

Tamil Nadu e-District Application Training Manual

Agricultural Income Certificate (REV-106)

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



CMS 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 for Agricultural Income Certificate through the e-District Portal.

4. Scope

The scope of this document covers the 'Agricultural 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 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. Agricultural Income Certificate

Following steps describe how to apply for the Agricultural Income Certificatethrough 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.

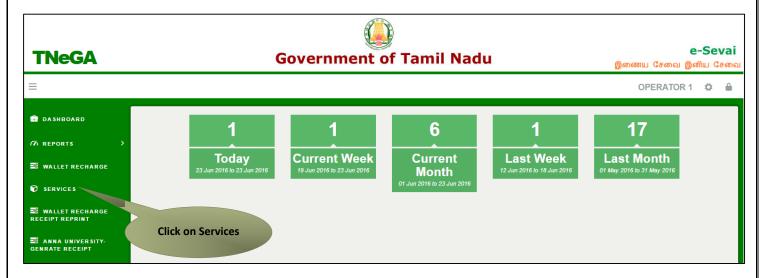
STEP 3:Enter Captcha code.

STEP 4:Click on Login.



e-Sevai Dashboard will appear.

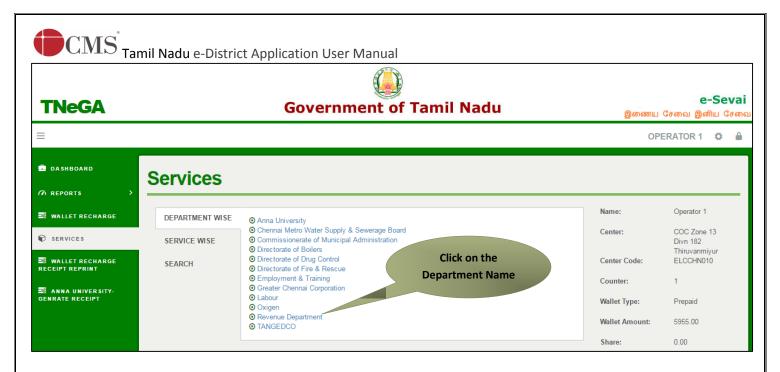
STEP 5:Click on Serviceson the left panel.



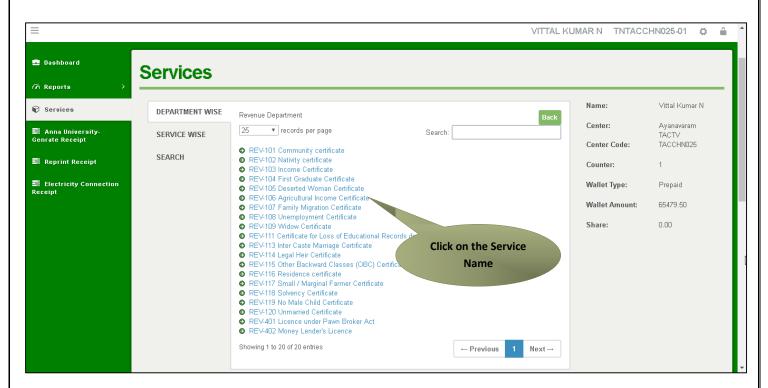
Department Wise service listing will appear.

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.

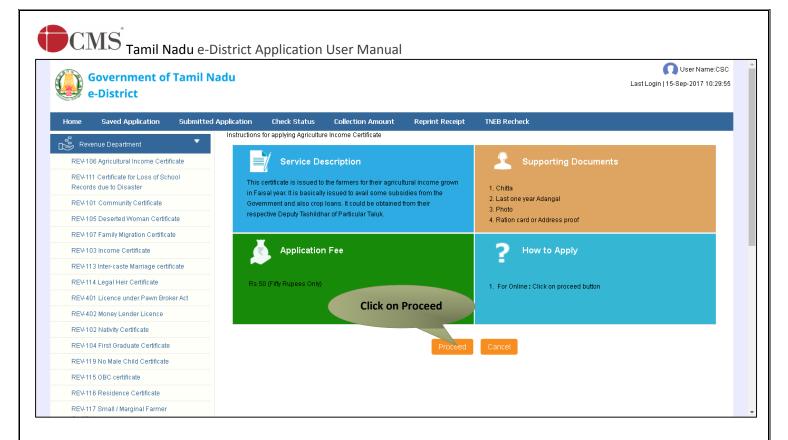


STEP 7:Click on **REV-106Agricultural Income Certificate**.



