

Tamil Nadu e-District Application

Training Manual for

Differently Abled Pension Scheme (REV-206)

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

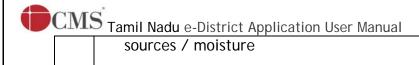
- 1. Ensure all cables are connected between the computer, network connection, peripherals & UPS
- 2. Plug the UPS to the electrical socket
- 3. Switch 'ON' the electrical socket
- 4. Switch 'ON' the UPS
- 5. Press the (power button) on the computer
- 6. Allow the system to boot up.



- 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





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 apply for Differently Abled Pension Scheme through the e-District Portal.

4. Scope

The scope of this document covers the for 'Differently Abled Pension Scheme' 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:

- 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

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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 (IGNOPS)

26. REV-202 Destitute Widow Pension Scheme (DWPS)

27. REV-203 Destitute Deserted Woman Pension Scheme (DDWPS)

28. REV-204 Unmarried Women Pension Scheme (UWPS

29. REV-205 Chief Minister Uzhavar Pathukapu Thittam (CMUPT)

30. REV-206 Differently Abled Pension Scheme

7. Differently Abled Pension Scheme

Following steps describe how to apply for the Differently Abled Pension Scheme 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 Type** field.

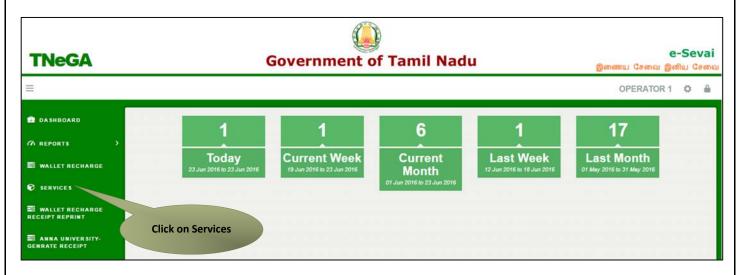
STEP 3: Enter Captcha code.

STEP 4: Click on Login.



e-Sevai Dashboard will appear.

STEP 5: Click on Serviceson the left panel.



Department Wise service listing will appear.

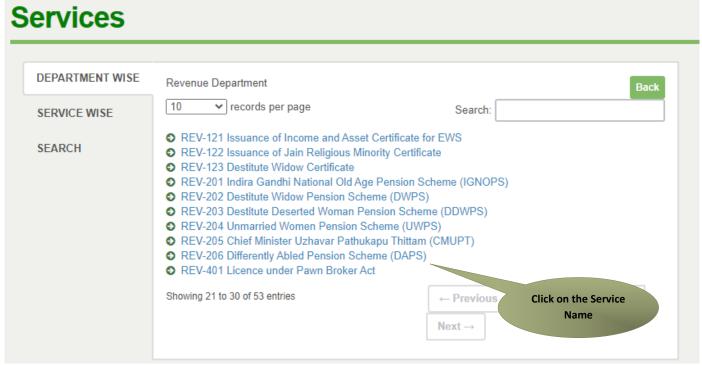


STEP 6:Click on Revenue Department.

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-206 Differently Abled Pension Scheme.



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



STEP 8: Click on Proceed to continue.

Instructions for applying Differently Abled Pension Scheme(DAPS)



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.



7.1. Registering for CAN (Citizen Access Number)

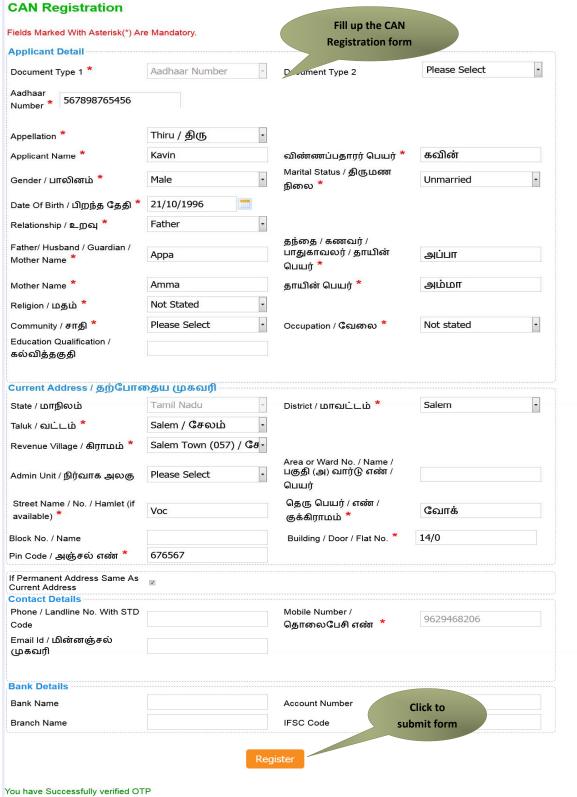
STEP 1: Click on the 'Click here' link to apply for CAN Registration.

