

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

Prepared by



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# Table of Contents

1	Project Overview .....	3
2	General Information .....	3
2.1	Tools Required .....	3
2.2	Starting your Computer .....	3
3	Purpose .....	4
4	Scope .....	4
5	Getting Started.....	5
6	Application for Marriage Assistance Scheme for Disabled Persons .....	5
6.1	Operator Login .....	5
6.1.1	Registration Process for CAN (Citizen Access Number) .....	8
6.1	Track Application.....	16
7	Disclaimer .....	16

# 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-Sevai application. The manual consist of Steps used for registering service request and processing of application request at different levels using e- Sevai Application.

### 4 Scope


The scope of this document is to provide Support and Guidance to End Users to access the e-Sevai 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 should not be left blank
- Mandatory/Optional documents should be attached as per requirement
- Do not make false entries

### To launch E district - *ONLINE*

- Double click on the  to open the browser
  - The browser will be open with default page or blank page
  - Enter the URL and press enter button on keyboard

## 6 Application for Marriage Assistance Scheme for Disabled Persons

### 6.1 Operator Login

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

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



Image - 1

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

**STEP 3: Click on Login.**

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

**Image - 2****STEP 4: Click on Services**

Department Wise service listing will appear.

**STEP 5: Click on Directorate for Welfare of differently abled link.**

User can also switch to the **Service Wise** listing, or search a particular service using keywords by clicking on **Search**.

**Image - 3**

Below screen will be displayed.



Image - 4

**STEP 6:** Click on **Application for Marriage Assistance Scheme for Disabled persons** link.

User will be redirected to the e-District Portal.



Image - 5

**STEP 7:** Click on **Proceed**.

User will be redirected to the Applicant search page as shown below.

Application for Marriage Assistance Scheme for Disabled Persons/Application for Marriage Assistance Scheme for Disabled Persons

**Note: Apply for the service as per the given instructions :-**

1. If Applicant have CAN Number: Please enter CAN Number or any of the field in below field then click on Search Button in order to proceed.
2. If Applicant doesn't have CAN Number: Click on Register button.
3. Apply for CAN registration:- Register Can

---

Applicant CAN Number/ குடிமக்கள் கணக்கு எண் *	<input type="text"/>	Applicant Name *	<input type="text"/>
Applicant Father Name *	<input type="text"/>	Applicant Mobile Number *	<input type="text"/>
Applicant Email Id *	<input type="text"/>	Applicant Date of Birth *	<input type="text"/>

Search

**Image - 6**

The Applicant can perform Search using the following options:

- Applicant CAN Number
- Applicant Name
- Applicant Father Name
- Applicant Mobile Number
- Applicant Email Id
- Applicant Date Of Birth



**Note** – The **green asterisk** signifies that the available search options are **optional** mandatory.

The applicant will be able to go ahead with the application process if he/she already has a unique CAN number; otherwise the applicant is required to register for a CAN number.

### 6.1.1 Registration Process for CAN (Citizen Access Number)

Click on the **Register CAN** button as shown in the above figure.

The CAN registration form will be displayed as shown below.



### CAN Registration

Fields Marked With Asterisk(\*) Are Mandatory.

#### Applicant Detail

Document Type 1*	Adhaar card	Document Type 2	Please Select
Aadhaar Number*	123456789012		
Apellation*	Shri / ஸ்ரீ		
Applicant Name*	Krishnan	விண்ணப்பதாரர் பெயர்*	
Gender / பாலினம்*	Male	Marital Status / திருமண நிலை*	Unmarried
Date Of Birth / பிறந்த தேதி*	15-Aug-1985		
Relationship / உறவு*	Guardian		
Father/ Husband / Guardian / Mother Name*	Murugan	தந்தை / கணவர் / பாதுகாவலர் / தாயின் பெயர்*	
Mother Name*	Radha	தாயின் பெயர்*	
Religion / மதம்*	Hindu		
Community / சாதி*	BC	Occupation / வேலை*	Clerical & Related workers
Education Qualification / கல்வித்தகுதி			

