



Tamil Nadu e-District Application

Training Manual for

**Addition of New Family Member in
Ration Card
PDS-502**

Civil Supplies and Consumer
Protection 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.

	<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 'Addition of New Family Members in Ration card' through the e-District Portal.

4. Scope

The scope of this document covers the 'Addition of New Family Member in Ration Card' Service offered under the **Civil Supplies and Consumer Protection 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 Civil Supplies and Consumer Protection Department

Following services are offered under the Revenue Department:

1. PDS-501 Application of New Ration Card
2. PDS-502 Addition of New Family Member in Ration card
3. PDS-503 Family Head Member Change
4. PDS-504 Removal of Family Member in Ration Card
5. PDS-505 Change of Address in Ration Card
6. PDS-506 Re-Print of Smart card Application

7. PDS-502 Addition of New Family Member in Ration card

Following steps describe how to apply for Addition of New Family Member in Ration Card 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 header includes the TNeGA logo and the Government of Tamil Nadu emblem. A navigation menu contains links for Home, About e-Sevai, Government Orders, e-Sevai, Contact Us, and Help. The main content area is divided into four sections: TNeGA (with a map of Tamil Nadu), Important Links (Government Orders, Tenders, Documents, Job Opportunities, Maps), Latest News (Locate your near by e-Sevai, List of Services Offered in e-Sevai Centres, List of Services offered through Institution), and Sign In. The Sign In section contains a form with fields for Username (tnelcchn010-01), Password (masked with dots), Operator (dropdown menu), and Captcha (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 Username 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 'eSevai — தமிழ்நாடு அரசின் இ-சேவை வலைதளம் உங்களை'.

e-Sevai Dashboard will appear.

The screenshot shows the TNeGA dashboard for the Government of Tamil Nadu. At the top, there is a header with the TNeGA logo, the Government of Tamil Nadu emblem, and the e-Sevai logo with the text 'இணைய சேவை இனிய சேவை'. Below the header, there is a navigation menu on the left with items: DASHBOARD, REPORTS, WALLET RECHARGE, SERVICES, WALLET RECHARGE RECEIPT REPRINT, and ANNA UNIVERSITY-GENERATE RECEIPT. The main content area displays five service statistics cards: '1' (23 Jun 2016 to 23 Jun 2016), '1' (19 Jun 2016 to 23 Jun 2016), '6' (01 Jun 2016 to 23 Jun 2016), '1' (12 Jun 2016 to 18 Jun 2016), and '17' (01 May 2016 to 31 May 2016). A callout bubble points to the 'SERVICES' menu item with the text 'Click on Services'. The top right corner shows 'OPERATOR 1' with a settings icon and a lock icon.

Department Wise service listing will appear.

STEP 6: Click on **Civil Supplies and Consumer Protection Department**

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

The screenshot shows the TNeGA service listing page. At the top, there is a header with the Government of Tamil Nadu emblem, the text 'Directorate of e-Governance Tamil Nadu e-Governance Agency Information Technology Department Government of Tamil Nadu', the TNeGA logo, and the e-Sevai logo with the text 'இனிய சேவை இணைய சேவை'. Below the header, there is a navigation menu on the left with items: Dashboard, Reports, Services, Wallet Recharge Reprint, Receipt, and Bank Details. The main content area shows a search bar with the text 'Department Name' and a list of departments under the 'DEPARTMENT WISE' tab. A callout bubble points to the search bar. The right side of the page shows a user profile card for 'ARAVINTH TNTACTRI015-01' with details: Name: Aravinth, Center: Madhavaperumalkoil Panchayat - TACTV, Center Code: TACTRI015, Counter: 1, Wallet Type: Prepaid, Wallet Amount: 8758.00, Share: 0.00. The top right corner shows 'ARAVINTH TNTACTRI015-01' with a settings icon and a power icon.

