



# Tamil Nadu e-District Application Training Manual

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

Directorate of Boilers



राष्ट्रीय इ-गवर्नेस योजना  
National e-Governance Plan

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Tamil Nadu e-District Application User Manual  
**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

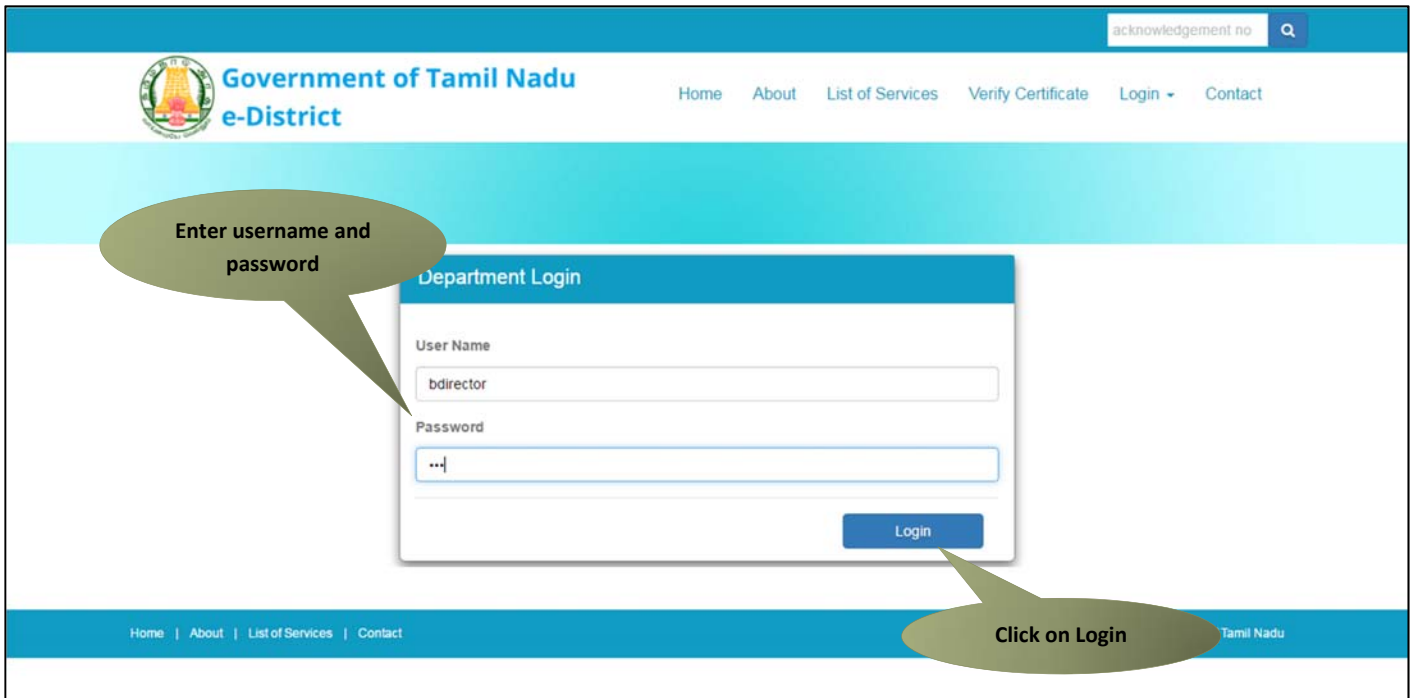
#### 7.1.Processing Application at Director's Desk

Following steps shows how to process application at Director's Desk.

