



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Consent to Establish (CTE)

Tamil Nadu Pollution Control Board



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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:

- URL:** tnswp.com/DIGIGOV/swp-tnswp.jsp
- Page Title:** A Tamil Nadu Government Portal
- Date/Time:** Wednesday, 30 November 2022, 10:11 pm (IST)
- 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 Menu:** Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, Help & Support, Register, Login
- Header:** TAMIL NADU Leading the Nation
- Achievements:**
 - #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.
- Buttons:** 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**

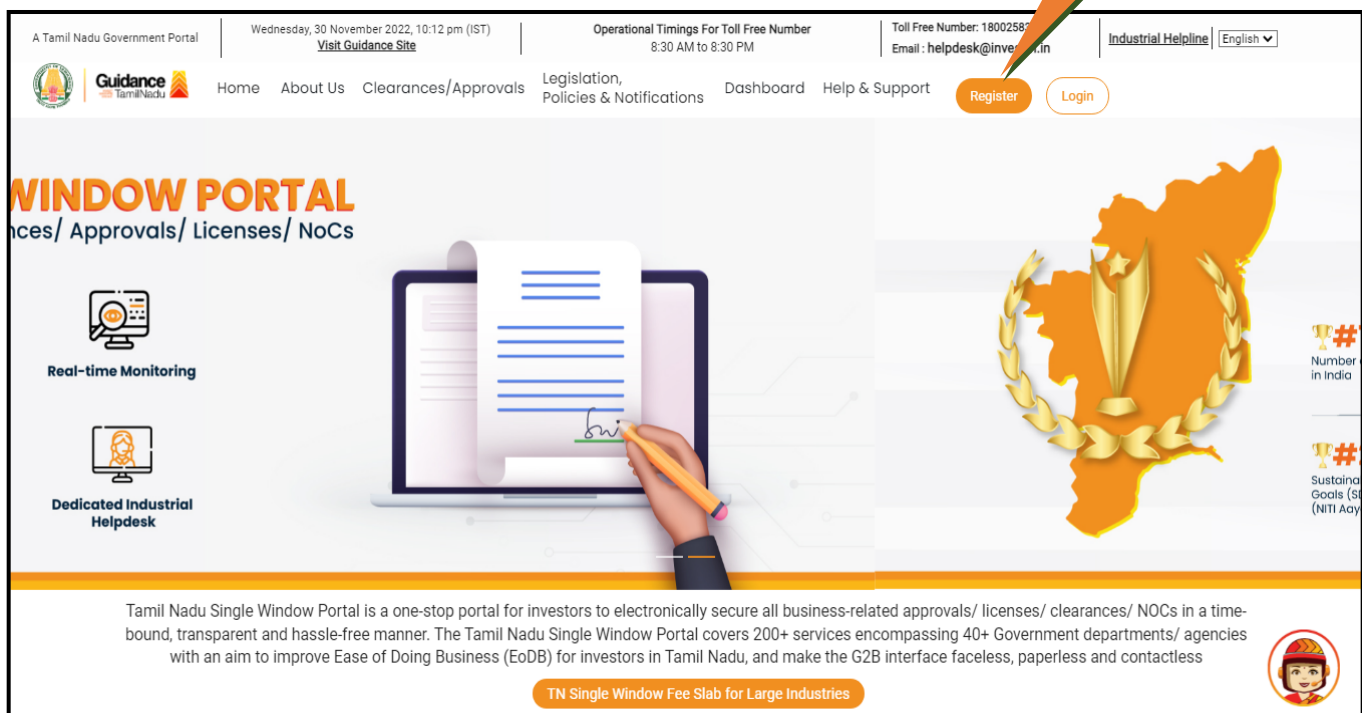


Figure 2. Register

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.

New Registration

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

Applicant First Name

Applicant Last Name

Designation of the Applicant

Date of Birth

PAN Number of Company

Name of Company

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

Figure 3. Registration Form

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.

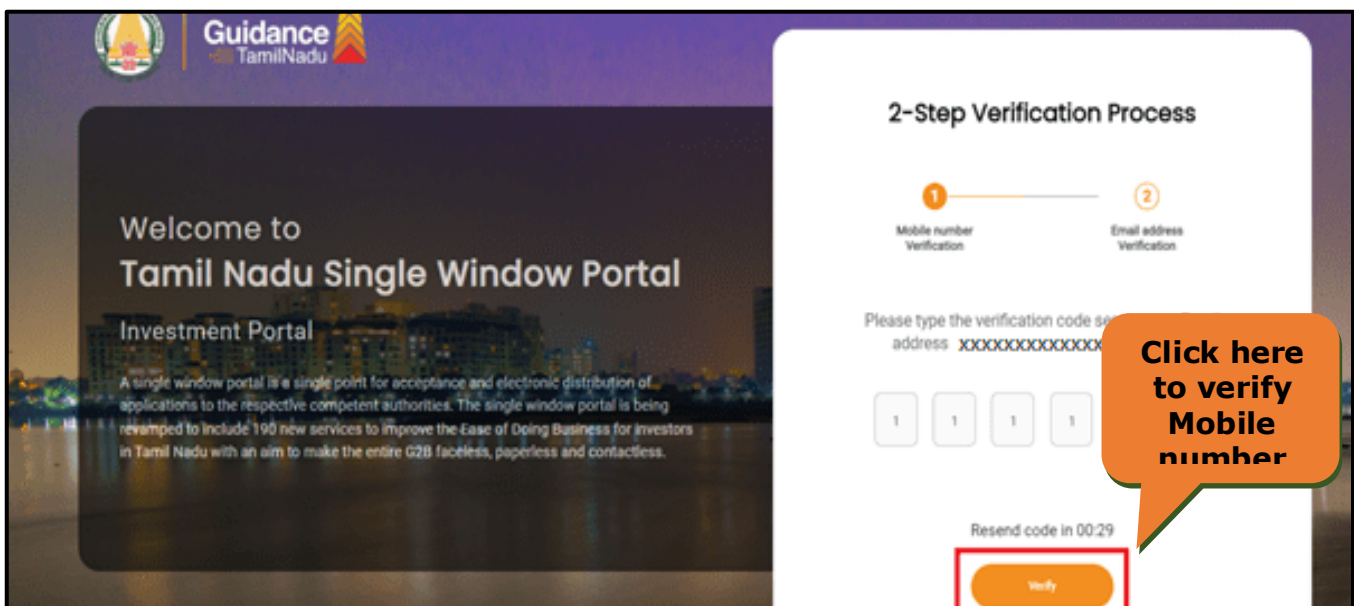


Figure 5. Mobile Number Verification

- **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.

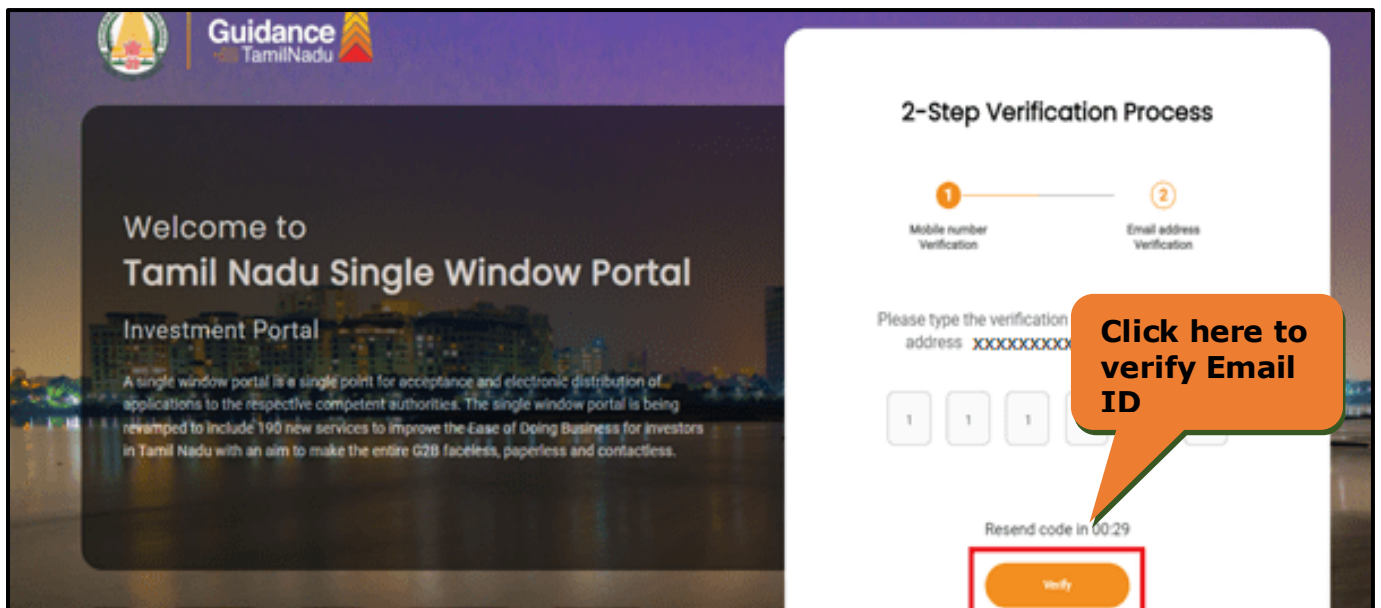


Figure 6. Email ID Verification

- 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.

