TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

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

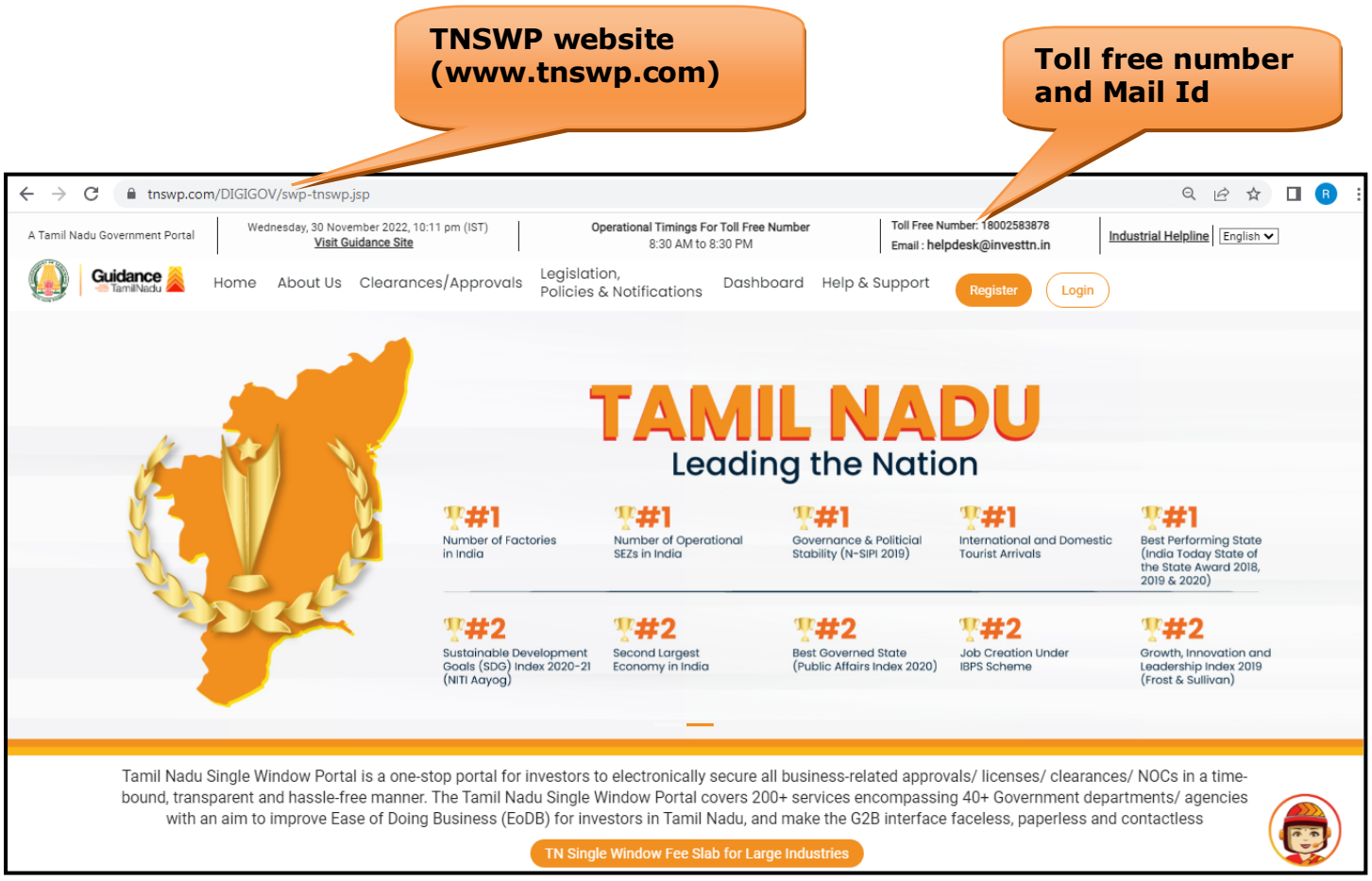


Figure 1. Single Window Portal Home Page

2. Registration

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

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.

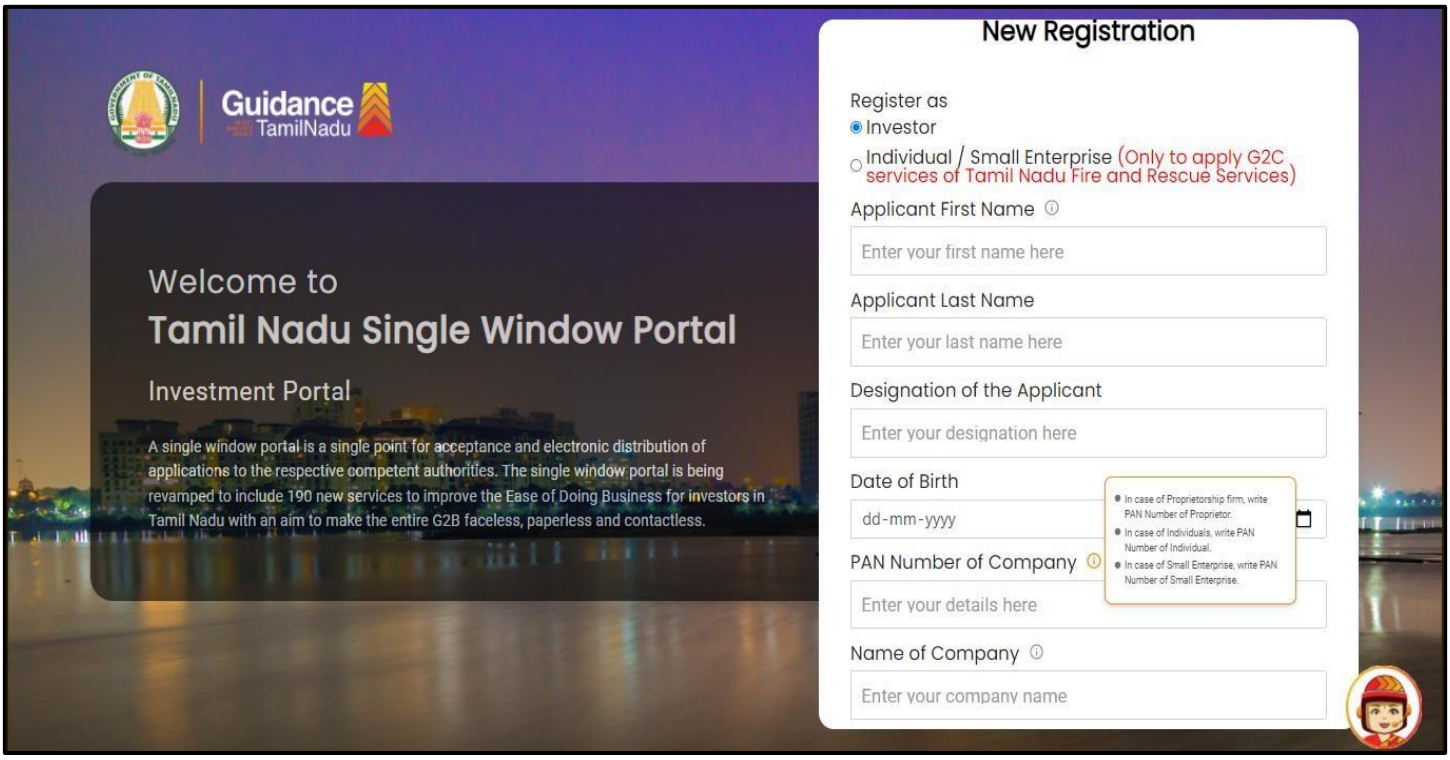


Figure 3. Registration Form

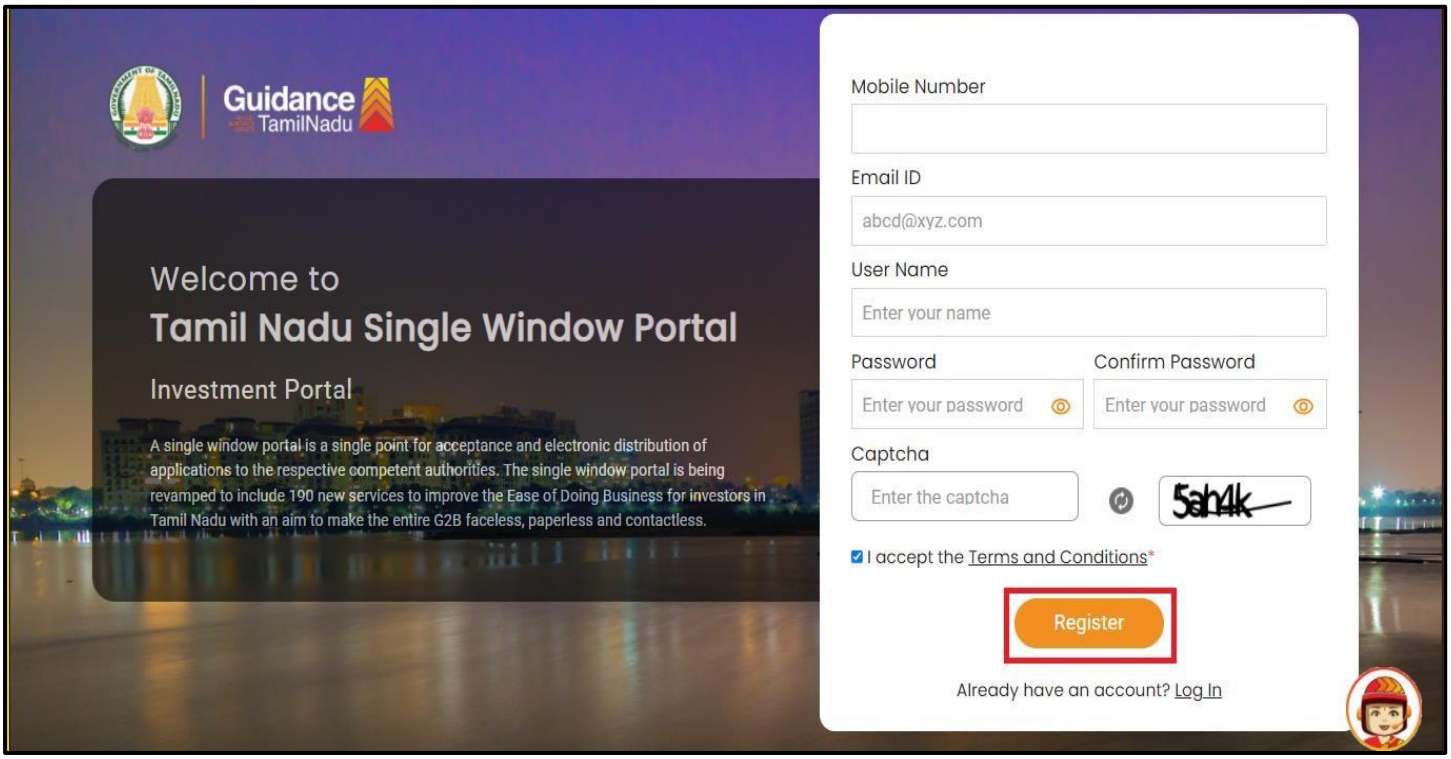


Figure 4. Registration Form Submission

6) The Email ID would be the Username to login the TNSWP.

7) Future communications would be sent to the registered mobile number and Email ID of the applicant.

8) Create a strong password and enter the Captcha code as shown.

9) The applicant must read and accept the terms and conditions and click on 'Register' button.

