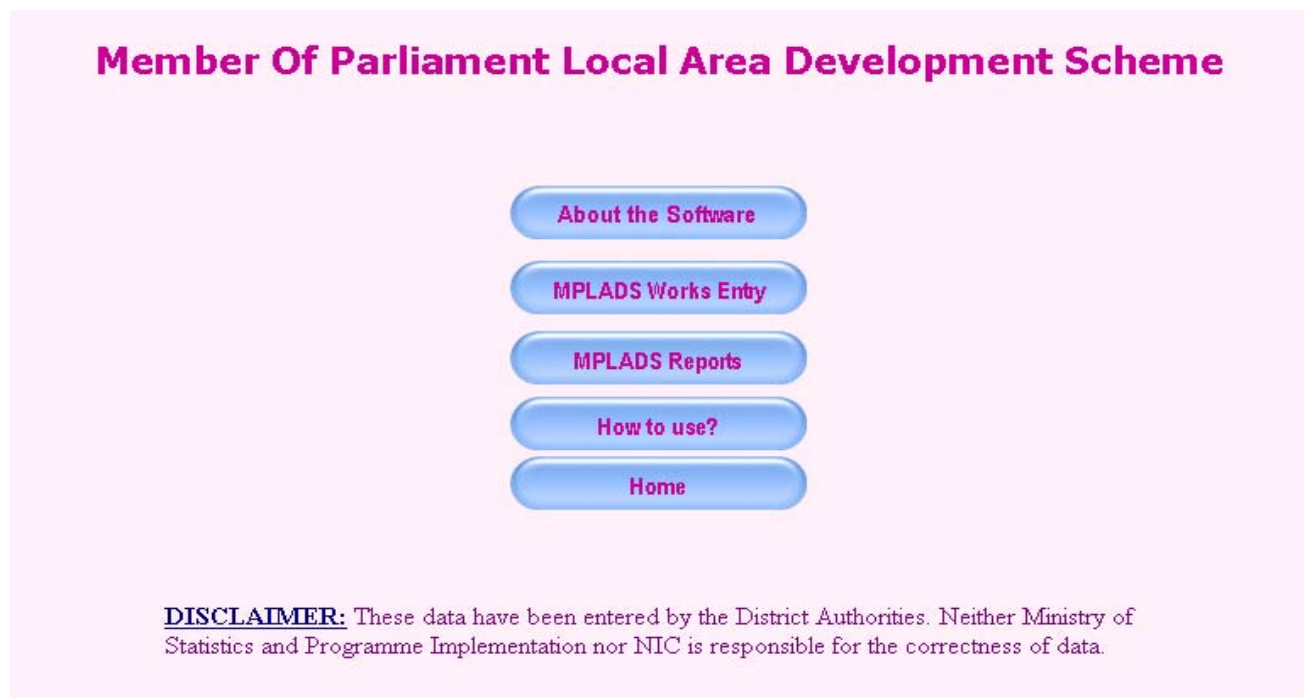


## Procedure to use Web Enabled Software of MPLADS

1. Open the site [www.mplads.nic.in](http://www.mplads.nic.in)
2. Click on Works monitoring (on the left side span of the screen).



3. A screen appears as
4. Click on MPLADS Works Entry. The following login screen appears

The screenshot shows the login screen for the MPLADS Works Entry. At the top, the word "Protected" is written in red, with a red diagonal line striking through it. Below this, the title "Login Screen" is centered. The login form consists of three fields: "Select a State :" with a dropdown menu showing "State", "Select a District :" with a dropdown menu, and "Enter Password :" with a text input field. Below the form are two buttons: "Submit" and "Change password". At the bottom of the page, there are two decorative buttons: "HOME" and "BACK", each with a small cartoon character icon.

Select a State : Select the state using pull down menu  
Select a District : Select the desired district of the State using pull down menu  
Enter Password : Enter the Password.