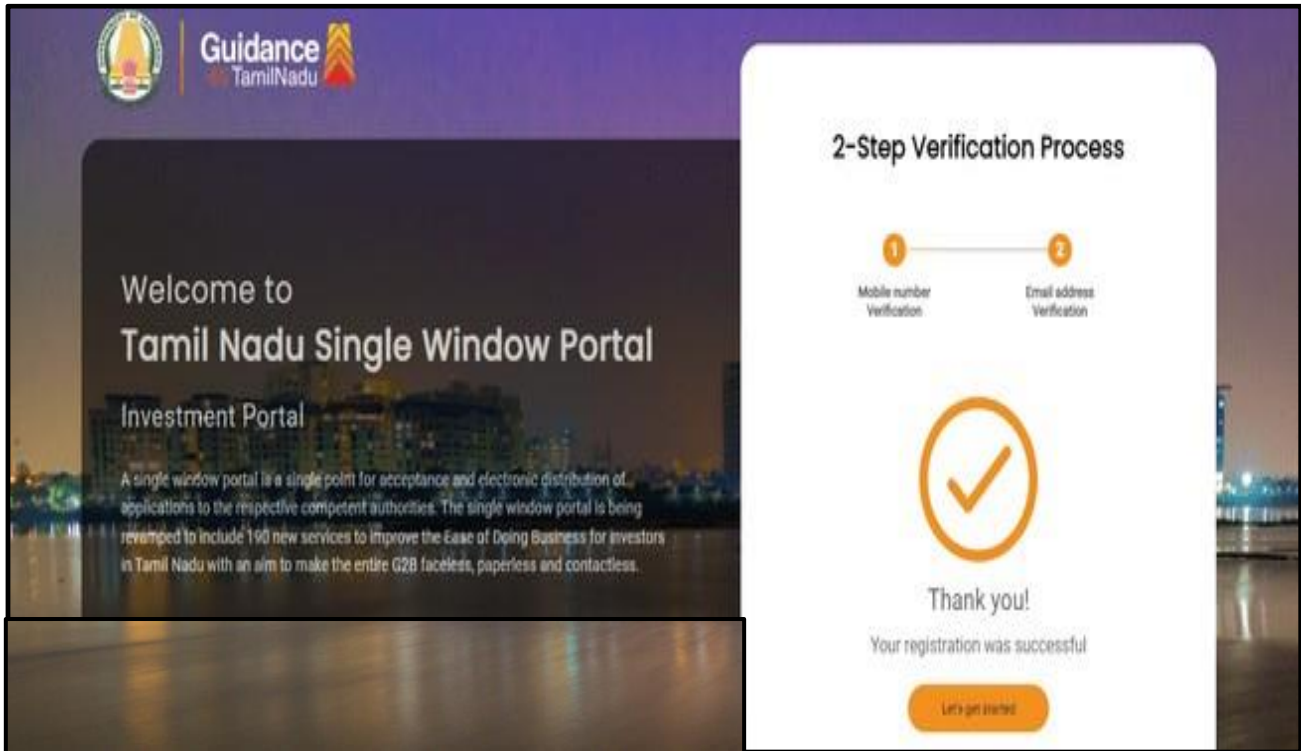


Figure 7. Registration Confirmation Pop-Up

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 date 'Wednesday, 30 November 2022, 10:11 pm (IST)', operational timings '8:30 AM to 8:30 PM', and contact information 'Toll Free Number: 18002583878' and 'Email: helpdesk@investtn.in'. The navigation menu contains 'Home', 'About Us', 'Clearances/Approvals', 'Legislation, Policies & Notifications', 'Dashboard', and 'Help & Support'. A 'Register' button and a 'Login' button are visible. The main content area features a large orange map of Tamil Nadu with a star and the text 'TAMIL NADU Leading the Nation'. Below this, there are two rows of award statistics, each with a trophy icon and a rank. The first row shows five '#1' awards, and the second row shows five '#2' awards. At the bottom, there is a paragraph describing the portal as a one-stop portal for investors, followed by a button labeled 'TN Single Window Fee Slab for Large Industries' and a small cartoon character icon.

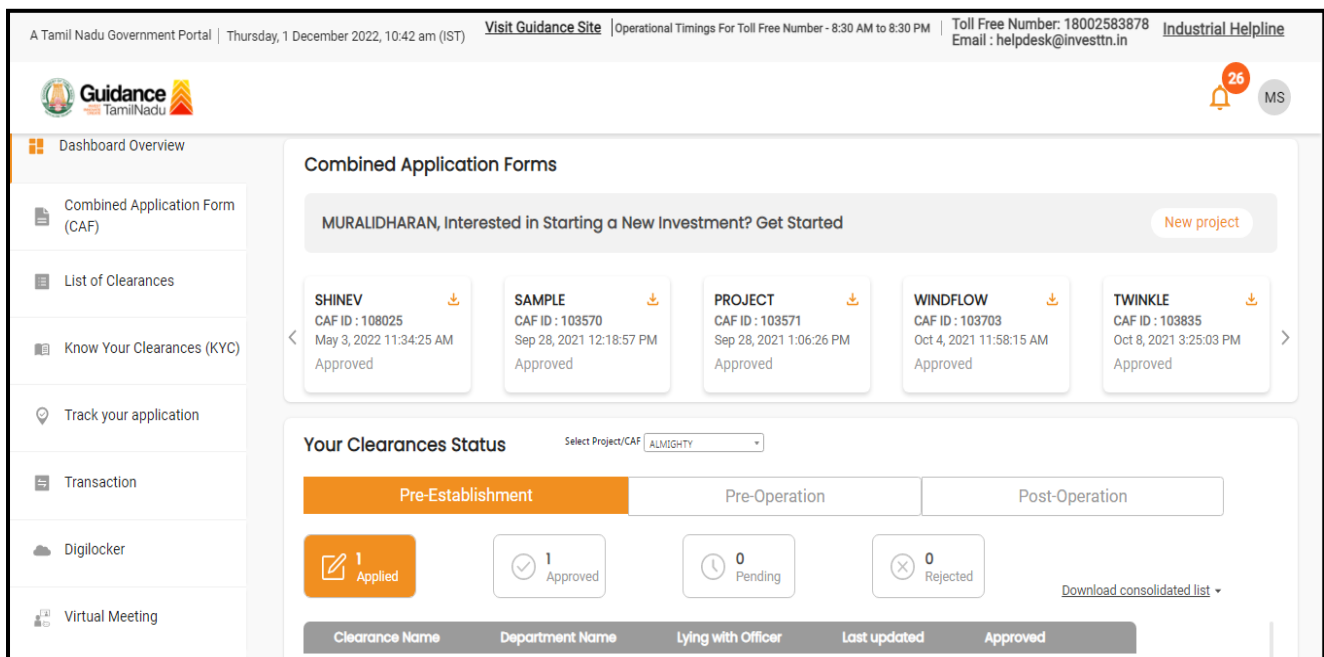
Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ 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 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 26 MS

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 |
|----------------|-----------------|--------------------|--------------|----------|
|----------------|-----------------|--------------------|--------------|----------|

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.

