



e-Sevai for all Registration

User Manual

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Project Overview

“E-Sevai for All “scheme is launched which enables all citizens of Tamilnadu have been given opportunity to start e-Sevai centres in Tamil Nadu by Tamil Nadu e-Governance Agency.

The scheme aims to motivate the educated Youths, entrepreneurs and it will be implemented even in rural areas where there are no e-Sevai centres. The aim of this initiative is to establish at least one e-Sevai centre in every village and a ward in Tamil Nadu. The objective is to increase the number of centres across the state by taking e-services to the remotest corners of Tamil Nadu while simultaneously making this a viable entrepreneurship opportunity for citizens.

Tamil Nadu e-Governance Agency establishing the e-Sevai centres through Service centre agencies like Tamil Nadu Arasu Cable TV Corporation (TACTV), Primary Agriculture Credit Co-operative Societies (PACCS), Tamil Nadu Corporation Development for women, Fisheries Department, Village Level Entrepreneurs (VLE) to provide government services to the people at their doorsteps through online. TNEGA provides e-Sevai services also through open citizen portal.

“E-Sevai for All “scheme now made a provision to all citizens that they can start the e-Sevai centres in order to get the services within closer proximity to provide online e-Sevai services to the people at doorsteps.

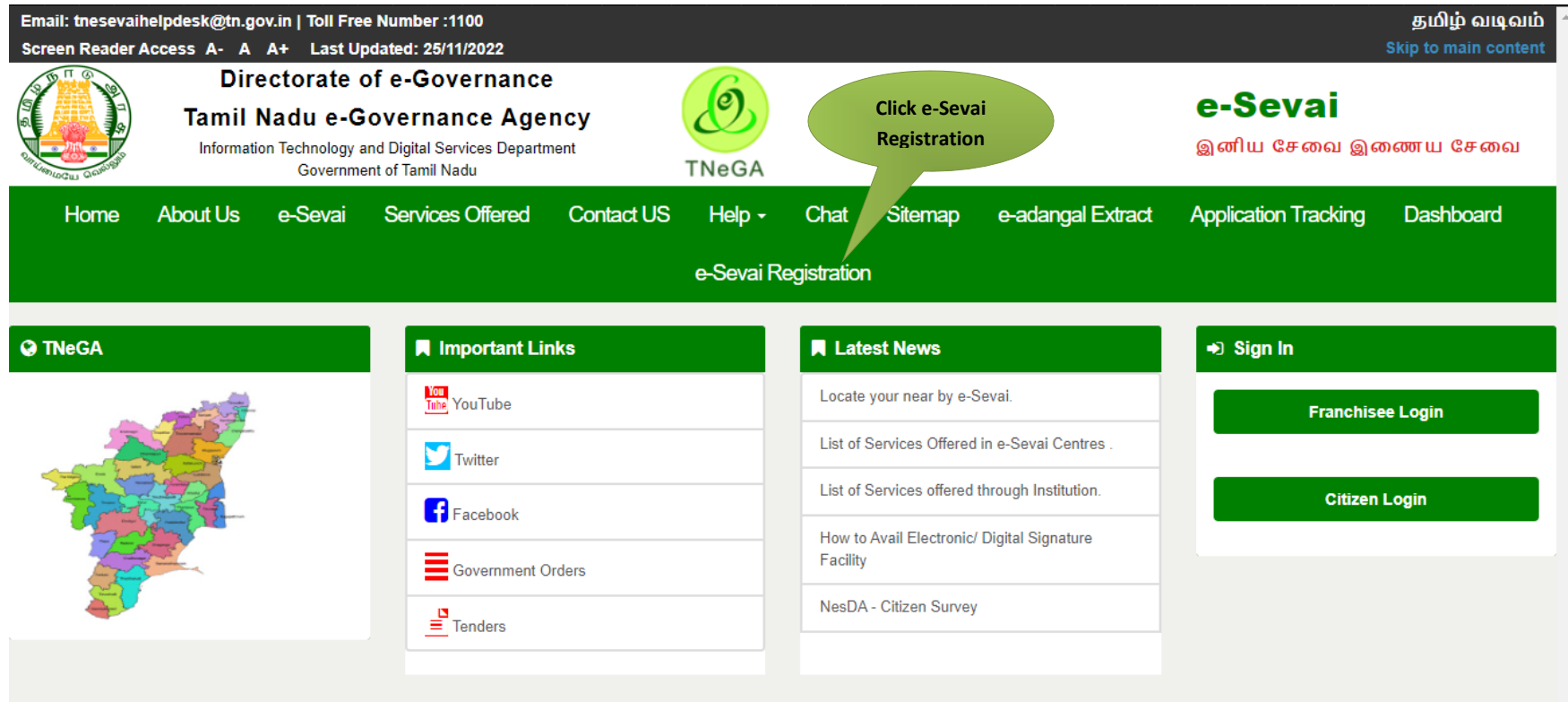
Now, once application is submitted successfully in TN e-Sevai portal (tnesevai.tn.gov.in/), citizens will get the e-Sevai ID and Password through SMS to their registered phone number and registered mail id.

