

**Tamil Nadu e-District**  
**User Manual**  
for  
**Ulema Pension Scheme under WAQF Board**  
**(Officials)**

Prepared by



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# TAMIL NADU e-DISTRICT 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

### 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 50)
- 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. <b>Switch 'ON' the UPS only after you have switched 'ON' the power socket</b></li> <li>2. <b>Switch 'ON' the computer only after you have switched "ON' the UPS</b></li> <li>3. <b>Switch 'OFF' the power socket in there is an electrical spark in the socket</b></li> </ol>
	<ol style="list-style-type: none"> <li>4. <b>Do not start the computer in case the UPS is not fully charged</b></li> <li>5. <b>Do not start the computer in case any of the wires are in contact with water sources / moisture</b></li> </ol>
	<ol style="list-style-type: none"> <li>6. <b>In case you are not sure whether the computer is connected in the right way - please contact the system engineer</b></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 Official Login

The Application goes through four different officials.

1. Inspector
2. Superintendent
3. CEO
4. HOD

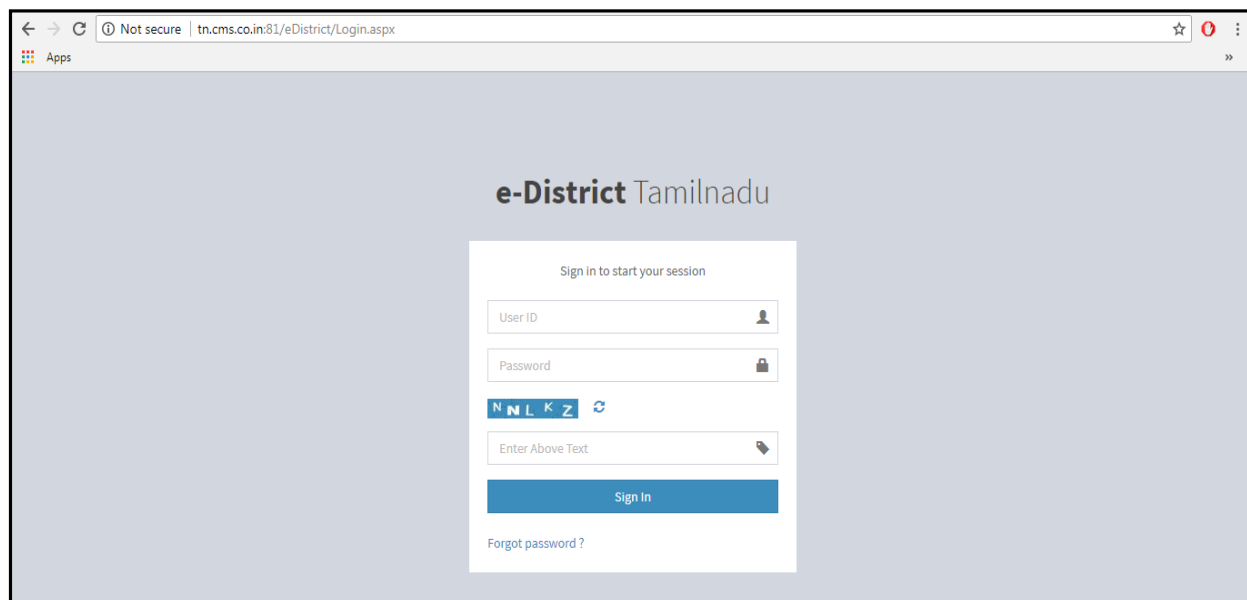
Below section will show steps for processing for each official Login.

 **Note** – The below section will show the Approve/Forward application scenario. In case of Rejection/Return at any stage, the application will become invalid/Seeks additional information and the concerned applicant will be notified of the same via SMS/Email.

### 5.1 Inspector Login

User starts with the given Steps after opening the Chrome Browser.

**STEP 1:** Go to the **e-District** (Government of Tamil Nadu) Web Portal. Below shown page will open.

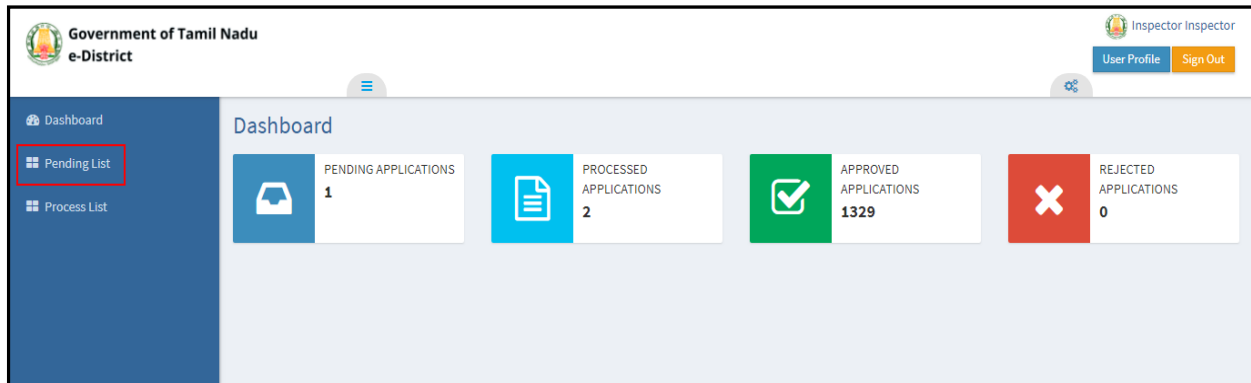


**Image 1**

**STEP 2:** Enter the **Login credentials** and **Captcha** code

**STEP 3:** Click on **Sign In**.

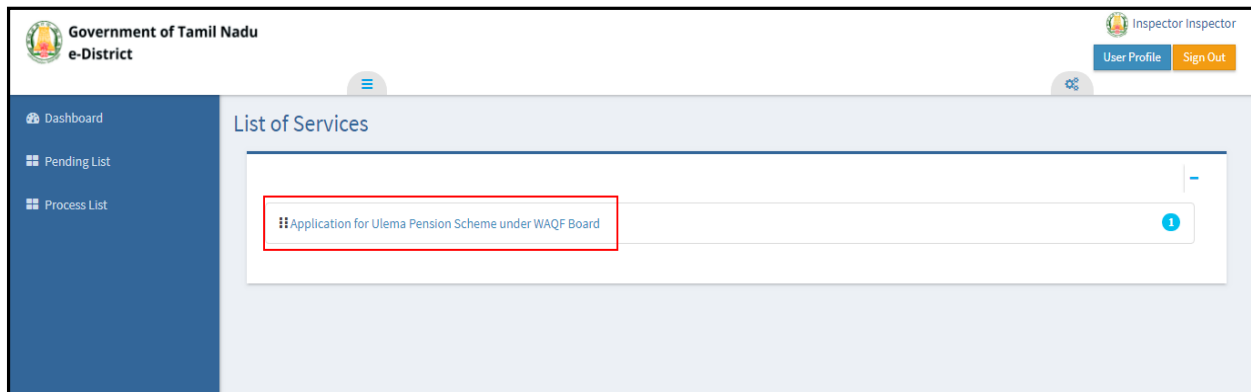
User will be redirected to the e-District Dashboard as shown below.



**Image 2**

**STEP 4:** Click on **Pending List** on the left panel as shown in the image above.

Below screen will be displayed

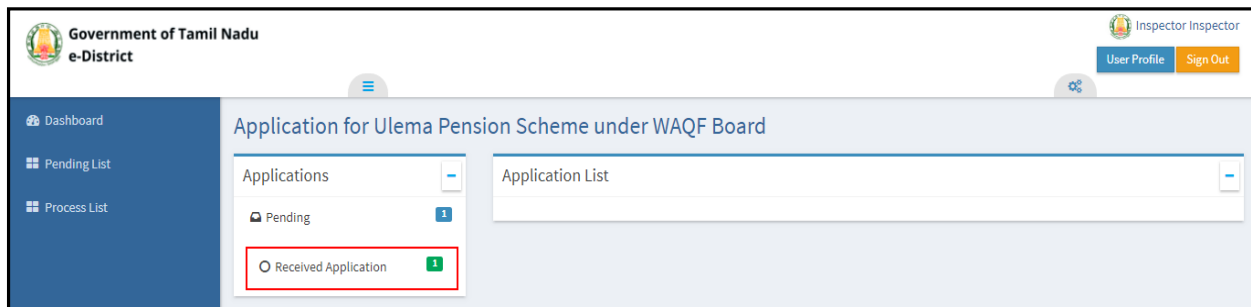


**Image 3**

Screen shows the list of pending applications.