3. Mobile Number / Email ID – 2-Step Verification Process

- **'2-Step Verification Process'** screen will appear when the applicant clicks on 'Register' button.

- **Mobile Number Verification**

  1) For verifying the mobile number, the verification code will be sent to the given mobile number.

  2) Enter the verification code and click on the **'Verify** 'button.

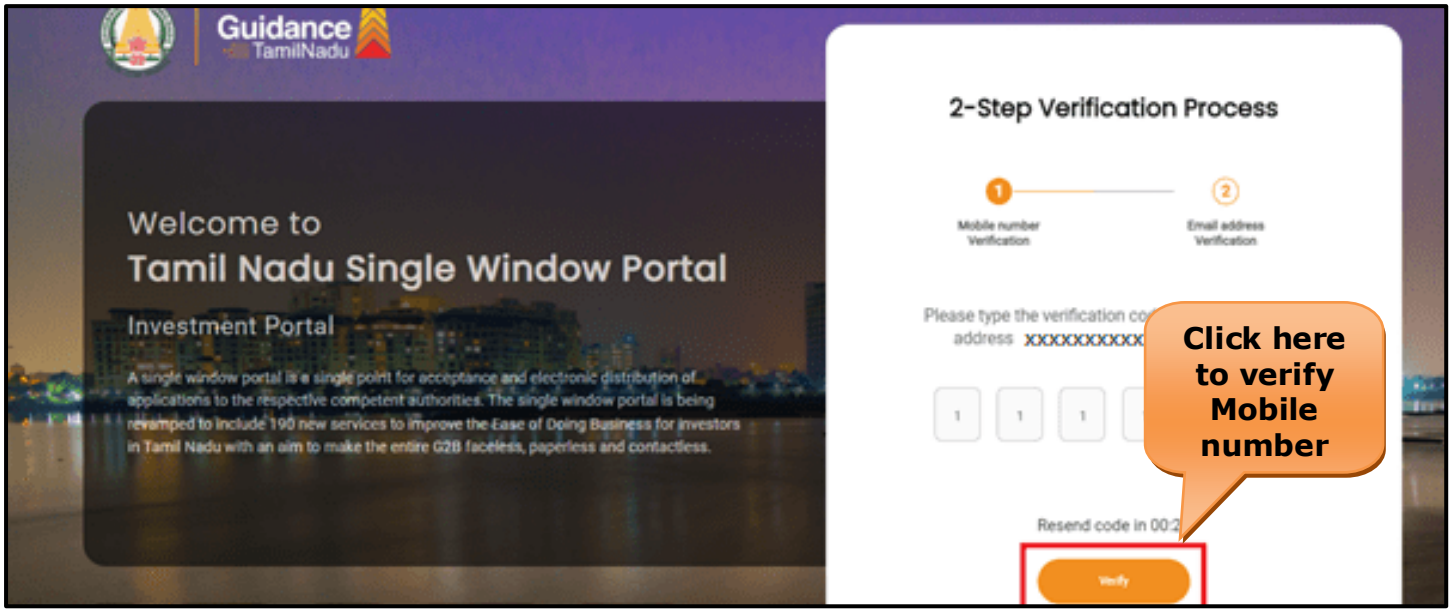


Figure 5. Mobile Number Verification

- **Email ID Verification**

1) For verifying the Email ID, the verification code will be sent to the given Email ID.

2) Enter the verification code and click on the **'Verify'** button.

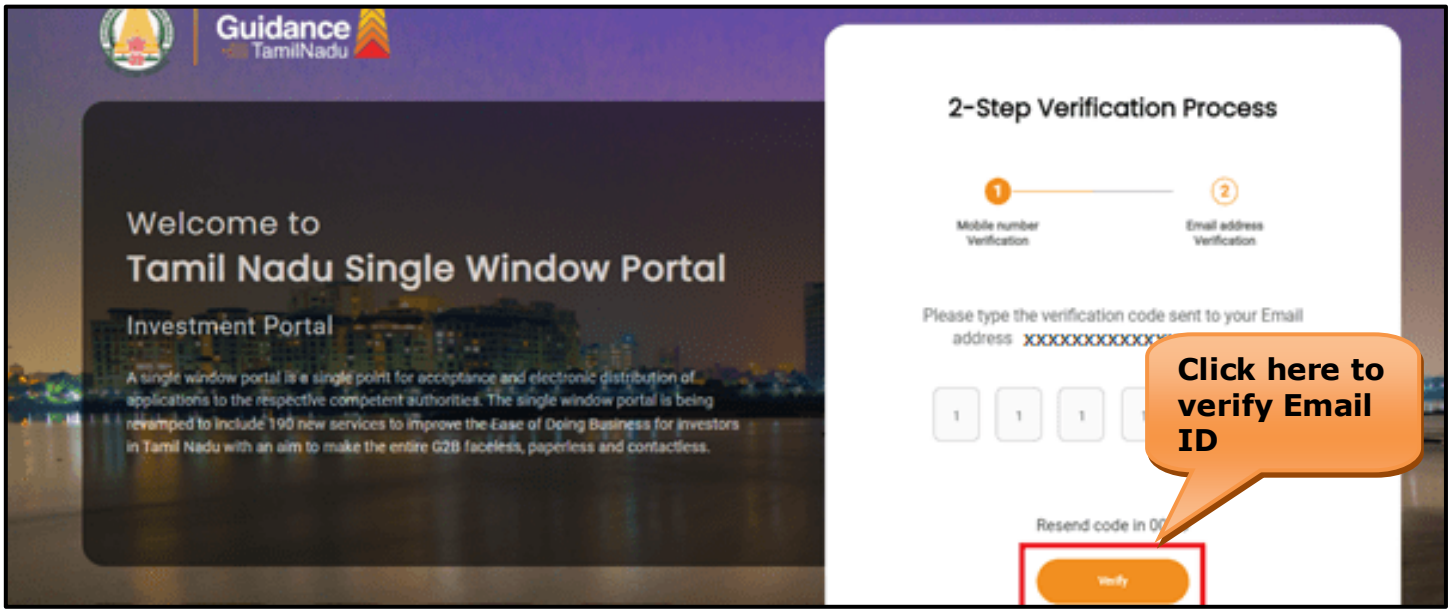


Figure 6. Email ID Verification

3) After completion of the 2-Step Verification process, registration confirmation message will pop-up stating as **'Your registration was successful'** (Refer Figure 7).

4) Registration process is completed successfully.

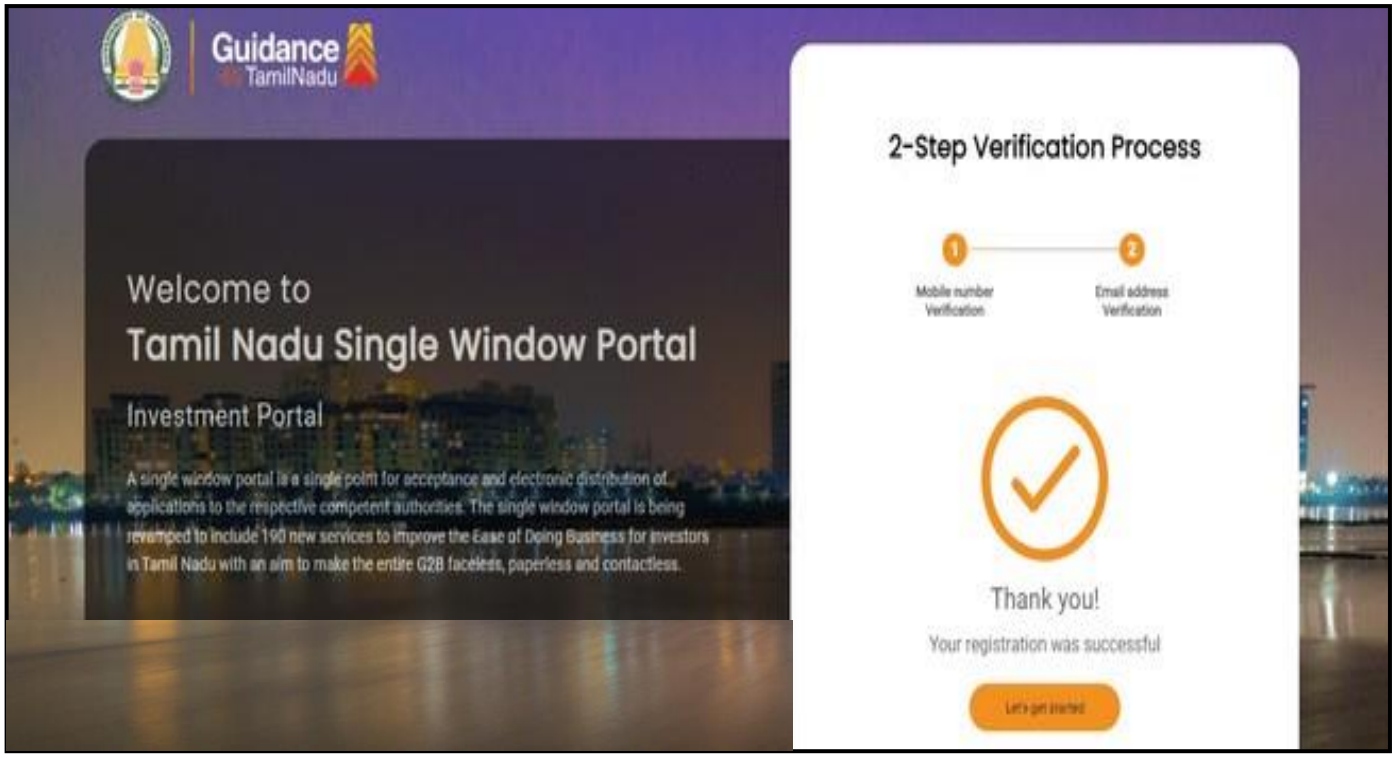


Figure 7. Registration Confirmation Pop-Up

4. Login

1) The applicant can login to TNSWP with the Username and Password created during the registration process.

2) Click on login button to enter TNSWP.