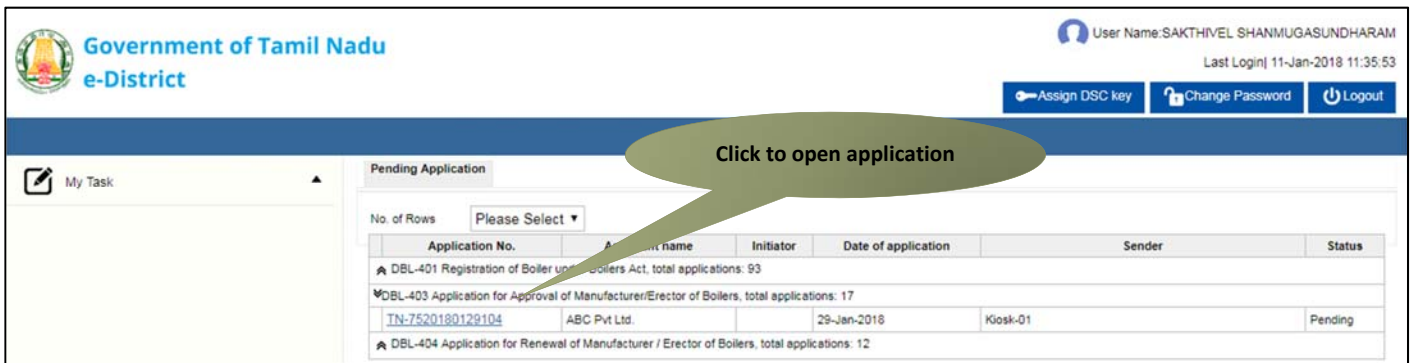
**STEP 1:** Go to Tamil Nadu e-district Web Portal **departmental login** page.



**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.



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

No. of Rows Please Select ▼


Application No.	Applicant name	Initiator	Date of application	Sender	Status
DBL-401 Registration of Boiler under Boilers Act, total applications: 93					
DBL-403 Application for Approval of Manufacturer/Erector of Boilers, total applications: 17					
<a href="#">TN-7520180129104</a>	ABC Pvt Ltd.		29-Jan-2018	Kiosk-01	Pending
DBL-404 Application for Renewal of Manufacturer / Erector of Boilers, total applications: 12					

### 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.



**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**

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

**Application Form**

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

**Status**

**Current Status** Application submitted to director **Date And Time** 29-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	<a href="#">View Document</a>	<a href="#">Download</a>
2	Land type Document(Rent or Lease or Owned)	2	Land type Document(Rent or Lease or Owned)_2	<a href="#">View Document</a>	<a href="#">Download</a>
3	Factory Site Layout	3	Factory Site Layout_3	<a href="#">View Document</a>	<a href="#">Download</a>
4	Tools and Machinery details	4	Tools and Machinery details_4	<a href="#">View Document</a>	<a href="#">Download</a>
5	Manpower Lists	5	Manpower Lists_5	<a href="#">View Document</a>	<a href="#">Download</a>
6	Self Declaration Document	6	Self Declaration Document_6	<a href="#">View Document</a>	<a href="#">Download</a>
7	Partnership Document	7	Partnership Document_7	<a href="#">View Document</a>	<a href="#">Download</a>

Download all

**Schedule Inspection Date \***

**Process Action**

**Action Taken by \***

**Remarks by Director \***

English  Tamil

Click to view application

© 2015, Government of Tamil Nadu. All rights reserved. This Page is best viewed with Mozilla Firefox version 40 and above. Version 1.4.0.0

The below figure shows the application preview:



## Tamil Nadu e-District Application User Manual

192.168.10.242/tneda/common/ViewBoilerManufacturerErectorLicense.xhtml?appnum=TN-7520180129104 - Google Chrome

192.168.10.242/tneda/common/ViewBoilerManufacturerErectorLicense.xhtml?appnum=TN-7520180129104

