# 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



**CMS Computers LTD**

# Table of Contents

# 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

| | |
|---|---|
| ✅ | 1. **Switch 'ON' the UPS only after you have switched 'ON' the power socket**<br>2. **Switch 'ON' the computer only after you have switched ''ON' the UPS**<br>3. **Switch 'OFF' the power socket in there is an electrical spark in the socket** |
| ❌ | 4. **Do not start the computer in case the UPS is not fully charged**<br>5. **Do not start the computer in case any of the wires are in contact with water sources / moisture** |
| 💡 | 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**

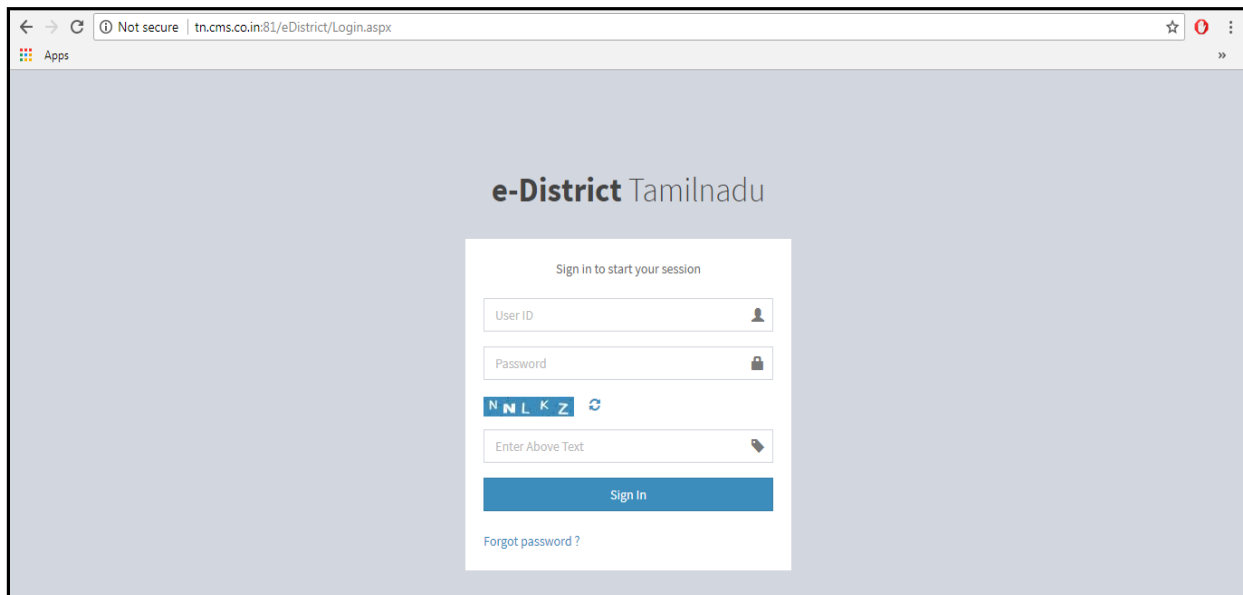| Service | Input Form | First Level | Second Level | Third Level |
|---|---|---|---|---|
| Shiksha Sahayog Yojana Scholarship | Weaver / Applicant | Circle Deputy Director/Assistant Director | MD of the Society | Circle Deputy Director/Assistant Director (Finalising the application) |

## 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.



**Image 1**

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

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

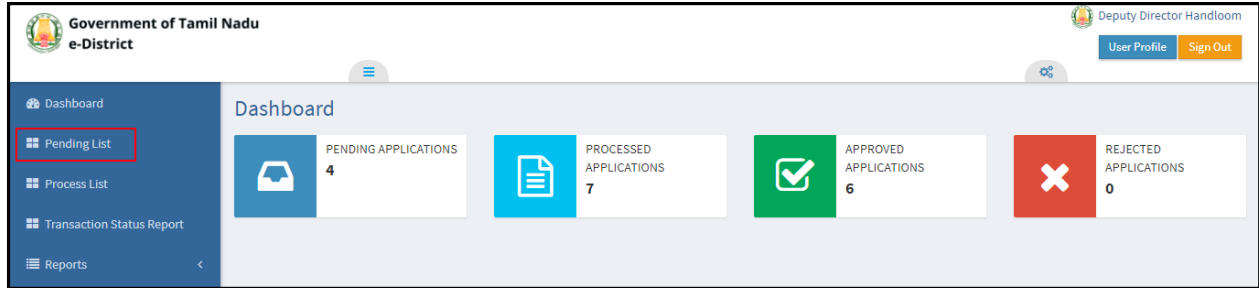User will be redirected to the e-District Dashboard as shown below.

