TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

No Objection Certificate for construction in the vicinity of Heritage Sites

National Monuments Authority

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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.**

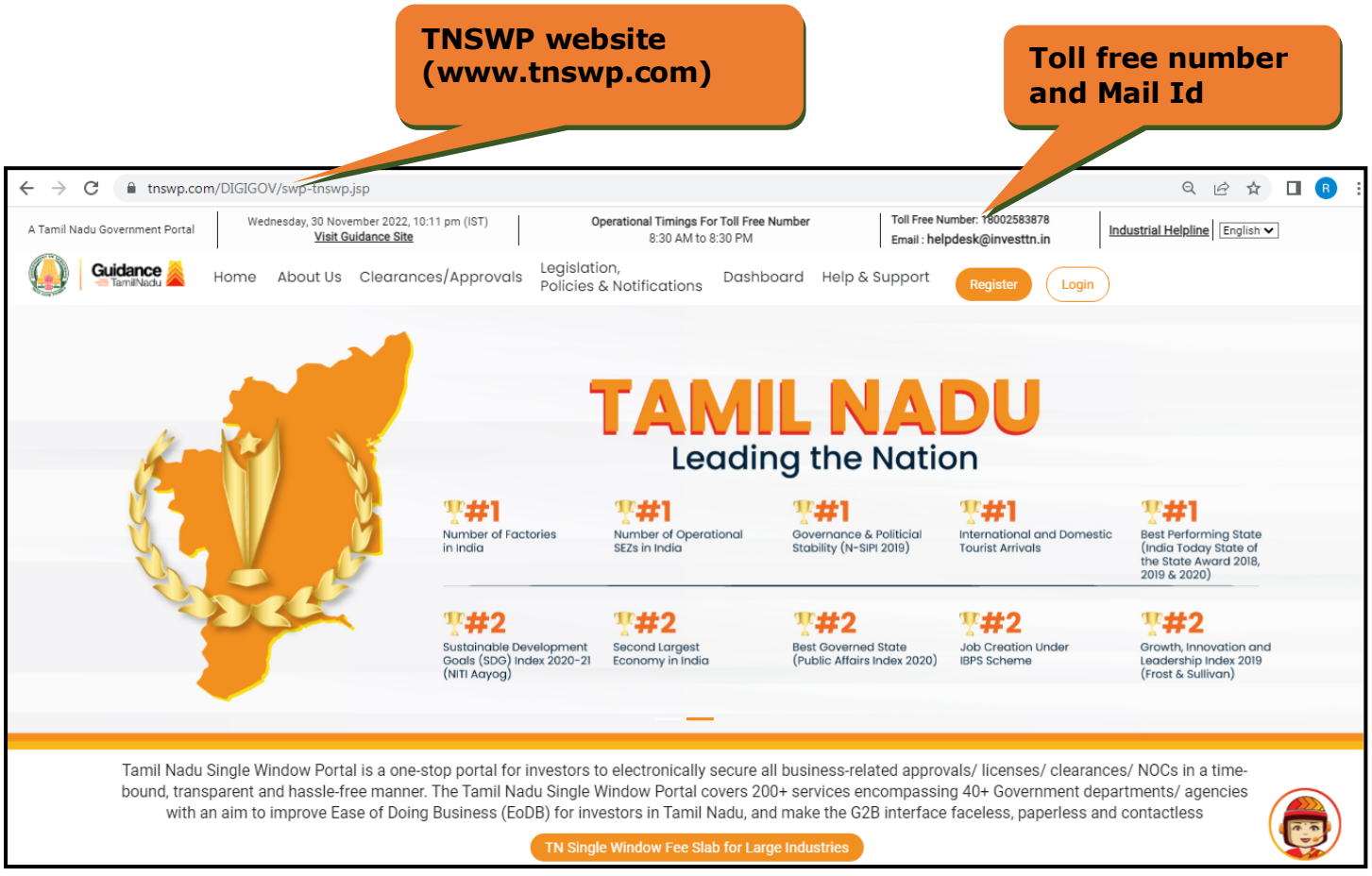


Figure 1. Single Window Portal Home Page

2. Registration

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

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

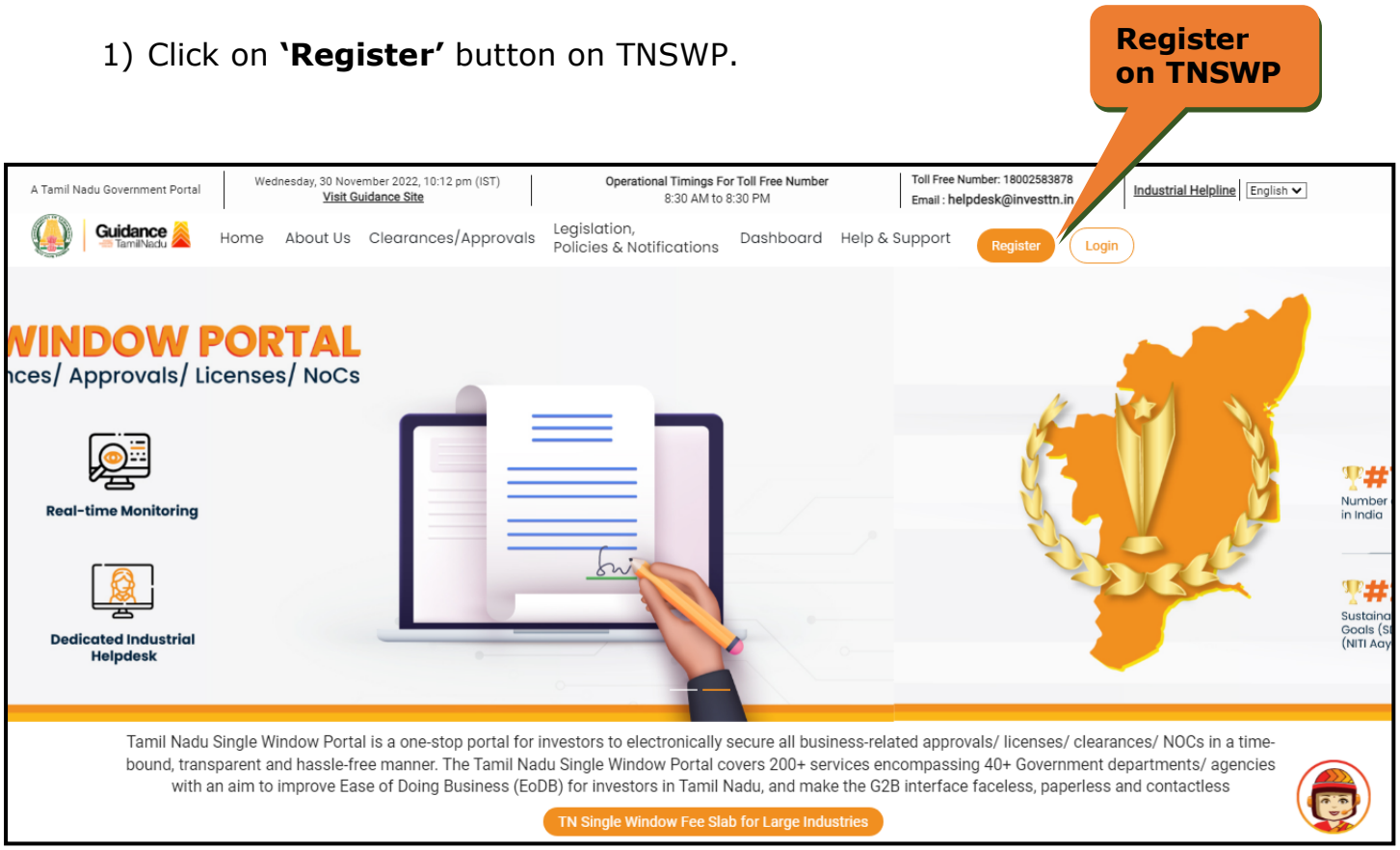


Figure 2. Register

2) New Investor Registration page will appear (Refer Figure 3 & 4)

3) Select the 'Investor' option and continue with the Registration process.

4) Only for applying Government to Citizen (G2C) fire clearances, click on option **'G2C clearances of Tamil Nadu fire and rescue clearances under the category individual/small enterprise'**.

5) The information icon ⓘ gives a brief description about the fields when the applicant hovers the cursor on these icons.

