

Tamil Nadu e-District
User Manual
on
DHT-210 Application for Life Insurance Schemes for
Handloom Weavers and Ancillary Workers – Claim
(Death)

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	Fourth Level
Life insurance benefits for weavers and ancillary workers (Death Claim)	Weaver / Applicant	Circle Deputy Director/Assistant Director	MD of the Society	Circle Deputy Director/Assistant Director	Directorate of Handlooms and Textiles (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.

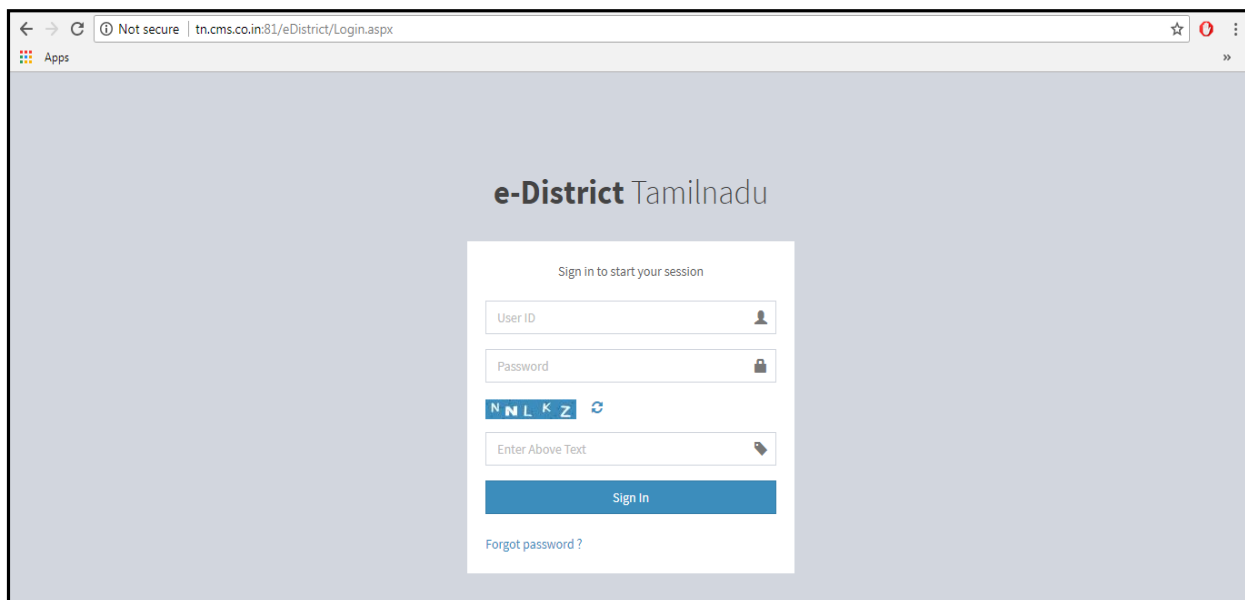


Image 1

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.

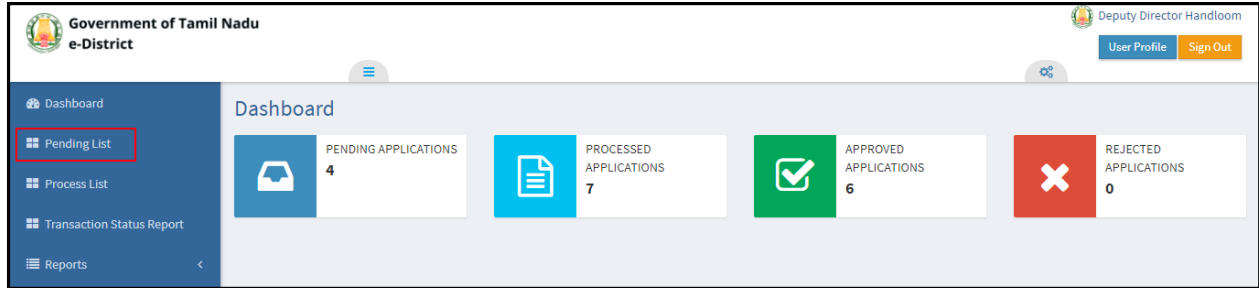


Image 2

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

Below screen will be displayed

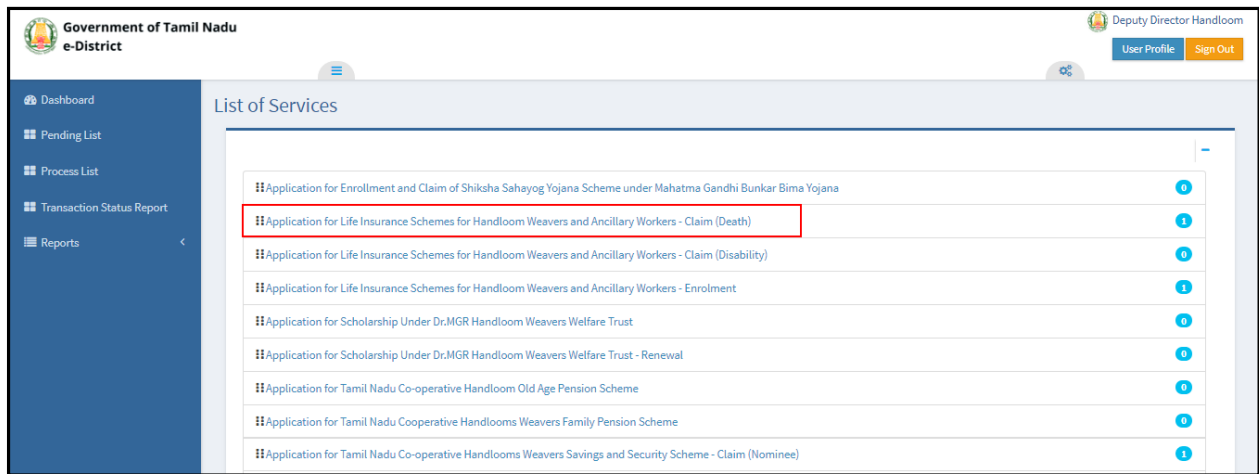


Image 3

STEP 5: Click on the application to be processed. In this case, click on “**Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers – (Death Claim)**” link.

