

Tamil Nadu e-District
User Manual
for
**ADF-205 Renewal of Relief Assistance to Marine
Fishermen Families during BAN Period**

Prepared by



CMS Computers LTD

<http://www.cms.co.in/>

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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


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)

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-District application. The manual consist of Steps used for registering service request and processing of application request at different levels using e- District Application.

4 Scope


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

5 Official Login

The Application goes through four different officials.

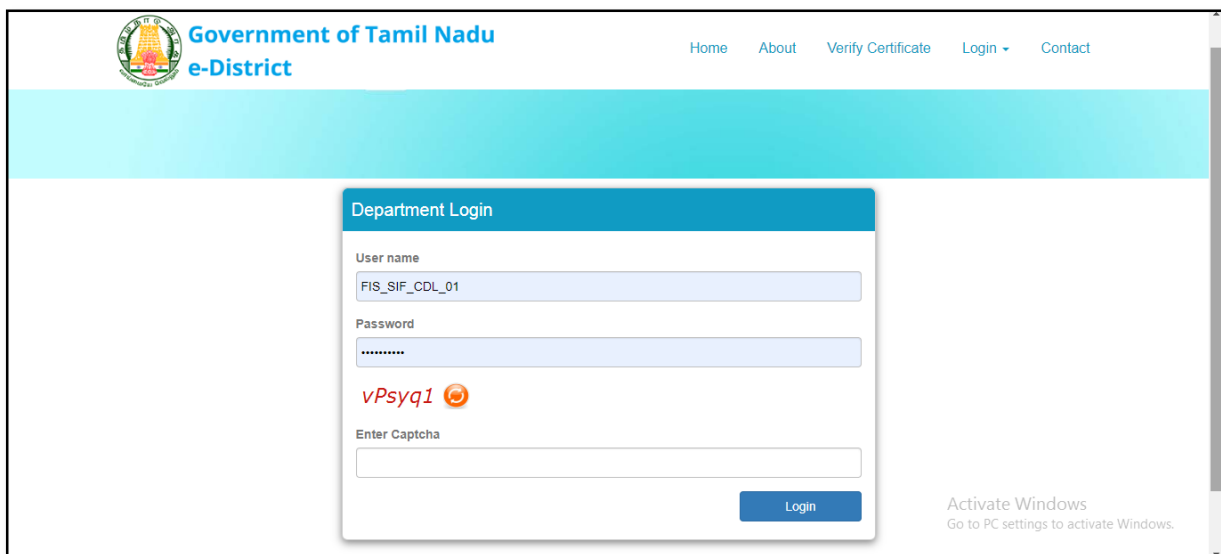
1. SIF
2. Assistant Director
3. Additional director
4. Director

Below section will show steps for processing for each official Login.

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

SIF/IF Login

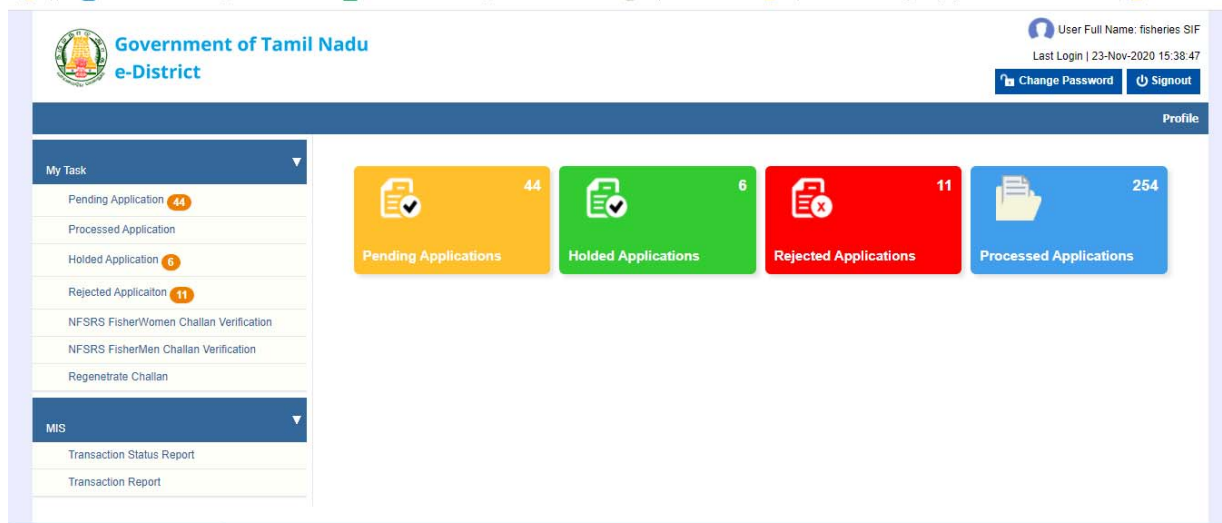
STEP 1: Go to the e-District (Government of Tamil Nadu) Web Portal. Below shown page will open.



STEP 2: Enter the Login credentials and Captcha code

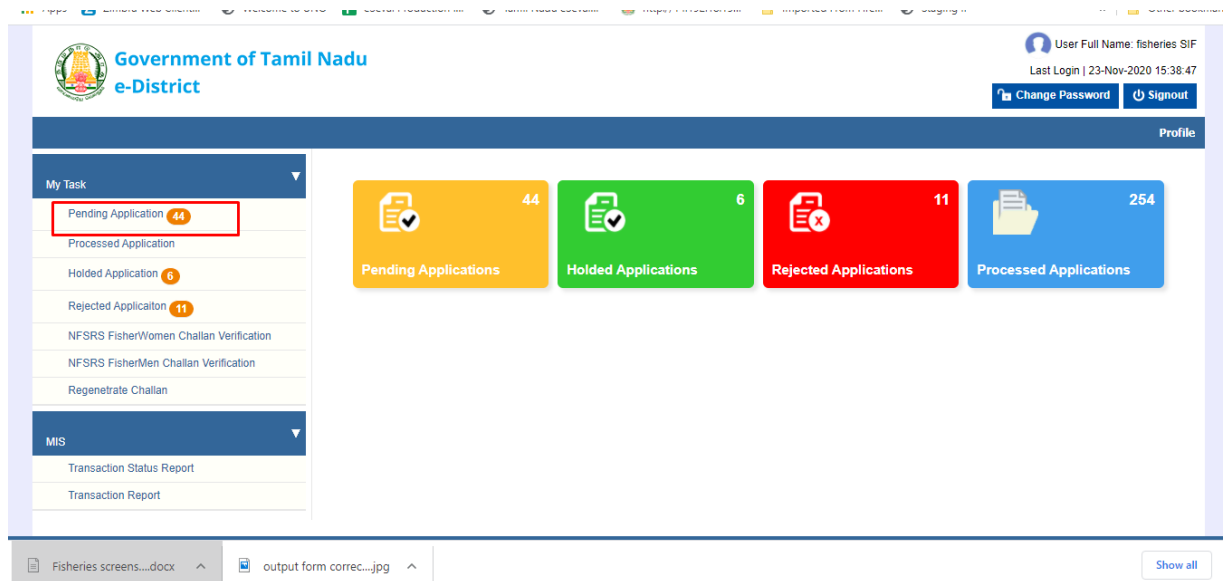
STEP 3: Click on Sign In.

