

Tamil Nadu e-District
User Manual
on
DHT-204 Application for Tamil Nadu Cooperative
Handlooms Weavers Family Pension Scheme

Prepared by



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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

	<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	Fourth Level
Weavers Family Pension Scheme.	Weaver / Applicant	Circle Deputy Director/Assistant Director	MD of the Society	Circle Deputy Director/Assistant Director	Directorate of Handlooms and Textiles (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.

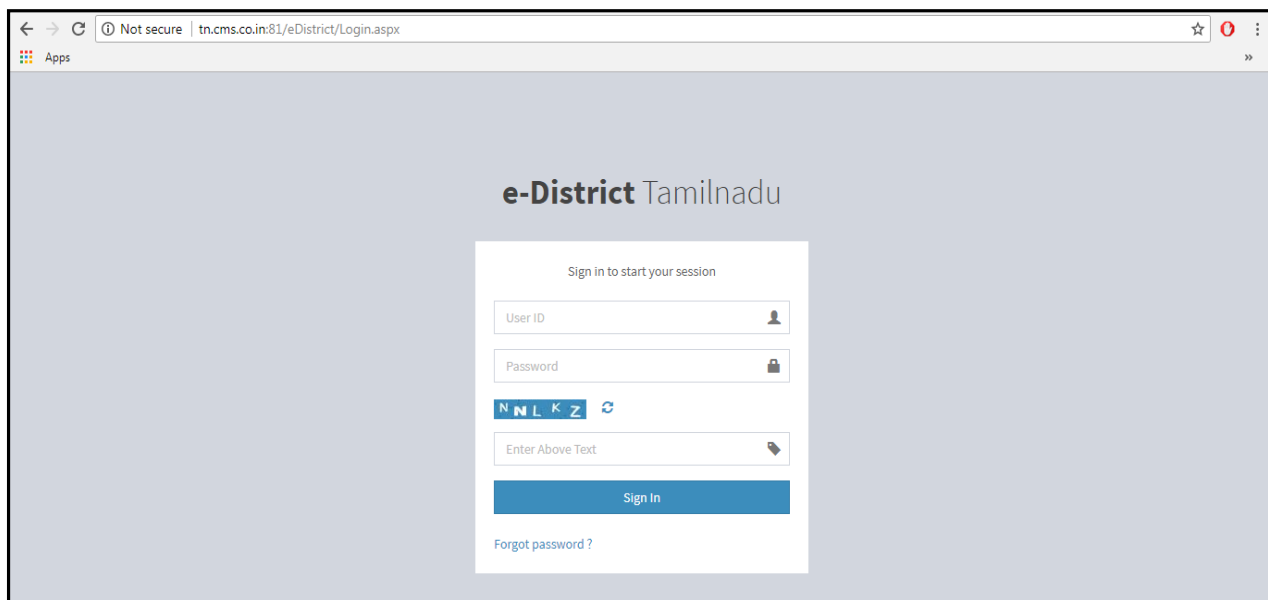


Image 1

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.