#### Current Address / தற்போதைய முகவரி

State / மாநிலம்*	TAMIL NADU	District / மாவட்டம்*	Chennai / சென்னை
Taluk / வட்டம்*	Tondiarpet / தண்டையார்பேட்டை	Street Name(only for Chennai district) / தெரு பெயர்*	Amman Koil Cross Street Koruk
Revenue Village / கிராமம்*	Tondiarpet (part 1) / தண்டையார்பேட்டை		
Admin Unit / நிர்வாக அலகு	Chennai	Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர்	
Block No. / Name		Building / Door / Flat No.*	45
Pin Code / அஞ்சல் எண்*	123453		

If Permanent Address Same As Current Address

#### Contact Details

Phone / Landline No. With STD Code	Mobile Number/ தொலைபேசி எண்*
	9654940607
Email Id / மின்னஞ்சல் முகவரி	

#### Bank Details

Bank Name	District
AXIS BANK	CHENNAI
Branch Name	IFSCCode
ELDAMS ROAD	UTIB0003702
Account Number	
12345678012	

Register

Image - 7

Enter all the mandatory details in the **Applicant Detail** and **Current Address** and **Bank Details** sections.



**Note** – The applicant must **Generate** and **verify OTP** before submitting the form.

**Contact Details**

Phone / Landline No. With STD Code  Mobile Number / தொலைபேசி எண்

Email Id / மின்னஞ்சல் முகவரி \*

**Generate OTP**

Enter OTP \*

**confirm OTP**

**Image - 8**

Click on **Register** to submit the form as shown in **Error! Reference source not found..**

On successful CAN Registration, the CAN Number will be generated as shown below.

Application	Check Status	Collection Amount	Reprint Receipt	TNEB Recheck
<p><b>CAN Registration Successful</b></p> <p>"Your CAN Number is <b>1331603011212</b>", Please click on proceed button to move further.</p> <p style="text-align: center;"><b>Proceed</b></p>				

**Image - 9**

The applicant can now proceed with applying for Marriage Assistance Scheme for differently abled persons using this **CAN** number.

Continuing the Marriage Assistance Scheme application process from **STEP 7**

**STEP 8:** Enter the **CAN** number and click **Search**.

The corresponding record will show in the search result as shown in the below image.

Select	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
<input checked="" type="radio"/>	1331603011624	Dhoni	Pan Singh	19-Mar-1985	8220717533	
<input type="radio"/>	1331603010978	Dhoni	Durai	14-Jun-1988	8220717533	
<input type="radio"/>	1331603011067	Dhoni	Mahendra	07-Jul-1985	8220717533	
<input type="radio"/>	1331603011340	Dhoni	Mahendra	07-Jul-1983	9750229994	
<input type="radio"/>	1331603011482	Dhoni	Sudha	23-Oct-1984	8778048080	

Showing 1 to 5 of 5 entries First Previous **1** Next Last

Mobile Number / தொலைபேசி எண் \*

Enter OTP \*

Image - 10

**STEP 9:** Select the record by clicking on the **option button** against the desired record.

**STEP 10: Generate and verify OTP** as shown above.

Once the OTP is verified the screen will refresh to the below image.

Select	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
<input checked="" type="radio"/>	1331603011624	Dhoni	Pan Singh	19-Mar-1985	8220717533	
<input type="radio"/>	1331603010978	Dhoni	Durai	14-Jun-1988	8220717533	
<input type="radio"/>	1331603011067	Dhoni	Mahendra	07-Jul-1985	8220717533	
<input type="radio"/>	1331603011340	Dhoni	Mahendra	07-Jul-1983	9750229994	
<input type="radio"/>	1331603011482	Dhoni	Sudha	23-Oct-1984	8778048080	

Showing 1 to 5 of 5 entries First Previous **1** Next Last

Image - 11

**STEP 11:** Click on **Proceed**.

CAN details of the applicant may be modified by clicking on the Edit CAN Detail button.

The **Save as New** option allows you to save the same CAN Number with different applicant details.

The applicant will be redirected to the Application e-form screen as shown below.

Most of the common details will be auto filled from CAN, rest the user has to fill up.

