

Tamil Nadu e-District
User Manual
for
Loan Assistance Scheme
for Differently Abled Persons

Prepared by



CMS Computers LTD

<http://www.cms.co.in/>

Table of Contents

| | | |
|-----|------------------------------|----|
| 1 | Project Overview | 3 |
| 2 | General Information | 3 |
| 2.1 | Tools Required | 3 |
| 2.2 | Starting your Computer | 3 |
| 3 | Purpose | 4 |
| 4 | Scope | 4 |
| 5 | Officials Login | 5 |
| 5.1 | DDAWO Login | 5 |
| 5.2 | Reports | 18 |
| 6 | Disclaimer | 19 |

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-District application. The manual consist of Steps used for registering service request and processing of application request at different levels using e- District Application.

4 Scope

The scope of this document is to provide Support and Guidance to End Users to access the e-District application.

5 Officials Login

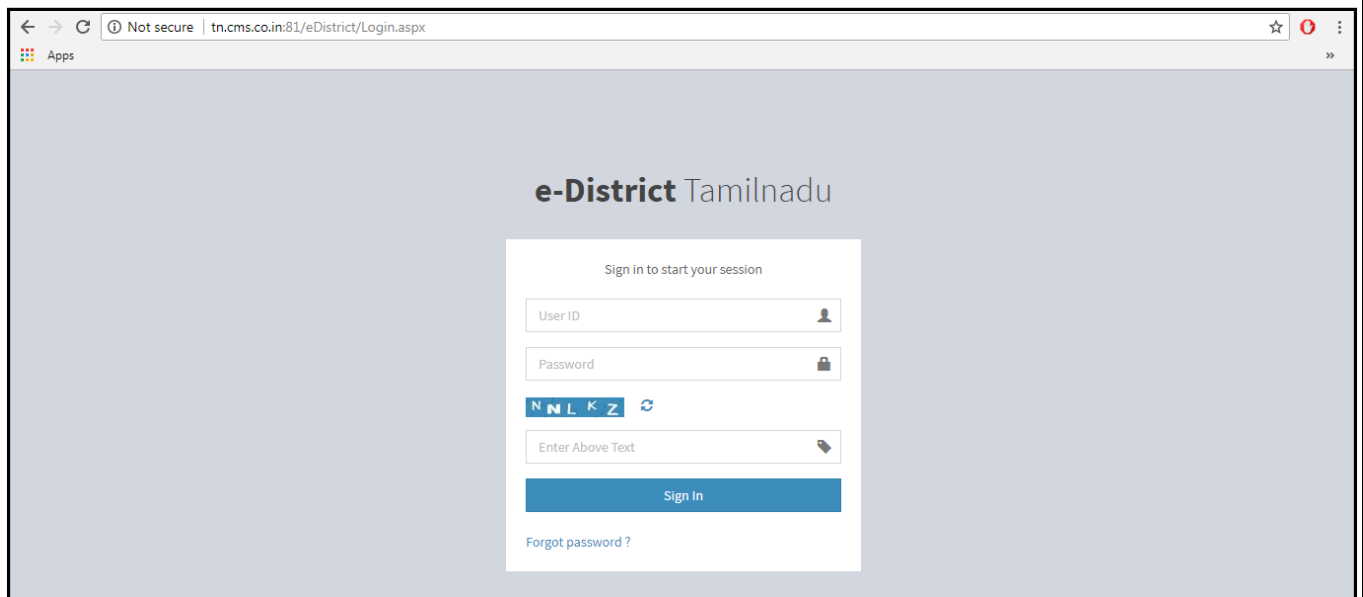


Note – The below section will show the approve/forward application scenario. If case of Rejection at any stage, the application will become invalid and the concerned applicant will be notified of the same via sms/email.

5.1 DDAWO Login

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 login form titled "Sign in to start your session". The form contains the following fields and elements:

- User ID input field with a user icon.
- Password input field with a lock icon.
- Captcha image showing the characters "N N L K Z" with a refresh icon.
- Text input field labeled "Enter Above Text" with a mouse cursor icon.
- A blue "Sign In" button.
- A link for "Forgot password ?" below the button.

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.

