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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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 Official Login

Workflow

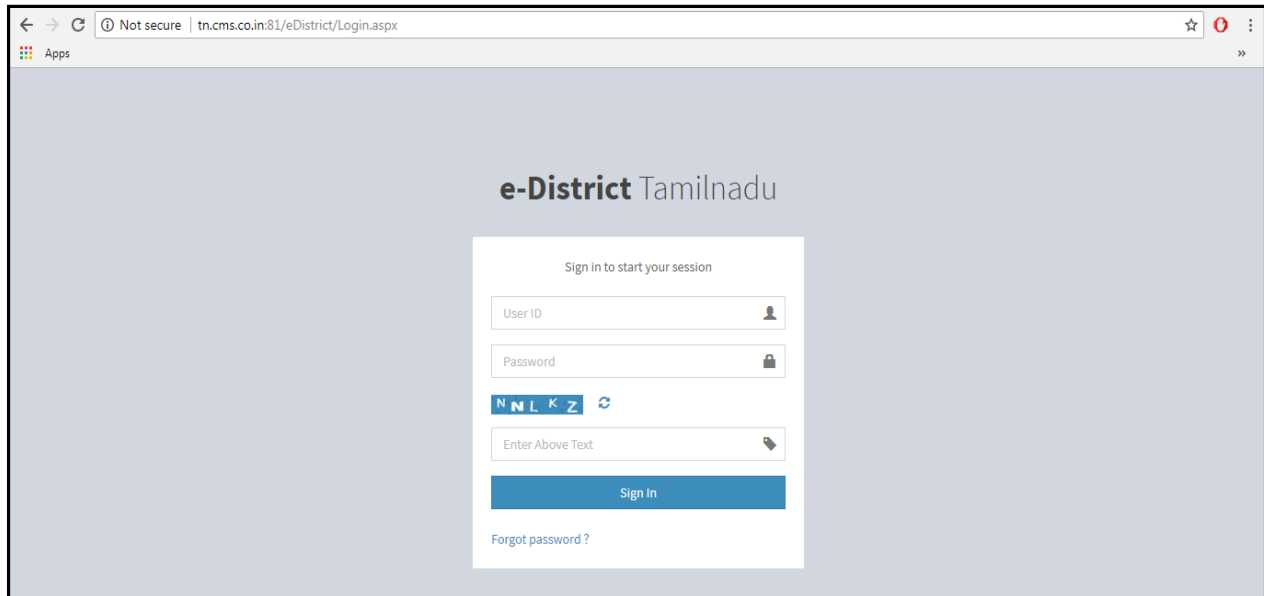| Service	Input Form	First Level	Second Level	Third Level
Savings and Security Scheme – Claim (Weaver)	Weaver / Applicant	Circle Deputy Director/Assistant Director	MD of the Society	Circle Deputy Director/Assistant Director (Finalizing the application)

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.
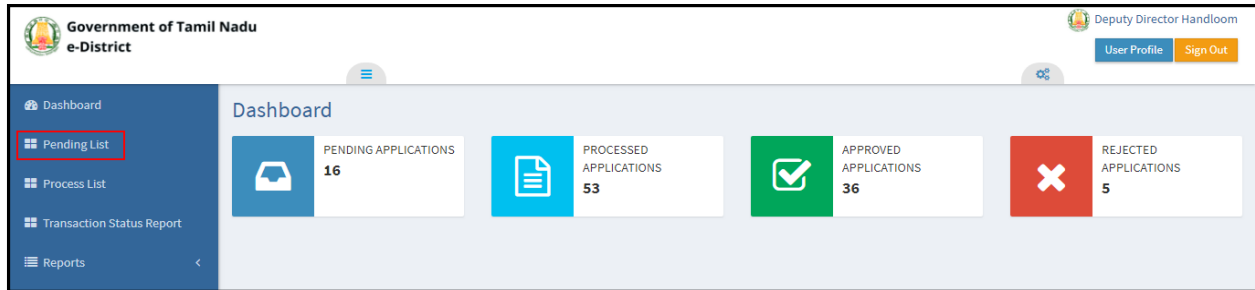

Image 1

STEP 2: Enter the **Login credentials** and **Captcha** code

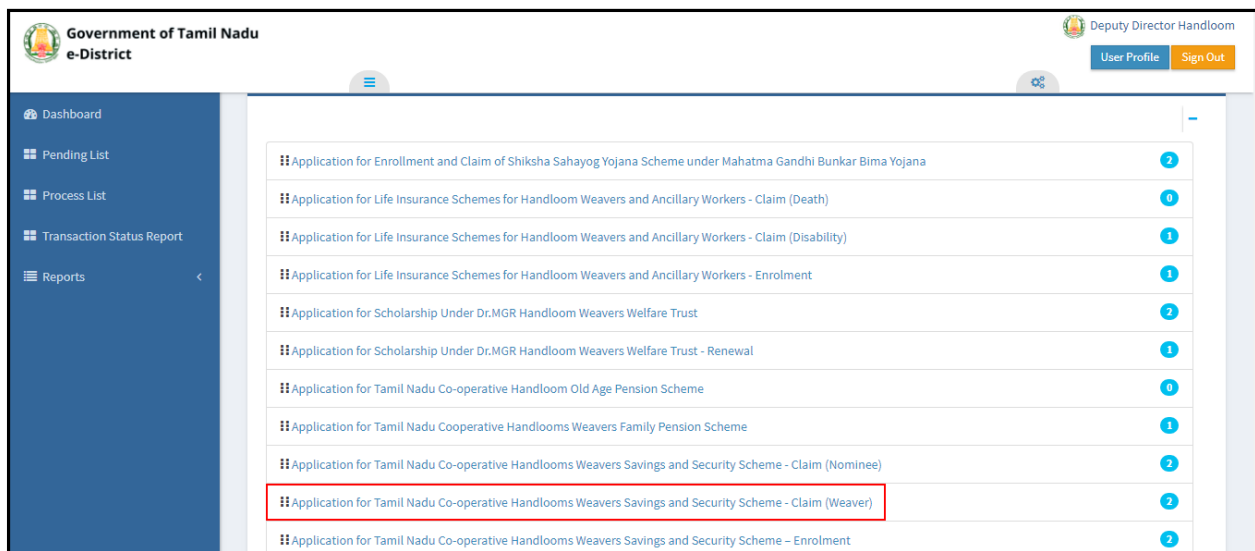**STEP 3**: Click on **Sign In**.

