Tamil Nadu e-District

User Manual

on

DHT-208 Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme – Claim (Nominee)





CMS Computers LTD

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



Table of Contents

1	Project Overview
2	General Information
	2.1 Tools Required
	2.2 Starting your Computer
3	Purpose
4	Scope
5	Getting Started
6	Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme – Claim (Nominee)
	6.1 Operator Login
	6.1.1 Registration Process for CAN (Citizen Access Number)
	6.2 Saved Application
	6.3 Submitted Application
	6.4 Return Application
	6.5 Track Application
7	Disclaimer



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

	 Switch 'ON' the UPS only after you have switched 'ON' the power socket Switch 'ON' the computer only after you have switched ''ON' the UPS Switch 'OFF' the power socket in there is an electrical spark in the socket
8	 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

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 Getting Started

Following points and guidelines may be referred while accessing the 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 should not be left blank
- Mandatory/Optional documents should be attached as per requirement
- Do not make false entries

To launch E district - ONLINE

a) Double click on the 💿 to open the browser

i) The browser will be open with default page or blank page

ii) Enter the URL and press enter button on keyboard

6 Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme – Claim (Nominee)

6.1 Operator Login

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

STEP 1: Go to the e-Sevai (Government of Tamil Nadu) Web Portal as shown below.

TNeGA	G	iovernment of Tamil Nadu	e-Sevai இணைய சேவை இனிய சேவை
	Home About e-Sevai	Government Orders e-Sevai Contact Us	Help + Download +
@ TNeGA	Important Links	Latest News	●) Sign In
Tamil Nadu parte	Government Orders	Locate your near by e-Sevai.	User Name Password
Source and S	Tenders	List of Services Offered in e-Sevai Centres.	
	Documents	List of Services offered through Institution.	Captcha is not case
	Job Opportunities		sensitive
	Maps		Login Reset enter password Forgot Password? enter user id

Image - 1

STEP 2: Enter the Login credentials and Captcha code

STEP 3: Click on Login.



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

TNeGA	Government of Tamil Nadu	e இணைய சேவை இல	e-Sev னிய கே	
=	T.SETHUPATHI	TNTACCHN019-01	۵	۵
🏛 Dashboard				٦
Services				
💑 Receipt >				



STEP 4: Click on **Services**

Department Wise service listing will appear.

TNeGA		Government of Tamil Nadu	වුනෙ	e-Sevai னய சேவை இனிய சேவை
 Dashboard Services 	Services		T.SETHUPATHI TNT	ACCHN019-01 🌣 🔒
🗞 Receipt >	DEPARTMENT WISE SERVICE WISE SEARCH	Anna University BC MBC and Minority Department Chennai Traffic Police Chennai Traffic Police Civil Supplies and Consumer Protection Department Commissionerate of Municipal Administration Department of Handloom and Textiles Directorate for Welfare of Differently Abled Directorate of Fire & Rescue Greater Chennai Corporation Gevenue Department Gravenue Department Gravenue Department Tamil Nadu Electrical Inspectorate (TNEI) TANGEDCO TN Police Department TNEGA	Name: Center: TACCHN019 Counter: Wallet Type: Wallet Amoun Share:	T.SETHUPATHI Velacherry TACTV Center Code: 1 Prepaid t: 10103.00 0.00

Image - 3

STEP 5: Click on **Department of Handloom and Textiles** link.

User can also switch to the **Service Wise** listing, or search a particular service using keywords by clicking on **Search.**

Below screen will be displayed.



TNeGA		Government of Tamil Nadu	இணைய	e-Sevai சேவை இனிய சேவை
 Dashboard Services 	Services	T.SETH	IUPATHI TNTACC	HN019-01 🌣 🔒
💑 Receipt 🔅	DEPARTMENT WISE	Department of Handloom and Textiles Back	Name:	T.SETHUPATHI
	SERVICE WISE SEARCH	10 records per page 20 DHT-201 Application for Scholarship under Dr.MGR Handloom Weavers Welfare Trust 30 DHT-202 Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme 41 DHT-203 Application for Tamil Nadu Co-operative Handloom Old Age Pension Scheme 52 DHT-204 Application for Tamil Nadu Co-operative Handlooms Weavers Family Pension Scheme 53 DHT-204 Application for Tamil Nadu Co-operative Handloom Weavers and Ancillary Workers - Enrolment 50 DHT-205 Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana 50 DHT-206 Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Weaver) DHT-207 Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - OBHT-208 Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Nominee) 50 50 DHT-209 Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Neability) 60 DHT-210 Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Deability) 61 DHT-210 Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Deability) 62 DHT-210 Application for Life Insurance Scheme	Center: TACCHN019 Counter: Wallet Type: Wallet Amount: Share:	Velacherry TACTV Center Code: 1 Prepaid 9753.00 0.00

Image - 4

STEP 6: Click on **Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme – Claim (Nominee)** link.

