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

✅	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 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.

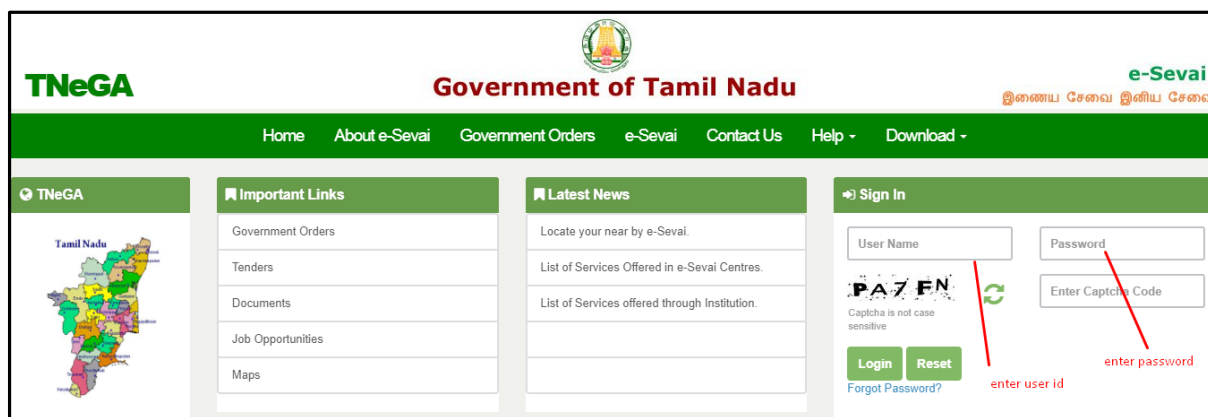**STEP 1:** Go to the **e-Sevai** (Government of Tamil Nadu) Web Portal as shown below.

Image - 1

STEP 2: Enter the Login credentials and Captcha code

STEP 3: Click on **Login**.

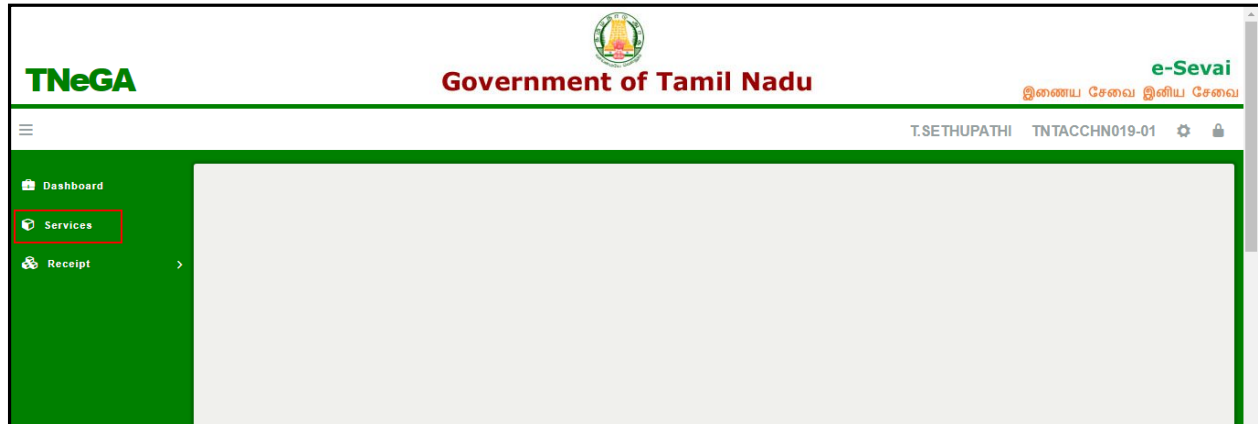User will be redirected to the e-Sevai Dashboard as shown below.

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 Tamil Nadu Co-operative Handlooms Weavers **Savings and Security Scheme – Enrolment** link.

