

# TAMILNADU SINGLE WINDOW PORTAL

# **APPLICANT MANUAL**

No Objection Certificate for construction in the vicinity of Heritage Sites

**National Monuments Authority** 





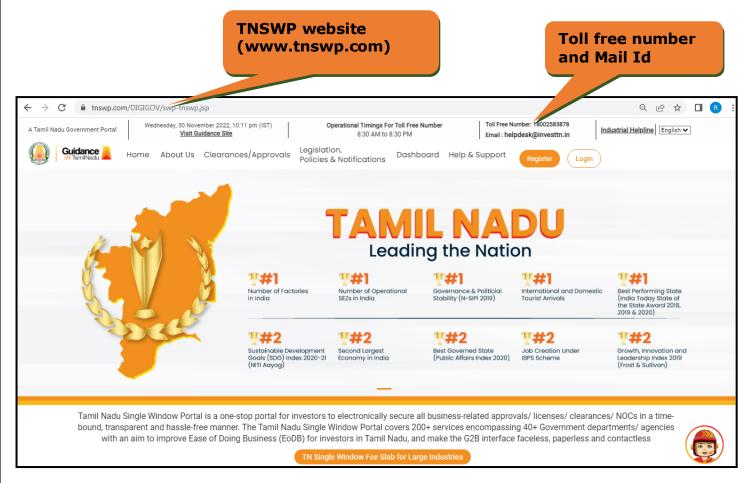
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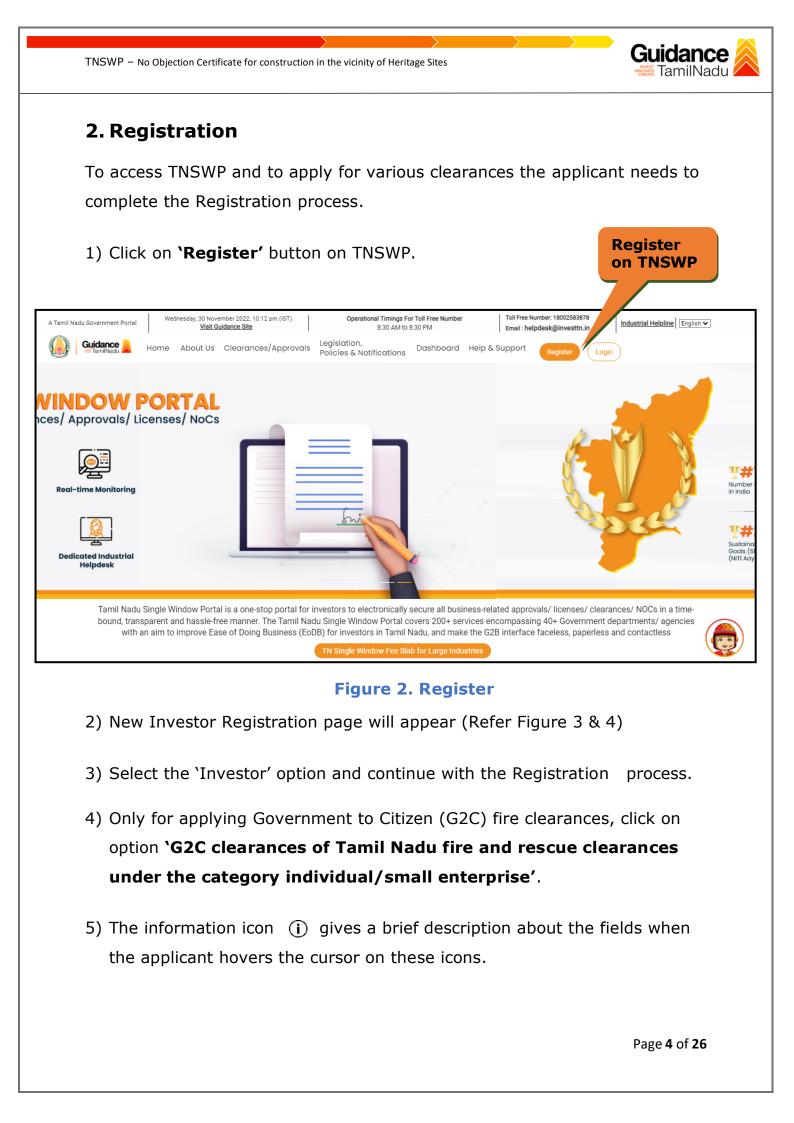
# Guidance

# 1. Home Page

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

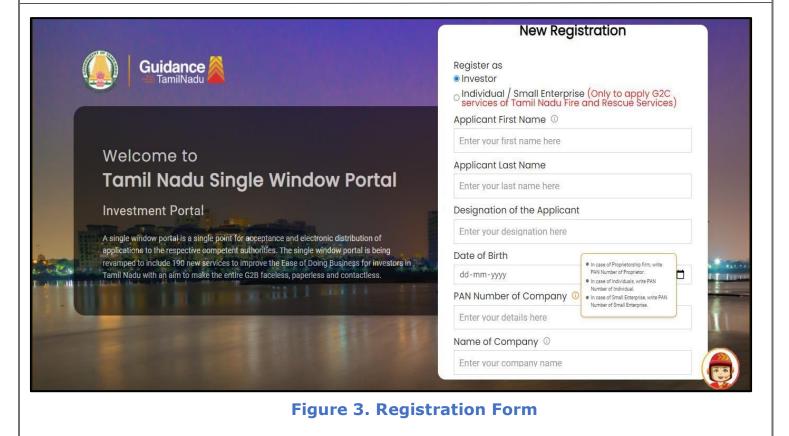


# Figure 1. Single Window Portal Home Page









(	Guidance	Mobile Number	
		Email ID	
		abcd@xyz.com	
	Welcome to	User Name	
	Tamil Nadu Single Window Portal	Enter your name	
		Password	Confirm Password
	Investment Portal	Enter your password 💿	Enter your password 💿 .
-	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	Captcha	
	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.	Enter the captcha	⊘ 5ab4k
	The second	I accept the <u>Terms and Co</u>	nditions*
			ister

