

**Tamil Nadu e-District
User Manual
for
Maintenance Allowance
for Differently abled Persons**

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-District application. The manual consist of Steps used for registering service request and processing of application request at different levels using e- District Application.

4 Scope

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

5 Official Login

5.1 DDAW Official Login



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.

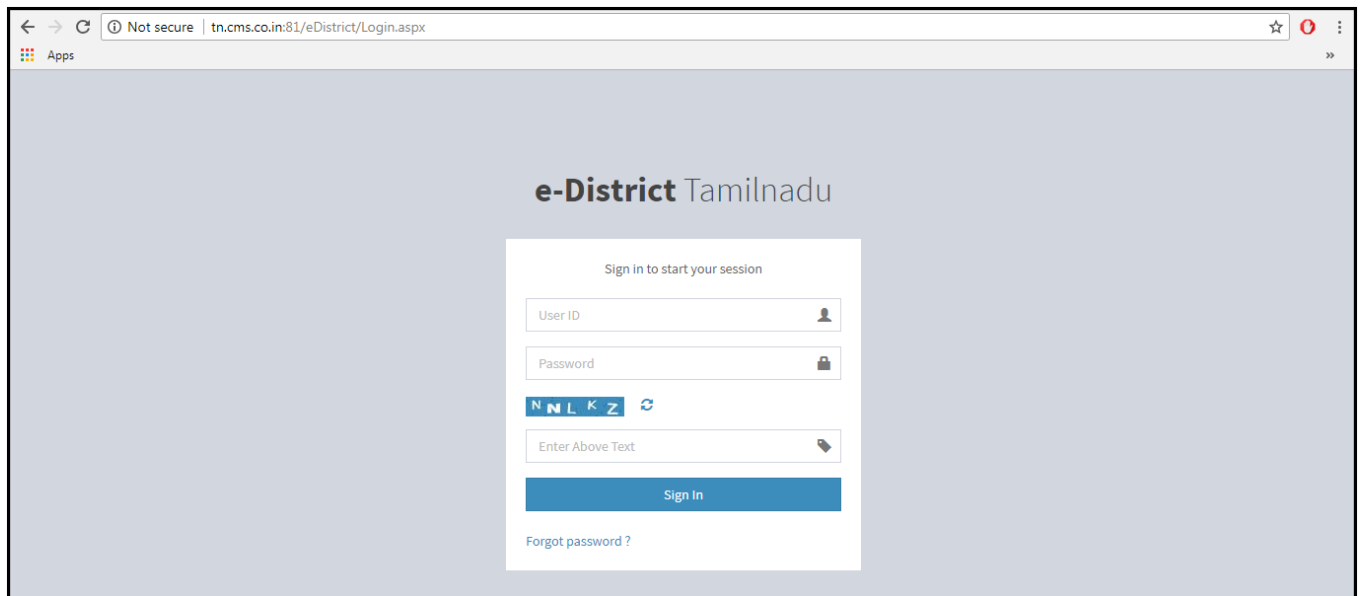


Image 1

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.

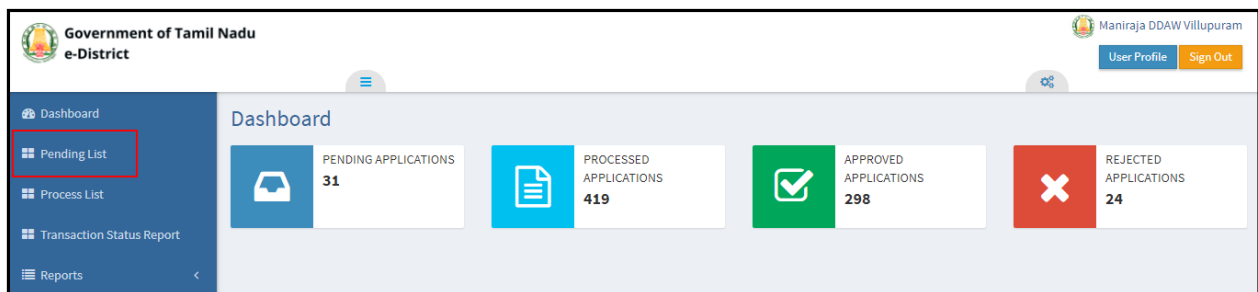


Image 2

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

Below screen will be displayed

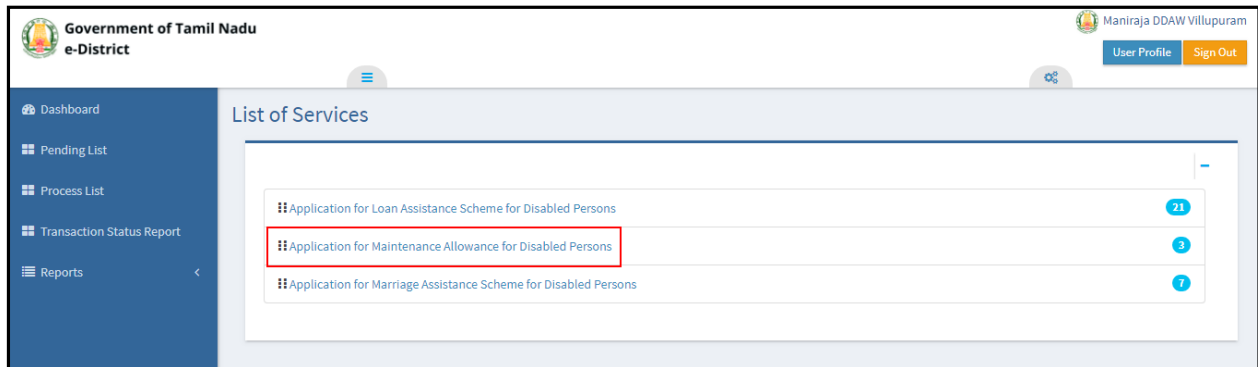


Image 3

Screen shows the list of pending applications.

