



Tamil Nadu
e-District Application
Training Manual for

User Registration

PWD - 401

Tamil Nadu Public Works
Department



राष्ट्रीय इ-गवर्नेस योजना
National e-Governance Plan

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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 apply for 'User Registration' through the e-District Portal.

4. Scope

The scope of this document covers the 'User Registration' service offered under the **Tamil Nadu Public Works 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 Tamil Nadu Public Works Department

Following services are offered under the Tamil Nadu Public Works Department:

1. PWD - 401 User Registration
2. PWD - 402 Online Sand Booking

7. User Registration

Following steps describe how to apply for User Registration through the e-District Portal:

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

STEP 2: Enter the login credentials.

STEP 3: Enter Captcha code.

STEP 4: Click on Login.



The screenshot displays the TNeGA Government of Tamil Nadu e-Sevai portal. The page features a green header with the TNeGA logo and the Government of Tamil Nadu emblem. Below the header is a navigation menu with links for 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 (listing Government Orders, Tenders, Documents, Job Opportunities, and Maps), Latest News (with links to locate e-Sevai centers and list services), and Sign In. The Sign In section contains a form with fields for Login ID (tnelcchn010-01), Password (masked with dots), Operator (dropdown menu), and a Captcha field (ZNRJ2). Below the Captcha field is a 'Login' button and a 'Reset' button. A 'Forgot Password?' link is also present. Three callouts are overlaid on the form: 'Enter Login ID and Password' pointing to the Login ID field, 'Enter Captcha' pointing to the Captcha field, and 'Click on Login' pointing to the Login button. At the bottom of the page, there is a banner with the text 'Welcome to eSevai' and a Tamil slogan: 'eSevai — தமிழ்நாடு அரசின் இ-சேவை வலைதளம் உங்களை'.

e-Sevai Dashboard will appear.

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

Department Wise service listing will appear.

STEP 6: Click on **Tamil Nadu Public Works 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 User Registration



