

Tamil Nadu e-District
User Manual
on
**DHT-208 Application for Tamil Nadu Co-operative
Handlooms Weavers Savings and Security Scheme –
Claim (Nominee)**

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
Savings and Security Scheme – Claim Nominee	Weaver / Applicant	Circle Deputy Director/Assistant Director	MD of the Society	Circle Deputy Director/Assistant Director (Finalizing the application)

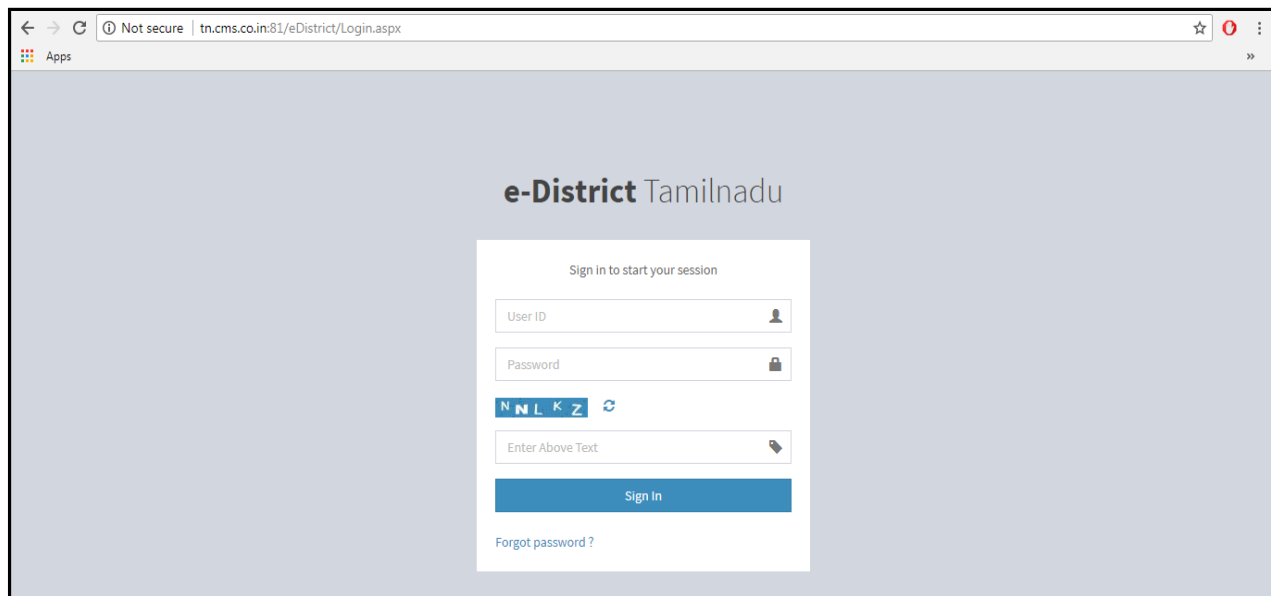
5.1 DD/DA Login (Level 1)



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.



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:

- A "User ID" input field with a person icon.
- A "Password" input field with a lock icon.
- A Captcha image showing the characters "N N L K Z" with a refresh icon.
- An "Enter Above Text" input field with a hand icon.
- 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.

