

**Tamil Nadu e-District**  
**User Manual**  
for  
**Marriage Assistance Scheme**  
**for Differently Abled Persons**

Prepared by



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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


### 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 50)
- 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

	<ol style="list-style-type: none"> <li>1. Switch 'ON' the UPS only after you have switched 'ON' the power socket</li> <li>2. Switch 'ON' the computer only after you have switched 'ON' the UPS</li> <li>3. Switch 'OFF' the power socket in there is an electrical spark in the socket</li> </ol>
	<ol style="list-style-type: none"> <li>4. Do not start the computer in case the UPS is not fully charged</li> <li>5. Do not start the computer in case any of the wires are in contact with water sources / moisture</li> </ol>
	<ol style="list-style-type: none"> <li>6. In case you are not sure whether the computer is connected in the right way – please contact the system engineer</li> </ol>

### 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 Officials Login

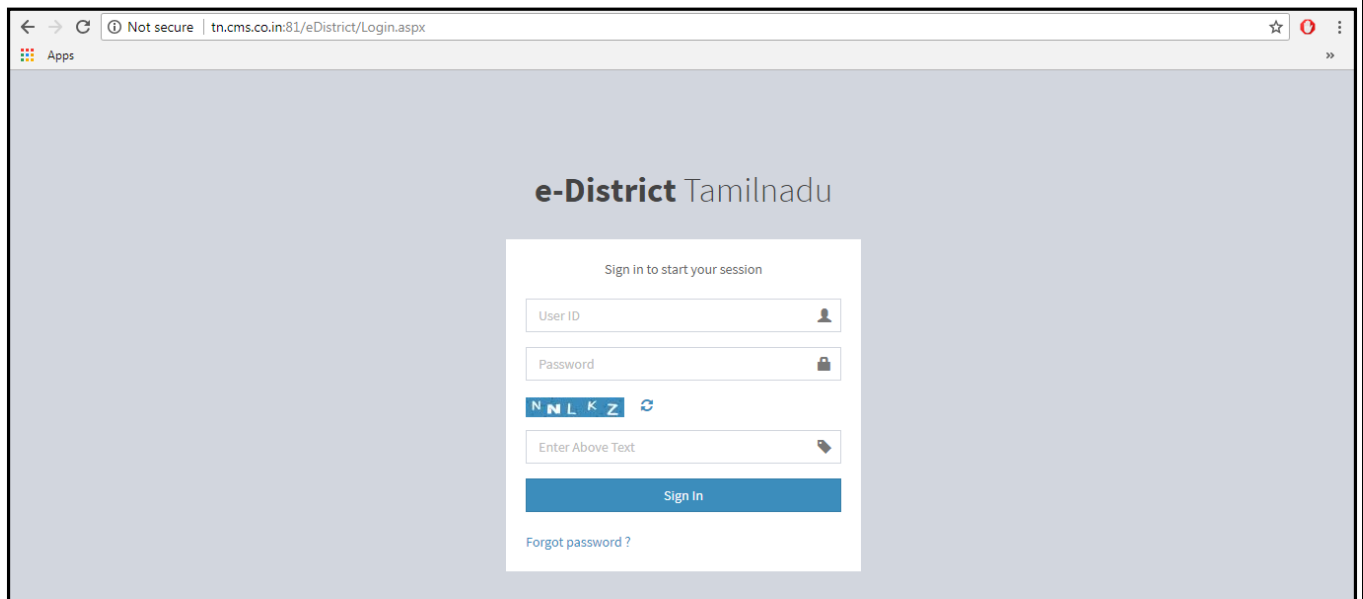
### 5.1 DDAW Official Login



**Note** – The below section will show the approve/forward application scenario. In case of Rejection at any stage, the application will become invalid and the concerned applicant will be notified of the same via sms/email.

User starts with the given Steps after opening the Chrome Browser.

