

**Tamil Nadu e-District
User Manual
on
DHT-206 Application for Enrollment and Claim of
Shiksha Sahayog Yojana Scheme under Mahatma
Gandhi Bunkar Bima Yojana**

Prepared by



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E-DISTRICT TAMIL NADU USER MANUAL

(Government of Tamil Nadu)

1 Project Overview

Districts are the de facto front-end of government where most Government-to-Consumer or G2C interaction takes place.

The e-District project was conceptualized to improve this experience by creating an automated workflow system for the district administration and help in providing the citizen efficient department services through Common Service Centers (CSCs), the primary front end channels envisaged under the National e-Governance Plan by Department of Information Technology (DIT), Ministry of Communication and Information Technology (MCIT), Government of India.

2 General Information

2.1 Tools Required


You will be provided with the following basic infrastructure:




- Computer (CPU, Monitor, Keyboard & Mouse)
- Network Connection (as per requirement)
- Peripherals (as per requirement)
- Browser (Google chrome, Version 50)
- Uninterrupted Power Supply (UPS)

2.2 Starting your Computer

Steps

1. Ensure all cables are connected between the computer, network connection, peripherals & UPS
2. Plug the UPS to the electrical socket
3. Switch 'ON' the electrical socket
4. Switch 'ON' the UPS

5. Press the  (power button) on the computer
6. Allow the system to boot up

	<ol style="list-style-type: none"> 1. Switch 'ON' the UPS only after you have switched 'ON' the power socket 2. Switch 'ON' the computer only after you have switched 'ON' the UPS 3. Switch 'OFF' the power socket in there is an electrical spark in the socket
	<ol style="list-style-type: none"> 4. Do not start the computer in case the UPS is not fully charged 5. Do not start the computer in case any of the wires are in contact with water sources / moisture
	<ol style="list-style-type: none"> 6. In case you are not sure whether the computer is connected in the right way – please contact the system engineer

3 Purpose

The purpose of this User Manual is to help user in running e-Sevai application. The manual consist of Steps used for registering service request and processing of application request at different levels using e- Sevai Application.

4 Scope

The scope of this document is to provide Support and Guidance to End Users to access the e-Sevai application.

5 Official Login

Workflow

Service	Input Form	First Level	Second Level	Third Level
Shiksha Sahayog Yojana Scholarship	Weaver / Applicant	Circle Deputy Director/Assistant Director	MD of the Society	Circle Deputy Director/Assistant Director (Finalising the application)

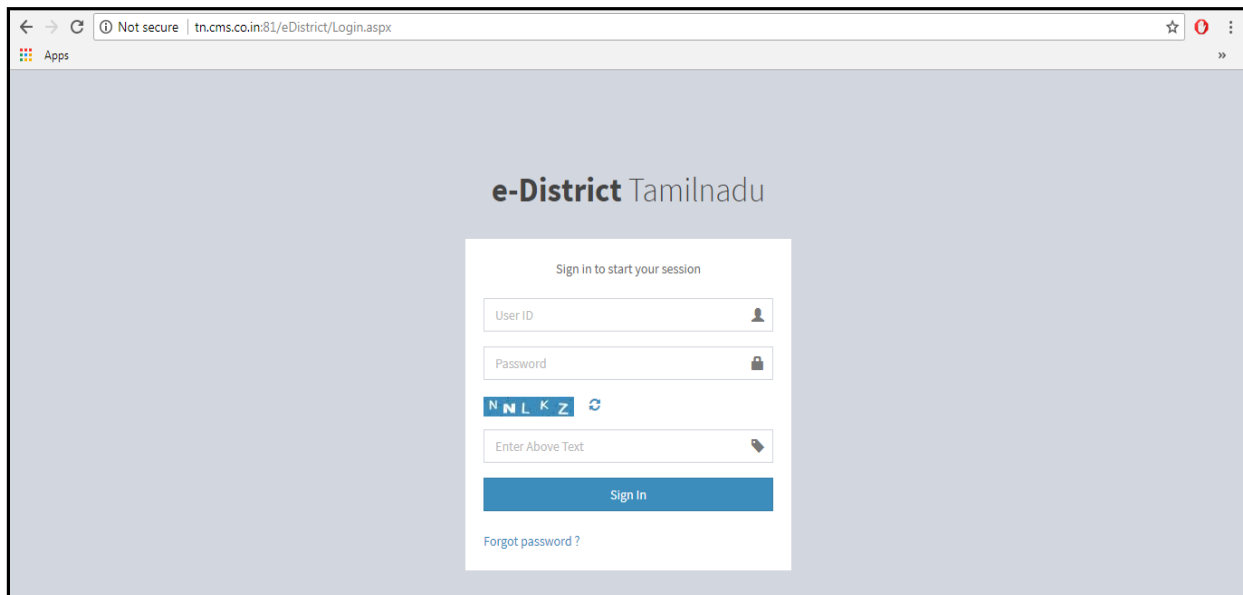
5.1 DD/DA Login (Level 1)



Note – The below section will show the approve/forward application scenario. In case of Rejection at any stage, the application will become invalid and the concerned applicant will be notified of the same via sms/email.

User starts with the given Steps after opening the Chrome Browser.

STEP 1: Go to the **e-District** (Government of Tamil Nadu) Web Portal. Below shown page will open.



