

Tamil Nadu e-District Application

Training Manual for

Appropriate Official Document for COVID-19 Death REV-125

Revenue Department



\mathbf{CMS} Tamil Nadu e-District Application User Manual

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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

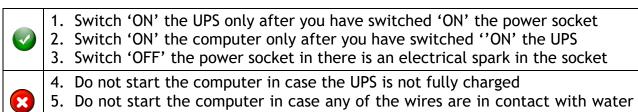
You will be provided with the following basic infrastructure:

- 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.



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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

Tamil Nadu e-District Application User Manual 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-123Destitute 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 Collectoris 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.



STEP 2:Enter login credentials and click on Login.

					acknowledge	ment no	۹
Government of Tamil N e-District	adu Home	About	List of Services	Verify Certificate	Login 🗸	Contact	
Enter username and password User Name pmb_balkri Password 	Login		Login				
Home About List of Services Contact				Click on Lo	gin	Tamil Na	du

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

Government of Tamil N. e-District My Task Pending Application	Pending Application	Click on open application
Processed Application	Search	
Pending for Signature	From Date : * 22/11/2021 To Date :	Search
Signed Certificate	No. of Rows Please Select V	
ancelled Application	Application No. Applicant name Initiator	Date of application Sender Status
Adangal Application	REV-125 Appropriate Official Document for COVID-19 Death, total applications:	
Rejected Application		
	© 2015. Government of Tamit Nadu. All rights reserved, The Page is best viewed with Modilis Findex version 40 and above.	Version 1.4

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

Government of Tamil Nadu e-District		C	lick to vie	w application	L	User Nam ast Login 06-D nge Password	ec-2021 15
My Task	Rec	uested Details					
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Processed Application	Applic		0211206103	Date of Request	06-Dec-2021		
Pending for Signature	App	lication Form					
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	2	Deceased Person COVID-19 Positive Certificate (or) இறந்தவரின் கொரோனா-19 பாசிட்டிவ் சான்றிதழ	2	Deceased Person COVID-19 Positive Certificate (or) இற பாசிட்டில் சான்றிதழ் _2_06-Dec-2021_13_19_38_9		View Document	Downlo
	3	Deceased Person Aadhaar Card (or) இறந்தவரின் ஆதார் அட்டை	3	Deceased Person Aadhaar Card (or) இறந்தவரின் ஆ. 2021_13_20_17_694	தார் அட்டை_3_06-Dec-	View Document	Downlo
	4	Proof for COVID-19 Death (or) கொரோனா-19 இறப்புக்கான ஆதா	ாரம் 4	Proof for COVID-19 Death (or) கொரோனா-19 இறப்ப 2021_13_20_36_997	புக்கான ஆதாரம் _4_06-Dec-	View Document	Downlo
	5	Relationship Certificate (Family Card or Other Proof) (or) உறவு முறை சான்று (கடும்பு அட்டை அல்லது மோ சான்றிகம்)	5	Relationship Certificate (Family Card or Other Proof) (or) அட்டை அல்லது பிற சான்றிதம்) 5_06-Dec-2021	உறவு முறை சான்று (குடும்ப 13 20 55 728	View	Downlo

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The below figure shows the application preview:

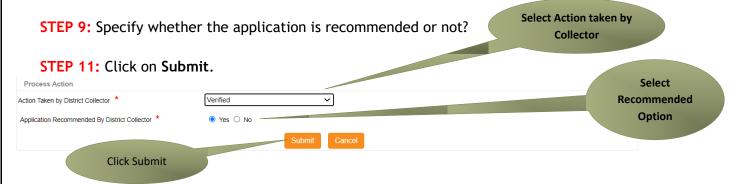
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Tabuk / euCLub *	Parainisthi Velut				
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CMS Tamil Nadu e-District Application User Manual

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

Government of Tamil Nadu					OUser Nar Last Login) 06-D		
				Assign DSC key	Change Password	ψı.	
My Task 🔹	Rec	uested Details					
Pending Application	Servic		e Official Documer Death (REV-125)	Applicant Name Roja			
Processed Application	Applic	ation Number TN-702021	206103	06-De	c-2021		
Pending for Signature	App	lication Form		Click to download			
Signed Certificate	Appro	Appropriate Official Document for COVID-19 Death (REV-125)					
Cancelled Application		lus	document				
eAdangal Application	Curren	nt Status Application	Submitted to Col	liector 06-De	06-Dec-2021 01:23:05		
Rejected Application	Upl	oaded Documents					
		Document Name	Document Number	File Name	View Document	Downl	
	1	Death Certificate (or) இறப்பு சான்றிதழ	1	Death Certificate (or) இறப்பு சான்றிதழ்_1_06-Dec-2021_13_19_04_222	View Document	Down	
	2	Deceased Person COVID-19 Positive Certificate (or) இறற்தவரின் கொரோனா-19 பாசிட்டிவ் சான்றிதழ்	2	Deceased Person COVID-19 Positive Certificate (or) இறந்தவரின் கொரோனா-19 பாசிட்டிவ் சான்றிதழ் _2_06-Dec-2021_13_19_38_929	View Document	Down	
	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	View Document	Down	
	4	Proof for COVID-19 Death (or) கொரோனா-19 இறப்புக்கான ஆதாரம்	4	Proof for COVID-19 Death (or) கொரோனா-19 இறப்புக்கான ஆதாரம் _4_06-Dec- 2021_13_20_35_997	View Document	Down	
	5	Relationship Certificate (Family Card or Other Proof) (or) உறவு முறை சான்று (குடும்ப அட்டை அல்லது பிற சான்றிகும்)	5	Relationship Certificate (Family Card or Other Proof) (or) உறவு முறை சான்று (குடும்ப அட்டை அல்லது பிற சான்றிகம்) 5 06-Dec-2021 13 20 55 728	View Document	Downl	

- **STEP 5:** Specify the action to be taken.
- STEP 8: Verify all the documents and choose "verified"



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
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8. Disclaimer

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