

## **TAMILNADU SINGLE WINDOW PORTAL**

## **APPLICANT MANUAL**

**Consent to Operate (CTO)** 

# **Tamil Nadu Pollution Control Board**





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## 1. Home Page

- The journey of the new applicant starts with Tamil Nadu Single Window Portal (TNSWP) homepage that can be accessed through <a href="https://tnswp.com">https://tnswp.com</a> 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.

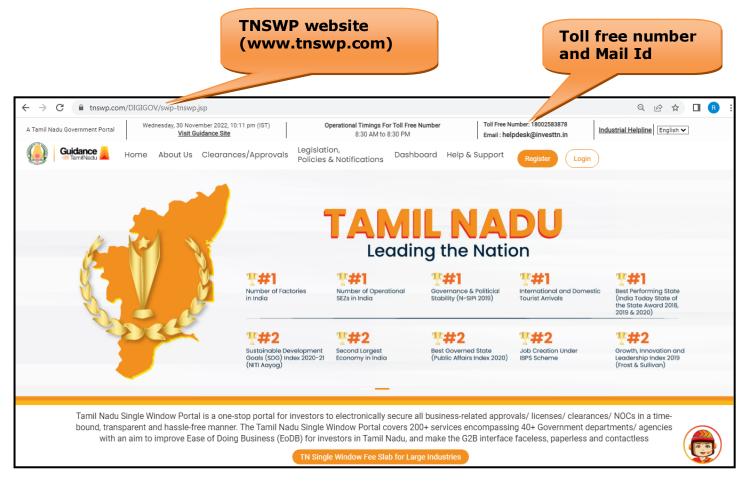


Figure 1. Single Window Portal Home Page



## 2. Registration

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



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 igives a brief description about the fields when the applicant hovers the cursor on these icons.



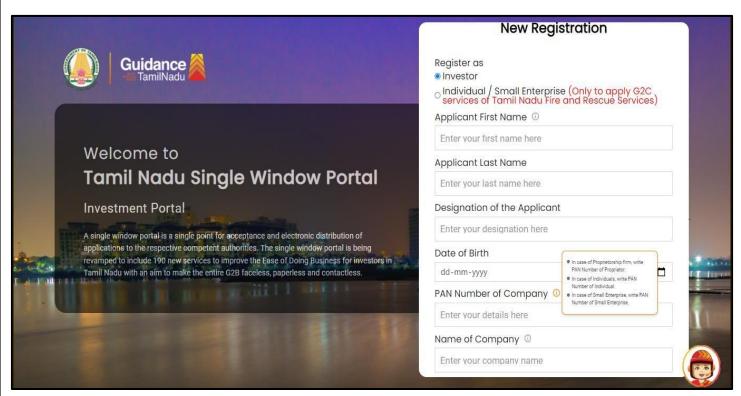
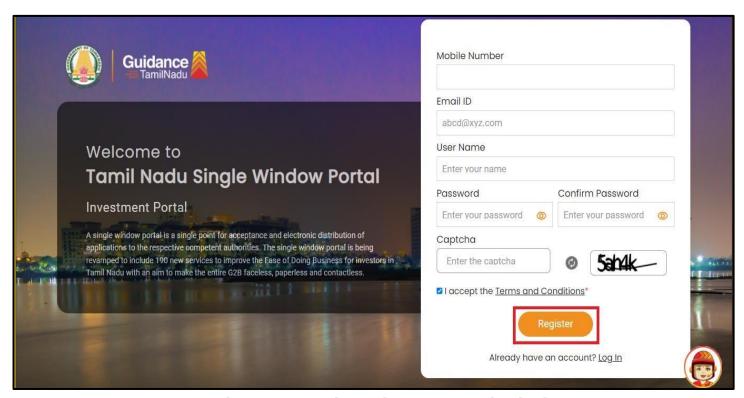


