

Tamil Nadu e-District
User Manual
for
Loan Assistance Scheme
for Differently Abled Persons

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 Getting Started

Following points and guidelines may be referred while accessing the e-district application:

- User must have valid username and password
- Make relevant and correct entries only
- Recheck the entries before clicking on Submit button
- Mandatory fields should not be left blank
- Mandatory/Optional documents should be attached as per requirement
- Do not make false entries

To launch E district - *ONLINE*

- Double click on the  to open the browser
 - The browser will be open with default page or blank page
 - Enter the URL and press enter button on keyboard

6 Application for Loan Assistance Scheme for Differently Abled Persons

6.1 Operator Login

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

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

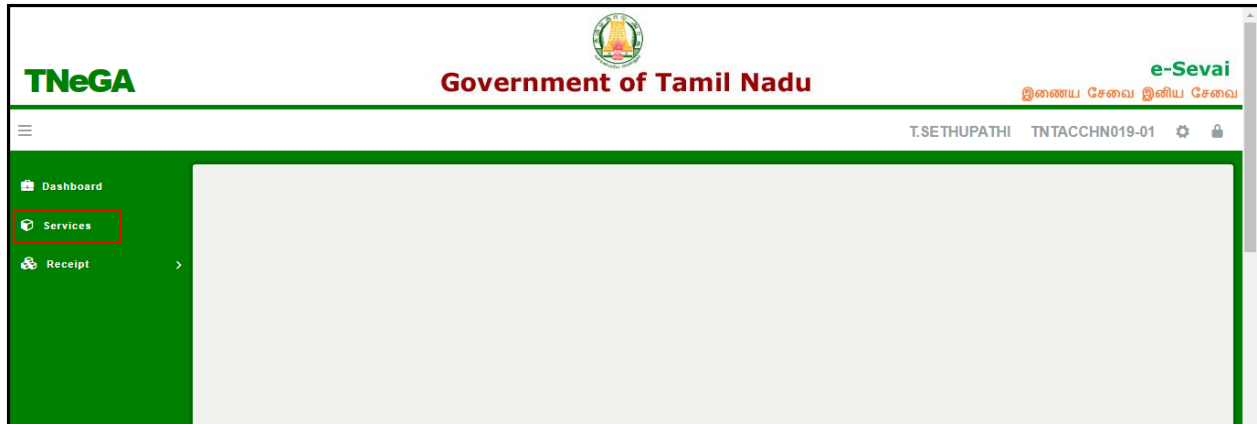


Image - 1

STEP 2: Enter the Login credentials and Captcha code

STEP 3: Click on Login.

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

**Image - 2****STEP 4: Click on Services**

Department Wise service listing will appear.

STEP 5: Click on Directorate for Welfare of differently abled link.

User can also switch to the **Service Wise** listing, or search a particular service using keywords by clicking on **Search**.

**Image - 3**

Below screen will be displayed.



Image - 4

STEP 6: Click on **Application for Loan Assistance Scheme for Disabled persons** link.

User will be redirected to the e-District Portal.



Image - 5

STEP 7: Click on **Proceed**.

User will be redirected to the Applicant search page as shown below.

Application for Loan Assistance Scheme for Disabled Persons/Application for Loan Assistance Scheme for Disabled Persons

Note: Apply for the service as per the given instructions :-

1. If Applicant have CAN Number: Please enter CAN Number or any of the field in below field then click on Search Button in order to proceed.
2. If Applicant doesn't have CAN Number: Click on Register button.
3. Apply for CAN registration: Register Can

Applicant CAN Number/ குடிமக்கள் கணக்கு எண் *	<input type="text"/>	Applicant Name *	<input type="text"/>
Applicant Father Name *	<input type="text"/>	Applicant Mobile Number *	<input type="text"/>
Applicant Email Id *	<input type="text"/>	Applicant Date of Birth *	<input type="text"/>

Search

Image - 6

The Applicant can perform Search using the following options:

- Applicant CAN Number
- Applicant Name
- Applicant Father Name
- Applicant Mobile Number
- Applicant Email Id
- Applicant Date Of Birth



Note – The **green asterisk** signifies that the available search options are **optional** mandatory.

The applicant will be able to go ahead with the application process if he/she already has a unique CAN number; otherwise the applicant is required to register for a CAN number.