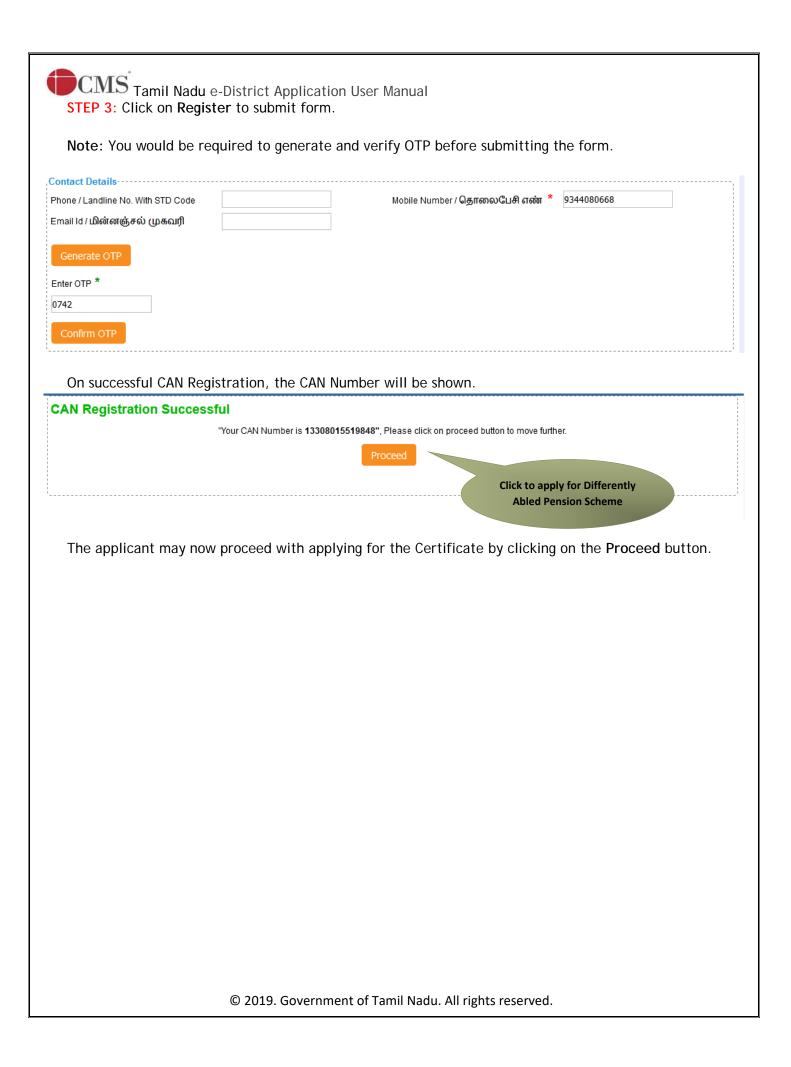
REV-206 Differently Abled Pension Scheme(DAPS) Note: Apply for the service as per the given instructions: 1. If Applicant have CAN Number: Please enter CAN Number or any o 2. If Applicant doesn't have CAN Number: Click on Register button 3. Apply for CAN registration: Register Can Applicant CAN Number/ குடிமக்கள் Applicant Name * Applicant Father Name * Applicant Email Id * Applicant Date of Birth * Search

The below figure shows the CAN Registration form.

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









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

REV-206 Differently Abled Pension Scheme(DAPS) Note: Apply for the service as per the given instructions :-1. If Applicant have CAN Number: Please enter CAN Number or any of the field in below field then click on Search Button in order to proceed. 2. If Applicant doesn't have CAN Number: Click on Register button. 3. Apply for CAN registration:- Register Can Applicant CAN Number/ குடிமக்கள் 13316035518703 Applicant Name * கணக்கு எண் * Applicant Father Name * Applicant Mobile Number * Applicant Email Id * Applicant Date of Birth * Search results **CAN Number** Email-Id Name Father / Husband / Guardian / Mother Name Date of Birth Mobile 13316035518703 29-May-1995 9786265567

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.





