Tamil Nadu e-District

Application Training Manual

Unmarried Certificate(REV-120)

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

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 Unmarried Certificate through the e-District Portal.

4. Scope

The scope of this document covers the 'Unmarried 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. Unmarried Certificate

Following steps describe how to apply for the Unmarried 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.
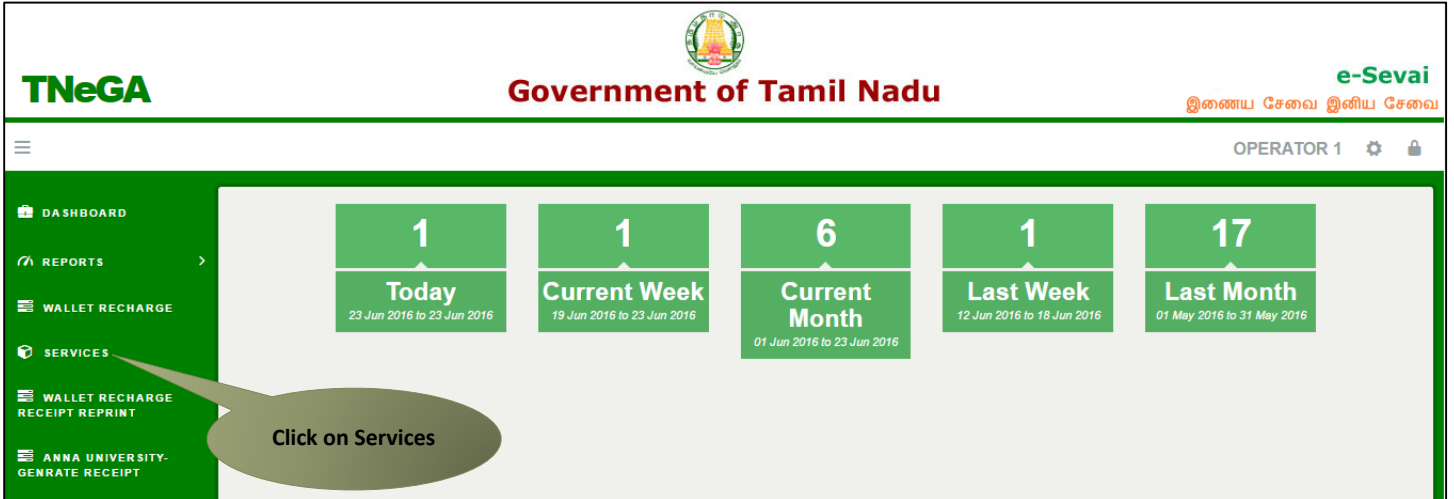
STEP 3: Enter Captcha code.

STEP 4: Click on Login**.**

e-Sevai Dashboard will appear.

STEP 5:Click on **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-120 Unmarried 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 Unmarried Certificateprovided 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 forUnmarried 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.

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 *	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 *	Guardian ▼		
Father/ Husband / Guardian / Mother Name *	R L Murugan	தந்தை / கணவர் / பாதுகாவலர் / தாயின் பெயர் *	ஆர் முருகன்
Religion / மதம் *	Christian ▼		
Community / சாதி *	BC ▼	Occupation / வேலை *	Farmers,Fisherman,Hu ▼
Education Qualification / கல்வித்தகுதி			

Current Address / தற்போதைய முகவரி

State / மாநிலம்	Tamil Nadu ▼	District / மாவட்டம் *	Perambalur / பெரம்ப ▼
Taluk / வட்டம் *	Perambalur / பெரம்ப ▼	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 Rd	தெரு எண் / பெயர் *	101 வில்லோ பௌண
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 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.

