

Tamil Nadu e-District Application

Training Manual for

Destitute Widow Pension Scheme (REV-202)

Revenue Department



Table of Content

Table of Contents

| 1. | | Pro | ject Overview3 | |
|----|----|------|--|---|
| 2. | | Ger | neral Information | |
| | 2. | 1. | Tools Required3 | , |
| | | | 37 | |
| 3. | | Pur | pose 4 | |
| 4. | | Sco | pe4 | |
| 5. | | Get | ting Started4 | |
| 6. | | Serv | vices Offered under Revenue Department4 | |
| 7. | | De | estitute Widow Pension Scheme Error! Bookmark not defined. | |
| | 7. | 1. | Registering for CAN (Citizen Access Number)9 |) |
| | 7. | 2. | Applying for Destitute Widow Pension Scheme12 | |
| | 7. | 2.1. | Filling up Destitute Widow Pension Scheme13 | j |
| | 7. | 3. | Downloading Certificate21 | |
| 8. | | Disc | claimer24 | |



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

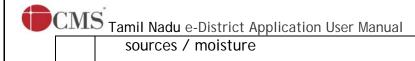
- 1. Ensure all cables are connected between the computer, network connection, peripherals & UPS
- 2. Plug the UPS to the electrical socket
- 3. Switch 'ON' the electrical socket
- 4. Switch 'ON' the UPS
- 5. Press the (power button) on the computer
- 6. Allow the system to boot up.



- 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





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 Destitute Widow Pension Scheme through the e-District Portal.

4. Scope

The scope of this document covers the 'Destitute Widow 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 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

Tamil Nadu e-District Application User Manual

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. RFV-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 (IGNOPS)

26. REV-202 Destitute Widow Pension Scheme (DWPS)

27. REV-203 Destitute Deserted Woman Pension Scheme (DDWPS)

28. REV-204 Unmarried Women Pension Scheme (UWPS

29. REV-205 Chief Minister Uzhavar Pathukapu Thittam (CMUPT)

30. REV-206 Differently Abled Pension Scheme

7. Destitute Widow Pension Scheme

Following steps describe how to apply for the Destitute Widow 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.

Make sure 'Operator' is selected in the Operator Typefield.

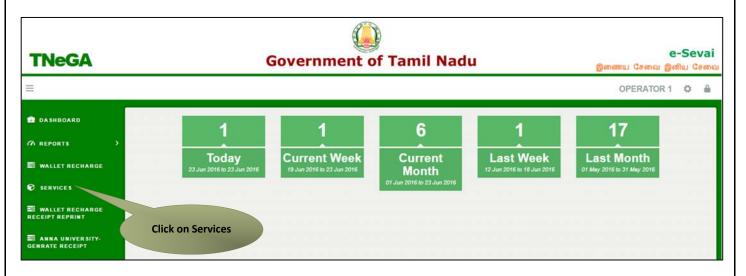
STEP 3: Enter Captcha code.

STEP 4: Click on Login.



e-Sevai Dashboard will appear.

STEP 5: Click on Services on the left panel.

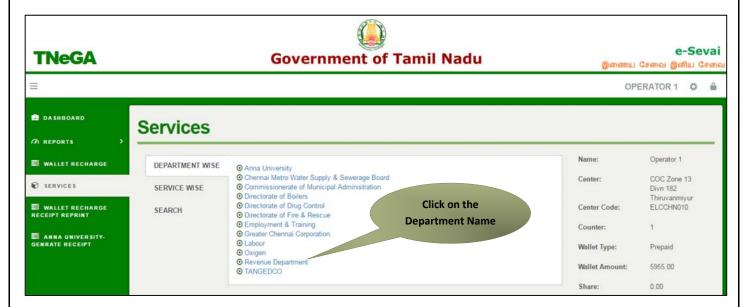


Department Wise service listing will appear.

