

Tamil Nadu e-District
User Manual
on
DHT-205 Application for Life Insurance Schemes for
Handloom Weavers and Ancillary Workers –
Enrolment

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

	<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
Life insurance benefits for weavers and ancillary workers (Enrollment)	Weaver / Applicant	Circle Deputy Director/Assistant Director	MD of the Society	Circle Deputy Director/Assistant Director (Finalising the application)

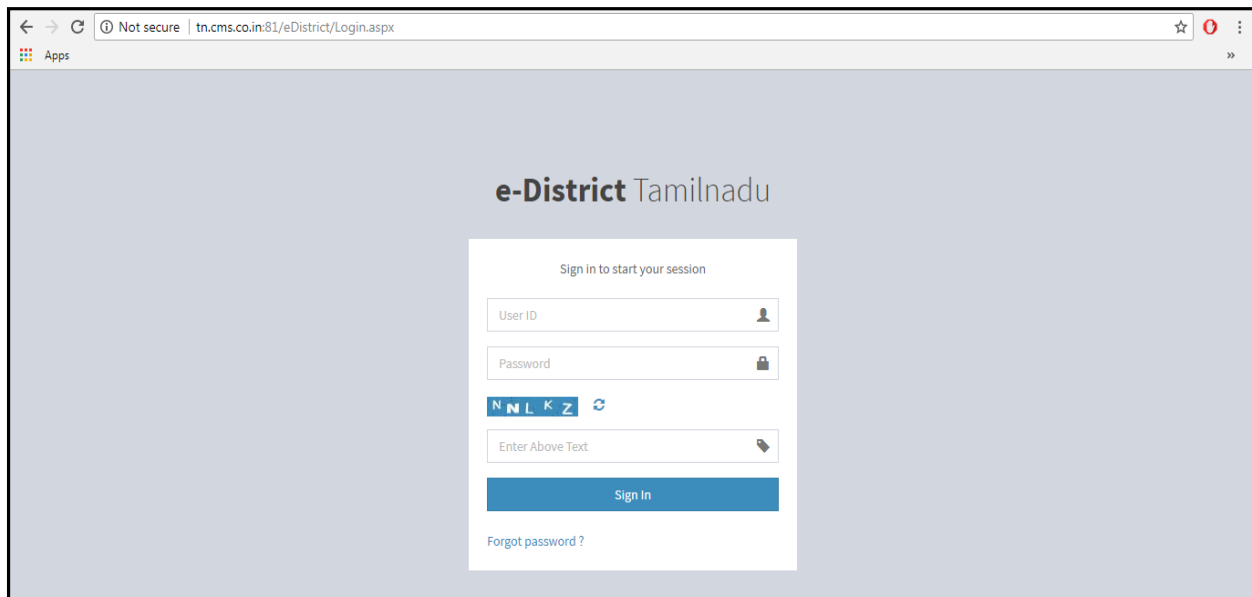
5.1 DD/DA Login (Level 1)



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.



The screenshot shows a web browser window with the URL `tn.cms.co.in:81/eDistrict/Login.aspx`. The page title is "e-District Tamilnadu". The main content is a sign-in form titled "Sign in to start your session". The form includes the following elements:

- A "User ID" input field with a person icon on the right.
- A "Password" input field with a lock icon on the right.
- A Captcha code "N N L K Z" displayed in a blue box with a refresh icon.
- An "Enter Above Text" input field with a mouse cursor icon on the right.
- A blue "Sign In" button.
- A "Forgot password?" link at the bottom.

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.

