



# Tamil Nadu e- District Application Training Manual

**NOC for Non-MSB Planning  
Permission (DFR-103)**

Directorate of Fire & Rescue



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.



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 NOC for Non-MSB Planning Permission under Directorate of Fire & Rescue through the e-District Portal.

### 4. Scope

The scope of this document is to cover the 'NOC for Non-MSB Planning Permission' service offered under the **Directorate of Fire & Rescue**.

### 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 Directorate of Fire & Rescue

Following services are offered under the Directorate of Fire & Rescue:

1. DFR-101: NOC for MSB Compliance
2. DFR-102: NOC for MSB Planning Permission
3. DFR-103: NOC for Non - MSB Planning Permission
4. DFR-401: MSB Fire License Registration and Renewal
5. DFR-402: Non - MSB Fire License Registration and Renewal

## 7. NOC for Non-MSB Planning Permission

### 7.1. Applying for NOC for Non-MSB Planning Permission

Following steps describe how to apply for NOC for Non-MSB Planning Permission under Directorate of Fire & Rescue through the e-District Portal:

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

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

Make sure 'Operator' is selected in the **Operator Type** field.

**STEP 3:** Enter Captcha code.

**STEP 4:** Click on Login.



e-Sevai Dashboard will appear.

**STEP 5:** Click on **Services** on the left panel.

The screenshot shows the TNeGA dashboard for the Government of Tamil Nadu. The header includes the TNeGA logo, the Government of Tamil Nadu emblem, and the e-Sevai logo with the text 'இணைய சேவை இனிய சேவை'. The user is logged in as 'OPERATOR 1'. The dashboard features five summary cards: 'Today' (1), 'Current Week' (1), 'Current Month' (6), 'Last Week' (1), and 'Last Month' (17). A sidebar menu on the left contains options: DASHBOARD, REPORTS, WALLET RECHARGE, SERVICES, WALLET RECHARGE RECEIPT REPRINT, and ANNA UNIVERSITY-GENRATE RECEIPT. A callout bubble points to the 'SERVICES' menu item with the text 'Click on Services'.

Department Wise service listing will appear.

**STEP 6:** Click on Directorate of Fire & Rescue.

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

The screenshot shows the 'Services' page in the TNeGA application. The header is identical to the dashboard. The main content area is titled 'Services' and has three tabs: 'DEPARTMENT WISE', 'SERVICE WISE', and 'SEARCH'. Under 'DEPARTMENT WISE', a list of departments is shown, including Anna University, Chennai Metro Water Supply & Sewerage Board, Commissionerate of Municipal Administration, Directorate of Boilers, Directorate of Drug Control, Directorate of Fire & Rescue, Employment & Training, Greater Chennai Corporation, Labour, Oxigen, Revenue Department, and TANGEDCO. A callout bubble points to 'Directorate of Fire & Rescue' with the text 'Click on the Department Name'. On the right side, user details are displayed: Name: Operator 1, Center: COC Zone 13 Divn 182 Thiruvanniyur ELCCHN010, Center Code: ELCCHN010, Counter: 1, Wallet Type: Prepaid, Wallet Amount: 5955.00, and Share: 0.00.

**STEP 7:** Click on **DFR-103 NOC for Non-MSB Planning Permission**.



**TNeGA** **Government of Tamil Nadu** **e-Sevai**  
 இணைய சேவை இயிய சேவை  
 OPERATOR

**Services**

DEPARTMENT WISE: Directorate of Fire & Rescue

SERVICE WISE: 10 records per page

SEARCH: [ ]

- DFR-101 NOC for MSB Compliance
- DFR-102 NOC for MSB Planning Permission
- DFR-103 NOC for Non - MSB Planning Permission
- DFR-401 MSB Fire License Registration and Renewal
- DFR-402 Non - MSB Fire License Registration and Renewal

Showing 1 to 5 of 5 entries

Click on the Service Name

Name: Operator  
 Center: COC Zone 13  
 Divn 179  
 Velachery  
 Center Code: ELCCHN009  
 Counter: 1  
 Wallet Type: Prepaid  
 Wallet Amount: 17189.60  
 Share: 0.00

You will be redirected to the service page on the Tamil Nadu e-District Web Portal.