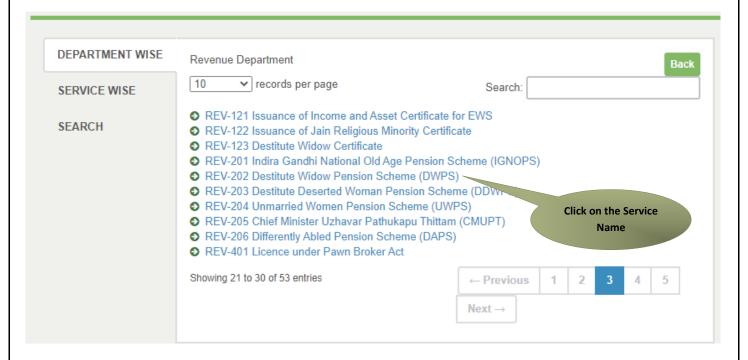


STEP 6: Click on Revenue Department.

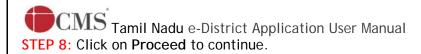
You can also switch to the **Service Wise** listing, or switch to **Search** and search a particular service using keywords.



STEP 7: Click on REV-202 Destitute Widow Pension Scheme



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





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.



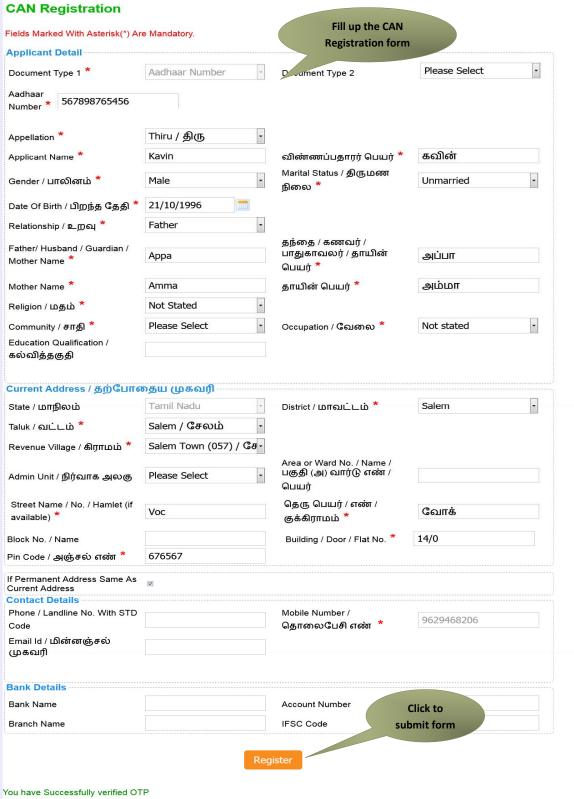
STEP 1: Click on the 'Click here' link to apply for CAN Registration.

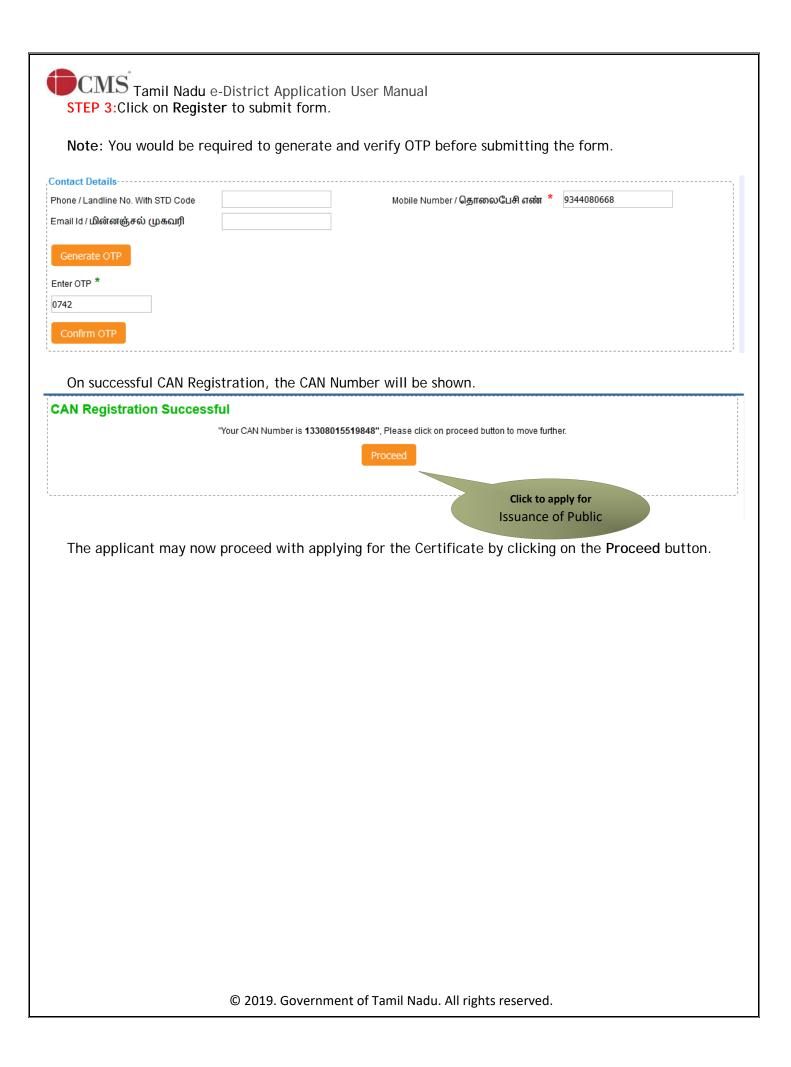
| 2. If Applicant doesn't have CAN Nu | lease enter CAN Number or any of the field in | Click to apply for CAN Registration | to proceed. |
|---|---|--|-------------|
| Applicant CAN Number/ குடிமக்கள் கணக்கு எண் * Applicant Father Name * Applicant Email Id * | | Applicant Name * Applicant Mobile Number * Applicant Date of Birth * | |
| | Se | arch | |
| | | | |

