

Tamil Nadu e-District Application

Training Manual for

Chief Minister Uzhavar Pathukapu Thittam (REV-205)

Revenue Department





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E-DISTRICTTAMIL 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.

		2.	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	
	×	 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 so / moisture 		
	9	6.	In case you are not sure whether the computer is connected in the right way - please contact the system engineer	



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 apply for Chief Minister Uzhavar Pathukapu Thittam through the e-District Portal.

4. Scope

The scope of this document covers the Chief Minister Uzhavar Pathukapu Thittam'service offered under the Revenue Department.

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 Revenue Department

Following services are offered under the Revenue Department:

- 1. REV-101 Community certificate
- 2. REV-102 Nativity certificate
- 3. REV-103 Income Certificate
- 4. REV-104 First Graduate Certificate
- 5. REV-105 Deserted Woman Certificate
- 6. REV-106 Agricultural Income Certificate
- 7. REV-107 Family Migration Certificate
- 8. REV-108 Unemployment Certificate
- 9. REV-109 Widow Certificate
- 10. REV-111 Certificate for Loss of Educational Records due to Disaster
- 11. REV-113 Inter Caste Marriage Certificate
- 12. REV-114 Legal Heir Certificate
- 13. REV-115 Other Backward Classes (OBC) Certificate
- 14. REV-116 Residence certificate
- 15. REV-117 Small / Marginal Farmer Certificate
- 16. REV-118 Solvency Certificate
- 17. REV-119 No Male Child Certificate

- 18. REV-120 Unmarried Certificate
- 19. REV-401 Licence under Pawn Broker Act
- 20. REV-402 Money Lender's Licence
- 21. REV-122 Income and Asset Certificate for Economically Weaker Sections
- 22. REV-123 Issuance of Jain Religious Minority Certificate
- 23. REV-404 Issuance of Public Building License
- 24. REV-403 Temporary Crackers License
- 25. REV-201 Indira Gandhi National Old Age Pension Scheme
- 26. REV-202 Destitute Widow Pension Scheme
- 27. REV-203 Destitute Deserted Women Pension Scheme
- 28. REV-204 Unmarried Women Pension Scheme
- 29. REV-205 Chief Minister Uzhavar Pathukapu Thittam
- 30. REV-206 Differently Abled Pension Scheme

7. Chief Minister Uzhavar Pathukapu Thittam

Following steps describe how to apply for the Chief Minister Uzhavar Pathukapu Thittam Certificate through the e-District Portal:

STEP1: 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 Typefield.

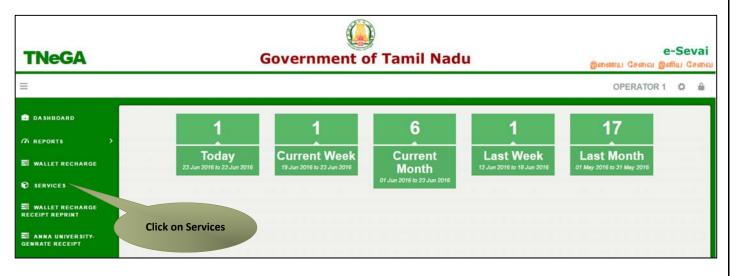
STEP 3: Enter Captcha code.

STEP 4: Click on Login.



e-Sevai Dashboard will appear.

STEP 5: Click on Serviceson the left panel.



Department Wise service listing will appear.

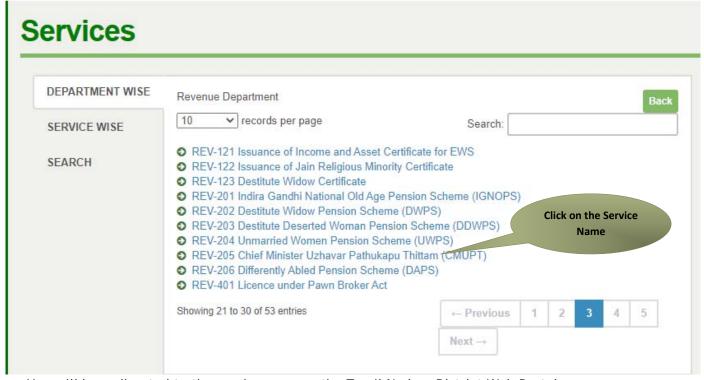


STEP 6:Click on Revenue Department.

