



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Licence for Contractor under Inter-State Migrant Workmen
(RECS) Act, 1979**

Labour Department



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1. Home Page

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

TNSWP website
(www.tnswp.com)

Toll free number
and Mail Id

← → ↻ 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

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

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)

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**

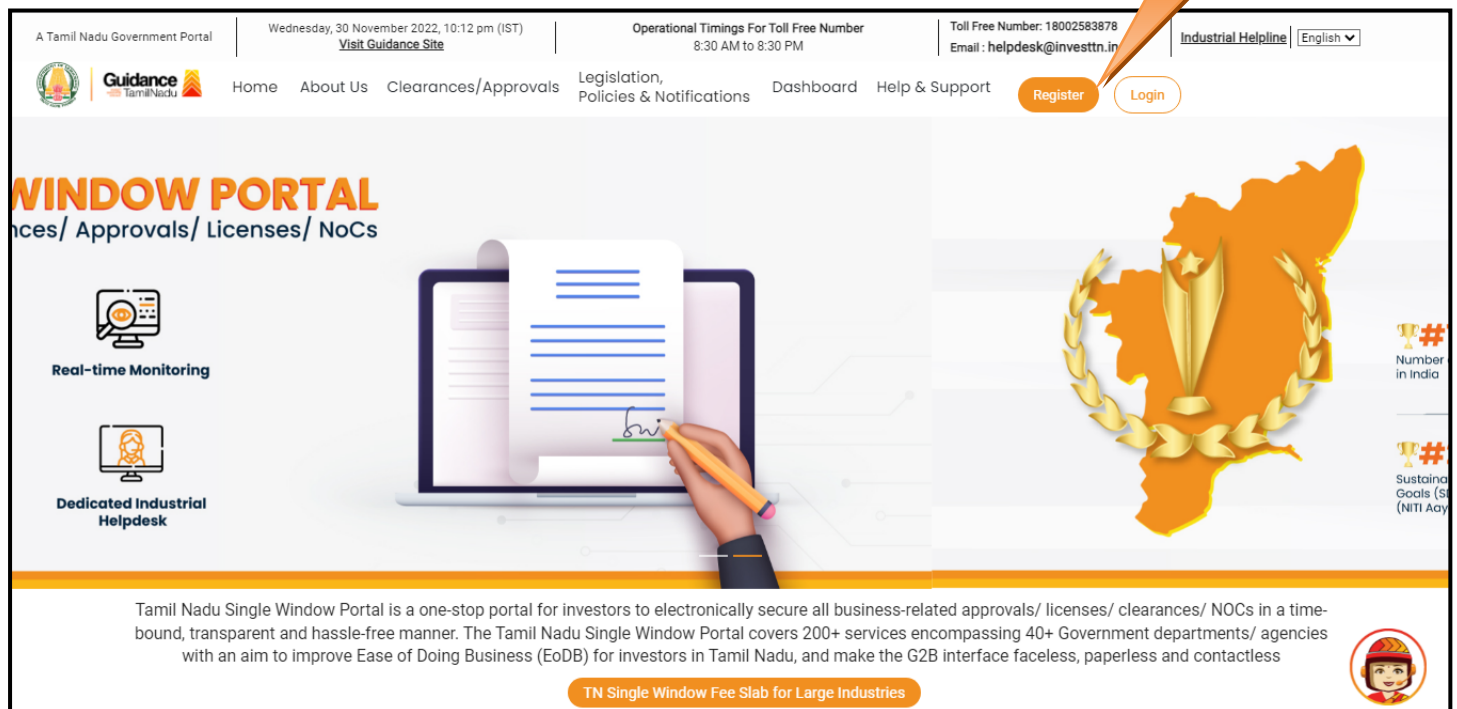


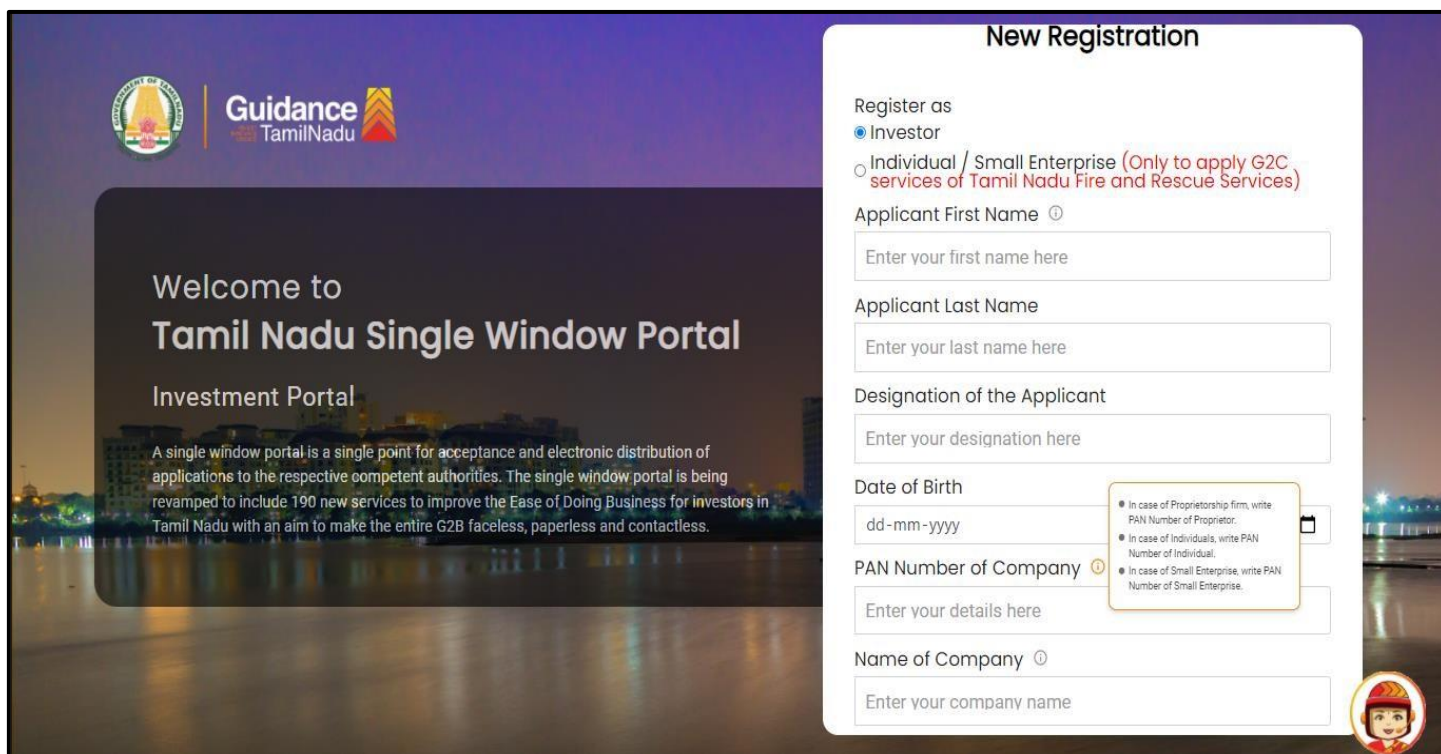
Figure 2. Register

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

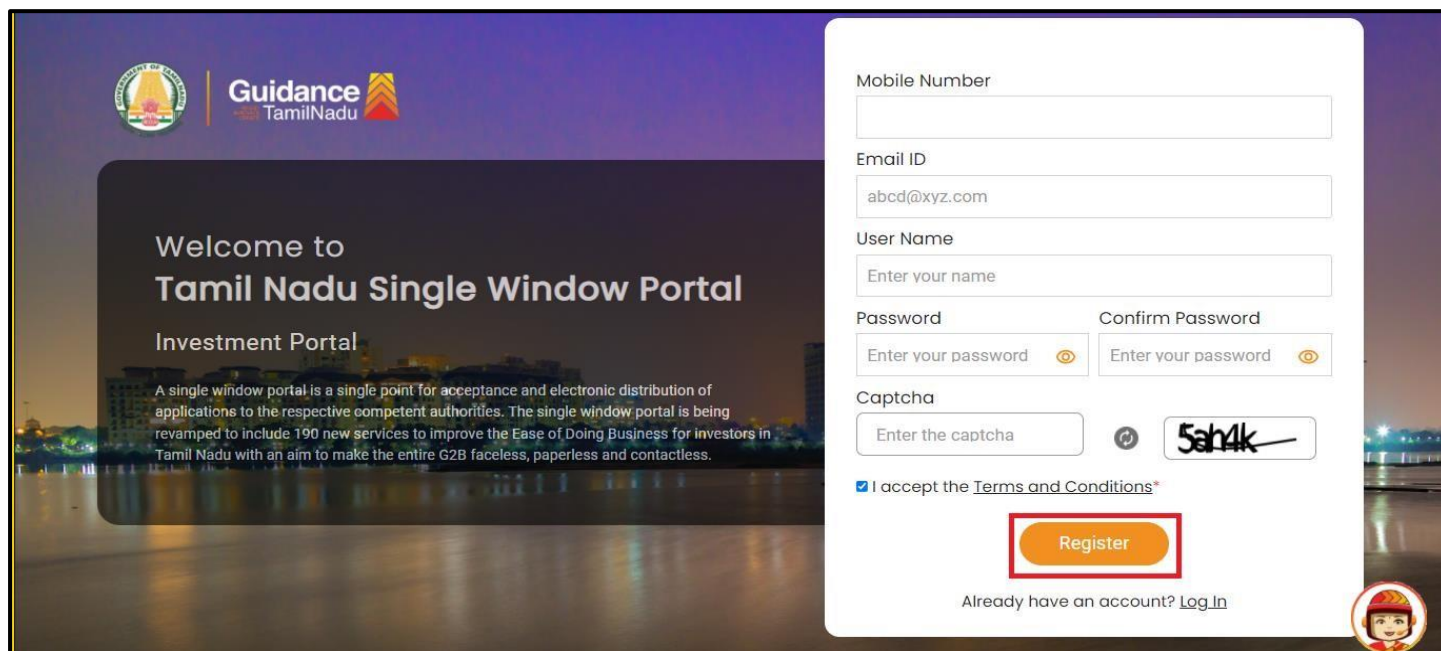
Date of Birth

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

- 2) The Email ID would be the Username to login the TNSWP.
- 3) Future communications would be sent to the registered mobile number and Email ID of the applicant.
- 4) Create a strong password and enter the Captcha code as shown.
- 5) 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.

