# Tamil Nadu e-District

# User Manual

for

## Marriage Assistance Scheme for Differently Abled Persons

Prepared by



**CMS Computers LTD**

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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

| | |
|---|---|
| ✅ | 1. **Switch 'ON' the UPS only after you have switched 'ON' the power socket**<br>2. **Switch 'ON' the computer only after you have switched ''ON' the UPS**<br>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**<br>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 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.

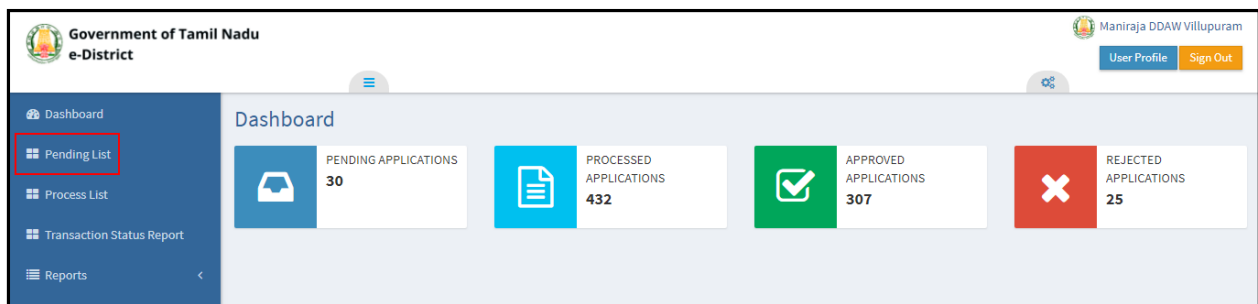**STEP 1:** Go to the **e-District** (Government of Tamil Nadu) Web Portal. Below shown page will open.
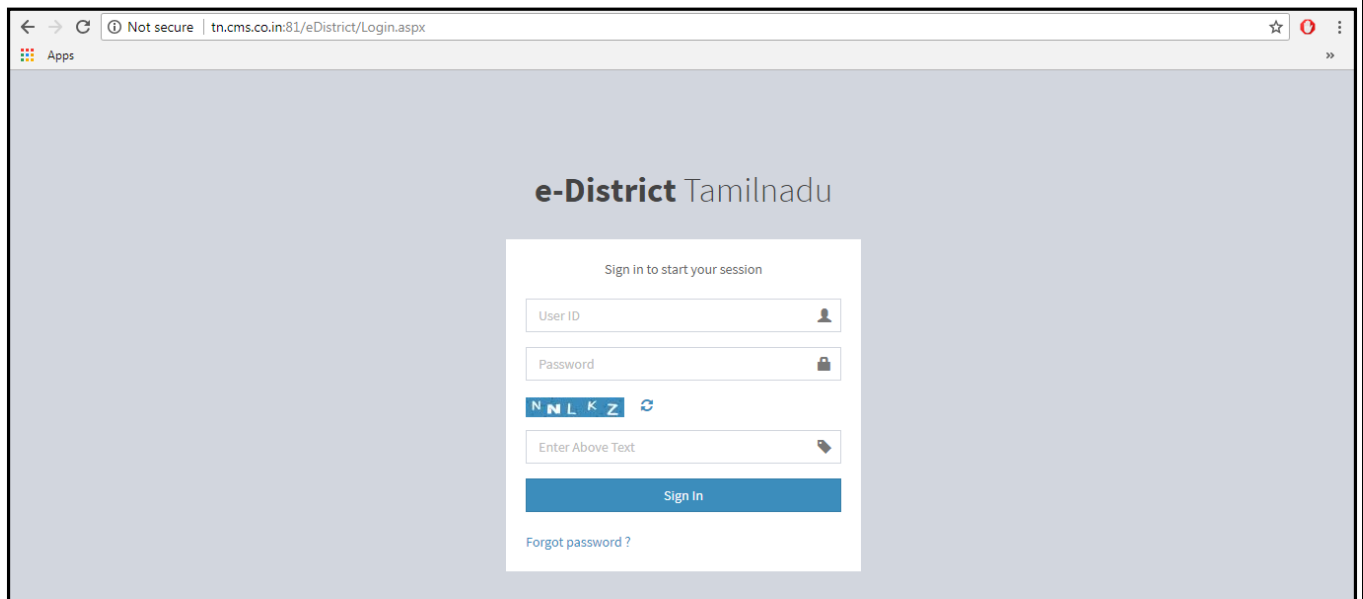


