

Tamil Nadu e-District Application Training Manual

Income Certificate (REV-103)
Revenue Department



राष्ट्रीय इ-गवर्नेस योजना
National e-Governance Plan

Table of Content

Table of Contents

1. Project Overview.....	3
2. General Information	3
2.1. Tools Required	3
2.2. Starting your Computer	3
3. Purpose	4
4. Scope.....	4
5. Getting Started.....	4
6. Services Offered under Revenue Department.....	4
7. Income Certificate.....	5
7.1. Registering for CAN (Citizen Access Number).....	8
7.2. Applying for Income Certificate	10
7.2.1. Filling up Income Certificate form.....	11
7.3. Downloading Certificate	19
8. Disclaimer.....	22

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

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 Income Certificate through the e-District Portal.

4. Scope

The scope of this document covers the 'Income 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 are offered 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. Income Certificate

Following steps describe how to apply for the Income Certificate 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 Government of Tamil Nadu

Home About e-Sevai Government Orders e-Sevai Contact Us Help

TNeGA

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.

Sign In

tnelcchn010-01

ZNRJ2

Operator

Capcha is not case sensitive

Select Operator Type

Login Reset

Forgot Password?

Enter Login ID and Password

Enter Captcha

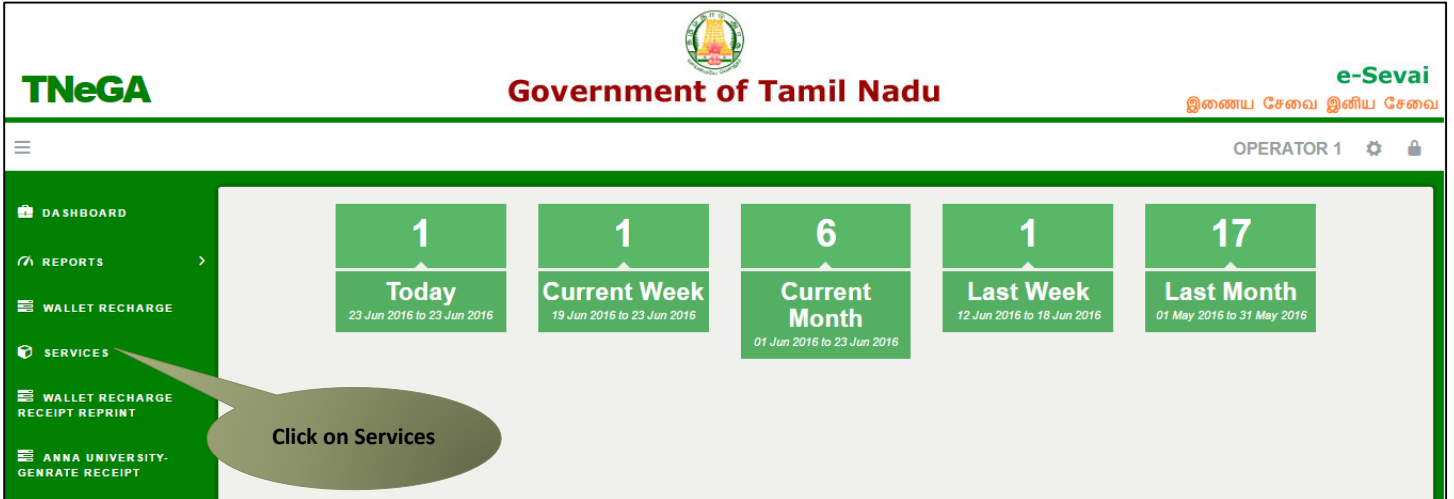
Click on Login

Welcome to eSevai

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. The top navigation bar includes the TNeGA logo, the Government of Tamil Nadu name, and the e-Sevai logo with the text 'இணைய சேவை இலைய சேவை'. The user is logged in as OPERATOR 1. The dashboard features a left sidebar with menu items: DASHBOARD, REPORTS, WALLET RECHARGE, SERVICES, WALLET RECHARGE RECEIPT REPRINT, and ANNA UNIVERSITY-GENERATE RECEIPT. The main content area displays five service statistics cards: Today (1), Current Week (1), Current Month (6), Last Week (1), and Last Month (17). A callout bubble points to the 'SERVICES' menu item in the sidebar with the text 'Click on Services'.

