

Tamil Nadu e-District
User Manual
on
DHT-203 Application for Tamil Nadu Co-operative
Handloom Old Age Pension Scheme

Prepared by



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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

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"> 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
	<ol style="list-style-type: none"> 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
	<ol style="list-style-type: none"> 6. In case you are not sure whether the computer is connected in the right way – please contact the system engineer

3 Purpose

The purpose of this User Manual is to help user in running e-Sevai application. The manual consist of Steps used for registering service request and processing of application request at different levels using e- Sevai Application.

4 Scope

The scope of this document is to provide Support and Guidance to End Users to access the e-Sevai application.

5 Official Login

Workflow

Service	Input Form	First Level	Second Level	Third Level
Old Age Pension Scheme	Weaver / Applicant	Circle Deputy Director/Assistant Director	MD of the Society	Circle Deputy Director/Assistant Director (Finalizing the application)

5.1 DD/DA Official Login (Level 1)



Note – The below section will show the approve/forward application scenario. In case of Rejection at any stage, the application will become invalid and the concerned applicant will be notified of the same via sms/email.

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.

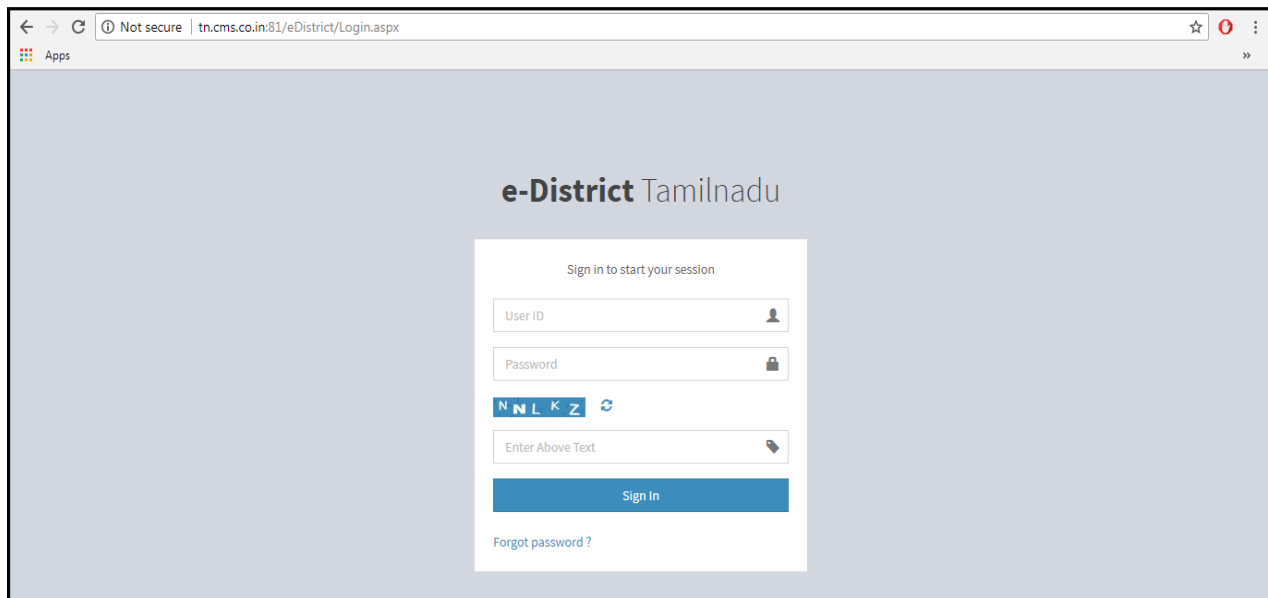


Image 1

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.

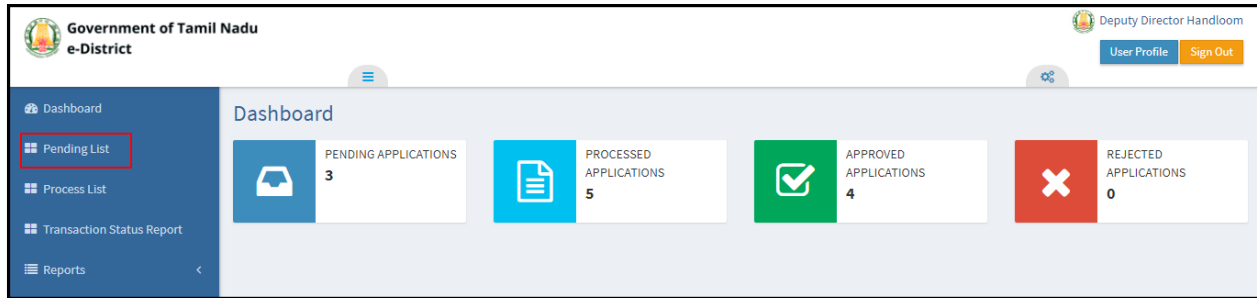


Image 2

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

Below screen will be displayed

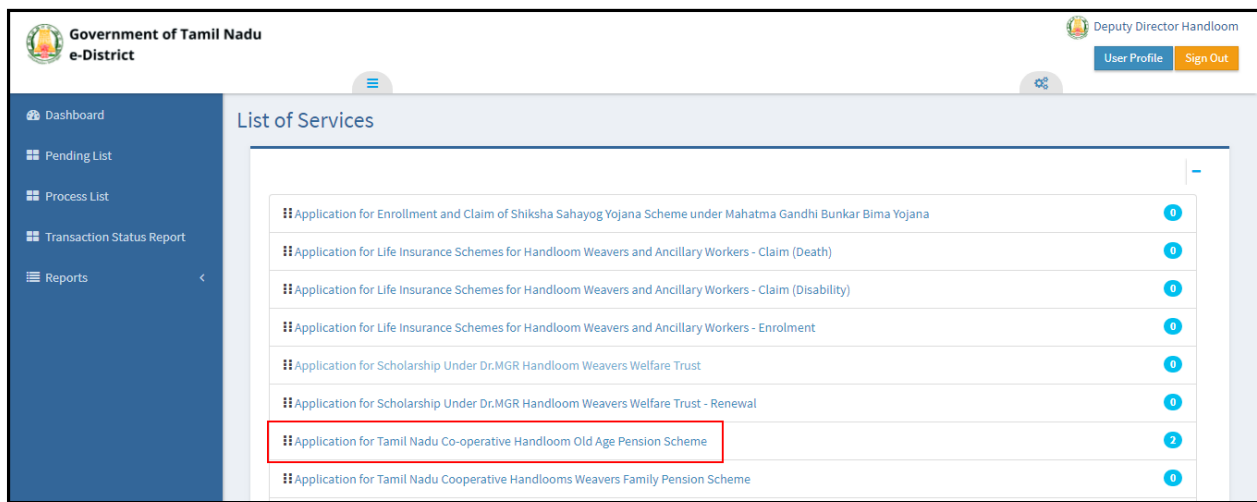


Image 3

STEP 5: Click on the application to be processed. In this case, click on “**Application for Tamil Nadu Co-operative Handloom Old Age Pension Scheme**” link.