User will be redirected to the e-District Portal.

DHT-208-Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Secu Weavers Savings and Security Scheme - Claim (Nominee)	rrity Scheme - Claim (Nominee)/Application for Tamil Nadu Co-operative Handlooms
Service Description	Supporting Documents
To encourage saving habits among handloom waevers, the State Government has introduced	Aadhaar Card
the "Cocoperative Handloom Weavers' Savings and Security Scheme" from the year 1975. Under this	Applicant Photo
scheme, a weaver - member in the Weavers Cooperative society contributes 8 paise per rupee of wages	Death Certificate of the Weaver
earned, the state government is contributing 8 paise per rupee of wages. Accordingly, the total subscription	First page of Bank Passbook
	Legal Heir Certificate if Nominee is Death
of 16 paise is being deposited in the government Account for which the state Government allows 9.5%	Member Passbook and other Documents
interest. Out of the 9.5% interest, 6.5% is being credited to the weaver member's account and the	Membership ID card
remaining 3% is being utilized for implementing the Old Age Pension Scheme and Family Pension Scheme	Ration Card
for Handloom weavers.	Voter ID
Application Fee	P How to Apply 1. For Online : Click the below proceed button.
Proceed	Cancel

Image - 5

STEP 7: Click on Proceed.



User will be redirected to the Applicant search page as shown below.

Government of Tamil e-District	Government of Tamil Nadu e-District					
Dashboard Saved Application Submitted Applications Returned Application	Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Nominee)/Application for Tamil Nadu Co- operative Handlooms Weavers Savings and Security Scheme - Claim (Nominee) Note: Apply for the service as per the given instructions :					
	Applicant CAN Number/ குடிமக்கள் கணக்கு எண் * Applicant Father Name * Applicant Email Id *	Applicant Name * Applicant Mobile Number * Applicant Date of Birth * Search				



The Applicant can perform Search using the following options:

- Applicant CAN Number
- Applicant Name
- Applicant Father Name
- Applicant Mobile Number
- Applicant Email Id
- Applicant Date of Birth

Note – The **green asterisk** signifies that the available search options are **optional**.

The applicant will be able to go ahead with the application process if he/she already has a unique CAN number; otherwise the applicant is required to register for a CAN number.

6.1.1 Registration Process for CAN (Citizen Access Number)

Click on the **Register CAN** button as shown in the above figure.

The CAN registration form will be displayed as shown below.



