

Tamil Nadu e-District
Operator User Manual

For

**ADF_202-Tamil Nadu Marine Fisherwomen Savings
cum Relief Scheme**

Prepared by



CMS Computers LTD

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

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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


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"> 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
	<ol style="list-style-type: none"> 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
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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*

- 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

6 Application for Relief Assistance

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 **Fisheries** 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 **Tamil Nadu Marine Fisherwomen Savings cum Relief Scheme** link.
User will be redirected to the e-District Portal.

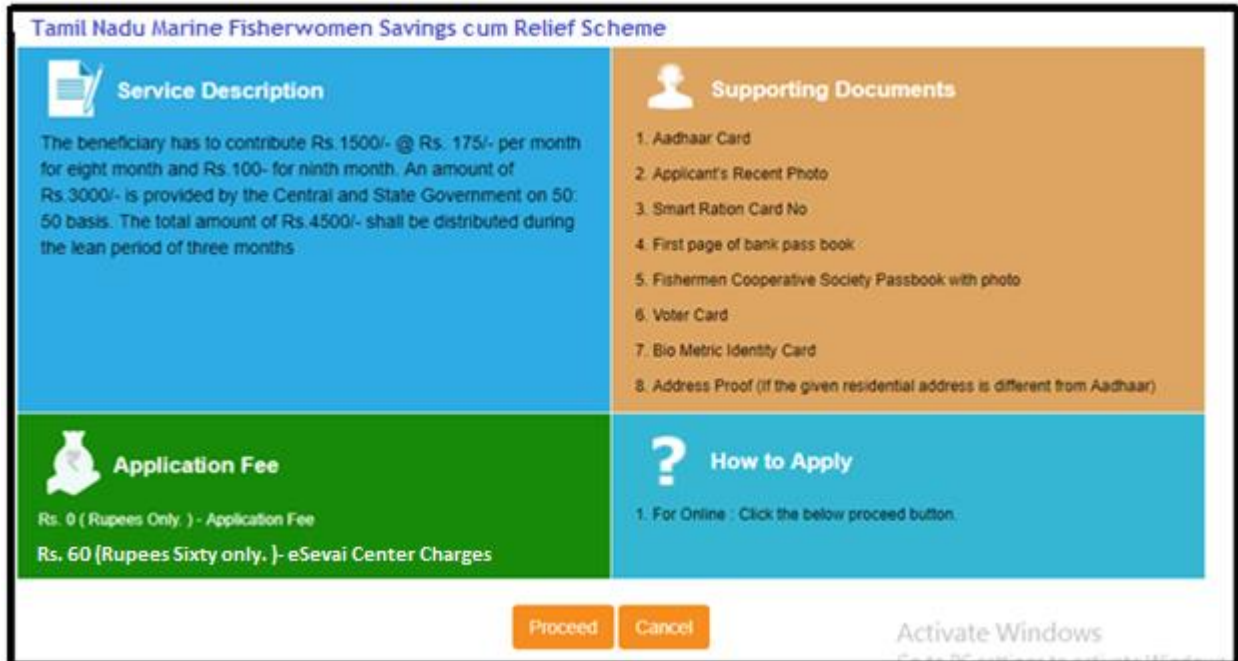


Image - 5

STEP 7: Click on **Proceed**.

