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.

Mon Apr 02 2018 15:13:34 GMT+0530 (IST)		
Act MetaData Caching Sy	stem	
LOGIN		
User Name :	Enter e-mail address	
Password :	Enter Password	
	Enter Image Code m b r k _a	
New User Fo	rgot Password Help Help (for State)	
	Site designed and developed by National Informatics Centre, A- Block, C.G.O. Complex, Lodhi Road, New Delhi - 110 003, INDIA.	

As click on "New User" the "Create Account" form is open as given below.

Mon Apr 02 2018 12:10:43 GMT+0	530 (IST)		
Act MetaDa	DE Ita Caching Sys	tem	
	Create Accour	nt	
	Email :	Enter e-mail address	
		Enter Image Code	
		Submit RESEND MAIL	
		Site designed and developed by National Informatics Centre, A- Block, C.G.O. Complex, Lodhi Road, New Delhi - 110 003, INDIA.	

Enter your email address and code given like 'ldspn', then click on "Submit"

Mon Apr 02 2018 12:10:43 GMT+0	530 (IST)		
INDIA CO Act MetaDa	DE Ita Caching Sys	tem	
	Create Accourt	nt	
	Email :	ukdmin80@gmail.com	
		Site designed and developed by National Informatics Centre, A- Block, C.G.O. Complex, Lodhi Road, New Delhi - 110 003, INDIA.	

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

Mon Apr 02 2018 12:11:34 GMT+	0530 (IST)	
INDIA CO Act MetaD		
	Message	
	Email has sent to set password, please check. Click on RESEND if mail not received. Back GOTO Home	
	Site designed and developed by National Informatics Centre, A- Block, C.G.O. Complex, Lodhi Road, New Delhi - 110 003, INDIA.	

Please check the inbox.

Google		- Q III	O UK
Gmail -	C More *	there to enable desktop notifications for Gmail. Learn more Hide	\$
COMPOSE	Primary	🚵 Social 📎 Promotions +	
Inbox (3) Starred	☐ ☆ drsdfsdf2018@gmail.com	Set Password for Your Account - Dear UK Admin Welcome! UK Admin as State Admin. To set your password for your a	12:05 pm
Sent Mail	drsdfsdf2018@gmail.com	Set Password for Your Account - Dear UK AMDIN Welcome! UK AMDIN as State Admin. To set your password for your a	Mar 31
Drafts More -	🗌 ☆ Google	Security alert - UK Admin New device signed in to ukdmin80@gmail.com Your Google Account was just signed in to fror	Mar 31
	drsdfsdf2018@gmail.com	Set Password for Your Account - Dear UK Admin Welcome! UK Admin as State Admin. To set your password for your acc	Mar 7
+	drsdfsdf2018@gmail.com	Set Password for Your Account - Dear UK Admin Welcome! UK Admin as State Admin. To set your password for your acc	Feb 15
	drsdfsdf2018@gmail.com	Set Password for Your Account - Dear Mr. UK State Admin Welcome! Mr. UK State Admin as State Admin. To set your pa	Feb 11
	🗌 📩 Google	Resolve 1 security issue found on your Google account - UK Admin 1 security issue found on your account ukdmin8(Feb 11
	drsdfsdf2018@gmail.com	Set Password for Your Account - Dear Mr. Admin (UK) Welcome! Mr. Admin (UK) as State Admin. To set your password f	Feb 10
No recent chats	drsdfsdf2018@gmail.com	Set Password for Your Account - Dear UK Admin Welcome! UK Admin as State Admin. To set your password for your acc	Feb 6
Start a new one	Andy from Google	UK, get more out of your new Google Account - Hi UK, I'm so glad you decided to try out Gmail. Here are a few tips to ge	Feb 6
	0 GB (0%) of 15 GB used Manage	Terms - Privacy Last account	activity: 2 days ago Details

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 a

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



The "Set Password" form will be open with your email address.

Mon Apr 02 2018 12:21:41 GMT+0	530 (IST)		
INDIA CO Act MetaDa	DE Ita Caching System		
	Set Password : ukdmi	n80@gmail.com	
	Enter Password for your	account.	
	Password :	Enter Password	
	Confirm Password :	Enter Confirm Password	
	Enter Ir	nage Code df z _x f C Submit	
	: A- B	Site designed and developed by National Informatics Centre, lock, C.G.O. Complex, Lodhi Road, New Delhi - 110 003, INDIA.	

Enter password whatever you want to give with the code given in the image like 'dfzxf', then click on "Submit" button.

Mon Apr 02 2018 12:21:41 GMT+0	0530 (IST)		
Act MetaDa	DE ata Caching System		
	Set Password : ukdmi	in80@gmail.com	
	Enter Password for your	account.	
	Password :	••••	
	Confirm Password :		
	dfzxf	$\begin{array}{c} \mathbf{d_f} \mathbf{z_x} \mathbf{f} \\ \textbf{Submit} \end{array} \mathcal{C}$	
	A- E	Site designed and developed by National Informatics Centre, lock, C.G.O. Complex, Lodhi Road, New Delhi - 110 003, INDIA.	

If you're a "State Nodal Officer" then the screen given below will be render on your screen. At first time login

Welcome! UK Admin Login As: (ADMIN)	ADMIN of Uttarakhand (UK)	🔓 Help	L Profile	+) Logout
Home Super Admin - User Operations -				
Uttarakhand	·			
NO MINISTRY				

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.