**STEP 8:** Fill up the registration form. Fields marked with **red** asterisk are mandatory while the fields marked with **green** asterisk are optional mandatory.

**Premises Number and Name of building:** Enter building details.

**Contact details:** Enter contact details.

DFR-103 NOC for Non - MSB Planning Permission

**Premises Number and Name of building**

Applicant name *	<input type="text" value="Pravin Mani"/>	Building name *	<input type="text" value="Keelatheru Complex"/>
State	<input type="text" value="TAMIL NADU"/>	District *	<input type="text" value="Chennai / சென்னை"/>
Taluk *	<input type="text" value="Ayanavaram / அயனாவரம்"/>	Revenue village *	<input type="text" value="Peruvallur / பெருவள்ளூர்"/>
Door / Flat no. (Provide all the door no's separated by comma) *	<input type="text" value="30/15"/>	Pincode *	<input type="text" value="600063"/>
Street name(only for chennai district) *	<input type="text" value="Sri Sai Apartments Peravallur"/>		

**Contact details**

Phone / Landline no. with STD code	<input type="text"/>	Mobile number	<input type="text"/>
Email Id *	<input type="text" value="pravinmani@gmail.com"/>		

**Occupant details:** Enter occupant details.

**Description:** Enter business description.

**Occupant details**

Name of firm or company or business factory \*  Rental  Owned

Name of the proprietor/ owner \*  Name of contract \*

**Description**

Nature of business, trade or process \*  No. of storage rooms \*

No. of floors \*

S.no	Floor no.	Quantity of load stored(in kgs)	Area of the floor ( in sq. ft)
1st	<input type="text" value="1"/>	<input type="text" value="1000"/>	<input type="text" value="500"/>

Commodities already licenced together with quantities (by Municipality, state or central Government ) state licence number \*  to be provided  Provided

License no. \*  Date of issue \*  

Trade, business or commodities applied for disapproved with reasons any \*

**Building, General, Particulars:** Enter requires details.

Building									
Construction features ( Fire resistance of the building in hours) *	1 Hours ▼								
General									
Fire risk level *	Low fire risk ▼								
Particulars									
Number of storeys *	1	Number of basements *	1						
Walls *	Bricks ▼	Doors *	Wood ▼						
Windows *	Grilled ▼	Varandahs *	Yes ▼						
Balconies *	Yes ▼	Floors *	Marbles ▼						
False ceiling *	Yes ▼	Roof (or Terrace) *	RCC ▼						
Number of staircases and position enclosed open *	1								
<table border="1"> <thead> <tr> <th>S.no</th> <th>Staircase no.</th> <th>Type of the staircase</th> </tr> </thead> <tbody> <tr> <td>1st</td> <td>1</td> <td> <input type="radio"/> Enclosed                             <input checked="" type="radio"/> Open type                         </td> </tr> </tbody> </table>				S.no	Staircase no.	Type of the staircase	1st	1	<input type="radio"/> Enclosed <input checked="" type="radio"/> Open type
S.no	Staircase no.	Type of the staircase							
1st	1	<input type="radio"/> Enclosed <input checked="" type="radio"/> Open type							
Other occupations within immediate 20mts /all round the proposed building *	Factories ▼								

**Observation, Side Set Back:** Enter required details.

**Nearest means of communication:** Enter details of nearest means of communication.

**Installed fire-fighting equipment:** Enter details of fire-fighting equipment.

Observation			
Width of road/street/lane (in metres) *	<input type="text" value="5"/>	Accessibility for fire engines *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Side Set Back			
South(In metres) *	<input type="text" value="2"/>	East(In metres) *	<input type="text" value="2"/>
West(In metres) *	<input type="text" value="2"/>	North(In metres) *	<input type="text" value="2"/>
Nearest means of communication			
Telephone *	<input type="text" value="01800224848"/>	Alternative telephone	<input type="text"/>
Contact number of fire station *	<input type="text" value="09751235801"/>	Contact no. of police chowki or station	<input type="text"/>
Installed fire-fighting equipments			
Hose Reel	<input type="text"/>	Hydrant and Hose	<input type="text"/>
Sprinklers	<input type="text" value="2 Sprinklers"/>		

