

TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Planning Permission for Layout (Layout Approval)

**Directorate of Town and Country Planning/ Chennai
Metropolitan Development Authority/ Urban Local
Bodies/ Rural Development and Panchayat Raj**



Table of Contents

1. Home Page.....	3
2. Registration	4
3. Mobile Number / Email ID – 2-Step Verification Process.....	6
4. Login	9
5. Dashboard Overview.....	10
6. Combined Application Form (CAF)	11
7. Apply for Planning Permission for Layout (Layout Approval)	14
8. Query Clarification	24
9. Inspection Schedule.....	27
10. Query Clarification	29
11. Prepare Query Letter.....	353
12. Payment Process	44
13. Track Your Application	55
14. Application Processing	57

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) Applicants 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:

- Browser Address Bar:** tnswp.com/DIGIGOV/swp-tnswp.jsp
- Page Header:**
 - A Tamil Nadu Government Portal
 - Wednesday, 30 November 2022, 10:11 pm (IST)
 - Operational Timings For Toll Free Number: 8:30 AM to 8:30 PM
 - Toll Free Number: 18002583878
 - Email: helpdesk@investtn.in
 - Industrial Helpline | English
- Navigation Menu:** Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, Help & Support, Register, Login
- Main Content:**
 - TAMIL NADU** Leading the Nation
 - #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
 - TN Single Window Fee Slab for Large Industries

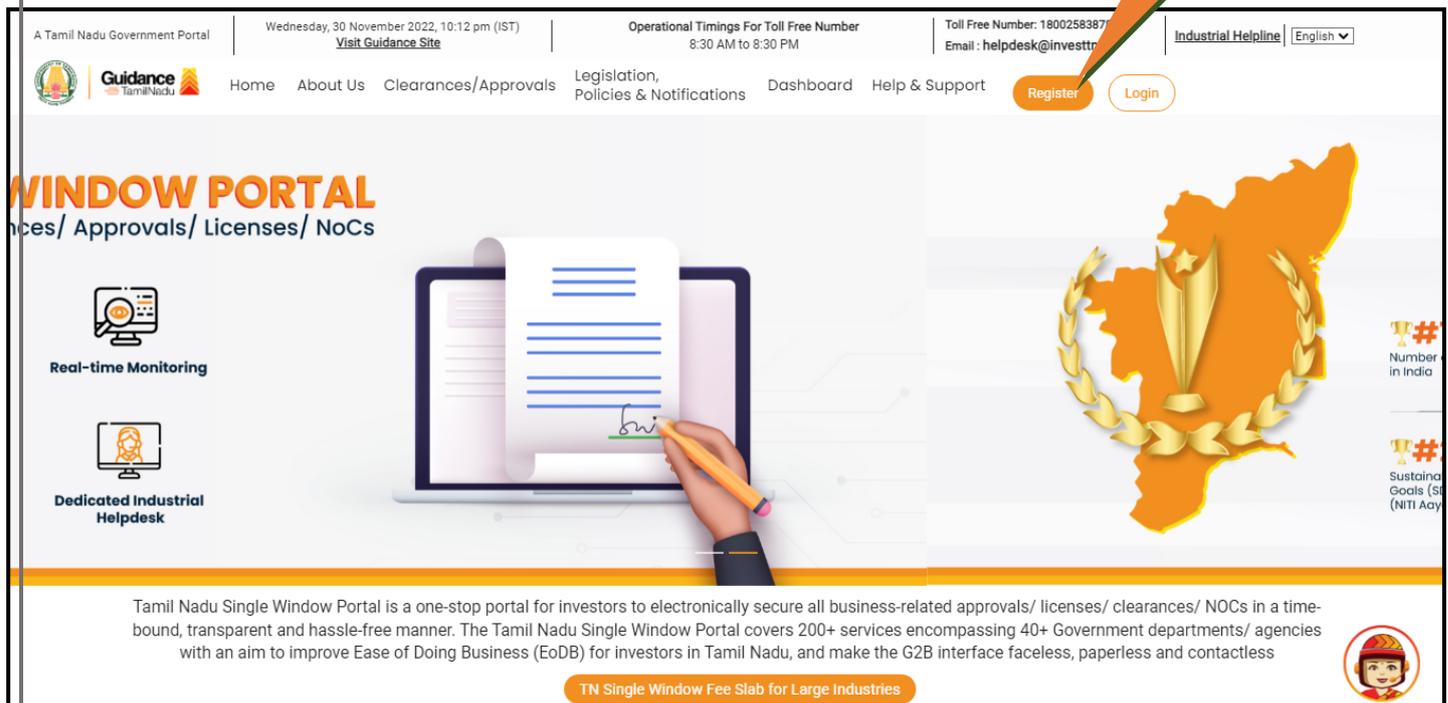
Figure 1. Single Window Portal Home Page

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**



A Tamil Nadu Government Portal | Wednesday, 30 November 2022, 10:12 pm (IST) | Visit Guidance Site | Operational Timings For Toll Free Number: 8:30 AM to 8:30 PM | Toll Free Number: 18002583877 | Email: helpdesk@investtr | Industrial Helpline | English

Guidance TamilNadu | Home | About Us | Clearances/Approvals | Legislation, Policies & Notifications | Dashboard | Help & Support | Register | Login

SINGLE WINDOW PORTAL
Clearances/ Approvals/ Licenses/ NoCs

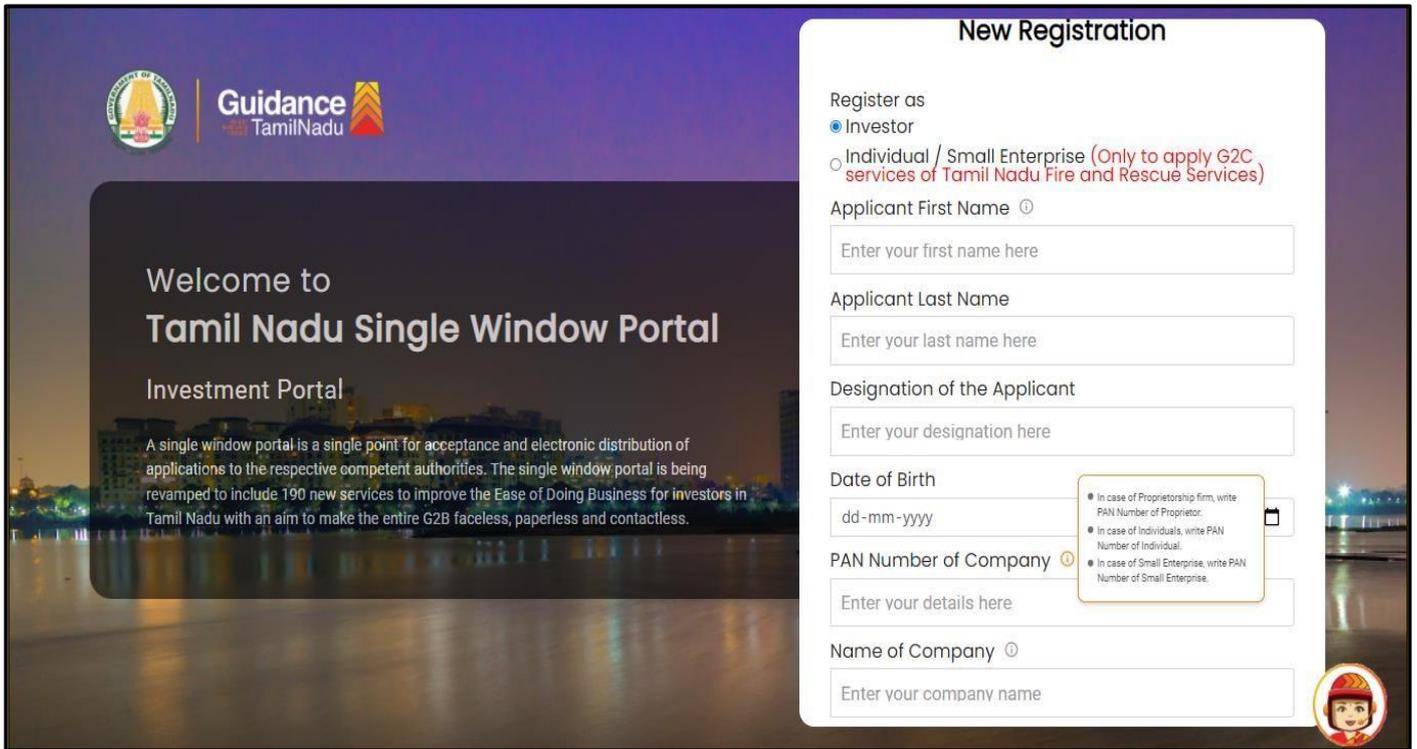
Real-time Monitoring
Dedicated Industrial Helpdesk

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

TN Single Window Fee Slab for Large Industries

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.



**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.

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

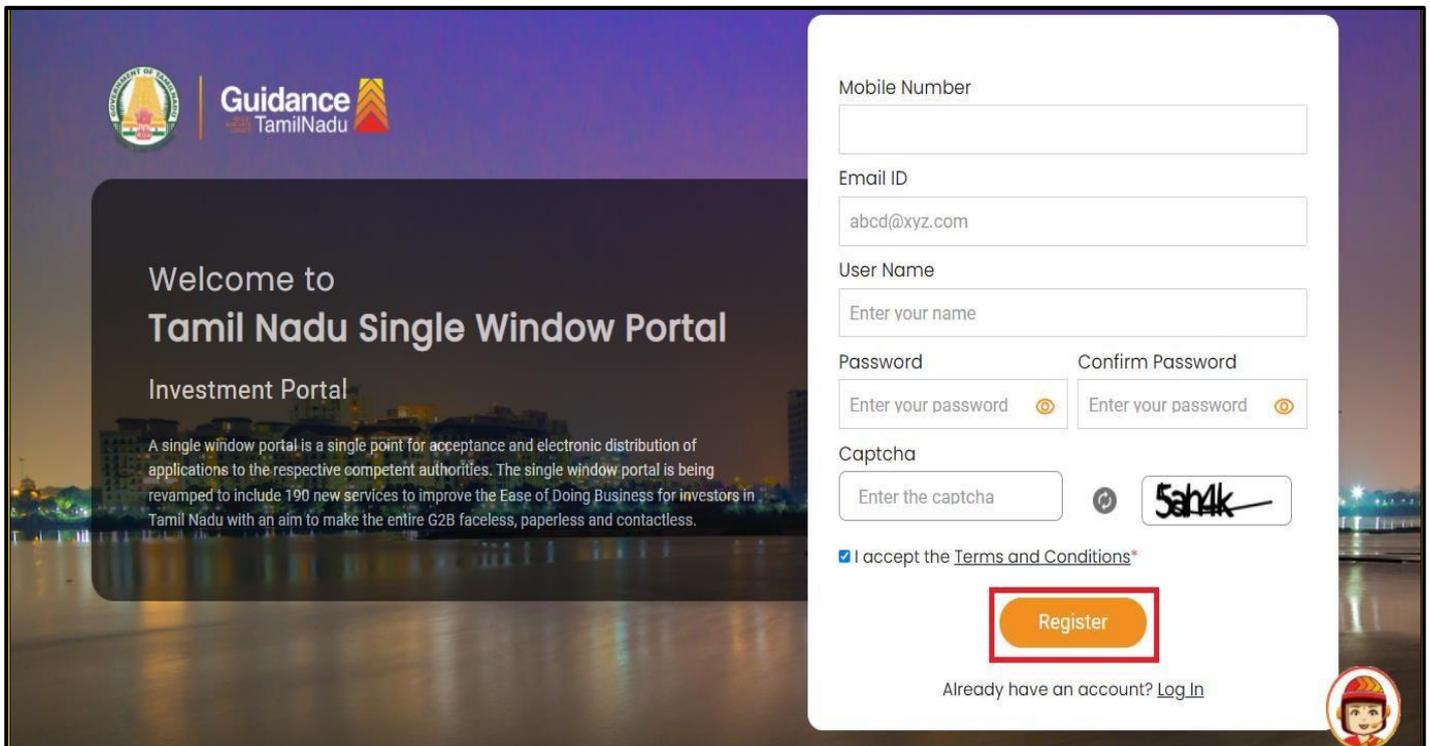
Date of Birth

PAN Number of Company

Name of Company

- 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.

Figure 3. Registration Form



**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.

Mobile Number

Email ID

User Name

Password Confirm Password

Captcha 

I accept the Terms and Conditions*

Register

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

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.

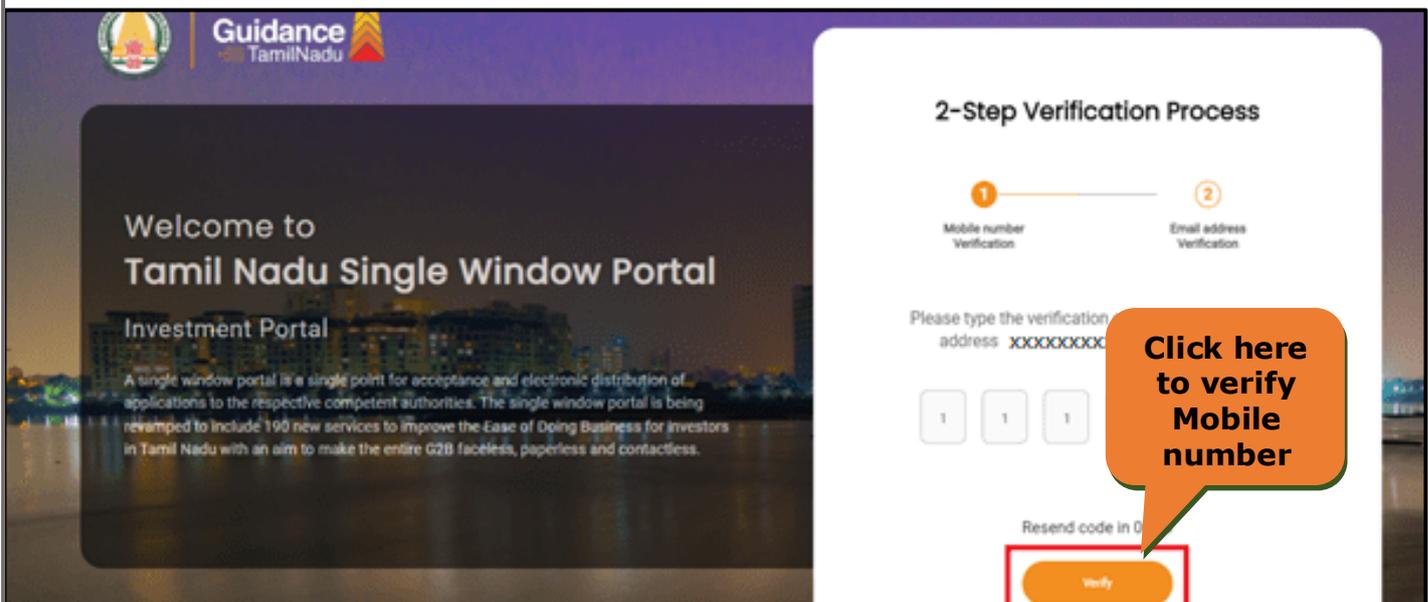


Figure 5. Mobile Number Verification

- **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.

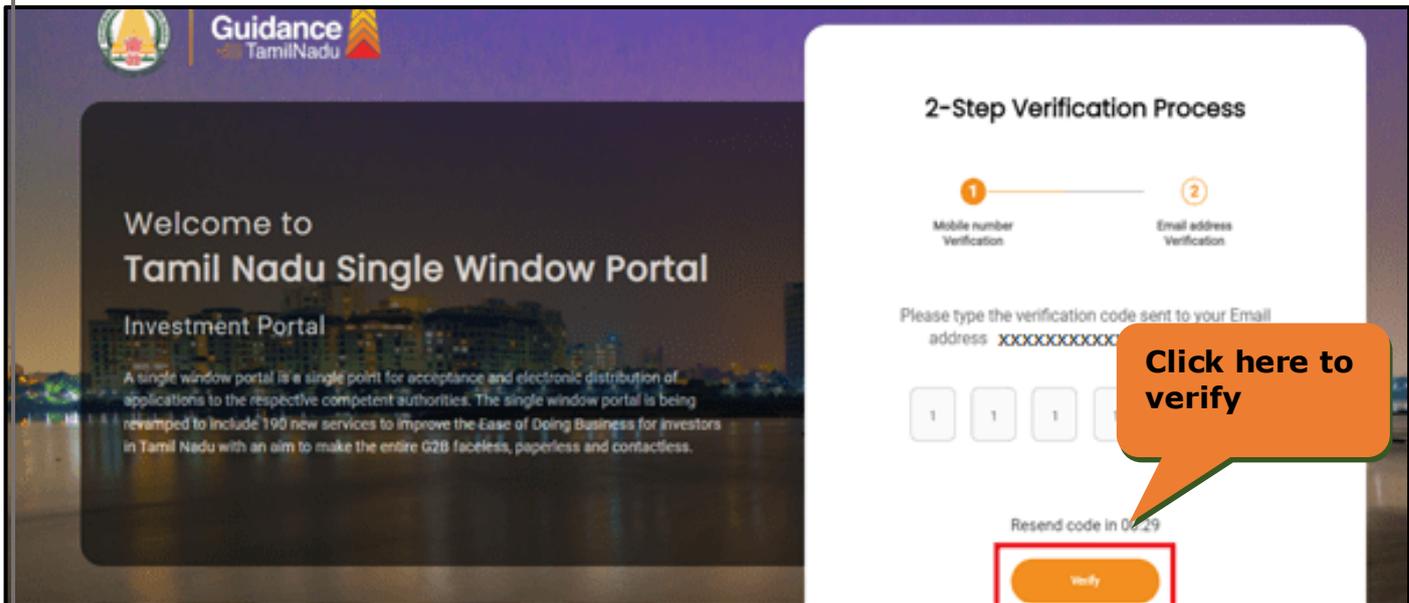


Figure 6. Email ID Verification

- 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.