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

Image 2

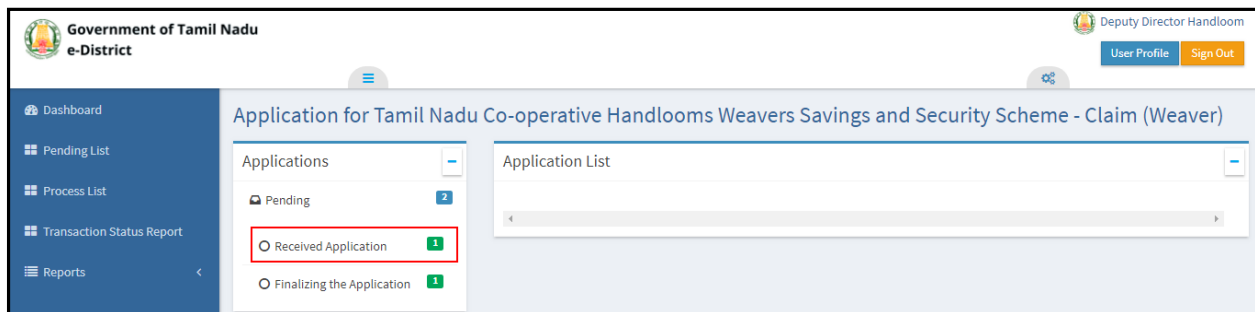**STEP 4**: Click on **Pending List** on the left panel as shown in the image above.

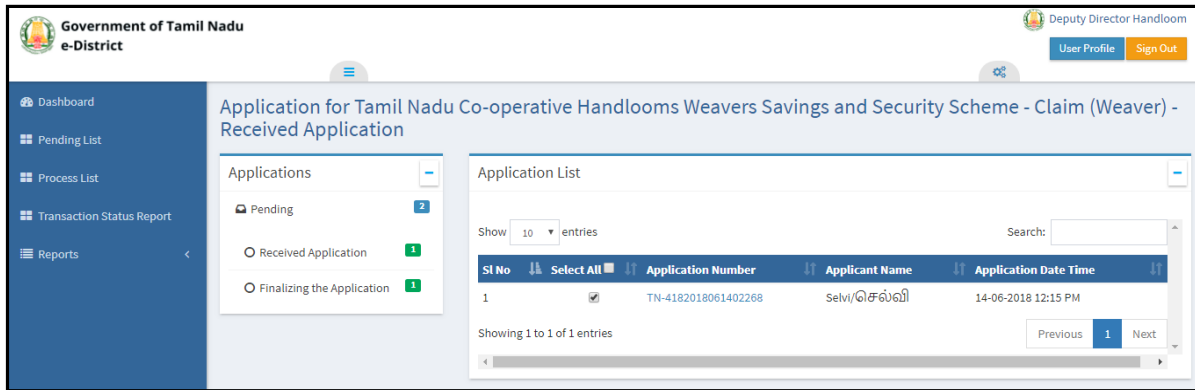Below screen will be displayed

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 – Claim (Weaver)**" link.

