Tamil Nadu e-District

User Manual

on

DHT-202 Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme Enrolment

Prepared by



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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

	 Switch 'ON' the UPS only after you have switched 'ON' the power socket Switch 'ON' the computer only after you have switched ''ON' the UPS Switch 'OFF' the power socket in there is an electrical spark in the socket
8	 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 Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme – Enrolment

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.

TNeGA	G	e-Sevai ഉഞ്ഞ്ഡ ദേഖെ ഉണ്ഡ ദേഖെ	
	Home About e-Sevai	Government Orders e-Sevai Contact Us	Help - Download -
C TNeGA	Important Links	Latest News	♦) Sign In
Tamil Nadu	Government Orders	Locate your near by e-Sevai.	User Name Password
	Tenders	List of Services Offered in e-Sevai Centres.	PAZEN Code
	Documents	List of Services offered through Institution.	Captcha is not case sensitive
	Job Opportunities		Login Reset enter password
and the second sec	Maps		Forgot Password? enter user id

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.

TNeGA	Government of Tamil Nadu	e இணைய சேவை இல	e-Sev னிய கே	
=	T.SETHUPATHI	TNTACCHN019-01	۵	۵
🏛 Dashboard				٦
Services				
💑 Receipt >				



STEP 4: Click on **Services**

Department Wise service listing will appear.

TNeGA		Government of Tamil Nadu	වුනෙ	e-Sevai னய சேவை இனிய சேவை
 Dashboard Services 	Services		T.SETHUPATHI TNT	ACCHN019-01 🌣 🔒
🗞 Receipt >	DEPARTMENT WISE SERVICE WISE SEARCH	Anna University BC MBC and Minority Department Chennai Traffic Police Chennai Traffic Police Civil Supplies and Consumer Protection Department Commissionerate of Municipal Administration Department of Handloom and Textiles Directorate for Welfare of Differently Abled Directorate of Fire & Rescue Greater Chennai Corporation Gevenue Department Gravenue Department Gravenue Department Tamil Nadu Electrical Inspectorate (TNEI) TANGEDCO TN Police Department TNEGA	Name: Center: TACCHN019 Counter: Wallet Type: Wallet Amoun Share:	T.SETHUPATHI Velacherry TACTV Center Code: 1 Prepaid t: 10103.00 0.00

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.



TNeGA		Government of Tamil Nadu	இணைய	e-Sevai சേഖെ இனிய சேவை
💼 Dashboard	Services	T.SET	HUPATHI TNTACC	CHN019-01 💠 🔒
🗞 Receipt 🛛	> DEPARTMENT WISE	Department of Handloom and Textiles Back	Name:	T.SETHUPATHI
	SERVICE WISE	10 ▼ records per page Search: O DHT-201 Application for Scholarship under Dr.MGR Handloom Weavers Welfare Trust	Center: TACCHN019	Velacherry TACTV Center Code:
	SEARCH	 DHT-202 Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme Enrolment 	Counter:	1
		DHT-203 Application for Tamil Nadu Co-operative Handloom Old Age Pension Scheme DHT-204 Application for Tamil Nadu Cooperative Handlooms Weavers Family Pension Scheme DHT-205 Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers -	Wallet Type:	Prepaid
		Enrolment DHT-206 Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana DHT-207 Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Neaver) DHT-208 Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Norninee) DHT-209 Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Deabliky) DHT-210 Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Death)	Wallet Amount: Share:	10033.00

Image - 4

STEP 6: Click on Application for Tamil Nadu Co-operative Handlooms Weavers **Savings and Security Scheme – Enrolment** link.

User will be redirected to the e-District Portal.

DHT-202-Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Secu Savings and Security Scheme - Enrolment	Supporting Documents
To encourage saving habits among handloom waevers, the State Government has introduced	
the "Coooperative Handloom Weavers' Savings and Security Scheme" from the year 1975. Under this	Applicant Photo
scheme, a weaver - member in the Weavers Cooperative society contributes 8 paise per rupee of wages	First page of Bank Passbook
	Other Document
earned, the state government is contributing 8 paise per rupee of wages. Accordingly, the total subscription	Ration Card
of 16 paise is being deposited in the government Account for which the state Government allows 9.5%	Society Membership ID card
interest. Out of the 9.5% interest, 6.5% is being credited to the weaver member's account and the	Voter ID
remaining 3% is being utilized for implementing the Old Age Pension Scheme and Family Pension Scheme	
for Handloom weavers.	
Application Fee	2 How to Apply 1. For Online : Click the below proceed button.
Proceed	Cancel

Image - 5

STEP 7: Click on Proceed.



