

# **TAMILNADU SINGLE WINDOW PORTAL**

## **APPLICANT MANUAL**

### **Change of Land use - Planned Areas**

**Directorate of Town and Country Planning/ Chennai  
Metropolitan Development Authority**



## Table of Contents

<b>1. Home Page.....</b>	<b>3</b>
<b>2. Registration .....</b>	<b>4</b>
<b>3. Mobile Number / Email ID – 2-Step Verification Process.....</b>	<b>6</b>
<b>4. Login .....</b>	<b>9</b>
<b>5. Dashboard Overview .....</b>	<b>10</b>
<b>6. Combined Application Form (CAF) .....</b>	<b>11</b>
<b>7. Apply for Application for Change of Land use - Planned Areas.....</b>	<b>14</b>
<b>8.Payment Process .....</b>	<b>22</b>
<b>9.Inspection Schedule.....</b>	<b>23</b>
<b>10. Track Your Application .....</b>	<b>34</b>

## 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**



tnswp.com/DIGIGOV/swp-tnswp.jsp

A Tamil Nadu Government Portal | Wednesday, 30 November 2022, 10:11 pm (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 | English

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

# TAMIL NADU

Leading the Nation

<b>#1</b> Number of Factories in India	<b>#1</b> Number of Operational SEZs in India	<b>#1</b> Governance & Political Stability (N-SIPI 2019)	<b>#1</b> International and Domestic Tourist Arrivals	<b>#1</b> Best Performing State (India Today State of the State Award 2018, 2019 & 2020)
<b>#2</b> Sustainable Development Goals (SDG) Index 2020-21 (NITI Aayog)	<b>#2</b> Second Largest Economy in India	<b>#2</b> Best Governed State (Public Affairs Index 2020)	<b>#2</b> Job Creation Under IBPS Scheme	<b>#2</b> Growth, Innovation and Leadership Index 2019 (Frost & Sullivan)

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

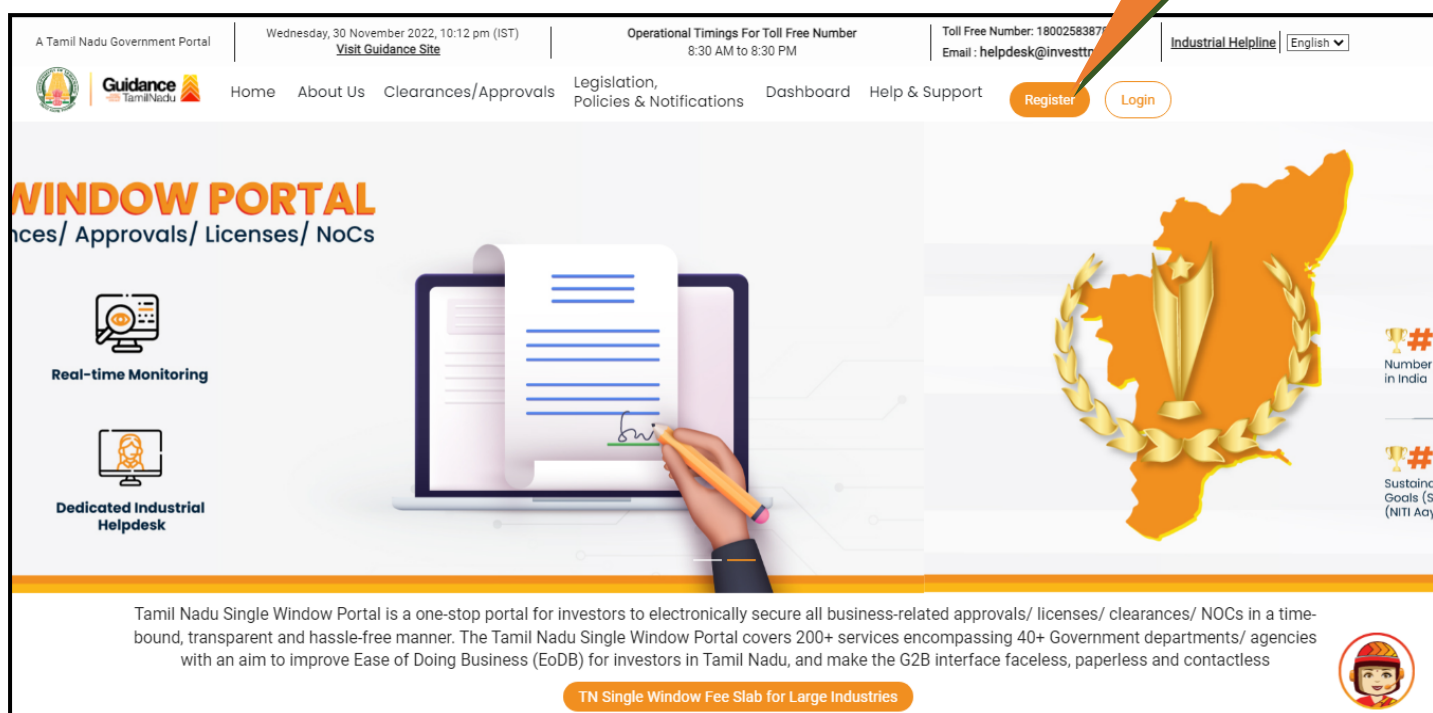
[TN Single Window Fee Slab for Large Industries](#)

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

## 2. Registration

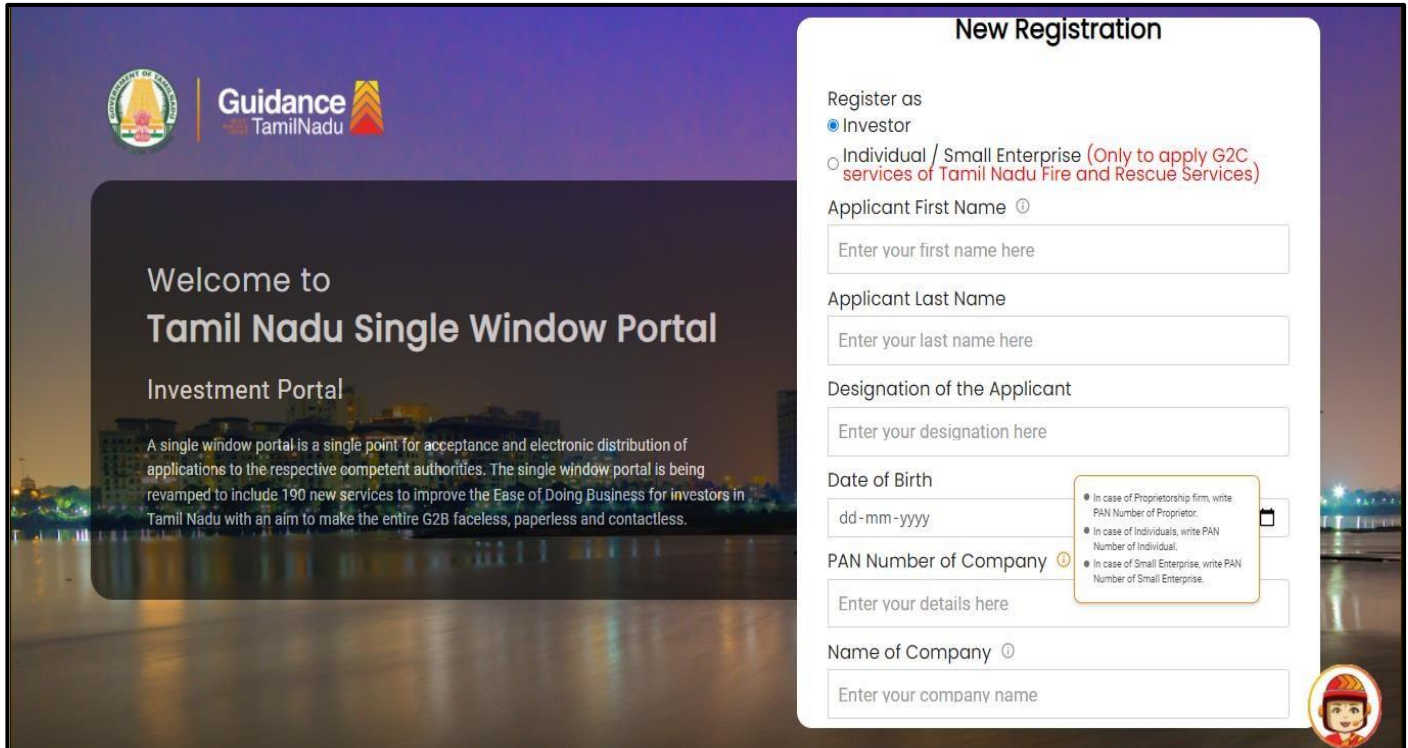
To access the TNSWP and to apply for various clearances the applicant needs to complete the Registration process.

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



**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

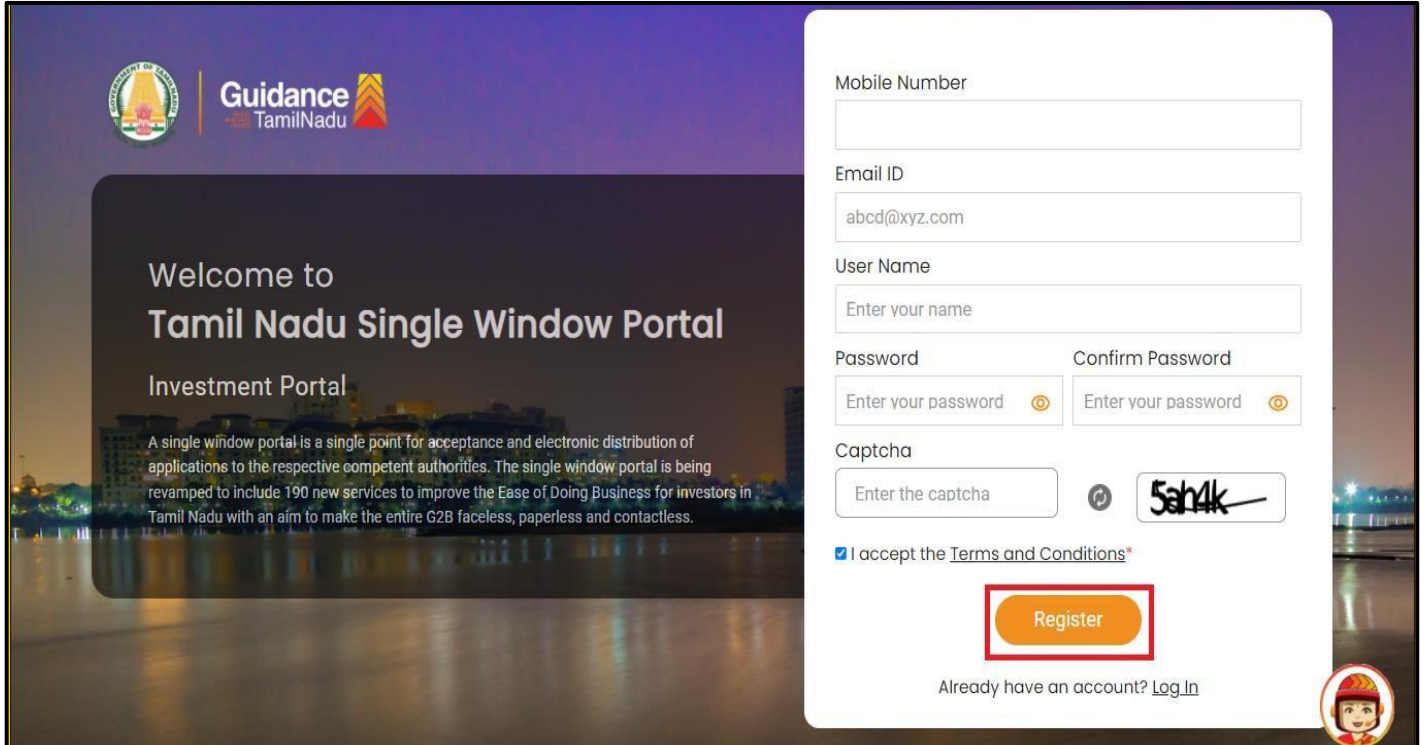
 📅

PAN Number of Company ⓘ

- 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.

