



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Permission for Road cutting

Commissionerate of Municipal Administration



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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) **Applicants can reach the helpdesk Toll free number-1800-258-3878 and Helpdesk Email.**

TNSWP website
(www.tnswp.com)

Toll free number
and Mail Id



tnswp.com/DIGIGOV/swp-tnswp.jsp

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

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-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)

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

TN Single Window Fee Slab for Large Industries

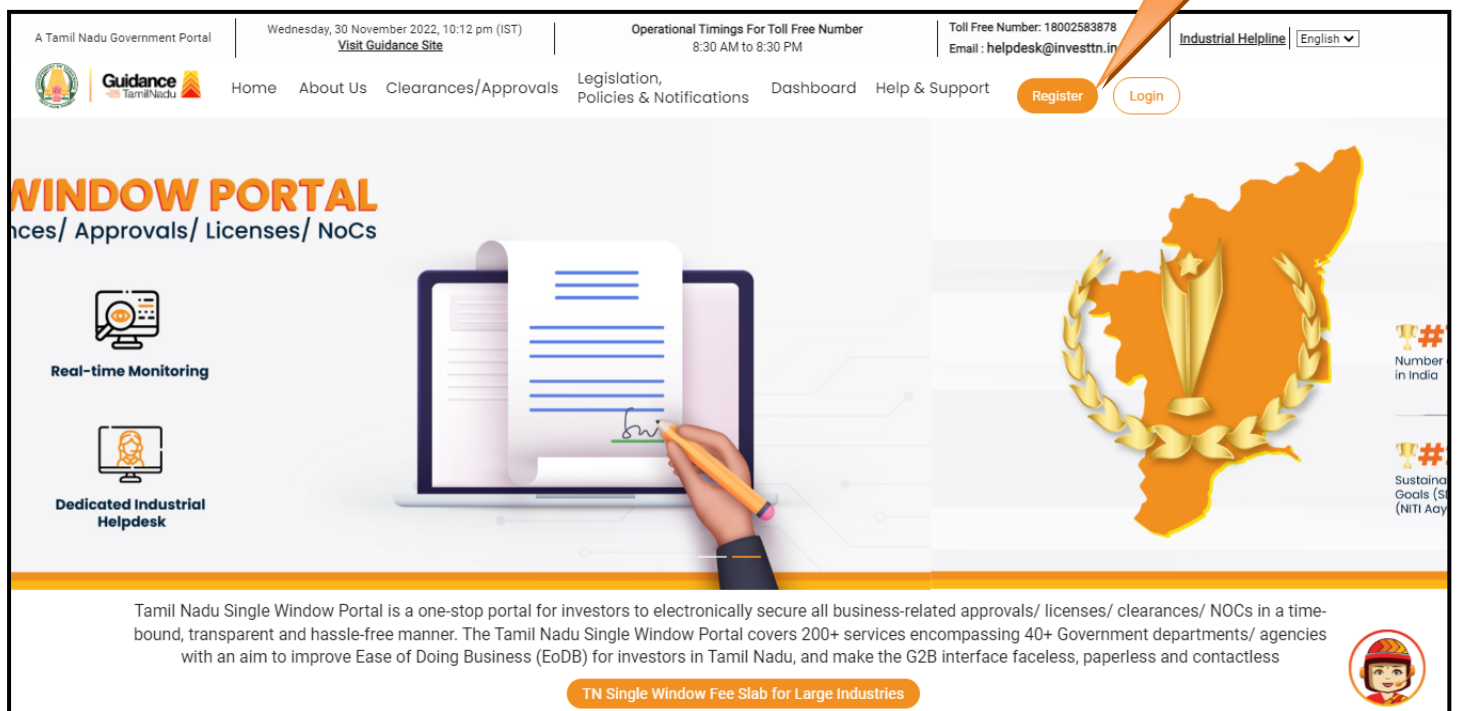
Figure 1. Single Window Portal Home Page

2. Registration

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

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

**Register
on TNSWP**



A Tamil Nadu Government Portal | Wednesday, 30 November 2022, 10:12 pm (IST) | Visit Guidance Site | Operational Timings For Toll Free Number 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline | English

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Tamil Nadu Single Window Portal
Clearances/ Approvals/ Licenses/ NoCs

Real-time Monitoring
Dedicated Industrial Helpdesk

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 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.

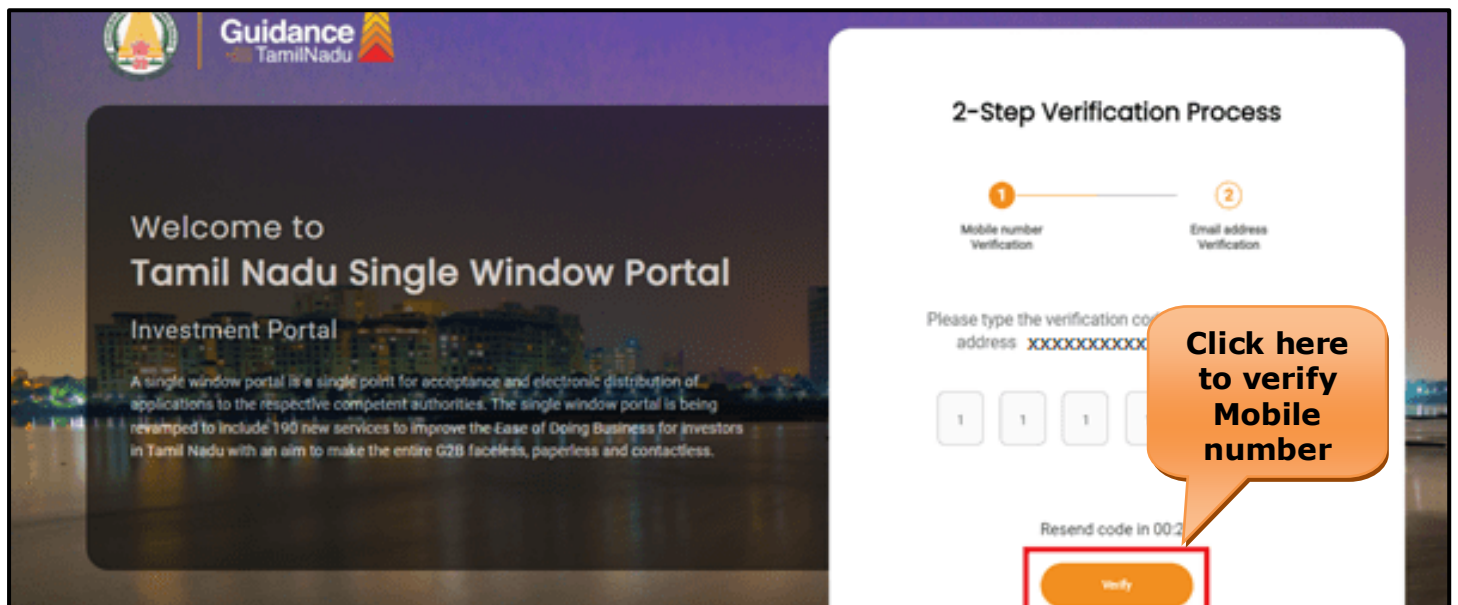


Figure 5. Mobile Number Verification

- o **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.