STEP 7: Click on Addition of New Family Members in Ration Card

0020Aeyu'064235

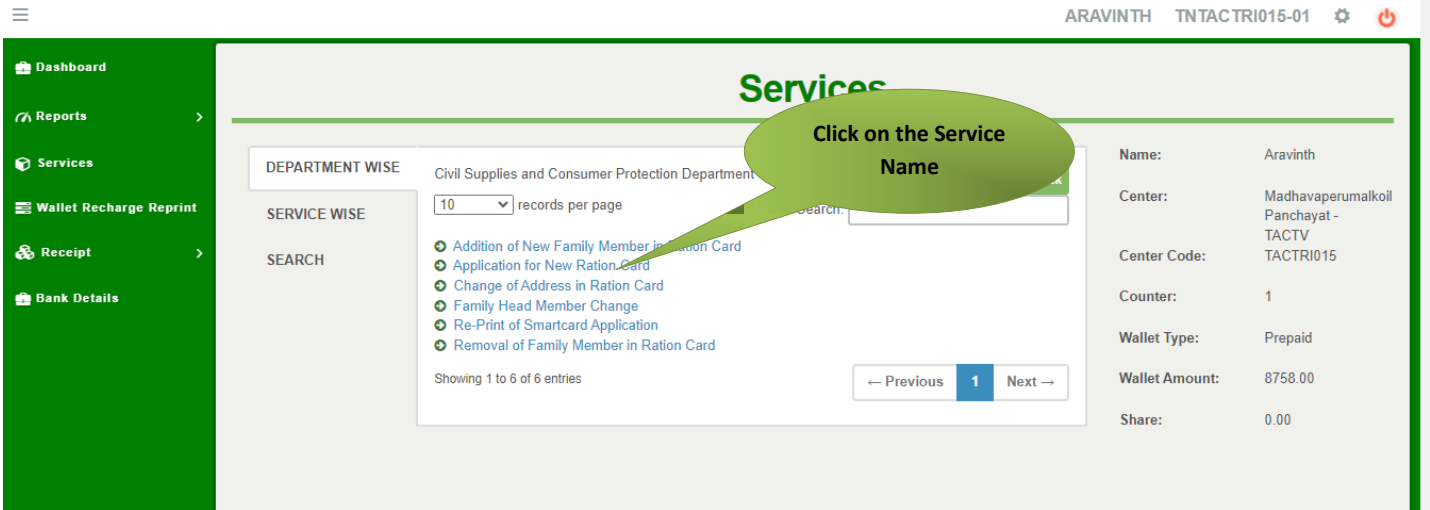


Directorate of e-Governance
Tamil Nadu e-Governance Agency
Information Technology Department
Government of Tamil Nadu



e-Sevai

இனிய சேவை இணைய சேவை



ARAVINTH TNTACTRI015-01

Services

DEPARTMENT WISE Civil Supplies and Consumer Protection Department

SERVICE WISE 10 records per page

SEARCH

- Addition of New Family Member in Ration Card
- Application for New Ration Card
- Change of Address in Ration Card
- Family Head Member Change
- Re-Print of Smartcard Application
- Removal of Family Member in Ration Card