SECTION1: Applicant Details

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



SECTION 2: Current Address

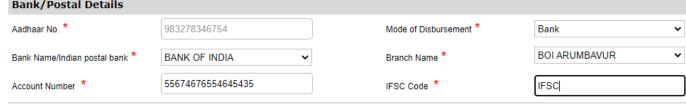
Applicant's current address details will appear pre-filled in the form. These details are non-editable.



SECTION 3: Permanent Address

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

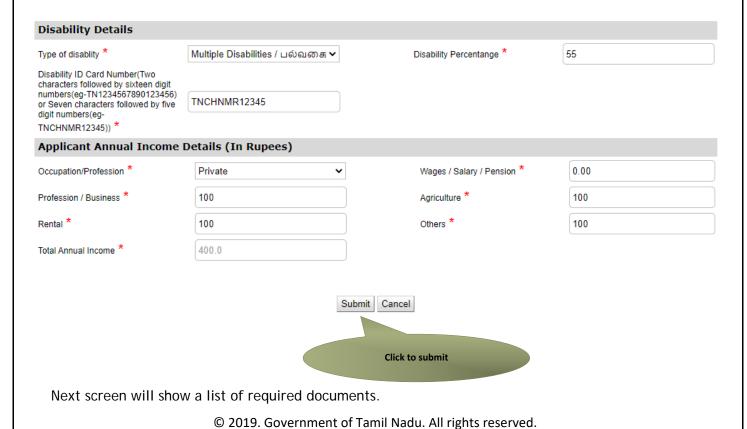




SECTION 6: Form Details

Specify the Type of Application and Type of Applicant for the further proceedings.

Once, all details are added, and click submits to proceed for the documents submission.

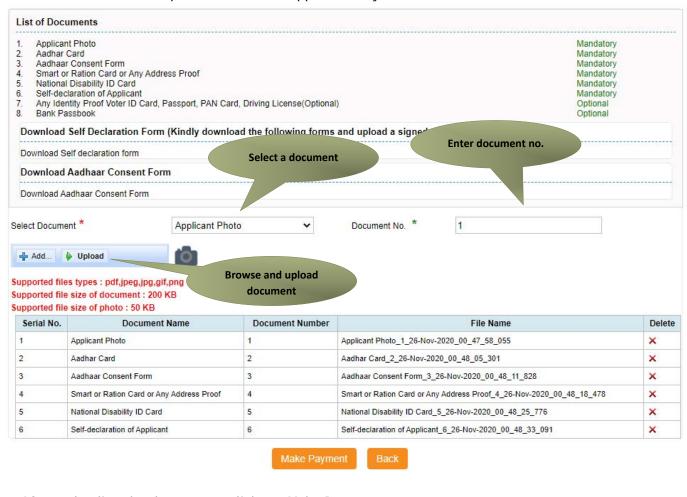




Note: Based upon the Type of Applicant selection, required documents will be varied.

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.



After uploading the documents, click on 'Make Payment'.

Serial No.	Document Name	Document Number	File Name	Delete
1	Applicant Photo	1	Applicant Photo_1_26-Nov-2020_00_47_58_055	×
2	Aadhar Card	2	Aadhar Card_2_26-Nov-2020_00_48_05_301	×
3	Aadhaar Consent Form	3	Aadhaar Consent Form_3_26-Nov-2020_00_48_11_828	×
4	Smart or Ration Card or Any Address Proof	4	Smart or Ration Card or Any Address Proof_4_26-Nov-2020_00_48_18_478	×
5	National Disability ID Card	5	National Disability ID Card_5_26-Nov-2020_00_48_25_776	×
6	Self-declaration of Applicant	6	Self-declaration of Applicant_6_26-Nov-2020_00_48_33_091	×

Click to make payment



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

Confirm

Application Number	TN-9320201126101
Applicant Name	Anu
Date of Application	26-Nov-2020
Service Name	Differently Abled Pension Scheme(DAPS)
Service Charge	10.00
Total	10.00

Click to confirm payment

Acknowledgement receipt will be shown.

Click on Print Receipt to download/print the receipt.

