Tamil Nadu e-District

Application Training Manual

Electricity Bill Payment

राष्ट्रीय इ-गवर्नेंस योजना
National e-Governance Plan

Public services closer home

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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 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.

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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

	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-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.

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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***

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

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.

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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

STEP 5: Click on Services.

STEP 6: Click on Greater Revenue Department.

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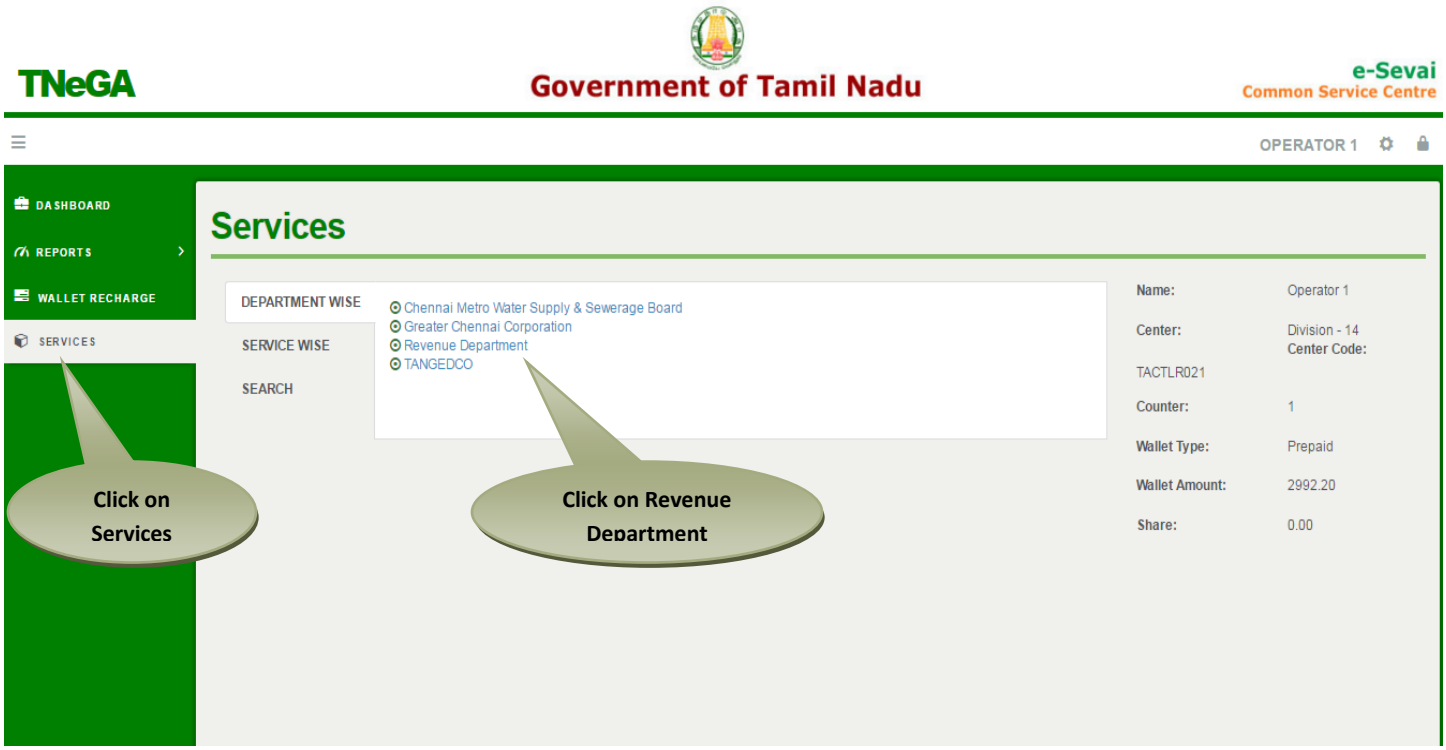
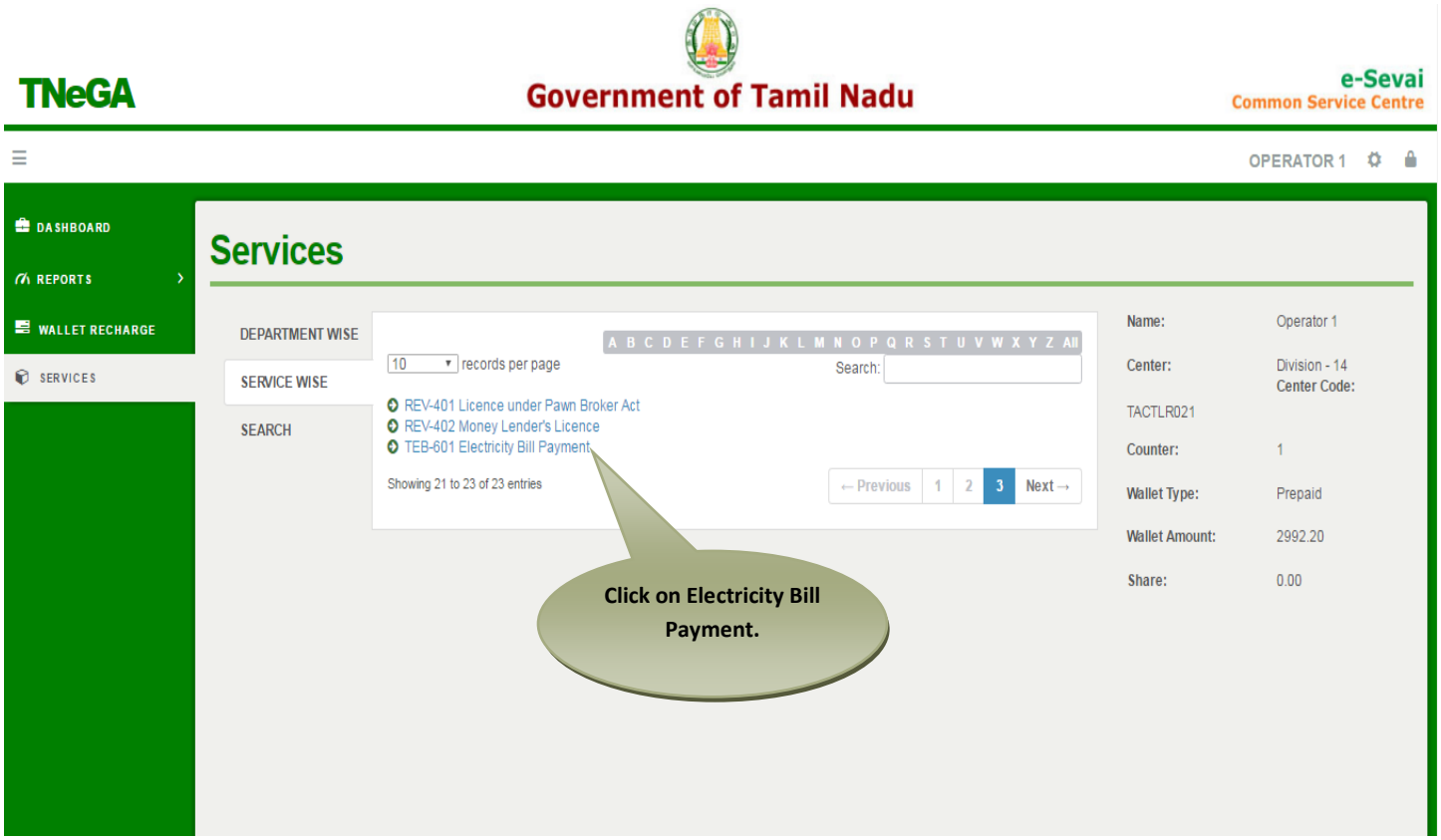


