



# **TAMILNADU SINGLE WINDOW PORTAL**

## **APPLICANT MANUAL**

**Consent to Establish (CTE) - Extension  
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 homepage of the Tamil Nadu Single Window Portal (TNSWP). The page features a navigation menu with links for Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, and Help & Support. There are also buttons for Register and Login. The main content area displays the Tamil Nadu state emblem and the text "TAMIL NADU Leading the Nation". Below this, there are several award highlights:

#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)

At the bottom, there is a text block describing the portal as 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 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 small icon of a person wearing a hard hat is visible in the bottom right corner.

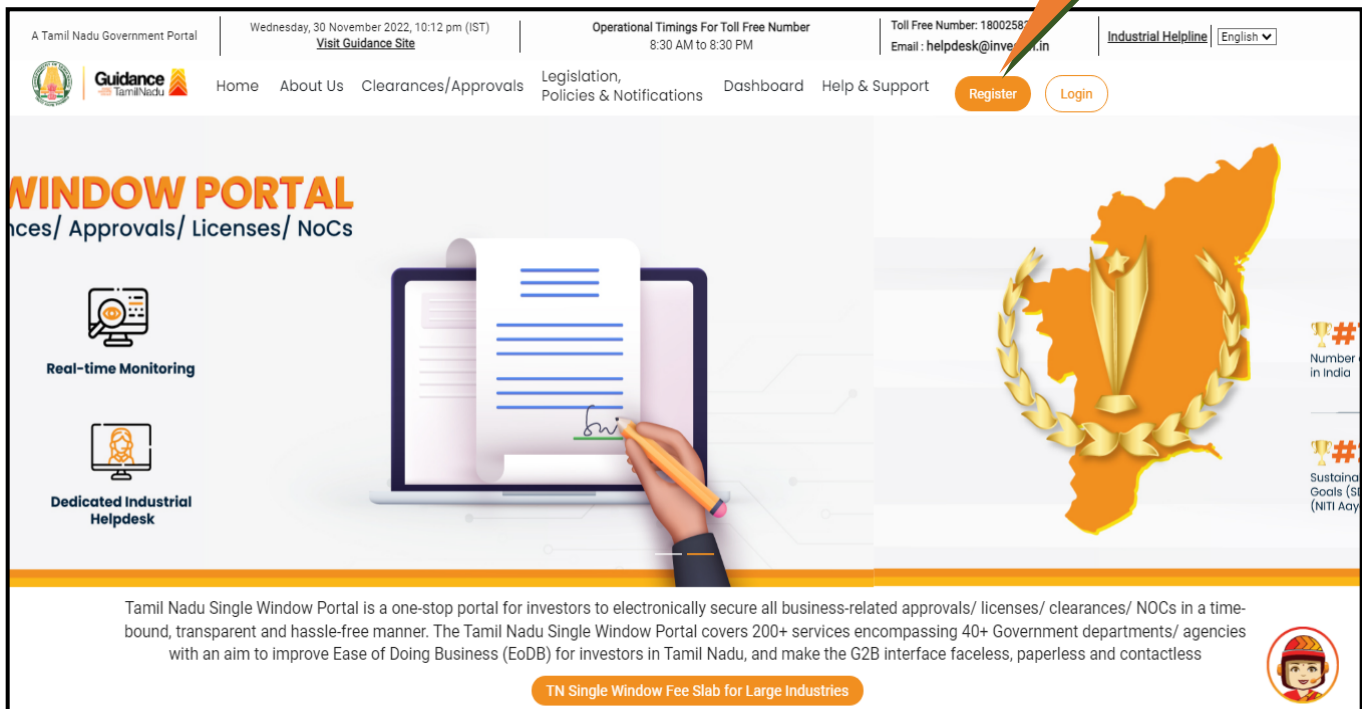
**Figure 1. Single Window Portal Home Page**

## 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.



**Guidance**  
TamilNadu

### 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  

- 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.


PAN Number of Company

Name of Company

**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.

**Figure 3. Registration Form**




**Guidance**  
TamilNadu

Mobile Number

Email ID

User Name

Password  Confirm Password

Captcha  

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

**Register**

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

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

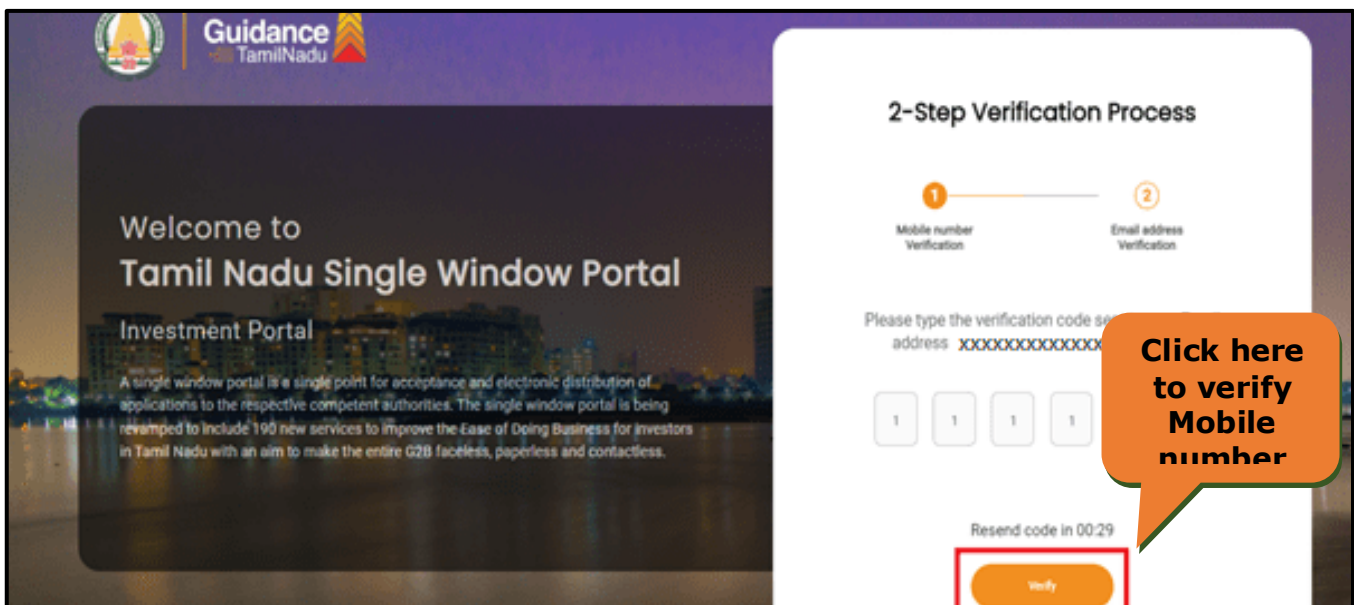
A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the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

