

# Tamil Nadu e-District User Manual

<u>Generation of Challan with Online</u> <u>payment</u>



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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

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



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

- a. Double click on the 50 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 eSevai website by typing the below given URL in address bar of browser

URL: https://tnesevai.tn.gov.in/Default.aspx

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





## COMMISSIONERATE OF e-GOVERNANCE TAMIL NADU e-GOVERNANCE AGENCY

INFORMATION TECHNOLOGY DEPARTMENT, GOVERNMENT OF TAMIL NADU



e-Sevai இணைய சேவை இனிய சேவை

Help → Contact Us Download -Home 🜒 Sign In e-Sevai Services through Common Service Centers (CSC's) Tamil Nadu e-Governance agency (TNeGA) has developed e-Sevai application for online delivery of various citizen tnelcchn009-01 centric services of government department to public through Common Service Centers (CSC's). Tamil Nadu has about 10443 CSC's and the citizens can avail these government services by approaching the nearest (CSC's). The list of L D4 7A services provided is as follows, • REV-113 Inter Caste Marriage Certificate . REV-101 Community certificate REV-102 Nativity certificate REV-114 Legal Heir Certificate • REV-103 Income Certificate REV-115 Other Backward Classes (OBC) Certificate • REV-104 First Graduate Certificate REV-116 Residence certificate · REV-105 Deserted Woman Certificate • REV-117 Small / Marginal Farmer Certificate . REV-106 Agricultural Income Certificate REV-118 Solvency Certificate REV-107 Family Migration Certificate REV-119 No Male Child Certificate • REV-108 Unemployment Certificate • REV-120 Unmarried Certificate • REV-109 Widow Certificate • REV-401 Licence under Pawn Broker Act REV-111 Certificate for Loss of Educational Records due to • REV-402 Money Lender's Licence disasters Click here for More Service's Information CONTACTS HELP DESK

#### 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 of Birth Certificates COC
- 2. Issuance of Death Certificate COC
- 3. Agriculture Income Certificate
- 4. Unemployment Certificate
- 5. Widow Certificate
- 6. Family Migration Certificate
- 7. Electricity Bill Payment Service etc..

#### 7. IFH - Generation of Challan with Online payment

STEP 1: Open the e-Sevai 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



## COMMISSIONERATE OF e-GOVERNANCE TAMIL NADU e-GOVERNANCE AGENCY

INFORMATION TECHNOLOGY DEPARTMENT, GOVERNMENT OF TAMIL NADU

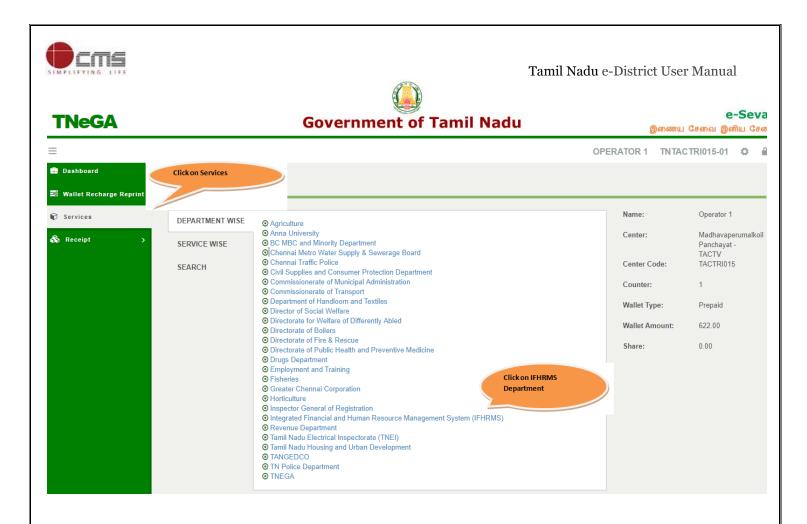


e-Sevai இணைய சேவை இனிய சேலை

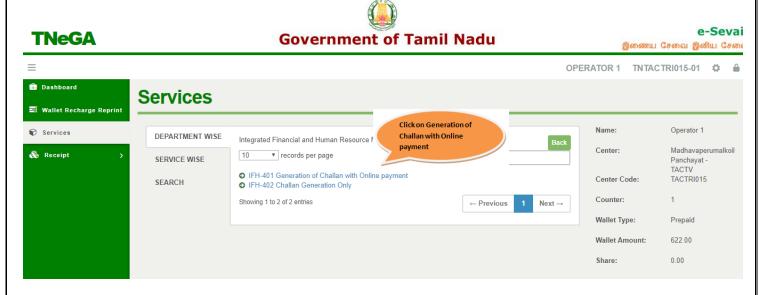
Contact Us Help -Download -Home e-Sevai Services through Common Service Centers (CSC's) ◆ Sign In Tamil Nadu e-Governance agency (TNeGA) has developed e-Sevai application for online delivery of various citizen centric TNTACTRI015-01 services of government department to public through Common Service Centers (CSC's). Tamil Nadu has about 10443 CSC's and the citizens can avail these government services by approaching the nearest (CSC's). The list of services Enter Captcha Code provided is as follows, REV-101 Community certificate · REV-113 Inter Caste Marriage Certificate REV-102 Nativity certificate REV-114 Legal Heir Certificate · REV-103 Income Certificate · REV-115 Other Backward Classes (OBC) Certificate · REV-104 First Graduate Certificate REV-116 Residence certificate REV-105 Deserted Woman Certificate REV-117 Small / Marginal Farmer Certificate REV-106 Agricultural Income Certificate REV-118 Solvency Certificate REV-107 Family Migration Certificate
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**STEP 5:** Click on Services.