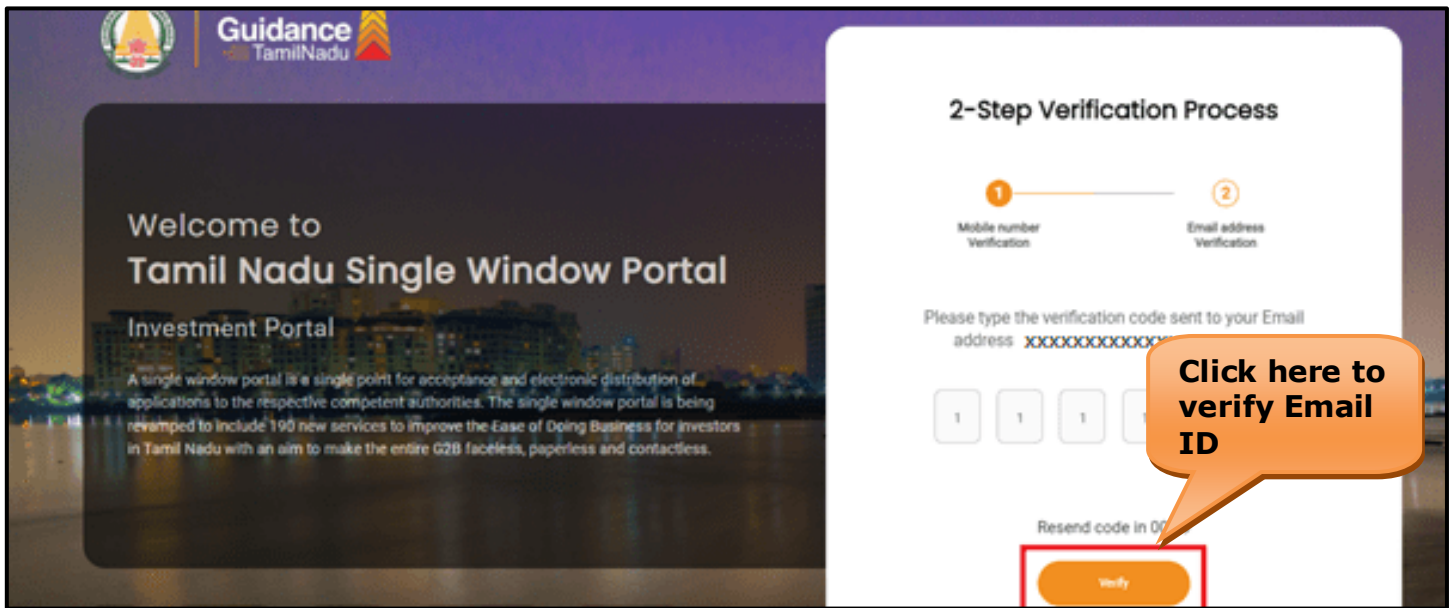


Figure 6. Email ID Verification

- 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.

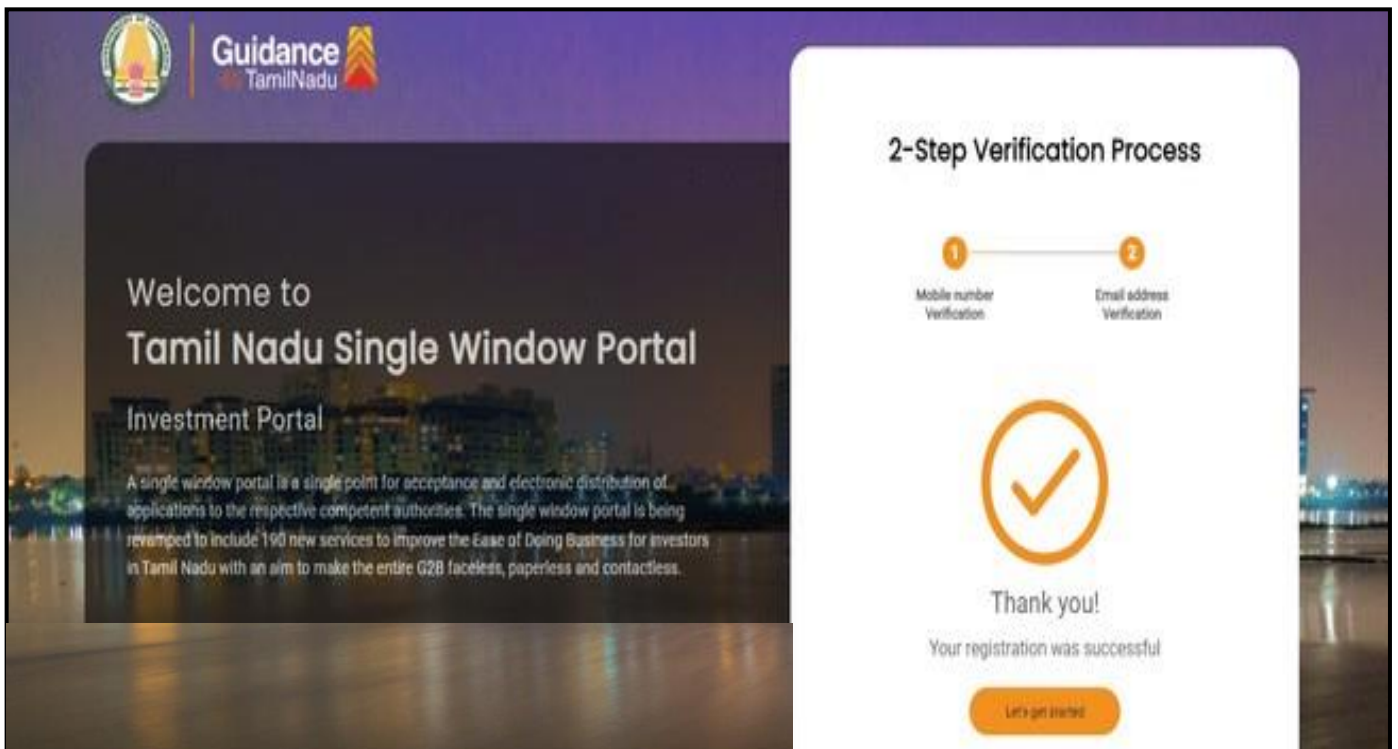


Figure 7. Registration Confirmation Pop-Up

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.

