Tamil Nadu e-District

User Manual

on

DHT-201 Application for Scholarship under Dr. MGR Handloom Weavers Welfare Trust

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

2.1 Tools Required

You will be provided with the following basic infrastructure:

- Computer (CPU, Monitor, Keyboard & Mouse)
- Network Connection (as per requirement)
- Peripherals (as per requirement)
- Browser (Google chrome, Version 50)
- Uninterrupted Power Supply (UPS)

2.2 Starting your Computer

Steps

- 1. Ensure all cables are connected between the computer, network connection, peripherals & UPS
- 2. Plug the UPS to the electrical socket
- 3. Switch 'ON' the electrical socket
- 4. Switch 'ON' the UPS



- 5. Press the () (power button) on the computer
- 6. Allow the system to boot up

	 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
8	4. Do not start the computer in case the UPS is not fully charged5. Do not start the computer in case any of the wires are in contact with water sources / moisture
Ş	 6. In case you are not sure whether the computer is connected in the right way please contact the system engineer

3 Purpose

The purpose of this User Manual is to help user in running e-Sevai application. The manual consist of Steps used for registering service request and processing of application request at different levels using e- Sevai Application.

4 Scope

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



5 Official Login

Workflow

Service	Input Form	First Level	Second Level	Third Level	Fourth Level
Scholarship Under Dr. MGR Handloom Weavers Welfare Trust	Weaver / Applicant	Circle Deputy Director/Assistant Director	MD of the Society	Circle Deputy Director/Assistant Director	Directorate of Handlooms and Textiles (Finalising the application)

5.1 DD/DA Login (Level 1)

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

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.

\leftrightarrow \rightarrow C \odot Not secure tn.cms.co.in:81/eDistrict/Login.aspx		☆ () :
III Apps		»
	e-District Tamilnadu	
	Sign in to start your session	
	User ID	
	Password	
	NNLKZ C	
	Enter Above Text	
	Sign In	
	Forgot password ?	



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	Deputy Director Handloom User Profile Sign Out			
	=			08
Dashboard	Dashboard			
Pending List	PENDING APPLICATIONS	PROCESSED	APPROVED APPLICATIONS	REJECTED APPLICATIONS
Process List		applications 2	1 APPLICATIONS	0
Transaction Status Report				
I Reports <				

Image 2

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

Below screen will be displayed

Government of Tamil Na e-District	Deputy Director Handloon	
S e-District		User Profile Sign Out
🍘 Dashboard	List of Services	
Pending List		-
Process List	HApplication for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana	0
Transaction Status Report	#Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Death)	0
E Reports <	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Disability)	0
	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment	0
	#Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust	0
	HApplication for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust - Renewal	0
	#Application for Tamil Nadu Co-operative Handloom Old Age Pension Scheme	0
	Application for Tamil Nadu Cooperative Handlooms Weavers Family Pension Scheme	0

Image 3

STEP 5: Click on the application to be processed. In this case, click on "**Application for Scholarship under Dr. MGR Handloom Weavers Welfare Trust**" link.

Government of Tamil e-District	Nadu		Deputy Director Handloom User Profile Sign Out
🚯 Dashboard	Application for Scholarship	Under Dr.MGR Handloom Weavers Welfare Trust	
Pending List	Applications –	Application List	-
Process List	Pending 1	4	Þ
Transaction Status Report	O Received Application		
I Reports <	O Recommending to Directorate		

Image 4



STEP 6: Click on **Received Application**.

Below screen will be displayed.

Government of Tamil	Deputy Director Handloom		
e-District			User Profile Sign Out
🍘 Dashboard	Application for Scholarship	Under Dr.MGR Handloom Weavers Welfare Trust - Red	ceived Application
Pending List	Applications –	Application List	-
Process List	Pending 1	Gender: Please Select Qualification: Please Select	
Transaction Status Report	O Received Application	Show 10 v entries	Search:
≣ Reports <		Sl No 🏦 Select All 🗖 🥼 Application Number 🔢 Applicant Name	Application Date Time
	O Recommending to Directorate	1 IN-4112018052802147 Karthick/あIT庁支援	க் 28-05-2018 05:14 PM
		Showing 1 to 1 of 1 entries	Previous 1 Next
		C. C	•

Image 5

STEP 7: Select the application to be processed and click on the **Application Number** as shown in the image above.