**Fire detection:** Enter fire detection details.

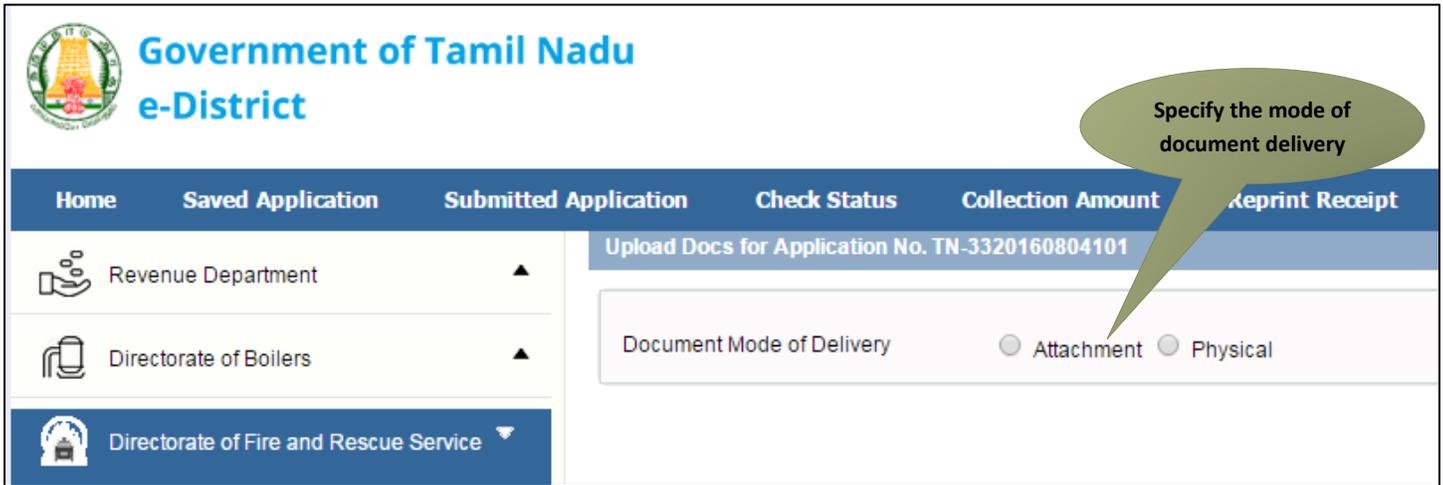
**Declaration:** Accept declarations.

**STEP 9:** Click on **Submit**.

Fire detection			
<b>Water supply details</b>			
Water supply *	<input type="text" value="underground tank"/>	Capacity of tank (in Litre) *	<input type="text" value="1500"/>
Fire buckets with stand *	<input checked="" type="radio"/> To be provided <input type="radio"/> provided		
Fire-detecting and alarms system *	<input type="radio"/> To be provided <input checked="" type="radio"/> provided	Watchman *	<input type="radio"/> To be provided <input checked="" type="radio"/> provided
Watchman shifts *	<input type="text" value="24 Hours"/>	Fire extinguishers *	<input type="text" value="2 of 4Kg each"/>
Declaration			
<input checked="" type="checkbox"/>	* Certified that the above particulars furnished are true to the best of my knowledge.		
<b>Accept declaration</b>		<b>Click on Submit</b>	
		<b>Fill up the form</b>	
		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Next screen will show options for document delivery.

**STEP 10:** Specify whether the applicant wants to attach soft copies of required documents or wants to deliver documents physically (manually at the center).