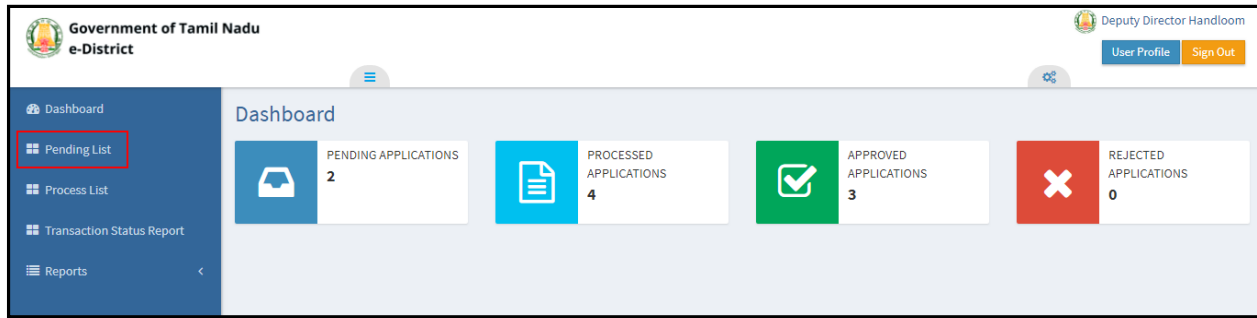


Image 2

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

Below screen will be displayed

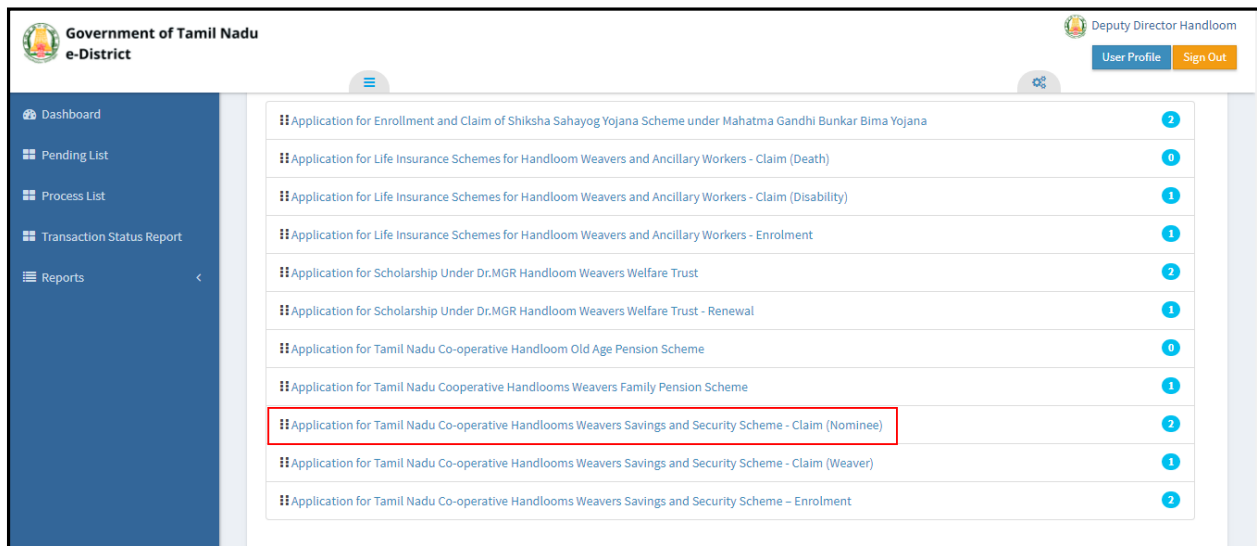


Image 3

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

Below screen will be displayed.

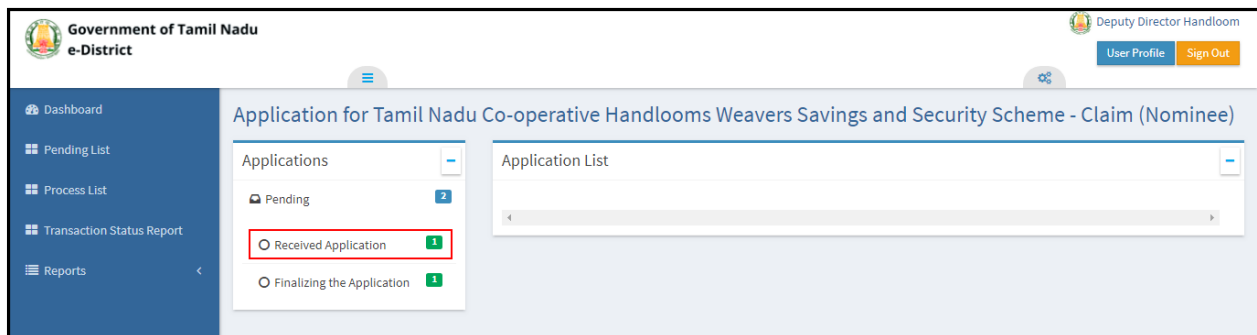


Image 4

STEP 6: Click on Received Application.

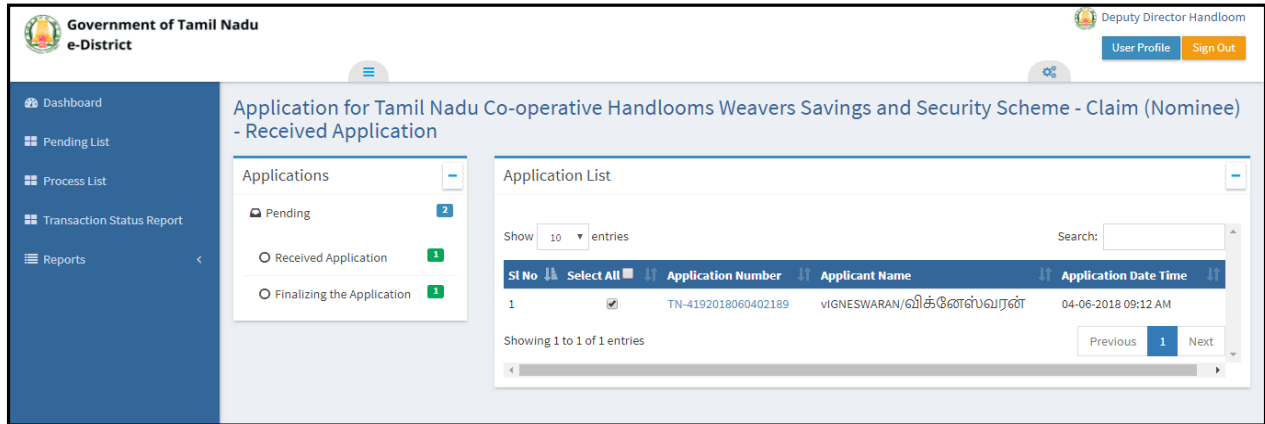


Image 5

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.

Transaction Details

Transaction No :

Date Of Submission :

Applicant Name :

Mobile Number :

Documents

Supporting Documents

Application Form

Your Action

***Action**

Please Select Your language: TAMIL ENGLISH

***Comment (Max. Chars Allowed 1000)**

Document Title

Supporting Document

Action History

Application Received Jun 4 2018 9:11AM

Application Received

Action :Application Submitted
By : Operator

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 Nadu
e-District

Deputy Director Handloom
User Profile Sign Out

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

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

Applications

Pending 1

Received Application 0

Finalizing the Application 1

Application List

✓ Success
Action Successfull

Image 7

CONFIDENTIAL

- 8

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.