Directorate of e-Governance
Tamil Nadu e-Governance Agency

Information Technology Department
Government of Tamil Nadu



e-Sevai

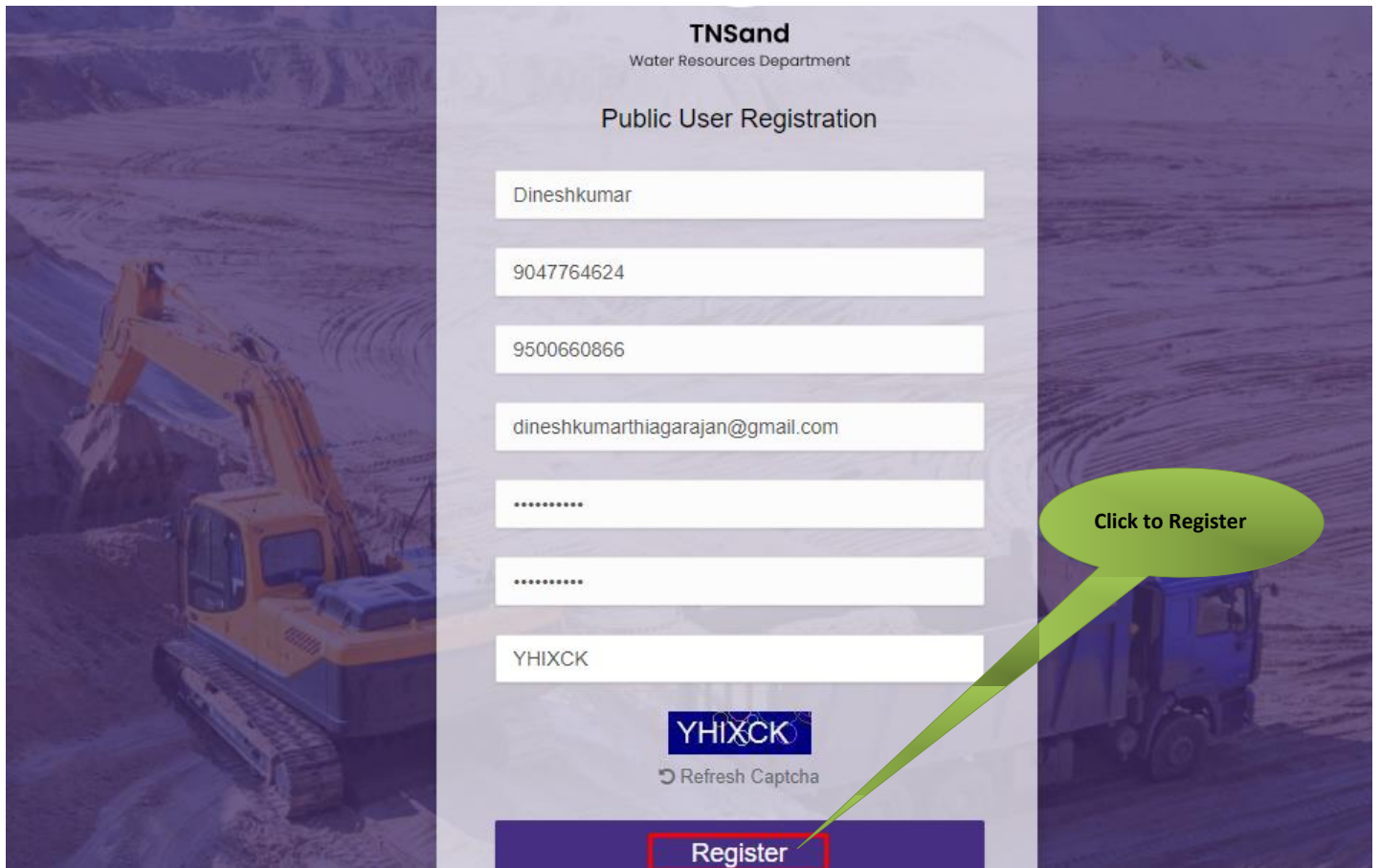
இனிய சேவை இணைய சேவை

You will be redirected to the service page on the Tamil Nadu Public Works Department Web Portal.

7.1 Filling up User Registration

SECTION1: Applicant Details

Applicant are used to fill this details and finally click Register.



TNSand
Water Resources Department

Public User Registration

Dineshkumar

9047764624

9500660866

dineshkumarthiagarajan@gmail.com

.....

.....

