Tamil Nadu e-District

Application Training Manual

Application for Approval of Manufacturer/Erector of Boilers (DBL-403)

Directorate of Boilers

राष्ट्रीय इ-गवर्नेंस योजना
National e-Governance Plan

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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

Let's Start!!

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 37)
- 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

This document is an integral part of e-District application user manuals. The objective of this document is to provide step-by-step assistance to the user on how to apply for Approval of Manufacturer/Erector of Boilers through the e-District Portal.

4. Scope

The scope of this document covers the 'Application for Approval of Manufacturer/Erector of Boilers' service offered under the **Directorate of Boilers**.

5. Getting Started

Following points and guidelines may be referred while accessing the e-Sevai/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 cannot be left blank

- Mandatory/Optional documents should be attached as per requirement

- Do not make false entries

6. Services Offered under Directorate of Boilers

Following services are offered under the Directorate of Boilers:

1. DBL-401: Registration of License under boilers act

2. DBL-402: Renewal of License under boilers act

3. DBL-403 Application for Approval of Manufacturer/Erector of Boilers

4. DBL-404 Application for Renewal of Manufacturer / Erector of Boilers

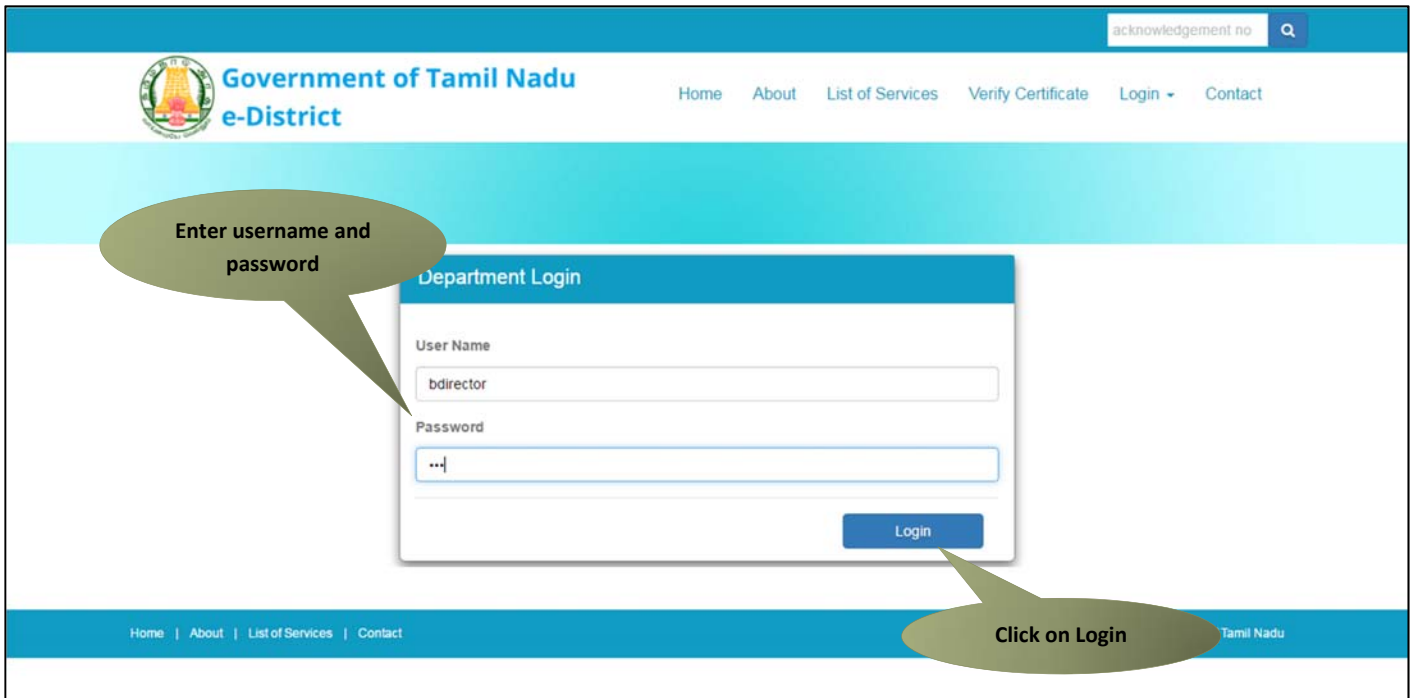# 7. Application for Approval of Manufacturer/Erector of Boilers