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

Manufacturer or Erector \*  Manufacturer  Erector

**Manufacturer / Erector**

**Company Details**

Name Of the Company \*  Status of Ownership \*

Sr. No.	Owner's Name/உரிமையாளர்களின் பெயர்
1	M Ramalingam
2	Reja Chetty

**Company Address**

State / டிஸ்ட்ரிக்ட் \*  District / டிஸ்ட்ரிக்ட் \*

Taluk / வட்டம் \*  Revenue Village / கிராமம் \*

Street No. / Name / தெரு பெயர் \*

Building / Door / Flat No. \*  Block No./Name \*

Pin Code / அஞ்சல் எண் \*

**Boiler Details**

Type of Boiler  Shell Type Boilers \*  Water Tube Boilers \*

Shell Type Boilers, Capacity up to

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

Assign DSC key  Change Password  Logout

ABC Pvt Ltd.  
29-Jan-2018  
0.0  
NA

29-Jan-2018 04:18:25

Name	View Document	Download
	<a href="#">View Document</a>	<a href="#">Download</a>
or Lease or Owned)_2	<a href="#">View Document</a>	<a href="#">Download</a>
	<a href="#">View Document</a>	<a href="#">Download</a>
_4	<a href="#">View Document</a>	<a href="#">Download</a>
	<a href="#">View Document</a>	<a href="#">Download</a>
	<a href="#">View Document</a>	<a href="#">Download</a>

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

**Status**

Current Status **Application submitted to director** Date And Time **29-Jan-2018 04:18:25**

**Uploaded Documents**

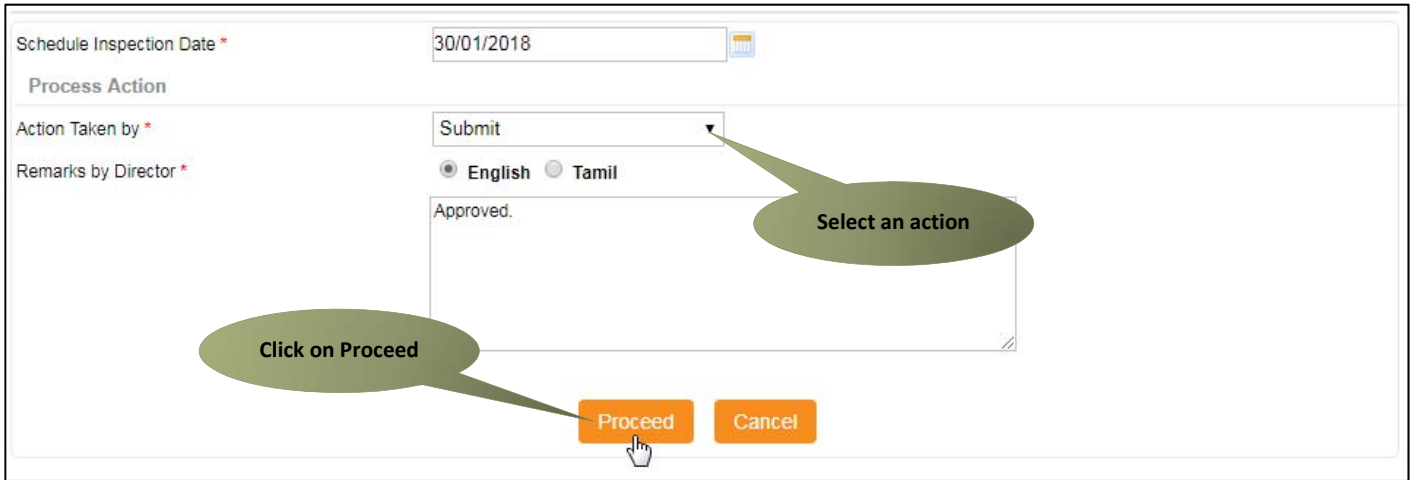
Serial No.	Document Name	Document Number	File Name	View Document	Download
1	Firm Registration Details	1	Firm Registration Details_1	<a href="#">View Document</a>	<a href="#">Download</a>
2	Land type Document(Rent or Lease or Owned)	2	Land type Document(Rent or Lease or Owned)_2	<a href="#">View Document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

[Download all](#)

