



# **TAMILNADU SINGLE WINDOW PORTAL**

## **APPLICANT MANUAL**

**Approval for Low Tension Power Tariff (LTPT)  
Subsidy- Claim**

**Commissionerate of Industries and Commerce**



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## 1. Home Page

- 1) The journey of the new applicant starts with Tamil Nadu Single Window Portal (TNSWP) homepage that can be accessed through <https://tnswp.com> website wherein it gives various information's, useful links, and functionalities about TNSWP.
- 2) **Applicant can reach the helpdesk Toll free number-1800-258-3878 and Helpdesk Email.**

**TNSWP website  
(www.tnswp.com)**

**Toll free number  
and Mail Id**



The screenshot shows the TNSWP Home Page with the following details:

- URL:** [tnswp.com/DIGIGOV/swp-tnswp.jsp](https://tnswp.com/DIGIGOV/swp-tnswp.jsp)
- Page Title:** A Tamil Nadu Government Portal
- Date/Time:** Wednesday, 30 November 2022, 10:11 pm (IST)
- Operational Timings:** Operational Timings For Toll Free Number 8:30 AM to 8:30 PM
- Contact Info:** Toll Free Number: 18002583878, Email: [helpdesk@investtn.in](mailto:helpdesk@investtn.in)
- Language:** Industrial Helpline | English
- Navigation:** Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, Help & Support, Register, Login
- Header:** **TAMIL NADU** Leading the Nation
- Achievements:**
  - #1 Number of Factories in India
  - #1 Number of Operational SEZs in India
  - #1 Governance & Political Stability (N-SIPI 2019)
  - #1 International and Domestic Tourist Arrivals
  - #1 Best Performing State (India Today State of the State Award 2018, 2019 & 2020)
  - #2 Sustainable Development Goals (SDG) Index 2020-21 (NITI Aayog)
  - #2 Second Largest Economy in India
  - #2 Best Governed State (Public Affairs Index 2020)
  - #2 Job Creation Under IBPS Scheme
  - #2 Growth, Innovation and Leadership Index 2019 (Frost & Sullivan)
- Footer:** Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless.
- Additional Info:** TN Single Window Fee Slab for Large Industries

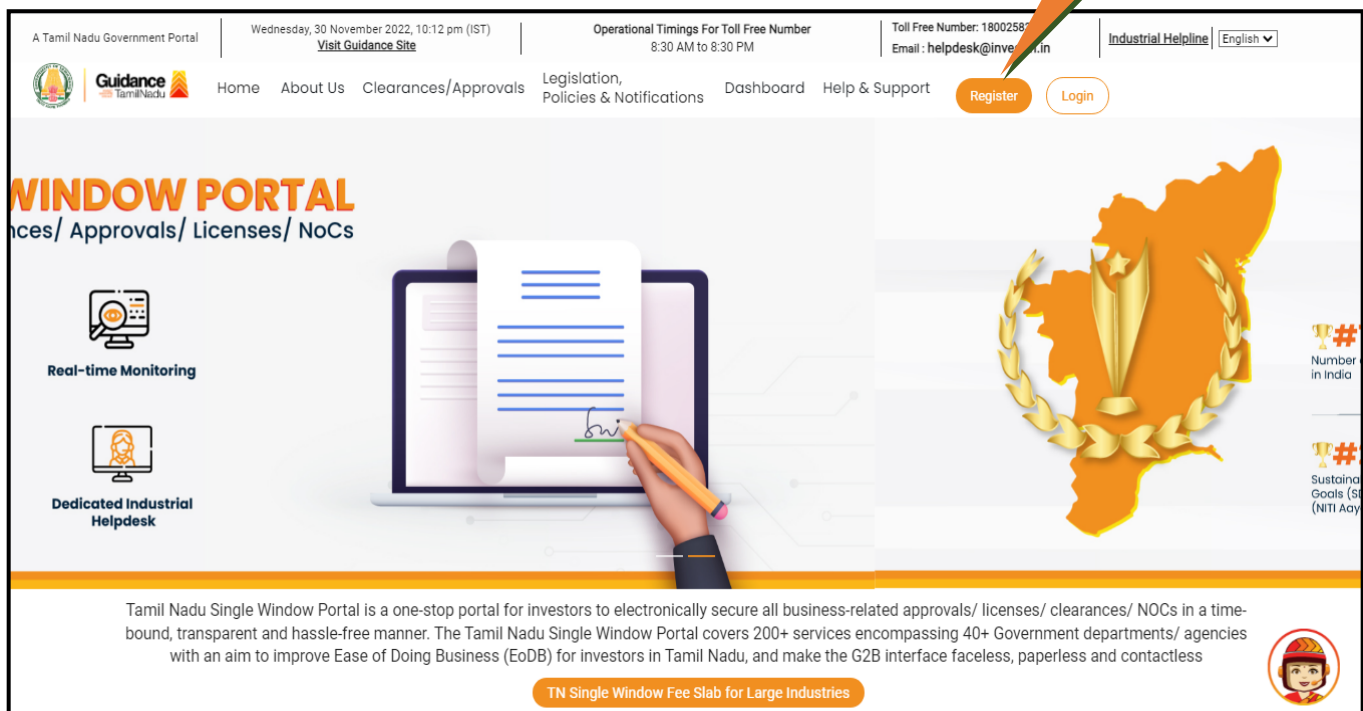
**Figure 1. Single Window Portal Home Page**

## 2. Registration

To access the TNSWP and to apply for various clearances the applicant needs to complete the Registration process.

1) Click on '**Register**' button on TNSWP.

**Register  
on TNSWP**




**Figure 2. Register**

2) New Investor Registration page will appear (Refer Figure 3 & 4)

3) Select the 'Investor' option and continue with the Registration process.

4) Only for applying Government to Citizen (G2C) fire clearances, click on option '**G2C clearances of Tamil Nadu fire and rescue clearances under the category individual/small enterprise**'.

5) The information icon ⓘ gives a brief description about the fields when the applicant hovers the cursor on these icons.



**Guidance**  
TamilNadu

### New Registration

Register as  
 Investor  
 Individual / Small Enterprise (Only to apply G2C services of Tamil Nadu Fire and Rescue Services)

Applicant First Name

Applicant Last Name

Designation of the Applicant

Date of Birth  

- In case of Proprietorship firm, write PAN Number of Proprietor.
- In case of Individuals, write PAN Number of Individual.
- In case of Small Enterprise, write PAN Number of Small Enterprise.

PAN Number of Company


Name of Company

**Welcome to  
Tamil Nadu Single Window Portal**

**Investment Portal**

A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the entire G2B faceless, paperless and contactless.

**Figure 3. Registration Form**



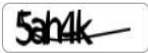
**Guidance**  
TamilNadu

Mobile Number

Email ID

User Name

Password  Confirm Password

Captcha  

I accept the [Terms and Conditions](#)\*

**Register**

Already have an account? [Log In](#)

**Welcome to  
Tamil Nadu Single Window Portal**

**Investment Portal**

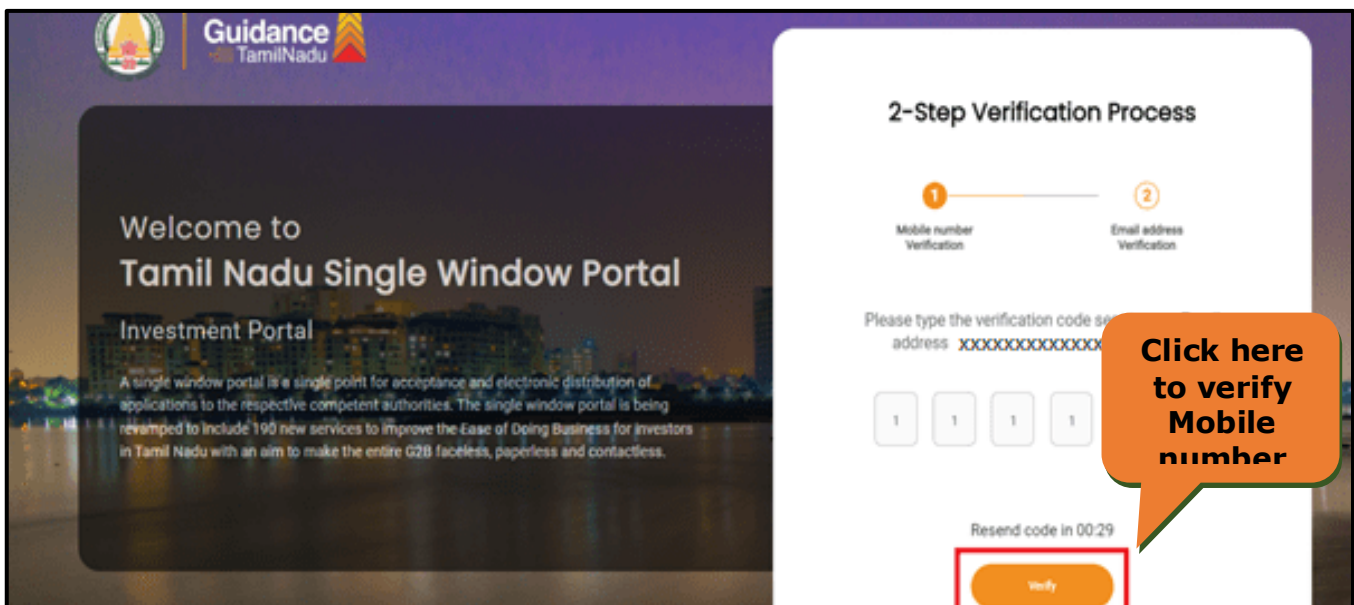
A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the entire G2B faceless, paperless and contactless.

**Figure 4. Registration Form Submission**

- 6) The Email ID would be the Username to login the TNSWP.
- 7) Future communications would be sent to the registered mobile number and Email ID of the applicant.
- 8) Create a strong password and enter the Captcha code as shown.
- 9) The applicant must read and accept the terms and conditions and click on 'Register' button.

### 3. Mobile Number / Email ID – 2-Step Verification Process

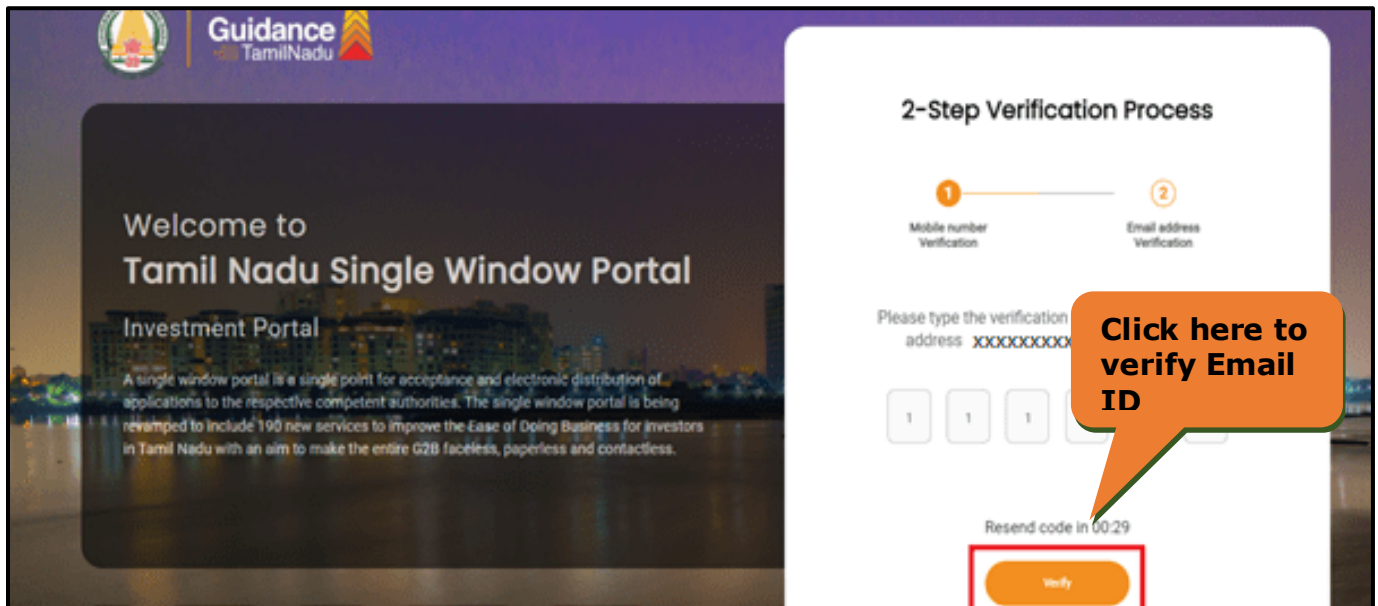
- '2-Step Verification Process' screen will appear when the applicant clicks on 'Register' button.
  - **Mobile Number Verification**
    - 1) For verifying the mobile number, the verification code will be sent to the given mobile number.
    - 2) Enter the verification code and click on the '**Verify**' button.