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

Apply for the service as per the given instructions :- 1. 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. 2. If Apply for CAN register Can						
Applicant CAN Number/ குடிமக்கள் கணக்கு எண் *		Applicant Name *				
Applicant Father Name *		Applicant Mobile Number *				
Applicant Email Id *		Applicant Date of Birth *				
		Search				



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.



is Marked With Asterisk(*) Are Mandatory. Applicant Detail			
ocument Type 1*	Adhaar card 🔻	Document Type 2	Please Select 🔹
adhaar Number*	123456789012		
Apellation*			
	Shri/ພງື ▼		
Applicant Name*	Krishnan	விண்ணப்பதாரர் பெயர்•	
Gender / பாலினம்*	Male v	Marital Status / திருமண நிலை*	Unmarried v
Date Of Birth / பிறந்த தேதி*	15-Aug-1985		
Relationship / உறவு*	Guardian 🔻		
Father/ Husband / Guardian / Mother Name*	Murugan	தந்தை / கணவர் / பாதுகாவலர் / தாயின் பெயர்*	
/lother Name*	Radha	தாயின் பெயர்*	
Religion / மதம்*	Hindu 🔻		
Community / சாத்*	BC 🔻	Occupation / വേത്രഖ*	Clerical & Related workers
Education Qualification / கல்வித்தகுதி			
Current Address / தற்போதைய மு		District / மாவட்டம்*	Chennei / சென்னை 🔻
Current Address / தற்போதைய மு. State / மாநிலம்* Taluk / வட்டம்*	TAMIL NADU 🔻		Chennai / নিস্টেজিজ্যে 🔻
State / மாநிலம்* Takuk / வட்டம்*	TAMIL NADU ▼ Tondiarpet / தல்லடயார்® ▼	District / மாவட்டம்* Street Name(only for Chennai district) / தெரு பெயர்*	Chennai / নির্দর্জাজ্য 🔹 🔻
State / மாநிலம்* Taluk / வட்டம்* Revenue Village / கிராமம்*	TAMIL NADU ▼ Tondiarpet / தண்டையார்® ▼ Tondiarpet (part 1) / தண்டைட ▼	Street Name(only for Chennai district) / தெரு பெயர்*	
State / மாநிலம்* Takuk / வட்டம்*	TAMIL NADU ▼ Tondiarpet / தல்லடயார்® ▼	Street Name(only for Chennai district) / 岛西(顶	
State / மாநிலம்* Taluk / வட்டம்* Revenue Village / கிராமம்*	TAMIL NADU ▼ Tondiarpet / தண்டையார்® ▼ Tondiarpet (part 1) / தண்டைட ▼	Street Name(only for Chennai district) / தெரு பெயர்* Area or Ward No. / Name / பகுதி (அ) வார்டு	
State / மாநிலம்* Taluk / வட்டம்* Revenue Village / கிராமம்* Admin Unit / நிர்வாக அலகு	TAMIL NADU ▼ Tondiarpet / தண்டையார்® ▼ Tondiarpet (part 1) / தண்டைட ▼	Street Name(only for Chennai district) / தெரு பெயர்* Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர்	Amman Koil Cross Street Korukk 🔻
State / மாநிலம்* Taluk / வட்டம்* Revenue Village / கிராமம்* Admin Unit / நிர்வாக அலகு Slock No. / Name	TAMIL NADU ▼ Tondiarpet / தலிலால் பயரர்® ▼ Tondiarpet (part 1) / தலிலாப் ▼ Chennai ▼ 123453	Street Name(only for Chennai district) / தெரு பெயர்* Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர்	Amman Koil Cross Street Korukk 🔻
State / மாநிலம்* Taluk / வட்டம்* Revenue Village / கிராமம்* Admin Unit / நிர்வாக அலகு Slock No. / Name Pin Code / அஞ்சல் எண்*	TAMIL NADU ▼ Tondiarpet / தலிலால் பயரர்® ▼ Tondiarpet (part 1) / தலிலாப் ▼ Chennai ▼ 123453	Street Name(only for Chennai district) / தெரு பெயர்* Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர்	Amman Koil Cross Street Korukk 🔻
State / மாநிலம்* Taluk / வட்டம்* Revenue Village / கிராமம்* Admin Unit / நிர்வாக அலகு Slock No. / Name Pin Code / அஞ்சல் எண்* பி If Permanent Address Same As Current Address	TAMIL NADU ▼ Tondiarpet / தலிலால் பயரர்® ▼ Tondiarpet (part 1) / தலிலாப் ▼ Chennai ▼ 123453	Street Name(only for Chennai district) / தெரு பெயர்* Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர்	Amman Koil Cross Street Korukk 🔻