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

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

7.2.Applying for Unmarried Certificate

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

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

REV-120 Unmarried 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

Applicant CAN Number/ குடிமக்கள் கணக்கு எண் *   1331603011212   Applicant Name *

Applicant Father Name *   Applicant Mobile Number *

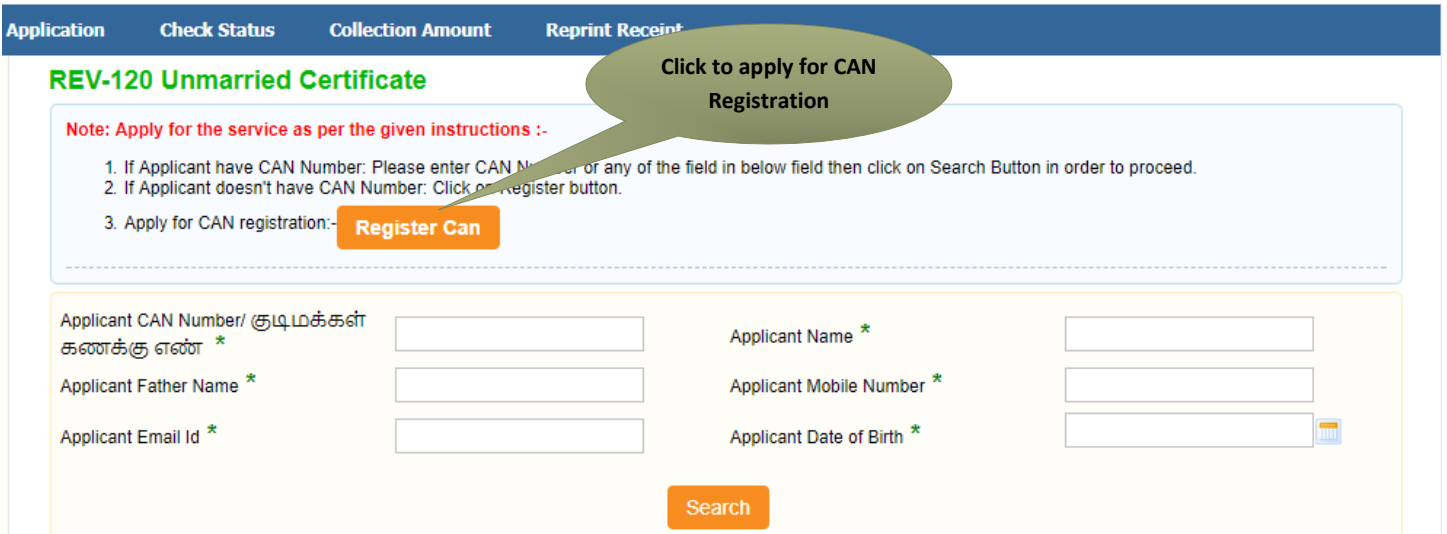Applicant Email Id *   Applicant Date of Birth *

Search results

Search

	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
○	1331603011212	Krishnan P	R L Murugan	15-Oct-1985	9888982480	

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
●	1331603011212	Krishnan P	R L Murugan	15-Oct-1985	9654940607	

Proceed   Edit CAN Detail   Save As New

Click to select record

Click to proceed

7.2.1. Filling upUnmarried Certificateform

SECTION1: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 |

Unmarried Certificate

Applicant Details

Appellation*	Shri ▼		
Applicant Name*	Krishnan P	பெயர் *	கிருஷ்ணன் பி
Relationship *	Guardian ▼	தந்தை / பாதுகாவலர் / * தாயின் பெயர்	ஆர் முருகன்
Father / Guardian / Mother Name *	R L Murugan		
Mother's Name *	Swathi P	தாயின் பெயர் *	சுவாதி பி
Gender/பாலினம் *	Male ▼	Date of Birth/ * பிறந்த தேதி	15-Oct-1985

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/பெரம்பலூர் ▼
Taluk/வட்டம் *	PERAMBALUR/பெரம்பலூர் ▼	Revenue Village/* கிராமம்	VELUR/வேலூர் ▼
Street No. / Name*	101 Willow Bound Rd	தெரு எண் / பெயர் *	101 வில்லோ பௌண்ட் ரோடு
Building / Door / Flat No.*	201	Pincode/* அஞ்சல் எண்	621103

