



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Consent to Operate (CTO) - Expansion

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



A Tamil Nadu Government Portal | Wednesday, 30 November 2022, 10:11 pm (IST) | Visit Guidance Site | Operational Timings For Toll Free Number: 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email: helpdesk@investn.in | Industrial Helpline | English

Home About Us Clearances/Approvals Legislation, Policies & Notifications Dashboard Help & Support Register Login

TAMIL NADU

Leading the Nation

#1 Number of Factories in India	#1 Number of Operational SEZs in India	#1 Governance & Political Stability (N-SIP1 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)

Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless

TN Single Window Fee Slab for Large Industries

Figure 1. Single Window Portal Home Page

2. Registration

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

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

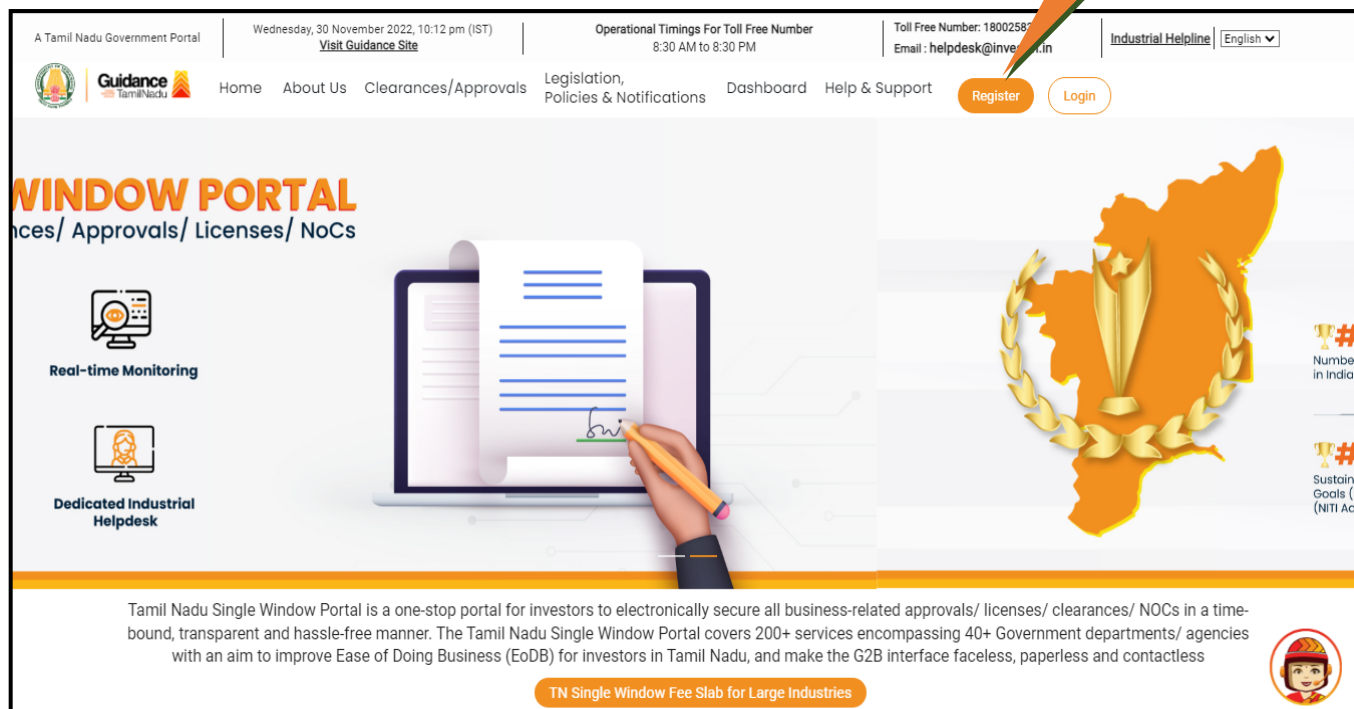


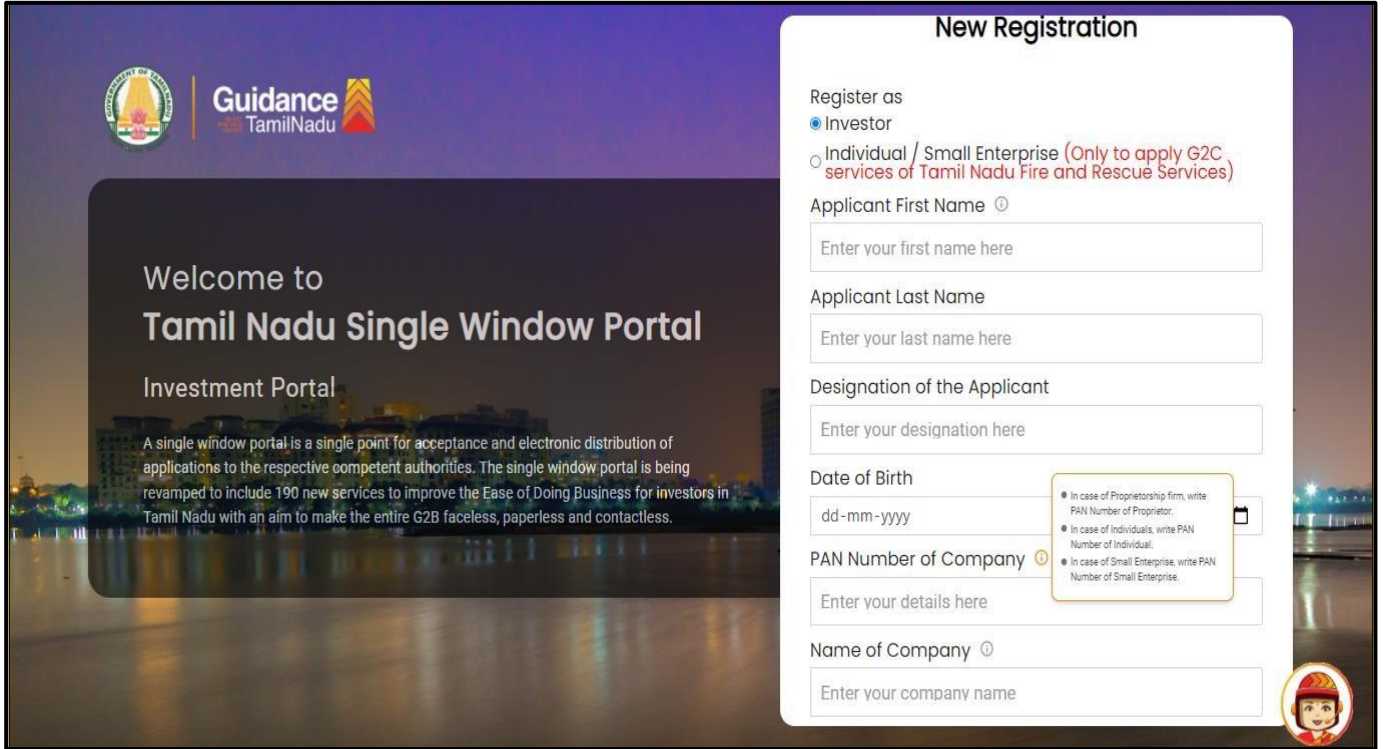
Figure 2. Register

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

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

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

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



Welcome to Tamil Nadu Single Window Portal Investment Portal

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

New Registration

Register as

Investor

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

Applicant First Name

Applicant Last Name

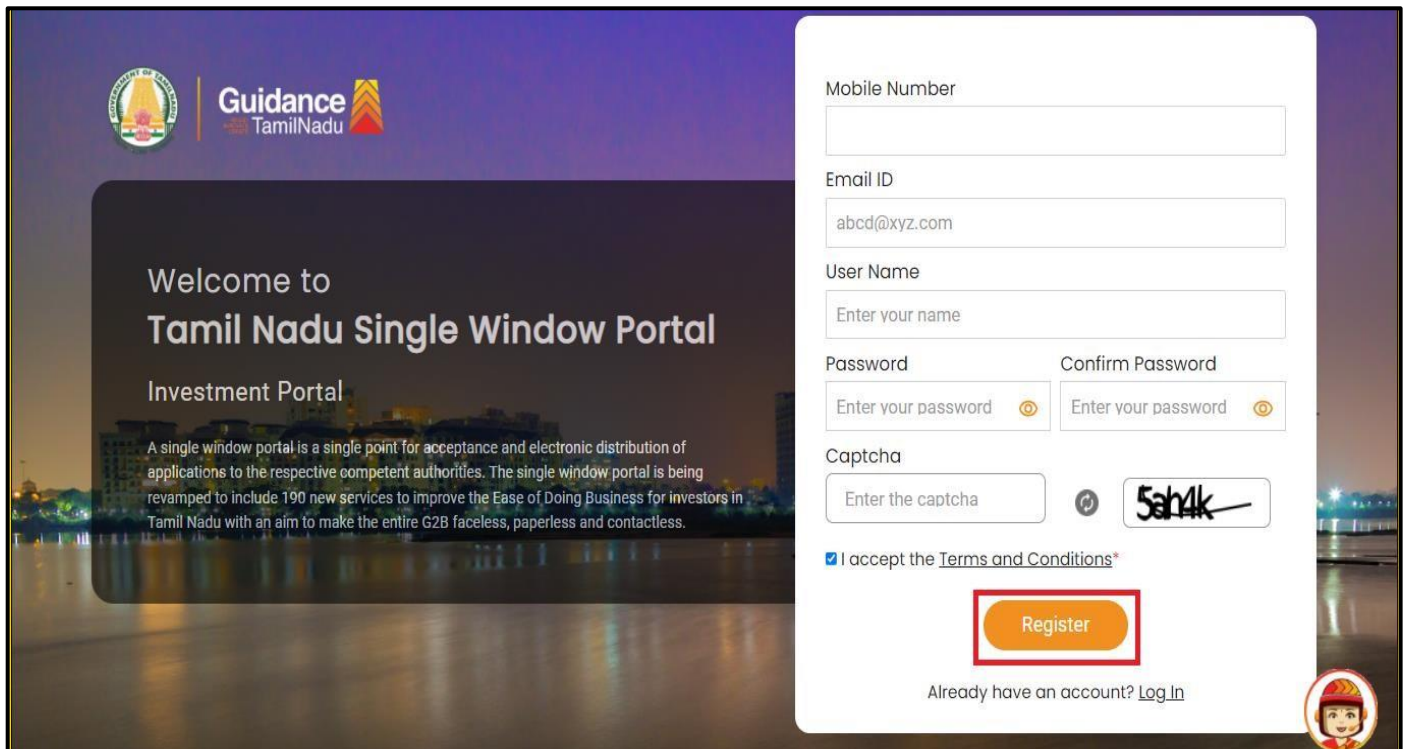
Designation of the Applicant

Date of Birth • 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

Figure 3. Registration Form



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.