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.



The screenshot shows the 'Services' page in the TNeGA dashboard. The top navigation bar is identical to the previous screenshot. The left sidebar is the same. The main content area is titled 'Services' and has three tabs: DEPARTMENT WISE, SERVICE WISE, and SEARCH. The DEPARTMENT WISE tab is active, displaying a list of departments with radio buttons: 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 the 'Revenue Department' option with the text 'Click on the Department Name'. On the right side of the page, there is a summary table with the following data:

Name:	Operator 1
Center:	COC Zone 13 Divn 182 Thiruvanniyur
Center Code:	ELCCHN010
Counter:	1
Wallet Type:	Prepaid
Wallet Amount:	5955.00
Share:	0.00

STEP 7: Click on **REV-103 Income Certificate**.

The screenshot shows the 'Services' page. On the left is a navigation menu with 'Services' selected. The main content area is titled 'Services' and shows 'DEPARTMENT WISE' as 'Revenue Department'. Below this, there is a 'SERVICE WISE' section with a list of services. A callout bubble points to this list with the text 'Click on the Service Name'. The list includes items like 'REV-101 Community certificate', 'REV-102 Nativity certificate', etc. On the right, there is a user profile section with details like 'Name: Vittal Kumar N', 'Center: Ayanavaram TACTV TACCHN025', etc. At the bottom of the list, there are navigation buttons: 'Previous', '1', and 'Next'.

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

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

The screenshot shows the 'Instructions for applying Income Certificate' page. The top header includes the Government of Tamil Nadu logo and 'e-District' text. The user's name 'User Name:Kiosk-0' and 'Last Login | 31-Oct-2017 15:02:5' are visible. A navigation bar contains links like 'Home', 'Saved Application', 'Submitted Application', 'Check Status', 'Collection Amount', 'Reprint Receipt', and 'TNEB Recheck'. The main content area is divided into four sections: 'Service Description' (describing income certificates), 'Supporting Documents' (listing 8 items like Applicant Photo, Ration Card, etc.), 'Application Fee' (Rs. 60.0), and 'How to Apply' (1. For Online : Click the below proceed button.). A callout bubble points to the 'Proceed' button with the text 'Click on Proceed'. At the bottom, there are 'Proceed' and 'Cancel' buttons.

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

- Applicants CAN Number

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

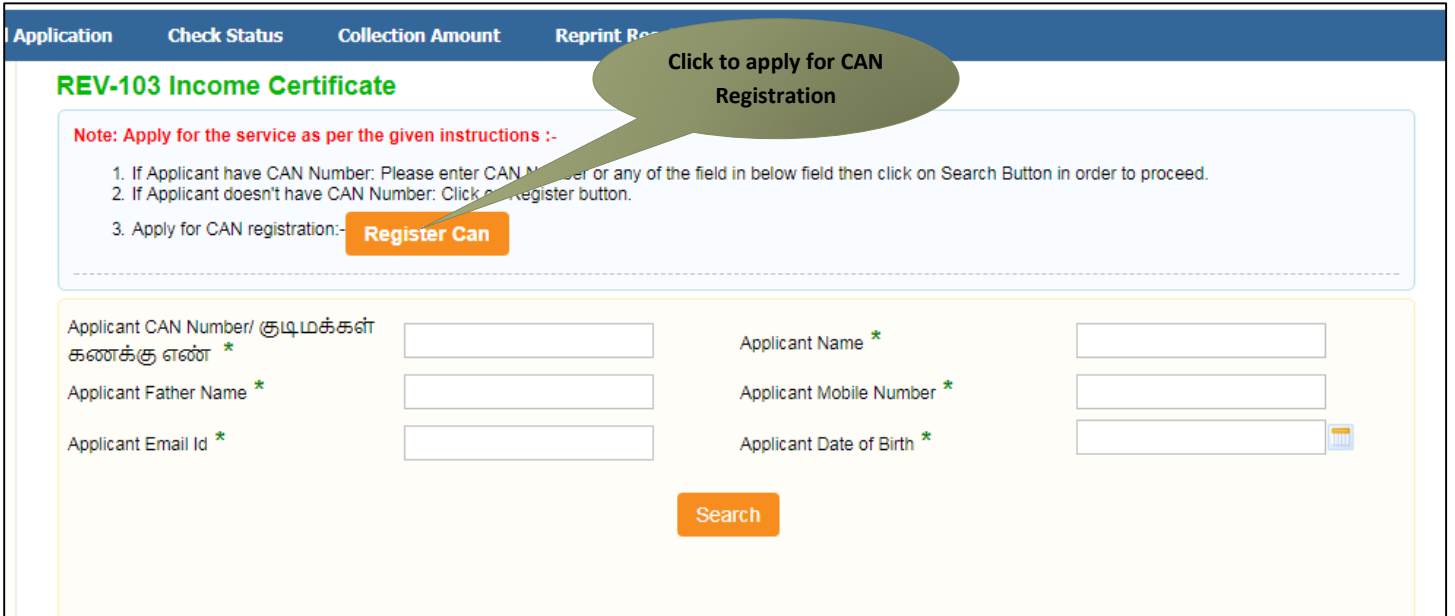
The **green asterisk** signifies that the available search options are **optional** mandatory.

