

Tamil Nadu e-District
User Manual
on
DHT-202 Application for Tamil Nadu Co-operative
Handlooms Weavers Savings and Security Scheme -
Enrolment

Prepared by



CMS Computers LTD

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

Table of Contents

1	Project Overview	3
2	General Information	3
2.1	Tools Required	3
2.2	Starting your Computer	3
3	Purpose	4
4	Scope	4
5	Official Login	5
5.1	DD/DA Login (Level 1)	5
5.2	Managing Director Login (Level 2)	8
5.3	DD/DA Login (Level 3)	12
5.4	Reports	16
6	Disclaimer	17

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

	<ol style="list-style-type: none"> 1. Switch 'ON' the UPS only after you have switched 'ON' the power socket 2. Switch 'ON' the computer only after you have switched 'ON' the UPS 3. Switch 'OFF' the power socket in there is an electrical spark in the socket
	<ol style="list-style-type: none"> 4. Do not start the computer in case the UPS is not fully charged 5. Do not start the computer in case any of the wires are in contact with water sources / moisture
	<ol style="list-style-type: none"> 6. In case you are not sure whether the computer is connected in the right way – please contact the system engineer

3 Purpose

The purpose of this User Manual is to help user in running e-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
Savings and Security Scheme – Enrollment	Weaver / Applicant	Circle Deputy Director/Assistant Director	MD of the Society	Circle Deputy Director/Assistant Director (Finalizing 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.

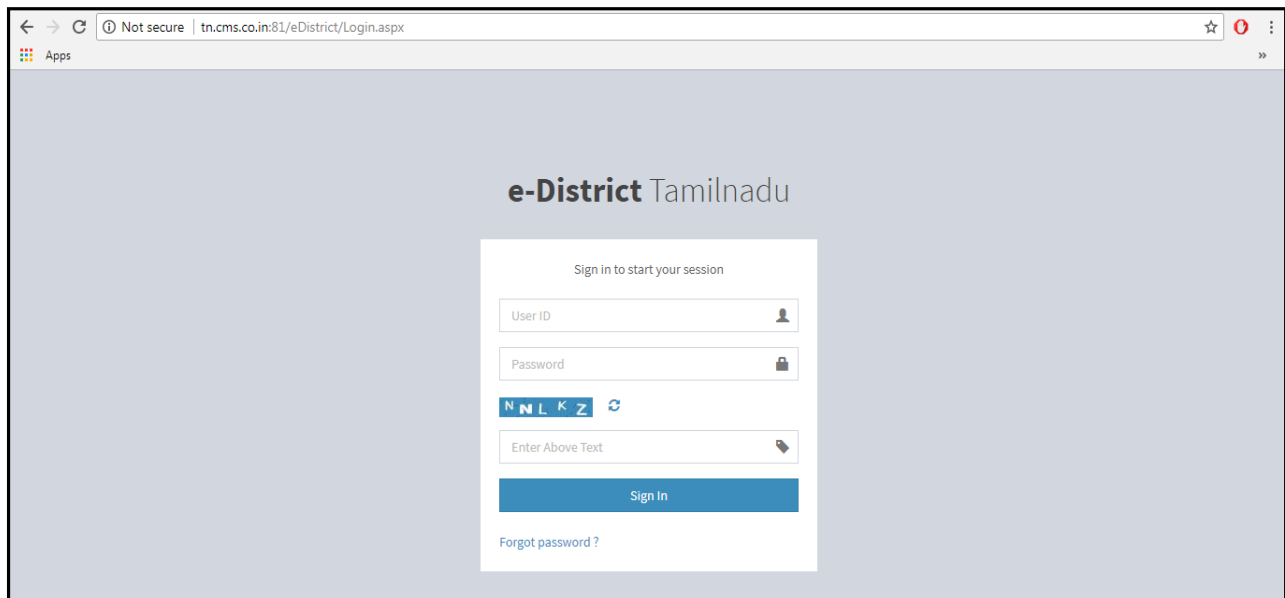


Image 1

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.