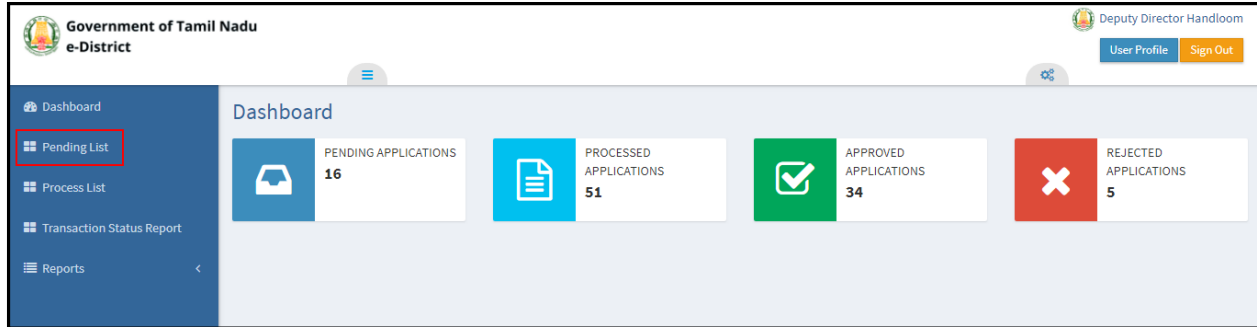


Image 2

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

Below screen will be displayed

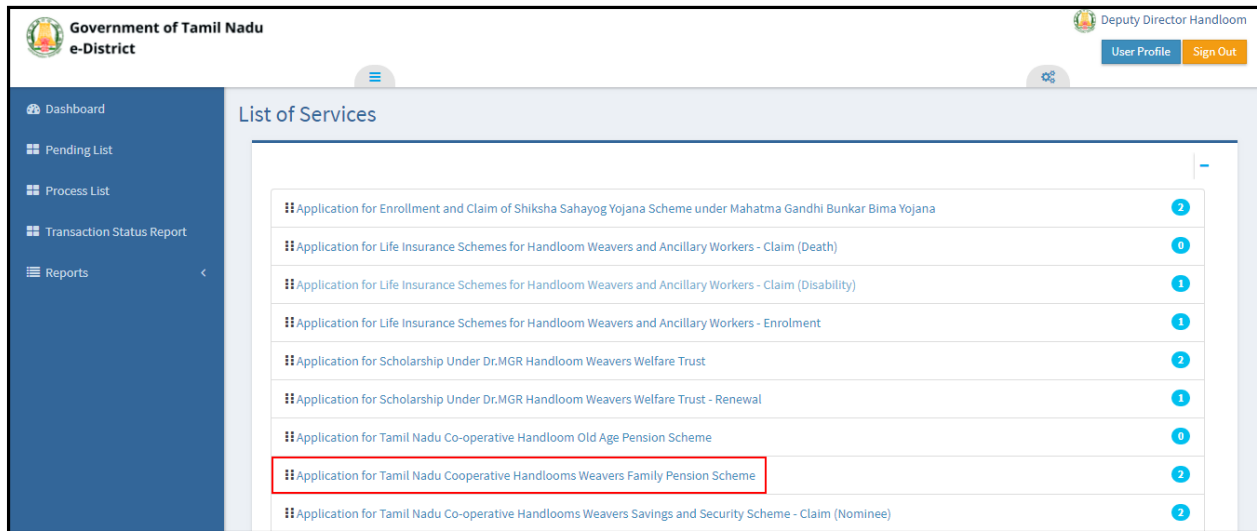


Image 3

STEP 5: Click on the application to be processed. In this case, click on “**Application for Tamil Nadu Cooperative Handlooms Weavers Family Pension Scheme**” link.

Below screen will be displayed.

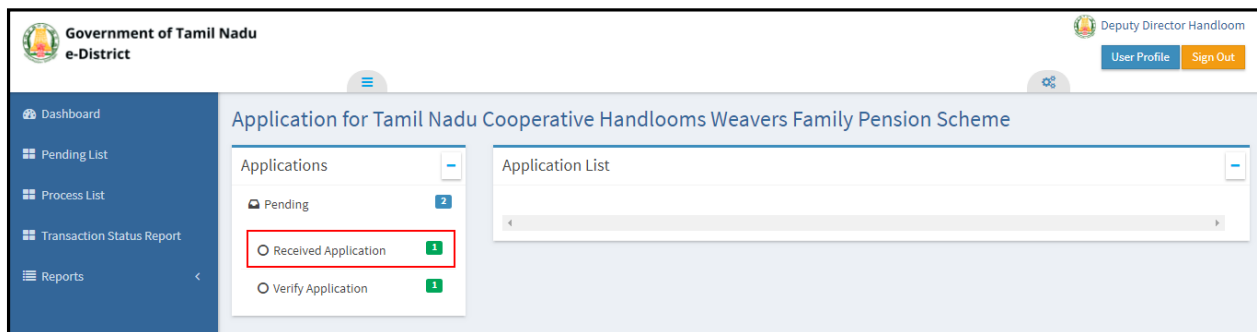


Image 4

STEP 6: Click on Received Application.

Below screen will be displayed.

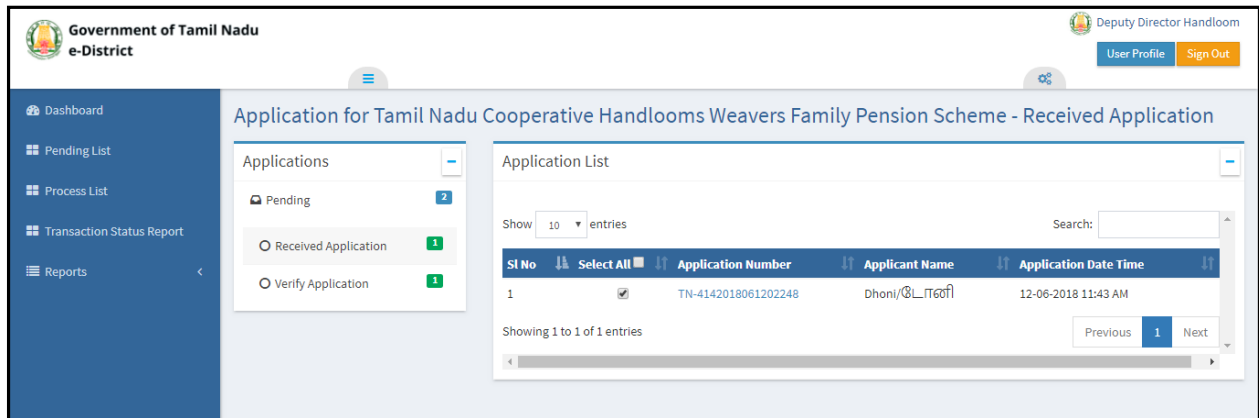


Image 5

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.