Click to download document

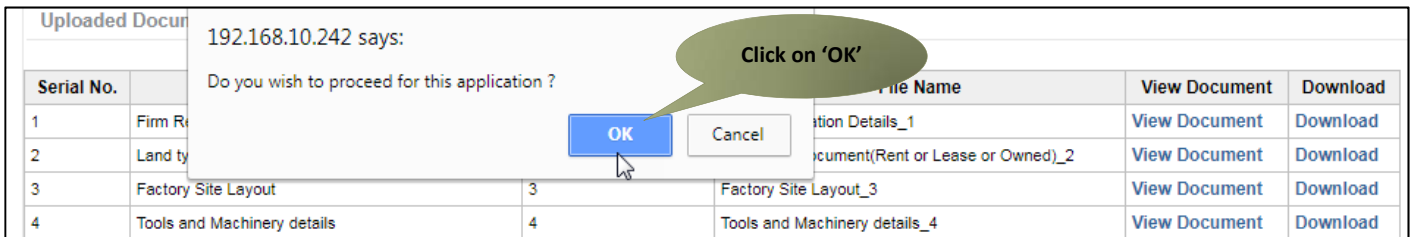
**STEP 5:** Enter the Schedule Inspection Date, select appropriate Action, enter Remarks and click on **Proceed**.





A confirmation popup will appear.

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



Serial No.	File Name	View Document	Download
1	Application Details_1	<a href="#">View Document</a>	<a href="#">Download</a>
2	document(Rent or Lease or Owned)_2	<a href="#">View Document</a>	<a href="#">Download</a>
3	Factory Site Layout_3	<a href="#">View Document</a>	<a href="#">Download</a>
4	Tools and Machinery details_4	<a href="#">View Document</a>	<a href="#">Download</a>

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**

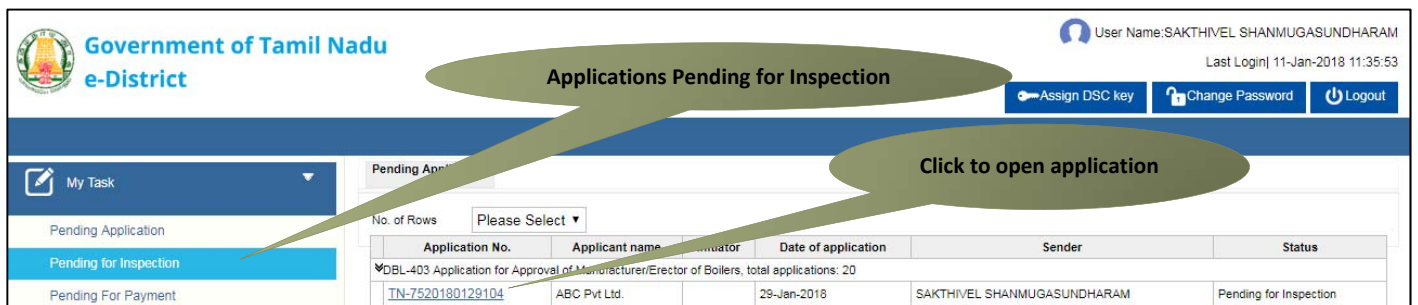
If the action taken was 'Return', the application will be send back to the operator. The operator can then view shortfalls (in comments) and provide additional information/missing documents in support of the application. After this, he re-submits the application, which appears back in the account of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



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

Applications Pending for Inspection

Click to open application

Application No.	Applicant name	Applicant	Date of application	Sender	Status
DBL-403 Application for Approval of Manufacturer/Erector of Boilers, total applications: 20					
<a href="#">TN-7520180129104</a>	ABC Pvt Ltd.		29-Jan-2018	SAKTHIVEL SHANMUGASUNDHARAM	Pending for Inspection

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



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
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Uploaded Documents

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

[Download all](#)

Remarks

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

Schedule Inspection Date \*

Date of Inspection \*

Upload Inspection Report \*

Boiler Details

Type of Boiler  Shell Type Boilers \*  Water Tube Boilers \*

Shell Type Boilers, Capacity up to (TPH) \*

Water Tube Boilers, Capacity up to (TPH) \*

Are attachments Verified \*  Yes  No

Process Action

Action Taken by \*

Remarks by Director \*  English  Tamil

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.

