Tamil Nadu e-District

User Manual

on

DHT-207 Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme – Claim (Weaver)

Prepared by

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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

✅	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**
❌	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**
💡	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 Getting Started

Following points and guidelines may be referred while accessing the e-district application:

- User must have valid username and password
- Make relevant and correct entries only
- Recheck the entries before clicking on Submit button
- Mandatory fields should not be left blank
- Mandatory/Optional documents should be attached as per requirement
- Do not make false entries

To launch E district - *ONLINE*

a) Double click on the 🌐 to open the browser

    i) The browser will be open with default page or blank page

    ii) Enter the URL and press enter button on keyboard

6 Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme – Claim (Weaver)

6.1 Operator Login

User starts with the given Steps after opening the Chrome Browser.

STEP 1: Go to the **e-Sevai** (Government of Tamil Nadu) Web Portal as shown below.

Image - 1

STEP 2: Enter the Login credentials and Captcha code

STEP 3: Click on **Login**.

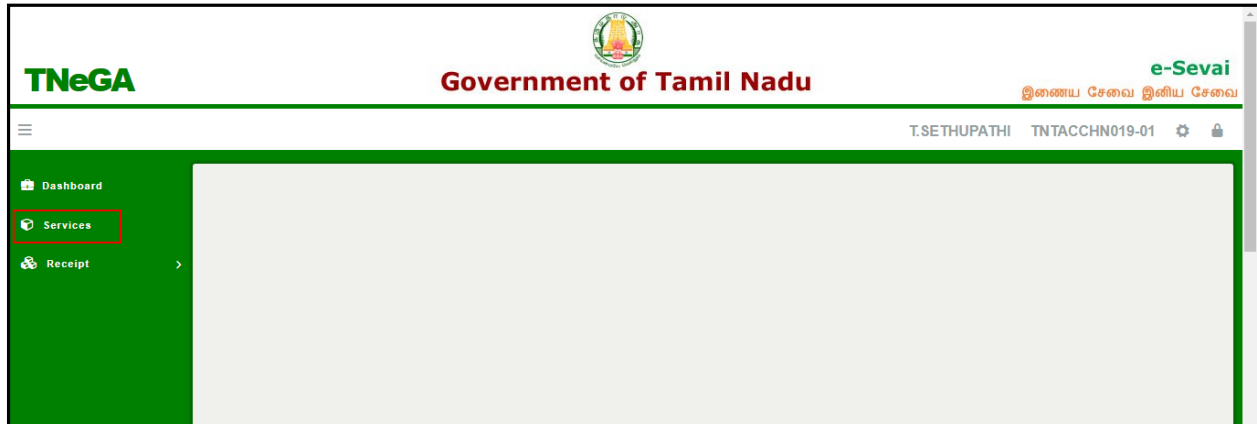User will be redirected to the e-Sevai Dashboard as shown below.

Image - 2

STEP 4: Click on **Services**

Department Wise service listing will appear.

Image - 3

STEP 5: Click on **Department of Handloom and Textiles** link.

User can also switch to the **Service Wise** listing, or search a particular service using keywords by clicking on **Search.**

Below screen will be displayed.

Image - 4

STEP 6: Click on Application for Tamil Nadu Co-operative Handlooms Weavers **Savings and Security Scheme – Claim (Weaver)** link.