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

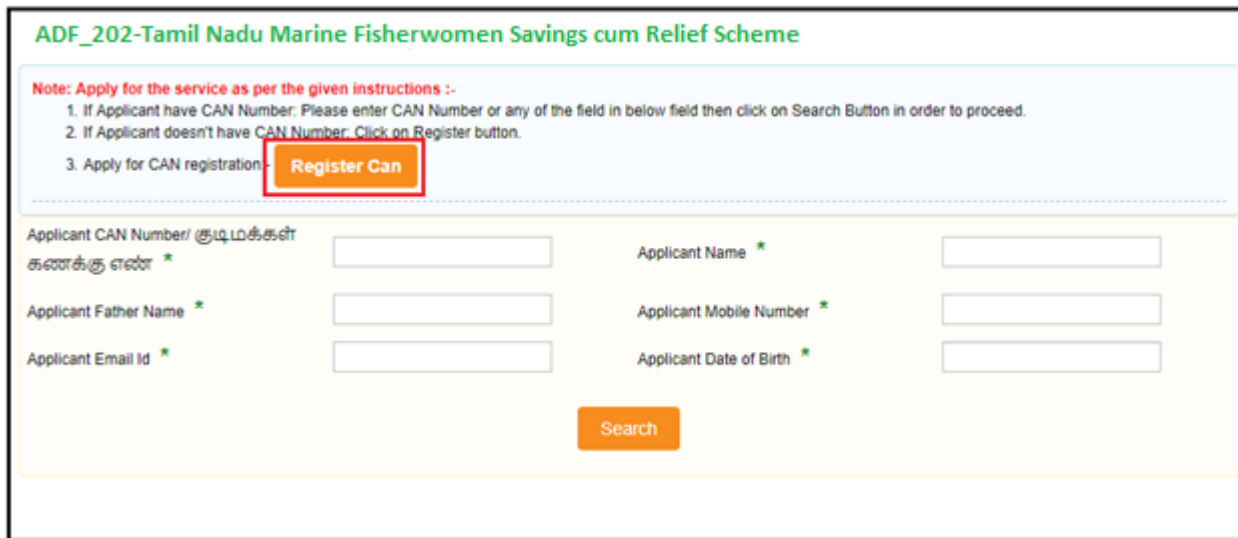


Image - 6

The Applicant can perform Search using the following options:

Tamil Nadu e-District

- 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)

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*	452110212145		
Apellation*	Shri / ஸ்ரீ		
Applicant Name*	Krishnan P	விண்ணப்பதாரர் பெயர்*	
Gender / பாலினம்*	Male	Marital Status / திருமண நிலை*	Unmarried
Date Of Birth / பிறந்த தேதி*	15-Oct-1985		
Relationship / உறவு*	Guardian		
Father/ Husband / Guardian / Mother Name*	R L Murugan	தந்தை / கணவர் / பாதுகாவலர் / தாயின் பெயர்*	
Mother Name*	Radha	தாயின் பெயர்*	
Religion / மதம்*	Christian		
Community / சாதி*	BC	Occupation / வேலை*	Farmers, Fisherman, Hunters, Log
Education Qualification / கல்வித்தகுதி			

Current Address / தற்போதைய முகவரி

State / மாநிலம்*	TAMIL NADU	District / மாவட்டம்*	Perambalur / பெரம்பலூர்
Taluk / வட்டம்*	Perambalur / பெரம்பலூர்		
Revenue Village / கிராமம்*	Aiyylur / அயிலூர்		
Admin Unit / நிர்வாக அலகு	Please Select	Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர்	101
Street No. / Name*	101 Willow Bound Rd	தொகு எண் / பெயர்*	201
Block No. / Name		Building / Door / Flat No.*	b3
Pin Code / அஞ்சல் எண்*	621103		

If Permanent Address Same As Current Address

Contact Details

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

Generate OTP


Bank Details

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

Register

Image - 7

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 *	9654940607
Email Id / மின்னஞ்சல் முகவரி *			

Generate OTP

Enter OTP *

1902

confirm OTP

Image - 8

Click on **Register** to submit the form as shown in **Error! Reference source not found..**

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



Image - 9

The applicant can now proceed with applying for **Tamil Nadu Marine Fisherwomen Savings cum Relief Scheme** using this CAN number.

Continuing the Relief Assistance application process from “**STEP 7**”

STEP 8: Enter the **CAN** number and click **Search**.

