



Tamil Nadu e-District Application

Training Manual for

**Claim Application- Manual
Board- Educational
Assistance for Higher
Education
TWB-221**

Tamil Nadu Unorganized
Workers Welfare Board



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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.

	<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 'Claim Application- Manual Board- Educational Assistance for Higher Education' through the e-District Portal.

4. Scope

The scope of this document covers the 'Claim Application- Manual Board- Educational Assistance for Higher Education' service offered under the **Tamil Nadu Unorganized Workers Welfare Board**.

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 Unorganized Workers Welfare Board

Following services are offered under the Revenue Department:

1. TWB-201 Claim Registration
2. TWB-202 Claim Renewal
3. TWB-203 Claim Updation
4. TWB-204 Claim Application- Construction Board - Accident Death at worksite
5. TWB-205 Claim Application-Construction Board-Compensation for accidental death and disability
6. TWB-206 Claim Application-Construction Board-Disability Pension
7. TWB-207 Claim Application-Construction Board-Education Assistance for 10th /12th Standard pass
8. TWB-208 Claim Application-Construction Board-Educational Assistance for girl children studying 10th / 11th / 12th

9. TWB-209 Claim Application-Construction Board-Educational Assistance for Higher Education
10. TWB-210 Claim Application-Construction Board-Educational Assistance for studying in 6th/7th/8th/9th
11. TWB-211 Claim Application-Construction Board-Family pension
12. TWB-212 Claim Application-Construction Board-Funeral Expenses / Natural Death
13. TWB-213 Claim Application-Construction Board-Marriage Assistance
14. TWB-214 Claim Application-Construction Board-Maternity / Miscarriage / Termination of Pregnancy
15. TWB-215 Claim Application-Construction Board-Pension
16. TWB-216 Claim Application-Construction Board-Reimbursement of purchase of spectacles
17. TWB-217 Claim Application-Manual Board-Compensation for accidental death and disability
18. TWB-218 Claim Application-Manual Board-Disability Pension
19. TWB-219 Claim Application-Manual Board-Education Assistance for 10th /12th Standard pass
20. TWB-220 Claim Application-Manual Board-Educational Assistance for girl children studying 10th / 11th / 12th
21. TWB-221 Claim Application-Manual Board-Educational Assistance for Higher Education
22. TWB-222 Claim Application-Manual Board-Educational Assistance for studying in 6th/7th/8th/9th
23. TWB-224 Claim Application-Manual Board-Funeral Expenses / Natural Death
24. TWB-225 Claim Application-Manual Board-Marriage Assistance
25. TWB-226 Claim Application-Manual Board-Maternity / Miscarriage / Termination of Pregnancy
26. TWB-227 Claim Application-Manual Board-Pension
27. TWB-228 Claim Application-Manual Board-Reimbursement of purchase of spectacles
28. TWB-229 Claim Application-Driver Board-Compensation for accidental death and disability
29. TWB-230 Claim Application-Driver Board-Disability Pension
30. TWB-231 Claim Application-Driver Board-Education Assistance for 10th /12th Standard pass
31. TWB-232 Claim Application-Driver Board-Educational Assistance for girl children studying 10th / 11th / 12th
32. TWB-233 Claim Application-Driver Board-Educational Assistance for Higher Education
33. TWB-234 Claim Application-Driver Board-Educational Assistance for studying in 6th/7th/8th/9th
34. TWB-236 Claim Application-Driver Board-Funeral Expenses / Natural Death
35. TWB-237 Claim Application-Driver Board-Marriage Assistance
36. TWB-238 Claim Application-Driver Board-Maternity / Miscarriage / Termination of Pregnancy
37. TWB-239 Claim Application-Driver Board-Pension

- 38. TWB-240 Claim Application-Driver Board-Reimbursement of purchase of spectacles
- 39. TWB-241 Claim Application - Return
- 40. TWB-242 ID Card Download
- 41. TWB-243 Claim Application - Amendment
- 42. TWB-244 Claim Application - Transfer
- 43. TWB-245 Housing Scheme
- 44. TWB-246 Live certificate for Pensioner