e-form will be displayed.



ransaction Details		-	Documents	
Transaction No :	Date Of Submission :		Supporting Documents	(
TN-4112018052802147	28-05-18 05:14 PM			
Applicant Name :				
Karthick/கார்த்திக்			Application Form	
Mobile Number :				
9566085209			Action History	
			Application Received	May 28 2018 5:08P
our Action		-	Application Received	
* Date of Verification			Action : Application Submitted By : Operator	
07-06-2018				
*Action				
Forward		,		
Please Select Your language:	TAMIL C ENGLISH ®			
*Comment (Max. Chars Allowd	1000)			
ok				
Document Title				
Supporting Document				
5	Choose file Upload			
		_		

Image 6

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

On successful submission below page will be displayed.

Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust - Received Application					
Applications	-	Application List	-		
♀ Pending ○ Received Application	•	✓ Success Action Successfull			
O Recommending to Directorate	٥	Gender: Please Select V Qualification: Please Select V	•		

Image 7



5.2 Managing Director Login (Level 2)

STEP 1 - STEP 3 are same for all the official logins.

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

Government of Tamil Nadu e-District					
	=			User Profile Sign Out	
2 Dashboard	Dashboard				
Pending List Process List	PENDING APPLICATIONS 3	PROCESSED APPLICATIONS 1	APPROVED APPLICATIONS 1	REJECTED APPLICATIONS 0	
Transaction Status Report					

Image 8

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

Below screen will be displayed

Government of Tami	Covernment of Tamil Nadu				
e-District		User Profile Sign Out			
🍄 Dashboard	List of Services	***			
Pending List					
Process List	II Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana				
Transaction Status Report	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Death)	0			
	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Disability)	0			
	HApplication for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment	0			
	HApplication for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust	0			
	HApplication for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust - Renewal	0			
	H Application for Tamil Nadu Co-operative Handloom Old Age Pension Scheme	0			
	HApplication for Tamil Nadu Cooperative Handlooms Weavers Family Pension Scheme	0			
	HApplication for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Nominee)	0			

Image 9

STEP 5: Click on the application to be processed. In this case, click on "**Application for Scholarship under Dr MGR Handloom Weavers Welfare Trust**" link.



Government of Tami e-District	l Nadu			Ø ₀	User Profile Sign Out
🄀 Dashboard	Application for	Scholars	ship Under Dr.MGR Handloom Weavers Welfare Trust		
Pending List	Applications	-	Application List		-
Process List	Pending	1	4		•
Transaction Status Report	O Verify Details	۵			

Image 10

STEP 6: Click on **Verify Details**.

Below screen will be displayed.

Government of Tamil e-District	Nadu			User Profile Sign Out
	=			0\$
🎒 Dashboard	Application for S	Scholars	hip Under Dr.MGR Handloom Weavers Welfare Trus	t - Verify Details
📰 Pending List	Applications	-	Application List	-
Process List	Pending		Gender: Please Select Qualification: Please Select	
Transaction Status Report	O Verify Details		Show 10 • entries	Search:
			Stro Setect Alt — Application Number Applicant Name	28-05-2018 05:14 PM
			Showing 1 to 1 of 1 entries	Previous 1 Next

Image 11

STEP 7: Select the application to be processed and click on the **Application Number** as shown in the image above.

e-form will be displayed.



ransaction Details		 Documents 	
ransaction No :	Date Of Submission :	Supporting Documents	C
TN-4112018052802147	28-05-18 05:14 PM		
pplicant Name :			
Karthick/கார்த்திக்		Application Form	
1obile Number :			
9566085209		Action History	
A		Received Application Jun 7 2018 4	:43PN
*Action		ok Date of Verification : 07-06-2018	
Forward Please Select Your language: *Comment (Max. Chars Allowd 10 ok	TAMIL [©] ENGLISH [®]	Action : Forward By : Deputy Director Handloom (Deputy Directo Assistant Director)	r
		Application Received May 28 2018 5	:08PI
*Select Supporting Document		Application Received	
Proof of Active Membership in Document Title	7	Action : Application Submitted By : Operator	
Proof of Active Membership in	Society		
Supporting Document			

Image 12

Note – The official cannot move forward in the process if the **supporting documents** are not uploaded as shown in the image above. An error message will be displayed which will prevent the official from submitting the application.

On successful File upload below message will be displayed. .



