



Tamil Nadu e-District

User Manual

Educational Training

Institution Scheme for Disabled

Persons

WDA-203



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. The Objective of E-district Tamil Nadu.....	5
7. Educational Training Institution Scheme for Disabled Persons	5
7.1. Registering for CAN (Citizen Access Number).....	8
7.2. Educational Training Institution Scheme for Disabled Persons.....	11
7.3. Filling up Educational Training Institution Scheme for Disabled Persons.....	12
8. Disclaimer.....	15

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.

	<ol style="list-style-type: none">1. Switch 'ON' the UPS only after you have switched 'ON' the power socket2. Switch 'ON' the computer only after you have switched 'ON' the UPS3. 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 charged5. 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 apply for Educational Training Institution Scheme for Disabled Persons through the e-District Portal.

4. Scope

The scope of this document covers the 'Educational Training Institution Scheme for Disabled Persons' service offered under the **Welfare of Differently Abled Persons**.

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

To launch E district - ONLINE

- a. Double click on them to open the browser
 - i. The browser will be open with a 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 eSevai 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.



Directorate of e-Governance
Tamil Nadu e-Governance Agency
Information Technology Department
Government of Tamil Nadu



e-Sevai

இனிய சேவை இணைய சேவை

[Home](#) [About Us](#) [e-Sevai](#) [Services Offered](#) [Contact US](#) [Help](#) [Chat](#) [Sitemap](#)

TNeGA



Important Links

[YouTube](#)

[Twitter](#)

[Facebook](#)

[Government Orders](#)

[Tenders](#)

Latest News

[Locate your near by e-Sevai.](#)

[List of Services Offered in e-Sevai Centres .](#)

[List of Services offered through Institution.](#)

[How to Avail Electronic/ Digital Signature Facility](#)

[NesDA - Citizen Survey](#)

Sign In

[Franchisee Login](#)

[Citizen Login](#)

[cca.gov.in/index.php](#) Welcome to eSevai

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 centers or Government offices/counters:

1. Marriage Assistance
2. Maintenance Support
3. Loan Assistance
4. Application for Educational Training Institution Scheme for Disabled Persons
5. Application for Special Education Scheme for Disabled Persons
6. Application for Scholarship
7. Application for Obtaining Assistive Devices

7. Educational Training Institution Scheme for Disabled Persons

Following steps describe how to apply for the Welfare of Differently Abled Persons through the e-District Portal:

STEP 1: Open the e-Sevai 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.

e-Sevai Dashboard will appear.

STEP 5: Click on Services on the left panel.

Department Wise service listing will appear.

