

**Tamil Nadu e-District
User Manual
for
ADF-206 Renewal of Relief Assistance to Marine
Fishermen Families during LEAN Period**

Prepared by



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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
	<ol style="list-style-type: none"> 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-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 Renewal of Relief Assistance to Marine Fishermen Families during LEAN Period

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.

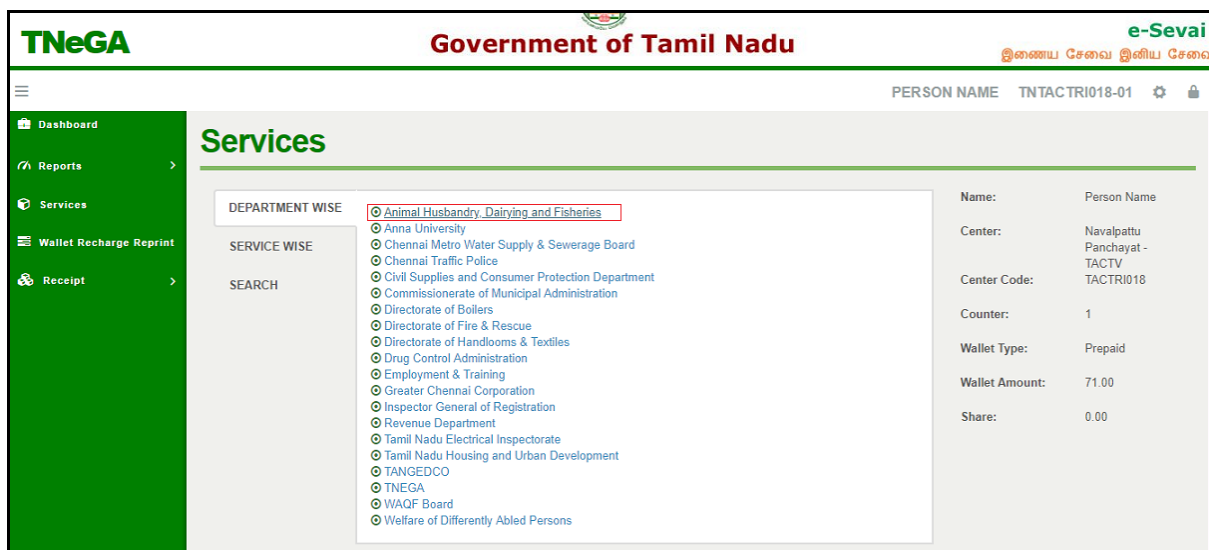


STEP 4: Click on Services

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.



STEP 6: Click on ADF-205-Renewal of Relief Assistance to Marine Fishermen Families during LEAN Period” link.

User will be redirected to the e-District Portal.

Government of Tamil Nadu e-District

User Full Name: TNTACTR0015-01
Last Login | 31-Jan-2020 15:27:25

Saved Application | Submitted Application | Returned Application | Check Status | Reprint Receipt | Biometric Approval

National Fishermen Savings cum Relief Scheme

Service Description
The beneficiary has to contribute Rs.1500/- @ Rs. 175/- per month for eight months and Rs.100/- for ninth month. An amount of Rs.3000/- is provided by the Central and State Government on 50: 50 basis. The total amount of Rs.4500/- shall be distributed during the lean period of three months.

Supporting Documents

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

Application Fee
Rs. 50 (Rupees Fifty Only) - eSeval Center Charges

How to Apply

1. For Online - Click the below proceed button.

Proceed

Activate Windows
Go to PC settings to activate Windows.

STEP 7: Click on Proceed.

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

Government of Tamil Nadu e-District

User Full Name: TNTACTR0015-01
Last Login | 31-Jan-2020 15:27:25

Saved Application | Submitted Application | Returned Application | Check Status | Reprint Receipt | Biometric Approval

ADF-201 - National Fishermen 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 (அட்டிபிசினர் கணக்கெண்) *

Applicant Name *

Applicant Father Name *

Applicant Mobile Number *

Applicant Email id *

Applicant Date of Birth *

Search

The Applicant can perform Search using the following options:

- Applicant CAN Number.
- Applicant Name.

Tamil Nadu e-District

- 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.

For Renewal Service, the applicant will be validated and made eligible through the below following conditions.

1. Applicant should have availed previous year BAN period scheme and strike order should be generated for that period.
2. CAN current address and previous year eForm address should be same.

6.1.1 Applying for “Renewal of Relief Assistance to Marine Fishermen Families during LEAN Period” scheme

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 and the remaining mandatory fields have to be filled by the user.