**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.

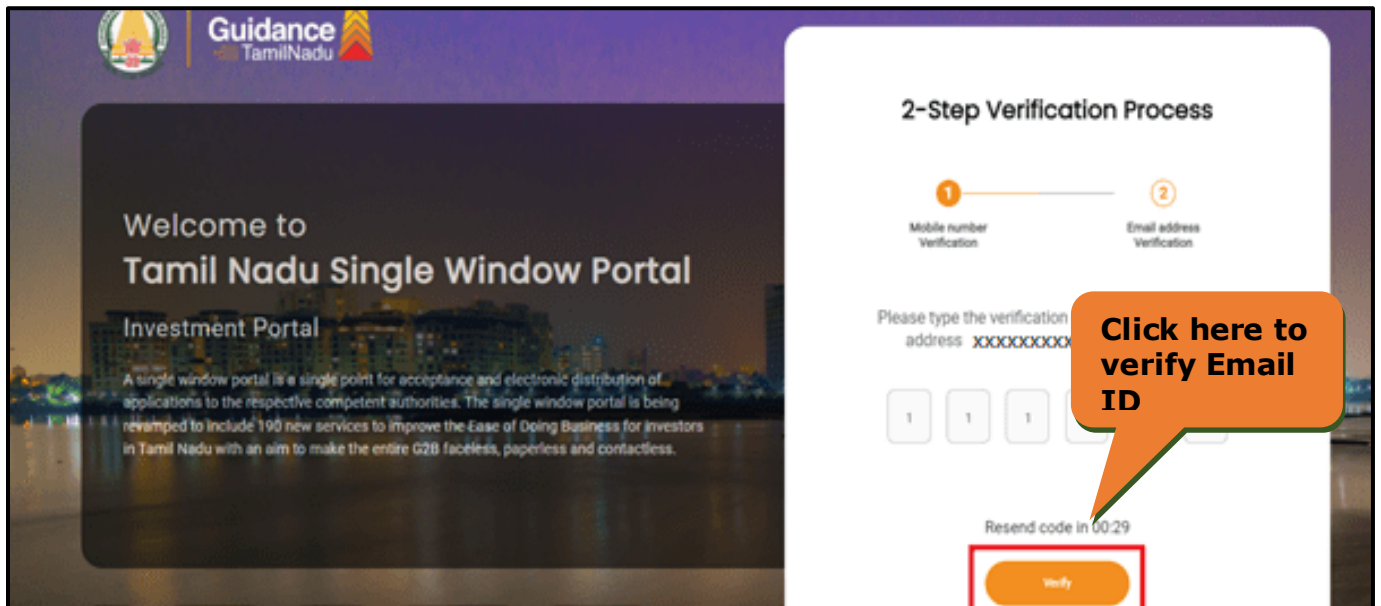


**Figure 5. Mobile Number Verification**



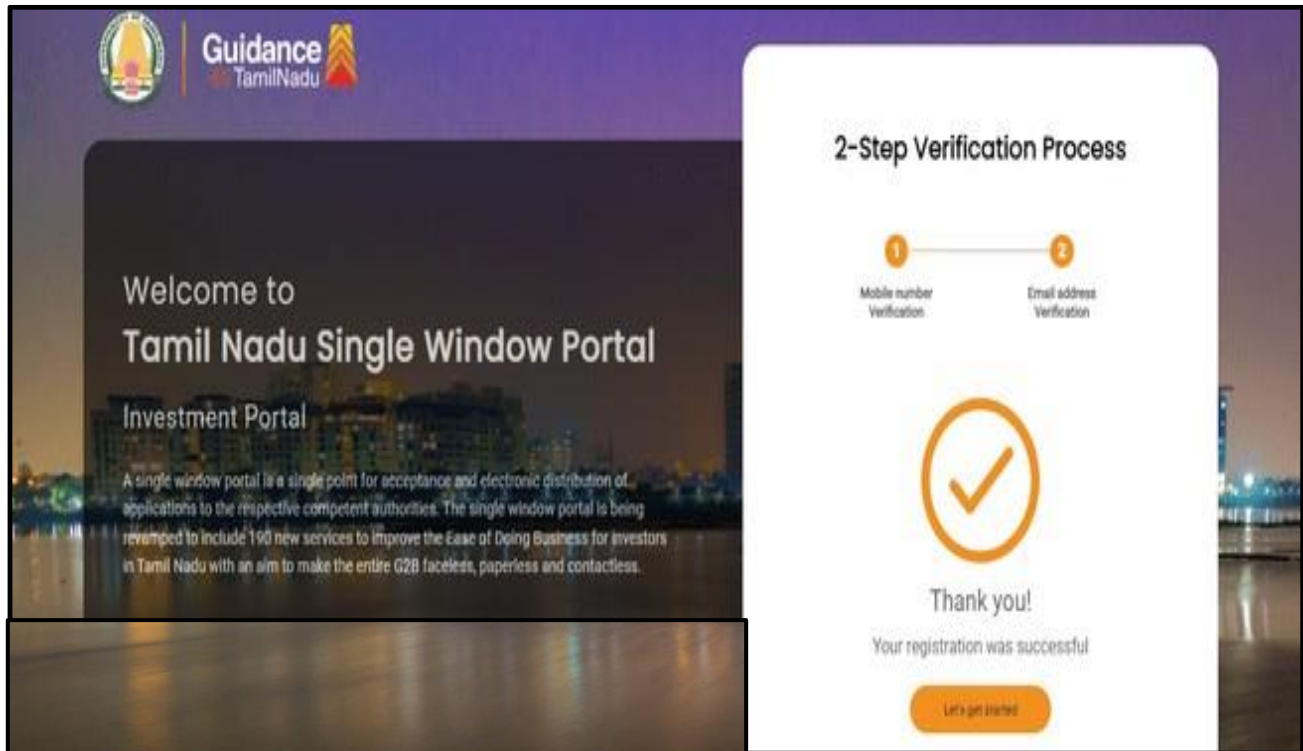
- **Email ID Verification**

- 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.