State / மாநிலம்* Taluk / வட்டம்* Revenue Village / கிராமம்* Admin Unit / நிர்வாக அலகு Slock No. / Name Pin Code / அஞ்சல் எண்* If Permanent Address Same As Current Address Sa	TAMIL NADU ▼ Tondiarpet / தலிலால் பயரர்® ▼ Tondiarpet (part 1) / தலிலாப் ▼ Chennai ▼ 123453	Street Name(only for Chennai district) / தெரு பெயர்* Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர் Building / Door / Flat No.*	Amman Koil Cross Street Korukk
State / மாநிலம்* Taluk / வட்டம்* Revenue Village / கிராமம்* Admin Unit / நிர்வாக அலகு Slock No. / Name Pin Code / அஞ்சல் எண்* If Permanent Address Same As Current Ac Contact Details Phone / Landline No. With STD Code	TAMIL NADU ▼ Tondiarpet / தலிலால் பயரர்® ▼ Tondiarpet (part 1) / தலிலாப் ▼ Chennai ▼ 123453	Street Name(only for Chennai district) / தெரு பெயர்* Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர் Building / Door / Flat No.*	Amman Koil Cross Street Korukk
State / மாநிலம்* Taluk / வட்டம்* Revenue Village / கிராமம்* Admin Unit / நிர்வாக அலகு Slock No. / Name Pin Code / அஞ்சல் எண்* இ If Permanent Address Same As Current Ac Contact Details Phone / Landline No. With STD Code Email Id / மின்னஞ்சல் முகவரி	TAMIL NADU ▼ Tondiarpet / தலிலால் பயரர்® ▼ Tondiarpet (part 1) / தலிலாப் ▼ Chennai ▼ 123453	Street Name(only for Chennai district) / தெரு பெயர்* Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர் Building / Door / Flat No.*	Amman Koil Cross Street Korukk
State / மாநிலம்* Taluk / வட்டம்* Admin Unit / நிர்வாக அலகு Slock No. / Name Pin Code / அஞ்சல் எண்* If Permanent Address Same As Current Ac Contact Details Phone / Landline No. With STD Code Email Id / மின்னஞ்சல் முகவரி	TAMIL NADU ▼ Tondiarpet / 多砂ののレロゴウを Tondiarpet (part 1) / 多砂ののレロマ Chennai ▼ 123453	Street Name(only for Chennai district) / தெரு பெயர்* Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர் Building / Door / Flat No.* Mobile Number/ தொலைபேசி எண் *	Amman Koil Cross Street Korukł • 45 9654940607
State / மாநிலம்* Taluk / வட்டம்* Revenue Village / கிராமம்* Admin Unit / நிர்வாக அலகு Block No. / Name Pin Code / அஞ்சல் என்* Pin Code / அஞ்சல் என்* If Permanent Address Same As Current Act Contact Details Phone / Landline No. With STD Code Email Id / மின்னஞ்சல் முகவரி Bank Details Bank Name	TAMIL NADU ▼ Tondiarpet / தலிலால் பயரர்® ▼ Tondiarpet (part 1) / தலிலாப் ▼ Chennai ▼ 123453	Street Name(only for Chennai district) / தெரு பெயர்* Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர் Building / Door / Flat No.* Mobile Number/ தொலைபேசி எண் *	Amman Koil Cross Street Korukk
State / மாநிலம்* Taluk / வட்டம்* Admin Unit / நிர்வாக அலகு Slock No. / Name Pin Code / அஞ்சல் எண்* If Permanent Address Same As Current Ac Contact Details Phone / Landline No. With STD Code Email Id / மின்னஞ்சல் முகவரி	TAMIL NADU ▼ Tondiarpet / 多砂ののレロゴウを Tondiarpet (part 1) / 多砂ののレロマ Chennai ▼ 123453	Street Name(only for Chennai district) / தெரு பெயர்* Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர் Building / Door / Flat No.* Mobile Number/ தொலைபேசி எண் *	Amman Koil Cross Street Korukł • 45 9654940607

