

Tamil Nadu e-District
User Manual
on
DHT-211 Application for Scholarship under Dr. MGR
Handloom Weavers Welfare Trust - Renewal

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

	<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	Fourth Level
Scholarship Under Dr. MGR Handloom Weavers Welfare Trust - Renewal	Weaver / Applicant	Circle Deputy Director/Assistant Director	MD of the Society	Circle Deputy Director/Assistant Director	Directorate of Handlooms and Textiles (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.

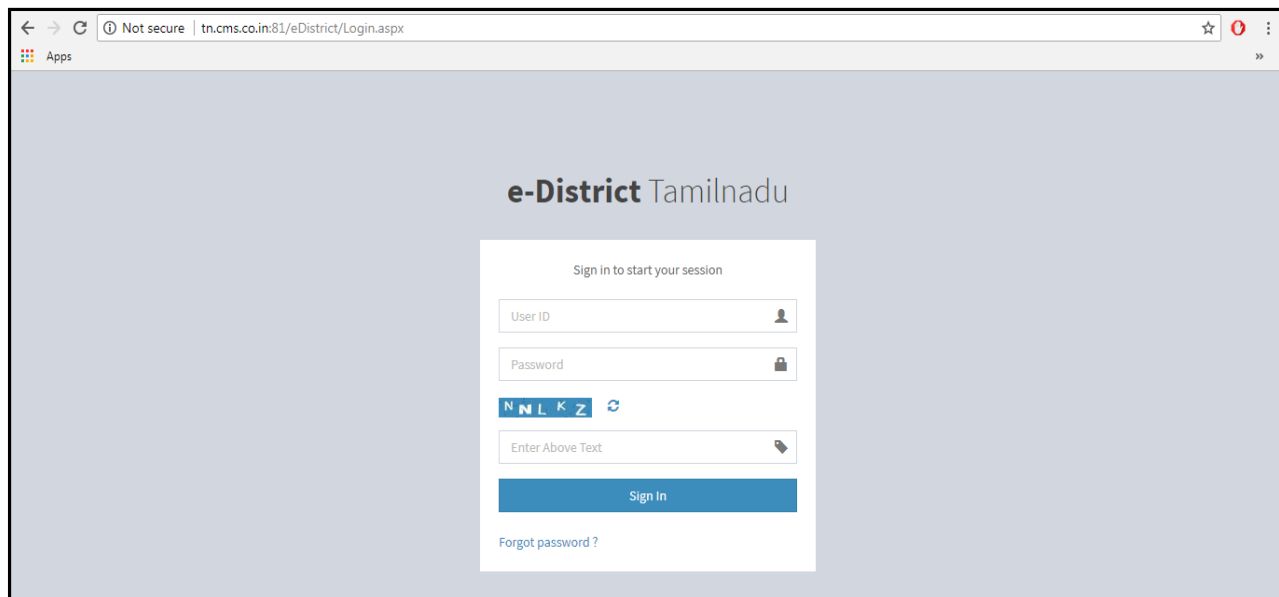


Image 1

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.

