Tamil Nadu
e-District Application

Training Manual for

REV_123_Issuance of Jain Religious Minority Certificate

Revenue Department

राष्ट्रीय इ-गवर्नेंस 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

<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
❌	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 Issuance of Jain Religious Minority Certificate through the e-District Portal.

4. Scope

The scope of this document covers the 'Income and Asset Certificate for Issuance of Jain Religious Minority 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

21. REV-122 Income and Asset Certificate for Economically Weaker Sections

22. REV-123 Issuance of Jain Religious Minority Certificate

7. Issuance of Jain Religious Minority Certificate

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

STEP1: Go to the e-Sevai (Government of Tamil Nadu) Web Portal.

STEP 2: Enter the login credentials.

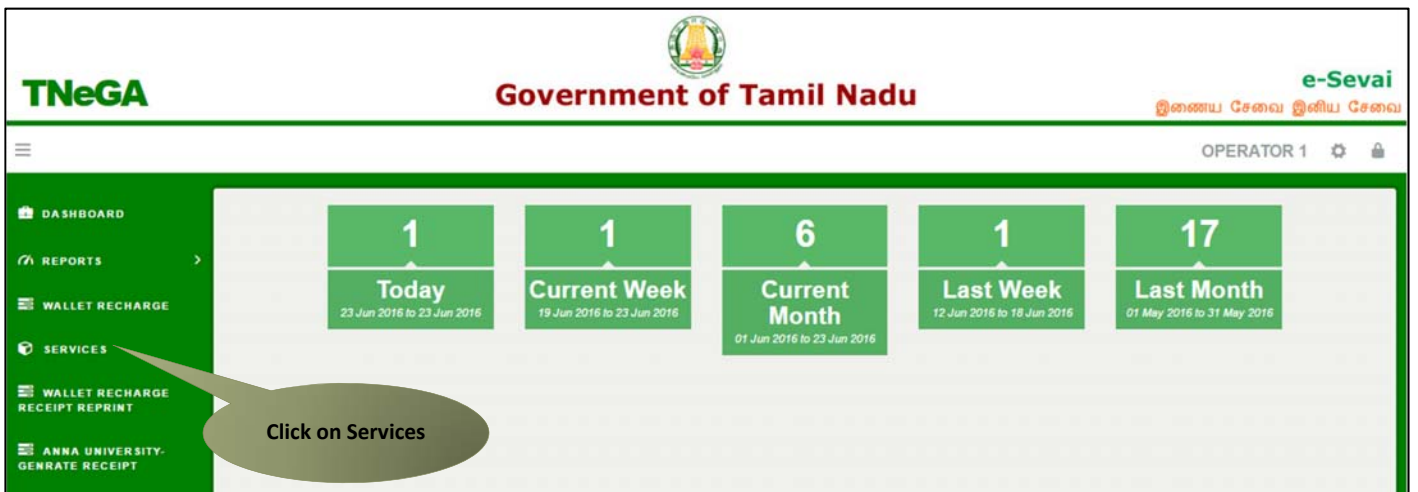Make sure 'Operator' is selected in the **Operator Type** field.

STEP 3: Enter Captcha code.

STEP 4: Click on Login.

e-Sevai Dashboard will appear.

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

Department Wise service listing will appear.

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

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

STEP 7: Click on **REV_123_Issuance of Jain Religious Minority Certificate**

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

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

CMS

Instructions for applying Issuance of Jain Religious Minority Certificate

Service Description

Supporting Documents

1. Applicant Photo
2. Address Proof (Aadhaar Card or Voter ID Card or Passport or Driving Licence or Bank Passbookor Pension Payment order)
3. Copy of Jain Religious Minority Certificate of Parents of the applicant
4. Jain Certificate obtained from an authorised signatory of a Jain Temple or Jain Sthanak or Jain Bhavan The Trusts or Societies should have been enrolled with District Collector
5. Religion of Father & Mother
6. Self Declaration of the Applicant

Application Fee

Rs. 60.0 (Sixty Rupees Only)

How to Apply

1. For Online : Click on proceed button

Click on Proceed

Proceed   Cancel

Activate Windows
Go to Settings to activate Window

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.

The below figure shows the CAN Registration form.

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

CMS

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 பௌள
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.

Contact Details

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

Generate OTP

Enter OTP *

1902

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 **1331603011212**", Please click on proceed button to move further.

Proceed

> **Click to apply for Issuance of Jain Religious Minority Certificate**

The applicant may now proceed with applying for the Certifica̲̲̲̲ ̲̲̲ ̲̲̲ ̲̲eed button.

7.2. Applying for Issuance of Jain Religious Minority 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 up Issuance of Jain Religious Minority Certificate

SECTION1: Applicant Details

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

SECTION 2: Current Address

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.