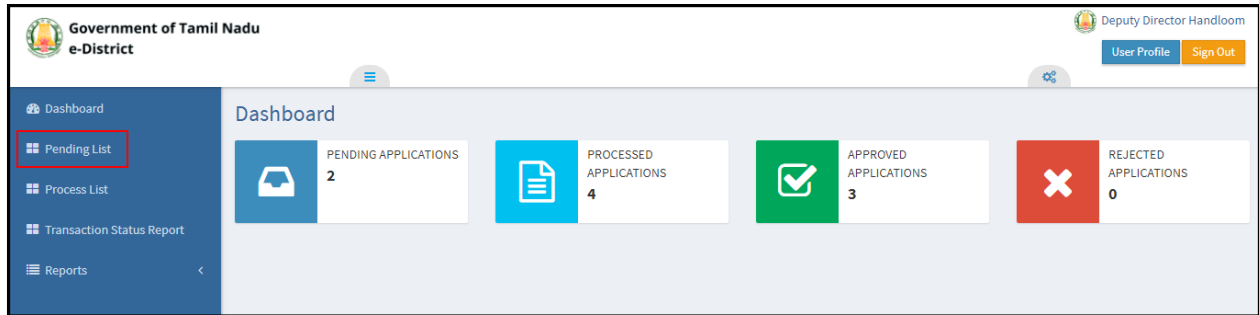


Image 2

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

Below screen will be displayed

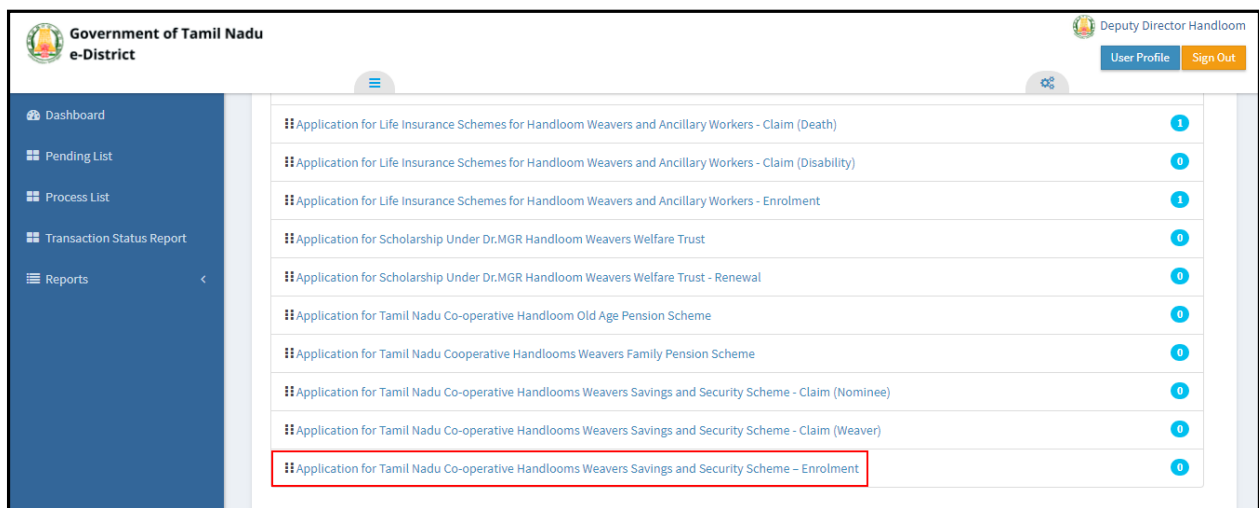


Image 3

STEP 5: Click on the application to be processed. In this case, click on “**Application for Tamil Nadu Co-operative Handloom Weavers Savings and Security Scheme – Enrolment**” link.

Below screen will be displayed.

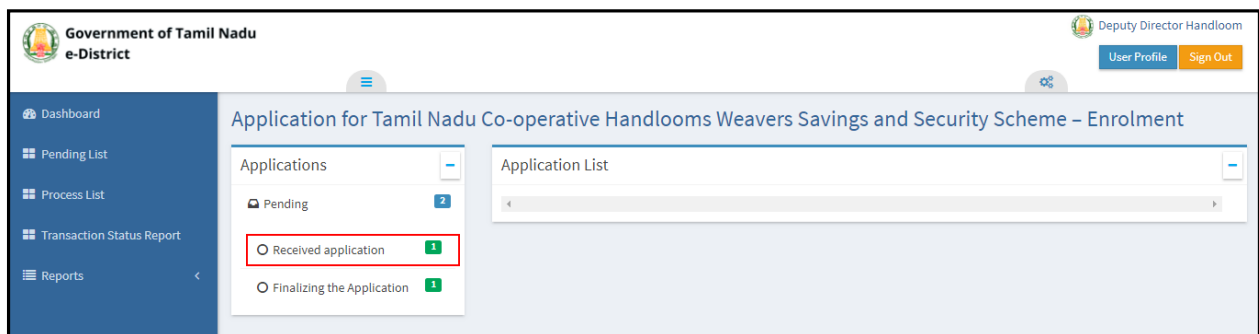


Image 4

STEP 6: Click on Received Application.

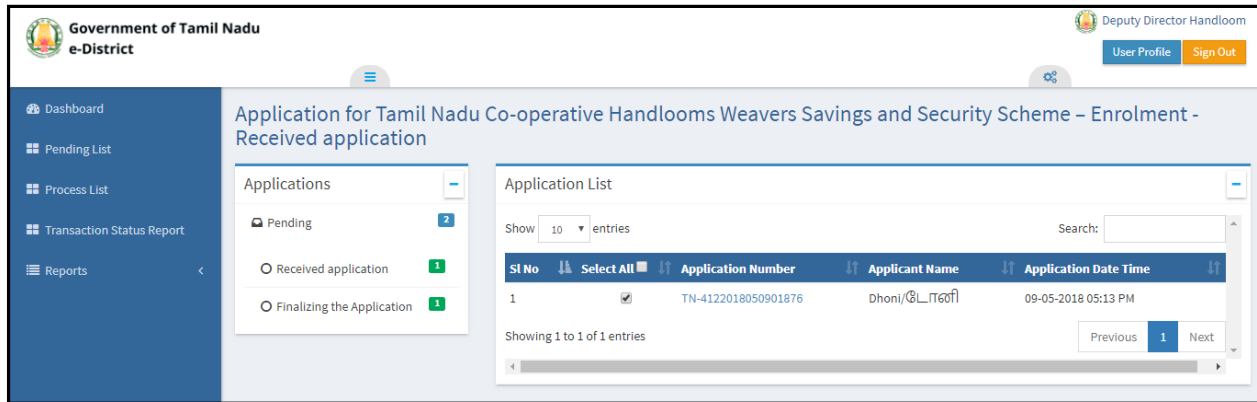


Image 5

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.