**Image 1**

**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**

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**STEP 4**: Click on **Pending List** on the left panel as shown in the image above.
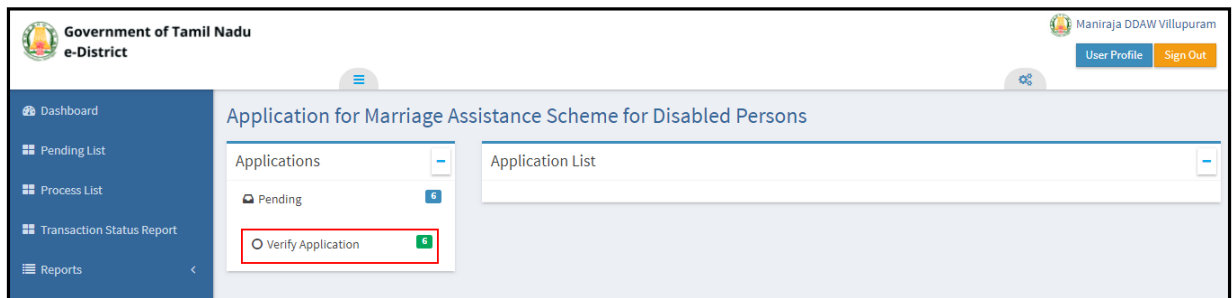
Below screen will be displayed
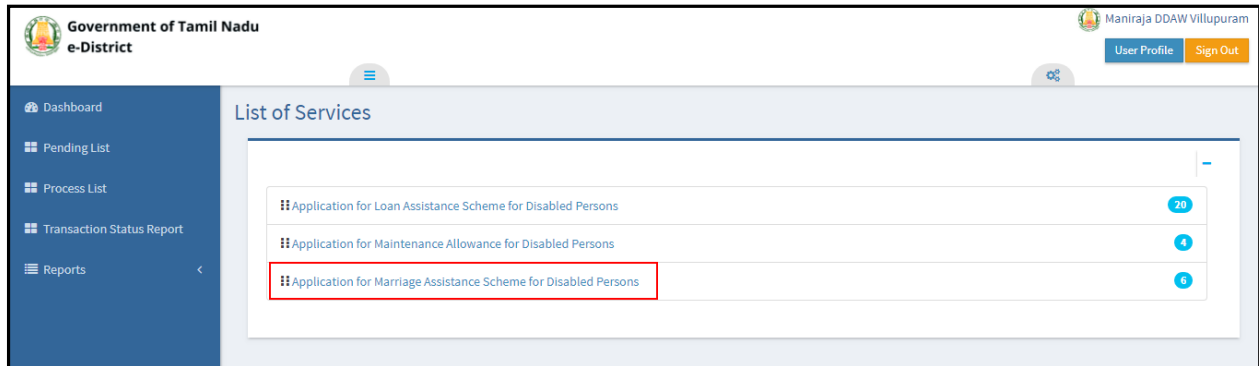