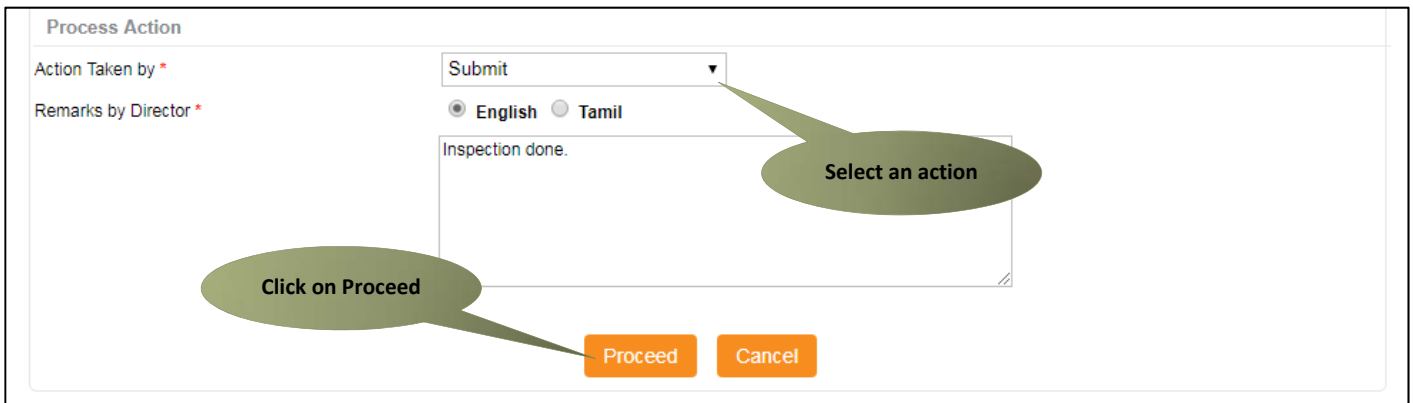
Enter Date of Inspection and Upload Inspection Report using the available fields. Added report will be shown under the 'Download Verification Report' section.

Download Verification Report	
<a href="#">inspection_report_1</a>	Uploaded Report
Schedule Inspection Date *	<input type="text" value="30/01/2018"/>
Date of Inspection *	<input type="text" value="30/01/2018"/>
Upload Inspection Report *	<input type="button" value="+ Add..."/>
Uploaded Successfully	

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

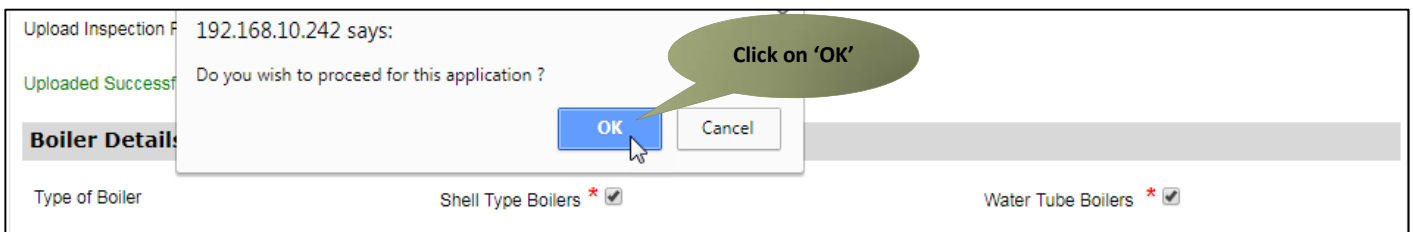
Boiler Details	
Type of Boiler	Shell Type Boilers * <input checked="" type="checkbox"/> Water Tube Boilers * <input checked="" type="checkbox"/>
Shell Type Boilers, Capacity up to (TPH) *	<input type="text" value="10"/>
Water Tube Boilers, Capacity up to (TPH) *	<input type="text" value="7"/>
Are attachments Verified *	<input checked="" type="radio"/> Yes <input type="radio"/> 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**