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:

- 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 Agricultural 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 Agricultural Income Certificate.

7.1.Registering for CAN (Citizen Access Number)

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

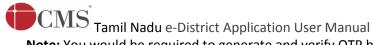
CMS _{Tamil} Nadu e-Dis	ne Certificate			
Note: Apply for the service as per the gi	ven instructions :-	Click to apply for CAN Registration		
If applicant have CAN Number: P If applicant doesn't have CAN Nur Apply for CAN registration:-Click h	mber : Click or proceed butt	ton	roceed	
pplicant CAN Number/ குடிமக்கள் கணக்கு எண் *		Applicant Name *		
pplicant Father Name *		Applicant Mobile Number *		
applicant Email Id *		Applicant Date of Birth *		
ppinsant Emaine		T pprioriti D alo O. Dital		

The below figure shows the CAN Registration form.

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

CAN Registration ields Marked With Asterisk(*) Are Mandat	ow.		Fill up the CAN	
	ory.		Registration form	
Applicant Detail				Diagonal -
Document Type 1 *	Aadhaar Number	•	Document Type 2	Please Select ▼
Aadhaar Number *	452110212145			
Appellation *	Shri / ஸ்ரீ	•		
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 *	BC	•	Occupation / வேങ്ങல *	Farmers,Fisherman,H∟ ▼
Education Qualification / கல்வித்தகுதி				
Current Address / தற்போதைய	முகவரி			
State / மாநிலம்	Tamil Nadu	₩	District/மாவட்டம் *	Perambalur / பெரம்∟ ▼
Taluk/வட்டம் <mark>*</mark>	Perambalur / பெரு	کا ▼	Revenue Village / 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 R	d	தெரு எண் / பெயர் *	101 வில்லோ பௌ
Block No. / Name			Building / Door / Flat No. *	201
Pin Code/அஞ்சல் எண் *	621103		Street Name(only for Chennai district) / தெரு பெயர் *	Please Select ▼
f 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				
Bank Name			Account Number	
Branch Name			IFSC Code Click to submit form	

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 *	9654940607
Email ld / மின்னஞ்சல் முகவரி *		
Generate OTP		
Enter OTP *		
1902		
confirm OTP		

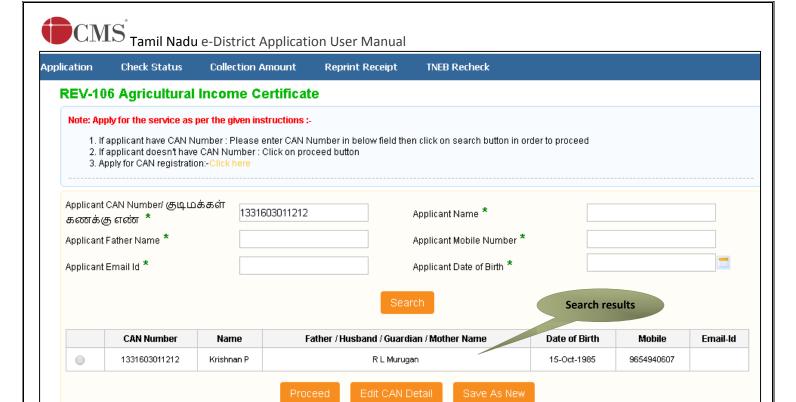
On successful CAN Registration, the CAN Number will be shown.



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

7.2.Applying for Agricultural Income 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.

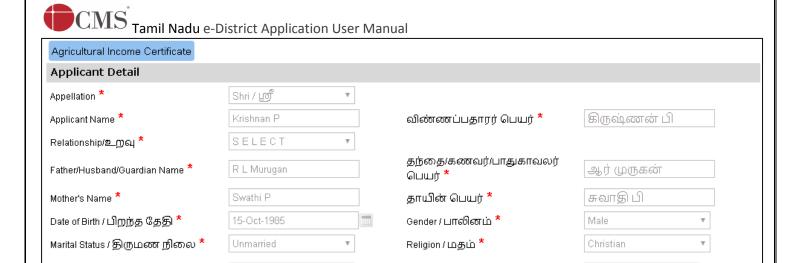
The Save as New option allows you to save the same CAN Number with different applicant details.



