



# Tamil Nadu e-District Application Training Manual Electricity Bill Payment



राष्ट्रीय इ-गवर्नेंस योजना  
National e-Governance Plan

Public services closer home

## Table of Content

### Table of Contents

1. Project Overview.....	3
2. General Information .....	4
2.1. Tools Required .....	4
2.2. Starting your Computer .....	4
3. Purpose .....	4
4. Scope.....	4
5. Getting Started.....	5
6. The Objective of E-district Tamil Nadu .....	6
7. Electricity Bill Payment.....	6
7.1. Operator Login .....	6
7.2. Make Payment for Application fees.....	8
7.3. Download payment receipt .....	9
8. Disclaimer.....	10

## **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 and enhance the efficiencies of the various Departments at the district-level to enable seamless service delivery to the citizen.

Front-ends under the scheme, in the form of citizen facilitation centers, are envisioned to be built at District, Tehsil, Sub-division and Block levels. Village level front-ends would be established through Common Services Centers (VLEs) for delivery of services.

Indicative services planned to be delivered through this MMP include:

Certificates: Creation and distribution of certificates for income, domicile, caste, Birth, Death etc.

Public Distribution System (PDS): Issue of Ration Card, etc.

Social Welfare Schemes: Disbursement of old-age pensions, family pensions, widow pensions, etc.

Linking with other e government projects: Birth Certificate COC, Death Certificate COC etc

Information Dissemination: About government schemes, entitlements, etc.

Assessment of taxes: Property tax, and other government taxes.

Utility Payment: Payments relating to electricity, water bills property taxes etc.

## 2. General Information

### Let's Start!!


#### 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 37)
- 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"><li>1. Switch 'ON' the UPS only after you have switched 'ON' the power socket</li><li>2. Switch 'ON' the computer only after you have switched "ON' the UPS</li><li>3. Switch 'OFF' the power socket in there is an electrical spark in the socket</li></ol>
	<ol style="list-style-type: none"><li>4. Do not start the computer in case the UPS is not fully charged</li><li>5. Do not start the computer in case any of the wires are in contact with water sources / moisture</li></ol>
	<ol style="list-style-type: none"><li>6. In case you are not sure whether the computer is connected in the right way – please contact the system engineer</li></ol>

## 3. Purpose

The purpose of this User Manual is to help user in running E-District application. The manual consist of steps used for registering service request and processing of application request at different levels using e- district Application.

## 4. Scope


The scope of this document is to provide Support and Guidance to End Users to access the e-district 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 cannot be left blank
- Mandatory/Optional documents should be attached as per requirement
- Do not make false entries