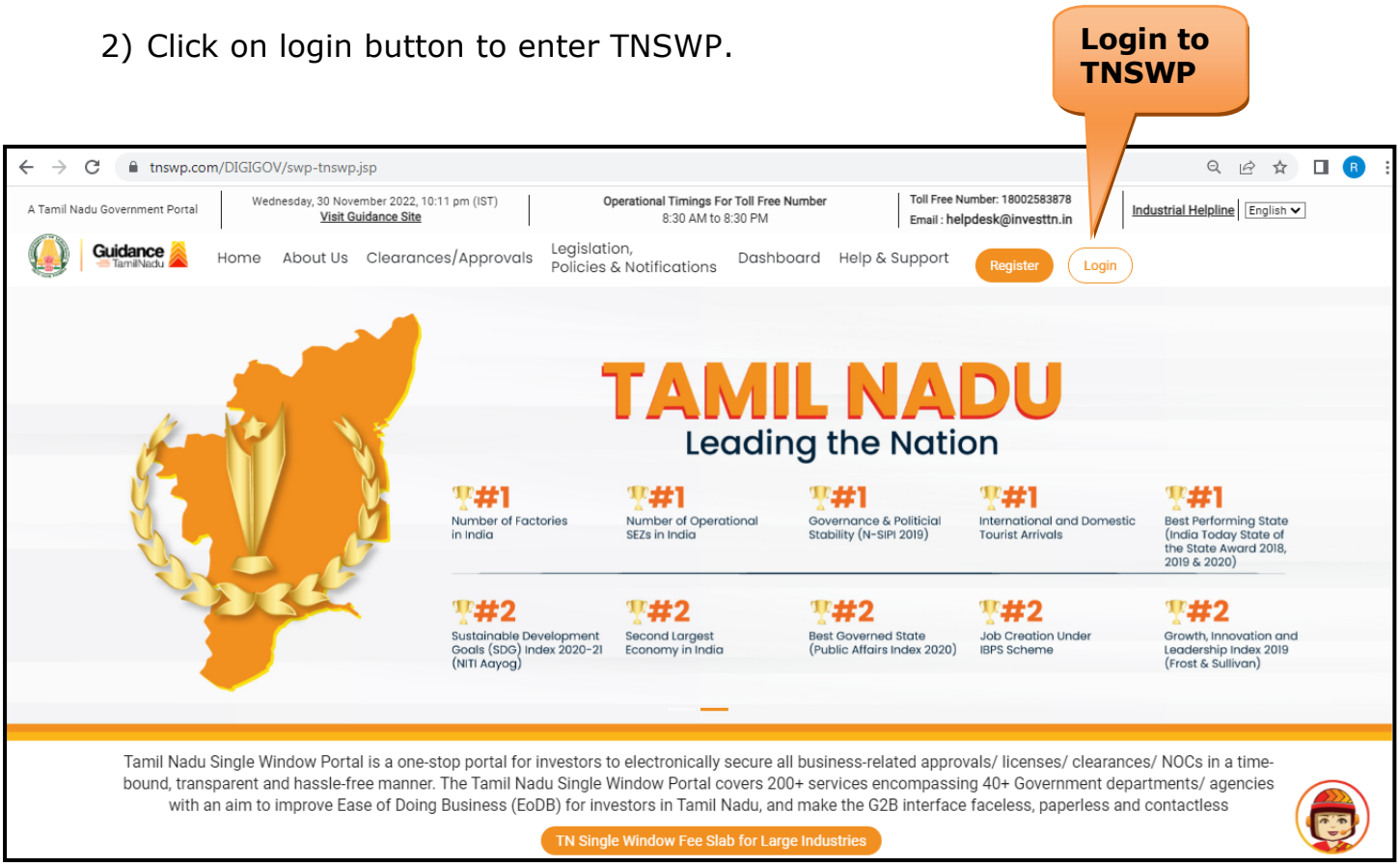


Figure 8. Login

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.

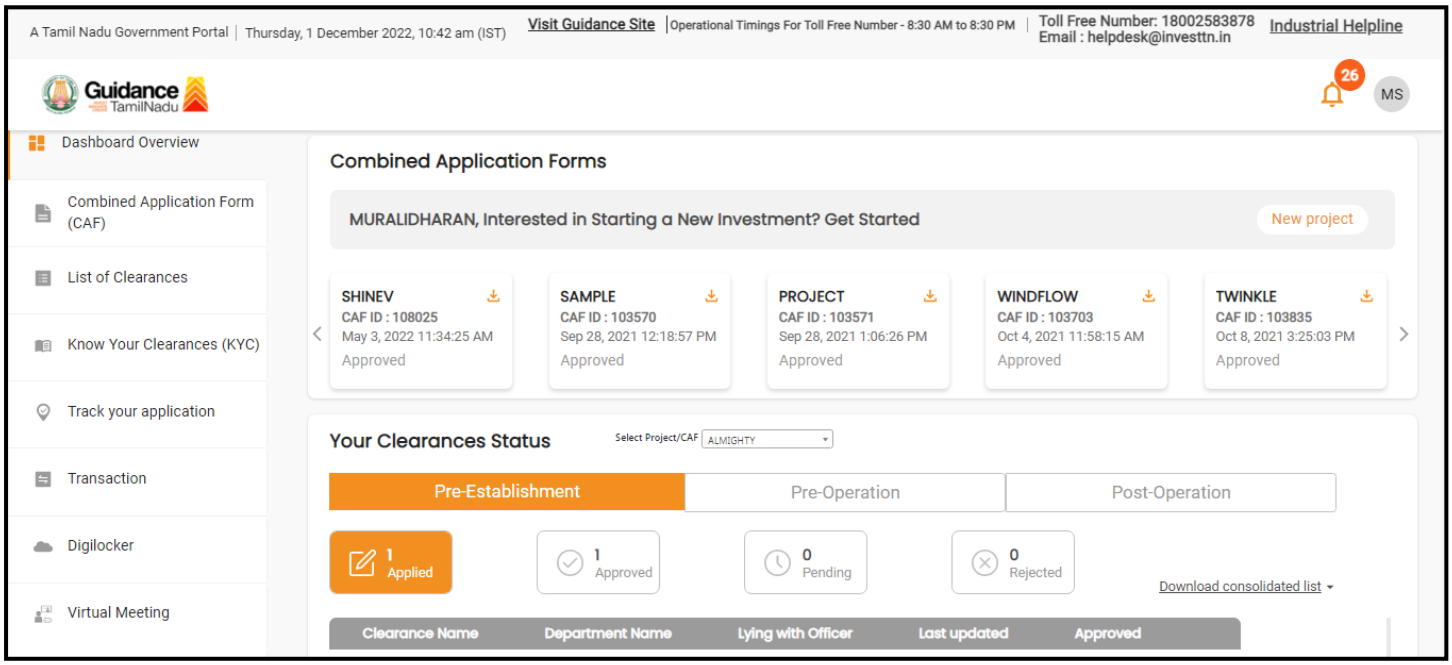


Figure 9. Dashboard Overview

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.

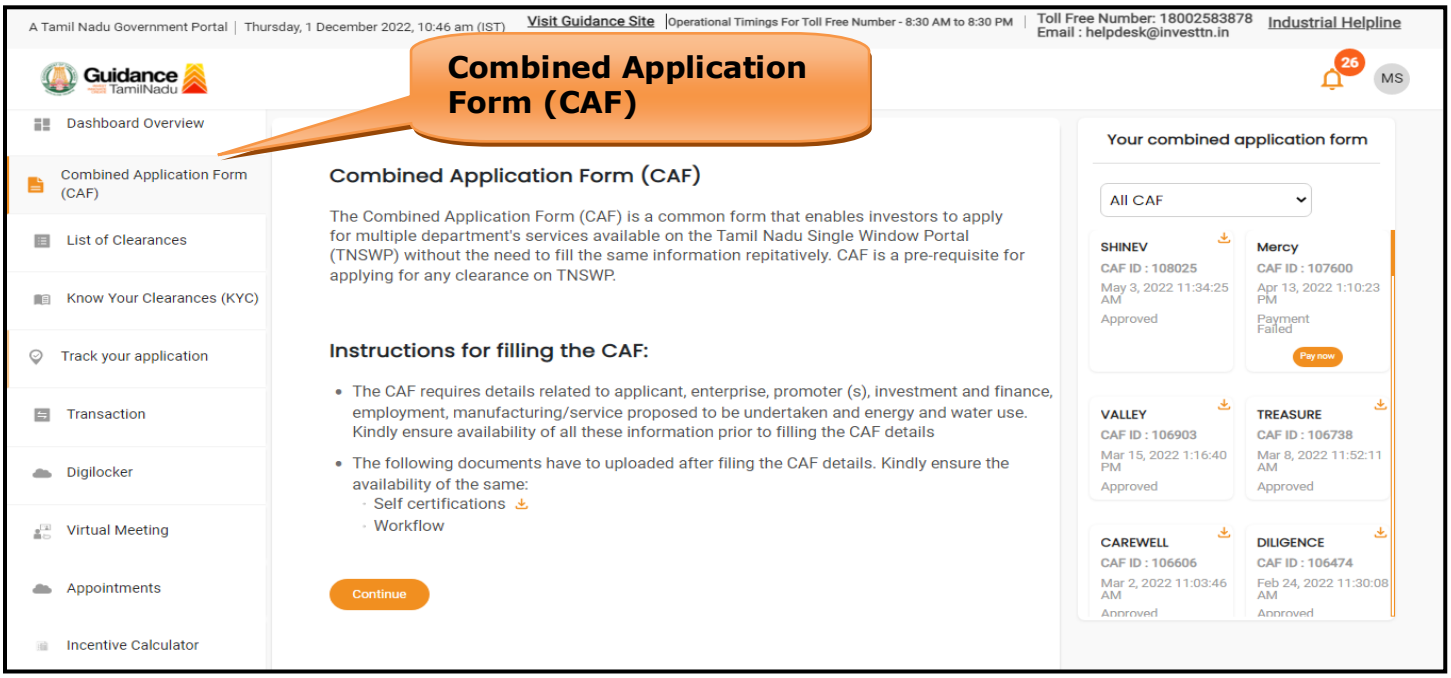


Figure 10. Combined Application Form (CAF)

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).

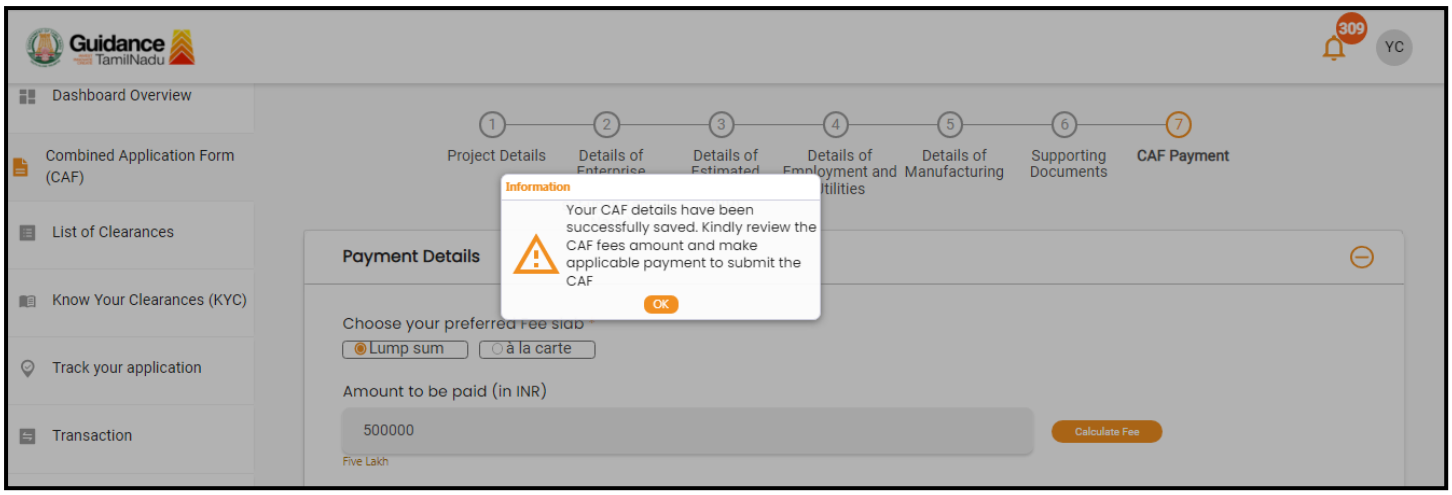


Figure 12. Combined Application Form (CAF) - Confirmation Message

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 Low Tension - Temporary Power Connection