The screenshot shows a web browser window with the URL `tn.cms.co.in:81/eDistrict/Login.aspx`. The page title is "e-District Tamilnadu". The main content is a sign-in form titled "Sign in to start your session". The form contains the following elements:

- A "User ID" input field with a user icon.
- A "Password" input field with a lock icon.
- A Captcha code "N N L K Z" with a refresh icon.
- An "Enter Above Text" input field with a mouse cursor icon.
- A blue "Sign In" button.
- A "Forgot password?" link below the button.

Image 1

STEP 2: Enter the **Login credentials** and **Captcha** code

STEP 3: Click on **Sign In**.

User will be redirected to the e-District Dashboard as shown below.

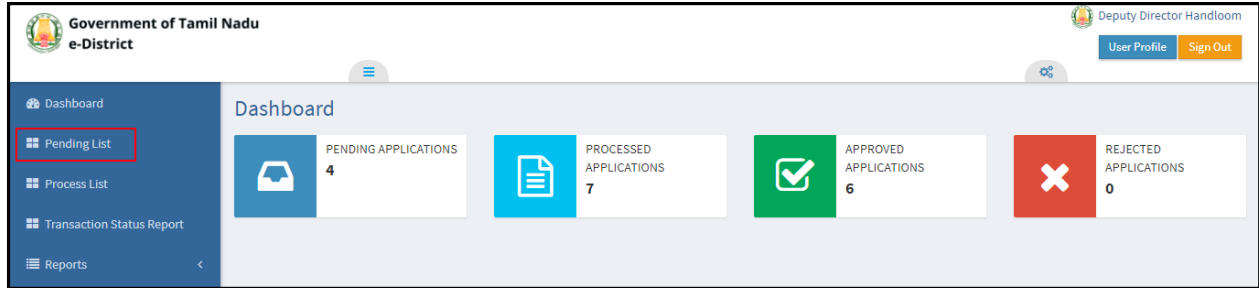


Image 2

STEP 4: Click on **Pending List** on the left panel as shown in the image above.

Below screen will be displayed

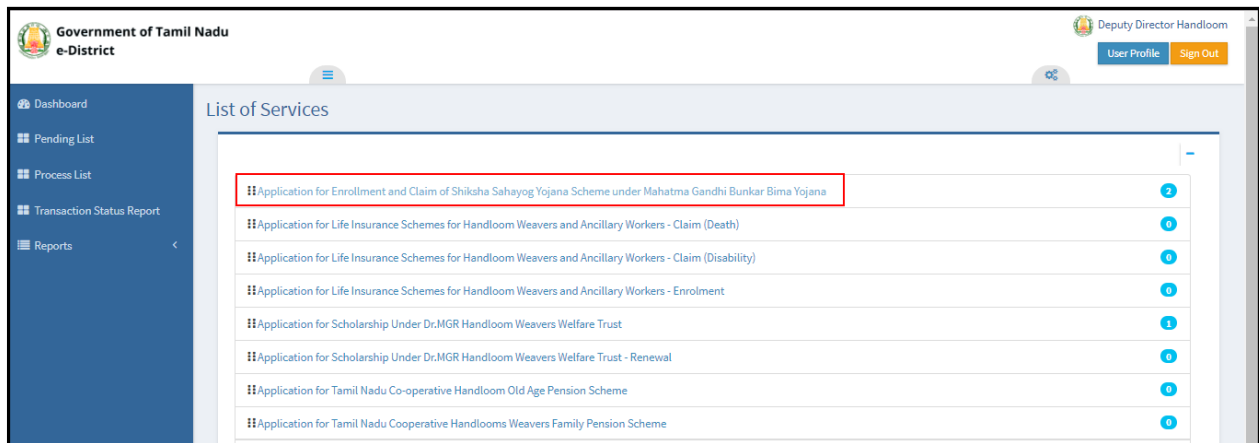


Image 3

STEP 5: Click on the application to be processed. In this case, click on “**Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana**” link.

Below screen will be displayed.

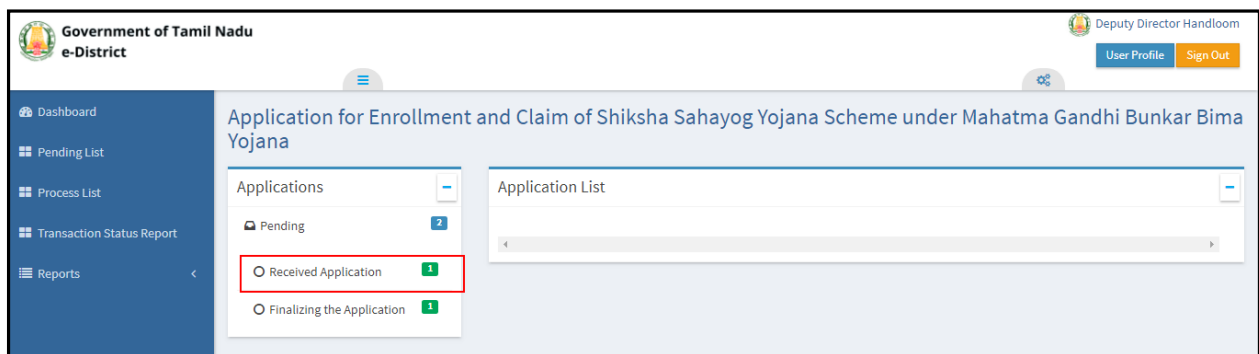


Image 4

STEP 6: Click on **Received Application**.

