Tamil Nadu e-District

User Manual

on

DHT-207 Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme – Claim (Weaver)

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 – Claim (Weaver)

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	e-Sevai இணைய சேவை இனிய சேவை		
	Home About e-Sevai	Government Orders e-Sevai Contact Us	Help - Download -
Contraction The GA	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 C Enter Captche Code
	Documents	List of Services offered through Institution.	Captcha is not case sensitive
	Job Opportunities		
	Maps		Login Reset enter password 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.



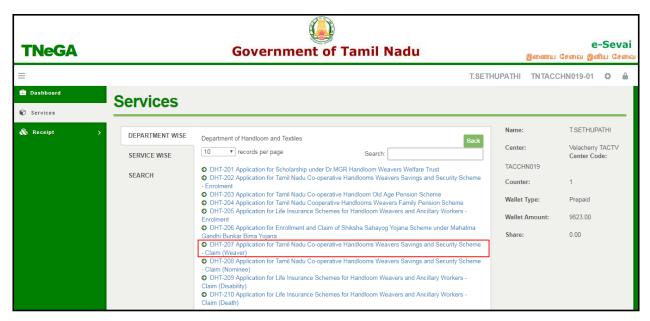


Image - 4

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

User will be redirected to the e-District Portal.

Government of Tamil I e-District	Nadu		
		°	
Dashboard		rity Scheme - Claim (Weaver)/Application for Tamil Nadu Co-operative Handlooms	
DHT-201-Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Weaver)/Application for Tamil Nadu Co-operative Weavers Savings and Security Scheme - Claim (Weaver)/Application for Tamil Nadu Co-operative Weavers Savings and Security Scheme - Claim (Weaver)/Application for Tamil Nadu Co-operative Weavers Savings and Security Scheme - Claim (Weaver)/Application for Tamil Nadu Co-operative Weavers Savings and Security Scheme - Claim (Weaver)/Application for Tamil Nadu Co-operative Weavers Savings and Security Scheme - Claim (Weaver)/Application for Tamil Nadu Co-operative Weavers Savings and Security Scheme - Claim (Weaver)/Application for Tamil Nadu Co-operative Weavers Savings and Security Scheme - Claim (Weaver)/Application for Tamil Nadu Co-operative Weavers Savings and Security Scheme - Claim (Weaver)/Application for Tamil Nadu Co-operative Weavers Savings and Security Scheme - Claim (Weaver)/Application for Tamil Nadu Co-operative Weavers Savings and Security Scheme - Claim (Weaver)/Application for Tamil Nadu Co-operative Weavers Savings and Security Scheme - Claim (Weaver)/Application for Tamil Nadu Co-operative Weavers Savings and Security Scheme - Claim (Weaver)/Application for Tamil Nadu Co-operative Weavers Savings and Security Scheme - Claim (Weaver)/Application for Tamil Nadu Co-operative Weavers Savings and Security Scheme - Claim (Weaver)/Application for Tamil Nadu Co-operative Weavers Savings and Security Scheme - Claim (Weaver)/Application for Tamil Nadu Co-operative Weavers Savings and Security Scheme - Claim (Weaver)/Application for Tamil Nadu Co-operative Weavers Savings and Security Scheme - Claim (Weaver)/Application for Tamil Nadu Co-operative Weavers Savings and Security Scheme - Claim (Weaver)/Application for Tamil Nadu Co-operative Weavers Savings and Security Scheme - Claim (Weaver)/Application for Tamil Nadu Co-operative Meavers Savings and Security Scheme - Claim (Weaver)/Application for Tamil Nadu Co-operative Meavers Savings and Security S			
 Submitted Applications Returned Application 	Service Description	2 Supporting Documents	
	To encourage saving habits among handloom waevers, the State Government has introduced	Aadhaar Card	
	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	
	earned, the state government is contributing 8 paise per rupee of wages. Accordingly, the total subscription	Member Passbook and other Documents	
	of 16 paise is being deposited in the government Account for which the state Government allows 9.5%	Membership ID card	
		Ration Card Voter ID	
	interest. Out of the 9.5% interest, 6.5% is being credited to the weaver member's account and the	Voterio	
	remaining 3% is being utilized for implementing the Old Age Pension Scheme and Family Pension Scheme		
	for Handloom weavers.		
	Application Fee RS 70 only	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.

