

Housing and Urban

Development department

Revenue Divisional Officer

User Manual

Application for Registration of Tenany

<u>Agreement</u>



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USER MANUAL (Tamil Nadu Housing and Urban Development department)

1. About TNHUD Department

Formed in 1947 as a small organization in the name of "CITY IMPROVEMENT TRUST" in order to cater to the Housing needs of Madras City, has developed into a full fledged organisation as "TAMIL NADU HOUSING AND URBAN DEVELOPMENT" in the year 1961 to cope up with the increasing demand in housing sector all over the state due to urban growth leading to migration to urban areas in search of employment opportunities. Housing is one among the three basic needs of humanity. In fulfilling the housing needs, the Tamil Nadu Housing Board plays an important role with the ideal objective of providing house for every one.

TNHUD as a matter of policy ensures quality materials in construction, using the latest modern techniques in the construction and provides shelter to the people under Economically Weaker Section (EWS), Lower Income Group (LIG), Middle Income Group (MIG) and Higher Income Group (HIG), at costs affordable by people of these Groups. Housing is one among the three basic needs of humanity. In fulfilling the housing needs, the Tamil Nadu Housing and Urban Development plays an important role with the ideal objective of providing house for every one.

TNHUD has the unique capacity of developing very large neighborhood schemes, each one of them, remains a self contained neighborhood by itself. As a pioneer institution in developing very large neighborhood schemes, Tamil Nadu Housing Board is one of the biggest institutions in India catering to the shelter needs of various income groups of the society.

2. Registration of Tenancy Agreement

Tamil Nadu Regulations of Rights and Responsibilities of Landlords and Tenants Act 2017 has been enacted on the lines of model Tenancy Act indicated by the Government of India. The Act repeals the Tamil Nadu Buildings (Lease and Rent Control) Act, 1960. The new legislation aims to regulate the tenancy of buildings as per the terms and conditions of the tenancy agreement executed by the land lords and the tenants and also to safe guard the interest of the land lords and the tenants in case of disputes. As per the provisions of this law, all tenancy agreements should be written agreements and shall be compulsorily register with the Rent Authority. The registration of the tenancy agreement under the Registration act, 1908. Since, most of the transactions are done through the tenancy registration portal with minimum interface of the Rent Authority. The tenancy registration portal eases the process of registration of the tenancy agreement with much convenience to the general public.

Tamil Nadu is the most urbanized State in india having an urban population of about 3.5 crores which is 48.44 percentage of the total population of 7.2 crores as per 2011 census. The growth rate of urban population in the last decade has been 27.16 percentage. With rapid pace of urbanization, one of the biggest challenges is the availability of affordable housing in urban areas. As per 2011 census, Tamil Nadu is having 23.4 percentage of rental housing. In order to regulate the rental housing stock, the



Government has enacted Tamil Nadu Regulations of Rights and Responsibilities of Landlords and Tenants Act 2017, to facilitate Landowners and Tenants and to provide affordable housing for all.

3. General Information

Let's Start!!

3.1. 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)

3.2.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. 2. 3.	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
2	4. 5.	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
	6.	In case you are not sure whether the computer is connected in the right way – please contact the system engineer

4. Purpose

The purpose of this User Manual is to help user in running TNHUD department application. The manual consist of steps used for registering service request and processing of application request at RDO level.

5. Scope

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

6. Getting Started

Following points and guidelines may be referred while accessing the TNHUD 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

To launch TNHUD - ONLINE

- a. Double click on the \bigcirc to open the browser
 - i. The browser will be open with default page or blank page
 - ii. Enter the URL and press enter button on keyboard

User starts with the given steps after opening the internet explorer

7. Guidelines

In the tenancy portal either the landlord or tenant or property manager may register their tenancy agreements with all requisite details such as name, address of the executors, rent, period of tenancy, property details etc. If the application is filed by the tenant, then the tenant has to provide the property details and mobile number of the landlord, to whom intimation will be sent from the portal and the application will be registered in the portal. The same procedure is followed vice versa in the case of registration by the landlord or the property manager. As per the Registration Act, 1908 the tenancy agreements with period of tenancy exceeding 11 months are required to be registered in the Sub-Register) and may be either in the form of written or oral agreements. The present Act mandates all the tenancy agreements are to be in the written form and all such tenancy agreements (both registered and unregistered) are to be registered with the Rent Authority. The Rent Authority shall verify the credentials by scheduling verification of documents and on satisfaction will provide Tenancy Registration number (TR number).