7.1. Processing Application at Director's Desk

Following steps shows how to process application at Director's Desk.
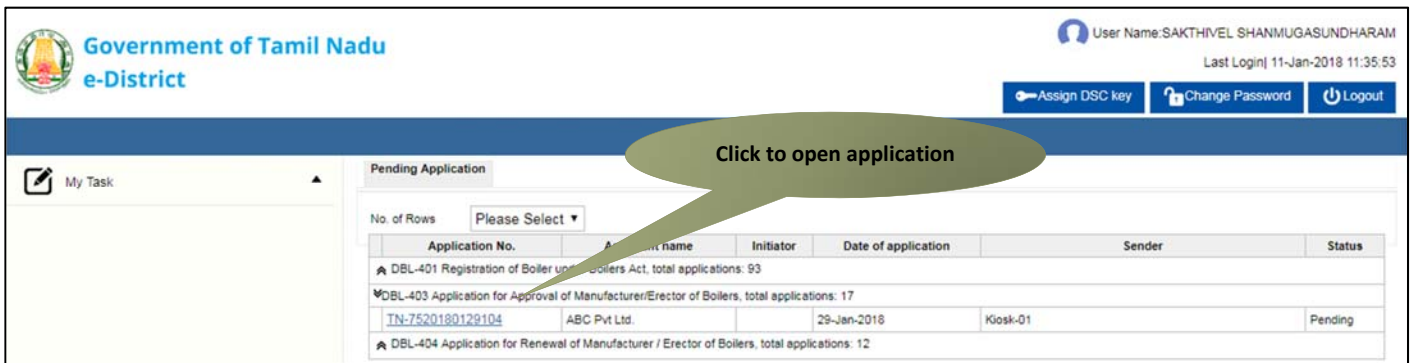
STEP 1: Go to Tamil Nadu e-district Web Portal **departmental login** page.

STEP 2: Enter login credentials and click on **Login**.

STEP 3: Pending applications will show up. Click on the **Application Number** link to open an application.

7.1.1. Processing Pending Application

The director is entitled to take the following actions on the submitted applications:

- **Submit:** Submit the application for Inspection

- **Reject:** Reject the application

- **Return:** Send the application back to the operator

You can view the application by clicking on the **View Application** button.

The below figure shows the application preview:

STEP 4: Click on the **Download** link to download and verify uploaded documents.

Status

| Current Status | Application submitted to director | Date And Time | Jan-2018 04:18:25 |

Uploaded Documents

Serial No.	Document Name	Document Number	File Name	View Document	Download
1	Firm Registration Details	1	Firm Registration Details_1	View Document	Download
2	Land type Document(Rent or Lease or Owned)	2	Land type Document(Rent or Lease or Owned)_2	View Document	Download
3	Factory Site Layout	3	Factory Site Layout_3	View Document	Download
4	Tools and Machinery details	4	Tools and Machinery details_4	View Document	Download
5	Manpower Lists	5	Manpower Lists_5	View Document	Download
6	Self Declaration Document	6	Self Declaration Document_6	View Document	Download
7	Partnership Document	7	Partnership Document_7	View Document	Download

Download all

Click to download document
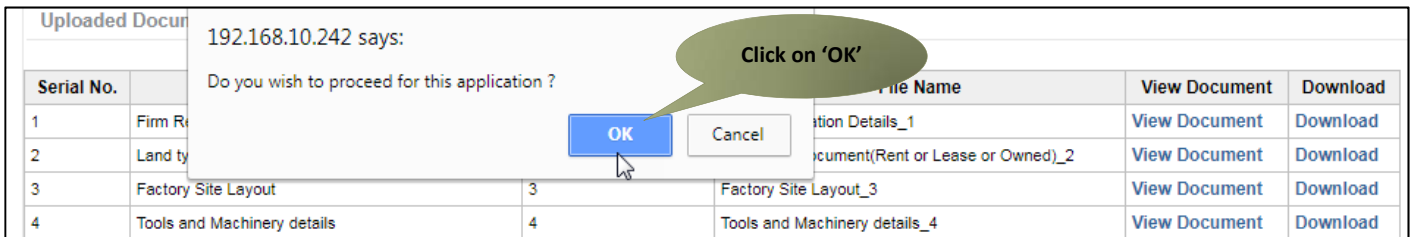
STEP 5: Enter the Schedule Inspection Date, **s**elect appropriate Action, enter Remarks and click on **Proceed**.