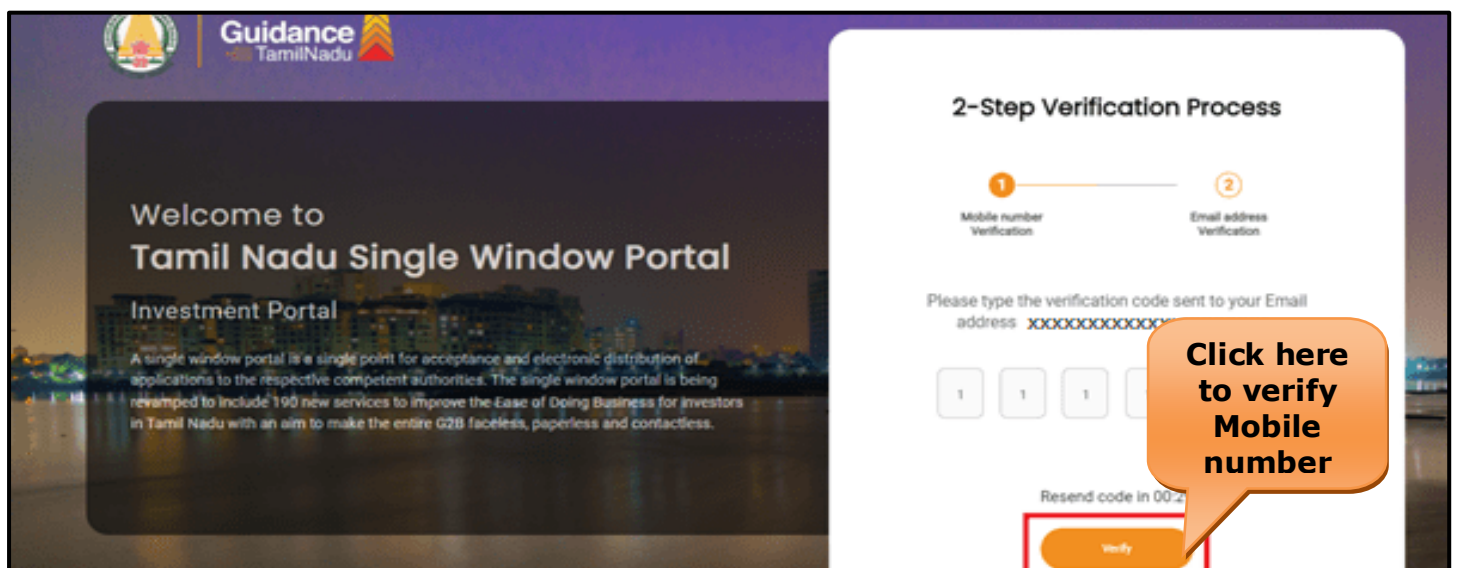


Figure 5. Mobile Number Verification

o **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.

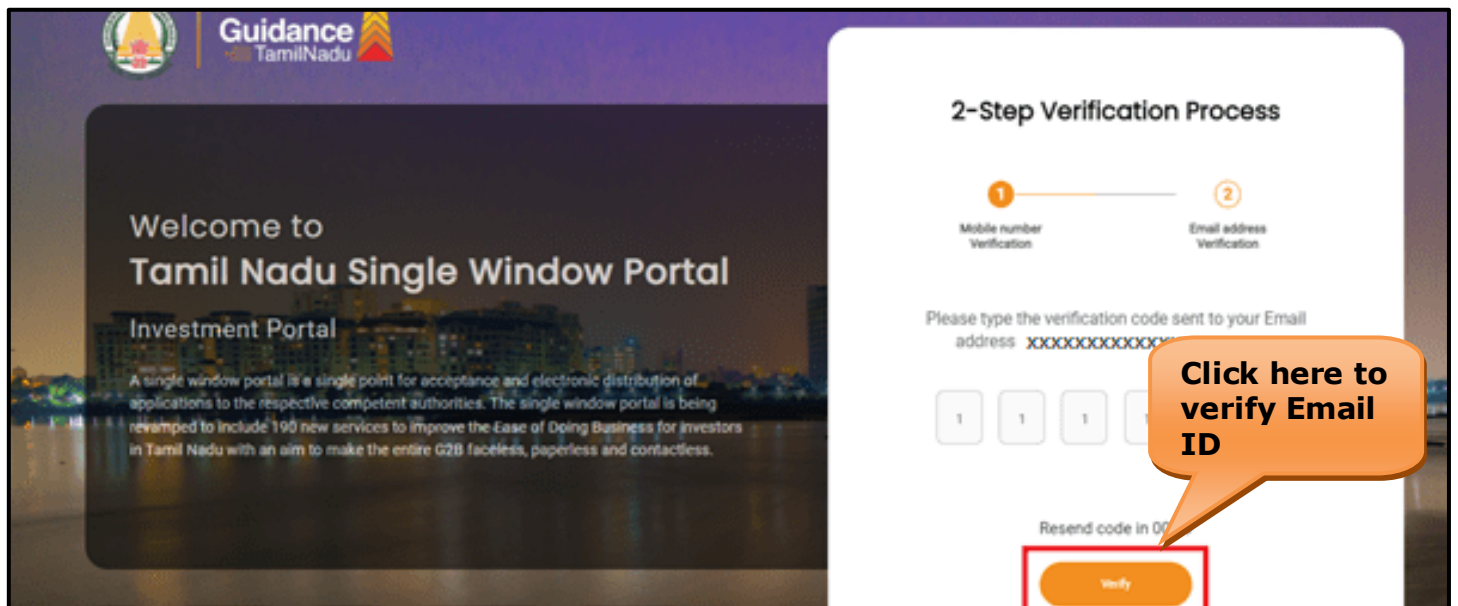


Figure 6. Email ID Verification

- 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.

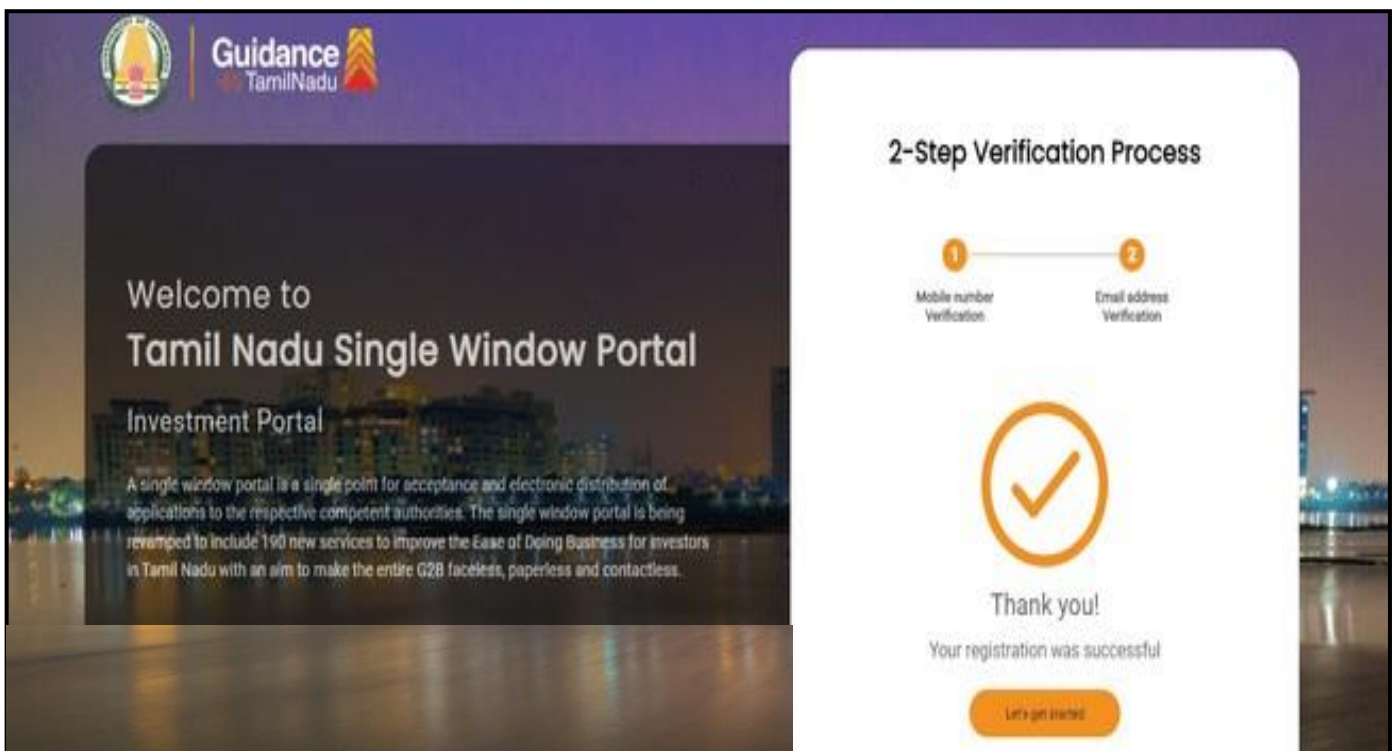


Figure 7. Registration Confirmation Pop-Up

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.