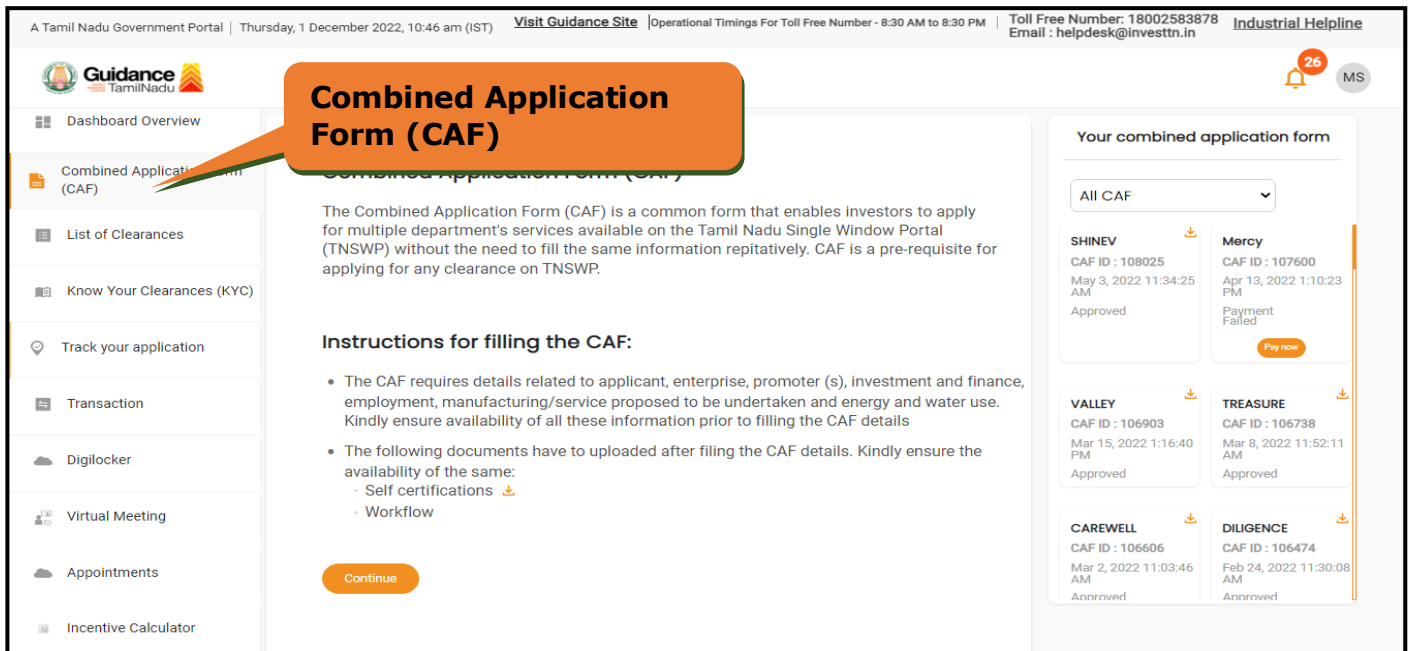


Figure 10. Combined Application Form (CAF)

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).

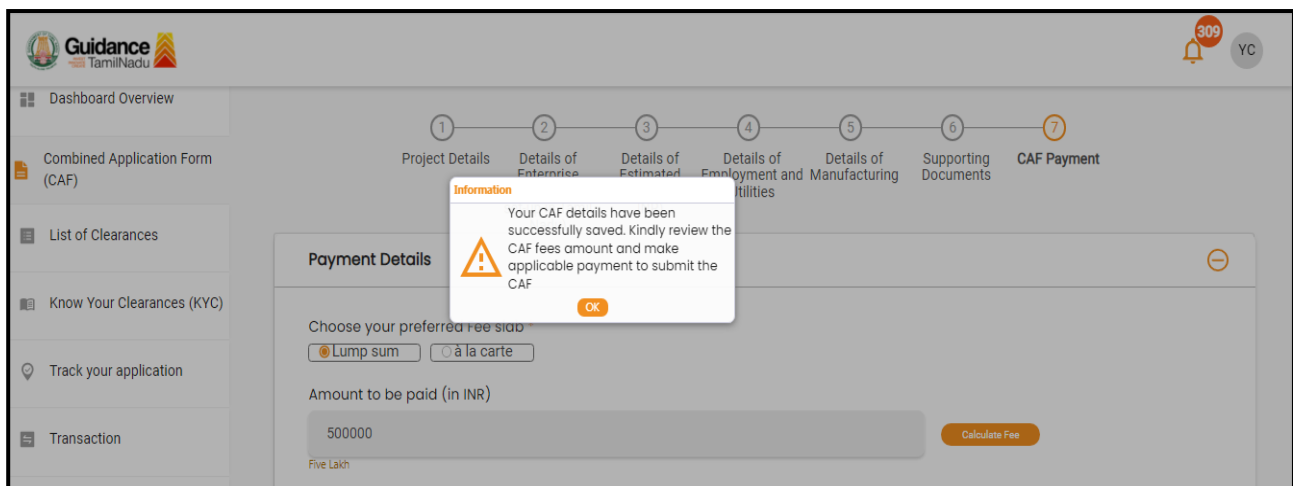


Figure 12. Combined Application Form (CAF) - Confirmation Message

Note:

If the applicant belongs to large industry, single window fee would be applicable according to the investment in Plant & Machinery or Turnover amount. [Click here](#) to access the Single Window Fee Slab.

7. Apply for Consent to Establish (CTE)

Click on "List of Clearances"

List of Clearances

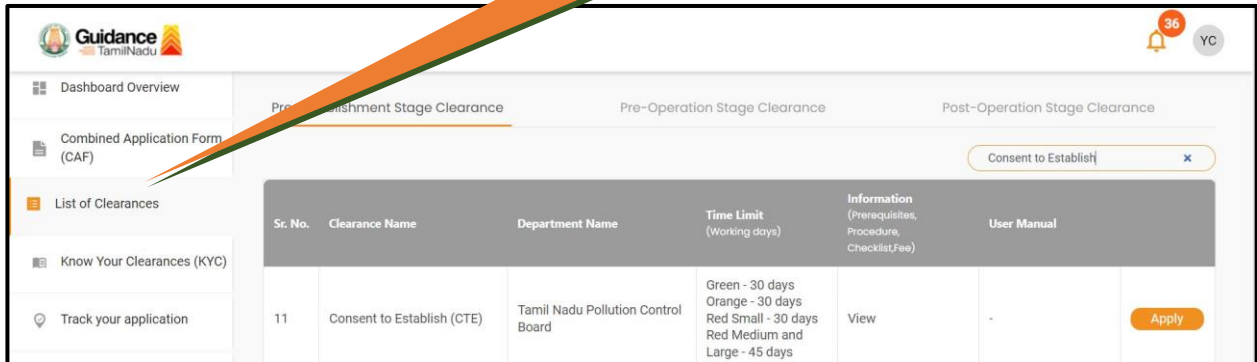


Figure 13. List of Clearances

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 'Consent to Establish (CTE)' by using Search option as shown in the figure given below.

Pre- Establishment Stage Clearance

Search for Clearance

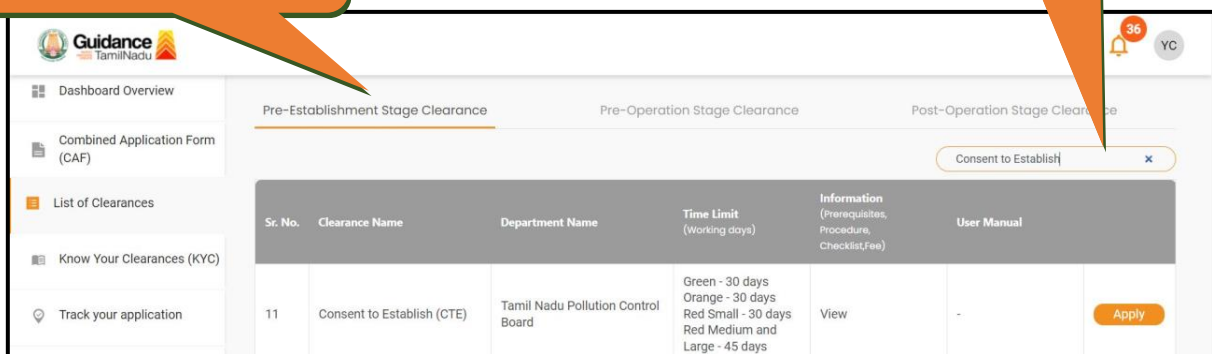
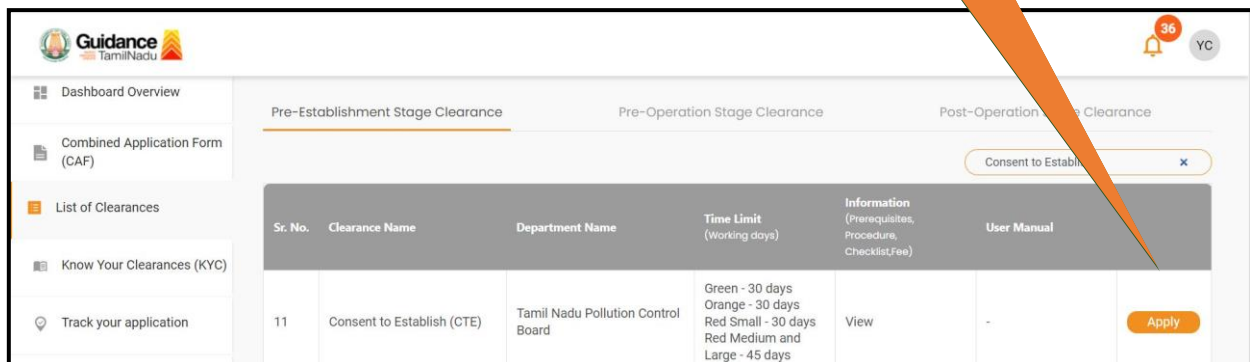


