



# Tamil Nadu e-District Application Training Manual

502-Printing of Registration Id



राष्ट्रीय इ-गवर्नेंस योजना  
National e-Governance Plan

Public services closer home

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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 and enhance the efficiencies of the various Departments at the district-level to enable seamless service delivery to the citizen.

Front-ends under the scheme, in the form of citizen facilitation centers, are envisioned to be built at District, Tashildhar, and Sub-division and Block levels. Indicative services planned to be delivered through this MMP include:

**Certificates:** Creation and distribution of certificates for income, nativity, community, domicile, caste, Birth, Death etc.

**Linking with other e government projects:** Birth Certificate COC, Death Certificate COC etc

**Information Dissemination:** About government schemes, entitlements, etc.

**Assessment of taxes:** Property tax, and other government taxes.

**Utility Payment:** Payments relating to electricity, water bills property taxes etc.

### 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 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-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. 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 cannot be left blank
- Mandatory/Optional documents should be attached as per requirement
- Do not make false entries

To launch E district - **ONLINE**

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

User starts with the given steps after opening the internet explorer

**STEP 1:** Open the Tamil Nadu e-District website by typing the below given URL in address bar of browser

**STEP 2:** Below Screen will display.



**Welcome to eSevai**

eSevai — தமிழ்நாடு அரசின் இ-சேவை வலைதளம் உங்களை அன்புடன் வரவேற்கிறது. இவ்வலைதளம் பொதுசேவை மையத்தினை இயக்குபவர்களுக்கு கீழே காணப்படும் அரசின் துறைகளில் வழங்கப்படும் இணையவழி சேவைகளை அவைகளின் குறியீடுகள் வாயிலாக அவர்களுடைய பயனர் பெயர் மற்றும் கடவுச்சொல்லை பயன்படுத்தி அணுகிட உதவுகிறது.

## 6. The Objective of E-district Tamil Nadu

E-District Tamil Nadu application will allow citizen to apply, pay, track and receive on-line various services as stated below from stipulated Government authorized named LMK/Department centres or Government offices/counters:

1. Issuance of Birth Certificates COC
2. Issuance of Death Certificate COC
3. Issuance/Registration Agriculture Income Certificate
4. Issuance/Registration Unemployment Certificate
5. Issuance/Registration Widow Certificate
6. Issuance/Registration Family Migration Certificate
7. Electricity Bill Payment Service etc..

## 7. Printing of Registration ID

**STEP 1:** Open the e-District Government of Tamil Nadu link.

**STEP 2:** Operator Login Page display like this.

**STEP 3:** Enter the Correct login credentials.

**STEP 4:** Click on Login.

### 7.1. Operator Login

**STEP 5:** Click on Services.

**STEP 6:** Click on Employment & Training department.

**STEP 7:** Click on “Printing of Registration ID”..



**TNeGA**

**Government of Tamil Nadu**

e-Sevai

இணைய சேவை இலைய சேவை

R.VENNILA

DEPARTMENT WISE EMPLOYMENT and Training

SERVICE WISE 10 records per page

SEARCH

- EMP-501 Application For Profile Update
- EMP-502 Printing of Registration Id
- EMP-503 Application For Registration
- EMP-504 Application for Renewal

Showing 1 to 4 of 4 entries

Previous 1 Next

Name: R.Vennila

Center: Corporation of Chennai, Adyar(Zone XIII) - ELCOT

Center Code: ELCCHN006

Counter: 1

Wallet Type: Prepaid

Wallet Amount: 39651.00

Share: 0.00

After clicking on the Printing of Registration ID it will redirect to the this module like below screen now enter the registration id and click on submit.

Registration No:

Department Amount:

User Charge:

Total Amount:

Submit Reset

CONTACTS

TamilNadu e - Governance Agency  
No. 5/9, TNHB Building,  
Kavingar Bharathidasan Road,  
Crescent Street

esevai\_helpdesk@cms.co.in  
Toll Free Number : 18004251333

**STEP 8:** Once submitted, click on OK, it will generate the printing card id and receipt.

The screenshot shows the TNeGA web application interface. A confirmation dialog box is displayed in the center, asking "Are you sure to proceed?" with "OK" and "Cancel" buttons. The background shows the "EMP-502 Printing of Registration Id" form with the following details:

Registration No:	ARD2011M00106354		
Department Amount:	0.00	User Charge:	10.00
Total Amount:	10		

Buttons for "Submit" and "Reset" are visible. The page also includes navigation links for "HOME" and "SERVICES", and contact information for the Tamil Nadu e-Governance Agency.

**STEP 9:** Download the Printing of ID card which will look like below. User need to take printout of this PDF and give.

