Responsibilities of State Nodal Officer/LD/NIC are given below:

1. Add Ministry/Department
2. Upload State Acts
3. Send List of Ministry/Department Nodal Officer ID to Legislative Department (LD), Ministry of Law & Justice.
4. LD will Forward List of NIC of creation of Department Nodal Officer ID
5. NIC will create Department Nodal Officer ID
6. NIC will link to Ministries/Departments for setting Password
7. Local State Department will set password and updating of subordination acts.

Note: All the data shown in the manual is the dummy data just to design the manual. No data is related with any state/ministry/department.
Registration Process

State Nodal Officer/Department Nodal Officer has to register using the following steps. As the page open it will show “LOGIN” form, where “New User” link is given.

As click on “New User” the “Create Account” form is open as given below.
Enter your email address and code given like ‘ldspn’, then click on “Submit”

A message box as given below will be show if email successfully sent to the given email address to set the password.
Please check the inbox.

The mail with the Subject “Set Password for Your Account” will be in your inbox as given below.

Set Password for Your Account - Dear UK Admin Welcome! UK Admin as State Admin. To set your password for your

Click on the link given in mail to set your password.

Dear UK Admin
Welcome! UK Admin as State Admin.

To set your password for your account please click on the link given below.

http://india.cs.ac.uk/admin/setpassword?user=ukadmin60@gmail.com&token=va7e70ee62e46b596e702e2e2c5b2eb737d2e9666b3b7533c3c7f815984fb45e2f4749031b029572a865c0b2c257b3d9b7191007be4b&adform=1012

NIC ADMIN
The “Set Password” form will be open with your email address.

Enter password whatever you want to give with the code given in the image like ‘dfzxf’, then click on “Submit” button.
If you’re a “State Nodal Officer” then the screen given below will be render on your screen. At first time login

If you’re a “Department Nodal Officer” of any state then screen given below will be render on your screen. The content of the screen will depend on work done by you. At first login it will only having heading.
Welcome! Admin
Login As: ADMIN

Home > Super Admin > User Operations

Ministry

Select Ministry
NO MINISTRY (Uttarakhand)

Department Name

Add Department

Departments

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Department of Education</td>
<td></td>
</tr>
</tbody>
</table>
Let’s login as “State Nodal Officer”
If click on any department on the left hand side, then it will show it’s related data on the right hand side area. You’ can explore further by click on “View Act Details”. No Act will be shown here until user do “Final Submit” in the act entry form.

Following two menus are given to the “State Nodal Officer”, as show in next two screens.
If “State Nodal Officer” want to create any ministry then click on “Add/Edit Ministry”, the screen given below will be render. *Never Edit “NO MINISTRY”, its default ministry given.* In a case if state doesn’t have ministries then “State Nodal Officer” has to add department using “Add/Edit Department”.
To add the department screen given below will be render on the screen. If ministries are in the state, then select ministry from “Select Ministry” into which department has to be added, then give the department name and click on “Add Department”

If there not any ministry, then by default “NO MINISTRY” will be shown, if not then please select it, then add the departments.
“State Nodal Officer” and “Department Nodal Officer” of the assigned State can add Acts. “State Nodal Officer” can add Act for all the ministry/department of its state. While “Department Nodal Officer” can add Act belongs to his/her department.

To Add Act first you need to give “Total Acts” and then click on “Update No of Act”. If you don’t do it and select the ministry, department and given the details of Act and click on “Add Act” then Act will not be added. This process is given in the next few images. The Field mark with * are mandatory. If you select ministry (if given) then select the department. If you no ministry is there then select “NO MINISTRY” then the department.
As the department selected “Total Acts” and “Uploaded” will be shown as per the current status. “Total Acts” is the total number of acts in the department, and “Uploaded” are the number of Acts uploaded in the department.
Enter the data for the Act.
If we enter the data related to act and “Total Acts” is -1 or 0 then the following message will be shown. So must enter “Total Acts” before to start act entry.
As Act entered successfully it will be shown in the table on the bottom, e.g. “Act 3 Rural”. Using the “Upload” button you can upload the related PDF file, using “Edit” it will be in the edit mode, make the changes and update it again. Using “Delete” act will be delete forever.
If we select “Ministry” then “Department” then its related acts will be shown in the table given below.
Upload the file by clicking on “Upload” button. Click on “Browse...” button.

Locate and select the file.
As file selected click on “Upload” Button.

<table>
<thead>
<tr>
<th>No. of Statutes</th>
<th>No. of Ordinances</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Order</td>
<td>Enforcement Date</td>
</tr>
<tr>
<td></td>
<td>Available ID</td>
</tr>
<tr>
<td>Keywords</td>
<td>Reference Act</td>
</tr>
</tbody>
</table>

As file select then “PDF” related icon will be shown in “Show File” column, by clicking on this icon user can see the file. If by mistake wrong file is uploaded the do the same process again. No one more button “Final Submit” is visible. Click on this for final confirmation that complete act has been added. If any modification is done by click on “Edit” or “Upload” then again click on “Final Submit” button.

