



Tamil Nadu e-District Application

Training Manual for

**Income and Asset Certificate
for Economically Weaker
Sections (REV-122)**

Revenue Department



राष्ट्रीय इ-गवर्नेस 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.

	<ol style="list-style-type: none">1. Switch 'ON' the UPS only after you have switched 'ON' the power socket2. Switch 'ON' the computer only after you have switched 'ON' the UPS3. Switch 'OFF' the power socket in there is an electrical spark in the socket
	<ol style="list-style-type: none">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 and Asset Certificate for Economically Weaker Sections through the e-District Portal.

4. Scope

The scope of this document covers the 'Income and Asset Certificate for Economically Weaker Sections 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
21. REV-122 Income and Asset Certificate for Economically Weaker Sections
22. REV-123 Issuance of Jain Religious Minority Certificate

7. Income and Asset Certificate for Economically Weaker Sections

Following steps describe how to apply for the Income and Asset Certificate for Economically Weaker Sections 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.

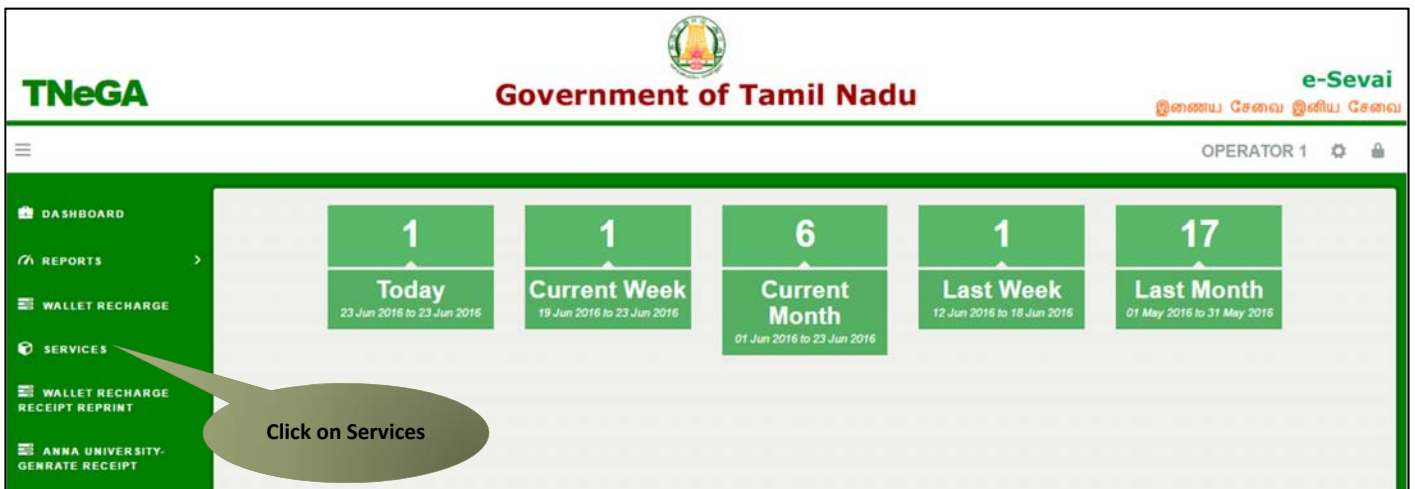
STEP 3: Enter Captcha code.

STEP 4: Click on Login.



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 122 Income and Asset Certificate for Economically Weaker Sections.

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

STEP 8: Click on Proceed to continue.

[Returned Application](#) [Check Status](#) [Reprint Receipt](#)

Instructions for applying Economically Weaker Sections(Income & Assest)

 <p>Service Description</p>	 <p>Supporting Documents</p> <ol style="list-style-type: none"> 1. Applicant Photo 2. Any Address Proof 3. TIN Number and the Trade 4. Details of Land Holdings 5. Details of houses owned ward wise 6. Smart or Ration Card 7. Self-Declaration of Applicant 8. Annexure II 9. Salary Certificate(Latest) 10. PAN card
 <p>Application Fee</p> <p>Rs. 60.0 (Sixty Rupees Only)</p> <p>Click on Proceed</p>	 <p>How to Apply</p> <ol style="list-style-type: none"> 1. For Online : Click on proceed button

Activate Windows
Go to Settings to activate Windows

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 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 the Certificate.

