



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Concurrence from District Collector for development of
land located in non-planned areas (Wet land)**

Revenue 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**



The screenshot shows the TNSWP Home Page with the following details:

- Header:** 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.
- Navigation:** Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, Help & Support, Register, Login.
- Main Content:**
 - 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)
- Footer:** 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](#)

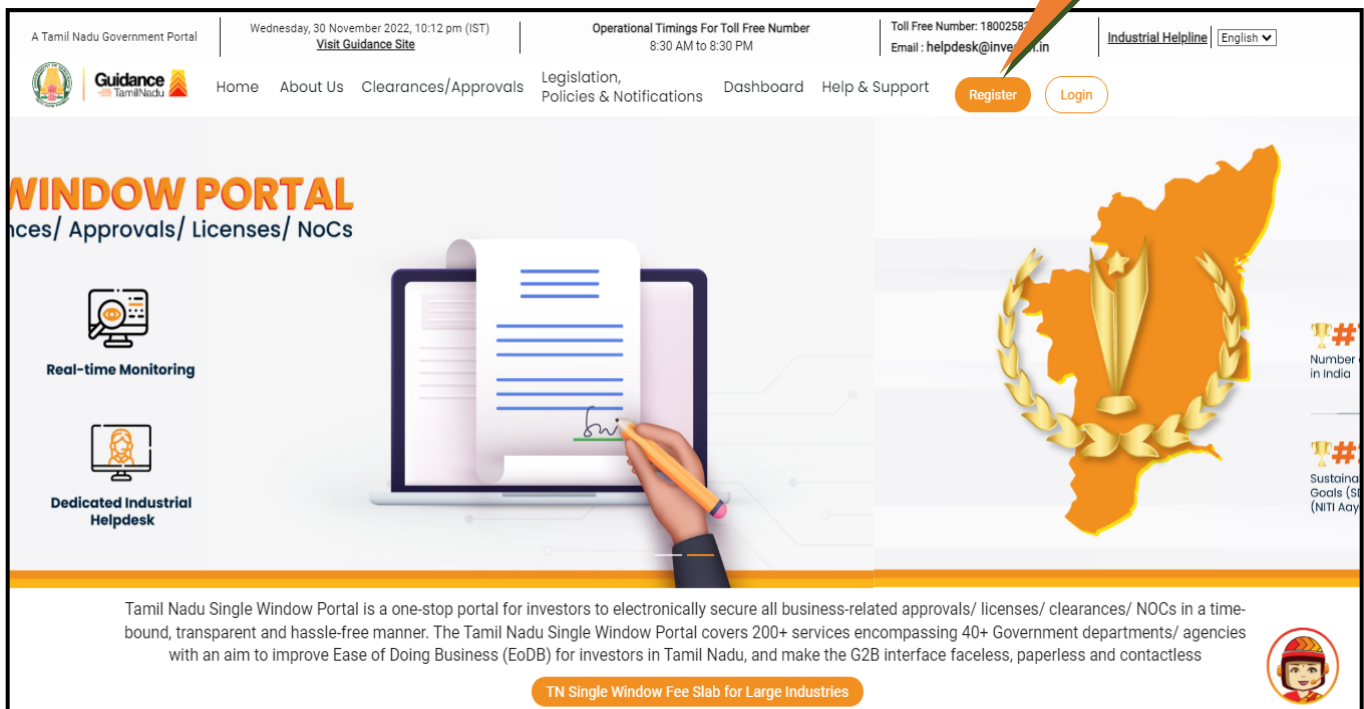
Figure 1. Single Window Portal Home Page

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.

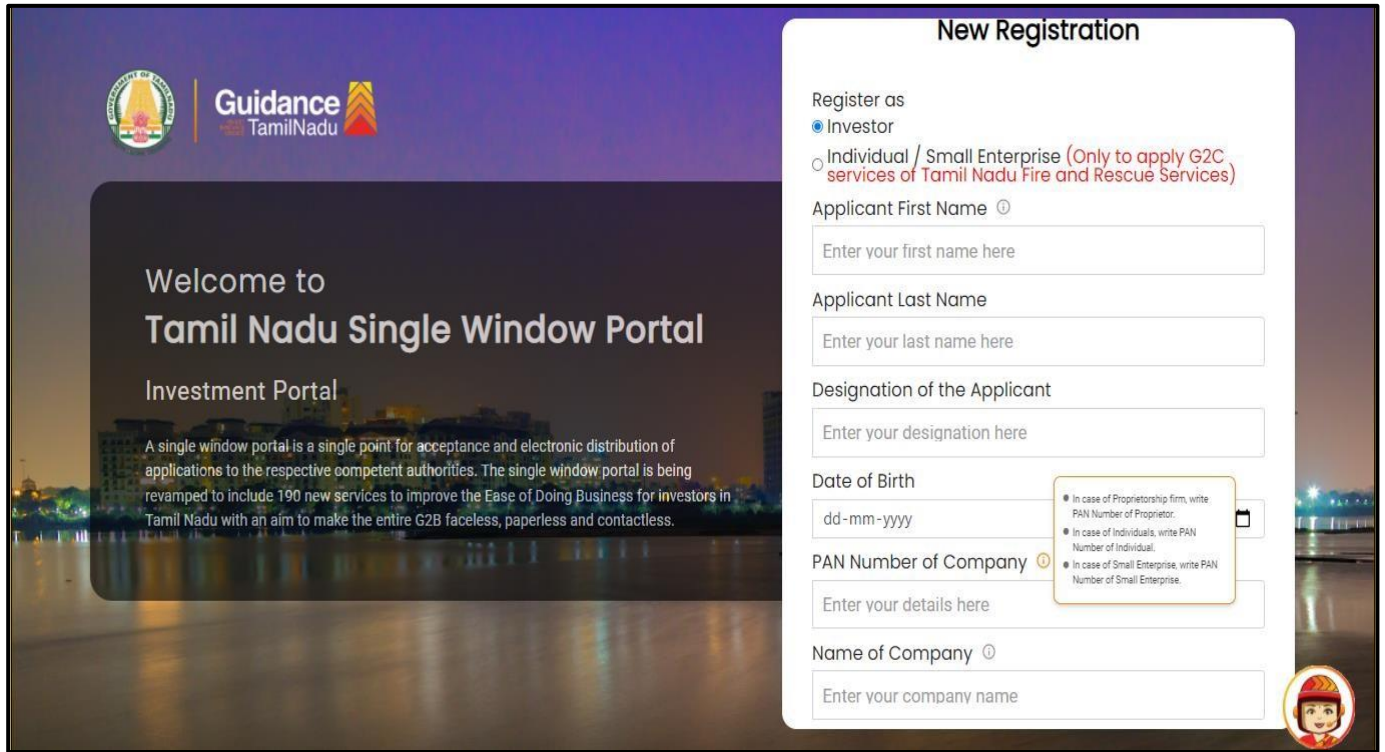
**Register
on TNSWP**



The screenshot shows the TNSWP registration page. At the top, there is a header with the Tamil Nadu Government Portal logo, the date and time (Wednesday, 30 November 2022, 10:12 pm (IST)), operational timings for the toll-free number (8:30 AM to 8:30 PM), the toll-free number (1800258...), and the email address (helpdesk@invest.in). There are also links for 'Home', 'About Us', 'Clearances/Approvals', 'Legislation, Policies & Notifications', 'Dashboard', and 'Help & Support'. A 'Register' button is highlighted in orange, and a 'Login' button is in white. Below the header, the main content area features the 'WINDOW PORTAL' title and a list of services: 'Clearances/ Approvals/ Licenses/ NoCs'. There are three icons: 'Real-time Monitoring', 'Dedicated Industrial Helpdesk', and a central image of a hand signing a document on a laptop. To the right, there is a map of Tamil Nadu with a laurel wreath and a star, and a section for 'Sustaining Goals (SDG) (NITI Aayog)'. At the bottom, 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 'TN Single Window Fee Slab for Large Industries' button is also present.

Figure 2. Register

- 2) New Investor Registration page will appear (Refer Figure 3 & 4)
- 3) Select the 'Investor' option and continue with the Registration process.
- 4) Only for applying Government to Citizen (G2C) fire clearances, click on option '**G2C clearances of Tamil Nadu fire and rescue clearances under the category individual/small enterprise**'.
- 5) The information icon ⓘ gives a brief description about the fields when the applicant hovers the cursor on these icons.



**Welcome to
Tamil Nadu Single Window Portal
Investment Portal**

A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the entire G2B faceless, paperless and contactless.