Figure 4. Registration Form Submission

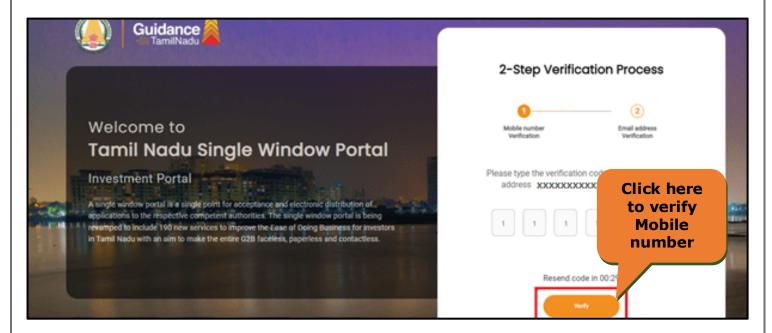
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- 6) The Email ID would be the Username to login the TNSWP.
- Future communications would be sent to the registered mobile number and Email ID of the applicant.
- 8) Create a strong password and enter the Captcha code as shown.
- The applicant must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

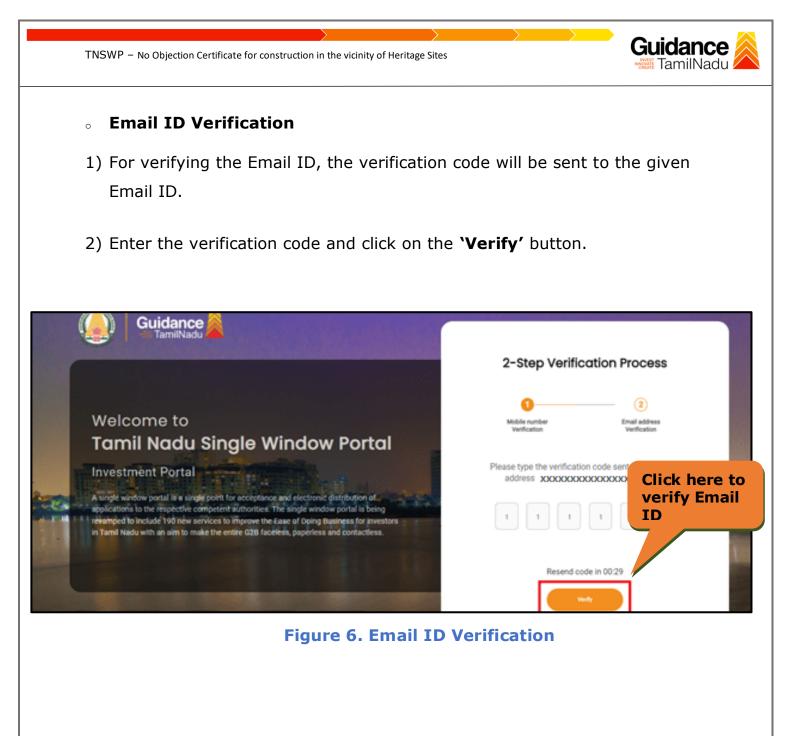
#### • Mobile Number Verification

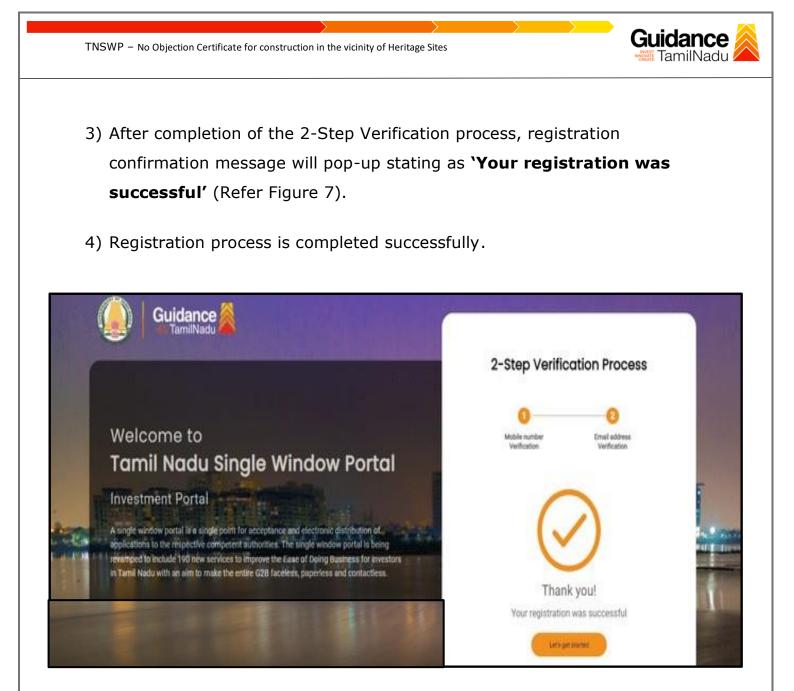
- 1) For verifying the mobile number, the verification code will be sent to the given mobile number.
- 2) Enter the verification code and click on the **'Verify** 'button.