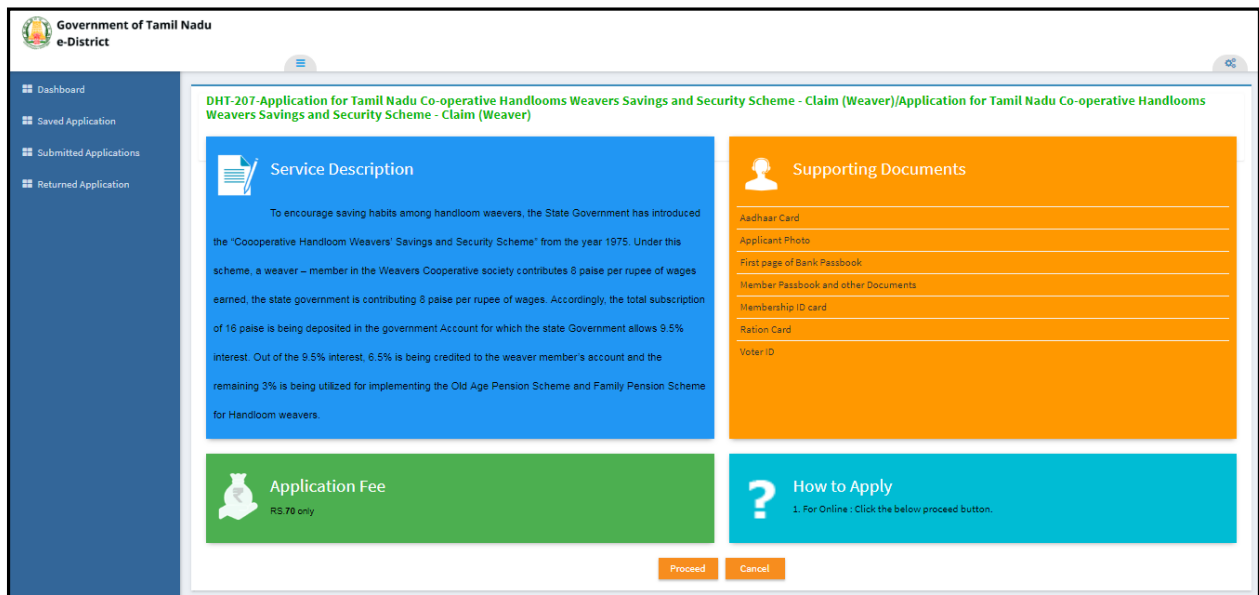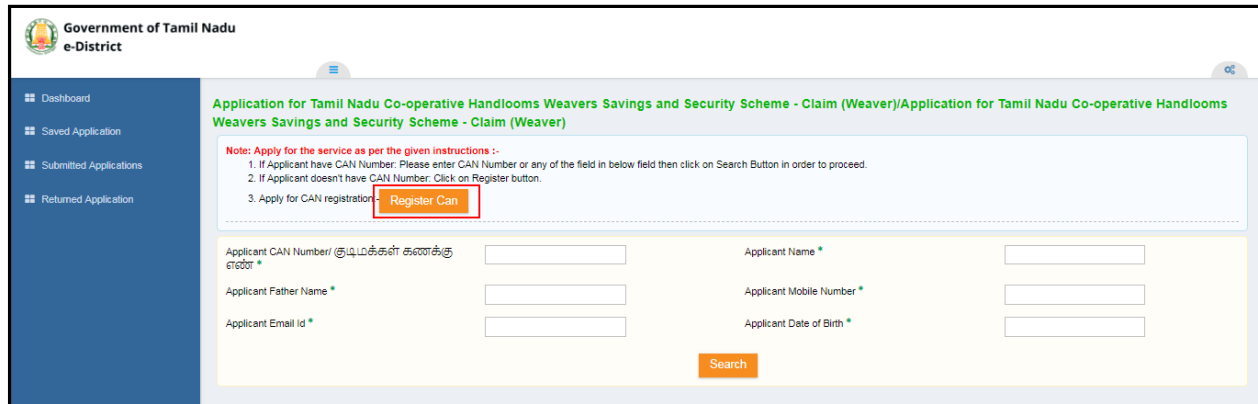User will be redirected to the e-District Portal.

Image - 5

STEP 7: Click on **Proceed.**

User will be redirected to the Applicant search page as shown below.

Image - 6

The Applicant can perform Search using the following options:

- Applicant CAN Number
- Applicant Name
- Applicant Father Name
- Applicant Mobile Number
- Applicant Email Id
- Applicant Date of Birth

👉 **Note** – The **green asterisk** signifies that the available search options are **optional**.

The applicant will be able to go ahead with the application process if he/she already has a unique CAN number; otherwise the applicant is required to register for a CAN number.

6.1.1 Registration Process for CAN (Citizen Access Number)

Click on the **Register CAN** button as shown in the above figure.

The CAN registration form will be displayed as shown below.

CAN Registration

Fields Marked With Asterisk(*) Are Mandatory.