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

SECTION 5: Form Details

Specify the Religion details of the parents and the Applicant Resident Address if they stay there for equal to or more than 5 years and click on **Submit** to proceed further.

Form Details

Father's Religion *	S E L E C T	Mother Religion *	S E L E C T
Whether Applicant's Father/Mother possess Jain Religious minority certificate issued by competent Revenue Authority (Tahsildar) *	○ Yes ○ No		

Applicant Resident Address for More than 5 Years

☐ If Resident Address is same as Current Address / தற்போதைய முகவரி அதே என்றால்

State / மாநிலம்	TAMIL NADU	District / மாவட்டம் *	S E L E C T
Taluk / வட்டம் *	S E L E C T		
Revenue Village / கிராமம் *	S E L E C T		
Street Name / No. / Hamlet (if available) *		தெரு பெயர் / எண் / குக்கிராமம் *	
Building / Door / Flat No. *		Pin Code / அஞ்சல் எண் *	
From *		To *	

Submit Cancel

Click to Submit

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.

Upload Docs for Application No. TN-8520191122101

List of Documents

1. Applicant Photo — Mandatory
2. Address Proof (Aadhaar Card or Voter ID Card or Passport or Driving Licence or Bank Passbook or Pension Payment order) — Mandatory
3. Copy of Jain Religious Minority Certificate of Parents of the applicant — Mandatory
4. Religion of Father & Mother — Mandatory
5. Self Declaration of the Applicant

Download Self Declaration Form (Kindly down... ...pload a signed copy of the same below

Download Self declaration form

Select Document *   S E L E C T ▼   Document No. * [   ]

Select a document

Enter document no.

➕ Add...

Browse and upload document

Uploaded Successfully

Supported files types : pdf
Supported file size of docum...
Supported file size of photo : 50 KB

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_22-Nov-2019_07_31_26_529	✕
2	Address Proof (Aadhaar Card or Voter ID Card or Passport or Driving Licence or Bank Pass...	23	Address Proof (Aadhaar Card or Voter ID Card or Passport or Driving Licence or Bank Passbook or Pension Payment order)_2_22-Nov-2019_07_31_53_735	✕
3	Copy of Jain Rel...	54	Copy of Jain Religious Minority Certificate of Parents of the applicant_3_22-Nov-2019_07_32_19_563	✕
4	Religion of Father & Mother	24	Religion of Father & Mother_4_22-Nov-2019_07_32_42_367	✕
5	Self Declaration of the Applicant	43	Self Declaration of the Applicant_5_22-Nov-2019_07_33_07_079	✕

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-8520191122101
Applicant Name	Vijay
Date of Application	22-Nov-2019
Service Name	Issuance of Jain Religious Minority 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.

Acknowledgement Receipt

Application Number	TN-8520191122101
Applicant Name	Vijay
Service Name	REV-122 Issuance of Jain Religious Minority Certificate
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.

ஒப்புகைச்சீட்டு

<div style="border:1px solid;">

ரூபாய். 60.00

</div>

வருவாய்த் துறையால் வழங்கப்படும் REV-122 சிறுபான்மை சமண மதத்தினருக்கான சான்றிதழ் பெறுவதற்காக சென்னை மாவட்டம், 546, குரு ஸ்ட்ரீட், ஆதம்பாக்கம், ஆலந்தூர், 612803 என்ற நிரந்தர முகவரியை கொண்டவரும், சென்னை மாவட்டம், 546, குரு ஸ்ட்ரீட், ஆதம்பாக்கம், ஆலந்தூர், 612803 என்ற முகவரியில் தற்போது வசித்து வரும் திரு விஜய் என்பவரிடம் குடிமக்கள் கணக்கு எண் (CAN) 13302125518444 வாயிலாக 22/11/2019 அன்று விண்ணப்ப எண் TN-8520191122101 பெற்றமைக்கான ஒப்புகை 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.

மேலும் விண்ணப்பத்தின் தற்போதைய நிலையை அறிந்து கொள்ள https://tnedistrict.tn. gov.in/eda/ என்ற இணையத் தளத்தில் விண்ணப்ப எண்   TN-8520191122101 உள்ளீடு செய்து தெரிந்து கொள்ளலாம்

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.

