



# Tamil Nadu e-District Application

Training Manual for

**Application for New Ration Card  
PDS-501**

**Civil Supplies and Consumer  
Protection Department**



राष्ट्रीय इ-गवर्नेस योजना  
National e-Governance Plan

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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

## 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.

	<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</li></ol>

	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

This document is an integral part of e-District application user manuals. The objective of this document is to provide step-by-step assistance to the user on how to apply for 'Application of New Ration card' through the e-District Portal.

### 4. Scope

The scope of this document covers the 'Application of New Ration card' service offered under the **Civil Supplies and Consumer Protection Department**

### 5. Getting Started

Following points and guidelines may be referred while accessing the e-Sevai/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

### 6. Services Offered under Civil Supplies and Consumer Protection Department

Following services are offered under the Revenue Department:

1. PDS-501 Application of New Ration Card
2. PDS-502 Addition of New Family Member in Ration card
3. PDS-503 Family Head Member Change
4. PDS-504 Removal of Family Member in Ration Card
5. PDS-505 Change of Address in Ration Card
6. PDS-506 Re-Print of Smart card Application

## 7. PDS-501 Application of New Ration Card

Following steps describe how to apply for New Ration card through the e-District Portal:

**STEP 1:** Go to the e-Sevai (Government of Tamil Nadu) Web Portal.

**STEP 2:** Enter the login credentials.

**STEP 3:** Enter Captcha code.

**STEP 4:** Click on Login.



The screenshot displays the e-Sevai Government of Tamil Nadu web portal. The header includes the TNeGA logo and the Government of Tamil Nadu emblem. The navigation menu contains links for Home, About e-Sevai, Government Orders, e-Sevai, Contact Us, and Help. The main content area is divided into three columns: TNeGA (with a map of Tamil Nadu), Important Links (listing Government Orders, Tenders, Documents, Job Opportunities, and Maps), and Latest News (with links to locate nearby e-Sevai centers and list services). The rightmost column features a Sign In form with fields for Username (tnelcchn010-01), Password (masked with dots), Operator (dropdown menu), and a Captcha field (ZNRJ2). The Captcha field is annotated with a callout 'Enter Captcha'. The Sign In form also includes a 'Login' button and a 'Reset' button, with a callout 'Click on Login' pointing to the Login button. A 'Forgot Password?' link is located below the Login button. A callout 'Enter Login ID and Password' points to the Username and Password fields. At the bottom of the page, there is a banner with the text 'Welcome to eSevai' and its Tamil equivalent 'eSevai — தமிழ்நாடு அரசின் இ-சேவை வலைதளம் உங்களை'.

e-Sevai Dashboard will appear.

The screenshot shows the TNeGA dashboard for the Government of Tamil Nadu. At the top, there is a header with the TNeGA logo, the Government of Tamil Nadu name, and the e-Sevai logo with the text 'இணைய சேவை இனிய சேவை'. Below the header, there is a navigation menu on the left with items: DASHBOARD, REPORTS, WALLET RECHARGE, SERVICES, WALLET RECHARGE RECEIPT REPRINT, and ANNA UNIVERSITY-GENERATE RECEIPT. The main content area displays five service statistics cards: '1' (23 Jun 2016 to 23 Jun 2016), '1' (Current Week, 19 Jun 2016 to 23 Jun 2016), '6' (Current Month, 01 Jun 2016 to 23 Jun 2016), '1' (Last Week, 12 Jun 2016 to 18 Jun 2016), and '17' (Last Month, 01 May 2016 to 31 May 2016). A callout bubble points to the 'SERVICES' menu item with the text 'Click on Services'. The top right corner shows 'OPERATOR 1' with a settings icon and a lock icon.

Department Wise service listing will appear.

**STEP 6:** Click on **Civil Supplies and Consumer Protection Department**

You can also switch to the **Service Wise** listing, or switch to **Search** and search a particular service using keywords.

The screenshot shows the TNeGA dashboard for the Directorate of e-Governance, Tamil Nadu e-Governance Agency. The header includes the agency name, 'Information Technology Department, Government of Tamil Nadu', the TNeGA logo, and the e-Sevai logo with the text 'இனிய சேவை இணைய சேவை'. The top right corner shows 'ARAVINTH TNTACTRI015-01' with a settings icon and a power icon. The left navigation menu includes: Dashboard, Reports, Services, Wallet Recharge Reprint, Receipt, and Bank Details. The main content area is titled 'Service Wise' and has a search bar with the text 'Department Name'. Below the search bar, there are three tabs: 'DEPARTMENT WISE', 'SERVICE WISE', and 'SEARCH'. The 'DEPARTMENT WISE' tab is active, showing a list of departments with radio buttons next to them:
 