is Marked With Asterisk(*) Are Mandatory. Applicant Detail			
ocument Type 1*	Adhaar card 🔻	Document Type 2	Please Select 🔹
adhaar Number*	123456789012		
Apellation*			
	Shri/ພງື ▼		
Applicant Name*	Krishnan	விண்ணப்பதாரர் பெயர்•	
Gender / பாலினம்*	Male v	Marital Status / திருமண நிலை*	Unmarried v
Date Of Birth / பிறந்த தேதி*	15-Aug-1985		
Relationship / உறவு*	Guardian 🔻		
ather/ Husband / Guardian / Mother Name*	Murugan	தந்தை / கணவர் / பாதுகாவலர் / தாயின் பெயர்*	
/lother Name*	Radha	தாயின் பெயர்*	
Religion / மதம்*	Hindu 🔻		
Community / சாத்*	BC 🔻	Occupation / വേത്രഖ*	Clerical & Related workers
Education Qualification / கல்வித்தகுதி			
Current Address / தற்போதைய மு		District / மாவட்டம்*	Chennei / சென்னை 🔻
Current Address / தற்போதைய மு. State / மாநிலம்* Taluk / வட்டம்*	TAMIL NADU 🔻		Chennai / নিস্টেজিজ্যে 🔻
State / மாநிலம்* Takuk / வட்டம்*	TAMIL NADU ▼ Tondiarpet / தல்லடயார்® ▼	District / மாவட்டம்* Street Name(only for Chennai district) / தெரு பெயர்*	Chennai / নির্দর্জাজ্য 🔹 🔻
State / மாநிலம்* Taluk / வட்டம்* Revenue Village / கிராமம்*	TAMIL NADU ▼ Tondiarpet / தண்டையார்® ▼ Tondiarpet (part 1) / தண்டைட ▼	Street Name(only for Chennai district) / தெரு பெயர்*	
State / மாநிலம்* Takuk / வட்டம்*	TAMIL NADU ▼ Tondiarpet / தல்லடயார்® ▼	Street Name(only for Chennai district) / 岛西(顶	
State / மாநிலம்* Taluk / வட்டம்* Revenue Village / கிராமம்*	TAMIL NADU ▼ Tondiarpet / தண்டையார்® ▼ Tondiarpet (part 1) / தண்டைட ▼	Street Name(only for Chennai district) / தெரு பெயர்* Area or Ward No. / Name / பகுதி (அ) வார்டு	
State / மாநிலம்* Taluk / வட்டம்* Revenue Village / கிராமம்* Admin Unit / நிர்வாக அலகு	TAMIL NADU ▼ Tondiarpet / தண்டையார்® ▼ Tondiarpet (part 1) / தண்டைட ▼	Street Name(only for Chennai district) / தெரு பெயர்* Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர்	Amman Koil Cross Street Korukk 🔻
State / மாநிலம்* Taluk / வட்டம்* Revenue Village / கிராமம்* Admin Unit / நிர்வாக அலகு Slock No. / Name	TAMIL NADU ▼ Tondiarpet / தலிலால் பயரர்® ▼ Tondiarpet (part 1) / தலிலாப் ▼ Chennai ▼ 123453	Street Name(only for Chennai district) / தெரு பெயர்* Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர்	Amman Koil Cross Street Korukk 🔻
State / மாநிலம்* Taluk / வட்டம்* Revenue Village / கிராமம்* Admin Unit / நிர்வாக அலகு Slock No. / Name Pin Code / அஞ்சல் எண்*	TAMIL NADU ▼ Tondiarpet / தலிலால் பயரர்® ▼ Tondiarpet (part 1) / தலிலாப் ▼ Chennai ▼ 123453	Street Name(only for Chennai district) / தெரு பெயர்* Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர்	Amman Koil Cross Street Korukk 🔻
State / மாநிலம்* Taluk / வட்டம்* Revenue Village / கிராமம்* Admin Unit / நிர்வாக அலகு Slock No. / Name Pin Code / அஞ்சல் எண்* பி If Permanent Address Same As Current Address	TAMIL NADU ▼ Tondiarpet / தலிலால் பயரர்® ▼ Tondiarpet (part 1) / தலிலாப் ▼ Chennai ▼ 123453	Street Name(only for Chennai district) / தெரு பெயர்* Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர்	Amman Koil Cross Street Korukk 🔻
State / மாநிலம்* Taluk / வட்டம்* Revenue Village / கிராமம்* Admin Unit / நிர்வாக அலகு Slock No. / Name Pin Code / அஞ்சல் எண்* If Permanent Address Same As Current Address Sa	TAMIL NADU ▼ Tondiarpet / தலிலால் பயரர்® ▼ Tondiarpet (part 1) / தலிலாப் ▼ Chennai ▼ 123453	Street Name(only for Chennai district) / தெரு பெயர்* Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர் Building / Door / Flat No.*	Amman Koil Cross Street Korukk
State / மாநிலம்* Taluk / வட்டம்* Revenue Village / கிராமம்* Admin Unit / நிர்வாக அலகு Slock No. / Name Pin Code / அஞ்சல் எண்* If Permanent Address Same As Current Ac Contact Details Phone / Landline No. With STD Code	TAMIL NADU ▼ Tondiarpet / தலிலால் பயரர்® ▼ Tondiarpet (part 1) / தலிலாப் ▼ Chennai ▼ 123453	Street Name(only for Chennai district) / தெரு பெயர்* Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர் Building / Door / Flat No.*	Amman Koil Cross Street Korukk
State / மாநிலம்* Taluk / வட்டம்* Revenue Village / கிராமம்* Admin Unit / நிர்வாக அலகு Slock No. / Name Pin Code / அஞ்சல் எண்* இ If Permanent Address Same As Current Address	TAMIL NADU ▼ Tondiarpet / தலிலால் பயரர்® ▼ Tondiarpet (part 1) / தலிலாப் ▼ Chennai ▼ 123453	Street Name(only for Chennai district) / தெரு பெயர்* Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர் Building / Door / Flat No.*	Amman Koil Cross Street Korukk
State / மாநிலம்* Taluk / வட்டம்* Admin Unit / நிர்வாக அலகு Slock No. / Name Pin Code / அஞ்சல் எண்* If Permanent Address Same As Current Ac Contact Details Phone / Landline No. With STD Code Email Id / மின்னஞ்சல் முகவரி	TAMIL NADU ▼ Tondiarpet / 多砂ののレロゴウを Tondiarpet (part 1) / 多砂ののレロマ Chennai ▼ 123453	Street Name(only for Chennai district) / தெரு பெயர்* Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர் Building / Door / Flat No.* Mobile Number/ தொலைபேசி எண் *	Amman Koil Cross Street Korukł • 45 9654940607
State / மாநிலம்* Taluk / வட்டம்* Admin Unit / நிர்வாக அலகு Slock No. / Name Pin Code / அஞ்சல் என்* Pin Code / அஞ்சல் என்* If Permanent Address Same As Current Act Contact Details Phone / Landline No. With STD Code Email Id / மின்னஞ்சல் முகவரி Bank Details Bank Name	TAMIL NADU ▼ Tondiarpet / தலிலால் பயரர்® ▼ Tondiarpet (part 1) / தலிலாப் ▼ Chennai ▼ 123453	Street Name(only for Chennai district) / தெரு பெயர்* Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர் Building / Door / Flat No.* Mobile Number/ தொலைபேசி எண் *	Amman Koil Cross Street Korukk
State / மாநிலம்* Taluk / வட்டம்* Admin Unit / நிர்வாக அலகு Slock No. / Name Pin Code / அஞ்சல் எண்* If Permanent Address Same As Current Ac Contact Details Phone / Landline No. With STD Code Email Id / மின்னஞ்சல் முகவரி	TAMIL NADU ▼ Tondiarpet / 多砂ののレロゴウを Tondiarpet (part 1) / 多砂ののレロマ Chennai ▼ 123453	Street Name(only for Chennai district) / தெரு பெயர்* Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர் Building / Door / Flat No.* Mobile Number/ தொலைபேசி எண் *	Amman Koil Cross Street Korukł • 45 9654940607