**Figure 5. Mobile Number Verification**

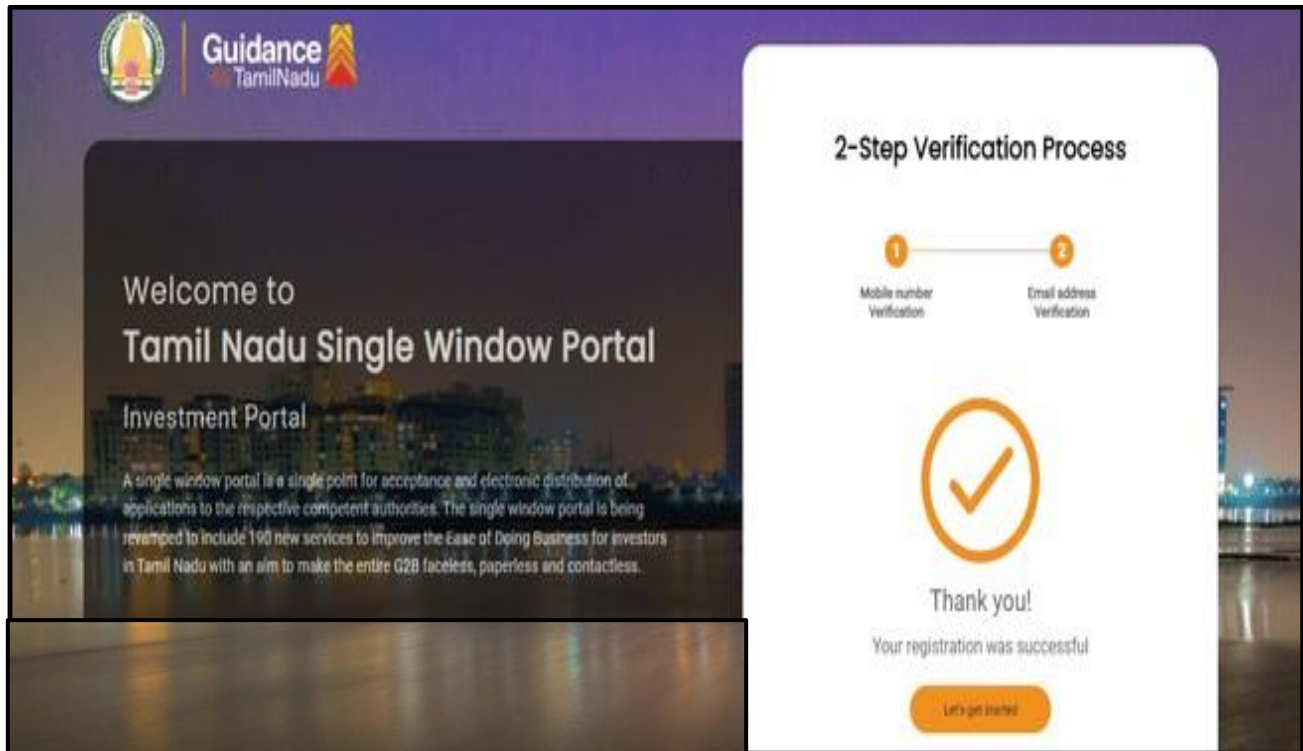
- **Email ID Verification**

- 1) For verifying the Email ID, the verification code will be sent to the given Email ID.
- 2) Enter the verification code and click on the **'Verify'** button.



**Figure 6. Email ID Verification**

- 3) After completion of the 2-Step Verification process, registration confirmation message will pop-up stating as **'Your registration was successful'** (Refer Figure 7).
- 4) Registration process is completed successfully.

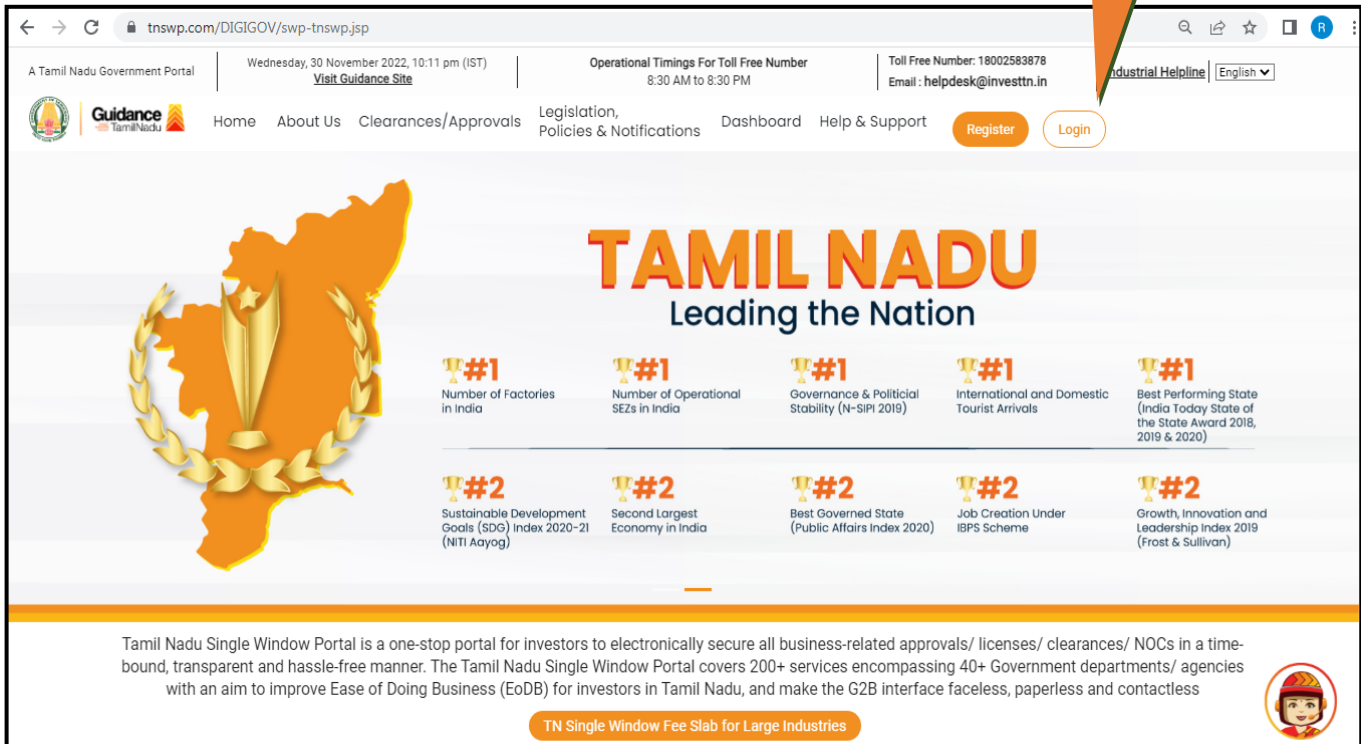
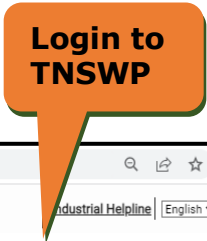


**Figure 7. Registration Confirmation Pop-Up**



## 4. Login

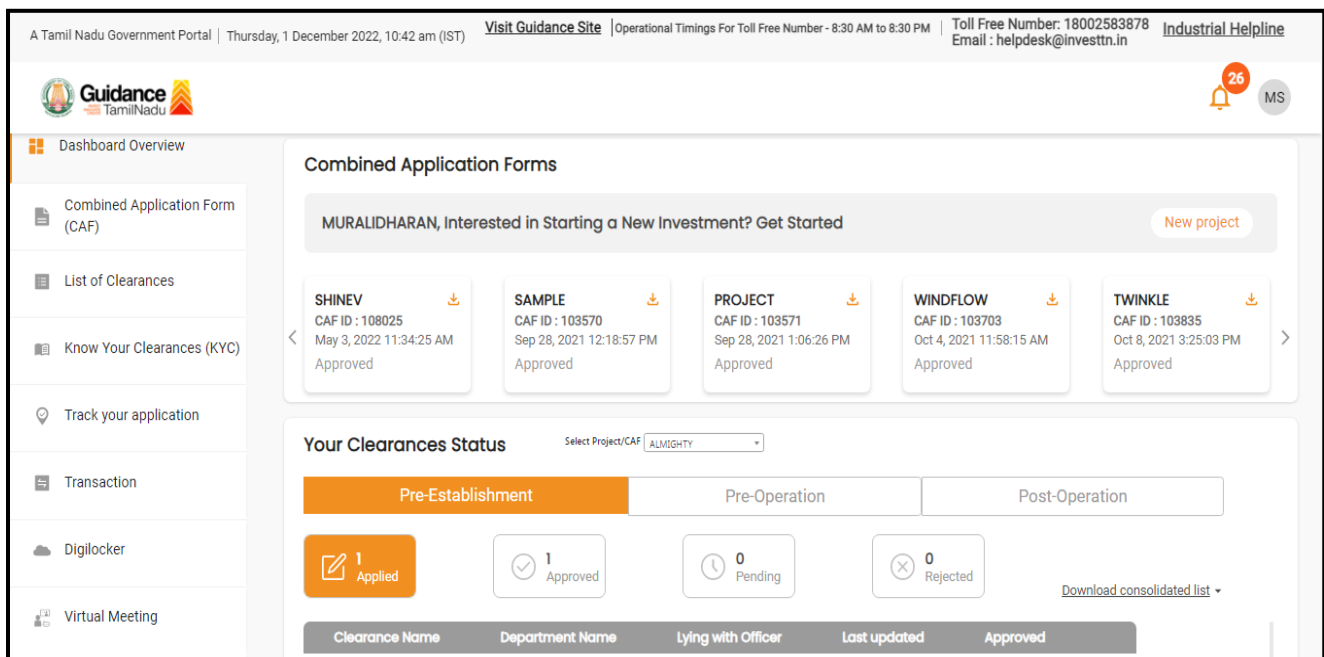
- 1) The applicant can login to TNSWP with the Username and Password created during the registration process.
- 2) Click on login button to enter TNSWP.



**Figure 8. Login**

## 5. Dashboard Overview

- 1) When the Applicant logs into TNSWP, the dashboard overview page will appear.
- 2) Dashboard overview is Applicant-friendly interface for the Applicant's easy navigation and to access various functionalities such as Menu bar, Status whether the application is Approved, Pending, Rejected and Data at-a glance on a unified point.



The screenshot shows the dashboard overview for the TNSWP application. At the top, there is a navigation bar with the following information: "A Tamil Nadu Government Portal | Thursday, 1 December 2022, 10:42 am (IST) | Visit Guidance Site | Operational Timings For Toll Free Number - 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline".

The dashboard features a sidebar on the left with the following menu items: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, Digilocker, and Virtual Meeting.