Transaction Details

Transaction No : TN-4122018050901876

Date Of Submission : 09-05-18 05:13 PM

Applicant Name : Dhoni/தேனி

Mobile Number : 8220717533

Your Action

Date of Verification
08-06-2018

Action
Forward

Please Select Your language: TAMIL ENGLISH

Comment (Max. Chars Allowed 1000)
ok

Document Title

Supporting Document

Documents

Supporting Documents

Application Form

Action History

Application Received May 9 2018 5:12PM

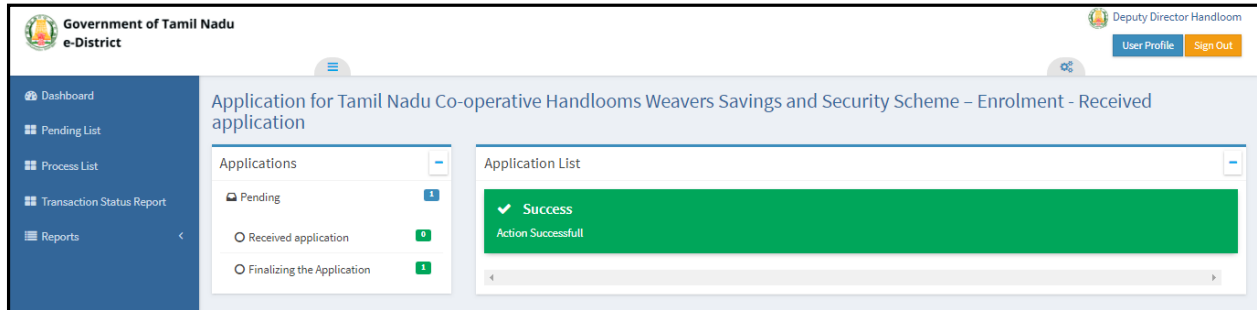
Application Received

Action : Application Submitted
By : Operator

Image 6

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

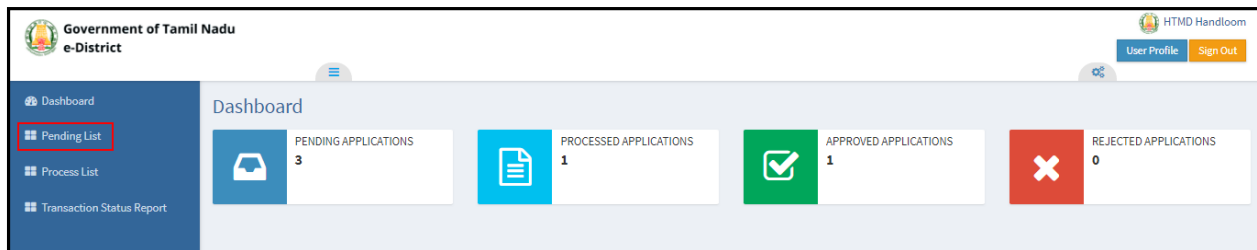
On successful submission below page will be displayed.

**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.

**Image 8**

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

Below screen will be displayed

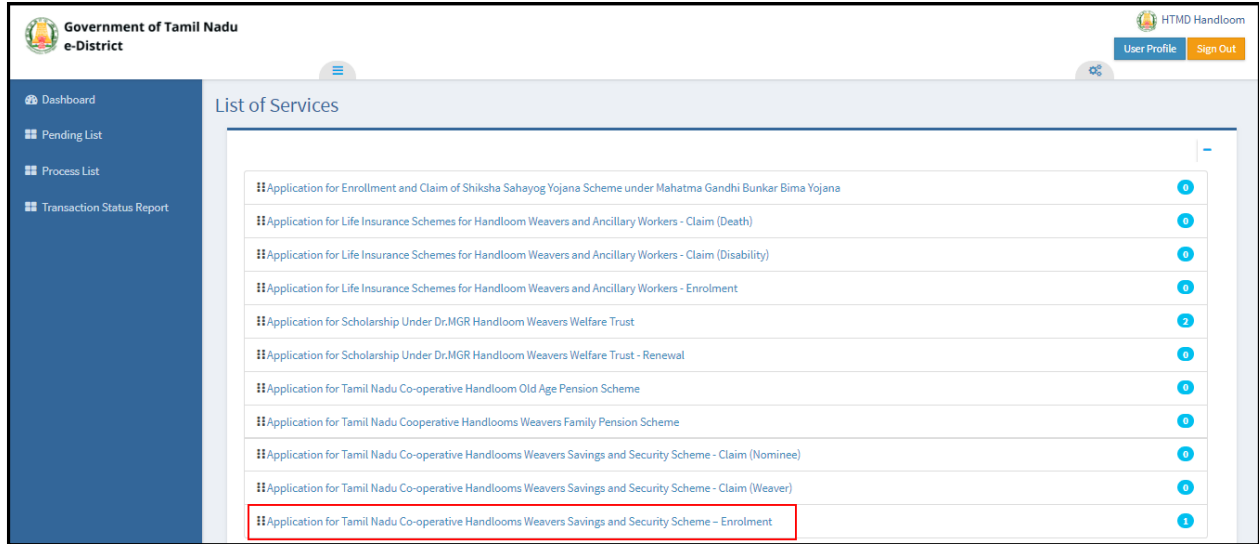


Image 9

STEP 5: Click on the application to be processed. In this case, click on “**Application for Tamil Nadu Co-operative Handloom Weavers Savings and Security Scheme - Enrolment**” link.

Below screen will be displayed.