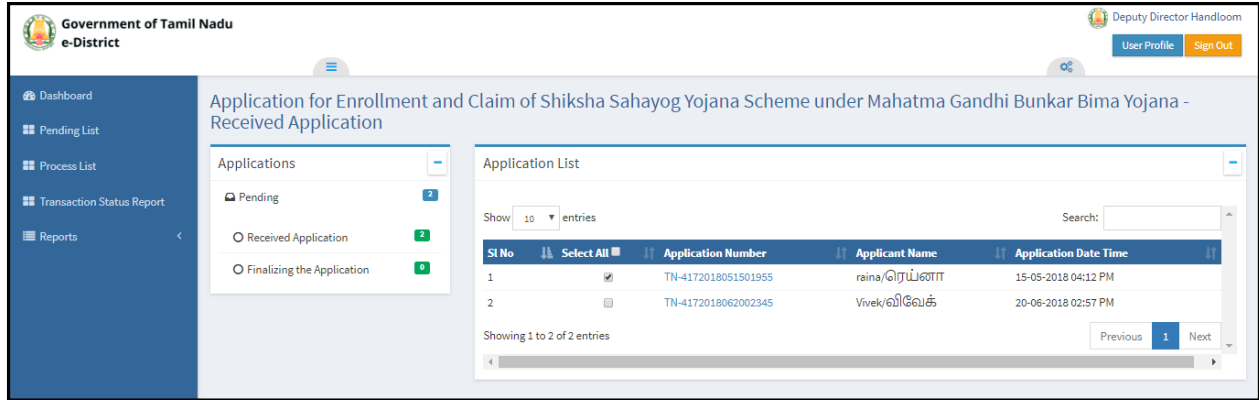


Image 5

STEP 7: Select the application to be processed and click on the **Application Number** as shown in the image above.

e-form will be displayed.

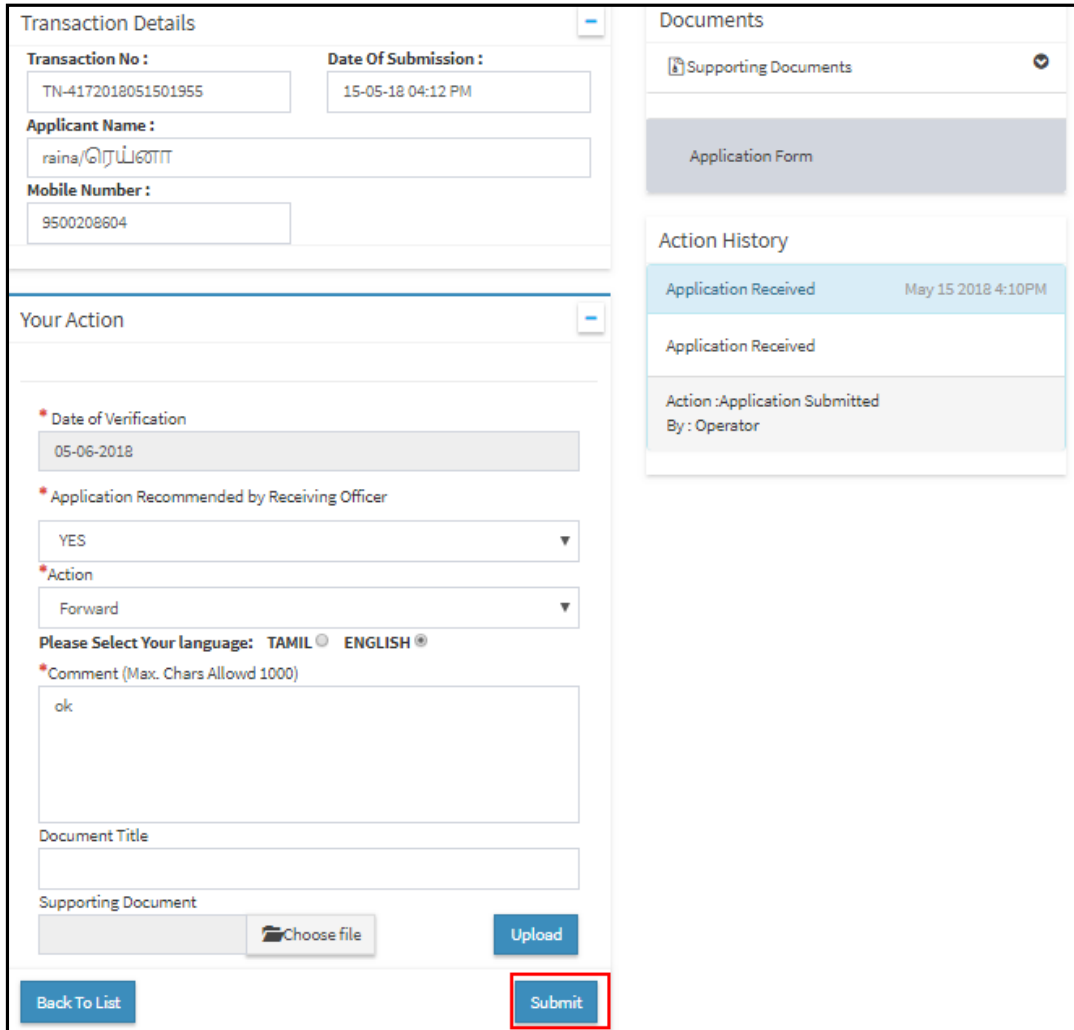


Image 6

STEP 8: Fill all the mandatory fields; Upload supporting documents if any; Choose the Action **Forward** and click **Submit**.