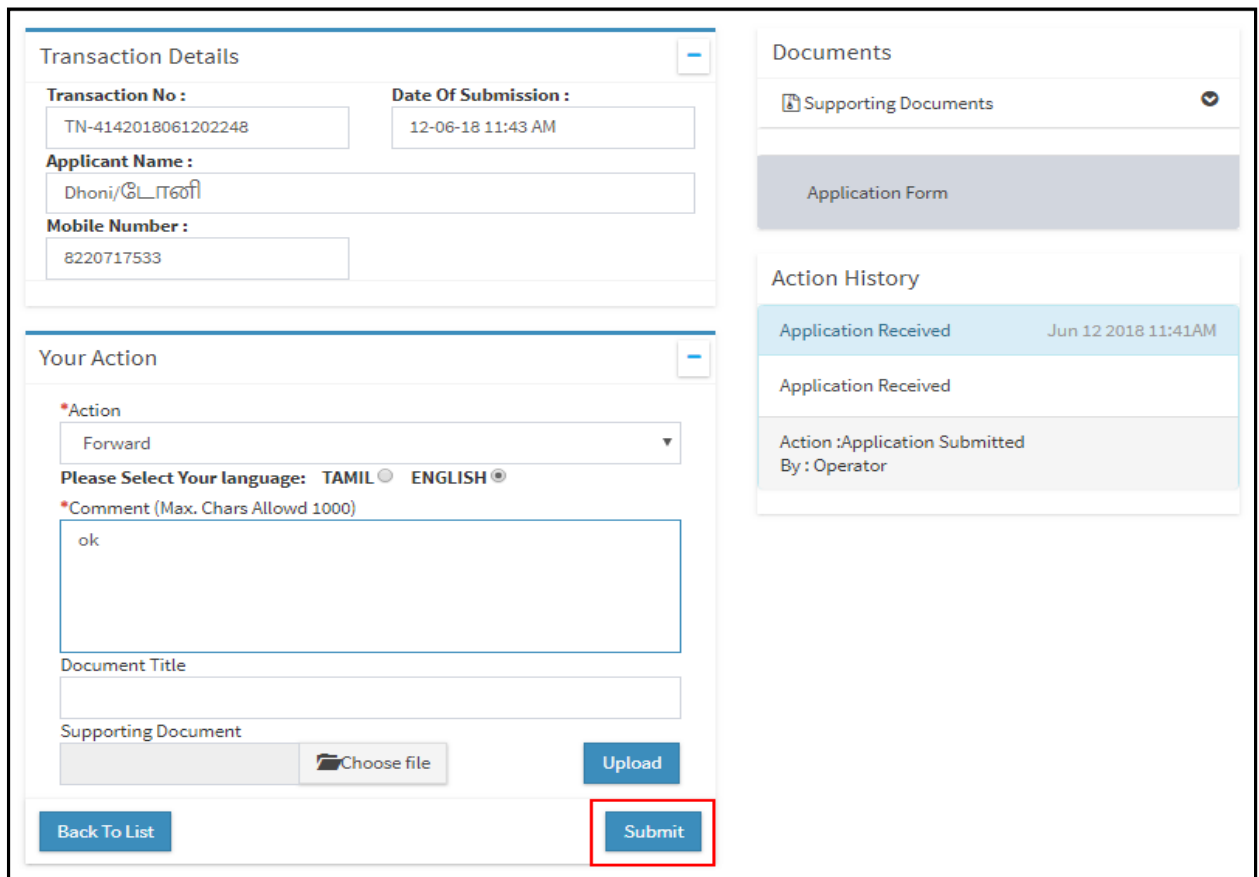


Image 6

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.

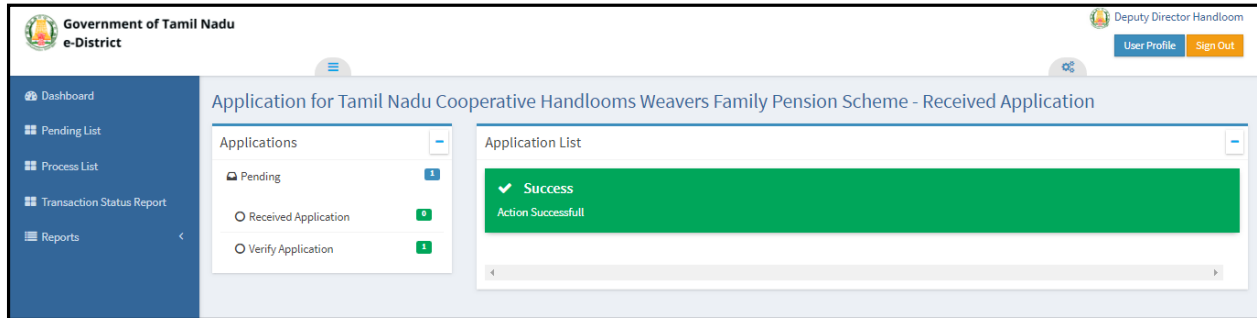


Image 7

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.