Name of Company ⓘ

**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**

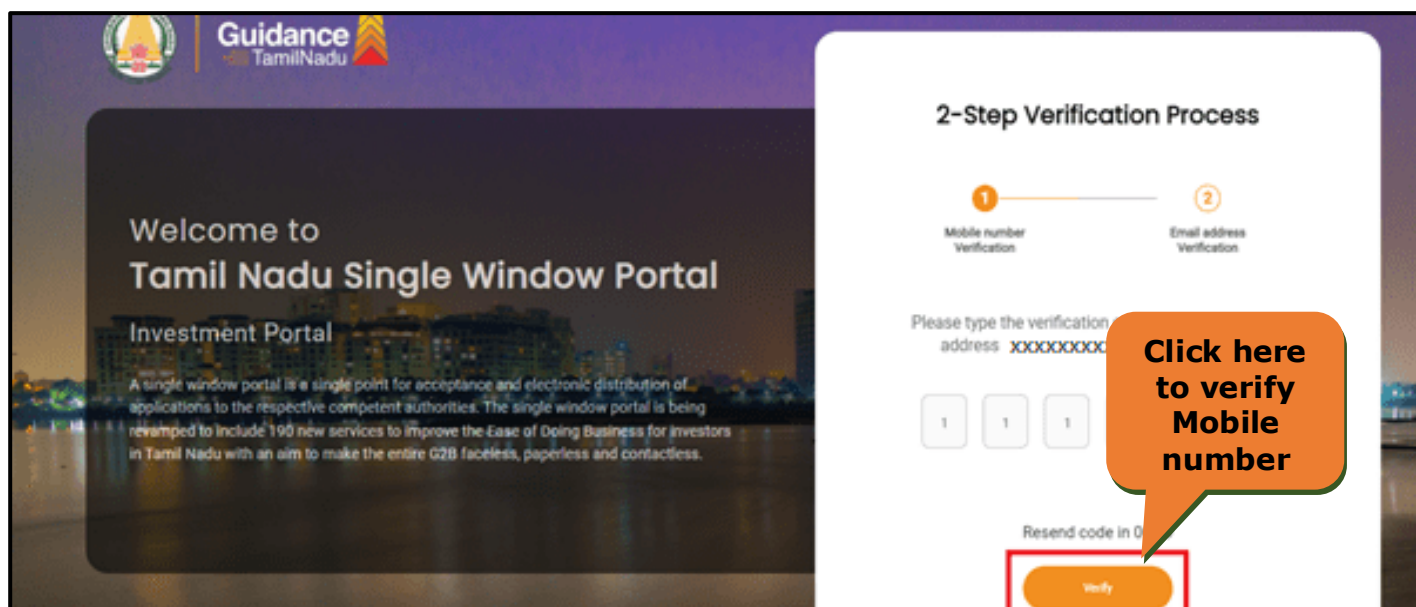
- 6) The Email ID would be the Username to login the TNSWP.
- 7) Future communications would be sent to the registered mobile number and Email ID of the applicant.
- 8) Create a strong password and enter the Captcha code as shown.
- 9) The applicant must read and accept the terms and conditions and click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

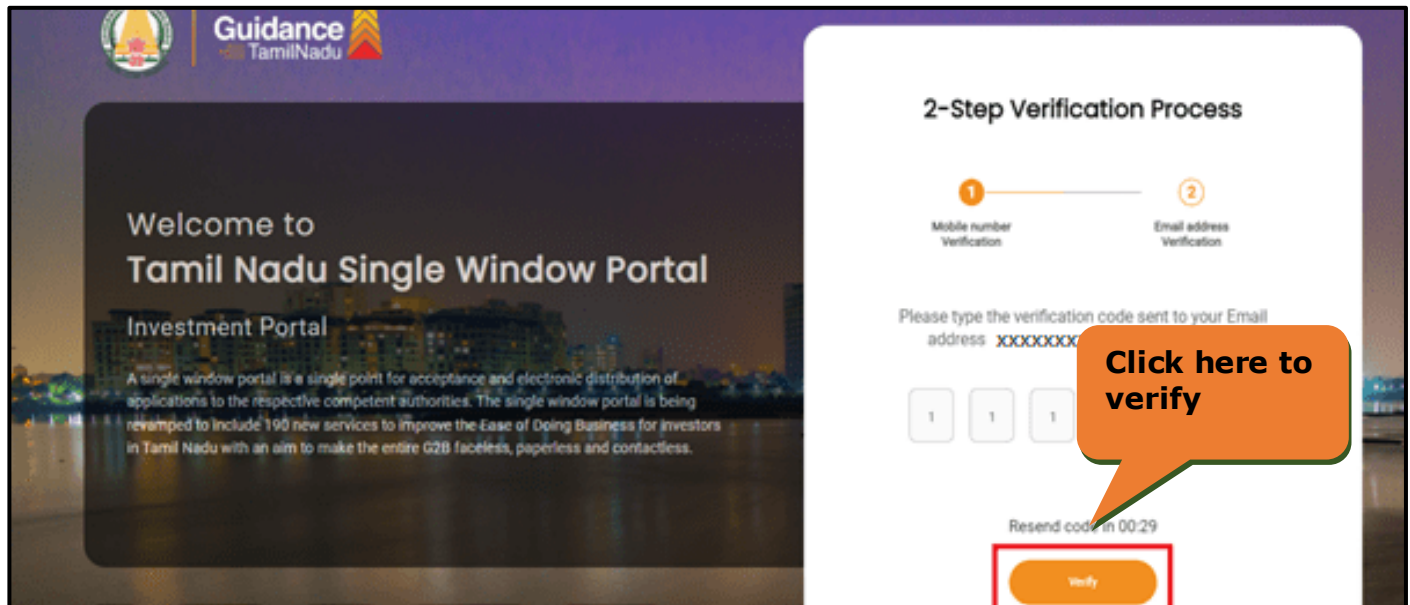


**Figure 5. Mobile Number Verification**



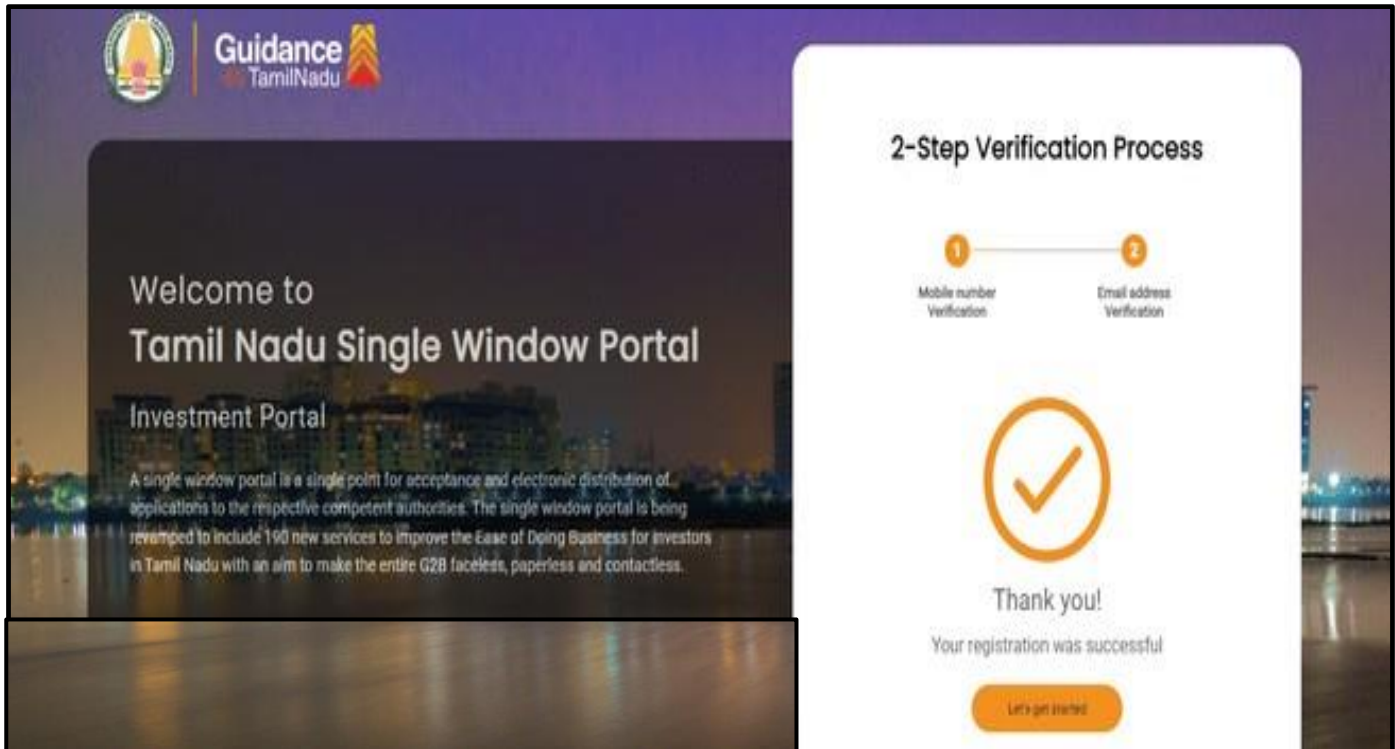
- **Email ID Verification**

- 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 the toll-free number (8:30 AM to 8:30 PM), and contact information (Toll Free Number: 1800258387, Email: helpdesk@investtn.in). 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 laurel wreath, the text 'TAMIL NADU Leading the Nation', and a grid of achievements. A callout box points to the 'Login' button.