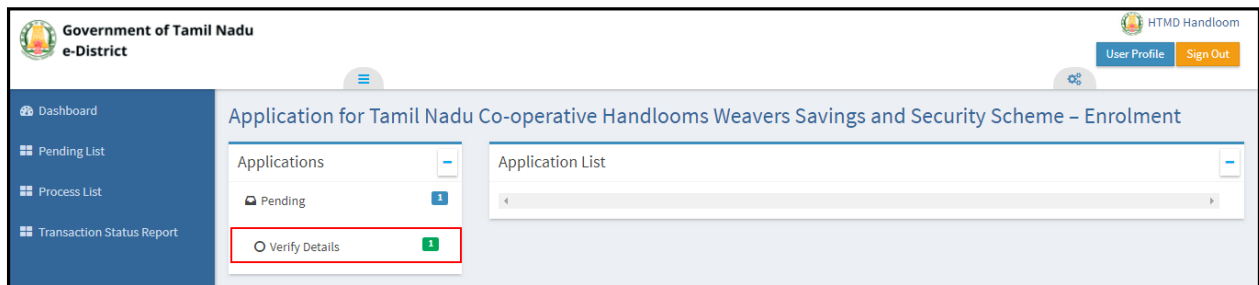


Image 10

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

Below screen will be displayed

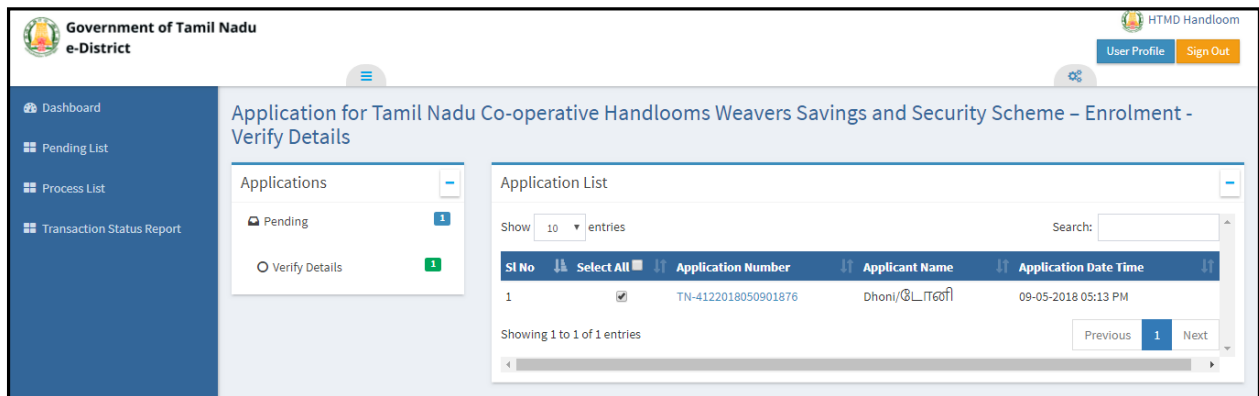


Image 11

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.

<p>Transaction Details</p> <p>Transaction No : TN-4122018050901876</p> <p>Date Of Submission : 09-05-18 05:13 PM</p> <p>Applicant Name : Dhoni/தனி</p> <p>Mobile Number : 8220717533</p>	<p>Documents</p> <p>Supporting Documents</p> <p>Application Form</p> <p>Action History</p> <p>Received application Jun 8 2018 2:49PM</p> <p>ok Date of Verification : 08-06-2018</p> <p>Action : Forward By : Deputy Director Handloom (Deputy Director Assistant Director)</p> <p>Application Received May 9 2018 5:12PM</p> <p>Application Received</p> <p>Action : Application Submitted By : Operator</p>
<p>Your Action</p> <p>* Date of admission as member in society 06-06-2018</p> <p>* Date of Validation 08-06-2018</p> <p>* Fund Type CONTRIBUTORY THRIFT</p> <p>* Share capital amount to credit of Member 10000</p> <p>* Action Forward</p> <p>Please Select Your language: <input checked="" type="radio"/> TAMIL <input type="radio"/> ENGLISH</p>	

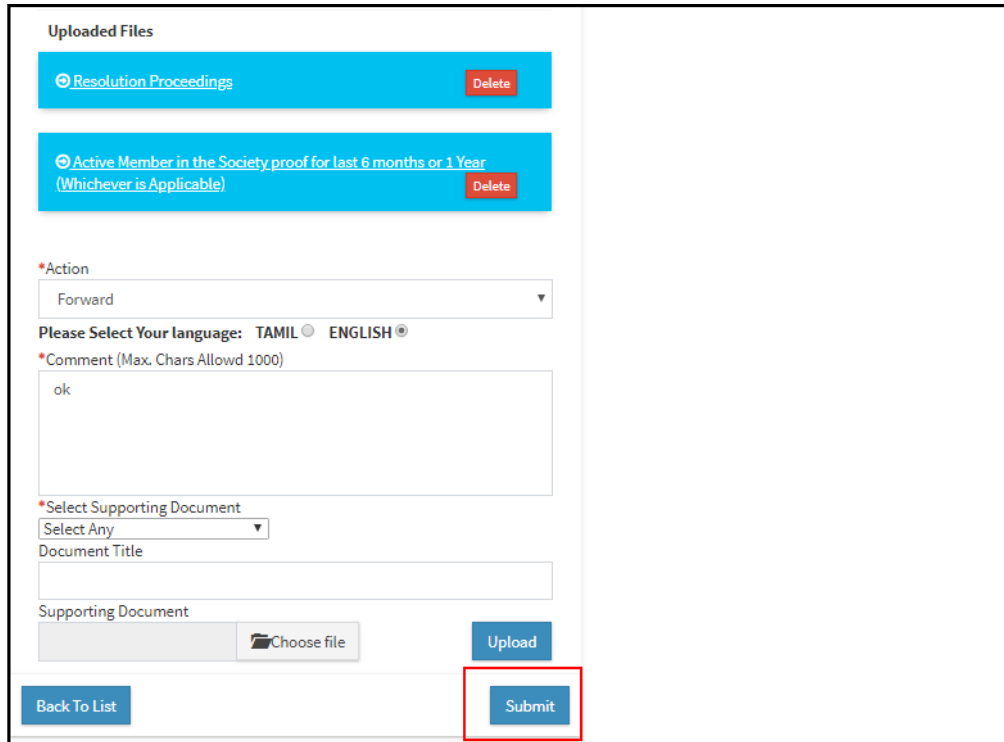


Image 12



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.

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.