Figure 14. Search for Clearance

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



| Sr. No. | Clearance Name | Department Name | Time Limit (Working days) | Information (Prerequisites, Procedure, Checklist, Fee) | User Manual | |
|---------|----------------------------|------------------------------------|--|--|-------------|-------|
| 11 | Consent to Establish (CTE) | Tamil Nadu Pollution Control Board | Green - 30 days Orange - 30 days Red Small - 30 days Red Medium and Large - 45 days | View | - | Apply |

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
Tamil Nadu Pollution Control Board

Name of the Clearance
Consent to Establish (CTE)

Select Project/CAF *

ALPHA

Close Apply

Select CAF

Click on Apply

Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Pollution Control Board for Registration for CTE

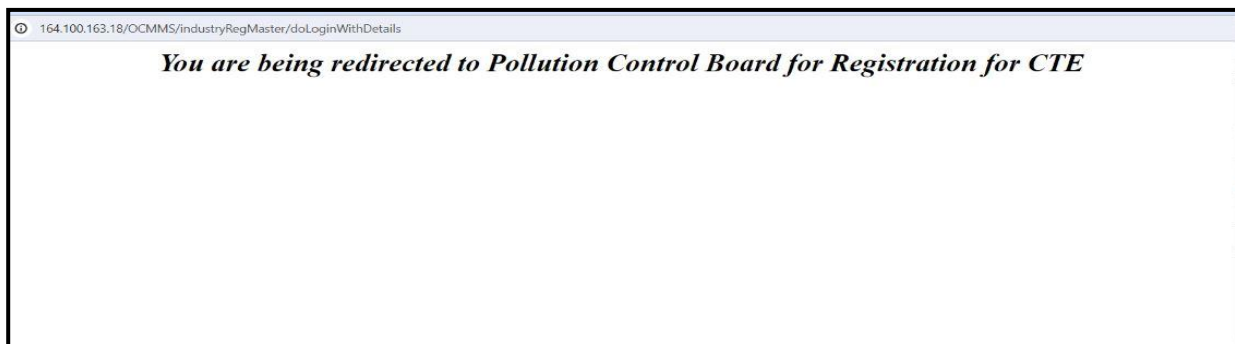


Figure 17. Pollution Control Board for Registration for CTE

3) Enter all the mandatory fields in Consent to Establish (CTE) application:



Tamil Nadu
State Pollution Control Board

Online Consent Management & Monitoring System
Ministry of Environment, Forest and Climate Change
Government of India



Home
FAQs
Environment Act & Rules
Guidelines
Notices
Contact Us
Help Desk

The Pollution Control Board has been established as a regulatory authority for implementing various pollution control laws. The board is committed to provide pollution free environment to the people of state. The Board has undertaken various studies of underground water, solid and air to take remedial steps to control pollution.



Industry not registered with this name, district , address and caf no.

INDUSTRY

Fields marked * are mandatory

Industry Details
Occupier Details

| | |
|---|---|
| Industry Name * | <input type="text" value="liuytr"/> (max 250 characters) |
| Industry Location-Postal Address * | <input type="text" value="11, liuyt, olikuyt, kj, ERODE"/> |
| Pin Code * | <input type="text" value="638459"/> |
| Revenue District * | <input type="text" value="Erode"/> |
| Taluk * | <input type="text" value="Not Selected"/> |
| Village * | <input type="text" value=""/> |
| SF No of the Industry location/Plot No in case of Govt Industrial Estates | <input type="text" value=""/> |
| Local Body Type * | <input type="text" value="Not Selected"/> |
| Local Body * | <input type="text" value=""/> |
| Category * | <input type="text" value="Not Selected"/> |
| Industry Type * | <input type="text" value=""/> |
| Industry Status * | <input type="text" value="Operational"/> |
| Date of Commissioning * | <input type="text" value="17/08/2023"/> <small>e.g. dd/mm/yyyy</small> |
| Industry Registration/License No.: | <input type="text" value=""/> (Max 50 char) |
| Latest Gross fixed Assets-cost with out Depreciation(Rs in Lakhs) * | <input type="text" value=""/> As On : <input type="text" value="17/08/2023"/> |
| Plant & Machinery cost without Depreciation(Rs in Lakhs) * | <input type="text" value=""/> As On : <input type="text" value="17/08/2023"/> |
| Scale of Industry * | <input type="text" value=""/> |
| Ownership of Industry: | <input type="text" value="Individual"/> |
| Landline Phone Number with code : | <input type="text" value=""/> <input type="text" value="9092653218"/> |
| Fax No. With Code : | <input type="text" value=""/> <input type="text" value=""/> |
| e-mail Address : | <input type="text" value="kdw@gmail.com"/> <small>e.g. xyz@abc.com</small> |
| Jurisdiction Office: | <input type="text" value=""/> |

Save
Reset

The screenshot shows a web form titled 'INDUSTRY' with two tabs: 'Industry Details' and 'Occupier Details'. The 'Industry Details' tab is active. The form contains the following fields: Registered Office Address*, Pin Code*, Occupier Name* (Yokesh Chinnakannu), Designation* (Select Designation), Nationality, Phone No. With Code, Fax No. With Code, Mobile No* (0992653218), e-mail Address* (yokesh495@gmail.com), Hint Question* (What is your nickname?), Your Answer*, and Enter Captcha Code* (346822). There are radio buttons for 'Do you want to send login Credential in mail?' with 'yes' selected. A 'Save' button is at the bottom right.

Click on 'Save'

Figure 18. Industry Details

Application Submitted

- 1) The applicant has completed the application form. 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' dashboard. At the top, there is a dropdown menu for 'Select Project/CAF' with 'Ajay Infra' selected. Below this is a table with filters and a main data table. The main data table has the following 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.

| 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 | 109708-135941 | - | Jun 25, 2024 12:27:31 PM | Consent to Establish (CTE) | Jun 25, 2024 12:28:38 PM | Under Process | Applicant | 0/30 days | On time | Actions |

Figure 19. Under Process

Payment Process

- The applicant will pay the requested fees (Auto generated by the system).

The screenshot shows the 'Track your Application' interface. A table lists application details. An orange callout bubble with the text 'Click on "Make Payment"' points to the 'Make payment' status in the table.

| Sr No | Application Id | Application Ref No (from dept) | Applied on | Clearance Name | Last Updated Date | Status | Applicant | Pending Days | On time/Delayed | Action |
|-------|-----------------|--------------------------------|--------------------------|----------------------------|--------------------------|--------------|-----------|--------------|-----------------|---------|
| 1 | 109708 - 133641 | - | Jun 25, 2024 12:27:31 PM | Consent to Establish (CTE) | Jun 25, 2024 12:28:38 PM | Make payment | Applicant | 0/30 days | On time | Actions |

Figure 20. Make Payment

The screenshot shows the 'Application Action - 133641' modal window. It displays application details and a section for 'Actions to be performed' with two buttons: 'Payment' and 'Close'. An orange callout bubble with the text 'Click on "Proceed"' points to the 'Payment' button.

| | |
|---|---|
| Application ID 109708 - 133641 | Application Name Consent to Establish (CTE) |
| Application Ref No. - | Project Name ALPHA |
| Application Submission Date Jun 25, 2024 2:27:31 PM | Status Make Payment |

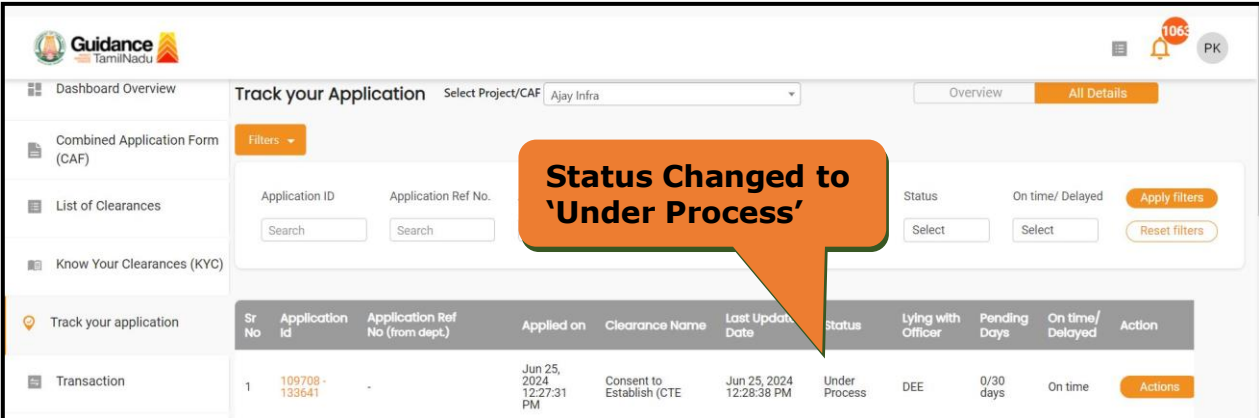
Actions to be performed

Payment Close

Figure 21. Click on 'Proceed'