7.1. Registering for CAN (Citizen Access Number)

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

REV-121 Economically Weaker Sections(Income & Assest)

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 order to proceed.
2. If Applicant doesn't have CAN Number: Click on Register button.
3. Apply for CAN registration:- [Register Can](#)

Click to apply for CAN
Registration

Applicant CAN Number/ குடிமக்கள் கணக்கு எண் *	<input type="text"/>	Applicant Name *	<input type="text"/>
Applicant Father Name *	<input type="text"/>	Applicant Mobile Number *	<input type="text"/>
Applicant Email Id *	<input type="text"/>	Applicant Date of Birth *	<input type="text"/>
Search			

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, Hl ▼
Education Qualification / கல்வித்தகுதி			

Current Address / தற்போதைய முகவரி

State / மாநிலம்	Tamil Nadu ▼	District / மாவட்டம் *	Perambalur / பெரம்பல் ▼
Taluk / வட்டம் *	Perambalur / பெரம்பல் ▼	Revenue Village / கிராமம் *	Aiyylur / 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 பெளன்
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	

Register

Click to submit form

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
<p>CAN Registration Successful</p> <p>"Your CAN Number is 1331603011212", Please click on proceed button to move further.</p> <p>Proceed</p> <p>Click to apply for Income and Asset Certificate for</p>				

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

7.2. Applying for Income and Asset Certificate for Economically Weaker Sections

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

Returned Application
Check Status
Reprint Receipt

REV-121 Economically Weaker Sections(Income & Asset)

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

	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
<input checked="" type="radio"/>	13311025518419	Heena	Sundar	01-Nov-1993	7401120081	
<input type="radio"/>	13312155518424	Guna	Guru	01-Nov-1988	7401120081	
<input type="radio"/>	13311025518431	Fanitha	Shajakhan	01-Nov-1994	7401120081	

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"/>	1331603011212	Krishnan P	R L Murugan	15-Oct-1985	9888982480	

Proceed
Edit CAN Detail
Save As New



7.2.1. Filling up Income and Asset Certificate for Economically Weaker Sections

SECTION1: Applicant Details

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

REV-121 Economically Weaker Sections(Income & Assest)

Applicant Detail

Appellation *	Dr / டாக்டர்	Aadhaar No. *	987645368768
Applicant Name *	Roja	விண்ணப்பதாரர் பெயர் *	ரோஜா
Relationship/உறவு *	Father		
Father/Husband/Guardian Name/Mother Name *	Selvam	தந்தை/கணவர்/பாதுகாவலர்/தாயின் பெயர் *	செல்வம்
Mother's Name *	Ananthi	தாயின் பெயர் *	அனந்தி
Date of Birth / பிறந்த தேதி *	27-Aug-1996	Gender / பாலினம் *	Female
Marital Status / திருமண நிலை *	Unmarried	Religion / மதம் *	Hindu
Community / சாதி *	SC	Caste / உட்பிரிவு *	
Occupation / வேலை *	Farmers,Fisherman,H		

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 பெளண்ட் ரே
Building / Door / Flat No. *	201	Pin Code / 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 address / தற்போதைய 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 பெளண்ட் ரே
Building / Door / Flat No. *	201	Pin Code / அஞ்சல் எண் *	621103

SECTION 4: Contact Details

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

Contact Details	
Phone / Landline No. with STD Code	<input type="text"/>
Mobile Number *	<input type="text" value="9888982480"/>
Email Id *	<input type="text"/>

SECTION 5: Form Details

Specify the Income Details of Family Members in the form as shown in the following images and click on Submit to proceed further.

Income Details of Family Members

DEFINITION OF A FAMILY : Family for this purpose will include the person who seeks benefit of reservation (self) ,his/her parents,his/her spouse,children (with below age of 18years) and sibling (with below the age of 18years).

Total number of family members *

Name	பெயர்	Age	Sex	Relation	Profession	Monthly Income	Annual Income	Delete
Kiruthika	கிருத்திகா	18	Female	Younger Sister	Private	50000	600000	✖
Selvam	செல்வம்	55	Male	Father	Private	35000	420000	✖
Roja	ரோஜா	23	Female	Self	Private	55000	660000	✖
Ananthi	அனந்தி	45	Female	Mother	Government	20000	240000	✖

Name *	<input type="text"/>	பெயர் *	<input type="text"/>
Age *	<input type="text"/>	Sex *	<input type="text" value="SELECT"/>
Relationship *	<input type="text" value="SELECT"/>	Profession *	<input type="text" value="SELECT"/>