**Image  2**

**STEP 4**: Click on **Pending List** on the left panel as shown in the image above.
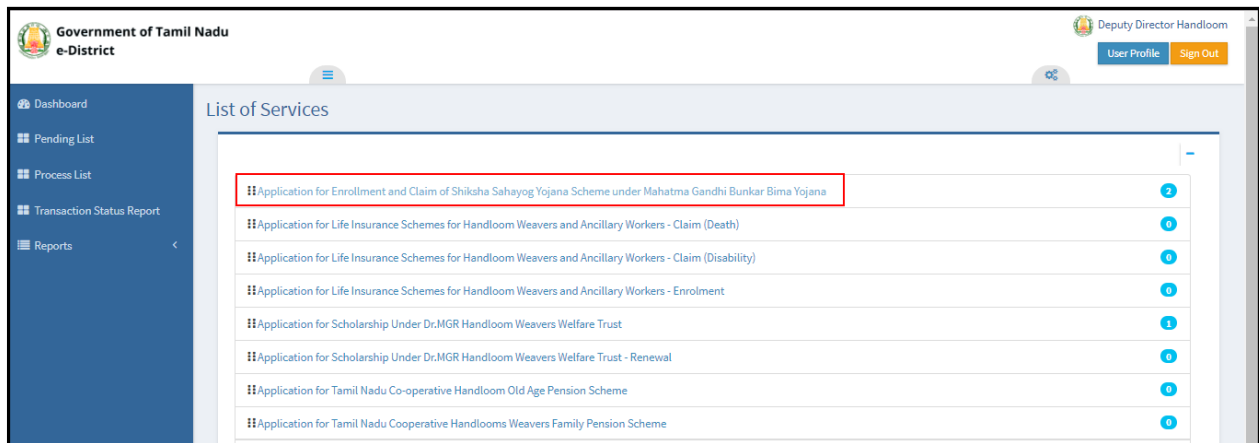
Below screen will be displayed



