Tamil Nadu e-District

User Manual

Printing of Birth Certificate

Table of Content

E-DISTRICT TAMIL NADU USER MANUAL

(Government of Tamil Nadu)

1. Project Overview

TNeDistricts 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 and enhance the efficiencies of the various Departments at the district-level to enable seamless service delivery to the citizen.

Front-ends under the scheme, in the form of citizen facilitation centers, are envisioned to be built at District, Taluk, and Sub-division and Block levels. Indicative services planned to be delivered through this MMP include:

Certificates: Creation and distribution of certificates for income, nativity, community, domicile, caste, Birth, Death etc.

Linking with other e government projects: Birth Certificate COC, Death Certificate COC etc.

Information Dissemination: About government schemes, entitlements, etc.

Assessment of taxes: Property tax, and other government taxes.

Utility Payment: Payments relating to electricity, water bills property taxes etc.

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

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. Getting Started

Following points and guidelines may be referred while accessing the 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

To launch E district - *ONLINE*

a. Double click on the 🌐 to open the browser
    i. The browser will be open with default page or blank page
    ii. Enter the URL and press enter button on keyboard

User starts with the given steps after opening the internet explorer

STEP 1: Open the Tamil Nadu e-District website by typing the below given URL in address bar of browser

URL: https://tnesevai.tn.gov.in/Default.aspx

STEP 2: Below Screen will display.

COMMISSIONERATE OF e-GOVERNANCE
TAMIL NADU e-GOVERNANCE AGENCY
INFORMATION TECHNOLOGY DEPARTMENT, GOVERNMENT OF TAMIL NADU

TNeGA

e-Sevai
இணைய சேவை இனிய சேவை

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→] e-Sevai Services through Common Service Centers (CSC's)

Tamil Nadu e-Governance agency (TNeGA) has developed e-Sevai application for online delivery of various citizen centric services of government department to public through Common Service Centers (CSC's). Tamil Nadu has about 10443 CSC's and the citizens can avail these government services by approaching the nearest (CSC's). The list of services provided is as follows,

- REV-101 Community certificate
- REV-102 Nativity certificate
- REV-103 Income Certificate
- REV-104 First Graduate Certificate
- REV-105 Deserted Woman Certificate
- REV-106 Agricultural Income Certificate
- REV-107 Family Migration Certificate
- REV-108 Unemployment Certificate
- REV-109 Widow Certificate
- REV-111 Certificate for Loss of Educational Records due to disasters

- REV-113 Inter Caste Marriage Certificate
- REV-114 Legal Heir Certificate
- REV-115 Other Backward Classes (OBC) Certificate
- REV-116 Residence certificate
- REV-117 Small / Marginal Farmer Certificate
- REV-118 Solvency Certificate
- REV-119 No Male Child Certificate
- REV-120 Unmarried Certificate
- REV-401 Licence under Pawn Broker Act
- REV-402 Money Lender's Licence

Click here for More Service's Informaion

→] Sign In

| tnelcchn009-01 | •••••••• |

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Captcha is not case sensitive

Login   Reset

Forgot Password?

CONTACTS

TamilNadu e - Governance Agency
No. 5/9, TNHB Building,
Kavingar Bharathidasan Road,

HELP DESK

esevai_helpdesk@cms.co.in
Toll Free Number :18004251333

6. The Objective of E-district Tamil Nadu

E-District Tamil Nadu application will allow citizen to apply, pay, track and receive on-line various services as stated below from stipulated Government authorized named LMK/Department centres or Government offices/counters:

1. Issuance of Birth Certificates COC
2. Issuance of Death Certificate COC
3. Agriculture Income Certificate
4. Unemployment Certificate
5. Widow Certificate
6. Family Migration Certificate
7. Electricity Bill Payment Service etc..

7. Printing of Birth Certificate

STEP1: Open the e-District Government of Tamil Nadu link.

STEP2: Operator Login Page display like this.

STEP 3: Enter the Correct login credentials.

STEP 4: Click on Login.

7.1. Operator Login

COMMISSIONERATE OF e-GOVERNANCE
TAMIL NADU e-GOVERNANCE AGENCY
INFORMATION TECHNOLOGY DEPARTMENT, GOVERNMENT OF TAMIL NADU

TNeGA

e-Sevai
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| tnelcchn009-01 |
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Captcha is not case sensitive

Login   **Reset**
Forgot Password?

Click on Login

CONTACTS
TamilNadu e - Governance Agency
No. 5/9, TNHB Building,
Kavingar Bharathidasan Road,

HELP DESK
esevai_helpdesk@cms.co.in
Toll Free Number : 18004251333

STEP 5: Click on Services**.**

STEP 6: Click on Directorate of Public and Preventive Medicine.

