

Tamil Nadu e-District Application

Training Manual for

**Claim Application- Manual
Board- Marriage Assistance
TWB-225**

**Tamil Nadu Unorganized
Workers Welfare Board**



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 charged5. 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 'Claim Application- Manual Board- Marriage Assistance' through the e-District Portal.

4. Scope

The scope of this document covers the 'Claim Application- Manual Board- Marriage Assistance' service offered under the **Tamil Nadu Unorganized Workers Welfare Board**.

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 Tamil Nadu Unorganized Workers Welfare Board

Following services are offered under the Revenue Department:

1. TWB-201 Claim Registration
2. TWB-202 Claim Renewal
3. TWB-203 Claim Updation
4. TWB-204 Claim Application- Construction Board - Accident Death at worksite
5. TWB-205 Claim Application-Construction Board-Compensation for accidental death and disability
6. TWB-206 Claim Application-Construction Board-Disability Pension
7. TWB-207 Claim Application-Construction Board-Education Assistance for 10th /12th Standard pass
8. TWB-208 Claim Application-Construction Board-Educational Assistance for girl children studying 10th / 11th / 12th

9. TWB-209 Claim Application-Construction Board-Educational Assistance for Higher Education
10. TWB-210 Claim Application-Construction Board-Educational Assistance for studying in 6th/7th/8th/9th
11. TWB-211 Claim Application-Construction Board-Family pension
12. TWB-212 Claim Application-Construction Board-Funeral Expenses / Natural Death
13. TWB-213 Claim Application-Construction Board-Marriage Assistance
14. TWB-214 Claim Application-Construction Board-Maternity / Miscarriage / Termination of Pregnancy
15. TWB-215 Claim Application-Construction Board-Pension
16. TWB-216 Claim Application-Construction Board-Reimbursement of purchase of spectacles
17. TWB-217 Claim Application-Manual Board-Compensation for accidental death and disability
18. TWB-218 Claim Application-Manual Board-Disability Pension
19. TWB-219 Claim Application-Manual Board-Education Assistance for 10th /12th Standard pass
20. TWB-220 Claim Application-Manual Board-Educational Assistance for girl children studying 10th / 11th / 12th
21. TWB-221 Claim Application-Manual Board-Educational Assistance for Higher Education
22. TWB-222 Claim Application-Manual Board-Educational Assistance for studying in 6th/7th/8th/9th
23. TWB-224 Claim Application-Manual Board-Funeral Expenses / Natural Death
24. TWB-225 Claim Application-Manual Board-Marriage Assistance
25. TWB-226 Claim Application-Manual Board-Maternity / Miscarriage / Termination of Pregnancy
26. TWB-227 Claim Application-Manual Board-Pension
27. TWB-228 Claim Application-Manual Board-Reimbursement of purchase of spectacles
28. TWB-229 Claim Application-Driver Board-Compensation for accidental death and disability
29. TWB-230 Claim Application-Driver Board-Disability Pension
30. TWB-231 Claim Application-Driver Board-Education Assistance for 10th /12th Standard pass
31. TWB-232 Claim Application-Driver Board-Educational Assistance for girl children studying 10th / 11th / 12th
32. TWB-233 Claim Application-Driver Board-Educational Assistance for Higher Education
33. TWB-234 Claim Application-Driver Board-Educational Assistance for studying in 6th/7th/8th/9th
34. TWB-236 Claim Application-Driver Board-Funeral Expenses / Natural Death
35. TWB-237 Claim Application-Driver Board-Marriage Assistance
36. TWB-238 Claim Application-Driver Board-Maternity / Miscarriage / Termination of Pregnancy
37. TWB-239 Claim Application-Driver Board-Pension

38. TWB-240 Claim Application-Driver Board-Reimbursement of purchase of spectacles
39. TWB-241 Claim Application - Return
40. TWB-242 ID Card Download
41. TWB-243 Claim Application - Amendment
42. TWB-244 Claim Application - Transfer
43. TWB-245 Housing Scheme
44. TWB-246 Live certificate for Pensioner

7. TWB-225 Claim Application- Manual Board- Marriage Assistance

Following steps describe how to apply for Claim Application- Manual Board- Marriage Assistance through the e-District Portal:

- STEP 1:** 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.