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.

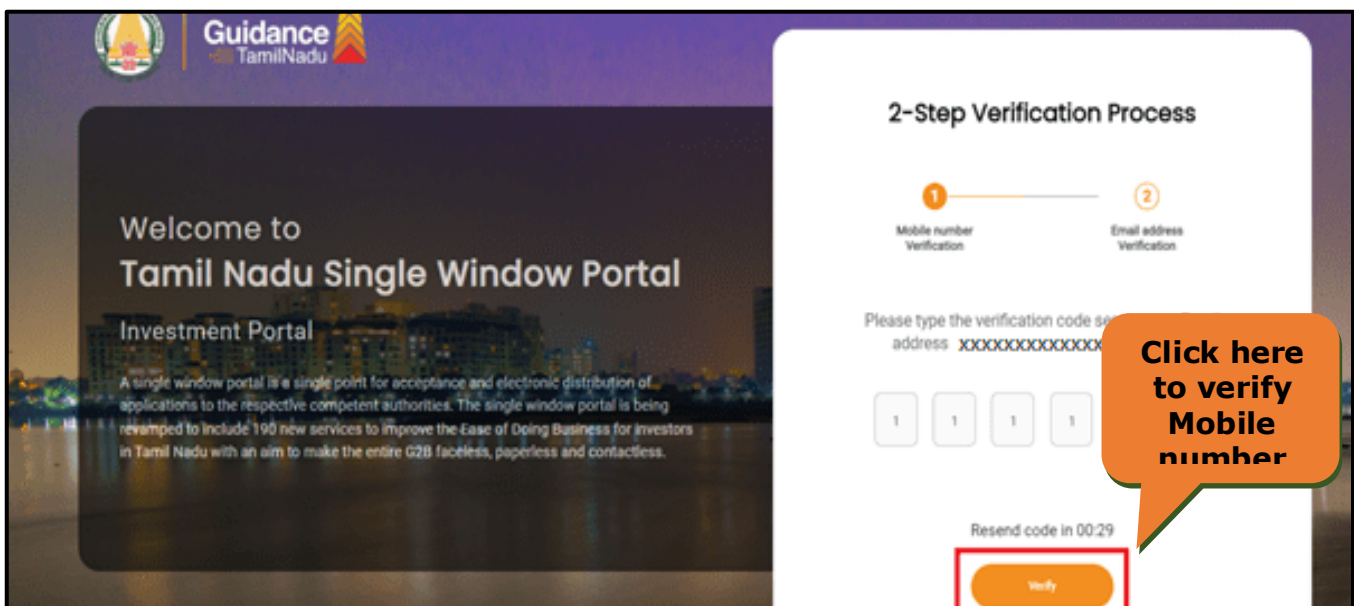


Figure 5. Mobile Number Verification

- **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.

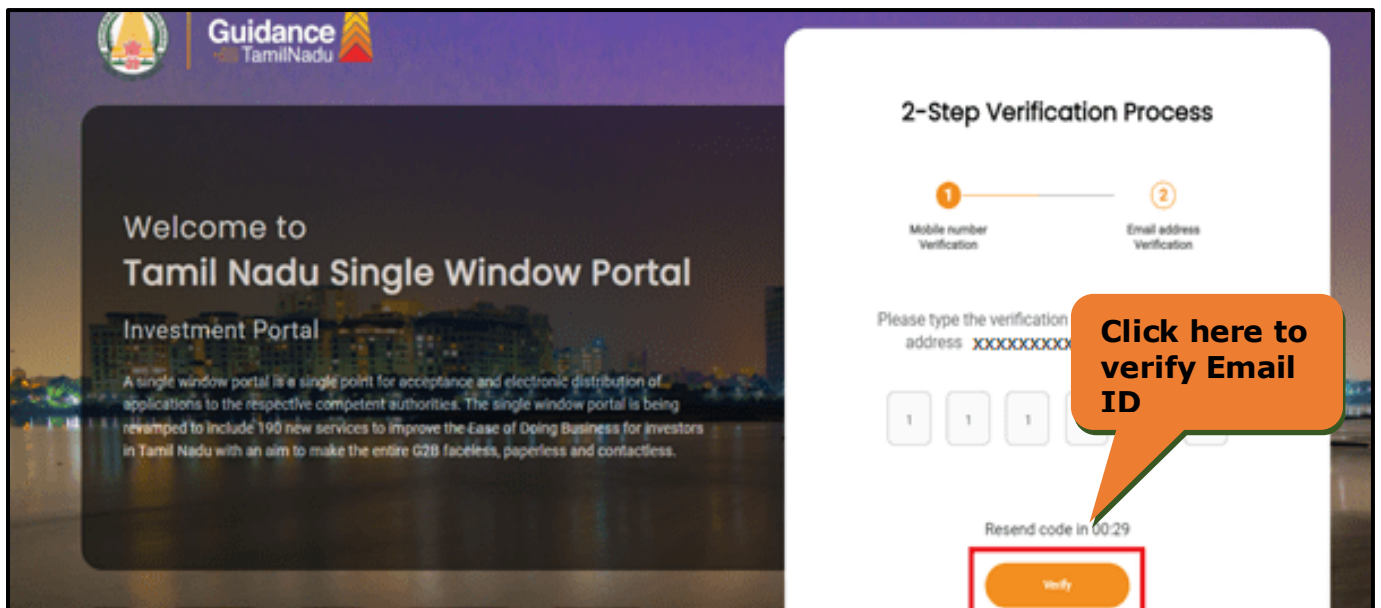


Figure 6. Email ID Verification

- 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.

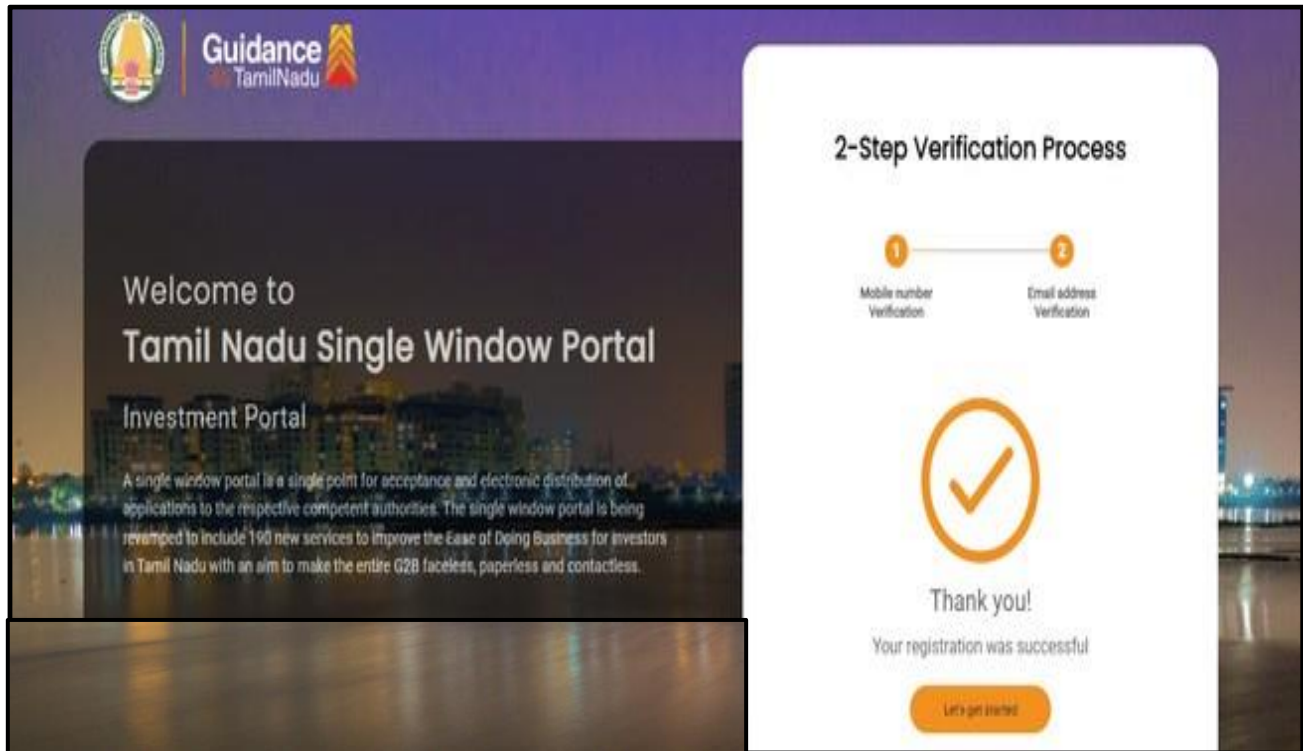



Figure 7. Registration Confirmation Pop-Up

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 Tamil Nadu Government Portal logo, the date 'Wednesday, 30 November 2022, 10:11 pm (IST)', operational timings for the toll-free number (8:30 AM to 8:30 PM), and contact information (Toll Free Number: 18002583878, Email: helpdesk@investtn.in). The main navigation menu includes 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 golden emblem, the text 'TAMIL NADU Leading the Nation', and a grid of 10 award statistics. A callout box points to the 'Login' button with the text 'Login to TNSWP'. The footer contains a description of the Tamil Nadu Single Window Portal and a button for 'TN Single Window Fee Slab for Large Industries'.

