Tamil Nadu e-District

User Manual

on

DHT-206 Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana

Prepared by



CMS Computers LTD



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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
Shiksha Sahayog Yojana Scholarship	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.

← → C () Not secure tn.cms.co.in:81/eDistrict/Login.aspx			ት 🕐	
		7		
Apps				»
	e-District Tamilnadu			
	Sign in to start your session			
	Sign in to start your session			
	User ID			
	Password			
	NNLKZ 😌			
	Enter Above Text			
	Enter Above Text			
	Sign In			
	Sign in			
	Forgot password ?			
	. of Boc baseries :			

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.

Government of Tamil e-District	Government of Tamil Nadu e-District							
				User Profile Sign Out				
🍘 Dashboard	Dashboard							
Pending List	PENDING APPLICATIONS	PROCESSED	APPROVED	REJECTED				
Process List	4	APPLICATIONS 7	6	APPLICATIONS 0				
Transaction Status Report								
I≣ Reports <								



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

Government of Tamil e-District	l Nadu	Deputy Director Handloom 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	0
Transaction Status Report	Reppication for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Death)	0
I 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
	II Application for Scholarship Under Dr./MGR Handloom Weavers Welfare Trust	0
	HApplication for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust - Renewal	0
	HApplication for Tamil Nadu Co-operative Handloom Old Age Pension Scheme	0
	HApplication for Tamil Nadu Cooperative Handlooms Weavers Family Pension Scheme	0

Below screen will be displayed



STEP 5: Click on the application to be processed. In this case, click on "Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana" link.

Below screen will be displayed.

Government of Tamil e-District	Nadu	Deputy Director Handloom User Profile Sign Out
 Bashboard ■ Pending List 	Application for Enrollment a Yojana	and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima
Process List	Applications -	Application List
Transaction Status Report	Pending 2	4
≣ Reports 〈	O Received Application	

Image 4

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

Government of Tai e-District	mil Nadu					User Profile	
 Dashboard Pending List 	Application for Enrollment Received Application	and Claim	of Shiksha Sa	hayog Yojana Scheme	e under Mahatma Ga		-
Process List	Applications	- Applic	ation List				Ŀ
Transaction Status Report			10 v entries			Search:	^
Reports ·	O Received Application	St No	🌲 Select All 🗖	Application Number	Applicant Name	Application Date Time	J1
	O Finalizing the Application	1		TN-4172018051501955	raina/ரெய்னா	15-05-2018 04:12 PM	
		2		TN-4172018062002345	Vivek/ഖിഖേക്	20-06-2018 02:57 PM	
		Showing	1 to 2 of 2 entries			Previous 1	Next
		4					•

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		-	Documents	
Transaction No :	Date Of Submission :		Supporting Documents	0
TN-4172018051501955	15-05-18 04:12 PM			
Applicant Name :				
raina/ரெய்னா			Application Form	
Mobile Number :				
9500208604			Action History	
			Application Received	May 15 2018 4:10PM
Your Action		_	Application Received	
* Date of Verification			Action :Application Submitted By : Operator	
05-06-2018				
* Application Recommended by Rec	eiving Officer			
YES		•		
*Action				
Forward		•		
Please Select Your language: TAM	IL C ENGLISH ®			
*Comment (Max. Chars Allowd 1000)				
ok				
Document Title				
Supporting Document				
(internet internet in	hoose file Uplo	ad		
Back To List	Su	ıbmit		

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.

Government of Tamil e-District	Nadu					Deputy Director Handloom
	=					06
🚳 Dashboard	Application for Enrollmen	t and Clai	m of Shiksha Sahay	og Yojana Scheme under	Mahatma Gandhi Bunkar	Bima Yojana - Received Application
Pending List	Applications	-	Application List			-
Process List	Pending		✓ Success			
Transaction Status Report	O Received Application		Action Successfull			
Reports <	O Finalizing the Application	٥				
			Show 10 ¥ entries			Search:
			Sl No 🌐 Select All	Application Number	1 Applicant Name	Application Date Time
			1	TN-4172018062002345	Vivek/ഖിഖേക്	20-06-2018 02:57 PM
			Showing 1 to 1 of 1 entries			Previous 1 Next
			4			•

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 e-District	Government of Tamil Nadu e-District							
	=			O\$				
🚯 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 Tam e-District	I Nadu	User Profile Sign Out
🚳 Dashboard	List of Services	
Pending List		-
Process List	Happlication for Enrollment and Claim of Shikaha 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
	HApplication 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
	Application for Tamil Nadu Co-operative Handloom Old Age Pension Scheme	0
	Application for Tamil Nadu Cooperative Handlooms Weavers Family Pension Scheme	0

Image 9



STEP 5: Click on the application to be processed. In this case, click on "Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana" link.

