



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

High Tension - Temporary Power Connection

**Tamil Nadu Generation and Distribution
Corporation Limited**



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1. Home Page

- 1) The journey of the new applicant starts with Tamil Nadu Single Window Portal (TNSWP) homepage that can be accessed through <https://tnswp.com> website wherein it gives various information's, useful links, and functionalities about TNSWP.
- 2) Applicant can reach the helpdesk Toll free number-1800-258-3878 and Helpdesk Email.

TNSWP website
(www.tnswp.com)

Toll free number
and Mail Id



The screenshot shows the TNSWP Home Page with the following details:

- URL: tnswp.com/DIGIGOV/swp-tnswp.jsp
- Date/Time: Wednesday, 30 November 2022, 10:11 pm (IST)
- Operational Timings For Toll Free Number: 8:30 AM to 8:30 PM
- Toll Free Number: 18002583878
- Email: helpdesk@investn.in
- Language: English
- Navigation: Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, Help & Support
- Buttons: Register, Login
- Header: TAMIL NADU Leading the Nation
- Awards and Rankings:

#1	#1	#1	#1	#1
Number of Factories in India	Number of Operational SEZs in India	Governance & Political Stability (N-SIPi 2019)	International and Domestic Tourist Arrivals	Best Performing State (India Today State of the State Award 2018, 2019 & 2020)
#2	#2	#2	#2	#2
Sustainable Development Goals (SDG) Index 2020-21 (NITI Aayog)	Second Largest Economy in India	Best Governed State (Public Affairs Index 2020)	Job Creation Under IBPS Scheme	Growth, Innovation and Leadership Index 2019 (Frost & Sullivan)
- Footer: Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless.
- Additional Info: 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

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

**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.

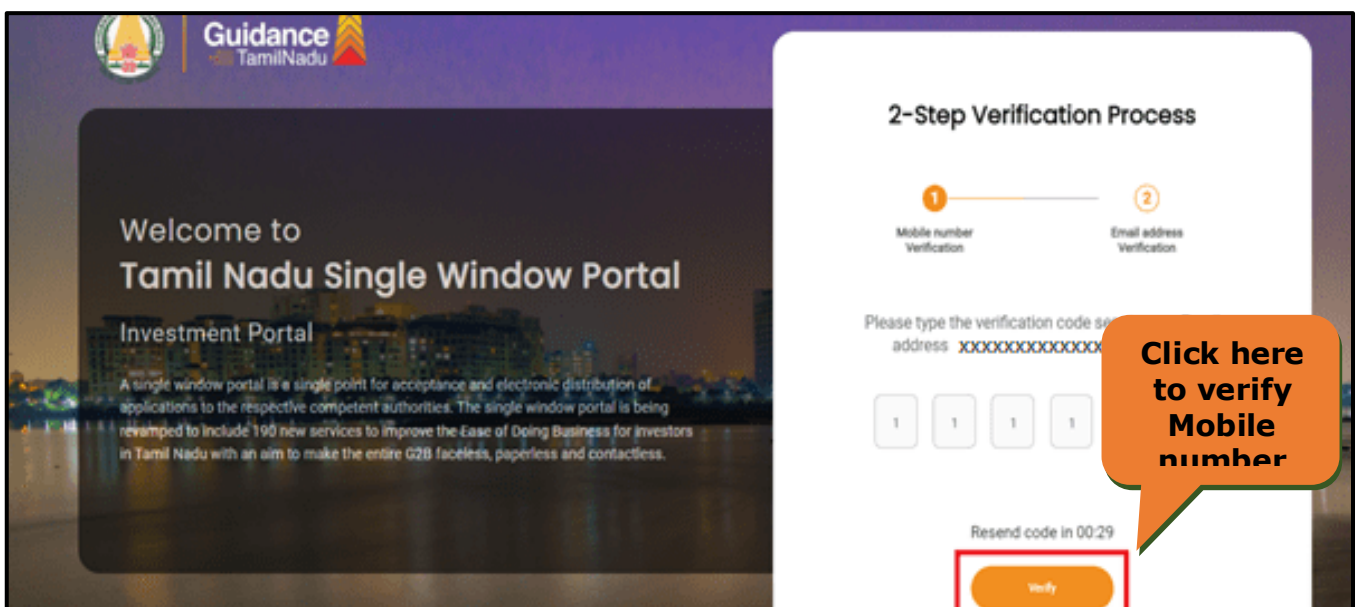


Figure 5. Mobile Number Verification

- **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.

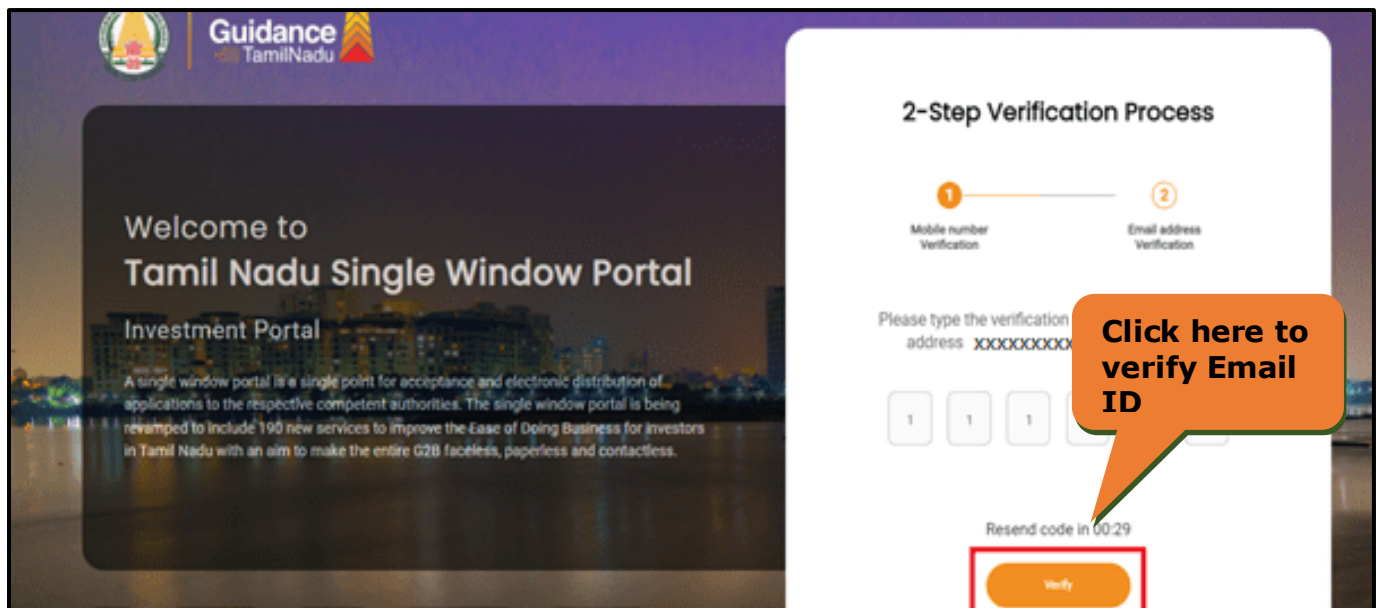


Figure 6. Email ID Verification

- 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.