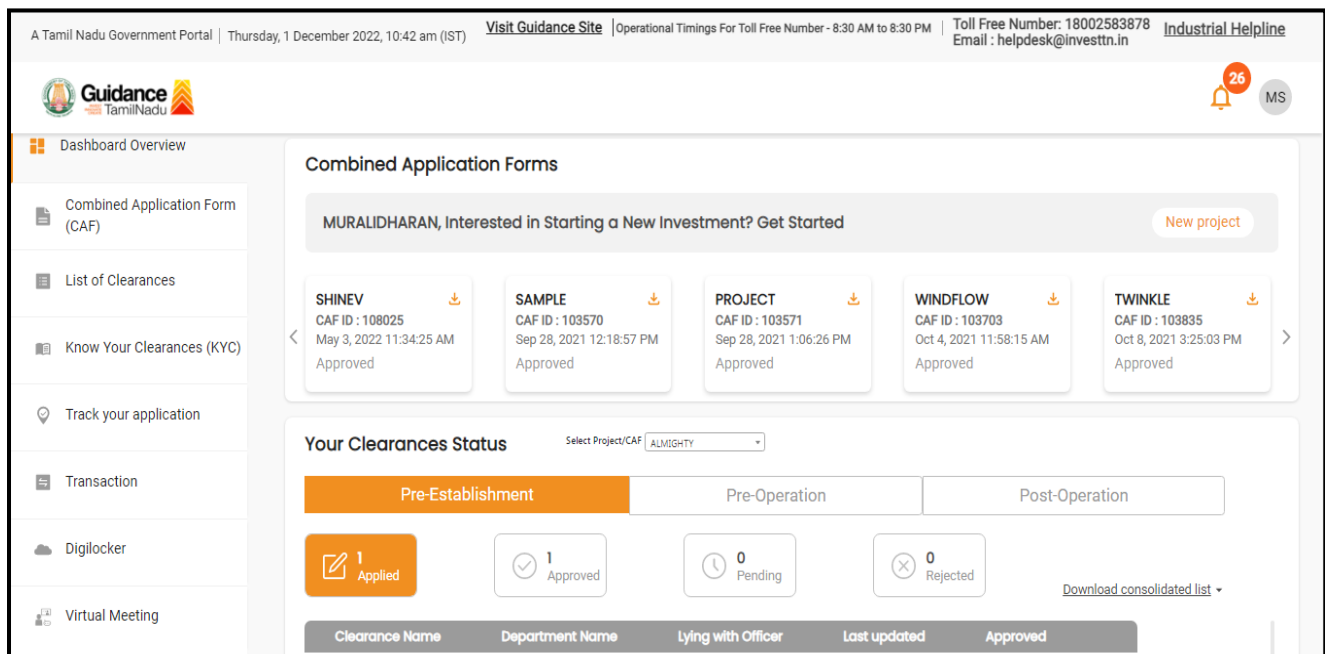
Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/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



The screenshot displays the dashboard overview for the TNSWP system. At the top, there is a navigation bar with the following information: "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".

The main content area is divided into several sections:

- Dashboard Overview:** A sidebar menu on the left contains links for "Combined Application Form (CAF)", "List of Clearances", "Know Your Clearances (KYC)", "Track your application", "Transaction", "Digilocker", and "Virtual Meeting".
- Combined Application Forms:** A central section titled "MURALIDHARAN, Interested in Starting a New Investment? Get Started" with a "New project" button. Below this, there are five cards representing different projects:

Project Name	CAF ID	Timestamp	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:** A section with a dropdown menu set to "ALMIGHTY". It features three tabs: "Pre-Establishment" (selected), "Pre-Operation", and "Post-Operation". Below the tabs, there are four status indicators:

Status	Count
Applied	1
Approved	1
Pending	0
Rejected	0

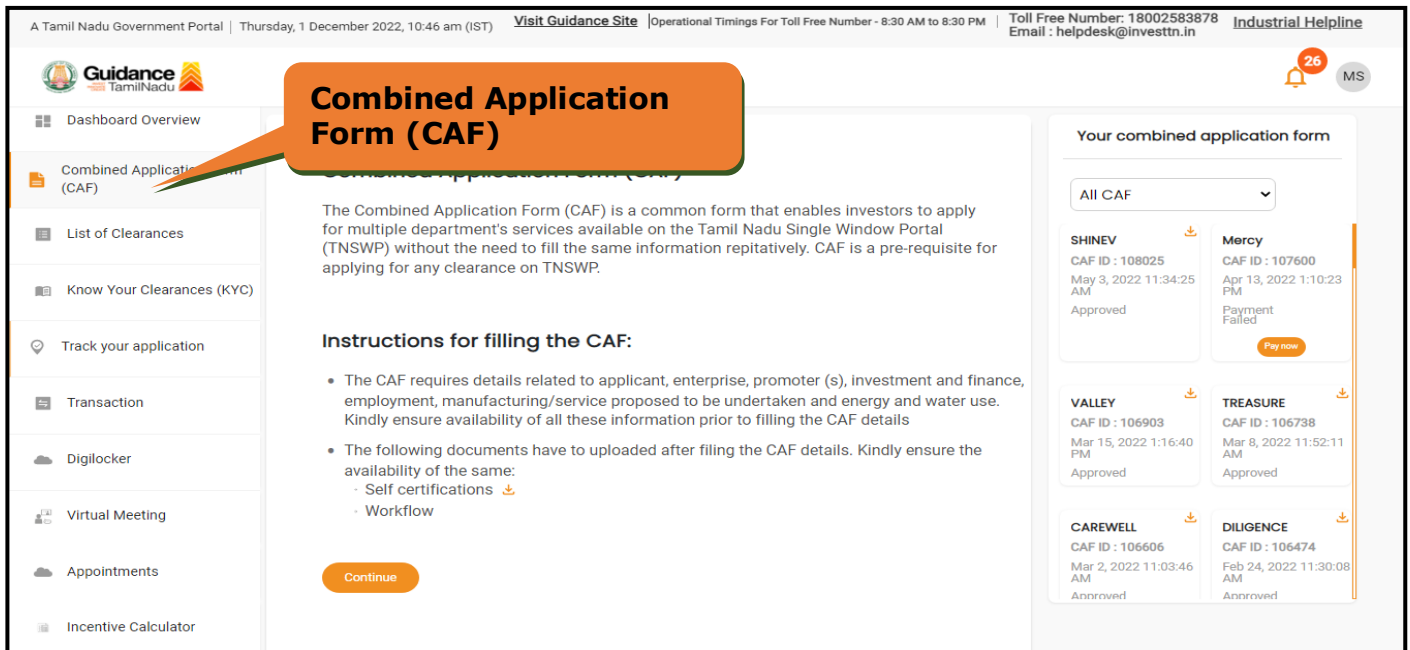
 A "Download consolidated list" link is also present.
- Table Header:** At the bottom, a table header is visible with columns: "Clearance Name", "Department Name", "Lying with Officer", "Last updated", and "Approved".

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.



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 

[Continue](#)

Your combined application form

All CAF

SHINEV CAF ID : 108025 May 3, 2022 11:34:25 AM Approved	Mercy CAF ID : 107600 Apr 13, 2022 1:10:23 PM Payment Failed Pay now
VALLEY CAF ID : 106903 Mar 15, 2022 1:16:40 PM Approved	TREASURE CAF ID : 106738 Mar 8, 2022 11:52:11 AM Approved
CAREWELL CAF ID : 106606 Mar 2, 2022 11:03:46 AM Approved	DILIGENCE 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).

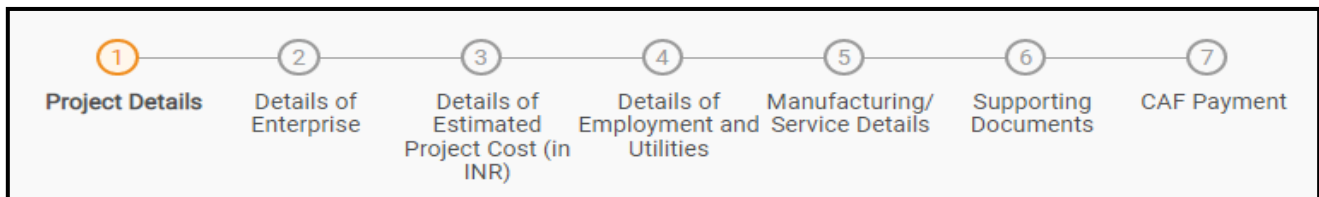


Figure 11. Section of Combined Application Form (CAF)

2) After filling the CAF details, the applicant has to upload the requisite supporting documents under '**Section 6: Supporting Documents**'

- Self-Certification:**

- o 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).