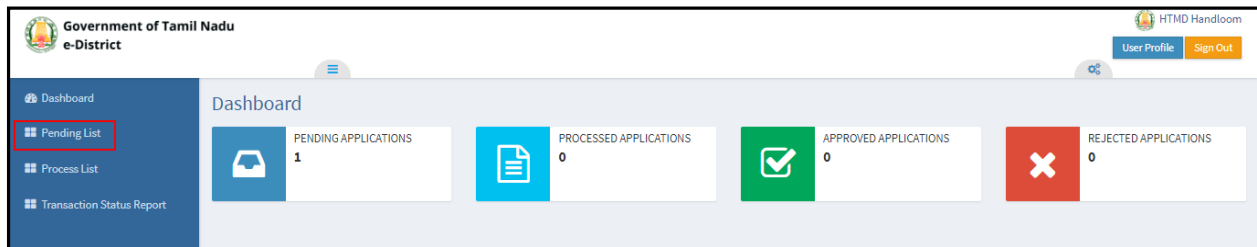


Image 8

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

Below screen will be displayed

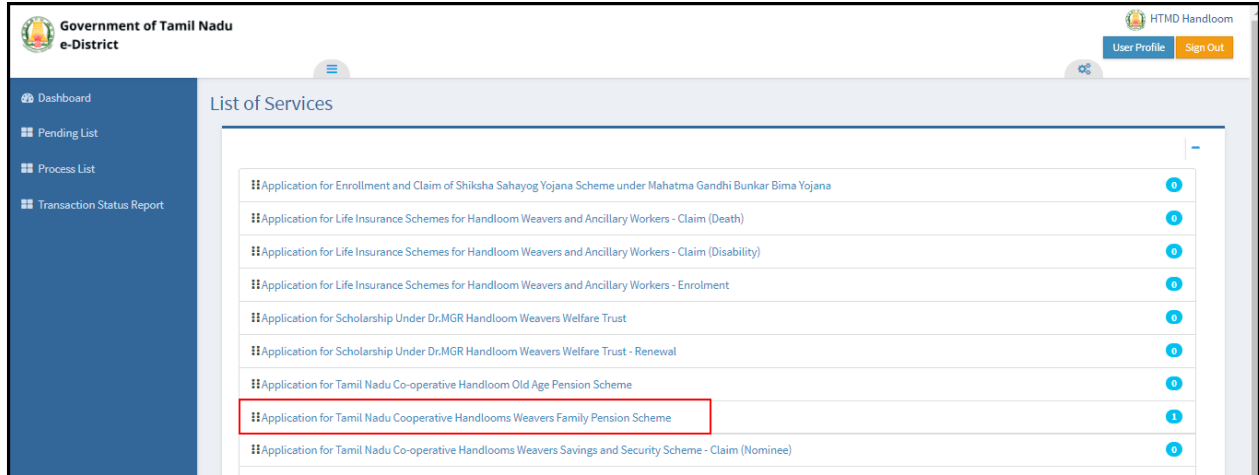


Image 9

STEP 5: Click on the application to be processed. In this case, click on “**Application for Tamil Nadu Cooperative Handlooms Weavers Family Pension Scheme**” link.

Below screen will be displayed.

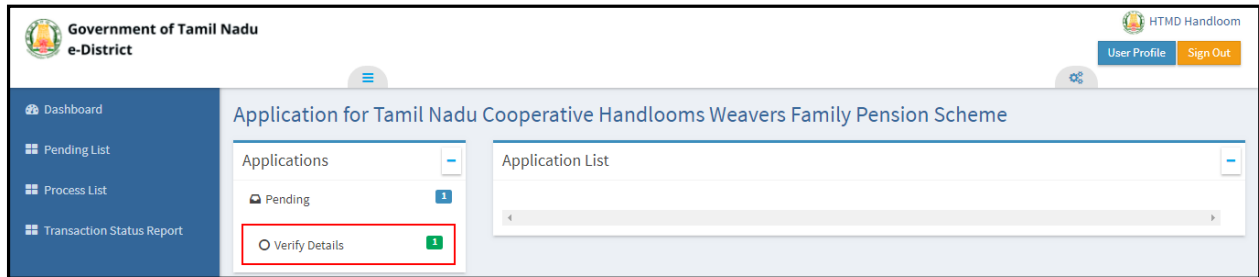


Image 10

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>Information File Uploaded Successfully</p> <p>Transaction No : TN-4142018061202248</p> <p>Date Of Submission : 12-06-18 11:43 AM</p> <p>Applicant Name : Dhoni/சுட்டுபுரி</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 13 2018 2:47PM</p> <p>ok</p> <p>Action :Forward By : Deputy Director Handloom(Deputy Director Assistant Director)</p> <p>Application Received Jun 12 2018 11:41AM</p> <p>Application Received</p> <p>Action :Application Submitted By : Operator</p>
<p>Your Action</p> <p>* Whether the application is recommended ? RECOMMEND</p> <p>* Date of admission as member in society 04-06-2018</p> <p>* Share capital amount to credit of the member 2500.00</p> <p>Fund Type CONTRIBUTORY THRIFT FUND</p>	



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.

<p>* Fund account under Savings and Security scheme</p> <p>YES ▼</p> <p>* Deceased date of the Member</p> <p>06-06-2018</p> <p>* Date of member enrolled in Savings and Security Scheme</p> <p>04-06-2018</p> <p>* Eligible from</p> <p>06-06-2018</p> <p>Uploaded Files</p> <p>⊖ Resolution Proceedings Delete</p> <p>⊖ Active member in the society proof for last 6 months or 2 years (Whichever is Applicable) Delete</p> <p>⊖ Explanatory document for 6 Months, If inactive in the Society Delete</p>	
<p>* Action</p> <p>Forward ▼</p> <p>Please Select Your language: <input type="radio"/> TAMIL <input checked="" type="radio"/> ENGLISH</p> <p>* Comment (Max. Chars Allowd 1000)</p> <p>ok</p> <p>* Select Supporting Document</p> <p>Select Any ▼</p> <p>Document Title</p> <p>Supporting Document</p> <p><input type="text"/> Choose file Upload</p> <p>Back To List Submit</p>	

Image 12

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.