- Animal Husbandry, Dairying and Fisheries
- Anna University
- Chennai Metro Water Supply & Sewerage Board
- Chennai Traffic Police
- Civil Supplies and Consumer Protection Department
- Commissionerate of Municipal Administration
- Commissionerate of School Education
- Commissionerate of Transport
- Directorate of Boilers
- Directorate of Fire & Rescue
- Directorate of Handlooms & Textiles
- Directorate of Public Health and Preventive Medicine
- Drug Control Administration
- Employment & Training
- Greater Chennai Corporation
- Inspector General of Registration
- Integrated Financial and Human Resource Management System (IFHRMS)
- Revenue Department
- Social Welfare department

 On the right side, there is a user profile card for 'Aravinth' with the following details:
 

- Name: Aravinth
- Center: Madhavaperumalkoil Panchayat - TACTV
- Center Code: TACTRI015
- Counter: 1
- Wallet Type: Prepaid
- Wallet Amount: 8758.00
- Share: 0.00

 A callout bubble points to the search bar with the text 'Department Name'.

**STEP 7: Click on Application of New Ration Card**



**Directorate of e-Governance**  
**Tamil Nadu e-Governance Agency**  
Information Technology Department  
Government of Tamil Nadu



**e-Sevai**

இனிய சேவை இணைய சேவை

**Services**

DEPARTMENT WISE Civil Supplies and Consumer Protection Department

SERVICE WISE 10 records per page

- Application for New Ration Card
- Addition of New Family Member in Ration Card
- Change of Address in Ration Card
- Family Head Member Change
- Re-Print of Smartcard Application
- Removal of Family Member in Ration Card

Showing 1 to 6 of 6 entries

← Previous 1 Next →

Name: Aravinth  
Center: Madhavaperumalkoil Panchayat - TACTV  
Center Code: TACTRI015  
Counter: 1  
Wallet Type: Prepaid  
Wallet Amount: 8758.00  
Share: 0.00

You will be redirected to the service page on the Public distribution services Web Portal.

## SECTION 1: Applicant Details and Address


Applicant are used to fill this form in both Tamil and English language.

Apply New Smart Card

Apply New Smart Card

New Smart Card Application

**Note:**  
> Fields marked with \* are mandatory / For transliteration in Tamil, Please type the word in English and Press Space bar (or) Tab key.  
> To retain any letter in English in Tamil field, Kindly press two times backspace key after typing the letter and then pick up the equivalent english from drop down menu.

<b>Name of Family Head *</b> Mr. Dineshkumar	<b>குடும்ப தலைவர் பெயர் (தமிழில் மட்டும்) *</b> திரு திணைவுகுமார்	<b>Family Head Photo *</b>  + Upload Capture <small>You can upload png, gif, jpeg, jpg files under 5.0 MB size</small>
<b>Father's / Husband's *</b> THIYAGARAJAN	<b>தந்தை / கணவர் பெயர் (தமிழில் மட்டும்) *</b> தியாகராஜன்	
<b>Address Line 1 *</b> 133	<b>முகவரி வரி 1 (தமிழில் மட்டும்) *</b> 133	
<b>Address Line 2 *</b> IDYAPATTY PUDHUR	<b>முகவரி வரி 2 (தமிழில் மட்டும்) *</b> இதயாப்பத்தி	
<b>Address Line 3 *</b> IDAYAPATTY	<b>முகவரி வரி 3 (தமிழில் மட்டும்) *</b> இதயாப்பத்தி	

## SECTION 2: Contact Details and District Name

Applicants are used to select district, taluk and village name and contact details.

<b>District *</b> Salem சேலம்	<b>Taluk *</b> Pethanaicken Palayam பெத்தநாயக்கன்பாளையம்	<b>Village *</b> Idaiyapatti இடையப்பட்டி
<b>Pincode *</b> 636114	<b>Mobile Number *</b> +91 9047764624 <small>This mobile number will be used for all future communications</small>	<b>Land Line Number *</b> STD Land Line Number
<b>Email Address *</b> dineshkumarthiagarajan@gmail.com		



### SECTION 3: Addition of Family Members

Applicant are used to fill the family member details and finally click save button.

#### Details of family members (add head of family first)

<b>Name *</b> ? Mr. Dineshkumar	<b>பெயர் (தமிழில்) *</b> ? திரு திணைக்குமார்	<b>Date of Birth *</b> ? 04/02/1995	<b>Gender *</b> ? Male
<b>Nationality *</b> ? Indian	<b>Relation *</b> ? Family Head குடும்ப தலைவர்	<b>Profession</b> ? Private	<b>Monthly Income (in Rs) *</b> ? 800000.0
<b>Election ID Card Number</b> ? <input type="text"/>	<b>If differently Abled Person</b> ? <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Category</b> ? Select	<b>Differently Abled Proof Document</b> ? Choose File No...en Upload <small>Note: Identity Card for the Differently Abled and Medical Certificate</small>
<b>Supporting Documents</b> ? Aadhaar Card	<b>Upload</b> ? Choose File No...en Upload Aadhaar card_1.jpg x	<b>Aadhaar Number</b> ? <input type="text"/> <input type="text"/> <input type="text"/> <small>Note: For above 5 years old member aadhaar number is mandatory</small>	
			Cancel Save Member

Applicant's Family member are added into the list and by clicking of add member applicant are more family member into the list.