7.2.1. Filling upAgricultural Income Certificate

SECTION1:Applicant Details

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



Aadhaar No *

452110212145

SECTION 2: Current Address

Community/சாதி *

ВС

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



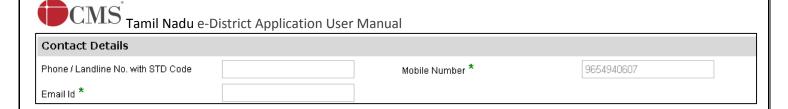
SECTION 3: Permanent Address

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



SECTION 4: Contact Details

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



SECTION 5:Annual Income

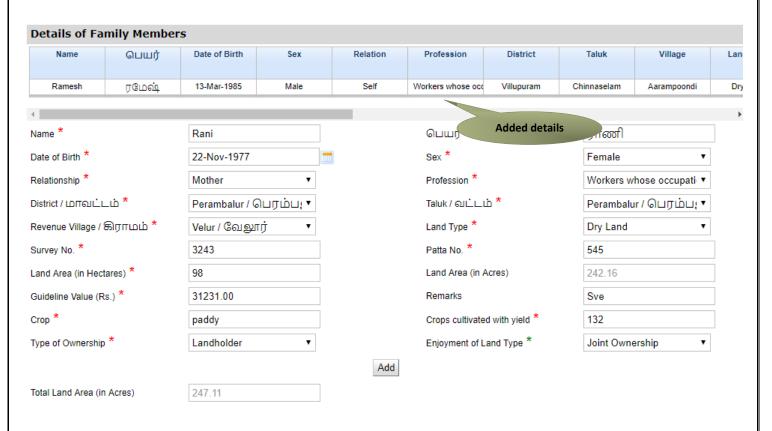
Specify Annual Income details.



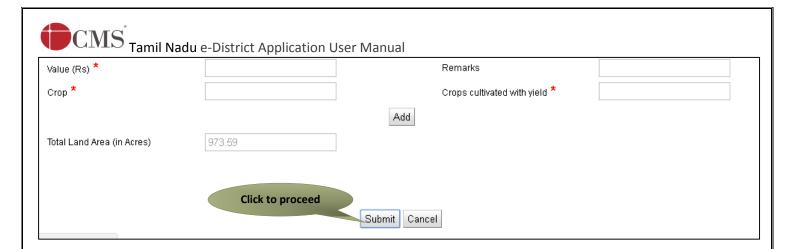
SECTION 6: Details of Family Members

Specify details of the family members of applicant.

Use the available fields to enter details. Click on the **Add** button to adddetails to the application. Added details will be shown on top of the section.



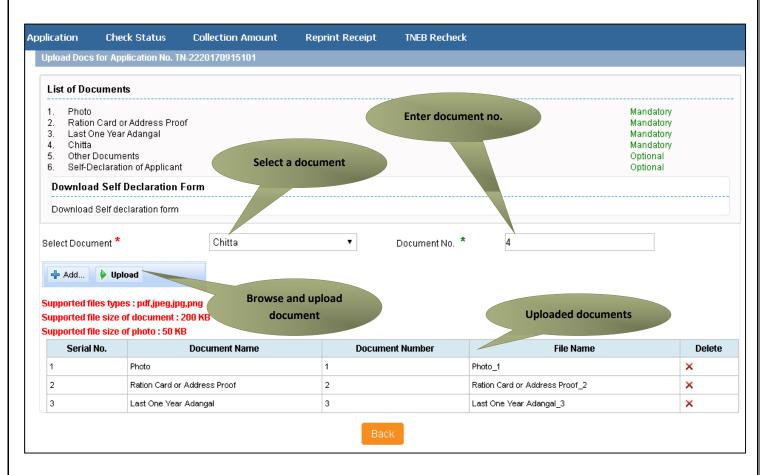
Once the form is filled, click on **Submit** to proceed further.



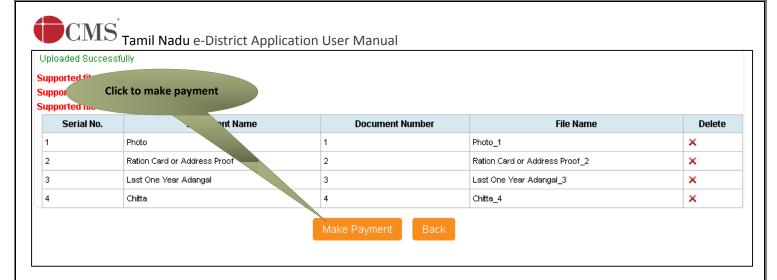
Next screen will show a list of required documents.