**Image 3**

**STEP 5**: Click on the application to be processed. In this case, click on "**Application for Marriage Assistance Scheme for disabled persons**" link.
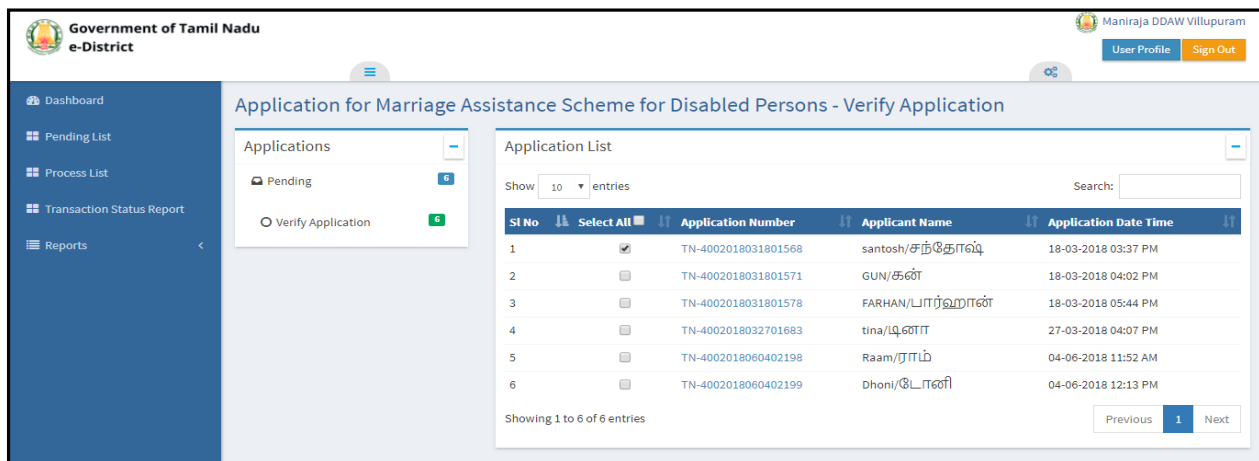
Below screen will be displayed.