Rank	Achievement
#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)

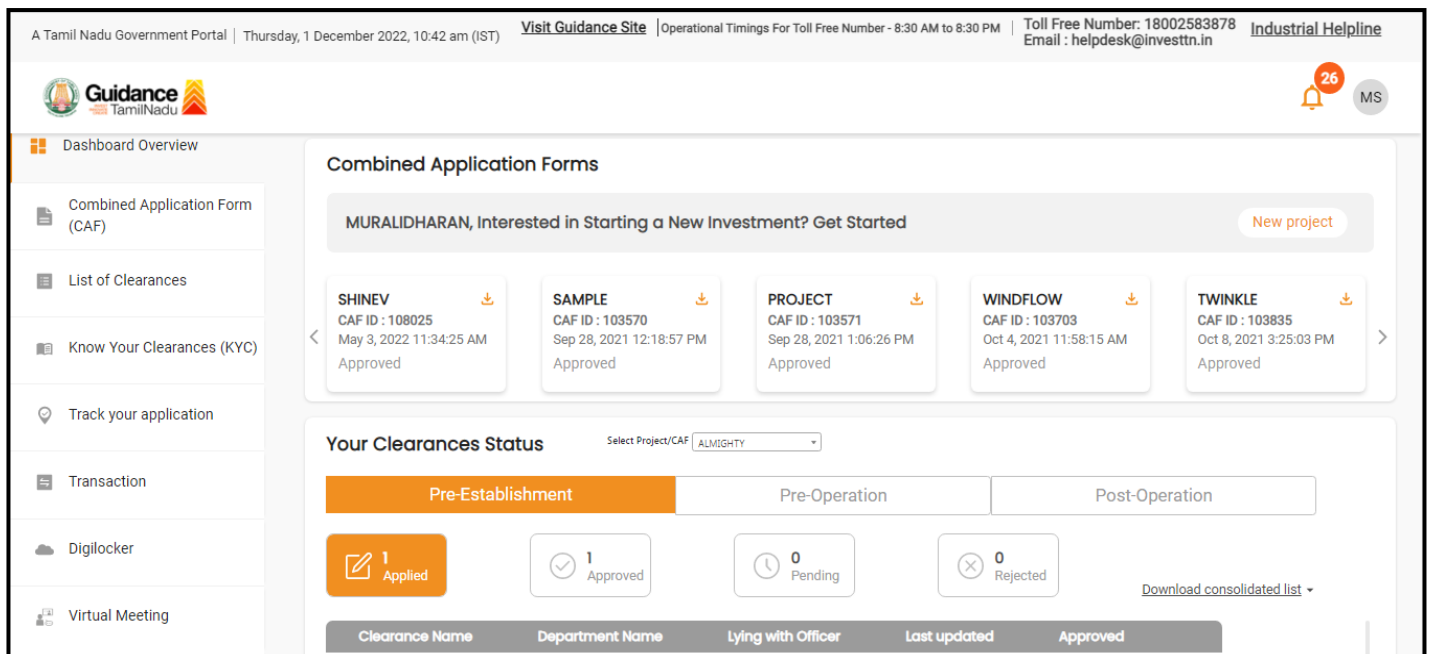
Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ 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.

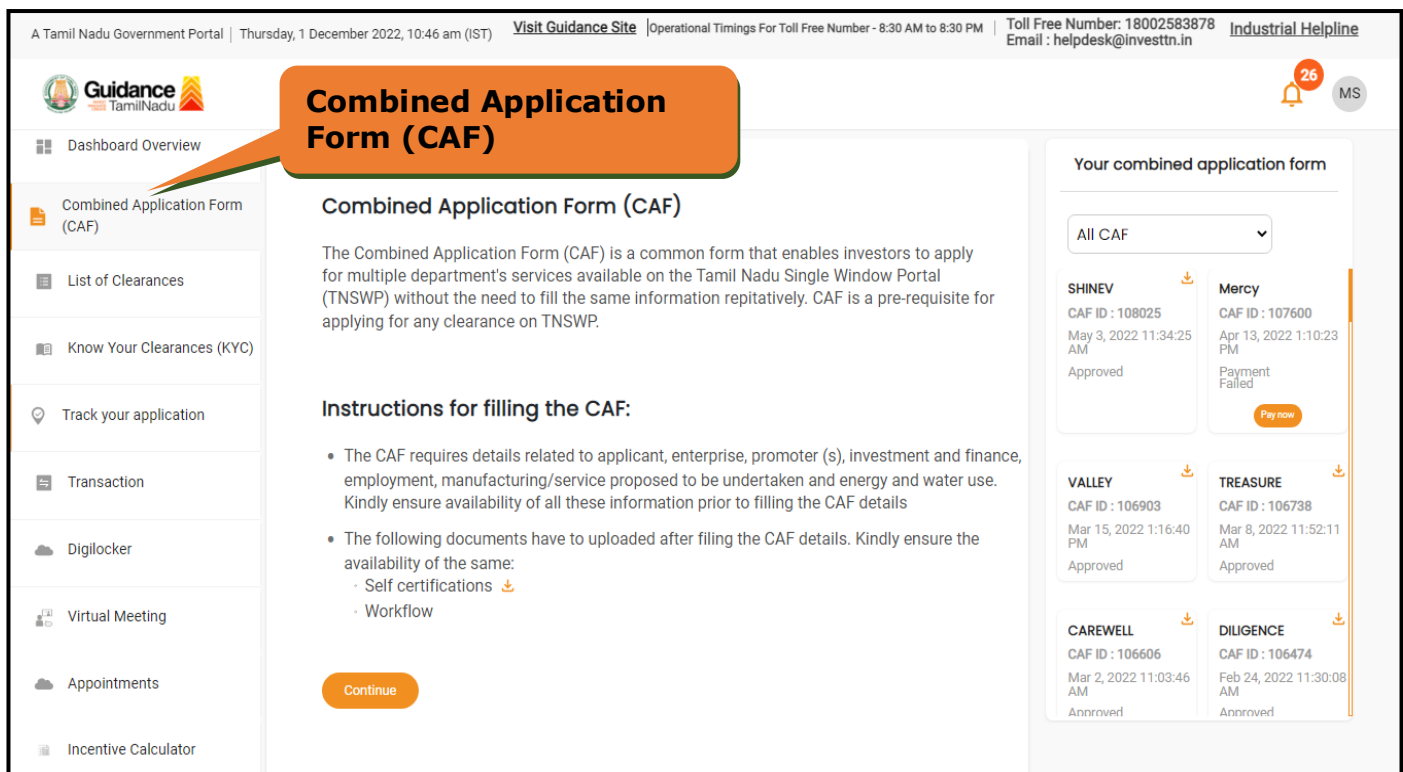


The screenshot shows the dashboard overview page for the Guidance TamilNadu portal. The page includes a navigation menu on the left with options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', 'Transaction', 'Digilocker', and 'Virtual Meeting'. The main content area is titled 'Combined Application Forms' and features a 'New project' button and a list of application cards for 'SHINEV', 'SAMPLE', 'PROJECT', 'WINDFLOW', and 'TWINKLE'. Below this is a 'Your Clearances Status' section with a dropdown for 'Select Project/CAF' (set to 'ALMIGHTY') and three status categories: 'Pre-Establishment' (1 Applied), 'Pre-Operation' (1 Approved), and 'Post-Operation' (0 Pending, 0 Rejected). A 'Download consolidated list' link is also present. At the bottom, a table header is visible with columns: 'Clearance Name', 'Department Name', 'Lying with Officer', 'Last updated', and 'Approved'.

**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)**

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

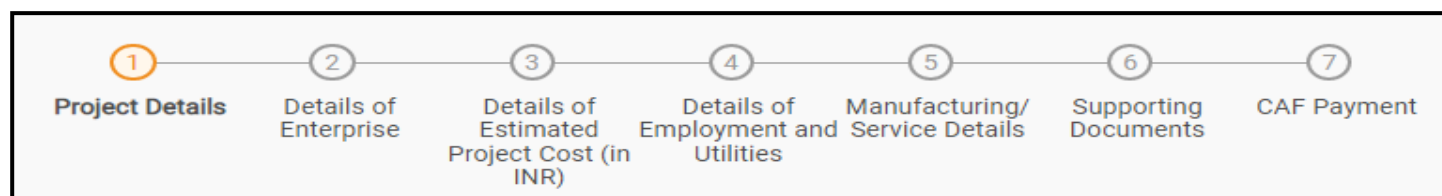
**Your combined application form**

CAF ID	Approval Status
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
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 'CAF Payment' step of a multi-step process. A confirmation message is shown in a white box with an orange warning icon, 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, the 'Payment Details' section is visible, including a radio button for 'Lump sum' (selected), a radio button for 'à la carte', and a text input field for 'Amount to be paid (in INR)' containing '500000'. A 'Calculate Fee' button is located to the right of the input field. The background shows a progress bar with steps 1 through 7, and a sidebar with navigation options like 'Dashboard Overview', 'List of Clearances', and 'Track your application'.

**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 Application for Change of Land use - Planned Areas

1. Click on “List of Clearances”

List of Clearances

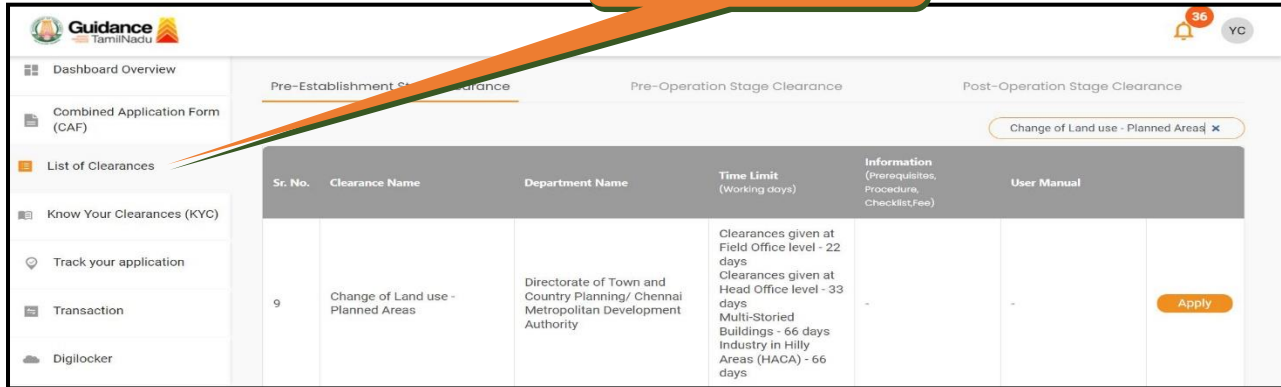


Figure 13. List of Clearances

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 ‘Change of Land use - Planned Areas’ by using Search option as shown in the figure given below.