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

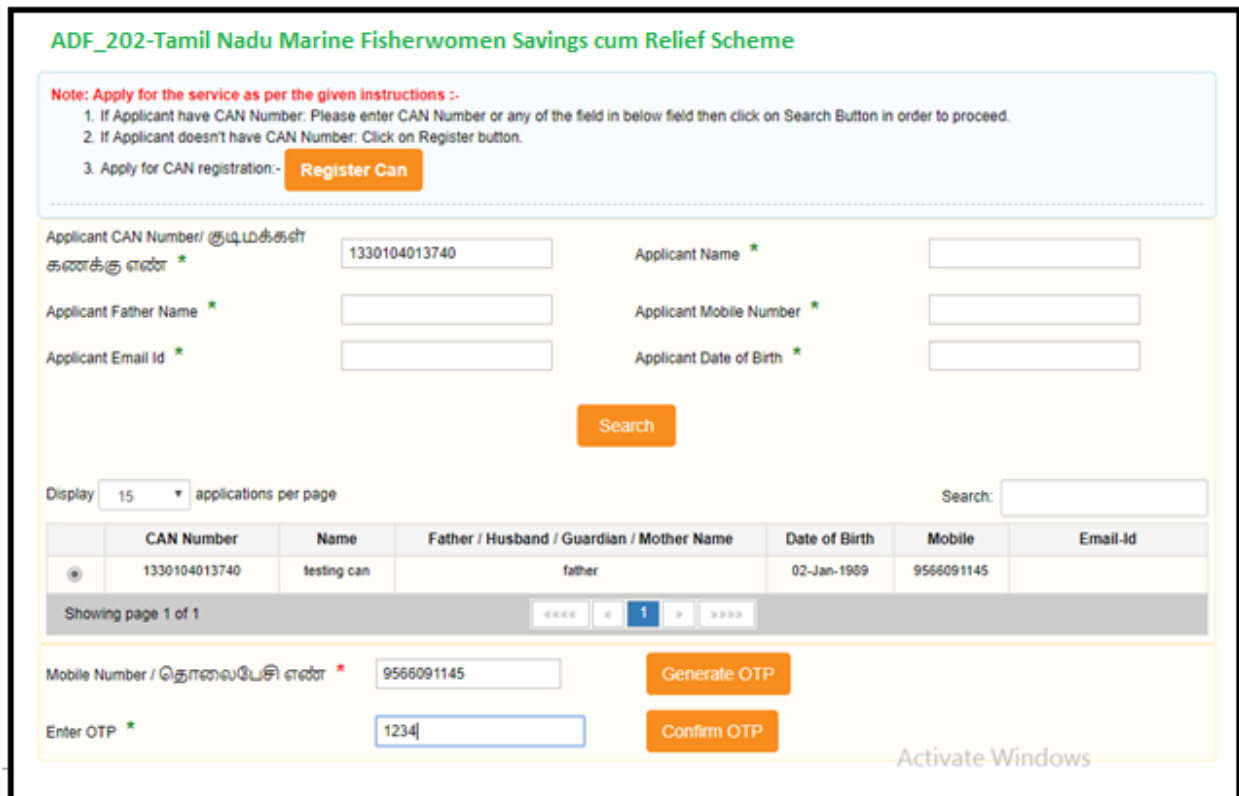


Image - 10

STEP 9: Select the record by clicking on the **Radio** 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.

ADF_202-Tamil Nadu Marine Fisherwomen Savings cum Relief Scheme

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](#)

Display applications per page Search:

	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
<input checked="" type="radio"/>	1330104013740	testing can	father	02-Jan-1989	9566091145	

Showing page 1 of 1 <<<< < 1 > >>>>

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

Image - 11

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

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.

	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
<input checked="" type="radio"/>	13301012904	GULSHAN	surya narayanan	14-Aug-1993	9566091145	

Showing page 1 of 1 <<<< < 1 > >>>>

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

Image - 12

Once you click on Edit CAN Details , Below screen appears with edittable fields.

CAN Registration

Fields Marked With Asterisk(*) Are Mandatory.

Applicant Detail

Document Type 1 *	Aadhaar Number	Document Type 2	Please Select
Aadhaar Number *	123445677890		
Appellation *	Selvan / செல்வன்		
Applicant Name *	GULSHAN	விண்ணப்பதாரர் பெயர் *	சூல்ஷன்
Gender / பாலினம் *	Male	Marital Status / திருமண நிலை *	Unmarried
Date Of Birth / பிறந்த தேதி *	14-Aug-1993		
Relationship / உறவு *	Father		
Father/ Husband / Guardian / Mother Name *	surya narayanan	தந்தை / கணவர் / பாதுகாவலர் / தாயின் பெயர் *	சூர்யா நாராயணன்
Mother Name *	usha	தாயின் பெயர் *	உஷா
Religion / மதம் *	Hindu		
Community / சாதி *	MBC	Occupation / வேலை *	Professional, Technical & Related
Education Qualification / கல்வித்தகுதி			

Activate Windows

Current Address / தற்போதைய முகவரி

State / மாநிலம்	TAMIL NADU	District / மாவட்டம் *	Tiruvallur / திருவள்ளூர்
Taluk / வட்டம் *	Please Select		
Revenue Village / கிராமம் *	Thiruninravur B / திருநின்றூர்		
Admin Unit / நிர்வாக அலகு	Tiruvallur	Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர்	
Street No. / Name *	gandhi nagar	தொகு எண் / பெயர் *	காந்தி நகர்
Block No. / Name		Building / Door / Flat No. *	5/31
Pin Code / அஞ்சல் எண் *	600060		
<input checked="" type="checkbox"/> If Permanent Address Same As Current Address			

