



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Application for Solar Rooftop Empanelment (Non-CFA) for Industrial and Commercial LT 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.**

**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
- Page Title: A Tamil Nadu Government Portal
- 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@investtn.in
- Language: English
- Navigation: Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, Help & Support
- Buttons: Register, Login
- Header: **TAMIL NADU** Leading the Nation
- Accomplishments:
 - #1 Number of Factories in India
 - #1 Number of Operational SEZs in India
 - #1 Governance & Political Stability (N-SPI 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)
- 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.

**Register
on TNSWP**

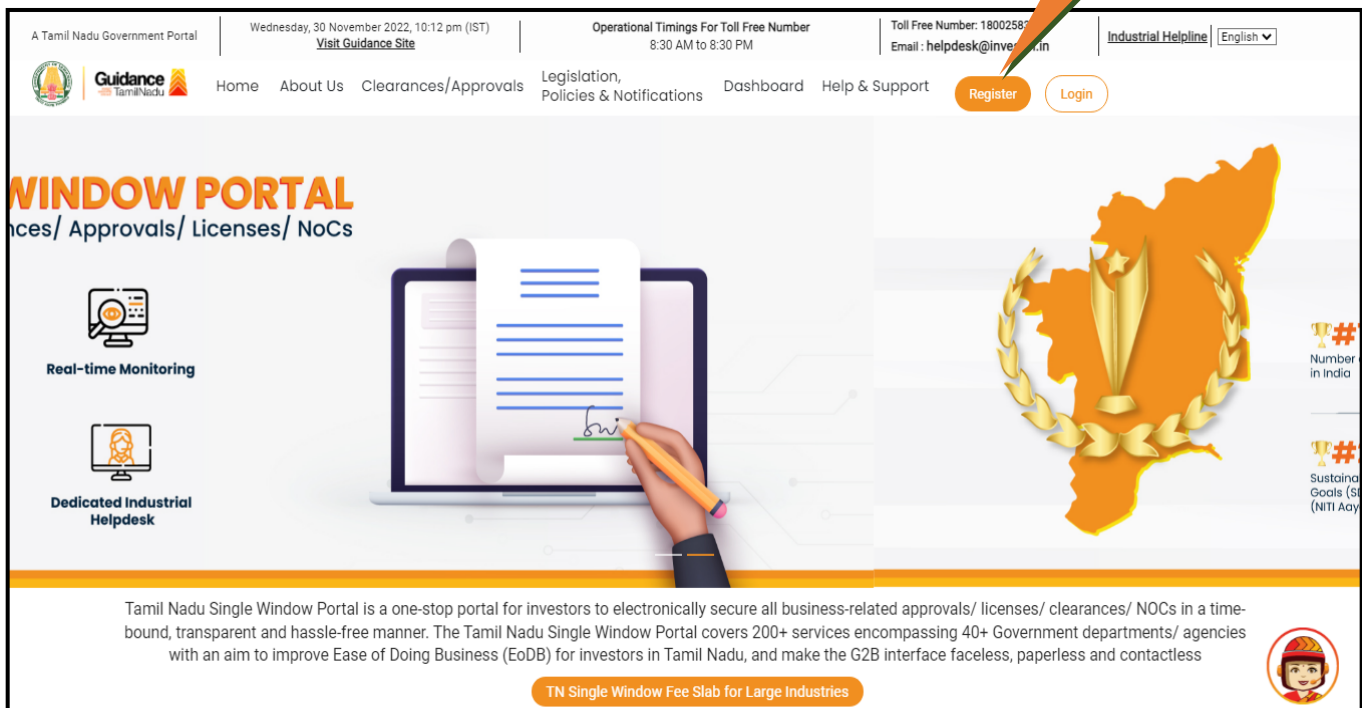


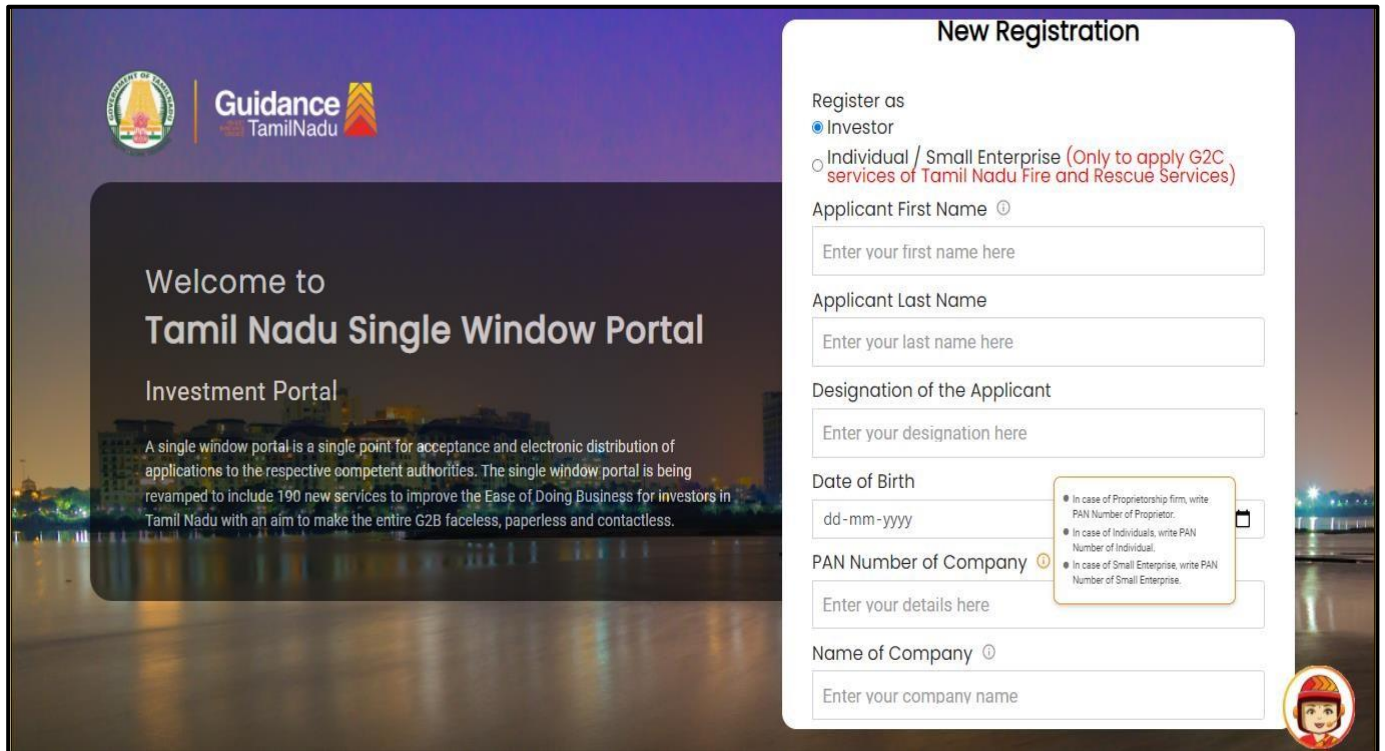
Figure 2. Register

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

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

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

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



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