An applicant can apply for the Income 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 Income Certificate.

7.1. Registering for CAN (Citizen Access Number)

STEP 1: Click on the 'Register CAN' button to apply for CAN Registration.



The screenshot shows the 'REV-103 Income Certificate' application form. At the top, there are navigation tabs: 'Application', 'Check Status', 'Collection Amount', and 'Reprint Receipt'. Below the tabs, the title 'REV-103 Income Certificate' is displayed. A note states: 'Note: Apply for the service as per the given instructions :-'. The instructions are: 1. If Applicant have CAN Number: Please enter CAN Number or any of the field in below field then click on Search Button in order to proceed. 2. If Applicant doesn't have CAN Number: Click on Register button. 3. Apply for CAN registration:- There is an orange 'Register Can' button. A callout bubble points to this button with the text 'Click to apply for CAN Registration'. Below the instructions, there are input fields for: Applicant CAN Number/ குடிமக்கள் கணக்கு எண் * (with a search icon), Applicant Name *, Applicant Father Name *, Applicant Mobile Number *, Applicant Email Id *, and Applicant Date of Birth * (with a calendar icon). A 'Search' button is located at the bottom of the form.

The below figure shows the CAN Registration form.

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

CAN Registration

Fields Marked With Asterisk(*) Are Mandatory.

Fill up the CAN Registration form

Applicant Detail

Document Type 1 *	Aadhaar Number	Document Type 2	Please Select
Aadhaar Number *	121201011212		
Appellation *	Shri / ஸ்ரீ	பெயர் *	பெயர்
Applicant Name *	Murugan N	Marital Status / திருமண நிலை *	Married
Gender / பாலினம் *	Male	தந்தை / கணவர் / பாதுகாவலர் / தாயின் பெயர் *	தாயின் பெயர்
Date Of Birth / பிறந்த தேதி *	16/09/1974	தாயின் பெயர் *	தாயின் பெயர்
Relationship / உறவு *	Father	Occupation / வேலை *	Farmers,Fisherman,Hi
Father/ Husband / Guardian / Mother Name *	Raghavendra N		
Mother Name *	Savitha N		
Religion / மதம் *	Hindu		
Community / சாதி *	BC		
Education Qualification / கல்வித்தகுதி			

Current Address / தற்போதைய முகவரி

State / மாநிலம்	Tamil Nadu	District / மாவட்டம் *	Perambalur / பெரம்
Taluk / வட்டம் *	Perambalur / பெரம்		
Revenue Village / கிராமம் *	Velur / வேலூர்	Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர்	
Admin Unit / நிர்வாக அலகு	Please Select	தெரு எண் / பெயர் *	தெரு எண்
Street No. / Name *	Thinupakkam St	Building / Door / Flat No. *	102
Block No. / Name			
Pin Code / அஞ்சல் எண் *	600001		

