



# Tamil Nadu e-District Application Training Manual

Collection of Property Tax (COC-  
603)

Greater Chennai Corporation



राष्ट्रीय इ-गवर्नेस योजना  
National e-Governance Plan

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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

##### 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 Property Tax under Greater Chennai Corporation through the e-District Portal.

### 4. Scope

The scope of this document is to cover the 'Collection of Property 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 Property Tax

Following steps describe how to collect property tax under Greater Chennai Corporation 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, the Government of Tamil Nadu emblem, and navigation links: 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 contains fields for Username (tnelcchn010-01), Password (masked with dots), Operator (dropdown menu), and Captcha (ZNRJ2). Below the Captcha field is a 'Login' button and a 'Reset' button. A 'Forgot Password?' link is also present. Three callouts are overlaid on the form: 'Enter Login ID and Password' pointing to the Username field, 'Enter Captcha' pointing to the Captcha field, and 'Click on Login' pointing to the Login button. At the bottom, a banner reads 'Welcome to eSevai' and '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. At the top, there is a header with the TNeGA logo, the Government of Tamil Nadu emblem, and the e-Sevai logo. Below the header, there are five summary cards: Today (1), Current Week (1), Current Month (6), Last Week (1), and Last Month (17). A green sidebar on the left contains navigation options: DASHBOARD, REPORTS, WALLET RECHARGE, SERVICES, WALLET RECHARGE RECEIPT REPRINT, and ANNA UNIVERSITY-GENERATE RECEIPT. 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 page title is 'Services'. On the left, there are three tabs: 'DEPARTMENT WISE', 'SERVICE WISE', and 'SEARCH'. Under the 'DEPARTMENT WISE' tab, a list of departments is displayed, including 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 of the page, there is a user profile section with the following details: 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-603 Collection of property tax**.

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

**STEP 8:** Select Property Type (New/Old).

**STEP 9:** For **New Property**, select Zone No., Division Code, enter Bill Number and Sub Number.  
 For **Old Property**, enter Old Property Tax Number and select Local Body.

**STEP 10:** Click on **Search**.

Owner details with arrears (half yearly) will be shown.

**Collection of property tax**

Property Type \*       New     Old

Zone No. \*            Division Code \*     

Bill No. \*            Sub No. \*     

**Data preview**

Owner Name \*            Address \*     

Half Year Wise Arrears :-

S.No.	Year	Collection Amount	Demand	Arrears
1	2015_2016_1	Rs. 0.00	Rs. 1300.00	Rs. 1300.00
2	2015_2016_2	Rs. 0.00	Rs. 1300.00	Rs. 1300.00
3	PENALTY	Rs. 100.00	Rs. 100.00	Rs. 0.00
	Total :	Rs. 100.00	Rs. 2700.00	Rs. 2600.00

Collection Amount :      Rs. 100.00      Demand Amount :      Rs. 2700.00      Payable Amount :      Rs. 2600.00

**Amount To Be Paid :**

**STEP 11:** Enter the amount in the 'Amount to be paid' text box and click on **Make Payment**.



**Data preview**

Owner Name \*  Address \*

**Half Year Wise Arrears :-**

S.No.	Year	Collection Amount	Demand	Arrears
1	2015_2016_1	Rs. 0.00	Rs. 1300.00	Rs. 1300.00
2	2015_2016_2	Rs. 0.00	Rs. 1300.00	Rs. 1300.00
3	PENALTY	Rs. 100.00	Rs. 100.00	Rs. 0.00
Total :		Rs. 100.00	Rs. 2700.00	Rs. 2600.00