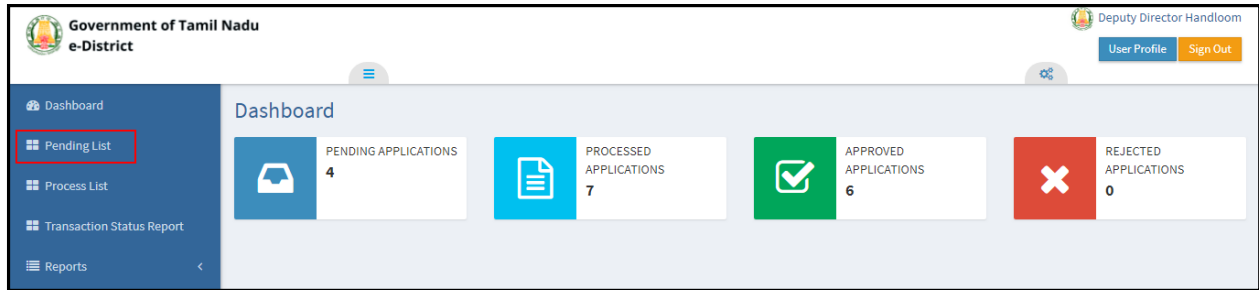


Image 2

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

Below screen will be displayed

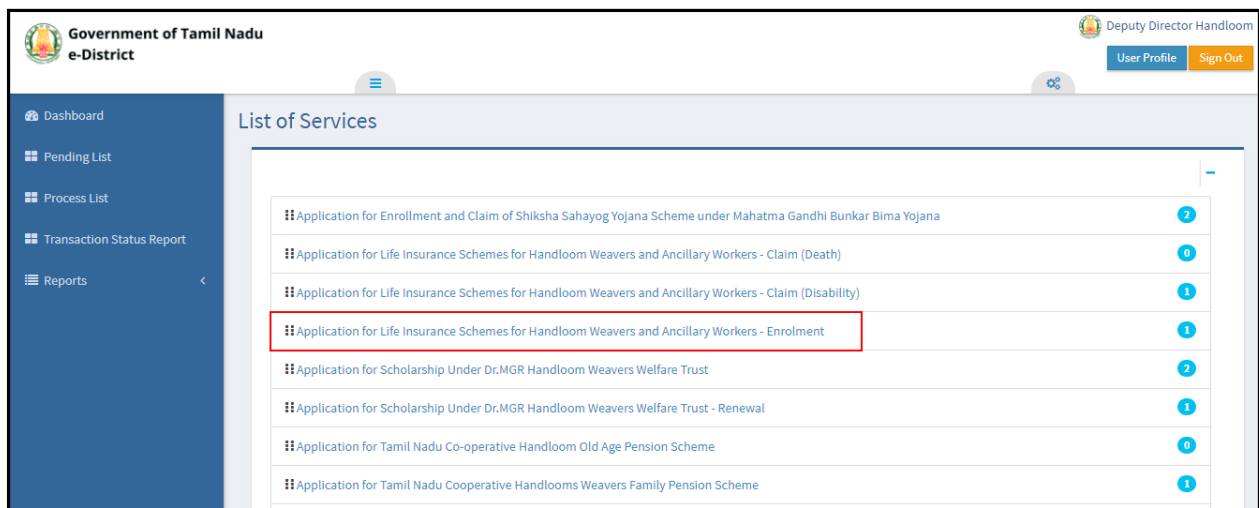


Image 3

STEP 5: Click on the application to be processed. In this case, click on “**Application for Life Insurance Benefits for Weavers and Ancillary Workers – Enrolment**” link.

Below screen will be displayed.

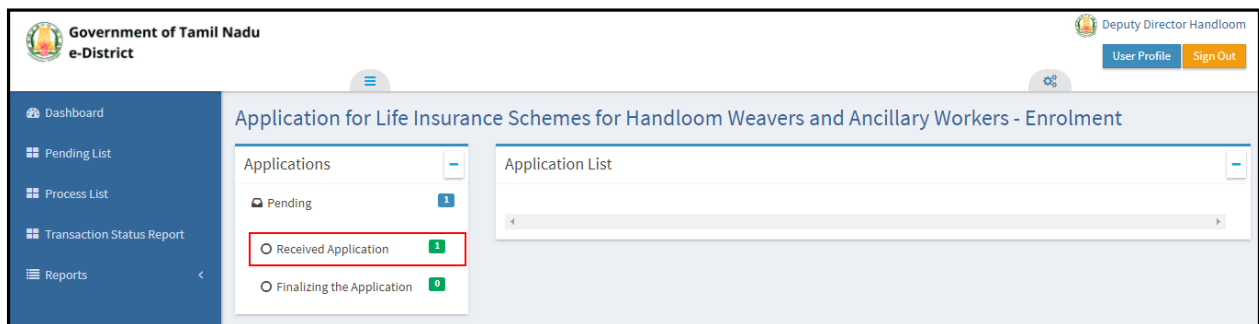


Image 4

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

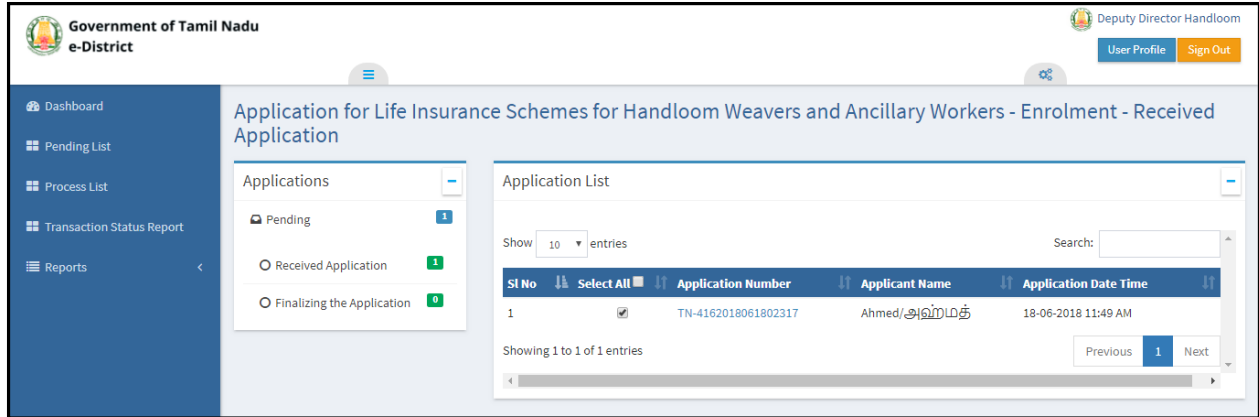


Image 5

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.

