



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Repairer Licence Under Legal Metrology Act 2009

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) **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**






← → ↻ 🔒 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-SIP1 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

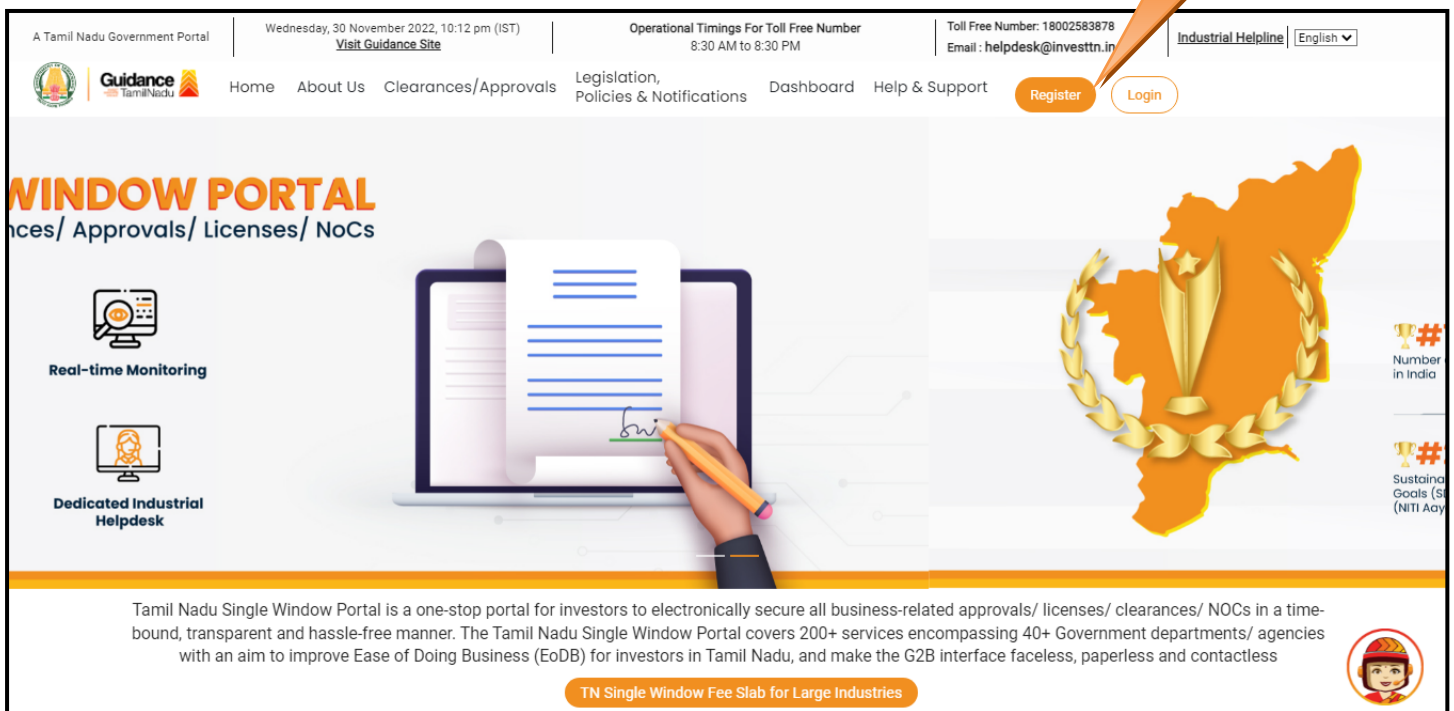
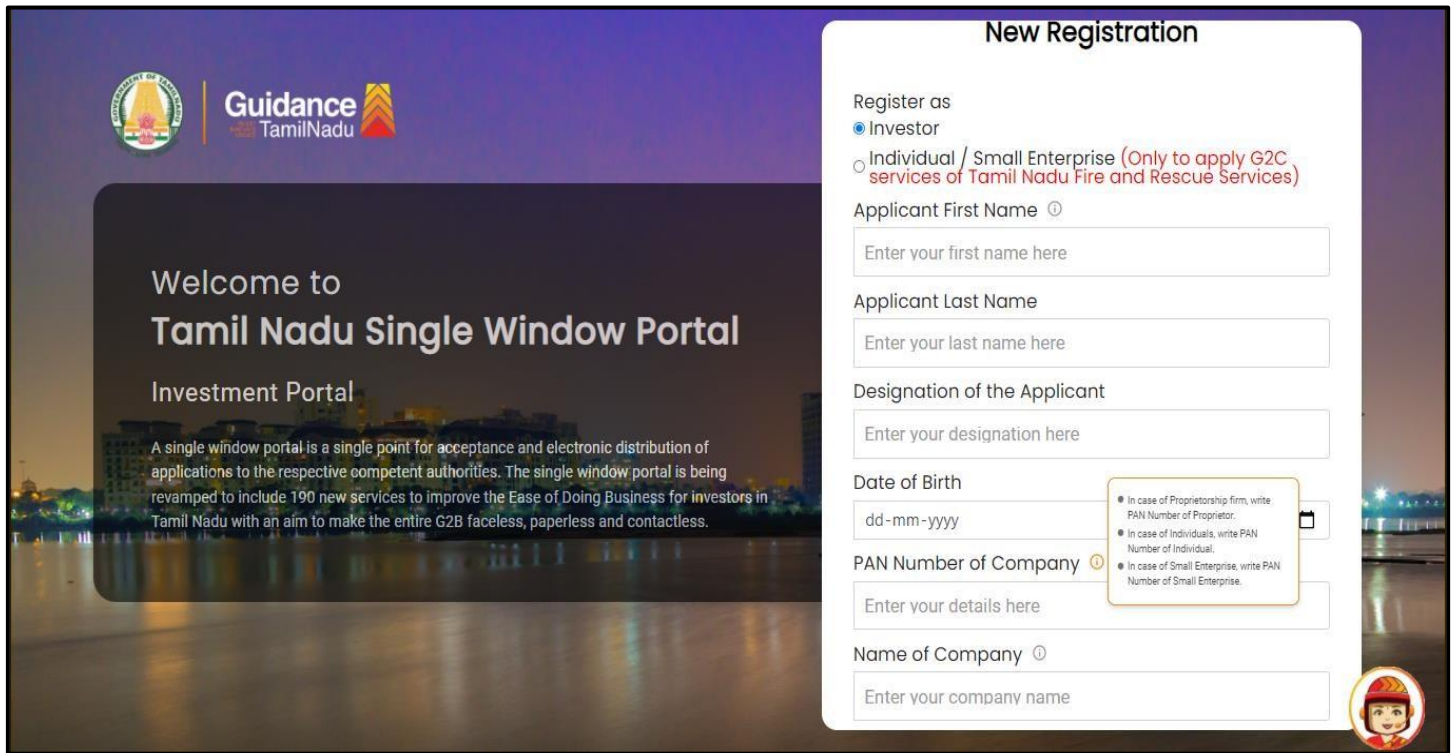


Figure 2. Register

- 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

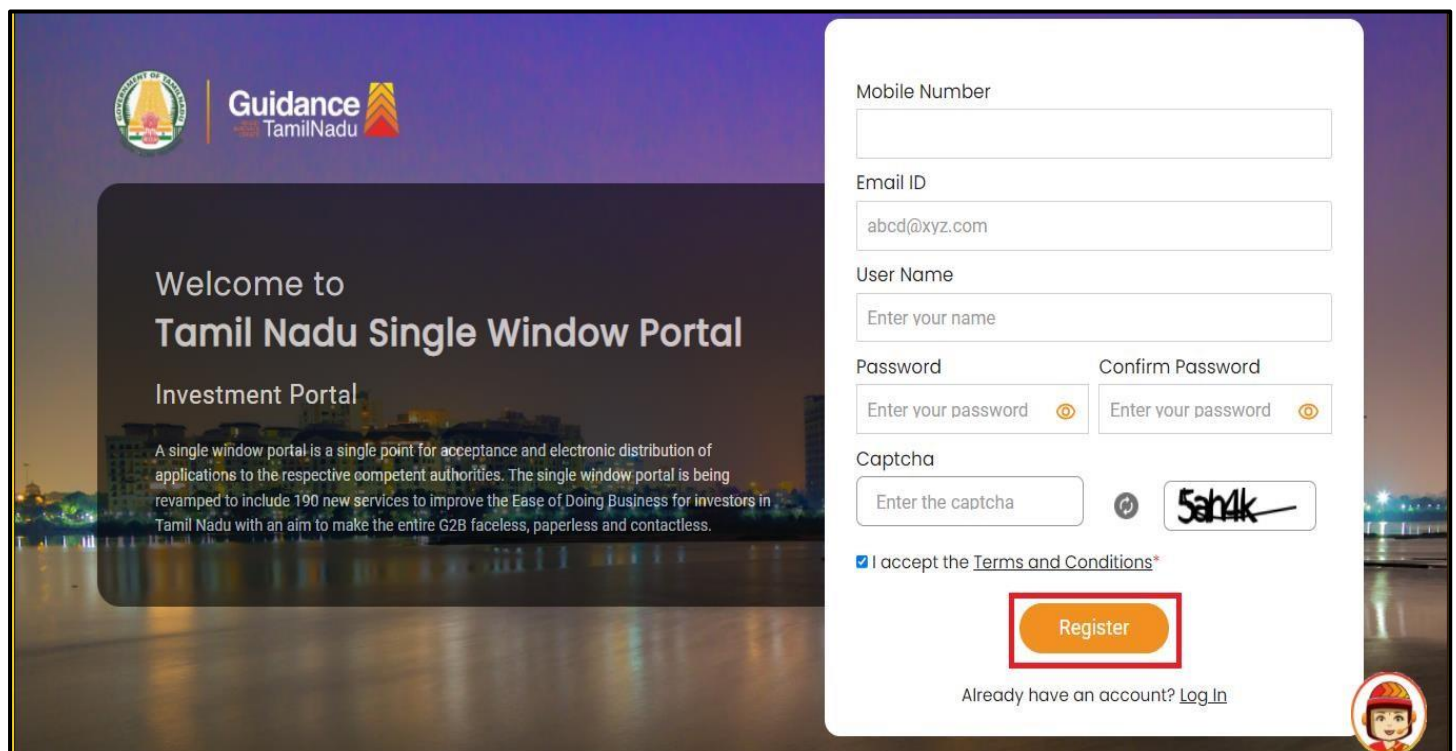
Designation of the Applicant

Date of Birth

PAN Number of Company

Name of Company

Figure 3. Registration Form



Welcome to Tamil Nadu Single Window Portal Investment Portal

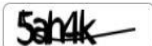
A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the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