New Registration

Register as
 Investor
 Individual / Small Enterprise (Only to apply G2C services of Tamil Nadu Fire and Rescue Services)

Applicant First Name

Applicant Last Name

Designation of the Applicant

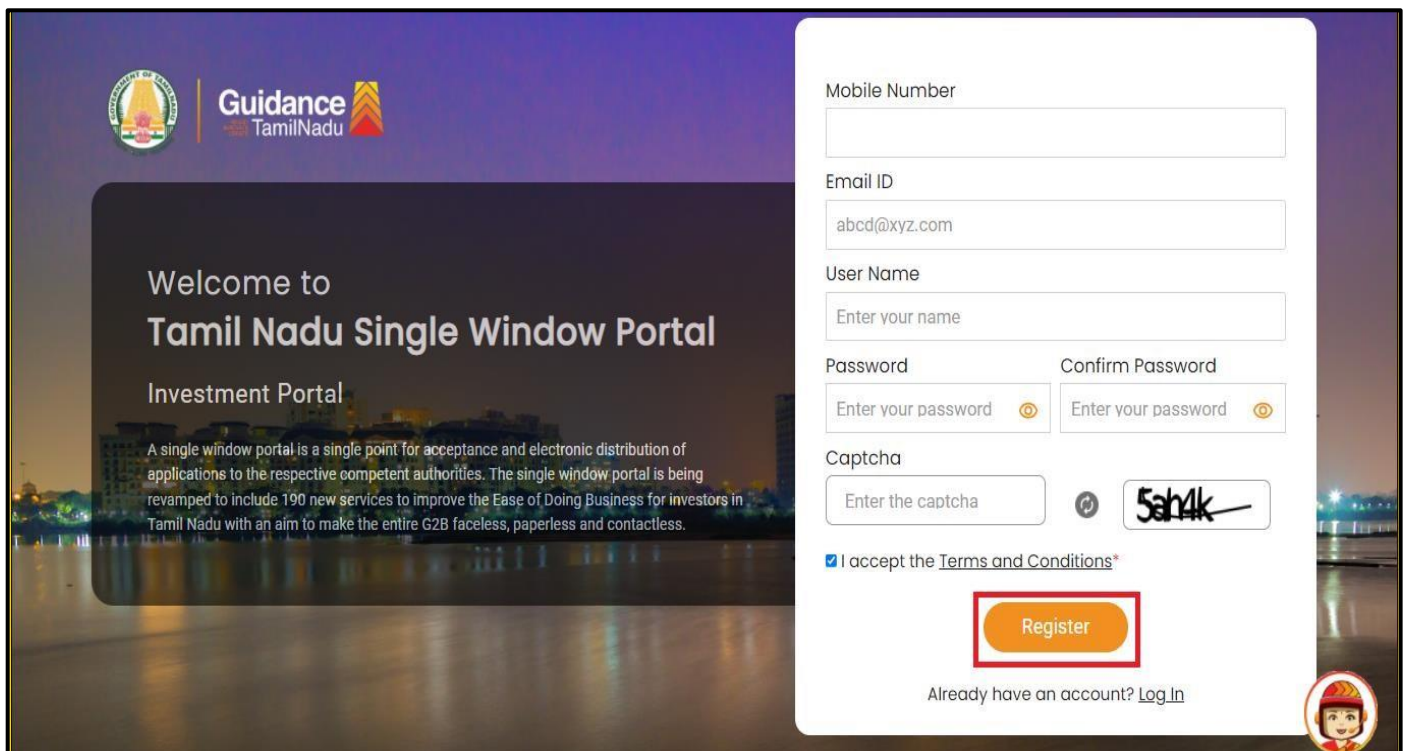
Date of Birth

PAN Number of Company

- In case of Proprietorship firm, write PAN Number of Proprietor.
- In case of Individuals, write PAN Number of Individual.
- In case of Small Enterprise, write PAN Number of Small Enterprise.

Name of Company

Figure 3. Registration Form



**Welcome to
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Mobile Number

Email ID

User Name

Password

Captcha 

I accept the [Terms and Conditions*](#)

Register

Already have an account? [Log In](#)

Figure 4. Registration Form Submission

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

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

- '**2-Step Verification Process**' screen will appear when the applicant clicks on 'Register' button.
 - **Mobile Number Verification**
 - 1) For verifying the mobile number, the verification code will be sent to the given mobile number.
 - 2) Enter the verification code and click on the '**Verify**' button.