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
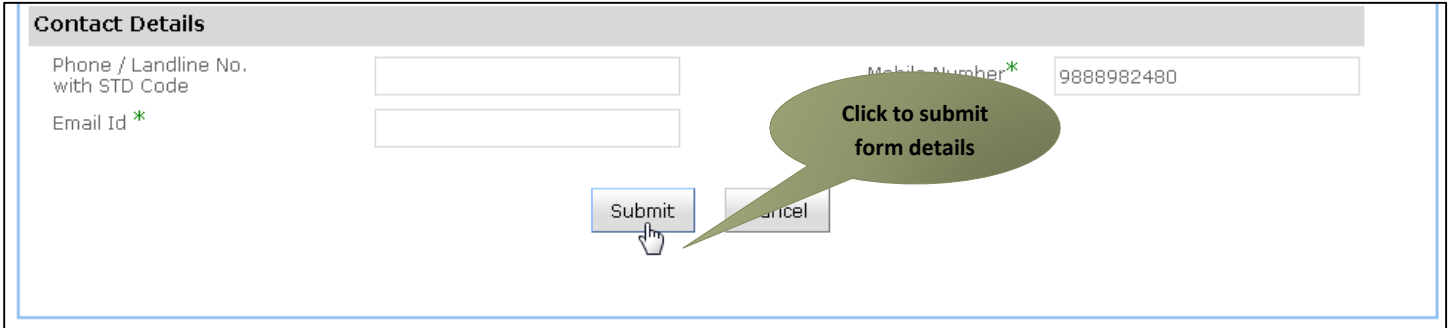
☑ If same as current addressதற்போதைய முகவரி அதே என்றால்

State/மாநிலம் *	Tamil Nadu	District/மாவட்டம்*	Perambalur / பெரம்பலூர்
Taluk/வட்டம் *	Perambalur / பெரம்பலூர்	Revenue Village/* கிராமம்	Velur / வேலூர்
Street No. / Name*	101 Willow Bound Rd	தெரு எண் / பெயர் *	101 வில்லோ பௌண்ட் ரோடு
Building / Door / Flat No.*	201	Pincode/* அஞ்சல் எண்	621103

SECTION 4:Contact Details

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

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

Contact Details

Phone / Landline No. with STD Code		Mobile Number* 9888982480
Email Id *		

Submit   Cancel
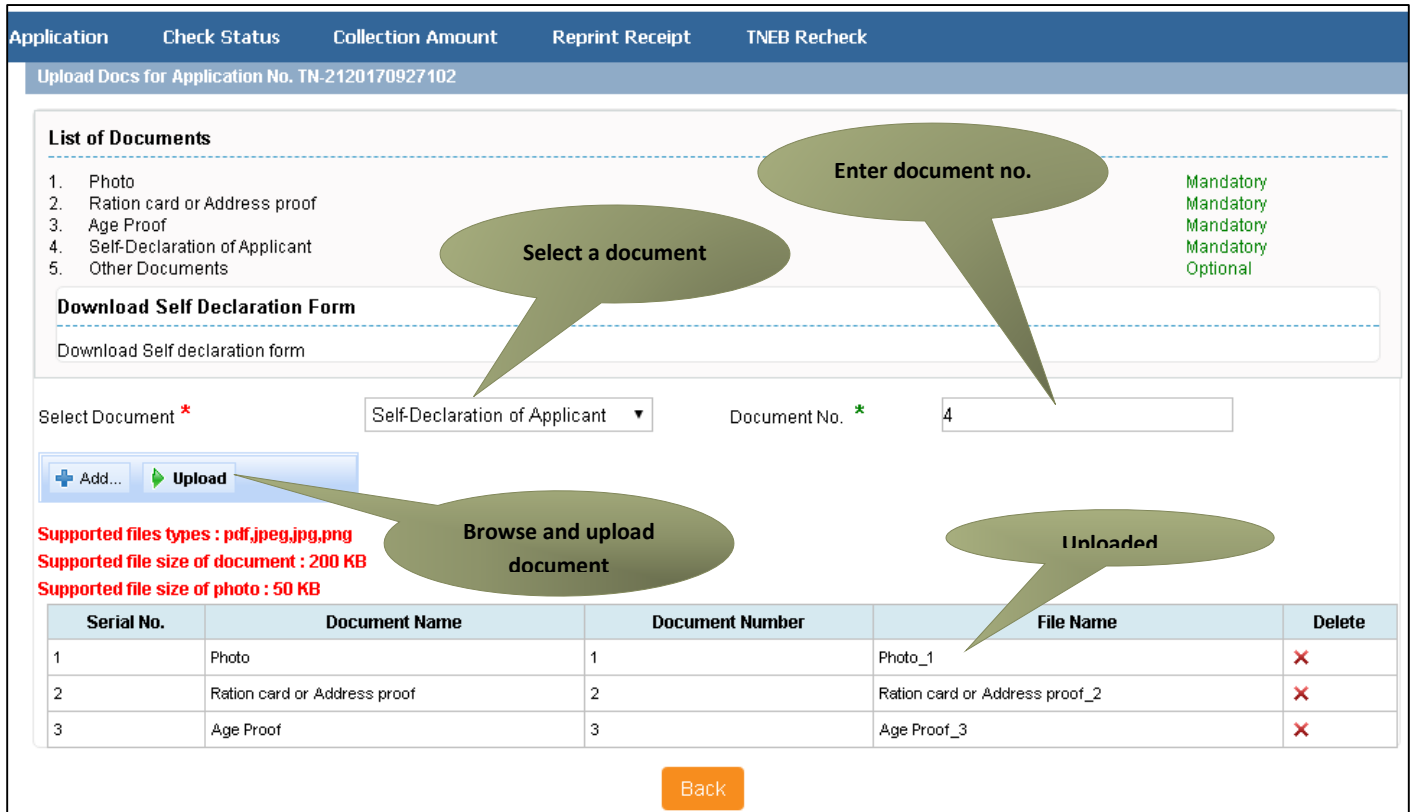
Click to submit form details