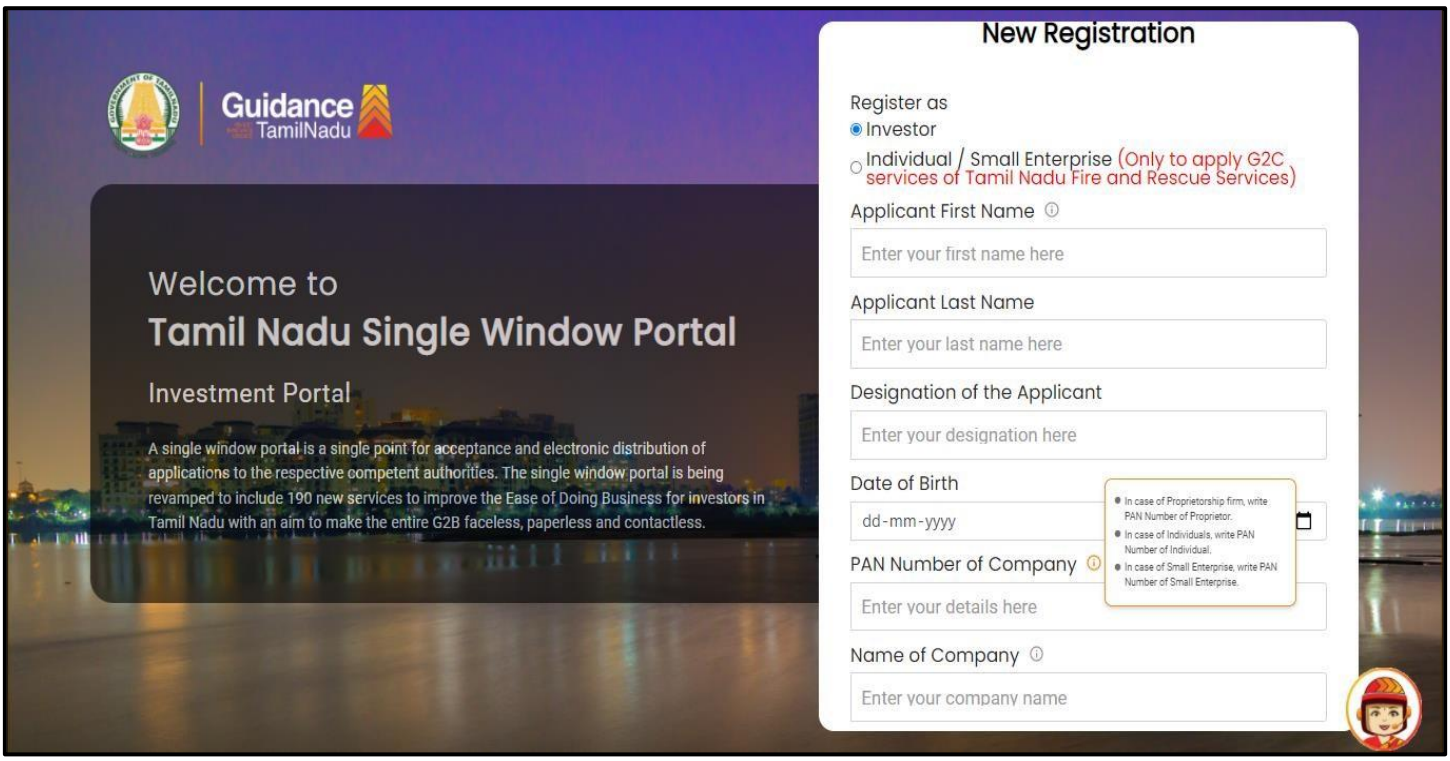


Figure 3. Registration Form

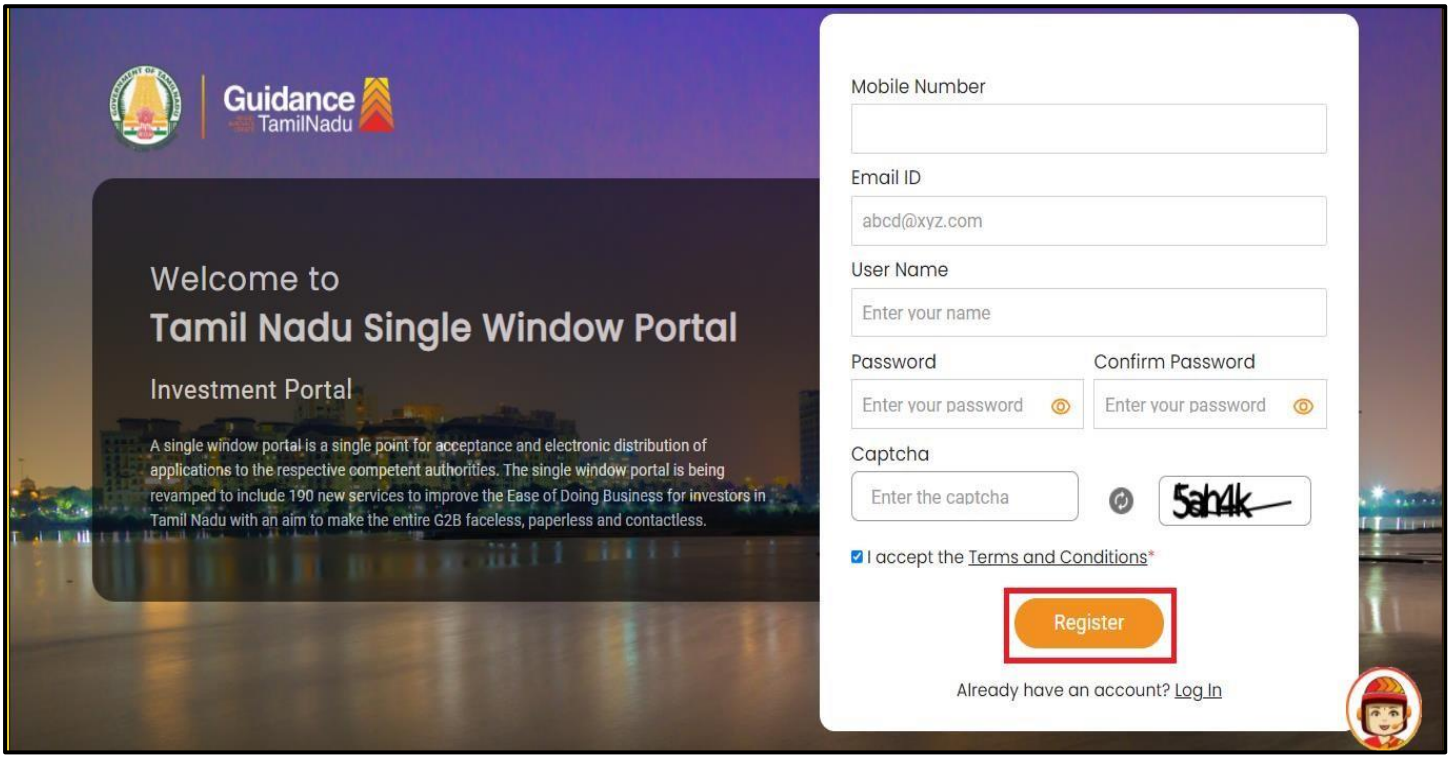


Figure 4. Registration Form Submission

6) The Email ID would be the Username to login the TNSWP.

7) Future communications would be sent to the registered mobile number and Email ID of the applicant.

8) Create a strong password and enter the Captcha code as shown.

9) The applicant must read and accept the terms and conditions and click on 'Register' button.

3. Mobile Number / Email ID – 2-Step Verification Process

- **'2-Step Verification Process'** screen will appear when the applicant clicks on 'Register' button.

- **Mobile Number Verification**

  1) For verifying the mobile number, the verification code will be sent to the given mobile number.

  2) Enter the verification code and click on the **'Verify** 'button.

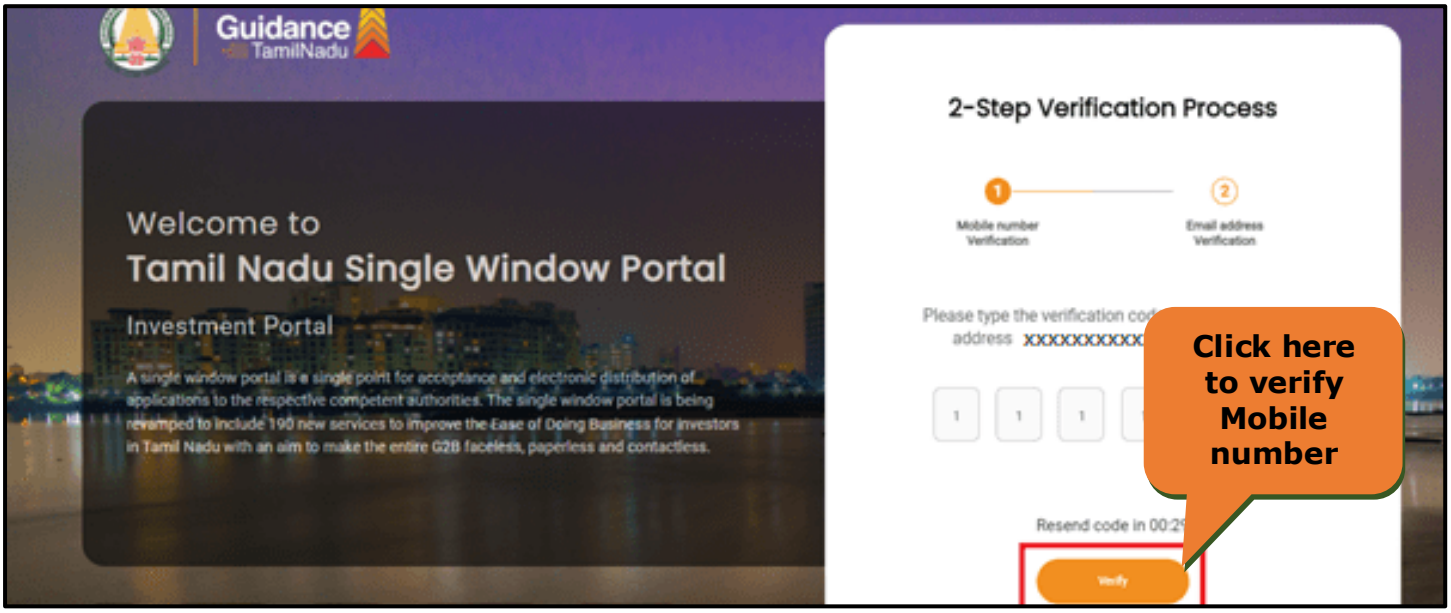


Figure 5. Mobile Number Verification

- **Email ID Verification**

1) For verifying the Email ID, the verification code will be sent to the given Email ID.

2) Enter the verification code and click on the **'Verify'** button.

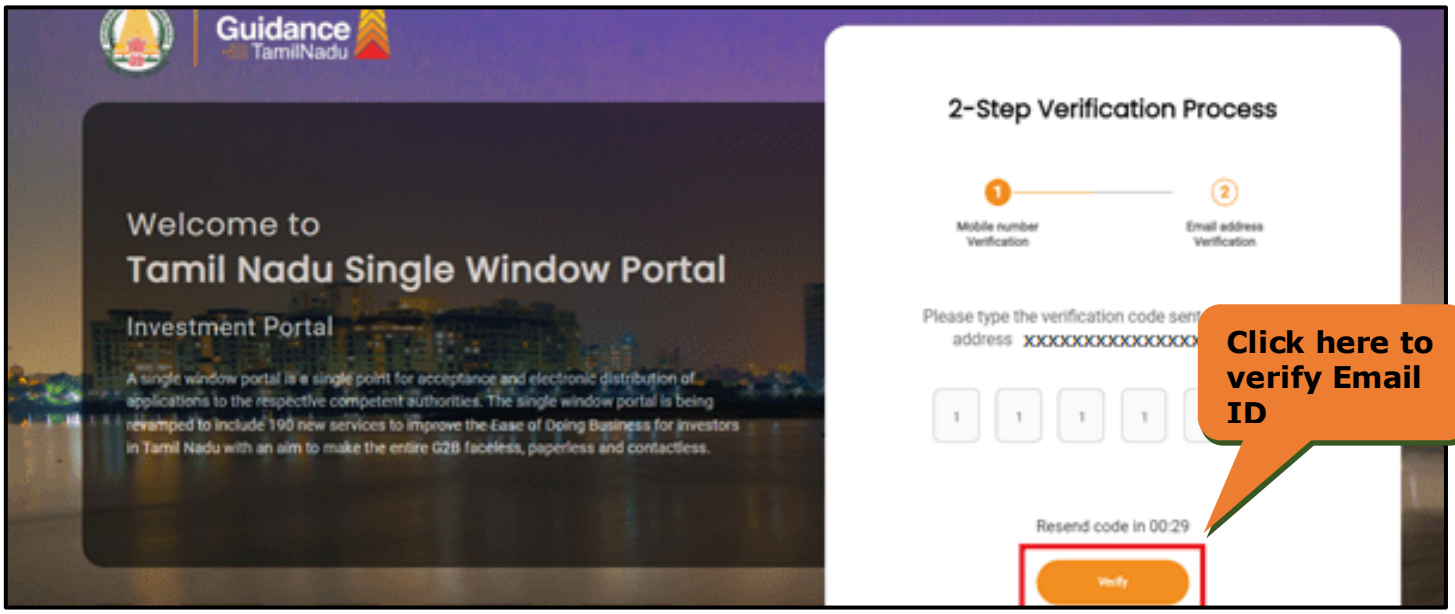


Figure 6. Email ID Verification

3) After completion of the 2-Step Verification process, registration confirmation message will pop-up stating as **'Your registration was successful'** (Refer Figure 7).

4) Registration process is completed successfully.

