



# Tamil Nadu e-District Application Training Manual

**Inter Caste Marriage Certificate  
(REV-113)**

Revenue Department



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. Services Offered under Revenue Department.....	4
7. Inter Caste Marriage Certificate.....	5
7.1. Processing Application at Deputy Tahsildar’s Desk .....	5
8. Disclaimer.....	9

## 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 process applications received for Inter Caste Marriage Certificate through the e-District Portal.

### 4. Scope

The scope of this document covers the 'Inter Caste Marriage Certificate' service offered under the **Revenue 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 Revenue Department

Following services are offered under the Revenue Department:

1. REV-101 Community Certificate
2. REV-102 Nativity Certificate
3. REV-103 Income Certificate
4. REV-104 First Graduate Certificate
5. REV-105 Deserted Woman Certificate
6. REV-106 Agricultural Income Certificate
7. REV-107 Family Migration Certificate
8. REV-108 Unemployment Certificate

9. REV-109 Widow Certificate
10. REV-111 Certificate for Loss of Educational Records due to Disaster
11. REV-113 Inter Caste Marriage Certificate
12. REV-114 Legal Heir Certificate
13. REV-115 Other Backward Classes (OBC) Certificate
14. REV-116 Residence Certificate
15. REV-117 Small / Marginal Farmer Certificate
16. REV-118 Solvency Certificate
17. REV-119 No Male Child Certificate
18. REV-120 Unmarried Certificate
19. REV-401 Licence under Pawn Broker Act
20. REV-402 Money Lender's Licence

## 7. Inter Caste Marriage Certificate

### 7.1. Processing Application at Deputy Tahsildar's Desk

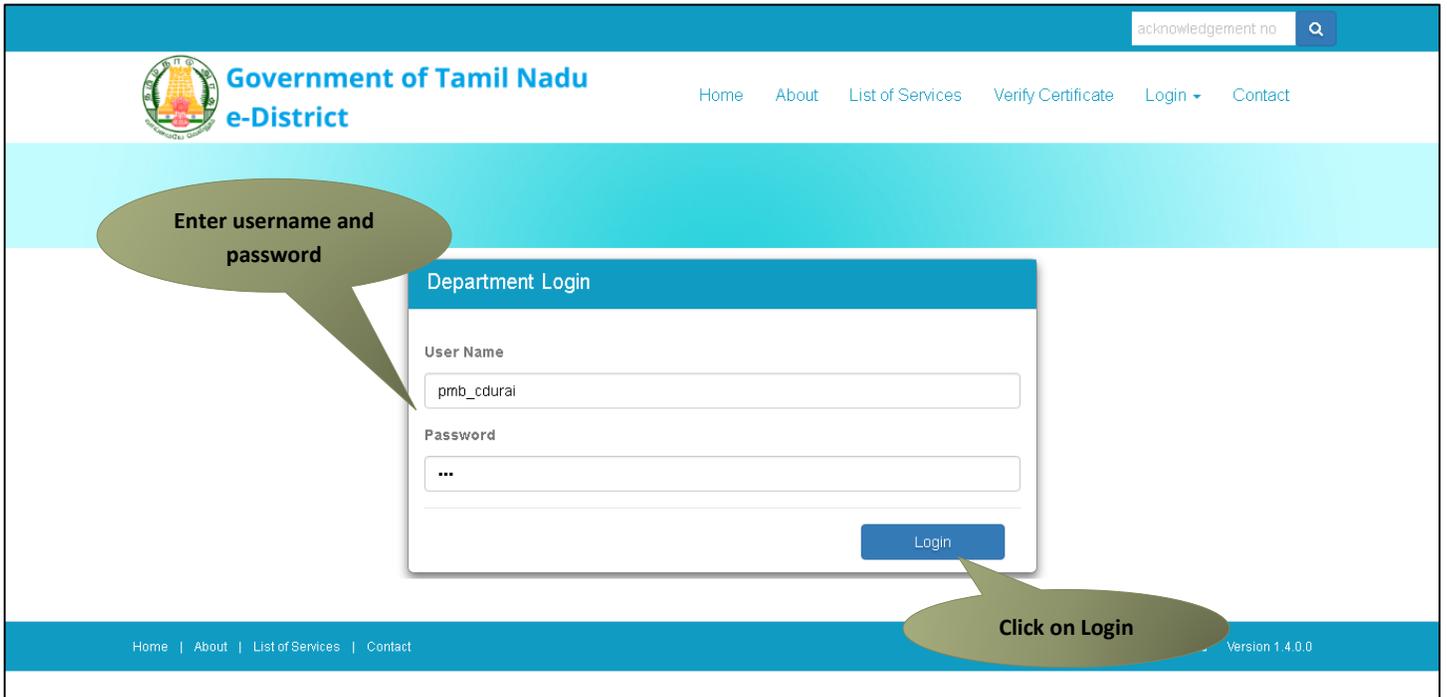
Following steps show how to process applications received for Inter Caste Marriage Certificate at Headquarter Deputy Tahsildar's (HQDT) Desk:

**STEP 1:** Go to Tamil Nadu e-district Web Portal **departmental login** page.

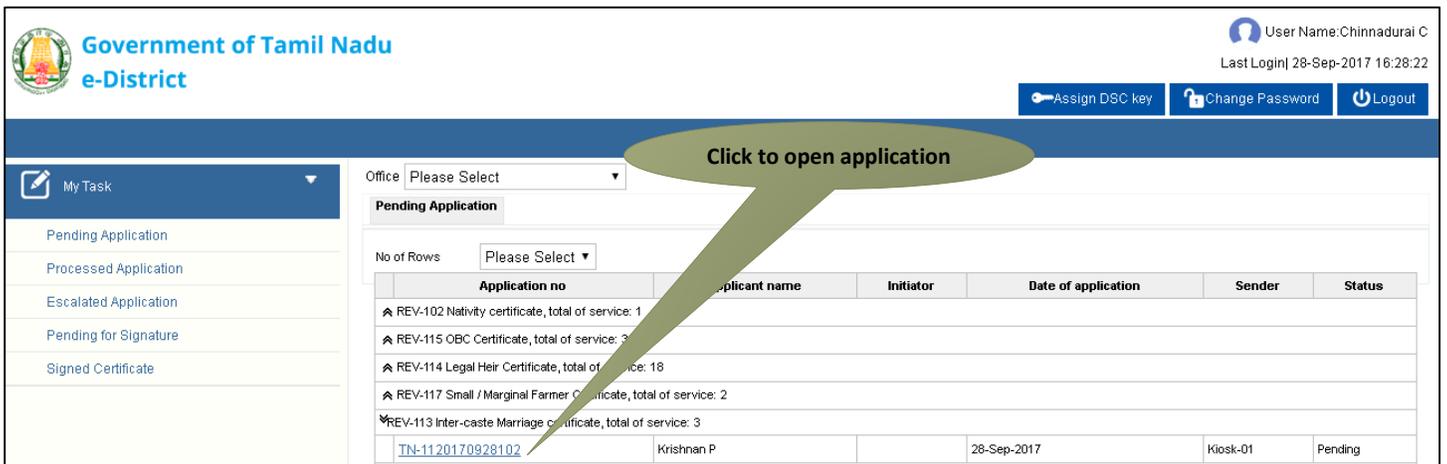


The screenshot displays the Government of Tamil Nadu e-District web portal. At the top, there is a search bar for 'acknowledgement no' and a navigation menu with links for Home, About, List of Services, Verify Certificate, Login, and Contact. The main content area features a diagram illustrating the interaction between a Citizen, the e-District Suite, the CSC (Common Service Center), and an Official. The diagram shows the flow of 'Citizen Request', 'Citizen Request Direct', 'CSC Enter Citizen Record', 'Application Response', and 'Department Query'. A callout bubble points to the 'Department Login' button, with the text 'Click for departmental login'. Below the diagram, there are sections for 'For Citizen' (Log In or Register to Continue) and 'Announcements'.