Steps to apply e-Sevai for all Application

The Following steps are to describe how to apply e-Sevai for all Application through

STEP1: e-Sevai Registration:

Go to the e-Sevai (Government of Tamil Nadu) Web Portal and click e-Sevai Registration.



The screenshot displays the Tamil Nadu e-Sevai web portal. At the top, there is a header with contact information: Email: tnevaihelpdesk@tn.gov.in | Toll Free Number :1100, Screen Reader Access A- A A+ Last Updated: 25/11/2022, and a Tamil text link: தமிழ் வடிவம் Skip to main content. Below the header, the logo of the Directorate of e-Governance, Tamil Nadu e-Governance Agency, Information Technology and Digital Services Department, Government of Tamil Nadu, is shown. To the right is the TNeGA logo. A green callout bubble points to the 'e-Sevai Registration' link in the navigation menu. The navigation menu includes: Home, About Us, e-Sevai, Services Offered, Contact US, Help -, Chat, Sitemap, e-adangal Extract, Application Tracking, and Dashboard. Below the navigation menu, there are four main sections: 1. TNeGA: A map of Tamil Nadu. 2. Important Links: Links to YouTube, Twitter, Facebook, Government Orders, and Tenders. 3. Latest News: News items including 'Locate your near by e-Sevai.', 'List of Services Offered in e-Sevai Centres .', 'List of Services offered through Institution.', 'How to Avail Electronic/ Digital Signature Facility', and 'NesDA - Citizen Survey'. 4. Sign In: Buttons for 'Franchisee Login' and 'Citizen Login'.

STEP 2: Apply online:

Click on Apply Online to begin the registration process.

1. Operators should satisfy the standard requirements/guidelines issued by TNeGA i.e. prepaid e-Wallet model, Aadhaar enabled biometric login, e-Sign etc.
2. Operators should ensure infrastructure facilities like computer, printer, scanner, biometric device. Biometric device is must to operate the eSevai service
3. Operator at the centre should have passed 12th Standard. Must have a good knowledge of computer and fluency in reading and writing Tamil and English language for internet surfing so that he/she can access the portal and upload/download the forms to provide services.
4. Operator shall maintain the premises with good ambience and facilities for easy access of services to the public. Shall have waiting area, drinking water and other basic requirements. The center building or room must be exclusively for CSC and its users.
5. Operators shall display the e-Sevai Centre name board and Services display boards in respect of the services provided as prescribed by TNeGA.
6. No other display board/ logos will be permitted other than specifications allowed for the Name Board Display Board etc., which will be communicated by TNeGA.
7. Operators shall display prominently in the prescribed format all the service charges to the general public and ensure that excess service charges, over and above the charges fixed by TNeGA are not levied on the works done or for the services provided.
8. Operators shall ensure continuous and uninterrupted internet connectivity with a minimum bandwidth of 2 Mbps so that citizens can get services uninterrupted. In case of any technical failure of connectivity redundancy should be available in the Centres.
9. Working hours of the Centre shall be fixed and displayed in front of the centre and the working hours should be minimum 8 hours in a day.
10. Operators is solely responsible for all transactions/modifications made using user id.
11. Operators is strictly instructed adhere to the services charges as specified and confirm that no excess service charges are collected from the Public .
12. In case of any discrepancies found in the infrastructure and services offered to the Public during the inspection or in case of any allegation / complaints received to TNeGA, TNeGA shall block the ids and necessary action will be initiated against the Oerators.
13. As and when additional services are added to the existing services through TNeGA, if required additional IT infrastructure should be Upgraded / arranged.

Last date to apply:14.04.2023(10 PM)

விண்ணப்பத்திற்கான கடைசி நாள் :14.04.2023(10PM)

How to apply: user manual and Video link

விண்ணப்பிப்பது எப்படி : பயனர் கையேடு மற்றும் வீடியோ இணைப்பு

[Click here to Apply..](#)

WhatsApp grievance redressal numbers


8925297888, 8925407888, 8925137888, 8925327888

Click here


STEP 3: Mobile Number Verification:

Enter the Mobile Number and verify it with the received OTP.