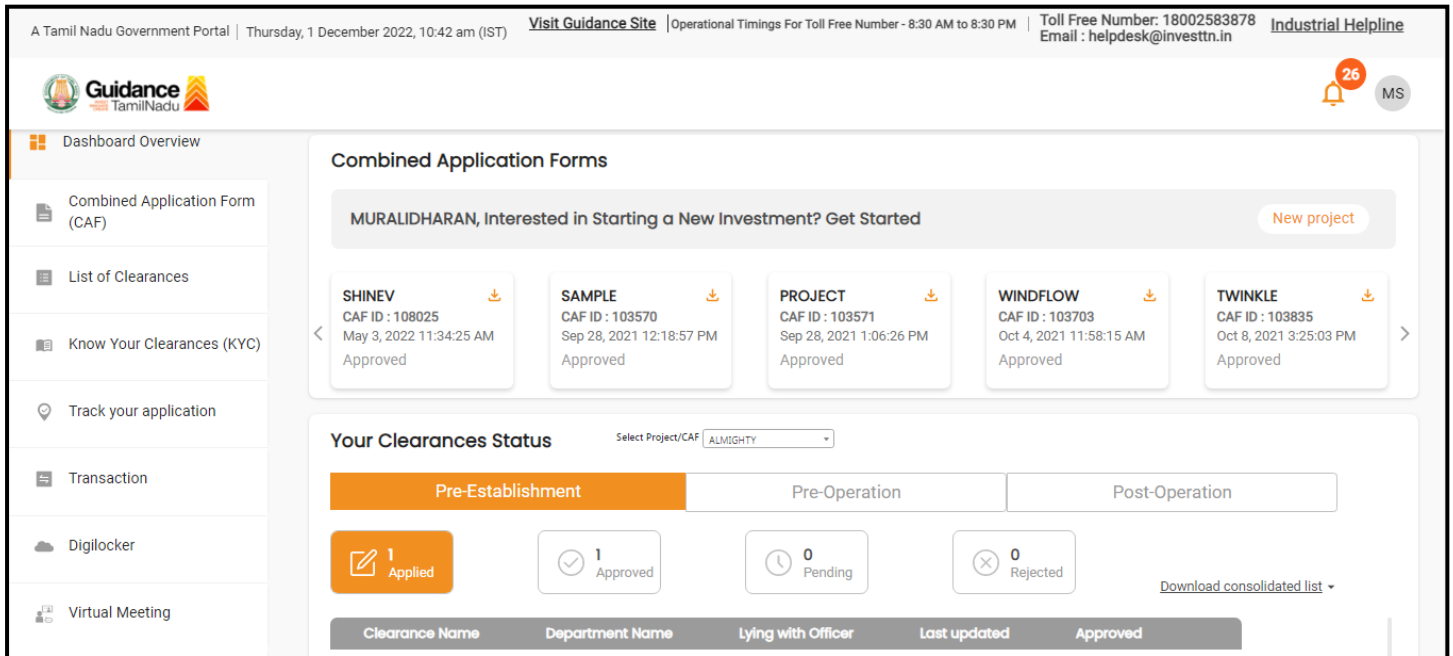
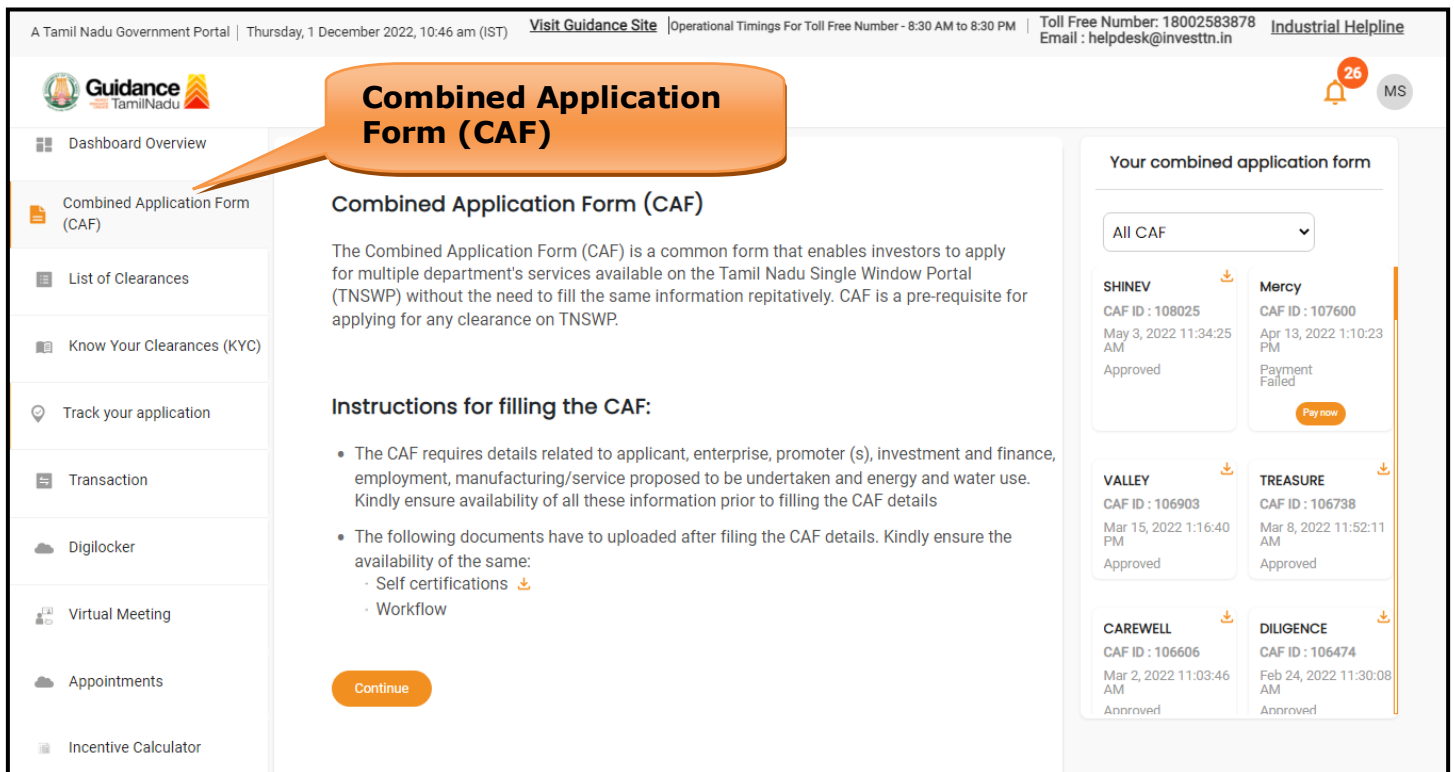