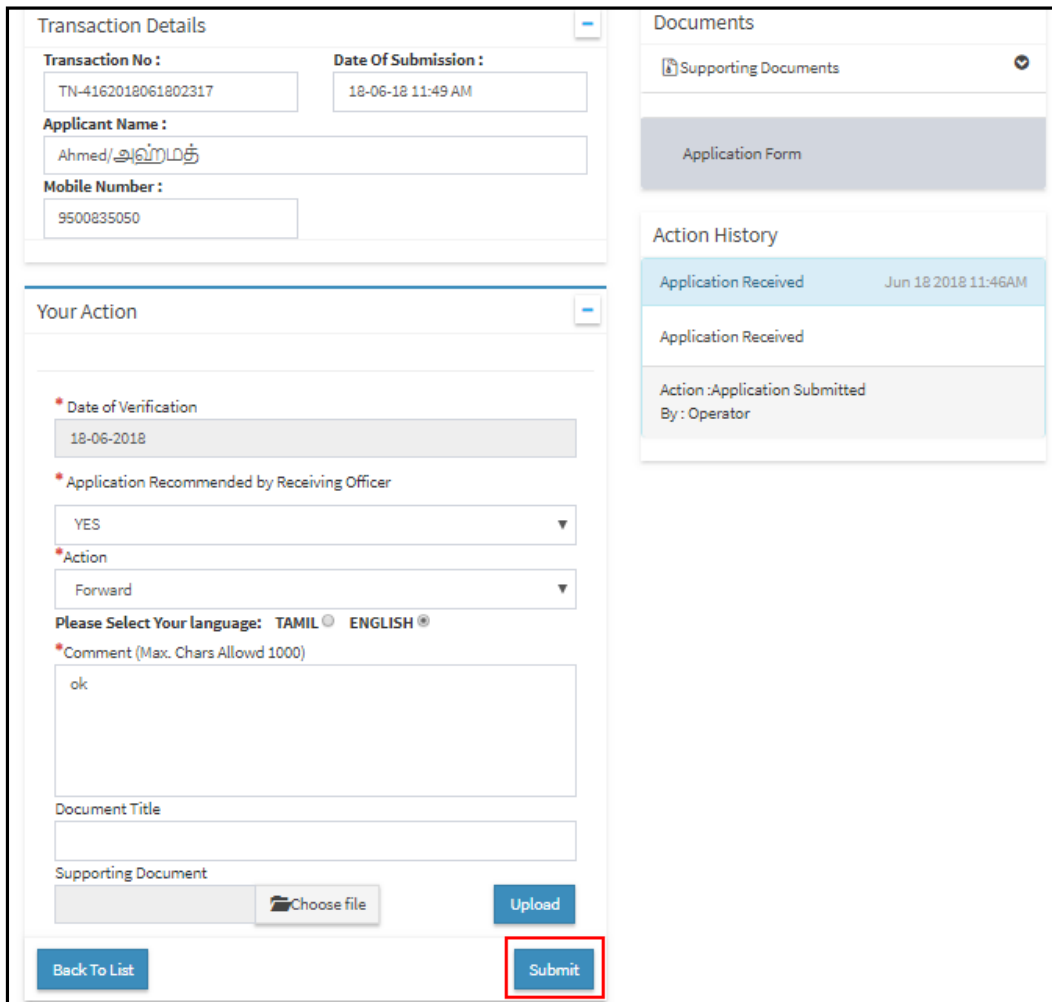


Image 6

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.

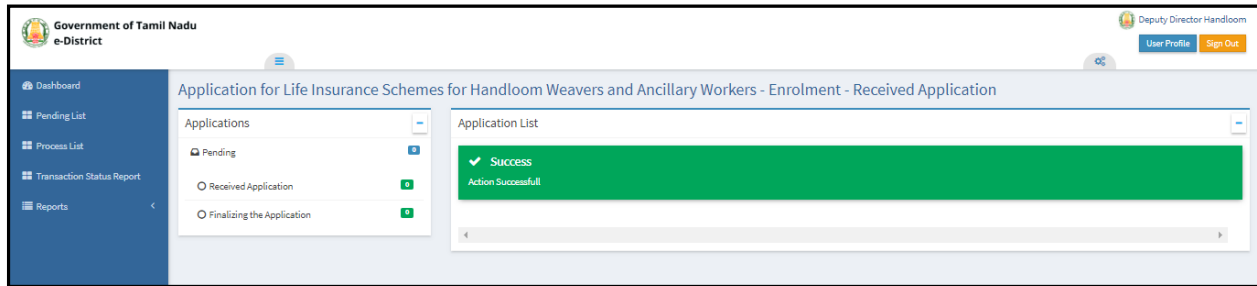


Image 7

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.