**Government of Tamil Nadu e-District**

Home | Saved Application | Submitted Application | Check Status | Collection Amount | Reprint Receipt

Revenue Department ▲

Directorate of Boilers ▲

Directorate of Fire and Rescue Service ▼

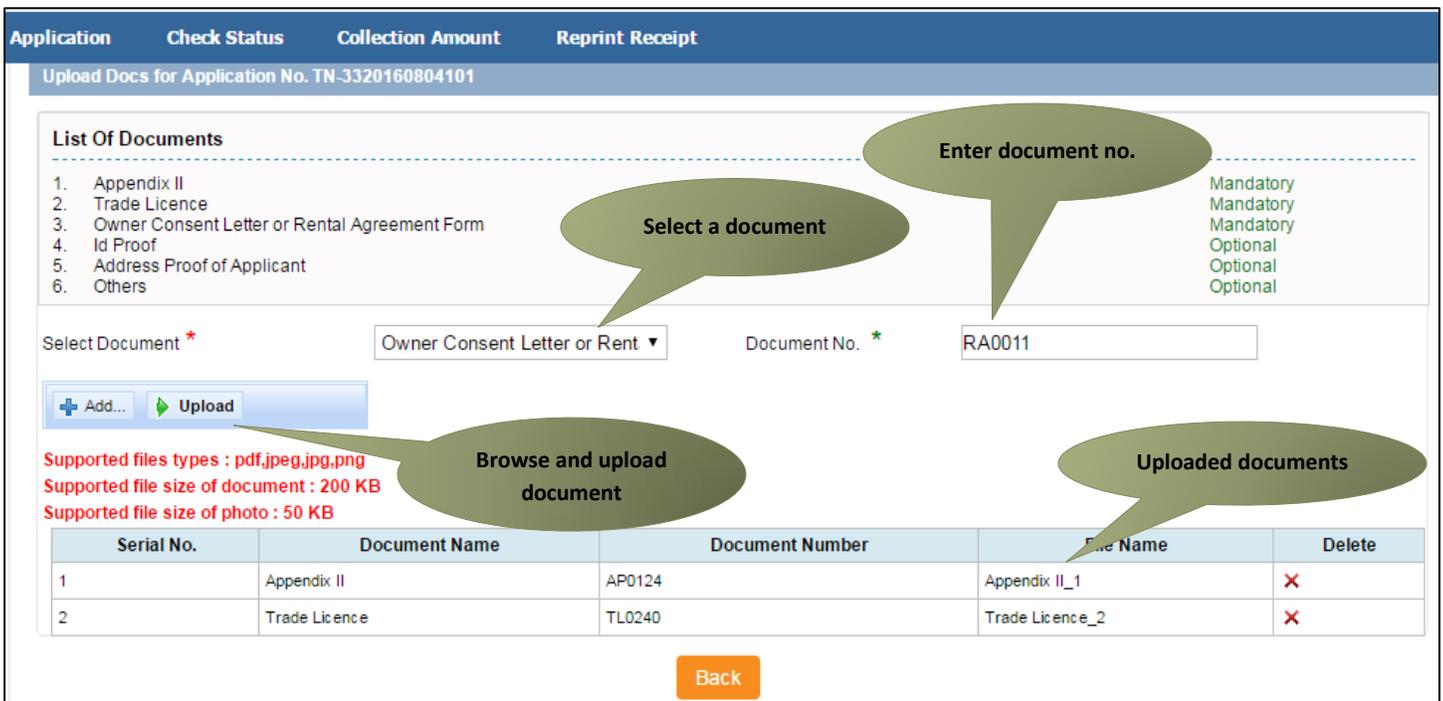
Upload Docs for Application No. TN-3320160804101

Document Mode of Delivery  Attachment  Physical

*Specify the mode of document delivery*

**STEP 11:** If the applicant opts for attachment, list of required documents will be shown. Attach the documents in prescribed file size and file type. Uploaded documents will be shown at the bottom.

Please note that the 'Upload' button will appear once you browse and add a document.