## Application for Marriage Assistance Scheme for Disabled Persons

## Application Details

* Appellation	Dr/டாக்டர்	* Applicant Name / விண்ணப்பதாரர் பெயர்	Dhoni/டோனி
* Relationship/உறவு	Father	* Father / Husband / Guardian Name	Pan Singh/பான் சிங்
* Mother's Name / தாயின் பெயர்	Devaki Devi/தேவகி	* Gender / பாலினம்	Male
* Marital Status / திருமண நிலை	Married	* Date of Birth / பிறந்த தேதி	19-Mar-1985
* Religion / மதம்	Hindu	* Community / சாதி	BC
* Driving License	423234234234	* Ration Card No	
Voter ID			

## Current Address / தற்போதைய முகவரி

* State / மாநிலம்	TAMIL NADU	* District / மாவட்டம்	Perambalur/பெரம்பலு
* Taluk / வட்டம்	Perambalur/பெரம்பலு	* Revenue Village / கிராமம்	Aiyalur/அயிலூர்
* Street No/Name / தெரு எண் / பெயர்	Nehru/நேரு	* Building / Door / Flat No	21
* Pin Code / அஞ்சல் எண்	600012		

If same as Current Address / தற்போதைய முகவரி அதே என்றால்

## Permanent Address / நிலையான முகவரி

* State / மாநிலம்	TAMIL NADU	* District / மாவட்டம்	Cuddalore/கடலூர்
* Taluk / வட்டம்	Cuddalore/கடலூர்	* Revenue Village / கிராமம்	Melakuppam/மேலக்குடி
* Street No/Name / தெரு எண் / பெயர்	West Street/வெஸ்ட்	* Building / Door / Flat No	23
* Pin Code / அஞ்சல் எண்	645657		

## Contact Details

Phone / Landline No. With STD Code		Mobile Number	9750229994
Email Id			

## Application Details / விண்ணப்ப விவரங்கள்

Marriage Type / மத திருமணமா / பதிவுத் திருமணமா	<input checked="" type="radio"/> Religious Marriage <input type="radio"/> Registered Marriage	* Apply for Assistance under Scheme / விண்ணப்பிக்க விரும்பும் திட்டம்	Non-differently abled
* Educational Qualification	Others	* Other Educational Qualification	8th Std
* National/State ID Card Number / தேசிய/மாநில அடையாள அட்டை	dfy46576587687987	Do you Belong to Tamil Nadu / தமிழ்நாட்டைச் சேர்ந்தவரா	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Nature of Disability	Blindness	* Percentage of Differently Abled/ மாற்றுதிறனின் தன்மை (விழுக்காடு)	49
* Nature of Job / தொழில்	hotel	* The Location of the Wedding / திருமணம் நடந்த இடம்	Chennai
* The Date of Marriage / திருமணம் நடந்த தேதி	31-07-2018		

## Life Partner Details

* Name / பெயர்	Selvi	* Address / முகவரி	chennai
Phone Number / தொலைபேசி எண்	8686787697	* Aadhaar Number	234365768678
* Age / வயது	23	Gender	Female
* Caste / சாதி	BC	* Nature of Job / தொழில்	hotel
Do you Belong to Tamil Nadu / தமிழ்நாட்டைச் சேர்ந்தவரா	<input checked="" type="radio"/> Yes <input type="radio"/> No	* Educational Qualification	Others
* Other Educational Qualification	7th Std		

## Nominee Details

* Name of Nominee (for NSC)	Raman	* Relationship of Nominee	Father
* Date of Birth of Nominee	21-01-1969		

## Bank Details

* Bank Name	AXIS BANK	* District	CUDDALORE
* Branch Name	MANAMTHAVIZHAI	* IFSC Code	UTIB0003631
* Account No	4565756876879789	* Joint Account Holder Name	
* MICR No			

Self-Declaration

Certified that the above said particulars are true to the best of my knowledge. If any statement is found to be untrue I shall be liable for disciplinary action.

I declare that this is the first marriage for the Bride as well as Groom

Image - 12

**STEP 12:** Fill all the mandatory details, Check the Declaration box and click on **Submit**.

On successful submission of the form, **Upload Supporting Documents** page will be displayed as shown below.