**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.
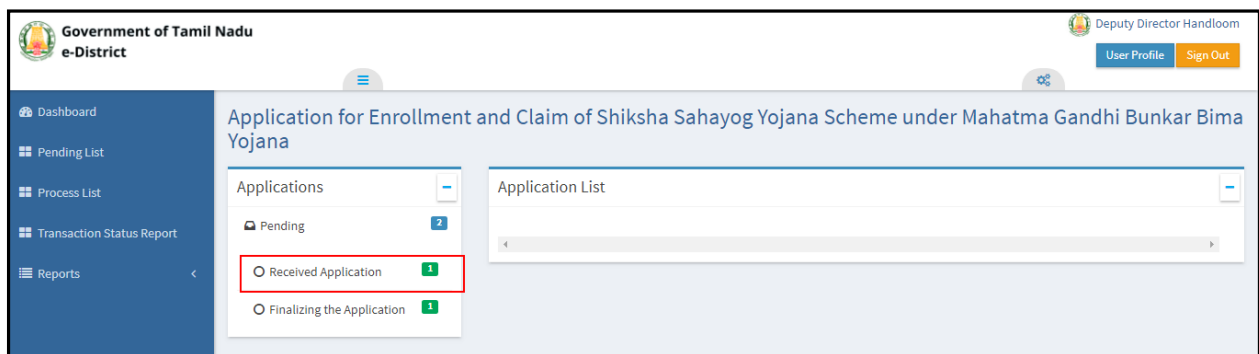
Below screen will be displayed.
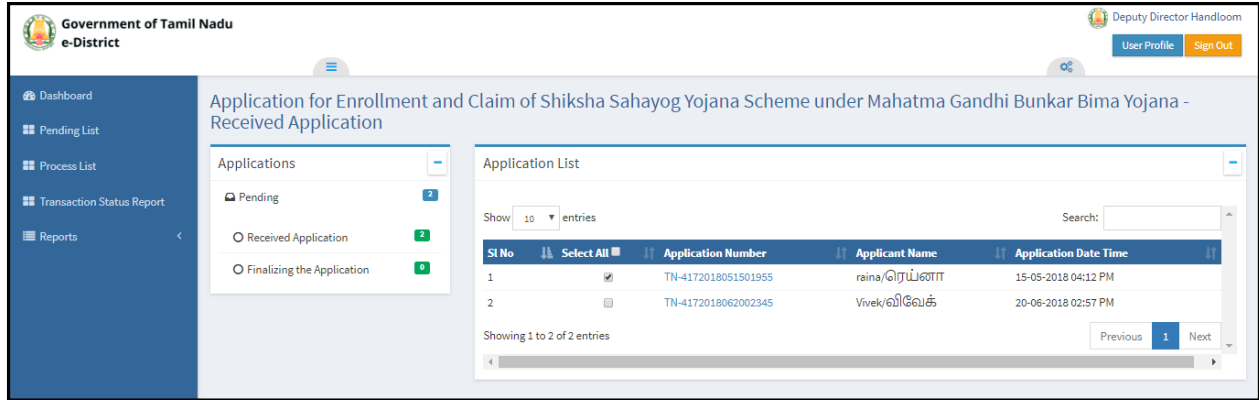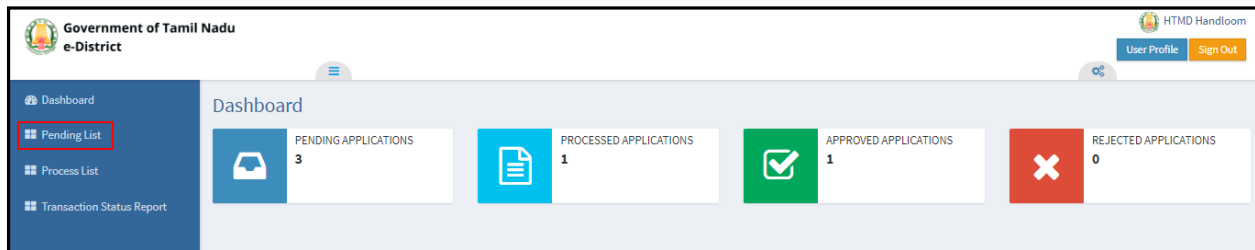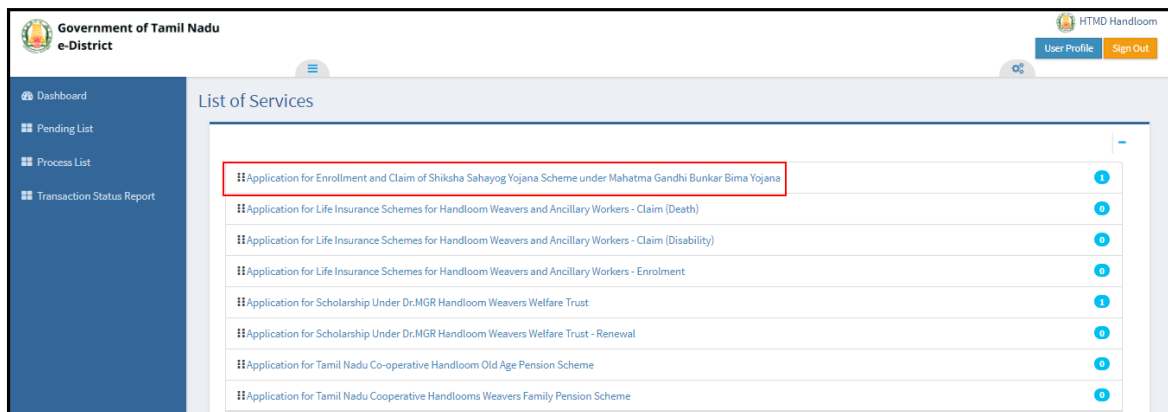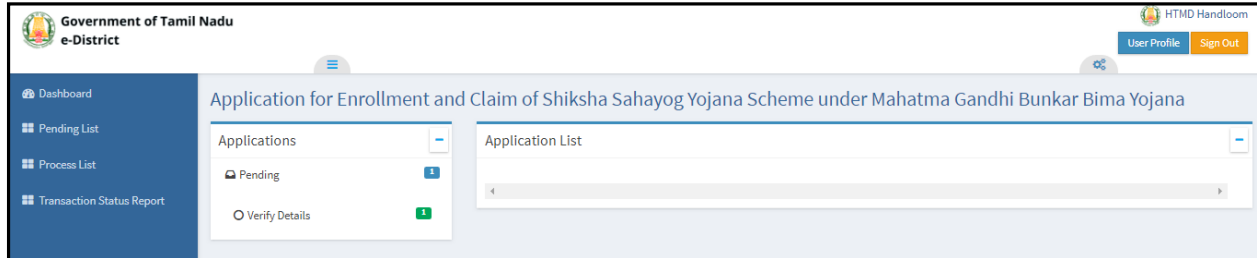