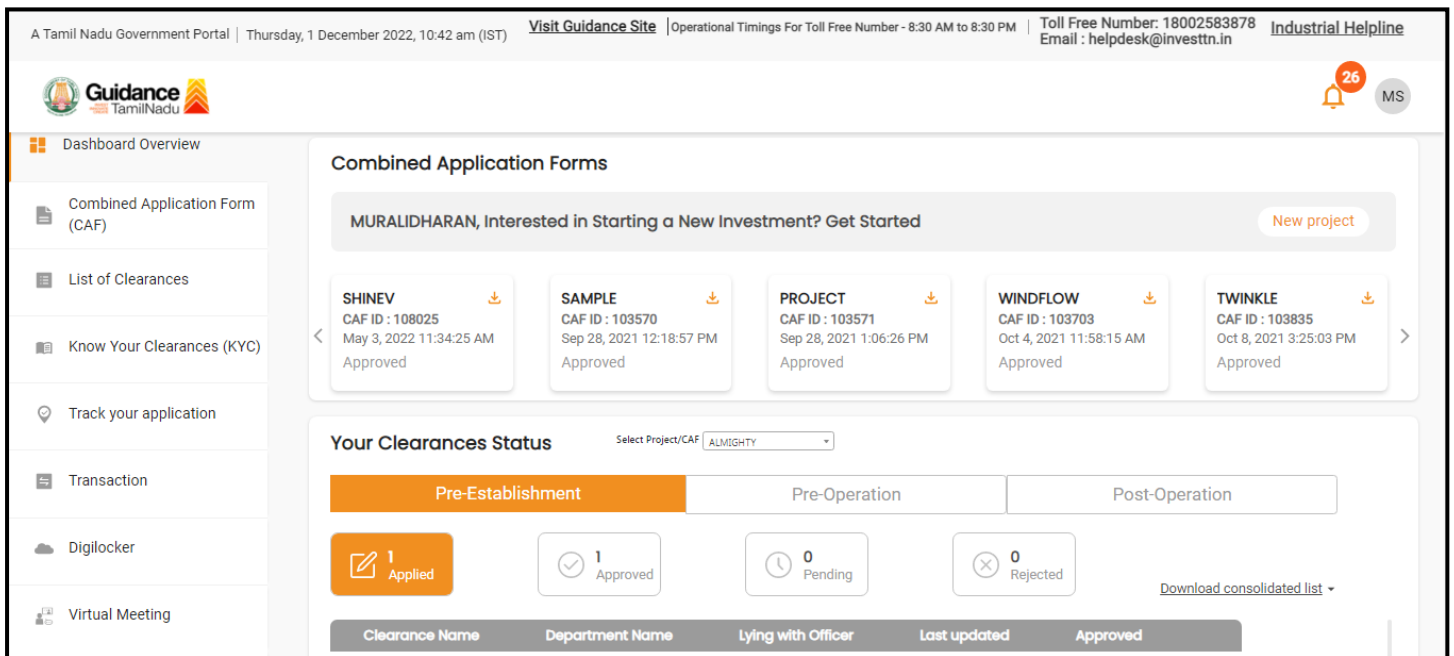
Login to TNSWP

The screenshot shows the TNSWP website interface. At the top, there is a navigation bar with links for Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, and Help & Support. A 'Login' button is highlighted with an orange callout box that says 'Login to TNSWP'. Below the navigation bar, the main content area features a large orange map of Tamil Nadu on the left and a central banner with the text 'TAMIL NADU Leading the Nation'. To the right of the banner, there are several award icons and text, including '#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', and '#1 Best Performing State (India Today State of the State Award 2018, 2019 & 2020)'. Below these, there are more award icons and text, including '#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', and '#2 Growth, Innovation and Leadership Index 2019 (Frost & Sullivan)'. At the bottom of the page, there is a footer with the text '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'. A small cartoon character icon is visible in the bottom right corner of the footer area.

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.

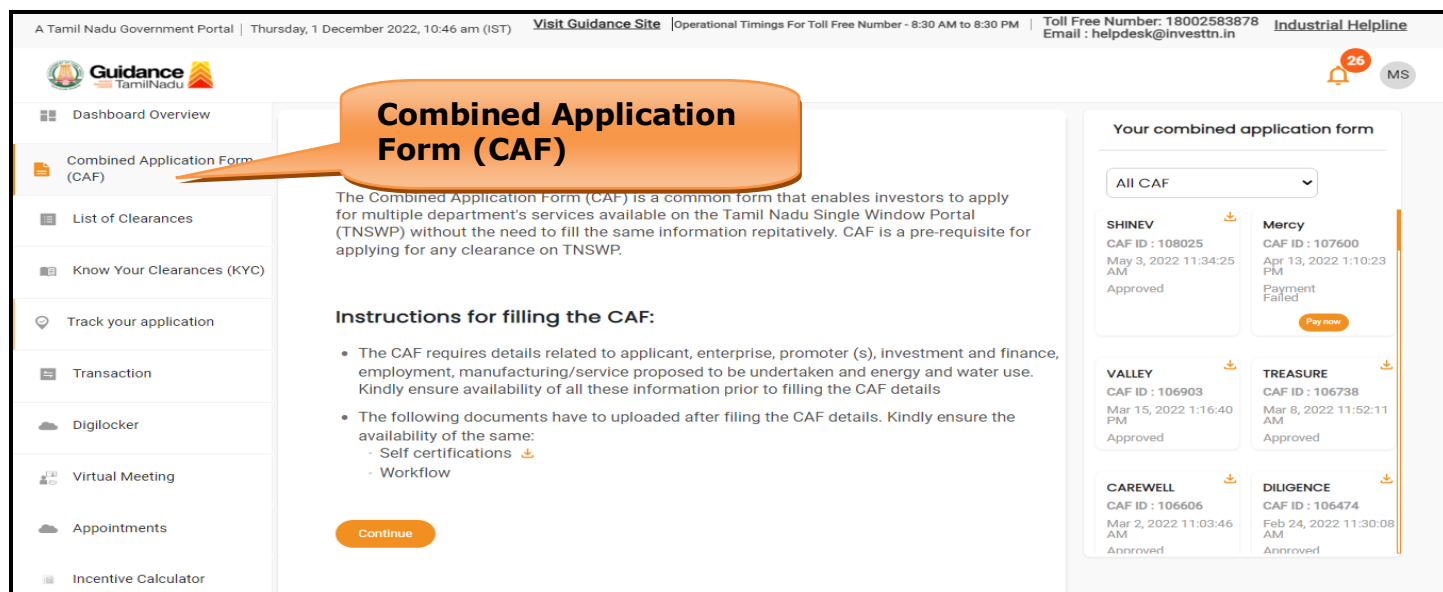


The screenshot displays the dashboard overview for a user. At the top, it shows the Tamil Nadu Government Portal information, including the date and time (Thursday, 1 December 2022, 10:42 am IST), a link to the Guidance Site, operational timings for the toll-free number (8:30 AM to 8:30 PM), the toll-free number (18002583878), the email (helpdesk@investtn.in), and an Industrial Helpline. The dashboard features 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 shows a notification for 'MURALIDHARAN, Interested in Starting a New Investment? Get Started' with a 'New project' button. Below this, there are five cards representing different projects: SHINEV (CAF ID: 108025, May 3, 2022, 11:34:25 AM, Approved), SAMPLE (CAF ID: 103570, Sep 28, 2021, 12:18:57 PM, Approved), PROJECT (CAF ID: 103571, Sep 28, 2021, 1:06:26 PM, Approved), WINDFLOW (CAF ID: 103703, Oct 4, 2021, 11:58:15 AM, Approved), and TWINKLE (CAF ID: 103835, Oct 8, 2021, 3:25:03 PM, Approved). The 'Your Clearances Status' section shows a dropdown for 'Select Project/CAF' set to 'ALMIGHTY'. It has three tabs: Pre-Establishment (selected), Pre-Operation, and Post-Operation. Under Pre-Establishment, there are four status boxes: Applied (1), Approved (1), Pending (0), and Rejected (0). 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.



The screenshot displays the TNSWP portal interface. At the top, it shows the date and time (Thursday, 1 December 2022, 10:46 am IST) and provides contact information for the Guidance Site, including a toll-free number (18002583878) and an email address (helpdesk@investtn.in). The main content area is titled "Your combined application form" and features a dropdown menu for "All CAF". Below this, there are six application cards, each representing a different project or clearance type:

Project Name	CAF ID	Submission Date/Time	Status
SHINEV	108025	May 3, 2022 11:34:25 AM	Approved
Mercy	107600	Apr 13, 2022 1:10:23 PM	Payment Failed
VALLEY	106903	Mar 15, 2022 1:16:40 PM	Approved
TREASURE	106738	Mar 8, 2022 11:52:11 AM	Approved
CAREWELL	106606	Mar 2, 2022 11:03:46 AM	Approved
DILIGENCE	106474	Feb 24, 2022 11:30:08 AM	Approved

The left sidebar contains navigation options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, Digilocker, Virtual Meeting, Appointments, and Incentive Calculator. The main content area includes a description of the CAF, instructions for filling it out, and a "Continue" button.

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

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).