1. Click on **"List of Clearances"**

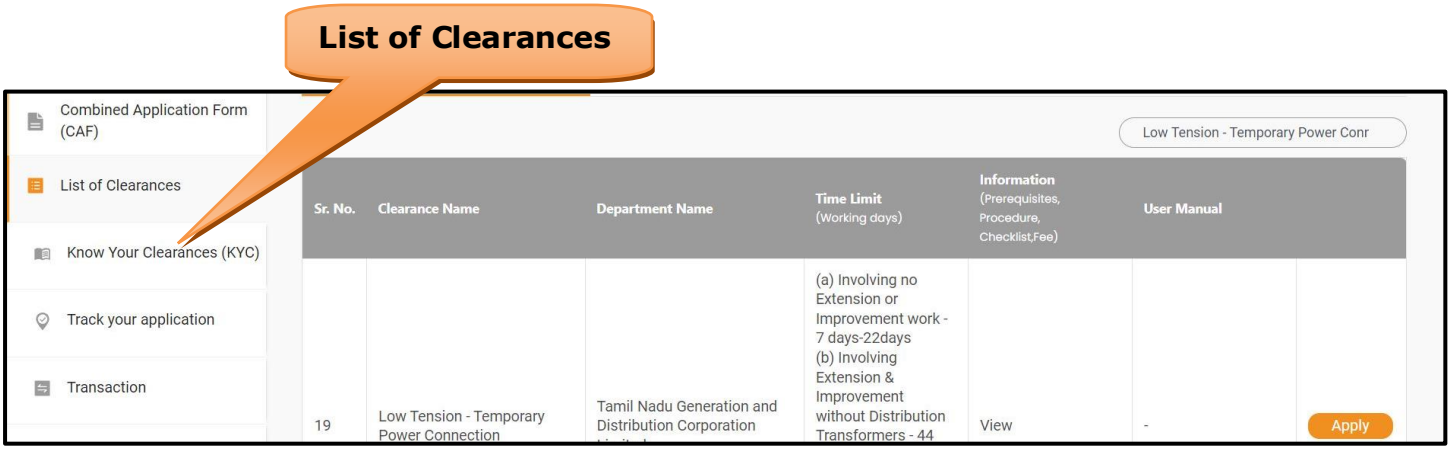


Figure 13. List of Clearances

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

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

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

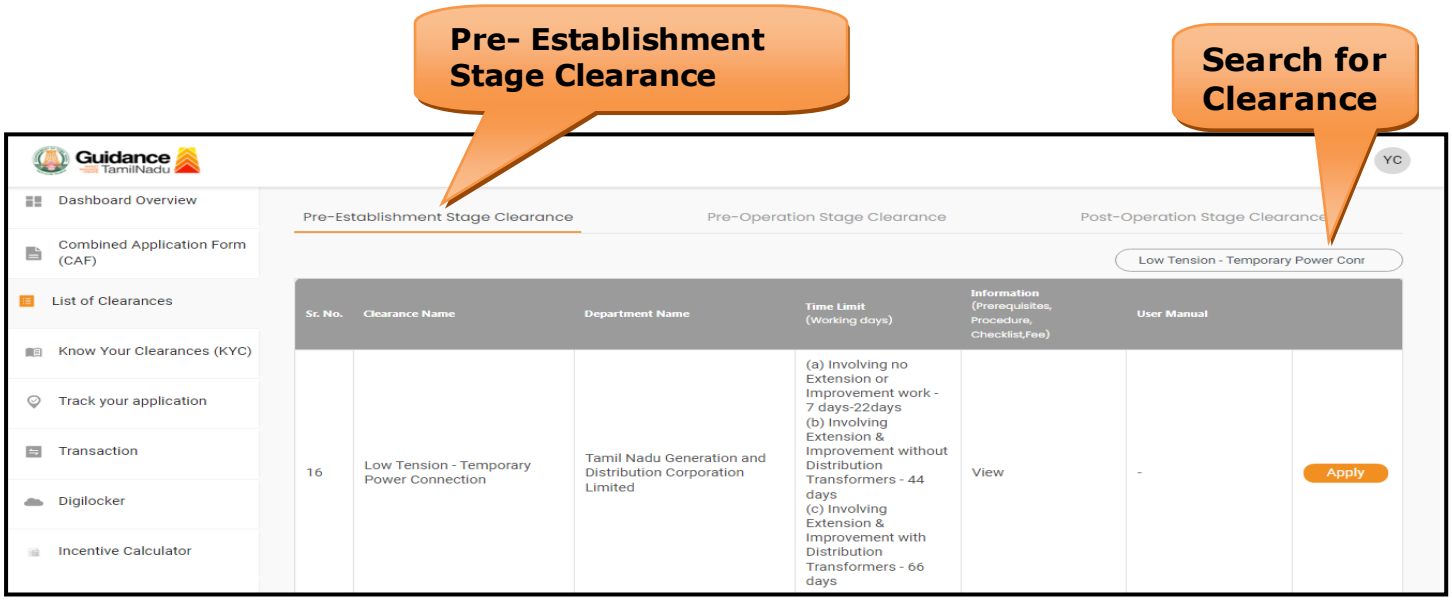


Figure 14. Search for Clearance

4. Applicant can view information on workflow, checklist of supporting documents to be uploaded by the applicant and fee details. Click on 'view' to access the information (Refer Figure 15)

5. To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 15).

6. The Applicant can apply to obtain license for more than 1 establishment using a single login, but the applicant must create multiple Combined Application Form (CAF) for each of the establishment.

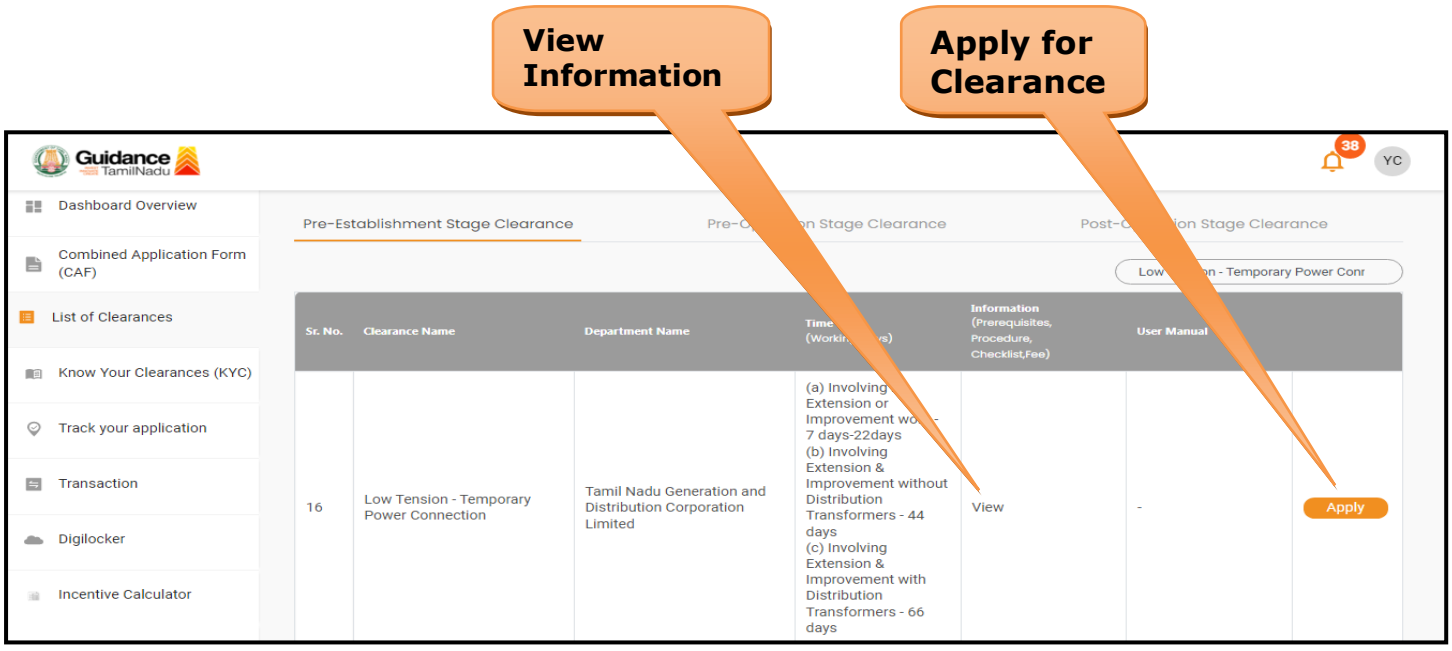


Figure 15. Apply for Clearance

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

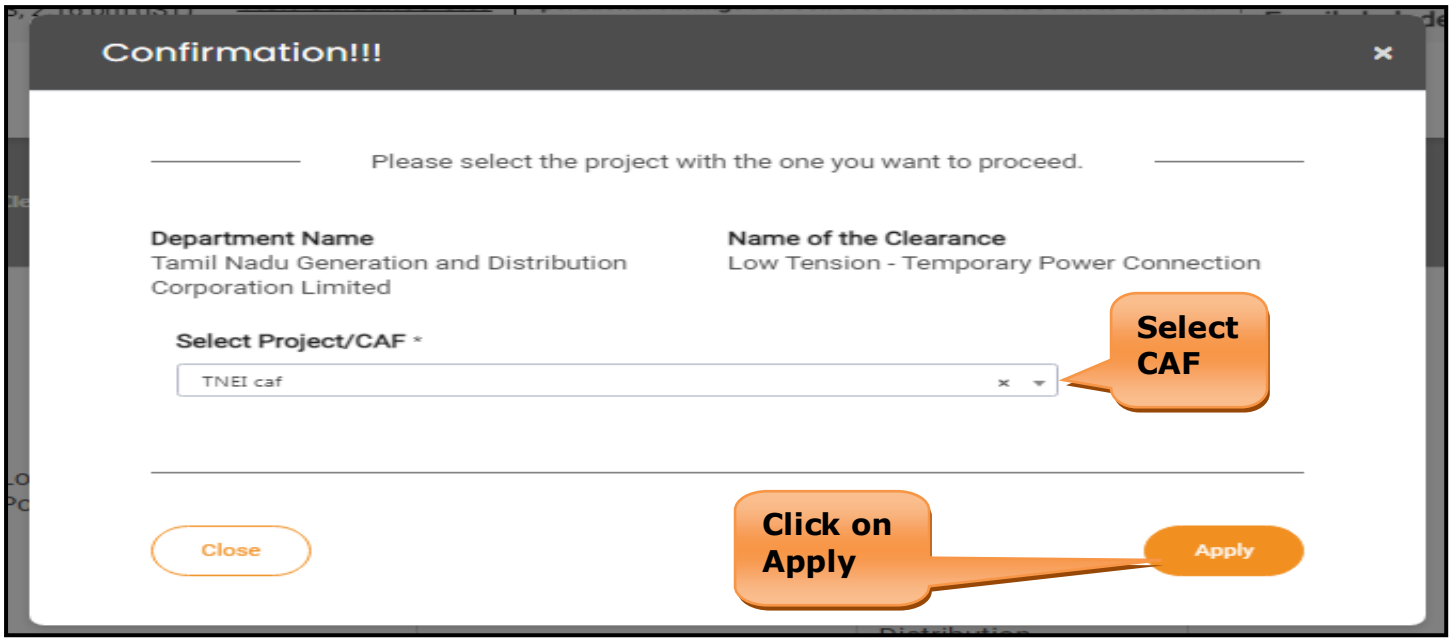


Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Portal for Low Tension - Temporary Power Connection.