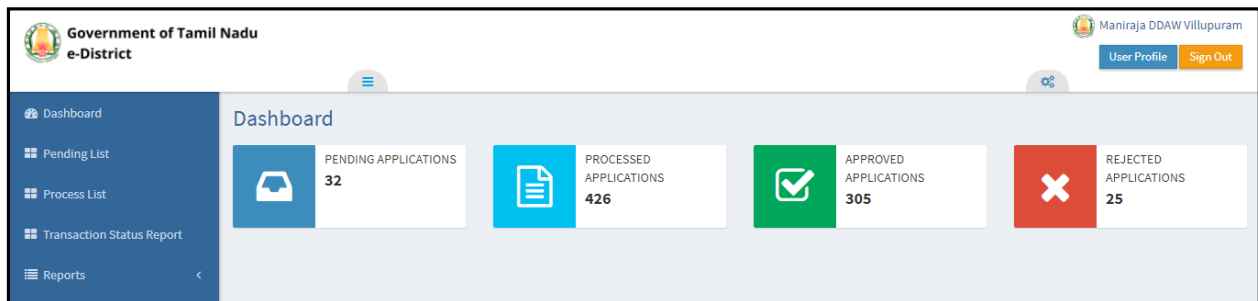


Image 2

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

Below screen will be displayed

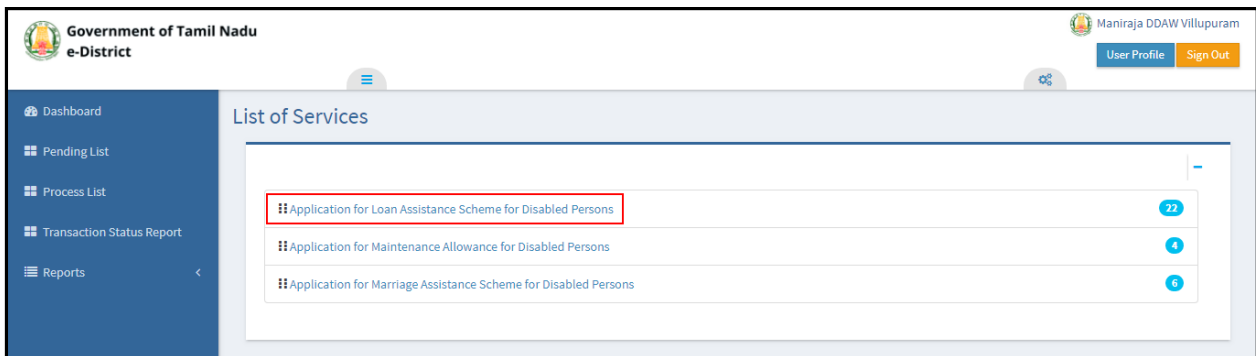


Image 3

Screen shows the list of pending applications.

STEP 5: Click on the application to be processed. In this case, click on “**Application for Loan Assistance Scheme for Disabled Persons**” link.

Below screen will be displayed.

There are three features here.

1. Verify application
2. Waiting for Bank Approval
3. Prepare Sanction Order

Verify Application

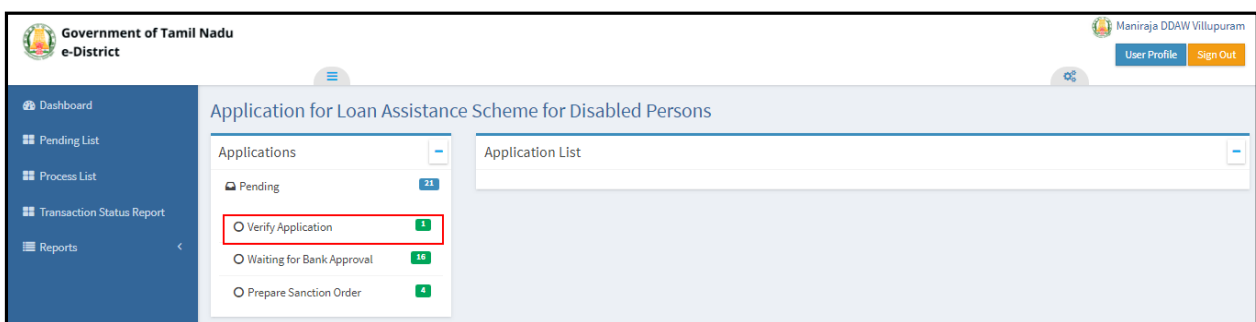


Image 4

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

Below screen will be displayed.

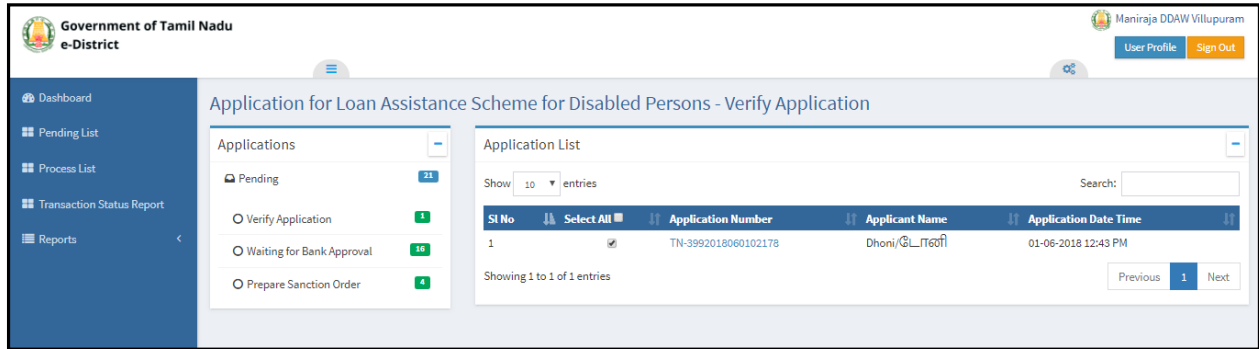


Image 5

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 :