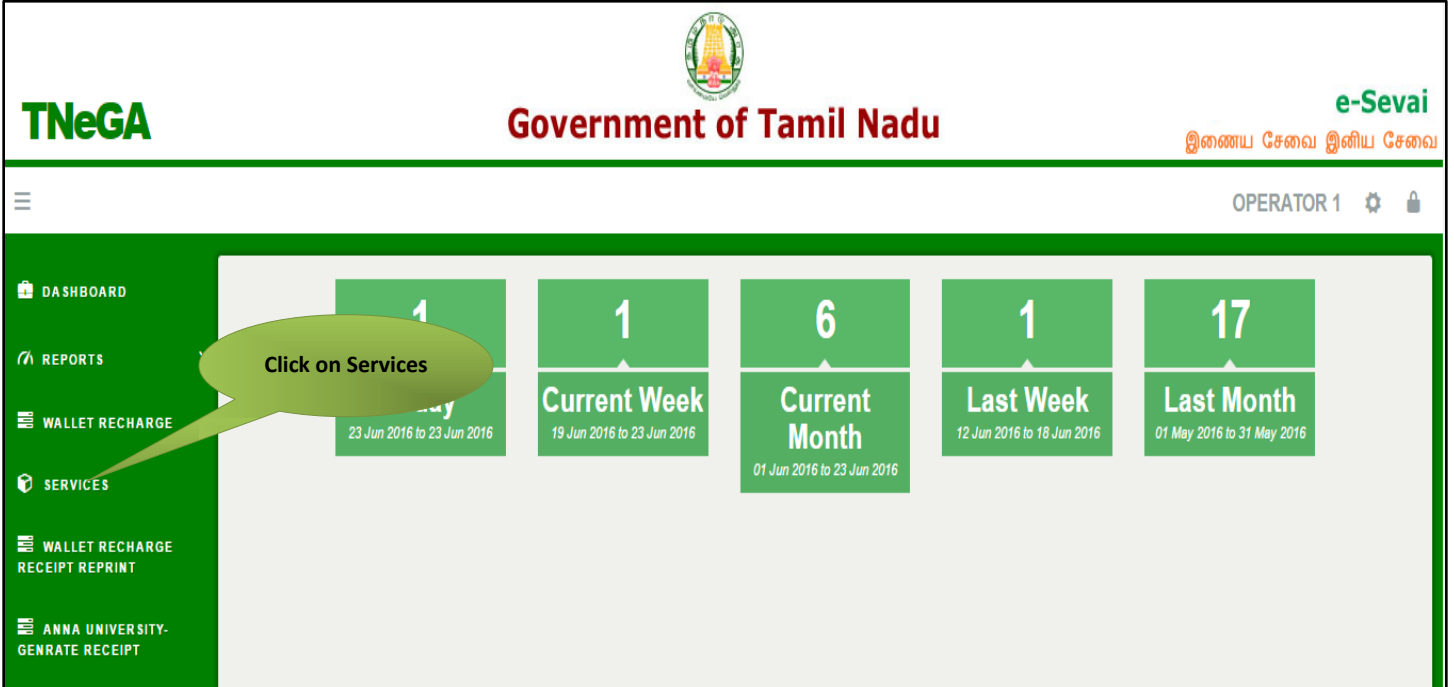
The screenshot shows the e-Sevai dashboard with the following elements:

- Header:** TNeGA logo, Government of Tamil Nadu, and navigation links: Home, About e-Sevai, Government Orders, e-Sevai, Contact Us, Help.
- Left Panel:** TNeGA section with a map of Tamil Nadu.
- Important Links:** Government Orders, Tenders, Documents, Job Opportunities, Maps.
- Latest News:** Locate your near by e-Sevai, List of Services Offered in e-Sevai Centres, List of Services offered through Institution.
- Sign In Section:** Username field (tnelcchn010-01), Password field (*****), Operator dropdown menu, Captcha field (ZNRJ2), and Login/Reset buttons. A "Forgot Password?" link is also present.

Callout boxes indicate the following actions:

- Enter Login ID and Password:** Points to the Username and Password fields.
- Enter Captcha:** Points to the Captcha field.
- Click on Login:** Points to the Login button.