Application Submitted

After payment is completed, the application gets forwarded to DEE. The DEE Scrutinizes the application for further processing. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**



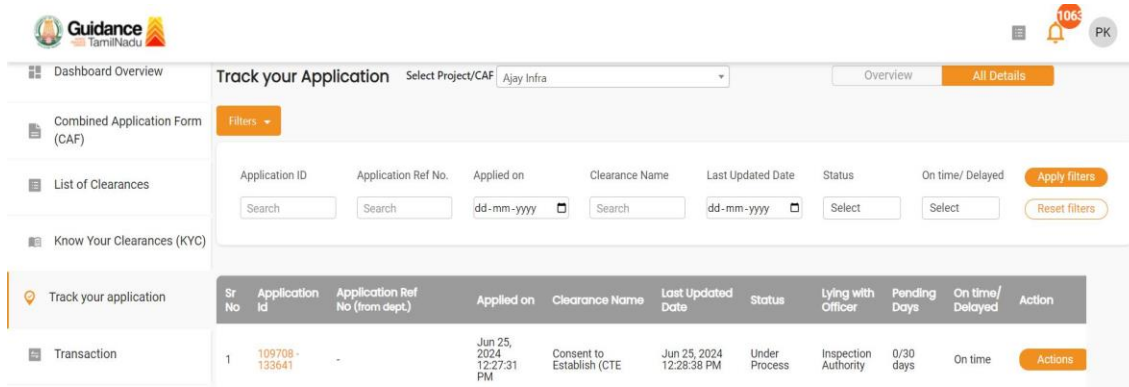
The screenshot shows the 'Track your Application' interface. A callout box highlights the status change to 'Under Process'.

| Sr No | Application Id | Application Ref No (from dept) | Applied on | Clearance Name | Last Update Date | Status | Lying with Officer | Pending Days | On time/ Delayed | Action |
|-------|-----------------|--------------------------------|--------------------------|----------------------------|--------------------------|---------------|--------------------|--------------|------------------|---------|
| 1 | 109708 - 133641 | - | Jun 25, 2024 12:27:31 PM | Consent to Establish (CTE) | Jun 25, 2024 12:28:38 PM | Under Process | DEE | 0/30 days | On time | Actions |

Figure 22. Status of the Application

Application Submitted

After scrutinizing the application, the DEE forwards the application to the Inspection Authority. The Inspection Authority schedules the Inspection date for further processing. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**



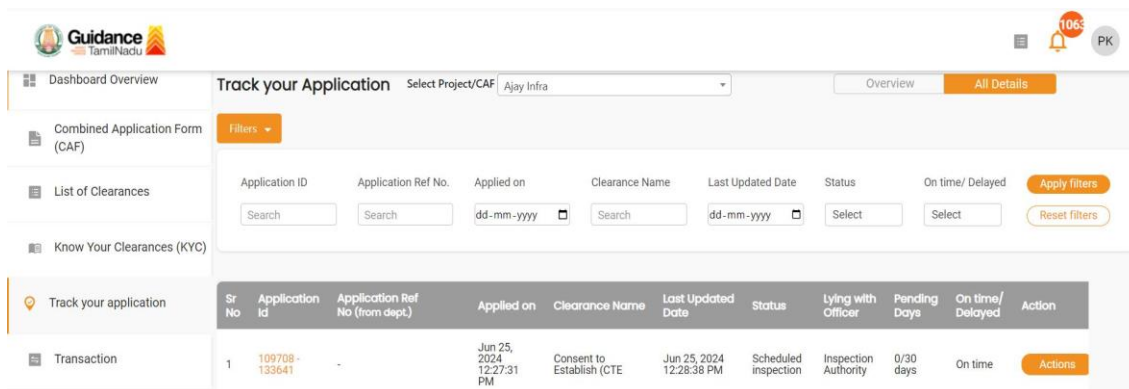
The screenshot shows the 'Track your Application' interface. The application name is 'Consent to Establish (CTE)' and its status is 'Under Process'. The 'Applied on' date is Jun 25, 2024, and the 'Last Updated Date' is Jun 25, 2024, 12:28:38 PM. The 'Lying with Officer' is 'Inspection Authority' and 'Pending Days' is '0/30 days'. The 'On time/Delayed' status is 'On time'.

| Sr No | Application Id | Application Ref No (from dept.) | Applied on | Clearance Name | Last Updated Date | Status | Lying with Officer | Pending Days | On time/ Delayed | Action |
|-------|----------------|---------------------------------|--------------------------|----------------------------|--------------------------|---------------|----------------------|--------------|------------------|---------|
| 1 | 109708-133641 | - | Jun 25, 2024 12:27:31 PM | Consent to Establish (CTE) | Jun 25, 2024 12:28:38 PM | Under Process | Inspection Authority | 0/30 days | On time | Actions |

Figure 23. Status of the Application

8. Inspection Schedule

- a. The DEE schedules the date of appointment for inspection to be done for the specified institution (Refer Figure 24).
- b. The inspection date scheduled by the department is intimated to the user (Refer Figure 25).



The screenshot shows the 'Track your Application' interface. The application name is 'Consent to Establish (CTE)' and its status is 'Scheduled inspection'. The 'Applied on' date is Jun 25, 2024, and the 'Last Updated Date' is Jun 25, 2024, 12:28:38 PM. The 'Lying with Officer' is 'Inspection Authority' and 'Pending Days' is '0/30 days'. The 'On time/Delayed' status is 'On time'.

| Sr No | Application Id | Application Ref No (from dept.) | Applied on | Clearance Name | Last Updated Date | Status | Lying with Officer | Pending Days | On time/ Delayed | Action |
|-------|----------------|---------------------------------|--------------------------|----------------------------|--------------------------|----------------------|----------------------|--------------|------------------|---------|
| 1 | 109708-133641 | - | Jun 25, 2024 12:27:31 PM | Consent to Establish (CTE) | Jun 25, 2024 12:28:38 PM | Scheduled inspection | Inspection Authority | 0/30 days | On time | Actions |

Figure 24. Status changed to 'Inspection scheduled'

Application Action – 133641
✕

| | |
|---|---|
| Application ID 109708 - 133641 | Application Name Consent to Establish (CTE) |
| Application Ref No. - | Project Name ALPHA |
| Application Submission Date Jun 25, 2024 2:27:31 PM | Status Scheduled inspection |

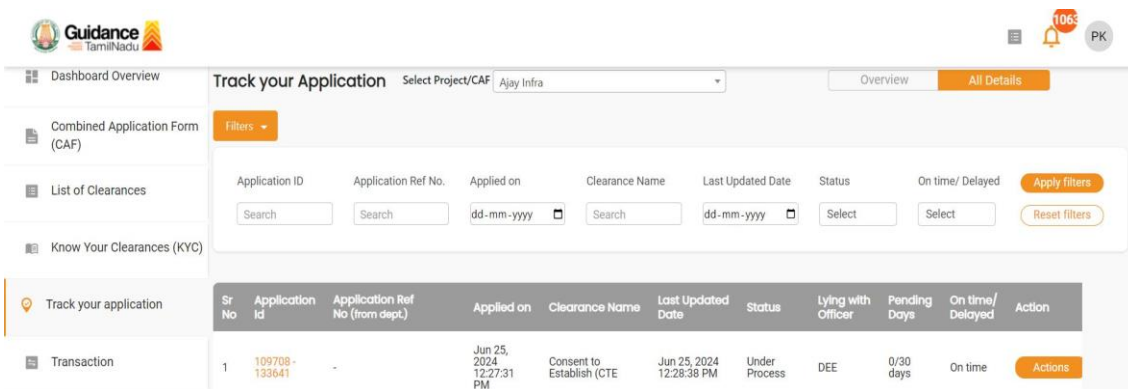
Actions to be performed


Inspection Details
Close

Figure 25. Details of Scheduled Inspection

Application Submitted

After Inspection is completed the application forward to DEE, the DEE Scrutinize the application if need any clarification the DEE raise the query. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**





1063
PK

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

Track your Application

Select Project/CAF: Ajay Infra

Overview
All Details

Filters

| Application ID | Application Ref No. | Applied on | Clearance Name | Last Updated Date | Status | On time/ Delayed | Apply filters |
|-------------------------------------|-------------------------------------|---|-------------------------------------|---|-------------------------------------|-------------------------------------|--|
| <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="dd-mm-yyyy"/> <input type="text" value=""/> | <input type="text" value="Search"/> | <input type="text" value="dd-mm-yyyy"/> <input type="text" value=""/> | <input type="text" value="Select"/> | <input type="text" value="Select"/> | <input type="button" value="Reset filters"/> |

