Tamil Nadu e-District

User Manual

for

ADF-206 Renewal of Relief Assistance to Marine Fishermen Families during LEAN Period

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

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)

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 Official Login

The Application goes through four different officials.

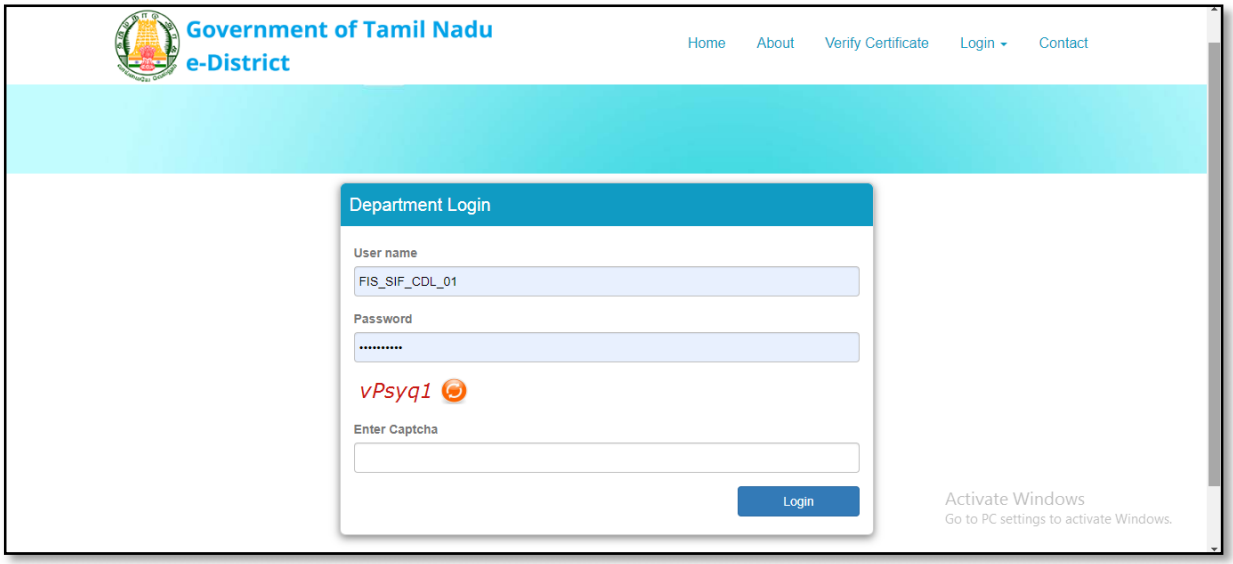
1. SIF
2. Assistant Director
3. Additional director
4. Director

Below section will show steps for processing for each official Login.

Note – The below section will show the approve/forward application scenario. If case of Rejection at any stage, the application will become invalid and the concerned applicant will be notified of the same via sms/email.

SIF/IF Login

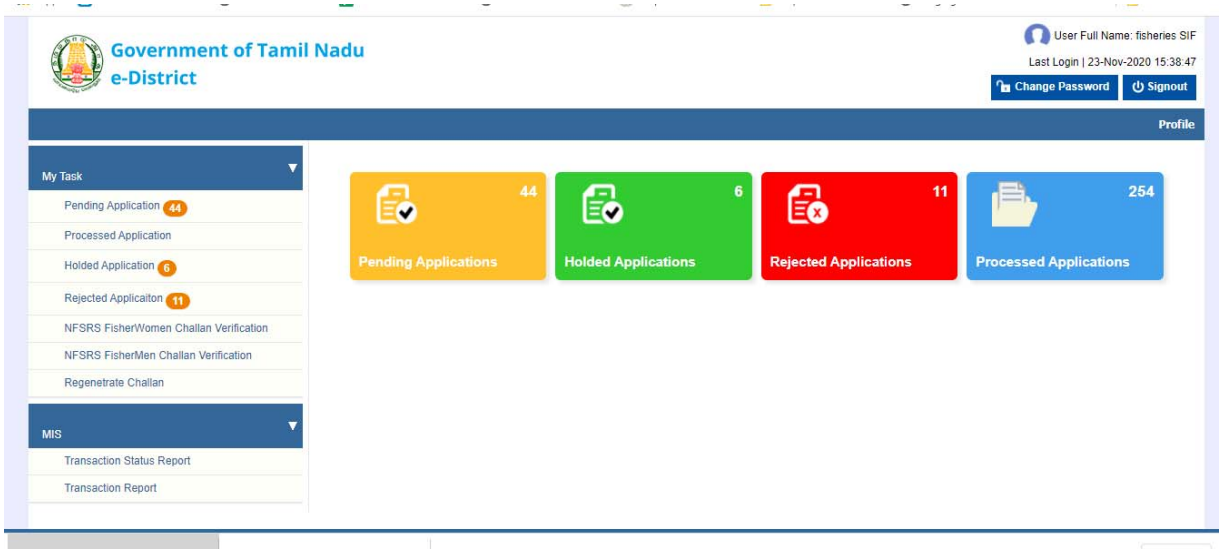
STEP 1: Go to the **e-District** (Government of Tamil Nadu) Web Portal. Below shown page will open.



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

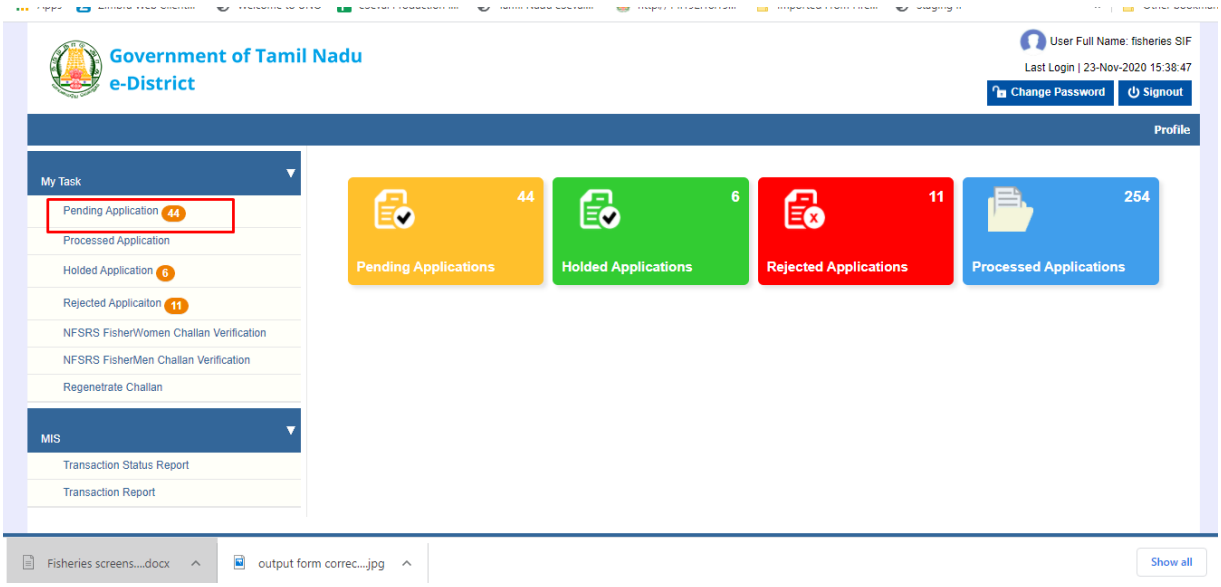
STEP 3: Click on **Sign In**.

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



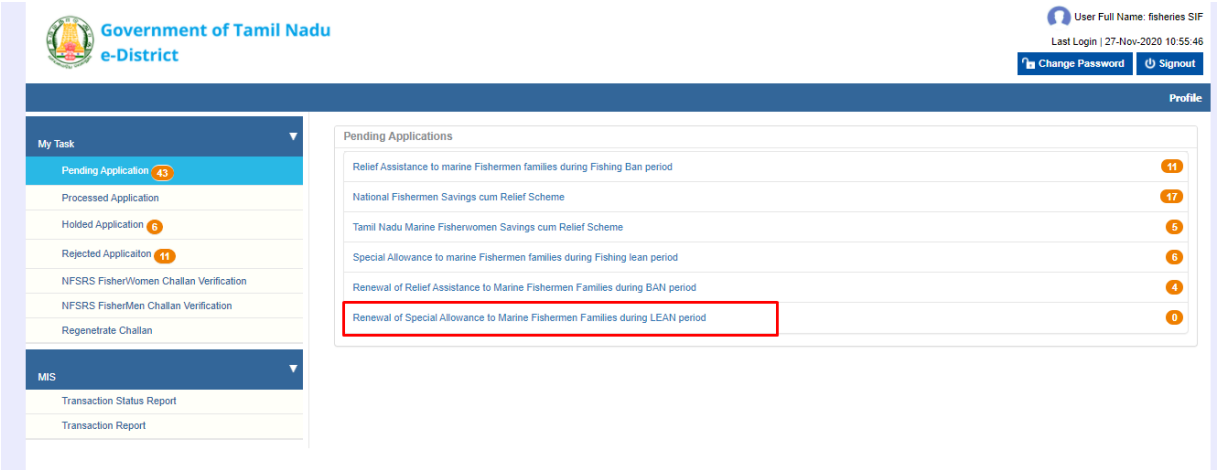
STEP 4: Click on **Pending List** on the left panel as shown in the image above.

