

# Tamil Nadu e-District Application

**Training Manual for** 

# Application for New Ration Card PDS-501

Civil Supplies and Consumer Protection Department



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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

#### <u>Steps</u>

- 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

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

# Tamil Nadu e-District Application User Manual 7. PDS-501 Application of New Ration Card

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

**STEP1:** Go to the e-Sevai (Government of Tamil Nadu) Web Portal.

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

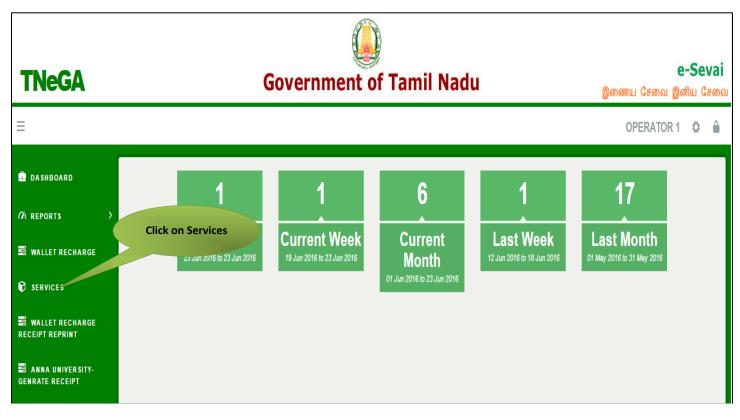
**STEP 3:** Enter Captcha code.

**STEP 4:** Click on Login.

Г

NeGA		t Orders e-Sevai Contact Us Help +	Password
NeGA	🗖 Important Links	Latest News	€) Sign In
Tamil Nadu	Government Orders	Locate your near by e-Sevai.	tnelcchn010-01
	Tenders Documents	List of Services Offered in e-Sevai Centres.	ZNRJ2 Captcha is not case sensitive Select Operator Type
	Job Opportunities Maps		ZNRJZ Login Reset Forgot Password?
-		Enter Captcha	
We	elcome to eS	evai	Click on Login

e-Sevai Dashboard will appear.



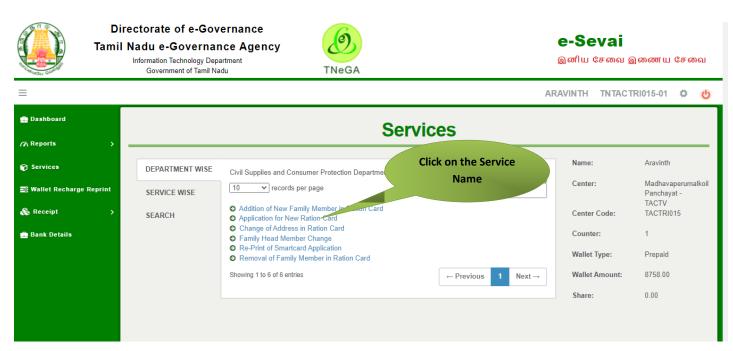
Department Wise service listing will appear.

#### 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.



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



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

# Tamil Nadu e-District Application User Manual 7.1 Application of New Ration Card

#### SECTION1: 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, / > To retain any letter in English in Tamil field, Kindly press two times b	ease type the word in English and Press Space bar (or) Tab key. ckspace key after typing the letter and then pick up the equivalent english fr	'rom drop down menu.
Name of Family Head * 🔞	குடும்ப தலைவர் பெயர் (தமிழில் மட்டும்) * 🛞	Family Head Photo *
Mr. 🗸 Dineshkumar	திரு 🗸 தினேஷ்குமார்	
Father's / Husband's * 🔞	தந்தை / கணவர் பெயர் (தமிழில் மட்டும்) * 🥥	
THIYAGARAJAN	தியாகராஜன்	
Address Line 1 * 🚱	முகவரி வரி 1 (தமிழில் மட்டும்) * 🕢	
133	133	+ Upload
Address Line 2 🔞	முகவரி வரி 2 (தமிழில் மட்டும்) 🚱	Capture
IDYAPATTY PUDHUR	இதயாப்பத்தி	You can upload png, gif, jpeg, jpg file.
Address Line 3 🕜	முகவரி வரி 3 (தமிழில் மட்டும்) 🥹	under 5.0 MB size
Address Line 5		

#### SECTION 2: Contact Details and District Name

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

District * 🕖	Taluk * 🕐	Village * 🕜		
Salem சேலம் 🗸	Pethanaicken Palayam பெத்தநாயக்கன்பாளையம் 🛛 🗸	ldaiyapatti இ	டையப்பட்டி	۲
Pincode * 🔞	Mobile Number * 🕢	Land Line Num	ber 🕜	
636114	+91 9047764624	STD	Land Line Number	
Email Address 🚱	This mobile number will be used for all future communications			
dineshkumarthiagarajan@gmail.com				

#### **SECTION 3: Addition of Family Members**

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

பெயர் <mark>(</mark> தமிழி	ໄல்) * 🕜	Date of Birth * 🔞		Gender * 🕜	
திரு 🗸	தினேஷ்குமார்	04/02/1995		Male	
Relation * 🕲		Profession 🚱		Monthly Income (in Rs) * (	0
✓ Family Head (	தடும்ப தலைவர்	✓ Private	*		800000.0
If differently Ab	led Person 🕜	Category 🕢		Differently Abled Proof Do	cument 🕐
Yes 💿	No	Select	~	Choose File Noen	
		Aadhaar Number 🙆			
	Noen Upload				
Aadhar card_1	.jpg X	Note: For above 5 years old member number is mandatory	er aadhaar		
	Family Head () Family Head () If differently Ab Yes ④ Upload @	Relation * இ Family Head குடும்ப தலைவர் If differently Abled Person இ Yes ல No Upload இ	الله الله الله الله الله الله الله الله	الله الله الله الله الله الله الله الله	Image: Procession Image: Profession Image: Profession Image: Profession Image: Profession Image: Profession Image: Profession Image: Private Image: Privat