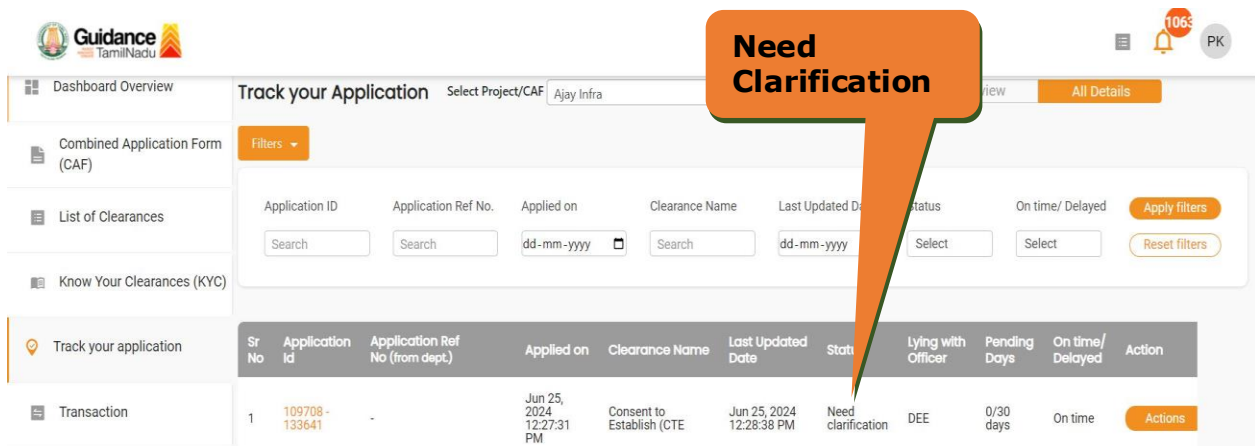
| Sr No | Application Id | Application Ref No (from dept.) | Applied on | Clearance Name | Last Updated Date | Status | Lying with Officer | Pending Days | On time/ Delayed | Action |
|-------|----------------|---------------------------------|--------------------------|----------------------------|--------------------------|---------------|--------------------|--------------|------------------|---------|
| 1 | 109708-133641 | - | Jun 25, 2024 12:27:31 PM | Consent to Establish (CTE) | Jun 25, 2024 12:28:38 PM | Under Process | DEE | 0/30 days | On time | Actions |

Figure 26. Status of the Application

Page 22 of 30

9. Query Clarification

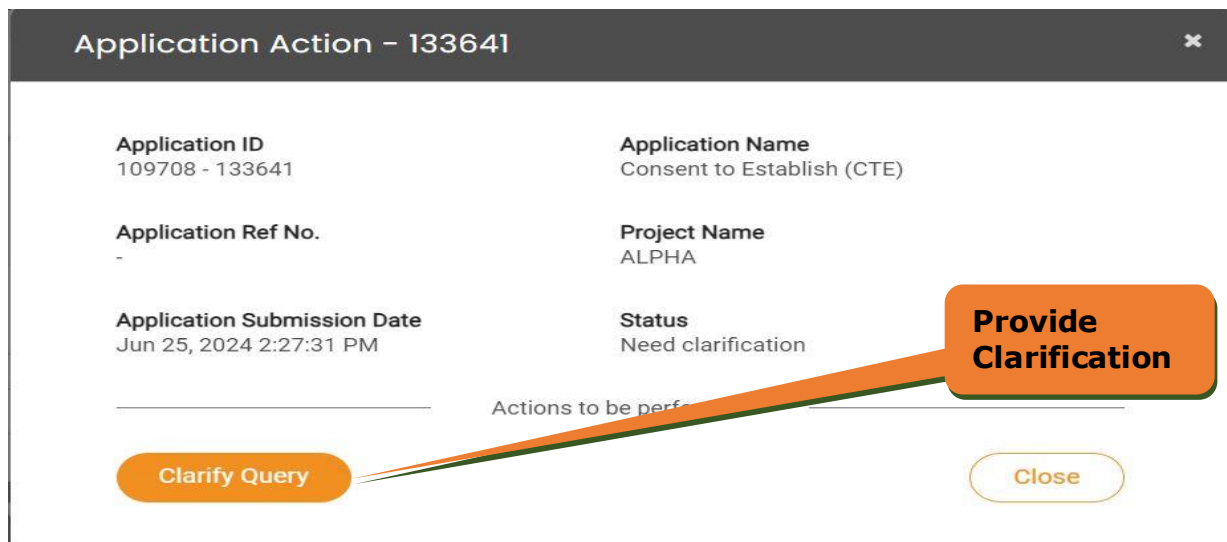
- 1) After submitting the application to the District Environmental Engineer of Tamil Nadu Pollution Control Board review the application and if there are any clarifications required, would raise a query to the applicant.
- 2) Applicants would receive an alert message through Registered SMS/Email.
- 3) Applicants could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.
- 4) Applicants 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.



The screenshot shows the 'Track your Application' interface. A callout box labeled 'Need Clarification' points to the 'Status' column in the application table. The table contains one entry with the following 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 | 109708-133641 | - | Jun 25, 2024 12:27:31 PM | Consent to Establish (CTE) | Jun 25, 2024 12:28:38 PM | Need clarification | DEE | 0/30 days | On time | Actions |

Figure 27. Need Clarification



The screenshot shows a window titled "Application Action - 133641" with a close button (X) in the top right corner. The window contains the following information:

| | |
|---|---|
| Application ID 109708 - 133641 | Application Name Consent to Establish (CTE) |
| Application Ref No. - | Project Name ALPHA |
| Application Submission Date Jun 25, 2024 2:27:31 PM | Status Need clarification |

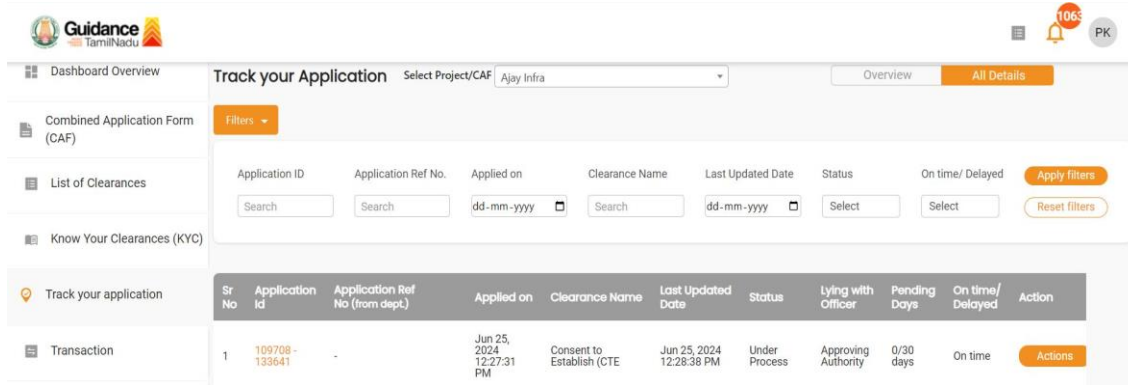
Below the table, there is a section titled "Actions to be performed" with two buttons: "Clarify Query" and "Close". A large orange arrow points from the "Clarify Query" button to a larger orange button labeled "Provide Clarification" that is positioned over the "Status" field.

Figure 28. 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

If the query is satisfied with proper document the application forward to Approving Authority, the application is submitted successfully to the DEE for further processing. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**



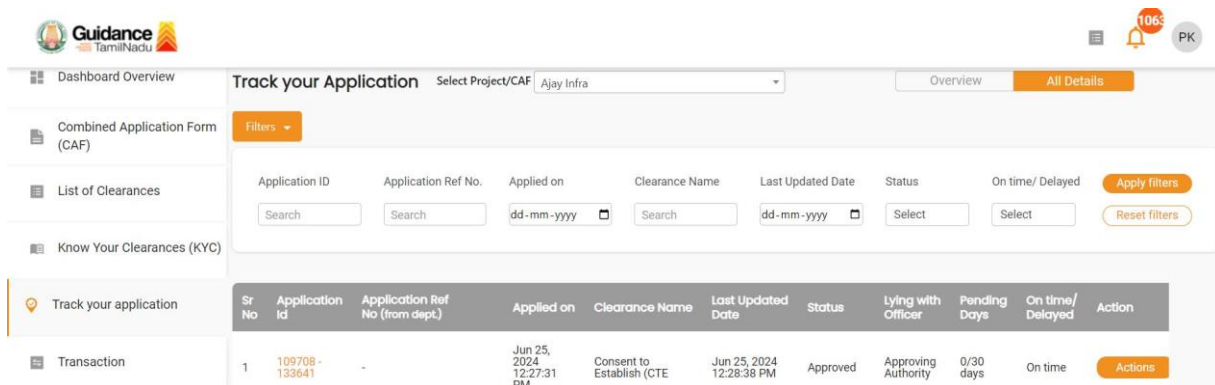
The screenshot shows the 'Track your Application' interface. The application is for 'Ajay Infra'. The status is 'Under Process'. The table below shows the application details:

| 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 | 109708-133641 | - | Jun 25, 2024 12:27:31 PM | Consent to Establish (CTE) | Jun 25, 2024 12:28:38 PM | Under Process | Approving Authority | 0/30 days | On time | Actions |

Figure 29. Under Process

Issue Provisional approval letter:

Scrutinizes the application will generate and provide the provisional approval letter for Approving Authority and forward the application to AEE/AE.