Mobile Number : 9566085209 Vour Action Vour Action Vploaded Files Proof of Active Membership in Society Peter *Action Forward Forward Please Select Your language: TAMIL © ENGLISH ® *Comment (Max. Chars Allowd 1000) ok Select Supporting Document Select Any Document Title Supporting Document	•		Supporting Documents			formation	i Inform
Transaction No : Date of Submission : Th.4112018052802147 28-05-18 05:14 PM Applicant Name : Action History Karthick/历时贫困途 Mobile Number : 9566085209 ok Our Action Image: Construction of the state of the st						oloaded Sucessfully	File Uploade
TN-4112018052802147 Applicant Name: Karthick/応可贷意意。 Mobile Number: 9566085209 Our Action Uploaded Files ● Proof of Active Membership in Society Please Select Your Language: TAMIL ● ENGLISH ● Comment (Max. Chars Allowd 1000) ok Supporting Document Select Supporting Document Select Supporting Document			Application Form				
Applicant Name: Karthick/仍可贷会员 Kathick/仍可贷会员 Mobile Number: 9566085209 our Action Uploaded Files ● Proof of Active Membership in Society							
Karthick(歩町方意)(あ Jun 7 2018 Mobile Number : 9566085209 OUR Action Image: Construction Image: Construction Ima				05:14 PM	28-05-18	112018052802147	TN-41120:
Nobile Number: 9566085209 ok Date of Verification : 07-06-2018 Action : Forward By : Deputy Director Handloom (Deputy Director Handloom (Deputy Director Handloom (Deputy Director Handloom (Deputy Director)) Action : Forward Poroof of Active Membership in Society Optication Received May 28 2018 Application Received Action : Application Submitted By : Operator Please Select Your language: TAMIL ENGLISH * Comment (Max. Chars Allowd 1000) ok Select Any Supporting Document Select Any Supporting Document			Action History				
Action *Action *Orward Please Select Your language: *Action *Comment (Max. Chars Allowd 1000) ok *Select Supporting Document Select Any *Document Title Supporting Document	4:43PM	Jun 7 2018 4:4	Received Application			hick/கார்த்திக்	Karthick/d
OK Date of Verification : 07-06-2018 Dur Action Uploaded Files Proof of Active Membership in Society Oekee Action Forward Please Select Your language: TAMIL * Action * Comment (Max: Chars Allowd 1000) ok * Select Supporting Document Select Any Document Title Supporting Document						e Number :	Aobile Num
 Our Action Uploaded Files OProof of Active Membership in Society Action Forward Please Select Your language: TAML ENGLISH Comment (Max. Chars Allowd 1000) ok Select Supporting Document Select Any Document Title Supporting Document 		2018				3025209	956608520
Proof of Active Membership in Society *Action *Action Forward *Please Select Your language: TAMIL ENGLISH *Comment (Max. Chars Allowd 1000) ok *Select Supporting Document Select Any Document Title Supporting Document	tor	oom (Deputy Director	By : Deputy Director Handloom (
Forward Please Select Your language: TAMIL ENGLISH (Max. Chars Allowd 1000) ok *Select Supporting Document Select Any Document Title Supporting Document	35:08PM	May 28 2018 5:0		Delete	in Society	Proof of Active Membership in	<u>⊖Proof</u>
Forward Please Select Your language: TAMIL Comment (Max. Chars Allowd 1000) ok *Select Supporting Document Select Any Document Title Supporting Document						ion	*Action
Please Select Your language: TAMIL *Comment (Max. Chars Allowd 1000) ok *Select Supporting Document Select Any Document Title Supporting Document		ted		•			
ok *Select Supporting Document Select Any Document Title Supporting Document			By : Operator	н®	TAMIL ^O ENGLISH	se Select Your language: TA	Please Sel
*Select Supporting Document Select Any Document Title Supporting Document					000)	nment (Max. Chars Allowd 100	*Commen
Select Any T Document Title Supporting Document							ok
Select Any Document Title Supporting Document							
Select Any Document Title Supporting Document							
Document Title Supporting Document					_	ect Supporting Document	*Select Su
Supporting Document							
						iment Title	Document
						porting Document	Supporting
Choose tile				Upload	Choose file		a separat d

Image 13

STEP 8: Fill all the mandatory fields; Upload supporting documents; Choose the Action **Forward** and click **Submit**.