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



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

Below screen will be displayed



Screen shows the list of pending applications.

STEP 5: Click on the application to be processed. In this case, click on “Renewal of Relief Assistance to Marine Fishermen Families during BAN Period” scheme link.

The screenshot shows the user interface for the Government of Tamil Nadu e-District. At the top right, the user is identified as 'fisheries SIF' with a last login of '23-Nov-2020 15:38:47'. There are buttons for 'Change Password' and 'Signout'. The main navigation menu on the left includes 'My Task' (with sub-items like Pending Application: 44, Processed Application, Holded Application: 6, Rejected Application: 11, NFSRS verification, and Regenerate Challan) and 'MIS' (Transaction Status Report, Transaction Report). The main content area is titled 'Pending Applications' and lists several categories with counts: Relief Assistance to marine Fishermen families during Fishing Ban period (11), National Fishermen Savings cum Relief Scheme (17), Tamil Nadu Marine Fisherwomen Savings cum Relief Scheme (5), Special Allowance to marine Fishermen families during Fishing lean period (6), **Renewal of Relief Assistance to Marine Fishermen Families during BAN period (5)**, and Renewal of Special Allowance to Marine Fishermen Families during LEAN period (0). The 'Renewal of Relief Assistance...' item is highlighted with a red border.

The Below screen will be displayed

This screenshot shows the 'ADF-205 - Renewal of Relief Assistance to Marine Fishermen Families during BAN period' screen. The user is 'fisheries SIF' with a last login of '18-Nov-2020 18:06:55'. The left sidebar is the same as the previous screen. The main content area has a title 'ADF-205 - Renewal of Relief Assistance to Marine Fishermen Families during BAN period'. It features an 'Activities' section with three items: 'Verify Application - Holded' (1), 'Verify Application' (3), and 'Verify Application - Seek Additional Info' (1). To the right is a 'Pending Applications' section with filters for District (ALL), Village (ALL), and Society (ALL). It shows a table of applications with columns for SI No, Application Number, Applicant Name, Application DateTime, and Contact Number. The table contains three rows of data. Below the table is a pagination control showing 'Showing page 1 of 1'.

SI No	Application Number	Applicant Name	Application DateTime	Contact Number	
1	TN-292020061000015	Mithali	10-06-2020 16:11	9966337823	Assiste Fisheri
2	TN-292020061000016	Mithali	10-06-2020 16:21	9966337823	Assiste Fisheri
3	TN-292020061100018	nibunan	11-06-2020 12:07	9962305585	Assiste Fisheri

There are three features here.

1. Verify application.
2. Verify application- Holded
3. Verify application- Seek Additional Info

Verify Application

STEP 6: Click on Verify Application.

Government of Tamil Nadu e-District

User Full Name: fisheries SIF
Last Login | 23-Nov-2020 15:38:47
Change Password | Signout

ADF-205 - Renewal of Relief Assistance to Marine Fishermen Families during BAN period

My Task

- Pending Application **44**
- Processed Application
- Holded Application **6**
- Rejected Application **11**
- NFSRS FisherWomen Challan Verification
- NFSRS FisherMen Challan Verification
- Regenerate Challan

MIS

- Transaction Status Report
- Transaction Report

Activities

- Verify Application - Holded **1**
- Verify Application **3****
- Verify Application - Seek Additional Info **1**

Below screen will be displayed.

Government of Tamil Nadu e-District

User Full Name: fisheries SIF
Last Login | 18-Nov-2020 16:06:55
Change Password | Signout

ADF-205 - Renewal of Relief Assistance to Marine Fishermen Families during BAN period

My Task

- Pending Application **44**
- Processed Application
- Holded Application **6**
- Rejected Application **11**
- NFSRS FisherWomen Challan Verification
- NFSRS FisherMen Challan Verification
- Regenerate Challan

MIS

- Transaction Status Report
- Transaction Report

Activities

- Verify Application - Holded **1**
- Verify Application **3**
- Verify Application - Seek Additional Info **1**

Pending Applications

District: ALL

Village: ALL Society: ALL

Display 5 applications per page Search:

<input type="checkbox"/>	Sl No	Application Number	Applicant Name	Application DateTime	Contact Number	
<input type="checkbox"/>	1	TN-292020061000015	Mithali	10-06-2020 16:11	9966337823	Assiste Fisheri
<input type="checkbox"/>	2	TN-292020061000016	Mithali	10-06-2020 16:21	9966337823	Assiste Fisheri
<input type="checkbox"/>	3	TN-292020061100018	nibunan	11-06-2020 12:07	9962305585	Assiste Fisheri

Showing page 1 of 1

STEP 7: Bulk Approval and Action

Select the applications to be processed and select the action from the drop down.

- NFSRS FisherWomen Challan Verification
- NFSRS FisherMen Challan Verification
- Regenerate Challan
- MIS**
- Transaction Status Report
- Transaction Report

<input checked="" type="checkbox"/>	SI No	Application Number	Applicant Name	Application DateTime	Contact Number	
<input checked="" type="checkbox"/>	1	TN-292020061000015	Mithali	10-06-2020 16:11	9966337823	Assistz Fisherz
<input checked="" type="checkbox"/>	2	TN-292020061000016	Mithali	10-06-2020 16:21	9966337823	Assistz Fisherz
<input checked="" type="checkbox"/>	3	TN-292020061100018	nibunan	11-06-2020 12:07	9962305585	Assistz Fisherz

Showing page 1 of 1

Process Action

Date of Verification *

Action * Please Select Your language: * ENGLISH TAMIL

Comments *

Supporting Documents Document Title

Supported files types : jpg,jpeg,pjpeg,png,x-png,application/pdf
Supported file size of document : 200 KB
Supported file size of photo : 50 KB

STEP 8: Fill all the mandatory fields. Choose the Action Forward and click Submit.

- Rejected Application 11
- NFSRS FisherWomen Challan Verification
- NFSRS FisherMen Challan Verification
- Regenerate Challan
- MIS**
- Transaction Status Report
- Transaction Report

<input checked="" type="checkbox"/>	SI No	Application Number	Applicant Name	Application DateTime	Contact Number	
<input checked="" type="checkbox"/>	1	TN-292020061000015	Mithali	10-06-2020 16:11	9966337823	Assistz Fisherz
<input checked="" type="checkbox"/>	2	TN-292020061000016	Mithali	10-06-2020 16:21	9966337823	Assistz Fisherz
<input type="checkbox"/>	3	TN-292020061100018	nibunan	11-06-2020 12:07	9962305585	Assistz Fisherz

Showing page 1 of 1

Process Action

Action * Please Select Your language: * ENGLISH TAMIL

Comments *

SELECT

Forward

Hold

Reject

Return

2 Applications Selected

On successful submission below page will be displayed.