Figure 3. Registration Form



**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.

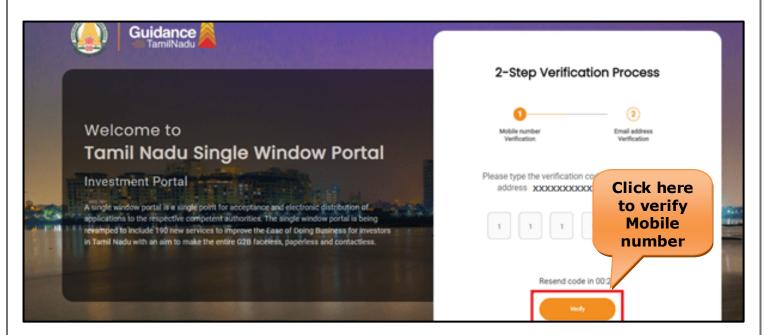


Figure 5. Mobile Number Verification



#### 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.

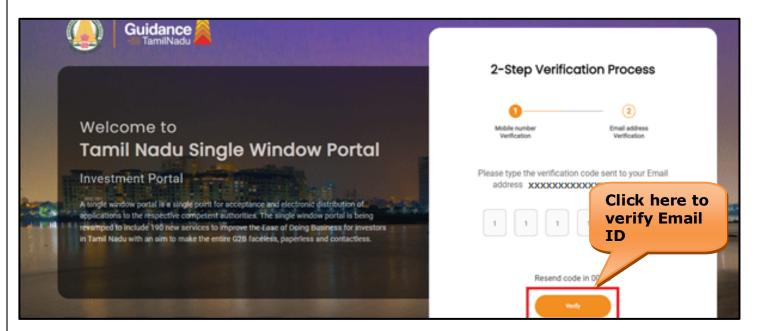


Figure 6. Email ID Verification



- 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.

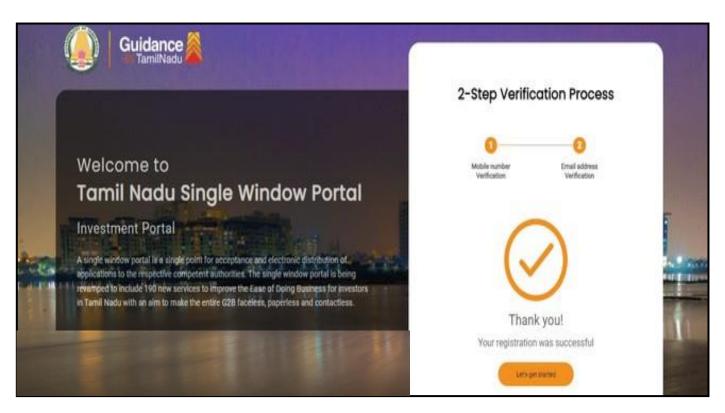


Figure 7. Registration Confirmation Pop-Up



## 4. Login

- 1) The applicant can login to TNSWP with the Username and Password created during the registration process.
- Login to 2) Click on login button to enter TNSWP. **TNSWP** Toll Free Number: 18002583878 Wednesday, 30 November 2022, 10:11 pm (IST)

  <u>Visit Guidance Site</u> Operational Timings For Toll Free Number 8:30 AM to 8:30 PM Industrial Helpline English 🗸 Email: helpdesk@investtn.in Leaislation, Policies & Notifications Dashboard Help & Support Home About Us Clearances/Approvals Leading the Nation **##1 ?#1 ?#1** Number of Factories in India Best Performing State (India Today State of the State Award 2018, 2019 & 2020) Governance & Politicial Stability (N-SIPI 2019) Number of Operational SEZs in India **?#2 7**#2 **?#2** Best Governed State (Public Affairs Index 2020) Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a timebound, 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.