The below figure shows the CAN Registration form.

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









7.2. Applying for Destitute Widow Pension Scheme

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

| REV-202 Destitute Widow Pension Scheme (DWPS) | | | | | | |
|--|-------|---------------------------------|------------------------|---------------|------------|----------|
| Note: Apply for the service as per the given instructions :- | | | | | | |
| 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. If Applicant doesn't have CAN Number: Click on Register button. | | | | | | |
| 3. Apply for CAN registration | Regi | ster Can | Search results | | | |
| Applicant CAN Number/ குடிமக்கள் கணக்கு எண் * 13318015518687 Applicant Name * | | | | | | |
| Applicant Father Name * | | Арр | licant Mobile Number * | | | |
| Applicant Email Id * | | Арр | licant Date of Birth * | | | |
| | | Search | | | | |
| CAN Number | Name | Father / Husband / Guardian / M | other Name | Date of Birth | Mobile | Email-ld |
| 13318015518687 | Muthu | Murthy | | 01-Jun-1990 | 9894584248 | |
| <<<< < > >>>> | | | | | | |
| 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.

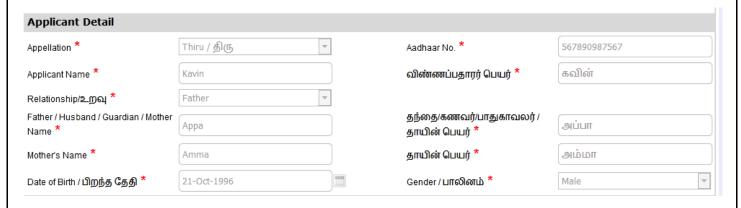




7.2.1. Filling up Destitute Widow Pension Scheme

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.





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 * | 9344080668 | | | | |
| Email Id * | | | | | | | |

SECTION 5: Bank/Postal Details

Applicant's bank/postal details will appear and need to fill the bank details in the form. These details are editable.



SECTION 6: Other Details

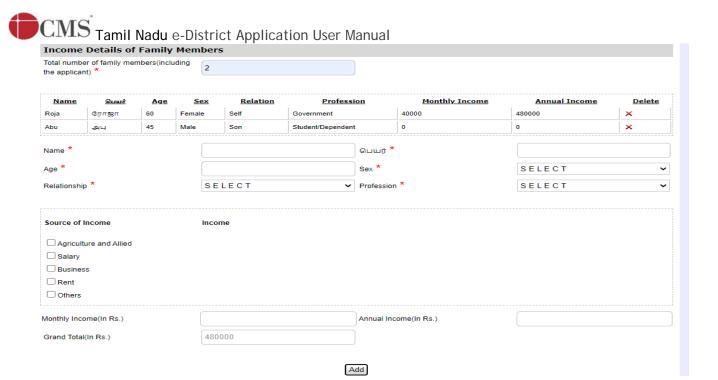
Specify the Type of Application and Type of Applicant for the further proceedings.