On successful submission below page will be displayed.

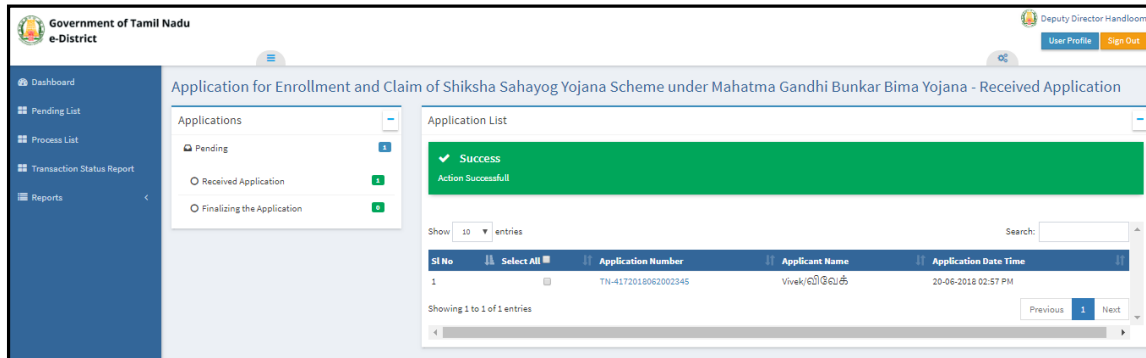


Image 7

5.2 Managing Director Login (Level 2)

STEP 1 - STEP 3 are same for all the official logins.

User will be redirected to the e-District Dashboard as shown below.

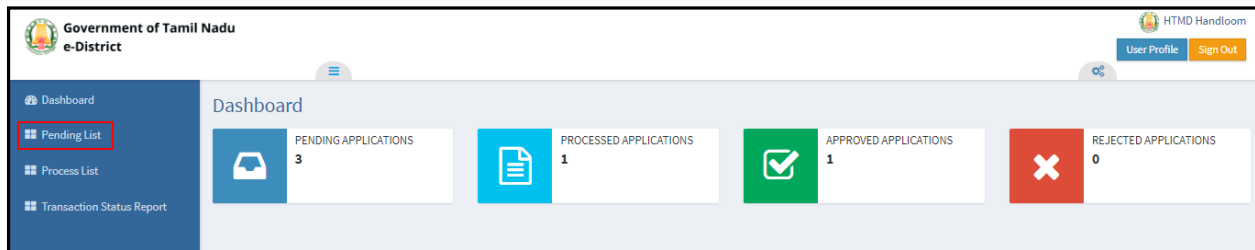


Image 8

STEP 4: Click on **Pending List** on the left panel as shown in the image above.

Below screen will be displayed

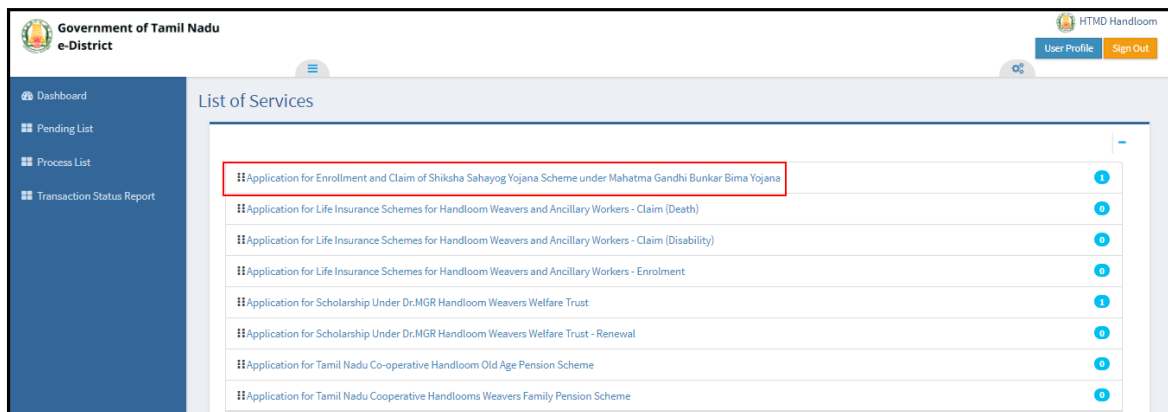


Image 9

STEP 5: Click on the application to be processed. In this case, click on “**Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana**” link.

Below screen will be displayed.