Welcomel R Login As: (S	ural Admin STATE USER)	al Admin Ministry of Rural Development (UP) TE USER) Department of Rural Development								🗎 Help	L Profil	e 👈 Logo	out									
Home	Home User Operations -																					
Act(s) List	t : {U: Uploaded	, T: Total}																				
SI. No.	Act Number	Short Title	Year	Rule	s	Regu	lations	Notifie	ations	Ordin	ances	Stat	utes	Circu	ulars	Orde	ers	Action				
				т	U	т	U	т	U	т	U	т	U	т	U	т	U					
1	201803	Act 3	2018	1	1	0	0	0	0	0	0	0	0	0	0	0	0	View Act Details				
2	201801	Act 1 Rural	2018	2	2	1	1	1	1	1	1	1	1	1	1	1	1	View Act Details				
3	201802	Act 2 Rural	2018	2	2	1	1	1	1	0	0	0	0	1	1	1	1	View Act Details				

Welcome! UK Login As: (Al	(Admin DMIN)	ADMIN of Uttarakhand (UK)		🖺 Help 👤 Profile 🕣 Logout
Home	Super Admin + User Operat	ons +		
_				
Ministry	y .			
S	elect Ministry	NO MINISTRY (Uttarakhand)	•	
D	epartment Name			
	l	Add Department		
Departme	ents			
SI. No.	Name		A	ction
1	Department of Education		E	dit

Welcome	l UK Admin : (ADMIN)	ADMIN of Uttarakhand (UK)		🖺 Help 💄 Profile 🔸) Logout
Home	e Super Admin 🖌 User Oper	tions +			
Min	istry				
	Select Ministry	NO MINISTRY (Uttarakhand)	•		
	Department Name				
		Add Department			
Depar	tments				
SI. No	. Name		A	Action	
1	Department of Education			Edit	

.

Let's login as "State Nodal Officer"

Mon Apr 02 2018 10:37:28 GMT+0	330 (IST)	
INDIA C	aData Caching System	
	LOGIN	
	User Name : updmin80@gmail.com	
	Password :	
	New User 1 Forgot Password 1 Help	
	Site designed and developed by National Informatics Centre, A- Block, C.G.O. Complex, Lodhi Road, New Delhi - 110 003, INDIA.	

Welcome! UP Admin Login As: (ADMIN)	ADMIN of Uttar Pradesh (UP)	🔓 Help	L Profile	+) Logout
Home Super Admin - User Opera	tions -			
Uttar Pradesh	•			
Department of Education				
Department of Public Administration				
Department of Rural Development				

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.

Welcome! UP Admin Login As: (ADMIN)	ADMIN	of Uttar P	radesh (UP)											•	i Help	>	⊥ P	rofile 🔁 Logout
Home Super Admin - User Operat	tions 🗸																	
								Depar	tment	of Edu	ucatio	n						
Uttar Pradesh	•								(NO MI	NISTRY)								
Department of Education		L U	ser List															
Department of Public Administration		#	Name			Depart	ment				Emai	I			Mol	bile I	No.	Role
Department of Rural Development		1	UP Admin			-					updm	nin80@	gma	il.com	123	4		STATE ADMIN
		sadf	wer															
		💂 U	ploaded Meta-Da	ata Sta	atus	: {U: Up	loaded I	No.of Re	cords, T:	Total N	o. of Re	cords	ł					
			Act	Rule	es	Regul	ations	Notific	ations	Ordina	ances	State	ites	Circ	ulars	Ord	ders	
		#		т	U	т	U	т	U	т	U	т	U	т	U	т	U	
		1	Dummy Act 1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	View Act Details
		2	Education Act 2	2	2	1	1	1	1	1	1	1	1	1	1	1	1	View Act Details
																	_	

Following two menus are given to the "State Nodal Officer", as show in next two screens.

Welcome! UP Admin Login As: (ADMIN)	AD	IIN of Uttar Pradesh (UP)	🔓 Help	L Profile	+) Logout
Home Super	r Admin - User Operations -				
Add/ Add/ Uttar Pradesn	/Edit Ministry /Edit Department				
Department of Educ	cation				
Department of Publ	lic Administration				
Department of Rura	al Development				
localhost:8080/icar3/login#					

Welcome! UP Admin Login As: (ADMIN)	ADMIN of U	ar Pradesh (UP)		Help	L Profile	➔ Logout
Home Super Admin 🗸	User Operations -					
Uttar Pradesh Department of Education Department of Public Administr Department of Rural Development	Add/Edit Act Add/Edit Rules Add/Edit Notification Add/Edit Notification Add/Edit Circular Add/Edit Statute Add/Edit Ordinance Add/Edit Order					

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".

Welcome! UP / Login As: (AD	Admin MIN)	ADMIN of Uttar Pradesh (UP)	🖿 Help	💄 Profile 🔹 Logout
Home	Super Admin - User Operatio	15 -		
Ministry				
Mir	istry Name			
Bel	ongs To Utt	r Pradesh		
Abl	previation			
	Add	Ministry		
Ministries	3			
SI. No.	Name	Abbreviation	Central/State	Action
1	Ministry of Rural Development		Uttar Pradesh	Edit
2	NO MINISTRY	NM	Uttar Pradesh	Edit

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"

User Operations +	
Ministry of Rural Development (Uttar Pradesh)]
Add Department	
	Action
iral Development	Edit
, Ru	Add Department Rural Development

If there not any ministry, then by default "NO MINISTRY" will be shown, if not then please select it, then add the departments.

localhost:8080/icar3/login

Welcome! Login As:	UP Admin (ADMIN)	ADMIN of Uttar Pradesh (UP)	🖺 Help 💄 Profile 🛛 Logout
Home	e Super Admin 👻 User C	perations +	
_			
Mini	stry		
	Select Ministry	NO MINISTRY (Uttar Pradesh)	
	Department Name		
		Add Department	
Depart	ments		
SI. No.	Name		Action
1	Department of Education		Edit
2	Department of Public Adm	nistration	Edit

"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.

