## **Tamil Nadu e-District**

## **User Manual**

on

# DHT-205 Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers – Enrolment

Prepared by



**CMS Computers LTD** 

http://www.cms.co.in/



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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> <li>Switch 'ON' the UPS only after you have switched 'ON' the power socket</li> <li>Switch 'ON' the computer only after you have switched ''ON' the UPS</li> <li>Switch 'OFF' the power socket in there is an electrical spark in the socket</li> </ol>
8	<ul><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 sources / moisture</li></ul>
<b></b>	<ul> <li>6. In case you are not sure whether the computer is connected in the right way         <ul> <li>please contact the system engineer</li> </ul> </li> </ul>

## **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
benefit	surance ts for weavers cillary workers Iment)	Weaver / Applicant	Circle Deputy Director/Assistant Director	MD of the Society	Circle Deputy Director/Assistant Director (Finalising the application)

## 5.1 DD/DA 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.

← → C ③ Not secure   tn.cms.co.in:81/eDistrict/Login.aspx		☆ 0	:
Apps		х	,
	<b></b>		
	e-District Tamilnadu		
	Sign in to start your session		
	User ID		
	Password		
	NNLKZ C		
	Enter Above Text		
	Sign In		
	Forgot password ?		

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.

Government of Tamil e-District	Deputy Director Handloom			
				08
🍘 Dashboard	Dashboard			
Pending List	PENDING APPLICATIONS	PROCESSED	APPROVED	REJECTED
Process List	<b>4</b>	APPLICATIONS 7	6	o APPLICATIONS
Transaction Status Report				
≣ Reports <				



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

Government of Tamil	Deputy Director Handloom	
e-District		User Profile Sign Out
🚯 Dashboard	List of Services	
Pending List		
Process List	Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana	0
Transaction Status Report	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Death)	0
≣ Reports <	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Disability)	0
	SApplication for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment	0
	HApplication for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust	0
	HApplication for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust - Renewal	0
	HApplication for Tamil Nadu Co-operative Handloom Old Age Pension Scheme	0
	HApplication for Tamil Nadu Cooperative Handlooms Weavers Family Pension Scheme	0

Below screen will be displayed



**STEP 5**: Click on the application to be processed. In this case, click on "**Application for Life Insurance Benefits for Weavers and Ancillary Workers – Enrollment**" link.

Below screen will be displayed.

Government of Tamil	Nadu	Deputy Director Handloom
🥮 e-District		User Profile Sign Out
		( <b>0</b> \$
🚯 Dashboard	Application for Life Insuran	ce Schemes for Handloom Weavers and Ancillary Workers - Enrolment
Pending List	Applications –	Application List
Process List	Pending 1	
Transaction Status Report	O Received Application	· · · · · · · · · · · · · · · · · · ·
≣ Reports <	O Finalizing the Application	

Image 4

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



Government of Tamil e-District	Nadu				Deputy Directo	
<ul><li>✿ Dashboard</li><li>■ Pending List</li></ul>	Application for Life Insur Application	ance Schemes for Har	ndloom Weavers a	nd Ancillary Worke	ers - Enrolment - Rece	eived
Process List	Applications –	Application List				-
Transaction Status Report	Pending	Show 10 v entries			Search:	-
≣ Reports <	O Received Application	Sl No ↓ ↓ Select All	1 Application Number	1 Applicant Name	Application Date Time	Lt.
	O Finalizing the Application	1	TN-4162018061802317	Ahmed/அஹ்மத்	18-06-2018 11:49 AM	
		Showing 1 to 1 of 1 entries			Previous 1	Next
		4				•

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.