Below screen will be displayed.

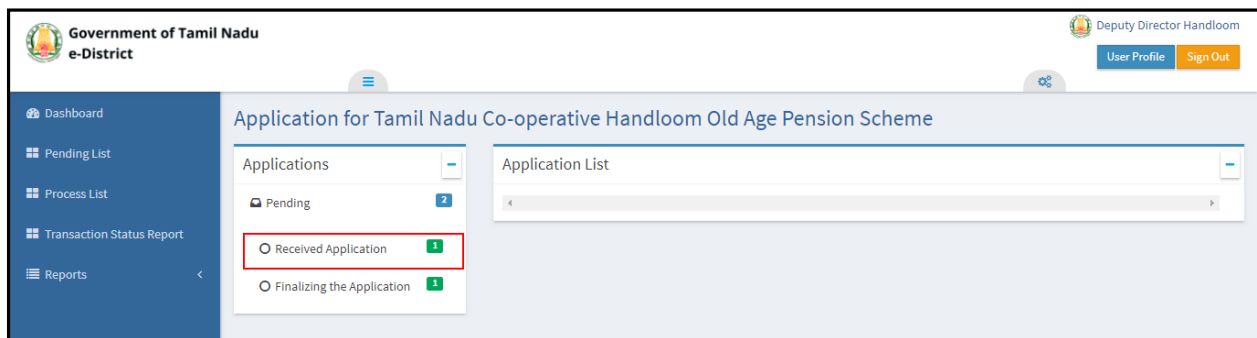


Image 4

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

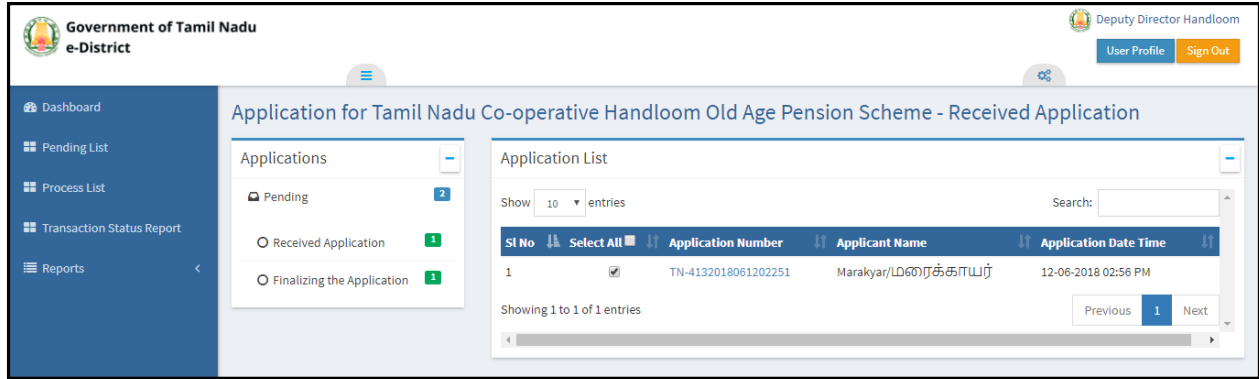


Image 5

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

e-form will be displayed.

