

**Tamil Nadu e-District**  
**User Manual**  
**For**  
**Ulema Pension Scheme under WAQF Board**  
**(CSC Operator)**

Prepared by



**CMS Computers LTD**

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

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# TAMIL NADU e-DISTRICT 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"><li>1. Switch 'ON' the UPS only after you have switched 'ON' the power socket</li><li>2. Switch 'ON' the computer only after you have switched 'ON' the UPS</li><li>3. Switch 'OFF' the power socket in there is an electrical spark in the socket</li></ol>
	<ol style="list-style-type: none"><li>4. Do not start the computer in case the UPS is not fully charged</li><li>5. Do not start the computer in case any of the wires are in contact with water sources / moisture</li></ol>
	<ol style="list-style-type: none"><li>6. In case you are not sure whether the computer is connected in the right way – please contact the system engineer</li></ol>

### 3 Purpose

The purpose of this User Manual is to help user in running e-Sevai application. The manual consist of Steps used for registering service request and processing of application request at different levels using e- Sevai Application.

### 4 Scope


The scope of this document is to provide Support and Guidance to End Users to access the e-Sevai 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 should not be left blank
- Mandatory/Optional documents should be attached as per requirement
- Do not make false entries

### To launch E district - *ONLINE*

- Double click on the  to open the browser
- The browser will be open with default page or blank page
- Enter the URL and press enter button on keyboard

## 6 Application for Ulema Pension Scheme

### 6.1 Operator Login

User starts with the given Steps after opening the Chrome Browser.

**STEP 1:** Go to the **e-Sevai** (Government of Tamil Nadu) Web Portal. Below show page will open.



Image 1

**STEP 2:** Enter the Login credentials and Captcha code

**STEP 3: Click on Login.**

User will be redirected to the e-Sevai Dashboard as shown below.



**Image 2**

**STEP 4: Click on Services**

Department Wise service listing will appear.

**STEP 5: Click on BC MBC and Minority Department link.**

User can also switch to the **Service Wise** listing, or search a particular service using keywords by clicking on **Search**.



**Image 3**

Below screen will be displayed.