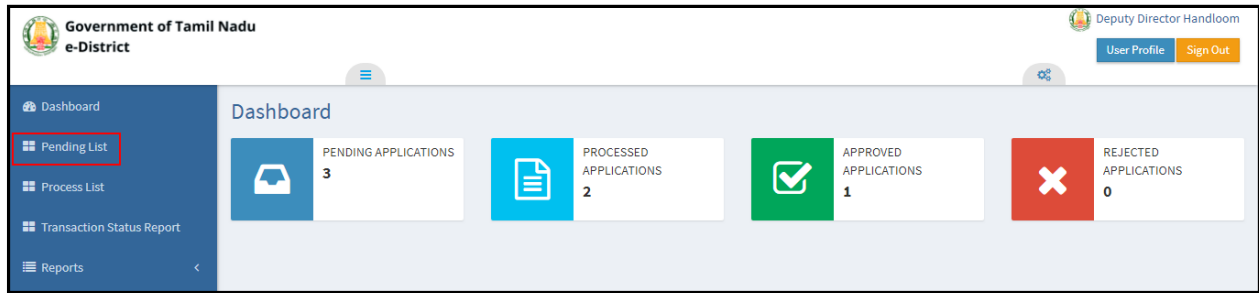


Image 2

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

Below screen will be displayed

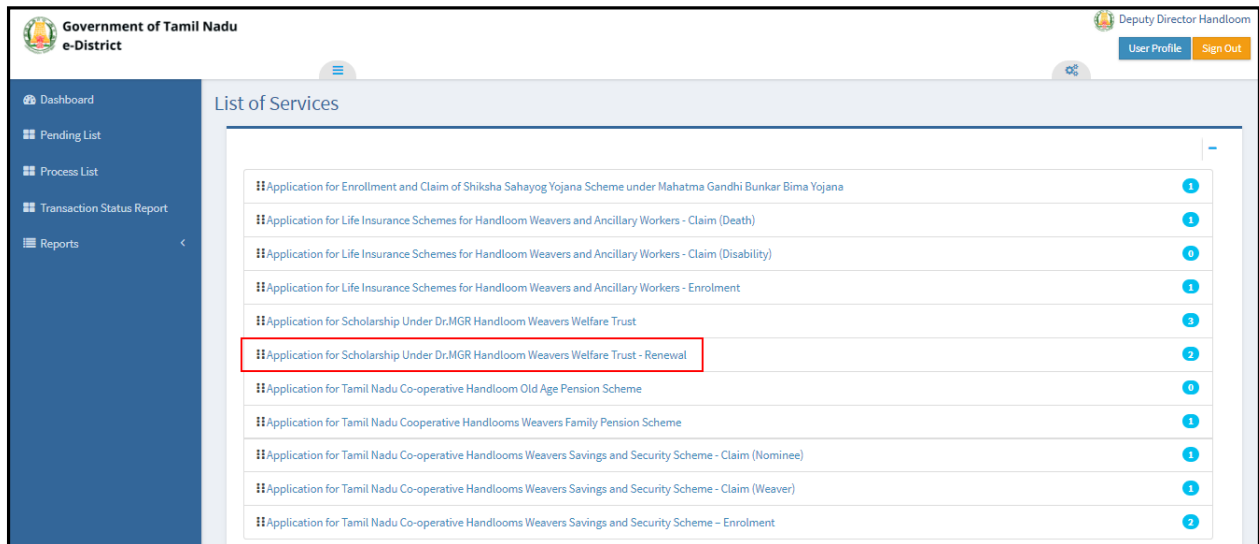


Image 3

STEP 5: Click on the application to be processed. In this case, click on “**Application for Scholarship under Dr. MGR Handloom Weavers Welfare Trust - Renewal**” link.

Below screen will be displayed.

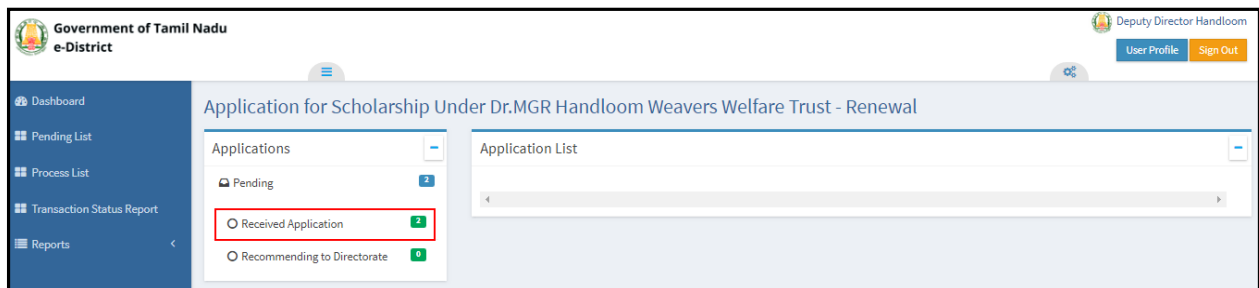
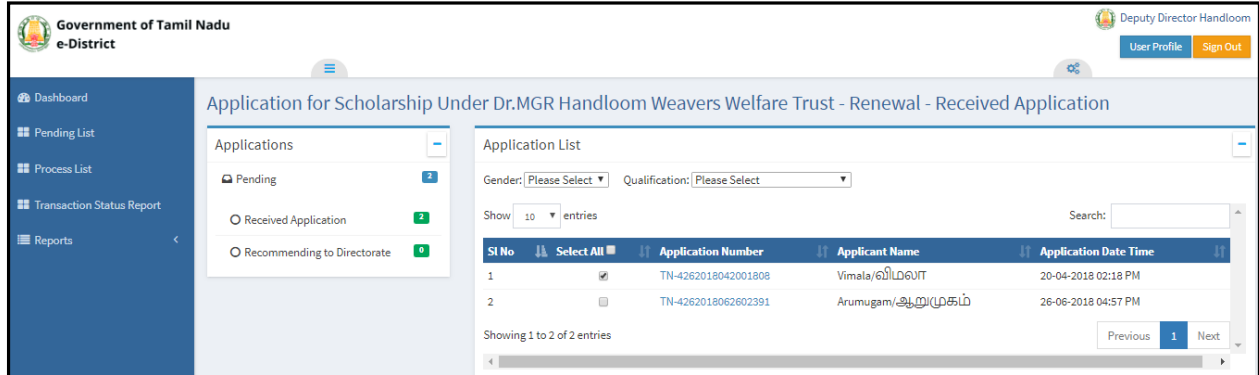


Image 4

STEP 6: Click on Received Application.

Below screen will be displayed.



The screenshot shows the Government of Tamil Nadu e-District portal. The page title is "Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust - Renewal - Received Application". The left sidebar contains navigation options: Dashboard, Pending List, Process List, Transaction Status Report, and Reports. The main content area has a filter menu with "Applications" selected, showing "Pending" (2), "Received Application" (2), and "Recommending to Directorate" (0). The "Application List" table is displayed with the following data:

Sl No	Select All	Application Number	Applicant Name	Application Date Time
1	<input checked="" type="checkbox"/>	TN-4262018042001808	Vimala/விமலா	20-04-2018 02:18 PM
2	<input type="checkbox"/>	TN-4262018062602391	Arumugam/அருமுடிகுமார்	26-06-2018 04:57 PM

Showing 1 to 2 of 2 entries. Navigation buttons: Previous, 1, Next.

