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

Ø	 Switch 'ON' the UPS only after you have switched 'ON' the power socket
	Switch 'ON' the computer only after you have switched ''ON' the UPS
	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
	Do not start the computer in case any of the wires are in contact with water sources / moisture
ę	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.

Government e-District	of Tamil Nadu	Home	About	Verify Certificate	Login 🗸	Contact
	Department Login User name FIS_SIF_CDL_01 Password 		Login		Activate V Go to PC sett	Vindows Ings to activate Windows.

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.

				User Fu	II Name: fisheries SI
Government of Tamil	Nadu			Last Login 2	23-Nov-2020 15:38:4
e-District				🎦 Change Passw	ord 🔱 Signout
					Profile
My Task 🔻				4	254
Pending Application 44					2:04
Processed Application					
Holded Application 6	Pending Applications	Holded Applications	Rejected Applications	Processed Applica	ations
Rejected Application 1					
NFSRS FisherWomen Challan Verification					
NFSRS FisherMen Challan Verification					
Regenetrate Challan					
MIS					
MIS V					
c den bez de roomen ander an de vinter 667.					

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

Government of Tamil e-District	Nadu				User Full Name: fis Last Login 23-Nov-202(Can Change Password ()
Task 🗸 🗸 🗸		44 👝	6	11	25
Pending Application	EØ	EØ	Ex		, <u>, , , , , , , , , , , , , , , , , , </u>
Holded Application 6	Pending Applications	Holded Applica	ntions Rejected	Applications	Processed Applications
Rejected Application 11					
NFSRS FisherWomen Challan Verification					
NFSRS FisherMen Challan Verification					
Regenetrate Challan					
•					
Transaction Status Report					
Transaction Report					

Screen shows the list of pending applications.

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" scheme link.



Government of Tamil e-District	Nadu	User Full Name: fisherier Last Login 23-Nov-2020 15:3 Change Password U Signed
		Pro
My Task	Pending Applications	
Pending Application 44	Relief Assistance to marine Fishermen families during Fishing Ban period	•
Processed Application	National Fishermen Savings cum Relief Scheme	
Holded Application 6	Tamil Nadu Marine Fisherwomen Savings cum Relief Scheme	
Rejected Application 1	Special Allowance to marine Fishermen families during Fishing lean period	6
NFSRS FisherWomen Challan Verification	Renewal of Relief Assistance to Marine Fishermen Families during BAN period	
NFSRS FisherMen Challan Verification Regenetrate Challan	Renewal of Special Allowance to Marine Fishermen Families during LEAN period	C
AIS 🔻		
Transaction Status Report		
Transaction Report		

The Below screen will be displayed

Government of Tam e-District	il Nadu					Ja (O User Full Nar Last Login 18-No Change Password	ne: fisheries SI v-2020 16:06:5 () Signout
My Task	ADF-205 - Renewal of Rel	ief Assista	nce to	Marine Fisherm	nen Families durir	ng BAN period		Profil
Pending Application	Activities	Pending	Applica	tions				
Processed Application	Verify Application - Holded	District		ALL		~		
Holded Application 6	Verify Application 3	Village	Village		•	Society	ALL	~
Rejected Application (11)	Verify Application - Seek 1	Display	5	✓ applications per p	age	Search:		
NFSRS FisherWomen Challan Verification	Additional Into		SI No	Application Number	er Applicant Name	Application DateTime	Contact Number	r
NFSRS FisherMen Challan Verification			0.110		, inpricant name	rippiloution Duto milo	Contact Humber	
Regenetrate Challan			1	TN-29202006100001	5 Mithali	10-06-2020 16:11	9966337823	Assista Fisheria
			2	TN-29202006100001	6 Mithali	10-06-2020 16:21	9966337823	Assista Fisheriu
MIS Transaction Status Report			3	TN-29202006110001	8 nibunan	11-06-2020 12:07	9962305585	Assista Fisheric
		4						+
transaction Report		Show	ing page	1 of 1	6666 E	1 > 2333		

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.



