# Tamil Nadu e-District

# **User Manual**

on

# DHT-210 Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers – Claim (Death)

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	Fourth Level
Life insurance benefits for weaver and ancillary worke (Death Claim)		Circle Deputy Director/Assistant Director	MD of the Society	Circle Deputy Director/Assistant Director	Directorate of Handlooms and Textiles (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.

$igodoldsymbol{\in}$ $igodoldsymbol{O}$ Not secure   tn.cms.co.in:81/eDistrict/Login.aspx		☆ 0 :
Apps		»
	e-District Tamilnadu	
	Sign in to start your session	
	User ID	
	Password	
	NNLKZ 😌	
	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 User Profile Sign Out			
	=			00
🍘 Dashboard	Dashboard			
Pending List	PENDING APPLICATIONS	PROCESSED	APPROVED	REJECTED
Process List	4	APPLICATIONS 7	6	o APPLICATIONS
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	Nadu	Deputy Director Handloom
e-District		User Profile Sign Out
		00
n Dashboard	List of Services	
Pending List		-
Process List		
	HApplication for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana	0
Transaction Status Report	II Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Death)	0
III Reports <	HApplication 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
	HApplication for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust	0
	HApplication for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust - Renewal	0
	II Application 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)	3

Image 3

**STEP 5**: Click on the application to be processed. In this case, click on "Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers – (Death Claim)" link.

Below screen will be displayed.

Government of Tamil e-District	Nadu	Deputy Director Handloom
		CC CC
🔁 Dashboard	Application for Life Insurar	ce Schemes for Handloom Weavers and Ancillary Workers - Claim (Death)
Pending List	Applications –	Application List
Process List	Pending	
Transaction Status Report	O Received Application	· · · · · · · · · · · · · · · · · · ·
æReports <	O Verify Application	

Image 4

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



Government of Tamil e-District	Nadu							User Pro	file Sign Out
<ul><li>☎ Dashboard</li><li>■ Pending List</li></ul>	Application for Life Application	Insuran	ce Schei	mes for Ha	ndloom Weav	vers and	Ancillary Work	kers - Claim (Death)	- Received
Process List	Applications	-	Applica	tion List					-
Transaction Status Report	Pending	1	Show 1	0 v entries				Search:	*
≣ Reports 〈	O Received Application		Sl No	🎼 Select All 🗖	1 Application Nur	mber	1 Applicant Name	Application Date Time	ţţ.
	O Verify Application	0	1	¥	TN-42120180515	501946	Suresh/சுரேஷ்	15-05-2018 01:01 PM	
			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 No :		_	
ransaction No ;	Date Of Submission :	Supporting Documents	C
TN-4212018051501946	15-05-18 01:01 PM		
pplicant Name :			
Suresh/சுரேவ்		Application Form	
Aobile Number :		-	
7984728380			
		Action History	
		Application Received May 15 2018	12-59PM
our Action		-	22.0011
		Application Received	
* Date of Verification		Action : Application Submitted	
		By : Operator	
05-06-2018			
YES *Action	Ŧ		
*Action	•		
*Action Forward	Ţ		
*Action Forward Please Select Your language:	▼ TAMIL◎ ENGLISH®		
*Action Forward Please Select Your language: *Comment (Max. Chars Allowd	▼ TAMIL◎ ENGLISH®		
*Action Forward Please Select Your language:	▼ TAMIL◎ ENGLISH®		
*Action Forward Please Select Your language: *Comment (Max. Chars Allowd	▼ TAMIL◎ ENGLISH®		
*Action Forward Please Select Your language: *Comment (Max. Chars Allowd	▼ TAMIL◎ ENGLISH®		
*Action Forward Please Select Your language: *Comment (Max. Chars Allowd ok	▼ TAMIL◎ ENGLISH®		
*Action Forward Please Select Your language: *Comment (Max. Chars Allowd	▼ TAMIL◎ ENGLISH®		
*Action Forward Please Select Your language: *Comment (Max. Chars Allowd ok Document Title	▼ TAMIL◎ ENGLISH®		
*Action Forward Please Select Your language: *Comment (Max. Chars Allowd ok ok Document Title	TAMIL ENGLISH ®		
*Action Forward Please Select Your language: *Comment (Max. Chars Allowd ok ok Document Title	▼ TAMIL◎ ENGLISH®		
*Action Forward Please Select Your language: *Comment (Max. Chars Allowd ok ok Document Title	TAMIL ENGLISH ®		

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 Tami e-District	l Nadu		User Profile Sign Out
🚯 Dashboard	Application for Life Ir	nsurance S	ichemes for Handloom Weavers and Ancillary Workers - Claim (Death) - Received Application
Pending List	Applications	-	Application List
Process List	Pending	٥	✓ Success
Transaction Status Report	O Received Application		Action Successfull
III Reports <	O Verify Application		
			4

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.