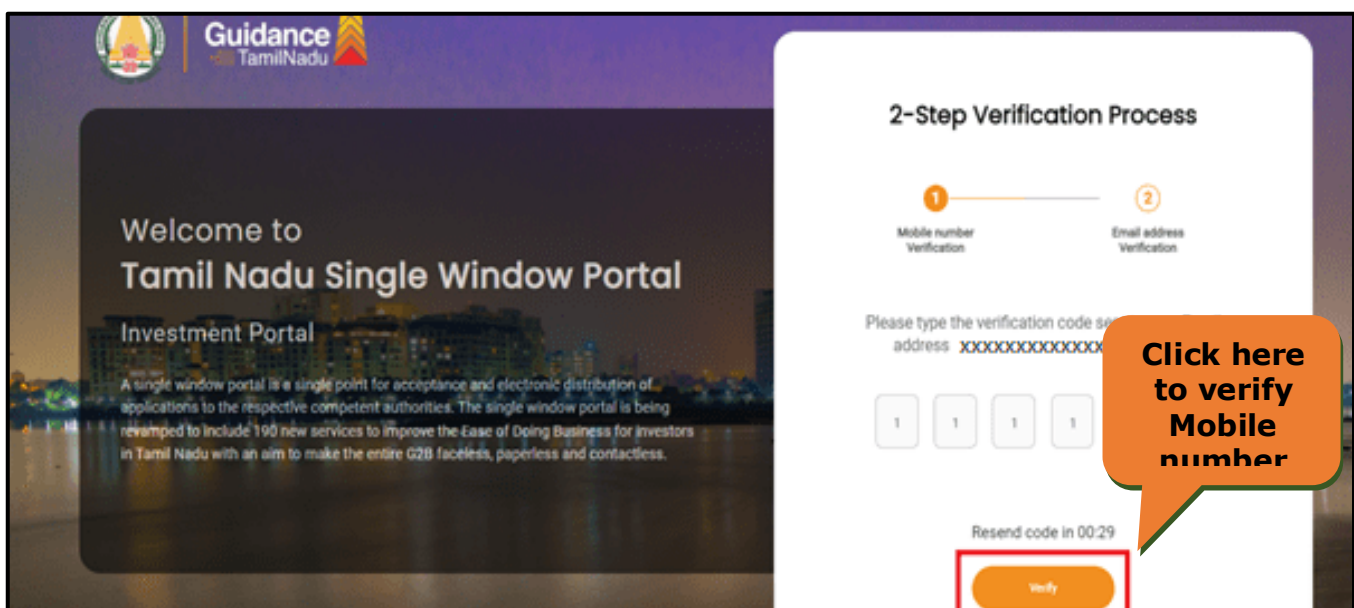


Figure 5. Mobile Number Verification

- **Email ID Verification**

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

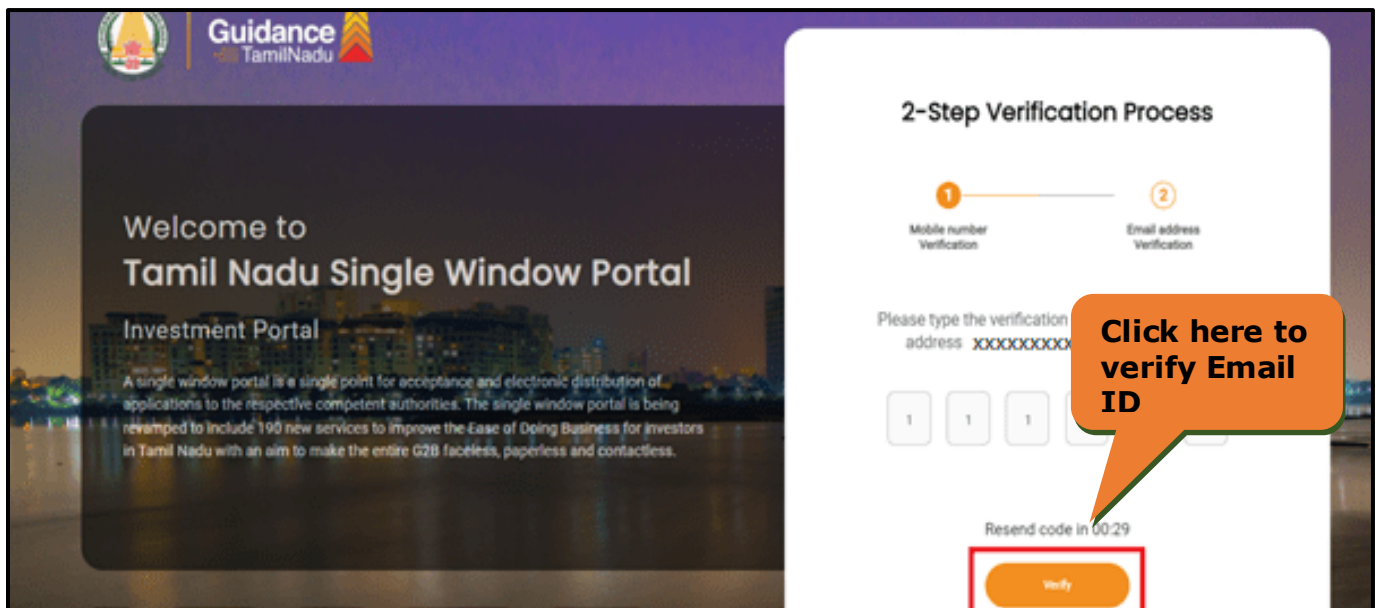


Figure 6. Email ID Verification

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

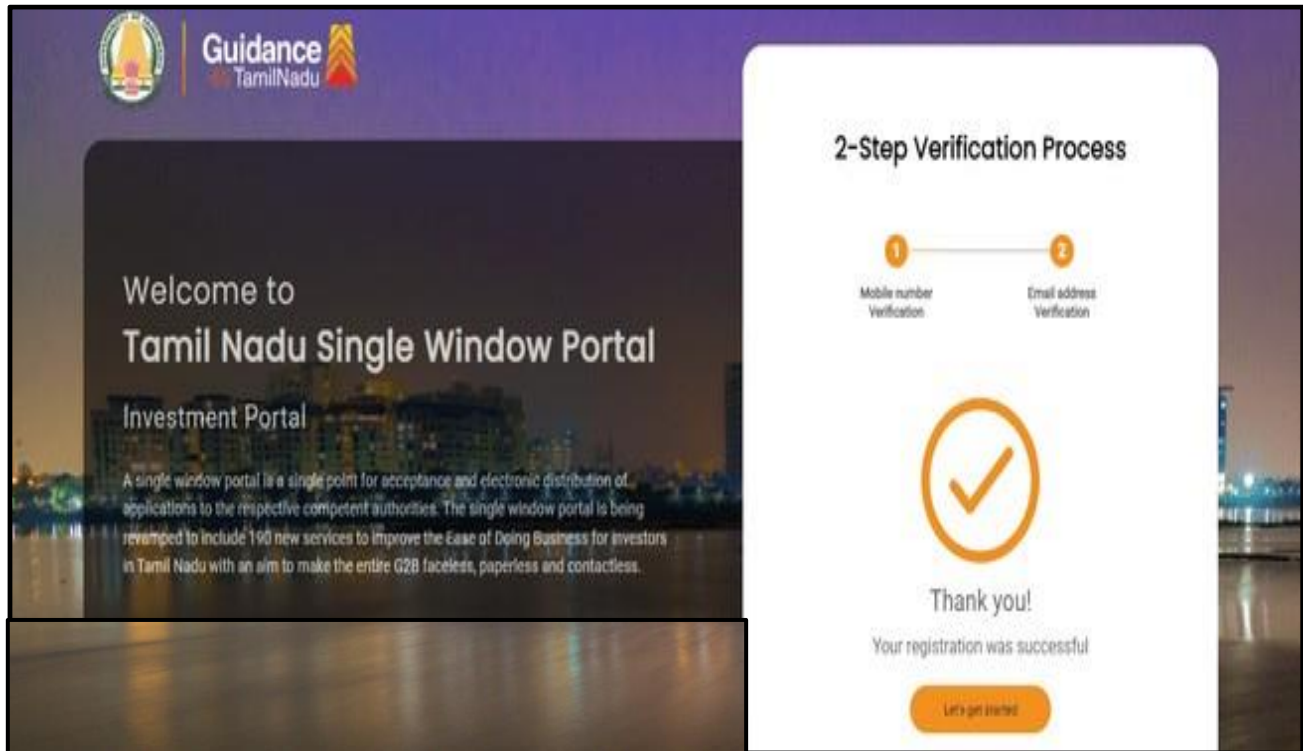


Figure 7. Registration Confirmation Pop-Up

4. Login

- 1) The applicant can login to TNSWP with the Username and Password created during the registration process.
- 2) Click on login button to enter TNSWP.

Login to TNSWP



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.

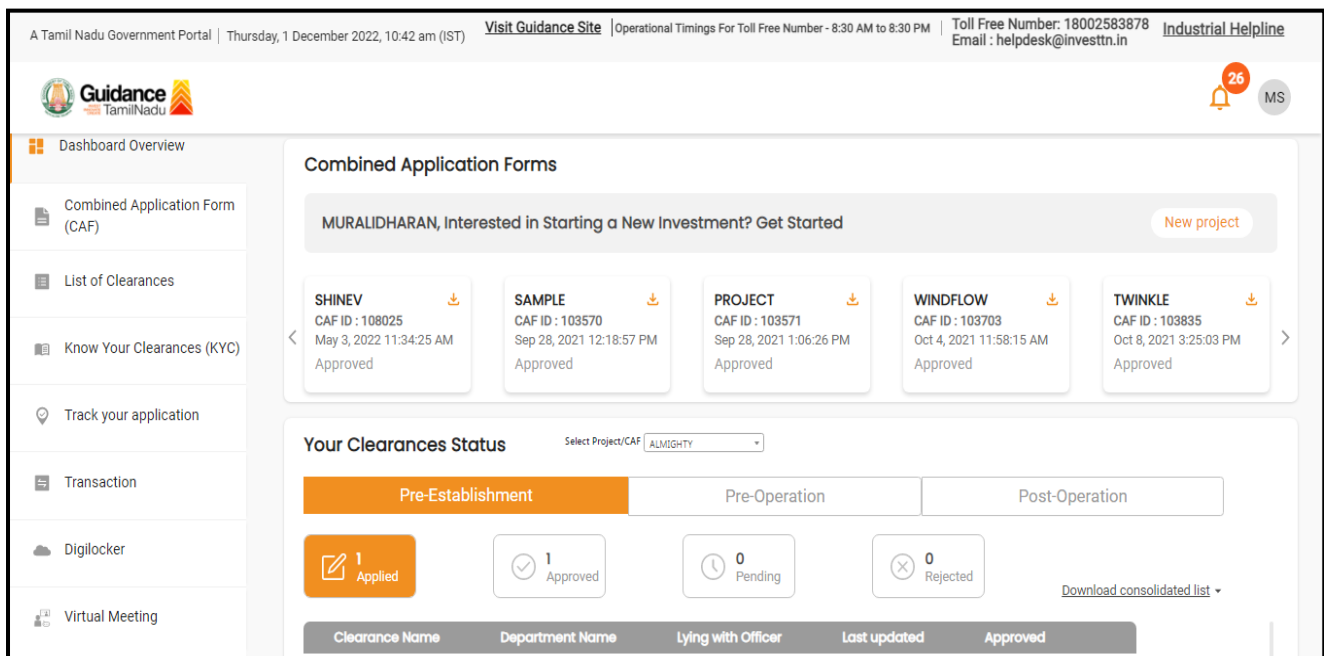


Figure 9. Dashboard Overview

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.