Your Action

Amount Recommended :

Date of Recommendation

Date of Verification

Action

Please Select Your language: TAMIL ENGLISH

Comment (Max. Chars Allowed: 1000)

Document Title

Supporting Document

Documents

Action History

Aug 7 2018 10:30AM

Image 6



Note – If the official chooses **Not Recommended** then the application will be pushed out of the work flow and the applicant will be notified via sms/email.

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.

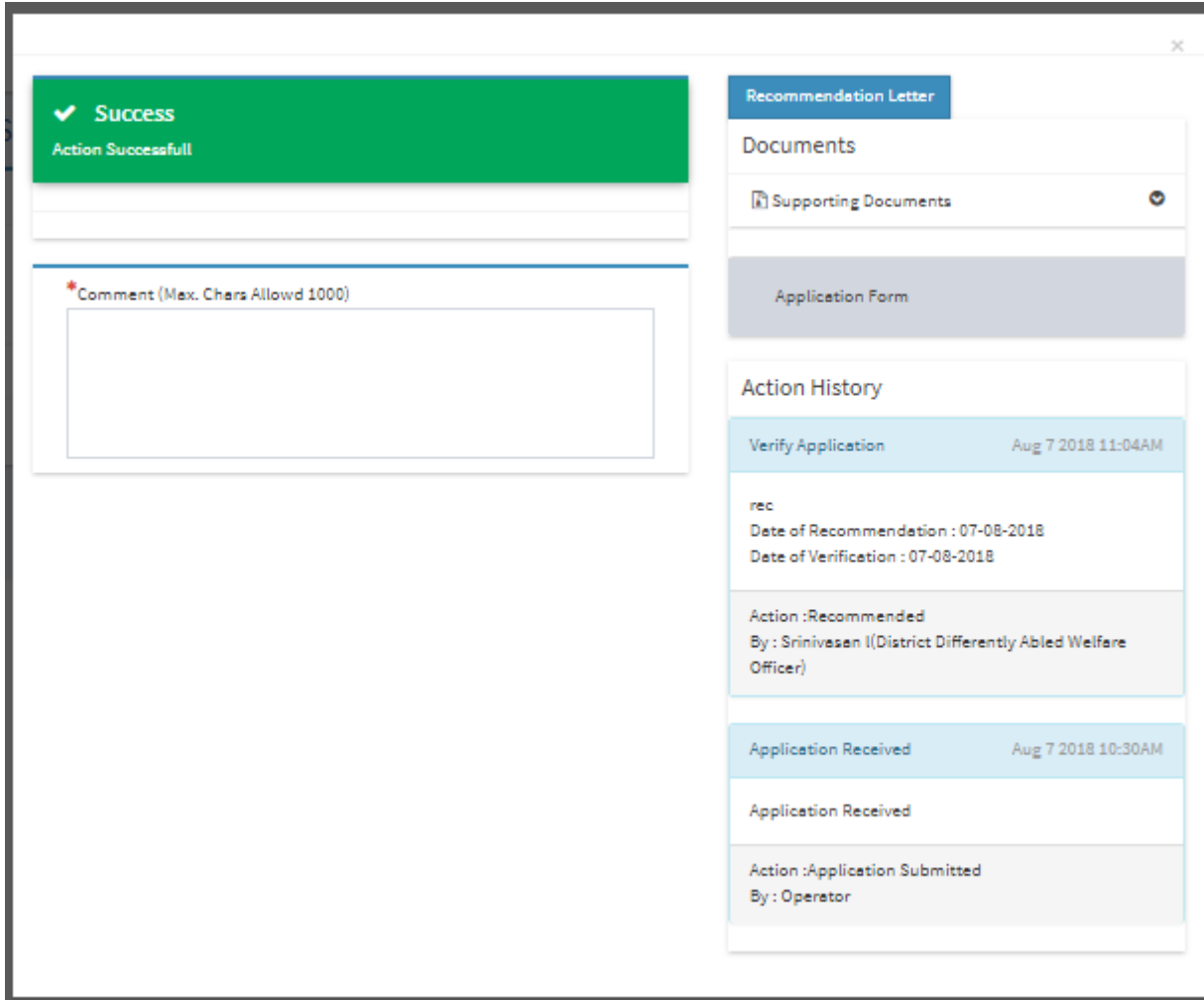


Image 7

Official can view the following form of the applicant:

Loan subsidy form – shows amount requested and

Loan Request form – shows the Bank where the loan is applied at.