ADF-205 - Renewal of Relief Assistan Activities Processed Application Holded Application Verify Application		
	ADF-205 - Renewal of Relief Assistance to Marine Fishermen Families during BAN per	Profile
Task	Activities	
Pending Application 44	Activities	
Processed Application	Verify Application - Holded	
Holded Application 6	Verify Application 3	
Rejected Application (11)	Verify Application - Seek	
NFSRS FisherWomen Challan Verification		
NFSRS FisherMen Challan Verification		
Regenetrate Challan		
nis 🔻		
Transaction Status Report		
Transaction Panart		

Below screen will be displayed.

Government of Tami	il Nadu							Last Login 18-No	v-2020 16:
e-District							B	Change Password	() Sign
									P
· · · · · · · · · · · · · · · · · · ·	ADF-205 - Renewal of	Relief A	ssistan	ce to I	Marine Fishermer	n Families durin	g BAN period		
	Activities		Pending	Applicat	tions				
Pending Application 4	Verify Application - Holded	0	District		ALL		~		
Processed Application	Verily Application Troaca	-							
Holded Application 6	Verify Application	3	Village		ALL	~ ^s	ociety	ALL	~
Rejected Application (11)	Verify Application - Seek	0	Display	5	✓ applications per page		Search:		
NFSRS FisherWomen Challan Verification				SI No	Application Number	Applicant Name	Application DateTime	Contact Number	
NFSRS FisherMen Challan Verification									
Regenetrate Challan				1	TN-292020061000015	Mithali	10-06-2020 16:11	9966337823	Assist Fisher
				2	TN-292020061000016	Mithali	10-06-2020 16:21	9966337823	Assist Fisher
Transaction Status Report				3	TN-292020061100018	nibunan	11-06-2020 12:07	9962305585	Assist Fisher
Transaction Report									+

STEP 7: Bulk Approval and Action

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

NEODO Estadivarias Obalias Validadias									
NESRS FisherWorten Challan Verification			SI No	Application Number	Applicant Name	Application DateTime	Contact Number	E	
Regenetrate Challan			1	TN-292020061000015	Mithali	10-06-2020 16:11	9966337823	Assista Fisheri	
	1		2	TN-292020061000016	Mithali	10-06-2020 16:21	9966337823	Assista Fisheria	
MIS Transaction Status Report			3	TN-292020061100018	nibunan	11-06-2020 12:07	9962305585	Assista Fisherii	
Transaction Report		4				1 1.5		•	
		Show	ing page						
	Process Action								
	Date of Verification *	2020-1	1-23	=					
	Action *	Forward		~	Please Select Your lan	guage: * 💿 E	NGLISH O TAMIL		
	Comments *								
	Supporting Documents	SELEC	т	~	Document Title				

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

Rejected Applicaiton 11	Additional Info	111		5	* applications per page		search:		
NFSRS FisherWomen Challan Verification			-	SI No	Application Number	Applicant Name	Application DateTime	Contact Number	C
NFSRS FisherMen Challan Verification									
Regenetrate Challan			<	1	TN-292020061000015	Mithali	10-06-2020 16:11	9966337823	Assista Fisheria
ID V				2	TN-292020061000016	Mithali	10-06-2020 16:21	9966337823	Assista Fisheria
S Transaction Status Report				3	TN-292020061100018	nibunan	11-06-2020 12:07	9962305585	Assista Fisheria
Transaction Report			<				1		F
	Process Action								
								-	
	Action		SELEC	T	~	Please Select Your lang	juage: 🖤 🔍 E		
	Comments *		SELEC Forward	T	-				
			Hold						
			Reject						
				2 Ap	plications Selected				
				2 Ap	plications Selected	_			

On successful submission below page will be displayed.

	V TN-292020061000015 -	Application	Submitted Su	ccessfully					Prot
Mu Task	A						g BAN period		
Pending Application (3)	4					Close			
Processed Application					~				
Holded Application 🔞	Verify Application	0	Village		ALL	✓ ^S	ociety	ALL	~)
Rejected Application 🐽	Verify Application - Seek	0	Display	5	✓ applications per page		Search:		
NFSRS FisherWomen Challan Verification				SI No	Application Number	Applicant Name	Application DateTime	Contact Number	[
NFSRS FisherMen Challan Verification									
Regenetrate Challan				1	TN-292020061000016	Mithali	10-06-2020 16:21	9966337823	Assista Fisherii
				2	TN-292020061100018	nibunan	11-06-2020 12:07	9962305585	Assista Fisherii
MIS									
Transaction Status Report			Show	ng page	l of 1		1 0 3352		
Transaction Report									
	@ 2020	. Governme	nt of Tamil Na	du. All rigi	nts reserved.				Version 1



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.

