

# Tamil Nadu e-District Application

Training Manual for

Indira Gandhi National Old Age Pension Scheme (REV-201)

Revenue Department



# **Table of Content**

# **Table of Contents**

1.	Proj	ject Overview	3
2.	Gen	neral Information	3
2	2.1.	Tools Required	3
2	2.2.	Starting your Computer	3
3.	Pur	pose	4
4.	Sco	pe	4
5.	Get	ting Started	4
6.	Serv	vices Offered under Revenue Department	4
7.	Ind	dira Gandhi National Old Age Pension Scheme	5
7	<b>'</b> .1.	Registering for CAN (Citizen Access Number)	9
7	<b>.</b> 2.	Applying for Indira Gandhi National Old Age Pension Scheme	11
7	<b>7.2.1</b> .	Filling up Indira Gandhi National Old Age Pension Scheme	12
7	<b>.</b> 3.	Downloading Certificate	19
8.	Disc	-laimer	21



# 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

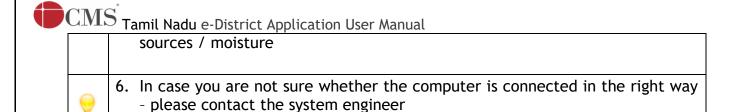
- 1. Ensure all cables are connected between the computer, network connection, peripherals & UPS
- 2. Plug the UPS to the electrical socket
- 3. Switch 'ON' the electrical socket
- 4. Switch 'ON' the UPS
- 5. Press the (power button) on the computer
- 6. Allow the system to boot up.



- 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



# 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 Indira Gandhi Old Age Pension Scheme through the e-District Portal.

## 4. Scope

The scope of this document covers the 'Indira Gandhi National Old Age Pension Scheme' 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
- 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
- 23. REV-404 Issuance of Public Building License
- 24. REV-403 Temporary Crackers License
- 25. REV-201 Indira Gandhi National Old Age Pension Scheme
- 26. REV-202 Destitute Widow Pension Scheme
- 27. REV-203 Destitute Deserted Women Pension Scheme
- 28. REV-204 Unmarried Women Pension Scheme
- 29. REV-205 Chief Minister Uzhavar Pathukapu Thittam
- 30. REV-206 Differently Abled Pension Scheme

# 7. Indira Gandhi National Old Age Pension Scheme

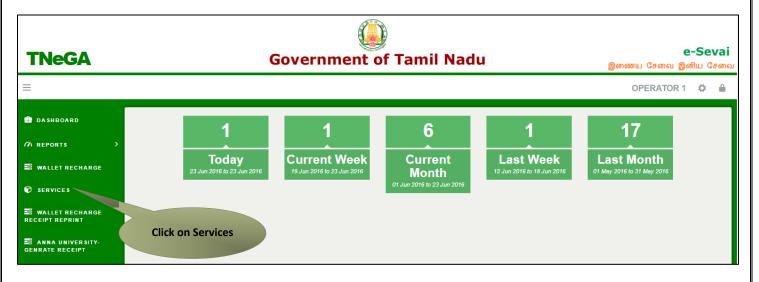
Following steps describe how to apply for the Indira Gandhi National Old Age Pension Scheme Certificate through the e-District Portal:

- STEP1: Go to the e-Sevai (Government of Tamil Nadu) Web Portal.
- **STEP 2:** Enter the login credentials.
- **STEP 3:** Enter Captcha code.
- STEP 4: Click on Login.



e-Sevai Dashboard will appear.

STEP 5: Click on Services on the left panel.

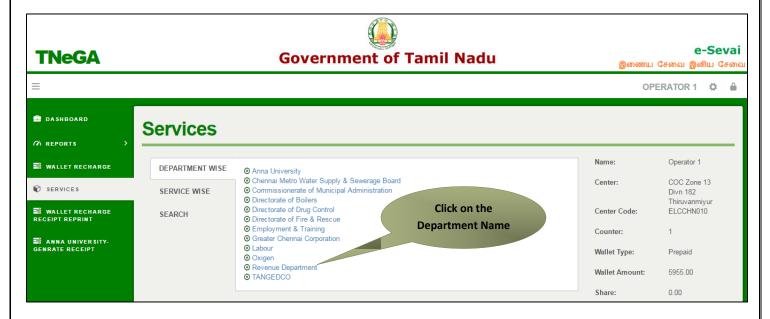


Department Wise service listing will appear.

