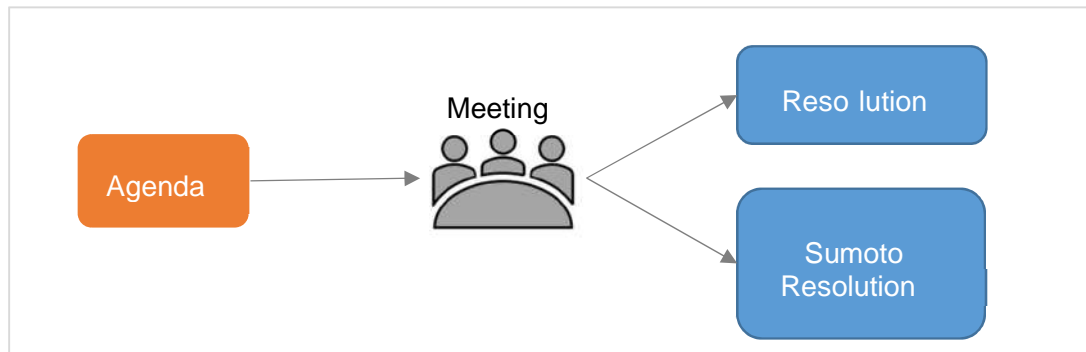
The proceedings of the council meeting are recorded in minutes of the meeting (MOM). These minutes contain the details of the discussions and the decision taken on each agenda item. The decisions taken are called the resolutions of the meeting.

In the meeting, the members can take decisions that are not in the agenda. The system enables the council to such decisions as sumoto resolutions.



Minutes of the meeting are can be recorded only after entering the attendance of the meeting.

Figure 32 Minutes of Meeting



Creating MOM

To create a MOM, perform the following steps.

1. Open **Create Council MOM** screen, using the following navigation

*Left Panel > Applications > Council Management >
Transactions > Council MOM > Create Council MOM*

Result Council Agenda screen appears, as shown in Figure 33.



Figure 33 Meeting Search for Creating MOM

Result Council Agenda

Search Meeting

Meeting Type: Meeting Number:

From Date: To Date:

Council Meeting Search Result

Meeting Type	Meeting Number	Meeting Date	Meeting Place	Meeting Time	Action
Standing Committee	3/01/2017	2017-01-08	10 Downing Street	01.30 PM	<input type="button" value="Create MOM"/>


Showing 1 to 1 of 1 entries Show entries **1**

3. Perform meeting search as described in in step 2 of Viewing Council Meeting on page 32 .
3. Identify a meeting from the **Council Meeting Search Result** section, and click **Create MOM**.


Create MOM screen appears, as shown in Figure 34.

Figure 34 Create MOM





Create MOM



CREATE MOM

ATTENDANCE DETAILS

Council Meeting

Meeting Type

Standing Committeede

Meeting Number

1/12/2016

Meeting Date

09/01/2017

Meeting Place

lokijh

Meeting Time

11.30 AM

Agenda Items

The length of the companies collection is : 1

Serial No.	Department	Gist Of Preamble	Agenda Number	Preamble Number	Resolution comments	Action Taken
1	ENGINEERING	drainage	1	1-12-2016-17	<div></div> <div></div>	<div></div>

Update

Add Sumoto Resolution

Resolution PDF

Close

- In the **Agenda Items** section, enter the Resolution comments.
Also, select a status from the **Status** list.

 If required, click **Add Sumoto Resolution**, to add sumoto resolutions to the MOM .

Sumoto section appears, as shown in Figure 35.

Figure 35 Sumoto Resolution



Sumoto Resolution

Department	GIST of Sumoto Resolution	Amount (Rs.)	Resolution comments	Status
ACCOUNTS	repair bridge	400000	withing 1 week	APPR
Select				Select

[Update](#) [Add Sumoto Resolution](#) [Resolution PDF](#) [Close](#)

6. To create a pdf copy of the meeting resolution, click
Resolution PDF. The pdf is created as shown in Figure 36.

Figure 36 Resolution PDF

 **Training Kurnool Municipal Corporation**
Meeting Proceedings

Meeting Number : 1/12/2016

Comittee Type : Standing Committeede

Meeting Date/Time/Place: 09/01/2017 11.30 AM lokijh

Item Number.1 of Agenda No.1

drainage

Resolution No. 09/01/2017-4 **Dt: 2017-01-09**

The resolutions was passed unanimously

'APPROVED'

Viewing MOM
To view MOM



1. Open **Council Meeting** screen, using the following navigation.

Left Panel > Applications > Council Management > Transactions > Council MOM > View Council MOM

Council Meeting screen appears, as shown in Figure 37.