Government of Tamil Nadu e-District
Last Login | 23-Nov-2020 15:38:47

- My Task
- Pending Application 43
- Processed Application
- Holded Application 6
- Rejected Application 11
- NFSRS FisherWomen Challan Verification
- NFSRS FisherMen Challan Verification
- Regenerate Challan
- MIS**
- Transaction Status Report
- Transaction Report

Success

✓ TN-292020061000015 - Application Submitted Successfully

Verify Application 2

Verify Application - Seek Additional Info 1

Village Society

Display applications per page Search:

<input type="checkbox"/>	SI No	Application Number	Applicant Name	Application DateTime	Contact Number	
<input type="checkbox"/>	1	TN-292020061000016	Mithali	10-06-2020 16:21	9966337823	Assistz Fisherz
<input type="checkbox"/>	2	TN-292020061100018	nibunan	11-06-2020 12:07	9962305585	Assistz Fisherz

Showing page 1 of 1

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This Page is best viewed with Mozilla Firefox version 40 and above.

Version 1.2.0.0

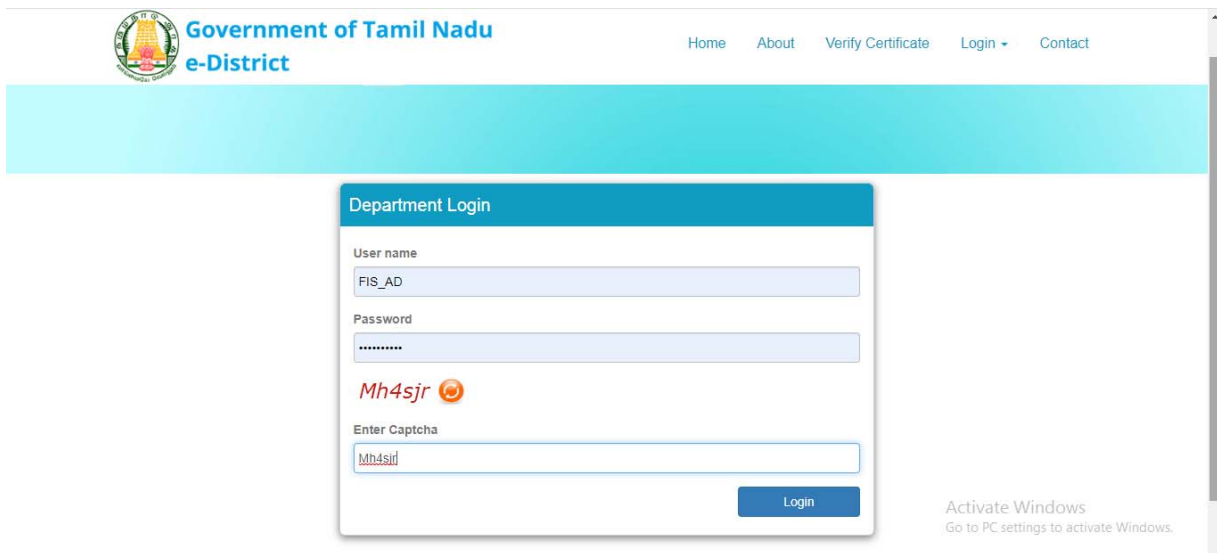
CONDITION: HOLD

If the official puts the application on HOLD for any reason the application will move to hold verify application. The official can then go here to verify the application again and move it forward to the next official.

Assistant Director Login:

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.



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.



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

Below screen will be displayed

STEP 5: Click on the application to be processed. In this case, click on “Renewal of Relief Assistance to Marine Fishermen Families during BAN Period” link. Below screen will be displayed.

There are two features here:

- 1. Verify Applications
- 2. Verify Applications- Seek Additional Info

STEP 6: Click on Verify Application.

Below screen will be displayed. Select the applications needs to be processed as below.

Government of Tamil Nadu e-District

User Full Name: Fisheries Assistant Director
Last Login | 23-Nov-2020 15:30:01
[Change Password](#) [Signout](#)

ADF-205 - Renewal of Relief Assistance to Marine Fishermen Families during BAN period

My Task

- Pending Application **51**
- Processed Application
- Held Application **0**
- Rejected Application **0**
- NFSRS Fisher/Women Challan Verification
- NFSRS Fisher/Men Challan Verification
- NFSRS Fisher/Men Payment
- NFSRS Fisher/Women Payment
- Regenerate Challan

Activities

- Verify Application **4**
- Verify Application - Seek Additional Info **1**

Pending Applications

District: ALL
Village: ALL Society: ALL
Display: 5 applications per page Search:

SI No	Application Number	Applicant Name	Application Date/Time	Contact Number		
<input checked="" type="checkbox"/>	1	TN-292020070900031	Akash	09-07-2020 18:09	9966337823	Assiste Fishern
<input checked="" type="checkbox"/>	2	TN-292020090500035	Swami	05-09-2020 18:04	8639738714	Assiste Fishern
<input type="checkbox"/>	3	TN-292020062500028	Surab	25-06-2020 11:20	9966337823	Assiste Fishern
<input type="checkbox"/>	4	TN-292020061000015	Mithali	10-06-2020 16:11	9966337823	Assiste Fishern

STEP 7: Fill all the mandatory fields. Choose the Action Forward and click Submit button

Process Action

Date of Verification * 02-11-2020

Action * Forward
Please Select Your language: * ENGLISH TAMIL

Comments *

Supporting Documents * SELECT Document Title

[Add...](#) [Upload](#)

Supported files types : jpg,jpeg,pipeg,png,x-png,application/pdf
Supported file size of document : 200 KB
Supported file size of photo : 50 KB

1 Applications Selected

[Submit All Selected](#) [Cancel](#)

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Note - Official does not have the HOLD option here unlike SIF Login.

Step 8: On successful submission below page will be displayed.