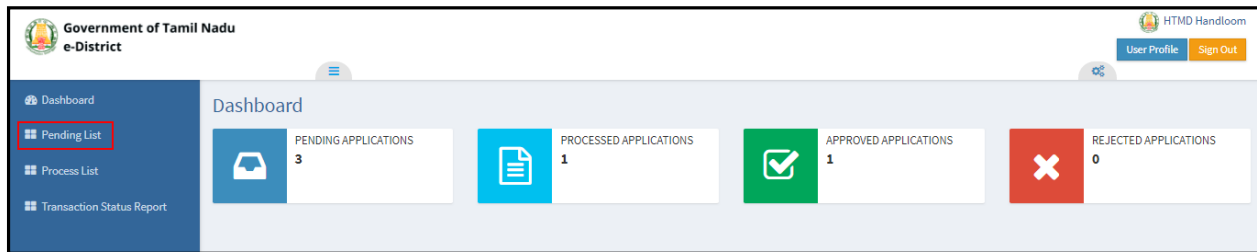


Image 8

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

Below screen will be displayed

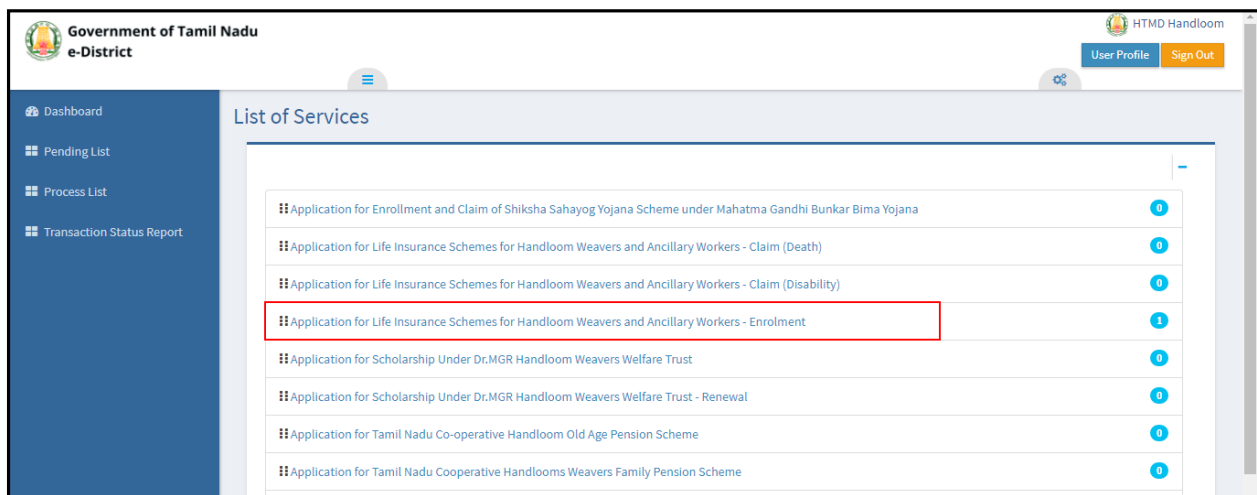


Image 9

STEP 5: Click on the application to be processed. In this case, click on “**Application for Life Insurance Benefits for Weavers and Ancillary Workers – Enrollment**” link.

Below screen will be displayed.

