

Tamil Nadu e-District Application Training Manual

NativityCertificate (REV-102)
Revenue Department



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E-DISTRICTTAMIL 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



Tamil Nadu e-District Application User Manual



- 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 forNativityCertificate through the e-District Portal.

4. Scope

The scope of this document covers the 'Nativity Certificate' service offered under the Revenue Department.

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 Revenue Department

Following services areoffered under the Revenue Department:

- 1. REV-101 Community Certificate
- 2. REV-102 Nativity Certificate
- 3. REV-103 Income Certificate
- 4. REV-104 First Graduate Certificate
- 5. REV-105 Deserted Woman Certificate
- 6. REV-106 Agricultural Income Certificate
- 7. REV-107 Family Migration Certificate
- 8. REV-108 Unemployment Certificate
- 9. REV-109 Widow Certificate
- 10. REV-111 Certificate for Loss of Educational Records due to Disaster



- 11. REV-113 Inter Caste Marriage Certificate
- 12. REV-114 Legal Heir Certificate
- 13. REV-115 Other Backward Classes (OBC) Certificate
- 14. REV-116 Residence Certificate
- 15. REV-117 Small / Marginal Farmer Certificate
- 16. REV-118 Solvency Certificate
- 17. REV-119 No Male Child Certificate
- 18. REV-120 Unmarried Certificate
- 19. REV-401 Licence under Pawn Broker Act
- 20. REV-402 Money Lender's Licence

7. Nativity Certificate

Following steps describe how to apply for the Nativity Certificate through the e-District Portal:

STEP1: 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.

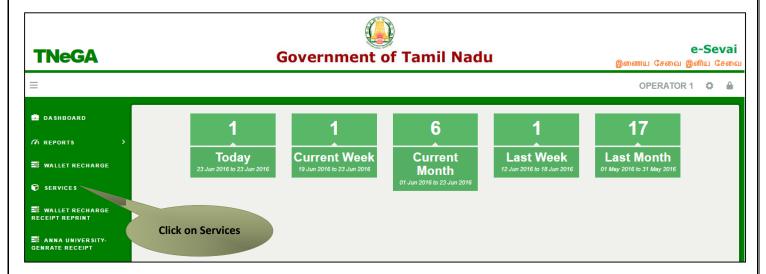
STEP 4:Click on Login.





e-Sevai Dashboard will appear.

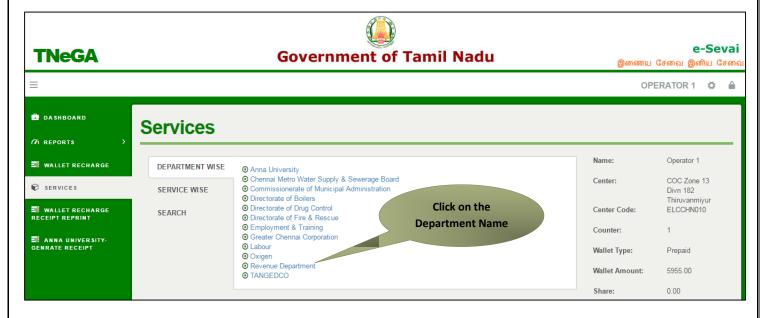
STEP 5:Click on **Services**on the left panel.



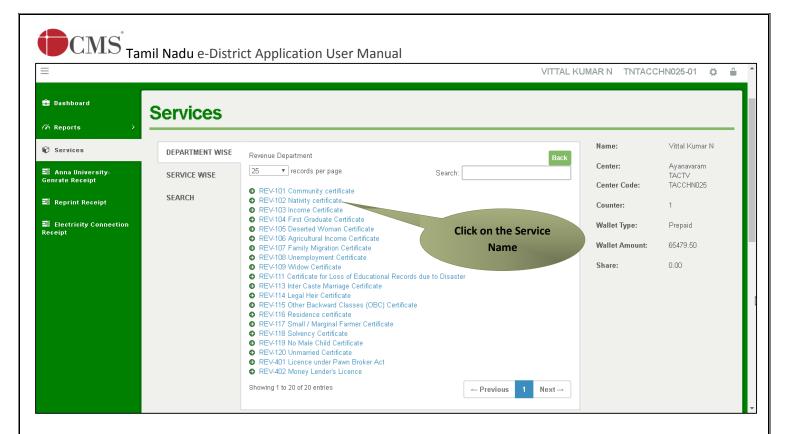
Department Wise service listing will appear.