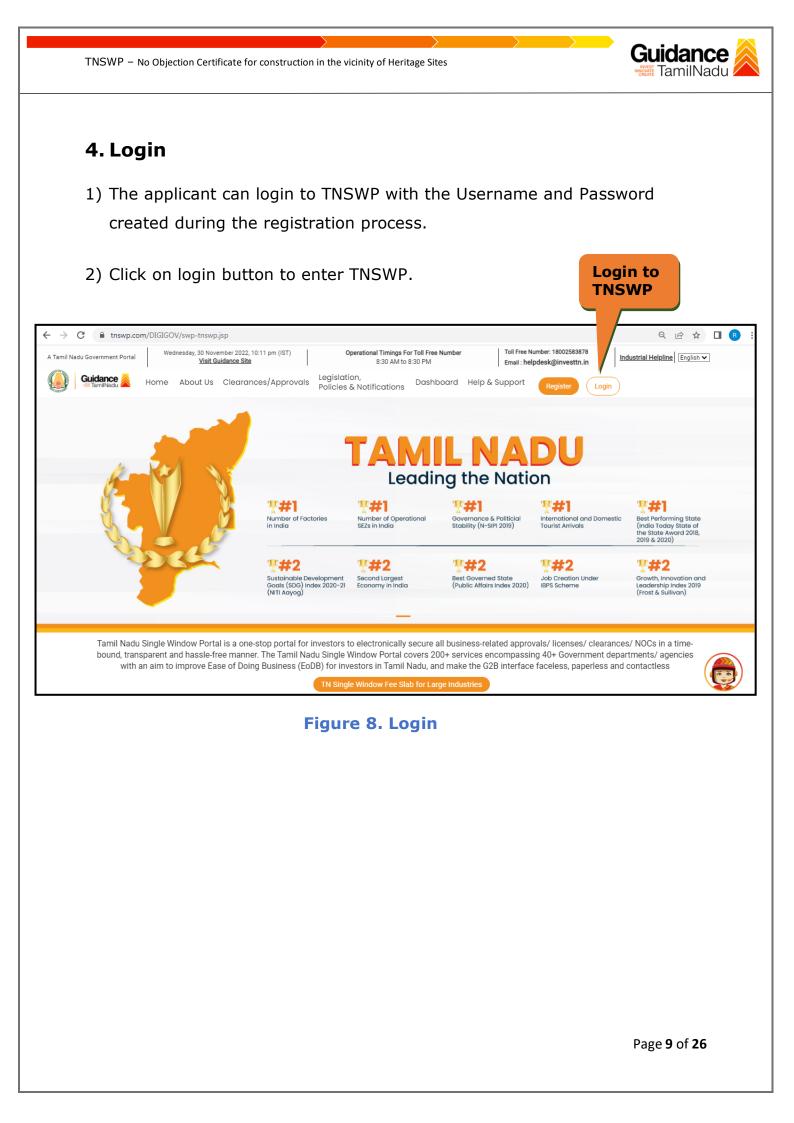
#### Figure 5. Mobile Number Verification

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







# 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   Thurse	sday, 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 Email : helpdesi	er: 18002583878 k@investtn.in
Dashboard Overview	Combined Application Forms	
Combined Application Form (CAF)	MURALIDHARAN, Interested in Starting a New Investment? Get Started	New project
List of Clearances	SHINEV         SAMPLE         PROJECT         WINDFLOW           CAF ID : 108025         CAF ID : 103570         CAF ID : 103571         CAF ID : 103703	★ TWINKLE      ★     CAF ID : 103835
Know Your Clearances (KYC)	King 3, 2022 11:34:25 AM         Sep 28, 2021 12:18:57 PM         Sep 28, 2021 1:06:26 PM         Oct 4, 2021 11:58:15 AM           Approved         Approved         Approved         Approved         Approved         Approved	
Track your application	Your Clearances Status Select Project/CAF ALMIGHTY *	
Transaction	Pre-Establishment Pre-Operation Pos	t-Operation
Digilocker	Image: Applied     Image: Approved     Image: Omega     Image: Omega       Image: Omega     Image: Omega     Image: Omega     Image: Omega	Download consolidated list ▼
Virtual Meeting	Clearance Name Department Name Lying with Officer Last updated Approved	