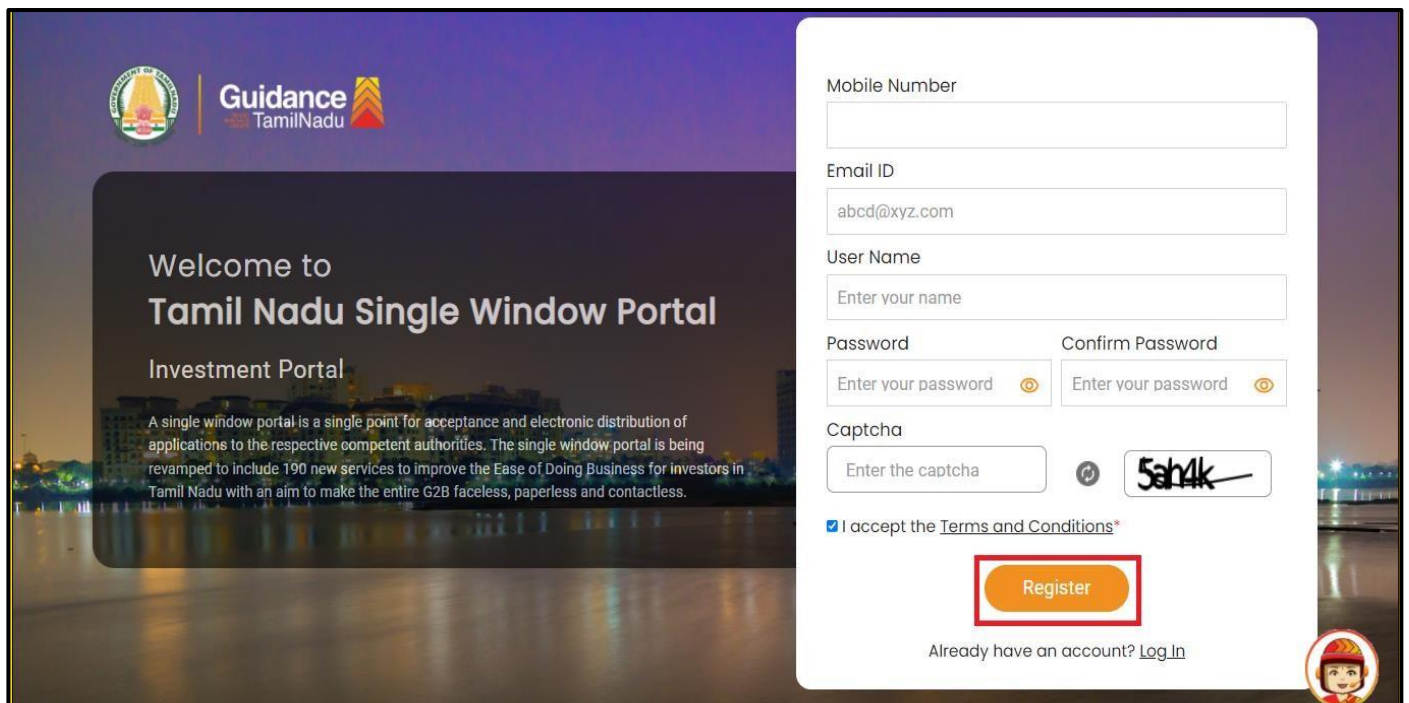
Designation of the Applicant

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

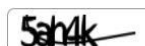
A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the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

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

- 6) Future communications would be sent to the registered mobile number and Email ID of the applicant.
- 7) Create a strong password and enter the Captcha code as shown.
- 8) The applicant must read and accept the terms and conditions and click on 'Register' button.

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

- '2-Step Verification Process' screen will appear when the applicant clicks on 'Register' button.
 - **Mobile Number Verification**
 - 1) For verifying the mobile number, the verification code will be sent to the given mobile number.
 - 2) Enter the verification code and click on the '**Verify**' button.

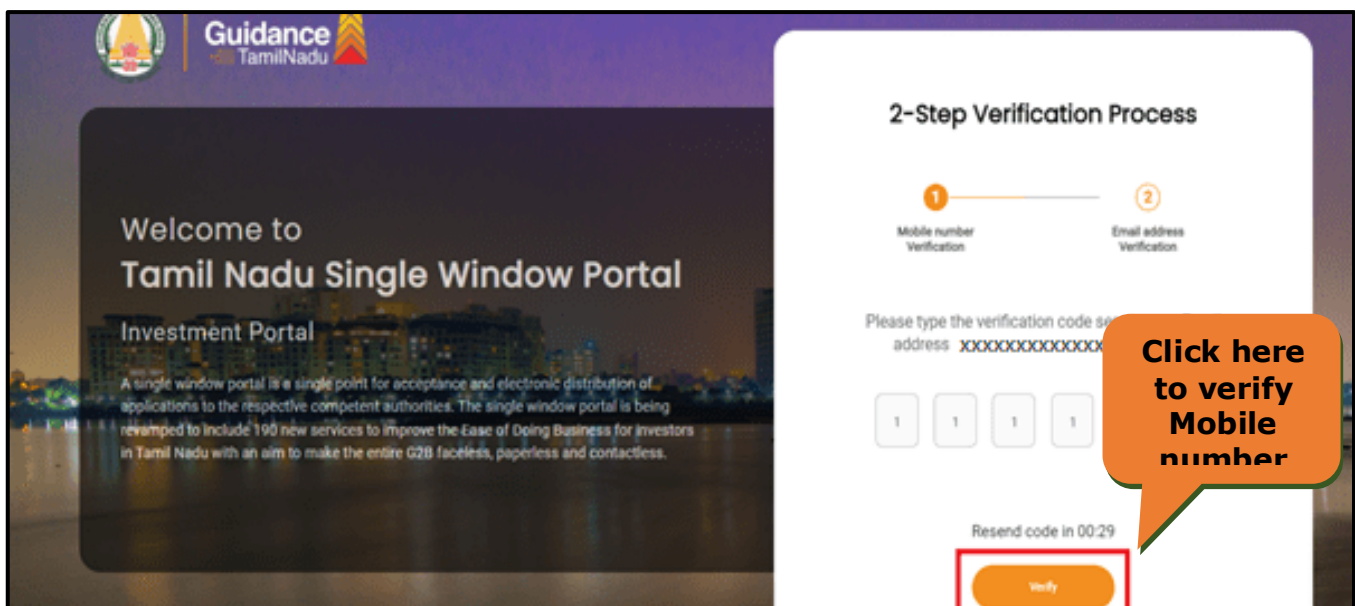


Figure 5. Mobile Number Verification

- **Email ID Verification**

- 1) For verifying the Email ID, the verification code will be sent to the given Email ID.
- 2) Enter the verification code and click on the '**Verify**' button.