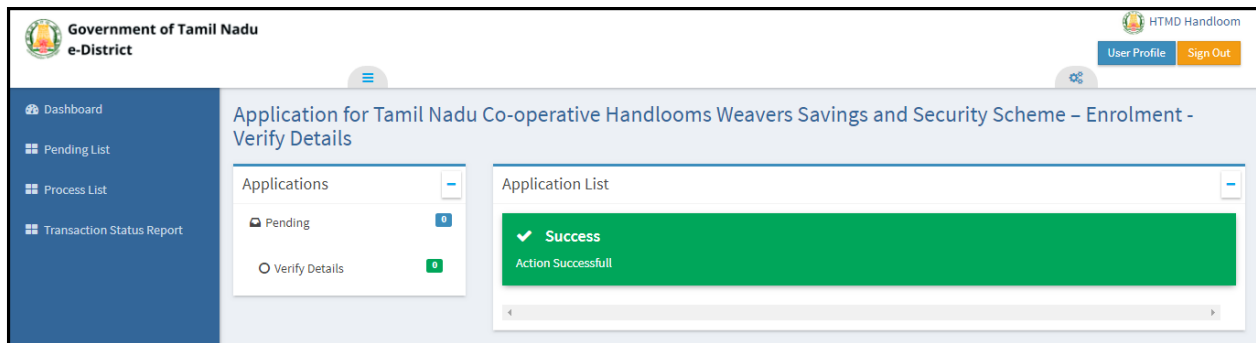


Image 13

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.

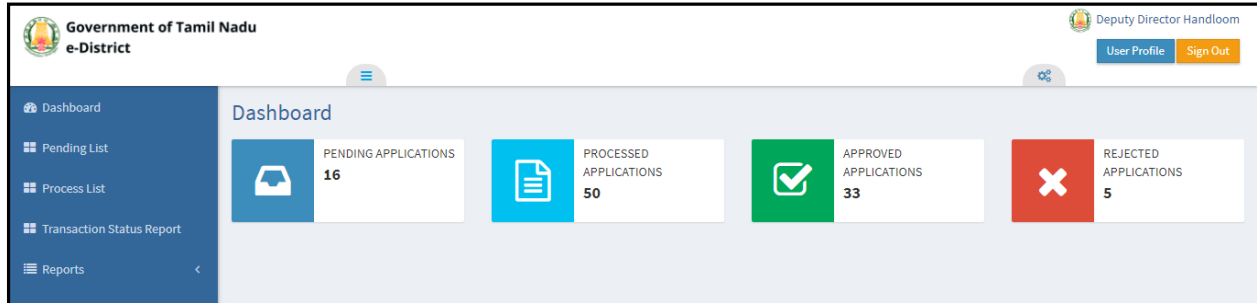


Image 14

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

Below screen will be displayed

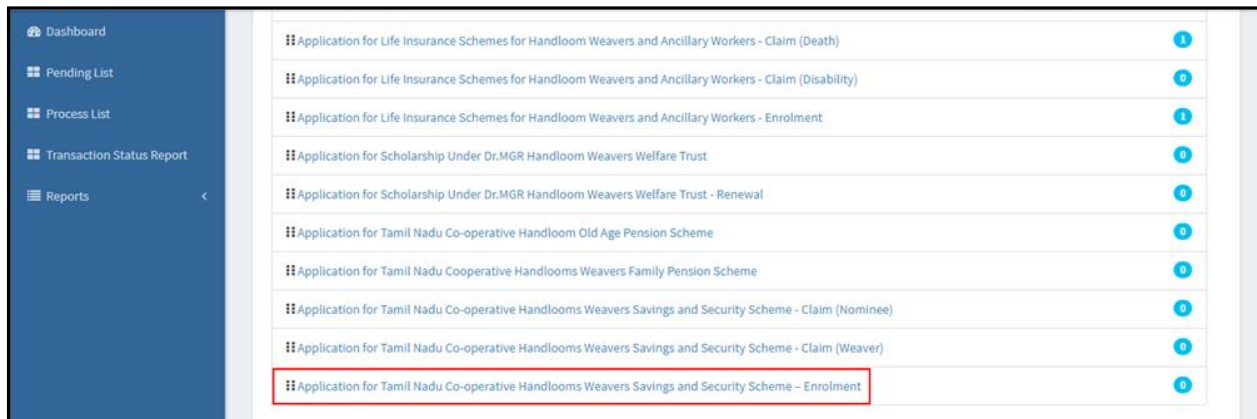


Image 15

STEP 5: Click on the service as shown in the above image.