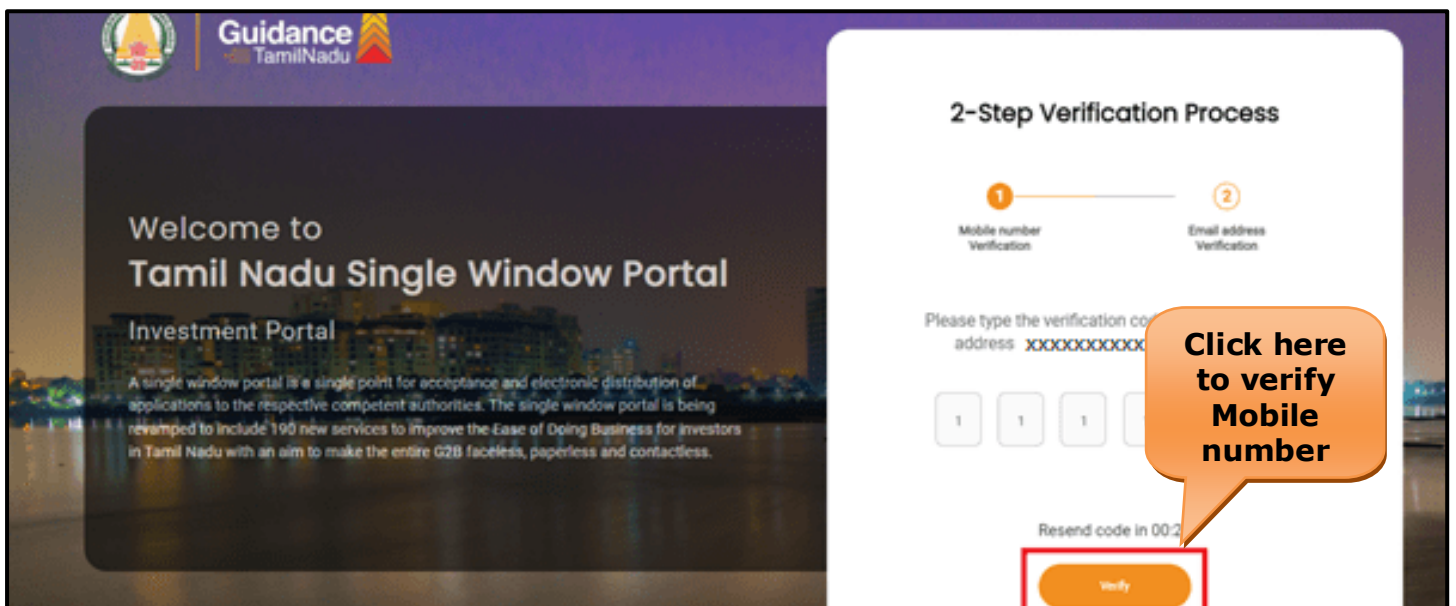


Figure 5. Mobile Number Verification

- 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.

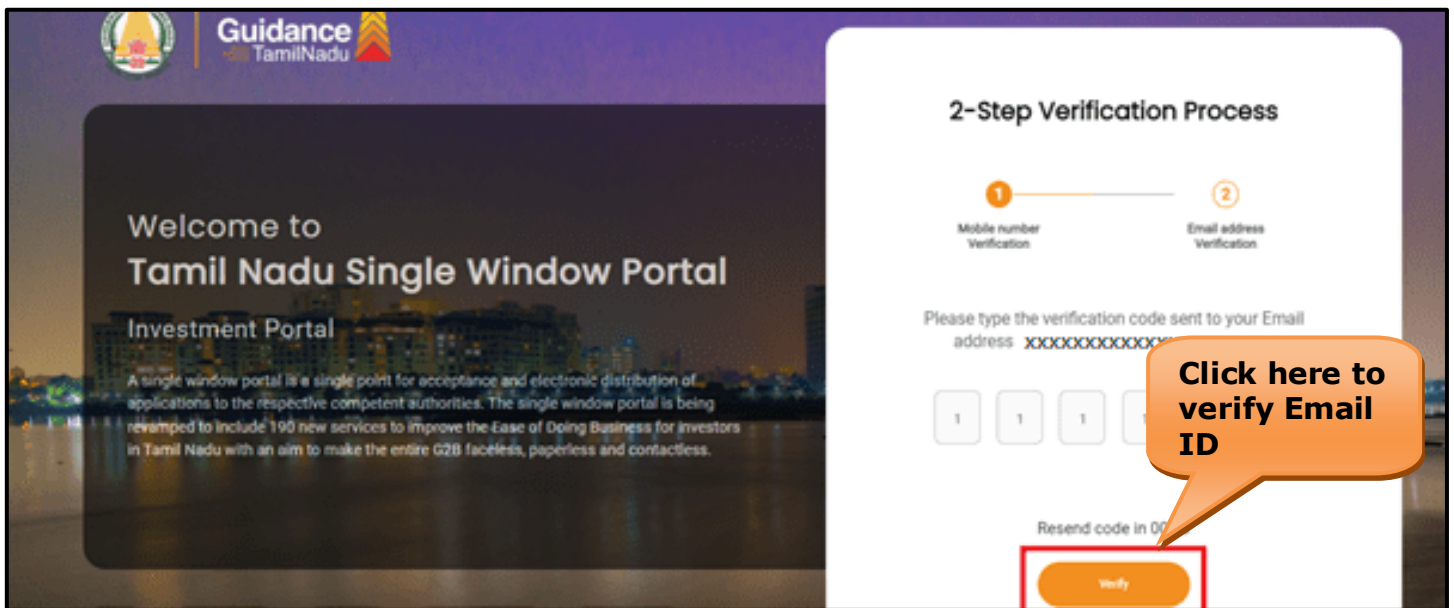


Figure 6. Email ID Verification

- 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.