Below screen will be displayed.
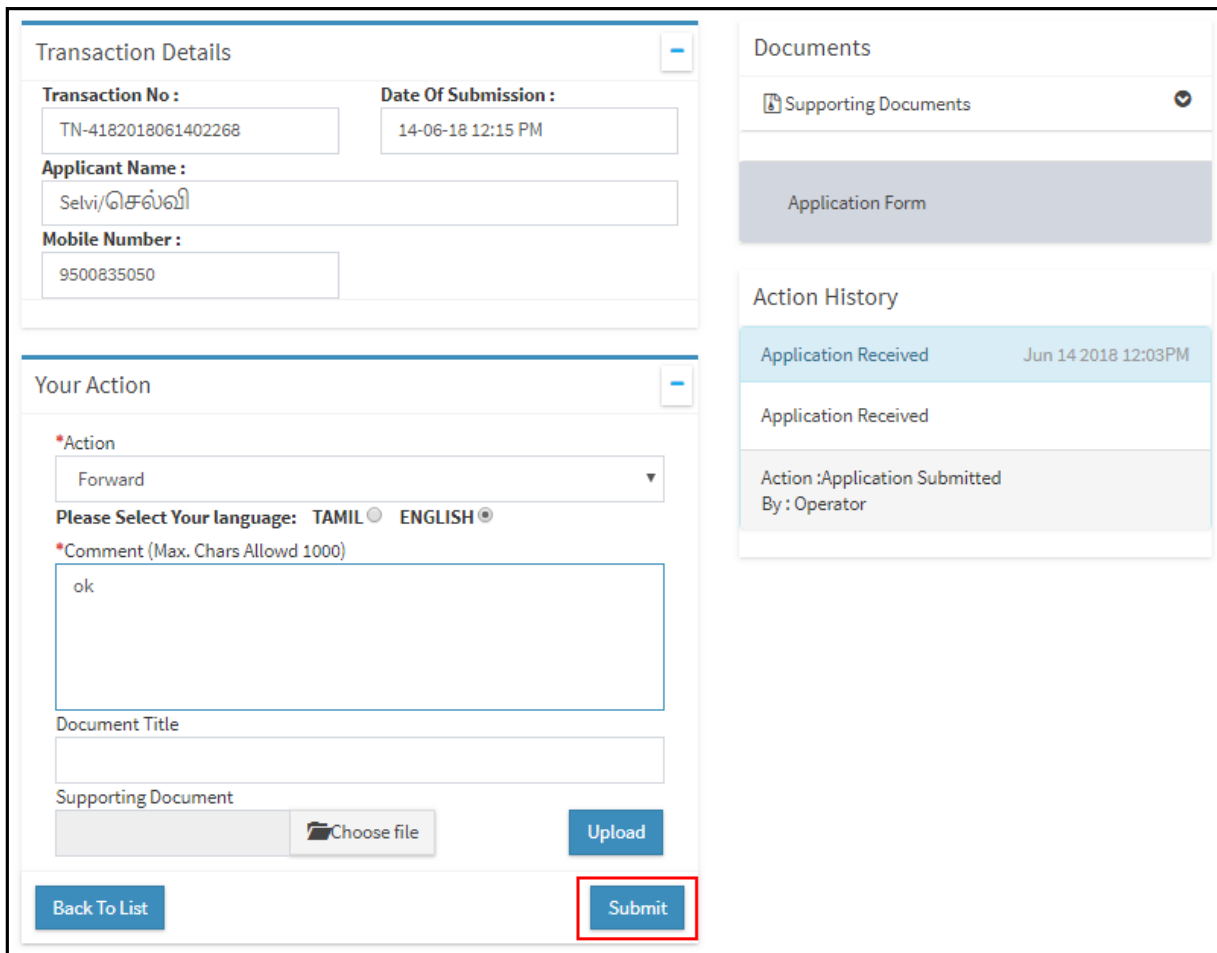

Image 4

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.
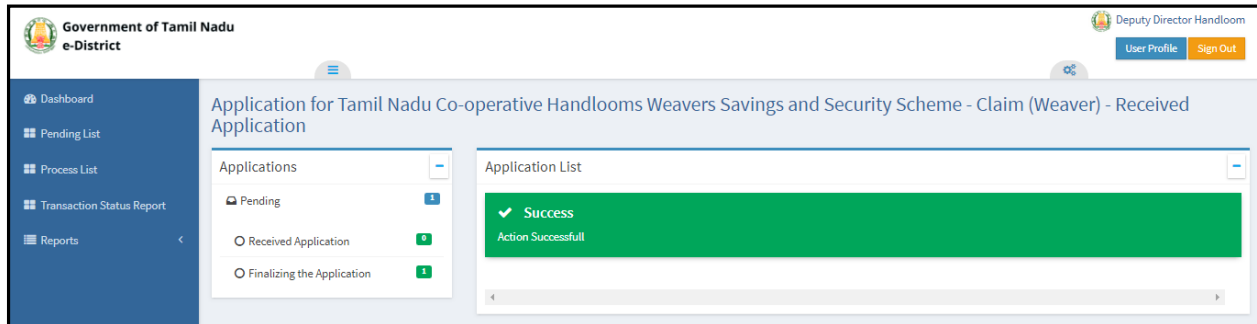
e-form will be displayed.

Image 6

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

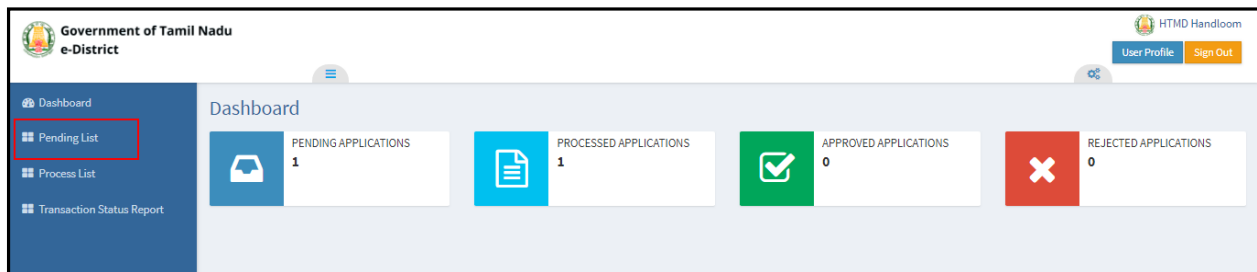On successful submission below page will be displayed.

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.
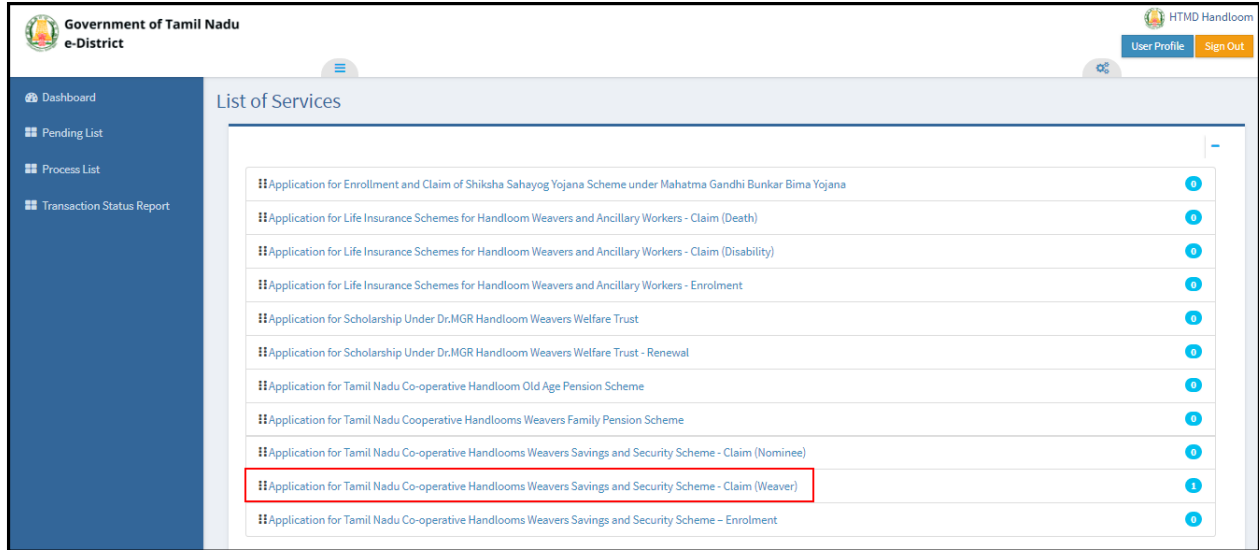
Below screen will be displayed

Image 9

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

Below screen will be displayed.