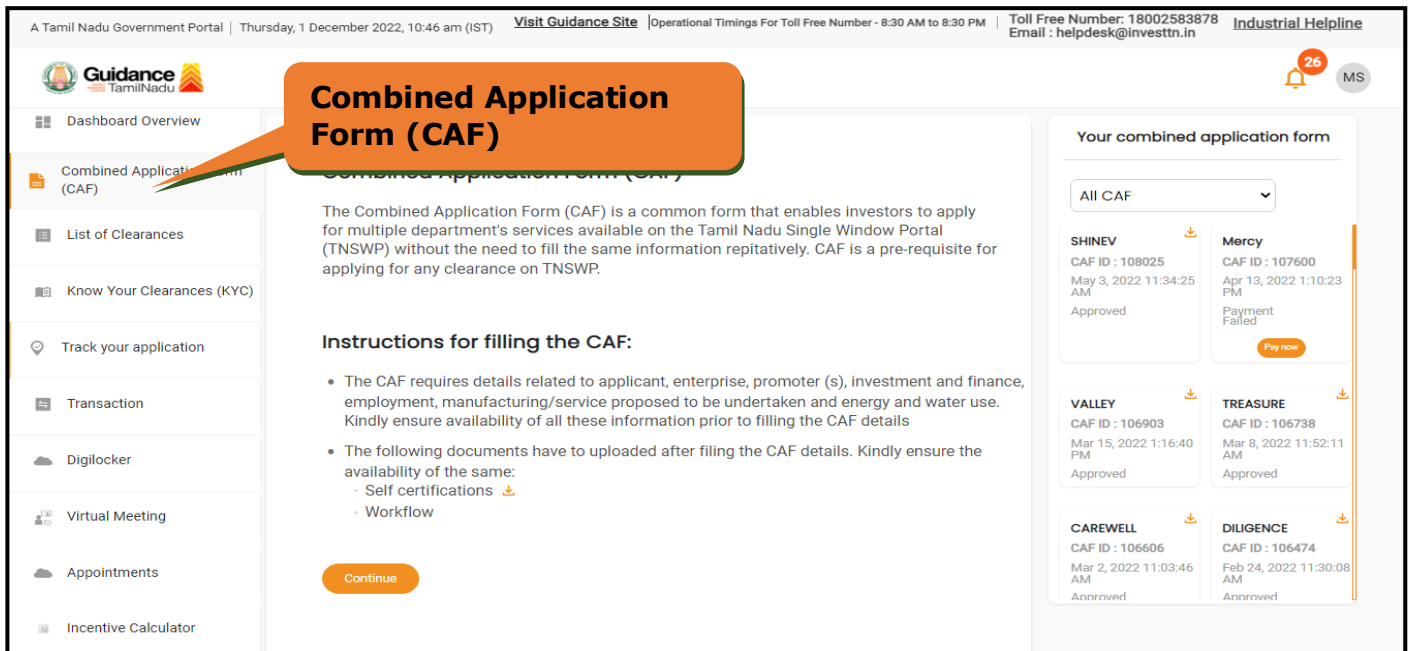


Figure 10. Combined Application Form (CAF)

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).

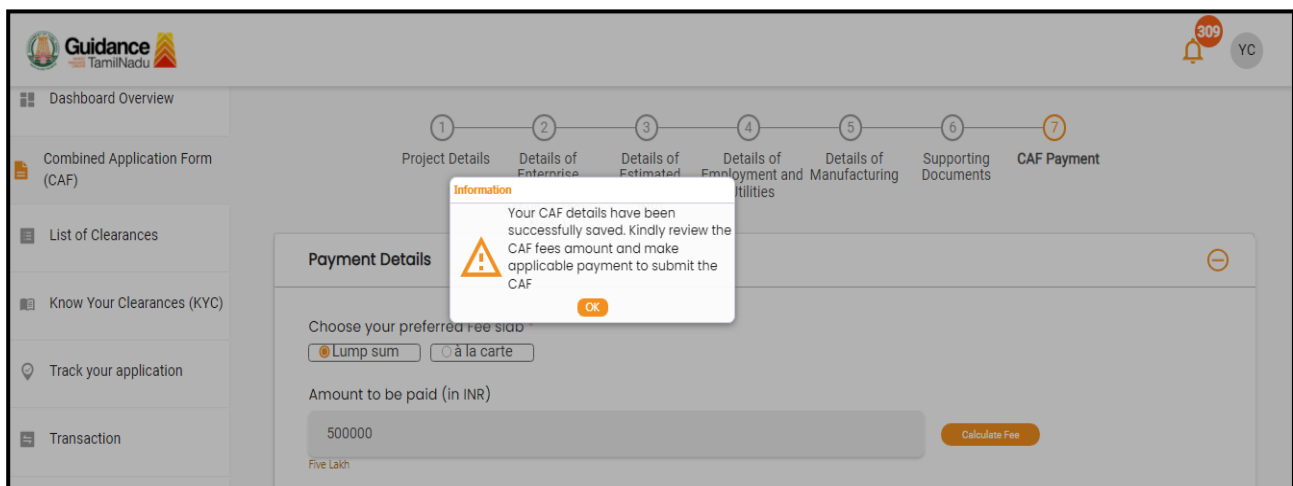


Figure 12. Combined Application Form (CAF) - Confirmation Message

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 Concurrence from District Collector for development of land located in non-planned areas (Wet land)

Click on “List of Clearances”

List of Clearances

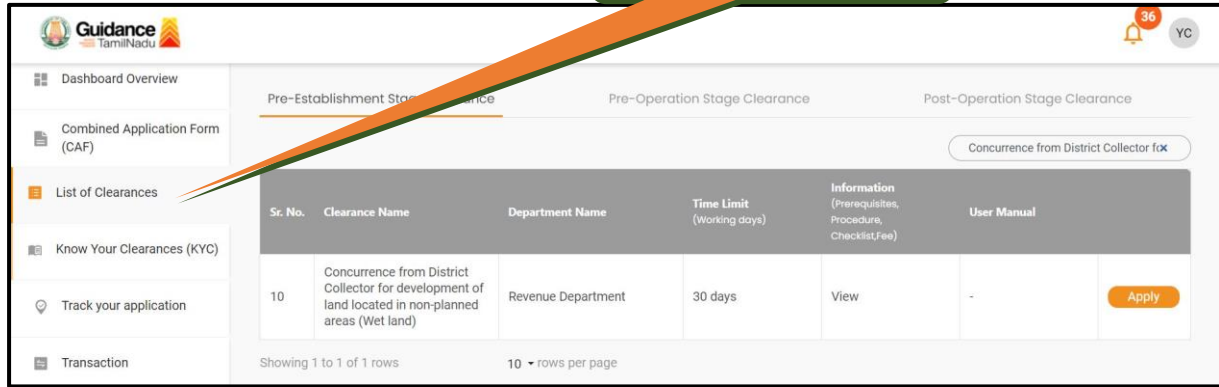


Figure 13. List of Clearances

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

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

2. Select ‘Pre- Establishment Stage Clearance’ and find the clearance ‘Concurrence from District Collector for development of land located in non-planned areas (Wet land)’ by using Search option as shown in the figure given below.

Pre- Establishment Stage Clearance

Search for Clearance

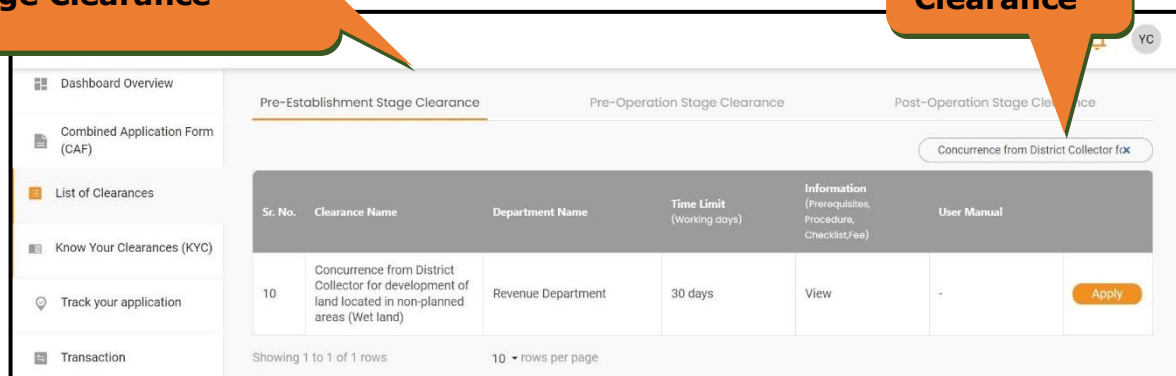


Figure 14. Search for Clearance

3. 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)
4. To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 15).
5. 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.