Image - 7

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

1902



Note – The applicant must Generate and verify OTP before submitting the form.					
Contact Details Phone / Landline No. With STD Code	Mobile Number / தொலைபேசி எண் *	9654940607			
Email ld / மின்னஞ்சல் முகவரி *]				
Generate OTP					

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.

Application	Check Status	Collection Amount	Reprint Receipt	TNEB Recheck
CAN Re	gistration Suc	cessful		
		"Your CAN Number	is 1331603011212" , Ple	ase click on proceed button to move further.
			Proc	eed

Image - 9

The applicant can now proceed with applying for Tamil Nadu Co-operative Handlooms **Weavers Savings and Security Scheme – Enrolment** using this **CAN** number.

Continuing the 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
۲	1331603011624	Dhoni	Pan Singh	19-Mar-1985	8220717533	
0	1331603010978	Dhoni	Durai	14-Jun-1988	8220717533	
0	1331603011067	Dhoni	Mahendra	07-Jul-1985	8220717533	
0	1331603011340	Dhoni	Mahendra	07-Jul-1983	9750229994	
0	1331603011482	Dhoni	Sudha	23-Oct-1984	8778048080	
owing 1 to	5 of 5 entries				First	Previous 1 Next Last
Mobile Number / தொலைபேசி எண் * 82207			7533 Generate OTP			
er OTP *		1234	Confirm OTP			

Image - 10



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
۲	1331603011624	Dhoni	Pan Singh	19-Mar-1985	8220717533	
0	1331603010978	Dhoni	Durai	14-Jun-1988	8220717533	
0	1331603011067	Dhoni	Mahendra	07-Jul-1985	8220717533	
0	1331603011340	Dhoni	Mahendra	07-Jul-1983	9750229994	
0	1331603011482	Dhoni	Sudha	23-Oct-1984	8778048080	
Showing 1 t	to 5 of 5 entries				First	Previous 1 Next Last
			Proceed Edit CAN Detail Save As New	N		

Image - 11

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 Tamil Nadu Co-operative	Handlooms Weavers Savings and Se	curity Scheme – Enrolment	
Applicant Details / விண்ணப்பதா	ார் விவாங்கள்		
Applicant Details / 62160016001 LLDD1	0.0.00000000000000000000000000000000000		
* Appellation * Relationship/உறவு * Mother's Name / தாயின் பெயர் * Religion / மதம் * Marital Status / திருமண நிலை	Dr/டாக்டர் Father Devaki Devi/தேவகி (Hindu Married	* Applicant Name / விண்ணப்பதாரர் பெயர் * Father / Husband / Guardian Name * Gender / பாலினம் * Date of Birth / பிறந்த தேதி * Community / சாதி	Dhoni/டோனி Pan Singh/பான் சிங் Male 19-Mar-1985 BC
* Driving License	423234234234	Ration Card No	1231423424534
Current Address / தற்போதைய பு	றகவரி		
* State / மாநிலம் * Taluk / வட்டம் * Street No/Name / தெரு எண் / பெயர் * Pin Code / அஞ்சல் எண் இ If same as Current Address / தற்போதைய மு	TAMIL NADU Perambalur/பெரம்பர Nehru/நேரு 600012 சகவரி அதே என்றால்	* District / மாவட்டம் * Revenue Village / கிராமம் * Building / Door / Flat No / கட்டிட/ கதவுபிளாட் எண்	Perambalur/பெரம்பத Aiylur/அயிலார் 21