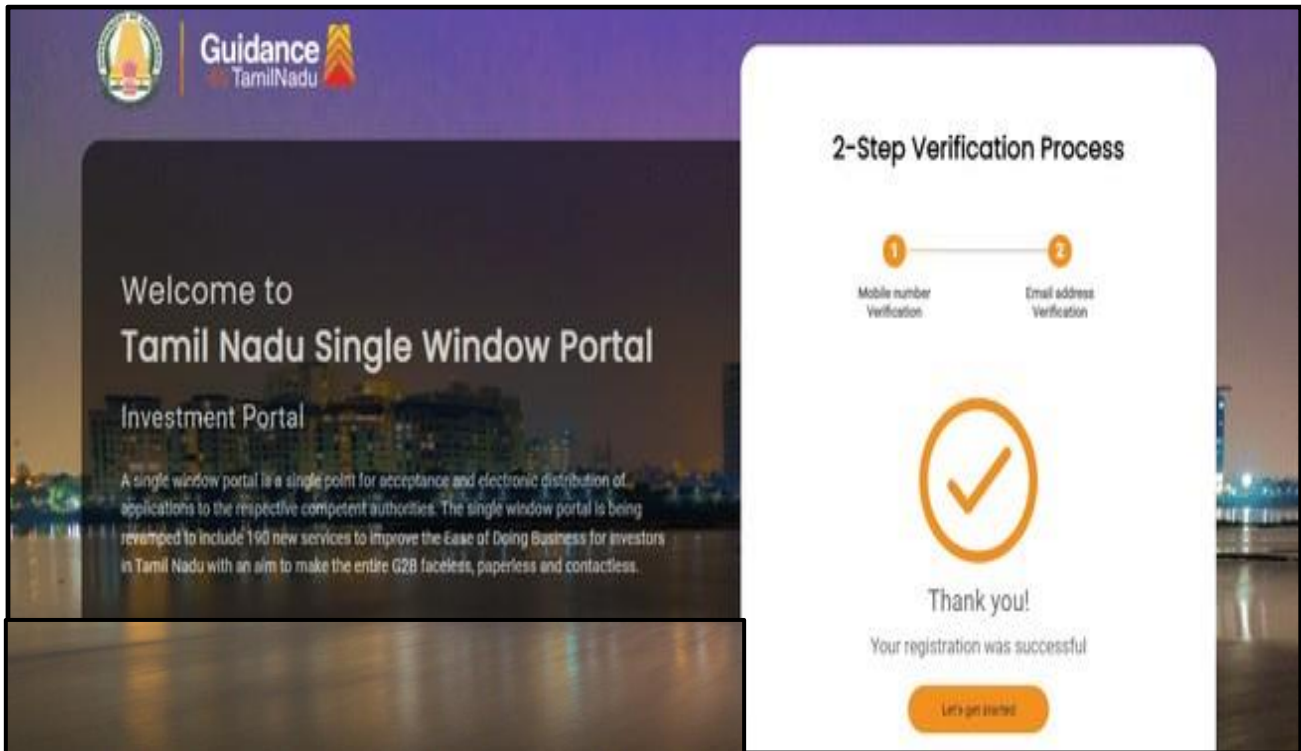


Figure 7. Registration Confirmation Pop-Up

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 '8:30 AM to 8:30 PM', and contact information 'Toll Free Number: 18002583878' and 'Email: helpdesk@investtn.in'. The navigation menu contains 'Home', 'About Us', 'Clearances/Approvals', 'Legislation, Policies & Notifications', 'Dashboard', and 'Help & Support'. A 'Register' button and a 'Login' button are visible. The main content area features a large orange map of Tamil Nadu with a star and laurel wreath, and the text 'TAMIL NADU Leading the Nation'. Below this, there are two rows of award statistics, each with a trophy icon and a '#1' or '#2' ranking. The bottom section contains a paragraph describing the portal as a one-stop portal for investors, followed by a 'TN Single Window Fee Slab for Large Industries' button and a small cartoon character icon.

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

Guidance TamilNadu | 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-SIP 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)

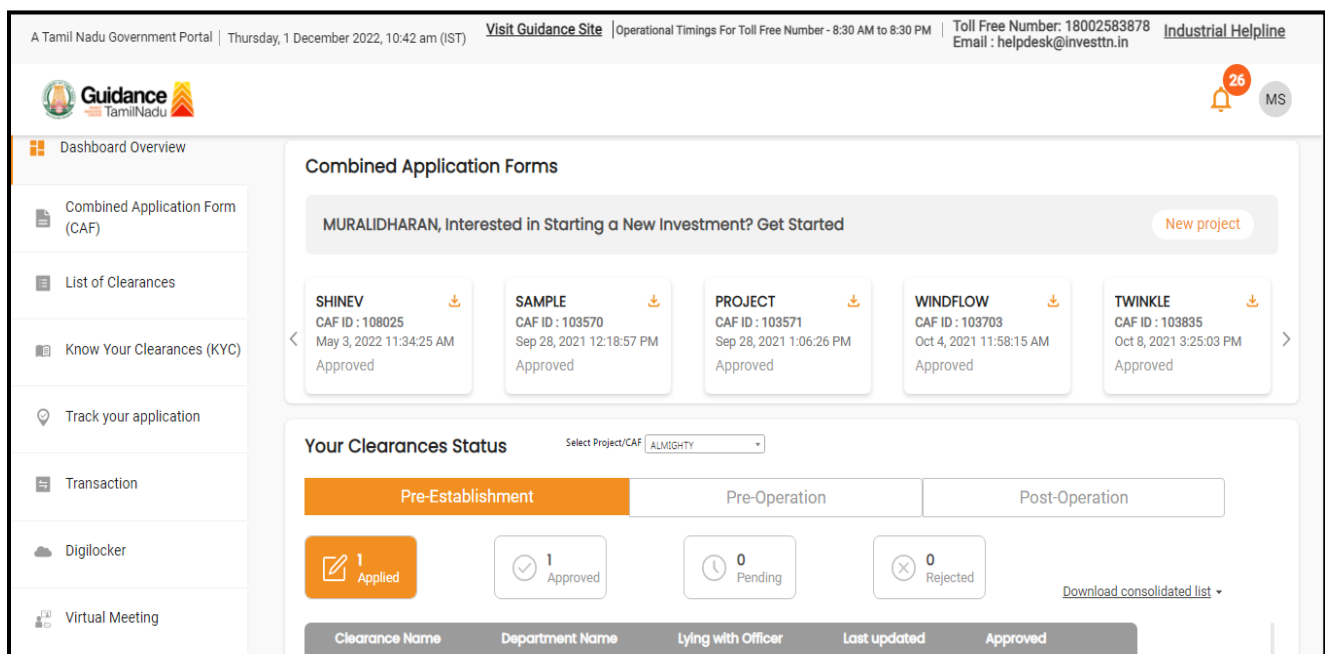
Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ 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 8. Login

5. Dashboard Overview

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



A Tamil Nadu Government Portal | Thursday, 1 December 2022, 10:42 am (IST) | [Visit Guidance Site](#) | Operational Timings For Toll Free Number - 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline

Guidance TamilNadu

26 MS

Dashboard Overview

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

Combined Application Forms

MURALIDHARAN, Interested in Starting a New Investment? Get Started [New project](#)

Project Name	CAF ID	Application Date	Status
SHINEV	108025	May 3, 2022 11:34:25 AM	Approved
SAMPLE	103570	Sep 28, 2021 12:18:57 PM	Approved
PROJECT	103571	Sep 28, 2021 1:06:26 PM	Approved
WINDFLOW	103703	Oct 4, 2021 11:58:15 AM	Approved
TWINKLE	103835	Oct 8, 2021 3:25:03 PM	Approved

Your Clearances Status Select Project/CAF: ALMIGHTY

Pre-Establishment	Pre-Operation	Post-Operation
1 Applied	1 Approved	0 Pending
0 Rejected		

[Download consolidated list](#)

Clearance Name	Department Name	Lying with Officer	Last updated	Approved
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Figure 9. Dashboard Overview

6. Combined Application Form (CAF)

- 1) Prior to applying for various clearances on TNSWP, the applicant must create a project by filling in the combined application form (CAF).
- 2) Click on Combined Application Form (CAF) from the menu bar on the left.
- 3) The details which are commonly required for applying various clearances are stored in Central Repository through CAF. So, whenever the applicant applies for various clearances for a specific project, the details stored in CAF gets auto populated in the application form which minimizes the time spent on entering the same details while filling multiple applications.
- 4) The Overview of the Combined Application Form (CAF) and the instructions to fill in the Combined Application Form (CAF) are mentioned in the below Figure.

