



# Tamil Nadu e-District Application Training Manual

Renewal of Trade License (COC-401)

Greater Chennai Corporation



राष्ट्रीय इ-गवर्नेस योजना  
National e-Governance Plan

## Table of Content

### Table of Contents

1. Project Overview.....	3
2. General Information .....	3
2.1. Tools Required .....	3
2.2. Starting your Computer .....	3
3. Purpose .....	4
4. Scope.....	4
5. Getting Started.....	4
6. Services Offered under Greater Chennai Corporation .....	4
7. Renewal of Trade License .....	4
8. Disclaimer.....	9

## 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

## 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.



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

	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

This document is an integral part of e-District application user manuals. The objective of this document is to provide step-by-step assistance to the user on how to use the renewal of trade license service in the e-District Portal.

### 4. Scope

The scope of this document is to cover the 'Renewal of trade license' service offered under **Greater Chennai Corporations**.

### 5. Getting Started

Following points and guidelines may be referred while accessing the e-Sevai/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

### 6. Services Offered under Greater Chennai Corporation

Following services are offered under Greater Chennai Corporation:

1. COC-101: Printing of Birth Certificate
2. COC-102: Printing of Death Certificate
3. COC-401: Renewal of Trade License
4. COC-601: Collection of Company Tax
5. COC-602: Collection of Professional Tax
6. COC-603: Collection of Property Tax

### 7. Renewal of Trade License

Following steps describe how to use the Renewal of trade License service through the e-District Portal:

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

**STEP 2:** Enter the login credentials.

Make sure 'Operator' is selected in the **Operator Type** field.

**STEP 3:** Enter Captcha code.

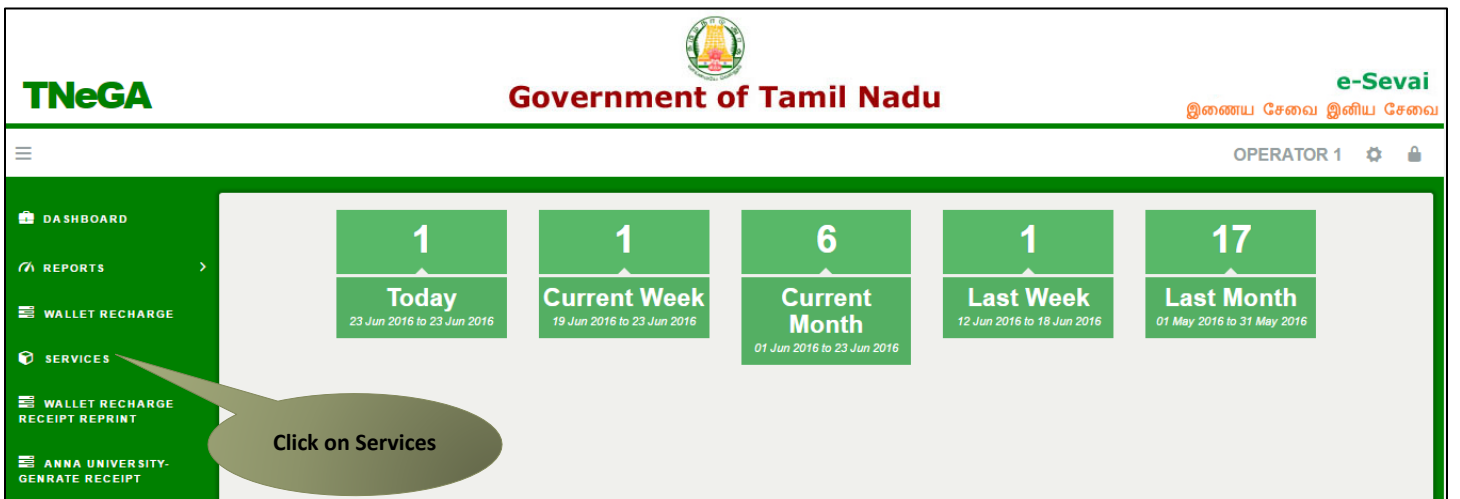
**STEP 4:** Click on Login.