**Figure 9. Dashboard Overview** 



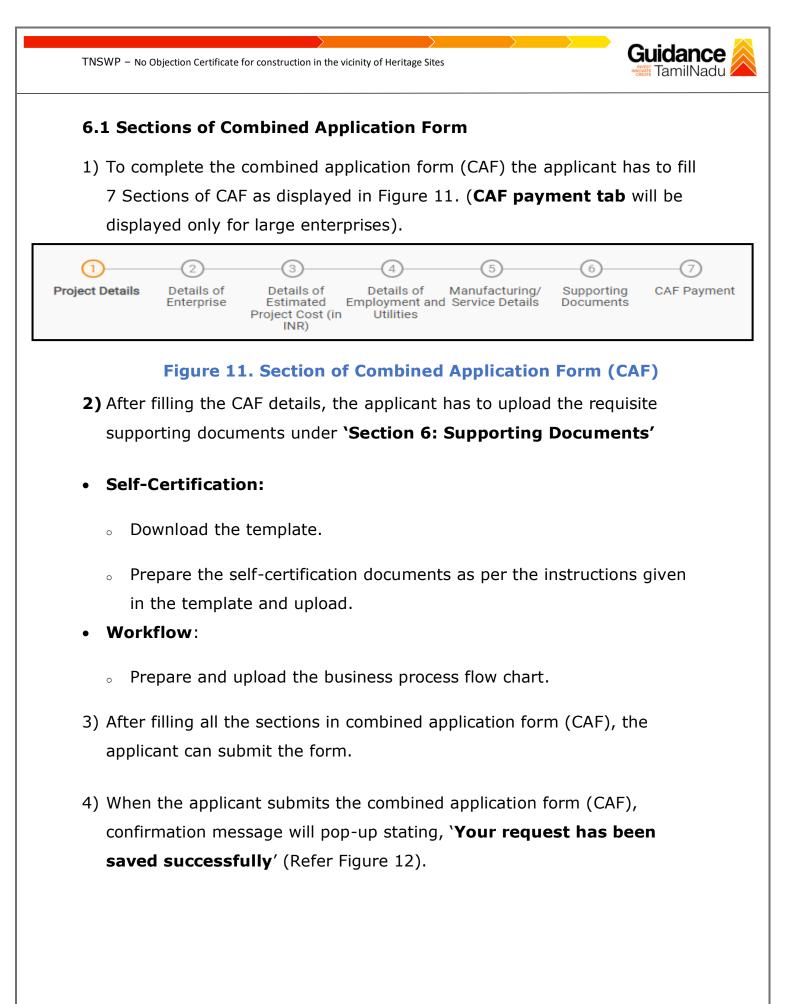
# 6. Combined Application Form (CAF)

- 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.

Tamii Nadu Government Portai   Thurso		ree Number: 1800258387 : helpdesk@investtn.in	<sup>78</sup> Industrial Helplin
🐌 Guidance 崴	Combined Application		<b>(26)</b>
Dashboard Overview	Form (CAF)	Your combined o	application form
Combined Application Form (CAF)	Combined Application Form (CAF)	All CAF	
	The Combined Application Form (CAF) is a common form that enables investors to apply	All CAF	•
List of Clearances	for multiple department's services available on the Tamil Nadu Single Window Portal (TNSWP) without the need to fill the same information repitatively. CAF is a pre-requisite for applying for any clearance on TNSWP.	SHINEV CAF ID : 108025 May 3, 2022 11:34:25 AM	Mercy CAF ID : 107600 Apr 13, 2022 1:10:23 PM
		Approved	Payment Failed
) Track your application	Instructions for filling the CAF:		Paynow
	The CAF requires details related to applicant, enterprise, promoter (s), investment and finance,		
Transaction	employment, manufacturing/service proposed to be undertaken and energy and water use.	VALLEY	TREASURE
	Kindly ensure availability of all these information prior to filling the CAF details	CAF ID : 106903	CAF ID : 106738
Digilocker	The following documents have to uploaded after filing the CAF details. Kindly ensure the	Mar 15, 2022 1:16:40 PM	Mar 8, 2022 11:52:11 AM
, i i i i i i i i i i i i i i i i i i i	availability of the same: - Self certifications	Approved	Approved
Virtual Meeting	· Workflow		
Virtual Meeting		CAREWELL	DILIGENCE
		CAF ID : 106606	CAF ID : 106474
Appointments	Continue	Mar 2, 2022 11:03:46 AM	Feb 24, 2022 11:30:08 AM
		Approved	Approved