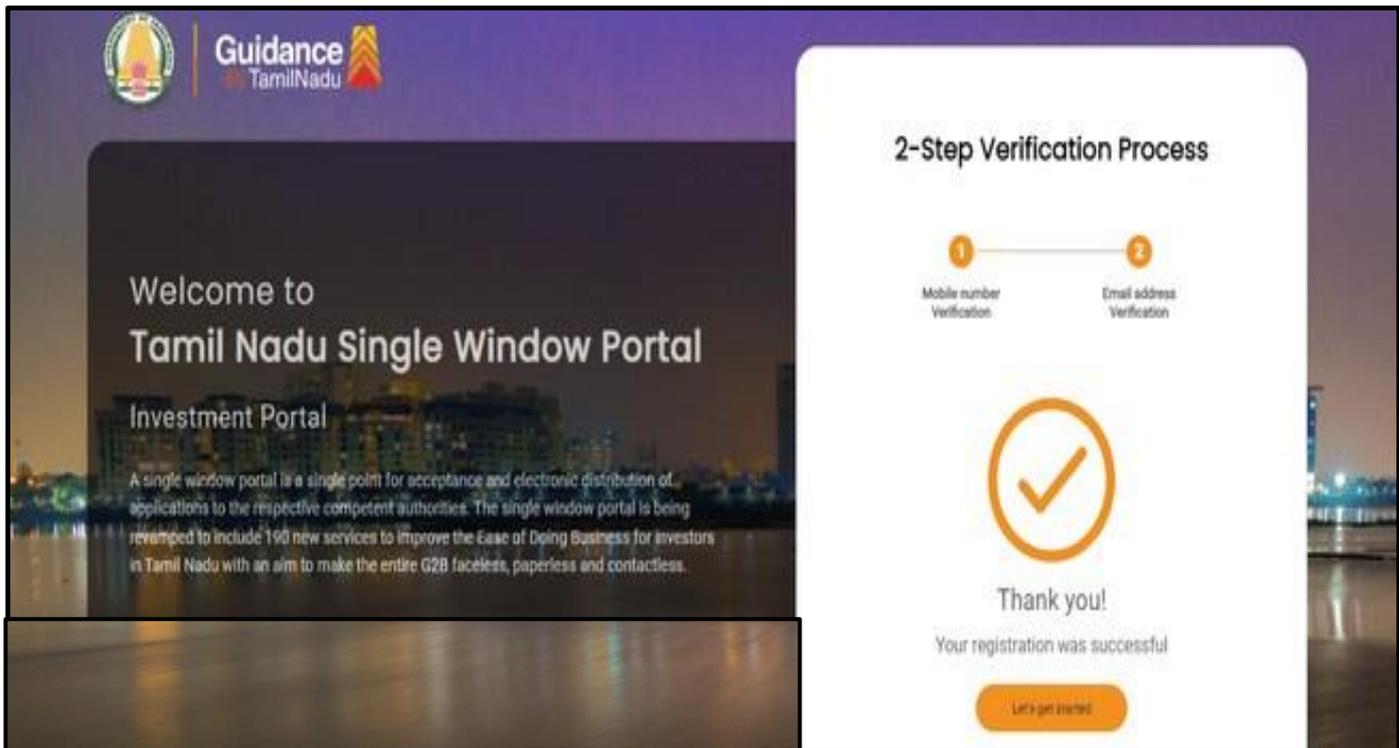


Figure 7. Registration Confirmation Pop-Up

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.

**Login to
TNSWP**



The screenshot shows the TNSWP website interface. The browser address bar displays 'tnswp.com/DIGIGOV/swp-tnswp.jsp'. The page header includes the Tamil Nadu Government Portal logo, the date 'Wednesday, 30 November 2022, 10:11 pm (IST)', operational timings for a toll-free number (8:30 AM to 8:30 PM), and contact information (Toll Free Number: 1800258387, Email: helpdesk@investtn.it). The main navigation menu includes 'Home', 'About Us', 'Clearances/Approvals', 'Legislation, Policies & Notifications', 'Dashboard', and 'Help & Support'. A 'Register' button and a 'Login' button are visible. The main content area features a large orange map of Tamil Nadu with a golden emblem, the text 'TAMIL NADU Leading the Nation', and a grid of achievements. A callout bubble points to the 'Login' button.

Achievement	Rank
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)	#1
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)	#2

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

TN Single Window Fee Slab for Large Industries

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.

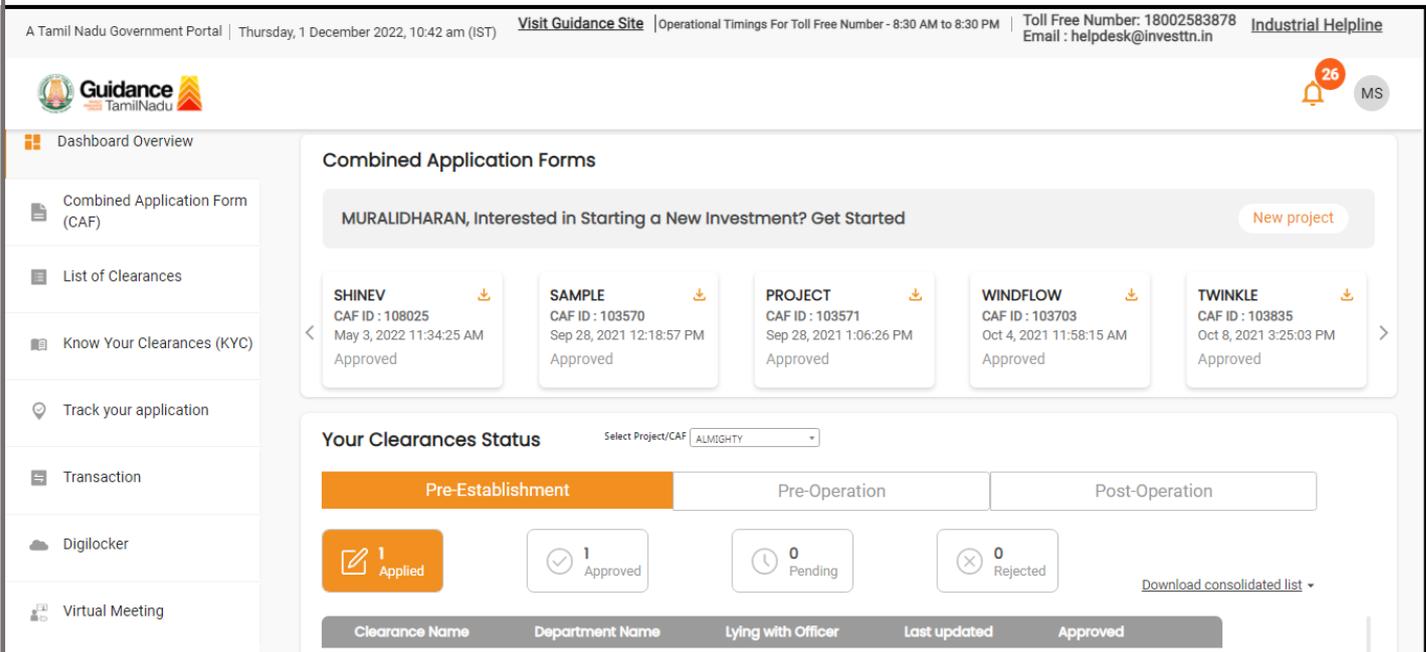
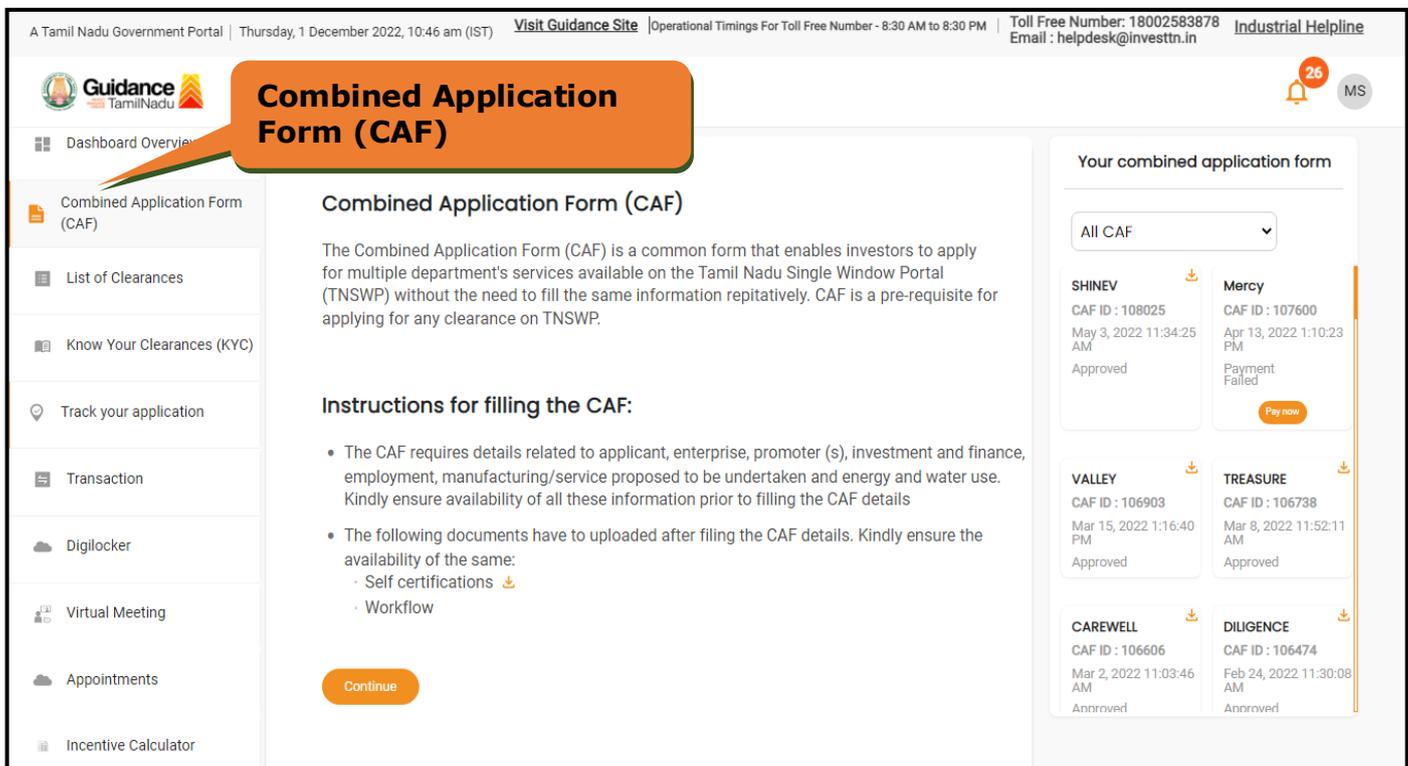


Figure 9. Dashboard Overview

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.



A Tamil Nadu Government Portal | Thursday, 1 December 2022, 10:46 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](#)

Combined Application Form (CAF)

Dashboard Overview

- Combined Application Form (CAF)
- List of Clearances
- Know Your Clearances (KYC)
- Track your application
- Transaction
- Digilocker
- Virtual Meeting
- Appointments
- Incentive Calculator

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 repetitively. 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 uploaded after filing the CAF details. Kindly ensure the availability of the same:
 - Self certifications
 - Workflow

[Continue](#)

Your combined application form

All CAF

SHINEV CAF ID : 108025 May 3, 2022 11:34:25 AM Approved	Mercy CAF ID : 107600 Apr 13, 2022 1:10:23 PM Payment Failed Pay now
VALLEY CAF ID : 106903 Mar 15, 2022 1:16:40 PM Approved	TREASURE CAF ID : 106738 Mar 8, 2022 11:52:11 AM Approved
CAREWELL CAF ID : 106606 Mar 2, 2022 11:03:46 AM Approved	DILIGENCE 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.

- **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).

The screenshot displays the Guidance TamilNadu web portal interface. The top navigation bar includes the logo and the text 'INVEST INNOVATE CREATE'. The main content area shows a progress bar with seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Manufacturing Utilities, 5. Details of Manufacturing, 6. Supporting Documents, and 7. CAF Payment. The current step is 'CAF Payment'. A confirmation message is displayed in the center, stating: 'Information: Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF.' Below the message, there is a 'Payment Details' section with a 'Choose your preferred fee slab' section containing two radio buttons: 'Lump sum' (selected) and 'à la carte'. The 'Amount to be paid (in INR)' is shown as '500000' with a 'Calculate Fee' button. The amount is also written as 'Five Lakh'.

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 Planning Permission for Layout (Layout Approval)

1. Click on "List of Clearances"

List of Clearances



Figure 13. List of Clearances

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

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

3. Select 'Pre- Establishment Stage Clearance' and find the clearance 'Planning Permission for Layout (Layout Approval)' by using Search option as shown in the figure given below.

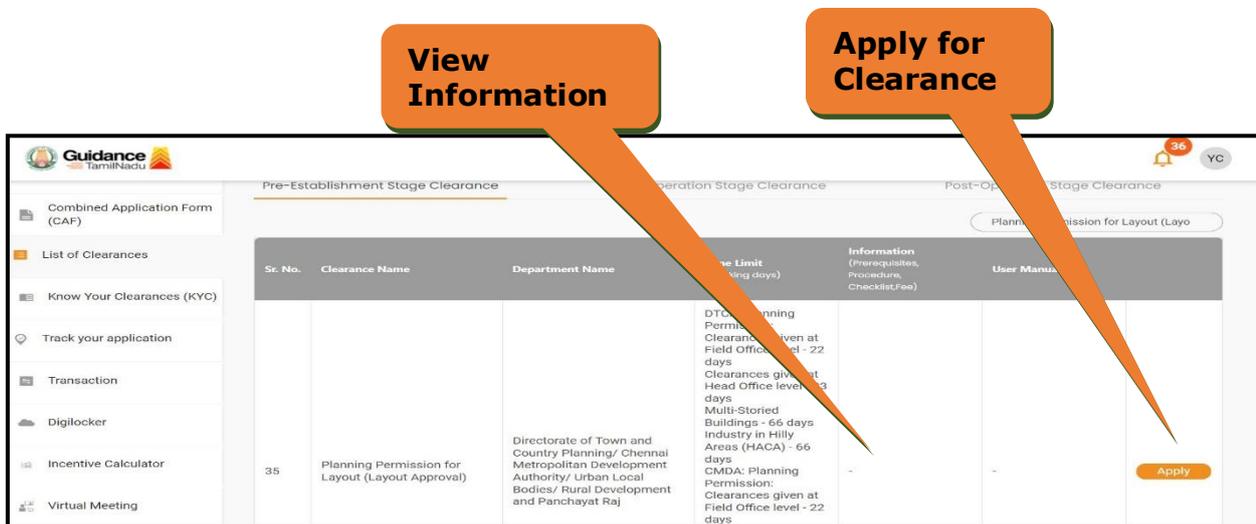
Pre-Establishment Stage

Search for Clearance



Figure 14. Search for Clearance

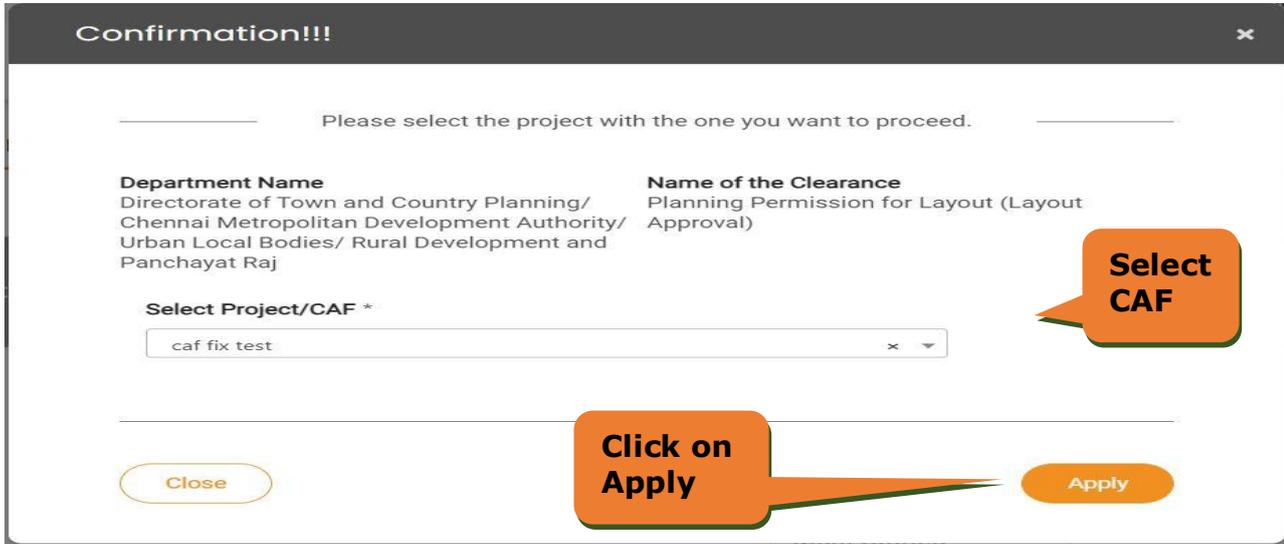
4. Applicant can view information on workflow, checklist of supporting documents to be uploaded by the applicant and fee details. Click on 'view' to access the information (Refer Figure 15)
5. To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 15).
6. 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.