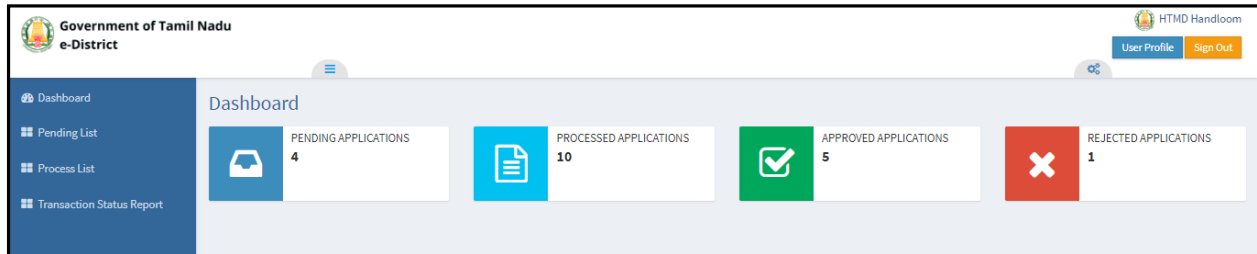


Image 8

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

Below screen will be displayed

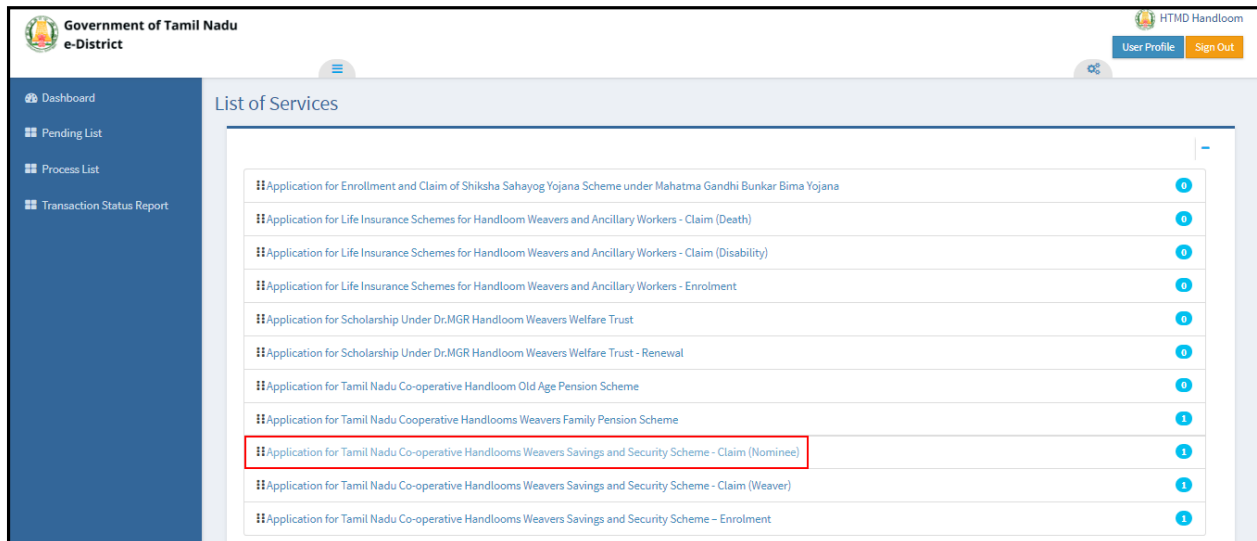


Image 9

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 (Nominee)**” link.

Below screen will be displayed.