Source of Income	Income								
<input type="checkbox"/> Agriculture and Allied <input type="checkbox"/> Salary <input type="checkbox"/> Business <input type="checkbox"/> Rent <input type="checkbox"/> Others	<table style="width: 100%;"> <tr> <td>Monthly Income(In Rs.)</td> <td><input type="text"/></td> <td>Annual Income(In Rs.)</td> <td><input type="text"/></td> </tr> <tr> <td>Grand Total(In Rs.)</td> <td><input type="text" value="1920000"/></td> <td></td> <td></td> </tr> </table>	Monthly Income(In Rs.)	<input type="text"/>	Annual Income(In Rs.)	<input type="text"/>	Grand Total(In Rs.)	<input type="text" value="1920000"/>		
Monthly Income(In Rs.)	<input type="text"/>	Annual Income(In Rs.)	<input type="text"/>						
Grand Total(In Rs.)	<input type="text" value="1920000"/>								

Click to Add the Income details

Once, the income Details are added, it will ask for the Property Details of Family Members. If any Property are found for the applicant, then it should be entered.

Property Details of Family Members

Select property holder *

Name	Relationship	Property Type	Location of The Property	District Name	Taluk Name	Town/Municipality	Ward	Block
Roja	Self	Agriculture Land	Rural	Thanjavur	Pattukottai	PATTUKKOTAI	WARD B	BLOCK 25

Name *	<input type="text"/>	Relationship *	<input type="text" value="SELECT"/>
Property Type *	<input type="text" value="SELECT"/>	Location of The Property *	<input type="text" value="SELECT"/>
District Name *	<input type="text" value="SELECT"/>	Taluk Name *	<input type="text" value="SELECT"/>
Town/Municipality *	<input type="text" value="SELECT"/>	Ward *	<input type="text" value="SELECT"/>
Block *	<input type="text" value="SELECT"/>	Village *	<input type="text" value="SELECT"/>
Survey No *	<input type="text"/>	Sub Division No	<input type="text"/>
Door No	<input type="text"/>	Street No and Name	<input type="text"/>
Agriculture Land Extent(Hectare)	<input type="text" value="0.00"/>	Agriculture Land Extent(Acre)	<input type="text" value="0.00"/>
Agriculture Land Extent(Sq.Metre) *	<input type="text" value="0.00"/>		

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.

List of Documents

1. Applicant Photo	Mandatory
2. Any Address Proof	Mandatory
3. Details of Land Holdings_Selvam	Mandatory
4. Salary Certificate(Latest)_Roja	Optional
5. Salary Certificate(Latest)_Kiruthika	Optional
6. Salary Certificate(Latest)_Ananthi	Optional
7. PAN card_Selvam	Mandatory
8. PAN card_Ananthi	Mandatory
9. Smart or Ration Card	Mandatory
10. Self-Declaration of Applicant	Mandatory
11. Annexure II	Mandatory

Download Self Declaration Form (Kindly download the form and upload a signed copy of the same)

Download Self declaration form

Download Annexure II

Download Annexure II

Select Document * Document No. *

[+ Add...](#)

Uploaded Successfully

Supported files types : pdf,jpe
Supported file size of document
Supported file size of photo : 50 KB

Browse and upload document

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	Applicant Photo	12	Applicant Photo_1_21-Nov-2019_05_12_47_914	✗
2	Any Address Proof	45	Any Address Proof_2_21-Nov-2019_05_13_13_892	✗
3	Details of Land Holdings_Selvam	87	Details of Land Holdings_Selvam_3_21-Nov-2019_05_20_35_013	✗
4	Salary Certificate(Latest)_Roja	54	Salary Certificate(Latest)_Roja_4_21-Nov-2019_05_21_01_245	✗
5	Salary Certificate(Latest)_Kiruthika	12	Salary Certificate(Latest)_Kiruthika_5_21-Nov-2019_05_21_59_553	✗
6	Salary Certificate(Latest)_Ananthi	76	Salary Certificate(Latest)_Ananthi_6_21-Nov-2019_05_23_04_728	✗
7	PAN card_Selvam	65	PAN card_Selvam_7_21-Nov-2019_05_23_31_339	✗
8	PAN card_Ananthi	547	PAN card_Ananthi_8_21-Nov-2019_05_24_04_422	✗
9	Smart or Ration Card	12	Smart or Ration Card_9_21-Nov-2019_05_24_22_416	✗
10	Self-Declaration of Applicant	45	Self-Declaration of Applicant_10_21-Nov-2019_05_24_48_104	✗
11	Annexure II	87	Annexure II_11_21-Nov-2019_05_25_56_997	✗

Click to make payment


[Make Payment](#)

[Back](#)

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

Confirm

Application Number	TN-8620191120101
Applicant Name	Roja
Date of Application	20-Nov-2019
Service Name	Economically Weaker Sections(Income & Assest)
Service Charge	60.00
Total	60.00

[Confirm payment](#)

Click to confirm payment

Acknowledgement receipt will be shown.