SUBSIDY CLAIM FORM MICRO, SMALL SELF EMPLOYMENT LOAN TO THE DIFFERENTLY ABLED PERSON

- | | | |
|---|---|--------------|
| 1. Name of the Bank | : | AXIS BANK |
| 2. Branch & Address | : | |
| 3. Bank Phone Number | : | |
| 4. Bank reference No. Date | : | |
| 5. Name of the Differently abled Person Loan Sanctioned | : | Kumar/குமார் |
| 6. Address and Mobile No | : | 9750229994 |
| 7. National ID /State ID No | : | |
| 8. DDAWO Cuddalore Ref. No | : | |
| 9. Trade for Which Loan assistance Was applied and sanctioned | : | hotel |
| 10. Amount Recommended | : | 40000 |
| 11. Amount of the Loan Sanctioned | : | |
| 12. Amount of Subsidy to be released | : | |
| 13. Beneficiary Loan Account No | : | |
| 14. MICR Code No. | : | |

Station:

Signature

Date :

Branch Manager with seal

Note: Subsidy amount will be release to beneficiary Loan account through Treasury and subsidy amount to be adjust to the beneficiary Loan account.

To

திரு/திருமதி Srinivasan I, மாவட்ட மாற்றுத் திறனாளிகள் நல அலுவலர், Cuddalore மாவட்டம்,
தொலைபேசி எண்: 04142294415

Image 8

அனுப்புநர்
திரு/திருமதி Srinivasan I
மாவட்ட மாற்றுத் திறனாளிகள் நல
அலுவலர்,
Cuddalore மாவட்டம்.
தொலைபேசி எண்:04142294415

பெறுநர்
கிளை மேலாளர்
AXIS BANK
Cuddalore மாவட்டம்.

ந.க.எண்.: TN-3992018080702536 Date: 07/08/18

மாற்றுத்திறனாளிகள் நலத்துறை – மாவட்ட மாற்றுத் திறனாளிகள் நல
பொருள்.. அலுவலகம், Cuddalore. சுயவேலைவாய்ப்பு திட்டத்தின் கீழ் வங்கிகடன்
வழங்கிட விண்ணப்பம் பரிந்துரை செய்து அனுப்புதல் – தொடர்பாக.
பார்வை.. மாற்றுத் திறனாளியின் வங்கிக்கடன் கோரும் விண்ணப்பம் நான்

மாற்றுத்திறனாளிகளுக்கு சுயவேலைவாய்ப்பு திட்டத்தின் கீழ் வங்கிகடன்
பெற சிறு மற்றும் குறுந்தொழில் துவங்கிட வங்கிகடன் கோரும் மாற்றுத்திறனாளி நபரின்
விண்ணப்பம் இதன்மூலம் பரிந்துரை செய்து அனுப்பப்படுகிறது.

| விண்ணப்பதாரர் பெயர் (ம) முகவரி | மாற்றுத்திறனாளி வகை | தொழில் | கோரப்படும் வங்கிக்கடன் தொகை |
|--|-------------------------|--------|-----------------------------------|
| Kumar/குமார், 23, West Street/ வெஸ்ட் ஸ்ட்ரீட், Melakuppam/ மேலகுப்பம், Cuddalore/கடலூர், Cuddalore/கடலூர்-645657 | Locomotor Disability | hotel | 40000 |

தங்கனிடமிருந்து மேற்படி விண்ணப்பதாரருக்கான வங்கிக்கடன் அனுமதி கடிதம்
பெறப்படும் பட்சத்தில் கடன் ஒப்பளிப்பு கடிதம் பெறும் பட்சத்தில் வங்கி ஒப்பளிப்பு செய்யும்
தொகையிலிருந்து 3-ல் ஒரு பங்கு அல்லது ரூ.25,000/- இதில் எது குறைவான தொகையோ அது
மானியமாக வழங்கப்படும். மாற்றுத்திறனாளிகளின் தேவையினை கருத்தில் கொண்டு இத்துடன்
இணைக்கப்பட்டுள்ள விண்ணப்பத்தினை களிவுடன் பரிசீலித்து வங்கிக்கடன் வழங்கிடுமாறு
அன்புடன் கேட்டுக்கொள்கிறேன்.

இணைப்பு:

அலுவலர் விண்ணப்பம் மற்றும் கடன்
ஒப்பளிப்பு கடிதம்

மாவட்ட மாற்றுத் திறனாளிகள் நல அலுவலர்,
Cuddalore மாவட்டம்

Image 9

Once the application is submitted, it moves to the **Waiting for Bank Approval**.

Below section shows steps to process the application here.