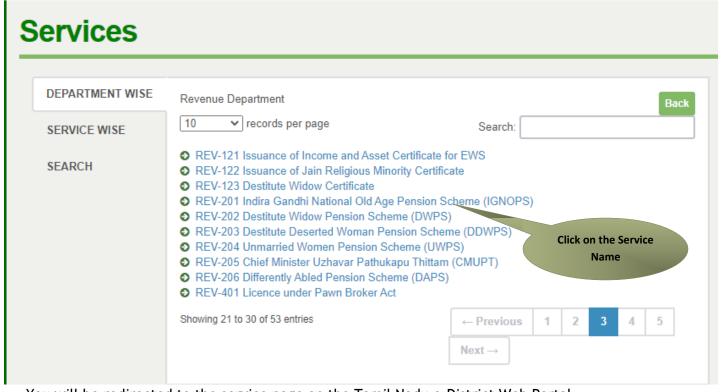


#### STEP 6: Click on Revenue Department.

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 201 Indira Gandhi National Old Age Pension Scheme



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

© 2019. Government of Tamil Nadu. All rights reserved.



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

Instructions for applying Indira Gandhi National Old Age Pension Scheme (IGNOPS)



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.

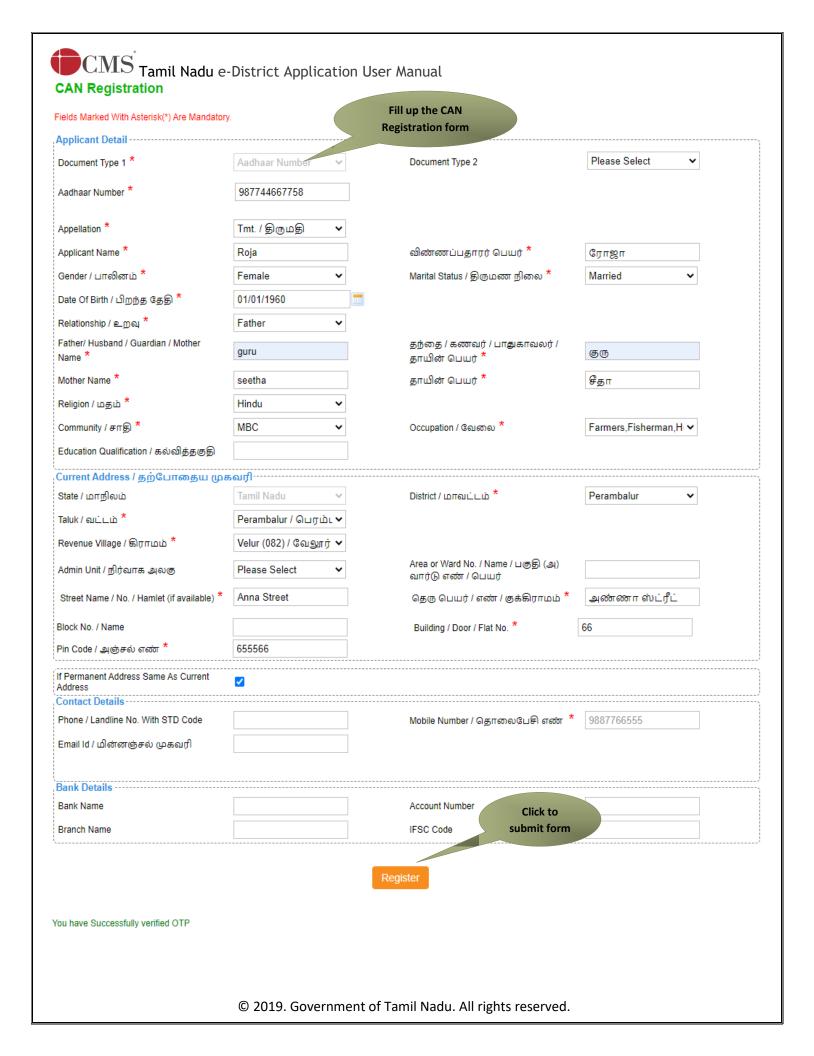


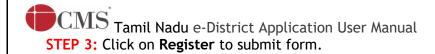
STEP 1: Click on the 'Click here' link to apply for CAN Registration.

# REV-201 Indira Gandhi National Old Age Pension Scheme (IGNOPS) 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 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 Father Name \* Applicant Email Id \* Applicant Date of Birth \* Search

The below figure shows the CAN Registration form.