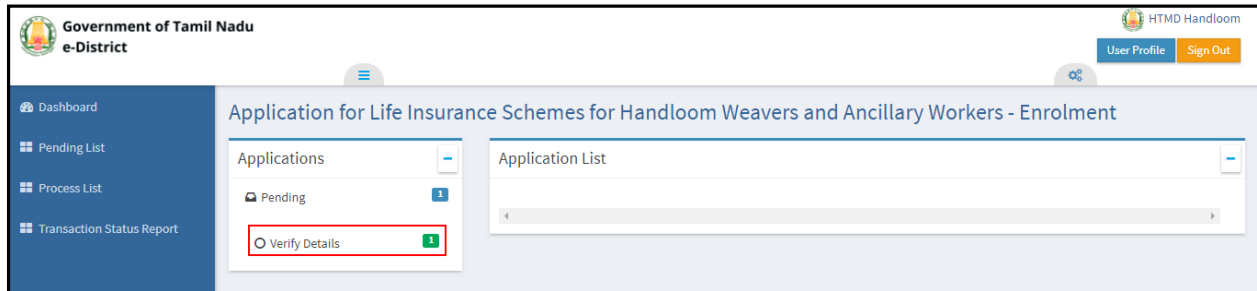


Image 10

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

Below screen will be displayed

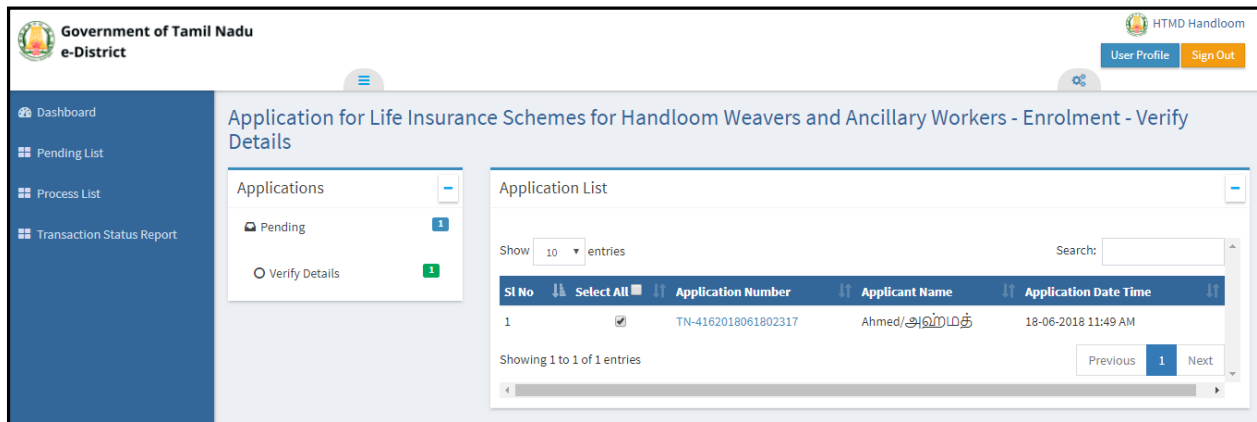


Image 11

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.

File Uploaded Successfully

Transaction No :
TN-4162018061802317

Applicant Name :
Ahmed/அஹ்மத்

Mobile Number :
9500835050

Date Of Submission :
18-06-18 11:49 AM

Uploaded Files

- Resolution Proceedings
Delete
- Active member in the society Proof
Delete

Action
Forward

Please Select Your language: TAMIL ENGLISH

Comment (Max. Chars Allowed 1000)
ok

Select Supporting Document
Select Any

Document Title

Supporting Document

Application Form

Action History

Received Application Jun 18 2018 12:09PM

ok
Date of Verification : 18-06-2018
Application Recommended by Receiving Officer : YES

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

Application Received Jun 18 2018 11:46AM

Application Received

Action :Application Submitted
By : Operator

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.

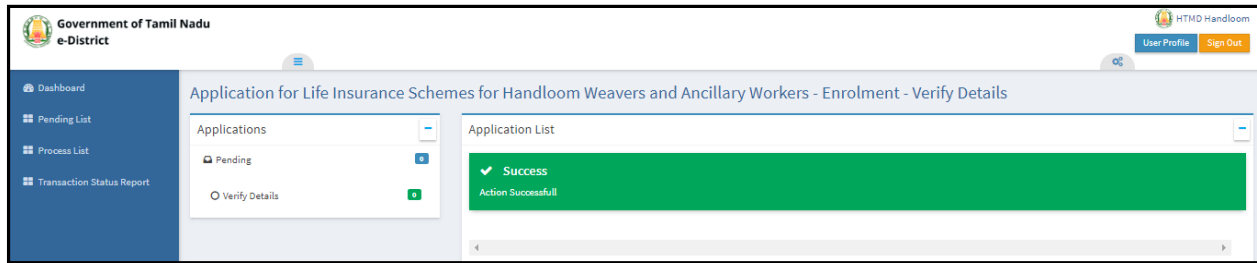


Image 13

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.