<table>
<thead>
<tr>
<th>Acts</th>
<th>Act Number</th>
<th>Year</th>
<th>Enact Date</th>
<th>Upload File</th>
<th>Show File</th>
<th>Action / Status</th>
<th>Send for Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Act 1 Rural</td>
<td>2018</td>
<td>2018-01-01</td>
<td>Uploaded</td>
<td>Fail</td>
<td>Fail</td>
<td>Final Submit</td>
</tr>
<tr>
<td>2</td>
<td>Act 2 Rural</td>
<td>2018</td>
<td>2018-01-01</td>
<td>Uploaded</td>
<td>Fail</td>
<td>Fail</td>
<td>Final Submit</td>
</tr>
</tbody>
</table>
If user want to modify the Act then click on “Edit” button. Do the modification in the required field and click on “Update Act Info”. If by mistake “Edit” button is clicked then click on “Cancel Update” button.
If data is updated then must click on “Final Submit” for final submission.
If user want to add Rule for the related act then click on “Add/Edit Rules” from “User Operations” menu. Here being “State Nodal Officer” either directly you can select the act from the “Select Act” option or first select the “Ministry” (if available) then “Department” then select the “Act” from the list, and then fill the required data related to rules. “Total Rules” is again mandatory as same as “Act”. As many rules that act have accordingly enter the “Total Rules”. Later if it increase then user can increase it as well.

To ADD/UPLOAD/EDIT/DELETE/FINAL SUBMIT we have to perform the same steps as we did above.
### Rule 1: Act 1 Ruler

<table>
<thead>
<tr>
<th>SL.No</th>
<th>Title</th>
<th>Upload File</th>
<th>Show File</th>
<th>Action / Status</th>
<th>Send for Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rule 1 Act 1 Ruler</td>
<td>![Image](72x542 to 523x770)</td>
<td>![Image](72x298 to 523x527)</td>
<td>![Image](72x342 to 523x377)</td>
<td>![Image](72x382 to 523x417)</td>
</tr>
<tr>
<td>2</td>
<td>Rule 2 Act 1 Ruler</td>
<td>![Image](72x542 to 523x770)</td>
<td>![Image](72x298 to 523x527)</td>
<td>![Image](72x342 to 523x377)</td>
<td>![Image](72x382 to 523x417)</td>
</tr>
</tbody>
</table>

### Rule 2: Act 3

<table>
<thead>
<tr>
<th>SL.No</th>
<th>Title</th>
<th>Upload File</th>
<th>Show File</th>
<th>Action / Status</th>
<th>Send for Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Rule 3 Act 3</td>
<td>![Image](72x542 to 523x770)</td>
<td>![Image](72x298 to 523x527)</td>
<td>![Image](72x342 to 523x377)</td>
<td>![Image](72x382 to 523x417)</td>
</tr>
</tbody>
</table>
### Rule

**Add No. of Rules to be Uploaded**

- **Total Rules**: 1
- **Select Ministry**: SELECT MINISTRY FROM LIST
- **Select Act**: Act 3
- **Date**: YYYY / MM / DD

#### Rules

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Title</th>
<th>Upload File</th>
<th>Show File</th>
<th>Action / Status</th>
<th>Send for Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rule 1 Act 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For the Notification/Regulation/Circular/Statute/Ordinance/Order the operations are same then screen for all are given below.
### Circular

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Description</th>
<th>Upload File</th>
<th>Show File</th>
<th>Action / Status</th>
<th>Send for Approval</th>
</tr>
</thead>
</table>

### Statutes

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Title</th>
<th>Upload File</th>
<th>Show File</th>
<th>Action / Status</th>
<th>Send for Approval</th>
</tr>
</thead>
</table>
### Ordinance

**Add No. of Ordinances to be Uploaded**

- **Total Ordinances**: 0
- **Update No. of Ordinances**

  Enter maximum number of ordinances that the act "Act 3" have and then click the update button.

- **Uploaded**: 0

**Select Ministry**: SELECT MINISTRY FROM LIST

**Select Department**: 

**Select Act**: Act 3

**Title**: 

**Date**: YYYY / MM / DD (format: YYYY/MM/DD)

**Description**: 

**Add Ordinance**

<table>
<thead>
<tr>
<th>SL.No.</th>
<th>Title</th>
<th>Upload File</th>
<th>Show File</th>
<th>Action / Status</th>
<th>Send for Approval</th>
</tr>
</thead>
</table>

### Order

**Add No. of Orders to Be Uploaded**

- **Total Orders**: 0
- **Update No. of Orders**

  Enter maximum number of orders that the act "Act 3" have and then click the update button.

- **Uploaded**: 0

**Select Ministry**: SELECT MINISTRY FROM LIST

**Select Department**: 

**Select Act**: Act 3

**Description**: 

**Date**: YYYY / MM / DD (format: YYYY/MM/DD)

**Reference**: 

**Add Order**

<table>
<thead>
<tr>
<th>SL.No.</th>
<th>Description</th>
<th>Upload File</th>
<th>Show File</th>
<th>Action / Status</th>
<th>Send for Approval</th>
</tr>
</thead>
</table>
If login user is “STATE USER” then the screen given below will be render on the screen and there will be only one menu “User Operations” for this user. User can perform the operations as mentioned above.
If there is not any record related to head then the following message will be shown. If you click on “Back” button then it will show the last screen, if click on “GOTO Home” then it will show the main dashboard screen.
To logout click on “Logout”, you’ll be on the “LOGIN” screen again.