#### Details of family members (add head of family first)

Add Member

NAME	GENDER	IS DISABLED	DATE OF BIRTH	RELATIONSHIP	ACTION
Dineshkumar	Male	No	04-Feb-1995	Family Head	Edit Delete
Thiyagarajan	Male	No	04-Feb-1970	Father	Edit Delete

#### Card Option \*

Select any one the below options

Rice Card அரிசி அட்டை

All Commodities Including Rice

#### Proof of residence \*

Enclose copy of any one document below as proof of residence

Aadhaar Card

Note: If present address is different from Aadhaar address, Please select valid present address proof

Choose File No file chosen

Upload

You can upload pdf, png, gif, jpeg and pdf files under 1.0 MB size

Dhiva Dec-2020.pdf x

## SECTION 4: Details of Gas Connection

Applicant are added if they have gas connection and finally submit the application.

### Details of Gas connection

Whether there is gas connection? If yes, fill up the following details:

DETAILS	CONNECTION 1	CONNECTION 2
a) Name of person in whose name connection is registered *	Dineshkumar திணைக்குடி	Dineshkumar திணைக்குடி
b) Oil Company *	HPC	HPC
c) LPG Consumer Number *	1234567890	987654376
d) Name of the Gas Agency *	Rajan gas agency	Rajan Gas agency
e) Number of Cylinders *	1	1

### Declaration

The above furnished particulars are true to my knowledge; If the particulars given by me are found either wrong or contrary to truth, I am aware that the smart family card issued to me shall be cancelled and action pursued against me under Essential Commodities Act (Act 10 of Central Act), 1955 and other rules enforced.

Clear

Submit

Click Submit application

## SECTION 5: Make payment

After uploading the documents, click on 'Make Payment'.

### Payment Details

\*Required

<b>Transaction Details</b>		<b>Pay Mode</b>	
Transaction Number:	TNACTRI01502606	Customer Number:	7639115999
Customer Name:	Dineshkumar	Service Name:	Application for New Ration Card
Application ReferenceNo:	07220305907357		

Payment Details		
Service Charges 60	Department Charges 0	Total 60

<b>Payment Details</b>	
Wallet Amount 8563	Wallet Amount to be Deducted 18

I agree to [Terms and Conditions](#)

In case of failure while doing transaction or reconfirming for your payments, call us on these nos: 18004251333 from 8AM To 7PM for support. Also y thesevaihelpdesk@tn.gov.in

**Make Payment**

Application For New Ration Card

Click Make Payment


## SECTION 6: Acknowledgement receipt

Acknowledgement receipt will be shown.

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

### Screenshot 1: Print Receipt

## Payment Details

  
**Your Payment Was Successful!**

**Transaction Details**

Transaction Number:	TNACTRI01502606	Customer Number:	7639115999
Customer Name:	Dineshkumar	Service Name:	Application for New Ration Card
Payment Type:	Cash	Transaction Status:	Success
Application ReferenceNo:	07220305907357		

**Payment Details**

Service Charges	Department Charges	Total
60	0	60


[Print Receipt](#)

[Click here to go Home Page](#)


Application of New Ration card

Click to print receipt

Applicant has to download the receipt by using Transaction number.



**Directorate of e-Governance**  
**Tamil Nadu e-Governance Agency**  
 Information Technology Department  
 Government of Tamil Nadu



**TNeGA**

**e-Sevai**  
 இனிய சேவை இணைய சேவை

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ARAVINTH
TNTACTRI015-01
⚙️ 🔌

Receipt download

- Dashboard
- Reports
- Services
- Wallet Recharge
- Print
- Receipt
- Electricity Connection Receipt
- Reprint Receipt
- Bank Details

## Reprint Receipt

Fields with \* mark are mandatory

Reprint Receipt

\*CSC Transaction No.

Generate
Reset

Transaction Number

தமிழ்நாடு அரசு / Government of Tamil Nadu இ-சேவை மையம் / e-Sevai Centre		
ரசீது / RECEIPT		
ரசீது எண் / Receipt No: 07220305907357 விண்ணப்பதாரர் / Applicant Name: Civil Supplies and Consumer Protection Department துறையின் பெயர் / Department Name: Dineshkumar	துறை குறிப்பு எண் / Department Reference No: 07220305907357 பரிவர்த்தனை எண் / Transaction No : TNTACTRI01502606 விண்ணப்பித்த தேதி / Application date : 05-03-2022 15:58:18 விண்ணப்பித்த சேவை / Applied for Service : Application for New Ration Card	
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	60.00
		மொத்தம் / Total : 60.00
ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Sixty only.		
மையப் பெயர் & குறியீட்டு எண் / Centre Name & Code : Madhavaperumalkoil Panchayat -TACTV-TACTRI015	கையொப்பம் / Signature of the Centre Operator	

## 8 Disclaimer

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