

Tamil Nadu e-District
User Manual
on
DHT-211 Application for Scholarship under Dr. MGR
Handloom Weavers Welfare Trust - Renewal

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 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
	<ol style="list-style-type: none"> 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
	<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 Scholarship under Dr MGR Handloom Weavers Welfare Trust - Renewal

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.

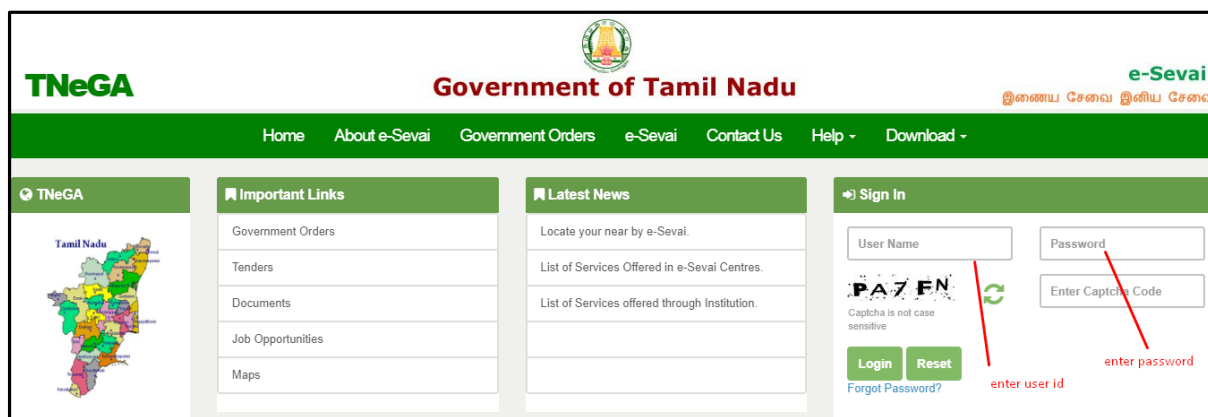


Image - 1

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.

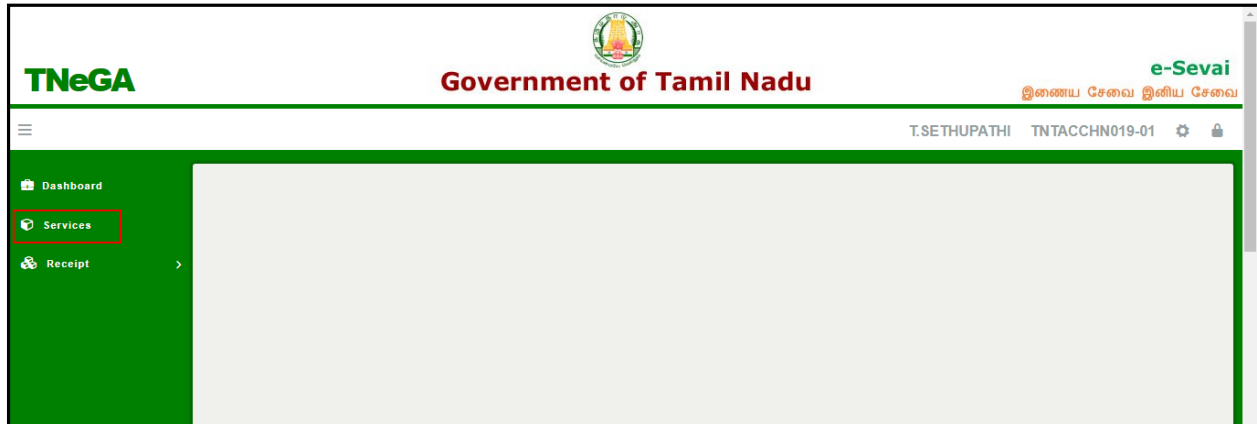


Image - 2

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.