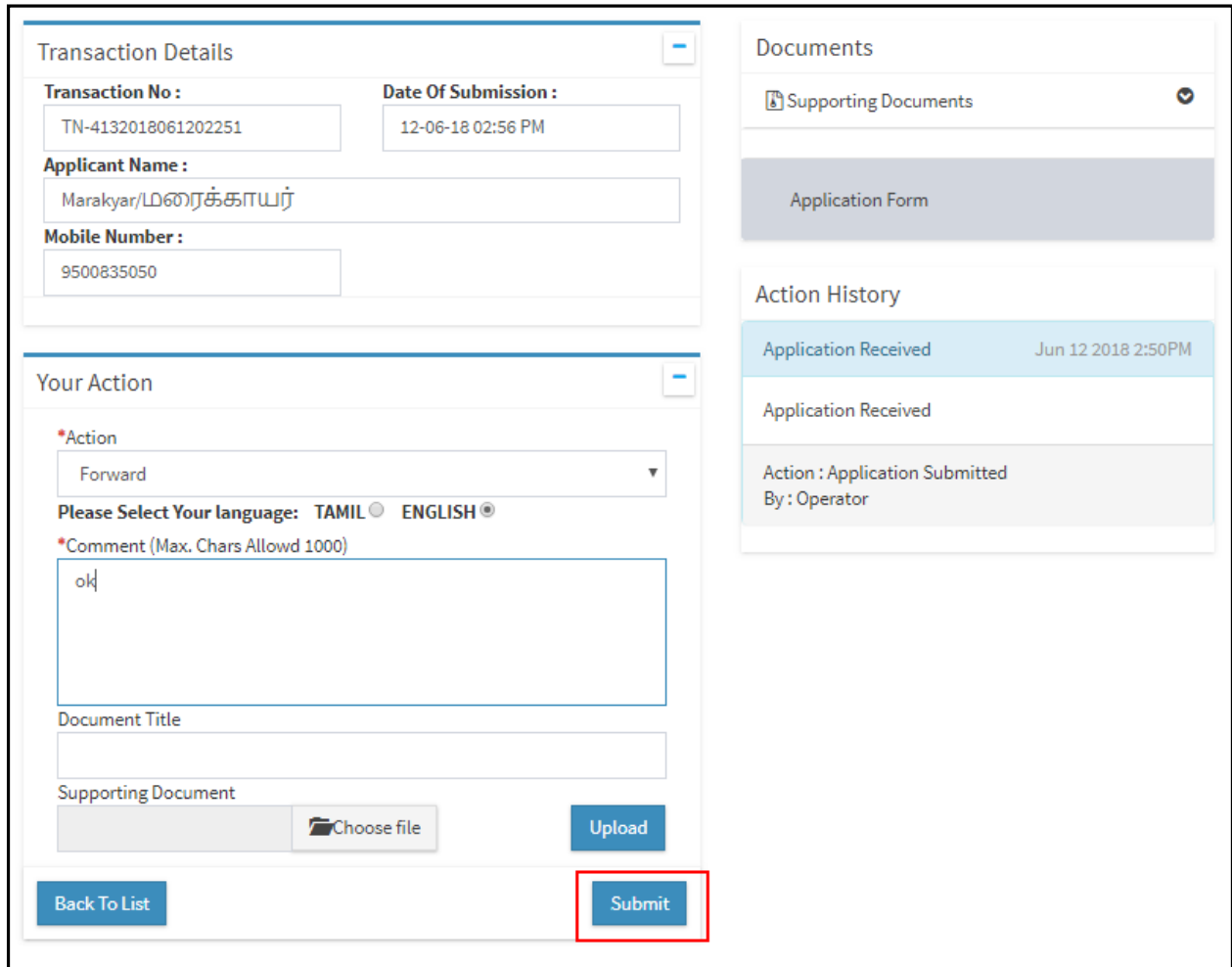


Image 6

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

On successful submission below page will be displayed.

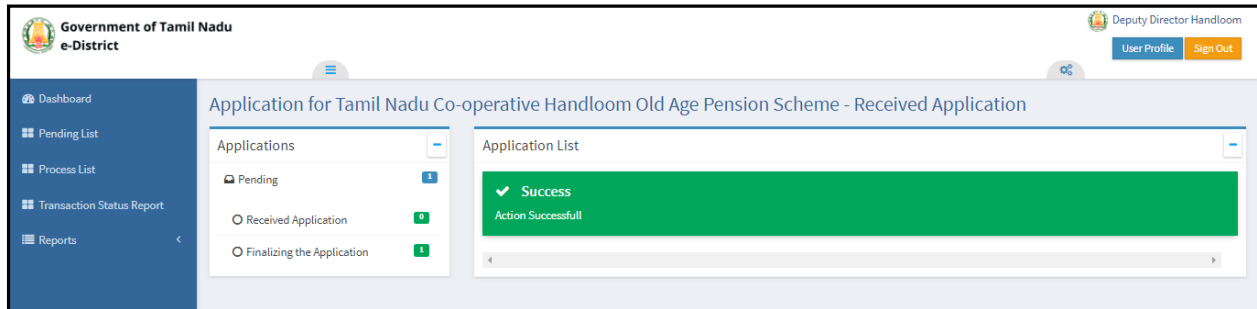


Image 7

5.2 Managing Director Login (Level 2)

STEP 1 - STEP 3 are same for all the official logins.

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

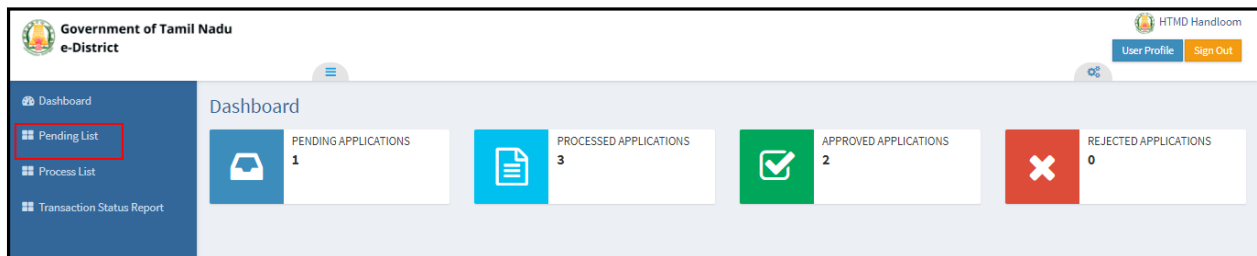


Image 8

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

Below screen will be displayed

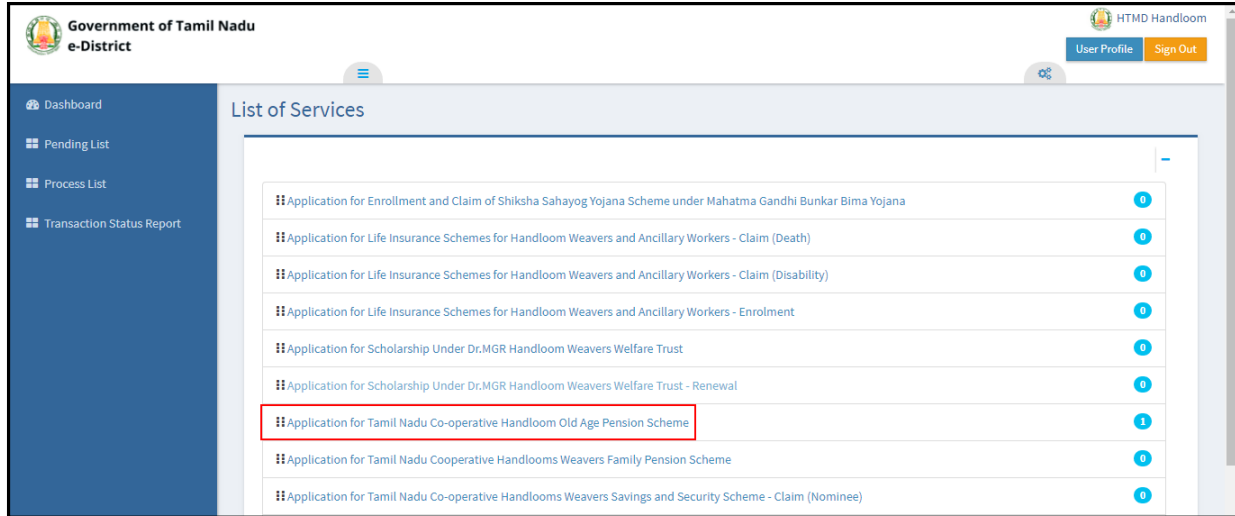


Image 9

STEP 5: Click on the application to be processed. In this case, click on “**Application for Tamil Nadu Co-operative Handloom Old Age Pension Scheme**” link.

Below screen will be displayed.