5) Click on **'Continue'** button to fill in the Combined Application Form.

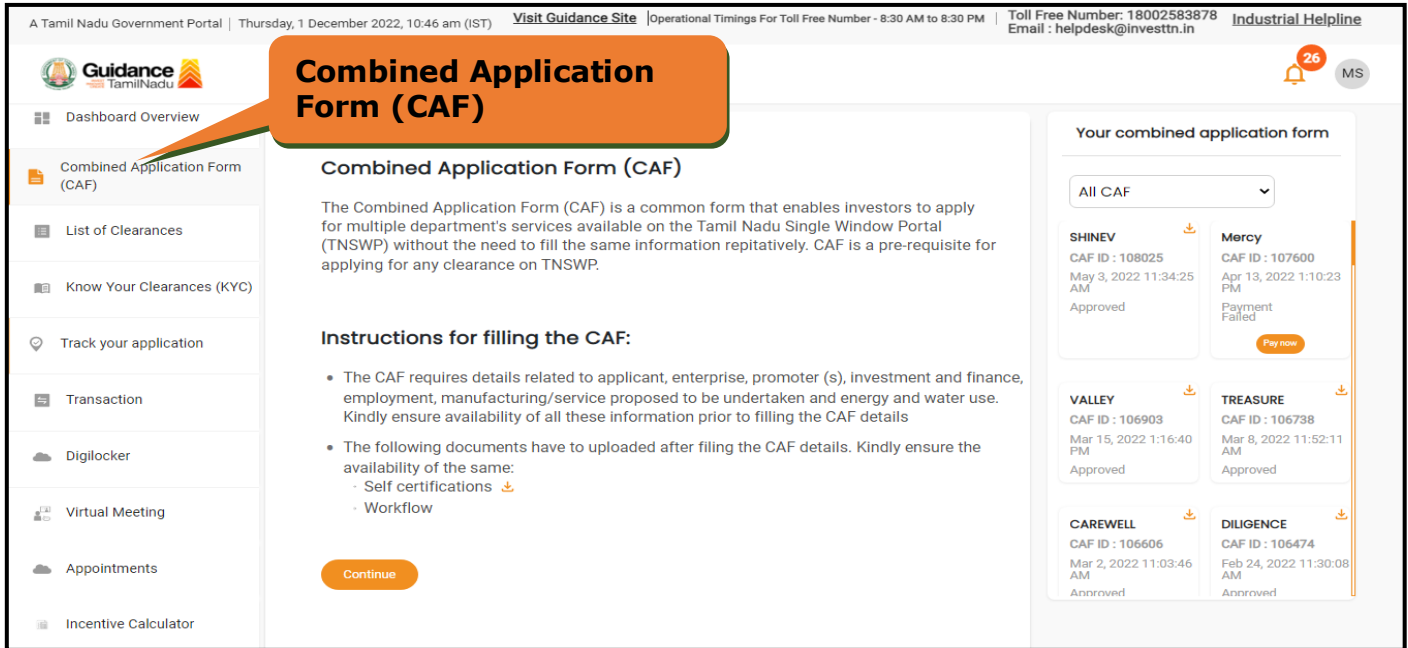


Figure 10. Combined Application Form (CAF)

6.1 Sections of Combined Application Form

1) To complete the combined application form (CAF) the applicant has to fill 7 Sections of CAF as displayed in Figure 11. (**CAF payment tab** will be displayed only for large enterprises).



Figure 11. Section of Combined Application Form (CAF)

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

- **Self-Certification:**

- Download the template.

- Prepare the self-certification documents as per the instructions given in the template and upload.
 - **Workflow:**
 - Prepare and upload the business process flow chart.
- 3) After filling all the sections in combined application form (CAF), the applicant can submit the form.
- 4) When the applicant submits the combined application form (CAF), confirmation message will pop-up stating, '**Your request has been saved successfully**' (Refer Figure 12).