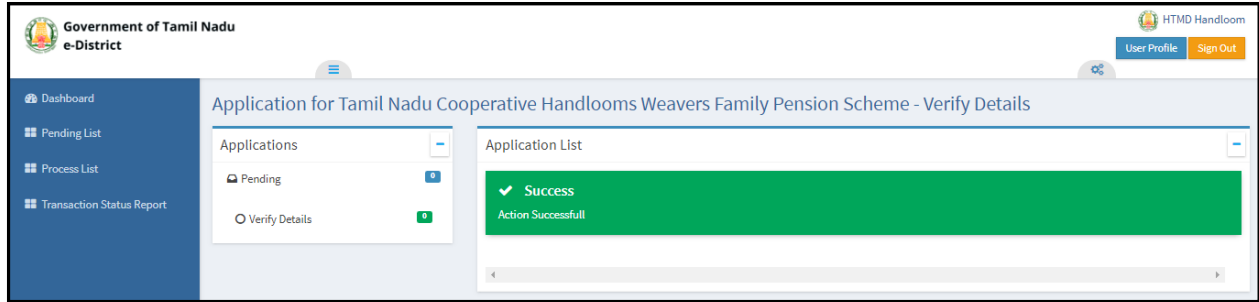


Image 13

5.3 DD/DA Login (Level 3)

STEP 1 - STEP 4 are same for all the official logins.

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

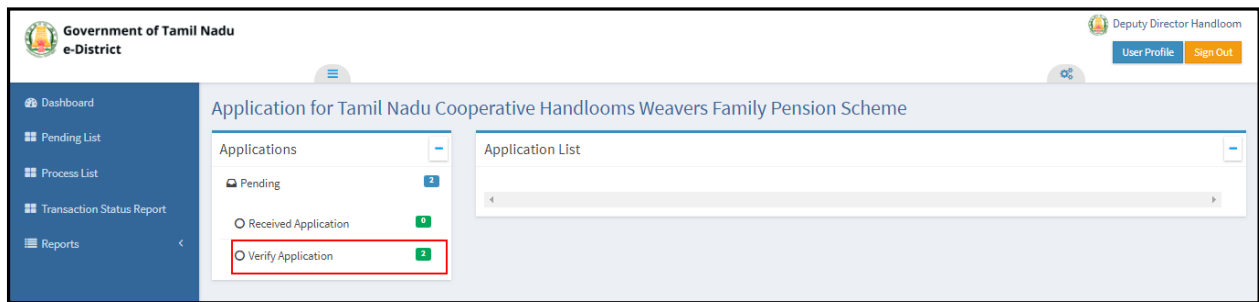


Image 14

STEP 5: Click on Verify Application.

Below screen will be displayed.

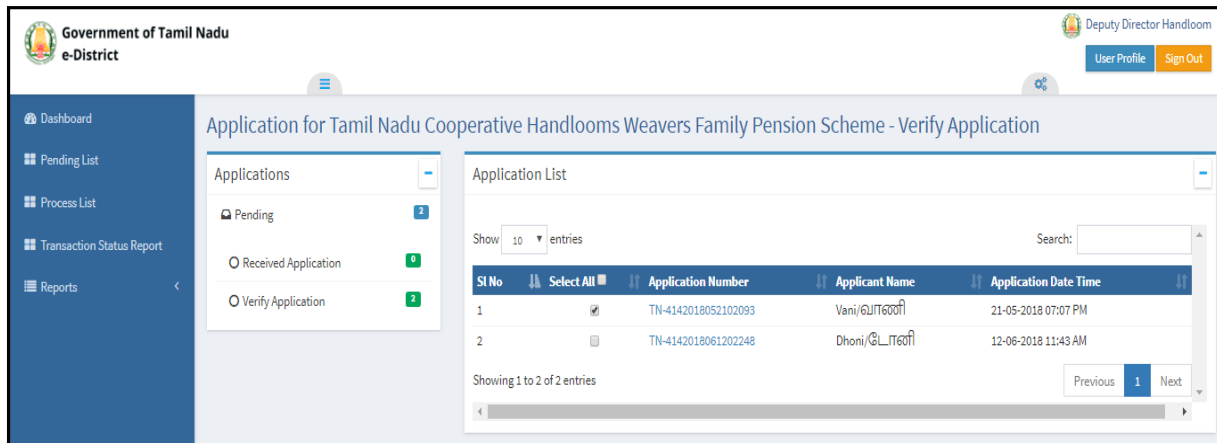


Image 15

STEP 6: 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-4142018052102093 Date Of Submission : 21-05-18 07:07 PM</p> <p>Applicant Name : Vani/வனி Mobile Number : 9894584248</p>	<p>Documents</p> <p>Supporting Documents</p> <ul style="list-style-type: none"> Active member in the society proof for last 6 months or 2 years (Whichever is Applicable) Application Form Resolution Proceedings
<p>Your Action</p> <p>* Whether the application is recommended ? RECOMMEND</p> <p>* Date of admission as member in society 20-05-2018</p> <p>* Share capital amount to credit of the member 1234567.89</p> <p>* Fund Type CONTRIBUTORY THRIFT FUND</p> <p>* Fund account under Savings and Security scheme YES</p>	<p>Action History</p> <p>Verify Details May 21 2018 7:28PM</p> <p>n kbjbjnlkmjklm Whether the application is recommended ? : RECOMMEND Date of admission as member in society : 20-05-2018 Share capital amount to credit of the member : 1234567.89 Fund Type : CONTRIBUTORY THRIFT FUND Fund account under Savings and Security scheme : YES Deceased date of the Member : 20-05-2018 Date of member enrolled in Savings and Security Scheme : 19-05-2018 Eligible from : 19-05-2018</p>