The following guidelines are to be followed for processing the applications.

a) Submission of applications: All applications will be received in the tenancy portal i.e, (https://www.tenancy.tn.gov.in).Only the applications with all mandatory fields duly filled shall be accepted for submission.

b) Action to be initiated by Rent Authority: On successful submission of the Application by the applicant, the Rent Authority shall initiate the following Actions:

i)If the Tenancy Agreement is registered with the Sub-Registrar Office(SRO)

If the Tenancy Agreement is registered with the Sub-Registrar Office(SRO), then during the time of application itself the portal will automatically populate all the details of tenancy agreement such as name of the executors, period of tenancy, rent etc. as tenancy portal is integrated with the registration portal and hence, the Rent Authority need not schedule and call for the documents related to such tenancies. Further during registration itself, the veracity of the tenancy agreement would have been verified by the SRO concerned. Hence, the Rent Authority need not insist for the presentation of such agreements. Rent Authority can directly approve such SRO registered applications and issue the T.R. No.

ii) If the Tenancy Agreement is not registered with the SRO:

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If the Tenancy Agreement is not registered with the SRO, then the Rent Authority has to schedule and fix a date in the portal for the presentation of documents by the applicants(landlord / tenant/property manager). Further, early date shall be scheduled in the portal by the Rent Authority as the TR number has to be given within a time period of 30 days from the date of submission of application.

c) Verification of documents: During verification of documents, the Rent Authority should correlate the Application with the executed tenancy agreement, and they should verify a) ownership b) copy of the registered title deed c) description of the property with tenancy agreement d) Legal heir ship if any.

The Rent Authority can use the Registration portal which is integrated with the tenancy portal and is having online encumbrance facility, which can be viewed for verification of encumbrance of documents. If the documents presented before the Rent Authority is not satisfactory, then the Rent Authority can summon for more documents by rescheduling another date for presentation of documents.

d) Rejection of application for tenancy: Upon verification of the information furnished by the applicants, if the Documents presented before the Rent Authority is not satisfactory then the Rent Authority may, if deemed fit, reject the Application filed for registration of tenancy on any of the following grounds by issuing appropriate orders (the template of the order is annexed herewith):

A. The checklist populated from the application submitted online does not co-relate with the details available in the executed tenancy agreement; and/or

B. Objections to the registration of tenancy have been received in writing from either the landlord/property manager/tenant, questioning the very execution of the tenancy agreement.

The Applicant may resubmit the Application for registration of tenancy within the statutory timelines prescribed in Rule 3 of TNRRR Rules read with Section 4 of the Act.

Note: Deficit of the stamp duty paid on the tenancy agreement shall not constitute a ground for rejection of application for tenancy.

e) Issuance T.R.Number: Upon verification of the information furnished by the applicants, the documents submitted before the Rent Authority is satisfactory then the Rent Authority shall issue the T.R. No. within 10 days from the date of presentation of the documents by the applicants. Subsequently, the Rent Authority shall issue the Tenancy Registration certificate within 5 days from the date of issue of T.R. No.

Provided that, where the tenancy agreement is deficitly stamped, the same shall be captured as a 'Remark' in the Tenancy Registration certificate issued by the Rent Authority.

f) Process to be followed by Rent Authority for deficitly stamped agreements. Section 33 of the Indian Stamp Act, 1899 explicates the process to be followed by the Rent Authority in examining and impounding the documents deficitly stamped. Note: To be discussed if 'Rent Authority' would be notified as a 'Public Office' under Section 33 (1) (a) of the Indian Stamp Act, 1899.



8. Officer Portal

STEP 1: Open the Tamil Nadu Housing and Urban Development department website by typing the below given URL in address bar of browser

URL: https://tnedistrict.tn.gov.in/tneda/DepartLogin.xhtml

STEP 2: Below Screen will display.