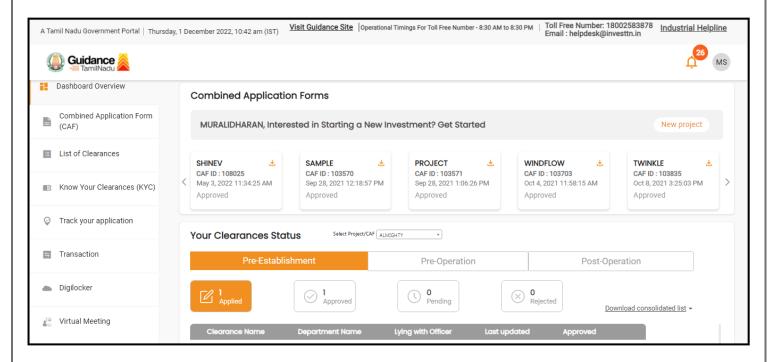


Figure 9. Dashboard Overview



## 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.

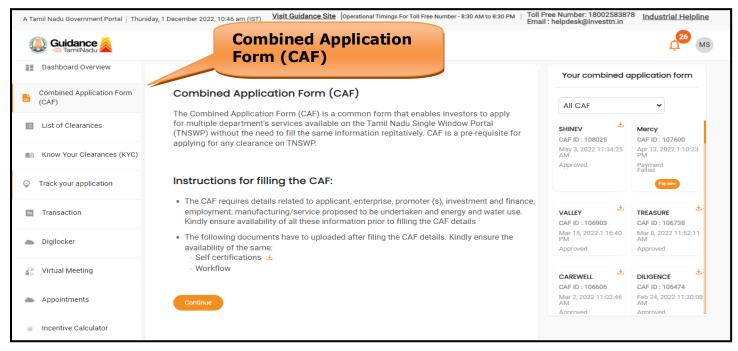


Figure 10. Combined Application Form (CAF)



#### **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).



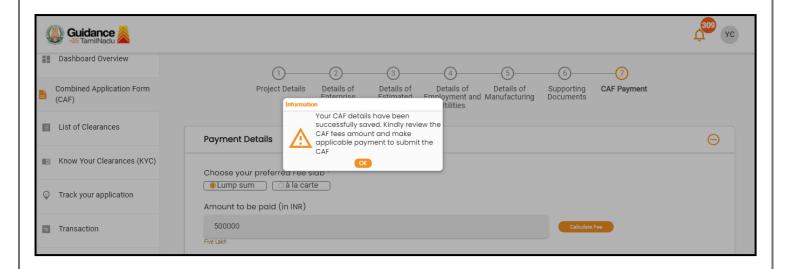


Figure 12. Combined Application Form (CAF) - Confirmation Message

#### Note:

If the applicant belongs to large industry, single window fee would be applicable according to the investment in Plant & Machinery or Turnover amount. <u>Clickhere</u> to access the Single Window Fee Slab.



## 7. Apply for Consent to Operate (CTO)

1. Click on "List of Clearances"

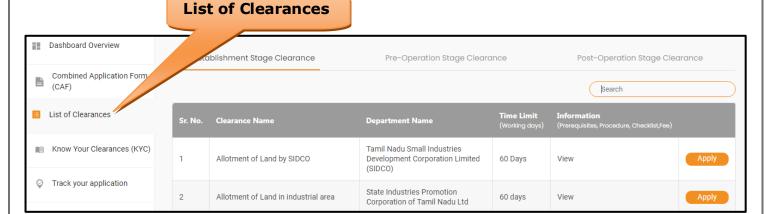


Figure 13. List of Clearances

- 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-Operation Clearance' and find the clearance 'Consent to Operate (CTO)' by using Search option as shown in the figure given

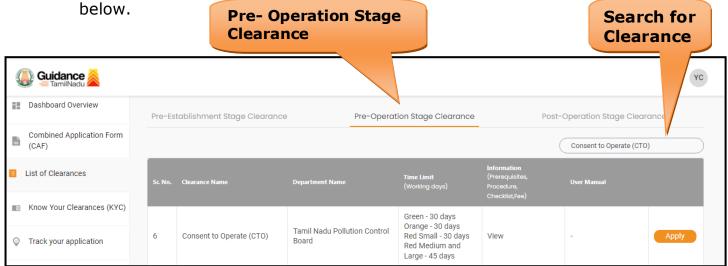


Figure 14. Search for Clearance



- 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.