STEP 5: Click on the application to be processed. In this case, click on “**Application for Maintenance Allowance for disabled persons**” link.

Below screen will be displayed.

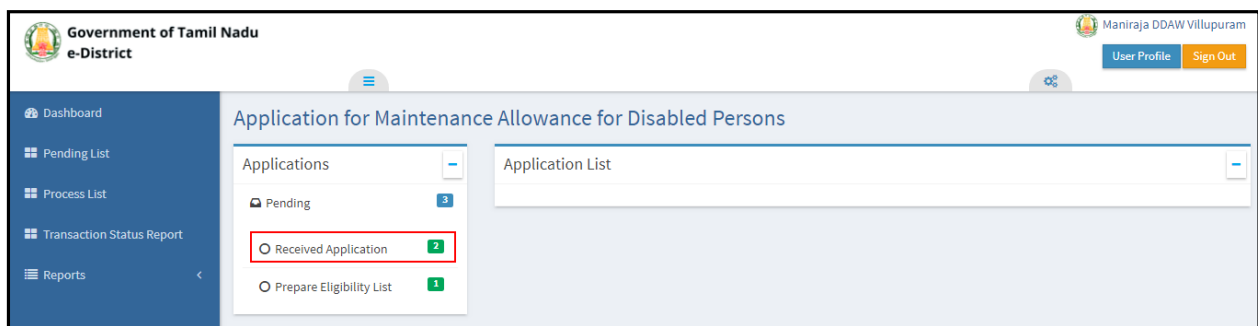


Image 4

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

Below screen will be displayed.

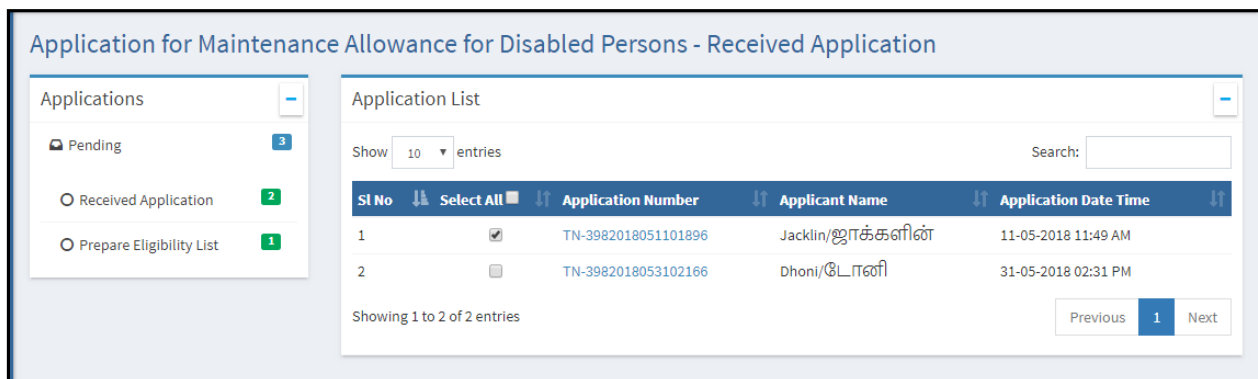
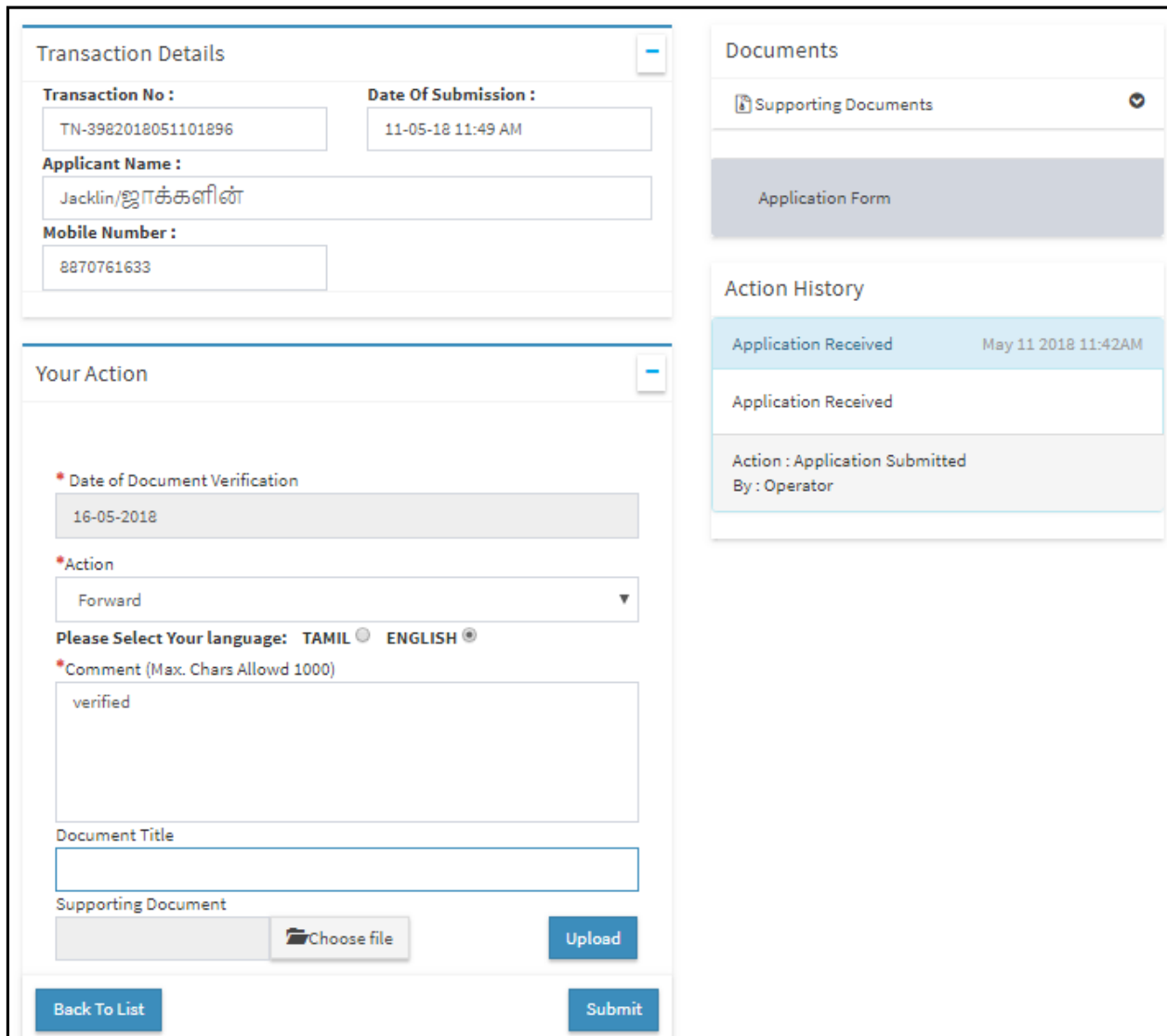