Contact Details			
Phone / Landline No. With STD Code	<input type="text"/>	Mobile Number / தொலைபேசி எண் *	9566091145
Email Id / மின்னஞ்சல் முகவரி	<input type="text"/>		
Generate OTP			
Enter OTP *	<input type="text" value="8618"/>		
Confirm OTP			
Bank Details			
Bank Name	AXIS BANK	District	CHENNAI
Branch Name	VELACHERY,CHENNAI(TAMIL N	IFSC Code	UTIB0000234
Account Number	098765432112345		
Update			

Activate Windows
Go to PC settings to activate Window

Note : Generate your OTP , Once OTP is validated proceed with Update button to save the changes. The applicant will be redirected to the Application e-form screen as shown below once **Proceed** clicked. Most of the common details will be auto filled from CAN, rest the user have to fill up. Only Fisher Women can apply for this services via eSevai.

Tamil Nadu Marine Fisherwomen Savings cum Relief Scheme			
Applicant Details / விண்ணப்பதாரர் விவரங்கள்			
Appellation *	Smt. / ஸ்ரீமதி		
Applicant Name *	swapna	விண்ணப்பதாரர் பெயர் *	ஸ்வப்னா
Gender / பாலினம் *	Female	Marital Status / திருமண நிலை *	Separated
Date Of Birth / பிறந்த தேதி *	02-Feb-1982	Age *	37
Religion / மதம் *	Hindu / இந்து மதம்	Community / சாதி *	SC
Aadhaar Number *	123456787654	Smart Ration Card No *	
Biometric ID Number		Voter Id	
Parent Details			
Relationship / உறவு *	Father		
Father/ Husband / Guardian / Mother Name *	Alexanto	தந்தை / கணவர் / பாதுகாவலர் / தாயின் பெயர் *	அலெக்ஸாண்ட்டோ
Mother Name *	Vinitha	தாயின் பெயர் *	வினிதா

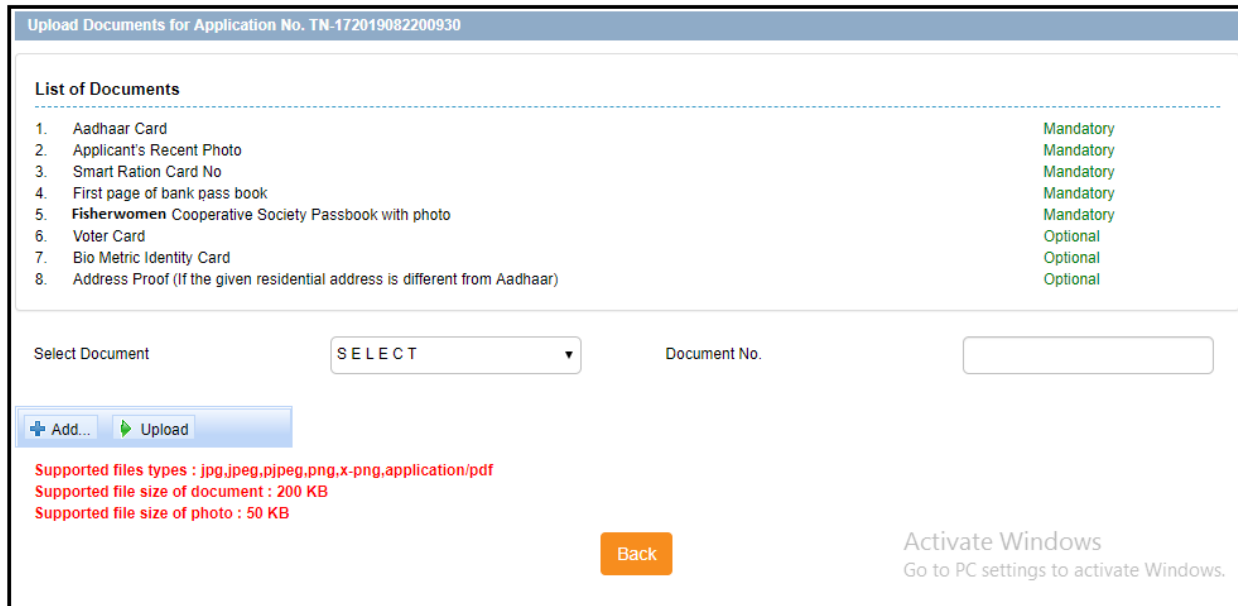
Activate Windows
Go to PC settings to activate Window