Showing 1 to 6 of 6 entries

← Previous 1 Next →

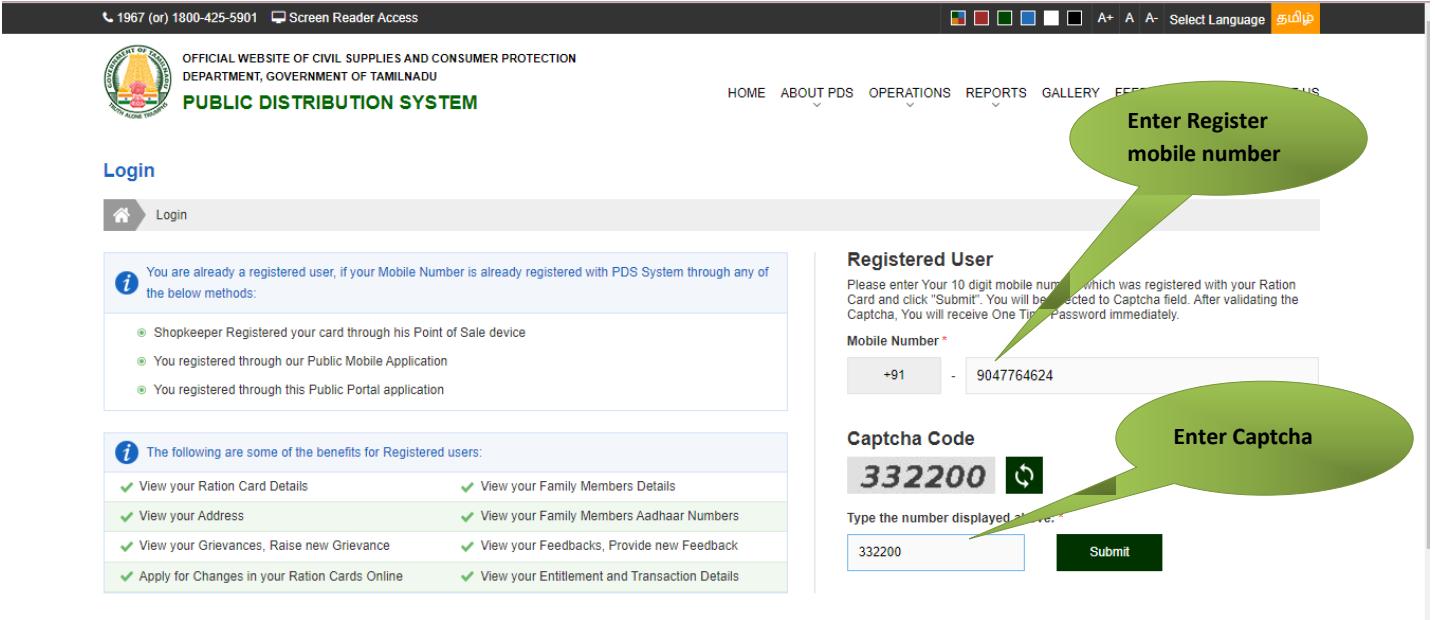
Name:	Aravinth
Center:	Madhavaperumalkoil Panchayat - TACTV
Center Code:	TACTRI015
Counter:	1
Wallet Type:	Prepaid
Wallet Amount:	8758.00
Share:	0.00

You will be redirected to the service page on the Public distribution services Web Portal.

7.1 PDS-502 Addition of New Family Member in Ration card

SECTION1: Applicant Register Mobile Number

Applicant are used to enter the register 10-digit mobile number and enter captcha code and finally submit button.



1967 (or) 1800-425-5901 Screen Reader Access

OFFICIAL WEBSITE OF CIVIL SUPPLIES AND CONSUMER PROTECTION
DEPARTMENT, GOVERNMENT OF TAMILNADU
PUBLIC DISTRIBUTION SYSTEM

HOME ABOUT PDS OPERATIONS REPORTS GALLERY FEEDBACK FAQ CONTACT US

Login

Home Login

Registered User

Please enter Your 10 digit mobile number which was registered with your Ration Card and click "Submit". You will be directed to Captcha field. After validating the Captcha, You will receive One Time Password immediately.