The main content area is titled "Combined Application Forms" and displays a notification: "MURALIDHARAN, Interested in Starting a New Investment? Get Started" with a "New project" button. Below this, there are five application cards, each with a download icon:

Project Name	CAF ID	Application Date	Status
SHINEV	108025	May 3, 2022 11:34:25 AM	Approved
SAMPLE	103570	Sep 28, 2021 12:18:57 PM	Approved
PROJECT	103571	Sep 28, 2021 1:06:26 PM	Approved
WINDFLOW	103703	Oct 4, 2021 11:58:15 AM	Approved
TWINKLE	103835	Oct 8, 2021 3:25:03 PM	Approved

Below the application cards, there is a section titled "Your Clearances Status" with a dropdown menu for "Select Project/CAF" set to "ALMIGHTY". The status is categorized into three stages: Pre-Establishment, Pre-Operation, and Post-Operation. The counts for each stage are:

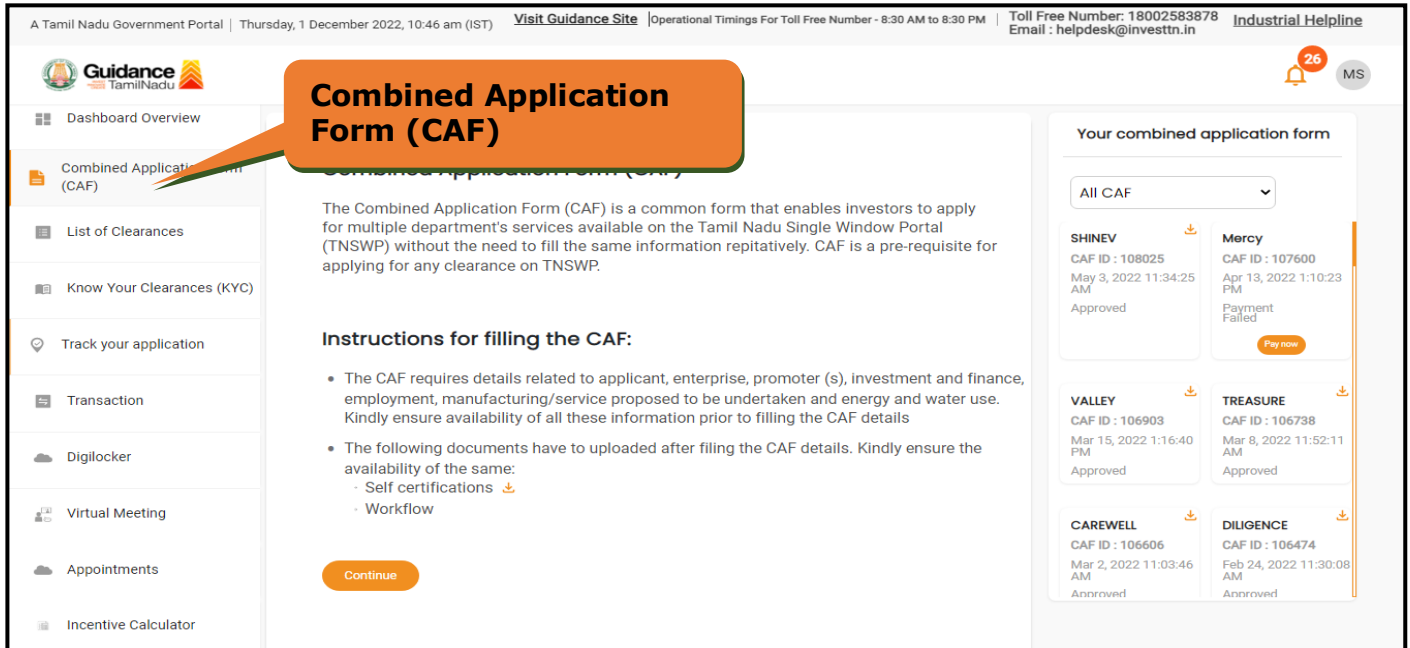
Stage	Count	Status
Pre-Establishment	1	Applied
Pre-Operation	1	Approved
Post-Operation	0	Pending
Post-Operation	0	Rejected

At the bottom of the dashboard, there is a table header for "Clearance Name", "Department Name", "Lying with Officer", "Last updated", and "Approved". A "Download consolidated list" link is also present.

**Figure 9. Dashboard Overview**

## 6. Combined Application Form (CAF)

- 1) Prior to applying for various clearances on TNSWP, the applicant must create a project by filling in the combined application form (CAF).
- 2) Click on Combined Application Form (CAF) from the menu bar on the left.
- 3) The details which are commonly required for applying various clearances are stored in Central Repository through CAF. So, whenever the applicant applies for various clearances for a specific project, the details stored in CAF gets auto populated in the application form which minimizes the time spent on entering the same details while filling multiple applications.
- 4) The Overview of the Combined Application Form (CAF) and the instructions to fill in the Combined Application Form (CAF) are mentioned in the below Figure.
- 5) Click on '**Continue**' button to fill in the Combined Application Form.



**Combined Application Form (CAF)**

The Combined Application Form (CAF) is a common form that enables investors to apply for multiple department's services available on the Tamil Nadu Single Window Portal (TNSWP) without the need to fill the same information repeatedly. CAF is a pre-requisite for applying for any clearance on TNSWP.

**Instructions for filling the CAF:**

- The CAF requires details related to applicant, enterprise, promoter (s), investment and finance, employment, manufacturing/service proposed to be undertaken and energy and water use. Kindly ensure availability of all these information prior to filling the CAF details
- The following documents have to be uploaded after filling the CAF details. Kindly ensure the availability of the same:
  - Self certifications
  - Workflow

**Your combined application form**

All CAF	
<b>SHINEV</b> CAF ID : 108025 May 3, 2022 11:34:25 AM Approved	<b>Mercy</b> CAF ID : 107600 Apr 13, 2022 1:10:23 PM Payment Failed <a href="#">Pay now</a>
<b>VALLEY</b> CAF ID : 106903 Mar 15, 2022 1:16:40 PM Approved	<b>TREASURE</b> CAF ID : 106738 Mar 8, 2022 11:52:11 AM Approved
<b>CAREWELL</b> CAF ID : 106606 Mar 2, 2022 11:03:46 AM Approved	<b>DILIGENCE</b> CAF ID : 106474 Feb 24, 2022 11:30:08 AM Approved

**Figure 10. Combined Application Form (CAF)**

## 6.1 Sections of Combined Application Form

1) To complete the combined application form (CAF) the applicant has to fill 7 Sections of CAF as displayed in Figure 11. (**CAF payment tab** will be displayed only for large enterprises).



**Figure 11. Section of Combined Application Form (CAF)**

2) After filling the CAF details, the applicant has to upload the requisite supporting documents under '**Section 6: Supporting Documents**'

- **Self-Certification:**

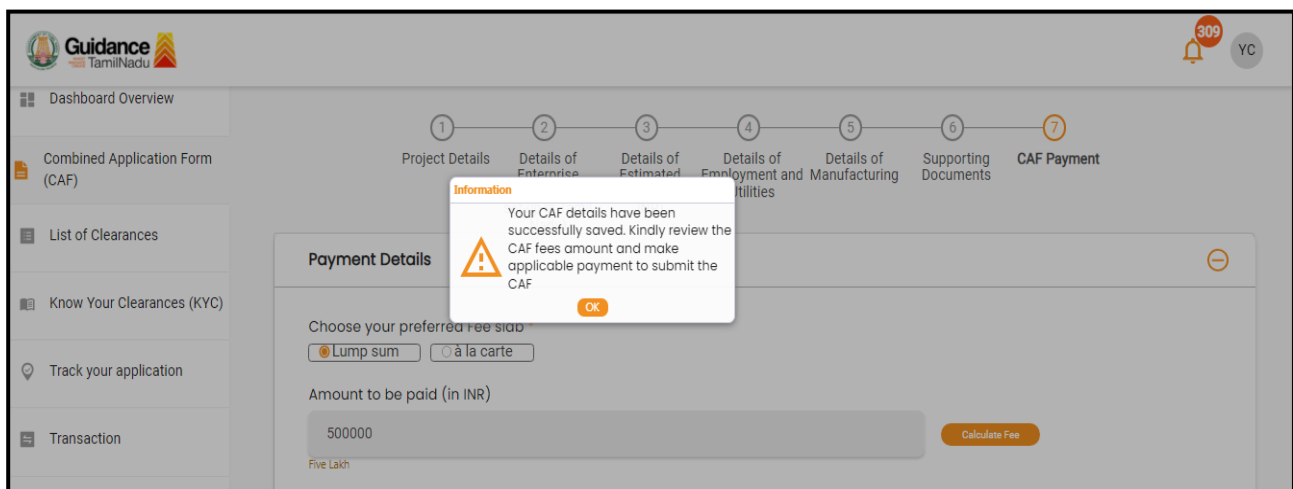
- Download the template.
- Prepare the self-certification documents as per the instructions given in the template and upload them.

- **Workflow:**

- Prepare and upload the business process flow chart.

3) After filling all the sections in combined application form (CAF), the applicant can submit the form.

4) When the applicant submits the combined application form (CAF), confirmation message will pop-up stating, '**Your request has been saved successfully**' (Refer Figure 12).



**Figure 12. Combined Application Form (CAF) - Confirmation Message**

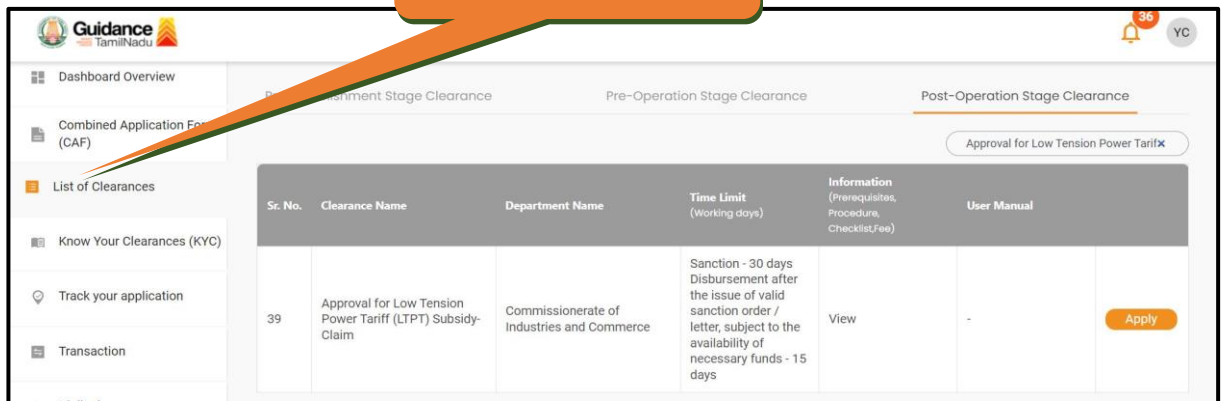
**Note:**

*If the applicant belongs to large industry, single window fee would be applicable according to the investment in Plant & Machinery or Turnover amount. [Clickhere](#) to access the Single Window Fee Slab.*

## 7. Apply for Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim

Click on "List of Clearances"

List of Clearances



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
39	Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim	Commissionerate of Industries and Commerce	Sanction - 30 days Disbursement after the issue of valid sanction order / letter, subject to the availability of necessary funds - 15 days	View	-

Figure 13. List of Clearances

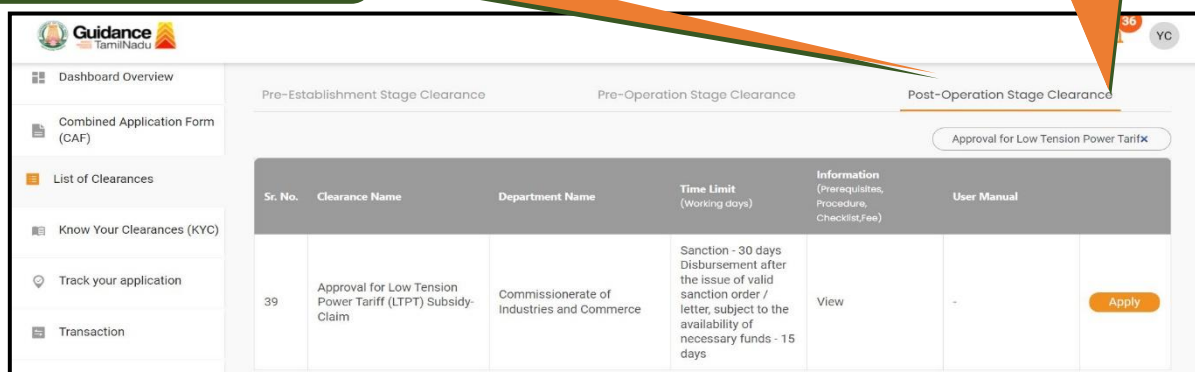
1. The list of clearances is segregated into three stages.