Transaction Details		<ul> <li>Documents</li> </ul>
Transaction No :	Date Of Submission :	Supporting Documents
TN-4162018061802317	18-06-18 11:49 AM	C
Applicant Name :		
Ahmed/அஹ்மத்		Application Form
Mobile Number :		
9500835050		
		Action History
		Application Received Jun 18 2018 11:46AM
Your Action		-
		Application Received
		Action :Application Submitted
Date of Verification		By: Operator
18-06-2018		
*Action Forward		,
Please Select Your language:	TAMIL C ENGLISH ®	
*Comment (Max. Chars Allowd 1	000)	
ok		
Document Title		
Supporting Document		
2	Choose file Upload	
Back To List	Sub	
Back TO LISE	SUB	

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.

Government of Tamil e-District	Nadu			Deputy Director Handloom User Profile Sign Out
🚱 Dashboard	Application for Life Insur	ance Scheme	s for Handloom Weavers and Ancillary Workers - Enrolment - Received Application	
Pending List	Applications	-	Application List	-
Process List	Pending	۰	✓ Success	
Transaction Status Report	O Received Application	٥	Action Successfull	
I Reports <	O Finalizing the Application	•		
			4	÷.



## 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.

Government of Tamil Nadu e-District					
	=			O\$	
Dashboard	Dashboard				
Pending List     Process List	PENDING APPLICATIONS 3	PROCESSED APPLICATIONS 1	APPROVED APPLICATIONS 1	REJECTED APPLICATIONS 0	
Transaction Status Report					

Image 8

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

Below screen will be displayed

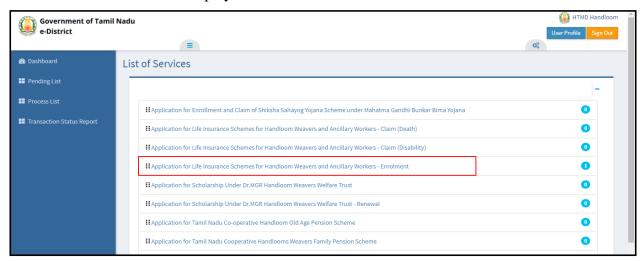


Image 9



**STEP 5**: Click on the application to be processed. In this case, click on "**Application for Life Insurance Benefits for Weavers and Ancillary Workers – Enrollment**" link.

Below screen will be displayed.

Government of Tami e-District	User Profile Sign Ou	_	
	=	0\$	_
🍘 Dashboard	Application for Life Insura	nce Schemes for Handloom Weavers and Ancillary Workers - Enrolment	
Pending List	Applications –	Application List	Ξ
Process List	Pending		
Transaction Status Report	O Verify Details		



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

Below screen will be displayed

Government of Tamil e-District			User Profile Sign Out
			0\$
🖚 Dashboard		ce Schemes for Handloom Weavers and Ancillary Worke	ers - Enrolment - Verify
Pending List	Details		
Process List	Applications -	Application List	-
Transaction Status Report	Pending		
	O Verify Details	Show 10 ventries	Search:
		1 TN-4162018061802317 Ahmed/அஹ்மத்	18-06-2018 11:49 AM
		Showing 1 to 1 of 1 entries	Previous 1 Next

### 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.



		Application Form
Transaction No :	Date Of Submission :	
TN-4162018061802317	18-06-18 11:49 AM	
Applicant Name :		Action History
Ahmed/அஹ்மத்		Received Application Jun 18 2018 12:0
Mobile Number :		Received Application Jun 16 2016 12.0
9500835050		ok Date of Verification : 18-06-2018 Application Recommended by Receiving Officer :
Our Action		Action :Forward By : Deputy Director Handloom(Deputy Director Assistant Director)
Resolution Proceedings	Delete	Application Received Jun 18 2018 11:4
Active member in the soci	ety Proof Delete	Application Received
Action		Action :Application Submitted By : Operator
Forward	•	7
Please Select Your language: *Comment (Max. Chars Allowd		
ok		
*Select Supporting Document		
*Select Supporting Document Select Any	▼	
	T	
Select Any	▼	

