

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.

Note:	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 .
References	All references are in <i>italics</i> . Reference also contain hyperlinks and help you to quickly navigate to related content
Navigation >	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

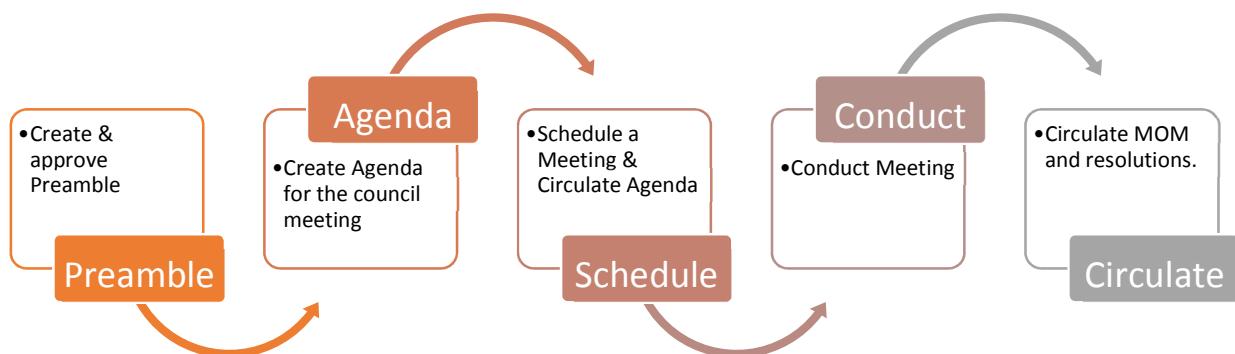
Council Management System helps a municipal council to perform its role more effectively, efficiently, and transparently.

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

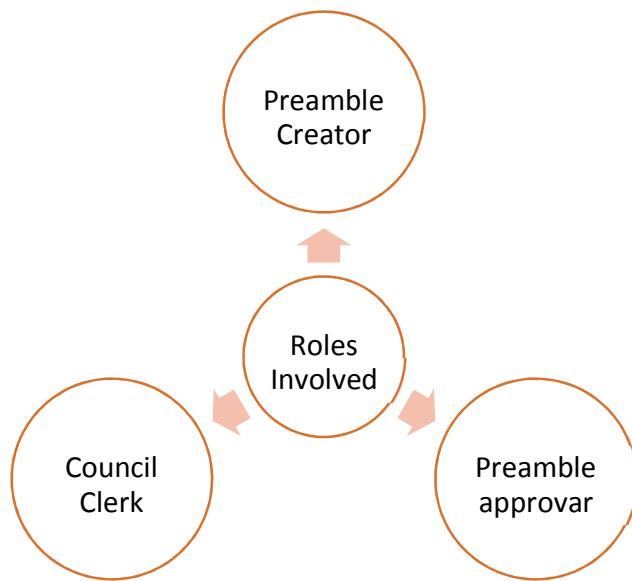
Different roles interact with Council Management System to enable effective and efficient functioning of councils.



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	Creates agenda for a council meeting. Also, schedules a meeting and circulates the agenda. After the meeting is over, circulates the MOM and resolutions.
---------------	--

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



The image shows a 'Sign in' page. At the top, it says 'Sign in'. Below that is a field with a person icon and the placeholder text 'Mobile Number / Login ID'. Below that is a field with a key icon and the placeholder text 'Password'. To the right of the password field is a 'Forgot?' link. At the bottom is a large blue 'Sign in' button with a key icon.

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



The screenshot shows a software interface titled "Worklist". The left sidebar includes "Quick Find" and "Applications" (2 items). The main area displays a list of applications with counts: 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), and Voucher (5). The table below lists two entries:

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	2
27/12/2016 08:51 PM	0944208::D.Narasimhaiah	Preamble	Created - Commissioner approval pending	Preamble Number 5-12-2016-17	2