Email: tnevaihelpdesk@tn.gov.in | Toll Free Number :1100
Screen Reader Access A- A A+ Last Updated: 16/12/2021



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



TNeGA

e-Sevai
இனிய சேவை இணைய சேவை

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Mobile Number Verification

SUCCESS : OTP has been sent to your Mobile Number.Please verify and login

Enter Mobile Number

Enter Mobile Number:	<input type="text" value="9047764624"/>	<input type="button" value="Generate OTP"/>
		Generate OTP will enable in 12
Enter OTP:	<input type="text" value="391746"/>	<input type="button" value="Verify OTP"/>
	<input type="button" value="Reset"/>	

STEP 4: Tab 1 - Applicant Details:

The Applicant should fill all the basic details, address, Educational qualification and Languages Known.

e-Sevai Registration

Centre Registration Request

1.
Applicant Details

2.
Centre Details

3.
Infrastructure Checklist

4.
Bank Account Details

5.
Locate Your Area

6.
Proof of Identity

7.
Terms and Conditions

Applicant Name/விண்ணப்பதாரரின் பெயர்: *

Date Of Birth/பிறந்த தேதி: *

Area/பகுதி: *

Pincode/அஞ்சல் குறியீடு: *

Parent / Guardian Name/பெற்றோர்/பாதுகாவலரின் பெயர்: *

Door Number/கதவு எண்:

City/நகரம்: *

Educational Qualification/கல்வி தகுதி: *

Gender/பாலினம்: *

Street/தெரு:

District/மாவட்டம்: *

Have the applicant done any Computer Related Course?
/விண்ணப்பதாரர் கணினி தொடர்பான ஏதேனும் பாடத்தை முடித்திருக்கிறாரா? Yes No

Course Name/படிப்பின் பெயர்:

Languages Known/அறிந்த மொழிகள்:	Read	Write	Speak	Priority Category/முன்னுரிமை பிரிவு:
Tamil/தமிழ் *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Person with Disability SC/ST"/>
English/ஆங்கிலம்	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="text" value="TELUGU"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

STEP 5: Aadhaar Number Verification:

After entering the E-mail id, Enter Aadhaar Number and generate OTP. Now enter the generated OTP and click **Verify My Aadhaar Details with OTP**. The details from the aadhaar, which consists of Name, Date of Birth, Gender, photo and address will be fetched from UIDAI portal to verify the details.



The screenshot shows a web form for Aadhaar verification. It includes fields for Mobile Number, E-mail ID, and Aadhaar Number. A 'Get My Aadhaar OTP' button is present. Below these fields is a consent checkbox and text. An 'OTP From Aadhaar Registered Mobile' field is followed by a 'Verify My Aadhaar Details with OTP' button. A callout bubble points to this button with the text 'Enter OTP and Verify My Aadhaar Details'. Below this are fields for Name, Date of Birth, and Gender. An Address field is also present. A 'Photo' field is shown as a box with the word 'PHOTO' inside. A callout bubble points to the 'Next' button with the text 'Click Next'. At the bottom, there are 'CONTACT US' and 'HELPDESK' links.

Mobile Number/தொலைபேசி எண் : *
9500060599

E-mail ID/மின்னஞ்சல் முகவரி : *
sanjay_s@cms.co.in

Aadhaar Number/ஆதார் எண் : *
336199155459

Get My Aadhaar OTP

I hereby voluntarily give my consent to use my Aadhaar, which I provide in my application of "e- Sevai for all" to ;
Seed my Aadhaar number into e-Sevai operators Database.
To carry out Identity validation (e-KYC) to issue e-Sevai portal access.
Use my Aadhaar details to authenticate me from UIDAI.
Use my mobile number mentioned below for sending SMS alerts to me.

OTP From Aadhaar Registered Mobile: *
416105

Verify My Aadhaar Details with OTP

Name: *
Sanjay S

Date of Birth: *
02-07-2000

Gender *
Male

Address: *
S/O Suresh Anand,No2, Flat No,-B-3,,Haridoss 2nd Street,,Kolathur,Tiruvallur,Tamil Nadu,India,600099

Photo: *
PHOTO

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CONTACT US HELPDESK

STEP 6: Tab 2: Centre Details:

- Enter the Centre Name and select District, Taluk, Firka, and Revenue Village from the dropdown and fill the address of the Centre.
- Choose the Area Category, Area type and Necessary local location. After filling Details and Click Next.

Centre Registration Request

1. Applicant Details

2. Centre Details

3. Infrastructure Checklist

4. Bank Account Details

5. Locate Your Area

6. Proof of Identity

7. Terms and Conditions

Centre Name/மையத்தின் பெயர் : *	District/மாவட்டம் : *	Taluk/வட்டம் : *
<input type="text" value="CMS"/>	<input type="text" value="Chennai"/>	<input type="text" value="Purasawalkam"/>
Firka/உள்வட்டம் : *	Village/கிராமம் : *	Door Number/கதவு எண் : *
<input type="text" value="Purasawalkam (East)"/>	<input type="text" value="Purasawalkam Part I"/>	<input type="text" value="234"/>
Street/தெரு : *	Pincode/அஞ்சல் குறியீடு : *	Is the Centre Located in a Tribal Area?/இந்த மையம் பழங்குடியினர் பகுதியில் அமைந்துள்ளதா? *
<input type="text" value="KOVIL STREET"/>	<input type="text" value="600099"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Area Category/பகுதி : *	Area Type/பகுதியின் வகை : *	Corporation/மாநகராட்சி : *
<input type="text" value="Urban"/>	<input type="text" value="Corporation"/>	<input type="text" value="Chennai"/>
Corporation Zone/மாநகராட்சி மண்டலம் : *	Ward No/வார்டு எண் : *	
<input type="text" value="Thiru-Vi-Ka-Nagar"/>	<input type="text" value="345"/>	