Launch of Digital India Week by Honourable Prime Minister on 1st July 2015

9. The Objective of Tenancy Agreement

As per the Registration Act, 1908 the tenancy agreements with period of tenancy exceeding 11 months are required to be registered in the Sub-Registrar Office. All other agreements are ordinarily not registered under the Registration Act (with the Sub-Register) and may be either in the form of written or oral agreements. The present Act mandates all the tenancy agreements are to be in the written form and all such tenancy agreements (both registered and unregistered) are to be registered with the Rent Authority. The Rent Authority shall verify the credentials by scheduling verification of documents and on satisfaction will provide Tenancy Registration number (TR number).



10. Application for Registration of Tenany Agreement

10.1. RDO Login

STEP 1: Open the eDistrict portal link <u>https://tnedistrict.tn.gov.in/eda/DepartLogin.xhtml</u>

Government of e-District	of Tamil Nadu	Home	About	Verify Certificate	acknowledge	contact	
	Department Login User Name pmb_baby Password f9wk1b @ Enter captcha		Login				
Home About Contact			Co	pyright 2015. Governmen	t of Tamil Nadu	Version 1.4.0.0	

STEP 2: Enter the Username & Password along with the captcha and click on Login button.

					acknowledger	ment no	Q
Government of e-District	f Tamil Nadu	Home	About	Verify Certificate	Login 🗸	Contact	
	Department Login User Name pmb_baby Password f9wk1b © Enter captcha		Logfi	Cli	ick on Lo	ogin	
Home About Contact			Ci	opyright 2015. Governmer	t of Tamil Nadu	Version 1.4.0	0.0



STEP 2: Click on Tamil Nadu Housing and Urban Development Department.

Government of Tamil Na	du			<u> (</u> User Name	Baby Ramasamy
e-District	uu			Last Login 28-F	eb-2019 10:48:52
e-District			-Assign DSC key	Change Password	ப்Logout
My Task	Pending Application				
Pending Application	No. of Rows Please Select V				
Processed Application	Application No.	Applicant name	Date of application	Sender	Status
		pplications: 1			
Escalated Application					
Pending for Signature					
Signed Certificate					
Certificate cancellation					
Cancelled Application					
Overriding					
Pending Mis					
eAdangal Application					
TNHUD Department	Click on TNHU department	UD t			
	© 2015. Government of This Page is best view	Tamil Nadu. All rights reserved. ed with Mozilla Firefox version 40 and abo	ove.		Version 1.4.0.0

10.2 Pending Application List

STEP 1: User will be redirected to the e-District Dashboard as shown below were <u>Pending Application</u>. <u>Processed Application, Approved Applications and Rejected Applications</u> count will be shown.

🍄 Dashboard	Dashboard			
Pending List	PENDING APPLICATIONS			REJECTED
Process List	4 24	62	58	0
Transaction Status Report				
Digital Signature				
I Reports <				



STEP 2: Click on **Pending List** on the left panel and then click on "Application for Registration of Tenancy

Agreement" service.

Government of Tamil Nadu e-District		RDO RDO RDO User Profile Sign Out
🚳 Dashboard	tof services application"	
Pending List		-
Process List	Li THB-401 Registration of Tenancy Name	5
Transaction Status Report		
Digital Signature		
I Reports ≺		

STEP 3: Pending Application will list Pending Applications and Schedule Verification. Select Pending applications option and list of application will be listed as below,

plications	Click	on Pending	$\overline{}$		
Pending 24	appl	ications			Search:
O Pending Applications	SI No.		Application Number	Applicant Name	Application Data Time
O Scheduled Verification 3	1		TN-4332	Applicant Name	02-02-2019 11:41 AM
	2		TN-43 Click on but	ton	02-02-2019 12:44 PM
	3		TN-433201902		02-02-2019 05:15 PM
	4		TN-43320190204028	ddd	04-02-2019 12:03 PM
	5		TN-4332019020402851	kgf	04-02-2019 12:12 PM
	6		TN-4332019020402849	SSSS	05-02-2019 12:54 PM
	7		TN-4332019020202844	sagg	05-02-2019 01:05 PM
	8		TN-4332019020502861	hgjhb	05-02-2019 02:01 PM
	9		TN-4332019020102832	jhbbjk	05-02-2019 02:39 PM