6.1.1 Registration Process for CAN (Citizen Access Number)

Click on the **Register CAN** button as shown in the above figure.

The CAN registration form will be displayed as shown below.

CAN Registration

Fields Marked With Asterisk(*) Are Mandatory.

Applicant Detail

Document Type 1*	Adhaar card	Document Type 2	Please Select
Aadhaar Number*	123456789012		
Appellation*	Shri / ஸ்ரீ		
Applicant Name*	Krishnan	விண்ணப்பதாரர் பெயர்*	
Gender / பாலினம்*	Male	Marital Status / திருமண நிலை*	Unmarried
Date Of Birth / பிறந்த தேதி*	15-Aug-1985		
Relationship / உறவு*	Guardian		
Father/ Husband / Guardian / Mother Name*	Murugan	தந்தை / கணவர் / பாதுகாவலர் / தாயின் பெயர்*	
Mother Name*	Radha	தாயின் பெயர்*	
Religion / மதம்*	Hindu		
Community / சாதி*	BC	Occupation / வேலை*	Clerical & Related workers
Education Qualification / கல்வித்தகுதி			

Current Address / தற்போதைய முகவரி

State / மாநிலம்*	TAMIL NADU	District / மாவட்டம்*	Chennai / சென்னை
Taluk / வட்டம்*	Tondiarpet / தண்டையார்டு	Street Name(only for Chennai district) / தெரு பெயர்*	Amman Koil Cross Street Koruk
Revenue Village / கிராமம்*	Tondiarpet (part 1) / தண்டைய		
Admin Unit / நிர்வாக அலகு	Chennai	Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர்	
Block No. / Name		Building / Door / Flat No.*	45
Pin Code / அஞ்சல் எண்*	123453		

If Permanent Address Same As Current Address

Contact Details

Phone / Landline No. With STD Code	Mobile Number/ தொலைபேசி எண்*
	9654940607
Email Id / மின்னஞ்சல் முகவரி	

Bank Details

Bank Name	District
AXIS BANK	CHENNAI
Branch Name	IFSCCode
ELDAMS ROAD	UTIB0003702
Account Number	
12345678012	

[Register](#)

Image - 7

Enter all the mandatory details in the **Applicant Detail** and **Current Address** and **Bank Details** sections.



Note – The applicant must **Generate** and **verify OTP** before submitting the form.

Contact Details

Phone / Landline No. With STD Code Mobile Number / தொலைபேசி எண்

Email Id / மின்னஞ்சல் முகவரி *

Generate OTP

Enter OTP *

confirm OTP

Image - 8

Click on **Register** to submit the form as shown in **Error! Reference source not found..**

On successful CAN Registration, the CAN Number will be generated as shown below.

Application	Check Status	Collection Amount	Reprint Receipt	TNEB Recheck
<p>CAN Registration Successful</p> <p>"Your CAN Number is 1331603011212", Please click on proceed button to move further.</p> <p style="text-align: center;">Proceed</p>				

Image - 9

The applicant can now proceed with applying for Loan Assistance Scheme for differently abled persons using this **CAN** number.

Continuing the Loan Assistance Scheme application process from **STEP 7**

STEP 8: Enter the **CAN** number and click **Search**.

The corresponding record will show in the search result as shown in the below image.

Select	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
<input type="radio"/>	1331603011624	Dhoni	Pan Singh	19-Mar-1985	8220717533	
<input type="radio"/>	1331603010978	Dhoni	Durai	14-Jun-1988	8220717533	
<input checked="" type="radio"/>	1331603011067	Dhoni	Mahendra	07-Jul-1985	8220717533	
<input type="radio"/>	1331603011340	Dhoni	Mahendra	07-Jul-1983	9750229994	
<input type="radio"/>	1331603011482	Dhoni	Sudha	23-Oct-1984	8778048080	

Showing 1 to 5 of 5 entries First Previous **1** Next Last

Mobile Number / தொலைபேசி எண் *

Enter OTP *

Image - 10

STEP 9: Select the record by clicking on the **option button** against the desired record.

STEP 10: Generate and verify OTP as shown above.

Once the OTP is verified the screen will refresh to the below image.