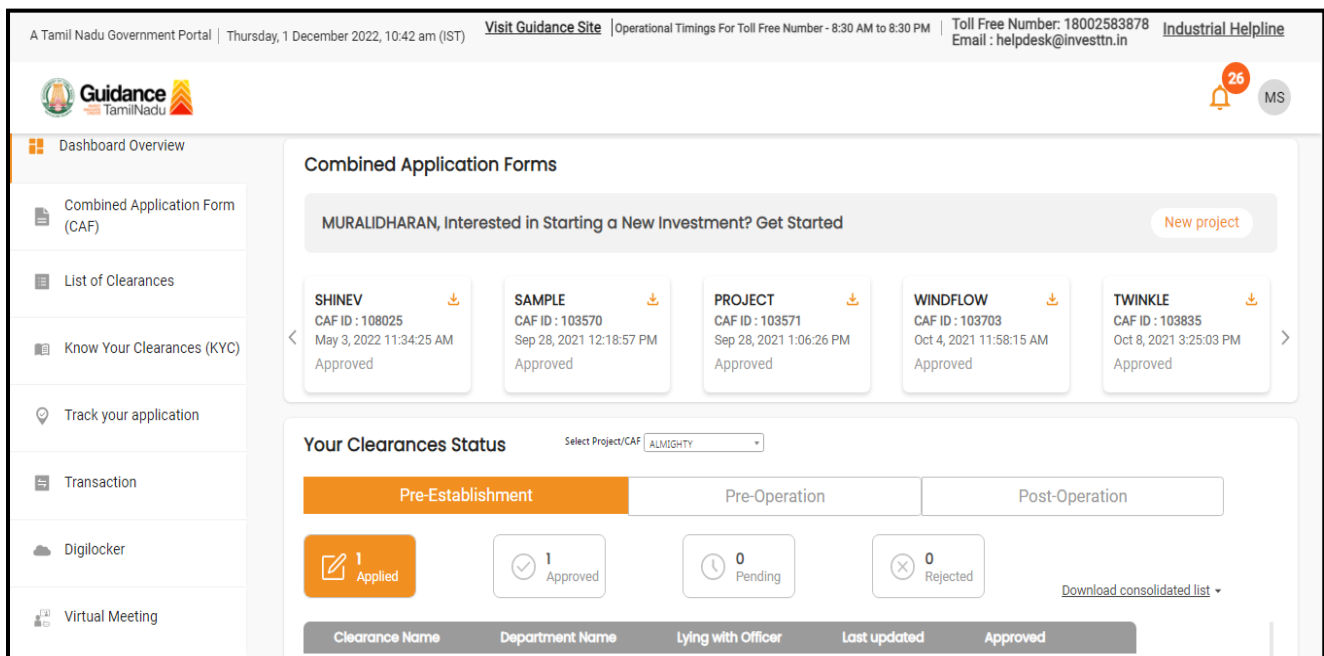
**Login to TNSWP**



**Figure 8. Login**

## 5. Dashboard Overview

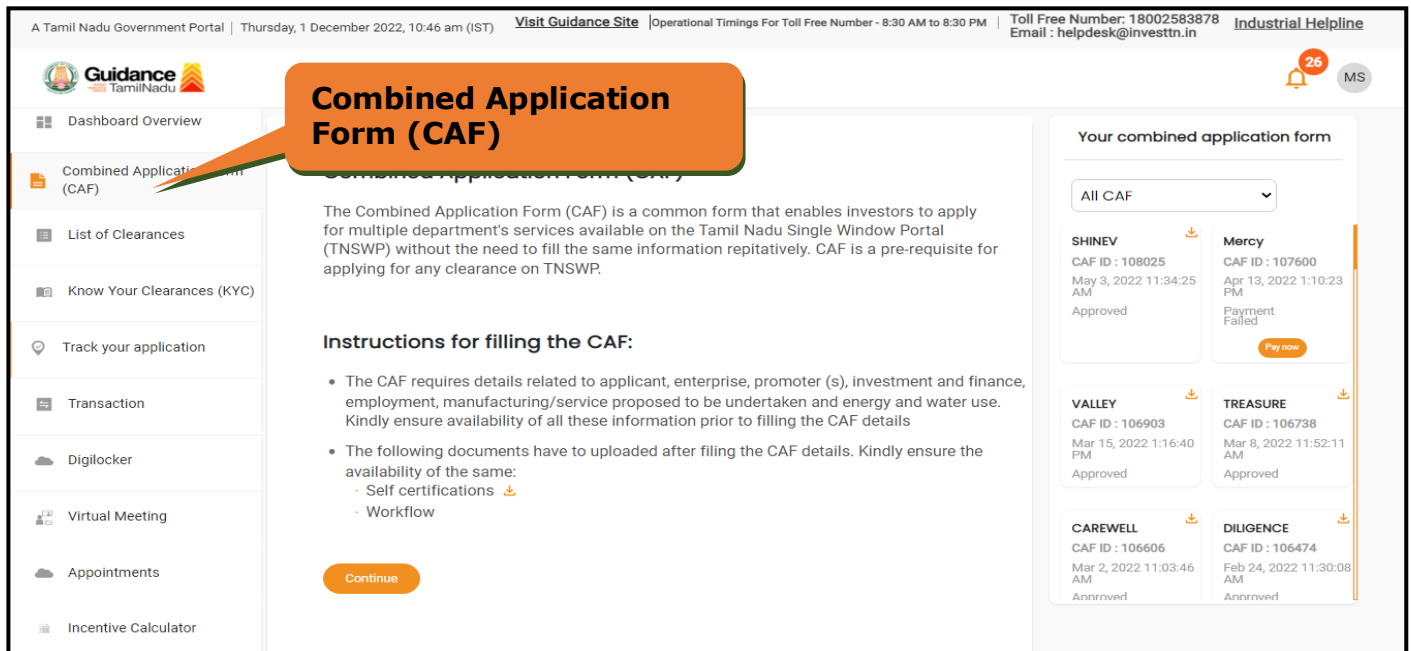
- 1) When the Applicant logs into TNSWP, the dashboard overview page will appear.
- 2) Dashboard overview is Applicant-friendly interface for the Applicant's easy navigation and to access various functionalities such as Menu bar, Status whether the application is Approved, Pending, Rejected and Data 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.



**Combined Application Form (CAF)**

The Combined Application Form (CAF) is a common form that enables investors to apply for multiple department's services available on the Tamil Nadu Single Window Portal (TNSWP) without the need to fill the same information repeatedly. CAF is a pre-requisite for applying for any clearance on TNSWP.

**Instructions for filling the CAF:**

- The CAF requires details related to applicant, enterprise, promoter (s), investment and finance, employment, manufacturing/service proposed to be undertaken and energy and water use. Kindly ensure availability of all these information prior to filling the CAF details
- The following documents have to be uploaded after filling the CAF details. Kindly ensure the availability of the same:
  - Self certifications
  - Workflow

**Your combined application form**

All CAF	
<b>SHINEV</b> CAF ID : 108025 May 3, 2022 11:34:25 AM Approved	<b>Mercy</b> CAF ID : 107600 Apr 13, 2022 1:10:23 PM Payment Failed <a href="#">Pay now</a>
<b>VALLEY</b> CAF ID : 106903 Mar 15, 2022 1:16:40 PM Approved	<b>TREASURE</b> CAF ID : 106738 Mar 8, 2022 11:52:11 AM Approved
<b>CAREWELL</b> CAF ID : 106606 Mar 2, 2022 11:03:46 AM Approved	<b>DILIGENCE</b> CAF ID : 106474 Feb 24, 2022 11:30:08 AM Approved

**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:**

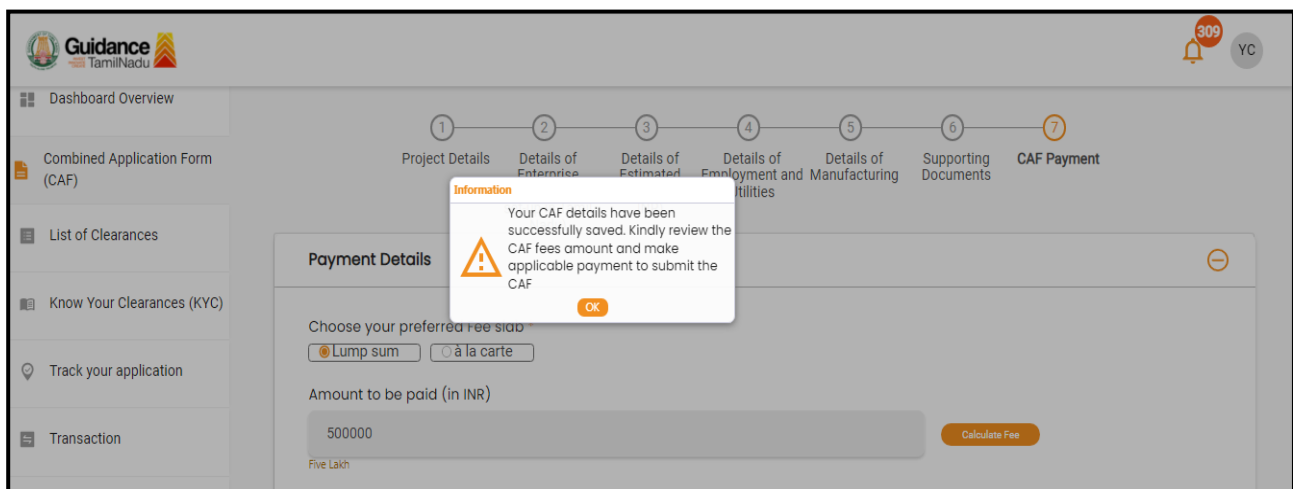
- Download the template.
- Prepare the self-certification documents as per the instructions given in the template and upload.

- **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**

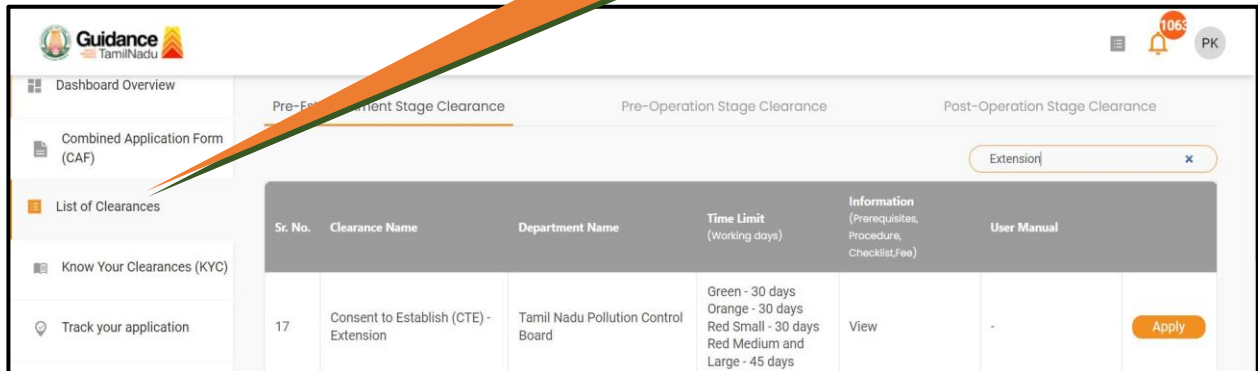
**Note:**

*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 Consent to Establish (CTE) - Extension

Click on "List of Clearances"

List of Clearances



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

**Figure 13. List of Clearances**

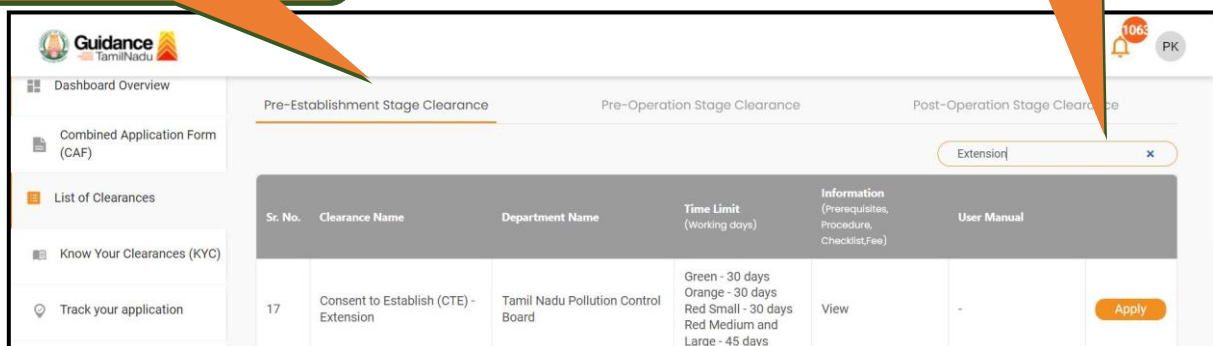
1. The list of clearances is segregated into three stages.