Applicant Detail

Field	Value
Document Type 1*	Adhaar card ▼
Aadhaar Number*	123456789012
Apellation*	Shri / ஸ்ரீ ▼
Applicant Name* / விண்ணப்பதாரர் பெயர்*	Krishnan
Gender / பாலினம்*	Male ▼
Date Of Birth / பிறந்த தேதி*	15-Aug-1985
Relationship / உறவு*	Guardian ▼
Father/ Husband / Guardian / Mother Name* / தந்தை / கணவர் / பாதுகாவலர் / தாயின் பெயர்*	Murugan
Mother Name* / தாயின் பெயர்*	Radha
Religion / மதம்*	Hindu ▼
Community / சாதி*	BC ▼
Education Qualification / கல்வித்தகுதி	

Field	Value
Document Type 2	Please Select ▼
Marital Status / திருமண நிலை*	Unmarried ▼
Occupation / வேலை*	Clerical & Related workers ▼

Current Address / தற்போதைய முகவரி

Field	Value
State / மாநிலம்*	TAMIL NADU ▼
Taluk / வட்டம்*	Tondiarpet / தண்டையார்ே ▼
Revenue Village / கிராமம்*	Tondiarpet (part 1) / தண்டை ▼
Admin Unit / நிர்வாக அலகு	Chennai ▼
Block No. / Name	
Pin Code / அஞ்சல் எண்*	123453

Field	Value
District / மாவட்டம்*	Chennai / சென்னை ▼
Street Name(only for Chennai district) / தெரு பெயர்*	Amman Koil Cross Street Korukk ▼
Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர்	
Building / Door / Flat No.*	45

☑ If Permanent Address Same As Current Address

Contact Details

Field	Value
Phone / Landline No. With STD Code	
Email Id / மின்னஞ்சல் முகவரி	

Field	Value
Mobile Number/ தொலைபேசி எண் *	9654940607

Bank Details

Field	Value
Bank Name	AXIS BANK ▼
Branch Name	ELDAMS ROAD ▼
Account Number	12345678012

Field	Value
District	CHENNAI ▼
IFSCCode	UTIB0003702

Register

Image - 7

Enter all the mandatory details in the **Applicant Detail** and **Current Address** and **Bank Details** sections.

> **Note** – The applicant must **Generate** and **verify OTP** before submitting the form.

Image - 8

Click on **Register** to submit the form as shown in **Error! Reference source not found..**

On successful CAN Registration, the CAN Number will be generated as shown below.

Image - 9

The applicant can now proceed with applying for Tamil Nadu Co-operative Handlooms **Weavers Savings and Security Scheme – Claim (Weaver)** using this **CAN** number.

Continuing the application process from **STEP 7**

STEP 8: Enter the **CAN** number and click **Search**.

The corresponding record will show in the search result as shown in the below image.

Select	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
○	1332604008910	Sanjay	Balamurugan	14-Nov-2013	9500835050	ba@gmail.com
⦿	1331603011106	Selvi	Sundaram	20-Sep-1982	9500835050	
○	1330313011188	Ilakkiyaa	Selvam	01-Jul-1980	9500835050	
○	1331403011189	Gayathiri	Perumal	01-Jun-1993	9500835050	
○	1331202011767	Malar	Mayilvanan	01-Mar-1990	9500835050	
○	1331502011705	Shiva	Aravinth	20-Sep-1994	9500835050	
○	1331201011884	THAIMUR	AYEESHA	07-May-2018	9500835050	abc1@gmail.com
○	1331201011993	Marakyar	SURA	01-Apr-1955	9500835050	
○	1331202012012	SHIEK IMMAM	MOHAMMED RIYAS	01-Jan-1950	9500835050	
○	1331202012025	Ahmed	Mohammed	01-Jan-1955	9500835050	abcd55@gmail.com

Showing 1 to 10 of 37 entries   First   Previous   1   2   3   4   Next   Last

Mobile Number / தொலைபேசி எண் *   9500835050   Generate OTP

Enter OTP *   1234   Confirm OTP

Image - 10

STEP 9: Select the record by clicking on the **option button** against the desired record.

STEP 10: **Generate** and **verify OTP** as shown above.

Once the OTP is verified the screen will refresh to the below image.

