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-गवर्नेंस 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

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	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

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

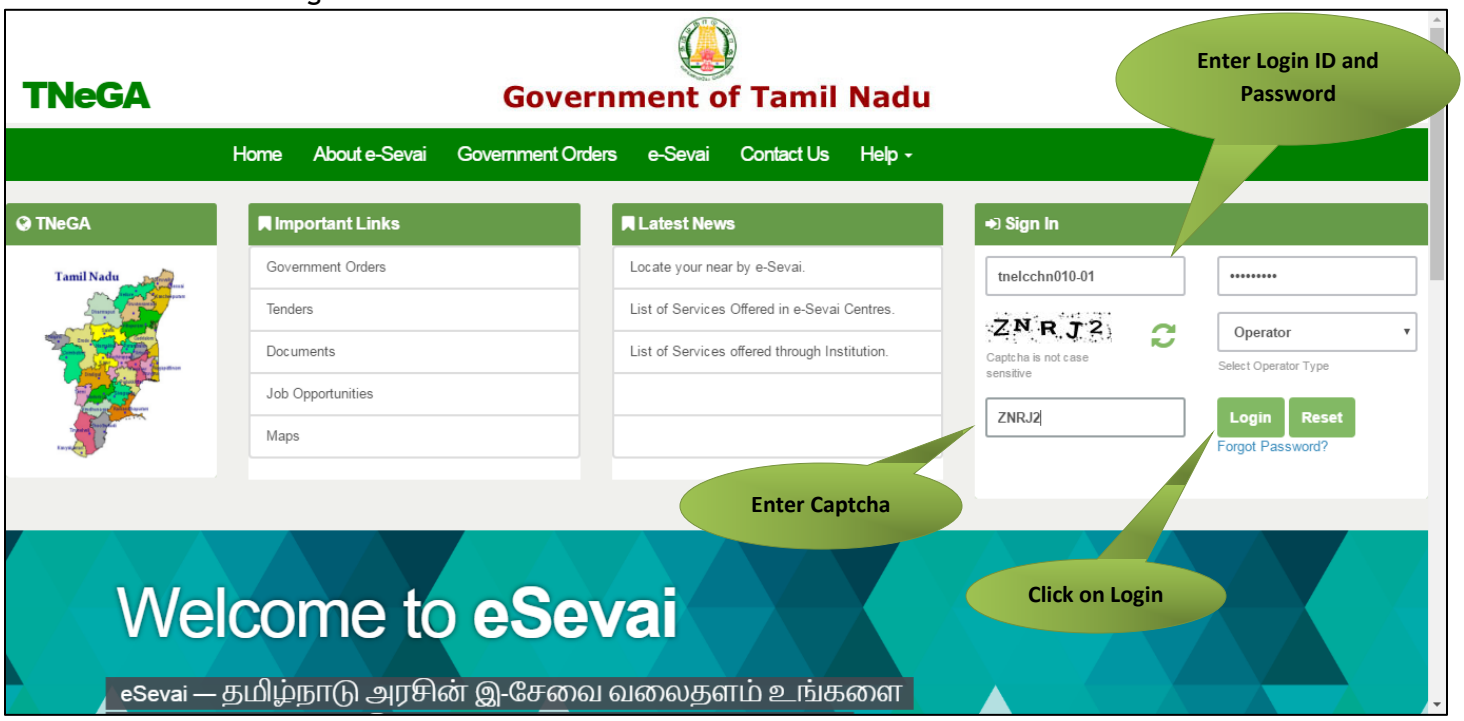
Following steps describe how to apply for Addition of New Family Member in Ration Card through the e-District Portal:

STEP1: 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.