Government of Tamil Nadu e-District	Home	About	Verify Certificate	Login +	Contact
Department Login					
User name					
FIS_AD					
raswitu					
Mh4sjr 🥑					
Enter Captcha					
Mb4sid					
		Logir		Activate V Go to PC sett	Vindows ings to activate Windows.

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.

Government of Tamil e-District	Nadu			User Full Name: Fisheries Assistant Director Last Login 23-Nov-2020 15:30:01
				Profile
My Task 🔻				
Pending Application 51	51 E			⁰ ³²⁷
Processed Application				
Holded Application 0	Pending Applications	Holded Applications	Rejected Applications	Processed Applications
Rejected Applicaiton 0				_
NFSRS FisherWomen Challan Verification				
NFSRS FisherMen Challan Verification				
NFSRS FisherMen Payment				
NFSRS FisherWomen Payment				
Regenetrate Challan				
MIS				
Transaction Status Report				

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





Government of Tamil	Nadu	User Full Name: Fisheries Assistant Dir
	Nada	Last Login 23-Nov-2020 15:3
e-District		Change Password 🕐 Signe
		Pro
My Task 🗸 🗸 🗸	Pending Applications	
Pending Application 51	Relief Assistance to marine Fishermen families during Fishing Ban period	4
Processed Application	National Fishermen Savings cum Relief Scheme	35
Holded Application 🕕	Tamil Nadu Marine Fisherwomen Savings cum Relief Scheme	4
Rejected Application 0	Special Allowance to marine Fishermen families during Fishing lean period	3
NFSRS FisherWomen Challan Verification	Renewal of Relief Assistance to Marine Fishermen Families during BAN period	6
NFSRS FisherMen Challan Verification	Renewal of Special Allowance to Marine Fishermen Families during LEAN period	0
NESRS FisherMen Payment		
NESRS Eisnerwomen Payment		
Regenetrate Challan		
Transaction Status Report		

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

			Pr
tu Tank	ADF-205 - Renewal of Relief.	Assistance to Marine Fishermen Families during I	BAN period
Panding Application	Activities		
Pending Application 61	Verify Application		
Processed Application	Verify Application Scale		
Holded Application 0	Additional Info		
Rejected Application 👩			
NFSRS FisherWomen Challan Verification			
NFSRS FisherMen Challan Verification			
NFSRS FisherMen Payment			
NFSRS FisherWomen Payment			
Regenetrate Challan			

STEP 6: Click on Verify Application.



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

Government of Tami	il Nadu						U U U U U U U U U U U U U U U U U U U	Last Login 23-Nov	-2020 15:
e-District							1a 0	Change Password	பு Sign
									Pr
iv Task	ADF-205 - Renewal of R	Relief Assi	stanc	ce to I	Marine Fisherme	n Families durin	g BAN period		
Pending Application	Activities	Activities Pending Applications							
Pending Application 51	Verify Application	Distr	ict		ALL		~		
Processed Application									
Holded Application 🕕	Verify Application - Seek		ge		ALL	• ^s	ociety	ALL	~
Rejected Applicaiton 0		Dis	play	5	✓ applications per page	1	Search:		
NFSRS FisherWomen Challan Verification			-	SI No	Application Number	Applicant Name	Application DateTime	Contact Number	ſ
NFSRS FisherMen Challan Verification									
NFSRS FisherMen Payment			~	1	TN-292020070900031	Akash	09-07-2020 18:09	9966337823	Assist: Fisheri
NFSRS FisherWomen Payment			~	2	TN-292020090500035	Swami	05-09-2020 18:04	8639738714	Assista Fishe
Regenetrate Challan				3	TN-292020062500028	Surab	25-06-2020 11:20	9966337823	Assist: Fisheri
s 🗸				4	TN-292020061000015	Mithali	10-06-2020 16:11	9966337823	Assist: Fisheri
Terroration Olater Decent									۱.