Image - 7

Enter all the mandatory details in the **Applicant Detail** and **Current Address** and **Bank Details** sections.



Note – The applicant must Generate and verify OTP before submitting the form.					
Contact Details	Contact Details				
Phone / Landline No. With STD Code	Mobile Number / தொலைபேசி எண் *				
Emailld / மின்னஞ்சல் முகவரி *					
Generate OTP					
Enter OTP *					
1902					
confirm OTP					

Image - 8

Click on **Register** to submit the form as shown in **Error! Reference source not** found..

On successful CAN Registration, the CAN Number will be generated as shown below.

Application	Check Status	Collection Amount	Reprint Receipt	TNEB Recheck
CAN Reg	gistration Suc	cessful		
		"Your CAN Number	ris 1331603011212", Ple	ease click on proceed button to move further.
			Proce	eed

Image - 9

The applicant can now proceed with applying for Tamil Nadu Co-operative Handlooms **Weavers Savings and Security Scheme – Claim (Nominee)** using this **CAN** number.

Continuing the application process from STEP 7

STEP 8: Enter the CAN number and click Search.

The corresponding record will show in the search result as shown in the below image.

Select	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
۲	1331603011624	Dhoni	Pan Singh	19-Mar-1985	8220717533	
0	1331603010978	Dhoni	Durai	14-Jun-1988	8220717533	
0	1331603011067	Dhoni	Mahendra	07-Jul-1985	8220717533	
0	1331603011340	Dhoni	Mahendra	07-Jul-1983	9750229994	
۲	1331603011482	Dhoni	Sudha	23-Oct-1984	8778048080	
Showing 1 to 5 of 5 entries First Previous 1 Next La					vious 1 Next Last	
Mobile Number / தொலைபேசி எண் * 8778048080 Generate OTP						
Enter OTP	•	1234	Confirm OTP			



Image - 10

STEP 9: Select the record by clicking on the option button against the desired record.