Once, all details are added, and click submits to proceed for the documents submission.



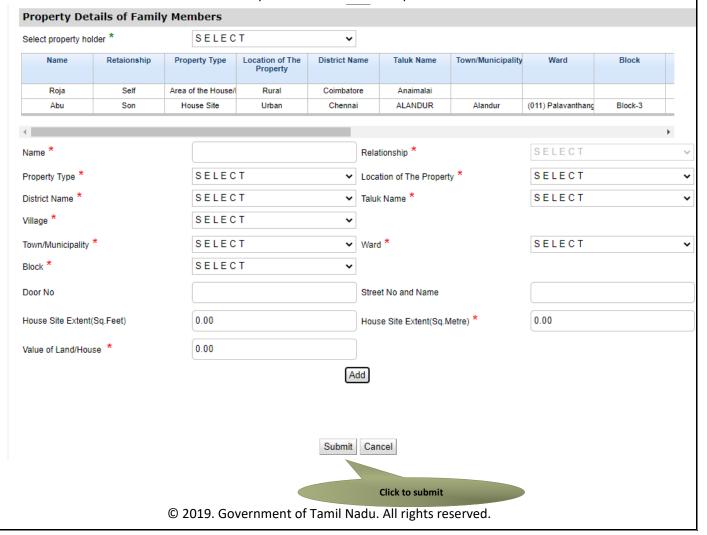
SECTION 7: Income Details of Family Members

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 submits to proceed for the documents submission.





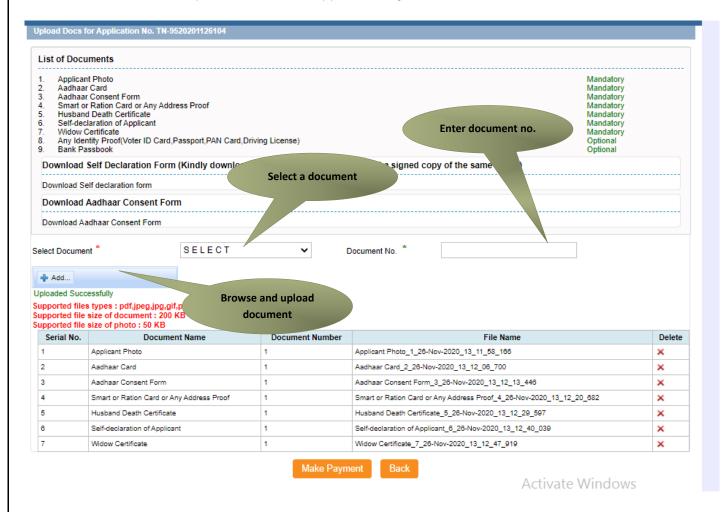
Once, the all details are added, you have to After Verify all the data. And click submits to proceed for the documents submission.

Next screen will show a list of required documents.

Note: Based upon the Type of Applicant selection, required documents will be varied.

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'.

Tamil Nadu e-District Application User Manual

| Serial No. | Document Name | Document Number | File Name | Delete |
|-----------------------|-------------------------------|-----------------|--|--------|
| 1 | Applicant Photo | 1 | Applicant Photo_1_18-Nov-2020_23_27_31_745 | × |
| 2 Aadhaar Card | | 2 | Aadhaar Card_2_18-Nov-2020_23_27_39_426 | × |
| Click to make payment | | 3 | Aadhaar Consent Form_3_18-Nov-2020_23_27_45_509 | × |
| T | ress Proof | 4 | Smart or Ration Card or Any Address Proof_4_18-Nov-2020_23_27_52_920 | × |
| 5 | Husband Death Cerus | 5 | Husband Death Certificate_5_18-Nov-2020_23_28_02_331 | × |
| 6 | Self-declaration of Applicant | 6 | Self-declaration of Applicant_6_18-Nov-2020_23_28_09_368 | × |
| 7 | Widow Certificate | 7 | Widow Certificate_7_18-Nov-2020_23_28_17_404 | × |