**STEP 5:** Click on the application to be processed.

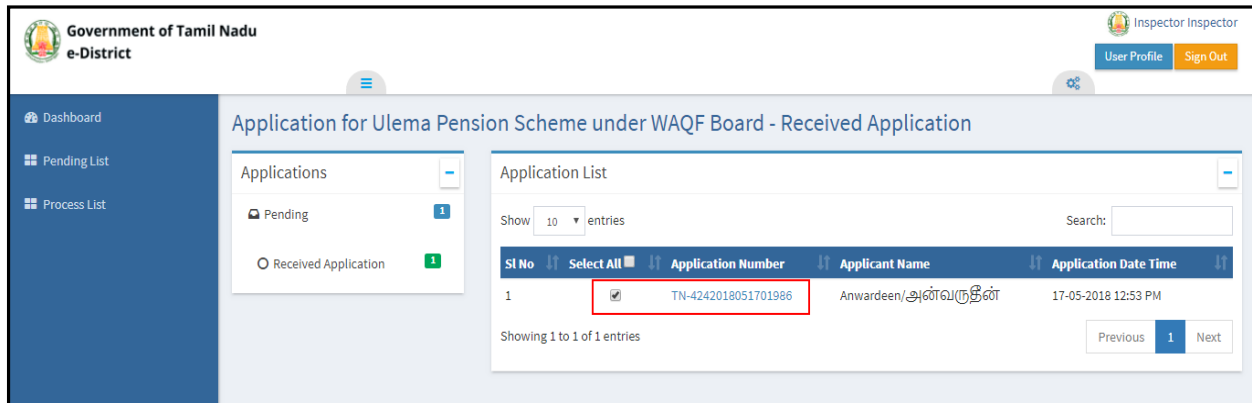
Below screen will be displayed.



**Image 4**

**STEP 6: Click on Received Application.**

Below screen will be displayed.



**Image 5**

**STEP 7:** Select the application to be processed and click on the **Application Number** as shown in the image above.

Below form will be displayed.

### Transaction Details

**Transaction No :** TN-4242018051701986  
**Date Of Submission :** 17-05-18 12:53 PM  
**Applicant Name :** Anwerdeen/அன்வெருதீன்  
**Mobile Number :** 8220717533

### Documents

Supporting Documents

Application Form

### Your Action

**\* Date of Inspection**  
18-05-2018

**\* Are Attachments Verified ?**  
YES

**\* Action**  
Forward

**Please Select Your language:** TAMIL  ENGLISH

**\* Comment (Max. Chars Allowd 1000)**  
Verified

**\* Select Supporting Document**  
Inspection Report  
Document Title  
Inspection Report  
Supporting Document  
age proof.pdf

Image 6

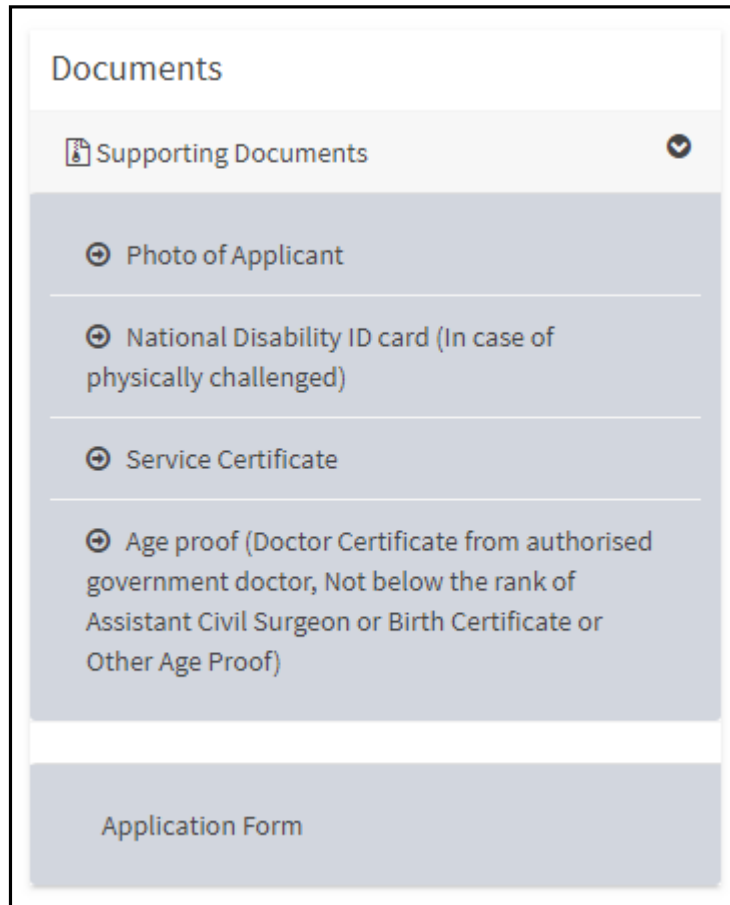
**STEP 8:** Fill all the mandatory fields. Upload supporting documents if any and click **Submit**.



**Note** – The inspector can also choose to **Return** under **Action** if he/she seeks additional information.

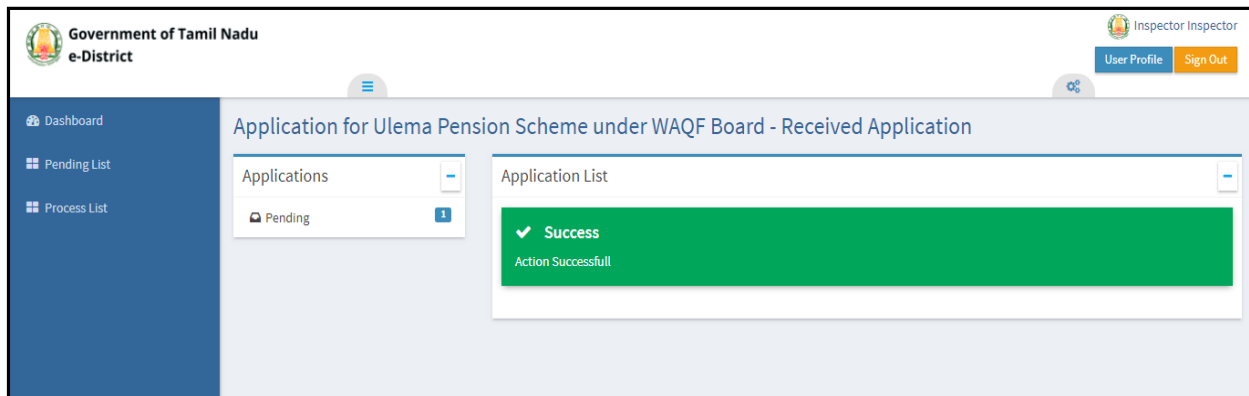


User can view attached document form the applicant by clicking on **Supporting Document** as shown in the image below.



**Image 7**

On successful submission below page will be displayed.

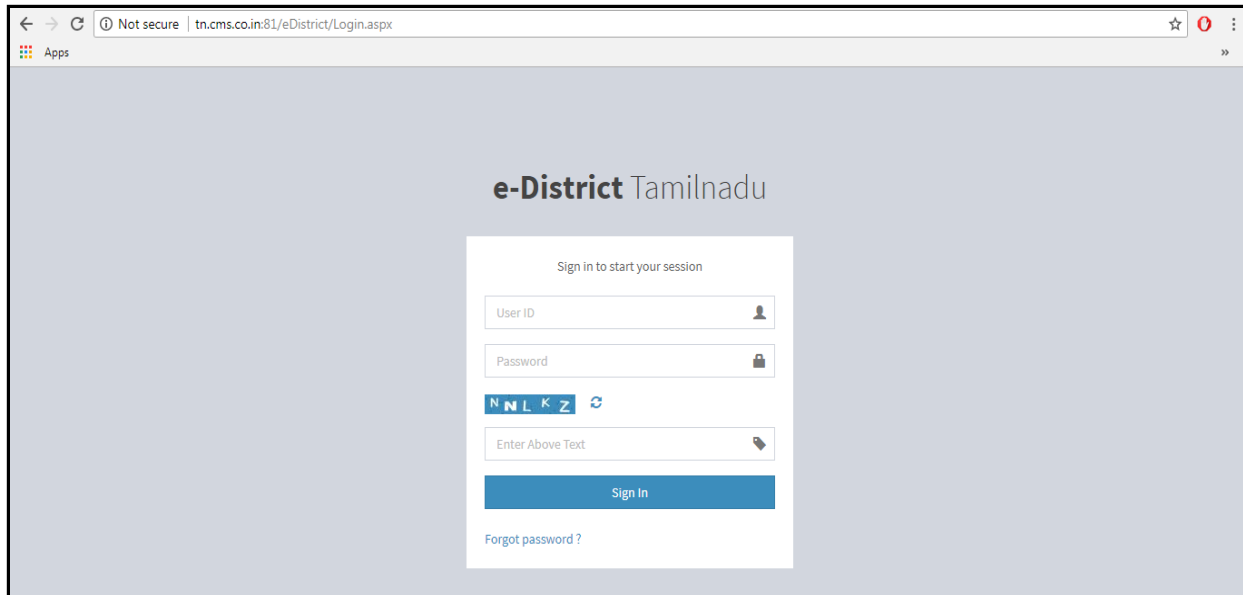


**Image 8**

## 5.2 Superintendent Login

User starts with the given Steps after opening the Chrome Browser.