- **Pre-Establishment Stage Clearance**
- **Pre-Operation Stage Clearance**
- **Post-Operation Stage Clearance**

2. Select 'Post- Establishment Stage Clearance' and find the clearance 'Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim' by using Search option as shown in the figure given below.

Post- Establishment Stage Clearance

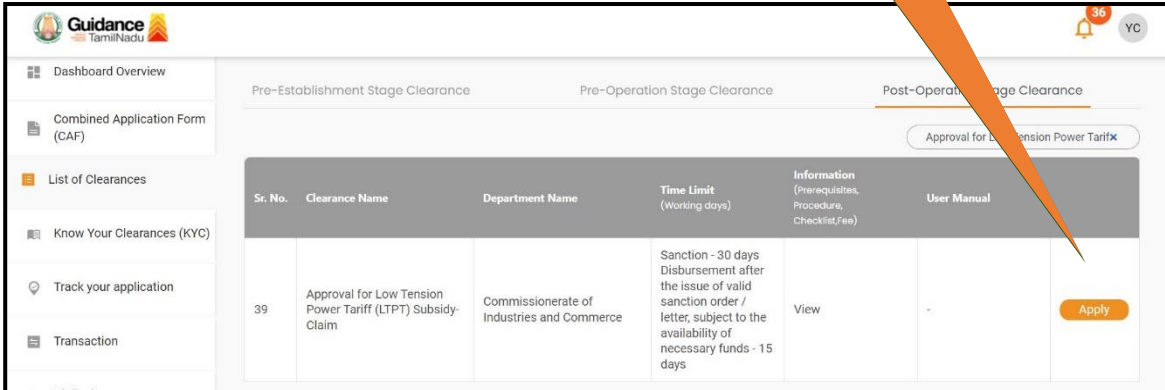
Search for Clearance



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
39	Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim	Commissionerate of Industries and Commerce	Sanction - 30 days Disbursement after the issue of valid sanction order / letter, subject to the availability of necessary funds - 15 days	View	-

Figure 14. Search for Clearance

3. Applicant can view information on workflow, checklist of supporting documents to be uploaded by the applicant and fee details. Click on 'view' to access the information (Refer Figure 15)
4. To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 15).
5. The Applicant can apply to obtain license for more than 1 establishment using a single login, but the applicant must create multiple Combined Application Form (CAF) for each of the establishment.



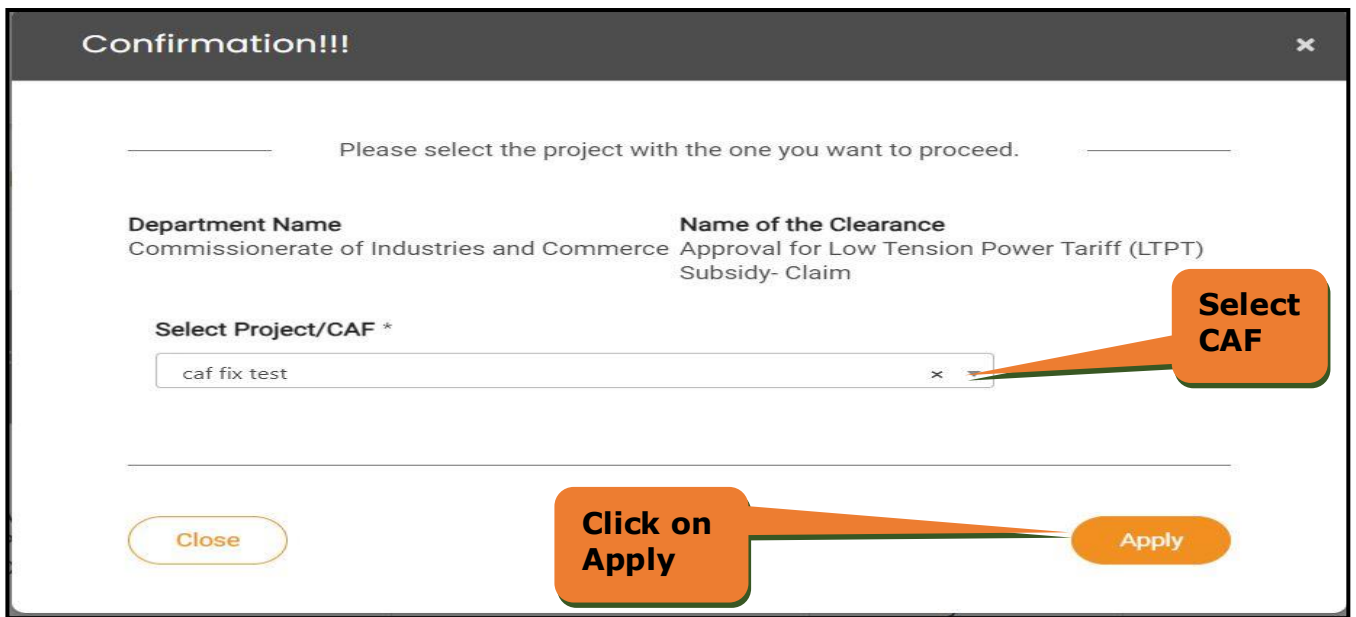
The screenshot displays the Guidance TamilNadu dashboard. The left sidebar contains navigation options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, and Transaction. The main content area is titled 'Approval for Low Tension Power Tariff' and features a table with the following data:

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist/Fee)	User Manual
39	Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim	Commissionerate of Industries and Commerce	Sanction - 30 days Disbursement after the issue of valid sanction order / letter, subject to the availability of necessary funds - 15 days	View	-

An orange callout box with the text 'Apply for Clearance' points to the 'Apply' button located in the bottom right corner of the table row.

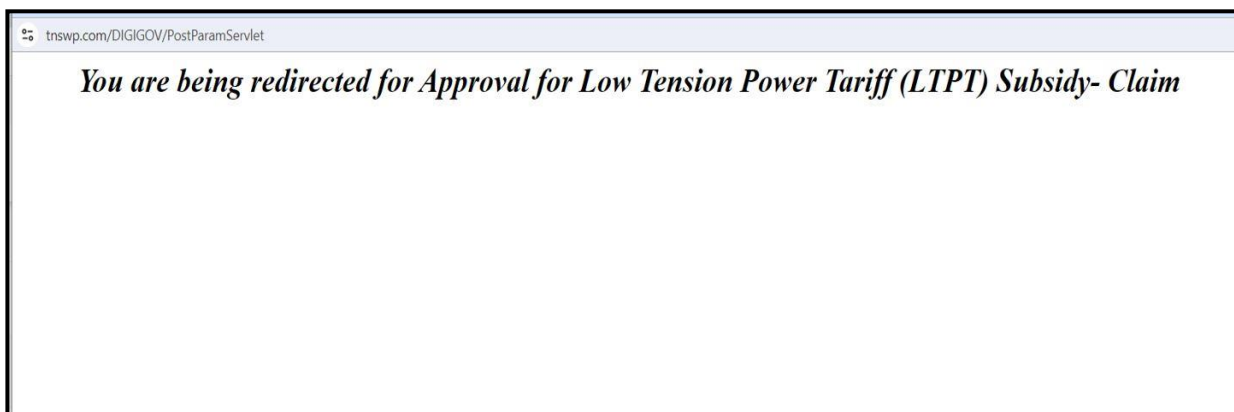
**Figure 15. Apply for Clearance**

1) Select **PROJECT / CAF** from the drop-down menu.



**Figure 16. Project/CAF**

2) Click on the Apply button and the Page would get redirected to Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim



**Figure 17. Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim**



### 3) Enter all the mandatory fields Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim.

twadeodb.tn.gov.in/eodb/swpAuth.do

**Application for new industrial/private water supply**

**Personal Details**

Site Details

Additional Information

**Legal Name of Company: \***

luytr Enter Company Name  
Ex: ABC Company

**Name of contact person: \***

Mr Yokesh Chinnakannu

**Mobile Number: \***

+91 9092653218

**Survey Field No: \***

Survey Field No

**STD Code** **Land line number:**

Ex: 12345 9092653218

**Site Address: \***

Ex: DoorNo

Ex: Plot No

luytr

Ex: Location

638459

--Select District-- v

--Select Block-- v

--Select Village-- v

**Local Body:**

Local Body

**Email Id: \***

kdw@gmail.com

**Address for Correspondence: \***

Is Correspondence Address same as Site Address?

Ex: DoorNo

Ex: Plot No

luytr

Ex: Location

638459

Next

twadeodb.tn.gov.in/eodb/swpAuth.do

**Application for new industrial/private water supply**

Personal Details

**Site Details**

Additional Information

**Type of category: \*** --Select Category-- PDF Add

**Is this a new connection? \*** Yes v

**REQs of water (in KLD): \*** Ex: 12345

**Type of water: \*** Treated (Chloronated) PDF Add

**Availability of water: \*** --Select-- v

**Application Fee:** **GST Amount(GST @ 18%):** **Total Amount:**

₹ 10000   ₹ 1800   ₹ 11800

Back
Next

Application for new industrial/private water supply

Personal Details

Site Details

Additional Information

Location sketch showing the points of requirement (Scale not less than 1:400,.doc,.docx,.dwg,.pdf file, 5 MB);\*

Choose file No file chosen

Google map with Lat/Long (.doc,.docx,.dwg,.pdf file, 5 MB);\*

Choose file No file chosen

Ownership proof (sale deed/ lease deed/ rental deed) self-attested by the applicant ( PDF file, 5 MB);\*

Choose file No file chosen

Terms and Conditions

- Those who make early payment will be given priority for consideration.
- TWAD reserves the right to cancel / reject application or the approval of the connection
- Prioritization of the consumer will be the sole discretion of the Managing Director/TWAD

I Agree

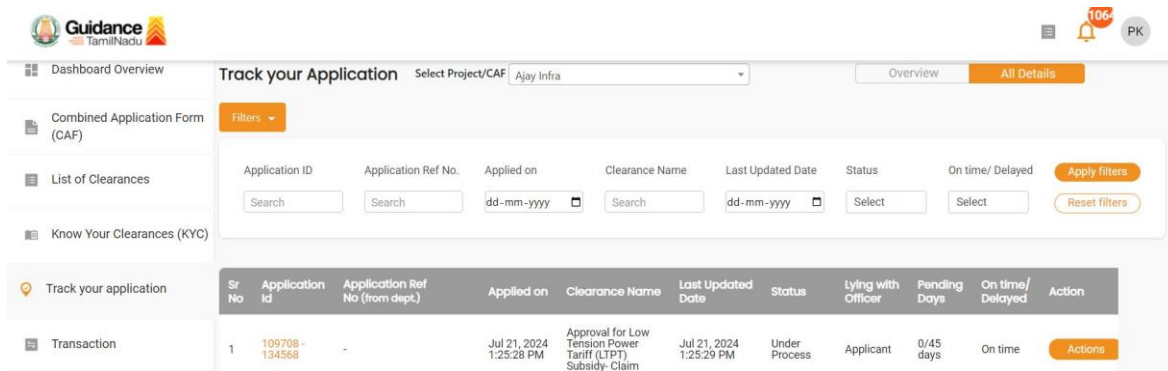
Back
Submit

Click on 'Submit'

**Figure 18. Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim**

**Application Submitted**

- 1) Applicant will fill the application form for Approval for Low Tension Power Tariff (LTPT) Subsidy Claim by uploading necessary Supporting Documents and submit the application. The application will be forwarded to the General Manager (DIC). The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details.**

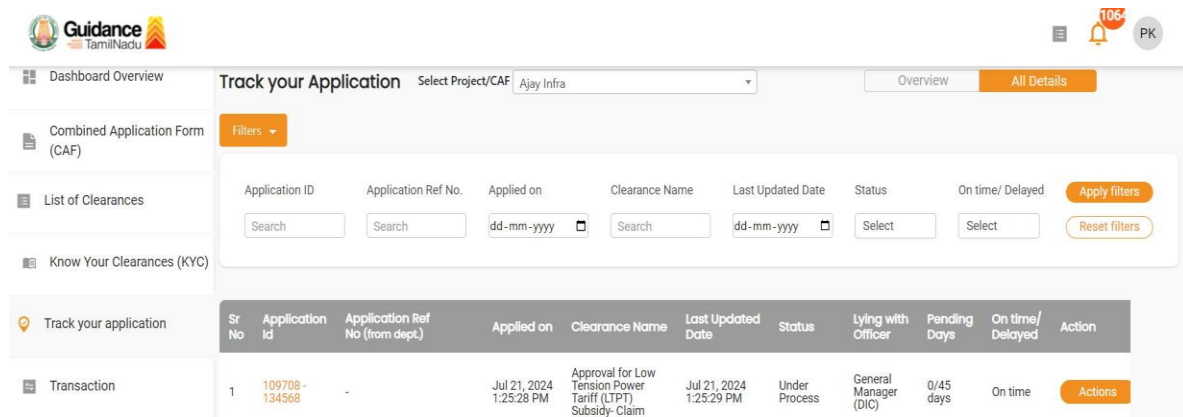


The screenshot shows the 'Track your Application' interface. It includes a sidebar with navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', and 'Transaction'. The main area displays a table of applications. The table has columns for Sr No, Application id, Application Ref No (from dept.), Applied on, Clearance Name, Last Updated Date, Status, Lying with Officer, Pending Days, On time/ Delayed, and Action.