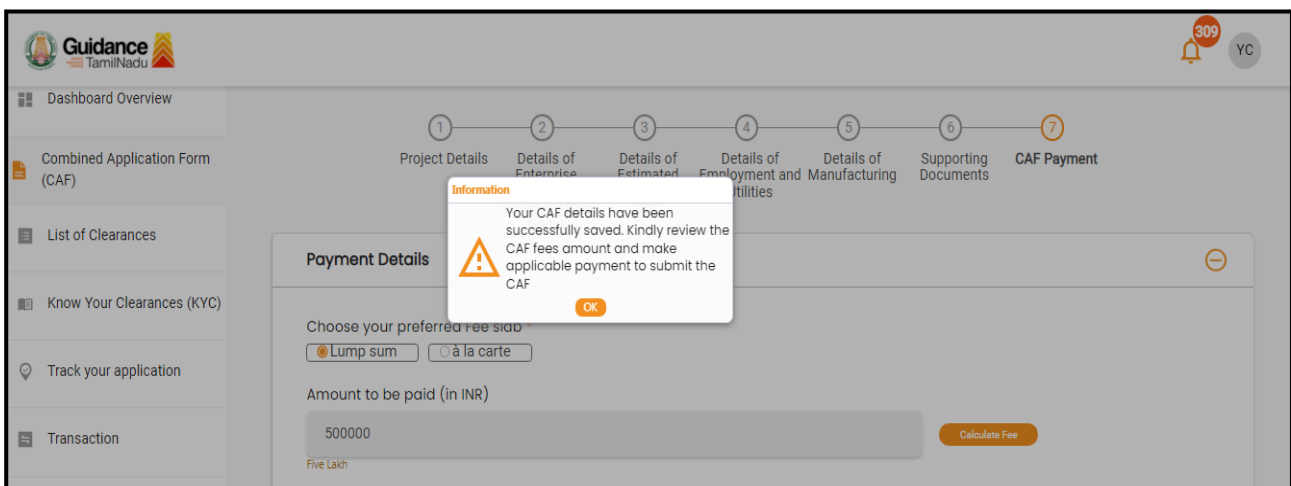


Figure 12. Combined Application Form (CAF) - Confirmation Message

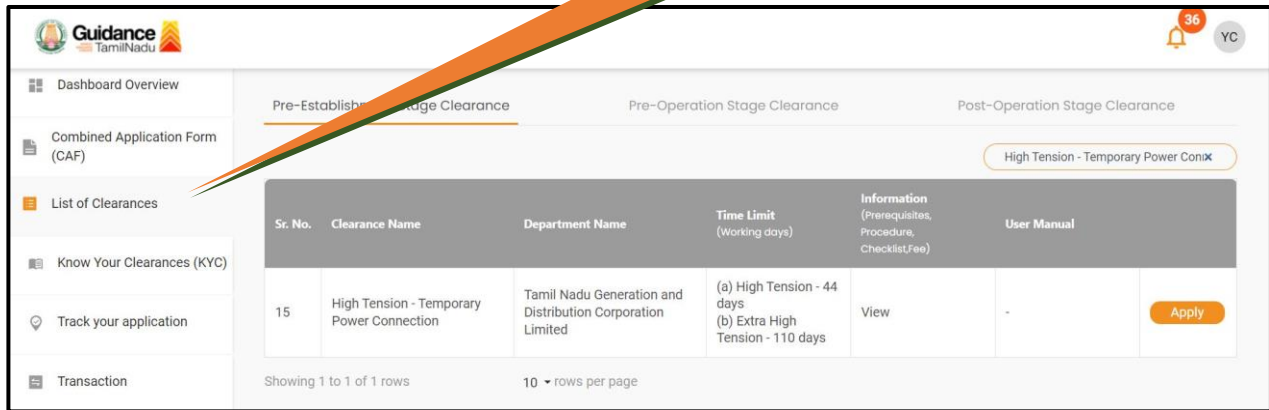
Note:

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

7. Apply for High Tension - Temporary Power Connection

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
15	High Tension - Temporary Power Connection	Tamil Nadu Generation and Distribution Corporation Limited	(a) High Tension - 44 days (b) Extra High Tension - 110 days	View	-

Showing 1 to 1 of 1 rows 10 rows per page

Figure 13. List of Clearances

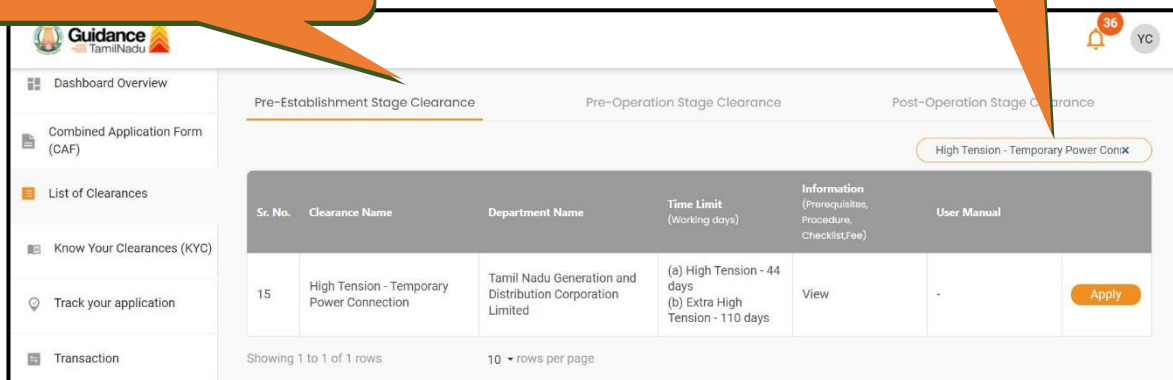
2. The list of clearances is segregated into three stages.

- **Pre-Establishment Stage Clearance**
- **Pre-Operation Stage Clearance**
- **Post-Operation Stage Clearance**

3. Select ‘Pre- Establishment Stage Clearance’ and find the clearance ‘High Tension - Temporary Power Connection’ by using Search option as shown in the figure given below.

Pre-Establishment Stage Clearance

Search for Clearance

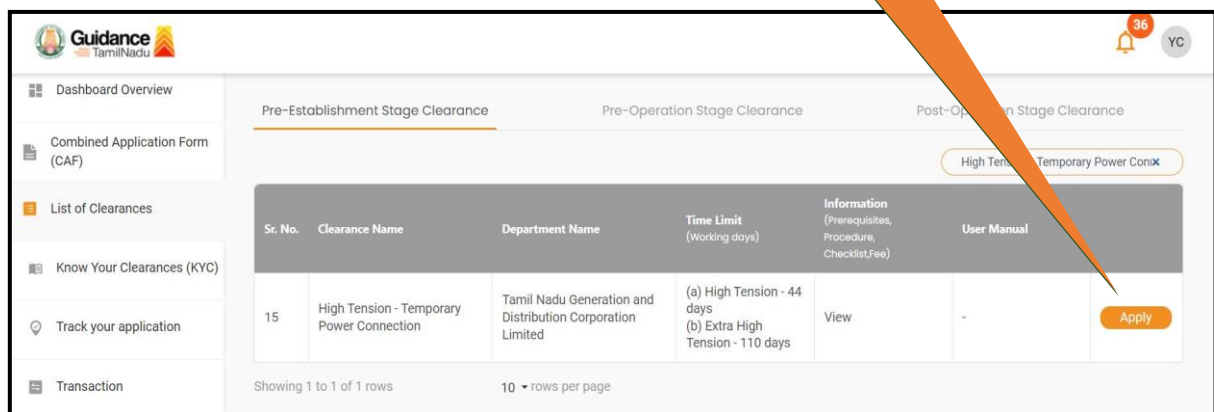


Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
15	High Tension - Temporary Power Connection	Tamil Nadu Generation and Distribution Corporation Limited	(a) High Tension - 44 days (b) Extra High Tension - 110 days	View	-

Showing 1 to 1 of 1 rows 10 rows per page

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.



The screenshot displays the 'Guidance TamilNadu' web interface. On the left is a navigation menu with options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, and Transaction. The main content area is titled 'Pre-Establishment Stage Clearance' and features a table with the following data:

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
15	High Tension - Temporary Power Connection	Tamil Nadu Generation and Distribution Corporation Limited	(a) High Tension - 44 days (b) Extra High Tension - 110 days	View	-	Apply

An orange callout box with the text 'Apply for Clearance' points to the 'Apply' button in the table. The interface also shows a search filter for 'High Tension - Temporary Power Connection' and a status indicator '36 YC' in the top right corner.

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 Generation and Distribution Corporation Limited

Name of the Clearance
High Tension - Temporary Power Connection

Select Project/CAF *

DD

Close

Apply

Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to High Tension - Temporary Power Connection

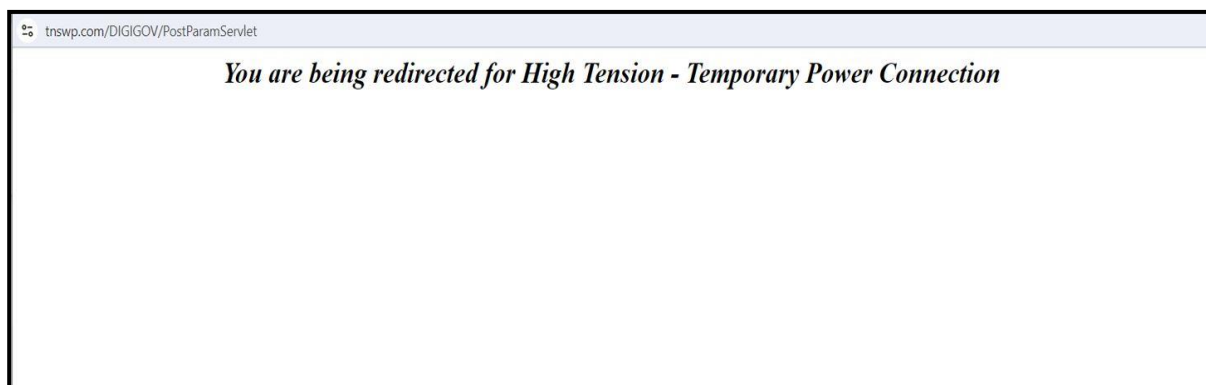


Figure 17. High Tension - Temporary Power Connection

3) Enter all the mandatory High Tension - Temporary Power Connection.