Figure 37 View MOM

The screenshot shows the 'Council Meeting' screen with a search section and a results table.

Search MOM

Meeting Type: Meeting Number:

From Date: To Date:

Council MOM Search Result

Meeting Type	Meeting Number	Meeting Date	Meeting Place	Meeting Time	Action
MPI, Council	2/12/2016	2016-12-15	Kurnool Council Hall	11.00 AM	<input type="button" value="View"/>
Panel Committee	4/01/2017	2017-01-10	abcedf	11.30 AM	<input type="button" value="View"/>

Showing 1 to 4 of 4 entries Show entries **1**

3. Click **Search** to get list of minutes. You can enter appropriate fields in Search MOM section to filter the search result.

Council MOM Search Result section appears as shown in Figure 37.

3. Click **View** in **Action** column to view an MOM.

View Meeting screen appears, as shown in Figure 26.

Update MOM

To Update MOM

1. Open **Council Meeting** screen, using the following navigation.



Left Panel > Applications > Council Management >
Transactions > Council MOM > Update Council MOM

Council Meeting screen appears, as shown in Figure 38
37.

Figure 38 Update MOM

The screenshot shows the 'Council Meeting' interface. At the top, there's a header with the logo and title. Below it, the 'Search MOM' section contains four input fields: 'Meeting Type' (a dropdown menu), 'Meeting Number' (a text box), 'From Date' (a date picker), and 'To Date' (a date picker). Below these fields are three buttons: 'Search' (orange), 'Reset' (red), and 'Close' (grey). The 'Council MOM Search Result' section displays a table with the following data:

Meeting Type	Meeting Number	Meeting Date	Meeting Place	Meeting Time	Action
MPL Council	2/12/2016	2016-12-15	Kurnool Council Hall	11.00 AM	Edit
Panel Committee	4/01/2017	2017-01-10	abcdE	11.30 AM	Edit

Below the table, there's a pagination bar showing 'Showing 1 to 4 of 4 entries', a 'Show' dropdown set to '10', and 'entries'. On the right, there are 'Previous', '1' (highlighted), and 'Next' buttons.

2. Click **Search** to get list of minutes. You can enter appropriate fields in Search MOM section to filter the search result.

Council MOM Search Result section appears as shown in Figure 38.

3. Click Edit in Action column to edit a MOM.

Create MOM screen appears, as shown in Figure 34.

4. Make the necessary changes and click **Update** to update the MOM.



Council Member

Creating New Council Member

To create a new council member, perform the following steps.

1. Open **Create New Council Member** screen, using the following navigation

*Left Panel > Applications > Council Management > Masters
> Council Member > Create Council Member*

Create New Council Member screen appears, as shown in Figure

39.

Figure 39 Create Member

3. Select the Election Ward, Election Date, Date of taking Oath, Party Affiliation.
3. Enter personal details and upload photo

Maximum size of the photo uploaded cannot exceed 2 MB.



4. Click **Create** to create a new council member.

Search Council Member

To search council member

1. Open **Search Council Member** screen, using the following navigation.

Left Panel > Applications > Council Management > Masters > Council Member > View Council Member

Search Council Member screen appears, as shown in Figure 40.

Figure 40 Search Council Member

Search Council Member

Search Council Member

Election Ward Designation

Party Affiliation Name

2. Select the appropriate field values and click Search.

Council Member Search Result section appears, as shown in Figure 41.