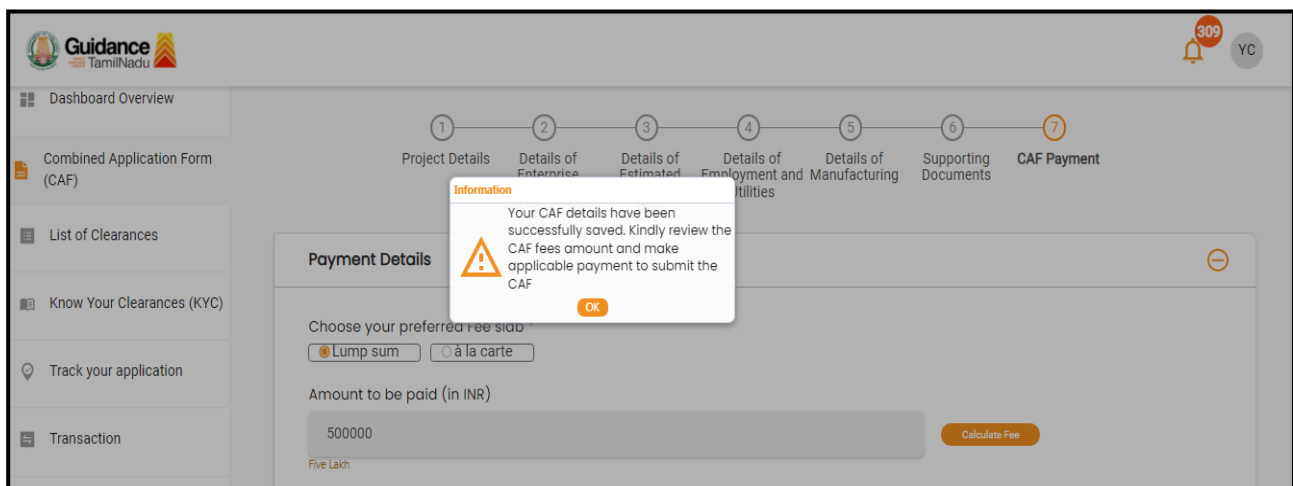


Figure 12. Combined Application Form (CAF) - Confirmation Message

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 Operate (CTO) - Expansion

Click on "List of Clearances"

List of Clearances

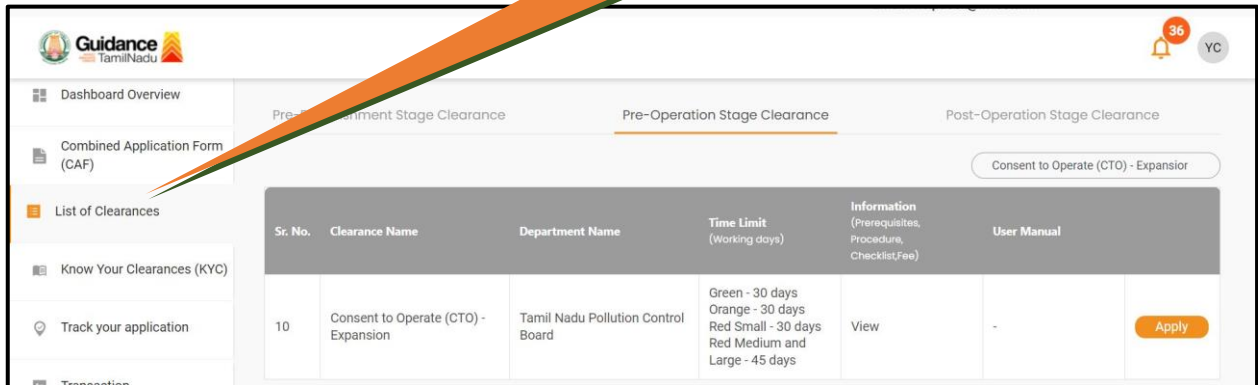


Figure 13. List of Clearances

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

Pre- Operation Stage Clearance

Search for Clearance

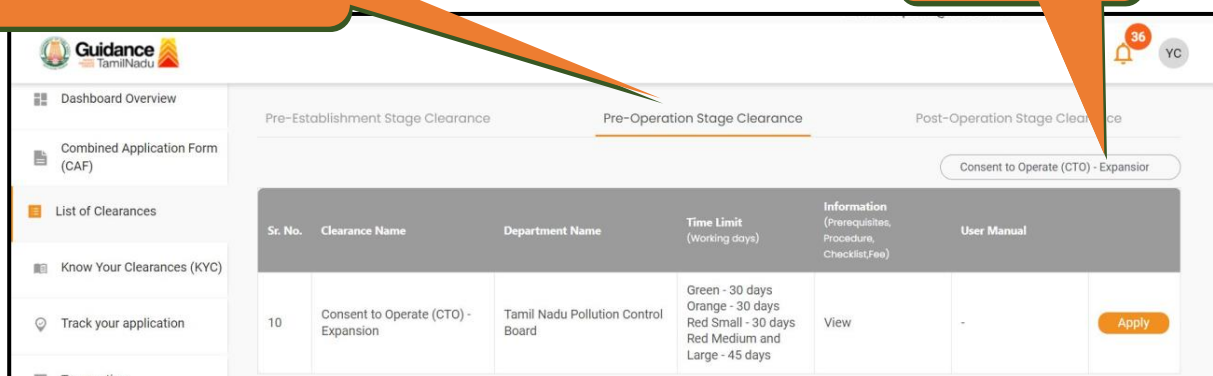


Figure 14. Search for Clearance

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

The screenshot displays the Guidance TamilNadu dashboard. The left sidebar contains navigation options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), and Track your application. The main content area is titled 'Consent to Operate (CTO) - Expansior' and is divided into three stages: Pre-Establishment Stage Clearance, Pre-Operation Stage Clearance (selected), and Post-Operation Stage Clearance. A table lists the available clearances:

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

An orange callout box with the text 'Apply for Clearance' points to an orange 'Apply' button located in the bottom right corner of the table row.

Figure 15. Apply for Clearance

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

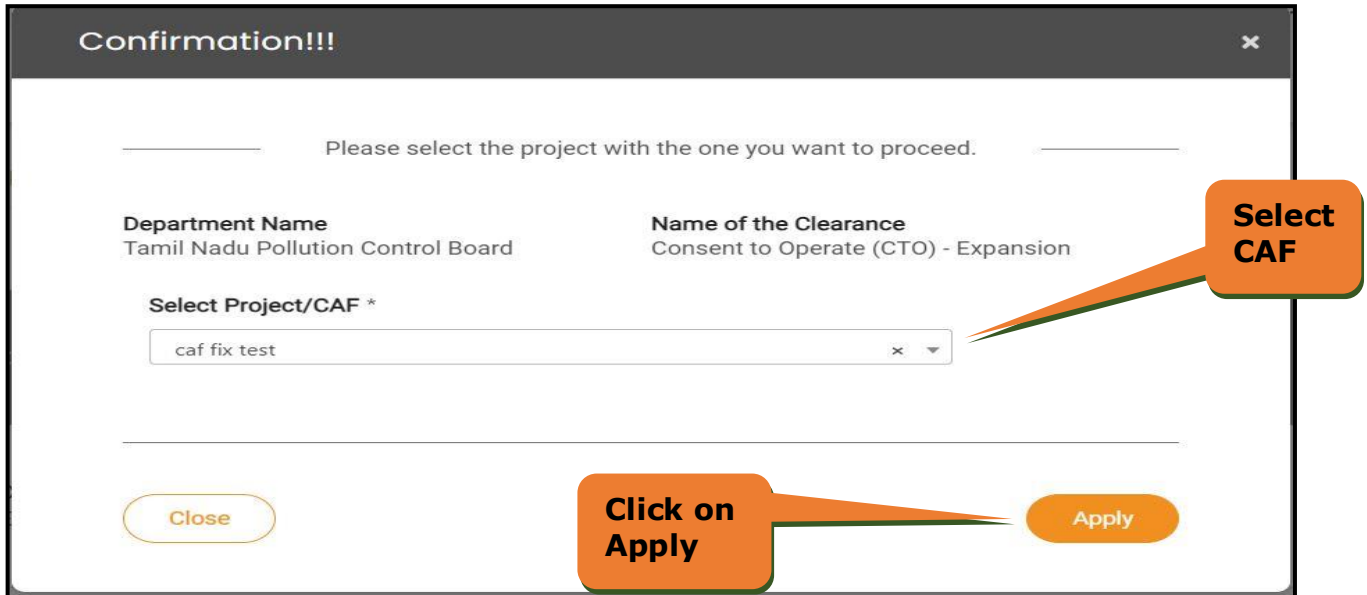


Figure 16. Project/CAF

2) Click on the Apply button and the Page will get redirected to Pollution Control Board for CTO EXPANSION.

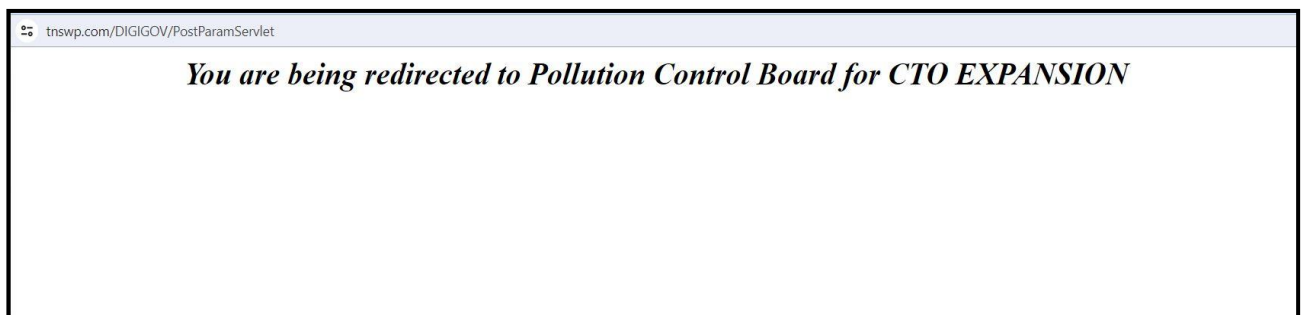



Figure 17. Pollution Control Board for CTO EXPANSION



3) Enter all the mandatory fields in Pollution Control Board for CTO EXPANSION application. On clicking the apply button, the 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 submit an application.

https://ocmms.tn.gov.in/OCMMS/IndustryRegMaster/create1



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.