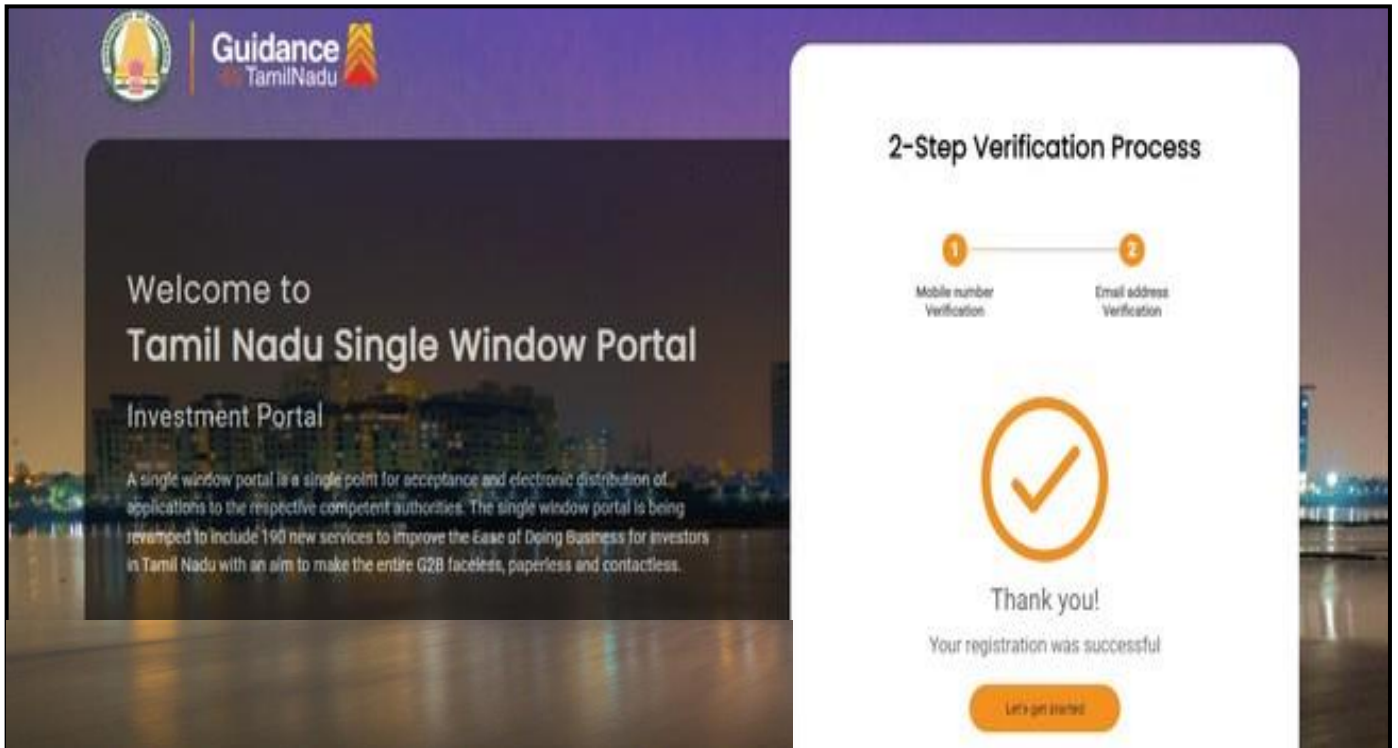


Figure 7. Registration Confirmation Pop-Up

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**

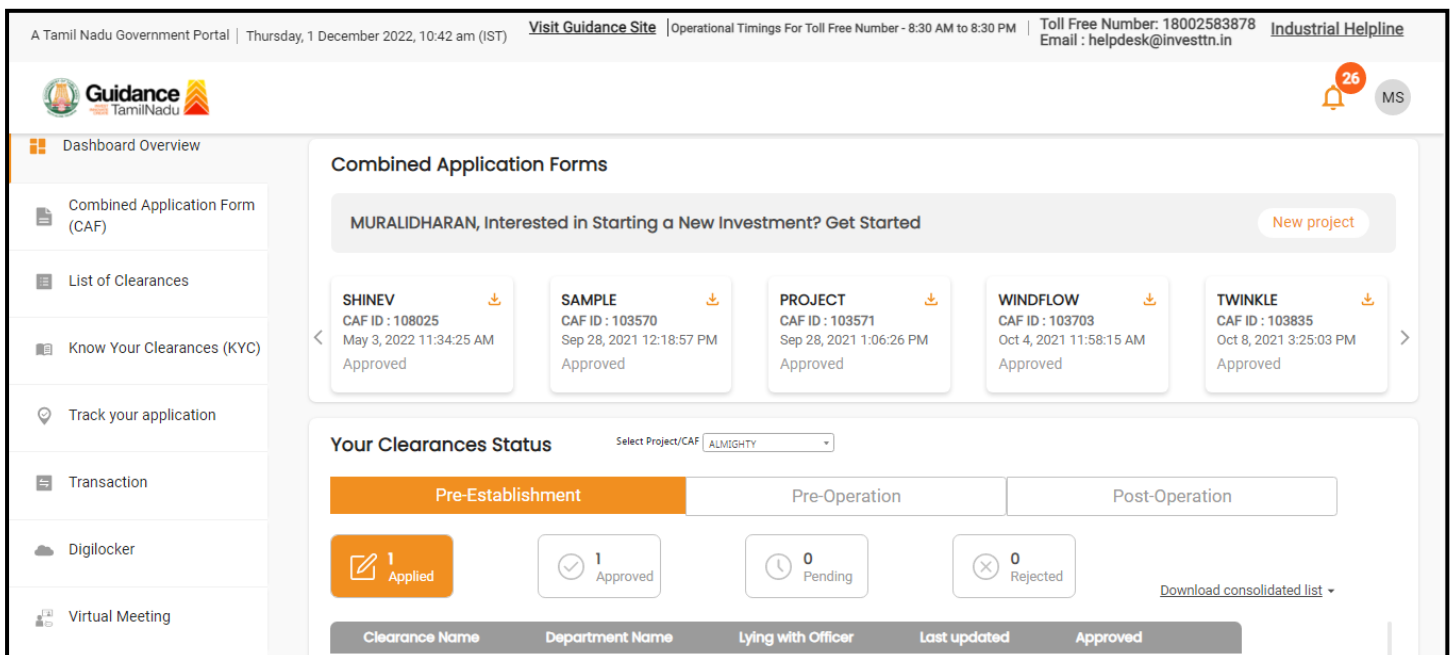


The screenshot shows the TNSWP website interface. The browser address bar displays 'tnswp.com/DIGIGOV/swp-tnswp.jsp'. The page header includes the Tamil Nadu Government Portal logo, the date 'Wednesday, 30 November 2022, 10:11 pm (IST)', operational timings for the toll-free number (8:30 AM to 8:30 PM), and contact information (Toll Free Number: 18002583878, Email: helpdesk@investtn.in). The navigation menu includes Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, and Help & Support. The 'Register' and 'Login' buttons are prominently displayed. The main content area features a large orange map of Tamil Nadu with a laurel wreath, and a central banner reading 'TAMIL NADU Leading the Nation'. Below the banner, there are ten award statistics, each with a trophy icon and a ranking: #1 for Number of Factories in India, Number of Operational SEZs in India, Governance & Political Stability (N-SIPI 2019), International and Domestic Tourist Arrivals, and Best Performing State (India Today State of the State Award 2018, 2019 & 2020); #2 for Sustainable Development Goals (SDG) Index 2020-21 (NITI Aayog), Second Largest Economy in India, Best Governed State (Public Affairs Index 2020), Job Creation Under IBPS Scheme, and Growth, Innovation and Leadership Index 2019 (Frost & Sullivan). The footer contains a description of the Tamil Nadu Single Window Portal as a one-stop portal for investors, a link to 'TN Single Window Fee Slab for Large Industries', and a small cartoon character icon.

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.



A Tamil Nadu Government Portal | Thursday, 1 December 2022, 10:42 am (IST) | [Visit Guidance Site](#) | Operational Timings For Toll Free Number - 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | [Industrial Helpline](#)

Guidance TamilNadu

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Dashboard Overview

Combined Application Form (CAF)

List of Clearances

Know Your Clearances (KYC)

Track your application

Transaction

Digilocker

Virtual Meeting

Combined Application Forms

MURALIDHARAN, Interested in Starting a New Investment? Get Started [New project](#)

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

Your Clearances Status Select Project/CAF: ALMIGHTY

Pre-Establishment | Pre-Operation | Post-Operation

1 Applied | 1 Approved | 0 Pending | 0 Rejected

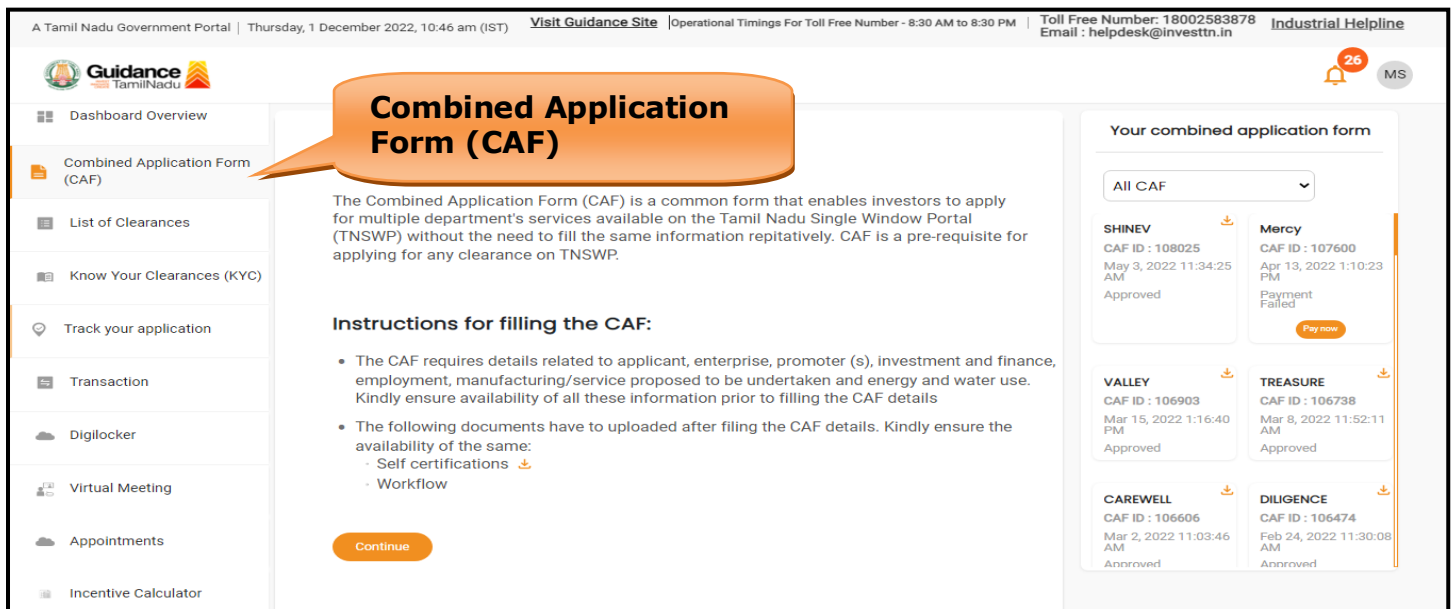
[Download consolidated list](#)

Clearance Name	Department Name	Lying with Officer	Last updated	Approved
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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 shows the 'Combined Application Form (CAF)' page on the Tamil Nadu Government Portal. The page header includes the portal name, date, and contact information. The left sidebar contains navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', 'Transaction', 'Diglocker', 'Virtual Meeting', 'Appointments', and 'Incentive Calculator'. The main content area features a title 'Combined Application Form (CAF)' in a callout box, followed by a description: '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.' Below this is the section 'Instructions for filling the CAF:' with two bullet points: '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' and 'The following documents have to uploaded after filing the CAF details. Kindly ensure the availability of the same: Self certifications, Workflow'. A 'Continue' button is located at the bottom of the instructions. The right-hand panel, titled 'Your combined application form', shows a dropdown menu set to 'All CAF' and a grid of application cards. Each card displays the name, CAF ID, date and time, and status (Approved or Payment Failed). The cards are: SHINEV (Approved), Mercy (Payment Failed), VALLEY (Approved), TREASURE (Approved), CAREWELL (Approved), and DILIGENCE (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).