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



STEP 7: Click on REV 205 Chief Minister Uzhavar Pathukapu Thittam



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



STEP 8: Click on Proceed to continue.



Applicant Search form will appear. Search can be performed using the following options:

- Applicants CAN Number
- Applicant Name
- Applicant Father Name
- Applicant Mobile Number
- Applicant Email Id
- Applicant Date Of Birth

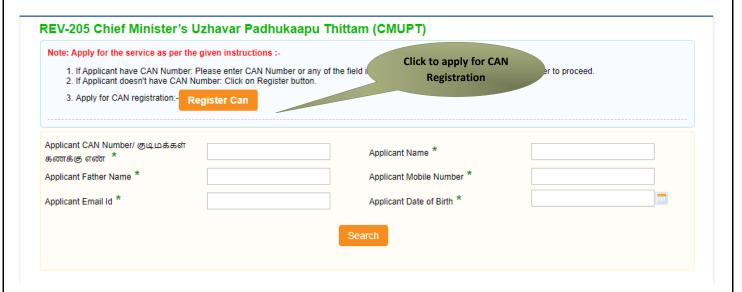
The green asterisk signifies that the available search options are optional mandatory.

An applicant can apply for the Certificate provided he/she is having a unique CAN number.

If the applicant doesn't have a unique CAN Number, he must register for CAN to access the application form for the Certificate.