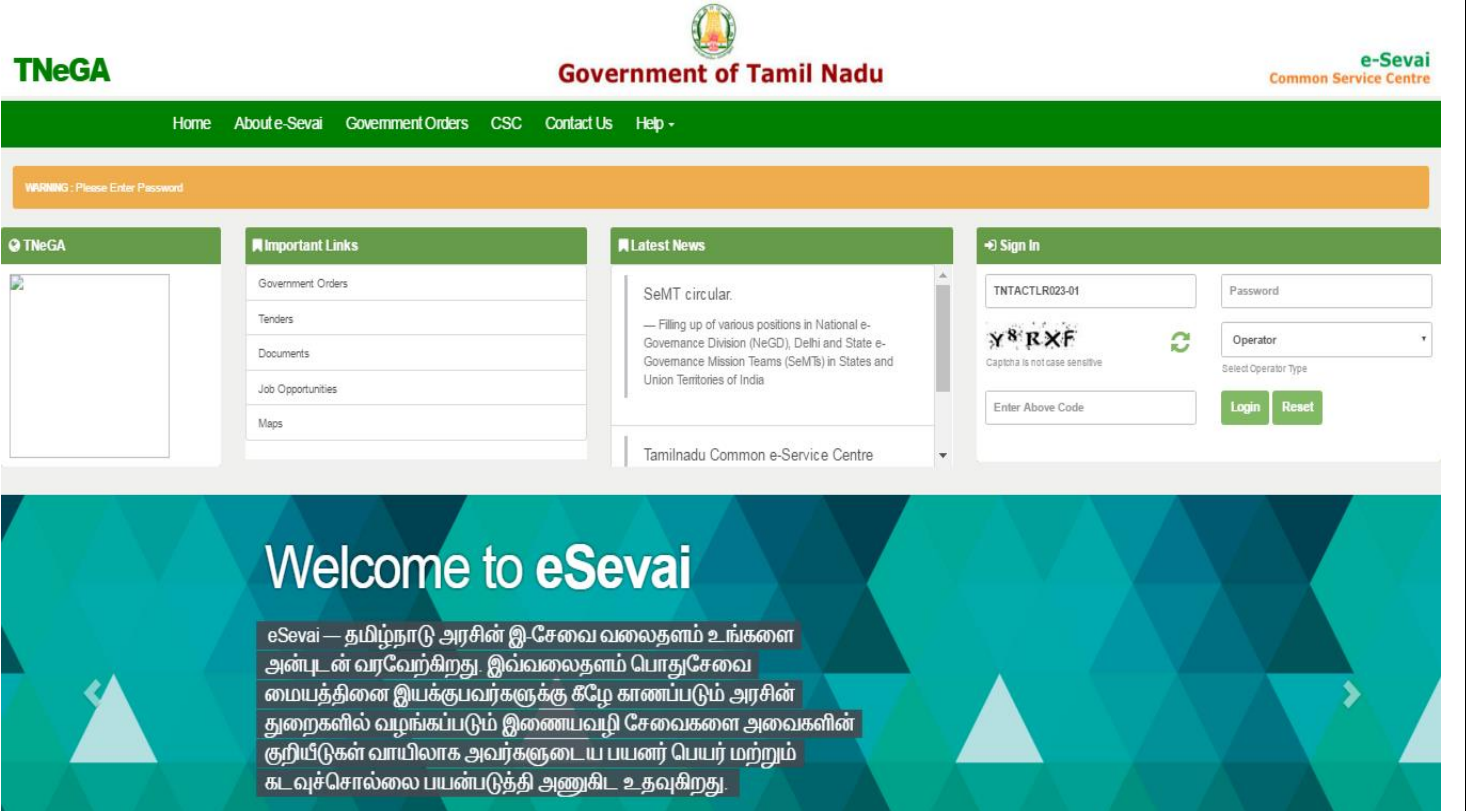
To launch E district - **ONLINE**

- 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

User starts with the given steps after opening the internet explorer

**STEP 1:** Open the Tamil Nadu e-District website by typing the below given URL in address bar of browser

**STEP 2:** Below Screen will display.



The screenshot shows the homepage of the Tamil Nadu e-District website. At the top, there is a green navigation bar with the TNeGA logo on the left, the Government of Tamil Nadu logo in the center, and the e-Sevai Common Service Centre logo on the right. Below the navigation bar, there is a green header with the text "Home About e-Sevai Government Orders CSC Contact Us Help -". A yellow warning banner reads "WARNING - Please Enter Password". The main content area is divided into four columns: "TNeGA" (empty), "Important Links" (listing Government Orders, Tenders, Documents, Job Opportunities, Maps), "Latest News" (featuring a SeMT circular about filling up positions in National e-Governance Division (NeGD), Delhi and State e-Governance Mission Teams (SeMTs) in States and Union Territories of India), and "Sign In" (with fields for TNeGA ID, Password, Operator, and a Captcha). Below the main content area, there is a large banner with a teal and blue geometric pattern. The banner features the text "Welcome to eSevai" and a paragraph in Tamil: "eSevai — தமிழ்நாடு அரசின் இ-சேவை வலைதளம் உங்களை அன்புடன் வரவேற்கிறது. இவ்வலைதளம் பொதுசேவை மையத்தினை இயக்குபவர்களுக்கு கீழே காணப்படும் அரசின் துறைகளில் வழங்கப்படும் இணையவழி சேவைகளை அவைகளின் குறியீடுகள் வாயிலாக அவர்களுடைய பயனர் பெயர் மற்றும் கடவுச்சொல்லை பயன்படுத்தி அணுகிட உதவுகிறது."

## 6. The Objective of E-district Tamil Nadu

E-District Tamil Nadu application will allow citizen to apply, pay, track and receive on-line various services as stated below from stipulated Government authorized named LMK/Department centres or Government offices/counters:

1. Issuance/Registration Birth Certificates COC
2. Issuance/Registration and Death Certificate COC
3. Issuance/Registration Agriculture Income Certificate
4. Issuance/Registration Unemployment Certificate
5. Issuance/Registration Widow Certificate
6. Issuance/Registration Family Migration Certificate
7. Electricity Bill Payment Service

## 7. Electricity Bill Payment

**STEP 1:** Open the e-District Government of Tamil Nadu link.

**STEP 2:** Operator Login Page display like this.

**STEP 3:** Enter the Correct login credentials.

**STEP 4:** Click on Login.

### 7.1. Operator Login



**WARNING - Please Enter Password**

**TNeGA** **Government of Tamil Nadu** **e-Sevai Common Service Centre**

Home About e-Sevai Government Orders CSC Contact Us Help -

**Important Links**

- Government Orders
- Tenders
- Documents
- Job Opportunities
- Maps

**Latest News**

SeMT circular.  
— Filing up of various positions in National e-Governance Division (NeGD), Delhi and State e-Governance Mission Teams (SeMTs) in States and Union Territories of India