STEP 7: Click on "Electricity Bill Payment"..



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

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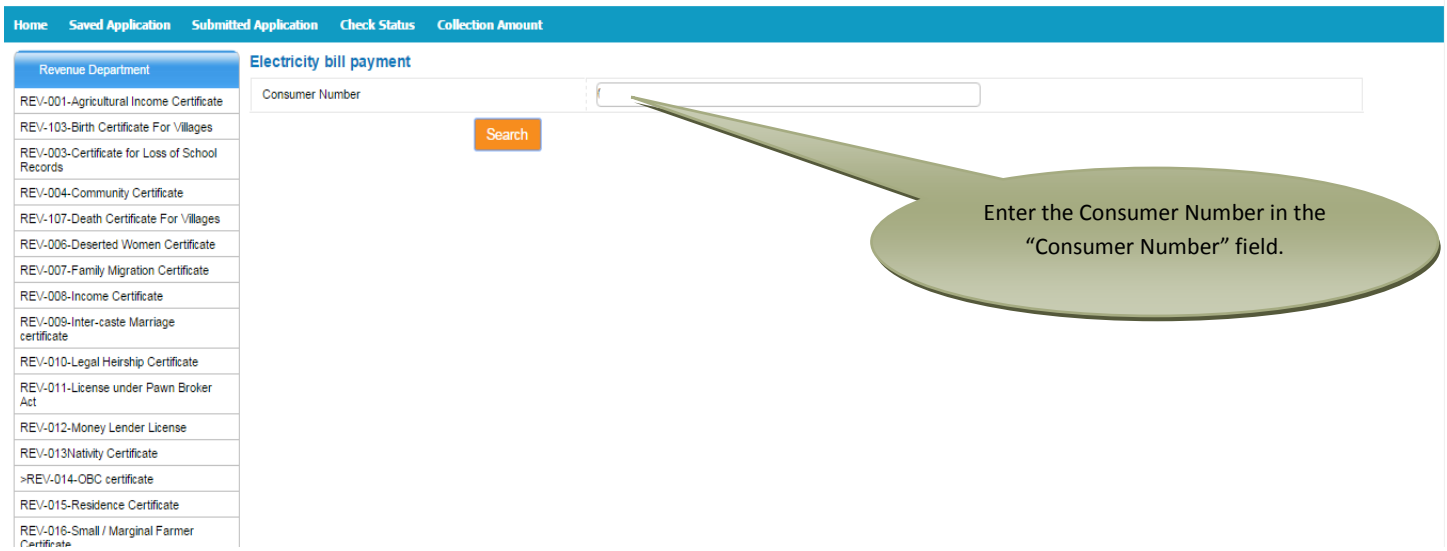
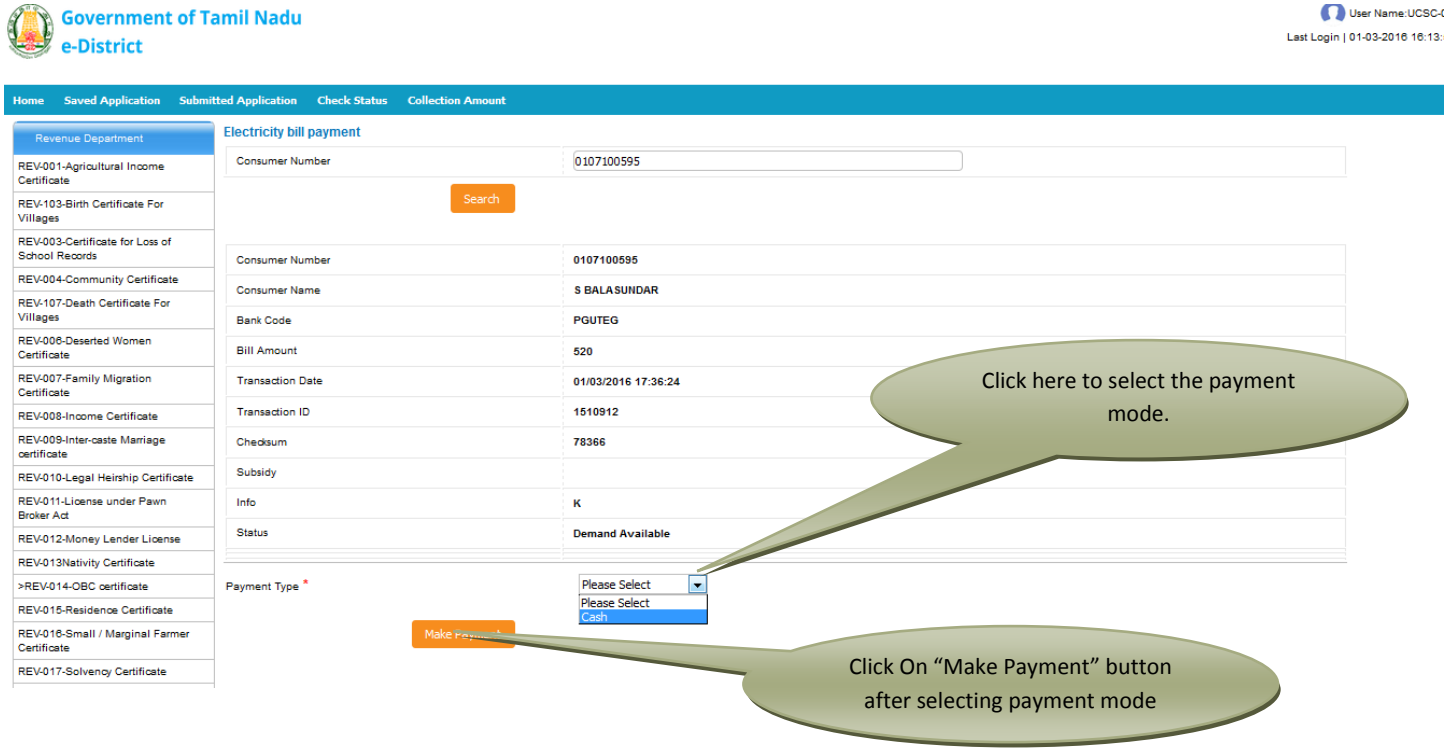