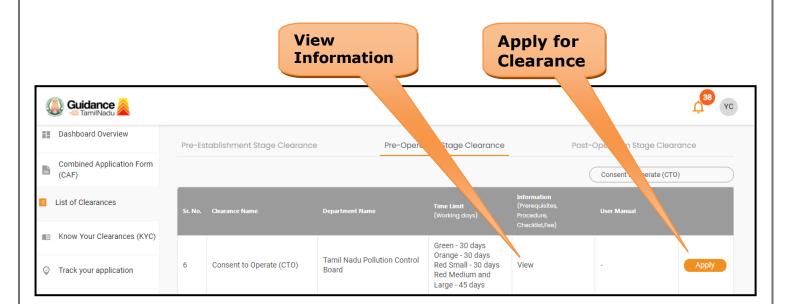


Figure 15. Apply for Clearance



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

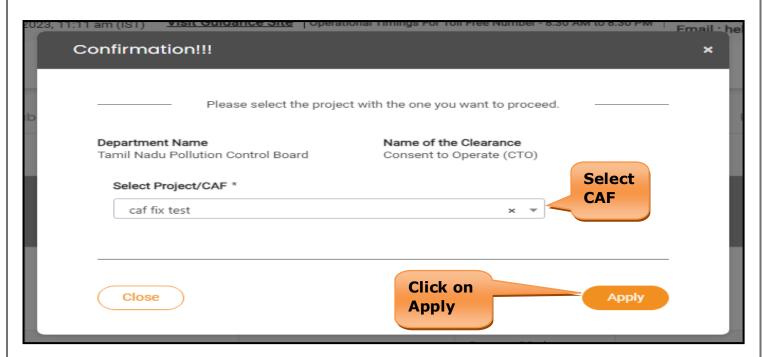


Figure 16. Project/CAF

2) Click on the Apply button and the Page will get redirected to Registration for CTO and Renewal.

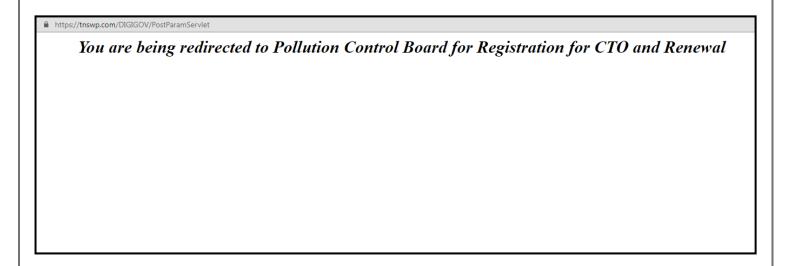


Figure 17. Redirecting to Registration for CTO and Renewal



3) Enter all the mandatory details in the application for Consent to Operate (CTO). On clicking Apply button user will be redirected to Department's portal Online Consent Management & Monitoring System. Applicant will fill the application form for Consent to Operate by uploading necessary Supporting Documents along with necessary fees and apply in TNPCB web Portal.

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 Cont	act Us	Help Desk
The Pollution Control Board has been established as a regulatory authority for implementing various pollution control laws. The board is 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 no	t registred with this name, distric	ct , address and car no.			
		INDUSTRY ®				
Send us your feedback		Fields marked * are mandatory				
and suggestions		Industry Details Occupier I	Details			
	2	Industry Name *:	liuytr	(max 250 characters)		
		Industry Location-Postal Address *:	11, lkjht, llkjyht, oiuytr, Katpadi			
		Pin Code*:	632007			
		Revenue District:*				
			Not Selected V			
		SF No of the Industry location/Plot No in case of Govt Industrial Estates:				
			[N.O.L. o. L.			
		Local Body Type:*				
		Local Body:*	Not Selected ✓			
		Industry Type:*	Not Selected *	~		
		Industry Type:				
		*:	Coperational -			
		Date of Commissioning :*:		e.g. dd/mm/yyyy		
		Industry Registration/License No.:		char)		
		Latest Gross fixed Assets-cost with out Depreciation(Rs in Lakhs)	Ac On 1 17/08/	/2023		
		Plant & Machinery cost without Depreciation(Rs in Lakhs)*:		/2023		
		Scale of Industry *:				
		Ownership of Industry:				
		Landline Phone Number with code :				
		Fax No. With Code:				
		e-mail Address :	lkafk@gmail.com e.g. xyz	@abc.com		
		Jurisdiction Office:				