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





**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 * 9344080668
Email Id / யின்னஞ்சல் முகவரி	
Generate OTP	
Enter OTP *	
0742	
Confirm OTP	

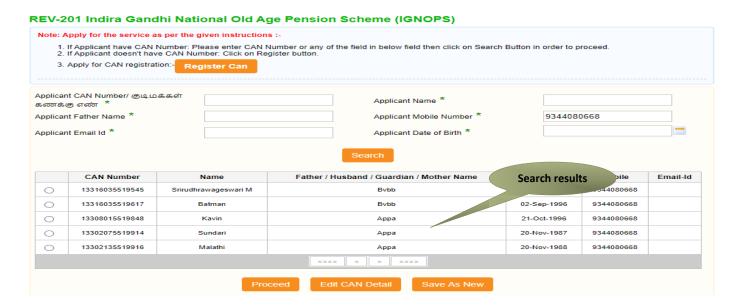
On successful CAN Registration, the CAN Number will be shown.



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

# 7.2. Applying for Indira Gandhi National Old Age Pension Scheme

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



CMS Tamil Nadu e-District Application User Manual

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.

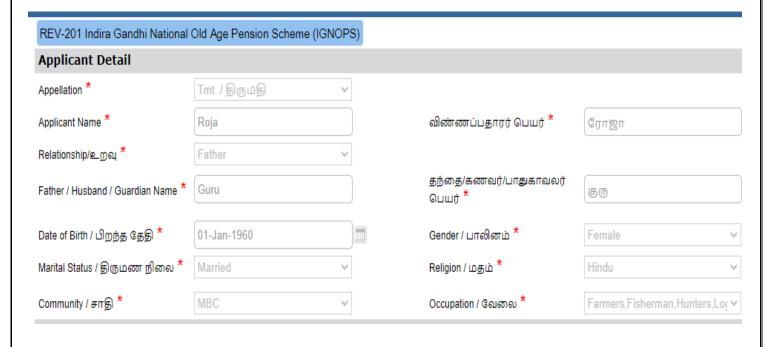
The Save as new option allows you to save the same CAN Number with different applicant details.



#### 7.1.1. Filling up Indira Gandhi National Old Age Pension Scheme

#### **SECTION1: Applicant Details**

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





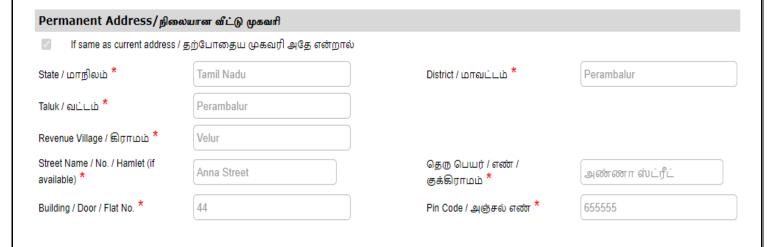
#### **SECTION 2: Current Address**

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**

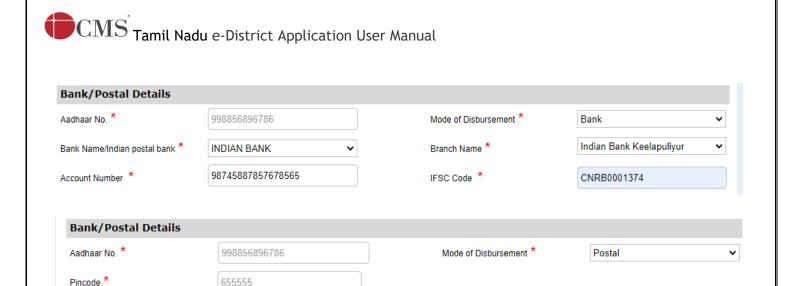
Applicant's contact details will appear pre-filled in the form. These details are non-editable.



#### **SECTION 5: Bank/Postal Details**

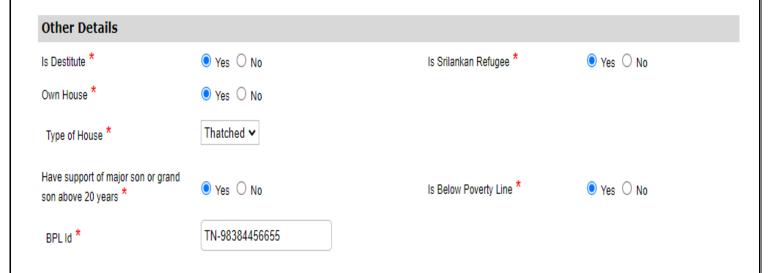
In the Mode of disbursement there are two categories like Bank and Postal. Based on that applicant need they will chose the category

© 2019. Government of Tamil Nadu. All rights reserved.