Select	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
○	1332604008910	Sanjay	Balamurugan	14-Nov-2013	9500835050	ba@gmail.com
⦿	1331603011106	Selvi	Sundaram	20-Sep-1982	9500835050	
○	1330313011188	Ilakkiyaa	Selvam	01-Jul-1980	9500835050	
○	1331403011189	Gayathiri	Perumal	01-Jun-1993	9500835050	
○	1331202011767	Malar	Mayilvanan	01-Mar-1990	9500835050	
○	1331502011705	Shiva	Aravinth	20-Sep-1994	9500835050	
○	1331201011884	THAIMUR	AYEESHA	07-May-2018	9500835050	abc1@gmail.com
○	1331201011993	Marakyar	SURA	01-Apr-1955	9500835050	
○	1331202012012	SHIEK IMMAM	MOHAMMED RIYAS	01-Jan-1950	9500835050	
○	1331202012025	Ahmed	Mohammed	01-Jan-1955	9500835050	abcd55@gmail.com

Showing 1 to 10 of 37 entries   First   Previous   1   2   3   4   Next   Last

Proceed   Edit CAN Detail   Save As New

Image - 11

STEP 11: Click on **Proceed**.

CAN details of the applicant may be modified by clicking on the Edit CAN Detail button.

The **Save as New** option allows you to save the same CAN Number with different applicant details.

The applicant will be redirected to the Application e-form screen as shown below.

Most of the common details will be auto filled from CAN, rest the user has to fill up.

Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Weaver)

Applicant Details / விண்ணப்பதாரர் விவரங்கள்

* Appellation	Tmt./திருமதி	* Applicant Name / விண்ணப்பதாரர் பெயர்	Selvi/செல்வி
* Relationship/உறவு	Husband	* Father / Husband / Guardian Name	Sundaram/சுந்தரம்
* Mother's Name / தாயின் பெயர்	Susi/சுசி	* Gender / பாலினம்	Female
* Marital Status / திருமண நிலை	Widow	* Date of Birth / பிறந்த தேதி	20-Sep-1982
* Religion / மதம்	Hindu	* Community / சாதி	MBC
* Driving License	825652256655	* Ration Card No	1234567892435

Current Address / தற்போதைய முகவரி

* State / மாநிலம்	TAMIL NADU	* District / மாவட்டம்	Perambalur/பெரம்பலூ
* Taluk / வட்டம்	Perambalur/பெரம்பலூ	* Revenue Village / கிராமம்	Aiylur/அயிலூர்
* Street No/Name / தெரு எண் / பெயர்	12/12	* Building / Door / Flat No / கட்டிட கதவு/பிளாட்எண்	108
* Pin Code / அஞ்சல் எண்	624626		

☑ If same as Current Address / தற்போதைய முகவரி அதே என்றால்

Permanent Address / நிலையான முகவரி

* State / மாநிலம்	TAMIL NADU	* District / மாவட்டம்	Perambalur/பெரம்பலூ
* Taluk / வட்டம்	Perambalur/பெரம்பலூ	* Revenue Village / கிராமம்	Aiylur/அயிலூர்
* Street No/Name / தெரு எண் / பெயர்	12/12	* Building / Door / Flat No / கட்டிட கதவு/பிளாட்எண்	108
* Pin Code / அஞ்சல் எண்	624626		

Contact Details / தொடர்பு விவரங்கள்

Phone / Landline No. With STD Code		* Mobile Number	9500835050
Email Id			

Application Details / விண்ணப்ப விவரங்கள்

Member Details / உறுப்பினர் விவரங்கள்

* Society Name	Ammapettai SWCS	* Member ID number / உறுப்பினர் எண்	1234

Amount Section / தொகை பகுதி விவரங்கள்

* Member Contribution / உறுப்பினர் பங்களிப்பு	10.00	* Govt. Contribution (%) / அரசு பங்களிப்பு	8
* Interest (%) / வட்டி	8	* Total / மொத்த தொகை	11.6
* Requested Claim Amount / கோரப்பட்ட தொகை தொகை	10.00		

Bank Details / வங்கி விவரங்கள்

* Bank Name / வங்கி பெயர்	AXIS BANK	* District / மாவட்டம்	DHARMAPURI
* Bank Branch / கிளை	DHARMAPURI	* IFSC Code / இந்திய நிதி அமைப்பு குறியீடு	UTIB0000889
* Account Number / கணக்கு எண்	121314151617	* Account Holder Name / கணக்கு வைத்திருப்பவர்	selvi