The screenshot shows the e-Sevai login page. At the top, there is the TNeGA logo and the Government of Tamil Nadu emblem. Below this is a navigation bar with links: Home, About e-Sevai, Government Orders, e-Sevai, Contact Us, and Help. The main content area is divided into four columns: TNeGA (with a map of Tamil Nadu), Important Links (Government Orders, Tenders, Documents, Job Opportunities, Maps), Latest News (Locate your near by e-Sevai, List of Services Offered in e-Sevai Centres, List of Services offered through Institution), and Sign In. The Sign In section contains a text box for the login ID (tnelcchn010-01), a password field, a dropdown menu for Operator Type (set to Operator), a Captcha field (ZNRJZ), and Login and Reset buttons. A Forgot Password? link is also present. Callouts point to the login ID field ('Enter Login ID and Password'), the Captcha field ('Enter Captcha'), and the Login button ('Click on Login'). Below the main content area is a large banner with the text 'Welcome to eSevai' and its Tamil equivalent 'eSevai — தமிழ்நாடு அரசின் இ-சேவை வலைதளம் உங்களை'.

e-Sevai Dashboard will appear.

**STEP 5:** Click on **Services** on the left panel.

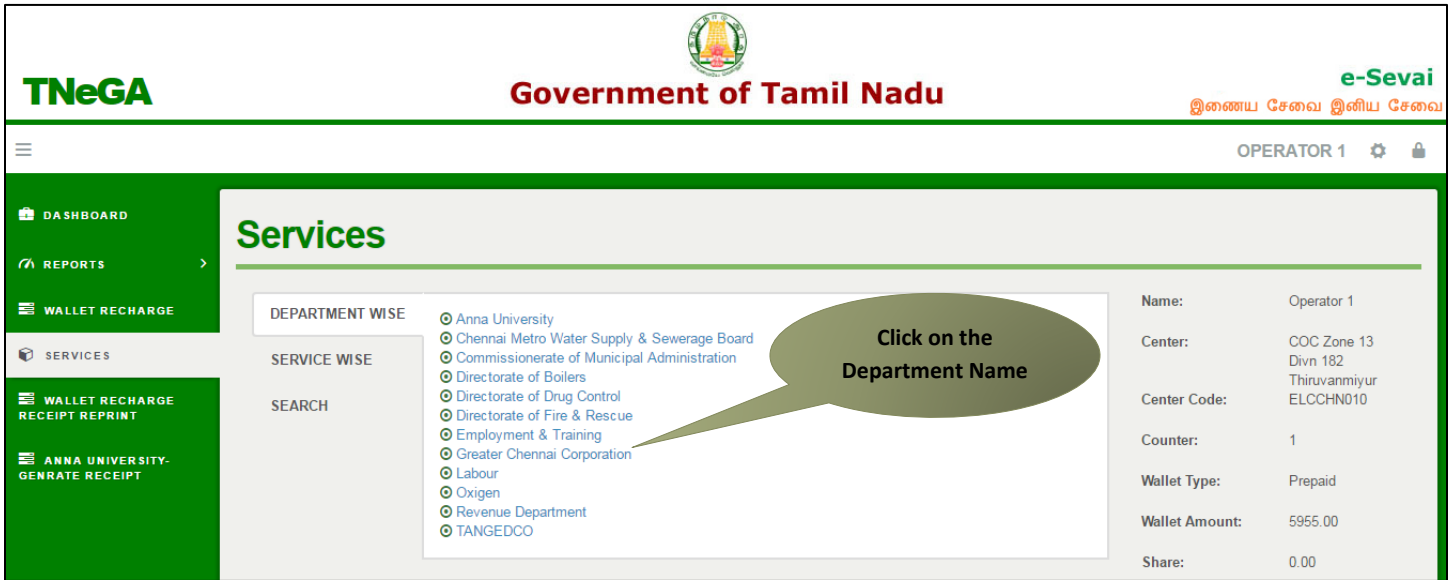


The screenshot shows the e-Sevai dashboard. At the top, there is the TNeGA logo and the Government of Tamil Nadu emblem. On the right, there is the e-Sevai logo and the text 'இணைய சேவை இலைய சேவை'. Below this is a navigation bar with a hamburger menu icon and the text 'OPERATOR 1'. The main content area is divided into a left sidebar and a main panel. The sidebar contains links: DASHBOARD, REPORTS, WALLET RECHARGE, SERVICES, WALLET RECHARGE RECEIPT REPRINT, and ANNA UNIVERSITY-GENERATE RECEIPT. The main panel displays five summary cards: Today (1), Current Week (1), Current Month (6), Last Week (1), and Last Month (17). A callout points to the SERVICES link in the sidebar ('Click on Services').