**STEP 1:** Go to the **e-District** (Government of Tamil Nadu) Web Portal. Below shown page will open.

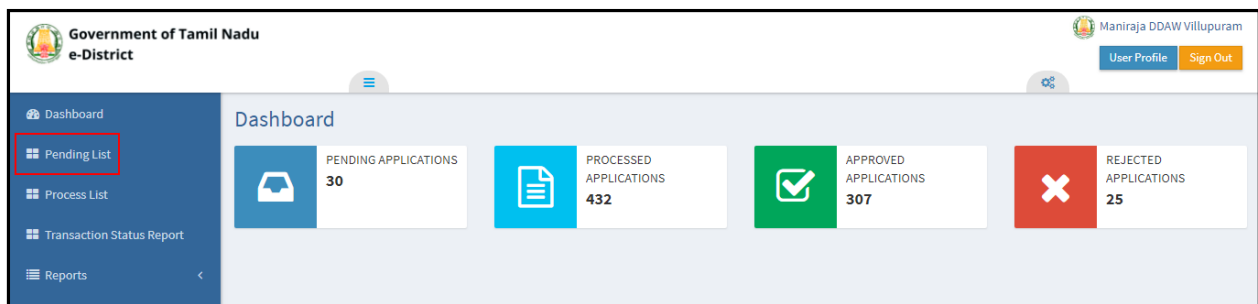


**Image 1**

**STEP 2:** Enter the **Login credentials** and **Captcha** code

**STEP 3:** Click on **Sign In**.

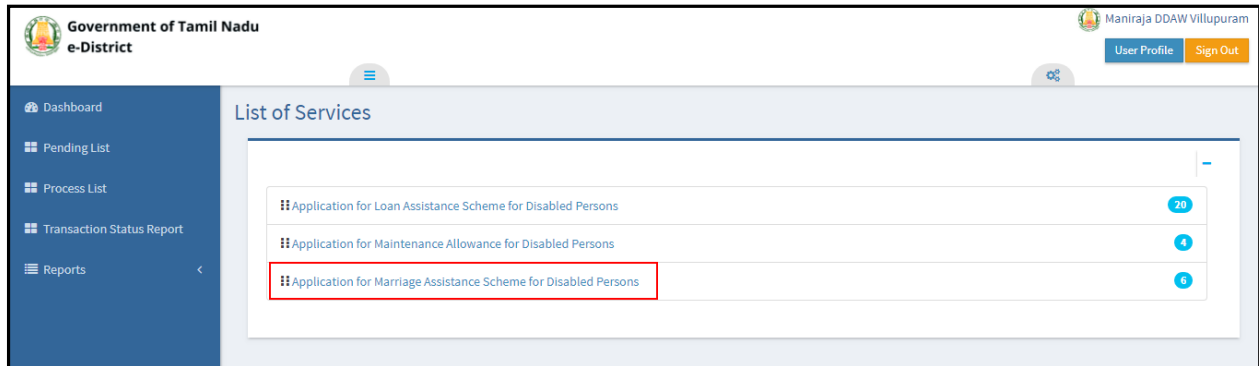
User will be redirected to the e-District Dashboard as shown below.



**Image 2**

**STEP 4:** Click on **Pending List** on the left panel as shown in the image above.

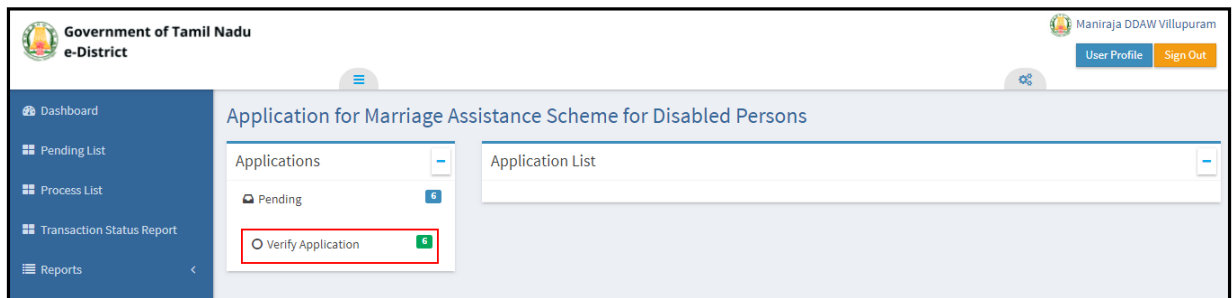
Below screen will be displayed



**Image 3**

**STEP 5:** Click on the application to be processed. In this case, click on “**Application for Marriage Assistance Scheme for disabled persons**” link.