Pre-Establishment Stage

Search for Clearance

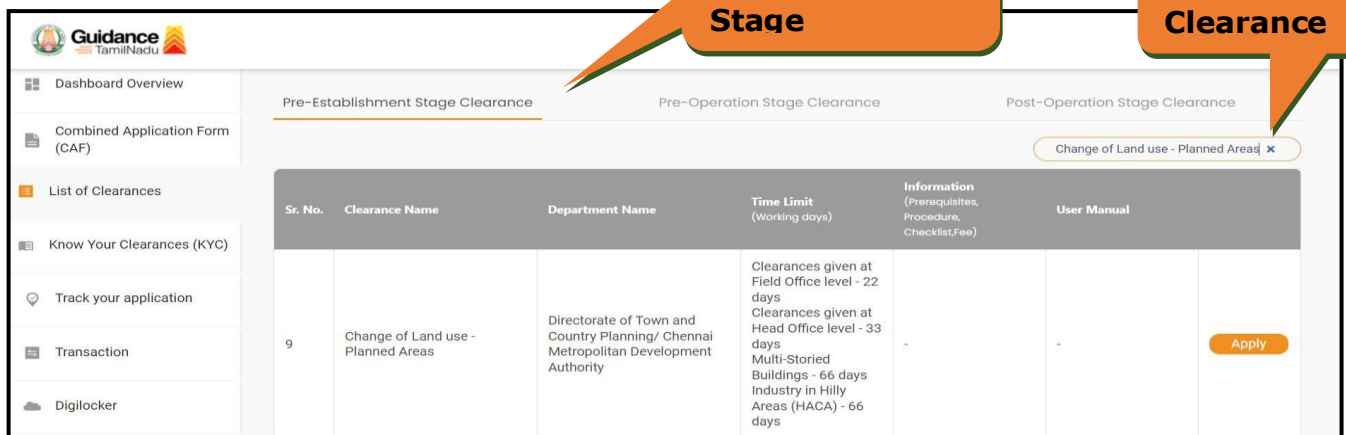
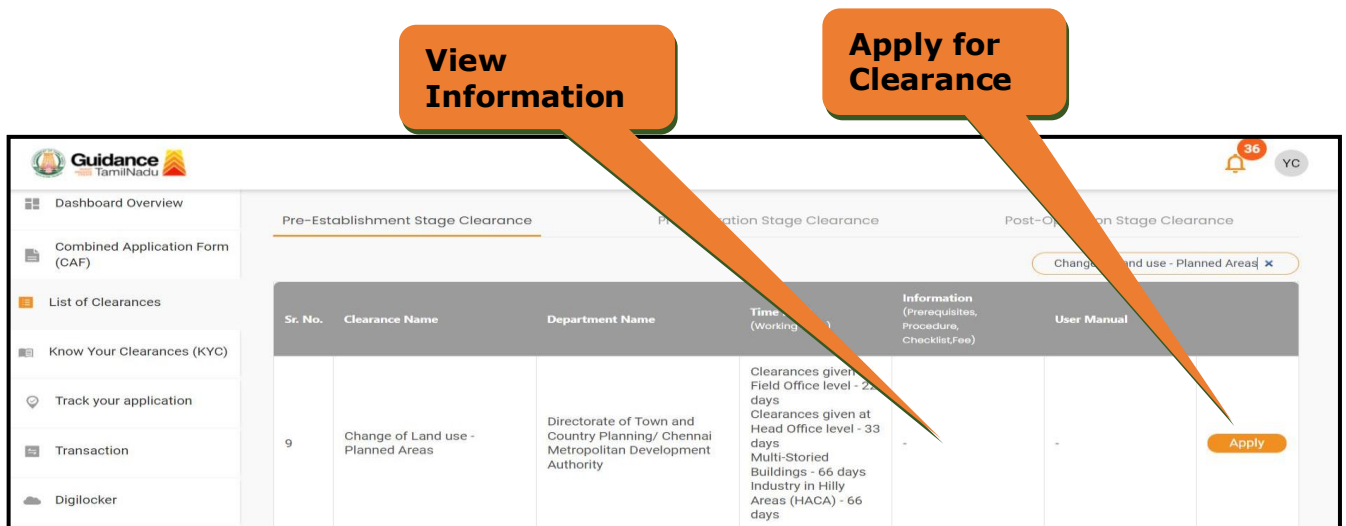


Figure 14. Search for Clearance

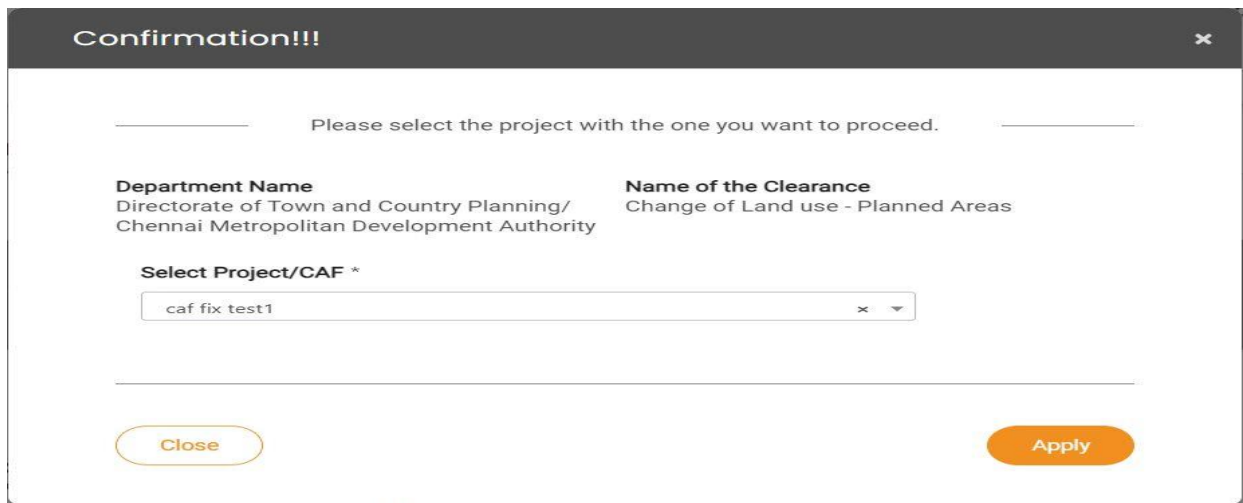


4. Applicant can view information on workflow, checklist of supporting documents to be uploaded by the applicant and fee details. Click on 'view' to access the information (Refer Figure 15)
5. To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 15).
6.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



**Figure 15. Apply for Clearance**

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



The image shows a confirmation dialog box titled "Confirmation!!!". The dialog contains the following text: "Please select the project with the one you want to proceed." Below this, there are two columns of information: "Department Name" (Directorate of Town and Country Planning/ Chennai Metropolitan Development Authority) and "Name of the Clearance" (Change of Land use - Planned Areas). A dropdown menu labeled "Select Project/CAF \*" is shown with the selected value "caf fix test1". At the bottom, there are two buttons: "Close" and "Apply".

**Figure 16. Project/CAF**

2) Click on the Apply button and the Page would get redirected to Change of Land use - Planned Areas.

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

*You are being redirected for Change of Land use - Planned Areas*

**Figure 17. Change of Land use - Planned Areas**

### 3) Enter all the mandatory details in the application for Change of Land use - Planned Areas

The screenshot shows the 'ReClassification' form with the 'Applicant' tab selected. The form contains the following fields:

- Applicant type \* (Dropdown)
- Applicant Name \* (Text)
- Firm Name (Text)
- District \* (Dropdown)
- Taluk \* (Dropdown)
- Village/City/Town \* (Dropdown)
- Address Line 1\* (Text)
- Address Line 2 (Text)
- Address Line 3 (Text)
- Pin Code \* (Text)
- Mobile Number\* (Text)
- Land line/Phone Number (Text)
- Email Id (Text)
- Website (Text)

A 'Save & Continue' button is located at the bottom right of the form.

The screenshot shows the 'ReClassification' form with the 'Site Address' tab selected. The form contains the following fields:

- District \* (Dropdown): Chennai
- Taluk \* (Dropdown): Ambattur
- Village/City/Town \* (Dropdown): Ambattur
- Select District (Text):
- \* ULB Type (Dropdown): Greater Chennai Corporation
- Select ULB Type (Text):
- Local Body Office \* (Dropdown): Chennai
- Select Local Body Office (Text):
- Address Line 1\* (Text): No44
- Address Line 2 (Text):
- Address Line 3 (Text):
- Local Body Office Details : (Text):
- Block (Text):
- Department (Text): CMDA
- ULB (Text): GCC
- Office Address (Text): Greater Chennai Corporation, Ripon Building, Chennai

A 'Save & Continue' button is located at the bottom right of the form.

Click on 'Save'

Figure 18. Change of Land use - Planned Areas

## Application Submitted

- 1) Applicant need to fill the Application form is submitted successfully to the online PPA Portal and submit the needful information and redirect to CMDA Portal-Invite Registered Professional (CMDA Portal). The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

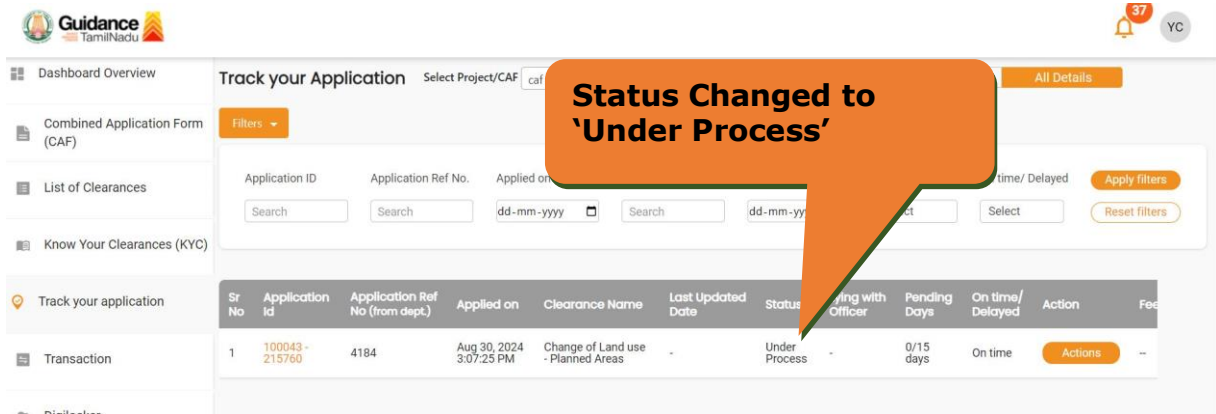


Figure 19. Under Process

- 2) Fill the application form and upload all the required supporting Documents and forward to applicant, in order to sign a form-A. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

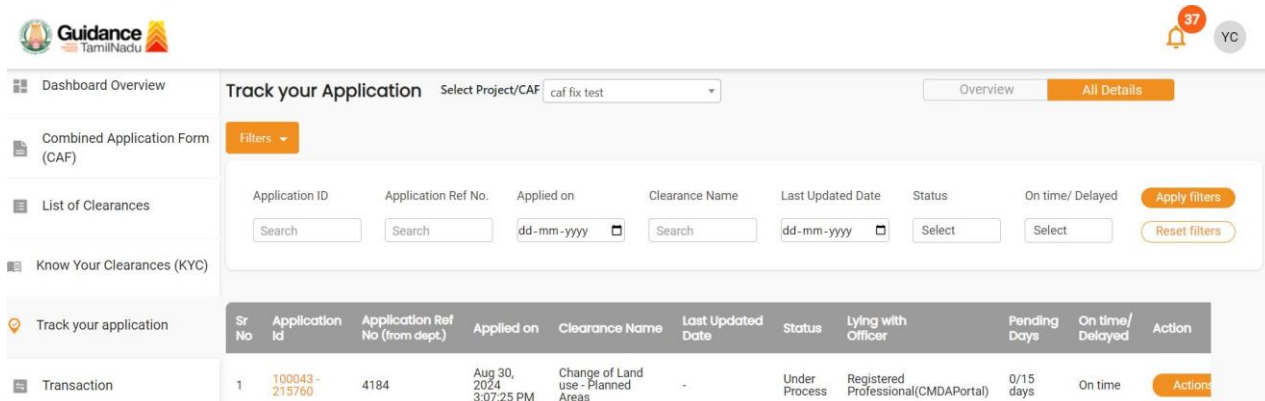
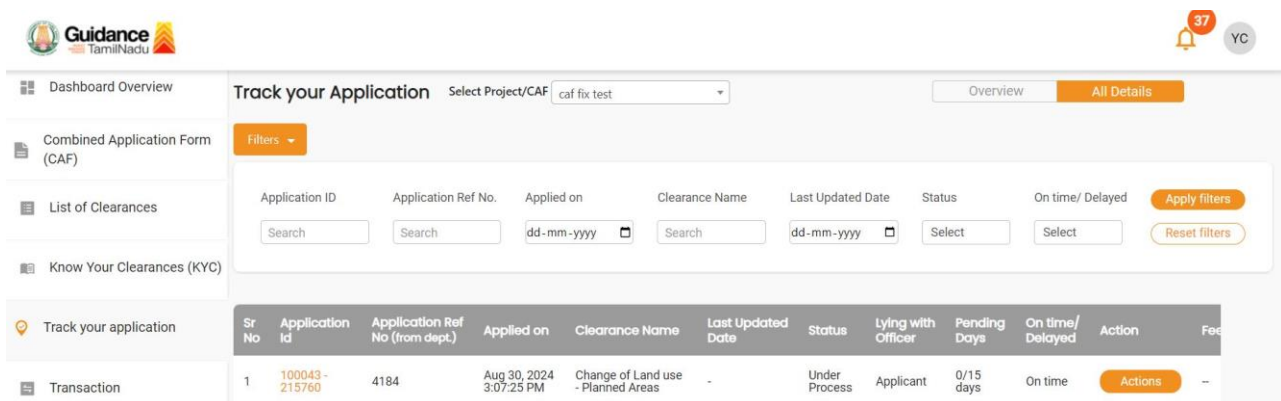