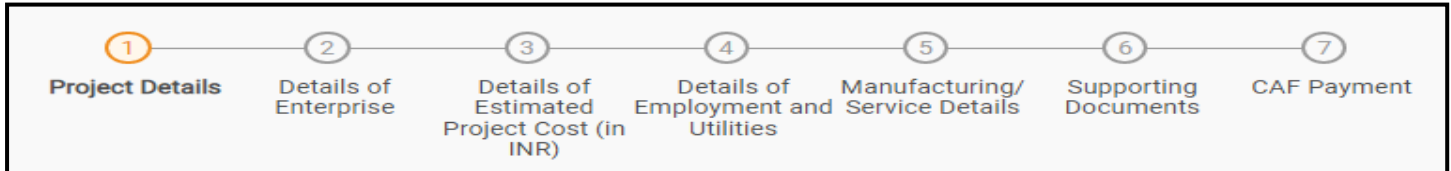


Figure 11. Section of Combined Application Form (CAF)

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).

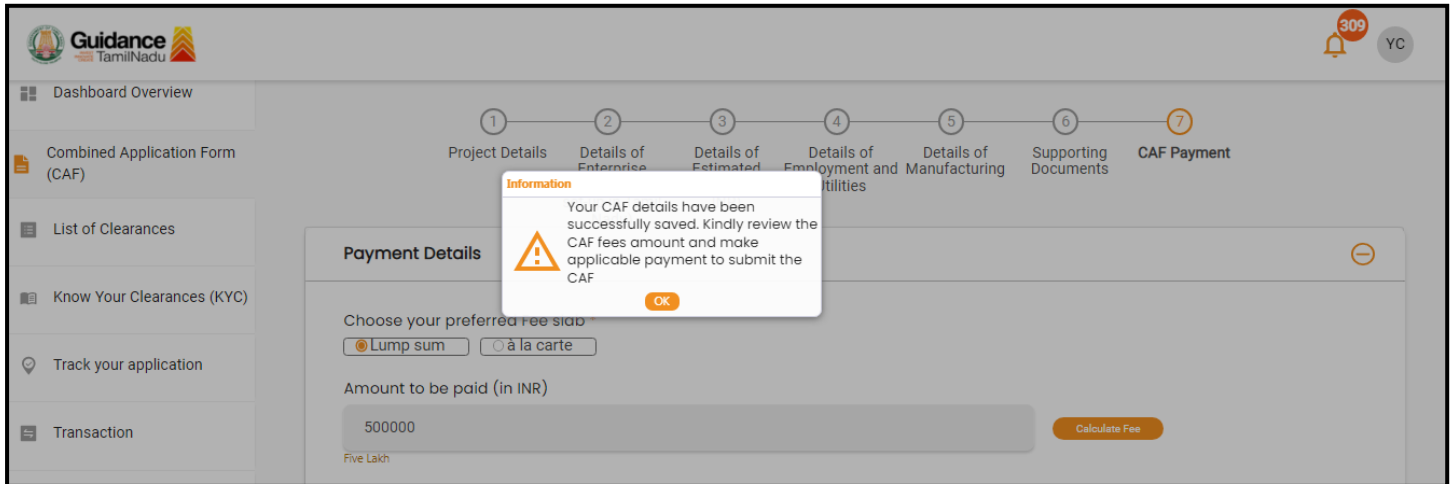


Figure 12. Combined Application Form (CAF) - Confirmation Message

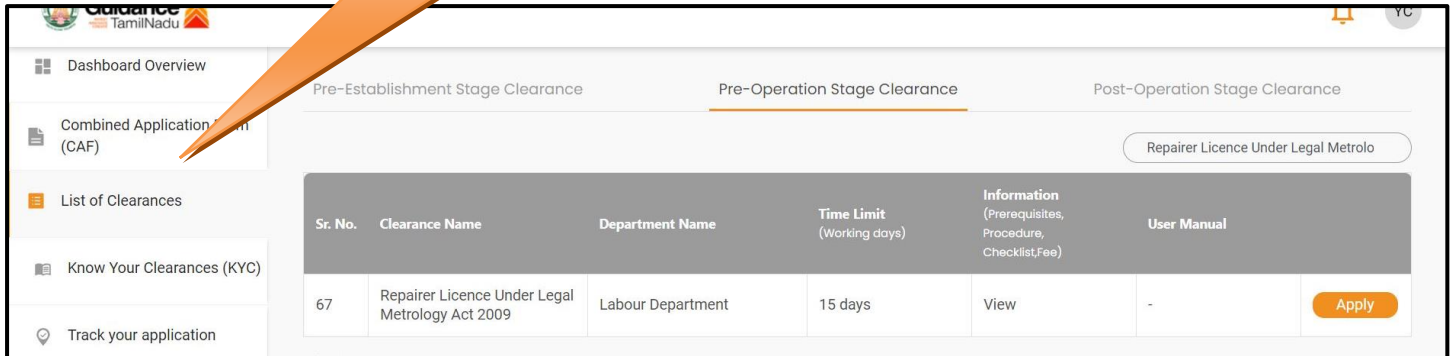
Note:

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 Repairer Licence Under Legal Metrology Act, 2009

1. Click on “List of Clearances”

List of Clearances



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
67	Repairer Licence Under Legal Metrology Act 2009	Labour Department	15 days	View	-

Figure 13. List of Clearances

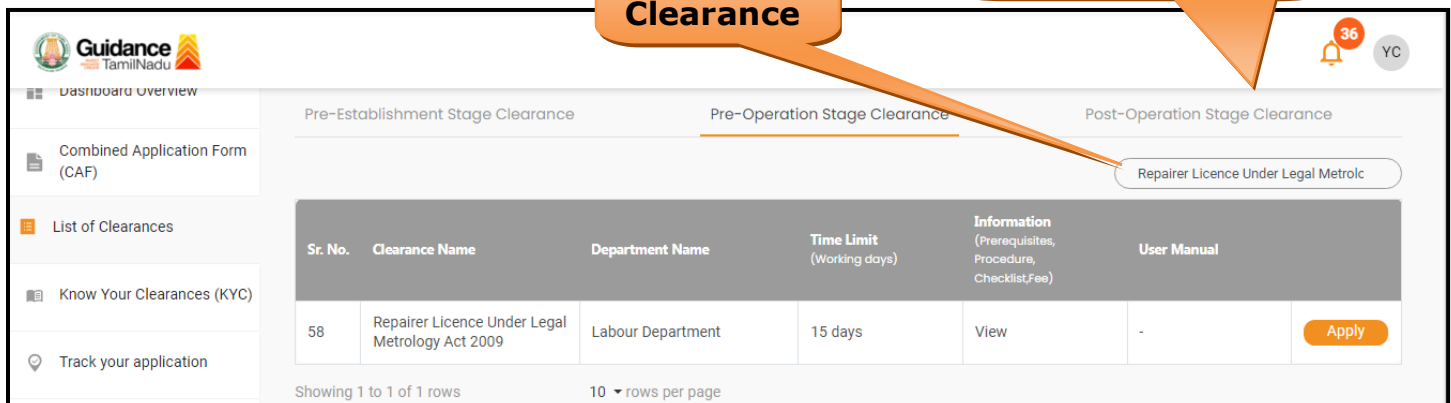
2. The list of clearances is segregated into three stages.

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

3. Select ‘Pre-Operation Stage Clearance’ and find the clearance ‘Repairer Licence Under Legal Metrology Act 2009’ by using Search option as shown in the figure given below.

Search for Clearance

Pre-Operation Stage Clearance



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
58	Repairer Licence Under Legal Metrology Act 2009	Labour Department	15 days	View	-

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**

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
58	Repairer Licence Under Legal Metrology Act 2009	Labour Department	15 days	View	-

Showing 1 to 1 of 1 rows 10 rows per page

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
Repairer Licence Under Legal Metrology Act
2009

Select Project/CAF *

caf fix test1

Select
CAF

Close

Click on
Apply

Apply

Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Repairer Licence Under Legal Metrology Act 2009 Portal.