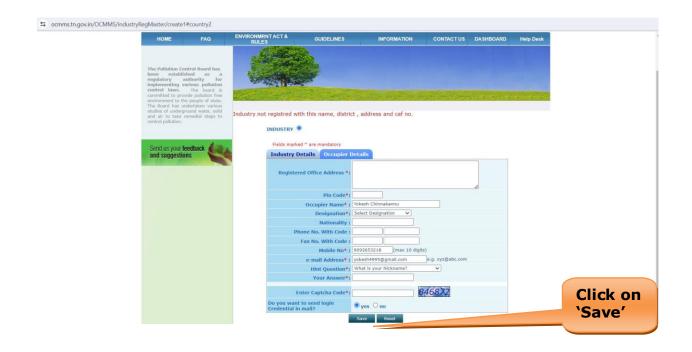


Figure 18. TNPCB Portal

## **Application Submitted**

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

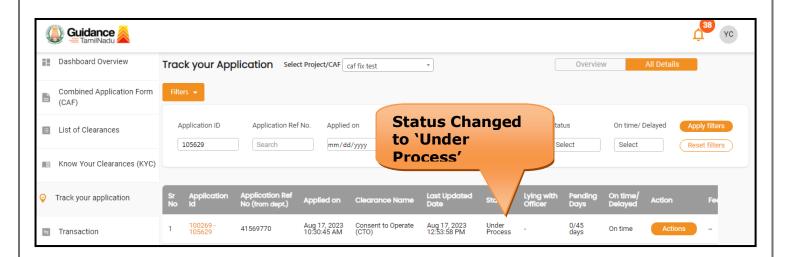


Figure 19. Under Process



#### **Payment Process**

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

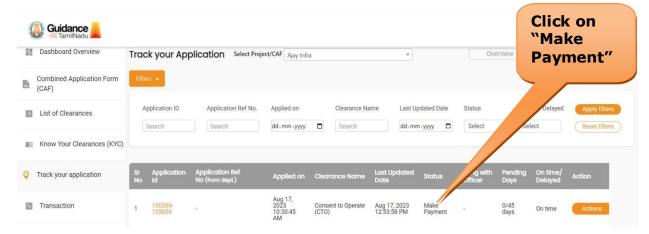


Figure 20. Make Payment

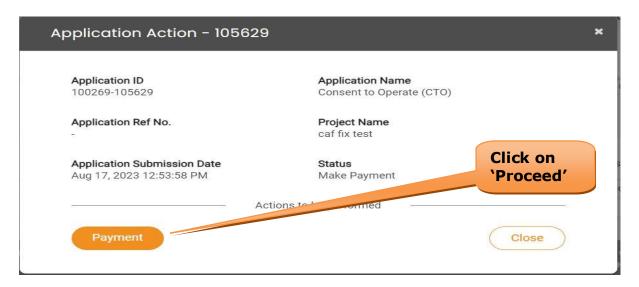


Figure 21. Click on 'Proceed'



#### **Application Submitted**

The applicant has completed the application form, 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** 



Figure 22. Status of the Application

## 8. 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



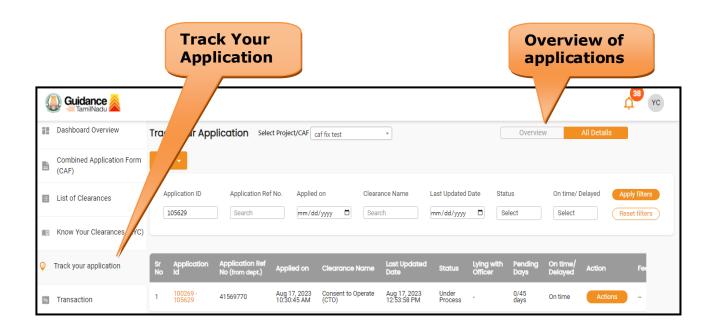


Figure 23. Track Your Application

#### 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



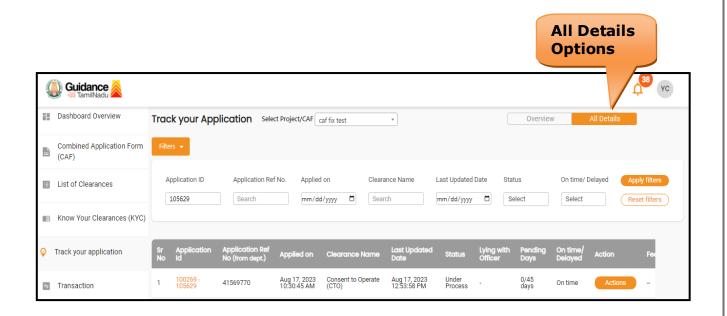


Figure 24. 'All Details' tab

## 9. Inspection Schedule

- The Inspecting Authority of Tamil Nadu Pollution Control Board schedules the date of appointment for inspection to be done for the specified institution.
- 2) After the Inspection gets completed, the Inspecting Authority submits the Inspection report.
- 3) The Applicant has the provision to view the Scheduled Inspection details