Apply for Clearance

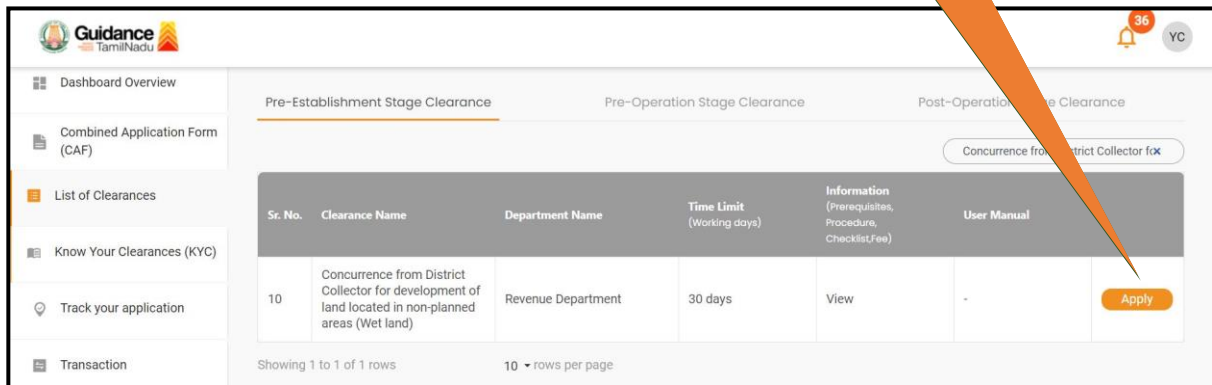


Figure 15. Apply for Clearance

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

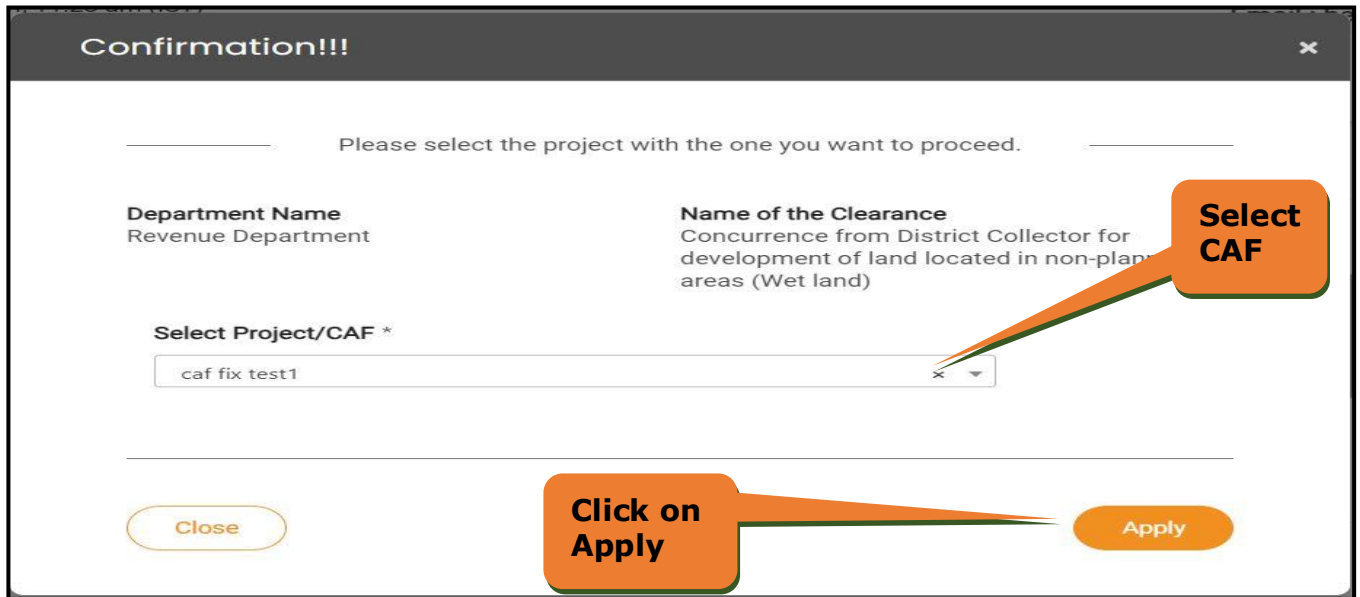


Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Concurrence from District Collector for development of land located in non-planned areas (Wet land)

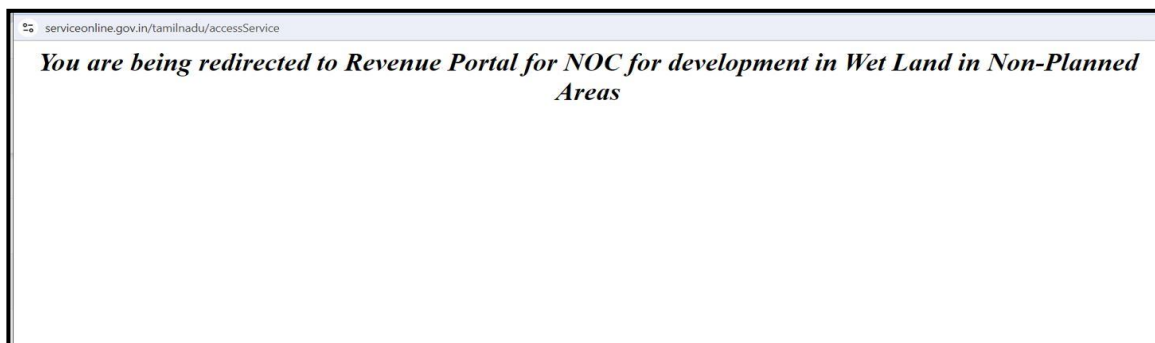


Figure 17. Concurrence from District Collector for development of land located in non-planned areas (Wet land)

3) Enter all the mandatory Concurrence from District Collector for development of land located in non-planned areas (Wet land)

Language ▾

Prior Concurrence for Wet Land (Application Form)

Applicant Details

Status of the Applicant *	Please Select ▾	Gender *	Please Select ▾
Applicant Name *	Yokesh Chinnakannu	E-Mail *	yokesh4995@gmail.com
Mobile Number *	9092653218	Father / Husband / Guardian Name *	
Relationship	Please Select ▾	Aadhaar No *	
Mother's Name *		Occupation *	
Marital Status	Please Select ▾	Community *	Please Select ▾
Date of Birth *	<input type="text" value=""/>	Religion (Others)	
Religion *	Please Select ▾	Taluk *	Please Select ▾
District *	Please Select ▾	Hamlet	
Revenue Village *	Please Select ▾	Street *	
Door No. *	No:12		
PIN Code *	600062		

Details of Wet Land

Name of the owner of the land *	<input type="text" value=""/>	Taluk. *	Please Select ▾
District. *	Please Select ▾		
Revenue Village. *	Please Select ▾		

Enter the Survey No. and Sub Division No. Details. Please Click on + to add more than one Survey Numbers

Survey No. *	Sub Division No. *	Classification	Total Extent (In Sq. Mt.)	Extent Applied(In Sq. Mt.)
<input type="text" value=""/>	<input type="text" value=""/>	Please Select ▾	<input type="text" value=""/>	<input type="text" value=""/>
<input type="button" value="✖"/> <input type="button" value="+"/>				

Questionnaire to be filled by the Applicant

1. Whether the land applied is under individual patta or joint patta *
 Individual Joint
2. Whether the land stands in the name of the applicant in revenue records ? *
 Yes No
3. Description about the ownership of the applicant with document details.
- 4 (a). Any court case is pending ? *
 Yes No
- 4 (b). If Yes, give full details.
5. For which purpose concurrence is requested
6. Cultivation details for the last five fasali years *

Fasli Year *	Cultivation Details *
1433	<input type="text" value=""/> ✖
1432	<input type="text" value=""/> ✖
1431	<input type="text" value=""/> ✖
1430	<input type="text" value=""/> ✖
1429	<input type="text" value=""/> ✖ +
7. Details of buildings, trees, crops if any at present *

8. Reasons for giving up of agricultural activities in this wet land

9. Whether the land is fit for continuing cultivation ? *

10. Pathway details for the land *

11 (a), whether any adjoining Government lands are encroached by the applicant ? *

11 (b) If Yes, Give Details

12. Whether any channels, canals are passing through this land ? *

13. Whether any pathway to the nearby agri fields will be affected ? *

14. Whether any high tension or extra voltage electric line is passing through this land ? *

Word verification

195187

Please enter the characters shown above

Next Reset

ATTACH ENCLOSURE(S)

Enclosure(s):	Enclosure Document *	File/Reference *	
Type of Enclosure			
Address proof *	Select	Choose file No file chosen	Scan
Patta *	Select	Choose file No file chosen	Scan
Encumbrance Certificate *	Select	Choose file No file chosen	Scan
Supporting Document *	Select	Choose file No file chosen	Scan
Applicant Photo *	Select	Choose file No file chosen	Scan
Other Supporting Document (if any)	Select	Choose file No file chosen	Scan

Save Annexure ← Back

Click on 'Save'

Figure 18. Concurrence from District Collector for development of land located in non-planned areas (Wet land)

Application Submitted

1) Applicant will fill the application form for Concurrence from District Collector for development in wet land for non-planned areas by uploading necessary Supporting Documents and submit application in Single Window Portal. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details.**

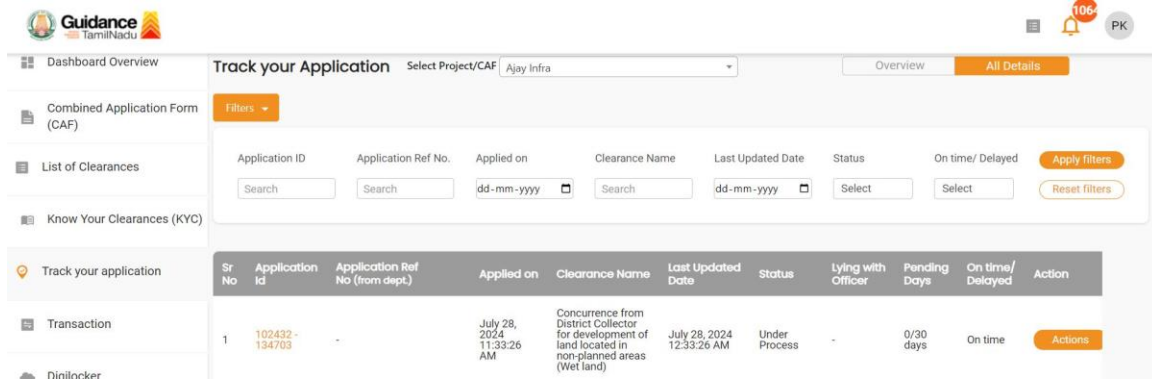


Figure 19. Under Process

Application Submitted

Once the application is received by APA Land, APA Land scrutinizes the application and if they have any query to be raised, they raise the query to the applicant. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

