

Tamil Nadu e-District
User Manual
on
DHT-204 Application for Tamil Nadu Cooperative
Handlooms Weavers Family Pension Scheme

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

	<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
	<ol style="list-style-type: none">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*

- Double click on the  to open the browser
 - The browser will be open with default page or blank page
 - Enter the URL and press enter button on keyboard

6 Application for Tamil Nadu Co-operative Handlooms Weavers Family Pension Scheme

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.



The screenshot shows the e-Sevai web portal interface. At the top, there is a navigation bar with the following links: Home, About e-Sevai, Government Orders, e-Sevai, Contact Us, Help, and Download. Below the navigation bar, there are four main sections: TNeGA (with a map of Tamil Nadu), Important Links (listing Government Orders, Tenders, Documents, Job Opportunities, and Maps), Latest News (listing services offered in e-Sevai Centres and through institutions), and Sign In. The Sign In section contains a form with fields for User Name, Password, and Enter Captcha Code. There are also Login and Reset buttons, and a link for Forgot Password?. Red arrows point to the User Name field (labeled 'enter user id') and the Password field (labeled 'enter password').

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.

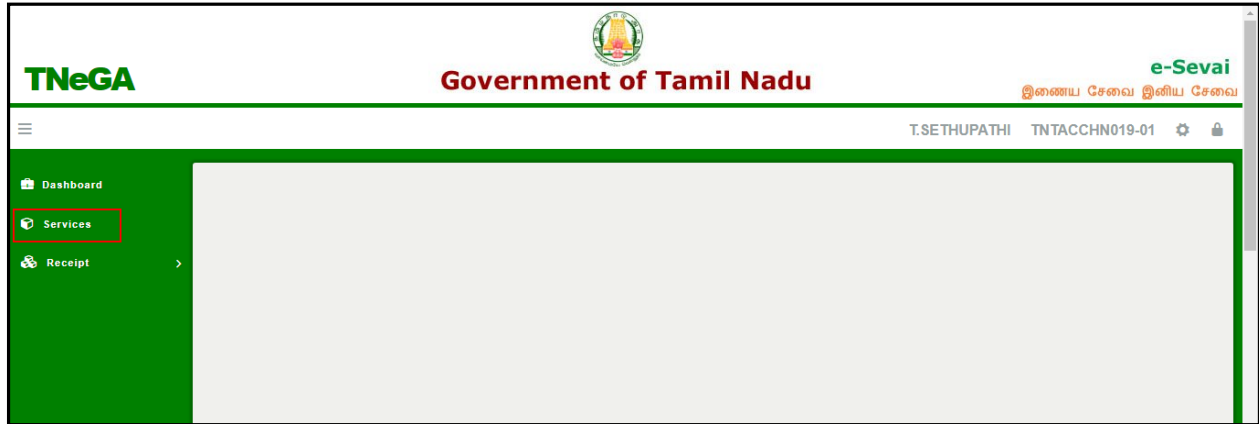


Image - 2

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 Family Pension scheme” 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.

Application for Tamil Nadu Cooperative Handlooms Weavers Family Pension Scheme/Application for Tamil Nadu Cooperative Handlooms Weavers Family Pension Scheme

Note: 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 Applicant doesn't have CAN Number: Click on Register button.
3. Apply for CAN registration: Register Can

Applicant CAN Number/ குடிமக்கள் கணக்கு எண் *	<input type="text"/>	Applicant Name *	<input type="text"/>
Applicant Father Name *	<input type="text"/>	Applicant Mobile Number *	<input type="text"/>
Applicant Email Id *	<input type="text"/>	Applicant Date of Birth *	<input type="text"/>

Search

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		
Appellation*	Shri / ஸ்ரீ		
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 / தண்டையார்பேட்டை	Street Name(only for Chennai district) / தெரு பெயர்*	Amman Koil Cross Street Koruk
Revenue Village / கிராமம்*	Tondiarpet (part 1) / தண்டையார்பேட்டை		
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	District
AXIS BANK	CHENNAI
Branch Name	IFSCCode
ELDAMS ROAD	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.