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

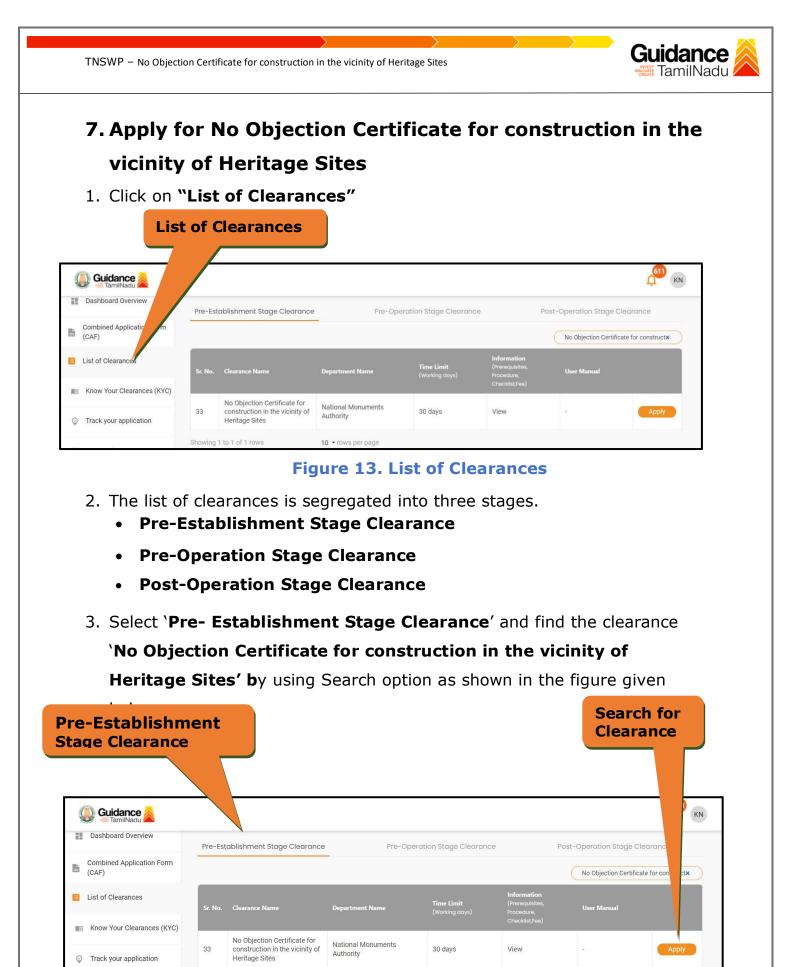


TNSWP – No Obje	ction Certificate for construction in the vicinity of Heritage Sites	lance 🔎
Guidance		1 <sup>309</sup> ус
Dashboard Overview	(1)(2)(3)(5)(6)(7)	
Combined Application Form (CAF)	Project Details Details of Details of Details of Details of Supporting CAF Payment Information Estimated Employment and Manufacturing Documents	
List of Clearances	Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the	Θ
Know Your Clearances (KYC)	CAF Choose your preferred ree slap	
Track your application	O a la carte  Amount to be paid (in INR)	
Transaction	500000 Calculate Fee	

#### 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. <u>Clickhere</u> to access the Single Window Fee Slab.



#### Figure 14. Search for Clearance

10 - rows per page

Showing 1 to 1 of 1 rows

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- 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.

Guidance TamilNadu							<mark></mark>
Dashboard Overview	Pre-Est	ablishment Stage Clearance	Pre-Ope	ration Stage Clearance		Post-Operation Stage Clear	
Combined Application Form (CAF)						No Objection Certificate for	or truct×
List of Clearances	Sr. No.	Clearance Name	Department Name	<b>Time Limit</b> (Working days)	Information (Prerequisites, Procedure,	User Manual	
Know Your Clearances (KYC)					Checklist,Fee)		
Track your application	33	No Objection Certificate for construction in the vicinity of Heritage Sites	National Monuments Authority	30 days	View	-	Apply