**STEP 1:** Go to the **e-District** (Government of Tamil Nadu) Web Portal. Below show page will open.

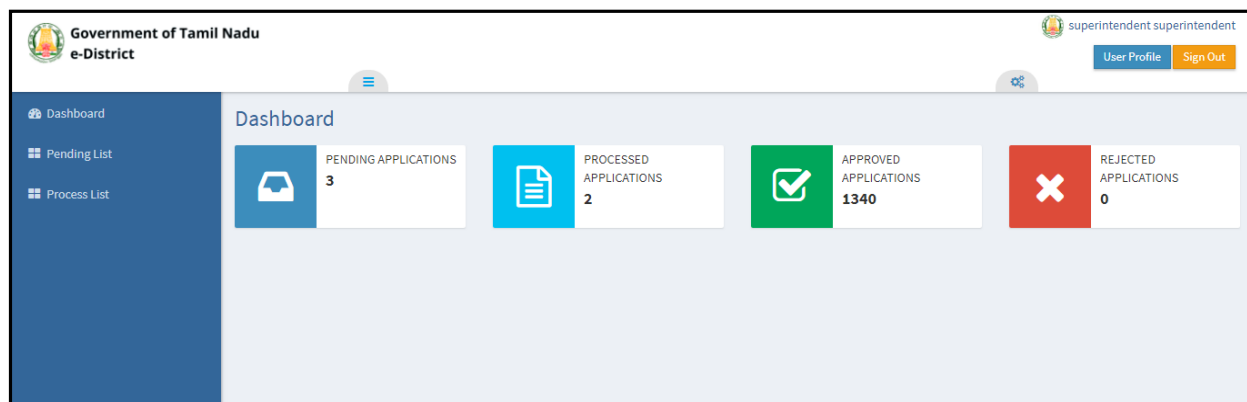


**Image 9**

**STEP 2:** Enter the **Login credentials** and **Captcha** code

**STEP 3:** Click on **Sign In**.

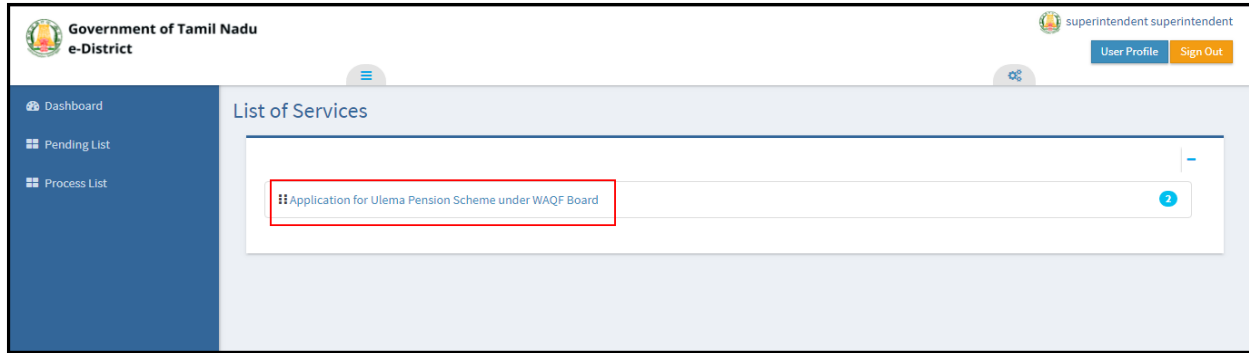
User will be redirected to the e-District Dashboard as shown below.



**Image 10**

**STEP 4:** Click on **Pending List** on the left panel as shown in the image above.

Below screen will be displayed

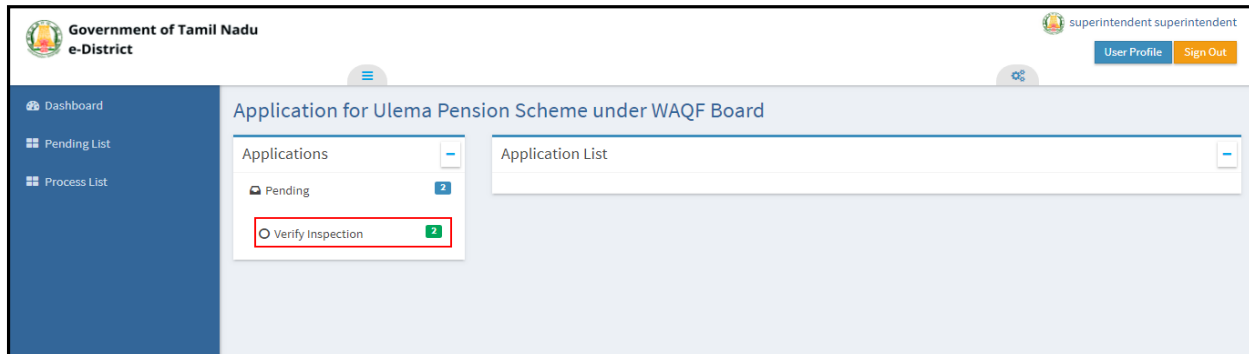


**Image 11**

Screen shows the list of pending applications.

**STEP 5:** Click on the application to be processed.

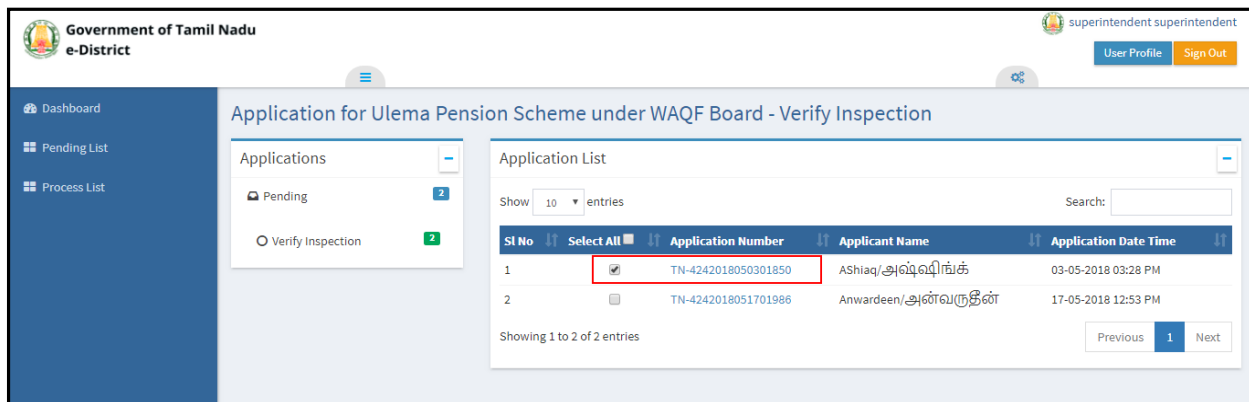
Below screen will be displayed.



**Image 12**

**STEP 6:** Click on **Verify Inspection**.

Below screen will be displayed.



**Image 13**


**STEP 7:** Select the application to be processed and click on the **Application Number** as shown in the image above.

Below form will be displayed.

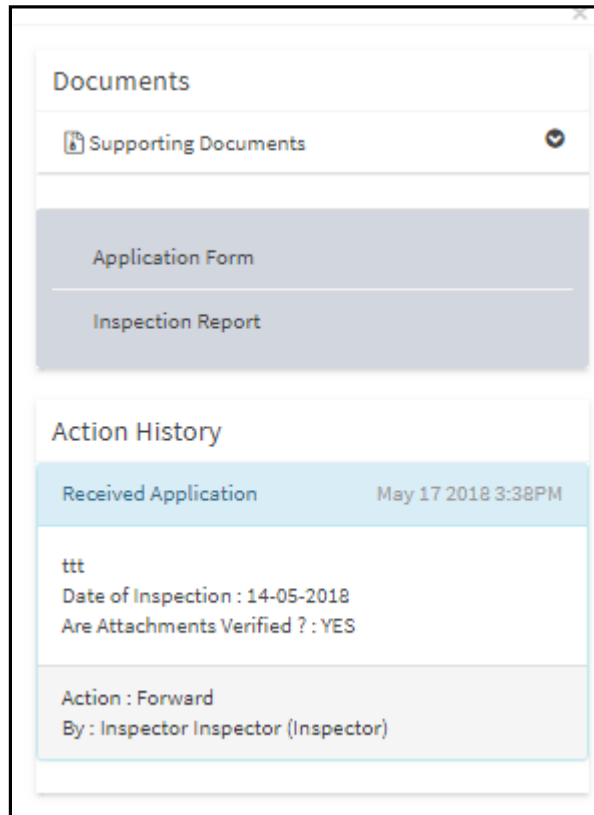
<div data-bbox="203 268 893 577"> <p><b>Transaction Details</b></p> <p><b>Transaction No :</b> TN-4242018050301850  <b>Date Of Submission :</b> 03-05-18 03:28 PM</p> <p><b>Applicant Name :</b> AShieq/அஷீக்  <b>Mobile Number :</b> 8870761633</p> </div> <div data-bbox="203 598 893 1491"> <p><b>Your Action</b></p> <p>* Date of Verification: 18-05-2018</p> <p>* Are Attachments Verified?: NO</p> <p>* Are documents uploaded by Inspector verified?: NO</p> <p>* Action: Forward without Recommendation</p> <p>Please Select Your language: <input checked="" type="radio"/> TAMIL <input type="radio"/> ENGLISH</p> <p>* Comment (Max. Chars Allowed 1000): Verified</p> <p>Document Title:  </p> <p>Supporting Document: <input type="text"/> <input type="button" value="Choose file"/> <input type="button" value="Upload"/></p> <p><input type="button" value="Back To List"/> <input type="button" value="Submit"/></p> </div>	<div data-bbox="933 268 1412 556"> <p><b>Documents</b></p> <p><input checked="" type="checkbox"/> Supporting Documents</p> <p>Application Form</p> <p>Inspection Report</p> </div> <div data-bbox="933 577 1412 913"> <p><b>Action History</b></p> <p>Received Application May 17 2018 3:38PM</p> <p>ttt        Date of Inspection : 14-05-2018        Are Attachments Verified ? : YES</p> <p>Action : Forward        By : Inspector Inspector (Inspector)</p> </div>
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**Image 14**