Contact Details

Phone / Landline No. With STD Code Mobile Number / தொலைபேசி எண்

Email Id / மின்னஞ்சல் முகவரி *

Generate OTP

Enter OTP *

confirm 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 Registration Successful

"Your CAN Number is **1331603011212**", Please click on proceed button to move further.

Proceed

Image - 9

The applicant can now proceed with applying for Tamil Nadu Co-operative Handlooms Weavers Family Pension Scheme using the 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
<input checked="" type="radio"/>	1331603011624	Dhoni	Pan Singh	19-Mar-1985	8220717533	
<input type="radio"/>	1331603010978	Dhoni	Durai	14-Jun-1988	8220717533	
<input type="radio"/>	1331603011067	Dhoni	Mehendra	07-Jul-1985	8220717533	
<input type="radio"/>	1331603011340	Dhoni	Mehendra	07-Jul-1983	9750229994	
<input type="radio"/>	1331603011482	Dhoni	Sudha	23-Oct-1984	8778048080	

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

Mobile Number / தொலைபேசி எண் * **Generate OTP**

Enter OTP * **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
<input checked="" type="radio"/>	1331603011624	Dhoni	Pan Singh	19-Mar-1985	8220717533	
<input type="radio"/>	1331603010978	Dhoni	Durai	14-Jun-1988	8220717533	
<input type="radio"/>	1331603011067	Dhoni	Mahendra	07-Jul-1985	8220717533	
<input type="radio"/>	1331603011340	Dhoni	Mahendra	07-Jul-1983	9750229994	
<input type="radio"/>	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.

Applicant Details / விண்ணப்பதாரர் விவரங்கள்

* Appellation	Dr/டாக்டர்	* Applicant Name / விண்ணப்பதாரர் பெயர்	Dhoni/டோனி
* Relationship/உறவு	Father	* Father / Husband / Guardian Name	Pan Singh/பான் சிங்
* Mother's Name / தாயின் பெயர்	Devaki Devi/தேவகி டேவி	* Gender / பாலினம்	Male
* Marital Status / திருமண நிலை	Married	* Date of Birth / பிறந்த தேதி	19-Mar-1985
* Religion / மதம்	Hindu	* Community / சாதி	BC
* Driving License	423234234234	Ration Card No	

Current Address / தற்போதைய முகவரி

* State / மாநிலம்	TAMIL NADU	* District / மாவட்டம்	Perambalur/பெரம்பலூர்
* Taluk / வட்டம்	Perambalur/பெரம்பலூர்	* Revenue Village / கிராமம்	Aiyalur/அயிலூர்
* Street No/Name / தெரு எண் / பெயர்	Nehru/நேரு	* Building / Door / Flat No / கட்டிட/கதவு/பிளாட் எண்	21
* Pin Code / அஞ்சல் எண்	600012		

If same as Current Address / தற்போதைய முகவரி அதே என்றால்

Permanent Address / நிலையான முகவரி

* State / மாநிலம்	TAMIL NADU	* District / மாவட்டம்	Ariyalur/அரியலூர்
* Taluk / வட்டம்	Ariyalur/அரியலூர்	* Revenue Village / கிராமம்	Ariyalur (n)/அரியலூர்
* Street No/Name / தெரு எண் / பெயர்	Nehru/நேரு	* Building / Door / Flat No / கட்டிட/ கதவு/பிளாட் எண்	44
* Pin Code / அஞ்சல் எண்	600423		