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist/Fee)	User Manual
35	Planning Permission for Layout (Layout Approval)	Directorate of Town and Country Planning/ Chennai Metropolitan Development Authority/ Urban Local Bodies/ Rural Development and Panchayat Raj	DTCP: Planning Permission given at Field Office level - 22 days Clearances given at Head Office level - 29 days Multi-Storied Buildings - 66 days Industry in Hilly Areas (HACA) - 66 days CMDA: Planning Permission: Clearances given at Field Office level - 22 days	-	-

Figure 15. Apply for Clearance

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



The screenshot shows a 'Confirmation!!!' dialog box with a close button (X) in the top right corner. The main text reads: 'Please select the project with the one you want to proceed.' Below this, there are two columns of text: 'Department Name' (Directorate of Town and Country Planning/ Chennai Metropolitan Development Authority/ Urban Local Bodies/ Rural Development and Panchayat Raj) and 'Name of the Clearance' (Planning Permission for Layout (Layout Approval)). A dropdown menu labeled 'Select Project/CAF *' contains the text 'caf fix test'. At the bottom, there are three buttons: 'Close', 'Apply', and 'Apply'. An orange callout bubble points to the dropdown menu with the text 'Select CAF'. Another orange callout bubble points to the 'Apply' button with the text 'Click on Apply'.

Figure 16. Project/CAF

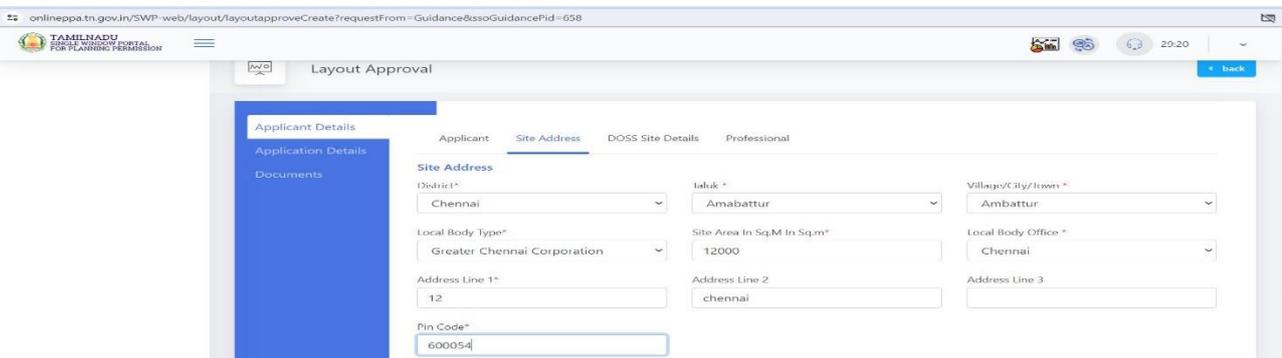
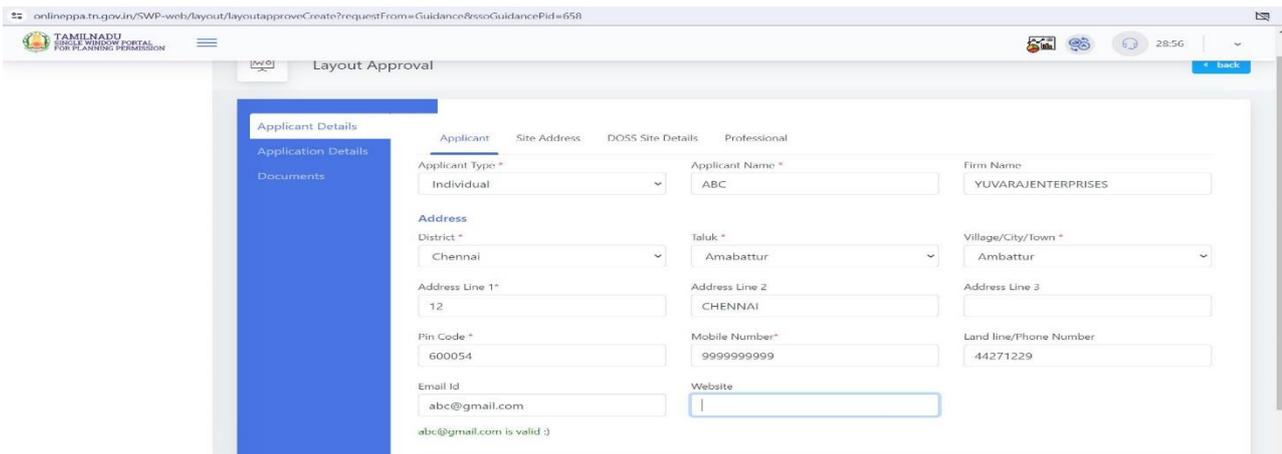
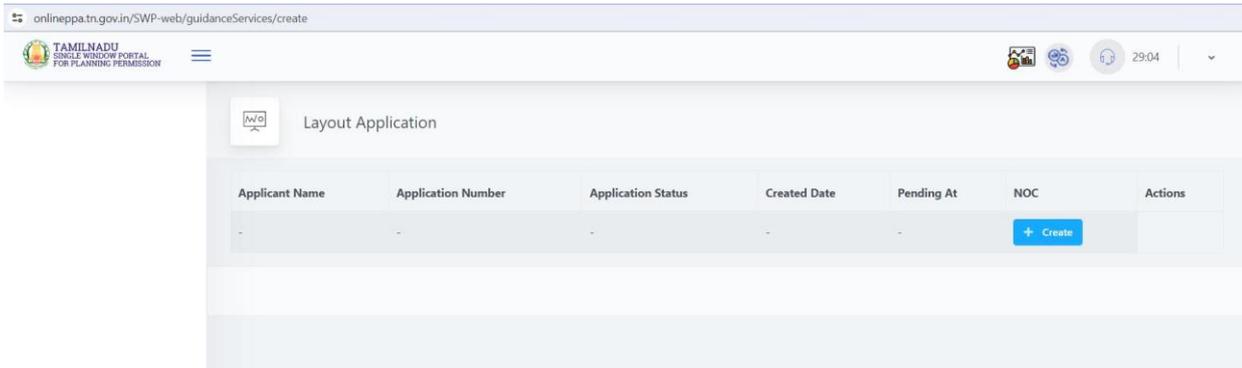
2) Click on the Apply button and the Page would get redirected to Planning Permission for Layout (Layout Approval).

onlineppa.tn.gov.in/SWP-web/guidanceServices/create

You are being redirected for Planning Permission for Layout (Layout Approval)

Figure 17. Planning Permission for Layout (Layout Approval)

3) Enter all the mandatory details in the application for Planning Permission for Layout (Layout Approval)



Local Body Office Details :

Department: CMDA ULB: GCC Block: []

Office Address: Greater Chennai Corporation,Ripon Building,Chennai

[+Add Details](#)

District	Taluk	Village/City/Town	Local Body Type	Site Area In Sq.m	Local Body Office	Address Line 1	Address Line 2	Address Line 3	Pin Code	Office Address	Block	Department	Ward	Zone	Street	Action

[←Back](#)

[+Add Details](#)

District	Taluk	Village/City/Town	Local Body Type	Site Area In Sq.m	Local Body Office	Address Line 1	Address Line 2	Address Line 3	Pin Code	Office Address	Block	Department	Ward	Zone	Street	Action
Chennai	AmabatturAmbattur	Greater Chennai Corporation	Greater Chennai Corporation	12000	Chennai12	chennai			600054	Greater Chennai Corporation,Ripon Building,Chennai		CMDA				De

[←Back](#) [→ Save & Continue](#)

onlineppa.tn.gov.in/SWP-web/layout/layoutapprove/Create?requestFrom=Guidance&sooGuidancePid=658

TAMILNADU SINGLE WINDOW PORTAL FOR PLANNING PERMISSION

Applicant Details Application Details Documents

Applicant: [] Site Address: [] DOSS Site Details Professional: []

Site Address: []

Site Details

District * [] Taluk * [] Village/City/Town * []

Rural Details

Revenue Village * []

Urban Details

District * [] Taluk * [] Town * []

Ward * [] Block * []

onlineppa.tn.gov.in/SWP-web/layout/layoutapprove/Create?requestFrom=Guidance&sooGuidancePid=658

TAMILNADU SINGLE WINDOW PORTAL FOR PLANNING PERMISSION

District * [] Taluk * [] Village/City/Town * []

Rural Details

Revenue Village * []

Urban Details

District * [] Taluk * [] Town * []

Ward * [] Block * []

[+Add Details](#)

Site	District	Taluk	Village	ULB Type	Revenue Village	Urban District	Urban Taluk	Urban Town/City/Village	Ward	Block

[←Back](#)

onlineppa.tn.gov.in/SWP-web/layout/layoutapproveCreate?requestFrom=Guidance&ssGuidancePid=658

TAMILNADU SINGLE WINDOW PORTAL FOR PLANNING PERMISSION

28:13

Layout Approval back

Applicant Details

Application Details

Documents

Site Details Approval Details Drawing Other Details

Layout Details

Survey No. Type *
Mixed Survey Number

Proposal category *
Government

Layout Type *
Industrial

Layout / Subdivision*
Layout

TAMILNADU SINGLE WINDOW PORTAL FOR PLANNING PERMISSION

27:30

Survey Field No./Revenue Survey No:

Village/City/Town*
[Dropdown]

Survey Type*
New

Survey Number Type*
Mixed Survey Number

Survey Number*
12345

Sub Division* (Use comma, if Survey Number is same)
Adivision

Land Extent as Sq.M *
12350

Division
chennai

Zone Name
adyar

Block No
cBlock

Block Name
MadhaBlock

Ward Number
4

Ward Name
award

Village Name	Survey Number	Sub Division	Survey Type	Survey Type No	Land Extent	Division	Zone	Block No	Block Name	Ward No	Ward Name	Action
--------------	---------------	--------------	-------------	----------------	-------------	----------	------	----------	------------	---------	-----------	--------

Land Use *
Planned

Site Photographs *(.jpg, .jpeg, .png)
1 files were chosen Choose Files

01.JPG Remove

Latitude Format(DD.MM.SS.s"N)N or S or W or E)*
180

Longitude Format(DD.MM.SS.s"N)N or S or W or E)*
140

Approval Type*
New

Present Use of Land *
Any other development in this site

Proposed Use of Land *
Transportation

Area of Special Character *
Other Areas

The Extent prior to 20.10.2016 in sq.m*
123450

Save & Continue

onlineppa.tn.gov.in/SWP-web/layout/layoutapproveCreate?requestFrom=Guidance&sssoGuidancePid=658

TAMILNADU SINGLE WINDOW PORTAL FOR PLANNING PERMISSION

Layout Approval

Applicant Details

Application Details

Documents

Site Details Approval Details Drawing Other Details

Patta Extent * 12 Conversion Type * Hectare to Sqm Patta Extent * 120000

Scrutiny Fees(In RS) * 180000 No of Plots Required * 12 Width of Access Road in mtrs * 1555

Extent as per Document Sq.m * 1500 Least Plot Extent(IN Sq.mtr) * 12000 Road Area in Sq.mtrs 1111

Plot-able Area (In Sq.mtr) 1111 Park Area (OSR) (IN Sq.mtr) 1111 E.W.S Area (IN Sq.mtr) 1111

Public Purpose Plots 1111 Shop Site 111111 Regular Plots 1111

onlineppa.tn.gov.in/SWP-web/layout/layoutapproveCreate?requestFrom=Guidance&sssoGuidancePid=658

TAMILNADU SINGLE WINDOW PORTAL FOR PLANNING PERMISSION

Layout Approval

Applicant Details

Application Details

Documents

Site Details Approval Details Drawing Other Details

Patta Extent * 12 Conversion Type * Hectare to Sqm Patta Extent * 120000

Scrutiny Fees(In RS) * 180000 No of Plots Required * 12 Width of Access Road in mtrs * 1555

Extent as per Document Sq.m * 1500 Least Plot Extent(IN Sq.mtr) * 12000 Road Area in Sq.mtrs 1111

Plot-able Area (In Sq.mtr) 1111 Park Area (OSR) (IN Sq.mtr) 1111 E.W.S Area (IN Sq.mtr) 1111

Public Purpose Plots 1111 Shop Site 111111 Regular Plots 1111

onlineppa.tn.gov.in/SWP-web/layout/layoutapproveCreate?requestFrom=Guidance&sssoGuidancePid=658

TAMILNADU SINGLE WINDOW PORTAL FOR PLANNING PERMISSION

Approach Road Details for proposed Layout

Lead To (From -To) 1111 Nature of the road 1111

Name of the connecting major road 1111 Approach Road Maintained By 111111

Ownership of The Approach Road 1111 Status of the abutting road 111111

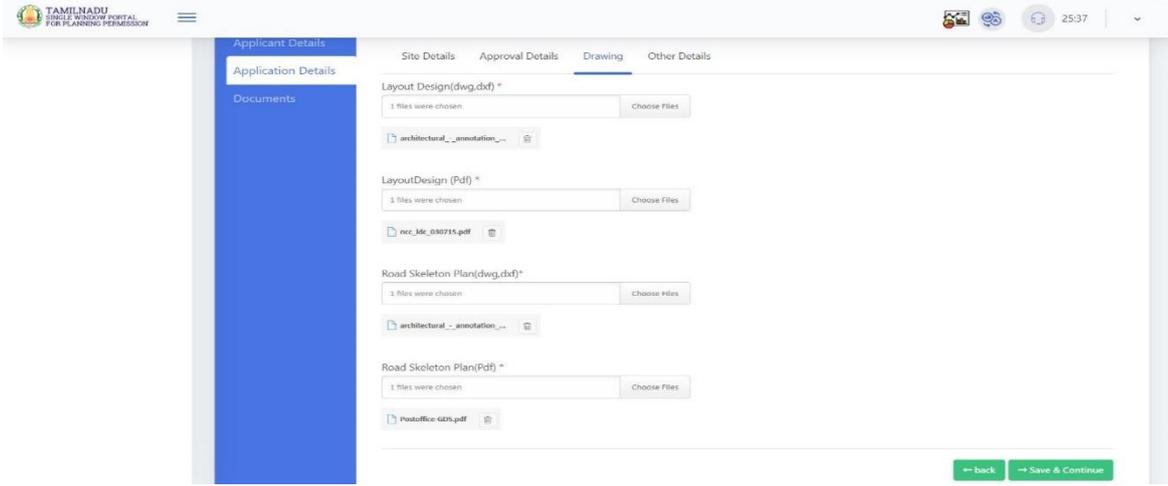
Existing use of adjoining land

North * sdsa East * sdsf West * sfasf South * asfasf

Width of access road (if any)

North 122 East 122 West 111 South 111

back Save & Continue



TAMILNADU SINGLE WINDOW PORTAL FOR PLANNING PERMISSION

Applicant Details | Application Details | Documents

Site Details | Approval Details | Drawing | Other Details

Layout Design(dwg,dxf) *

1 files were chosen | Choose Files

architectural_annotation_...