Image 5

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.



The screenshot displays a web interface for processing an application. It is divided into several sections:

- Transaction Details:** Contains fields for Transaction No. (TN-3982018051101896), Date Of Submission (11-05-18 11:49 AM), Applicant Name (Jacklin/ஜாக்ளின்), and Mobile Number (8870761633).
- Your Action:** A form with mandatory fields:
 - Date of Document Verification: 16-05-2018
 - Action: Forward (selected from a dropdown)
 - Language: Please Select Your language: TAMIL (selected) or ENGLISH
 - Comment: verified (Max. Chars Allowed 1000)
 - Document Title: (empty field)
 - Supporting Document: (empty field with a 'Choose file' button)
- Documents:** Shows 'Supporting Documents' and an 'Application Form' button.
- Action History:** A list of actions:
 - Application Received (May 11 2018 11:42AM)
 - Application Received
 - Action : Application Submitted
 - By : Operator

At the bottom of the 'Your Action' section, there are 'Back To List' and 'Submit' buttons.

Image 6

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



Note – The inspector can also choose to **Reject** under **Action** if he/she finds the application invalid.

On successful submission below page will be displayed.

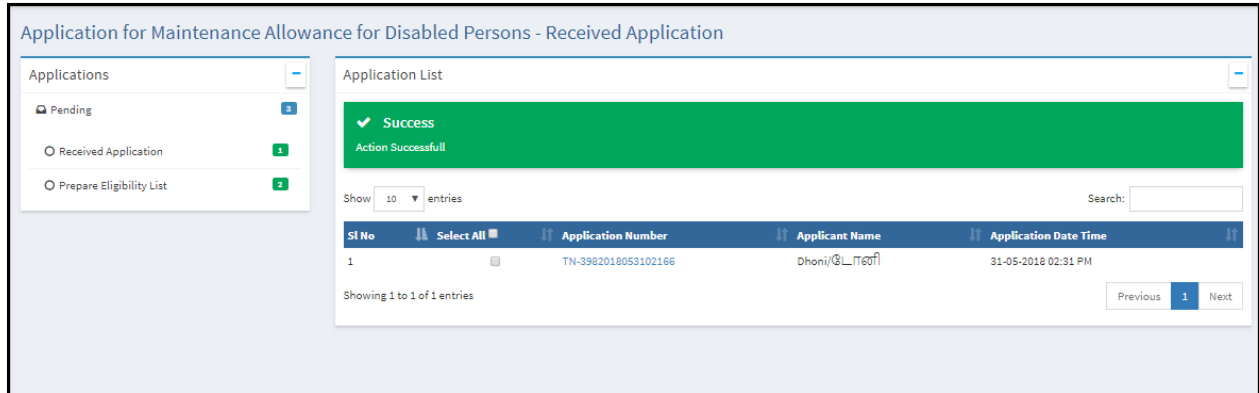


Image 7

Once the application has been approved, it moves to the eligibility list as shown above.

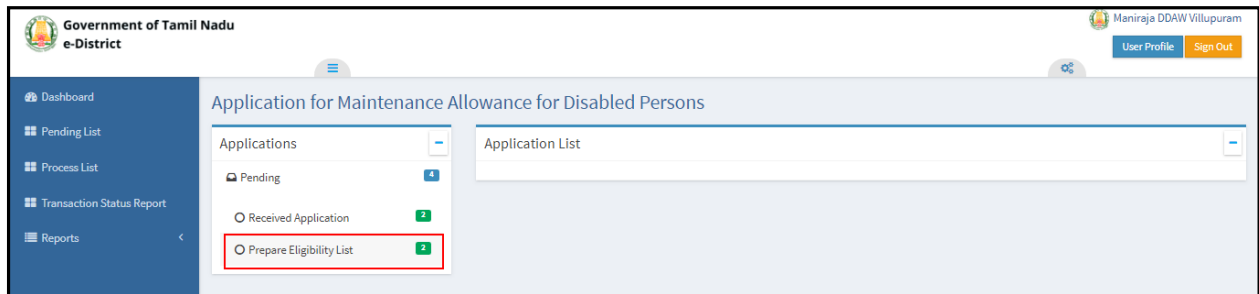


Image 8

STEP 9: Click on Prepare Eligibility List.

Below image will be displayed.