7. TWB-221 Claim Application- Manual Board- Educational Assistance for Higher Education

Following steps describe how to apply for Claim Application- Manual Board- Educational Assistance for Higher Education through the e-District Portal:

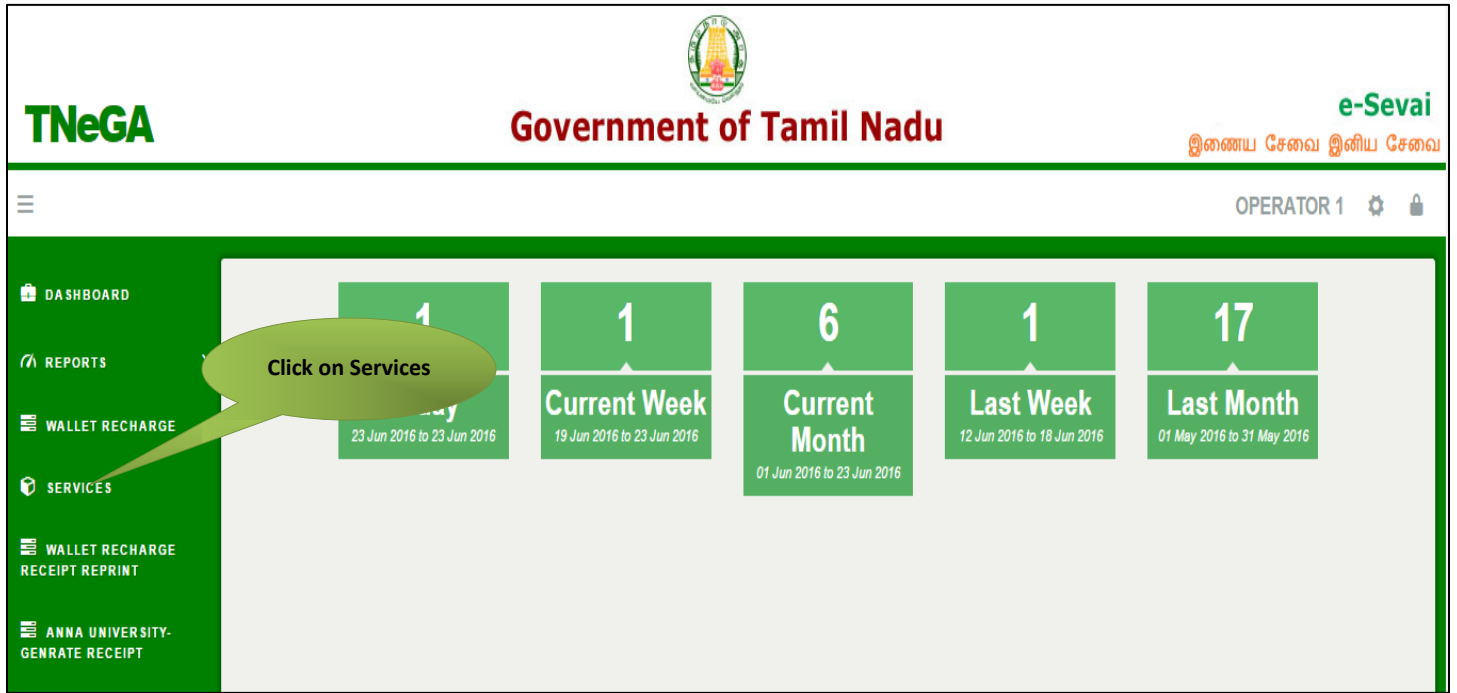
- STEP 1:** Go to the e-Sevai (Government of Tamil Nadu) Web Portal.
- STEP 2:** Enter the login credentials.
- STEP 3:** Enter Captcha code.
- STEP 4:** Click on Login.

e-Sevai Dashboard will appear.



