

## Frequently Asked Questions (FAQs)

**1. What is the URL of MPLADS website?**

**Answer:** Production/Live server- [mplads@nic.in](mailto:mplads@nic.in)

**Stagging/Test Server-** <http://164.100.34.59/mplads>

**2. How many Stakeholders in the MPLADS portal?**

**Answer:** In the portal there are five Stakeholders, viz. Ministry, Hon'ble MP, State/UT, District and Citizens. Ministry, Hon'ble MP, State/UT and District have their own User ID and password to access the portal. Citizen can access the portal without login credential.

**3. What is Username and Password of my District/State?**

**Answer:** For getting the user name and password kindly mail on [mplads@nic.in](mailto:mplads@nic.in).

**4. What is the role of MP in the Portal?**

**Answer:** Hon'ble MP can:-

- (i). recommend the work.
- (ii). see the progress of works.

**5. What is the role of Ministry in the Portal?**

**Answer:** Ministry update the releases of MPLADS Funds, monitors the progress of work through Work Management System (WMS) and monitors the expenditure at macro level.

**6. What is the role of State/UT in the Portal?**

**Answer:** State/UT monitors and supervises the implementation of MPLAD Scheme in in the entire State/UT through this Portal. State/UT can also generate the reports as per their requirement.

**7. What is the role of District in the Portal?**

**Answer:** Role of district:-

- 1. To enter the offline recommendations received from Hon'ble MPs.
- 2. To update the status of recommended works along with expenditure details.
- 3. Submit the MPR.

**8. Who will upload the recommendations received from the MPs in the portal?**

**Answer:** Nodal District Authority will upload the recommendations in the portal. Path is as under:

Recommendation -> Manage recommendation -> Add New recommendation.

**9. How to upload recommendation in the MPLADS website?**

**Answer:** Recommendation->Manage recommendation->Add New recommendation.

After clicking on **Add New recommendation** a form will open, enter the requisite details and click on add work. Further if District Authority wants to add more works in the same letter, click on add more work, again enter requisite details and finally submit all the work of recommendation letter by submit button.

**10. How to upload the information of the progress of the work in the portal?**

**Answer:** Recommendation->Manage works->list of works becomes available in a table.

Search your particular work and click the action button (right most) corresponding to that work.

A new form will open, there is a list of action which can be taken by the district.

User can take help from the work flow given in the Notice menu->work flow Guidelines.

Eligible actions will be shown with (  ). Click on the action that is to be performed and enter the asked information in the form.

**11. How to enter Monthly Progress Report in MPLADS website?**

**Answer:** Only Nodal District Authorities will submit the online MPR. Steps to enter MPR:

1. MPR->Manage MPR->Add MPR.
2. Select Name of Hon'ble MP, Financial Year and Month for which MPR is to be uploaded.
3. Click on Generate Manual MPR.
4. A form will open, now fill the MPR and submit it to the Ministry.
5. Take Print of the submitted MPR, get it signed from competent Authority and mail it to this Ministry for accepting at [mplads@nic.in](mailto:mplads@nic.in)

## **12. How to receive GOI releases on the portal?**

**Answer:** Fund->Receive->ND->fund from GOI.

You will get a list of funds that is released by this Ministry. There is a label "Status". If status is **yet to receive**, click on the hyperlink of **Yet to receive**. A form will open, enter some remarks and click the receive button. Follow this step for all funds that is yet to be received by your district on MPLADS website.

## **13. Last MPR is pending for approval by the Ministry, how to solve this?**

**Answer:** Please take the print out of that MPR, get it signed by District Authority and mail it on mplads@nic.in.

## **14. How to add Block/Village in the website?**

**Answer: To add block:-**

Master->Location Master->Block->Add Block.

**To add Village:-**

Master->Location Master->Village->Add Village.

## **15. How to add Agency in the website?**

**Answer:**

**To add agency:-**

Master->Manage Agency->Add New Working Agency.

**To add Handover Agency:-**

Master->Manage handover Agency->Add New handover Agency.

## **16. How to add bank account of Hon'ble MPs in implementing district?**

**Answer:** Member->Manage other MP Account-> Add new district bank account.

This account will be approved by Nodal District.

## **17. Where to find complete work flow of MPLADS website?**

**Answer:** Notice-> District Work Flow Guidelines.

## **18. How to Manage interest in the website?**

**Answer:** Funds->Transfer->ID->Manage interest-> Add interest.

**19. Bank name is not available in the website?**

**Answer:** - Only Ministry can add banks in the portal. District Authority shall furnish the details of Bank (Bank Name, Band Address, District, State) on email-id [mplads@nic.in](mailto:mplads@nic.in) of MPLADS Division.

**20. Bank branch is not available in the website?**

**Answer:** Only Ministry can add banks in the portal. District Authority shall furnish the details of Branch (IFSC code, Branch code, Bank Name, Address of Branch, District, State) on email-id [mplads@nic.in](mailto:mplads@nic.in) of MPLADS Division.

**21. How to update profile?**

**Answer:** Master->Manage Profile.

**22. Can District Authority edit the works?**

**Answer:** Yes, District Authority can edit the works if the works is on recommendation status.

Recommendation→Manage Recommendation→Edit or Delete.