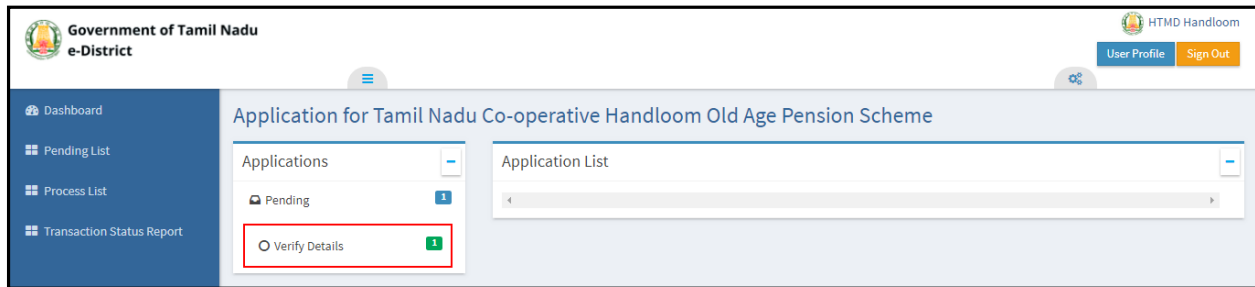


Image 10

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

Below screen will be displayed

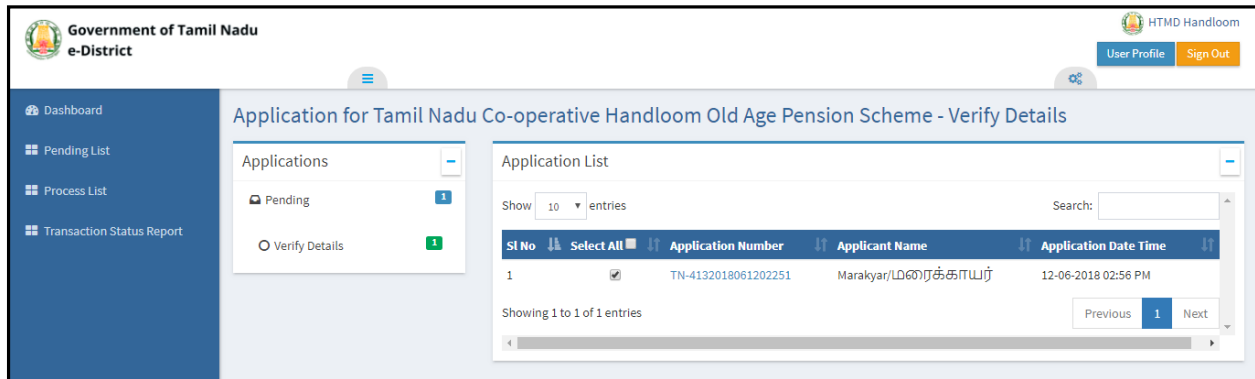


Image 11

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

e-form will be displayed.

Transaction No :
TN-4132018061202251

Applicant Name :
Marakayar/LD607ரக்ஷாபயர்

Mobile Number :
9500835050

Date Of Submission :
12-06-18 02:56 PM

Application Form

Your Action -

Whether the application is recommended ?

RECOMMEND ▾

* Date of admission as member in society
12-02-2018

* Share capital amount to credit of the member
25.00

Fund Type
CONTRIBUTORY THRIFT FUND ▾

* Fund account under Savings and Security scheme
YES ▾

* Date of member enrolled in Savings and Security Scheme
13-02-2018

Action History

Received Application Jun 12 2018 5:34PM

ok

Action : Forward
By : Deputy Director Handloom (Deputy Director Assistant Director)