The screenshot displays the e-Sevai dashboard interface. At the top, there is a header with the TNeGA logo and the Government of Tamil Nadu emblem. Below the header is a navigation menu with options: Home, About e-Sevai, Government Orders, e-Sevai, Contact Us, and Help. The main content area is divided into several sections: TNeGA (with a map of Tamil Nadu), Important Links (listing Government Orders, Tenders, Documents, Job Opportunities, and Maps), Latest News (with links to locate nearby e-Sevai centers and list services), and a Sign In section. The Sign In section contains a text input field with the value 'tnelcchn010-01', a password field with masked characters, a captcha field with the value 'ZNRJ2', and a dropdown menu for 'Operator'. There are 'Login' and 'Reset' buttons, and a link for 'Forgot Password?'. Callout boxes highlight the password field ('Enter Login ID and Password'), the captcha field ('Enter Captcha'), and the 'Login' button ('Click on Login'). At the bottom, a banner reads 'Welcome to eSevai' and 'eSevai — தமிழ்நாடு அரசின் இ-சேவை வலைதளம் உங்களை'.

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



The screenshot shows the TNeGA dashboard interface. The left sidebar contains a menu with the following items: DASHBOARD, REPORTS, WALLET RECHARGE, SERVICES, WALLET RECHARGE RECEIPT REPRINT, and ANNA UNIVERSITY-GENERATE RECEIPT. The 'SERVICES' item is highlighted, and a callout bubble points to it with the text 'Click on Services'. The main dashboard area displays five summary cards for different time periods: Current Week (1), Current Month (6), Last Week (1), and Last Month (17). The top header includes the TNeGA logo, Government of Tamil Nadu, and e-Sevai logo. The user is logged in as OPERATOR 1.

Department Wise service listing will appear.

STEP 6: Click on **Tamil Nadu Unorganized Workers welfare Board**

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



- Dashboard
- Reports
- Services
- Wallet Recharge Reprint
- Receipt
- Bank Details

Services

- 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 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
 - TACTV
 - TNEGA
 - UNICEF

Department Name

Name: Aravinth
Center: Madhavaperumalkoil Panchayat -TACTV TACTRI015
Center Code: TACTRI015
Counter: 1
Wallet Type: Prepaid
Wallet Amount: 8638.00
Share: 0.00

STEP 7: Click on ClaimApplication- Manual Board- Educational Assistance for Higher Education



- Dashboard
- Reports
- Services
- Wallet Recharge Reprint
- Receipt
- Bank Details

Services

- DEPARTMENT WISE: Tamil Nadu Unorganised Workers Welfare Board
- SERVICE WISE: 10 records per page
- SEARCH:
- Claim Application-Construction Board-Marriage Assistance
 - Claim Application-Construction Board-Maternity / Miscarriage / Termination of Pregnancy
 - Claim Application-Construction Board-Pension
 - Claim Application-Construction Board-Reimbursement of purchase of spectacles
 - Claim Application-Driver Board-Compensation for accidental death / Disability
 - Claim Application-Driver Board-Disability Pension
 - Claim Application-Driver Board-Education Assistance for 10th / 12th Standard pass
 - Claim Application-Driver Board-Educational Assistance for girl children studying 10th / 11th / 12th
 - Claim Application-Driver Board-Educational Assistance for Higher Education
 - Claim Application-Driver Board-Educational Assistance for studying in 6th/7th/8th/9th

Click on the Service Name

Name: Aravinth
Center: Madhavaperumalkoil Panchayat - TACTV TACTRI015
Center Code: TACTRI015
Counter: 1
Wallet Type: Prepaid
Wallet Amount: 8638.00
Share: 0.00

You will be redirected to the service page on the Tamil Nadu Unorganized Workers Welfare Board Web Portal.

7.1 Applying for Claim Application- Manual Board - Educational Assistance for Higher Education

SECTION1: Applicant Details and Address

Applicant should fill this below form in both Tamil and English language.