Government of Tamil Nadu									
	=			¢\$					
🔀 Dashboard	Dashboard								
<ul> <li>Pending List</li> <li>Process List</li> </ul>	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

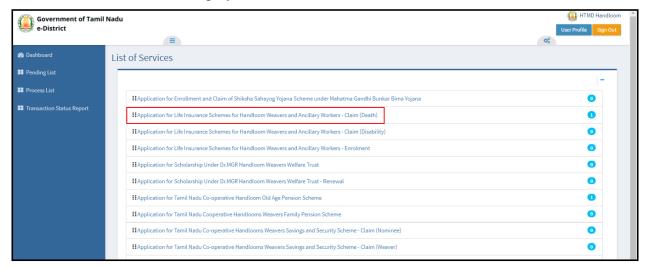


Image 9



**STEP 5**: Click on the application to be processed. In this case, click on "Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers – (Death Claim)" link.

Below screen will be displayed.

Government of Tamil e-District	Nadu		E HTMD	Handloom Sign Out
	≡		C:	
🚯 Dashboard	Application for Lif	e Insuranc	e Schemes for Handloom Weavers and Ancillary Workers - Claim (Death)	
Pending List	Applications	-	Application List	-
E Process List	Pending	1		
Transaction Status Report	O Verify Details	1	,	,

Image 10

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

Below screen will be displayed

Government of Tamil e-District	Nadu		HTMD Handloom
	=		0\$
🚯 Dashboard		ce Schemes for Handloom Weavers and And	illary Workers - Claim (Death) - Verify
Pending List	Details		
Process List	Applications –	Application List	-
Transaction Status Report	Pending	Show 10 • entries	Search:
	O Verify Details	Sl No 🏨 Select All 📕 🎼 Application Number 🛛 🎼 Ap	pplicant Name 🎝 Application Date Time 🎝 🕴
		1 TN-4212018051501946 Su	iresh/சுரேஷ் 15-05-2018 01:01 PM
		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.



ransaction Details	<ul> <li>Documents</li> </ul>
Information	🖺 Supporting Documents 📀
File Uploaded Sucessfully	
	Application Form
Transaction No : Date Of Submission	
TN-4212018051501946 15-05-18 01:01 PM	
Applicant Name :	Action History
Suresh/சுரேஷ்	
Mobile Number :	Received Application Jun 19 2018 12:28PM
7984728380	
1364126360	ok Date of Verification : 05-06-2018
	Application Recommended by Receiving Officer : YES
'our Action	Action :Forward
	By : Deputy Director Handloom(Deputy Director
Uploaded Files	Assistant Director)
<u> </u>	Delete Application Received May 15 2018 12:59PM
	Application Received
Active member in the society Proof	Delete
O <u>Active member in the society Proof</u>	
C Active member in the society Proof	Action :Application Submitted
Active member in the society Proof	
CALIVE Member in the society Proof	Action :Application Submitted
	Action :Application Submitted
*Action	Action :Application Submitted
*Action Forward	Action :Application Submitted By : Operator
*Action Forward Please Select Your language: TAMIL © ENGLISH ®	Action :Application Submitted By : Operator
*Action Forward Please Select Your language: TAMIL © ENGLISH ® *Comment (Max. Chars Allowd 1000)	Action :Application Submitted By : Operator
*Action Forward Please Select Your language: TAMIL © ENGLISH ®	Action :Application Submitted By : Operator
*Action Forward Please Select Your language: TAMIL © ENGLISH ® *Comment (Max. Chars Allowd 1000)	Action :Application Submitted By : Operator
*Action Forward Please Select Your language: TAMIL © ENGLISH ® *Comment (Max. Chars Allowd 1000)	Action :Application Submitted By : Operator
*Action Forward Please Select Your language: TAMIL © ENGLISH ® *Comment (Max. Chars Allowd 1000)	Action :Application Submitted By : Operator
*Action Forward Please Select Your language: TAMIL © ENGLISH ® *Comment (Max. Chars Allowd 1000) ok *Select Supporting Document	Action :Application Submitted By : Operator
Action Forward Please Select Your language: TAMIL  ENGLISH  Comment (Max. Chars Allowd 1000) ok  Select Supporting Document Select Any ▼	Action :Application Submitted By : Operator
*Action Forward Please Select Your language: TAMIL © ENGLISH ® *Comment (Max. Chars Allowd 1000) ok *Select Supporting Document	Action :Application Submitted By : Operator
*Action Forward Please Select Your language: TAMIL ◎ ENGLISH ® *Comment (Max. Chars Allowd 1000) ok *Select Supporting Document Select Any ▼ Document Title	Action :Application Submitted By : Operator
Action Forward Please Select Your language: TAMIL  ENGLISH  Comment (Max. Chars Allowd 1000) ok  Select Supporting Document Select Any ▼	Action :Application Submitted By : Operator
*Action Forward Please Select Your language: TAMIL ◎ ENGLISH ® *Comment (Max. Chars Allowd 1000) ok *Select Supporting Document Select Any ▼ Document Title	Action :Application Submitted By : Operator
*Action Forward Please Select Your language: TAMIL ◎ ENGLISH ® *Comment (Max. Chars Allowd 1000) ok *Select Supporting Document Select Any ▼ Document Title Supporting Document	Action :Application Submitted By : Operator