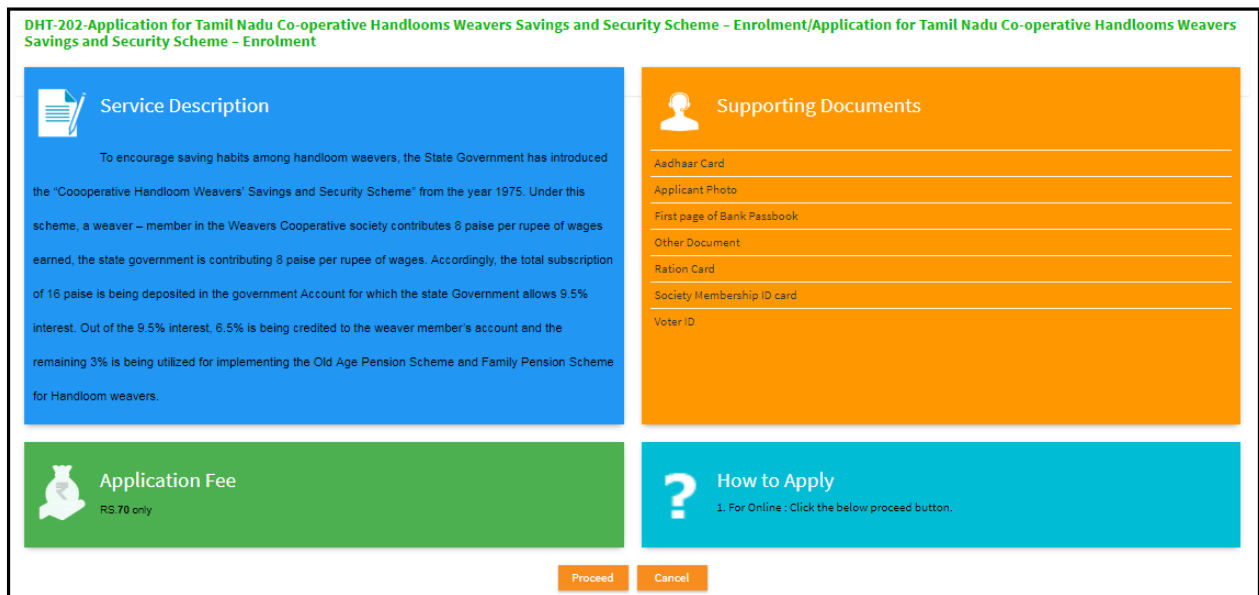User will be redirected to the e-District Portal.

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.

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 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.

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
●	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

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 Security Scheme – Enrolment

Applicant Details / விண்ணப்பதாரர் விவரங்கள்

* Appellation	Dr/டாக்டர்
* Relationship/உறவு	Father
* Mother's Name / தாயின் பெயர்	Devaki Devi/தேவகி தே
* Religion / மதம்	Hindu
* Marital Status / திருமண நிலை	Married
* Driving License	423234234234

* Applicant Name / விண்ணப்பதாரர் பெயர்	Dhoni/டோனி
* Father / Husband / Guardian Name	Pan Singh/பான் சிங்
* Gender / பாலினம்	Male
* Date of Birth / பிறந்த தேதி	19-Mar-1985
* Community / சாதி	BC
Ration Card No	1231423424534

Current Address / தற்போதைய முகவரி

* State / மாநிலம்	TAMIL NADU
* Taluk / வட்டம்	Perambalur/பெரம்பலூ
* Street No/Name / தெரு எண் / பெயர்	Nehru/நேரு
* Pin Code / அஞ்சல் எண்	600012

* District / மாவட்டம்	Perambalur/பெரம்பலூ
* Revenue Village / கிராமம்	Aiylur/அயிலூர்
* Building / Door / Flat No / கட்டிட/ கதவு/பிளாட் எண்	21

☑ 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.