×

STEP 4: Select the application number to process from the Pending Application as below,

pplications	-	Applicat	ion List			
Pending	24	Show 10	• entries	$\left(\right)$	Select the application	Search:
O Pending Applications		Sl No 🔰	🛓 Select All 🔳 🗍	Application Number		opplication Date Time
O Scheduled Verification	3	1		TN-433 201 9020202843	saggggrreee	02-02-2019 11:41 AM
		2		TN-4332019020202845	gfv	02-02-2019 12:44 PM
		3		TN-4332019020202847	jb	02-02-2019 05:15 PM
		4		TN-4332019020402850	ddd	04-02-2019 12:03 PM
		5		TN-4332019020402851	kgf	04-02-2019 12:12 PM
		6		TN-4332019020402849	SSSS	05-02-2019 12:54 PM
		7		TN-4332019020202844	sagg	05-02-2019 01:05 PM
		8		TN-4332019020502861	hgjhb	05-02-2019 02:01 PM
		9		TN-4332019020102832	jhbbjk	05-02-2019 02:39 PM
			_		10000 1 10	

Once application is open it will show <u>Supporting Documents</u>, <u>Objection Received</u>, <u>Application form and Action</u> <u>to be taken</u> as below screen.

Fransaction Details		-	Documents Click here to view
Transaction No :	Date Of Submission :		Attached documents
TN-4332019020602871	06-02-19 12:34 PM		
Applicant Name :			PAN card/Aadhaar Card/Driving
raja			Licence/Passport/Vot
Mobile Number :			input form
9952671088			
Objection			Application form



STEP 4: Fill the Verification Date & Time and select action as "Schedule Verification" with comments and Click on **Submit** button.

	Action History	
aur Action	Application Received	Feb 2 2019 11:40AM
Fill date and Time	Application Received	
* Schedule Verification Date	Action :Application Submittee By : saggggrreee	d
19-02-2019		
* Schedule Verification Time (Hours: Minutes AM/PM)		
9:30Am Select Schedul	e Verification	
*Action		
Schedule Verification		
Please Select Your language: TAMIL O ENGLISH	Fill comments and if required	
*Comment (Max. Chars Allowd 1000)	documents shall be attached	
schedule verification		
Document Title		
title		
Supporting Document		
177410.pdf Choose file Upload		
Pack To List		
Back to List Submit		

Note – The above section will show the Schedule Verification/Approve/Reject/Return actions. All the action stages will notified to the concerned applicant via SMS. Incase of Rejection particular application will become invalid and if return applicant shall correct the application and same shall be resubmitted.

Once application got submitted a success message will be shown as below. Same application will be moved to schedule verification section.

MPLIFYING LIFE						TNHUD
Application for Regist	tration	of Tena	ncy Agreen	nent - Pending Ap	plications	
Applications	-	Applicati	on List			
 Pending O Pending Applications 	24	✓ Su Action Su	ccess Iccessfull			
O Scheduled Verification	4	Show 10	▼ entries			Search:
		Sl No 🔱	Select All 🔳 🕴	Application Number	Applicant Name	Application Date Time
		1		TN-4332019020202845	gfv	02-02-2019 12:44 PM
		2		TN-4332019020202847	jb	02-02-2019 05:15 PM
		3		TN-4332019020402850	ddd	04-02-2019 12:03 PM
		4		TN-4332019020402851	kgf	04-02-2019 12:12 PM
		5		TN-4332019020402849	SSSS	05-02-2019 12:54 PM
		6		TN-4332019020202844	sagg	05-02-2019 01:05 PM
		-	_	TH: 1000010000500001	1	05 00 0040 00 04 044

STEP 5: Select Scheduled Verification section and click on any application number.



Application for Registration of Tenancy Agreement - Scheduled Verification

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STEP 6: Fill the Checklist and Select the action as either Approve or Reject with comments and then click on submit button. If application is approved then application will be moved to Digital Signature section incase of rejection status will be sent to applicant.