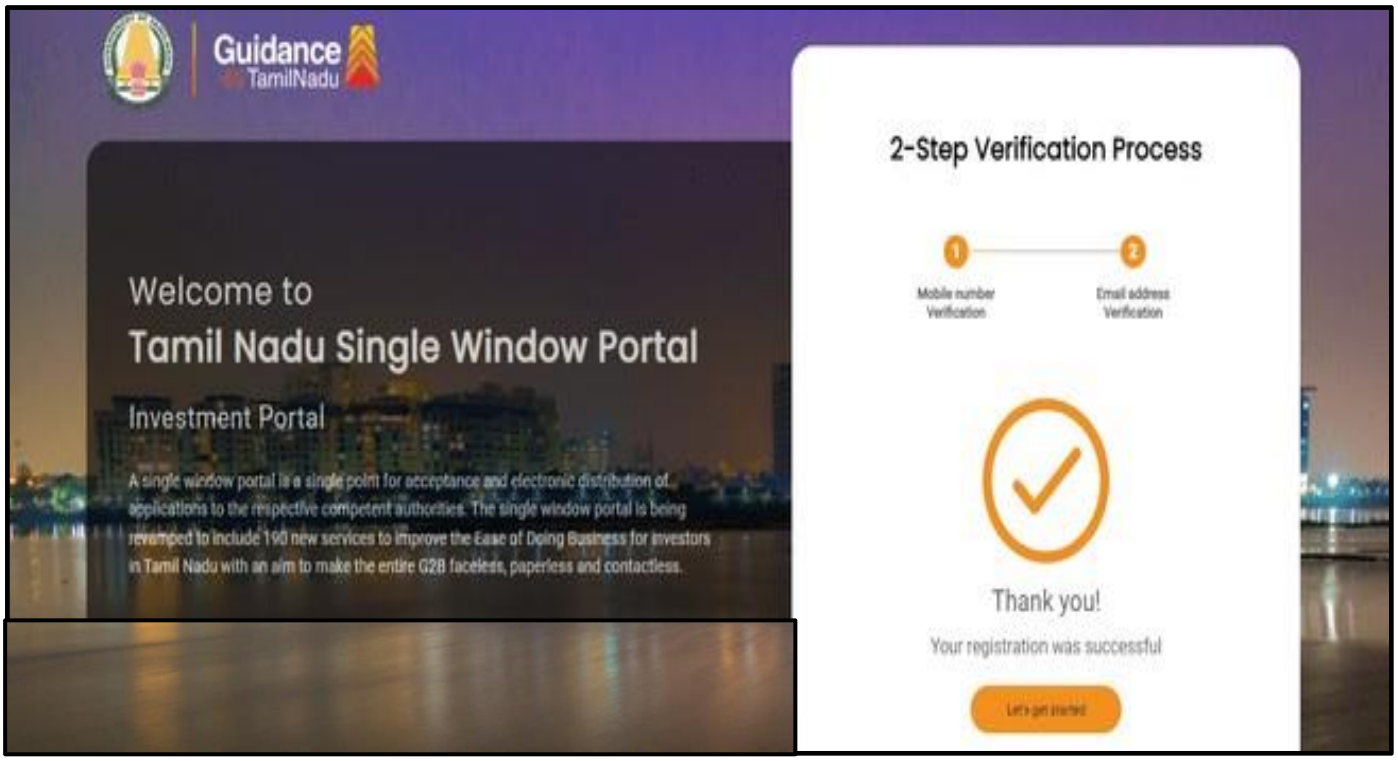


Figure 7. Registration Confirmation Pop-Up

4. Login

1) The applicant can login to TNSWP with the Username and Password created during the registration process.

2) Click on login button to enter TNSWP.

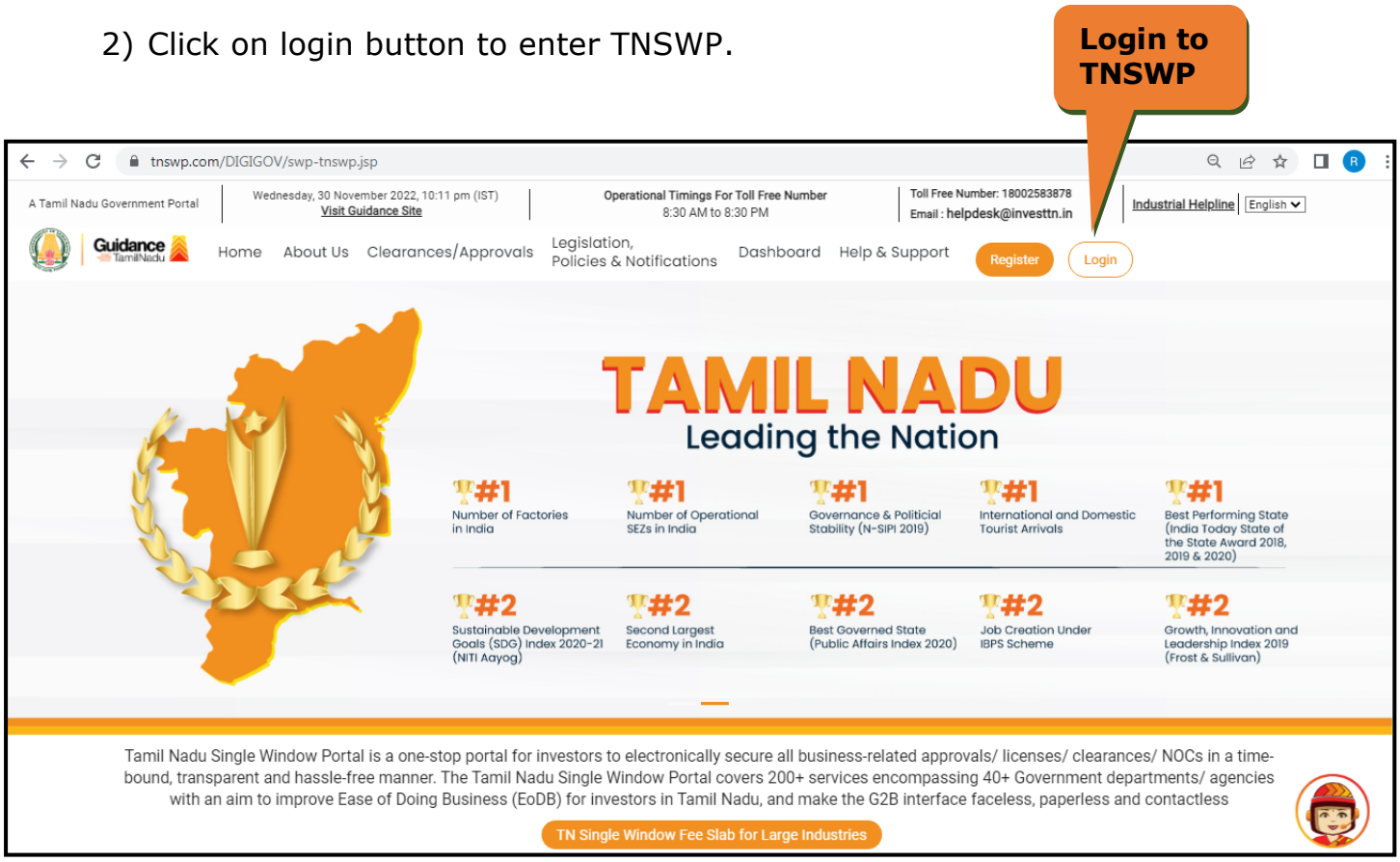


Figure 8. Login

5. Dashboard Overview

1) When the Applicant logs into TNSWP, the dashboard overview page will appear.

2) Dashboard overview is Applicant-friendly interface for the Applicant's easy navigation and to access various functionalities such as Menu bar, Status whether the application is Approved, Pending, Rejected and Data at-a glance on a unified point.

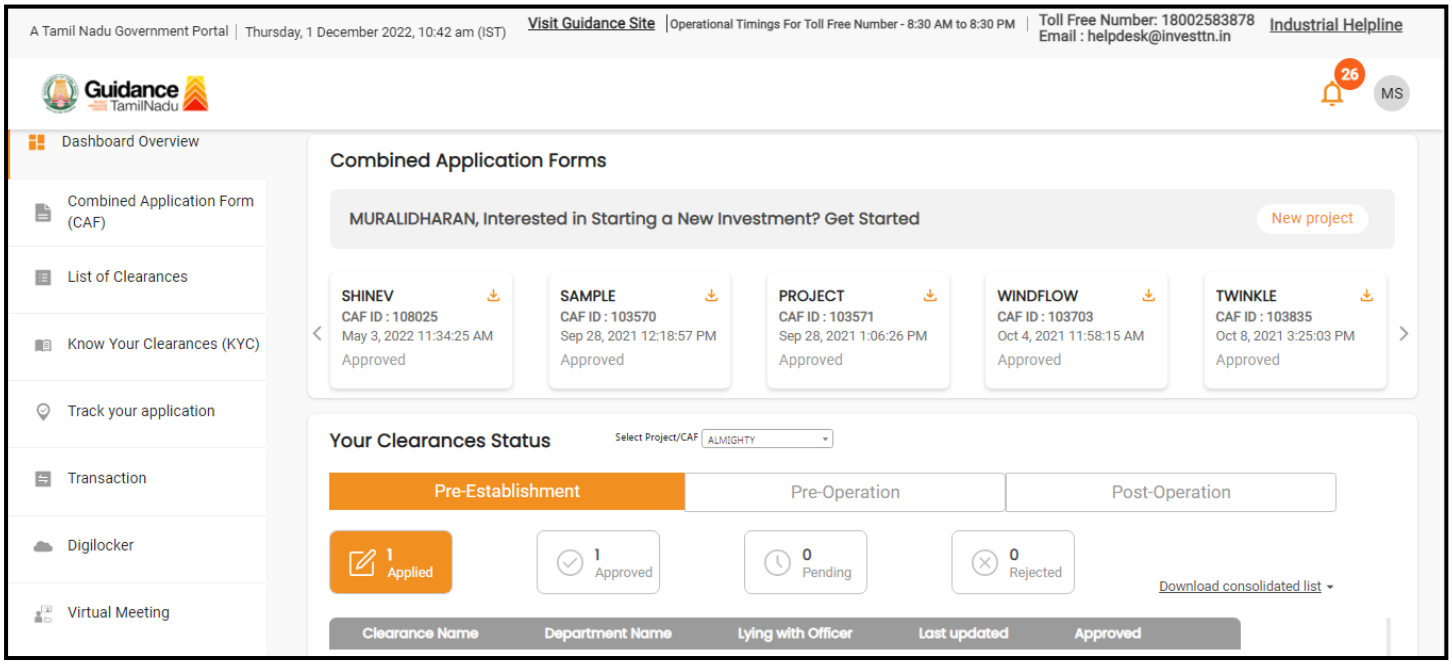


Figure 9. Dashboard Overview

6. Combined Application Form (CAF)

1) Prior to applying for various clearances on TNSWP, the applicant must create a project by filling in the combined application form (CAF).

2) Click on Combined Application Form (CAF) from the menu bar on the left.