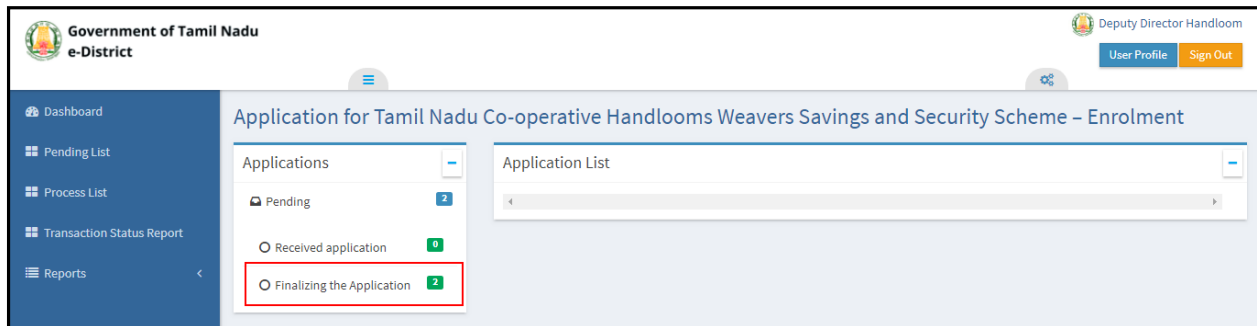
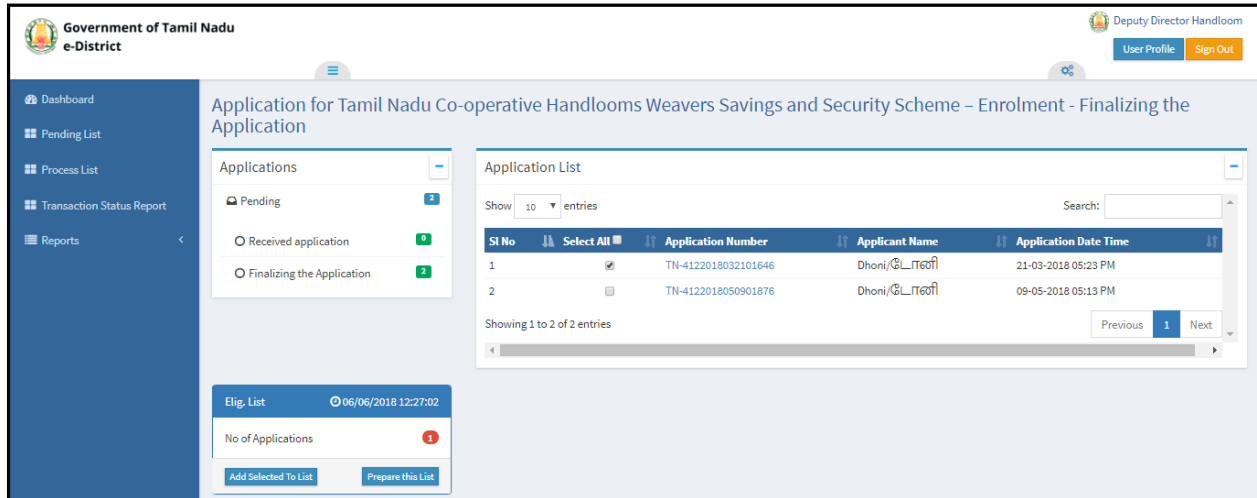


Image 16

STEP 6: Click on Finalizing the Application.

Below screen will be displayed.



The screenshot shows the 'Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme – Enrolment - Finalizing the Application' page. The interface includes a sidebar with navigation options like Dashboard, Pending List, Process List, Transaction Status Report, and Reports. The main content area is divided into two sections: 'Applications' and 'Application List'. The 'Applications' section shows a 'Pending' status with 2 items, and 'Received application' and 'Finalizing the Application' statuses with 0 items each. The 'Application List' section displays a table with 2 entries, showing 'SI No.', 'Application Number', 'Applicant Name', and 'Application Date Time'. The first entry is selected, and its 'Application Number' is highlighted. Below the table, there are 'Add Selected To List' and 'Prepare this List' buttons. A notification box at the bottom left indicates 'Elig. List' with a timestamp of 06/06/2018 12:27:02 and 'No of Applications' as 1.

SI No	Select All	Application Number	Applicant Name	Application Date Time
1	<input checked="" type="checkbox"/>	TN-4122018032101646	Dhoni/தேவநாதி	21-03-2018 05:23 PM
2	<input type="checkbox"/>	TN-4122018050901876	Dhoni/தேவநாதி	09-05-2018 05:13 PM

Image 17

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.

Transaction No : <input type="text" value="TN-4122018032101646"/>	Date Of Submission : <input type="text" value="21-03-18 05:23 PM"/>	Supporting Documents <ul style="list-style-type: none"> Active Member in the Society proof for last 6 months or 1 Year (Whichever is Applicable) Application Form Resolution Proceedings
Applicant Name : <input type="text" value="Dhoni/தனிமணி"/>		
Mobile Number : <input type="text" value="8220717533"/>		
Your Action		Action History
<p>* Reference Date <input type="text" value="08-06-2018"/></p> <p>* Reference Number <input type="text" value="123"/></p> <p>* Action <input type="text" value="Approve"/></p> <p>Please Select Your language: TAMIL <input type="radio"/> ENGLISH <input checked="" type="radio"/></p> <p>* Comment (Max. Chars Allowed 1000) <input type="text" value="ok"/></p> <p>Document Title <input type="text"/></p> <p>Supporting Document <input type="text"/> <input type="button" value="Choose file"/> <input type="button" value="Upload"/></p> <p><input type="button" value="Back To List"/> <input type="button" value="Submit"/></p>		<p>Verify Details Apr 2 2018 1:13PM</p> <p>NIL Date of admission as member in society : 31-03-2018 Date of Validation : 31-03-2018 Fund Type : CONTRIBUTORY THRIFT Share capital amount to credit of Member : 2323242</p> <p>Action : Forward By : HTMD HTMD (Managing Director)</p> <hr/> <p>Received application Apr 2 2018 12:53PM</p> <p>Please Proceed Date of Verification : 31-03-2018</p> <p>Action : Forward By : DeputyDirector Chennai (Deputy Director Assistant Director)</p> <hr/> <p>Application Received Mar 21 2018 5:23PM</p>

Image 18

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

On successful submission below page will be displayed.