Select	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
<input type="radio"/>	1331603011624	Dhoni	Pan Singh	19-Mar-1985	8220717533	
<input type="radio"/>	1331603010978	Dhoni	Durai	14-Jun-1988	8220717533	
<input checked="" type="radio"/>	1331603011067	Dhoni	Mahendra	07-Jul-1985	8220717533	
<input type="radio"/>	1331603011340	Dhoni	Mahendra	07-Jul-1983	9750229994	
<input type="radio"/>	1331603011482	Dhoni	Sudha	23-Oct-1984	8778048080	

Showing 1 to 5 of 5 entries First Previous **1** Next Last

Image - 11

STEP 11: Click on **Proceed**.

CAN details of the applicant may be modified by clicking on the Edit CAN Detail button.

The **Save as New** option allows you to save the same CAN Number with different applicant details.

The applicant will be redirected to the Application e-form screen as shown below.

Most of the common details will be auto filled from CAN, rest the user has to fill up.

Application for Loan Assistance Scheme for Disabled Persons

Applicant Details

* Appellation	Dr/டாக்டர்	* Applicant Name / விண்ணப்பதாரர் பெயர்	Dhoni/டோனி
* Relationship/உறவு	Father	* Father / Husband / Guardian Name	Mahendra/மஹேந்தி
* Mother's Name / தாயின் பெயர்	Sushma/சுவ்ஷமா	* Gender / பாலினம்	Male
* Marital Status / திருமண நிலை	Unmarried	* Date of Birth / பிறந்த தேதி	07-Jul-1985
* Religion / மதம்	Hindu	* Community / சாதி	BC
* Driving License	123213213213	* Ration Card No	1234567890123
Voter ID			

Current Address / தற்போதைய முகவரி

* State / மாநிலம்	TAMIL NADU	* District / மாவட்டம்	Perambalur/பெரம்பல்
* Taluk / வட்டம்	Perambalur/பெரம்பல்	* Revenue Village / கிராமம்	Aiyalur/அயிலூர்
* Street No/Name / தெரு எண் / பெயர்	Nehru Street/நேரு தெரு	* Building / Door / Flat No	21
* Pin Code / அஞ்சல் எண்	609430		

If same as Current Address / தற்போதைய முகவரி அதே என்றால்

Permanent Address / நிலையான முகவரி

* State / மாநிலம்	TAMIL NADU	* District / மாவட்டம்	Perambalur/பெரம்பல்
* Taluk / வட்டம்	Perambalur/பெரம்பல்	* Revenue Village / கிராமம்	Aiyalur/அயிலூர்
* Street No/Name / தெரு எண் / பெயர்	Nehru Street/நேரு தெரு	* Building / Door / Flat No	21
* Pin Code / அஞ்சல் எண்	609430		

Contact Details

Phone / Landline No. With STD Code		Mobile Number	8220717533
Email Id			

Application Details / விண்ணப்ப விவரங்கள்

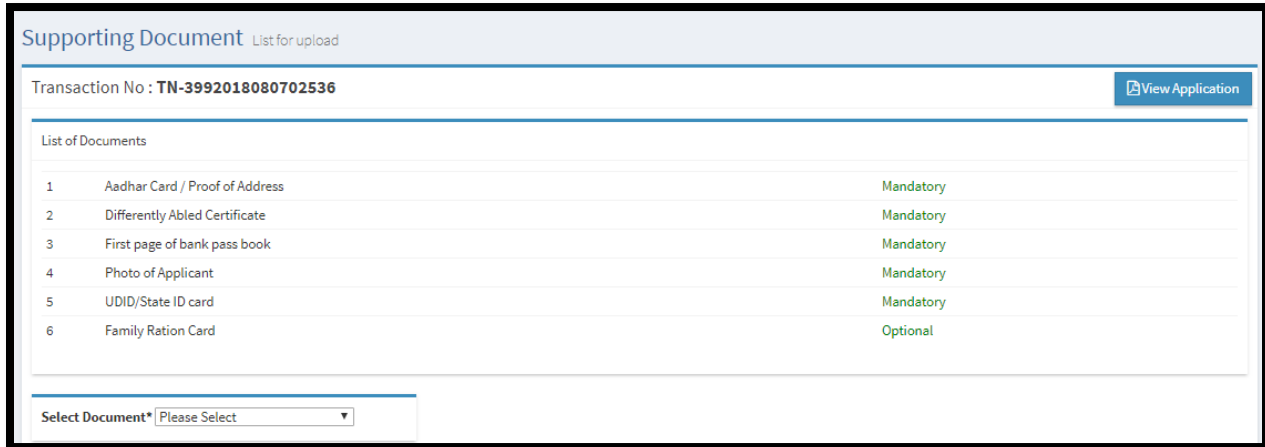
Self Employment Loan Subsidy to Differently Abled Person or Subsidy for Setting Up Bunk Stall for Differently Abled Person