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 : TN-4262018042001808
Date Of Submission : 20-04-18 02:18 PM

Applicant Name : Vimala/விமலா டீவர்தி
Mobile Number : 9566085209

Your Action

*** Date of Verification**
13-06-2018

*** Action**
Forward

Please Select Your language: TAMIL ENGLISH

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

Document Title

Supporting Document

Documents

Supporting Documents

Application Form

Action History

Application Received Apr 20 2018 2:11PM

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

Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust - Renewal - Received Application

Applications

- Pending 1
- Received Application 1
- Recommending to Directorate 0

Application List

✓ Success
Action Successful

Gender: Qualification:

Show entries Search:

Sl No	Select All	Application Number	Applicant Name	Application Date Time
1	<input type="checkbox"/>	TN-4262018062602391	Arumugam/அருமுள்முத்து	26-06-2018 04:57 PM

Showing 1 to 1 of 1 entries

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.

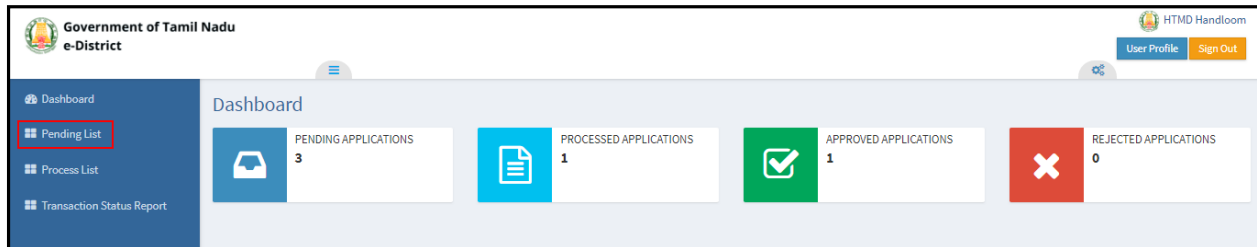


Image 8

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

Below screen will be displayed

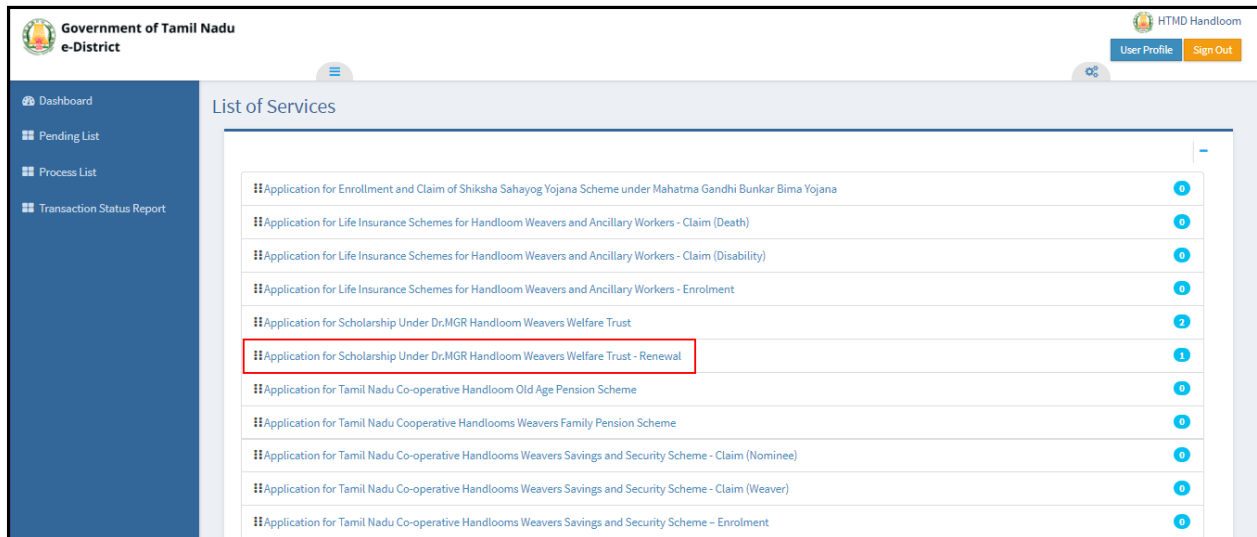


Image 9

STEP 5: Click on the application to be processed. In this case, click on “**Application for Scholarship under Dr MGR Handloom Weavers Welfare Trust - Renewal**” link.

Below screen will be displayed.

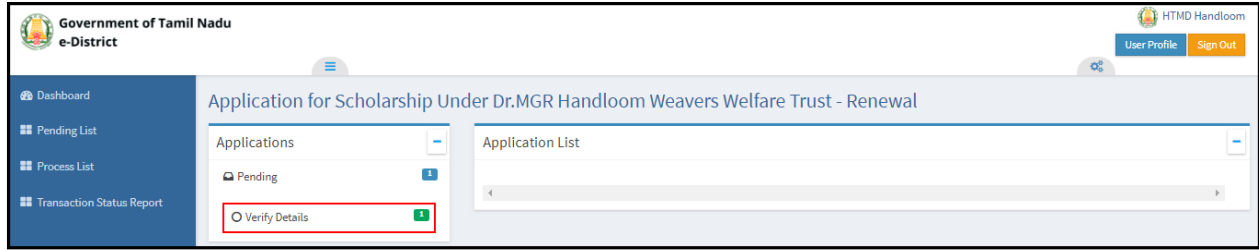


Image 10

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

Below screen will be displayed.