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.

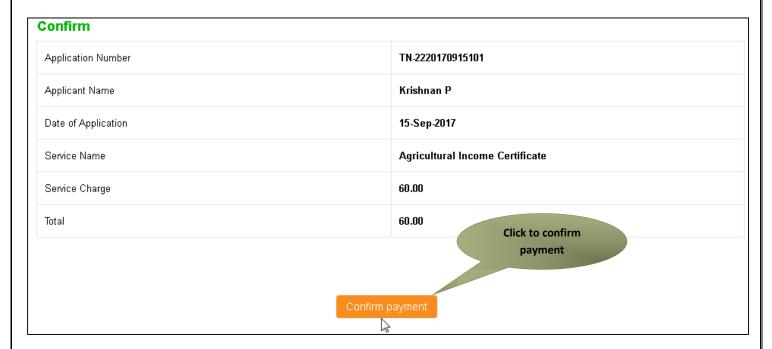
Please note that the 'Upload' button will appear once you browse and add a document.



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.



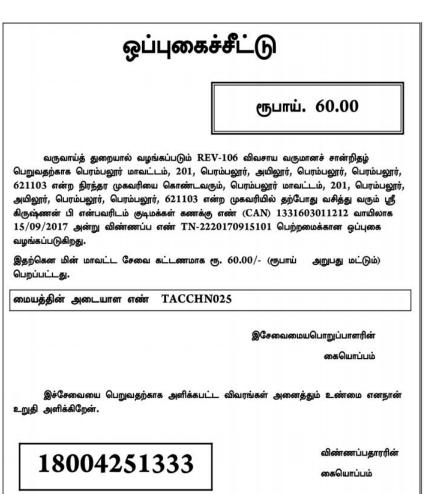
Acknowledgement receipt will be shown.

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



Acknowledgement Receipt					
Application Number	TN-2220170915101				
Applicant Name	Krishnan P				
Service Name	REV-106 Agricultural Income Certificate				
Service Charge	60.00				
Total	60.00 Click to print receipt				
Payment Mode	Cash				
Print receipt (b)					

The below figure shows the preview of the acknowledgement receipt.



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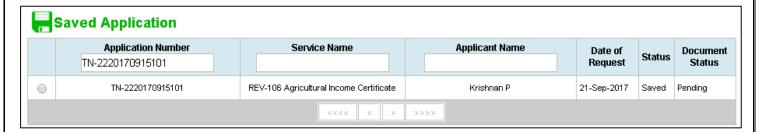
இச்சேவை தொடர்பான புகார் ஏதும் இருப்பின் மேற்கண்ட கட்டணமில்லா

தொலைபேசி எண்ணைத் தொடர்புகொள்ளலாம்.

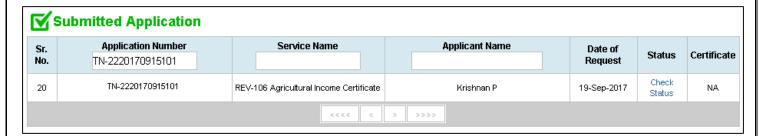


Please Note:

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.

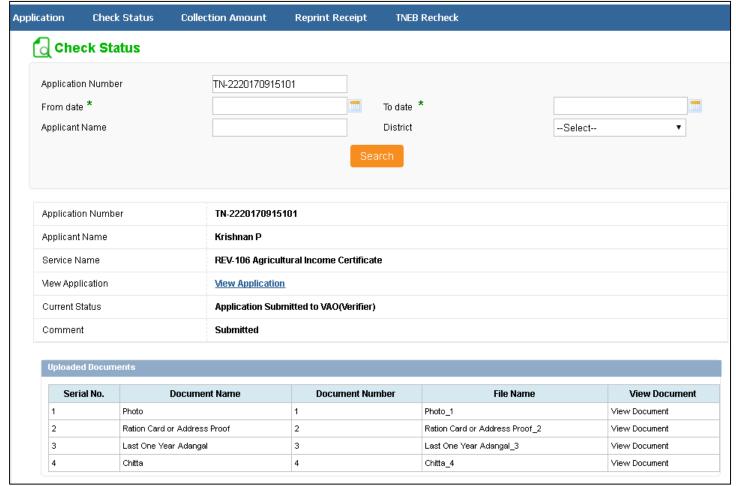


Submitted applications can be viewed under the Submitted Application section.