Make Payment

Back

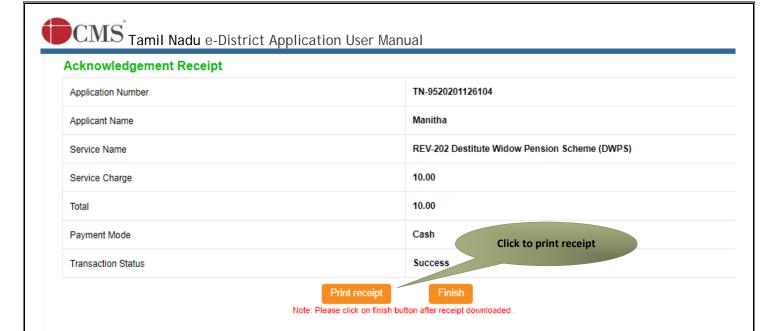
Payments page will appear. Amount payable (Total Fees) will be shown on screen. Click on Confirm Payment.

Confirm

| Commi | | | | |
|---------------------|---------------------------------------|--|--|--|
| Application Number | TN-9520201126104 | | | |
| Applicant Name | Manitha | | | |
| Date of Application | 26-Nov-2020 | | | |
| Service Name | Destitute Widow Pension Scheme (DWPS) | | | |
| Service Charge | 10.00 | | | |
| Total | 10.00 Click to confirm payment | | | |
| | | | | |
| Confirm payment | | | | |

Acknowledgement receipt will be shown.

Click on Print Receipt to download/print the receipt.



The below figure shows the preview of the acknowledgement receipt.

ஒப்புகைச்சீட்டு

ரூபாய். 10.00

வருவாய்த் துறையால் வழங்கப்படும் REV-202 ஆதரவற்ற விதவை பெண்கள் ஒய்வூதியத் திட்டம் பெறுவதற்காக சேலம் மாவட்டம், 2, சாய் , சேலம் டவுன், சேலம், 677767 என்ற நிரத்தர முகவரியை கொண்டவரும், சேலம் மாவட்டம், 2, சாய் , சேலம் டவுன், சேலம், 677767 என்ற முகவரியில் தற்போது வசித்து வரும் டாக்டர் மனித என்பவரிடம் குடிமக்கள் கணக்கு எண் (CAN) 13308015519955 வாயிலாக 26/11/2020 அன்று விண்ணப்ப எண் TN-9520201126104 பெற்றமைக்கான ஒப்புகை வழங்கப்படுகிறது.

இதற்கென மின் மாவட்ட சேவை கட்டணமாக ரூ. 10.00/- (ரூபாய் பத்து மட்டும்) பெறப்பட்டது.

மையத்தின் அடையாள எண் TACTRI018

இசேவை மைய பொறுப்பாளரின் கையொப்பம்

இச்சேவையை பெறுவதற்காக அளிக்கபட்ட 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-9520201126104 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.



Saved Application

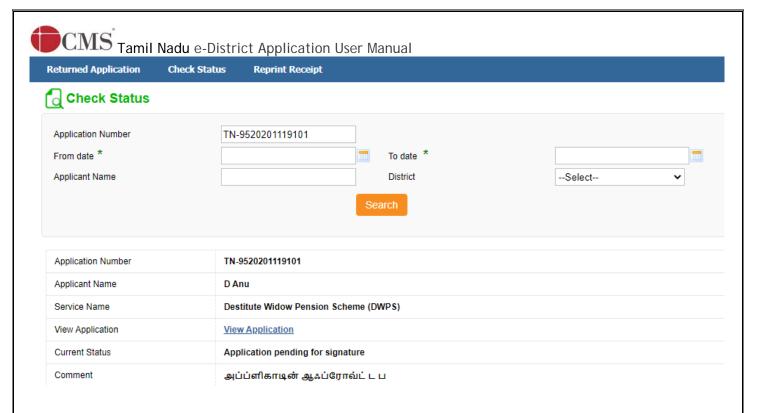
| Application Number | Service Name | Applicant Name | Date of Request | Status | Document Status |
|--------------------|---|---|---|-------------------------------------|--|
| TN-9320201121101 | REV-206 Differently Abled Pension Scheme(DAPS) | D Anu | 21-Nov- 2020 | Saved | Uploaded |
| TN-9520201118101 | REV-202 Destitute Widow Pension Scheme (DWPS) | D Anu | 18-Nov- 2020 | Saved | Uploaded |
| TN-7920201107101 | DCA-410 Grant of Repackaging Licence for Allopathic Drugs | Anu | 07-Nov- 2020 | Saved | Uploaded |
| TN-10220201106101 | DCA-605 Retention of Loan License for Manufacture of Drugs for sale Allopathic Drugs | Prabhu | 06-Nov- 2020 | Saved | Pending |
| TN-9620201103101 | REV-203 Deserted Destitute Wives Pension Scheme (DDWPS) | S Anu | 03-Nov- 2020 | Saved | Pending |
| | TN-9320201121101 TN-9520201118101 TN-7920201107101 TN-10220201106101 | N-9320201121101 REV-206 Differently Abled Pension Scheme (DAPS) | N-9320201121101 REV-206 Differently Abled Pension Scheme (DAPS) D Anu | New Column Service Name Request | Number Service Name Request Status |