Figure 41 Member Search Result

Council Member Search Result				
Election Ward	Designation	Party Affiliation	Name	Action
Election Ward No. 1	Ward Member	Congress	vasanth	View
	Mayor	YSR Congress	Saketh Ram	View
Showing 1 to 2 of 2 entries Show 10 entries Excel PDF Print Previous 1 Next				

3. Click View in Action column to view member details.
View Council Member screen appears, as shown in Figure

42.

Figure 42 View Council Member

**View Council Member**

Council Member

Election Ward		Designation	Mayor
Education Qualification	Post-Graduation	Caste	BC
Party Affiliation	YSR Congress	Gender	MALE
Birth Date	05/05/1988	Election Date	06/09/2016
Date of taking Oath	02/12/2016	Mobile Number	9966436667
Email	saketh.ram@egovernments.org	Name	Saketh Ram
Address	Mahadevapura	Photo	
No Photo Attachment Found			

Close

Updating Council Member



To update council member

1. Open **Search Council Member** screen, using the following navigation.

Left Panel > Applications > Council Management > Masters > Council Member > Update Council Member

Search Council Member screen appears, as shown in Figure 40.

2. Select the appropriate field values and click Search.

Council Member Search Result screen appears, as shown in Figure 43.

Figure 43 Member Search Result - Update

Council Member Search Result				
Election Ward	Designation	Party Affiliation	Name	Action
Election Ward No. 1	Ward Member	Congress	vasanth	Edit
	Mayor	YSR Congress	Saketh Ram	Edit
Showing 1 to 2 of 2 entries				
Show 10 entries				
Excel PDF Print				
Previous 1 Next				

3. Click Edit in Action column.

Edit Council Member screen appears, as shown in Figure 44.



Figure 44 Edit Council Member

Election Ward	Select	Designation *	Mayo
Education Qualification *	Post-Graduate	Caste *	BC
Name *	Saketh Ram	Gender *	MALE
Mobile Number *	9966436667	Birth Date *	05/05/1988
Email *	saketh.ram@egov	Address *	Mahadevapura
Election Date *	06/09/2016	Date of taking Oath *	02/12/2016
Party Affiliation *	YSR Congress	Photo	Choose File No file chosen

Upload size should not exceed 2 MB

Update Close

4. Make necessary changes and click **Update** to update the member details.

Council Router

To create a new council member, perform the following steps.

1. Open **Create council router** screen, using the following navigation

Left Panel > Applications > Council Management > Masters
> Council Router > Create Council Router



Create New Council Router screen appears

Select the department, preamble, Position drop down to create the council router.

Update Council Router

To update council router perform the following steps.

1. Open **Update council router** screen, using the following navigation

*Left Panel > Applications > Council Management > Masters
> Council Router > Update Council Router*

Update council router screen appears.

Council Router Search Result

Department	Preamble Types	Position
TOWN PLANNING	WORKS	TP_City Planner_1



Click on the council router in search result and update the council router.

Edit Council Router

Council Router

Department* TOWN PLANNING

Preamble Types* WORKS

Position* TP_City Planner_1

Update Close

View Council Router

To View council router perform the following steps.

1. Open **View council router** screen, using the following navigation

*Left Panel > Applications > Council Management > Masters
> Council Router > View Council Router*

Update council router screen appears.

Search Council Router

Department Select

Preamble Types Select

Position Select

Search Close



Committee Type

View Committee Type

To View Committee type perform the following steps.

1. Open **View council router** screen, using the following navigation

*Left Panel > Applications > Council Management > Masters
> Committee Type > View Committee Type*

View Committee type screen appears

Update Committee Type

To update the committee type perform the following steps

1. Open update committee type screen by using the following navigation

*Left Panel > Applications > Council Management > Masters
> Committee Type > Update Committee Type*

To update the committee type screen appears.



Search Council Committee

Name

IsActive ☐

Select the council committee type from drop down and click on search button.

Search Council Committee

Name

IsActive ☐

Council Committee Type Search Result

Name	IsActive	Action
MPI Council	Yes	Edit

Showing 1 to 1 of 1 entries

Show entries

Previous **1** Next

Powered by eGovernments Foundation

By clicking on EDIT, button new window appears.