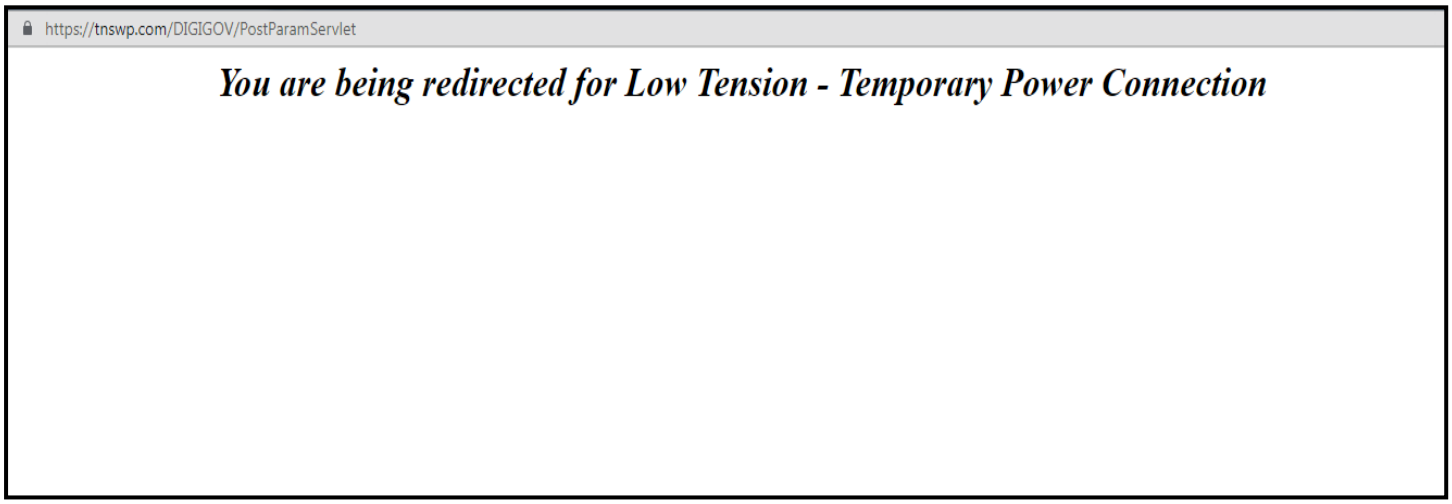
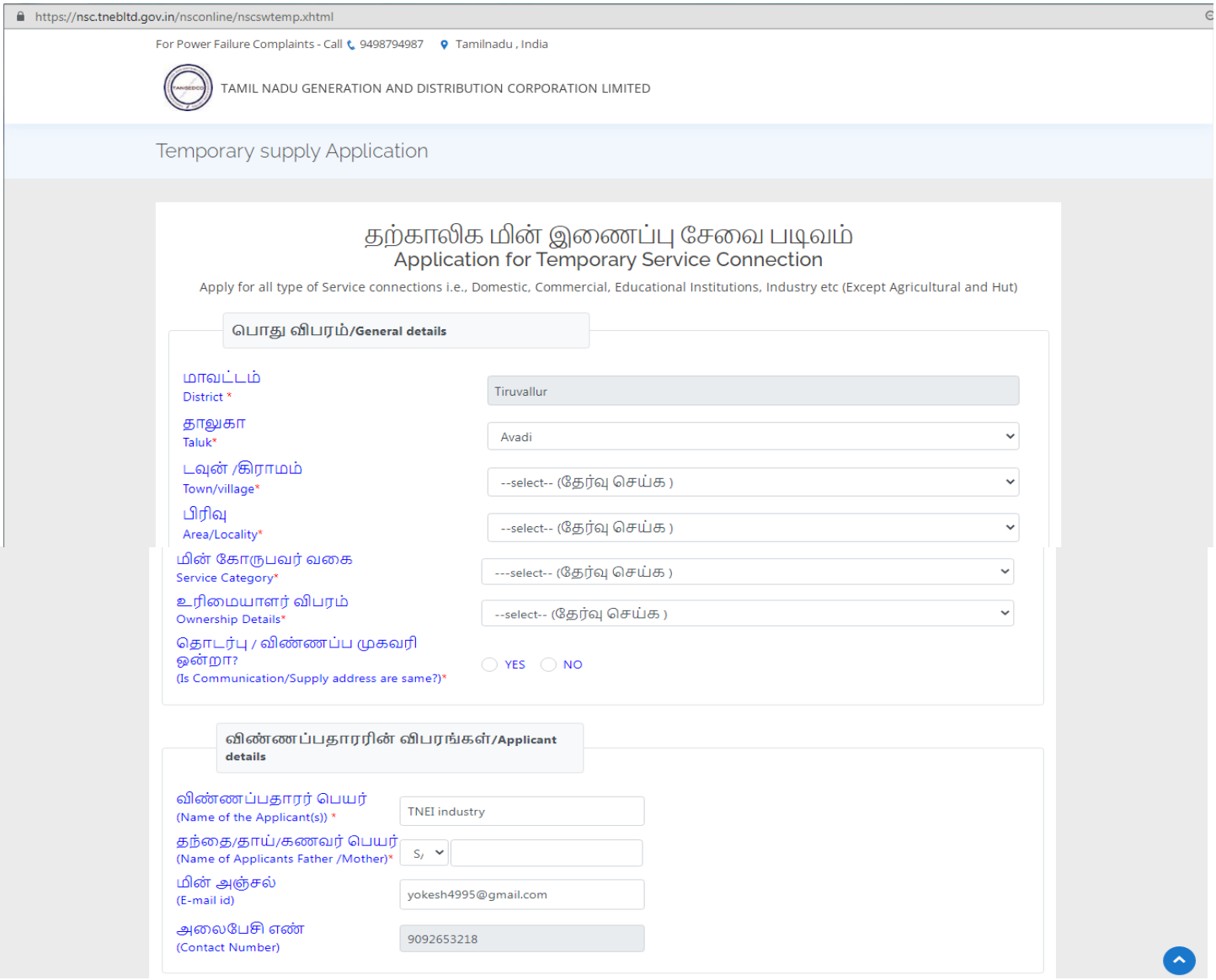
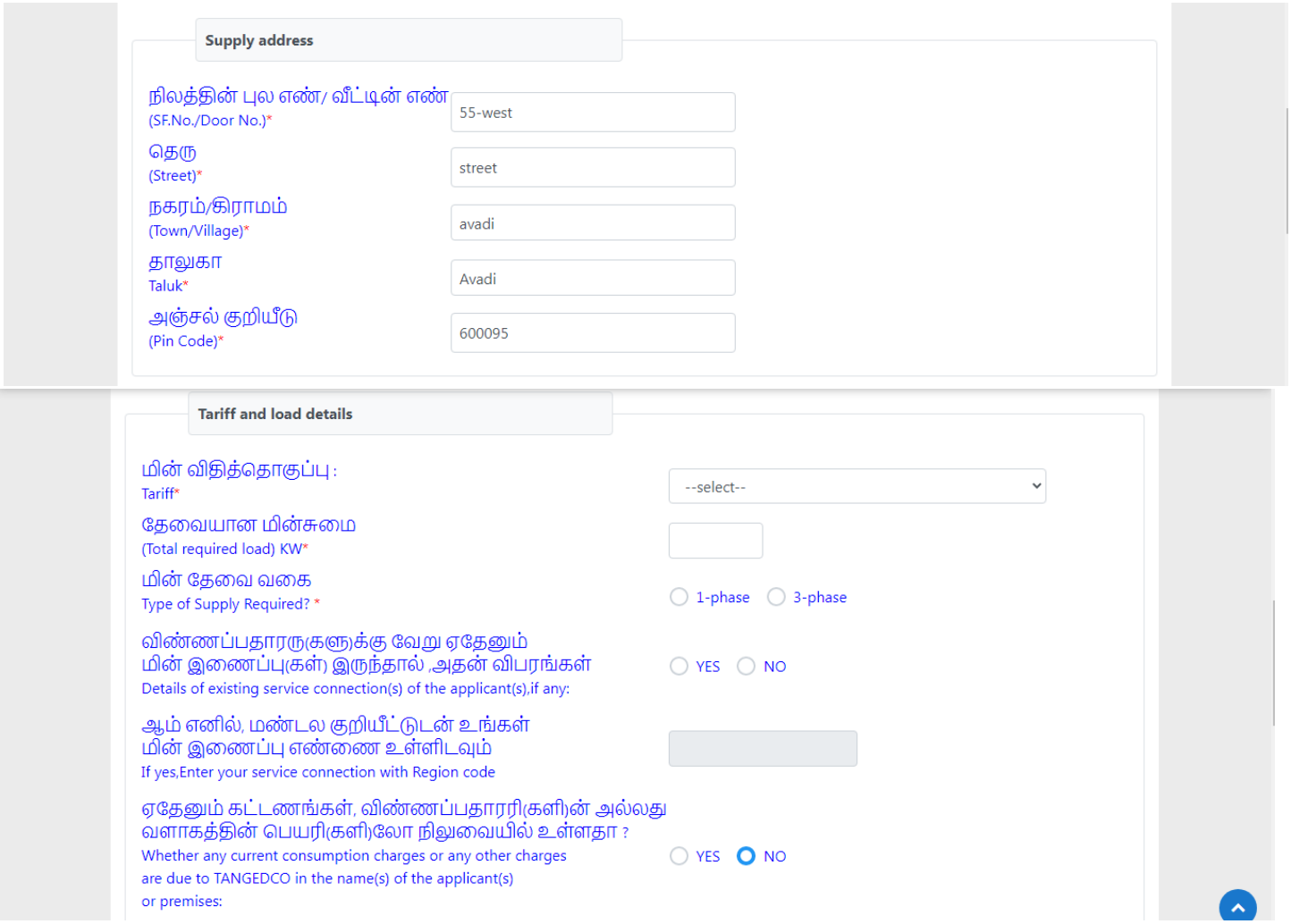


Figure 17. Redirecting to Low Tension - Temporary Power Connection portal

3) Enter all the mandatory details in the application for Low Tension - Temporary Power Connection.