The screenshot shows a PDF document titled "TNELCCHN00300880-Ariyalur.pdf" opened in Adobe Acrobat Reader DC. The document is an "X-10 Identity Card" issued by the Department of Employment and Training, Govt. of Tamil Nadu, District Employment Office-Ariyalur. The card details are as follows:

Registration Number	ARD2011M00106354	Next Renewal Due Month	September' 2017
Date of Registration	13/09/2011	Date of Birth	11/06/1978
Name	AZHAGIRI R		
Address	188 PARANAM KEELA THER, PARANAM PO SENDURAI TK,		
District	ARIYALUR		
Pin Code	621804	Religion	
Community	MBC/DNC	Caste	

**NCO Details**

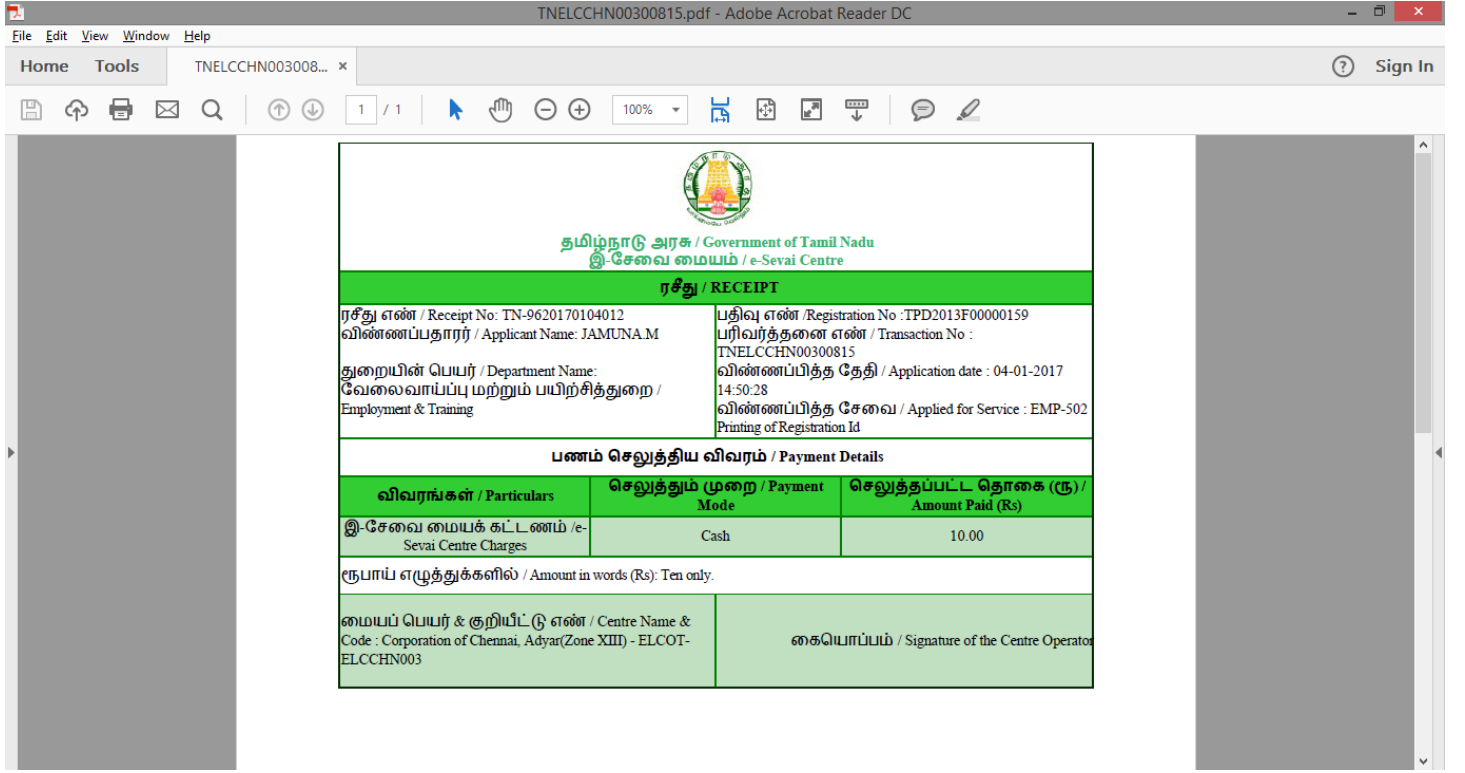
NCO Code	Seniority Date

**Qualification Details**

Qualifications	Medium	Subject	NCO Code	Seniority Date
SSLC	Tamil		X0110	12/09/2011
HSC	Tamil		X0115	12/09/2011
NTC / LTI	Tamil	Meche(Motor Vehicle)	84330	15/12/1997
M.A.C / A.P.P	Tamil	Meche(Motor Vehicle)	84331	02/01/2008



**STEP 10:** Download the receipt which will look like below. User can have printout of this PDF receipt.



## 8. Disclaimer

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