103.234.149.242:8080/htbill/registration/create?applicantCatCode=002

singaraveluow * | Tuesday, July 30, 2024, 12:54:53

TANGEDCO Services

Registration

Application — Communication Details — Service — Load Details — Documents

Application Details

Application Category * HT Temporary Service
 District Name * Chennai
 Select Your Circle * Chennai Central
 Select Your Section *
 Designation * Designation
 Application Type *
 Service Category *
 Applicant / Organization Name * Applicant / Organization Name
 Authorized Signatory Name * Authorized Signatory Name

[Save Draft](#)

TANGEDCO Services

Registration

Application — Communication Details — Service — Load Details — Documents

Site Address Details

Premises Address * 11, Buyalokkuyi
 District Name * Chennai
 Pin Code * 638459
 Tahuk Name *
 Village Name *
 Land Line No. Std Land Line No.
 Fax No. Std Fax
 Is the billing address different from premises address? * Yes No

Billing / Communication Address

Premises Address House
 District Name *
 Tahuk Name * NILI
 Village Name *
 Pin Code *
 Land Line No. Std Land Line No.
 Fax No. Std Fax
 Mobile No. * 9092653218
 Email * kdw@gmail.com
 Date of Registration of the Company *
 Date of Reg
Note: Future Date will not be permitted.
 Nearest Land Mark
 Remarks

[Save Draft](#)

Application — Communication Details — **Service Details** — Load Details — Documents

Service Details

Supply Voltage * Tariff * Nature of Industry

Location Type * Rural Urban

System Network * OH UG

I hereby agree to provide the metering point within 30 meters from the main gate. It is also noted that failure to comply with the above requirement will result in denial of supply. TANGEDCO shall have the right to reject/cancel the application at any stage.

Yes

Details of existing service connections of the applicant, if any

Save Draft

Application — Communication Details — Service — **Load Details** — Documents

Load Details

Note: If the Applicant has requested Demand in the voltage level higher than the specified norms, a prior approval obtained from the competent authority is essential.

S.No	Description	Total M.D in KVA
1	Estimated requirement now applied *	<input type="text" value="M.D in KVA"/>
2	Brief Details of industry to be saved *	<input type="text" value="Industry"/>
3	No of Shifts *	<input type="text" value="No of Shifts"/>
4	Probable date of load maturing *	<input type="text" value="30/07/2024"/>
5	Remarks if any regarding essentiality of supply	<input type="text" value="Remarks"/>

Save Draft

Application — Communication Details — Service — Load Details — **Documents Details**

Document Details

Applicant Photo (.jpg/.jpeg) No file chosen

Applicant Signature (.jpg/.jpeg) No file chosen

Aadhaar Card Number

GST Number

Pan Number

Type of Proof

Applicant Identity Proof (.pdf) No file chosen

Please update your profile by making tick(✓) on the relevant category
Please Upload the Self Attested documents (.pdf)

Owner consent	Partnership firm	Registered under companies act	Saw Mill Industry
<input type="radio"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> No			

Document 1

Letter/resolution authorizing the signatory * No file chosen

+ Save Cancel Preview

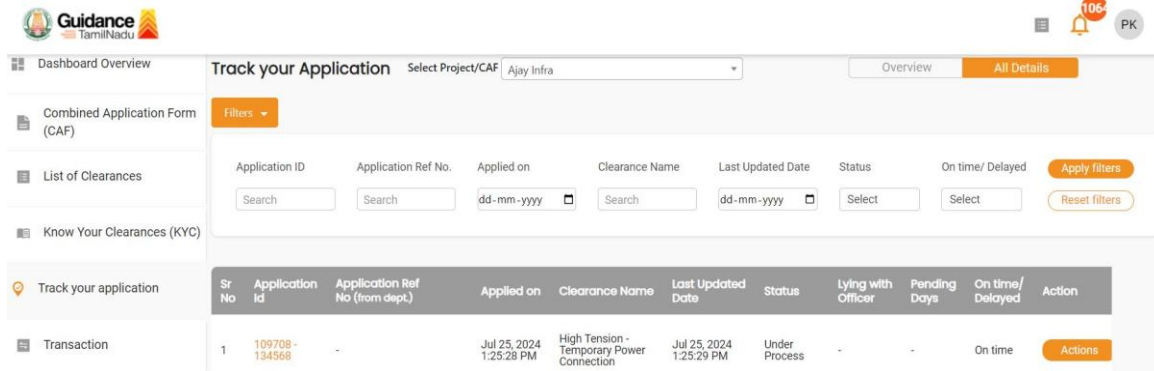
Click on 'Save'

Figure 18. High Tension - Temporary Power Connection

Application Submitted

1) Applicant will fill the application form for High Tension Temporary Power Connection by uploading necessary Supporting Documents and submit application in Single Window Portal. The applicant can

view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details.**



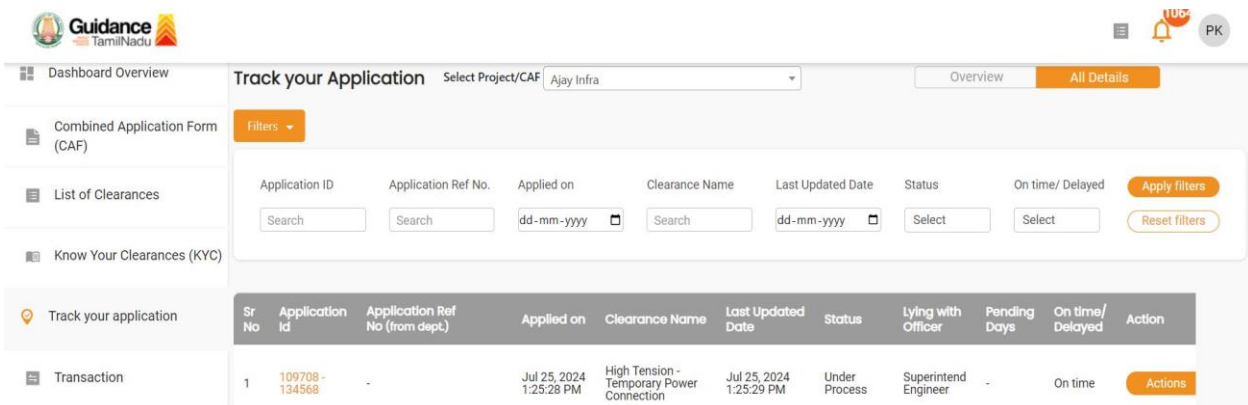
The screenshot shows the 'Track your Application' page with a sidebar on the left containing navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', and 'Transaction'. The main content area has a dropdown for 'Select Project/CAF' set to '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 the filters displays 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 - 134568	-	Jul 25, 2024 1:25:28 PM	High Tension - Temporary Power Connection	Jul 25, 2024 1:25:29 PM	Under Process	-	-	On time	Actions

Figure 19. Under Process

Application Submitted

Applicant gets notified through SMS/Email alert and using the Single Window Portal the Applicant will provide clarification for the query raised by Superintendent Engineer of TANGEDCO. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details.**