FORM - EE
[See clause 15(3)]
APPLICATION FOR EDUCATIONAL ASSISTANCE FOR HIGHER EDUCATION / உயர் கல்விக்கான உதவி
பெறுவதற்கான விண்ணப்பம்

Aadhaar Verification

Aadhaar No / ஆதார் எண்
***** ✓ Verified

Personal Details / தனிப்பட்ட விவரங்கள்

Board Name / வாரியத்தின் பெயர்* <input type="text" value="TN Construction WWB / தமிழ்நாடு கட்டுமானத் தொழிலாளர்க"/>	Registration date / பதிவு செய்யப்பட்ட தேதி* <input type="text" value="08-10-2020"/>
Registration No / பதிவு செய்யப்பட்ட எண்* <input type="text" value="01BEND300001"/>	Aadhaar No / ஆதார் எண் * <input type="text"/>
Renewal date / புதுப்பிக்கப்பட்ட தேதி* <input type="text" value="07-10-2025"/>	Name of the Worker * <input type="text" value="Balaji"/>
Aadhaar / ஆதார் அட்டை * - <input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>	

Note: (தாங்கள் 500 KB க்குள் உள்ள jpeg, jpg, png, pdf முறையில் பதிவேற்றம் செய்யலாம்)

தொழிலாளியின் பெயர் *	Name of the Father / Husband *
<input type="text" value="பாலாஜி"/>	<input type="text" value="mani"/>
தந்தை / கணவரின் பெயர் *	Mobile Number / தொலைபேசி எண் *
<input type="text"/>	<input type="text" value="8220914822"/>
Gender / பாலினம் *	
<input type="text" value="Female"/>	
Date of birth / பிறந்த தேதி *	Age / வயது*
<input type="text" value="01-04-1988"/>	<input type="text" value="32"/>
Age Proof / வயது சான்று (ஏதேனும் ஒன்று)*	Upload document(Evidence of Age Proof) / வயதுக்கான சான்று ஆவணம் பதிவேற்றவும் (Original/அசல்) *
<input type="text" value="Ration Card"/>	<input type="button" value="View"/>
Community / சாதி	Community Certificate / Self declaration for SC/ST / சாதி சான்றிதழ் / சுய சான்றிதழ் ஆவணம் பதிவேற்றவும்
<input type="text" value="SC"/>	<input type="button" value="View"/>
Marital Status / திருமண நிலை	
<input type="text" value="Married"/>	
Ration card / குடும்ப அட்டை எண்*	Document (Ration card) / குடும்ப அட்டை *
<input type="text" value="213123213213213"/>	<input type="text" value="Choose File No file chosen"/>
	Note: (தாங்கள் 500 KB க்குள் உள்ள jpeg, jpg, png, pdf முறையில் பதிவேற்றம் செய்யலாம்)
	<input type="button" value="View"/>

SECTION 2: Address details and Educational details

Applicant should fill in their address and educational details in this form.

Address / முகவரி	
House / Door No. / கதவு எண்	<input type="text" value="23"/>
Address Line 1	தெரு முகவரி
<input type="text" value="villivakkam"/>	<input type="text" value="வில்லிவாக்கம்"/>
Address Line 2	தெரு முகவரி
<input type="text" value="villivakkam"/>	<input type="text" value="வில்லிவக்கா"/>
State / மாநிலம்	District / மாவட்டம்
<input type="text" value="Tamil Nadu"/>	<input type="text" value="Chennai"/>
Taluk / வட்டம்	Village / Town / City
<input type="text" value="Egmore"/>	<input type="text" value="villivakkam"/>
கிராமம் / நகரம்	Pincode / அஞ்சல் குறியீடு
<input type="text" value="வில்லிவாக்கம்"/>	<input type="text" value="600049"/>
Educational Details / கல்வி விவரங்கள்	
Educational Details / கல்வி விவரங்கள்	
Registration card / பதிவு அட்டை(Original/அசல்) *	Claim Verification Certificate / நலத்திட்ட உறுதிமொழி சான்று (Original/அசல்)*
<input type="text" value="Choose File No file chosen"/>	<input type="text" value="Choose File No file chosen"/>
Note: (தாங்கள் 500 KB க்குள் உள்ள jpeg, jpg, png, pdf முறையில் பதிவேற்றம் செய்யலாம்)	Note: (தாங்கள் 500 KB க்குள் உள்ள jpeg, jpg, png, pdf முறையில் பதிவேற்றம் செய்யலாம்)
	<input type="button" value="View"/>