Welcomet UP Admin Login As: (ADMIN)	ADMIN of Uttar Pradeeh (UP)				🖡 Help 💄 Profile 🕣 Logout
Acts state					
Add No. of Acts to be Uploaded	is the maximum number of Arts round)				
Uploaded = 0	na site makematin manimizer en mater operating				
Select Ministry	SELECT MINISTRY FROM LIST			•	
Select Department					
Act Name *					
Long Title					
				li.	
Act Number *		Year *			
No. of Rules		No. of Notifications			
No. of Regulations		No. of Circulars			
No. of Statutes		No. of Ordinances			
No. of Order		Enact Date *	WWW HIM DD		
			TTTPRIMOD		
Enforcement Date		So Reason			
Available ID		Notification No.			
Kawaperts		Beneal	Phase II used to possed the set. This set us	I est show	
Nywords			anywhere.)	a not brow	
Reference Act					
	Add Belenzon			11	

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.

Welcome! UP Admin Login As: (ADMIN)	ADMIN of Uttar Pradesh (UP)		1	Help 💄 Profile	➔ Logout
Home Super Admin - User Oper	ations -				
Acts state					
Add No. of Acts to be Upload	ed				
Total Acts ::	Update No. of Acts (This is the maximum number of	of Acts count.)			
Uploaded :: 0					
Select Ministry	✓ SELECT MINISTRY FROM LIST				
	Ministry of Rural Development NO MINISTRY				
Select Department					
				•	
Act Name *					
Act Name *					
Long Title					
				h	
Act Number *		Year *			
No. of Dulos		No. of Notifications			
No. of Hules		No. of Nouncations			
No. of Regulations		No. of Circulars			

Welcome! UP Admin Login As: (ADMIN)	ADMIN of Uttar Pradesh (UP)	🔓 Help	Profile	➔ Logout				
Home Super Admin - User Opera	ations +							
Acts state								
Add No. of Acts to be Uploade	vd							
Total Acts ::	Update No. of Acts (This is the maximum number of Acts count.)							
Uploaded :: 0								
Select Ministry	Ministry of Rural Development							
Select Department	SELECT DEPARTMENT FROM LIST Department of Rural Development							
Act Name *								
Long Title		li						
Act Number *	Year *							
No. of Rules	No. of Notifications							
No. of Regulations	No. of Circulars							

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.

Welcome! UP Admin Login As: (ADMIN)	ADMIN of Uttar Pradesh (UP)	Help	L Profile	 Logout
Home Super Admin + User Operat	ions +			
Acts state				
Add No. of Acts to be Uploaded				
Total Acts :: 2	Update No. of Acts (This is the maximum number of Acts count.)			
Uploaded :: 2				
Select Ministry	Ministry of Rural Development	•		
Select Department	Department of Rural Development	•		
Act Name *				
Long Title		li		
Act Number *	Year *			
No. of Rules	No. of Notifications			
No. of Regulations	No. of Circulars			

	No. of Regulations			No. of Circulars				
	No. of Statutes			No. of Ordinance	S			
	No. of Order			Enact Date *	YY	YY-MM-DD		
	Enforcement Date			So Reason				
	Available ID			Notification No.				
	Keywords		li.	Repeal	■ (C act. ⁻ anyw	heck If want to re This act will not si /here.)	peal the now	
	Reference Act	Add Defenses					li.	
		Add Act						
Acts								
SI	Short Title		Act Number	Year Enact Date	Lipload File	Show File	Action / Status	Send for Approval
1	Act 1 Rural		201801	2018 2018-01-01	Upload		Edit Delete	ocita for Approval
2	Act 2 Rural		201802	2018 2018-01-01	Upload		Edit Delete	

Enter the data for the Act.

Select Department	Department of Rural Development		·
Act Name *	Act 3 Rural		
Long Title			
Act Number *	201803	Year *	2018
No. of Rules		No. of Notifications	
No. of Regulations		No. of Circulars	
No. of Statutes		No. of Ordinances	
No. of Order		Enact Date *	2018-01-01
Enforcement Date		So Reason	
Available ID		Notification No.	
Keywords		Repeal	Check If want to repeal the act. This act will not show anowhere)

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.

	No. of Regulations			No	o. of Circulars				
	No. of Statutes			No	o, of Ordinances				
	No. of Order			En	act Date *	20	018-01-01		
	Enforcement Date			So	Reason				
			Please upo	date the tota	al number of Acts h	ave.			
	Available ID								
					OK				
	Keywords			Re	UK		Check If want to re	peal the	
						act. anyv	where.)	10W	
	Reference Act								
		Add Reference						14	
		Add Act							
Acts									
SI.	Short Title		Act Number	Year	Enact Date	Upload File	Show File	Action / Status	Send for Approval
1	Act 1 Rural		201801	2018	2018-01-01	Upload		Edit Delete	
2	Act 2 Rural		201802	2018	2018-01-01	Upload		Edit Delete	

s: (ADMIN)	ADMIN of Uttar Pradesh (UP)		🖹 Help 👤 Profile 🏼 🕈							
ne Super Admin - User (Dperations -									
icte stata										
Add No. of Acts to be Upl	oaded									
Total Acts :: 3	Update No. of Acts This is the maximum	m number of Acts count.)								
Uploaded :: 2										
Select Ministry	Ministry of Rural Development	linistry of Rural Development								
Select Department	Department of Rural Development	Department of Rural Development								
Act Name *	Act 3 Rural									
Long Title										
Act Number *	201803	Year *	2018							
No. of Rules		No. of Notifications								
No. of Regulations		No. of Circulars								

Welcome! UP Admin Login As: (ADMIN)	ADMIN of Uttar Pr	adesh (UP)			Help	L Profile	◆〕 Logout				
Home Super Admin - User Operat	ions 🗸										
Acts state											
Add No. of Acts to be Uploaded	I										
Total Acts :: 3	Update No. of Acts (This is	Update No. of Acts (This is the maximum number of Acts count.)									
Uploaded :: 2											
Select Ministry	Ministry of Rural Developme	ent		•							
Select Department	Department of Rural Develo	Department of Rural Development									
Act Name *	Act 3 Rural										
Long Title					li						
Act Number *	201803		Year *	2018							
No. of Rules			No. of Notifications								
No. of Regulations			No. of Circulars								

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.