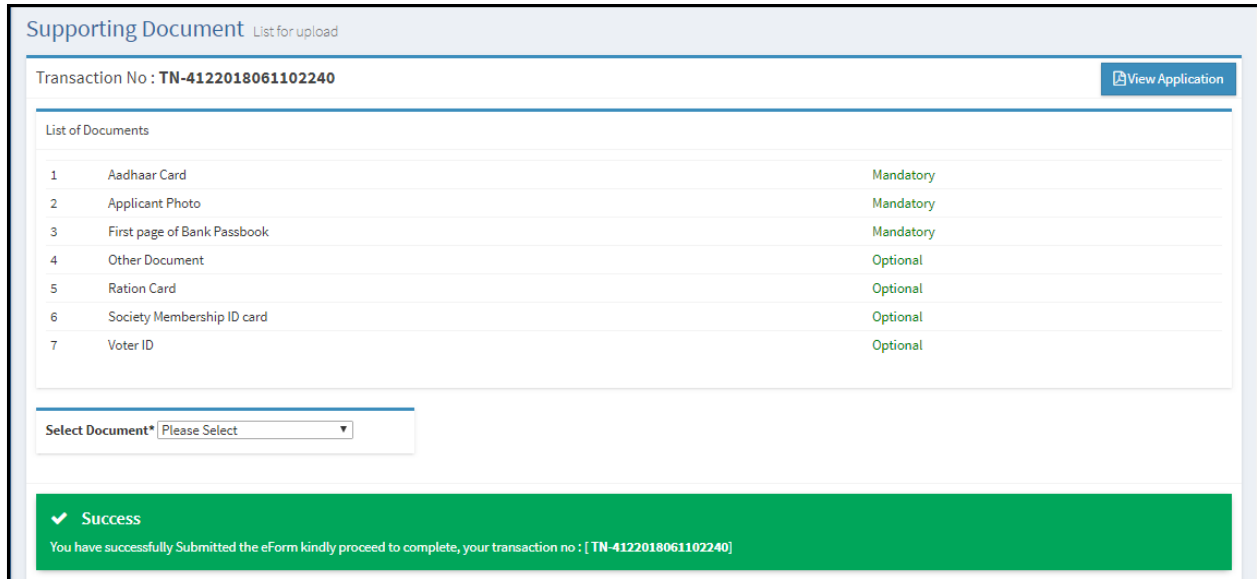**Image - 13**

STEP 13: Upload all Mandatory Supporting Documents.

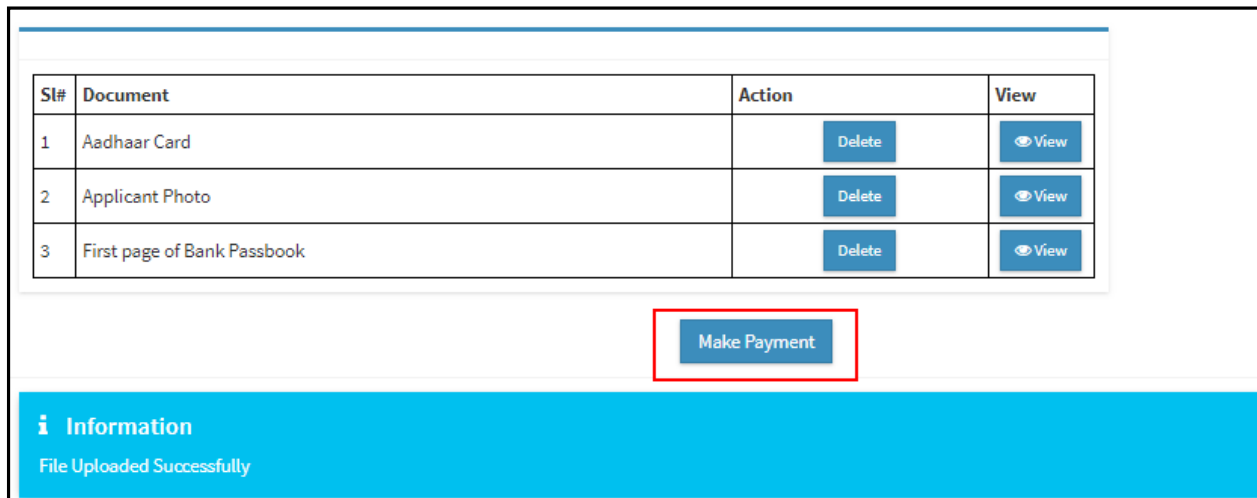- Select the type of document form dropdown, choose the file and click on Upload

Image - 14

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

Confirm

Payment Type*	Cash ▼
Application Number	TN-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

[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-4122018061102240] 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.