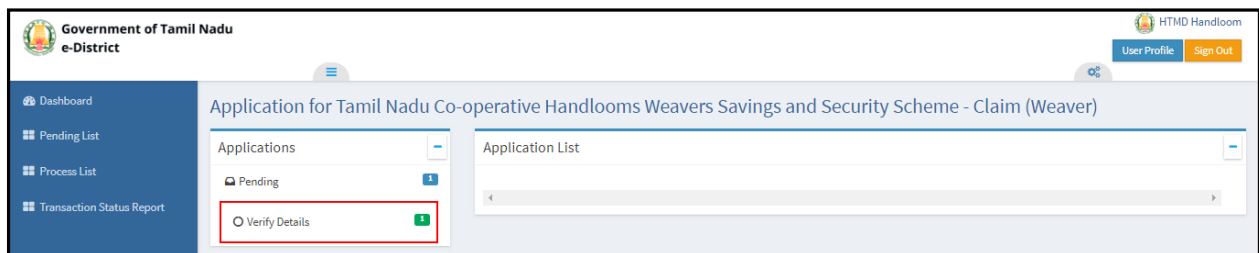**Image 10**

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

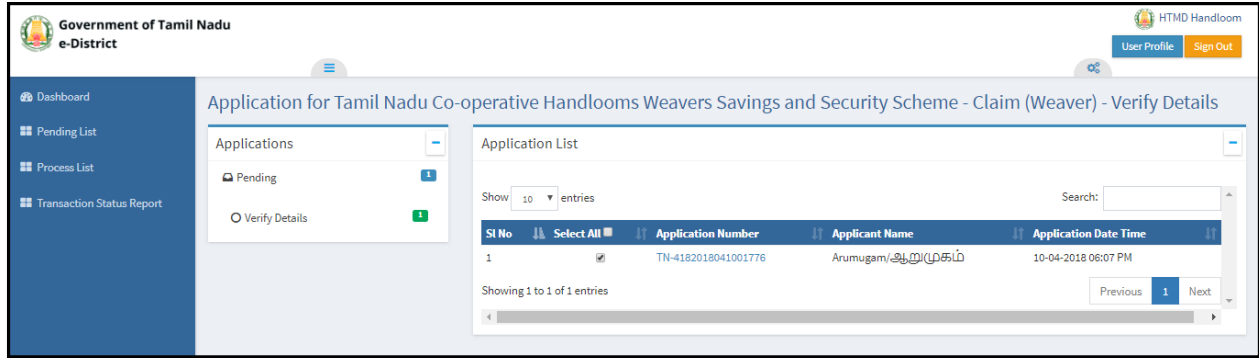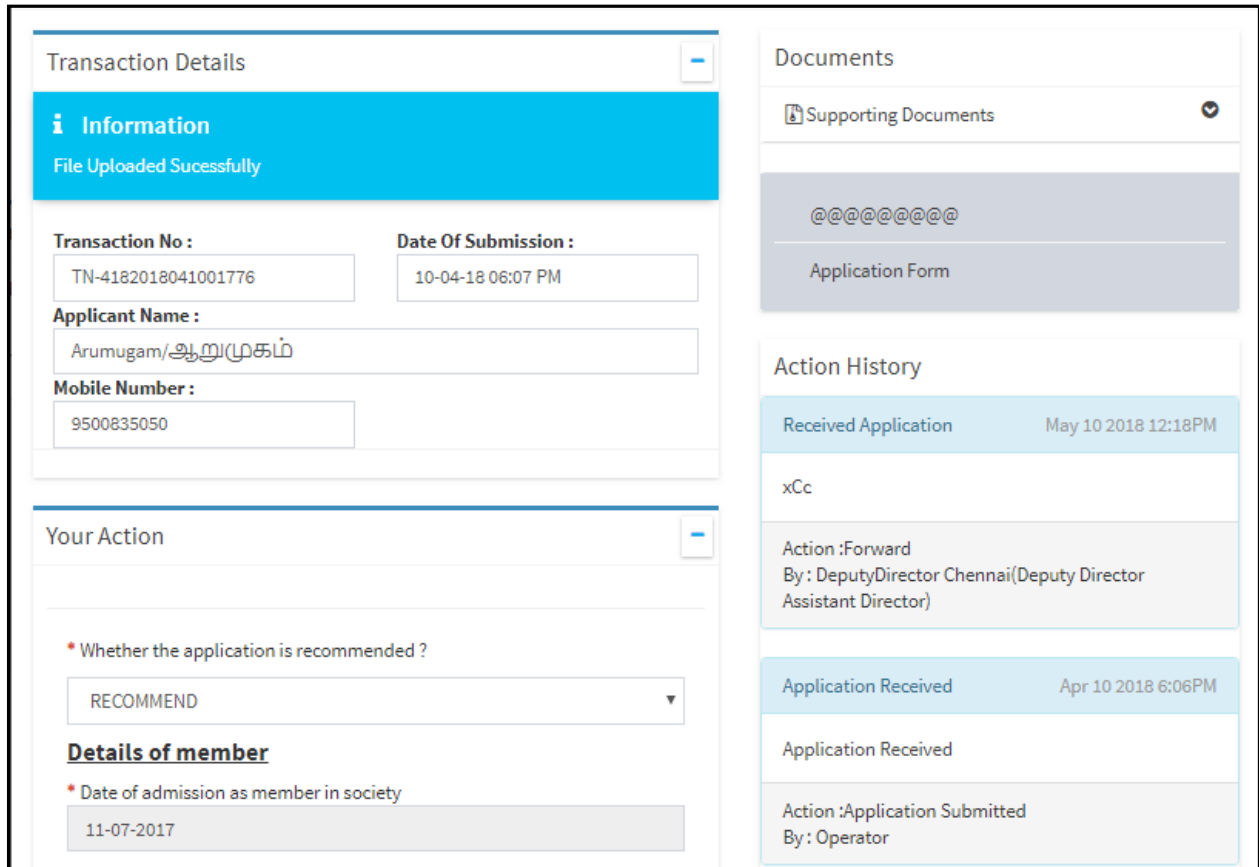Below screen will be displayed

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.