ADF-205 - Renewal of Relief Assistance to Marine Fishermen Families during BAN period

Success

✓ TN-292020090500035 - Application Submitted Successfully

Close

SI No	Application Number	Applicant Name	Application DateTime	Contact Number	
1	TN-292020070900031	Akash	09-07-2020 18:09	9966337823	Assista Fisheri
2	TN-292020062500028	Surab	25-06-2020 11:20	9966337823	Assista Fisheri
3	TN-292020061000015	Mithali	10-06-2020 16:11	9966337823	Assista Fisheri

Showing page 1 of 1

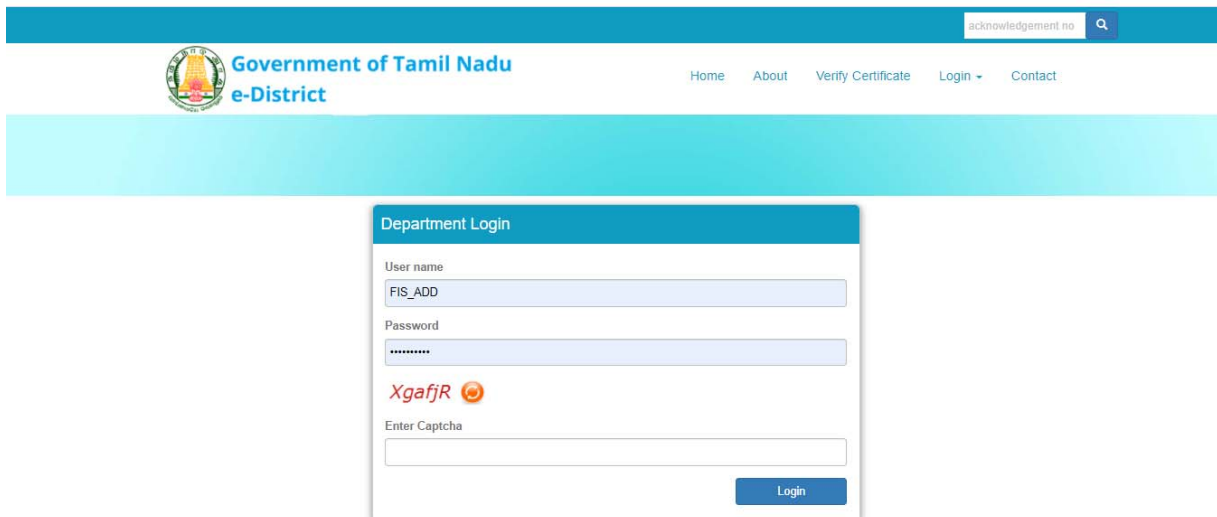
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This Page is best viewed with Mozilla Firefox version 40 and above

Version 1.2.0.0

Additional Director Login

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.

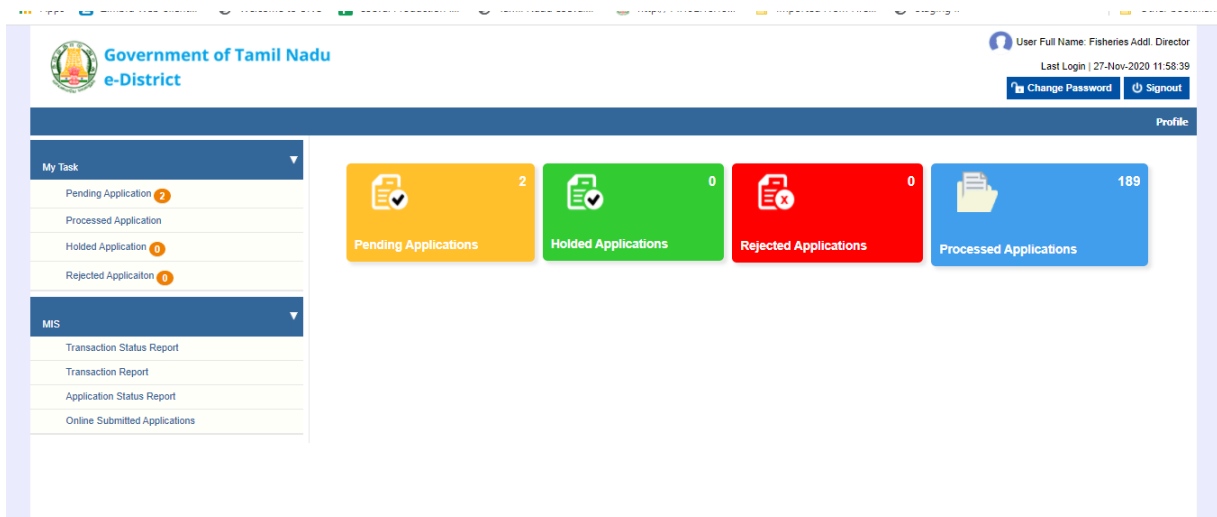


STEP 2: Enter the Login credentials and Captcha code

STEP 3: Click on Sign In. User will be redirected to the e-District Dashboard.

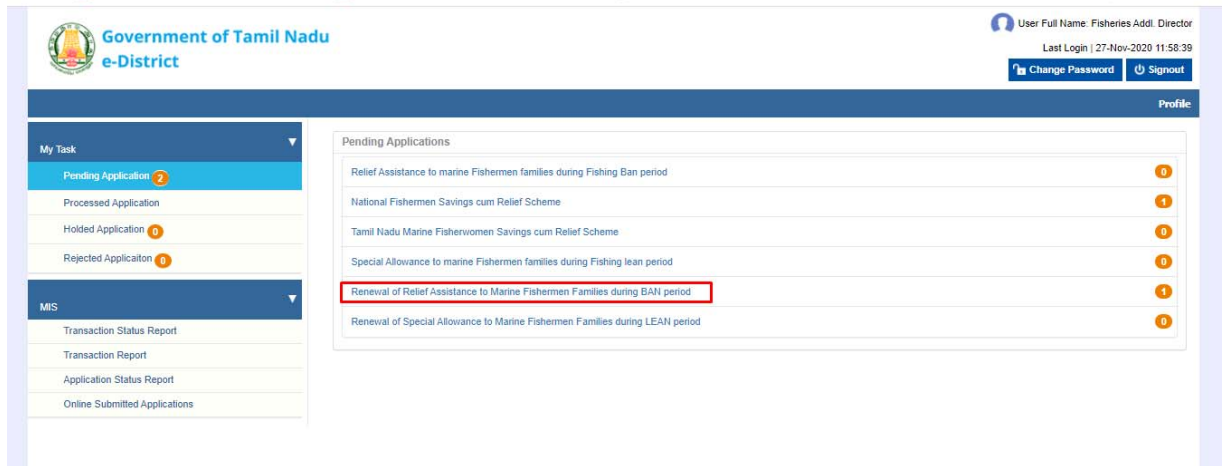
STEP 4: Click on Pending List on the left panel as shown in the image above.