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

Submitted Application

| Sr. No. | Application Number | Service Name | Applicant Name | Date of Request | Status | Certificate |
|------------|--------------------|--|----------------|--------------------|-----------------|-------------|
| 1 | TN-9320201120102 | REV-206 Differently Abled Pension Scheme(DAPS) | D Anu | 20-Nov-2020 | Check Status | NA |
| 2 | TN-9320201119107 | REV-206 Differently Abled Pension Scheme(DAPS) | D Anu | 19-Nov-2020 | Check Status | NA |
| 3 | TN-9320201119106 | REV-206 Differently Abled Pension Scheme(DAPS) | D Anu | 19-Nov-2020 | Check Status | NA |
| 4 | TN-9520201119101 | REV-202 Destitute Widow Pension Scheme (DWPS) | D Anu | 19-Nov-2020 | Check Status | NA |
| 5 | TN-9620201119102 | REV-203 Deserted Destitute Wives Pension Scheme (DDWPS) | D Anu | 19-Nov-2020 | Check Status | NA |
| 6 | TN-9620201119101 | REV-203 Deserted Destitute Wives Pension Scheme (DDWPS) | D Anu | 19-Nov-2020 | Check Status | NA |
| | | DEV/ 203 Decerted Dectitute Wives Dension | | | Chack | |

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

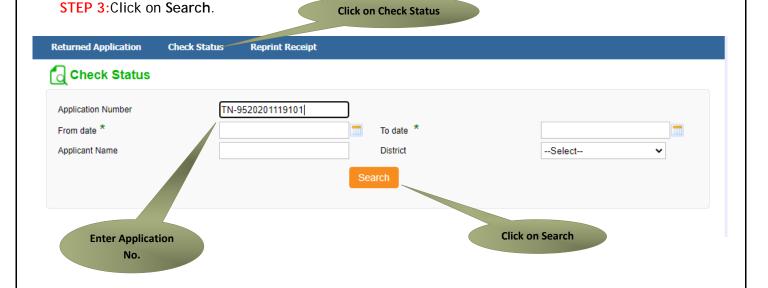


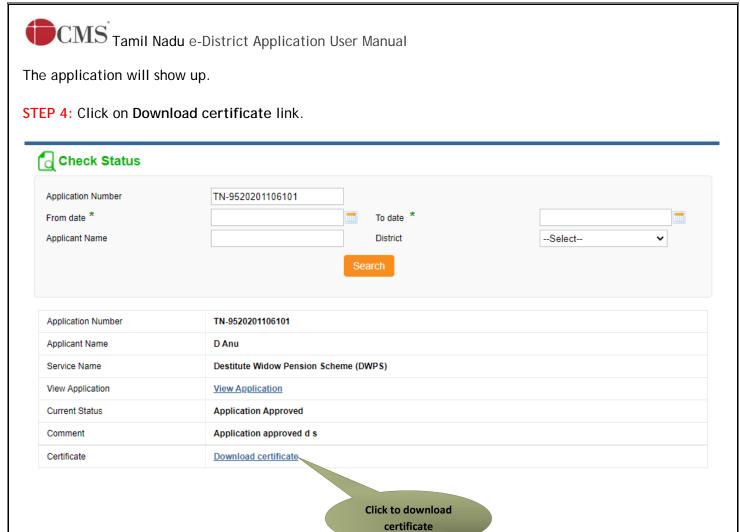
7.3. Downloading Certificate

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.