**Image  4**

**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.
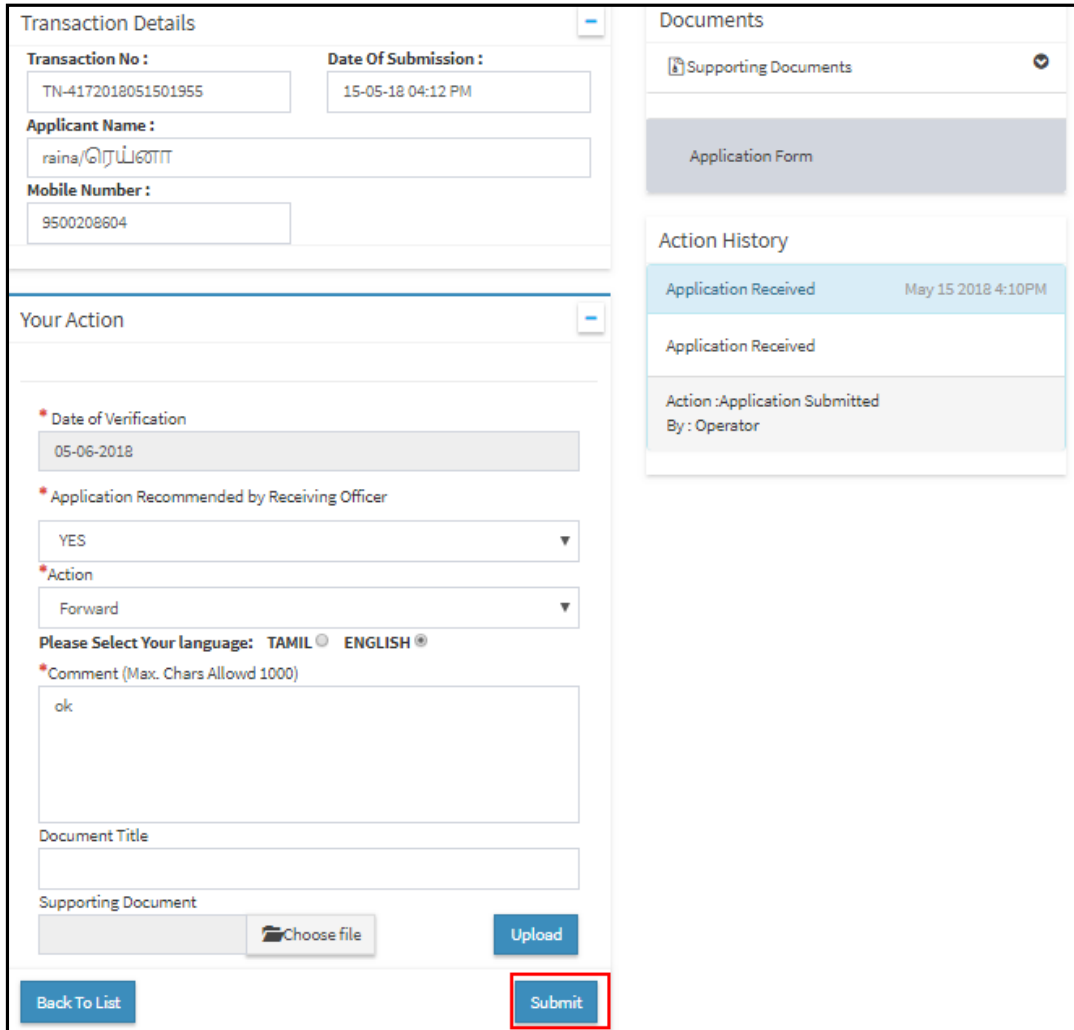


**Image 6**

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

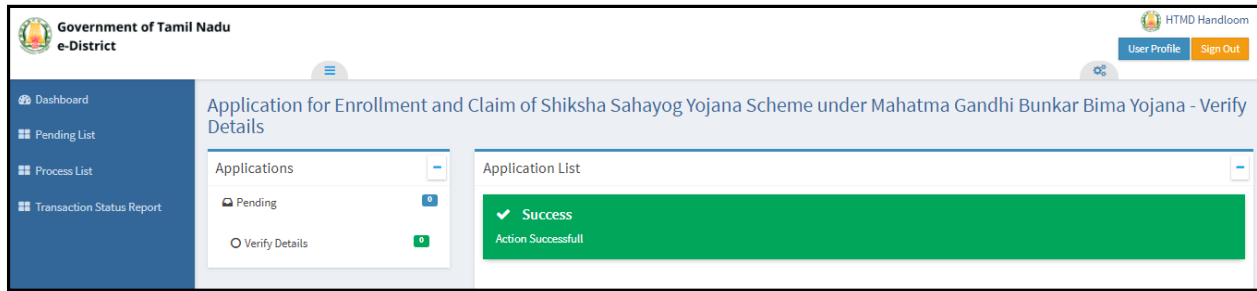On successful submission below page will be displayed.
