



# Tamil Nadu e-District Application

Training Manual for

**Appropriate Official Document  
for COVID-19 Death REV-125**

Revenue 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 process applications received for Appropriate Official Document for COVID-19 Death through the e-District Portal.

### 4. Scope

The scope of this document covers the 'Appropriate Official Document for COVID-19 Death' service offered under the **Revenue 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 Revenue Department

Following services are offered under the Revenue Department:

1. REV-101 Community certificate
2. REV-102 Nativity certificate
3. REV-103 Income Certificate
4. REV-104 First Graduate Certificate
5. REV-105 Deserted Woman Certificate
6. REV-106 Agricultural Income Certificate
7. REV-107 Family Migration Certificate
8. REV-108 Unemployment Certificate
9. REV-109 Widow Certificate

10. REV-111 Certificate for Loss of Educational Records due to Disaster
11. REV-113 Inter Caste Marriage Certificate
12. REV-114 Legal Heir Certificate
13. REV-115 Other Backward Classes (OBC) Certificate
14. REV-116 Residence certificate
15. REV-117 Small / Marginal Farmer Certificate
16. REV-118 Solvency Certificate
17. REV-119 No Male Child Certificate
18. REV-120 Unmarried Certificate
19. REV-121 Income and Asset Certificate for Economically Weaker Sections
20. REV-122 Issuance of Jain Religious Minority Certificate
21. REV-123 Destitute widow certificate
22. REV-201 Indira Gandhi Old Age Pension Scheme (IGNOPS)
23. REV-202 Destitute Widow Pension Scheme (DWPS)
24. REV-203 Destitute Deserted Women Pension Scheme (DDWPS)
25. REV-204 Unmarried Women Pension Scheme (UWPS)
26. Rev-205 Chief Minister Uzhavar Pathukapu Thittam (CMUPT)
27. REV-206 Differently Abled Pension Scheme (DAPS)
28. REV-401 Licence under Pawn Broker Act
29. REV-402 Money Lender's Licence
30. REV-403 Temporary Crackers License
31. REV-404 Issuance of Public Building License
32. REV-125 Appropriate Official Document for COVID-19 Death

## 7. Appropriate official document for COVID - 19 Death

### 7.1. Processing Application at Collector's Desk

The Collector is entitled to take the following actions on the submitted applications:

1. **Verified:** If the action taken as verified, the application will appear under processed application Section and application showed as Application verified by collector.
2. **Not Verified:** If the action taken as not verified, the application will appear under pending and Processed Application section and officer can again be verified.

Following steps show how to process application at Collector's Desk:

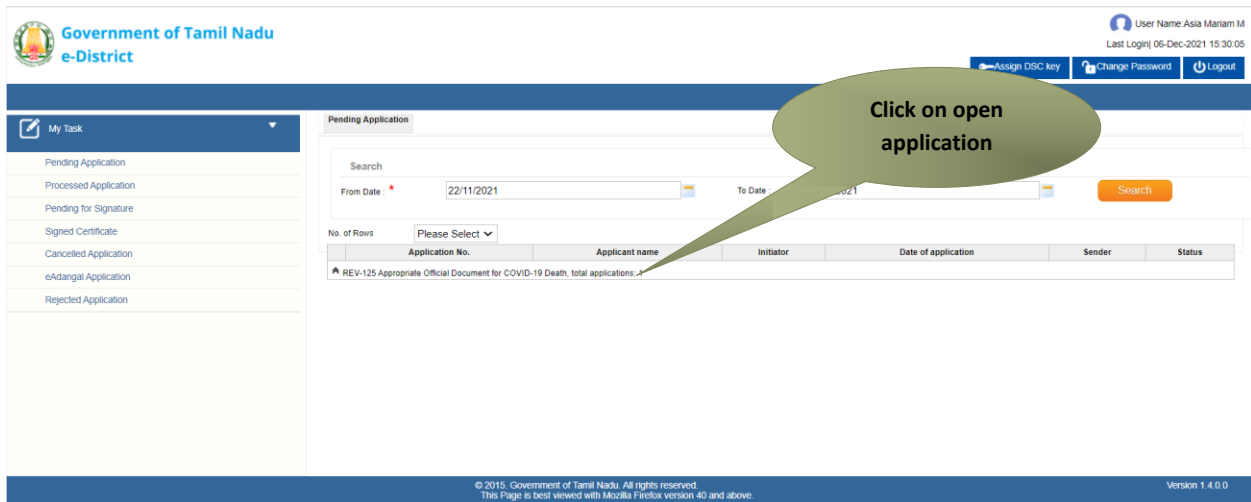
**STEP 1:** Go to Tamil Nadu e-district Web Portal **Departmental login** page.