Bank Details / வங்கி விவரங்கள்வங்கி கணக்கு விவரங்களை மாற்ற வேண்டுமா?

ஆம் இல்லை

Bank Name / வங்கியின் பெயர் *

Branch Name / கிளையின் பெயர் *

Bank Account Number / வங்கி கணக்கு எண் *

Re-Enter Bank Account Number / வங்கி கணக்கு எண் *

MICR Code / MICR குறியீடு *

IFSC Code / IFSC குறியீடு *

Upload Bank passbook front page / வங்கி கணக்கு புத்தகத்தின் முதல் பக்கத்தை பதிவேற்றம் செய்யவும் (Original/அசல்) *

Note: (தாங்கள் 500 KB க்குள் உள்ள jpeg, jpg, png, pdf முறையில் பதிவேற்றம் செய்யலாம்)

Upload Last Transaction page of the passbook / வங்கி கணக்கு புத்தகத்தின் கடைசி பரிவர்த்தனை பக்கத்தைப் பதிவேற்றம் செய்யவும் (Original/அசல்) *

Note: (தாங்கள் 500 KB க்குள் உள்ள jpeg, jpg, png, pdf முறையில் பதிவேற்றம் செய்யலாம்)

Particulars of the family members / குடும்ப உறுப்பினர்களின் விவரங்கள்

Sl.No	Name	Gender	Date of Birth	Relationship	Marital Status	Action
1	balaji	Male	05-07-2020	Son	Single	<input type="button" value="Select"/>

Select the details of the son or daughter for whom educational assistance is sought for / கல்வி உதவி கோரும் மகன் அல்லது மகளின் பூர்க்கி செய்யவும்

Name / பெயர் **Gender / பாலினம்**

SECTION 3: Details of the course

Applicant should fill in the course and educational details in this form.

பூர்த்தி செய்யவும்

Name / பெயர்

Gender / பாலினம்

Date of Birth / பிறந்த தேதி

Children aadhaar no / குழந்தையின் ஆதார் எண் *

Upload Children Aadhaar Card / குழந்தையின் ஆதார் அட்டையை பதிவேற்றவும் *

Note: (தாங்கள் 500 KB க்குள் உள்ள jpeg, jpg, png, pdf முறையில் பதிவேற்றம் செய்யலாம்)

Academic year / கல்வி ஆண்டு *

Degree / பட்டம் *

Name of the Course / பாடத்தின் பெயர் *

Duration of the Course / பாடத்தின் காலம் (ஆண்டுகளில்) (in Years) *

In which year applying for /எந்த ஆண்டில் விண்ணப்பிக்கிறது (in Years) *

Name of the College/Institution / கல்லூரி / நிறுவனத்தின் பெயர் *

College bonafide certificate / கல்லூரி நட சான்றிதழ் *

Note: (தாங்கள் 500 KB க்குள் உள்ள jpeg, jpg, png, pdf முறையில் பதிவேற்றம் செய்யலாம்)

SECTION 4: Uploading Photo

Applicants should upload their live photo by clicking the “Take Photo” button.