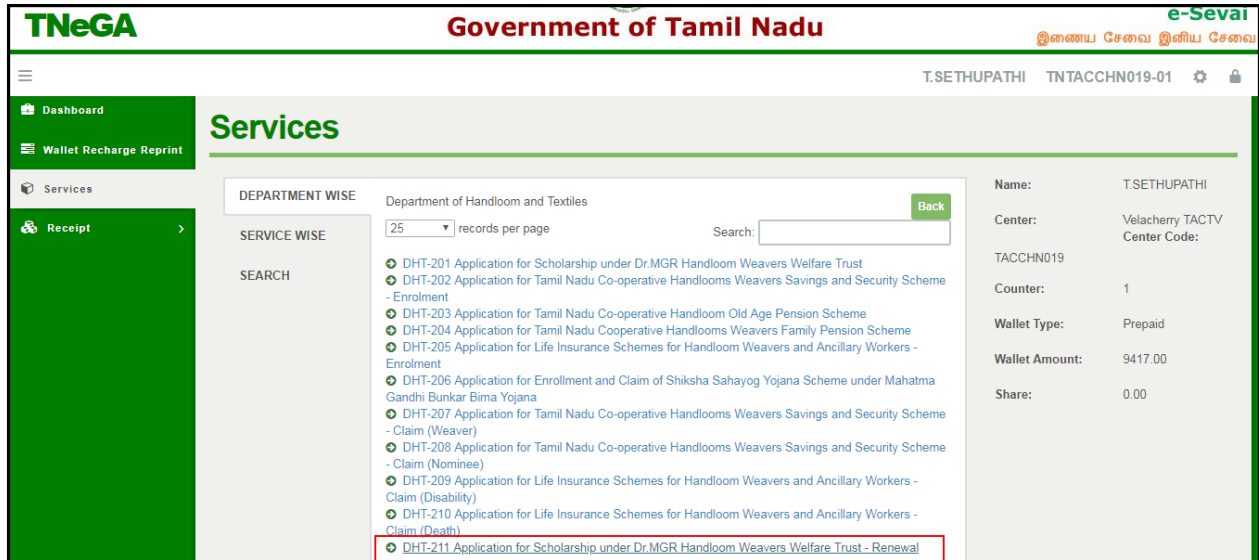


Image - 4

STEP 6: Click on **Application for Scholarship under Dr MGR Handloom Weavers Welfare Trust – Renewal** 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.

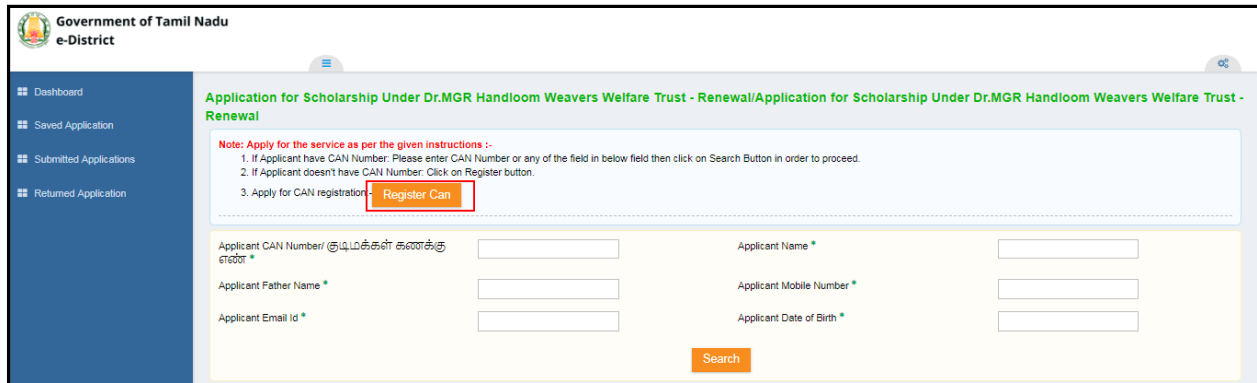


Image - 6

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.

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 / தண்டையார்டு	Street Name(only for Chennai district) / தெரு பெயர்*	Amman Koil Cross Street Koruk
Revenue Village / கிராமம்*	Tondiarpet (part 1) / தண்டையர்		
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 *

Enter 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.