The screenshot shows the top navigation bar with a search box for 'acknowledgement no', the Government of Tamil Nadu e-District logo, and menu items: Home, About, List of Services, Verify Certificate, Login, and Contact. A 'Department Login' button is highlighted. Below the navigation is a diagram illustrating the interaction between a Citizen, CSC, e-District Suite, and an Official. Arrows indicate flows: Citizen to e-District Suite (Citizen Request, Citizen Request Direct), e-District Suite to CSC (CSC Enter Citizen Record), e-District Suite to Official (Application Response), and Official to e-District Suite (Department Query). A callout bubble points to the 'Department Login' button with the text 'Click for departmental login'. Below the diagram are sections for 'For Citizen' (Log In or Register to Continue, New Registration) and 'Announcements'.

**STEP 2:** Enter login credentials and click on **Login**.

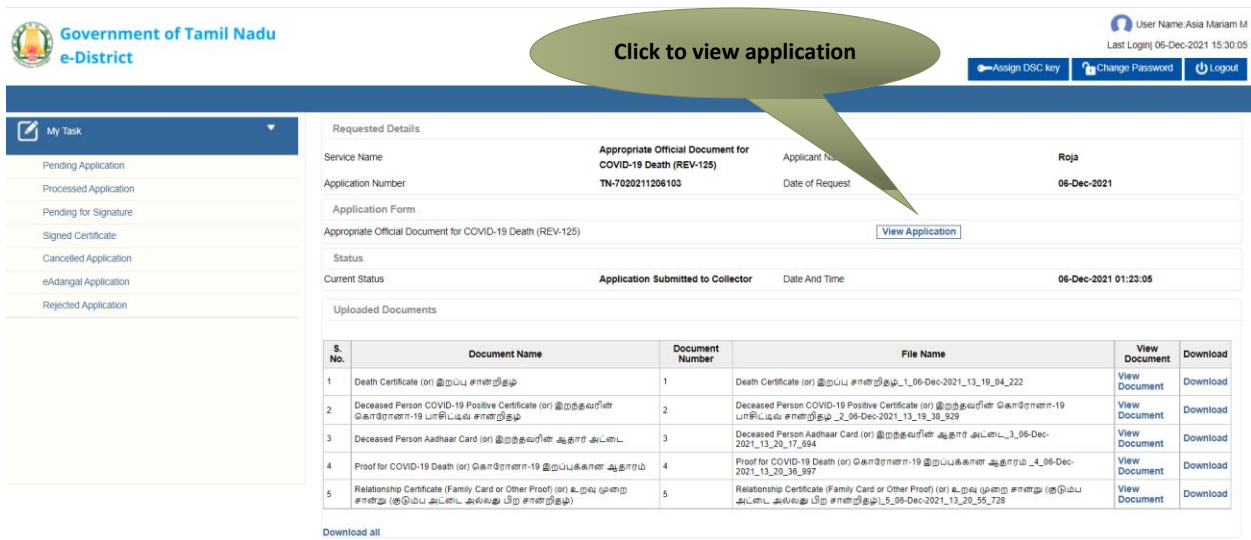
The screenshot shows the 'Department Login' form. It includes fields for 'User Name' (containing 'pmb\_balkri') and 'Password' (masked with '...'). A 'Login' button is at the bottom right. A callout bubble points to the form with the text 'Enter username and password'. Another callout bubble points to the 'Login' button with the text 'Click on Login'. The page footer contains 'Home | About | List of Services | Contact' and 'Tamil Nadu'.