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

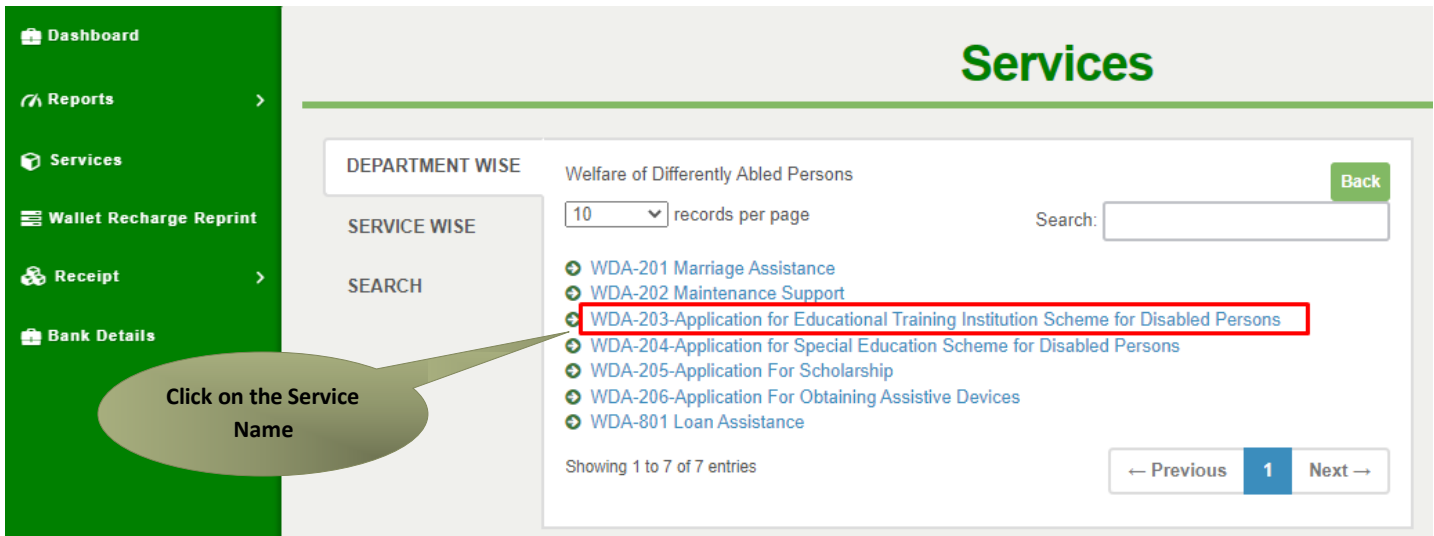


DEPARTMENT WISE

- Animal Husbandry, Dairying and Fisheries
- Anna University
- Chennai Metro Water Supply & Sewerage Board
- Chennai Traffic Police
- Civil Supplies and Consumer Protection Department
- Commissionerate of Municipal Administration
- Commissionerate of School Education
- Commissionerate of Survey & Settlement
- Commissionerate of Transport
- Directorate of Boilers
- Directorate of Fire & Rescue
- Directorate of Handlooms & Textiles
- Directorate of Public Health and Preventive Medicine
- Drug Control Administration
- Employment & Training
- Greater Chennai Corporation
- Inspector General of Registration
- Integrated Financial and Human Resource Management System (IFHRMS)
- Revenue Department
- Social Welfare department
- Tamil Nadu Civil Supplies Corporation
- Tamil Nadu Electrical Inspectorate
- Tamil Nadu Housing and Urban Development
- Tamil Nadu Unorganised Workers Welfare Board
- TANGEDCO
- TNEGA
- WAQF Board
- Water Resource Department
- Welfare of Differently Abled Persons**

Click on the Department Name

STEP 7: Click on WDA-203-Application for Educational Training Institution Scheme for Disabled Persons



Services

DEPARTMENT WISE: Welfare of Differently Abled Persons

SERVICE WISE: 10 records per page

SEARCH:

- WDA-201 Marriage Assistance
- WDA-202 Maintenance Support
- WDA-203-Application for Educational Training Institution Scheme for Disabled Persons**
- WDA-204-Application for Special Education Scheme for Disabled Persons
- WDA-205-Application For Scholarship
- WDA-206-Application For Obtaining Assistive Devices
- WDA-801 Loan Assistance

Showing 1 to 7 of 7 entries

← Previous 1 Next →

Back

Click on the Service Name

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

STEP 8: Click on **Proceed** to continue.

Application for Educational Training Institution Scheme for Disabled Persons

 <p>Service Description</p> <p>Vocational Training is provided to the differently abled person with hostel facility in all Districts</p>	 <p>Supporting Documents</p> <ol style="list-style-type: none"> 1. National ID card 2. Family Ration Card (Front & back side) 3. Adhaar Card Copy 4. Unique Disability ID Card 5. If Vocational training, Previous Education Qualification Certificate 6. Doctor certificate for Percentage of Disability 7. Community Certificate 8. Birth Certificate 9. Applicant Photo
 <p>Application Fee</p> <p>Rs. 0 (Rupees Only.) - Application Fee Rs. 10 (Rupees Ten Only.) - eSevai Center Charges</p>	 <p>How to Apply</p> <ol style="list-style-type: none"> 1. For Online : Click the below proceed button.

Click on Proceed

Proceed Cancel

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.

WDA-203 - Application for Educational Training Institution Scheme for Disabled Persons

Note: Apply for the service as per the given instructions :-

1. If Applicant have CAN Number: Please enter CAN Number or any other field in below form and 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

Click to apply for CAN Registration

Applicant CAN Number/ குடிமக்கள் கணக்கு எண் *	<input type="text"/>	Applicant Name *	<input type="text"/>
Applicant Father Name *	<input type="text"/>	Applicant Mobile Number *	<input type="text" value="9344080668"/>
Applicant Email Id *	<input type="text"/>	Applicant Date of Birth *	<input type="text"/>

Search

The below figure shows the CAN Registration form.