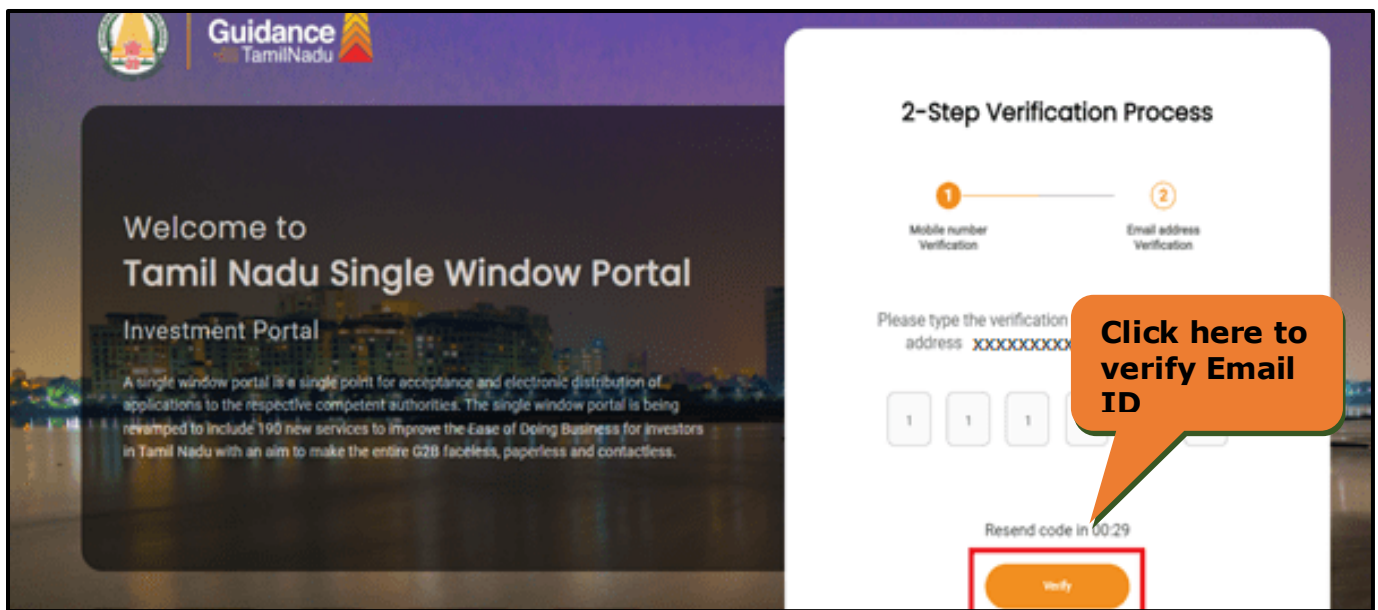


Figure 6. Email ID Verification

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

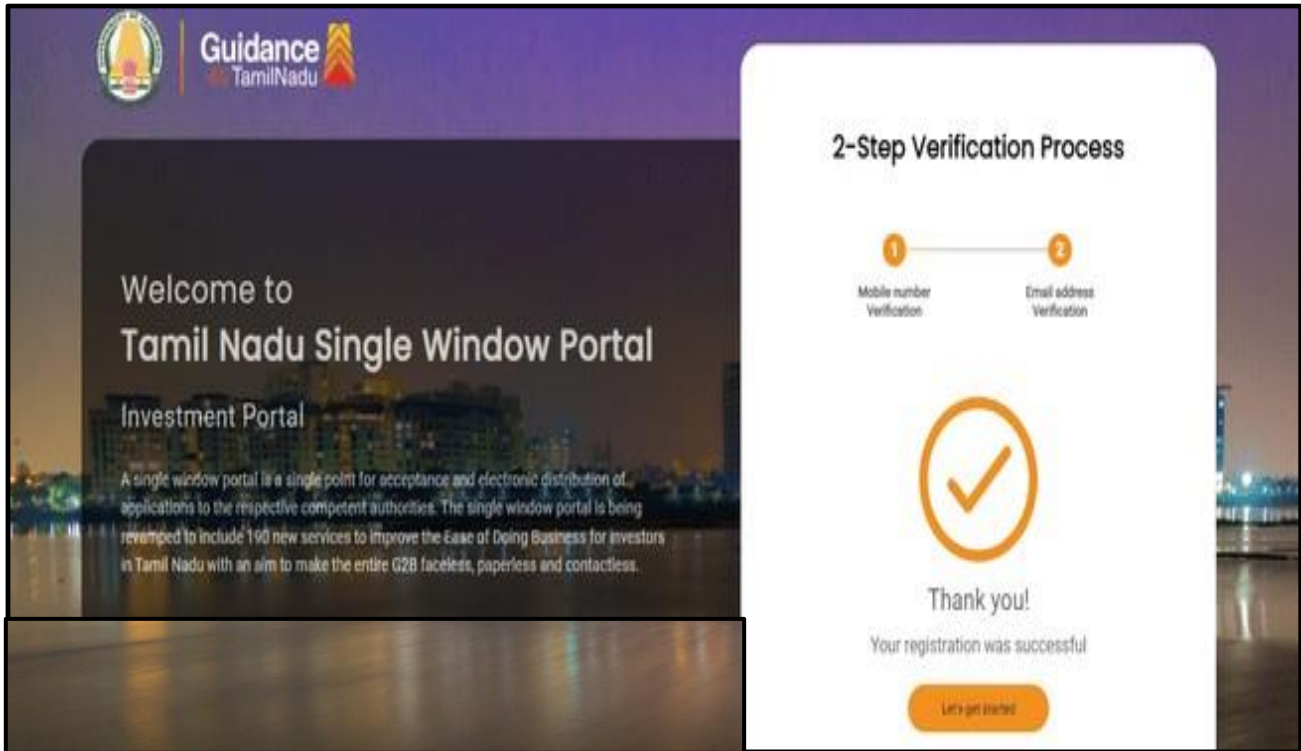


Figure 7. Registration Confirmation Pop-Up

4. Login

- 1) The applicant can login to TNSWP with the Username and Password created during the registration process.
- 2) Click on login button to enter TNSWP.

Login to TNSWP

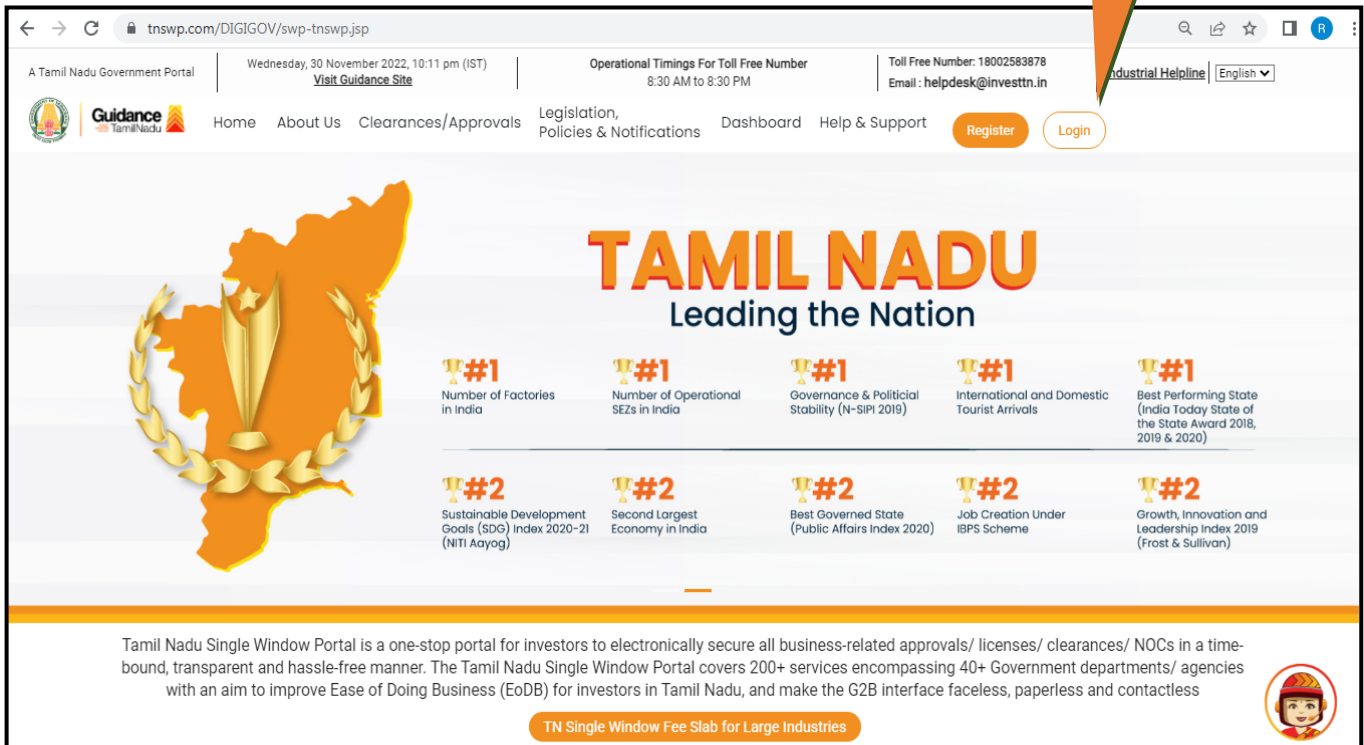
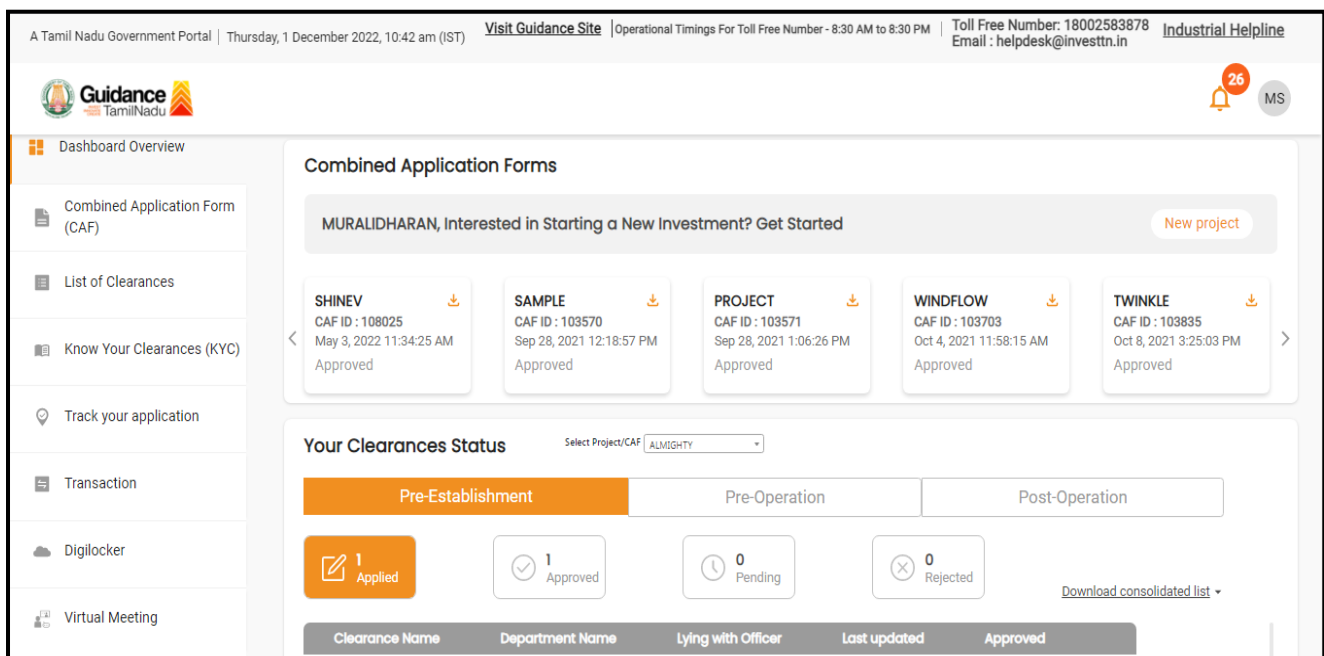