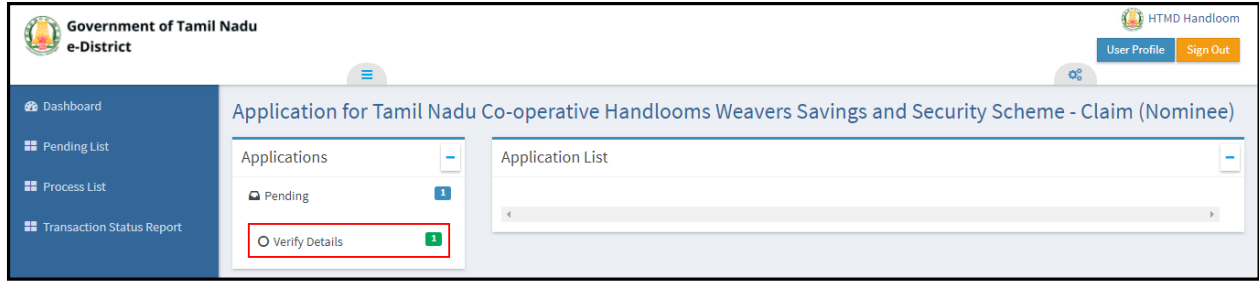


Image 10

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

Below screen will be displayed

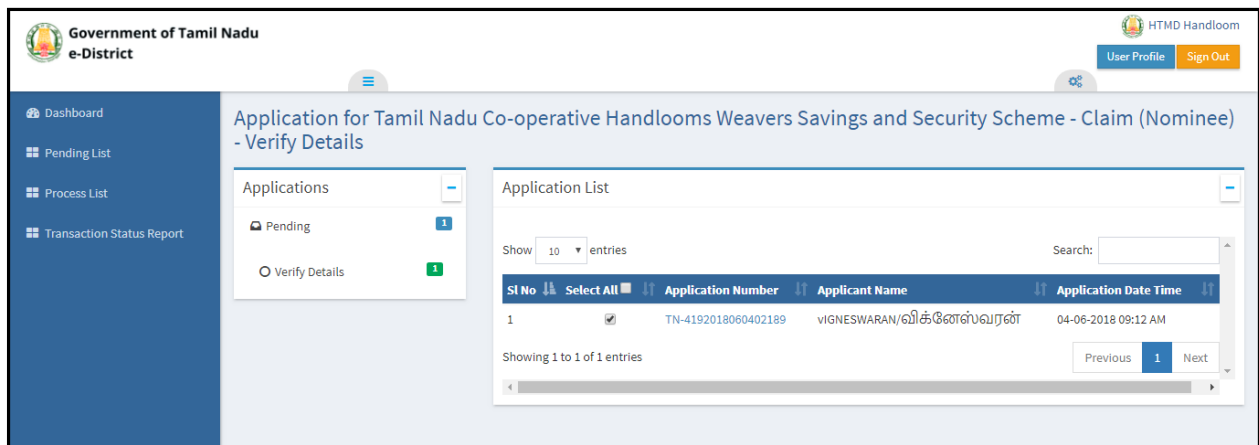


Image 11

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.

<div style="border: 1px solid #ccc; padding: 5px;"> <p>Transaction Details -</p> <div style="background-color: #00a0e3; color: white; padding: 5px; margin-bottom: 5px;"> <p>i Information File Uploaded Successfully</p> </div> <p>Transaction No : <input type="text" value="TN-4192018060402189"/> Date Of Submission : <input type="text" value="04-06-18 09:12 AM"/></p> <p>Applicant Name : <input type="text" value="vIGNESWARAN/விக்னேஸ்வரன்"/></p> <p>Mobile Number : <input type="text" value="9789414383"/></p> </div> <hr/> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Your Action -</p> <p>* Whether the application is recommended ?</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;"> <p>RECOMMEND ▼</p> </div> <p><u>Details of member</u></p> <p>* Date of admission as member in society</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;"> <p>05-02-2018</p> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Documents</p> <p> Supporting Documents ☑</p> <div style="background-color: #d3d3d3; padding: 5px; margin-top: 5px;"> <p>Application Form</p> </div> </div> <hr/> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Action History</p> <div style="background-color: #e6f2ff; padding: 5px; margin-bottom: 5px;"> <p>Received Application Jun 14 2018 4:44PM</p> <p>ok</p> </div> <div style="background-color: #d3d3d3; padding: 5px; margin-bottom: 5px;"> <p>Action :Forward By : Deputy Director Handloom(Deputy Director Assistant Director)</p> </div> <div style="background-color: #e6f2ff; padding: 5px; margin-bottom: 5px;"> <p>Application Received Jun 4 2018 9:11AM</p> <p>Application Received</p> </div> <div style="background-color: #d3d3d3; padding: 5px;"> <p>Action :Application Submitted By : Operator</p> </div> </div>
--	--

In which duration, the member not worked continuously ?

From

07-02-2017

To

10-04-2018

* Is member Alive?

NO

Member contribution

* Member last Contribution Amount

1200.00

* Date of Contribution

15-05-2018

* Total Contribution

1234.00

* Interest earned by the member

50.00

State Government Contribution

* State Government Contributed Amount

30.00

Central Government Contribution

* Central Government Contributed amount

20.00

Details about the amount paid in treasury

Amount paid in Treasury

50.00

Challan No.

123434233

Challan Date

11-06-2018

* Total amount of the member in the society

1334.00

Amount withdrawn partially by member

500.00

* Grand Total

834.00

Total duration of the member worked

- From date: 04-06-2013
- To date: 09-04-2018
- Total duration of member worked (In Years): 4
- Total duration of member worked (In Months): 10
- Total duration of member worked (In Days): 5

Amount Sanctioned under which rule

Details of the amount recommended

- Amount to be refunded to the member: 20.00
- Amount to be recovered from member: 30.00

Uploaded Files

- Resolution Proceedings Delete
- Active member in the society proof for last 6 months or 2 years (Whichever is Applicable) Delete
- Explanatory document for 6 Months, If inactive in the Society Delete

*Action: Forward

Please Select Your language: TAMIL ENGLISH

*Comment (Max. Chars Allowed 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.

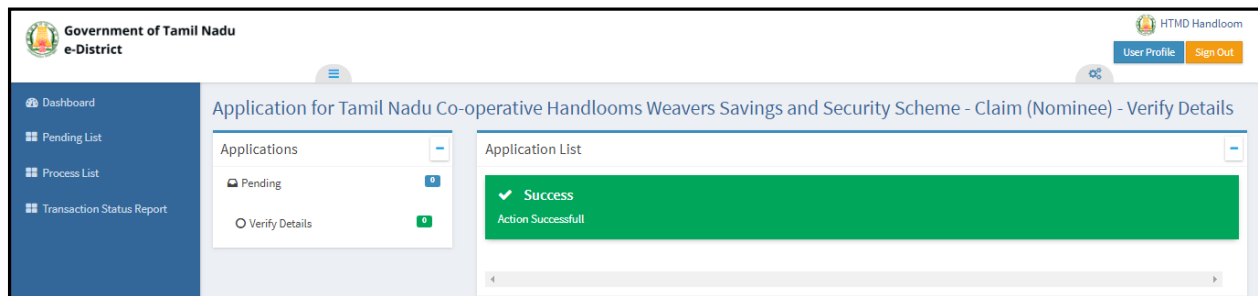


Image 13

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.