* Deceased date of the Member
20-05-2018

* Date of member enrolled in Savings and Security Scheme
19-05-2018

* Eligible from
19-05-2018

* Action
Forward

Please Select Your language: TAMIL ENGLISH

* Comment (Max. Chars Allowed 1000)
ok

Document Title

Supporting Document

Action :Forward
By : HTMD Handloom(Managing Director)

Received Application May 21 2018 7:19PM

bkjkbjbojopol,llkk

Action :Forward
By : Deputy Director Handloom(Deputy Director Assistant Director)

Application Received May 21 2018 7:04PM

Application Received

Action :Application Submitted
By : Operator

Image 16

STEP 7: Fill all the mandatory fields; Upload supporting documents; Choose the Action **Forward** and click **Submit**.

On successful submission below page will be displayed.

Government of Tamil Nadu
e-District

- Dashboard
- Pending List
- Process List
- Transaction Status Report
- Reports

Deputy Director Handloom
[User Profile](#) [Sign Out](#)

Application for Tamil Nadu Cooperative Handlooms Weavers Family Pension Scheme - Verify Application

Applications

- Pending 1
- Received Application 0
- Verify Application 1

Application List

✓ Success
Action Successfull

Show entries Search:

Sl No	Select All	Application Number	Applicant Name	Application Date Time
1	<input type="checkbox"/>	TN-4142018061202248	Dhoni/சுலாபா	12-06-2018 11:43 AM

Showing 1 to 1 of 1 entries Previous Next

Image 17

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.

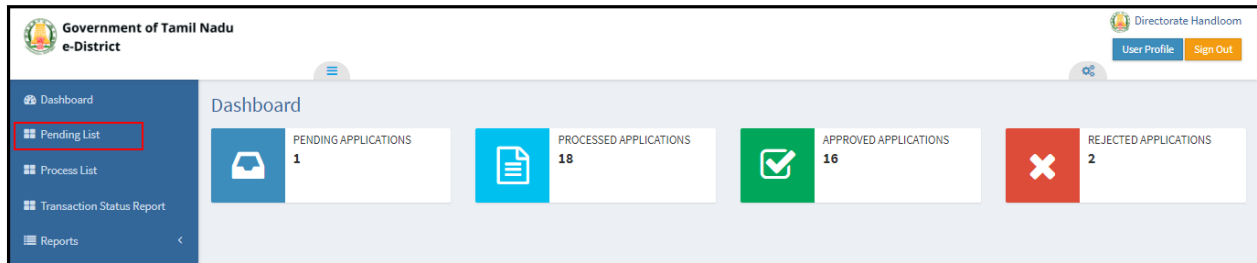


Image 18

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

Below screen will be displayed

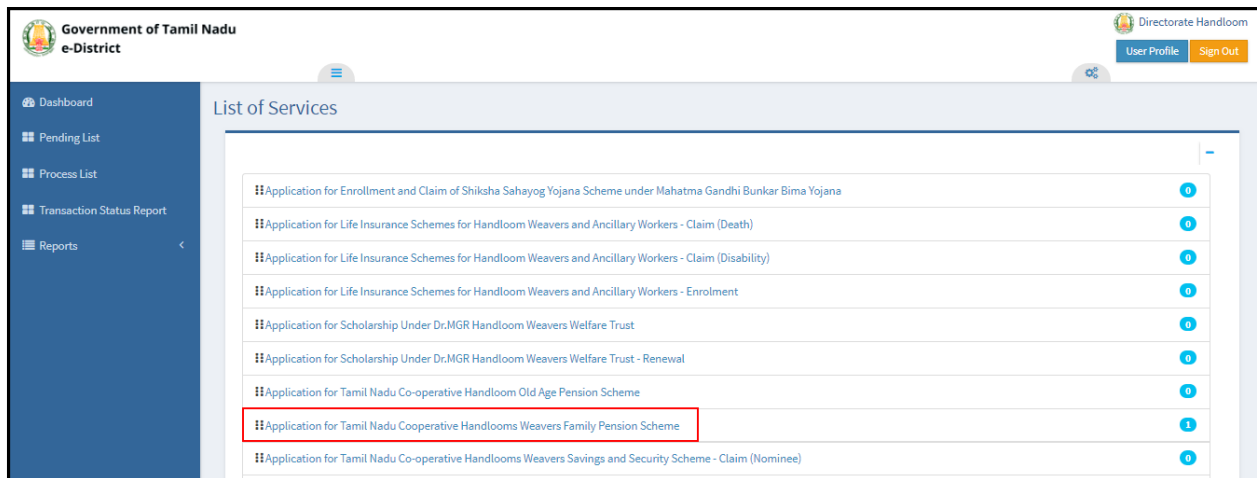


Image 19

Screen shows the list of pending applications.

STEP 5: Click on the application to be processed. In this case, click on “**Application for Tamil Nadu Cooperative Handlooms Weavers Family Pension Scheme**” link.

Below screen will be displayed.