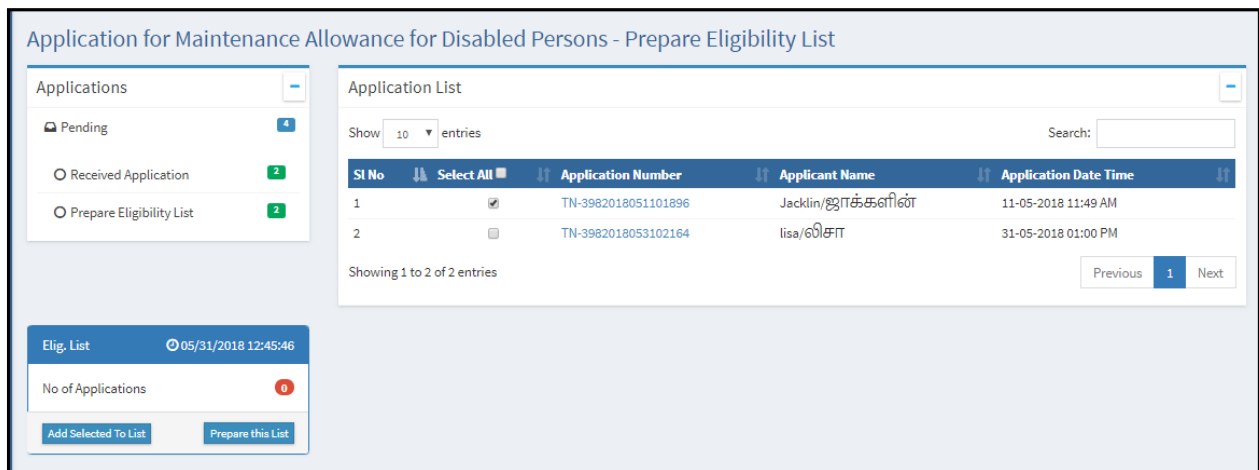


Image 9

It will show the list of applications in the eligibility list

STEP 10: Select the application by clicking on the application number

Below e-form will be displayed.

<p>Transaction Details</p> <p>Transaction No : TN-3982018051101896</p> <p>Date Of Submission : 11-05-18 11:49 AM</p> <p>Applicant Name : Jacklin/ஜாக்ளின்</p> <p>Mobile Number : 8870761633</p>	<p>Documents</p> <p>Supporting Documents</p> <p>Application Form</p>
<p>Your Action</p> <p>*Action: Approve</p> <p>Please Select Your language: <input type="radio"/> TAMIL <input checked="" type="radio"/> ENGLISH</p> <p>*Comment (Max. Chars Allowd 1000)</p> <p>Document Title</p> <p>Supporting Document: Choose file Upload</p> <p>Back To List Submit</p>	<p>Action History</p> <p>Received Application May 31 2018 3:40PM</p> <p>verified Date of Document Verification : 16-05-2018</p> <p>Action : Forward By : Maniraja DDAW Villupuram (District Differently Abled Welfare Officer)</p> <p>Application Received May 11 2018 11:42AM</p> <p>Application Received</p> <p>Action : Application Submitted By : Operator</p>

Image 10

STEP 11: Select the **Action (Approve)**, enter comments and click on Submit.

On successful submission of the form below image will be displayed.