Application | Check Status | Collection Amount | Reprint Receipt

Upload Docs for Application No. TN-3320160804101

**List Of Documents**

1. Appendix II	Mandatory
2. Trade Licence	Mandatory
3. Owner Consent Letter or Rental Agreement Form	Mandatory
4. Id Proof	Optional
5. Address Proof of Applicant	Optional
6. Others	Optional

Select Document \*  Document No. \*

Supported files types : pdf,jpeg,jpg,png  
Supported file size of document : 200 KB  
Supported file size of photo : 50 KB

*Select a document*

*Enter document no.*

*Browse and upload document*

*Uploaded documents*

Serial No.	Document Name	Document Number	File Name	Delete
1	Appendix II	AP0124	Appendix II_1	✗
2	Trade Licence	TL0240	Trade Licence_2	✗

**STEP 12:** After uploading the documents, click on 'Make Payment'.

Uploaded Successfully

Supported files types : pdf, jpeg, jpg, png  
Supported file size : 5 MB  
Supported file size : 5 MB

**Click to make payment**

Serial No.	Document Name	Document Number	File Name	Delete
1	Appendix II	AP0124	Appendix II_1	✗
2	Trade Licence	TL0240	Trade Licence_2	✗
3	Owner Consent Letter or Rental Agreement Form	RA0011	Owner Consent Letter or Rental Agreement Form_3	✗

[Make Payment](#) [Back](#)

Payments page will appear. Total Fees for the service will be shown.

**STEP 13:** Click on 'Confirm Payment'.

Application	Check Status	Collection Amount	Reprint Receipt
<b>Confirm</b>			
Application Number	TN-3320160804101		
Applicant Name	Pravin Mani		
Date of Application	04-Aug-2016		
Service Name	NOC for Non - MSB Planning Permission		
Service Charge	2.00		
Total	2.00		

**Click to confirm payment**

[Confirm payment](#)

Acknowledgement receipt will be shown.

**STEP 14:** Click on **Print Receipt** to print the receipt.

Application	Check Status	Collection Amount	Reprint Receipt
<b>Acknowledgement Receipt</b>			
Application Number	TN-3320160804101		
Applicant Name	Pravin Mani		
Service Name	DFR-103 NOC for Non - MSB Planning Permission		
Service Charge	2.00		
Total	2.00		

Click to print receipt

Print receipt

The below figure shows the preview of the acknowledgement receipt.



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

**ஒப்புக்கை / ACKNOWLEDGEMENT**

<p>ரசுதி எண் / Receipt No. : TN-3320160804101</p> <p>விண்ணப்பதாரர் / Applicant Name : Pravin Mani</p> <p>துறையின் பெயர் / Department Name : தயிணைப்பு மற்றும் மடீபு Directorate of Fire and Rescue Service</p>	<p>விண்ணப்ப எண் / Application No. : TN-3320160804101</p> <p>விண்ணப்பித்த தேதி / Application date : 04-Aug-2016</p> <p>விண்ணப்பித்த சேவை / Applied for Service : DFR-103 NOC for Non - MSB Planning Permission</p>
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**பணம் செலுத்திய விவரம் / Payment Details**

விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid
விண்ணப்ப கட்டணம் / Application Fees	Cash	2.00
இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges		2.00
ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Four Rupees Only		மொத்தம் / Total : 4.00

மையம் பெயர் & குறியீட்டு எண் / Centre Code & Type : ELCCHN009 - CMS

கையொப்பம் / Signature of the Centre Operator

மேலே குறிப்பிட்டுள்ள அனைத்து விவரங்களையும் சரிபார்த்து கொள்ளவும். உங்கள் விண்ணப்ப நிலையை தெரிந்து கொள்ள பின்வரும் இணையதளத்தில் பார்க்கவும் 110.172.171.189/tneda/VerifyCerti.html. உங்கள் விண்ணப்பத்தை உயர் அதிகாரி ஒப்புதல் அளித்த பிறகு டிஜிட்டல் கையொப்பமிட்ட சான்றிதழை பெற்றுக்கொள்ளலாம் / Kindly check correctness of all the details furnished above. To Check the Application Status see the URL 110.172.171.189/tneda/VerifyCerti.html. After your application is approved by the approving authority, you can obtain the digitally signed certificate.