Figure 8. Login

5. Dashboard Overview

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



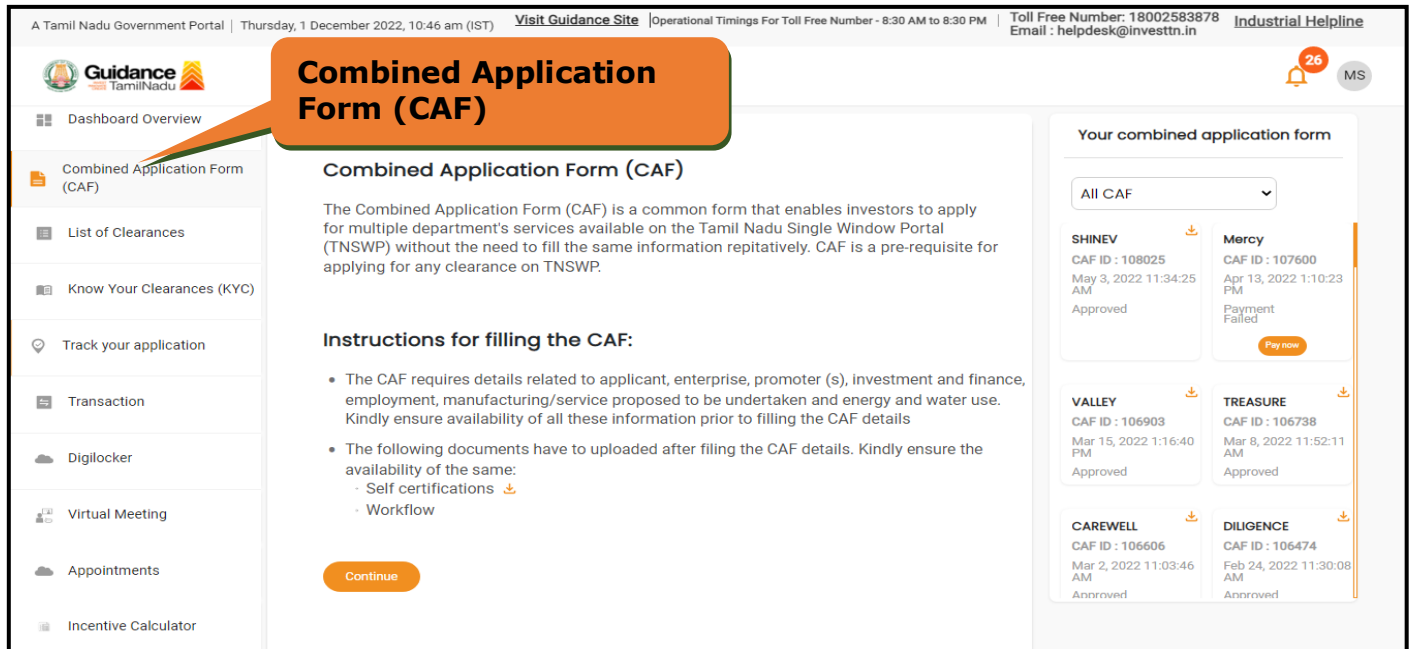
The screenshot displays the dashboard overview for the TNSWP application. The page header includes the Tamil Nadu Government Portal information, the date and time (Thursday, 1 December 2022, 10:42 am (IST)), and contact details for the Industrial Helpline. The dashboard features a sidebar with navigation options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, Digilocker, and Virtual Meeting. The main content area is titled 'Combined Application Forms' and shows a notification for MURALIDHARAN, Interested in Starting a New Investment? Get Started, with a 'New project' button. Below this, there are five application cards for SHINEV, SAMPLE, PROJECT, WINDFLOW, and TWINKLE, each displaying the CAF ID, application date, and status (Approved). The 'Your Clearances Status' section allows users to filter by project/CAF (currently set to ALMIGHTY) and shows counts for Applied (1), Approved (1), Pending (0), and Rejected (0) applications. A 'Download consolidated list' link is also present. At the bottom, a table header is visible with columns for 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 uploaded after filling 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

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).

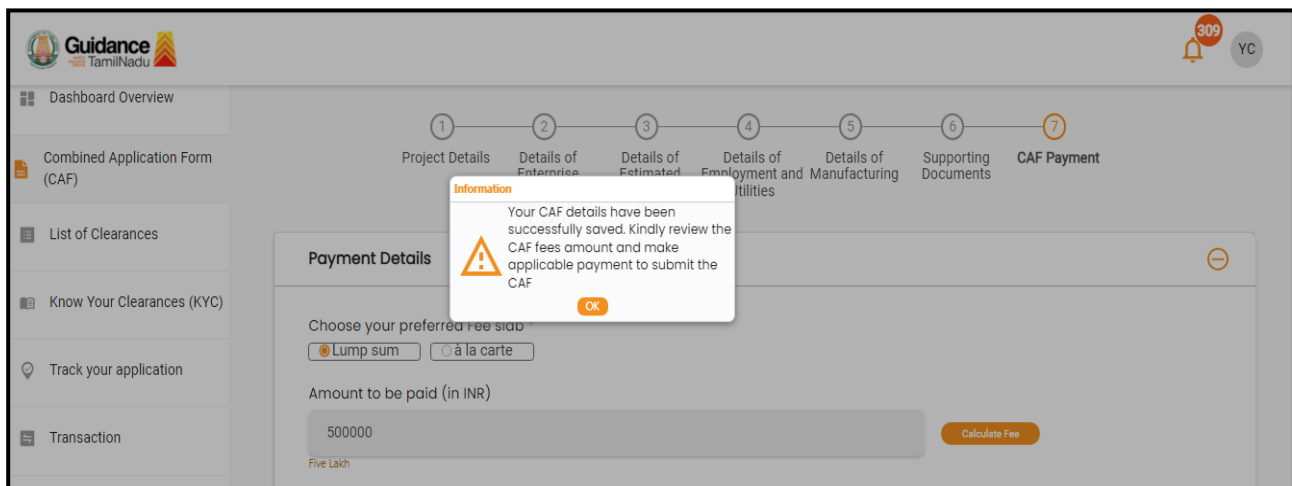


Figure 12. Combined Application Form (CAF) - Confirmation Message

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 Application for Solar Rooftop Empanelment (Non-CFA) for Industrial and Commercial LT Connection

1. Click on “List of Clearances”

List of Clearances

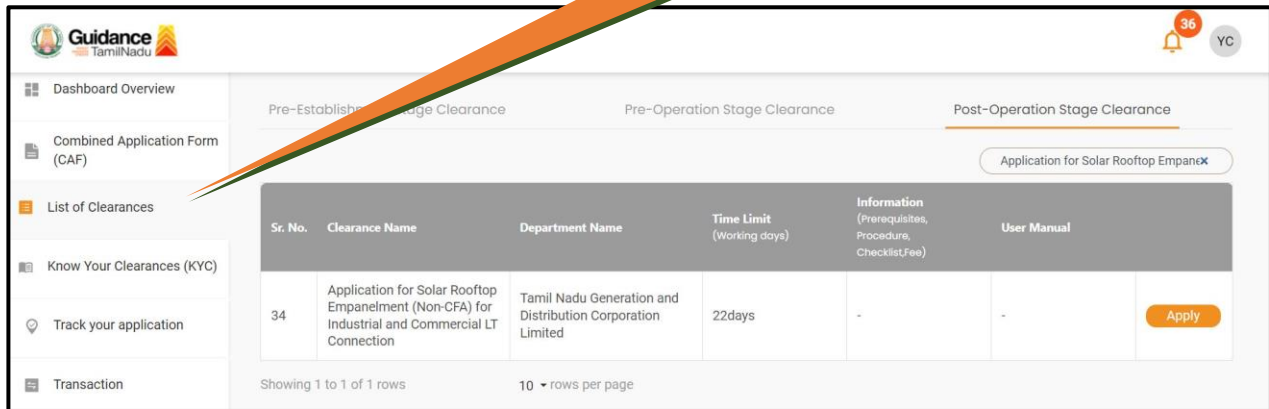


Figure 13. List of Clearances

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

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

3. Select ‘Post- Establishment Stage Clearance’ and find the clearance ‘Application for Solar Rooftop Empanelment (Non-CFA) for Industrial and Commercial LT Connection’ by using Search option as shown in the figure given below.

Search for Clearance

Post-Establishment Stage Clearance

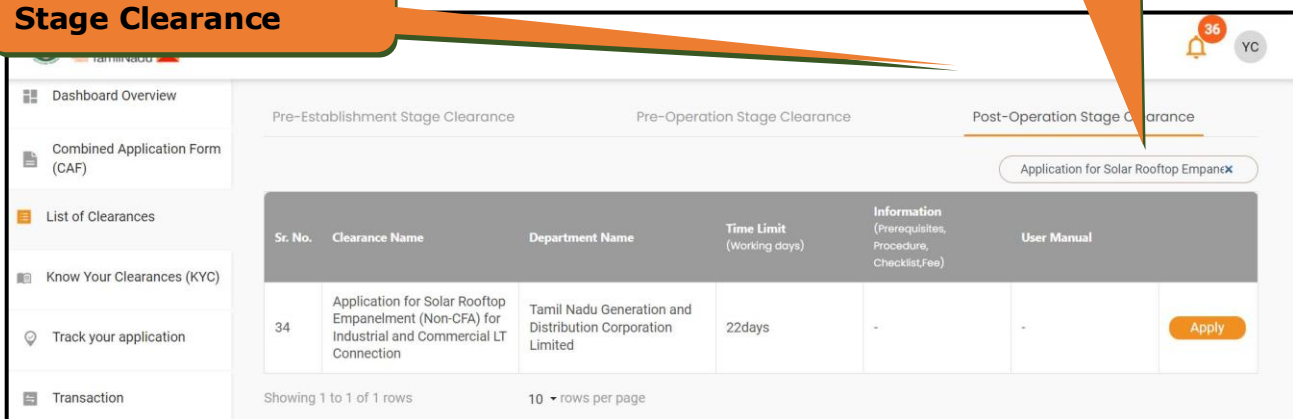


Figure 14. Search for Clearance

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
34	Application for Solar Rooftop Empanelment (Non-CFA) for Industrial and Commercial LT Connection	Tamil Nadu Generation and Distribution Corporation Limited	22days	-	- 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
Tamil Nadu Generation and Distribution Corporation Limited