3) The details which are commonly required for applying various clearances are stored in Central Repository through CAF. So, whenever the applicant applies for various clearances for a specific project, the details stored in CAF gets auto populated in the application form which minimizes the time spent on entering the same details while filling multiple applications.

4) The Overview of the Combined Application Form (CAF) and the instructions to fill in the Combined Application Form (CAF) are mentioned in the below Figure.

5) Click on **'Continue'** button to fill in the Combined Application Form.

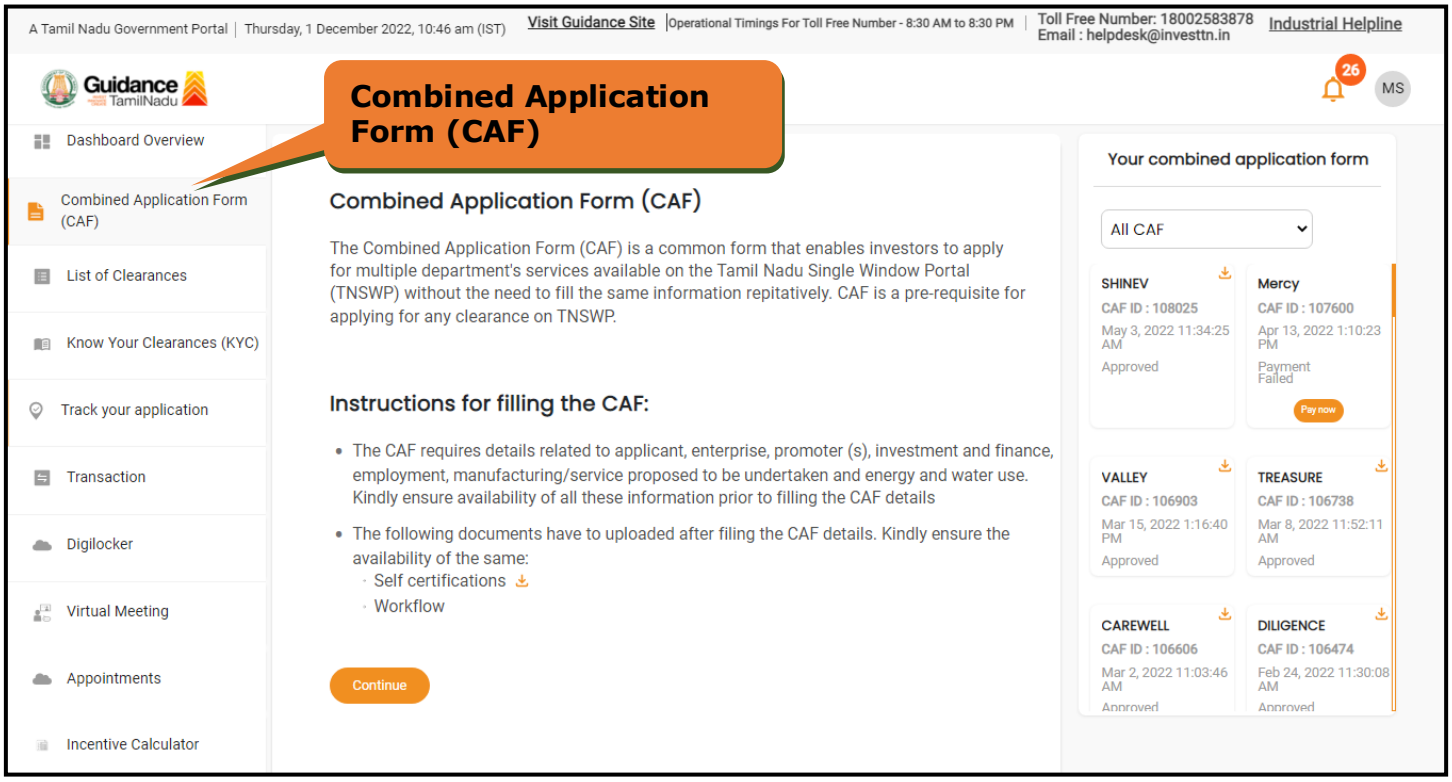


Figure 10. Combined Application Form (CAF)

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).

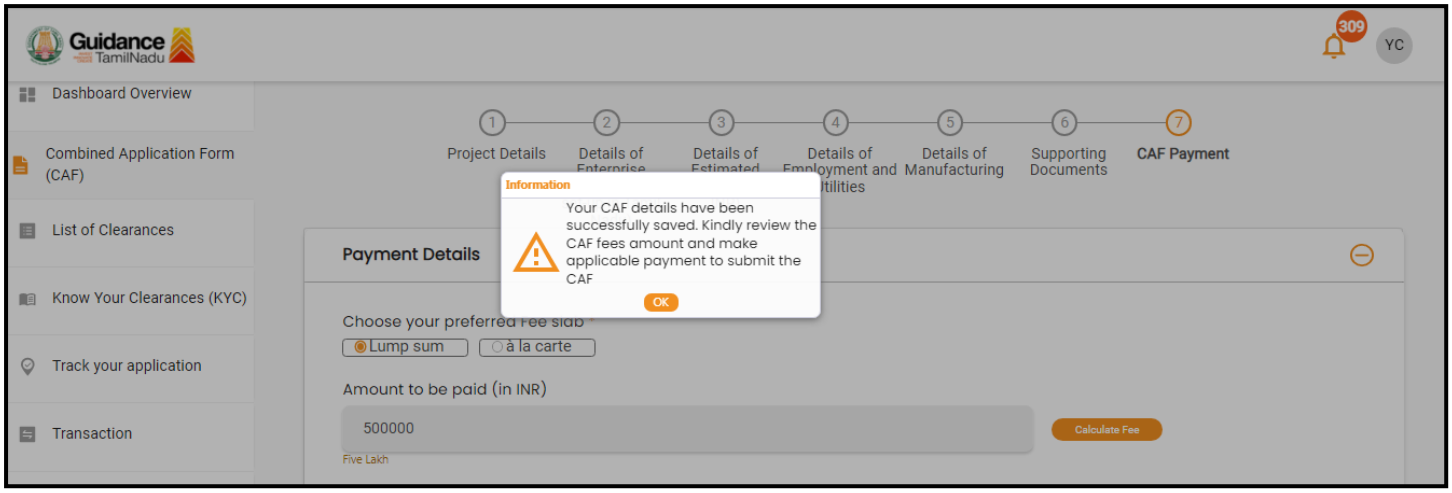


Figure 12. Combined Application Form (CAF) - Confirmation Message

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 No Objection Certificate for construction in the vicinity of Heritage Sites

1. Click on **"List of Clearances"**

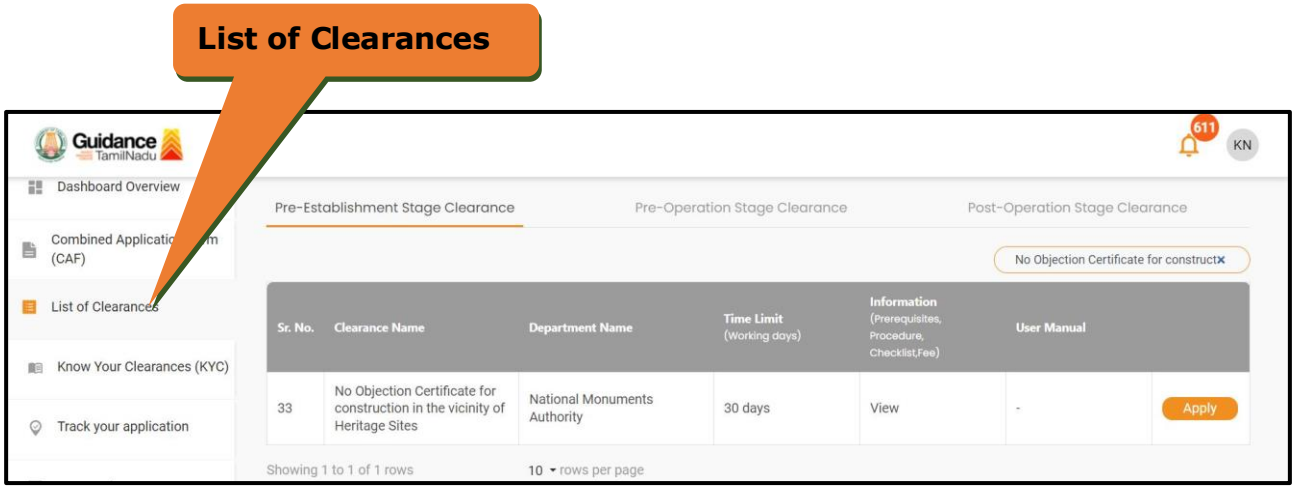


Figure 13. List of Clearances

2. The list of clearances is segregated into three stages.
   - **Pre-Establishment Stage Clearance**
   - **Pre-Operation Stage Clearance**
   - **Post-Operation Stage Clearance**

3. Select '**Pre- Establishment Stage Clearance**' and find the clearance '**No Objection Certificate for construction in the vicinity of Heritage Sites' b**y using Search option as shown in the figure given

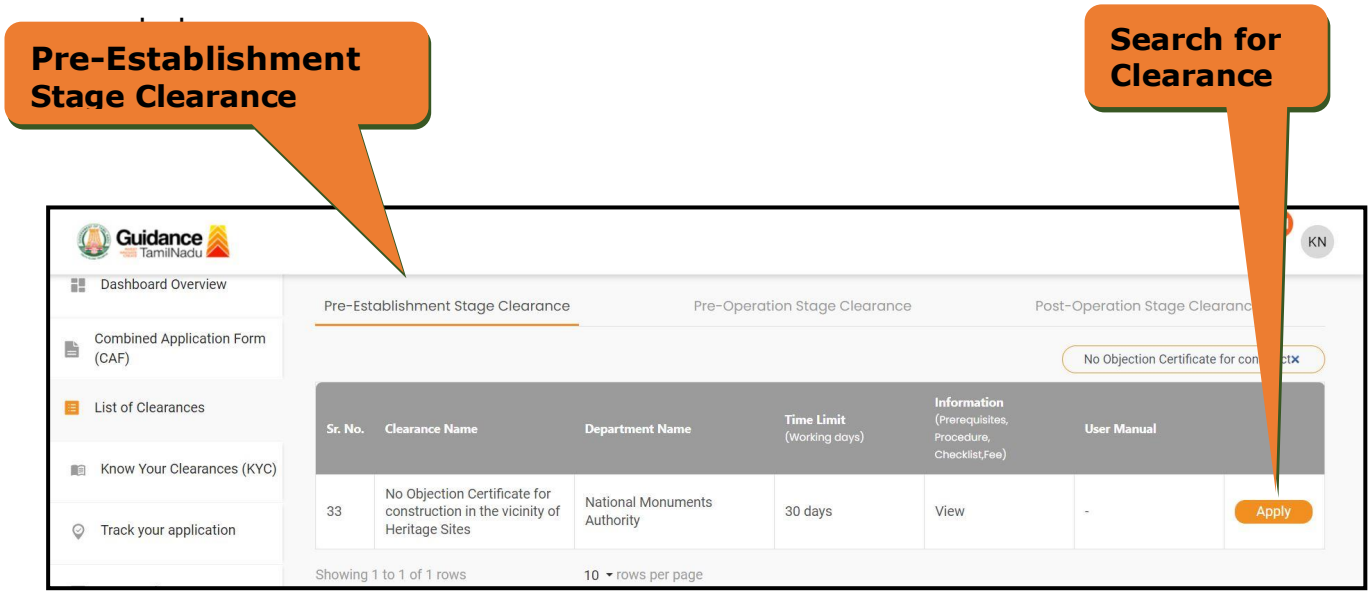


Figure 14. Search for Clearance

4. Applicant can view information on workflow, checklist of supporting documents to be uploaded by the applicant and fee details. Click on 'view' to access the information (Refer Figure 15)

5. To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 15).

6. The Applicant can apply to obtain license for more than 1 establishment using a single login, but the applicant must create multiple Combined Application Form (CAF) for each of the establishment.