Mobile Number *

+91 - 9047764624

Captcha Code

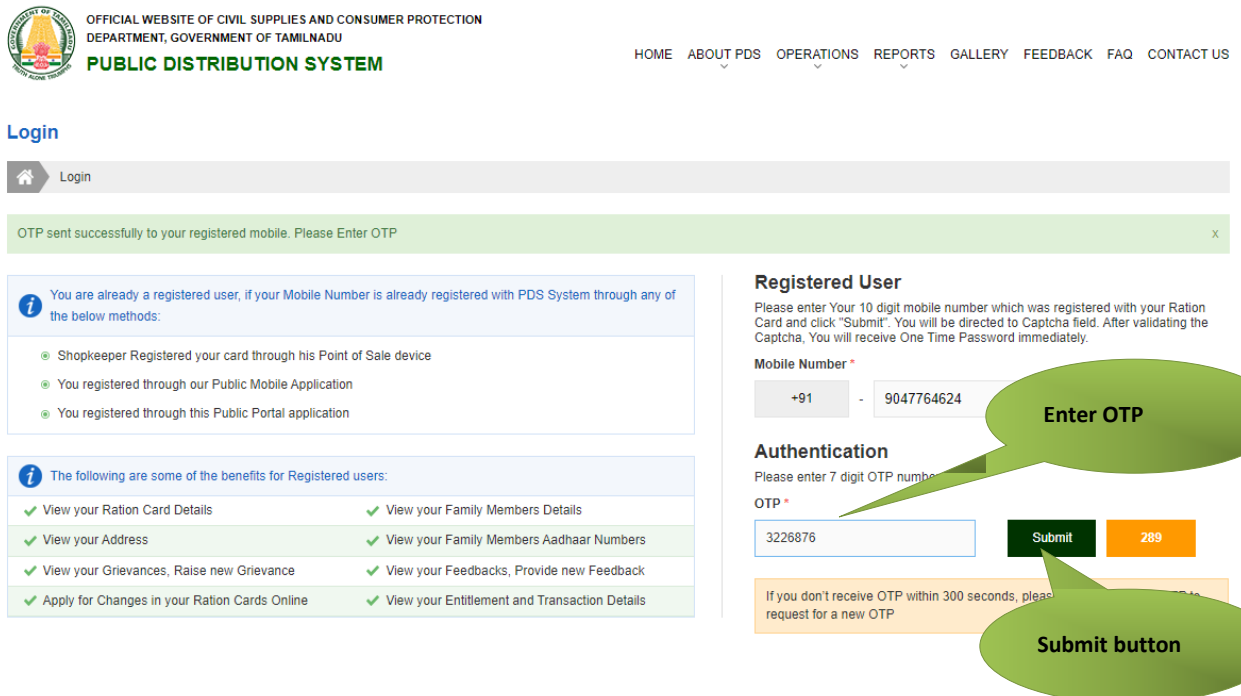
332200

Type the number displayed above.

332200 Submit

SECTION1: OTP NUMBER

Applicant has to enter the OTP number received on register mobile number.



OFFICIAL WEBSITE OF CIVIL SUPPLIES AND CONSUMER PROTECTION
DEPARTMENT, GOVERNMENT OF TAMILNADU
PUBLIC DISTRIBUTION SYSTEM

HOME ABOUT PDS OPERATIONS REPORTS GALLERY FEEDBACK FAQ CONTACT US

Login

Home Login

OTP sent successfully to your registered mobile. Please Enter OTP

Registered User

Please enter Your 10 digit mobile number which was registered with your Ration Card and click "Submit". You will be directed to Captcha field. After validating the Captcha, You will receive One Time Password immediately.

Mobile Number *

+91 - 9047764624

Authentication

Please enter 7 digit OTP number

OTP *

3226876 Submit 289

If you don't receive OTP within 300 seconds, please request for a new OTP

SECTION 3: Applicant Details and Smart card Number

Applicant details will be automatically fetch from register data.



Card Related Service Request

Home Card Related Service Request

Applicant Name	பெயர்
Jesu Doss L	ஜேசுதாஸ்
Family Card Number	Fare Price Shop Code
01G0274396	02AA016NC

SECTION 3: Addition of New Family Members

Applicant are used to fill the family member details and finally click save button. New family member are added in below drop down.

4	Savanammai J	சவரியம்மாள் ஜேசுதாஸ்	Female	48	wife
---	--------------	----------------------	--------	----	------

Add Family Member

Name *	பெயர்	Gender *
<input type="text"/>	<input type="text"/>	Select
Date of Birth *	Relationship *	
<input type="text"/>	Select	
If differently Abled Person	Category	Differently Abled Proof Document
<input type="radio"/> Yes <input checked="" type="radio"/> No	Select	Choose File No fil...hosen Upload
Supporting Documents	Upload	Aadhaar Number ?
Select	Choose File No fil...hosen Upload	<input type="text"/>

You can upload pdf, png, gif, jpeg and pdf files under 1.0 MB size

Note: For above 5 years old member aadhaar number is mandatory

For transliteration in Tamil, Please type the word in English and Press Space bar (or) Tab key.