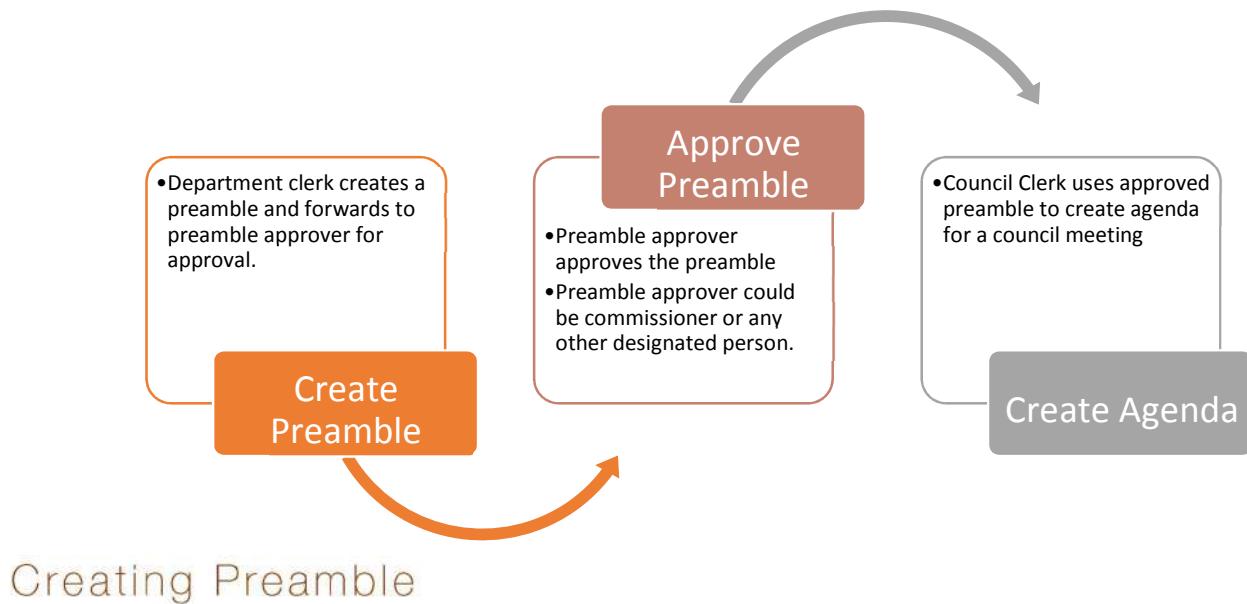
Preamble

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

Department *

Amount (Rs.)

Gist Of Preamble *

Documents *

No file chosen

Document size should not exceed 2 MB

Ward

Press Ctrl and hold to select multiple wards

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

Financial Management System

Budget Variance Report

Department:

Function:

Fund:

Account Type:

Budget Head:

As On Date:



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



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

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.

Search Preamble

Department: Select

Preamble Number:

From Date:

To Date:

Ward: All

Election Ward No.

Election Ward No.

Election Ward No.

Election Ward No.

Search Reset Close

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

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

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

View Preamble screen appears, as shown in Figure 9.



Figure

9 View 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.Rayl 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
1712/2016	2017-01-09	Standing Committeee	Resolution Approved	09/01/2017-4	The resolutions was passed unanimously	View

Implementation Status:

Approving Preamble

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

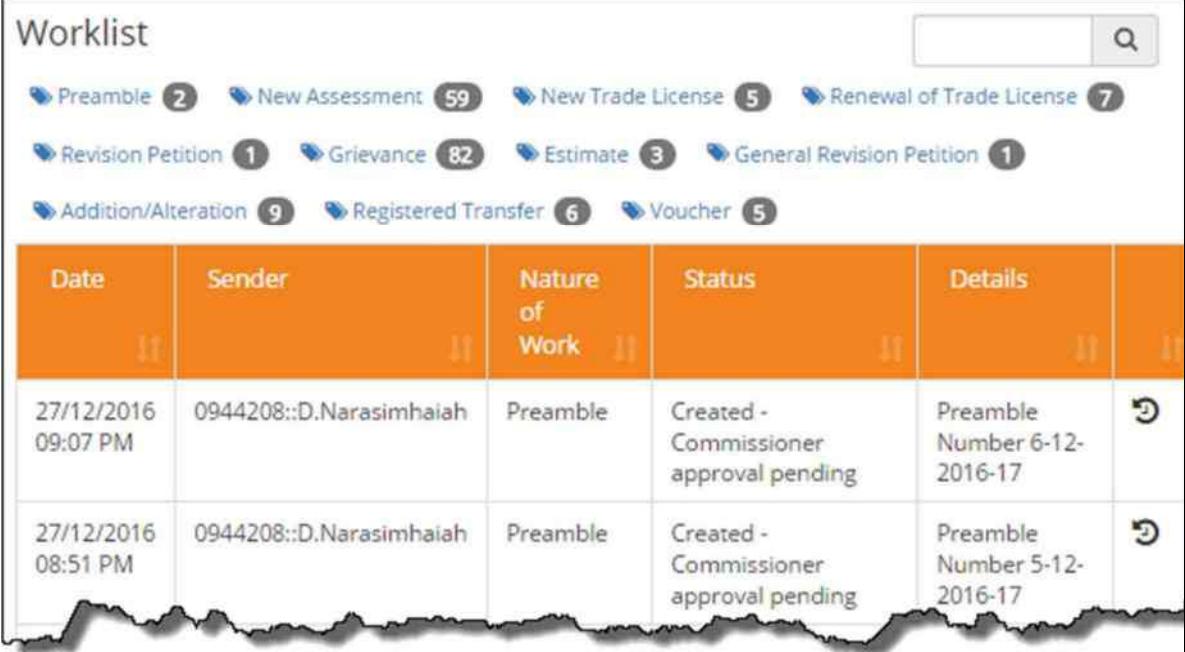
To approve a preamble:

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					
New Assessment (59) New Trade License (5) Renewal of Trade License (7)					
Preamble (2) 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	

Edit Preamble screen appears, as shown in Figure 13.



Figure

13 Edit Preamble for Approval

Edit Preamble

Create Preamble

Preamble Number: 6-12-2016-17

Department: ADMINISTRATIO Amount (Rs.): 89999999 Click here to Check Budget

Gist Of Preamble: this is test

Documents: Choose File No file chosen testDocument.docx Document size should not exceed 2 MB

Ward: All
Election Ward No.
Election Ward No.
Election Ward No.

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. Narasimhalah	Created	0935528:S.R avindra Babu	ADMINISTRATION	test

Comments:

Approve Reject Provide more info Close

2. 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:	Select	Preamble Number:	
From Date:		To Date:	
Ward:	<input type="checkbox"/> All <input type="checkbox"/> Election Ward 1 <input type="checkbox"/> Election Ward 10 <input type="checkbox"/> Election Ward 11 <input type="checkbox"/> Election Ward 12		

Search **Reset** **Close**

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Create Agenda

Preamble Search Result

S.No.	Preamble Number	Department	Gas of Preamble	Amount	Status	Action
1	900-12-2018	ADMINISTRATION	test 1 test 2	200000	APPROVED	

Showing 1 to 1 of 1 entries

Show entries

Previous **1** **Next**

Create Agenda

Agenda Number *				Committee type *	Select
S.No.	Preamble Number	Department	Gas of Preamble	Amount(Rs.)	Action
	900-12-2018	ADMINISTRATION	test 1 test 2	200000	

Note: Using drag and drop on preamble item's 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

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

Print **Close**

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 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 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 <input type="button" value="10"/>	entries	<input type="button" value="Excel"/> <input type="button" value="PDF"/> <input type="button" value="Print"/> <input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="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	Govt 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

Council Agenda Search Result			
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.