Commissionerate of e-Governance
Tamil Nadu e-Governance Agency
Information Technology Department
Government of Tamil Nadu

TNeGA

e-Sevai
இனிய சேவை இணைய சேவை

☰   OPERATOR 1   TNTACTRI015-01 ⚙ 🔒

- 📋 Dashboard
- 📇 Wallet Recharge Reprint
- 📦 Services
- 💸 Receipt ›

Services

DEPARTMENT WISE	◎ Agriculture
SERVICE WISE	◎ Anna University
	◎ BC MBC and Minority Department
SEARCH	◎ Chennai Metro Water Supply & Sewerage Board
	◎ Chennai Traffic Police
	◎ Civil Supplies and Consumer Protection Department
	◎ Commissionerate of Municipal Administration
	◎ Commissionerate of Transport
	◎ Department of Handloom and Textiles
	◎ Director of Social Welfare
	◎ Directorate for Welfare of Differently Abled
	◎ Directorate of Boilers
	◎ Directorate of Fire & Rescue
	◎ Directorate of Public Health and Preventive Medicine
	◎ Drugs Department
	◎ Employment and Training
	◎ Fisheries
	◎ Greater Chennai Corporation

Name:	Operator 1
Center:	Madhavaperumalkoil Panchayat - TACTV
Center Code:	TACTRI015
Counter:	1
Wallet Type:	Prepaid
Wallet Amount:	9830564.93
Share:	0.00

Click on Services

Click on Directorate of Public Health and Preventive Medicine

STEP 7: Click on "Printing of Birth Certificate"…

After clicking on the Printing of Birth Certificate it will redirect to the e form page like below screen. Need to fill the below mandatory input fields *Applicant Name, Mobile Number* in Details of Applicant section.

Under Details of Birth Registration section – Do you have RCH ID NUMBER? : Yes and No radio buttons

Select Radio button as Yes

Give RCHID Number in the text box and click on Search button. After details fetched click on Action(Please Select) column radio button as shown in the below screenshot.

Select Radio button as No Gender, District, Place of Birth and Date of Birth fields should display.

Enter all the details and click on Search button list of all details will display in the table format and select particular application through radio button as shown in the below screenshot.

After filling all mandatory fields, finally click on "***Submit***" button. Department amount, Service Charges will be shown and same will be deducted from operator wallet.

To process the payment the user need to click the "Submit" button.

After submitting the request, if transaction is confirmed success message will be received with "*Print Receipt*" button to download the receipt and "*Print Birth Certificate*".

DPH-102 Printing of Birth Certificate

✔ Transaction No : TNTACTRI01500080   🖶 Print Receipt   Print Birth Certificate

SUCCESS : Transaction completed Sucessfully.

Printing of Birth Certificate

Details of Applicant

Applicant Name*

Test

Mobile Number*

7987897897

Details of Birth Registration

On completion of successful payment click <**Print Receipt**>, receipt will download in PDF format.

Receipt Format.

தமிழ்நாடு அரசு / **Government of Tamil Nadu**
இ-சேவை மையம் / **e-Sevai Centre**

ரசீது / RECEIPT	
ரசீது எண் / Receipt No: TN-18720191119001 விண்ணப்பதாரர் / Applicant Name: Test தொலைபேசி எண்/Mobile Number:7987897897 துறையின் பெயர் / Department Name: பொது சுகாதாரம் மற்றும் நோய் தடுப்பு மருந்துத் துறை/ DEPARTMENT OF PUBLIC HEALTH AND PREVENTIVE MEDICINE	துறை குறிப்பு எண் / Department Reference No: B-2019:33-1803-000202 பரிவர்த்தனை எண் / Transaction No : TNTACTRI01500080 விண்ணப்பித்த தேதி / Application date : 19-11-2019 15:45:30 விண்ணப்பித்த சேவை / Applied for Service : DPH-102 Printing of Birth Certificate

பணம் செலுத்திய விவரம் / **Payment Details**

விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)
கட்டண தொகை / Bill Amount	Cash	0.00
இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges	Cash	15.00
		மொத்தம் / Total: 15.00

ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Fifteen only.

மையப் பெயர் & குறியீட்டு எண் / Centre Name & Code : Madhavaperumalkoil Panchayat -TACTV-TACTRI015	கையொப்பம் / Signature of the Centre Operator

User can have printout of this PDF receipt.

On completion of successful payment click <**Print Birth Certificate**>, receipt will download in PDF format.

Print Birth Certificate

8. Disclaimer

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