Your Action –	Application Form
* Any Objection Received from Public Hearing	title
NO	
* Name of Tahsildar Accompanying	Action History
Aravinth	Pending Applications Feb 19 2019 4:30PM
* Does the site have accessibility to public road?	schoduloverification
NO	Schedule Verification Date : 19-02-2019
* Does the building located in commercial/ residential area?	Schedule Verification Time (Hours: Minutes AM/PM) : 9:30Am
NO	
* Present condition of the proposed building / shed	Action :Schedule Verification
building	By . KDO KDO KDO (Kevende Department Onicer)
* Whether latest tax receipt enclosed from local body	Application Received Feb 2 2019 11:40AM
NO	
* Does the Premise previously licensed?	Application Received
NO T	Action :Application Submitted
*Action	By : saggggrreee
Approve 🔻	
Please Select Your language: TAMIL C ENGLISH ®	
*Comment (Max. Chars Allowd 1000)	
approved the application.	
Document Title	
Supporting Document	
Upload Upload	
Back To List Submit	



10.3 Digitally Signature

STEP 1: Download the ZIP file from the below drive link and unzip it

https://drive.google.com/open?id=1fZq7awvDV2kahTkN6ZQ2vhjotT18Fm17

STEP 2: Copy the DigitalSignature folder and past it C drive (C:\)

🚢 l 📑 🚺 🗢 l			Local Di	sk (C:)	- 0 ×
File Home Share Vie	w				^ (?
Copy Paste Copy Copy path	Move Copy Delete Rename Polder	access • Properties	Open - Edit Bitory	Select all Select none Invert selection	
		Ope		Select	
🐑 🎯 👻 T 🏊 🖡 This PC	Local Disk (C:) >				V C Search Local Disk (C:)
🚖 Favorites	^ Name	Date modified	Туре	Size	
膭 Desktop	AdwCleaner	03-02-2016 14:38	File folder		
鷆 TNeD - Shortcut	\mu com.google.input_tools.t13n.ime.tamil	21-11-2018 21:31	File folder		
鷆 Departments - Shortcut	퉬 DigitalSignature	27-02-2019 14:46	File folder		
🚺 Downloads	🎍 drivers	09-11-2015 16:45	File folder		
🔚 Recent places	HP Universal Print Driver	17-12-2015 10:56	File folder		
鷆 Office Files - Shortcut	📔 Intel	09-11-2015 16:54	File folder		
	🎉 Lenovo Registration	10-12-2015 17:55	File folder		
🜏 Homegroup	MSOCache	10-12-2015 18:22	File folder		
Administrator	PerfLogs	22-08-2013 20:52	File folder		
	Program Files	27-02-2019 15:26	File folder		
🖳 This PC	Program Files (x86)	27-02-2019 21:01	File folder		
Administrator (aravinthg)	ProgramData	27-02-2019 21:00	File folder		
aravinth_g (aravinthg)	Users Users	21-12-2017 12:39	File folder		
() ⁴ Bijoy (bijoy-pc)	Uindows 🕌	27-02-2019 20:58	File folder		
Desktop	AMTAG.BIN	17-01-2019 16:35	BIN File	1	1 KB
Documents	IFRToolLog	28-12-2015 10:11	Text Docume	nt 1	1 KB
Downloads					
Videor					
Videos					
local Disk (C:)					
Cocar Disk (D:)					

STEP 3: Open DigitalSignature folder and right click on digikey file and then select Merge option.

🚹 l 🛃 🚺 = l	Applicati	ion Tools				Digi	talSign	nature	- 🗗 🗙
File Home Share View	w Man	nage							^ (
Copy Paste Shortcut	Move Copy to •	Delete Rename	New item • New folder	Properties	∰ Open ▼ ≥ Edit ← History	Select all Select none			
Clipboard	Or	ganize	New	C	pen	Select			
🛞 🔻 🕈 퉬 🕨 This PC 🕨	Local Disk (C:	:) → DigitalSignatu	ire					ٽ ×	Search DigitalSignature 🔎
Eavorites	 Name 	<u>^</u>	Date	modified	Туре	Size			
Desktop		Merge			Applica	ion	17 KB		
TNeD - Shortcut		Edit			XML Co	nfiguratio	1 KB		
Departments - Shortcut	æ] d	Print			Registra	tion Entries	1 KB		
🚺 Downloads	🚳 it	Create PDF and	Bitmap Files with PDFCreat	or	Applica	tion extens 3,5	56 KB		
📃 Recent places		Share files via S	HAREit						
🎳 Office Files - Shortcut	t	Convert to Add	be PDF						
🤣 Homegroup 🎮 Administrator	t i	 Convert to Add Edit with Notep Open with 	bbe PDF and EMail						
 This PC Administrator (aravinthg) aravinth_g (aravinthg) Bijoy (bigy-pc) Decision 		Add to archive. Add to "digkey Compress and Compress to "d PowerISO	 .rar" email ligkey.rar" and email	•					
Desktop		Send by Blueto	oth to						
Downloads		c lu	00110						
🚯 Music		Send to		•					
📔 Pictures		Cut							
📔 Videos		Сору							
😥 Local Disk (C:)		Create shortcut	t						
👝 Local Disk (D:)		Delete							
Notwork .	~	Rename							
4 items 1 item selected 888 bytes	;	Properties							8==