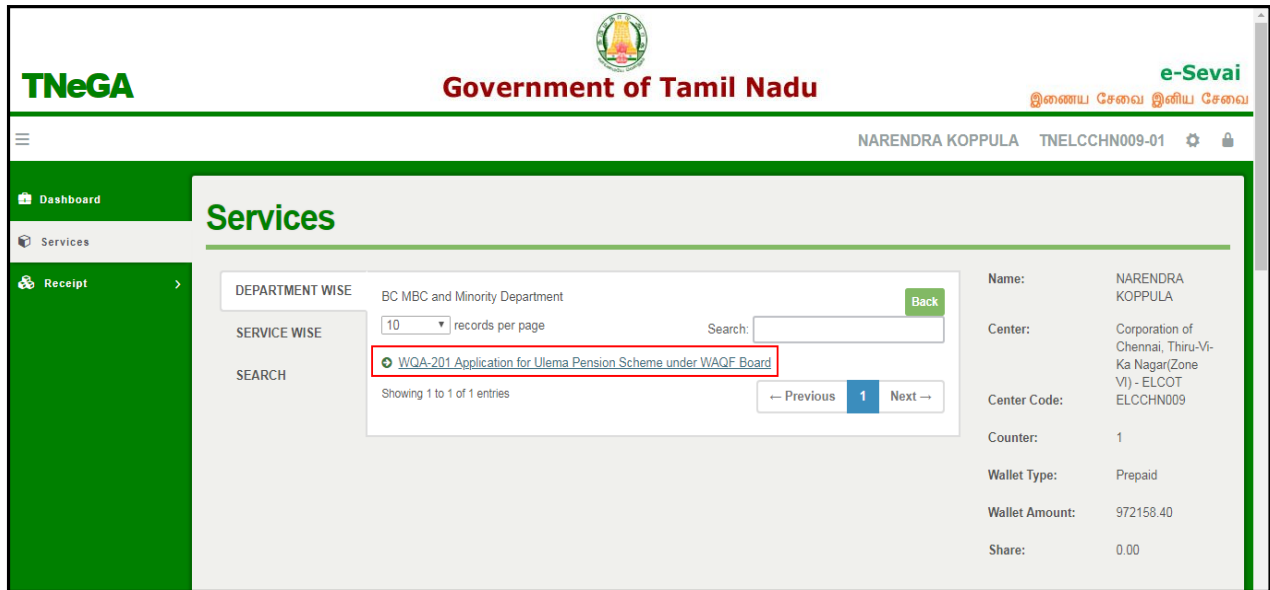


Image 4

**STEP 6:** Click on **WQA – 201 Application for Ulema Pension Scheme under WAQF Board** link.

User will be redirected to the e-District Portal.

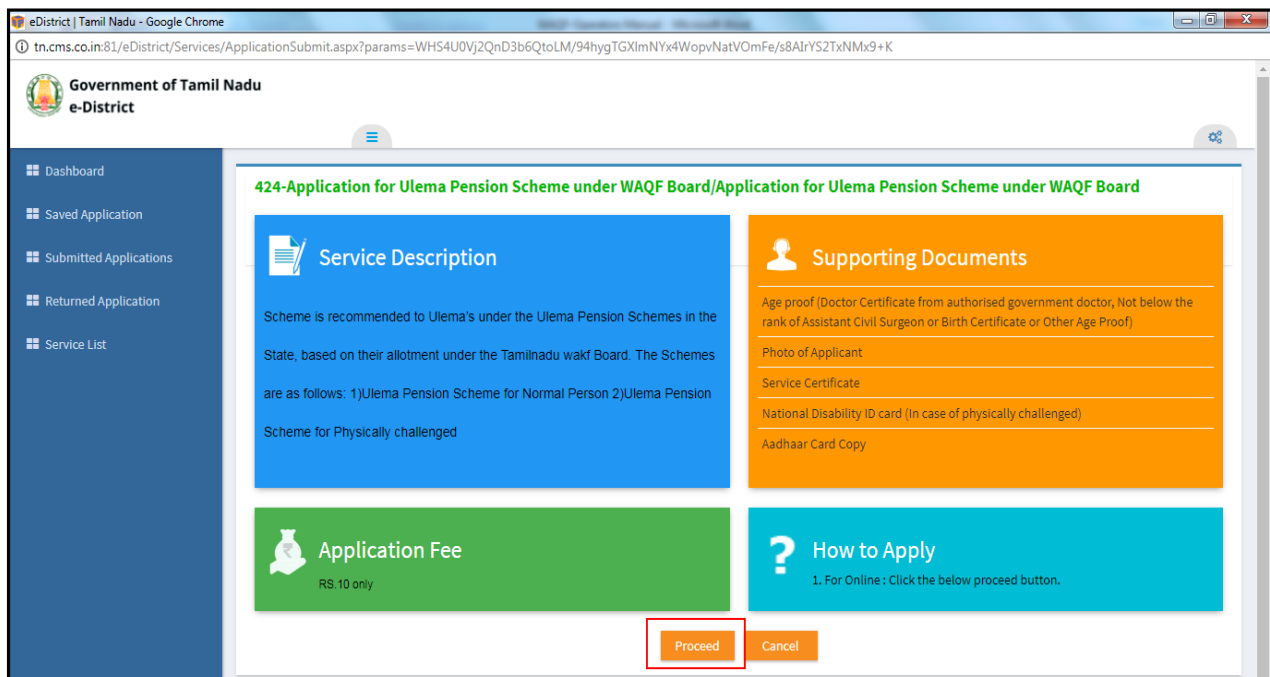
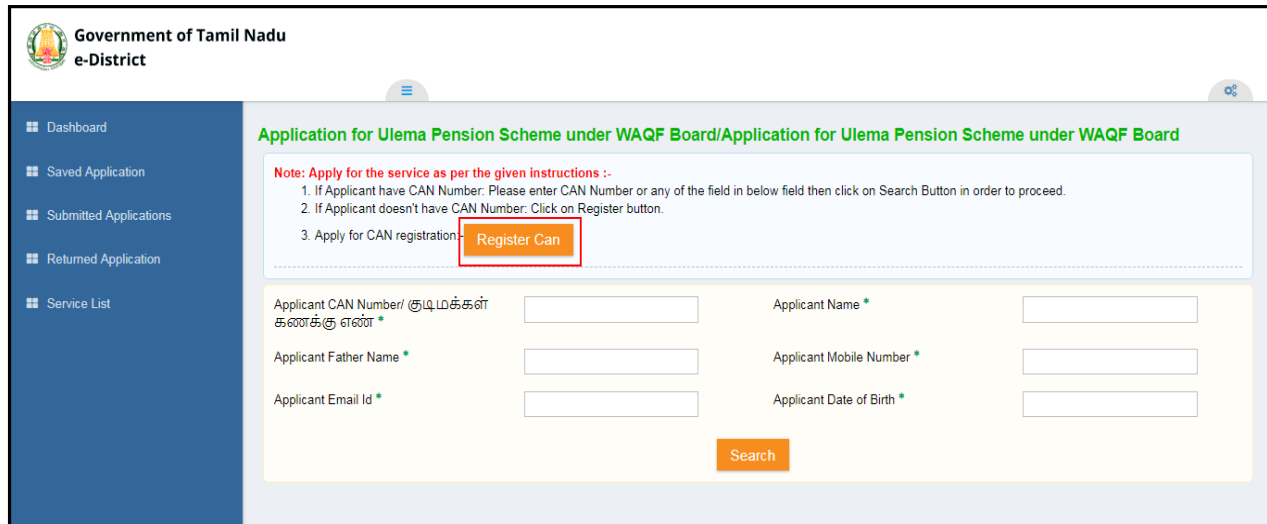


