

# Tamil Nadu e-District User Manual

Printing 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  $\P$  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

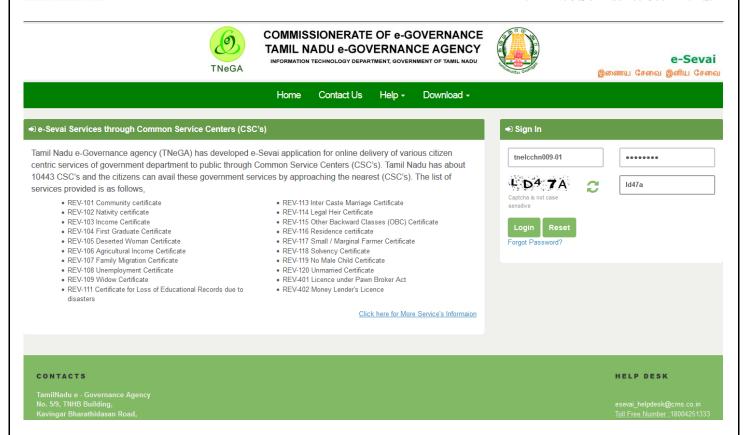
User starts with the given steps after opening the internet explorer

**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-Printing 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.

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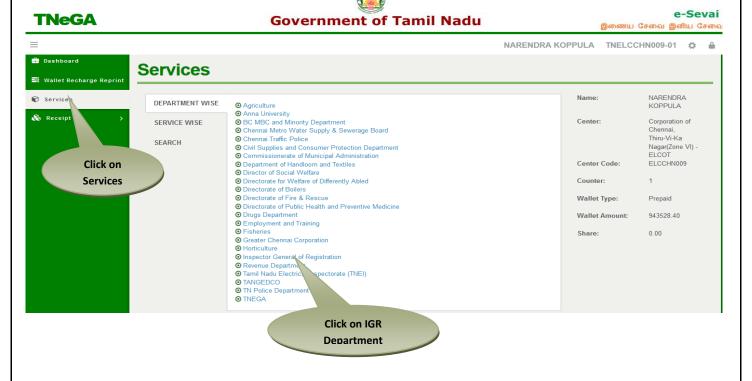


## 7.1. Operator Login



**STEP 5:** Click on Services.

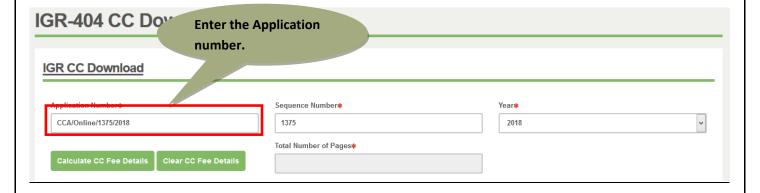
**STEP 6:** Click on Inspectorate General of Registration department.



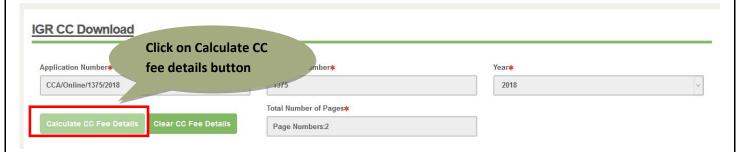
STEP 7: Click on "Download Certificate Copy"...



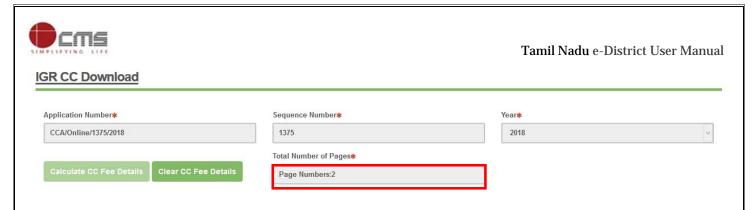
Enter the Application Number which is generated at the time of <u>Issue of Certificate Copy</u> service as below. After entering "<u>Application Number</u>", Sequence Number and Year will be auto populated.



Click on <u>Calculate CC Fee details</u> button, if details are wrong click on <u>Clear CC Fee details</u> button to remove filled values.



Number of Pages will be displayed as below.



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.



After submitting the request, if transaction is confirmed success message will be received with "CC File" and "*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 IGR CC Download>**, **<Print Receipt>**, CC Copy and Receipt will download in PDF format.



# **Certified Copy Format**



## Certified Copy of DocumentNo

This certified copy is being issued through online and it is here by certified that the requisite Stamp Duty of ₹ 20/- (Rupees. Twenty Only) has been paid through e-payment on Date for application number AppNo.

## **Receipt Format.**







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

#### ரசீது / RECEIPT

ரசீது எண் / Receipt No: TN-16620181226000 விண்ணப்பதாரர் / Applicant Name: CC Download

துறையின் பெயர் / Department Name: பதிவுத்துறை / Inspector General of Registration துறை குறிப்பு எண் / Department Reference No: 26122018170521078 பரிவர்த்தனை எண் / Transaction No : TNELCCHN00901485 விண்ணப்பித்த தேதி / Application date : 26-12-2018 17:05:21 விண்ணப்பித்த சேவை / Applied for Service : IGR-404 CC Download

பணம் செலுத்திய விவரம் / Payment Details

விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)
கட்டண தொகை / Bill Amount	Cash	0.00
இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges	Cash	4.00

மொத்தம் / Total: : 4.00

ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Four 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