

# Tamil Nadu e-District Application Training

# Manual

Printing of Birth Certificate (COC-101)

Greater Chennai Corporation





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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

$\mathbf{MS}$		Tamil Nadu e-District Application User Manual
2		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
Ç	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 generate and print birth certificates through the e-District Portal.

#### 4. Scope

The scope of this document is to cover the 'Printing of Birth Certificate' service offered under **Greater Chennai Corporation**.

#### 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. Printing of Birth Certificate

Following steps describe how to use the Printing of Birth Certificate 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.

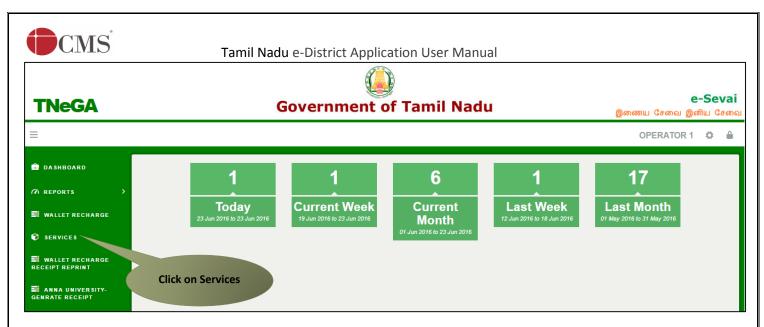
**STEP 3:** Enter Captcha code.

STEP 4: Click on Login.

TNeGA		overnment of Tamil Nadu	Enter Login ID a Password	and
😵 TNeGA	Important Links	Latest News	◆) Sign In	
Tamil Nadu	Government Orders	Locate your near by e-Sevai.	tnelcchn010-01	
	Tenders	List of Services Offered in e-Sevai Centres.	ZNRJ2 C Operator	•
	Documents	List of Services offered through Institution.	Captcha is not case sensitive Select Operator Type	
	Job Opportunities		ZNRJ2 Login Reset	
	Maps		Forgot Password?	•
		Enter Captcha		
We	elcome to es	Sevai	Click on Login	
eSevai	– தமிழ்நாடு அரசின் இ-ே	சவை வலைதளம் உங்களை		

e-Sevai Dashboard will appear.

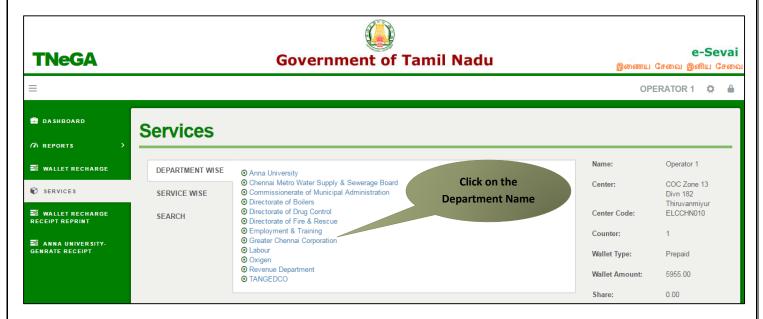
**STEP 5:** Click on **Services** on the left panel.



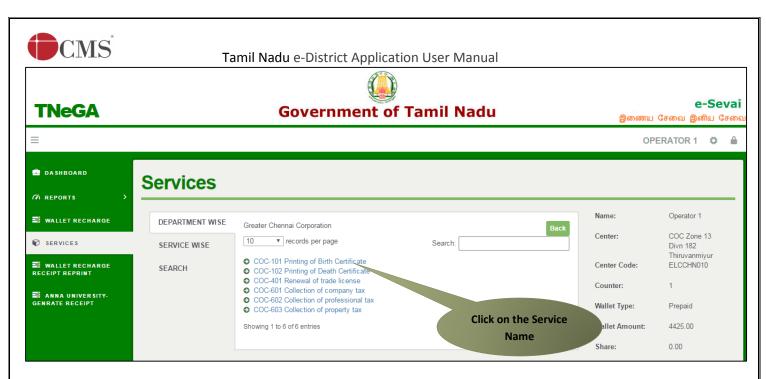
Department Wise service listing will appear.

#### **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-101 Printing of Birth Certificate.



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

#### STEP 8: Select Gender.

#### STEP 9: Select Date of Birth.

**Note:** You may search for a particular record by entering the Registration Number, Child Name, Father Name or Mother Name. However, selecting the Gender and Date of Birth is mandatory.