Send us your feedback and suggestions

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="iuytr"/> (max 250 characters)
Industry Location-Postal Address *	<input type="text" value="11, lkjht, llkjyht, oiuytr, Katpadi"/>
Pin Code *	<input type="text" value="632007"/>
Revenue District *	<input type="text" value="Vellore"/>
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"/> e.g. dd/mm/yyyy
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="9092653218"/>
Fax No. With Code :	<input type="text" value=""/>
e-mail Address :	<input type="text" value="lkafk@gmail.com"/> e.g. xyz@abc.com
Jurisdiction Office:	<input type="text" value=""/>

Save
Reset

Click on 'Save'

Figure 18. Pollution Control Board for CTO EXPANSION

Application Submitted

1) Once 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 13, 2024 12:27:31 PM	Consent to Operate (CTO) - Expansion	Jun 13, 2024 12:28:38 PM	Under Process	Applicant	0/30 days	On time	Actions

Figure 19. Under Process

Payment Process

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

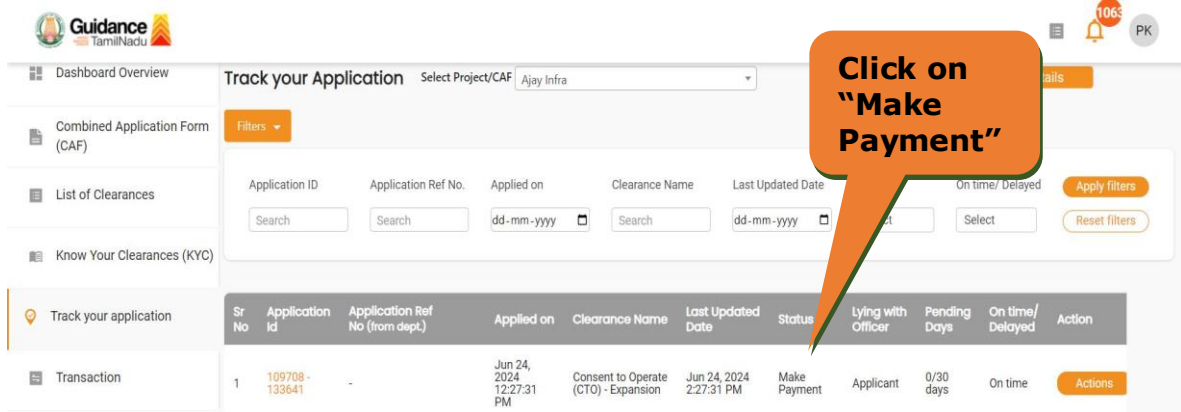


Figure 20. Make Payment

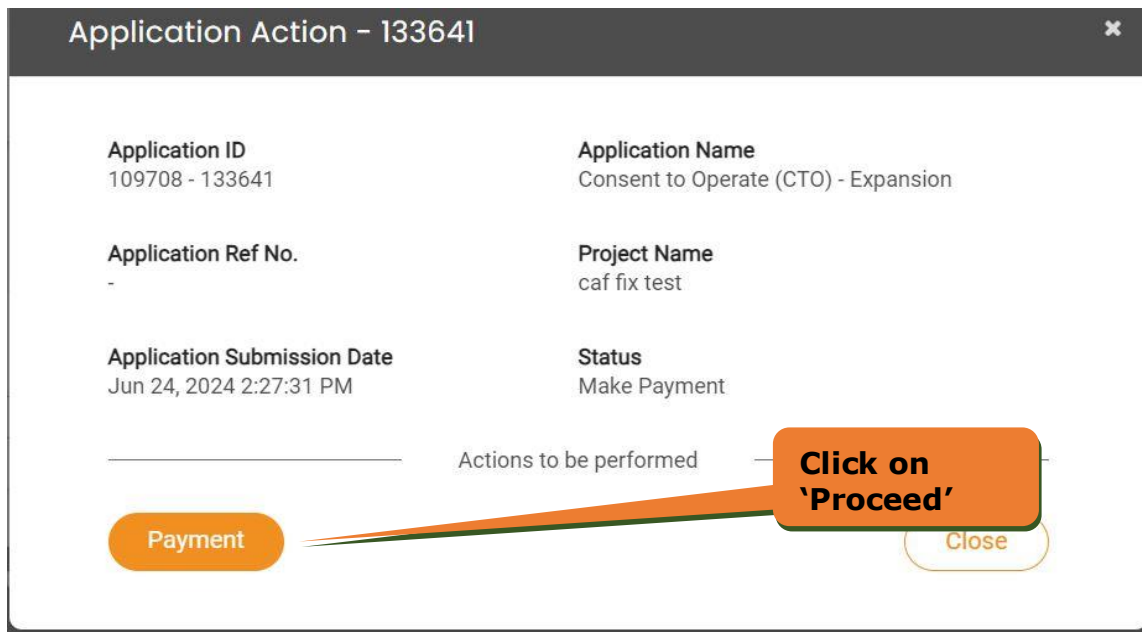
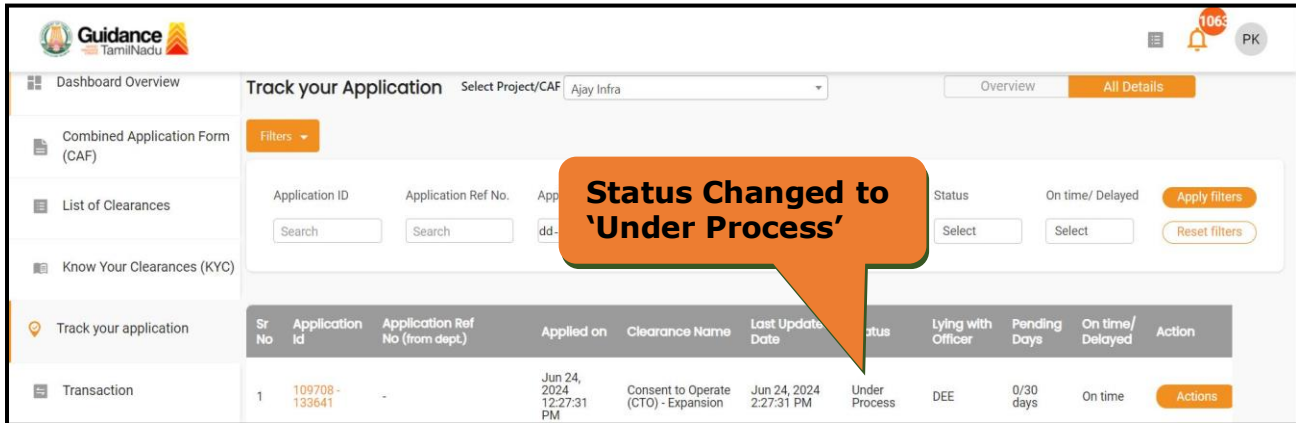


Figure 21. Click on 'Proceed'

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**

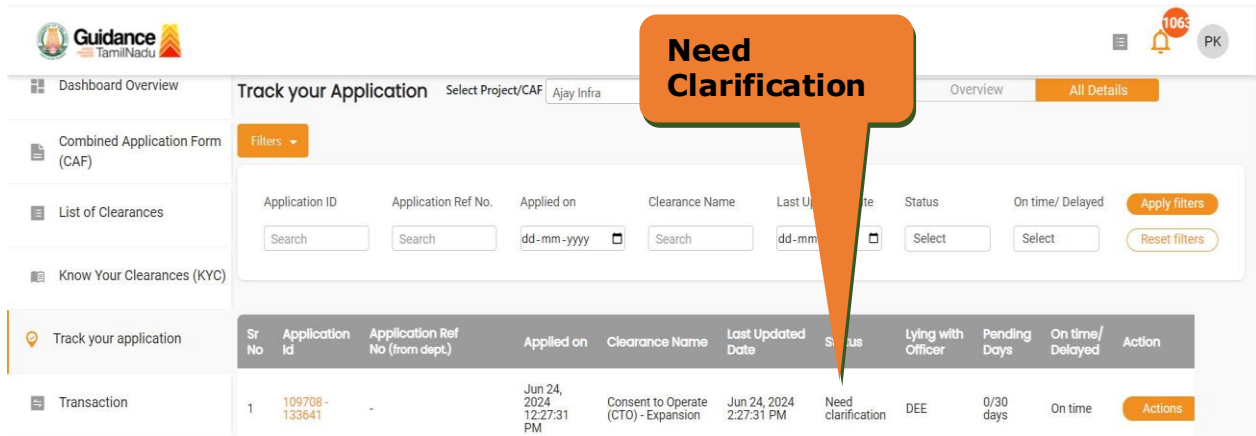


Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Update Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708-133641	-	Jun 24, 2024 12:27:31 PM	Consent to Operate (CTO) - Expansion	Jun 24, 2024 2:27:31 PM	Under Process	DEE	0/30 days	On time	Actions

Figure 22. Status of the Application

8. Query Clarification

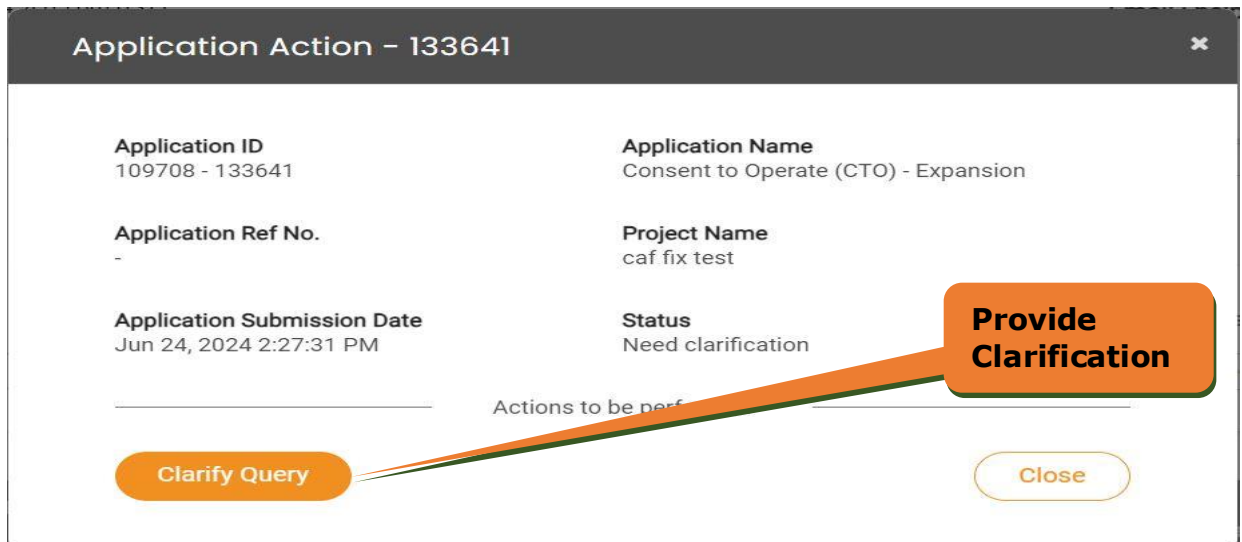
- 1) After submitting the application to the Tamil Nadu Pollution Control Board, the DEE reviews the application and if there are any clarifications required, the DEE would raise a query to the applicant.
- 2) Applicant would receive an alert message through Registered SMS/Email.
- 3) Applicant could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



The screenshot shows the 'Track your Application' interface. A table lists application details. A callout bubble labeled 'Need Clarification' points to the status of the first application.