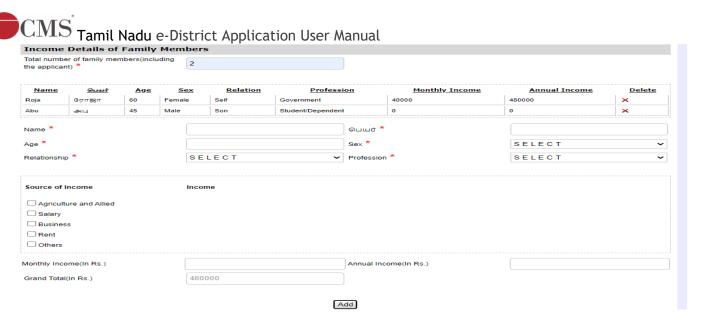
**SECTION 6: Other Details** 

Specify the Is Destitute, Is srilankan refugee, Own house, Below Poverty Line, In the Below poverty Line Selection YES or NO. If Yes, BPL Id will be asked.



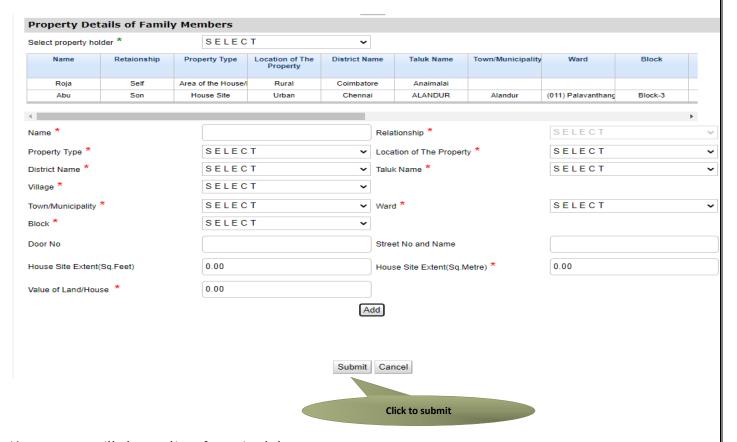
**SECTION 7: Income Details of Family Members** 

Once applicant can enter all the mandatory fields in Income Details of Family Members and click on add. Added records will be shown on top



**SECTION 8: Property Details of Family Members** 

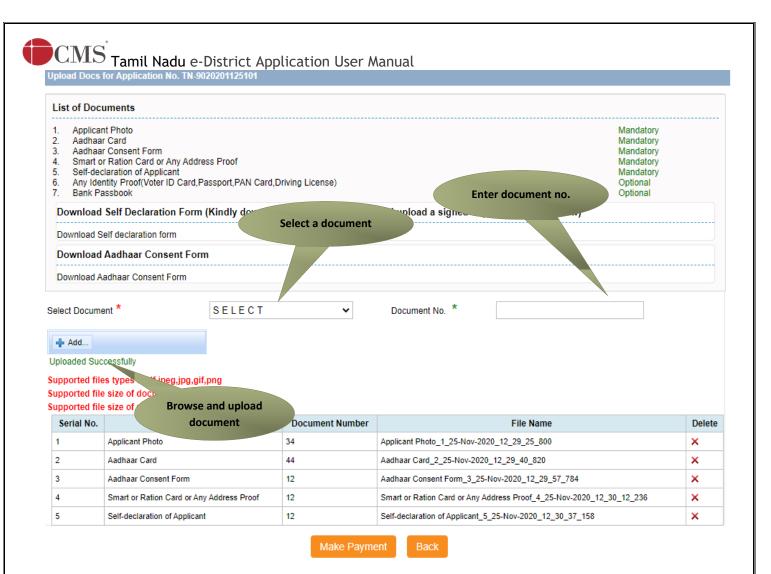
Once applicant can enter all the mandatory fields in Property Details of Family Members and click on add. Added records will be shown on top and click submit to proceed for the documents submission.



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'.