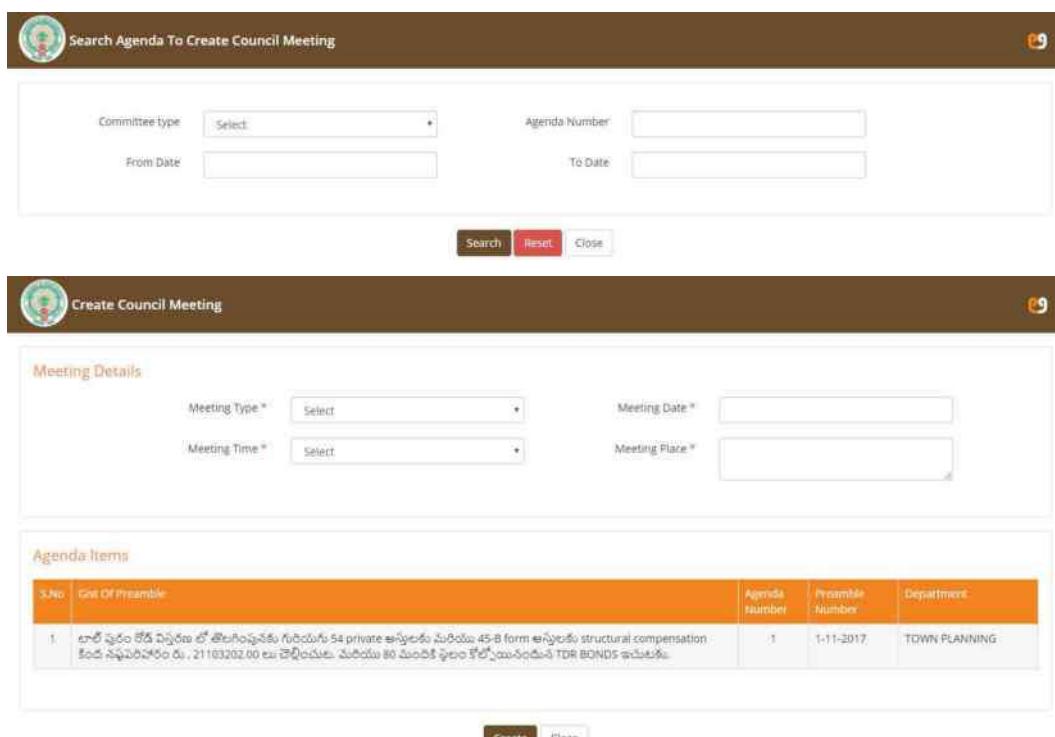


22 Agenda Search Result - Invitation

Council Agenda Search Result			
Agenda Number	Committee type	Status	Action
3	Standing Committee	APPROVED	Create Meeting
Showing 1 to 1 of 1 entries			
Show 10 entries		Excel PDF Print	Previous 1 Next

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

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



The screenshot shows the 'Create Council Meeting' interface. At the top, there is a search bar with fields for 'Committee type' (Select), 'Agenda Number' (empty), 'From Date' (empty), and 'To Date' (empty). Below the search bar are buttons for 'Search', 'Reset', and 'Close'. The main area is titled 'Meeting Details' and contains fields for 'Meeting Type' (Select) and 'Meeting Date' (empty). Below that is a section titled 'Agenda Items' with a table. The table has columns: 'S.No.', 'Title Of Preamble', 'Agenda number', 'Preamble Number', and 'Department'. One row is visible, showing '1', 'Karnataka State Electricity Board vs. Mr. Suresh et al. (Case No. 54 private) compensation for the demolition of the building situated at 21103202.00', '1', '1-11-2017', and 'TOWN PLANNING'. At the bottom of the form are 'Create' and 'Close' buttons.

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

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

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

Close **Print**

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	10:00	11:30 AM	APPROVED	
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	lokjh

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	Select	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	Ilokahi	11:30 AM		Send Sms

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

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

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

Update Attendance screen appears, as shown in Figure 31.



Figure 31 Update Attendance

Update Attendance

Council Committee Members Attendance

Member Name	Election Ward	Designation	Qualification	Party Affiliation
Vasanth	Election Ward No. 1	Ward Member	SSC	Congress
Saketh Ram		Mayor	Post-Graduation	YSR-Congress

Note :-

Attended Not Attended

Update **Finalize Attendance** **Close**

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)

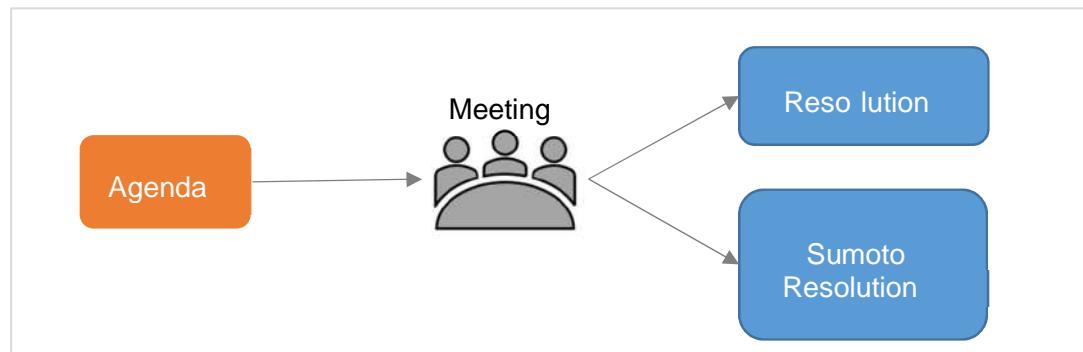
The proceedings of the council meeting are recorded in minutes of the meeting (MOM). These minutes contain the details of the discussions and the decision taken on each agenda item. The decisions taken are called the resolutions of the meeting.

