

Tamil Nadu e-District Application Training Manual

Printing of Birth Certificate (COC-101)

Greater Chennai Corporation



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 Greater Chennai Corporation	4
7. Printing of Birth Certificate	5
8. Disclaimer.....	12

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 generate and print birth certificates through the e-District Portal.

4. Scope

The scope of this document is to cover the 'Printing of Birth Certificate' service offered under **Greater Chennai Corporation**.

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 Greater Chennai Corporation

Following services are offered under Greater Chennai Corporation:

1. COC-101: Printing of Birth Certificate
2. COC-102: Printing of Death Certificate
3. COC-401: Renewal of Trade License
4. COC-601: Collection of Company Tax
5. COC-602: Collection of Professional Tax
6. COC-603: Collection of Property Tax

7. Printing of Birth Certificate

Following steps describe how to use the Printing of Birth Certificate service through the e-District Portal:

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

STEP 2: Enter the login credentials.

Make sure 'Operator' is selected in the **Operator Type** field.

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. The 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 columns: 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 form includes fields for Username (tneccnn010-01), Password (masked with dots), Operator Type (dropdown menu), and a Captcha field (ZNRJ2). The Captcha field is annotated with a callout 'Enter Captcha'. The Sign In form also features a 'Login' button and a 'Reset' button, with a 'Forgot Password?' link below. A callout 'Enter Login ID and Password' points to the Username and Password fields. A callout 'Click on Login' points to the Login button. The footer of the page features a large banner with the text 'Welcome to eSevai' and the Tamil text 'eSevai — தமிழ்நாடு அரசின் இ-சேவை வலைதளம் உங்களை'.

e-Sevai Dashboard will appear.

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

The screenshot shows the TNeGA dashboard for the Government of Tamil Nadu. The top navigation bar includes the TNeGA logo, the Government of Tamil Nadu emblem and name, and the e-Sevai logo with the text 'இணைய சேவை இனிய சேவை'. The user is logged in as OPERATOR 1. The dashboard features a sidebar with menu items: DASHBOARD, REPORTS, WALLET RECHARGE, SERVICES, WALLET RECHARGE RECEIPT REPRINT, and ANNA UNIVERSITY-GENRATE RECEIPT. The main content area displays five service statistics cards: Today (1), Current Week (1), Current Month (6), Last Week (1), and Last Month (17). A callout bubble points to the 'SERVICES' menu item with the text 'Click on Services'.

Department Wise service listing will appear.

STEP 6: Click on **Greater Chennai Corporation**.

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

The screenshot shows the 'Services' page in the TNeGA application. The top navigation bar is identical to the dashboard. The sidebar menu is expanded to 'SERVICES'. The main content area is titled 'Services' and contains three tabs: 'DEPARTMENT WISE', 'SERVICE WISE', and 'SEARCH'. The 'DEPARTMENT WISE' tab is active, displaying a list of departments with radio buttons: Anna University, Chennai Metro Water Supply & Sewerage Board, Commissionerate of Municipal Administration, Directorate of Boilers, Directorate of Drug Control, Directorate of Fire & Rescue, Employment & Training, Greater Chennai Corporation, Labour, Oxigen, Revenue Department, and TANGEDCO. A callout bubble points to 'Greater Chennai Corporation' with the text 'Click on the Department Name'. On the right side of the page, there is a summary of user information: Name: Operator 1, Center: COC Zone 13 Divn 182 Thiruvanniyur ELCCHN010, Center Code: ELCCHN010, Counter: 1, Wallet Type: Prepaid, Wallet Amount: 5955.00, and Share: 0.00.

STEP 7: Click on **COC-101 Printing of Birth Certificate**.

You will be redirected to the service page on the Tamil Nadu e-District Web Portal.

STEP 8: Select **Gender**.

STEP 9: Select **Date of Birth**.

Note: You may search for a particular record by entering the Registration Number, Child Name, Father Name or Mother Name. However, selecting the Gender and Date of Birth is mandatory.

STEP 10: Click on **Search**.

Search results will be shown.

COC-101 Printing of Birth Certificate

Registration Number	<input type="text" value="2016/09/126/000108/0"/>	Child Name	<input type="text"/>
Father Name	<input type="text"/>	Mother Name	<input type="text"/>
Gender *	<input type="text" value="Female"/>	Date Of Birth *	<input type="text" value="01/07/2016"/>

Search Results

Registration Number	Child Name	Gender	Father Name	Mother Name	Date Of Birth	
2016/09/126/000108/0		FeMale	V KARTHIK	S SOWMEYA	01/07/2016	<input type="radio"/>

STEP 11: Click on the **option button** in front of the desired record. A 'Submit Application' button will appear.

Registration Number	Child Name	Gender	Father Name	Mother Name	Date Of Birth	
2016/09/126/000108/0		FeMale	V KARTHIK	S SOWMEYA	01/07/2016	<input checked="" type="radio"/>

Click to apply for a birth certificate print

Click to select record

STEP 12: Click on **Submit Application** button. A 'Get Certificate' button will appear on successful submission of the application.

Registration Number	Child Name	Gender	Father Name	Mother Name	Date Of Birth	
2016/09/126/000108/0		FeMale	V KARTHIK	S SOWMEYA	01/07/2016	<input checked="" type="radio"/>

Application submitted successfully

Click to get certificate

STEP 13: Click on **Get Certificate**. Payment page will appear.

STEP 14: Click on **Confirm Payment**.