YHIXCK

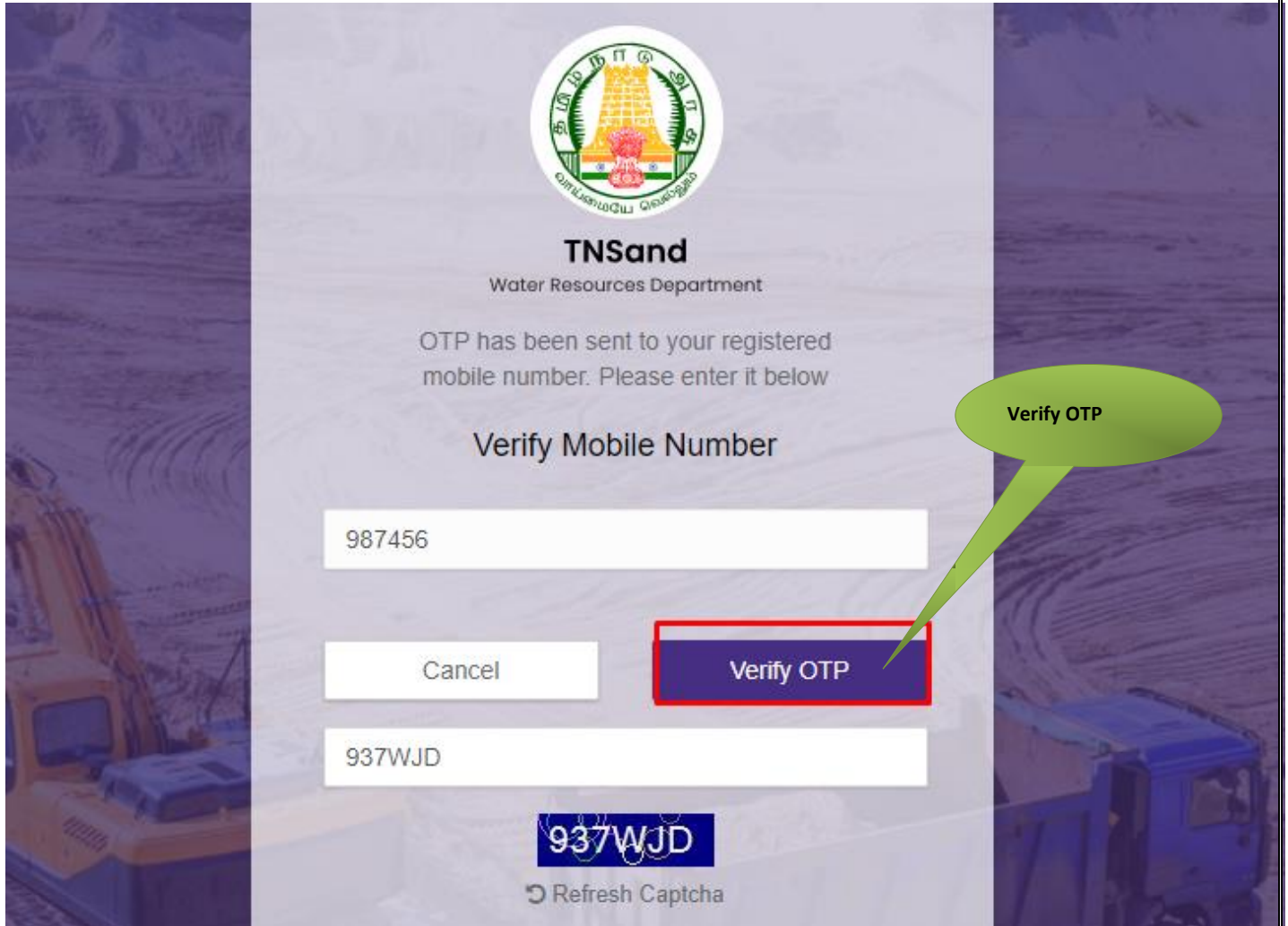
YHIXCK
Refresh Captcha


Register

Click to Register

SECTION 2: OTP VERIFICATION

Enter the OTP number and verify.