Returned Application	Check Status	Reprint Receipt

💾 **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

««««	«	»	»»»»

Application No. TN-8520191118101

All Mandatory Document are not uploaded

[Delete] [View] [Upload Documents]

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

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

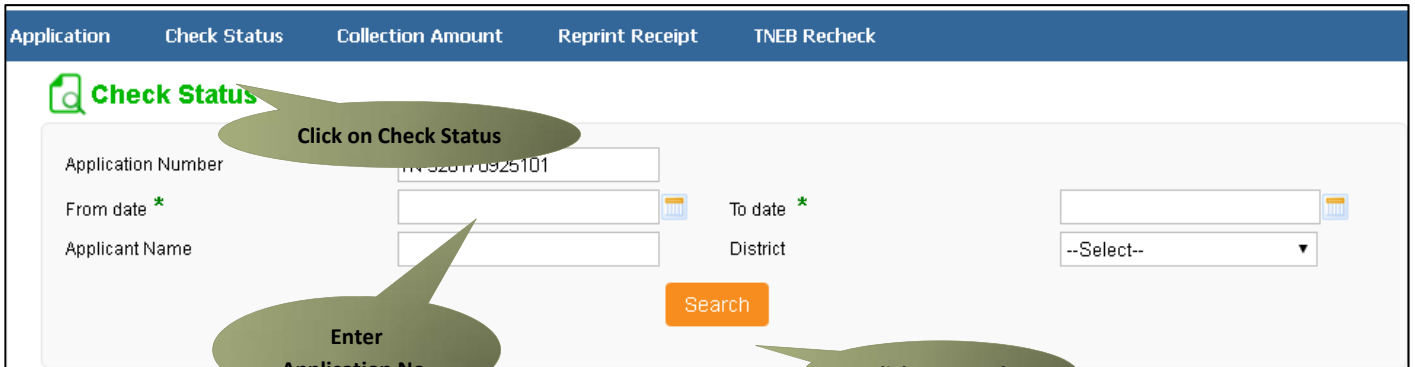| Application Number	TN-8520191122101
Applicant Name	Vijay
Service Name	Issuance of Jain Religious Minority Certificate
View Application	View Application
Current Status	Submitted to Tahsildar
Comment	Submitted to Tahsildar

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**.
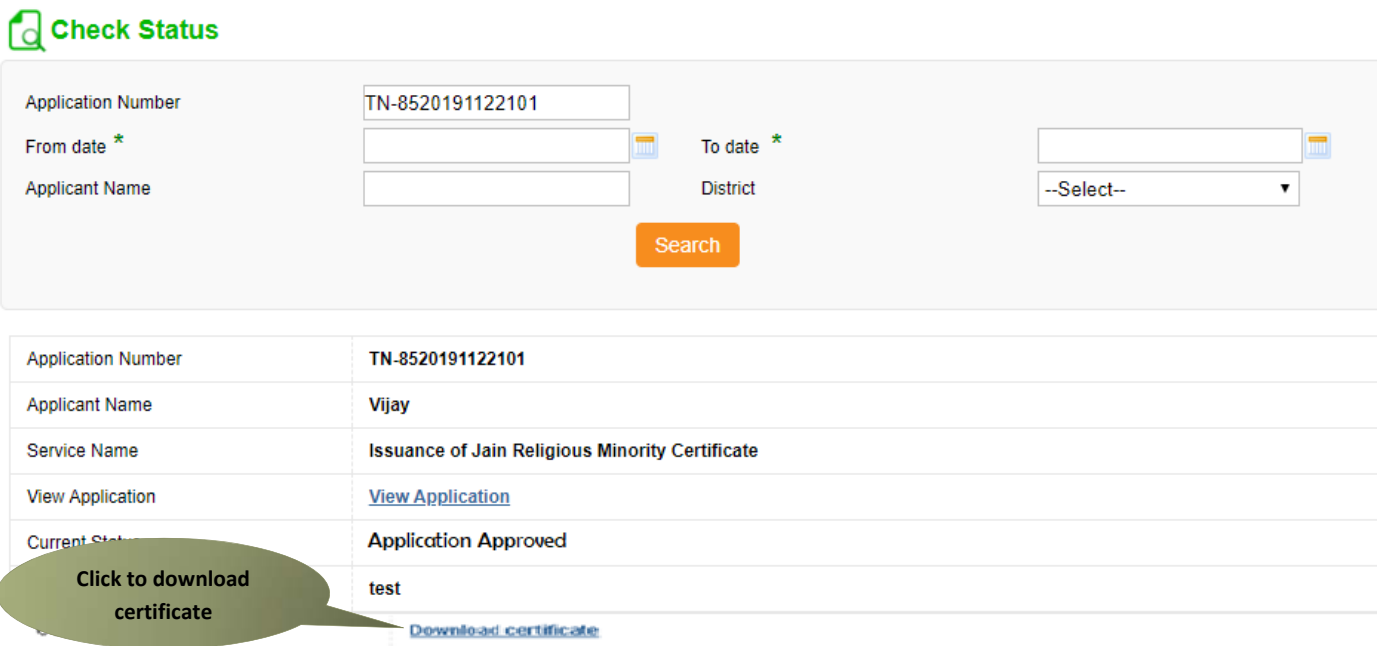
The application will show up.

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

The certificate will be downloaded.

The below figure shows the preview of the Issuance of Jain Religious Minority Certificate.

8. Disclaimer

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