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

Registration Number	2016/09/126/000108/0	Child Name		
Father Name		Mother Name		
Gender *	Female	<ul> <li>Date Of Birth *</li> </ul>	01/07/2016	7
S	select Gender	Click to search re	Select Date of Birth	
Search results will		Click to search re		
		Click to search re		

Tamil Nadu e-District Application User Manual								
COC-101 Printing of Birth Certificate								
Registration Number	2016/09/126/000108/0		Child Name					
Father Name			Mother Name					
Gender *	Female	•	Date Of Birth *	01/07/2016		<b></b>		
		Sear	ch	Search F	Results			
De sister finn Normhein	Obild Name	Condon	Eathan Nama		Dette Of Distle			
Registration Number	Child Name	Gender	Father Name	Mother Name	Date Of Birth			
2016/09/126/000108/0		FeMale	V KARTHIK	S SOWMEYA	01/07/2016	•		

**STEP 11:** Click on the **option button** in front of the desired record. A 'Submit Application' button will appear.

Registration Number	Child Name	Gender	Father Name	Mother Name	Date Of Birth	
2016/09/126/000108/0		FeMale	V KARTHIK	S SOWMEYA	01/07/2016	۲
Click to	8888	« » »»»»	Click to s	select record		
		Subm	it Application			

**STEP 12:** Click on **Submit Application** button. A 'Get Certificate' button will appear on successful submission of the application.

Registration Number         Child Name         Gender         Father Name         Mother Name         Date Of Birth								
2016/09/126/000108/0 FeMale V KARTHIK S SOWMEYA 01/07/2016 (								
Click to get certificate								
Get Certificate								
Application submitted successfully								

STEP 13: Click on Get Certificate. Payment page will appear.

**STEP 14:** Click on **Confirm Payment**.

Famil Nadu	e-District	Application	User	Manual
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CM	.5	Tamil Nadu e-District Application User Manual				
Application	Check Status	Collection Amount	Reprint Recei	ipt		
Confirm						
Application Number				TN-2520160713104		
Applicant Name				S SOWMEYA		
Date of Application				13/07/2016		
Service Name				Printing of Birth Certificate		
Government Fees				0.00		
User Fees			30.00			
Total Fees				30.00 Click to pay fees		
			Confirm	payment		

Once the fees is paid, two buttons 'Print Receipt' and 'Download Certificate' will appear.

Click on **Print Receipt** to download the payment receipt.

REV-103 Income Certificate         REV-113 Inter-caste Marriage certificate         REV-114 Legal Heir Certificate         REV-401 License under Pawn Broker         Act         REV-402 Money Lender License         REV-102 Nativity Certificate         Downloaded Receipt         Click to download payment receipt	REV-107 Family Migration Certificate	Family Mig	REV-107 Family		User Fees		30.00	
REV-114 Legal Heir Certificate         REV-401 License under Pawn Broker         Act         REV-402 Money Lender License         REV-102 Nativity Certificate         Downloaded Receipt         Click to download         REV-104 No Graduate Certificate	REV-103 Income Certificate	Income Ce	REV-103 Incom					
REV-401 License under Pawn Broker       Act       REV-402 Money Lender License       REV-102 Nativity Certificate       Downloaded Receipt       REV-104 No Graduate Certificate   Click to download payment receipt	REV-113 Inter-caste Marriage certificate	Inter-caste	REV-113 Inter-c	Iste Marriage certificate Total Fees		30.00		
Act     REV-402 Money Lender License       REV-102 Nativity Certificate     Downloaded Receipt       REV-104 No Graduate Certificate     Click to download payment receipt	REV-114 Legal Heir Certificate	Legal Heir	REV-114 Legal	leir Certificate				
REV-102 Nativity Certificate     Downloaded Receipt     Click to download       REV-104 No Graduate Certificate     payment receipt		License ur		e under Pawn Broker	Print receipt	ownload Certificate		
REV-104 No Graduate Certificate payment receipt	REV-402 Money Lender License	Money Ler	REV-402 Mone	Lender License		Click to download		
payment receipt	REV-102 Nativity Certificate	Nativity Ce	REV-102 Nativi	Certificate Downloaded Receipt	Click t			
	REV-104 No Graduate Certificate	REV-104 No Graduate Certificate			payment receipt			
REV-115 OBC certificate	REV-115 OBC certificate	OBC certif	REV-115 OBC c	rtificate				
™         TN-2520160713104pdf	TN-2520160713104pdf	0713104	TN-25201607131	4pdf *			▲ Show all downle	