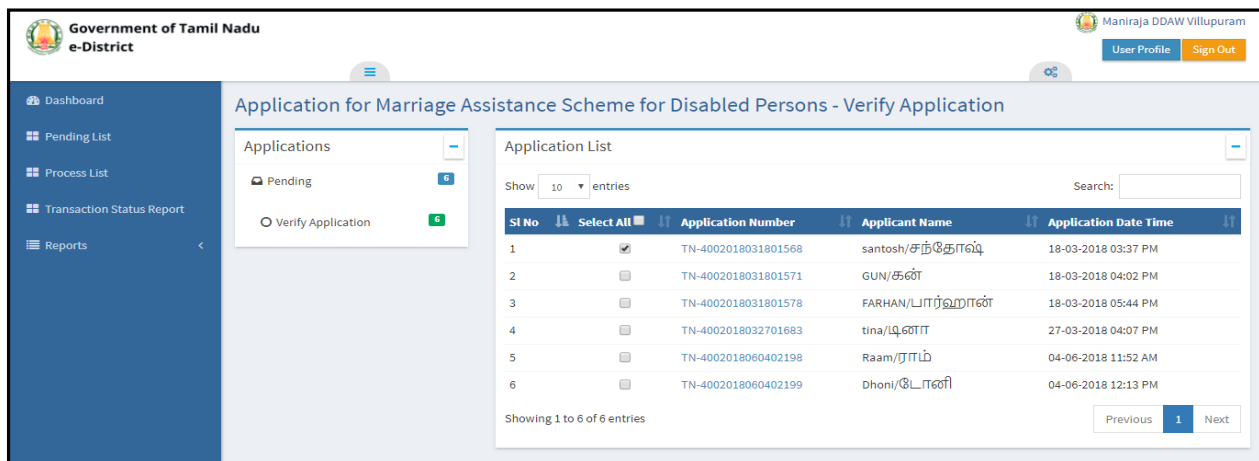
Below screen will be displayed.



**Image 4**

**STEP 6:** Click on **Verified Application**.

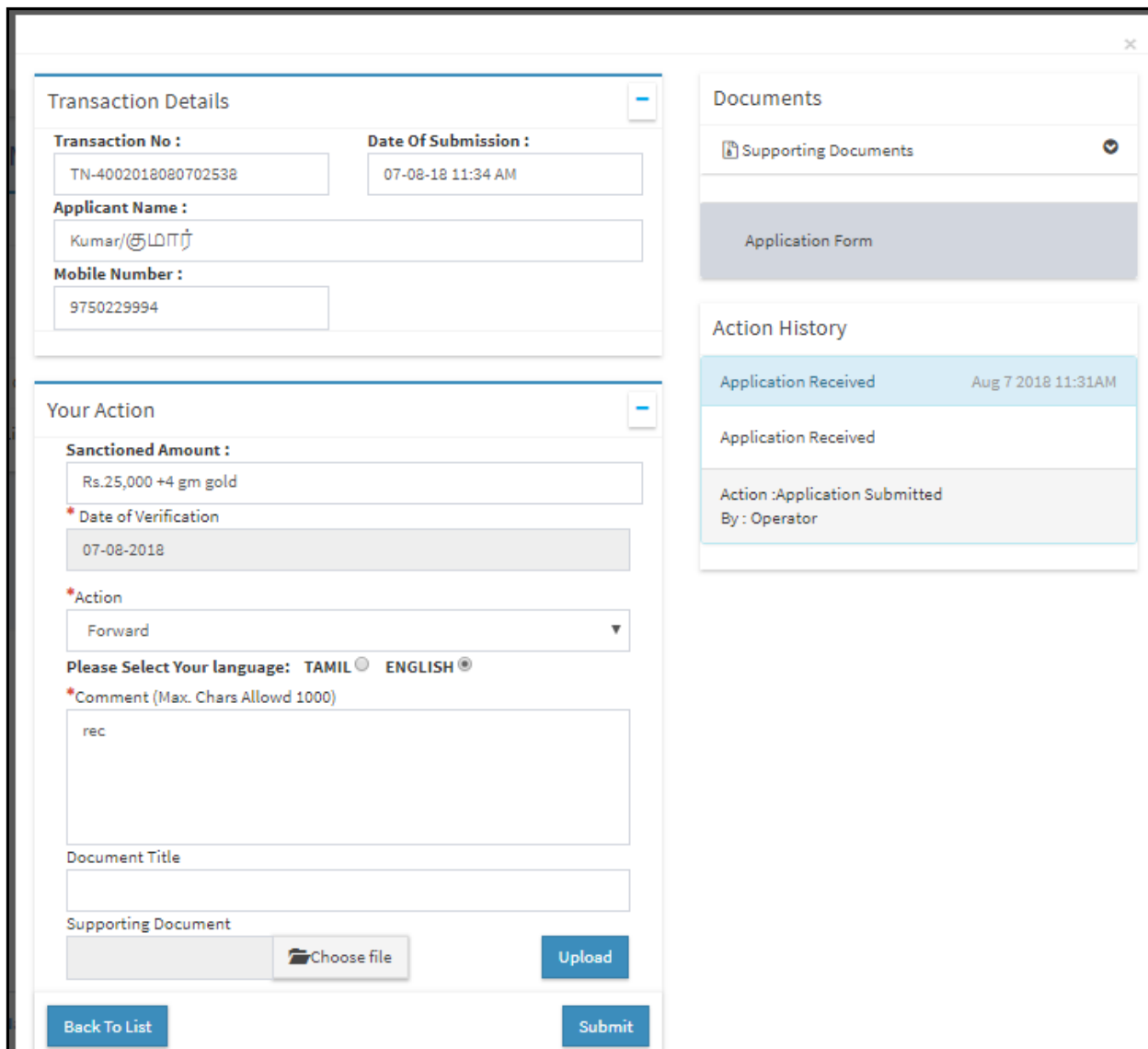
Below screen will be displayed.