#### Figure 15. Apply for Clearance

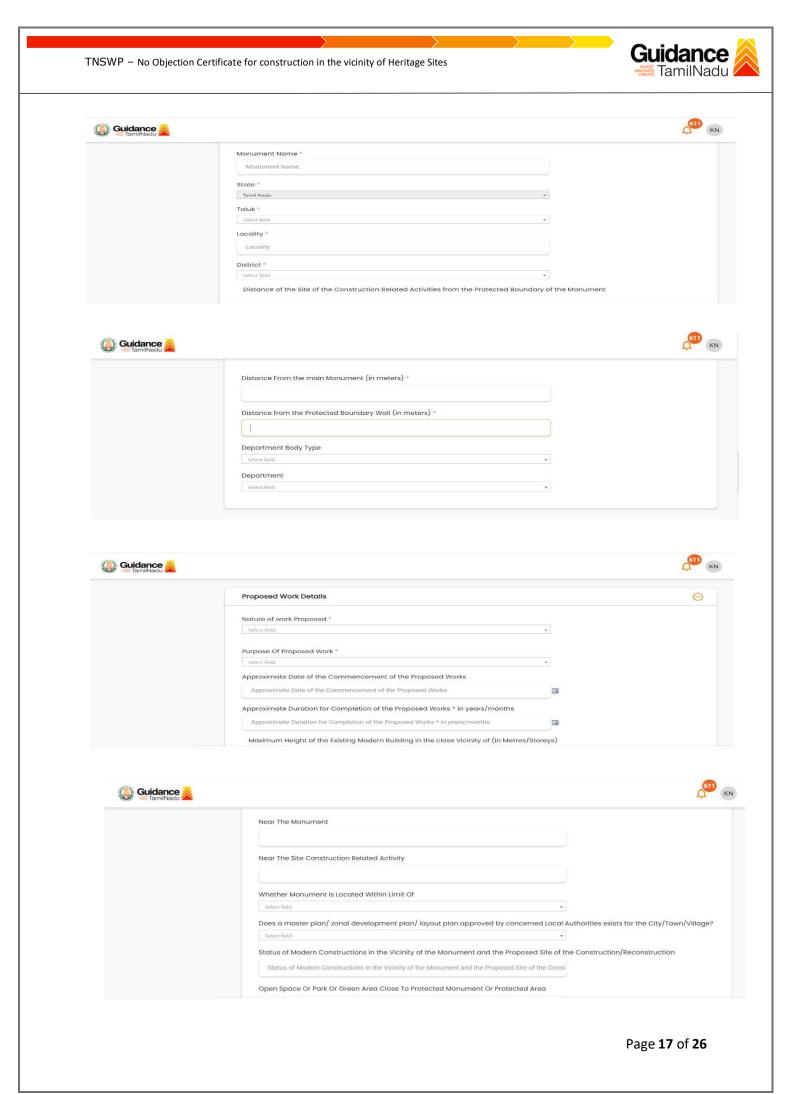
Guidance

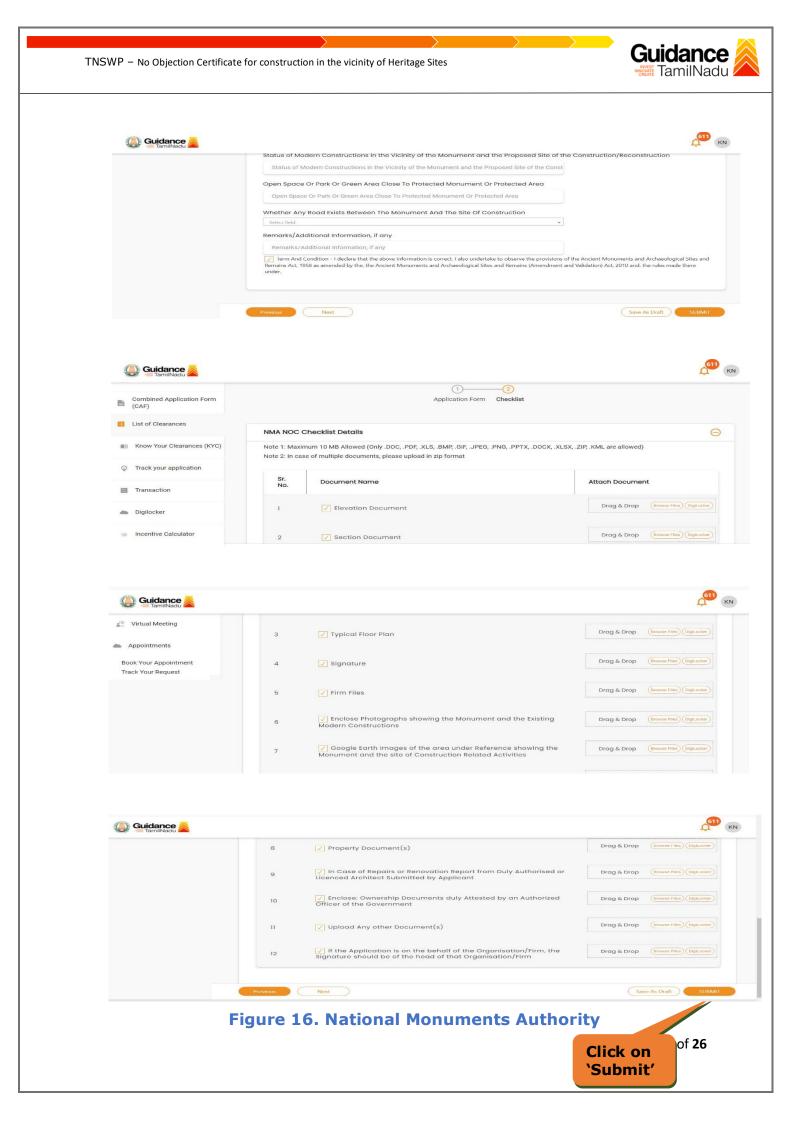
Apply for Clearance



1. Enter all the mandatory details in the application for No Objection Certificate for construction in the vicinity of Heritage Sites.

Dashboard Overview		Colo
	02	Sele
Combined Application Form (CAF)	Application Form Checklist	CAF
List of Clearances	Project Name *	
Know Your Clearances (KYC)		
teron rour orearences (tero)		
Track your application	NOC Request Type	
	Select field	
Transaction		
		611 KN
Digilocker	Applicant Details	$\Theta$
acentive Calculator	Name of the Applicant *	
culate	Name of the Applicant	
ng v/ Edit	Mobile Number	
Appointments		
Central clearances	Present Address *	
Sential clearances	Present Address	
	Permanent Address *	
	Permanent Address	
Guidance		611 KN
TamilNadu 🕿		TT NA
	Ownership Details	$\Theta$
	Is the applicant other than the owner? *	
	Select field •	
	Whether the Property is Owned by * Select field	
	Whether the Property is Owned by Second *	
	Select field	
		<b>A</b>
Guidance 🚵		<u>с</u> 611 км
	Proposed Work Locality Details	Θ
	Plot Survey No *	
	Plot Survey No	
	State *	
	Tamil Nadu 👻	
	Taluk *	
	Select field	
	Locality	
	District *	
	Select field	

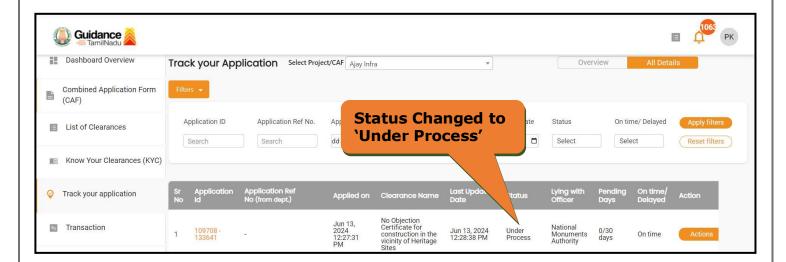






#### **Application Submitted**

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



#### Figure 17. Status of the Application

#### 8. Issue Application Token

After submission, the applicant will receive a token from the National Monuments Authority and submits the coordinates and photos of proposed site on SMARAC app.

