Tamil Nadu e-District

User Manual

on

DHT-206 Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana

Prepared by

CMS Computers LTD

Table of Contents

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 Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana

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. Below show page will open.

Image - 1

STEP 2: Enter the Login credentials and Captcha code

STEP 3: Click on **Login**.

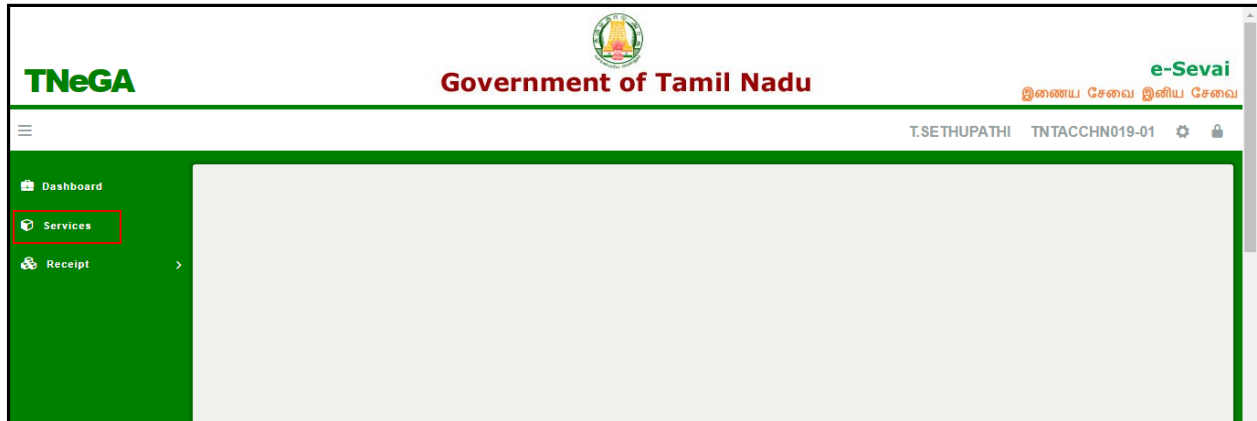User will be redirected to the e-Sevai Dashboard as shown below.

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.**
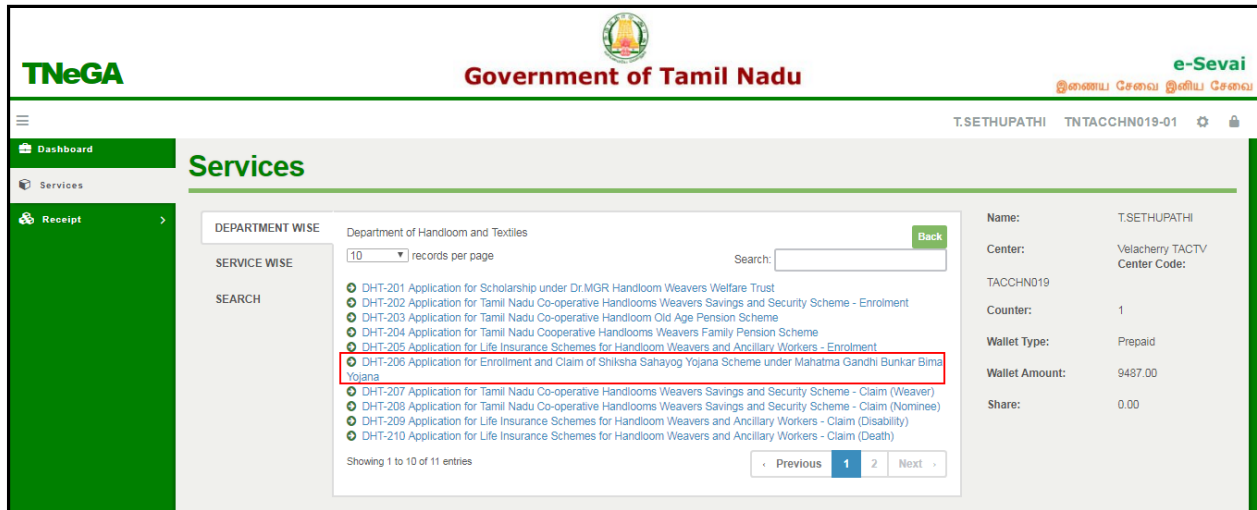
Below screen will be displayed.