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

CAN Registration

Fields Marked With Asterisk(*) Are Mandatory.

Applicant Detail

Document Type 1 *	Aadhaar Number	Document Type 2	Please Select
Aadhaar Number *	999999987699		
Appellation *	Smt. / ஸ்ரீமதி		
Applicant Name *	Sharmila	விண்ணப்பதாரர் பெயர் *	ஷர்மிளா
Gender / பாலினம் *	Female	Marital Status / திருமண நிலை *	Widow
Date Of Birth / பிறந்த தேதி *	01/02/1995		
Relationship / உறவு *	Father		
Father/ Husband / Guardian / Mother Name *	Appa	தந்தை / கணவர் / பாதுகாவலர் / தாயின் பெயர் *	அப்பா
Mother Name *	Amma	தாயின் பெயர் *	அம்மா
Religion / மதம் *	Hindu		
Community / சாதி *	MBC	Occupation / வேலை *	Professional, Technica
Education Qualification / கல்வித்தகுதி			

Current Address / தற்போதைய முகவரி

State / மாநிலம்	Tamil Nadu	District / மாவட்டம் *	Salem
Taluk / வட்டம் *	Salem / சேலம்		
Revenue Village / கிராமம் *	Salem Town (057) / சே		
Admin Unit / நிர்வாக அலகு	Please Select	Area or Ward No. / Name / பகுதி (அ) வார்டு எண் / பெயர்	
Street Name / No. / Hamlet (if available) *	Voc	தெரு பெயர் / எண் / குக்கிராமம் *	வேலாக்
Block No. / Name		Building / Door / Flat No. *	120
Pin Code / அஞ்சல் எண் *	634567		

If Permanent Address Same As Current Address

STEP 3: Click on Register to submit form.

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

Contact Details

Phone / Landline No. With STD Code	<input type="text"/>	Mobile Number / தொலைபேசி எண் *	<input type="text" value="9344080668"/>
Email Id / மின்னஞ்சல் முகவரி	<input type="text"/>		

Bank Details

Bank Name	<input type="text"/>	Account Number	<input type="text"/>
Branch Name	<input type="text"/>	IFSC Code	<input type="text"/>

[Register](#)

Click to submit form

You have Successfully verified OTP

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

CAN Registration Successful

"Your CAN Number is 13308015520385", Please click on proceed button to move further.

[Proceed](#)

Click to apply

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

7.2. Educational Training Institution Scheme for Disabled Persons

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

WDA-203 - Application for Educational Training Institution Scheme for Disabled Persons

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 கணக்கு எண் *	<input type="text"/>	Applicant Name *	<input type="text" value="sundari"/>
Applicant Father Name *	<input type="text"/>	Applicant Mobile Number *	<input type="text"/>
Applicant Email Id *	<input type="text"/>	Applicant	<input type="text"/>

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

STEP 2: Click on Generate OTP, and enter the OTP in the enter OTP

STEP 3: 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.

WDA-203 - Application for Educational Training Institution Scheme for Disabled Persons

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 கணக்கு எண் *	<input type="text"/>	Applicant Name *	<input type="text" value="sundari"/>
Applicant Father Name *	<input type="text"/>	Applicant Mobile Number *	<input type="text"/>
Applicant Email Id *	<input type="text"/>	Applicant Date of Birth *	<input type="text"/>

Display applications per page

Search:

	CAN Number	Name	Father / Husband / Guardian / Mother Name	Date of Birth	Mobile	Email-Id
<input checked="" type="radio"/>	13302075519914	Sundari	John	02-Jan-1997	9344080668	
<input type="radio"/>	13334115520707	Sundari	Ganesan	03-Jun-1953	9787509302	
<input type="radio"/>	13302015521890	sundari	ravi	01-Jan-1993	9943180847	

Showing 1 of 1

Navigation buttons: <<<< < 1 > >>>>

Mobile Number *	<input type="text" value="9344080668"/>	<input type="button" value="Generate OTP"/>
Enter OTP *	<input type="text" value="1234"/>	<input type="button" value="Confirm OTP"/>

Click to select record
Click to Generate OTP

7.3. Filling up Educational Training Institution Scheme for Disabled Persons.

Step-1: Applicant Personal details like Ration Card No has to be entered, remaining all the details are pre fetched from CAN.

