



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Allotment of Land by SIDCO

**Tamil Nadu Small Industries Development
Corporation Limited (SIDCO)**



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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

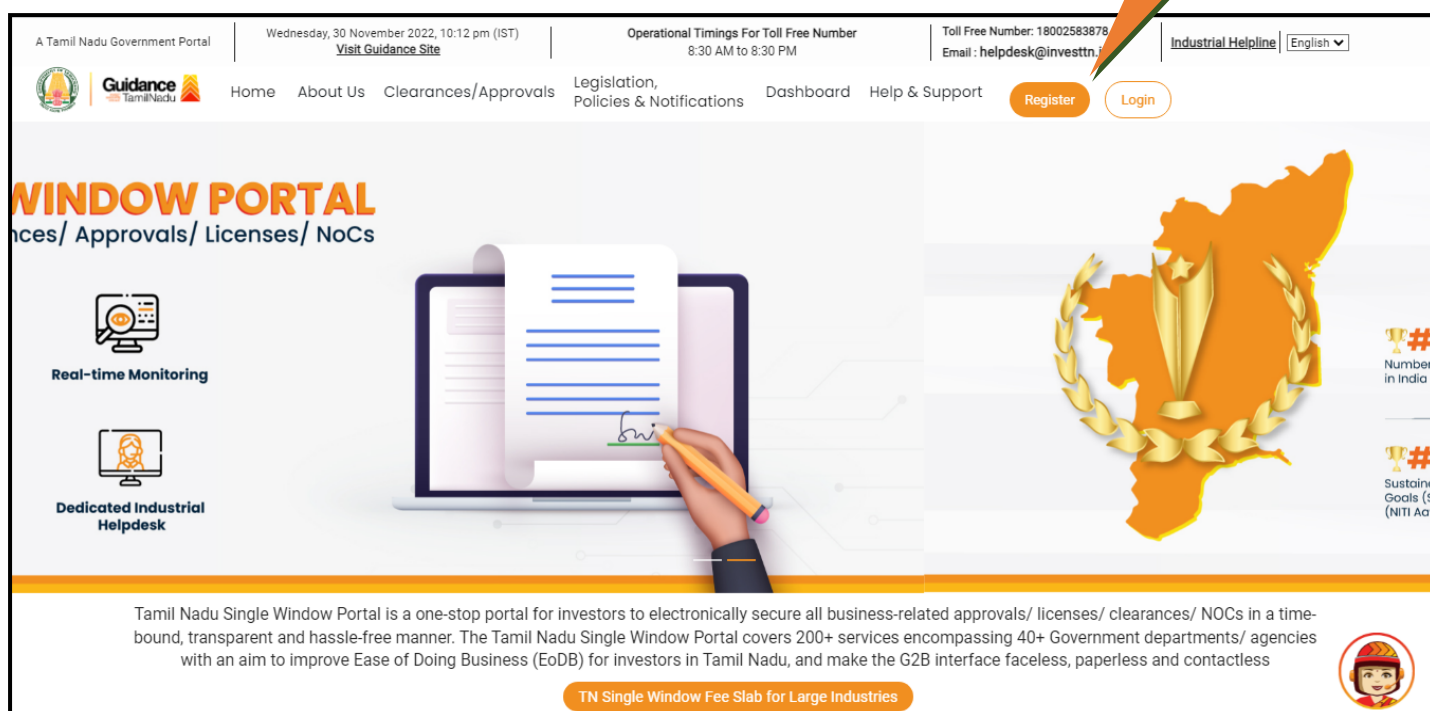
Figure 1. Single Window Portal Home Page