Below screen will be displayed.

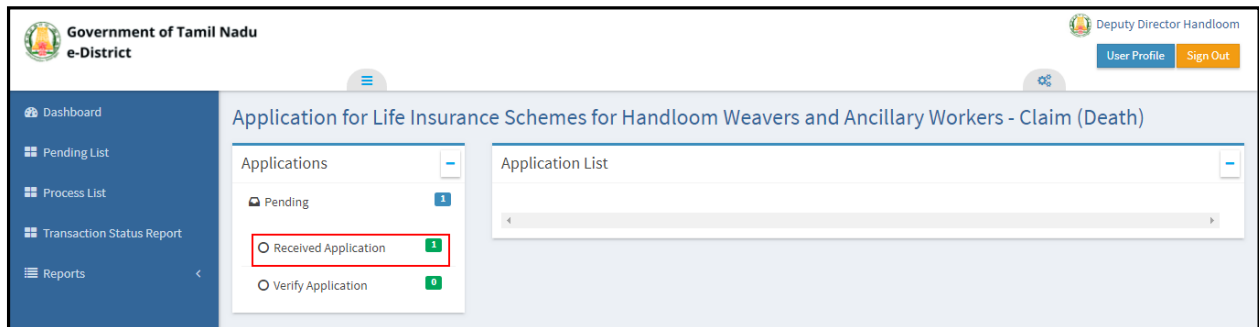


Image 4

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

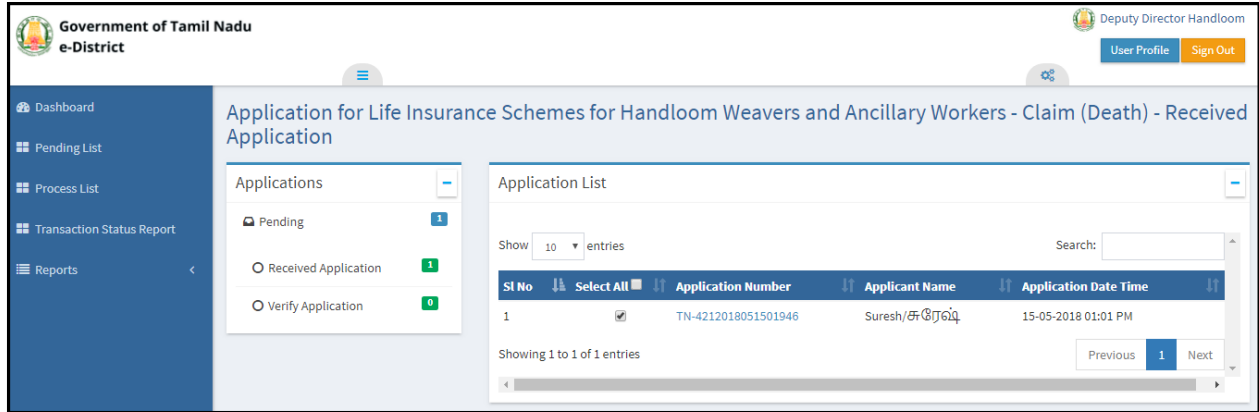


Image 5

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.