Application for Educational Training Institution Scheme for Disabled Persons

Applicant Details / விண்ணப்பதாரர் விவரங்கள்

Appellation *	Dr / டாக்டர்		
Applicant Name *	Sundari	விண்ணப்பதாரர் பெயர் *	சுந்தரி
Gender / பாலினம் *	Female	Marital Status / திருமண நிலை *	Married
Date Of Birth / பிறந்த தேதி *	02-Jan-1997	Age *	25
Religion / மதம் *	Hindu / இந்து மதம்	Community / சாதி *	SC
Aadhaar Number *	925480699857	Ration Card No *	
Voter Id			

Parent Details

Relationship / உறவு *	Husband		
Father/ Husband / Guardian / Mother Name *	John	தந்தை / கணவர் / பாதுகாவலர் / தாயின் பெயர் *	ஜான்
Mother Name *	Amma	தாயின் பெயர் *	அம்மா

Current Address / தற்போதைய முகவரி

State / மாநிலம்	TAMIL NADU	District / மாவட்டம் *	Erode / ஈரோடு
Taluk / வட்டம் *	Bhavani / பவானி	Revenue Village / கிராமம் *	Bhavani -b / பவானி ஆ
Street No. / Name *	Neru Street	தொகு எண் / பெயர் *	நேரு ஸ்ட்ரீட்
Building / Door / Flat No. *	120	Pin Code / அஞ்சல் எண் *	654567

Permanent Address / நிலையான முகவரி

State / மாநிலம் *	TAMIL NADU	District / மாவட்டம் *	Erode / ஈரோடு
Taluk / வட்டம் *	Bhavani / பவானி	Revenue Village / கிராமம் *	Bhavani -b / பவானி ஆ
Street No. / Name *	Neru Street	தொகு எண் / பெயர் *	நேரு ஸ்ட்ரீட்
Building / Door / Flat No. *	120	Pin Code / அஞ்சல் எண் *	654567

Contact Details

Phone / Landline No. With STD Code		Mobile Number *	9344080668
Email Id			

Step-2: Educational Institute Details has to be entered based upon the district available the institute details will be fetched.

Educational-Training Institute Details/ கல்வி-பயிற்சி நிறுவனங்களின் விவரங்கள்

District / மாவட்டம் *	Kanchipuram	Name Of the Educational / Training Institution. கல்வி / பயிற்சி	Others
Other Educational / Training Institution Name மற்ற கல்வி / பயிற்சி நிறுவனத்தின் பெயர் *		SELECT Prabavathi Jayaprakash Seva Kendra School for the Deaf, Guduvancheri, Kancheepuram - 603202 GOVT HIGH SCHOOL FOR HEARING IMPAIRED, SADAVARAM(ORIKKAI POST), KANCHIPURAM-631502 Others	

Step-3: Application for the Name of the Class, Nature of Disability & Percentage, Educational Qualification, National ID Card & Date of issue has be entered under the Application Details.

Step-4: Confirming the Details given a Self Declaration will be asked and have to check the box before click on submit.

Application Details / விண்ணப்ப விவரங்கள்

Application for Name of the Class/Training / வகுப்பின் பெயர் விண்ணப்பம்/ 12th

Nature of Disability / மாற்றுத்திறனின் வகை * Muscular Dystrophy

Percentage of Disability / மாற்றுத்திறனின் தன்மை (விழுக்காடு) * 54

Educational Qualification / கல்வித்தகுதி * 11th

National ID Card Number / தேசிய அடையாள அட்டை * TN-7382923992392

Date of Issue/ வழங்கல் தேதி * 2022-03-01

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 Legal Action. *

Submit Cancel

Once, the all details are added, you have to After Verify all the data. And click submits to proceed for the documents submission.

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.