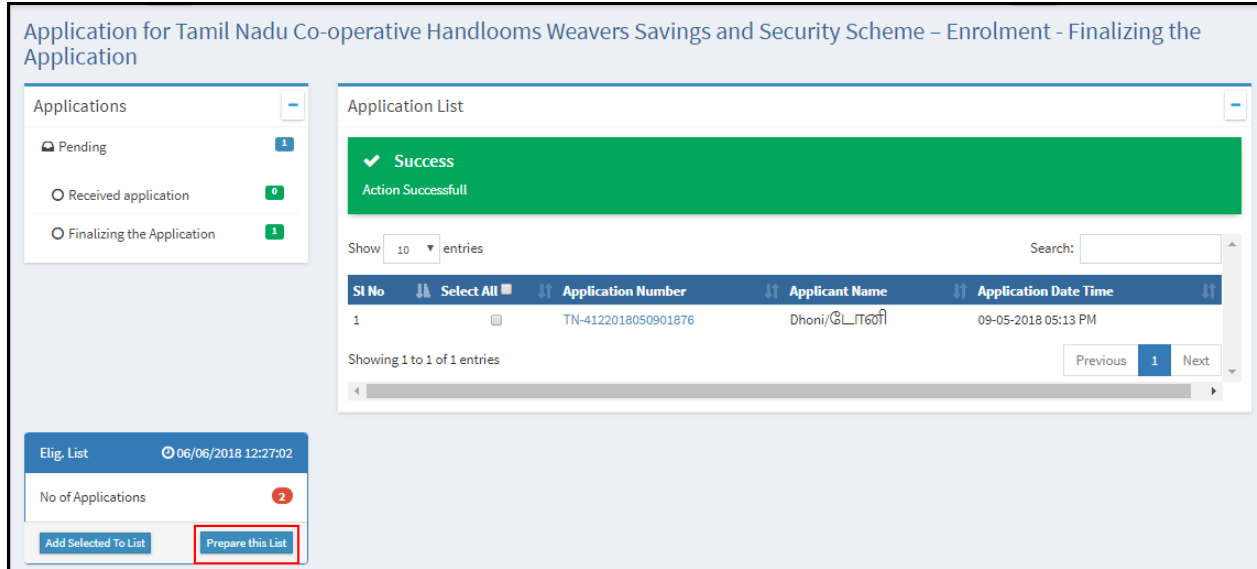


Image 19

STEP 9: Select the application to be processed and enter the required field in the E-form and click on **Submit**.

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

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

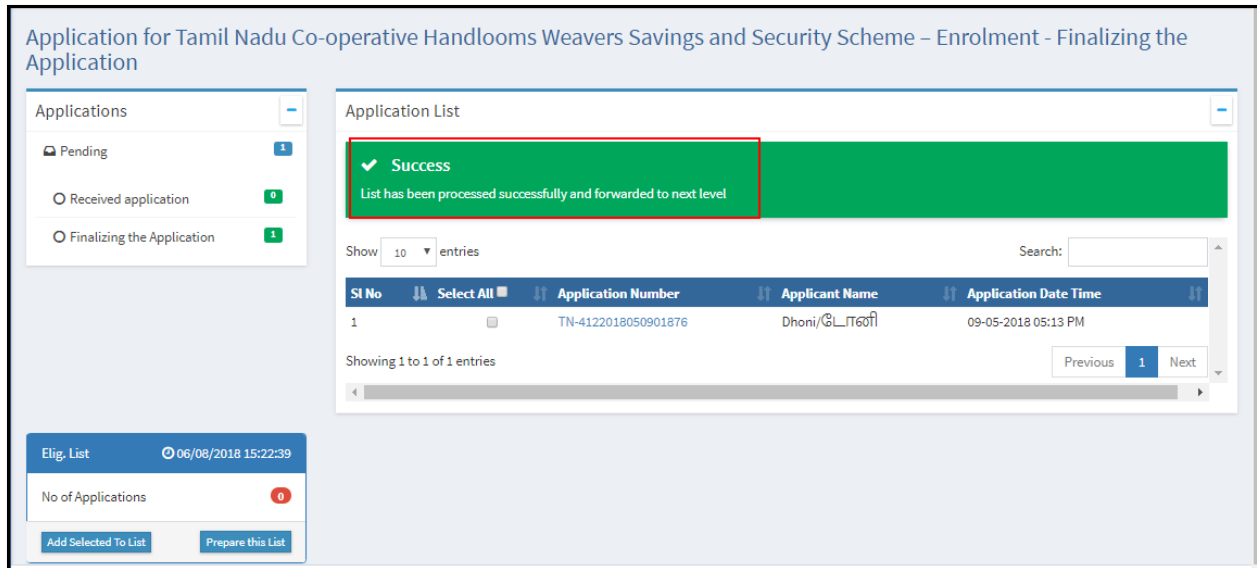


Image 20

STEP 10: Once the application gets incremented, click on ‘**Prepare this List**’ to generate the list beneficiaries that should be made available in the Reports Section

Officials can view the generated reports for Eligibility/ Sanctioned list under Reports in the left panel.

5.4 Reports

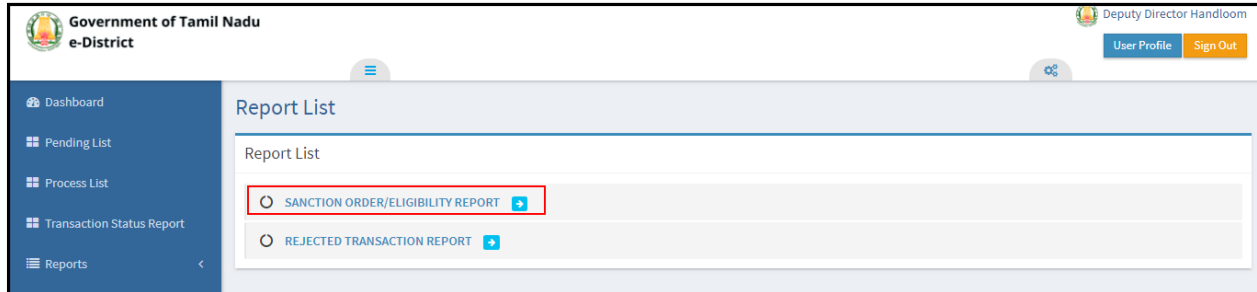


Image 21

Step 1: Click on required report. In this case **Sanction Order/Eligibility Report** Below screen will be displayed.