Image 5

**STEP 7:** Click on **Proceed**.

User will be redirected to the Applicant search page as shown below.



**Image 6**

The Applicant can perform Search using the following options:

- Applicant CAN Number
- Applicant Name
- Applicant Father Name
- Applicant Mobile Number
- Applicant Email Id
- Applicant Date of Birth



**Note** – The **green asterisk** signifies that the available search options are **optional** mandatory.

The applicant will be able to go ahead with the application process if he/she already has a unique CAN number; otherwise the applicant is required to register for a CAN number.

### 6.1.1 Registration Process for CAN (Citizen Access Number)

1. Click on the **Register CAN** button as shown in the above figure.

The CAN registration form will be displayed as shown below.



### CAN Registration

Fields Marked With Asterisk(\*) Are Mandatory.

**Applicant Detail**

Document Type 1*	Adhaar card	Document Type 2	Please Select
Aadhaar Number*	881731312312		
Apellation*	Thiru / திரு		
Applicant Name*	SHIEK IMMAM	விண்ணப்பதாரர் பெயர்*	ஷியீக் இம்மாம்
Gender / பாலினம்*	Male	Marital Status / திருமண நிலை*	Married
Date Of Birth / பிறந்த தேதி*	01-Jan-1950		
Relationship / உறவு*	Father		
Father/ Husband / Guardian / Mother Name*	MOHAMMED RIYAS	தந்தை / கணவர் / பாதுகாவலர் / தாயின் பெயர்*	முகமத் ரியாஸ்
Mother Name*	GATI IIMA	தாயின் பெயர்*	பாத்திமா
Religion / மதம்*	Muslim		
Community / சாதி*	BC Muslim	Occupation / வேலை*	Not Stated
Education Qualification / கல்வித்தகுதி			