Image - 9

The applicant can now proceed with applying for Scholarship Renewal under Dr.MGR Handloom Weavers Welfare Trust using this **CAN** number.

Continuing the Scholarship 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"/>	1331701012306	Arumugam	Maariamma	09-Jun-1987	9566085209	

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

Mobile Number / தொலைபேசி எண் *

Enter 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"/>	1331701012306	Arumugam	Maaramma	09-Jun-1987	9566085209	

Showing 1 to 1 of 1 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 Scholarship Under Dr.MGR Handloom Weavers Welfare Trust - Renewal

Applicant Details / விண்ணப்பதாரர் விவரங்கள்

* Appellation	Thiru/திரு	* Applicant Name / விண்ணப்பதாரர் பெயர்	Arumugam/ஆறுமுக
* Relationship/உறவு	Mother	* Father / Husband / Guardian Name	Maaramma/மாரியம்
* Mother's Name / தாயின் பெயர்	Maaramma/மாரியம்	* Gender / பாலினம்	Male
* Marital Status / திருமண நிலை	Married	* Date of Birth / பிறந்த தேதி	09-Jun-1987
* Religion / மதம்	Hindu	* Community / சாதி	BC
* Adhaar card	437598743580	* Ration Card No	3892348594732

Current Address / தற்போதைய முகவரி

* State / மாநிலம்	TAMIL NADU	* District / மாவட்டம்	Ariyalur/அரியலூர்
* Taluk / வட்டம்	Ariyalur/அரியலூர்	* Revenue Village / கிராமம்	Pottaveli/பொட்டலெ
* Street No/Name / தெரு எண் / பெயர்	Rendavadhu theru/ரெ	* Building / Door / Flat No / கட்டிட / கதவு/பிளாட்எண்	2/2
* Pin Code / அஞ்சல் எண்	603827		

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	Pottaveli/பொட்டலெ
* Street No/Name / தெரு எண் / பெயர்	Rendavadhu theru/ரெண்டவாது தெரு	* Building / Door / Flat No // கட்டிட / கதவு / பிளாட்டென்	2/2
* Pin Code / அஞ்சல் எண்	603827		
Contact Details / தொடர்பு விவரங்கள்			
Phone / Landline No. With STD Code		* Mobile Number	9566085209
Email Id			
Application Details / விண்ணப்ப விவரங்கள்			
Member Details / உறுப்பினர் விவரங்கள்			
* Society Name	Ammapettai SWCS	* Member ID number / உறுப்பினர் எண்	7868
Student Details / மாணவர் விவரங்கள்			
* Student Name / மாணவர் பெயர்	Ram	* Relationship / உறவு	Son
* Name of the Discipline / பாடப் பிரிவின் பெயர்	B.A.	* Total duration of the course (Years) / படிப்பின் மொத்த கால அளவு (ஆண்டுகள்)	3
* Period of Course (From)	2017	* Period of Course (To)	2020
* Year of Course (Current Year) / கல்வி வருடம்	2018	* Place of the School/College / பள்ளி/கல்லூரி இடம்	Ariyalur
* Name of the School/College / பள்ளி/கல்லூரி பெயர்	Govt School	* Student Gender	Male
* Board of Education	State Board	* Class Studied	12th
Total Marks	1200	Grade	Please Select
* Mark Scored	1100	* Percentage	90.00
* Year of Pass / தேர்வு பெற்ற ஆண்டு	2017		
Bank Details / வங்கி விவரங்கள்			
* Bank Name/வங்கி	STATE BANK OF IN	* District/மாவட்டம்	ARIYALUR
* Branch Name/கிளை	KEELAPALUR	* IFSC / இந்திய நிதி அமைப்பு குறியீடு	SBIN0018977
* Account Number	284395438975894378		
Declaration / உறுதிமொழி			
* <input checked="" type="checkbox"/> 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.