Declaration / உறுதிமொழி

* ☑ Hereby, I declare that what is stated above is true to the best of my own information and brief.
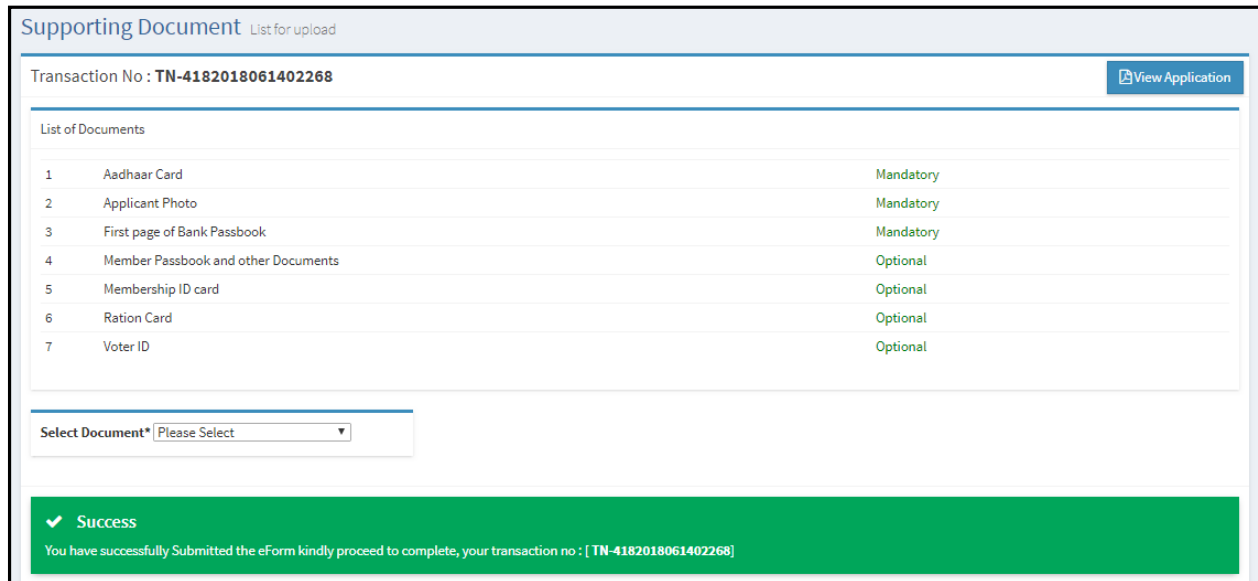
[Reset] [Submit]

Image - 12

STEP 12: Fill all the mandatory details, Check the Declaration box and click on **Submit**.

On successful submission of the form, **Upload Supporting Documents** page will be displayed as shown below.

Supporting Document List for upload

Transaction No : **TN-4182018061402268**   📄View Application

List of Documents

1	Aadhaar Card	Mandatory
2	Applicant Photo	Mandatory
3	First page of Bank Passbook	Mandatory
4	Member Passbook and other Documents	Optional
5	Membership ID card	Optional
6	Ration Card	Optional
7	Voter ID	Optional
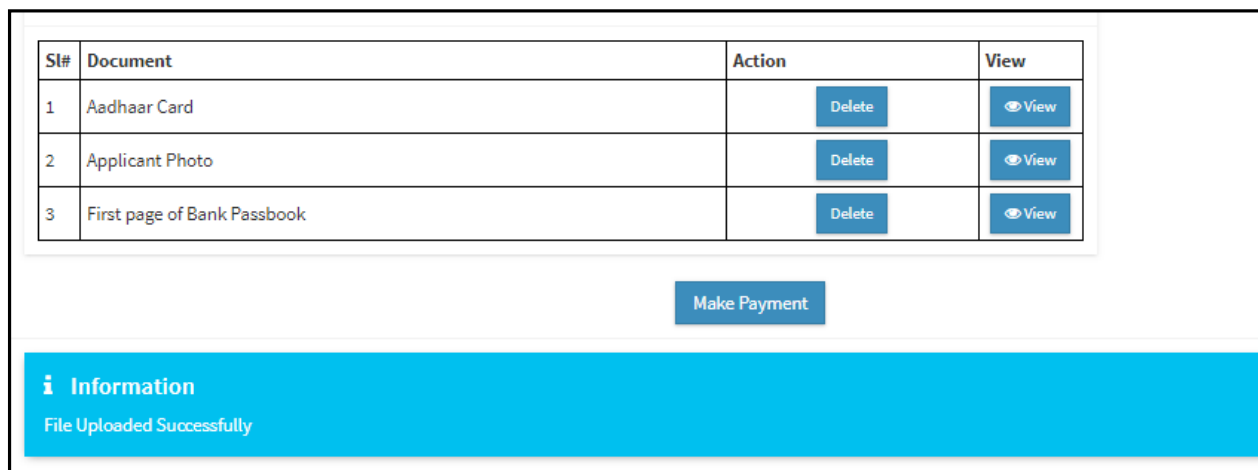
Select Document* Please Select ▼

✔ **Success**
You have successfully Submitted the eForm kindly proceed to complete, your transaction no : [**TN-4182018061402268**]

Image - 13

STEP 13: Upload all Mandatory Supporting Documents.

