

Tamil Nadu e-District User Manual

Issue of Encumbrance Certificate



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E-DISTRICT TAMIL NADU USER MANUAL

(Government of Tamil Nadu)

1. Project Overview

TNeDistricts 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, Taluk, and Sub-division and Block levels. Indicative services planned to be delivered through this MMP include:

Certificates: Creation and distribution of certificates for income, nativity, community, domicile, caste, Birth, Death 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



- 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.

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 \P 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

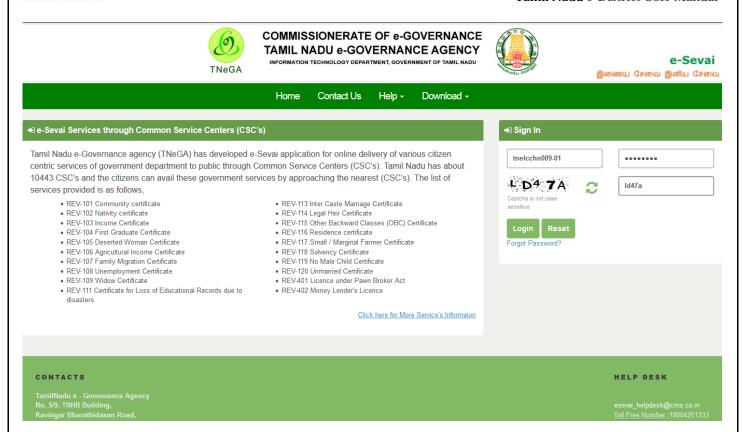
User starts with the given steps after opening the internet explorer

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

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

STEP 2: Below Screen will display.





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. IGR-Issue of Encumbrance Certificate

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.

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7.1. Operator Login

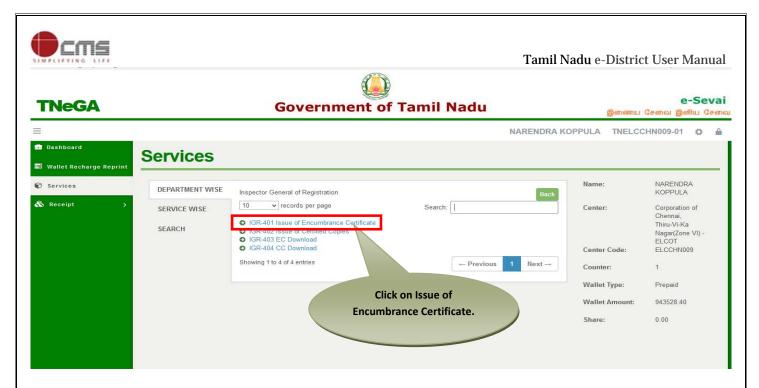


STEP 5: Click on Services.

STEP 6: Click on Inspectorate General of Registration department.



STEP 7: Click on "Issue of Encumbrance Certificate"...



After clicking on the Issue of Encumbrance Certificate it will redirect to the Search EC details page like below screen. Need to fill the below mandatory input fields <u>Zone, District, Sub Register Office, EC Start Date, EC End date.</u>



Under Survey Details – Village Name, Survey Number and Sub Division Number shall be added multiple times after clicking on Add button. If any details are found be incorrect there is option to either "*Edit*" or "*Delete*"

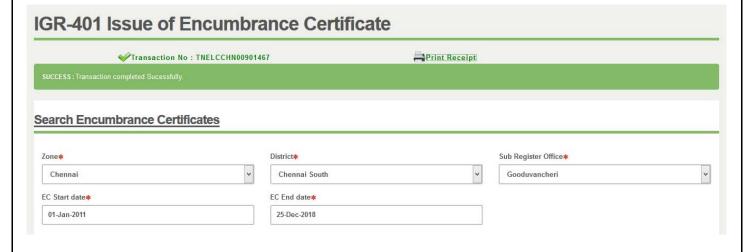


House details, Boundary details, Extent and Build up area and Additional Details are optional to fill.

Door No Block Boundary Details	Plot No Add	Ward
Block		Ward
	Add	
	Add	
oundary Details		
Soundary Details		
North	South	East
West	Add	
	Add	
xtent and Build up area		
Total Extent	Conveyed Extent	Undivided Share
Build Up Area		
	tiple, add "," separated)	Flat No/ Name
Old Survey No/Sub Division no		Flat No/ Name Father Name
Old Survey No/Sub Division no	TS No	
Old Survey No/Sub Division no Old Door No	TS No	
Old Survey No/Sub Division no Old Door No	TS No Name of Declared Owner	
Old Survey No/Sub Division no Old Door No Schedule Remarks Covide Name, Identification Tersonal details	TS No Name of Declared Owner Any Registered Document No. is known pl Specify Type, Email ID and Mobile number as ma	Father Name
Old Survey No/Sub Division no Old Door No Schedule Remarks Provide Name, Identification	Name of Declared Owner Any Registered Document No. is known pl Specify Type, Email ID and Mobile number as ma	Father Name
Old Survey No/Sub Division no Old Door No Schedule Remarks Covide Name, Identification Tersonal details	Name of Declared Owner Any Registered Document No. is known pl Specify Type, Email ID and Mobile number as ma	Father Name
Old Survey No/Sub Division no Old Door No Schedule Remarks Covide Name, Identification Tersonal details Name*	Name of Declared Owner Any Registered Document No. is known pl Specify Type, Email ID and Mobile number as ma	Father Name
Schedule Remarks rovide Name, Identification Tersonal details	Name of Declared Owner Any Registered Document No. is known pl Specify Type, Email ID and Mobile number as ma	Father Name



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





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

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

Receipt Format.



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

ரசீது / RECEIPT

ரசீது எண் / Receipt No: TN-15720181226000 விண்ணப்பதாரர் / Applicant Name: aravinth

துறையின் பெயர் / Department Name: பதிவுத்துறை / Inspector General of Registration துறை குறிப்பு எண் / Department Reference No: ECA/Online/1228/2018 பரிவர்த்தனை எண் / Transaction No : TNELCCHN00901467 விண்ணப்பித்த தேதி / Application date : 26-12-2018 11:24:36

விண்ணப்பித்த சேவை / Applied for Service : IGR-401 Issue of Encumbrance Certificate

பணம் செலுத்திய விவரம் / Payment Details

விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)
கட்டண தொகை/Bill Amount	Cash	201.00
இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges	Cash	10.00

மொத்தம் / Total: : 211.00

ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Two Hundred Eleven only.

மையப் பெயர் & குறியீட்டு எண் / Centre Name & Code : Corporation of Chennai, Thiru-Vi-Ka Nagar(Zone VI) - ELCOT-ELCCHN009

கையொப்பம் / Signature of the Centre Operator

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