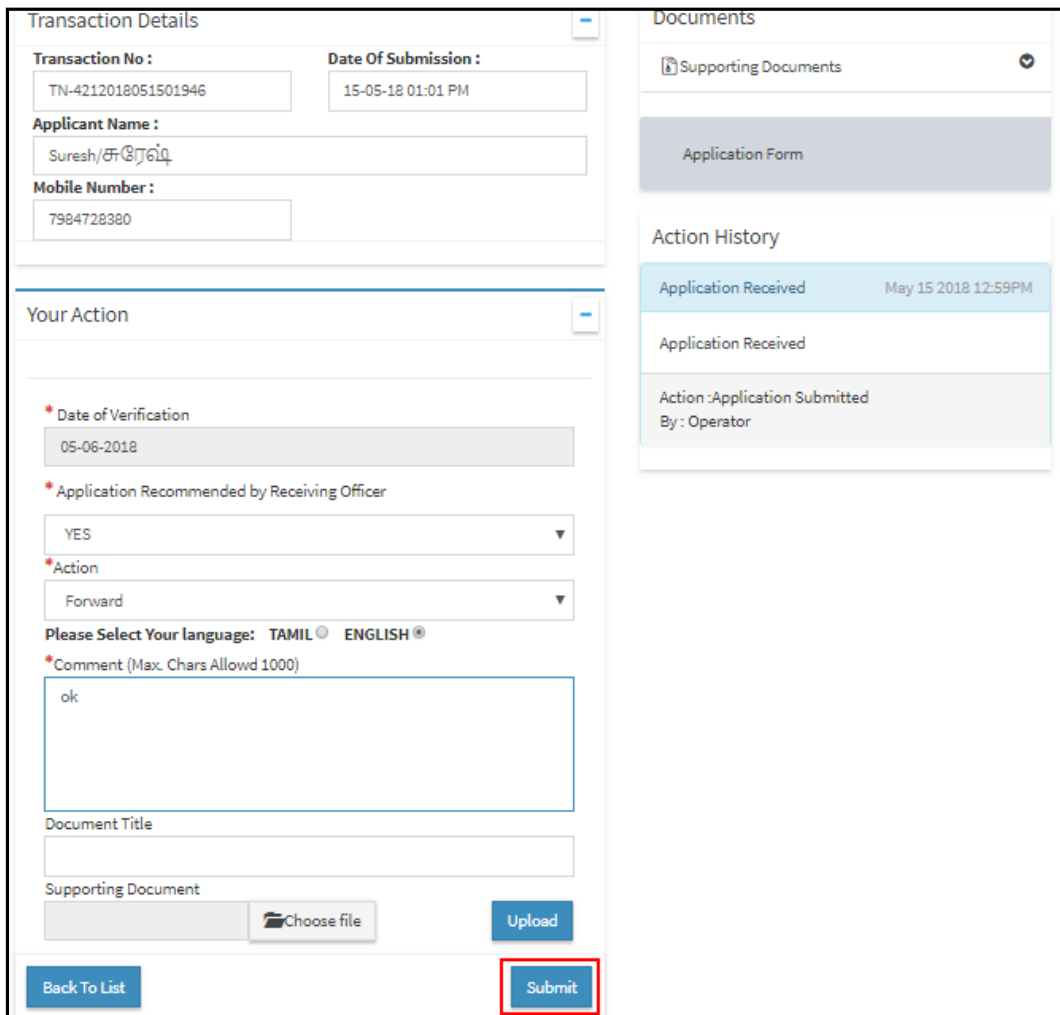


Image 6

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.

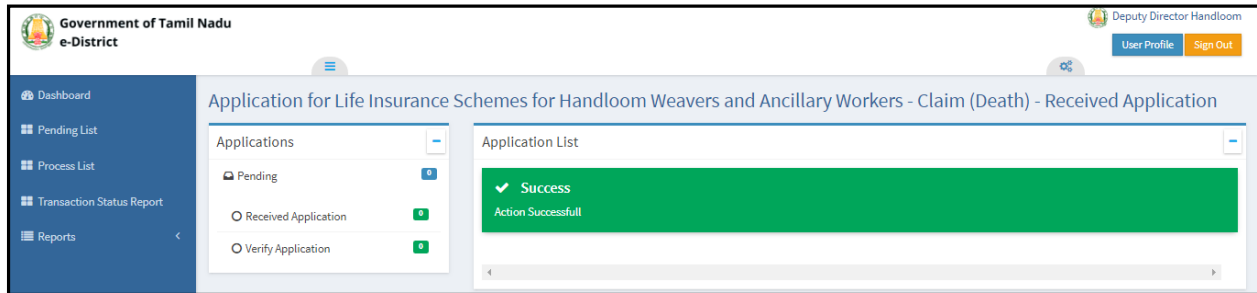


Image 7

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.

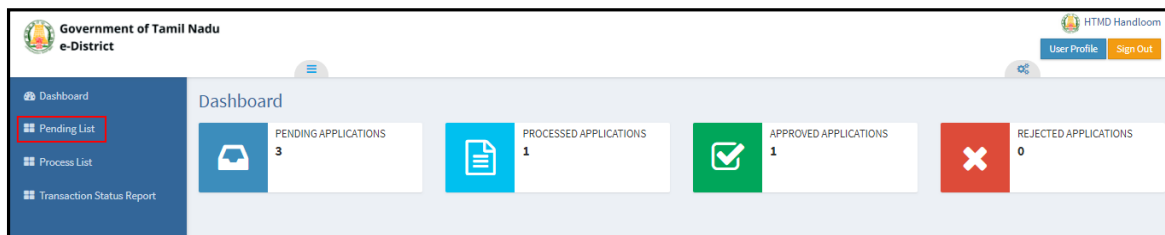


Image 8

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

Below screen will be displayed

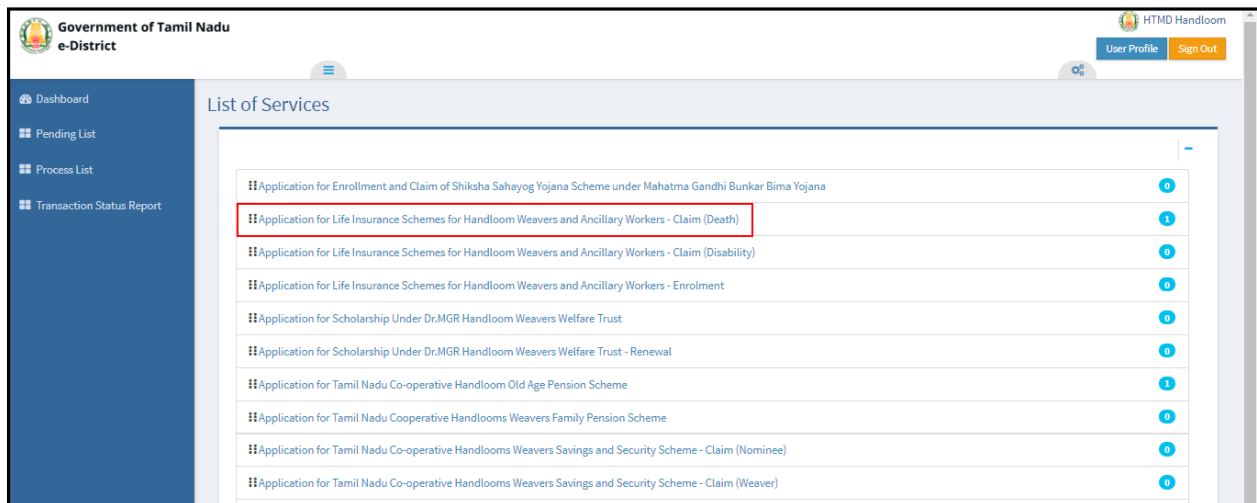


Image 9

STEP 5: Click on the application to be processed. In this case, click on “**Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers – (Death Claim)**” link.