**STEP 8:** Fill all the mandatory fields. Upload supporting documents if any and click **Submit**.

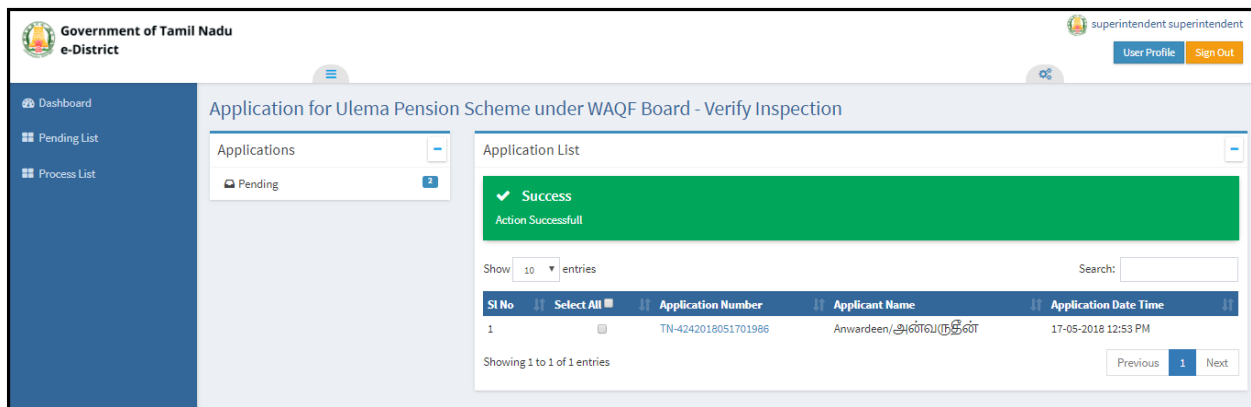
 **Note** – The Superintendent will not have the option to **Reject** or **Return** the application; he/she can only forward the application with or without recommendation as shown in the image above.

User can view **Supporting Document** and Action History of previous officer in this section as shown below.



**Image 15**

On successful submission below page will be displayed.

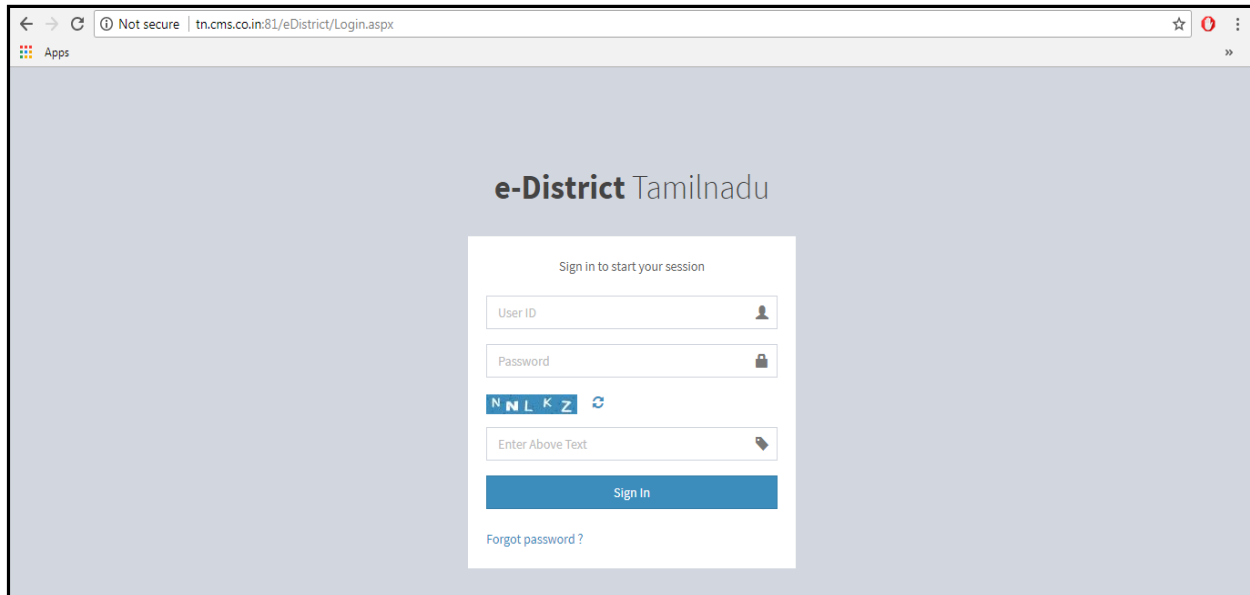


**Image 16**

## 5.3 CEO Login

User starts with the given Steps after opening the Chrome Browser.

**STEP 1:** Go to the **e-District** (Government of Tamil Nadu) Web Portal. Below show page will open.

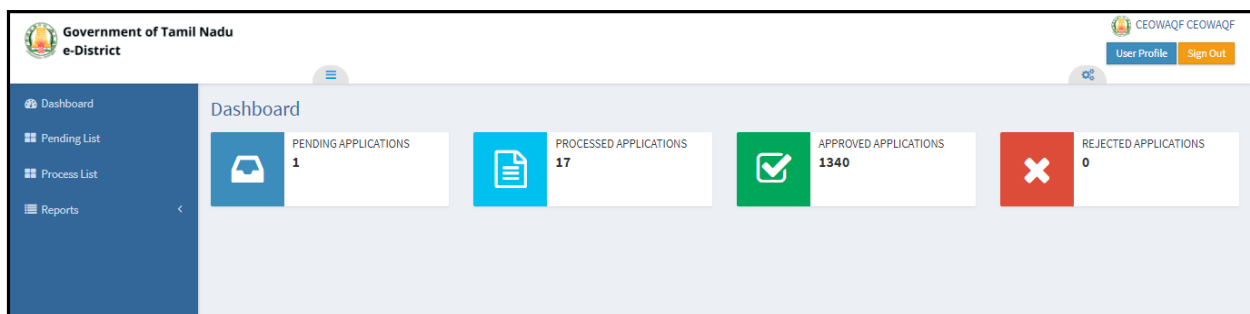


**Image 17**

**STEP 2:** Enter the **Login credentials** and **Captcha** code

**STEP 3:** Click on **Sign In**.

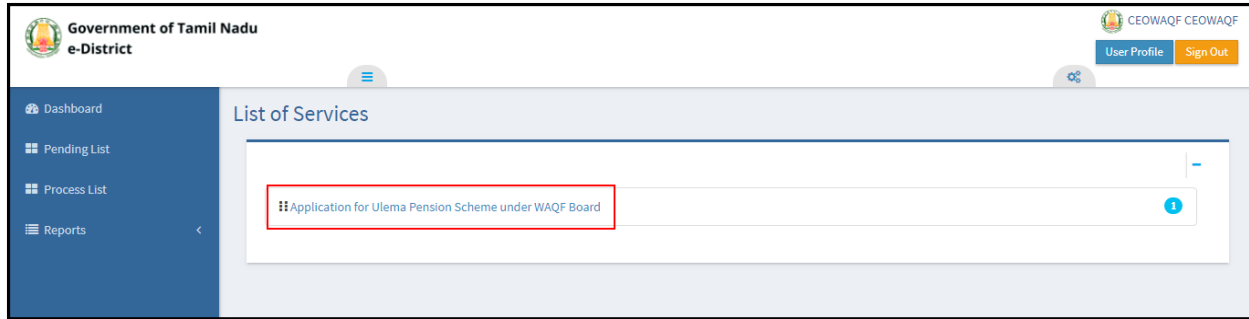
User will be redirected to the e-District Dashboard as shown below.



**Image 18**

**STEP 4:** Click on **Pending List** on the left panel as shown in the image above.

Below screen will be displayed

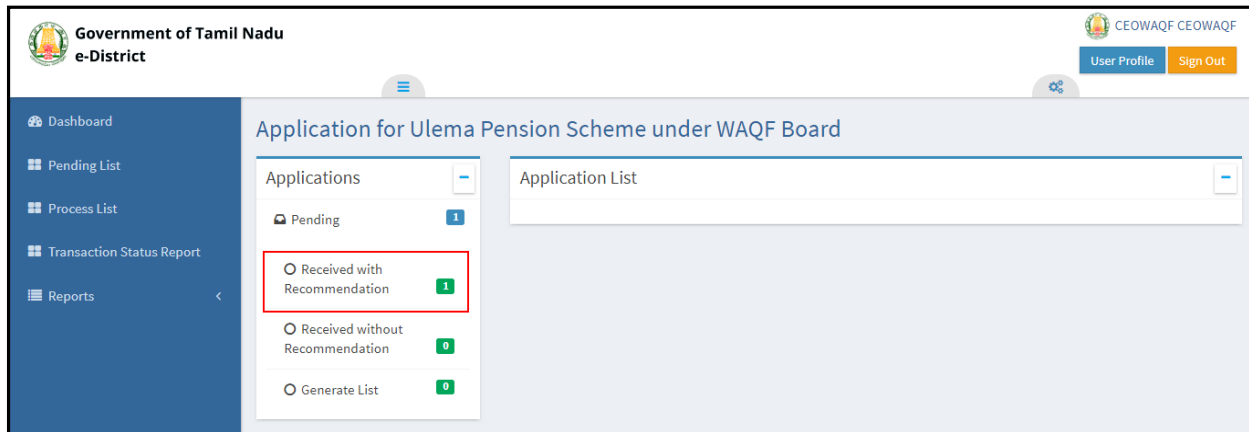


**Image 19**

Screen shows the list of pending applications.