Permanent Address / நிலையான முகவரி			
* State / மாநிலம்	TAMIL NADU	* District / பாவட்டம்	Ariyalur/அரியலார்
* Taluk / ຝட்டம்	Ariyalur/அரியலார்	* Revenue Village / கிராமம்	Ariyalur (n)/அரியலா
* Street No/Name / தெரு எண் / பெயர்	Nehru/GT5(T5	* Building / Door / Flat No / கட்டிட/ கதவு/பிளாட் எண்	44
* Pin Code / அஞ்சல் என்	600423		
Contact Details / தொடர்பு விபரங்கள்			
Phone / Landline No. With STD Code		* Mobile Number	8220717533
Email Id			
Application Details / விண்ணப்ப விவரங்கள்	Γ		
Member Details / உறுப்பினர் விவரங்கள்			
* Society Name	Ammapettai SWCS 🔻	* Member ID number / உறுப்பினர் எண்	1234
* Date of Enrollment in the Society / சங்கத்தில் பதிவின் தேதி	02-06-2018	• Member stake in the Society? / சங்கத்தில் உறுப்பினர் செலுத்தியுள்ள பங்குத்தொகை ?	20
Already Enrolled in Savings and Security Scheme / சேமிப்பு மற்றும் பாதுகாப்புத் திட்டத்தில் ஏற்கனவே பதிவுசெய்யப்பட்டது ?	Yes No	• Is member healthy / உறுப்பினர் திடகாத்திரம் உள்ளவரா ?	Yes No
Member Mother or Father have suffered by any Diseases If so, give details / உறுப்பினர் தாய், தந்தை யாருக்கேனும் கொடிய வியாதிகள் இருந்ததுண்டா?	diabetes	lf member were suffering from any serious illness, Please give a description / ஏதேனும் கொடிய வியாதியால் எப்பொழுதாவது பாதிக்கப்படிருக்கிறாரா?	heart condition
Nominee Details / நியமனாதரர் விவரங்கள்			
* Appellation	Shri/පුන් 🔻	* Nominee Name / நியமனாதரர் பெயர்	rishi
* Relationship / உறவு	Father V	* Mobile Number	9965754563
* Date of Birth / பிறந்த தேதி	23-08-1974	* Age / SULL점	43
* Share of accumulation to be paid / செலுத்த வேண்டிய பங்கு தொகை	30.00	* Share of insured to be paid / செலுத்த வேண்டிய காப்பீட்டு தொகை	40.00
Bank Details / வங்கி விவரங்கள்			
* Bank Name / வங்கி பெயர்	ANDHRA BANK	* District / மாவட்டம்	KRISHNAGIRI V
* Bank Branch / கின்ள	HOSUR	* iFSC / இந்திய நிதி அமைப்பு குறியீடு	ANDB0001867
* Account Number / கணக்கு எண்	21423434534645	* Account Holder Name / கணக்கு வைத்திருப்பவர்	rishi
Declaration / உறுதிமொழி			
Hereby, I declare that what is state	d above is true to the best of my own information and bri	ef.	
Reset			Submit

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.



ransa	action No : TN-4122018061102240	Diview Applicatio
1.1.4.4.6	Documents	
List of	Documents	
1	Aadhaar Card	Mandatory
2	Applicant Photo	Mandatory
3	First page of Bank Passbook	Mandatory
4	Other Document	Optional
5	Ration Card	Optional
6	Society Membership ID card	Optional
7	Voter ID	Optional
Select	t Document* Please Select v	

Image - 13

STEP 13: Upload all Mandatory Supporting Documents.

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

	N			1.0
Sl#	Document		Action	View
1	Aadhaar Card		Delete	© View
2	Applicant Photo		Delete	👁 View
3	First page of Bank Passbook		Delete	♥View
		Mak	e Payment	
	nformation Jploaded Successfully			

Image - 14

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



Confirm	
Payment Type*	Cash 🔻
Application Number	TN-4122018061102240
Applicant Name	Dhoni/Cடार्ग्ली
Date of Application	06/11/2018 12:16:06
Service Name	Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme – Enrolment
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-4122	2018061102240] Saved Successfully.	
Acknowledgement	Receipt	
Application Number	TN-4122018061102240	
Applicant Name	Dhoni/டோனி	
Date of Application	06/11/2018 12:16:06	
Service Name	Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Enrolment	
Application Fees	50	
eSevai Centre Charges	20	
Total	70	
	Print Receipt	