Figure 9. Dashboard Overview

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.



A Tamil Nadu Government Portal | Thursday, 1 December 2022, 10:46 am (IST) | Visit Guidance Site | Operational Timings For Toll Free Number - 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Industrial Helpline Email : helpdesk@investn.in

Combined Application Form (CAF)

Dashboard Overview

- Combined Application Form (CAF)
- List of Clearances
- Know Your Clearances (KYC)
- Track your application
- Transaction
- Digilocker
- Virtual Meeting
- Appointments
- Incentive Calculator

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 repetitively. 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 uploaded after filing the CAF details. Kindly ensure the availability of the same:
 - Self certifications
 - Workflow

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

[Continue](#)

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).

The screenshot displays the Guidance TamilNadu portal interface. At the top, there is a navigation bar with the Guidance TamilNadu logo and a notification bell icon showing 309 alerts. Below the navigation bar is a progress indicator with seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Manufacturing facilities, 5. Details of Manufacturing, 6. Supporting Documents, and 7. CAF Payment. The current step is CAF Payment. A confirmation message box is overlaid on the page, stating: "Information: Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF." Below the message box, the "Payment Details" section is visible, showing options for "Lump sum" (selected) and "à la carte", and a text input field for "Amount to be paid (in INR)" with the value "500000" and "Five Lakh" below it. A "Calculate Fee" button is also present.

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 Permission for Road cutting

1. 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	
36	No Objection Certificate pertaining to Sanitary for School	Commissionerate of Municipal Administration	30 days	View	-	Apply
41	Permission for Road cutting	Commissionerate of Municipal Administration	7 days	View	-	Apply
58	Sewer Connection for Commercial Establishments	Commissionerate of Municipal Administration	30 days	View	-	Apply
62	Water Connection for Commercial Establishments	Commissionerate of Municipal Administration	30 days	View	-	Apply

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- Establishment Stage Clearance’ and find the clearance ‘Commissionerate of Municipal Administration’ 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	
36	No Objection Certificate pertaining to Sanitary for School	Commissionerate of Municipal Administration	30 days	View	-	Apply
41	Permission for Road cutting	Commissionerate of Municipal Administration	7 days	View	-	Apply
58	Sewer Connection for Commercial Establishments	Commissionerate of Municipal Administration	30 days	View	-	Apply
62	Water Connection for Commercial Establishments	Commissionerate of Municipal Administration	30 days	View	-	Apply

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.

Apply for Clearance

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
36	No Objection Certificate pertaining to Sanitary for School	Commissionerate of Municipal Administration	30 days	View	-	Apply
41	Permission for Road cutting	Commissionerate of Municipal Administration	7 days	View	-	Apply
58	Sewer Connection for Commercial Establishments	Commissionerate of Municipal Administration	30 days	View	-	Apply
62	Water Connection for Commercial Establishments	Commissionerate of Municipal Administration	30 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 Commissionerate of Municipal Administration	Name of the Clearance Permission for Road cutting
---	---

Select Project/CAF *

CAF Large test

Select CAF

Click on Apply

Close Apply

Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Permission of Road Cutting.

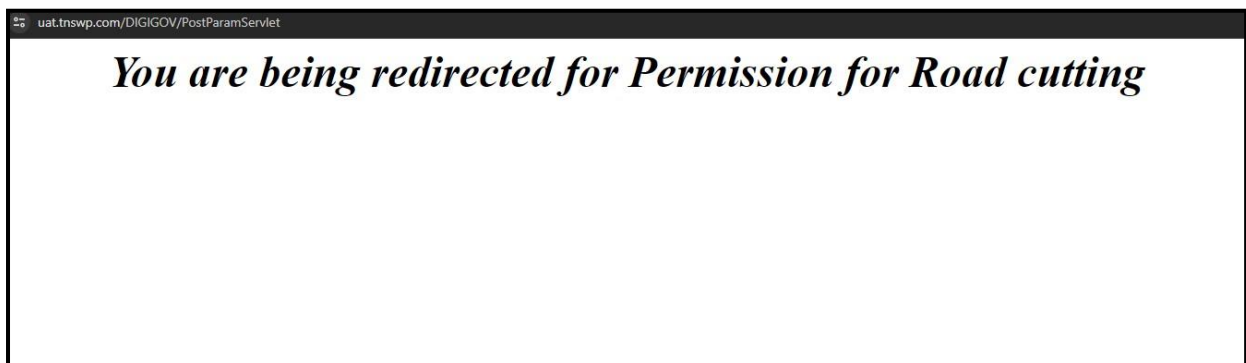


Figure 17. Commissionerate of Municipal Administration

3) Enter all the mandatory details in the application for Permission of Road Cutting.

