



Tamil Nadu e-District Application Training Manual

Collection of Professional Tax
(COC-602)

Greater Chennai Corporation



राष्ट्रीय इ-गवर्नेस योजना
National e-Governance Plan

Table of Content

Table of Contents

1. Project Overview.....	3
2. General Information	3
2.1. Tools Required	3
2.2. Starting your Computer	3
3. Purpose	4
4. Scope.....	4
5. Getting Started.....	4
6. Services Offered under Greater Chennai Corporation	4
7. Collection of Professional Tax.....	5
8. Disclaimer.....	10

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

	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 collect Professional Tax under Greater Chennai Corporation through the e-District Portal.

4. Scope

The scope of this document is to cover the 'Collection of Professional Tax' service offered under **Greater Chennai Corporations**.

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 Greater Chennai Corporation

Following services are offered under Greater Chennai Corporation:

1. COC-101: Printing of Birth Certificate
2. COC-102: Printing of Death Certificate
3. COC-401: Renewal of Trade License
4. COC-601: Collection of Company Tax
5. COC-602: Collection of Professional Tax
6. COC-603: Collection of Property Tax

7. Collection of Professional Tax

Following steps describe how to use the Collection of Professional Tax service through the e-District Portal:

STEP 1: Go to the e-Sevai (Government of Tamil Nadu) Web Portal.

STEP 2: Enter the login credentials.

Make sure 'Operator' is selected in the **Operator Type** field.

STEP 3: Enter Captcha code.

STEP 4: Click on Login.



The screenshot displays the TNeGA Government of Tamil Nadu e-Sevai portal. The header includes the TNeGA logo and the Government of Tamil Nadu emblem. The navigation menu contains links for Home, About e-Sevai, Government Orders, e-Sevai, Contact Us, and Help. The main content area is divided into four columns: TNeGA (with a map of Tamil Nadu), Important Links (Government Orders, Tenders, Documents, Job Opportunities, Maps), Latest News (Locate your near by e-Sevai, List of Services Offered in e-Sevai Centres, List of Services offered through Institution), and Sign In. The Sign In form includes fields for Username (tnelcchn010-01), Password (masked with dots), Operator Type (dropdown menu), and a Captcha field (ZNRJ2). The Captcha field is annotated with a callout 'Enter Captcha'. The Sign In form also includes a 'Login' button and a 'Reset' button, with a callout 'Click on Login' pointing to the Login button. A 'Forgot Password?' link is also present. A callout 'Enter Login ID and Password' points to the Username and Password fields. The footer of the page features a large banner with the text 'Welcome to eSevai' and the Tamil text 'eSevai — தமிழ்நாடு அரசின் இ-சேவை வலைதளம் உங்களை'.

e-Sevai Dashboard will appear.

STEP 5: Click on **Services** on the left panel.

The screenshot shows the TNeGA dashboard for the Government of Tamil Nadu. The top navigation bar includes the TNeGA logo, the Government of Tamil Nadu emblem, and the e-Sevai logo with the text 'இணைய சேவை இனிய சேவை'. The user is logged in as 'OPERATOR 1'. The dashboard features a sidebar with menu items: DASHBOARD, REPORTS, WALLET RECHARGE, SERVICES, WALLET RECHARGE RECEIPT REPRINT, and ANNA UNIVERSITY-GENRATE RECEIPT. The main content area displays five service statistics cards: Today (1), Current Week (1), Current Month (6), Last Week (1), and Last Month (17). A callout bubble points to the 'SERVICES' menu item with the text 'Click on Services'.

Department Wise service listing will appear.

STEP 6: Click on **Greater Chennai Corporation**.

You can also switch to the **Service Wise** listing, or switch to **Search** and search a particular service using keywords.

The screenshot shows the 'Services' page in the TNeGA application. The top navigation bar is identical to the dashboard. The main content area is titled 'Services' and has three tabs: 'DEPARTMENT WISE', 'SERVICE WISE', and 'SEARCH'. The 'DEPARTMENT WISE' tab is active, displaying a list of departments with radio buttons: Anna University, Chennai Metro Water Supply & Sewerage Board, Commissionerate of Municipal Administration, Directorate of Boilers, Directorate of Drug Control, Directorate of Fire & Rescue, Employment & Training, Greater Chennai Corporation, Labour, Oxigen, Revenue Department, and TANGEDCO. A callout bubble points to 'Greater Chennai Corporation' with the text 'Click on the Department Name'. On the right side, there is a summary of user information: Name: Operator 1, Center: COC Zone 13 Divn 182 Thiruvanniyur ELCCHN010, Center Code: ELCCHN010, Counter: 1, Wallet Type: Prepaid, Wallet Amount: 5955.00, and Share: 0.00.

STEP 7: Click on **COC-602 Collection of professional tax**.

You will be redirected to the service page on the Tamil Nadu e-District Web Portal.

