Tamil Nadu e-District

User Manual

Issue of Certified Copy

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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 🌐 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.

COMMISSIONERATE OF e-GOVERNANCE
TAMIL NADU e-GOVERNANCE AGENCY
INFORMATION TECHNOLOGY DEPARTMENT, GOVERNMENT OF TAMIL NADU

TNeGA

e-Sevai
இணைய சேவை இனிய சேவை

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➔) 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 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 services provided is as follows,

- REV-101 Community certificate
- REV-102 Nativity certificate
- REV-103 Income Certificate
- REV-104 First Graduate Certificate
- REV-105 Deserted Woman Certificate
- REV-106 Agricultural Income Certificate
- REV-107 Family Migration Certificate
- REV-108 Unemployment Certificate
- REV-109 Widow Certificate
- REV-111 Certificate for Loss of Educational Records due to disasters

- REV-113 Inter Caste Marriage Certificate
- REV-114 Legal Heir Certificate
- REV-115 Other Backward Classes (OBC) Certificate
- REV-116 Residence certificate
- REV-117 Small / Marginal Farmer Certificate
- REV-118 Solvency Certificate
- REV-119 No Male Child Certificate
- REV-120 Unmarried Certificate
- REV-401 Licence under Pawn Broker Act
- REV-402 Money Lender's Licence

Click here for More Service's Informaion

➔) Sign In

tnelcchn009-01

••••••••

L D4 7A   Captcha is not case sensitive

ld47a

Login   **Reset**

Forgot Password?

CONTACTS

TamilNadu e - Governance Agency
No. 5/9, TNHB Building,
Kavingar Bharathidasan Road,

HELP DESK

esevai_helpdesk@cms.co.in
Toll Free Number :18004251333

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 Certified Copy

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

COMMISSIONERATE OF e-GOVERNANCE
TAMIL NADU e-GOVERNANCE AGENCY
INFORMATION TECHNOLOGY DEPARTMENT, GOVERNMENT OF TAMIL NADU

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Click here for More Service's Informaion

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Captcha is not case sensitive

Login   Reset

Forgot Password?

Click on Login

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TamilNadu e - Governance Agency
No. 5/9, TNHB Building,
Kavingar Bharathidasan Road,

HELP DESK

esevai_helpdesk@cms.co.in
Toll Free Number :18004251333

STEP 5: Click on Services**.**

STEP 6: Click on Inspectorate General of Registration department.

TNeGA   **Government of Tamil Nadu**   **e-Sevai**
இணைய சேவை இனிய சேவை

≡   NARENDRA KOPPULA   TNELCCHN009-01   ⚙   🔒

🏠 Dashboard

▤ Wallet Recharge Reprint

☁ Services

💰 Receipt   >

Services

DEPARTMENT WISE	⊙ Agriculture
SERVICE WISE	⊙ Anna University
SEARCH	⊙ BC MBC and Minority Department

⊙ Chennai Metro Water Supply & Sewerage Board
⊙ Chennai Traffic Police
⊙ Civil Supplies and Consumer Protection Department
⊙ Commissionerate of Municipal Administration
⊙ Department of Handloom and Textiles
⊙ Director of Social Welfare
⊙ Directorate for Welfare of Differently Abled
⊙ Directorate of Boilers
⊙ Directorate of Fire & Rescue
⊙ Directorate of Public Health and Preventive Medicine
⊙ Drugs Department
⊙ Employment and Training
⊙ Fisheries
⊙ Greater Chennai Corporation
⊙ Horticulture
⊙ Inspector General of Registration
⊙ Revenue Department
⊙ Tamil Nadu Electrical Inspectorate (TNEI)
⊙ TANGEDCO
⊙ TN Police Department
⊙ TNEGA

Name: NARENDRA KOPPULA

Center: Corporation of Chennai, Thiru-Vi-Ka Nagar(Zone VI) - ELCOT

Center Code: ELCCHN009

Counter: 1

Wallet Type: Prepaid

Wallet Amount: 943528.40

Share: 0.00

Click on Services

Click on IGR Department

STEP 7: Click on "Issue of Certified Copy"…

After clicking on the Issue of Certified Copy it will redirect to the Search CC details page like below screen. Need to fill the below mandatory input fields *Document Type, Document Number, Sub Register Office, Year. Book Number* and then click on **Calculate Fee Details** button, if details are wrong click on Clear Feed details button.

After entering "Calculate Fee Details" button Copy fees will be calculated based on the number of pages as below screenshot.

Search and Apply CC

Document Type✱

Property Deed

Document Number✱

1

Sub Register Office✱

Gooduvancheri

Year✱

2018

Book Number✱

Book I

[**Calculate Fee Details**] [**Clear Fee Details**]

Copy Fee:20

Provide Name, Identification Type, Email ID and Mobile number as mandatory from as below.

Personal details

Name✱

aravinth

Identification Type✱

Voter's Id Issued By Election Commission

Contact details

Email✱

aravinthg04@gmail.com

Mobile Number.✱

9789256983

After filling all mandatory fields, finally click on "***Submit***" button. Department amount, Service Charges will be shown and same will be deducted from operator wallet.

Payment Details

Department Amount:✱

151

Service Charge:✱

10.00

Total Amount :✱

161

[**Submit**] [**Clear**]

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.

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