STEP 6:Click on **Revenue Department**.

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

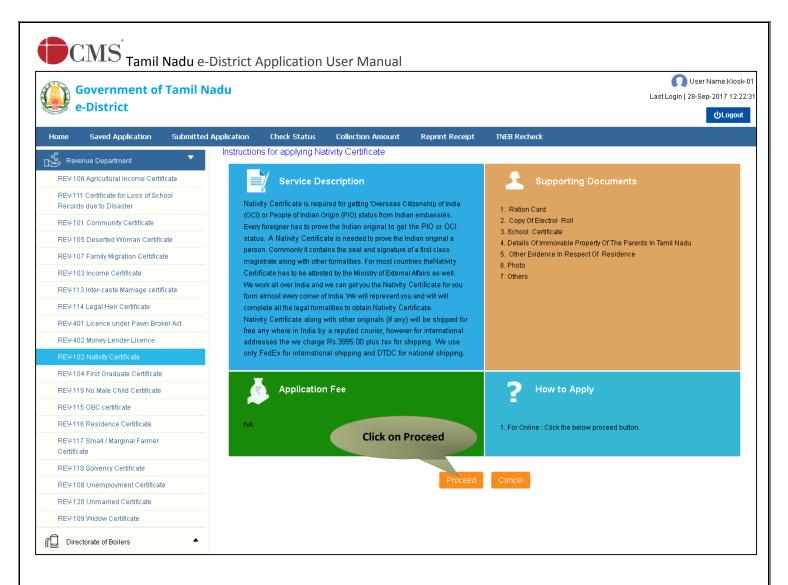


STEP 7:Click on **REV-102 Nativity Certificate**.



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

STEP 8:Click on **Proceed** to continue.



Applicant Search form will appear. Search can be performed using the following options:

- Applicant CAN Number
- Applicant Name
- Applicant Father Name
- Applicant Mobile Number
- Applicant Email Id
- Applicant Date Of Birth

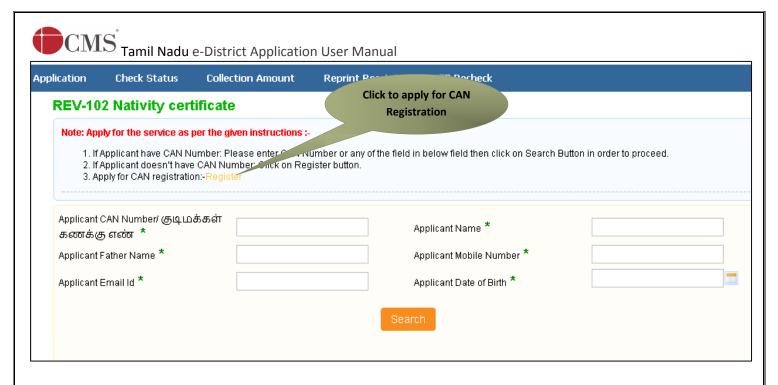
The green asterisk signifies that the available search options are optional mandatory.

An applicant can apply for the Nativity Certificate provided he/she is having a unique CAN number.

If the applicant doesn't have a unique CAN Number, he must register for CAN to access the application form for Nativity Certificate.

7.1. Registering for CAN (Citizen Access Number)

STEP 1:Click on the 'Click here' link to apply for CAN Registration.



The below figure shows the CAN Registration form.