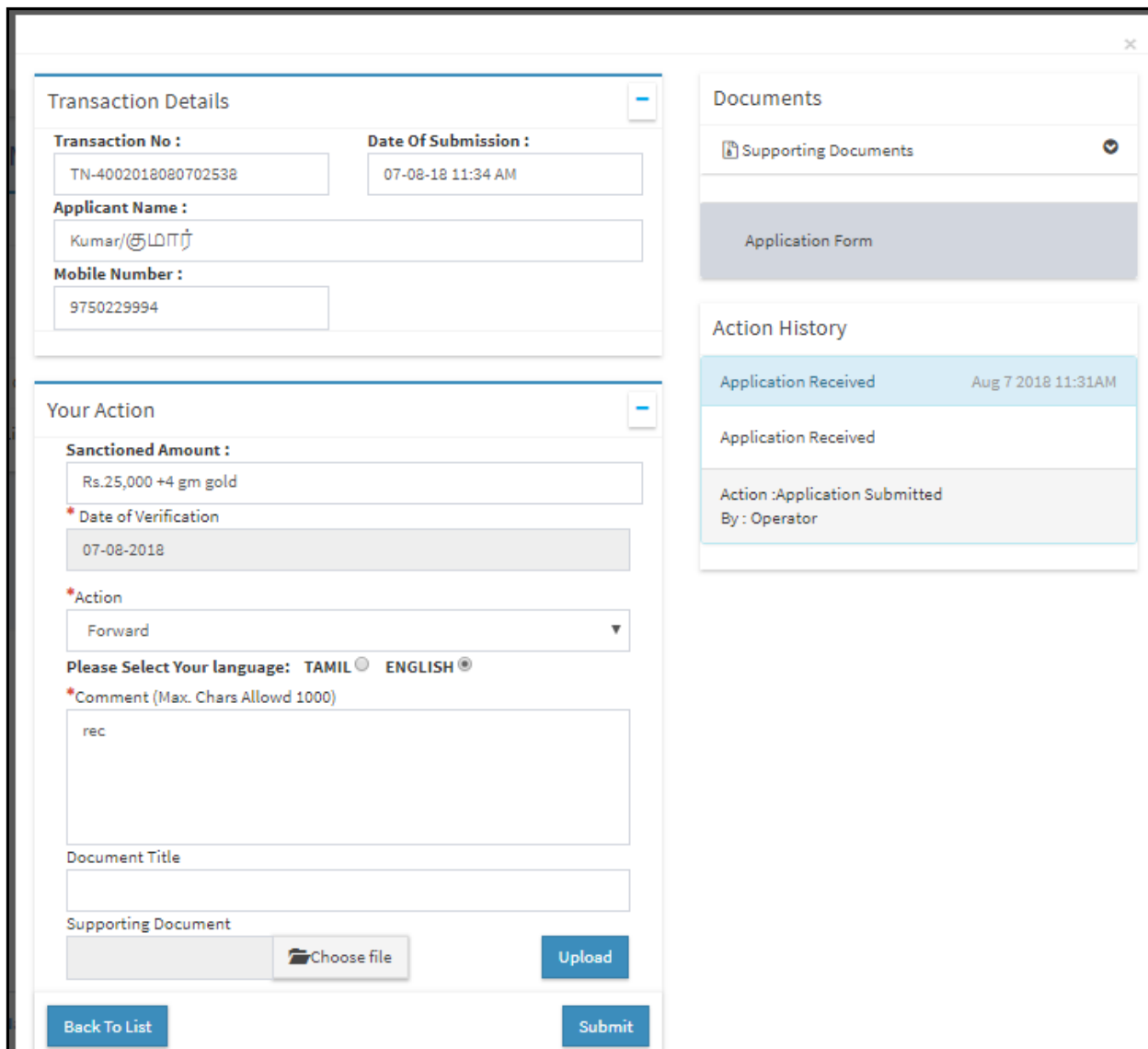**Image 4**

**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.



**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.

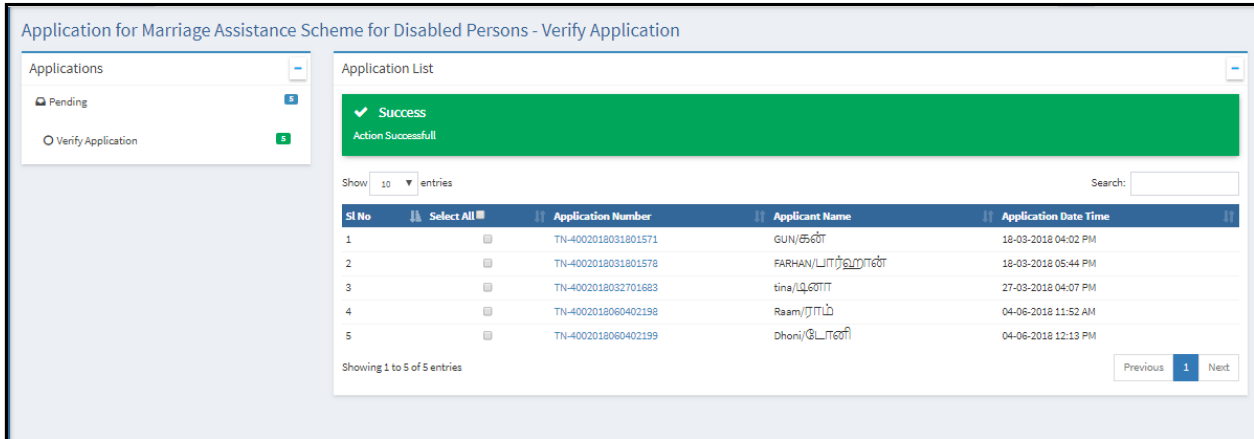On successful submission below page will be displayed.

**Image 7**

## 5.1 Generate Sanction Order tab

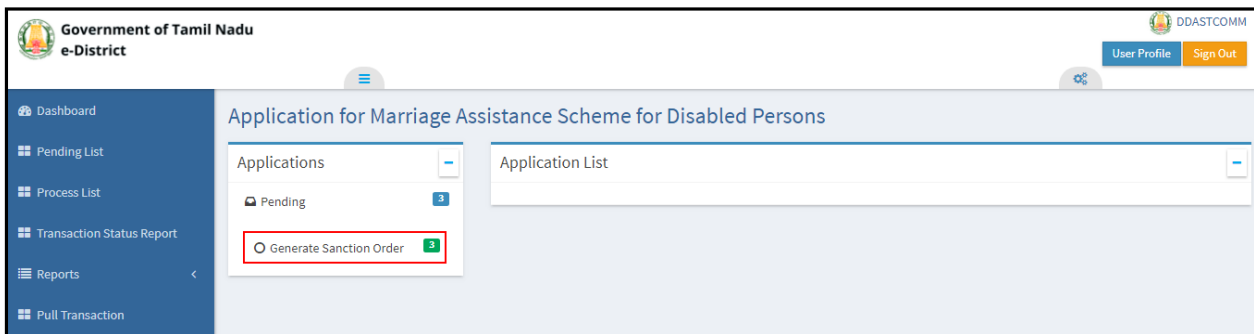**STEP 1**: Click on the **Application for Marriage Assistance Scheme for Disabled Person** link.