Supply address

நிலத்தின் புல எண்/ வீட்டின் எண்
(SF.No./Door No.)* 55-west

தெரு
(Street)* street

நகரம்/கிராமம்
(Town/Village)* avadi

தாலுகா
Taluk* Avadi

அஞ்சல் குறியீடு
(Pin Code)* 600095

Tariff and load details

மின் விதித்தொகுப்பு :
Tariff* --select--

தேவையான மின்சுமை
(Total required load) KW*

மின் தேவை வகை
Type of Supply Required? * 1-phase 3-phase

விண்ணப்பதாரரு(களு)க்கு வேறு ஏதேனும்
மின் இணைப்பு(கள்) இருந்தால் ,அதன் விபரங்கள்
Details of existing service connection(s) of the applicant(s),if any: YES NO

ஆம் எனில், மண்டல குறியீட்டுடன் உங்கள்
மின் இணைப்பு எண்ணை உள்ளிடவும்
If yes,Enter your service connection with Region code

ஏதேனும் கட்டணங்கள், விண்ணப்பதாரரி(களி)ன் அல்லது
வளாகத்தின் பெயரி(களி)லோ நிலுவையில் உள்ளதா ?
Whether any current consumption charges or any other charges are due to TANGEDCO in the name(s) of the applicant(s) or premises: YES NO

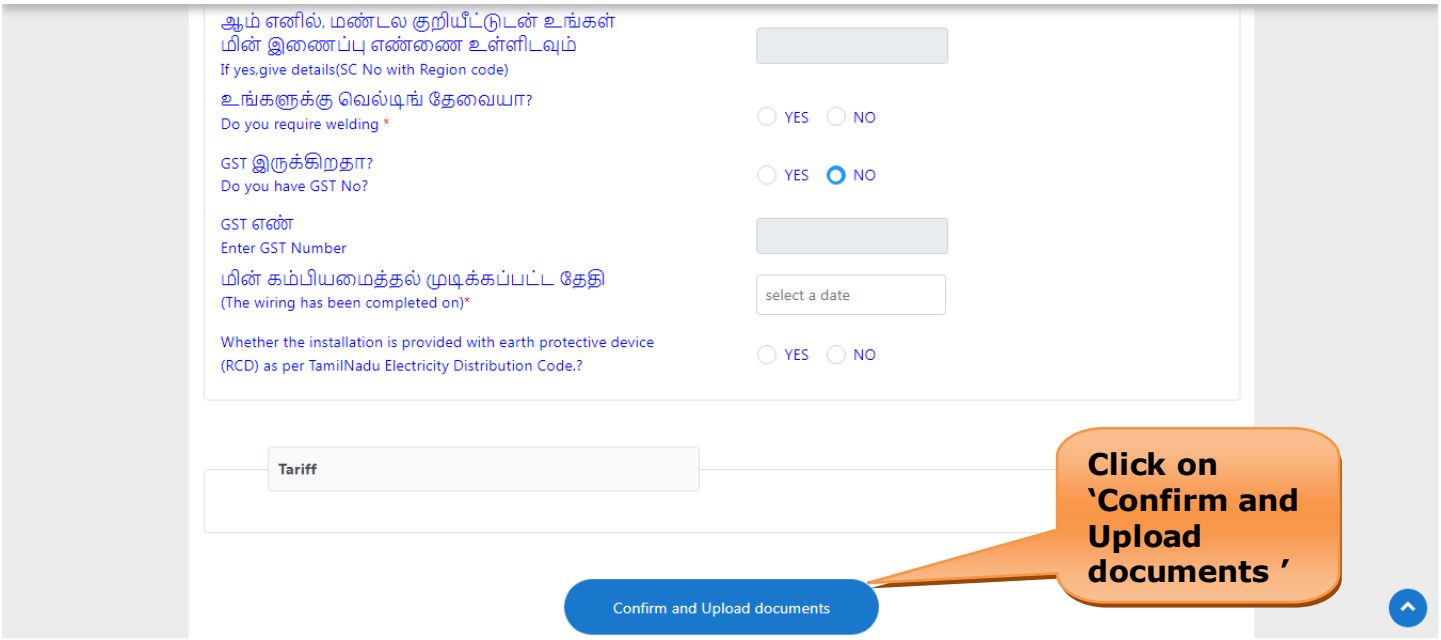


Figure 18. TANGEDCO Portal

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**

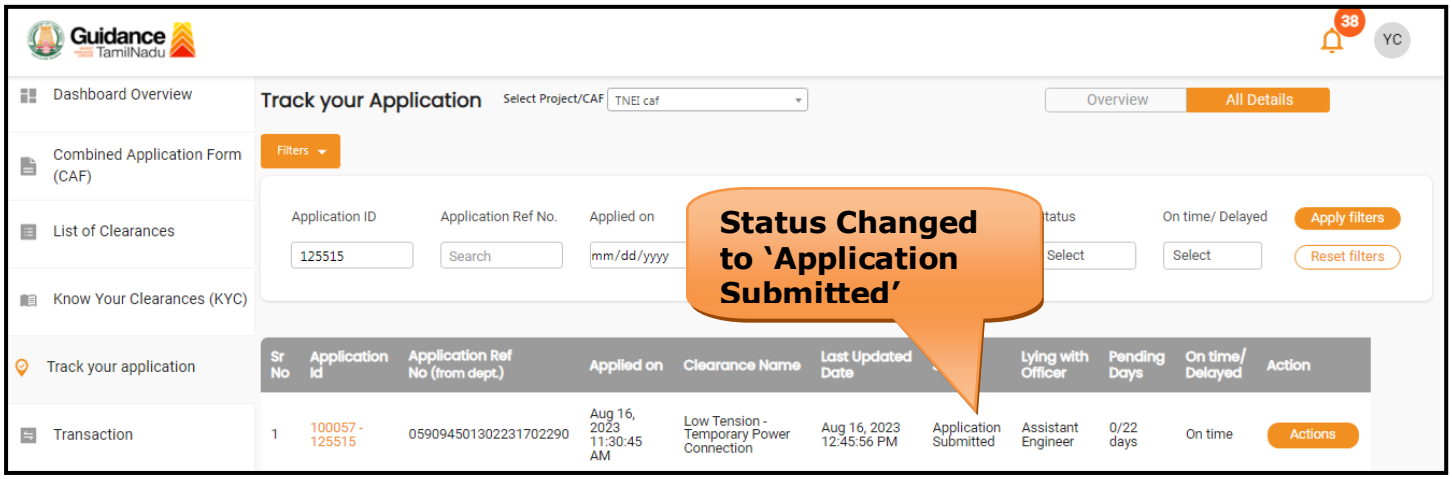


Figure 19. Status of the Application

8. Track Your Application

1) After submitting the application, 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**

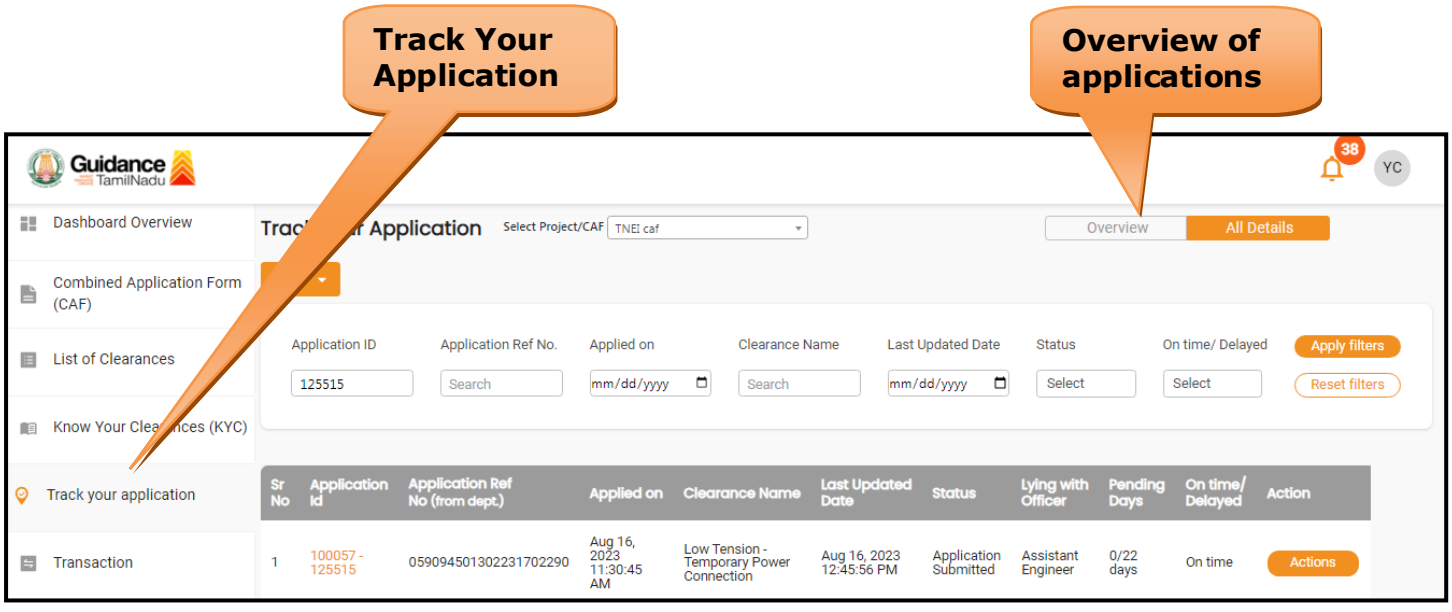


Figure 20. Track Your Application

- **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**

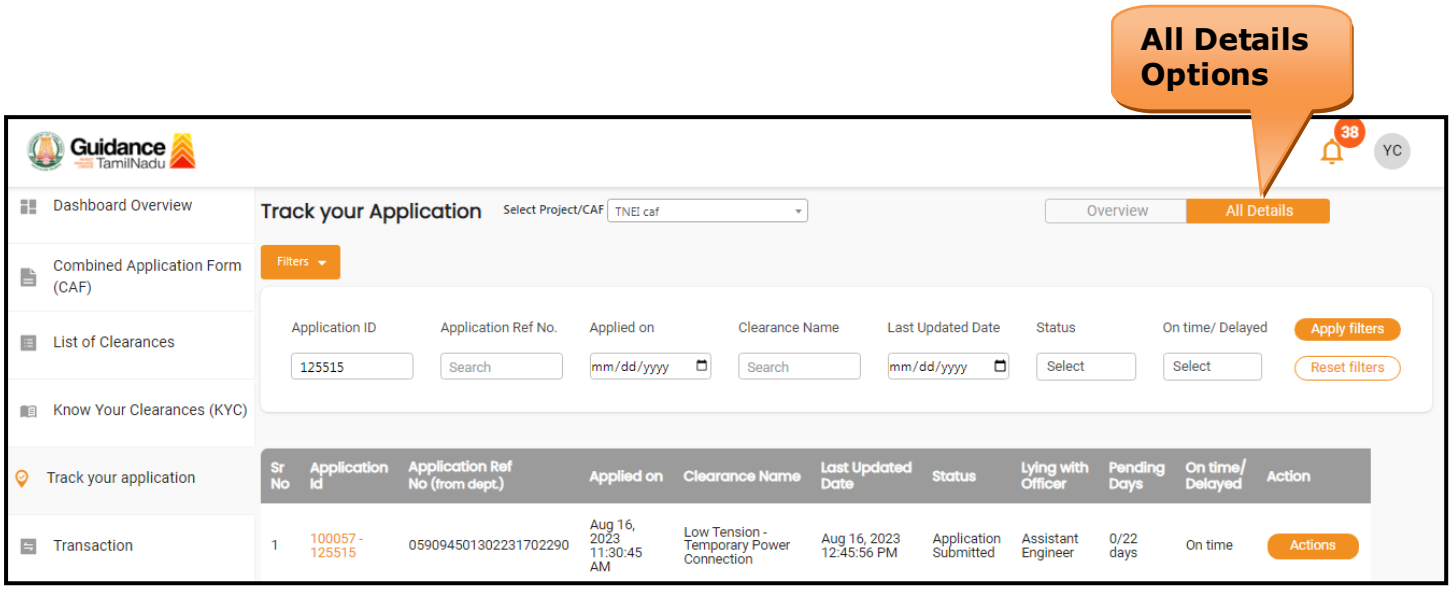


Figure 21. 'All Details' tab

9. Query Clarification

1) After submitting the application to the Assistant Engineer of Tamil Nadu Generation and Distribution Corporation Limited, Assistant Engineer reviews the application and if there are any clarifications required, the concerned officer would raise a query to the applicant.

2) Applicants would receive an alert message through Registered SMS/Email.

3) Applicants could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.

4) Applicants could view the status as '**Need Clarification'** under the 'Status' column. Click on 'Action' button responds to the query as shown in the below figure.