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




The screenshot shows the TNeGA dashboard for the Government of Tamil Nadu. At the top, there is a header with the TNeGA logo, the Government of Tamil Nadu emblem, and the text 'e-Sevai' with its Tamil equivalent. Below the header, there is a navigation menu on the left with items like Dashboard, Reports, Wallet Recharge, Services, and Receipt Reprint. The main area displays five green boxes with statistics: '1' for Today (23 Jun 2016 to 23 Jun 2016), '1' for Current Week (19 Jun 2016 to 23 Jun 2016), '6' for Current Month (01 Jun 2016 to 23 Jun 2016), '1' for Last Week (12 Jun 2016 to 18 Jun 2016), and '17' for Last Month (01 May 2016 to 31 May 2016). A callout bubble points to the 'Services' menu item in the left navigation bar.

Department Wise service listing will appear.

STEP 6: Click on Tamil Nadu Unorganized Workers welfare Board

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



The screenshot shows the 'Services' page in the TNeGA application. The header includes the Directorate of e-Governance, Tamil Nadu e-Governance Agency, TNeGA logo, and e-Sevai text. The main content area is titled 'Services' and has three tabs: 'DEPARTMENT WISE', 'SERVICE WISE', and 'SEARCH'. Under the 'DEPARTMENT WISE' tab, a list of departments is displayed. A red box highlights 'Tamil Nadu Unorganised Workers Welfare Board', with a callout bubble pointing to it labeled 'Department Name'. On the right side, there is a summary table for the selected service.

Name:	Aravinth
Center:	Madhavaperumalkoil Panchayat-TACTV
Center Code:	TACTRI015
Counter:	1
Wallet Type:	Prepaid
Wallet Amount:	8838.00
Share:	0.00

STEP 7: Click on ClaimApplication- Manual Board- Marriage Assistance



APARVINTH - TACTRI015-01

Services

Click on the Service Name

DEPARTMENT WISE: Tamil Nadu Unorganised Workers Welfare Board

SERVICE WISE: 10 records per page

SEARCH: [Search Box]

- Claim Application-Manual Board-Educational Assistance for studying in 7th/8th/9th
- Claim Application-Manual Board-Funeral Expenses / Natural Death
- Claim Application-Manual Board-Marriage Assistance
- Claim Application-Manual Board-Maternity / Miscarriage / Termination of Pregnancy
- Claim Application-Manual Board-Pension
- Claim Application-Manual Board-Reimbursement of purchase of spectacles
- ID Card Download
- Registration
- Renewal
- Return

Name: Aravinth
Center: Madhavaperumalkoil Panchayat - TACTV
Center Code: TACTRI015
Counter: 1
Wallet Type: Prepaid
Wallet Amount: 8638.00
Share: 0.00

You will be redirected to the service page on the Tamil Nadu Unorganized Workers Welfare Board Web Portal.

7.1 Applying for Claim Application- Construction Board-Marriage Assistance

SECTION1: Applicant Aadhaar and Registration Details

Applicant are used to fill this form with proper details

FORM - F
[See clause 16(4)]
APPLICATION FOR PAYMENT OF MARRIAGE ASSISTANCE / திருமண உதவி பெறுவதற்கான விண்ணப்பம்

Aadhaar Verification

Aadhaar No / ஆதார் எண்
*****4564 ✓ Verified

Personal Details / தனிப்பட்ட விவரங்கள்

Board Name / வாரியத்தின் பெயர் *
TN Construction WWB / தமிழ்நாடு கட்டுமானத் தொழிலாளர்க

Registration No / பதிவு செய்யப்பட்ட எண் *
01BEND300001

Registration date / பதிவு செய்யப்பட்ட தேதி *
08-10-2020

Renewal date / புதுப்பிக்கப்பட்ட தேதி *
07-10-2025

Aadhaar No / ஆதார் எண் *
*****4564

Aadhaar Card Proof / ஆதார் அட்டை நகல் * -
Choose File No file chosen

Name of the Worker *
Balaji

Note: (தாங்கள் 500 KB க்குள் உள்ள jpeg, jpg, png, pdf முறையில் பதிவேற்றம் செய்யலாம்)