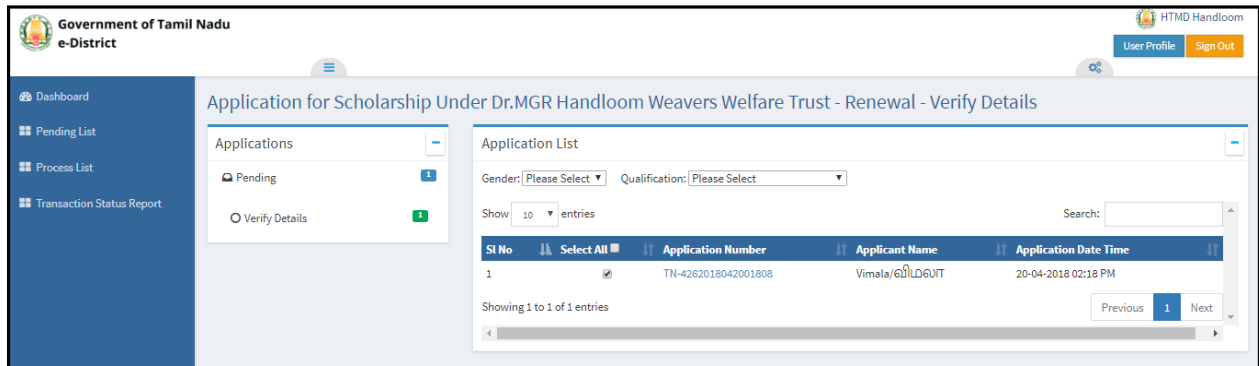


Image 11

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.

Transaction Details

Transaction No : TN-4262018042001808

Date Of Submission : 20-04-18 02:18 PM

Applicant Name : Vimala/விமலா

Mobile Number : 9566085209

Documents

Supporting Documents

Application Form

Your Action

*Action: Forward

Please Select Your language: TAMIL ENGLISH

*Comment (Max. Chars Allowed 1000): ok

Document Title:

Supporting Document:

Action History

Received Application	Jun 26 2018 5:12PM
ok Date of Verification : 13-06-2018	
Action :Forward By : Deputy Director Handloom(Deputy Director Assistant Director)	
Application Received	Apr 20 2018 2:11PM
Application Received	
Action :Application Submitted By : Operator	

Image 12

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.

HTMD Handloom
User Profile Sign Out

Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust - Renewal - Verify Details

Applications

Pending 6

Verify Details 9

Application List

✓ Success
Action Successfull

Gender: Qualification:

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.

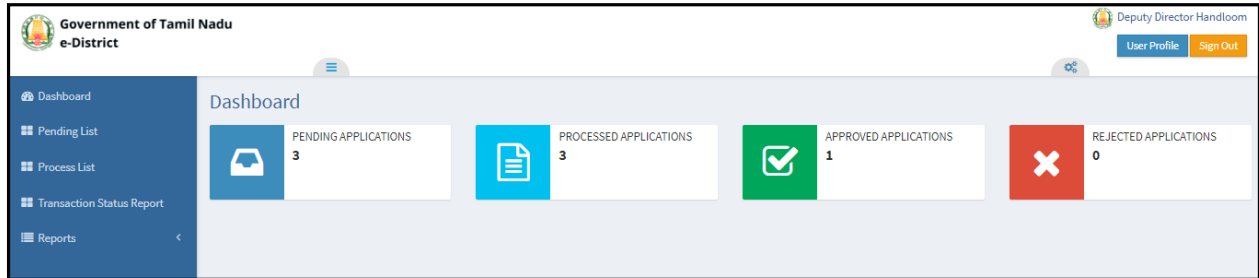


Image 14

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

Below screen will be displayed

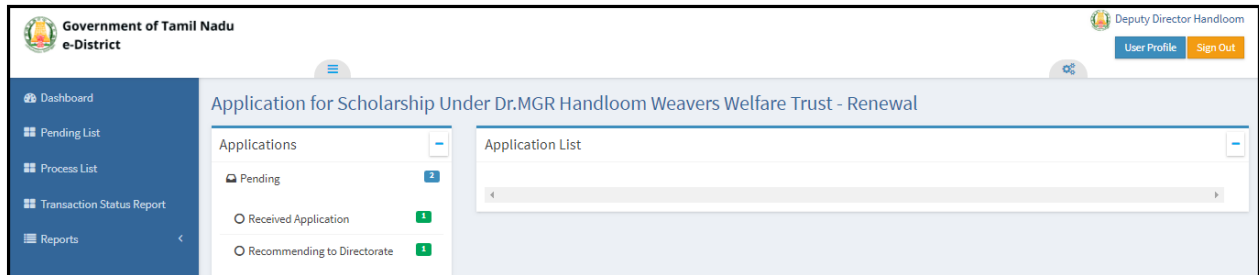


Image 15

STEP 5: Click on **Recommending to Directorate**.

Below screen will be displayed.