Name of the Clearance
Application for Solar Rooftop Empanelment (Non-CFA) for Industrial and Commercial LT Connection

Select Project/CAF *
caf fix test

Close **Apply**

Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Application for Solar Rooftop Empanelment (Non-CFA) for Industrial and Commercial LT Connection

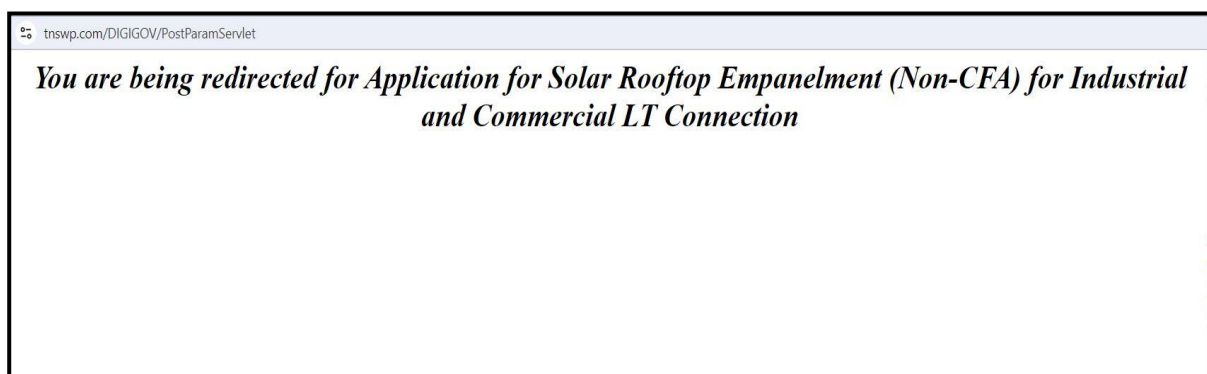
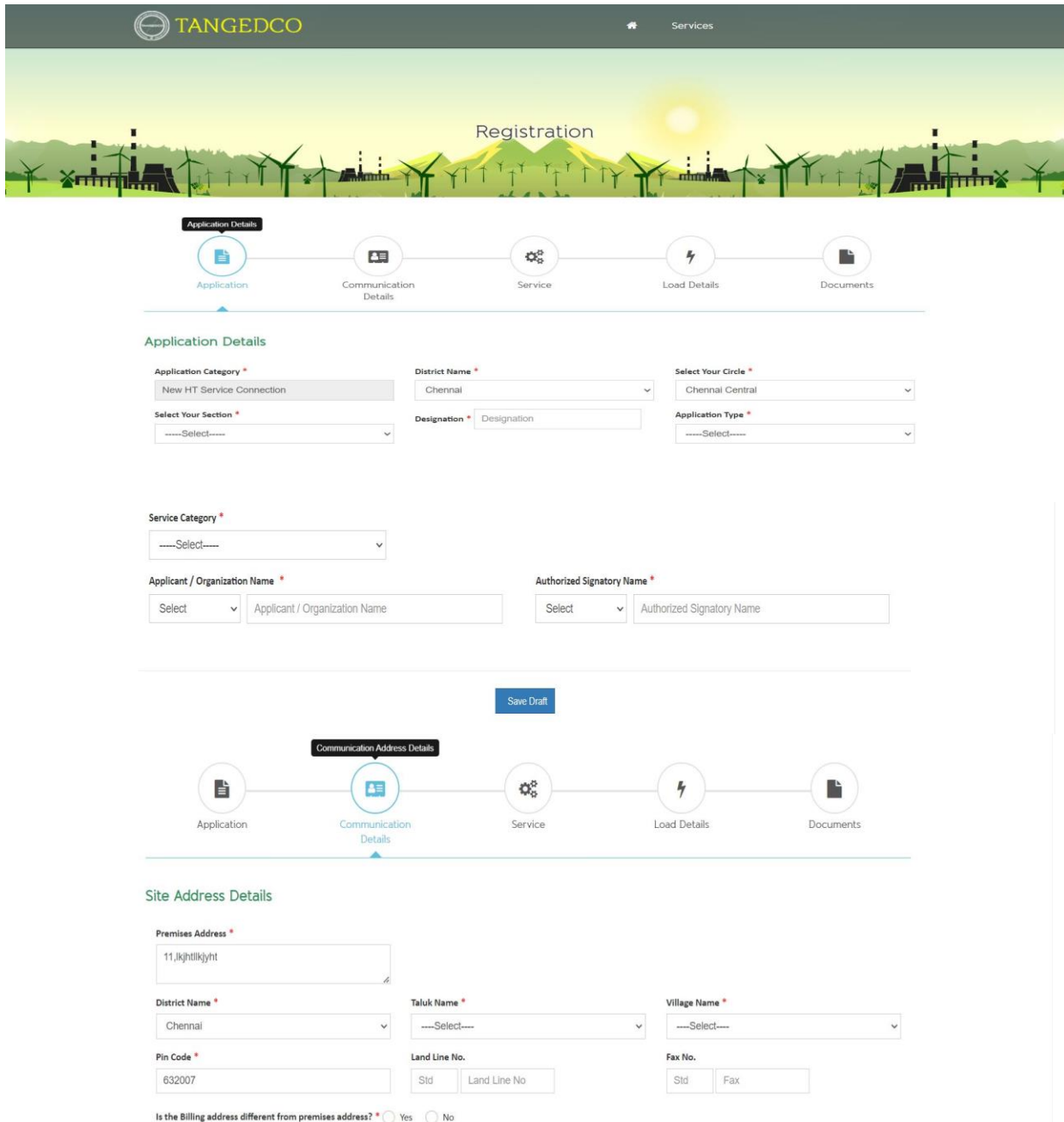


Figure 17. Application for Solar Rooftop Empanelment (Non-CFA) for Industrial and Commercial LT Connection

3) Enter all the mandatory Application for Solar Rooftop Empanelment (Non-CFA) for Industrial and Commercial LT Connection.



TANGEDCO Services

Registration

Application Details

Application | Communication Details | Service | Load Details | Documents

Application Details

Application Category *
New HT Service Connection

District Name *
Chennai

Select Your Circle *
Chennai Central

Select Your Section *
----Select----

Designation *
Designation

Application Type *
----Select----

Service Category *
----Select----

Applicant / Organization Name *
Select Applicant / Organization Name

Authorized Signatory Name *
Select Authorized Signatory Name

[Save Draft](#)

Communication Address Details

Application | Communication Details | Service | Load Details | Documents

Site Address Details

Premises Address *
11,ikjhtllklyht

District Name *
Chennai

Taluk Name *
----Select----

Village Name *
----Select----

Pin Code *
632007

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 * **Taluk Name *** **Village Name ***

Pin Code * **Land Line No.** **Fax No.**

Mobile No. * **Email *** **Date of Registration of the Company ***
Note: Future Date will not be permitted.

Nearest Land Mark
 Remarks

Save Draft



Service Details

Supply Voltage * **Tariff *** **Nature of Industry**

Location Type *
 Rural Urban

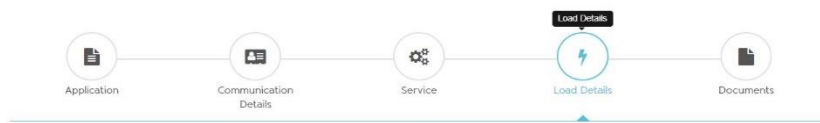
System Network *
 OH UG

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
 No

Details of existing service connections of the applicant, if any

Save Draft



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="25/07/2024"/>
5	Remarks if any regarding essentially of supply	<input type="text" value="Remarks"/>

Save Draft



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			

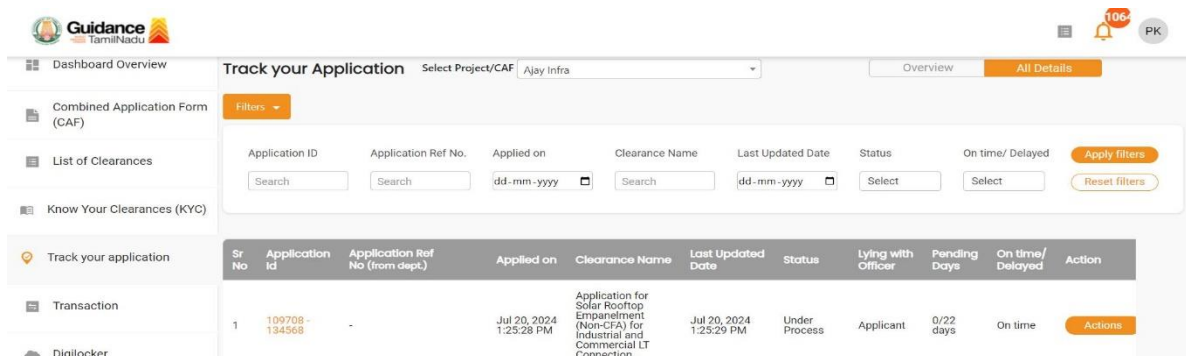
Document 1	
Letter/resolution authorizing the signatory *	Letter/Resolution authorizing the signatory <input type="text"/> No file chosen