#### 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.

Government of Tami e-District	l Nadu		User Profile Sign Out
🚳 Dashboard	Application for Life Insurance Schen	nes for Handloom Weavers and Ancillary Workers - Enrolment - Verify Details	
Pending List	Applications -	Application List	-
<ul> <li>Process List</li> <li>Transaction Status Report</li> </ul>	Pending     Verify Details	Success Action Successfull	
		4	Þ



### 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.

Government of Tamil Nadu				Deputy Director Handloom
e-District				User Profile Sign Out
🏟 Dashboard	Dashboard			
Pending List	PENDING APPLICATIONS	PROCESSED	APPROVED	REJECTED
Process List	16	APPLICATIONS 50	APPLICATIONS 33	APPLICATIONS 5
Transaction Status Report				
I Reports <				



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

Below screen will be displayed

Government of Tamil e-District	l Nadu	Deputy Director Handloom
e-bistilet	Ξ 0;	
🚳 Dashboard	List of Services	
III Pending List		-
📰 Process List	HApplication for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana	
Transaction Status Report	I Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Death) I Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Death)	0
III Reports <	II Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Disability)	0
	HApplication for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment	0
	II Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust	0
	HApplication for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust - Renewal	0
	HApplication for Tamil Nadu Co-operative Handloom Old Age Pension Scheme	0
	HApplication for Tamil Nadu Cooperative Handlooms Weavers Family Pension Scheme	0
	HApplication for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Nominee)	1

Image 15

**STEP 5:** Click on the service as shown in the above image.

Government of Tamil e-District	Nadu	User Pro	Director Handloom
🄁 Dashboard	Application for Life Insuran	ce Schemes for Handloom Weavers and Ancillary Workers - Enrolment	
Pending List	Applications –	Application List	-
Process List	Pending		
Transaction Status Report	O Received Application		*
I Reports <	O Finalizing the Application		



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

Below screen will be displayed.

Government of Tamil	Nadu	🚇 Deputy Director Handloom
🥮 e-District		User Profile Sign Out
		00
🚯 Dashboard	Application for Life Insuran the Application	ce Schemes for Handloom Weavers and Ancillary Workers - Enrolment - Finalizing
Pending List		
Process List	Applications –	Application List
Transaction Status Report	Pending	Show 10 T entries Search:
I Reports <	O Received Application	SI No 🎄 Select All 📕 🚺 Application Number 🔰 Applicant Name 🚺 Application Date Time
	O Finalizing the Application 1	1 TN-4162018061802317 Ahmed/அஹ்றமத் 18-06-2018 11:49 AM
		Showing 1 to 1 of 1 entries
	Elig. List <b>O</b> 06/18/2018 11:20:01	
	No of Applications	
	Add Selected To List Prepare this List	

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		-	Documents		
Transaction No : TN-4162018061802317	Date Of Submission : 18-06-18 11:49 AM		Supporting Documents	0	
Applicant Name :					
Ahmed/அஹ்மத்			Active member in the societ	y Proof	
Mobile Number :			Application Form		
9500835050					
			Resolution Proceedings		
Your Action		-	Action History		
*Action					
Approve		*	Verify Details	Jun 18 2018 3:59PM	
Please Select Your language:	TAMIL <sup>®</sup> ENGLISH <sup>®</sup>		ok		
*Comment (Max. Chars Allowd	1000)				
ok			Action :Forward By : HTMD Handloom(Managin	g Director)	
Document Title			Received Application	Jun 18 2018 12:09PM	
			ok		
Supporting Document	Choose file	Upload	ок Date of Verification : 18-06-2018 Application Recommended by		
Back To List		Submit	Action :Forward By : Deputy Director Handloom Assistant Director)	(Deputy Director	

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 Tami e-District		Deputy Director Handloom     User Profile     Sign Out
		00
🚯 Dashboard	Application for Life Insurance	Schemes for Handloom Weavers and Ancillary Workers - Enrolment - Finalizing the Application
Pending List	Applications –	Application List
Process List	Pending 🔍	✓ Success
Transaction Status Report	O Received Application	Action Successfull
III Reports <	O Finalizing the Application	
		۲ ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (
	Elig. List Ø06/18/2018 11:20:01	
	No of Applications	
	Add Selected To List Prepare this List	