Below screen will be displayed

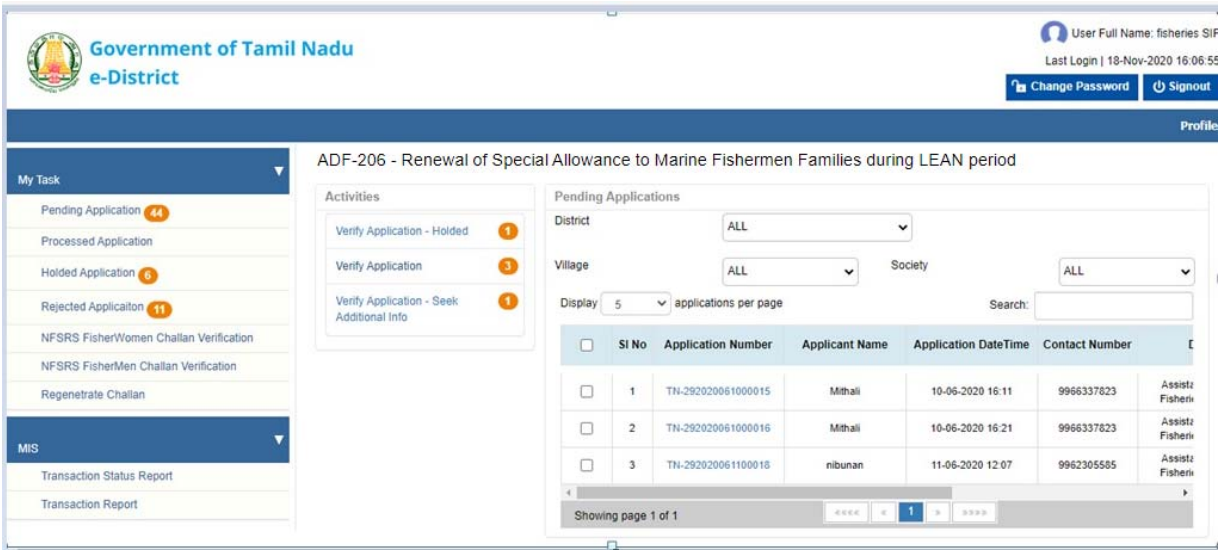


Screen shows the list of pending applications.

STEP 5: Click on the application to be processed. In this case, click on "**Renewal of Relief Assistance to Marine Fishermen Families during LEAN Period" scheme** link.



The Below screen will be displayed

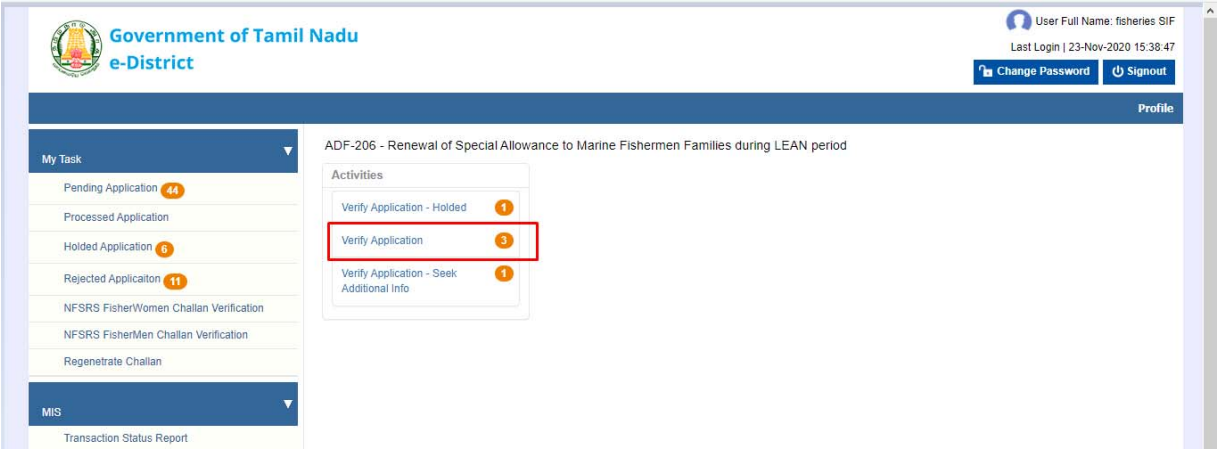


There are three features here.

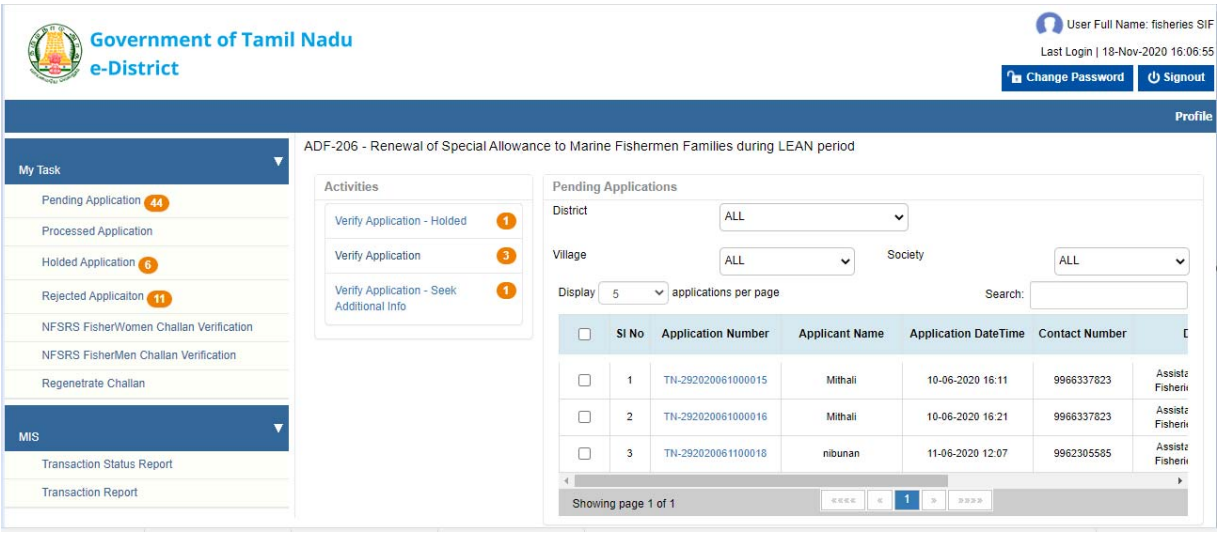
1. Verify application.
2. Verify application- Holded
3. Verify application- Seek Additional Info

Verify Application

STEP 6: Click on **Verify Application**.

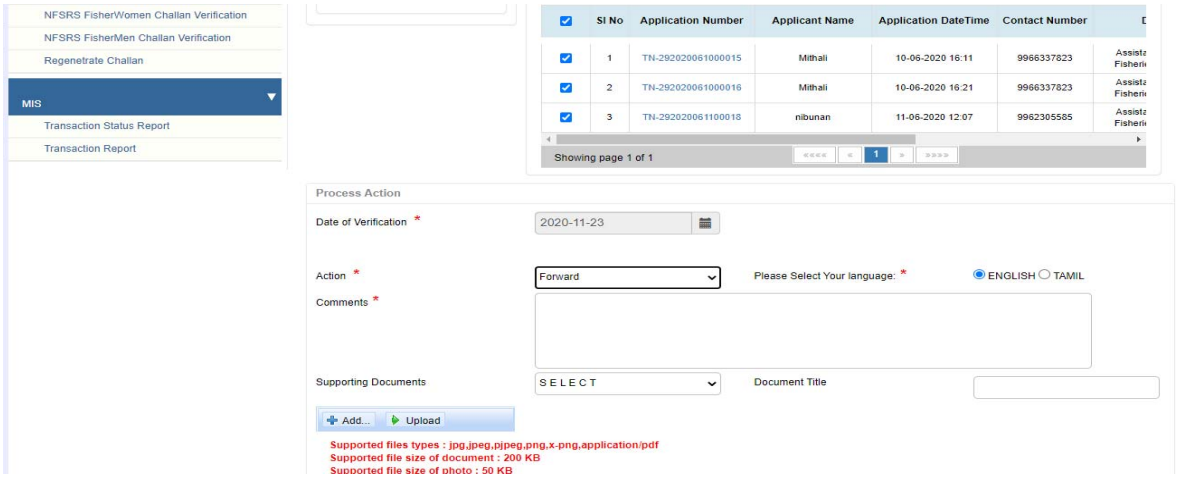


Below screen will be displayed.