Image - 16

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



		ரசு / Government of Tamil Nadu வ மையம் / e-Sevai Centre	
		ACKNOWLEDGEMENT	
ரசீது எண் / Receipt No: TN-4122018061102240		குறிப்பு எண் / Reference No: TN	TACCHN01905593
விண்ணப்பதாரர் / Applicant Name: டோனி/Dhoni		விண்ணப்ப எண் /Application No	o : TN-4122018061102240
துறையின் பெயர் / Department Name: கைத்தறி ம இயக்குனரகம் / Department of Handloom and Textile			d for Service : Application for Tamil Nadu Co-operative
	பணம் செலுத்	திய விவரம் / Payment Details	
விவரங்கள் / Particulars	செலுத்த	ம் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)
விண்ணப்ப கட்டணம் / Application Fees		Cash	50
இ-சேவை மையக் கட்டணம் /e-Sevai Centre Charges			20
ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Seve	nty Only.		
மையப் பெயர் & குறியீட்டு எண் / Centre Name & TACCHN019	: Code : -	கையொப்பம்	b / Signature of the Centre Operator
			ப்ப நிலையை தெரிந்து கொள்ள பின்வரும்

Image - 17

L T **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.

Dashboard		(a
Saved Application Submitted Applications Returned Application	Service Description	Supporting Documents
	To encourage the wards of the weavers to pursue higher studies, Dr. MGR Handloom Weavers Welfare Trust was formed in the year 1986, Every year scholarships are provided to two male and female students, who have secured first and second highest marks in 33 disciplines, till they complete their course. A total of 132 students (66 males and 66 females) are getting scholarship under this scheme every year.	Aadhaar Card Applicant Photo Bonafide Certificate First page of Bank Passbook Mark sheet Member ID Card and Other Documents
	Application Fee	P How to Apply 1. For Online : Click the below proceed button.

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.

e-District					
E Dashboard	View Applicant details	UploadFile			
Saved Application	Saved Application				
Submitted Applications	Show 5 v entries				Search:
Returned Application		Application Number	Service_Name	Transaction_Date	Applicant Contact_Number
	•	TN-3982018053102165	Application for Maintenance Allowance for Differently Abled Persons	31-05-2018 02:22 PM	8220717533
	Showing 1 to 1 of 1 entries				Previous 1 Ne



6.3 Submitted Application

List of submitted applications can	be viewed here as shown in the image below.
List of sublinition applications can	se the weathere as shown in the initige sets we

				=		
				ations	Submitted Applic	Dashboard
				80013		Saved Application
	Search:			s	Show 5 🔻 entrie	
	Service Name	Applicant Contact Number	Applicant Name	Transaction Date	Tran No	Submitted Applications
Mahatma Gandhi	Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Maha Bunkar Bima Yojana	9500835050	Vivek/விவேக்	20/06/2018 14:57:40	TN- 4172018062002345	Returned Application
rkers - Claim	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - (Disability)	9500835050	Marakyar/ மரைக்காயர்	19/06/2018 16:50:39	TN- 4202018061902338	
rkers - Claim	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - (Death)	9500835050	Manish/ഥனிஷ்	19/06/2018 11:17:52	TN- 4212018061902330	
rkers - Enrolment	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers -	9500835050	Ahmed/அஹ்மத்	18/06/2018 11:49:47	TN- 4162018061802317	
ity Scheme - Clai	Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Sc (Nominee)	8778048080	Dhoni/டோனி	14/06/2018 16:26:14	TN- 4192018061402286	
rkers	(Death) Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security S	9500835050	Ahmed/அஹ்மத்	18/06/2018 11:49:47	4212018061902330 TN- 4162018061802317 TN-	

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.

Dashboard	View Application details	L. C.			
	new reprication octans				
aved Application	Return Application				
ubmitted Applications	Show 5 v entries				Search:
eturned Application		Application Number	Service_Name	Transaction_Date	Applicant Contact_Numbe
	0	TN-4162018061502311	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment	15-06-2018 04:04 PM	7984728380
	0	TN-4112018060402183	Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust	04-06-2018 08:21 AM	9789414383
	0	TN-3982018053102162	Application for Maintenance Allowance for Differently Abled Persons	31-05-2018 11:51 AM	8870761633
	0	TN-4242018051701986	Application for Ulema Pension Scheme under WAQF Board	17-05-2018 12:43 PM	8220717533
	0	TN-4182018051501960	Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Weaver)	15-05-2018 05:32 PM	9500208604