If Permanent Address Same As Current Address

Contact Details

Phone / Landline No. With STD Code		Mobile Number / தொலைபேசி எண் *	9654940607
Email Id / மின்னஞ்சல் முகவரி *			

Generate OTP

Bank Details

Bank Name		Account Number	
Branch Name		IFSC Code	

Click to submit form

Register

You have Successfully verified OTP

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

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

Contact Details

Phone / Landline No. With STD Code

Mobile Number / தொலைபேசி எண் *

Email Id / மின்னஞ்சல் முகவரி *

[Generate OTP](#)

Enter OTP *

[confirm OTP](#)

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

[Application](#) [Check Status](#) [Collection Amount](#) [Reprint Receipt](#) [TNEB Recheck](#)

CAN Registration Successful

"Your CAN Number is 1331603011314", Please click on proceed button to move further.

[Proceed](#) **Click to apply for the Certificate**

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

7.2. Applying for Income Certificate

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

REV-103 Income Certificate

Note: Apply for the service as per the given instructions :-

1. If Applicant have CAN Number: Please enter CAN Number or any of the field in below field then click on Search Button in order to proceed.
2. If Applicant doesn't have CAN Number: Click on Register button.
3. Apply for CAN registration:- [Register Can](#)

Applicant CAN Number/ குடிமக்கள் கணக்கு எண் *

Applicant Name *

Applicant Father Name *

Applicant Mobile Number *

Applicant Email Id *

Applicant Date of Birth *

[Search](#)

Search results

	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
<input checked="" type="radio"/>	1331603011314	Murugan N	Raghavendra N	16-Sep-1974	9654940607	

[Proceed](#)

[Edit CAN Detail](#)

[Save As New](#)

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.

	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
<input checked="" type="radio"/>	1331603011314	Murugan N	Raghavendra N	16-Sep-1974	9654940607	

[Proceed](#) [Edit CAN Detail](#) [Save As New](#)

Click to select record Click to proceed

7.2.1. Filling up Income Certificate form

SECTION 1: Applicant Details

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

Application	Check Status	Collection Amount	Reprint Receipt	TNEB Recheck
Income Certificate				
Applicant Detail				
Appellation *	Shri / ஸ்ரீ			
Applicant Name *	Murugan N	விண்ணப்பதாரர் பெயர் *	பெயர்	
Relationship/உறவு *	Father			
Father/Husband/Guardian Name *	Raghavendra N	தந்தை/கணவர்/பாதுகாவலர் பெயர் *	தாயின் பெயர்	
Mother's Name *	Savitha N	தாயின் பெயர் *	தாயின் பெயர்	
Date of Birth / பிறந்த தேதி *	16-Sep-1974	Gender / பாலினம் *	Male	
Marital Status / திருமண நிலை *	Married	Religion / மதம் *	Hindu	
Community / சாதி *	BC	Occupation / வேலை *	Farmers,Fisherman,Hi	

SECTION 2: Current Address

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

Current Address/தற்போதைய முகவரி			
State / மாநிலம்	TAMIL NADU	District / மாவட்டம் *	Perambalur / பெரம்பலு
Taluk / வட்டம் *	Perambalur / பெரம்பலு	Revenue Village / கிராமம் *	Velur / வேலூர்
Street no/ Name *	Thinupakkam St	தெரு எண் / பெயர் *	தெரு எண்
Building / Door / Flat No. *	102		
Pin Code / அஞ்சல் எண் *	600001		

SECTION 3: Permanent Address

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

Permanent Address/நிலையான வீட்டு முகவரி			
<input checked="" type="checkbox"/> If same as current address / தற்போதைய முகவரி அதே என்றால்			
State / மாநிலம்	Tamil Nadu	District / மாவட்டம் *	Perambalur / பெரம்பலு
Taluk / வட்டம் *	Perambalur / பெரம்பலு	Revenue Village / கிராமம் *	Velur / வேலூர்
Street no/ Name	Thinupakkam St	தெரு எண் / பெயர் *	தெரு எண்
Building / Door / Flat No. *	102		
Pin Code / அஞ்சல் எண் *	600001		

SECTION 4: Contact Details

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

Applicant Detail	
Phone / Landline No. with STD Code	<input type="text"/>
Mobile Number *	<input type="text" value="9654940607"/>
Email Id *	<input type="text"/>

SECTION 5: Details of Family Members

Specify details of applicant's family members.