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-2120170927102

List of Documents

1.	Photo	Mandatory
2.	Ration card or Address proof	Mandatory
3.	Age Proof	Mandatory
4.	Self-Declaration of Applicant	Mandatory
5.	Other Documents	Optional

Enter document no.

Select a document

Download Self Declaration Form

Download Self declaration form

Select Document *   Self-Declaration of Applicant ▼   Document No. *   4

➕ Add...   ▶ Upload

Browse and upload document

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

Uploaded

Serial No.	Document Name	Document Number	File Name	Delete
1	Photo	1	Photo_1	✖
2	Ration card or Address proof	2	Ration card or Address proof_2	✖
3	Age Proof	3	Age Proof_3	✖

Back

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

Supported file size of photo : 50 KB

Serial No.	Document Name	Document Number	File Name	Delete
1	Photo	1	Photo_1	✕
2	Ra...	2	Ration card or Address proof_2	✕
3	Age Proof	3	Age Proof_3	✕
4	Self-Declaration of Applicant	4	Self-Declaration of Applicant_4	✕

Click to make payment

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-2120170927102
Applicant Name	Krishnan P
Date of Application	27-Sep-2017
Service Name	Unmarried 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-2120170927102
Applicant Name	Krishnan P
Service Name	REV-120 Unmarried Certificate
Service Charge	60.00
Total	60.00

Click to print receipt
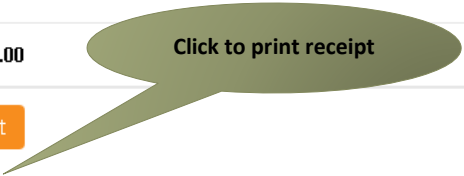
[Print receipt]

The below figure shows the preview of the acknowledgement receipt.

ஒப்புகைச்சீட்டு

<div style="border: 2px solid black;">

ரூபாய். 60.00

</div>

வருவாய்த் துறையால் வழங்கப்படும் REV-120 திருமணம் ஆகவில்லை என்பதற்கான சான்றிதழ் பெறுவதற்காக பெரம்பலூர் மாவட்டம், 201, கொளக்காநத்தம், வேலூர், பெரம்பலூர், பெரம்பலூர், 621103 என்ற நிரந்தர முகவரியை கொண்டவரும், பெரம்பலூர் மாவட்டம், 201, கொளக்காநத்தம், வேலூர், பெரம்பலூர், பெரம்பலூர், 621103 என்ற முகவரியில் தற்போது வசித்து வரும் ஸ்ரீ கிருஷ்ணன் பி என்பவரிடம் குடிமக்கள் கணக்கு எண் (CAN) 1331603011212 வாயிலாக 27/09/2017 அன்று விண்ணப்ப எண் TN-2120170927102 பெற்றமைக்கான ஒப்புகை வழங்கப்படுகிறது.