Government of Tamil e-District	Nadu			œ			
Dashboard Saved Application	Application for familiaau co-operative Handidons weavers savings and security scheme - claim (weaver) Application for familiaau co-operative Handido Weavers Savings and Security Scheme - Claim (Weaver)						
 Submitted Applications Returned Application 	Note: Apply for the service as per the given instructi 1. If Applicant have CAN Number: Please enter CA 2. If Applicant doesn't have CAN Number: Click on 3. Apply for CAN registration Registration	N Number or any of the field in belo	w field then click on Search Button in order to proceed.				
	Applicant CAN Number/ குடிமக்கள் கணக்கு எண் *	-1	Applicant Name *				
	Applicant Father Name *		Applicant Mobile Number				
			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* Admin Unit / நிர்வாக அலகு Slock 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.



Note – The applicant must Generate and verify OTP before submitting the form.						
Contact Details						
Phone / Landline No. With STD Code	Mobile Number / தொலைபேசி எண் *					
Emailld / யின்னஞ்சல் முகவரி *						
Generate DTP						
Enter OTP *						
1902						
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 R	egistration Suco	cessful		
		"Your CAN Number	is 1331603011212", Ple	ase click on proceed button to move further.
			Proce	ed

Image - 9

The applicant can now proceed with applying for Tamil Nadu Co-operative Handlooms **Weavers Savings and Security Scheme – Claim (Weaver)** 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
0	1332604008910	Sanjay	Balamurugan	14-Nov-2013	9500835050	ba@gmail.com
۲	1331603011106	Selvi	Sundaram	20-Sep-1982	9500835050	
0	1330313011188	llakkiyaa	Selvam	01-Jul-1980	9500835050	
0	1331403011189	Gayathiri	Perumal	01-Jun-1993	9500835050	
0	1331202011767	Malar	Mayilvanan	01-Mar-1990	9500835050	
0	1331502011705	Shiva	Aravinth	20-Sep-1994	9500835050	
0	1331201011884	THAIMUR	AYEESHA	07-May-2018	9500835050	abc1@gmail.com
0	1331201011993	Marakyar	SURA	01-Apr-1955	9500835050	
0	1331202012012	SHIEK IMMAM	MOHAMMED RIYAS	01-Jan-1950	9500835050	
0	1331202012025	Ahmed	Mohammed	01-Jan-1955	9500835050	abcd55@gmail.com
Showing 1 to 10 of 37 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
•	1332604008910	Sanjay	Balamurugan	14-Nov-2013	9500835050	ba@gmail.com
۲	1331603011106	Selvi	Sundaram	20-Sep-1982	9500835050	
0	1330313011188	llakkiyaa	Selvam	01-Jul-1980	9500835050	
0	1331403011189	Gayathiri	Perumal	01-Jun-1993	9500835050	
0	1331202011767	Malar	Mayilvanan	01-Mar-1990	9500835050	
0	1331502011705	Shiva	Aravinth	20-Sep-1994	9500835050	
0	1331201011884	THAIMUR	AYEESHA	07-May-2018	9500835050	abc1@gmail.com
0	1331201011993	Marakyar	SURA	01-Apr-1955	9500835050	
0	1331202012012	SHIEK IMMAM	MOHAMMED RIYAS	01-Jan-1950	9500835050	
0	1331202012025	Ahmed	Mohammed	01-Jan-1955	9500835050	abcd55@gmail.com
Showing 1 t	o 10 of 37 entries			First	Previous 1	2 3 4 Next Last
			Proceed Edit CAN Detail Save As Net	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.