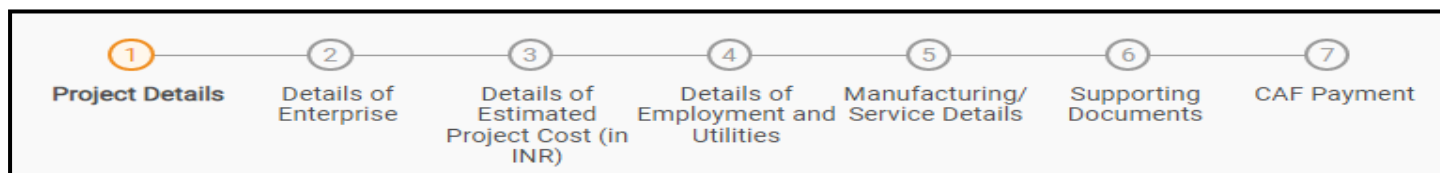


Figure 11. Section of Combined Application Form (CAF)

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

- **Self-Certification:**

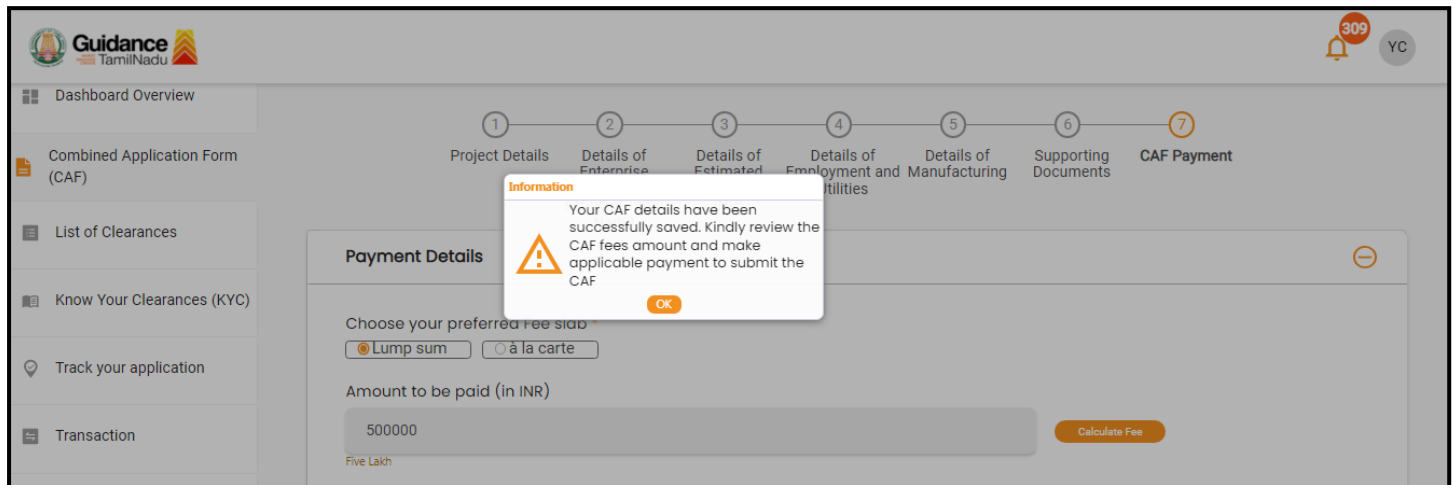
- Download the template.
- Prepare the self-certification documents as per the instructions given in the template and upload.

- **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 box is overlaid on the page, stating: 'Information: Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF.' The message box includes a warning icon and an 'OK' button. The background shows the 'Payment Details' section with options for 'Lump sum' (selected) and 'à la carte', and a text input field for the amount to be paid (500000 INR) with a 'Calculate Fee' button.

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 Licence for Contractor under Inter-State Migrant Workmen (RECS) Act, 1979

1. Click on "List of Clearances"

List of Clearances



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	
1	Allotment of Land by SIDCO	Tamil Nadu Small Industries Development Corporation Limited (SIDCO)	60 Days	View	Apply
2	Allotment of Land in industrial area	State Industries Promotion Corporation of Tamil Nadu Ltd	60 days	View	Apply

Figure 13. List of Clearances

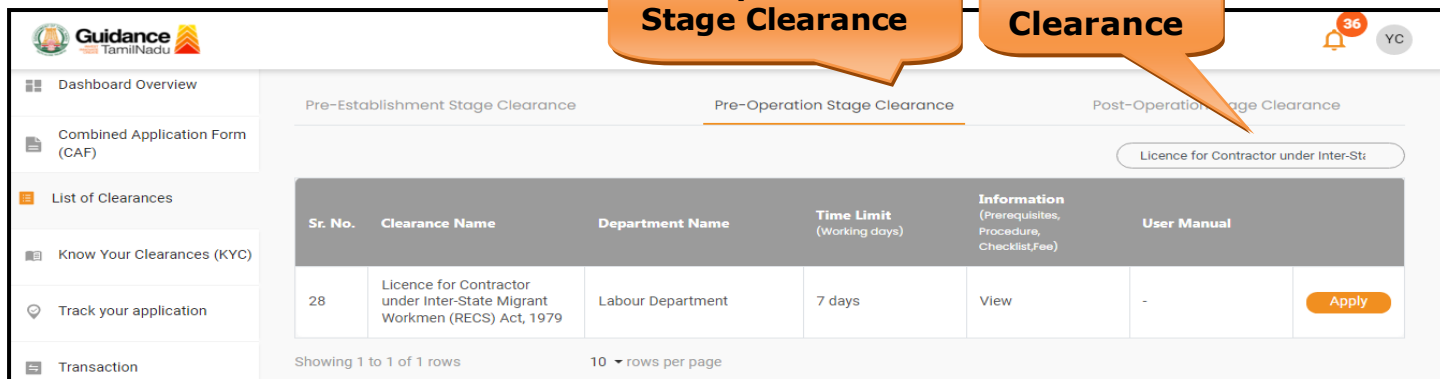
2. The list of clearances is segregated into three stages.

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

3. Select 'Pre-Operation Stage Clearance' and find the clearance 'Licence for Contractor under Inter-State Migrant Workmen (RECS) Act, 1979' by using Search option as shown in the figure given below.

Pre-Operation Stage Clearance

Search for Clearance



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
28	Licence for Contractor under Inter-State Migrant Workmen (RECS) Act, 1979	Labour Department	7 days	View	-	Apply

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.

View Information **Apply for Clearance**

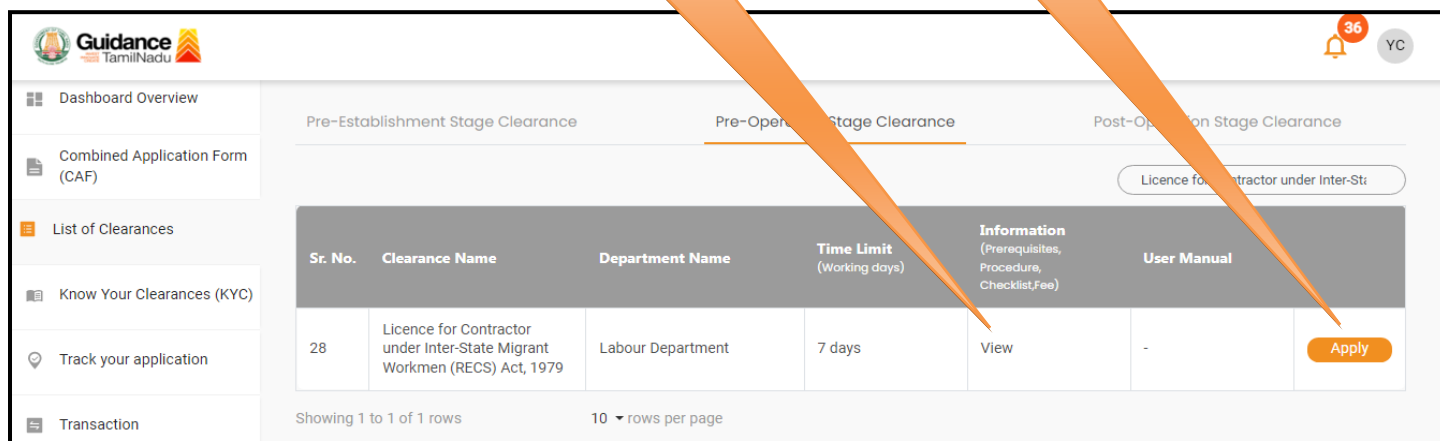


Figure 15. Apply for Clearance

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

Confirmation!!!

Please select the project with the one you want to proceed.

Department Name Labour Department	Name of the Clearance Licence for Contractor under Inter-State Migrant Workmen (RECS) Act, 1979
---	---

Select Project/CAF *

caf payment test

Close Click on Apply Apply

Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Licence for Contractor under Inter-State Migrant Workmen (RECS) Act, 1979 Portal.

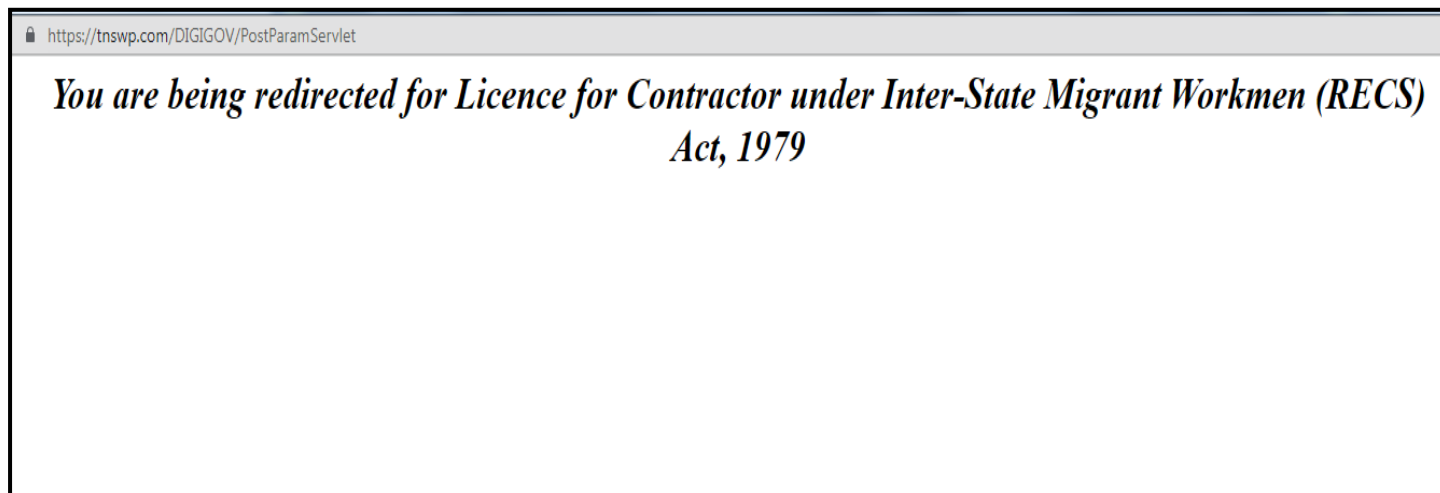



Figure 17. Redirecting to Licence for Contractor under Inter-State Migrant Workmen (RECS) Act, 1979 Portal