Sr No	Application id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708 - 134568	-	Jul 21, 2024 1:25:28 PM	Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim	Jul 21, 2024 1:25:29 PM	Under Process	Applicant	0/45 days	On time	Actions

**Figure 19. Under Process**

- 2) The General Manager verifies the Application and forward to Additional Director/Assistant Engineer (DIC). The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**.

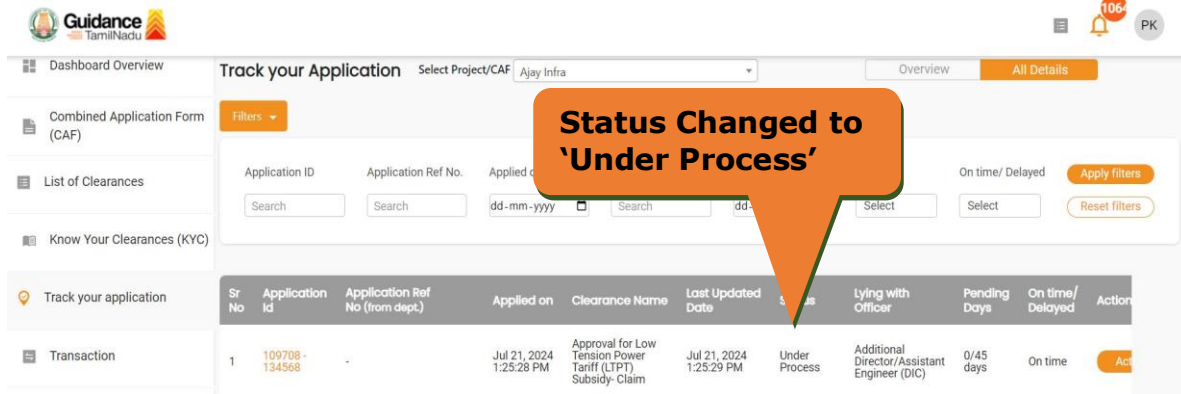


The screenshot shows the 'Track your Application' page. The left sidebar contains navigation options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, and Transaction. The main content area is titled 'Track your Application' and includes a dropdown for 'Select Project/CAF' (Ajay Infra) and tabs for 'Overview' and 'All Details'. Below this is a filter section with search boxes for Application ID, Application Ref No., Applied on, Clearance Name, and Last Updated Date, along with 'Apply filters' and 'Reset filters' buttons. A table displays the application details:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708 - 134568	-	Jul 21, 2024 1:25:28 PM	Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim	Jul 21, 2024 1:25:29 PM	Under Process	General Manager (DIC)	0/45 days	On time	Actions

**Figure 20. Under Process**

- 3) The AD/AE will verify the application and supporting Documents and check for eligibility if it is not eligible AD/AE will forward the comments to GM and GM will generate digitally signed Rejection letter and forward the rejection letter to the Applicant. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**.

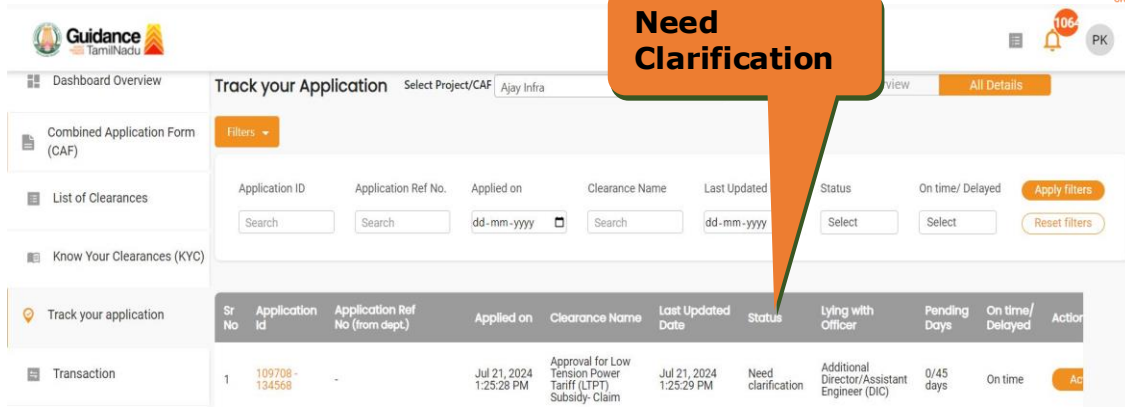


Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708 - 134568	-	Jul 21, 2024 1:25:28 PM	Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim	Jul 21, 2024 1:25:29 PM	Under Process	Additional Director/Assistant Engineer (DIC)	0/45 days	On time	Ac...

**Figure 21. Status of the Application**

## 8. Query Clarification

- 1) After submitting the application to the Commissionerate of Industries and Commerce, the Additional Director/Assistant Engineer (DIC) reviews the application and if there are any clarifications required, the Divisional Office would raise a query to the applicant.
- 2) Applicant would receive an alert message through Registered SMS/Email.
- 3) Applicant could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.
- 4) Applicant could view the status as '**Need Clarification**' under the 'Status' column. Click on 'Action' button responds to the query as shown in the below figure.



Dashboard Overview

Track your Application

Select Project/CAF: Ajay Infra

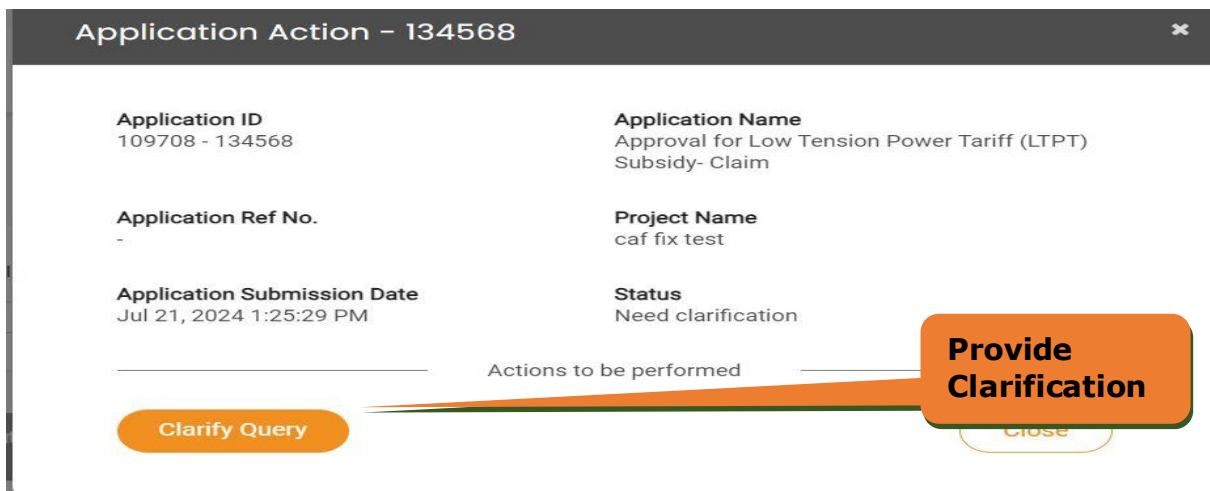
Filters

Application ID	Application Ref No.	Applied on	Clearance Name	Last Updated	Status	On time/ Delayed
<input type="text"/>	<input type="text"/>	<input type="text" value="dd-mm-yyyy"/>	<input type="text"/>	<input type="text" value="dd-mm-yyyy"/>	<input type="text"/>	<input type="text"/>

Apply filters | Reset filters

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708 - 134568	-	Jul 21, 2024 1:25:28 PM	Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim	Jul 21, 2024 1:25:29 PM	Need clarification	Additional Director/Assistant Engineer (DIC)	0/45 days	On time	As

**Figure 22. Need Clarification**



Application Action – 134568

<b>Application ID</b> 109708 - 134568	<b>Application Name</b> Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim
<b>Application Ref No.</b> -	<b>Project Name</b> caf fix test
<b>Application Submission Date</b> Jul 21, 2024 1:25:29 PM	<b>Status</b> Need clarification

Actions to be performed

Clarify Query | Provide Clarification | Close

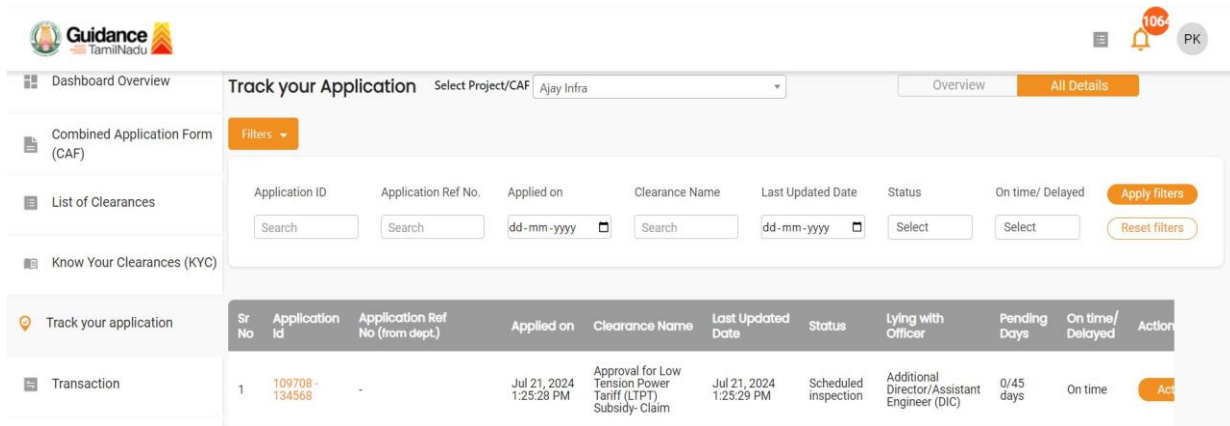
**Figure 23. Provide Clarification**

- 5) The Applicant clicks on '**Provide Clarification**' button and responds to the Query.
- 6) The Application gets submitted to the department after the query has been addressed by the Applicant.
- 7) The Status of the application changes from 'Need clarification' to '**Under Process**' after the Applicant submits the query.