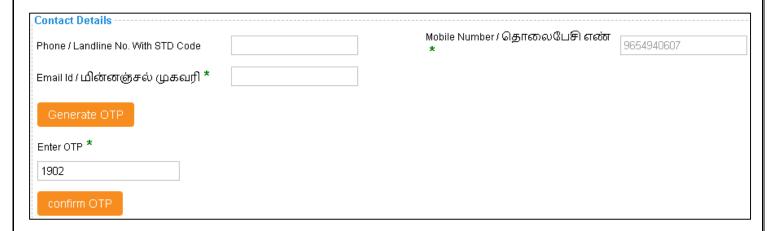
STEP 2:Fill up all mandatory details in the form prescribed format.

Fields Marked With Asterisk(*) Are Mandato	ory.		Fill up the CAN Registration form	
Applicant Detail				
Document Type 1 *	Aadhaar Number	•	Document Type 2	Please Select ▼
Aadhaar Number *	452110212145			
Appellation *	Shri / ശ്രീ	•		
Applicant Name *	Krishnan P		பெயர் *	கிருஷ்ணன் பி
Gender/பாலினம் *	Male	•	Marital Status / திருமண நிலை *	Unmarried ▼
Date Of Birth / பிறந்த தேதி *	15/10/1985			
Relationship / உறவு <mark>*</mark>	Guardian	•		
Father/ Husband / Guardian / Mother Name *	R L Murugan		தந்தை / கணவர் / பாதுகாவலர் / தாயின் பெயர் <mark>*</mark>	ஆர் முருகன்
Religion / மதம் <mark>*</mark>	Christian	•		
Community / சாதி <mark>*</mark>	BC	•	Occupation / வேலை *	Farmers,Fisherman,H∟ ▼
Education Qualification / கல்வித்தகுதி				
Current Address / தற்போதைய (முகவரி			
State / மாநிலம்	Tamil Nadu	₩	District / மாவட்டம் *	Perambalur / பெரம்⊾ ▼
Taluk/வட்டம் *	Perambalur / பெரப	DL ▼	Revenue VIIIage / கிராமம் *	Aiylur/அயிலூர் ▼
Admin Unit / நிர்வாக அலகு	Please Select	•	Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர்	
Street No. / Name *	101 Willow Bound Rd		தெரு எண் / பெயர் *	101 ഖിல்லோ பௌഒ
Block No. / Name			Building / Door / Flat No. *	201
Pin Code/அஞ்சல் எண் *	621103		Street Name(only for Chennai district) / தெரு பெயர் *	Please Select ▼
If Permanent Address Same As Current Address Contact Details	•			
Phone / Landline No. With STD Code			Mobile Number / தொலைபேசி எண் *	9654940607
Email ld/மின்னஞ்சல் முகவரி *				
Generate OTP				
Bank Details				
			Account Number	
Bank Name			IFSC Code Click to	

STEP 3:Click on **Register** to submit form.



Note: You would be required to generate and verify OTP before submitting the form.



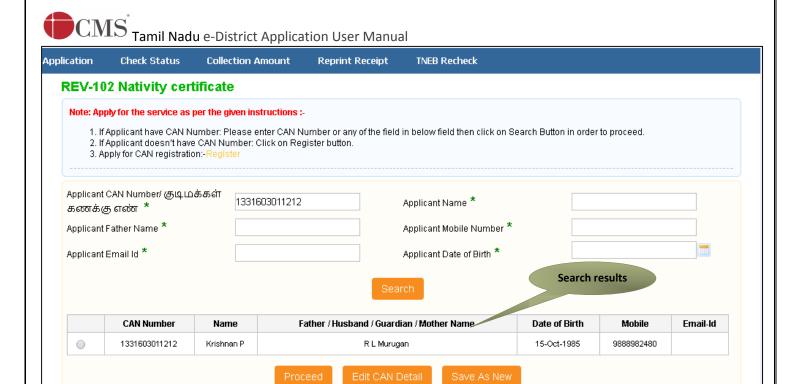
On successful CAN Registration, the CAN Number will be shown.



The applicant may now proceed with applying for the Nativity Certificate by clicking on the **Proceed** button.

7.2. Applying for Nativity Certificate

If the applicant is having a unique CAN Number his/her record will be shown in the search results.