Supporting Document List for upload

Transaction No : TN-4002018080702538

List of Documents

1	Family card(Ration Card)	Mandatory
2	Spouse Aadhar Card	Mandatory
3	Spouse Photo Card	Mandatory
4	SSLC Certificate	Mandatory
5	UDID/State ID card	Mandatory
6	Aadhaar Card or Proof of Address	Mandatory
7	Bank Passbook Front Page	Mandatory
8	Degree or Diploma Certificate (Only for Diploma / Degree Holder)	Optional
9	Marriage Invitation	Optional
10	Marriage Registration Certificate	Optional
11	Photo taken during marriage	Optional

Select Document\*

Image - 13

**STEP 13:** Upload all Mandatory Supporting Documents.

- Select the type of document form dropdown, choose the file and click on Upload

Sl#	Document	Action	View
1	Family card(Ration Card)	<a href="#">Delete</a>	<a href="#">View</a>
2	Spouse Aadhar Card	<a href="#">Delete</a>	<a href="#">View</a>
3	Spouse Photo Card	<a href="#">Delete</a>	<a href="#">View</a>
4	SSLC Certificate	<a href="#">Delete</a>	<a href="#">View</a>
5	UDID/State ID card	<a href="#">Delete</a>	<a href="#">View</a>
6	Aadhaar Card or Proof of Address	<a href="#">Delete</a>	<a href="#">View</a>
7	Bank Passbook Front Page	<a href="#">Delete</a>	<a href="#">View</a>

[Make Payment](#)

**Image - 14****STEP 14:** Click on **Make Payment** once all required document are uploaded.

**Confirm**

Payment Type*	Cash
Application Number	TN-4002018060402199
Applicant Name	Dhoni/தேனி
Date of Application	06/04/2018 12:10:51
Service Name	Application for Marriage Assistance Scheme for Disabled Persons
Application Fees	50
eSevai Centre Charges	20
Total	70

[Confirm Payment](#)

**Image - 15****STEP 15:** Select the **Payment Type** form dropdown and click on **Confirm Payment**.

On successful Payment, applicant will be redirected to the Acknowledgment Receipt page as shown below.


✓ **Success**  
Transaction [ TN-4002018060402199 ] Saved Successfully.

**Acknowledgement Receipt**

Application Number	TN-4002018060402199
Applicant Name	Dhoni/ஓடீரணி
Date of Application	06/04/2018 12:10:51
Service Name	Application for Marriage Assistance Scheme for Disabled Persons
Application Fees	50
eSevai Centre Charges	20
<b>Total</b>	<b>70</b>

Image - 16

**STEP 16:** Click on **Print Receipt** to download/print the receipt.



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

**ஒப்புக்கை / ACKNOWLEDGEMENT**

ரசீது எண் / Receipt No: TN-4002018080702538 விண்ணப்பதாரர் / Applicant Name: குமார்/Kumar துறையின் பெயர் / Department Name: மாற்றுத் திறனாளிகள் நலத்துறை இயக்குனரகம் / Directorate for Welfare of Differently Abled	குறிப்பு எண் / Reference No: TNELCCHN00900909 விண்ணப்ப எண் / Application No: TN-4002018080702538 விண்ணப்பித்த தேதி / Application date: 08/07/2018 11:31:59 விண்ணப்பித்த சேவை / Applied for Service: Application for Marriage Assistance Scheme for Differently Abled Persons
--	---

**பணம் செலுத்திய விவரம் / Payment Details**

விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)
விண்ணப்ப கட்டணம் / Application Fees	Cash	50
இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges		20
Total		70

ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Seventy Only.

மையப் பெயர் & குறியீட்டு எண் / Centre Name & Code: - ELCCHN009	கையொப்பம் / Signature of the Centre Operator
--	--

மேலே குறிப்பிட்டுள்ள அனைத்து விவரங்களையும் சரி பார்த்து கொள்ளவும். உங்கள் விண்ணப்ப நிலையை தெரிந்து கொள்ள பின்வரும் இணையதளத்தில் பார்க்கவும் <http://tn.cms.co.in:81/eDistrict/User/TrackApplication.aspx> / Kindly check correctness of all the details furnished above. To Check the Application Status see the URL <http://tn.cms.co.in:81/eDistrict/User/TrackApplication.aspx>.