Below screen will be displayed.

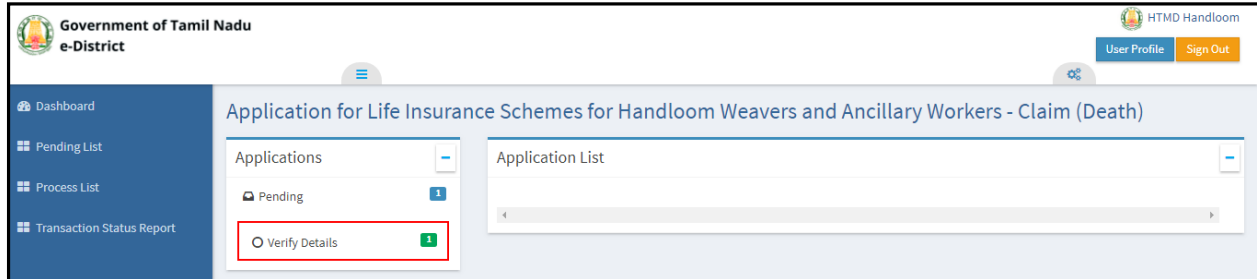


Image 10

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

Below screen will be displayed

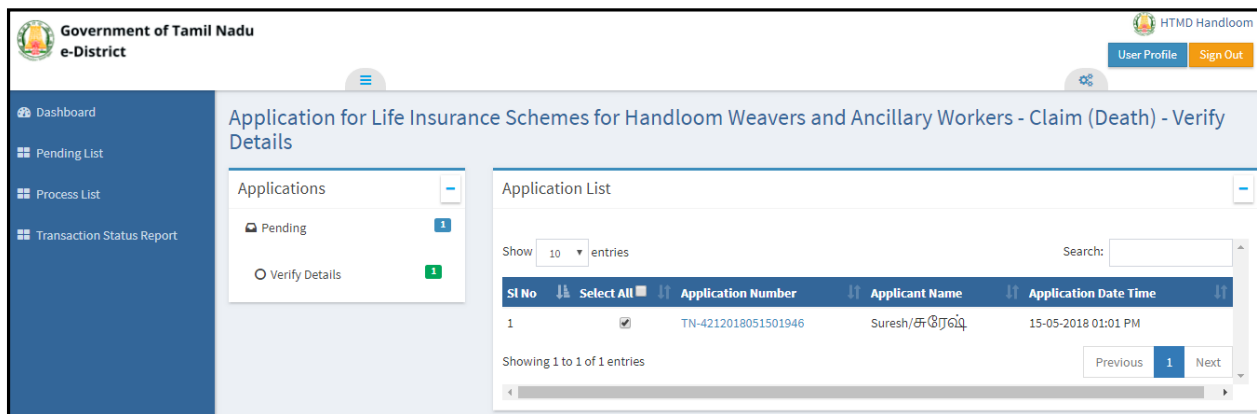


Image 11

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

i Information
File Uploaded Successfully

Transaction No : **Date Of Submission :**

Applicant Name :

Mobile Number :

Your Action

Uploaded Files

Resolution Proceedings
Delete

Active member in the society Proof
Delete

Documents

Supporting Documents

Application Form

Action History

Received Application Jun 19 2018 12:28PM

ok
Date of Verification : 05-06-2018
Application Recommended by Receiving Officer : YES

Application Received May 15 2018 12:59PM

Application Received

Action :Application Submitted
By : Operator

*Action

Please Select Your language: TAMIL ENGLISH


*Comment (Max. Chars Allowed 1000)

*Select Supporting Document

Document Title

Supporting Document

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.

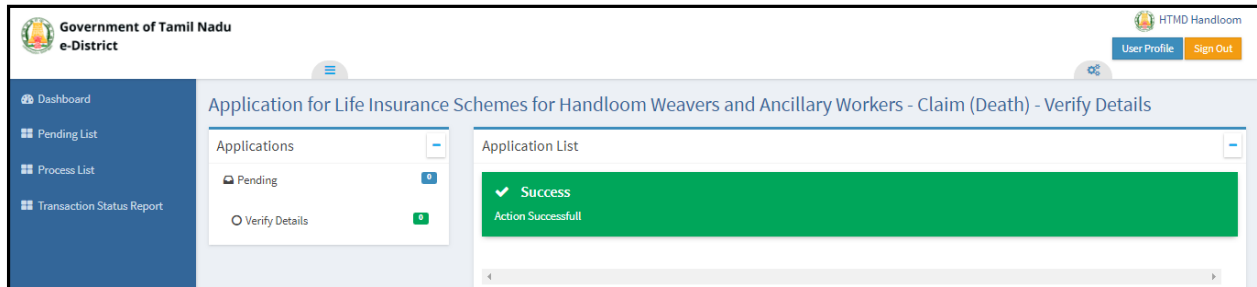


Image 13

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.