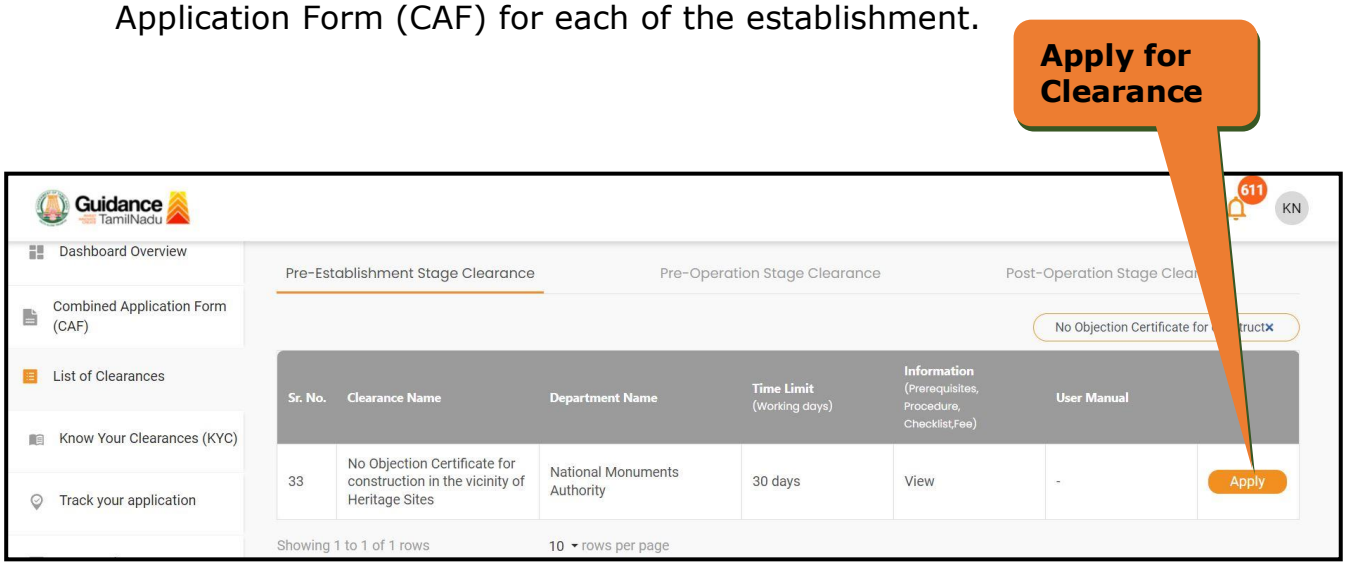
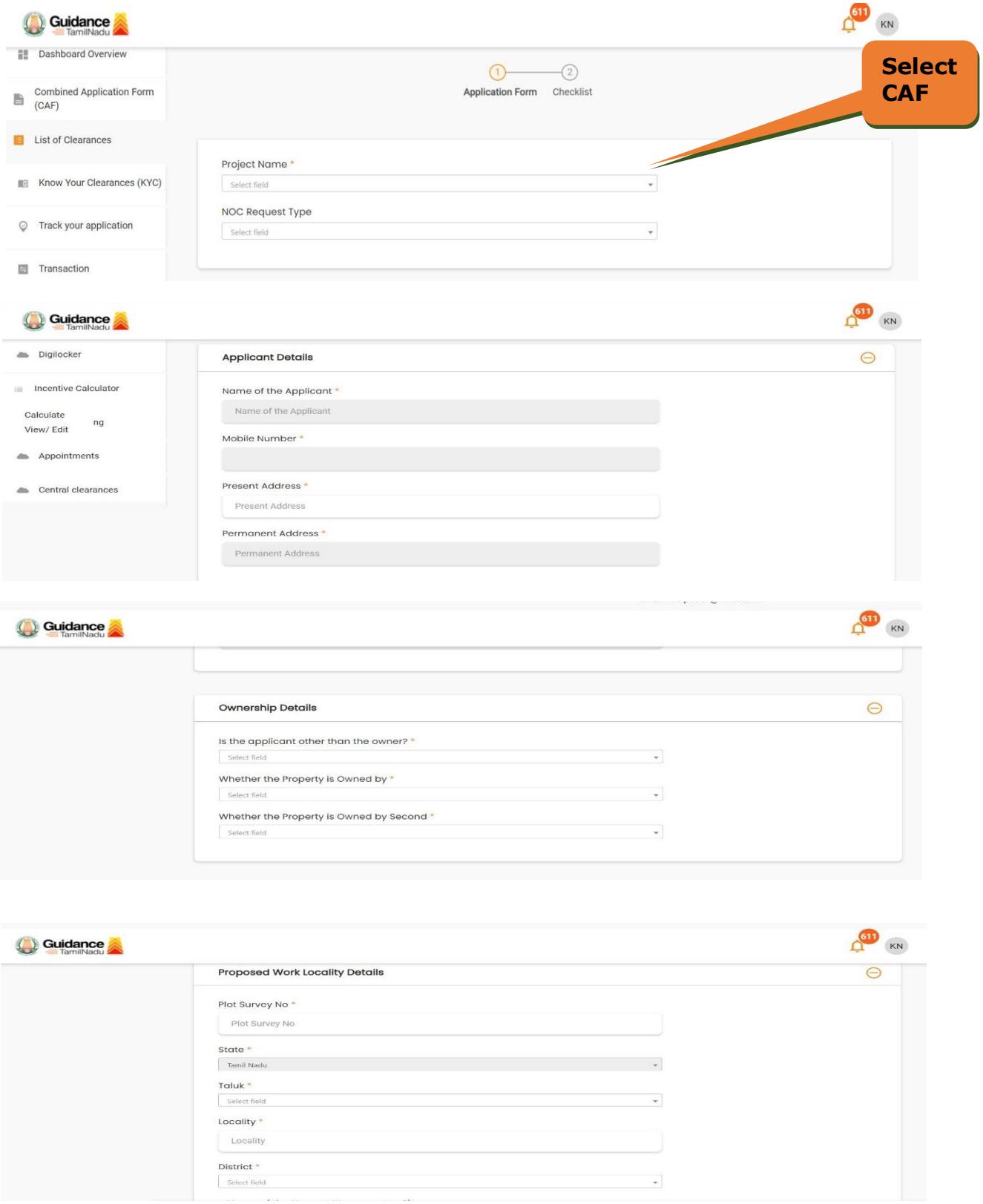
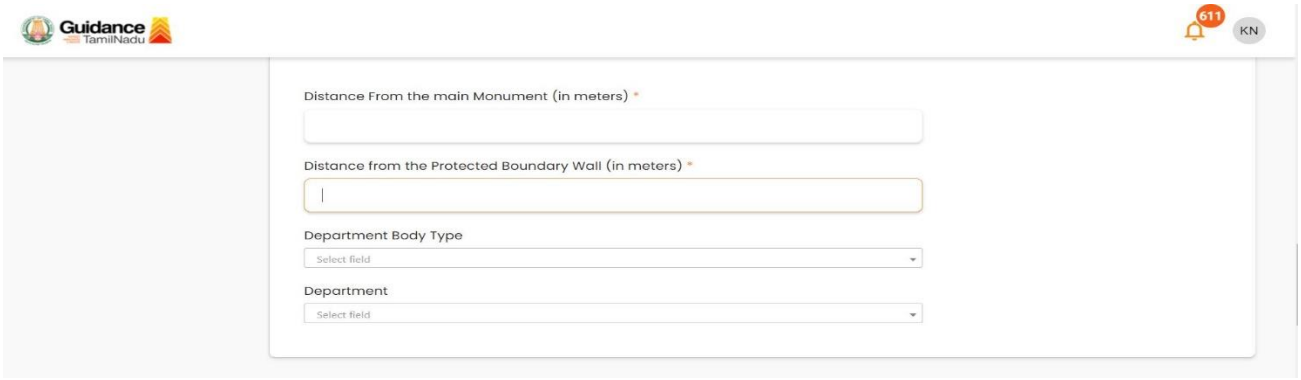


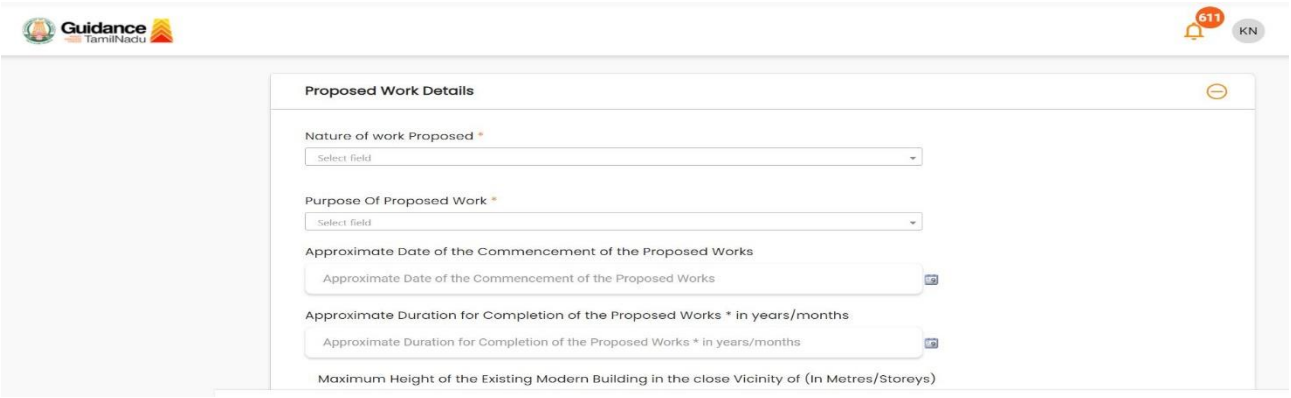
Figure 15. Apply for Clearance

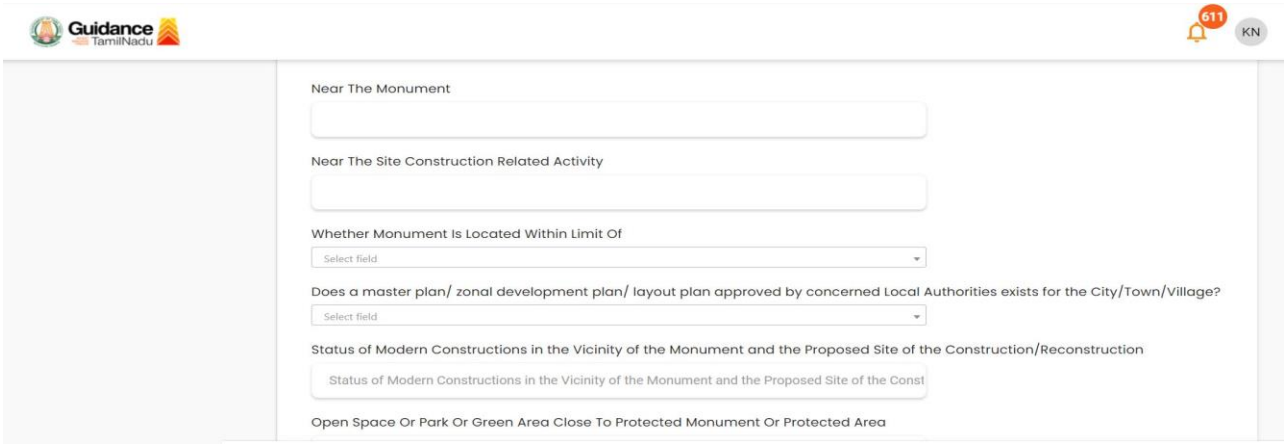
1. Enter all the mandatory details in the application for No Objection Certificate for construction in the vicinity of Heritage Sites.