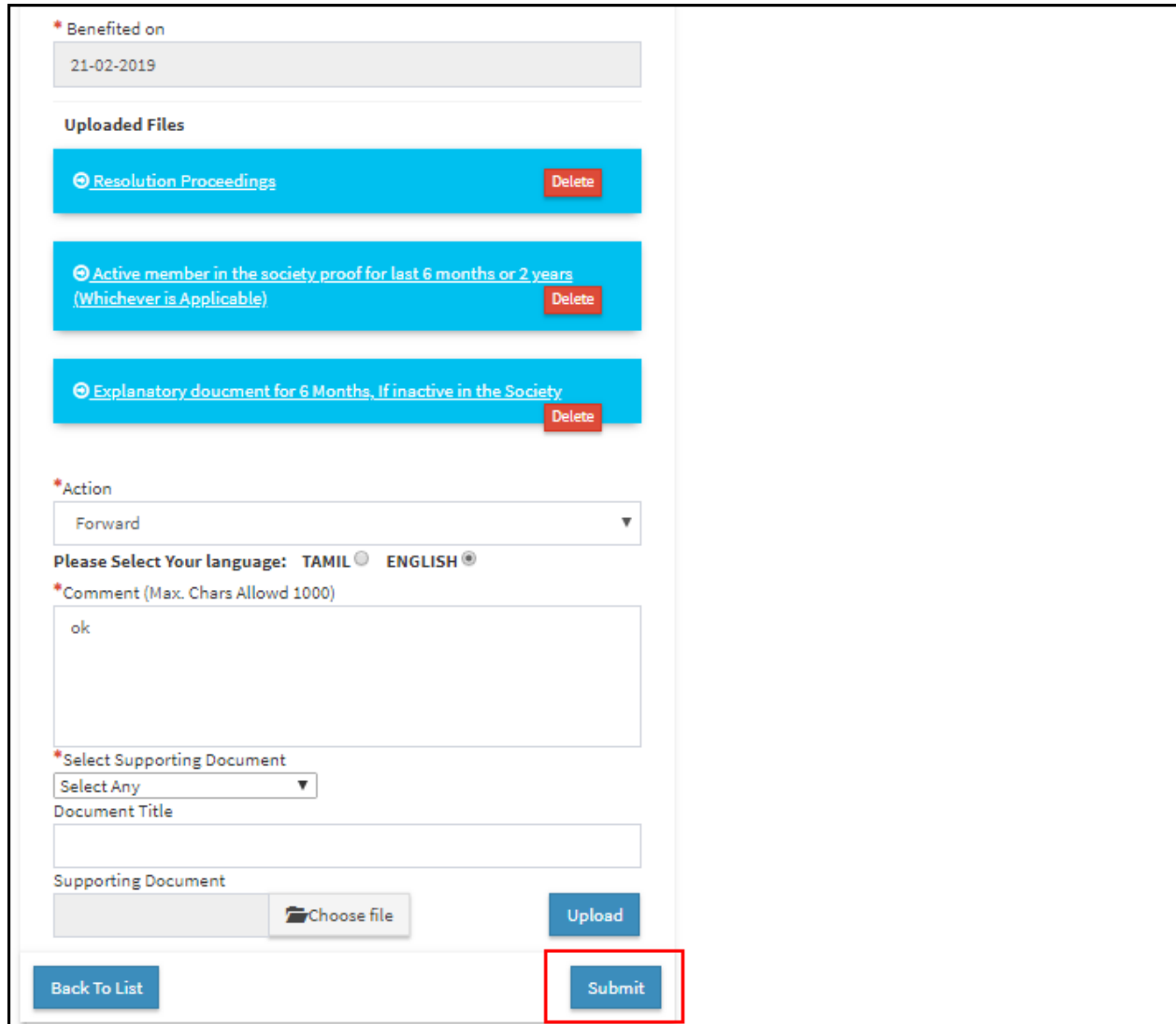
Application Received Jun 12 2018 2:50PM

Application Received

Action : Application Submitted
By : Operator



Note – If the official chooses **Not Recommended** then the application will be pushed out of the work flow and the applicant will be notified via sms/email.



* Benefited on
21-02-2019

Uploaded Files

- Resolution Proceedings Delete
- Active member in the society proof for last 6 months or 2 years (Whichever is Applicable) Delete
- Explanatory document for 6 Months, If inactive in the Society Delete

* Action
Forward

Please Select Your language: TAMIL ENGLISH

* Comment (Max. Chars Allowed 1000)
ok

* Select Supporting Document
Select Any

Document Title

Supporting Document

Image 12



Note – The official cannot move forward in the process if the **supporting documents** are not uploaded as shown in the image above. An error message will be displayed which will prevent the official from submitting the application.

STEP 8: Fill all the mandatory fields; Upload supporting documents; Choose the Action **Forward** and click **Submit**.

If the official chooses to “**Return**” the form, it will go back to the operator level.

On successful submission below page will be displayed.

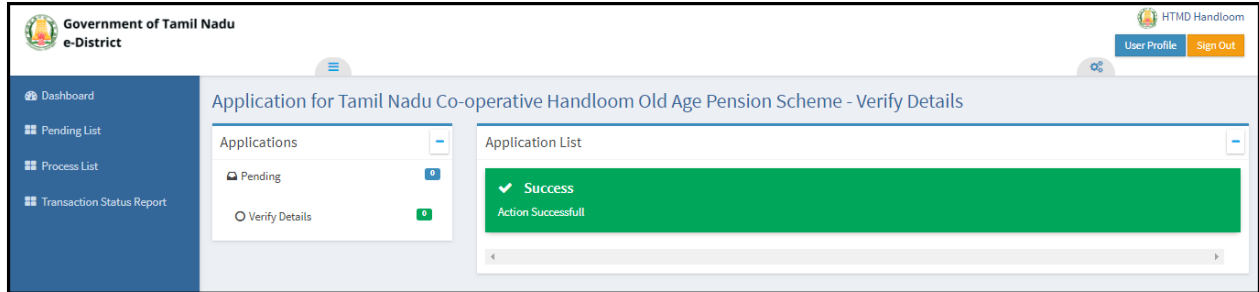


Image 13

5.3 DD/DA Login (Level 3)

STEP 1 - STEP 3 are same for all the official logins.

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

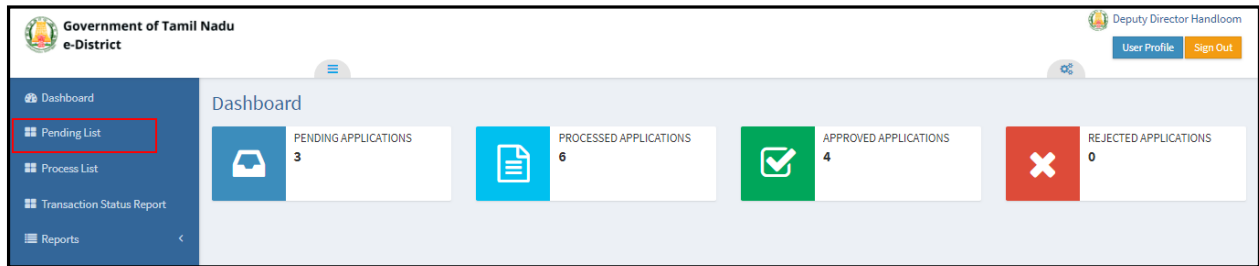


Image 14

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

Below screen will be displayed

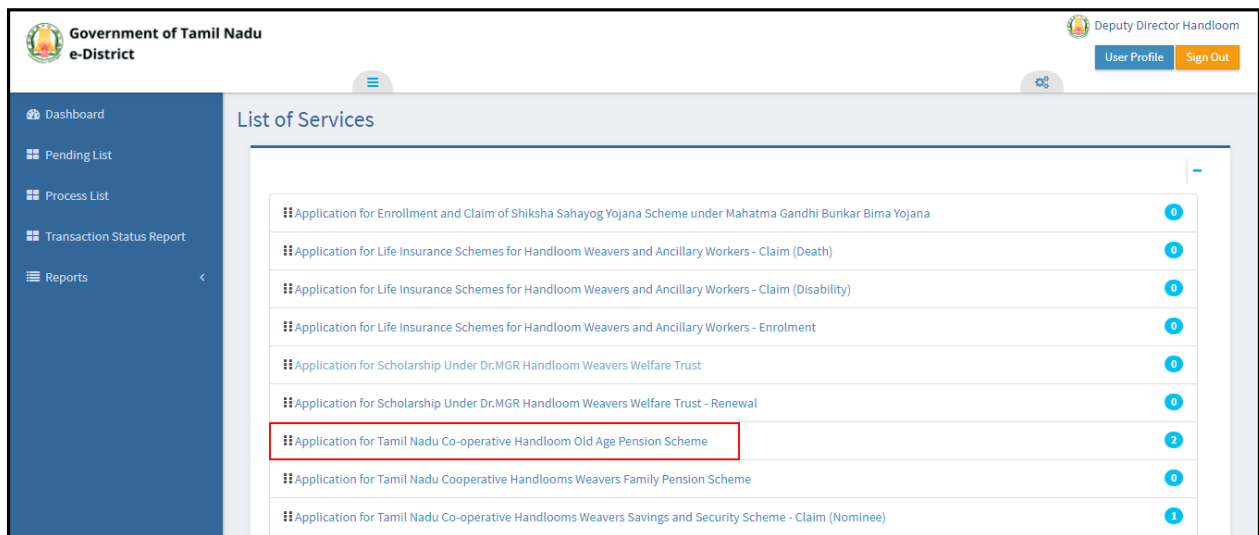


Image 15

STEP 5: Click on the application to be processed. In this case, click on “**Application for Tamil Nadu Co-operative Handloom Old Age Pension Scheme**” link.