Serial No.	Document Name	Document Number	File Name	Delete
1	Applicant Photo	34	Applicant Photo_1_25-Nov-2020_12_29_25_800	×
2	Aadhaar Card	44	Aadhaar Card_2_25-Nov-2020_12_29_40_820	×
3	Click to make payment	12	Aadhaar Consent Form_3_25-Nov-2020_12_29_57_784	×
4	Sm.	12	Smart or Ration Card or Any Address Proof_4_25-Nov-2020_12_30_12_236	×
5	Self-declaration of Applicant		Self-declaration of Applicant_5_25-Nov-2020_12_30_37_158	×

Make Payment

Back

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



# $\stackrel{\circ}{ extsf{CMS}}$ Tamil Nadu e-District Application User Manual

#### Confirm

Application Number	TN-9020201125101			
Applicant Name	Roja			
Date of Application	25-Nov-2020			
Service Name	Indira Gandhi National Old Age Pension Scheme (IGNOPS)			
Service Charge	10.00			
Total	10.00 Click to confirm payment			
	payment			
Confirm payment				

Acknowledgement receipt will be shown.

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

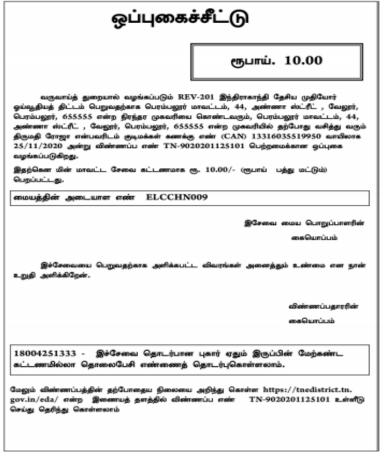
## **Acknowledgement Receipt**

Application Number	TN-9020201125101
Applicant Name	Roja
Service Name	REV-201 Indira Gandhi National Old Age Pension Scheme (IGNOPS)
Service Charge	10.00
Total	10.00
Payment Mode	Click to print receipt
Transaction Status	
Print receipt	Finish

Note: Please click on finish button after receipt downloaded

The below figure shows the preview of the acknowledgement receipt.

© 2019. Government of Tamil Nadu. All rights reserved.



#### **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

	Application Number	Service Name	Applicant Name	Date of Request	Status	Documen
				Request		Status
0	TN-4620201009101	DCA-401 Licence to Grant Allopathic Drugs	Rajkumar	09-Oct-2020	Saved	Pending
0	TN-9220201008102	REV-203 Indira Gandhi National Disability Pension Scheme (IGNDPS)	Roja	08-Oct-2020	Saved	Uploaded
0	TN-9220201008101	REV-203 Indira Gandhi National Disability Pension Scheme (IGNDPS)	Roja	08-Oct-2020	Saved	Pending
0	TN-8920201008102	REV-123 Destitute Widow Certificate	Roja	08-Oct-2020	Saved	Uploaded
0	TN-8920201005103	REV-123 Destitute Widow Certificate	Manju	05-Oct-2020	Saved	Pending
0	TN-1620201005101	REV-109 Widow Certificate	Roja	05-Oct-2020	Saved	Pending
0	TN-9020200930101	REV-201 Indira Gandhi National Old Age Pension Scheme (IGNOPS)	Raja	30-Sep-2020	Saved	Pending
0	TN-9020200929104	REV-201 Indira Gandhi National Old Age Pension Scheme (IGNOPS)	Vijay	29-Sep-2020	Saved	Uploaded
0	TN-9020200929103	REV-201 Indira Gandhi National Old Age Pension Scheme (IGNOPS)	Roja	29-Sep-2020	Saved	Pending

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



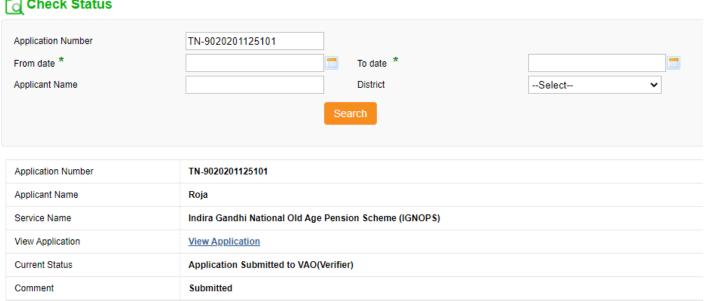
# $\overline{\mathrm{CMS}}$ Tamil Nadu e-District Application User Manual