Current Address / தற்போதைய முகவரி			
State / மாநிலம்	TAMIL NADU	District / மாவட்டம் *	Chennai / சென்னை
Taluk / வட்டம் *	Perambur / பெரம்பூர்	Revenue Village / கிராமம் *	Kondungaiyur / கொடுங்குபை
Street No. / Name *	Gandhi Nagar 2nd Cross Street Kodi	தெரு எண் / பெயர் *	காந்தி நகர் 2வது குறுக்கு 6
Building / Door / Flat No. *	123	Pin Code / அஞ்சல் எண் *	600118
Permanent Address / நிலையான முகவரி			
State / மாநிலம் *	TAMIL NADU	District / மாவட்டம் *	Chennai / சென்னை
Taluk / வட்டம் *	Perambur / பெரம்பூர்	Revenue Village / கிராமம் *	Kondungaiyur / கொடுங்குபை
Street No. / Name *	Gandhi Nagar 2nd Cross Street Kodi	தெரு எண் / பெயர் *	காந்தி நகர் 2வது குறுக்கு 6
Building / Door / Flat No. *	123	Pin Code / அஞ்சல் எண் *	600118
Contact Details			
Phone / Landline No. With STD Code		Mobile Number *	9566091145
Email Id			
Application Details / விண்ணப்ப விவரங்கள்			
AD of Fisheries *	SELECT	Name of Fishing Village *	SELECT
Fishing Society Name *	SELECT	Fishing Society Registration No	
Fishing Society Type	Female	Fishing society Membership Number *	
TN Welfare Board Member Number		Name of the Boat Owner	
Boat Registration Number			
Bank Details / வங்கி விவரங்கள்			
Bank Name *	INDIAN OVERSEAS BANK	District *	ERODE
Branch Name *	ERODE	IFSC Code *	IOBA0000025
Account Number *	5740976474563597	MICR Number	
Joint Account Holder Name			
Self-Declaration			
<input type="checkbox"/> Certified that the above said particulars are true to the best of my knowledge. If any statement is found to be untrue I shall be liable for disciplinary action. *			
		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Image - 13

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

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



List of Documents	
1. Aadhaar Card	Mandatory
2. Applicant's Recent Photo	Mandatory
3. Smart Ration Card No	Mandatory
4. First page of bank pass book	Mandatory
5. Fisherwomen Cooperative Society Passbook with photo	Mandatory
6. Voter Card	Optional
7. Bio Metric Identity Card	Optional
8. Address Proof (If the given residential address is different from Aadhaar)	Optional

Select Document: Document No.:

[+ Add...](#) [Upload](#)

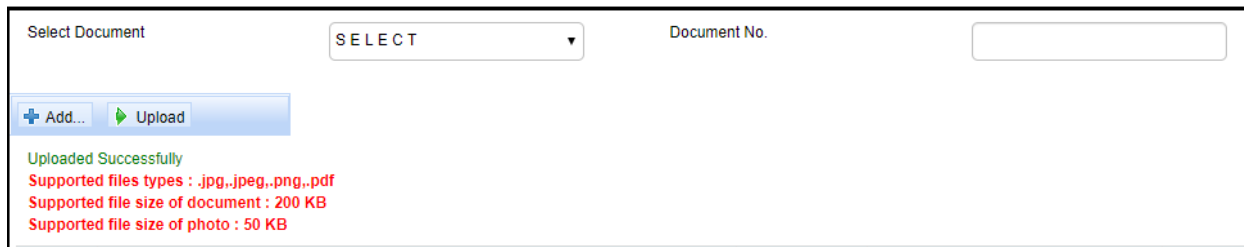
Supported files types : .jpg,.jpeg,.png,.x-png,application/pdf
Supported file size of document : 200 KB
Supported file size of photo : 50 KB

[Back](#) Activate Windows
Go to PC settings to activate Windows.

Image - 14

STEP 13: Upload all Mandatory Supporting Documents.