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 me	mbers (add head	of fami	ly first)				Add Member	
NAME	NAME GENDER I			S DISABLED DATE OF BIRTH			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	5		Proof of residence * Enclose copy of any one document below as proof of residence					
Rice Card அரிசி அட்டை		•	Aadhaar Card 🗸 🗸			Choose File No file chosen Upload		
All Commodities Including Rice			Note: If present add select valid present	dress is different from Aadhar address,P. address proof	ease	You can upload pdf, png, Dhiva Dec-2020.pdf	gif, jpeg and pdf files under 1.0 MB size	

#### SECTION 4: Details of Gas Connection

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

D	ETAILS		CONNECTION 1	CONNEC	TION 2	
a) Name of person in whose name connection	on is registered *	Di	neshkumar தினேஷ்குட 🗸	Dineshkumar 🗩	னேஷ்குப 🗸	
o) Oil Company *		HF	PC 🗸	HPC	~	
:) LPG Consumer Number *		123	34567890	987654376		
I) Name of the Gas Agency *		Raj	jan gas agency	Rajan Gas agenc	У	
e) Number of Cylinders *		1	~	1	~	
Clear Submit		Click Submit				
uploading the doci	ent	Make Payme	ent'.		pplication For ew Ration Card	
ON 5: Make paym uploading the doct yment Details	ent		ent'.		ew Ration Card	equired
uploading the doci	ent		7639115999 Application for New	Pay Mode Cash	ew Ration Card	equired
uploading the docu yment Details Transaction Details Transaction Number.	ent uments, click on	<b>'Make Payme</b> Customer Number:	7639115999	Pay Mode Cash	ew Ration Card	equired
uploading the docu yment Details Transaction Details Transaction Number: Customer Name:	ent uments, click on TNTACTRI01502606 Dineshkumar	<b>'Make Payme</b> Customer Number:	7639115999 Application for Net Card	Pay Mode Cash	ew Ration Card	aquired
uploading the docu yment Details Transaction Details Transaction Number: Customer Name: Application ReferenceNo:	ent uments, click on TNTACTRI01502606 Dineshkumar	• Make Payme Customer Number: Service Name:	7639115999 Application for New	Pay Mode Cash	ew Ration Card	equired
uploading the docu yment Details Transaction Details Transaction Number: Customer Name: Application ReferenceNo: Payment Details Service Charges	ent uments, click on TNTACTRI01502606 Dineshkumar 07220305907357	• Make Payme Customer Number: Service Name:	7639115999 Application for Net Card	Pay Mode Cash	ew Ration Card *Re	equired
uploading the docu yment Details Transaction Details Transaction Number: Customer Name: Application ReferenceNo: Payment Details Service Charges 60 Payment Details Wallet Amount	ent uments, click on TNTACTRI01502606 Dineshkumar 07220305907357 Department Charg 0 Wallet Amount to b 18	• Make Payme Customer Number: Service Name:	7639115999 Application for Net Card	Pay Mode Cash	ew Ration Card	equired

#### SECTION 6: Acknowledgement receipt

Acknowledgement receipt will be shown.

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

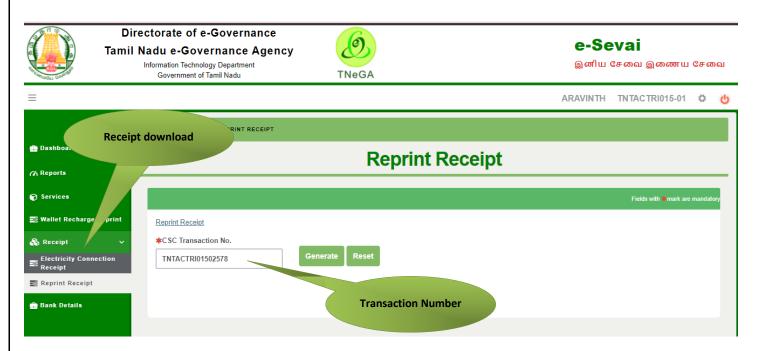
Screenshot 1: Print Receipt

# **Payment Details**

Customer Name: Dineshkumar Service N Payment Type: Cash Transacti Application ReferenceNo: 07220305907357	r Number: 7639115999 Iame: Application for New Ration Card
Customer Name: Dineshkumar Service N Payment Type: Cash Transacti Application ReferenceNo: 07220305907357	lame: Application for New Ration Card
Payment Type: Cash Transacti Application ReferenceNo: 07220305907357	Ration Card
Application ReferenceNo: 07220305907357	on Status Success
Payment Dataila	Click to print receipt
Payment Details	
Service Charges Department Charges 0	Total 60
	Print Receipt

# Tamil Nadu e-District Application User Manual Screenshot 2: Receipt

Applicant has to download the receipt by using 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 துறையின் பெயர் / Department Name: Dineshkumar Site State Sta									
L	பணம் செலுத்திய விவரம் / Payment Details								
விவரங்கள் / Particulars	செலுத்தும் முன	றை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)						
கட்டண தொகை / Bill Amount	Ca	ısh	0.00						
இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges	Ca	ısh	60.00						
			மொத்தம் / Total: : 60.00						
ரூபாய் எழுத்துக்களில் / Amount in words (Rs)	ருபாய் எழுத்துக்களில் / Amount in words (Rs): Sixty only.								
மையப் பெயர் & குறியீட்டு எண் / Centre Na Madhavaperumalkoil Panchayat -TACTV-TACTRI015		கையொட	לווונ / 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.