**STEP 2:** Enter login credentials and click on **Login**.



**STEP 3:** Pending applications will show up. Click on the **Application Number** link to open an application.



Application no	Applicant name	Initiator	Date of application	Sender	Status
REV-102 Nativity certificate, total of service: 1					
REV-115 OBC Certificate, total of service: 3					
REV-114 Legal Heir Certificate, total of service: 18					
REV-117 Small / Marginal Farmer Certificate, total of service: 2					
REV-113 Inter-caste Marriage certificate, total of service: 3					
<a href="#">TN-1120170928102</a>	Krishnan P		28-Sep-2017	Kiosk-01	Pending

Application request details will open. You can view the application by clicking on the **View Application** button.



**Government of Tamil Nadu**  
e-District

User Name: Chinnadurai C  
Last Login: 28-Sep-2017 16:28:22

Assign DSC key
Change Password
Logout

My Task

- Pending Application
- Processed Application
- Escalated Application
- Pending for Signature
- Signed Certificate

**Requested Details**

Service Name	<b>Inter-caste Marriage certificate (REV-113)</b>	Applicant Name	<b>Krishnan P</b>
Application Number	<b>TN-1120170928102</b>	Date of Request	<b>28-Sep-2017</b>

**Application Form**

Inter-caste Marriage certificate (REV-113) [View Application](#)

**Status**

Current Status	<b>Submitted to HQDT</b>	Date And Time	<b>28-Sep-2017 07:59:16</b>
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**Uploaded Documents**

S. No.	Document Name	Document Number	File Name	View Document	Download
1	Combined Photo of Husband and Wife	1	Combined Photo of Husband and Wife_1	<a href="#">View Document</a>	<a href="#">Download</a>
2	Permanent Community Certificate of the Groom	2	Permanent Community Certificate of the Groom_2	<a href="#">View Document</a>	<a href="#">Download</a>
3	Permanent Community Certificate of the Bride	3	Permanent Community Certificate of the Bride_3	<a href="#">View Document</a>	<a href="#">Download</a>
4	Marriage Registration Certificate	4	Marriage Registration Certificate_4	<a href="#">View Document</a>	<a href="#">Download</a>
5	Self-Declaration of Applicant	5	Self-Declaration of Applicant_5	<a href="#">View Document</a>	<a href="#">Download</a>

[Download all](#)