- Select the type of document form dropdown, choose the file and click on Upload

Sl#	Document	Action	View
1	Aadhaar Card	Delete	👁View
2	Applicant Photo	Delete	👁View
3	First page of Bank Passbook	Delete	👁View

Make Payment

ℹ **Information**
File Uploaded Successfully

Image - 14

STEP 14: Click on **Make Payment** once all required document are uploaded.

Confirm

Payment Type*	Cash ▼
Application Number	TN-4182018061402268
Applicant Name	Selvi/செல்வி
Date of Application	06/14/2018 12:03:00
Service Name	Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Weaver)
Application Fees	50
eSevai Centre Charges	20
Total	70

Confirm Payment

Image - 15

STEP 15: Select the **Payment Type** form dropdown and click on **Confirm Payment**.

On successful Payment, applicant will be redirected to the Acknowledgment Receipt page as shown below.

✔ **Success**

Transaction [TN-4182018061402268] Saved Successfully.

Acknowledgement Receipt

Application Number	TN-4182018061402268
Applicant Name	Selvi/செல்வி
Date of Application	06/14/2018 12:03:00
Service Name	Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Weaver)
Application Fees	50
eSevai Centre Charges	20
Total	70

🔗 Print Receipt

Image - 16

STEP 16: Click on **Print Receipt** to download/print the receipt.

தமிழ்நாடு அரசு / **Government of Tamil Nadu**
இ-சேவை மையம் / **e-Sevai Centre**

ஒப்புகை / ACKNOWLEDGEMENT	
ரசீது எண் / Receipt No: TN-4182018061402268	குறிப்பு எண் / Reference No: TNTACCHN01905596
விண்ணப்பதாரர் / Applicant Name: செல்வி/Selvi	விண்ணப்ப எண் /Application No : TN-4182018061402268
துறையின் பெயர் / Department Name: கைத்தறி மற்றும் துணிநூல் இயக்குநரகம் / Department of Handloom and Textile	விண்ணப்பித்த தேதி / Application date : 06/14/2018 12:03:00
	விண்ணப்பித்த சேவை / Applied for Service : Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Weaver)

பணம் செலுத்திய விவரம் / Payment Details		
விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)
விண்ணப்ப கட்டணம் / Application Fees	Cash	50
இ-சேவை மையக் கட்டணம் /e-Sevai Centre Charges		20

ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Seventy Only.

மையப் பெயர் & குறியீட்டு எண் / Centre Name & Code : - TACCHN019	கையொப்பம் / Signature of the Centre Operator

மேலே குறிப்பிட்டுள்ள அனைத்து விவரங்களையும் சரி பார்த்து கொள்ளவும். உங்கள் விண்ணப்ப நிலையை தெரிந்து கொள்ள பின்வரும் இணையதளத்தில் பார்க்கவும் http://tn.cms.co.in:81/eDistrict/User/TrackApplication.aspx / Kindly check correctness of all the details furnished above. To Check the Application Status see the URL http://tn.cms.co.in:81/eDistrict/User/TrackApplication.aspx.

Image - 17

Note – Once the Application has been submitted, it will reach the concerned officer for further processing. If the officer rejects the application, the applicant will be notified of the rejection via sms/email.