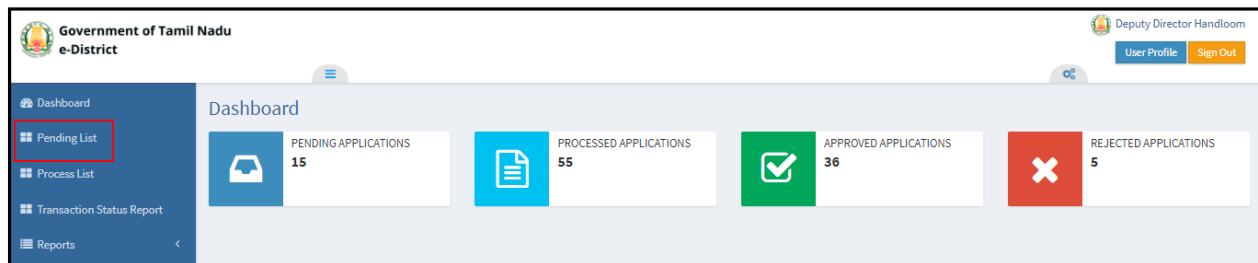


Image 14

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

Below screen will be displayed

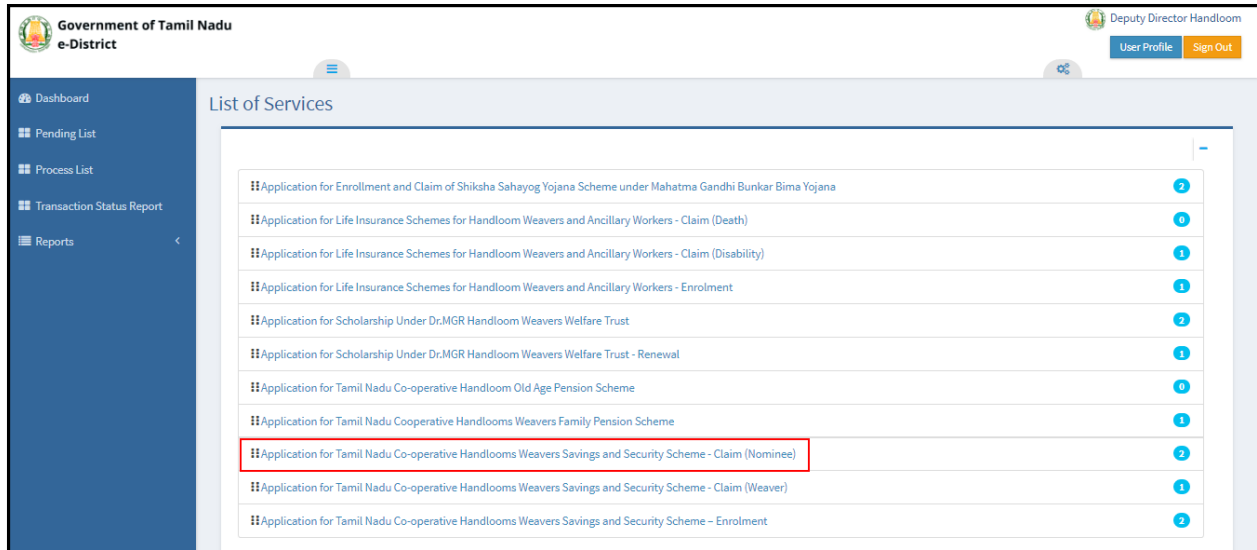


Image 15

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 (Nominee)**” link.

Below screen will be displayed.

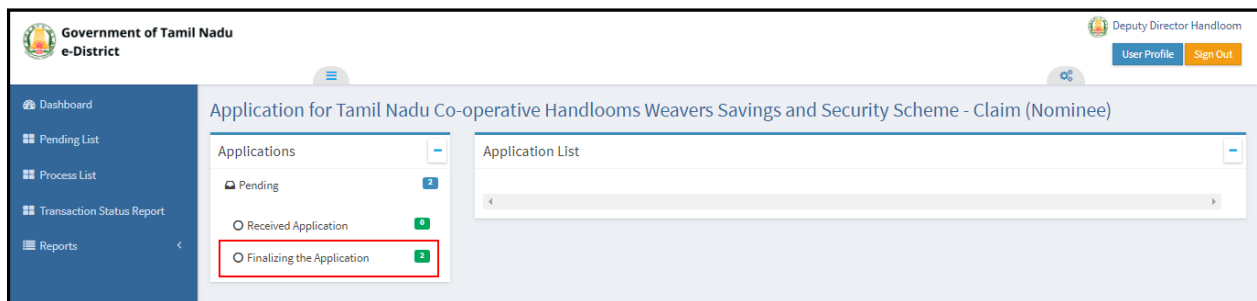


Image 16

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

Below screen will be displayed.