Contact Details / தொடர்பு விவரங்கள்

Phone / Landline No. With STD Code		* Mobile Number	8220717533
Email Id			

Application Details / விண்ணப்ப விவரங்கள்

Member Details / உறுப்பினர் விவரங்கள்

* Society Name	Ammapettai SWCS	* Member ID Number / உறுப்பினர் எண்	1234
* Member stake in the Society? / சங்கத்தில் உறுப்பினர் செலுத்தியுள்ள பங்குத்தொகை ?	20.00		
* Is member healthy / உறுப்பினர் திடகாத்திரம் உள்ளவரா ?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Already Enrolled in Savings and Security Scheme / சேமிப்பு மற்றும் பாதுகாப்புத் திட்டத்தில் ஏற்கனவே பதிவுசெய்யப்பட்டது ?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Member Mother or Father have suffered by any Diseases if so, give details / உறுப்பினர் தாய், தந்தையாருக்கேனும் கொடிய வியாதிகள் இருந்ததண்டா?		If member were suffering from any serious illness, Please give a description / ஏதேனும் கொடிய வியாதியால் எப்பொழுதாவது பாதிக்கப்பட்டிருக்கிறாரா?	
* Date of Death / இறந்த தேதி	06-06-2018	* Member Enrollment date in the society / சங்கத்தில் பதிவின் தேதி	04-06-2018

Nominee Details / நியமன விவரங்கள்

* Appellation	Shri/ஸ்ரீ	* Nominee Name / நியமனாதரர் பெயர்	selvam
* Relationship / உறவு	Father	* Whether Nominee is Alive / நியமனாதரர் உயிருடன் இருக்கிறாரா இல்லையா	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Share of accumulation to be paid / செலுத்த வேண்டிய பங்கு தொகை	10000.00	* Share of insured to be paid / செலுத்த வேண்டிய காப்பீட்டு தொகை	30000.00

Bank Details / வங்கி விவரங்கள்

* Bank Name / வங்கி பெயர்	BANK OF INDIA	* District / மாவட்டம்	KARUR
* Branch Name / கிளை	NANGAVARAM	* IFSC Code / இந்திய நிதி அமைப்பு குறியீடு	BKID0008308
* Account Number / கணக்கு எண்	234231423154	* Account Holder Name / கணக்கு வைத்திருப்பவர்	giri

Declaration / உறுதிமொழி

Hereby, I declare that what is stated above is true to the best of my own information and brief.

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.

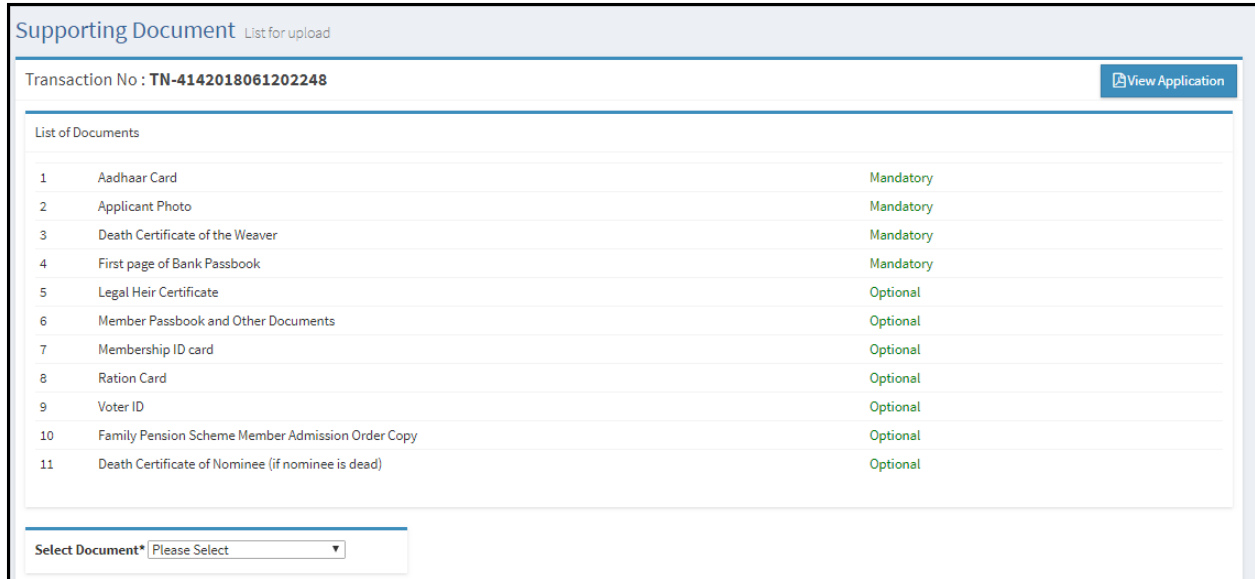


Image - 13

STEP 13: Upload all Mandatory Supporting Documents.