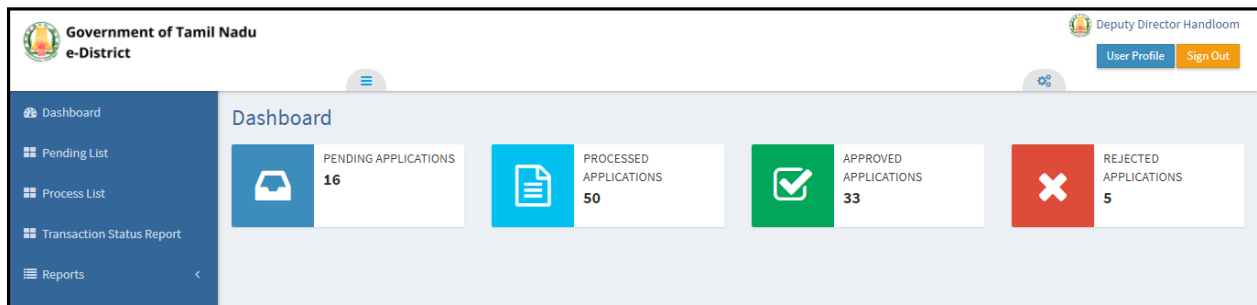


Image 14

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

Below screen will be displayed

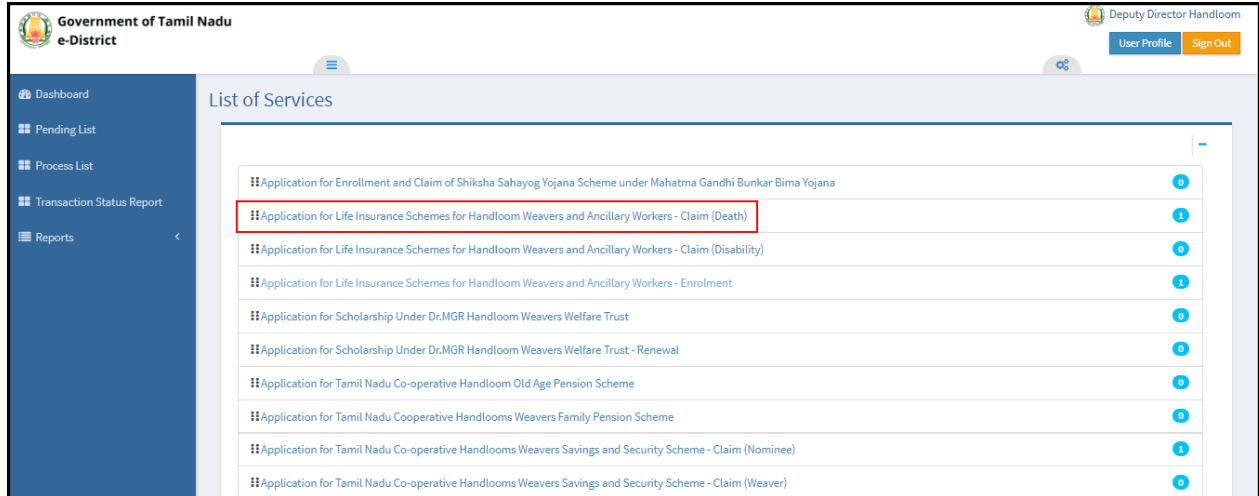


Image 15

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

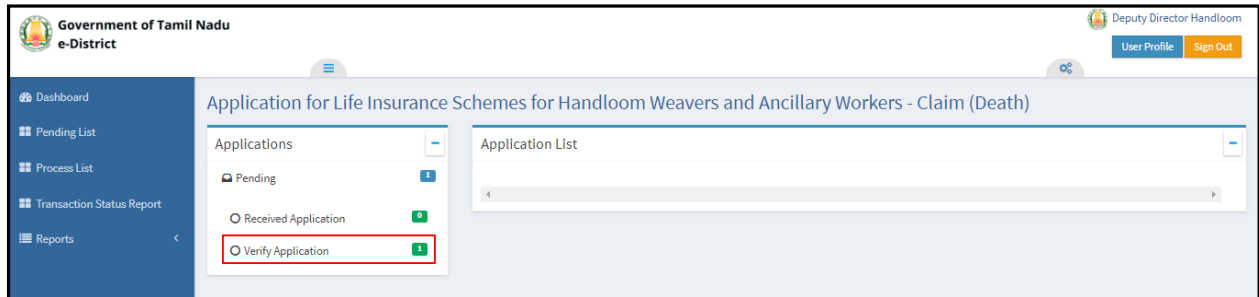


Image 16

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

Below screen will be displayed.

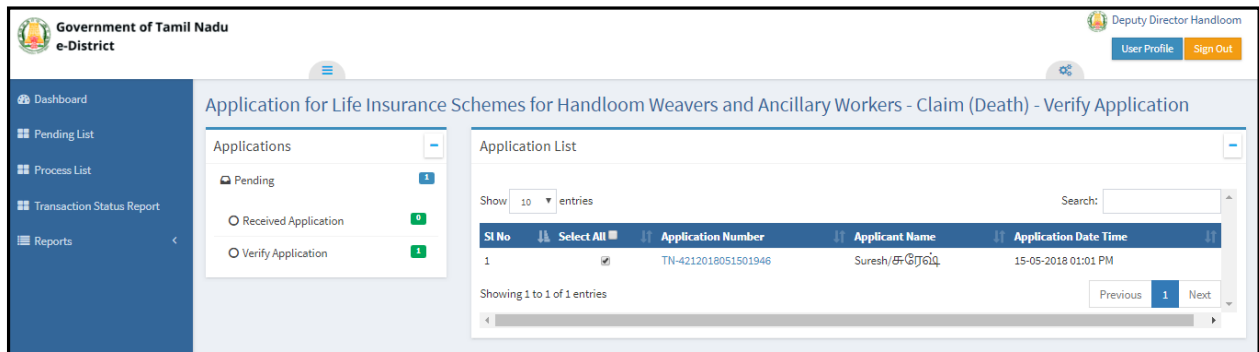


Image 17

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 :

Date Of Submission :

Applicant Name :

Mobile Number :

Your Action

*Action:

Please Select Your language: TAMIL ENGLISH

*Comment (Max. Chars Allowed 1000):

Document Title:

Supporting Document:

Documents

Supporting Documents

- Active member in the society Proof
- Application Form
- Resolution Proceedings

Action History

Verify Details	Jun 19 2018 12:33PM
ok	
Action :Forward By : HTMD Handloom(Managing Director)	
Received Application	Jun 19 2018 12:28PM
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 **Forward** and click **Submit**.