STEP 8: Select Zone No.

STEP 9: Select Division Code.

STEP 10: Select Category.

STEP 11: Enter Unique Id.

STEP 12: Click on **Search**.

Company record with arrears (half yearly) will be shown.

Professional Tax Payment

Zone No. * Division Code *
 Category * Unique Id *

Data preview

Company Name * Address *

Half Year Wise Arrears :-

S.No.	Year	Collection Amount	Demand	Arrears
1	2014_2015_2	Rs. 1291.00	Rs. 2190.00	Rs. 899.00
2	2015_2016_1	Rs. 0.00	Rs. 2190.00	Rs. 2190.00
Total :		Rs. 1291.00	Rs. 4380.00	Rs. 3089.00

Collection Amount : Rs. 1291.00 Demand Amount : Rs. 4380.00 Payable Amount : Rs. 3089.00

Amount To Be Paid :

STEP 13: Enter the amount in the 'Amount to be paid' text box and click on **Make Payment**.

Data preview

Company Name * ANNAI NEWMART [S.KARL] Address * Peliamman Koil Street

Half Year Wise Areas :-

S.No.	Year	Collection Amount	Demand	Arrears
1	2014_2015_2	Rs. 1291.00	Rs. 2190.00	Rs. 899.00
2	2015_2016_1	Rs. 0.00	Rs. 2190.00	Rs. 2190.00
	Total :	Rs. 1291.00	Rs. 4380.00	Rs. 3089.00

Collection Amount : Rs. 1291.00 Demand Amount : Rs. 4380.00 Payable Amount : Rs. 3089.00

Amount To Be Paid :

Enter amount to be paid

Click to pay amount

Once the payment is done, a 'Get Receipt' button will be shown.

STEP 14: Click on **Get Receipt** to download a receipt for the payment.

COC-401 Renewal of trade license

- Chennai Metro Water Supply and
- Commissionerate of Municipal Administration
- Drug Department
- Labour Department

Collection Amount : Rs. 1291.00 Demand Amount : Rs. 4380.00 Payable Amount : Rs. 3089.00

Amount To Be Paid :

Downloaded receipt


Click to download payment receipt

TN-4320160624103_....pdf [Show all downloads...](#)

The below figure shows a preview of the downloaded receipt:



தமிழ்நாடு அரசு / Government of Tamil Nadu
இ-சேவை மையம் / e-Sevai Centre

ரசுதி / RECEIPT			
ரசுதி எண் / Receipt No.	: TN-4320160624103	விண்ணப்பித்த சேவை / Applied for Service	: COC-602 Collection of professional tax
விண்ணப்பதாரர் / Applicant Name	: ANNAI NEWMART [S. KARUPPASAMY] (13-180-IN-00702)	மதிப்பீடு எண் / Assessment No	: 13-180-IN-00702
துறையின் பெயர் / Department Name	: பெருநகர சென்னை மாநகராட்சி / Corporation of Chennai	பெயர் / Name	: ANNAI NEWMART [S. KARUPPASAMY] (13-180-IN-00702)
முகவரி / Address	: Peliamman Koll Street	பரிவர்த்தனை எண் / Transaction No	: 2016-17/BW/0001341
		பரிவர்த்தனை தேதி / Transaction Date	: 24-06-2016
பணம் செலுத்திய விவரம் / Payment Details			
காலம் / Period	மொத்தம் / Total		
2014_2015_2	899.00		
2015_2016_1	101.00		
விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)	
கட்டண தொகை / Bill Amount	CASH	1000.00	
இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges		0.00	
ரூபாய் எழுத்துக்களில் / Amount in words : One Thousand Rupees only		மொத்தம் / Total : 1000.00	
மையப் பெயர் & குறியீடு எண் / Centre Code & Type : 01 - 01		கையொப்பம் / Signature of the Centre Operator	
மேலே குறிப்பிட்டுள்ள அனைத்து விவரங்களையும் சரி பார்த்து கொள்ள பின்வரும் இணையதளத்தில் பார்க்கவும் 110.172.171.189tneda/VerifyCertl.shtml. / Kindly check correctness of all the details furnished above with the following URL 110.172.171.189tneda/VerifyCertl.shtml.			

Payment receipts can be re-printed from the **Reprint Receipt** section.

Application	Check Status	Collection Amount	Reprint Receipt		
<input checked="" type="checkbox"/>	Reprint Receipt		Click to reprint receipt		
Sr. No.	Application Number	Service Name	Applicant Name	Date Of Request	Print Receipt
9	TN-4320160624103	COC-602 Collection of professional tax	ANNAI NEWMART [S.KARUPPASAMY]	24/06/2016	Print Receipt
<input type="button" value="←←←←"/> <input type="button" value="←"/> <input type="button" value="→"/> <input type="button" value="→→→→"/>					

8. Disclaimer

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