Application	Check Status	Collection Amount	Reprint Receipt
Confirm			
Application Number	TN-2520160713104		
Applicant Name	S SOWMEYA		
Date of Application	13/07/2016		
Service Name	Printing of Birth Certificate		
Government Fees	0.00		
User Fees	30.00		
Total Fees	30.00		

Click to pay fees

Confirm payment

Once the fees is paid, two buttons 'Print Receipt' and 'Download Certificate' will appear.

Click on **Print Receipt** to download the payment receipt.

REV-107 Family Migration Certificate	User Fees	30.00
REV-103 Income Certificate	Total Fees	30.00
REV-113 Inter-caste Marriage certificate		
REV-114 Legal Heir Certificate		
REV-401 License under Pawn Broker Act		
REV-402 Money Lender License		
REV-102 Nativity Certificate		
REV-104 No Graduate Certificate		
REV-115 OBC certificate		

Print receipt **Download Certificate**

Downloaded Receipt **Click to download payment receipt**

TN-2520160713104_...pdf [Show all downloads...](#)

The below figure shows a preview of the downloaded receipt:



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

ஒப்புக்கை / ACKNOWLEDGEMENT

ரசுதி எண் / Receipt No. : TN-2520160713104	விண்ணப்ப எண் / Application No. : TN-2520160713104
விண்ணப்பதாரர் / Applicant Name : S SOWMEYA	விண்ணப்பித்த தேதி / Application date : 13/07/2016
துறையின் பெயர் / Department Name : பெருநகர சென்னை மாநகராட்சி	விண்ணப்பித்த சேவை / Applied for Service : COC-101 Printing of Birth Certificate
	ஆதார் எண் / Aadhaar No. :

பணம் செலுத்திய விவரம் / Payment Details

விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)
e-District Service Charge	Cash	30.00

ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Thirty Rupees Only

மையப் பெயர் & குறியீடு எண் / Centre Code & Type : 01 - ELC

கையொப்பம் / Signature of the Centre Operator

மேலே குறிப்பிட்டுள்ள அனைத்து விவரங்களையும் சரிபார்த்து கொள்ளவும். உங்கள் விண்ணப்ப நிலையை தெரிந்து கொள்ள பின்வரும் இணையதளத்தில் பார்க்கவும் 110.172.171.189/tneda/VerifyCerti.xhtml. உங்கள் விண்ணப்பத்தை உயர் அதிகாரி ஒப்புதல் அளித்த பிறகு டிஜிட்டல் கையொப்பமிட்ட சான்றிதழை பெற்றுக்கொள்ளலாம் / Kindly check correctness of all the details furnished above. To Check the Application Status see the URL 110.172.171.189/tneda/VerifyCerti.xhtml. After your application is approved by the approving authority, you can obtain the digitally signed certificate.



Click on **Download Certificate** to generate birth certificate.

User Fees	30.00
Total Fees	30.00

Print receipt

Download Certificate

Click to download
Birth Certificate

The below figure shows a preview of the Birth Certificate. You may **Save** or **Print** the certificate if required.



பெருநகர சென்னை மாநகராட்சி
GREATER CHENNAI CORPORATION
பொது சுகாதாரத்துறை

B4894684202/2016

DEPARTMENT OF PUBLIC HEALTH
 FORM-NO.5, படிவம் எண்.5
 (See rule 8-னிதி 8ஐப் பார்க்க)

BIRTH CERTIFICATE / பிறப்பு சான்றிதழ்

(ISSUED UNDER SECTION 12/17 OF REGISTRATION OF BIRTH AND DEATH ACT 1969
 பிறப்பு மற்றும் இறப்பு பதிவு சட்டம் 1969-ன் பிரிவு 12/17-ன் கீழ் வழங்கப்பட்டது)

This is to certify that the following information has been taken from the original record of birth of the Greater Chennai Corporation of the State of Tamil Nadu, India.

கீழ்க்கண்ட தகவல்கள் தமிழ்நாடு, பெருநகர சென்னை மாநகராட்சி ஆசல் பிறப்பு பதிவேட்டிலிருந்து எடுக்கப்பட்டவை என சான்று வழங்கப்படுகிறது.

Zone 09	Division 126
Name	
Sex	Female
Date of Birth	01-JUL-2016 AT 06:31 AM
Place of Birth	SRI RANGA NURSING HOME NO.6, CHOCKALINGAM STREET, MANDAVELI, CHENNAI-600028
Name of Father	V KARTHIK
Name of Mother	S SOWMEYA
Permanent Residential Address	49/24 AS ANANTI APIS SANTHOME HIGH ROAD MYLAPORE CHENNAI-600004
Address of Parents at the time of Birth of Child	49/24 AS ANANTI APIS SANTHOME HIGH ROAD MYLAPORE CHENNAI-600004
Registration Number	2016/09/126/000108/0
Date of Registration	05-JUL-2016
Date of Issue	13-JUL-2016



N.A. Senthilnathan
 Dr. N.A. Senthilnathan, M.B.B.S., D.P.H.
 City Health Officer (i/c)
 Greater Chennai Corporation

Ensure Registration of every Birth and Death / பிறப்பு / இறப்பு பதிவுகளை உறுதி செய்க

Note : This certificate is computer generated and does not require any Seal/Signature in original.
 The authenticity of this certificate can be verified at www.chennaicorporation.gov.in. The Registration Number is unique to each birth.

Click to print certificate



Certificate preview in Google Chrome browser

8. Disclaimer

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