Below screen will be displayed.

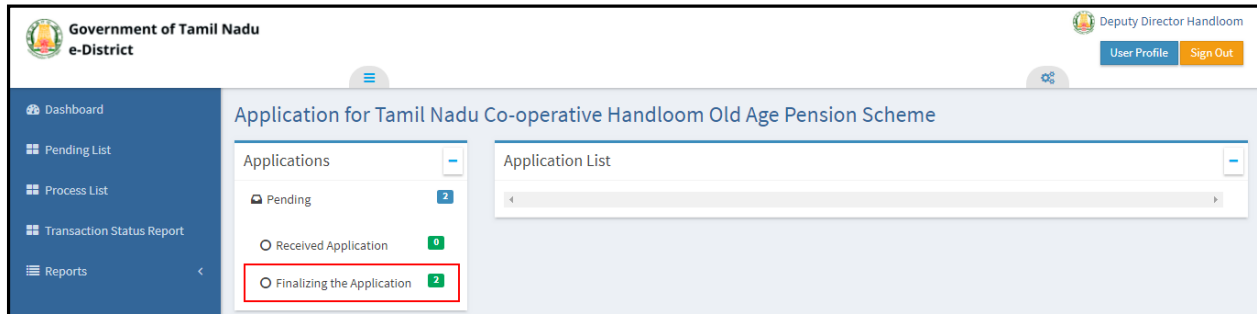


Image 16

STEP 6: Click on **Finalizing the Application**.

Below screen will be displayed.

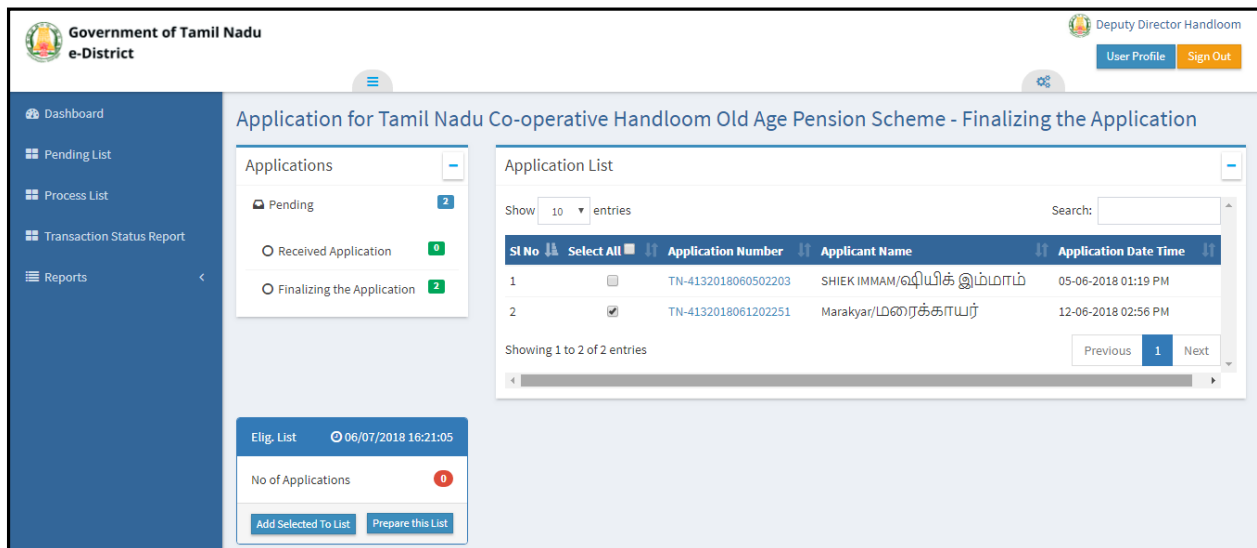


Image 17

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

e-form will be displayed.

Transaction Details

Transaction No : TN-4132018061202251

Date Of Submission : 12-06-18 02:56 PM

Applicant Name : Marakayar/மரகையர்

Mobile Number : 9500835050

Your Action

- Whether the application is recommended ?
RECOMMEND
- Date of admission as member in society
12-02-2018
- Share capital amount to credit of the member
25.00
- Fund Type
CONTRIBUTORY THRIFT FUND
- Fund account under Savings and Security scheme
YES

Documents

Supporting Documents

- Active member in the society proof for last 6 months or 2 years (Whichever is Applicable)
- Application Form
- Explanatory document for 6 Months, If inactive in the Society
- Resolution Proceedings

Action History

Verify Details Jun 12 2018 5:44PM

ok
Whether the application is recommended ? : RECOMMEND
Date of admission as member in society : 12-02-2018
Share capital amount to credit of the member : 25.00
Fund Type : CONTRIBUTORY THRIFT FUND
Fund account under Savings and Security scheme : YES
Date of member enrolled in Savings and Security Scheme : 13-02-2018
Benefited on : 21-02-2019

- Date of member enrolled in Savings and Security Scheme
13-02-2018
- Benefited on
21-02-2019
- Action
Approve

Please Select Your language: **TAMIL** ENGLISH

Comment (Max. Chars Allowed 1000)
ok

Document Title

Supporting Document
Choose file Upload

Back To List Submit

Action : Forward
By : HTMD Handloom (Managing Director)

Received Application Jun 12 2018 5:34PM

ok

Action : Forward
By : Deputy Director Handloom (Deputy Director Assistant Director)