View

தொழிலாளியின் பெயர் *
பாலாஜி

Name of the Father / Husband *
mani

Applicants are used to provide age, gender, DOB

தந்தை / கணவரின் பெயர் *	Mobile Number / தொலைபேசி எண் *
<input type="text"/>	<input type="text" value="8220914822"/>
Gender / பாலினம் *	
<input type="text" value="Female"/>	
Date of birth / பிறந்த தேதி *	Age / வயது *
<input type="text" value="01-04-1988"/>	<input type="text" value="32"/>
Age Proof / வயது சான்று (ஏதேனும் ஒன்று) *	Upload document(Evidence of Age Proof) / வயதுக்கான சான்று ஆவணம் பதிவேற்றவும் (Original/அசல்) *
<input type="text" value="Ration Card"/>	<input type="button" value="View"/>
Community / சாதி *	Community Certificate / Self declaration for SC/ST / சாதி சான்றிதழ் / சுய சான்றிதழ் ஆவணம் பதிவேற்றவும்
<input type="text" value="SC"/>	<input type="button" value="View"/>
Marital Status / திருமண நிலை *	
<input type="text" value="Married"/>	
Ration card / குடும்ப அட்டை எண் *	Document (Ration card) / குடும்ப அட்டை *
<input type="text" value="213123213213213"/>	<input type="button" value="Choose File"/> No file chosen
	Note: (தாங்கள் 500 KB க்குள் உள்ள jpeg, jpg, png, pdf முறையில் பதிவேற்றம் செய்யலாம்)
	<input type="button" value="View"/>

SECTION 3: Applicant Address details

Applicant are used to select district, taluk and village name and contact details

Address / முகவரி	
House / Door No. / கதவு எண்	
<input type="text" value="23"/>	
Address / முகவரி	
House / Door No. / கதவு எண்	
<input type="text" value="23"/>	
Address Line 1	தெரு முகவரி
<input type="text" value="villivakkam"/>	<input type="text" value="வில்லிவாக்கம்"/>
Address Line 2	தெரு முகவரி
<input type="text" value="villivakkam"/>	<input type="text" value="வில்லிவக்கா"/>
State / மாநிலம்	District / மாவட்டம்
<input type="text" value="Tamil Nadu"/>	<input type="text" value="Chennai"/>
Taluk / வட்டம்	Village / Town / City
<input type="text" value="Egmore"/>	<input type="text" value="villivakkam"/>
கிராமம் / நகரம்	Pincode / அஞ்சல் குறியீடு
<input type="text" value="வில்லிவாக்கம்"/>	<input type="text" value="600049"/>
Maternity Details / மகப்பேறு விவரங்கள்	
Maternity Details / மகப்பேறு விவரங்கள்	
Registration card / பதிவு அட்டை(Original/அசல்) *	Claim Verification Certificate / நலத்திட்ட உறுதிமொழி சான்று (Original/அசல்) *
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
Note: (தாங்கள் 500 KB க்குள் உள்ள jpeg, jpg, png, pdf முறையில் பதிவேற்றம் செய்யலாம்)	Note: (தாங்கள் 500 KB க்குள் உள்ள jpeg, jpg, png, pdf முறையில் பதிவேற்றம் செய்யலாம்)
	<input type="button" value="View"/>

SECTION 4: Applicant and their partner details

Applicants are used to provide self and their partner details


Particulars of the self and family members / சுய மற்றும் குடும்ப உறுப்பினர்களின் விவரங்கள்

Name	Gender	Date of Birth	Relationship	Marital Status	Action
balaji	Male	05-07-2020	Son	Single	Select
Balaji	Female	01-04-1988	Self	Married	Select

Details of the person for whose marriage the assistance is sought for / திருமண உதவி பெறும் நபரின் விவரங்கள்

Details of the couple - Groom / தம்பதியரின் விவரங்கள் - மணமகன்

Name / பெயர்* Gender / பாலினம்*

Date of Birth / பிறந்த தேதி*  Age / வயது*


Age Proof (Birth Certificate/Transfer Certificate/Marksheet/Driving license/Voter ID/Ration card) (Original/அசல்)* No file chosen Aadhaar Number / ஆதார் எண்*