- **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) - Extension' by using Search option as shown in the figure given below.

Pre- Establishment Stage Clearance

Search for Clearance



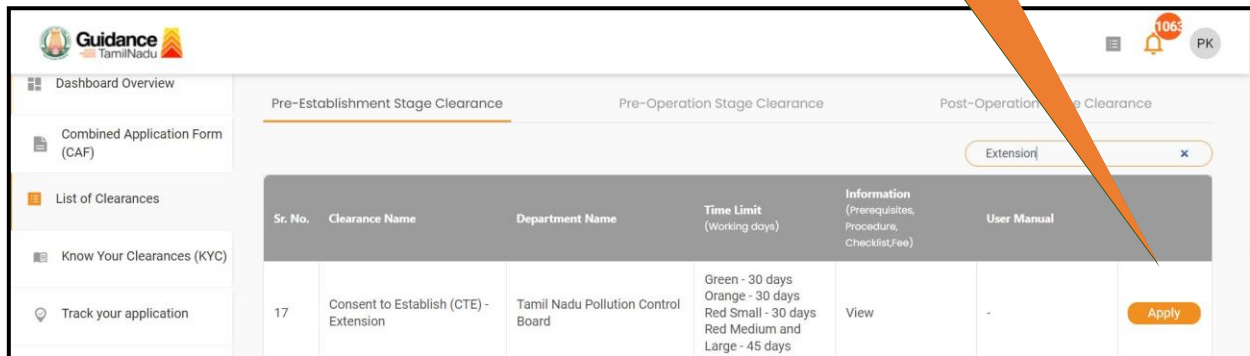
Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
17	Consent to Establish (CTE) - Extension	Tamil Nadu Pollution Control Board	Green - 30 days Orange - 30 days Red Small - 30 days Red Medium and Large - 45 days	View	-

**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
17	Consent to Establish (CTE) - Extension	Tamil Nadu Pollution Control Board	Green - 30 days Orange - 30 days Red Small - 30 days Red Medium and Large - 45 days	View	-

**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) - Extension

**Select Project/CAF \***

CAF 1

Close

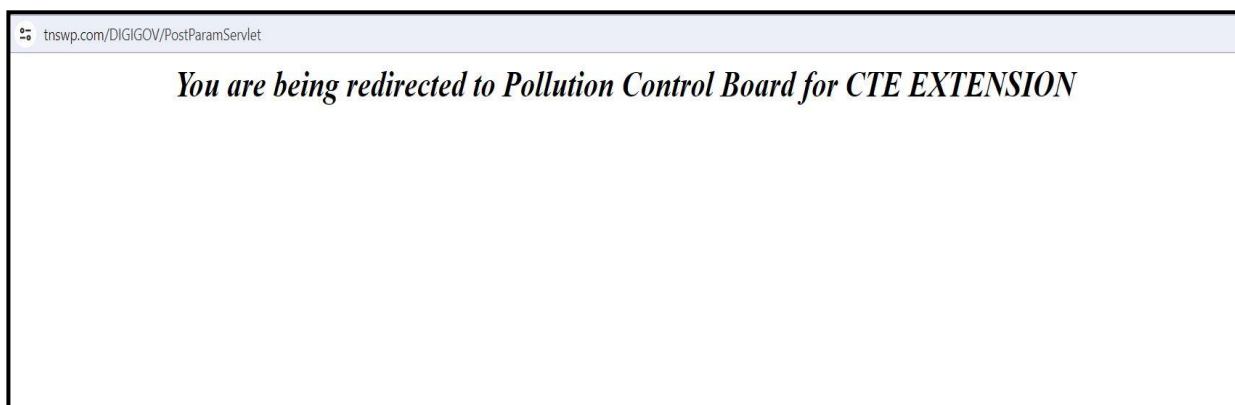
Click on Apply

Apply

Select CAF

**Figure 16. Project/CAF**

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



**Figure 17. Pollution Control Board for Registration for CTE Extension**

3) Enter all the mandatory fields in Consent to Establish (CTE) Extension application. On clicking the apply button, the user would be redirected to the 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 submit an application in TNPCB web Portal.

The screenshot displays the 'Online Consent Management & Monitoring System' web portal. The header includes the Tamil Nadu State Pollution Control Board logo and the Ministry of Environment, Forest and Climate Change, Government of India. The navigation menu contains: Home, FAQs, Environment Act & Rules, Guidelines, Notices, Contact Us, and Help Desk. A central banner shows a tree on a green hill. Below the banner, a message reads: "Industry not registered with this name, district, address and caf no." The main content area is titled "INDUSTRY" and contains a form with two tabs: "Industry Details" and "Occupier Details". The "Industry Details" tab is active, showing various input fields for industry information. A note states "Fields marked \* are mandatory". The form includes fields for Industry Name, Location-Postal Address, Pin Code, Revenue District, Taluk, Village, SF No of the Industry location/Plot No in case of Govt Industrial Estates, Local Body Type, Local Body, Category, Industry Type, Industry Status, Date of Commissioning, Industry Registration/License No., Latest Gross fixed Assets-cost with out Depreciation(Rs in Lakhs), Plant & Machinery cost without Depreciation(Rs in Lakhs), Scale of Industry, Ownership of Industry, Landline Phone Number with code, Fax No. With Code, e-mail Address, and Jurisdiction Office. At the bottom of the form are "Save" and "Reset" buttons.

**Figure 18. Consent to Establish (CTE) Extension**

### Application Submitted

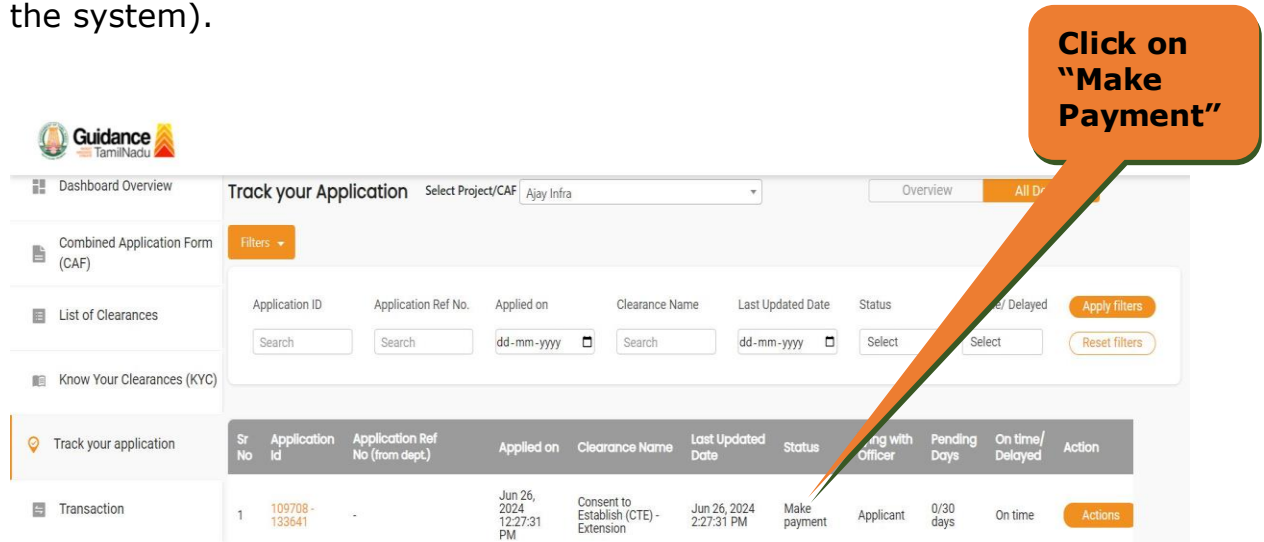
- 1) The applicant has completed the application form. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details.**