 $\ensuremath{\text{STEP 7}}$: Fill all the mandatory fields. Choose the Action Forward and click $\ensuremath{\text{Submit}}$ button

Online Submitted Applications	Date of Verification * Action * Comments *	02-11-2020 Forward Send Back	Please Select Your language: *	● ENGLISH ○ TAMIL
	Action * Comments *	Forward Set SCT Forward Send Back	Please Select Your language: *	ENGLISH TAMIL
	Comments *	Send Back		
	Supporting Documents	SELECT	✓ Document Title	
	+ Add 🔖 Upload			
	Supported files types : jpg,jpeg,j Supported file size of document Supported file size of photo : 50	pjpeg,png,x-png,application/pdf : 200 KB KB 1 Applications Si	Belected	
		Subm	nit All Selected Cancel	
	© 2020 . Govern This Page is t	nment of Tamil Nadu. All rights reserved best viewed with Mozilla Firefox version	d. 1 40 and above.	Version 1
Note - Official do	es not have th	ne HOLD optio	on here unlike SIF	Login.

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

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My Task 🔻	ADF-205 - Renewal of Relief	Assistar	ice to	Marine Fishermer	n Families durin ×	g BAN period		
Pending Application 50	A							
Processed Application	TN-292020090500035 - Application S	*						
Holded Application 0						ociety	ALL	~
Rejected Application 0					Close	Search:		
NFSRS FisherWomen Challan Verification	_		SI No	Application Number	Applicant Name	Application DateTime	Contact Number	E
NFSRS FisherMen Challan Verification								
NFSRS FisherMen Payment			1	TN-292020070900031	Akash	09-07-2020 18:09	9966337823	Assista Fisheria
NFSRS FisherWomen Payment			2	TN-292020062500028	Surab	25-06-2020 11:20	9966337823	Assista Fisheria
Regenetrate Challan			3	TN-292020061000015	Mithali	10-06-2020 16:11	9966337823	Assista Fisheria
nis 🔻		4						÷
Transaction Status Report		Showi	ng page '	1 of 1	~~~~ ~	3 3333		
Transaction Report								
Application Status Report								
Online Submitted Applications								
	© 2020 . Government	of Tamil Na	du. All rig	hts reserved.				Version





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.

				ackno	wledgement no
Government of Tamil	Home	About	Verify Certificate	Login +	Contact
Departmen User name FIS_ADD Password XgafjR Enter Captch	ogin	Login			

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

				P
ſask				
Pending Application 2				0 189
Processed Application				
Holded Application 👩	Pending Applications	Holded Applications	Rejected Applications	Processed Applications
Rejected Application 0				
	*			
Transaction Status Report				
Transaction Report				
Application Status Report				
Online Submitted Applications				

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.

Government of Tam e-District	hil Nadu	User Full Name. Fisheries Addl. Directo Last Login (27-Nov-2020 11:58:3) na Change Password (1) Signout
		Profile
My Task	Pending Applications	
Pending Application 👩	Relief Assistance to marine Fishermen families during Fishing Ban period	0
Processed Application	National Fishermen Savings cum Relief Scheme	0
Holded Application 👩	Tamil Nadu Marine Fisherwomen Savings cum Relief Scheme	0
Rejected Application 0	Special Allowance to marine Fishermen families during Fishing lean period	0
	Renewal of Relief Assistance to Marine Fishermen Families during BAN period	0
MIS Transaction Status Report	Renewal of Special Allowance to Marine Fishermen Families during LEAN period	0
Transaction Report		
Application Status Report		
Online Submitted Applications		

Below screen will be displayed.

STEP 6: Click on Approve Application.

Government of Tamil N	adu.	<u> </u> User Full Name: Fisheries Addl. Director
		Last Login 27-Nov-2020 11:58:39
e-District		Change Password U Signout
		Profile
	ADF-205 - Renewal of Relief Assistance to Marine Fishermen Families during BAN period	
My lask	Activities	
Pending Application 2		
Processed Application	Approve Application	
Holded Application 0		
Rejected Application 0		
MIS		
Transaction Status Report		
Transaction Report		
Application Status Report		

Below screen will be displayed.

nil Nadu e-District							SIMPI	
Government of Tamil e-District	Nadu					0	Jser Full Name: Fish Last Login 27- Change Passwor	Nov-2020 11:58:3 d U Signout
My Task	ADF-205 - Renewal of	f Relief Assis	tance to N	1arine Fishermen Families dur	ing BAN period			Profile
Pending Application 2	Activities	F	Pending App	ications				
Processed Application	Approve Application	1	SI No	District Assistant Director of Eisberies, Sirkali	Transaction Count	Amount 5000	Show Detail	Action
Holded Application (0)								
Rejected Application (0)								
MIS	•							
Transaction Status Report								
Transaction Report								
Application Status Report								