For each member, specify **Sources of Income** and corresponding **Monthly Income**. **Annual Income** will be auto-calculated.

Click on the 'Add' button to add a family member's record.

Details of Family Members

Total number of family members *

Name	பெயர்	Age	Sex	Relation	Profession	Monthly Income	Annual Income	Delete
Name *	<input type="text" value="Murugan N"/>	பெயர் *	<input type="text" value="பெயர்"/>	Age *	<input type="text" value="28"/>	Sex *	<input type="text" value="Male"/>	<input type="text" value="Male"/>
Relationship *	<input type="text" value="Self"/>	Relation	<input type="text" value="Self"/>	Profession *	<input type="text" value="Private"/>	Profession *	<input type="text" value="Private"/>	<input type="text" value="Private"/>

Source of Income

<input checked="" type="checkbox"/> Agriculture and Allied <input type="checkbox"/> Salary <input type="checkbox"/> Business <input type="checkbox"/> Rent <input type="checkbox"/> Others	<p>Income</p> <input type="text" value="20000"/>
--	--

Specify applicant details

Specify income details

Monthly Income	<input type="text" value="20000"/>	Annual Income	<input type="text" value="240000"/>
Grand Total	<input type="text" value="0"/>		

Click to add record

Added records will be shown on top.

Name	பெயர்	Age	Sex	Relation	Profession	Monthly Income	Annual Income	Delete
Murugan N	பெயர்	28	Male	Self	Private	20000	240000	✕
Raghavendra N	பெயர்	54	Male	Father	Government	25000	300000	✕
Savitha N	பெயர்	47	Female	Mother	Household/Dependent	0	0	✕

Name * பெயர் *

Age * Sex *

Relationship * Profession *

- Source of Income
- Agriculture and Allied
 - Salary
 - Business
 - Rent
 - Others

Income

Monthly Income

Annual Income

Grand Total



Click on **Submit** to submit the form.

Monthly Income

Annual Income

Grand Total

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.

Application Check Status Collection Amount Reprint Receipt TNEB Recheck

Upload Docs for Application No. TN-420171031101

List of Documents

1. Applicant Photo	Mandatory
2. Ration Card or Address Proof	Mandatory
3. Details of Land Holdings_Murugan N	Mandatory
4. Salary Certificate(Latest Copy)_Raghavendra N	Optional
5. PAN Card of Head of the Family	Mandatory
6. Self-Declaration of Applicant	Mandatory

Download Self Declaration Form

Download Self declaration form

Select Document * Self-Declaration of Applicant Document No. * 5

+ Add... Upload

Supported files types : pdf,jpeg,jpg,png
Supported file size of document : 200 KB
Supported file size of photo : 50 KB

Serial No.	Document Name	Document Number	File Name	Delete
1	Applicant Photo	1	Applicant Photo_1	✗
2	Ration Card or Address Proof	2	Ration Card or Address Proof_2	✗
3	Details of Land Holdings_Murugan N	3	Details of Land Holdings_Murugan N_3	✗
4	PAN Card of Head of the Family	4	PAN Card of Head of the Family_4	✗

Back

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

Serial No.	Document Name	Document Number	File Name	Delete
1	Applicant Photo	1	Applicant Photo_1	✗
2	Ration Card or Address Proof	2	Ration Card or Address Proof_2	✗
3	Details of Land Holdings_Murugan N	3	Details of Land Holdings_Murugan N_3	✗
4	PAN Card of Head of the Family	4	PAN Card of Head of the Family_4	✗
5	Self-Declaration of Applicant	5	Self-Declaration of Applicant_5	✗

Make Payment Back

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

Application	Check Status	Collection Amount	Reprint Receipt	TNEB Recheck
Confirm				
Application Number	TN-420171031101			
Applicant Name	Murugan N			
Date of Application	31-Oct-2017			
Service Name	Income Certificate			
Service Charge	60.00			
Total	60.00			

Click to confirm payment

Confirm payment

Acknowledgement receipt will be shown.