**STEP 3:** Pending applications will show up. Click on the **Application Number** link to open an application.



The screenshot shows the 'Pending Application' section of the e-District portal. It includes a search bar with 'From Date' and 'To Date' filters, and a table listing applications. A callout bubble points to the 'Application No.' column of the first row, which contains the text 'REV-125 Appropriate Official Document for COVID-19 Death, total applications: 1'.

Application request details will open. You can view the application by clicking on the **View Application** button.



The screenshot shows the 'Requested Details' page for an application. It displays fields for Service Name, Application Number, Date of Request, and Status. A 'View Application' button is visible next to the application number. Below this, there is a table of 'Uploaded Documents' with columns for S. No., Document Name, Document Number, File Name, View Document, and Download.

S. No.	Document Name	Document Number	File Name	View Document	Download
1	Death Certificate (or) இறப்பு சான்றிதழ்	1	Death Certificate (or) இறப்பு சான்றிதழ்_1_06-Dec-2021_13_19_04_222	<a href="#">View Document</a>	<a href="#">Download</a>
2	Deceased Person COVID-19 Positive Certificate (or) இறந்தவரின் கொரோனா-19 டிராஸ்டிட்யூவ் சான்றிதழ்	2	Deceased Person COVID-19 Positive Certificate (or) இறந்தவரின் கொரோனா-19 டிராஸ்டிட்யூவ் சான்றிதழ்_2_06-Dec-2021_13_19_30_929	<a href="#">View Document</a>	<a href="#">Download</a>
3	Deceased Person Aadhaar Card (or) இறந்தவரின் ஆதார் அட்டை	3	Deceased Person Aadhaar Card (or) இறந்தவரின் ஆதார் அட்டை_3_06-Dec-2021_13_20_17_994	<a href="#">View Document</a>	<a href="#">Download</a>
4	Proof for COVID-19 Death (or) கொரோனா-19 இறப்புகளை ஆதாரம்	4	Proof for COVID-19 Death (or) கொரோனா-19 இறப்புகளை ஆதாரம்_4_06-Dec-2021_13_20_36_997	<a href="#">View Document</a>	<a href="#">Download</a>
5	Relationship Certificate (Family Card or Other Proof) (or) உறவு முறை சான்று (குடும்ப அட்டை, கல்வழி பிற சான்றிதழ்)	5	Relationship Certificate (Family Card or Other Proof) (or) உறவு முறை சான்று (குடும்ப அட்டை, கல்வழி பிற சான்றிதழ்)_5_06-Dec-2021_13_20_55_728	<a href="#">View Document</a>	<a href="#">Download</a>

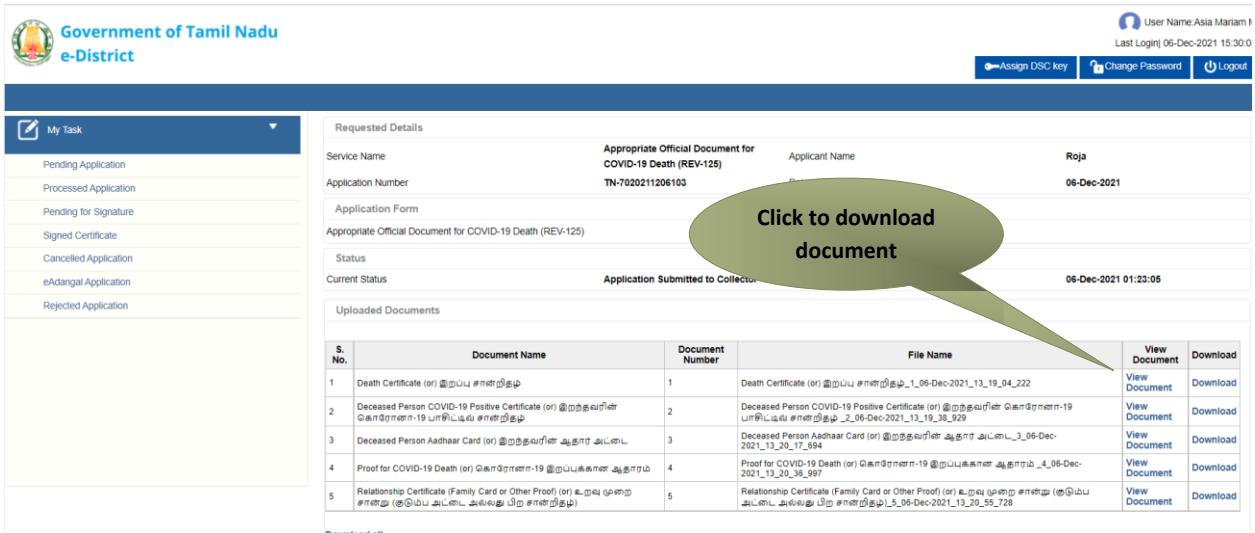
The below figure shows the application preview:

REV-125 Appropriate Official Document for COVID-19 Death

Applicant Detail			
Appellation *	Sahai / செட்டி	Aadhar No. *	27983238226
Applicant Name *	Raja	விண்ணப்பாற்றி பெயர் *	செட்டி
Relationship/உறவு *	Father	தந்தைமாற்றலுக்கானவர் / தாயின் பெயர் *	சுமதிசெட்டி
Father / Husband / Guardian / Mother Name *	Anandji	தாயின் பெயர் *	சுமதிசெட்டி
Mother's Name *	Dhanalakshmi	Gender / பாலினம் *	Female
Date of Birth / பிறந்த தேதி *	18-Feb-1999	Religion / மதம் *	Hindu
Marital Status / திருமண நிலை *	Unmarried	Occupation / வேலை *	Service Workers
Community / சாதி *	MOC		
Current Address/தற்போதைய முகவரி			
State / மாநிலம் *	TAMIL NADU	District / மாவட்டம் *	Namakkal
Taluk / வட்டம் *	Paramathi Vilar		
Revenue Village / கிராமம் *	Kannamalai		
Street Name / No / Hamlet (if available) *	Paramoundampalayam	ஒடுகு பெயர் / வீடு / குகைமுகம் *	குகைமுகம்
Building / Door / Flat No. *	1115	Pin Code / அஞ்சல் எண் *	637203
No of Years residing at above area (in Years) *	5		
Permanent Address/தொழுவரை வீட்டு முகவரி			
<input type="checkbox"/> If same as current address / தற்போதைய முகவரி அந்த வற்றம்			
State / மாநிலம் *	Tamil Nadu	District / மாவட்டம் *	Namakkal
Taluk / வட்டம் *	Paramathi Vilar		
Revenue Village / கிராமம் *	Kannamalai		
Street Name / No / Hamlet (if available) *	Paramoundampalayam	ஒடுகு பெயர் / வீடு / குகைமுகம் *	குகைமுகம்
Building / Door / Flat No. *	1115	Pin Code / அஞ்சல் எண் *	637203
Contact Details			
Phone / Landline No. with STD Code		Mobile Number *	6379329129
Email id *			
Deceased Person Additional Details/இறந்தவரின் கூடுதல் விவரங்கள்			
Name of the Deceased *	KYK	இறந்தவரின் பெயர் *	செட்டி
Gender / பாலினம் *	Male	Age *	60
Applicant Relationship to the Deceased Person / விண்ணப்பாற்றி கூடுதலானவர் *	Father	Deceased Person Marital Status / இறந்தவரின் திருமண நிலை *	Married
Wife Name *	mas	மனைவியின் பெயர் *	செ
Father's Name of the Deceased *	rg	தந்தையின் பெயர் *	செட்டி
