Tamil Nadu e-District

Application Training Manual

Application for Renewal of Manufacturer/Erector of Boilers (DBL-404)

Directorate of Boilers

राष्ट्रीय इ-गवर्नेंस 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 apply for Renewal of Manufacturer/Erector of Boilers through the e-District Portal.

4. Scope

The scope of this document covers the 'Application for Renewal of Manufacturer/Erector of Boilers' service offered under the **Directorate of Boilers**.

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 Directorate of Boilers

Following services are offered under the Directorate of Boilers:

1. DBL-401: Registration of License under boilers act

2. DBL-402: Renewal of License under boilers act

3. DBL-403 Application for Approval of Manufacturer/Erector of Boilers

4. DBL-404 Application for Renewal of Manufacturer / Erector of Boilers

7. Application for Renewal of Manufacturer/Erector of Boilers

Following section describes how to apply for Renewal of Manufacturer/Erector of Boilers through the e-District Portal:

7.1.Applying for Renewal of Manufacturer/Erector of Boilers

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**.**

e-Sevai Dashboard will appear.

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

Department Wise service listing will appear.

STEP 6: Click on **Directorate of Boilers**.

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

STEP 7: Click on **DBL-404 Application for Renewal of Manufacturer/Erector of Boiler**.

You will be redirected to the Tamil Nadu e-District Web Portal. Application form for Renewal of Manufacturer/Erector of Boiler will appear.

STEP 8: Enter **Registration No.** of the firm in the available field and click on **Get Details**.

Application details will show up in semi-editable mode.

STEP 9: Fill up required details in the form. Fields marked with **red asterisk** are mandatory.

Approval of Manufacturer/Erector Details: These details will appear pre-filled in the form.

CMS

| Application | Check Status | Collection Amount | Reprint Receipt | TNEB Recheck |

DBL-404 Application for Renewal of Manufacturer / Erector of Boilers

Registration No. *   TN-7520180129104

[Get Details]

Manufacturer / Erector

Manufacturer or Erector *   ● Manufacturer   ○ Erector

Approval of Manufacturer/Erector Details

| Approval Licence Number * | TN-7520180129104 | Date of the Approval * | 30/01/2018 |
| Approving Authority Name * | SAKTHIVEL SHANMUGASUNDH/ | Valid upto * | 29/01/2019 |

Details of Manufacturing / Erection during the Approved Year: Enter No. of Components Manufactured / Erected during the approved year.

IBR Approved Welder Details: Enter required welder details using the available fields.

Details of Manufacturing / Erection During the Approved Year

No. of Components Manufactured / Erected *   Five

IBR Approved Welder Details

Sr. No.	Name of the Welder	Certificate Number	Expiry Date of Certificate	Delete
1	R Madhdwan	1542154	31/03/2018	✗
2	S Balaswami	9521542	31/10/2018	✗

Name of the Welder *   [   ]   Certificate Number *   [   ]

Expiry Date of Certificate *   [   ]

[Add a Welder]

Company Details: Company details will show up pre-filled in the form.

Company Address: Company address will show up pre-filled in the form.

Boiler Details: Boiler Details will show up pre-filled in the form.

Company Registration Details: Company Registration Details will show up pre-filled in the form.

Manpower and Equipment Details: Manpower and Equipment Details will show up pre-filled in the form.

Contact Details: Enter/ edit applicant's contact details.

STEP 10: Click on **Submit**.

Company Details

Name Of the Company *	ABC Pvt Ltd.	Status of Ownership *	Partnership ▾

Sr. No.	Owner's Name/உரிமையாளர்களின் பெயர்
1	M Ramalingam
2	Raja Chetty

Company Address

State / மாநிலம் *	TAMIL NADU ▾	District / மாவட்டம் *	Perambalur / பெரம்பலூர் ▾
Taluk / வட்டம் *	Perambalur / பெரம்பலூர் ▾	Revenue Village / கிராமம் *	Velur / வேலூர் ▾
Street No. / Name / தெரு பெயர் *	Luz Church Road		
Building / Door / Flat No. *	34	Block No./Name *	N
Pin Code / அஞ்சல் எண் *	600004		

Boiler Details

Type of Boiler	Shell Type Boilers * ☑	Water Tube Boilers * ☑	
Shell Type Boilers, Capacity up to (TPH) *	10		
Water Tube Boilers, Capacity up to (TPH) *	7		

Company Registration Details

Registration Number *	ABCD1234	Registered Date *	01/01/2017
Type of Land *	Lease ▾	Place of Registration *	Chennai
Registration Authority *	Tamilnadu Govt		

Manpower and Equipment Details

Tools and Plants Required for Manufacturing *	2 Steam Generators	Manpower Strength *	200

Contact Details

Phone / Landline No. With STD Code		Mobile Number *	)607
Email Id *	era@humanitics.com		

Click to submit form

Submit   Cancel

Next screen will show a list of required documents.