STEP 8: On the Electricity Bill Payment landing page, user needs to enter the correct **Consumer Number** in the requisite field.

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



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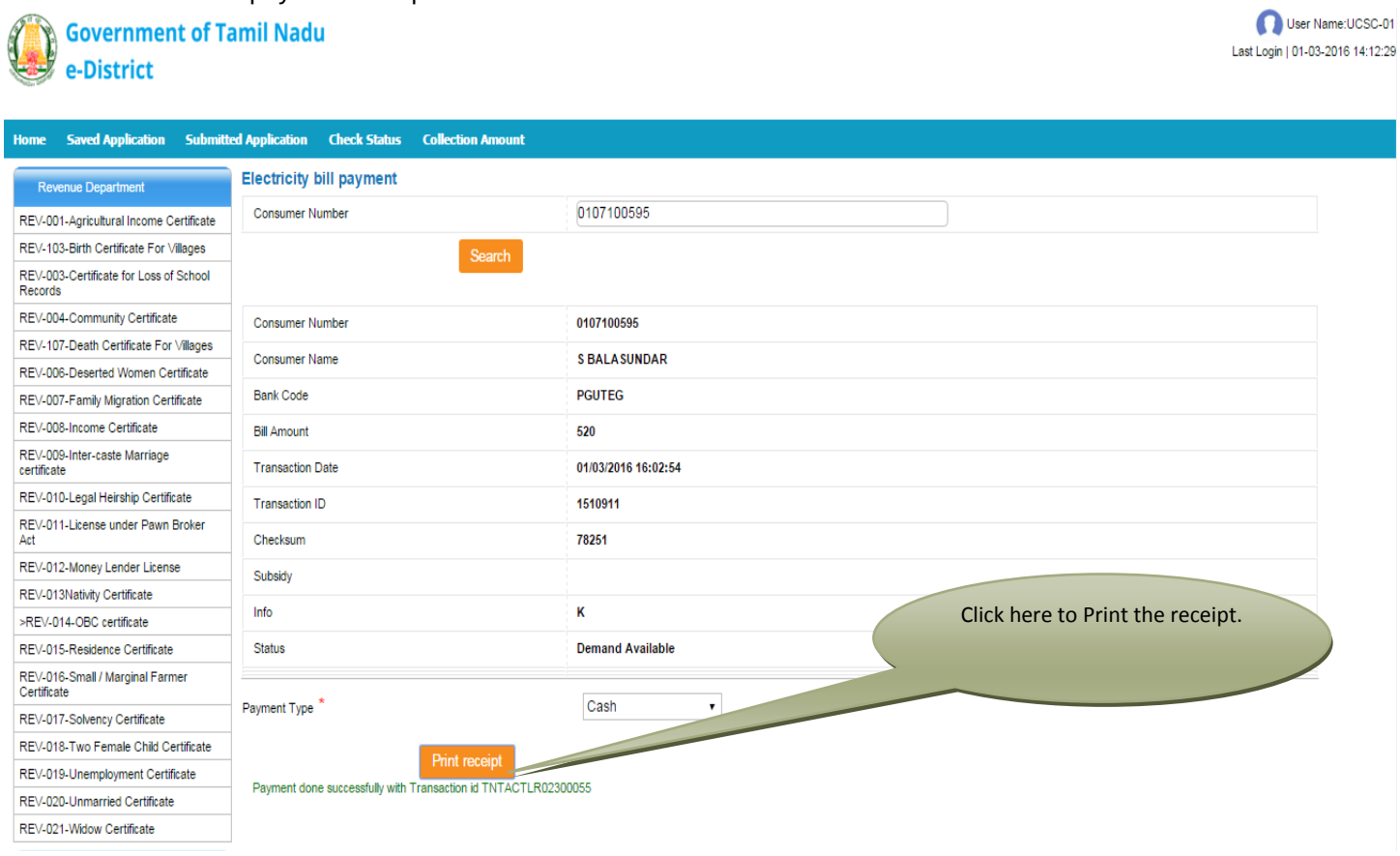
To process the payment the user need to carry out the following steps