Acknowledgement Receipt

Application Number	TN-9320201126101			
Applicant Name	Anu			
Service Name	REV-206 Differently Abled Pension Scheme(DAPS)			
Service Charge	10.00			
Total	10.00			
Payment Mode	Cash			
Transaction Status	Success Click to print receipt			
	Print receipt Finish			

Note: Please click on finish button after receipt downloaded .



The below figure shows the preview of the acknowledgement receipt.

ஒப்புகைச்சீட்டு

ரூபாய். 10.00

வருவாய்த் துறையால் வழங்கப்படும் REV-206 மாற்றுத்திறனாளிகள் உதவித் தொகை திட்டம் பெறுவதற்காக கள்ளக்குறிச்சி மாவட்டம், 12, நாடார் ஸ்ட்ரீட், சின்னசேலம் (வடக்கு), சின்னசேலம், 657567 என்ற திரத்தா முகவரியை கொண்டவரும், கள்ளக்குறிச்சி மாவட்டம், 12, நாடார் ஸ்ட்ரீட், சின்னசேலம் (வடக்கு), சின்னசேலம், 657567 என்ற முகவரியில் தற்போது வசித்து வரும் திருமதி அணு என்பவரிடம் குடிமக்கள் கணக்கு எண் (CAN) 13333095519953 வாமிலாக 26/11/2020 அன்று விண்ணப்ப எண் TN-9320201126101 பெற்றமைக்கான ஒப்புகை வழங்கப்படுகிறது.

இதற்கௌ மின் மாவட்ட சேவை கட்டணமாக ரூ. 10.00/- (ரூபாய் பத்து மட்டும்) பெறப்பட்டது.

மையத்தின் அடையாள எண் TACTRI015

இசேவை மைய பொறுப்பாளரின் கையொப்பம்

இச்சேவையை பெறுவதற்காக அளிக்கபட்ட விவரங்கள் அளைத்தும் உண்மை என நான் உறுதி அளிக்கிறேன்.

> விண்ணப்பதாரரின் கையொப்பம்

18004251333 - இச்சேவை தொடர்பான புகார் ஏதும் இருப்பின் மேற்கண்ட கட்டணமில்லா தொலைபேசி எண்ணைத் தொடர்புகொள்ளலாம்.

மேலும் விண்ணப்பத்தின் தற்போதைய நிலையை அறிந்து கொள்ள https://tnedistrict.tn. gov.in/eda/ என்ற இணையத் தளத்தில் விண்ணப்ப எண் TN-9320201126101 உள்ளீடு செய்து தெரிந்து கொள்ளலாம்

Please Note:

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.



Saved Application

	Application Number	Service Name	Applicant Name	Date of Request	Status	Document Status	
•	TN-9320201126101	REV-206 Differently Abled Pension Scheme(DAPS)	Anu	26-Nov- 2020	Saved	Uploaded	
0	TN-9520201125102	REV-202 Destitute Widow Pension Scheme (DWPS)	Anu	25-Nov- 2020	Saved	Pending	
0	TN-8320201123101	DCA-408 Grant of Test Licence	Karthick	23-Nov- 2020	Saved	Pending	
0	TN-8220201123102	DCA-409 Grant of Loan Licence for Manufacture of Drugs for sale - Allopathic Drugs	Ravi	23-Nov- 2020	Saved	Pending	
0	TN-9620201123102	REV-203 Deserted Destitute Wives Pension Scheme (DDWPS)	D Anu	23-Nov- 2020	Saved	Pending	
0	TN-9320201123101	REV-206 Differently Abled Pension Scheme(DAPS)	D Anu	23-Nov- 2020	Saved	Pending	

Submitted applications can be viewed under the Submitted Application section.

Submitted Application

Sr. No.	Application Number	Service Name	Applicant Name	Date of Request	Status	Certificate
1	TN-9320201126101	REV-206 Differently Abled Pension Scheme(DAPS)	Anu	26-Nov-2020	Check Status	NA
2	TN-9220201125101	REV-203 Indira Gandhi National Disability Pension Scheme (IGNDPS)	Kavin	25-Nov-2020	Check Status	NA
3	TN-9520201125103	REV-202 Destitute Widow Pension Scheme (DWPS)	Anu	25-Nov-2020	Check Status	NA
4	TN-9520201125101	REV-202 Destitute Widow Pension Scheme (DWPS)	Anu	25-Nov-2020	Check Status	NA
5	TN-9620201123104	REV-203 Deserted Destitute Wives Pension Scheme (DDWPS)	Anu	23-Nov-2020	Check Status	NA
6	TN-9620201123103	REV-203 Deserted Destitute Wives Pension Scheme	Anu	23-Nov-2020	Check	NA