If the official chooses to "Return" the form, it will go back to the operator level.

On successful submission below page will be displayed.



Government of Tam e-District	iil Nadu			User Profile Sign Out
🚳 Dashboard	Application for Sch	olarship Un	der Dr.MGR Handloom Weavers Welfare Trust - Verify Details	
Pending List	Applications	-	Application List	-
Process List	Pending	0	✓ Success	
Transaction Status Report	O Verify Details	٥	Action Successfull	
			Gender: Please Select Qualification: Please Select v	,

Image 14

5.3 DD/DA Login (Level 3)

STEP 1 - STEP 3 are same for all the official logins.

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

Government of Tamil e-District				Deputy Director Handloom
	=			00
🚯 Dashboard	Dashboard			
Pending List	PENDING APPLICATIONS	PROCESSED APPLICATIONS	APPROVED APPLICATIONS	REJECTED APPLICATIONS
Process List		3		
Transaction Status Report				
III Reports <				

Image 15

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

Below screen will be displayed

Government of Tamil e-District	Nadu		User Profile Sign Out
🍘 Dashboard	Application for Scholarshi	o Under Dr.MGR Handloom Weavers Welfare Trust	
Pending List	Applications -	Application List	-
Process List	Pending	4	۲
Transaction Status Report	O Received Application		
≡ Reports 〈	O Recommending to Directorate		

Image 16

STEP 6: Click on **Recommending to Directorate.**

Government of Tamil e-District	Nadu		Deputy Director Handloom
🍘 Dashboard	Application for Scholarship	Under Dr.MGR Handloom Weavers Welfare Trust - Recon	nmending to Directorate
Pending List	Applications –	Application List	-
Process List	Pending 1	Gender: Please Select Qualification: Please Select	
Transaction Status Report	O Received Application	Show 10 v entries	Search:
≣ Reports <	O Recommending to Directorate	SI No 🖺 Select All 🗏 🕴 Application Number 🛛 🕴 Applicant Name	👫 Application Date Time 🛛 👫
	Recommending to Directorate	1 IN-4112018052802147 Karthick/あIT庁支気は	28-05-2018 05:14 PM
		Showing 1 to 1 of 1 entries	Previous 1 Next
		4	•



STEP 7: List will contain the application forwarded from the **Managing Director**. Click on the **Application Number** as shown in the image above.

e-form will be displayed.

Transaction Details	Documents
Transaction No: Date Of Submission: TN-4112018052802147 28-05-18 05:14 PM	Supporting Documents
Applicant Name : Karthick/கார்த்திக் Mobile Number : 9566085209	Application Form Proof of Active Membership in Society
Your Action	Action History Verify Details Jun 7 2018 4:49PM
Application Recommended by Receiving Officer YES VES VES VES VES VES VES VES VES V	ok Action : Forward By : HTMD Handloom (Managing Director)
*Action Forward Please Select Your language: TAMIL ENGLISH	Received Application Jun 7 2018 4:43PM
*Comment (Max. Chars Allowd 1000) ok	ok Date of Verification : 07-06-2018
	Action : Forward By : Deputy Director Handloom (Deputy Director Assistant Director)
Document Title	
Supporting Document Choose file Upload	Application Received May 28 2018 5:08PM Application Received
Back To List Submit	Action : Application Submitted By : Operator

Image 18



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

On successful submission below page will be displayed.

Government of Tamil e-District	Nadu			Deputy Director Handloom User Profile Sign Out
🚯 Dashboard	Application for Scholarship	Und	der Dr.MGR Handloom Weavers Welfare Trust - Recommending to Directorate	
Pending List	Applications	-	Application List	-
Process List	Pending	•	✓ Success	
Transaction Status Report	O Received Application		Action Successfull	
i Reports	O Recommending to Directorate		Gender: Please Select V Qualification: Please Select V	•

Image 19

5.4 Directorate Login (Level 4)

STEP 1 - STEP 3 are same for all the official logins.