Below screen will be displayed



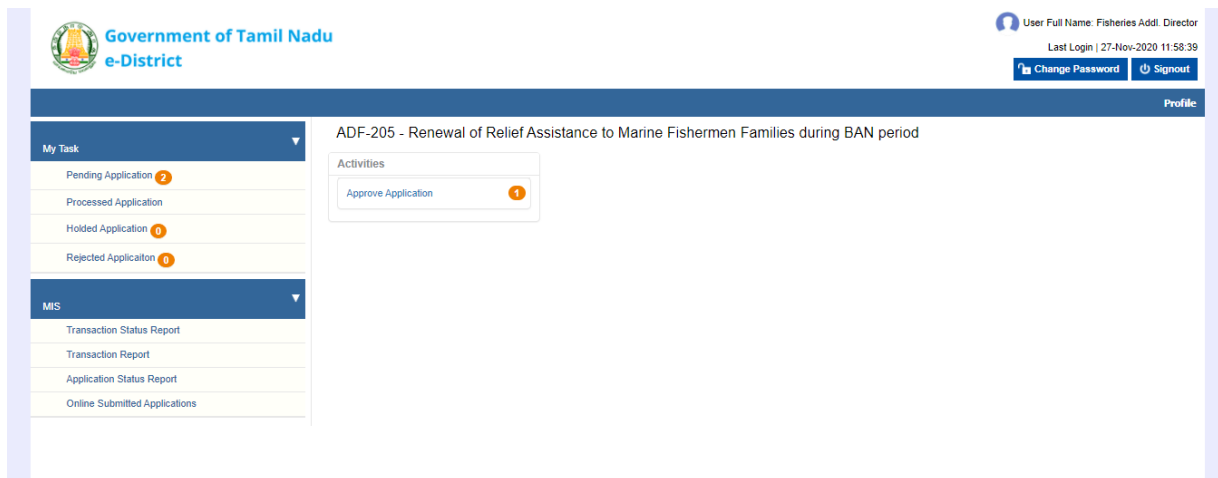
Screen shows the list of pending applications.

STEP 5: Click on the application to be processed. In this case, click on “Renewal of Relief Assistance to Marine Fishermen Families during BAN Period Scheme” link.



Below screen will be displayed.

STEP 6: Click on Approve Application.



Below screen will be displayed.

- If “Approve” all the application in that district will approved in the form of bulk approval.

STEP 7: Select “View Details” to view the application details under selected district. Then click Application number to review the details.

Step 8: Click Approve Selected to approve the Applications

ADF-ZU5 - Renewal of Koller Assistance to Marine Fishermen Families during BAN period

My Task

- Pending Application 2
- Processed Application
- Helded Application 0
- Rejected Application 0

MIS

- Transaction Status Report
- Transaction Report
- Application Status Report
- Online Submitted Applications

Activities

Approve Application 1

Pending Applications

SI No	District	Transaction Count	Amount	Show Detail	Action
1	Assistant Director of Fisheries, Sirkali	1	5000	View Details	Approve

Display 5 applications per page Search:

<input checked="" type="checkbox"/>	SI No	Application Number	Applicant Name	Application DateTime	Contact Number	
<input checked="" type="checkbox"/>	1	TN-292020000500035	Swami	05-09-2020 18:04	8839738714	Assistant DI

Showing page 1 of 1

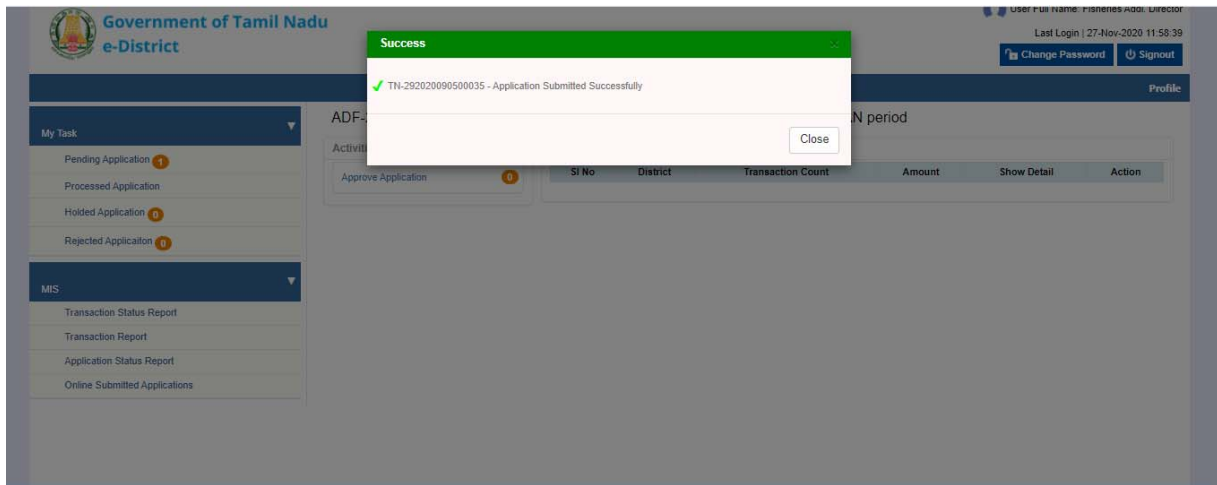
Process Action

Action * Please Select Your language: * ENGLISH TAMIL

Comments *

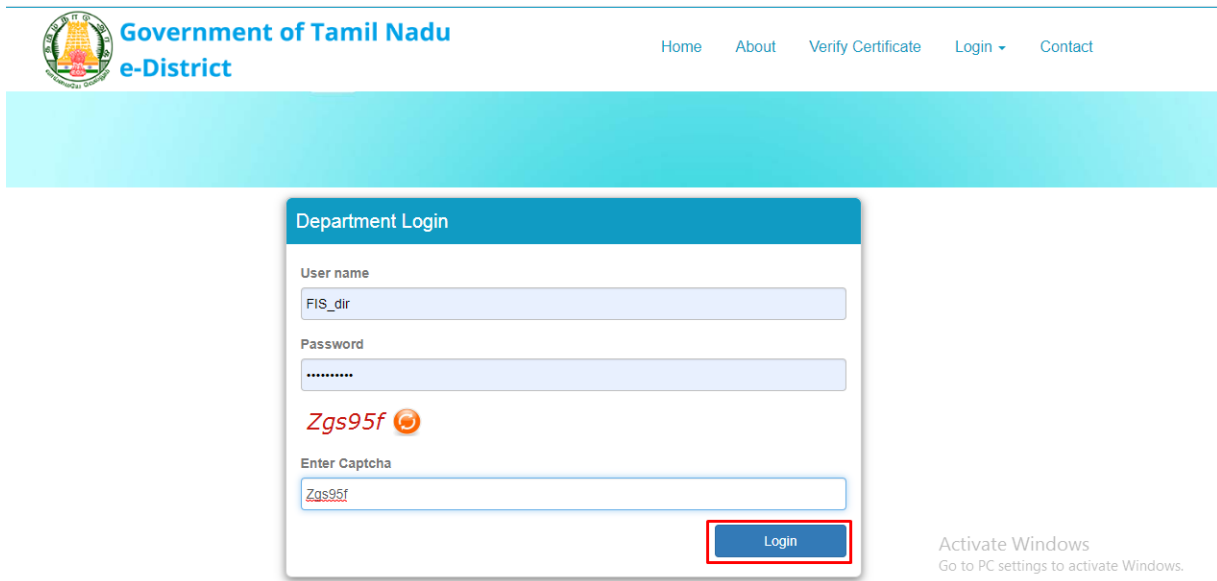
1 Applications Selected

On successful submission below page will be displayed and application will move to Director login.