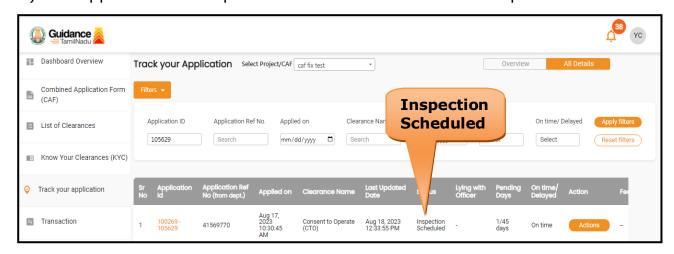


Figure 25. Inspection Scheduled



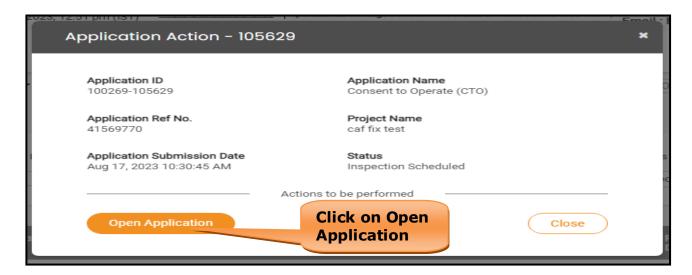


Figure 26. Open Application

## 10. Query Clarification

- 1) After submitting the application to the District Environmental Engineer of Tamil Nadu Pollution Control Board, District Environmental Engineer reviews the application and if there are any clarifications required, the concerned officer 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.



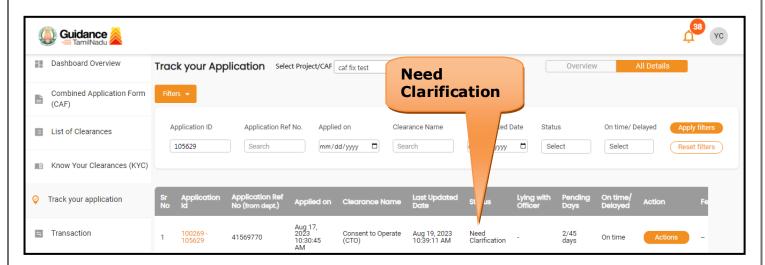


Figure 27. Need Clarification

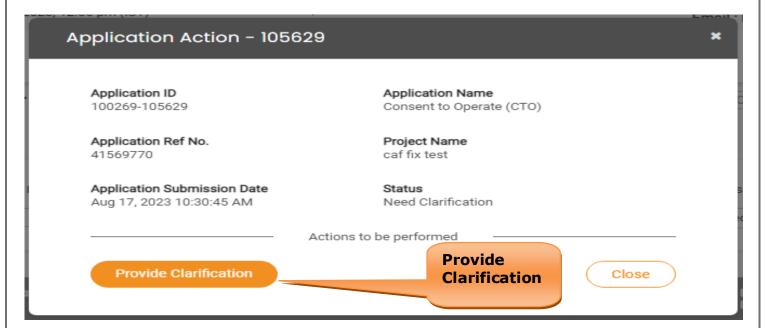


Figure 28. Provide Clarification

- 5) The Applicant clicks on **'Provide Clarification'** button and responds to the Query.
- 6) The Application gets Resubmitted to the department after the query has been addressed by the Applicant.
- 7) The Status of the application changes from 'Need clarification' to **'Under Process'** after the Applicant submits the query.