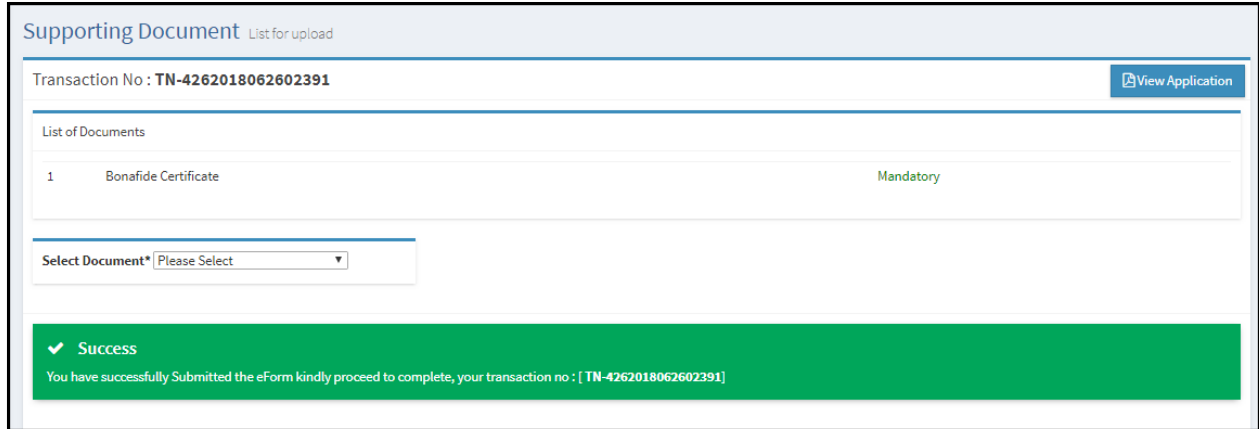


Image - 13

STEP 13: Upload all mandatory supporting documents.

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

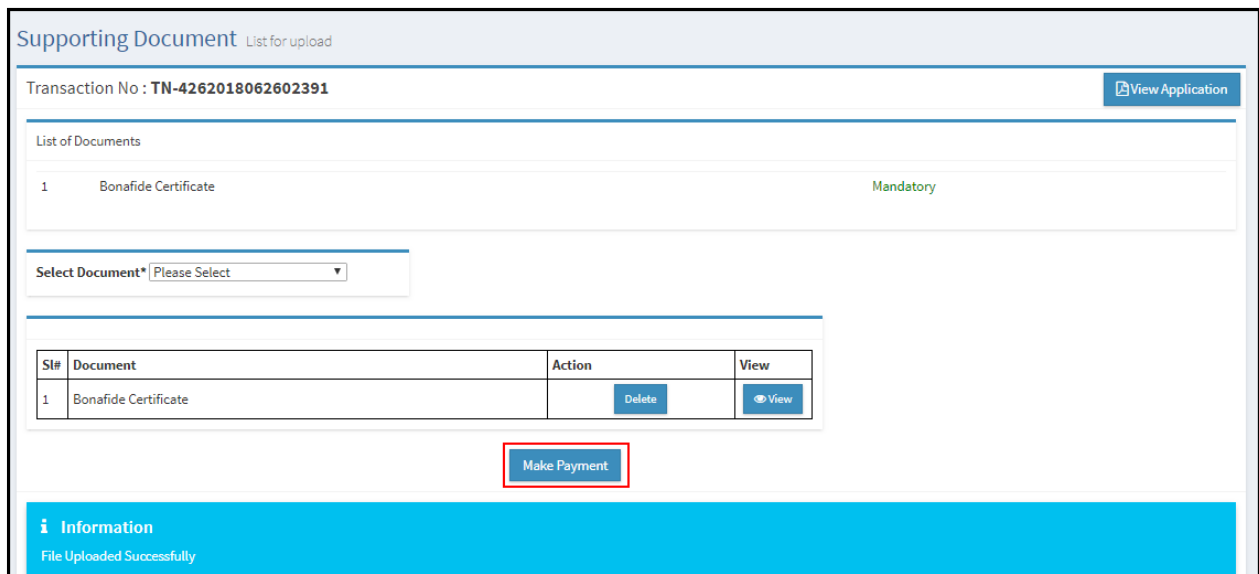


Image - 14

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

Confirm

Payment Type*	Cash
Application Number	TN-4262018062602391
Applicant Name	Arumugam/அருமுகுமார்
Date of Application	06/26/2018 16:55:41
Service Name	Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust - Renewal
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-4262018062602391] Saved Successfully.