RoadCutting Charge

Name of ULB * AVADI CITY MUNICIPAL CORPORATION

Mobile Number * 9092653218

Applicant * Mr. RAVIKUMAR Middle Name B

Please select if citizen not living in the ULB limit

Pincode * 600180

Street * No 280 Anbazhagan Nagar Area * avadi

Town / City * Chennai Email ID yokesh4995@gmail.com

Is Service Location Same as Applicant Location ? Yes No

Area * AVADI Locality * AVADI

Street * 4TH STREET, SHANKARAR NAGAR Ward * WD-42

S.No	Road Type	Road Length *	Purpose	Amount	Remarks
1	--Select--	--Select--	--Select--	0	

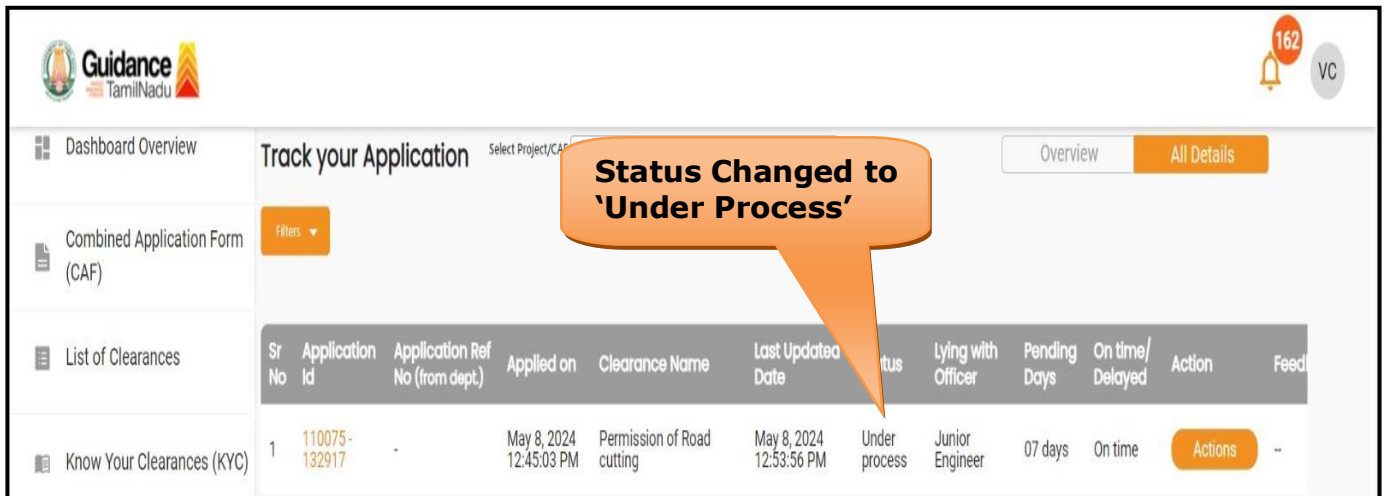
S.No	Checklist Desc	Documents(Max 1 MB)(pdf/jpeg)
1	Map showing the exact location of road cutting (Layout site plan) *	<input type="button" value="Choose File"/> pdf-test.pdf
2	Ward map showing the road cutting requested streets and length & width of cutting *	<input type="button" value="Choose File"/> sample.pdf
3	Copy of receipt, showing the up to date payment of Track rent (if any Telephone/optical cable laid already in this local body)	<input type="button" value="Choose File"/> SamplePdf_...2_page.pdf
4	Copy of property tax remittance (Applicable to the assessee) *	<input type="button" value="Choose File"/> sample.pdf

Click on 'Submit'

Figure 18. Road Cutting Charges

Application Submitted

1) 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**



The screenshot shows a web dashboard titled "Track your Application". On the left is a sidebar menu with items: "Dashboard Overview", "Combined Application Form (CAF)", "List of Clearances", and "Know Your Clearances (KYC)". The main content area has a header with "Track your Application" and a "Filters" button. Below the header is a table with the following data:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feed
1	110075-132917	-	May 8, 2024 12:45:03 PM	Permission of Road cutting	May 8, 2024 12:53:56 PM	Under process	Junior Engineer	07 days	On time	Actions	--

An orange callout bubble with the text "Status Changed to 'Under Process'" points to the "Under process" status in the table.