**Bride / Groom's Community**

Groom is from SC community

**Process Action**

Application Recommended By HQDT \*  Yes  No

Remarks by HQDT \*  English  Tamil

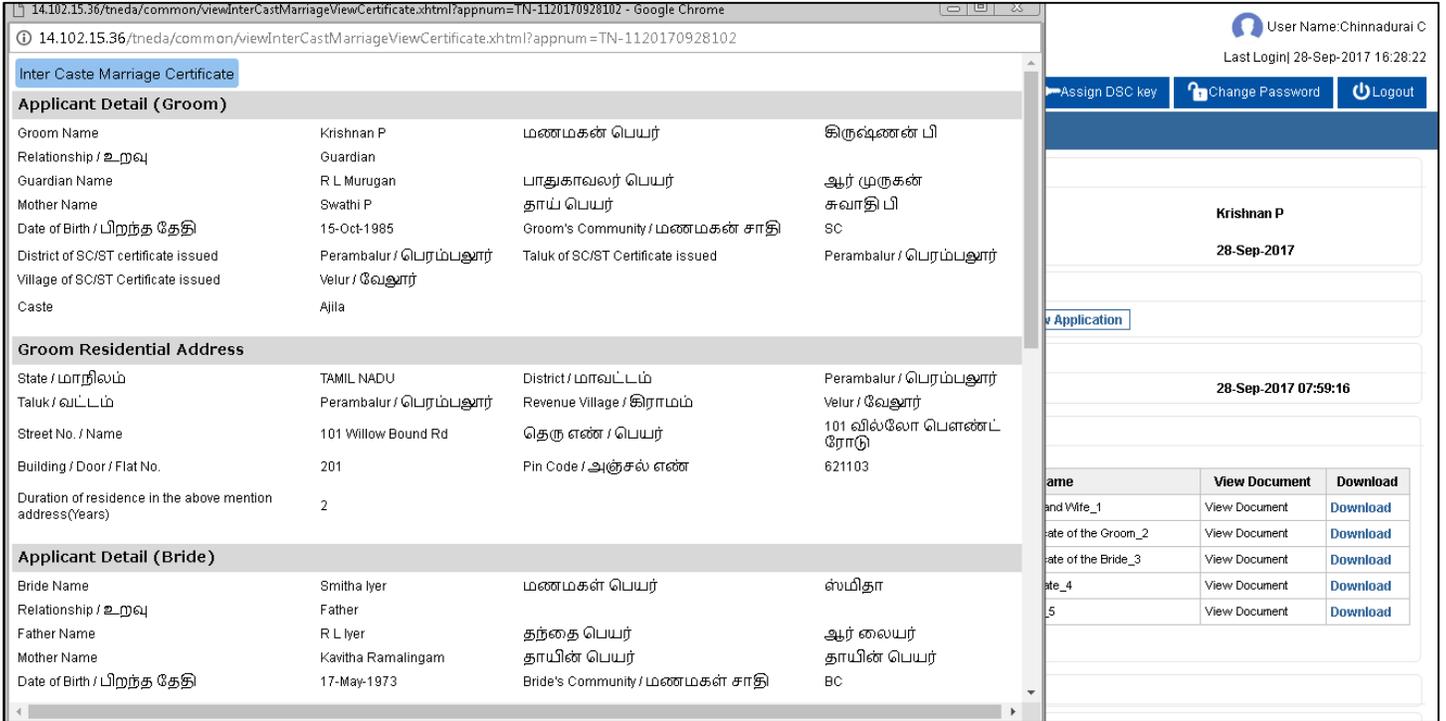
Submit
Cancel

Click to view application

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This Page is best viewed with Mozilla Firefox version 40 and above.

Version 1.4.0.0

The below figure shows the application preview:



**Applicant Detail (Groom)**

Groom Name	Krishnan P	மணமகன் பெயர்	கிருஷ்ணன் பி
Relationship / உறவு	Guardian		
Guardian Name	R L Murugan	பாதுகாவலர் பெயர்	ஆர் முருகன்
Mother Name	Swathi P	தாய் பெயர்	சுவாதி பி
Date of Birth / பிறந்த தேதி	15-Oct-1985	Groom's Community / மணமகன் சாதி	SC
District of SC/ST certificate issued	Perambalur / பெரம்பலூர்	Taluk of SC/ST Certificate issued	Perambalur / பெரம்பலூர்
Village of SC/ST Certificate issued	Velur / வேலூர்		
Caste	Ajila		

**Groom Residential Address**

State / மாநிலம்	TAMIL NADU	District / மாவட்டம்	Perambalur / பெரம்பலூர்
Taluk / வட்டம்	Perambalur / பெரம்பலூர்	Revenue Village / கிராமம்	Velur / வேலூர்
Street No. / Name	101 Willow Bound Rd	தெரு எண் / பெயர்	101 வில்லோ பௌண்ட் ரோடு
Building / Door / Flat No.	201	Pin Code / அஞ்சல் எண்	621103
Duration of residence in the above mention address(Years)	2		