Dashboard Overview	Track your App	olication Select Proje	ect/CAF Ajay Infra			*	Ovi	rview	All Detai	ils
Combined Application Form (CAF)	Filters 👻									
List of Clearances	Application ID Search	Application Ref No.	Applied on dd-mm-yyyy	Cleara	nce Name	Last Updated Da	te Status	On ti	me/ Delayed	Apply filters
Know Your Clearances (KYC)										
Track your application	Sr Application No Id	Application Ref No (from dept.)	Applied on	Clearance N	ame Last L Date	Jpdated Status	Lying with Officer	Pending Days	On time/ Delayed	Action
Transaction	1 109708 - 133641		Jun 13, 2024 12:27:31 PM	No Objection Certificate for construction i vicinity of Her Sites	the Jun 13 tage 12:28:	3, 2024 Issues 38 PM applica 38 PM Token	National tion Monuments Authority	0/30 days	On time	Actions
		Figure 1	8. Tss	με Δ	nnlia	ration	Toker			
					pping		I ORCI		Da	ige <b>19</b> o



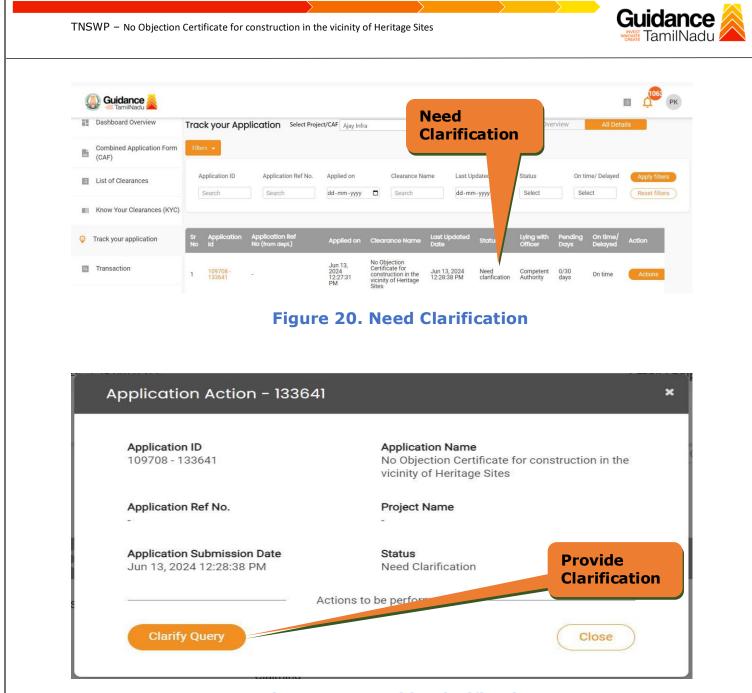
2) National Monuments Authority forward the application to Competent Authority for further processing. The applicant can view the status of the application under Track your application → Select the CAF from the Dropdown → All details

0	Guidance 🚵													E (106)
Das	shboard Overview	Trac	k your App	blication Select Proje	ct/CAF Ajay Infra				*		OVe	erview	All Det	ails
Con (CA	mbined Application Form AF)	Filte	rs 🗶											
List	t of Clearances		pplication ID Search	Application Ref No.	Applied on dd-mm-yyyy	•	Clearance Na	ne	Last Up	dated Date	Status	On ti	me/ Delayed	Apply filters
🗐 Kno	ow Your Clearances (KYC)													
Tracl	k your application	Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clear	rance Name	Last Up Date	dated	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
🖻 Trar	insaction	1	109708 - 133641	(#C	Jun 13, 2024 12:27:31 PM	const	bjection icate for ruction in the ty of Heritage	Jun 13, 12:28:3	2024 3 PM	Under Process	Competent Authority	0/30 days	On time	Actions

# Figure 19. Forward the application

# 9. Query Clarification

- After submitting the application to No Objection Certificate for construction in the vicinity of Heritage Sites, the Competent Authority reviews the application and if there are any clarifications required, the Competent Authority 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.
- Applicant could view the status as 'Need Clarification' under the 'Status' column. Click on 'Action' button responds to the query as shown in the below figure.





- 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.





#### **Application Submitted**

8) After the query clarification the application forward to the Competent Authority to National Monuments Authority for further processing. The applicant can view the status of the application under Track your application → Select the CAF from the Dropdown → All details

List of Clearances   E List of Clearances     Search	TamilNadu	idu 🔼	Status Changed	to		🗉 🐧 рк
CAF     Application ID Application Ref No. Applied on Clearance Name Last Up     Status     On time/ Delayed Apply     Search     Sear	board Overview	Track your Application Select Project/CAF Ajay In	<b>`Under Process'</b>		erview All Deta	ails
List of Clearances       Search       Search       dd-mm-yyyy       Search       Select       Reset         Is Know Your Clearances (KYC)       Search       Search       Select       Select       Reset         Image: Track your application       Sr       Application       Application Ref       Applied on       Clearance Name       Last Updated       Just       Lying with       Pending       On time/       Action         Image: Transaction       Jun 13,       No Objection       No Objection       Last Optication       National       application		plication Form Filters -		$\square$		
Track your application Sr Application Application Ref No (from dept.) Applied on Clearance Name Last Updated Date due to Officer Days Delayed Action	f Clearances	ces				Apply filters Reset filters
Transaction No Id No (from dept.) Applied on Clearance Name Date Officer Days Delayed Action	v Your Clearances (KYC)	earances (KYC)				
Transaction Jun 13, No Objection	your application			Lying with Officer		Action
1 109708 - 2024 construction in the construction in the vicinity of Heritage PM Sites Site	saction	1 109708 - 2024 133641 - 12:27:31	construction in the vicinity of Heritage	Monuments	0/30 On time	Actions