**STEP 5:** Click on the application to be processed.

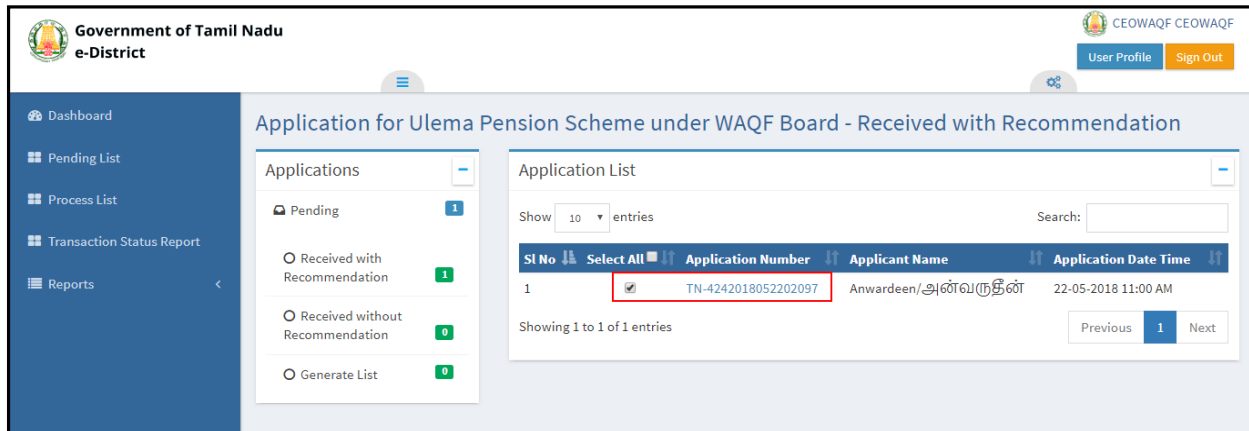
Below screen will be displayed. Official can receive applications with or without recommendations as shown below.



**Image 20**

**STEP 6:** Click on application to be processed.

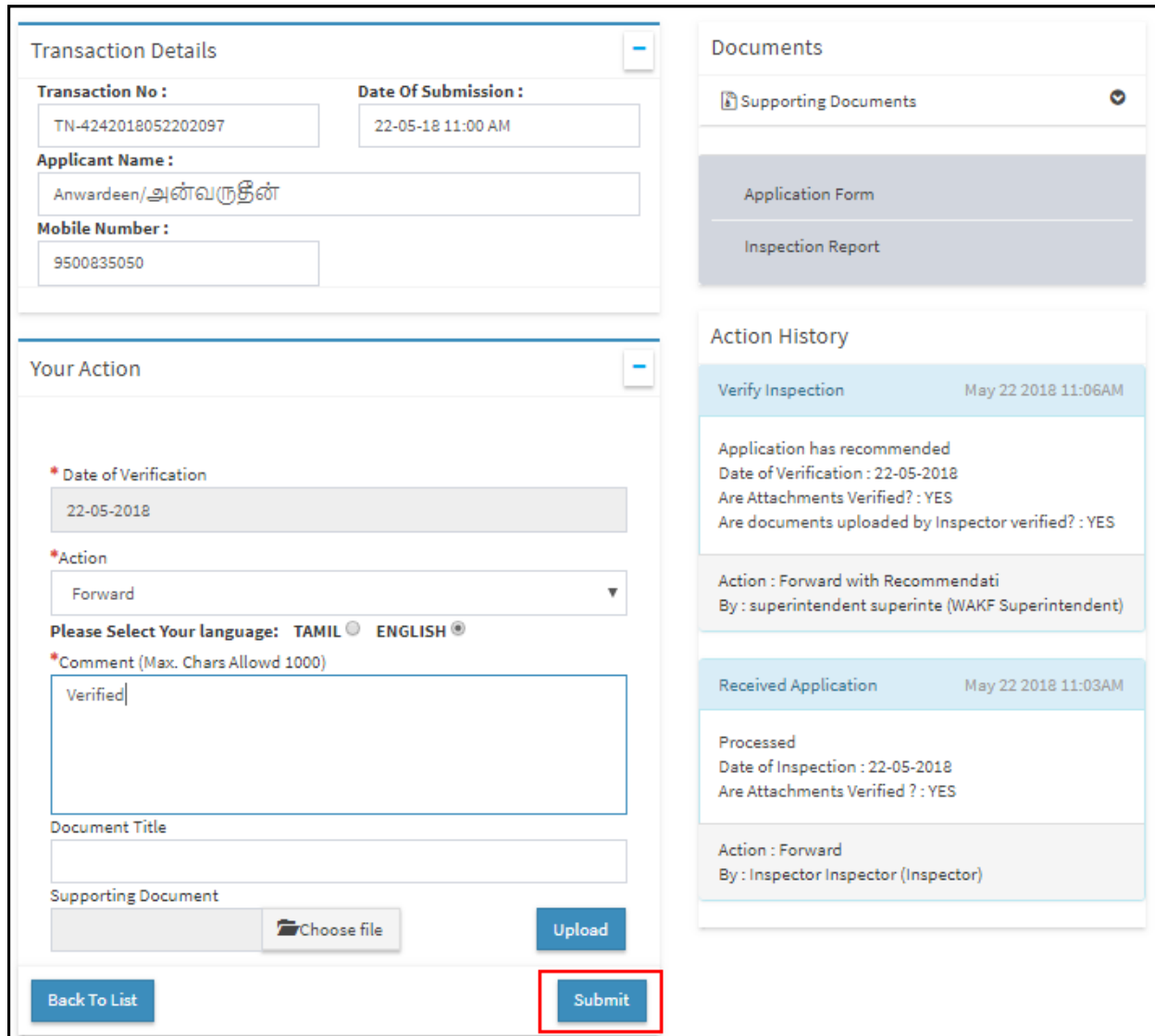
Below screen will be displayed.



**Image 21**

**STEP 7:** Select the application to be processed and click on the **Application Number** as shown in the image above.

Below form will be displayed.



The screenshot displays a web form for application processing. It is divided into several sections:

- Transaction Details:** Includes fields for Transaction No (TN-4242018052202097), Date Of Submission (22-05-18 11:00 AM), Applicant Name (Anwardeen/அன்வர்தீன்), and Mobile Number (9500835050).
- Your Action:** Contains a Date of Verification field (22-05-2018), an Action dropdown menu (set to Forward), a language selection (TAMIL selected), and a Comment field (containing 'Verified'). It also has a Document Title field, a Supporting Document upload area with a 'Choose file' button, and an 'Upload' button.
- Documents:** A section titled 'Supporting Documents' with a dropdown menu showing 'Application Form' and 'Inspection Report'.
- Action History:** A list of actions taken on the application, including 'Verify Inspection' (May 22 2018 11:06AM) and 'Received Application' (May 22 2018 11:03AM). Each entry shows the action type, date, and details like 'Date of Verification' and 'Are Attachments Verified? : YES'.

At the bottom of the form, there are two buttons: 'Back To List' and 'Submit'. The 'Submit' button is highlighted with a red box.

**Image 22**

**STEP 8:** Fill all the mandatory fields. Upload supporting documents if any and click **Submit**.



**Note**– The official can also choose to **Reject** under **Action** if he/she finds the application invalid. The applicant will be notified of the same via SMS/Mail

User can view **Supporting Document** and Action History of previous officer in this section as shown below.



