Tamil Nadu e-District

User Manual

on

DHT-201 Application for Scholarship under Dr. MGR Handloom Weavers Welfare Trust

Prepared by

CMS

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CMS Computers LTD

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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

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 50)
- 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 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

The purpose of this User Manual is to help user in running e-Sevai application. The manual consist of Steps used for registering service request and processing of application request at different levels using e- Sevai Application.

4 Scope

The scope of this document is to provide Support and Guidance to End Users to access the e-Sevai application.

5 Getting Started

Following points and guidelines may be referred while accessing the 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 should not be left blank
- Mandatory/Optional documents should be attached as per requirement
- Do not make false entries

To launch E district - *ONLINE*

a) Double click on the 🌐 to open the browser

      i) The browser will be open with default page or blank page

      ii) Enter the URL and press enter button on keyboard

6 Application for Scholarship under Dr. MGR Handloom Weavers Welfare Trust

6.1 Operator Login

User starts with the given Steps after opening the Chrome Browser.

STEP 1: Go to the **e-Sevai** (Government of Tamil Nadu) Web Portal as shown below.

Image - 1

STEP 2: Enter the Login credentials and Captcha code

STEP 3: Click on **Login**.

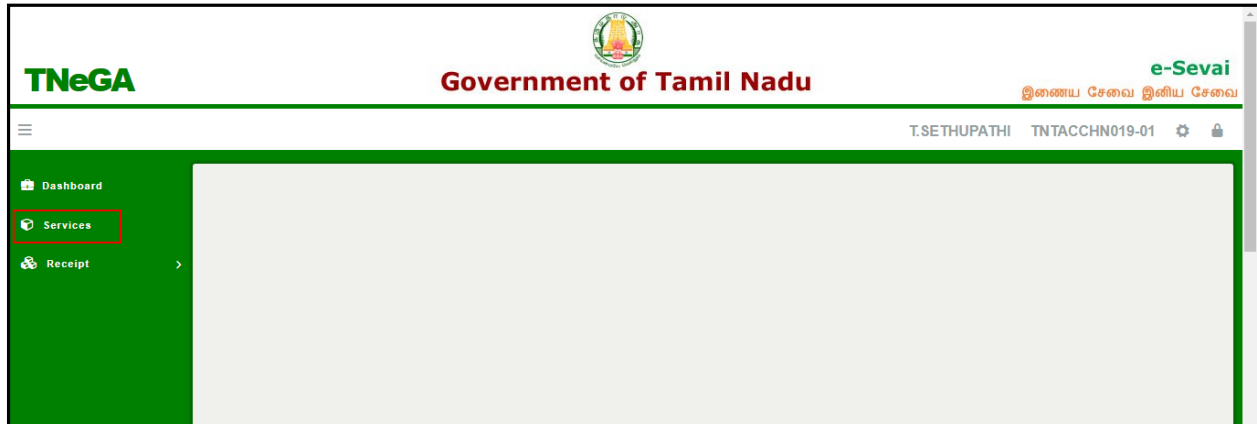User will be redirected to the e-Sevai Dashboard as shown below.

Image - 2

STEP 4: Click on **Services**

Department Wise service listing will appear.

Image - 3

STEP 5: Click on **Department of Handloom and Textiles** link.

User can also switch to the **Service Wise** listing, or search a particular service using keywords by clicking on **Search.**

Below screen will be displayed.

Image - 4

STEP 6: Click on **Application for Scholarship under Dr. MGR Handloom Weavers Welfare Trust** link.

User will be redirected to the e-District Portal.

Image - 5

STEP 7: Click on **Proceed.**

User will be redirected to the Applicant search page as shown below.

Image - 6

The Applicant can perform Search using the following options:

- Applicant CAN Number
- Applicant Name
- Applicant Father Name
- Applicant Mobile Number
- Applicant Email Id
- Applicant Date of Birth

Note – The **green asterisk** signifies that the available search options are **optional**.

The applicant will be able to go ahead with the application process if he/she already has a unique CAN number; otherwise the applicant is required to register for a CAN number.