Director Login

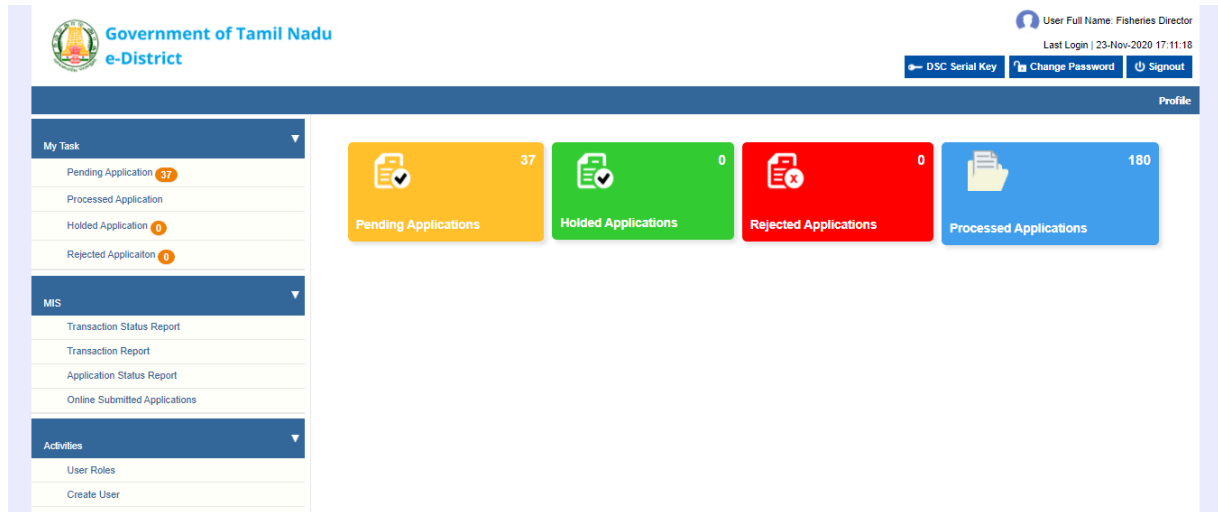
STEP 1: Go to the e-District (Government of Tamil Nadu) Web Portal. Below shown page will open.



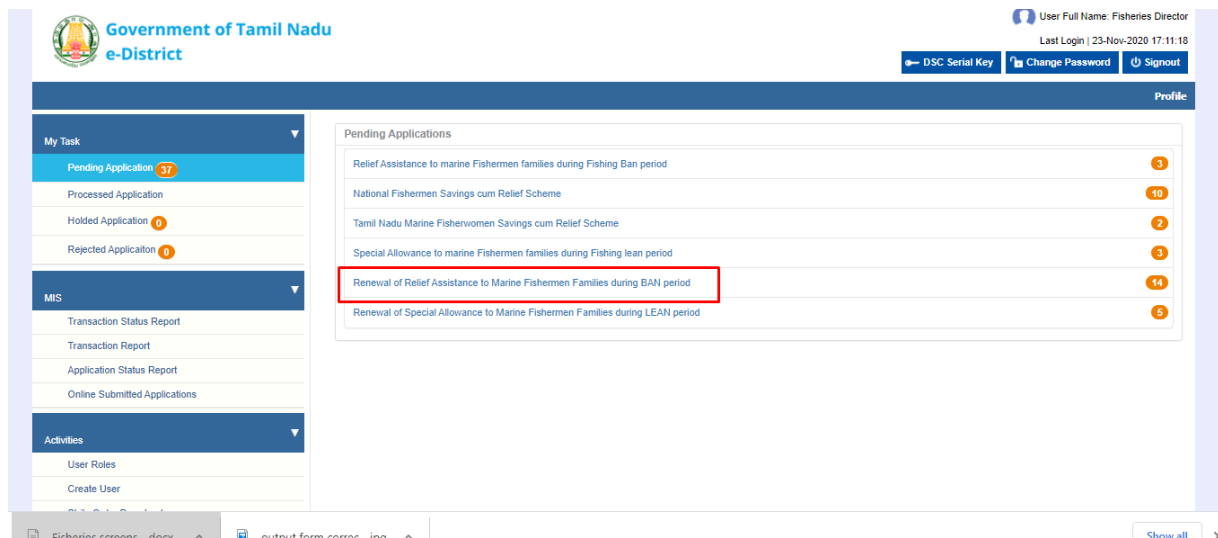
STEP 2: Enter the Login credentials and Captcha code

STEP 3: Click on Sign In.

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



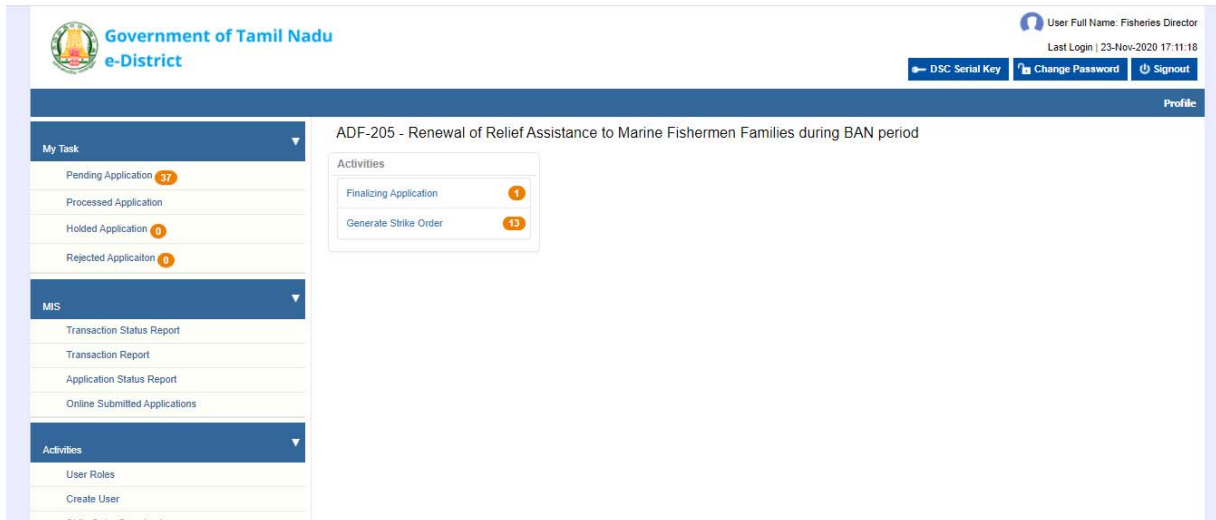
STEP 4: Click on Pending List on the left panel as shown in the image above.