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

மையத்தின் அடையாள எண்   null

இசேவைமையபொறுப்பாளரின்

கையொப்பம்

இச்சேவையை பெறுவதற்காக அளிக்கபட்ட 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-2120170927102					
⦿	TN-2120170927102	REV-120 Unmarried Certificate	Krishnan P	27-Sep-2017	Saved	Pending
			≪≪≪ ≪ ≫ ≫≫≫			

Application No. TN-2120170927102

All Mandatory Document not uploaded

[View Application] [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-2120170927102					
1	TN-2120170927102	REV-120 Unmarried Certificate	Krishnan P	27-Sep-2017	Check Status	NA
			≪≪≪ ≪ ≫ ≫≫≫			

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

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

Check Status

Application Number	TN-2120170927102		
From date *		To date *	
Applicant Name		District	--Select-- ▾

Search

Application Number	TN-2120170927102
Applicant Name	Krishnan P
Service Name	REV-120 Unmarried Certificate
View Application	View Application
Current Status	Application Submitted to VAO(Verifier)
Comment	Submitted

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

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

Reprint Receipt

Sr. No.	Application Number	Service Name	Applicant Name	Date of Request	Print Receipt
	TN-2120170927102				
1	TN-2120170927102	REV-120 Unmarried Certificate	Krishnan P	27-Sep-2017	Print Receipt

`«««  «  »  »»»»`

7.3. Downloading Certificate

Once the application is approved and digitally signed, the Unmarried 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**.

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

Check Status

Click on Check Status

Application Number	TN-2120170927102
From date *		To date *	
Applicant Name		District	--Select--

Enter Application No.

Search

Click on Search

The application will show up.

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

Application Number	**TN-2120170927102**
Applicant Name	**Krishnan P**
Service Name	**REV-120 Unmarried Certificate**
View Application	**View Application**
Current Status	**Application Approved**
Comment	**Approved.**
Certificate	**Download certificate**

Click to download certificate

Uploaded Documents				
Serial No.	**Document Name**	**Docu...**	**File Name**	**View Document**

The certificate will be downloaded.

The below figure shows the preview of the Unmarried Certificate.

திருமணமாகவில்லை என்பதற்கான சான்றிதழ்
Unmarried Certificate

சான்றிதழ் எண் / Certificate No: **TN-2120180208101**   நாள் / Date: 08-Feb-2018

    திருச்சிராப்பள்ளி மாவட்டம், லால்குடி வட்டம், ஆதிகுடி கிராமம்/நகரம், தஞ்சம் தெரு தெரு, 24 கதவு எண் என்ற முகவரியில் வசிக்கும் **திரு சிவா** வயது 24 ஆண்டுகள், பாதுகாவலரின் பெயர் திரு/திருமதி அரவிந்த் என்பவருக்கு **08-Feb-2018** ம் நாள் வரை திருமணமாகவில்லை எனச் சான்றளிக்கப்படுகிறது.

    This is to certify that **Thiru Shiva** age 24 years care of Thiru/Tmt Aravinth residing at Door No 24, Thanjam Theru Street, Adhikudi Revenue Village, Lalgudi Taluk, Thiruchirappalli District is unmarried as on 08-Feb-2018.

மாவட்டம் /District : **Thiruchirappalli**
வட்டம் /Taluk : **Lalgudi**

பதவி /Designation : **வட்டாட்சியர் /Tahsildar**

குறிப்பு / Remarks :

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

ஆவண விவரங்களை உறுதி செய்ய:

(அ) TN-2120180208101 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-2120180208101** 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.

இச்சான்றிதழ் 08-Feb-2018 அன்று 13:31:10 நேரத்தில் அச்சடிக்கப்பட்டது.

The Certificate was printed on 08-Feb-2018 at 13:31:10.

8. Disclaimer

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