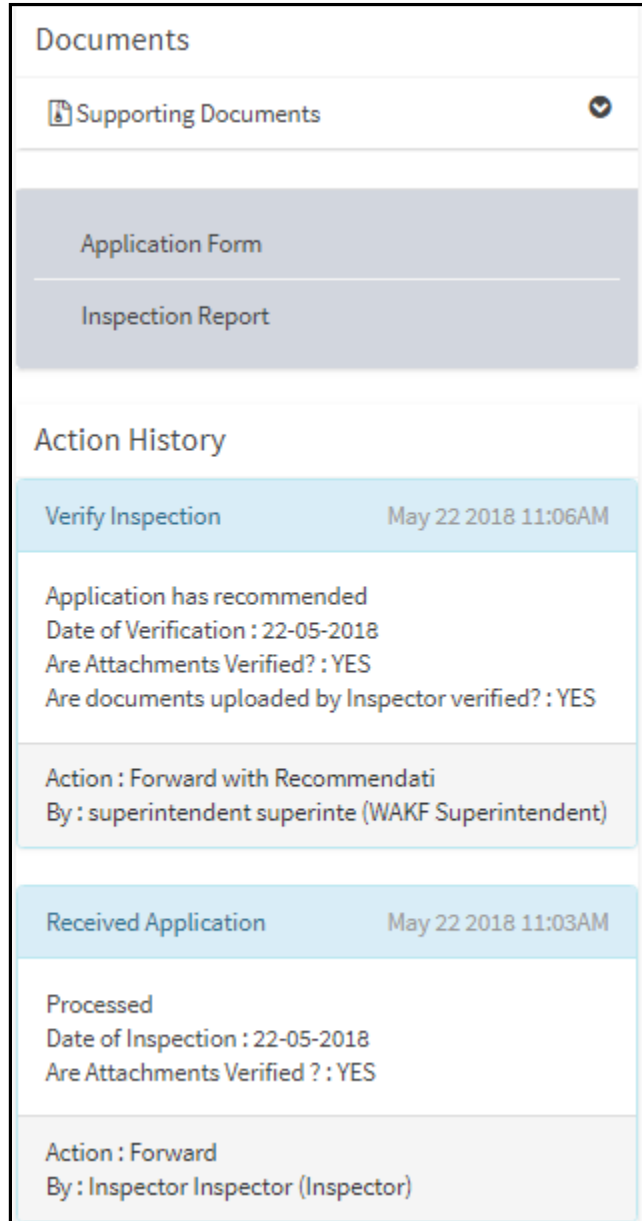


Image 23

On successful submission below page will be displayed.

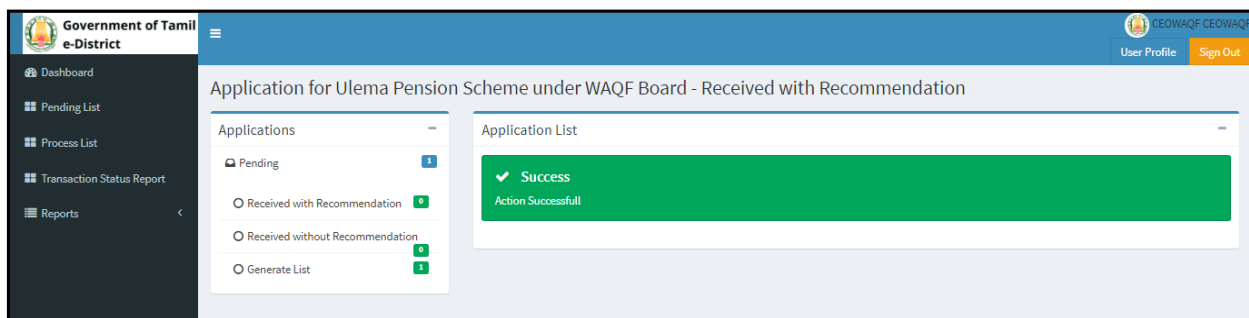
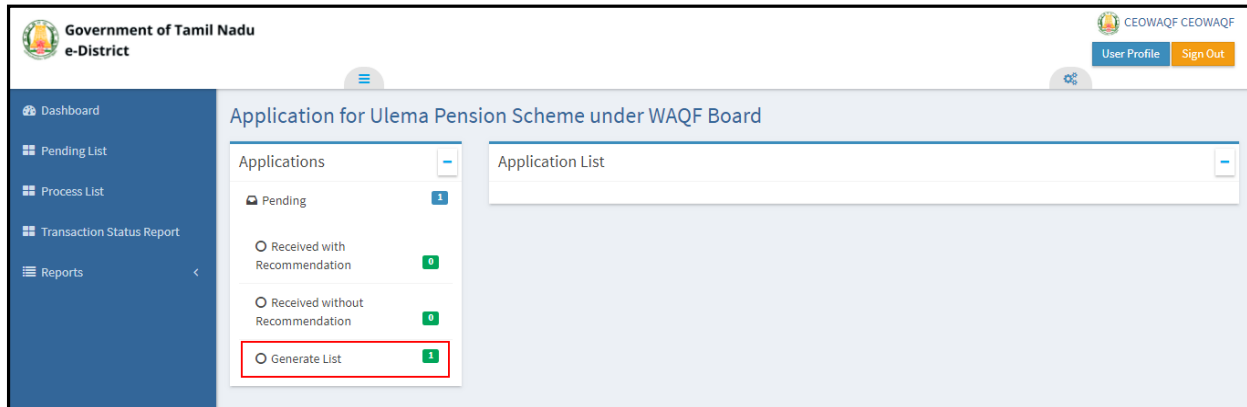


Image 24

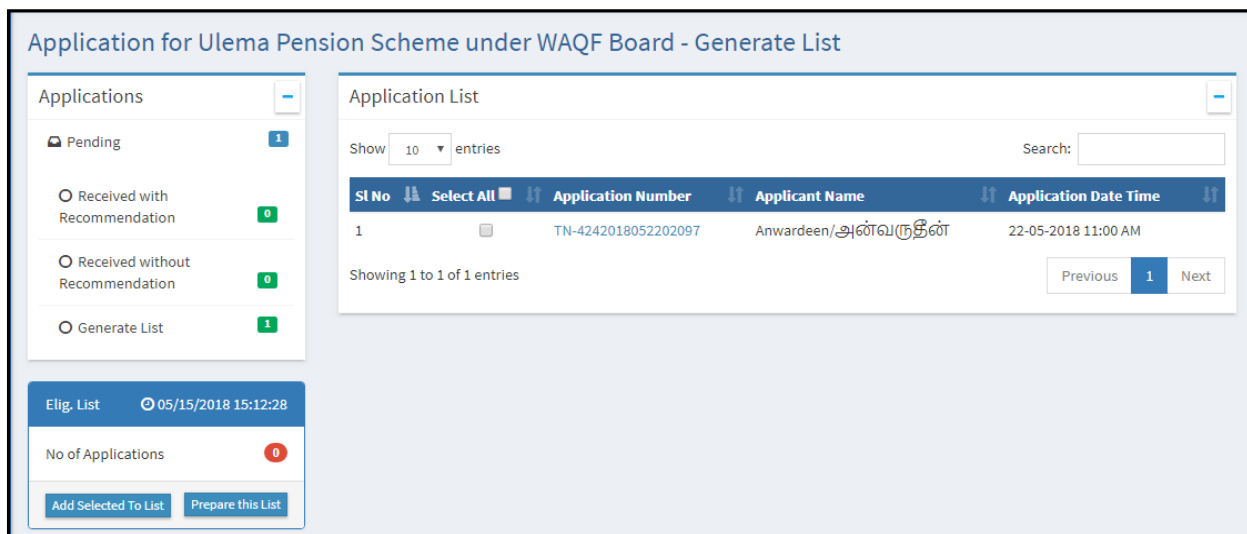
The Official can only either forward or Reject the application at this stage; to Approve official must click on Generate List as shown below.



**Image 25**

**STEP 9:** Click on **Generate List** to view the applications.

Below screen will appear



**Image 26**

Those applications that have been forwarded will appear here.

**STEP 10:** Select the **Application to be processed** and click on the **Application number**.

The application form will be displayed as shown below. It is at this stage the official will be to Approve.

### Transaction Details

**Transaction No :** TN-4242018052202097  
**Date Of Submission :** 22-05-18 11:00 AM

**Applicant Name :** Anwardeen/அன்வருதீன்  
**Mobile Number :** 9500835050

---

### Your Action

**\*Action**  
 Approve

Please Select Your language:  TAMIL  ENGLISH

**\*Comment (Max. Chars Allowed 1000)**

Document Title

Supporting Document

### Documents

Supporting Documents

- Application Form
- Inspection Report

---

### Action History

Received with Recommendation May 22 2018 11:26AM

Verified  
Date of Verification : 22-05-2018

Action : Forward  
By : CEOWAQF CEOWAQF (CEO WAKF)

---

Verify Inspection May 22 2018 11:06AM

Application has recommended  
Date of Verification : 22-05-2018  
Are Attachments Verified? : YES  
Are documents uploaded by Inspector verified? : YES

Action : Forward with Recommendation  
By : superintendent superinte (WAKF Superintendent)

Image 27

**STEP 11:** Fill all the mandatory fields; select the Action and click on **Submit**.

Below screen will be displayed on successful submission.

Government of Tamil Nadu e-District

- Dashboard
- Pending List
- Process List
- Transaction Status Report
- Reports

### Application for Ulema Pension Scheme under WAQF Board - Generate List

Applications

- Pending 0
- Received with Recommendation 0
- Received without Recommendation 0
- Generate List 0

Elig. List 05/15/2018 15:12:28

No of Applications 1

### Application List

✓ Success  
Action Successful

Image 28

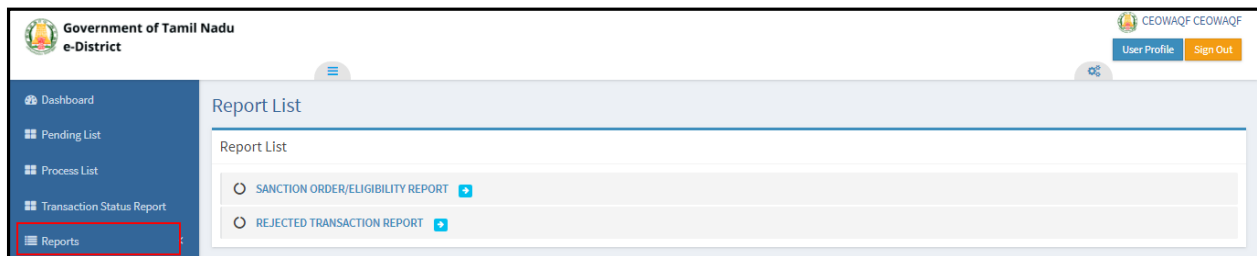
The Count for No. of Application gets incremented on successful submission as seen in the above image.