**Sign In**

TNTACTLR023-01 Password  
Operator  
Select Operator Type  
Captcha is not case sensitive  
Enter Above Code **Login** **Reset**

**Welcome to eSevai**

eSevai — தமிழ்நாடு அரசின் இ-சேவை வலைதளம் உங்களை அன்புடன் வரவேற்கிறது. இவ்வலைதளம் பொதுசேவை மையத்தினை இயக்குபவர்களுக்கு கீழே காணப்படும் அரசின் துறைகளில் வழங்கப்படும் இணையவழி சேவைகளை அவைகளின் குறியீடுகள் வாயிலாக அவர்களுடைய பயனர் பெயர் மற்றும் கடவுச்சொல்லை பயன்படுத்தி அணுகிட உதவுகிறது.

**Click on Login**

**STEP 5:** Click on Services.

**STEP 6:** Click on Greater Revenue Department.



OPERATOR 1

**Services**

DEPARTMENT WISE

- Chennai Metro Water Supply & Sewerage Board
- Greater Chennai Corporation
- Revenue Department
- TANGEDCO

NAME: Operator 1

CENTER: Division - 14  
Center Code:

TACTLR021

COUNTER: 1

WALLET TYPE: Prepaid

WALLET AMOUNT: 2992.20

SHARE: 0.00

**Click on Services**

**Click on Revenue Department**

**STEP 7:** Click on "Electricity Bill Payment"..

OPERATOR 1

**Services**

DEPARTMENT WISE

10 records per page

SEARCH: [ ]

REV-401 Licence under Pawn Broker Act

REV-402 Money Lender's Licence

TEB-601 Electricity Bill Payment

Showing 21 to 23 of 23 entries

← Previous 1 2 3 Next →

NAME: Operator 1

CENTER: Division - 14  
Center Code:

TACTLR021

COUNTER: 1

WALLET TYPE: Prepaid

WALLET AMOUNT: 2992.20

SHARE: 0.00

**Click on Electricity Bill Payment.**

After clicking on the Electricity Bill Payment it will redirect to the bill payment module like below screen.

Home Saved Application Submitted Application Check Status Collection Amount

Revenue Department

- REV-001-Agricultural Income Certificate
- REV-103-Birth Certificate For Villages
- REV-003-Certificate for Loss of School Records
- REV-004-Community Certificate
- REV-107-Death Certificate For Villages
- REV-006-Deserted Women Certificate
- REV-007-Family Migration Certificate
- REV-008-Income Certificate
- REV-009-Inter-caste Marriage certificate
- REV-010-Legal Heirship Certificate
- REV-011-License under Pawn Broker Act
- REV-012-Money Lender License
- REV-013-Nativity Certificate
- >REV-014-OBC certificate
- REV-015-Residence Certificate
- REV-016-Small / Marginal Farmer Certificate

Electricity bill payment

Consumer Number

Search

Enter the Consumer Number in the "Consumer Number" field.

**STEP 8:** On the Electricity Bill Payment landing page, user needs to enter the correct **Consumer Number** in the requisite field.

**STEP 9:** Click on "Search" button, All payment details will populates for the requested **Consumer Number** like below screen.

## 7.2. Make Payment for Application fees

Home Saved Application Submitted Application Check Status Collection Amount

Revenue Department

- REV-001-Agricultural Income Certificate
- REV-103-Birth Certificate For Villages
- REV-003-Certificate for Loss of School Records
- REV-004-Community Certificate
- REV-107-Death Certificate For Villages
- REV-006-Deserted Women Certificate
- REV-007-Family Migration Certificate
- REV-008-Income Certificate
- REV-009-Inter-caste Marriage certificate
- REV-010-Legal Heirship Certificate
- REV-011-License under Pawn Broker Act
- REV-012-Money Lender License
- REV-013-Nativity Certificate
- >REV-014-OBC certificate
- REV-015-Residence Certificate
- REV-016-Small / Marginal Farmer Certificate
- REV-017-Solvency Certificate

Electricity bill payment

Consumer Number

Search

Consumer Number	0107100595
Consumer Name	S BALASUNDAR
Bank Code	PGUTEG
Bill Amount	520
Transaction Date	01/03/2016 17:36:24
Transaction ID	1510912
Checksum	78366
Subsidy	
Info	K
Status	Demand Available

Payment Type \*

Make Payment

Click here to select the payment mode.

Click On "Make Payment" button after selecting payment mode



To process the payment the user need to carry out the following steps

The bill payment details related to the consumer number will be displayed as user enter the **Consumer Number**.  
Select **Payment Mode**.