6.1.1 Registration Process for CAN (Citizen Access Number)

Click on the **Register CAN** button as shown in the above figure.

The CAN registration form will be displayed as shown below.

CAN Registration

Fields Marked With Asterisk(*) Are Mandatory.

Applicant Detail

Document Type 1*	Adhaar card	Document Type 2	Please Select
Aadhaar Number*	123456789012		
Apellation*	Shri / ழ்		
Applicant Name*	Krishnan	விண்ணப்பதாரர் பெயர்*	
Gender / பாலினம்*	Male	Marital Status / திருமண நிலை*	Unmarried
Date Of Birth / பிறந்த தேதி*	15-Aug-1985		
Relationship / உறவு*	Guardian		
Father/ Husband / Guardian / Mother Name*	Murugan	தந்தை / கணவர் / பாதுகாவலர் / தாயின் பெயர்*	
Mother Name*	Radha	தாயின் பெயர்*	
Religion / மதம்*	Hindu		
Community / சாதி*	BC	Occupation / வேலை*	Clerical & Related workers
Education Qualification / கல்வித்தகுதி			

Current Address / தற்போதைய முகவரி

State / மாநிலம்*	TAMIL NADU	District / மாவட்டம்*	Chennai / சென்னை
Taluk / வட்டம்*	Tondiarpet / தண்டையார்ே	Street Name(only for Chennai district) / தெரு பெயர்*	Amman Koil Cross Street Korukk
Revenue Village / கிராமம்*	Tondiarpet (part 1) / தண்டை		
Admin Unit / நிர்வாக அலகு	Chennai	Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர்	
Block No. / Name		Building / Door / Flat No.*	45
Pin Code / அஞ்சல் எண்*	123453		

☑ If Permanent Address Same As Current Address

Contact Details

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

Bank Details

Bank Name	AXIS BANK	District	CHENNAI
Branch Name	ELDAMS ROAD	IFSCCode	UTIB0003702
Account Number	12345678012		

Register

Image - 7

Enter all the mandatory details in the **Applicant Detail** and **Current Address** and **Bank Details** sections.

> **Note** – The applicant must **Generate** and **verify OTP** before submitting the form.

Image - 8

Click on **Register** to submit the form as shown in **Error! Reference source not found..**

On successful CAN Registration, the CAN Number will be generated as shown below.

Image - 9

The applicant can now proceed with applying for Scholarship under **Dr.MGR Handloom Weavers Welfare Trust** using this **CAN** number.

Continuing the Scholarship application process from **STEP 7**

STEP 8: Enter the **CAN** number and click **Search**.

The corresponding record will show in the search result as shown in the below image.

Select	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
○	1331603011624	Dhoni	Pan Singh	19-Mar-1985	8220717533	
◉	1331603010978	Dhoni	Durai	14-Jun-1988	8220717533	
○	1331603011067	Dhoni	Mahendra	07-Jul-1985	8220717533	
○	1331603011340	Dhoni	Mahendra	07-Jul-1983	9750229994	
○	1331603011482	Dhoni	Sudha	23-Oct-1984	8778048080	

Showing 1 to 5 of 5 entries   First Previous 1 Next Last

Mobile Number / தொலைபேசி எண் *   8220717533   Generate OTP

Enter OTP *   1234   Confirm OTP

<div align="center">**Image - 10**</div>

STEP 9: Select the record by clicking on the **option button** against the desired record.

STEP 10: **Generate** and **verify OTP** as shown above.

Once the OTP is verified the screen will refresh to the below image.

Select	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
○	1331603011624	Dhoni	Pan Singh	19-Mar-1985	8220717533	
●	1331603010978	Dhoni	Durai	14-Jun-1988	8220717533	
○	1331603011067	Dhoni	Mahendra	07-Jul-1985	8220717533	
○	1331603011340	Dhoni	Mahendra	07-Jul-1983	9750229994	
○	1331603011482	Dhoni	Sudha	23-Oct-1984	8778048080	

Showing 1 to 5 of 5 entries   First   Previous   1   Next   Last

Proceed   Edit CAN Detail   Save As New

<div align="center">**Image - 11**</div>

STEP 11: 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.