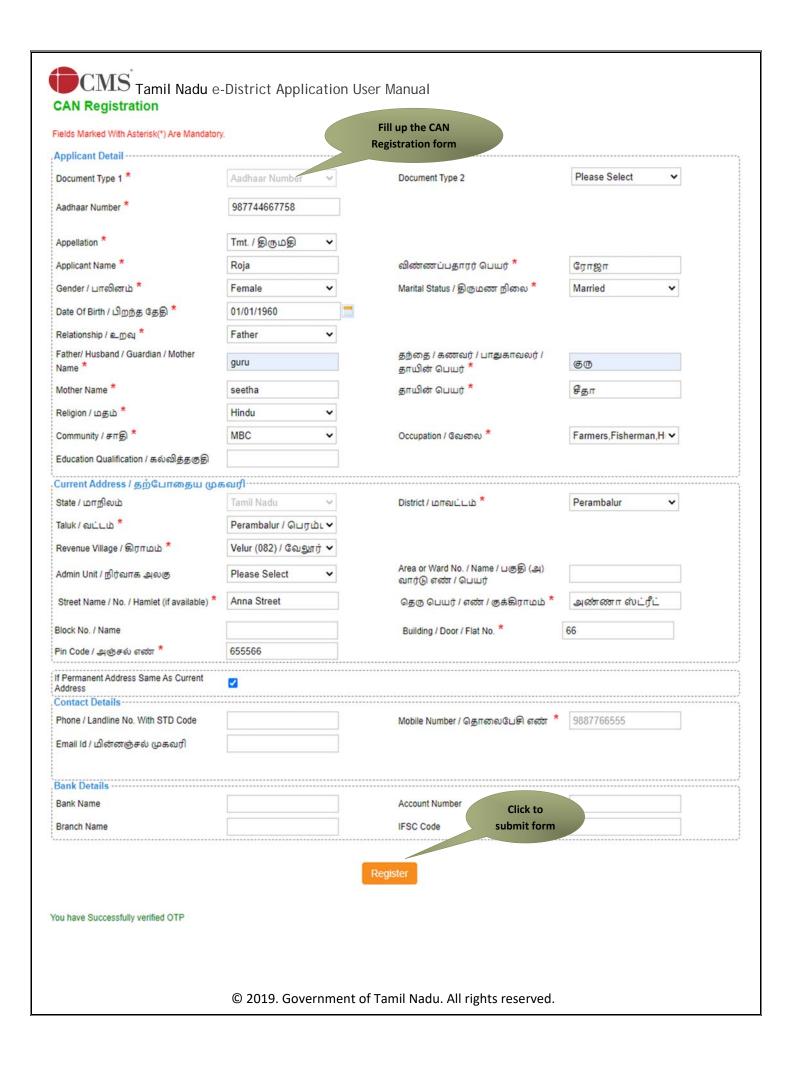


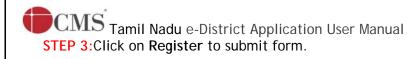
STEP 1:Click on the 'Click here' link to apply for CAN Registration.



The below figure shows the CAN Registration form.

STEP 2:Fill up all mandatory details in the form prescribed format.





Note: You would be required to generate and verify OTP before submitting the form.

Contact Details	
Phone / Landline No. With STD Code	Mobile Number / தொலைபேசி எண் * 9344080668
Email Id / மின்னஞ்சல் முகவரி	
Generate OTP	
Enter OTP *	
0742	
Confirm OTP	

On successful CAN Registration, the CAN Number will be shown.



The applicant may now proceed with applying for the Certificate by clicking on the **Proceed** button.

7.2. Applying for Chief Minister Uzhavar Pathukapu Thittam

If the applicant is having a unique CAN Number his/her record will be shown in the search results.





STEP 1: Select the record by clicking on the option button against the desired record.

STEP 2: Click on Proceed.

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

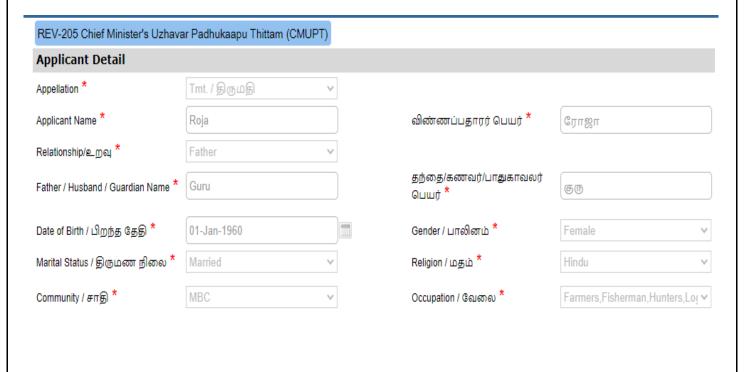
The Save as new option allows you to save the same CAN Number with different applicant details.



Filling up Chief Minister Uzhavar Padhukapu Thittam (CMUPT)

SECTION1: Applicant Details

Applicant details will appear pre-filled in the form. These details are non-editable.





SECTION 2: Current Address

Applicant's current address details will appear pre-filled in the form. These details are non-editable.



SECTION 3: Permanent Address

Applicant's permanent address details will appear pre-filled in the form. These details are non-editable.



SECTION 4: Contact Details

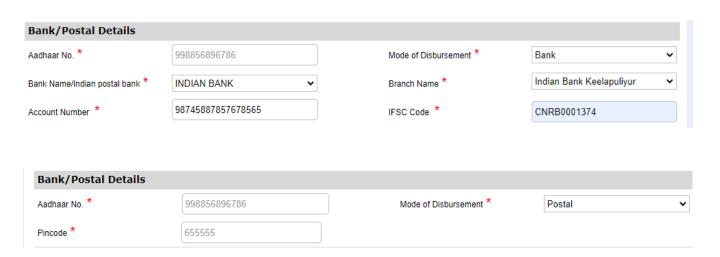
Applicant's contact details will appear pre-filled in the form. These details are non-editable.