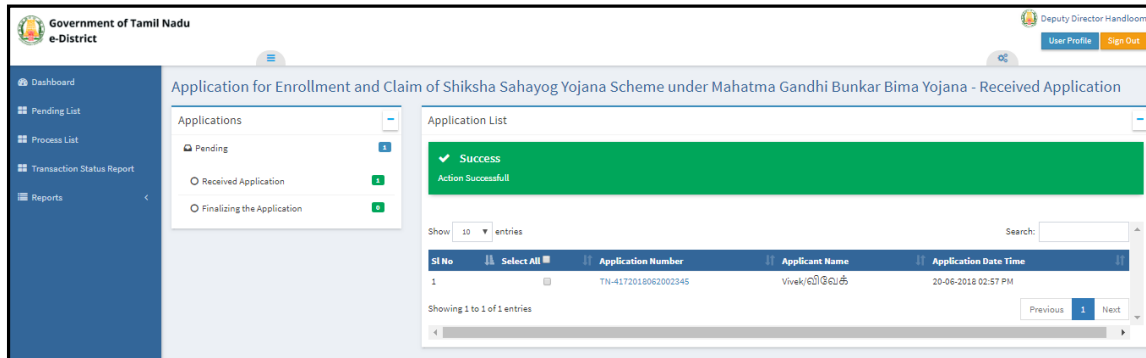


**Image 7**

## 5.2 Managing Director Login (Level 2)

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

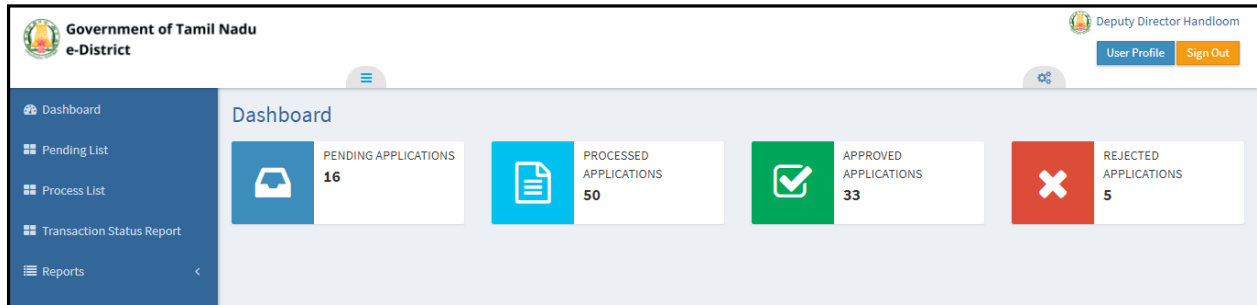User will be redirected to the e-District Dashboard as shown below.