#### 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	il Nadu	User Profile	ID Handloom Sign Out
🚯 Dashboard	Application for Life Insurance	e Schemes for Handloom Weavers and Ancillary Workers - Claim (Death) - Verify Details	
Pending List	Applications -	Application List	-
<ul> <li>Process List</li> <li>Transaction Status Report</li> </ul>	Pending     O Verify Details	✓ Success Action Successfull	
		4	Þ

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.

Government of Tamil	irector Handloom 🚇			
🥮 e-District				User Profile Sign Out
	=			000
<table-of-contents> Dashboard</table-of-contents>	Dashboard			
Pending List	PENDING APPLICATIONS	PROCESSED	APPROVED APPLICATIONS	REJECTED
Process List	16	APPLICATIONS 50	APPLICATIONS 33	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		Deputy Director Handloom User Profile Sign Out
🚳 Dashboard	List of Services	
Pending List		-
Process List	HApplication for Enrollment and Claim of Shiksha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Bima Yojana	•
Transaction Status Report	HApplication for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Death)	0
I Reports <	HApplication 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
	#Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust	0
	#Application for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust - Renewal	0
	#Application for Tamil Nadu Co-operative Handloom Old Age Pension Scheme	0
	#Application for Tamil Nadu Cooperative Handlooms Weavers Family Pension Scheme	0
	#Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Nominee)	0
	#Application for Tamil Nadu Co-operative Handlooms Weavers Savings and Security Scheme - Claim (Weaver)	0

Image 15

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

Government of Tamil	Nadu		Deputy Director Handloom
e-bistitet			User Profile Sign Out
2 Dashboard	Application for Life Insurance	e Schemes for Handloom Weavers and Ancillary Workers - Claim (Death)	
Pending List	Applications	Application List	-
Process List	Pending		
Transaction Status Report	O Received Application	4	•
I Reports <	O Verify Application		

Image 16

#### **STEP 6**: Click on **Verify Application**.

Below screen will be displayed.

Government of Tamil e-District	Nadu						Deputy Directo	
							0°	
🔁 Dashboard	Application for Life Ins	urance S	Schemes for I	Handloor	m Weavers and Ancill	ary Workers - Claim (	Death) - Verify Applicatior	n
Pending List	Applications	-	Application L	ist				-
Process List	Pending	•						
Transaction Status Report	O Received Application	0	Show 10 V				Search:	<b>^</b>
E Reports	O Verify Application		Sl No 🖺 🤋	Select All 🗖	1 Application Number	Applicant Name	Application Date Time	-11
	O verily Application		1	×.	TN-4212018051501946	Suresh/சுரேஷ்	15-05-2018 01:01 PM	
			Showing 1 to 1 of	1 entries			Previous 1	Next
			•					•



**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.



ransaction Details		-	Documents	
Transaction No :	Date Of Submission :		Supporting Documents	(
TN-4212018051501946	15-05-18 01:01 PM			
Applicant Name :				
Suresh/சுரேஷ்			Active member in the s	ociety Proof
Mobile Number :			Annelise time Former	
7984728380			Application Form	
			Resolution Proceeding	S
our Action		-	Action History	
*Action				
Forward		•	Verify Details	Jun 19 2018 12:33P
Please Select Your language: TA	MIL ENGLISH .		ok	
*Comment (Max. Chars Allowd 100	0)			
ok			Action :Forward By : HTMD Handloom(Man	aging Director)
			Received Application	Jun 19 2018 12:28P
Document Title				
Suggesting Decument			ok Date of Verification : 05-06	-2018
Supporting Document	Choose file Uplo	bad	Application Recommende	d by Receiving Officer : YES
Back To List	s	ubmit	Action :Forward By : Deputy Director Handl Assistant Director)	oom(Deputy Director

Image 18

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

On successful submission below page will be displayed.

