Tamil Nadu e-District

Application Training Manual

Renewal of License under Boilers Act (DBL-402)

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

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	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 process applications received for Renewal of license under Boilers Act through the e-District Portal.

4. Scope

The scope of this document covers the 'Renewal of License under Boilers Act' 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

7. Renewal of License under boilers act

7.1.Processing Application at Deputy Director's Desk

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

Approve: Approve the application

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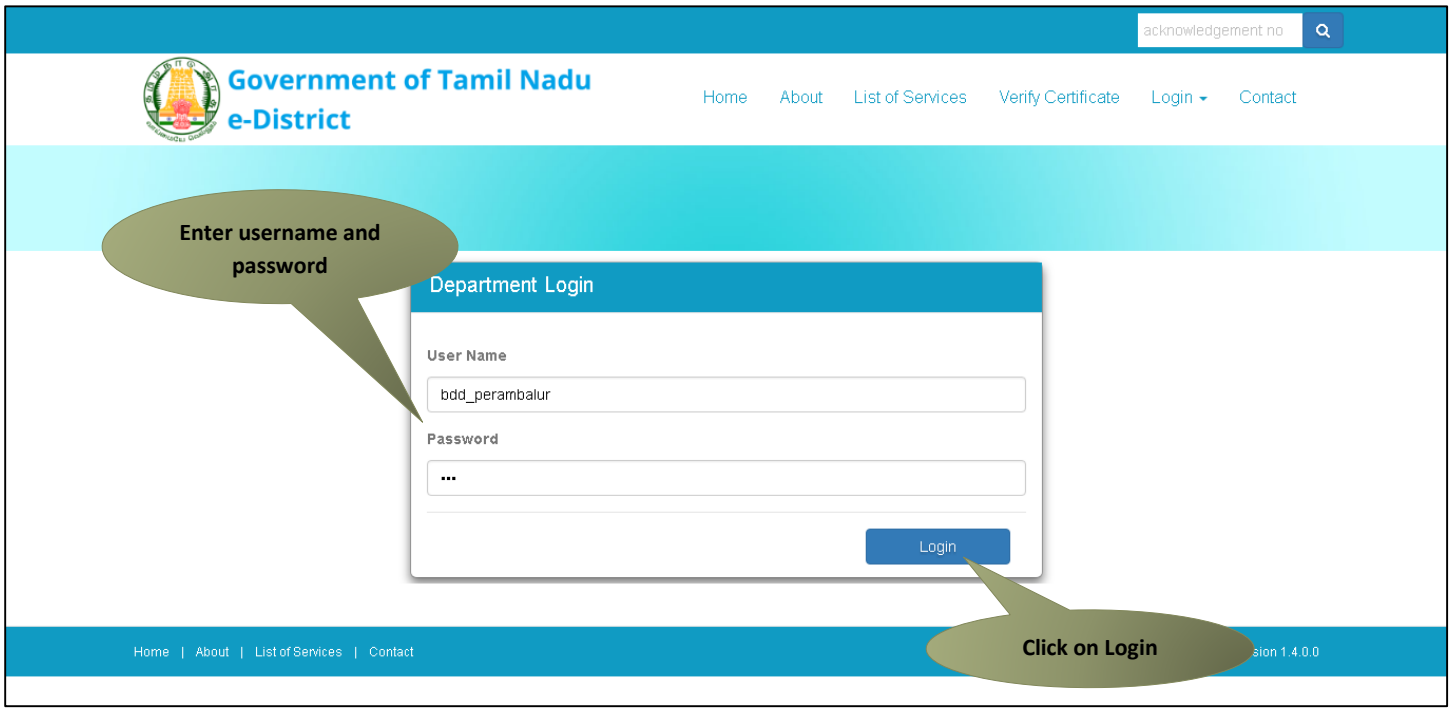
Reject: Reject the application

Return: Send the application back to the operator

Following steps shows how to process application at Deputy 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**.