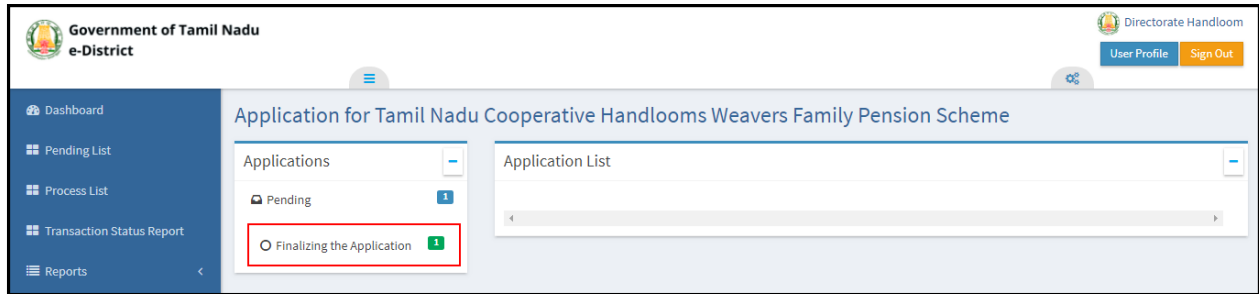


Image 20

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

Below screen will be displayed.

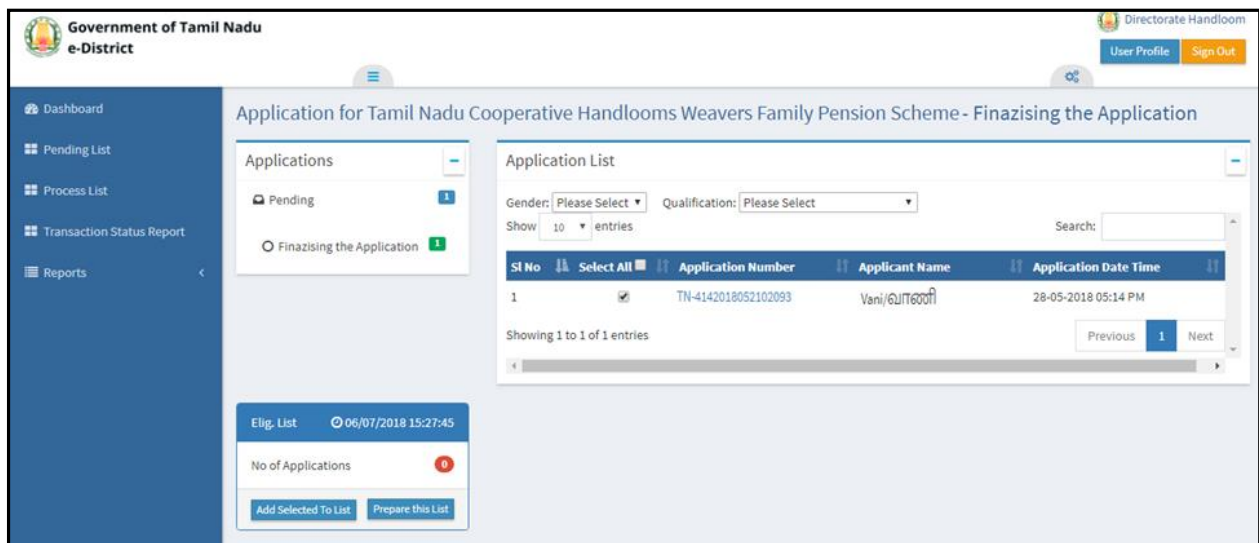


Image 21

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

Below success message will be displayed.



Image 22

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.