TNSand
Water Resources Department

OTP has been sent to your registered mobile number. Please enter it below

Verify Mobile Number

987456

Cancel Verify OTP

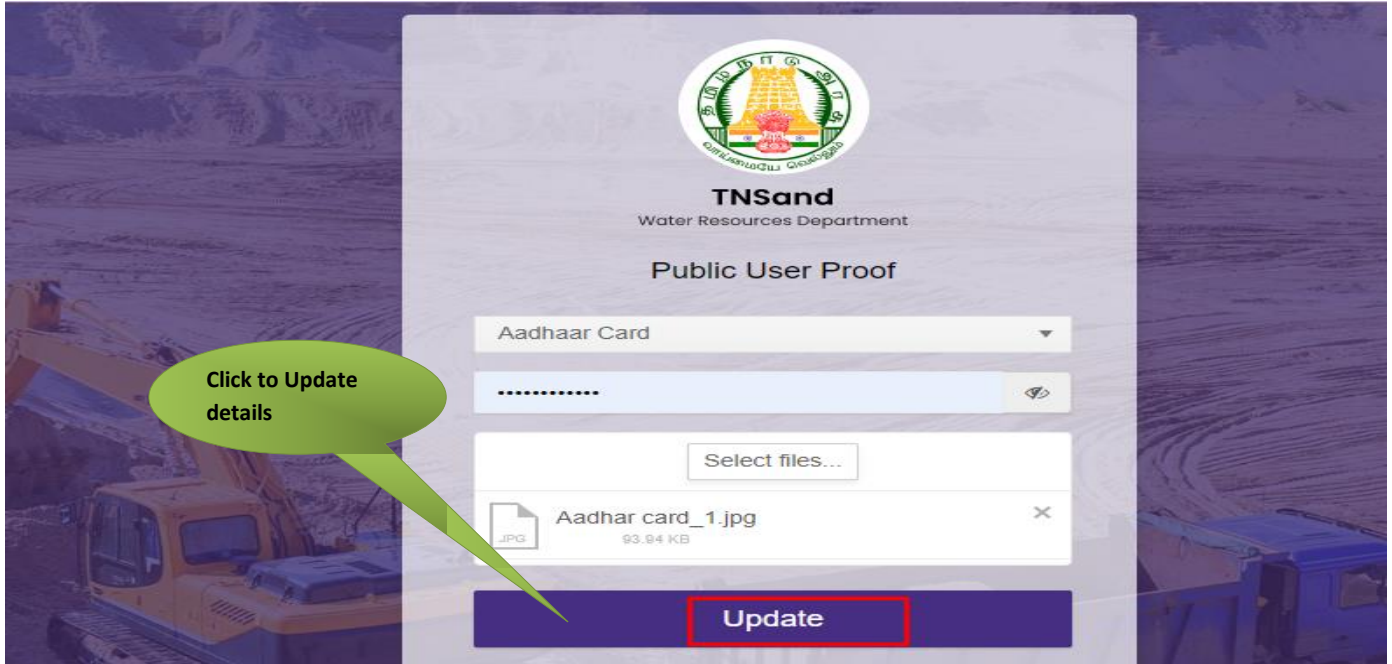
937WJD

937WJD
Refresh Captcha

Verify OTP

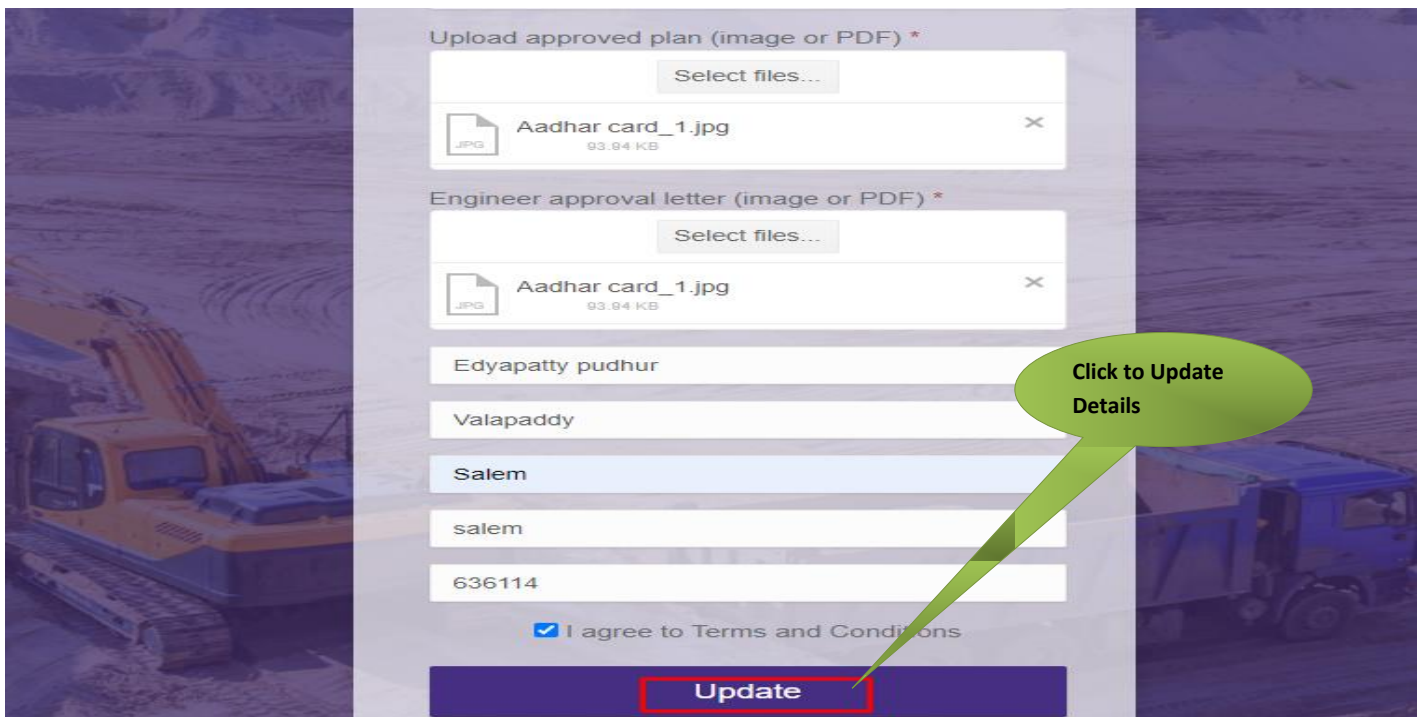
SECTION 3: Aadhaar Verification

Applicant are used to enter Aadhaar number and attached Id proof and finally click update option.



SECTION 4: Delivery Address Details

Applicants are used to add the delivery address of the sand booking and finally update option to save details.