Screen shows the list of pending applications.

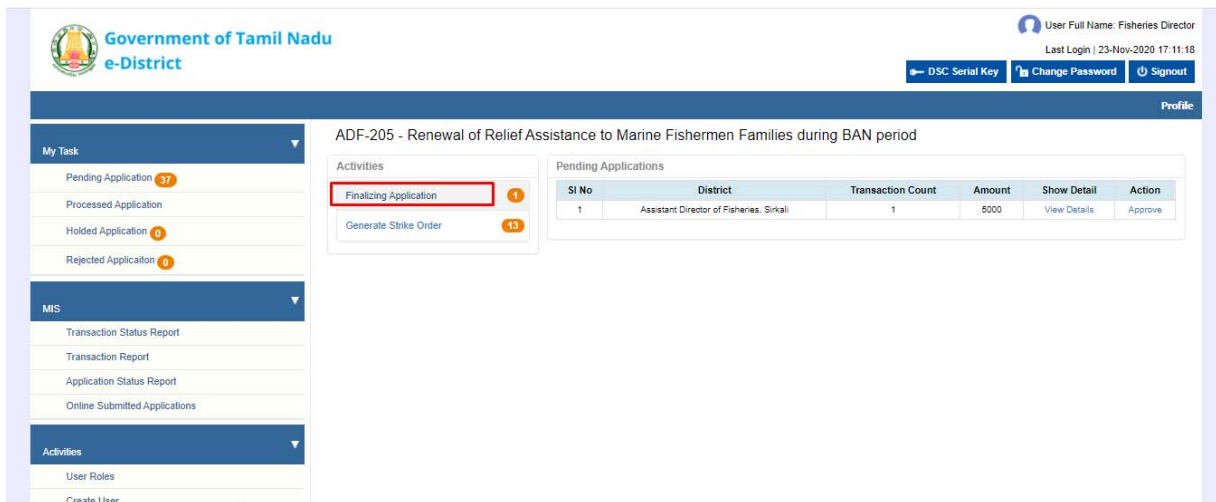
STEP 5: Click on the application to be processed. In this case, click on “Renewal of Relief Assistance to Marine Fishermen Families during BAN Period” link.

Below screen will be displayed.

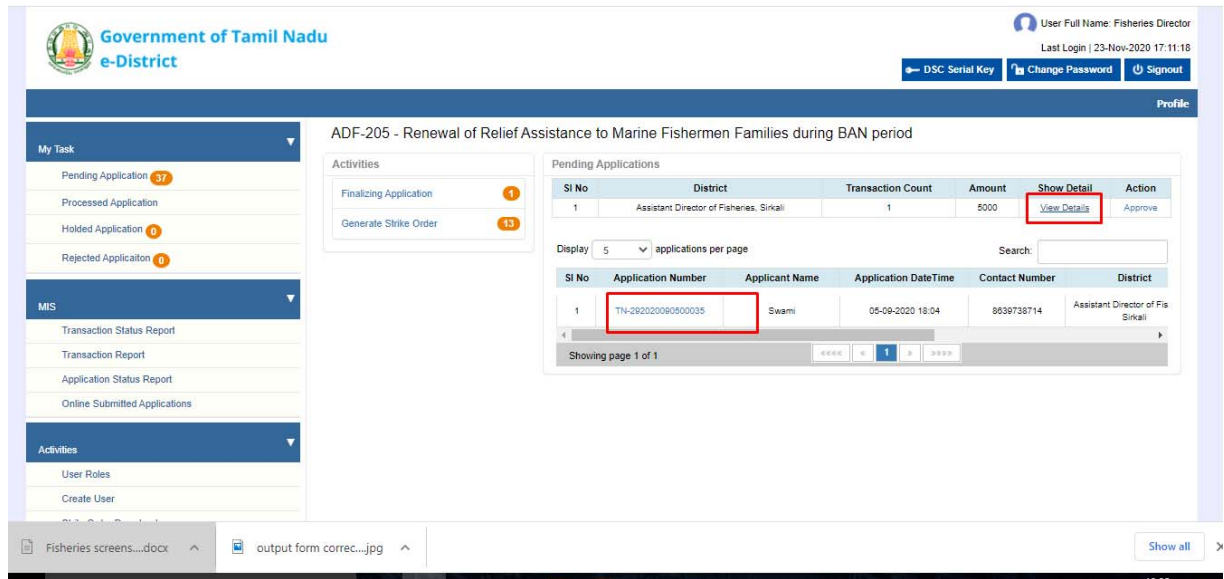


STEP 6: Click on Finalizing Application.

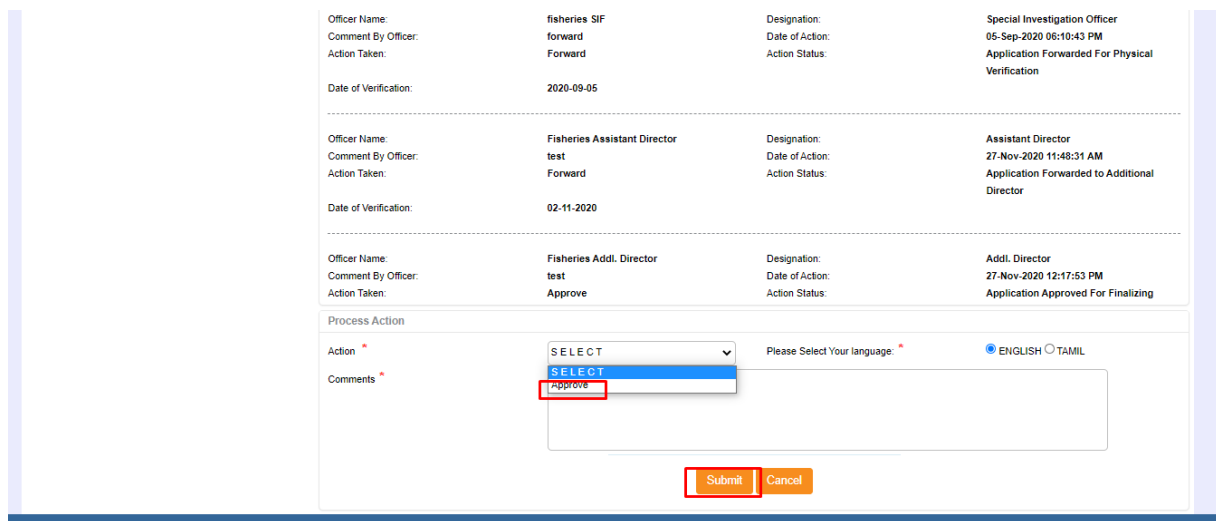
Below screen will be displayed.