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: Select

Meeting Number:

From Date:

To Date:

Search Reset Close

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	

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

3. Perform meeting search as described 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 Committee	Meeting Number	1/12/2016
Meeting Date	09/01/2017	Meeting Place	lokjh
Meeting Time	11.30 AM		
Agenda Items			
The length of the companies collection is : 1			
Serial No.	Department	Gist Of Preamble	Agenda Number
1	ENGINEERING	drainage	1 1-12-2016-17
Update		Add Sumoto Resolution	Resolution PDF
		Close	

4. 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	within 1 week	APPROVED
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

Committee Type : Standing Committee

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

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. At the top, there is a search bar with fields for 'Meeting Type' (dropdown menu 'Select'), 'Meeting Number' (text input), 'From Date' (text input), and 'To Date' (text input). Below the search bar are three buttons: 'Search' (orange), 'Reset' (red), and 'Close' (white). The main area is titled 'Council MOM Search Result' and 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	
Panel Committee	4/01/2017	2017-01-10	abcdef	11.30 AM	

Below the table, there is a message 'Showing 1 to 4 of 4 entries', a 'Show' dropdown set to '10', and a page navigation area with 'Previous', a page number '1' (highlighted in brown), and 'Next'.

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 38Figure 37.

Figure 38 Update MOM

The screenshot shows the 'Council Meeting' application interface. At the top, there is a search bar with fields for 'Meeting Type' (dropdown menu 'Select'), 'Meeting Number' (text input), 'From Date' (text input), and 'To Date' (text input). Below the search bar are three buttons: 'Search' (orange), 'Reset' (red), and 'Close' (white). The main area is titled 'Council MOM Search Result' and displays a table with four entries. The table has columns: Meeting Type, Meeting Number, Meeting Date, Meeting Place, Meeting Time, and Action. The 'Action' column contains 'Edit' buttons for each row. The table data is as follows:

Meeting Type	Meeting Number	Meeting Date	Meeting Place	Meeting Time	Action
MBI Council	2/12/2016	2016-12-15	Kurnool Council Hall	11:00 AM	
Panel Committee	4/01/2017	2017-01-10	abcdF	11:30 AM	

At the bottom of the table, there is a message 'Showing 1 to 4 of 4 entries', a 'Show' dropdown set to '10', a 'Previous' button, a 'Next' button, and a page number '1'.

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

Council Member			
Election Ward	Select	Designation *	Select
Education Qualification *	Select	Caste *	Select
Name *		Gender *	Select
Mobile Number *	Mobile Number	Birth Date *	
Email *		Address *	
Election Date *		Date of taking Oath *	
Party Affiliation *	Select	Photo	<input type="button" value="Choose File"/> No file chosen Upload size should not exceed 2 MB
Create Close			

3. Select the Election Ward, Election Date, Date of taking Oath, Party Affiliation.
3. Enter personal detail s 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

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 <input type="button" value="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

Election Ward	Designation	Mayor
Education Qualification	Post-Graduation	BC
Party Affiliation	YSR Congress	MALE
Birth Date	05/05/1988	Election Date
Date of taking Oath	02/12/2016	Mobile Number
Email	saketh.ram@egovernments.org	Name
Address	Mahadevapura	Photo

No Photo Attachment Found

Updating Council Member

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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	
	Mayor	VSR Congress	Saketh Ram	
Showing 1 to 2 of 2 entries	Show <input type="button" value="10"/>	entries	<input type="button" value="Excel"/>	<input type="button" value="PDF"/>
			<input type="button" value="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

Edit Council Member

Council Member			
Election Ward	Select	Designation *	Mayo
Education Qualification *	Post-Graduation	Caste *	BC
Name *	Saketh Ram	Gender *	MALE
Mobile Number *	9966436667	Birth Date *	05/05/1988
Email *	saketh.ram@egov	Address *	Mahadevapura
Election Date *	06/09/2015	Date of taking Oath *	02/12/2016
Party Affiliation *	YSR Congress	Photo	<input type="button" value="Choose File"/> No file chosen Upload size should not exceed 2 MB
<input type="button" value="Update"/> <input type="button" value="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.

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	<input type="text"/>	IsActive	<input type="checkbox"/>
		<input type="button" value="Search"/>	<input type="button" value="Close"/>

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

Search Council Committee

Name	<input type="text" value="MPI, Council"/>	IsActive	<input type="checkbox"/>
		<input type="button" value="Search"/>	<input type="button" value="Close"/>

Council Committee Type Search Result

Name	IsActive	Action
MPI, Council	True	<input type="button" value="Edit"/>

Showing 1 to 1 of 1 entries

Show 10 entries

Previous **1** Next

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By clicking on EDIT, button new window appears.