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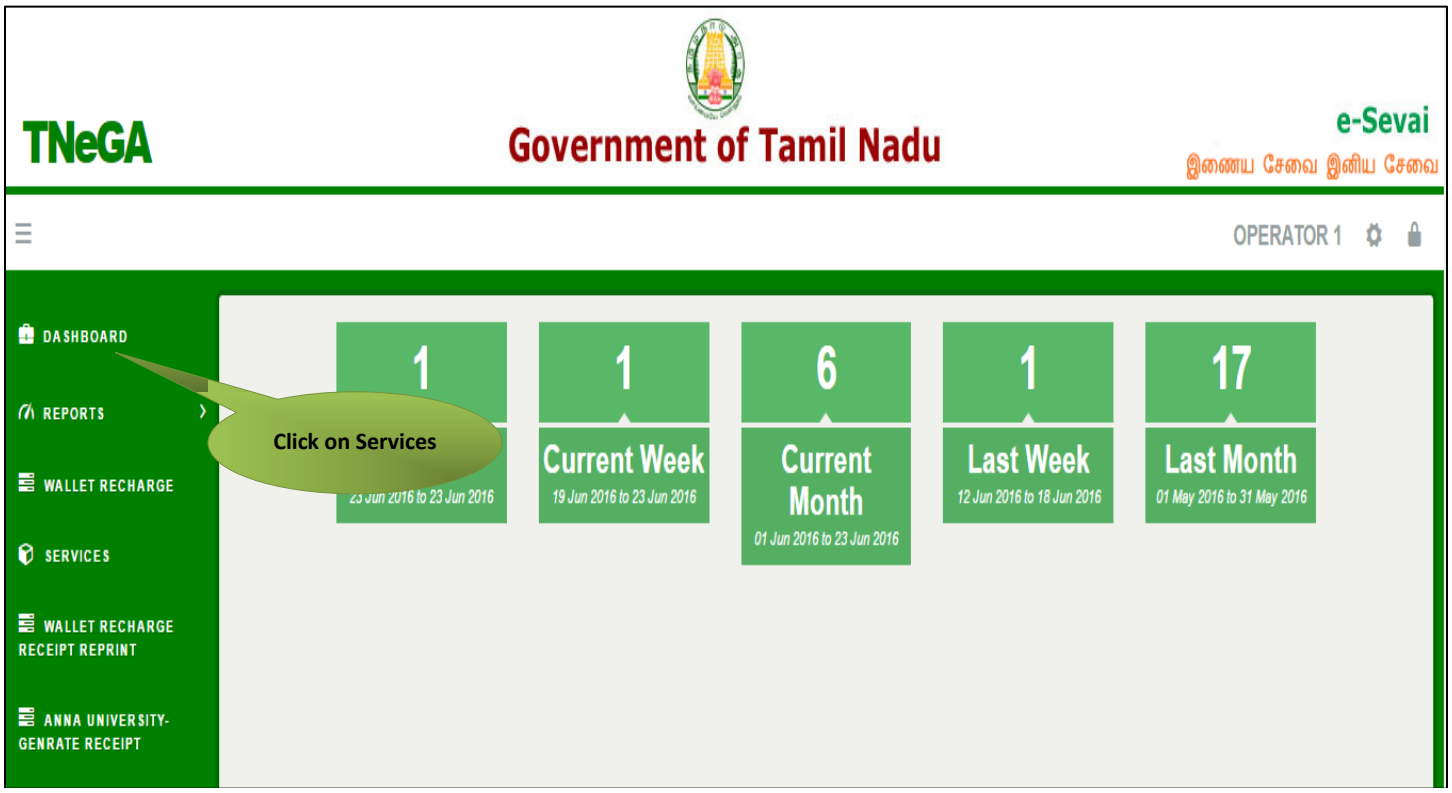
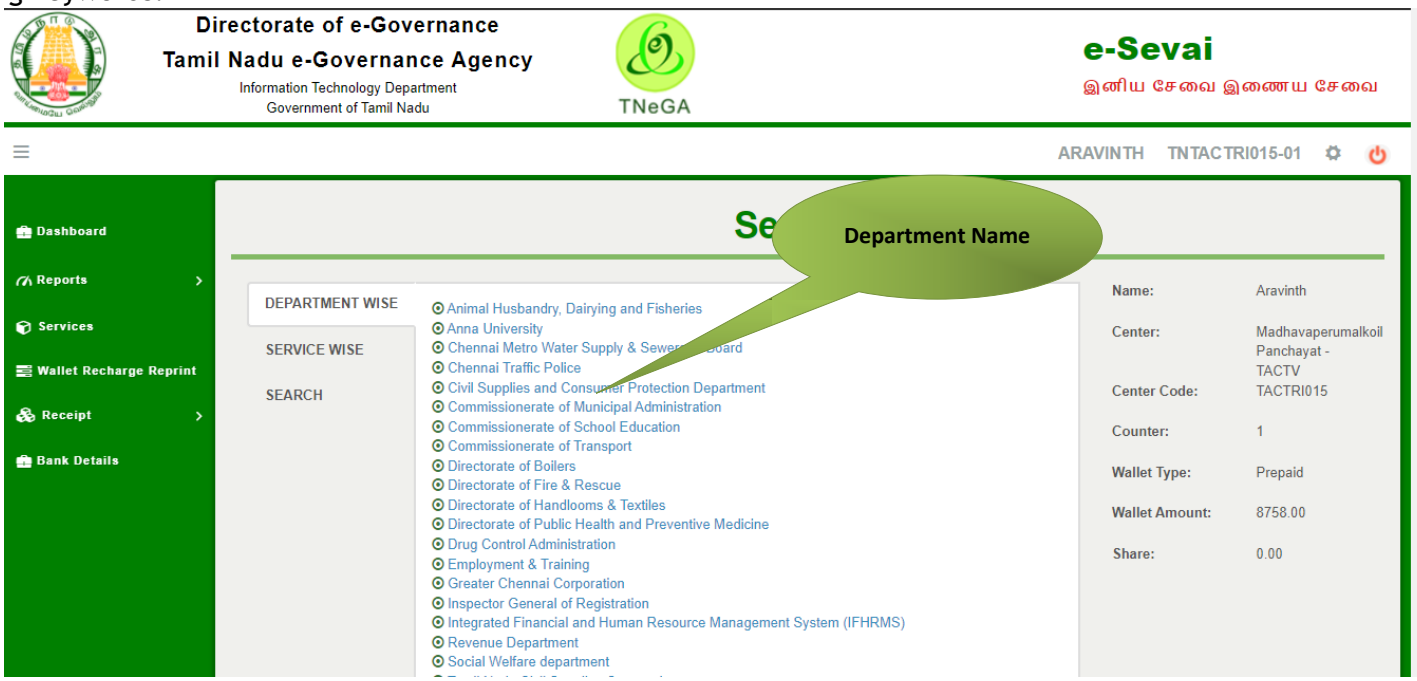
STEP 5: Click on **Services** on the left panel.