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.



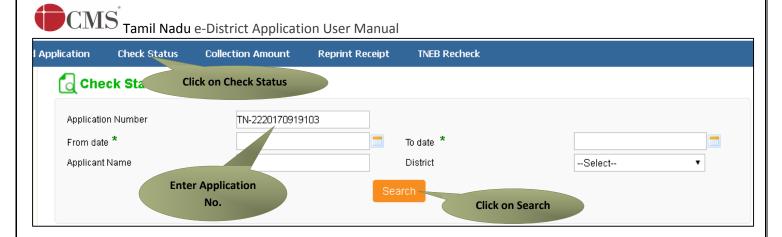
7.3. Downloading Certificate

Once the application is approved and digitally signed, the Agricultural IncomeCertificate 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.

Application Number TN-22201			TN-2220170919103							
pplicant Name		Krishnan P	Krishnan P REV-106 Agricultural Income Certificate							
ervice Name		REV-106 Agricu								
iew Application		View Application								
urrent Status		Application Approved								
omment		Approved								
Certificate		<u>Download certificate</u>								
Uploaded Docun	nents									
Serial No.	Docume	ent Name		Click to download	File Name	View Document				
1	Photo			certificate		View Document				
2	Ration Card or Addres	ss Proof	2		Ration Card or Address Proof_2	View Document				
3	Last One Year Adangal		3		Last One Year Adangal_3	View Document				
	Chitta		4		Chitta_4	View Document				

The certificate will be downloaded.

The below figure shows the preview of the Agricultural Income Certificate.





விவசாய வருமானச் சான்றிதழ் **Agricultural Income Certificate**



சான்றிதழ் எண் / Certificate No: TN-2220180209101

திருச்சிராப்பள்ளி மாவட்டம், லால்குடி வட்டம், ஆதிகுடி கிராமம், கதவு எண் 445, குறுக்கு தெரு என்ற முகவரியில் வசிக்கும் ஸ்ரீ குரு தந்தையின் பெயர் திரு ஸஃஸஃ என்பவர் 2016-2017 ஆம் நிதி ஆண்டில் விவசாய வருமானமாக ரூ. .00 (எழுத்தால் ரூபாய்) ஈட்டியுள்ளார் எனச் சான்றளிக்கப்படுகிறது.

This is to certify that the Agricultural income of Shri Guru Son of Thiru Sdsdg residing at Door No. 445, street of Kuruku Village / town of Adhikudi, Taluk of Lalgudi, Thiruchirappalli District is Rs. .00 (Rs. only) during the fasli year 2016-2017.

வ.எண் / Sl.No.	G⊔шர் ∕ Name	கிராமம் / Village	புல என் / Survey No.	பட்ட எண் / Patta No.	Classification of	சாகுபடி செய்யப்பட்ட பயிர்/ பயிர்கள் மகசூல் / Crop/ Crops Cultivated with yield
1	Dsfsdf	Adhikudi	324	234	Wet/1.00	sjhdjsad/23423

மாவட்டம் /District : Thiruchirappalli

வட்டம் /Taluk : Lalgudi

பதவி /Designation : மண்டல துணை வட்டாட்சியர் /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:

THI 60) TO (

(அ) TN-2220180209101 என்ற தனிப்பட்ட சான்றிதழ் எண்ணை http://tnedistrict.tn.gov. in/eda/VerifyCerti.xhtml 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-2220180209101 in the URL http://tnedistrict.tn.gov. in/eda/VerifyCerti.xhtml.

(or)

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

சான்றிதழ் செல்லுபடியாகும் காலம் : 09-Feb-2018 முதல் 08-Feb-2019 வரை. Certificate validity period: 09-Feb-2018 to 08-Feb-2019

இச்சான்றிதழ் 09-Feb-2018 அன்று 11:34:03 நேரத்தில் அச்சடிக்கப்பட்டது. The Certificate was printed on 09-Feb-2018 at 11:34:03.



Tamil Nadu e-District Application User Manual
8. Disclaimer This User manual is prepared as per the existing application; however actual screen shots may vary for few cases.
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