Department Wise service listing will appear.

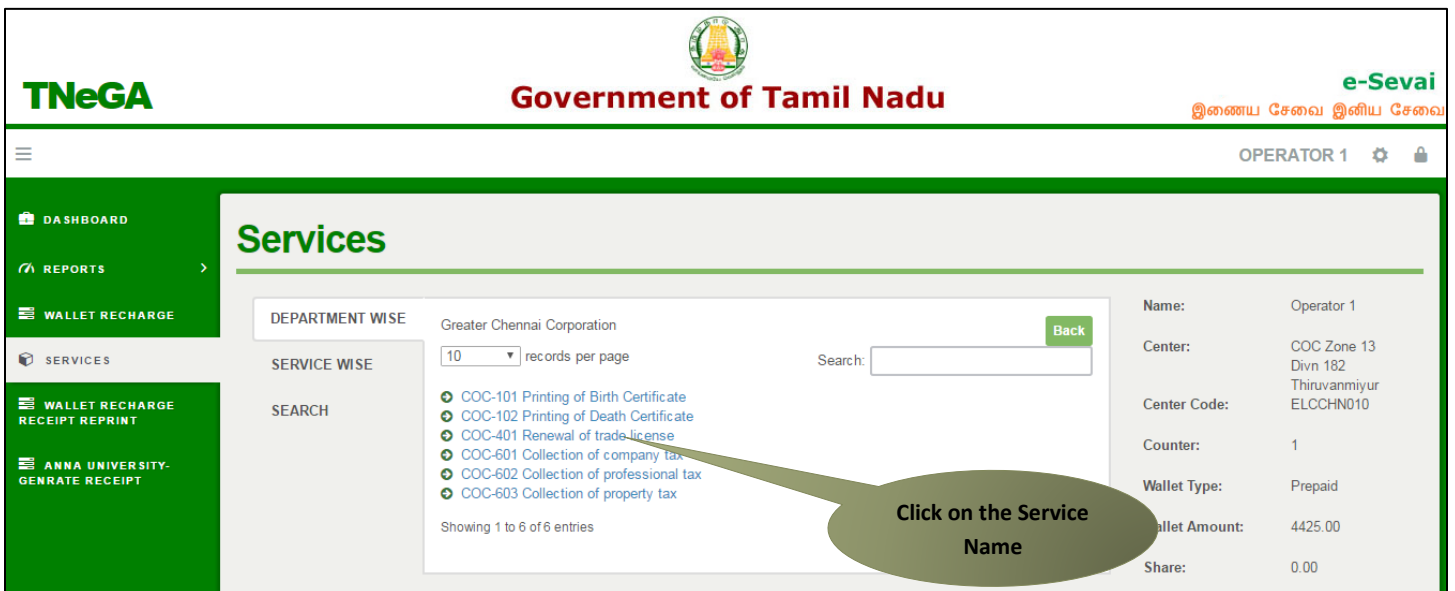
**STEP 6:** Click on **Greater Chennai Corporation**.

You can also switch to the **Service Wise** listing, or switch to **Search** and search a particular service using keywords.



The screenshot shows the TNeGA Services page. The header includes the TNeGA logo, Government of Tamil Nadu, and e-Sevai logo. The left sidebar contains navigation options: DASHBOARD, REPORTS, WALLET RECHARGE, SERVICES, WALLET RECHARGE RECEIPT REPRINT, and ANNA UNIVERSITY-GENERATE RECEIPT. The main content area is titled 'Services' and has three tabs: DEPARTMENT WISE, SERVICE WISE, and SEARCH. Under the DEPARTMENT WISE tab, a list of departments is shown, with 'Greater Chennai Corporation' highlighted by a callout bubble that says 'Click on the Department Name'. Other departments include Anna University, Chennai Metro Water Supply & Sewerage Board, Commissionerate of Municipal Administration, Directorate of Boilers, Directorate of Drug Control, Directorate of Fire & Rescue, Employment & Training, Labour, Oxigen, Revenue Department, and TANGEDCO. On the right side, there is a summary of user information: Name: Operator 1, Center: COC Zone 13 Divn 182 Thiruvanniyur ELCCHN010, Center Code: ELCCHN010, Counter: 1, Wallet Type: Prepaid, Wallet Amount: 5955.00, and Share: 0.00.