No. of Order		Enact Date *	YYYY-MM-DD
Enforcement Date		So Reason	
Available ID		Notification No.	
Keywords		Repeal	(Check If want to repeal the act. This act will not show anywhere.)
Reference Act			
	Add Reference		lb.
	Add Act		

Short Title	Act Number	Year	Enact Date	Upload File	Show File	Action / Status	Send for Approval
Act 3 Rural	201803	2018	2018-01-01	Upload		Edit Delete	
Dummy Act 1 Public Administration	201801	2018	2018-01-01	Upload		Edit Delete	
Dummy Act 1	2018	2018	2018-04-28	Upload		Edit Delete	
Dummy Education Act 2	201801	2018	2018-01-01	Upload		Edit Delete	
Act 1 Rural	201801	2018	2018-01-01	Upload	**	Edit Delete	
Act 2 Rural	201802	2018	2018-01-01	Upload	2	Edit Delete	
Dummy Act 2 Public Administration	201801	2018	2018-01-01	Upload	**	Edit Delete	
	Short Title Act 3 Rural Dummy Act 1 Public Administration Dummy Act 1 Dummy Education Act 2 Act 1 Rural Act 2 Rural Dummy Act 2 Public Administration	Short Title Act Number Act 3 Fural 201803 Dummy Act 1 Public Administration 201801 Dummy Act 1 2018 Dummy Act 1 2018 Dummy Act 1 201801 Act 1 Rural 201801 Act 1 Rural 201801 Act 2 Rural 201802 Dummy Act 2 Public Administration 201801	Short Title Act Number Year Act 3 Fural 201803 2018 Dummy Act 1 Public Administration 201801 2018 Dummy Act 1 2018 2018 Dummy Act 1 2018 2018 Dummy Act 1 2018 2018 Dummy Education Act 2 201801 2018 Act 1 Fural 201802 2018 Act 2 Rural 201802 2018 Dummy Act 2 Public Administration 201801 2018	Short Title Act Number Year Enact Date Act 3 Rural 201803 2018 2018-01-01 Durmmy Act 1 Public Administration 201801 2018 2018-01-01 Durmmy Act 1 2018 2018 2018-01-01 Durmmy Act 1 2018 2018 2018-01-02 Durmmy Education Act 2 2018 2018-01-01 Act 1 Rural 201801 2018 2018-01-01 Act 2 Rural 201802 2018 2018-01-01 Durmmy Act 2 Public Administration 201801 2018 2018-01-01	Short Title Act Number Year Enact Date Upload File Act 3 Rural 201803 2018 2018-01-01 Upload Durmmy Act 1 Public Administration 201801 2018 2018-01-01 Upload Durmmy Act 1 201801 2018 2018-01-01 Upload Durmmy Act 1 201801 2018 2018-01-01 Upload Durmmy Education Act 2 201801 2018 2018-01-01 Upload Act 1 Rural 201801 2018 2018-01-01 Upload Act 2 Rural 201802 2018 2018-01-01 Upload Durmmy Act 2 Public Administration 201801 2018 2018-01-01 Upload	Short Title Act Number Year Enact Date Upload File Show File Act 3 Rural 201803 2018 2018-01-01 Upload Upload Image: Short State Image: Short State Upload Image: Short State Image: Short State <t< th=""><th>Short TitleAct NumberYearEnact DateUpload FileShow FileAction / StatusAct 3 Rural20180320182018-01-01UploadEditDeteoDummy Act 1 Public Administration20180120182018-01-01UploadEditDeteoDummy Act 1201820182018-01-01UploadEditDeteoDummy Act 120180120182018-01-01UploadEditDeteoDummy Education Act 220180120182018-01-01UploadEditDeteoAct 1 Rural20180220182018-01-01UploadEditDeteoAct 2 Rural20180220182018-01-01UploadEditDeteoDummy Act 2 Public Administration20180120182018-01-01UploadEditDeteo</th></t<>	Short TitleAct NumberYearEnact DateUpload FileShow FileAction / StatusAct 3 Rural20180320182018-01-01UploadEditDeteoDummy Act 1 Public Administration20180120182018-01-01UploadEditDeteoDummy Act 1201820182018-01-01UploadEditDeteoDummy Act 120180120182018-01-01UploadEditDeteoDummy Education Act 220180120182018-01-01UploadEditDeteoAct 1 Rural20180220182018-01-01UploadEditDeteoAct 2 Rural20180220182018-01-01UploadEditDeteoDummy Act 2 Public Administration20180120182018-01-01UploadEditDeteo

If we select "Ministry" then "Department" then its related acts will be shown in the table given below.

/elcome! UP Admin ogin As: (ADMIN)	ADMIN of Uttar Pra	idesh (UP)				🔓 Help	Profile	➔ Logout				
Home Super Admin -	User Operations -											
Acts state												
Add No. of Acts to	be Uploaded											
Total Acts :: 3	Update No. of Acts (This is	the maximum number	r of Acts count.)									
Uploaded :: 3												
Select Ministry	Ministry of Rural Development	Ministry of Rural Development										
Select Department	Department of Rural Develop	Department of Rural Development										
Act Name *												
Long Title												
Act Number *			Year *									
No. of Rules			No. of Notifications									
No. of Regulations			No. of Circulars									
No. of Statutes			No. of Ordinances									
No. of Order			Enact Date *									
Enforcement Date			So Reason									
Augilable ID												
			Nouncation No.									
Keywords		li	Repeal	(Cheact. The anywheact)	eck If want to repea is act will not show ere.)	al the /						
Reference Act												
	Add Beference					10						
	Add Act											
A-10												
SI Chart Titla		Act Number	Vegr Enect Data	Lipload File	Show File	Action / Status	Cond	for Approval				
1 Act 3 Rural		201803	2018 2018-01-01	Upload	SHOW FILE	Edit Delete	Send	or Approval				
2 Act 1 Rural		201801	2018 2018-01-01	Upload		Edit Delete						
3 Act 2 Rural		201802	2018 2018-01-01	Upload		Edit Delete						