Government of Tami e-District	il Nadu		User Profile	Handloon Sign Out
🚳 Dashboard	Application for Life I	nsurance S	ichemes for Handloom Weavers and Ancillary Workers - Claim (Death) - Verify Application	
Pending List	Applications	-	Application List	-
Process List	Pending		✓ Success	
Transaction Status Report	O Received Application		Action Successfull	
E Reports <	O Verify Application			
			4	•





## 5.4 Directorate Login (Level 4)

**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 e-District				User Profile Sign Out
	=			08
🚯 Dashboard	Dashboard			
Pending List	PENDING APPLICATIONS	PROCESSED APPLICATIONS	APPROVED APPLICATIONS	REJECTED APPLICATIONS
Process List	▲ <sup>1</sup>	18	16	2
Transaction Status Report				
🔳 Reports 🛛 🗸				

Image 20

**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		Directorate Handloom
🍘 Dashboard	List of Services	
Pending List		
Process List	II Application for Enrollment and Claim of Shikaha Sahayog Yojana Scheme under Mahatma Gandhi Bunkar Birna Yojana	0
Transaction Status Report	II Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Death)	0
I Reports <	HApplication 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
	HApplication for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust	0
	HApplication for Scholarship Under Dr.MGR Handloom Weavers Welfare Trust - Renewal	0
	II Application for Tamil Nadu Co-operative Handloom Old Age Pension Scheme	0
	II Application for Tamil Nadu Cooperative Handlooms Weavers Family Pension Scheme	0

Image 21

Screen shows the list of pending applications.

**STEP 5**: Click on the application to be processed. In this case, click on "Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers – (Death Claim)" link.

Below screen will be displayed.



Government of Tamil e-District	l Nadu		Directoral User Profile	ite Handloom Sign Out
	=		¢;	
🚯 Dashboard	Application for Life	Insuranc	e Schemes for Handloom Weavers and Ancillary Workers - Claim (Death)	
Pending List	Applications	-	Application List	-
Process List	Pending	1		
Transaction Status Report	O Finalizing the Application	1	4	•
I Reports <				

Image 22

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

Below screen will be displayed.

Government of Tamil	Nadu		Directorate Handloom
e-District			User Profile Sign Out
🚳 Dashboard		Schemes for Handloom Weavers and Ancillary Workers - Cl	aim (Death) - Finalizing the
Pending List	Application		
Process List	Applications -	Application List	-
Transaction Status Report	Pending		
III Reports <	O Finalizing the Application	Show 10 V entries	Search:
		SI No 🖺 Select All 📕 🕴 Application Number 🔰 Applicant Name	
		1 I TN-4212018051501946 Suresh/研GTG	Q. 15-05-2018 01:01 PM
		Showing 1 to 1 of 1 entries	Previous 1 Next
		4	•
	Elig, List Ø06/18/2018 13:11:42		
	No of Applications		
	Add Selected To List Prepare this List		

Image 23

**STEP 7**: Select the application to be processed.

Below e-form will be displayed.



Fransaction No :	Date Of Submission :	
		Supporting Documents
TN-4212018051501946	15-05-18 01:01 PM	
Applicant Name :		
Suresh/சுரேஷ்		Active member in the society Proof
Mobile Number :		And lighting France
7984728380		Application Form
		Resolution Proceedings
our Action		- Action History
*Action		, and a second sec
Approve		▼ Verify Application Jun 19 2018 12:36Pl
Please Select Your language:	TAMIL ENGLISH .	ok
*Comment (Max. Chars Allowd 1		UK .
ok		Action :Forward By : Deputy Director Handloom(Deputy Director Assistant Director)
Document Title		Verify Details Jun 19 2018 12:33P
Supporting Document		ok
	Choose file Uploa	d Action :Forward By : HTMD Handloom(Managing Director)

Image 24

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

On successful submission below page will be displayed.