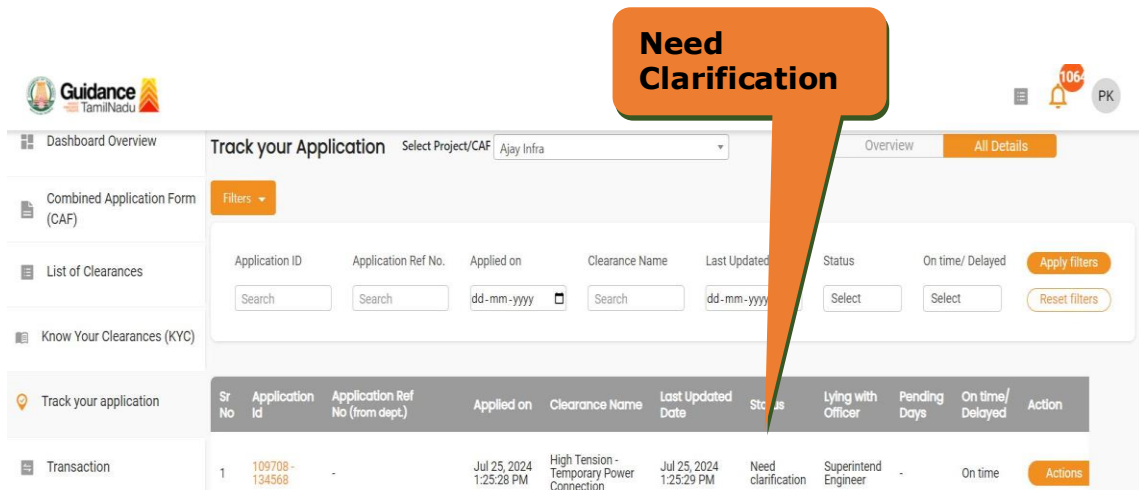
This screenshot is similar to Figure 19 but shows the application status as 'Under Process' with 'Superintend Engineer' listed in the 'Lying with Officer' column. The table data is as follows:

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 - 134568	-	Jul 25, 2024 1:25:28 PM	High Tension - Temporary Power Connection	Jul 25, 2024 1:25:29 PM	Under Process	Superintend Engineer	-	On time	Actions

Figure 20. Under Process

8. Query Clarification

- 1) After submitting the application to the Tamil Nadu Generation and Distribution Corporation Limited, the Superintend Engineer reviews the application and if there are any clarifications required, the Superintend Engineer 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 displays the 'Track your Application' page. A callout box labeled 'Need Clarification' points to the 'Status' column of a table. 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	109708-134568	-	Jul 25, 2024 1:25:28 PM	High Tension - Temporary Power Connection	Jul 25, 2024 1:25:29 PM	Need clarification	Superintend Engineer	-	On time	Actions

Figure 21. Need Clarification

The screenshot shows a window titled "Application Action - 134568" with a close button (X) in the top right corner. The window contains the following details:

Application ID 109708 - 134568	Application Name High Tension - Temporary Power Connection
Application Ref No. -	Project Name DD
Application Submission Date Jul 25, 2024 1:25:29 PM	Status Need clarification

Below the details, there is a section titled "Actions to be performed" with three buttons: "Clarify Query", "Provide Clarification", and "Close". An orange arrow points from the "Provide Clarification" button to the "Provide Clarification" button in the image.

Figure 22. 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 department schedules the date of appointment for inspection to be done for the specified institution (Refer Figure 23).
- b. The inspection date scheduled by the department is intimated to the user (Refer Figure 24).
- c. After the Inspection is completed, the Superintend

Engineer submits the Inspection and requests the applicant to make the rectifications.

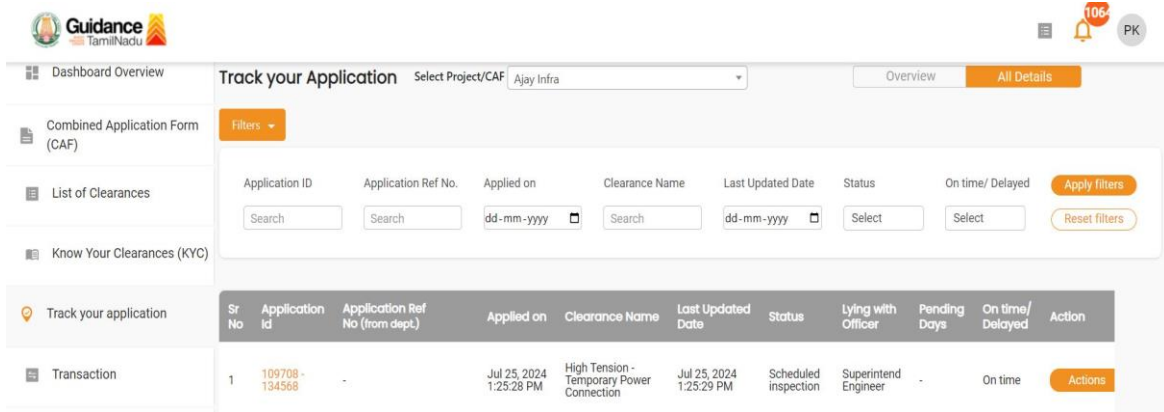


Figure 23. Status changed to 'inspection scheduled'

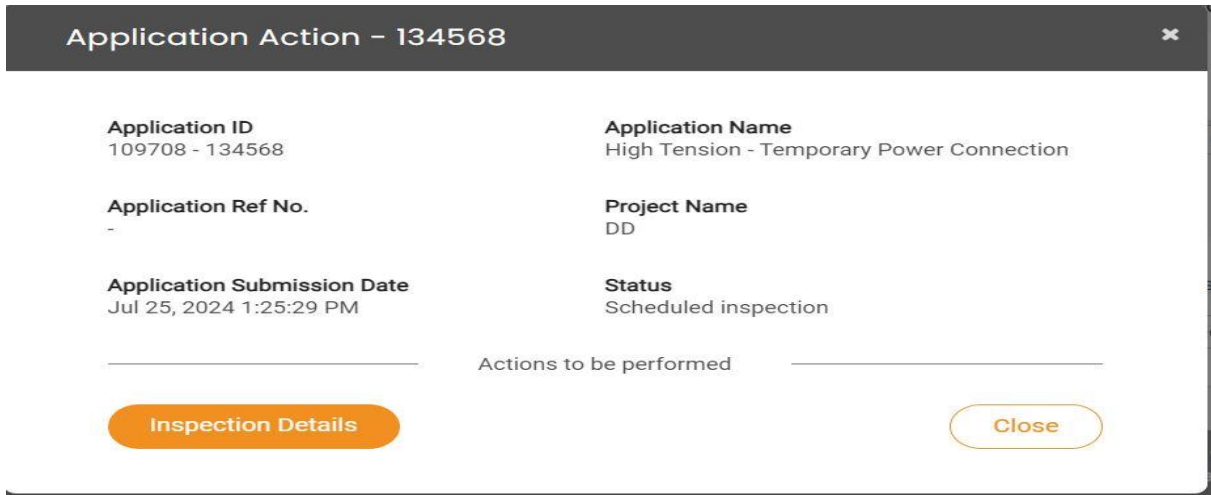


Figure 24. Details of Scheduled Inspection

10.Payment Demand charges

Applicant will receive the payment alert with Registration Number provided for estimated charges from Superintending Engineer and applicant can make a payment through Single Window Portal within 15 days of time. Once the payment done, Email alert sent to Superintending Engineer. After paying registration and EMD charges, applicant has to upload TNEI safety certificate in the portal with respect to the application.