							_		
	No. of Statutes	Upload	I File				×		
	No. of Order	Brows	e No file selected.						
	Enforcement Date	Upload							
	Available ID			No	tification No.				
	Keywords			Re	peal	■ (C act. anyw	heck If want to re This act will not sh vhere.)	ceal the ow	
	Reference Act							li.	
		Add Act							
Acts									
SI	Short Title		Act Number	Year	Enact Date	Upload File	Show File	Action / Status	Send for Approval
1	Act 3 Rural		201803	2018	2018-01-01	Upload	enen The	Edit Delete	ound for Approval
2	Act 1 Rural		201801	2018	2018-01-01	Upload		Edit Delete	
3	Act 2 Rural		201802	2018	2018-01-01	Upload		Edit Delete	

Upload the file by clicking on "Upload" button. Click on "Browse..." button.

Locate and select the file.

				actfiles	٢		Q Search		
	No. of Statutes	Favorites	5.0						
	No. of Order	 iCloud Drive Applications 	PDF						
	Enforcement Date	Desktop							
	Available ID	Downloads							
	Keywords	Devices Ashish's MacB Remote Disc							
	Reference Act	Music						11	
		Hide extension					Cancel Ope	n	
		Add Act							
Acts									
SI.	Short Title		Act Number	r Year	Enact Date	Upload File	Show File	Action / Status	Send for Approval
2	Act 1 Rural		201803	2018	2018-01-01	Upload		Edit Delete	
3	Act 2 Rural		201802	2018	2018-01-01	Upload		Edit Delete	

As file selected click on "Upload" Button.

							_		
	No. of Statutes	Uploa	d File				×		
	No. of Order	Brow	se Act 3.pdf						
	Enforcement Date	Uploa	d						
	Available ID		-	Notifica	ation No.		-		
	Keywords			Repeal		■ (Cł act. T anyw	neck If want to rep his act will not sho here.)	eal the ow	
	Reference Act								
		Add Reference							
		Add Act							
Acts									
SI.	Short Title		Act Number	Year En	act Date	Upload File	Show File	Action / Status	Send for Approval
1	Act 3 Rural		201803	2018 20	18-01-01	Upload		Edit Delete	
2	Act 1 Rural		201801	2018 201	18-01-01	Upload		Edit Delete	
3	Act 2 Rural		201802	2018 20	18-01-01	Upload		Edit Delete	

As file select then "PDF" related icon will be showin 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.

No. of Statutes		No. of Orc	linances		
No. of Order		Enact Dat	YYYY-MM	-DD	
Enforcement Date		So Reaso	n		
Available ID		Notificatio	on No.		
Keywords		Repeal	■ (Check If act. This act anywhere.)	want to repeal the will not show	
Reference Act					
	Add Reference				
	Add Act				

Acta								
SI.	Short Title	Act Number	Year	Enact Date	Upload File	Show File	Action / Status	Send for Approval
1	Act 3 Rural	201803	2018	2018-01-01	Upload		Edit Delete Final Submit	
2	Act 1 Rural	201801	2018	2018-01-01	Upload		Edit Delete	
3	Act 2 Rural	201802	2018	2018-01-01	Upload		Edit Delete	

Acts								
SI.	Short Title	Act Number	Year	Enact Date	Upload File	Show File	Action / Status	Send for Approval
1	Act 3 Rural	201803	2018	2018-01-01	Upload		Edit Delete	
2	Act 1 Rural	201801	2018	2018-01-01	Upload		Edit Delete	
3	Act 2 Rural	201802	2018	2018-01-01	Upload		Edit Delete	

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.

Welcome! UP Admin Login As: (ADMIN)	ADMIN of Uttar Pradesh (UP)			🗎 Help	L Profile	➔ Logout
Home Super Admin - User Op	erations -					
Acts state	adad					
Total Acts :: 3	Lindste No. of Acts (This is the maximum nur	mber of Acts count.)				
Uploaded :: 3		,				
Select Ministry	Ministry of Rural Development			-		
	Ministry of Aural Development			-		
Select Department	Department of Rural Development			•		
Act Name *	Act 3 Rural					
Long Title						
				li,		
Act Number *	201803	Year *	2018			
	201000		2010			
No. of Rules	0	No. of Notifications	0			
No. of Regulations	0	No. of Circulars	0			
Go back one page						
Pull down to show history No. of Statutes	0	No. of Ordinances	0			
			•			
No. of Order		Enact Date *	2018-01-01			
Enforcement Date		So Reason				
Available ID		Notification No.				
				_		
Keywords	2018-01-01	Repeal	(Check If want to repeal the act. This act will not show			
	line and the second sec		anywhere.)			
Reference Act						
	NO REFERENCE			//		
	Add Reference					
	Update Act Info Cancel Update					
Acts						

SI.	Short Title	Act Number	Year	Enact Date	Upload File	Show File	Action / Status	Send for Approval
1	Act 3 Rural	201803	2018	2018-01-01	Upload	**		
2	Act 1 Rural	201801	2018	2018-01-01	Upload	**		
3	Act 2 Rural	201802	2018	2018-01-01	Upload	**		

If data is updated then must click on "Final Submit" for final submission.