Update Committee Type And Members



Council CommitteeType

Name *	<input type="text" value="MPI, Council"/>	IsActive *	<input checked="" type="checkbox"/>
--------	---	------------	-------------------------------------

Council Committee Members

	Member Name	Election Ward	Designation	Qualification	Party Affiliation	Status
<input checked="" type="checkbox"/>	KONA SAGIDHAR		Social 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.

LAST USED VALUES		ENTER REQUIRED VALUES	
Preamble Number (seq no.)	302	Preamble Number (seq no.)	<input type="text"/>
Agenda Number (seq no.)	2	Agenda Number (seq no.)	<input type="text"/>
Resolution Number (seq no.)	1	Resolution Number (seq no.)	<input type="text"/>
Meeting Number (seq no.)	1	Meeting Number (seq no.)	<input type="text"/>

*Note: * System will generate from the number entered. Please double confirm once you enter all the sequence numbers to be generated going forward.

Update Reset Close

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.

Search Council Meeting To Capture Attendance

Meeting Type: Select

Meeting Number: _____

From Date: _____

To Date: _____

Committee type: Select

Search | Reset | Close



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	36	32	4	MOM CREATED	View ▾
2017-09-27	Ordinary Meeting	36	31	5	MOM CREATED	Select From Below ▾
2017-09-27	Ordinary Meeting	36	34	2	MOM CREATED	Select From Below ▾
2017-10-30	Ordinary Meeting	36	30	6	MOM CREATED	Select From Below ▾
2017-10-30	Ordinary Meeting	36	29	7	MOM CREATED	Select From Below ▾
2017-12-14	Ordinary Meeting	36	31	5	MOM CREATED	Select From Below ▾
2017-12-14	Ordinary Meeting	36	30	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.

Council Preamble Wardwise Report

Search Preamble

Department: Select

Preamble Number:

From Date:

To Date:

Ward:

All
Election Ward No. 1
Election Ward No. 10
Election Ward No. 11
Election Ward No. 12

search Reset Close

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



Council Preamble Wardwise Report

Search Preamble

Department:	Select	Preamble Number:	
From Date:		To Date:	
Ward:	<input type="checkbox"/> All <input type="checkbox"/> Election Ward No: 1 <input type="checkbox"/> Election Ward No: 10 <input type="checkbox"/> Election Ward No: 11 <input type="checkbox"/> Election Ward No: 12		

Council Preamble Wardwise Report

S.No	Ward	Department	Preamble Type	Text Of Preamble	Date Of Creation	Used in agenda(W/N)	Meeting Date	Meeting Type	Status
1		TOWN PLANNING	GENERAL	கிடைத்துப்படுத்துதல் குழுமம் - மாநாடு முறைக் கூடம் - அமைச்சர் க. வி. ராமசுவரன் குழுமத்தின் பெருஞ்சபை.	2017-07-31 16:08:31:293	Yes	2017-07-31	MRU-Council	PREAMBLE USED IN AGENDA
2		ENGINEERING	GENERAL	கிடைத்துப்படுத்துதல் குழுமம் AFURIDE Ltd., மாநாடு முறைக் கூடம் - அமைச்சர் க. வி. ராமசுவரன் குழுமத்தின் பெருஞ்சபை.	2017-07-24 16:08:50:43	Yes			PREAMBLE USED IN

Search **Reset** **Close**

Meeting Details Report

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

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

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**

Report can be generate by selecting the following fields or any.



- 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	8/1/2017	Thu Nov 30 05:30:00 IST 2017	CP chamber Mangalagiri Mplz	12:00 AM	1	1	0	0	7	7	0
2	MPL Council	94	Sat Apr 29 05:05:00 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 05:00:00 IST 2017	Mpl Council Hall Mangalagiri	11:00 AM	45	45	1	0	86	82	4
4	MPL Council	3/09/2017	Wed Sep 27 05:00:00 IST 2017	Mpl Council Hall Mangalagiri	11:00 AM	27	26	2	0	36	34	2
5	MPL Council	7/11/2017	Thu Oct 12 05:20:00 IST 2017	Mpl Council Hall Mangalagiri	11:00 AM	19	19	1	0	36	31	5



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