• 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.

e-District						Last Login 27	-Nov-2020 1 d 🔱 Sig
v Task	ADF-205 - Renewal of F	Relief Assistance to	o Marine Fishermen Familie	es during BAN peri	od		
Pending Application	Activities	Pending A	pplications				
	Approve Application	SI No	District	Transaction	n Count Amount	Show Detail	Action
Processed Application		1	Assistant Director of Fisheries, Sirka	di 1	5000	View Details	Approve
Holded Application 0							
Rejected Application 0		Display	5 v applications per page		S	earch:	
			SI No Application Number	Applicant Name	Application DateTime	Contact Number	
S			TEL 00000000000000	1	05 00 0000 40.04	0000700744	Assistant
Transaction Status Report			1 1N-282020080500035	Swami	05-09-2020 18:04	8039/38/14	
Transaction Report		1 Showin	1 mage 1 of 1	exec 5 1	3 2222		
Application Status Report		Showing	page i oi i				
Online Submitted Applications							

Step 8: Click Approve Selected to approve the Applications

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Pending Application	Activities	Pending	g Applicati	ons					
	Approve Application	SI No		District	Transacti	on Count	Amount	Show Detail	Action
Processed Application		1	A	ssistant Director of Fisheries, Sirkal	di	1	5000	View Details	Approve
Holded Application 🕕									
Rejected Application 0		Display	5	 applications per page 			Sea	rch:	
	•	•	SI No	Application Number	Applicant Name	Application	n DateTime	Contact Number	t
IS Transaction Status Report			1	TN-292020090500035	Swami	05-09-20	120 18:04	8639738714	Assistant Di
Transaction Report		<							۱.
Application Status Report		Snov	ving page 1	011					
Online Submitted Applications	Process Action								
	Action *	SELE	СТ	✓ Pie	ease Select Your languag	je: *	EN		
	Comments *	SELE Approve Sena Ba	СТ аск						
			1 Ap	plications Selected	7				



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

Government of Tami e-District	ll Nadu Success			×		Last Login	27-Nov-2020 11:58:39
	✓ TN-2920200905	i00035 - Application Submitted	Successfully				Profile
	ADF-			Close	I period		
Pending Application 🕥 Processed Application	Activiti Approve Application	O SI I	o District	Transaction Count	Amount	Show Detail	Action
Holded Application							
MIS	•						
Transaction Status Report							
Transaction Report							
Application Status Report							

Director Login

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

Government of Tamil Nadu e-District	Home	About	Verify Certificate	Login 🗸	Contact
Department Login					
User name					
FIS_dir					
Password					
Zgs95f 🥌					
Enter Captcha					
Zgs95f					
		Logi	n	Activate V Go to PC sett	Vindows ings to activate Windows.

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.

amil Nadu e-District						SIT	
Government of Tamil Nad e-District	u				ø⊷ DS	C Serial Key	ame: Fisheries Director 23-Nov-2020 17:11:18 word U Signout Profile
My Task 🔻							
Pending Application 37			0		0	l≡ ¹ ,	180
Processed Application	20						
Holded Application 0	Pending Applications	Holded Applications		Rejected Applications		Processed Applications	
Rejected Application 0							
MIS							
Transaction Status Report							
Transaction Report							
Application Status Report							
Online Submitted Applications							
Activities 🗸							
User Roles							

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

Government of Tam	il Nadu	User Full Name: Fisheries Direct
e-District		Last Login 23-Nov-2020 17:11:
	● DSC Serial Key	Change Password () Signout
		Profi
ly Task	Pending Applications	
Pending Application 37	Relief Assistance to marine Fishermen families during Fishing Ban period	3
Processed Application	National Fishermen Savings cum Relief Scheme	(10)
Holded Application 0	Tamil Nadu Marine Fisherwomen Savings cum Relief Scheme	2
Rejected Application 0	Special Allowance to marine Fishermen families during Fishing lean period	3
ше	Renewal of Relief Assistance to Marine Fishermen Families during BAN period	(14
Transaction Status Report	Renewal of Special Allowance to Marine Fishermen Families during LEAN period	6
Transaction Report		
Application Status Report		
Online Submitted Applications		
Activities	· ·	
User Roles		
Create User		

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.