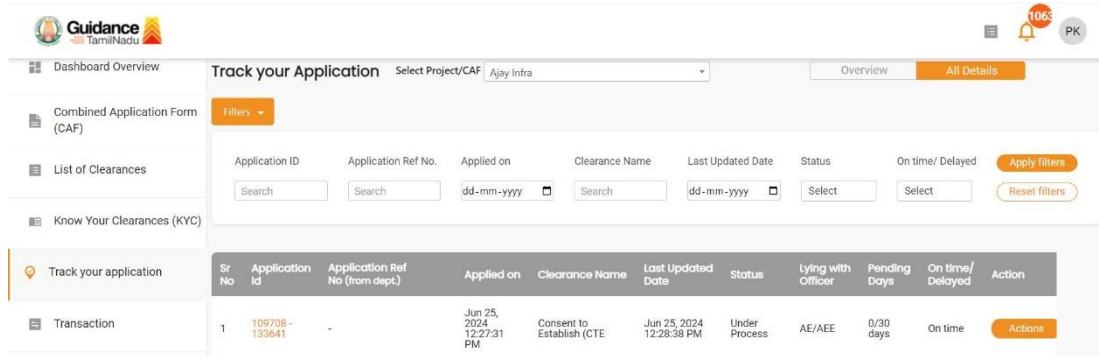
The screenshot shows the 'Track your Application' interface. The application is for 'Ajay Infra'. The status is 'Approved'. The table below shows the application details:

| 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 | 109708-133641 | - | Jun 25, 2024 12:27:31 PM | Consent to Establish (CTE) | Jun 25, 2024 12:28:38 PM | Approved | Approving Authority | 0/30 days | On time | Actions |

Figure 30. Issue Provisional approval letter

Application Submitted

- 2) Approving Authority will review the provisional approval letter and forward to the AEE/AE. The AEE/AE can review the status of the application under **Track your application → Select the CAF from the Dropdown → All 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 | 109708 - 133641 | - | Jun 25, 2024 12:27:31 PM | Consent to Establish (CTE) | Jun 25, 2024 12:28:38 PM | Under Process | AE/AEE | 0/30 days | On time | Actions |

Figure 31. 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**

Track Your Application

Overview of applications

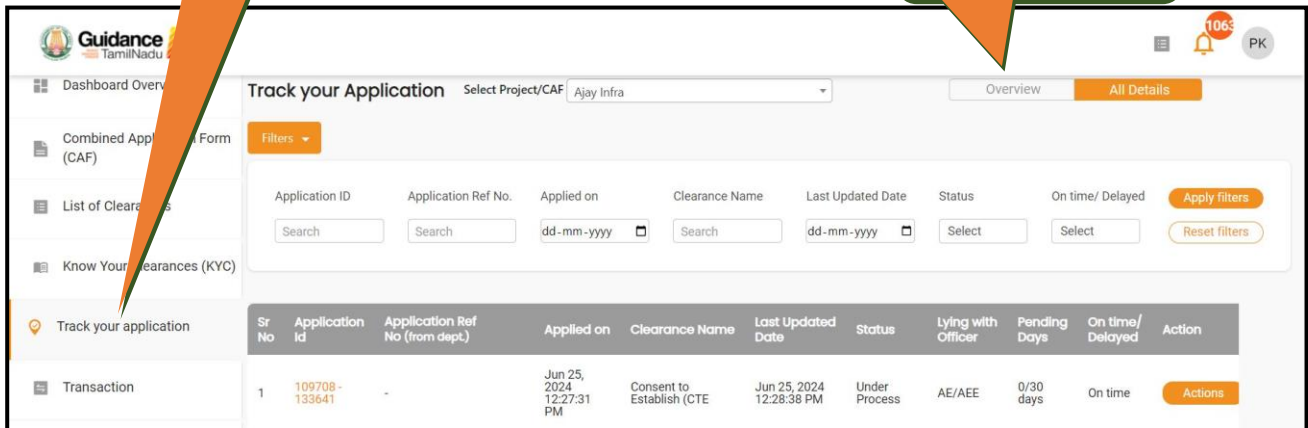


Figure 32. Track Your Application

• **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

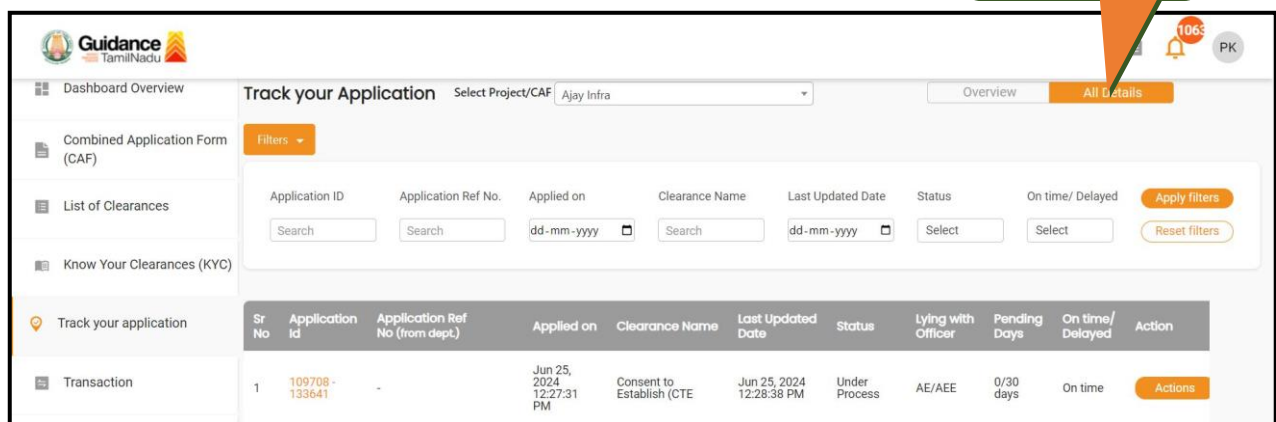
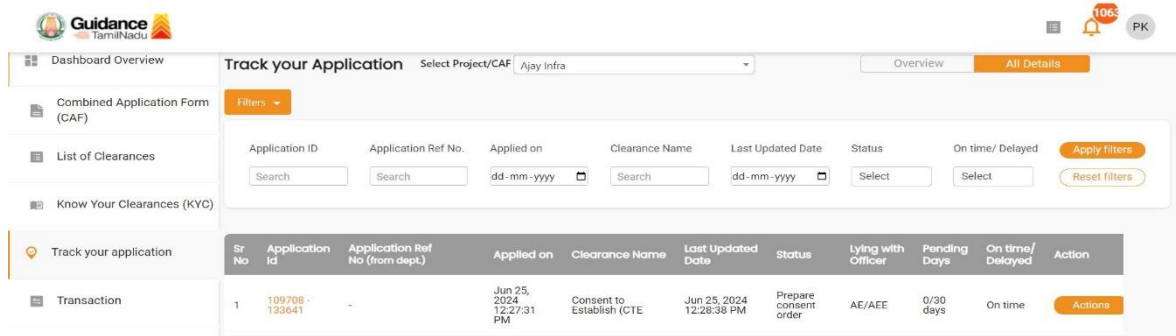


Figure 33. ‘All Details’ tab

Prepare Consent Order

AEE/AE scrutinize the application. If the produced Documents and details are satisfactory, AEE/AE will Prepare and generate consent order and forward to the Issuing Authority.