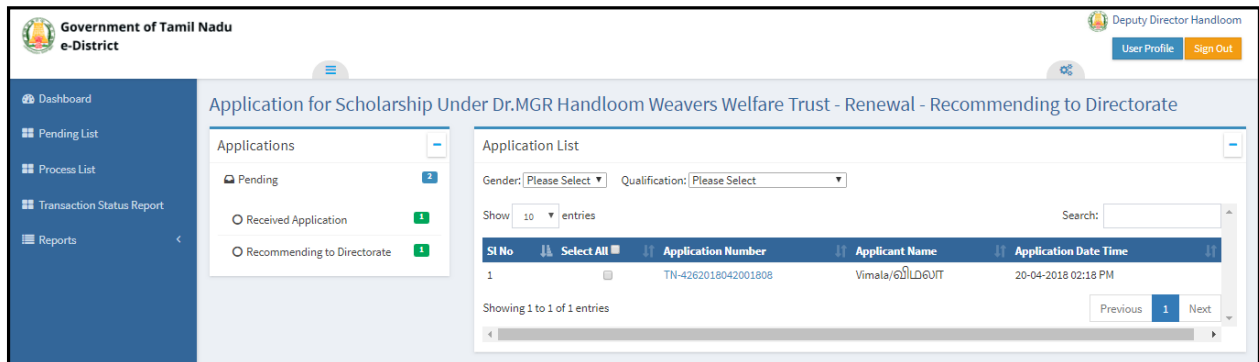


Image 16

STEP 6: List will contain the application forwarded from the **Managing Director**. Click on the **Application Number** as shown in the image above.

e-form will be displayed.

Transaction Details	Documents
<p>Transaction No : TN-4262018042001808</p> <p>Date Of Submission : 20-04-18 02:18 PM</p> <p>Applicant Name : Vimala/விமலா</p> <p>Mobile Number : 9566085209</p>	<p>Supporting Documents</p> <p>Application Form</p>
Your Action	Action History
<p>* Application Recommended by Receiving Officer YES</p> <p>* Action Forward</p> <p>Please Select Your language: <input checked="" type="radio"/> TAMIL <input type="radio"/> ENGLISH</p> <p>* Comment (Max. Chars Allowed 1000) ok</p> <p>Document Title</p> <p>Supporting Document Choose file Upload</p> <p>Back To List Submit</p>	<p>Verify Details Jun 26 2018 5:23PM ok Action : Forward By : HTMD Handloom(Managing Director)</p> <p>Received Application Jun 26 2018 5:12PM ok Date of Verification : 13-06-2018 Action : Forward By : Deputy Director Handloom(Deputy Director Assistant Director)</p> <p>Application Received Apr 20 2018 2:11PM Application Received Action : Application Submitted By : Operator</p>

Image 17

STEP 7: 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.

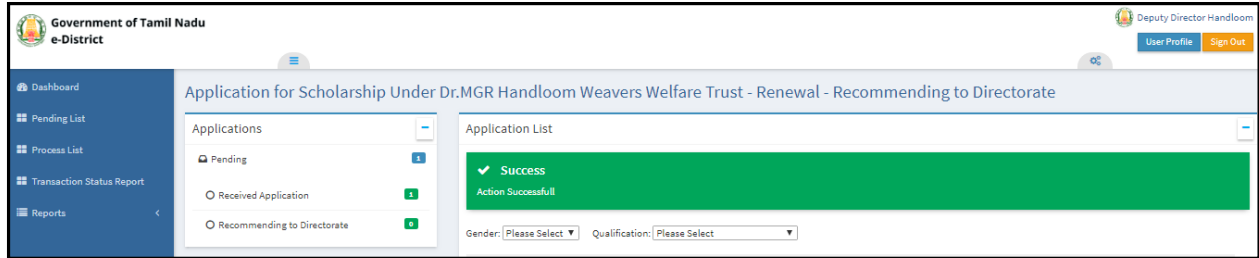


Image 18

5.4 Directorate Login (Level 4)

STEP 1 - STEP 3 are same for all the official logins.