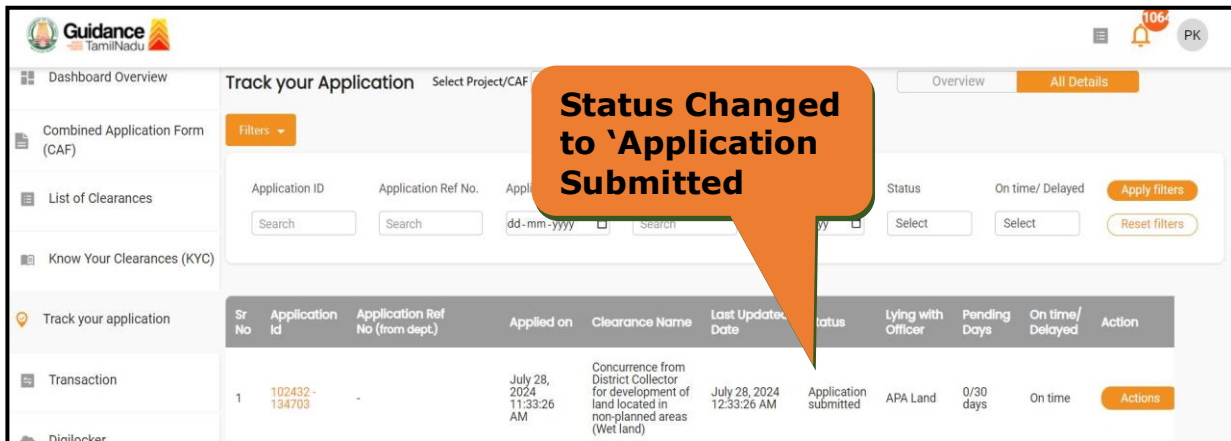


Figure 20. Status of the Application

8. Query Clarification

1) After submitting the application to the Revenue Department, the APA Land reviews the application and if there are any clarifications required, the APA Land 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.

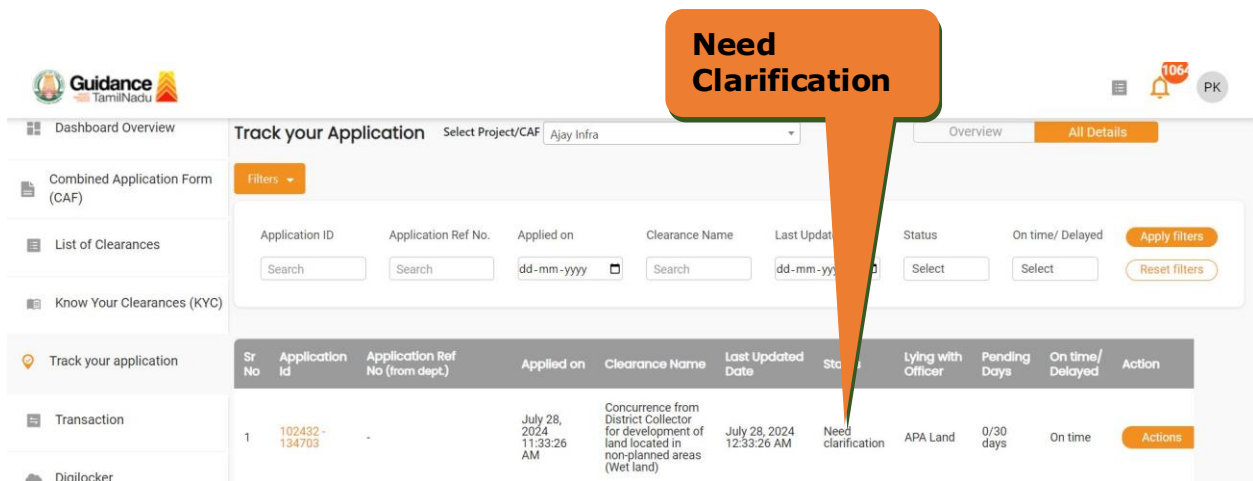


Figure 21. Need Clarification

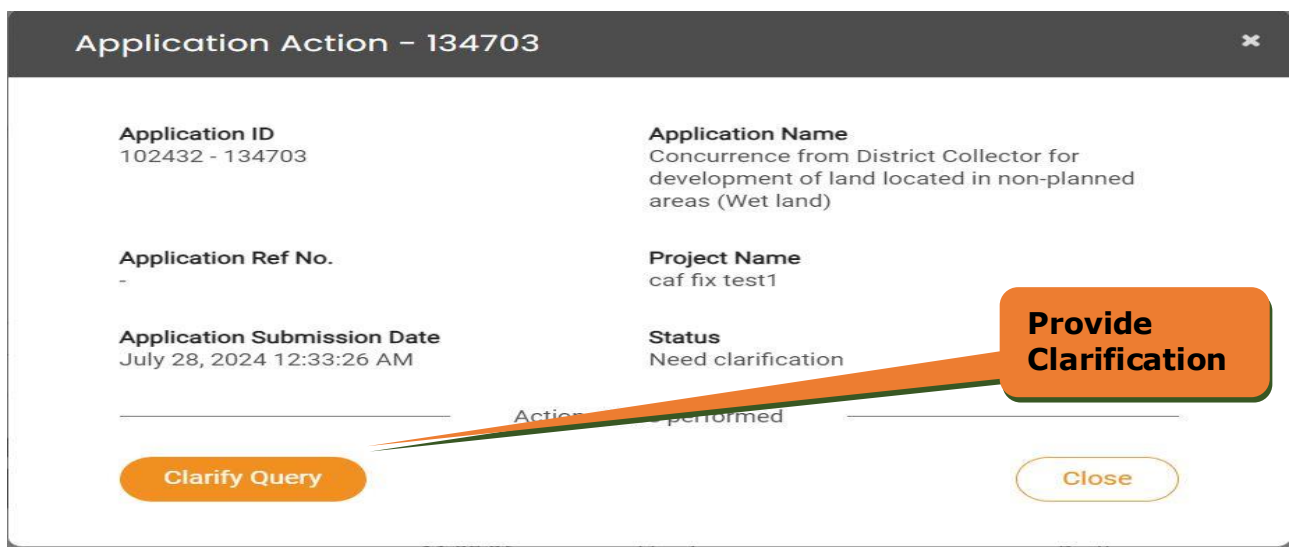
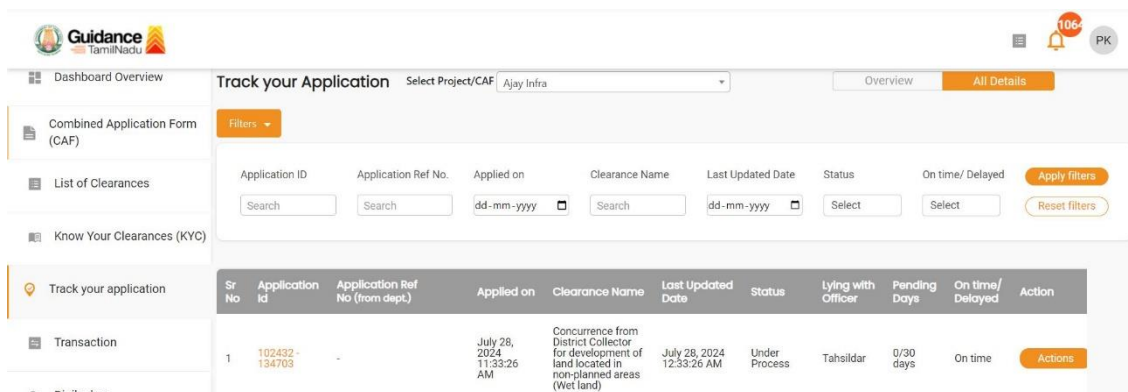


Figure 22. Provide Clarification

- 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

After the query is completed, the inspection report will be uploaded by Tahsildar and the application is forwarded to APA Land. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**