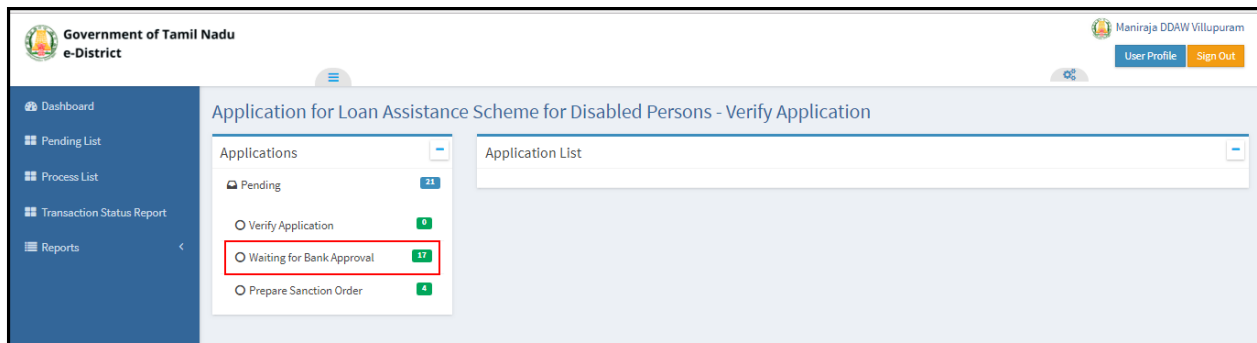


Image 10

STEP 9: Click on **Waiting for Bank Approval**.

Below image will be displayed.

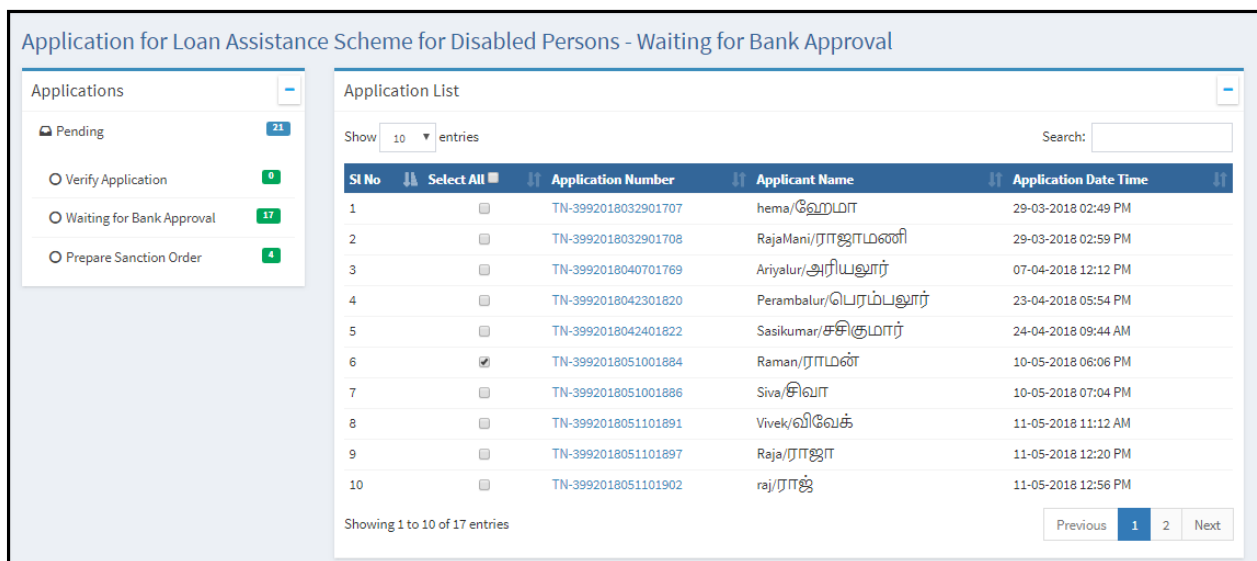


Image 11

STEP 10: 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

Information
File Uploaded Successfully

Transaction No : **Date Of Submission :**

Applicant Name :

Mobile Number :

Your Action

*** Amount Sanctioned by the Bank**

Uploaded Files

[Bank Approval Letter](#) Delete

*** Action**

Please Select Your language: TAMIL ENGLISH

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

*** Select Supporting Document**

Document Title

Supporting Document
 Choose file Upload

Back To List Submit

Documents

[Supporting Documents](#)

Application Form

Action History

Verify Application Aug 7 2018 11:04AM

rec
Date of Recommendation : 07-08-2018
Date of Verification : 07-08-2018

Action (Recommended
By : Srinivasan (District Differently Abled Welfare Officer)