LayoutDesign (Pdf) *

1 files were chosen | Choose Files

ncc_idc_030719.pdf

Road Skeleton Plan(dwg,dxf) *

1 files were chosen | Choose files

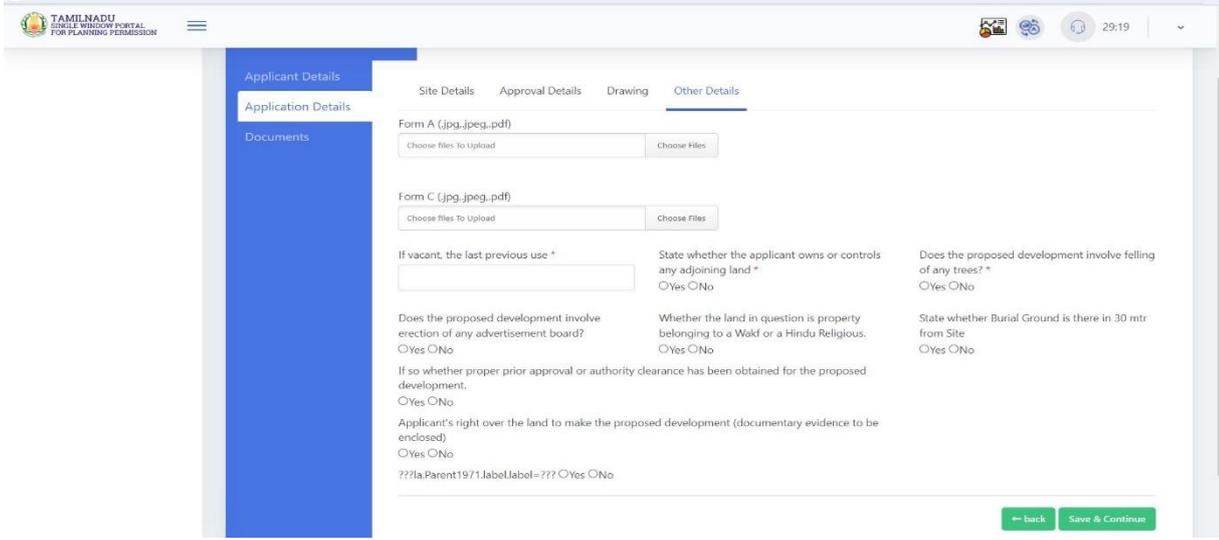
architectural_annotation_...

Road Skeleton Plan(Pdf) *

1 files were chosen | Choose Files

Postoffice d3n.pdf

← back | → Save & Continue



TAMILNADU SINGLE WINDOW PORTAL FOR PLANNING PERMISSION

Applicant Details | Application Details | Documents

Site Details | Approval Details | Drawing | Other Details

Form A (jpg.jpeg..pdf)

Choose files to Upload | Choose Files

Form C (jpg.jpeg..pdf)

Choose files to Upload | Choose Files

If vacant, the last previous use *

State whether the applicant owns or controls any adjoining land *

Does the proposed development involve felling of any trees? *

Does the proposed development involve erection of any advertisement board? *

Whether the land in question is property belonging to a Wakf or a Hindu Religious.

State whether Burial Ground is there in 30 mtr from Site

If so whether proper prior approval or authority clearance has been obtained for the proposed development.

Applicant's right over the land to make the proposed development (documentary evidence to be enclosed)

Parent1971.label=??? *

← back | Save & Continue

PLEASE MAKE SURE YOUR LOCAL BODY DETAILS!...

Kindly note your GCC office details. If you have selected wrong office details, the amount paid will not be refunded and you will not get approval from your GCC.

உங்கள் GCC அலுவலக விவரங்களை தயவுசெய்து கவனிக்கவும். நீங்கள் தவறான GCC விவரங்களைத் தேர்ந்தெடுத்திருந்தால், செலுத்தப்பட்ட தொகை திரும்பப் பெறப்படாது, மேலும் உங்கள் GCC இருந்து ஒப்புதலைப் பெறமாட்டீர்கள்.

Proceed

Cancel

TAMILNADU SINGLE WINDOW PORTAL FOR PLANNING PERMISSION

29:28

Applicant Details
Application Details
Documents

Land Ownership Details Document List

Land Owner Photos(jpg,jpeg,png,pdf) * No file chosen

Land Ownership Details**

S.No	Register Doc.No.	Doc.Date(dd/mm/yyyy)	Document Type	Name of The Owner	Total Owner	Extent(Sq.mtr)	Survey No.	Upload(jpg, jpeg, pdf)

Encumbrance Details

S.No	EC No	EC Date(if applicable)	Date From(dd/mm/yyyy)	Date To(dd/mm/yyyy)	Name of the Owner-Claimants	Survey No.	Remarks	Upload(jpg, jpeg, pdf)

PATTA /TSLR & FMB

S.No	Patta.No.	Patta.Date(dd/mm/yyyy)	Name of the Owner Claimants	Extent(H) (Hectare)	Extent(Acres)	Survey No.	LandType.	Remarks	Upload(jpg, jpeg, pdf)

Adangal Details*

S.No	Faah.No.	Name of the Owner Claimants	Extent(H)(Hectare)	Extent(Acres)	Survey No.	LandType.	Remarks	Upload(jpg, jpeg, pdf)

swp.uat.inter.lac.in.dia.com/SWP-web/layout/layoutapproveCreate?requestFrom=Guidance&sssoGuidancePid=410

TAMILNADU SINGLE WINDOW PORTAL FOR PLANNING PERMISSION

29:07

Layout Approval

Applicant Details
Application Details
Documents

Land Ownership Details Document List

Affidavit Document (jpeg ,pdf) *

1 files were chosen

2024-05-29 a...

FMB for Existing Road/ BDO Certificate (jpeg ,pdf) *

1 files were chosen

2024-05-29 a...

Super Imposed drawing of FMB(jpeg ,pdf) *

1 files were chosen

2024-05-29 a...

TAMILNADU SINGLE WINDOW PORTAL FOR PLANNING PERMISSION

28:37

Quarry/Stone Crusher Certificate(jpeg ,pdf)

1 files were chosen

2024-05-29 a...

Affidavit for Land Ownership(jpeg ,pdf) *

1 files were chosen

2024-05-29 a...

Kiry Plan(jpeg ,pdf) *

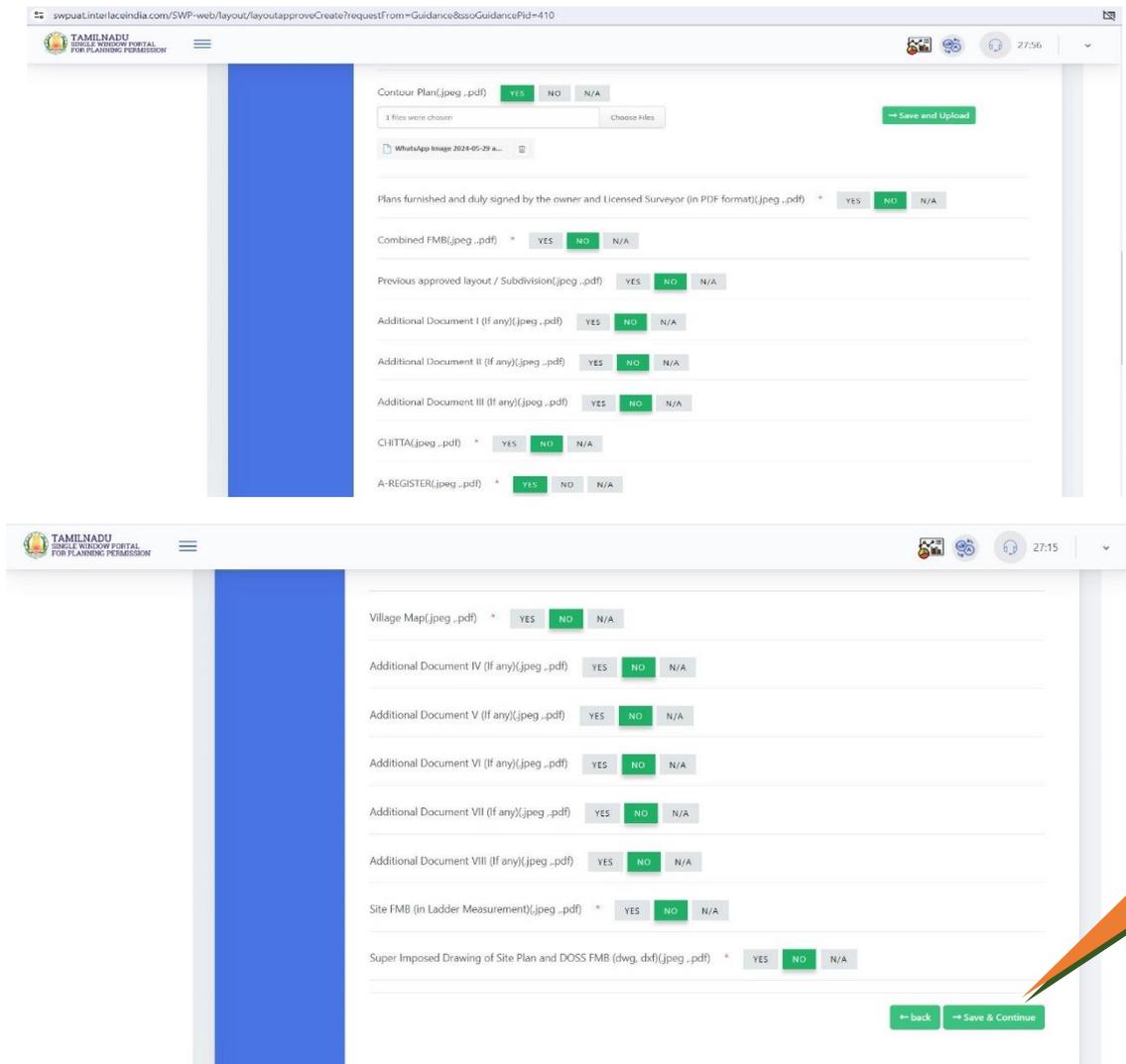
1 files were chosen

2024-05-29 a...

Topo Plan(jpeg ,pdf) *

Site Plan(jpeg ,pdf) *

1 files were chosen



The screenshot displays the 'TAMILNADU SINGLE WINDOW PORTAL FOR PLANNING PERMISSION' interface. The form includes the following fields and options:

- Contour Plan(.jpeg .pdf) YES NO N/A
- Plans furnished and duly signed by the owner and Licensed Surveyor (in PDF format)(.jpeg .pdf) * YES NO N/A
- Combined FMB(.jpeg .pdf) * YES NO N/A
- Previous approved layout / Subdivision(.jpeg .pdf) YES NO N/A
- Additional Document I (if any)(.jpeg .pdf) YES NO N/A
- Additional Document II (if any)(.jpeg .pdf) YES NO N/A
- Additional Document III (if any)(.jpeg .pdf) YES NO N/A
- CHITTA(.jpeg .pdf) * YES NO N/A
- A-REGISTER(.jpeg .pdf) * YES NO N/A
- Village Map(.jpeg .pdf) * YES NO N/A
- Additional Document IV (if any)(.jpeg .pdf) YES NO N/A
- Additional Document V (if any)(.jpeg .pdf) YES NO N/A
- Additional Document VI (if any)(.jpeg .pdf) YES NO N/A
- Additional Document VII (if any)(.jpeg .pdf) YES NO N/A
- Additional Document VIII (if any)(.jpeg .pdf) YES NO N/A
- Site FMB (in Ladder Measurement)(.jpeg .pdf) * YES NO N/A
- Super Imposed Drawing of Site Plan and DOSS FMB (dwg, dxf)(.jpeg .pdf) * YES NO N/A

At the bottom of the form, there are buttons for 'back' and 'Save & Continue'. An orange callout box points to the 'Save & Continue' button with the text: 'Click on 'Save and Continue''.

Figure 18. Planning Permission for Layout (Layout Approval)

Application Submitted

- 1) Applicant need to fill the Application form and Upload the required drawing. The application is submitted successfully to the DTCP Drawing scrutiny engine for further processing. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

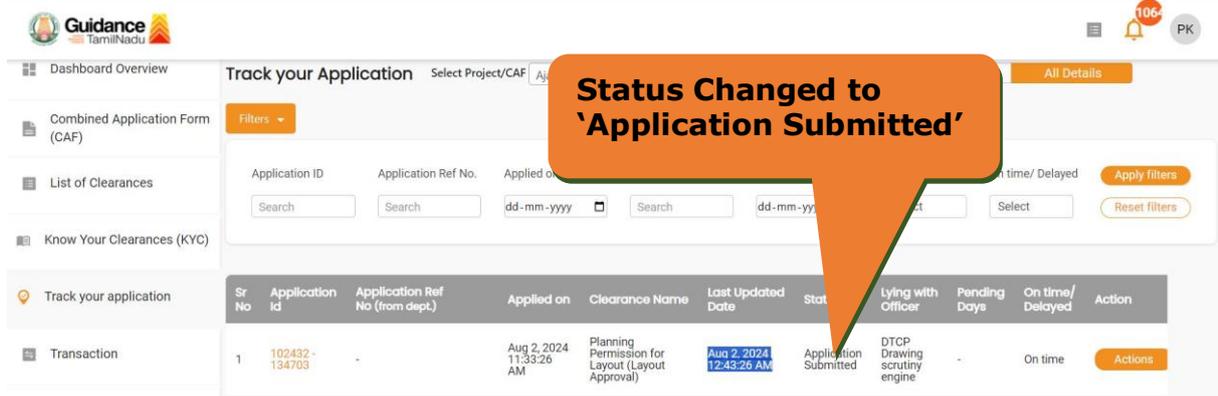


Figure 19. Application Submitted

8. Query Clarification

- 1) After submitting the application to the Planning Permission for Layout (Layout Approval), the DTCP Drawing scrutiny engine reviews the application and if there are any clarifications required, the DTCP Drawing scrutiny engine 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.

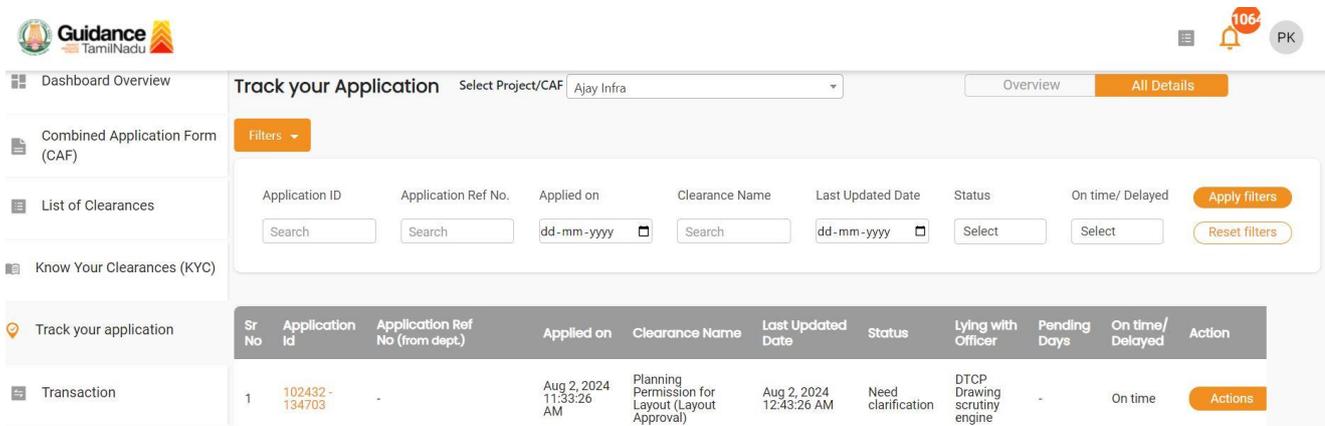


Figure 20. Need Clarification



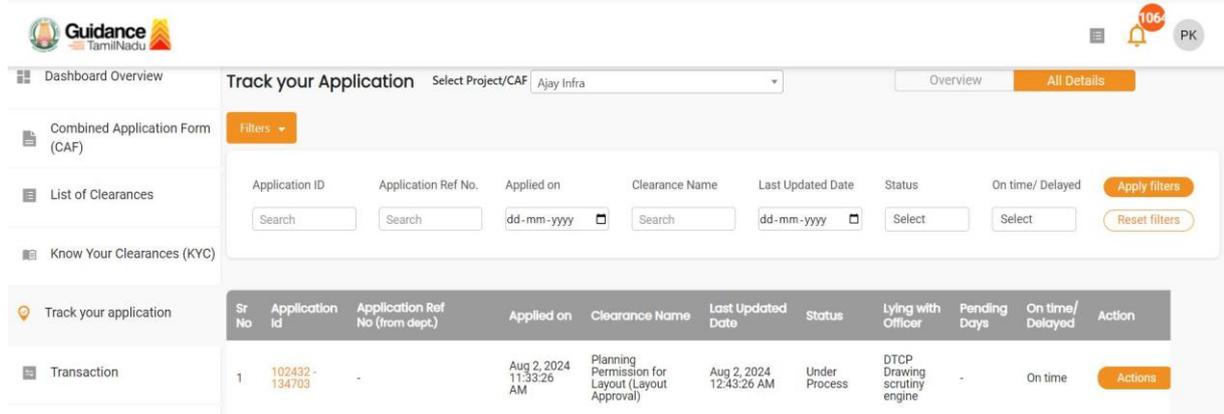
The screenshot shows a window titled "Application Action - 134703" with a close button in the top right corner. The window contains the following details:

Application ID 102432 - 134703	Application Name Planning Permission for Layout (Layout Approval)
Application Ref No. -	Project Name -
Application Submission Date Aug 2, 2024 12:43:26 AM	Status Need clarification

Below the details, there is a section titled "Actions to be performed" with two buttons: "Clarify Query" (orange) and "Close" (yellow).