Image - 4

STEP 6: Click on **Application Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana** link.
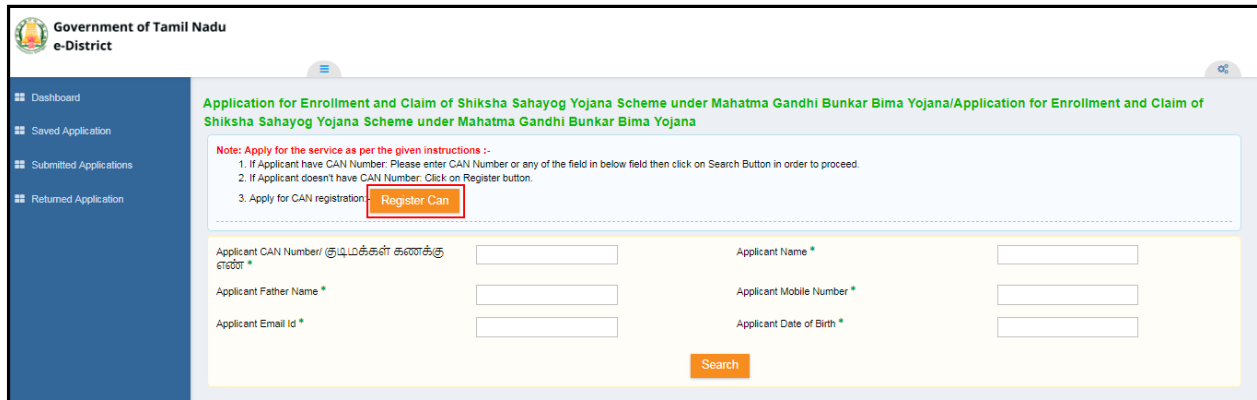
User will be redirected to the e-District Portal.

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** mandatory.

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 / 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 / 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.

Image - 8

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

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

Image - 9

The applicant can now proceed with applying for **Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana** 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
○	1331603012039	Narmatha	Selvam	02-Oct-1955	9500835050	
○	1331603012090	Jamshid	Nasreen	01-Jan-1960	9500835050	
○	1330801012089	Noor Mohammed	Fathima Banu	01-Jan-1955	9500835050	
○	1331603012093	Stage test A	Test	01-Jan-1955	9500835050	
○	1331603012096	STAGE TEST B	SAHU	01-Jan-1955	9500835050	
○	1331901012097	Kadalraasa	Kadalthaai	02-Mar-1961	9500835050	
○	1331901012098	tHIRUKAI	THAAIAMMA	02-Mar-1961	9500835050	
○	1331701012147	Anwardeen	Noorul Beevi	01-Mar-1955	9500835050	
○	1330209012199	Sharukhan	Ameer Sultana	01-Sep-1955	9500835050	
◉	1330205012203	Vivek	Omana	01-Jan-1991	9500835050	

Showing 21 to 30 of 38 entries   First Previous 1 2 **3** 4 Next Last

Mobile Number / தொலைபேசி எண் *   `9500835050`   **Generate OTP**

Enter 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
○	1331603012039	Narmatha	Selvam	02-Oct-1955	9500835050	
○	1331603012090	Jamshid	Nasreen	01-Jan-1960	9500835050	
○	1330801012089	Noor Mohammed	Fathima Banu	01-Jan-1955	9500835050	
○	1331603012093	Stage test A	Test	01-Jan-1955	9500835050	
○	1331603012096	STAGE TEST B	SAHU	01-Jan-1955	9500835050	
○	1331901012097	Kadalraasa	Kadalthaai	02-Mar-1961	9500835050	
○	1331901012098	tHIRUKAI	THAAIAMMA	02-Mar-1961	9500835050	
○	1331701012147	Anwardeen	Noorul Beevi	01-Mar-1955	9500835050	
○	1330209012199	Sharukhan	Ameer Sultana	01-Sep-1955	9500835050	
◉	1330205012203	Vivek	Omana	01-Jan-1991	9500835050	

Showing 21 to 30 of 38 entries   First Previous 1 2 **3** 4 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 Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana