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

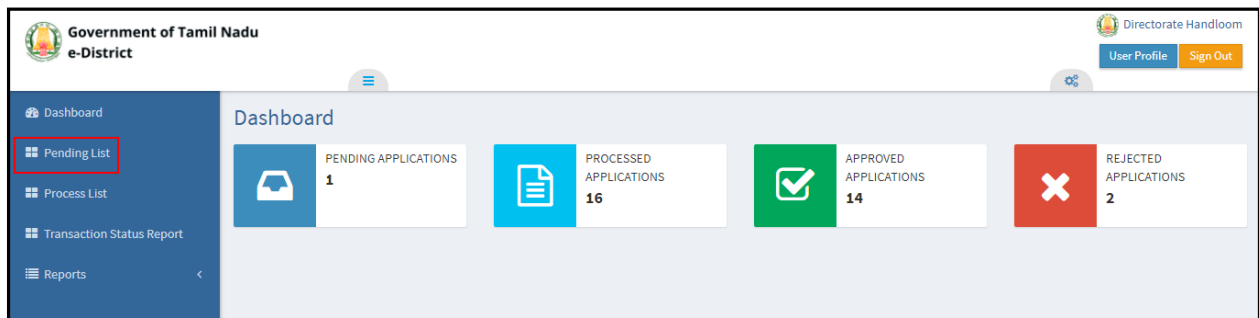


Image 19

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

Below screen will be displayed

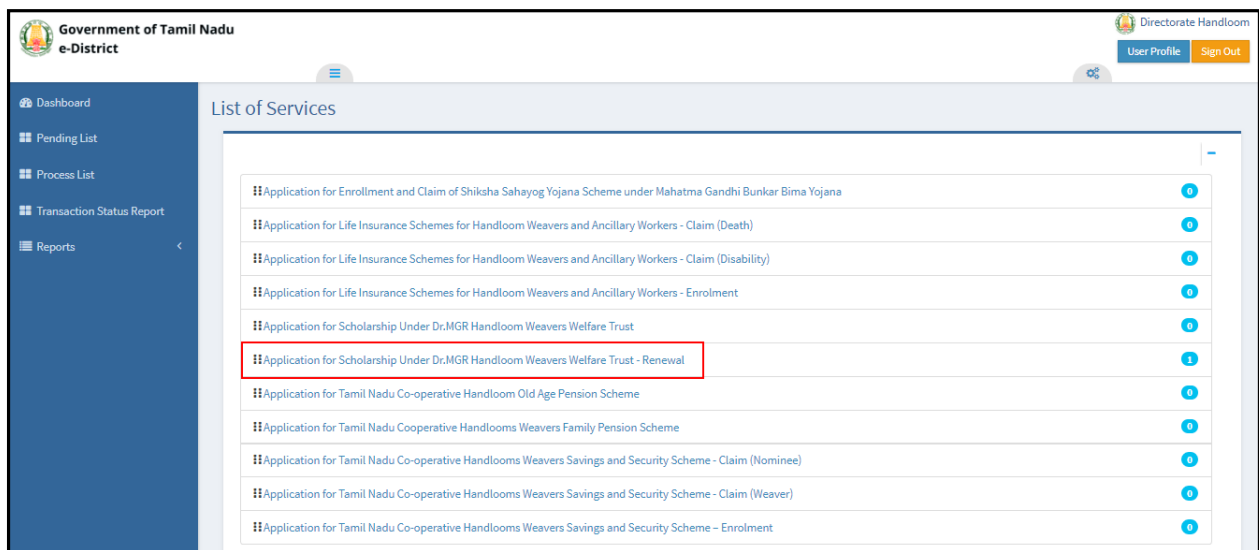


Image 20

Screen shows the list of pending applications.

STEP 5: Click on the application to be processed. In this case, click on “**Application for Scholarship under Dr MGR Handloom Weavers Welfare Trust - Renewal**” link.

Below screen will be displayed.

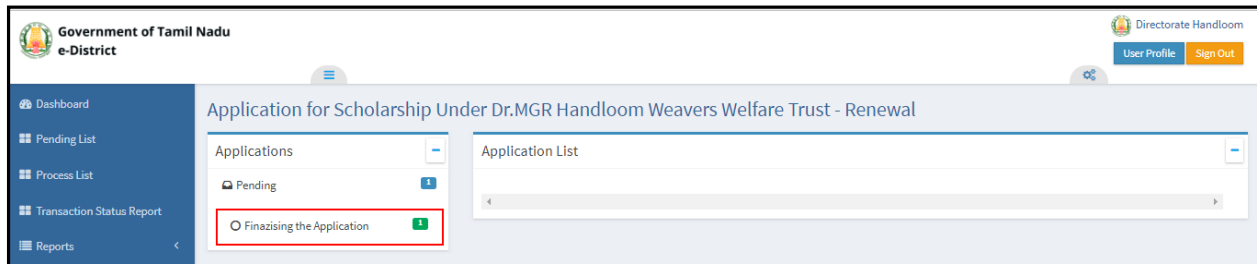


Image 21

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

Below screen will be displayed.

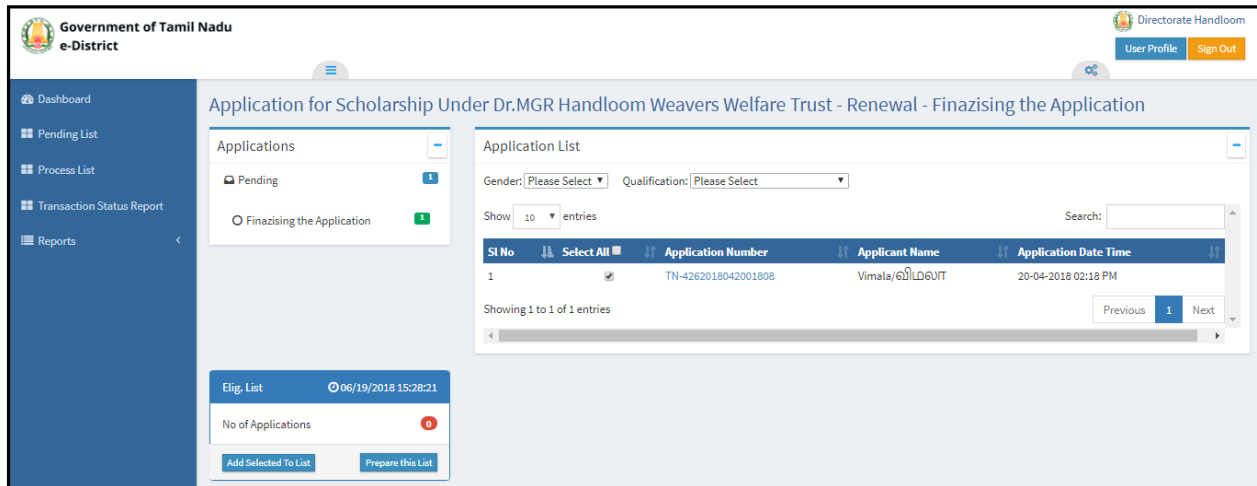


Image 22

STEP 7: Select the application to be processed and click on **Add Selected to List**.

Below success message will be displayed.