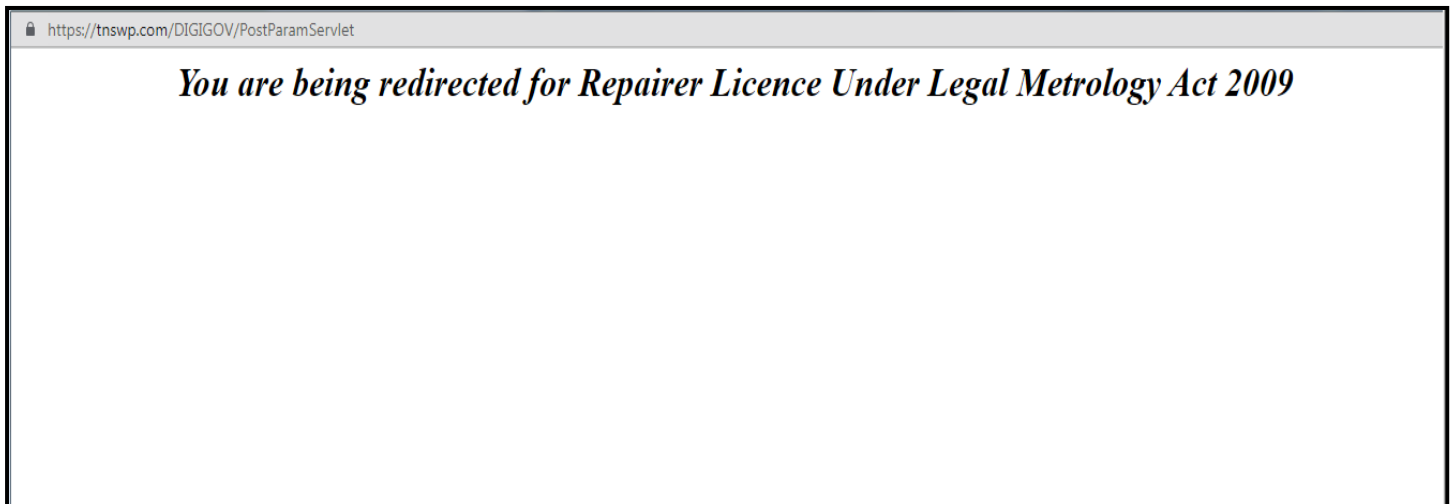



Figure 17. Redirecting to Repairer License under legal Metrology Act 2009 Portal


3) Enter all the mandatory details in the application for Repairer Licence Under Legal Metrology Act 2009.

https://labour.tn.gov.in/services/weight-licences/repairer-licence/2608



இணையவழி தகவல் தொழிலாளர் துறை

ONLINE PORTAL
LABOUR DEPARTMENT



Dashboard
Inbox
Download for Forms
Profile

kdw@gmail.com
Logout

APPLICATION FORM FOR LICENSE AS REPAIRER OF WEIGHTS AND MEASURES UNDER THE LEGAL METROLOGY ACT 2009

DETAILS OF ESTABLISHMENT

Name of Establishment* <input type="text" value="iuytr"/>	Details of Organizational setup* <input type="text" value="Select"/>
Is there any Manager/Authorised Person for Establishment* <input type="text" value="Select"/>	

ADDRESS OF ESTABLISHMENT

State* <input type="text" value="Tamil Nadu"/>	District* <input type="text" value="Erode"/>
Taluk* <input type="text" value="Erode"/>	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" value="638459"/>

DETAILS OF EMPLOYER/ PROPRIETOR

Name* <input type="text"/>	Designation* <input type="text"/>
--------------------------------------	---------------------------------------------

Father / Husband *

Gender *

Date of Birth *

Age *

RESIDENTIAL DETAILS OF THE EMPLOYER/ PROPRIETOR

State *

District *

Taluk *

Town/ Village *

Street 1 *

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

Building/ Door/Flat No. *

Pincode *

PERMISES DETAILS

Whether permits are owned / rented/ taken on lease/leave licence, duly supported by documents *

WEIGHT AND MEASURE CATEGORIES

The Categories of Weights and Measures proposed to be Repaired

 Weights Measures Weighing Instruments(Mechanical/Electronic) Measuring Insurments(Mechanical/Electronic) Others**AREA UNDER OPERATION**

Area in which wish to operate? *

EXPERIENCEIs any Previous experience in the line ?* **MAXIMUM NUMBER OF EMPLOYEES PROPOSED TO BE EMPLOYED**

Skilled	<input type="text"/>	Semi-skilled	<input type="text"/>
Unskilled	<input type="text"/>	Specialist trained in the line	<input type="text"/>

ELECTRIC ENERGYAvailability of electric energy* **SUFFICIENT STOCK**Have you sufficient stock of loan weight/ test weight etc.*? **TRADE LICENCE**Trade Licence Number / Date **PROOF DETAILS**GST / PAN Number* **REPAIRER LICENCE**Have you applied previously for a Repairer's licence, if so, when and with what results?* **DOCUMENTS TO BE UPLOADED**

Rental agreement or owned building document*
(Maximum file size should not exceed 1 MB. File should be pdf, jpeg, bmp format)

Blue print for building by registered surveyor*
(Maximum file size should not exceed 1 MB. File should be pdf, jpeg, bmp format)


 


EB card Xerox*
(Maximum file size should not exceed 1 MB. File should be pdf, jpeg, bmp format)


 


Details of machinery, tools, accessories, owned and used for manufacturing weights, measures, etc.*
(Maximum file size should not exceed 1 MB. File should be pdf, jpeg, bmp format)

No objection certificate from rental building owner
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format) **Upload File** 

Invoice for Test Equipments/Certificate of Verification for Test Weights/Test Weighing Instruments*
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format) **Upload File** 

Technical Qualification/Experience Certificate*
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format) **Upload File** 

GST/PAN Number document*
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format) **Upload File** 

SELF-DECLARATION

Certified that I / We have read the Legal Metrology Act, 2009 (Central Act 1 of 2010) and the Tamil Nadu Metrology Act, 2011 and agree to abide by the same and also the administrative orders and instructions issued or to be issued thereunder. I / We shall pay the fees with Government as soon as required to do so by the Licensing Authority. All the information furnished above is true to the best of my / our knowledge.

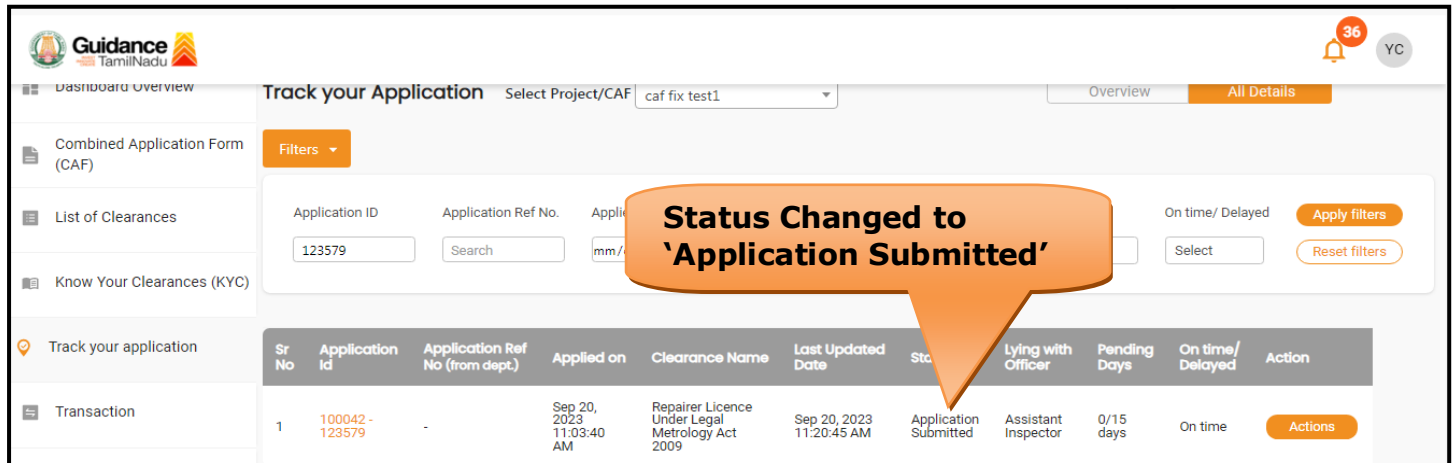
Submit **Reset**

Click on 'Submit'

Figure 18. Repairer Licence Under Legal Metrology Act 2009

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**



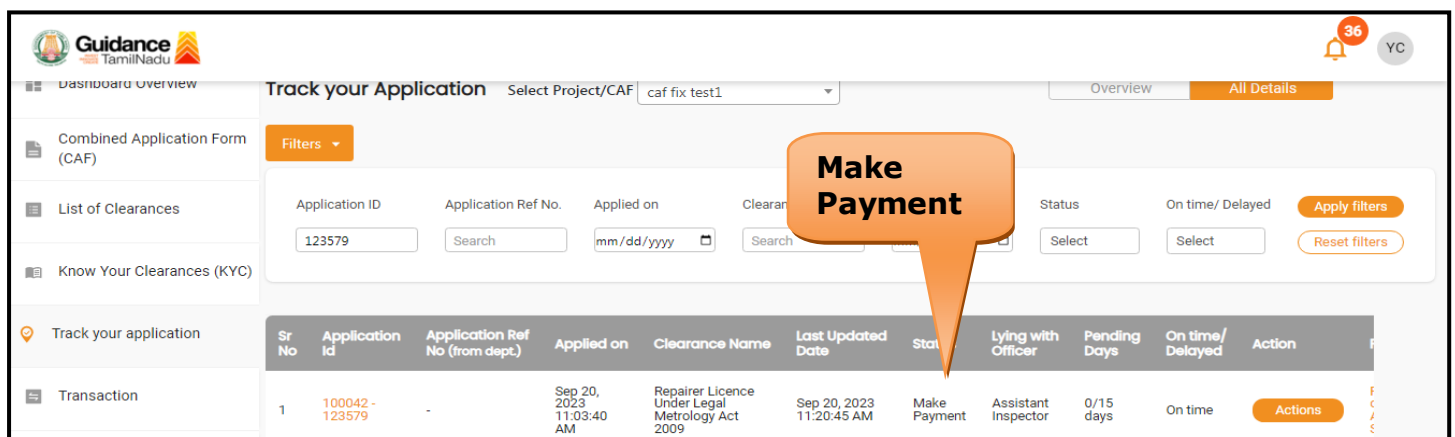
The screenshot shows the 'Track your Application' page with a dropdown menu set to 'caf fix test1'. The 'All Details' tab is selected. A table lists application details, with the first row highlighted. An orange callout bubble points to the 'Status' column, which contains the text 'Application Submitted'.