STEP 1:Select the record by clicking on the **option button** against the desired record.

STEP 2:Click on Proceed.

CAN details of the applicant may be modified by clicking on the Edit CAN Detail button.

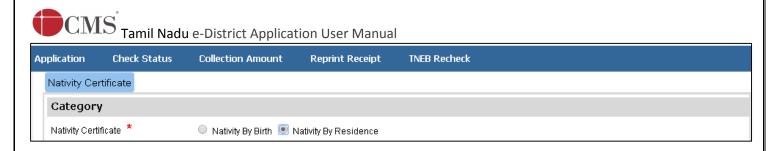
The Save as New option allows you to save the same CAN Number with different applicant details.



7.2.1. Filling upNativity Certificate form

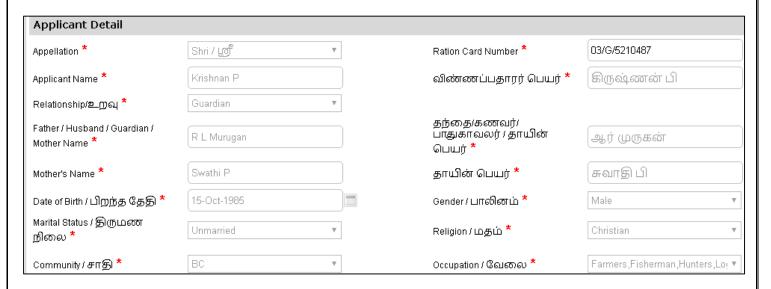
SECTION1:Category

Specify a category for Nativity Certificate (Nativity by Birth/ Nativity by Residence).



SECTION2:Applicant Details

Applicant details will appear pre-filled in the form. These details are non-editable. Enter Ration Card Number.



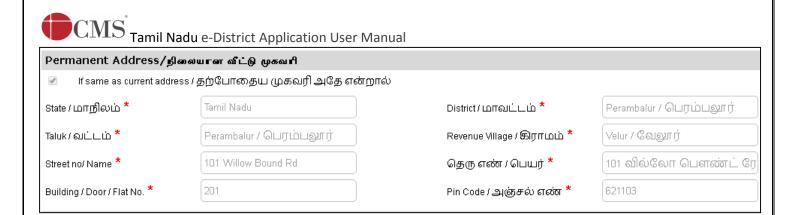
SECTION 3: Current Address

Applicant's current address details will appear pre-filled in the form. These details are non-editable.



SECTION 4: Permanent Address

Applicant's permanent address details will appear pre-filled in the form. These details are non-editable.



SECTION 5: Contact Details

Applicant's contact details will appear pre-filled in the form. These details are non-editable.

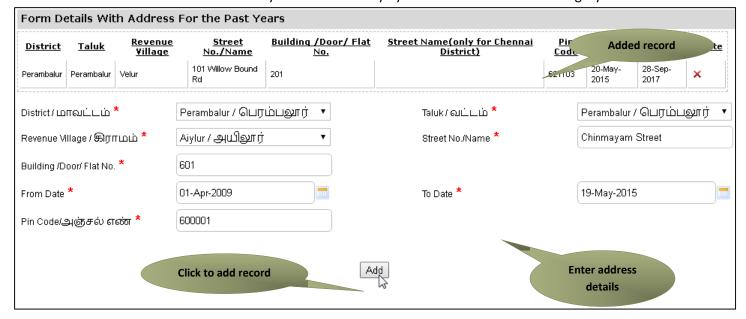


SECTION 6:Form Details with Address for the Past Years

Specifyaddress details for the past years. Enter details using the available fields. Click on the 'Add' button to add a record. Added records will be show on the top.