The applicant will be redirected to the Application e-form screen as shown below.

Most of the common details will be auto filled from CAN, rest the user has to fill up.

Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust

Applicant Details / விண்ணப்பதாரர் விவரங்கள்

* Appellation	Dr/டாக்டர்	* Applicant Name / விண்ணப்பதாரர் பெயர்	Dhoni/டோனி
* Relationship/உறவு	Father	* Father / Husband / Guardian Name	Durai/துரை
* Mother's Name / தாயின் பெயர்	Leela/லீலா	* Gender / பாலினம்	Male
* Marital Status / திருமண நிலை	Unmarried	* Date of Birth / பிறந்த தேதி	14-Jun-1988
* Religion / மதம்	Hindu	* Community / சாதி	BC
* Driving License	242345455345	* Ration Card No	1233436455575

Current Address / தற்போதைய முகவரி

* State / மாநிலம்	TAMIL NADU	* District / மாவட்டம்	Nagapattinam/நாகப்டி
* Taluk / வட்டம்	Nagapattinam/நாகப்டி	* Revenue Village / கிராமம்	Themangalam/தேமங்
* Street No/Name / தெரு எண் / பெயர்	Nehru Street/நேரு தெ	* Building / Door / Flat No / கட்டிட/ கதவு/பிளாட்எண்	21
* Pin Code / அஞ்சல் எண்	609430		
☑ If same as Current Address / தற்போதைய முகவரி அதே என்றால்			

Image - 12

STEP 12: Fill all the mandatory details, check the Declaration box and click on **Submit**.

On successful submission of the form, **Upload Supporting Documents** page will be displayed as shown below.

Image - 13

STEP 13: Upload all mandatory supporting documents.

- Select the type of document form dropdown, choose the file and click on Upload

Image - 14

STEP 14: Click on **Make Payment** once all required document are uploaded.

Confirm

Payment Type*	Cash ▾
Application Number	TN-4112018060702231
Applicant Name	Dhoni/டோனி
Date of Application	06/07/2018 12:08:42
Service Name	Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust
Application Fees	50
eSevai Centre Charges	20
Total	70

Confirm Payment

Image - 15

STEP 15: Select the **Payment Type** form dropdown and click on **Confirm Payment**.

On successful Payment, applicant will be redirected to the Acknowledgment Receipt page as shown below.

✔ **Success**

Transaction [TN-4112018060702231] Saved Successfully.

Acknowledgement Receipt

Application Number	TN-4112018060702231
Applicant Name	Dhoni/டோனி
Date of Application	06/07/2018 12:08:42
Service Name	Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust
Application Fees	50
eSevai Centre Charges	20
Total	70

Print Receipt

Image - 16

STEP 16: Click on **Print Receipt** to download/print the receipt.

Image - 17

☞ **Note** – Once the Application has been submitted, it will reach the concerned officer for further processing. If the officer rejects the application, the applicant will be notified of the rejection via sms/email.

This section explains features such as:

1. Saved Application
2. Submitted Application
3. Returned Application

👉 **Note** –Procedure is same across all the services. As such screenshots may vary for different services.
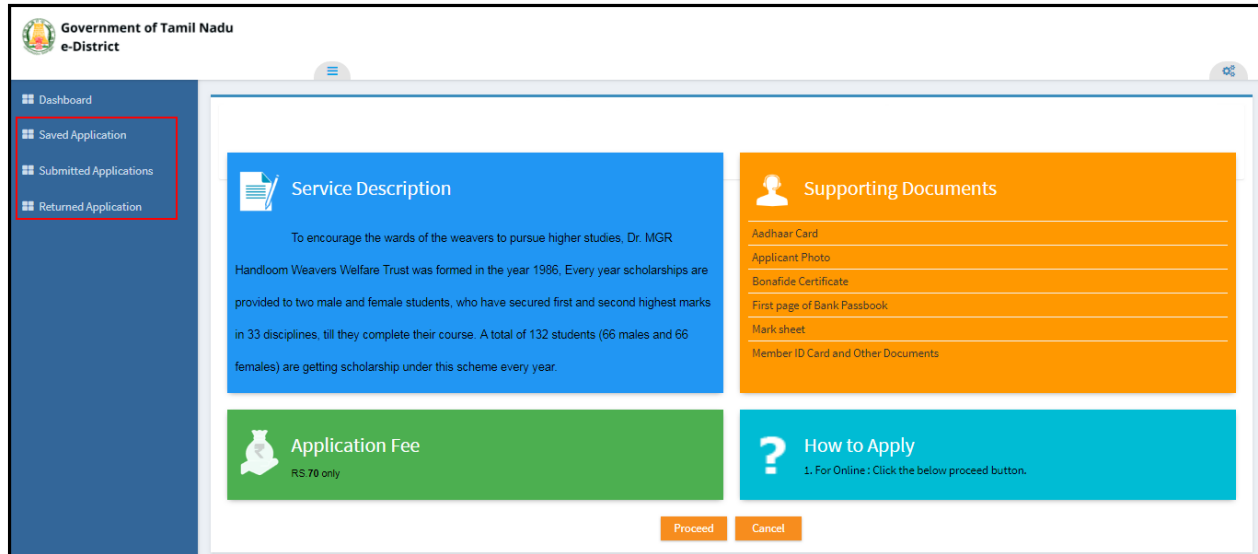
Image - 18

The above image shows the e-district portal dashboard. The user is re-directed to this screen after clicking on the respective service.

6.2 Saved Application

After submission (clicking on the Submit button), the application will be saved as draft. User can find draft applications under the **Saved Application** section and upload documents or make payment as required.
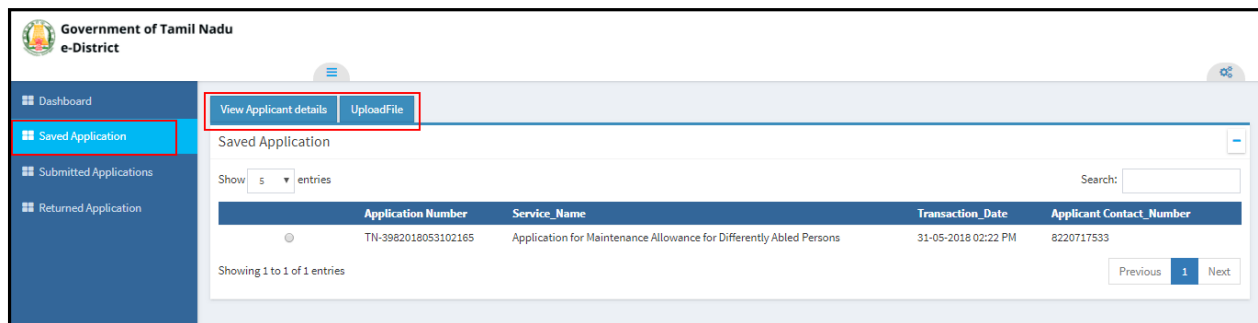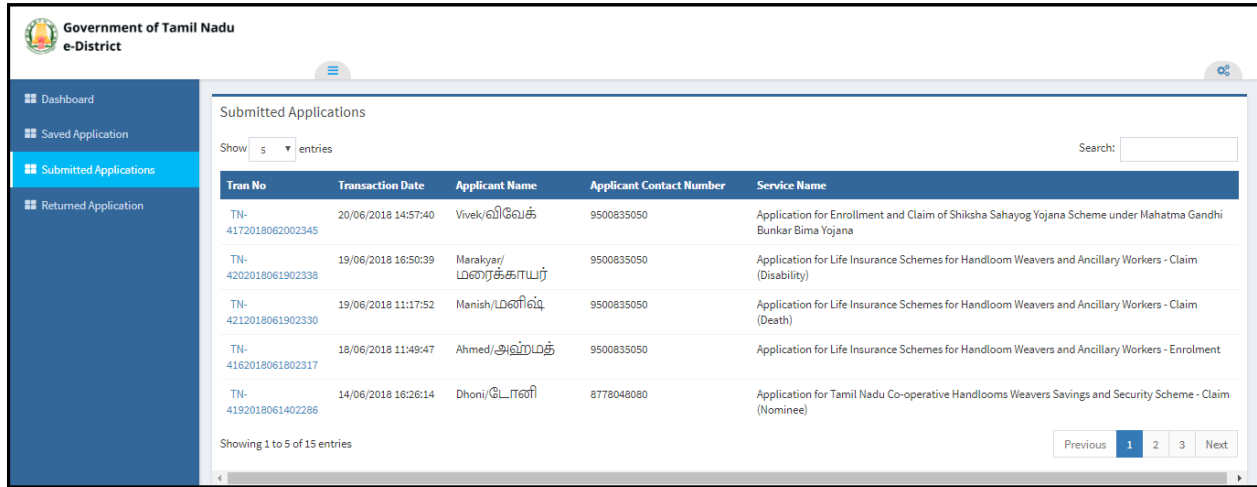
Image - 19