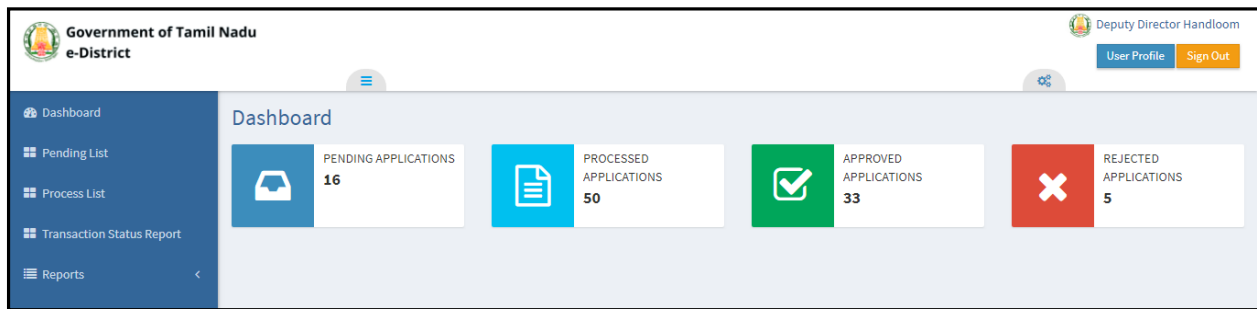


Image 14

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

Below screen will be displayed

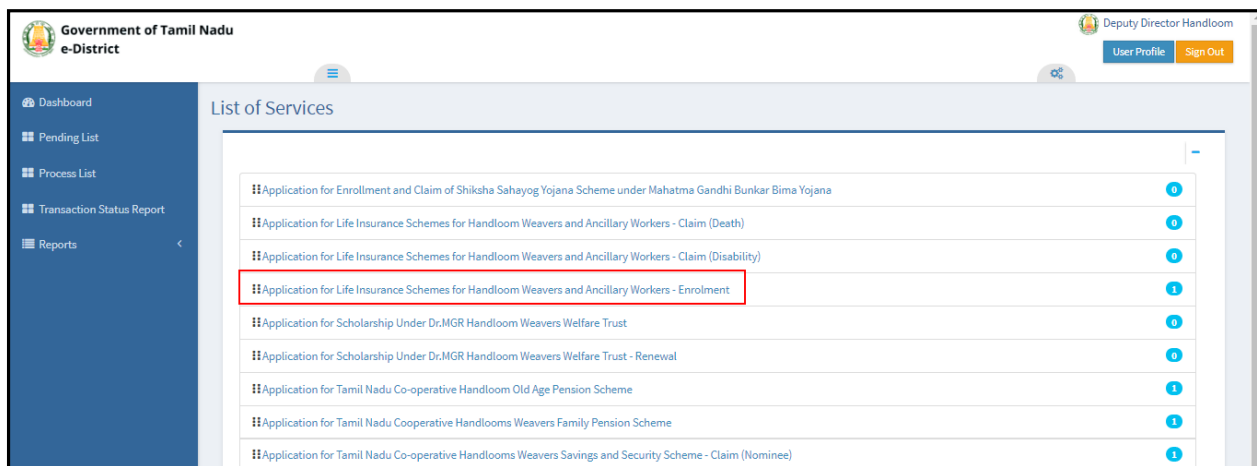


Image 15

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

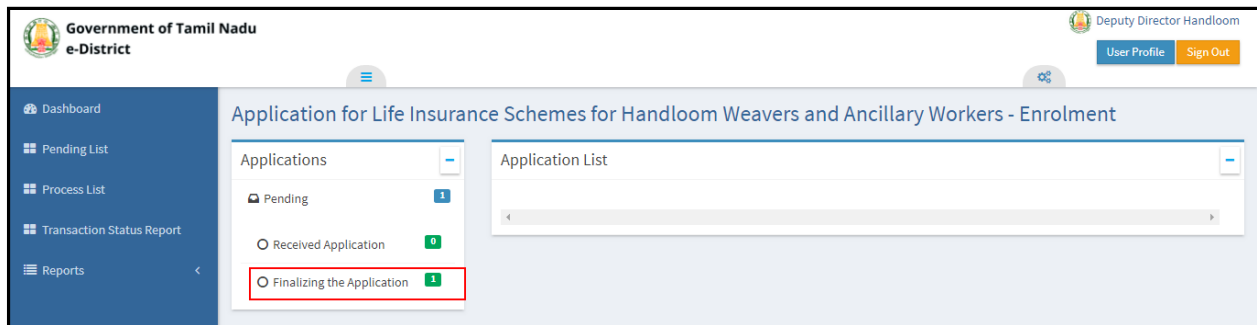


Image 16

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

Below screen will be displayed.