SECTION 5: Bank/Postal Details

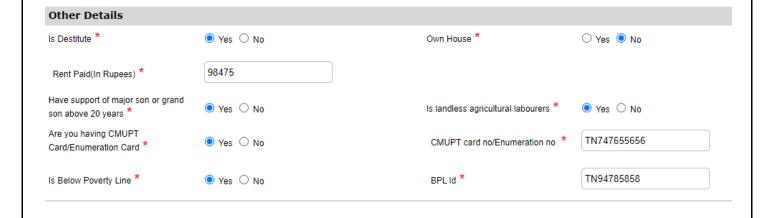
In the Mode of disbursement there are two category like Bank and Postal. Based on that applicant need they will chose the category



SECTION 6: Other Details

Specify the Is destitute, Own house, Is landless agricultural labourers, Are you having CMUPT card Below Poverty Line

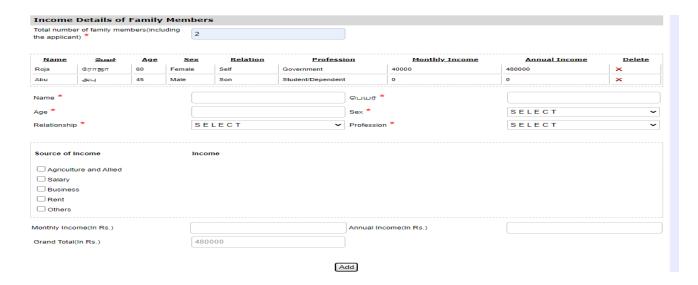
- =>Are you having CMUPT card section YES or NO. If Yes, CMUPT card no will be asked
- =>In the Below poverty Line Selection YES or NO. If Yes, BPL Id will be asked.





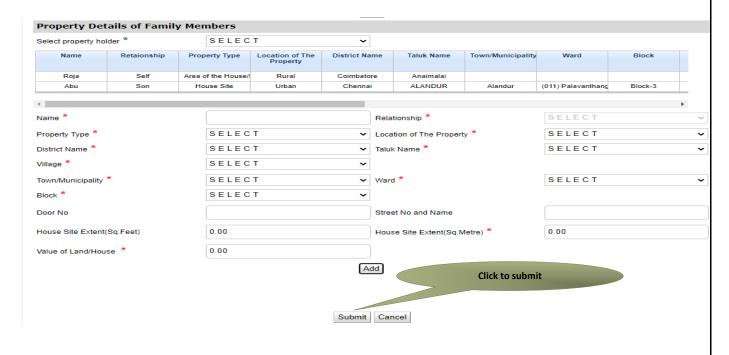
SECTION 7: Income Details of Family Members

Once applicant can enter all the mandatory fields in Income Details of Family Members and click on add. Added records will be shown on top



SECTION 8: Property Details of Family Members

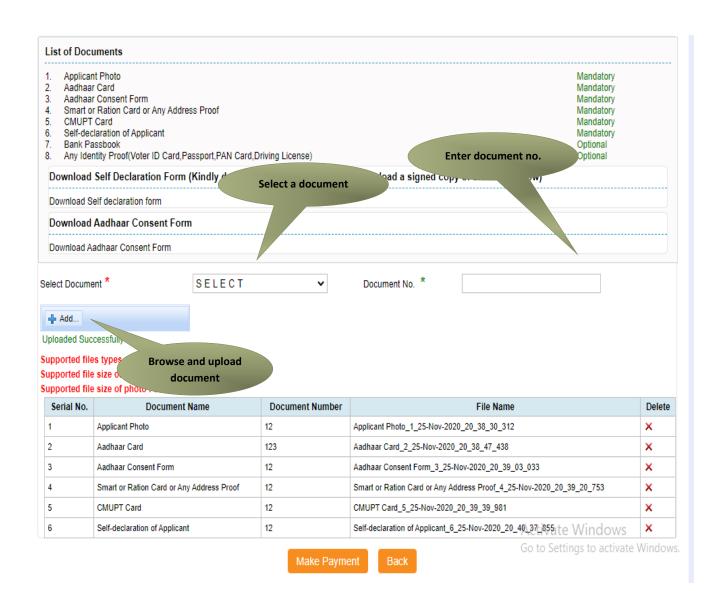
Once applicant can enter all the mandatory fields in Property Details of Family Members and click on add. Added records will be shown on top click submit to proceed for the documents submission.