Acknowledgement Receipt

Application Number	TN-4262018062602391
Applicant Name	Arumugam/அருமுகுமார்
Date of Application	06/26/2018 16:55:41
Service Name	Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust - Renewal
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		
ஒப்புபுகை / ACKNOWLEDGEMENT		
ரசீது எண் / Receipt No: TN-4262018062602391	குறிப்பு எண் / Reference No: TNTACCHN01905602	
விண்ணப்பதாரர் / Applicant Name: ஆறுமுகம்/Arumugam	விண்ணப்ப எண் /Application No : TN-4262018062602391	
துறையின் பெயர் / Department Name: கைத்தறி மற்றும் துணிநூல் இயக்குனரகம் / Department of Handloom and Textile	விண்ணப்பித்த தேதி / Application date : 06/26/2018 16:55:41	
விண்ணப்பித்த சேவை / Applied for Service : Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust - Renewal		
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.

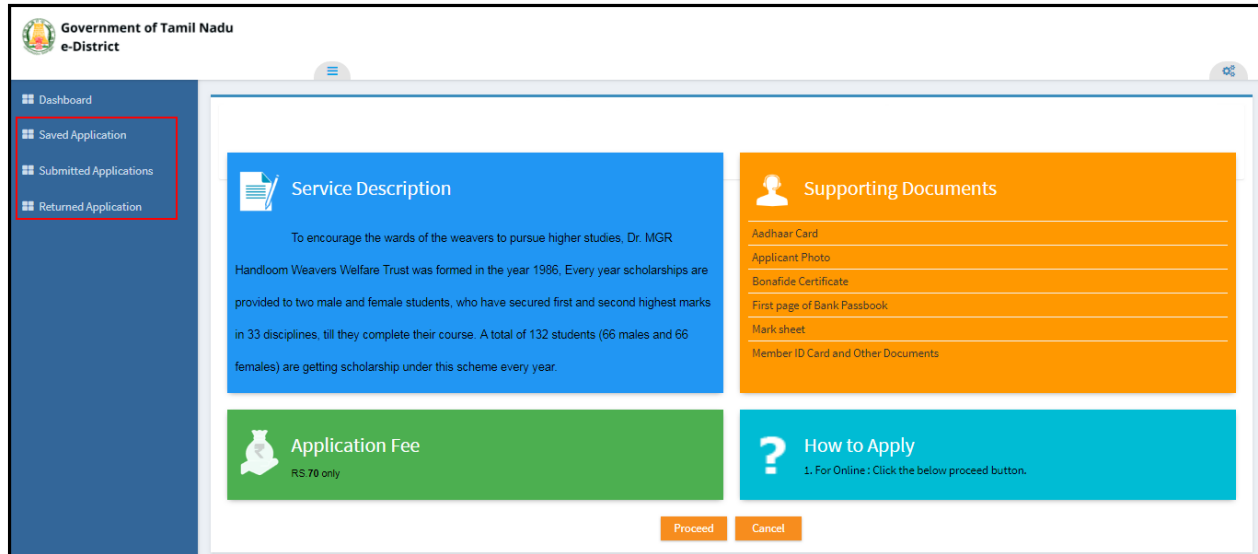


Image - 18

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.