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

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

WINDOW PORTAL
ices/ Approvals/ Licenses/ NoCs

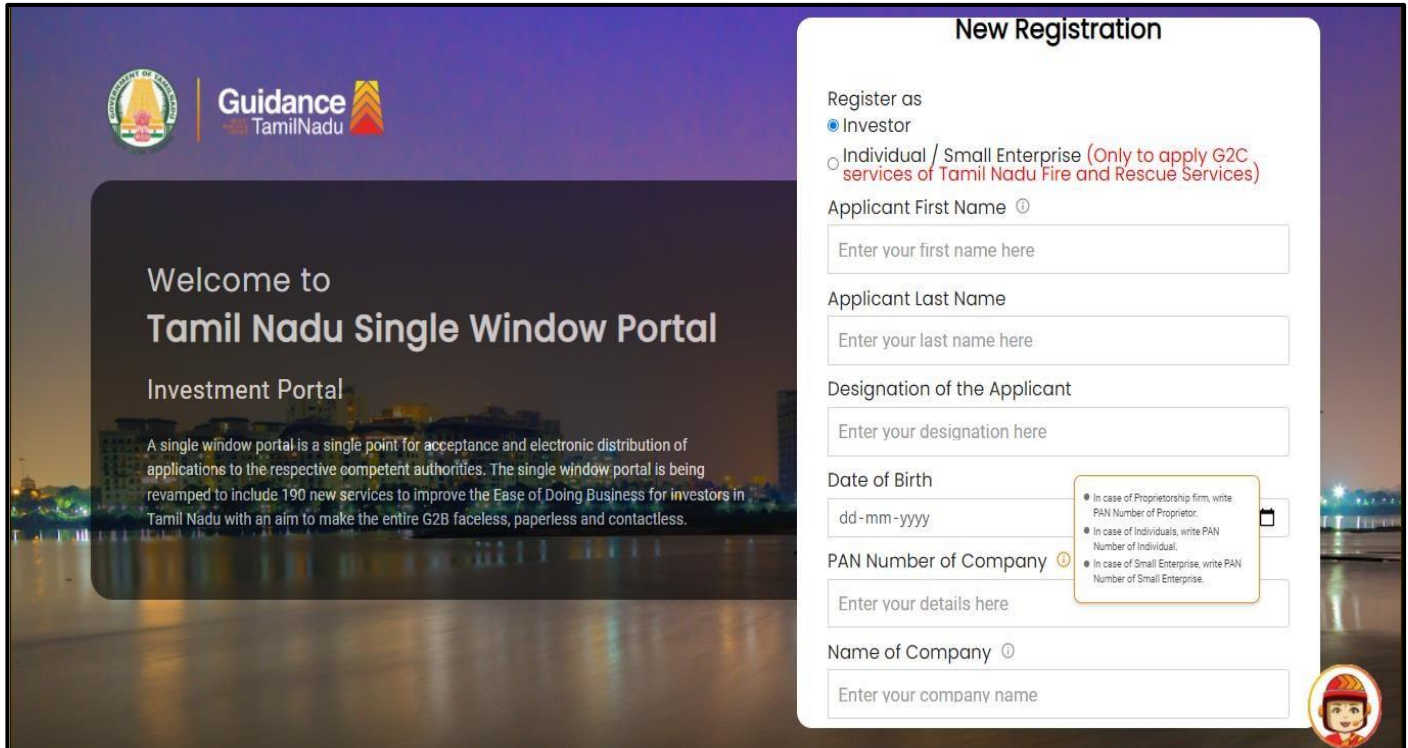
Real-time Monitoring
Dedicated Industrial Helpdesk


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.