On successful submission below page will be displayed.

The screenshot shows the dashboard for the Government of Tamil Nadu e-District. The user is logged in as 'Deputy Director Handloom'. The main heading is 'Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Death) - Verify Application'. On the left, there is a navigation menu with options: Dashboard, Pending List, Process List, Transaction Status Report, and Reports. The main content area shows a list of applications with filters for 'Pending', 'Received Application', and 'Verify Application'. A prominent green banner displays a 'Success' message: 'Action Successfull'.

Image 19

5.4 Directorate Login (Level 4)

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

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

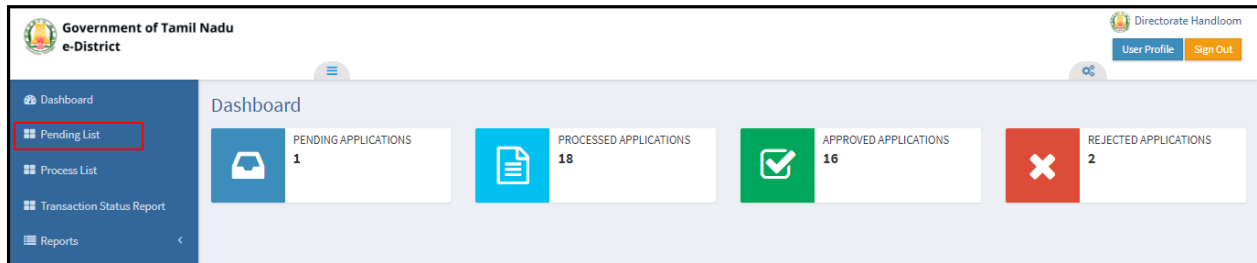


Image 20

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

Below screen will be displayed

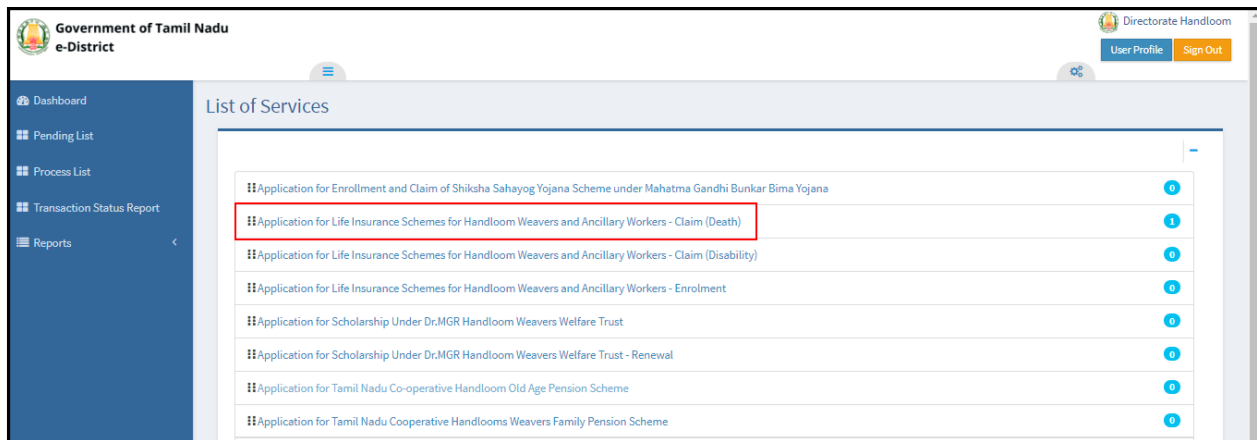


Image 21

Screen shows the list of pending applications.

STEP 5: Click on the application to be processed. In this case, click on “**Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers – (Death Claim)**” link.

Below screen will be displayed.

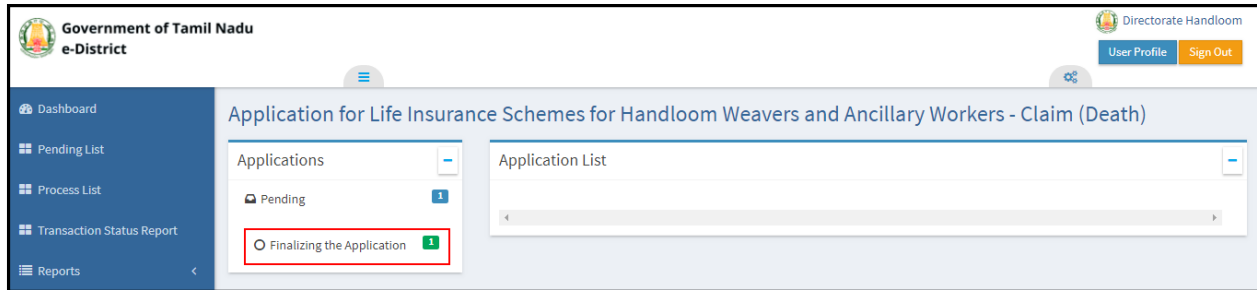


Image 22

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

Below screen will be displayed.