Applicant Details / விண்ணப்பதாரர் விவரங்கள்

* Appellation	Thiru/திரு	* Applicant Name / விண்ணப்பதாரர் பெயர்	Vivek/விவேக்
* Relationship/உறவு	Mother	* Father / Husband / Guardian Name	Omana/ஓமனா
* Mother's Name / தாயின் பெயர்	Omana/ஓமனா	* Gender / பாலினம்	Male
* Marital Status / திருமண நிலை	Married	* Date of Birth / பிறந்த தேதி	01-Jan-1991
* Religion / மதம்	Hindu	* Community / சாதி	BC
* Driving License	200000000001	* Ration Card No	3423412312313

Current Address / தற்போதைய முகவரி

* State / மாநிலம்	TAMIL NADU	* District / மாவட்டம்	Chennai/சென்னை
* Taluk / வட்டம்	Aminjikarai/அமைமந்த	* Revenue Village / கிராமம்	Periyakudal/பெரியகு
* Street No/Name / தெரு எண் / பெயர்	A- Block 11th Street Anr	* Building / Door / Flat No / கட்டிட/ கதவு/பிளாட் எண்	24
* Pin Code / அஞ்சல் எண்	623424		

☑ If same as Current Address / தற்போதைய முகவரி அதே என்றால்

Permanent Address / நிலையான முகவரி

* State / மாநிலம்	TAMIL NADU	* District / மாவட்டம்	Chennai/சென்னை
* Taluk / வட்டம்	Aminjikarai/அமைமந்த	* Revenue Village / கிராமம்	Periyakudal/பெரியகு
* Street No/Name / தெரு எண் / பெயர்	A- Block 11th Street Anr	* Building / Door / Flat No / கட்டிட/ கதவு/பிளாட் எண்	24
* Pin Code / அஞ்சல் எண்	623424		

Contact Details / தொடர்பு விவரங்கள்

Phone / Landline No. With STD Code		* Mobile Number	9500835050
Email Id			

Application Details / விண்ணப்ப விவரங்கள்

* Society Name	Ammaiyar Kuppam ▼	* Weaver Category	Weavers of Co-oper ▼

Member Personal Detail

* Society Membership ID Number / உறுப்பினர் எண்	1234

Student Details

Student Name	Relationship	Age	Name of the School	Place of the School	Standard / Class	Academic Year	Ac#
ravi	Son ▼	18	vidhayala	salem	+2 ▼	2018	⊕

Bank Details

* Bank Name / வங்கி பெயர்	AXIS BANK ▼	* District / மாவட்டம்	COIMBATORE ▼
* Branch Name / வங்கிக்கிளை	PERIYANAICKENP/ ▼	* IFSC / இந்திய நிதி அமைப்பு குறியீடு	UTIB0003587
* Account Number / கணக்கு எண்	123456765432		

Declaration / உறுதிமொழி

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

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.

Supporting Document List for upload

Transaction No : **TN-4172018062002345**   View Application

List of Documents

1	Aadhaar Card	Mandatory
2	Applicant Photo	Mandatory
3	Bonafide Certificate	Mandatory
4	ECS Mandate	Mandatory
5	First page of the Bank Passbook	Mandatory
6	Mark Sheet	Mandatory
7	Previous Installment Utilization Certificate	Mandatory
8	Ration Card	Optional
9	Voter ID Card	Optional
10	Member ID Card	Optional
11	Member Passbook and Other Documents	Optional
12	MGBBY Member Admission Order Copy	Optional

Image - 13

STEP 13: Upload all Mandatory Supporting Documents.

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

Sl#	Document	Action	View
1	Aadhaar Card	Delete	View
2	Applicant Photo	Delete	View
3	Bonafide Certificate	Delete	View
4	ECS Mandate	Delete	View
5	First page of the Bank Passbook	Delete	View
6	Mark Sheet	Delete	View
7	Previous Installment Utilization Certificate	Delete	View

Make Payment

Image - 14

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

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.