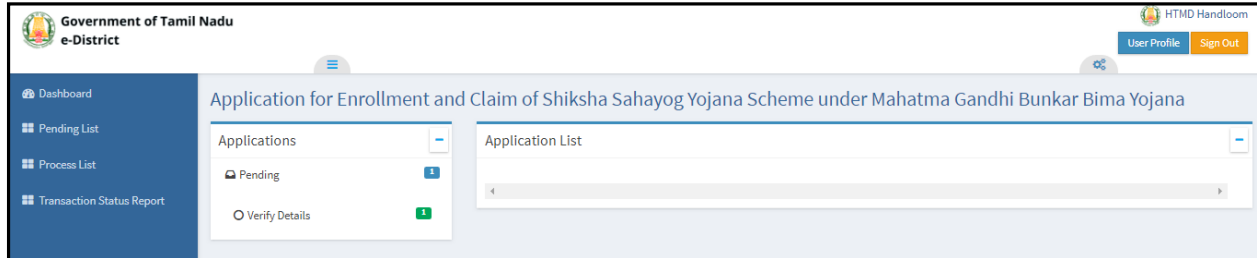


Image 10

STEP 6: Click on **Verify Details**.

Below screen will be displayed



Image 11

STEP 7: Select the application to be processed and click on the **Application Number** as shown in the image above.

e-form will be displayed.

Transaction Details

Information
 File Uploaded Successfully

Transaction No :

Date Of Submission :

Applicant Name :

Mobile Number :

Your Action

Uploaded Files
 Active member in the society Proof for last 6 months Delete

Action

Please Select Your language: TAMIL ENGLISH

Comment (Max. Chars Allowed 1000)

Select Supporting Document

Document Title

Supporting Document

Documents

Application Form

Action History

Received Application	Jun 20 2018 4:27PM
ok Date of Verification : 05-06-2018 Application Recommended by Receiving Officer : YES	
Action :Forward By : Deputy Director Handloom(Deputy Director Assistant Director)	
Application Received	May 15 2018 4:10PM
Application Received	
Action :Application Submitted By : Operator	

Image 12



Note – The official cannot move forward in the process if the **supporting documents** are not uploaded as shown in the image above. An error message will be displayed which will prevent the official from submitting the application.

STEP 8: Fill all the mandatory fields; Upload supporting documents; Choose the Action **Forward** and click **Submit**.

If the official chooses to “**Return**” the form, it will go back to the operator level.

On successful submission below page will be displayed.

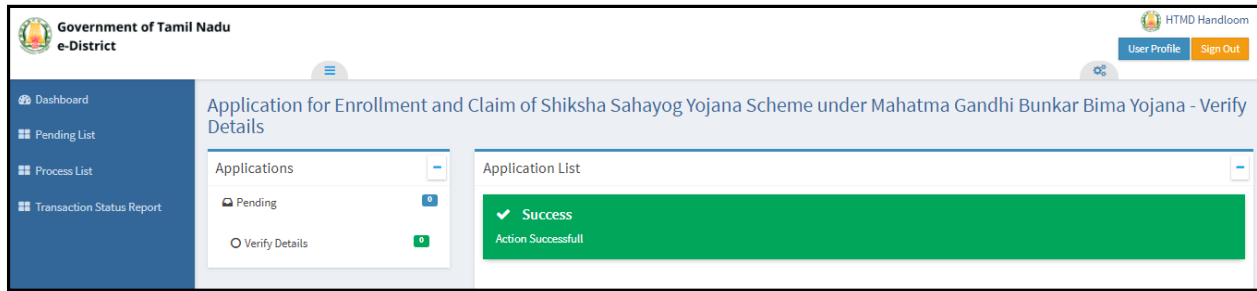


Image 13

5.3 DD/DA Login (Level 3)

STEP 1 - STEP 3 are same for all the official logins.

User will be redirected to the e-District Dashboard as shown below.

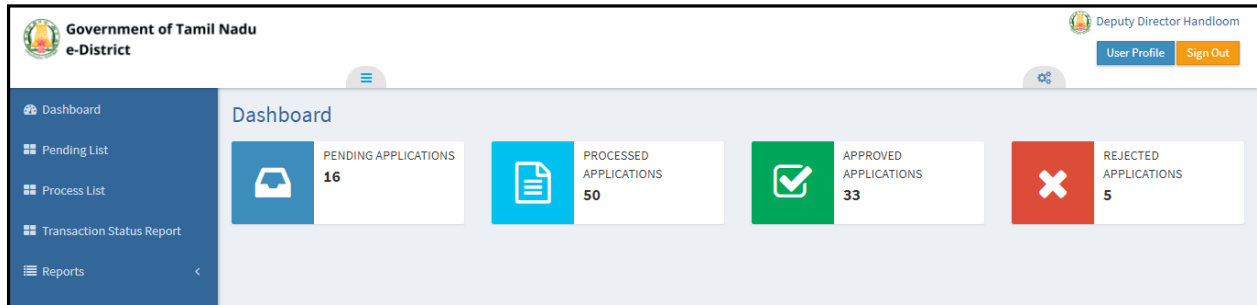


Image 14

STEP 4: Click on **Pending List** on the left panel as shown in the image above.