**STEP 7:** Click on **COC-401 Renewal of trade license**.



The screenshot shows the TNeGA Services page with the 'Greater Chennai Corporation' department selected. The list of services is displayed, with 'COC-401 Renewal of trade license' highlighted by a callout bubble that says 'Click on the Service Name'. Other services include COC-101 Printing of Birth Certificate, COC-102 Printing of Death Certificate, COC-601 Collection of company tax, COC-602 Collection of professional tax, and COC-603 Collection of property tax. The page also shows 'Showing 1 to 6 of 6 entries'. On the right side, the user information is updated: Name: Operator 1, Center: COC Zone 13 Divn 182 Thiruvanniyur ELCCHN010, Center Code: ELCCHN010, Counter: 1, Wallet Type: Prepaid, Wallet Amount: 4425.00, and Share: 0.00.

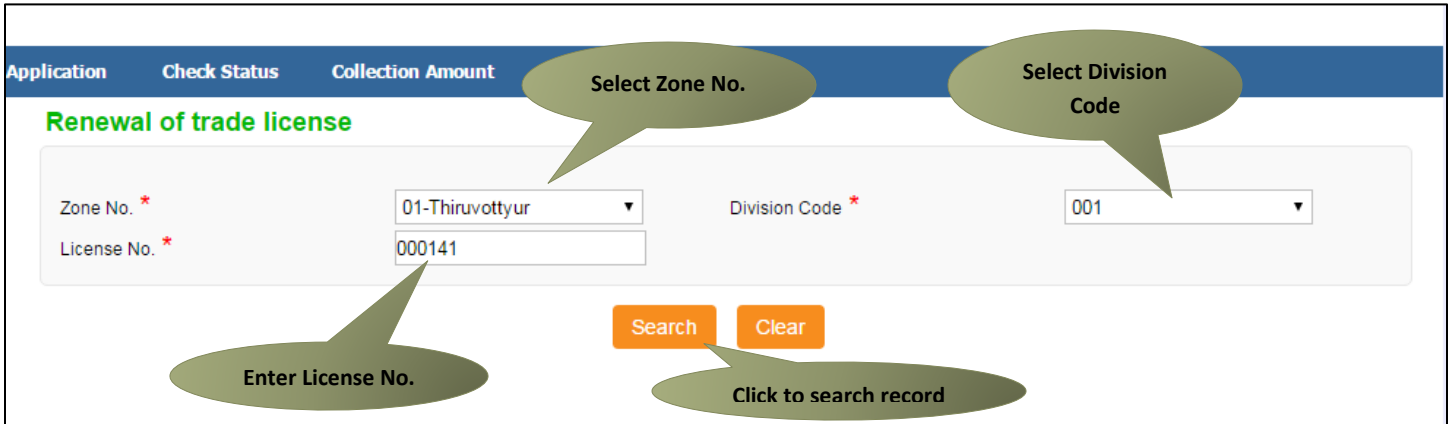
You will be redirected to the service page on the Tamil Nadu e-District Web Portal.