Application Received Jun 12 2018 2:50PM

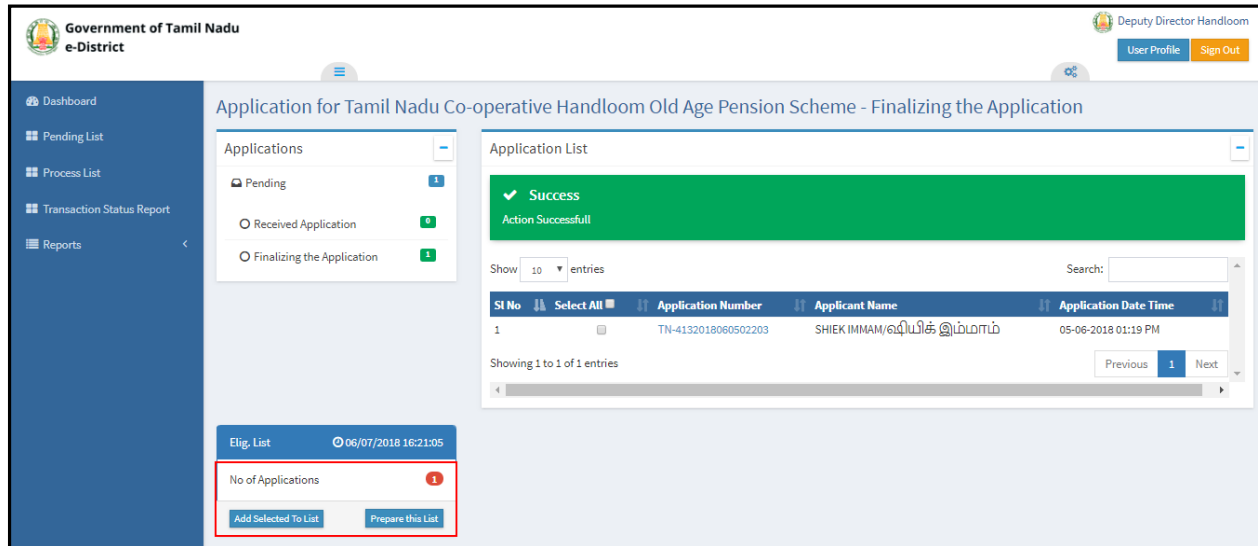
Application Received

Action : Application Submitted
By : Operator

Image 18

STEP 8: Fill all the mandatory fields; Upload supporting documents; Choose the Action **Approve** and click **Submit**.

On successful submission below page will be displayed.



Government of Tamil Nadu e-District

Deputy Director Handloom

User Profile Sign Out

Application for Tamil Nadu Co-operative Handloom Old Age Pension Scheme - Finalizing the Application

Applications

- Pending 1
- Received Application 0
- Finalizing the Application 1

Elig. List 06/07/2018 16:21:05

No of Applications 1

Add Selected To List Prepare this List

Application List

Success
Action Successful

Show 10 entries Search:

Sl No	Select All	Application Number	Applicant Name	Application Date Time
1	<input type="checkbox"/>	TN-4132018060502203	SHIEK IMMAM/ஷியீக் இம்மாம்	05-06-2018 01:19 PM

Showing 1 to 1 of 1 entries

Previous 1 Next

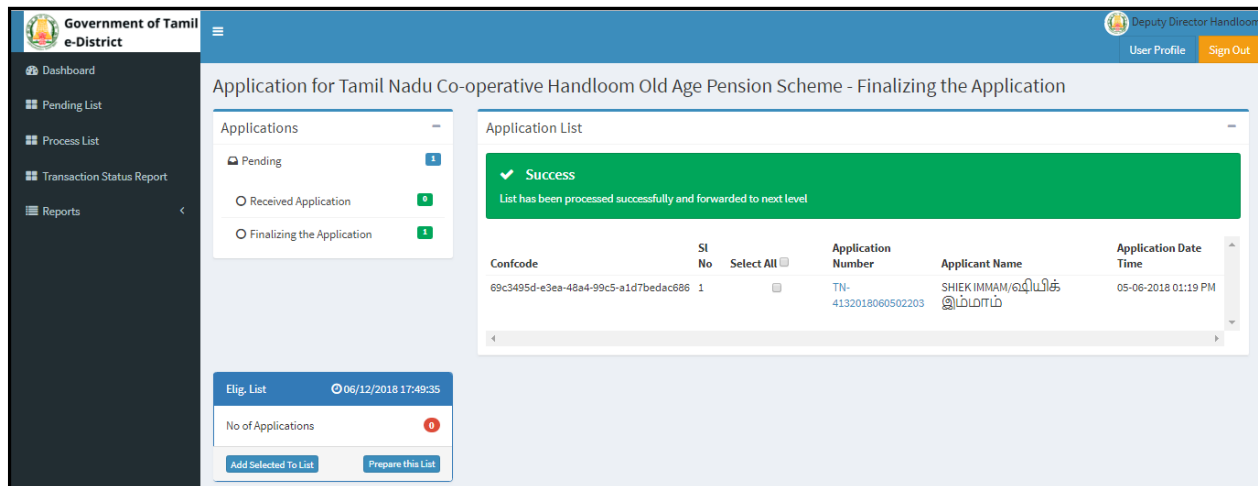
Image 19

STEP 9: Select the application to be processed and enter the required field in the E-form and click on **Submit**.



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

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



Government of Tamil Nadu e-District

Deputy Director Handloom

User Profile Sign Out

Application for Tamil Nadu Co-operative Handloom Old Age Pension Scheme - Finalizing the Application

Applications

- Pending 1
- Received Application 0
- Finalizing the Application 1

Elig. List 06/12/2018 17:49:35

No of Applications 0

Add Selected To List Prepare this List

Application List

Success
List has been processed successfully and forwarded to next level

Confcode	Sl No	Select All	Application Number	Applicant Name	Application Date Time
69c3495d-e3ea-48a4-99c5-a1d7bedac686	1	<input type="checkbox"/>	TN-4132018060502203	SHIEK IMMAM/ஷியீக் இம்மாம்	05-06-2018 01:19 PM

Image 20

STEP 10: Once the application gets incremented, click on **'Prepare this List'** to generate the list beneficiaries that should be made available in the Reports Section