**Current Address / தற்போதைய முகவரி**

State / மாநிலம்*	TAMIL NADU	District / மாவட்டம்*	Coimbatore / கோயம்புத்தூர்
Taluk / வட்டம்*	Coimbatore North / கோயம்புத்தூர்		
Revenue Village / கிராமம்*	Aupperpalayam / அண்பு		
Admin Unit / நிர்வாக அலகு	Coimbatore Corporation	Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர்	34/21
Street No. / Name*	NALLA STREET	தெரு எண் / பெயர்*	நல்ல தெரு
Block No. / Name		Building / Door / Flat No.*	89BA
Pin Code / அஞ்சல் எண்*	653342		

If Permanent Address Same As Current Address

**Contact Details**

Phone / Landline No. With STD Code	Mobile Number/ தொலைபேசி எண்*
	9500835050
Email Id / மின்னஞ்சல் முகவரி	

**Bank Details**

Bank Name	District
Please Select	Please Select
Branch Name	IFSCCode
Please Select	
Account Number	

Register

Image 7

2. Enter all the mandatory details in the **Applicant Detail** and **Current Address** and **Bank Details** sections.



**Note** – The applicant must Generate and verify OTP before submitting the form.

**Contact Details**

Phone / Landline No. With STD Code

Mobile Number / தொலைபேசி எண்

Email Id / மின்னஞ்சல் முகவரி \*

**Generate OTP**

Enter OTP \*

**confirm OTP**

**Image 8**

3. Click on **Register** to submit the form as shown in **Image 7**.

On successful CAN Registration, the CAN Number will be generated as shown below.

Application   Check Status   Collection Amount   Reprint Receipt   TNEB Recheck

**CAN Registration Successful**

"Your CAN Number is **1331603011212**", Please click on proceed button to move further.

**Proceed**

**Image 9**

The applicant can now proceed with applying for the **Ulema Pension Scheme under WAQF Board** using this CAN number.



Continuing the Ulema Pension Scheme application process from **STEP 7**

**STEP 8:** Enter the CAN number or any one of the field and click **Search**.

The corresponding record will show in the search result as shown in the below image.

**Application for Ulema Pension Scheme under WAQF Board/Application for Ulema Pension Scheme under WAQF Board**

**Note: Apply for the service as per the given instructions :-**  
 1. If Applicant have CAN Number: Please enter CAN Number or any of the field in below field then click on Search Button in order to proceed.  
 2. If Applicant doesn't have CAN Number: Click on Register button.  
 3. Apply for CAN registration:- [Register Can](#)

Applicant CAN Number/ குடிமக்கள் கணக்கு எண் \*  Applicant Name \*

Applicant Father Name \*  Applicant Mobile Number \*

Applicant Email Id \*  Applicant Date of Birth \*

[Search](#)

Select	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
<input checked="" type="radio"/>	1330301012044	Anwardeen	Zakheer	17-May-1955	8220717533	

Showing 1 to 1 of 1 entries First Previous **1** Next Last

Mobile Number / தொலைபேசி எண் \*  [Generate OTP](#)

Enter OTP \*  [Confirm OTP](#)

**Image 10**

**STEP 9:** Select the record by clicking on the **option button** against the desired record.

**STEP 10:** Generate and verify OTP as shown above.

Once the OTP is verified the screen will refresh to the below image.

**Application for Ulema Pension Scheme under WAQF Board/Application for Ulema Pension Scheme under WAQF Board**

**Note: Apply for the service as per the given instructions :-**  
 1. If Applicant have CAN Number: Please enter CAN Number or any of the field in below field then click on Search Button in order to proceed.  
 2. If Applicant doesn't have CAN Number: Click on Register button.  
 3. Apply for CAN registration:- [Register Can](#)

Applicant CAN Number/ குடிமக்கள் கணக்கு எண் \*  Applicant Name \*

Applicant Father Name \*  Applicant Mobile Number \*

Applicant Email Id \*  Applicant Date of Birth \*

[Search](#)

Select	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
<input checked="" type="radio"/>	1330301012044	Anwardeen	Zakheer	17-May-1955	8220717533	

Showing 1 to 1 of 1 entries First Previous **1** Next Last

[Proceed](#) [Edit CAN Detail](#) [Save As New](#)

Mobile Number / தொலைபேசி எண் \*

**Image 11**

**STEP 11:** Click on **Proceed**.

CAN details of the applicant may be modified by clicking on the **Edit CAN Detail** button.