Figure 20. Under Process

- 3) After form-A is signed and the application gets submitted successfully to Registered Professional (CMDA Portal). If there is "No" query, then scrutiny Fee paper, Publication Charges and Gazette Publication charges the application forward to Planning Assistant 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 main heading is 'Track your Application' with a dropdown menu set to 'caf fix test'. There are tabs for 'Overview' and 'All Details'. Below this is a 'Filters' section with search boxes for 'Application ID', 'Application Ref No.', 'Applied on', and 'Clearance Name', along with date pickers and 'Apply filters' and 'Reset filters' buttons. 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	Fee
1	100043 - 215760	4184	Aug 30, 2024 3:07:25 PM	Change of Land use - Planned Areas	-	Under Process	Applicant	0/15 days	On time	Actions	-

**Figure 21. Under Process**

- 4) Scrutinize and verify the paper publication, land use card, Local body checklist, Letter from local body and create fees in payment tab if Payment tab is applicable generate and view the draft letter requesting excess cost (Paper publication) otherwise the application status "No" means the application return to Registered Professional (CMDA Portal). 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 menu with '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 'caf fix test'. Below this are filter options for Application ID, Application Ref No., Applied on, Clearance Name, Last Updated Date, Status, and On time/Delayed. A table below the filters shows one application entry:

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	100043 - 215760	4184	Aug 30, 2024 3:07:25 PM	Change of Land use - Planned Areas	-	Under Process	Planning Assistant	0/15 days	On time	Actions

Figure 22. Under Process

5) Once the draft letter is received the Assistant Planner can view the letter and forward it to the Deputy Planner. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

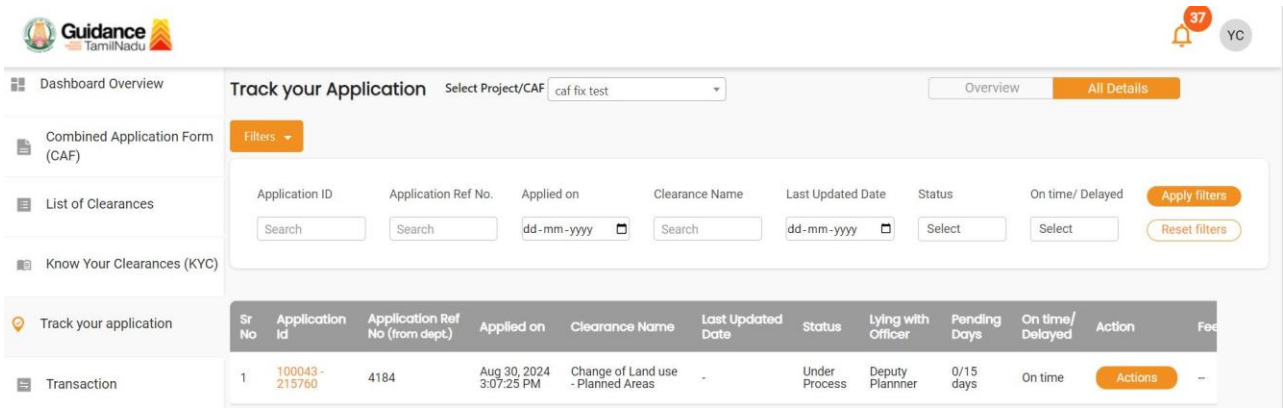
This screenshot is similar to Figure 22, showing the 'Track your Application' page. The table entry for the application is now updated:

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	100043 - 215760	4184	Aug 30, 2024 3:07:25 PM	Change of Land use - Planned Areas	-	Under Process	Assistant Planner	0/15 days	On time	Actions

Figure 23. Under Process

6) Deputy Planner can view the letter and forward to Assistant Planner. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**



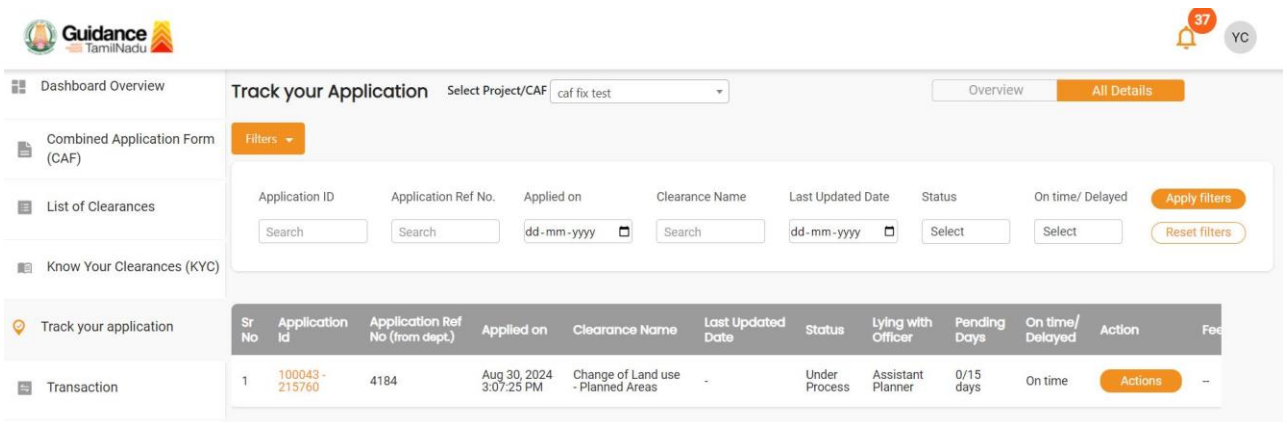


The screenshot shows the 'Track your Application' interface. At the top, there's a navigation menu with 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', and 'Transaction'. The main area is titled 'Track your Application' with a dropdown for 'Select Project/CAF' set to 'caf fix test'. Below this are filter options and a table 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	Fee
1	100043 - 215760	4184	Aug 30, 2024 3:07:25 PM	Change of Land use - Planned Areas	-	Under Process	Deputy Planner	0/15 days	On time	Actions	-

**Figure 24. Under Process**

7) The Assistant Planner Signs a letter requesting excess cost (Challan Auto generated) and forward to Registered Professional (CMDA Portal). 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 24 but shows a different officer assigned to the application. The 'Lying with Officer' field now displays 'Assistant Planner'.

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	Fee
1	100043 - 215760	4184	Aug 30, 2024 3:07:25 PM	Change of Land use - Planned Areas	-	Under Process	Assistant Planner	0/15 days	On time	Actions	-

**Figure 25. Under Process**

## 8.Payment Process

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

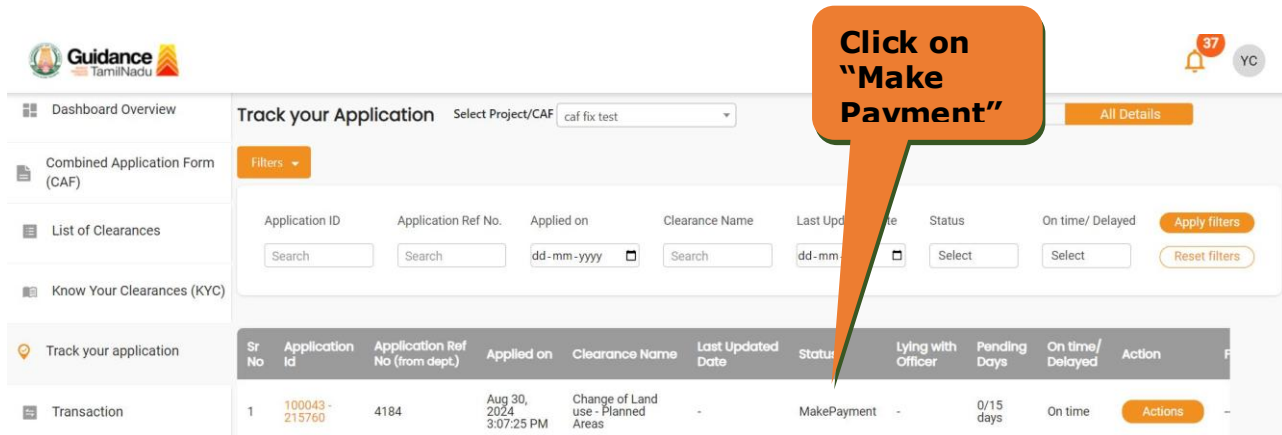


Figure 26. Make Payment

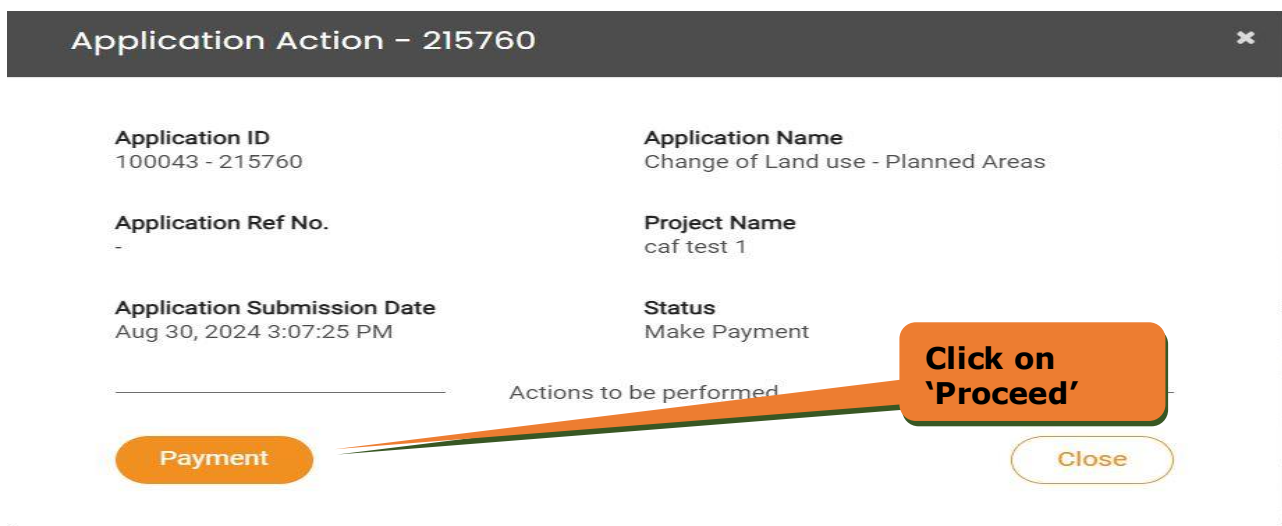


Figure 27. Click on 'Proceed'

8) Once payment is done view letter and payment fees Schedule date fill site inspection form and site inspection remarks. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

The screenshot shows a dashboard with a sidebar on the left containing menu items: 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' (set to 'caf fix test') and buttons for 'Overview' and 'All Details'. Below this is a 'Filters' section with search boxes for Application ID, Application Ref No., Applied on, Clearance Name, and Last Updated Date, along with status and on-time/delayed dropdowns. An 'Apply filters' button is present. The main table displays one application with 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	100043 - 215760	4184	Aug 30, 2024 3:07:25 PM	Change of Land use - Planned Areas	Aug 30, 2024 4:07:25 PM	Under Process	Registered Professional(CMDAPortal)	0/15 days	On time	Actions

**Figure 28. Under Process**

## 9. Inspection Schedule

- a. The Assistant Planner 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).

