

# Tamil Nadu e-District Application Training

## Manual

Collection of Professional Tax (COC-602)

Greater Chennai Corporation





Tamil Nadu e-District Application User Manual

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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

## 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

#### <u>Steps</u>

- 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

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MS	5	Tamil Nadu e-District Application User Manual
×		Do not start the computer in case the UPS is not fully charged Do not start the computer in case any of the wires are in contact with water sources / moisture
<b>O</b>	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

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## CMS

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#### 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.

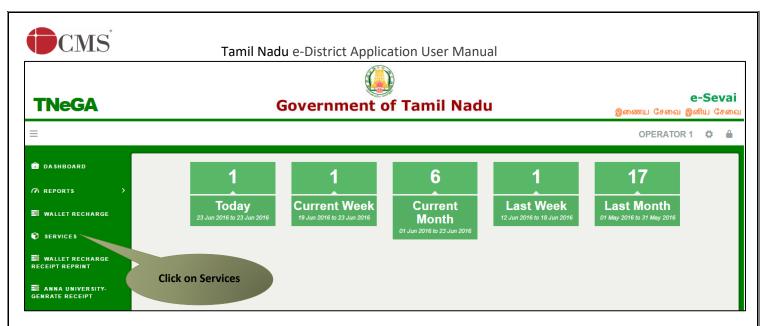
**STEP 3:** Enter Captcha code.

STEP 4: Click on Login.

TNeGA	G	overnment of Tamil Nadu	E	nter Login ID and Password
	Home About e-Sevai Governm	ent Orders e-Sevai Contact Us Help -		
@ TNeGA	Important Links	Latest News	⇒) Sign In	
Tamil Nadu	Government Orders	Locate your near by e-Sevai.	tnelcchn010-01	••••••
Survey and Survey and	Tenders	List of Services Offered in e-Sevai Centres.	ZNRJ2	Operator v
	Documents	List of Services offered through Institution.	ZNRJ2	Select Operator Type
	Job Opportunities		ZNRJ2	Login Reset
tayor and	Maps			Forgot Password?
		Enter Captcha		
We	elcome to es	Sevai	Click on Login	
eSevai -	– தமிழ்நாடு அரசின் இ-லே	சனவ வலைதளம் உங்களை		

e-Sevai Dashboard will appear.

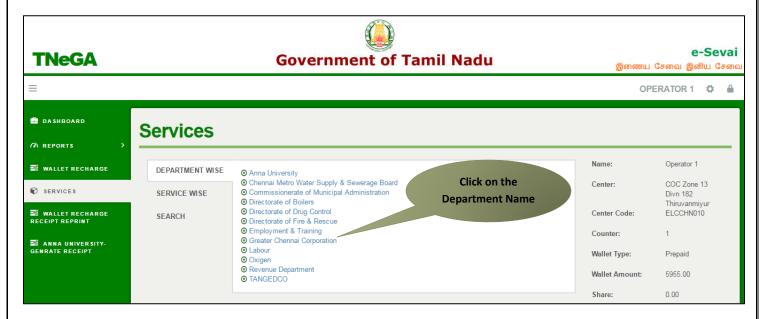
**STEP 5:** Click on **Services** on the left panel.



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.



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

CMS	Ta	mil Nadu e-District Applic	ation User Manual		
TNeGA		Government	of Tamil Nadu	இணைய	e-Sevai சேவை இனிய சேவை
=				OP	ERATOR 1 🌣 🔒
Dashboard (4) REPORTS >	Services				
Services	DEPARTMENT WISE	Greater Chennai Corporation	Search:	Name: Back Center:	Operator 1 COC Zone 13 Divn 182
E WALLET RECHARGE RECEIPT REPRINT	SEARCH	<ul> <li>COC-101 Printing of Birth Certificate</li> <li>COC-102 Printing of Death Certificate</li> <li>COC-401 Renewal of trade license</li> <li>COC-601 Collection of company tax</li> </ul>		Center Code: Counter:	Thiruvanmiyur ELCCHN010
GENRATE RECEIPT		COC-602 Collection of professional tax     COC-603 Collection of property tax     Showing 1 to 6 of 6 entries	Click on the Service Name	Wallet Type: allet Amount: Share:	Prepaid 4425.00 0.00

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**.

lication Check Status C Professional Tax Payme		Select Zone No.		Select Division Code
Zone No. * Category *	13-Adyar IN	• •	Division Code * Unique Id *	180 • 00702
Select Category		Search	Clear Click to search record	Enter Unique Id