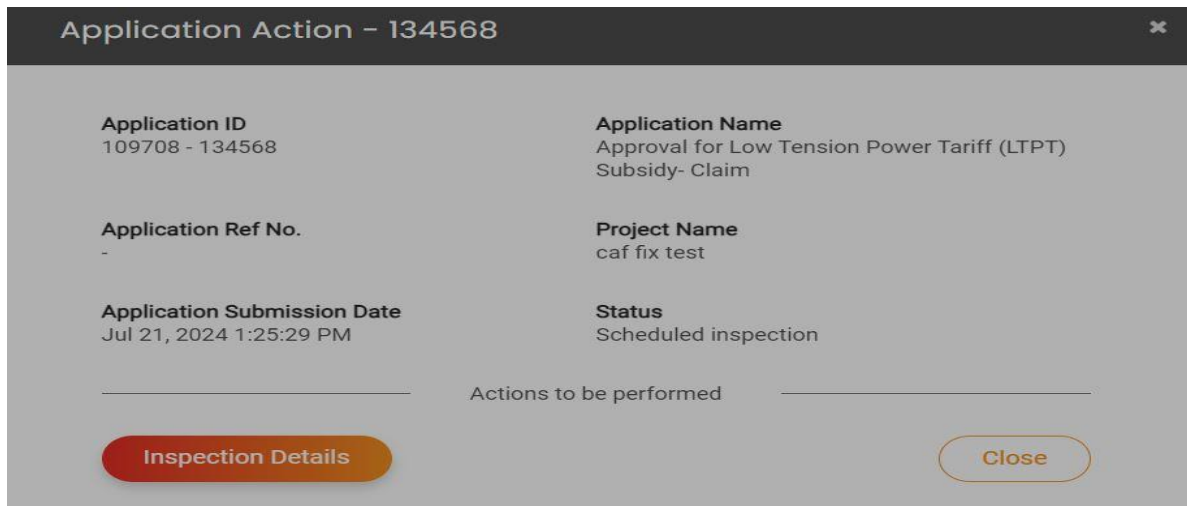
## 9. Inspection Schedule

- a. The Additional Director/Assistant Engineer (DIC) schedules the date of appointment for inspection to be done for the specified institution (Refer Figure 25).

b. The inspection date scheduled by the department is intimated to the user (Refer Figure 26)

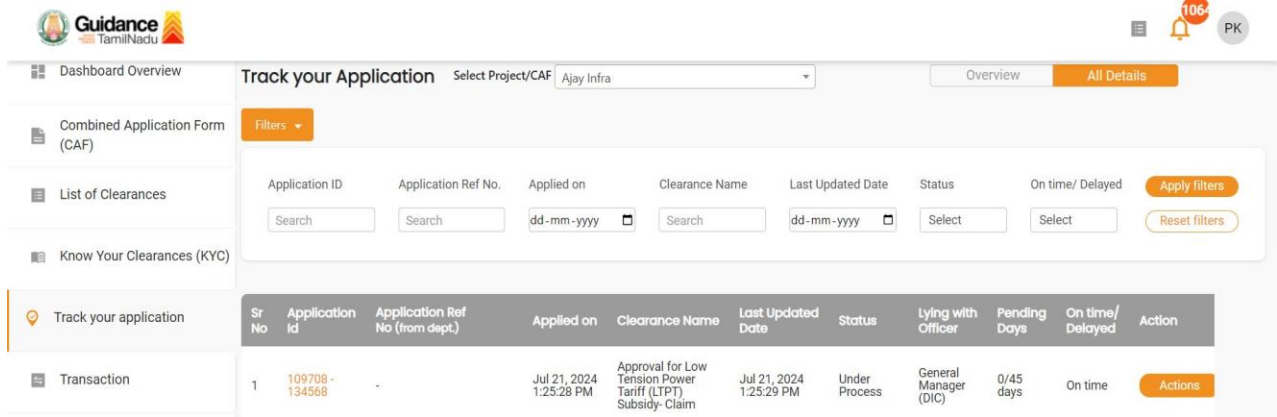


**Figure 24. Status changed to 'inspection scheduled'**



**Figure 25. Details of Scheduled Inspection**

4) The General Manager Scrutinizes the inspection Report and if the Applicant eligible for Subsidy the Digitally Signed Eligibility Certificate is forwarded to the Applicant otherwise rejects the application. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details.**

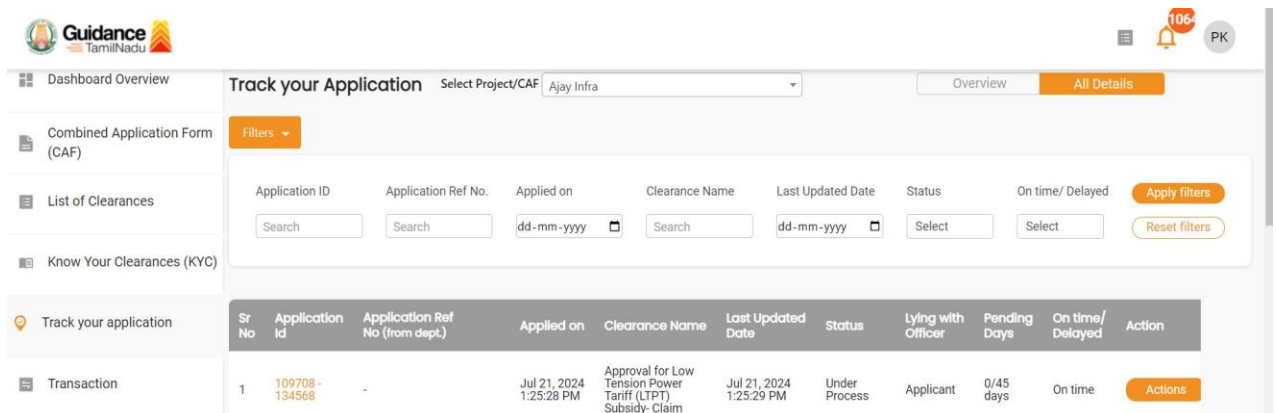


The screenshot shows the 'Track your Application' interface. At the top, there's a navigation bar with 'Dashboard Overview', 'Track your Application', and 'Transaction'. The 'Track your Application' section is active, showing a dropdown for 'Select Project/CAF' set to 'Ajay Infra'. Below this is a filter section with fields for Application ID, Application Ref No., Applied on, Clearance Name, Last Updated Date, Status, and On time/ Delayed. A table below displays the application details:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708 - 134568	-	Jul 21, 2024 1:25:28 PM	Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim	Jul 21, 2024 1:25:29 PM	Under Process	General Manager (DIC)	0/45 days	On time	Actions

**Figure 26. Under Process**

5) The applicant fills the subsidy claim form, upload relevant documents and enter connection details then will forward to consolidated claim to General Manager. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details.**



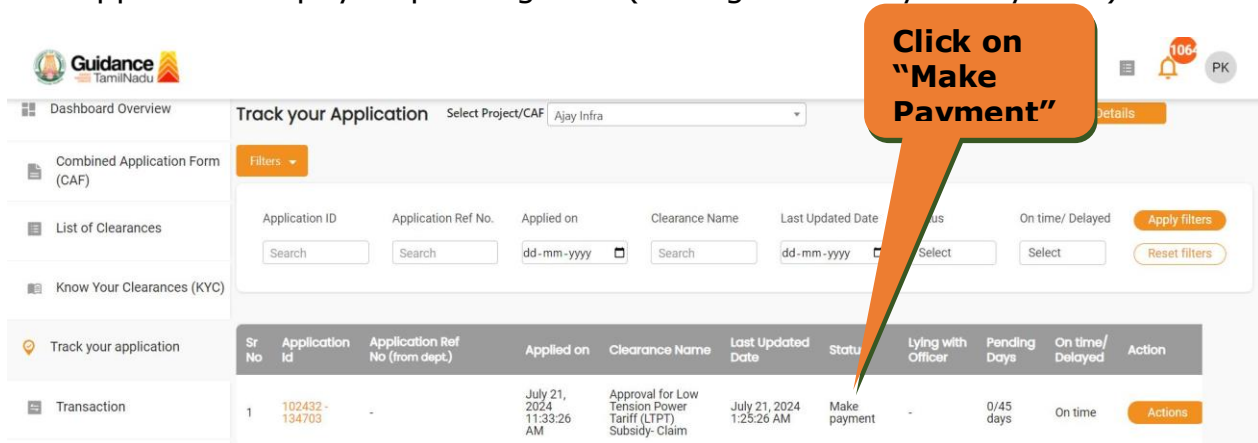
This screenshot is similar to Figure 26 but shows an update in the application status. The 'Lying with Officer' field in the table now reads 'Applicant' instead of 'General Manager (DIC)'. The rest of the interface, including the filters and navigation, remains the same.

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708 - 134568	-	Jul 21, 2024 1:25:28 PM	Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim	Jul 21, 2024 1:25:29 PM	Under Process	Applicant	0/45 days	On time	Actions

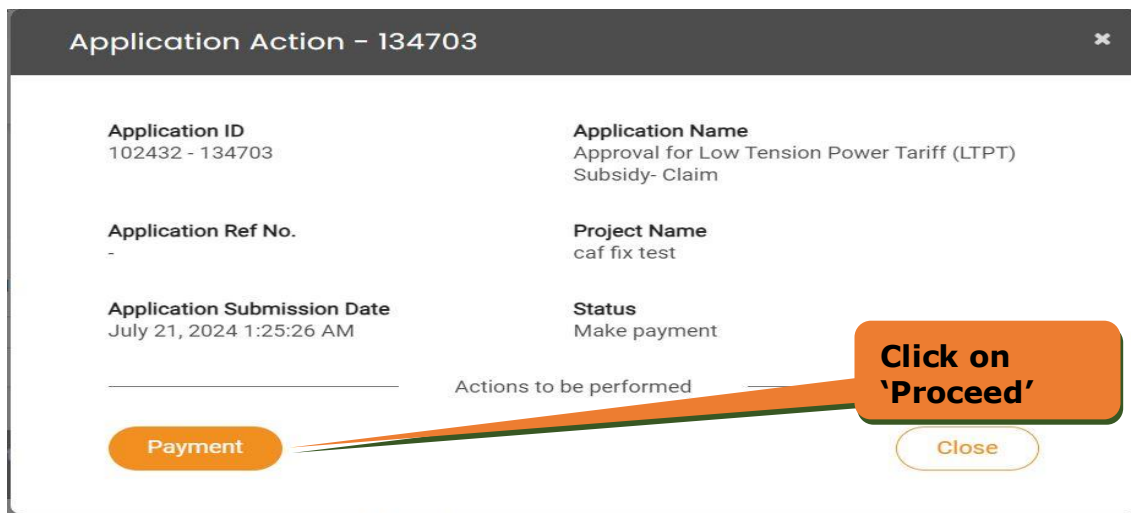
**Figure 27. Under Process**

## 10.Payment Process

The applicant will pay requesting fees (Auto generate by the system).