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

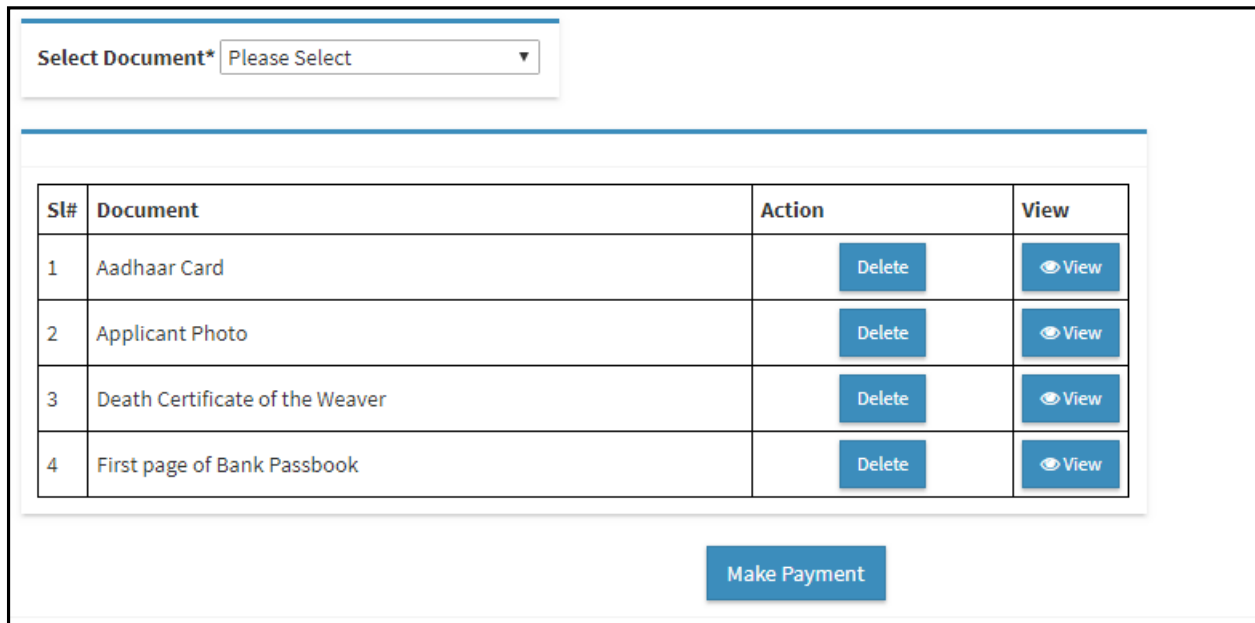


Image - 14

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

Confirm

Payment Type*

Application Number	TN-4142018061202248
Applicant Name	Dhoni/ஐ. பாரதி
Date of Application	06/12/2018 11:41:18
Service Name	Application for Tamil Nadu Cooperative Handlooms Weavers Family Pension Scheme
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-4142018061202248] Saved Successfully.