A confirmation popup will appear.

STEP 6: Click on **OK** to continue.

Application will be processed as per the action taken.

Case 1: Submit

If the action taken was 'Submit', the application will appear under the **Pending for Inspection** section.

Case 2: Reject

If the action taken was 'Reject', the application will be marked as rejected. The operator will then see 'Application Rejected' under **Current Status** when he/she will check the application status.

Case 3: Return
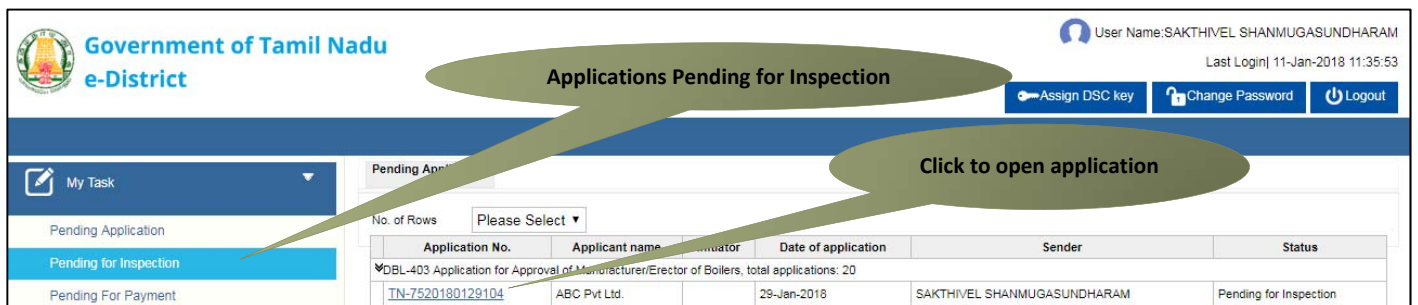
If the action taken was 'Return', the application will be send back to the operator. The operator can then view shortfalls (in comments) and provide additional information/missing documents in support of the application. After this, he re-submits the application, which appears back in the account of the Director for further processing.

7.1.2. Processing Application Pending for Inspection

The director is entitled to take the following actions on the processed applications:

- **Submit:** Submit the application for Payment

- **Reject:** Reject the application

Click on the **Application Number** link to open the application.

The application will open up. You can view the application by clicking on the **View Application** button.

Government of Tamil Nadu
e-District

User Name: SAKTHIVEL SHANMUGASUNDHARAM
Last Login| 11-Jan-2018 11:35:53

Assign DSC key | Change Password | Logout

My Task

- Pending Application
- Pending for Inspection
- Pending For Payment
- Processed Application
- Pending for Signature
- Signed Certificate
- Cancelled Application

Requested Details

Service Name	Application for Approval of Manufacturer/Erector of Boilers (DBL-403)	Applicant Name	ABC Pvt Ltd.
Application Number	TN-7520180129104	Date of Request	29-Jan-2018
Payment Mode :	Cash	Amount Paid:	0.0
Payment Ref :	NA	Payment Date :	NA

Application Form

Application for Approval of Manufacturer/Erector of Boilers (DBL-403)   **View Application**

Status

Current Status	Application submitted to director for Inspection	Date And Time	30-Jan-2018 11:37:13

Uploaded Documents

Serial No.	Document Name	Document Number	File Name	View Document	Download
1	Firm Registration Details	1	Firm Registration Details_1	View Document	Download
2	Land type Document(Rent or Lease or Owned)	2	Land type Document(Rent or Lease or Owned)_2	View Document	Download
3	Factory Site Layout	3	Factory Site Layout_3	View Document	Download
4	Tools and Machinery details	4	Tools and Machinery details_4	View Document	Download
5	Manpower Lists	5	Manpower Lists_5	View Document	Download
6	Self Declaration Document	6	Self Declaration Document_6	View Document	Download
7	Partnership Document	7	Partnership Document_7	View Document	Download

Download all

Remarks

Officer Name:	SAKTHIVEL SHANMUGASUNDHARAM	Designation:	Director
Date And Time:	30-Jan-2018 11:37:13	Remarks:	Approved.

Schedule Inspection Date *	30/01/2018
Date of Inspection *	
Upload Inspection Report *	✚ Add...

