

# Tamil Nadu e-District Application Training Manual

Printing of Death Certificate (COC-102)

Greater Chennai Corporation





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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.



- 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

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- 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 generate and print death certificates through the e-District Portal.

## 4. Scope

The scope of this document is to cover the 'Printing of Death Certificate' service offered under **Greater Chennai Corporation**.

# 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 Greater Chennai Corporation

Following services are offered under Greater Chennai Corporation:

- 1. COC-101: Printing of Birth Certificate
- 2. COC-102: Printing of Death Certificate
- 3. COC-401: Renewal of Trade License
- 4. COC-601: Collection of Company Tax
- 5. COC-602: Collection of Professional Tax
- 6. COC-603: Collection of Property Tax



# 7. Printing of Death Certificate

Following steps describe how to use the Printing of Death Certificate service 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.

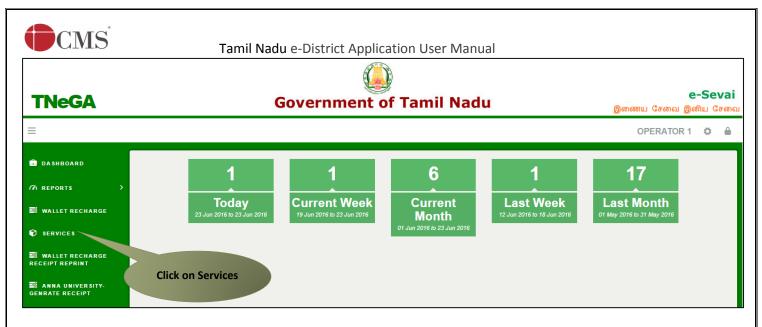
**STEP 3:** Enter Captcha code.

STEP 4: Click on Login.



e-Sevai Dashboard will appear.

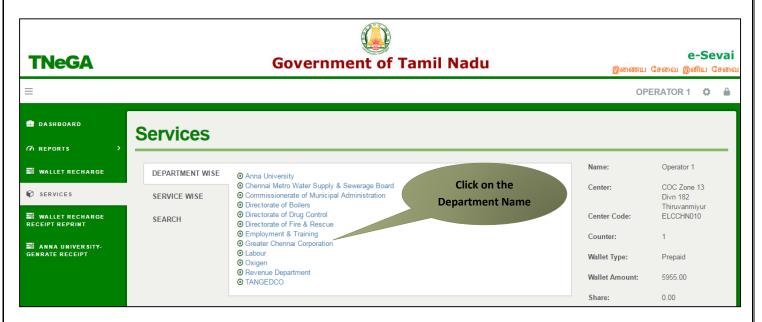
**STEP 5:** Click on **Services** on the left panel.



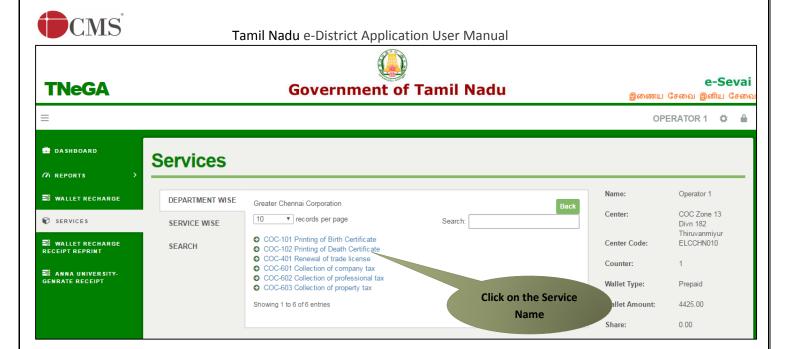
Department Wise service listing will appear.

**STEP 6:** Click on **Greater Chennai Corporation**.

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



STEP 7: Click on COC-102 Printing of Death Certificate.



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

**STEP 8:** Select **Gender**.

**STEP 9:** Select **Date of Death**.

**Note:** You may search for a particular record by entering the Registration Number, Person Name, Father/Husband Name or Mother Name. However, selecting the Gender and Date of Death is mandatory.

**STEP 10:** Click on **Search**.



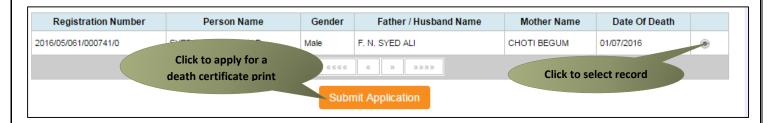
Search results will be shown.

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STEP 11: Click on the option button in front of the desired record. A 'Submit Application' button will appear.



**STEP 12:** Click on **Submit Application** button. A 'Get Certificate' button will appear on successful submission of the application.