விடுதியில் தங்கி இருப்பவர் (பதிவு செய்யப்பட்ட தொழிலாளியின் மகன் அல்லது மகள் பாடநெறி படித்து வருவதற்கான கல்லூரி / கல்வி நிறுவனத்தின் முதல்வரிடமிருந்து/விடுதி காப்பாளரிடமிருந்து பெறப்பட்ட சான்றிதழ்)*

Yes No

தொழிலாளியின் நேரடி புகைப்படம்

Your captured image with

Click on TAKE PHOTO

Then, click on SUBMIT

Take Photo

Submit

SECTION 5: Make payment

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

Payment Details

*Required

Transaction Details		Pay Mode	
Transaction Number:	TNTRACTR01502606	Customer Number:	753
Customer Name:	Dineshkumar	Service Name:	
Application ReferenceNo:	07220305907357		

Payment Details		
Service Charges	Department Charges	Total
60	0	60

Payment Details	
Wallet Amount	Wallet Amount to be Deducted
8563	18

I agree to [Terms and Conditions](#)

In case of failure while doing transaction or reconfirming for your payments, call us on these nos: 18004251333 from 8AM To 7PM for support. Also you can Write us at: tnesevailhelpdesk@tn.gov.in

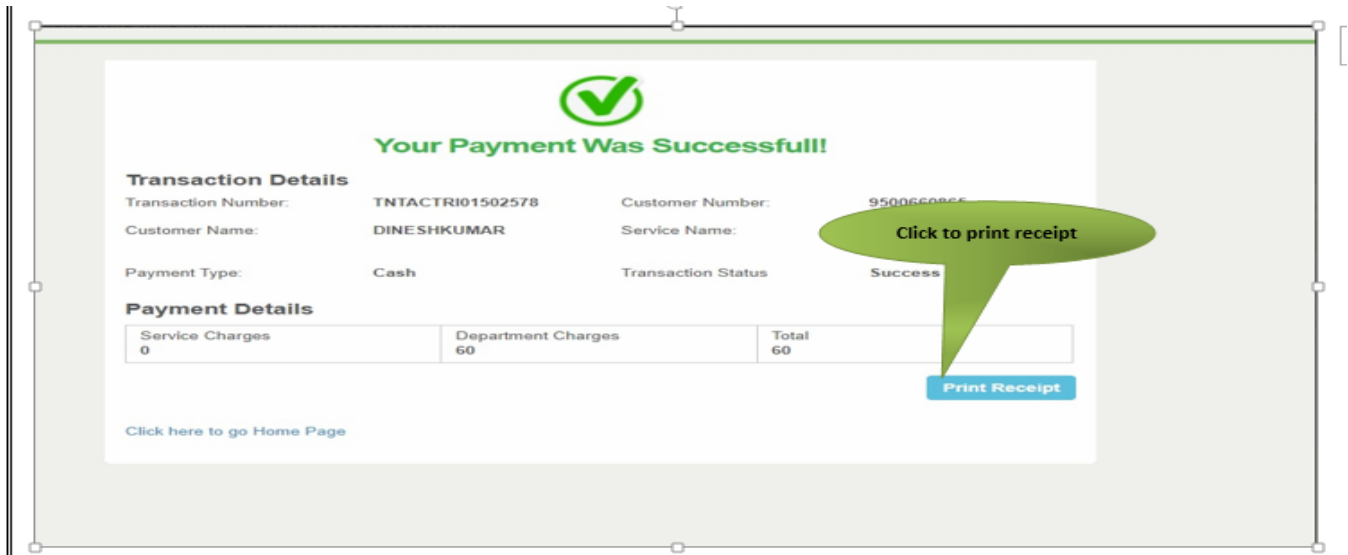
Make Payment

SECTION 6: Acknowledgement receipt

Acknowledgement receipt will be shown.

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

Screenshot 1: Print Receipt



Screenshot 2: Receipt

Applicant has to download the receipt by using Transaction number.