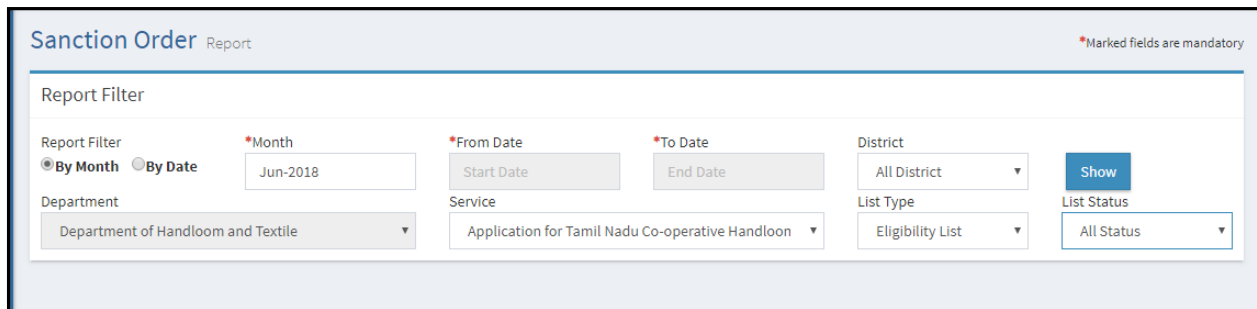


Image 22

STEP 2: Select by month or date; choose the appropriate options from dropdown for **Service, List Type** and **List Status** as shown above and click **Show**.

Below image shows the report of the Eligibility list.

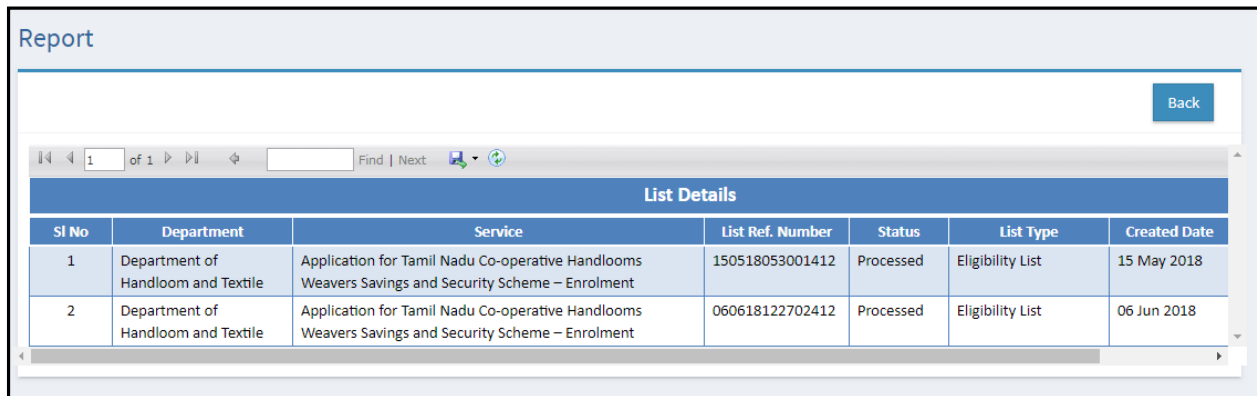
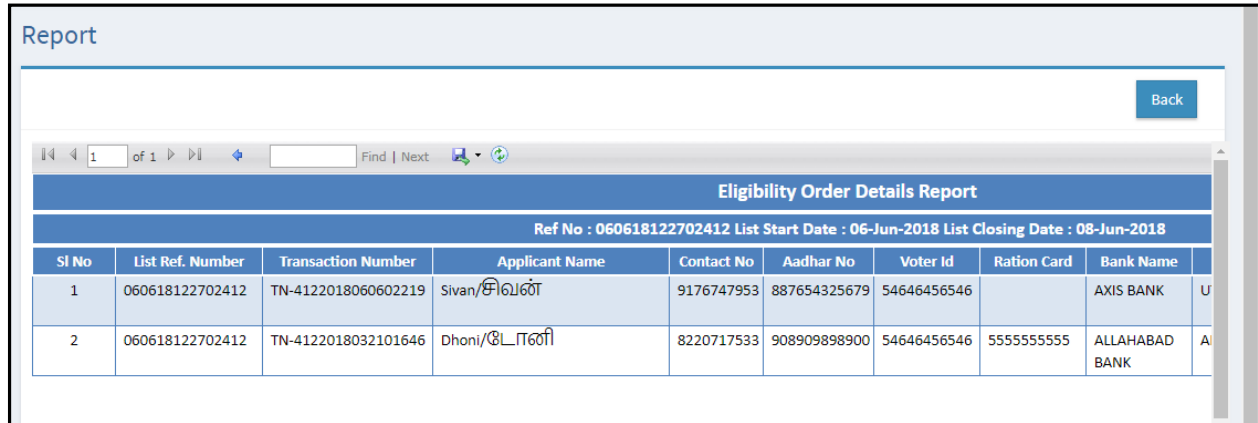


Image 23

To view the **Eligibility Order** report, click on that particular **Ref Number**.

Below screen will be displayed.



Eligibility Order Details Report									
Ref No : 060618122702412 List Start Date : 06-Jun-2018 List Closing Date : 08-Jun-2018									
Sl No	List Ref. Number	Transaction Number	Applicant Name	Contact No	Aadhar No	Voter Id	Ration Card	Bank Name	
1	060618122702412	TN-4122018060602219	Sivan/சிவன்	9176747953	887654325679	54646456546		AXIS BANK	U
2	060618122702412	TN-4122018032101646	Dhoni/தேவ்ராணி	8220717533	908909898900	54646456546	5555555555	ALLAHABAD BANK	A

Image 24



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.