**Image 5**

**STEP 7:** Select the application to be processed and click on the **Application Number** as shown in the image above.

e-form will be displayed.



The screenshot displays a web application interface for processing an application. It is divided into several sections:

- Transaction Details:** Includes fields for Transaction No (TN-4002018080702538), Date Of Submission (07-08-18 11:34 AM), Applicant Name (Kumar/குமாரர்), and Mobile Number (9750229994).
- Your Action:** Contains fields for Sanctioned Amount (Rs.25,000 +4 gm gold), Date of Verification (07-08-2018), Action (Forward), language selection (TAMIL and ENGLISH), and a comment field (rec).
- Documents:** Shows a list of Supporting Documents and an Application Form.
- Action History:** Lists actions such as Application Received (Aug 7 2018 11:31AM) and Application Submitted (By: Operator).

At the bottom, there are buttons for 'Back To List' and 'Submit'.

**Image 6**

**STEP 8:** Fill all the mandatory fields; Upload supporting documents if any; Choose the Action **Forward** and click **Submit**.



**Note** – The inspector can also choose to **Reject** under **Action** if he/she finds the application invalid.

On successful submission below page will be displayed.

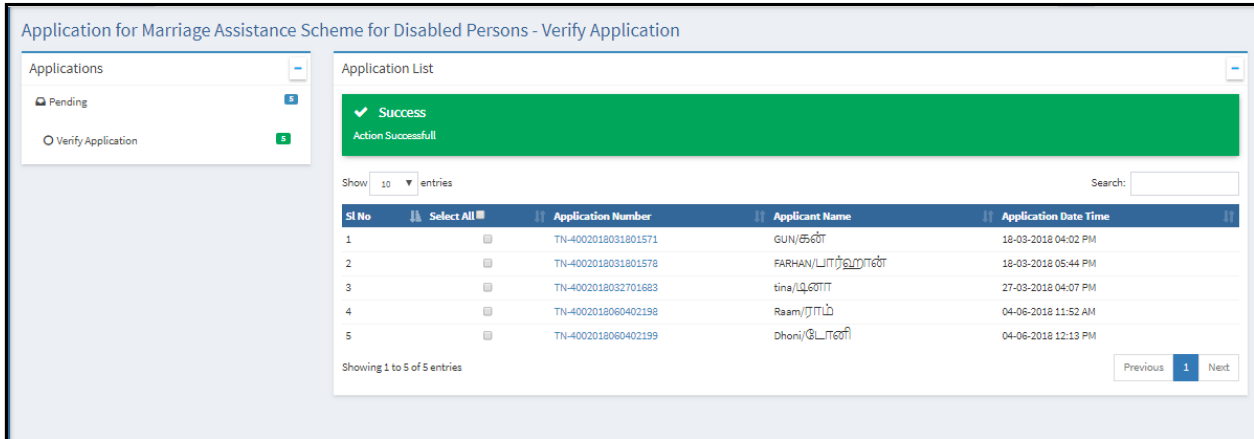


Image 7

## 5.1 Generate Sanction Order tab

**STEP 1:** Click on the **Application for Marriage Assistance Scheme for Disabled Person** link.

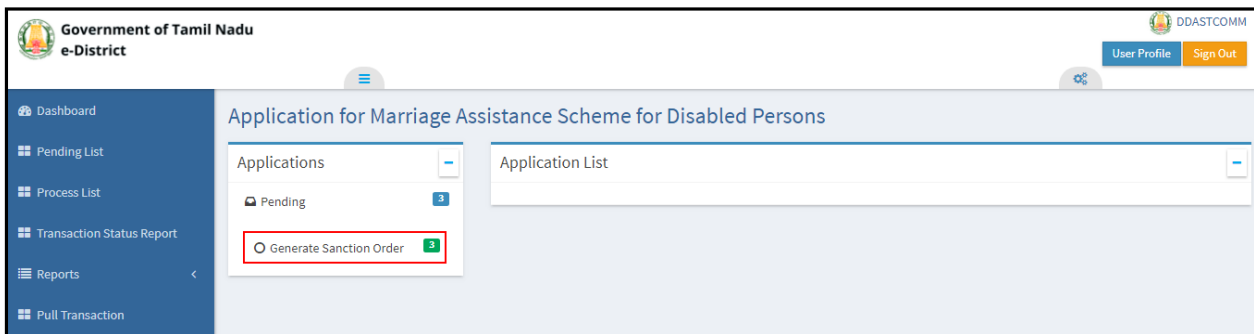


Image 8

**STEP 2:** Click on **Generate Sanction Order**.

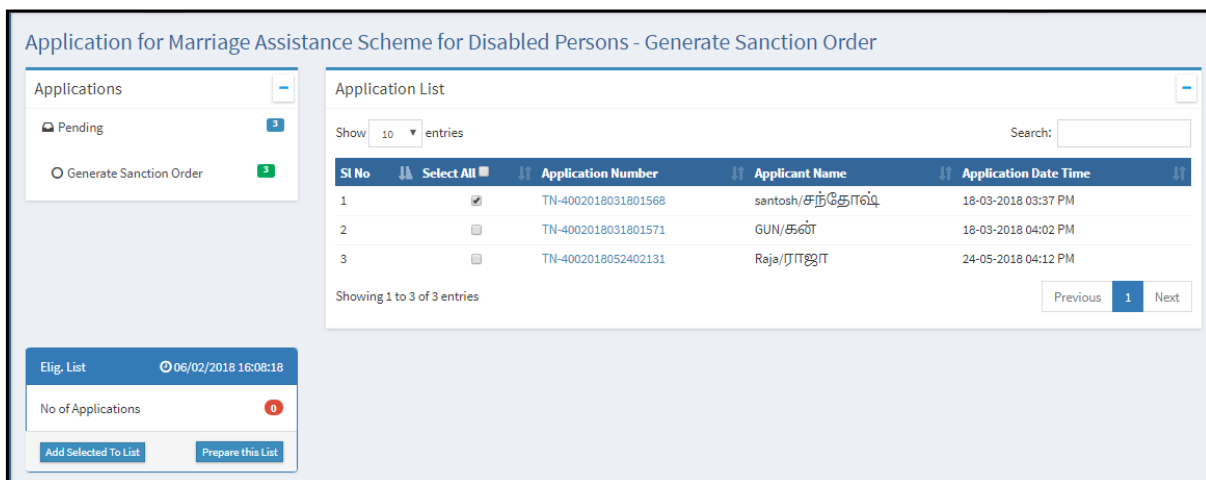