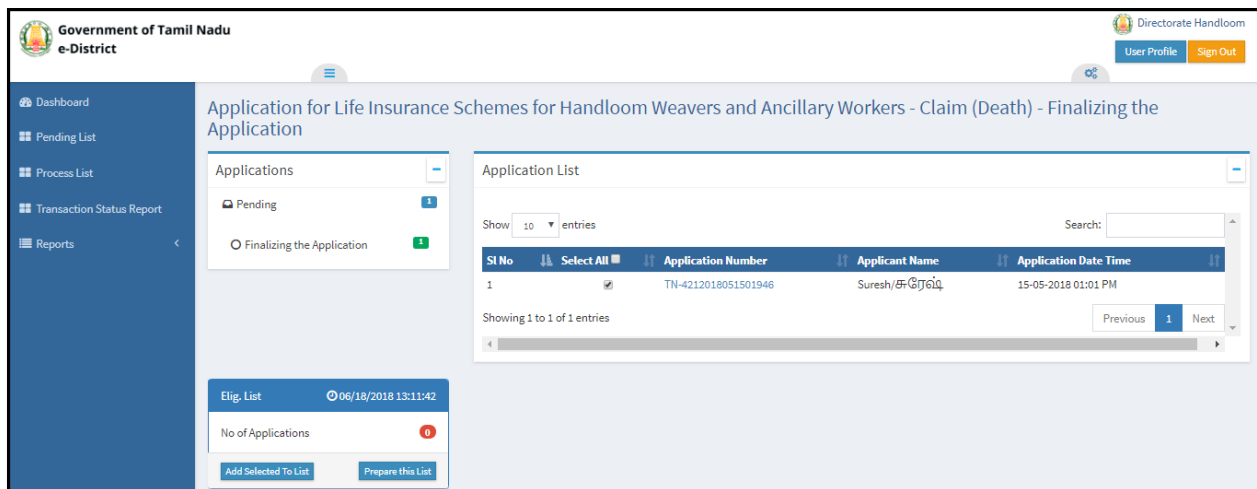


Image 23

STEP 7: Select the application to be processed.

Below e-form will be displayed.

Transaction Details

Transaction No : TN-4212018051501946

Date Of Submission : 15-05-18 01:01 PM

Applicant Name : Suresh/சுரேஷ்

Mobile Number : 7984728380

Your Action

*Action: Approve

Please Select Your language: **TAMIL** ENGLISH

*Comment (Max. Chars Allowd 1000): ok

Document Title: _____

Supporting Document:

Documents

Supporting Documents

- Active member in the society Proof
- Application Form
- Resolution Proceedings

Action History

Verify Application	Jun 19 2018 12:36PM
ok	
Action :Forward By : Deputy Director Handloom(Deputy Director Assistant Director)	
Verify Details	Jun 19 2018 12:33PM
ok	
Action :Forward By : HTMD Handloom(Managing Director)	

Image 24

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

On successful submission below page will be displayed.

Image 25

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



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

STEP 9: Once the application gets incremented as shown in above image, click on **‘Prepare this List’** to generate the list beneficiaries that should be made available in the Reports Section

Below success message will be displayed.