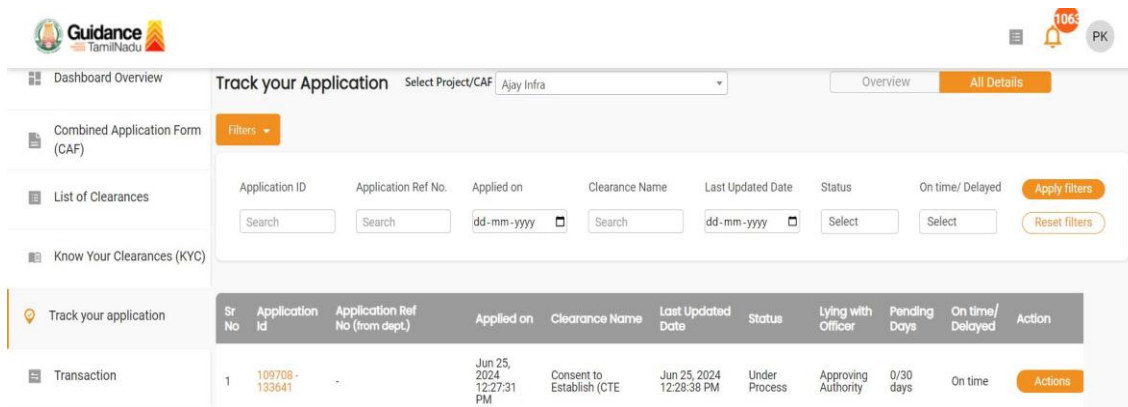


| Sr No | Application Id | Application Ref No (from dept.) | Applied on | Clearance Name | Last Updated Date | Status | Lying with Officer | Pending Days | On time/ Delayed | Action |
|-------|----------------|---------------------------------|--------------------------|----------------------------|--------------------------|-----------------------|--------------------|--------------|------------------|---------|
| 1 | 109708-133641 | - | Jun 25, 2024 12:27:31 PM | Consent to Establish (CTE) | Jun 25, 2024 12:28:38 PM | Prepare consent order | AE/AEE | 0/30 days | On time | Actions |

Figure 34. 'Prepare consent order'

Application Submitted

- The Issuing Authority Approve Consent Order with Digital Signature and Forward Consent Order to Applicant. The applicant can review the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All 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 | 109708-133641 | - | Jun 25, 2024 12:27:31 PM | Consent to Establish (CTE) | Jun 25, 2024 12:28:38 PM | Under Process | Approving Authority | 0/30 days | On time | Actions |

Figure 35. Under Process

11. Application Processing

- 1) The Approving Authority scrutinizes and reviews the application and updates the status as **“Approved or Rejected”**

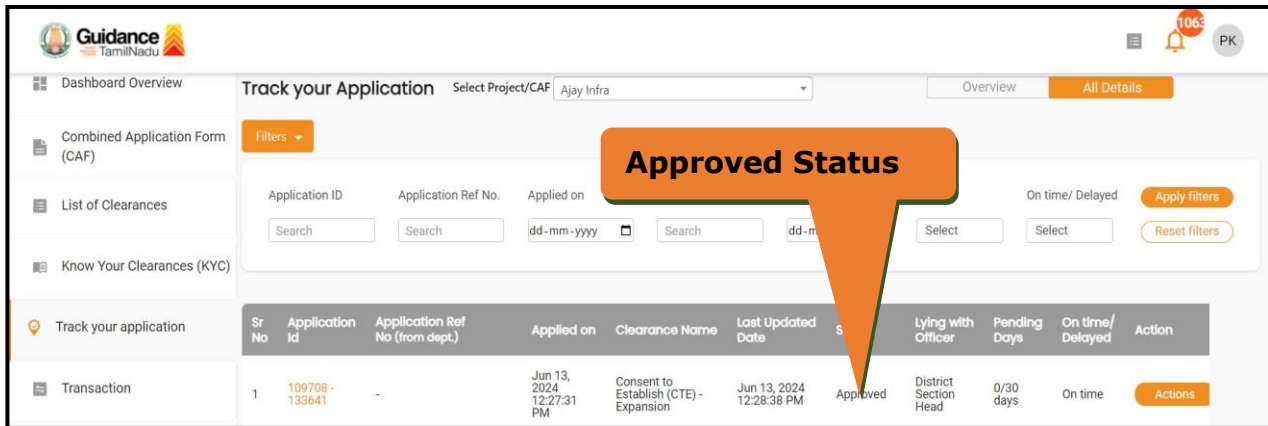


Figure 36. Application Processed

- 2) If the application is **‘Approved’** by the Approving Authority, the applicant can download the Approval Certificate under **Track your application –> Action button -> Download Certificate** (Refer Figure 37)

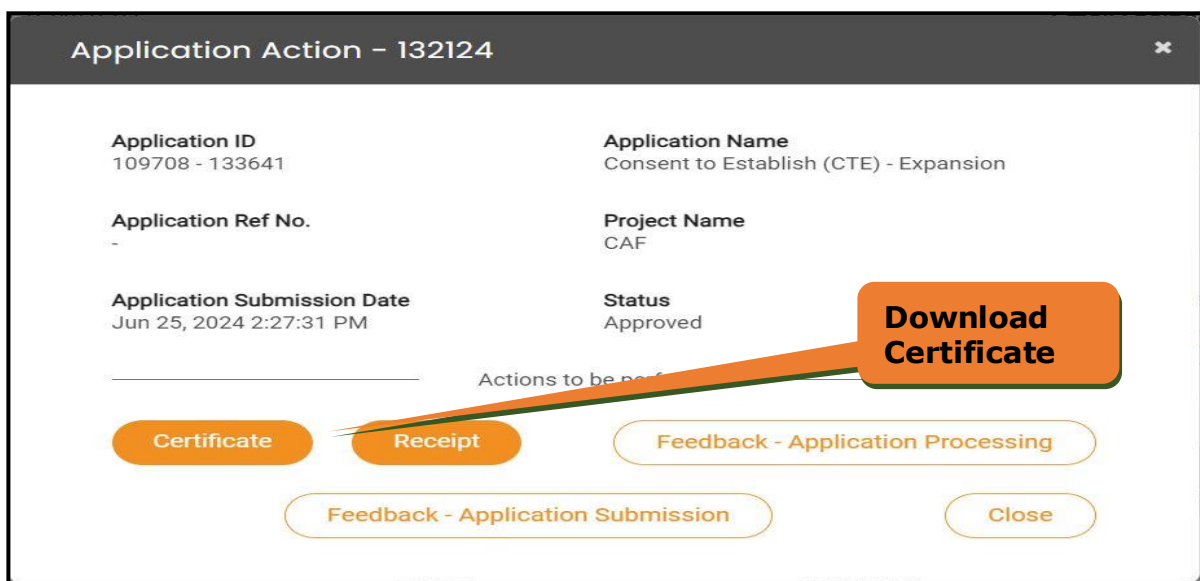
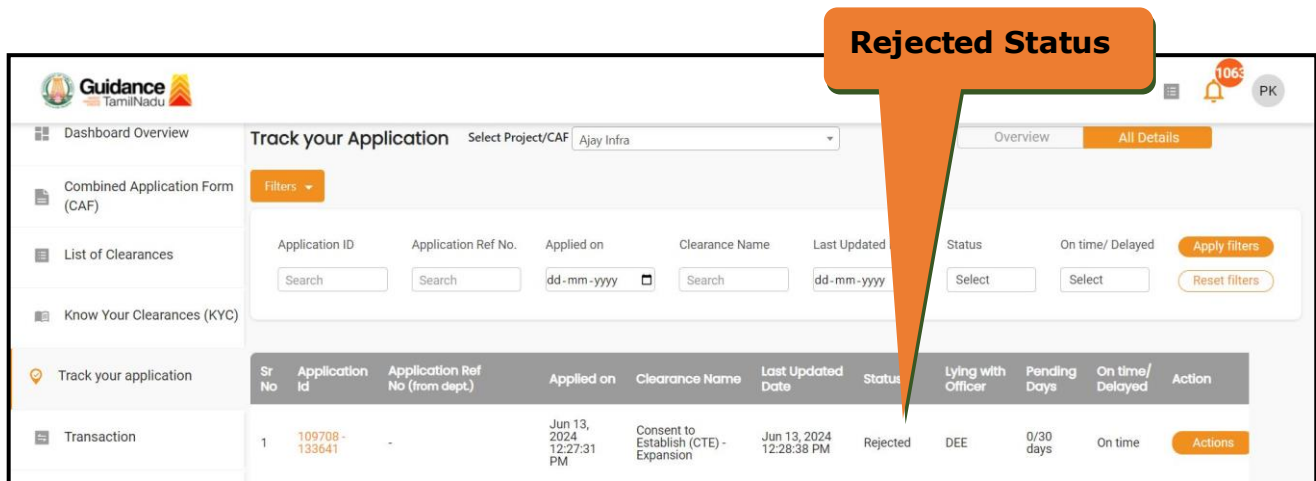


Figure 37. Download Certificate

3) If the application is '**Rejected**' by the District Environmental Engineer, the applicant can view the rejection remarks under the Actions Tab by the department. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 38)



The screenshot shows a web application interface for tracking applications. The main heading is 'Track your Application' with a dropdown menu for 'Select Project/CAF' set to 'Ajay Infra'. Below this is a filter section with search boxes for 'Application ID', 'Application Ref No.', 'Applied on', and 'Clearance Name', along with 'Status' and 'On time/ Delayed' dropdowns. A table below displays 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 | 109708 - 133641 | - | Jun 13, 2024 12:27:31 PM | Consent to Establish (CTE) - Expansion | Jun 13, 2024 12:28:38 PM | Rejected | DEE | 0/30 days | On time | Actions |

Figure 38. Rejected Status