This screenshot is similar to Figure 28 but shows the application status updated. The 'Status' column in the table now reads 'Scheduled inspection' and the 'Lying with Officer' is 'Assistant Planner'. The 'Action' button is labeled 'Actions'.

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	100043 - 215760	4184	Aug 30, 2024 3:07:25 PM	Change of Land use - Planned Areas	Aug 30, 2024 4:07:25 PM	Scheduled inspection	Assistant Planner	0/15 days	On time	Actions

**Figure 29. Status changed to 'Inspection scheduled'**

Application Action – 215760
✕

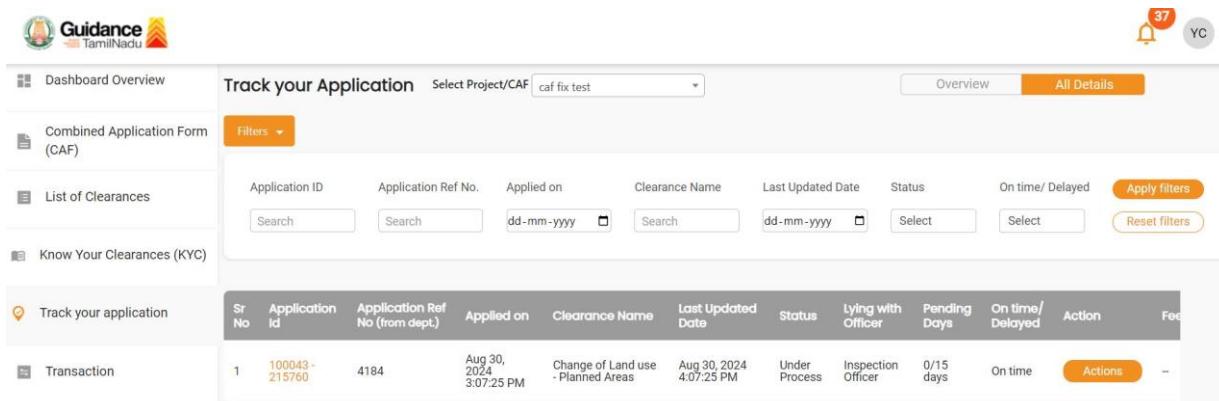
<p><b>Application ID</b> 100043 - 215760</p> <p><b>Application Ref No.</b> -</p> <p><b>Application Submission Date</b> Aug 30, 2024 3:07:25 PM</p>	<p><b>Application Name</b> Change of Land use - Planned Areas</p> <p><b>Project Name</b> caf test 1</p> <p><b>Status</b> Scheduled inspection</p>
--	---


Actions to be performed

Inspection Details
Close

**Figure 30. Details of Scheduled Inspection**

9) After completion of Inspection, upload the inspection details and inspection report. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**





37
YC

Track your Application

Select Project/CAF caf fix test

Overview
All Details

Filters

Apply filters

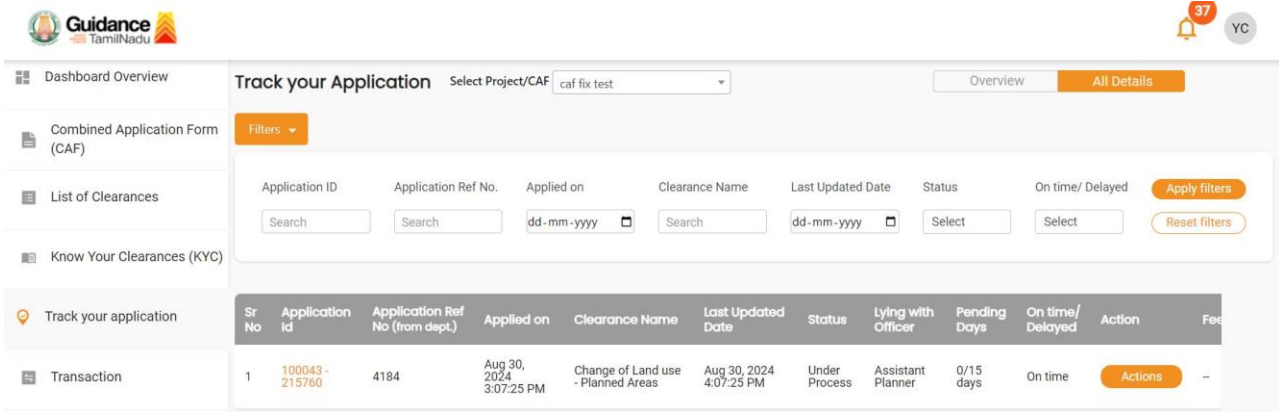
Reset filters

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"/> <span style="font-size: x-small;">📅</span>	<input type="text" value="Search"/>	<input type="text" value="dd-mm-yyyy"/> <span style="font-size: x-small;">📅</span>	<input type="text" value="Select"/>	<input type="text" value="Select"/>

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	Fee
1	100043-215760	4184	Aug 30, 2024 3:07:25 PM	Change of Land use - Planned Areas	Aug 30, 2024 4:07:25 PM	Under Process	Inspection Officer	0/15 days	On time	<span style="background-color: #f4a460; border-radius: 5px; padding: 2px 5px;">Actions</span>	-

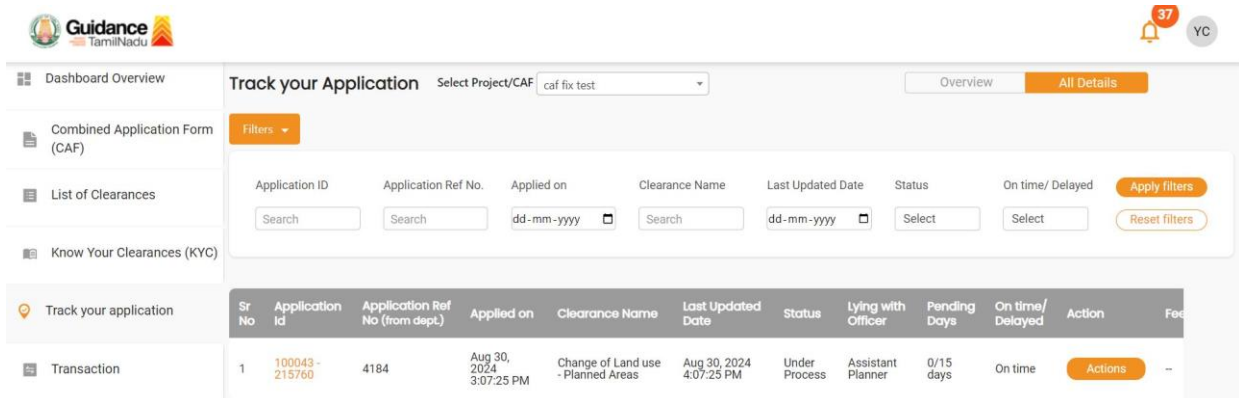
**Figure 31. Under Process**

10) The Planning Assistant enters and consolidates the Scrutiny remarks and forwards it to Assistant Planner. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**



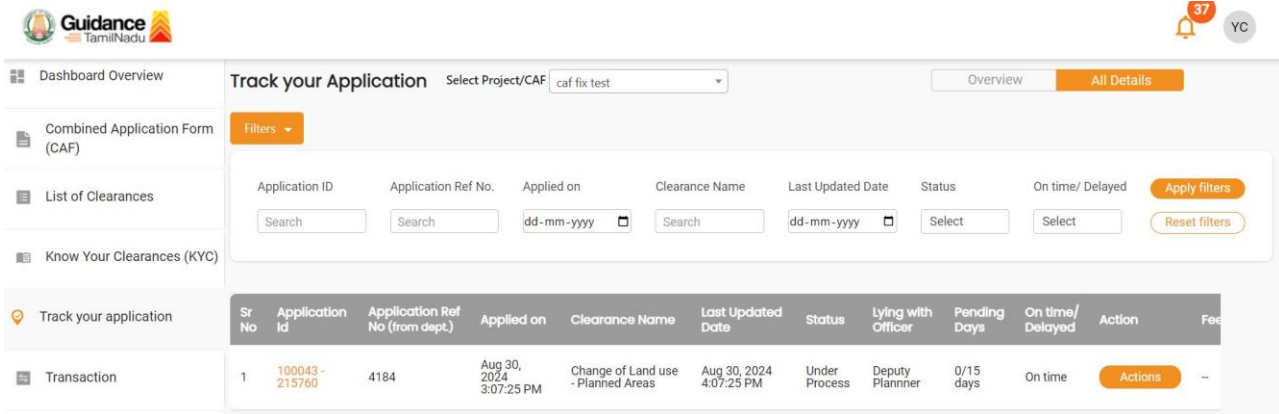
**Figure 32. Under Process**

11) Assistant Planner will scrutinize and add particular details and forwards to Deputy Planner. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**



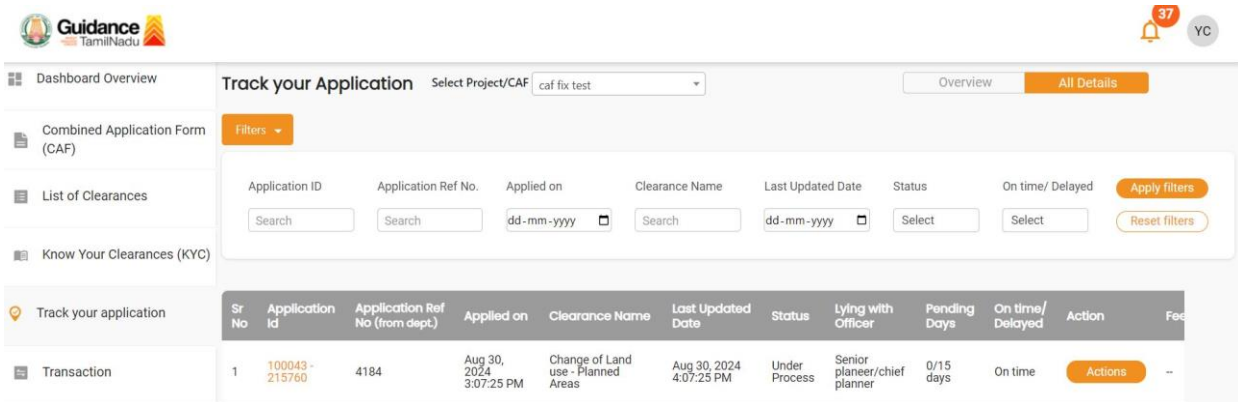
**Figure 33. Under Process**

12) Deputy Planner will scrutinize and add particular details and forwards to Senior planner/chief planner. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**