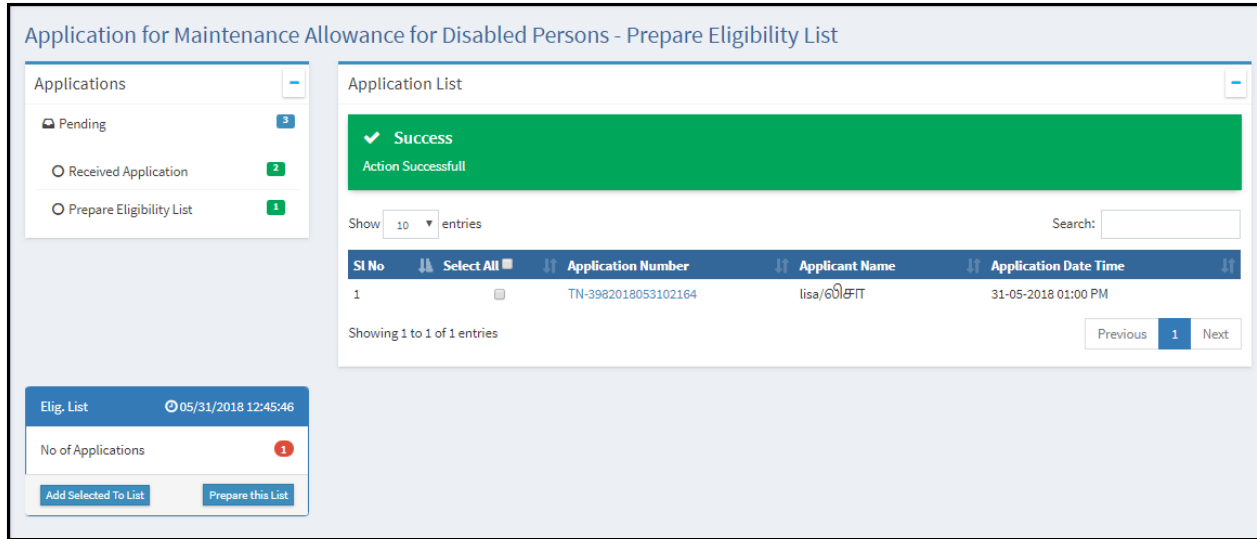


Image 11

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



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

STEP 12: 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

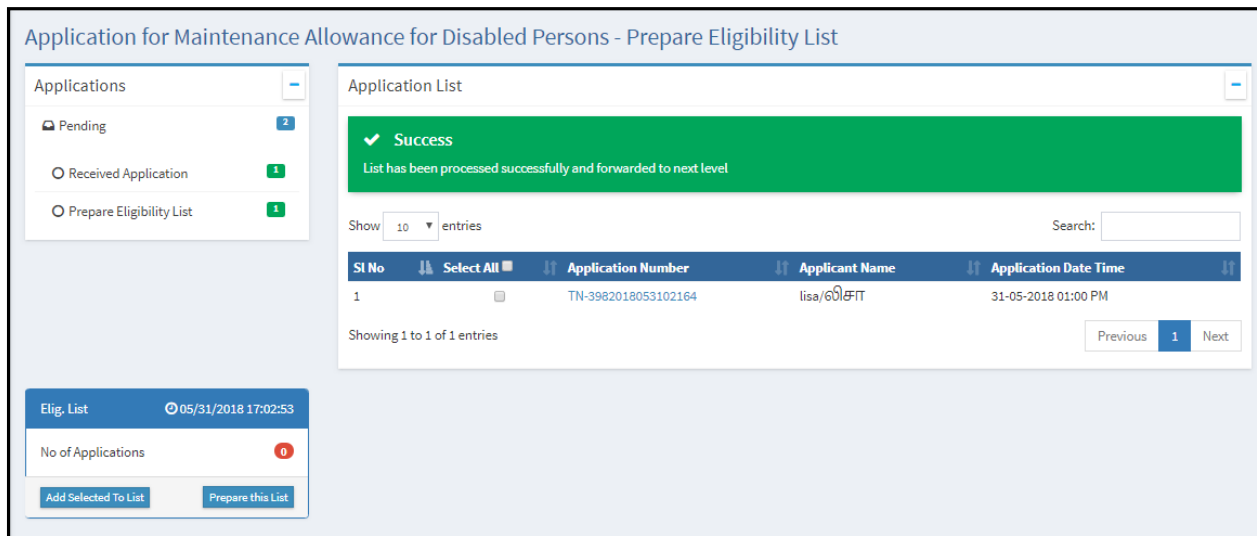


Image 12

STEP 13: Officials can view the generated reports for Eligibility/ Sanctioned list under Reports in the left panel.

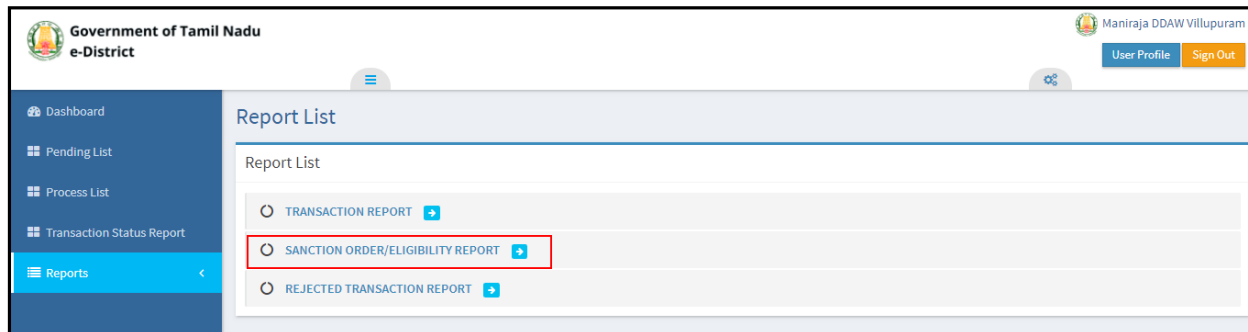


Image 13

Steps for report generation as mentioned in the below section.

5.2 Reports

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

Below screen will be displayed.

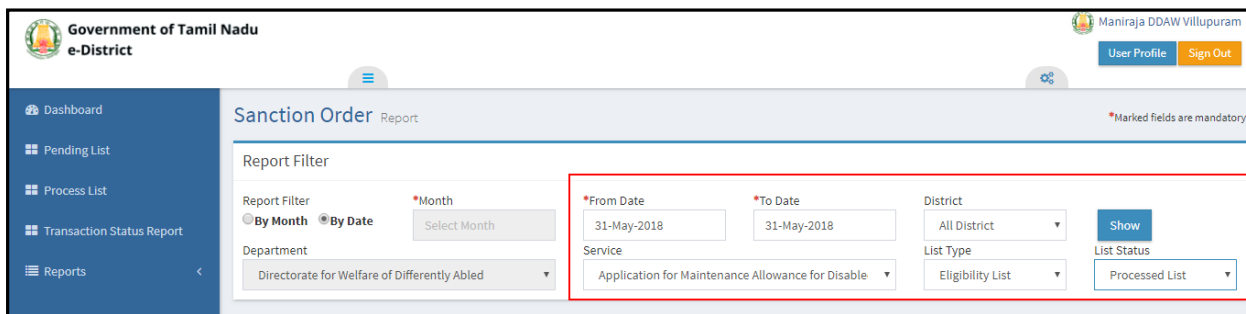


Image 14

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

STEP 3: Click **Show**.

Below image shows the report of the Eligibility list.

Report

[Back](#)

1 of 1 Find | Next

List Details						
Sl No	Department	Service	List Ref. Number	Status	List Type	Created Date
1	Directorate for Welfare of Differently Abled	Application for Maintenance Allowance for Disabled Persons	300518123220398	Processed	Eligibility List	30 May 2018
2	Directorate for Welfare of Differently Abled	Application for Maintenance Allowance for Disabled Persons	310518112057398	Processed	Eligibility List	31 May 2018
3	Directorate for Welfare of Differently Abled	Application for Maintenance Allowance for Disabled Persons	310518121031398	Processed	Eligibility List	31 May 2018
4	Directorate for Welfare of Differently Abled	Application for Maintenance Allowance for Disabled Persons	310518124546398	Processed	Eligibility List	31 May 2018
5	Directorate for Welfare of Differently Abled	Application for Maintenance Allowance for Disabled Persons	310518050253398	Processed	Eligibility List	31 May 2018

Image 15

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

Below screen will be displayed.