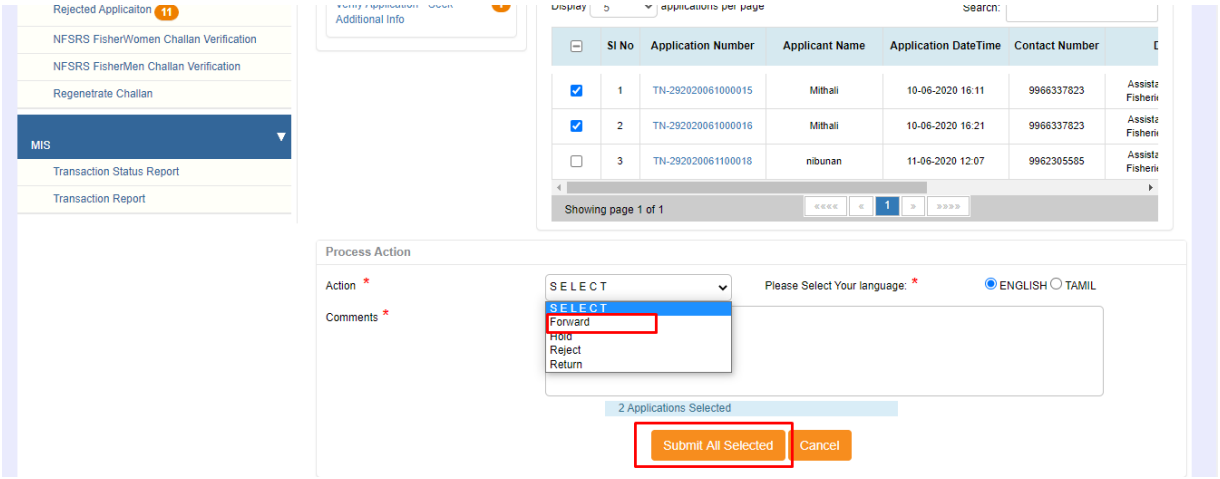


STEP 7**: Bulk Approval and Action**

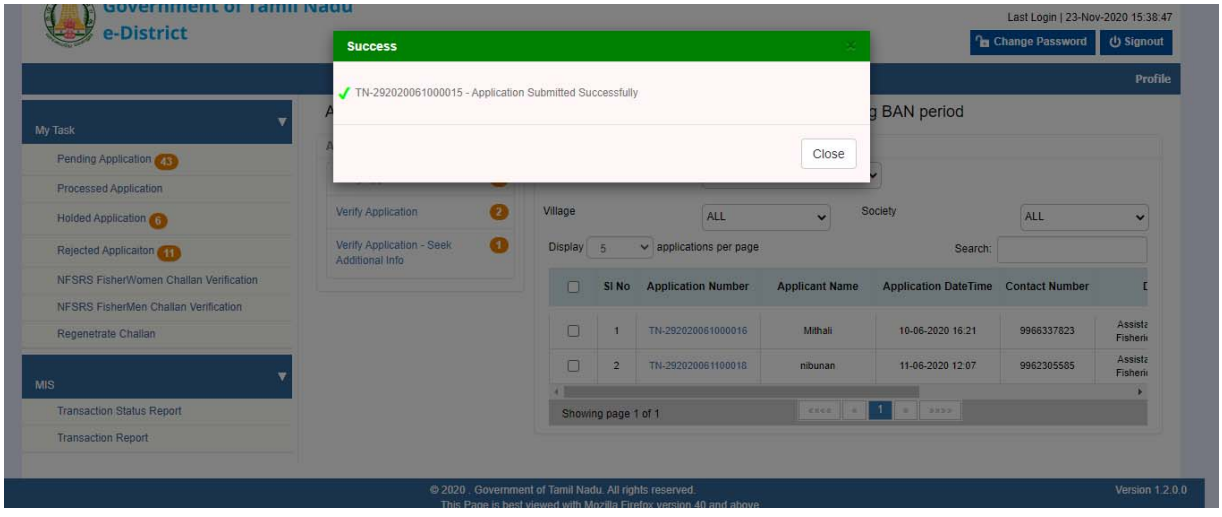
Select the applications to be processed and select the action from the drop down.



STEP 8: Fill all the mandatory fields.Choose the Action **Forward** and click **Submit**.



On successful submission below page will be displayed.



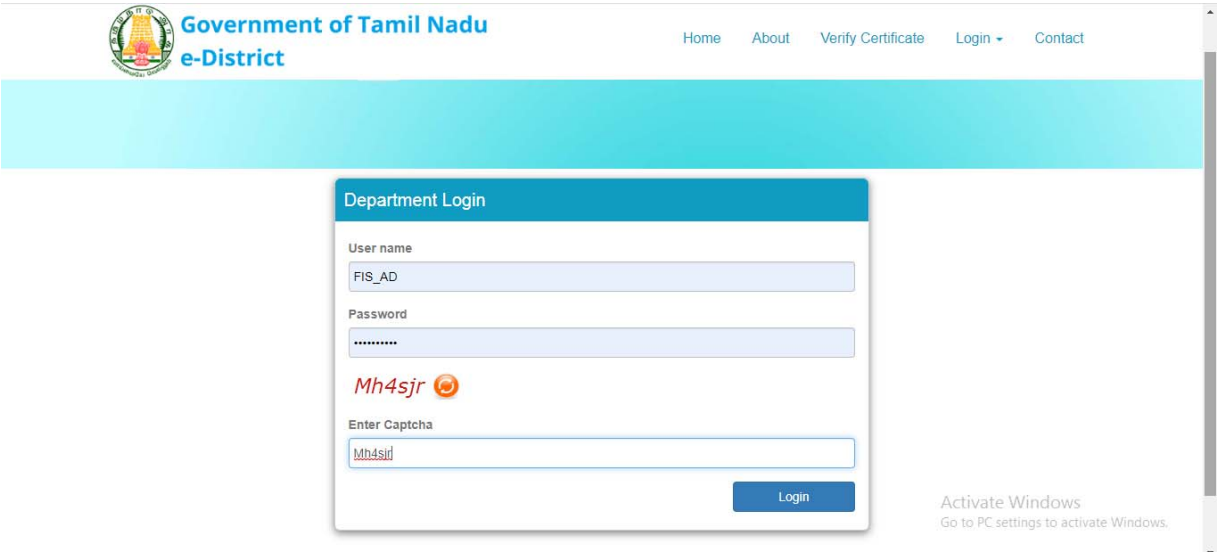
CONDITION: HOLD

If the official puts the application on HOLD for any reason the application will move to hold verify application. The official can then go here to verify the application again and move it forward to the next official.

Assistant Director Login:

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

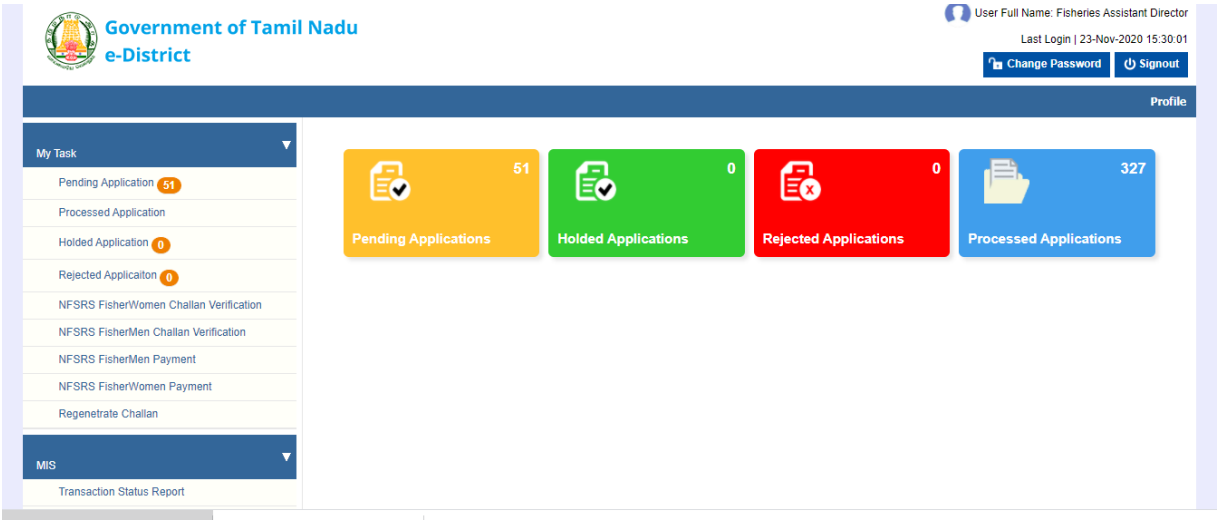
STEP 1: Go to the **e-District** (Government of Tamil Nadu) Web Portal. Below shown page will open.



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

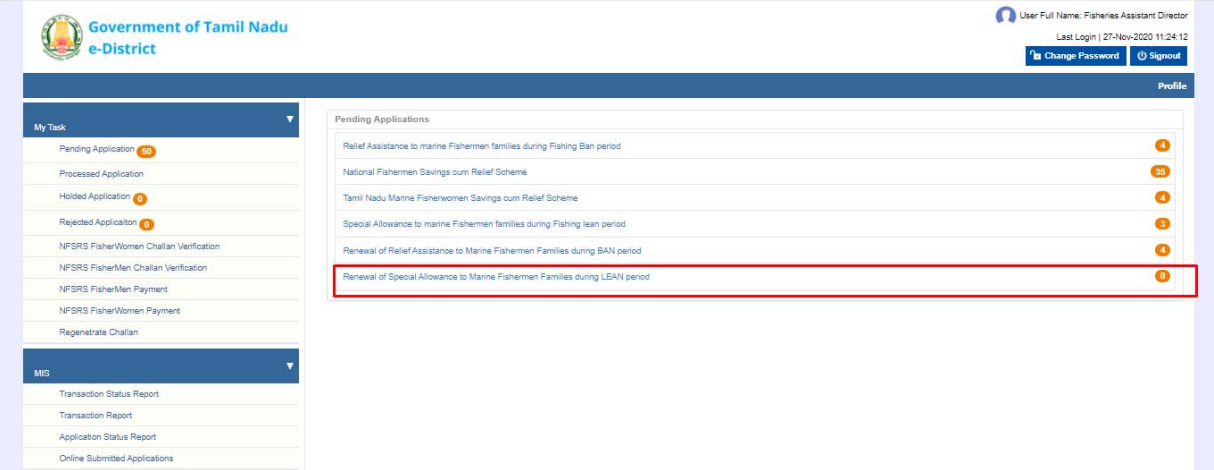
STEP 3: Click on **Sign In**.

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



STEP 4: Click on **Pending List** on the left panel as shown in the image above.

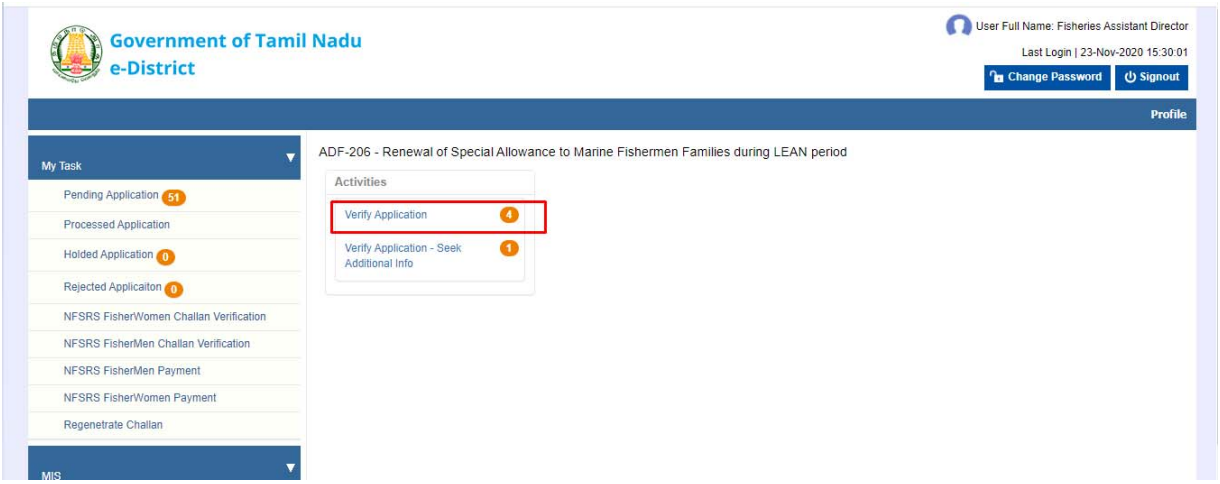
Below screen will be displayed



STEP 5: Click on the application to be processed. In this case, click on "**Renewal of Relief Assistance to Marine Fishermen Families during LEAN Period**" link. Below screen will be displayed.