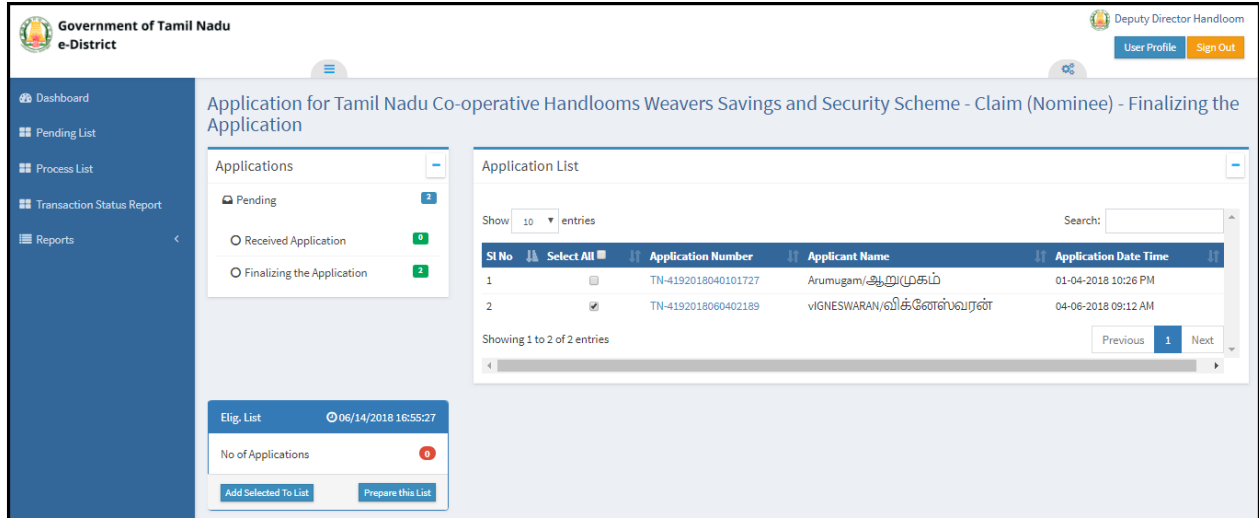


Image 17

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.

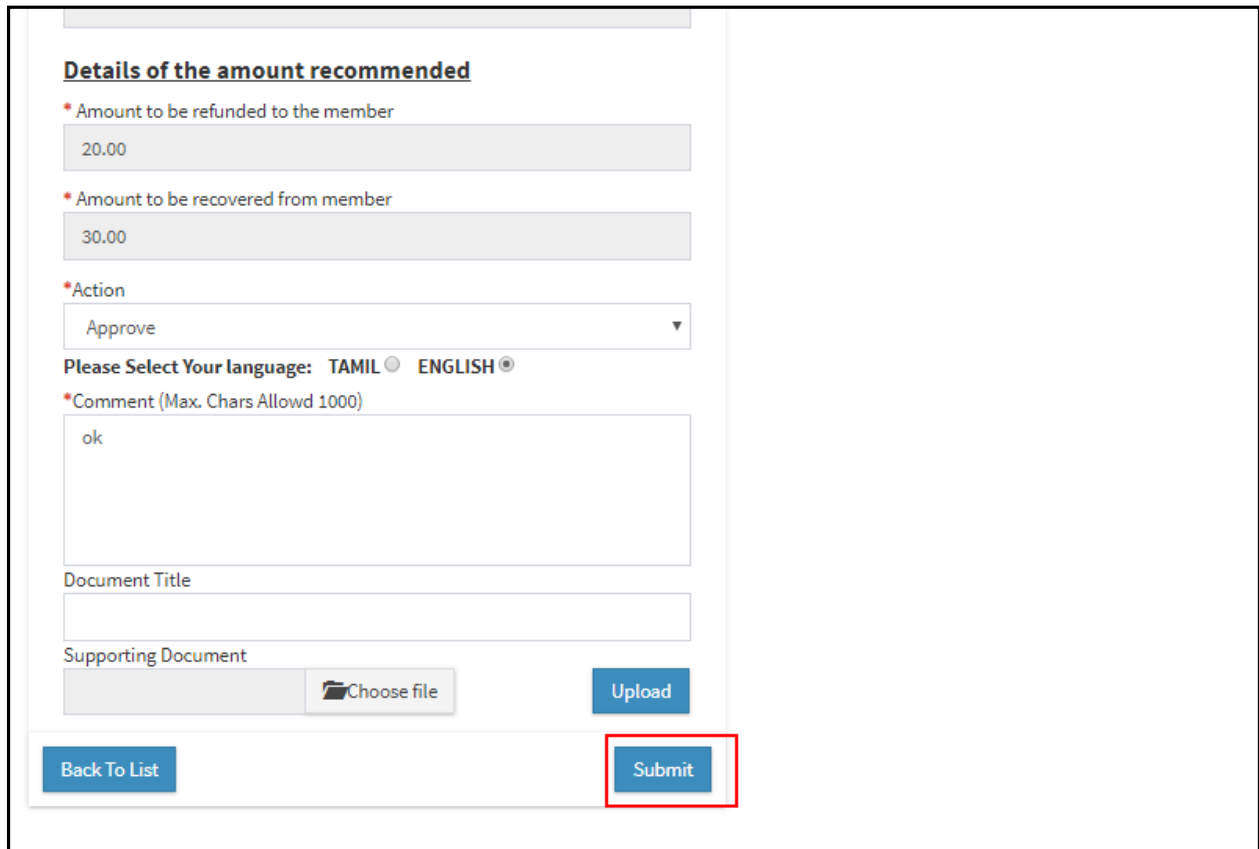


Image 18

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.