Image - 17

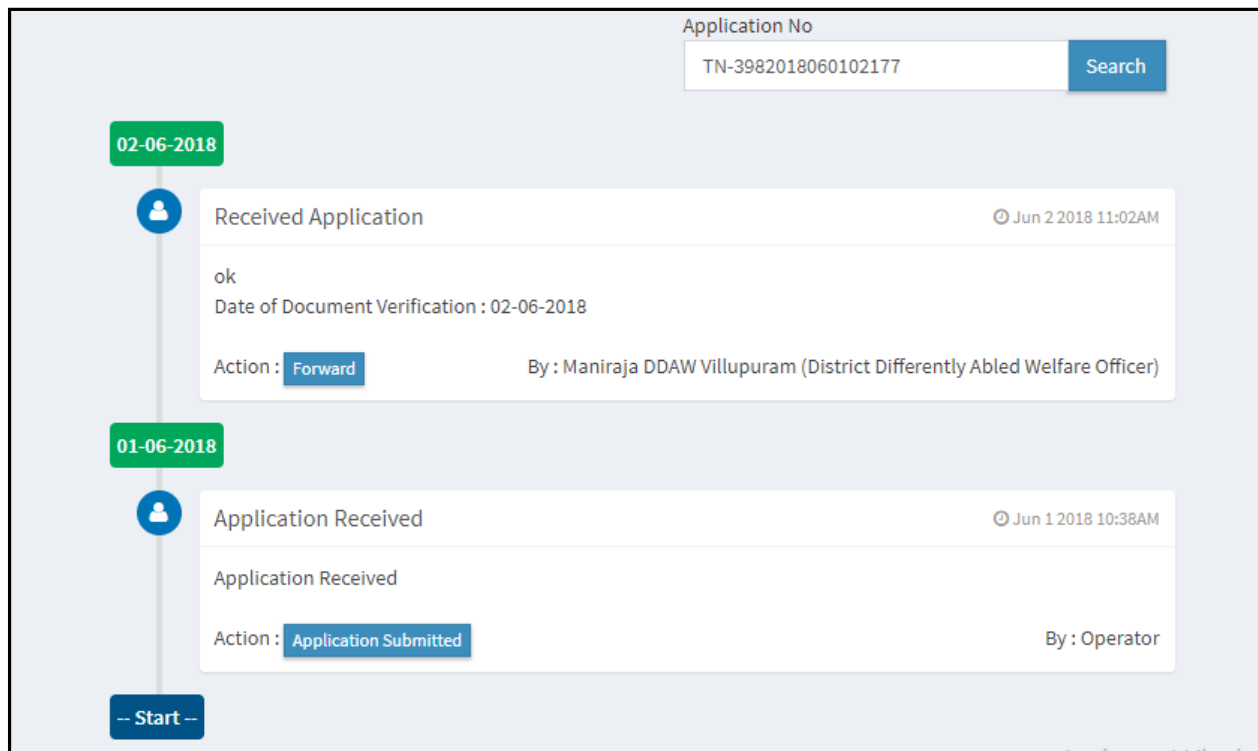


**Note** – Once the Application has been submitted, it will reach the concerned officer for further processing. If the officer rejects the application, the applicant will be notified of the rejection via sms/email.

## 6.1 Track Application

Track Application feature helps an operator to track the current state of the application. As per the example image given below the application has moved from operator to DDAW official who has further forwarded it to the next official.

Operator can enter the Application No at the search bar to track its flow.



The screenshot displays the 'Track Application' interface. At the top right, there is a search bar labeled 'Application No' containing the text 'TN-3982018060102177' and a blue 'Search' button. Below the search bar is a vertical timeline of application events. The timeline starts with a blue button labeled '-- Start --'. The first event is dated '02-06-2018' and is titled 'Received Application' with a timestamp of 'Jun 2 2018 11:02AM'. The event details include 'ok', 'Date of Document Verification : 02-06-2018', and 'Action : Forward' with a blue button. The action was performed 'By : Maniraja DDAW Villupuram (District Differently Abled Welfare Officer)'. The second event is dated '01-06-2018' and is titled 'Application Received' with a timestamp of 'Jun 1 2018 10:38AM'. The event details include 'Application Received' and 'Action : Application Submitted' with a blue button. The action was performed 'By : Operator'.

Image 1

## 7 Disclaimer

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