Image 9

**STEP 3:** Click on **Application Number**.

Below e-form will be displayed.

The screenshot displays a web application interface for processing an application. It is divided into several sections:

- Transaction Details:** Includes fields for Transaction No (TN-4002018080702538), Date Of Submission (07-08-18 11:34 AM), Applicant Name (Kumar/குமாரர்), and Mobile Number (9750229994).
- Your Action:** Contains fields for Sanctioned Amount (Rs.25,000 +4 gm gold), Sanctioned date (07-08-2018), Gold Coin Provided (YES), Action (Approve), a language selection (TAMIL/ENGLISH), and a comment box with the text "Approved". It also has fields for Document Title and Supporting Document, along with "Choose file" and "Upload" buttons.
- Documents:** Shows a "Supporting Documents" section with an "Application Form" document listed.
- Action History:** Lists previous actions: "Verify Application" (Aug 7 2018 11:40AM) with details "rec" and "Date of Verification : 07-08-2018"; "Application Received" (Aug 7 2018 11:31AM); and "Application Received" with details "Action :Application Submitted" and "By : Operator".

At the bottom of the form, there are "Back To List" and "Submit" buttons.

Image 10

**STEP 4:** Select the **Action (Approve)**, enter comments and click on **Submit**.

On successful submission of the form below image will be displayed.



**Note** – It can be observed that the above application has been granted 50000+8gm gold which shows that the Qualification of the applicant falls under the graduate category.