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.



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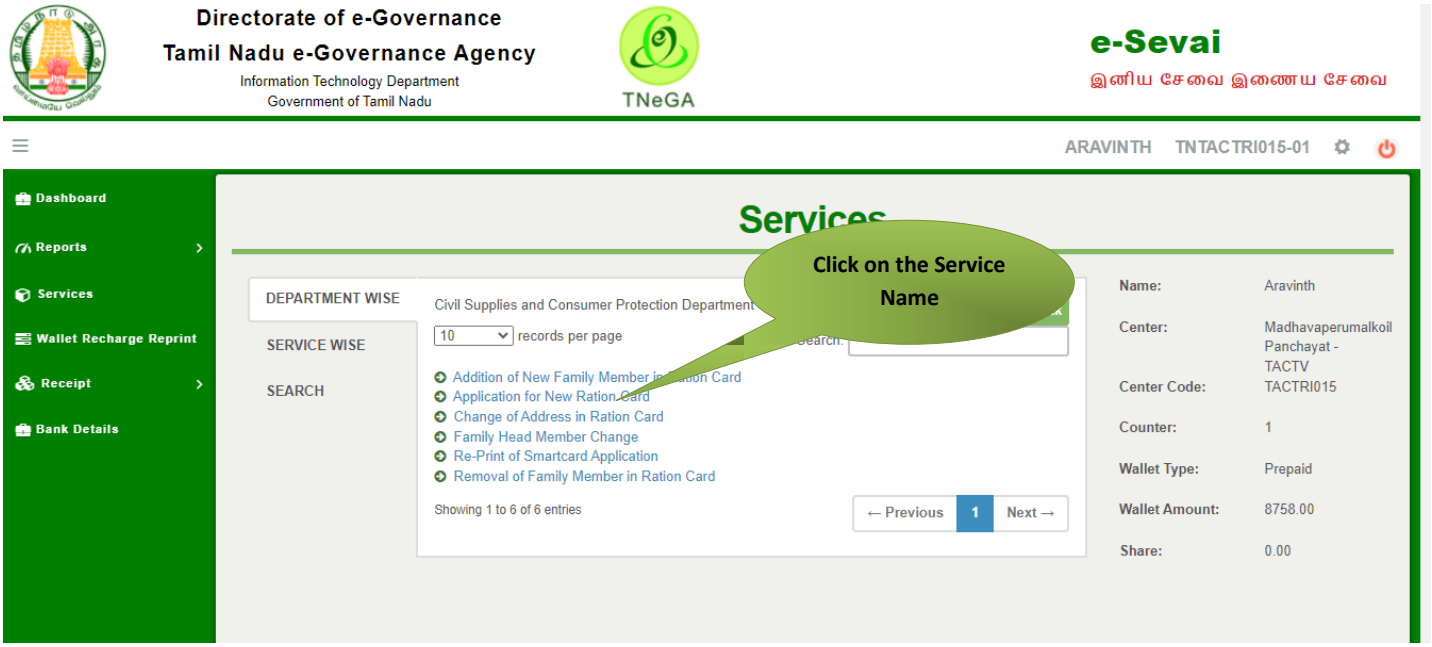
STEP 7: Click on **Addition of New Family Members in Ration Card**