Report

[Back](#)

1 of 1 Find | Next

Eligibility Order Details Report								
Ref No : 310518050253398 List Start Date : 31-May-2018 List Closing Date : 31-May-2018								
Sl No	List Ref. Number	Transaction Number	Applicant Name	Contact No	Aadhar No	Voter Id	Ration Card	Bank Name
1	310518050253398	TN-3982018032801692	Ranjani/ரஞ்சனி	9566085209	928349748924	54646456546	4328975894375	STATE BANK OF INDIA

Image 16



Note– Official can also export the particular list or report in these available format as XML, CSV, PDF, MHTML, Excel, TIFF File and Word

5.3 Select Committee (DACOMMT Login)

CASE: Severely Disabled.

In case the person falls under the severely disabled category (75% and above), then the application goes through selection committee for approval.

Below image shows an example e-form for severely disabled category.

Application for Maintenance Allowance for Disabled Persons

Applicant Details / விண்ணப்பதாரர் விவரங்கள்

* Appellation	Thiru/திரு	* Applicant Name / விண்ணப்பதாரர் பெயர்	Dhoni/டோனி
* Relationship/உறவு	Mother	* Father / Husband / Guardian Name	Sudha/சுதா
* Mother's Name / தாயின் பெயர்	Sudha/சுதா	* Gender / பாலினம்	Male
* Marital Status / திருமண நிலை	Unmarried	* Date of Birth / பிறந்த தேதி	23-Oct-1984
* Religion / மதம்	Hindu	* Community / சாதி	BC
* Driving License	855645645645	* Ration Card No	1234567890123
Voter ID			

Current Address / தற்போதைய முகவரி

* State / மாநிலம்	TAMIL NADU	* District / மாவட்டம்	Cuddalore/கடலூர்
* Taluk / வட்டம்	Cuddalore/கடலூர்	* Revenue Village / கிராமம்	Melakuppam/மேலக்குடி
* Street No/Name / தெரு எண் / பெயர்	12/12	* Building / Door / Flat No	44
* Pin Code / அஞ்சல் எண்	654434		

If same as Current Address / தற்போதைய முகவரி அதே என்றால்

Permanent Address / நிலையான முகவரி

* State / மாநிலம்	TAMIL NADU	* District / மாவட்டம்	Cuddalore/கடலூர்
* Taluk / வட்டம்	Cuddalore/கடலூர்	* Revenue Village / கிராமம்	Melakuppam/மேலக்குடி
* Street No/Name / தெரு எண் / பெயர்	12/12	* Building / Door / Flat No	44
* Pin Code / அஞ்சல் எண்	654434		

Contact Details

Phone / Landline No. With STD Code		Mobile Number	8778048080
Email Id			

Application Details / விண்ணப்ப விவரங்கள்

Details on Disability

* Category of Disability	Severely affected D	* Disability Type	Please Select
* Percentage of Disability / மாற்றுத்திறனின் தன்மை (விழுக்காடு)	75	* Types of Disabilities (As per NIDC) / கணத்தின் வகை	blind
* National ID Card/UID / தேசிய அடையாள அட்டை எண்	123434	* Relationship with Applicant	Guardian
* Type of ID Card / அடையாள அட்டை வகை	Permanent	* Temporary ID Card Valid Till	

Bank Details

* Bank Name/வங்கி	CANARA BANK	* District/மாவட்டம்	COIMBATORE
* Branch Name/கிளை	COIMBATORE SEL	* IFSC Code / இந்திய நிதி அமைப்பு குறியீடு	CNRB0006237
* Account No / கணக்கு எண்	123456789012	* MICR No / காந்த மை குறியீடு	123456789

Self-Declaration

Certified that the above said particulars are true to the best of my knowledge. If any statement is found to be untrue I shall be liable for disciplinary action.

Reset Submit

Image 17

STEP 1: Go to the **e-District** (Government of Tamil Nadu) Web Portal. Below shown page will open.

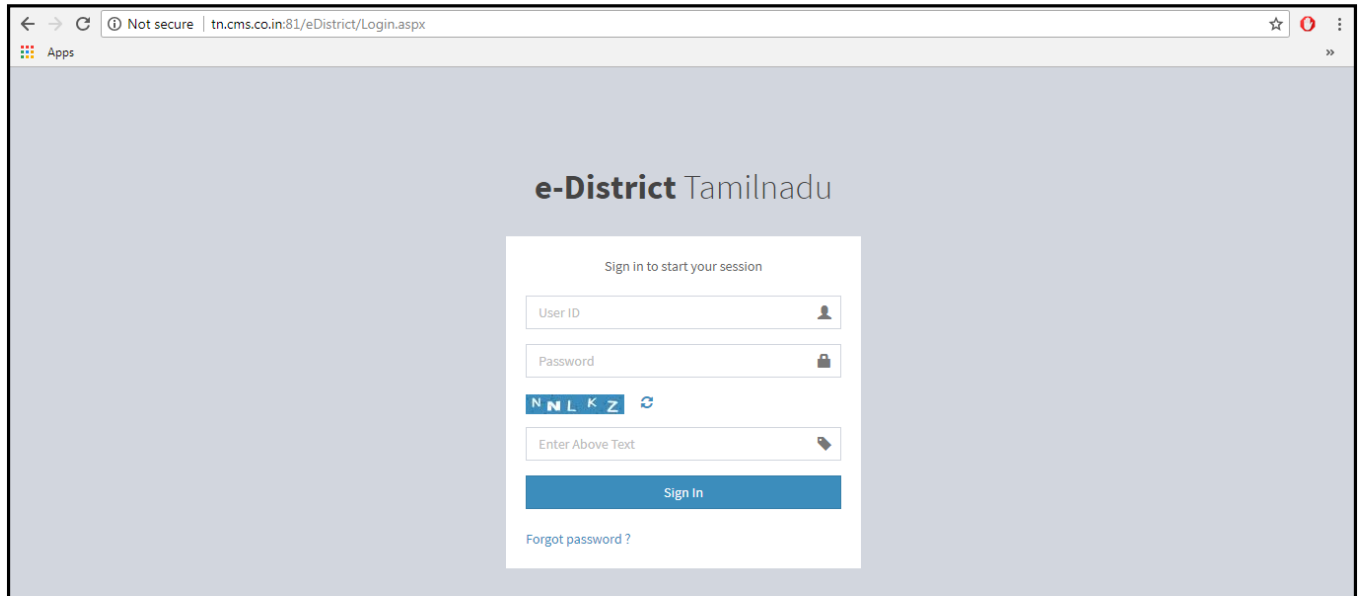


Image 18

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.