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

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۱pp	lication (	heck Statu	s Collection Amo	ount Reprint Re	ceipt		
	Profession	nal Tax F	Payment				
	Zone No. * Category *		13-Ady IN	ar T	Division Code * Unique Id *		80 <b>•</b> 1702
				S	Clear		
	Data previ	ew					
	Company Nam <u>Half Year Wis</u>		ANNAI N	IEWMART [S.KARL	Address *	Pelia	amman Koil Street
	S.No.		Year	Collect	tion Amount	Demand	Arrears
	1	2014_2015		Rs. 1291.00		Rs. 2190.00	Rs. 899.00
	2	2015_2016		Rs. 0.00		Rs. 2190.00	Rs. 2190.00
		Total :	-	Rs. 1291.00		Rs. 4380.00	Rs. 3089.00
	Collection Amo		Rs. 1291.00	Demand Amount :	Rs. 4380.00	Payable Amount :	Rs. 3089.00
	Amount To B	<u>e Paid :</u>					
				Make Pa	yment Cancel		

**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						
lalf Year Wis	se Arears :-					
S.No.	Year		Collection	Amount	Demand	Arrears
	2014_2015_2		Rs. 1291.00		Rs. 2190.00	Rs. 899.00
	2015_2016_1		Rs. 0.00		Rs. 2190.00	Rs. 2190.00
	Total :		Rs. 1291.00		Rs. 4380.00	Rs. 3089.00
Vallection Amount		100	Enter amour be paid			
Collection Ame		1.00	Enter amour	Rs. 4380.00	Rs. 4380.00 Payable Amount : ck to pay amount	Rs. 3089.00 Rs. 3089.00

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	Collection Amount : Rs. 1291.00	Demand Amount : P	Click to download	Rs. 3089.00
Drug Depertment	Amount To Be Paid : 1000		payment receipt	
Labour Depertmen	ed receipt	Get Receipt Cancel		
TN-4320160624103pdf				Show all downloads

The below figure shows a preview of the downloaded receipt:

			oplication User M			
			Government of			
	9	-சேவை மை	шю́/ e-Seva	i Centre		
		ពុឝខ្	)) / RECEIPT			
	பெருநகர மாநகராட்	wart [S. AMY] (13-180-IN-00702) சென்னை	விண்ணப்பித்த சேவை மதிப்படூ எண் / Assess பெயர் / Name பரிவர்த்தனை எண் / பரிவர்த்தனை தேதி	ment No Transaction No	: COC-602 Collection tax : 13-180-IN-00702 : ANNAI NEWMART KARUPPASAMY] ( : 2016-17/BW/00013 : 24-06-2016	(S. 13-180-IN-00702)
முகவரி / Address	: Peliamman	Koll Street				
	L	பணம் செலுத்திய	ப விவரம் / Payme	nt Details		
காலம்/	Period			மொத்தம்	/ Total	
2014_2	015_2			899.00	0	
2015_2	016_1			101.00	0	
விவரங்கள் / Particulars		செலுத்தும் முன	)の / Payment Mode	செலுத்தப்பட்ட	தொகை (ரூ) / А	mount Paid (Rs)
கட்டண தொகை / Bill Amount						1000.00
இ-சேவை மையக் கட்டணம் / Centre Charges	e-Sevai	CA	SH			0.00
ரூபாய் எழுத்துக்களில் / Amount in words :	One Thousand	Rupees only			மொத்தம் / ா	otal : 1000.00
மையப் பெயர் & குறியட்டு என் / Centre மேலே குறிப்பிட்டுள்ள அனைத்து (	விவரங்கள	ளையும் சரி பார்த்து செ				Centre Operator

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

App	olication	Check Status	Collection Amoun	t Reprint Receipt	Click to re	print receipt				
	<b>⊠</b> R	eprint Receipt		chek to re	print receipt					
	Sr. No.	Application Number	TN-4320160624103	Service Name	Applicant Name	Date Of Request	Print Receipt			
	9	TN-432	0160624103	ANNAI NEWMART [S.KARUPPASAMY]	24/06/2016	Print Receipt				
	9 TN-4320160624103 COC-602 Collection of professional tax ANNAI NEWMART [S.KARUPPASAMY] 24/06/2016 Print Receipt									

#### 8. Disclaimer

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

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