Previous Next

▶
▶
▶

STEP 7: Tab 3: Infrastructure Checklist:

Enter the Infrastructure details Such as Biometric Device Name, Internet Connectivity, Printer & Scanner, Webcam, CCTV Camera, Ramp Facility availability and Visitor chair Count details. After filling the details and Click Next Button.

Applicant Details Centre Details **Infrastructure Checklist** Bank Account Details Locate Your Area Proof of Identity Terms and Conditions

Biometric Device /கைரேகை சாதனம் : * Model No/ மாதிரி எண் : * Monitor/திரை : *

Cogent MNBV987654 Dual Monitor

Internet Connectivity/இணையதள இணைப்பு : * Broadband

Multifunctional device (with scanner and printer)/பல்செயல்பாடு சாதனம் : * Yes No

Webcam/இணையவழி புகைப்பட கருவி : * Yes No

Ramp Facility/சாய்தள வசதி : * Yes No

CCTV Camera availability/கண்காணிக்கும் புகைப்பட கருவி : * Yes No

Visitor Chair Count/விண்ணப்பதாரர்கள் பார்வையாளர்கள் அமரும் நாற்காலியின் எண்ணிக்கை : * 10

Token System availability/சான்றுக்குறி முறை : * Yes No

Centre at ground floor/ மையம் தரைத்தளத்தில் அமைந்துள்ளதா : * Yes No

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STEP 8: Tab 4: Bank Details:

Applicant should enter the Bank Account Details such as Bank Name, IFSC Code, Branch, Account Number, Account Type and PAN Card details. After filling all details and click Next.

Centre Registration Request

1. ✓
Applicant Details

2. ✓
Centre Details

3. ✓
Infrastructure Checklist

4.
Bank Account Details

5.
Locate Your Area

6.
Proof of Identity

7.
Terms and Conditions

Name Of the Account Holder : *	Name of the Bank: *	Name of the City : *
<input type="text" value="SANJAY S"/>	<input type="text" value="IDFC BANK"/>	<input type="text" value="CHENNAI"/>
Name of the Branch: *	IFSC Code : *	Account Number: *
<input type="text" value="NUNGAMBAKKAM"/>	<input type="text" value="IDFB0080102"/>	<input type="text" value="10047837268"/>
Account Type : *	PAN Number : *	
<input type="text" value="Savings"/>	<input type="text" value="BVBPA4256K"/>	

Click Next

Previous

Next

STEP 9: Tab 5: Locate Your Area

Based on the address entered in the Centre details, the Centre area will be automatically magnified with Latitude and Longitude of the location. And the applicant may also pin the exact location to increase the accuracy of their centre's location.

Centre Registration Request

- 1. Applicant Details ✓
- 2. Centre Details ✓
- 3. Infrastructure Checklist ✓
- 4. Bank Account Details ✓
- 5. Locate Your Area
- 6. Proof of Identity

Latitude *

13.108342

Longitude *

80.246380











Click Next

Previous Next

STEP 10: Tab 6: Proof of Identity:

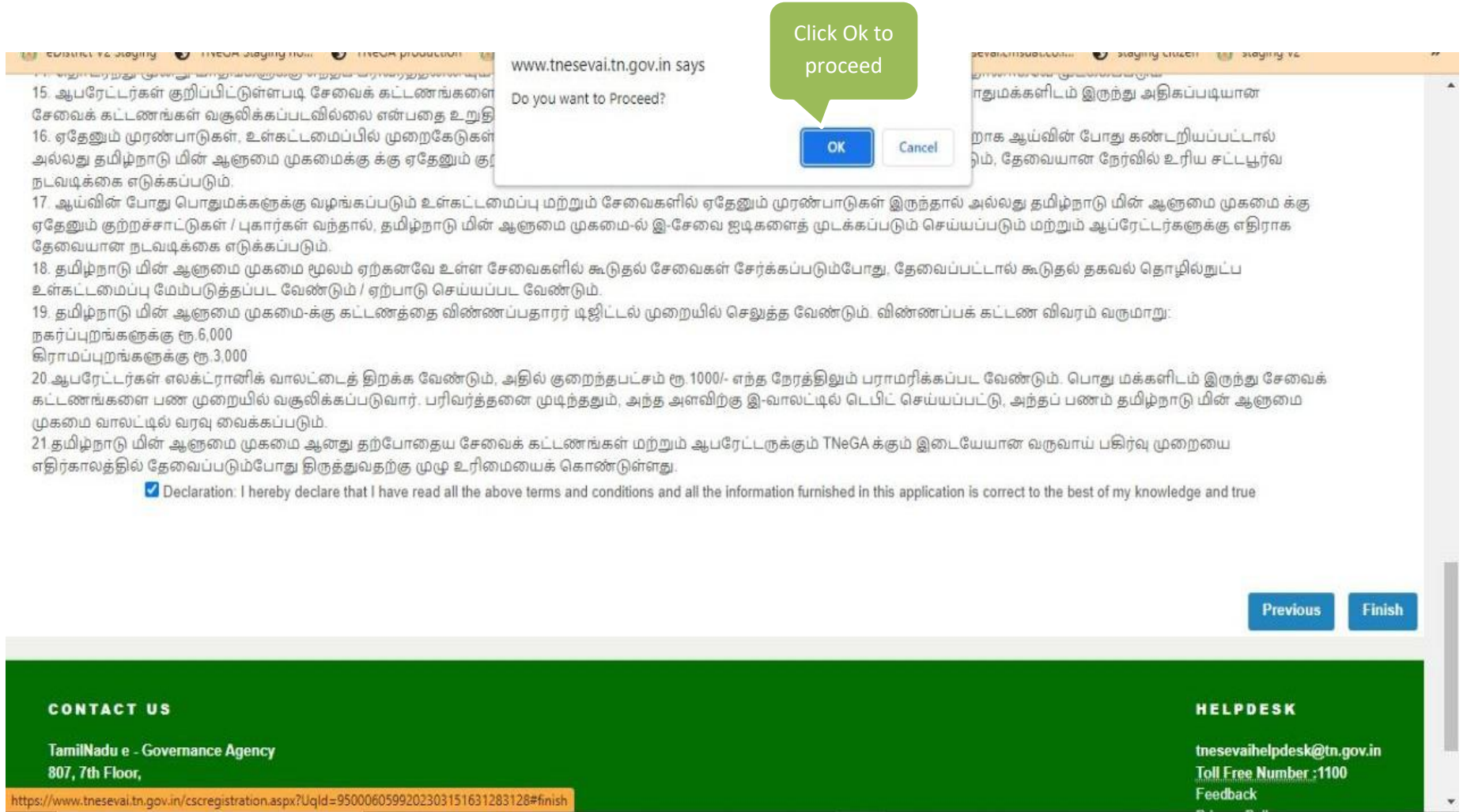
Applicant should attach all the Mandatory documents required in respective size and format and proceed next.

1. Applicant Details2. Centre Details3. Infrastructure Checklist4. Bank Account Details5. Locate Your Area6. Proof of Identity7. Terms and Conditions

Check List	Upload	View
Applicant Photo <small>MinSize : 20 KBMaxSize : 50 KBAllowed Types : jpg ,jpeg ,png</small>	<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	View 
Aadhaar Card <small>MinSize : 50 KBMaxSize : 200 KBAllowed Types : pdf ,jpg ,jpeg ,png</small>	<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	View 
Centre Photo (Interior) <small>MinSize : 50 KBMaxSize : 200 KBAllowed Types : jpg ,jpeg ,png</small>	<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	View 
Centre Photo (Exterior) <small>MinSize : 50 KBMaxSize : 200 KBAllowed Types : jpg ,jpeg ,png</small>	<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	View 
Proof of Possession of Building <small>MinSize : 50 KBMaxSize : 200 KBAllowed Types : pdf</small>	<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	View 
Bank Passbook with clear Photo or Cancelled Cheque <small>MinSize : 50 KBMaxSize : 200 KBAllowed Types : pdf ,jpg ,jpeg ,png</small>	<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	View 
Pan Card <small>MinSize : 50 KBMaxSize : 200 KBAllowed Types : pdf ,jpg ,jpeg ,png</small>	<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	View 
Disability Certificate <small>MinSize : 50 KBMaxSize : 200 KBAllowed Types : pdf</small>	<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	View 

STEP 11: Tab 7: Terms and Conditions:

After reading the all the terms and conditions the applicant should accept to the declaration and can finish the form.



www.tnesevai.tn.gov.in says

Do you want to Proceed?

Click Ok to proceed

OK Cancel

15. ஆபரேட்டர்கள் குறிப்பிட்டுள்ளபடி சேவைக் கட்டணங்களை சேவைக் கட்டணங்கள் வசூலிக்கப்படவில்லை என்பதை உறுதி

16. ஏதேனும் முரண்பாடுகள், உள்கட்டமைப்பில் முறைகேடுகள் அல்லது தமிழ்நாடு மின் ஆளுமை முகமைக்கு க்கு ஏதேனும் கு நடவடிக்கை எடுக்கப்படும்.