STEP 6: Click on Integrated Financial and Human Resource Management System (IFHRMS)



STEP 7: Click on Generation of Challan with Online payment.



After clicking on the IFH-401 Generation of Challan with online payment it will redirect to the Generation of Challan with online payment page like below screen. Need to fill the below mandatory input fields.

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#### Tamil Nadu e-District User Manual

## Under Department Details- Department, District, DDO name must be selected from the dropdown. DDO code will auto populate. Department Reference No needs to be entered, it is optional. **Department Details** DDO Name\* Department\* District\* THANJAVUR DEPUTY TRANSPORT COMMISSIONER THANJAVUR Commissionerate of Transport DDO Code Department Reference No 19010103 TN-7658 Period details are optional to fill. **Period Details** From Date To date 20-Nov-2019 30-Nov-2019 Remitter Details - Remitter Type, Remitter Name, Contact No, Block/Street, City, State, Pincode must be entered. PAN and Aadhaar No are optional.





#### Tamil Nadu e-District User Manual

Service Details - Receipt Type, Sub Type must be selected from dropdown. Account No will auto populate, Amount and Department Reference No (optional) must be entered. User can add or delete service types using the Edit/delete button.

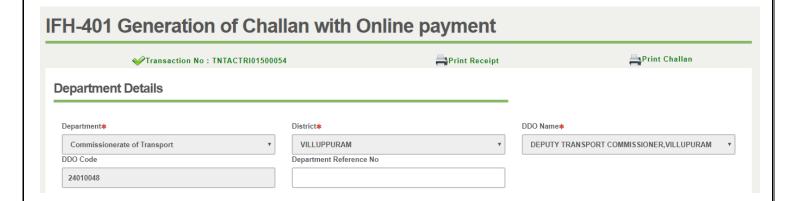


After filling all mandatory fields, Department amount, Service Charges will be shown and same will be deducted from operator wallet.



To process the payment the user need to click the "Submit" button.

After submitting the request, if transaction is confirmed success message will be received with "Print Receipt" and "Print Challan" button to download the receipt.



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

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#### Receipt Format.



தமிழ்நாடு அரசு / Government of Tamil Nadu இ-சேவை மையம் / e-Sevai Centre

#### ரசீது ∕ RECEIPT

ரசீது எண் / Receipt No: TN-17720190820000 விண்ணப்பதாரர் / Applicant Name: Guru

துறையின் பெயர் / Department Name: கருவூலக் கணக்குத் துறை / Department of Treasuries and Accounts துறை குறிப்பு எண் / Department Reference No: 201908000858 பரிவர்த்தனை எண் / Transaction No : TNTACTRI01500055 விண்ணப்பித்த தேதி / Application date : 20-08-2019 15:51:07 விண்ணப்பித்த சேவை / Applied for Service : IFH-401 Generation of Challan

with Online payment

#### பணம் செலுத்திய விவரம் / Payment Details

விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)	
இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges	Cash	105.00	

ரூபாய் எழுத்துக்களில் / Amount in words (Rs): One Hundred Five only.

மையப் பெயர் & குறியீட்டு எண் / Centre Name & Code : Madhavaperumalkoil Panchayat -TACTV-TACTRI015

கையொப்பம் / Signature of the Centre Operator

User can have printout of this PDF receipt.

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

Challan Format.



## **Government of Tamil Nadu**

### **Challan Deposit**

#### **Customer Copy**



Challan No	201908000858	Challan Date	20-08-2019	Payment Date	20-08-2019
Challan Valid Till	01-01-1900	Remitter Type	Others	Remitter Code	Others
Remitter Name	Guru	Aadhar No.		Remitter Address	No.16,venugopal st, srilakshmi nagar, Chennai, TN, 600095
Department	Commissionerate of Transport	District	NAMAKKAL	DDO Code	27010010
Department Transaction Id	I'E	Office Name		Office Code	
DDO Name	REGIONAL TRANSPORT OFFICER,NAMAKKAL SOUTH	Bank Ref.no		Amount	100 INR.

Receipt Type	Sub Type	Acct Code	Amount	Department Ref. No.	
Transport Fees	DL EXTRACT	004100101A	100.00		
Payment Mode	-60	DAGILL Online	101,100		
Amount (in Words)	One Hundred only.				

Payment Mode Amount (in Words)

One Hundred only.

For Bank Use Remitter Signature

Branch Stamp & Signature of Casher

User can have printout of this PDF Challan.

#### 8. Disclaimer

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