The screenshot shows the 'Track your Application' page. At the top, there's a dropdown for 'Select Project/CAF' set to 'Ajay Infra'. Below it is a table with columns: Sr No, Application Id, Application Ref No (from dept), Applied on, Clearance Name, Last Updated Date, Status, Applying with Officer, Pending Days, On time/ Delayed, and Action. The first row shows application 109708-134568 with status 'Payment demand charges' and an 'Actions' button. An orange callout bubble points to this button with the text 'Click on "Make Payment"'. On the left sidebar, there are menu items like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', and 'Transaction'.

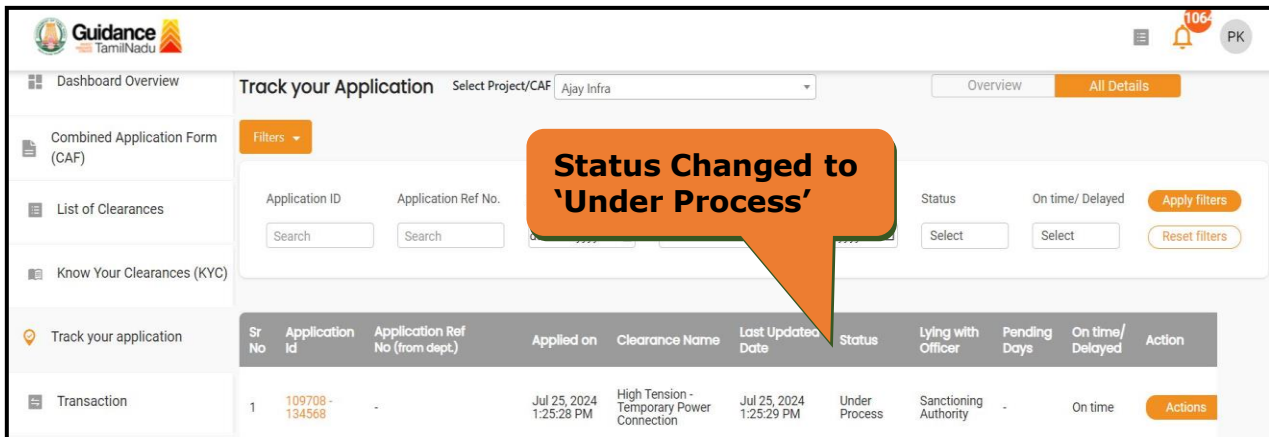
Figure 25. Make Payment

The screenshot shows a modal window titled 'Application Action - 134568'. It displays details for application 109708 - 134568. The details are organized into two columns: Application ID (109708 - 134568), Application Name (High Tension - Temporary Power Connection), Application Ref No. (-), Project Name (DD), Application Submission Date (Jul 25, 2024 1:25:29 PM), and Status (Make payment). Below the details, there's a section 'Actions to be performed' with a 'Payment' button. An orange callout bubble points to this button with the text 'Click on "Proceed"'. There is also a close button (X) in the top right corner of the modal.

Figure 26. Click on 'Proceed'

Application Submitted

After the completion of Inspection and Extension Work, Superintending Engineer will Assign Service Number for the Connection and it is sent through Email to the Applicant. 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 - 134568	-	Jul 25, 2024 1:25:28 PM	High Tension - Temporary Power Connection	Jul 25, 2024 1:25:29 PM	Under Process	Sanctioning Authority	-	On time	Actions