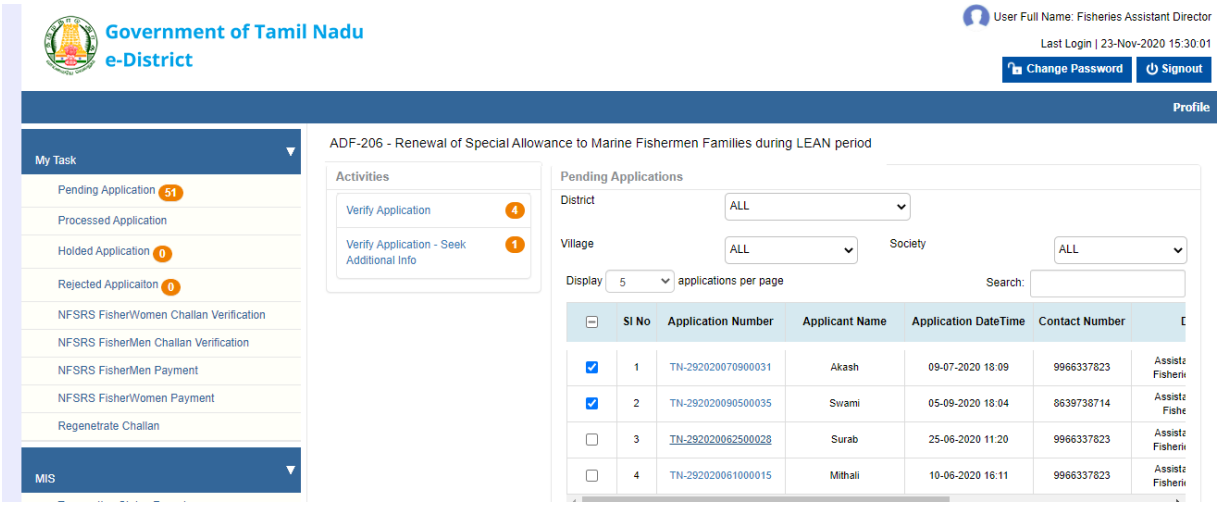
There are two features here:

1. Verify Applications
2. Verify Applications- Seek Additional Info

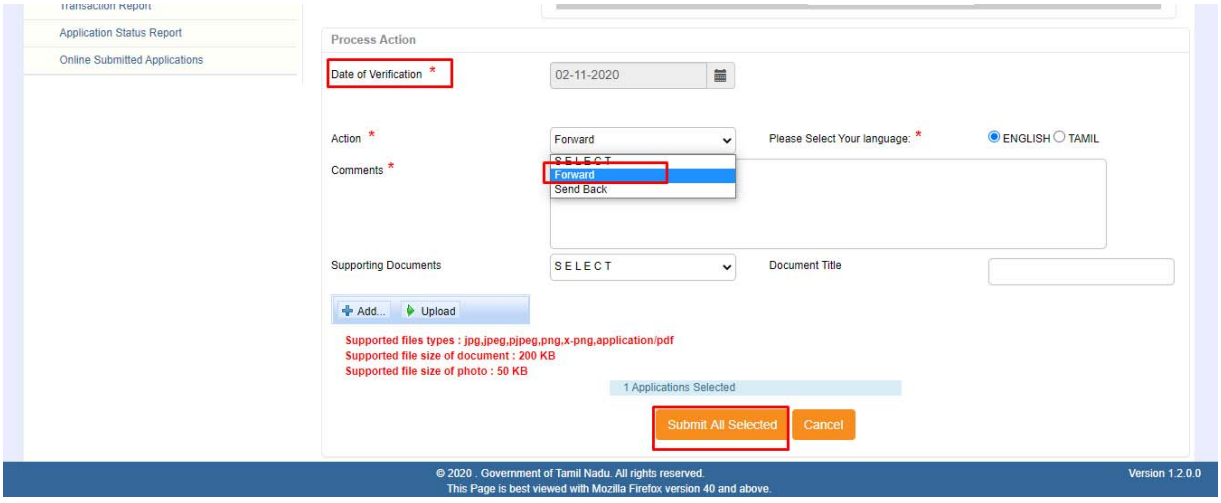


STEP 6: Click on **Verify Application**.

Below screen will be displayed. Select the applications needs to be processed as below.

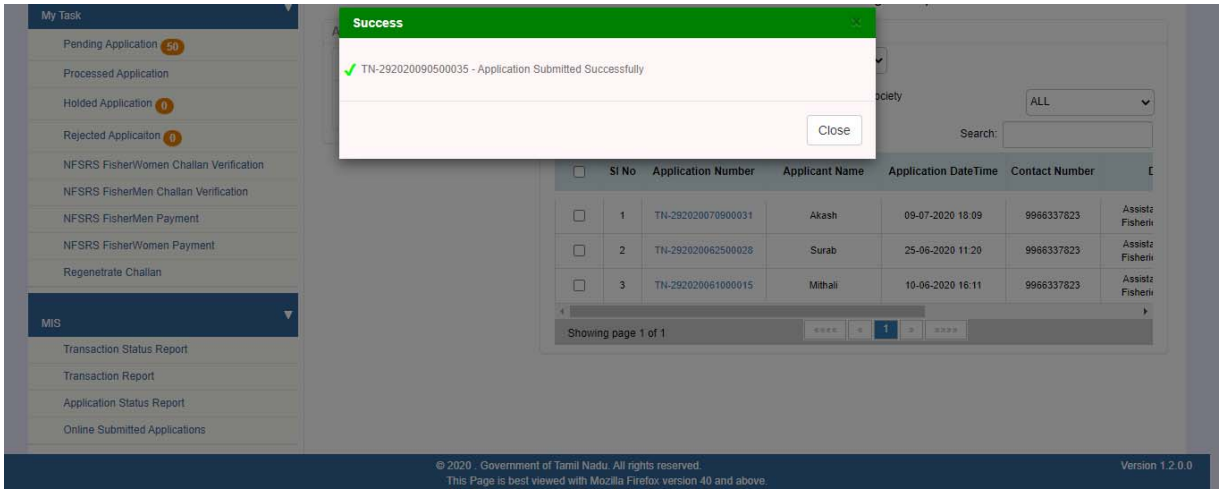


STEP 7: Fill all the mandatory fields. Choose the Action **Forward** and click **Submit** button



Note – Official does not have the **HOLD** option here unlike SIF Login.

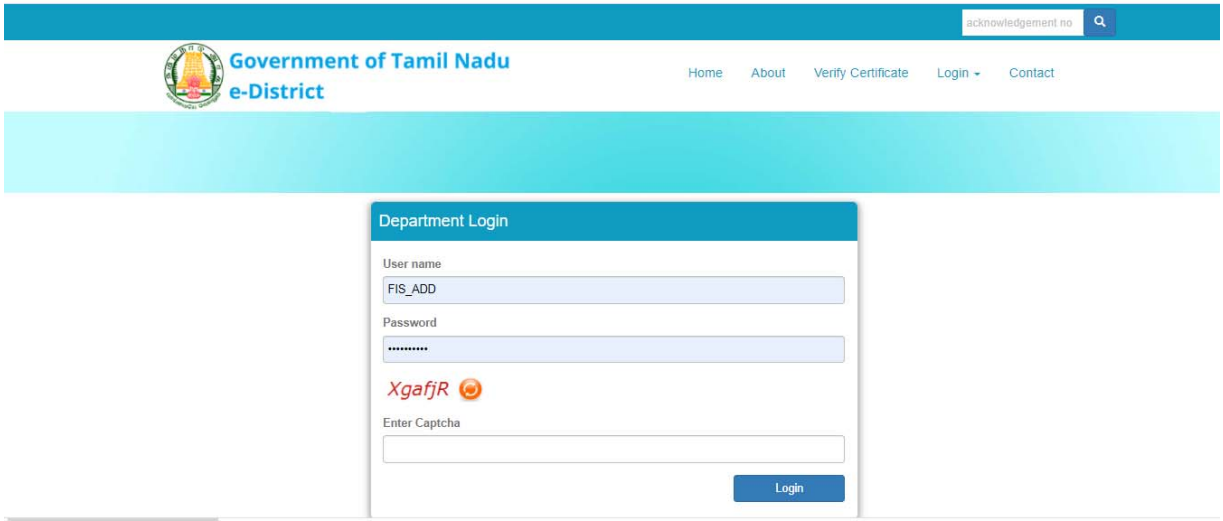
Step 8: On successful submission below page will be displayed.



Additional Director Login

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

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

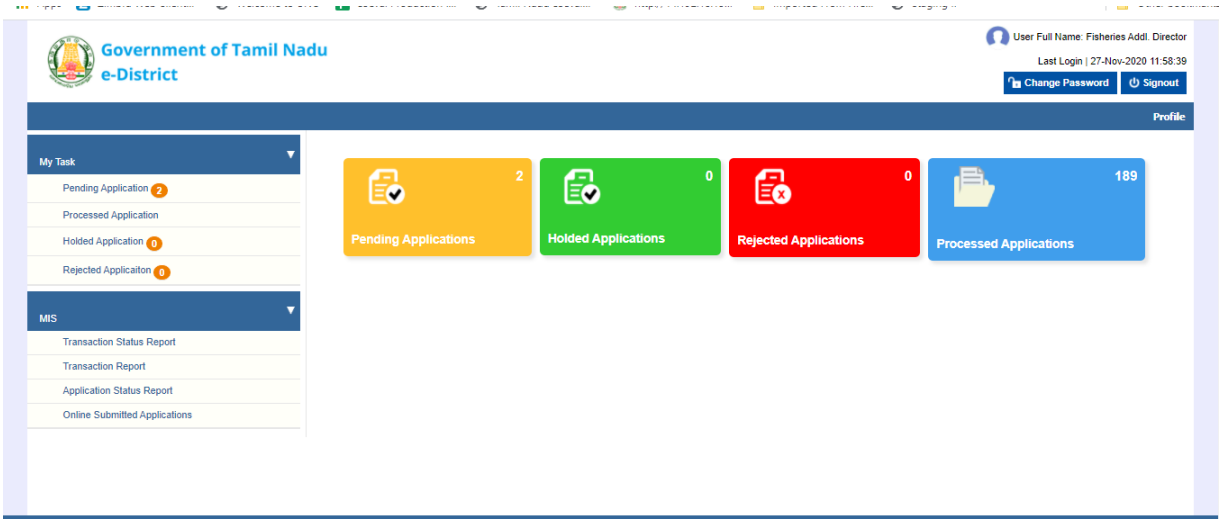


STEP 2: Enter the **Login credentials** and **Captcha** code

STEP 3: Click on **Sign In**. User will be redirected to the e-District Dashboard.