Boiler Details

Type of Boiler	Shell Type Boilers * ☑	Water Tube Boilers * ☑
Shell Type Boilers, Capacity up to (TPH) *	10	
Water Tube Boilers, Capacity up to (TPH) *	7	

Are attachments Verified *   ○ Yes ● No

Process Action

Action Taken by *	Submit
Remarks by Director *	● English ○ Tamil

[Proceed] [Cancel]

Remarks added to the application will be shown.

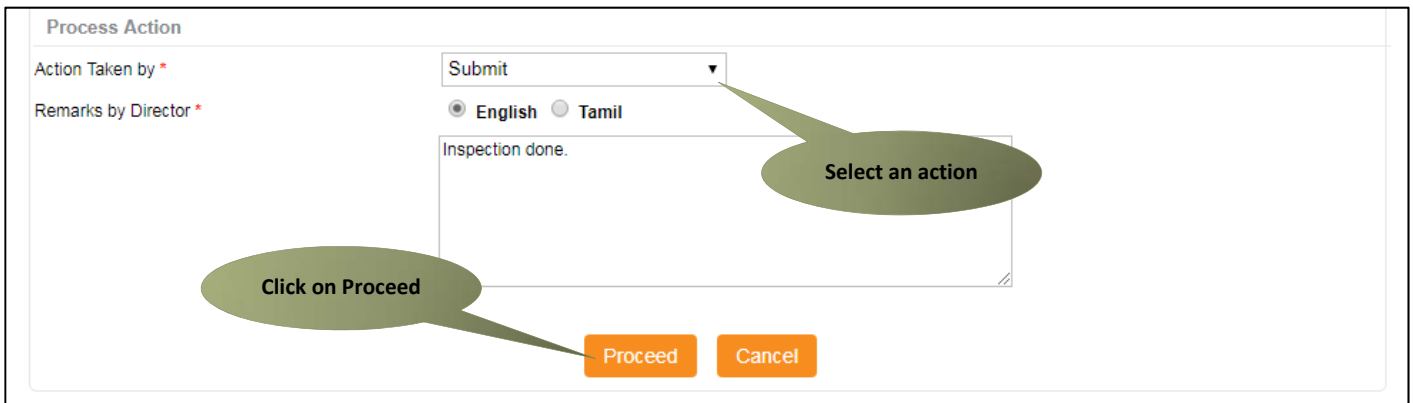| Remarks			
Officer Name:	SAKTHIVEL SHANMUGA SUNDHARAM	Designation:	Director
Date And Time:	30-Jan-2018 11:37:13	Remarks:	Approved.

Enter Date of Inspection and Upload Inspection Report using the available fields. Added report will be shown under the 'Download Verification Report' section.

Download Verification Report

inspection_report__1   Uploaded Report

Schedule Inspection Date *	30/01/2018
Date of Inspection *	30/01/2018
Upload Inspection Report *	✚ Add...
Uploaded Successfully	

Enter/ edit boiler's details and specify whether or not the attachments are verified.
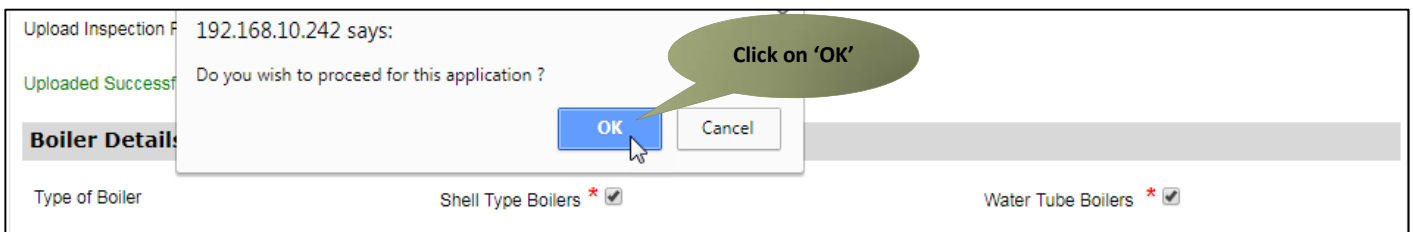
Boiler Details

Type of Boiler	Shell Type Boilers * ☑	Water Tube Boilers * ☑
Shell Type Boilers, Capacity up to (TPH) *	10	
Water Tube Boilers, Capacity up to (TPH) *	7	
Are attachments Verified *	◉ Yes ◯ No	

Select appropriate Action, enter Remarks and click on **Proceed**.

A confirmation popup will appear.

Click on **OK** to continue.