SECTION 5: Submit option

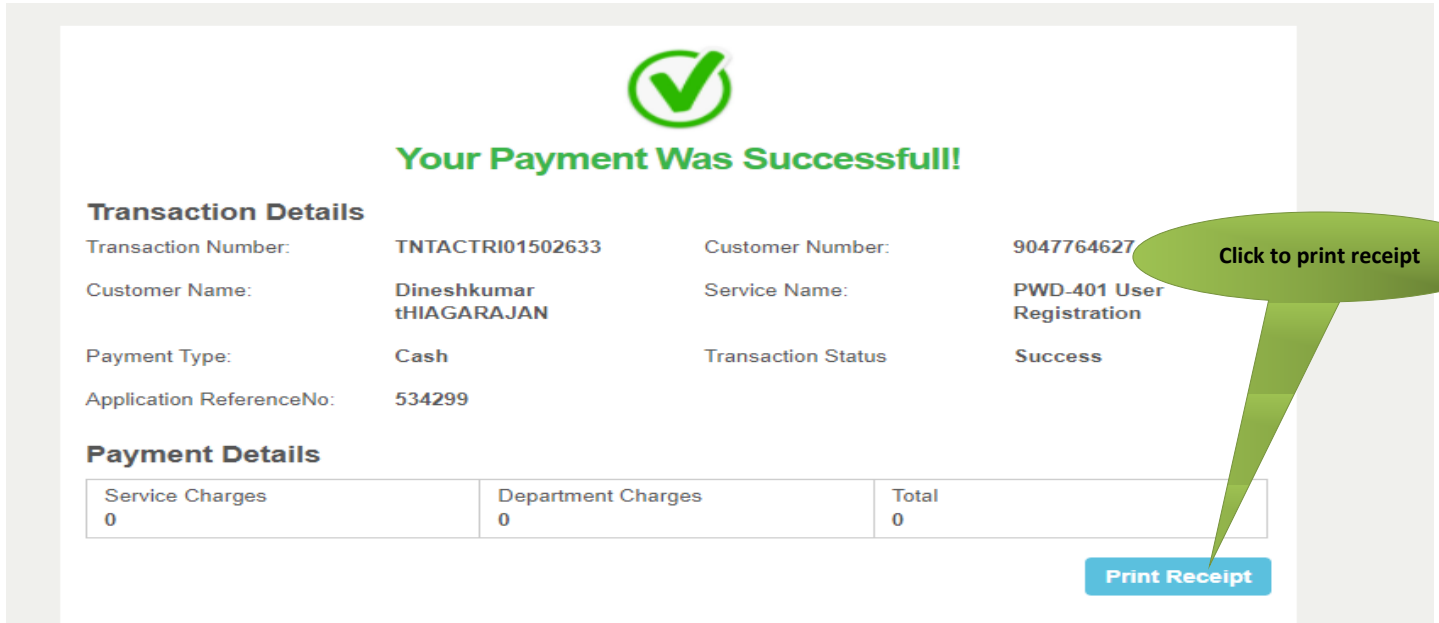
After filling the details, click on proceed to Transaction



SECTION 6: Acknowledgement receipt

Click on **Print Receipt** to download/print the receipt.

Screenshot 1: Print Receipt



The screenshot shows a confirmation page with a green checkmark icon and the text "Your Payment Was Successful!". Below this, there are two sections: "Transaction Details" and "Payment Details".