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 e-District	Nadu	User Profile Sign Out
		08
\mu Dashboard	Application for Life Insurance S	chemes for Handloom Weavers and Ancillary Workers - Enrolment - Finalizing the Application
📰 Pending List	Applications -	Application List
Process List	Pending	✓ Success
Transaction Status Report	O Received Application	List has been processed successfully and forwarded to next level
III Reports <	O Finalizing the Application	
		4 ×
	Elig. List 2006/18/2018 17:02:10	
	No of Applications	
	Add Selected To List Prepare this List	

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

Government of Tamil Nadu		Deputy Director Handloom
e-District		User Profile Sign Out
	E 03	
🖚 Dashboard	Report List	
Pending List	Report List	
Process List	SANCTION ORDER/ELIGIBILITY REPORT	
Transaction Status Report	O REJECTED TRANSACTION REPORT	
I Reports <		

Image 21

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

Below screen will be displayed.

Government of Tamil e-District						Deputy Director Handloom User Profile Sign Out
						00
🚳 Dashboard	Sanction Order Repo	ort				*Marked fields are mandatory
Pending List	Report Filter					
Process List	Report Filter	*Month	*From Date	*To Date	District	
ITransaction Status Report	●By Month ●By Date	Jun-2018	Start Date	End Date	All District 🔻	Show
	Department		Service		List Type	List Status
Reports <	Department of Handloom ar	nd Textile 🔹 🔻	Application for Life Ins	surance Schemes for Handloom Weav 🔹	Eligibility List 🔻	All Status 🔻
			Image	22		



**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**.

Government of Tam e-District	il Na	du						9	Deputy Director H			
ebititit								0°	User Profile S			
🗈 Dashboard	R	Report										
Pending List	Ŀ											
Process List		Back										
Transaction Status Report		I4 4 1 of 1 ≥ ≥I φ Find   Next 🔍 * 🚱										
		List Details										
■ Reports <		SI No	Department	Service	List Ref. Number	Status	List Type	Created Date	Updated Date			
		1	Department of Handloom and Textile	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment	050518023357416	Processed	Eligibility List	05 May 2018	06 Jun 2018			
		2	Department of Handloom and Textile	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment	060618041753416	Processed	Eligibility List	06 Jun 2018	06 Jun 2018			
		3	Department of Handloom and Textile	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment	060618045800416	Processed	Eligibility List	06 Jun 2018	07 Jun 2018			
		4	Department of Handloom and Textile	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment	070618031445416	Processed	Eligibility List	07 Jun 2018	14 Jun 2018			
		5	Department of Handloom and Textile	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment	140618124048416	Processed	Eligibility List	14 Jun 2018	18 Jun 2018			
		6	Department of	Application for Life Insurance Schemes for Handloom	180618104811416	Processed	Eligibility List	18 Jun 2018	18 Jun 2018			

Below image shows the report of the Eligibility list.



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

Below screen will be displayed.

Government of Tamil Nadu e-District											Deputy Dir	ector Handloom ile Sign Out
										00		
🝘 Dashboard	R	eport										
Pending List												_
Process List					NEI IND - 1900191120	<b>701410 LIST 5</b> 1	מור טמופ . גס-זע	1-2018 LIST CI05	sing Date . 10	Jun-2018		Back
Transaction Status Report		Sl No	List Ref. Number	Transaction Number	Applicant Name	Contact No	Aadhar No	Voter Id	Ration Card	Bank Name	IFSC Code	Account No
	l í	1	180618112001416	TN-4162018061802317	Ahmed/அஹ்மத்	9500835050	898990909090	54646456546		AXIS BANK	UTIB0003730	1242342342!
III Reports <												

Image 24



**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.