Application will be processed as per the action taken.

Case 1: Submit

If the action taken was 'Submit', the application will appear under the **Pending for Payment** section.

Case 2: Reject
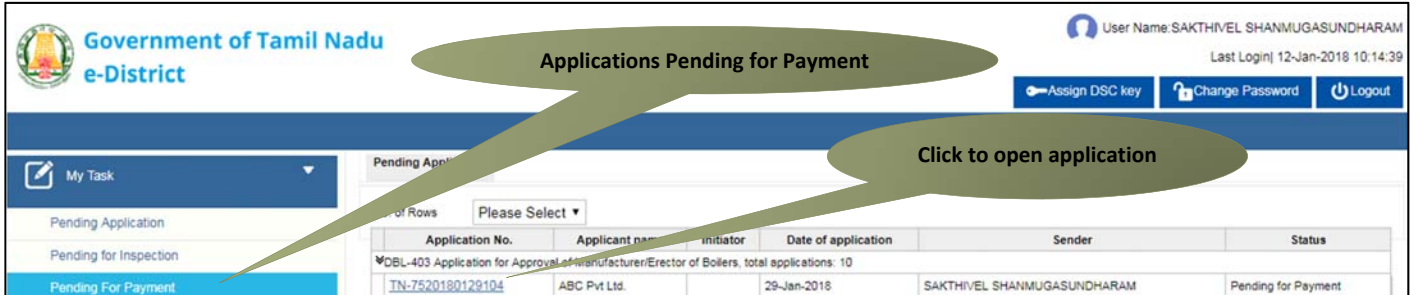
If the action taken was 'Reject', the application will be marked as rejected. The operator will then see 'Application Rejected' under **Current Status** when he/she will check the application status.

7.1.3. Processing Application Pending for Payment

The director is entitled to take the following actions on the applications pending for payment:

- **Approve:** Approve the application

- **Return:** Send the application back to the operator

Click on the **Application Number** link to open the application.

The application will open up. You can view the application by clicking on the **View Application** button.

Government of Tamil Nadu
e-District

Assign DSC key	Change Password	Logout

My Task

- Pending Application
- Pending for Inspection
- Pending For Payment
- Processed Application
- Pending for Signature
- Signed Certificate
- Cancelled Application

Requested Details

Service Name	Application for Approval of Manufacturer/Erector of Boilers (DBL-403)	Applicant Name	ABC Pvt Ltd.
Application Number	TN-7520180129104	Date of Request	29-Jan-2018
Payment Mode :	Cash	Amount Paid:	0.0
Payment Ref :	NA	Payment Date :	NA

Application Form

Application for Approval of Manufacturer/Erector of Boilers (DBL-403)   [View Application]

Status

Current Status	Application submitted to director For Payment	Date And Time	30-Jan-2018 12:29:09

Uploaded Documents

Serial No.	Document Name	Document Number	File Name	View Document	Download
1	Firm Registration Details	1	Firm Registration Details_1	View Document	Download
2	Land type Document(Rent or Lease or Owned)	2	Land type Document(Rent or Lease or Owned)_2	View Document	Download
3	Factory Site Layout	3	Factory Site Layout_3	View Document	Download
4	Tools and Machinery details	4	Tools and Machinery details_4	View Document	Download
5	Manpower Lists	5	Manpower Lists_5	View Document	Download
6	Self Declaration Document	6	Self Declaration Document_6	View Document	Download
7	Partnership Document	7	Partnership Document_7	View Document	Download

Download all

Remarks

Officer Name:	SAKTHIVEL SHANMUGASUNDHARAM	Designation:	Director
Date And Time:	30-Jan-2018 11:37:13	Remarks:	Approved.
Officer Name:	SAKTHIVEL SHANMUGASUNDHARAM	Designation:	Director
Date And Time:	30-Jan-2018 12:29:09	Remarks:	Inspection done.

Download Verification Report

inspection_report__1

Challan No. *	
Challan Date *	
Govt Fees *	7500.00
Upload Challan Copy	Add...
Date of Challan received *	

Process Action

Action Taken by *	Select
Remarks by Director *	○ English ○ Tamil

[Submit] [Cancel]

Remarks added to the application will be shown.

Remarks			
Officer Name:	SAKTHIVEL SHANMUGASUNDHARAM	Designation:	Director
Date And Time:	30-Jan-2018 11:37:13	Remarks:	Approved.
Officer Name:	SAKTHIVEL SHANMUGASUNDHARAM	Designation:	Director
Date And Time:	30-Jan-2018 12:29:09	Remarks:	Inspection done.