CMS Tamil Nadu e-District Application User Manual Next screen will show a list of required documents.

Attach the documents in prescribed file size and file type. Uploaded documents will be shown at the bottom. You may remove any uploaded document using the cross sign.

Please note that the 'Upload' button will appear once you browse and add a document.





Note: Aadhaar Consent form has to downloaded with the Photo uploaded by the Applicant

Aadhaar Consent Form/ஆதார் ஒப்புதல் படிவம்



Consent for Authentication

I, the holder of Aadhaar number, hereby give my consent to obtain my Aadhaar number, Name for availing the pension scheme. I have been informed that my identity information would only be used for demographic authentication/validation for the purpose of authentication.

Aadhaar Number: XXXXXXXX6786

Name: Roja

அங்கீகாரம் பெற ஒப்புதல்

சமூக பாதுகாப்புத் திட்டத்தின் கீழ் ஓய்வூதியம் பெறுவதற்காக எனது ஆதார் எண் மற்றும் பெயர் உள்ளிட்ட தகவல்களை பெற ஒப்புதல் அளிக்கிறேன். எனது அடையாளம் சார்ந்த தகவல்கள் அங்கீகாரம் / சரிபார்த்தல் காரணத்திற்காக மட்டும் பயன்படுத்தப்படும் என்று எனக்குத் தெரிவிக்கப்பட்டுள்ளது.

I agree to the Consent For Authentication

CMS Tamil Nadu e-District Application User Manual After uploading the documents, click on 'Make Payment'.

Serial No. Document Name		Document Number	File Name	
Jenui No.	Document Nume	Document Number	The Nume	Delete
1	Applicant Photo	12	Applicant Photo_1_25-Nov-2020_20_38_30_312	×
2	Aadhaar Card	123	Aadhaar Card_2_25-Nov-2020_20_38_47_438	×
3	Aadhaar Consent Form	12	Aadhaar Consent Form_3_25-Nov-2020_20_39_03_033	×
4	Smart or Ration Card or Any Address Proof	12	Smart or Ration Card or Any Address Proof_4_25-Nov-2020_20_39_20_753	×
5	CMUPT Card	12	CMUPT Card_5_25-Nov-2020_20_39_39_981	×
6	Self-declaration of Applicant	12	Self-declaration of Applicant_6_25-Nov-2020_20_40_37_855	×

Make Payment

Click to make payment

Payments page will appear. Amount payable (Total Fees) will be shown on screen. Click on Confirm Payment.

Confirm

Applicant Name	Roja
Date of Application	25-Nov-2020
Service Name	Chief Minister's Uzhavar Padhukaapu Thittam (CMUPT)
Service Charge	10.00
Total	10.00 Click to confirm

Confirm payment



Acknowledgement receipt will be shown.

Click on Print Receipt to download/print the receipt.

Acknowledgement Receipt

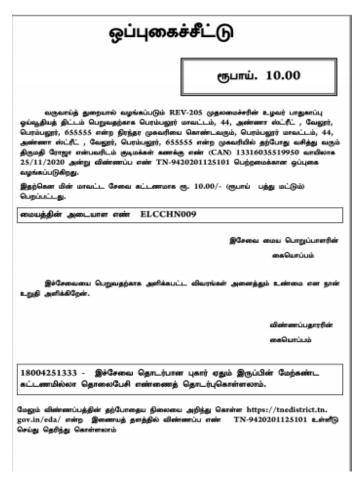
Application Number	TN-9420201125101
Applicant Name	Roja
Service Name	REV-205 Chief Minister's Uzhavar Padhukaapu Thittam (CMUPT)
Service Charge	10.00
Total	10.00
Payment Mode	Cash
Transaction Status	Success

Print receipt Finish

Note: Please click on finish button at the second downloaded

Click to print receipt

The below figure shows the preview of the acknowledgement receipt.