**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.

**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.
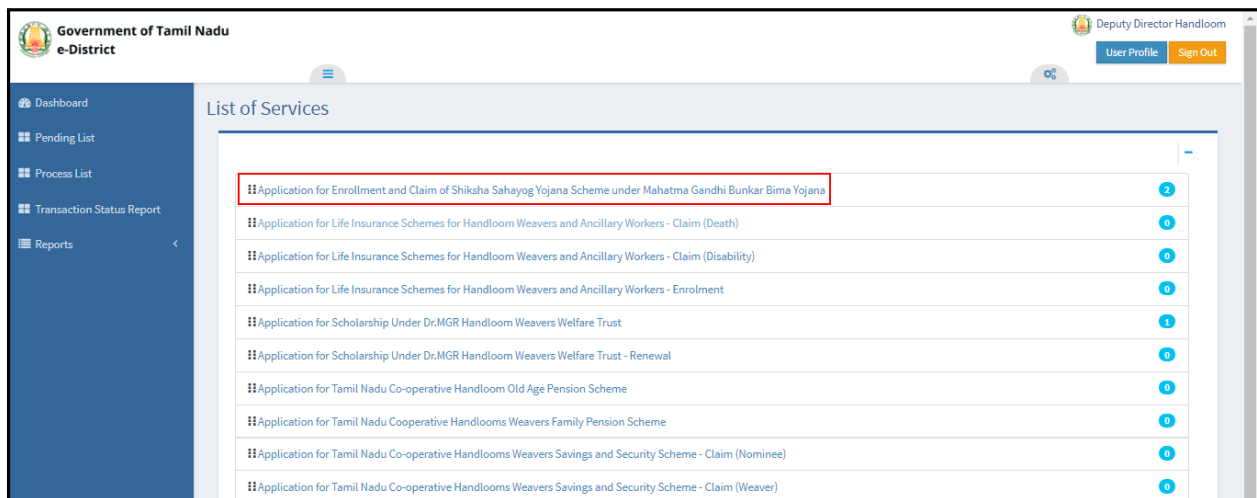
Below screen will be displayed



**Image  15**

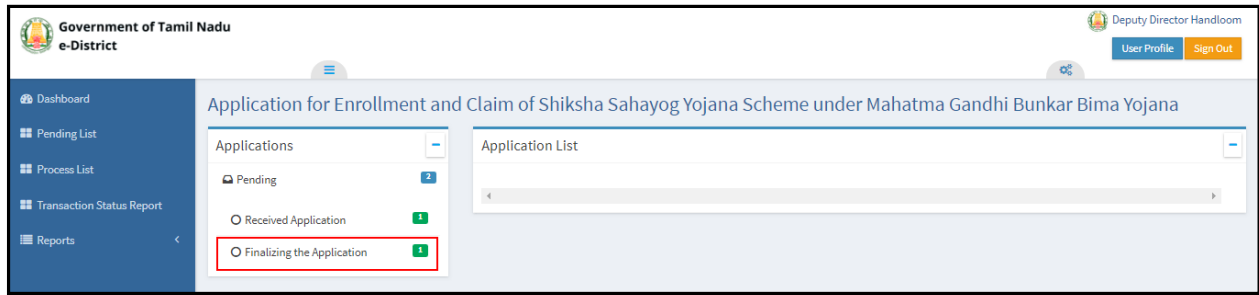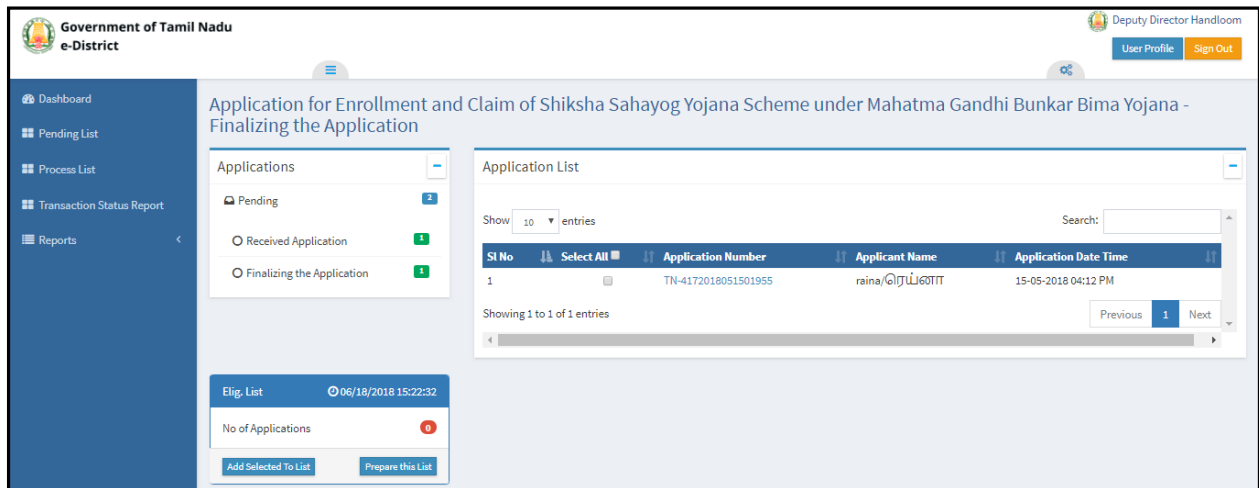**STEP 5:** Click on the service as shown in the above image.