Applicant Details / விண்ணப்பதா	ரர் விவரங்கள்		
* Appellation	Tmt./திருமதி	* Applicant Name / விண்ணப்பதாரர் பெயர்	Selvi/செல்வி
Relationship/உறவு	Husband	* Father / Husband / Guardian Name	Sundaram/சுந்தரம்
Mother's Name / தாயின் பெயர்	Susi/சுசி	* Gender / பாலினம்	Female
Marital Status / திருமண நிலை	Widow	* Date of Birth / பிறந்த தேதி	20-Sep-1982
Religion / மதம்	Hindu	* Community / சாத	MBC
Driving License	825652256655	* Ration Card No	1234567892435
urrent Address / தற்போதைய மு	<u> சகவரி</u>		
' State / மாநிலம்	TAMIL NADU	* District / மாவட்டம்	Perambalur/பெரம்ப
			-
Taluk / வட்டம்	Perambalur/பெரம்பத	* Revenue Village / கிராமம்	Aiylur/அயிலார்
	Perambalur/பெரம்பத 12/12	* Revenue Village / கிராமம் * Building / Door / Flat No / கட்டிட/ கதவு/பிளாட்எண்	Aiylur/அயிலார் 108
* Taluk / வட்டம் * Street No/Name / தெரு எண் / பெயர் • Pin Code / அஞ்சல் எண் இ If same as Current Address / தற்போதைய டு	12/12 624626	- /	
* Street No/Name / தெரு எண் / பெயர் * Pin Code / அஞ்சல் எண்	12/12 624626 முகவரி அதே என்றால்	- /	
Street NoiName / தெரு எண் / பெயர் Pin Code / அஞ்சல் எண் இ If same as Current Address / தற்போதைய டு ermanent Address / நிலையான டு	12/12 624626 முகவரி அதே என்றால்	- /	108
Street NoiName / தெரு எண் / பெயர் Pin Code / அஞ்சல் எண் இ If same as Current Address / தற்போதைய டு ermanent Address / நிலையான டு State / மாநிலம்	12/12 624626 முகவரி அதே என்றால் டிகவரி	* Building / Door / Flat No / கட்டிட/ கதவு/பிளாட்எண்	
Street No/Name / தெரு எண் / பெயர் Pin Code / அஞ்சல் எண் இ If same as Current Address / தற்போதைய டு ermanent Address / நிலையான டு State / மாநிலம் Faluk / வட்டம்	12/12 624626 முகவரி அதே என்றால் றகவரி TAMIL NADU	• Building / Door / Flat No / கட்டிட/ கதவு/பிளாட்எண் • District / மாவட்டம்	108 Perambalur/பெரம்பு
Street No/Name / தெரு எண் / பெயர் Pin Code / அஞ்சல் எண் இ If same as Current Address / தற்போதைய டு ermanent Address / நிலையான டு State / மாநிலம் Faluk / வட்டம் Street No/Name / தெரு எண் / பெயர்	12/12 624626 முகவரி அதே என்றால் றகவரி TAMIL NADU Perambalur/பெரம்பு	* Building / Door / Flat No / கட்டிட/ கதவு/பிளாட்எண் * District / மாவட்டம் * Revenue Village / கிராமம்	108 Perambalur/பெரம்பத் Aiylur/அயிலார்
'Street No/Name / தெரு என் / பெயர் 'Pin Code / அஞ்சல் எண் '' If same as Current Address / தற்போதைய டு ermanent Address / நிலையான டு State / மாநிலம் Taluk / வட்டம் Street No/Name / தெரு எண் / பெயர் Pin Code / அஞ்சல் எண்	12/12 624626 ழகவரி அதே என்றால் றகவரி ТАМІL NADU Perambalur/பெரம்பத 12/12 624626	* Building / Door / Flat No / கட்டிட/ கதவு/பிளாட்எண் * District / மாவட்டம் * Revenue Village / கிராமம்	108 Perambalur/பெரம்பத் Aiylur/அயிலார்
* Street NolName / தெரு எண் / பெயர் * Pin Code / அஞ்சல் எண் @ If same as Current Address / தற்போதைய டு	12/12 624626 ழகவரி அதே என்றால் றகவரி ТАМІL NADU Perambalur/பெரம்பத 12/12 624626	* Building / Door / Flat No / கட்டிட/ கதவு/பிளாட்எண் * District / மாவட்டம் * Revenue Village / கிராமம்	108 Perambalur/பெரம்பத் Aiylur/அயிலார்