Below screen will be displayed.

Government of Tamil	🖉 Government of Tamil Nadu 🥮 HTMD H				
🨻 e-District			User Profile	Sign Out	
			0\$		
🖚 Dashboard	Application for Enr	ollment and	Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana		
Pending List	Applications	-	Application List	-	
Process List	Pending	8			
Transaction Status Report	O Verify Details	٠	x.	F	

Image 10

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

Below screen will be displayed

Government of Tamil	Nadu		User Profile Sign Out
	Ξ		
🚳 Dashboard	Application for Enrollment and	l Claim of Shiksha Sahayog Yojana Scheme under Ma	hatma Gandhi Bunkar Bima Yojana - Verify
Pending List	Details		, , ,
Process List	Applications -	Application List	-
Transaction Status Report	Pending	Show 10 V entries	Search:
	O Verify Details		Search.
		SI No 🏨 Select All 📕 🥼 Application Number 👘 Applica	nt Name Application Date Time
		1 TN-4172018051501955 raina/G)ரய்லார 15-05-2018 04:12 PM
		Showing 1 to 1 of 1 entries	Previous 1 Next
		4	•

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.



Transaction Details		-	Documents	
i Information			Supporting Documents	c
File Uploaded Successfully Transaction No :	Date Of Submission :		Application Form	
TN-4172018051501955 Applicant Name :	15-05-18 04:12 PM		Action History	
raina/ரெய்னா			Received Application	Jun 20 2018 4:27PI
Mobile Number :				
9500208604			ok Date of Verification : 05-06-20: Application Recommended by	
Your Action Uploaded Files		-	Action :Forward By : Deputy Director Handloor Assistant Director)	n(Deputy Director
O Active member in the society Pro	pof for last 6 months Delete		Application Received	May 15 2018 4:10P
*Action			Application Received	
Forward	0	•	Action :Application Submitted By : Operator	I.
Please Select Your language: TAMI *Comment (Max. Chars Allowd 1000)			by topciator	
ok				
Select Supporting Document				
Select Any				
Document Title				
Supporting Document	use file Uploa	ьd		

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.

Government of Tam e-District	nil Nadu	Uter Profile Sign Out
ℬ DashboardI Pending List	Application for Enrollment a Details	nd Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana - Verify
Process List	Applications –	Application List
Transaction Status Report	Pending O Verify Details	✓ Success Action Successfull



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 Nadu				Q Deputy Director Handloom
🥮 e-District				User Profile Sign Out
				¢\$
🍘 Dashboard	Dashboard			
Pending List	PENDING APPLICATIONS	PROCESSED	APPROVED APPLICATIONS	REJECTED
Process List	16	APPLICATIONS 50	APPLICATIONS 33	5
Transaction Status Report				
≣ Reports <				



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	Deputy Director Handloom
		00
🚜 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	II Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Death)	0
I Reports <	II 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
	II Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust	0
	#Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust - Renewal	0
	#Application for Tamil Nadu Co-operative Handloom Old Age Pension Scheme	0
	II Application 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
	#Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Weaver)	0

Image 15



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

Government of Tamil Nadu e-District			Deputy Director User Profile	Handloom Sign Out
🍘 Dashboard	Application for Enrollm	ent and	Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana	
Pending List	Applications	Ξ	Application List	-
Process List	Pending	2		
Transaction Status Report	O Received Application	•		
I≣ Reports 〈	O Finalizing the Application	٥		

Image 16

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

Below screen will be displayed.