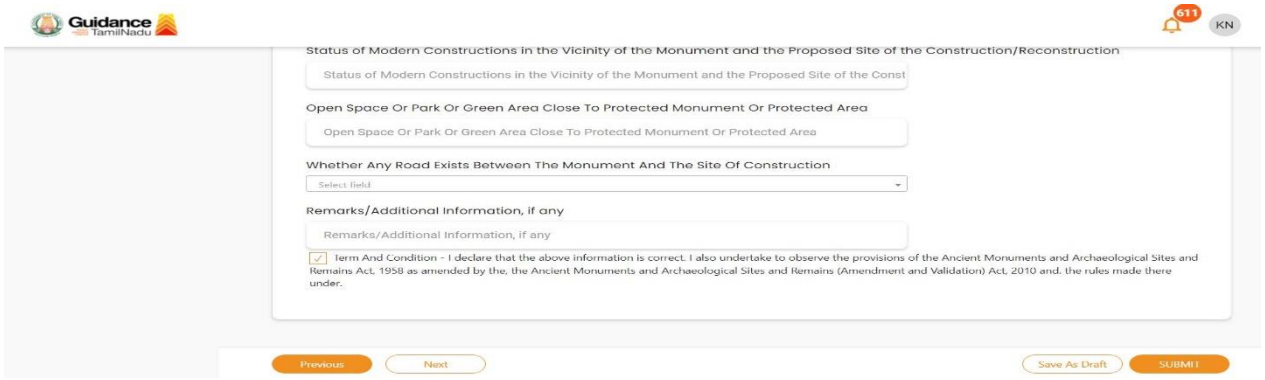


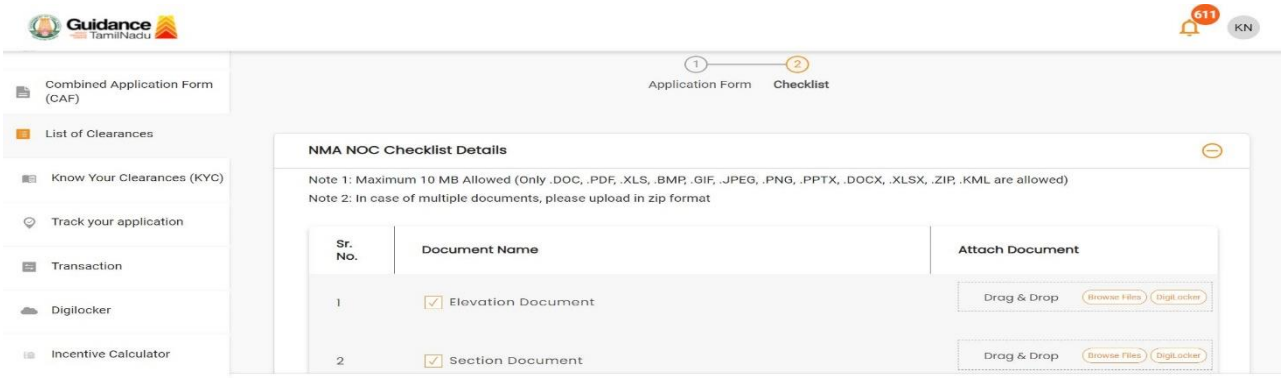
Guidance TamilNadu
611
KN
Monument Name *
Monument Name
State *
Tamil Nadu
Taluk *
Select field
Locality *
Locality
District *
Select field
Distance of the Site of the Construction Related Activities from the Protected Boundary of the Monument


Guidance TamilNadu
611
KN
Distance From the main Monument (in meters) *
Distance from the Protected Boundary Wall (in meters) *
Department Body Type
Select field
Department
Select field


Guidance TamilNadu
611
KN
Proposed Work Details
Nature of work Proposed *
Select field
Purpose Of Proposed Work *
Select field
Approximate Date of the Commencement of the Proposed Works
Approximate Date of the Commencement of the Proposed Works
Approximate Duration for Completion of the Proposed Works * in years/months
Approximate Duration for Completion of the Proposed Works * in years/months
Maximum Height of the Existing Modern Building in the close Vicinity of (In Metres/Storeys)


Guidance TamilNadu
611
KN
Near The Monument
Near The Site Construction Related Activity
Whether Monument Is Located Within Limit Of
Select field
Does a master plan/ zonal development plan/ layout plan approved by concerned Local Authorities exists for the City/Town/Village?
Select field
Status of Modern Constructions in the Vicinity of the Monument and the Proposed Site of the Construction/Reconstruction
Status of Modern Constructions in the Vicinity of the Monument and the Proposed Site of the Const
Open Space Or Park Or Green Area Close To Protected Monument Or Protected Area





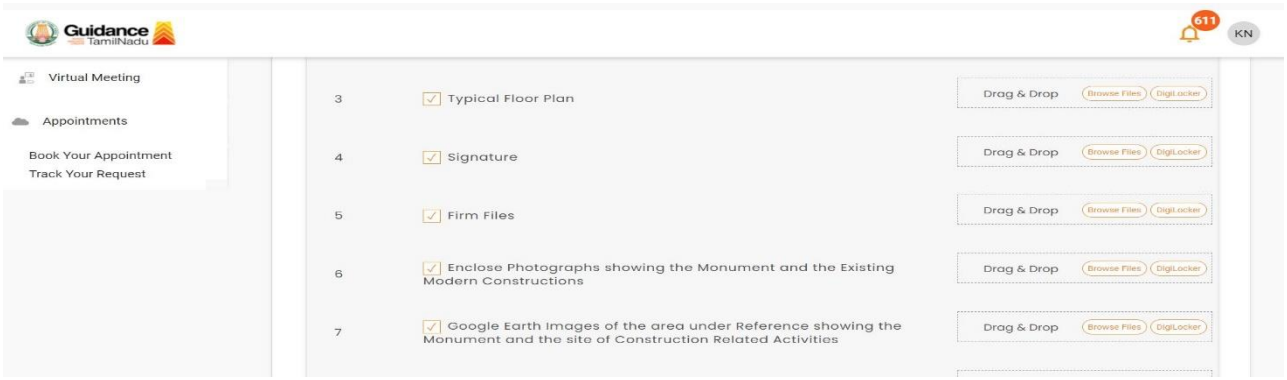


Figure 16. National Monuments Authority

Click on 'Submit'

Application Submitted

1) 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**

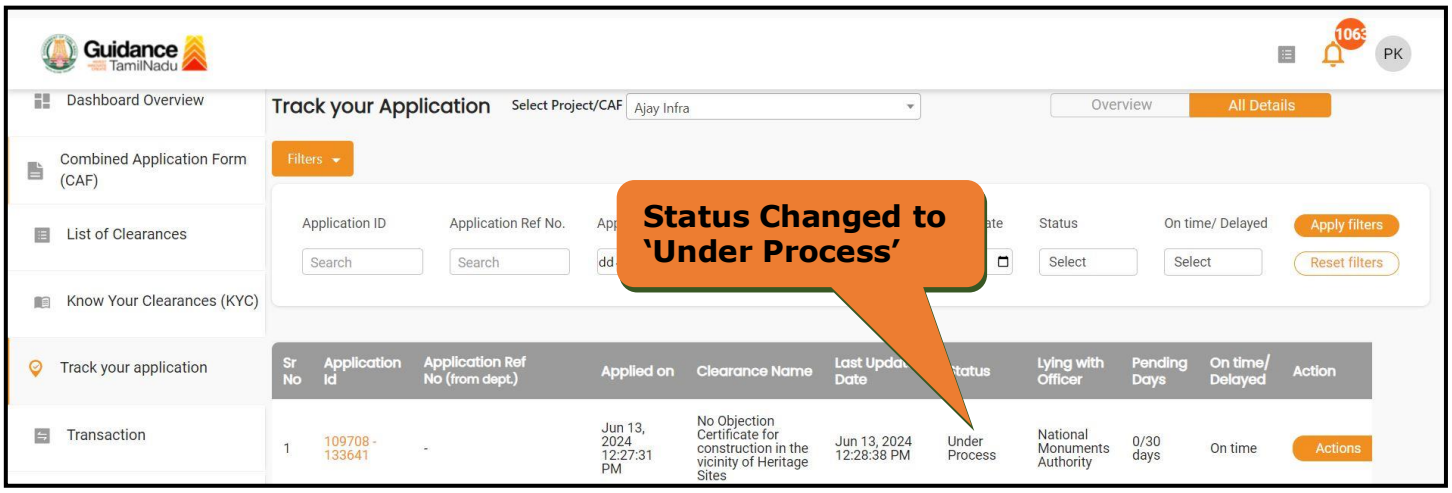


Figure 17. Status of the Application

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.