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

5.4 Reports

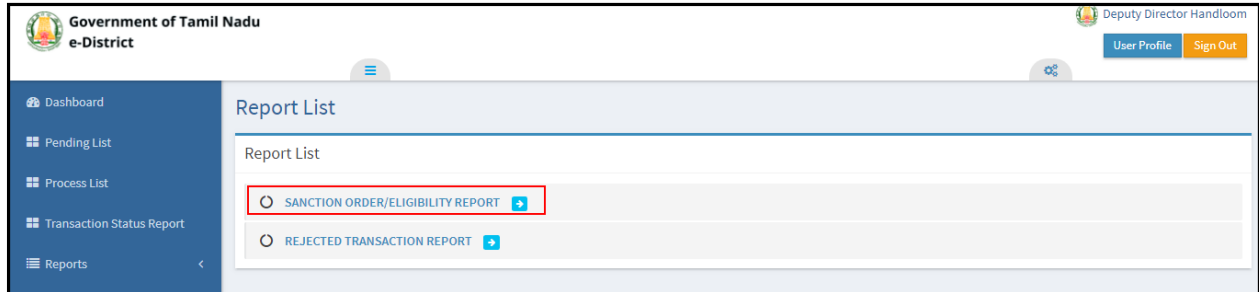
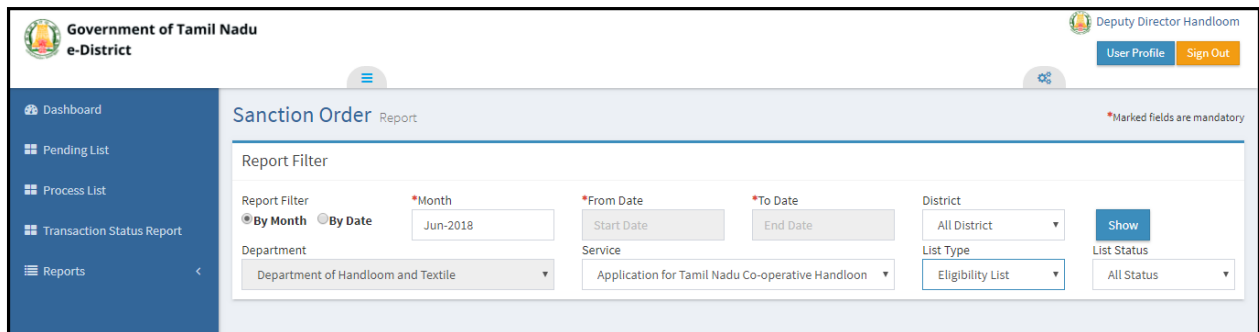


Image 21

Step 1: Click on required report. In this case **Sanction Order/Eligibility Report**
Below screen will be displayed.



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

Below image shows the report of the Eligibility list.

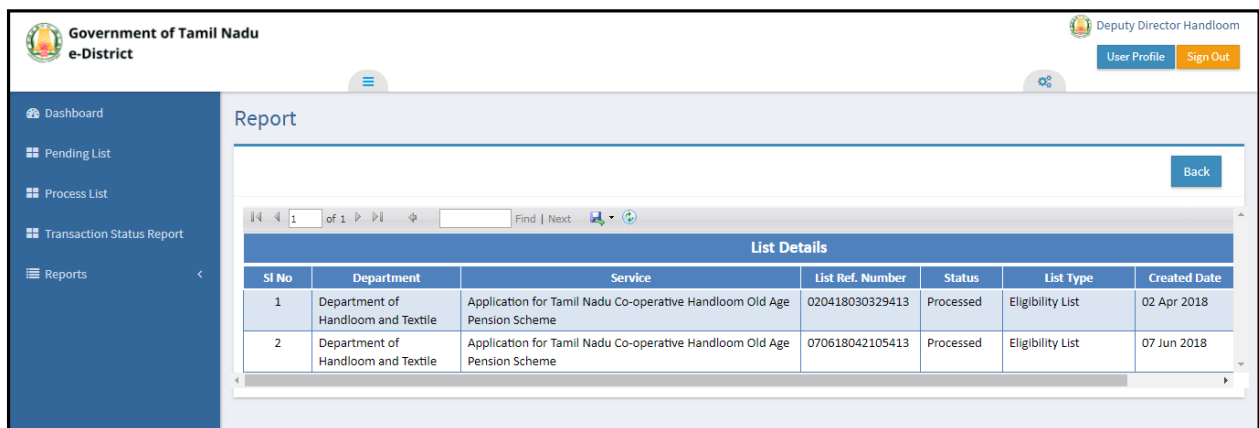
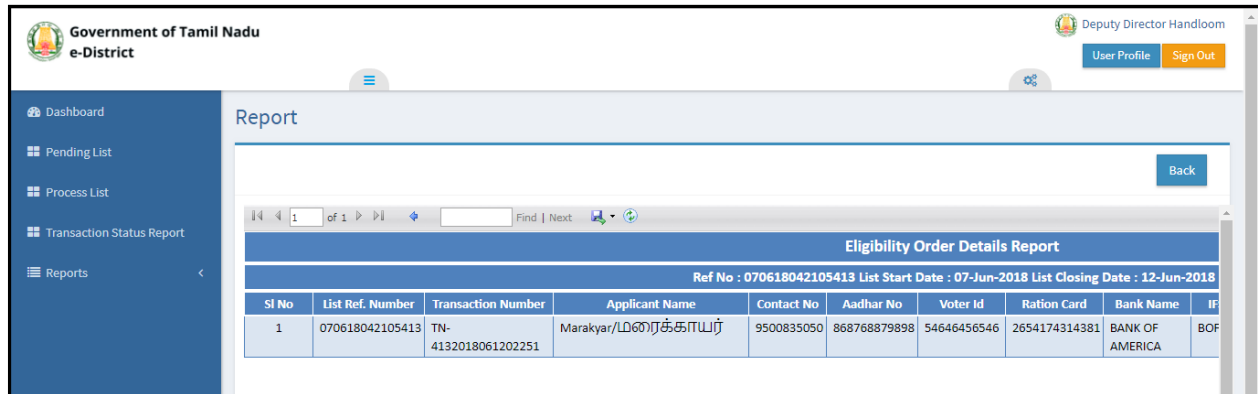


Image 22

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

Below screen will be displayed.



Eligibility Order Details Report										
Ref No : 070618042105413 List Start Date : 07-Jun-2018 List Closing Date : 12-Jun-2018										
SI No	List Ref. Number	Transaction Number	Applicant Name	Contact No	Aadhar No	Voter Id	Ration Card	Bank Name	IF	
1	070618042105413	TN-4132018061202251	Marakayar/மரகையர்	9500835050	868768879898	54646456546	2654174314381	BANK OF AMERICA	BDF	

Image 23



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 Disclaimer

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