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	100042 - 123579	-	Sep 20, 2023 11:03:40 AM	Repairer Licence Under Legal Metrology Act 2009	Sep 20, 2023 11:20:45 AM	Application Submitted	Assistant Inspector	0/15 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 with a dropdown menu set to 'caf fix test1'. The 'All Details' tab is selected. A table lists application details, with the first row highlighted. An orange callout bubble points to the 'Status' column, which contains the text 'Make Payment'.

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	100042 - 123579	-	Sep 20, 2023 11:03:40 AM	Repairer Licence Under Legal Metrology Act 2009	Sep 20, 2023 11:20:45 AM	Make Payment	Assistant Inspector	0/15 days	On time	Actions

Figure 20. Payment Process

✕

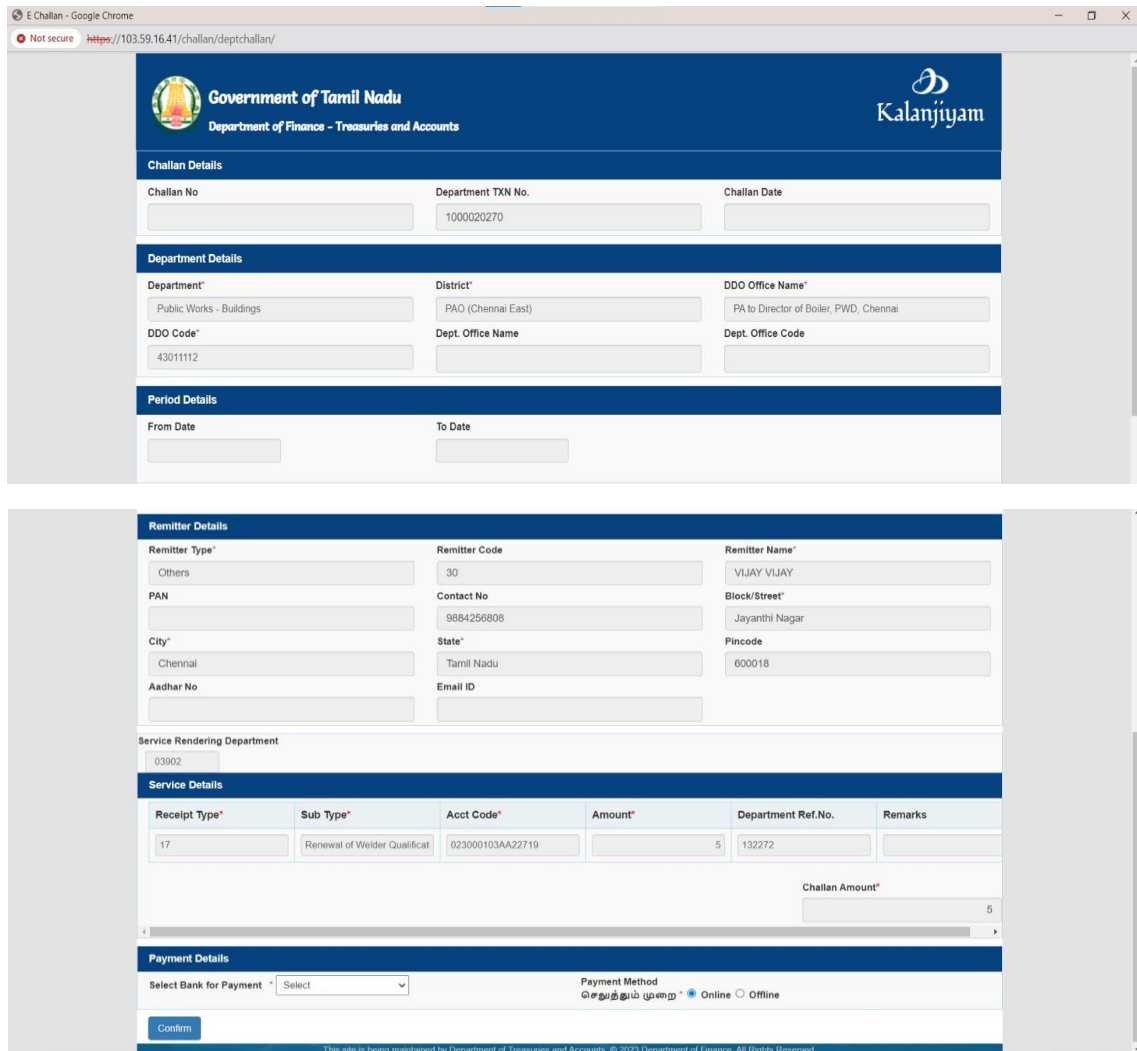
Application Action – 123579

Application ID 100042-123579	Application Name Repairer Licence Under Legal Metrology Act 2009
Application Ref No. -	Project Name ALPHA
Application Submission Date Sep 20, 2023 11:03:40 AM	Status Make Payment

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
செலுத்துதல் முறை: Online Offline

Confirm

This site is being maintained by Department of Treasuries and Accounts. © 2023 Department of Finance. All Rights Reserved.

SBI ONLINE

From 1st April 2023, in view of the instructions from CBDT, we are migrating SBI Payment gateway from existing OLTAS Income Tax Payment functionality(maintained by NSDL) to new Income Tax Portal(TIN 2.0 Portal) from 1st April 2023. Existing C

Personal Banking Corporate Banking / yono BUSINESS

Username & Password are case sensitive

User ID*
newuser2

LOGIN **RESET**

Virtual Keyboard

~	!	@	#	\$	%	^	&	*	()	_	+
.	0	9	1	5	6	7	2	3	4	8	-	=
w	t	q	r	e	u	y	p	i	o	{	}	
s	a	g	d	f	j	h	k	[]	\	/	
c	v	x	z	m	n	b	<	>	:	;	'	"
CAPS LOCK				CLEAR				?	.			

Disclaimer

The privacy contract is between you and the service provider. Bank is only facilitating the payment mechanism and is not responsible for any discrepancy by the service provider

- [Click here](#) to abort this transaction & return to the merchant site
- Mandatory fields are marked with (*)
- Do not provide your username and password other than this page
- Your username and password are highly confidential. Never part with them. SBI will never ask for this information.
- Reversal/Refund of failed merchant payment usually take 1-2 days. Kindly wait for minimum 24 hours before raising a complaint.
- Please ensure your account has sufficient balance
- Please ensure valid OTP is keyed-in
- Please ensure to complete the payment transaction well within time limit

VeriSign
This site is highly secured with 256 - bit encryption certified by VeriSign

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.

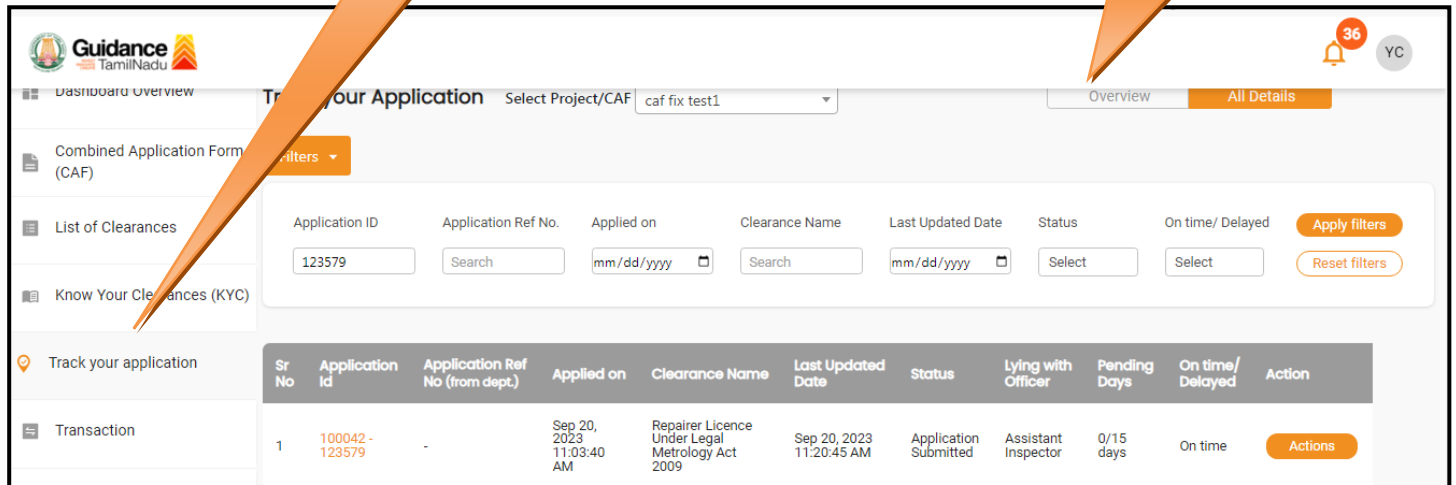
• Track your application– Overview Option