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 26, 2024 12:27:31 PM	Consent to Establish (CTE) - Extension	Jun 26, 2024 2:27:31 PM	Under Process	Applicant	0/30 days	On time	Actions

**Figure 19. Under Process**

## Payment Process

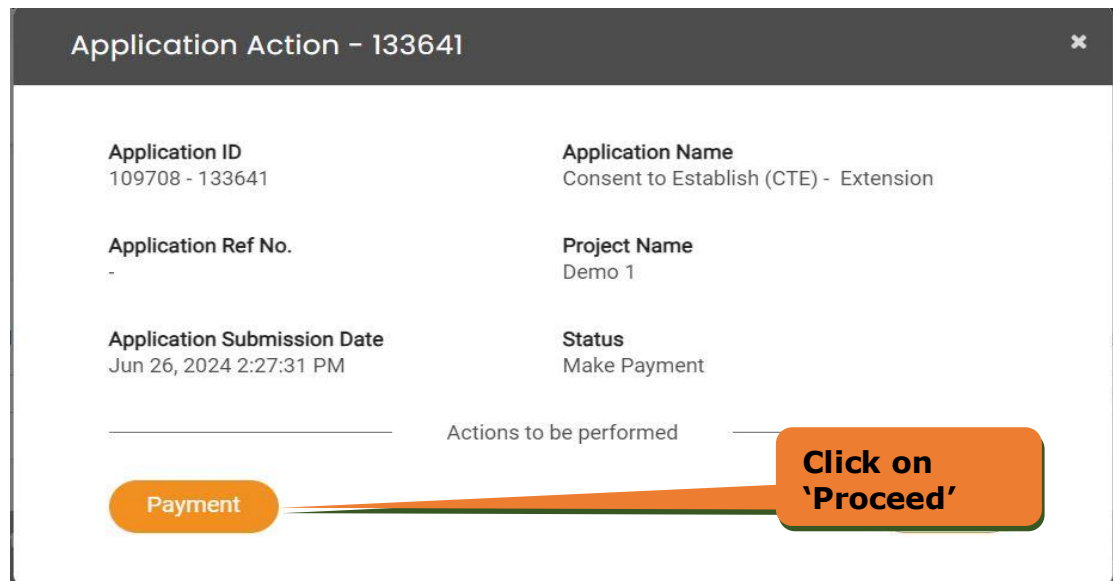
- The applicant will pay the requested fees (Auto generated by the system).



The screenshot shows the 'Track your Application' interface. A callout bubble points to the 'Make Payment' status in the table below.

Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Working with Officer	Pending Days	On time/ Delayed	Action
1	109708 - 133641	-	Jun 26, 2024 12:27:31 PM	Consent to Establish (CTE) - Extension	Jun 26, 2024 2:27:31 PM	Make payment	Applicant	0/30 days	On time	Actions

**Figure 20. Make Payment**



The screenshot shows the 'Application Action - 133641' modal window with the following details:

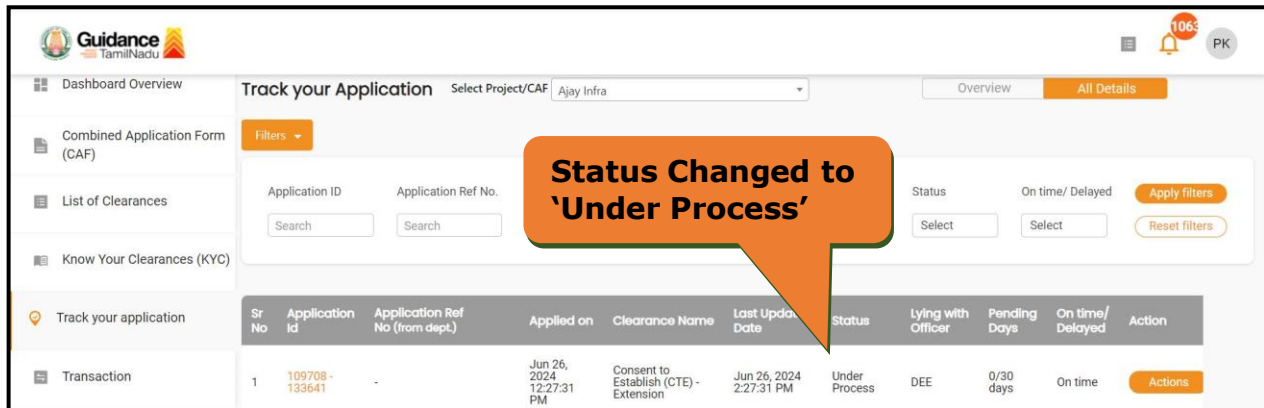
- Application ID:** 109708 - 133641
- Application Name:** Consent to Establish (CTE) - Extension
- Application Ref No.:** -
- Project Name:** Demo 1
- Application Submission Date:** Jun 26, 2024 2:27:31 PM
- Status:** Make Payment

Under the heading 'Actions to be performed', there is a 'Payment' button. A callout bubble points to this button.

**Figure 21. Click on 'Proceed'**

## Application Submitted

After payment is completed, the application gets forwarded to the DEE. The DEE Scrutinizes applications 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' page. A callout box indicates the status has changed to 'Under Process'. The table below shows the application details:

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 26, 2024 12:27:31 PM	Consent to Establish (CTE) - Extension	Jun 26, 2024 2:27:31 PM	Under Process	DEE	0/30 days	On time	Actions

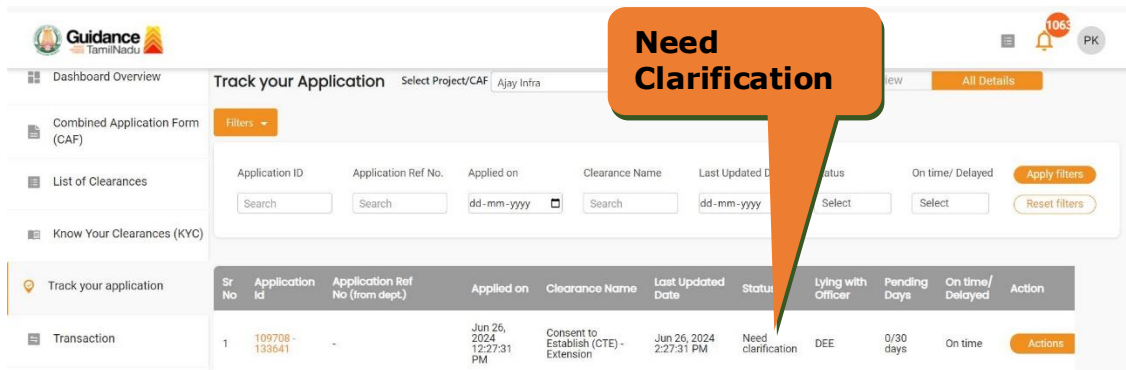
**Figure 22. Status of the Application**