Attach the documents in prescribed file size and file type. Uploaded documents will be shown at the bottom. You may remove any uploaded document using the **cross** sign. The 'Upload' button will appear once you browse and add a document.

Application	Check Status	Collection Amount	Reprint Receipt	TNEB Recheck

Upload Docs for Application No. TN-7620180130101

List of Documents

1.	Firm Registration Details	Mandatory
2.	Approval Letter for manufacturer (or) Erector or Last renewal	Mandatory
3.	Manpower(Welder) Lists	Mandatory
4.	Welder Certificate	Mandatory
5.	Manufactured component list (If renewal for Manufacturer)	Mandatory

Select Document *   Manufactured component list ▼   Document No. *   5

Enter document no.

Select a document

➕ Add...   ▶ Upload

Browse and upload document

Uploaded documents

Supported files types : pdf,jpeg,jpg,png
Supported file size of document : 500 KB
Supported file size of photo : 50 KB

Serial No.	Document Name	Document Number	File Name	Delete
1	Firm Registration Details	1	Firm Registration Details_1	✖
2	Approval Letter for manufacturer (or) Erector or Last renewal Letter	2	Approval Letter for manufacturer (or) Erector or Last renewal Letter_2	✖
3	Manpower(Welder) Lists	3	Manpower(Welder) Lists_3	✖
4	Welder Certificate	4	Welder Certificate_4	✖

Back

After uploading the documents, click on 'Make Payment'.

Supported file size of document : 500 KB
Supported file size of photo : 50 KB

Serial No.	Document Name	Document Number	File Name	Delete
1	Firm Registration Details	1	Firm Registration Details_1	✖
2	Approval Letter for manufacturer (or) Erector or Last renewal Letter	2	Approval Letter for manufacturer (or) Erector or Last renewal Letter_2	✖
3	Manpower(Welder) Lists	3	Manpower(Welder) Lists_3	✖
4	Welder Certificate	4	Welder Certificate_4	✖
5	Manufactured component list (If renewal for Manufacturer)	5	Manufactured component list (If renewal for Manufacturer)_5	✖

Make Payment   Back

Click on 'Make Payment'

Payments page will appear. Applicable amount (Govt. Fee and Service Fee) will be shown as per the details provided by the applicant. Payment can be made through Bank Challan.

STEP 11: Enter Challan details and click on 'Make Payment'.

Application	Check Status	Collection Amount	Reprint Receipt	TNEB Recheck

Confirm

Payment Type *	Challan ▼

Challan No. *	514225	Challan Date *	30-Jan-2018 📅
Govt Fees *	6000.0	Service Fees *	120.0
Upload Challan Copy *	➕ Add...		
Challan Copy Uploaded Successfully			

Click to confirm payment

Make Payment

Payment confirmation page will appear.

STEP 12: Click on 'Confirm Payment'.

Application	Check Status	Collection Amount	Reprint Receipt	TNEB Recheck

Confirm

Application Number	TN-7620180130101
Applicant Name	ABC Pvt Ltd.
Date of Application	30-Jan-2018
Service Name	Application for Renewal of Manufacturer / Erector of Boilers
Mode Of Payment	Challan
Government Fees	6000.00
Service Charge	120.00
Total	120.00

Confirm payment

Acknowledgement receipt will be shown.

STEP 13: Click on **Print Receipt** to print the receipt.

| Application | Check Status | Collection Amount | Reprint Receipt | TNEB Recheck |

Acknowledgement Receipt

Application Number	TN-7620180130101
Applicant Name	ABC Pvt Ltd.
Service Name	DBL-404 Application for Renewal of Manufacturer / Erector of Boilers
Government Fees	6000.00
Service Charge	120.00
Total	120.00

Click to print receipt

Print receipt

Your receipt has been sent to your email id -sangeeta.ghera@humanitics.com

The below figure shows the preview of the acknowledgement receipt

![Government of Tamil Nadu emblem]

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

ஒப்புகை / ACKNOWLEDGEMENT

ரசீது எண் / Receipt No.	: TN-7620180130101	விண்ணப்ப எண் / Application No.	: TN-7620180130101
விண்ணப்பதாரர் / Applicant Name	: ABC Pvt Ltd.	விண்ணப்பித்த தேதி / Application date	: 30-Jan-2018
துறையின் பெயர் / Department Name	: கொதிகலன் இயக்குநரகம் / Directorate of Boilers	விண்ணப்பித்த சேவை / Applied for Service	: DBL-404 Application for Renewal of Manufacturer / Erector of Boilers

பணம் செலுத்திய விவரம் / Payment Details

விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid
விண்ணப்ப கட்டணம் / Application Fees	Cash	0.0
இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges		120.00
ரூபாய் எழுத்துக்களில் / Amount in words (Rs): One Hundred and Twenty Rupees Only		மொத்தம் / Total : 120.00

மையப் பெயர் & குறியிட்டு எண் / Centre Code & Type : null - null   கையொப்பம் / Signature of the Centre Operator