STEP 4: Open Officer Portal and click on Digital Signature section and select the application number

Government of Tamil e-District	Nadu		User Profile Sign Out
鍲 Dashboard	Digital Signature		
Pending List	Click on Digital Signature	Applicant Name	Contact No
Process List			9789256983
Transaction Status Report	++4332019020102820	karthick	9952671088
📕 Digital Signature	TN-4332019020102821	new	9952671088
≡ Reports <	TN-4332019020102825	rek	9966337823
	TN-4332019020102831 Select the application num	ber	8555949313
	TN-4332019020102833	YEYE	9966337823
	TN-4332019020102835	j,	9952671088
	TN-4332019013102818	lkknnkl	9952671088
	TN-433201902010 526	ping	9966337823
	TN-4332019020102827	cms	8555949313
	TN-4332019020102828	kkiki	9966337823
	Copyright © 2018 Tamil Nadu e-Governance Agency (TNeGA), All rights rese	rved.	

STEP 2: Select the application number and popup will be opened as below with "**Open DigitalSignature**" button,

Government of Tamil e-District	=	Open DigitalSignature? Always open these types of links in the associated app	Click on <u>Open Digital</u> Signature button
 Dashboard Pending List 	Digital Signature	Open DigitalSinnet	
Process List	Transaction No	Applicant Name	Contact No
	TN-4332019013102819		9789256983
Transaction Status Report	TN-4332019020102820	karthick	9952671088
Digital Signature	TN-4332019020102821	new	9952671088
I Reports <	TN-4332019020102825	rek	9966337823
	TN-4332019020102831	gfytg	8555949313
	TN-4332019020102833	увуд	9966337823
	TN-4332019020102835	Ŀ	9952671088
	TN-4332019013102818	lkknnkl	9952671088
	TN-4332019020102826	ping	9966337823
	TN-4332019020102827	cms	8555949313
	TN-4332019020102828	kkiki	9966337823
	TN-4332019020102829	jhbuhb	9966337823



STEP 3: Enter the DSC Pin and lick on Login button

Government of Tamil				(i) F	DO RDO RDO
e-District				User Profile	Sign Out
🤁 Dashboard	Digital Signature				
Pending List					
Process List	Transaction No	Applicant Name	Contact No		
	TN-4332019013102819		9789256983		
Transaction Status Report	TN-4332019020102820	Verify User PIN	>		
Digital Signature	TN-4332019020102821	Now verify your User PIN:	9952671088		
I Reports <	TN-4332019020102825		9966337823		
	TN-4332019020102831	User PIN: •••••••	8555949313		
	TN-4332019020102833	Change User PIN Login Cancel	9966337823		
	TN-4332019020102835	a)	9952671088		
	TN-4332019013102818	lkknnkl	9952671088		
	TN-4332019020102826	ping	9966337823		
	TN-4332019020102827	cms	8555949313		
	TN-4332019020102828	kkiki	9966337823		
	TN-4332019020102829	jhbuhb	9966337823		

Once it is signed "Document Signed Successfully" message will be shown as below,

Government of Tamil				🥘 R	DO RDO RDO
e-District				User Profile	Sign Out
🚯 Dashboard	Digital Signature				
Pending List	Digital Signature				
E Procore List	Transaction No	Applicant Name	Contact No		
an FIUCess List	TN-4332019013102819		9789256983		
Transaction Status Report	TN-4332019020102820	karthick	9952671088		
Digital Signature	TN-4332019020102821	×	9952671088		
 Process List Transaction Status Report Digital Signature Reports < 1 	TN-4332019020102825	Document Signed Successfully	9966337823		
	TN-4332019020102831	became in signed successionly	8555949313		RDO RDO User Profile Sign Out
	TN-4332019020102833	OK	9966337823		
	TN-4332019020102835	Ĺ.	9952671088		
	TN-4332019013102818	lkknnkl	9952671088		
	TN-4332019020102826	ping	9966337823		
	TN-4332019020102827	cms	8555949313		
	TN-4332019020102828	kkiki	9966337823		
	TN-4332019020102829	jhbuhb	9966337823		



10.4 Processed Application List

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Showing 1 to 5 of 58 entries

TN-4332019011002720

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STEP 1: Click on **"Processed Application List**" and then click on **"Application for Registration of Tenancy Agreement**" services.