The **Save as New** option allows you to save the same CAN Number with different applicant details.

Select	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
<input checked="" type="radio"/>	1330301012044	Anwardeen	Zakheer	17-May-1955	8220717533	

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

[Proceed](#) [Edit CAN Detail](#) [Save As New](#)

Mobile Number / தொலைபேசி எண் \*

**Image 12**

The applicant will be redirected to the Application e-form screen as shown below.

**Application for Ulema Pension Scheme under WAQF Board**

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**Applicant Details / விண்ணப்பதாரர் விவரங்கள்**

* Appellation	Thiru/திரு	* Applicant Name / விண்ணப்பதாரர் பெயர்	SHIEK IMMAM/ஷியீக்
* Relationship/உறவு	Father	* Father / Husband / Guardian Name	MOHAMMED RIYAS/மு
* Mother's Name / தாயின் பெயர்	FATHIMA/பாத்திமா	* Gender / பாலினம்	Male
* Marital Status / திருமண நிலை	Married	* Date of Birth / பிறந்த தேதி	01-Jan-1950
* Religion / மதம்	Muslim	* Community / சாதி	BC Muslim
* Adhaar card	881731312312	* Ration Card No	12/G/23131313

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**Current Address / தற்போதைய முகவரி**

* State / மாநிலம்	TAMIL NADU	* District / மாவட்டம்	கோயம்புத்தூர்/Coim
* Taluk / வட்டம்	Coimbatore North/கோ	* Revenue Village / கிராமம்	Aupperpalayam./அணு
* Street No/Name / தெரு எண் / பெயர்	undefined/நல்ல தெரு	* Building / Door / Flat No	89BA
* Pin Code / அஞ்சல் எண்	653342		

If same as Current Address / தற்போதைய முகவரி அதே என்றால்

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**Permanent Address / நிலையான முகவரி**

* State / மாநிலம்	TAMIL NADU	* District / மாவட்டம்	கோயம்புத்தூர்/Coim
* Taluk / வட்டம்	Coimbatore North/கோ	* Revenue Village / கிராமம்	Aupperpalayam./அணு
* Street No/Name / தெரு எண் / பெயர்	NALLA STREET/நல்ல	* Building / Door / Flat No	89BA
* Pin Code / அஞ்சல் எண்	653342		

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**Contact Details**

Phone / Landline No. With STD Code		* Mobile Number	9500835050
Email Id			

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**Application Details / விண்ணப்ப விவரங்கள்**

* Ulemas eligibility	Pesh Imam	* Whether Physically challenged? / மாற்றுதிறன் உடையவரா?	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Nature of Disability / மாற்றுதிறனின் வகை	Orthopedic impairme	* National Disability ID Card Number / தேசிய மாற்றுதிறன் அடையாள அட்டை	IN09009
* Year of Experience for Pension Scheme / ஓய்வூதியம் பெறுவதற்கான அனுபவம்	11		

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**Identification Mark / அங்க அடையாளங்கள்**

* Identification Mark 1 / அங்க அடையாளங்கள் 1	A mole in the left arm	* Identification Mark 2 / அங்க அடையாளங்கள் 2	A mole in the right arm
* Current Business / தற்போதைய தொழில்	No Business	* Income of Current Business / தற்போதைய தொழிலின் வருமானம்	0
Miscellaneous Income / இதரவகை வருமானம்		* Is Nominee Required ?	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Name of the Nominee / நியமனதாரரின் பெயர்	MUMTAJ	* Address of the Nominee / நியமனதாரரின் முகவரி	anatha Street, Chennai

---

**Reference Details**

* S.No / வண்	* Name of the Person / பெயர்	* Address / முகவரி
1	ANAS	13, Aranatha Street, Ch
2	ANSAR	15, Sid Street, Chennai

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**Bank Details / வங்கி விவரங்கள்**

* Bank Name/வங்கி	IDBI BANK	* District/மாவட்டம்	CHENNAI
* Branch Name/கிளை	CHENNAI-MAIN BRA	* IFSC / இந்திய நிதி அமைப்பு குறியீடு	IBKL0000129
* Account Number	0887879898999990	* MICR No	913130131

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**Declaration / உறுதிமொழி**

Under the Act 1981, The Above mentioned particulars are true to the best of my knowledge and I comply myself with the Ulema Pension Scheme (Tamilnadu) Rules and Pension sanctioning regulations. If any statement is found to be untrue I shall be liable for disciplinary action.