Update Committee Type And Members

Council CommitteeType

Name *

IsActive * ☒

Council Committee Members

<input checked="" type="checkbox"/>	Member Name	Election Ward	Designation	Qualification	Party Affiliation	Status
<input checked="" type="checkbox"/>	KONA SASIDHAR		(Special Officer)	Others		ACTIVE



Sequence Number Entry

Sequence number entry is to update sequence of the Preamble, agenda, resolution, meeting number

To update the committee type perform the following steps

1. Open Update Sequence Number Entry screen by using the following navigation

*Left Panel > Applications > Council Management > Masters
> Sequence Number entry > Update Sequence Number Entry*

To update sequence number entry type screen appears.

Enter the last used values and enter the sequence-required values.



Reports.

To view the reports option

1. Click on the reports pane, A Report pan appears as mentioned below.



Attendance Report

To generate the attendance Report go through the following navigation.

Left Panel > Applications > Council Management > Reports > Attendance Report

An Attendance Report page appears as shown below.



Report can generate for any or all of the following.



- 1) Meeting Type (Drop Down)
- 2) Meeting Number
- 3) From date
- 4) To date
- 5) Committee Type(Drop Down)

Attendance report gives the following details.

- 1) Meeting Date
- 2) Meeting Type
- 3) Total committee Members
- 4) No of Members present
- 5) No of Members absent
- 6) Status

After selecting the required parameters and click on search to generate the report

Report will look like this.

 Search Council Meeting To Capture Attendance 

Meeting Type:

Meeting Number:

From Date:

To Date:

Committee type:

Search

Reset

Close

Meeting Attendance Search Result

Meeting Date	Meeting Type	Total Committee Members	No. Of Members Present	No. Of Members Absent	Status	Action
2017-08-28	Ordinary Meeting	26	22	4	MOM CREATED	View
2017-09-27	Ordinary Meeting	26	21	5	MOM CREATED	Select from Below
2017-09-27	Ordinary Meeting	26	24	2	MOM CREATED	Select from Below
2017-10-30	Ordinary Meeting	26	20	6	MOM CREATED	Select from Below
2017-10-30	Ordinary Meeting	26	28	7	MOM CREATED	Select from Below
2017-12-14	Ordinary Meeting	26	21	5	MOM CREATED	Select from Below
2018-01-12	Ordinary Meeting	26	20	6	MOM CREATED	Select from Below

Action column drop down clicking on view button user can view the attended committee member's details.

Ward wise preamble report

To generate the ward wise preamble report go through the following the navigation:



Left Panel > Applications > Council Management> Reports > Ward Wise Preamble Report.

Ward wise preamble report page appear as shown below.

Report can be generated if any or following.

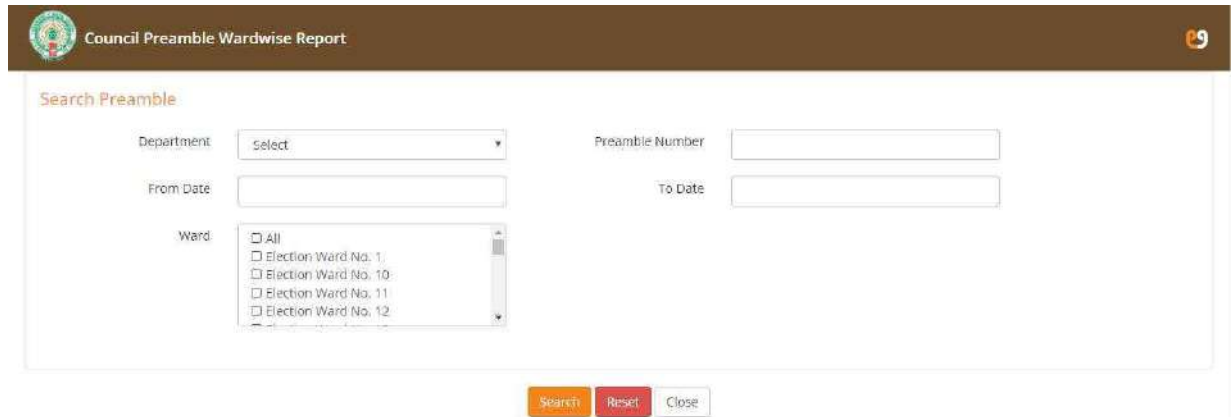
- 1) Department
- 2) Preamble Number
- 3) From Date
- 4) To Date
- 5) Ward Number

Ward wise preamble Report gives the following details.