17. ஆய்வின் போது பொதுமக்களுக்கு வழங்கப்படும் உள்கட்டமைப்பு மற்றும் சேவைகளில் ஏதேனும் முரண்பாடுகள் இருந்தால் அல்லது தமிழ்நாடு மின் ஆளுமை முகமை க்கு ஏதேனும் குற்றச்சாட்டுகள் / புகார்கள் வந்தால், தமிழ்நாடு மின் ஆளுமை முகமை-ல் இ-சேவை ஐடிகளைத் முடக்கப்படும் செய்யப்படும் மற்றும் ஆபரேட்டர்களுக்கு எதிராக தேவையான நடவடிக்கை எடுக்கப்படும்.

18. தமிழ்நாடு மின் ஆளுமை முகமை மூலம் ஏற்கனவே உள்ள சேவைகளில் கூடுதல் சேவைகள் சேர்க்கப்படும்போது, தேவைப்பட்டால் கூடுதல் தகவல் தொழில்நுட்ப உள்கட்டமைப்பு மேம்படுத்தப்பட வேண்டும் / ஏற்பாடு செய்யப்பட வேண்டும்.

19. தமிழ்நாடு மின் ஆளுமை முகமை-க்கு கட்டணத்தை விண்ணப்பதாரர் டிஜிட்டல் முறையில் செலுத்த வேண்டும். விண்ணப்பக் கட்டண விவரம் வருமாறு:
நகர்ப்புறங்களுக்கு ரூ.6,000
கிராமப்புறங்களுக்கு ரூ.3,000

20. ஆபரேட்டர்கள் எலக்ட்ரானிக் வாலட்டைத் திறக்க வேண்டும், அதில் குறைந்தபட்சம் ரூ.1000/- எந்த நேரத்திலும் பராமரிக்கப்பட வேண்டும். பொது மக்களிடம் இருந்து சேவைக் கட்டணங்களை பண முறையில் வசூலிக்கப்படுவார். பரிவர்த்தனை முடிந்ததும், அந்த அளவிற்கு இ-வாலட்டில் டெபிட் செய்யப்பட்டு, அந்தப் பணம் தமிழ்நாடு மின் ஆளுமை முகமை வாலட்டில் வரவு வைக்கப்படும்.

21. தமிழ்நாடு மின் ஆளுமை முகமை ஆனது தற்போதைய சேவைக் கட்டணங்கள் மற்றும் ஆபரேட்டருக்கும் TNeGA க்கும் இடையேயான வருவாய் பகிர்வு முறையை எதிர்காலத்தில் தேவைப்படும்போது திருத்துவதற்கு முழு உரிமையைக் கொண்டுள்ளது.

Declaration: I hereby declare that I have read all the above terms and conditions and all the information furnished in this application is correct to the best of my knowledge and true