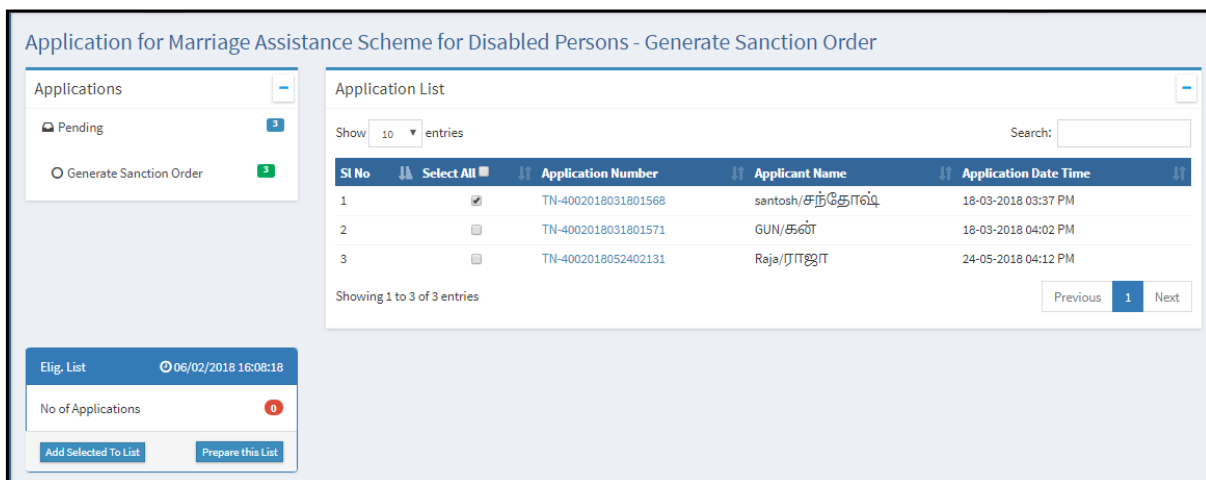**Image 8**

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

**Image 9**

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

Below                    e-form                    will                    be                    displayed.