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	100042 - 123579	-	Sep 20, 2023 11:03:40 AM	Repairer Licence Under Legal Metrology Act 2009	Sep 20, 2023 11:20:45 AM	Application Submitted	Assistant Inspector	0/15 days	On time	Actions

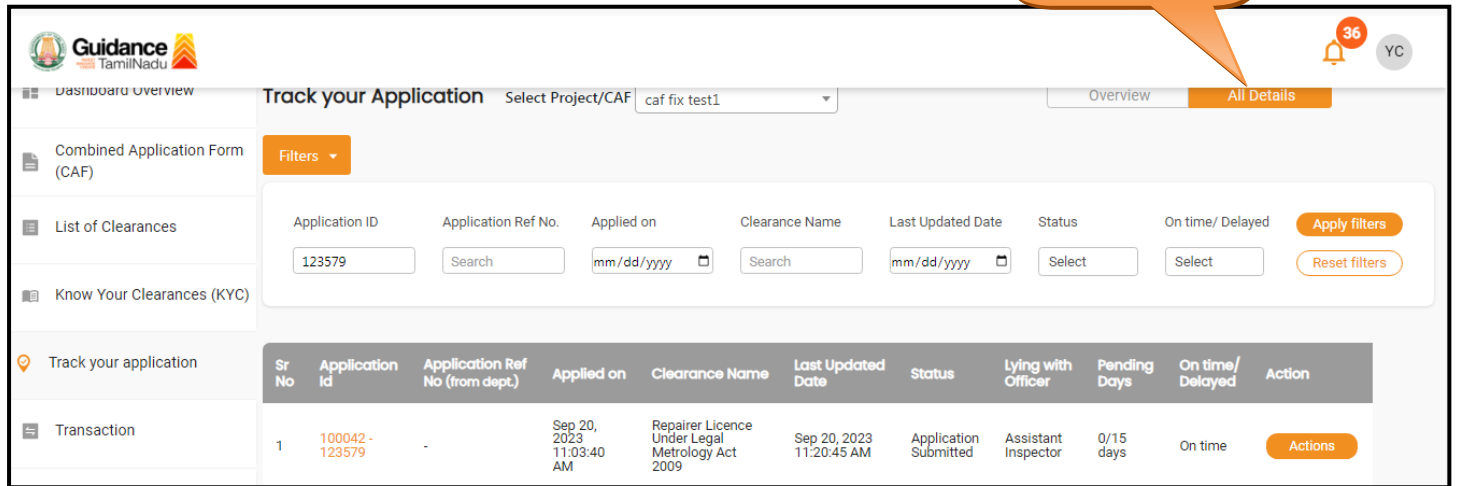
Figure 22. Track Your Application

- **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

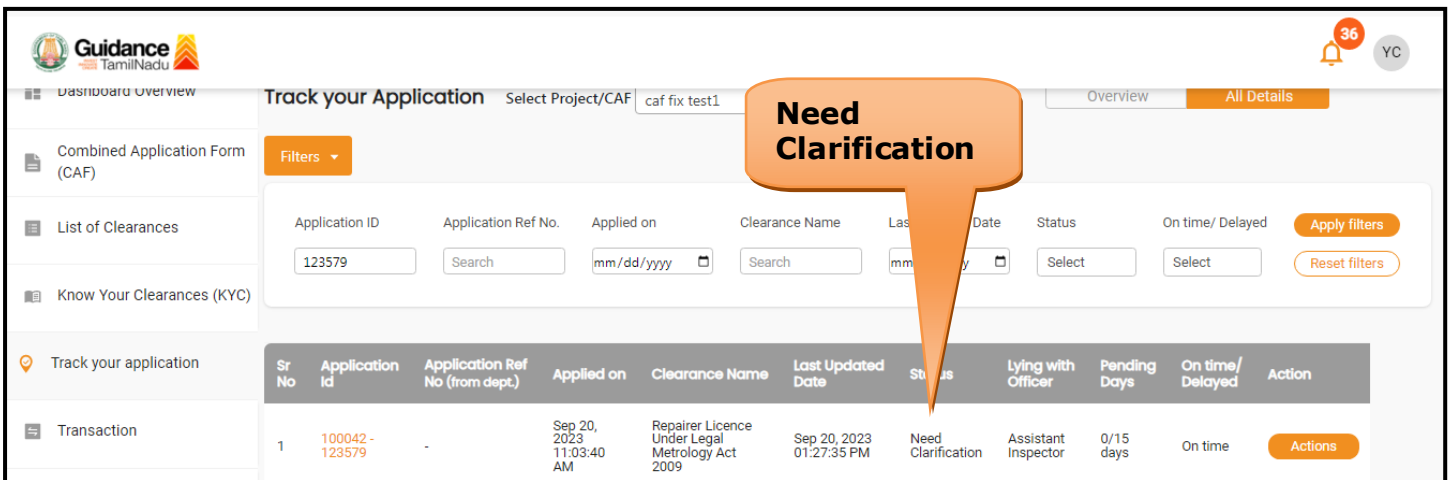


Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100042 - 123579	-	Sep 20, 2023 11:03:40 AM	Repairer Licence Under Legal Metrology Act 2009	Sep 20, 2023 11:20:45 AM	Application Submitted	Assistant Inspector	0/15 days	On time	Actions

Figure 23. 'All Details' tab

9. Query Clarification

- 1) After submitting the application to the Labour Department, the Assistant Inspector of Labour reviews the application and if there are any clarifications required, the Assistant Inspector 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 displays the 'Track your Application' interface. A callout box highlights the 'Need Clarification' status in the table. 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	100042 - 123579	-	Sep 20, 2023 11:03:40 AM	Repairer Licence Under Legal Metrology Act 2009	Sep 20, 2023 01:27:35 PM	Need Clarification	Assistant Inspector	0/15 days	On time	Actions

Figure 24. Need Clarification

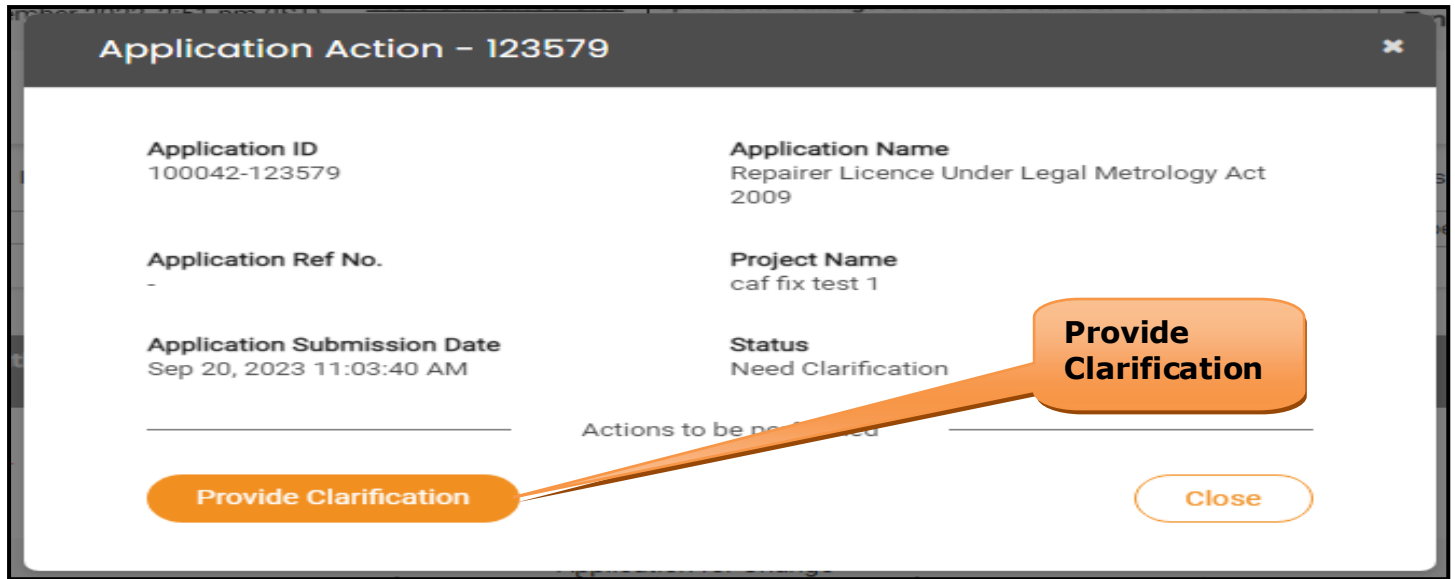


Figure 25. Provide Clarification

- 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.