The screenshot shows the 'Track your Application' interface. The top navigation bar includes 'Dashboard Overview', 'Track your Application', and a dropdown menu for 'Select Project/CAF' with 'Ajay Infra' selected. There are buttons for 'Overview' and 'All Details'. Below this is a search and filter section with fields for 'Application ID', 'Application Ref No.', 'Applied on', 'Clearance Name', 'Last Updated Date', 'Status', and 'On time/ Delayed'. A table below displays the application details:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	102432-134703	-	July 28, 2024 11:33:26 AM	Concurrence from District Collector for development of land located in non-planned areas (Wet land)	July 28, 2024 12:33:26 AM	Under Process	Tahsildar	0/30 days	On time	Actions

Figure 23. Under Process

Application Submitted

Once the application is received from the tahsildar, the APA Land will be uploaded the (Revenue inspector, Village administrative officer and District Revenue officer inspection report) in his login and the application gets forwarded to the District Revenue officer. The applicant

can view the status of the application under **Track your application**
 → **Select the CAF from the Dropdown** → **All details**

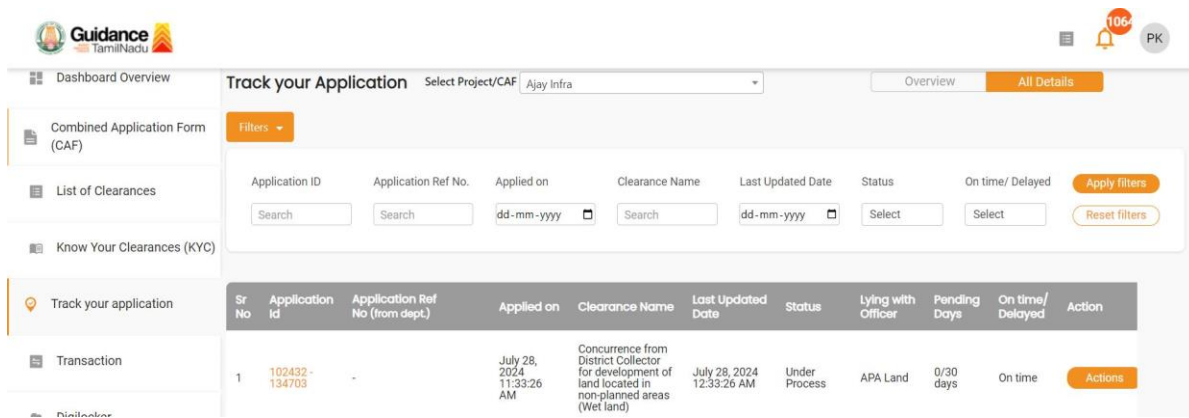


Figure 24. Under Process

Application Submitted

After receiving the application from APA Land the District Revenue officer recommends based upon the inspection report and the application forward to District Collector. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**

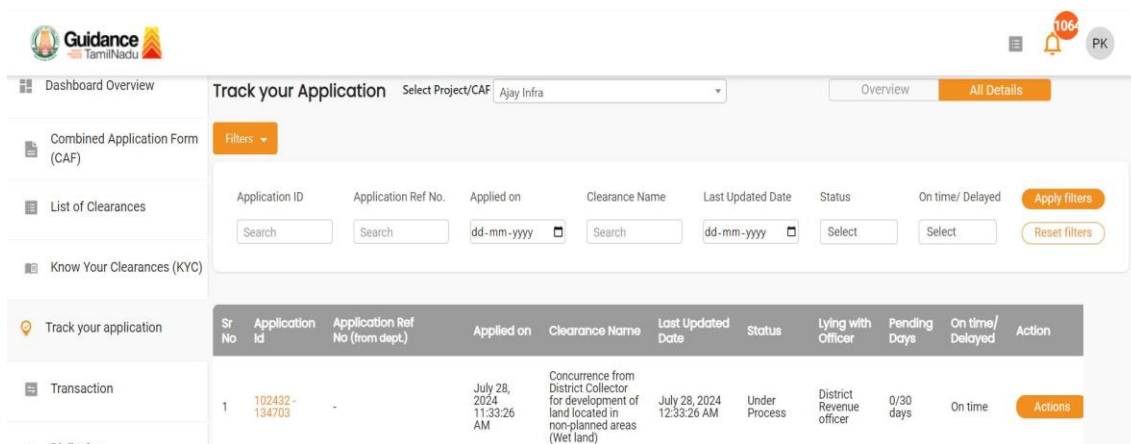
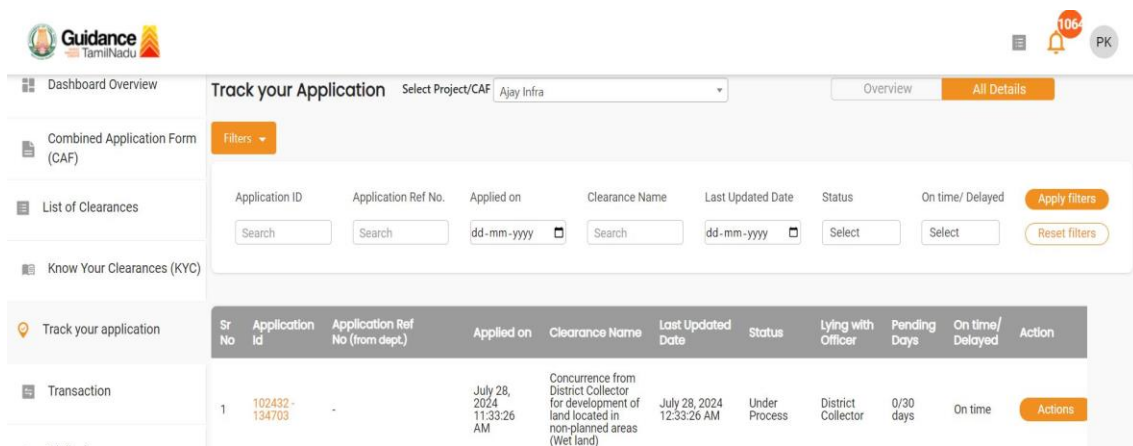


Figure 25. Under Process

Application Submitted

If the report is satisfactory, then District Collector grants final Concurrence, After DC grants final Concurrence, it is sent through Email to the Applicant. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**



The screenshot shows the 'Track your Application' page. At the top, there is a dropdown menu for 'Select Project/CAF' with 'Ajay Infra' selected. Below this is a table with columns: 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, and Action. The table contains one row with the following data:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	102432-134703	-	July 28, 2024 11:33:26 AM	Concurrence from District Collector for development of land located in non-planned areas (Wet land)	July 28, 2024 12:33:26 AM	Under Process	District Collector	0/30 days	On time	Actions