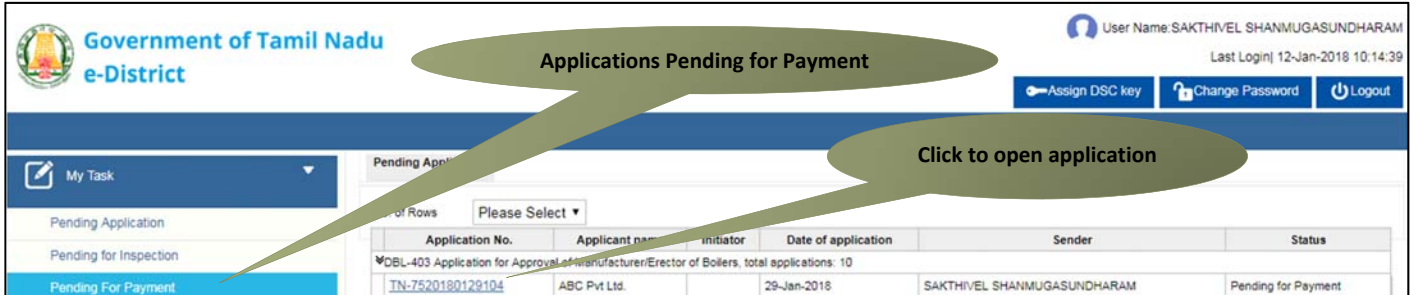
If the action taken was 'Reject', the application will be marked as rejected. The operator will then see 'Application Rejected' under **Current Status** when he/she will check the application status.

### 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 screenshot shows the user interface of the Tamil Nadu e-District application portal. The header includes the Government of Tamil Nadu e-District logo, the user name SAKTHIVEL SHANMUGASUNDHARAM, and the last login time 12-Jan-2018 10:14:39. There are buttons for Assign DSC key, Change Password, and Logout. A sidebar on the left shows 'My Task' with a dropdown menu containing 'Pending Application', 'Pending for Inspection', and 'Pending For Payment'. The main content area displays a table of pending applications. A callout bubble points to the 'Application No.' column with the text 'Click to open application'. Another callout bubble points to the table header with the text 'Applications Pending for Payment'.

Application No.	Applicant name	Initiator	Date of application	Sender	Status
DBL-403 Application for Approval of Manufacturer/Erector of Boilers, total applications: 10					
<a href="#">TN-7520180129104</a>	ABC Pvt Ltd.		29-Jan-2018	SAKTHIVEL SHANMUGASUNDHARAM	Pending for Payment

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



- 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
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**Uploaded Documents**

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

**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. *	<input type="text"/>
Challan Date *	<input type="text"/>
Govt Fees *	7500.00
Upload Challan Copy	<a href="#">+ Add...</a>
Date of Challan received *	<input type="text"/>