6.3 Submitted Application

List of submitted applications can be viewed here as shown in the image below.

Image - 20

6.4 Return Application

List of applications that have been returned from the higher official back to the operator can be viewed here.

Image - 21

User can view the reason for return for a particular application by clicking on **View Application Details**.

Image - 22

6.5 Track Application

Track Application feature helps an operator to track the current state of the application; i.e., the level at which the application is at as it moves through different officials for approval.

Operator can enter the **Application No** at the search bar to track its flow as shown in the image below.
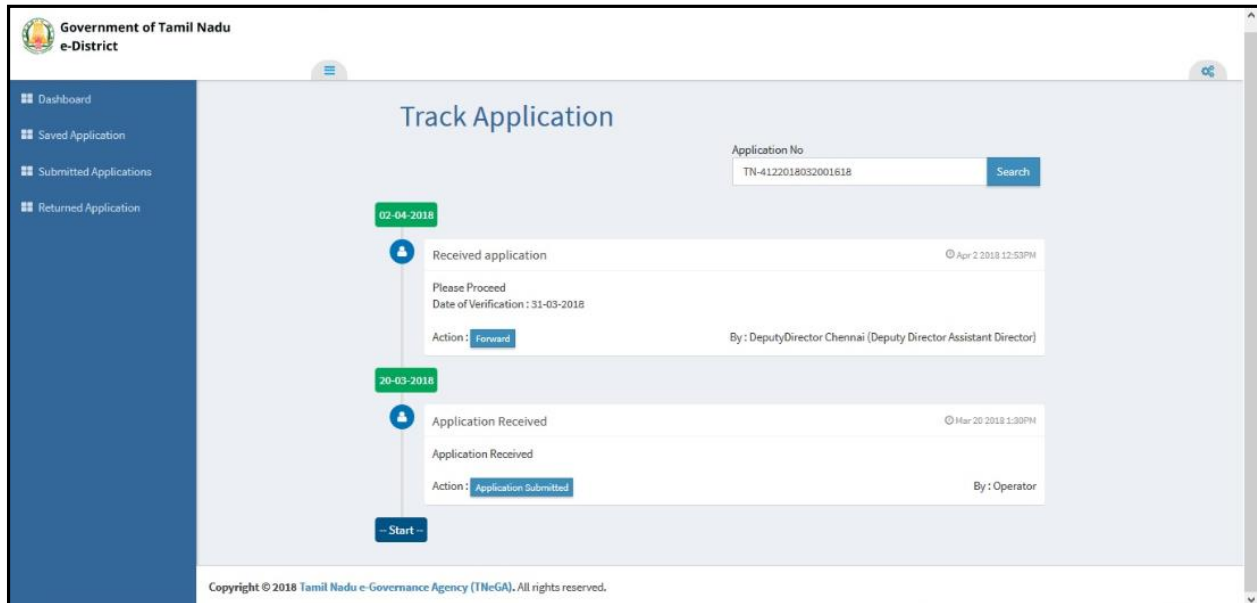

Image - 23

7   Disclaimer

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