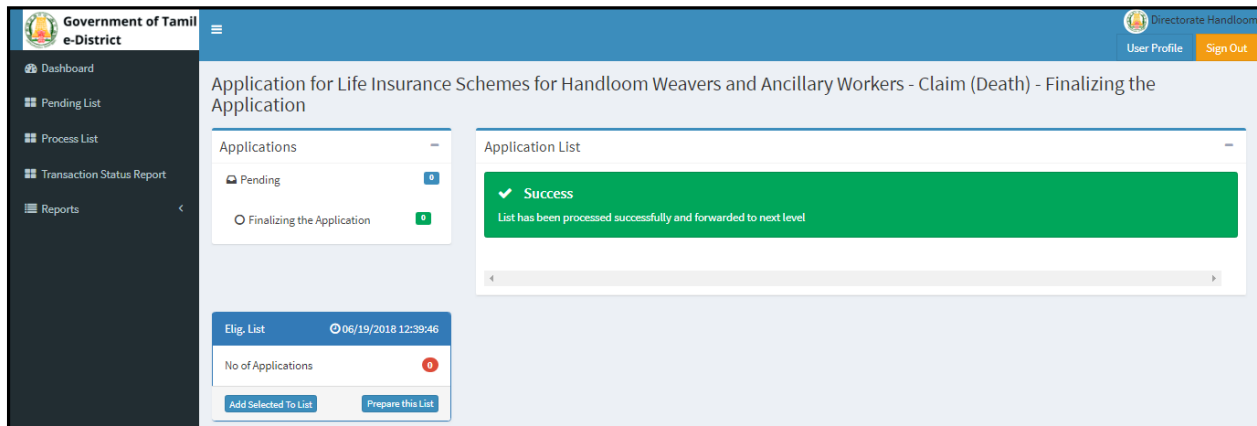


Image 26

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

5.5 Reports

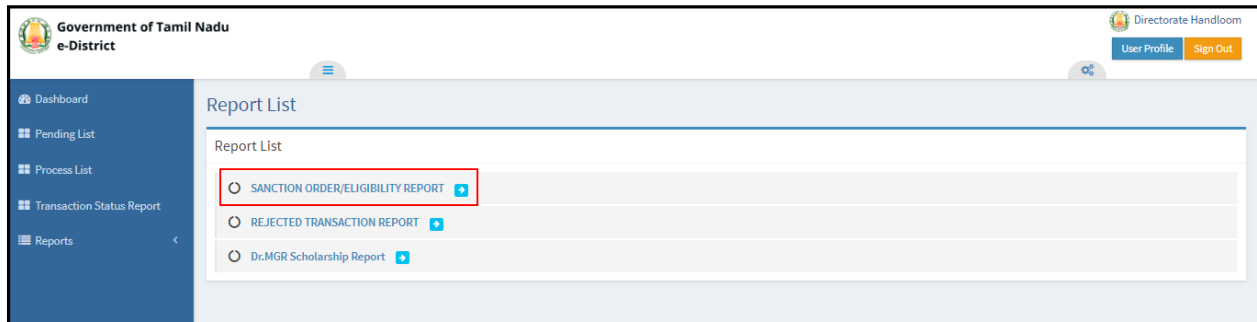


Image 27

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

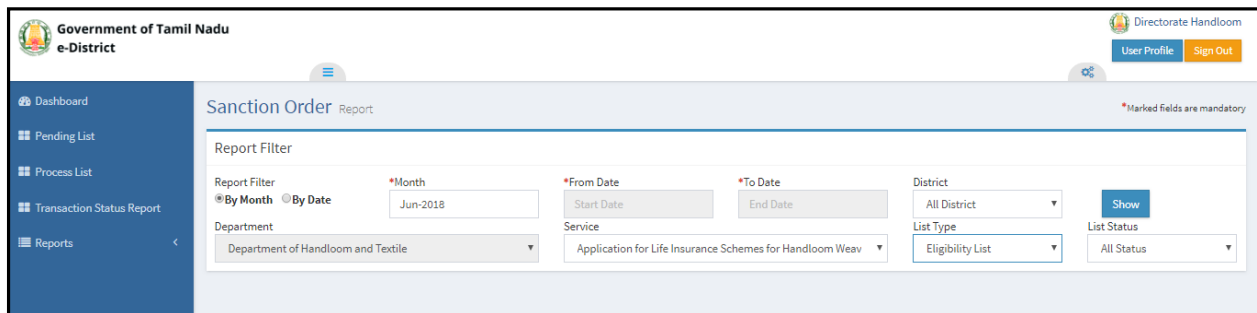


Image 28

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.

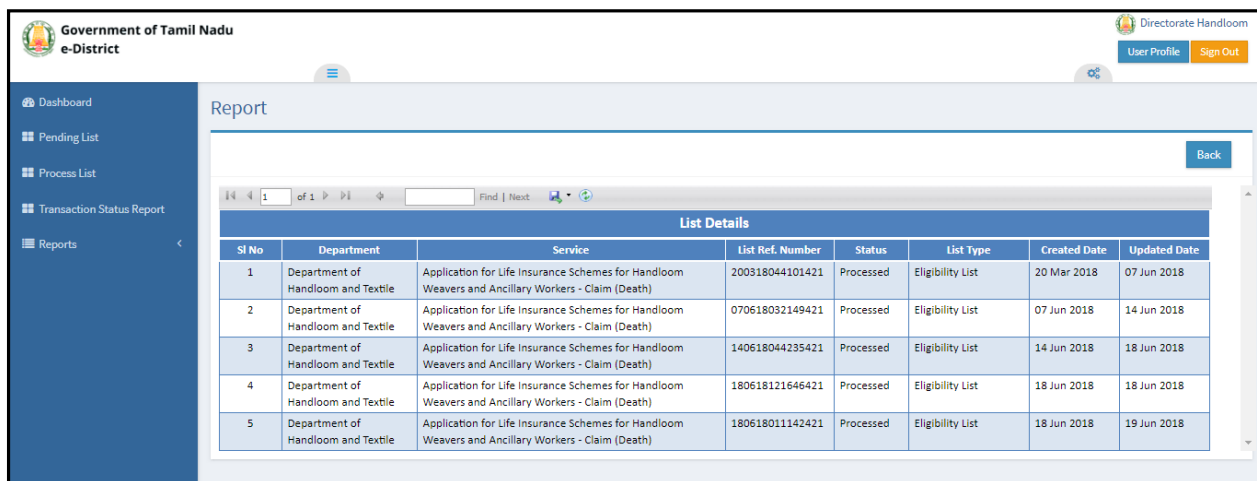
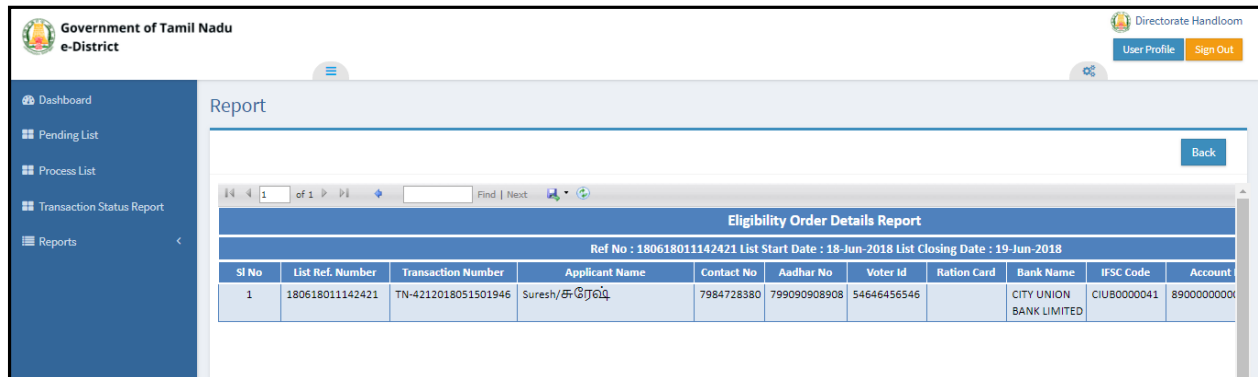


Image 29

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

Below screen will be displayed.



Government of Tamil Nadu e-District

Directorate Handloom

User Profile Sign Out

Dashboard

Pending List

Process List

Transaction Status Report

Reports

Report

Back

1 of 1

Find | Next

Eligibility Order Details Report

Ref No : 180618011142421 List Start Date : 18-Jun-2018 List Closing Date : 19-Jun-2018

SI No	List Ref. Number	Transaction Number	Applicant Name	Contact No	Aadhar No	Voter Id	Ration Card	Bank Name	IFSC Code	Account
1	180618011142421	TN-4212018051501946	Suresh/சுரேஷ்	7984728380	799090908908	54646456546		CITY UNION BANK LIMITED	CIU80000041	89000000000

Image 30



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.