Mother's Name of the Deceased *	lgh	தாயின் பெயர் *	செட்டி
Address of the Deceased Person/இறந்தவரின் முகவரி			
<input type="checkbox"/> If same as current address			
State / மாநிலம் *	TAMIL NADU	District / மாவட்டம் *	Namakkal
Taluk / வட்டம் *	Paramathi Vilar / ஸுமதிசெட்டி செட்டி		
Revenue Village / கிராமம் *	Kannamalai (STC) / குகைமுகம்		
Relationship to the Deceased Person / விண்ணப்பாற்றி கூடுதலானவர் *	Father	மனைவியின் பெயர் / தந்தையின் பெயர் / தாயின் பெயர் *	செ
Wife Name *	mas	மனைவியின் பெயர் *	செ
Father's Name of the Deceased *	rg	தந்தையின் பெயர் *	செட்டி
Mother's Name of the Deceased *	lgh	தாயின் பெயர் *	செட்டி
Address of the Deceased Person/இறந்தவரின் முகவரி			
<input type="checkbox"/> If same as current address			
State / மாநிலம் *	TAMIL NADU	District / மாவட்டம் *	Namakkal
Taluk / வட்டம் *	Paramathi Vilar / ஸுமதிசெட்டி செட்டி		
Revenue Village / கிராமம் *	Kannamalai (STC) / குகைமுகம்		
Street Name / No / Hamlet (if available) *	Paramoundampalayam	ஒடுகு பெயர் / வீடு / குகைமுகம் *	குகைமுகம்
Building / Door / Flat No. *	1115	Pin Code / அஞ்சல் எண் *	637203
Place of Death and Other Details			
Treatment Type / சிகிச்சைப் பெற்ற முறை	Hospital Treatment		
Hospital Name in which deceased Passed Away *	செட்டி	இறந்த இடம் / இறந்த மருத்துவமனையின் பெயர் *	செட்டி
Hospital Address in which deceased Passed Away *	செட்டி	இறந்த இடம் / இறந்த மருத்துவமனையின் முகவரி *	செட்டி
Date of Death / இறந்த தேதி *	29-Sep-2021	Death Certificate No. / இறப்பு சான்றிதழ் எண் *	lpy12345
Declaration/உறுதி செய்தல்			
<input type="checkbox"/> நான் உறுதிப்படுத்துகிறேன் அனைத்து விவரங்களும் உண்மை என சான்றிதழில் கொடுத்தேன். மேலும், இது குறித்து தனியாக அழைக்கப்பட்ட போது நன்றாக வற்புறுத்தி விவரங்களை உறுதிப்படுத்தி உறுதி செய்தேன். // I hereby declare that the information given in the application is true and correct to the best of my knowledge and belief. I also declare that I am willing to testify and validate the same at any point in time. *			