3) Enter all the mandatory details in the application for Licence for Contractor under Inter-State Migrant Workmen (RECS) Act, 1979.

https://labour.tn.gov.in/services/migrant-workmens/licence/2634



இணையவழி தகவல் தொழில்நுட்ப துறை

ONLINE PORTAL
LABOUR DEPARTMENT



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[Download for Forms](#)
[Profile](#)

kffgg@gmail.com
[Logout](#)

THE INTER-STATE MIGRANT WORKMEN (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1979 - LICENCE

Registration Number*

Registration Date*

[Search](#)

DETAILS OF THE ESTABLISHMENT

Name of Establishment*

Date in PAN card*

Nature of Business*

Is there any Manager/Authorized Person responsible for the supervision and control of the establishment*

PAN Card Number of the Establishment / Proprietor*

Upload copy of PAN card*
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

[Upload file](#)

Details of Organizational setup*

ADDRESS OF ESTABLISHMENT

State*

Taluk*

Street 1*

Building/ Door/Fiat No.*

District*

Town/ Village*

Street 2 (Please Enter Street 2,if your street is not available in street 1)

Pincode*

Location of the establishment (photo of the name board with address. In the name board importance is given to Tamil)*
 (Maximum file size should not exceed 2 MB. File should be pdf, jpeg, bmp format)

[Upload file](#)

DETAILS OF THE EMPLOYER / PROPRIETOR (CONTRACTOR)

<p>Name*</p> <input type="text"/>	<p>Designation*</p> <input type="text"/>
<p>Father / Husband*</p> <input type="text"/>	<p>Date of Birth*</p> <input type="text"/>
<p>Age*</p> <input type="text"/>	<p>Gender*</p> <input type="text" value="Select"/>
<p>State*</p> <input type="text" value="Select"/>	<p>District*</p> <input type="text" value="Select"/>
<p>Taluk*</p> <input type="text" value="Select"/>	<p>Town/ Village*</p> <input type="text" value="Select"/>
<p>Street 1*</p> <input type="text" value="Select"/>	<p>Street 2 (Please Enter Street 2, if your street is not available in street 1)</p> <input type="text"/>
<p>Building/ Door/Flat No.*</p> <input type="text"/>	<p>Pincode*</p> <input type="text"/>

Duly self-attested identity Proof (Pan Card/Aadhaar Card/Voter I.D./Driving Licence etc.)*
 (Maximum file size should not exceed 1 MB. File should be pdf, jpeg, bmp format)

[Upload file](#)

Residential address of the employer of the establishment*
 (Maximum file size should not exceed 1 MB. File should be pdf, jpeg, bmp format)

[Upload file](#)

[Add More](#)

PARTICULARS OF MIGRANT WORKMEN

<p>Nature of work assigned to Migrant workmen*</p> <input type="text"/>	<p>Maximum Number of migrant workmen proposed to be employed in the establishment on any date*</p> <input type="text"/>
<p>Nature of Business*</p> <input type="text" value="Select"/>	<p>Estimated date of commencement*</p> <input type="text"/>
<p>Estimated date of ending*</p> <input type="text"/>	

List of Contractors and their agreement copy*
 (Maximum file size should not exceed 2 MB. File should be pdf, jpeg, bmp format)

[Upload file](#)

WORKSITE ADDRESS

State*	<input type="text" value="Select"/>	District*	<input type="text" value="Select"/>
Taluk*	<input type="text" value="Select"/>	Town/ Village*	<input type="text" value="Select"/>
Street 1*	<input type="text" value="Select"/>	Street 2 (Please Enter Street 2, if your street is not available in street 1)	<input type="text"/>
Building/ Door/Flat No.*	<input type="text"/>	Pincode*	<input type="text"/>

MAXIMUM NUMBER OF EMPLOYEES PROPOSED TO BE EMPLOYED

	Men	Women	Transgender	Total
On Roll	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Out Sourced	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
Contract	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Inter-State Migrants	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Adolescent	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Grand Total Number of Workers	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Fees as per total contract employees	<input type="text"/>			

CONVICTION

Are You Previously Convicted ?*

PREVIOUS REVOKE/SUSPENSION OF LICENSE OR FORFEITING SECURITY DEPOSITS IN RESPECT OF AN EARLIER CONTRACT

Whether there was any order against the contractor ?*

Whether the contractor has worked in any other establishment within the past 5 years ?*

FACILITIES PROVIDED TO MIGRANT WORKMEN

Wages payable to migrant workman in an establishment*

Medical facilities *	Select
Protective clothing *	Select
Drinking water *	Select
Latrines, urinals *	Select
Washing facilities *	Select
Rest Rooms *	Select
Canteens *	div class="input-field"> Select
Creche *	Select
Residential accommodation *	Select

SECURITY DEPOSIT *

Security Deposit to remit *

Security Deposit
(Maximum file size should not exceed 2 MB. File should be pdf, jpeg, bmp format)

Upload file

Security Deposit Challan No. / Receipt No.

Challan date / Receipt date

DOCUMENTS TO BE UPLOAD

Certificate by the Principal Employer in Form VI *
(Maximum file size should not exceed 2 MB. File should be pdf, jpeg, bmp format)

Upload file

Labour Welfare fund Contribute Receipt/ Self Certificate *
(Maximum file size should not exceed 2 MB. File should be pdf, jpeg, bmp format)

Upload File

Registration Certificate *
(Maximum file size should not exceed 2 MB. File should be pdf, jpeg, bmp format)

Upload File

Proof copy GST Certificate/ Rental agreement/No objection Certificate from rental building owner/Building ownership document/EB Card/EB bill *
(Maximum file size should not exceed 2 MB. File should be pdf, jpeg, bmp format)

File Upload

SELF DECLARATION

I hereby declare that the details given above are correct to the best of my knowledge and belief

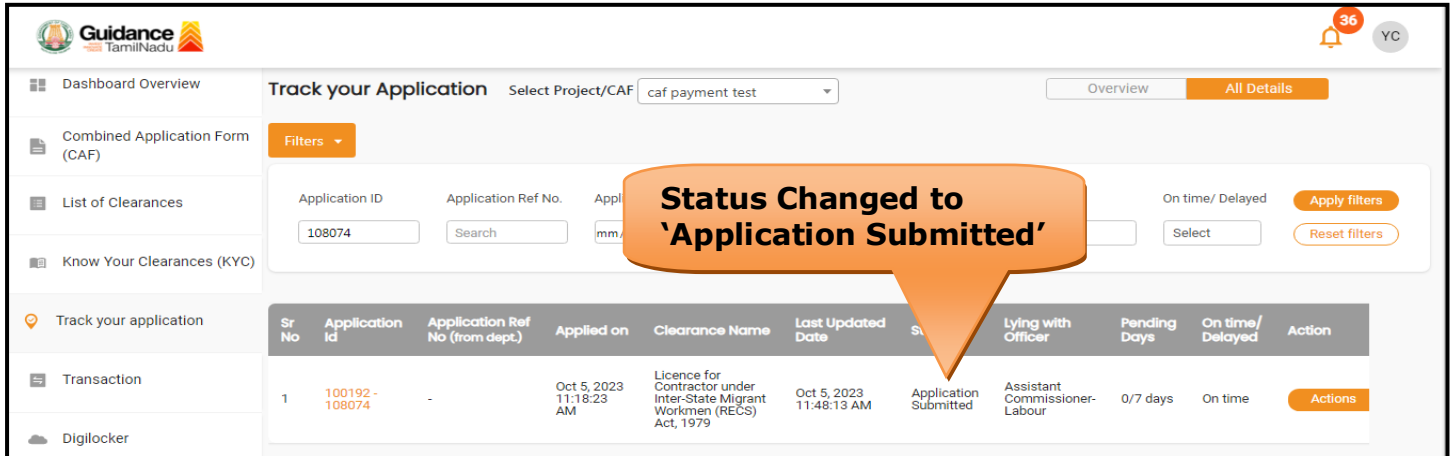
Pay Reset

Click on 'Pay'

Figure 18. Importers registration under Legal Metrology (packages commodities) Rule

Application Submitted

1) After the applicant has completed the application form, the application is submitted successfully to the Department for further processing. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**



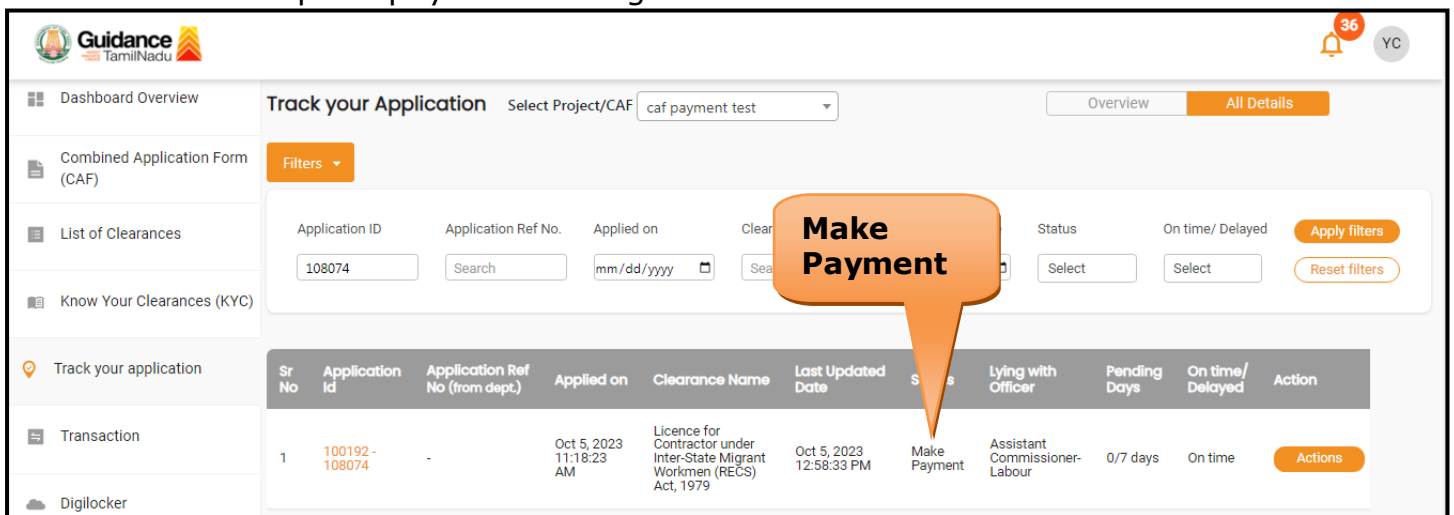
The screenshot shows the 'Track your Application' page. The 'Project/CAF' dropdown is set to 'caf payment test'. The 'All Details' tab is selected. A search filter for Application ID '108074' is applied. An orange callout bubble points to the status 'Application Submitted' in the table row.