## 8. Query Clarification

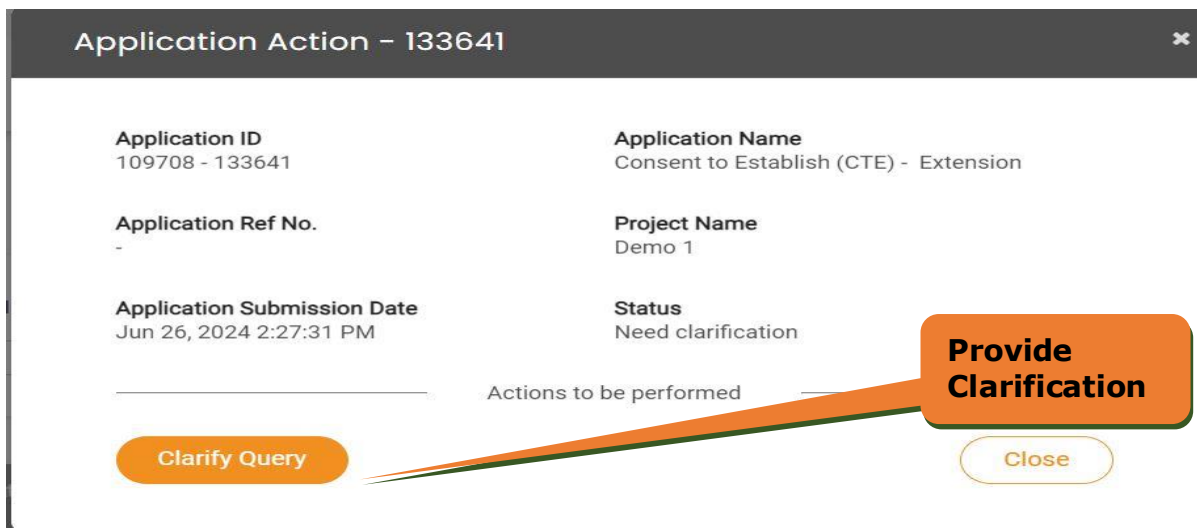
- 1) After submitting the application to the Tamil Nadu Pollution Control Board, the DEE reviews the application and if there are any clarifications required, the DEE would raise a query to the applicant.
- 2) Applicant would receive an alert message through Registered SMS/Email.
- 3) Applicant could 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 23. Need Clarification**

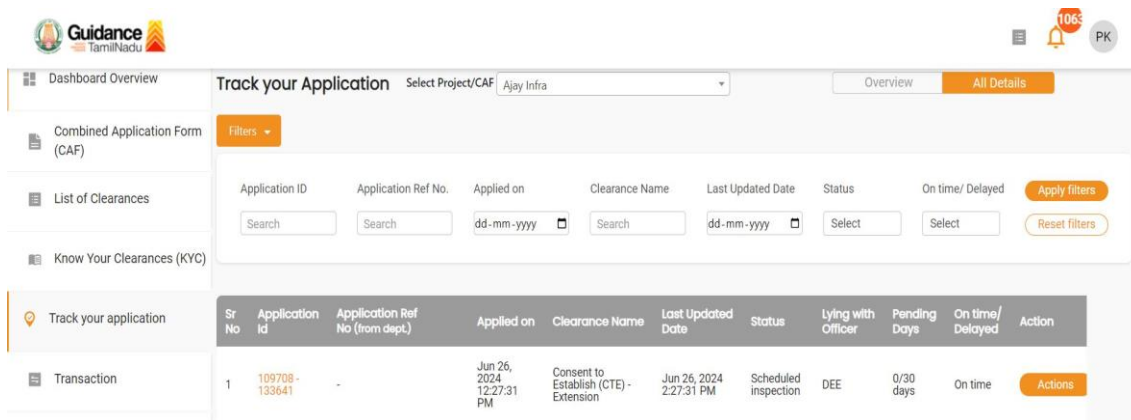


**Figure 24. Provide Clarification**

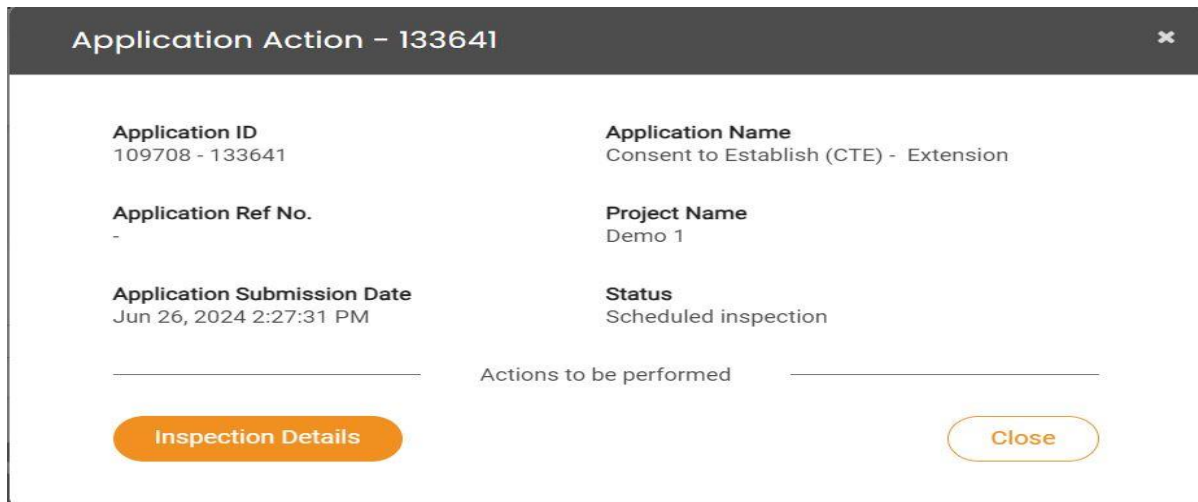
- 5) The Applicant clicks on '**Provide Clarification**' button and responds to the Query.
- 6) The Application gets submitted to the department after the query has been addressed by the Applicant.
- 7) The Status of the application changes from 'Need clarification' to '**Under Process**' after the Applicant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

## 9. Inspection Schedule

- a. The DEE schedules the date of appointment for inspection to be done for the specified institution (Refer Figure 25).
- b. The Inspection date scheduled by the department is intimated to the user (Refer Figure 26).



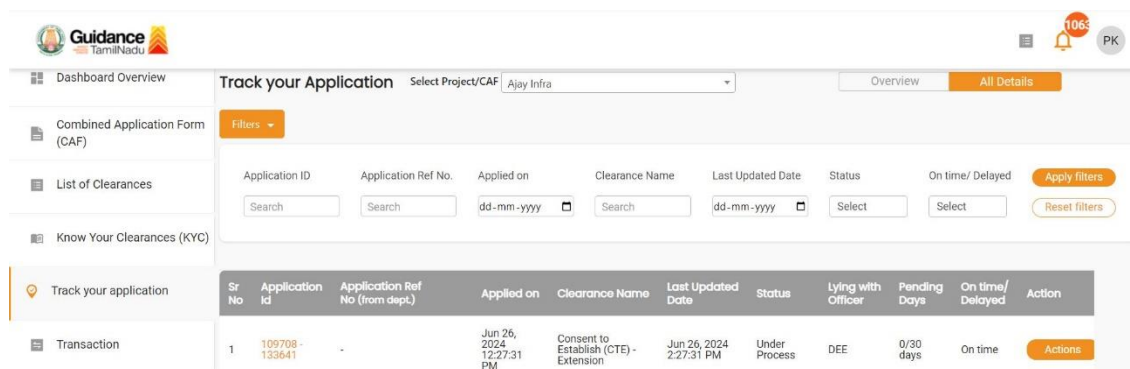
**Figure 25. Status changed to 'inspection scheduled'**



**Figure 26. Details of Scheduled Inspection**

## Application Submitted

After the Inspection is completed, the application gets forwarded to the DEE. The DEE Scrutinize the application if need any clarification the DEE raises the query. 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. 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 has a search bar for 'Select Project/CAF' (Ajay Infra) and tabs for 'Overview' and 'All Details'. Below this is a 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 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	109708 - 133641	-	Jun 26, 2024 12:27:31 PM	Consent to Establish (CTE) - Extension	Jun 26, 2024 2:27:31 PM	Under Process	DEE	0/30 days	On time	Actions

**Figure 27. Status of the Application**

## 10. Query Clarification

- 8) After submitting the application to the Tamil Nadu Pollution Control Board, the DEE reviews the application and if there are any clarifications required, the DEE would raise a query to the applicant.
- 9) Applicant would receive an alert message through Registered SMS/Email.
- 10) Applicant could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.
- 11) 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.