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 24, 2024 12:27:31 PM	Consent to Operate (CTO) - Expansion	Jun 24, 2024 2:27:31 PM	Need clarification	DEE	0/30 days	On time	Actions

Figure 23. Need Clarification



The screenshot shows the 'Application Action - 133641' modal window. It displays application details and a 'Provide Clarification' button.

Application ID 109708 - 133641	Application Name Consent to Operate (CTO) - Expansion
Application Ref No. -	Project Name caf fix test
Application Submission Date Jun 24, 2024 2:27:31 PM	Status Need clarification

Actions to be performed:

- Clarify Query
- Close

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).

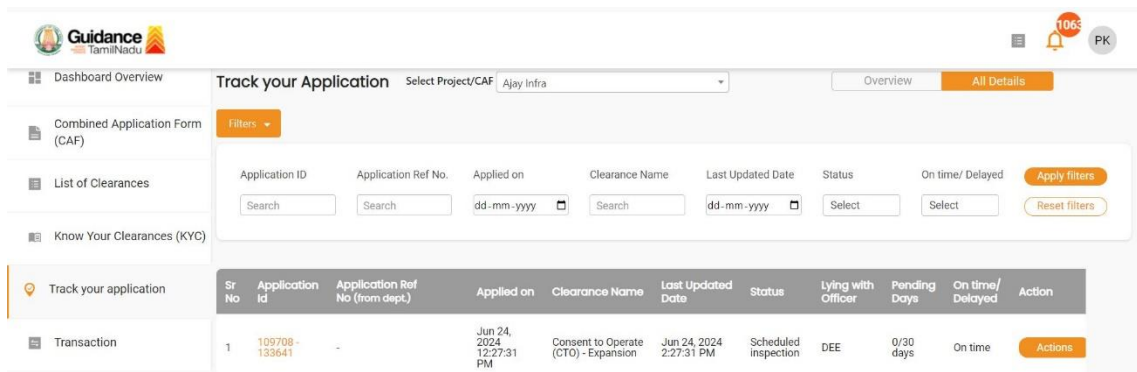


Figure 25. Status changed to 'inspection scheduled'

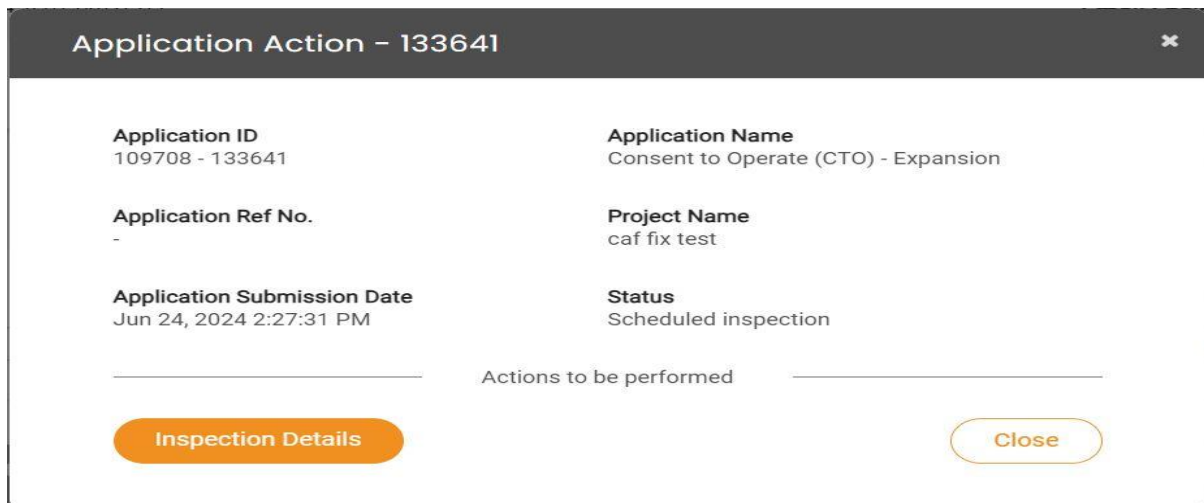
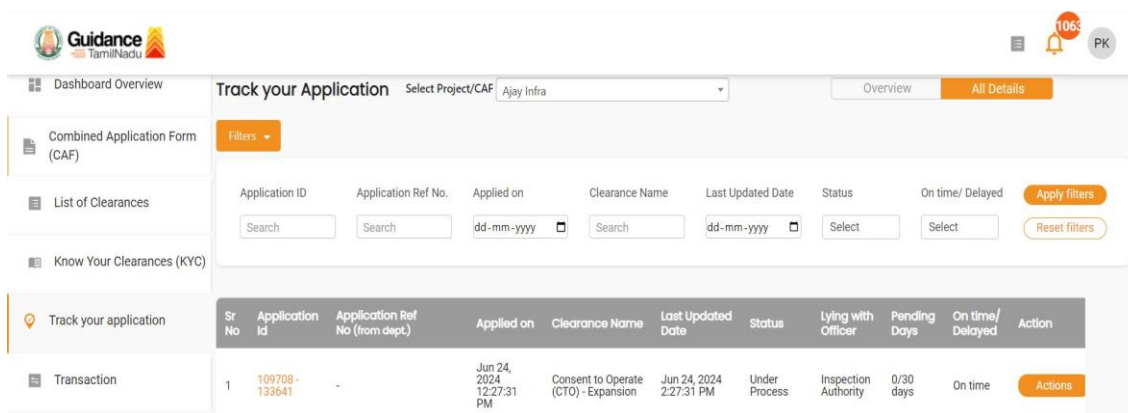


Figure 26. Details of Scheduled Inspection

Application Submitted

After the Inspection is completed, the Inspection Authority submits the Inspection report will be forward to DEE, if need any clarification raise the query to the applicant, 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**



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 24, 2024 12:27:31 PM	Consent to Operate (CTO) - Expansion	Jun 24, 2024 2:27:31 PM	Under Process	Inspection Authority	0/30 days	On time	Actions

Figure 27. Under Process

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) Applicants would receive an alert message through Registered SMS/Email.
- 10) Applicants could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.

11) 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.

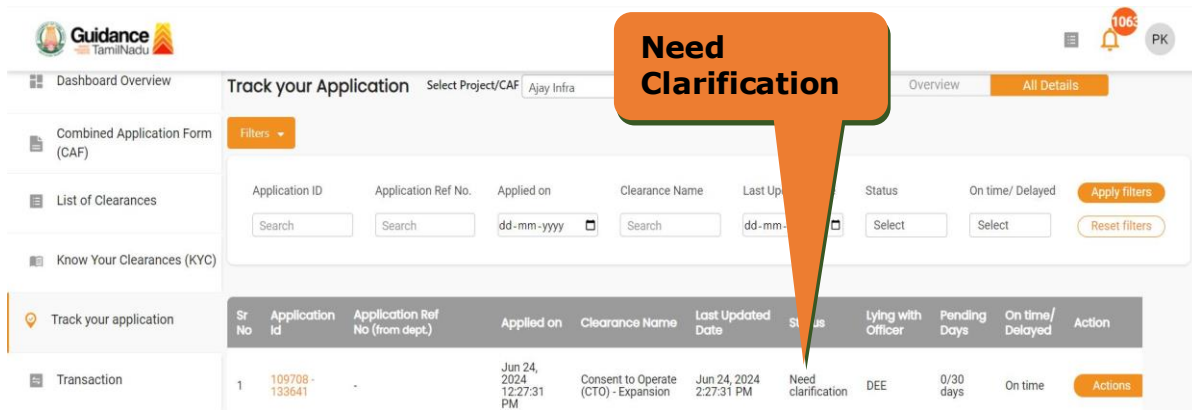


Figure 28. Need Clarification

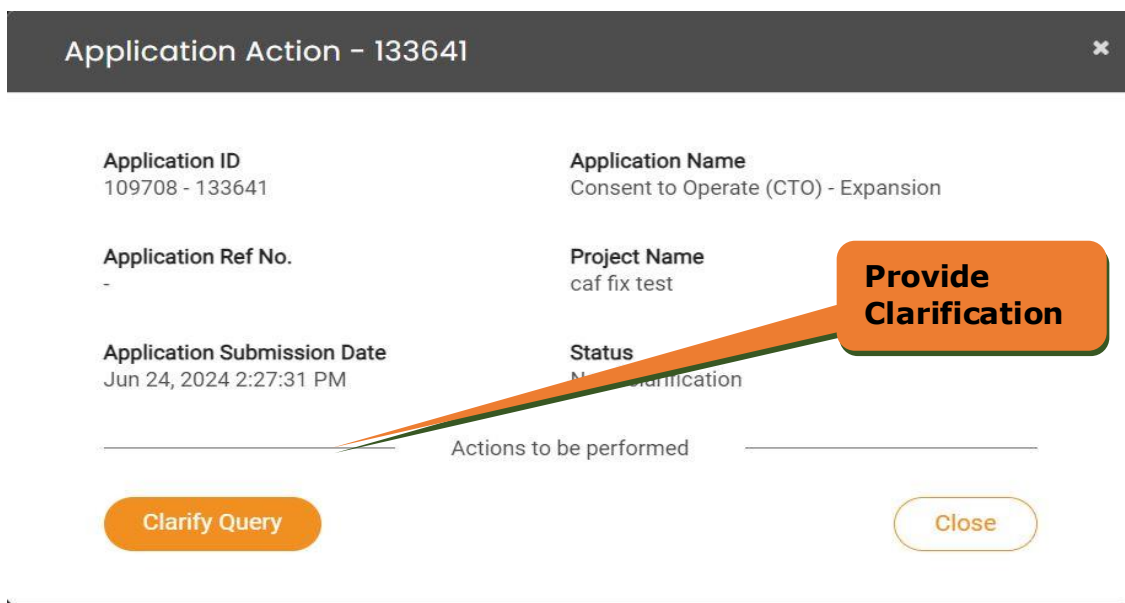


Figure 29. Provide Clarification

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.