**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.

**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



**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**.

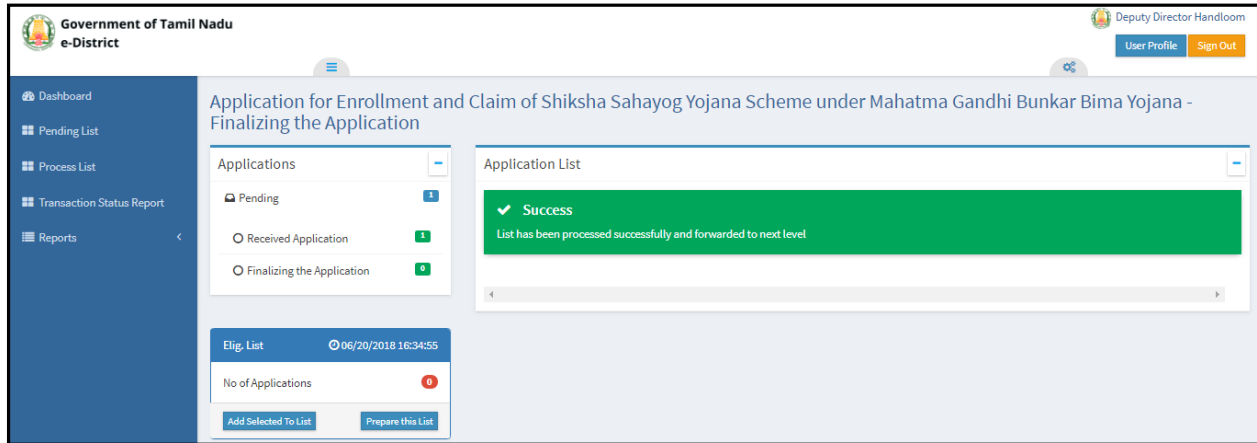The Count for No. of Application gets incremented on successful submission as seen in the above image.