The certificate will be downloaded.



The below figure shows the preview of the Destitute Widow Pension Scheme



முன்னிலை திரு/திருமதி Prakash Prakash



Овижурев "денен еген : TN951603A2020110087

ъте́т: 24-11-2020

<u>டொருள்</u> சமூக பாதுகாப்பத் திட்டம் ஆதாவற்ற விதவை பெண்கள் ஒவ்வூதியத் திட்டம் பொற்பனூர் மாவட்டம் பொற்பனூர் வட்டம் பொற்பனூர் (வடக்கு) சிராமம் திருமதி ட அணு தாகின் பெயர் திருமதி மீரா ஒப்வூதியம் வழக்கி ஆணைவிடப்படுகிறது

பார்மை : பெடர் - திருமதி ட அனு பொப்பதூர் (வடக்கு) கிராகம் — வின்னைப்ப என் - TN-9520201106101 , வின்னைப்ப நாள் - 06-11-2020

பெரம்பலூர் மாவட்டம் - பொம்பலூர் வட்டம்- பெரம்பலூர் (வடக்கு) கிரமத்தில் வசிக்கும் - திருவதி ட அணு தாகின் பெயர் திருவதி வீரா அவர்களுக்கு 24-11-2020 முதல் மாதம் ரூ.1000/- (ரூ.மாய் ஆயிரம் மட்டும்) ஆதாவற்ற விதவை டெண்கள் ஒப்பூதியத் திட்டம் திட்டத்தின் கீழ் ஒய்வுதியம் வழக்கி ஆணையிடப்படுகிறது. இவ்வோய்வூதியத் தொகை தனியார் உயிருடன் உள்ள வரை வழக்கப்படும்.

மனுதாரரின் ஒவ்வூதியக் கணக்கு என் 8765435675435643 ஆகும். ஒவ்வூதியம் மனுதாரரின் CANARA BANK வங்கிவில் வைத்துள்ள வங்கி சேவிப்புக் கணக்கில் மாததோறும் வரவு வைக்கப்படும். வங்கி கணக்கில் மாறுதல் எதேனும் இருந்தால் மனுதாரர் அது குறித்து உடனடியாக இவ்வலுமைத்திற்கு தெரிவிக்க வேண்டும்.

தவறான தகலல்கள் அல்லது ஆவணகள் அளித்து இவ்வோப்வூதியம் பெறப்பட்டிருப்பது தெரியவரும் பட்சத்தில், எவ்வித முன்னறிவிப்பும் இன்றி இந்த ஆணை இரத்து செய்யப்படும்.

மாவட்டம் : பொற்பலூர்

வட்டம் : Gurauget

KIED MOCH CHOISING பதவி: தனி வட்டாட்சியர் (சமூக பாதுகாப்புத் திட்டம்)

பெறுநர்

பெயர் : நிருமதி ட அனு

முகவரி: 16 கதவு என் ம நகர் தெரு, பொம்பலூர் (வடக்கு) சிராமம், பெரம்பலூர் வட்டம், பொம்பலூர் மாவட்டம்,

கிராம நிர்வாகி

பெரம்பலூர் (வடக்கு) கிராமம் பொம்பலூர் வட்டம் பெரம்பலூர் மாவட்டம்

குறிப்பு : இச்செயல்முறை ஆணையக் வின்னையொப்பக் இடப்பட்டதால், வையொப்பக் அல்லது முத்திரை தேவையில்லை

ALCOHOL CONTRACT LOSS CONTRACT

(அ) TN951603A2020110087 என்ற தனிப்பட்ட என்றிதழ் எண்ணை http://14.192,18.150 /stagging/VerifyCerti.xhtml ல் உள்ளிடு செய்து சரிபால்கவும்.

(ஆ) கைப்பேசி வேராவின் 2D barcode படிப்பான் மூலம் இணையதளத்தில் சரிபார்க்கவும். Genutneness of the certificate can be verified by:

(a) Keying in the unique certificate number TN951601A2020110087 in the URL http://14.192.18.150/stagging/VerifyCerti.xhtml.

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

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