* Nature of Differently Abled/ மாற்றுத்திறனின் வகை	Please Select	* Percentage of Differently Abled/ மாற்றுத்திறனின் தன்மை (விழுக்காடு)	Please Select
Employment Reg. No / வேலைவாய்ப்பு பதிவேண்		* Educational Qualifications / கல்வித்தகுதி	Please Select
* What Profession / Business is Planned / எவ்வகையான தொழில் / வியாபாரம் செய்ய வேண்டும்		Current Employment / தற்போது என்ன செய்கிறீர்கள்	
Do you have experience in the Proposed Business / செய்ய போகும் தொழிலில் அனுபவம் உண்டா	<input type="radio"/> Yes <input type="radio"/> No	Previous Business Details	
* Capital Investment / தொழில் / வியாபாரம் செய்ய எவ்வளவு தொகை முதலீடு தேவைப்படும்		No of installments, the Loan amount to be returned / கடனை எத்தனை தவணைகளில் திருப்பி செலுத்த இயலும்	
Expected profit per month / ஒவ்வொரு மாதமும் எதிர்பார்க்கப்படும் இலாபம் என்ன		* Amount payable per Installment / ஒவ்வொரு தவணையிலும் கடனுக்காக எவ்வளவு தொகை திருப்பி தர இயலும்?	
* Loan Amount Required		* Type of Trade	
Loan Security / கடனுக்காக எவ்வளவு (ரூ) ஜாமீன் கொடுக்க இயலும்		Location of Business	
Details of Business			

Image - 12

STEP 12: Fill all the mandatory details, Check the Declaration box and click on **Submit**.

On successful submission of the form, **Upload Supporting Documents** page will be displayed as shown below.



Supporting Document List for upload

Transaction No : **TN-3992018080702536** [View Application](#)

List of Documents

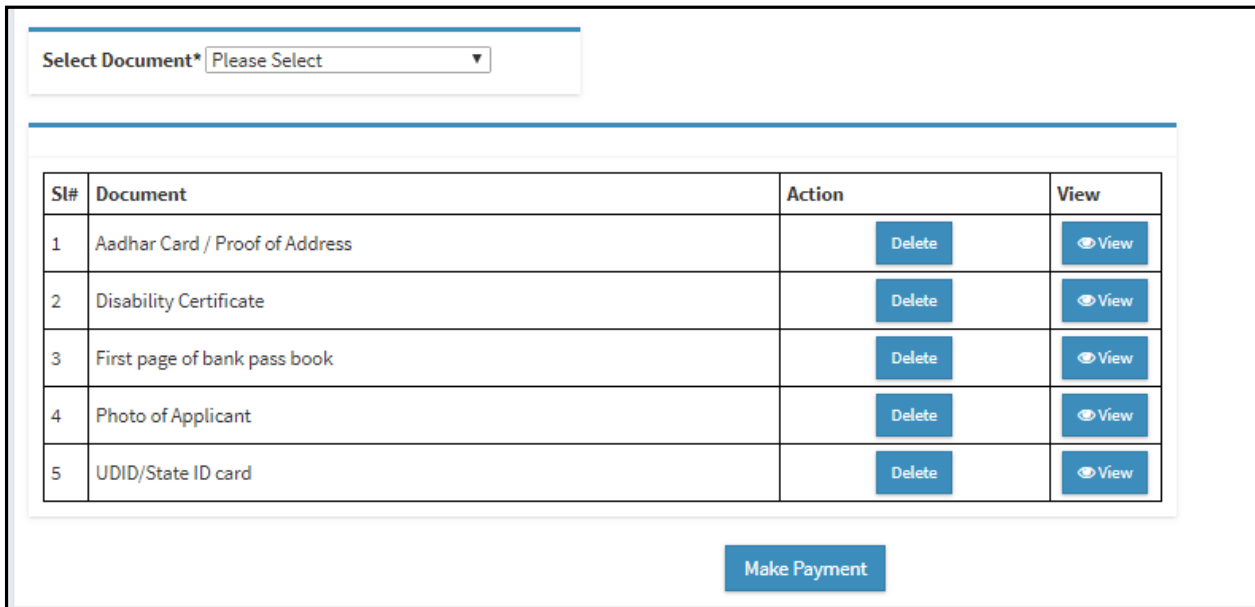
1	Aadhar Card / Proof of Address	Mandatory
2	Differently Abled Certificate	Mandatory
3	First page of bank pass book	Mandatory
4	Photo of Applicant	Mandatory
5	UDID/State ID card	Mandatory
6	Family Ration Card	Optional