Below screen will be displayed

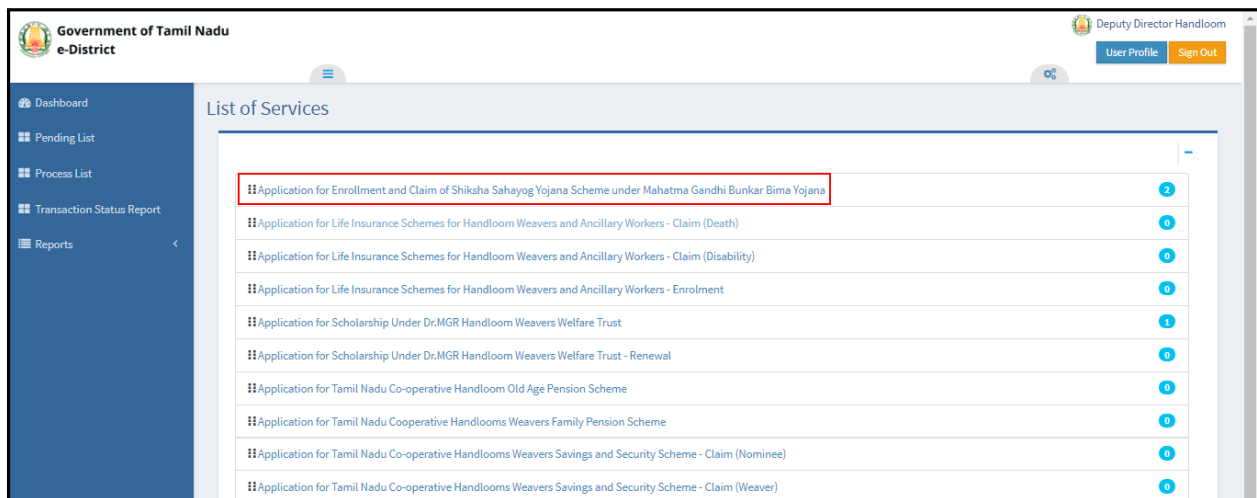


Image 15

STEP 5: Click on the service as shown in the above image.

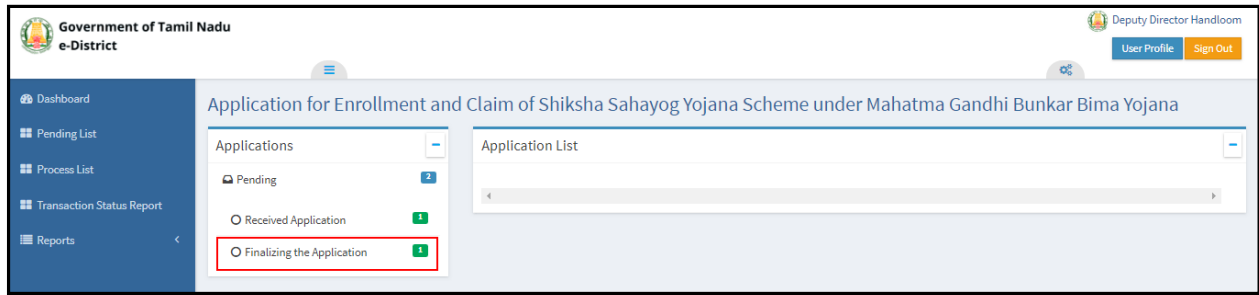


Image 16

STEP 6: Click on **Finalizing the Application**.

Below screen will be displayed.

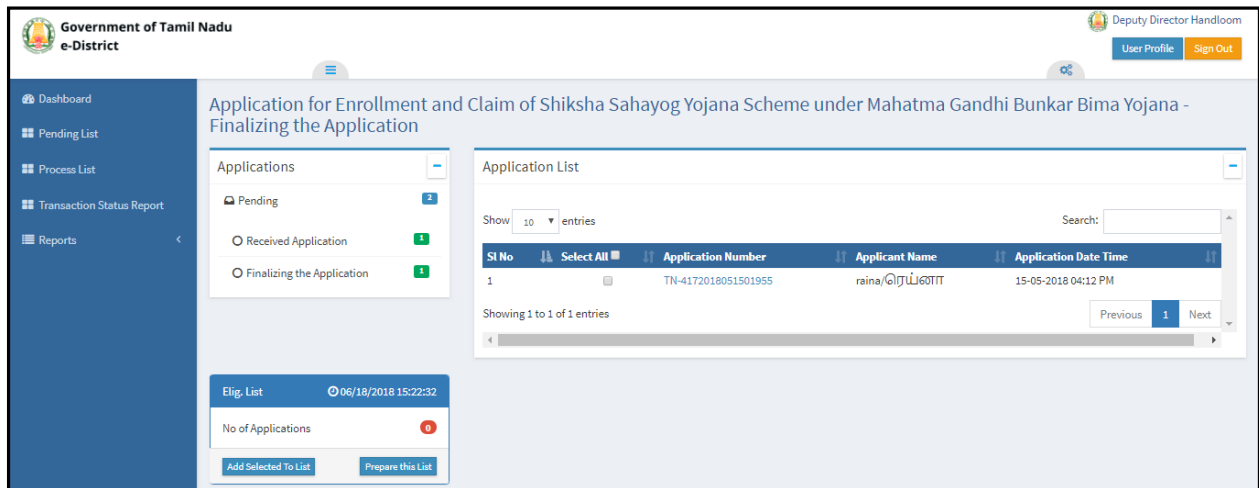


Image 17

STEP 7: Select the application to be processed and click on the **Application Number** as shown in the image above.

e-form will be displayed.