The screenshot shows the 'Track your Application' interface. At the top, there are navigation tabs: 'Dashboard Overview', 'Track your Application', 'Overview', and 'All Details'. Below this is a search and filter section with fields for 'Application ID', 'Application Ref No.', 'Applied on', 'Clearance Name', and 'Last Updated'. A table below displays application data:

Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Stat	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708 - 133641	-	Jun 26, 2024 12:27:31 PM	Consent to Establish (CTE) - Extension	Jun 26, 2024 2:27:31 PM	Need clarification	DEE	0/30 days	On time	Actions

An orange callout bubble with the text 'Need Clarification' points to the 'Stat' column of the first row in the table.

Figure 28. Need Clarification

The screenshot shows a modal window titled 'Application Action - 133641'. It contains the following details:

- Application ID:** 109708 - 133641
- Application Name:** Consent to Establish (CTE) - Extension
- Application Ref No.:** -
- Project Name:** Demo 1
- Application Submission Date:** Jun 26, 2024 2:27:31 PM
- Status:** Need clarification

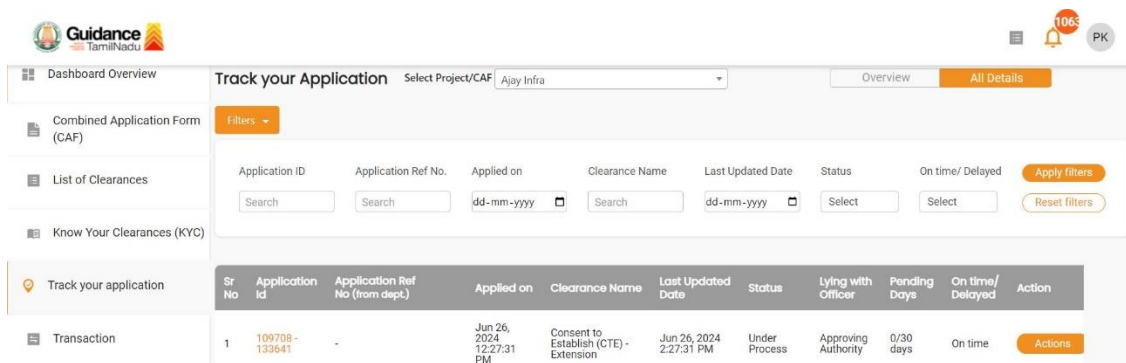
Below the details, there is a section for 'Actions to be performed' with two buttons: 'Clarify Query' and 'Close'. An orange callout bubble with the text 'Provide Clarification' points to the 'Clarify Query' button.

Figure 29. Provide Clarification

- 12) The Applicant clicks on '**Provide Clarification**' button and responds to the Query.
- 13) The Application gets submitted to the department after the query has been addressed by the Applicant.
- 14) 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**



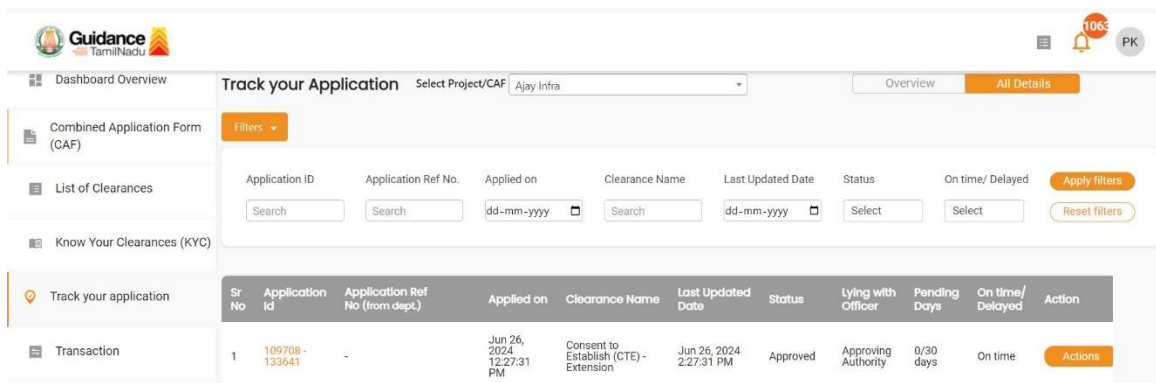
The screenshot shows the 'Track your Application' interface. The application is in the 'Under Process' status. The table below summarizes the application details:

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 26, 2024 12:27:31 PM	Consent to Establish (CTE) - Extension	Jun 26, 2024 2:27:31 PM	Under Process	Approving Authority	0/30 days	On time	Actions

Figure 30. 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.



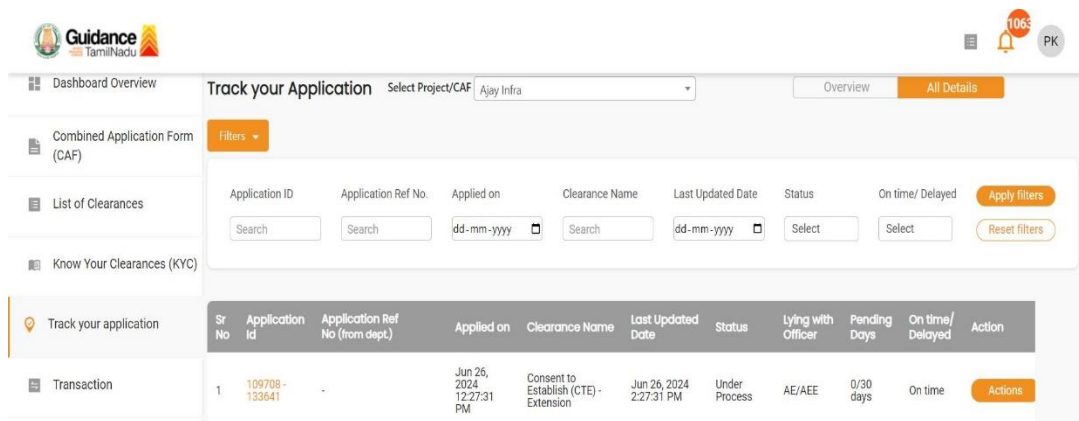
The screenshot shows the 'Track your Application' interface. The application is now in the 'Approved' status. The table below summarizes the application details:

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 26, 2024 12:27:31 PM	Consent to Establish (CTE) - Extension	Jun 26, 2024 2:27:31 PM	Approved	Approving Authority	0/30 days	On time	Actions

Figure 31. 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 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 26, 2024 12:27:31 PM	Consent to Establish (CTE) - Extension	Jun 26, 2024 2:27:31 PM	Under Process	AE/AEE	0/30 days	On time	Actions

**Figure 32. Under Process**

## 11. Track Your Application

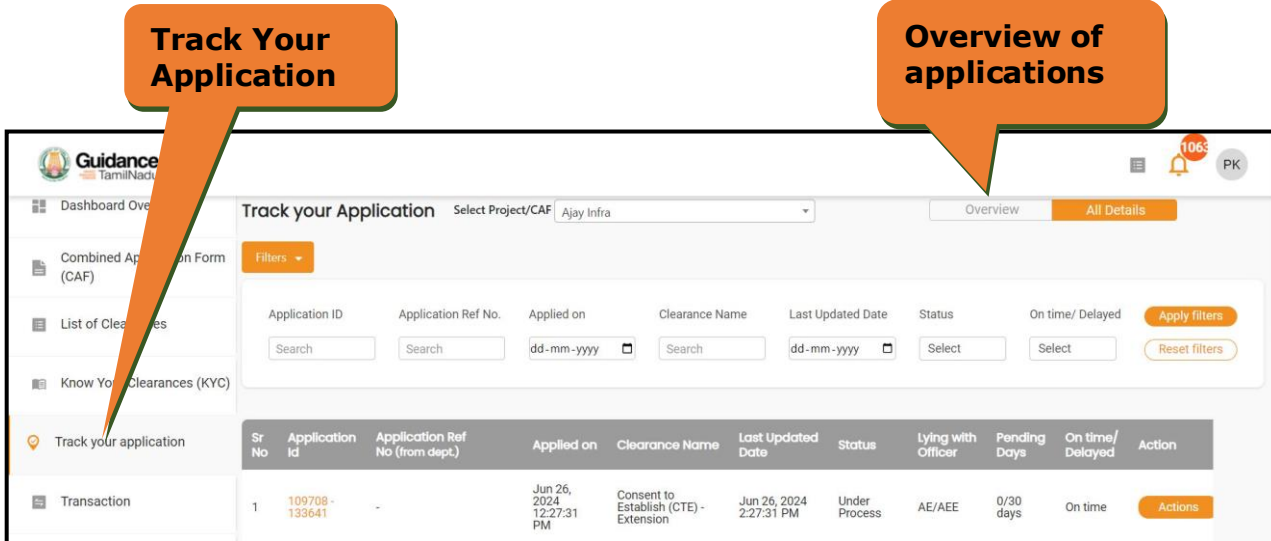
- 1) After submitting the application, a unique 'token ID' would be generated. Using the '**Token ID**' the Applicant can track the status of clearances by clicking on 'Track your application' option.'
- 2) Applicant to choose the name of the project created during CAF from the dropdown '**Select Project / 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**