**Note** – Official can also select multiple applications for approval by clicking on the **Add Selected to List** button under **Generate List**.

**STEP 12:** Once the application gets incremented as shown in above image, click on **'Prepare this List'** to generate the list beneficiaries that should be made available in the Reports Section

**STEP 13:** Officials can view the generated reports for Eligibility/ Sanctioned list under Reports in the left panel.



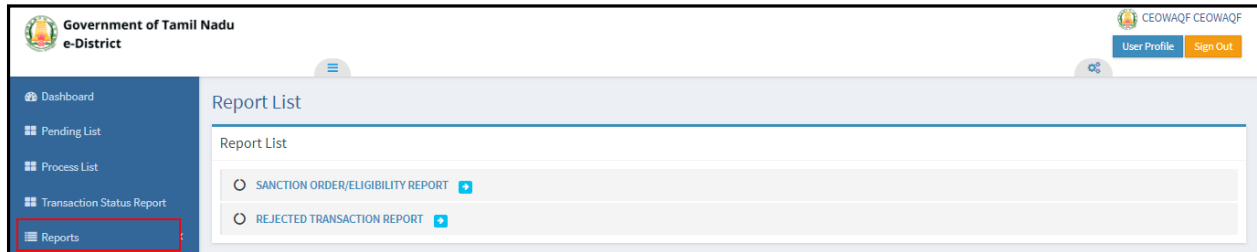
**Image 29**

**Steps for report generation as mentioned in the below section.**

## 5.4 Reports

Officials can generate reports to view the Eligibility list report.

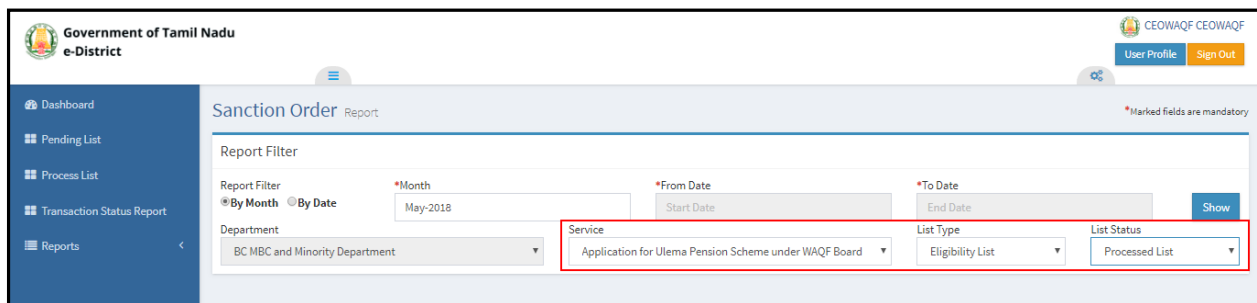
Go to Reports → Common Reports. Below screen will be displayed.



**Image 30**

**Step 1:** Click on required report. In this case **Sanction Order/Eligibility Report**

Below screen will be displayed.



**Image 31**

**STEP 2:** Select by month or date; choose the appropriate options from dropdown for **Service**, **List Type** and **List Status** as shown above.

**STEP 3:** Click **Show**.

Below image shows the report of the Eligibility list.

Report

[Back](#)

List Details							
Sl No	Department	Service	List Ref. Number	Status	List Type	Created Date	Updated Date
1	BC MBC and Minority Department	Application for Ulema Pension Scheme under WAQF Board	300418055153424	Processed	Eligibility List	30 Apr 2018	02 May 2018
2	BC MBC and Minority Department	Application for Ulema Pension Scheme under WAQF Board	020518114313424	Processed	Eligibility List	02 May 2018	03 May 2018
3	BC MBC and Minority Department	Application for Ulema Pension Scheme under WAQF Board	030518023000424	Processed	Eligibility List	03 May 2018	03 May 2018
4	BC MBC and Minority Department	Application for Ulema Pension Scheme under WAQF Board	030518023016424	Processed	Eligibility List	03 May 2018	11 May 2018
5	BC MBC and Minority Department	Application for Ulema Pension Scheme under WAQF Board	110518015813424	Processed	Eligibility List	11 May 2018	11 May 2018
6	BC MBC and Minority	Application for Ulema Pension Scheme under WAQF Board	110518030224424	Processed	Eligibility List	11 May 2018	15 May 2018

Image 32

To view the **Eligibility Order** report, click on that particular **Ref Number**.

Below screen will be displayed.

Report

[Back](#)

Eligibility Order Details Report											
Ref No : 300418055153424 List Start Date : 30-Apr-2018 List Closing Date : 02-May-2018											
Sl No	List Ref. Number	Transaction Number	Applicant Name	Contact No	Aadhar No	Voter Id	Ration Card	Bank Name	IFSC Code	Account	
1	300418055153424	TN-4242018050201841	MuslimOAP/முஸ்லிம் ஒ.ப.ப.	8220717533	888888888888	54646456546		ANDHRA BANK	ANDB0002060	6658655888	

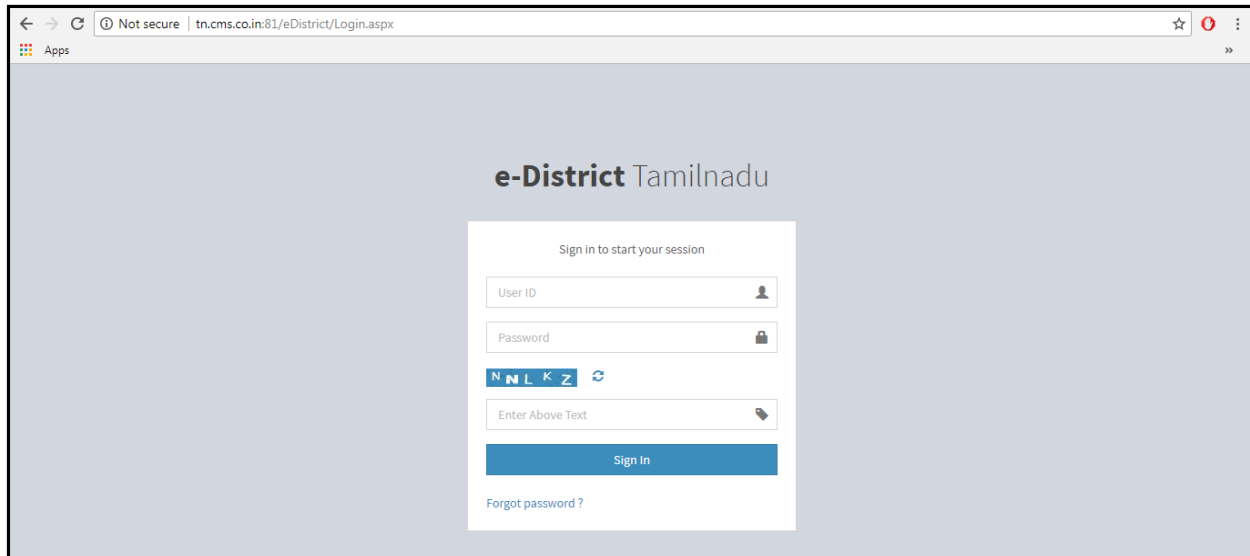
Image 33

**Note**– Official can also export the particular list or report in these available format as XML, CSV, PDF, MHTML, Excel, TIFF File and Word

## 6 HOD Login / Department login

User starts with the given Steps after opening the Chrome Browser.

**STEP 1:** Go to the **e-District** (Government of Tamil Nadu) Web Portal. Below show page will open.

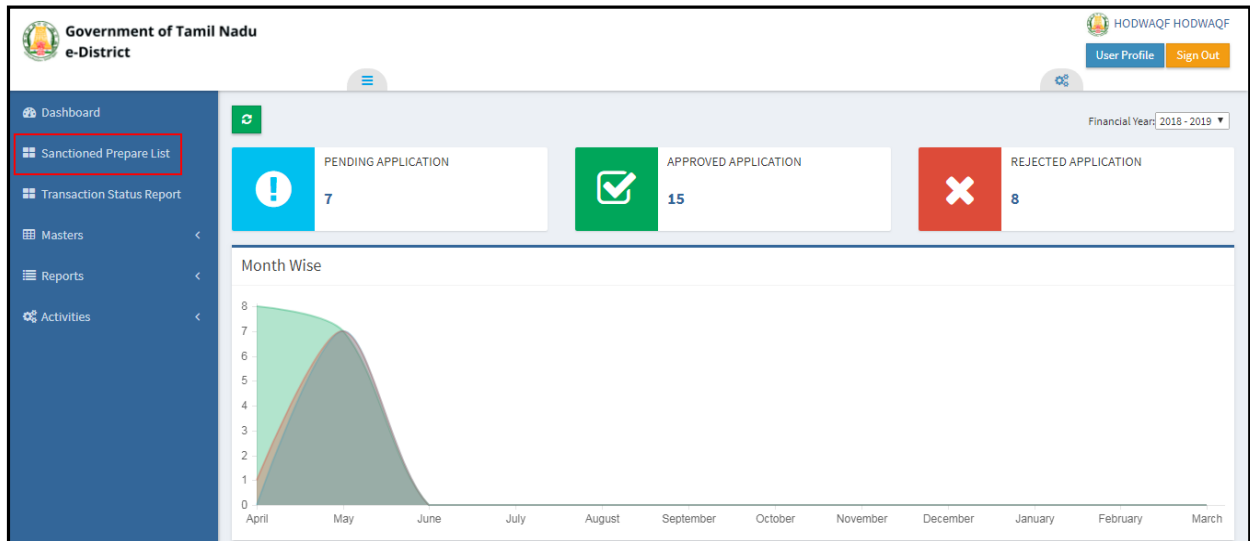


**Image 34**

**STEP 2:** Enter the **Login credentials** and **Captcha** code

**STEP 3:** Click on **Sign In**.

User will be redirected to the e-District Dashboard as shown below.