- If **cash/demand draft** is selected then click **<Make payment >**
- If **cheque** is selected then the user needs to enter the following details of cheque.
  - Check number
  - MICR number
  - Cheque Date
  - Check amount will be populated automatically corresponding to amount mentioned in the bill
  - Click on **Make Payment**.

### 7.3. Download payment receipt



 User Name: UCSC-01  
 Last Login | 01-03-2016 14:12:29


Home
Saved Application
Submitted Application
Check Status
Collection Amount

Revenue Department	Electricity bill payment																				
<ul style="list-style-type: none"> <li>REV-001-Agricultural Income Certificate</li> <li>REV-103-Birth Certificate For Villages</li> <li>REV-003-Certificate for Loss of School Records</li> <li>REV-004-Community Certificate</li> <li>REV-107-Death Certificate For Villages</li> <li>REV-006-Deserted Women Certificate</li> <li>REV-007-Family Migration Certificate</li> <li>REV-008-Income Certificate</li> <li>REV-009-Inter-caste Marriage certificate</li> <li>REV-010-Legal Heirship Certificate</li> <li>REV-011-License under Pawn Broker Act</li> <li>REV-012-Money Lender License</li> <li>REV-013-Nativity Certificate</li> <li>&gt;REV-014-OBC certificate</li> <li>REV-015-Residence Certificate</li> <li>REV-016-Small / Marginal Farmer Certificate</li> <li>REV-017-Solvency Certificate</li> <li>REV-018-Two Female Child Certificate</li> <li>REV-019-Unemployment Certificate</li> <li>REV-020-Unmarried Certificate</li> <li>REV-021-Widow Certificate</li> </ul>	<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <input style="width: 90%;" type="text" value="0107100595"/> <div style="text-align: center; margin-top: 5px;"><span style="background-color: #FF8C00; color: white; padding: 2px 10px; border-radius: 3px;">Search</span></div> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Consumer Number</td><td>0107100595</td></tr> <tr><td>Consumer Name</td><td>S BALASUNDAR</td></tr> <tr><td>Bank Code</td><td>PGUTEG</td></tr> <tr><td>Bill Amount</td><td>520</td></tr> <tr><td>Transaction Date</td><td>01/03/2016 16:02:54</td></tr> <tr><td>Transaction ID</td><td>1510911</td></tr> <tr><td>Checksum</td><td>78251</td></tr> <tr><td>Subsidy</td><td></td></tr> <tr><td>Info</td><td>K</td></tr> <tr><td>Status</td><td>Demand Available</td></tr> </table> <div style="margin-top: 10px;">                 Payment Type * <span style="border: 1px solid #ccc; padding: 2px 10px;">Cash</span> </div> <div style="text-align: center; margin-top: 10px;"> <span style="background-color: #FF8C00; color: white; padding: 5px 15px; border-radius: 3px; display: inline-block;">Print receipt</span> </div> <p style="font-size: small; color: green; margin-top: 5px;">Payment done successfully with Transaction id TNTACTLR02300055</p>	Consumer Number	0107100595	Consumer Name	S BALASUNDAR	Bank Code	PGUTEG	Bill Amount	520	Transaction Date	01/03/2016 16:02:54	Transaction ID	1510911	Checksum	78251	Subsidy		Info	K	Status	Demand Available
Consumer Number	0107100595																				
Consumer Name	S BALASUNDAR																				
Bank Code	PGUTEG																				
Bill Amount	520																				
Transaction Date	01/03/2016 16:02:54																				
Transaction ID	1510911																				
Checksum	78251																				
Subsidy																					
Info	K																				
Status	Demand Available																				

Click here to Print the receipt.

On completion of successful payment click **<Print Receipt>**, receipt will download in PDF format.

**Receipt Format.**

 <b>Government of Tamil Nadu</b> <b>Common Service Centre</b>		
<b>RECEIPT</b>		
<b>Receipt No</b> : TN-2320160301117	<b>Department Name</b> : TANGEDCO/Electricity Bill Payment	
<b>Consumer No</b> : 0107100595	<b>Transaction No</b> : TNTACTLR02300055	
<b>Consumer Name</b> : S BALASUNDAR	<b>Transaction Date</b> : 01/03/2016 16:02:54	
<b>Particulars</b>	<b>Payment Mode</b>	<b>Amount Paid (Rs)</b>
<b>Bill Amount</b>	Cash	520.00
<b>e-District Charge</b>		10.00
<b>Amount in words (Rs):</b> Five Hundred andThirty		<b>Total : 530.00</b>
<b>Centre Code : TACTLR023</b>	<b>Centre Type : TACTV</b>	Signature of the Centre Operator
<i>Kindly check correctness of all the details furnished above.</i>		

User can have printout of this PDF receipt.

## 8. Disclaimer

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