The below figure shows a preview of the downloaded receipt:



## தமிழ்நாடு அரசு / Government of Tamil Nadu

#### இ-சேவை மையம் / e-Sevai Centre

	ஒப்புகை /	ACKNOWLEDGEM	ENT	
ரசதீ எண் / Receipt No. : TN-252 விண்ணப்பதாரர் / Applicant Name : S SOW துறையின் பெயர் / Department Name : பெருந	0160713104 MEYA	வின்ணப்ப எண் / Application No. : TN-2520160713104 விண்ணப்பித்த தேதி / Application date : 13/07/2016 விண்ணப்பித்த சேவை / Applied for Service : COC-101 Printing of Birth Certific		
	பணம் செலுத்திய	விவரம் / Paym	ent Details	
ណិលា្យាស់សតា៍ / Particulars	செலுத்தும் முறை	) / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / 🗚	mount Paid (Rs
e-District Service Charge	Cash	1		30.00
ரூபாய் எழுத்துக்களில் / Amount in wo மையப் பெயர் & குறியடீடு எண் / c	an State State State of the State	1000	கையொப்பம் / Signature of the C	Centre Operator
மேலே குறிப்பிட்டுள்ள அனைத்து விவர கொள்ள பின்வரும் இணையதளத்தில் ၊ அதிகாரி ஒப்புதல் அளித்த பிறகு டிஜிட்ட of all the details furnished above. To Check the A approved by the approving authority, you can obtai	பார்க்கவும் 110.172.171.189tne ல் கையொப்பமிட்டச் சாச oplication Status see the URL 11	da/VerifyCerti.xhtml. உ ள்றிதழை பெற்று ச 10.172.171.189/tneda/Ver	ங்கள் விண்ணப்பத்தை உயர் \$கொள்ளலாம் / Kindly check correctness	878 88936 8755

#### Click on **Download Certificate to** generate birth certificate.

CMS

User Fees		30.00
Total Fees		30.00
	Print receipt Do	Ownload Certificate Click to download
		Birth Certificate

The below figure shows a preview of the Birth Certificate. You may Save or Print the certificate if required.

	1/1		Ċ ₹ .
	Inter	Ċ.	
ရှု	பருநகர சென்னை மாற	கார்கி	
	EATER CHENNAI CORP		o print certificate
	பொது சுகாதாரத்து	B4894684202/2016	
Ε	EPARTMENT OF PUBLIC		
	FORM-NO.5,படிவம் எண்.5 (See rule 8-னிதி 8லுப் பார்க்க)	0	
BI	RTH CERTIFICATE / பிறப்பு	· · · · · · · · · · · · · · · · · · ·	
(ISSUED UNDER SEC	TION 12/17 OF REGISTRATION OF இறப்பு பதிவு சட்டம் 1969–ன் பிரிவு 12/17-	BIRTH AND DEATH ACT 1969	
	information has been taken from the orig	ginal record of birth of the Greater Chennai	
		பதிவேட்டிலிருந்து எடுக்கப்பட்டவை என சான்று	
வழங்கப்படுகிறது. வழங்கப்படுகிறது.	n an	and a second	
Zone 09	Division 126		
Name		1000 mar	
Sex	Female	PATTR THE	
Date of Birth	01-JUL-2016 AT 06:31 AM	A STREET, STRE	
Place of Birth	SRI RANGA NURSING HOME MANDAVELI, CHENNAI-6000	E NO.6, CHOCKALINGAM STREET, 28	
Name of Father	V KARTHIK		
Name of Mother	S SOWMEYA		
Permanent Residential Address	49/24 AS ANANTI APIS SANT CHENNAI-600004	HOME HIGH ROAD MYLAPORE	
Address of Parents at the time of Birth of Child	49/24 AS ANANTI APIS SANT CHENNAI-600004	HOME HIGH ROAD MYLAPORE	,
Registration Number	2016/09/126/000108/0		
Date of Registration	05-JUL-2016		
Date of Issue	13-JUL-2016		
HEALTH DEPAPA			
3-JUL-2016		Dr. N.A. Senthilnathan, M.B.B.S., D.P.H	Certificate
MATTON OF CHE		City Health Officer (i/c)	preview in
	istration of every Birth and Death / ග	Greater Chennai Corporation	Google Chron
Note : This certificate is computer		THE REPORT OF AN ADDRESS OF A DECK	browser
tote . This continuate is computer (		rporation.gov.in. The Registration	



#### 8. Disclaimer

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