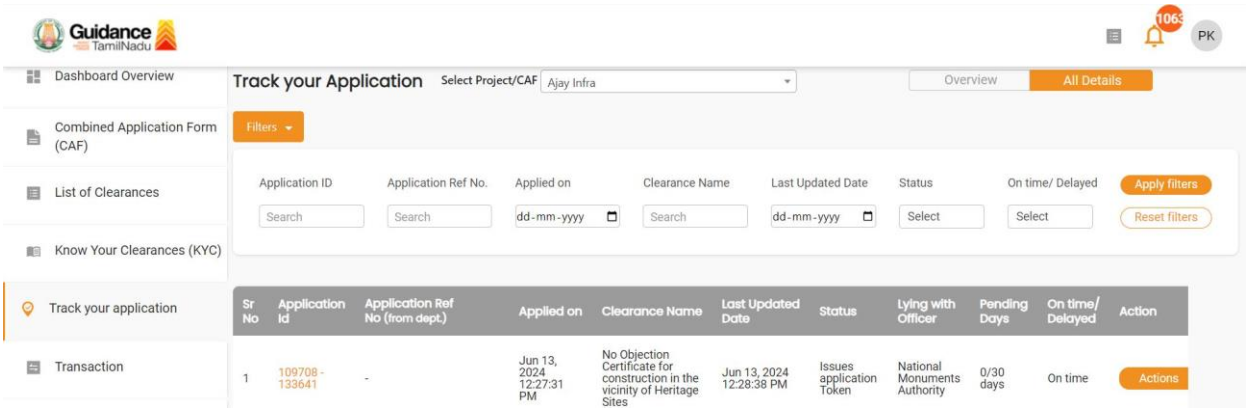


Figure 18. Issue Application Token

Application Submitted

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**

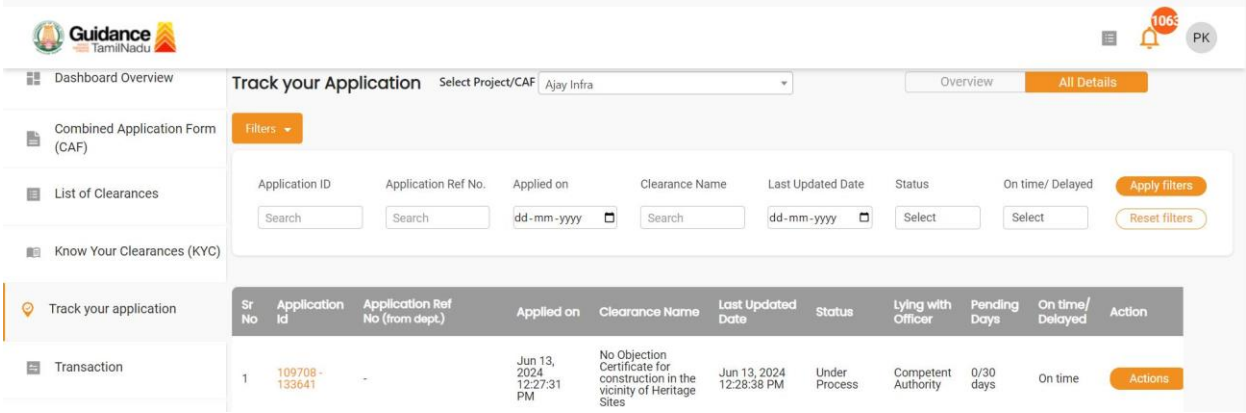


Figure 19. Forward the application

9.Query Clarification

1) 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.

4) Applicant could view the status as '**Need Clarification'** under the 'Status' column. Click on 'Action' button responds to the query as shown in the below figure.

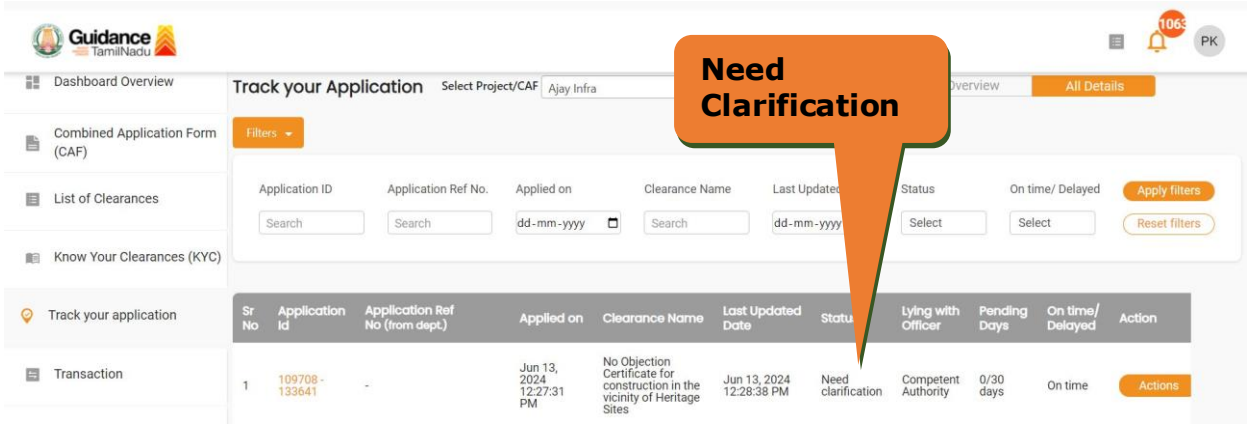


Figure 20. Need Clarification

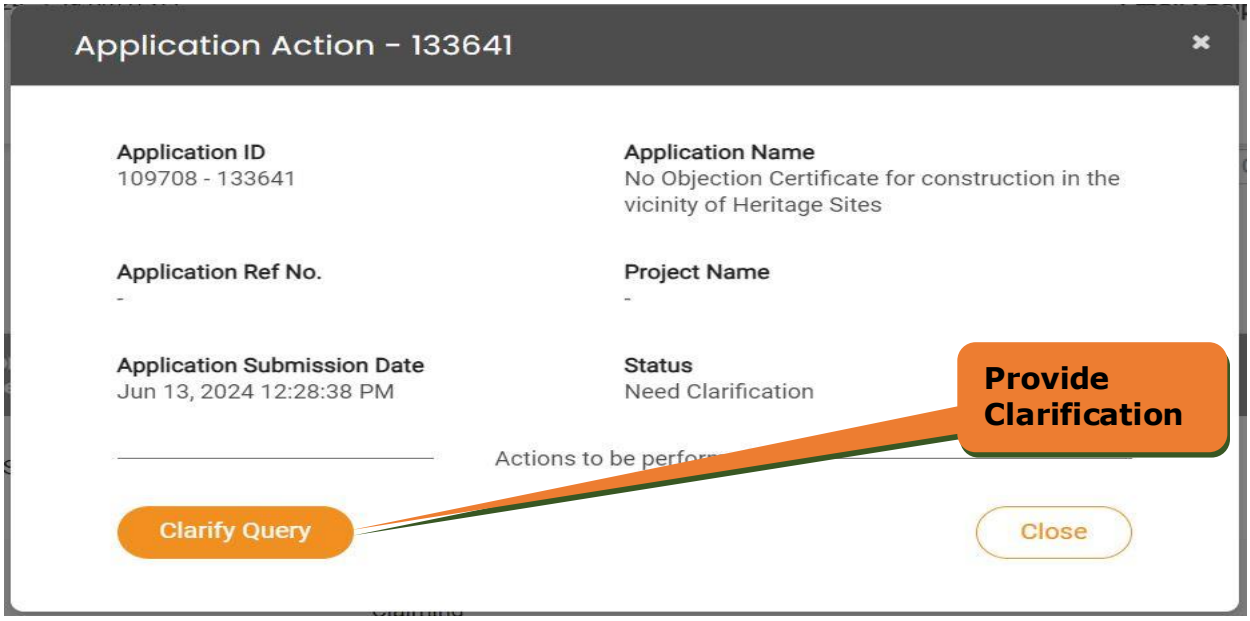


Figure 21. Provide Clarification

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

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

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

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**

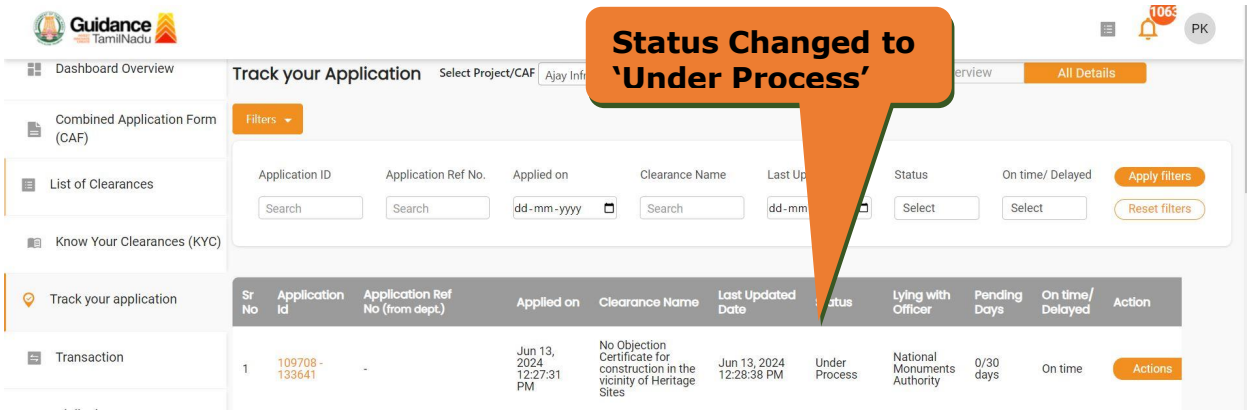


Figure 22. Under Process

10. Track Your Application

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

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

- **Track your application– Overview Option**

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

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

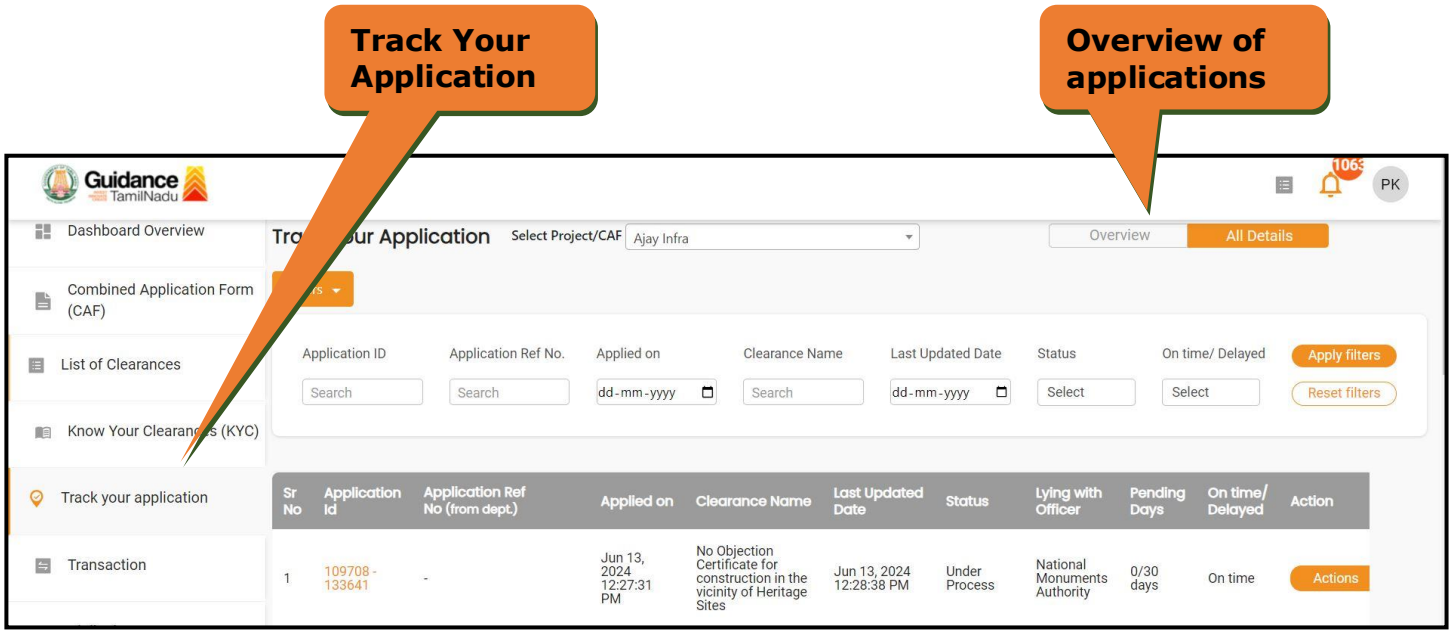


Figure 23. Track Your Application

- **Track your application– 'All Details' Option**

  By clicking on 'All details' tab, Applicant can view the following statuses of the list of clearances applied for the specified project.