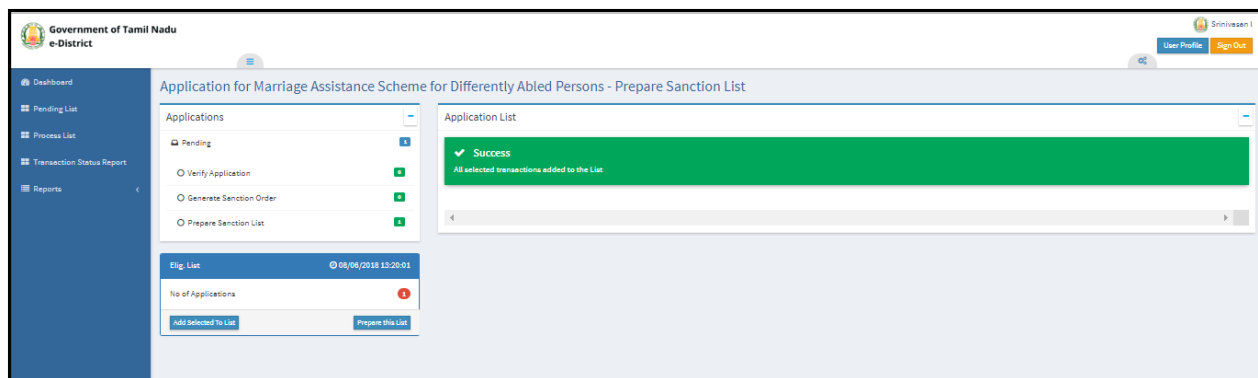
To cross verify, official can check the application form attached by click on the link at the right panel.

Below application form will be displayed.

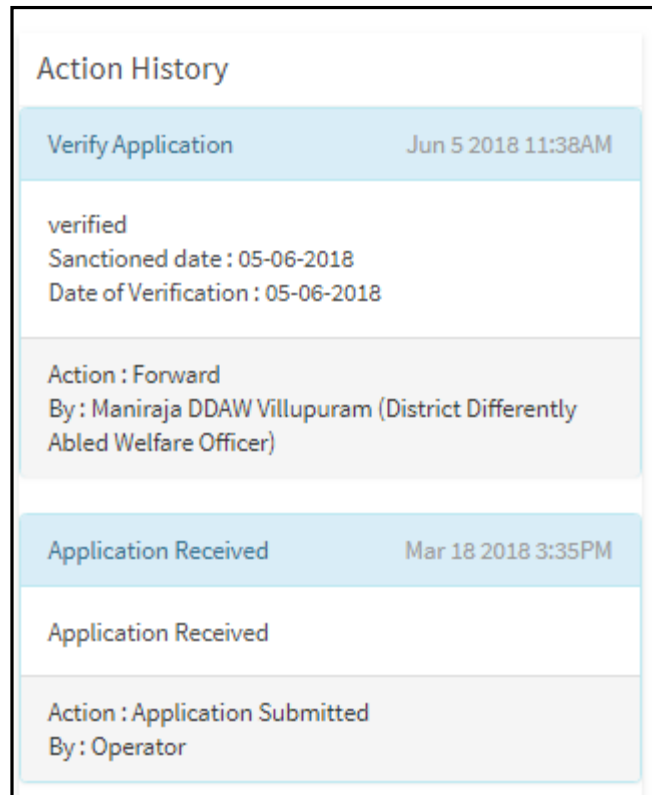
Application Details / விண்ணப்ப விவரங்கள்			
Apply for Assistance under Scheme / விண்ணப்பிக்க விரும்பும் திட்டம்	Non-differently abled person marrying speech and hearing impaired persons / காது கேளதோரை திருமணம் செய்து கொள்ளும் மாற்றுதிறன் அல்லாதவர்களுக்கு சலுகை வழங்க திட்டம்	Educational Qualification	Under Graduate
National/State ID Card Number / தேசிய/ மாநில அடையாள அட்டை	24234324242	Do you Belong to Tamil Nadu / தமிழ்நாட்டைச் சேர்ந்தவரா	<input type="radio"/> Yes <input checked="" type="radio"/> No
Nature of Disability	Hard of Hearing	Percentage of Disability / மாற்றுதிறனின் தன்மை (விழுக்காடு)	44
Nature of Job / தொழில்	rtiyr	The Location of the Wedding / திருமணம் நடந்த இடம்	sfs
The Date of Marriage / திருமணம் நடந்த தேதி	15-03-2018	Marriage Type / மத திருமணமா / பதிவுத் திருமணமா	Religious Marriage
Life Partner Details			
Name / பெயர்	dfs	Address / முகவரி	dadasd
Phone Number / தொலைபேசி எண்	6463463463	Aadhaar Number	573534535367
Age / வயது	45	Gender	Female
Caste / சாதி	OC	Nature of Job / தொழில்	uutuyt
Do you Belong to Tamil Nadu / தமிழ்நாட்டைச் சேர்ந்தவரா	<input type="radio"/> Yes <input checked="" type="radio"/> No	Educational Qualification	Diploma