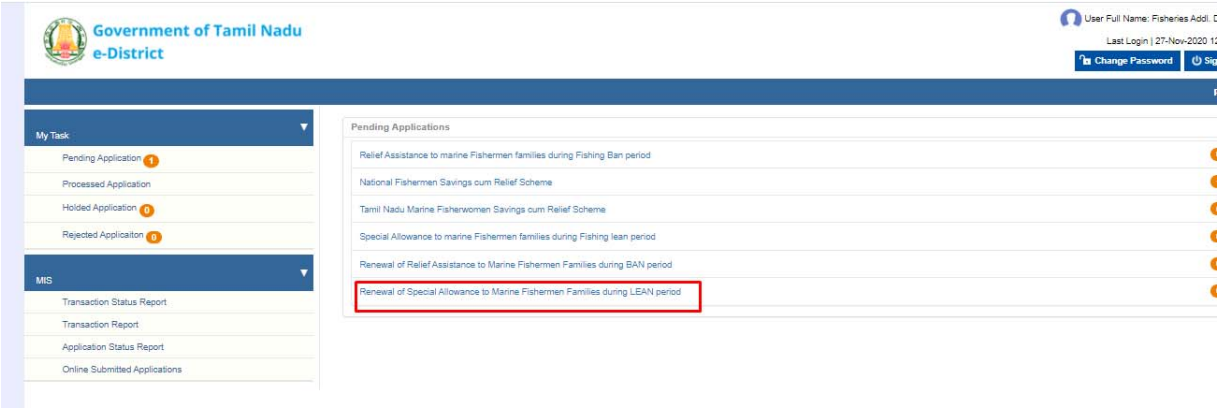
STEP 4: Click on **Pending List** on the left panel as shown in the image above.

Below screen will be displayed



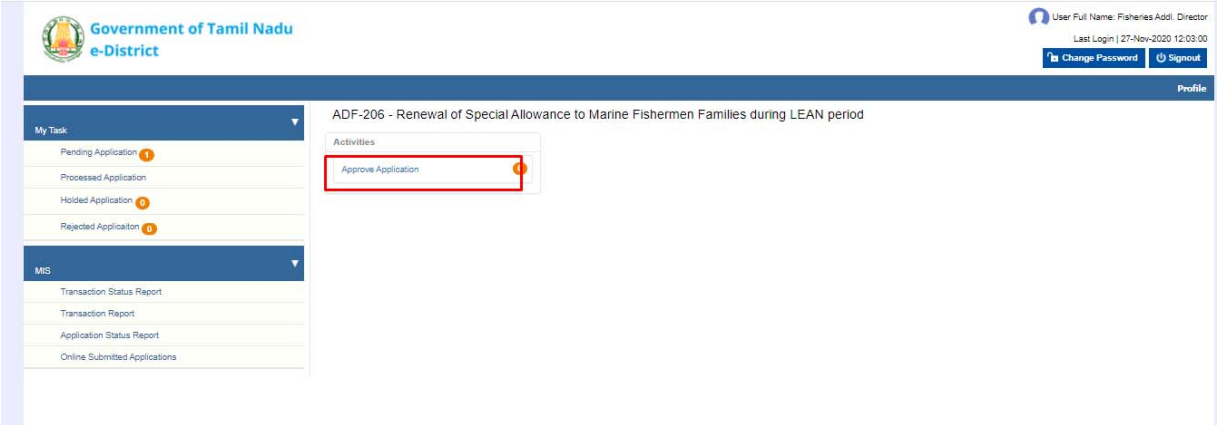
Screen shows the list of pending applications.

STEP 5: Click on the application to be processed. In this case, click on "**Renewal of Relief Assistance to Marine Fishermen Families during LEAN Period Scheme**" link.

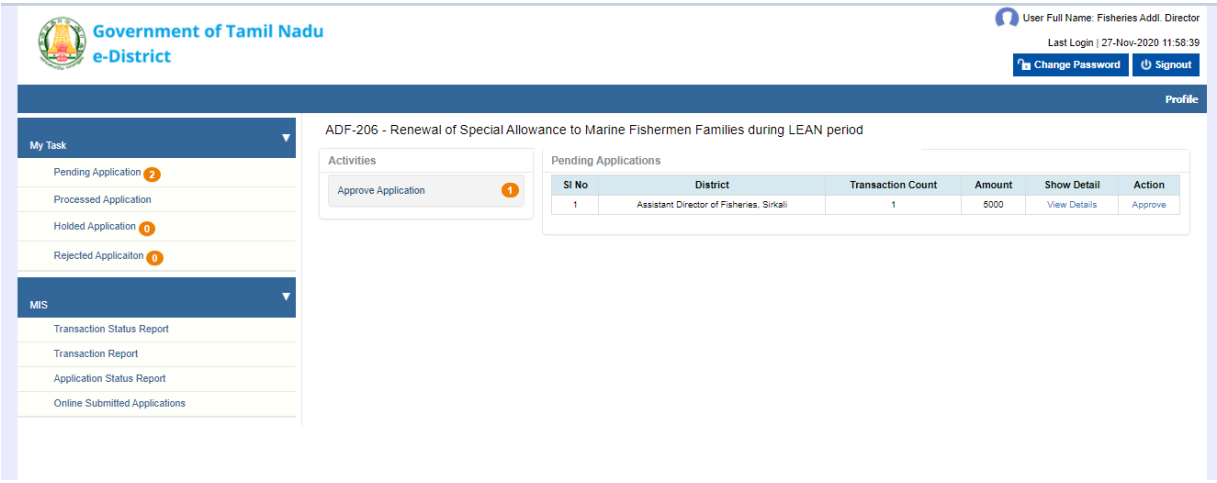


Below screen will be displayed.

STEP 6: Click on **Approve Application**.

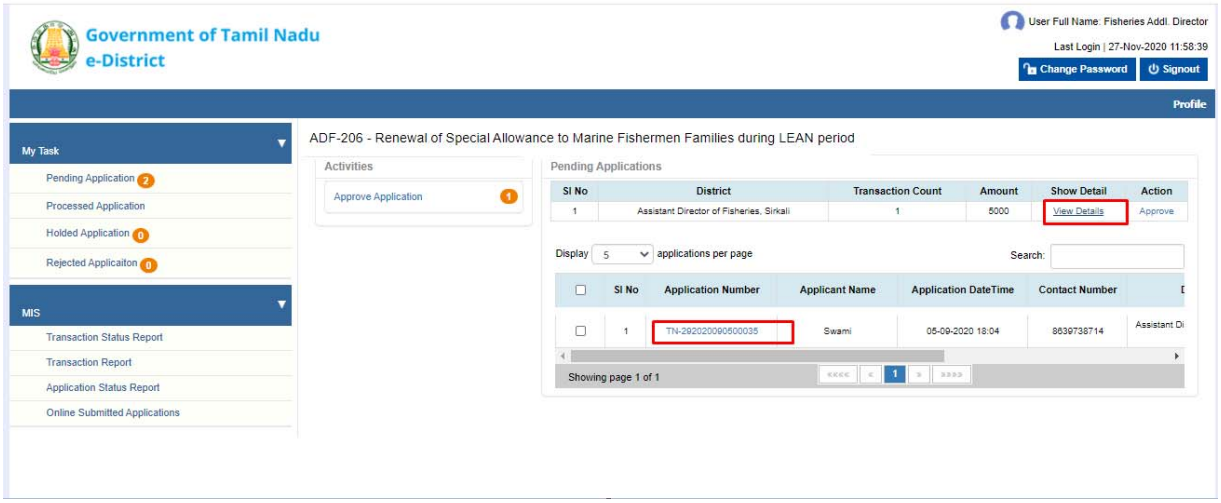


Below screen will be displayed.

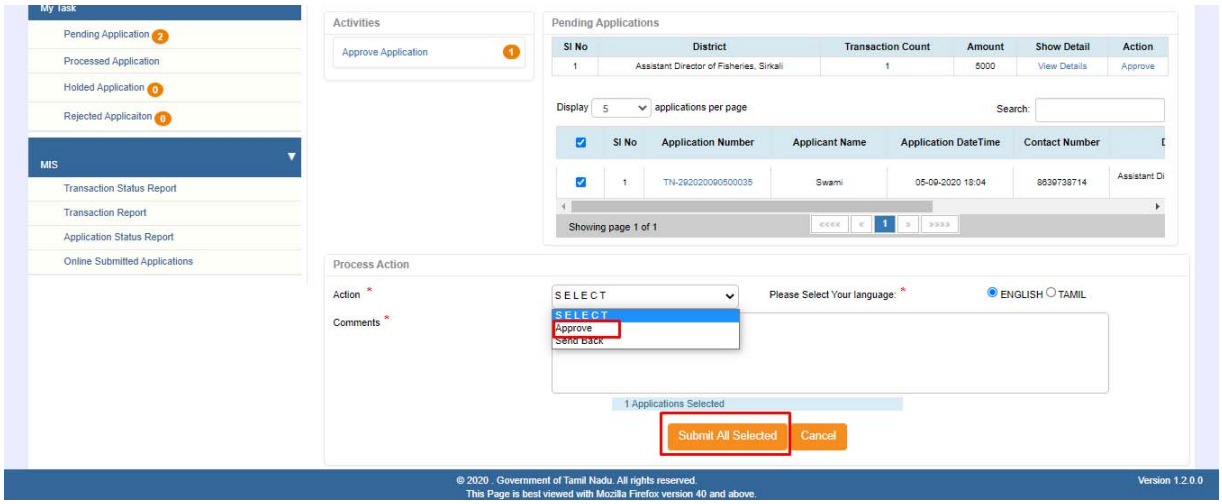


- If "Approve" all the application in that district will approved in the form of bulk approval.