Clear Add Member

S.NO.	NAME	GENDER	IS DISABLED	AGE	RELATION	AADHAAR NUMBER	ACTION
1	Dineshkumar	Male	No	32	Brother	XXXXXXXX4224	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Applicant's Family member are added into the list and by clicking of add member applicant are more family member into the list.

SECTION 4: Declaration

Applicants are click accept button and finally submit the application.

b

Select ▼

You can upload pdf, png, gif, jpeg and pdf files under 1.0 MB size

Note: For above 5 years old member aadhaar number is mandatory
For transliteration in Tamil, Please type the word in English and Press Space bar (or) Tab key.

Choose File | No fil...hosen

Upload

Note: For above 5 years old member aadhaar number is mandatory

Clear Add Member

S.NO.	NAME	GENDER	IS DISABLED	AGE	RELATION	AADHAAR NUMBER	ACTION
1	Dineshkumar	Male	No	32	Brother	XXXXXXXX4224	<div style="display: flex; justify-content: space-around; width: 100px;"> Edit Delete </div>

Declaration

I Accept Terms & Conditions. The above particulars are true to my knowledge. If the particulars given by me are either wrong or contrary to truth, I am aware that the family card issued to me will be cancelled and action pursued against me under Section 13(1)(b) of the Tamil Nadu Social Security Act, 1955.



SECTION 5: Make payment

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

HOME
SERVICES

Payment Details

Transaction Details

Transaction Number:	TNVPRTNV10400274	Customer Number:	9789256983
Customer Name:	Dheivamani G	Service Name:	PDS-502 Addition of New Family Member in Ration Card
Application ReferenceNo:	07220315447042		

Payment Details

Service Charges	Department Charges	Total
30	0	30

Payment Details

Wallet Amount	Wallet Amount to be Deducted
21.7	9

I agree to [Terms and Conditions](#)

*Required

Pay Mode

Cash

AEPS

Make Payment


SECTION 6: Acknowledgement receipt

Acknowledgement receipt will be shown.

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

Screenshot 1: Print Receipt

Payment Details


Your Payment Was Successful!

Transaction Details

Transaction Number:	TNACTRI01502583	Customer Number:	904776
Customer Name:	Jesu Doss L	Service Name:	Addition of Member in Ration Card
Payment Type:	Cash	Transaction Status:	Success

Payment Details

Service Charges	Department Charges	Total
0	60	60


[Print Receipt](#)

[Click here to go Home Page](#)


Click to 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

ARAVINTH TNACTRI015-01  

- Dashboard
- Reports
- Services
- Wallet Recharge print
- Receipt 
- Electricity Connection Receipt
- Reprint Receipt
- Bank Details

Reprint Receipt

Fields with * mark are mandatory

Reprint Receipt

*CSC Transaction No.

[Generate](#) [Reset](#)

Transaction Number

Receipt download

Transaction Number

தமிழ்நாடு அரசு / Government of Tamil Nadu இ-சேவை மையம் / e-Sevai Centre		
ரசீது / RECEIPT		
ரசீது எண் / Receipt No: ED_TN-253202231402354 விண்ணப்பதாரர் / Applicant Name: Jesu Doss L	துறை குறிப்பு எண் / Department Reference No: 02220314312210 பரிவர்த்தனை எண் / Transaction No : TNTACTRI01502612 விண்ணப்பித்த தேதி / Application date : 14-03-2022 09:57:58 விண்ணப்பித்த சேவை / Applied for Service : Addition of New Family Member in Ration Card	துறையின் பெயர் / Department Name: Civil Supplies and Consumer Protection 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	100.00
		மொத்தம் / Total: : 100.00
ரூபாய் எழுத்துக்களில் / Amount in words (Rs): One Hundred 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.