| தமிழ்நாடு அரசு / Government of Tamil Nadu |
| இ-சேவை மையம் / e-Sevai Centre |

ஒப்புகை / ACKNOWLEDGEMENT

ரசீது எண் / Receipt No: TN-4122018061102240	குறிப்பு எண் / Reference No: TNTACCHN01905593
விண்ணப்பதாரர் / Applicant Name: டோனி/Dhoni	விண்ணப்ப எண் /Application No : TN-4122018061102240
துறையின் பெயர் / Department Name: கைத்தறி மற்றும் துணிநூல் இயக்குநரகம் / Department of Handloom and Textile	விண்ணப்பித்த தேதி / Application date : 06/11/2018 12:16:06
	விண்ணப்பித்த சேவை / Applied for Service : Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme – Enrolment

பணம் செலுத்திய விவரம் / Payment Details		
விவரங்கள் / Particulars	செலுத்தும் 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): Seventy Only.

மையப் பெயர் & குறியீட்டு எண் / Centre Name & Code : - TACCHN019	கையொப்பம் / Signature of the Centre Operator

மேலே குறிப்பிட்டுள்ள அனைத்து விவரங்களையும் சரி பார்த்து கொள்ளவும். உங்கள் விண்ணப்ப நிலையை தெரிந்து கொள்ள பின்வரும் இணையதளத்தில் பார்க்கவும் http://tn.cms.co.in:81/eDistrict/User/TrackApplication.aspx / Kindly check correctness of all the details furnished above. To Check the Application Status see the URL http://tn.cms.co.in:81/eDistrict/User/TrackApplication.aspx.

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.
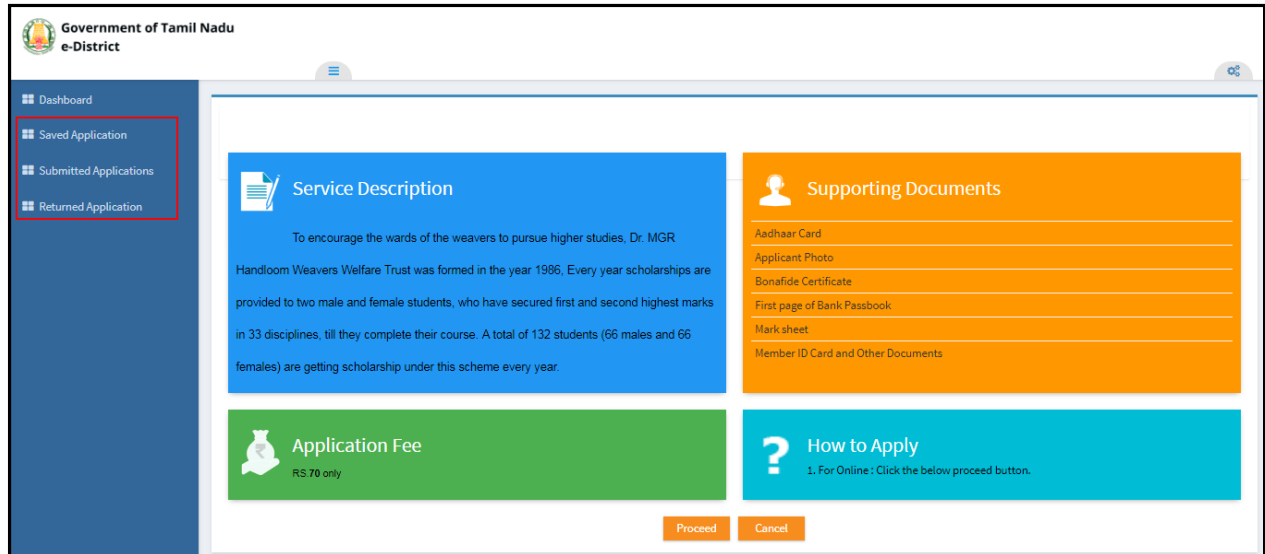

