Tamil Nadu e-District

Application Training Manual

Printing of Birth Certificate (COC-101)

Greater Chennai Corporation

राष्ट्रीय इ-गवर्नेंस योजना
National e-Governance Plan

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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

Let's Start!!

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 37)
- Uninterrupted Power Supply (UPS)

2.2. Starting your Computer

Steps
1. Ensure all cables are connected between the computer, network connection, peripherals & UPS
2. Plug the UPS to the electrical socket
3. Switch 'ON' the electrical socket
4. Switch 'ON' the UPS
5. Press the ⏻ (power button) on the computer
6. Allow the system to boot up.

✅	1. Switch 'ON' the UPS only after you have switched 'ON' the power socket 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

❌	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
💡	6. In case you are not sure whether the computer is connected in the right way – please contact the system engineer

3. Purpose

This document is an integral part of e-District application user manuals. The objective of this document is to provide step-by-step assistance to the user on how to generate and print birth certificates through the e-District Portal.

4. Scope

The scope of this document is to cover the 'Printing of Birth Certificate' service offered under **Greater Chennai Corporation**.

5. Getting Started

Following points and guidelines may be referred while accessing the e-Sevai/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 cannot be left blank

- Mandatory/Optional documents should be attached as per requirement

- Do not make false entries

6. Services Offered under Greater Chennai Corporation

Following services are offered under Greater Chennai Corporation:

1. COC-101: Printing of Birth Certificate

2. COC-102: Printing of Death Certificate

3. COC-401: Renewal of Trade License

4. COC-601: Collection of Company Tax

5. COC-602: Collection of Professional Tax

6. COC-603: Collection of Property Tax

7. Printing of Birth Certificate

Following steps describe how to use the Printing of Birth Certificate service through the e-District Portal:

STEP 1: Go to the e-Sevai (Government of Tamil Nadu) Web Portal.

STEP 2: Enter the login credentials.

Make sure 'Operator' is selected in the **Operator Type** field.

STEP 3: Enter Captcha code.

STEP 4: Click on Login**.**

e-Sevai Dashboard will appear.

STEP 5: Click on **Services** on the left panel.

Department Wise service listing will appear.

STEP 6: Click on **Greater Chennai Corporation**.

You can also switch to the **Service Wise** listing, or switch to **Search** and search a particular service using keywords.

STEP 7: Click on **COC-101 Printing of Birth Certificate**.

You will be redirected to the service page on the Tamil Nadu e-District Web Portal.

STEP 8: Select **Gender**.

STEP 9: Select **Date of Birth**.

Note: You may search for a particular record by entering the Registration Number, Child Name, Father Name or Mother Name. However, selecting the Gender and Date of Birth is mandatory.

STEP 10: Click on **Search**.

Search results will be shown.

COC-101 Printing of Birth Certificate

Registration Number	2016/09/126/000108/0
Father Name	
Gender *	Female ▼

Child Name	
Mother Name	
Date Of Birth *	01/07/2016

Search

Search Results

Registration Number	Child Name	Gender	Father Name	Mother Name	Date Of Birth	
2016/09/126/000108/0		FeMale	V KARTHIK	S SOWMEYA	01/07/2016	○

`«««« « » »»»»`

STEP 11: Click on the **option button** in front of the desired record. A 'Submit Application' button will appear.

Registration Number	Child Name	Gender	Father Name	Mother Name	Date Of Birth	
2016/09/126/000108/0		FeMale	V KARTHIK	S SOWMEYA	01/07/2016	⊙

Click to apply for a birth certificate print

`«««« « » »»»»`

Click to select record

Submit Application

STEP 12: Click on **Submit Application** button. A 'Get Certificate' button will appear on successful submission of the application.

Registration Number	Child Name	Gender	Father Name	Mother Name	Date Of Birth	
2016/09/126/000108/0		FeMale	V KARTHIK	S SOWMEYA	01/07/2016	⊙

Click to get certificate

`«««« « » »»»»`

Get Certificate

Application submitted successfully

STEP 13: Click on **Get Certificate**. Payment page will appear.

STEP 14: Click on **Confirm Payment**.

Once the fees is paid, two buttons 'Print Receipt' and 'Download Certificate' will appear.

Click on **Print Receipt** to download the payment receipt.

The below figure shows a preview of the downloaded receipt:

Click on **Download Certificate to** generate birth certificate.

User Fees	30.00
Total Fees	30.00

Print receipt   Download Certificate

Click to download Birth Certificate

The below figure shows a preview of the Birth Certificate. You may **Save** or **Print** the certificate if required.

பெருநகர சென்னை மாநகராட்சி
GREATER CHENNAI CORPORATION
பொது சுகாதாரத்துறை

B4894684202/2016

DEPARTMENT OF PUBLIC HEALTH
FORM-NO.5, படிவம் எண்.5
(See rule 8-விதி 8ஐப் பார்க்க)

BIRTH CERTIFICATE / பிறப்பு சான்றிதழ்

(ISSUED UNDER SECTION 12/17 OF REGISTRATION OF BIRTH AND DEATH ACT 1969
பிறப்பு மற்றும் இறப்பு பதிவு சட்டம் 1969–ன் பிரிவு 12/17–ன் கீழ் வழங்கப்பட்டது)

This is to certify that the following information has been taken from the original record of birth of the Greater Chennai Corporation of the State of Tamil Nadu, India.

கீழ்கண்ட தகவல்கள் தமிழ்நாடு, பெருநகர சென்னை மாநகராட்சி அசல் பிறப்பு பதிவேட்டிலிருந்து எடுக்கப்பட்டவை என சான்று வழங்கப்படுகிறது.

Zone	09	Division	126

Name

Sex — Female

Date of Birth — 01-JUL-2016 AT 06:31 AM

Place of Birth — SRI RANGA NURSING HOME NO.6, CHOCKALINGAM STREET, MANDAVELI, CHENNAI-600028

Name of Father — V KARTHIK

Name of Mother — S SOWMEYA

Permanent Residential Address — 49/24 AS ANANTI APIS SANTHOME HIGH ROAD MYLAPORE CHENNAI-600004

Address of Parents at the time of Birth of Child — 49/24 AS ANANTI APIS SANTHOME HIGH ROAD MYLAPORE CHENNAI-600004

Registration Number — 2016/09/126/000108/0

Date of Registration — 05-JUL-2016

Date of Issue — 13-JUL-2016

Dr. N.A. Senthilnathan, M.B.B.S., D.P.H
City Health Officer (i/c)
Greater Chennai Corporation

Ensure Registration of every Birth and Death / பிறப்பு / இறப்பு பதிவினை உறுதி செய்வீர்

Note : This certificate is computer generated and does not require any Seal/Signature in original. The authenticity of this certificate can be verified at www.chennaicorporation.gov.in. The Registration Number is unique to each birth.

Click to print certificate

Certificate preview in Google Chrome browser

8. Disclaimer

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