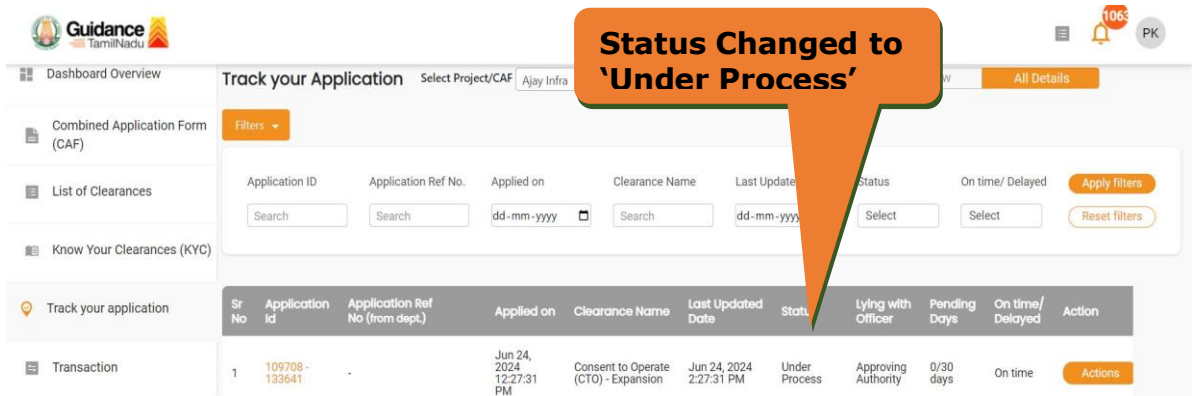


Figure 30. Under Process

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.

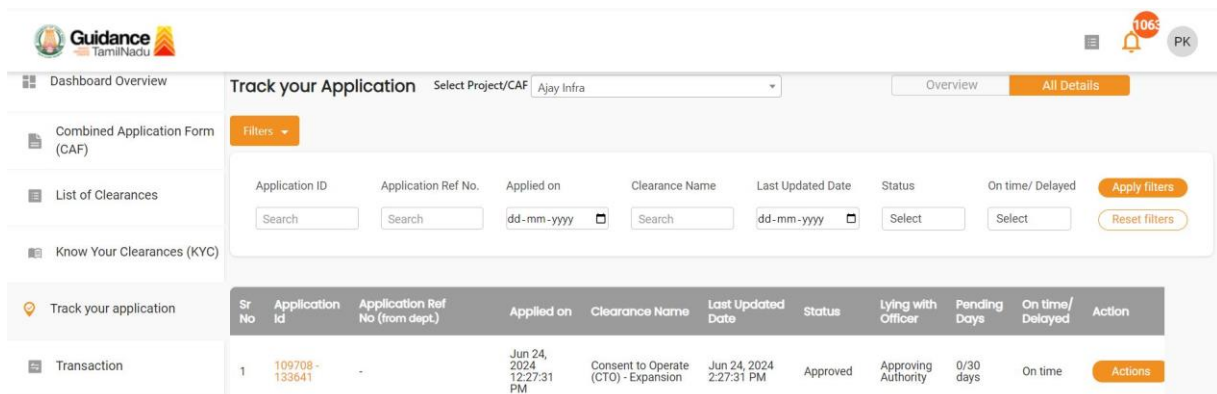
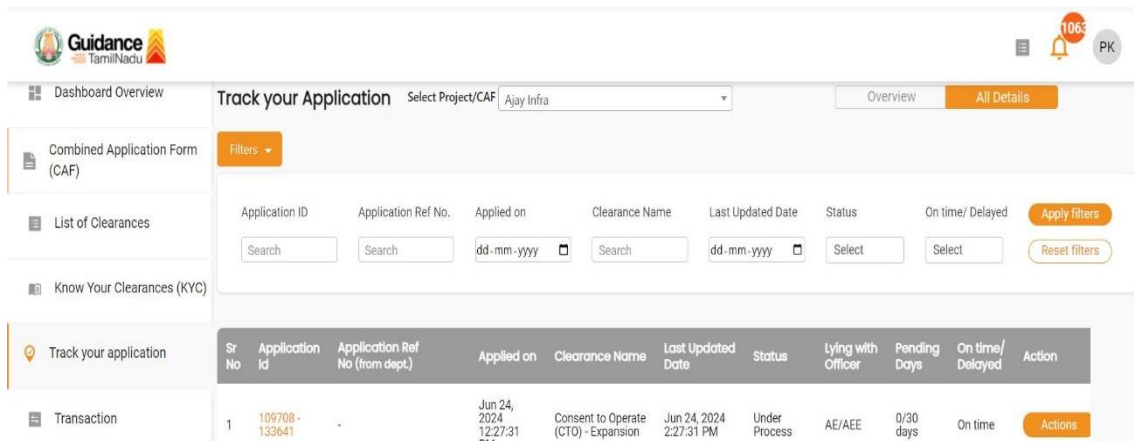


Figure 31. Issue Provisional approval letter

Application Submitted

- 2) The Approving Authority will review the provisional approval letter and forward it 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 24, 2024 12:27:31 PM	Consent to Operate (CTO) - Expansion	Jun 24, 2024 2:27:31 PM	Under Process	AE/AEE	0/30 days	On time	Actions

Figure 32. Under Process

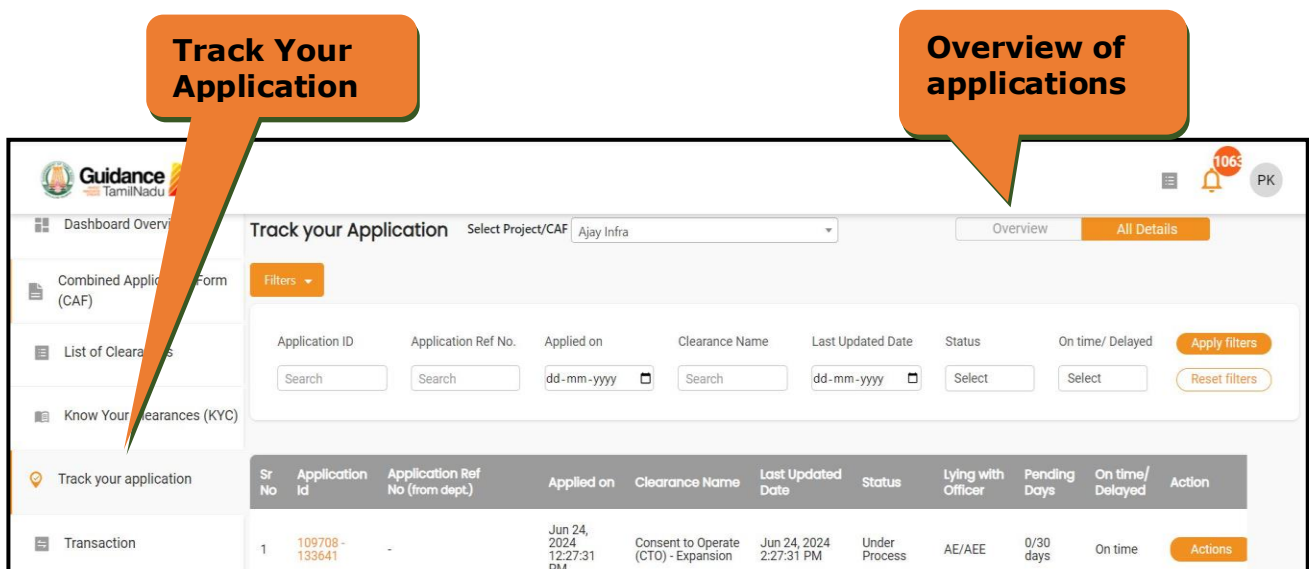
11. Track Your Application

- 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

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 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 24, 2024 12:27:31 PM	Consent to Operate (CTO) - Expansion	Jun 24, 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**