Click on [Print Receipt](#) to download/print the receipt.

Acknowledgement Receipt

Application Number	TN-8620191120101
Applicant Name	Roja
Service Name	REV-121 Economically Weaker Sections(Income & Assest)
Service Charge	60.00
Total	60.00
Transaction Status	Success

[Print receipt](#)

Click to print receipt

The below figure shows the preview of the acknowledgement receipt.

ஒப்புக்கைச்சீட்டு

ரூபாய். 60.00

வருவாய்த் துறையால் வழங்கப்படும் REV-121 பொருளாதாரத்தில் நலிவடைந்தோருக்கான வருமானம் மற்றும் சொத்துச் சான்றுதல் பெறுவதற்காக சென்னை மாவட்டம், 234, காந்தி நகர், ஆதம்பாக்கம், ஆலத்தூர், 612346 என்ற நிரந்தர முகவரியை கொண்டவரும், சென்னை மாவட்டம், 234, காந்தி நகர், ஆதம்பாக்கம், ஆலத்தூர், 612346 என்ற முகவரியில் தற்போது வசித்து வரும் டாக்டர் ரோஜா என்பவரிடம் குடிமக்கள் கணக்கு எண் (CAN) 13302125518438 வாயிலாக 20/11/2019 அன்று விண்ணப்ப எண் TN-8620191120101 பெற்றமைக்கான ஒப்புக்கை வழங்கப்படுகிறது.

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

மையத்தின் அடையாள எண் 01

இசேவை மைய பொறுப்பாளரின்
கையொப்பம்

இச்சேவையை பெறுவதற்காக அளிக்கப்பட்ட விவரங்கள் அனைத்தும் உண்மை என நான் உறுதி அளிக்கிறேன்.

விண்ணப்பதாரரின்
கையொப்பம்

18004251333 - 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.

Saved Application Submitted Application Returned Application Check Status Reprint Receipt

Revenue Department

- REV-106 Agricultural Income Certificate
- REV-111 Certificate for Loss of School Records due to Disaster
- REV-101 Community Certificate
- REV-105 Deserted Woman Certificate
- REV-107 Family Migration Certificate
- REV-103 Income Certificate

Saved Application

Application Number	Service Name	Applicant Name	Date of Request	Status	Document Status
TN-8520191118101	REV-122 Issuance of Jain Religious Minority Certificate	Guna	18-Nov-2019	Saved	Pending

View Application

Upload Documents

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

Returned Application Check Status Reprint Receipt

Submitted Application

Sr. No.	Application Number	Service Name	Applicant Name	Date of Request	Status	Certificate
1	TN-5120191119102	REV-104 First Graduate Certificate	Faritha	19-Nov-2019	Check Status	NA
2	TN-5120191119101	REV-104 First Graduate Certificate	Heena	19-Nov-2019	Check Status	NA
3	TN-8620191115101	REV-121 Economically Weaker Sections(Income & Assest)	Heena	15-Nov-2019	Check Status	NA
4	TN-520191112102	REV-101 Community certificate	Maruti Smith	12-Nov-2019	Check Status	View Certificate

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

Returned Application Check Status Reprint Receipt

Check Status

Application Number:

From date * To date *

Applicant Name District

Application Number	TN-8620191120101
Applicant Name	Roja
Service Name	Economically Weaker Sections(Income & Assest)
View Application	View Application
Current Status	Application pending for signature
Comment	test