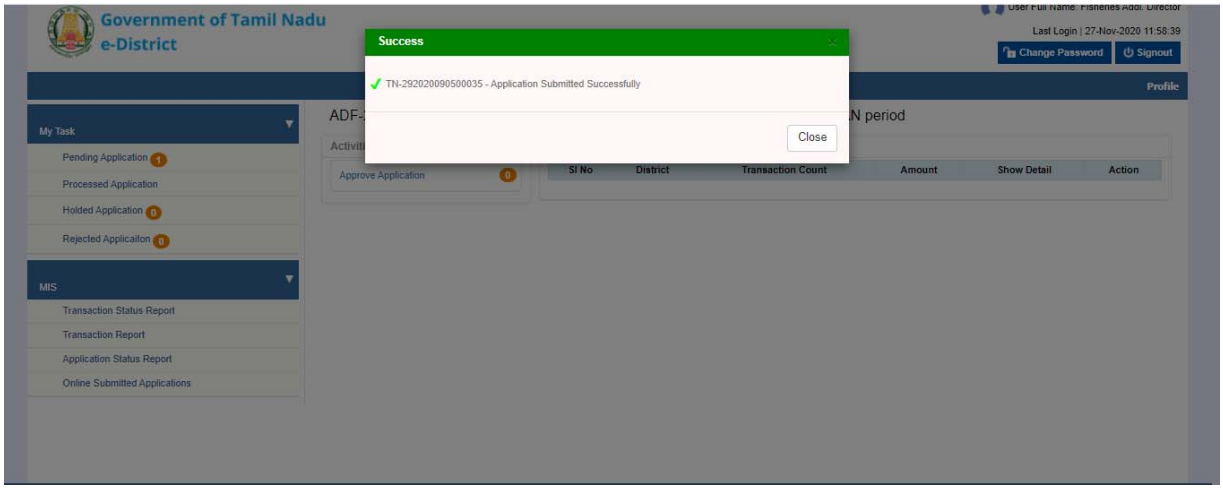
STEP 7: Select "View Details" to view the application details under selected district. Then click Application number to review the details.



Step 8: Click **Approve Selected** to approve the Applications

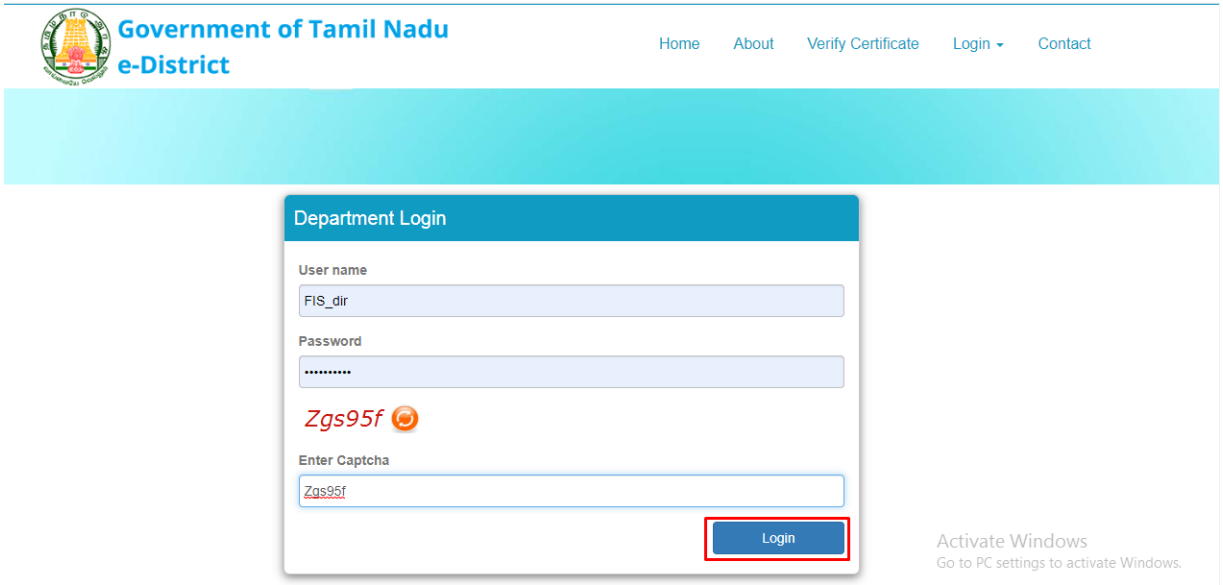


On successful submission below page will be displayed and application will move to Director login.



Director Login

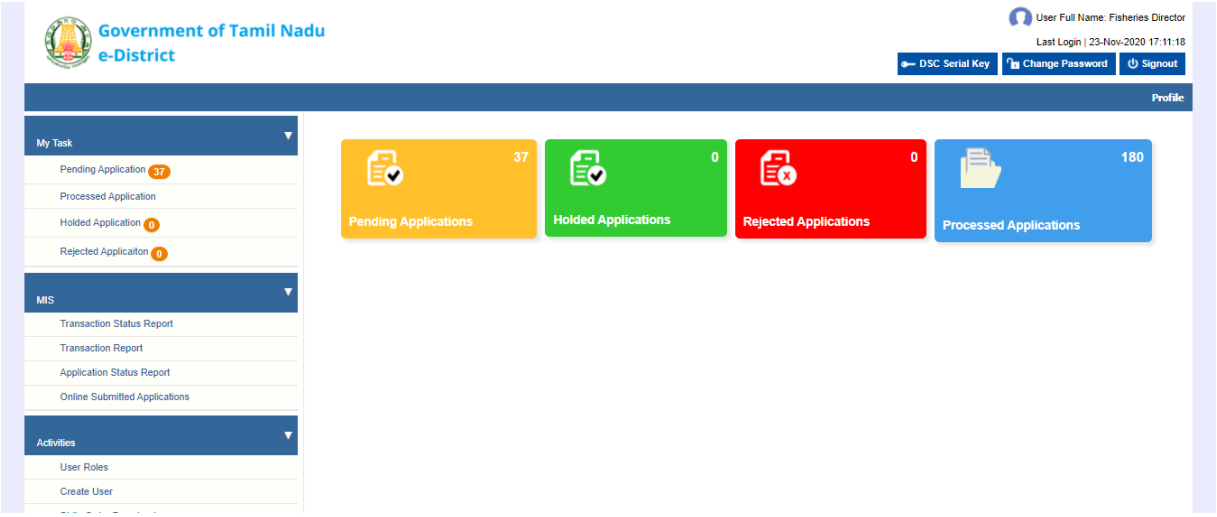
STEP 1: Go to the **e-District** (Government of Tamil Nadu) Web Portal. Below shown page will open.



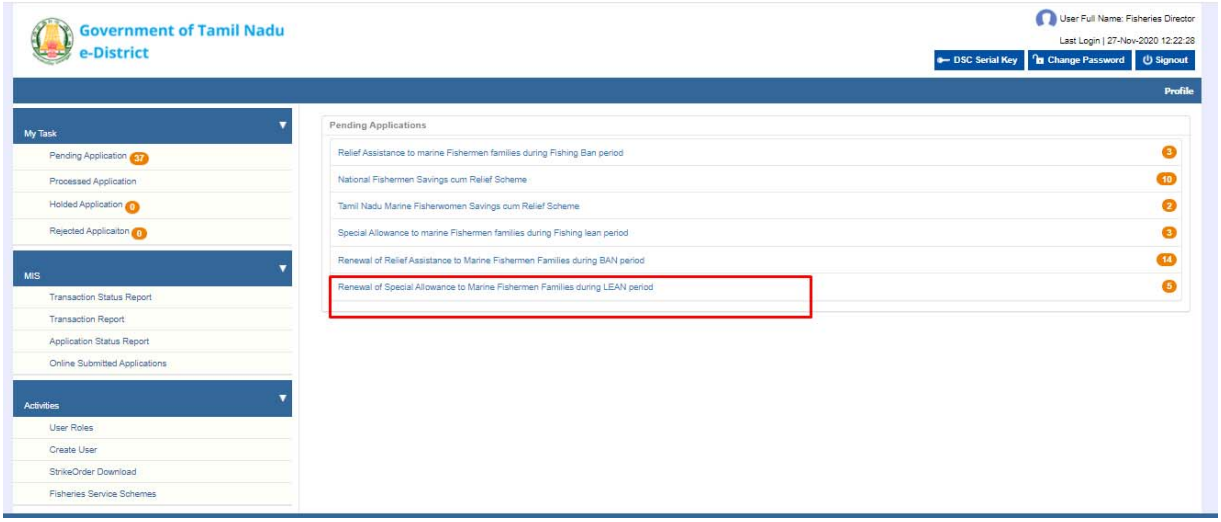
STEP 2: Enter the **Login credentials** and **Captcha** code

STEP 3: Click on **Sign In**.