Acknowledgement Receipt

Application Number	TN-4142018061202248
Applicant Name	Dhoni/ஐ. பாரதி
Date of Application	06/12/2018 11:41:18
Service Name	Application for Tamil Nadu Cooperative Handlooms Weavers Family Pension Scheme
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 ஒப்புக்கை / ACKNOWLEDGEMENT		
ரசீது எண் / Receipt No: TN-4142018061202248	குறிப்பு எண் / Reference No: TNTACCHN01905594	
விண்ணப்பதாரர் / Applicant Name: டோனி/Dhoni	விண்ணப்ப எண் / Application No : TN-4142018061202248	
துறையின் பெயர் / Department Name: கைத்தறி மற்றும் துணிநூல் இயக்குனரகம் / Department of Handloom and Textile	விண்ணப்பித்த தேதி / Application date : 06/12/2018 11:41:18	
விண்ணப்பித்த சேவை / Applied for Service : Application for Tamil Nadu Cooperative Handlooms Weavers Family Pension Scheme		
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.

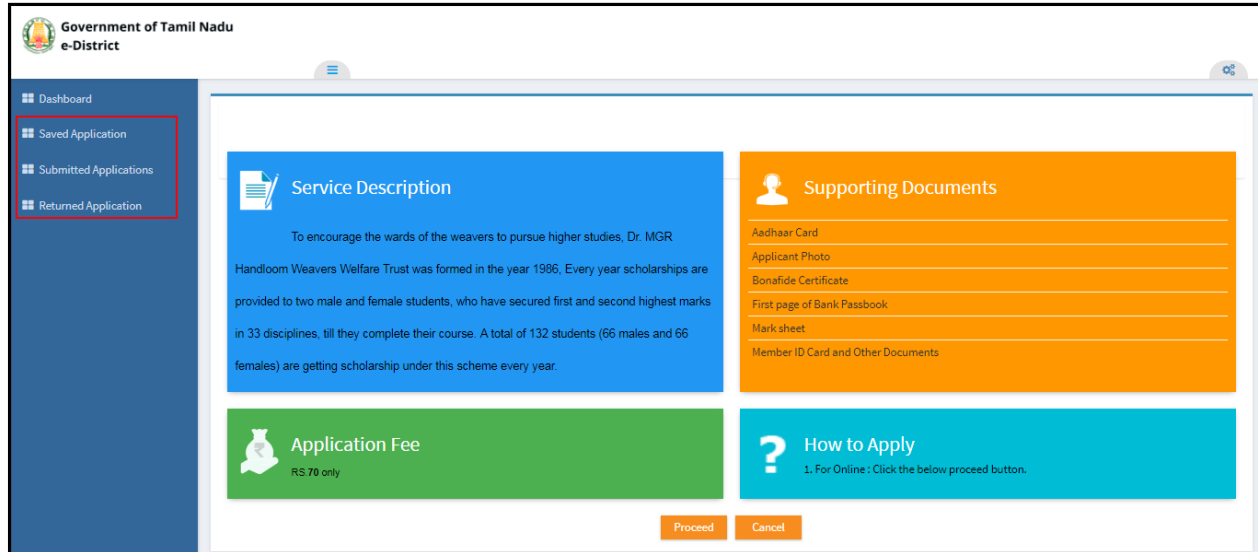


Image - 18

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.