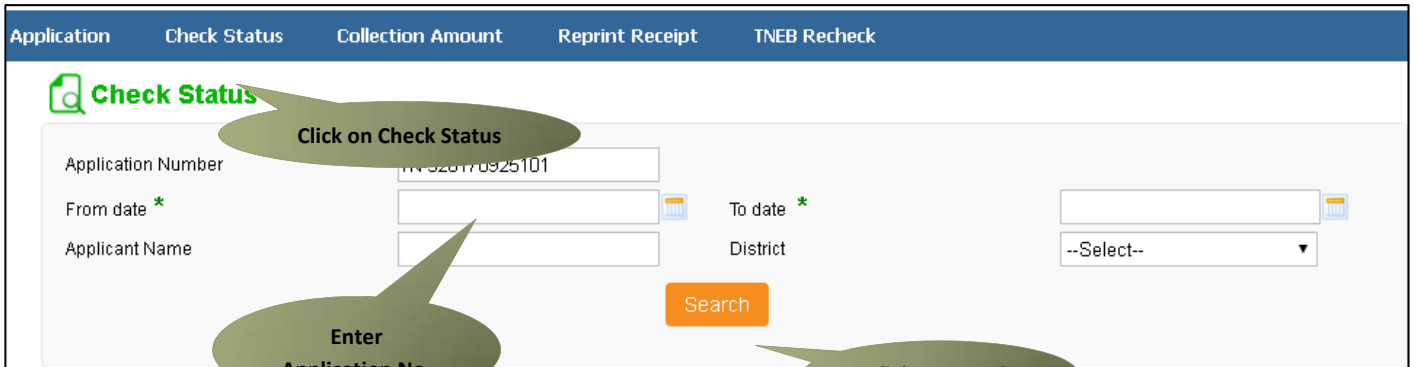
7.3. Downloading Certificate

Once the application is approved and digitally signed, the 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.

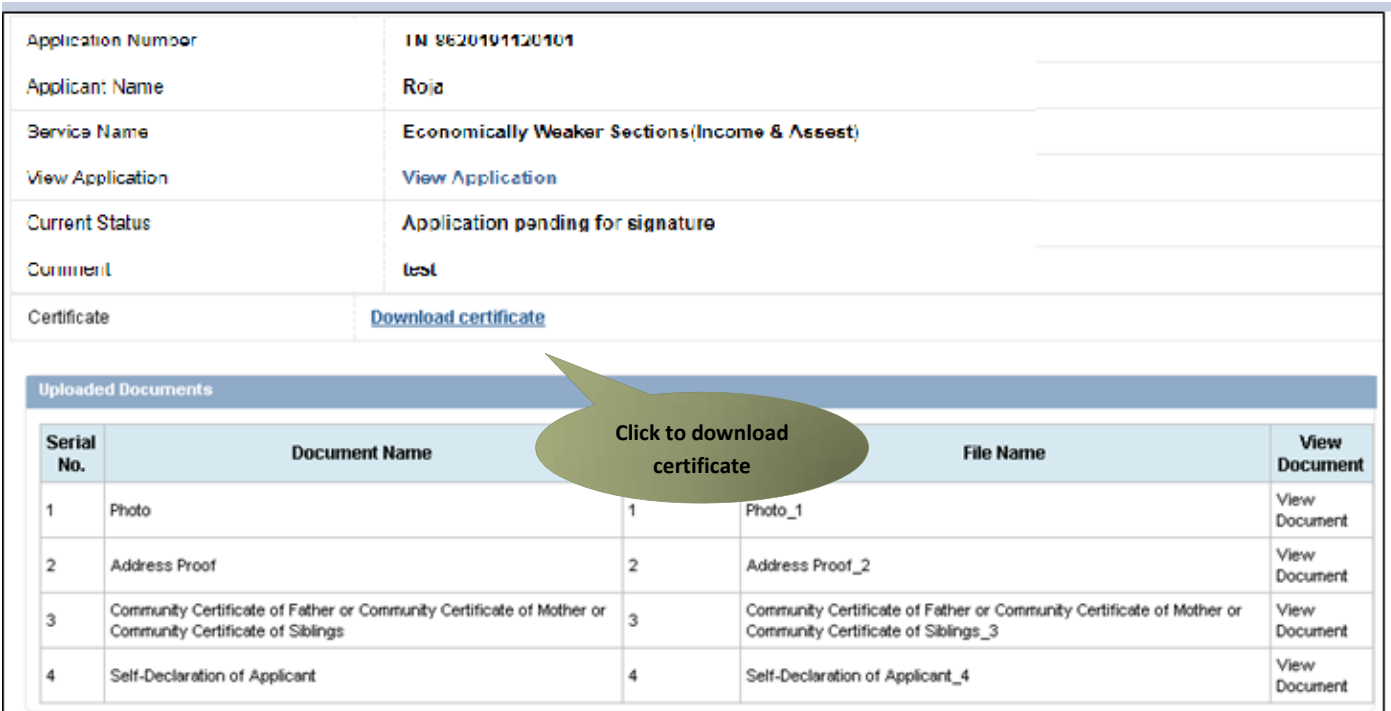
STEP 3: Click on Search.