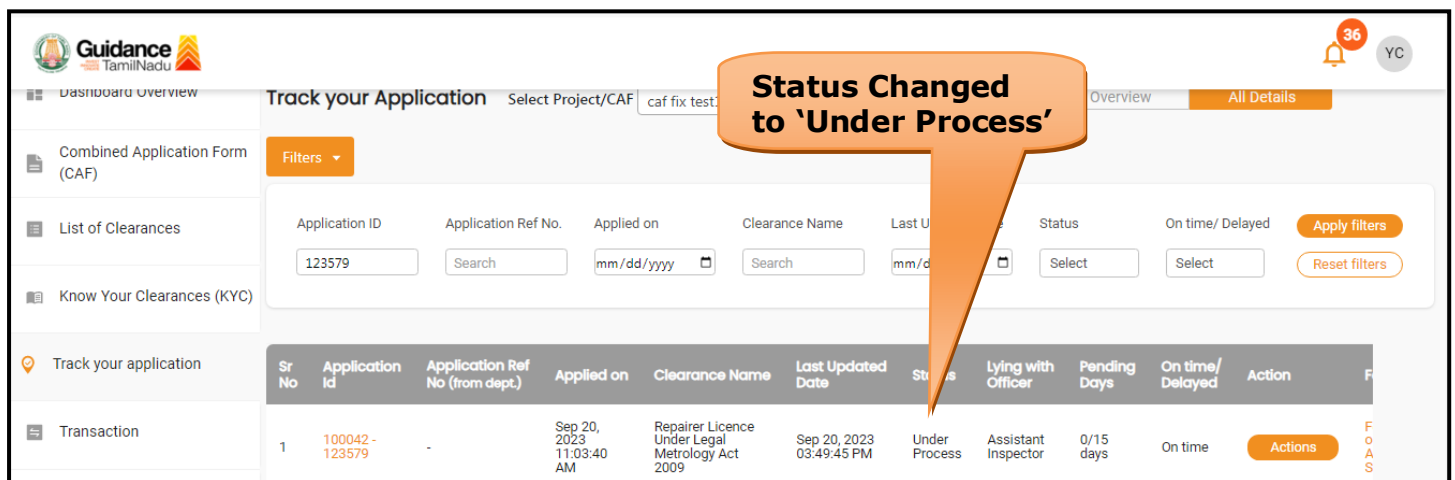
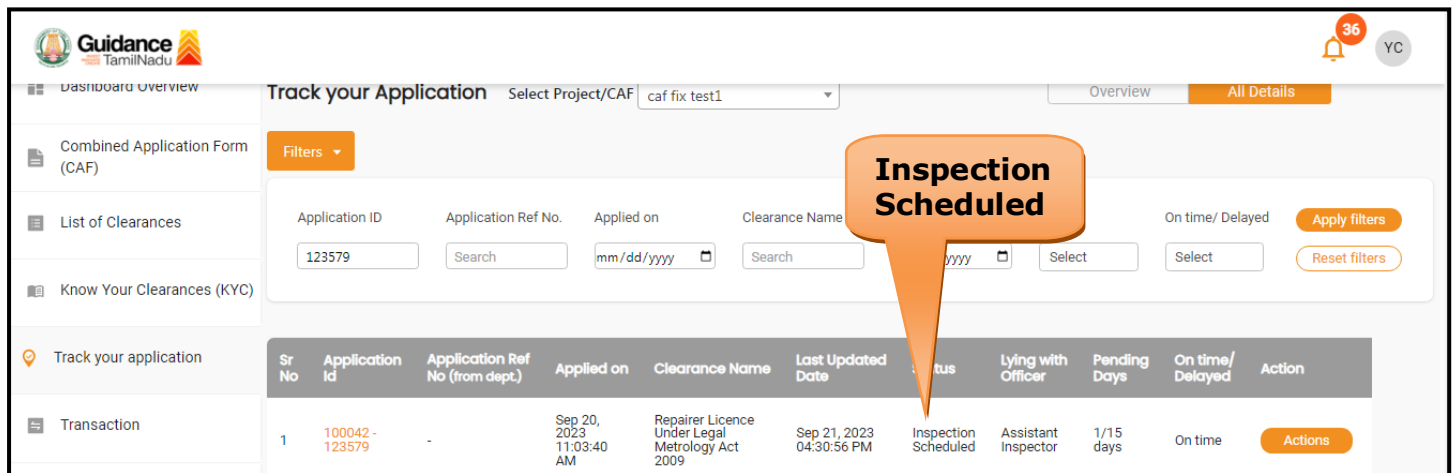


Figure 26. Under Process

10. Inspection Schedule

- 1) The Assistant Inspector of Labour Department schedules the date of appointment for inspection to be done for the specified institution.
- 2) After the Inspection gets completed, the Assistant Inspector submits the Inspection report.
- 3) The Applicant has the provision to view the Scheduled Inspection details



The screenshot displays the 'Track your Application' section of the Guidance TamilNadu portal. The interface includes a sidebar with navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', and 'Know Your Clearances (KYC)'. The main area shows a search filter for 'caf fix test1' and a table of application details. A callout box labeled 'Inspection Scheduled' points to the 'Inspection Scheduled' status in the table.

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	100042 - 123579	-	Sep 20, 2023 11:03:40 AM	Repairer Licence Under Legal Metrology Act 2009	Sep 21, 2023 04:30:56 PM	Inspection Scheduled	Assistant Inspector	1/15 days	On time	Actions

Figure 27. Inspection Scheduled

Application Action - 123579

Application ID 100042-123579	Application Name Repairer Licence Under Legal Metrology Act 2009
Application Ref No. -	Project Name caf fix test 1
Application Submission Date Sep 20, 2023 11:03:40 AM	Status Inspection Scheduled

Actions to

[View Inspection Details](#) [Close](#)

Click on View Inspection Details

Figure 28. Inspection Details

Guidance TamilNadu

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

Inspection Details : 123579

Inspection Scheduled Date (DD/MM/YYYY):

21/09/2023

Inspection Date

Figure 29. Inspection Date

11. Application Processing

- 1) After Submitting the application, The Controller of Legal metrology scrutinizes and reviews the application and updates the status as **“Approved or Rejected”**

The screenshot shows the 'Track your Application' interface. At the top, there's a search bar for 'Project/CAF' with 'caf fix test1' selected. Below it, a table lists application details. An orange callout bubble points to the 'Approved' status in the table.

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	100042-123579	-	Sep 20, 2023 11:03:40 AM	Repairer Licence Under Legal Metrology Act 2009	Sep 22, 2023 03:40:45 PM	Approved	Controller of Legal Metrology	2/15 days	On time	Actions

Figure 30. Application Processed

- 2) If the application is **‘Approved’** by the Controller of Legal metrology, the applicant can download the licence Order under **Track your application** – **> Action button -> Download** (Refer Figure 31)

The screenshot shows a modal window titled 'Application Action - 123579'. It displays application details and a section for 'Actions to be performed'. An orange callout bubble points to the 'Download' button in the actions list.

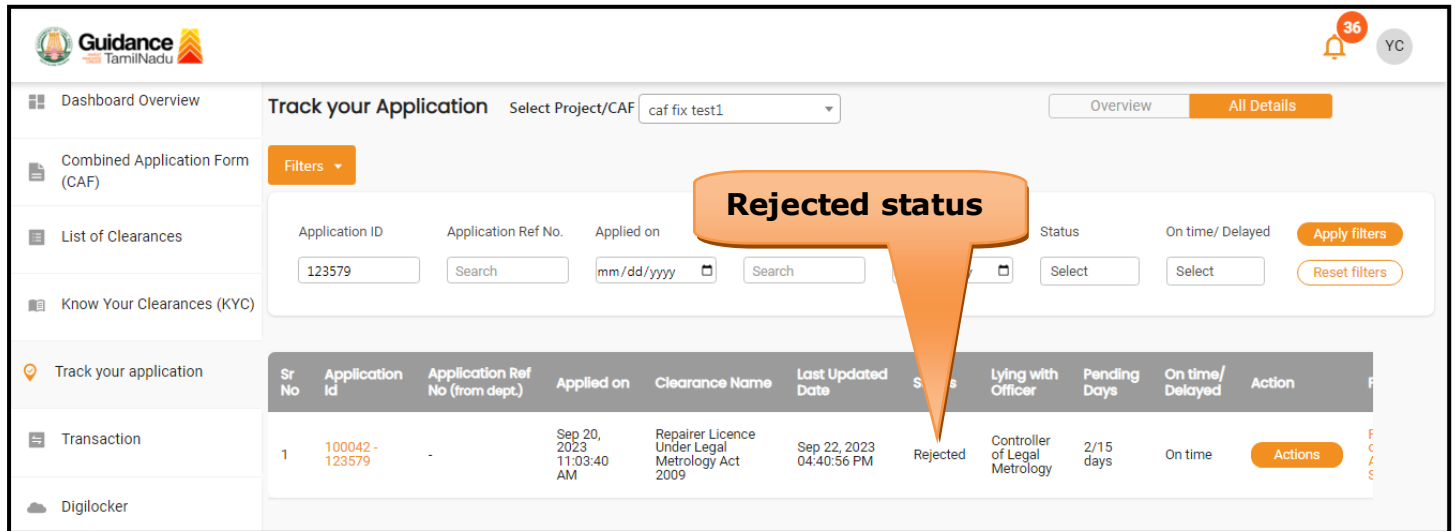
Application ID 100042-123579	Application Name Repairer Licence Under Legal Metrology Act 2009
Application Ref No. -	Project Name caf fix test 1
Application Submission Date Sep 20, 2023 11:03:40 AM	Status Approved

Actions to be performed:

- Download
- Feedback - Application Processing
- Feedback - Application Submission
- Close

Figure 31. Download

3) If the application is '**Rejected**' by the Controller of Legal metrology, the applicant can view the rejection remarks under the Actions Tab by the Controller of Legal metrology. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 32)



The screenshot shows the 'Track your Application' page with a search filter for 'caf fix test1'. The application status is 'Rejected'. A table below lists 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	100042 - 123579	-	Sep 20, 2023 11:03:40 AM	Repairer Licence Under Legal Metrology Act 2009	Sep 22, 2023 04:40:56 PM	Rejected	Controller of Legal Metrology	2/15 days	On time	Actions

Figure 32. Rejected Status