**Enter amount to be paid**

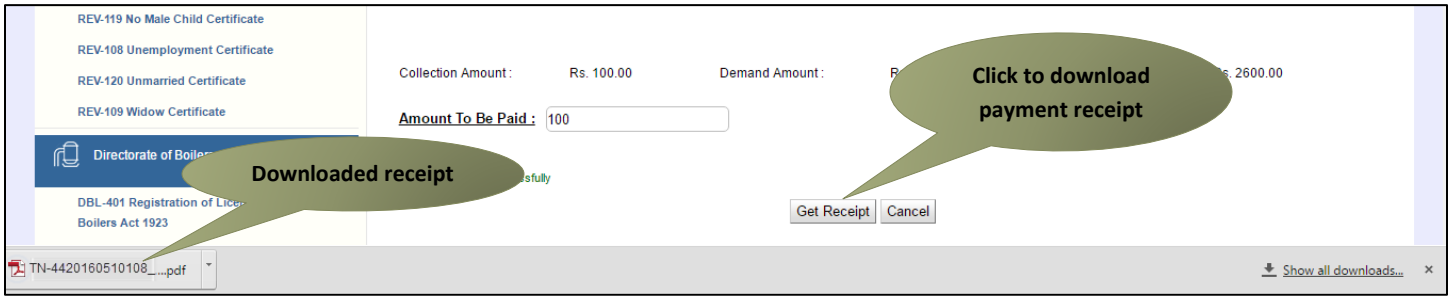
Collection Amount : Rs. 100.00 Demand Amount : Rs. 2700.00 Payable Amount : Rs. 2600.00

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.



The screenshot shows the payment confirmation interface. On the left, there is a sidebar menu with items like 'REV-119 No Male Child Certificate', 'REV-108 Unemployment Certificate', 'REV-120 Unmarried Certificate', 'REV-109 Widow Certificate', and 'Directorate of Boilers'. The main content area displays the payment details: 'Collection Amount : Rs. 100.00', 'Demand Amount : Rs. 2700.00', and 'Payable Amount : Rs. 2600.00'. Below this, there is a field 'Amount To Be Paid : '. A green callout bubble points to this field with the text 'Enter amount to be paid'. Another green callout bubble points to the 'Get Receipt' button with the text 'Click to download payment receipt'. A third green callout bubble points to a notification 'Downloaded receipt' with the text 'Downloaded receipt'. At the bottom, there is a 'Get Receipt' button and a 'Cancel' button. A file download bar at the very bottom shows a PDF file named 'TN-4420160510108\_...pdf' and a 'Show all downloads...' link.

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-4420160510108	விண்ணப்பித்த சேவை / Applied for Service : COC-603 Collection of property tax
விண்ணப்பதாரர் / Applicant Name : KRISHNA	பழைய சொத்துடைமை எண் / Old Property No. :
துறையின் பெயர் / Department Name : பெருநகர சென்னை மாநகராட்சி / Corporation of Chennai	புதிய சொத்துடைமை எண் / New Property No. : 04-035-39381-000
முகவரி / Address : 456 , A.P ARASU STREET, KODUNGAIYUR, UNION CARBIDE COLONY, CHENNAI, 600118	உரிமையாளர் பெயர் / Owner Name : KRISHNA
	பரிவர்த்தனை எண் / Transaction No. : 2016-17/BW/0000637
	பரிவர்த்தனை தேதி / Transaction Date : 10-05-2016

பணம் செலுத்திய விவரம் / Payment Details

காலம் / Period	மொத்தம் / Total
2015_2016_1	100.00

விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid
கட்டண தொகை / Bill Amount	CASH	100.00
இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges		0.00
ரூபாய் எழுத்துக்களில் / Amount in words : One Hundred Rupees only		மொத்தம் / Total : 100.00

மையப் பெயர் & குறியீட்டு எண் / Centre Code & Type : 01 - 01 கையொப்பம் / Signature of the Centre Operator

மேலே குறிப்பிட்டுள்ள அனைத்து விவரங்களையும் சரி பார்த்து கொள்ள பின்வரும் இணையதளத்தில் பார்க்கவும்  
110.172.171.189?tneda/VerifyCert.xhtml. / Kindly check correctness of all the details furnished above with the following URL. 110.172.171.189?tneda/VerifyCert.xhtml.



## 8. Disclaimer

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