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



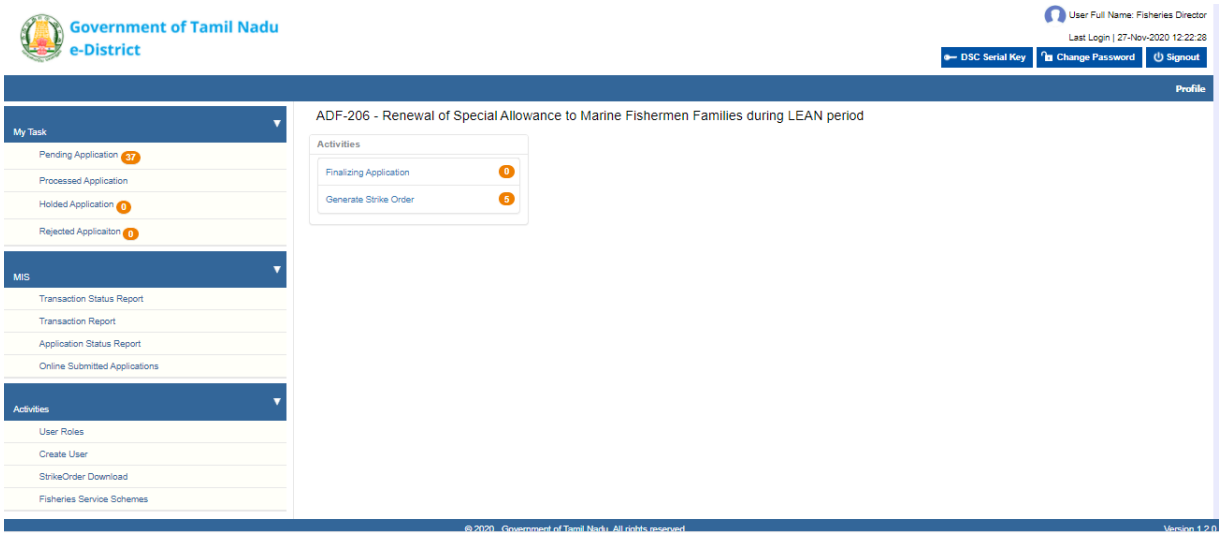
STEP 4: Click on **Pending List** on the left panel as shown in the image above.



Screen shows the list of pending applications.

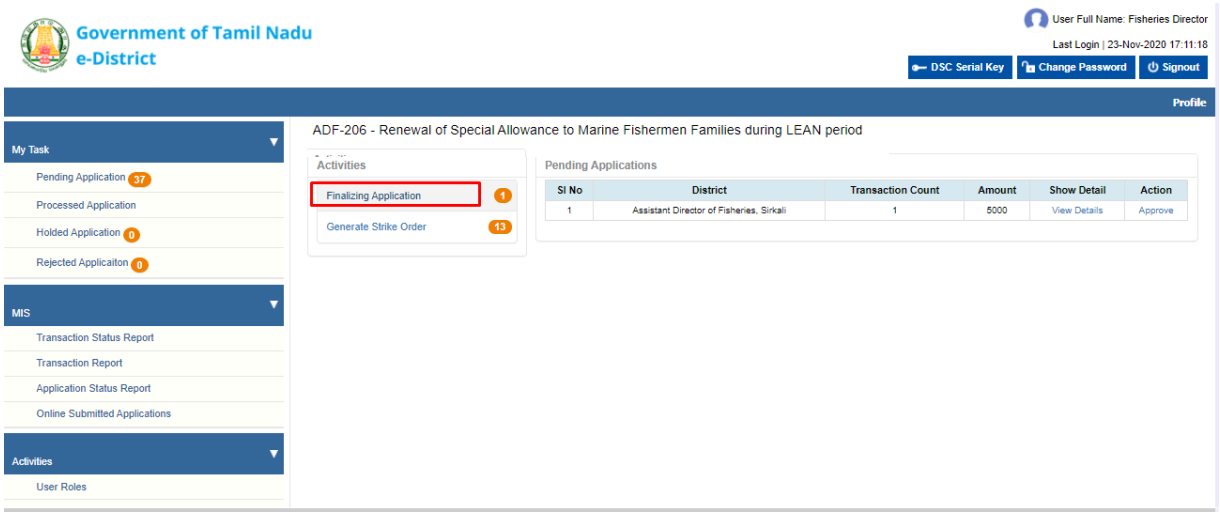
STEP 5: Click on the application to be processed. In this case, click on "**Renewal of Relief Assistance to Marine Fishermen Families during LEAN Period**" link.

Below screen will be displayed.

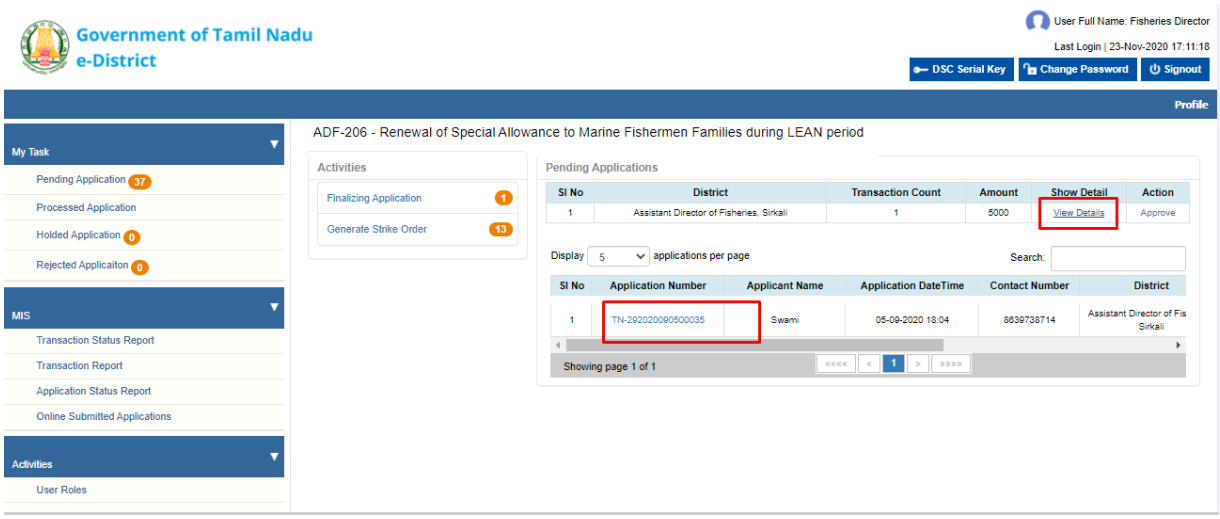


STEP 6: Click on **Finalizing Application**.

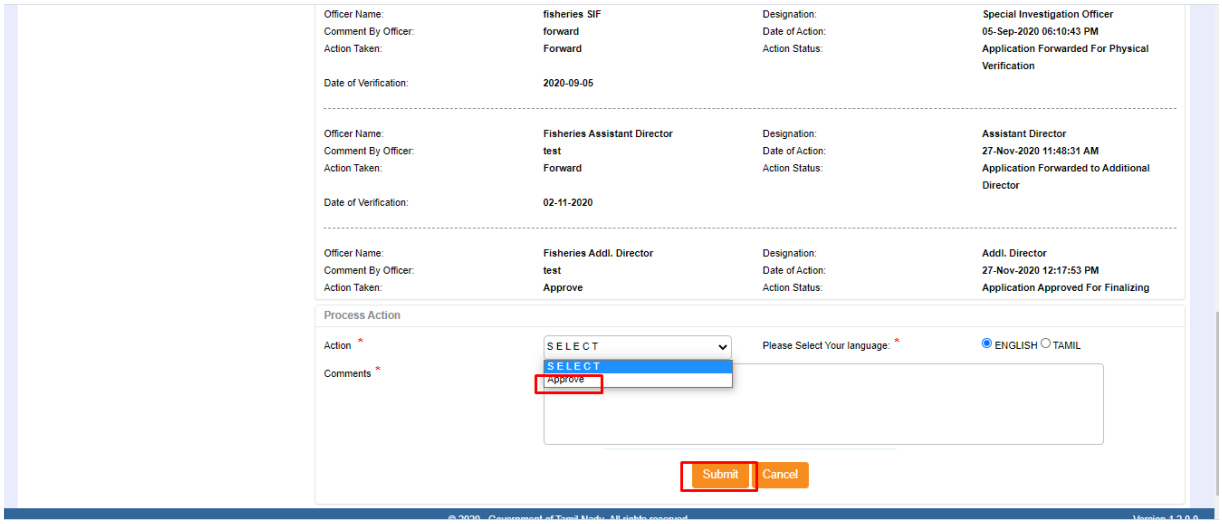
Below screen will be displayed.



STEP 7: Select the "View Details" to view the applications under that particular district.



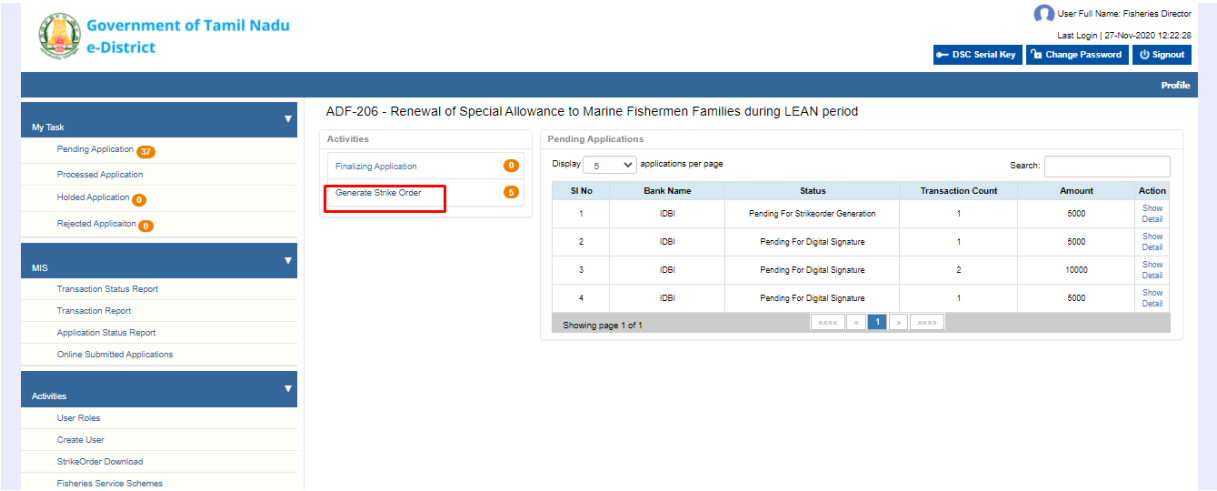
STEP 8: Fill all the mandatory fields; Upload supporting documents if any; Choose the Action (**Approve**) and click **Submit**.