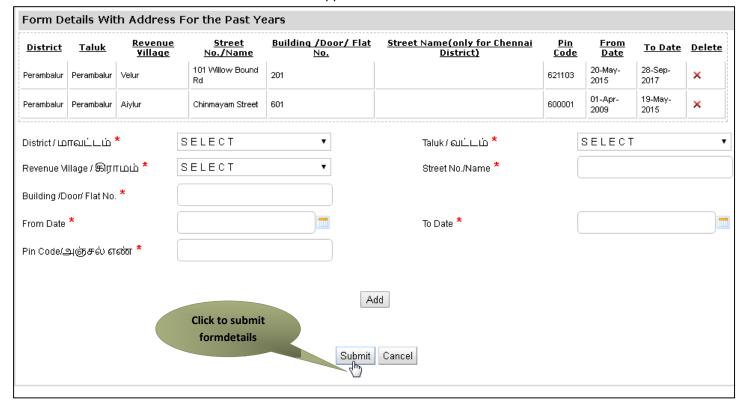
Note:

- 1. You would be required to provide the address details for above 5 years.
- 2. Begin adding with your current address.
- 3. You need not fill this section if you select "Nativity by Birth" under Certificate Category.





Click on **Submit**. The 'Cancel' button closes the application form.

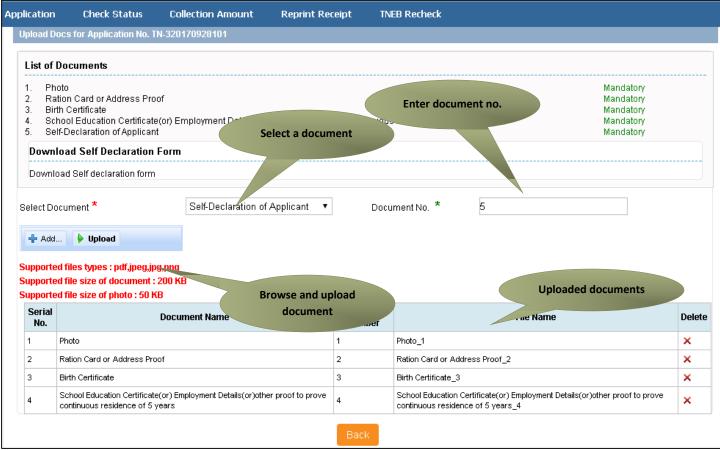


Next screen will show a list of required documents.

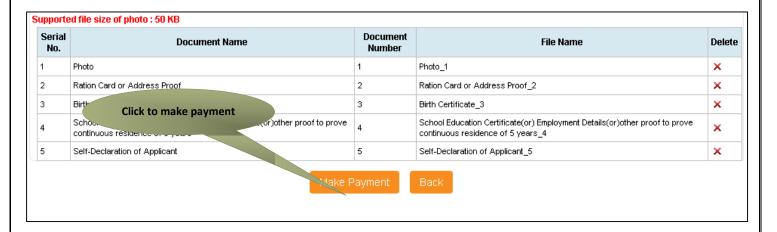
Attach the documents in prescribed file size and file type. Uploaded documents will be shown at the bottom. You may remove any uploaded document using the **cross** sign.

Please note that the 'Upload' button will appear once you browse and add a document.



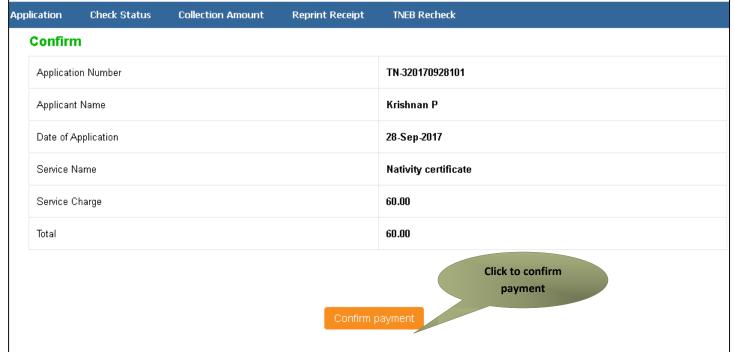


After uploading the documents, click on 'Make Payment'.