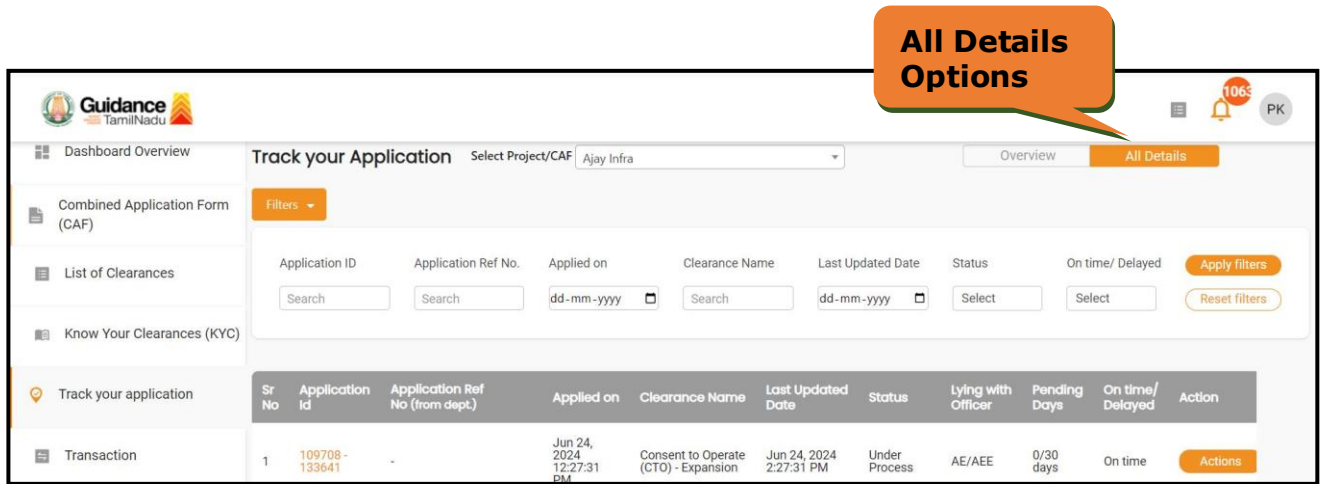


Figure 34. 'All Details' tab

Prepare Consent Order

The AEE/AE scrutinizes the application. If the provided documents and details are satisfactory, then the AEE/AE will Prepare and generate consent order and forward to the District Section Head.

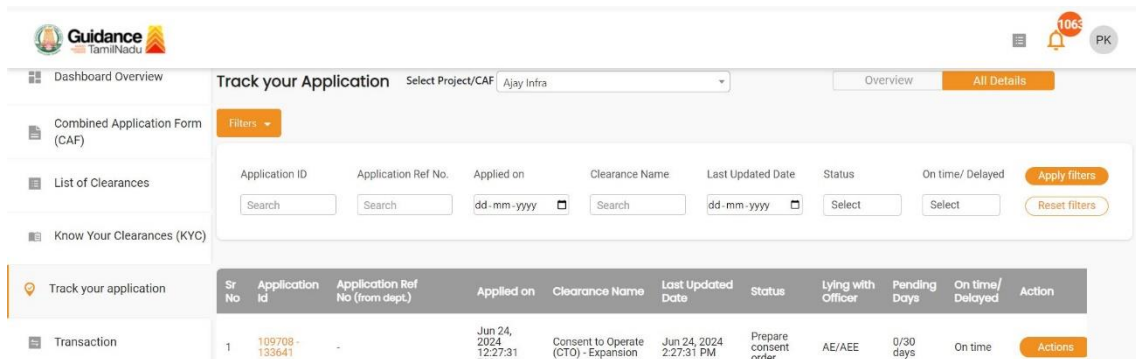


Figure 35. 'Prepare Consent Order'

12. Application Processing

- 1) The District Section Head scrutinizes and reviews the application and updates the status as **“Approved or Rejected”**

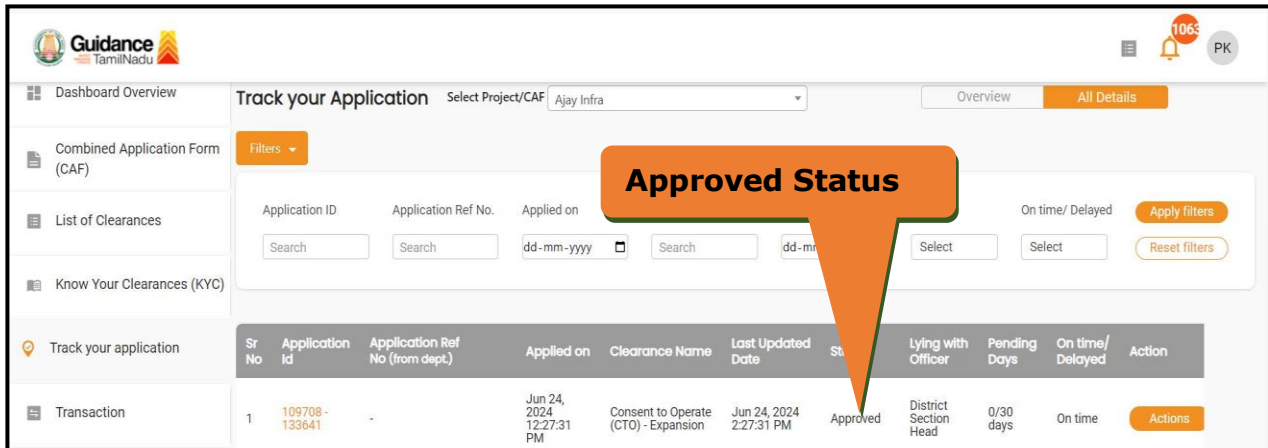


Figure 36. Application Processed

- 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)

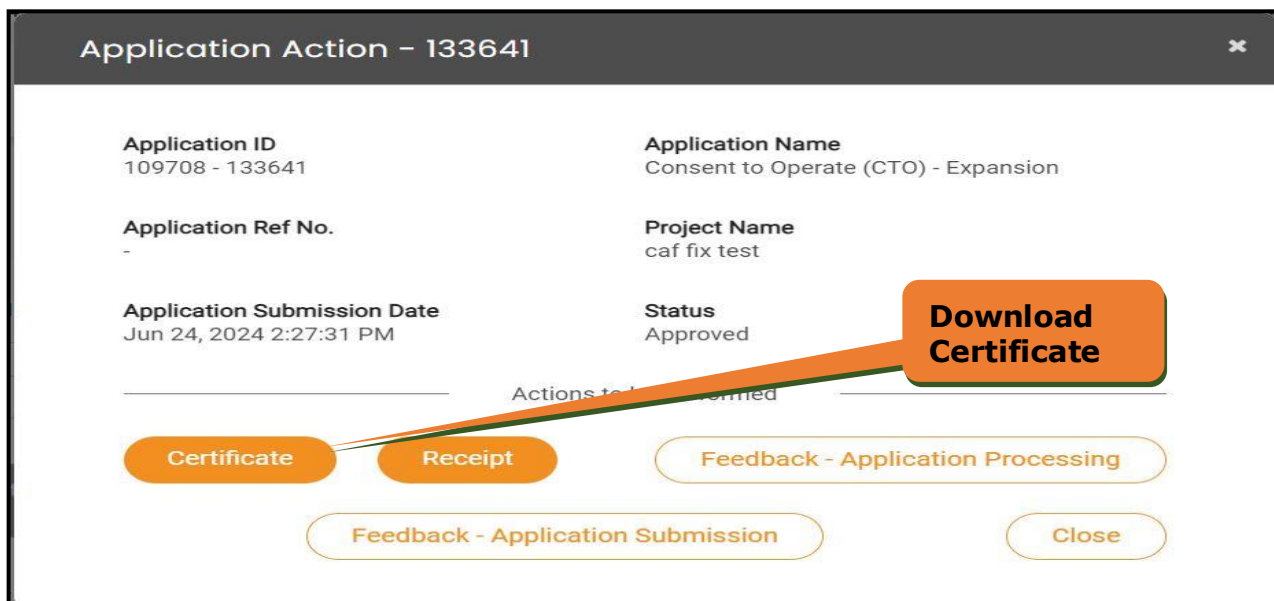
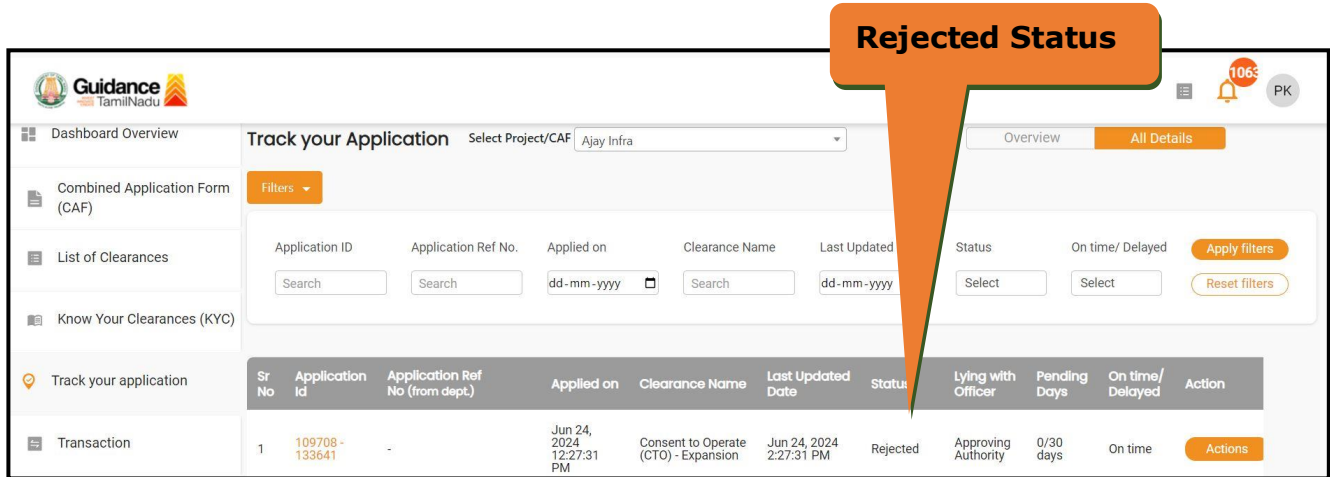


Figure 37. Download Certificate

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



The screenshot shows the 'Track your Application' page for 'Ajay Infra'. It includes a search filter section and a table of application records. The table has the following data:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109708 - 133641	-	Jun 24, 2024 12:27:31 PM	Consent to Operate (CTO) - Expansion	Jun 24, 2024 2:27:31 PM	Rejected	Approving Authority	0/30 days	On time	Actions

Figure 38. Rejected Status