Aadhaar / ஆதார் அட்டை* No file chosen

SECTION 5: Marriage Hall Details

Applicant must fill the marriage hall venue

Date and Venue of the marriage / திருமண தேதி மற்றும் இடம்

Date of the Marriage / திருமண தேதி* 

House / Door No. / கதவு எண்* Address Line 1 / முகவரி 1 *

Address Line 2 / முகவரி 2 State / மாநிலம்*

District / மாவட்டம் * Taluk / வட்டம்*

Village / Town / City / கிராமம் / நகரம்* Pincode / அஞ்சல் குறியீடு*

Upload Documents

Is Marriage Registered Certificate available? / திருமண பதிவு சான்றிதழ் உள்ளதா? *

Marriage Photo / திருமண புகைப்படம்* No file chosen

Marriage Hall / Temple Receipt / திருமண மண்டபம் / கோயில் ரசீது * No file chosen

Note: (தாங்கள் 500 KB க்குள் உள்ள jpeg, jpg, png, pdf முறையில் பதிவேற்றம் செய்யலாம்)

Certificate from MP/MLA/President of Village Panchayat / Member of the Local body/ Village Administrative Officer/Revenue Inspector for chennai / எம்.பி. / எம்.எல்.ஏ / கிராம பஞ்சாயத்து தலைவர் / உள்ளாட்சி அமைப்பின் உறுப்பினர் / கிராம நிர்வாக அதிகாரி / சென்னையெனில் வருவாய் ஆய்வாளர் ஆகியோரிடமிருந்து பெறப்பட்ட சான்றிதழ்* No file chosen

SECTION 6: Applicant Bank Details

Applicant are used to fill with correct bank details

Address Proof of the couple / தம்பதியின் முகவரி சான்று* <input type="button" value="Choose File"/> No file chosen Note: (தாங்கள் 500 KB க்குள் உள்ள jpeg, jpg, png, pdf முறையில் பதிவேற்றம் செய்யலாம்) <input type="button" value="View"/>	Marriage Invitation (Including press address) / அச்சகம் விலாசத்துடன் திருமண அழைப்பிதழை பதிவேற்றவும்* <input type="button" value="Choose File"/> No file chosen Note: (தாங்கள் 500 KB க்குள் உள்ள jpeg, jpg, png, pdf முறையில் பதிவேற்றம் செய்யலாம்) <input type="button" value="View"/>
First Marriage Certificate (Obtained by VAO) / முதல் திருமண சான்றிதழ் (VAO இலிருந்து பெறப்பட்டது) * <input type="button" value="Choose File"/> No file chosen Note: (தாங்கள் 500 KB க்குள் உள்ள jpeg, jpg, png, pdf முறையில் பதிவேற்றம் செய்யலாம்) <input type="button" value="View"/>	
Bank Details / வங்கி விவரங்கள்வங்கி கணக்கு விவரங்களை மாற்றவேண்டுமா? <input type="button" value="ஆம்"/> <input type="button" value="இல்லை"/>	
Bank Name / வங்கியின் பெயர் * <input type="text" value="BANK OF INDIA"/>	Branch Name / கிளையின் பெயர் * <input type="text" value="villivakkam"/>
Bank Account Number / வங்கி கணக்கு எண் * <input type="text" value="22432432432432432"/>	Re-Enter Bank Account Number / வங்கி கணக்கு எண் * <input type="text" value="22432432432432432"/>
MICR Code / MICR குறியீடு * <input type="text" value="655658787"/>	IFSC Code / IFSC குறியீடு * <input type="text" value="asadsts2323"/>
Upload Bank passbook front page / வங்கி கணக்கு புத்தகத்தின் முதல் பக்கத்தை பதிவேற்றம் செய்யவும் (Original/அசல்)* <input type="button" value="Choose File"/> No file chosen Note: (தாங்கள் 500 KB க்குள் உள்ள jpeg, jpg, png, pdf முறையில் பதிவேற்றம் செய்யலாம்)	Upload Last Transaction page of the passbook / வங்கி கணக்கு புத்தகத்தில் கடைசி பரிவர்த்தனை பக்கத்தை பதிவேற்றம் செய்யவும் (Original/அசல்)* <input type="button" value="Choose File"/> No file chosen Note: (தாங்கள் 500 KB க்குள் உள்ள jpeg, jpg, png, pdf முறையில் பதிவேற்றம் செய்யலாம்)