Image 13

**STEP 12:** Fill all the mandatory details, Check the Declaration box and click on **Submit**.



**Note** – If the applicant selects **Yes** for **Physically challenged**; then **Year of Experience for Pension Scheme** should be minimum of **10** years or above as shown in the image below. If **No**; then **Year of Experience for Pension Scheme** should be minimum of **20** years or above.

Application Details / விண்ணப்ப விவரங்கள்

* Ulemas eligibility	Moulvi	* Whether Physically challenged? / டாற்றுதிறன் உடையவரா?	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Nature of Disability / டாற்றுதிறனின் வகை	Visually impaired	* National Disability ID Card Number / தேசிய டாற்றுதிறன் அடையாள அட்டை	123456
* Year of Experience for Pension Scheme / ஓய்வூதியம் பெறுவதற்கான அனுபவம்	10		

Image 14

On successful submission of the form, **Upload Supporting Documents** page will be displayed as shown below.

Supporting Document List for upload

Transaction No : **TN-4242018051701986** [View Application](#)

List of Documents		
1	Age proof (Doctor Certificate from authorised government doctor, Not below the rank of Assistant Civil Surgeon or Birth Certificate or Other Age Proof)	Mandatory
2	Photo of Applicant	Mandatory
3	Service Certificate	Mandatory
4	National Disability ID card (In case of physically challenged)	Mandatory
5	Aadhaar Card Copy	Optional

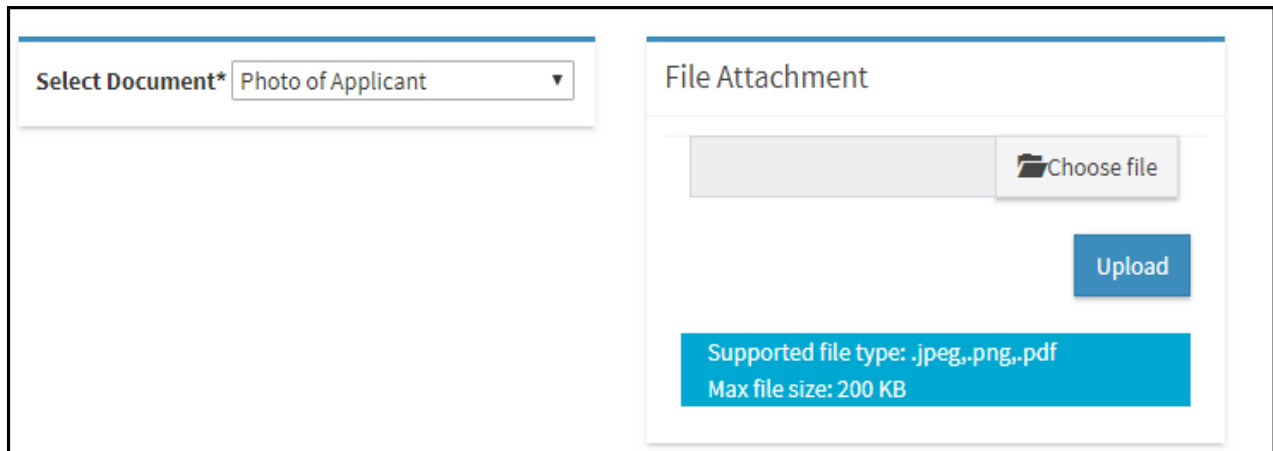
Select Document\*

**Success**  
You have successfully Submitted the eForm kindly proceed to complete, your transaction no : [ **TN-4242018051701986** ]

Image 15

**STEP 13:** Upload all Mandatory Supporting Documents.

- Select the type of document form dropdown, choose the file and click on Upload.