0020Aeyu’064235



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

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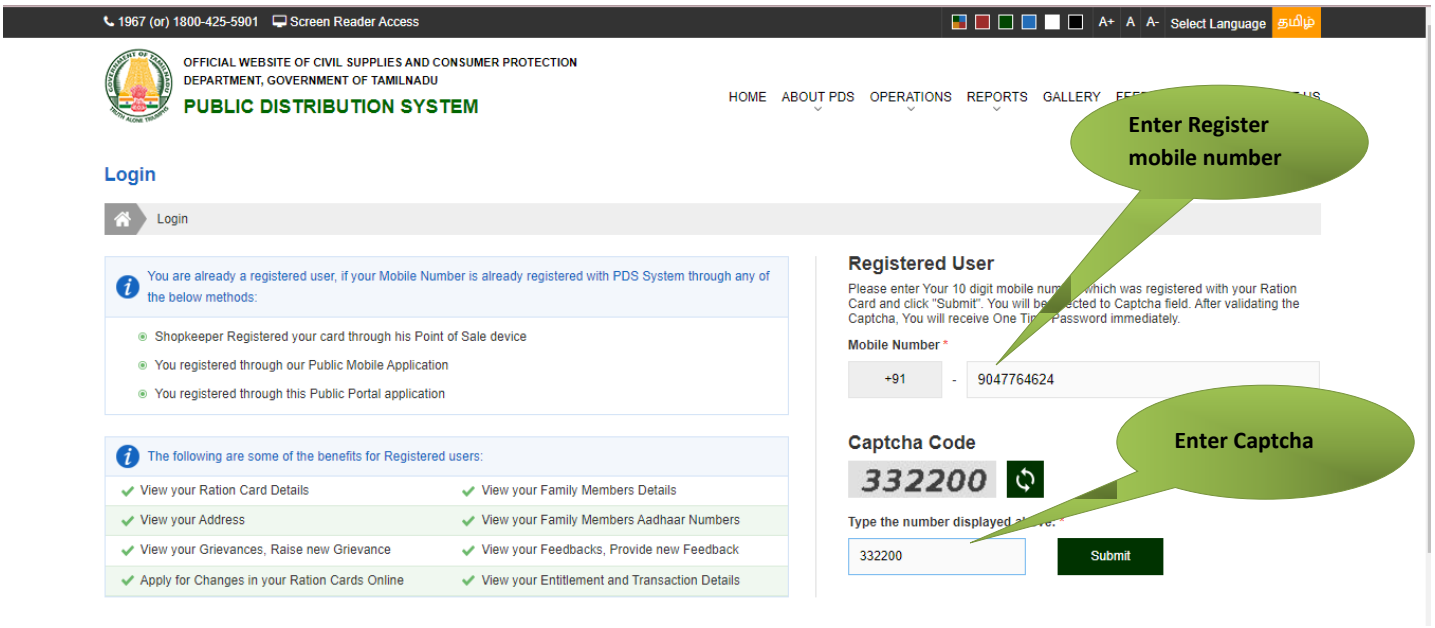
7.1 PDS-502 Addition of New Family Member in Ration card