In which duration, the member not worked continuously ?

From

11-10-2016

To

21-12-2016

* Is member Alive?

NO   ▼

Member contribution

* Member last Contribustion Amount

1000.00

* Date of Contribution

13-02-2018

* Total Contribution

20000.00

* Interest earned by the member

10.00

State Government Contribution

* State Government Contributed Amount

5000.00

Central Government Contribution

* Central Government Contributed amount

5000.00

Details about the amount paid in treasury

Amount paid in Treasury

10000.00

Challan No.

123445645

Challan Date

10-04-2018

* Total amount of the member in the society

30010.00

Amount withdrawn partially by member

15000.00

* Grand Total

15010.00

Total duration of the member worked

* From date

28-01-2003

* To date

04-12-2017

* Total duration of member worked (In Years)

14

* Total duration of member worked (In Months)

10

* Total duration of member worked (In Days)

9

Amount Sanctioned under which rule

Details of the amount recommended

* Amount to be refunded to the member

20000.00

Amount to be recovered from member

1000.00

Uploaded Files

⊕ Resolution Proceedings   Delete

⊕ Active member in the society proof for last 6 months or 2 years (Whichever is Applicable)   Delete

⊕ Explanatory doucment for 6 Months, If inactive in the Society   Delete

*Action

Forward ▾

Please Select Your language: TAMIL ○   ENGLISH ◉

*Comment (Max. Chars Allowd 1000)

ok

*Select Supporting Document

Select Any ▾

Document Title

Supporting Document

Choose file   Upload

Back To List   Submit

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.

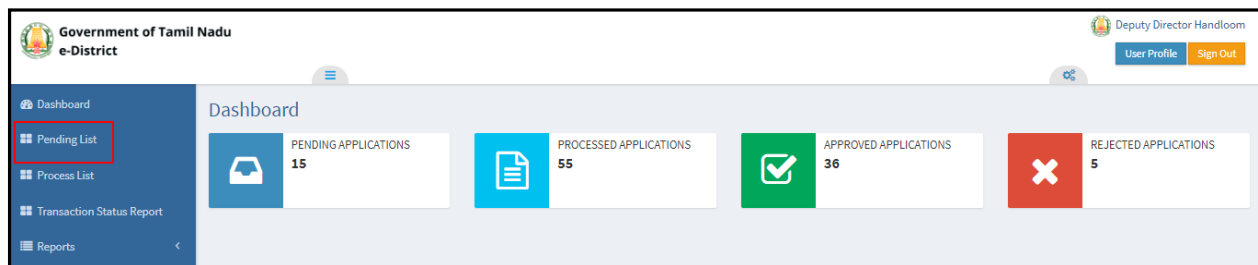On successful submission below page will be displayed.
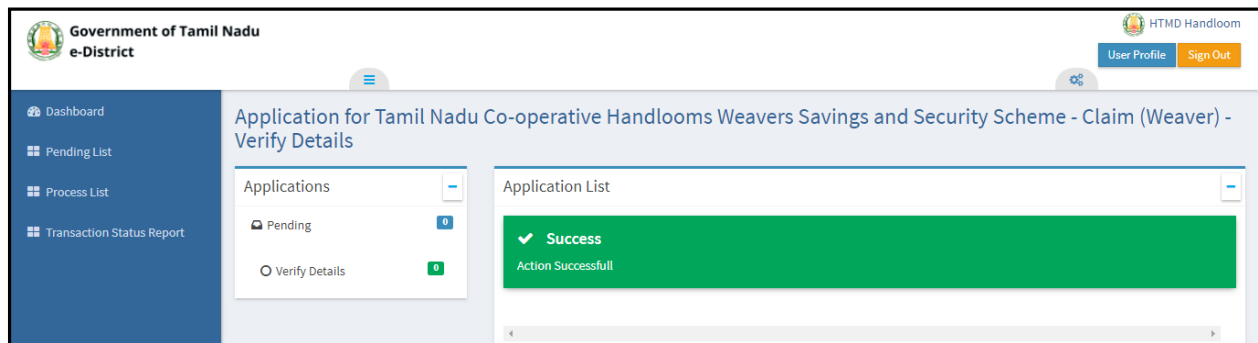
Image 13

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.
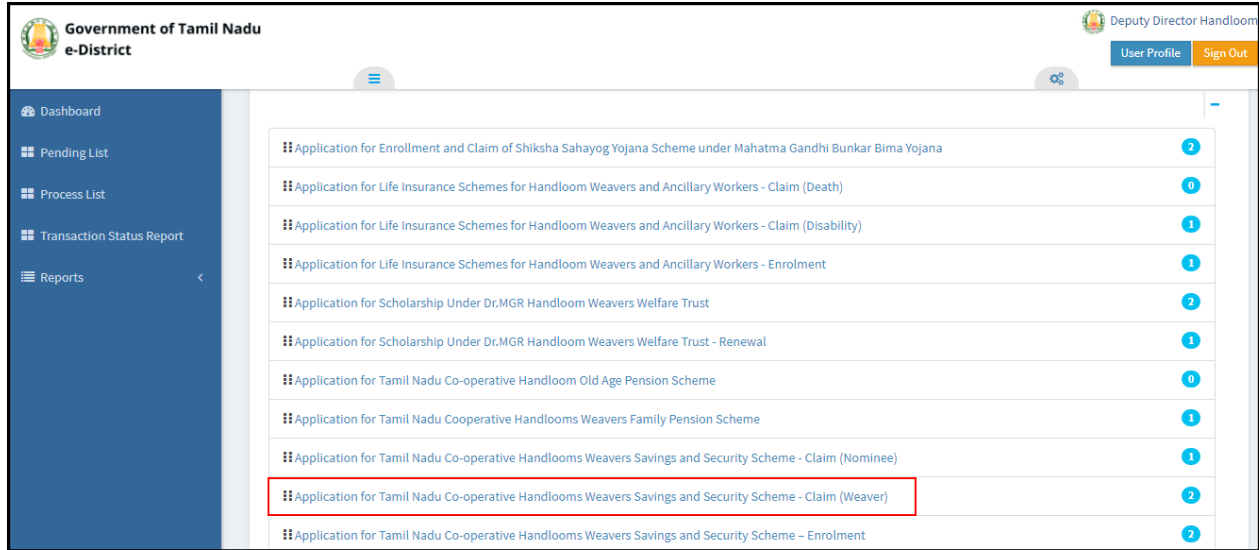
Below screen will be displayed