Click on 'Save'

Figure 18. High Tension - New Power Connection

Application Submitted

- 1) Applicant need to fill the application form along with necessary supporting documents and submit the 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 - 134568	-	Jul 20, 2024 1:25:29 PM	Application for Solar Rooftop Empanelment (Non-CFA) for Industrial and Commercial LT Connection	Jul 20, 2024 1:25:29 PM	Under Process	Applicant	0/22 days	On time	Actions

Figure 19. Under Process

- 2) Executive Engineer will receive the application and forwards the application to concerned Assistant Executive Engineer. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details.**

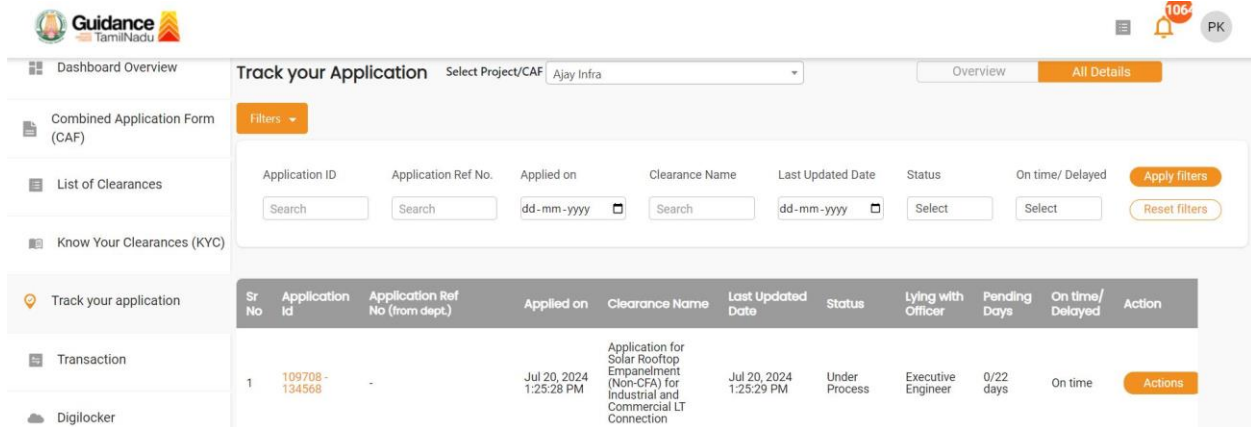


Figure 20. Under Process

3) Assistant Executive Engineer will receive the application and scrutinize the application. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**.

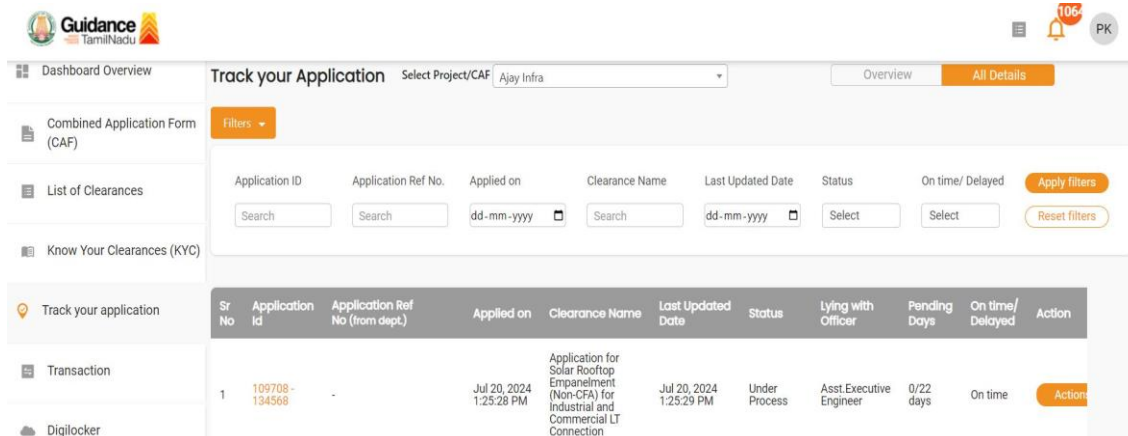


Figure 21. Under Process

8.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 Assistant Executive Engineer submits the Inspection to request the applicant to make the rectifications.

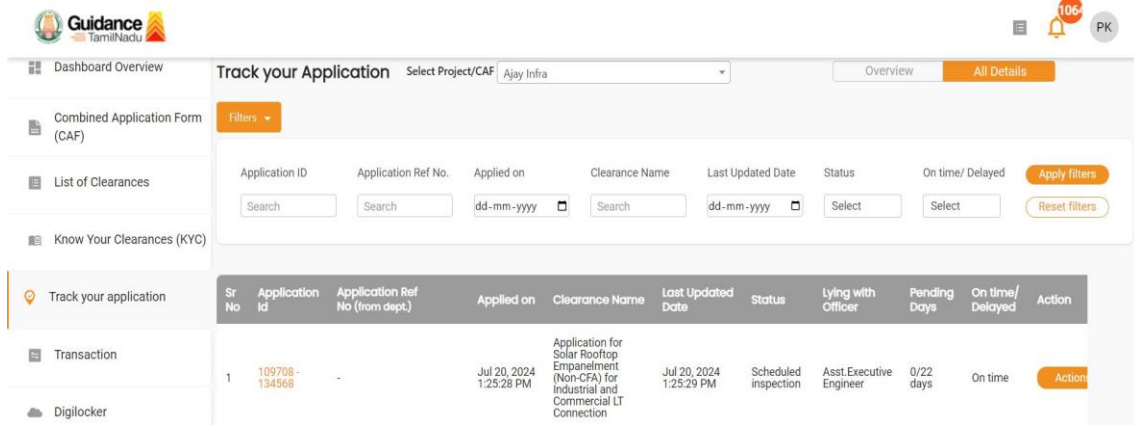


Figure 22. Status changed to 'inspection scheduled'

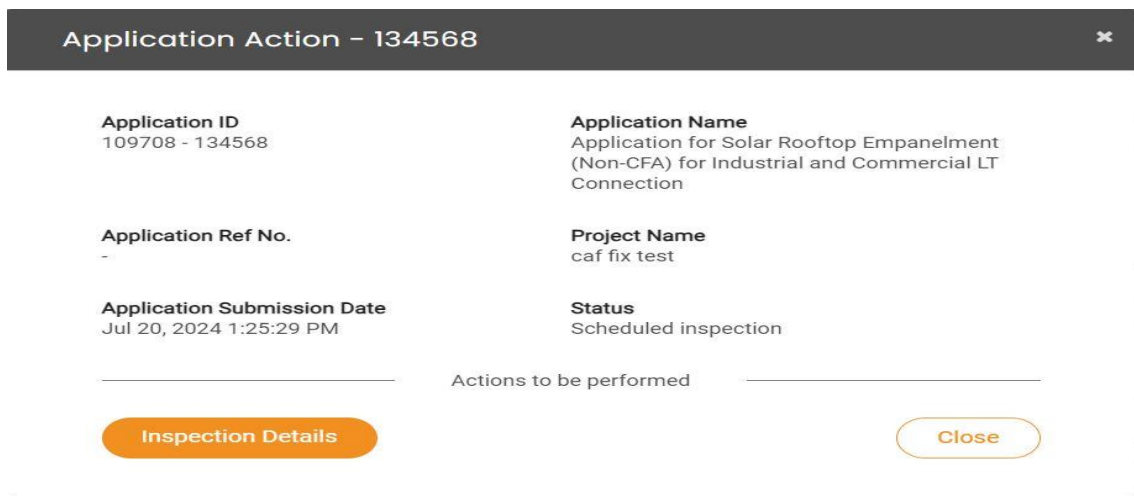


Figure 23. Details of Scheduled Inspection

9. Query Clarification

1) After submitting the application to the Tamil Nadu Generation and Distribution Corporation Limited, the Ast.Executive 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.