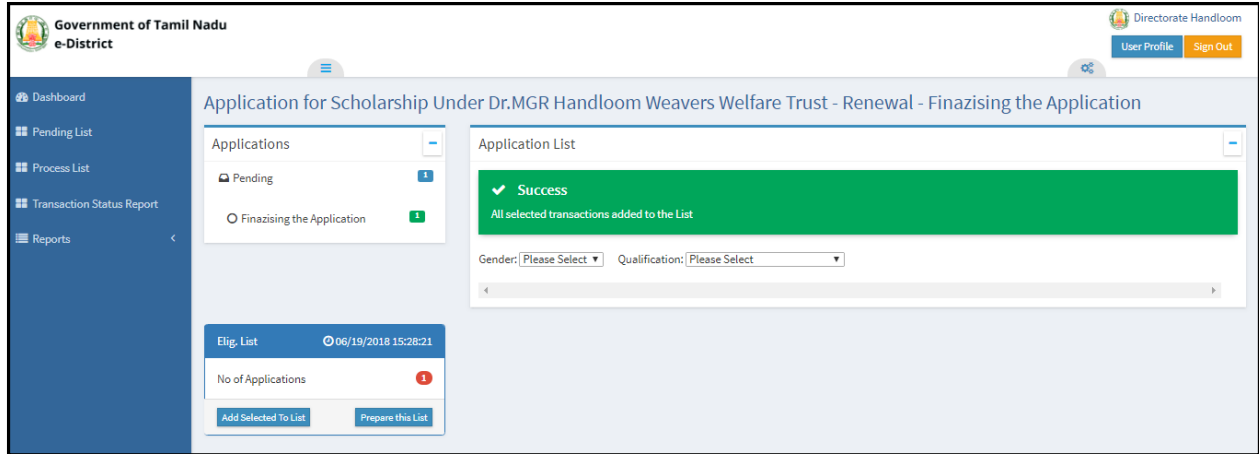


Image 23

The Count for No. of Application gets incremented on successful submission as seen in the above image.



Note – Official can also select multiple applications for approval by clicking on the **Add Selected to List**.

STEP 8: Once the application gets incremented as shown in above image, click on ‘**Prepare this List**’ to generate the list beneficiaries that should be made available in the Reports Section

Below success message will be displayed.

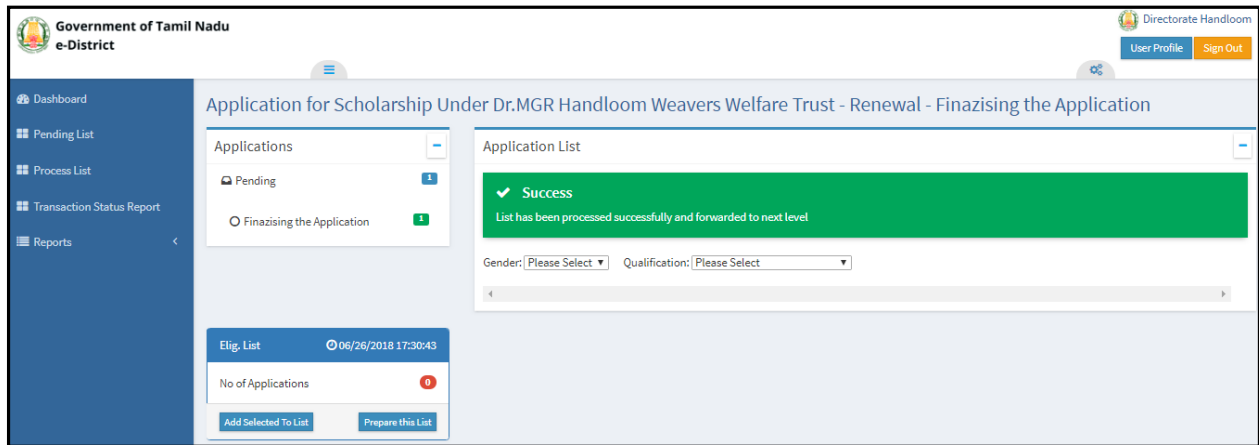


Image 24

Below section shows steps to Generate Eligibility List report

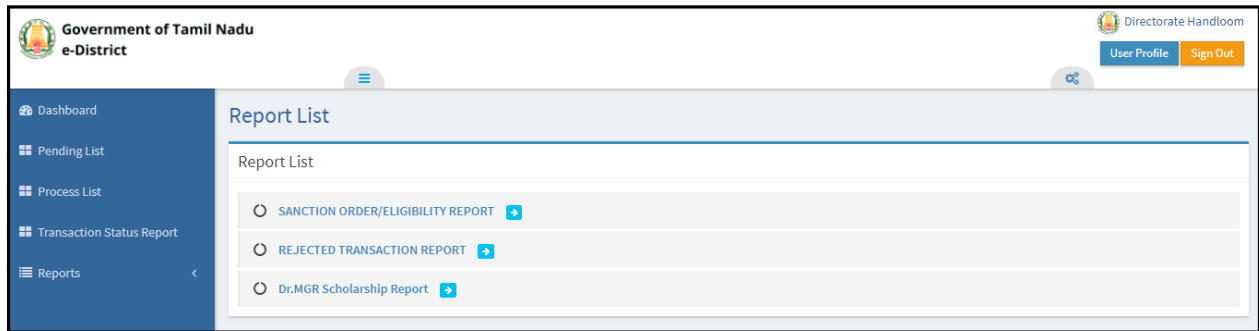


Image 25

STEP 9: Go to **Reports** and click on **Sanction Order/Eligibility Report** link as shown above.