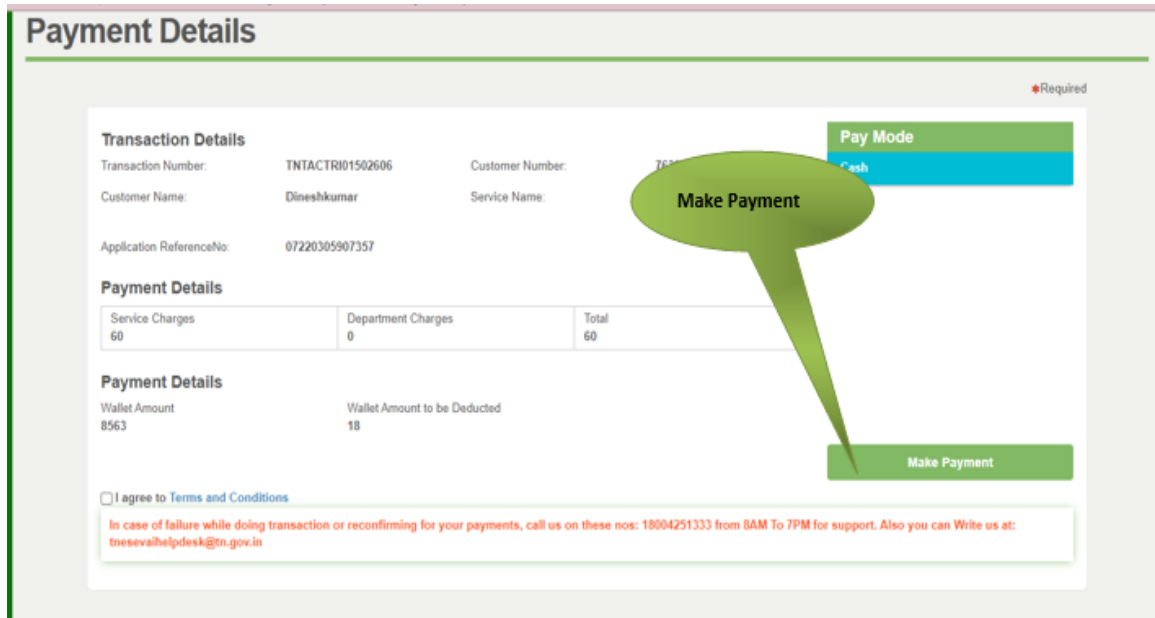
SECTION 7: Picture Proof

After uploading a live photo the applicant can submit the application.

தொழிலாளியின் நேரடி புகைப்படம்

Your captured image will appear here...

After uploading the documents, click on 'Make Payment'



Payment Details

Transaction Details

Transaction Number: TNTACTRI01502606 Customer Number: 7657
Customer Name: Dineshkumar Service Name:
Application ReferenceNo: 07220305907357

Pay Mode
Cash

Make Payment

Payment Details

Service Charges	Department Charges	Total
60	0	60

Payment Details

Wallet Amount: 8563
Wallet Amount to be Deducted: 18

I agree to Terms and Conditions

In case of failure while doing transaction or reconfirming for your payments, call us on these nos: 18004251333 from 8AM To 7PM for support. Also you can Write us at: tnesevaihelpdesk@tn.gov.in