Figure 19. Status of the Application

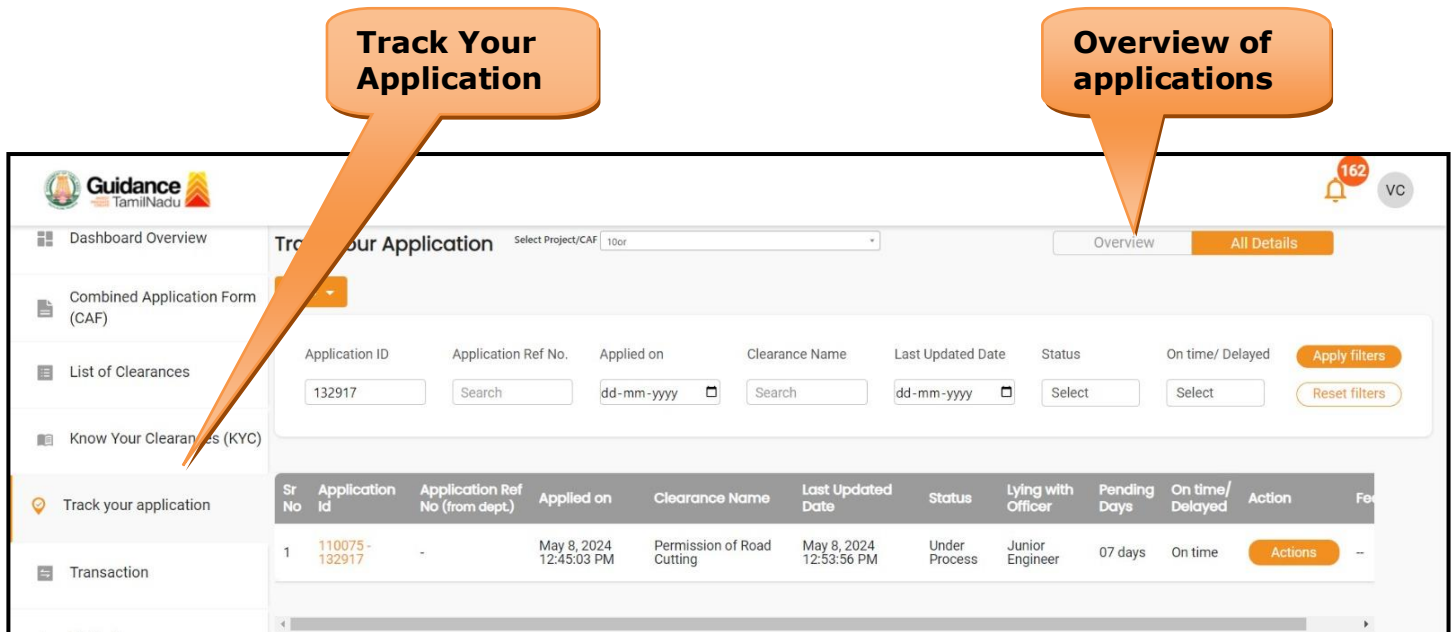
8. Track Your Application

- 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**



Track Your Application

Overview of applications

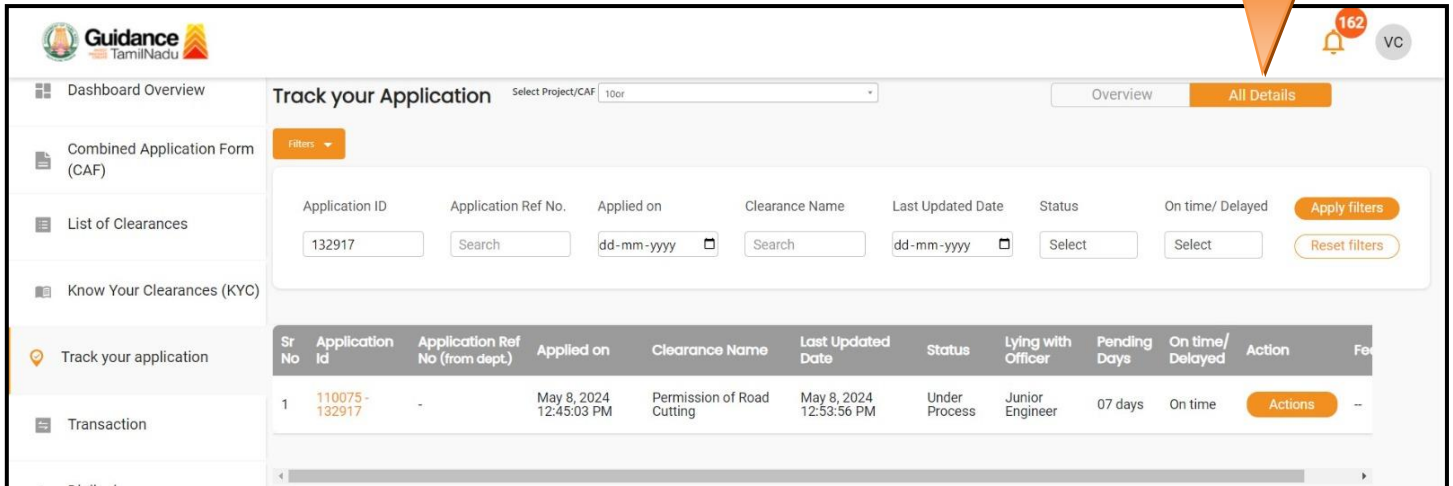
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fee
1	110075-132917	-	May 8, 2024 12:45:03 PM	Permission of Road Cutting	May 8, 2024 12:53:56 PM	Under Process	Junior Engineer	07 days	On time	Actions	--

Figure 20. 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**

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	110075-132917	-	May 8, 2024 12:45:03 PM	Permission of Road Cutting	May 8, 2024 12:53:56 PM	Under Process	Junior Engineer	07 days	On time	Actions

Figure 21. ‘All Details’ tab

9. Inspection Schedule

- a. The department schedules the date of appointment for inspection to be done for the specified institution (Refer Figure 22).
- b. The inspection date scheduled by the department is intimated to the user (Refer Figure 23)
- c. After the Inspection is completed, the Junior Engineer submits the Inspection report to the Assistant Engineer for Review

Figure 22. 'Inspection' tab

Figure 23. 'Inspection Scheduled'

10. Query Clarification

- 1) After submitting the application to the Commissionerate of Municipal Administration, the Revenue Inspector reviews the application and if there are any clarifications required, the Revenue Inspector 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 respond to the query as shown in the below figure.

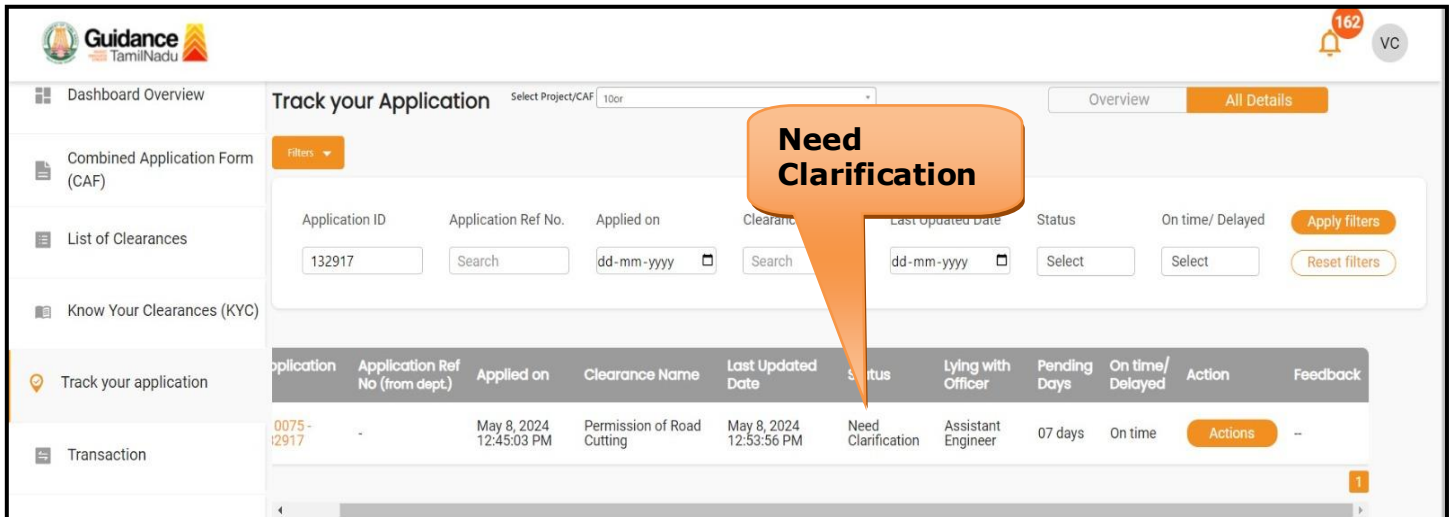


Figure 24. Need Clarification

Application Action - 132917
✕

Application ID 110075 - 132917	Application Name Permission of Road Cutting
Application Ref No. -	Project Name CAF Large test
Application Submission Date May 8 2024 12:55:05PM	Status Need Clarification

Actions to be performed

Clarify Query

Provide Clarification

Close

Figure 25. 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.