**Figure 28. Make Payment**



**Figure 29. Click on 'Proceed'**

- The General Manager will verify application form provide Electricity Bill from TANGEDCO and documents and schedule the inspection date. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details.**



The screenshot shows the 'Track your Application' interface. The project is 'Ajay Infra'. The application details are as follows:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708-134568	-	Jul 21, 2024 1:25:28 PM	Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim	Jul 21, 2024 1:25:29 PM	Under Process	General Manager (DIC)	0/45 days	On time	Actions

**Figure 30. Under Process**

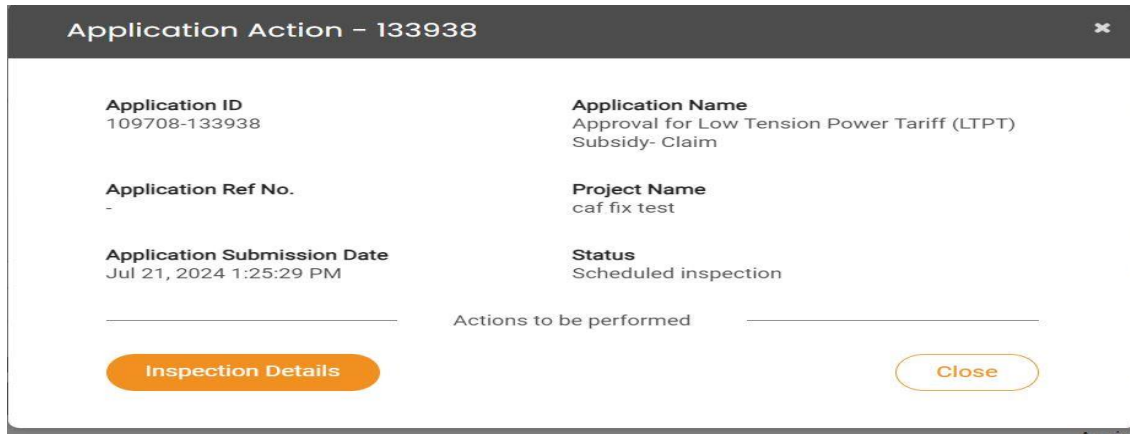
### Inspection Schedule

- The General Manager (DIC) schedules the date of appointment for inspection to be done for the specified institution (Refer Figure 25).
- The inspection date scheduled by the department is intimated to the user (Refer Figure 26)

The screenshot shows the 'Track your Application' interface with the status updated to 'Scheduled inspection'. The application details are as follows:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708-134568	-	Jul 21, 2024 1:25:28 PM	Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim	Jul 21, 2024 1:25:29 PM	Scheduled inspection	General Manager (DIC)	0/45 days	On time	Actions

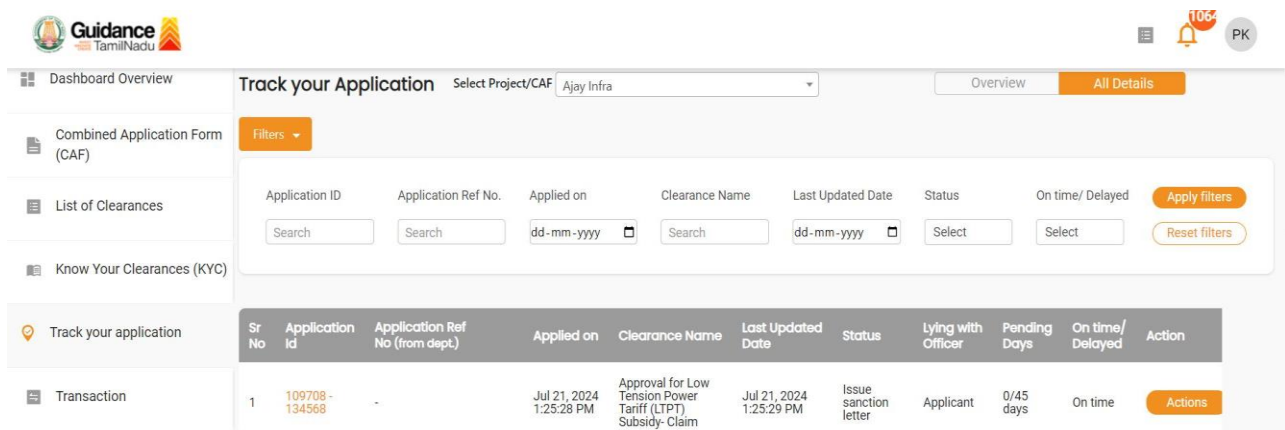
**Figure 31. Status changed to 'inspection scheduled'**



**Figure 32. Details of Scheduled Inspection**

**Issue sanction letter:**

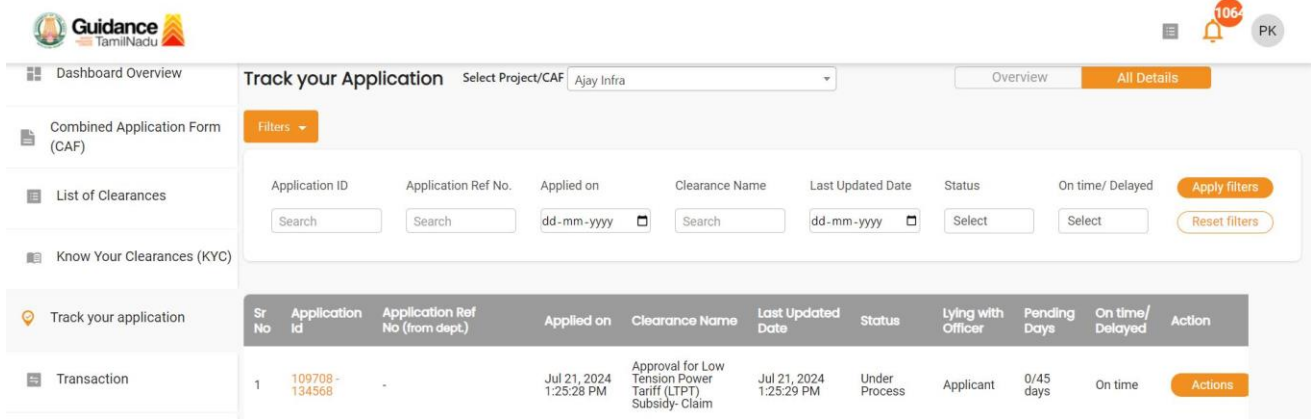
Once the inspection is completed create an inspection report if the Applicant eligible for Subsidy generate digitally signed sanction letter and forward the sanction letter to the applicant.



**Figure 33. Issue sanction letter**

**Application Submitted**

The applicant receives the sanction letter and forward to GM. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**



Dashboard Overview | Track your Application | Select Project/CAF: Ajay Infra | Overview | All Details

Filters

Application ID: Search | Application Ref No.: Search | Applied on: dd-mm-yyyy | Clearance Name: Search | Last Updated Date: dd-mm-yyyy | Status: Select | On time/ Delayed: Select | Apply filters | Reset filters

Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708-134568	-	Jul 21, 2024 1:25:28 PM	Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim	Jul 21, 2024 1:25:29 PM	Under Process	Applicant	0/45 days	On time	Actions

**Figure 34. Under Process**

### Inspection Schedule

- a. The General Manager (DIC) schedules the date of appointment for inspection to be done for the specified institution (Refer Figure 35).
- b. The inspection date scheduled by the department is intimated to the user (Refer Figure 36)



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Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708-134568	-	Jul 21, 2024 1:25:28 PM	Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim	Jul 21, 2024 1:25:29 PM	Scheduled inspection	General Manager (DIC)	0/45 days	On time	Actions

**Figure 35. Status changed to 'inspection scheduled'**

Application Action – 133938
✕

<p><b>Application ID</b> 109708-133938</p> <p><b>Application Ref No.</b> -</p> <p><b>Application Submission Date</b> Jul 21, 2024 1:25:29 PM</p>	<p><b>Application Name</b> Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim</p> <p><b>Project Name</b> caf fix test</p> <p><b>Status</b> Scheduled inspection</p>
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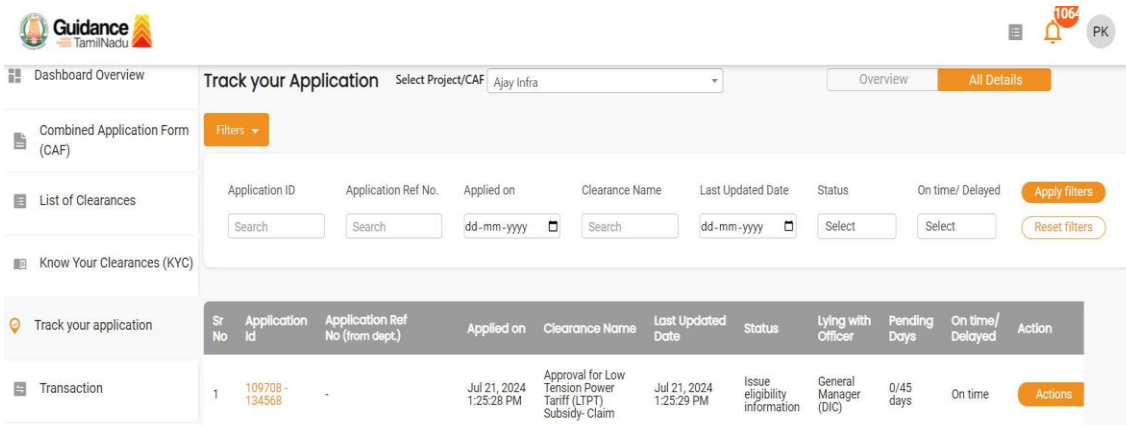
Actions to be performed


Inspection Details
Close

**Figure 36. Details of Scheduled Inspection**

**Issue eligibility information:**

The General Manager will conduct site existence inspection and if the applicant is eligible GM will forward eligibility information to the applicant. The applicant will update the latest bank details.





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- Dashboard Overview
- Combined Application Form (CAF)
- List of Clearances
- Know Your Clearances (KYC)
- Track your application
- Transaction

**Track your Application**

Select Project/CAF: Ajay Infra

Filters ▼

Overview All Details

Application ID	Application Ref No.	Applied on	Clearance Name	Last Updated Date	Status	On time/ Delayed	
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="dd-mm-yyyy"/> <span style="font-size: small;">📅</span>	<input type="text" value="Search"/>	<input type="text" value="dd-mm-yyyy"/> <span style="font-size: small;">📅</span>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<span style="background-color: #f4a460; padding: 2px 5px;">Apply filters</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Reset filters</span>

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708-134568	-	Jul 21, 2024 1:25:28 PM	Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim	Jul 21, 2024 1:25:29 PM	Issue eligibility information	General Manager (DIC)	0/45 days	On time	<span style="background-color: #f4a460; padding: 2px 5px;">Actions</span>

**Figure 37. Issue eligibility information**

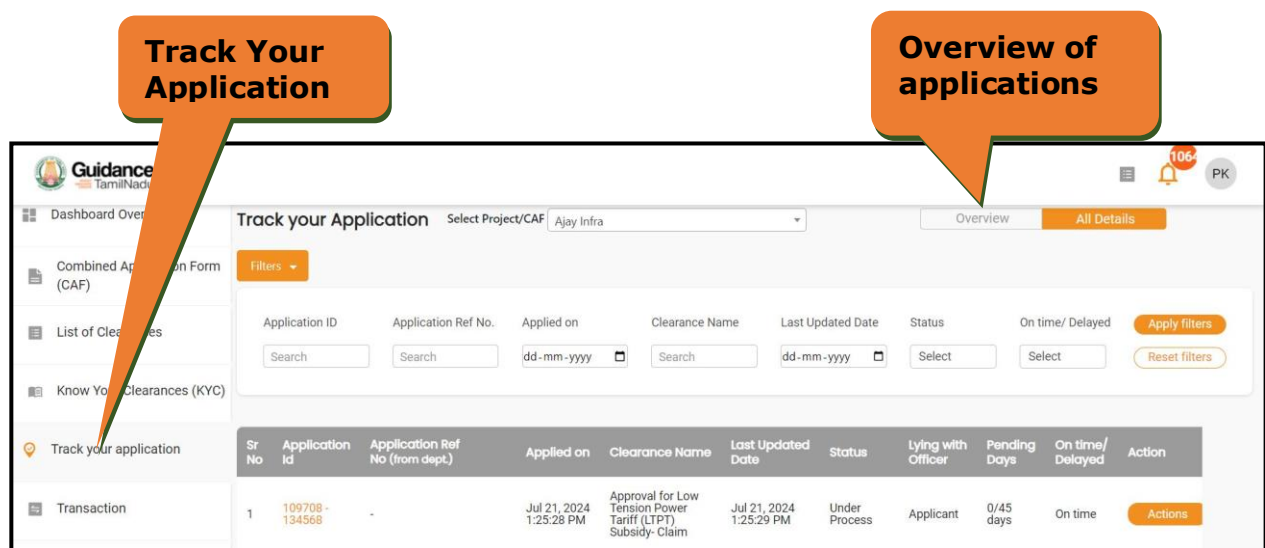
## 11. Track Your Application

- 1) After submitting the application, a unique 'token ID' would be generated. Using the '**Token ID**' the Applicant can track the status of clearances by clicking on 'Track your application' option.'
- 2) Applicant to choose the name of the project created during CAF from the dropdown '**Select Project / CAF**' displayed at the top of the page.