Government of Tan	nil Nadu
e-District	■ DSC Serial Key 🖉 Change Password 🔱 Sign
	Pr
for Third	ADF-205 - Renewal of Relief Assistance to Marine Fishermen Families during BAN period
Dending Application	Activities
	Finalizing Application
Processed Application	Generale Shike Order
Holded Application 0	
Rejected Application 0	
MS	· ·
Transaction Status Report	
Transaction Report	
Application Status Report	
Online Submitted Applications	
Activities	
User Roles	
Create User	

STEP 6: Click on Finalizing Application.

Below screen will be displayed.

	1000 V					User Full Name	Fisheries D
Government of Tan	nil Nadu					Last Login 23	Nov-2020 17
e-District				- DSC	Serial Key	Change Passwor	d 🔱 Sign
							P
ly Task	ADF-205 - Renewal of Relie	of Assistance to	Marine Fishermen Families du	ring BAN period			
Pending Application 37	Activities	Pending Ap	oplications				
Processed Application	Finalizing Application	3 SI No	District	Transaction Count	Amount	Show Detail	Action
Processed Application	Generate Strike Order	1	Assistant Director of Fisheries, Sirkali	1	5000	View Details	Approve
Holded Application 0	Generale Slike Order	<u> </u>					
Rejected Application 👩							
IS	.						
Transaction Status Report							
Transaction Report							
Application Status Report							
Online Submitted Applications							
ctivities	•						
User Roles							
Create User							

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

						Profil
/ Task	ADF-205 - Renewal of Relief A	ssistance t	o Marine Fishermen Families durin	g BAN period		
Pending Application 37	Activities	Pending A	pplications			
Processed Application	Finalizing Application (1)	SI No	District	Transaction Count	Amount Show	w Detail Action
Holded Application	Generate Strike Order (13)	1	Assistant Director of Hisnenes, Sirkali	1	9000 <u>View</u>	Approve
Rejected Application		Display	5 v applications per page		Search:	
U		SI No	Application Number Applicant Name	Application DateTime	Contact Number	District
s	T	1	TN-292020090500035 Swami	05-09-2020 18:04	8639738714	Assistant Director of Fis
Transaction Status Report		4				Sinkali
Transaction Report		Showin	g page 1 of 1	как с 1 э ээээ		
Application Status Report						
Online Submitted Applications						
tivities	V					
User Roles						
Constanting of the second seco						

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

Of Ce Ac Da	fficer Name: omment By Officer: ction Taken: ate of Verification:	fisheries SIF forward Forward 2020-09-05	Designation: Date of Action: Action Status:	Special Investigation Officer 05-Sep-2020 06:10:43 PM Application Forwarded For Physical Verification
Of Cc Ac Da	fficer Name: omment By Officer: ction Taken: ate of Verification:	Fisheries Assistant Director test Forward 02-11-2020	Designation: Date of Action: Action Status:	Assistant Director 27-Nov-2020 11:48:31 AM Application Forwarded to Additional Director
Of Cc Ac	fficer Name: omment By Officer: ction Taken:	Fisheries Addl. Director test Approve	Designation: Date of Action: Action Status:	Addl. Director 27-Nov-2020 12:17:53 PM Application Approved For Finalizing
Pr Ac Co	rocess Action	SELECT V SELECT	Please Select Your language: *	
		Submit	Cancel	

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.



e-District					- DSC Serial Key	Change Password	ப் Sig
							F
Taak	ADF-205 - Renewal of R	elief Assistance to N	1arine Fisherme	n Families during BAN per	iod		
Pending Application (27)	Activities	Pending Appl	ications				
Processed Application	Finalizing Application	1 Display 5	✓ applications pe	r page	Searc	:h:	
Holded Application	Generate Strike Order	13 SI No	Bank Name	Status	Transaction Count	Amount	Action
Rejected Application		1	IDBI	Pending For Digital Signature	4	20000	Show Detail
		2	IDBI	Pending For Digital Signature	1	5000	Show
;	•	3	IDBI	Pending For Digital Signature	1	5000	Show
Transaction Status Report		4	IDBI	Pending For Digital Signature	1	5000	Show
Transaction Report		-	1001			5000	Show
Application Status Report		0	IDBI	Pending For Digital Signature	1	8000	Detail
Online Submitted Applications		Showing pa	ge 1 of 2	«««« « 1	2 > >>>>		