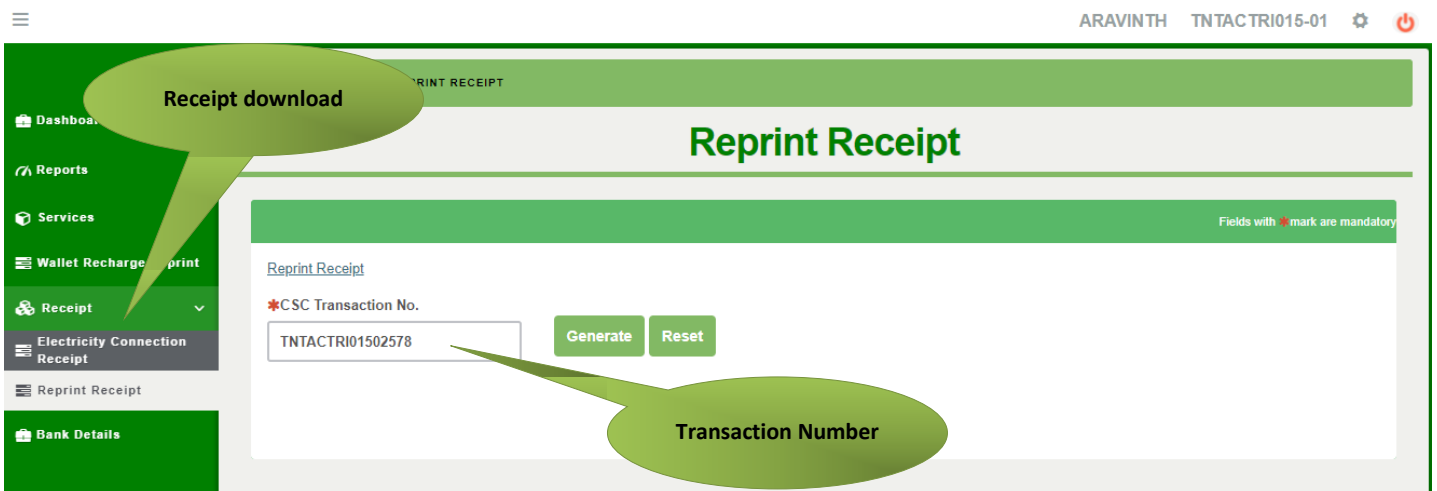


Directorate of e-Governance
Tamil Nadu e-Governance Agency
Information Technology Department
Government of Tamil Nadu



e-Sevai

இனிய சேவை இணைய சேவை





தமிழ்நாடு அரசு / Government of Tamil Nadu
ஈசேவை மையம் / e-Sevai Centre

ரசீது / RECEIPT

ரசீது எண் / Receipt No: TN-30920220702000 விண்ணப்பதாரர் பெயர் / Applicant Name: <u>Dineshkumar</u> துறை பெயர் / Department Name: தமிழ்நாடு அமைப்புசாரா தொழிலாளர் நல வாரியம் / Tamilnadu Unorganized Worker welfare board		பரிவர்த்தனை எண் / Transaction No: TNELCCHN009000000630 விண்ணப்ப தேதி / Application date : 02-07-2022 17:43:32 சேவைக்கு விண்ணப்பித்தார் / Applied for Service : TWB_221_Claim_Application_Manual_Board_Educational	
கட்டண விவரங்கள் / Payment Details			
விவரங்கள் / Particulars	கட்டண முறை / Payment Mode	பணம் செலுத்தப்பட்டது () / Amount Paid (Rs)	
பில் தொகை / Bill Amount	Cash	0.00	
இ-சேவை மையம் & கட்டண / e-Sevai Centre Charges		60.00	
வார்த்தைகளில் அளவு / Amount in words (Rs): Sixty only.		மொத்தம் / Total: 60.00	
மையத்தின் பெயர் & குறியீடு / Centre Name & Code : Corporation of Chennai Thiru-Vi-Ka Nagar (Zone VI)-ELCOT-ELCCHN009		மைய ஆபரேட்டரின் 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.