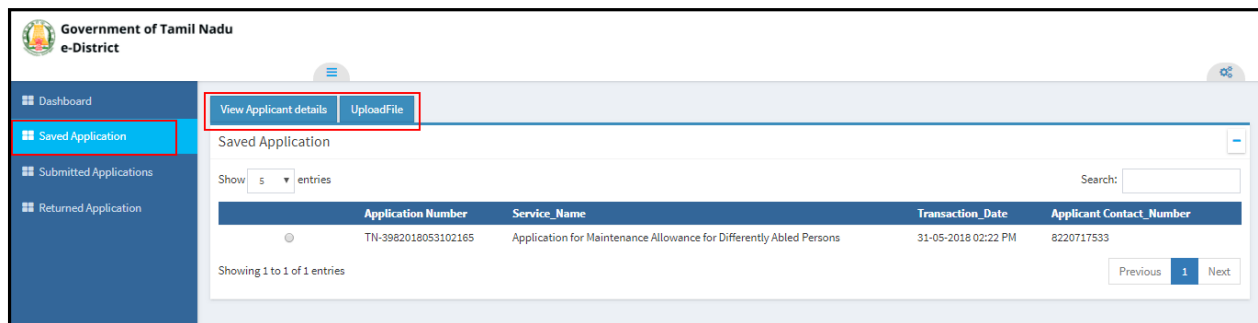
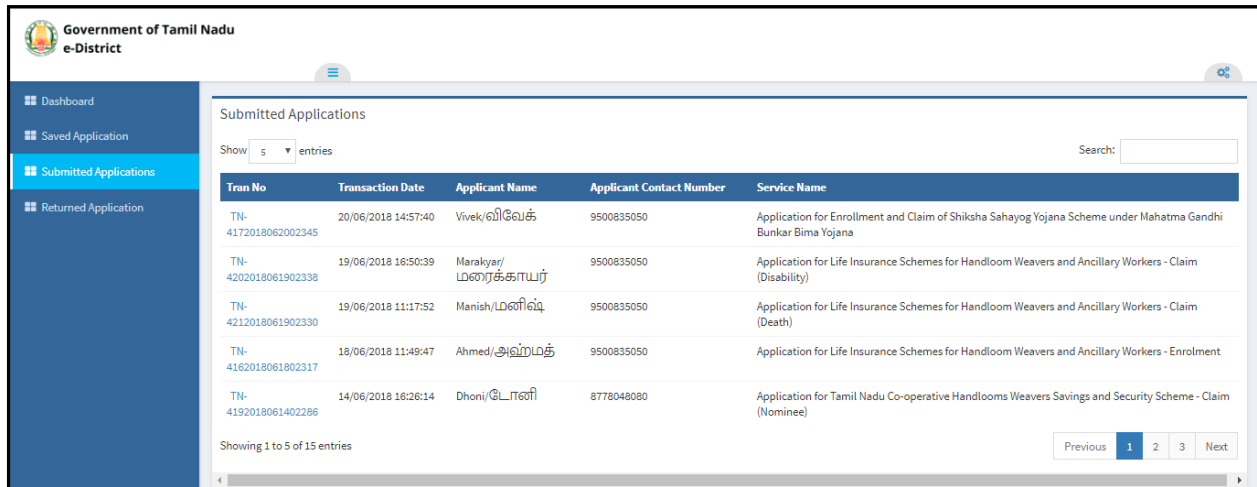