**STEP 4:** Click on the **Download** link to download and verify uploaded documents.



Government of Tamil Nadu e-District

User Name: Asia Mariam I  
Last Login: 06-Dec-2021 15:30:0

Assign DSC key | Change Password | Logout

My Task

- Pending Application
- Processed Application
- Pending for Signature
- Signed Certificate
- Cancelled Application
- eAdangal Application
- Rejected Application

Requested Details

Service Name: Appropriate Official Document for COVID-19 Death (REV-125) | Applicant Name: Roja

Application Number: TN-7020211206103 | Date: 06-Dec-2021

Application Form: Appropriate Official Document for COVID-19 Death (REV-125)

Status: Application Submitted to Collector | Date: 06-Dec-2021 01:23:05

Current Status: Application Submitted to Collector

Uploaded Documents

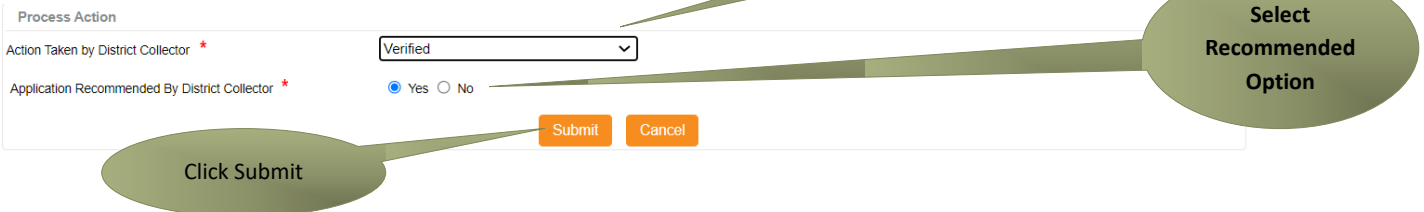
S. No.	Document Name	Document Number	File Name	View Document	Download
1	Death Certificate (or) இறப்பு சான்றிதழ்	1	Death Certificate (or) இறப்பு சான்றிதழ்_1_06-Dec-2021_13_19_04_222	<a href="#">View Document</a>	<a href="#">Download</a>
2	Deceased Person COVID-19 Positive Certificate (or) இறந்தவரின் கொரோனா-19 பரிசீலனை-19 பரிசீலனை சான்றிதழ்	2	Deceased Person COVID-19 Positive Certificate (or) இறந்தவரின் கொரோனா-19 பரிசீலனை சான்றிதழ்_2_06-Dec-2021_13_19_38_929	<a href="#">View Document</a>	<a href="#">Download</a>
3	Deceased Person Aadhaar Card (or) இறந்தவரின் ஆதார் அட்டை	3	Deceased Person Aadhaar Card (or) இறந்தவரின் ஆதார் அட்டை_3_06-Dec-2021_13_20_17_694	<a href="#">View Document</a>	<a href="#">Download</a>
4	Proof for COVID-19 Death (or) கொரோனா-19 இறப்புகளை ஆதாரம்	4	Proof for COVID-19 Death (or) கொரோனா-19 இறப்புகளை ஆதாரம்_4_06-Dec-2021_13_20_36_997	<a href="#">View Document</a>	<a href="#">Download</a>
5	Relationship Certificate (Family Card or Other Proof) (or) உறவு முறை சான்று (குடும்ப அட்டை அல்லது பிற சான்றிதழ்)	5	Relationship Certificate (Family Card or Other Proof) (or) உறவு முறை சான்று (குடும்ப அட்டை அல்லது பிற சான்றிதழ்)_5_06-Dec-2021_13_20_59_728	<a href="#">View Document</a>	<a href="#">Download</a>

**STEP 5:** Specify the action to be taken.

**STEP 8:** Verify all the documents and choose “verified”

**STEP 9:** Specify whether the application is recommended or not?

**STEP 11:** Click on **Submit**.



Process Action

Action Taken by District Collector \*

Application Recommended By District Collector \*  Yes  No

[Submit](#) [Cancel](#)

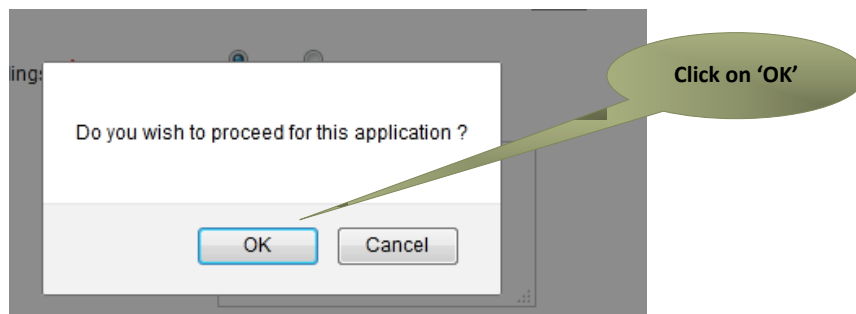
Select Action taken by Collector

Select Recommended Option

Click Submit

A confirmation popup will appear.

**STEP 12:** Click on **OK** to continue. Once application processed it will go to processed application tab and It shows as Application verified by collector.



ing:

Do you wish to proceed for this application ?

[OK](#) [Cancel](#)

Click on 'OK'

## 8. Disclaimer

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