**Please Note:**

After submission, the application will be saved as draft. You can find draft applications under the **Saved Application** section and upload documents or make payment as required.

Application	Check Status	Collection Amount	Reprint Receipt		
 <b>Saved Application</b>					
Application Number	Service Name	Applicant Name	Date of Request	Status	Document Status
<input type="text" value="TN-3320160804101"/>	<input type="text" value="DFR-103 NOC for Non - MSB Planning Permission"/>	Pravin Mani	04-Aug-2016	Saved	Uploaded
<input type="button" value="««««"/> <input type="button" value="«"/> <input type="button" value="»"/> <input type="button" value="»»»»"/>					
Application No. TN-3320160804101 All Mandatory Document not uploaded					
				<input type="button" value="View Application"/>	<input type="button" value="Upload Documents"/>

Submitted applications can be viewed under the **Submitted Application** section.

Application	Check Status	Collection Amount	Reprint Receipt			
 <b>Submitted Application</b>						
Sr. No.	Application Number	Service Name	Applicant Name	Date of Request	Status	Certificate
1	<input type="text" value="TN-3320160804101"/>	<input type="text" value="DFR-103 NOC for Non - MSB Planning Permission"/>	Pravin Mani	04-Aug-2016	Check Status	NA
<input type="button" value="««««"/> <input type="button" value="«"/> <input type="button" value="»"/> <input type="button" value="»»»»"/>						

The current status of an application can be checked from the **Check Status** section.

### Check Status

Application Number:

From date \*   To date \*  

Applicant Name:  District:

Application Number	TN-3320160804101
Applicant Name	Pravin Mani
Service Name	DFR-103 NOC for Non - MSB Planning Permission
View Application	<a href="#">View Application</a>
Current Status	Application submitted to District Officer
Comment	Submitted

#### Uploaded Documents

Serial No.	Document Name	Document Number	File Name	View Document
1	Appendix II	AP0124	Appendix II_1	<a href="#">View Document</a>
2	Trade Licence	TL0240	Trade Licence_2	<a href="#">View Document</a>
3	Owner Consent Letter or Rental Agreement Form	RA0011	Owner Consent Letter or Rental Agreement Form_3	<a href="#">View Document</a>

Acknowledgement receipts can be re-printed from the **Reprint Receipt** section.

### Reprint Receipt

Sr. No.	Application Number	Service Name	Applicant Name	Date of Request	Print Receipt
1	TN-3320160804101	DFR-103 NOC for Non - MSB Planning Permission	Pravin Mani	04-Aug-2016	<a href="#">Print Receipt</a>

After submission, application goes to the officer in-charge (District Officer/ Assistant District Officer) for approval.

## 7.2. Downloading Certificate

Once the application is approved and digitally signed, the certificate can be downloaded from the **Operator's desk** and handed over to the applicant.

**STEP 1:** Click on **Check Status**.

**STEP 2:** Enter **Application Number**.

**STEP 3:** Click on **Search**.

Application	Check Status	Collection Amount	Reprint Receipt
 <b>Check Sta</b>			
Application Number	<input type="text" value="TN-3320160804101"/>		
From date *	<input type="text"/>	To date *	<input type="text"/>
Applicant Name	<input type="text"/>	District	--Select--
<input type="text" value="Enter Application No."/>		<input type="button" value="Search"/>	

The application will show up.