Ammapettai SWCS V

Society Name

* Member ID number / உறுப்பினர் எண்

1234

' Member Contribution / உறுப்பினர் பங்களிப்பு ' Interest (%) / வட்டி	10.00 8	* Govt. Contribution (%) / அரசு பங்களிப்பு * Total / மொத்த தொகை	8 11.6
' Requested Claim Amount / கோரப்பட்ட தொகை தொகை	10.00		
Bank Details / வங்கி விவரங்கள்			
' Bank Name / வங்கி பெயர்	AXIS BANK 🔻	* District / மாவட்டம்	DHARMAPURI •
Bank Branch / கிளை	DHARMAPURI •	* IFSC Code / இந்திய நிதி அமைப்பு குறியீடு –	UTIB0000889
Account Number / கணக்கு எண்	121314151617	* Account Holder Name / கணக்கு வைத்திருப்பவர்	selvi
Declaration / உறுதிமொழி			

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.

Suppo	orting Document List for upload	
Transa	action No : TN-4182018061402268	Diview Application
List of	Documents	
1	Aadhaar Card	Mandatory
2	Applicant Photo	Mandatory
3	First page of Bank Passbook	Mandatory
4	Member Passbook and other Documents	Optional
5	Membership ID card	Optional
6	Ration Card	Optional
7	Voter ID	Optional
Select	t Document* Please Select V	
	Success nave successfully Submitted the eForm kindly proceed to complete, your trans	laction no : [TN-4182018061402268]

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	First page of Bank Passbook	Delete	♥View
	Мак	e Payment	
	nformation Uploaded Successfully		

Image - 14

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



Payment Type*	Cash
Application Number	TN-4182018061402268
Applicant Name	selvi/செல்வி
Date of Application	06/14/2018 12:03:00
Service Name	Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Weaver)
Application Fees	50
eSevai Centre Charges	20
Total	70

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-418	2018061402268] Saved Successfully.	
l		
Acknowledgemen	tReceipt	
Application Number		
	TN-4182018061402268	
Applicant Name	selvi/செல்வி	
Date of Application	06/14/2018 12:03:00	
Service Name	Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Weaver)	
Application Fees	50	
eSevai Centre Charges	20	
Total	70	
	户 Print Receipt	

Image - 16

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



	தமிழ்தாடு அரசு / Government of Tamil Nad இ-சேவை மையம் / e-Sevai Centre	u
	ஒப்புகை / ACKNOWLEDGEMENT	
ரசீது எண் / Receipt No: TN-4182018061402268	குறிப்பு எண் / Reference No: T	NTACCHN01905596
விண்ணப்பதாரர் / Applicant Name: செல்வி/Selvi	விண்ணப்ப எண் /Application l	No : TN-4182018061402268
துறையின் பெயர் / Department Name: கைத்தறி மற்ற இயக்குனரகம் / Department of Handloom and Textile	விண்ணப்பித்த சேவை / Appli	tion date : 06/14/2018 12:03:00 ied for Service : Application for Tamil Nadu Co-operative Security Scheme - Claim (Weaver)
	பணம் செலுத்திய விவரம் / Payment Detai	ls
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): Sevent	y Only.	
மையப் பெயர் & குறியீட்டு எண் / Centre Name & C TACCHN019	ode : - கையொப்ப	ம் / Signature of the Centre Operator
மேலே குறிப்பிட்டுள்ள அனைத்து விவரங்களையு இணையதளத்தில் பார்க்கவும் http://tn.cms.co.in/81/e he Application Status see the URL http://tn.cms.co.in/81/e	District/User/TrackApplication.aspx / Kindly chec	ப்ப நிலையை தெரிந்து கொள்ள பின்வரும் k correctness of all the details furnished above. To Check

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.

ashboard		
aved Application		
ubmitted Applications eturned Application	Service Description	2 Supporting Documents
	To encourage the wards of the weavers to pursue higher studies, Dr. MGR	Aadhaar Card
	Handloom Weavers Welfare Trust was formed in the year 1986, Every year scholarships are	Applicant Photo
		Bonafide Certificate
	provided to two male and female students, who have secured first and second highest marks	First page of Bank Passbook
	in 33 disciplines, till they complete their course. A total of 132 students (66 males and 66	Mark sheet
	females) are getting scholarship under this scheme every year.	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.