STEP 10: Generate and verify OTP as shown above.

Once the OTP is verified the screen will refresh to the below image.

Select	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
0	1331603011624	Dhoni	Pan Singh	19-Mar-1985	8220717533	
0	1331603010978	Dhoni	Durai 14-Jun-1988 8220717533			
0	1331603011067	1603011067 Dhoni Mahendra 07-Jul-1985 8220717533				
0	1331603011340	Dhoni	Mahendra	07-Jul-1983	9750229994	
۲	1331603011482	Dhoni	Sudha	23-Oct-1984	8778048080	
iowing 1	to 5 of 5 entries				First Pre	vious 1 Next Las
			Proceed Edit CAN Detail Save As I	New		

Image - 11

STEP 11: Click on **Proceed**.

CAN details of the applicant may be modified by clicking on the Edit CAN Detail button.

The **Save as New** option allows you to save the same CAN Number with different applicant details.

The applicant will be redirected to the Application e-form screen as shown below.

Most of the common details will be auto filled from CAN, rest the user has to fill up.

Application for Tamil Nadu Co-operation	ive Handlooms Weavers Saving	gs and Security Scheme - Claim (Nominee)	
Applicant Details / விண்ணப்பத	தாரர் விவரங்கள்		
* Appellation	Thiru/திரு	* Applicant Name / விண்ணப்பதாரர் பெயர்	Dhoni/டோனி
* Relationship/உறவு	Mother	* Father / Husband / Guardian Name	Sudha/研西IT
* Mother's Name / தாயின் பெயர்	Sudha/研西T	* Gender / பாலினம்	Male
* Marital Status / திருமண நிலை	Unmarried	* Date of Birth / பிறந்த தேதி	23-Oct-1984
* Religion / மதம்	Hindu	* Community / சாதி	BC
* Driving License	655645645645	Ration Card No	1234567899678
Current Address / தற்போதைய	ப முகவரி		
* State / மாநிலம்	TAMIL NADU	* District / மாவட்டம்	Cuddalore/கடலூர்
* Taluk / வட்டம்	Cuddalore/கடலூர்	* Revenue Village / கிராமம்	Melakuppam/மேலகுட
* Street No/Name / தெரு எண் / பெயர்	12/12	* Building / Door / Flat No / கட்டிட/ கதவு/ பிளாட்எண்	44
* Pin Code / அஞ்சல் எண்	654434		



Permanent Address / நிலையான	முகவரி		
* State / மாநிலம்	TAMIL NADU	* District / மாவட்டம்	Cuddalore/கடலூர்
* Taluk / வட்டம்	Cuddalore/கடலூர்	* Revenue Village / கிராமம்	Melakuppam/மேலகுட
* Street No/Name / தெரு எண் / பெயர்	12/12	* Building / Door / Flat No / கட்டிட/ கதவு/ பிளாட்எண்	44
* Pin Code / அஞ்சல் எண்	654434		
Contact Details / தொடர்பு விபர	ாங்கள்		
Phone / Landline No. With STD Code		Mobile Number	8778048080
Email Id			
Application Details / விண்ணப்ப	விவரங்கள்		
·			
* Society Name	Anguchettipalayam \ •	* Claim Category / உரிமைகோரல் வகை	Temporary Advance *

Member Details / உறுப்பினர் வி	வரங்கள்		
* Member ID number / உறுப்பினர் எண்	1234	* Date of Savings and Security Scheme Enrolled / சேமிப்பு மற்றும் பாதுகாப்புத் திட்டம் பதிவு செய்யப்பட்ட தேதி	11-06-2017
* RC Date	11-06-2018	* RC number	12345
Nominee Details / நியமனாதரர்	விவரங்கள்		
* Appellation	Thiru/திரு	* Nominee Name / நியமனாதரர் பெயர்	dev
* Relationship / உறவு	Father •		
* Date of Birth	23-06-1970	* Age	47
* Share of Accumulation to be Paid / செலுத்த வேண்டிய பங்கு தொகை	50.00	* Share of insured to be paid / செலுத்த வேண்டிய காப்பீட்டு தொகை	50.00
Deceased Details			
* Date of Death / இறந்த தேதி	07-06-2018	* Deceased Enrollment Date in the Society / சமூகத்தில் இறந்த உறுப்பினர் பதிவு தேதி	11-06-2018
Date of Nomination / நியமனம் தேதி	11-06-2018	Date of Registration of the Nomination in the Society / சமுதாயத்தில் நியமனம் பதிவு தேதி	11-06-2018