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

Application	Check Status	Collection Amount	Reprint Receipt	TNEB Recheck
Acknowledgement Receipt				
Application Number	TN-420171031101			
Applicant Name	Murugan N			
Service Name	REV-103 Income Certificate			
Service Charge	60.00			
Total	60.00			

Click to print receipt

Print receipt

The below figure shows the preview of the acknowledgement receipt.

ஒப்புக்கைச்சீட்டு

ரூபாய். 60.00

வருவாய்த் துறையால் வழங்கப்படும் REV-103 வருமானச் சான்றிதழ் பெறுவதற்காக பெரம்பலூர் மாவட்டம், 102, கொளக்காந்தத்தம், வேலூர், பெரம்பலூர், பெரம்பலூர், 600001 என்ற நிரந்தர முகவரியை கொண்டவரும், பெரம்பலூர் மாவட்டம், 102, கொளக்காந்தத்தம், வேலூர், பெரம்பலூர், பெரம்பலூர், 600001 என்ற முகவரியில் தற்போது வசித்து வரும் ஸ்ரீ பெயர் என்பவரிடம் குடிமக்கள் கணக்கு எண் (CAN) 1331603011314 வாயிலாக 31/10/2017 அன்று விண்ணப்ப எண் TN-420171031101 பெற்றமைக்கான ஒப்புக்கை வழங்கப்படுகிறது.

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

மையத்தின் அடையாள எண் null

இச்சேவையைப்பொறுப்பாளரின்
கையொப்பம்

இச்சேவையை பெறுவதற்காக அளிக்கப்பட்ட விவரங்கள் அனைத்தும் உண்மை எனநான் உறுதி அளிக்கிறேன்.


18004251333

விண்ணப்பதாரரின்
கையொப்பம்


இச்சேவை தொடர்பான புகார் ஏதும் இருப்பின் மேற்கண்ட கட்டணமில்லா தொலைபேசி எண்ணைத் தொடர்புகொள்ளலாம்.

Please Note:

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.

Application	Check Status	Collection Amount	Reprint Receipt	TNEB Recheck		
 Saved Application						
Application Number	Service Name	Applicant Name	Date of Request	Status	Document Status	
TN-420171031101						
<input type="radio"/>	TN-420171031101	REV-103 Income Certificate	Murugan N	31-Oct-2017	Saved	Pending
<input type="button" value="<<<<"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value=">>>>"/>						
Application No. TN-420171031101						
All Mandatory Document not uploaded						
				<input type="button" value="View Application"/>	<input type="button" value="Upload Documents"/>	



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

Application	Check Status	Collection Amount	Reprint Receipt	TNEB Recheck		
 Submitted Application						
Sr. No.	Application Number	Service Name	Applicant Name	Date of Request	Status	Certificate
	TN-420171031101					
2	TN-420171031101	REV-103 Income Certificate	Murugan N	31-Oct-2017	Check Status	NA
<input type="button" value="<<<<"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value=">>>>"/>						

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

 **Check Status**

Application Number

From date *  To date * 

Applicant Name District

Application Number	TN-420171031101
Applicant Name	Murugan N
Service Name	REV-103 Income Certificate
View Application	View Application
Current Status	Application Submitted to VAO(Verifier)
Comment	Submitted

Uploaded Documents

Serial No.	Document Name	Document Number	File Name	View Document
1	Applicant Photo	1	Applicant Photo_1	View Document
2	Ration Card or Address Proof	2	Ration Card or Address Proof_2	View Document
3	Details of Land Holdings_Murugan N	3	Details of Land Holdings_Murugan N_3	View Document
4	PAN Card of Head of the Family	4	PAN Card of Head of the Family_4	View Document
5	Self-Declaration of Applicant	5	Self-Declaration of Applicant_5	View Document

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

 **Reprint Receipt**

Sr. No.	Application Number	Service Name	Applicant Name	Date of Request	Print Receipt
2	TN-420171031101	REV-103 Income Certificate	Murugan N	31-Oct-2017	Print Receipt

7.3. Downloading Certificate

Once the application is approved and digitally signed, the Income 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 screenshot shows the 'Check Status' form with the following fields and callouts:

- Check Status** (Title)
- Application Number: TN-420171031101
- From date * (Empty)
- To date * (Empty)
- Applicant Name (Empty)
- District: --Select--
- Search (Button)

Callouts:

- Click on Check Status
- Enter Application No.
- Click on Search

The application will show up.