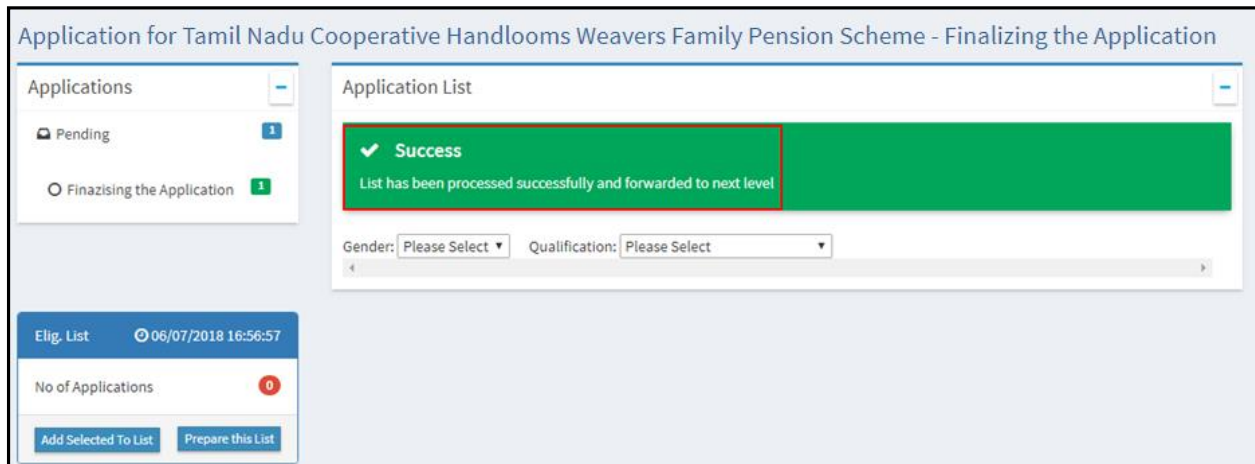


Image 23

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

5.5 Reports



Image 24

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

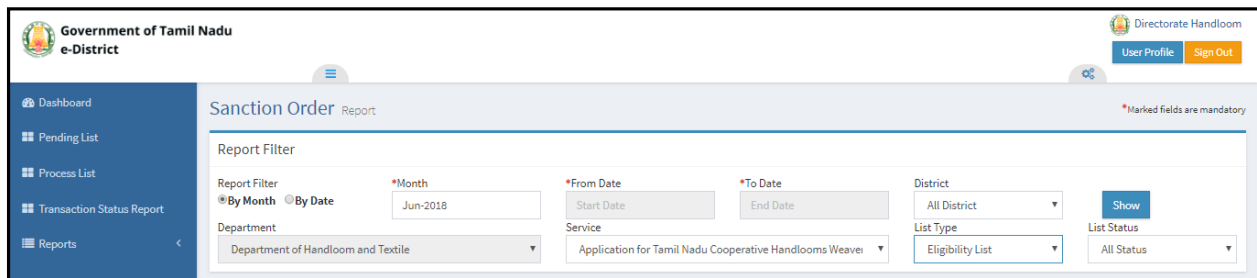


Image 25

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.

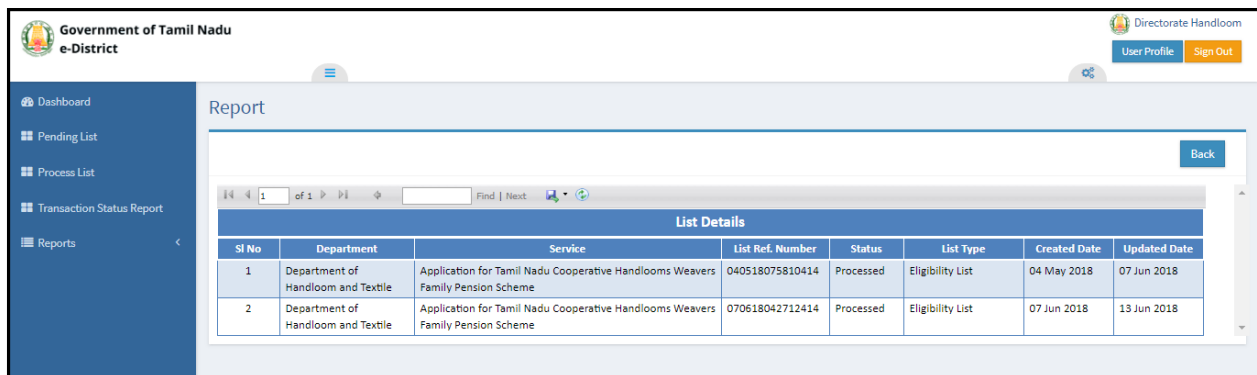
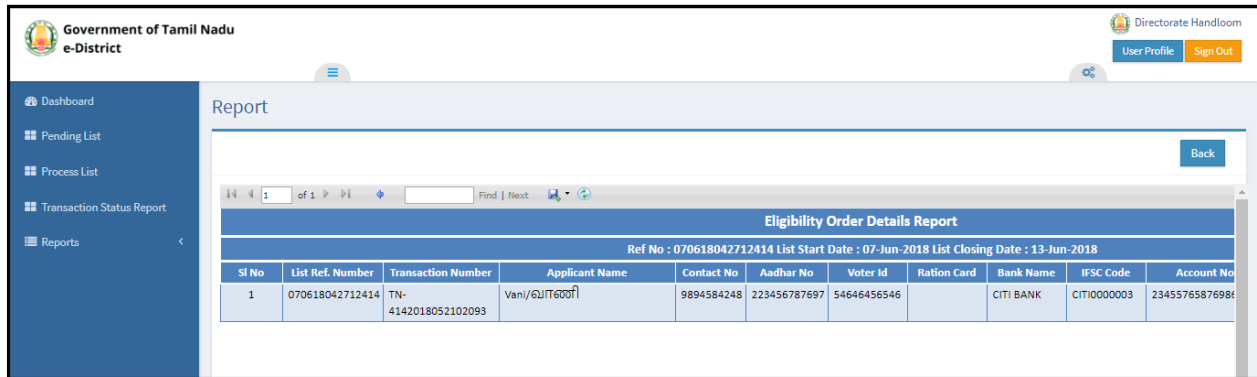


Image 26

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

Below screen will be displayed.



Government of Tamil Nadu
e-District

Directorate Handloom
User Profile Sign Out

Dashboard
Pending List
Process List
Transaction Status Report
Reports

Report

Back

1 of 1

Find | Next

Eligibility Order Details Report

Ref No : 070618042712414 List Start Date : 07-Jun-2018 List Closing Date : 13-Jun-2018

SI No	List Ref. Number	Transaction Number	Applicant Name	Contact No	Aadhar No	Voter Id	Ration Card	Bank Name	IFSC Code	Account No
1	070618042712414	TN-4142018052102093	Vani/VITTOOPI	9894584248	223456787697	54646456546		CITI BANK	CIT0000003	2345576587698

Image 27



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.