Select Document*

Image - 13

STEP 13: Upload all Mandatory Supporting Documents.

- Select the type of document form dropdown, choose the file and click on Upload



Select Document*

Sl#	Document	Action	View
1	Aadhar Card / Proof of Address	Delete	View
2	Disability Certificate	Delete	View
3	First page of bank pass book	Delete	View
4	Photo of Applicant	Delete	View
5	UDID/State ID card	Delete	View

[Make Payment](#)

Image - 14

STEP 14: Click on **Make Payment** once all required document are uploaded.

Select Document* Please Select

Sl#	Document	Action	View
1	Aadhar Card / Proof of Address	Delete	View
2	Differently Abled Certificate	Delete	View
3	First page of bank pass book	Delete	View
4	Photo of Applicant	Delete	View
5	UDID/State ID card	Delete	View

[Make Payment](#)

Confirm

Payment Type* Cash

Application Number	TN-3992018060102178
Applicant Name	Dhoni/தேவநாதி
Date of Application	06/01/2018 12:40:02
Service Name	Application for Loan Assistance Scheme for Disabled Persons
Application Fees	60
eSevai Centre Charges	30
Total	90

[Confirm Payment](#)

Image - 15

STEP 15: Select the **Payment Type** form dropdown and click on **Confirm Payment**.

On successful Payment, applicant will be redirected to the Acknowledgment Receipt page as shown below.

✓ **Success**
Transaction [TN-3992018060102178] Saved Successfully.


Acknowledgement Receipt

Application Number	TN-3992018060102178
Applicant Name	Dhoni/டீடாணி
Date of Application	06/01/2018 12:40:02
Service Name	Application for Loan Assistance Scheme for Disabled Persons
Application Fees	60
eSevai Centre Charges	30
Total	90

Print Receipt

Image - 16

STEP 16: Click on **Print Receipt** to download/print the receipt.



தமிழ்நாடு அரசு / Government of Tamil Nadu
இ-சேவை மையம் / e-Sevai Centre

ஒப்புக்கை / ACKNOWLEDGEMENT

ரசீது எண் / Receipt No: TN-3992018080702536	குறிப்பு எண் / Reference No: TNELCCHN00900908
விண்ணப்பதாரர் / Applicant Name: குமார்/Kumar	விண்ணப்ப எண் / Application No : TN-3992018080702536
துறையின் பெயர் / Department Name: மாற்றுத் திறனாளிகள் நலத்துறை இயக்குனரகம் / Directorate for Welfare of Differently Abled	விண்ணப்பித்த தேதி / Application date : 08/07/2018 10:30:02
	விண்ணப்பித்த சேவை / Applied for Service : Application for Loan Assistance Scheme for Differently Abled Persons

பணம் செலுத்திய விவரம் / Payment Details

விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)
விண்ணப்ப கட்டணம் / Application Fees	Cash	60
இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges		30
	Total	90

ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Ninety Only.

மையப் பெயர் & குறியீட்டு எண் / Centre Name & Code : - ELCCHN009	கையொப்பம் / Signature of the Centre Operator
---	--

மேலே குறிப்பிட்டுள்ள அனைத்து விவரங்களையும் சரி பார்த்து கொள்ளவும். உங்கள் விண்ணப்ப நிலையை தெரிந்து கொள்ள பின்வரும் இணையதளத்தில் பார்க்கவும் <http://tn.cms.co.in:81/eDistrict/User/TrackApplication.aspx> / Kindly check correctness of all the details furnished above. To Check the Application Status see the URL <http://tn.cms.co.in:81/eDistrict/User/TrackApplication.aspx>.