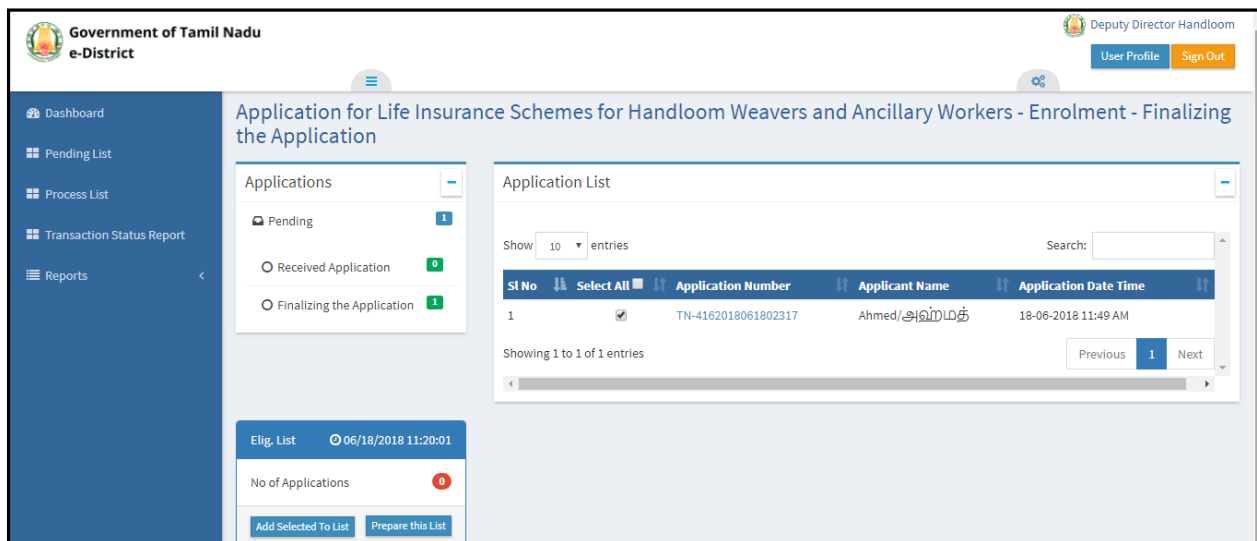


Image 17

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 Details

Transaction No :
TN-4162018061802317

Date Of Submission :
18-06-18 11:49 AM

Applicant Name :
Ahmed/அஹ்மத்

Mobile Number :
9500835050

Your Action

Action
Approve

Please Select Your language: TAMIL ENGLISH

Comment (Max. Chars Allowed 1000)
ok

Document Title

Supporting Document

Documents

Supporting Documents

- Active member in the society Proof
- Application Form
- Resolution Proceedings

Action History

Verify Details Jun 18 2018 3:59PM

ok

Action :Forward
By : HTMD Handloom(Managing Director)

Received Application Jun 18 2018 12:09PM

ok
Date of Verification : 18-06-2018
Application Recommended by Receiving Officer : YES

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

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.

Government of Tamil Nadu e-District

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

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

Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment - Finalizing the Application

Applications

- Pending
- Received Application
- Finalizing the Application

Elig. List 06/18/2018 11:20:01

No of Applications

Application List

✓ Success
Action Successful

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.

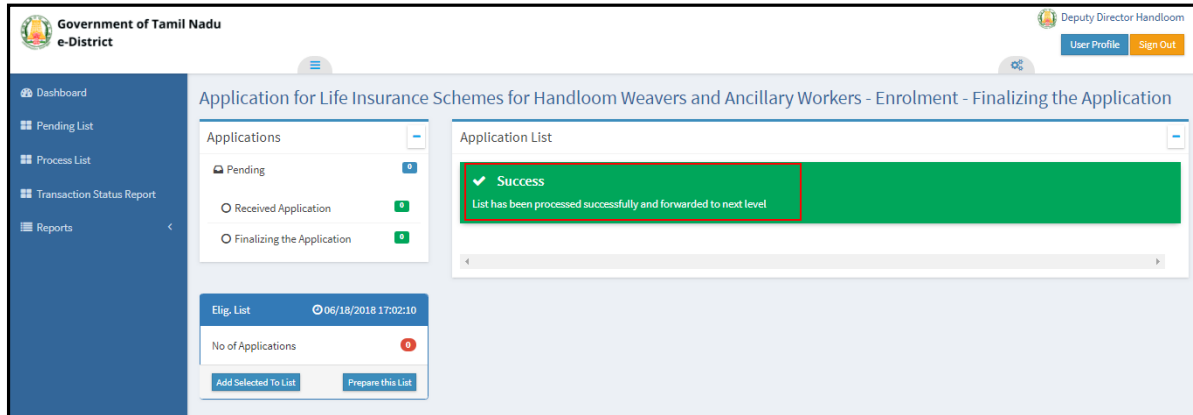


Image 20

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

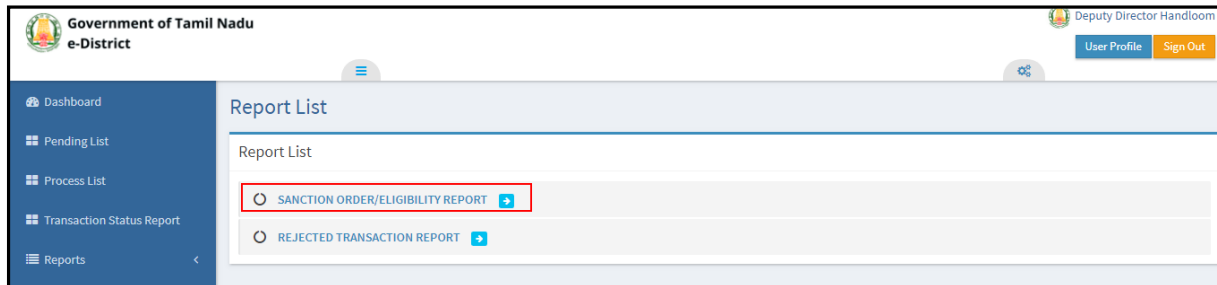


Image 21

Step 1: Click on required report. In this case **Sanction Order/Eligibility Report**

Below screen will be displayed.