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-4172018062002345	குறிப்பு எண் / Reference No: TNTACCHN01905601
விண்ணப்பதாரர் / Applicant Name: விவேக்/Vivek	விண்ணப்ப எண் /Application No : TN-4172018062002345
துறையின் பெயர் / Department Name: கைத்தறி மற்றும் துணிநூல் இயக்குனரகம் / Department of Handloom and Textile	விண்ணப்பித்த தேதி / Application date : 06/20/2018 14:54:38
	விண்ணப்பித்த சேவை / Applied for Service : Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana

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.
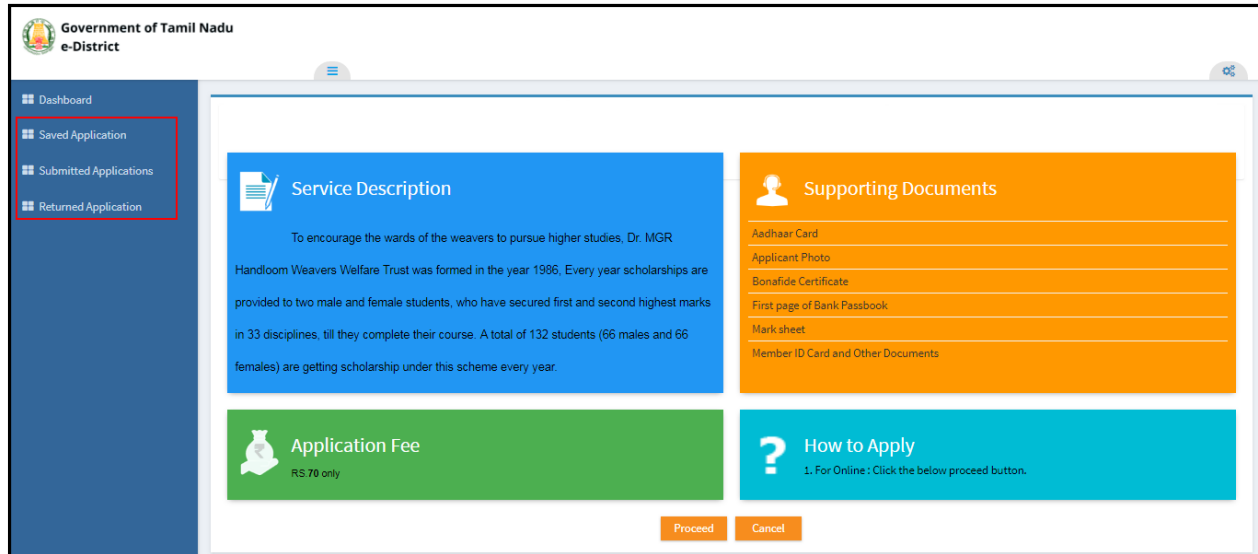
Image - 18

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.
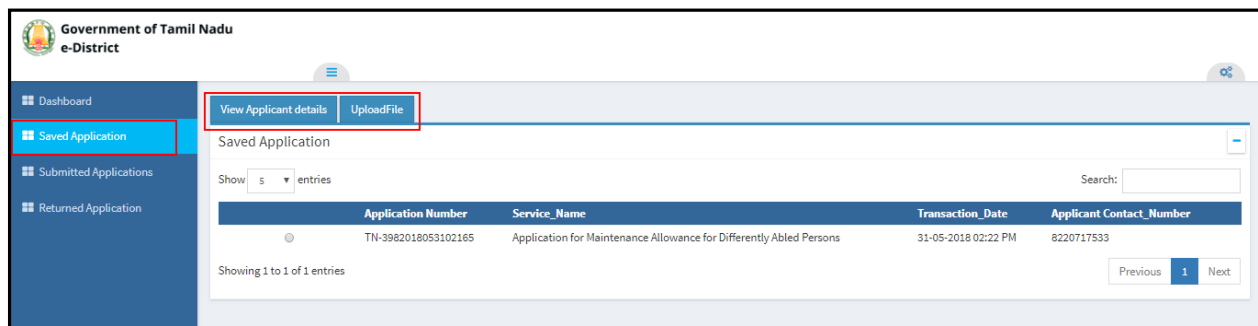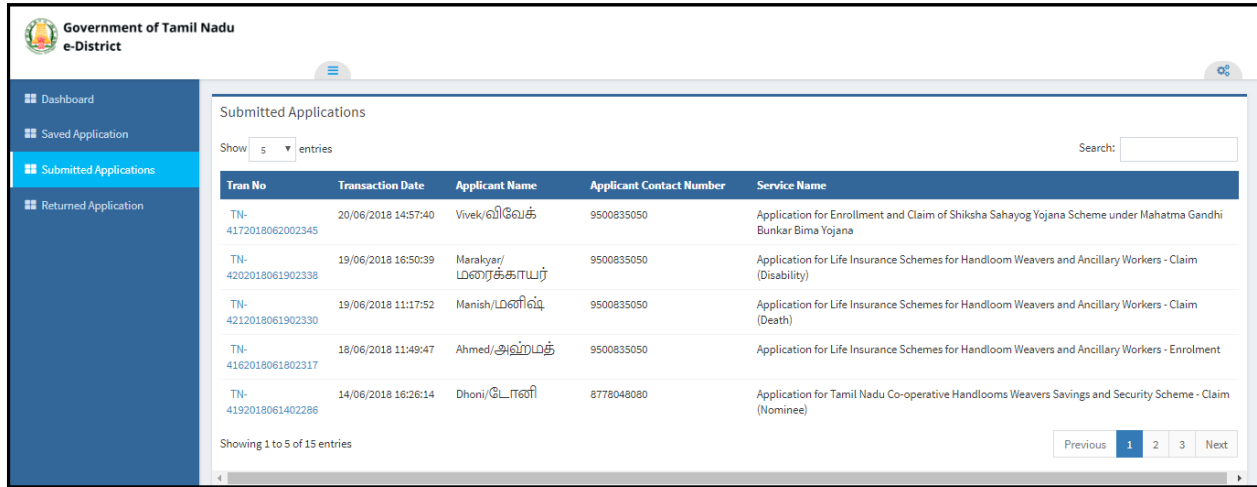
Image - 19