Application Received Aug 7 2018 10:50AM

Application Received

Action (Application Submitted
By : Operator

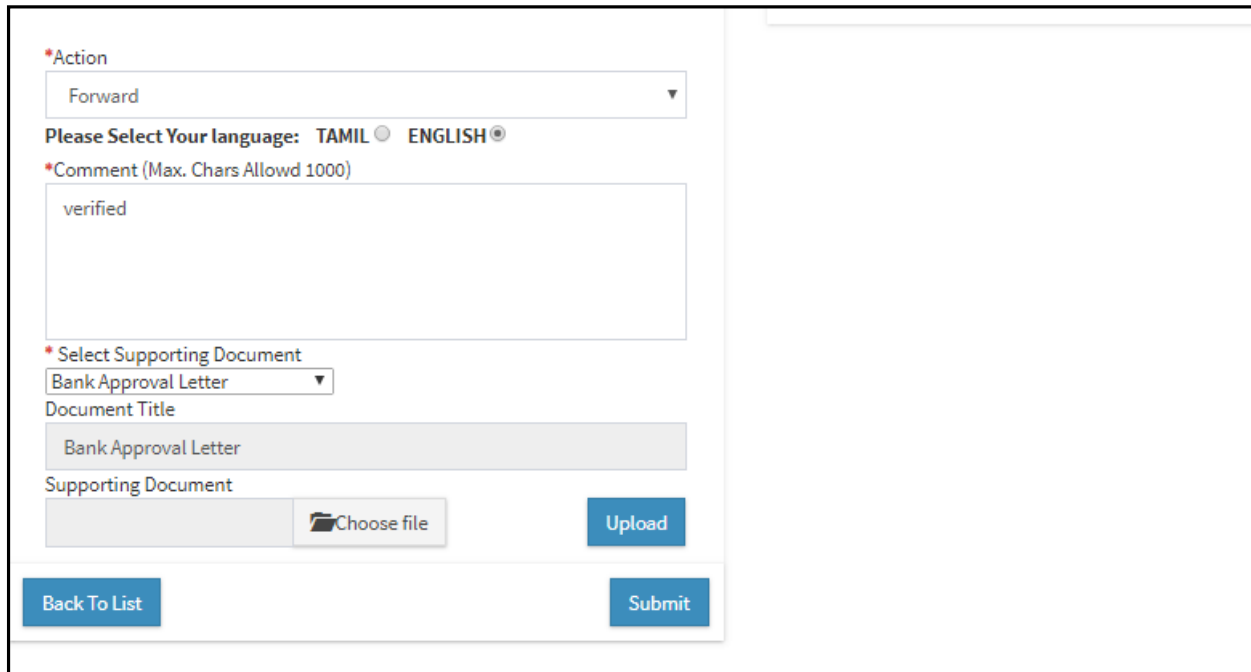


Image 12

STEP 11: Enter the amount **Sanctioned by bank**, select the **Action (Forward)**, upload **Bank Approval Letter** (if available) and click on **Submit**.

Below image will be displayed on successful submission.

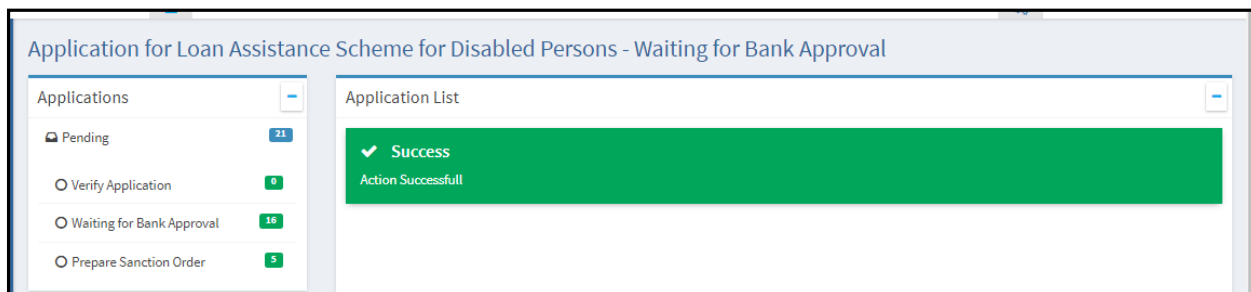


Image 13

The application now moves to **Prepare Sanction list**

Application for Loan Assistance Scheme for Disabled Persons - Prepare Sanction Order

Applications

- Pending 21
- Verify Application 0
- Waiting for Bank Approval 16
- Prepare Sanction Order 5

Application List

Show 10 entries Search:

| Sl No | Select All | Application Number | Applicant Name | Application Date Time |
|-------|-------------------------------------|---------------------|----------------|-----------------------|
| 1 | <input type="checkbox"/> | TN-3992018032701676 | demoo/செட்டி | 27-03-2018 12:00 PM |
| 2 | <input type="checkbox"/> | TN-3992018032701677 | trp/டிர்ப் | 27-03-2018 12:13 PM |
| 3 | <input type="checkbox"/> | TN-3992018032901697 | tina/தினா | 29-03-2018 10:45 AM |
| 4 | <input type="checkbox"/> | TN-3992018042401828 | dhoni/தோனி | 24-04-2018 02:14 PM |
| 5 | <input checked="" type="checkbox"/> | TN-3992018051001884 | Raman/ராமன் | 10-05-2018 06:06 PM |

Showing 1 to 5 of 5 entries Previous 1 Next

Elig. List 06/01/2018 15:44:04

No of Applications 0

Image 14

It will show the list of applications in the eligibility list

STEP 12: Select the application by clicking on the application number

Below e-form will be displayed.