The screenshot shows the 'Check Status' section of the application interface. It includes a navigation bar with 'Application', 'Check Status', 'Collection Amount', 'Reprint Receipt', and 'TNEB Recheck'. The 'Check Status' section has a green header with a magnifying glass icon. Below the header, there are input fields for 'Application Number' (containing 'TN 8620191120101'), 'From date *', 'To date *', 'Applicant Name', and 'District' (a dropdown menu with '--Select--'). An orange 'Search' button is positioned below the 'Applicant Name' field. Three callouts are present: one pointing to the 'Check Status' header, one pointing to the 'Application Number' field, and one pointing to the 'Search' button.

The application will show up.

STEP 4: Click on Download certificate link.



The screenshot shows the application details page. It includes a table with the following data:

Application Number	TN 8620191120101
Applicant Name	Roja
Service Name	Economically Weaker Sections(Income & Asset)
View Application	View Application
Current Status	Application pending for signature
Comment	test
Certificate	Download certificate

Below the table is a section titled 'Uploaded Documents' with a table containing the following data:

Serial No.	Document Name	File Name	View Document
1	Photo	Photo_1	View Document
2	Address Proof	Address Proof_2	View Document
3	Community Certificate of Father or Community Certificate of Mother or Community Certificate of Siblings	Community Certificate of Father or Community Certificate of Mother or Community Certificate of Siblings_3	View Document
4	Self-Declaration of Applicant	Self-Declaration of Applicant_4	View Document

A callout points to the 'Download certificate' link in the first table.

The certificate will be downloaded.



ANNEXURE - III
GOVERNMENT OF INDIA
 (Name & Address of the authority issuing the certificate)



INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER
 Certificate No: TN-862010120101 Date: 20-11-2019
VALID FOR THE YEAR 20-11-2019 to 19-11-2020

This is to certify that Dr Raja daughter of Selvam gentlemen resides of Door No. 234, Gandhi Nagar of Adambakkam Village / Town of ALANDUR Taluk of Chennai District in the State Union Territory of Pondicherry whose photograph is attached below belongs to Economically Weaker Sections, since the gross annual income of his/her family is below Rs.6 lakh (Rupees Eight Lakh only) for the financial year 2019-2020 as evidenced from the Income certificate in the annexure IV. His/her family does not own or possess any of the following assets:-

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 600 sq.ft and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Dr Raja belongs to the SC / OBC which is not recognized as a Scheduled Caste / Scheduled Tribe and Other Backward Classes (Central List).

Note 1: Income covered all sources i.e. Salary, agriculture, business, profession etc. as is assessed in this certificate.
 Note 2: The term "Family" for this purpose includes the person who makes heads of household, his/her parents/ siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
 Note 3: The property held by a "Family" in different location or different states shall have been rightly taken applying the land in priority order and to determine this issue.

ANNEXURE IV
Annexure to the Certificate of Income and Asset

The details of income of family members of Dr Raja daughter of Selvam during the financial year ending 31st March 2019-2020 are as follows:-

Sl. No.	Name of the family member	Profession / Occupation	Source of Income					Gross Annual Income / Total Income
			Salary / Pension / Gratuity / Dividend	Business / Agriculture / Profession	Interest / Rental	Dividend / Other	Other	
1	Rajitha	Student	0	0	0	0	0	0
2	Raja	Govt	20000	0	0	0	0	20000
3	Rajathi	Student	0	0	0	0	0	0
Total Annual Income of the Family			20000	0	0	0	0	20000

The details of the properties held by me and my family members are as follows:

Sl. No.	Block	Revenue	Survey	Plot	Area	Value	Year	Category	Other	Remarks
1	102	102	102	102	102	102	102	102	102	102

Signature / Name: _____
 Seal / Stamp: _____

Remarks: _____

This certificate is digitally signed and does not require any seal or signature.

For more information visit <https://www.tn.gov.in>
 Use QR code to verify the certificate details through website <https://www.tn.gov.in>
 or <https://www.tn.gov.in>



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 Use QR code to verify the certificate details through website <https://www.tn.gov.in>
 or <https://www.tn.gov.in>

8. Disclaimer

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