This section explains features such as:

1. Saved Application
2. Submitted Application
3. Returned Application

Note –Procedure is same across all the services. As such screenshots may vary for different services.
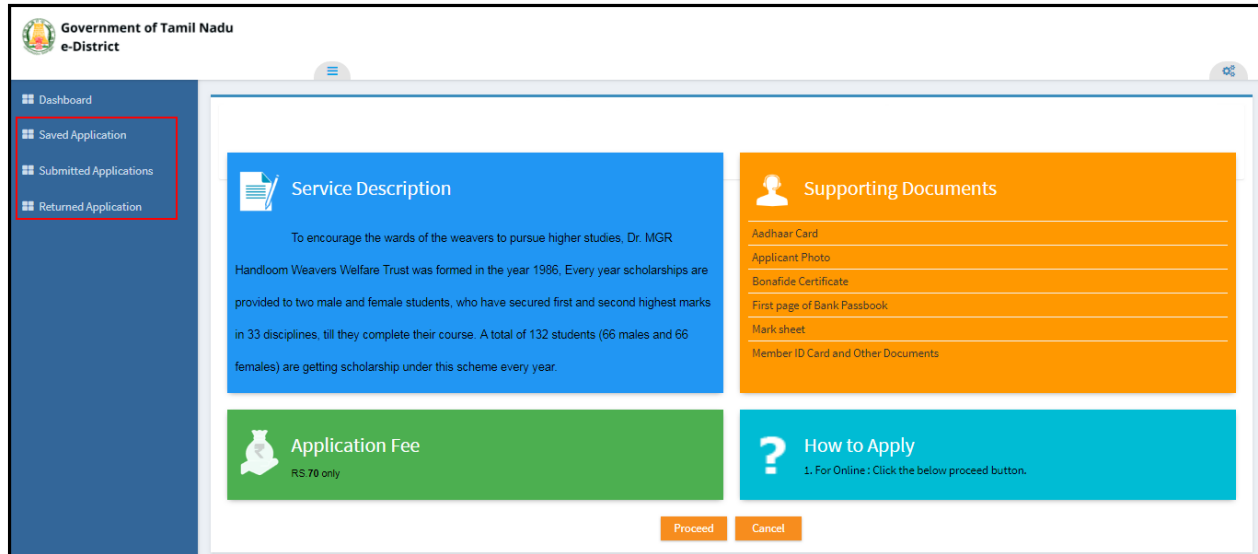
Image - 18

The above image shows the e-district portal dashboard. The user is re-directed to this screen after clicking on the respective service.

6.2 Saved Application

After submission (clicking on the Submit button), the application will be saved as draft. User can find draft applications under the **Saved Application** section and upload documents or make payment as required.
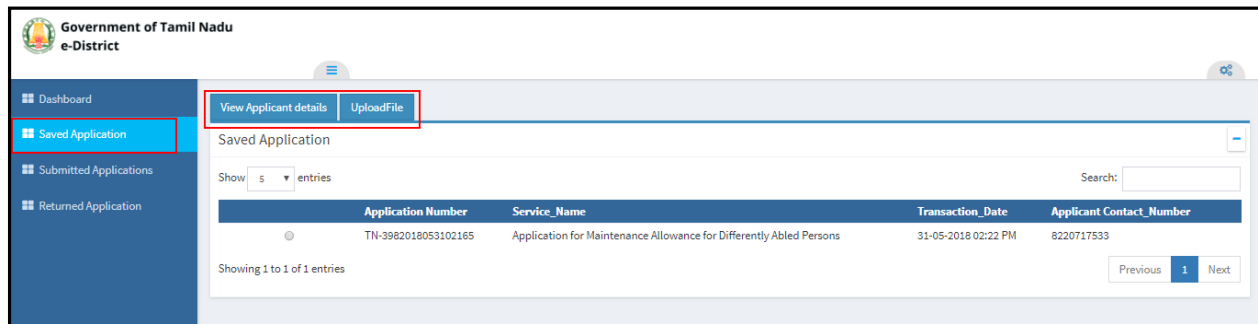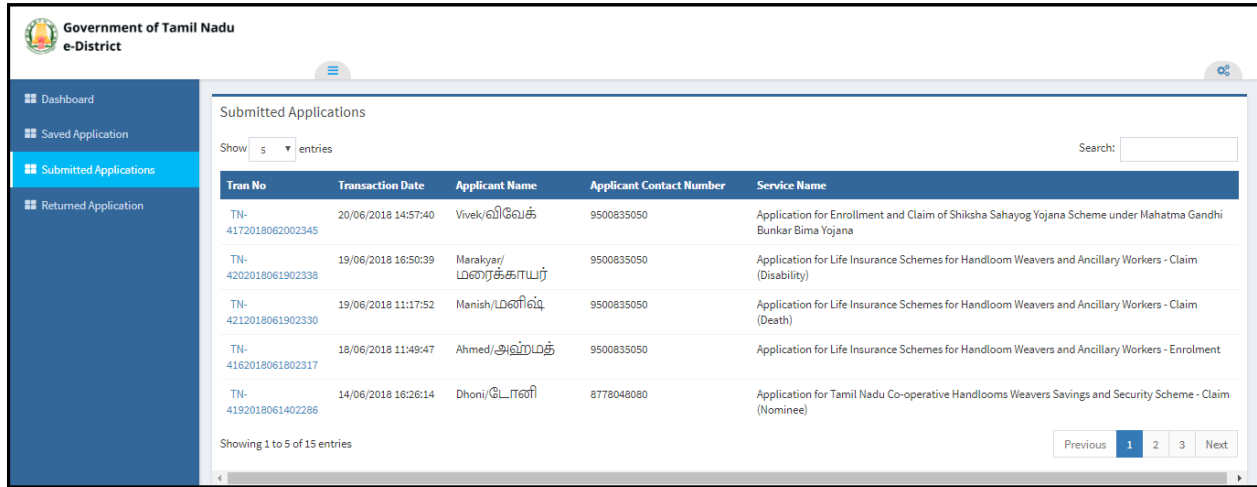
Image - 19