Figure 21. 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.
-
- 2) If the query is satisfied means DTCP Drawing scrutiny engine Approve the drawing and send back to the applicant. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**

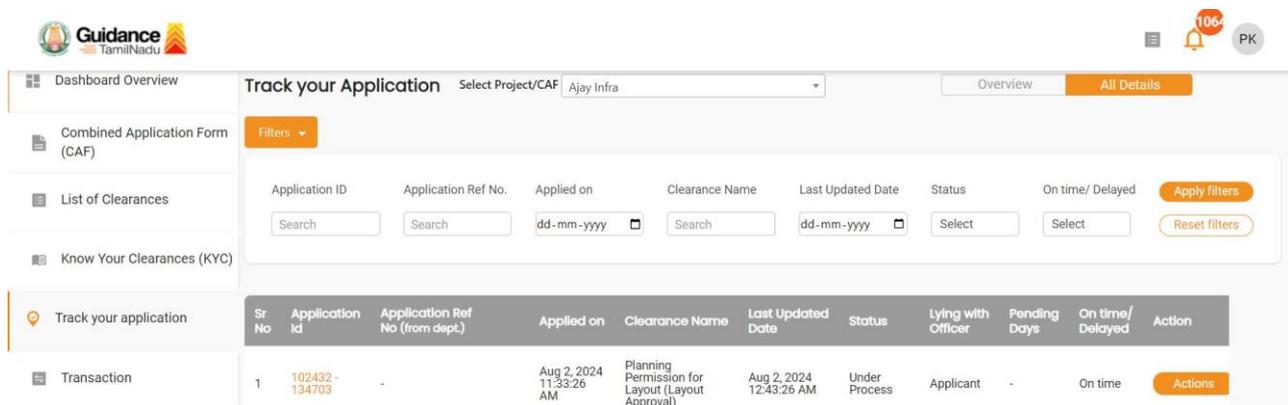


The screenshot shows the 'Track your Application' interface. At the top, there's a navigation bar with 'Dashboard Overview', 'Track your Application', and a dropdown for 'Select Project/CAF' set to 'Ajay Infra'. Below this is a filter section with fields for 'Application ID', 'Application Ref No.', 'Applied on', 'Clearance Name', 'Last Updated Date', 'Status', and 'On time/ Delayed'. A table below the filters 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	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	DTCP Drawing scrutiny engine	-	On time	Actions

Figure 22. Under Process

- 3) After fill the application form and upload all required supporting documents and forward to the district officer. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**



This screenshot is identical to Figure 22, showing the 'Track your Application' interface with the same table of application details.

Figure 23. Under Process

- 4) The District Officer Scrutinize the application form and plan for site inspection. 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 application is for 'Ajay Infra' and is currently in the 'Under Process' status. The table below shows 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	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	District officer	-	On time	Actions

Figure 24. Under Process

9. Inspection Schedule

- a. The District officer schedules the date of appointment for inspection to be done for the specified institution (Refer Figure 32).
- b. The inspection date scheduled by the department is intimated to the user (Refer Figure 33)
- c. Upload site inspection report on the online planning permission portal and forward to Planning Assistant/Supervisor

The screenshot shows the 'Track your Application' interface with the application status updated to 'Scheduled inspection'. The table below shows 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	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Scheduled inspection	District officer	-	On time	Actions

Figure 25. Status changed to 'inspection scheduled'

Application Action - 134703
✕

Application ID
102432 - 134703

Application Ref No.
-

Application Submission Date
Aug 2, 2024 12:43:26 AM

Application Name
Planning Permission for Layout (Layout Approval)

Project Name
-

Status
Scheduled inspection

Actions to be performed

Inspection Details
Close

Figure 26. Details of Scheduled Inspection

Application Submitted

- 1) Once inspection is completed scrutinize the Inspection report and update remarks on the Online Planning Permission Portal. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

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

Overview All Details

Filters

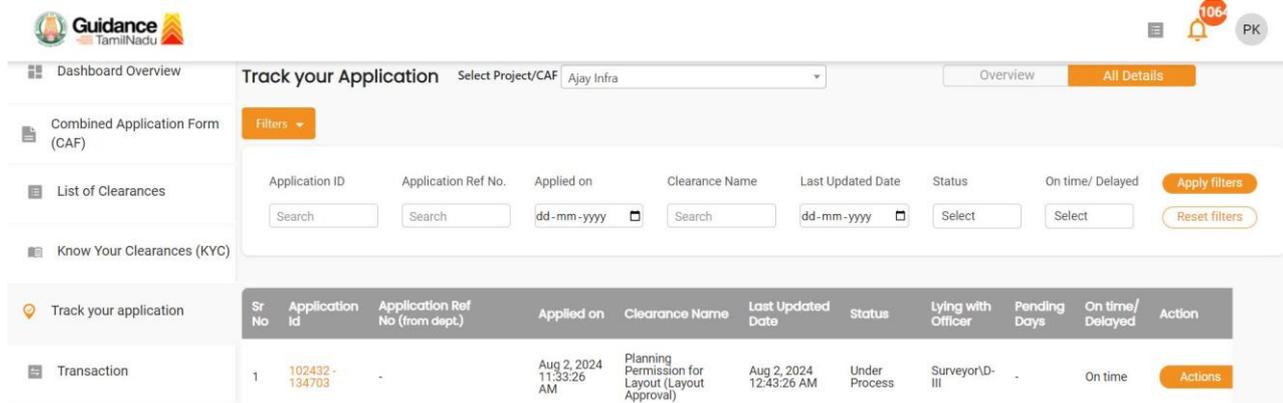
Application ID	Application Ref No.	Applied on	Clearance Name	Last Updated Date	Status	On time/ Delayed	
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="dd-mm-yyyy"/> <input type="checkbox"/>	<input type="text" value="Search"/>	<input type="text" value="dd-mm-yyyy"/> <input type="checkbox"/>	<input type="text" value="Select"/>	<input type="text" value="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	Act
1	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	Planning Assistant/Supervisor	-	On time	

Figure 27. Under Process

- 2) Scrutinize the Supporting documents and make remarks and forward to Planning Assistant/Supervisor. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

Page 28 of 58

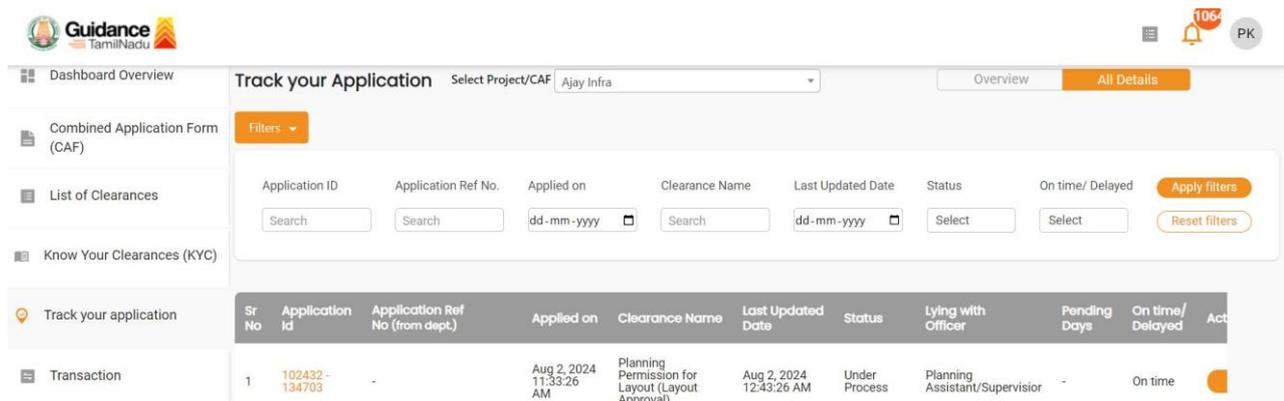


The screenshot shows the 'Track your Application' page. The 'Project/CAF' dropdown is set to 'Ajay Infra'. The table below shows the application details:

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	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	Surveyor/D-III	-	On time	Actions

Figure 28. Under Process

- 3) Finally review of overall application if there any additional documents require means District officer will raise query. 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 'Project/CAF' dropdown is set to 'Ajay Infra'. The table below shows 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	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	Planning Assistant/Supervisor	-	On time	Actions

Figure 29. Under Process

10. Query Clarification

- 8) After submitting the application to the Planning Permission for Layout (Layout Approval), the district officer reviews the application and if there are any clarifications required, the district officer would raise a query to the applicant.
- 9) Applicant would receive an alert message through Registered SMS/Email.
- 10) Applicant could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.

11) 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.

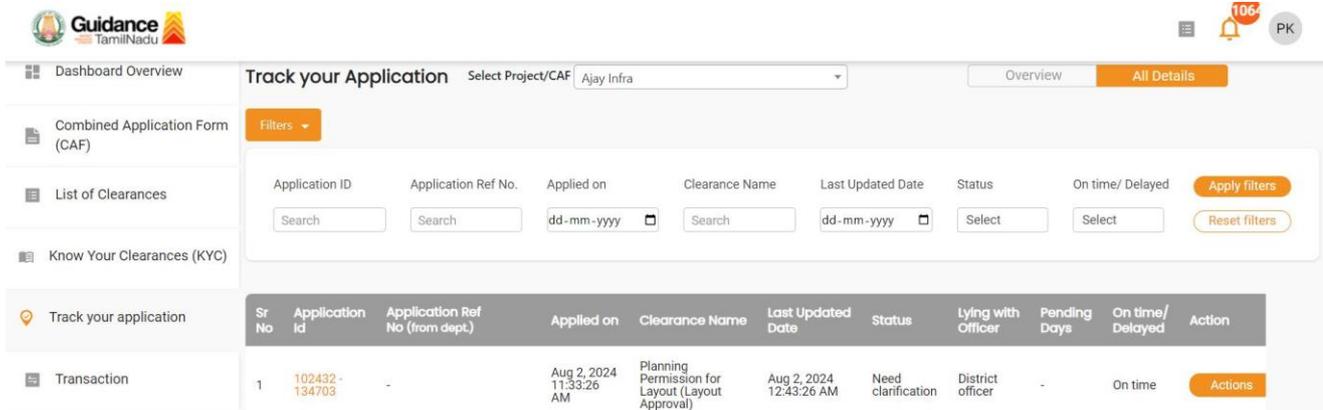


Figure 30. Need Clarification



Figure 31. Provide Clarification

12) The Applicant clicks on '**Provide Clarification**' button and responds to the Query.

13) The Application gets submitted to the department after the query has been addressed by the Applicant.

14) The Status of the application changes from 'Need clarification' to '**Under Process**' after the Applicant submits the query.

4) Once the review of the query responses and additional documents is done then the application is forwarded to Planning Assistant/Supervisor. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**

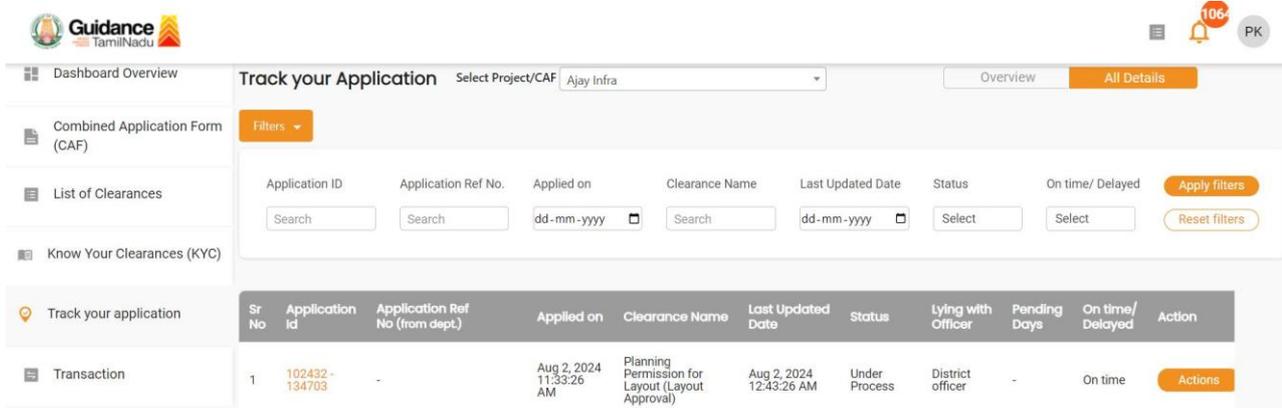


Figure 32. Under Process

5) The Planning Assistant/Supervisor receives the application and reviews the query responses and make remarks and forwards it to Head office Director. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**

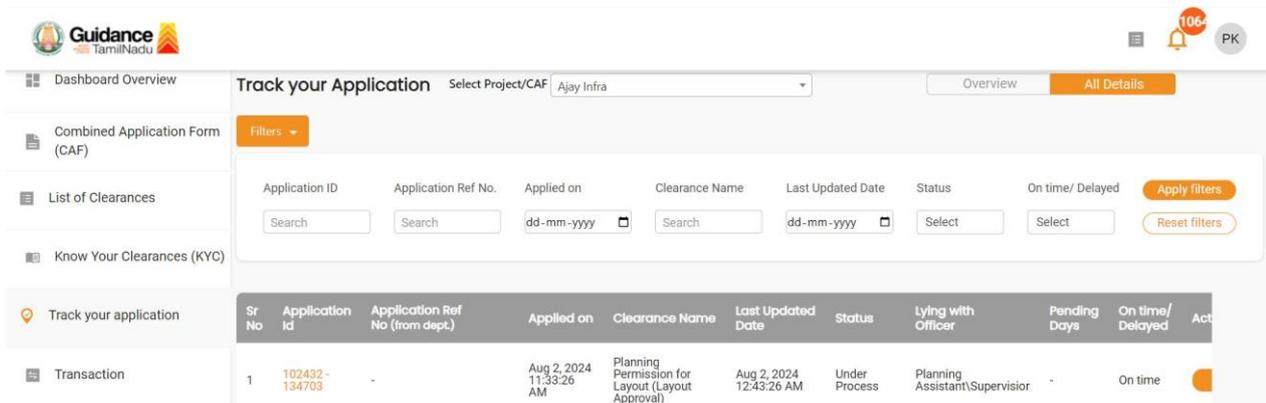


Figure 33. Under Process

6) Scrutinize the application and forward to PA\Supervisor (Head office). 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	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	Joint Director/Assistant Director/Deputy Director	-	On time	Act

Figure 34. Under Process

7) Planning Assistant\Supervisor receives the application and forwards to Surveyor\D-III. 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	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	Planning Assistant/Supervisor	-	On time	Act

Figure 35. Under Process

8) Surveyor\D-III receives the application and reviews the file and make remarks and forward to Planning Assistant\Supervisor for final consolidation. 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	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	Surveyor/D-III	-	On time	Actions