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

Government of Tamil e-District	Nadu			User Profile Sign Out
🚳 Dashboard	Dashboard			
Pending List	PENDING APPLICATIONS	PROCESSED	APPROVED	REJECTED
Process List		APPLICATIONS 16	APPLICATIONS 14	2
Transaction Status Report				
≣ Reports <				



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



Government of Tamil e-District	Nadu	User Profile Sign Out
	E	08
🆚 Dashboard	List of Services	
Pending List		-
Process List	II Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana	0
Transaction Status Report	II Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Death)	0
≣ Reports <	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Disability)	0
	HApplication for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment	0
	Happlication for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust	0
	HApplication for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust - Renewal	0
	II Application for Tamil Nadu Co-operative Handloom Old Age Pension Scheme	0
	Application for Tamil Nadu Cooperative Handlooms Weavers Family Pension Scheme	0

Image 21

Screen shows the list of pending applications.

STEP 5: Click on the application to be processed. In this case, click on "**Application for Scholarship under Dr MGR Handloom Weavers Welfare Trust**" link.

Below screen will be displayed.

Government of Tamil	Nadu		Directorate Handloom User Profile Sign Out
	=		08
🚯 Dashboard	Application for Scholarship	Under Dr.MGR Handloom Weavers Welfare Trust	
Pending List	Applications –	Application List	-
Process List	Pending	4	•
Transaction Status Report	O Finazising the Application		
i≣ Reports <			

Image 22

STEP 6: Click on **Finalising the Application**.



Government of Tam e-District	il Nadu		User Profile Sign Out
	=		00
🚯 Dashboard	Application for Scholars	ip Under Dr.MGR Handloom Weavers Welfare Trust - Fina	zising the Application
Pending List	Applications –	Application List	
Process List	Pending 1	Gender: Please Select V Qualification: Please Select V	
Transaction Status Report	O Finazising the Application	Show 10 v entries	Search:
■ Reports <		Sl No 🖺 Select All 📕 🕼 Application Number 🛛 🕼 Applicant Name	👫 Application Date Time 🛛 🕸
		1 I TN-4112018052802147 Karthick/あIT庁支気法	28-05-2018 05:14 PM
		Showing 1 to 1 of 1 entries	Previous 1 Next
		4	•
	Elig. List ③ 06/07/2018 15:27:45		
	No of Applications		
	Add Selected To List Prepare this List		



STEP 7: Select the application to be processed and click on Add Selected to List.

Below success message will be displayed.

Application for Scholarship	Under Dr.MGR Handloom Weavers Welfare Trust - Finazising the Application	
Applications –	Application List	-
Pending	✓ Success	
O Finazising the Application 1	All selected transactions added to the List	-
	Gender: Please Select Qualification: Please Select	F
Elig. List 2 06/07/2018 15:27:45		
No of Applications 1		
Add Selected To List Prepare this List		

Image 24

The Count for No. of Application gets incremented on successful submission as seen in the above image.

Note – Official can also select multiple applications for approval by clicking on the Add Selected to List.

STEP 8: Once the application gets incremented as shown in above image, click on '**Prepare this List'** to generate the list beneficiaries that should be made available in the Reports Section

Below success message will be displayed.



plications -	Application List	
Pending 1	✓ Success	
O Finazising the Application 1	List has been processed successfully and forwarded to next level	
	Gender: Please Select ▼ Qualification: Please Select ▼	Þ
g. List O 06/07/2018 16:56:57		
of Applications 0		



Official can view the Dr MGR Scholarship Report as shown below.

	Government of Tamil e-District		Directorate Handloom User Profile Sign Out
			¢\$
Report List SANCTION ORDER/ELIGIBILITY REPORT Transaction Status Report REJECTED TRANSACTION REPORT Reports C	🎒 Dashboard	Report List	
C SANCTION ORDER/ELIGIBILITY REPORT Transaction Status Report Reports C Reports C	Pending List	Report List	
REJECTED TRANSACTION REPORT	Process List	SANCTION ORDER/ELIGIBILITY REPORT	
E Reports	Transaction Status Report	O REJECTED TRANSACTION REPORT	
	■ Reports <	O Dr.MGR Scholarship Report	

Image 26

STEP 9: Go to Reports and click on Dr MGR Scholarship Report link as shown above.

Government of Tamil e-District	Nadu E	Urectorate Handloom
🔀 Dashboard	Dr. MGR Handloom weaver welfare Trust Report	*Marked fields are mandatory
Pending List	Report Filter	
Process List	Financial Year	
Transaction Status Report	2018 - 2019 V Show	
I Reports <		



STEP 10: Select the Financial View form dropdown and click on Show.

Below report will be displayed.