**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.
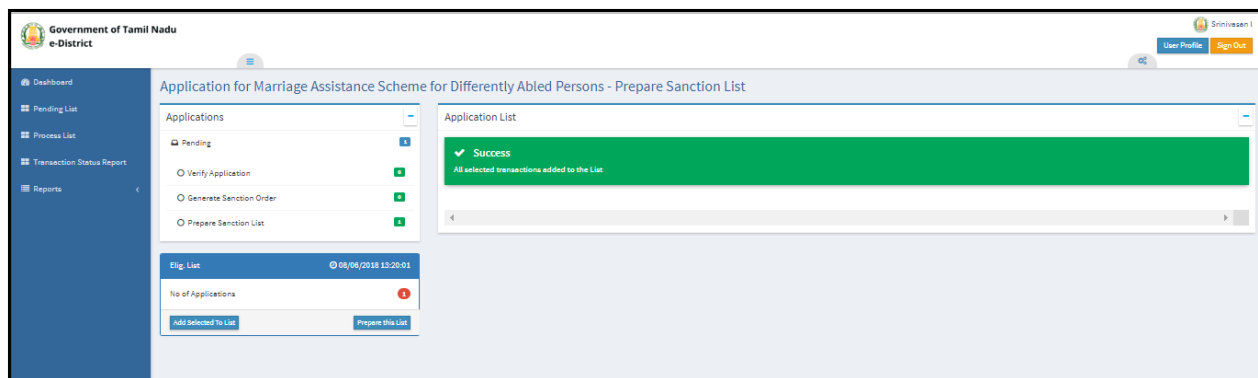
To cross verify, official can check the application form attached by click on the link at the right panel.
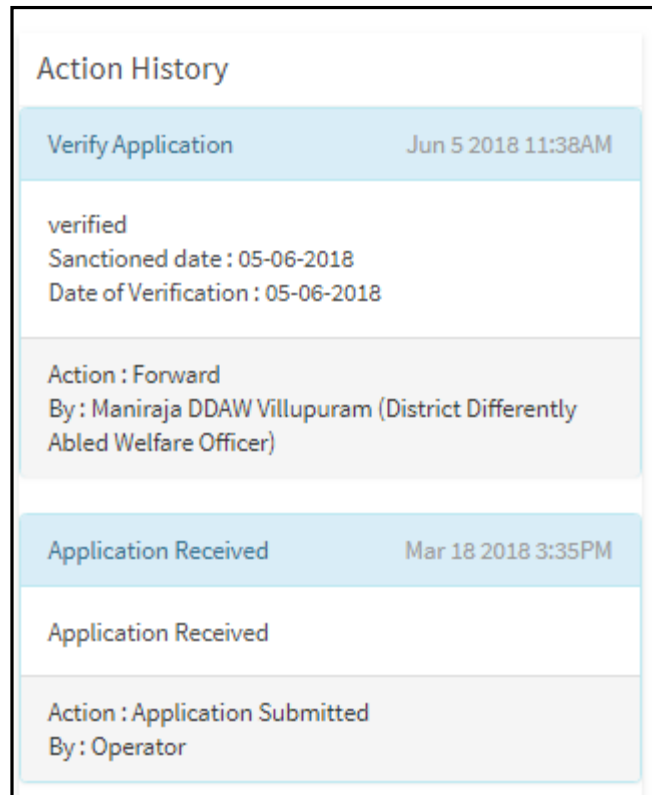
Below application form will be displayed.