Figure 36. Under Process

9) Planning Assistant\Supervisor will receive the application for Final review and consolidate remarks. 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	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	Planning Assistant\Supervisor	-	On time	Actions

Figure 37. Under Process

11.Prepare Query Letter

If any additional document is required, then prepare a query letter and forward it to Joint Director\Assistant Director\Deputy Director. 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. At the top, there is a dropdown menu for 'Select Project/CAF' with 'Ajay Infra' selected. Below this are filter 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	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Prepare query letter	Planning Assistant/Supervisor	-	On time	

Figure 38. Prepare query letter

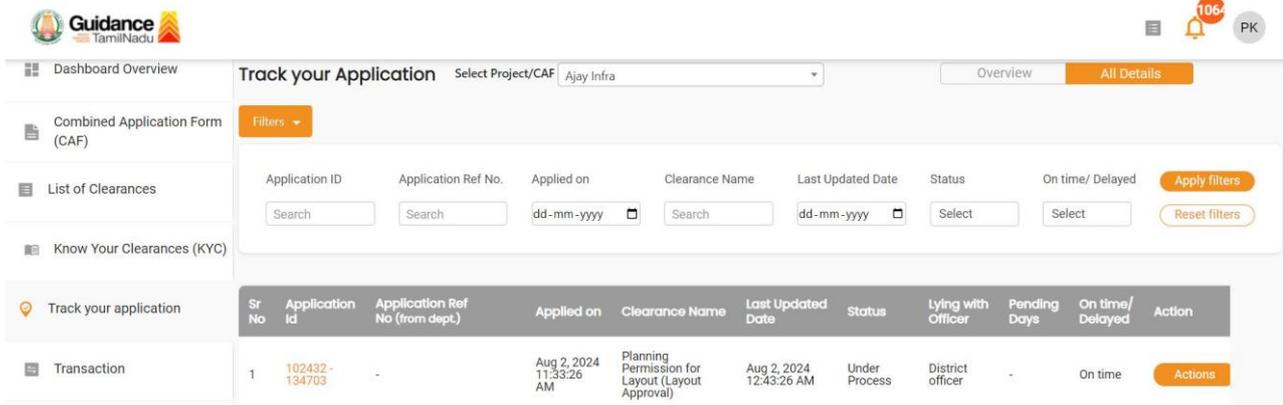
10) Joint Director\Assistant Director\Deputy Director will review the query letter and forward to District officer. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**

The screenshot shows the 'Track your Application' page with the same filters as Figure 38. The 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	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	Joint Director\Assistant Director\Deputy Director	-	On time	

Figure 39. Under Process

11) District officer will the query letter and forward to Planning Assistant\Supervisor. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**



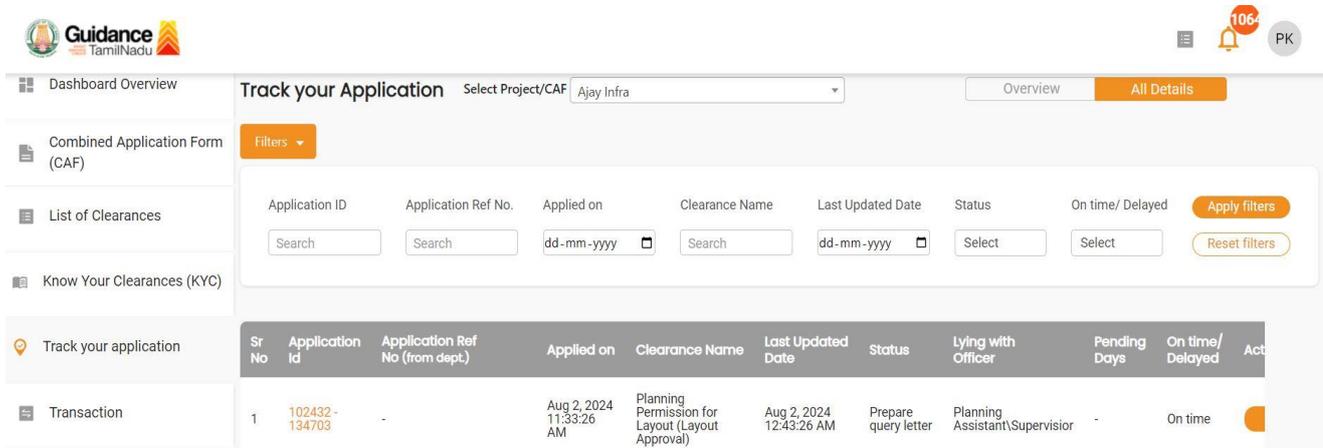
The screenshot shows the 'Track your Application' page for project 'Ajay Infra'. The table below represents the data shown in the interface:

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	102432-134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	District officer	-	On time	Actions

Figure 40. Under Process

Prepare Query Letter

Planning Assistant\Supervisor review Query responses and make remarks forward to District officer. 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 for project 'Ajay Infra'. The table below represents the data shown in the interface:

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	102432-134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Prepare query letter	Planning Assistant\Supervisor	-	On time	Actions

Figure 41. Prepare query letter

Query Clarification

15) After submitting the application to the Planning Permission for Layout (Layout Approval), the district officer reviews the application and if there are any clarifications required, the district officer would raise a query to the applicant.

16) Applicant would receive an alert message through Registered SMS/Email.

- 17) Applicant could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.
- 18) 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.

The screenshot shows the 'Track your Application' interface. The main heading is 'Track your Application' with a dropdown for 'Select Project/CAF' set to 'Ajay Infra'. There are tabs for 'Overview' and 'All Details'. 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 following data:

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	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Need clarification	District officer	-	On time	Actions

Figure 42. Need Clarification

The screenshot shows a modal window titled 'Application Action - 134703'. It contains the following details:

- Application ID:** 102432 - 134703
- Application Name:** Planning Permission for Layout (Layout Approval)
- Application Ref No.:** -
- Project Name:** -
- Application Submission Date:** Aug 2, 2024 12:43:26 AM
- Status:** Need clarification

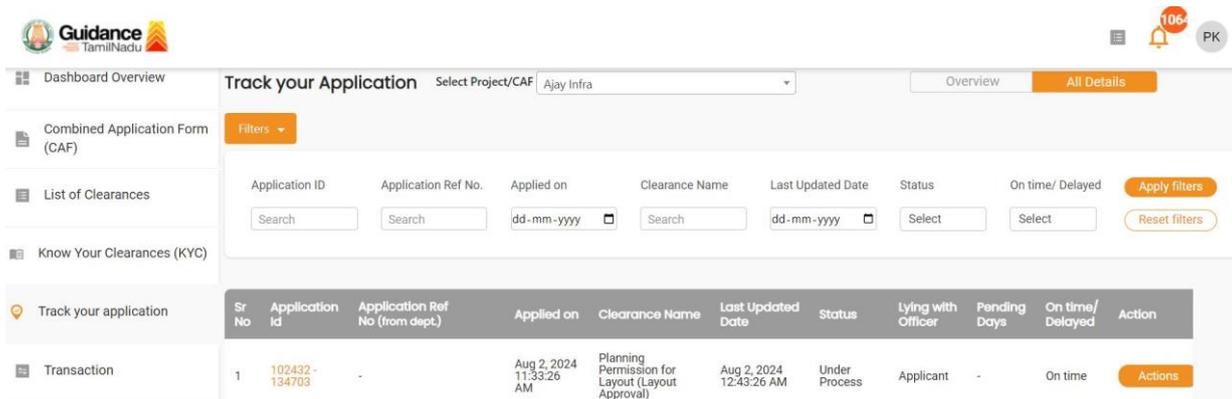
At the bottom, there is a section 'Actions to be performed' with two buttons: 'Clarify Query' and 'Close'.

Figure 43. Provide Clarification

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

Application Submitted

- 1) Once the query is received to the applicant, the applicant response the query and upload the additional document if required and forward to District officer. 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 top navigation bar includes 'Dashboard Overview', 'Track your Application', and a dropdown menu for 'Select Project/CAF' with 'Ajay Infra' selected. There are buttons for 'Overview' and 'All Details'. Below the navigation, there are filter options 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	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	Applicant	-	On time	Actions

Figure 44. Under Process

- 2) Review the query responses and additional documents and forward to Head office Director. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

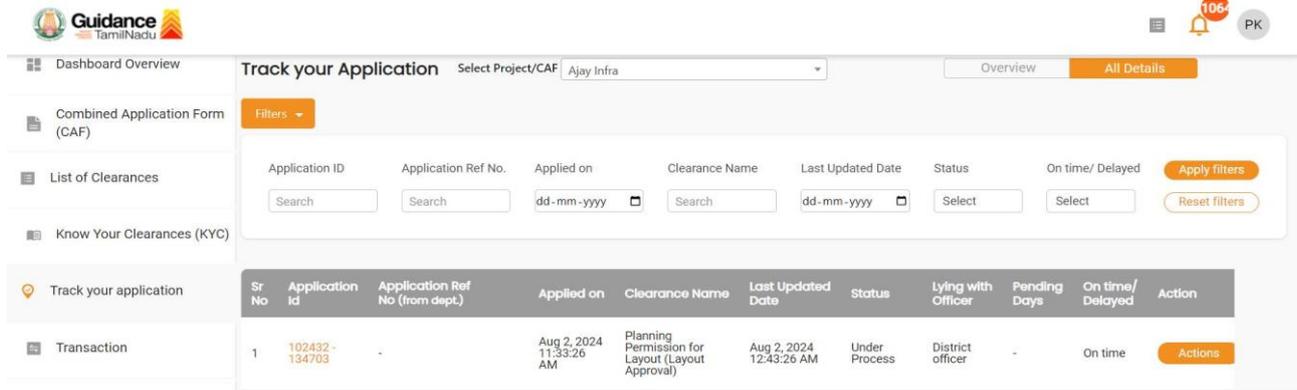


Figure 45. Under Process

3) Scrutinize the application and forward to Joint Director\Assistant Director\Deputy Director. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**

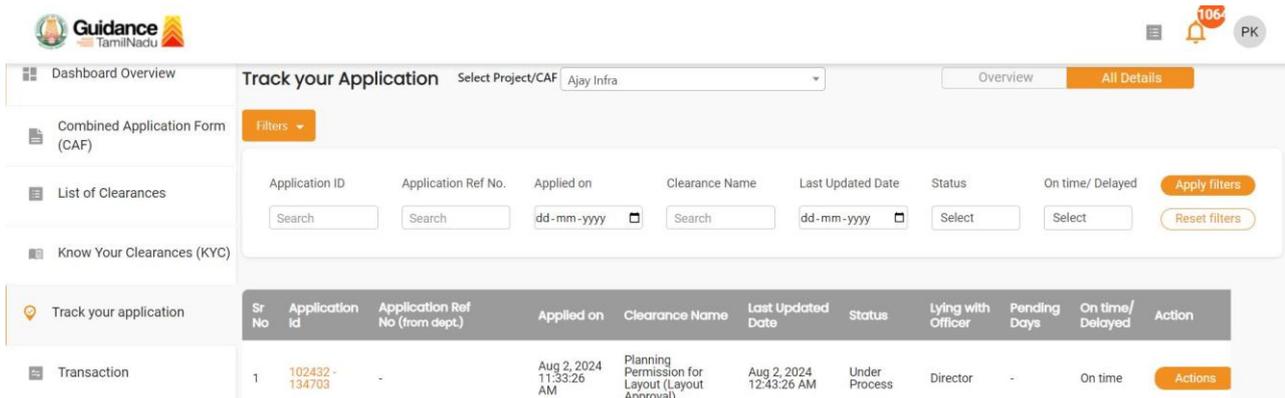


Figure 46. Under Process

4) Joint Director\Assistant Director\Deputy Director review the file and forward to Planning Assistant\Supervisor. 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 'Project/CAF' dropdown is set to 'Ajay Infra'. The table below shows 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	102432-134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	Joint Director\Assistant Director\Deputy Director	-	On time	Act

Figure 47. Under Process

5) Planning Assistant\Supervisor review the file and forward Surveyor\D-III. 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 'Project/CAF' dropdown is set to 'Ajay Infra'. The table below shows 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	102432-134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	Planning Assistant\Supervisor	-	On time	Act

Figure 48. Under Process

6) Surveyor\D-III review the file and forward to Planning Assistant\Supervisor. 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	102432-134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	Surveyor\D-III	-	On time	Actions

Figure 49. Under Process

7) Planning Assistant\Supervisor reviews document fulfillment and forward to Surveyor\D-III for OSR calculation. 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	102432-134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	Planning Assistant\Supervisor	-	On time	Actions

Figure 50. Under Process

8) Surveyor\D-III Prepares Road pattern letter, Road pattern skeleton and calculates the OSR amount. 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. At the top, there's a navigation bar with 'Overview' and 'All Details' tabs. Below it, a filter section allows searching by Application ID, Application Ref No., Applied on date, 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	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	Surveyor\D-III	-	On time	Actions

Figure 51. Under Process

9) Planning Assistant\Supervisor review file and forward to Joint Director\Assistant Director\Deputy Director. 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 51 but shows a different officer assigned to the application. The table entry is:

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	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	Planning Assistant\Supervisor	-	On time	Actions

Figure 52. Under Process

10) Joint Director\Assistant Director\Deputy Director review OSR calculation and forward to director. 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 'Project/CAF' dropdown is set to 'Ajay Infra'. The 'All Details' tab is selected. A table below shows the application status:

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	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	Joint Director/Assistant Director/Deputy Director	-	On time	Act

Figure 53. Under Process

11) Director reviews OSR calculation if there are any correction the application return to PA/Supervisor or Return to D- III/Surveyor, and make necessary correction or else it directly forwards to Joint Director\Assistant Director\Deputy Director. 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 'Project/CAF' dropdown is set to 'Ajay Infra'. The 'All Details' tab is selected. A table below shows the application status:

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	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	Director	-	On time	Actions

Figure 54. Under Process

12) Joint Director\Assistant Director\Deputy Director E-signs Application and forwards to applicant for gift deed process/OSR Demand. 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 area is titled 'Track your Application' with a dropdown for 'Select Project/CAF' set to 'Ajay Infra'. There are tabs for 'Overview' and 'All Details'. 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 the filters displays 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	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	Joint Director\Assistant Director\Deputy Director	-	On time	Act

Figure 55. Under Process

13) Director review OSR calculation if there any correction the application return to PA/Supervisor or Return to D- III/Surveyor, and make necessary correction or else it directly forwards to Joint Director\Assistant Director\Deputy Director. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**

This screenshot is identical to Figure 55, showing the 'Track your Application' page with the same navigation sidebar, filter section, and a table containing one application entry in 'Under Process' status.

Figure 56. Under Process

12.Payment Process

The screenshot shows the 'Track your Application' interface. A table lists application records. A callout bubble highlights the 'Make payment' status in the 'Status' column of the first row.

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last U. Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Make payment	Applicant	-	On time	Actions

Figure 57. Status Change "Make Payment"

The screenshot shows the 'Application Action - 134703' modal window. It displays application details and a section for 'Actions to be performed' with a 'Payment' button. A callout bubble points to the 'Proceed' button.