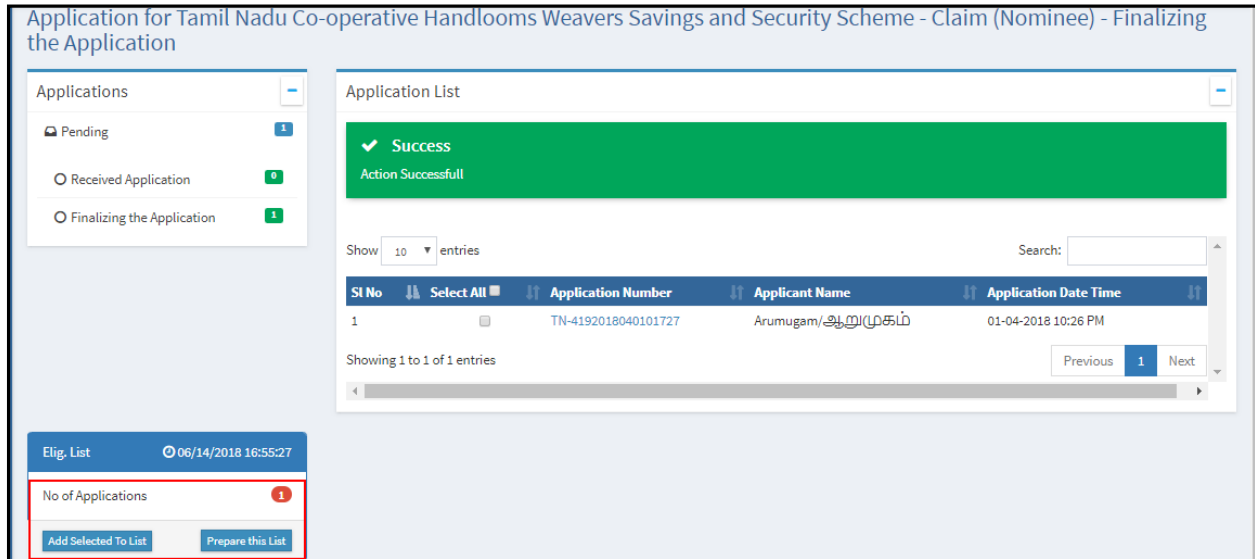


Image 19

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.

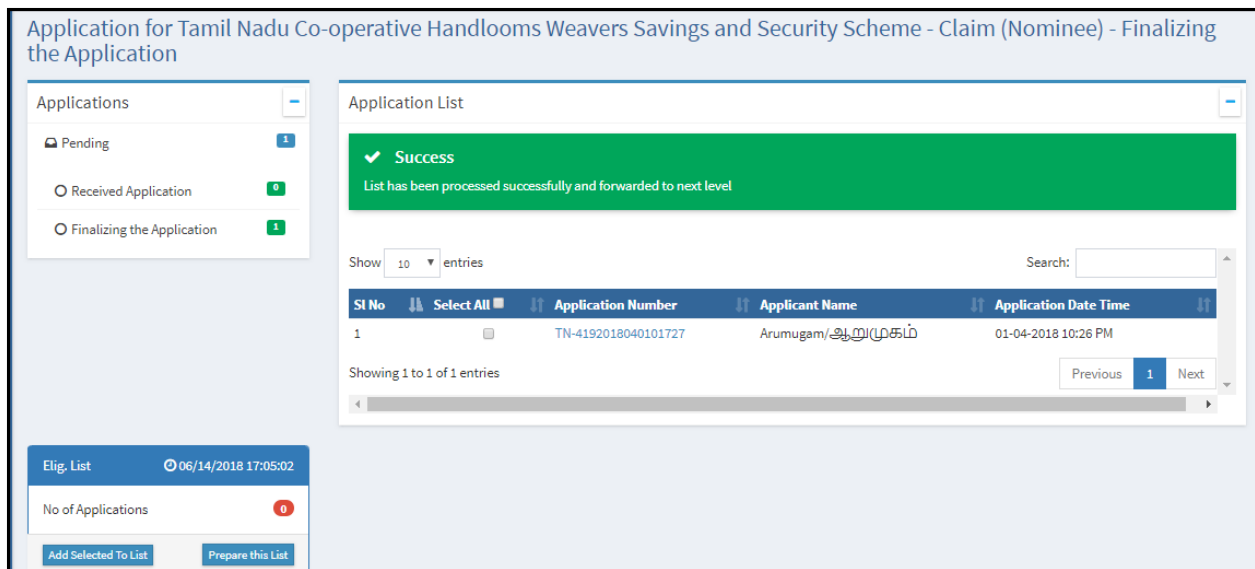


Image 20

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

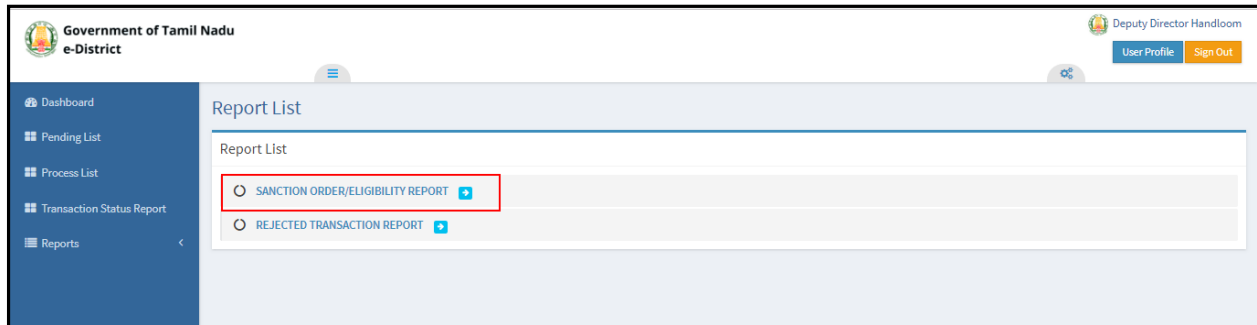


Image 21

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

Below screen will be displayed.