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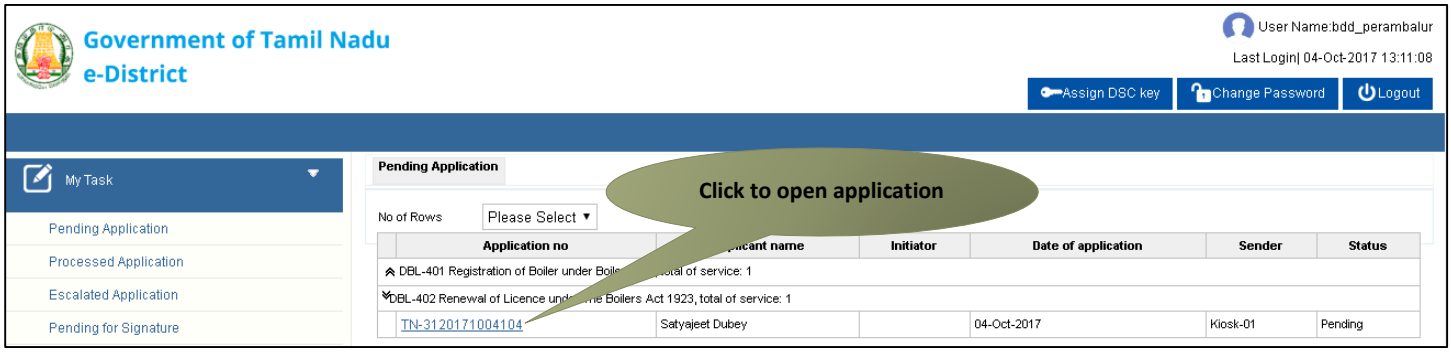
STEP 3: Pending applications will show up. Click on the **Application Number** link to open an application.



Application request details will open. You can view the application by clicking on the **View Application** button.

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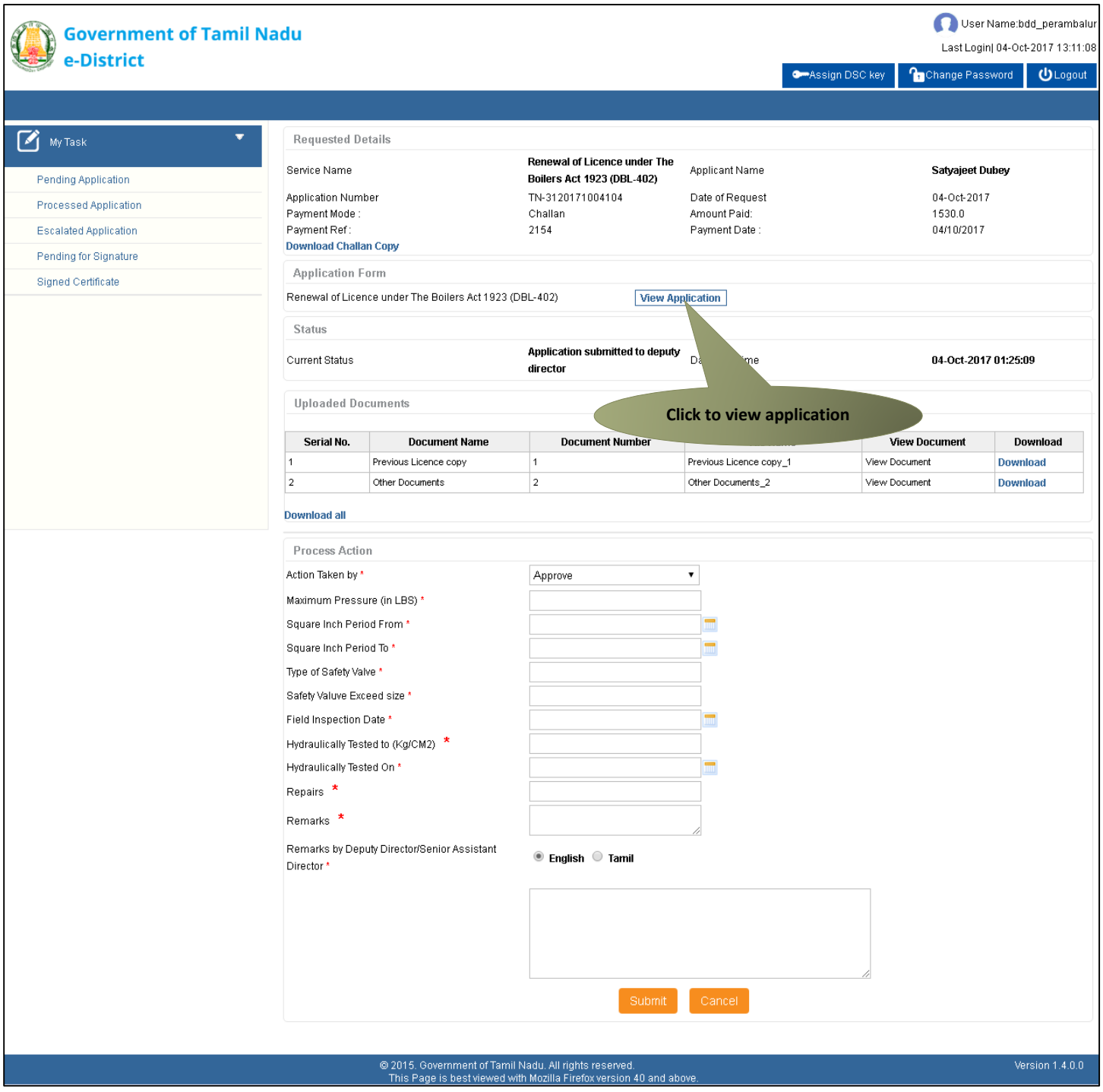