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**.

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.
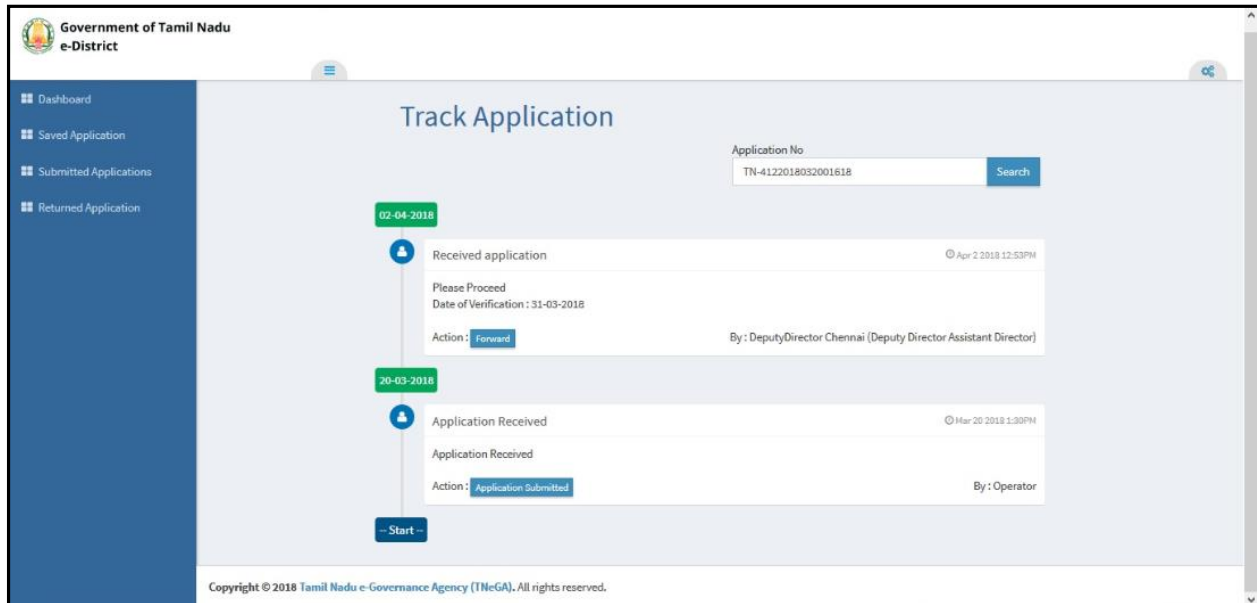

Image - 23

7 Disclaimer

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