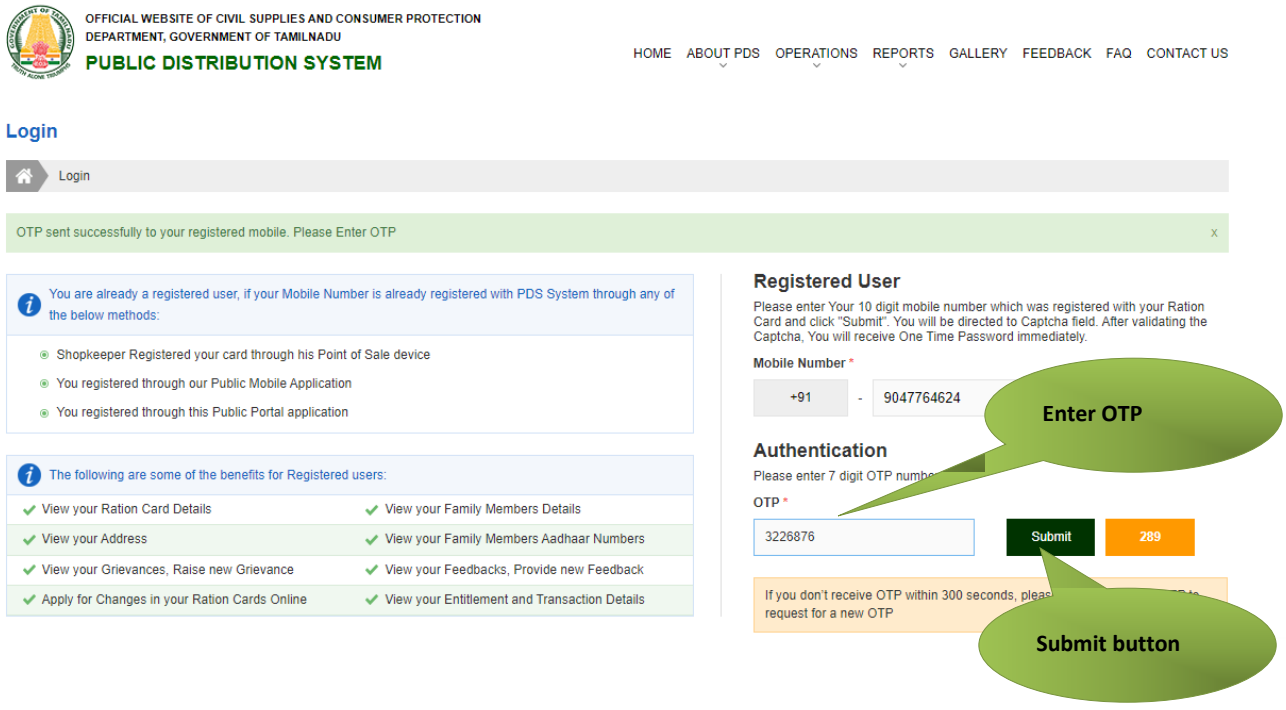
SECTION1: Applicant Register Mobile Number

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



SECTION1: OTP NUMBER

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



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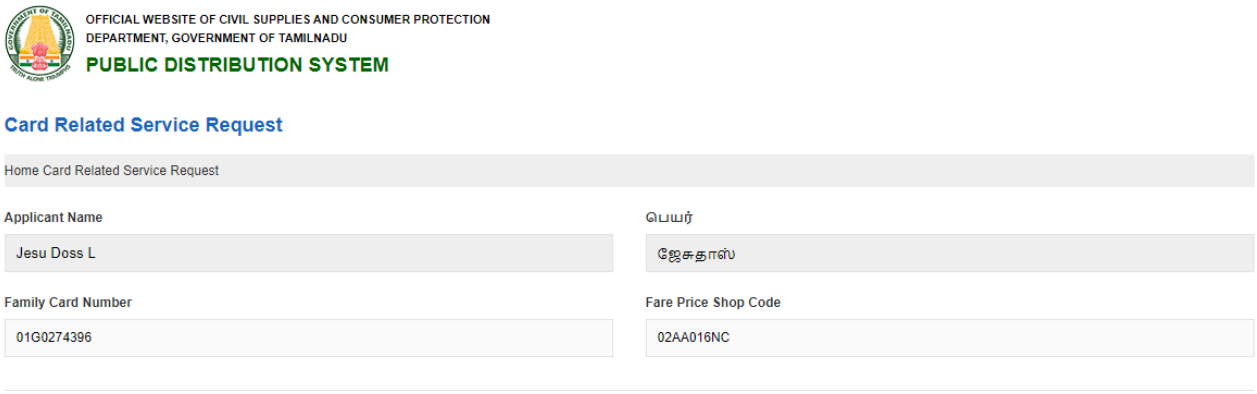
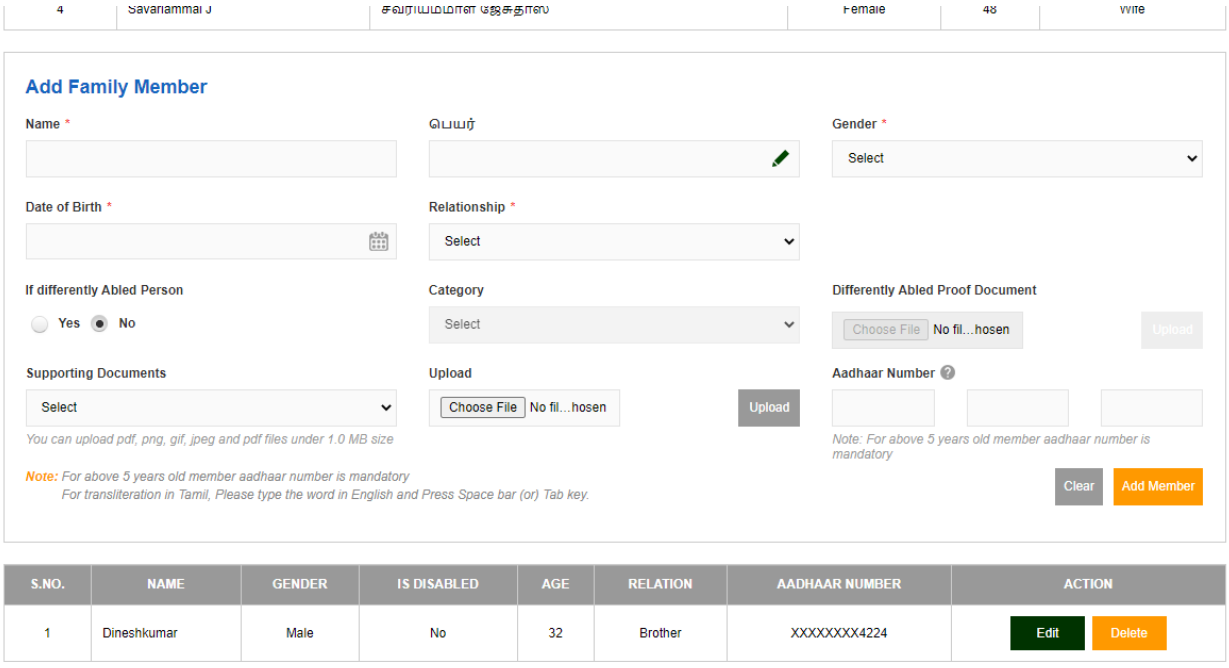
SECTION 3: Applicant Details and Smart card Number