Application ID 102432 - 134703	Application Name Planning Permission for Layout (Layout Approval)
Application Ref No. -	Project Name -
Application Submission Date Aug 2, 2024 12:43:26 AM	Status Make payment

Actions to be performed

Buttons: Payment, Proceed, Close

Figure 58. Click on 'Proceed'

- 14) Once Payment is reviewed forward to JD/AD for review of gift deed or confirmation of OSR fee payment. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

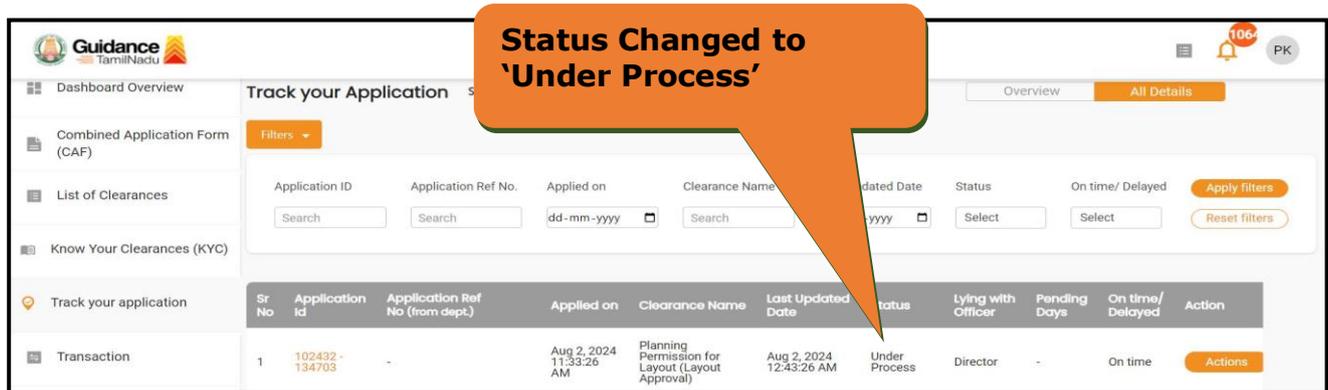


Figure 59. Under Process

- 15) Joint Director\Assistant Director\Deputy Director will review and forward to PA/Supervisor for review of gift deed or confirmation of OSR fee payment. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

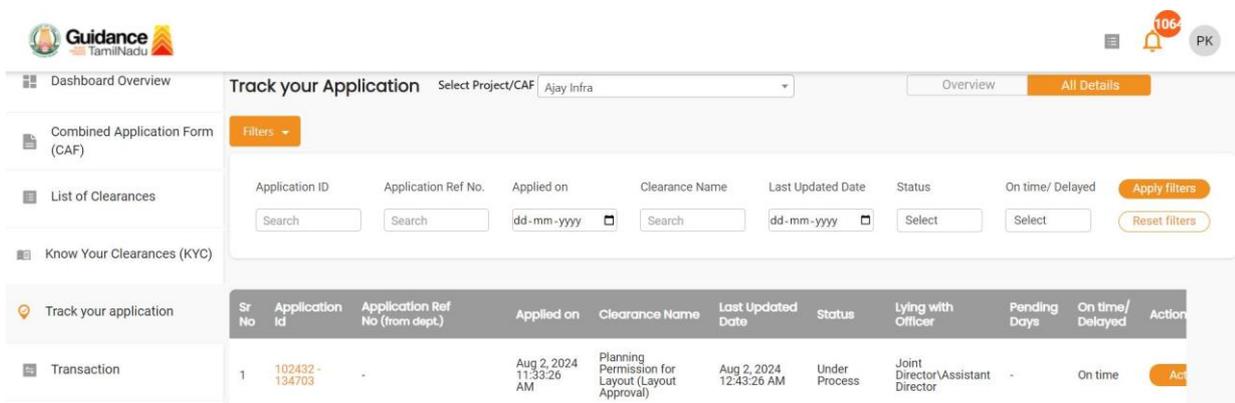


Figure 60. Under Process

- 16) Planning Assistant\Supervisor will review the gift deed document or confirm OSR payment. If it is "NO" means it directly forward to D-III/Surveyor, if it is "Yes" means Prepare query letter and forward to applicant. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

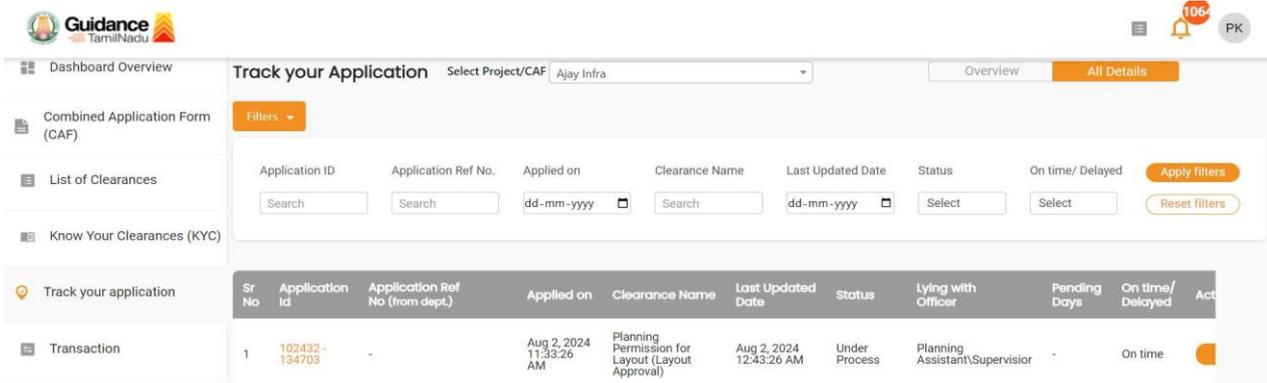


Figure 61. Under Process

- 17) Surveyor\D-III prepare the technical Concurrence letter and plot pattern and forward to Planning Assistant\Supervisor. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

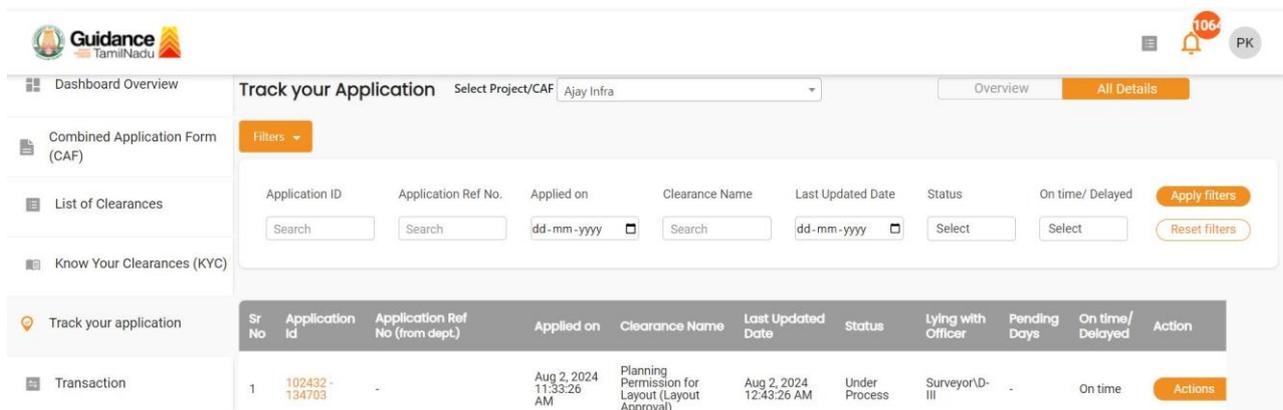


Figure 62. Under Process

18) Planning Assistant\Supervisor reviews the building plan and concurrence and forwards it to Joint Director\Assistant Director\Deputy Director. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

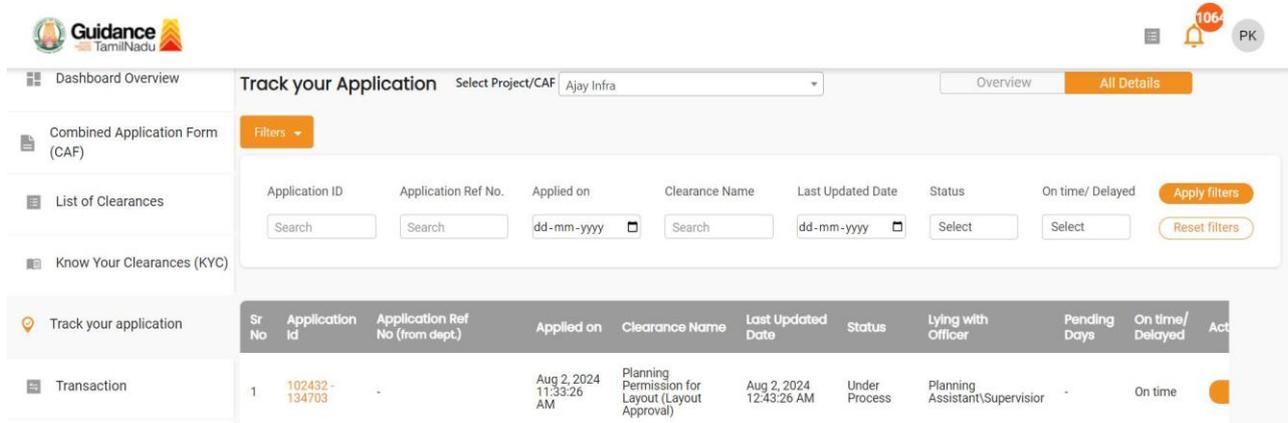


Figure 63. Under Process

19) Joint Director\Assistant Director\Deputy Director will review building plan and concurrence and forward to Director. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

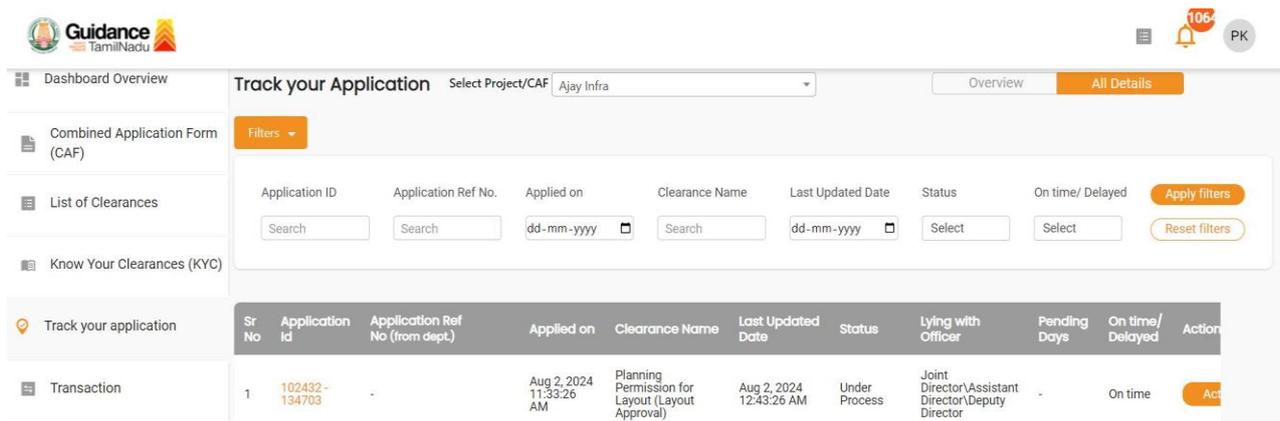


Figure 64. Under Process

20) Director will review the building plan and concurrence for final approval and forward to Joint Director\Assistant Director\Deputy Director. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

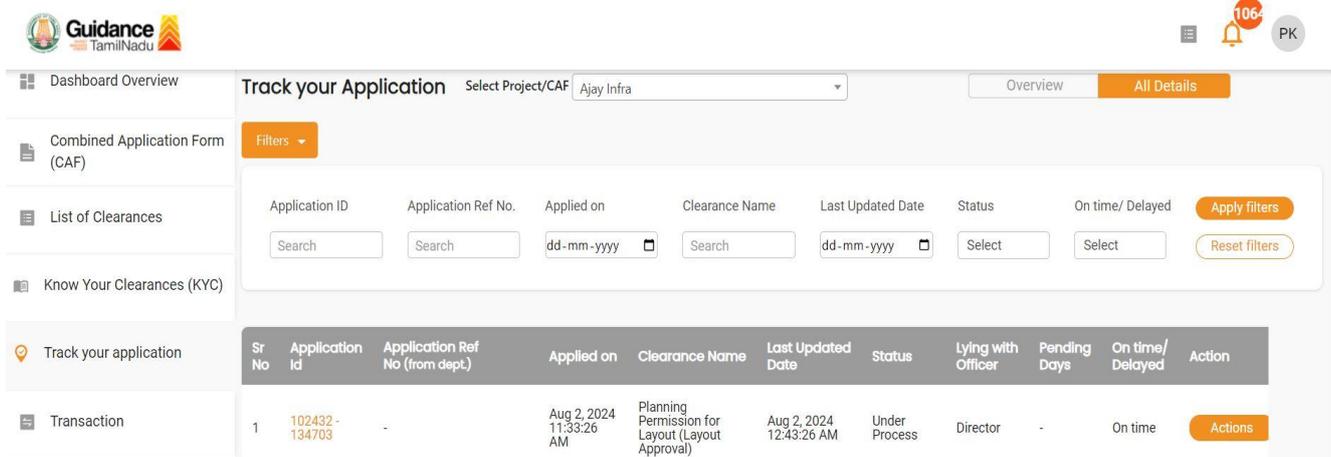


Figure 65. Under Process

21) Joint Director\Assistant Director\Deputy Director E-sign and forwards the application to the district office. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

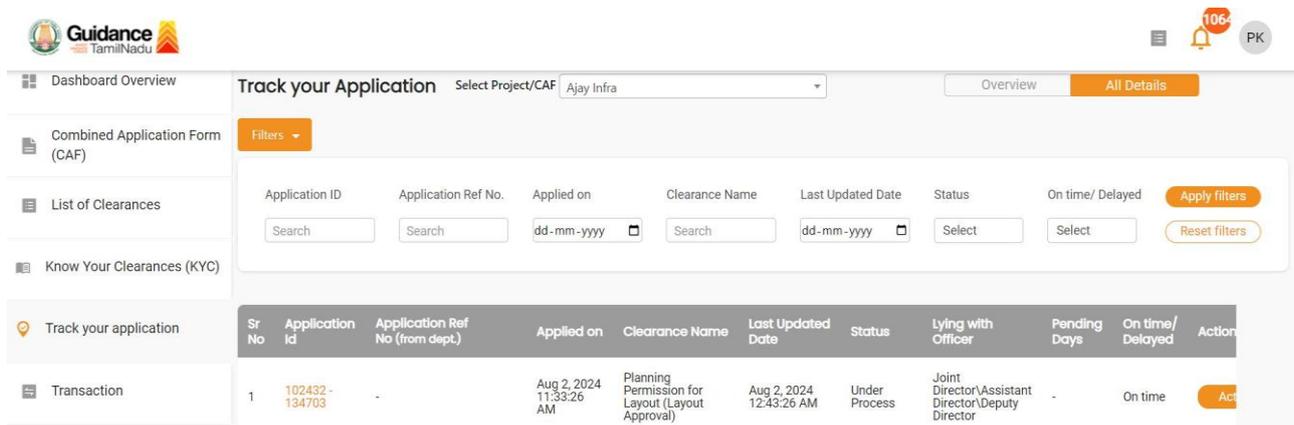


Figure 66. Under Process

22) District Officer forwards to Planning Assistant /Supervisor for Demand generation. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

Figure 67. Under Process

23) Planning Assistant\Supervisor will create a demand charge and forward to District officer. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

Figure 68. Under Process

24) District Officer will receive the review generated demand charges if it is “NO” means Approve demand and forwards it to applicant for payment, if it is “Yes” making correction in demand charges. 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. At the top, there's a navigation bar with 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', and 'Transaction'. The main header includes 'Track your Application' with 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 the filters displays 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	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	District officer	-	On time	Actions

Figure 69. Under Process

25) The applicant receives the demand charge and make Payment. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**

This screenshot is identical to Figure 69, showing the 'Track your Application' page with the same navigation, filters, and table data. The table entry shows the application is 'Under Process' with a status of 'Applicant' and 'On time'.

Figure 70. Under Process

Payment Process

The screenshot shows the 'Track your Application' interface. A table lists application details. An orange callout bubble with the text 'Status Change "Make Payment"' points to the 'Status' column of the first row.

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	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Make payment	Applicant	-	On time	Actions

Figure 71. Status Change "Make Payment"

The screenshot shows a modal window titled 'Application Action - 134703'. It displays application details and a 'Payment' button. An orange callout bubble with the text 'Click on "Proceed"' points to the 'Proceed' button.