Previous Finish

CONTACT US

TamilNadu e - Governance Agency
807, 7th Floor,

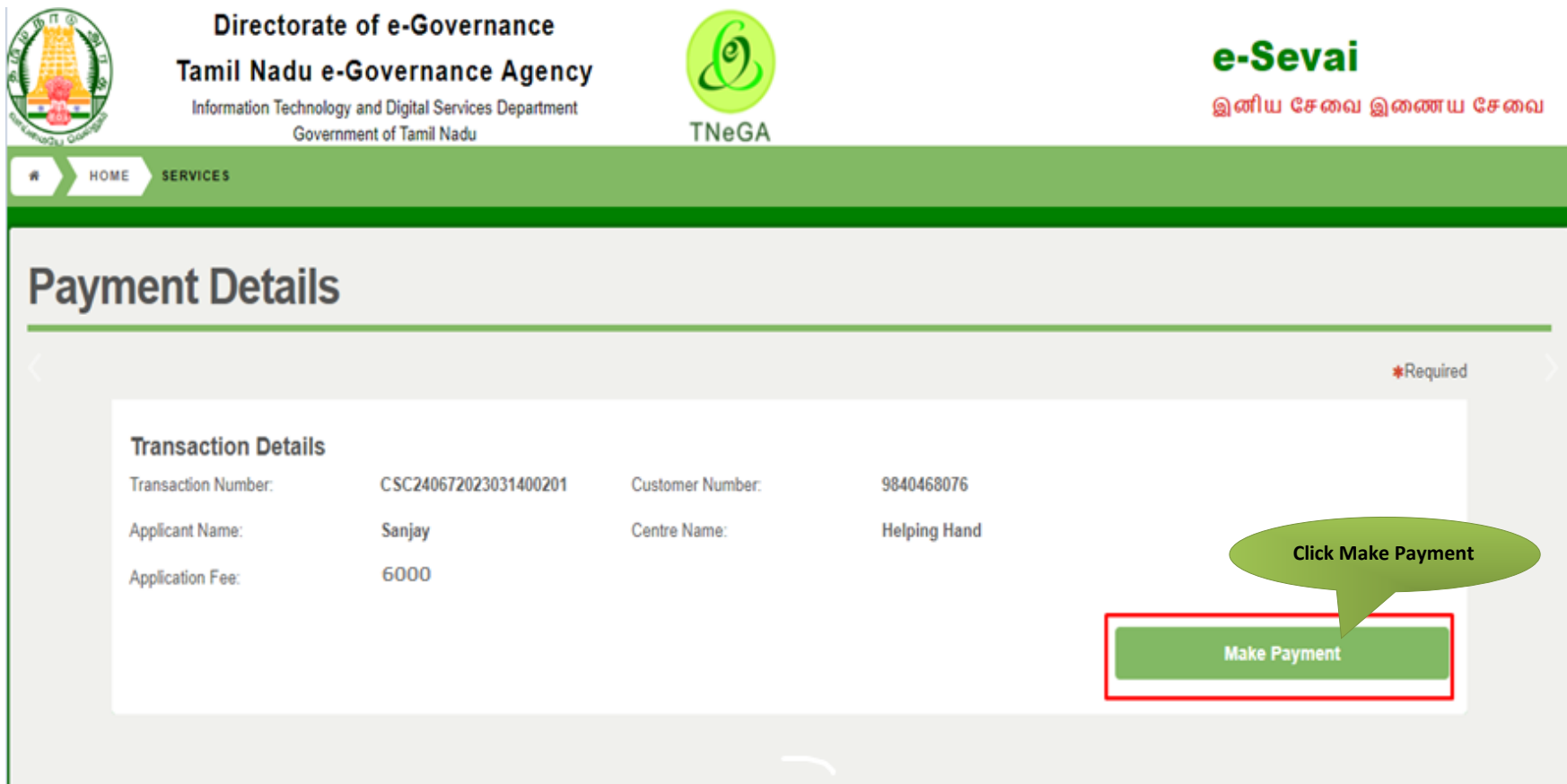
HELPDESK

tnesevaihelpdesk@tn.gov.in
Toll Free Number : 1100
Feedback

<https://www.tnesevai.tn.gov.in/cscregistration.aspx?Uqld=9500060599202303151631283128#finish>

STEP 12: Payment Details:

After finishing the input form details, An individual Transaction Number is generated with the application fees and Click Make Payment to proceed further.



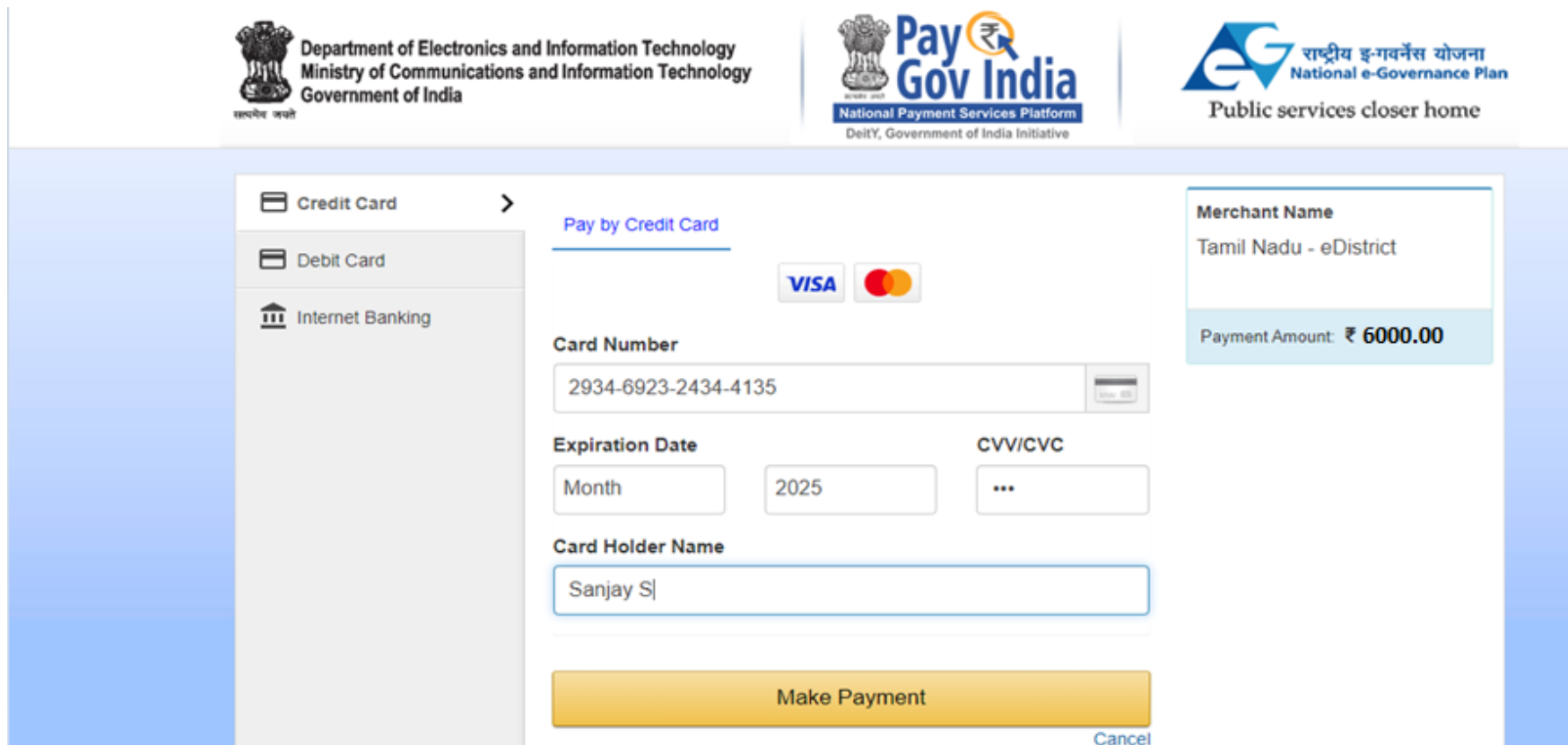
The screenshot shows the 'Payment Details' page of the Tamil Nadu e-Sevai portal. At the top, there are logos for the Directorate of e-Governance, Tamil Nadu e-Governance Agency, TNeGA, and e-Sevai. Below the logos is a navigation bar with 'HOME' and 'SERVICES' options. The main content area is titled 'Payment Details' and contains a table of transaction information. A green 'Make Payment' button is highlighted with a red border and a callout bubble that says 'Click Make Payment'.