Applicant details will be automatically fetch from register data.



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.



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

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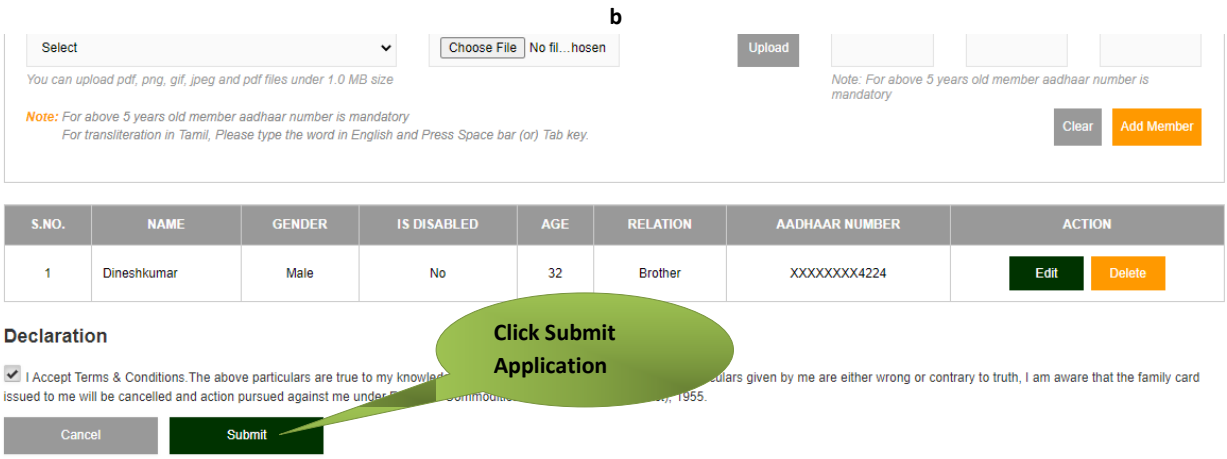
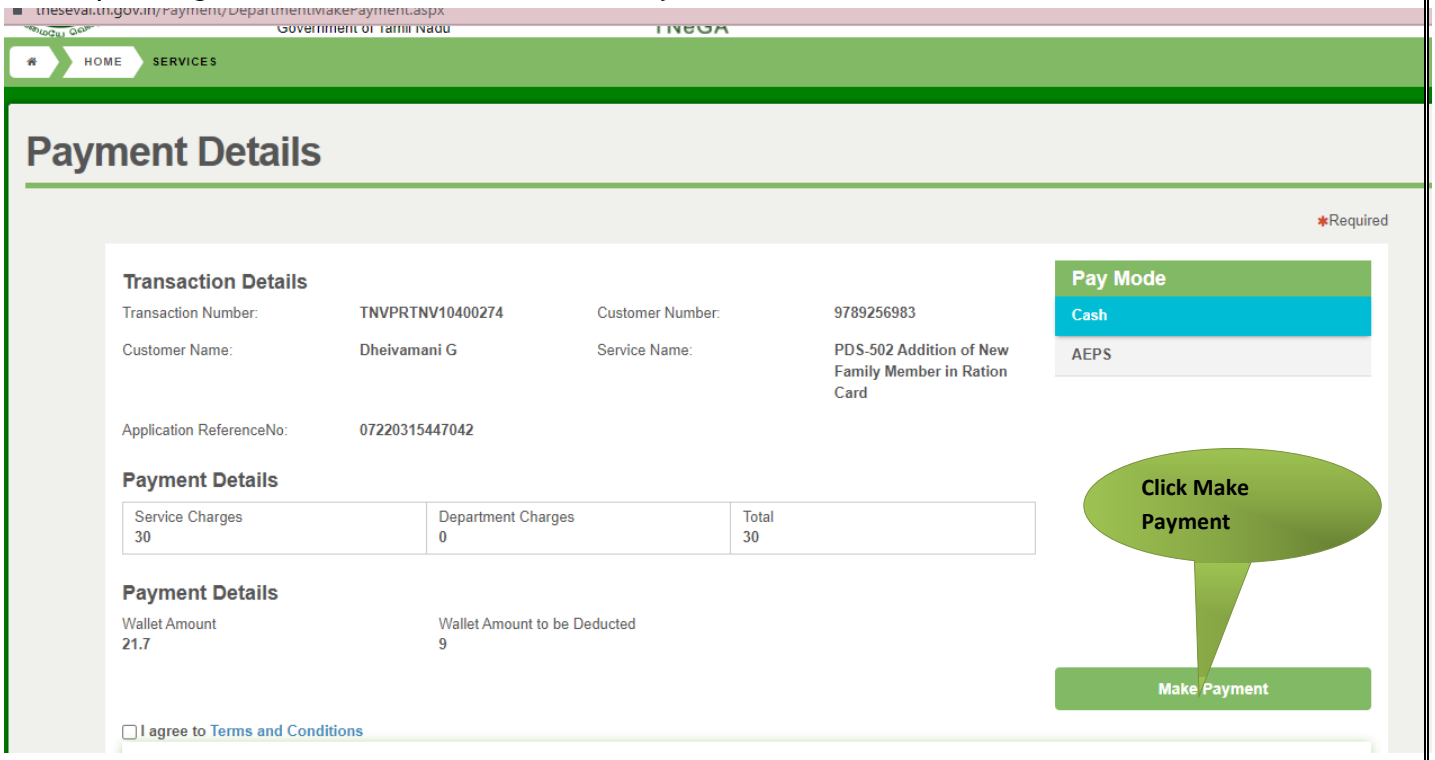
SECTION 4: Declaration