  - **Applied on**
  - **Last updated date**
  - **Status of the application**
  - **Lying with officer**
  - **Pending days**
  - **On time / Delayed Action**

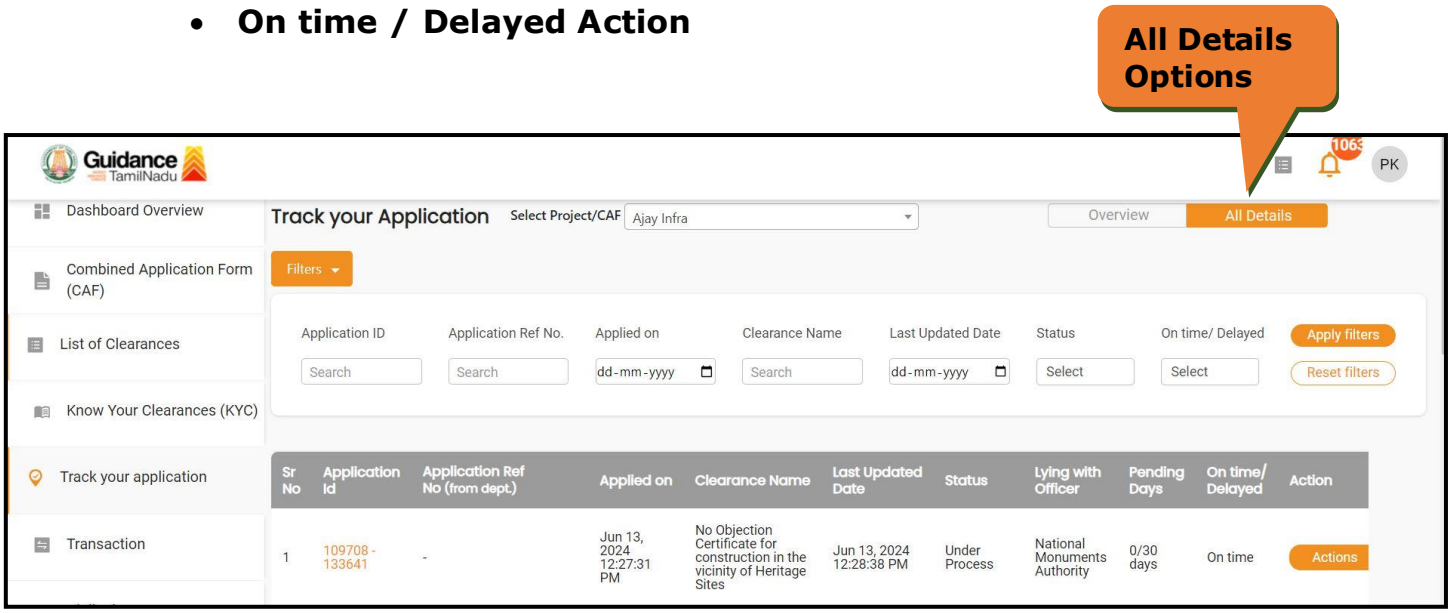


Figure 24. 'All Details' tab

11. Application Processing

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

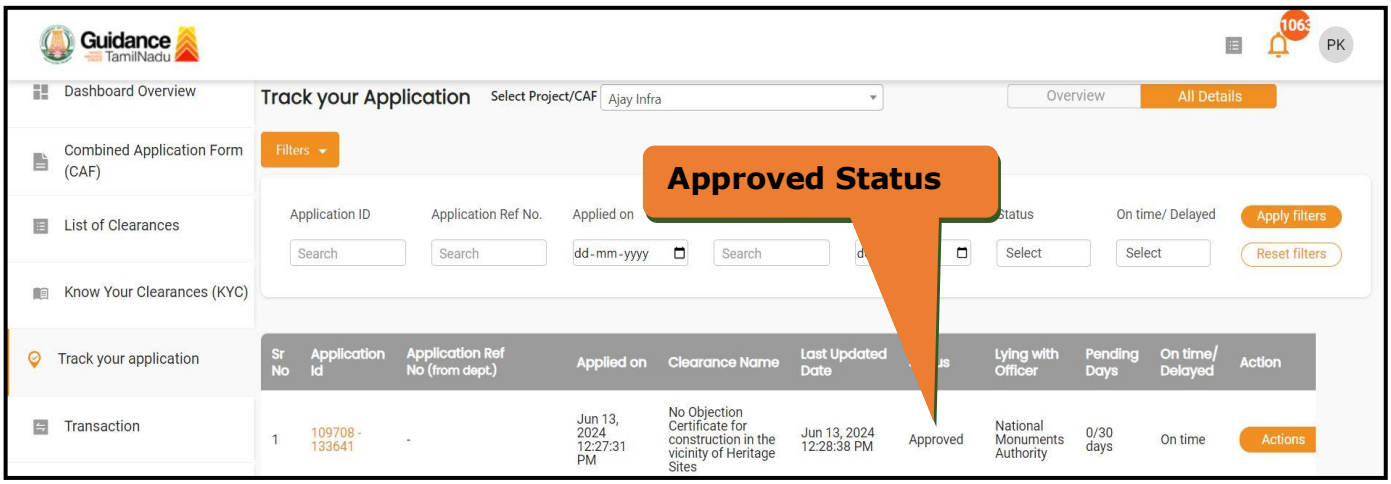


Figure 25. Application Processed

2) 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)

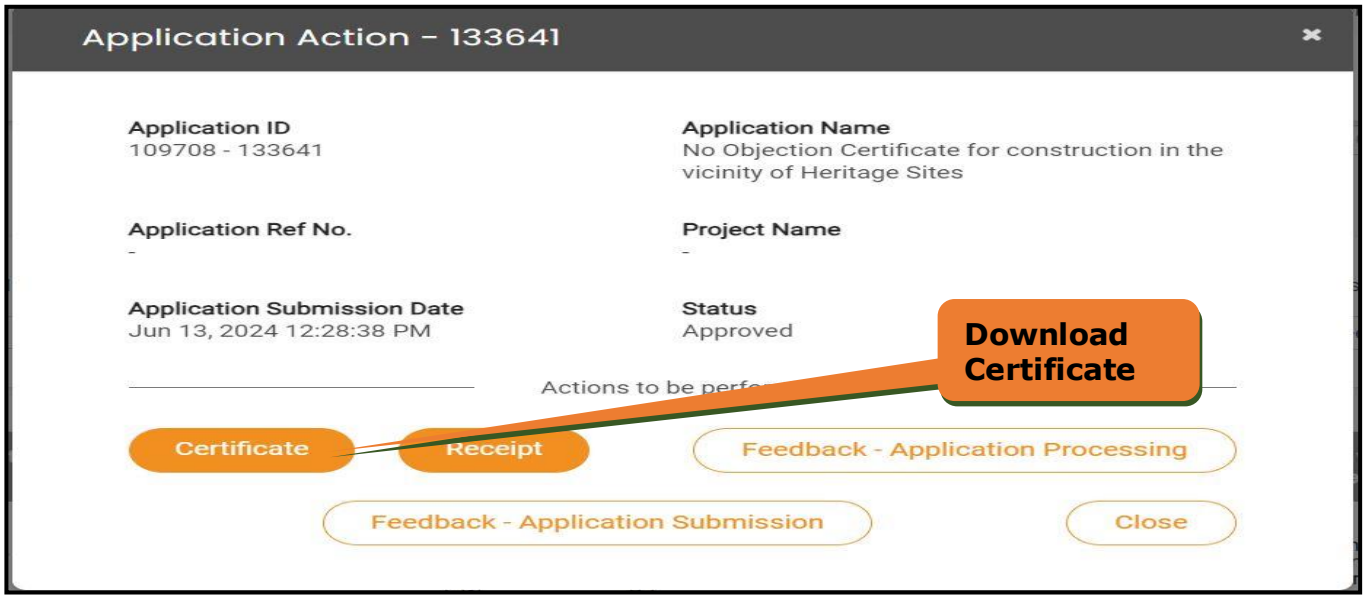


Figure 26. Download Certificate

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)

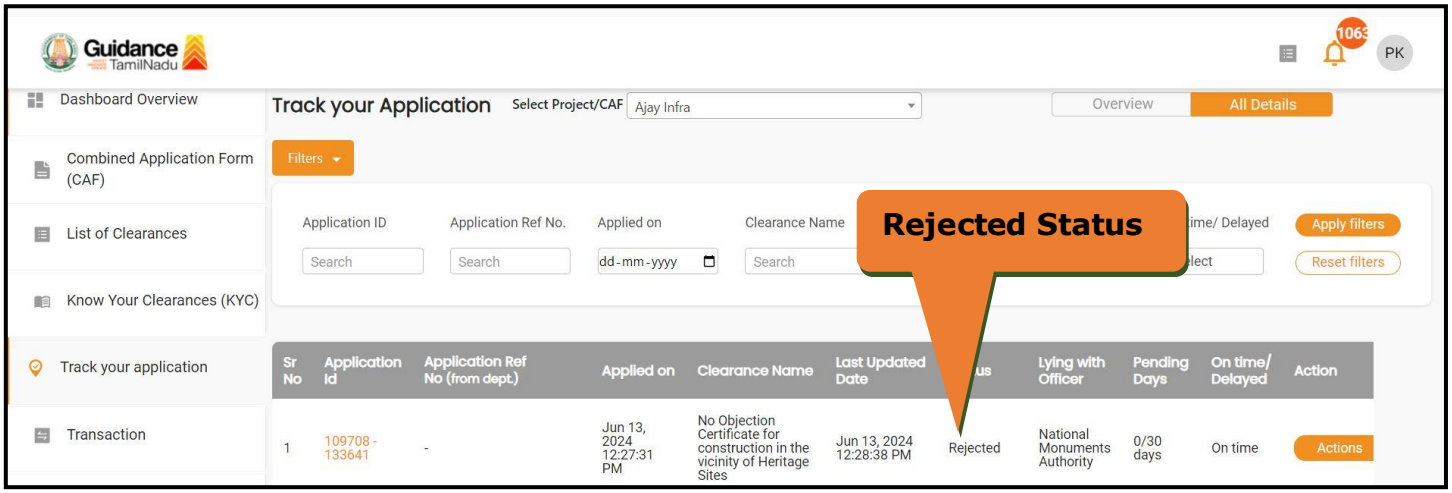


Figure 27. Rejected Status