**Figure 34. Under Process**

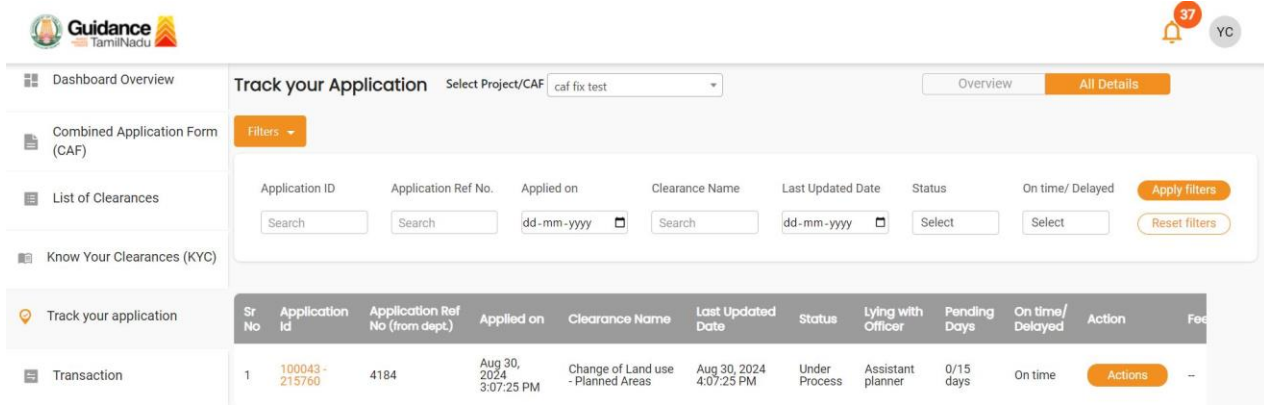
13) Senior planner/chief planner view the particulars details and forward to Assistant planner. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**



**Figure 35. Under Process**

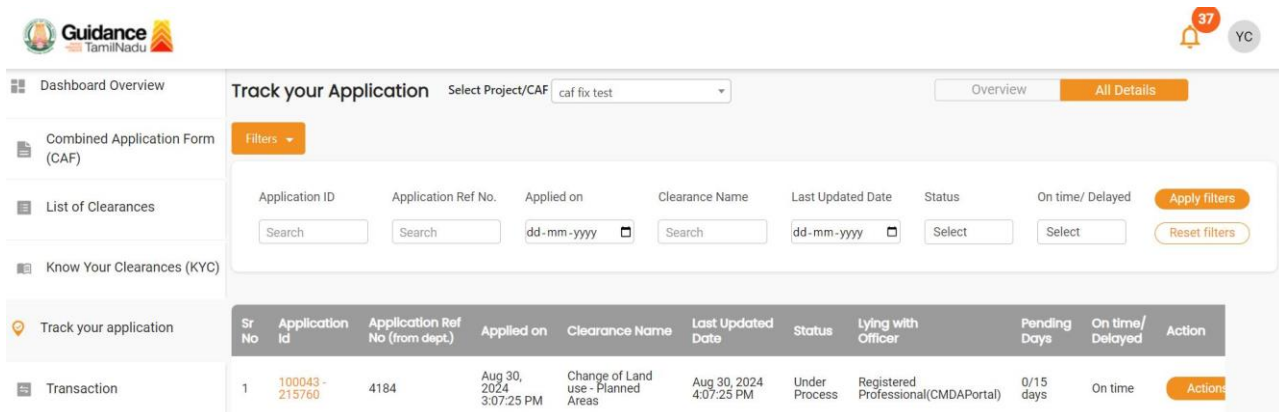
14) The Assistant planner sign call for particulars letter and forward to Registered Professional (CMDA Portal). The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**





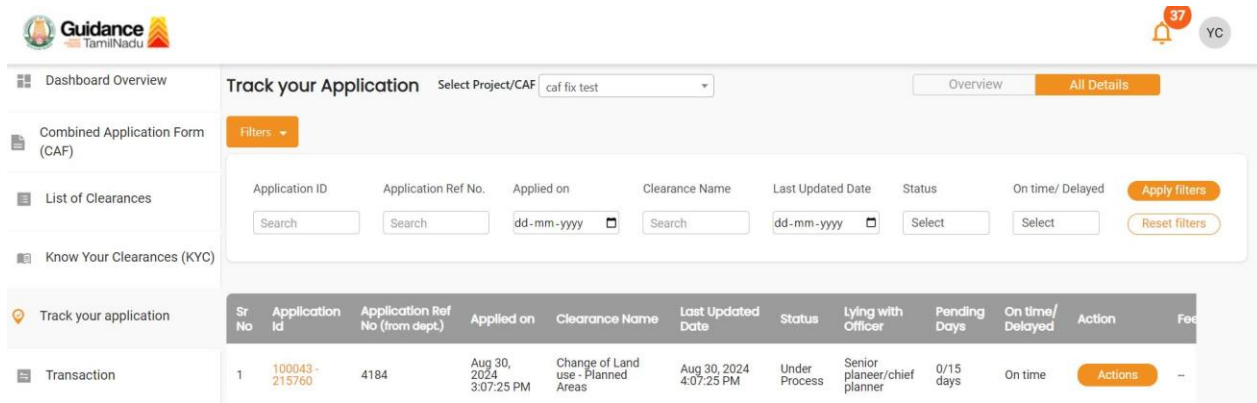
**Figure 36. Under Process**

15) Registered Professional (CMDA Portal) can View call for particular letter and complete Particular Compliance Check. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**



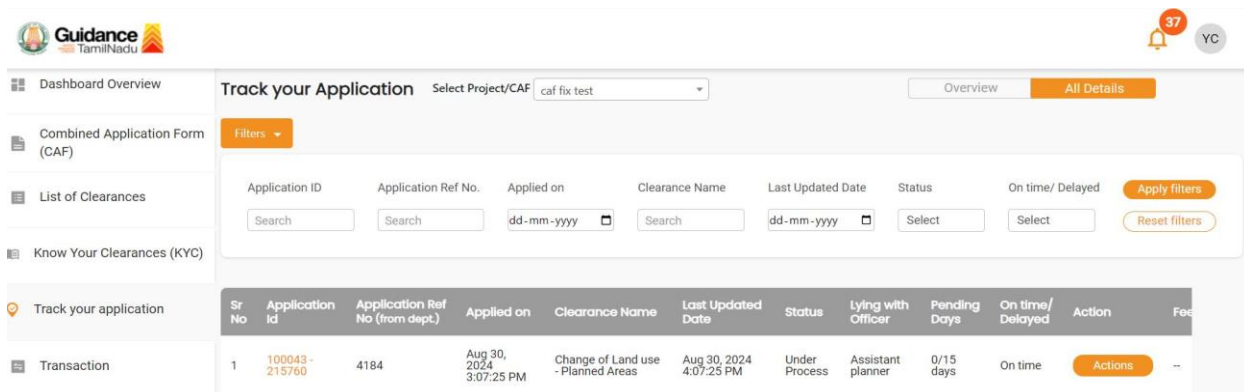
**Figure 37. Under Process**

16) If it is "yes" means the letter processing forward to Assistant planner, if it is "NO" means the letter lying to Senior planner/chief planner. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**



**Figure 38. Under Process**

17) The Assistant planner sign return letter and forward to Registered Professional (CMDA Portal). The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**



**Figure 39. Under Process**

18) The Registered Professional (CMDA Portal) can view the return 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**

The screenshot shows the 'Track your Application' interface. At the top, there's a navigation bar with 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', and 'Track your application'. The main area is titled 'Track your Application' with a dropdown menu set to 'caf fix test'. Below this are filter options for Application ID, Application Ref No., Applied on, Clearance Name, Last Updated Date, Status, and On time/ Delayed. A table below shows one application entry:

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	100043-215760	4184	Aug 30, 2024 3:07:25 PM	Change of Land use - Planned Areas	Aug 30, 2024 4:07:25 PM	Under Process	Registered Professional(CMDAPortal)	0/15 days	On time	Actions

Figure 40. Under Process

19) The applicant receives the refusal letter from the Registered Professional (CMDA Portal). The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

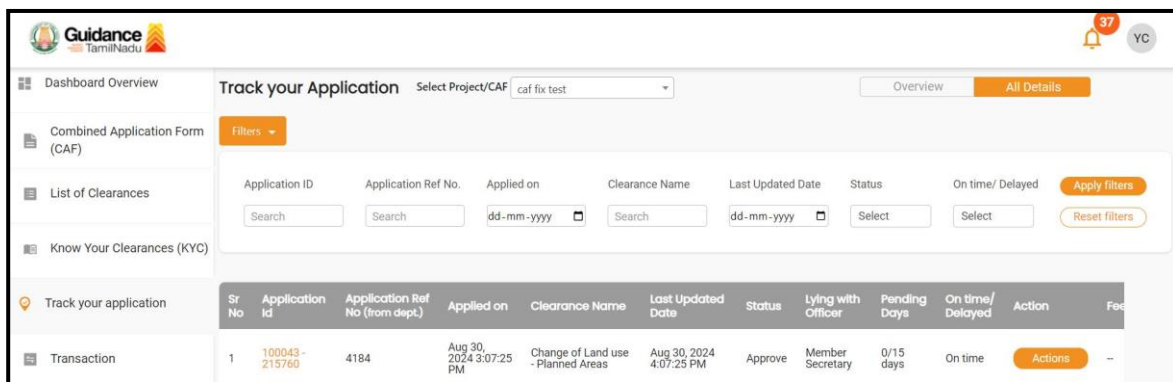
This screenshot is similar to Figure 40, showing the 'Track your Application' interface. The table entry for the application is:

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	Fee
1	100043-215760	4184	Aug 30, 2024 3:07:25 PM	Change of Land use - Planned Areas	Aug 30, 2024 4:07:25 PM	Under Process	Applicant	0/15 days	On time	Actions	--

Figure 41. Under Process

### Approve Refusal Letter:

20) The Member Secretary will approve the refusal letter and forward to Assistant planner. The Assistant planner sign the refusal letter and forward to Registered Professional (CMDA Portal) can view the refusal 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 42. Approve Refusal Letter**

21) Senior planner/chief planner conduct a town committee meeting and forward to Town committee will forward to Planning Assistant. The Planning Assistant will attach TC Meeting agenda and MOM. 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 'Status' column in the table indicates 'Under Process'. The 'Lying with Officer' is 'Senior planeer/chief planner' and 'Pending Days' is '0/15 days'.

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	100043 - 215760	4184	Aug 30, 2024 3:07:25 PM	Change of Land use - Planned Areas	Aug 30, 2024 4:07:25 PM	Under Process	Senior planeer/chief planner	0/15 days	On time	Actions

**Figure 43. Under Process**

**Application Processing:**

22) The Member Secretary approve file for Authority Meeting and forward to Planning Authority will conduct meeting and forward to Planning Assistant. The Planning Assistant will attach the authority agenda and resolution. 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 status updated to 'Approve'. A callout box labeled 'Approved Status' points to the 'Status' column. The 'Lying with Officer' is now 'Member Secretary'.