Bank Name / வங்கி பெயர்	AXIS BANK 🔻	* District / மாவட்டம்	DHARMAPURI •
Branch Name / கிளை	DHARMAPURI	* IFSC Code / இந்திய நிதி அமைப்பு குறியீடு	UTIB0000889
Account Number / கணக்கு எண்	123452435342	* Account Holder Name / கணக்கு வைத்திருப்பவர்	dev
eclaration / உறுதிமொழி			
Hereby, I declare that what is stated above is	true to the best of my own information a	and brief.	

Image - 12

STEP 12: Fill all the mandatory details, Check the Declaration box and click on **Submit**.



On successful submission of the form, **Upload Supporting Documents** page will be displayed as shown below.

	ansaction No : TN-4192018061402286					
List of Documents						
1	Aadhaar Card	Mandatory				
2	Applicant Photo	Mandatory				
3	Death Certificate of the Weaver	Mandatory				
4	First page of Bank Passbook	Mandatory				
5	Legal Heir Certificate if Nominee is Death	Optional				
6	Member Passbook and other Documents	Optional				
7	Membership ID card	Optional				
8	Ration Card	Optional				
9	Voter ID	Optional				
7 8	Membership ID card Ration Card	Optional Optional				

Image - 13

STEP 13: Upload all Mandatory Supporting Documents.

• Select the type of document form dropdown, choose the file and click on Upload

Sl#	Document	Action	View
1	Aadhaar Card	Delete	👁 View
2	Applicant Photo	Delete	© View
3	Death Certificate of the Weaver	Delete	© View
4	First page of Bank Passbook	Delete	∕ View
	Ма	ike Payment	

Image - 14

STEP 14: Click on Make Payment once all required document are uploaded.



Confirm				
Payment Type*	Cash 🔻			
Application Number	TN-4192018061402286			
Applicant Name	Dhoni/CLITEOFI			
Date of Application	06/14/2018 16:24:26			
Service Name	Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Nominee)			
Application Fees	50			
eSevai Centre Charges	20			
Total	70			
	Confirm Payment			

Image - 15

STEP 15: Select the Payment Type form dropdown and click on Confirm Payment.

On successful Payment, applicant will be redirected to the Acknowledgment Receipt page as shown below.

 ✓ Success Transaction [TN-4192018061402286] Saved Successfully. 				
Acknowledgemen	it Receipt			
Application Number	TN-4192018061402286			
Applicant Name	Dhoni/&∟∏ttfl			
Date of Application	06/14/2018 16:24:26			
Service Name	Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Nominee)			
Application Fees	50			
eSevai Centre Charges	20			
Total	70			
	·			
	Print Receipt			

Image - 16

STEP 16: Click on **Print Receipt** to download/print the receipt.



		ரசு / Government of Tamil Nadu வ மையம் / e-Sevai Centre	
	0.21	ACKNOWLEDGEMENT	
சீது எண் / Receipt No: TN-4192018061402286		குறிப்பு எண் / Reference No: TN	TACCHN01905597
விண்ணப்பதாரர் / Applicant Name: டோனி/Dhoni		விண்ணப்ப எண் /Application No	o : TN-4192018061402286
புறையின் பெயர் / Department Name: கைத்தறி மர இயக்குனரகம் / Department of Handloom and Textile			f for Service : Application for Tamil Nadu Co-operative
	பணம் செலுத்	திய விவரம் / Payment Details	
விவரங்கள் / Particulars	செலுத்த	ம் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)
விண்ணப்ப கட்டணம் / Application Fees		Cash	50
இ-சேவை மையக் கட்டணம் /e-Sevai Centre Charges			20
நபாய் எழுத்துக்களில் / Amount in words (Rs): Seve	nty Only.		
மையப் பெயர் & குறியீட்டு எண் / Centre Name & Code : - ГАССНN019		கையொப்பப்	b / Signature of the Centre Operator
	/eDistrict/User/Tr		ப்ப நிலையை தெரிந்து கொள்ள பின்வரும் correctness of all the details furnished above. To Check

Image - 17

L T **Note** – Once the Application has been submitted, it will reach the concerned officer for further processing. If the officer rejects the application, the applicant will be notified of the rejection via sms/email.