Image - 19

6.3 Submitted Application

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

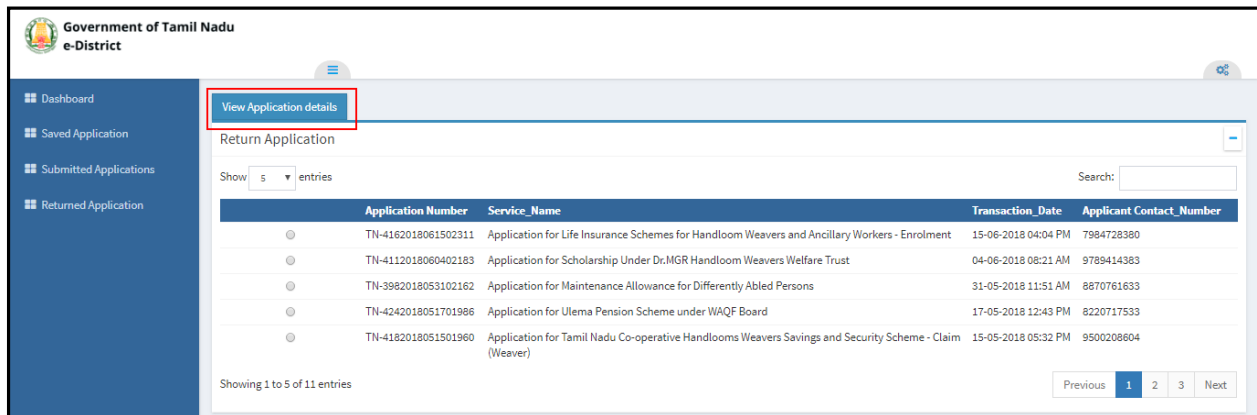


Tran No	Transaction Date	Applicant Name	Applicant Contact Number	Service Name
TN-4172018062002345	20/06/2018 14:57:40	Vivek/விவேக்	9500835050	Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana
TN-4202018061902338	19/06/2018 16:50:39	Marakayar/மரகையர்	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/அஹ்மட்	9500835050	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment
TN-4192018061402286	14/06/2018 16:26:14	Dhoni/டோனி	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 Aabled 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 Form**.

Transaction Details

Transaction No : TN-4162018061502311

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

Applicant Name : Dwesh/L.செல்வன்

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

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.

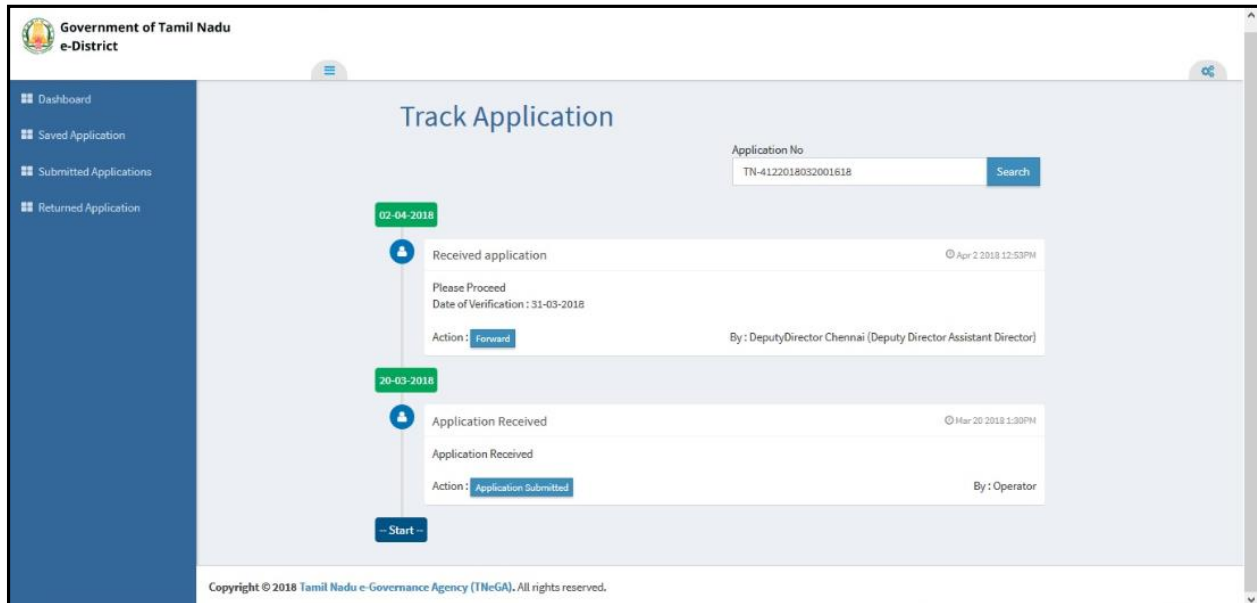


Image - 23

7 Disclaimer

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