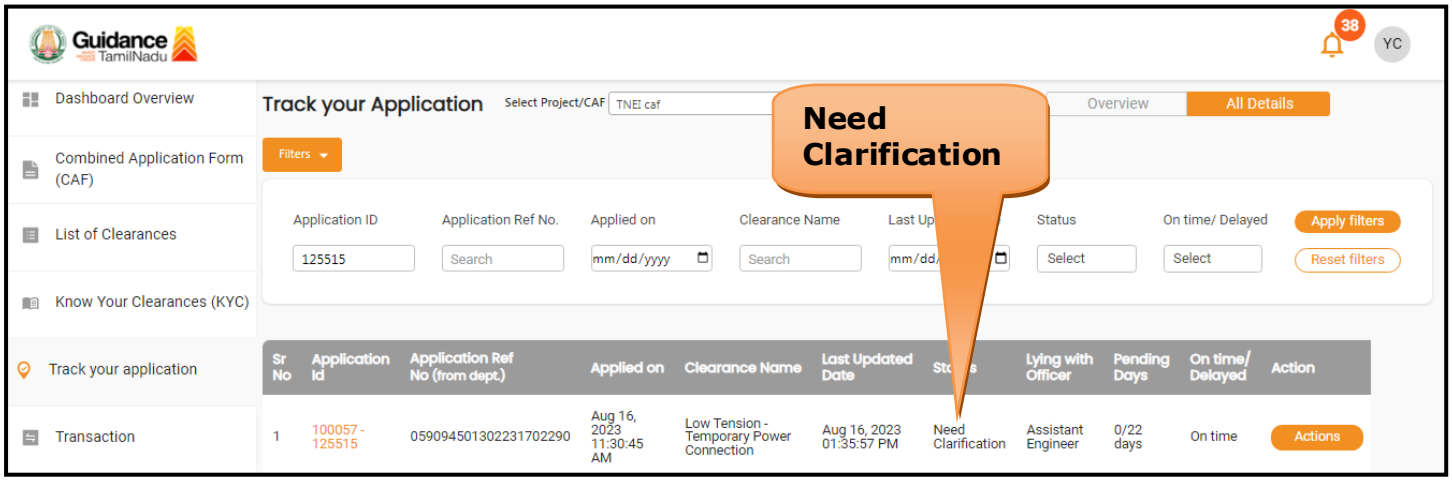


Figure 22. Need Clarification

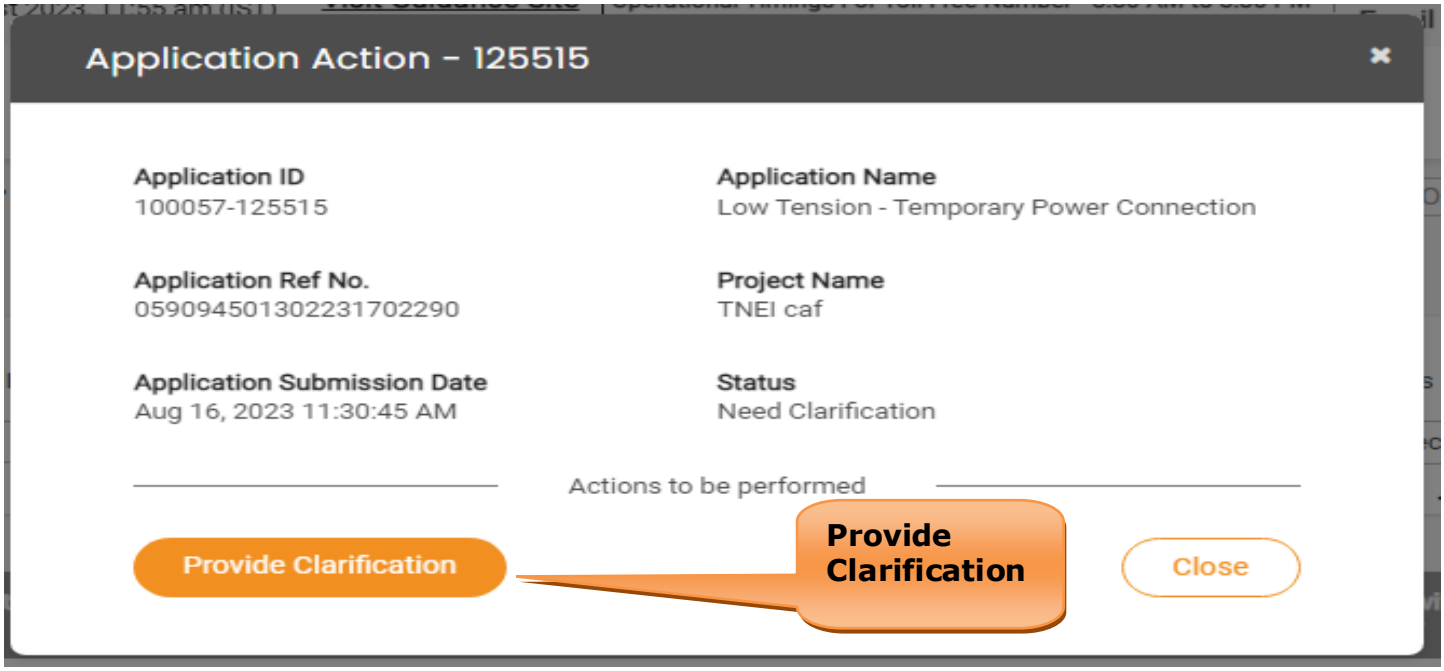


Figure 23. Provide Clarification

5) The Applicant clicks on **'Provide Clarification'** button and responds to the Query.

6) The Application gets resubmitted to the department after the query has been addressed by the Applicant.

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

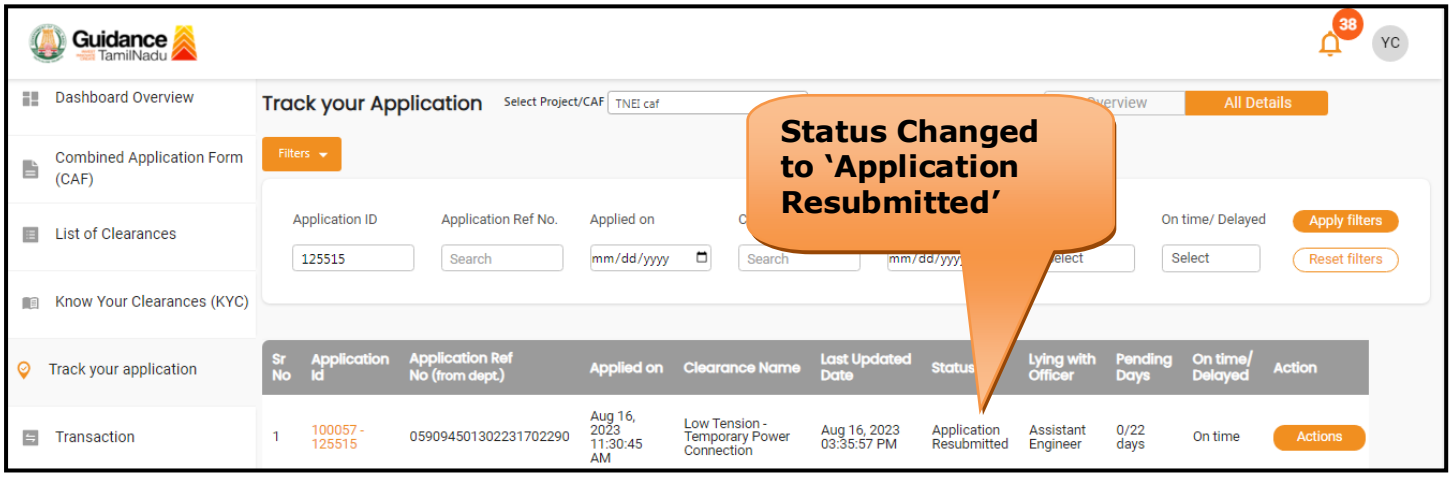


Figure 24. Application Resubmitted

10. Inspection Schedule

1) The Assistant Engineer of Tamil Nadu Generation and Distribution Corporation Limited schedules the date of appointment for inspection to be done for the specified institution.

2) After the Inspection gets completed, the Assistant Engineer submits the Inspection report.