Government of Tamil	Nadu	Directorate Handloom
e-District	Ξ	User Profile Sign Out
🚳 Dashboard		Schemes for Handloom Weavers and Ancillary Workers - Claim (Death) - Finalizing the
Pending List	Application	
Process List	Applications -	Application List
Transaction Status Report	Pending	✓ Success
III Reports <	O Finalizing the Application	Action Successfull
		4
	Elig. List <b>O</b> 06/18/2018 13:11:42	
	No of Applications	
	Add Selected To List Prepare this List	





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

-
~
r
I J
1 7
5 7
$\sim$

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

**STEP 9**: 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

Below success message will be displayed.

Government of Tamil e-District			Directora	te Handloom
<b>C</b> District			User Profile	Sign Out
\mu Dashboard	Application for Life Insur	nce Schemes for Handloom Weavers and Ancillary Workers - Claim (Death) - Finalizir	ng tho	
Pending List	Application	nee schemes for handloom weavers and Anendary workers etaim (beautr). Finduzir	ig the	
Process List	Applications	- Application List		-
Transaction Status Report	Pending	● ✓ Success		
III Reports <	O Finalizing the Application	List has been processed successfully and forwarded to next level		
		·		
	Elig. List 2006/19/2018 12:	9:46		
	No of Applications	0		
	Add Selected To List Prepare this	iit		



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



### 5.5 Reports

Government of Tamil e-District	Nadu	Directorate Handloom User Profile Sign Out
🚳 Dashboard	Report List	
Pending List	Report List	
Process List	SANCTION ORDER/ELIGIBILITY REPORT	
Transaction Status Report	O REJECTED TRANSACTION REPORT	
III Reports <	O Dr.MGR Scholarship Report	



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

Below screen will be displayed.

Government of Tami e-District	l Nadu					User Profile Sign Out
🚳 Dashboard	Sanction Order Report					*Marked fields are mandatory
Pending List	Report Filter					
Process List	Report Filter	*Month	<ul> <li>From Date</li> </ul>	*To Date	District	_
Transaction Status Report	By Month By Date Department	Jun-2018	Start Date Service	End Date	All District	Show
E Reports	Department of Handloom and	Textile		ance Schemes for Handloom Weav 🔹	Eligibility List 🔻	
					L	

Image 28

**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.

	_	=					Q <sub>0</sub>	
🚯 Dashboard	Report							
Pending List	<u> </u>							Bao
<ul> <li>Process List</li> <li>Transaction Status Report</li> </ul>	14 4 1	of 1 🕨 🕅 💠	Find   Next 🛛 🔍 🔹 🏵					
III Reports <	SI No	Department	List D	Status List Type Created Dat			Updated Date	
	1	Department of Handloom and Textile	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Death)	List Ref. Number 200318044101421	Processed	Eligibility List	20 Mar 2018	07 Jun 2018
	2	Department of Handloom and Textile	Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Death)	070618032149421	Processed	Eligibility List	07 Jun 2018	14 Jun 2018
			Application for Life Insurance Schemes for Handloom	140618044235421	Processed	Eligibility List	14 Jun 2018	18 Jun 2018
	3	Department of Handloom and Textile	Weavers and Ancillary Workers - Claim (Death)					
	3		Weavers and Ancillary Workers - Claim (Death) Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers - Claim (Death)	180618121646421	Processed	Eligibility List	18 Jun 2018	18 Jun 2018

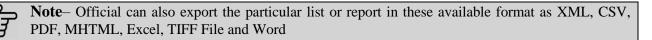


To view the Eligibility Order report, click on that particular Ref Number.

Below screen will be displayed.

Government of Tamil	Nadu									Direct	torate Handloom
e-District										User Prof	file Sign Out
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Process List											Back
Transaction Status Report	14 4	1 of 1 ▷ ▷  �	Find   N	ext 🛃 • 🛞	Eligib	ility Order De	tails Report				^
III Reports <				Ref No : 18061801			-	losing Date : 1	9-Jun-2018		
	SI N	List Ref. Number	Transaction Number	Applicant Name	Contact No	Aadhar No	Voter Id	Ration Card	Bank Name	IFSC Code	Account
	1	180618011142421	TN-4212018051501946	Suresh/சுரேஷ்	7984728380	799090908908	54646456546		CITY UNION BANK LIMITED	CIUB0000041	8900000000
				1							

Image 30



# 6 Disclaimer

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