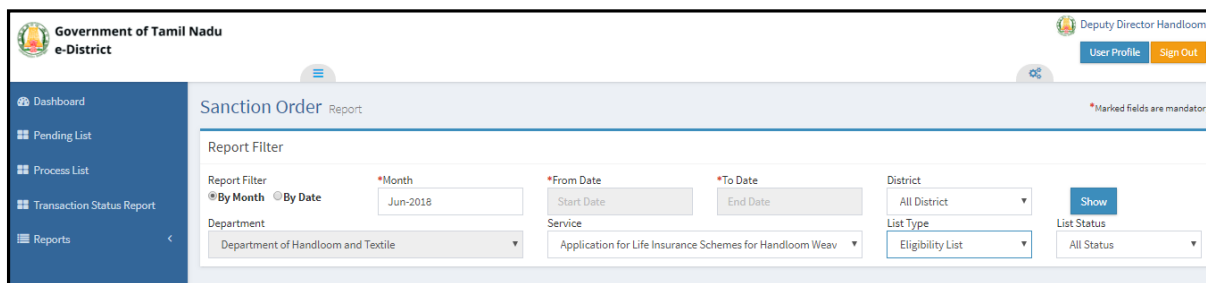
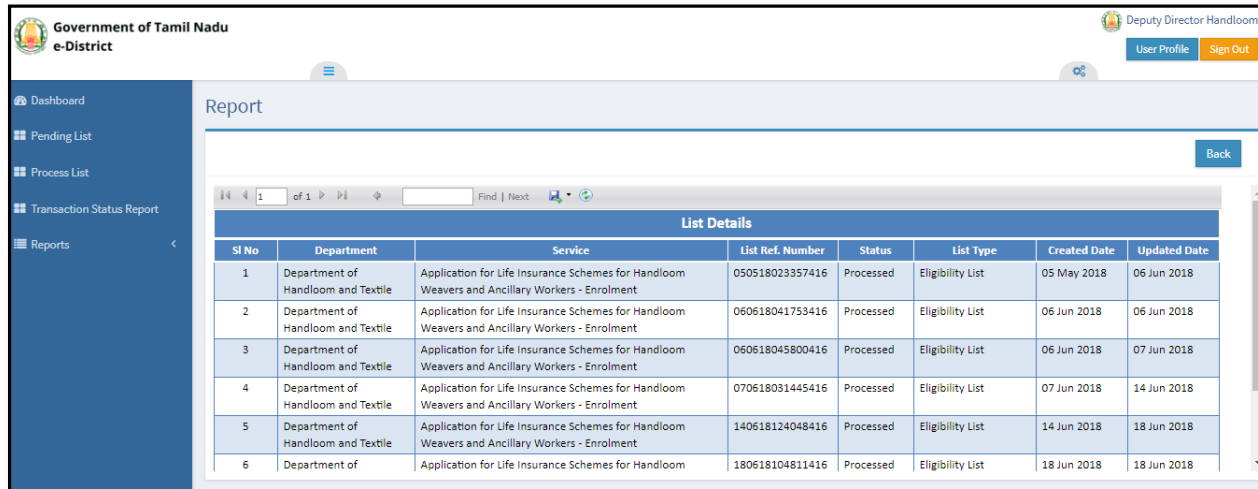


Image 22

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.

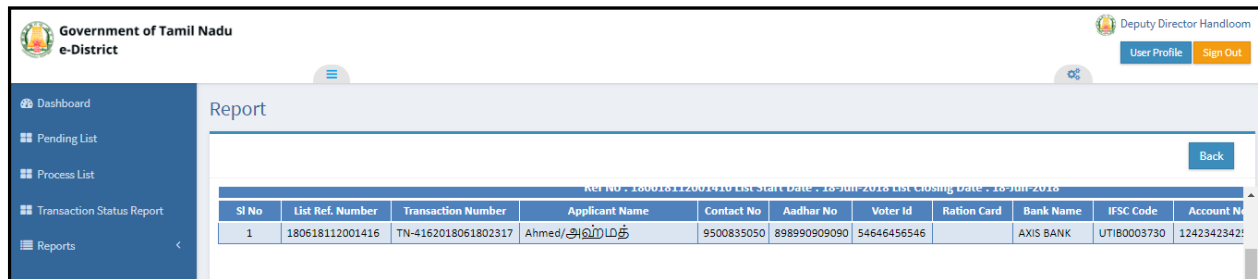


SI No	Department	Service	List Ref. Number	Status	List Type	Created Date	Updated Date
1	Department of Handloom and Textile	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment	050518023357416	Processed	Eligibility List	05 May 2018	06 Jun 2018
2	Department of Handloom and Textile	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment	060618041753416	Processed	Eligibility List	06 Jun 2018	06 Jun 2018
3	Department of Handloom and Textile	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment	060618045800416	Processed	Eligibility List	06 Jun 2018	07 Jun 2018
4	Department of Handloom and Textile	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment	070618031445416	Processed	Eligibility List	07 Jun 2018	14 Jun 2018
5	Department of Handloom and Textile	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment	140618124048416	Processed	Eligibility List	14 Jun 2018	18 Jun 2018
6	Department of	Application for Life Insurance Schemes for Handloom	180618104811416	Processed	Eligibility List	18 Jun 2018	18 Jun 2018

Image 23

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

Below screen will be displayed.



SI No	List Ref. Number	Transaction Number	Applicant Name	Contact No	Aadhar No	Voter Id	Ration Card	Bank Name	IFSC Code	Account N
1	180618112001416	TN-4162018061802317	Ahmed/அஹ்மட்	9500835050	898990909090	54646456546		AXIS BANK	UTI80003730	1242342342

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.