**STEP 4:** Click on **Download certificate** link.

Application Number	TN-3320160804101		
Applicant Name	Pravin Mani		
Service Name	DFR-103 NOC for Non - MSB Planning Permission		
View Application	<a href="#">View Application</a>		
Current Status	Application approved		
Comment	Application approved.		
Certificate	<a href="#">Download certificate</a>		
<b>Uploaded Documents</b>			
Serial No.	Document Name	File Name	View Document
1	Appendix II	Appendix II_1	<a href="#">View Document</a>
2	Trade Licence	Trade Licence_2	<a href="#">View Document</a>
3	Owner Consent Letter or Rental Agreement Form	RA0011 Owner Consent Letter or Rental Agreement Form_3	<a href="#">View Document</a>
<b>Notes</b>			
Officer Name:	FSDO	Date And Time:	04-Aug-2016 03:50:45
Recommendation:	Yes	Enquiry Date	04-Aug-2016
Notes:	Application reviewed.		

The certificate will be downloaded.

The below figure shows the preview of the certificate.

**TAMIL NADU FIRE & RESCUE SERVICE DEPARTMENT**

Rc. No. : TN-3320160804101 /B2/ 2016

DATE : 04/08/2016

FSDO , Chennai has inspected the Residential(Hotel Cum Commercial) Building Siddhartha Mohandas, 30/15, Keelatheru Complex, Sri Sai Apartments Peravallur, Peruvallur, Ayanavaram, Chennai-600063 on and the report is given ad here under.

**OBSERVATION**

The Proposal is for construction of Residential(Hotel Cum Commercial) Building R.C.C Roofing With the maximum height of **NA**. Total plot area of the cottage industrial building is NA. The Total constructed area will be NA(G+3). The Proposed building is classified as **Group – A** Residential(Hotel Cum Commercial) Building as per national building code of india 2005. Group I,Part IV Fire and life Safety SP-7 (Group-1) 2005,Second Revision.

**There is no objection to accord planning permission** to construct the residential (Hotel Cum Commercial) Building Subject to the following conditions

**CONDITIONS**

After the construction before the iccupancy they must provide all the fire precaution according to the requirements of National Building code of India.Part 4 fire and Life safety – 2005.GroupI.Part IV.Fire and Life safety SP- 7 (Group-I) 2005 Second Revision List Enclosed.

**DISTRICT OFFICER**  
Fire & Rescue Services,  
Tiruvannamalai

**TAMIL NADU FIRE & RESCUE SERVICE DEPARTMENT**  
**Requirements of Fire Safety Installations and safety Measures for Various Categories**

**Group A: Residential – Hotels ( Less than 15 Mts)**

<b>Sub Division A5 – Hotels</b>		
<b>i) Covered area not exceeding 300m<sup>2</sup> on each floor</b>		
<b>SL.No</b>	<b>Types of fire protection Required ( Active Measures)</b>	<b>Requirements</b>
1.	Fire Extinguishers	Minimum 2per floor, depending upon the area and travel distance.
2.	Hose Reel Assembly	Per 1000 Sq. Mts
3.	Automatic Sprinkler System	Only for basement area if the areas is more than
4.	Manually operated fire alarm (MCP) call points	To Provided in each floor near exist door
5.	Terrace level over head tank	5,000 ltr.LPM at terrace level
6.	Fire Pumps Life Safety ( Passive Measure)	450 ltr LPM at terrace level
7.	Staircase (2 mts width)	2 ns. Remote from each other (pressurisation of staircases (Protected escape routes)
8.	Fire Lift	1 no
9.	Side set back area	As per DCR in CMDA area
10.	"Exit" signages	With alternate source of power supply or battery back-up with glow type
11.	Emergency Light	At staircase landing and exit routes.
12.	Fire control Room	Should be provided
13.	Fire drill and fire order	Fire drill to be conducted once in a year , fire order should be prepared and kept ready.
14.	Refuge Area (if the building height is more than 24 mts.)	Refuge area to be provided at 24tn more
15.	House Keeping	Entire building should be maintained neat and clean.
16.	Cable and other ducts	Located at each floor level to check the spread of smoke, heat and flame.
17.	Fire Damper	Located at air conditioned ducts for check the spread of heat, flame smoke and gases.

## 8. Disclaimer

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