Check Status

Please Note:

Returned Application

TN-9720201124101

3

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

Retu	rned Application Check Statu	s Reprint Receipt					
Saved Application							
	Application Number	Service Name	Applicant Name	Date of Request	Status	Document Status	
0	TN-9420201125101	REV-205 Chief Minister's Uzhavar Padhukaapu Thittam (CMUPT)	Roja	25-Nov- 2020	Saved	Uploaded	
0	TN-4820201120101	DCA-403 Licence to Grant Restricted Licence (allopathic drugs)	Sreeraj	20-Nov- 2020	Saved	Pending	
0	TN-7920201118101	DCA-410 Grant of Repackaging Licence for Allopathic Drugs	Jeya	18-Nov- 2020	Saved	Pending	
0	TN-9420201031101	REV-205 Chief Minister's Uzhavar Padhukaapu Thittam (CMUPT)	Roja	31-Oct-2020	Saved	Uploaded	
0	TN-8920201026101	REV-123 Destitute Widow Certificate	Maha Lakshmi	26-Oct-2020	Saved	Pending	

Submitted applications can be viewed under the Submitted Application section. Reprint Receipt

REV-204 Unmarried Women Pension Scheme (UWPS)

Submitted Application **Application Number Applicant Name** Sr. Status Certificate Service Name No. Request REV-205 Chief Minister's Uzhavar Padhukaapu Thittam (CMUPT) 25-Nov-2020 1 TN-9420201125101 Roja REV-201 Indira Gandhi National Old Age Pension Scheme 25-Nov-2020 Check View Certificate 2 TN-9020201125101 Roja (IGNOPS)

24-Nov-2020

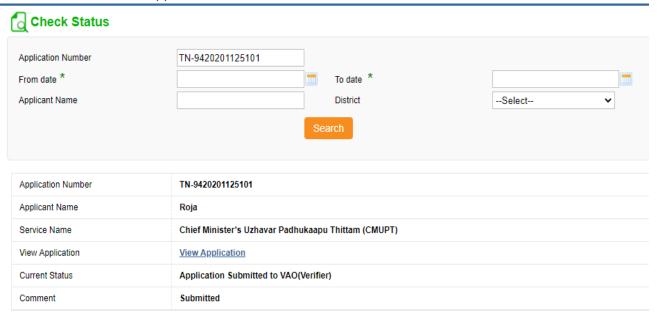
NA

Status

Roja



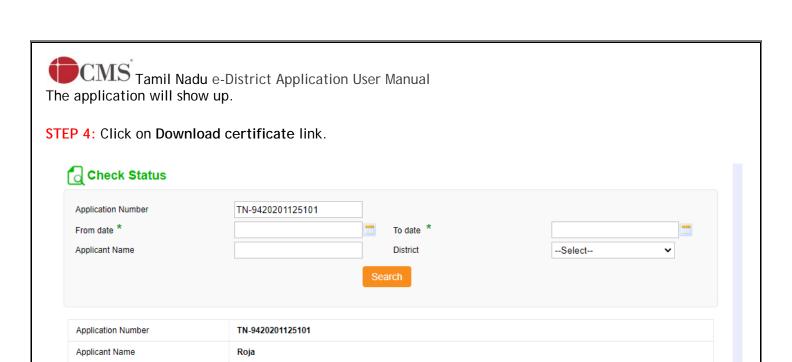
The current status of an application can be checked from the Check Status section.



Downloading Certificate

Once the application is approved and digitally signed, the certificate can be downloaded from the **Operator's desk** and handed over to the applicant.





Chief Minister's Uzhavar Padhukaapu Thittam (CMUPT)

View Application

approved

Application Approved

Download certificate

Click to download certificate

The certificate will be downloaded.