Image - 17

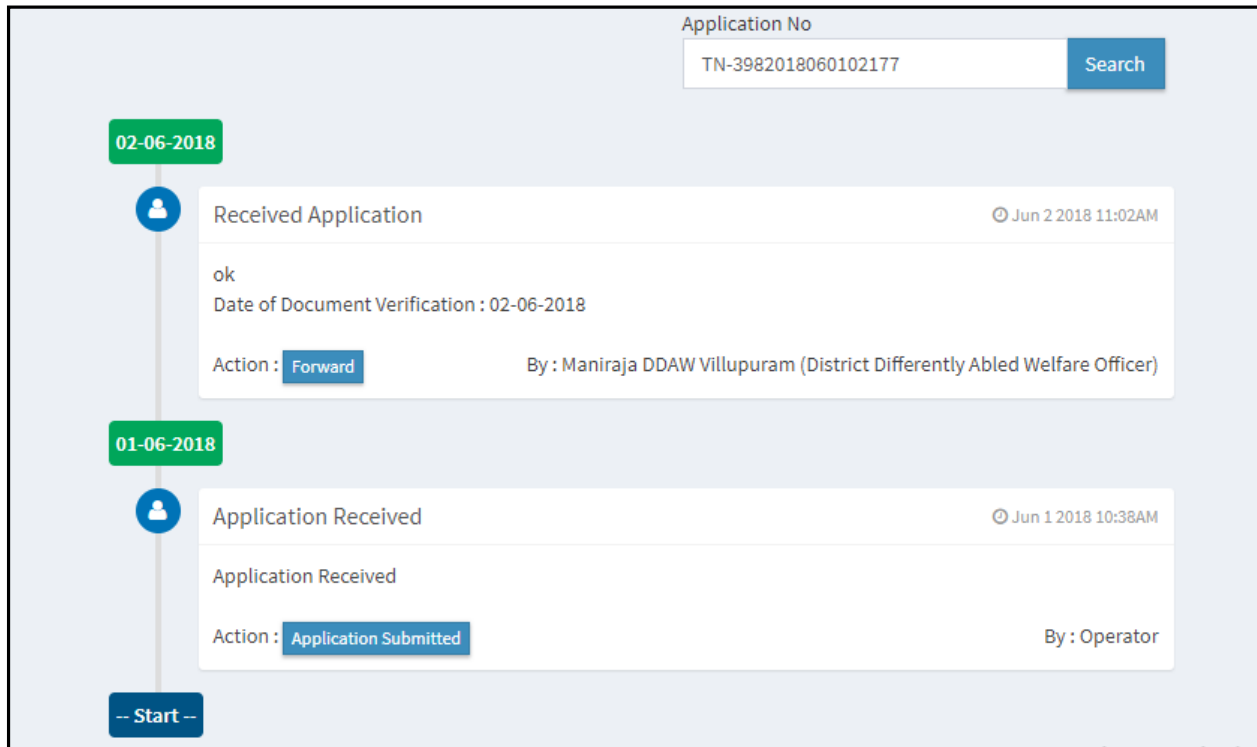


Note – Once the Application has been submitted, it will reach the concerned officer for further processing. If the officer rejects the application, the applicant will be notified of the rejection via sms/email.

6.2 Track Application

Track Application feature helps an operator to track the current state of the application. As per the example image given below the application has moved from operator to DDAW official who has further forwarded it to the next official.

Operator can enter the Application No at the search bar to track its flow.



The screenshot displays the 'Track Application' interface. At the top right, there is a search bar labeled 'Application No' containing the text 'TN-3982018060102177' and a 'Search' button. Below the search bar is a vertical timeline of events. The first event is dated '02-06-2018' and is titled 'Received Application' with a timestamp of 'Jun 2 2018 11:02AM'. The event details include 'ok', 'Date of Document Verification : 02-06-2018', and 'Action : Forward' performed by 'Maniraja DDAW Villupuram (District Differently Abled Welfare Officer)'. The second event is dated '01-06-2018' and is titled 'Application Received' with a timestamp of 'Jun 1 2018 10:38AM'. The event details include 'Application Received' and 'Action : Application Submitted' performed by 'Operator'. At the bottom of the timeline is a button labeled '-- Start --'.

Image 1

7 Disclaimer

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