### Click on Submit

5. Another screen appears as

### MEMBER OF PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME

- i) Select House as Lok Sabha / Rajya Sabha
- ii) Already selected State name appears  
**If Lok Sabha is selected then step (iii) and if Rajya Sabha is selected step (vi)**
- iii) House No. : Select House No. (as 14) using pull down menu
- iv) Constituency Name : Select constituency name using pull down menu
- v) Nodal District, M. P. Name, Implementing District appears on screen  
**Go to Point 6**
- vi) MP Name : Select MP Name using pull down menu  
**Nodal District and Implementing District Name appears**

### 6. Click on Work Master for Data Entry

Work Identity Number : Enter the work Identity Number (Numeric upto 5 digits)

Block/Urban : Enter the Name of Block

Work/Gram Panchayat : Enter the name of Ward/Gram Panchayat

Work Name with Location : Enter the name of work along with location etc.

Sector : Select the sector using pull down menu

Scheme : Select the scheme using pull down menu

No of SC and ST Population Covered by the Scheme      SC  ST  Total   
Enter the figures for SC & ST, Total will appear

Priority Number of the proposal as Recommended by MP      Enter the Priority number if available

Date of Receipt of Proposal : Enter the date as mm/dd/yyyy

Whether the work is Sanction : (Yes/No) Select accordingly

If **Yes (i.e., work is sanctioned)**, rest of the screen appears

Else press submit

Date of Sanction : Enter date as mm/dd/yyyy

Date of work commencement (mm/dd/yyyy) Enter date as mm/dd/yyyy

Work cost sanctioned (Rs.) : Enter sanctioned cost in Rs. only

Executing Agency : Enter name of Executing agency

Date of Completion Original (as indicated in sanction order) Enter date as mm/dd/yyyy

### **Press submit**

If data is correct i.e.

- a) Date of Receipt of Proposal is prior to Date of Sanction
- b) Date of Sanction is prior to Date of Work Commencement
- c) Date of work commencement is prior to Date completion

After validation message appears work is inserted.

**If more works of same MP is to enter, please click Work Master again.**

After entering data in work Master, Enter Monthly data in Monthly Progress.

### **To enter the data in Monthly Progress**

After selection of MP as explained in point 5 above

#### **Click on Monthly Progress**

- (i) Month : Select the month of Report using Pull Down Menu
- (ii) Year : Select the year of Report using Pull Down Menu
- (iii) Work Name & Identity No. : Select work entered in Work Master using Pull Down Menu  
Block/Urban, Ward/Gram Panchyat will be displayed as entered in work Master for this work
- (iv) Date of Completion – Date of completion will be displayed as entered in work Anticipated now/ Master for the work. You can change it, if you want. It Actual if completed Should be in mm/dd/yyyy
- (v) Cumulative Expenditure (Rs.) : Enter the expenditure in Rs.
- (vi) Present Status N/O/C/D : Select using Pull Down Menu

- (vii) Physical Progress (%) : Enter the Physical Progress
- (viii) Cumulative Amount Released (Rs.) : Enter the cumulative amount released
- (ix) Date of last Release of Payment : Enter the date as mm/dd/yyyy

**If the Physical Progress is 100% the following enteries (x) to (xiii) regarding the work is also to be entered**

- (x) If Physical Progress is 100% amount of Saving : Enter saving in Rs.
- (xi) Date of Refund of Saving to the District Head : Enter the date as mm/dd/yyyy
- (xii) If Completed, Date of handing over the work to user agency : Enter the date as mm/dd/yyyy
- (xiii) If Completed, Date of submission of completion certificate by Executing agency : Enter the date as mm/dd/yyyy
- (xiv) Remarks if any : Enter any remarks you want to communicate regarding the work  
**Click on submit**

Proper message as work is updated in Monthly appears.

**Click on Monthly progress if you want to enter more data**

**Use tab while moving in fields. Click on submit when you want to save.**

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