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



Select Document: Document No.:

[+ Add...](#) [Upload](#)

Uploaded Successfully
Supported files types : .jpg,.jpeg,.png,.pdf
Supported file size of document : 200 KB
Supported file size of photo : 50 KB

Image - 15

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

List of Documents

1. Aadhaar Card	Mandatory
2. Applicant's Recent Photo	Mandatory
3. Smart Ration Card No	Mandatory
4. First page of bank pass book	Mandatory
5. Fisherwomen Cooperative Society Passbook with photo	Mandatory
6. Voter Card	Optional
7. Bio Metric Identity Card	Optional
8. Address Proof (If the given residential address is different from Aadhaar)	Optional

Select Document: Document No.:

[Add...](#) [Upload](#)

Uploaded Successfully
 Supported files types : .jpg,.jpeg,.png,.pdf
 Supported file size of document : 200 KB
 Supported file size of photo : 50 KB

Serial No.	Document Name	Document Number	File Name	Delete
1	Aadhaar Card	1	Aadhaar Card_1	✕
2	Applicant's Recent Photo	2	Applicant's Recent Photo_2	✕
3	Smart Ration Card No	3	Smart Ration Card No_3	✕
4	First page of bank pass book	4	First page of bank pass book_4	✕
5	Fisherwomen Cooperative Society Passbook with photo	5	Fisherwomen Cooperative Society Passbook with photo_5	✕

Activate Windows

Image - 16

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

Confirm

Application Number	TN-172019082200930
Applicant Name	Swapna
Date of Application	22-08-2019 10:29:02
Service Name	Tamil Nadu Marine Fisherwomen Savings cum Relief Scheme
Application Fee	0.00
eSevai Center Charges	60.00
Total	60.00

Activate Windows

Image - 17

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

Acknowledgement Receipt


Application Number	TN-172019082200930
Applicant Name	Swapna
Date of Application	22-08-2019 10:29:02
Service Name	Tamil Nadu Marine Fisherwomen Savings cum Relief Scheme
Application Fee	0.00
eSeval Center Charges	60.00
Total	60.00

[Print Receipt](#)

Activate Windows

Image - 18

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

 **Note** – Once the Application has been submitted, it will reach the concerned officer for further processing. If the officer rejects the application, the applicant will be notified of the rejection via sms/email.

 தமிழ்நாடு அரசு / Government of Tamil Nadu இ-சேவை மையம் / e-Sevai Centre ஒப்புக்க / ACKNOWLEDGEMENT		
ரசீது எண் / Receipt No: TN-172019082200930	குறிப்பு எண் / Reference No: 22082019130643931	
விண்ணப்பதாரர் / Applicant Name: Swapna	விண்ணப்ப எண் / Application No : TN-172019082200930	
துறையின் பெயர் / Department Name: Fisheries	விண்ணப்பித்த தேதி / Application date : 22-08-2019 13:06:43	
குடிமக்கள் கணக்கு எண் / CAN Number: 1330203013037	விண்ணப்பித்த சேவை / Applied for Service : National Fishermen Saving cum Relief Scheme	
பணம் செலுத்திய விவரம் / Payment Details		
விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)
விண்ணப்ப கட்டணம் / Application Fees	Cash	0.00
இ-சேவை மையக் கட்டணம் /e-Sevai Centre Charges		60.00
ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Rupees Twelve Only.		மொத்த / Total: 60.00
மையப் பெயர் & குறியீட்டு எண் / Centre Name & Code : -		கையொப்பம் / Signature of the Centre Operator
<p>மேலே குறிப்பிட்டுள்ள அனைத்து விவரங்களையும் சரி பார்த்து கொள்ளவும். உங்கள் விண்ணப்ப நிலையை தெரிந்து கொள்ள பின்வரும் இணையதளத்தில் பார்க்கவும் https://www.cmsuat.co.in/ChennaiDistrictV2/CheckStatus/PublicSearch/. அல்லது கைப்பேசி கேமராவின் 2D பார்டுகொடு படிப்பான் மூலம் இணையதளத்தில் சரிபார்க்கவும். உங்கள் விண்ணப்பத்தை உயர் அதிகாரி ஒப்புதல் அளித்த பிறகு டிஜிட்டல் கையொப்பமிட்ட சான்றிதழை பெற்றுக்கொள்ளலாம்</p> <p>Kindly check correctness of all the details furnished above. To Check the Application Status see the URL https://www.cmsuat.co.in/ChennaiDistrictV2/CheckStatus/PublicSearch/. Read the 2D barcode with mobile barcode reader. After your application is approved by the approving authority, you can obtain the digitally signed certificate.</p>		

7 Disclaimer

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