#### Submitted Application

Sr. No.	Application Number	Service Name	Applicant Name	Date of Request	Status	Certificate
1	TN-9020201125101	REV-201 Indira Gandhi National Old Age Pension Scheme (IGNOPS)	Roja	25-Nov- 2020	Check Status	NA
2	TN-9720201124101	REV-204 Unmarried Women Pension Scheme (UWPS)	Roja	24-Nov- 2020	Check Status	NA
3	TN-9420201123101	REV-205 Chief Minister's Uzhavar Padhukaapu Thittam (CMUPT)	Mahalakshmi	23-Nov- 2020	Check Status	NA
4	TN-9020201121102	REV-201 Indira Gandhi National Old Age Pension Scheme (IGNOPS)	Vijaykumar	21-Nov- 2020	Check Status	NA
5	TN-9020201121101	REV-201 Indira Gandhi National Old Age Pension Scheme (IGNOPS)	Roja	21-Nov- 2020	Check Status	NA

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

# **Check Status**



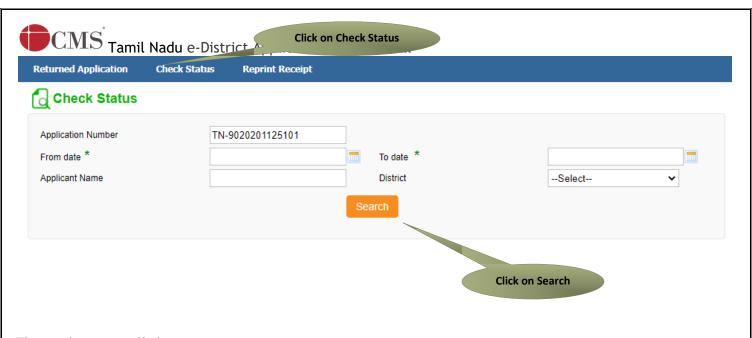
#### **Downloading Certificate** 7.2.

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.

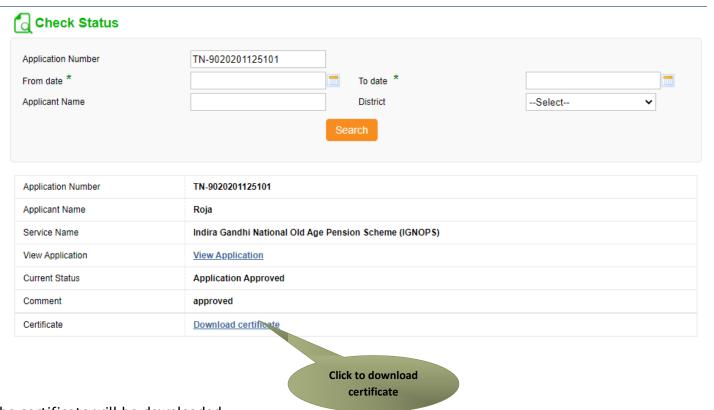
**STEP 2:** Enter Application Number.

STEP 3: Click on Search.



The application will show up.

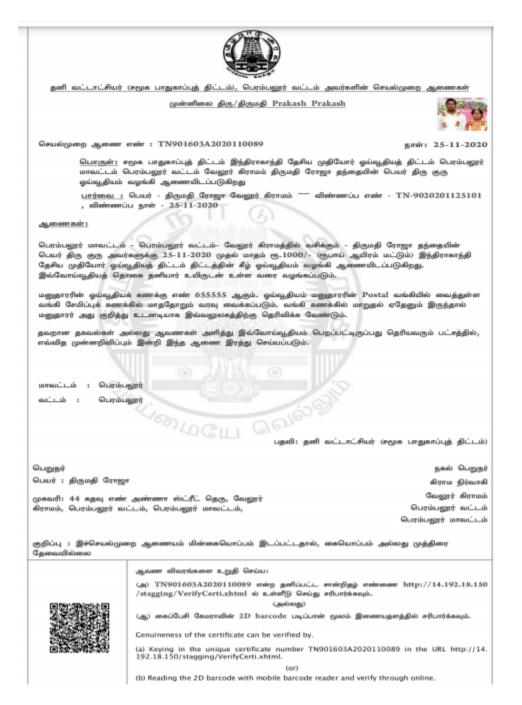
STEP 4: Click on Download certificate link.



The certificate will be downloaded.



The below figure shows the preview of the Indira Gandhi National Old Age Pension Scheme



#### 8. Disclaimer

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