11. Internal Approval

- If the inspection is satisfactory, the inspection report is prepared. Later the report is forwarded to JE. The JE scrutinizes the application along with the inspection report.
- • If there is any query, the query is sent to the applicant.
- • If there is no query, then the estimate for pipeline work is prepared.
- • If the estimate is satisfactory, then the Municipal Engineer gives the internal approval

The screenshot shows the 'Track your Application' interface. The application status is 'Internal Approval'. 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	Feedb
1	110075-132917	-	May 8 2024 12:45:36 PM	Permission of Road Cutting	May 8 2024 12:56:20 PM	Internal Approval	Municipal Engineer	07 days	on time	Actions	-

Figure 26. Internal Approval

7) The Status of the application changes from 'Need clarification' to '**Under Process**' after the Applicant submits the query.

The screenshot shows the 'Track your Application' interface. The application status is 'Under process'. A callout bubble points to the status change. 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	Feedb
1	110075-132917	-	May 8, 2024 12:45:03 PM	Permission of Road cutting	May 8, 2024 12:53:56 PM	Under process	Junior Engineer	07 days	On time	Actions	-

Figure 27. Under Process

12. Payment Process:

- a. Once the status has 'Action Button' under 'Track your application' and make the payment by clicking on
- b. The User has the provision 'SBI' or 'PAYGOV'
- c. After the payment 'Under Process'

The screenshot shows the 'Track your Application' interface. On the left is a sidebar with navigation options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application (selected), and Transaction. The main area has a search bar for 'Select Project/CAF' with '10or' entered. Below this is a filter section with fields for Application ID (132917), Application Ref No., Applied on (dd-mm-yyyy), Clearance Name, Last Updated Date (dd-mm-yyyy), Status, and On time/ Delayed. A table below displays application 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	110075 - 132917	-	May 8, 2024 12:45:03 PM	Permission of Road Cutting	May 8, 2024 12:53:56 PM	Make payment	Municipal Commissioner	07 days	On time	Actions

Figure 28. Make Payment

The screenshot shows the 'Application Action - 132917' modal window. It displays the following details:

- Application ID:** 110075 - 132917
- Application Name:** Permission of Road Cutting
- Application Ref No.:** -
- Project Name:** CAF Large test
- Application Submission Date:** May 8, 2024 12:58:16 PM
- Status:** Make payment

Below the details, there is a section titled 'Actions to be performed' with two buttons: 'Make payment' and 'Close'.

Figure 29. Click to Proceed Payment Process

E Challan - Google Chrome
 https://103.59.16.41/challan/deptchallan/

Government of Tamil Nadu
 Department of Finance - Treasuries and Accounts

Kalanjiyam

Challan Details

Challan No: Department TXN No: 1000020270 Challan Date:

Department Details

Department*: Public Works - Buildings District*: PAO (Chennai East) DDO Office Name*: PA to Director of Boiler, PWD, Chennai
 DDO Code*: 43011112 Dept. Office Name: Dept. Office Code:

Period Details

From Date: To Date:

Remitter Details

Remitter Type*: Others Remitter Code: 30 Remitter Name*: VIJAY VIJAY
 PAN: Contact No: 9884256808 Block/Street*: Jayanthi Nagar
 City*: Chennai State*: Tamil Nadu Pincode: 600018
 Aadhar No: Email ID:

Service Rendering Department: 03902

Service Details

Receipt Type*	Sub Type*	Acct Code*	Amount*	Department Ref.No.	Remarks
17	Renewal of Welder Qualificat	023000103AA22719	5	132272	

Challan Amount*:

Payment Details

Select Bank for Payment: Payment Method: செலுத்தும் முறை * Online Offline

This site is being maintained by Department of Treasuries and Accounts © 2023 Department of Finance. All Rights Reserved.

SBI ONLINE

ructions from CBDT, we are migrating SBI Payment gateway from existing OLTAS Income Tax Payment functionality(maintained by NSDL) to new Income Tax Portal(TIN 2.0 Portal) from 1st April 2023. Existing E

Personal Banking Corporate Banking / yono BUSINESS

Username & Password are case sensitive

User ID*
 newuser2

.....

Virtual Keyboard

~	!	@	#	\$	%	^	&	*	()	_	+		
.	0	9	1	5	6	7	2	3	4	8	-	=		
w	t	q	r	e	u	y	p	i	o	{	}			
s	a	g	d	f	j	h	k	[]	\	/	"		
c	v	x	z	m	n	b	<	>	:	;	'	~		
CAPS LOCK						CLEAR						?	-	.

Disclaimer

The privacy contract is between you and the service provider. Bank is only facilitating the payment mechanism and is not responsible for any discrepancy by the service provider

- [Click here](#) to abort this transaction & return to the merchant site
- Mandatory fields are marked with (*)
- Do not provide your username and password other than this page
- Your username and password are highly confidential. Never part with them. SBI will never ask for this information.
- Reversal/Refund of failed merchant payment usually take 1-2 days. Kindly wait for minimum 24 hours before raising a complaint.
- Please ensure your account has sufficient balance
- Please ensure valid OTP is keyed-in
- Please ensure to complete the payment transaction well within time limit

VeriSign
 This site is highly secured with 256 - bit encryption certified by VeriSign

13. Application Processing

1) The Municipal Commissioner scrutinizes and reviews the application and updates the status as **“Approved or Rejected”**