**Image 35**

**STEP 4:** Click on **Sanctioned Prepare List**.

Below Screen will be displayed.

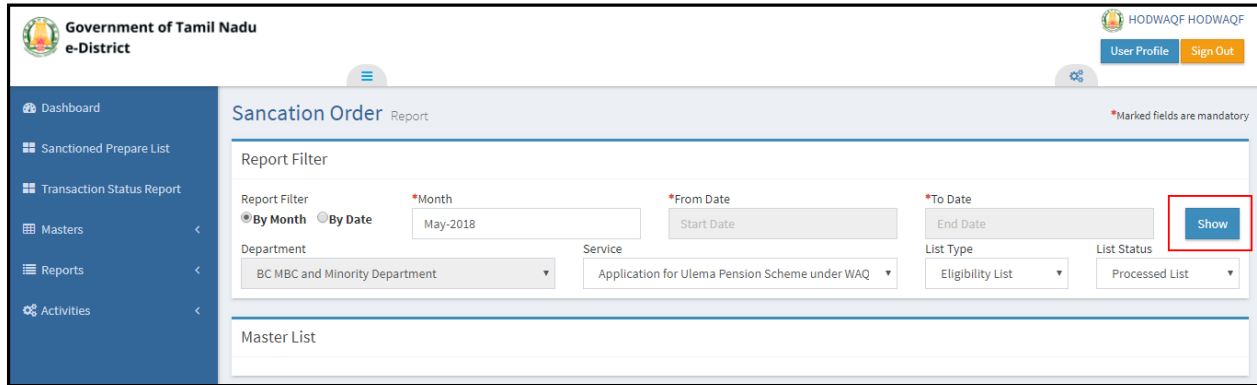


Image 36

Official can search the application either by **Month** or **Date**.

**STEP 5:** Select **Month** or **Date** and click **Show**.

Below List will be displayed.

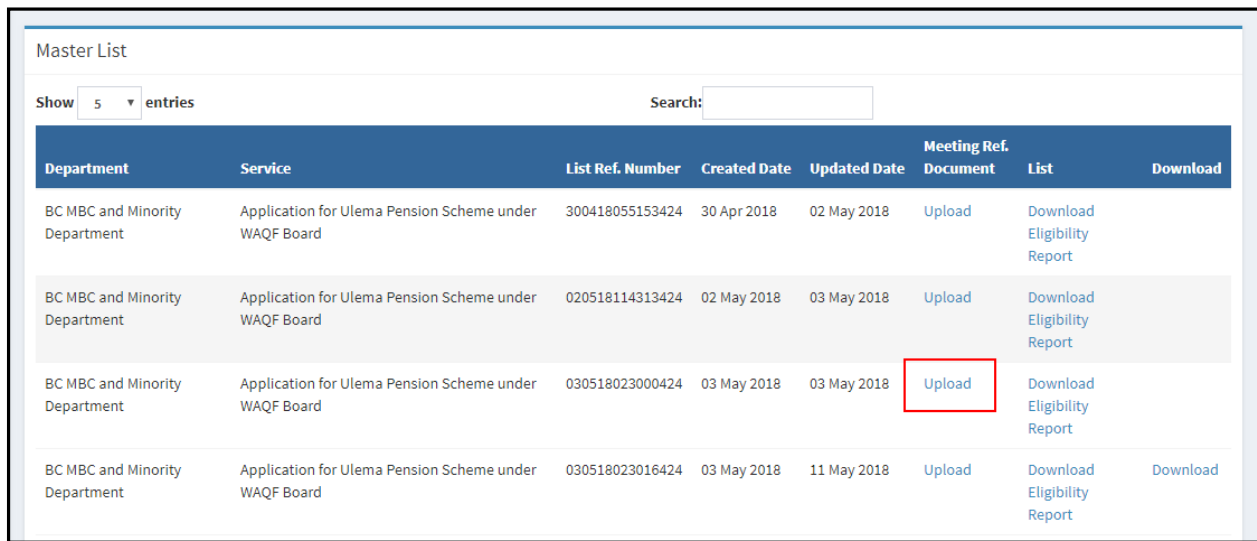


Image 37

**STEP 6:** Upload the Meeting Ref Document as shown below.

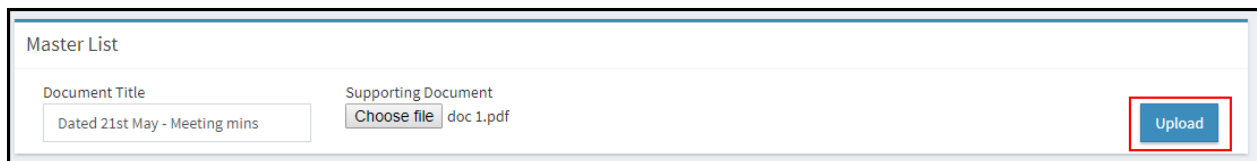


Image 38

**STEP 7:** Choose the file and click **Upload**.

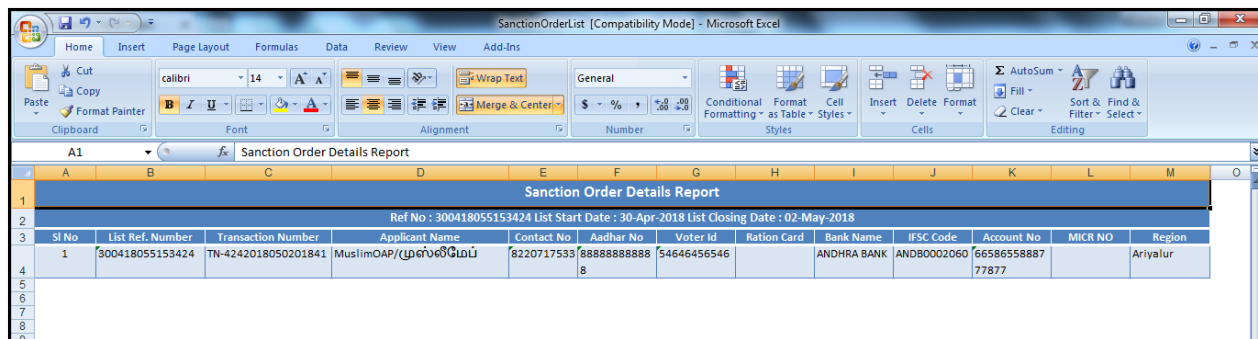


Once the file has been uploaded, the download button will appear for the corresponding application as shown below.

Master List								
Show <input type="text" value="5"/> entries		Search: <input type="text"/>						
Department	Service	List Ref. Number	Created Date	Updated Date	Meeting Ref. Document		List	Download
BC MBC and Minority Department	Application for Ulema Pension Scheme under WAQF Board	300418055153424	30 Apr 2018	02 May 2018	Upload	Download Eligibility Report	Download Eligibility Report	Download
BC MBC and Minority Department	Application for Ulema Pension Scheme under WAQF Board	020518114313424	02 May 2018	03 May 2018	Upload	Download Eligibility Report	Download Eligibility Report	Download
BC MBC and Minority Department	Application for Ulema Pension Scheme under WAQF Board	030518023000424	03 May 2018	03 May 2018	Upload	Download Eligibility Report	Download Eligibility Report	Download

**Image 39**

**STEP 8:** Click on **Download Eligibility** report for sanction order details report as shown in the image below.



Sanction Order Details Report												
Ref No : 300418055153424 List Start Date : 30-Apr-2018 List Closing Date : 02-May-2018												
SI No	List Ref. Number	Transaction Number	Applicant Name	Contact No	Aadhar No	Voter Id	Ration Card	Bank Name	IFSC Code	Account No	MICR NO	Region
1	300418055153424	TN-4242018050201841	MuslimDAP/முஸ்லிம் டிபார்ட்மென்ட்	6220717533	88888888888	54646456546		ANDHRA BANK	AND80002060	6658655888777877		Ariyalur

**Image 40**



**Note-** The report section is available in the login similar to that in CEO login, Refer the section 5.4

## 7 Disclaimer

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