This section explains features such as:

- 1. Saved Application
- 2. Submitted Application
- 3. Returned Application

Note –Procedure is same across all the services. As such screenshots may vary for different services.

ashboard		
aved Application		
ubmitted Applications eturned Application	Service Description	2 Supporting Documents
	To encourage the wards of the weavers to pursue higher studies, Dr. MGR	Aadhaar Card
	Handloom Weavers Welfare Trust was formed in the year 1986, Every year scholarships are	Applicant Photo
		Bonafide Certificate
	provided to two male and female students, who have secured first and second highest marks	First page of Bank Passbook
	in 33 disciplines, till they complete their course. A total of 132 students (66 males and 66	Marksheet
	females) are getting scholarship under this scheme every year.	Member ID Card and Other Documents
	Application Fee	P How to Apply 1.For Online : Click the below proceed button.

Image - 18

The above image shows the e-district portal dashboard. The user is re-directed to this screen after clicking on the respective service.

6.2 Saved Application

After submission (clicking on the Submit button), the application will be saved as draft. User can find draft applications under the **Saved Application** section and upload documents or make payment as required.

Dashboard	View Applicant details	UploadFile			
Saved Application	Saved Application				
Submitted Applications	Show 5 v entries				Search:
Returned Application		Application Number	Service_Name	Transaction_Date	Applicant Contact_Number
	۲	TN-3982018053102165	Application for Maintenance Allowance for Differently Abled Persons	31-05-2018 02:22 PM	8220717533
	Showing 1 to 1 of 1 entries				Previous 1 N





6.3 Submitted Application

List of submitted applications can	be viewed here as shown in the image below.
List of sublinition applications can	se the weathere as shown in the initige sets we

Dashboard					
	Submitted Applic	ations			
Saved Application	Submitted Applie	810113			
	Show 5 v entrie	s			Search:
Submitted Applications	Tran No	Transaction Date	Applicant Name	Applicant Contact Number	Service Name
Returned Application	TN- 4172018062002345	20/06/2018 14:57:40	Vivek/ഖിഖേക്	9500835050	Application for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandh Bunkar Bima Yojana
	TN- 4202018061902338	19/06/2018 16:50:39	Marakyar/ மரைக்காயர்	9500835050	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Disability)
	TN- 4212018061902330	19/06/2018 11:17:52	Manish/மனிஷ்	9500835050	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Death)
	TN- 4162018061802317	18/06/2018 11:49:47	Ahmed/அஹ்மத்	9500835050	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment
	TN- 4192018061402286	14/06/2018 16:26:14	Dhoni/CLITहर्ती	8778048080	Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Clai (Nominee)

Image - 20

6.4 Return Application

List of applications that have been returned from the higher official back to the operator can be viewed here.

Dashboard	View Application details	L. C.			
	new reprication octans				
aved Application	Return Application				
ubmitted Applications	Show 5 v entries				Search:
eturned Application		Application Number	Service_Name	Transaction_Date	Applicant Contact_Numbe
	0	TN-4162018061502311	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Enrolment	15-06-2018 04:04 PM	7984728380
	0	TN-4112018060402183	Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust	04-06-2018 08:21 AM	9789414383
	0	TN-3982018053102162	Application for Maintenance Allowance for Differently Abled Persons	31-05-2018 11:51 AM	8870761633
	0	TN-4242018051701986	Application for Ulema Pension Scheme under WAQF Board	17-05-2018 12:43 PM	8220717533
	0	TN-4182018051501960	Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Weaver)	15-05-2018 05:32 PM	9500208604

Image - 21

User can view the reason for return for a particular application by clicking on **View** Application Details.