No. of Statutes		No. of Ordinances	
No. of Order		Enact Date *	YYYY-MM-DD
Enforcement Date		So Reason	
Available ID		Notification No.	
Keywords		Repeal	■ (Check If want to repeal the act. This act will not show
Reference Act	10		anywhere.)
	Add Reference		10
	Add Act		

Si. Short Title Act Number Year Enact Date Upload File Show File Action / Status Send ful 1 Act 3 2018.01 2018.01.01 Upload File East Deteor Final Submit 2 Act 1 Burgl 2018.01 2018.01.01 Upload File Deteor Final Submit	Acts								
1 Act 3 201803 2018 2018-01-01 Upload The Delete Final Submit 2 Act 1 Rural 201801 2018 2018-01-01 Upload The Delete Final Submit	SI.	Short Title	Act Number	Year	Enact Date	Upload File	Show File	Action / Status	Send for Approval
2 Act 1 Burgi 201801 2018-01-01 Upload 🖃 Edit Dalate	1	Act 3	201803	2018	2018-01-01	Upload	**	Edit Delete Final Submit	
	2	Act 1 Rural	201801	2018	2018-01-01	Upload	=	Edit Delete	
3 Act 2 Rural 201802 2018 2018-01-01 Upload 🖹 Edit Delete	3	Act 2 Rural	201802	2018	2018-01-01	Upload		Edit Delete	

Acts								
SI.	Short Title	Act Number	Year	Enact Date	Upload File	Show File	Action / Status	Send for Approval
1	Act 3	201803	2018	2018-01-01	Upload	=	Edit Delete	
2	Dummy Act 1 Public Administration	201801	2018	2018-01-01	Upload		Edit Delete	
3	Dummy Act 1	2018	2018	2018-04-28	Upload		Edit Delete	
4	Dummy Education Act 2	201801	2018	2018-01-01	Upload		Edit Delete	
5	Act 1 Rural	201801	2018	2018-01-01	Upload	=	Edit Delete	
6	Act 2 Rural	201802	2018	2018-01-01	Upload		Edit Delete	
7	Dummy Act 2 Public Administration	201801	2018	2018-01-01	Upload		Edit Delete	

A	cts								
	SI.	Short Title	Act Number	Year	Enact Date	Upload File	Show File	Action / Status	Send for Approval
	1	Act 3	201803	2018	2018-01-01	Upload		Edit Delete	
	2	Act 1 Rural	201801	2018	2018-01-01	Upload		Edit Delete	
	3	Act 2 Rural	201802	2018	2018-01-01	Upload	***	Edit Delete	

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.

	ADMIN of Uttar Pradesh (UP)	🔓 Help 💄 Profile 🔿 Log
me Super Admir	n v User Operations v	
Rule		
Add No. of Rules to	o be Uploaded	
Total Rules : 0	Update No. of Rules	
(Enter maximum nur	mber of rules 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	
	Dummy Act 1 Public Administration	
Title	Dummy Education Act 2 Act 1 Bural	
Date	Act 2 Rural Dumm Act 2 Dublic Administration	
	burning Act 2 Public Administration	
Description		
mol LIP Admin		
me! UP Admin As: (ADMIN)	ADMIN of Uttar Pradesh (UP)	🔓 Help 💄 Profile 🔸 Log
ame! UP Admin As: (ADMIN)	ADMIN of Uttar Pradesh (UP)	🖺 Help 💄 Profile 🔹 Loj
ome! UP Admin As: (ADMIN) Me Super Admin	ADMIN of Uttar Pradesh (UP)	🔓 Help 👤 Profile 🏾 Do
emel UP Admin As: (ADMIN) IME Super Admin	ADMIN of Uttar Pradesh (UP) n - User Operations -	🖺 Help 💄 Profile 🕣 Lo
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Rule Add No. of Rules to Total Rules : 0 (Enter maximum num Uploaded : 0 Select Ministry	ADMIN of Uttar Pradesh (UP) n User Operations o be Uploaded Update No. of Rules mber of rules that the act "Act 3" have and then click the update button.) Ministry of Rural Development	i Help 🛓 Profile 🕤 Log
As (ADMIN) ME Super Admin Rule Add No. of Rules to Total Rules : 0 (Enter maximum nur Uploaded : 0 Select Ministry	ADMIN of Uttar Pradesh (UP) n User Operations o be Uploaded Update No. of Rules mber of rules that the act "Act 3" have and then click the update button.) Ministry of Rural Development	🔓 Help 🛓 Profile 🕒 Log
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Rule Add No. of Rules to Total Rules : Uploaded : 0 Select Ministry Select Department	ADMIN of Uttar Pradesh (UP) n User Operations User Operations Update No. of Rules mber of rules that the act "Act 3" have and then click the update button.) Ministry of Rural Development Department of Rural Development	🖺 Help 🛓 Profile 🌒 Log
Rule Add No. of Rules to Total Rules Center maximum nur Uploaded : 0 Select Ministry Select Add Select Act	ADMIN of Utter Pradesh (UP) n User Operations User Operations o be Uploaded Update No. of Rules mber of rules that the act "Act 3" have and then click the update button.) Ministry of Rural Development · Department of Rural Development · · · · · · · · · · · · · · · · · ·	🖺 Help 上 Profile 🌒 Log
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Rule Add No. of Rules to Total Rules: O (Enter maximum nur Uploaded : 0 Select Ministry Select Department Select Act Title	ADMIN of Uttar Pradesh (UP) n Ver Operations • o be Uploaded Update No. of Rules mber of rules that the act "Act 3" have and then click the update button.) Ministry of Rural Development • - - - - - - - - - - - -	🖺 Help 上 Profile 🌒 Log
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mel UP Admin As: (ADMIN) The Super Admir Rule Add No. of Rules to Total Rules : 0 (Enter maximum nur Uploaded : 0 Select Ministry Select Department Select Act Title Date	ADMIN of Uttar Pradesh (UP) n Ver Operations • o be Uploaded Update No. of Rules mber of rules that the act *Act.3* have and then click the update button.) Ministry of Rural Development Department of Rural Development · · · · · · · · · · · · · · · · · ·	🖡 Help 上 Profile 🌒 Log
mel UP Admin As: (ADMIN) The Super Admin Rule Add No. of Rules to Total Rules : 0 (Enter maximum nur Uploaded : 0 Select Ministry Select Department Select Act Title Date Description	ADMIN of Uttar Pradesh (UP) n • User Operations • o be Uploaded Update No. of Rules mber of rules that the act *Act 3* have and then click the update button.) Ministry of Rural Development •SELECT ACT FROM LIST	🖡 Help 🗜 Profile
mel UP Admin As: (ADMIN) The Super Admir Rule Add No. of Rules to Total Rules : 0 (Enter maximum nur Uploaded : 0 Select Ministry Select Department Select Act Title Date Description	ADMIN of Uttar Pradesh (UP) n • User Operations • o be Uploaded Update No. of Rules mber of rules that the act *Act 3* have and then click the update button.) Ministry of Rural Development •SELECT ACT FROM LIST Act 3 Act 3 Rural Act 2 Rural Act 2 Rural YYYY / MM / DD (format: YYYY/MM/DD)	🖡 Help 🗜 Profile