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
	0	TN-3982018053102165	Application for Maintenance Allowance for Differently Abled Persons	31-05-2018 02:22 PM	8220717533
	Showing 1 to 1 of 1 entrie	s			Previous 1
			Application for Maintenance Allowance for Differently Abled Persons	31-05-2018 02:22 PM	





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 J	Application details				
Saved Application Retu	rn Application				
Submitted Applications Show	5 v entries				Search:
Returned Application		Application Number	Service_Name	Transaction_Date	Applicant Contact_Number
	0	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
				17-05-2018 12:43 PM	8220717522
	•	TN-4242018051701986	Application for Ulema Pension Scheme under WAQF Board	17-05-2018 12:43 PM	6220111555

Image - 21

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



Trans	action No : D	Date Of Submission :	D c c c c	0
	4162018061502311	15-06-18 04:06 PM	Supporting Documents	
	cant Name :			
	esh/டவெஸ்		Application Form	
	e Number :			
798	4728380			
			Action History	
			Verify Details	Jun 18 2018 11:17AN
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 11:16AN
5	Ration Card	Optional		
6	Voter ID	Optional	Action : Forward	
7	Member ID Card	Optional	By : Deputy Director Handlo	om Deputy Director
	Member Passbook and Other Docume ct Document [*] Please Select	nts Optional	Handloom	
			Handloom	
	ct Document* Please Select		Handloom	
Selec	ct Document* Please Select	v	Handloom	
Selec	ct Document* Please Select	Action View	Handloom	
Selec Sl#	ct Document* Please Select Document Aadhaar Card	Action View Delete View	Handloom	
Selec	ct Document* Please Select Document Aadhaar Card Applicant Photo	▼ Action View Delete	Handloom	
Selec Sl# 1 2 3	ct Document* Please Select Document Aadhaar Card Applicant Photo First page of the Bank Passbook	Action View Delete Image: View Delete Image: View Delete Image: View Delete Image: View	Handloom	
Selec Sl# 1 2 3	ct Document* Please Select Document Aadhaar Card Applicant Photo First page of the Bank Passbook	Action View Delete Image: View Delete Image: View Delete Image: View Delete Image: View	Handloom	
Selec 5l# 1 2 3 4	ct Document* Please Select Document Aadhaar Card Applicant Photo First page of the Bank Passbook Proof of Weaver / Ancillary Worker	▼ Action View Delete Image: Compare the second se	Handloom	
Selec 5l# 1 2 3 4	ct Document* Please Select Document Aadhaar Card Applicant Photo First page of the Bank Passbook Proof of Weaver / Ancillary Worker Select Your language: TAMIL © E	▼ Action View Delete Image: Compare the second se	Handloom	
Select 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 © E	▼ Action View Delete Image: Compare the second se	Handloom	
Select 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 © E ment	▼ Action View Delete Image: Compare the second se	Handloom	
Select 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 © E ment	▼ Action View Delete Image: Compare the second se	Handloom	
Select 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 © E ment	▼ Action View Delete Image: Compare the second se	Handloom	
Select 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 © E ment	▼ Action View Delete Image: Compare the second se	Handloom	

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.

Government of Tamil e-District	Nadu		
Dashboard	т	rack Application	
Saved Application		rack Application	
Submitted Applications			Application No TN-4122018032001618 Search
			1N-4122016052001618
Returned Application	02-04-2	1018	
	0	Received application	© Apr 2 2018 12:53PM
		Please Proceed Date of Verification : 31-03-2018	
		Action: Forward	By : DeputyDirector Chennai (Deputy Director Assistant Director)
	20-03-2	018	
	0	Application Received	© Mar 20 2018 1:30PM
		Application Received	
		Action : Application Submitted	By: Operator
	Start		
	Comunisht @ 2018 Tamil Nadu - Courses	are Arenew (TMeGA) All rights reserved	
	Copyright © 2018 Tamil Nadu e-Governance Agency (TNeGA). All rights reserved.		

Image - 23

7 Disclaimer

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