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

	ADF-205 - Renewal	of Relie	of Assistance	e to Marine Fi	shermen Families during	BAN period		
ly Task	Activities		Pending An	plications				
Pending Application 36	Acuvides	_	Pending Ap	plications				
Processed Application	Finalizing Application	0	Display 5	~ application	ns per page	Search:		
Holded Application	Generate Strike Order	13	SI No	Bank Name	Status	Transaction Count	Amount	Action
Rejected Application			1	IDBI	Pending For Strikeorder Generation	1	5000	Show Detail
			2	IDBI	Pending For Digital Signature	4	20000	Show Detail
S	•		3	IDBI	Pending For Digital Signature	1	5000	Show Detail
Transaction Status Report			4	IDBI	Pending For Digital Signature	1	5000	Show
Application Status Report			5	IDBI	Pending For Digital Signature	1	5000	Show
Online Submitted Applications			Showing	page 1 of 2	«««« «	1 2 » »»»»		
ctivities	v			Strike	Order Details For IDBI			
User Roles	Count:		1		Amount:	5000		
Create User	From Address:		Fisheries De	partment- Renewal	of BAN service			
StrikeOrder Download	Subject:		Test subject	for the fisheries sc	heme			
Fisheries Service Schemes	Reference:		Test reference	Ge	nerate strike Order			

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



Cuvides	Pending Ap	Pending Applications							
Finalizing Application	Display 5	; v application	is per page	Search:					
Generate Strike Order	3 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 4 5	IDBI	Pending For Digital Signature	1	5000	Show Detail			
		IDBI Pending For Digital Signature		1	5000	Show Detail			
		IDBI	Pending For Digital Signature	1	5000	Show Detail			
	Showing	page 1 of 2	****						
		Strike (Order Details For IDBI						
ount:	1		Amount:	5000					
rom Address:	Fisheries Department- Renewal of BAN service								
C Number:	RC0111-543	RC0111-543987763/9587							
ubject:	Test subject	Test subject for the fisheries scheme Test reference							
eference:	Test referen								

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



FISHERIES DEPARTMENT

From

To The Branch Manager, Tiruvanmiyur Branch, Chennai

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

Sir,

Sub:

Test subject for the fisheries scheme

Fisheries Department- Renewal of BAN service

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., 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.



e-District		🛥 DSC Serial Ko			ey 📭 Change Password 🔱 Signout		
							Profi
fy Task	FISStrikeOrder Downloa	ıd					
Pending Application 36	Year * 2020		Search				
Processed Application							
Holded Application (0)	Display 5 v applications pe	er page			Search	u	
Rejected Applicaiton 0	SI No Service Name	Bank Name	Strike Order Code	StrikeOrder Generated Date	FullName	Download StrikeOrder	Download StrikeOrderExce
s	Ational Fishermen Savings cum F Scheme	Relief IDBI	12140720201559451710961	14-Jul-2020	Fisheries Director	Download Strike Order	Download Strike Order Excel
Transaction Status Report	2 National Fishermen Savings cum F Scheme	Relief IDBI	12280720201500461710961	28-Jul-2020	Fisheries Director	Download Strike Order	Download Strike Order Excel
Transaction Report	3 Renewal of Relief Assistance to Ma Fishermen Families during BAN pr	arine IDBI eriod	6090720201606342910961	09-Jul-2020	Fisheries Director	Download Strike Order	Download Strike Order Excel
Online Submitted Applications	4 Renewal of Relief Assistance to Ma Fishermen Families during BAN pr	arine IDBI ariod	6191020201501202910961	19-Oct-2020	Fisheries Director	Download Strike Order	Download Strike Order Excel
	5 Renewal of Relief Assistance to Ma Fishermen Families during BAN pe	arine IDBI eriod	6280520201135362910961	28-May-2020	Fisheries Director	Download Strike Order	Download Strike Order Excel
tivities	Showing page 1 of 9		«««« « 1 2 3 4	5 9 »	****		
User Roles							
Create User							
Objective Description of							

Fisheries Service Schemes



6 Disclaimer

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