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 26, 2024 12:27:31 PM	Consent to Establish (CTE) - Extension	Jun 26, 2024 2:27:31 PM	Under Process	AE/AEE	0/30 days	On time	Actions

**Figure 33. 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**

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 26, 2024 12:27:31 PM	Consent to Establish (CTE) - Extension	Jun 26, 2024 2:27:31 PM	Under Process	AE/AEE	0/30 days	On time	Actions

**Figure 34. 'All Details' tab**

### Prepare Consent Order

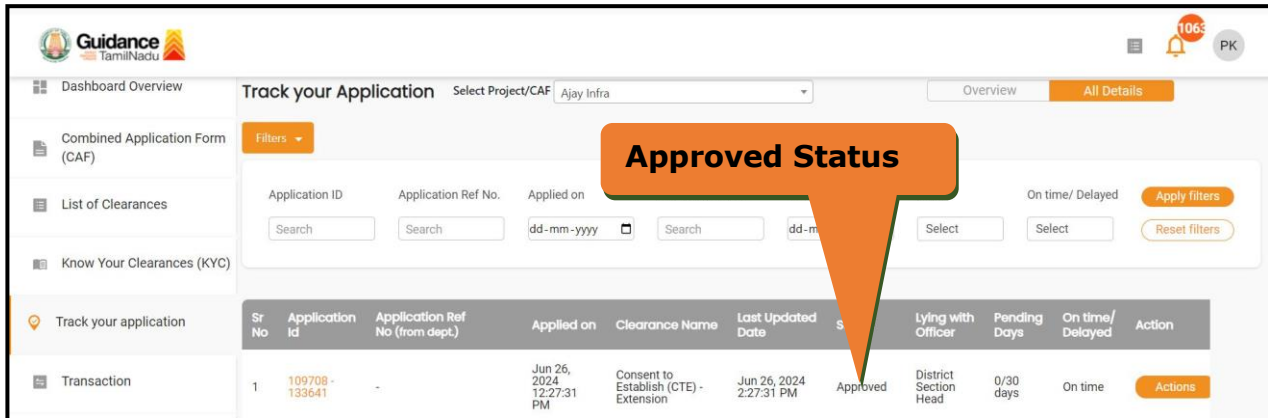
AEE/AE scrutinize the application. If the produced Documents and details are satisfactory, AEE/AE will Prepare and generate consent order and forward to the Issuing Authority.

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 26, 2024 12:27:31 PM	Consent to Establish (CTE) - Extension	Jun 26, 2024 2:27:31 PM	Prepare consent order	AE/AEE	0/30 days	On time	Actions

**Figure 35. 'Prepare consent order'**

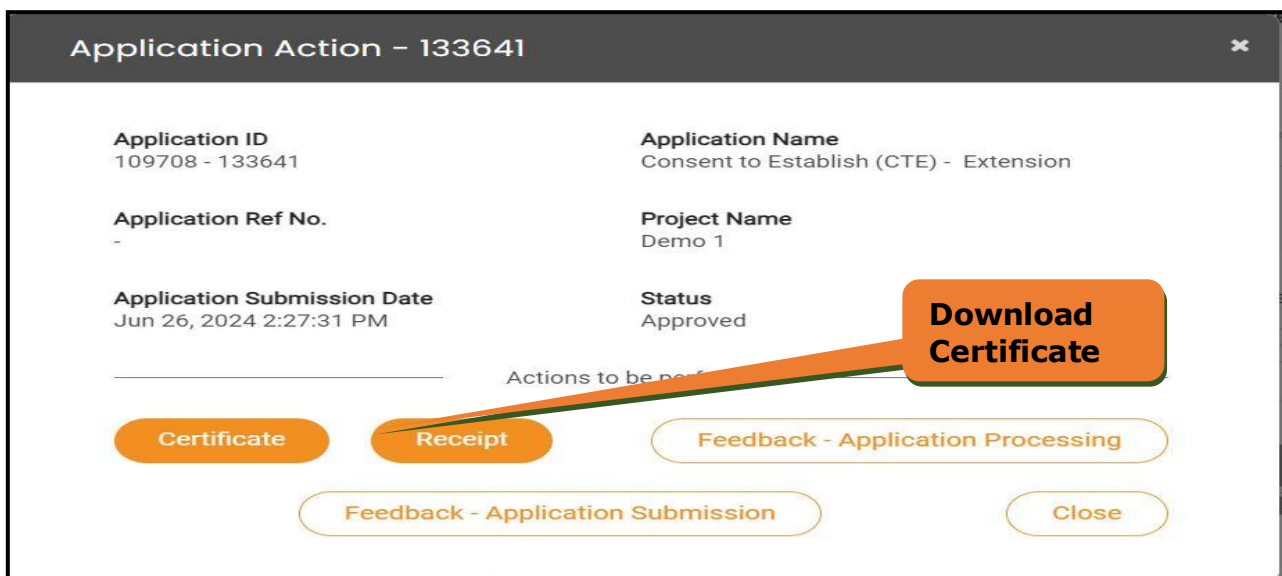
## 12. Application Processing

- 1) The District Section Head 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 District Section Head, 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 DEE, the applicant can view the rejection remarks under the Actions Tab by the DEE. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 38)

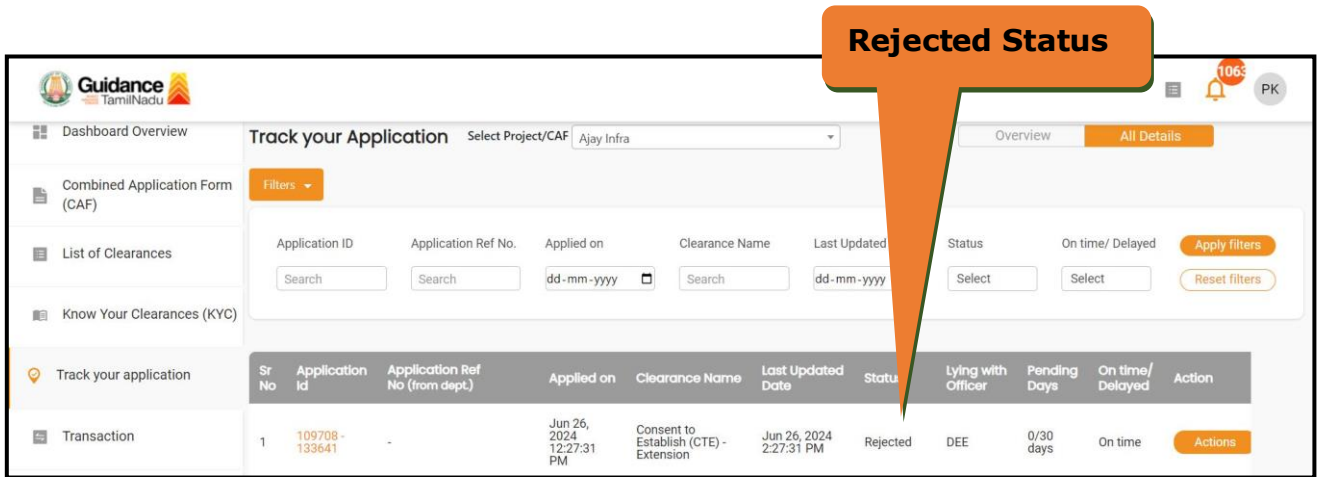


Figure 38. Rejected Status