Applicants are click accept button and finally submit the application.



SECTION 5: Make payment

After uploading the documents, click on ‘Make Payment’.



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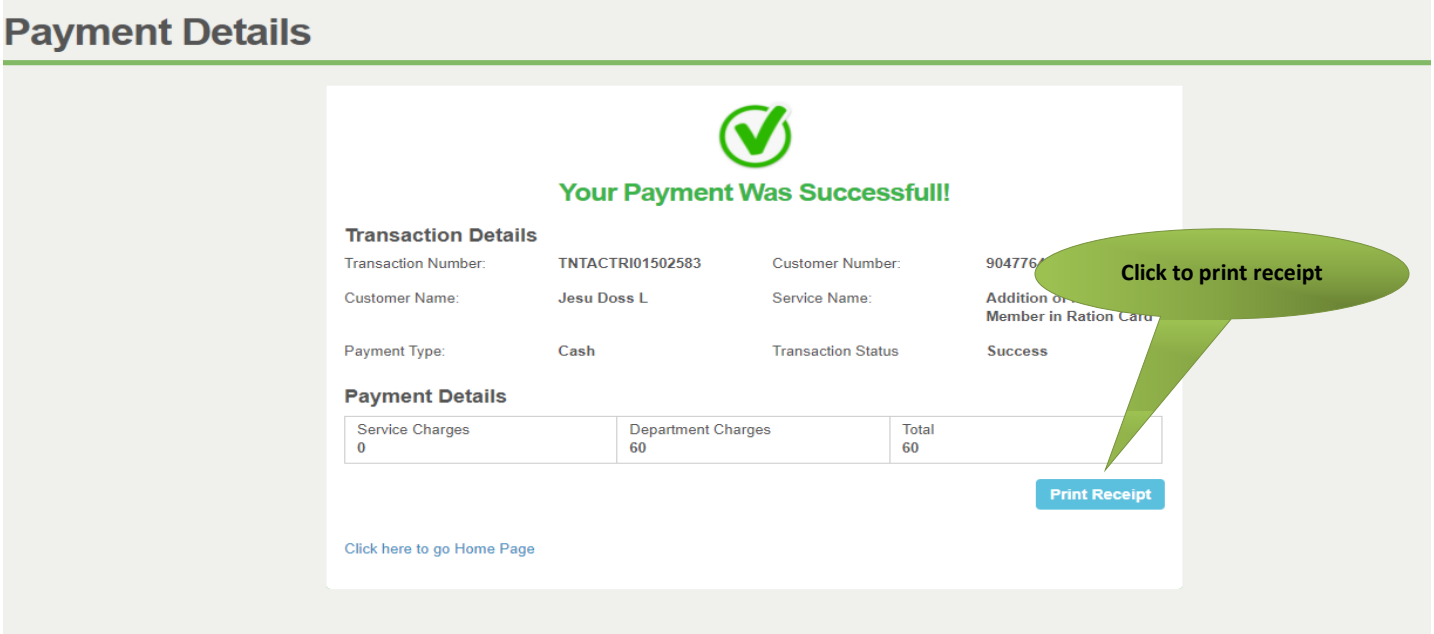
SECTION 6: Acknowledgement receipt