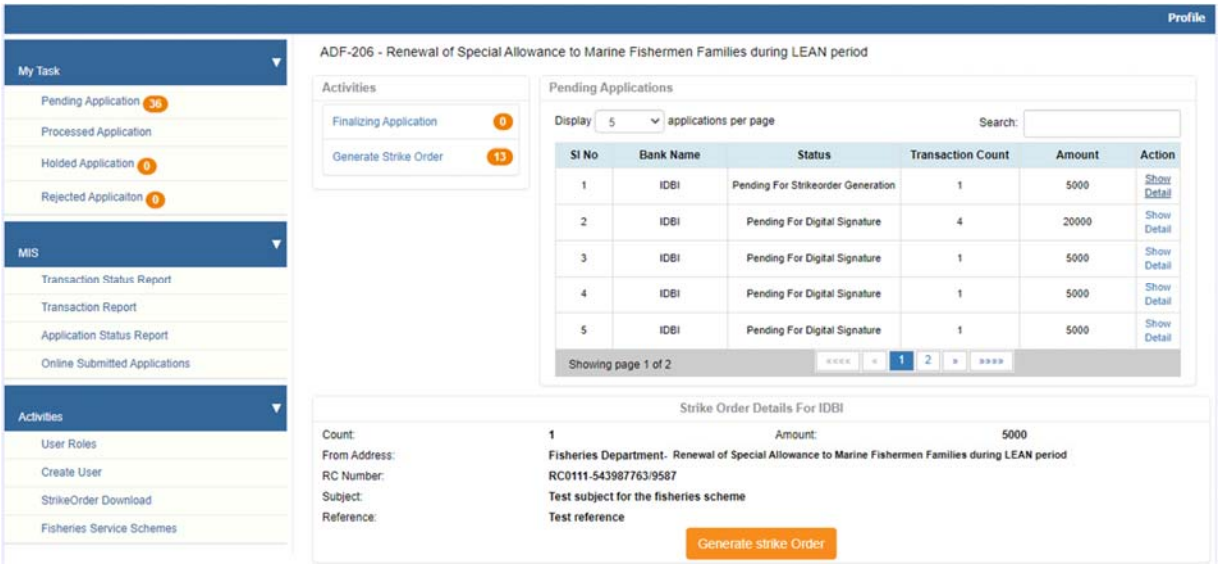
Order Generation:

Step 1: Click on the application to be processed. In this case, click on "**Renewal of Relief Assistance to Marine Fishermen Families during LEAN Period**" link.

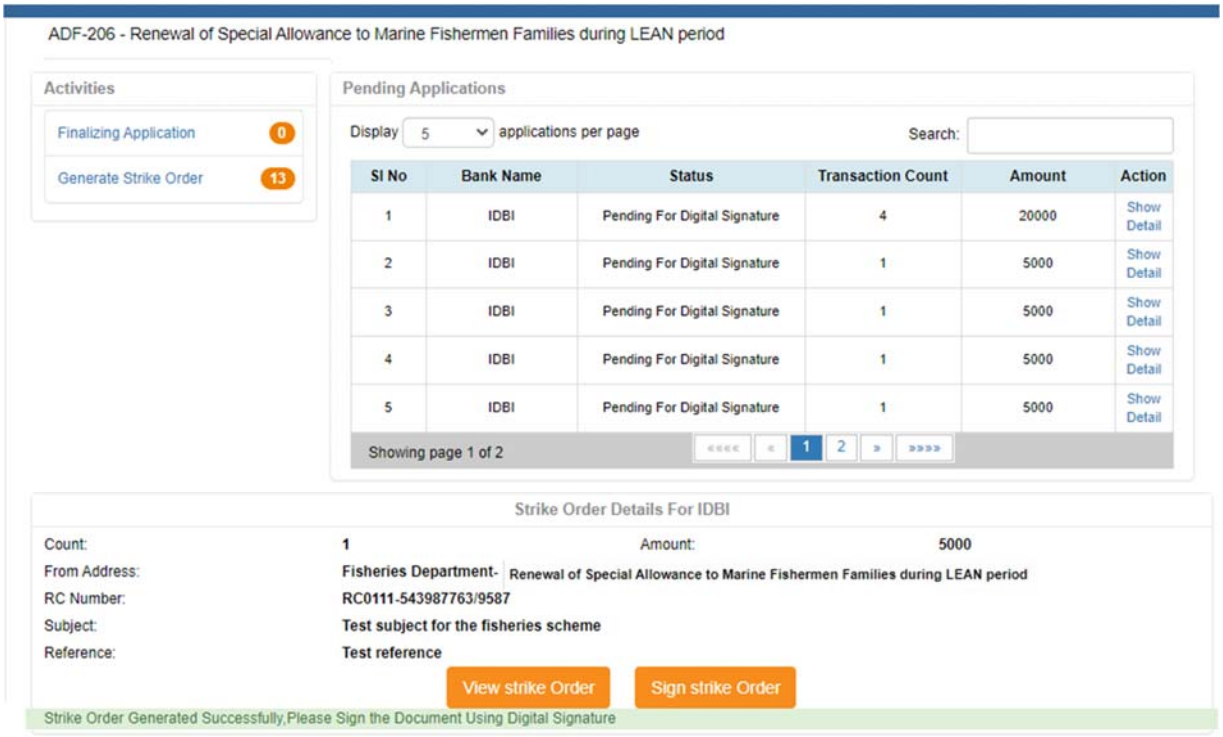
Step 1: Click on "Generate Strike Order" to fetch the pending strike order list after finalizing applications. As displayed in below image.



Step 2: Click on "**Show details**" to view and sign the strike order generated, as displayed in below screen.



Step 3: When "**Generate Strike order**" is clicked, Strike order is generated and other option to view and sign button are displayed .



Step 4: When "**View Strike order**" is clicked, below pdf file displayed to cross check the details.

FISHERIES DEPARTMENT

From
Fisheries Department- Renewal of LEAN service

To
The Branch Manager,
Tiruvanmiyur Branch, Chennai

Rc.No. RC0111-543987763/9587 Dated: 2020-11-23

Sir,

Sub:
Test subject for the fisheries scheme

Ref:
Test reference

We request you to transfer the relief amount to the beneficiaries through NEFT pertaining to the following districts.

S.No	District	Account No	No. of beneficiaries	Amount to be transferred
1	Assistant Director of Fisheries,Tiruvallur	1055104000050953	1	Rs.5000
		Total	**1**	**Rs. 5000**

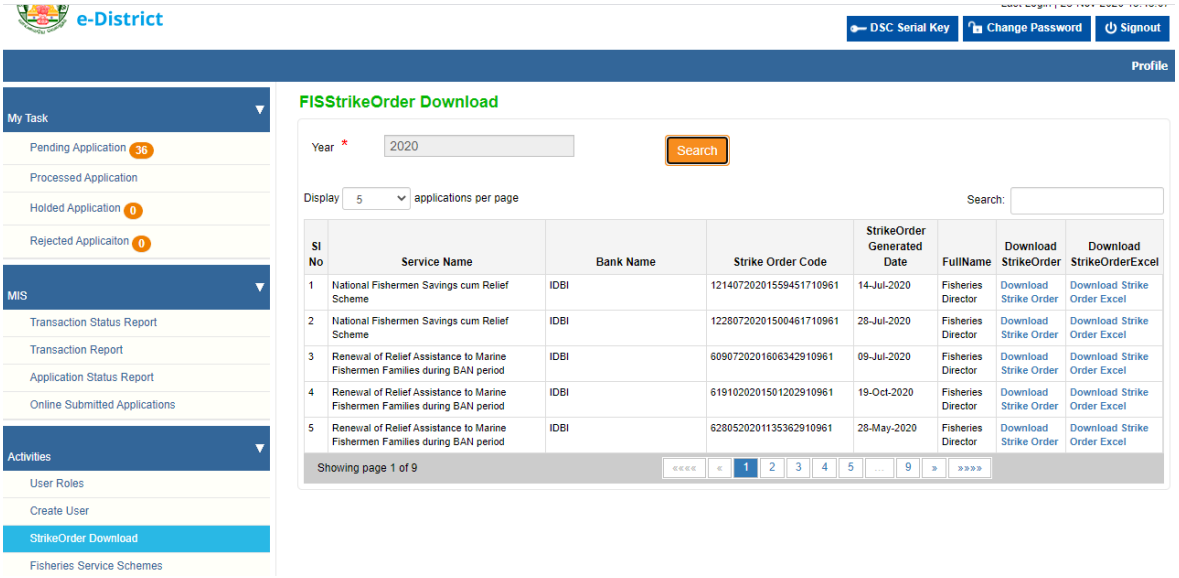
We authorize you to debit a sum of **Rs. 5000 /- (Rupees Five Thousand Only)** towards transfer of amount to **1 (One Only)** fishermen beneficiaries from the COMMISSIONER OF FISHERIES – Special allowance maintained in your branch.

A soft copy of the beneficiaries list was sent to you from this office e-mail id viz., tnbanrelief2015@gmail.com for necessary action. The transaction details shall be sent to the respective Assistant Director of Fisheries under intimation to Director of Fisheries, Chennai for further action and record purpose.

Additional Director of Fisheries
(Marine)

Commissioner of Fisheries

Step 5: When "**Sign Strike order**" is clicked, using DSC key strike order can be generated.



Sl No	Service Name	Bank Name	Strike Order Code	StrikeOrder Generated Date	FullName	Download StrikeOrder	Download StrikeOrderExcel
1	National Fishermen Savings cum Relief Scheme	IDBI	12140720201559451710961	14-Jul-2020	Fisheries Director	Download Strike Order	Download Strike Order Excel
2	National Fishermen Savings cum Relief Scheme	IDBI	12280720201500461710961	28-Jul-2020	Fisheries Director	Download Strike Order	Download Strike Order Excel
3	Renewal of Relief Assistance to Marine Fishermen Families during BAN period	IDBI	60907202016063429 10961	09-Jul-2020	Fisheries Director	Download Strike Order	Download Strike Order Excel
4	Renewal of Relief Assistance to Marine Fishermen Families during BAN period	IDBI	61910202015012029 10961	19-Oct-2020	Fisheries Director	Download Strike Order	Download Strike Order Excel
5	Renewal of Relief Assistance to Marine Fishermen Families during BAN period	IDBI	62805202011353629 10961	28-May-2020	Fisheries Director	Download Strike Order	Download Strike Order Excel

6 Disclaimer

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