Figure 26. Under Process

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**

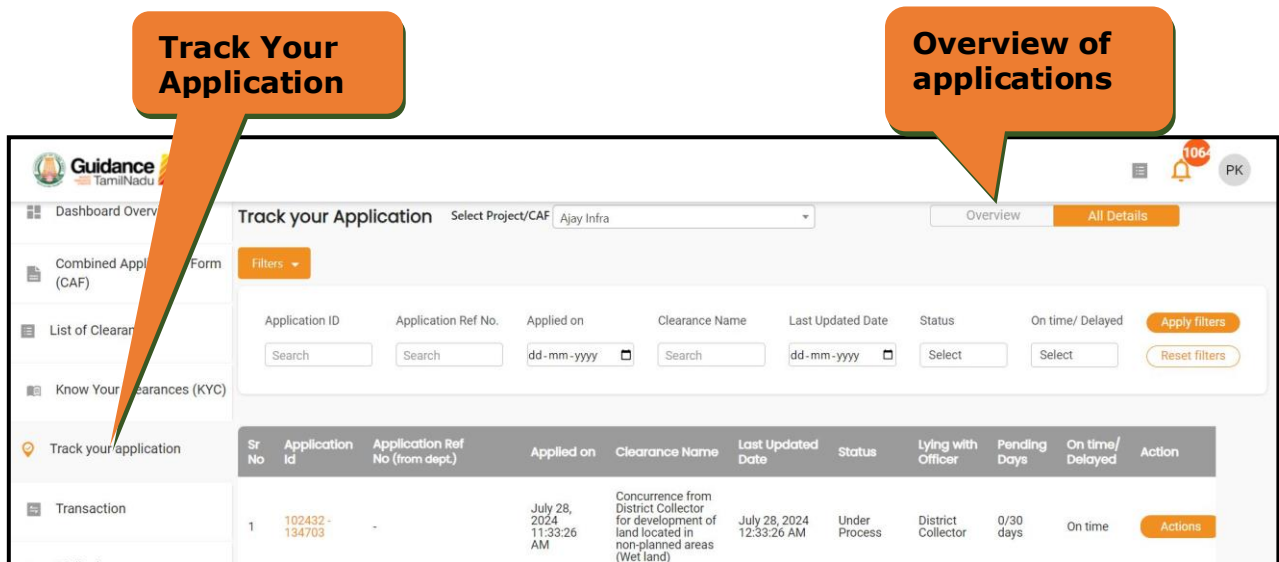


Figure 27. Track Your Application

- **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

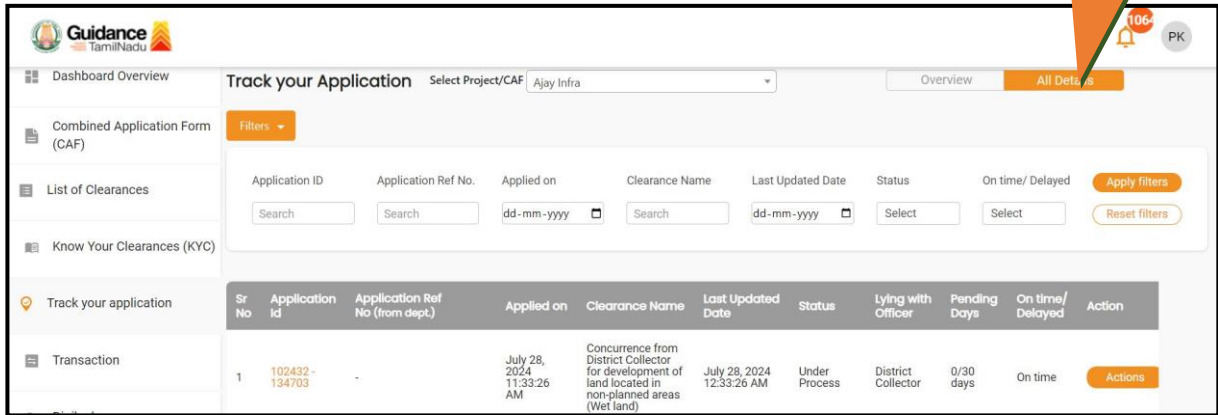


Figure 28. 'All Details' tab

10. Application Processing

- 1) The District Collector scrutinizes and reviews the application and updates the status as **"Approved or Rejected"**

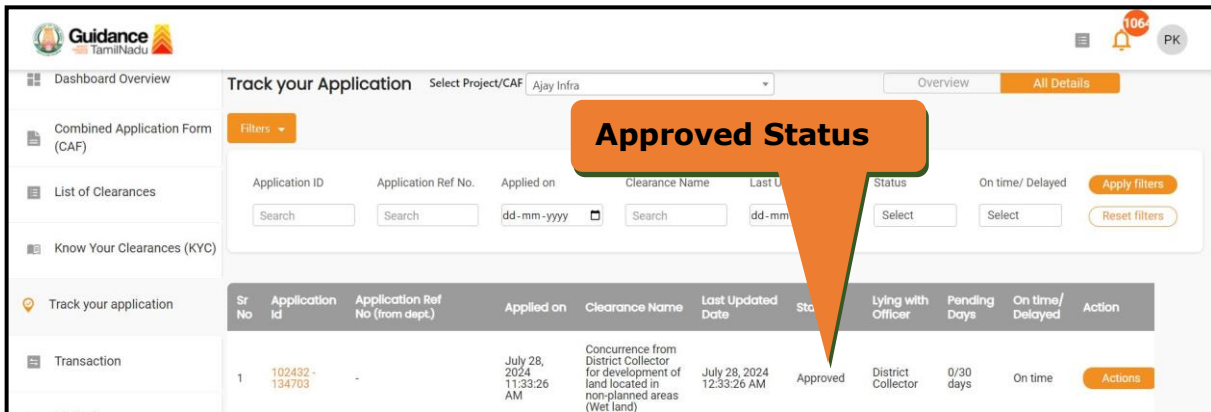


Figure 29. Application Processed

- 2) If the application is '**Approved**' by the District Collector, the applicant can download the Approval Certificate under **Track your application** – > **Action button** -> **Download Certificate** (Refer Figure 29)

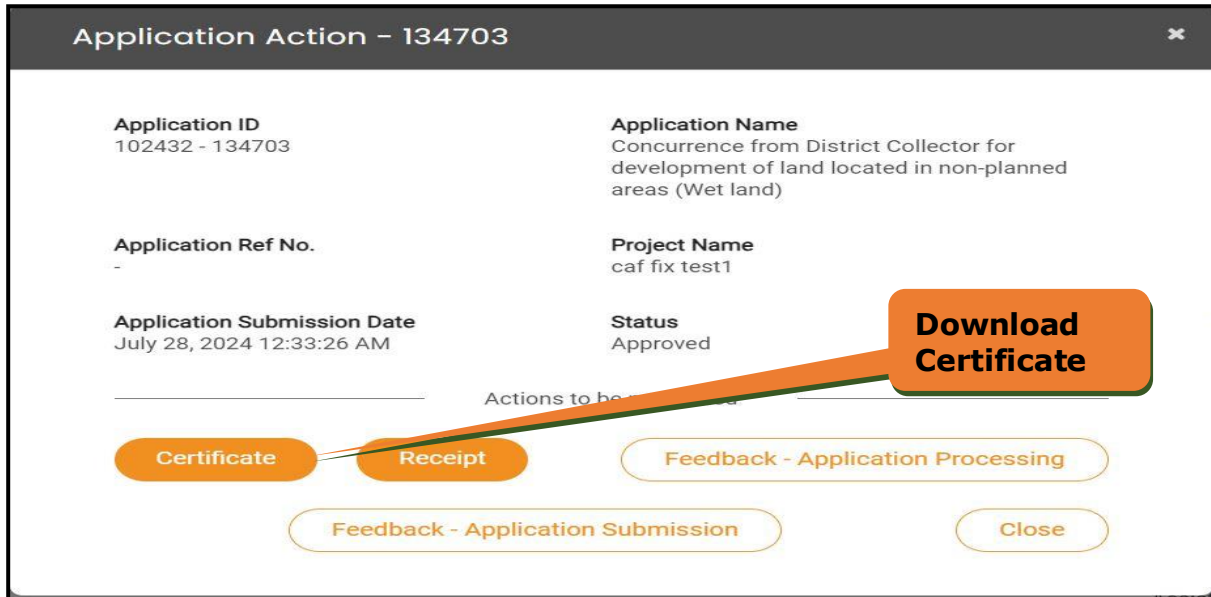
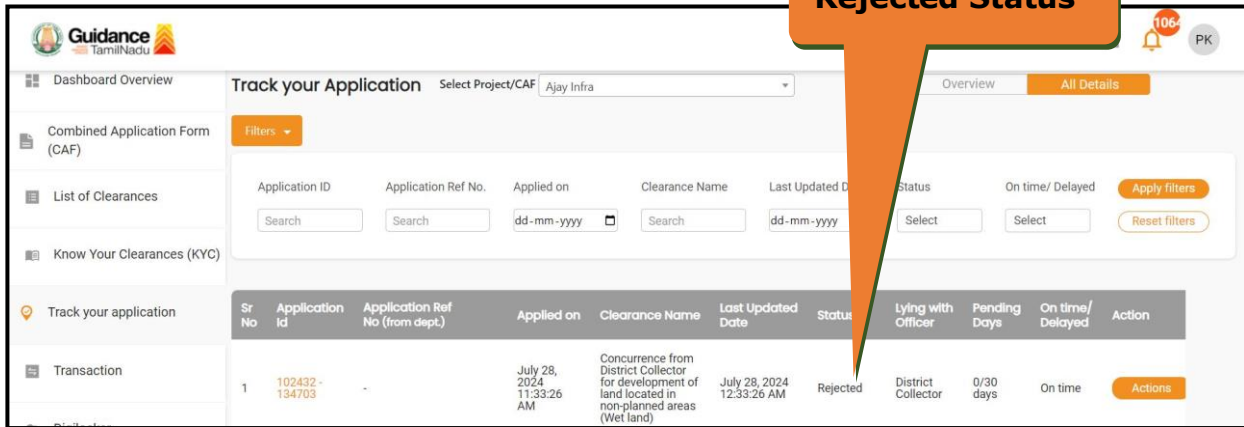


Figure 30. Download Certificate

- 3) If the application is '**Rejected**' by the District Collector, the applicant can view the rejection remarks under the Actions Tab by the Deputy Commissioner of Labour. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 30)



The screenshot shows the 'Track your Application' page for 'Ajay Infra'. It includes a sidebar with navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', and 'Transaction'. The main area features a table with filters and a list of applications. One application is highlighted with a 'Rejected' status.

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	102432 - 134703	-	July 28, 2024 11:33:26 AM	Concurrence from District Collector for development of land located in non-planned areas (Wet land)	July 28, 2024 12:33:26 AM	Rejected	District Collector	0/30 days	On time	Actions

Figure 31. Rejected Status