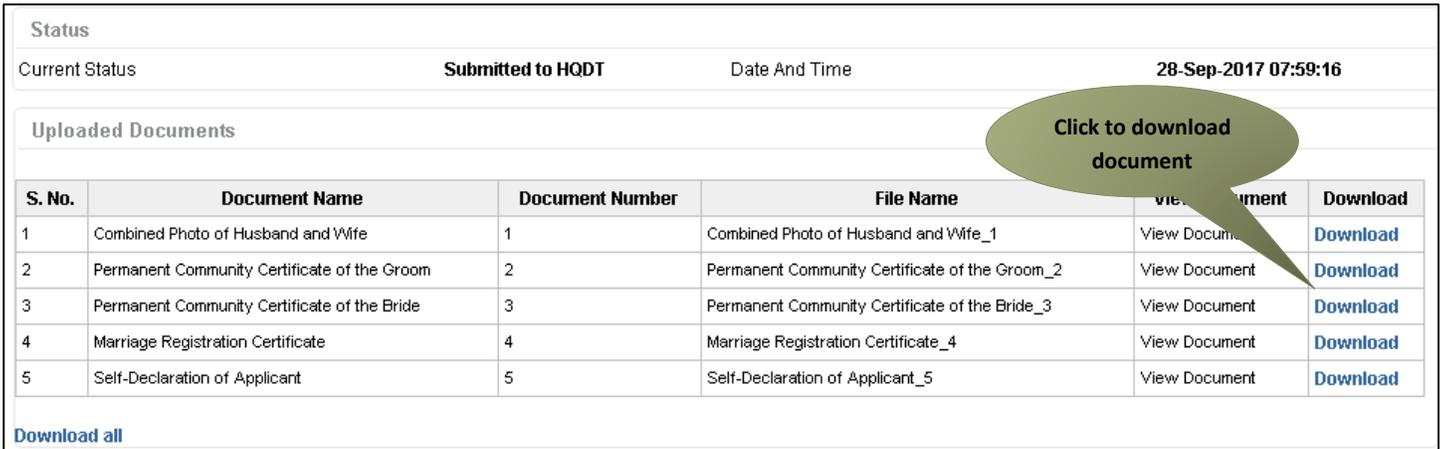
**Applicant Detail (Bride)**

Bride Name	Smitha Iyer	மணமகள் பெயர்	ஸ்மிதா
Relationship / உறவு	Father		
Father Name	R L Iyer	தந்தை பெயர்	ஆர் லையர்
Mother Name	Kavitha Ramalingam	தாயின் பெயர்	தாயின் பெயர்
Date of Birth / பிறந்த தேதி	17-May-1973	Bride's Community / மணமகள் சாதி	BC

**Uploaded Documents**

Document Name	Document Number	File Name	View Document	Download
Combined Photo of Husband and Wife_1	1	Combined Photo of Husband and Wife_1	View Document	Download
Permanent Community Certificate of the Groom_2	2	Permanent Community Certificate of the Groom_2	View Document	Download
Permanent Community Certificate of the Bride_3	3	Permanent Community Certificate of the Bride_3	View Document	Download
Marriage Registration Certificate_4	4	Marriage Registration Certificate_4	View Document	Download
Self-Declaration of Applicant_5	5	Self-Declaration of Applicant_5	View Document	Download

**STEP 4:** Click on the **Download** link to download and verify uploaded documents.



**Status**

Current Status: **Submitted to HQDT** Date And Time: **28-Sep-2017 07:59:16**

**Uploaded Documents**

S. No.	Document Name	Document Number	File Name	View Document	Download
1	Combined Photo of Husband and Wife	1	Combined Photo of Husband and Wife_1	View Document	Download
2	Permanent Community Certificate of the Groom	2	Permanent Community Certificate of the Groom_2	View Document	Download
3	Permanent Community Certificate of the Bride	3	Permanent Community Certificate of the Bride_3	View Document	Download
4	Marriage Registration Certificate	4	Marriage Registration Certificate_4	View Document	Download
5	Self-Declaration of Applicant	5	Self-Declaration of Applicant_5	View Document	Download

[Download all](#)

Bride / Groom's Community details will be shown.

**STEP 5:** Specify whether or not you (HQDT) recommend the application.

**STEP 6:** Enter remarks.

**STEP 7:** Click on **Submit**.

Bride / Groom's Community

Groom is from SC community

**Process Action**

Application Recommended By HQDT \*  Yes  No

Remarks by HQDT \*  English  Tamil

Recommended.

**Click to process application**

Submit Cancel

A confirmation popup will appear.

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

1	Combined		of Husband and Wife_1	View Document	<a href="#">Download</a>
2	Permanent	14.102.15.36 says:	ertificate of the Groom_2	View Document	<a href="#">Download</a>
3	Permanent	Do you wish to proceed for this application ?	anity Certificate of the Bride_3	View Document	<a href="#">Download</a>
4	Marriage R		tion Certificate_4	View Document	<a href="#">Download</a>
5	Self-Declar		f Applicant_5	View Document	<a href="#">Download</a>

[Download all](#)

**Click on 'OK'**

OK Cancel

Post-submission, the application will be forwarded to **Tahsildar** for further processing.

## 8. Disclaimer

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