Applicant Details / விண்ணப்பதாரர் விவரங்கள்			
Appellation *	Shri / ஸ்ரீ		
Applicant Name *	gulshan	விண்ணப்பதாரர் பெயர் *	குல்ஷன்
Gender / பாலினம் *	Male	Marital Status / திருமண நிலை *	Unmarried
Date Of Birth / பிறந்த தேதி *	05-Jan-2000	Age *	19
Religion / மதம் *	Hindu / இந்து மதம்	Community / சாதி *	MBC
Aadhaar Number *	123456789876	Smart Ration Card No *	
Biometric ID Number		Voter Id	
Parent Details			
Relationship / உறவு *	Father		
Father/ Husband / Guardian / Mother Name *	surya	தந்தை / கணவர் / பாதுகாவலர் / தாயின் பெயர் *	சூர்யா
Mother Name *	usha	தாயின் பெயர் *	உஷா

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
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
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 *	Assistant Director of Fisheries, Ro	Name of Fishing Village *	Attapalayam
Fishing Society Name *	Attapalayam FCS	Fishing Society Registration No	X-393
Fishing Society Type	Male	Fishing society Membership Number	
TN Welfare Board Member Number		Name of the Boat Owner	
Mechanized boat Registration No *	TN0001111111111111		
Bank Details / வங்கி விவரங்கள்			
Bank Name *	BANK OF INDIA	District *	CHENNAI
Branch Name *	KODUNGAIYUR	IFSC Code *	BKID0008021
Account Number *	09876543212345678	MICR Number	
Joint Account Holder Name			
Self-Declaration			
<input checked="" 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"/>		Activate Windows Go to PC settings to activate Windows	

STEP 8: 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.

STEP 9: Upload all Mandatory Supporting Documents.

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

Home | Saved Application | Submitted Application | Returned Application | Check Status | Reprint Receipt | Biometric Approval

Fisheries

- National Fishermen Savings cum Relief Scheme
- Tamil Nadu Marine Fisherwomen Savings cum Relief Scheme
- Relief Assistance to marine Fishermen families during Fishing Ban period
- Special Allowance to marine Fishermen families during Fishing lean period
- Renewal of Relief Assistance to Marine Fishermen Families during BAN period
- Renewal of Special Allowance to Marine Fishermen Families during LEAN period

Department of Handloom and Textile

- Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust
- Application for Tamil Nadu Co-operative

Upload Documents for Application No. TN-302020081400004

List of Documents

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

Available Documents

1.	Aadhaar Card	Show Document	Use Same Document
2.	Applicant's Recent Photo	Show Document	Use Same Document
3.	Bank Passbook	Show Document	Use Same Document
4.	Smart Ration Card No	Show Document	Use Same Document

Select Document: Document No.

STEP 10: Click on Make Payment once all required document are uploaded.

Relief Assistance to marine Fishermen families during Fishing Ban period

Special Allowance to marine Fishermen families during Fishing lean period

Renewal of Relief Assistance to Marine Fishermen Families during BAN period

Renewal of Special Allowance to Marine Fishermen Families during LEAN period

Department of Handloom and Textile

- Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust
- Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme – Enrolment
- Application for Tamil Nadu Co-operative Handloom Old Age Pension Scheme
- Application for Tamil Nadu Cooperative Handlooms Weavers Family Pension Scheme
- Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment
- Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana

4. Fishermen Cooperative Society membership proof

5. Smart Ration Card No

6. Voter Card

7. Bio Metric Identity Card

8. Address Proof (If the given residential address is different from Aadhaar)

Available Documents

1.	Aadhaar Card	Show Document	Use Same Document
2.	Applicant's Recent Photo	Show Document	Use Same Document
3.	Bank Passbook	Show Document	Use Same Document
4.	Smart Ration Card No	Show Document	Use Same Document

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

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	Bank Passbook	3	Bank Passbook_3	✖
4	Smart Ration Card No	4	Smart Ration Card No_4	✖

Make Payment **Back**

STEP 11: Select the Payment Type form dropdown and click on Confirm Payment.

 Confirm

Application Number	TN-302020090700006
Applicant Name	Kalpana
Date of Application	07-09-2020 10:17:24
Service Name	Renewal of Special Allowance to Marine Fishermen Families during LEAN period
Application Fee	2.00
eSevai Center Charges	10.00
Total	12.00

[Confirm Payment](#)

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

 தமிழ்நாடு அரசு / Government of Tamil Nadu இ-சேவை மையம் / e-Sevai Centre		
ஒப்புக்கை / ACKNOWLEDGEMENT		
ரசீது எண் / Receipt No: TN-302020092600008	குறிப்பு எண் / Reference No: 26092020151149049	
விண்ணப்பதாரர் / Applicant Name: Vijay	விண்ணப்ப எண் / Application No : TN-302020092600008	
துறையின் பெயர் / Department Name: Fisheries	விண்ணப்பித்த தேதி / Application date : 26-09-2020 15:11:49	
குடிமக்கள் கணக்கு எண் / CAN Number: 13302125518444	விண்ணப்பித்த சேவை / Applied for Service : Renewal of Special Allowance to Marine Fishermen Families during LEAN period	
பணம் செலுத்திய விவரம் / Payment Details		
விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)
விண்ணப்ப கட்டணம் / Application Fees	Cash	2.00
இ-சேவை மையக் கட்டணம் /e-Sevai Centre Charges		10.00
ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Rupees Twelve Only.		மொத்த / Total: 12.00
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 பாரகொடு 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>		

STEP 12: 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.

7 Disclaimer

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