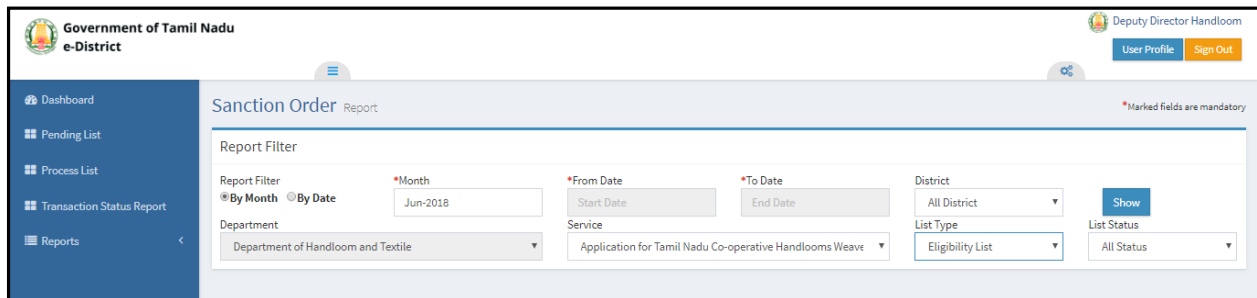
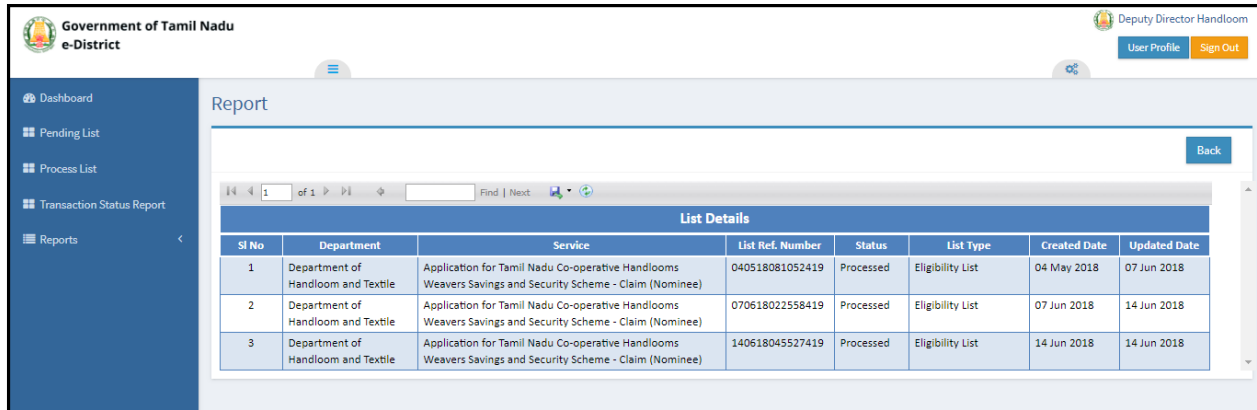


Image 22

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.



Government of Tamil Nadu e-District

Deputy Director Handloom

User Profile Sign Out

Dashboard

Pending List

Process List

Transaction Status Report

Reports

Report

Back

1 of 1

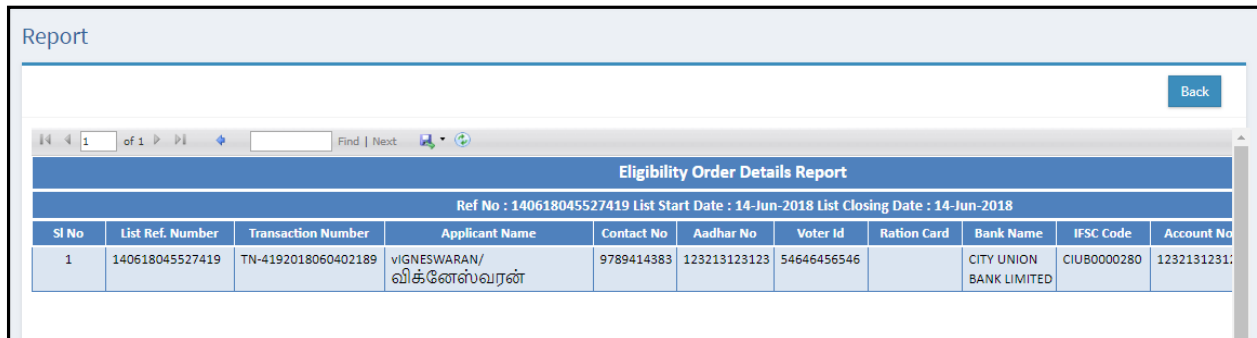
Find | Next

List Details							
Sl No	Department	Service	List Ref. Number	Status	List Type	Created Date	Updated Date
1	Department of Handloom and Textile	Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Nominee)	040518081052419	Processed	Eligibility List	04 May 2018	07 Jun 2018
2	Department of Handloom and Textile	Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Nominee)	070618022558419	Processed	Eligibility List	07 Jun 2018	14 Jun 2018
3	Department of Handloom and Textile	Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Nominee)	140618045527419	Processed	Eligibility List	14 Jun 2018	14 Jun 2018

Image 23

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

Below screen will be displayed.



Report

Back

1 of 1

Find | Next

Eligibility Order Details Report										
Ref No : 140618045527419 List Start Date : 14-Jun-2018 List Closing Date : 14-Jun-2018										
Sl No	List Ref. Number	Transaction Number	Applicant Name	Contact No	Aadhar No	Voter Id	Ration Card	Bank Name	IFSC Code	Account No
1	140618045527419	TN-4192018060402189	vIGNESWARAN/ விக்னேஸ்வரன்	9789414383	123213123123	54646456546		CITY UNION BANK LIMITED	CIUB0000280	1232131231231

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.