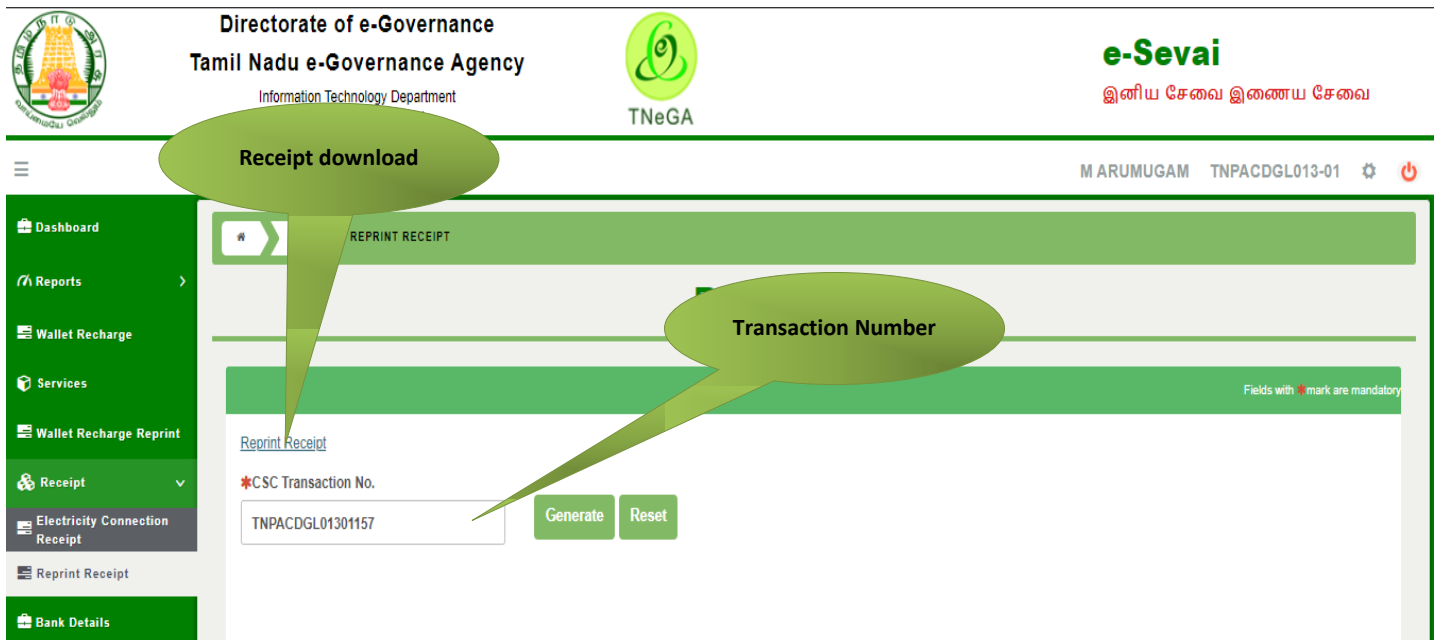
| Transaction Details | | | |
|--------------------------|-------------------------|---------------------|---------------------------|
| Transaction Number: | TNACTRI01502633 | Customer Number: | 9047764627 |
| Customer Name: | Dineshkumar THIAGARAJAN | Service Name: | PWD-401 User Registration |
| Payment Type: | Cash | Transaction Status: | Success |
| Application ReferenceNo: | 534299 | | |

| Payment Details | | |
|-----------------|--------------------|-------|
| Service Charges | Department Charges | Total |
| 0 | 0 | 0 |

A blue button labeled "Print Receipt" is located at the bottom right. A green callout bubble points to this button with the text "Click to print receipt".

Screenshot 2: Receipt

Applicant can also to download the receipt by using Transaction number and Reprint Receipt.



The screenshot shows the "REPRINT RECEIPT" page in the application. The header includes the Directorate of e-Governance, Tamil Nadu e-Governance Agency, Information Technology Department, TNeGA logo, and e-Sevai logo with the text "இனிய சேவை இணைய சேவை".

The page has a green sidebar with navigation options: Dashboard, Reports, Wallet Recharge, Services, Wallet Recharge Reprint, Receipt (selected), Electricity Connection Receipt, Reprint Receipt, and Bank Details.

The main content area has a breadcrumb "REPRINT RECEIPT" and a "Reprint Receipt" link. Below this, there is a form with a label "*CSC Transaction No." and a text input field containing "TNPACDGL01301157". To the right of the input field are "Generate" and "Reset" buttons. A green callout bubble points to the input field with the text "Transaction Number".

Another green callout bubble points to the "Reprint Receipt" link with the text "Receipt download".

At the top right of the page, there is a user profile "M ARUMUGAM" and a system ID "TNPACDGL013-01".

The below figure shows the preview of the acknowledgement receipt.

| தமிழ்நாடு அரசு / Government of Tamil Nadu இ-சேவை மையம் / e-Sevai Centre | | |
|---|--|--|
| ரசீது / RECEIPT | | |
| ரசீது எண் / Receipt No: TN-29120224015929524 விண்ணப்பதாரர் / Applicant Name: Dineshkumar THIAGARAJAN | துறை குறிப்பு எண் / Department Reference No: 534299 பரிவர்த்தனை எண் / Transaction No : TNTACTRI01502633 விண்ணப்பித்த தேதி / Application date : 01-04-2022 11:59:28 விண்ணப்பித்த சேவை / Applied for Service : PWD-401 User Registration | |
| துறையின் பெயர் / Department Name: Tamil Nadu Public Works Department | | |
| 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 | 0.00 |
| | | மொத்தம் / Total: : 0.00 |
| ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Zero only. | | |
| மையப் பெயர் & குறியீட்டு எண் / Centre Name & Code : Madhavaperumalkoil Panchayat -TACTV-TACTRI015 | கையொப்பம் / Signature of the Centre Operator | |

8 Disclaimer

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