Transaction Details			
Transaction Number:	CSC240672023031400201	Customer Number:	9840468076
Applicant Name:	Sanjay	Centre Name:	Helping Hand
Application Fee:	6000		

Make Payment

STEP 13: Payment Gateway:

Using the Credit card, Debit card or Internet banking the application fees can be paid safely.



Department of Electronics and Information Technology
Ministry of Communications and Information Technology
Government of India

Pay Gov India
National Payment Services Platform
DeitY, Government of India Initiative

राष्ट्रीय ई-गवर्नेंस योजना
National e-Governance Plan
Public services closer home

Credit Card >

Debit Card

Internet Banking

Pay by Credit Card

VISA

MasterCard

Card Number
2934-6923-2434-4135

Expiration Date
Month 2025

CVV/CVC
...

Card Holder Name
Sanjay S

Merchant Name
Tamil Nadu - eDistrict


Payment Amount: ₹ 6000.00

Make Payment

Cancel

STEP 14: Receipt:


After Successful Payment, A Receipt is generated.



Your Payment Was Successfull!

Transaction Details

Transaction Number:	CSC240672023031400201	Customer Number:	9840468076
Customer Name:	Sanjay	Centre Name:	Helping Hand
Payment Type:	Online	Transaction Status	Success
Application ReferenceNo:	NA		
Total:	6000.00		



Click to print receipt

[Print Receipt](#)

STEP 15: Print Receipt:

 தமிழ்நாடு அரசு / Government of Tamil Nadu இ-சேவை மையம் / e-Sevai Centre		
ரசீது / RECEIPT		
ரசீது எண் / Receipt No: TN-20230308152	பரிவர்த்தனை எண் / Transaction No : CSC240182023030800152	
விண்ணப்பதாரர் பெயர் / Applicant Name: Sanjay	விண்ணப்பித்த தேதி / Application date : 08-03-2023 14:50:30	
மாவட்டம் / District: Perambalur	விண்ணப்பதாரரின் முகவரி / Applicant Address : 25J, Old Hospital road, Arumbavur, Perambalur, Perambalur, 621103	
தொலைபேசி எண் / Mobile Number : 9840468076		
கட்டணத்தின் விவரம் / Payment Details		
விவரங்கள் / Particulars	பகுதி / Area	பணம் செலுத்தப்பட்டது (ரூபாய்) / Amount Paid (Rupees)
விண்ணப்ப கட்டணம் / Application Fee	நகரப்புற / URBAN	6000.00
ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Six thousand only		
குறிப்பு: விண்ணப்பத்தின் கட்டணம் திருப்பி தரப்படமாட்டாது. Note: This Application Fee is non-refundable.		

Disclaimer

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