Image 15

STEP 5: Click on the application to be processed. In this case, click on "**Application for Tamil Nadu Co-operative Handloom Weavers Savings and Security Scheme – Claim (Weaver)**" link.
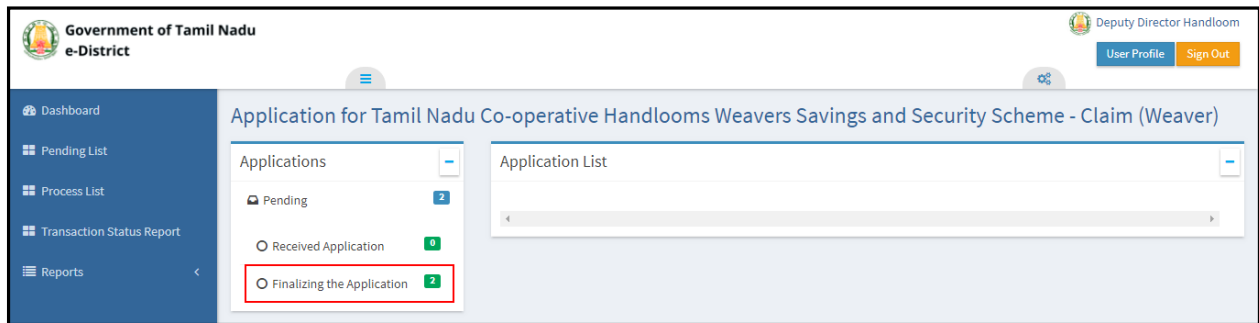
Below screen will be displayed.

Image 16

STEP 6: Click on **Finalizing the Application.**
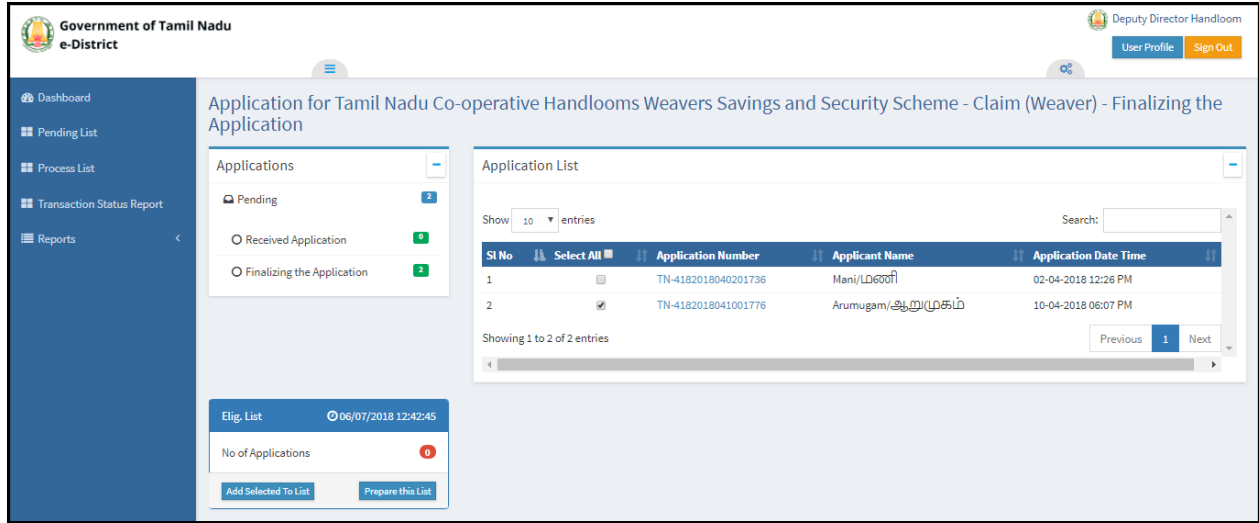
Below screen will be displayed.