Government of Tamil	Nadu	Deputy Director Handloom
e-District	Ξ	User Profile Sign Out
🏙 Dashboard		Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana -
Pending List	Finalizing the Application	
📰 Process List	Applications -	Application List
Transaction Status Report	C Pending	Show 10 v entries Search:
III Reports <	O Received Application	
	O Finalizing the Application	SI No Select All Application Number Applicant Name Application Date Time 1 IN-4172018051501955 raina/G/J/LIGOTT 15-05-2018.04:12 PM
		Showing 1 to 1 of 1 entries Previous 1 Next
	Elig. List Ø 06/18/2018 15:22:32	
	No of Applications	
	Add Selected To List Prepare this List	

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.



ransaction Details		 Documents
ransaction No :	Date Of Submission :	Supporting Documents
TN-4172018051501955	15-05-18 04:12 PM	
Applicant Name :		
raina/ரெய்னா		Active member in the society Proof for last 6
Mobile Number :		months
9500208604		Application Form
our Action		 Action History
*Action		Verify Details Jun 20 2018 4:32
Approve		ok
Please Select Your language:	TAMIL ENGLISH ®	
*Comment (Max. Chars Allowd :	1000)	Action :Forward
ok		By : HTMD Handloom(Managing Director)
		Received Application Jun 20 2018 4:27
Document Title		ok
		Date of Verification : 05-06-2018
Supporting Document		Application Recommended by Receiving Officer : YE
2	Choose file Upload	Action :Forward By : Deputy Director Handloom(Deputy Director
Back To List		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	Deputy Director Handloom
e-District	Ξ	User Photite Sign Out
🙆 Dashboard		aim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana - Finalizing the
Pending List	Application	
Process List	Applications -	Application List
Transaction Status Report	Pending	✓ Success
I Reports <	O Received Application	Action Successful
	O Finalizing the Application	
		()
	Elig. List @ 06/18/2018 15:22:32	
	No of Applications	
	Add Selected To List Prepare this List	

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.

Government of Tamil e-District	Nadu	Deputy Director Handloom
ebistine		User Profile Sign Out
🚯 Dashboard		nd Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana -
Pending List	Finalizing the Application	
Process List	Applications -	Application List
Transaction Status Report	Pending	✓ Success
I Reports <	O Received Application	List has been processed successfully and forwarded to next level
	O Finalizing the Application	
		4
	Elig. List @06/20/2018 16:34:55	
	No of Applications	
	Add Selected To List Prepare this List	

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

Covernment of Tamil Nadu		Deputy Director Handloom
e-District		User Profile Sign Out
		0;
🚳 Dashboard	Report List	
Pending List	Report List	
Process List	SANCTION ORDER/ELIGIBILITY REPORT	
Transaction Status Report		
	O REJECTED TRANSACTION REPORT	
III Reports <		

Image 21

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

Below screen will be displayed.

Government of Tamil e-District	Nadu						00	Deputy Directo	or Handloom Sign Out
🙆 Dashboard	Sanction Order Repo	ort						*Marked fields	are mandatory
Pending List	Report Filter								
Process List	Report Filter	*Month		•From Date	*To Date	District			
Transaction Status Report	By Month By Date	Jun-2018		Start Date	End Date	All District List Type	٣	Show	
🔳 Reports 🗸	Department Department of Handloom and Textile v		Service		List Status				
			Application for Enrollmen	it and Claim of Shiksha Sahayog Yi 🔻	Eligibility List	*	All Status	T	



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.

Government of Tamil e-District	Nadu						9	Deputy Director H			
		=					Q				
Dashboard	Report										
Pending List											
Process List	Bad										
Transaction Status Report	14 4 1	of 1 🕨 🕅 💠	Find Next 📕 🕻 🚱								
	Instaction status Report List Details										
Reports <	SI No	Department	Service	List Ref. Number	Status	List Type	Created Date	Updated Date			
	1	Department of Handloom and Textile	Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana	040518110720417	Processed	Eligibility List	04 May 2018	14 Jun 2018			
	2	Department of Handloom and Textile	Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana	140618124004417	Processed	Eligibility List	14 Jun 2018	18 Jun 2018			
	3	Department of Handloom and Textile	Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana	180618032232417	Processed	Eligibility List	18 Jun 2018	20 Jun 2018			



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

Below screen will be displayed.

Government of Tamil Nadu e-District							ę	Deputy Director Handloom				
									User Profile	Sign Out		
							00					
월 Dashboard	Repor											
Pending List											Back	
Process List											buck	
II Transaction Status Report										^		
		Eligibility Order Details Report										
I Reports <		Ref No : 180618032232417 List Start Date : 18-Jun-2018 List Closing Date : 20-Jun-2018										
	SI No	List Ref. Number	Transaction Number	Applicant Name	Contact No	Aadhar No	Voter Id	Ration Card	Bank Name	IFSC Code	Accoun	
	1	180618032232417	TN-4172018051501955	raina/ரெய்னா	9500208604	764546546437	54646456546	644444444444	AXIS BANK	UTIB0003302	354555666	

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.