**Image 11**
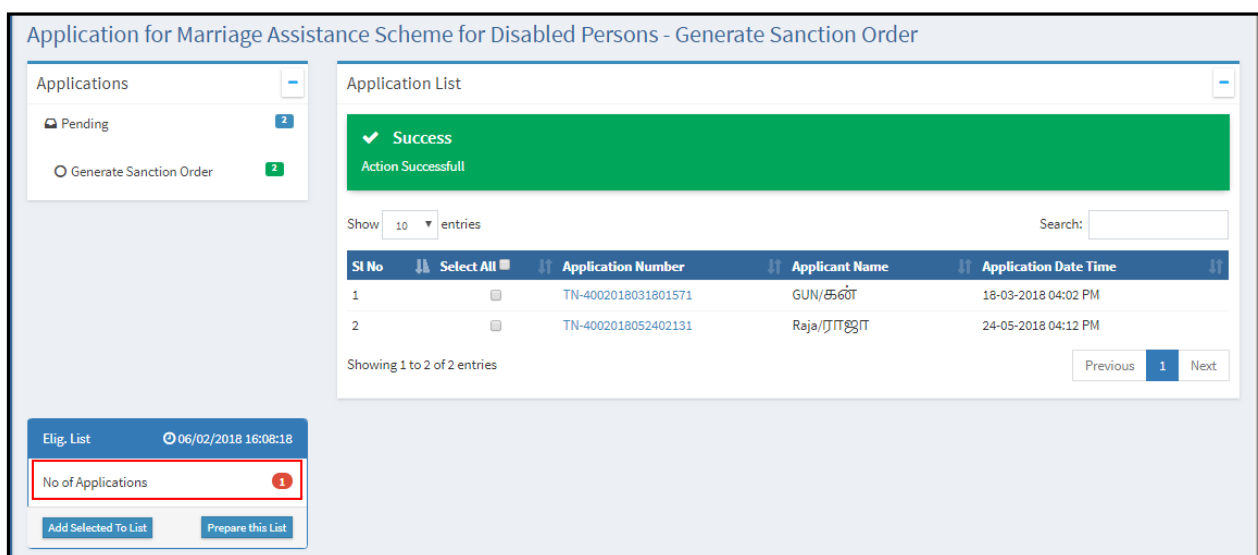
## Add Eligibility List



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
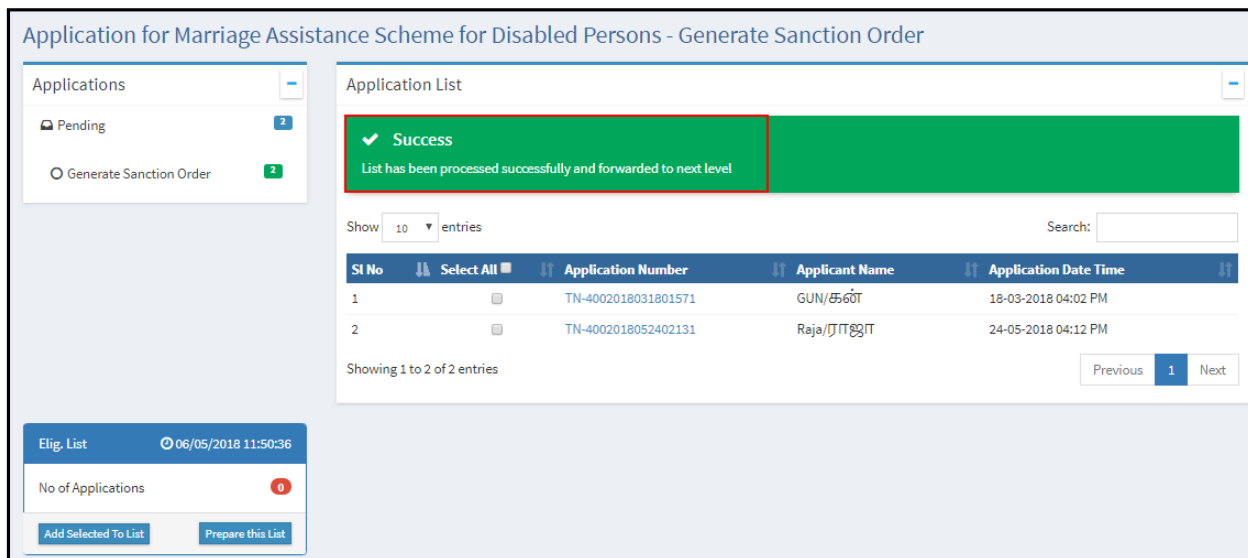


**Image 10**

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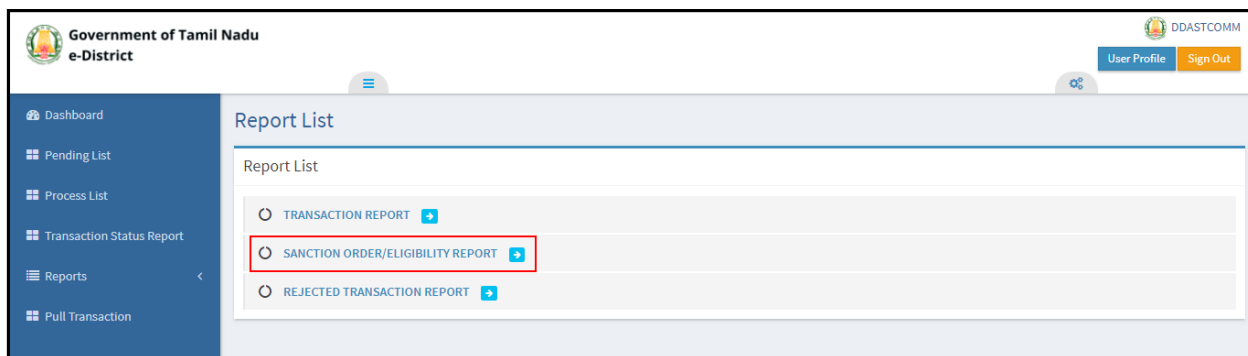


**Image 11**

**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 Abled | Application for Marriage Assistance Scheme for Disabled Persons | 310518100636400 | Processed | Eligibility List | 31 May 2018 |
| 2 | Directorate for Welfare of Differently Abled | Application for Marriage Assistance Scheme for Disabled Persons | 010618014503400 | Processed | Eligibility List | 01 Jun 2018 |
| 3 | Directorate for Welfare of Differently Abled | 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.

**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.