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	100192 - 108074	-	Oct 5, 2023 11:18:23 AM	Licence for Contractor under Inter-State Migrant Workmen (RECS) Act, 1979	Oct 5, 2023 11:48:13 AM	Application Submitted	Assistant Commissioner-Labour	0/7 days	On time	Actions

Figure 19. Status of the Application

8) Payment process

1. Complete payment through online



The screenshot shows the 'Track your Application' page. The 'Project/CAF' dropdown is set to 'caf payment test'. The 'All Details' tab is selected. A search filter for Application ID '108074' is applied. An orange callout bubble points to the status 'Make Payment' in the table 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	100192 - 108074	-	Oct 5, 2023 11:18:23 AM	Licence for Contractor under Inter-State Migrant Workmen (RECS) Act, 1979	Oct 5, 2023 12:58:33 PM	Make Payment	Assistant Commissioner-Labour	0/7 days	On time	Actions

Figure 20. Payment Process

✕

Application Action – 108074

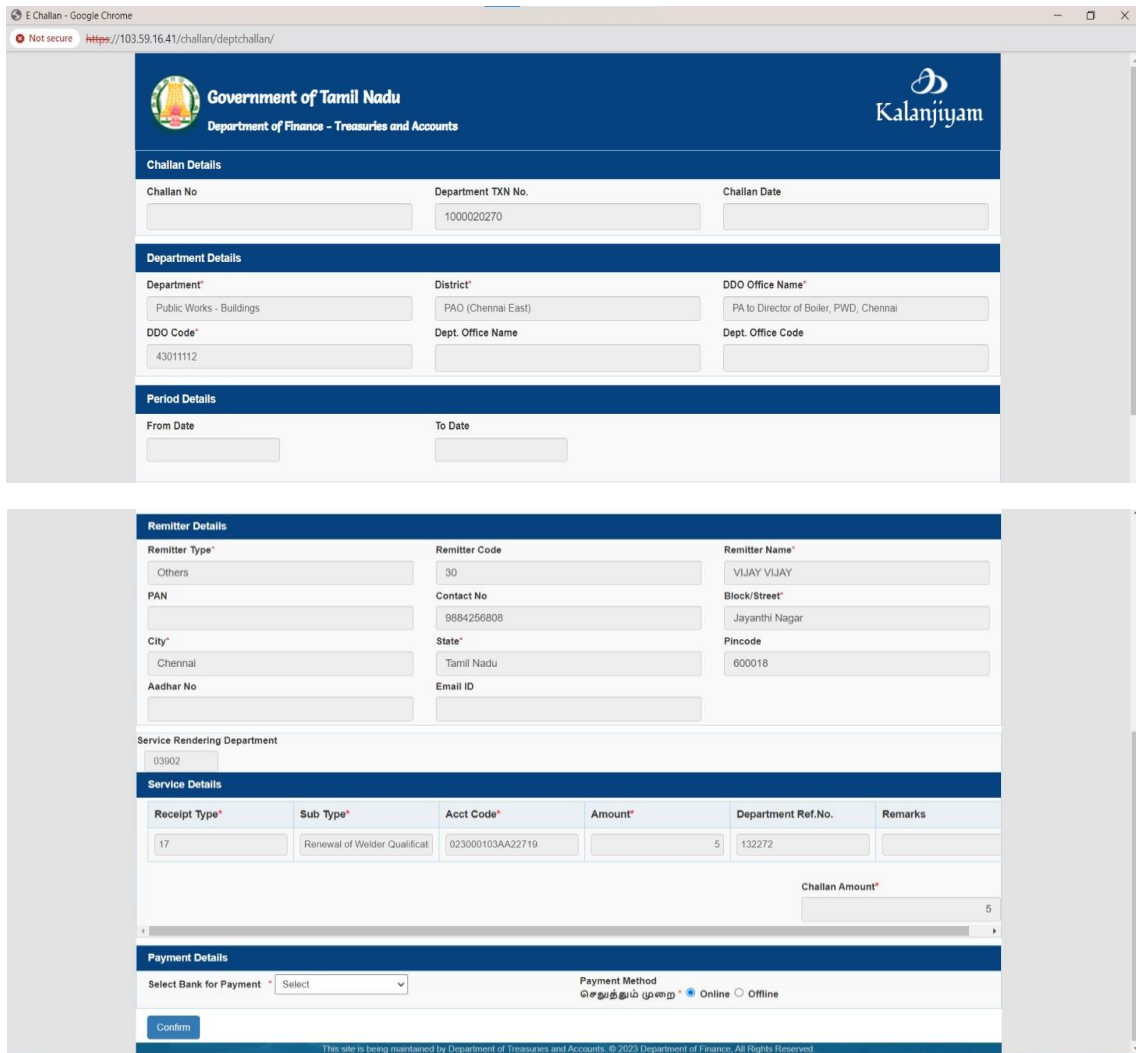
<p>Application ID 100192-108074</p> <p>Application Ref No. -</p> <p>Application Submission Date Oct 5, 2023 11:18:23 PM</p>	<p>Application Name Licence for Contractor under Inter-State Migrant Workmen (RECS) Act, 1979</p> <p>Project Name ALPHA</p> <p>Status Make Payment</p>
--	---

Actions to be performed

Payment

Close

Figure 21. Make Payment



Government of Tamil Nadu
Department of Finance - Treasuries and Accounts

Challan Details

Challan No	Department TXN No. 1000020270	Challan Date
------------	----------------------------------	--------------

Department Details

Department* Public Works - Buildings	District* PAO (Chennai East)	DDO Office Name* PA to Director of Boiler, PWD, Chennai
DDO Code* 43011112	Dept. Office Name	Dept. Office Code

Period Details

From Date	To Date
-----------	---------

Remitter Details

Remitter Type* Others	Remitter Code 30	Remitter Name* VIJAY VIJAY
PAN	Contact No 9884256808	Block/Street* Jayanthi Nagar
City* Chennai	State* Tamil Nadu	Pincode 600018
Aadhar No	Email ID	

Service Rendering Department
03902

Service Details

Receipt Type*	Sub Type*	Acct Code*	Amount*	Department Ref.No.	Remarks
17	Renewal of Welder Qualificat	023000103AA22719	5	132272	

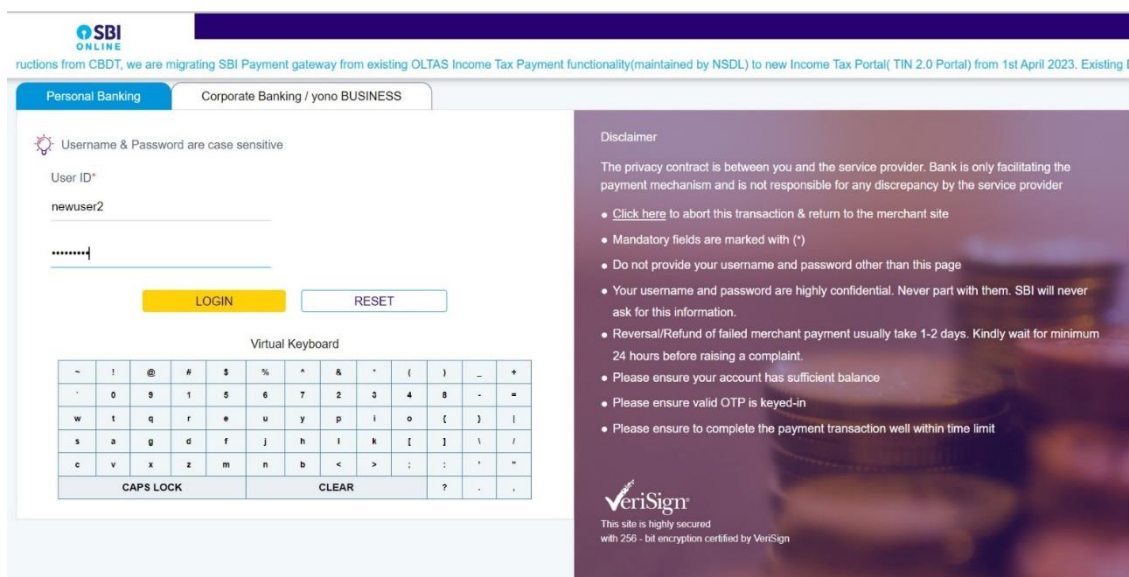
Challan Amount* 5

Payment Details

Select Bank for Payment: Select

Payment Method: செலுத்தும் முறை * Online Offline

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9. Track Your Application

1) After submitting the application, a unique 'token ID' would be generated. Using the '**Token ID**' the Applicant can track the status of clearances by clicking on 'Track your application' option.'