Below screen will be displayed.

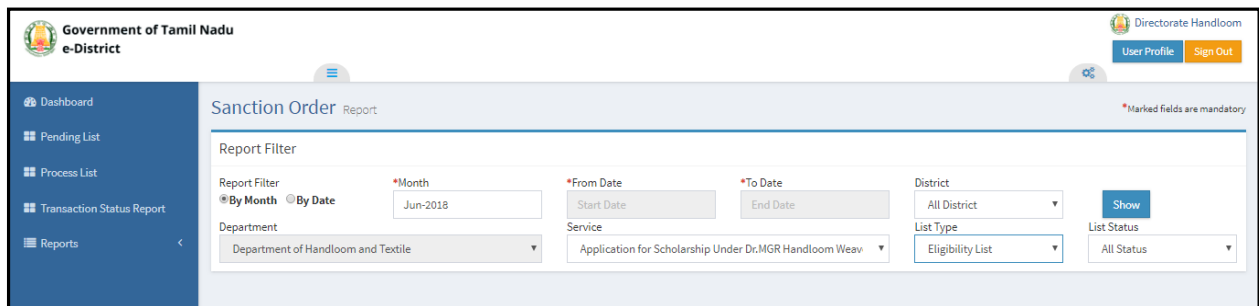


Image 26

STEP 10: Select by month or date; choose the appropriate options from dropdown for **Service, List Type** and **List Status** as shown above.

STEP 11: Click **Show**.

Below image shows the report of the Eligibility list.

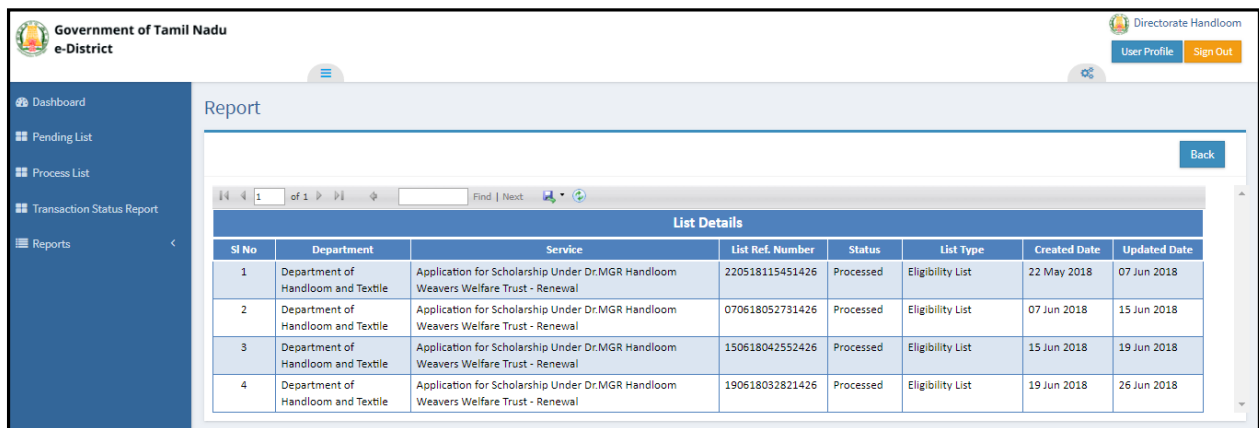
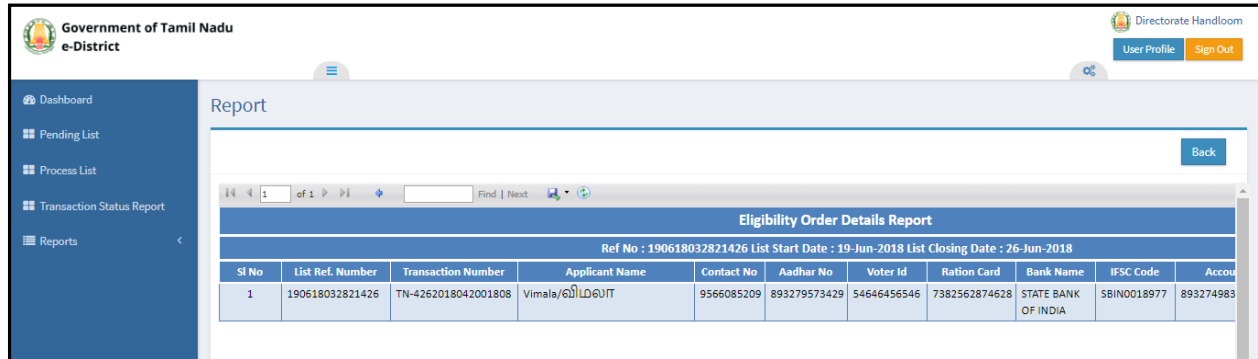


Image 27

STEP 12: To view the **Eligibility Order** report, click on that particular **Ref Number**.

Below screen will be displayed.



Eligibility Order Details Report										
Ref No : 190618032821426 List Start Date : 19-Jun-2018 List Closing Date : 26-Jun-2018										
SI No	List Ref. Number	Transaction Number	Applicant Name	Contact No	Aadhar No	Voter Id	Ration Card	Bank Name	IFSC Code	Account Number
1	190618032821426	TN-4262018042001808	Vimala/விமலா	9566085209	893279573429	54646456546	7382562874628	STATE BANK OF INDIA	SBIN0018977	893274983

Image 28



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.