



# **Tamil Nadu e-District**

## *User Manual*

*Printing of Certified Copy*

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## E-DISTRICT TAMIL NADU USER MANUAL

### (Government of Tamil Nadu)

#### 1. Project Overview

TNeDistricts 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 and enhance the efficiencies of the various Departments at the district-level to enable seamless service delivery to the citizen.

Front-ends under the scheme, in the form of citizen facilitation centers, are envisioned to be built at District, Taluk, and Sub-division and Block levels. Indicative services planned to be delivered through this MMP include:

**Certificates:** Creation and distribution of certificates for income, nativity, community, domicile, caste, Birth, Death etc.

**Linking with other e government projects:** Birth Certificate COC, Death Certificate COC etc.

**Information Dissemination:** About government schemes, entitlements, etc.

**Assessment of taxes:** Property tax, and other government taxes.

**Utility Payment:** Payments relating to electricity, water bills property taxes etc.

#### 2. General Information

##### Let's Start!!

##### 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 37)
- 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"><li>1. Switch 'ON' the UPS only after you have switched 'ON' the power socket</li><li>2. Switch 'ON' the computer only after you have switched "ON' the UPS</li><li>3. Switch 'OFF' the power socket in there is an electrical spark in the socket</li></ol>
	<ol style="list-style-type: none"><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></ol>
	<ol style="list-style-type: none"><li>6. In case you are not sure whether the computer is connected in the right way – please contact the system engineer</li></ol>

### 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. 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 cannot 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

User starts with the given steps after opening the internet explorer

**STEP 1:** Open the Tamil Nadu e-District website by typing the below given URL in address bar of browser

URL: <https://tnesevai.tn.gov.in/Default.aspx>

**STEP 2:** Below Screen will display.



#### e-Sevai Services through Common Service Centers (CSC's)

Tamil Nadu e-Governance agency (TNeGA) has developed e-Sevai application for online delivery of various citizen centric services of government department to public through Common Service Centers (CSC's). Tamil Nadu has about 10443 CSC's and the citizens can avail these government services by approaching the nearest (CSC's). The list of services provided is as follows,

- REV-101 Community certificate
- REV-102 Nativity certificate
- REV-103 Income Certificate
- REV-104 First Graduate Certificate
- REV-105 Deserted Woman Certificate
- REV-106 Agricultural Income Certificate
- REV-107 Family Migration Certificate
- REV-108 Unemployment Certificate
- REV-109 Widow Certificate
- REV-111 Certificate for Loss of Educational Records due to disasters
- REV-113 Inter Caste Marriage Certificate
- REV-114 Legal Heir Certificate
- REV-115 Other Backward Classes (OBC) Certificate
- REV-116 Residence certificate
- REV-117 Small / Marginal Farmer Certificate
- REV-118 Solvency Certificate
- REV-119 No Male Child Certificate
- REV-120 Unmarried Certificate
- REV-401 Licence under Pawn Broker Act
- REV-402 Money Lender's Licence

[Click here for More Service's Information](#)

#### Sign In

Captcha is not case sensitive



[Forgot Password?](#)

#### CONTACTS

TamilNadu e - Governance Agency  
No. 5/9, TNHB Building,  
Kavingar Bharathidasan Road,

#### HELP DESK

eSevai\_helpdesk@cms.co.in  
Toll Free Number : 18004251333

## 6. The Objective of E-district Tamil Nadu

E-District Tamil Nadu application will allow citizen to apply, pay, track and receive on-line various services as stated below from stipulated Government authorized named LMK/Department centres or Government offices/counters:

1. Issuance of Birth Certificates COC
2. Issuance of Death Certificate COC
3. Agriculture Income Certificate
4. Unemployment Certificate
5. Widow Certificate
6. Family Migration Certificate
7. Electricity Bill Payment Service etc..

## 7. IGR-Printing of Certified Copy

**STEP 1:** Open the e-District Government of Tamil Nadu link.

**STEP 2:** Operator Login Page display like this.

**STEP 3:** Enter the Correct login credentials.

**STEP 4:** Click on Login.

## 7.1. Operator Login

**COMMISSIONERATE OF e-GOVERNANCE  
TAMIL NADU e-GOVERNANCE AGENCY**  
INFORMATION TECHNOLOGY DEPARTMENT, GOVERNMENT OF TAMIL NADU

**e-Sevai**  
இணைய சேவை இணிய சேவை

[Home](#)   [Contact Us](#)   [Help](#)   [Download](#)

**e-Sevai Services through Common Service Centers (CSC's)**

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[Click here for More Service's Informaion](#)

**Sign In**

Captcha is not case sensitive

[Forgot Password?](#)

**Click on Login**

**CONTACTS**

TamilNadu e - Governance Agency  
No. 5/9, TNHB Building,  
Kavangar Bharathidasan Road,

**HELP DESK**

esevai\_helpdesk@cms.co.in  
Toll Free Number :18004251333

**STEP 5:** Click on Services.

**STEP 6:** Click on Inspectorate General of Registration department.

**Government of Tamil Nadu**

**e-Sevai**  
இணைய சேவை இணிய சேவை

☰
NARENDRA KOPPULA   TNELCCHN009-01
⚙️ 🔒

Dashboard

Wallet Recharge Reprint

**Services**

Receipt

**Services**

DEPARTMENT WISE

SERVICE WISE

SEARCH

- ⊙ Agriculture
- ⊙ Anna University
- ⊙ BC MBC and Minority Department
- ⊙ Chennai Metro Water Supply & Sewerage Board
- ⊙ Chennai Traffic Police
- ⊙ Civil Supplies and Consumer Protection Department
- ⊙ Commissionerate of Municipal Administration
- ⊙ Department of Handloom and Textiles
- ⊙ Director of Social Welfare
- ⊙ Directorate for Welfare of Differently Abled
- ⊙ Directorate of Boilers
- ⊙ Directorate of Fire & Rescue
- ⊙ Directorate of Public Health and Preventive Medicine
- ⊙ Drugs Department
- ⊙ Employment and Training
- ⊙ Fisheries
- ⊙ Greater Chennai Corporation
- ⊙ Horticulture
- ⊙ Inspector General of Registration
- ⊙ Revenue Department
- ⊙ Tamil Nadu Electricity Inspectorate (TNEI)
- ⊙ TANGEDCO
- ⊙ TN Police Department
- ⊙ TNEGA