6.3 Submitted Application

List of submitted applications can be viewed here as shown in the image below.

Image - 20

6.4 Return Application

List of applications that have been returned from the higher official back to the operator can be viewed here.

Image - 21

User can view the reason for return for a particular application by clicking on **View Application Details**.

Image - 22

6.5 Track Application

Track Application feature helps an operator to track the current state of the application; i.e., the level at which the application is at as it moves through different officials for approval.

Operator can enter the **Application No** at the search bar to track its flow as shown in the image below.
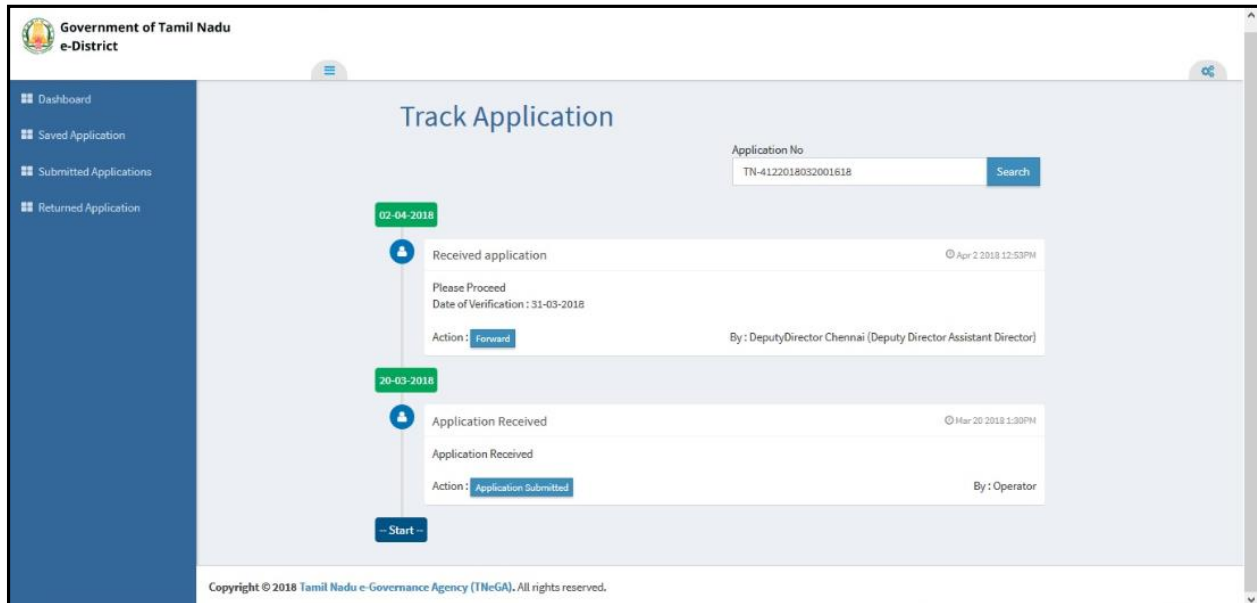

Image - 23

7 Disclaimer

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