Service Name

View Application

Current Status

Comment

Certificate



The below figure shows the preview of the Chief Minister Uzhavar Pathukapu Thittam (Approved)



தனி வட்டாட்சியர் (சமூக பாதுகாப்புத் திட்டம்), பெரம்பலூர் வட்டம் அவர்களின் செயல்முறை ஆணைகள்

முன்னிலை நிரு/நிருமதி Prakash Prakash



செயல்முறை ஆணை எண் : TN941603A2020110091

<u>பொருள்:</u> சமூக பாதுகாப்புத் திட்டம் முதலமைச்சரின் உழவர் பாதுகாப்பு ஒவ்வூதியத் திட்டம் பெரம்பலூர் மாவட்டம் பெரம்பலூர் வட்டம் வேலூர் கிராமம் திருமதி ரோஜா தந்தைவின் பெயர் திரு குரு ஓய்வூதியம் வழங்கி ஆணைபிடப்படுகிறது

பார்கைப_{ர்} பெயர் - திருமதி ரோஜா வேலூர் கிராமம் — விண்ணப்ப எண் - TN-9420201125101 , விண்ணப்ப நாள் - 25-11-2020

ஆணைகள் ட

பெரம்பலூர் மாவட்டம் - பெரம்பலூர் வட்டம்- வேலூர் கிரமத்தில் வசிக்கும் - திருமதி ரோஜா தந்தைவின் டெயர் திரு குரு அவர்களுக்கு 25-11-2020 முதல் மாதம் ரூ.1000/- (ரூபாய் ஆயிரம் மட்டும்) முதலமைச்சரின் உழவர் பாதுகாப்பு ஒவ்வூதியத் திட்டம் திட்டத்தின் கீழ் ஓவ்வூதியம் வழங்கி ஆணையிடப்படுகிறது. இவ்வோய்வுதியத் தொகை தனியார் உயிருடன் உள்ள வரை வழங்கப்படும்,

மனுதாரரின் ஒய்வூதியக் கணக்கு எண் 99487758465484455 ஆகும். ஓய்வூதியம் மனுதாரரின் INDIAN BANK வங்கிவில் வைத்துள்ள வங்கி சேமிப்புக் கணக்கில் மாததோறும் வரவு வைக்கப்படும். வங்கி கணக்கில் மாறுதல் ஏதேனும் இருத்தால் மனுதாரர் அது குறித்து உடனடியாக இவ்வலுலகத்திற்கு தெரிவிக்க வேண்டும்.

தவறான தகவல்கள் அல்லது ஆவணகள் அளித்து இவ்வோய்வுதியம் பெறப்பட்டிருப்பது தெரியவரும் பட்சத்தில், எவ்வித முன்னறிவிப்பும் இன்றி இந்த ஆணை இரத்து செய்யப்படும்.

மாவட்டம் : பொம்பலூர் வட்டம் : பெரம்பலூர்

வமயே வெல்லி பதவி: தனி வட்டாட்சியர் (சமூக பாதுகாப்புத் திட்டம்)

பெறுநர்

பெயர் : திருமதி ரோஜா

முகவரி: 44 கதவு எண் அண்ணா ஸ்ட்ரீட் தெரு, வேலூர் கிராமக், பெரம்பலூர் வட்டம், பெரம்பலூர் மாவட்டம்,

நகல் பெறுநர் கிராம நிர்வாகி வேலூர் கிராமம் பொம்பனர் வட்டம்

பெரம்பலூர் மாவட்டம்

குறிப்பு : இச்செயல்முறை ஆணையம் மின்கையொப்பம் இடப்பட்டதால், கையொப்பம் அல்லது முத்திரை தேவையில்லை



ஆவண விவரங்களை உறுதி செய்யா

(த6) TN941603A2020110091 என்ற தனிப்பட்ட என்றிதழ் எண்ணை http://14.192.18.150 /stagging/VerifyCerti.xhtml ல் உள்ளிடு செய்து சரியார்க்கவும்.

Cardocogy)

(அ) கைப்பேசி கேமராகின் 2D barcode படிப்பான் மூலம் இணையதனத்தில் சரிபார்க்கவும்.

Genuineness of the certificate can be verified by.

(a) Keying in the unique certificate number TN941603A2020110091 in the URL http://14. 192.18.150/stagging/VerifyCerti.xhtml.

(00)



The below figure shows the preview of the Chief Minister Uzhavar Pathukapu Thittam(Rejection)



8. Disclaimer

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