மேலே குறிப்பிட்டுள்ள அனைத்து விவரங்களையும் சரிபார்த்து கொள்ளவும். உங்கள் விண்ணப்ப நிலையை தெரிந்து கொள்ள பின்வரும் இணையதளத்தில் பார்க்கவும் 110.172.171.189/tneda/VerifyCerti.xhtml. உங்கள் விண்ணப்பத்தை உயர் அதிகாரி ஒப்புதல் அளித்த பிறகு டிஜிட்டல் கையொப்பமிட்டச் சான்றிதழை பெற்றுக்கொள்ளலாம் / Kindly check correctness of all the details furnished above. To Check the Application Status see the URL 110.172.171.189/tneda/VerifyCerti.xhtml. After your application is approved by the approving authority, you can obtain the digitally signed certificate.

Please Note:

After submission, the application will be saved as draft. You can find draft applications under the **Saved Application** section and upload documents or make payment as required.

Application	Check Status	Collection Amount	Reprint Receipt	TNEB Recheck

💾 Saved Application

	Application Number	Service Name	Applicant Name	Date of Request	Status	Document Status
	TN-7620180130101					
⦿	TN-7620180130101	DBL-404 Application for Renewal of Manufacturer / Erector of Boilers	ABC Pvt Ltd.	30-Jan-2018	Saved	Pending
		«‹‹‹ « » ››»»				

Application No. TN-7620180130101

All Mandatory Document are not uploaded

[View Application]   [Upload Documents]

Submitted applications can be viewed under the **Submitted Application** section.

The current status of an application can be checked from the **Check Status** section.

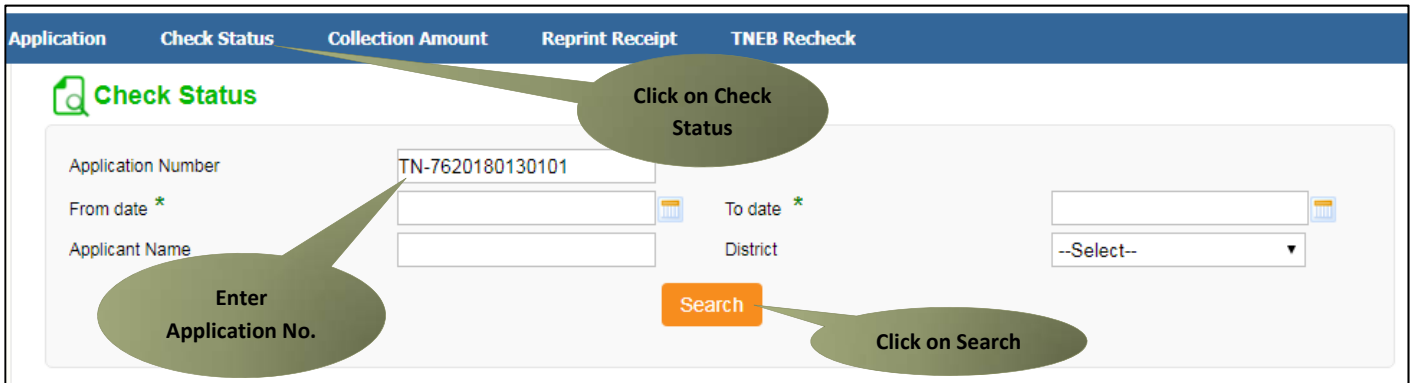Acknowledgement receipts can be re-printed from the **Reprint Receipt** section.

7.2.Downloading Certificate

Once the application is approved and digitally signed, the Firm Registration Renewal Certificate can be downloaded from the **Operator's desk** and handed over to the applicant.

STEP 1: Click on **Check Status**.

STEP 2: Enter **Application Number**.

STEP 3: Click on **Search**.

The application will show up.

STEP 4: Click on **Download certificate** link.

The certificate will be downloaded.

The figure below shows the preview of the Firm Registration Renewal certificate:

PUBLIC WORKS DEPARTMENT
DIRECTORATE OF BOILERS

From,

SAKTHIVEL
SHANMUGASUNDHARAM

The Director of Boilers,
First Floor, (North Wing),
PWD Office Compound,
Chepauk, Chennai – 600005

Licence No: TN-7620180130101

Dear Sir,

Sub: Firm Registration – Design & manufacture of Shell Type up to 10 TPH and Water Tube Boilers up to 7 TPH under Indian BoilerRegulations, 1950 – Firm Approval requested – Orders issued – Reg.

With reference to your licence number cited the firm registration as Design & manufacture of Shell Type up to 10 TPH and Water Tube Boilers up to 7 TPH under the purview of Indian Boiler Regulations 1950, is renewed for a further period of One year from 30/01/2018 to 29/01/2019.

DIRECTOR OF BOILERS,
TAMILNADU, CHENNAI – 600 005

8. Disclaimer

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