The below figure shows the application preview:

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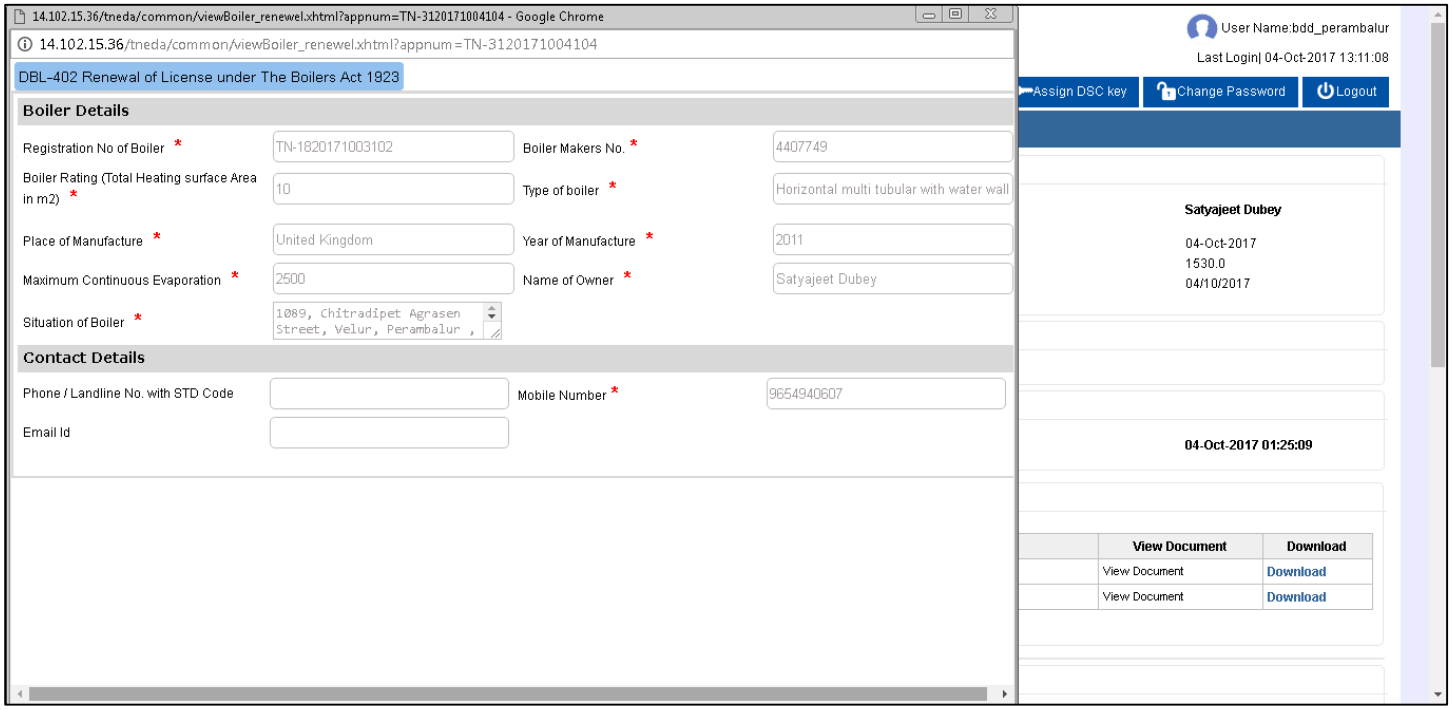
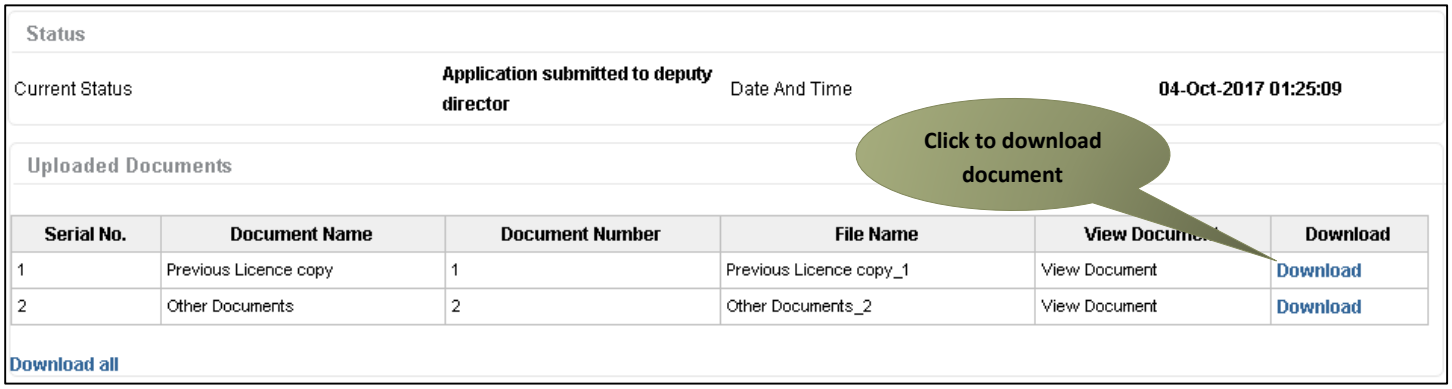