#### **Figure 22. Under Process**



# **10. Track Your Application**

- 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.'
- 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			erview of plications
Guidance     TamilNadu      Dashboard Overview	Tro pur Application Select Project	t/CAF Ajay Infra	• Ove	rview All Details
Combined Application Form (CAF)				
List of Clearances	Application ID Application Ref No. Search Search	Applied on Clearance Name	Last Updated Date Status	On time/ Delayed Apply filters Select Reset filters
Know Your Clearance's (KYC)				
Track your application	Sr Application Application Ref No Id No (from dept.)	Applied on Clearance Name Last Up Date	dated Status Lying with Officer	Pending On time/ Days Delayed Action
- Transaction	1 109708 - 133641 -	Jun 13, No Objection 2024 Certificate for 12:27:31 vicinity of Heritage PM Sites	2024 Under National PM Process Authority	0/30 On time Actions

#### Figure 23. Track Your Application

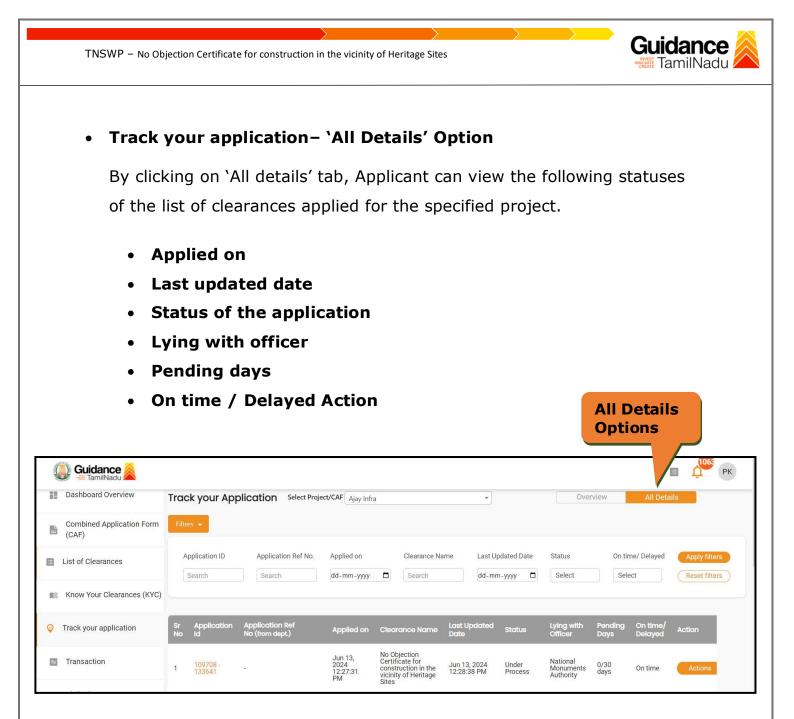


Figure 24. 'All Details' tab



# **11. Application Processing**

1) National Monuments Authority Officer scrutinizes and reviews the application and updates the status as **"Approved or Rejected"** 

Ş	🗓 Guidance 🎉									I	п рк
	Dashboard Overview	Track your Appli	cation Select Project	ct/CAF Ajay Infr	a	•		Over	rview	All Deta	ils
	Combined Application Form (CAF)	Filters 👻		_	Approv	ed Stat	us				
H	List of Clearances	Application ID Search	Application Ref No.	Applied on dd-mm-yyyy	Search	d	-	Status	On tin Sele	ne/ Delayed	Apply filters Reset filters
	Know Your Clearances (KYC)										
Q	Track your application		Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	sı	Lying with Officer	Pending Days	On time/ Delayed	Action
Ę	Transaction	1 109708 - 1 133641 -		Jun 13, 2024 12:27:31 PM	No Objection Certificate for construction in the vicinity of Heritage Sites	Jun 13, 2024 12:28:38 PM	Approved	National Monuments Authority	0/30 days	On time	Actions

#### **Figure 25. Application Processed**

 If the application is 'Approved' by National Monuments Authority, the applicant can download the Approval Certificate under Track your application – > Action button -> Download Certificate (Refer Figure

26)

Application ID 109708 - 133641	Application Name No Objection Certificate for construction in vicinity of Heritage Sites
Application Ref No.	Project Name
Application Submission Date Jun 13, 2024 12:28:38 PM	Status Approved Download
Ac	ctions to be perfe
Certificate Receipt	Feedback - Application Processin
Feedback - App	Clos

Guidance TNSWP – No Objection Certificate for construction in the vicinity of Heritage Sites TamilNadu 3) If the application is 'Rejected' by the National Monuments Authority, the applicant can view the rejection remarks under the Actions Tab by the National Monuments Authority. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 27) ( Guidance PK Dashboard Overview Track your Application Select Project/CAF Ajay Infra \* **Combined Application Form** -(CAF) **Rejected Status** Application ID Application Ref No. Applied on Clearance Name ime/ Delayed List of Clearances Search Search dd - mm - yyyy 📋 Search (Reset filters ) Know Your Clearances (KYC) 0 Track your application Applied on No Objection Certificate for construction in the vicinity of Heritage Jun 13, 2024 12:27:31 PM National Monuments Authority = Transaction 109708 133641 Jun 13, 2024 12:28:38 PM 0/30 days Rejected 1 On time

Figure 27. Rejected Status

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