- 1) Sno
- 2) Ward
- 3) Department
- 4) Preamble Type
- 5) Gist of Preamble
- 6) Date of creation
- 7) Used in agenda(Y/N)
- 8) Meeting date
- 9) Meeting Type
- 10) Status

After selecting the required parameters and clicking on the search button.



Report will look like this



S.No	Ward	Department	Preamble Type	Desc Of Preamble	Date Of Creation	Used In agenda(N/N)	Meeting Date	Meeting Type	Status
1.	TOWN PLANNING	GENERAL	GENERAL	ಬಿಡುಗಡೆಯಾದ ಡ್ರಾ-ಇಂಗ್ ವಿನ್ಯಾಸ : ಪೂರ್ವದ ಬೆಂಗಳೂರು - ಎಸ್‌ಪೀಡಿ ಆರ್‌ಪಿ ರೋಡ್ ಸುತ್ತಲಿನ ಮನೆಗಳು ಕಟ್ಟುವುದಕ್ಕೆ ಅನುಮತಿ	2017-07-21 16:38:33.293	Yes	2017-07-28	KIBL Council	PREAMBLE USED IN AGENDA
2.	ENGINEERING	GENERAL	GENERAL	ಕ್ರಿಕೆಟ್ ಮೈದಾನಕ್ಕೆ ಪ್ರವೇಶ ಪಾರ್ಕಿಂಗ್ ಲೀಡ್ ಥರ್ಮಲ್ ವಿದ್ಯುತ್ ಉತ್ಪಾದನೆಯಲ್ಲಿ ಹಾಗೂ ಜಲಾನಿರ್ದಾಶ	2017-07-24 16:07:50.41	Yes			PREAMBLE USED IN

To generate the ward wise preamble report go through the following the navigation:

Meeting details report page appears as show below.

**Council Meeting Details Report**

Search Meeting

Meeting Type

Select

Meeting Number

From Date

To Date

Search

Reset

Close

Page | 62





- 1) Meeting Type (Drop down)
- 2) Meeting Number
- 3) Fro Date
- 4) To Date

Meeting detail report gives the following details.

- 1) SNo
- 2) Meeting Type
- 3) Meeting Number
- 4) Meeting Date
- 5) Meeting Place
- 6) Meeting Time
- 7) Total preambles
- 8) Approved Preambles
- 9) Adjourned Preambles
- 10) Rejected Preambles
- 11) Total Members
- 12) No Of Present
- 13) No of Absent

After selecting, the required parameters clicking on search button the report will look as shown in below

**Council Meeting Details Report**

Search Meeting

Meeting Type: Select

Meeting Number:

From Date:

To Date:

Search

Reset

Close

Council Meeting Details Report

S.No	Meeting Type	Meeting Number	Meeting Date	Meeting Place	Meeting Time	Total Preambles	Approved Preambles	Adjourned Preambles	Rejected Preambles	Total Members	No.Of Present	No.Of Absent
1	Panel Committee	8/11/2017	Thu Nov 30 05:30:38 IST 2017	CP chamber, Mangalagiri Mpld	12:00 PM	1	1	0	0	7	7	0
2	MPL Council	30	Sat Apr 29 00:00:00 IST 2017	Mpl Council Hall Mangalagiri	02:00 PM	17	17	0	0	0	0	0
3	MPL Council	2/08/2017	Mon Aug 28 08:00:00 IST 2017	Mpl Council Hall Mangalagiri	11:00 AM	25	20	1	0	26	22	4
4	MPL Council	3/09/2017	Wed Sep 27 09:00:00 IST 2017	Mpl Council Hall Mangalagiri	11:00 AM	27	25	2	0	26	24	2
5	MPL Council	7/11/2017	Thu Dec 14 05:30:00 IST 2017	Mpl Council Hall Mangalagiri	11:00 AM	19	19	1	0	26	21	5



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