Figure 27. Status of the Application

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**

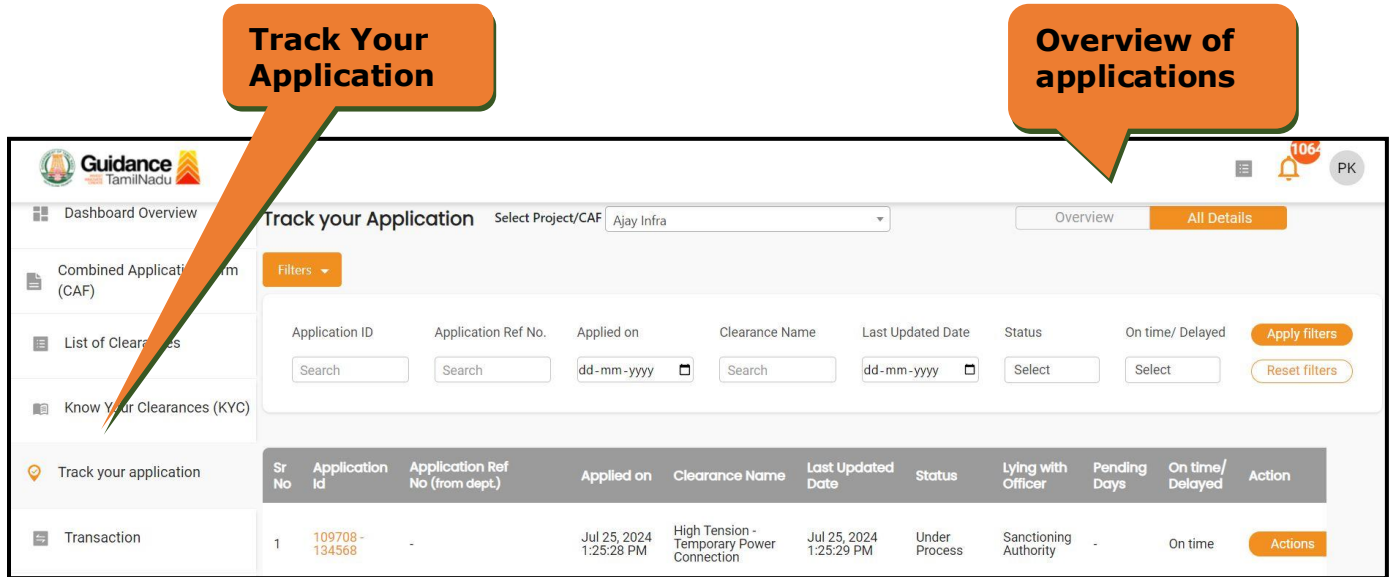


Figure 28. Track Your Application

- **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**

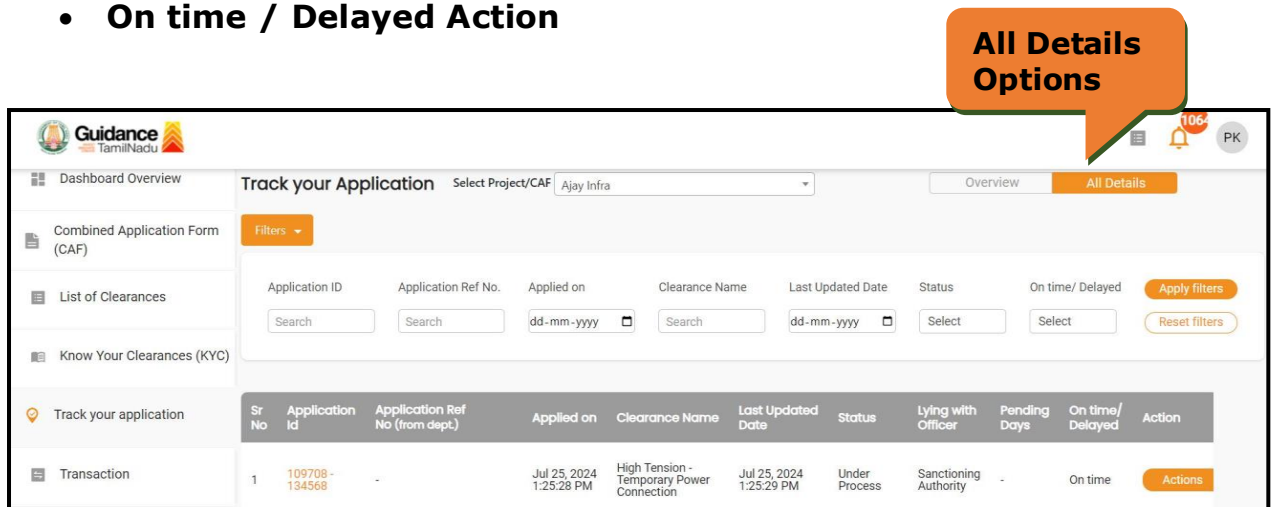


Figure 29. ‘All Details’ tab

12. Application Processing

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

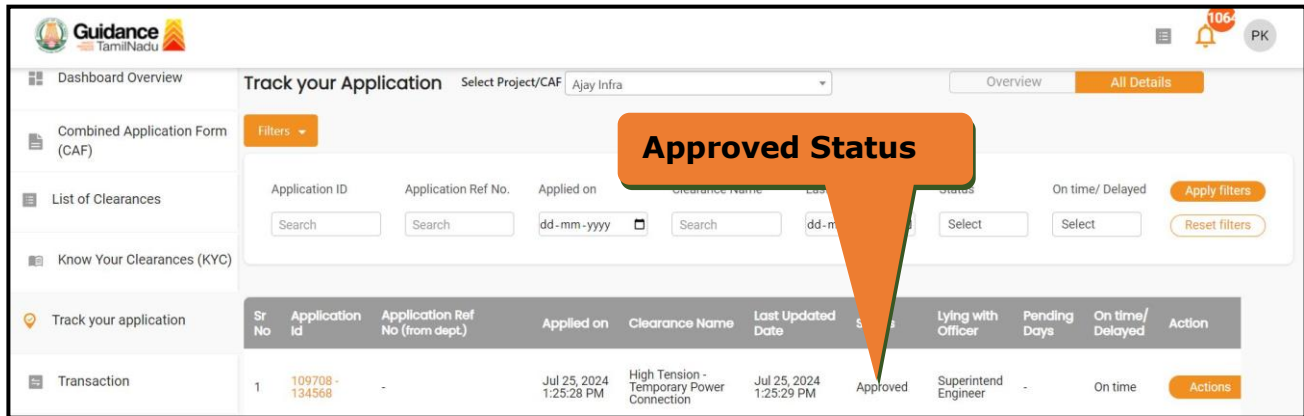


Figure 30. Application Processed

- 2) If the application is **‘Approved’** by the Superintendent Engineer, the applicant can download the Approval Certificate under **Track your application – > Action button -> Download Certificate** (Refer Figure 31)

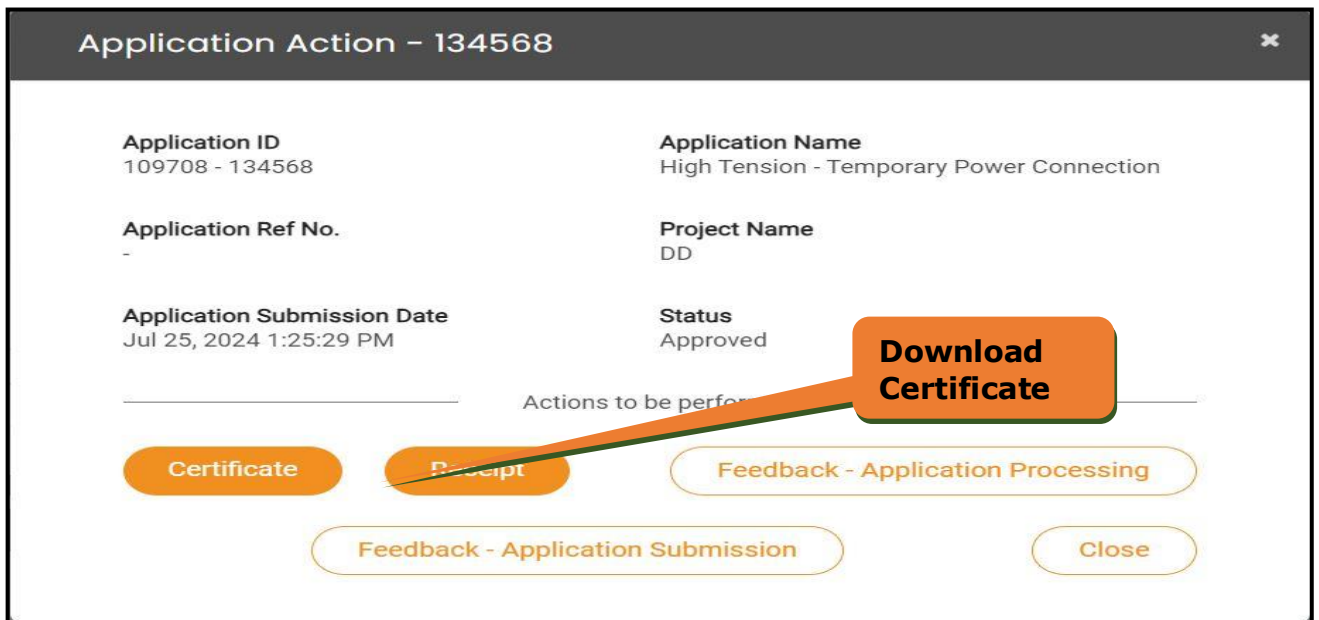


Figure 31. Download Certificate

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

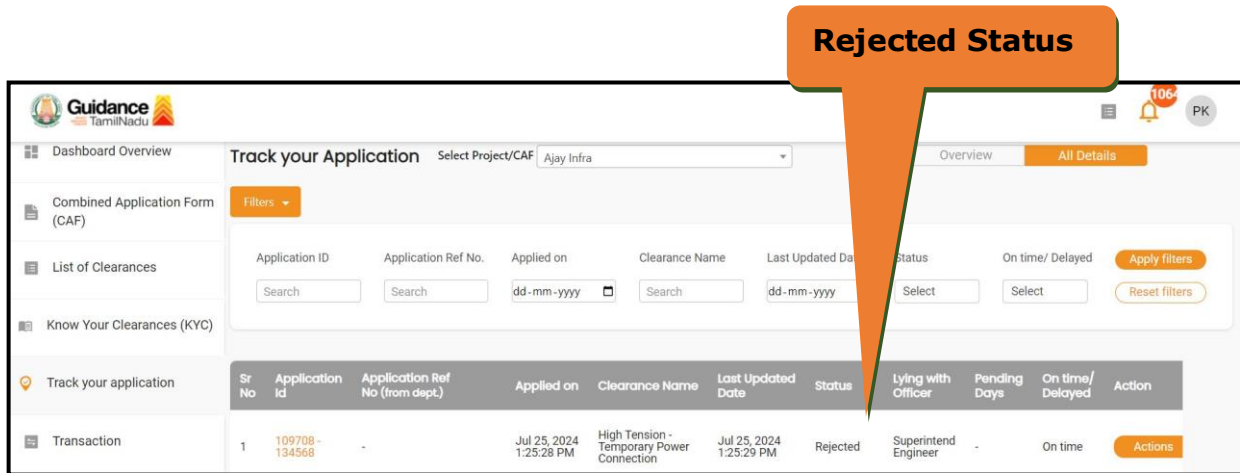


Figure 32. Rejected Status