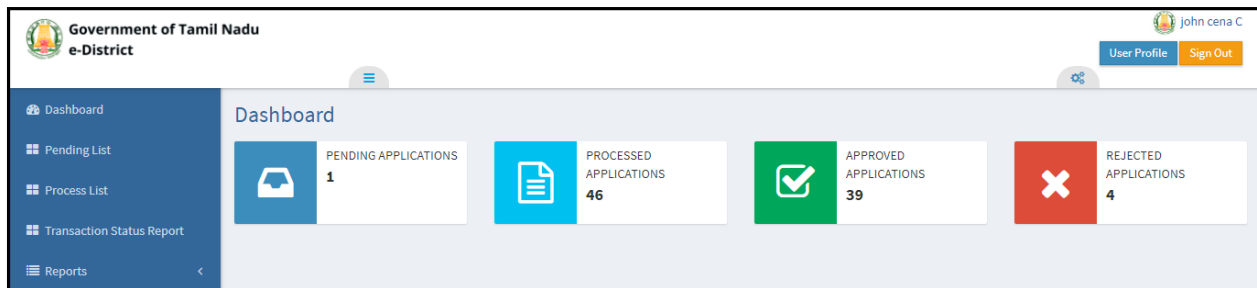


Image 19

STEP 4: Click on **Pending List**.

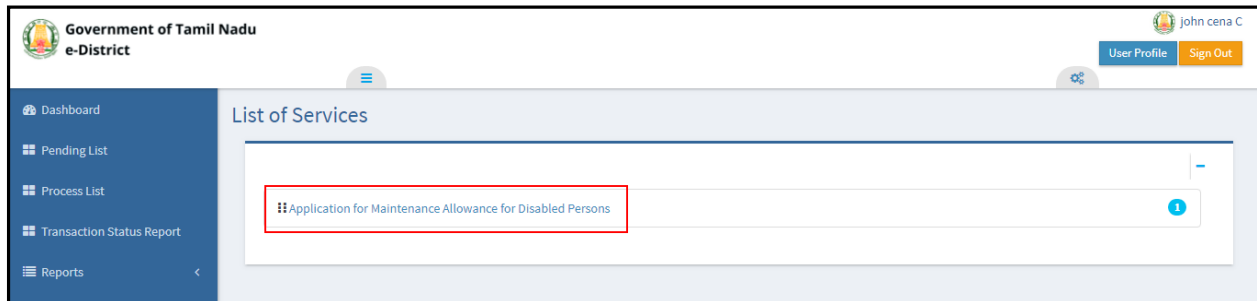


Image 20

STEP 5: Click on the **Application for Maintenance Allowance for Disabled Person** link.

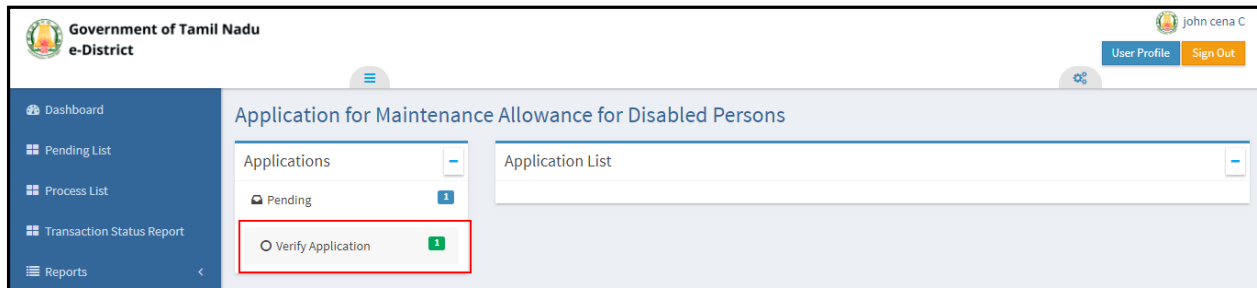


Image 21

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

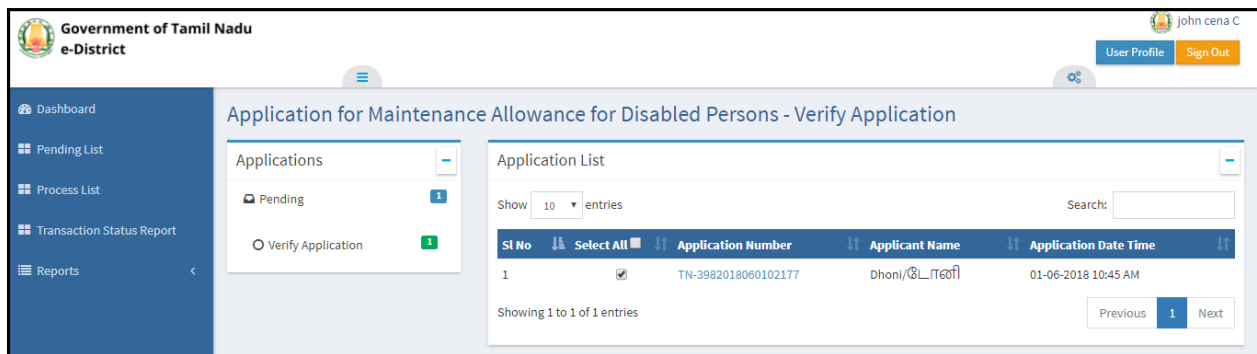


Image 22

List shows all those application which come under the severely disabled category.