You may download and verify Inspection Report using the available link.

Download Verification Report

inspection_report__1

Enter required Challan details and upload the copy of Challan to the application.

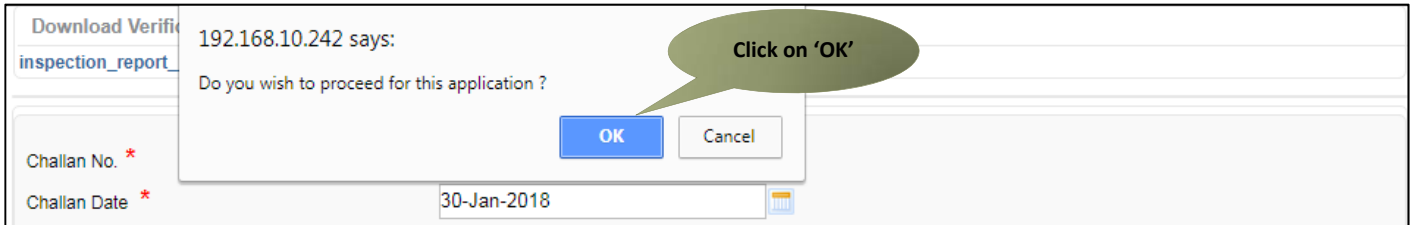|	
Challan No. *	125415
Challan Date *	30-Jan-2018
Govt Fees *	7500.00
Upload Challan Copy	➕ Add...
Challan Copy Uploaded Successfully	
Download Uploaded Challan Copy	
Date of Challan received *	30-Jan-2018

Select appropriate Action, enter Remarks and click on **Proceed**.

Process Action	
Action Taken by *	Approve ▼
Remarks by Director *	◉ English ○ Tamil
	Approved.

Select an action

Click on Proceed

Submit   Cancel

A confirmation popup will appear.

Click on **OK** to continue.
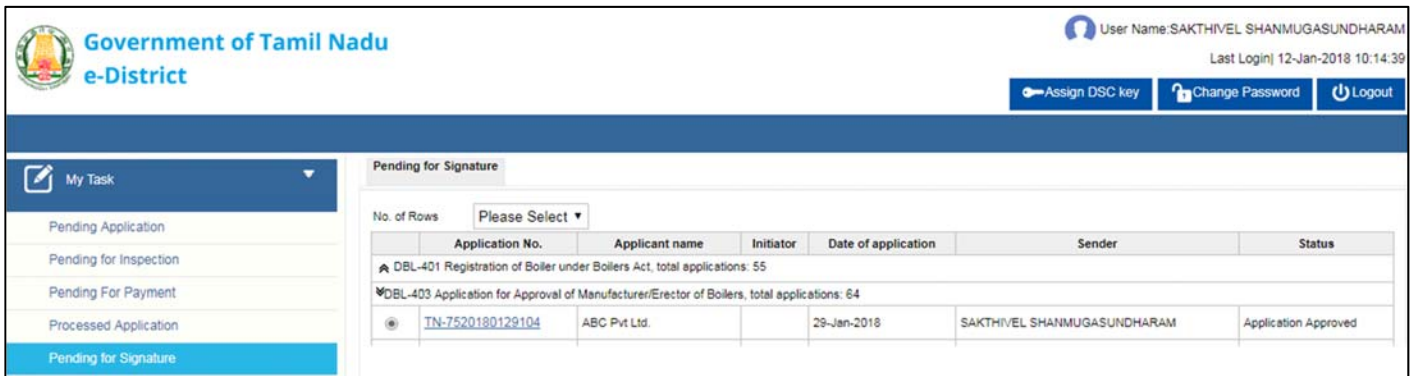
Application will be processed as per the action taken.

Case 1: Approve

If the action taken was 'Approve', the application will appear under the **Pending for Signature** section.

From there, you can digitally sign the application after which it appears in the **Signed Certificate** section.
Once the application is digitally signed (post-approval), it appears in the Operator's account from where it can downloaded and handed over to the applicant.

Case 2: Return

If the action taken was 'Return', the application will be send back to the operator. The operator can then view shortfalls (in comments) and provide additional information/missing documents in support of the application. After this, he re-submits the application, which appears back in the account of the Director for further processing.

8. Disclaimer

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