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

Application Number	TN-420171031101
Applicant Name	Murugan N
Service Name	REV-103 Income Certificate
View Application	View Application
Current Status	Application Approved
Comment	Approved.
Certificate	Download certificate

Uploaded Documents			
Serial No.	Document Name	File Name	View Document
1	Applicant Photo	Applicant Photo_1	View Document

Callout: Click to download certificate

The certificate will be downloaded.

The below figure shows the preview of the Income Certificate.



வருமானச் சான்றிதழ்
Income Certificate



நாள் / Date: 06-Oct-2017

சான்றிதழ் எண் / Certificate No: TN-420171006101

பெரம்பலூர் மாவட்டம், பெரம்பலூர் வட்டம், வேலூர் கிராமம் / நகரம், கதவு எண் 1185, மயக்குஞ் தெரு என்ற முகவரியில் வசித்து வரும் பூமிதி அனன்யா தாயின் பெயர் திருமதி கமலா அவர்களின் குடும்ப ஆண்டு வருமானம் ரூ. 120000 (ரூபாய் ஒரு இலட்சத்து இருபத்து ஆயிரம்) என மனுதாரர் அள்ளித்துள்ள விவரங்கள் மற்றும் விசாரணையின் அடிப்படையில் சான்றளிக்கப்படுகிறது.

This is to certify that Smt. Annya daughter of Tmt. Kamla residing at Door No. 1185, Mayakunj Street, Velur Village / Town of Perambalur Taluk of Perambalur District of the State of Tamil Nadu. His family annual income based on details furnished by his in the table below and verification is Rs. 120000/annum (Rupees One Lakh twenty thousand only).

வ.எண் / S.No	குடும்ப உறுப்பினரின் பெயர் / Name of the family Member	உறவுமுறை / Relationship	Source of Income					மொத்த வருமானம் / Total Income
			கூதியம் / ஓய்வூதியம் / Wages / Salary / Pension	தொழில் / விவசாயம் / Profession / Business	விவசாயம் / Agriculture	வாடகை / Rental	மற்றவை / Others	
1	Ankit	Elder Brother	100000	0	0	0	0	100000
2	Rajeev	Younger Brother	0	20000	0	0	0	20000
Total Annual Income of the Family / மொத்த குடும்ப வருமானம்			100000	20000	0	0	0	120000

மாவட்டம் / District : Perambalur
வட்டம் / Taluk : Perambalur

பதவி / Designation : துணை வட்டாட்சியர் / Deputy Tahsildar

குறிப்பு / Remarks :

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



ஆவண விவரங்களை உறுதி செய்ய:

(அ) TN-420171006101 என்ற தனிப்பட்ட சான்றிதழ் எண்ணை என்னை 110.172.171.189/tneda/VerifyCerti.shtml ல் உள்ளீடு செய்து சரிபார்க்கவும். (அல்லது)

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

Genuineness of the certificate can be verified by.

(a) Keying in the unique certificate number TN-420171006101 in the URL 110.172.171.189/tneda/VerifyCerti.shtml.

(or)

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

சான்றிதழ் செல்லுபடியாகும் காலம் : 06-Oct-2017 முதல் 05-Oct-2018 வரை.
Certificate validity period : 06-Oct-2017 to 05-Oct-2018

இச்சான்றிதழ் 06-Oct-2017 அன்று 11:17:16 நேரத்தில் அச்சடிக்கப்பட்டது.
The Certificate was printed on 06-Oct-2017 at 11:17:16.

8. Disclaimer

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