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

Application Number From date * Applicant Name TN-9320201126101 To date * District Search

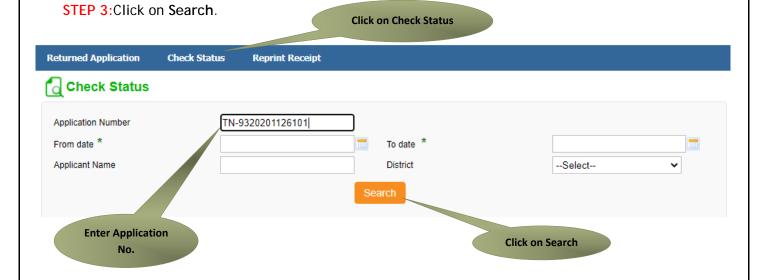
Application Number	TN-9320201126101
Applicant Name	Anu
Service Name	Differently Abled Pension Scheme(DAPS)
View Application	View Application
Current Status	Application Submitted to VAO(Verifier)
Comment	Submitted



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

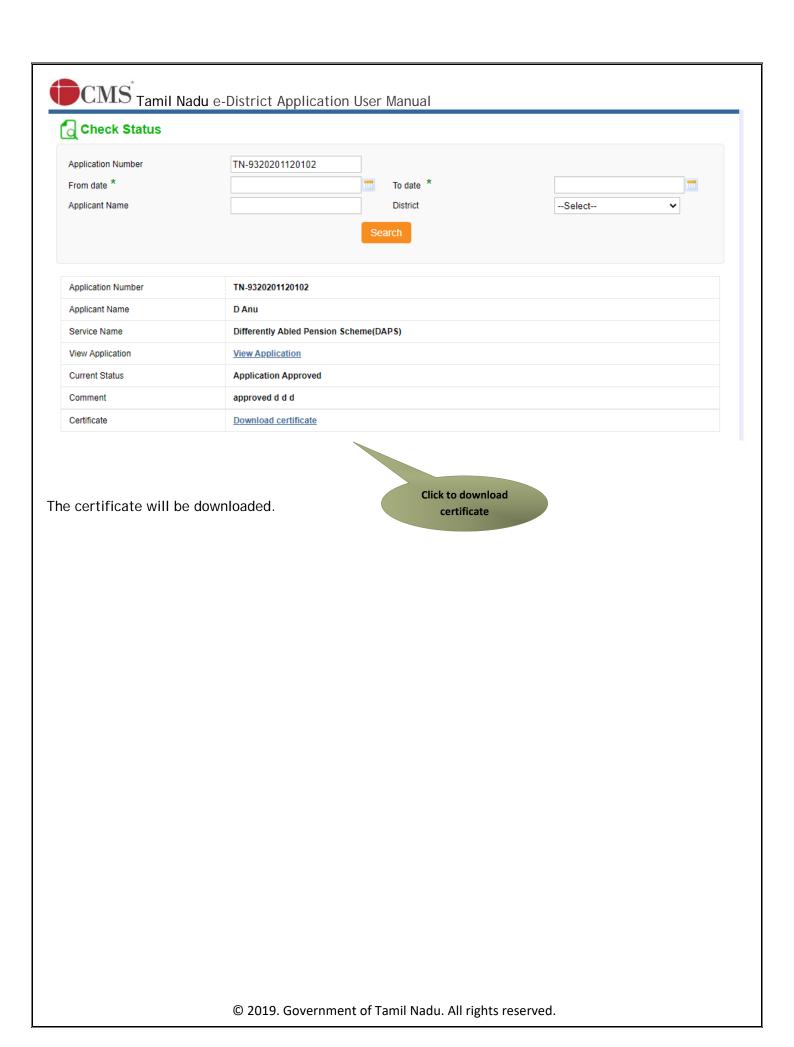
STEP 1:Click on Check Status.

STEP 2:Enter Application Number.



The application will show up.

STEP 4: Click on Download certificate link.





The below figure shows the preview of the Differently Abled Pension Scheme.



8. Disclaimer

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