Transaction Details

Transaction No : TN-3992018051001884

Date Of Submission : 10-05-18 06:06 PM

Applicant Name : Raman/ராமன்

Mobile Number : 9750229994

Your Action

***Action**
 Approve

Please Select Your language: TAMIL ENGLISH

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

*** Select Supporting Document**
 Select Any

Document Title

Supporting Document

Documents

Supporting Documents

- Application Form
- Bank Approval Letter

Action History

Waiting for Bank Approval Jun 1 2018 5:20PM

verified
 Amount Sanctioned by the Bank : 25000

Action : Forward
 By : Maniraja DDAW Villupuram (District Differently Abled Welfare Officer)

Verify Application May 10 2018 6:50PM

rec
 Date of Dispatch to Bank : 10-05-2018
 Date of Verification : 10-05-2018

Action : Recommended
 By : Srinivasan I (District Differently Abled Welfare Officer)

Application Received May 10 2018 6:02PM

Image 15

STEP 11: Select the **Action (Approve)**, enter comments and click on **Submit**.

On successful submission of the form below image will be displayed.

Application for Loan Assistance Scheme for Disabled Persons - Prepare Sanction Order

Applications

- Pending 20
- Verify Application 0
- Waiting for Bank Approval 16
- Prepare Sanction Order 4

Application List

✓ Success
Action Successful

Show 10 entries Search:

| Sl No | Select All | Application Number | Applicant Name | Application Date Time |
|-------|--------------------------|---------------------|----------------|-----------------------|
| 1 | <input type="checkbox"/> | TN-3992018032701676 | demo/செட்டி | 27-03-2018 12:00 PM |
| 2 | <input type="checkbox"/> | TN-3992018032701677 | trp/டிரிபி | 27-03-2018 12:13 PM |
| 3 | <input type="checkbox"/> | TN-3992018032901697 | tina/தினா | 29-03-2018 10:45 AM |
| 4 | <input type="checkbox"/> | TN-3992018042401828 | dhoni/தோனி | 24-04-2018 02:14 PM |

Showing 1 to 4 of 4 entries Previous **1** Next

Elig. List 06/01/2018 15:44:04

No of Applications 1

Image 16

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 12: 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

Officials can view the generated reports for Eligibility/ Sanctioned list under Reports in the left panel.

5.2 Reports

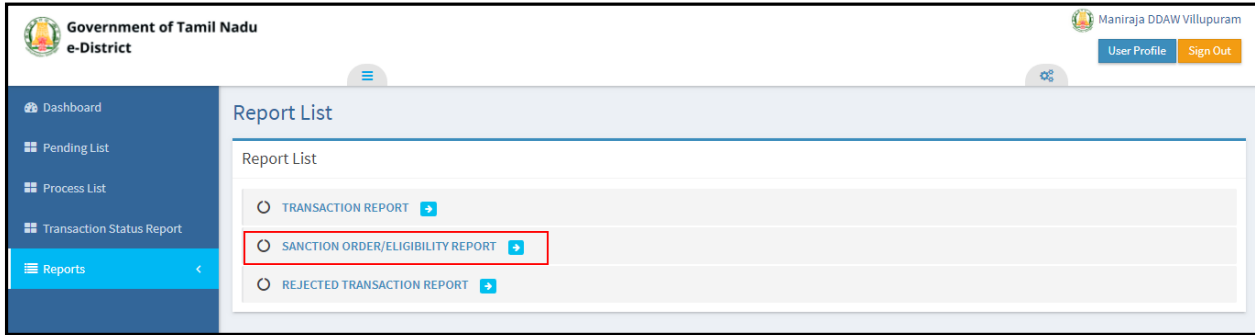


Image 17

Step 1: Click on required report. In this case **Sanction Order/Eligibility Report**
 Below screen will be displayed.