3) The Applicant has the provision to view the Scheduled Inspection details

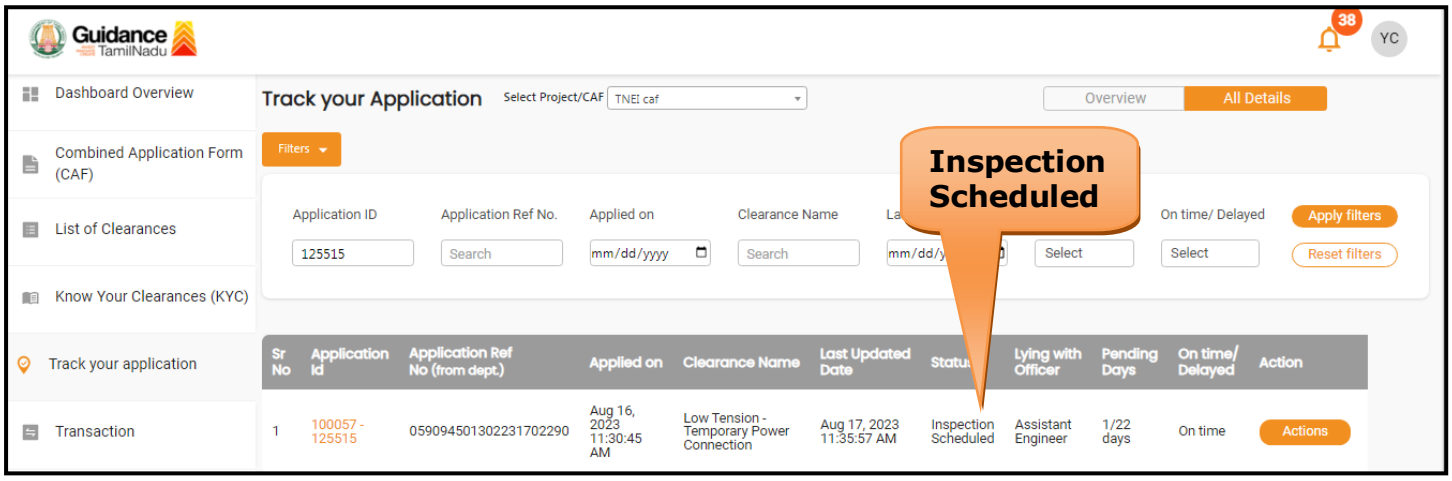


Figure 25. Inspection Scheduled

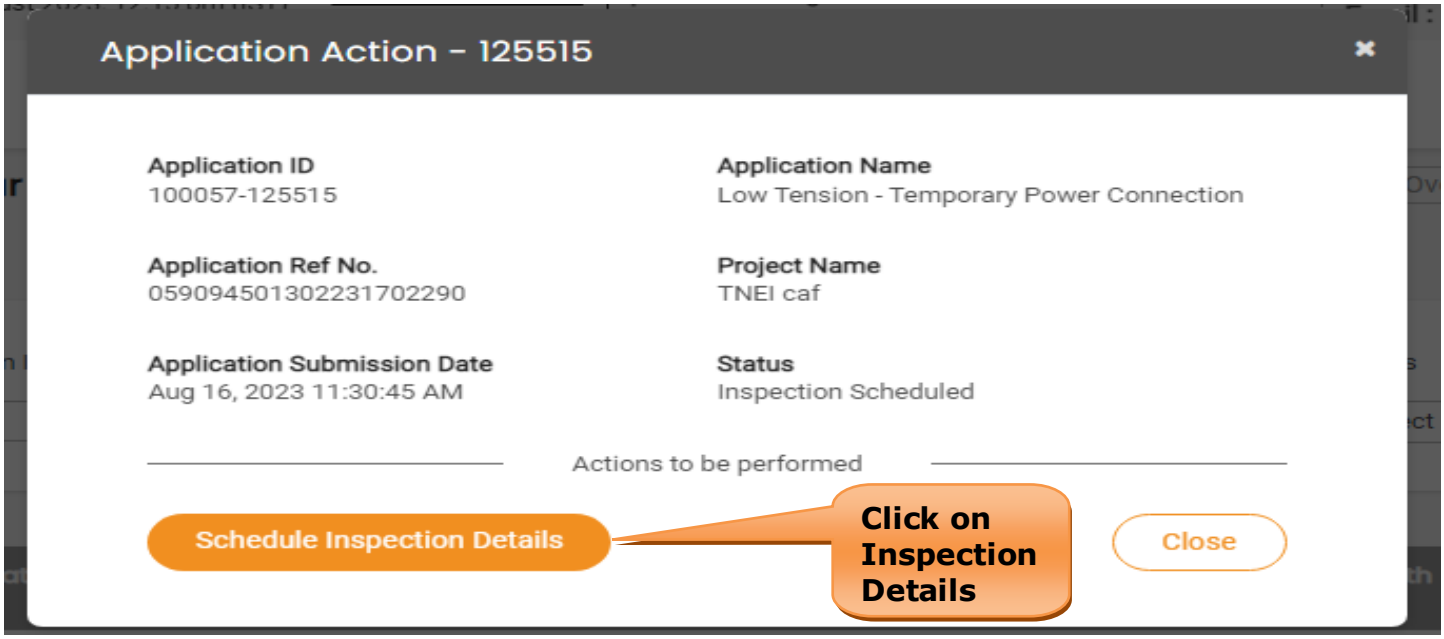


Figure 26. Inspection Details

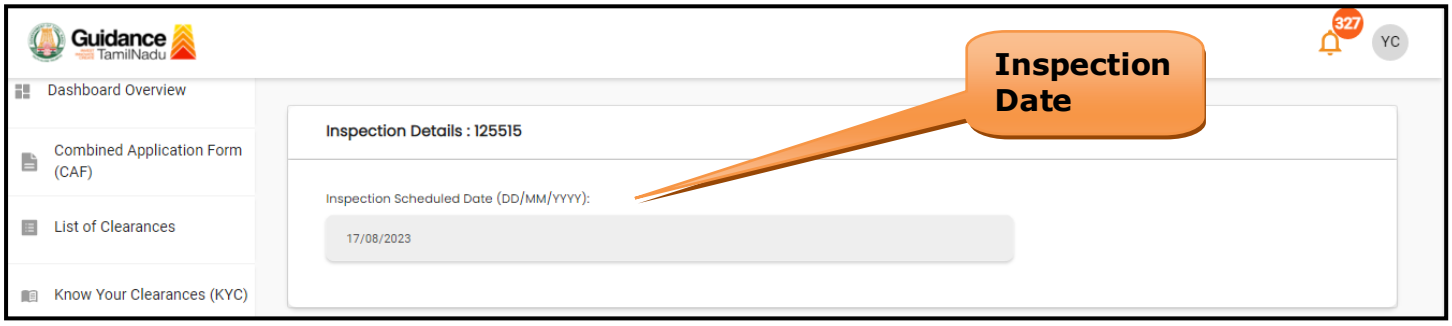


Figure 27. Inspection Date

11. Payment Process

1. Complete payment through online

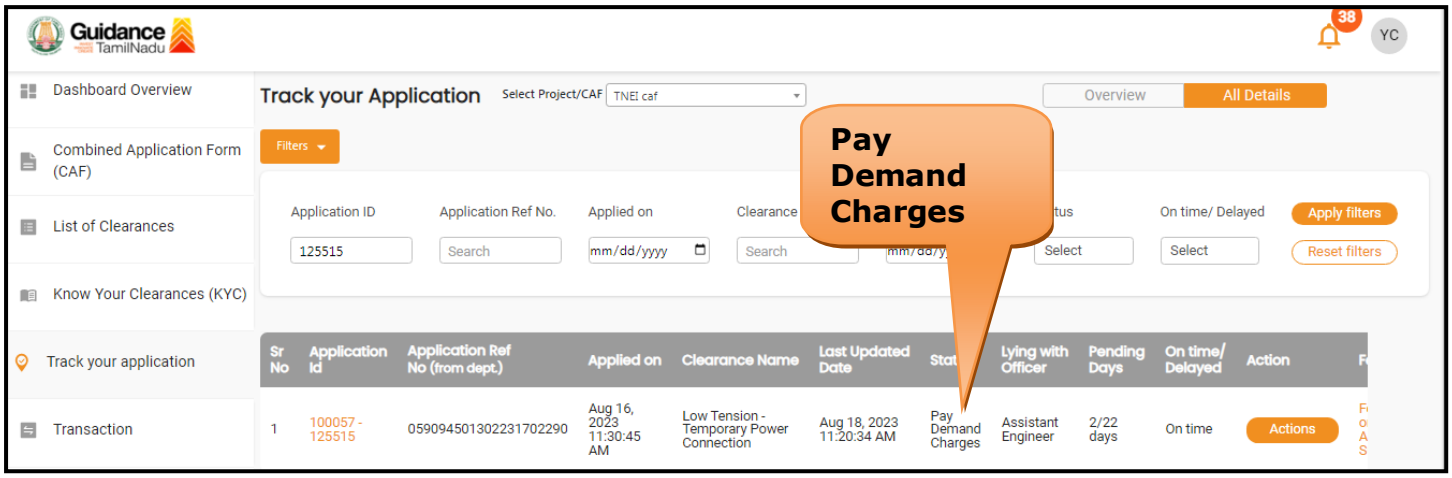


Figure 28. Payment Process

12. Application Processing

1) After completing the payment process, the Assistant Engineer scrutinizes and reviews the application and updates the status as **"Approved"**

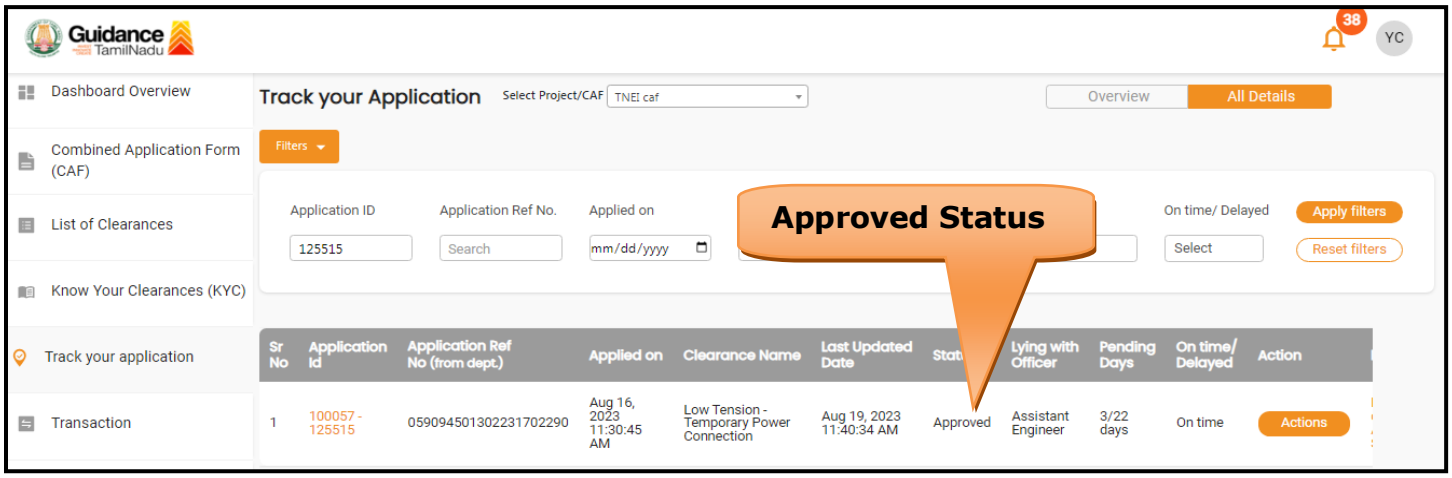


Figure 29. Application Processed

2) If the application is **'Approved'** by the Assistant Engineer, the applicant can download the Certificate under **Track your application – > Action button -> Download** (Refer Figure 30)

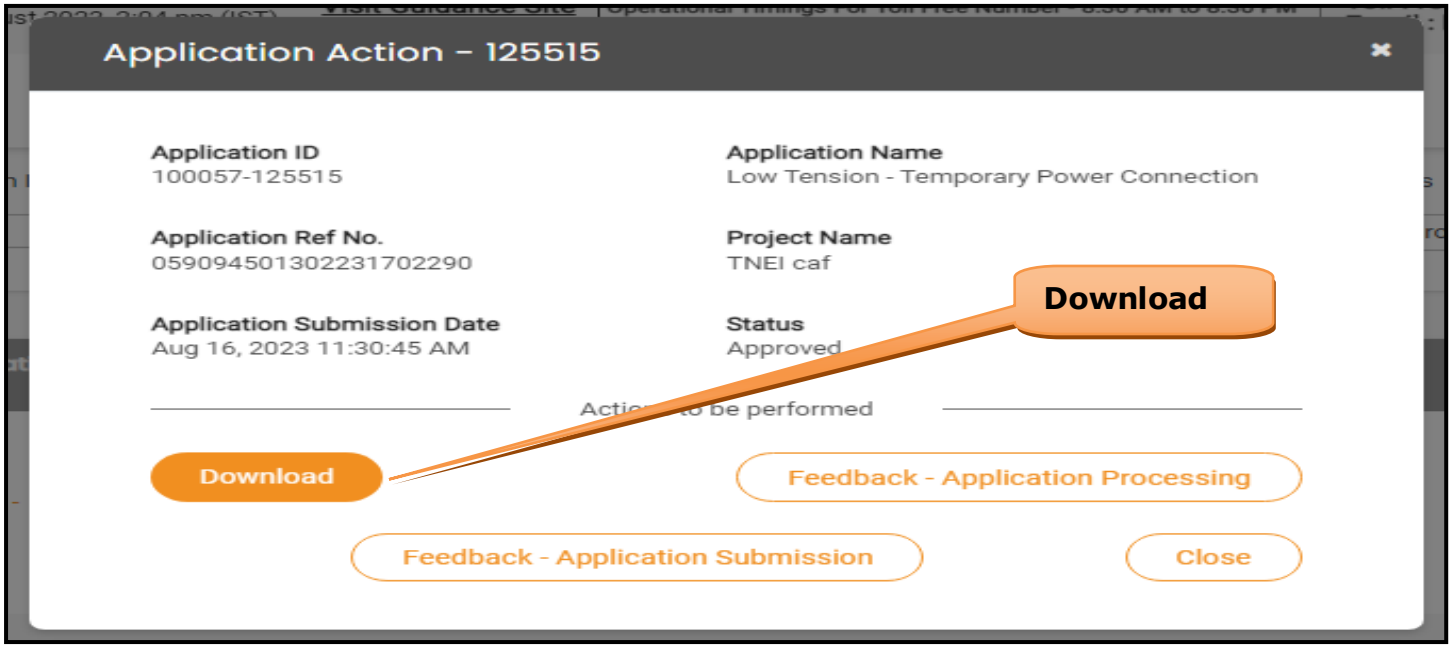


Figure 30. Download