Upload Documents for Application No. TN-282022030700022

List of Documents

1.	National ID card	Mandatory
2.	Family Ration Card (Front & back side)	Optional
3.	Adhaar Card Copy	Mandatory
4.	Unique Disability ID Card	Mandatory
5.	If Vocational training, Previous Education Qualification Certificate	Optional
	Doctor certificate for Percentage of Disability	Mandatory
	Community Certificate	Optional
	Birth Certificate	Optional
	Applicant Photo	Mandatory

Select Document: SELECT Document No. []

+ Add... Upload

Uploaded Successfully
Supported files types : .jpg,.jpeg,.png,.pdf
Supported file size of document : 200 KB

Serial No.	Document Name	Document Number	File Name	Delete
1	National ID card	1	National ID card_1	✗
2	Adhaar Card Copy	2	Adhaar Card Copy_2	✗
3	Unique Disability ID Card	3	Unique Disability ID Card_3	✗
4	Doctor certificate for Percentage of Disability	4	Doctor certificate for Percentage of Disability_4	✗
5	Applicant Photo	5	Applicant Photo_5	✗

Make Payment Back

Step-5: Click on the Make Payment a confirmation page will be displayed.

Step-6: Click on the Confirm Payment the payment page will be redirected and where the payment mode & details will be captured.

 **Confirm**

Application Number	TN-282022030700022
Applicant Name	Sundari
Date of Application	07-03-2022 12:39:29
Service Name	Application for Educational Training Institution Scheme for Disabled Persons
Application Fee	0.00
eSevai Center Charges	10.00
Total	10.00

[Confirm Payment](#)

Step-7: Before click on the make payment, applicant has to confirm the acknowledgement for the provided details

Step-8: Click on Print Receipt to download/print the receipt


 **Acknowledgement Receipt**

Application Number	TN-282022030700022
Applicant Name	Sundari
Date of Application	07-03-2022 12:39:29
Service Name	Application for Educational Training Institution Scheme for Disabled Persons
Application Fee	0.00
eSevai Center Charges	10.00
Total	10.00

Click to print receipt

[Print Receipt](#)

The below figure shows the preview of the acknowledgement receipt.

 தமிழ்நாடு அரசு / Government of Tamil Nadu இ-சேவை மையம் / e-Sevai Centre		
ஒப்புக்க / ACKNOWLEDGEMENT		
ரசீது எண் / Receipt No: TN-282022030700022 விண்ணப்பதாரர் / Applicant Name: Sundari துறையின் பெயர் / Department Name: Directorate for Welfare of Differently Abled குடிமக்கள் கணக்கு எண் / CAN Number: 13302075519914	குறிப்பு எண் / Reference No: 07032022125632614 விண்ணப்ப எண் / Application No : TN-282022030700022 விண்ணப்பித்த தேதி / Application date : 07-03-2022 12:56:32 விண்ணப்பித்த சேவை / Applied for Service : Application for Educational Training Institution Scheme for Disabled Persons	
பணம் செலுத்திய விவரம் / Payment Details		
விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)
விண்ணப்ப கட்டணம் / Application Fees	Cash	0.00
இ-சேவை மையக் கட்டணம் /e-Sevai Centre Charges		10.00
ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Rupees Ten Only.		மொத்த / Total: 10.00
மையப் பெயர் & குறியீட்டு எண் / Centre Name & Code :-	கையொப்பம் / Signature of the Centre Operator	
மேலே குறிப்பிட்டுள்ள அனைத்து விவரங்களையும் சரி பார்த்து கொள்ளவும். உங்கள் விண்ணப்ப நிலையை தெரிந்து கொள்ள பின்வரும் இணையதளத்தில் பார்க்கவும் http://tnesevai.cmsuat.co.in:5443/CheckStatus/PublicSearch/ . அல்லது கைப்பேசி கேமராவின் 2D பாரகொடு படிப்பான் மூலம் இணையதளத்தில் சரிபார்க்கவும். உங்கள் விண்ணப்பத்தை உயர் அதிகாரி ஒப்புதல் அளித்த பிறகு டிஜிட்டல் கையொப்பமிட்ட சான்றிதழை பெற்றுக்கொள்ளலாம் Kindly check correctness of all the details furnished above. To Check the Application Status see the URL http://tnesevai.cmsuat.co.in:5443/CheckStatus/PublicSearch/ . Read the 2D barcode with mobile barcode reader. After your application is approved by the approving authority, you can obtain the digitally signed certificate.		

8. Disclaimer

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