STEP 7: Click on **Application Number**.

Below e-form will be displayed.

Transaction Details

Transaction No : TN-3982018060102177

Date Of Submission : 01-06-18 10:45 AM

Applicant Name : Dhoni/சுலாஹிதா

Mobile Number : 8778048080

Your Action

* Sanctioned

* Date of Committee Meeting

* Action

Please Select Your language: TAMIL ENGLISH

* Comment (Max. Chars Allowed 1000)

Document Title

Supporting Document

Documents

Supporting Documents

Application Form

Action History

Received Application Jun 2 2018 11:02AM

ok
 Date of Document Verification : 02-06-2018

Action : Forward
 By : Maniraja DDAW Villupuram (District Differently Abled Welfare Officer)

Application Received Jun 1 2018 10:38AM

Application Received

Action : Application Submitted
 By : Operator

Image 23

STEP 8: Select the **Action (Approve)**, enter comments and click on **Submit**.

On successful submission of the form below image will be displayed.

The screenshot shows the Government of Tamil Nadu e-District dashboard. The page title is "Application for Maintenance Allowance for Disabled Persons - Verify Application". On the left is a navigation menu with options: Dashboard, Pending List, Process List, Transaction Status Report, and Reports. The main content area shows a summary of applications: "Applications" with "Pending" (0) and "Verify Application" (0). A large green banner displays a "Success" message: "Action Successful". The top right corner shows the user profile "john cena C" and a "Sign Out" button.

Image 24

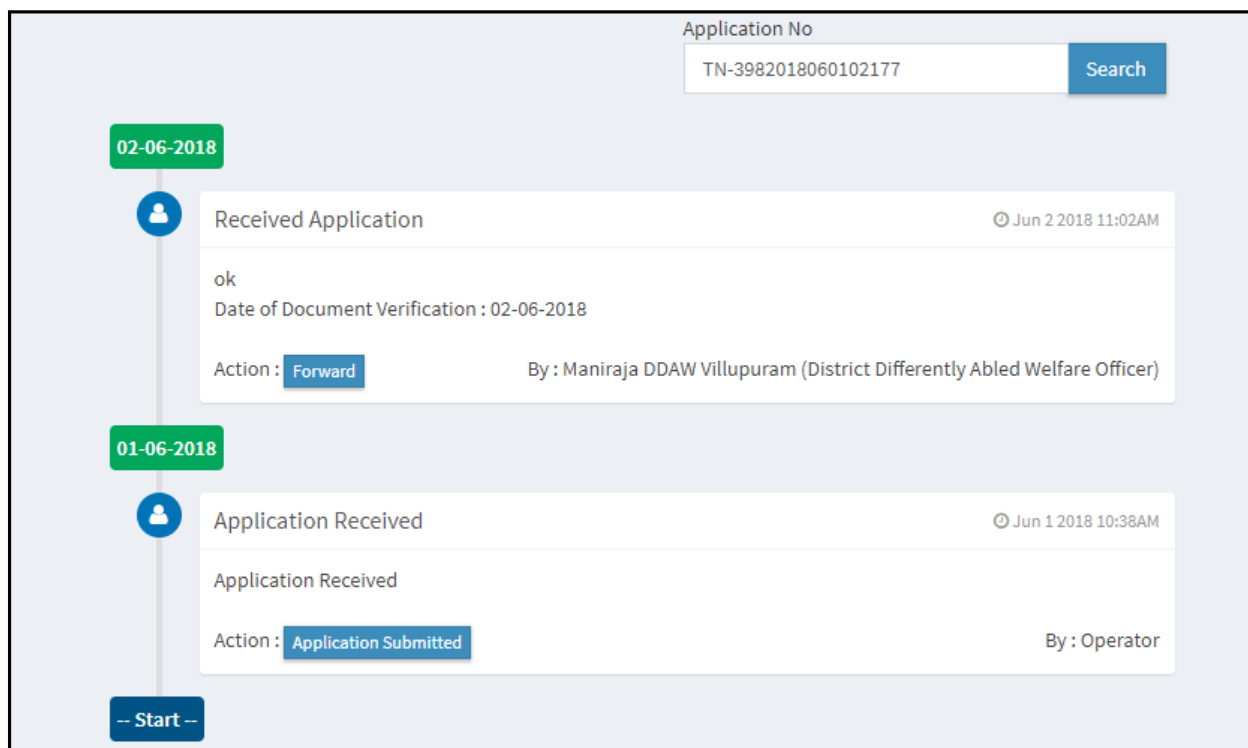


Note – Once the DACOMMT official has **Approved** the application, the DDAW official must only Approve the application, he/she cannot reject/return the application.

5.4 Track Application

Track Application feature helps an operator to track the current state of the application. As per the example image given below the application has moved from operator to DDAW official who has further forwarded it to the next official.

Operator can enter the **Application No** at the search bar to track its flow.



The screenshot displays the 'Track Application' interface. At the top right, there is a search bar labeled 'Application No' containing the text 'TN-3982018060102177' and a 'Search' button. Below the search bar is a vertical timeline showing the application's progress. The timeline starts with a green box labeled '02-06-2018'. The first step is 'Received Application' with a timestamp of 'Jun 2 2018 11:02AM'. The status is 'ok' and the 'Date of Document Verification' is '02-06-2018'. The action taken is 'Forward' by 'Maniraja DDAW Villupuram (District Differently Abled Welfare Officer)'. The second step is 'Application Received' with a timestamp of 'Jun 1 2018 10:38AM'. The status is 'Application Received' and the action taken is 'Application Submitted' by 'Operator'. At the bottom of the timeline is a blue box labeled '-- Start --'.

Image 25

6 Disclaimer

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