STEP 7: Select the "View Details" to view the applications under that particular district.



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



Order Generation:

Step 1: Click on the application to be processed. In this case, click on “Renewal of Relief Assistance to Marine Fishermen Families during BAN Period” link.

Step 1: Click on “Generate Strike Order” to fetch the pending strike order list after finalizing applications. As displayed in below image.

Government of Tamil Nadu
e-District

User Full Name: Fisheries Director
Last Login | 23-Nov-2020 17:11:18

[DSC Serial Key](#) |
 [Change Password](#) |
 [Signout](#)

My Task

- Pending Application 37
- Processed Application
- Holded Application 0
- Rejected Application 0

MIS

- Transaction Status Report
- Transaction Report
- Application Status Report
- Online Submitted Applications

Activities

- User Roles

ADF-205 - Renewal of Relief Assistance to Marine Fishermen Families during BAN period

Activities

- Finalizing Application 1
- Generate Strike Order 13

Pending Applications

Display 5 applications per page Search:

SI No	Bank Name	Status	Transaction Count	Amount	Action
1	IDBI	Pending For Digital Signature	4	20000	Show Detail
2	IDBI	Pending For Digital Signature	1	5000	Show Detail
3	IDBI	Pending For Digital Signature	1	5000	Show Detail
4	IDBI	Pending For Digital Signature	1	5000	Show Detail
5	IDBI	Pending For Digital Signature	1	5000	Show Detail

Showing page 1 of 2 <<<< < 1 2 > >>>>

Step 2: Click on "Show details" to view and sign the strike order generated, as displayed in below screen.

My Task

- Pending Application 36
- Processed Application
- Holded Application 0
- Rejected Application 0

MIS

- Transaction Status Report
- Transaction Report
- Application Status Report
- Online Submitted Applications

Activities

- User Roles
- Create User
- StrikeOrder Download
- Fisheries Service Schemes

ADF-205 - Renewal of Relief Assistance to Marine Fishermen Families during BAN period

Activities

- Finalizing Application 0
- Generate Strike Order 13

Pending Applications

Display 5 applications per page Search:

SI No	Bank Name	Status	Transaction Count	Amount	Action
1	IDBI	Pending For Strikeorder Generation	1	5000	Show Detail
2	IDBI	Pending For Digital Signature	4	20000	Show Detail
3	IDBI	Pending For Digital Signature	1	5000	Show Detail
4	IDBI	Pending For Digital Signature	1	5000	Show Detail
5	IDBI	Pending For Digital Signature	1	5000	Show Detail

Showing page 1 of 2 <<<< < 1 2 > >>>>

Strike Order Details For IDBI

Count: **1** Amount: **5000**

From Address: Fisheries Department- Renewal of BAN service

RC Number: RC0111.543987763/9587

Subject: Test subject for the fisheries scheme

Reference: Test reference

Generate strike Order

Step 3: When "Generate Strike order" is clicked, Strike order is generated and other option to view and sign button are displayed .

ADF-205 - Renewal of Relief Assistance to Marine Fishermen Families during BAN period

Activities

- Finalizing Application 0
- Generate Strike Order 13

Pending Applications

Display applications per page Search:

Sl No	Bank Name	Status	Transaction Count	Amount	Action
1	IDBI	Pending For Digital Signature	4	20000	Show Detail
2	IDBI	Pending For Digital Signature	1	5000	Show Detail
3	IDBI	Pending For Digital Signature	1	5000	Show Detail
4	IDBI	Pending For Digital Signature	1	5000	Show Detail
5	IDBI	Pending For Digital Signature	1	5000	Show Detail

Showing page 1 of 2 <<<< < 1 2 > >>>>

Strike Order Details For IDBI

Count:	1	Amount:	5000
From Address:	Fisheries Department- Renewal of BAN service		
RC Number:	RC0111-543987763/9587		
Subject:	Test subject for the fisheries scheme		
Reference:	Test reference		

View strike Order
Sign strike Order

Strike Order Generated Successfully, Please Sign the Document Using Digital Signature

Step 4: When "View Strike order" is clicked, below pdf file displayed to cross check the details.

FISHERIES DEPARTMENT

From
Fisheries Department- Renewal of BAN service

To
The Branch Manager,
Tiruvanmiyur Branch, Chennai

RC.No. RC0111-543987763/9587 Dated: 2020-11-23

Sir,
Sub:
Test subject for the fisheries scheme
Ref:
Test reference

We request you to transfer the relief amount to the beneficiaries through NEFT pertaining to the following districts.

S.No	District	Account No	No. of beneficiaries	Amount to be transferred
1	Assistant Director of Fisheries, Tiruvallur	1055104000050953	1	Rs.5000
Total			1	Rs. 5000

We authorize you to debit a sum of **Rs. 5000 /- (Rupees Five Thousand Only)** towards transfer of amount to **1 (One Only)** fishermen beneficiaries from the COMMISSIONER OF FISHERIES – Special allowance maintained in your branch.

A soft copy of the beneficiaries list was sent to you from this office e-mail id viz., tnbanrelief2015@gmail.com for necessary action. The transaction details shall be sent to the respective Assistant Director of Fisheries under intimation to Director of Fisheries, Chennai for further action and record purpose.

Additional Director of Fisheries
(Marine)

Commissioner of Fisheries

Step 5: When “Sign Strike order” is clicked, using DSC key strike order can be generated.

My Task

- Pending Application **36**
- Processed Application
- Helded Application **0**
- Rejected Application **0**

MIS

- Transaction Status Report
- Transaction Report
- Application Status Report
- Online Submitted Applications

Activities

- User Roles
- Create User
- StrikeOrder Download**
- Fisheries Service Schemes

FISStrikeOrder Download

Year *

Display applications per page Search:

SI No	Service Name	Bank Name	Strike Order Code	StrikeOrder Generated Date	FullName	Download StrikeOrder	Download StrikeOrderExcel
1	National Fishermen Savings cum Relief Scheme	IDBI	12140720201559451710961	14-Jul-2020	Fisheries Director	Download Strike Order	Download Strike Order Excel
2	National Fishermen Savings cum Relief Scheme	IDBI	12280720201500461710961	28-Jul-2020	Fisheries Director	Download Strike Order	Download Strike Order Excel
3	Renewal of Relief Assistance to Marine Fishermen Families during BAN period	IDBI	6090720201606342910961	09-Jul-2020	Fisheries Director	Download Strike Order	Download Strike Order Excel
4	Renewal of Relief Assistance to Marine Fishermen Families during BAN period	IDBI	6191020201501202910961	19-Oct-2020	Fisheries Director	Download Strike Order	Download Strike Order Excel
5	Renewal of Relief Assistance to Marine Fishermen Families during BAN period	IDBI	6280520201135362910961	28-May-2020	Fisheries Director	Download Strike Order	Download Strike Order Excel

6 Disclaimer

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