Image 11

## Add Eligibility List



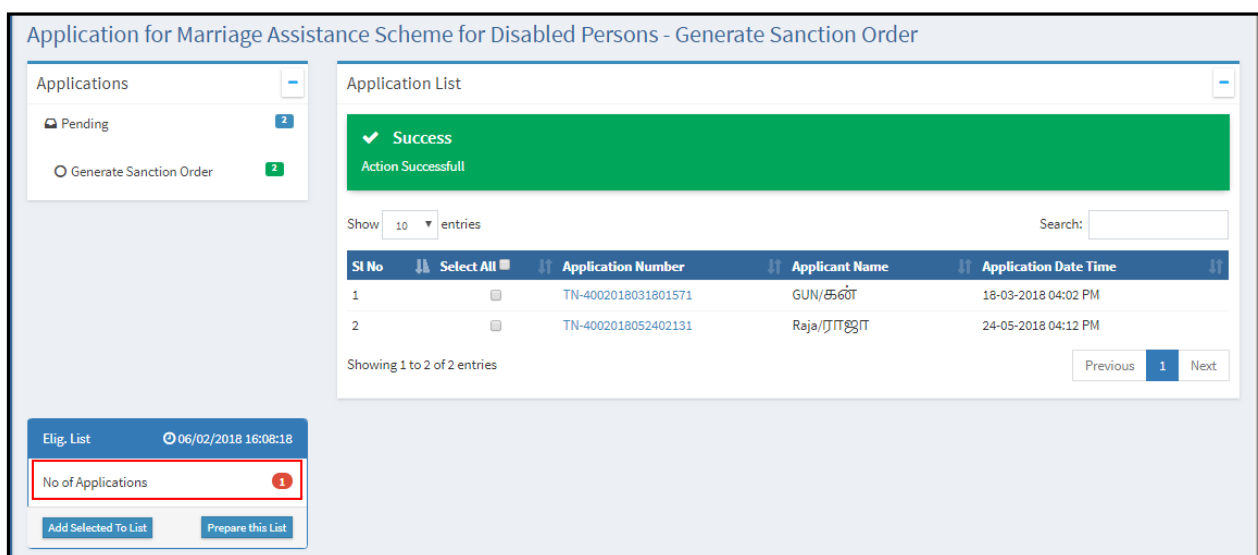
Official can also view Action history to track the Application flow through different levels



**Image 8**

**STEP 8:** Select the **Action (Approve)**, enter comments and click on **Submit**.

On successful submission of the form below image will be displayed.