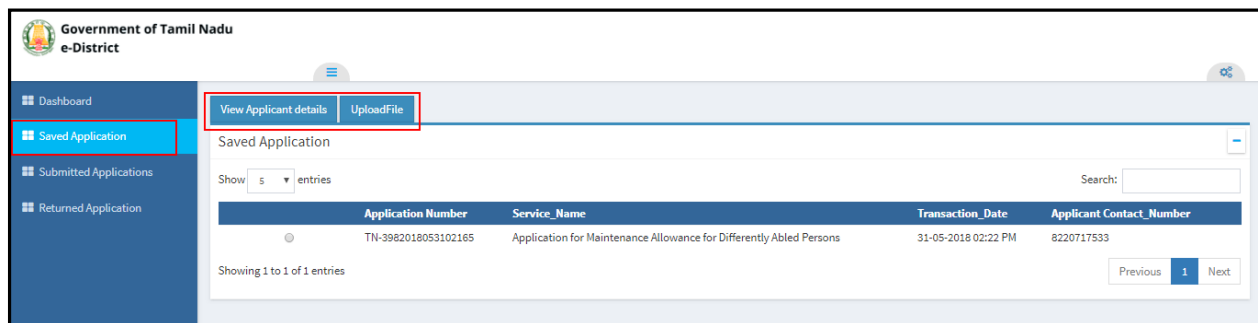
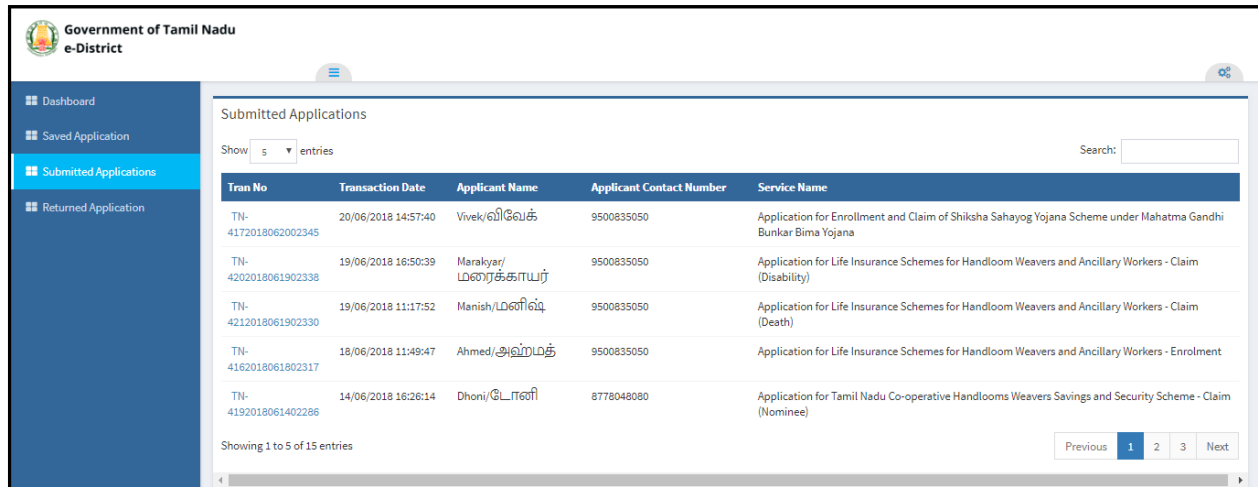