STEP 4: Click on the **Download** link to download and verify uploaded documents.



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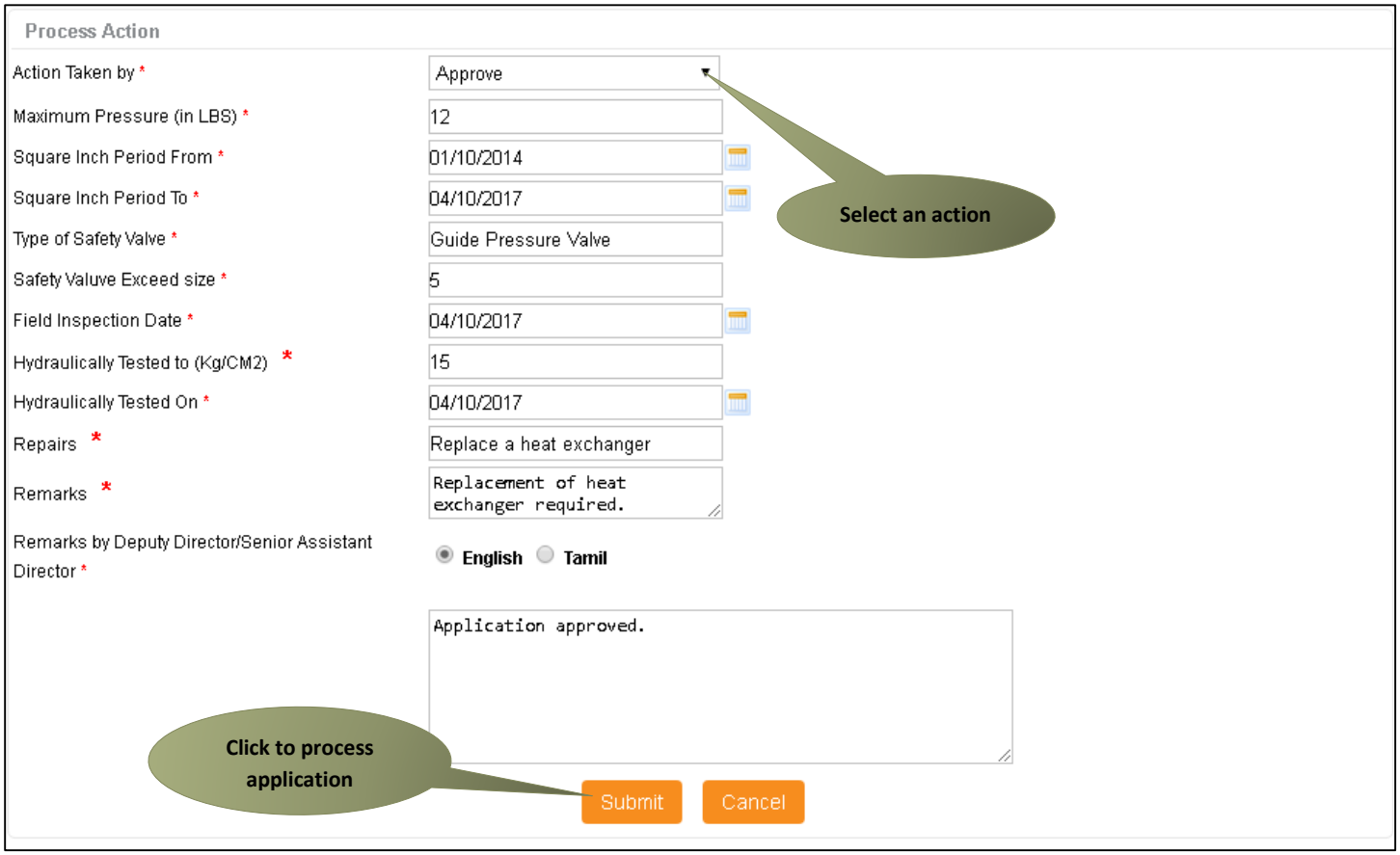
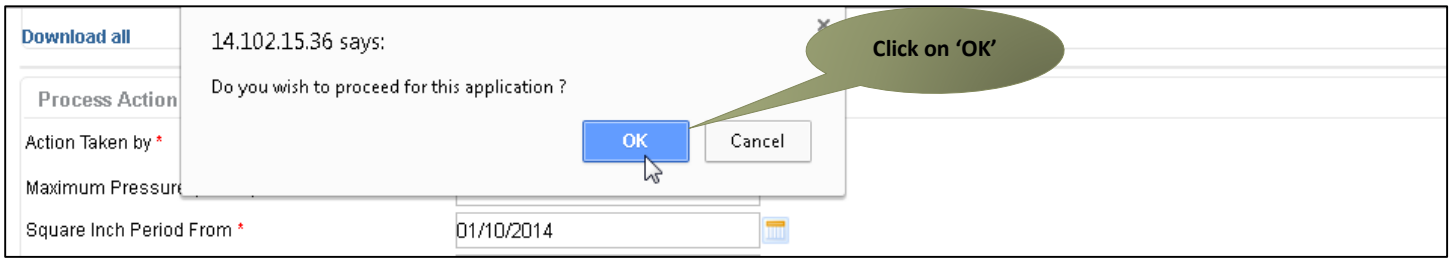
STEP 5: Select appropriate action, fill required fields, enter comments and click on **Submit**.