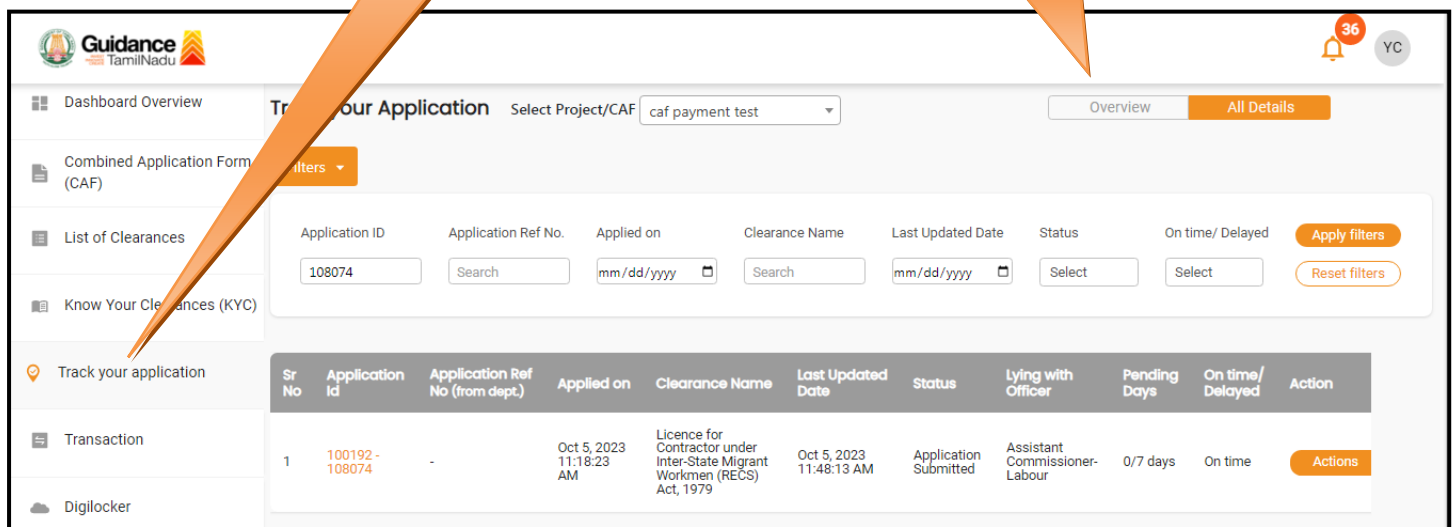
2) Applicant to choose the name of the project created during CAF from the dropdown '**Select Project / CAF**' displayed at the top of the page.

- **Track your application– Overview Option**

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

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


Track Your Application

Overview of applications


Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100192 - 108074	-	Oct 5, 2023 11:18:23 AM	Licence for Contractor under Inter-State Migrant Workmen (RECS) Act, 1979	Oct 5, 2023 11:48:13 AM	Application Submitted	Assistant Commissioner-Labour	0/7 days	On time	Actions

Figure 22. 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

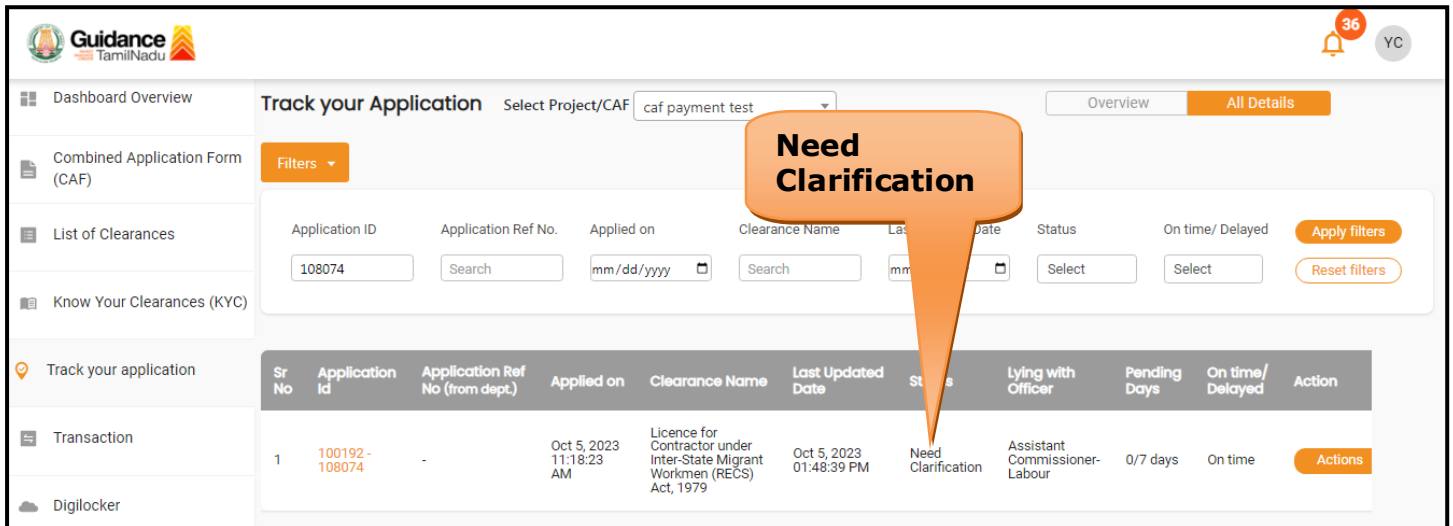
The screenshot shows the 'All Details' tab of the 'Track your Application' section. The interface includes a sidebar with navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', 'Transaction', and 'Digilocker'. The main content area features a search bar for 'Project/CAF' (set to 'caf payment test') and tabs for 'Overview' and 'All Details'. Below this is a filter section with columns 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 for a single 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	100192-108074	-	Oct 5, 2023 11:18:23 AM	Licence for Contractor under Inter-State Migrant Workmen (RECS) Act, 1979	Oct 5, 2023 11:48:13 AM	Application Submitted	Assistant Commissioner-Labour	0/7 days	On time	Actions

Figure 23. 'All Details' tab

10. Query Clarification

- 1) After submitting the application to the Labour Department, the Assistant Commissioner of Labour reviews the application and if there are any clarifications required, the Assistant Commissioner of Labour 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 respond to the query as shown in the below figure.



The screenshot shows the 'Track your Application' page. A callout bubble points to the 'Need Clarification' status in the table below.

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	100192-108074	-	Oct 5, 2023 11:18:23 AM	Licence for Contractor under Inter-State Migrant Workmen (RECS) Act, 1979	Oct 5, 2023 01:48:39 PM	Need Clarification	Assistant Commissioner-Labour	0/7 days	On time	Actions

Figure 24. Need Clarification

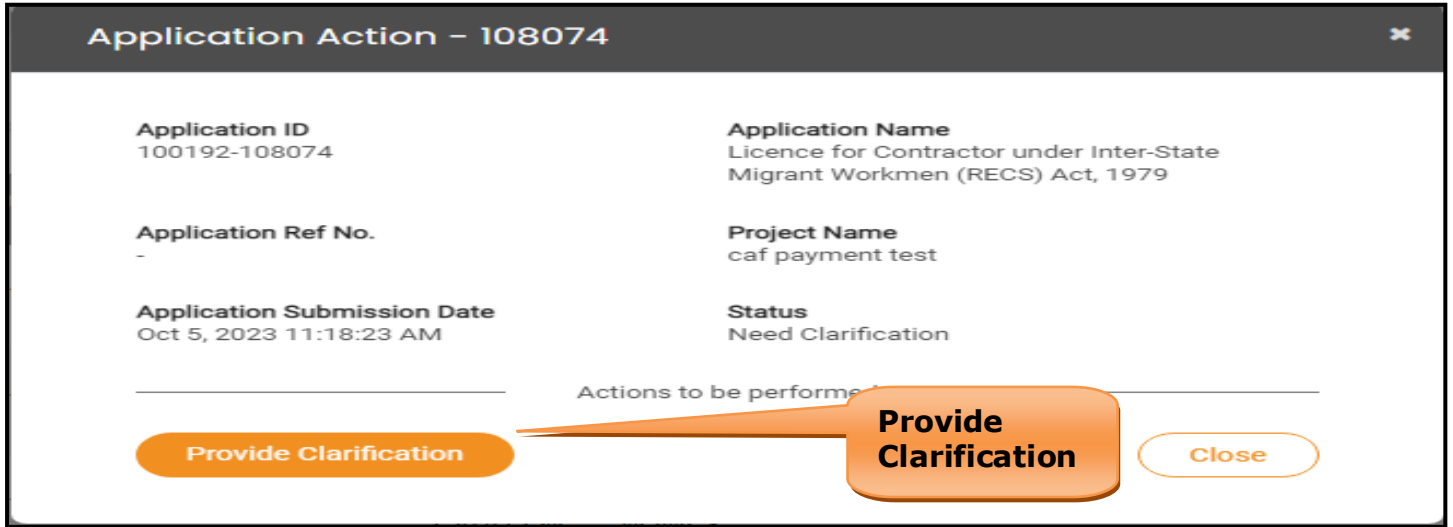


Figure 25. Provide Clarification

- 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.