- **Track your application– Overview Option**

By clicking on 'Overview' tab, Applicant can view the count of various clearance statuses as follows.

- **Total Pending Clearances**
- **Total Approved Clearances**
- **Total Rejected Clearances**



**Track Your Application**

**Overview of applications**

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708-134568	-	Jul 21, 2024 1:25:28 PM	Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim	Jul 21, 2024 1:25:29 PM	Under Process	Applicant	0/45 days	On time	Actions

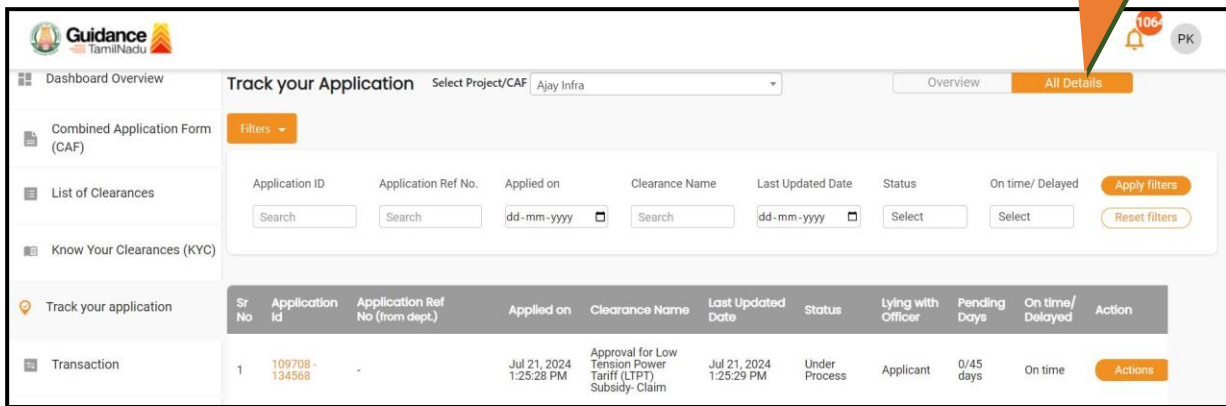
**Figure 38. Track Your Application**

- **Track your application– 'All Details' Option**

By clicking on 'All details' tab, Applicant can view the following statuses of the list of clearances applied for the specified project.

- **Applied on**
- **Last updated date**
- **Status of the application**
- **Lying with officer**
- **Pending days**
- **On time / Delayed Action**

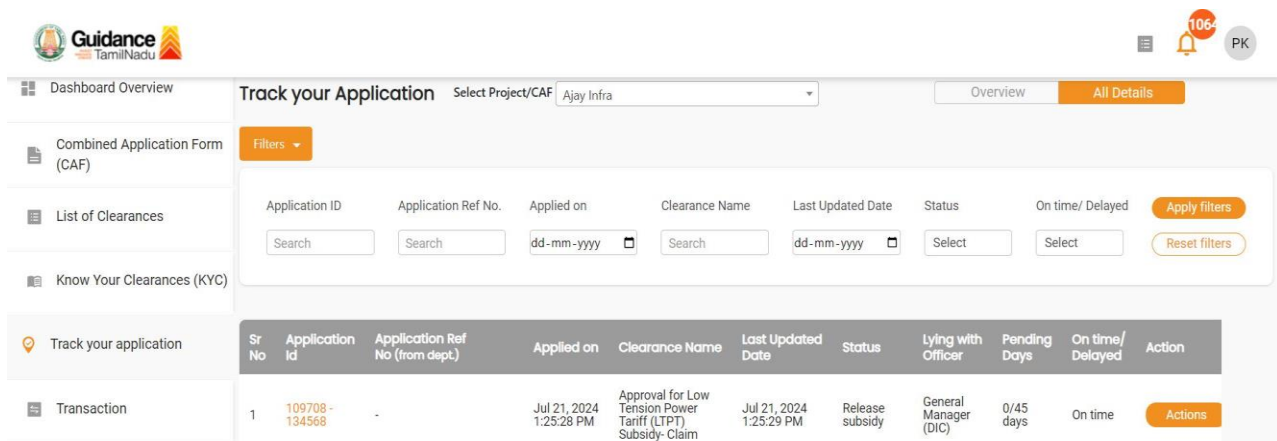
**All Details Options**



**Figure 39. 'All Details' tab**

**Release subsidy:**

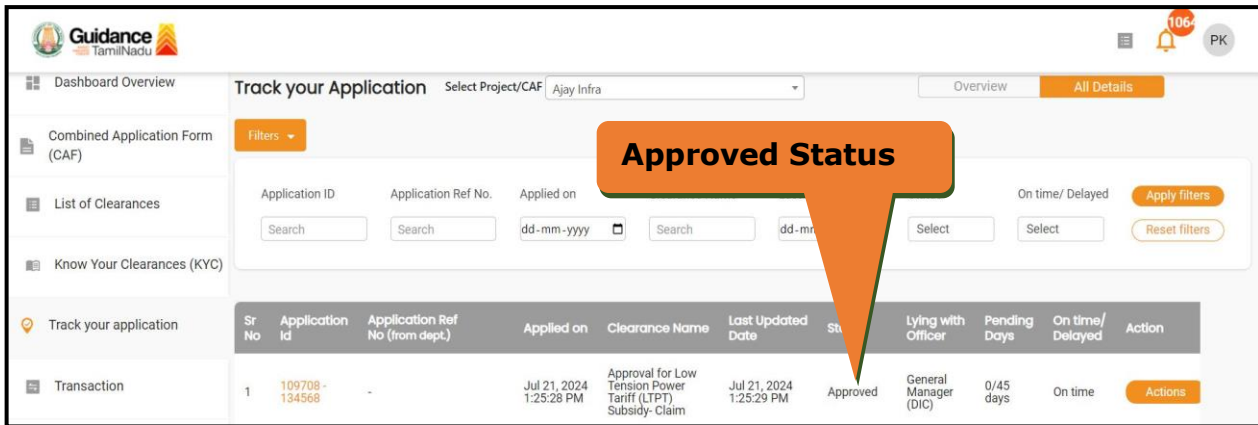
If the Applicant is eligible for the subsidy, GM will release the Subsidy and applicant will upload the received acknowledgement.



**Figure 40. Release subsidy**

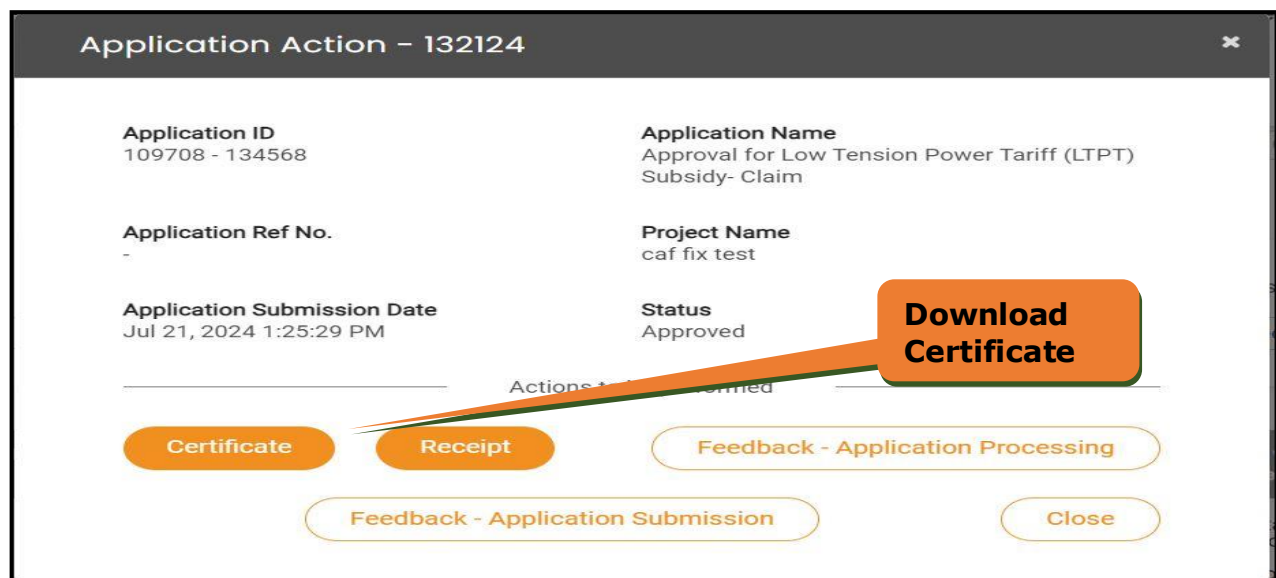
## 12. Application Processing

- 1) The General Manager (DIC) and reviews the application and updates the status as **“Approved or Rejected”**



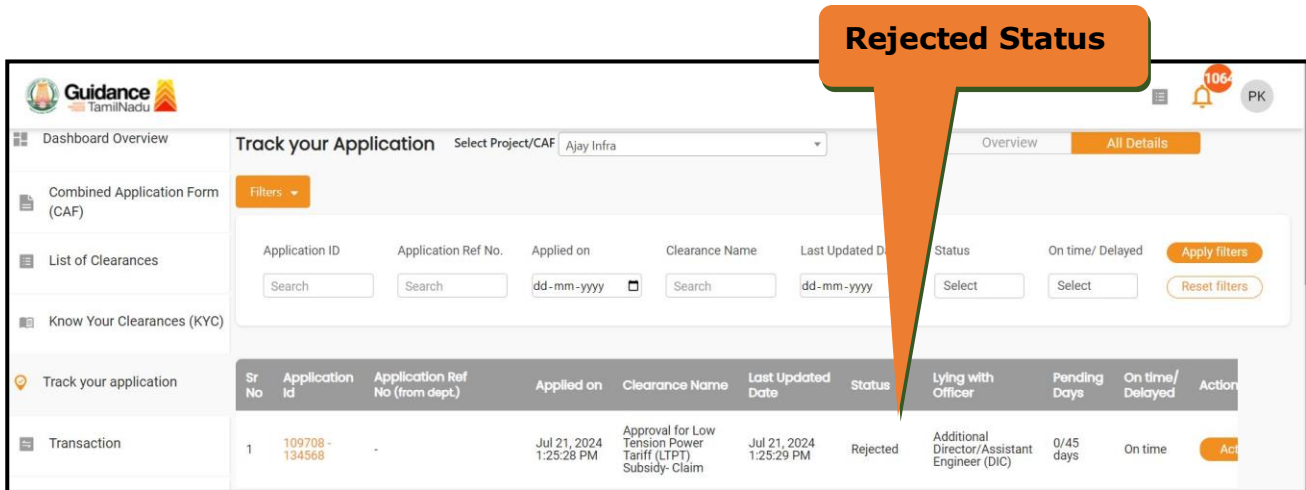
**Figure 41. Application Processed**

- 2) If the application is **‘Approved’** by the General Manager (DIC), the applicant can download the Approval Certificate under **Track your application – > Action button -> Download Certificate** (Refer Figure 42)



**Figure 42. Download Certificate**

3) If the application is '**Rejected**' by the Additional Director/Assistant Engineer (DIC), the applicant can view the rejection remarks under the Actions Tab by the Additional Director/Assistant Engineer (DIC). Applicant has to create a fresh application if the application has been rejected. (Refer Figure 43)



The screenshot shows a web dashboard for tracking applications. The main section is titled 'Track your Application' and includes a search filter for 'Ajay Infra'. Below this is a table with columns for Application ID, Application Ref No., Applied on, Clearance Name, Last Updated Date, Status, Lying with Officer, Pending Days, and On time/Delayed. A single application is listed with a status of 'Rejected'.

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708 - 134568	-	Jul 21, 2024 1:25:28 PM	Approval for Low Tension Power Tariff (LTPT) Subsidy- Claim	Jul 21, 2024 1:25:29 PM	Rejected	Additional Director/Assistant Engineer (DIC)	0/45 days	On time	Act

**Figure 43. Rejected Status**