**STEP 8:** Select Zone No.

**STEP 9:** Select Division Code.

**STEP 10:** Enter License No.

**STEP 11:** Click on **Search**.

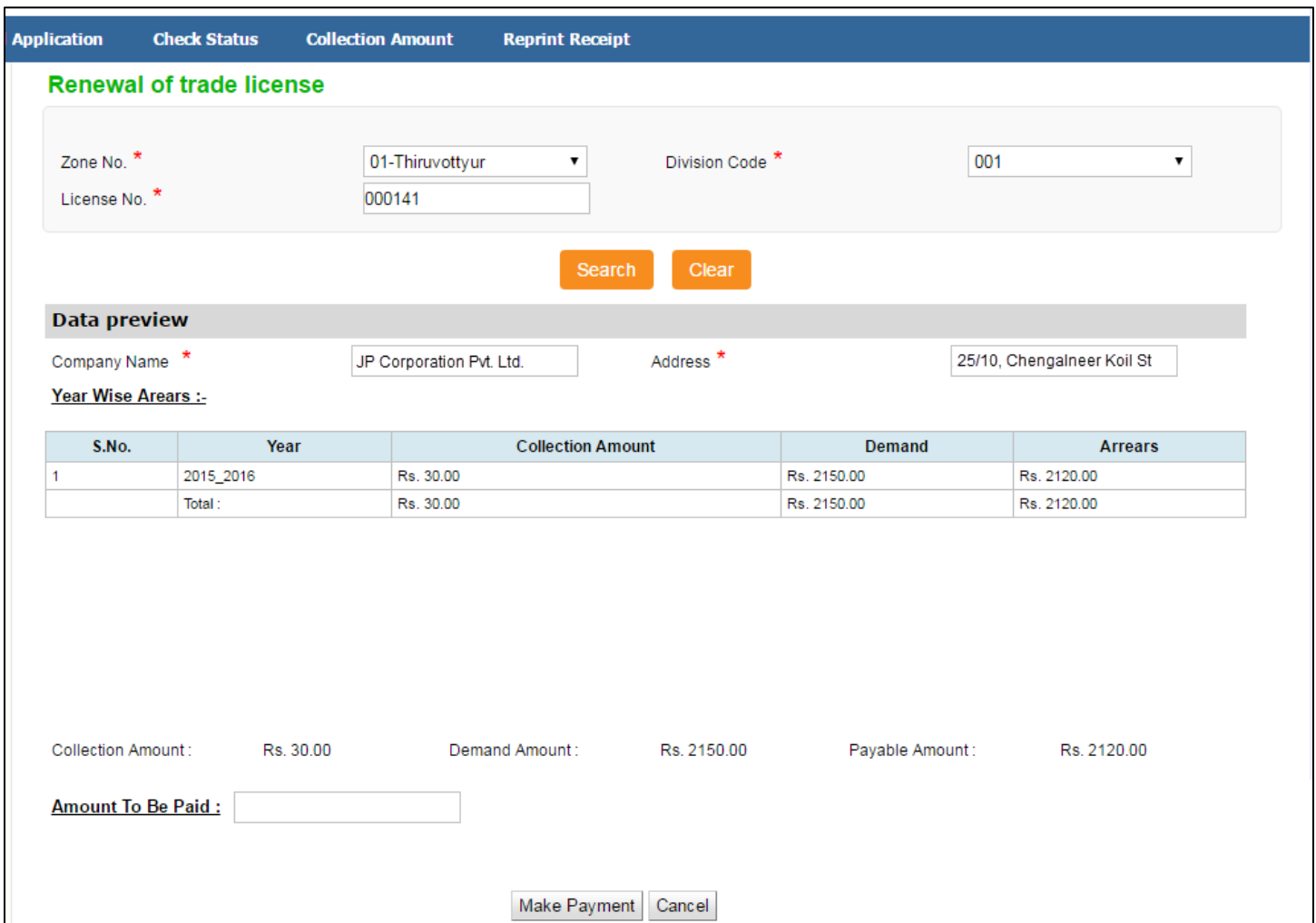


**Renewal of trade license**

Zone No. \*  Division Code \*

License No. \*

Company record with year-wise arrears will be shown.



**Renewal of trade license**

Zone No. \*  Division Code \*

License No. \*

**Data preview**

Company Name \*  Address \*

**Year Wise Arrears :-**

S.No.	Year	Collection Amount	Demand	Arrears
1	2015_2016	Rs. 30.00	Rs. 2150.00	Rs. 2120.00
	Total :	Rs. 30.00	Rs. 2150.00	Rs. 2120.00

Collection Amount : Rs. 30.00 Demand Amount : Rs. 2150.00 Payable Amount : Rs. 2120.00

**Amount To Be Paid :**

**STEP 12:** Enter the amount in the 'Amount to be paid' text box and click on **Make Payment**.

**Data preview**

Company Name \*  Address \*

**Year Wise Arrears :-**

S.No.	Year	Collection Amount	Demand	Arrears
1	2015_2016	Rs. 30.00	Rs. 2150.00	Rs. 2120.00
	Total :	Rs. 30.00	Rs. 2150.00	Rs. 2120.00

Collection Amount : Rs. 30.00 Demand Amount : Rs. 2150.00 Payable Amount : Rs. 2120.00