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



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

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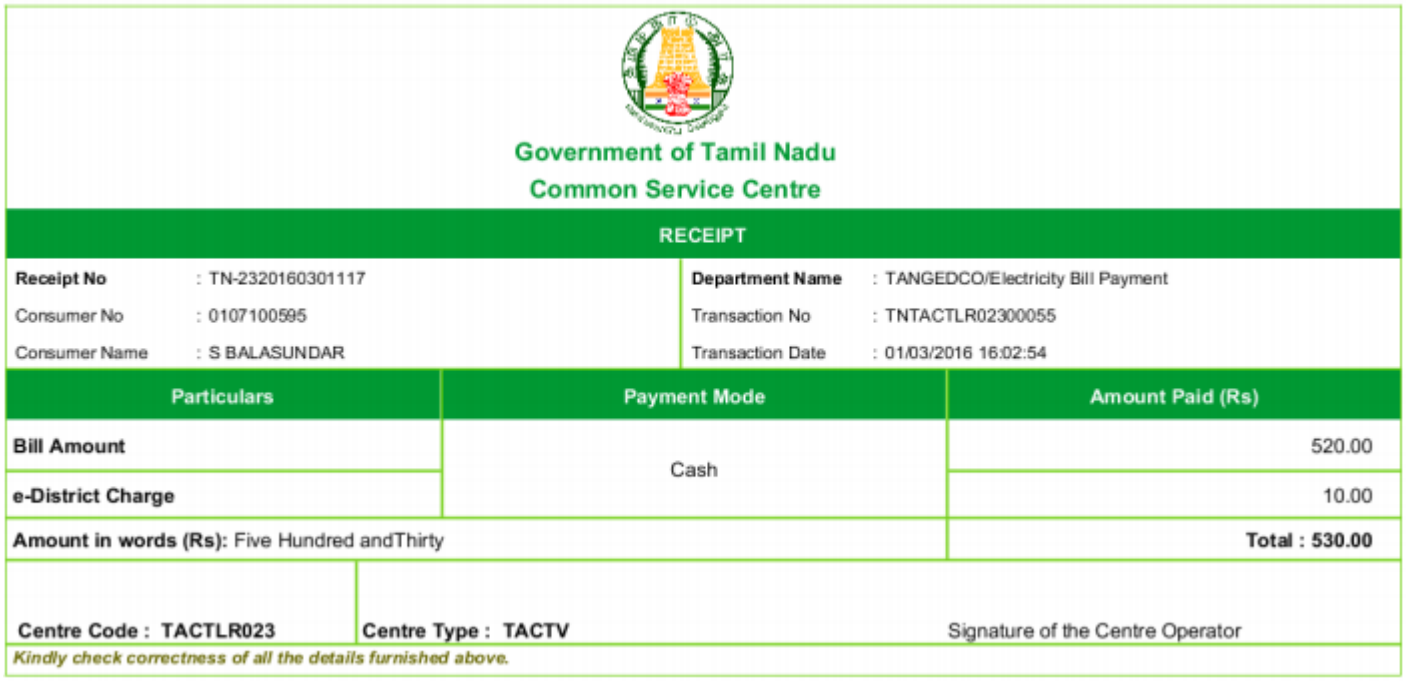
Receipt Format.



Government of Tamil Nadu
Common Service Centre

RECEIPT

Receipt No	: TN-2320160301117	**Department Name**	: TANGEDCO/Electricity Bill Payment
Consumer No	: 0107100595	Transaction No	: TNTACTLR02300055
Consumer Name	: S BALASUNDAR	Transaction Date	: 01/03/2016 16:02:54

Particulars	Payment Mode	Amount Paid (Rs)
Bill Amount	Cash	520.00
e-District Charge		10.00
Amount in words (Rs): Five Hundred andThirty		**Total : 530.00**

Centre Code : TACTLR023 **Centre Type : TACTV** Signature of the Centre Operator

Kindly check correctness of all the details furnished above.

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.

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