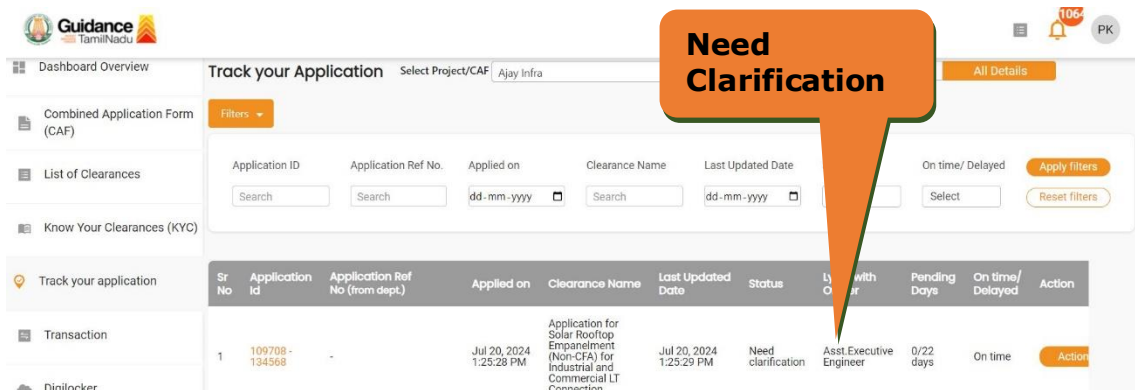


Figure 24. Need Clarification

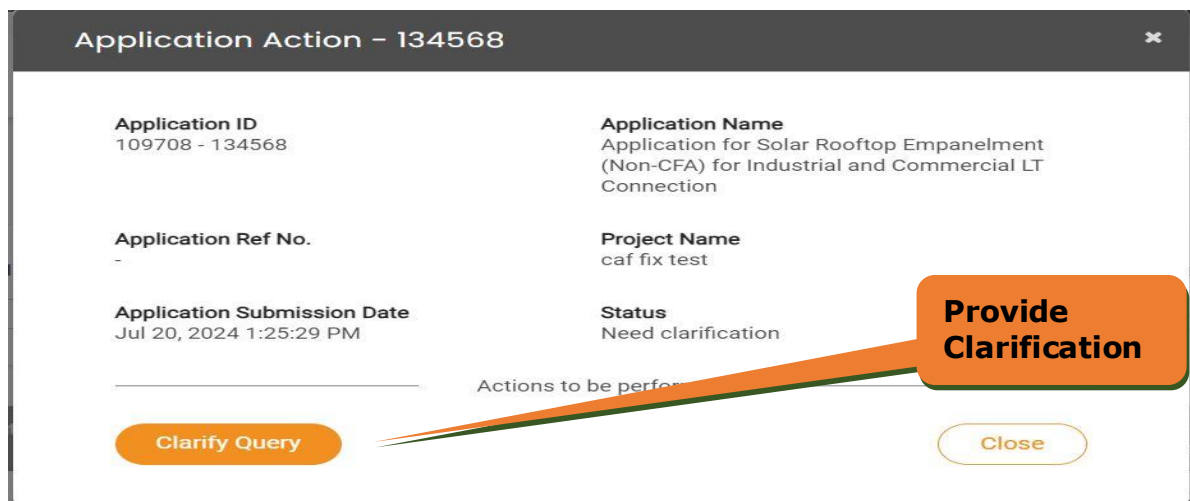
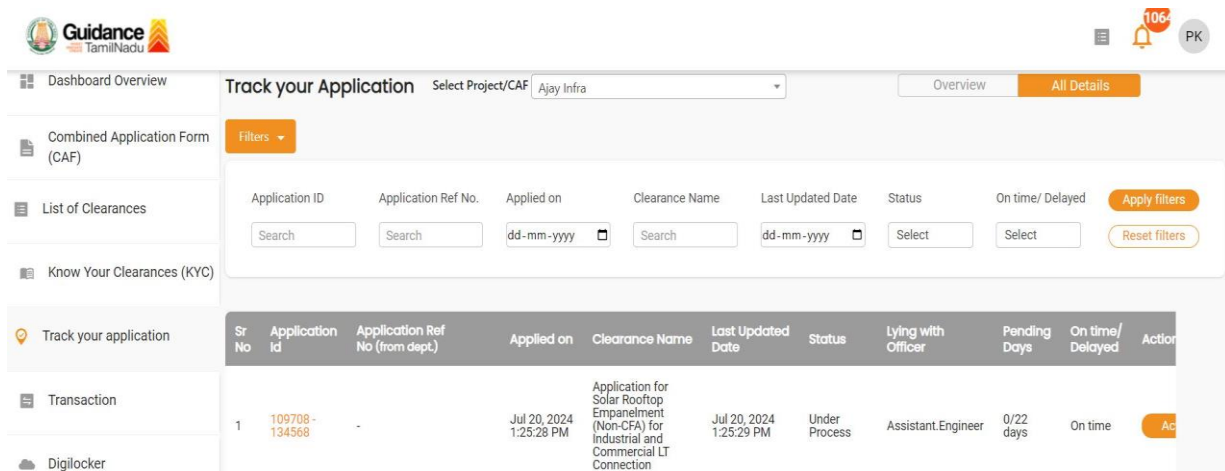


Figure 25. Provide Clarification

- 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.
 - 7) The Status of the application changes from 'Need clarification' to '**Under Process**' after the Applicant submits the query.
- 4) If the query resolved, AEE will process the application for next steps and AE will prepare estimate. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**



The screenshot shows the 'Track your Application' interface. The main heading is 'Track your Application' with a dropdown menu set to 'Ajay Infra'. Below this, there are filter options for Application ID, Application Ref No., Applied on, Clearance Name, Last Updated Date, Status, and On time/ Delayed. A table below 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 20, 2024 1:25:28 PM	Application for Solar Rooftop Empanelment (Non-CFA) for Industrial and Commercial LT Connection	Jul 20, 2024 1:25:29 PM	Under Process	Assistant.Engineer	0/22 days	On time	AC

Figure 26. Under Process

10. Prepare Estimate

In case the load amount is more than 10kw, both AEE and AE will configure the meter. If the load amount is not more than 10kw, AE will configure the meter.