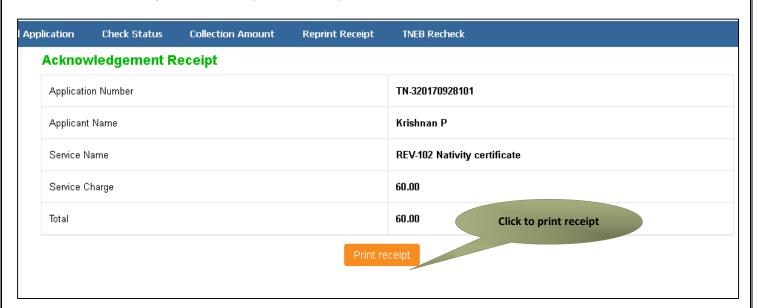
Payments page will appear. Amount payable (Total Fees) will be shown on screen. Click on Confirm Payment.





Acknowledgement receipt will be shown.

Click on **Print Receipt** to download/print the receipt.



The below figure shows the preview of the acknowledgement receipt.

ஒப்புகைச்சீட்டு

ரூபாய். 60.00

வருவாய்த் துறையால் வழங்கப்படும் REV-102 பிறப்பிடச் சான்றிதழ் பெறுவதற்காக கிருஷ்ணகிரி மாவட்டம், 453, பர்கூர், பர்கூர், பர்கூர், கிருஷ்ணகிரி, 665465 என்ற நிரந்தர முகவரியை கொண்டவரும், கிருஷ்ணகிரி மாவட்டம், 453, பர்கூர், பர்கூர், பர்கூர், கிருஷ்ணகிரி, 665465 என்ற முகவரியில் தற்போது வசித்து வரும் திரு குரு என்பவரிடம் குடிமக்கள் கணக்கு எண் (CAN) 1333106011635 வாயிலாக 18/01/2018 அன்று விண்ணப்ப எண் TN-320180118101 பெற்றமைக்கான ஒப்புகை வழங்கப்படுகிறது.

இதற்கென மின் மாவட்ட சேவை கட்டணமாக ரூ. 60.00/- (ரூபாய் அறுபது மட்டும்) பெறப்பட்டது.

மையத்தின் அடையாள எண் TACCHN023

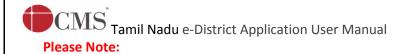
இசேவை மைய பொறுப்பாளரின் கையொப்பம்

இச்சேவையை பெறுவதற்காக அளிக்கபட்ட விவரங்கள் அனைத்தும் உண்மை என நான் உறுதி அளிக்கிறேன்.

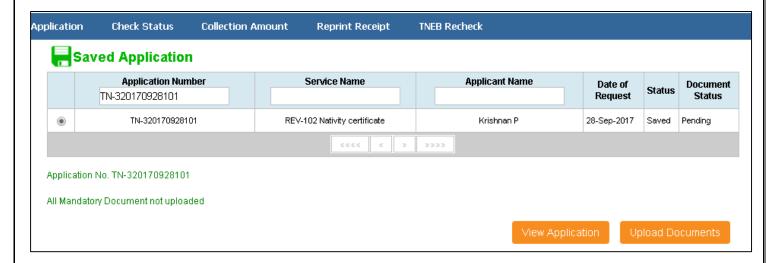
18004251333

விண்ணப்பதாரரின் கையொப்பம்

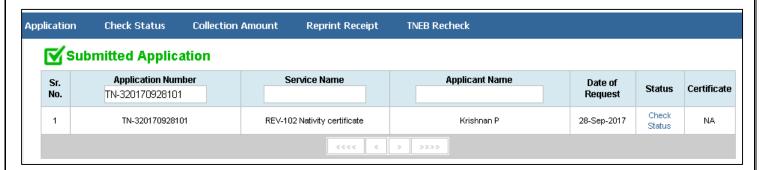
இச்சேவை தொடர்பான புகார் ஏதும் இருப்பின் மேற்கண்ட கட்டணமில்லா தொலைபேசி எண்ணைத் தொடர்புகொள்ளலாம்.



After submission (clicking on the Submit button), 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.