Total Rules : 2	Update No. of Rules
(Enter maximum nu Uploaded : 2	umber of rules that the act " <u>Act 1 Rural</u> " have and then click the update button.)
Select Ministry	SELECT MINISTRY FROM LIST
Select Department	
Select Act	Act 1 Rural •
Title	
Date	YYYY / MM / DD (format: YYYY/MM/DD)
Description	
Add Rule	

Rules					
SI.No.	Title	Upload File	Show File	Action / Status	Send for Approval
1	Rule 1 Act 1 Rural	Upload	*	Edit Delete	
2	Rule 2 Act 1 Rural	Upload	:	Edit Delete	

Rule						
Add No. of Rules to	o be Uploaded					
Total Rules : 0	Update No. of Rules					
(Enter maximum nu Uploaded : 0	mber of rules that the act " <u>Act 3</u> " have and then click the update button.)					
Select Ministry	SELECT MINISTRY FROM LIST		•			
Select			•			
Department			_			
Select Act	Act 3	•				
Title						
Date	YYYY / MM / DD (format: YYYY/MM/DD	9				
Description						
Add Rule						
ules						
.No. Title			Upload File	Show File	Action / Status	Send for Approval

Rule	
Add No. of Rules to	e Uploaded
Total Rules : 0	Update No. of Fules
(Enter maximum nu Uploaded : 0	er of rules that the act "Act 3" have and then click the update button.)
Select Ministry	SELECT MINISTRY FROM LIST
Select	
Department	
Select Act	Act 3
Title	Rule 1 Act 3
Date	2018 / MM / DD (format: YYYY/MM/DD)
Description	
Add Rule	
Rules	
Sl.No. Title	Upload File Show File Action / Status Send for Approval

Add No. of Rules	s to be Uploaded		
Total Rules : 0	Update No. of Rules		
(Enter maximum r Uploaded : 0	number of rules that the act " <u>Act 3</u> " have and th	en click the update button.)	
Select Ministry	SELECT MINISTRY FROM LIST	Please update the total number of rules that the act "Act 3" have.	
Select			
Department		OK	
Select Act	Act 3	·	
Title	Rule 1 Act 3		
Date	2018 / MM / DD	(format: YYYY/MM/DD)	
Description			
Add Bule			

Rule					
Add No. of Rules to	be Uploaded				
Total Rules : 1	Update No. of Rules				
(Enter maximum num) Uploaded : 0	per of rules that the act * Act 3 * have and then click the update button.)				
Select Ministry	SELECT MINISTRY FROM LIST	•			
Select Department		•			
Select Act	Act 3		1		
Title	Rule 1 Act 3				
Date	2018 / MM / DD (format: YYYY/MM/DD)				
Description					
Add Rule					
Rules					
SI.No. Title		Upload File	Show File	Action / Status	Send for Approval

Rule				
Add No. of Rules t	o be Uploaded			
Total Rules : 1	Update No. of Rules			
(Enter maximum nu Uploaded : 1	mber of rules that the act " <u>Act 3</u> " have and then click the update button.)			
Select Ministry	SELECT MINISTRY FROM LIST	•		
Select Department		•		
Select Act	Act 3 •		I.	
Title				
Date	YYYY / MM / DD (format: YYYY/MM/DD)			
Description				
Add Rule				
Rules				Orach fan Annanad
si.no. Title Bule 1.A	ict 3	Upload File S	now File Action / Status	Send for Approval
Hule 17		Upload	Edit Delete	

For the Notification/Regulation/Circular/Statute/Ordinance/Order the operations are same then screen for all are given below.

Add No. of Notifica	ations to be Uploaded			
Total Notifications ::	Update No. of Notifications			
(Enter maximum nu Uploaded :: 0	mber of notifications that the act "Act 3" have and then click	the update button.)		
Select Ministry	SELECT MINISTRY FROM LIST	•		
Select Department		•		
Select Act	Act 3	•	l I	
Description				
Date	YYYY / MM / DD (format:	YYYY/MM/DD)		
Reference				
Add Notificat	ion			
otifications				

·	poate No. or Regulations							
iber of regulations that the a	act " <u>Act 3</u> " have and t	hen click the update butto	on.)					
SELECT MINISTRY FR	OM LIST			•				
				•				
Act 3			-					
YYYY / MM / I	DD	(format: YYYY/MM/DD)						
n								
	SELECT MINISTRY FR	SELECT MINISTRY FROM LIST Act 3 YYYYY / MM / DD	SELECT MINISTRY FROM LIST Act 3 YYYYY / MM / DD (format: YYYY/MM/DD)	SELECT MINISTRY FROM LIST Act 3 YYYYY / MM / DD (format: YYYY/MM/DD)	SELECT MINISTRY FROM LIST • Act 3 • YYYYY / MM / DD (format: YYYY/MM/DD)	SELECT MINISTRY FROM LIST	SELECT MINISTRY FROM LIST • Act 3 • YYYYY / MM / DD (format: YYYY/MM/DD)	SELECT MINISTRY FROM LIST Act 3 YYYYY / MM / DD (format: YYYY/MM/DD)