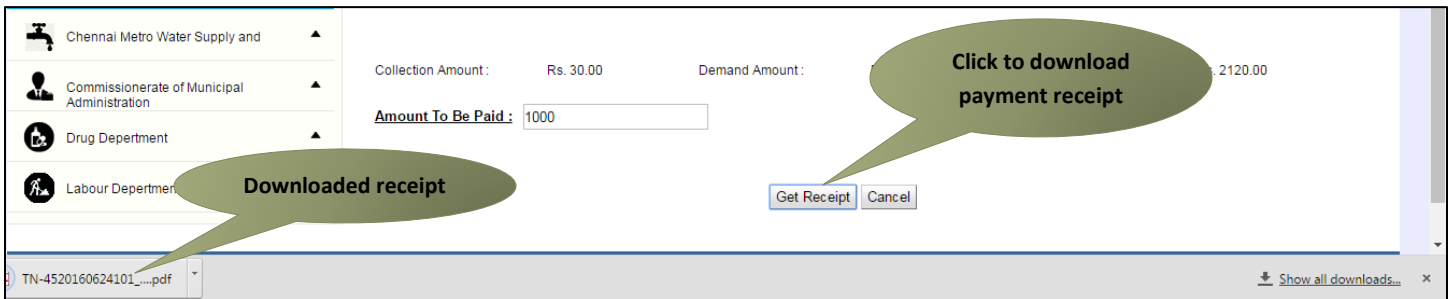
**Amount To Be Paid :**

**Enter amount to be paid**

**Click to pay amount**

Once the payment is done, a 'Get Receipt' button will be shown.

**STEP 13:** Click on **Get Receipt** to download a receipt for the payment.



Chennai Metro Water Supply and  
Commissionerate of Municipal Administration  
Drug Department  
Labour Department

Collection Amount : Rs. 30.00 Demand Amount : Rs. 2150.00

**Amount To Be Paid :**

**Downloaded receipt**

**Click to download payment receipt**


TN-4520160624101\_....pdf

The below figure shows a preview of the downloaded receipt:





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

ரசுதி / RECEIPT		
ரசுதி எண் / Receipt No. : TN-4520160624101	விண்ணப்பித்த சேவை / Applied for Service : COC-401 Renewal of trade license	
விண்ணப்பதாரர் / Applicant Name : JP Corporation Pvt. Ltd., S/o,D/o,W/oJP	உரிமம் எண் / Licence No : 000141	
துறையின் பெயர் / Department Name : பெருநகர சென்னை மாநகராட்சி / Corporation of Chennai	பெயர் / Name : JP Corporation Pvt. Ltd., S/o,D/o,W/oJP	
முகவரி / Address : 25/10, Chengalnear Koil St, JP	பரிவர்த்தனை எண் / Transaction No : 2016-17/BW/0001337	
	பரிவர்த்தனை தேதி / Transaction Date : 24-06-2016	
பணம் செலுத்திய விவரம் / Payment Details		
காலம்/ Period	மொத்தம் / Total	
2015_2016	1000.00	
விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)
கட்டண தொகை / Bill Amount	CASH	1000.00
இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges		0.00
ரூபாய் எழுத்துக்களில் / Amount in words : One Thousand Rupees only		<b>மொத்தம் / Total : 1000.00</b>
மையப் பெயர் & குறியீடு எண் / Centre Code & Type : 01 - 01		கையொப்பம் / Signature of the Centre Operator
மேலே குறிப்பிட்டுள்ள அனைத்து விவரங்களையும் சரி பார்த்து கொள்ள பின்வரும் இணையதளத்தில் பார்க்கவும் 110.172.171.189/tneda/VerifyCerti.shtml. / Kindly check correctness of all the details furnished above with the following URL 110.172.171.189/tneda/VerifyCerti.shtml.		

Payment receipts can be re-printed from the **Reprint Receipt** section.

Application	Check Status	Collection Amount	Reprint Receipt		
<input checked="" type="checkbox"/>	<b>Reprint Receipt</b>		<a href="#">Click to reprint receipt</a>		
Sr. No.	Application Number	Service Name	Applicant Name	Date Of Request	Print Receipt
9	TN-4520160624101	COC-401 Renewal of trade license	JP Corporation Pvt. Ltd.	24/06/2016	<a href="#">Print Receipt</a>
<input type="button" value="««««"/> <input type="button" value="«"/> <input type="button" value="»"/> <input type="button" value="»»»»"/>					

## 8. Disclaimer

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