Image - 18

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.
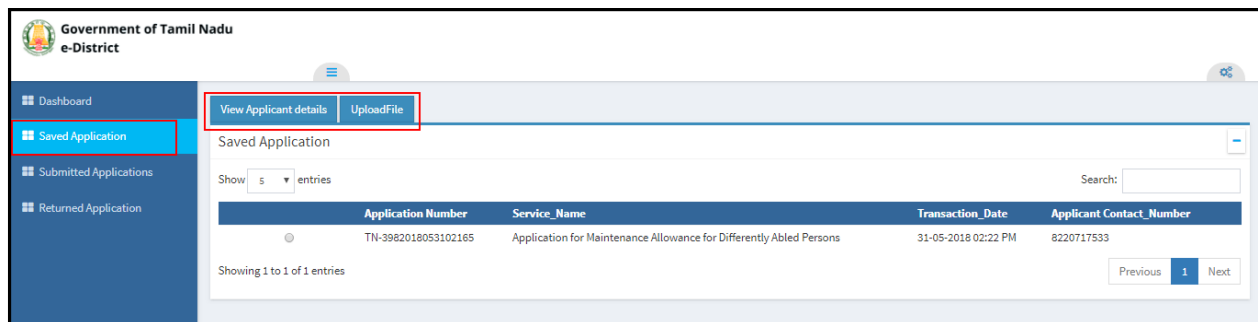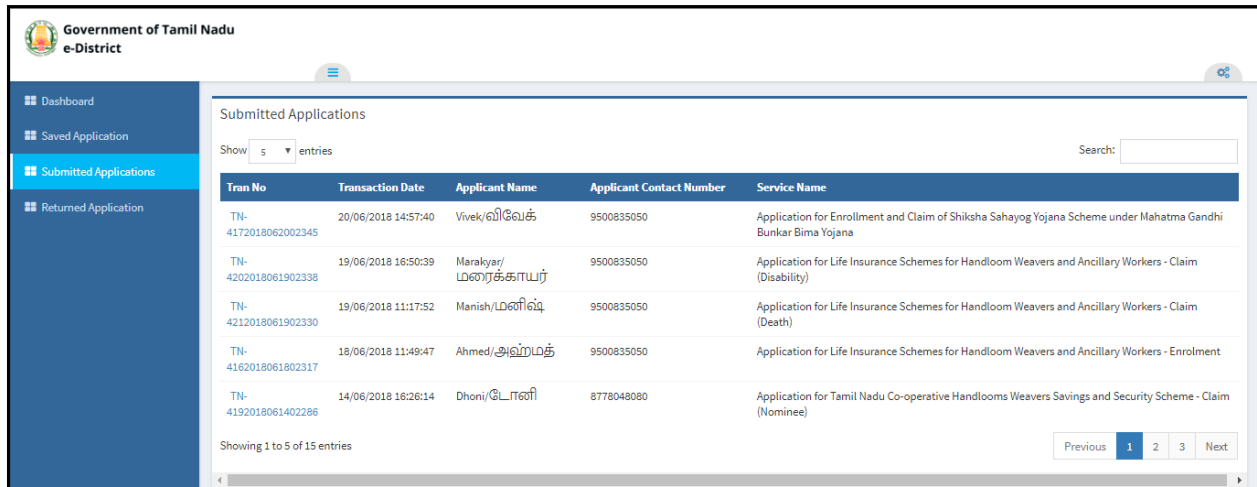

Image - 19

6.3 Submitted Application

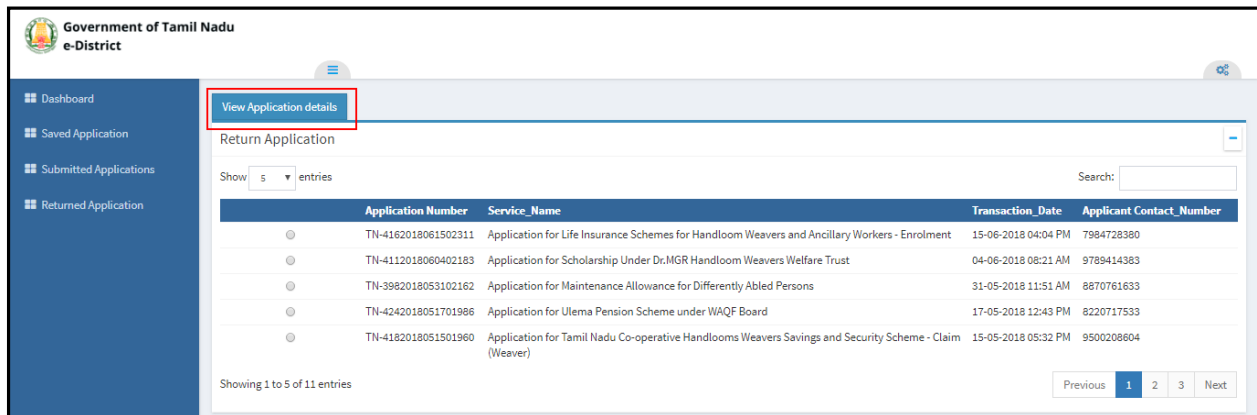List of submitted applications can be viewed here as shown in the image below.