Image 17

STEP 7: Select the application to be processed and click on the **Application Number** as shown in the image above.
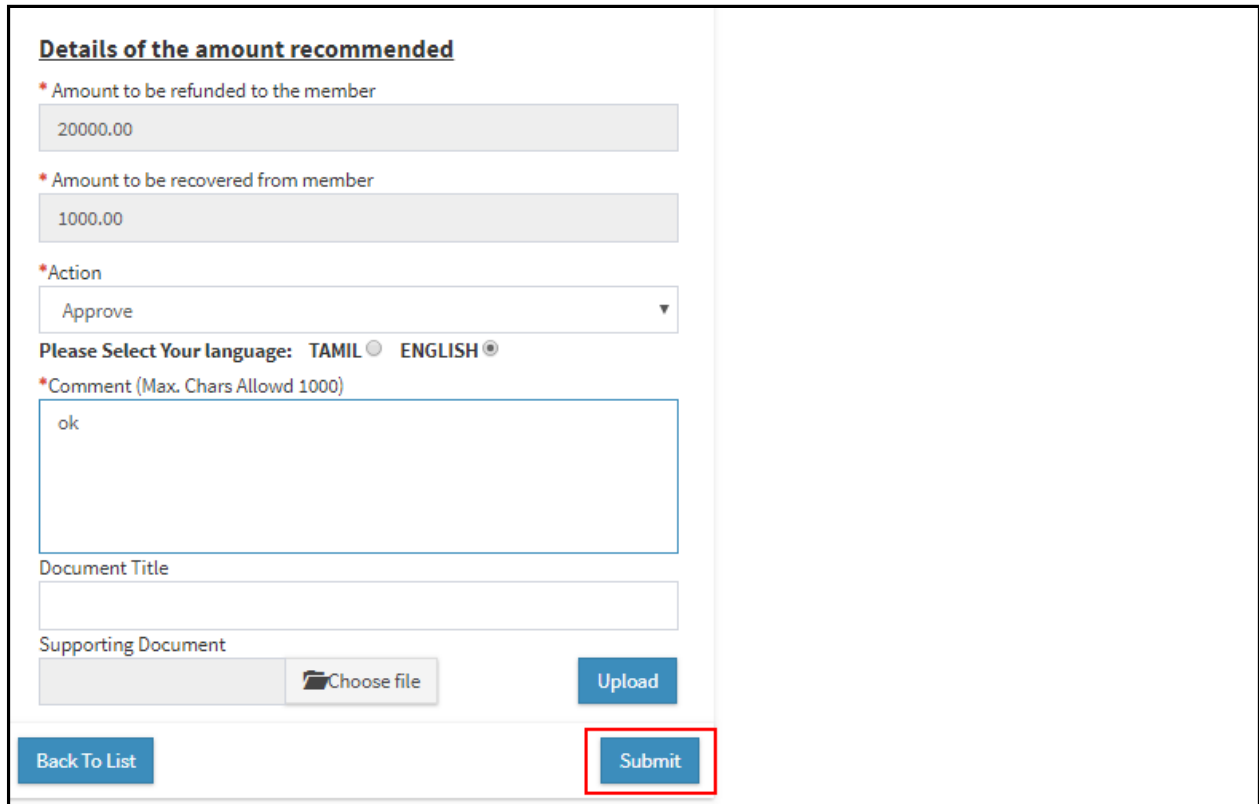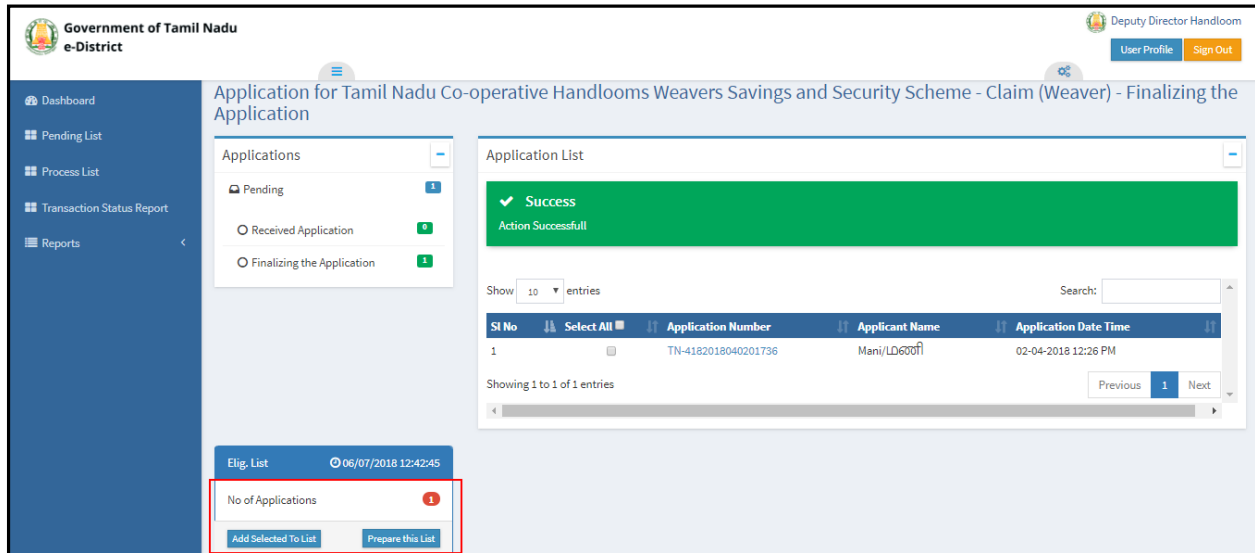
e-form will be displayed.

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.
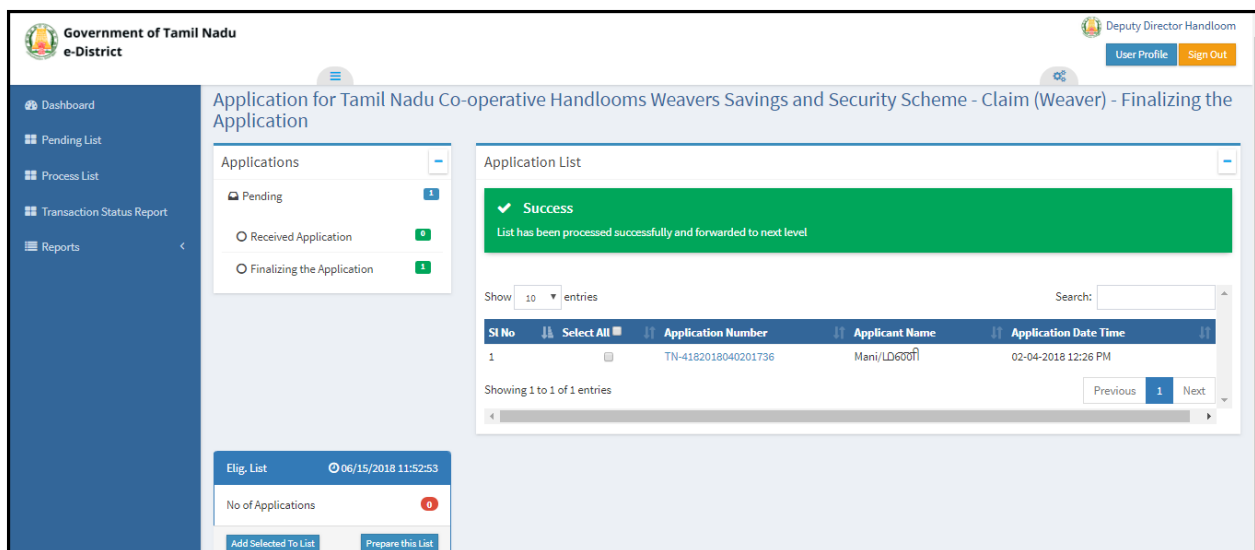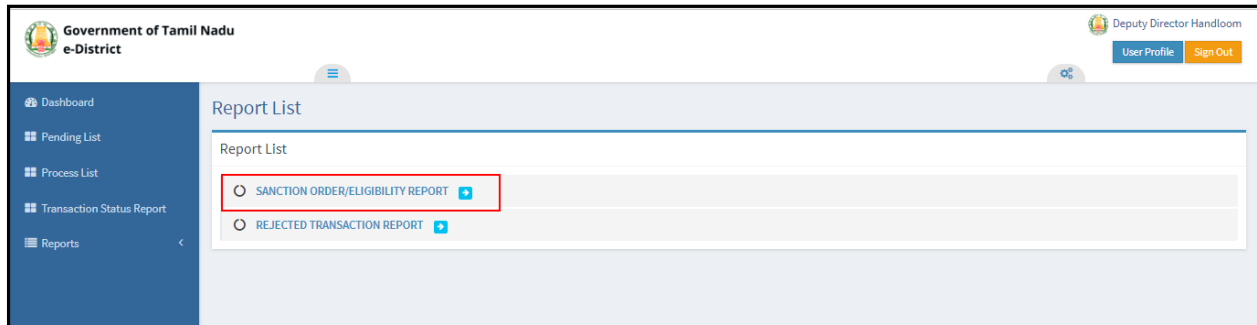