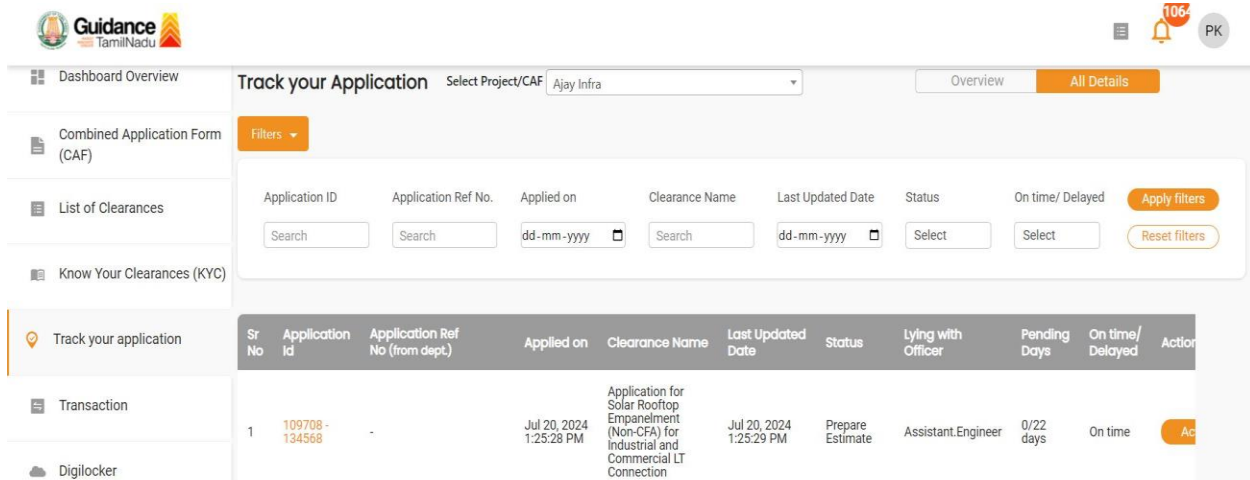


Figure 27. Prepare Estimate

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**

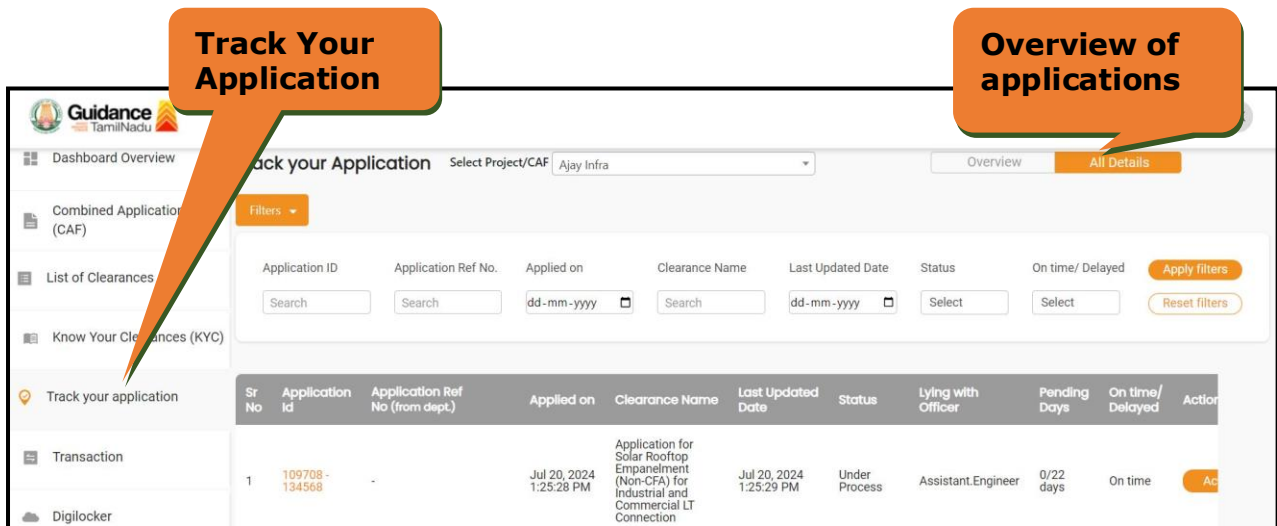


Figure 28. Track Your Application

• **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**

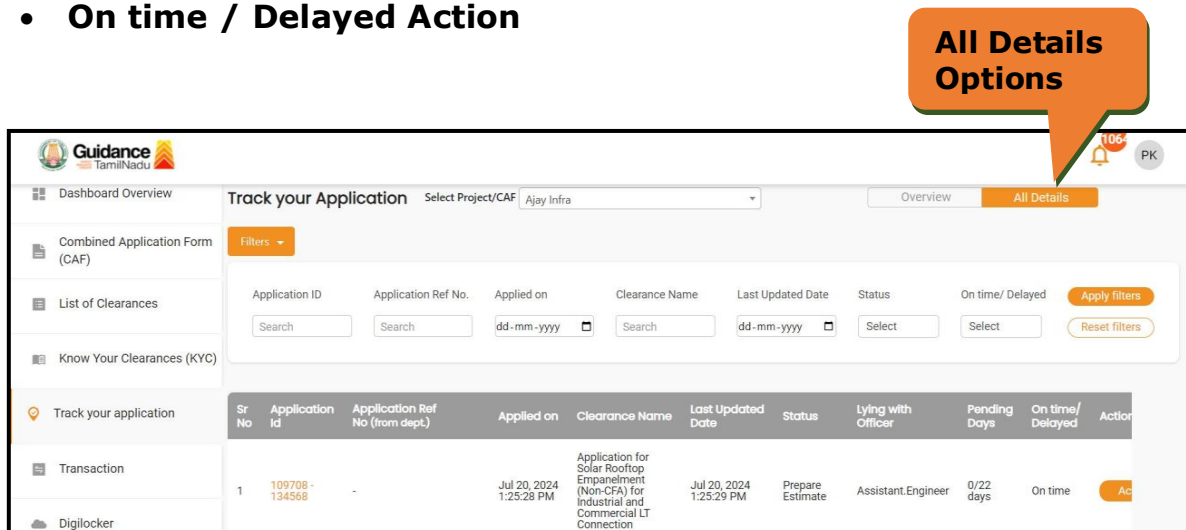


Figure 29. ‘All Details’ tab

12. Application Processing

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

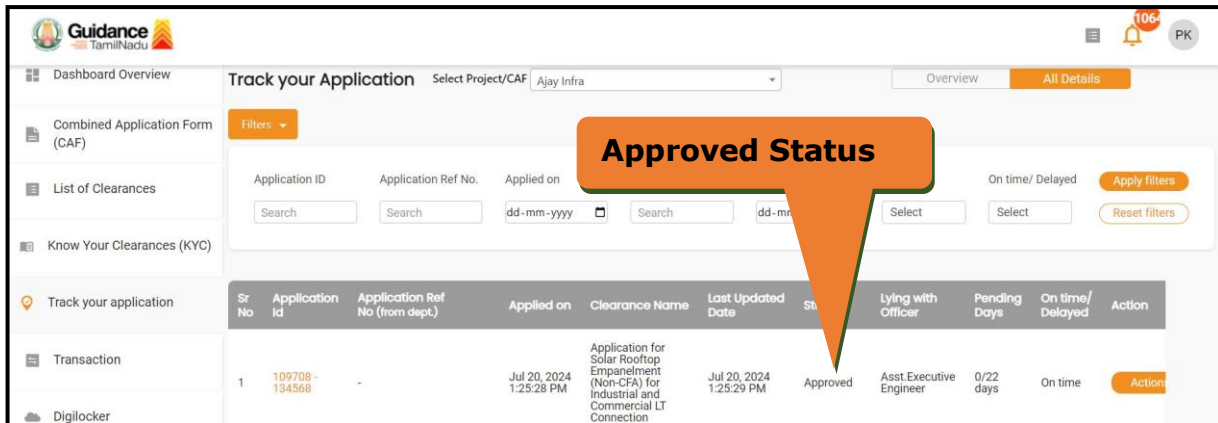


Figure 30. Application Processed

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

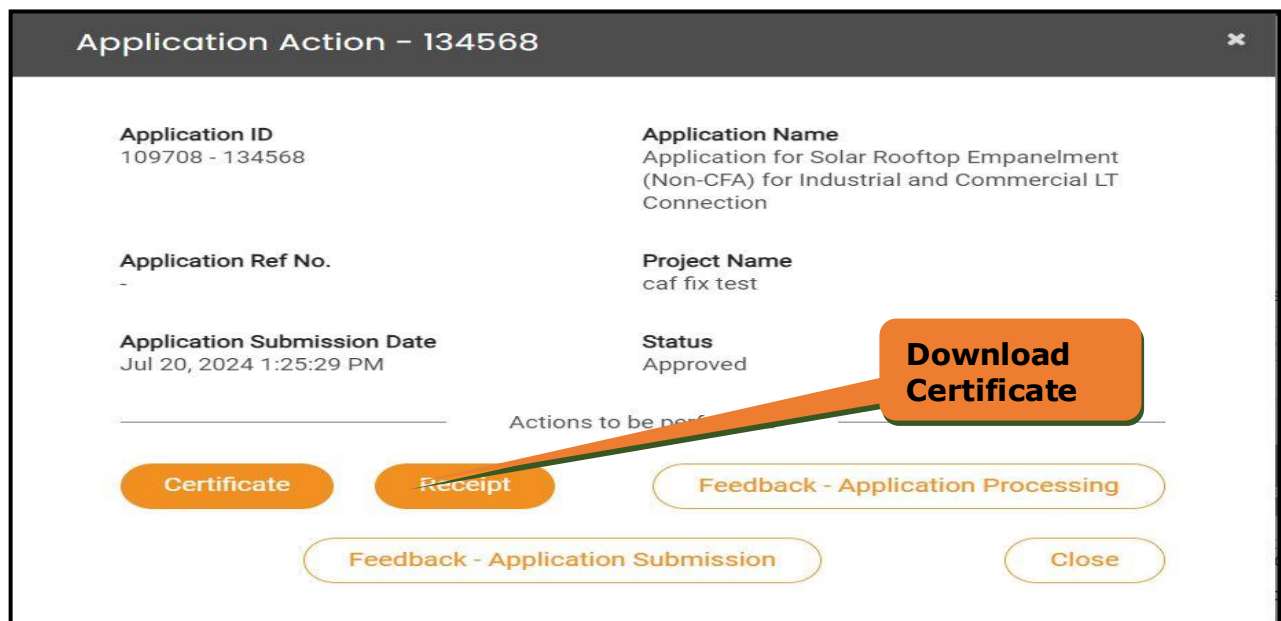


Figure 31. Download Certificate

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

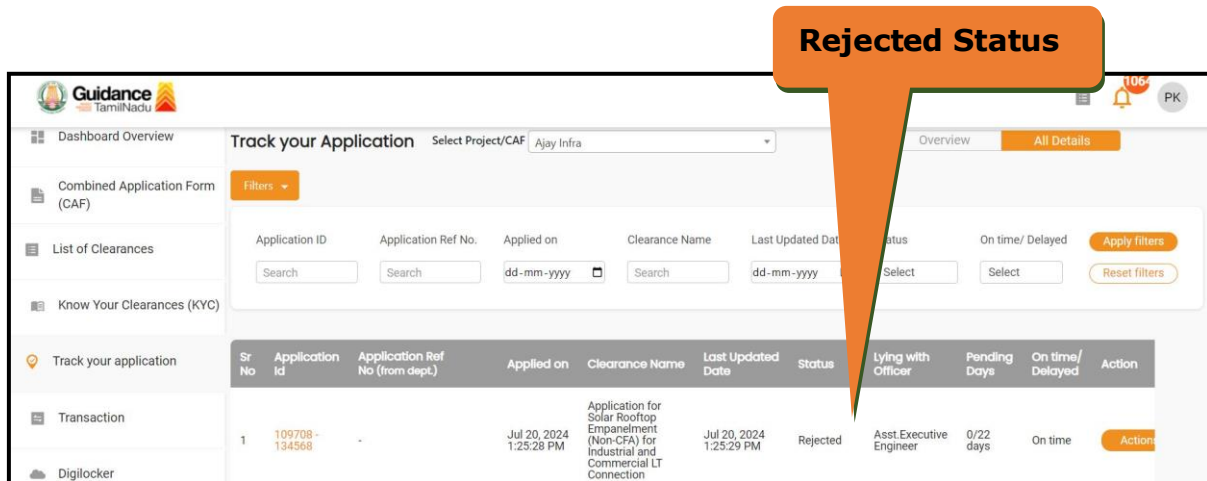


Figure 32. Rejected Status