Transaction Details

Transaction No : TN-4172018051501955
Date Of Submission : 15-05-18 04:12 PM

Applicant Name : raina/ரெய்னா
Mobile Number : 9500208604

Documents

Supporting Documents

- Active member in the society Proof for last 6 months
- Application Form

Your Action

***Action**
 Approve

Please Select Your language: TAMIL ENGLISH

***Comment (Max. Chars Allowed 1000)**
 ok

Document Title

Supporting Document

Action History

Verify Details Jun 20 2018 4:32PM
 ok
 Action :Forward
 By : HTMD Handloom(Managing Director)

Received Application Jun 20 2018 4:27PM
 ok
 Date of Verification : 05-06-2018
 Application Recommended by Receiving Officer : YES

Action :Forward
 By : Deputy Director Handloom(Deputy Director Assistant Director)

Image 18

STEP 8: Fill all the mandatory fields; Upload supporting documents; Choose the Action **Approve** and click **Submit**. On successful submission below page will be displayed

The screenshot shows the Government of Tamil Nadu e-District dashboard. The main heading is "Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana - Finalizing the Application". On the left, there is a sidebar menu with options like Dashboard, Pending List, Process List, Transaction Status Report, and Reports. The main content area shows a "Success" message: "Action Successful". Below this, there is an "Elig. List" section with a date of 05/18/2018 15:22:32 and a button to "Add Selected to List".

Image 19

STEP 9: Select the application to be processed and enter the required field in the E-form and click on **Submit**.

Note – Official can also select multiple applications for approval by clicking on the **Add Selected to List**.

The Count for No. of Application gets incremented on successful submission as seen in the above image.

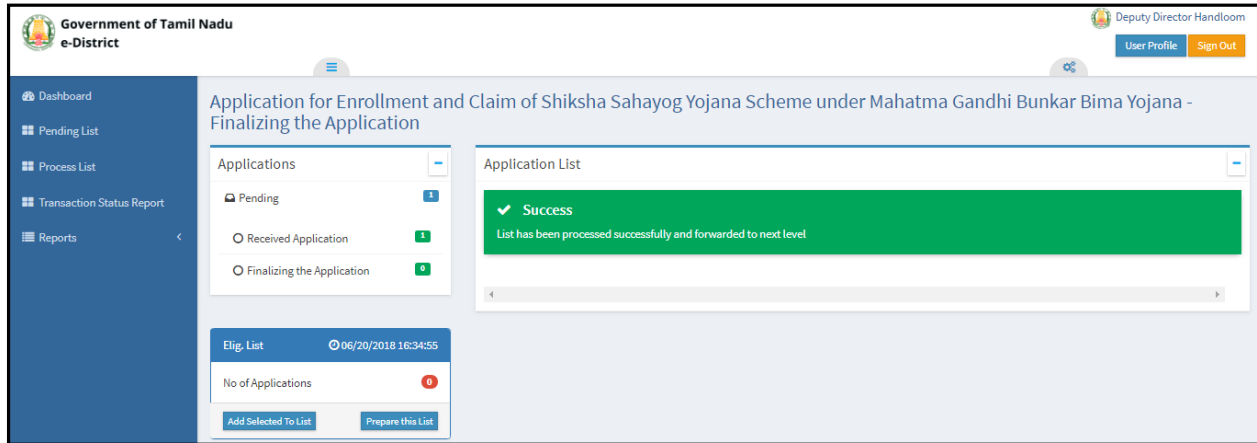


Image 20

STEP 10: Once the application gets incremented, click on ‘**Prepare this List**’ to generate the list beneficiaries that should be made available in the Reports Section

Officials can view the generated reports for Eligibility/ Sanctioned list under Reports in the left panel.

5.4 Reports

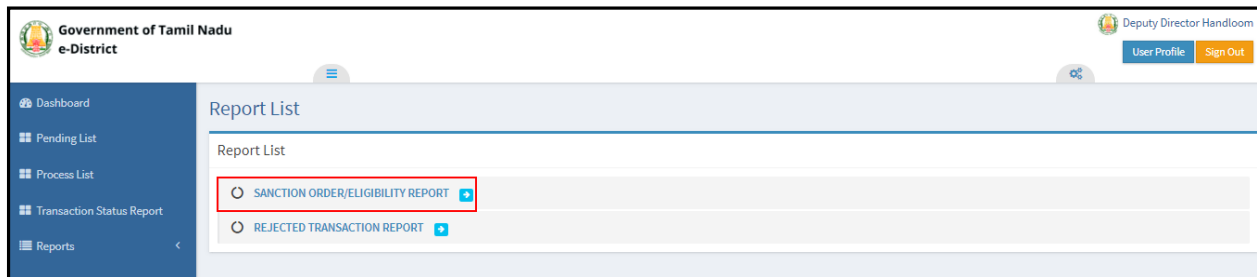


Image 21

Step 1: Click on required report. In this case **Sanction Order/Eligibility Report**

Below screen will be displayed.