A confirmation popup will appear.

STEP 6: 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.

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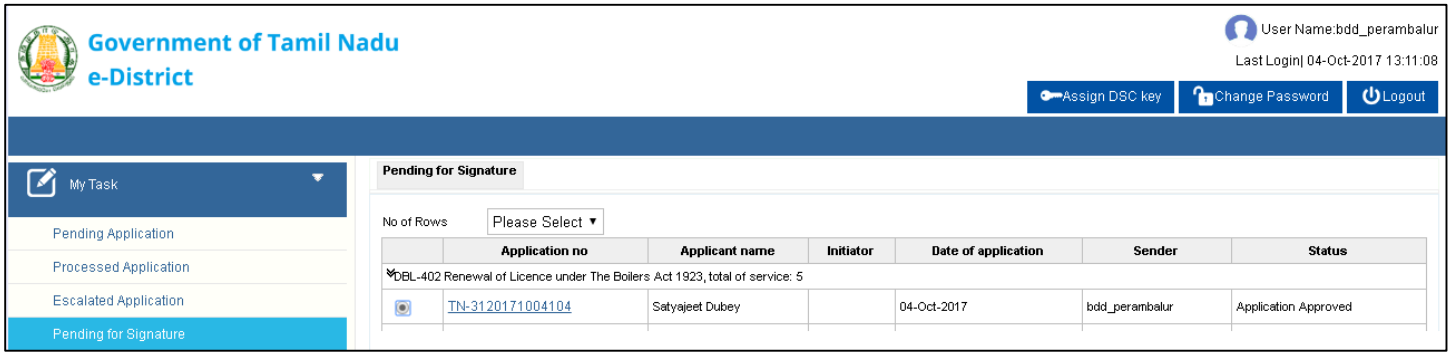

From there, you can digitally sign the application after which it appears in the **Signed Certificate** section.

Once the application is digitally signed (post-approval), it appears in the Operator's account from where it can have downloaded and handed over to the applicant.

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 Deputy 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.

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