**Image 16****STEP 14:** Click on **Make Payment** once all required document are uploaded.


Sl#	Document	Action	View
1	Age proof (Doctor Certificate from authorised government doctor, Not below the rank of Assistant Civil Surgeon or Birth Certificate or Other Age Proof)	Delete	View
2	Photo of Applicant	Delete	View
3	Service Certificate	Delete	View
4	National Disability ID card (In case of physically challenged)	Delete	View

**Make Payment**

**Image 17**

**STEP 15:** Select the **Payment Type** form dropdown and click on **Confirm Payment**.

**Confirm**

Payment Type\* Cash

Application Number	TN-4242018051701986
Applicant Name	Anwardeen/அன்வருதீன்
Date of Application	05/17/2018 12:43:57
Service Name	Application for Ulema Pension Scheme under WAQF Board
Application Fees	50
eSevai Centre Charges	20
Total	70

Confirm Payment

**Image 18**

On successful Payment, applicant will be redirected to the Acknowledgment Receipt page as shown below.

✓ **Success**  
Transaction [ TN-4242018051701986 ] Saved Successfully.

**Acknowledgement Receipt**

Application Number	TN-4242018051701986
Applicant Name	Anwardeen/அன்வருதீன்
Date of Application	05/17/2018 12:43:57
Service Name	Application for Ulema Pension Scheme under WAQF Board
Application Fees	50
eSevai Centre Charges	20
Total	70

Print Receipt

**Image 19**



**STEP 16:** Click on **Print Receipt** to download/print the receipt.


 தமிழ்நாடு அரசு / Government of Tamil Nadu இ-சேவை மையம் / e-Sevai Centre		
ஒப்புக் கடினம் / ACKNOWLEDGEMENT		
ரசீது எண் / Receipt No: TN-4242018051501950	குறிப்பு எண் / Reference No: TNELCCHN00900594	
விண்ணப்பதாரர் / Applicant Name: ஷியிக் இம்மாம்/SHIEK IMMAM	விண்ணப்ப எண் / Application No : TN-4242018051501950	
துறையின் பெயர் / Department Name: பிற்படுத்தப்பட்டோர் நலம் மற்றும் சிறுபான்மையினர் நலத்துறை / BC MBC and Minority Department	விண்ணப்பித்த தேதி / Application date : 05/15/2018 14:44:44	
	விண்ணப்பித்த சேவை / Applied for Service : Application for Ulema Pension Scheme under WAQF Board	
பணம் செலுத்திய விவரம் / Payment Details		
விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)
விண்ணப்ப கட்டணம் / Application Fees	Cash	50
இ-சேவை மையக் கட்டணம் /e-Sevai Centre Charges		20
ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Seventy Only.		
மையப் பெயர் & குறியீட்டு எண் / Centre Name & Code : -ELCCHN009	கையொப்பம் / Signature of the Centre Operator	
மேலே குறிப்பிட்டுள்ள அனைத்து விவரங்களையும் சரி பார்த்து கொள்ளவும். உங்கள் விண்ணப்ப நிலையை தெரிந்து கொள்ள பின்வரும் இணையதளத்தில் பார்க்கவும் <a href="http://tn.cms.co.in:81/eDistrict/User/TrackApplication.aspx">http://tn.cms.co.in:81/eDistrict/User/TrackApplication.aspx</a> / Kindly check correctness of all the details furnished above. To Check the Application Status see the URL <a href="http://tn.cms.co.in:81/eDistrict/User/TrackApplication.aspx">http://tn.cms.co.in:81/eDistrict/User/TrackApplication.aspx</a> .		

Image 20



**Note** – Once the Application has been submitted, it will reach the concerned officer for further processing. If the officer Approve/ Return/ Reject the application, the applicant will be notified via SMS/Email.

## 7 Disclaimer

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