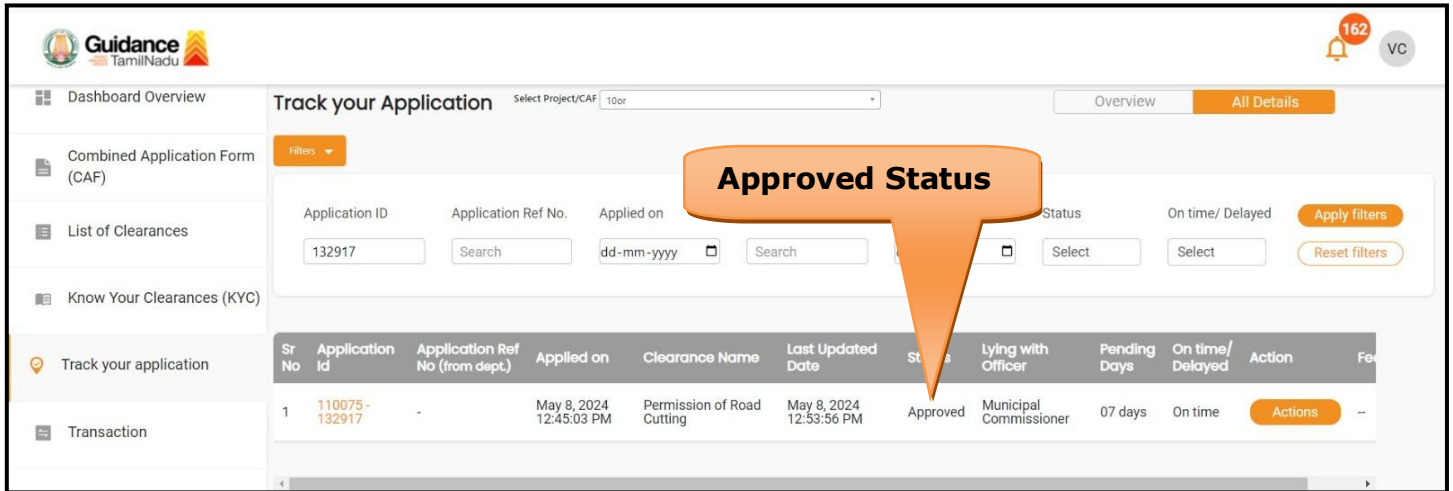


Figure 30. Application Processed

2) If the application is **‘Approved’** by the Municipal Commissioner, the applicant can download the Approval Certificate under **Track your application – > Action button -> Download Certificate** (Refer Figure 26)

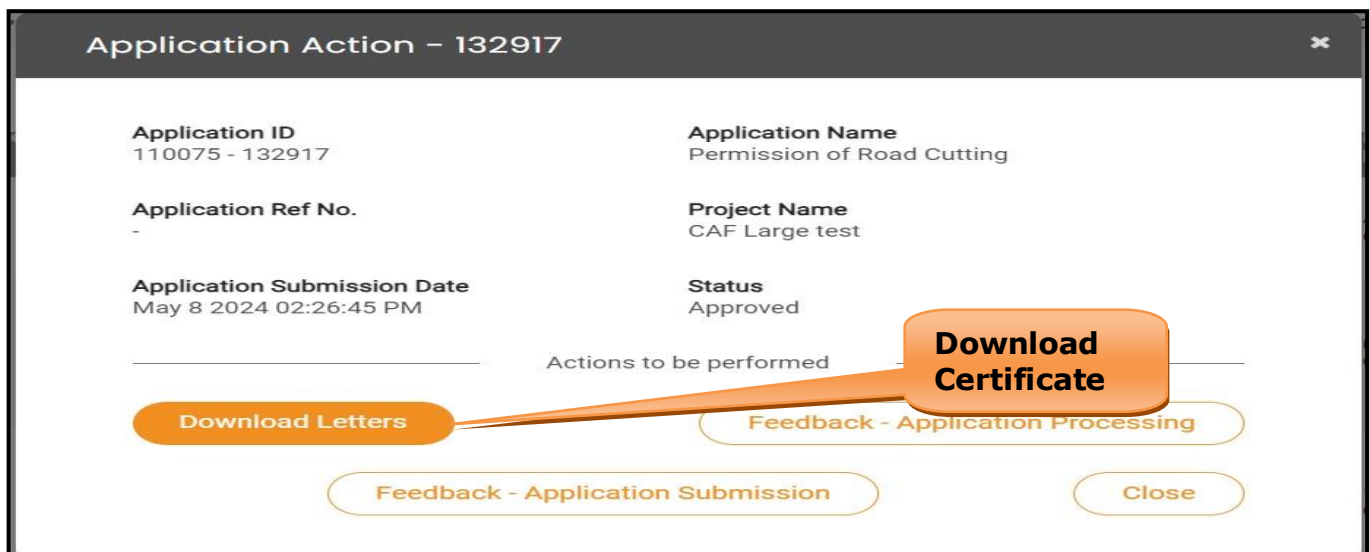
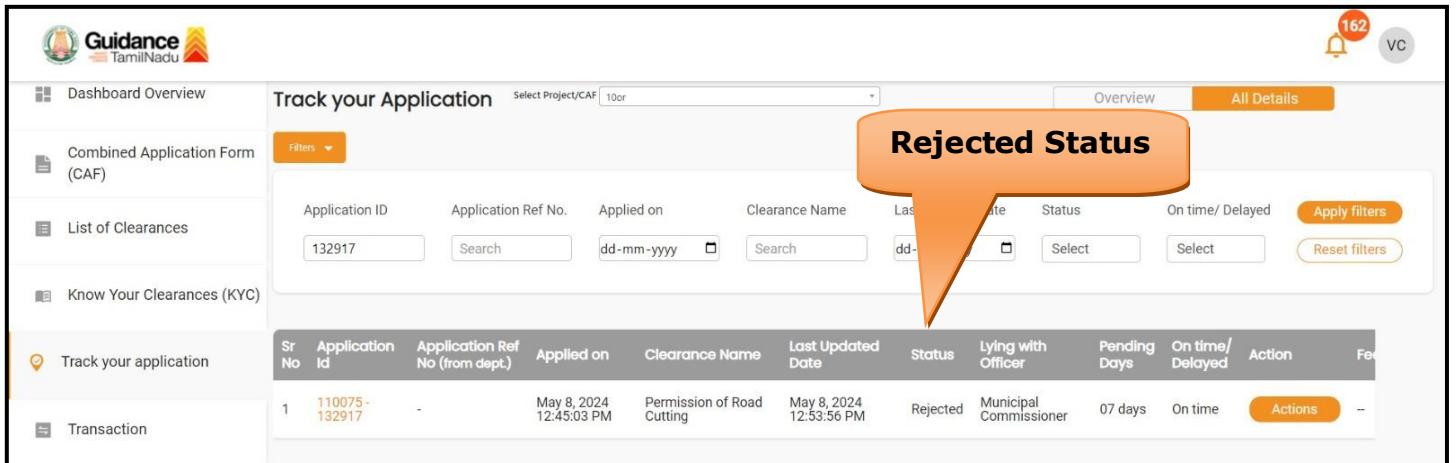


Figure 31. Download Certificate

3) If the application is '**Rejected**' by the Municipal Commissioner, the applicant can view the rejection remarks under the Actions Tab by the Municipal Commissioner. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 32)



The screenshot shows a web dashboard for tracking applications. A callout bubble labeled "Rejected Status" points to a table entry. 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	110075-132917	-	May 8, 2024 12:45:03 PM	Permission of Road Cutting	May 8, 2024 12:53:56 PM	Rejected	Municipal Commissioner	07 days	On time	Actions

Figure 32. Rejected Status