**Name:** NARENDRA KOPPULA

**Center:** Corporation of Chennai, Thiru-Vi-Ka Nagar(Zone VI) - ELCOT

**Center Code:** ELCCHN009

**Counter:** 1

**Wallet Type:** Prepaid

**Wallet Amount:** 943528.40

**Share:** 0.00

**Click on IGR Department**

**STEP 7:** Click on "Download Certificate Copy"...

- Dashboard
- Wallet Recharge Reprint
- Services
- Receipt

### Services

DEPARTMENT WISE Inspector General of Registration

SERVICE WISE 10 records per page

SEARCH

- IGR-401 Issue of Encumbrance Certificate
- IGR-402 Issue of Certified Copies
- IGR-403 EC Download
- IGR-404 CC Download**

Showing 1 to 4 of 4 entries

Back

Search: [ ]

Previous 1 Next

Name: NARENDRA KOPPULA

Center: Corporation of Chennai, Thiru-Vi-Ka Nagar(Zone VI) - ELCOT

Center Code: ELCCHN009

Counter: 1

Wallet Type: Prepaid

Wallet Amount: 943528.40

Share: 0.00

Click on Certified Copy Download.

Enter the Application Number which is generated at the time of *Issue of Certificate Copy* service as below. After entering "**Application Number**", Sequence Number and Year will be auto populated.

### IGR-404 CC Download

Enter the Application number.

#### IGR CC Download

Application Number\* CCA/Online/1375/2018

Sequence Number\* 1375

Year\* 2018

Total Number of Pages\*

Calculate CC Fee Details Clear CC Fee Details

Click on **Calculate CC Fee details** button, if details are wrong click on *Clear CC Fee details* button to remove filled values.

#### IGR CC Download

Click on Calculate CC fee details button

Application Number\* CCA/Online/1375/2018

Sequence Number\* 1375

Year\* 2018

Total Number of Pages\* Page Numbers:2

Calculate CC Fee Details Clear CC Fee Details

Number of Pages will be displayed as below.

### IGR CC Download

Application Number*	Sequence Number*	Year*
<input type="text" value="CCA/Online/1375/2018"/>	<input type="text" value="1375"/>	<input type="text" value="2018"/>
<input type="button" value="Calculate CC Fee Details"/>	<input type="button" value="Clear CC Fee Details"/>	Total Number of Pages*
	<input type="text" value="Page Numbers:2"/>	

After filling all mandatory fields, finally click on “**Submit**” button. Department amount, Service Charges will be shown and same will be deducted from operator wallet.

### Payment Details

Department Amount:*	Service Charge:*	Total Amount :*
<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text" value="4"/>
<input type="button" value="Submit"/> <input type="button" value="Clear"/>		

After submitting the request, if transaction is confirmed success message will be received with “CC File” and “**Print Receipt**” button to download the receipt.

### IGR-404 CC Download

Transaction No : TNELCCHN00901485

SUCCESS : Transaction completed Successfully.

### IGR CC Download

Application Number*	Sequence Number*	Year*
<input type="text" value="CCA/Online/1375/2018"/>	<input type="text" value="1375"/>	<input type="text" value="2018"/>
<input type="button" value="Calculate CC Fee Details"/>	<input type="button" value="Clear CC Fee Details"/>	Total Number of Pages*
	<input type="text" value="Page Numbers:2"/>	

To process the payment the user need to click the “Submit” button.

On completion of successful payment click <**Print IGR CC Download**>, <**Print Receipt**>, CC Copy and Receipt will download in PDF format.



## **Certified Copy Format**



Certified Copy of DocumentNo

This certified copy is being issued through online and it is here by certified that the requisite Stamp Duty of ₹ 20/- (Rupees. Twenty Only) has been paid through e-payment on Date for application number AppNo.

## **Receipt Format.**



தமிழ்நாடு அரசு / Government of Tamil Nadu  
இ-சேவை மையம் / e-Sevai Centre

ரசீது / RECEIPT

ரசீது எண் / Receipt No: TN-16620181226000 விண்ணப்பதாரர் / Applicant Name: CC Download துறையின் பெயர் / Department Name: பதிவுத்துறை / Inspector General of Registration	துறை குறிப்பு எண் / Department Reference No: 26122018170521078 பரிவர்த்தனை எண் / Transaction No : TNELCCHN00901485 விண்ணப்பித்த தேதி / Application date : 26-12-2018 17:05:21 விண்ணப்பித்த சேவை / Applied for Service : IGR-404 CC Download	
பணம் செலுத்திய விவரம் / Payment Details		
விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)
கட்டண தொகை / Bill Amount	Cash	0.00
இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges	Cash	4.00
		மொத்தம் / Total : 4.00
ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Four only.		
மையப் பெயர் & குறியீட்டு எண் / Centre Name & Code : Corporation of Chennai, Thiru-Vi-Ka Nagar(Zone VI) - ELCOT-ELCCHN009	கையொப்பம் / Signature of the Centre Operator	

User can have printout of this PDF receipt.

## 8. Disclaimer

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