Government of Tami	l Nadu								-	ctorate HTDirec	ctorate
								O ₀ °		a Prome Sig	mout
🚳 Dashboard	Report										
Pending List											
Process List										Bac	k
Transaction Status Report	14 4 1 of 1 ≥ ≥1										ľ
			உதவித்தொகை வ								_
III Reports <		பாக்டர் எம்.ஜி.ஆர். கைத்தறி நெசவாளர்	நல்வாழ்வு அறக்கட்	டனள / Dr. MGR	Handloo	om weaver	welfare Tru	ist - 2018	- 2019		_
	உறுப்பினர் பெயர் மற்றும் சங்கத்தின் விலாசம் / Member Name, Society Name	மாணவிமன் பெயர் மற்றும் வீட்டு விலாசம் / Name of student, Current address	மாள அல்லது கல்லூரி மெர் / Name of School or college	Serrà / Gender	யின்ற வகுப்பு / Class Studied	மொத்த மதிப்பெண் / Total Marks	எடுத்துள்ள மதிப்பென்ர / Marks Obtained	மதிப்பெண் சதவீதம் / Percenta ge		உதலி கோகும் உயர்கல்லி/ Name of Discipline	ଞା Re
	Shravan,			Male			1100				
	kumar,			Female			1180				
	Suresh, Anguchettipalayam WCS TR(H) 134	sweta,76,undefined,Nallathur,Cuddalore,Cuddalore	test	Female	12th	1200	899	80	2013	M.C.A.	
	mgr,Sri Kaligapuram Mahakavi Barathiyar	fdf,21,street,Egumadural,Ambattur,Tiruvallur	dds	Female	10th		1000	88	2018	M.Tech.	
	4								1 C		

Image 28

Below section shows steps to Generate Eligibility List report

Government of Tamil	Nadu	Directorate Handloom
🨻 e-District		User Profile Sign Out
		08
🍘 Dashboard	Report List	
Pending List	Report List	
Process List	SANCTION ORDER/ELIGIBILITY REPORT	
Transaction Status Report	REJECTED TRANSACTION REPORT	
≣ Reports 〈	O Dr.MGR Scholarship Report	

Image 29

STEP 11: Go to **Reports** and click on **Sanction Order/Eligibility Report** link as shown above.



Below screen will be displayed.

e-District	Ξ				a	User Profile Sign Out
B Dashboard San	ction Order Rep	port				*Marked fields are mandatory
E Pending List	ort Filter					
Process List Repo	rt Filter	*Month	*From Date	*To Date	District	
Transaction Status Report	Month OBy Date	Jun-2018	Start Date	End Date	All District 🔹	Show List Status
	partment of Handloom	and Textile 🔻		olarship Under Dr.MGR Handloc 🔻	Eligibility List 🔻	All Status 🔻

Image 30

STEP 12: Select by month or date; choose the appropriate options from dropdown for **Service**, **List Type** and **List Status** as shown above.

STEP 13: Click Show.

Below image shows the report of the Eligibility list.

eport						
						Back
1	of 1 🕨 🕅 💠	Find Next 🛛 🔍 🔻 🛞				
		List	Details			
SI No	Department	Service	List Ref. Number	Status	List Type	Created Da
1	Department of Handloom and Textile	Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust	170518123532411	Processed	Eligibility List	17 May 2018
2	Department of Handloom and Textile	Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust	050618011223411	Processed	Eligibility List	05 Jun 2018
3	Department of Handloom and Textile	Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust	050618011514411	Processed	Eligibility List	05 Jun 2018
4	Department of Handloom and Textile	Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust	060618033154411	Processed	Eligibility List	06 Jun 2018
5	Department of Handloom and Textile	Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust	070618022410411	Processed	Eligibility List	07 Jun 2018

Image 31

STEP 14: To view the Eligibility Order report, click on that particular Ref Number.



								Back
			Ref No : 0706180		bility Order D t Start Date : 07	-		7-Jun-2018
SI No	List Ref. Number	Transaction Number	Applicant Name	Contact No	Aadhar No	Voter Id	Ration Card	Bank Name
1	070618032745411	TN-4112018052802147	Karthick/கார்த்திக்	9566085209	982347895743	54646456546	8375973495079	AXIS BANK



Note– Official can also export the particular list or report in these available format as XML, CSV, PDF, MHTML, Excel, TIFF File and Word

6 Disclaimer

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