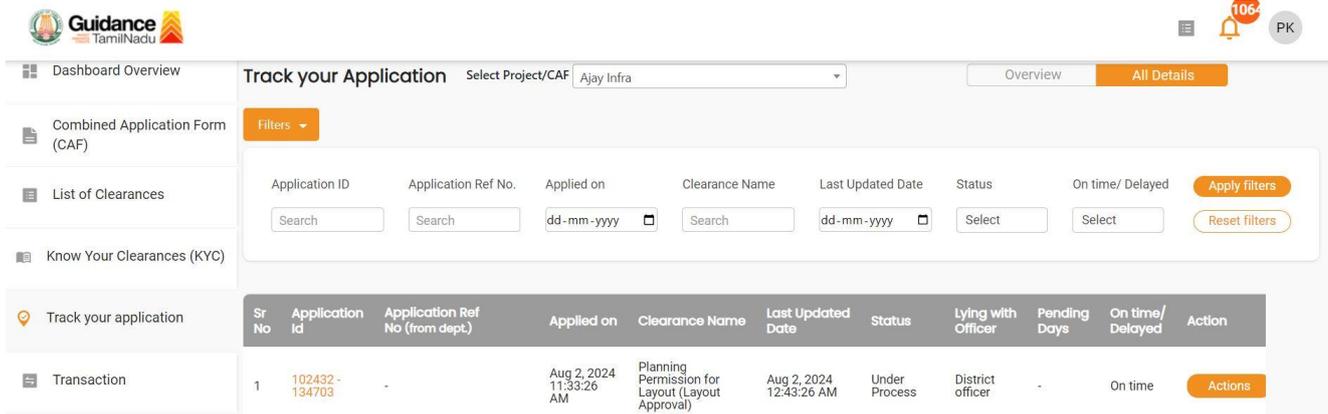
Application ID 102432 - 134703	Application Name Planning Permission for Layout (Layout Approval)
Application Ref No. -	Project Name -
Application Submission Date Aug 2, 2024 12:43:26 AM	Status Make Payment

Actions to be performed

Payment [Proceed] Close

Figure 72. Click on 'Proceed'

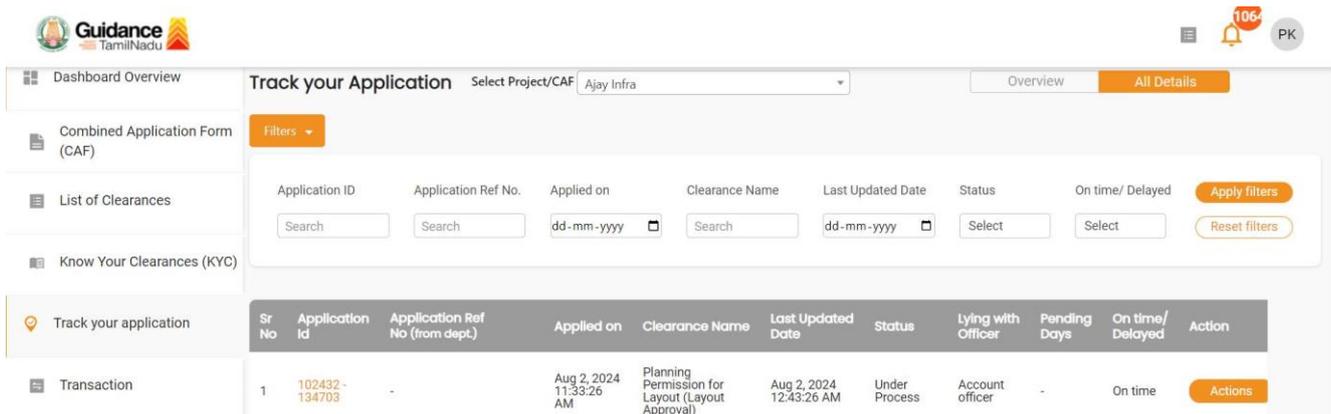
26) Once payment is done district officer will review and forwards to Account officer for verification. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**



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	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	District officer	-	On time	Actions

Figure 73. Under Process

27) Account officer review the payment, if it is "No" means repay the demand charges, if it is "Yes "means forward to District officer. 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	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	Account officer	-	On time	Actions

Figure 74. Under Process

28) The district officer forward application to Planning Assistant/Supervisor. 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	102432-134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	District officer	-	On time	Actions

Figure 75. Under Process

29) Planning Assistant\Supervisor forward application to Surveyor\D-III. 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	Act
1	102432-134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	Planning Assistant\Supervisor	-	On time	

Figure 76. Under Process

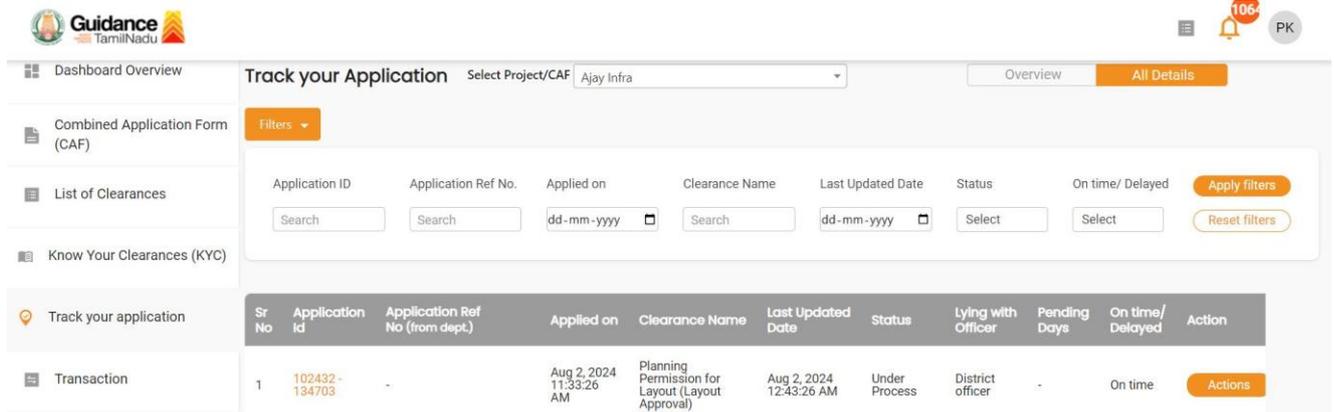
30) Surveyor\D-III prepares planning permission letter and plot pattern and forward to Planning Assistant\Supervisor. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**

Figure 77. Under Process

31) Planning Assistant\Supervisor Review letter and plan and forwards it to DO and forward to District officer. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

Figure 78. Under Process

32) District officer review letter and plan and forward to applicant and appropriate local body. 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	102432-134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Under Process	District officer	-	On time	Actions

Figure 79. Under Process

13. 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**

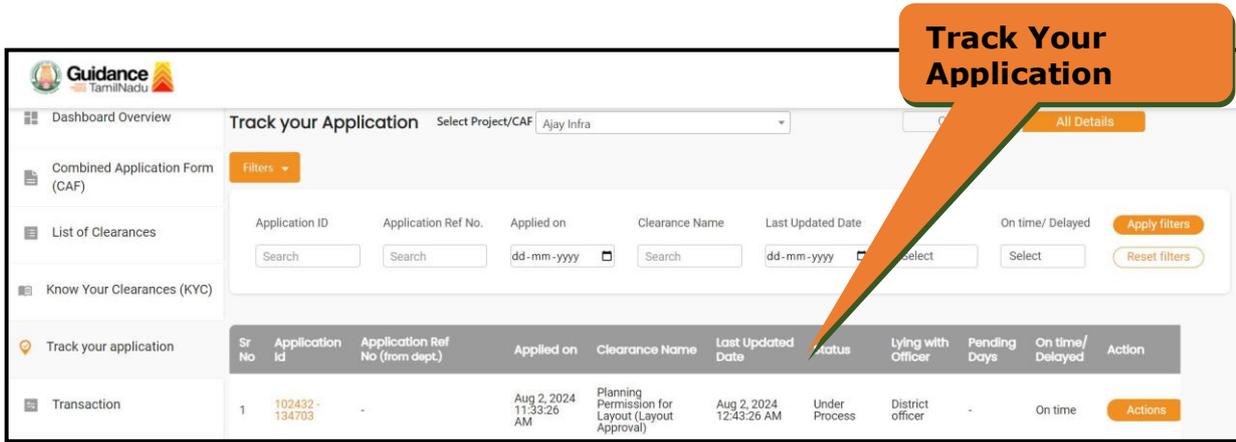


Figure 80. Track Your Application

• **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**

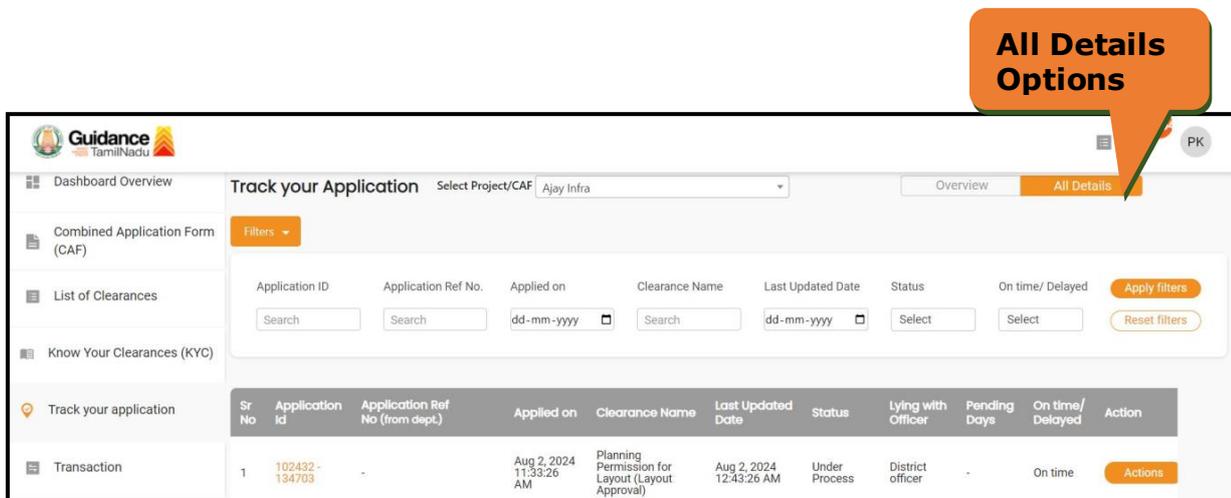
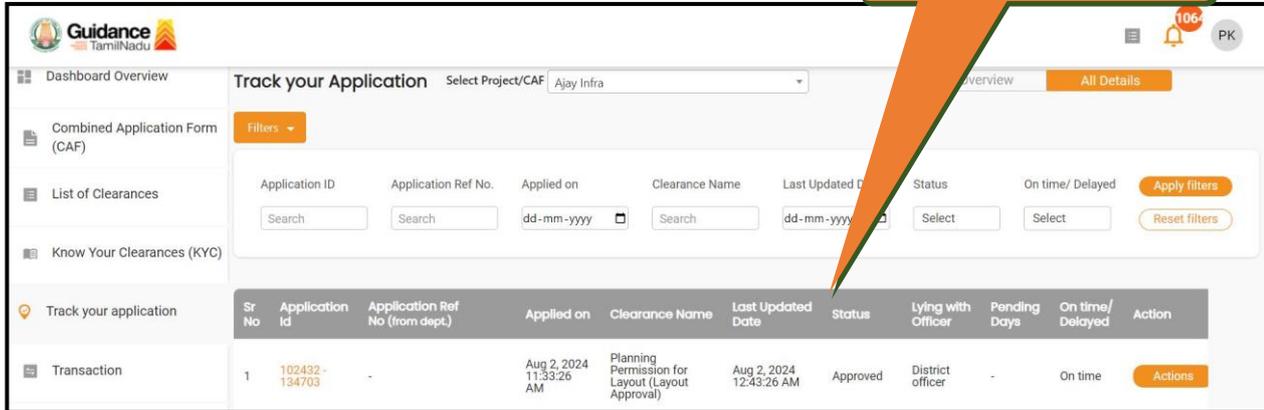


Figure 81. ‘All Details’ tab

14. Application Processing

1) The district officer will review the application and updates the status as **“Approved or Rejected”**

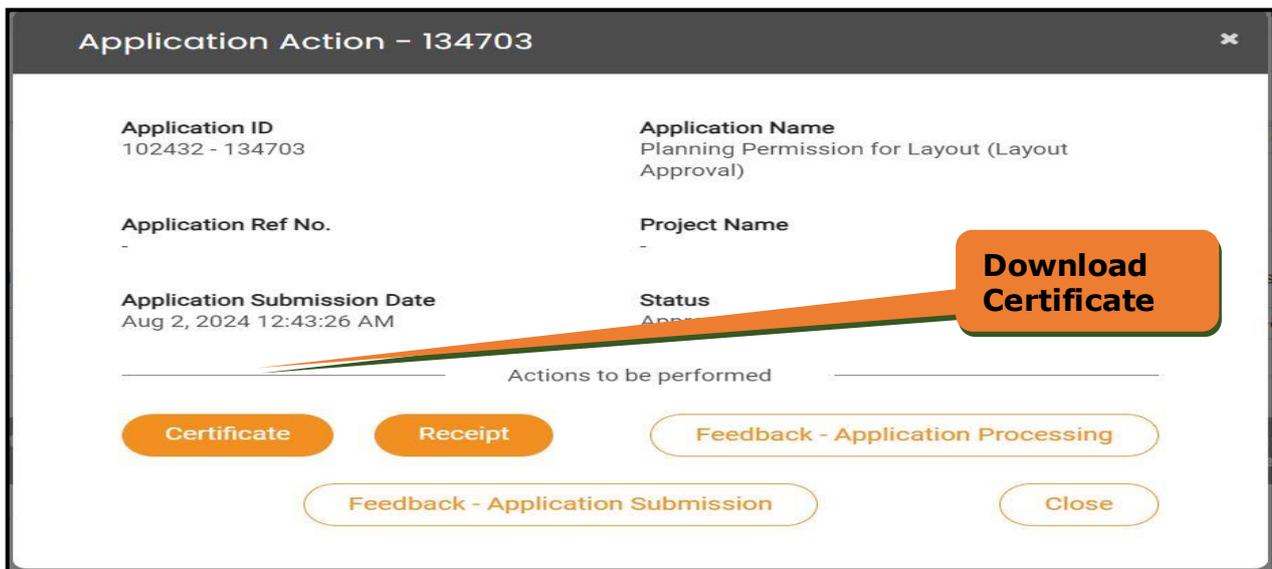
Approved Status



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	102432-134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Approved	District officer	-	On time	Actions

Figure 82. Application Processed

2) If the application is **‘Approved’** by District officer, the applicant can download the Approval Certificate under **Track your application – > Action button – > Download Certificate** (Refer Figure 83)



Application Action - 134703

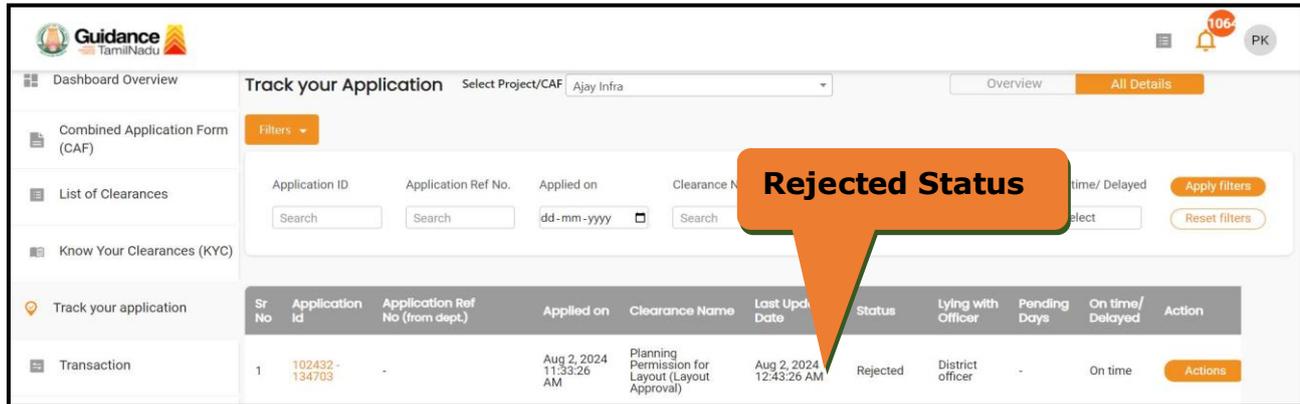
Application ID: 102432 - 134703
 Application Name: Planning Permission for Layout (Layout Approval)
 Application Ref No.: -
 Project Name: -
 Application Submission Date: Aug 2, 2024 12:43:26 AM
 Status: Approved

Actions to be performed

[Certificate](#)
[Receipt](#)
[Feedback - Application Processing](#)
[Feedback - Application Submission](#)
[Close](#)

Figure 83. Download Certificate

3) If the application is '**Rejected**' by District officer, the applicant can view the rejection remarks under the Actions Tab by the District officer. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 84)



The screenshot shows a web application interface for tracking applications. The main heading is 'Track your Application' with a dropdown menu for 'Select Project/CAF' set to 'Ajay Infra'. There are tabs for 'Overview' and 'All Details'. Below this is a filter section with search boxes for 'Application ID', 'Application Ref No.', 'Applied on', and 'Clearance Name', along with 'Apply filters' and 'Reset filters' buttons. A table below displays application details. An orange callout bubble with the text 'Rejected Status' points to the 'Rejected' status in the table row.

Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Update Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	102432 - 134703	-	Aug 2, 2024 11:33:26 AM	Planning Permission for Layout (Layout Approval)	Aug 2, 2024 12:43:26 AM	Rejected	District officer	-	On time	Actions

Figure 84. Rejected Status