Image 20

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.
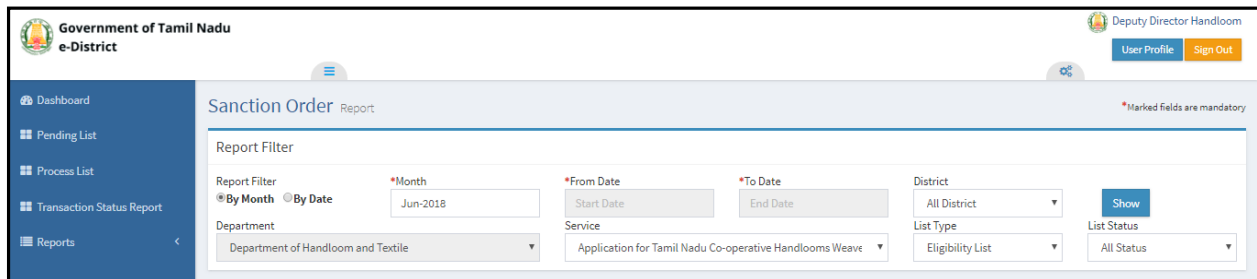
5.4 Reports

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**.
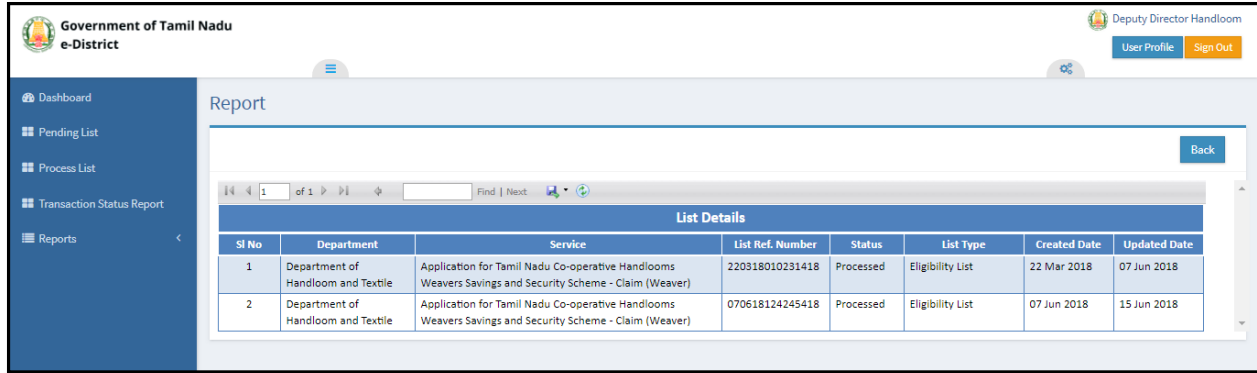
Below image shows the report of the Eligibility list.

Image 23

To view the **Eligibility Order** report, click on that particular **Ref Number**.
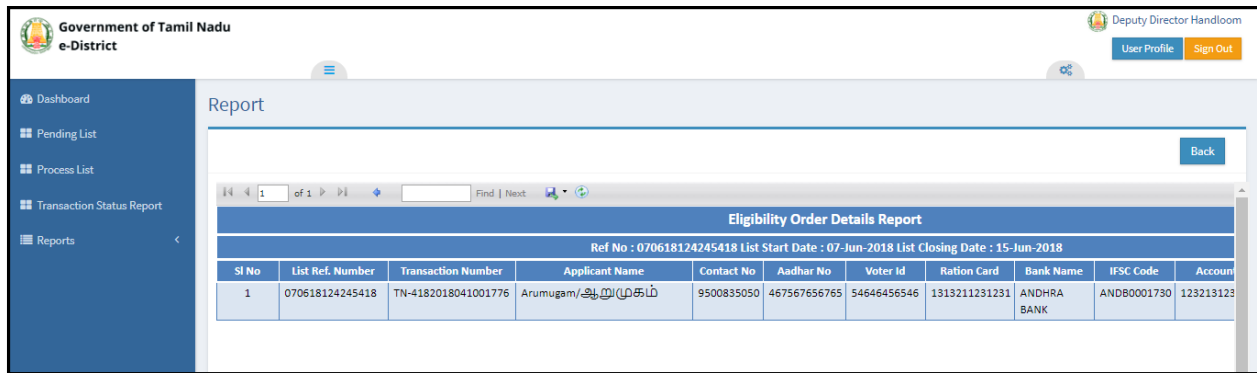
Below screen will be displayed.

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.