Circular								
Add No. of Circula	rs to be Uploaded							
Total Circulars :: 0		Update No. of Circulars						
(Enter maximum nu Uploaded :: 0	mber of circulars that t	he act " <u>Act 3</u> " have and ther	click the update button.)					
Select Ministry	SELECT MINIST	RY FROM LIST			•			
Select Department					•			
Select Act	Act 3			•		1		
Description								
Date	YYYY / MM	/ DD	(format: YYYY/MM/DD)					
Reference								
Add Circular								
Circulars								
SI.No. Descrip	tion				Upload File	Show File	Action / Status	Send for Approval

Statute					
Add No. of Statutes	to be Uploaded				
Total Statutes : 0	Update No. of Statutes				
(Enter maximum num Uploaded : 0	per of statutes that the act " <u>Act 3</u> " have and then click the update button.)				
Select Ministry	SELECT MINISTRY FROM LIST	•			
Select Department		•			
Select Act	Act 3		1		
Title					
Date	YYYYY / MM / DD (format: YYYY/MM/DD)				
Description					
Add Statute					
Statutes					
SI.No. Title		Upload File	Show File	Action / Status	Send for Approval

Ordinance							
Add No. of Ordina	nces to be Uploaded						
Total Ordinances :	0	Update No. of Ordinances					
(Enter maximum nu Uploaded : 0	umber of ordinances that	the act "Act 3" have and th	en click the update button.)				
Select Ministry	SELECT MINISTRY	Y FROM LIST		•			
Select Department				•			
Select Act	Act 3		•		I		
Title							
Date	YYYY / MM	DD	(format: YYYY/MM/DD)				
Description							
Add Ordinar							
Ordinances							
SI.No. Title				Upload File	Show File	Action / Status	Send for Approval

Order				
Add No. of Orde	rs to be Uploaded			
Total Orders :: 0	Update No. of Orders			
(Enter maximum Uploaded :: 0	number of orders that the act " <u>Act 3</u> " have and then click the update button.)			
Select Ministry	SELECT MINISTRY FROM LIST	•		
Select Department		•		
Select Act	Act 3	•	1	
Description				
Date	YYYY / MM / DD (format: YYYY/MM/DD)			
Reference				
Add Order	l			
Orders				
SI.No. Desci	iption	Upload File	Show File Action / Status	Send for Approval

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.

Welcome! R Login As: (S	ural Admin STATE USER)	Ministry of Rural Development (UP) Department of Rural Development									н 🕯	lelp	1	Profile	÷Э Ц	ogout								
Home	e User Oper	ations -																						
Act(s) List	t : {U: Uploaded	, T: Total}																						
SI. No.	Act Number	Short Title	Year	Rule	s	Regul	ations	Notifie	cations	Ordin	ances	Stat	utes	Circ	ulars	Ord	ers	Action						
				т	U	т	U	т	U	т	U	т	U	т	U	т	U							
1	201803	Act 3	2018	1	1	0	0	0	0	0	0	0	0	0	0	0	0	View Act Details						
2	201801	Act 1 Rural	2018	2	2	1	1	1	1	1	1	1	1	1	1	1	1	View Act Details						
3	201802	Act 2 Rural	2018	2	2	1	1	1	1	0	0	0	0	1	1	1	1	View Act Details						

Welcomel Rural Admin Login As: (STATE USER)	Ministry of Rural Development (UP) Department of Rural Development	🔓 Help 💄 Profile භ Logout
Home User Operations -		
Act Details		View In Details
Act Id	AC_UP_222_133_00003_00003_1522647538064	Rules
Act Number	201803	NetWorkson
Short Title	Act 3	Notifications
Long Title		Regulations
Year	2018	Circulars
View (Act File)		
Ministry	Ministry of Rural Development	Statutes
Department	Department of Rural Development	Ordinances
Enact Date	2018-01-01	Orders
Soreason		
Enforcement Date		
Notification No.		

Wi Lo	alcome! Rural Admin gin As: (STATE USER)	∎ +	lelp	L Profile	➔ Logout			
	Home User Operations -							
	Rules Details							
	Rule Id	Title	Year	View (Rules File)				
	RU_UP_222_133_00001_1522649162905							

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.

Mon Apr 02 2018 11:43:32 GMT+0530 (IST) INDIA CODE Act MetaData Caching System				
	Message Sorry! No Notification Available Back GOTO Home			
Site designed and developed by National Informatics Centre, A- Block, C.G.O. Complex, Lodhi Road, New Delhi - 110 003, INDIA.				

Welcome! Rural Admin Login As: (STATE USER)	Ministry of Rural Development (UP) Department of Rural Development	🖺 Help 💄 Profile 🔸 Logout
Home User Operations +		
Act Details		View In Details
Act Id	AC_UP_222_133_00003_00003_1522647538064	Rules
Act Number	201803	
Short Title	Act 3	Nouncations
Long Title		Regulations
Year	2018	Circulars
View (Act File)		
Ministry	Ministry of Rural Development	Statutes
Department	Department of Rural Development	Ordinances
Enact Date	2018-01-01	Orders
Soreason		
Enforcement Date		
Notification No.		

To logout click on "Logout", you'll be on the "LOGIN" screen again.

Mon Apr 02 2018 15:13:34 GMT+0530 (IS	η			
INDIA COD Act MetaData C	E aching System			
	GIN			
Us	er Name : Enter e-mail address			
Pa	ssword : Enter Password			
	Enter Image Code m b _{r ka} C			
Ne	w User Forgot Password Help Help (for State)			
Site designed and developed by National Informatics Centre, A- Block, C.G.O. Complex, Lodhi Road, New Delhi - 110 003, INDIA.				