Trans	action No : D	Date Of Submission :	D Comment Comment	0
	4162018061502311	15-06-18 04:06 PM	Supporting Documents	
	cant Name :			
	esh/டவெஸ்		Application Form	
	e Number :			
798	4728380			
			Action History	
			Verify Details	Jun 18 2018 11:17AN
List o	of Documents		Returned	
1	Aadhaar Card	Mandatory	Action : Return	
2	Applicant Photo	Mandatory	By : HTMD Handloom HTMD	Handloom
3	First page of the Bank Passbook	Mandatory		
4	Proof of Weaver / Ancillary Worker	Mandatory	Received Application	Jun 18 2018 11:16AN
5	Ration Card	Optional		
6	Voter ID	Optional	Action : Forward	
7	Member ID Card	Optional	By : Deputy Director Handlo	om Deputy Director
	Member Passbook and Other Docume ct Document [*] Please Select	nts Optional	Handloom	
			Handloom	
	ct Document* Please Select		Handloom	
Selec	ct Document* Please Select	v	Handloom	
Selec	ct Document* Please Select	Action View	Handloom	
Selec Sl#	ct Document* Please Select Document Aadhaar Card	Action View Delete View	Handloom	
Selec	ct Document* Please Select Document Aadhaar Card Applicant Photo	▼ Action View Delete	Handloom	
Selec Sl# 1 2 3	ct Document* Please Select Document Aadhaar Card Applicant Photo First page of the Bank Passbook	Action View Delete Image: View Delete Image: View Delete Image: View Delete Image: View	Handloom	
Selec Sl# 1 2 3	ct Document* Please Select Document Aadhaar Card Applicant Photo First page of the Bank Passbook	Action View Delete Image: View Delete Image: View Delete Image: View Delete Image: View	Handloom	
Selec 5l# 1 2 3 4	ct Document* Please Select Document Aadhaar Card Applicant Photo First page of the Bank Passbook Proof of Weaver / Ancillary Worker	▼ Action View Delete Image: Comparison of the second sec	Handloom	
Selec 5l# 1 2 3 4	ct Document* Please Select Document Aadhaar Card Applicant Photo First page of the Bank Passbook Proof of Weaver / Ancillary Worker Select Your language: TAMIL © E	▼ Action View Delete Image: Comparison of the second sec	Handloom	
Selec Sl# 1 2 3 4 Lease	ct Document* Please Select Document Aadhaar Card Applicant Photo First page of the Bank Passbook Proof of Weaver / Ancillary Worker Select Your language: TAMIL © E	▼ Action View Delete Image: Comparison of the second sec	Handloom	
Selec Sl# 1 2 3 4 Lease	ct Document* Please Select Document Aadhaar Card Applicant Photo First page of the Bank Passbook Proof of Weaver / Ancillary Worker Select Your language: TAMIL © E ment	▼ Action View Delete Image: Comparison of the second sec	Handloom	
Selec Sl# 1 2 3 4 Lease	ct Document* Please Select Document Aadhaar Card Applicant Photo First page of the Bank Passbook Proof of Weaver / Ancillary Worker Select Your language: TAMIL © E ment	▼ Action View Delete Image: Comparison of the second sec	Handloom	
Selec Sl# 1 2 3 4 Lease	ct Document* Please Select Document Aadhaar Card Applicant Photo First page of the Bank Passbook Proof of Weaver / Ancillary Worker Select Your language: TAMIL © E ment	▼ Action View Delete Image: Comparison of the second sec	Handloom	
Selec Sl# 1 2 3 4 Lease	ct Document* Please Select Document Aadhaar Card Applicant Photo First page of the Bank Passbook Proof of Weaver / Ancillary Worker Select Your language: TAMIL © E ment	▼ Action View Delete Image: Comparison of the second sec	Handloom	

Image - 22



6.5 Track Application

Track Application feature helps an operator to track the current state of the application; i.e., the level at which the application is at as it moves through different officials for approval.

Operator can enter the **Application No** at the search bar to track its flow as shown in the image below.

Government of Tamil e-District	Nadu		
Dashboard	т	rack Application	
Saved Application		rack Application	
Submitted Applications			Application No TN-4122018032001618 Search
			1N-4122016052001618
Returned Application	02-04-2	1018	
	0	Received application	© Apr 2 2018 12:53PM
		Please Proceed Date of Verification : 31-03-2018	
		Action: Forward	By : DeputyDirector Chennai (Deputy Director Assistant Director)
	20-03-2	018	
	0	Application Received	© Mar 20 2018 1:30PM
		Application Received	
		Action : Application Submitted	By: Operator
	Start		
	Copyright © 2018 Tamil Nadu e-Governar	are Arenew (TMeGA) All rights reserved	
	copyright © 2010 ramit Nadu e Governan	the Agency (Theory, Att lights reserved,	

Image - 23

7 Disclaimer

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