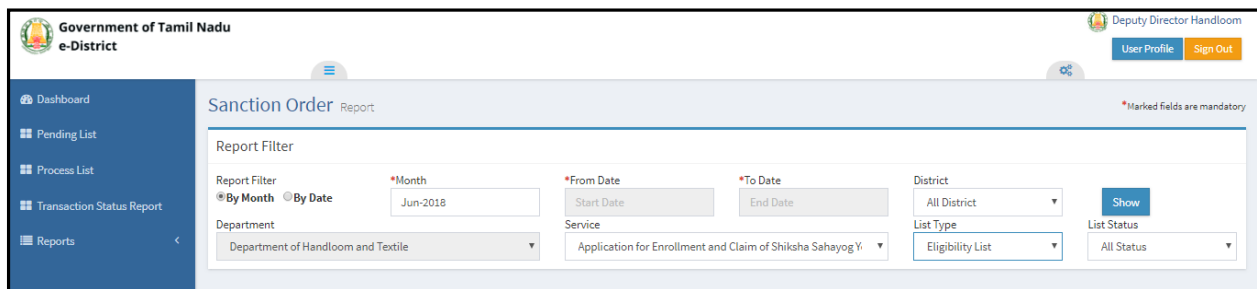
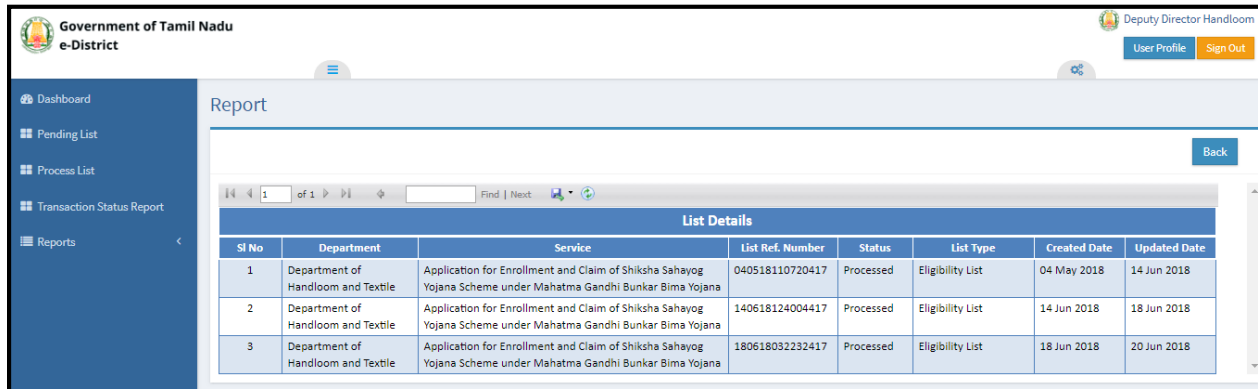


Image 22

STEP 2: Select by month or date; choose the appropriate options from dropdown for **Service, List Type** and **List Status** as shown above and click **Show**.

Below image shows the report of the Eligibility list.

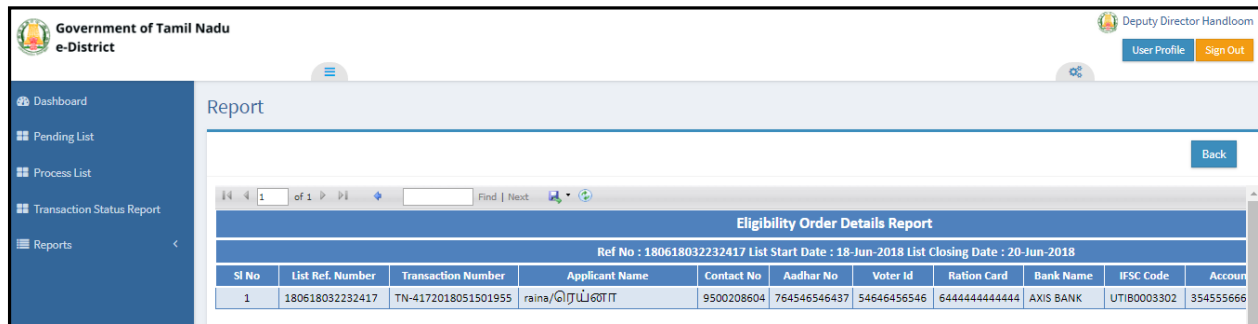


Sl No	Department	Service	List Ref. Number	Status	List Type	Created Date	Updated Date
1	Department of Handloom and Textile	Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana	040518110720417	Processed	Eligibility List	04 May 2018	14 Jun 2018
2	Department of Handloom and Textile	Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana	140618124004417	Processed	Eligibility List	14 Jun 2018	18 Jun 2018
3	Department of Handloom and Textile	Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana	180618032232417	Processed	Eligibility List	18 Jun 2018	20 Jun 2018

Image 23

To view the **Eligibility Order** report, click on that particular **Ref Number**.

Below screen will be displayed.



Sl No	List Ref. Number	Transaction Number	Applicant Name	Contact No	Aadhar No	Voter Id	Ration Card	Bank Name	IFSC Code	Account
1	180618032232417	TN-4172018051501955	raina/௫௫௫௫௫௫	9500208604	764546546437	54646456546	6444444444444	AXIS BANK	UTIB0003302	354555666

Image 24



Note– Official can also export the particular list or report in these available format as XML, CSV, PDF, MHTML, Excel, TIFF File and Word

6 Disclaimer

This User manual is prepared as per the existing application; however actual screen shots may vary for few cases.