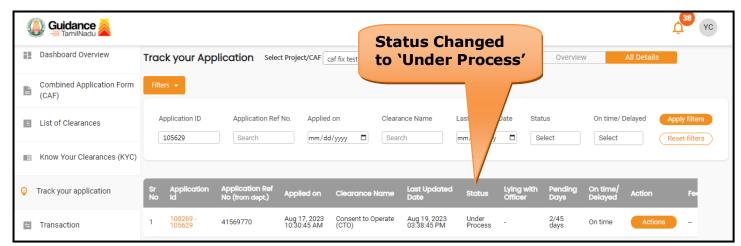


Figure 29. Under Process

## **Issue Provisional approval letter**

1) Scrutinize the application will generate and provide the provisional approval letter for Approving Authority and forward the application to AEE/AE

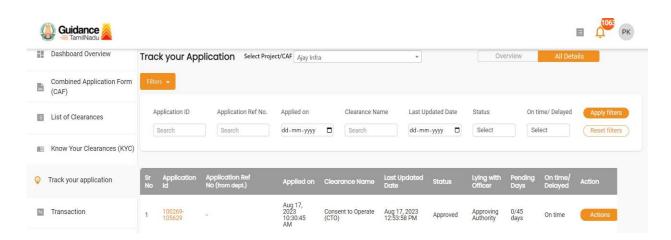


Figure 30. Issue Provisional approval letter

## **Application Submitted**

2) The Approving Authority will review the provisional approval letter and forward to the AEE/AE. The AEE/AE could review the status of the



# application under Track your application → Select the CAF from the Dropdown → All details

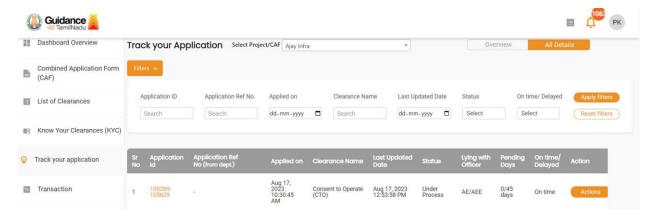


Figure 31. Under Process

## **Prepare Consent Order**

The AEE/AE scrutinizes the application. If the provided documents and details are satisfactory, AEE/AE will Prepare and generate consent order and forwards it to the Approving Authority.

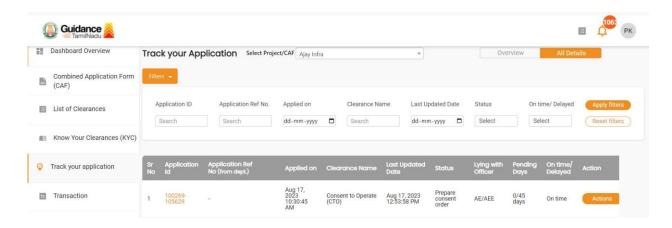


Figure 32. 'Prepare consent order'



## 11. Application Processing

1) The Approving Authority scrutinizes and reviews the application and updates the status as "Approved or Rejected"



Figure 33. Application Processed

2) If the application is 'Approved' by the Approving Authority of Tamil Nadu Pollution Control Board, the applicant can download the Certificate under Track your application - > Action button -> Download Certificate (Refer Figure 34)

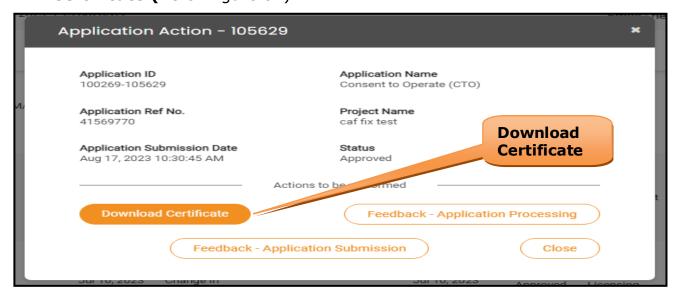


Figure 34. Download Certificate



3) If the application is '**Rejected**' by the, the applicant can view the rejection remarks under the Actions Tab by the District Environmental Engineer. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 35)

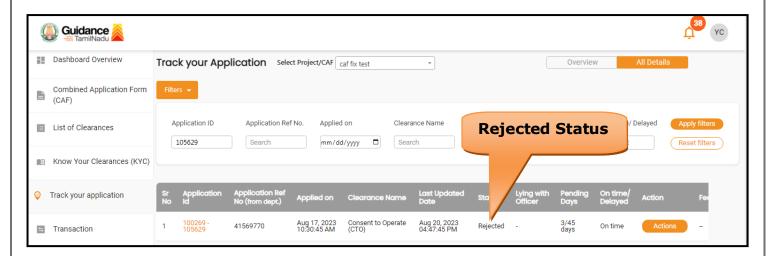


Figure 35. Rejected Status