Image - 21

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



	saction Details	ate Of Submission :		
		ate Of Submission : 15-06-18 04:06 PM	Supporting Documents	
	cant Name :	15-06-18 04:06 PM		
	esh/L.വെസ്		Application Form	
	le Number :		Application Form	
	4728380			
			Action History	
			Verify Details	Jun 18 2018 11:17/
List o	of Documents		Returned	
1	Aadhaar Card	Mandatory	Action : Return	
2	Applicant Photo	Mandatory	By : HTMD Handloom HTMD Handloom	
3	First page of the Bank Passbook	Mandatory		
4	Proof of Weaver / Ancillary Worker	Mandatory	Received Application	Jun 18 2018 11:16/
5	Ration Card	Optional		
6	Voter ID	Optional	Action : Forward	
7	Member ID Card	By : Deputy Director Handlo	om Deputy Director	
8	Member Passbook and Other Documen	nts Optional	Handloom	
	member Passbook and Other Documen	T		
Seleo	ct Document* Please Select	·		
Selec	ct Document* Please Select Document	Action View		
Selec Sl#	ct Document* Please Select Document Aadhaar Card	Action View Delete Sview		
Select Sl# 1	ct Document* Please Select Document Aadhaar Card Applicant Photo	Action View Delete Image: View Delete Image: View		
Selec Sl# 1 2 3	ct Document* Please Select Document Aadhaar Card Applicant Photo First page of the Bank Passbook	▼ Action View Delete ● View Delete ● View Delete ● View		
Selec Sl# 1 2 3	ct Document* Please Select Document Aadhaar Card Applicant Photo First page of the Bank Passbook	▼ Action View Delete ● View Delete ● View Delete ● View		
Selec 5l# 1 2 3 4	ct Document* Please Select Document Aadhaar Card Applicant Photo First page of the Bank Passbook	Action View Delete Image: View		
Selection Select	ct Document* Please Select Document Aadhaar Card Applicant Photo First page of the Bank Passbook Proof of Weaver / Ancillary Worker	Action View Delete Image: View		
Selec Sl# 1 2 3 4 Lease	ct Document* Please Select Document Aadhaar Card Applicant Photo First page of the Bank Passbook Proof of Weaver / Ancillary Worker Select Your language: TAMIL © EF	Action View Delete Image: View		
Selec Sl# 1 2 3 4 Lease	ct Document* Please Select Document Aadhaar Card Applicant Photo First page of the Bank Passbook Proof of Weaver / Ancillary Worker Select Your language: TAMIL © EI ment	Action View Delete Image: View		
Selec Sl# 1 2 3 4 Lease	ct Document* Please Select Document Aadhaar Card Applicant Photo First page of the Bank Passbook Proof of Weaver / Ancillary Worker Select Your language: TAMIL © EI ment	Action View Delete Image: View		
Selec Sl# 1 2 3 4 Lease	ct Document* Please Select Document Aadhaar Card Applicant Photo First page of the Bank Passbook Proof of Weaver / Ancillary Worker Select Your language: TAMIL © EI ment	Action View Delete Image: View		
Selec Sl# 1 2 3 4 Lease	ct Document* Please Select Document Aadhaar Card Applicant Photo First page of the Bank Passbook Proof of Weaver / Ancillary Worker Select Your language: TAMIL © EI ment	Action View Delete Image: View		

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.

Track Application		0
	Application No TN-4122018032001618 Search	
Received application Please Proceed Date of Verification : 31-03-2018 Action : Forward	@ Apr 2 2018 12:53PM By : DeputyDirector Chennai (Deputy Director Assistant Director)	
Application Received Application Received Action: Application Submitted	© Mar 20 2018 1:300% By : Operator	
	Please Proceed Date of Verification : 31-03-2018 Action: forward 20-03-2018 Application Received Application Received Action: Replication Submittee	Received application OAcr2 2018 125579 Please Proceed Date of Verification: 31-03-2018 Action: : Grownet By: DeputyDirector Chennai (Deputy Director Assistant Director) Co-Co-Sotte Application Received Action: : Replication Submittee By: Operator Sott -

Image - 23

7 Disclaimer

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