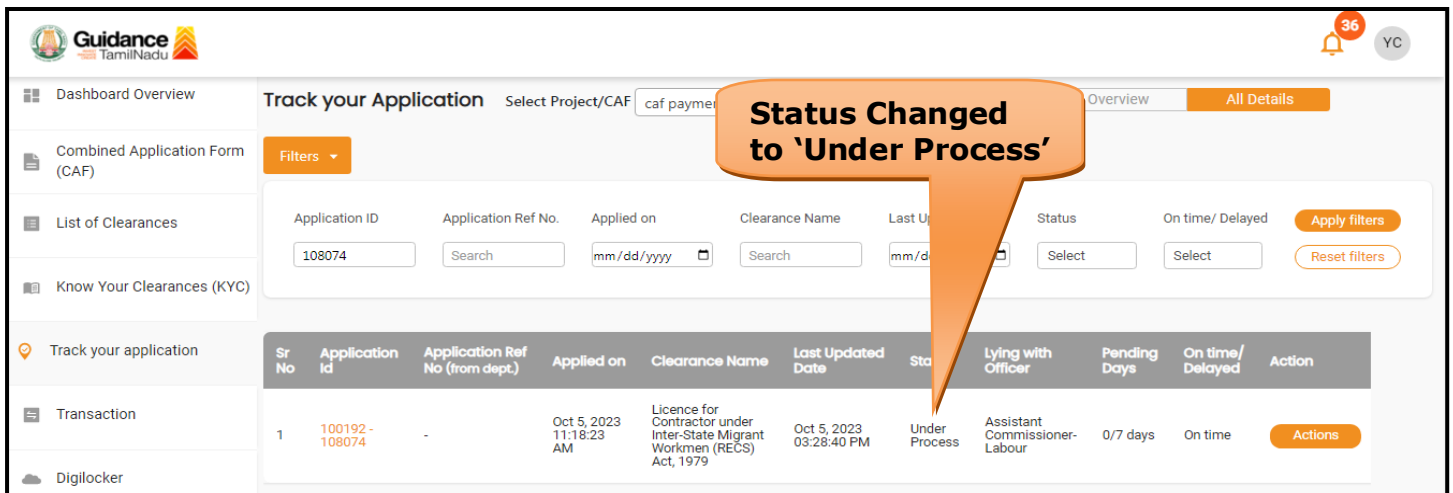
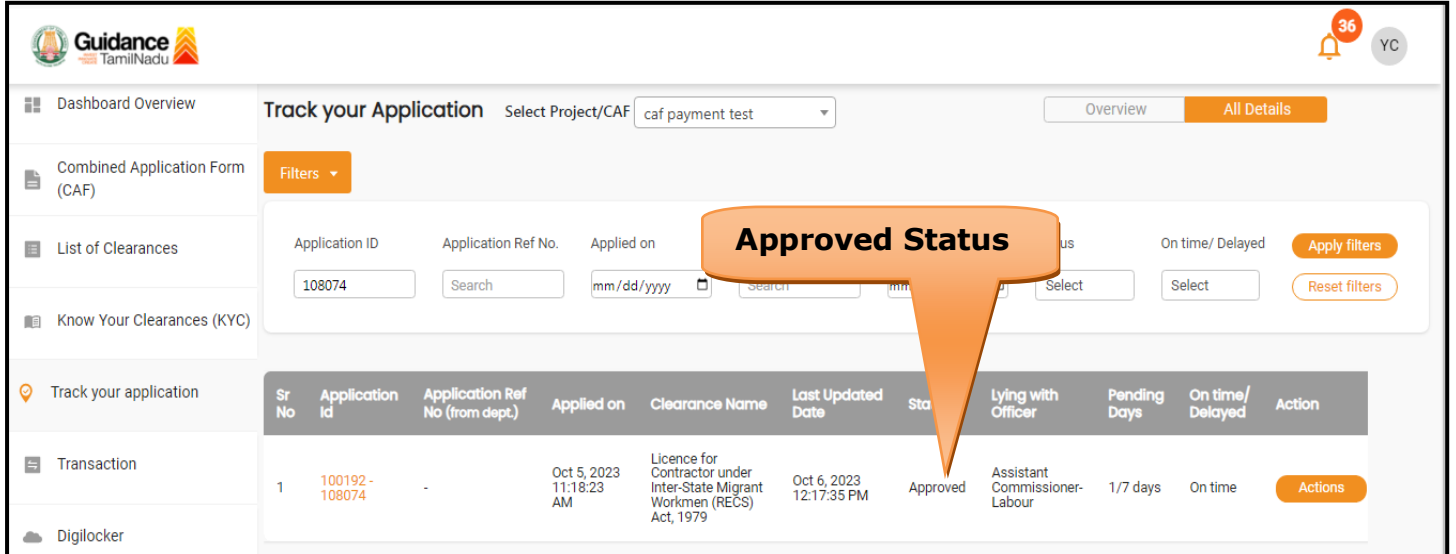


Figure 26. Under Process

11. Application Processing

- 1) After Submitting the application, the Assistant Commissioner of Labour scrutinizes and reviews the application and updates the status as **“Approved or Rejected”**



The screenshot shows the 'Track your Application' page. The application ID is 108074. The application was applied on Oct 5, 2023, and its status is 'Approved'. The application is for a 'Licence for Contractor under Inter-State Migrant Workmen (RECS) Act, 1979'. The status is updated on Oct 6, 2023, at 12:17:35 PM. The application is pending for 1/7 days and is on time.

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	100192 - 108074	-	Oct 5, 2023 11:18:23 AM	Licence for Contractor under Inter-State Migrant Workmen (RECS) Act, 1979	Oct 6, 2023 12:17:35 PM	Approved	Assistant Commissioner- Labour	1/7 days	On time	Actions

Figure 27. Application Processed

2) If the application is '**Approved**' by the Assistant Commissioner of Labour, the applicant can download the licence Order under **Track your application** -> **Action button** -> **Download** (Refer Figure 28)

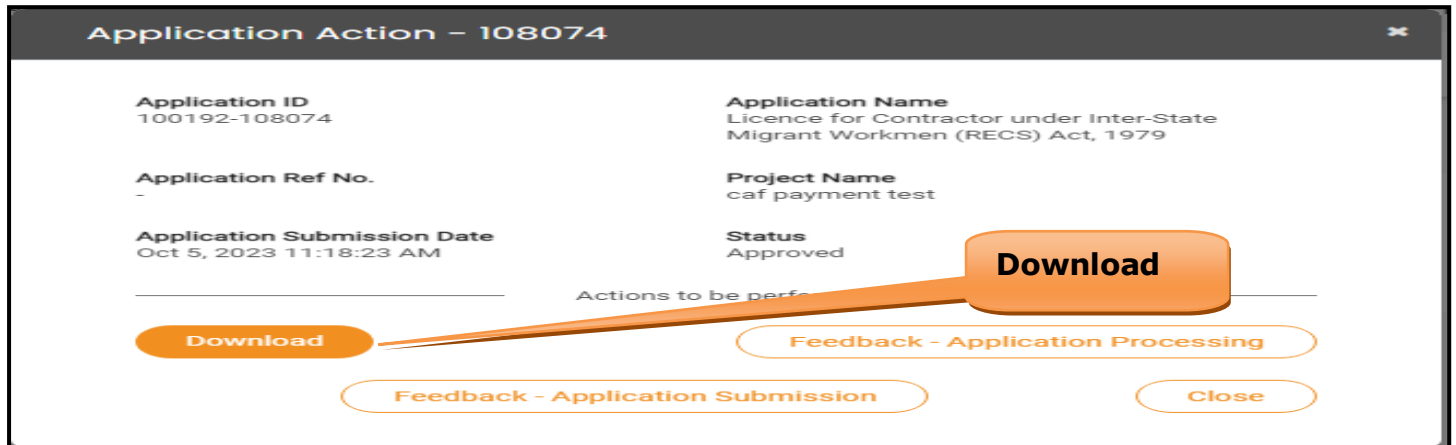


Figure 28. Download

3) If the application is '**Rejected**' by the Assistant Commissioner of Labour, the applicant can view the rejection remarks under the Actions Tab by the Assistant Commissioner of Labour. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 29)

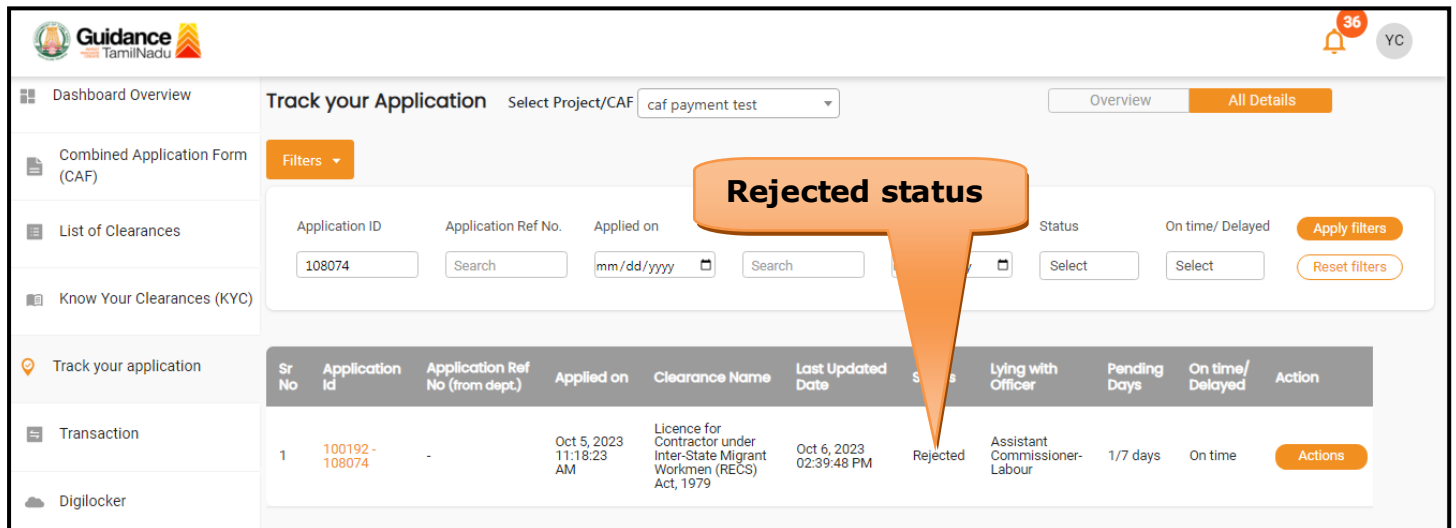


Figure 29. Rejected Status