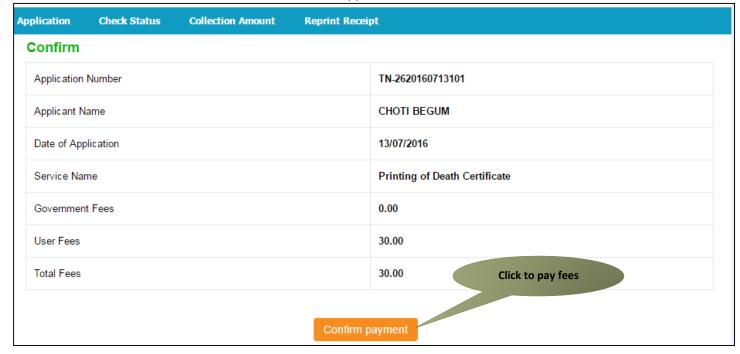


STEP 13: Click on Get Certificate. Payment page will appear.

**STEP 14:** Click on **Confirm Payment**.



Tamil Nadu e-District Application User Manual



Once the fees is paid, two buttons 'Print Receipt' and 'Download Certificate' will appear.

Click on **Print Receipt** to download the payment receipt.



The below figure shows a preview of the downloaded receipt:





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

#### ஒப்புகை / ACKNOWLEDGEMENT

ரசதி எண் / Receipt No. : TN விண்ணப்பதாரர் / Applicant Name : CH

TN-2620160713103

: CHOTI BEGUM

துறையின் பெயர் / Department Name : பெருநகர சென்னை மாநகராட்சி

விண்ணப்ப எண் / Application No. : TN-2620160713103

விண்ணப்பித்த தேதி / Application date : 13/07/2016

விண்ணப்பித்த சேவை / Applied for Service : COC-102 Printing of Death

ஆதார் என் / Aadhear No.

#### பணம் செலுத்திய விவரம் / Payment Details

விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)
e-District Service Charge	Cash	30.00

ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Thirty Rupees Only

மையப் பெயர் & குறியடீடு எண் / Centre Code & Type : 01 - ELC

கையொப்பம் / Signature of the Centre Operator

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



#### Click on **Download Certificate to** generate death certificate.

User Fees		30.00
Total Fees		30.00
	Print receipt Do	Click to download Death Certificate

The below figure shows a preview of the Death Certificate. You may **Save** or **Print** the certificate if required.



1/1



# பெருநகர சென்னை மாநகராட்சி **GREATER CHENNAI CORPORATION** பொது சுகாதாரத்துறை

D4894714430/2016

DEPARTMENT OF PUBLIC HEALTH FORM-NO.5,படிவம் என்.5 (See rule 8-விதி 8ஓப் பார்க்க)

DEATH CERTIFICATE / இறப்பு சான்றிதழ்

(ISSUED UNDER SECTION 12/17 OF REGISTRATION OF BIRTH AND DEATH ACT 1969 பிறப்பு மற்றும் இறப்பு பதிவு சட்டம் 1969—ன் பிரிவு 12/17—ன் சீழ் வழங்கப்பட்டது)

This is to certify that the following information has been taken from the original record of death of the Greater Chennai Corporation of the State of Tamil Nadu, India.

கீழ்கண்ட தகவல்கள் தமிழ்நாடு, பெருத்கர் சென்னை மாந்கராட்சி அசல் இறப்பு பதிவேட்டிலிருந்து எடுக்கப்பட்டவை என சான்று வழங்கப்படுகிறது.

Zone

Division 061

Name SYED IMAM ALI ATHAR

F. N. SYED ALI Name of Father / Husband

Name of Mother **CHOTI BEGUM** 

Permanent Residential Address NEW NO. 2, OLD NO.19, KARUNANIDHI 3RD STREET

KOTTUR, CHENNAI 600085

Address of the deceased at the

time of death

SAME 600085

Sex Male 76 YEARS Age

Date of Death 01-JUL-2016 AT 08:00 PM

Place of Death MERCURY HOSPITAL PRIVATE LIMITED NO.36, PANTHEON

ROAD, EGMORE, CHENNAI-600008

2016/05/061/000741/0 Registration Number

05-JUL-2016 Date of Registration Date of Issue 13-JUL-2016

Remarks (If Any)

Dr. N.A. Senthilnathan, M.B.B.S., D.P.H.

City Health Officer (i/c) Greater Chennai Corporation

Ensure Registration of every Birth and Death / பிறப்பு / இறப்பு பதிவிளை உறுதி செய்விர்

Note: This certificate is computer generated and does not require any Seal/Signature in original. The authenticity of this certificate can be verified at www.chennaicorporation.gov.in. The Registration Number is unique to each death.

Certificate preview in **Google Chrome** browser

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Click to print certificate

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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.

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