**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.
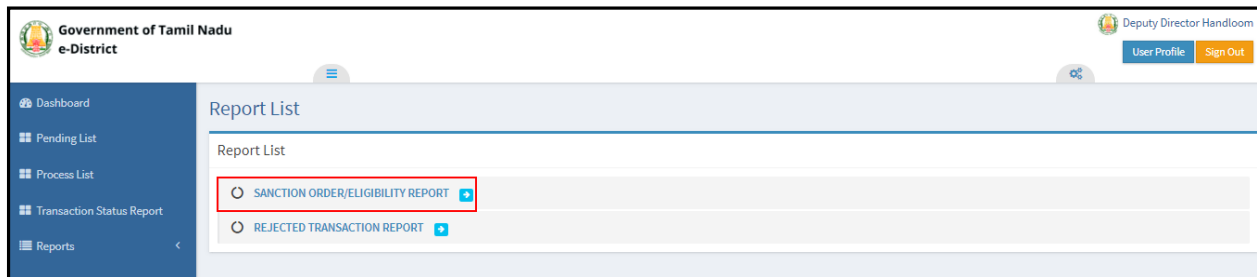
## 5.4 Reports



**Image 21**

**Step 1**: Click on required report. In this case **Sanction Order/Eligibility** Report
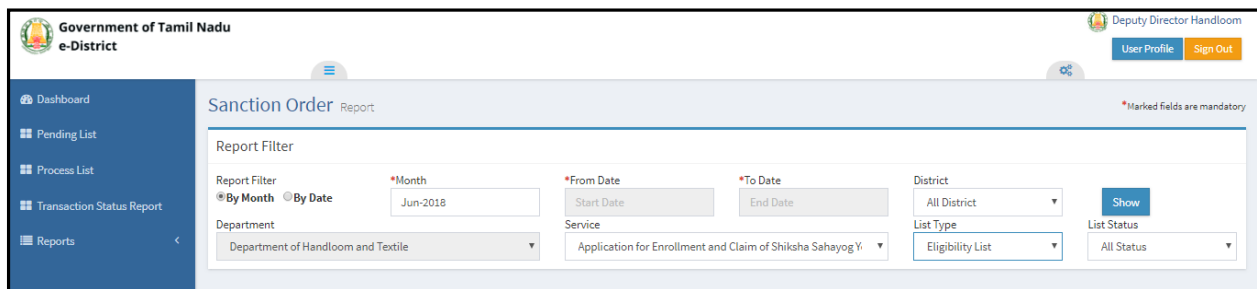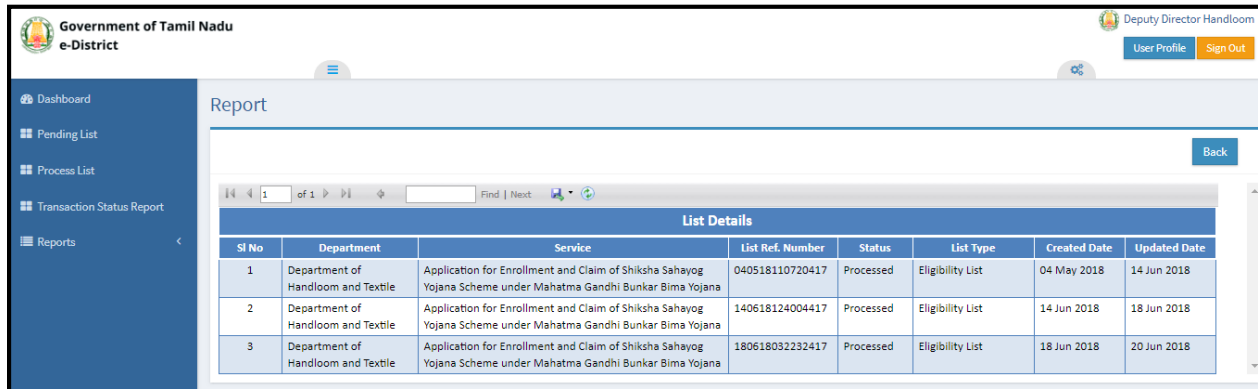
Below screen will be displayed.

**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**.

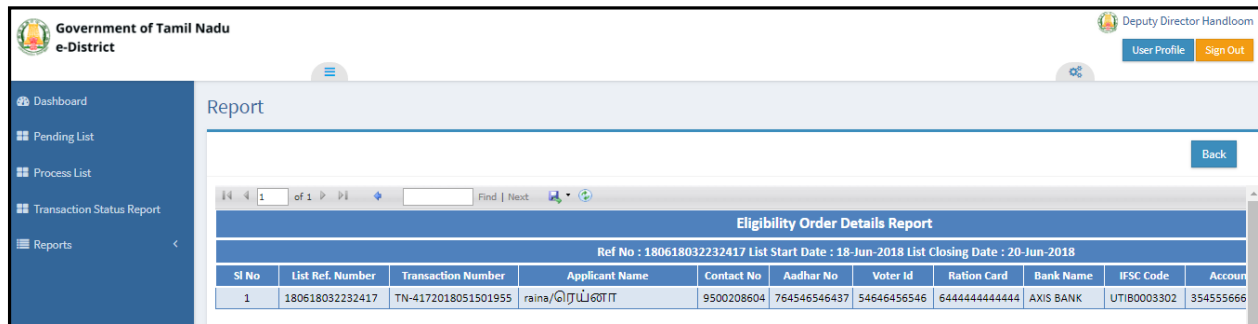Below image shows the report of the Eligibility list.



**Image 23**

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

Below screen will be displayed.



**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.