**Process Action**

Action Taken by \*

Remarks by Director \*  English  Tamil

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

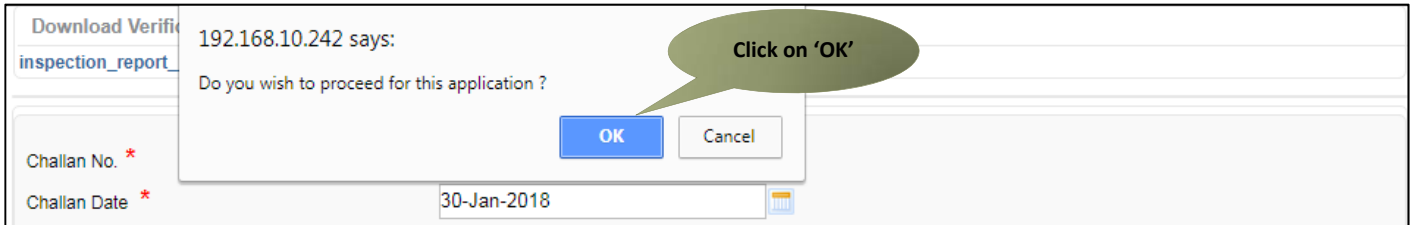
Select appropriate Action, enter Remarks and click on **Proceed**.

Process Action  
Action Taken by \* Approve  
Remarks by Director \*  
 English  Tamil  
Approved.  
[Click on Proceed](#)  
[Submit](#) [Cancel](#)  
[Select an action](#)



A confirmation popup will appear.

Click on **OK** to continue.



Download Verifi  
inspection\_report

192.168.10.242 says:  
Do you wish to proceed for this application ?

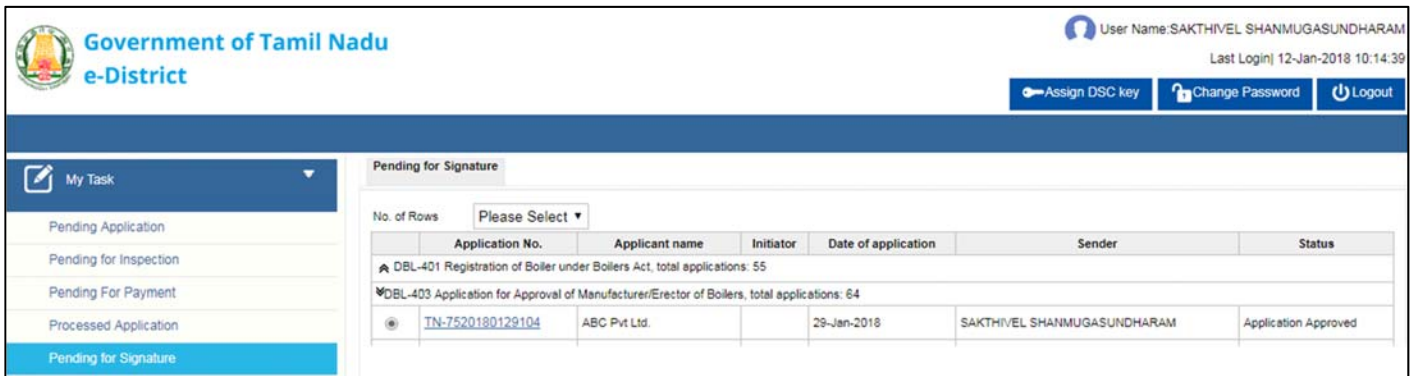
OK Cancel

Challan No. \*  
Challan Date \* 30-Jan-2018

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.



Government of Tamil Nadu  
e-District

User Name: SAKTHIVEL SHANMUGASUNDHARAM  
Last Login: 12-Jan-2018 10:14:39

Assign DSC key Change Password Logout

My Task

Pending Application  
Pending for Inspection  
Pending For Payment  
Processed Application  
Pending for Signature

Pending for Signature

No. of Rows Please Select

Application No.	Applicant name	Initiator	Date of application	Sender	Status
DBL-401 Registration of Boiler under Boilers Act, total applications: 55					
DBL-403 Application for Approval of Manufacturer/Erector of Boilers, total applications: 64					
TN-7520180129104	ABC Pvt Ltd.		29-Jan-2018	SAKTHIVEL SHANMUGASUNDHARAM	Application Approved

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 be downloaded and handed over to the applicant.

### Case 2: Return

If the action taken was 'Return', the application will be sent 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.