Image - 19

6.3 Submitted Application

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

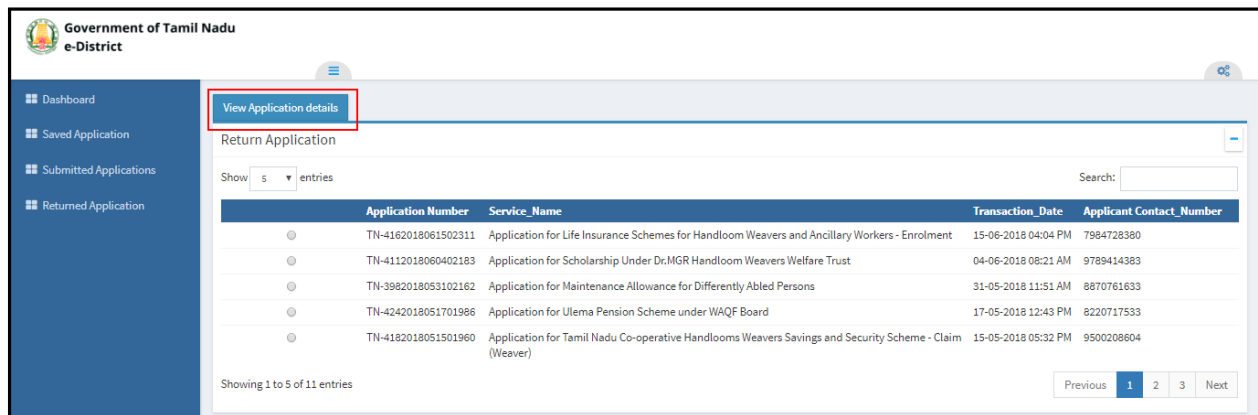


Tran No	Transaction Date	Applicant Name	Applicant Contact Number	Service Name
TN-4172018062002345	20/06/2018 14:57:40	Vivek/விவேக்	9500835050	Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana
TN-4202018061902338	19/06/2018 16:50:39	Marakayar/ மரகையர்	9500835050	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Disability)
TN-4212018061902330	19/06/2018 11:17:52	Manish/மனிஷ்	9500835050	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Death)
TN-4162018061802317	18/06/2018 11:49:47	Ahmed/அஹ்மத்	9500835050	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment
TN-4192018061402286	14/06/2018 16:26:14	Dhoni/டீட்டணி	8778048080	Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Nominee)

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.



Application Number	Service Name	Transaction Date	Applicant Contact Number
TN-4162018061502311	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment	15-06-2018 04:04 PM	7984728380
TN-4112018060402183	Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust	04-06-2018 08:21 AM	9789414383
TN-3982018053102162	Application for Maintenance Allowance for Differently Abled Persons	31-05-2018 11:51 AM	8870761633
TN-4242018051701986	Application for Ulema Pension Scheme under WAQF Board	17-05-2018 12:43 PM	8220717533
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**.

Transaction Details

Transaction No : TN-4162018061502311

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

Applicant Name : Dwesh/L.செவ்வீடு

Mobile Number : 7984728380

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

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

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.

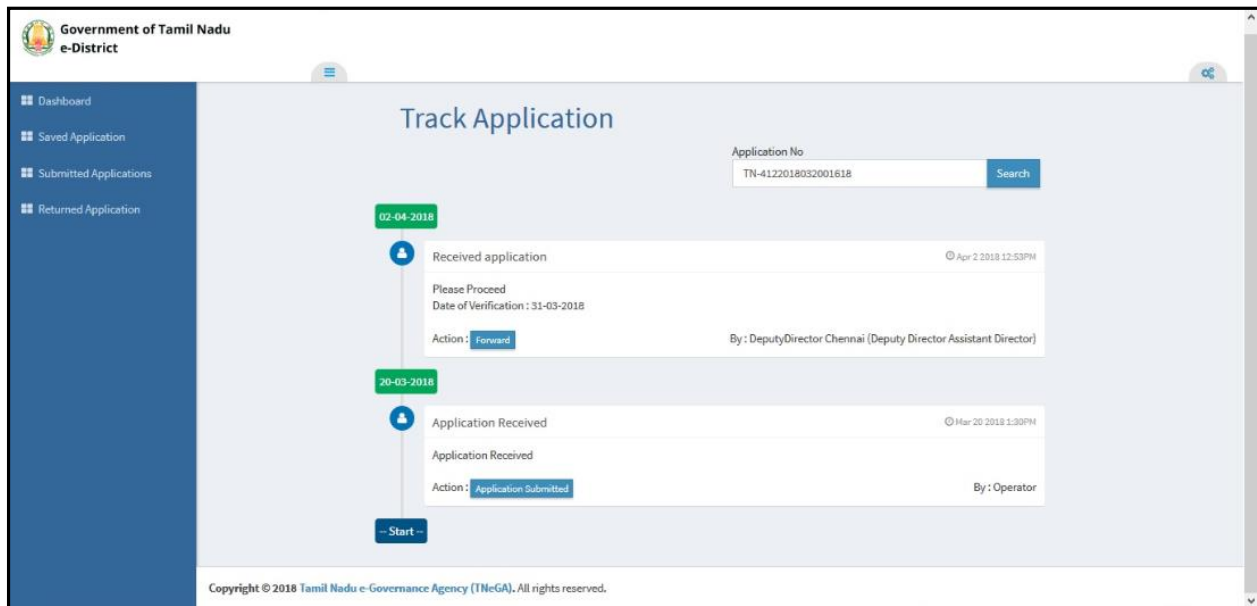


Image - 23

7 Disclaimer

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