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🚯 Dashboard	List of Servio	ces			
Pending List					
Process List					
Transaction Status Report	II THB-401 R	egistration of Tenancy			58
Digital Signature					
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	Copyright © 2018 Ta	mil Nadu e-Governance Agency (TNe	•GA). All rights reserved.		
STEP 2: Processe	Copyright © 2018 Ta	mil Nadu e-Governance Agency (TNe ns will be shown a	GA). All rights reserved. s below with Applicant N	ame and Acti	on Taken date & time.
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Government of Tame e-District	Copyright © 2018 Ta ed applicatio il Nadu THB-401 Reg	mil Nadu e-Governance Agency (TNe ns will be shown a = gistration of Tenancy	rGA). All rights reserved. s below with Applicant N	ame and Acti	on Taken date & time.
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Government of Tam Government of Tam e-District Dashboard Pending List Process List	Copyright © 2018 Ta ed applicatio il Nadu THB-401 Reg Application List	mil Nadu e-Governance Agency (TNe ns will be shown a gistration of Tenancy	rGA). All rights reserved. s below with Applicant N	ame and Acti	on Taken date & time.
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STEP 2: Processe Government of Tam e-District Panding List Process List Transaction Status Report Digital Signature Reports	Copyright © 2018 Ta ed applicatio il Nadu THB-401 Reg Application List Show 5 v ent Show 5 v ent 1 2	mil Nadu e-Governance Agency (TNe ns will be shown a sistration of Tenancy t ries Application Number TN-4332019011102727 TN-4332019012102760	EGA). All rights reserved. s below with Applicant N Sear Applicant Name Action Date Time 11-01-2019 01:45 PM 21-01-2019 10:30 AM	ame and Acti ame and Acti	on Taken date & time.

10-01-2019 03:35 PM

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10.5 Transaction Status Report

STEP 1: Select the report filters either Month/Date.

Government of Tamil e-District	Nadu				() RDO RDO RDO User Profile Sign Out
🍘 Dashboard	Transaction Statu	S Report		¢.	*Marked fields are mandatory
Pending List	Report Filter				
Process List	Report Filter	*Month	*From Date	*To Date	
Transaction Status Report	By Month By Date	Feb-2019	Start Date	End Date	Show
🖶 Digital Signature	Tamil Nadu Housing and	Urban Development 🔹	THB-401 Registration of Tenancy	v	
≣ Reports <					

STEP 2: Report will be generated as below with list of application submitted within the Division along with the Application Name, Transaction Date and current stages. It can be saved in PDF, WORD, EXCEL, XML Formats.

👔 Government of Tamil	Nadu							Ç.	🔰 RDO RDO RDO
e-District								User Prot	ile Sign Out
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Pending List									Pack
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Transaction Status Report		¶ 1of 2 ? ▶ ▶	Find Next	¥ • ⊕	Transact	ion Status			
📰 Digital Signature			Transaction Sta	atus Details From 01-Fo	eb-2019 To 28-Fel	-2019 For 1	Tamil Nadu Hoเ	ising and Ur	ban Develo
≣ Reports <	SI No	Transaction No	Service	Applicant Name	Transaction Date	District	Current Level	Pending By	Prev. Level
	1	TN-4332019020102820	THB-401 Registration of Tenancy		2/1/2019 9:36:03 AM	Perambalur	Completed		Scheduled Verification
	2	TN-4332019020102821	THB-401 Registration of Tenancy		2/1/2019 11:06:55 AM	Perambalur	Completed		Scheduled Verification
	3	TN-4332019020102825	THB-401 Registration of Tenancy		2/1/2019 12:37:43 PM	Perambalur	Completed		Scheduled Verification
	4	TN-4332019020102826	THB-401 Registration of Tenancy		2/1/2019 1:25:23 PM	Perambalur	Completed		Scheduled Verification
									•
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11. Disclaimer

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