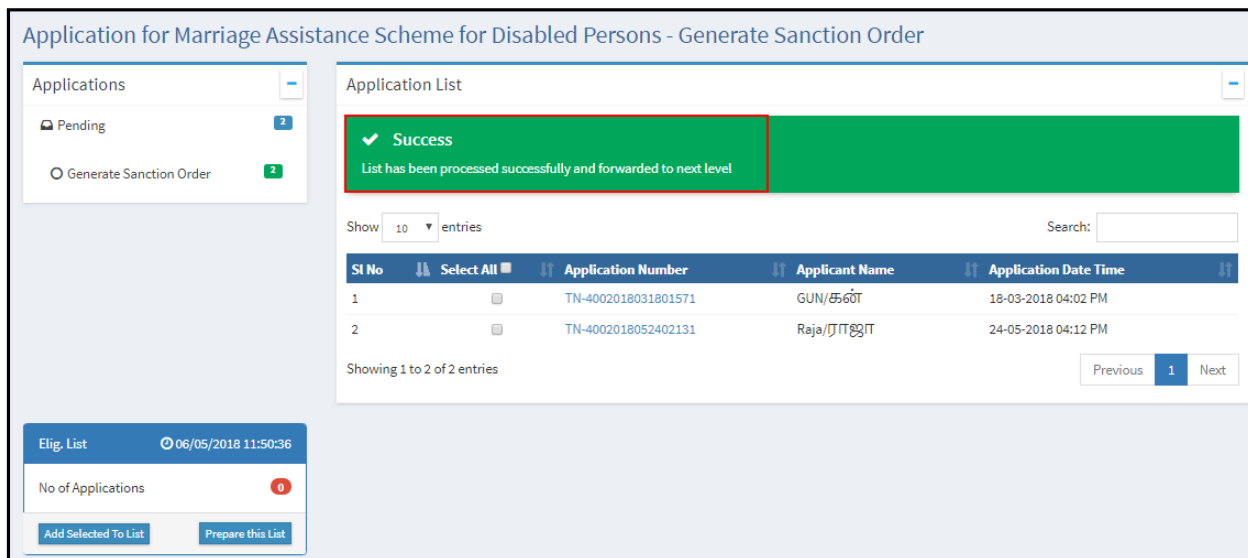


**Image 9**

The Count for No. of Application gets incremented on successful submission as seen in the above image.

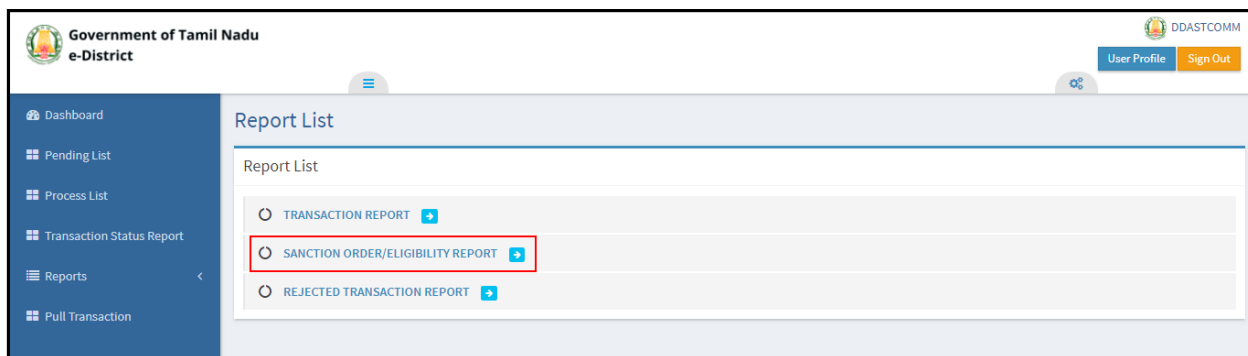
**Note** – Official can also select multiple applications for approval by clicking on the **Add Selected to List**.

**STEP 9:** Once the application gets incremented as shown in above image, click on **‘Prepare this List’** to generate the list beneficiaries that should be made available in the Reports Section



**Image 10**

**STEP 10:** Officials can view the generated reports for **Eligibility/ Sanctioned** list under Reports in the left panel.



**Image 11**

**Step 11:** Click on required report. In this case **Sanction Order/Eligibility Report**  
Below screen will be displayed.

**Image 12**

**STEP 12:** Select by month or date; choose the appropriate options from dropdown for **Service, List Type** and **List Status** as shown above.

**STEP 13:** Click **Show**.

Below image shows the report of the Eligibility list.

Sl No	Department	Service	List Ref. Number	Status	List Type	Created Date
1	Directorate for Welfare of Differently Aabled	Application for Marriage Assistance Scheme for Disabled Persons	310518100636400	Processed	Eligibility List	31 May 2018
2	Directorate for Welfare of Differently Aabled	Application for Marriage Assistance Scheme for Disabled Persons	010618014503400	Processed	Eligibility List	01 Jun 2018
3	Directorate for Welfare of Differently Aabled	Application for Marriage Assistance Scheme for Disabled Persons	020618040818400	Processed	Eligibility List	02 Jun 2018

**Image 13**

To view the **Eligibility Order** report, click on that particular **Ref Number**.

Below screen will be displayed.

Sl No	List Ref. Number	Transaction Number	Applicant Name	DOB	Contact No	Aadhar No	Voter Id	Ration Card	Bank Name	IFSC code	Account No	MICR NO	Branch	Region
1	060818012001400	TN-4002018080702538	Kumar/குமாரி	04-Dec-1990	9750219994	456686879798	54646456546	456576868679979	AXIS BANK	UTI80003631	4565756876879798	465575676	MANAMTHAVIZHANTHAPUTHUR	Cuddalore

## Image 14



**Note**– Official can also export the particular list or report in these available format as XML, CSV, PDF, MHTML, Excel, TIFF File and Word

## 6 Disclaimer

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