Acknowledgement receipt will be shown.

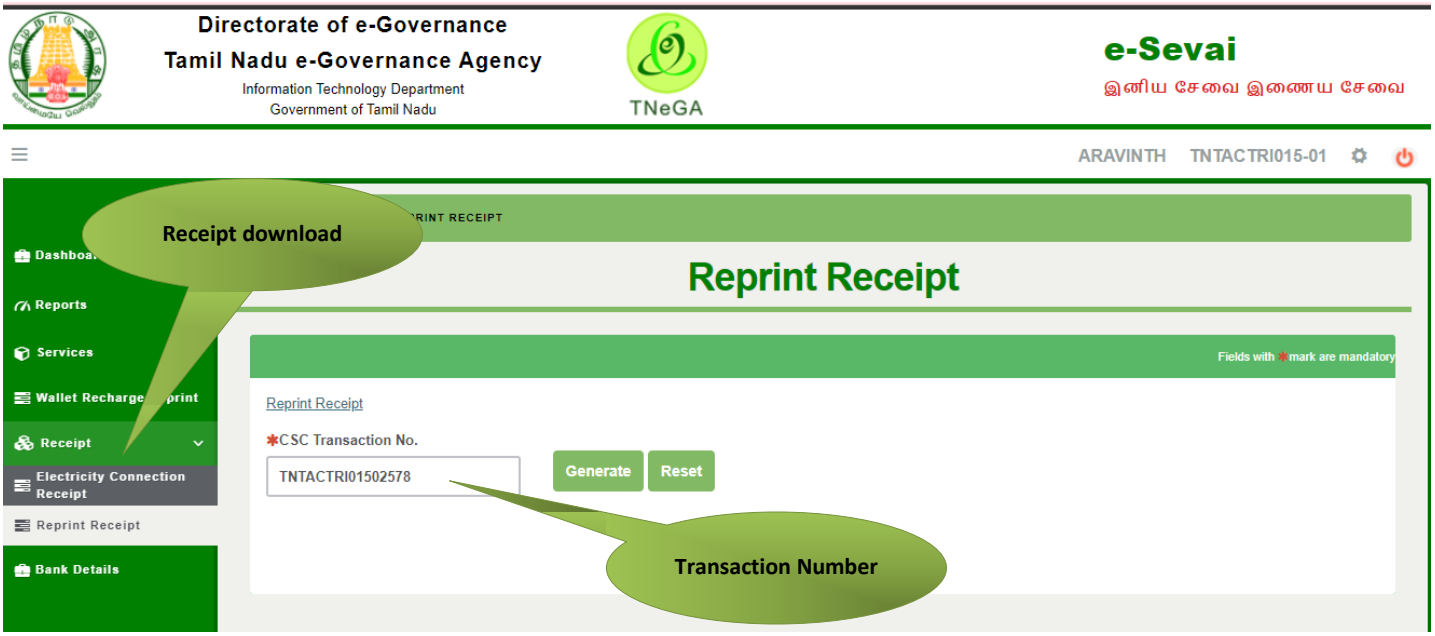
Click on **Print Receipt** to download/print the receipt.

Screenshot 1: Print Receipt



Screenshot 2: Receipt

Applicant has to download the receipt by using Transaction number.



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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 துறையின் பெயர் / Department Name: Civil Supplies and Consumer Protection Department	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

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.

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