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**.

Transaction Details   −

Transaction No :
TN-4162018061502311

Date Of Submission :
15-06-18 04:06 PM

Applicant Name :
Dwesh/டவெஸ்

Mobile Number :
7984728380

Documents

📄 Supporting Documents   ⌄

Application Form

Action History

Verify Details	Jun 18 2018 11:17AM

Returned

Action : Return
By : HTMD Handloom HTMD Handloom

Received Application	Jun 18 2018 11:16AM

Action : Forward
By : Deputy Director Handloom Deputy Director Handloom

List of Documents

1	Aadhaar Card	Mandatory
2	Applicant Photo	Mandatory
3	First page of the Bank Passbook	Mandatory
4	Proof of Weaver / Ancillary Worker	Mandatory
5	Ration Card	Optional
6	Voter ID	Optional
7	Member ID Card	Optional
8	Member Passbook and Other Documents	Optional

Select Document* Please Select ▼

Sl#	Document	Action	View
1	Aadhaar Card	Delete	👁View
2	Applicant Photo	Delete	👁View
3	First page of the Bank Passbook	Delete	👁View
4	Proof of Weaver / Ancillary Worker	Delete	👁View

Please Select Your language: TAMIL ◯   ENGLISH ◉

*Comment

Proof not verified

Submit

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.
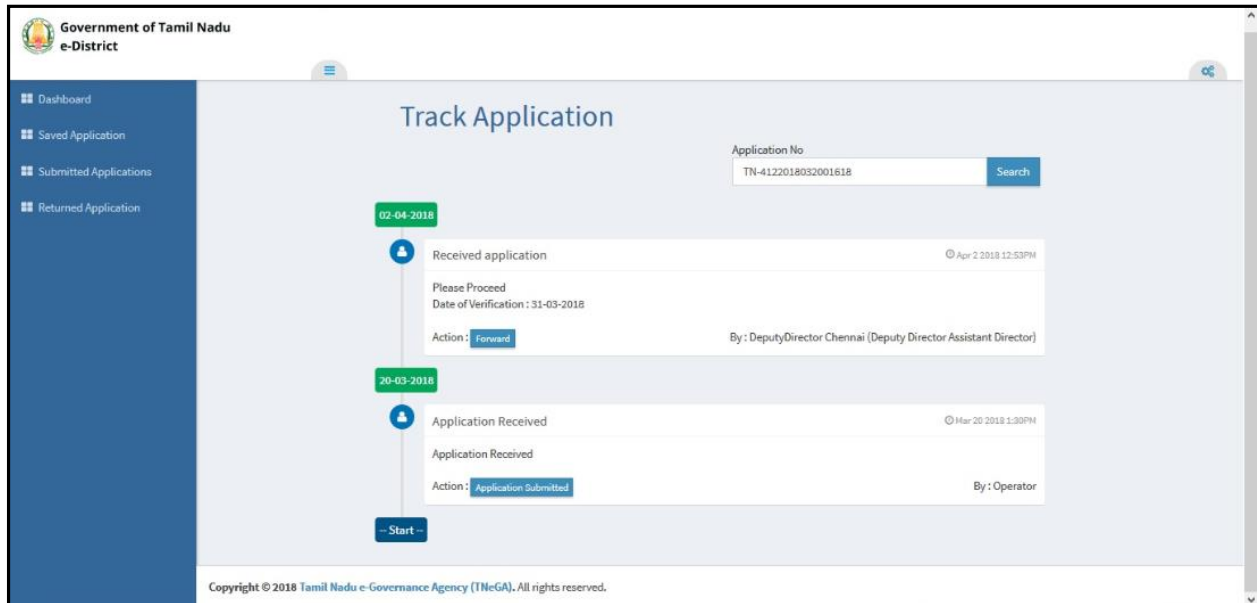

Image - 23

7 Disclaimer

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