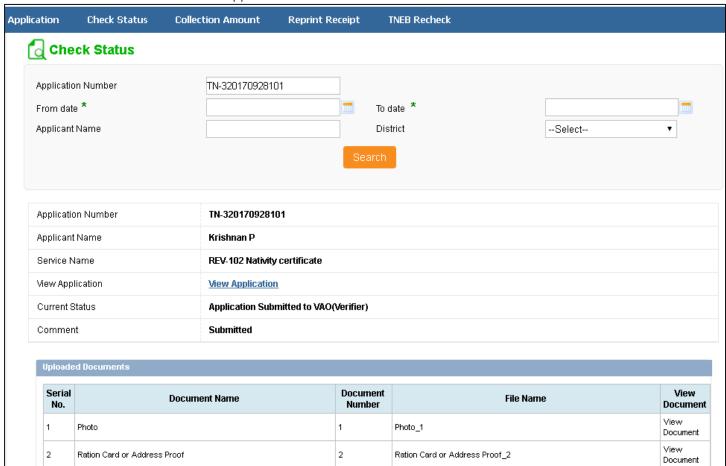


Submitted applications can be viewed under the **Submitted Application** section.



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.



7.3. Downloading Certificate

Once the application is approved and digitally signed, the Nativity 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.

Applicati	on Number	TN-320170928101															
Applican	t Name	Krishnan P															
Bervice N	Name	REV-102 Nativity certificate															
Mew Application Current Status Comment		View Application Application Approved Approved.															
									Certificate		Download certificate						
									Upload	ed Documents	Click to d	ownload					
Serial No.	Docum	ent Name certif	icate	File Name	View Document												
1	Photo		1	Photo_1	View Document												
2 Ration Card or Address Proof			2	Ration Card or Address Proof_2	View Document												

The certificate will be downloaded.

The below figure shows the preview of the Nativity Certificate.



பிறப்பிடச் சான்றிதழ் Nativity Certificate



சான்றிதழ் எண் / Certificate No: **TN-320180209101**

திருச்சிராப்பள்ளி மாவட்டம், லால்குடி வட்டம், ஆதிகுடி கிராமம் / நகரம், 34 கதவு எண் குறுக்கு தெரு என்ற முகவரியில் வசித்துவரும் திருமதி பிரபா தந்தையின் பெயர் திரு ராஜா என்பவர் பிறப்பால் தமிழ்நாட்டைச் சார்ந்தவர் எனச் சான்றளிக்கப்படுகிறது.

This is to certify that **Tmt**. **Prabha** daughter of Thiru Raja residing at Door No. 34 street of Kuruku Street, Village / town of Adhikudi, Laluk of Lalgudi, Thiruchirappalli District, is a native of the state of Lamil Nadu by birth.

மாவட்டம் /District : Thiruchirappalli

محنت /Taluk : Lalgudi

பதவி /Designation : மண்டல துணை வட்டாச்சியர் /Zonal Deputy Tahsildar

குறிப்பு / Remarks :

இச்சான்றிதழ் மின்கையொப்பம் இடப்பட்டதால், கையொப்பம் அல்லது முத்திரை தேவையில்லை / This certificate is digitally signed and does not require any seal or signature.

ஆவண விவரங்களை உறுதி செய்ய:

(அ) TN-320180209101 என்ற தனிப்பட்ட சான்றிதழ் எண்ணை http://tnedistrict.tn.gov. in/eda/VerifyCerti.xhtml ல் உள்ளிடு செய்து சரிபார்க்கவும்.

(அல்லது)

(ஆ) கைப்பேசி கேமாரவின் 2D barcode படிப்பான் மூலம் இணையதளத்தில் சரிபார்க்கவும்.

Cenuineness of the certificate can be verified by.

(a) Keying in the unique certificate number TN 320180206101 in the URL http://tnedistrict.in.gov.in/eca/VerifyGerti.xntml.

(or)

(b) Reading the 2D barcode with mobile barcode reader and verify through online.

இச்சான்றிதழ் 09-Peb-2018 அன்று 11:30:20 நேரத்தில் அச்சடிக்கப்பட்டது. The Certificate was printed on 09-Feb-2018 at 11:30:20.