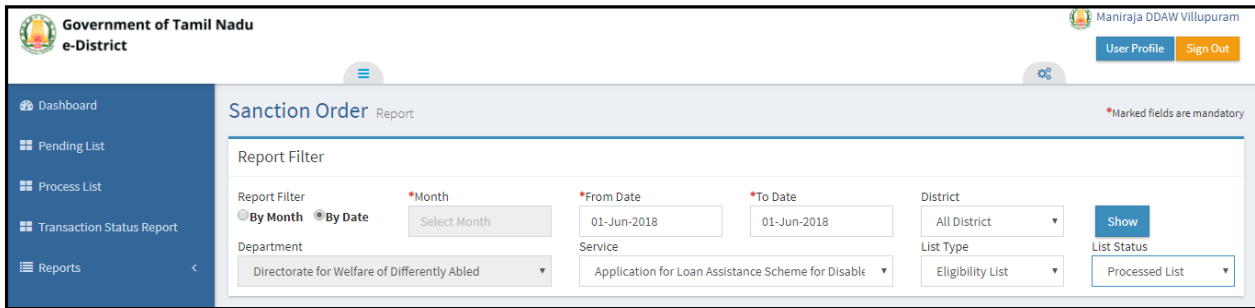


Image 18

STEP 2: Select by month or date; choose the appropriate options from dropdown for **Service, List Type** and **List Status** as shown above.

STEP 3: Click **Show**.

Below image shows the report of the Eligibility list.

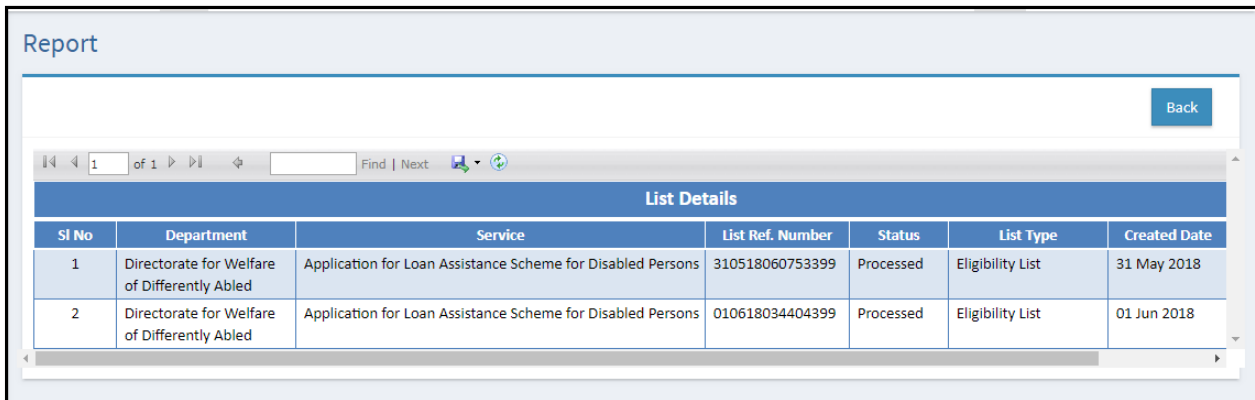
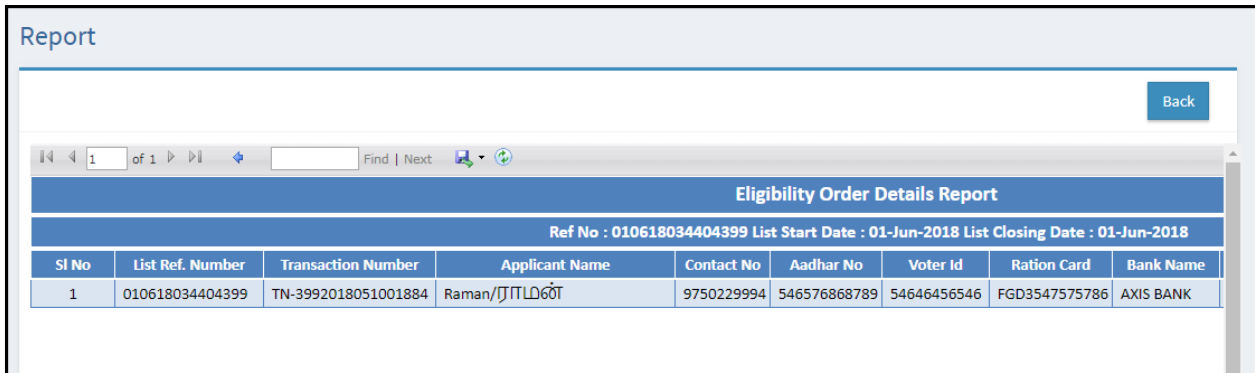


Image 19

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 : 010618034404399 List Start Date : 01-Jun-2018 List Closing Date : 01-Jun-2018

| Sl No | List Ref. Number | Transaction Number | Applicant Name | Contact No | Aadhar No | Voter Id | Ration Card | Bank Name |
|-------|------------------|---------------------|-----------------|------------|--------------|-------------|---------------|-----------|
| 1 | 010618034404399 | TN-3992018051001884 | Raman/JJTTLD60T | 9750229994 | 546576868789 | 54646456546 | FGD3547575786 | AXIS BANK |

Image 20



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.