Make Payment

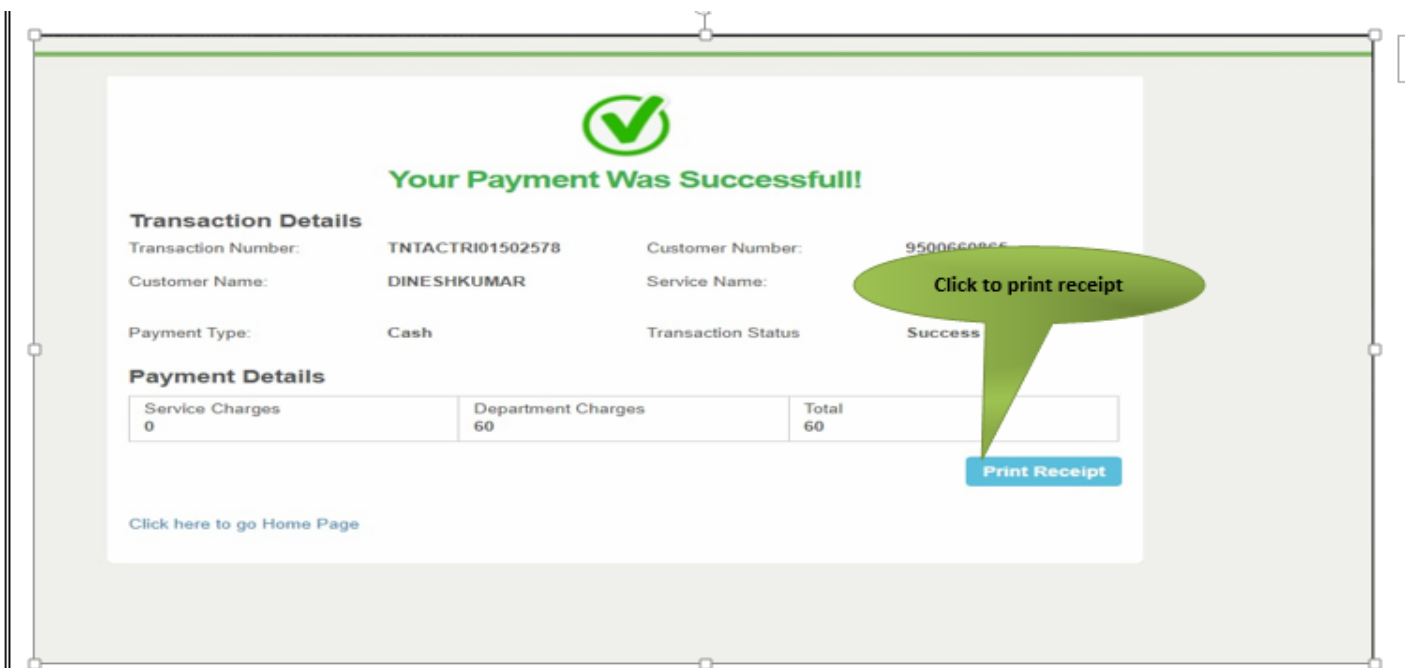
SECTION 9: Acknowledgement receipt


Acknowledgement receipt will be shown.

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

Screenshot 1: Print Receipt

Applicant has to download the receipt by using Transaction number.




Your Payment Was Successful!

Transaction Details

Transaction Number: TNTACTRI01502578 Customer Number: 9500660805
Customer Name: DINESHKUMAR Service Name:
Payment Type: Cash Transaction Status: Success


Payment Details

Service Charges	Department Charges	Total
0	60	60


Print Receipt

[Click here to go Home Page](#)

Screenshot 2: Receipt



Directorate of e-Governance
Tamil Nadu e-Governance Agency
Information Technology Department
Government of Tamil Nadu



TNeGA

e-Sevai
இனிய சேவை இணைய சேவை

ARAVINTH TNTACTRI015-01
⚙️ 🔌

PRINT RECEIPT

Reprint Receipt


Fields with * mark are mandatory

*CSC Transaction No.

TNTACTRI01502578

Generate

Reset



தமிழ்நாடுஅரசு / Government of Tamil Nadu
ஈசேவைமையம் / e-Sevai Centre

ரசீது /RECEIPT

ரசீதுஎண்/ReceiptNo:TN-30920220702000 விண்ணப்பதாரர்பெயர்/ApplicantName:Dineshkumar துறைபெயர்/DepartmentName:தமிழ்நாடுஅமைப்புசாரா தொழிலாளர்நலவாரியம் / Tamilnadu Unorganized Worker welfare board	பரிவர்த்தனைஎண்/TransactionNo: TNELCCHN009000000630 விண்ணப்பதேதி/Applicationdate:02-07-202217:43:32 சேவைக்குவிண்ணப்பித்தார்/AppliedforService:TWB-225Renewal	
கட்டணவிவரங்கள்/PaymentDetails		
விவரங்கள்/ Particulars	கட்டணமுறை/ Payment Mode	பணம்செலுத்தப்பட்டது () / Amount Paid (Rs)
பில்தொகை / Bill Amount	Cash	0.00
இ-சேவைமையம் &கடண /e-Sevai CentreCharges		60.00
வார்த்தைகளில்அளவு / Amount in words (Rs): Sixty only.		மொத்தம்/ Total:60.00
மையத்தின்பெயர்&குறியீடு/ Centre Name & Code : Corporation of Chennai Thiru-Vi-Ka Nagar(Zone VI)-ELCOT-ELCCHN009	மையஆபரேட்டரின்கையொப்பம் / Signature of the Centre Operator	

8 Disclaimer

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