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	100043 - 215760	4184	Aug 30, 2024 3:07:25 PM	Change of Land use - Planned Areas	Aug 30, 2024 4:07:25 PM	Approve	Member Secretary	0/15 days	On time	Actions

**Figure 44. Application Processed**

23) Senior planner/chief planner receive the application is it a case of approval and forward to Planning Assistant. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

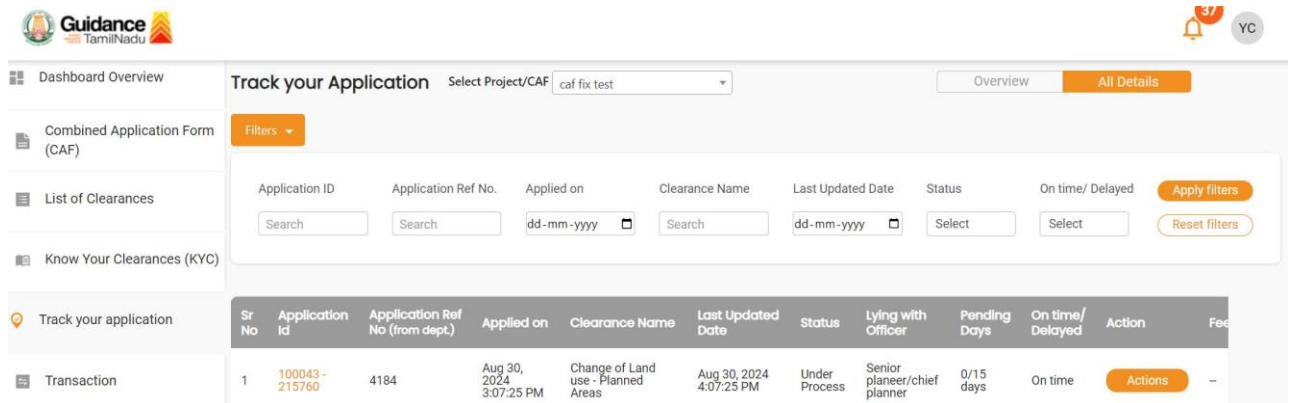


Figure 45. Under Process

24) The Planning Assistant draft letter for Gazette Publication (variation Notification) and draft final letter to applicant and forward to Assistant planner. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

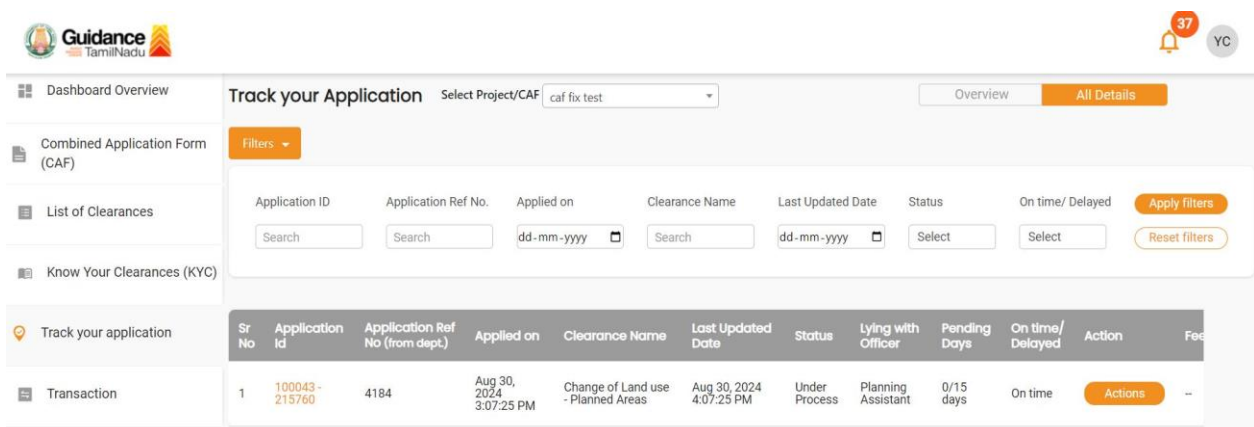


Figure 46. Under Process

25) The Assistant planner Sign a letter for Gazette Publication and final letter and forward to Planning Assistant. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

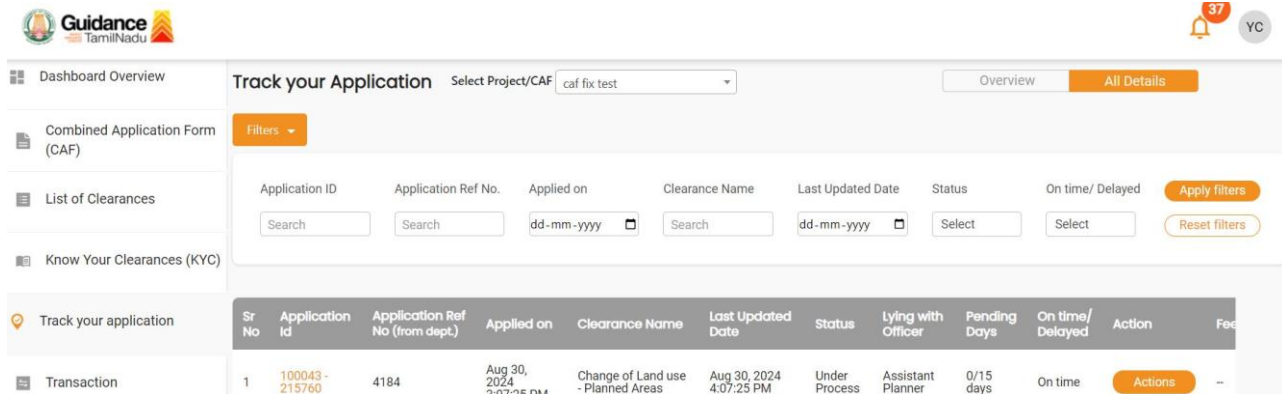


Figure 47. Under Process

26) The Planning Assistant attach Gazette Publication Copy, Post publication. The Gazette Publication Copy will send to both Assistant planner and Registered Professional (CMDA Portal) 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**

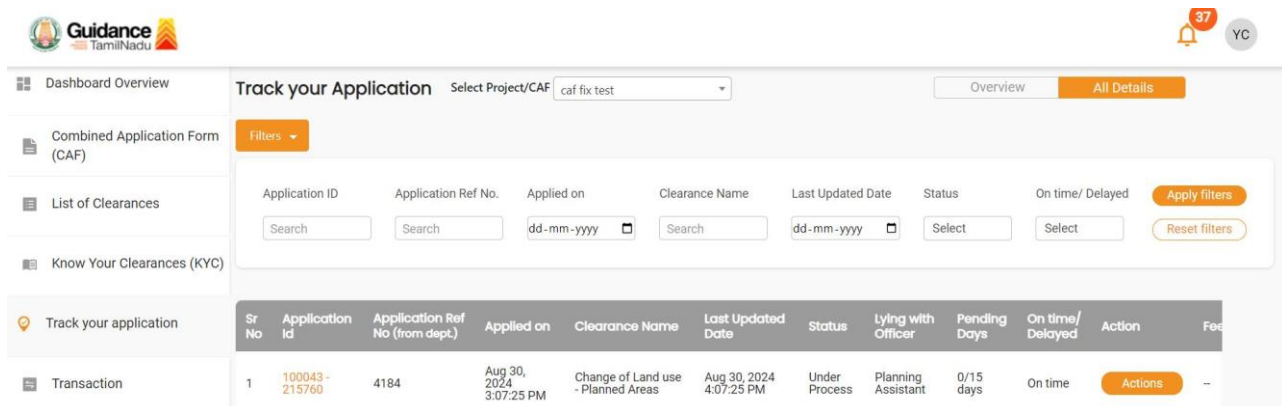
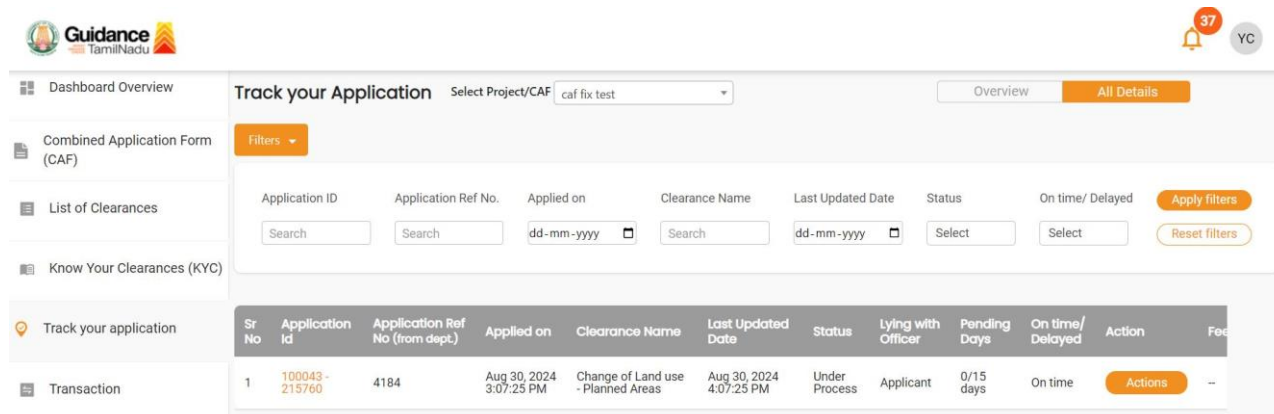


Figure 48. Under Process



27) The applicant will receive the Gazette Notification and download the certificate. 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	Fee
1	100043 - 215760	4184	Aug 30, 2024 3:07:25 PM	Change of Land use - Planned Areas	Aug 30, 2024 4:07:25 PM	Under Process	Applicant	0/15 days	On time	Actions	-

**Figure 49. Under Process**

## 10. Track Your Application

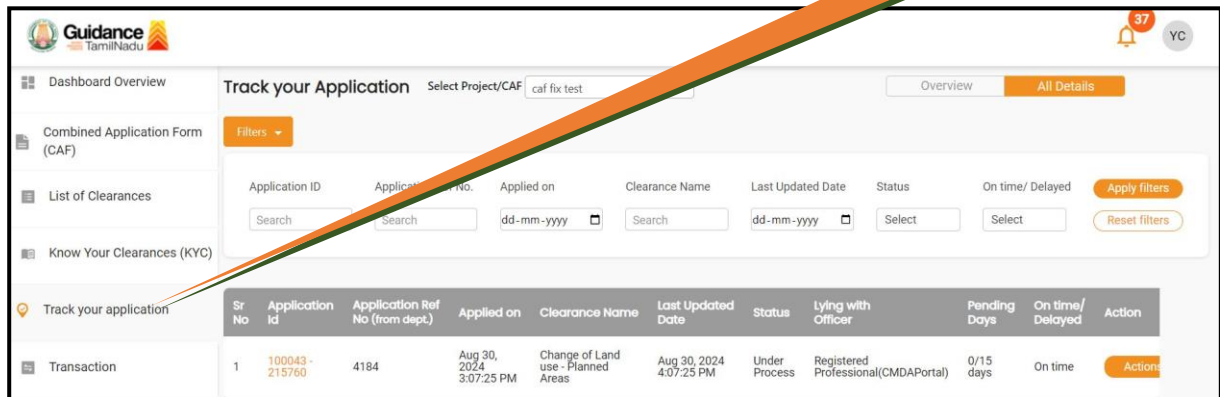
- 1) After submitting the application, a unique 'token ID' would be generated. Using the '**Token ID**' the Applicant can track the status of clearances by clicking on 'Track your application' option.'
- 2) Applicant to choose the name of the project created during CAF from the dropdown '**Select Project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



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	100043 - 215760	4184	Aug 30, 2024 3:07:25 PM	Change of Land use - Planned Areas	Aug 30, 2024 4:07:25 PM	Under Process	Registered Professional(CMDAPortal)	0/15 days	On time	Actions

**Figure 50. 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

The screenshot shows the 'All Details' tab of the 'Track your Application' section. 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 content area features a table with columns for Application ID, Application Ref No., Applied on, Clearance Name, Last Updated Date, Status, On time/ Delayed, and Action. A single application entry is visible with the following 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	100043 - 215760	4184	Aug 30, 2024 3:07:25 PM	Change of Land use - Planned Areas	Aug 30, 2024 4:07:25 PM	Under Process	Registered Professional(CMDAPortal)	0/15 days	On time	Action

Figure 51. 'All Details' tab