Guidance
TamilNadu

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

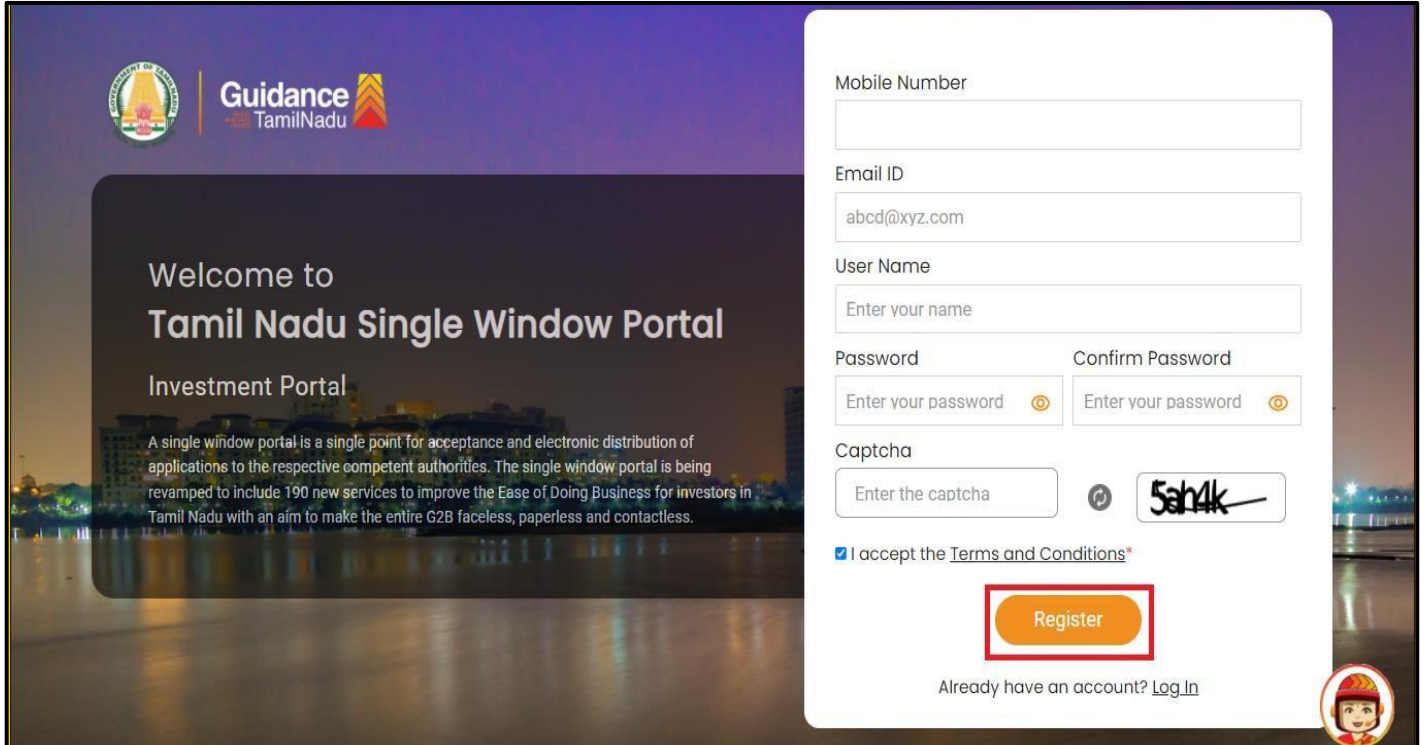
Designation of the Applicant


Date of Birth

PAN Number of Company ⓘ

Name of Company ⓘ

Figure 3. Registration Form





Guidance
TamilNadu

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.

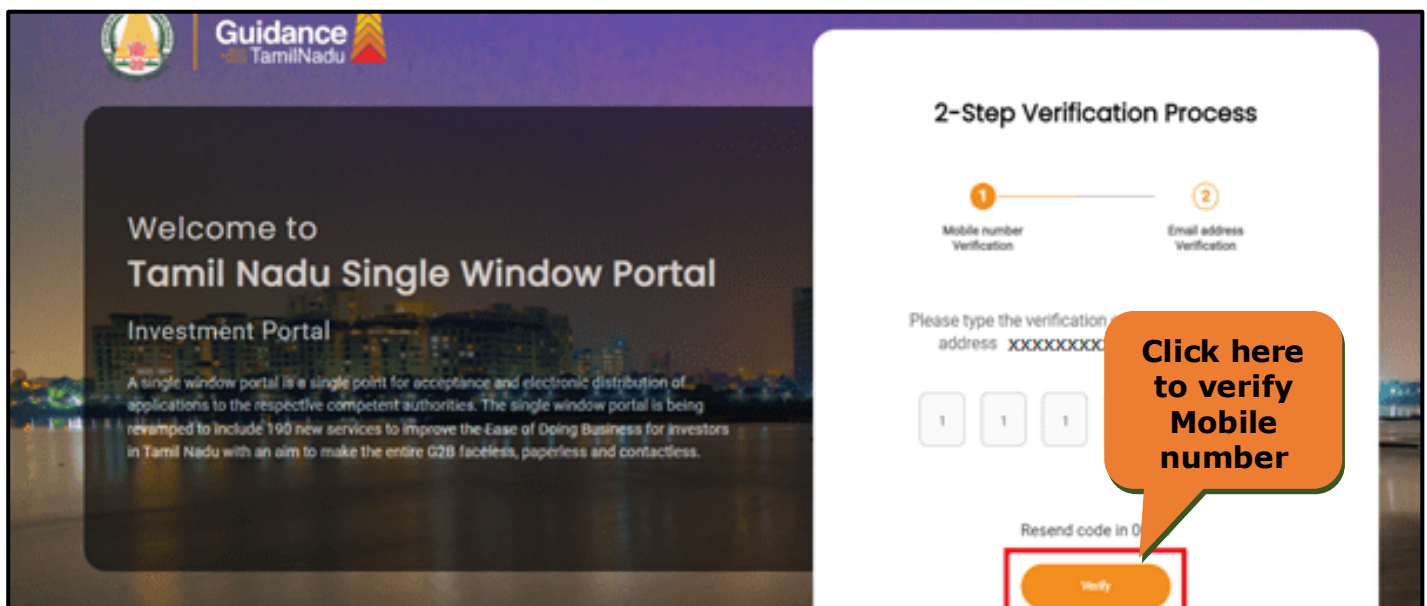


Figure 5. Mobile Number Verification

- 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.

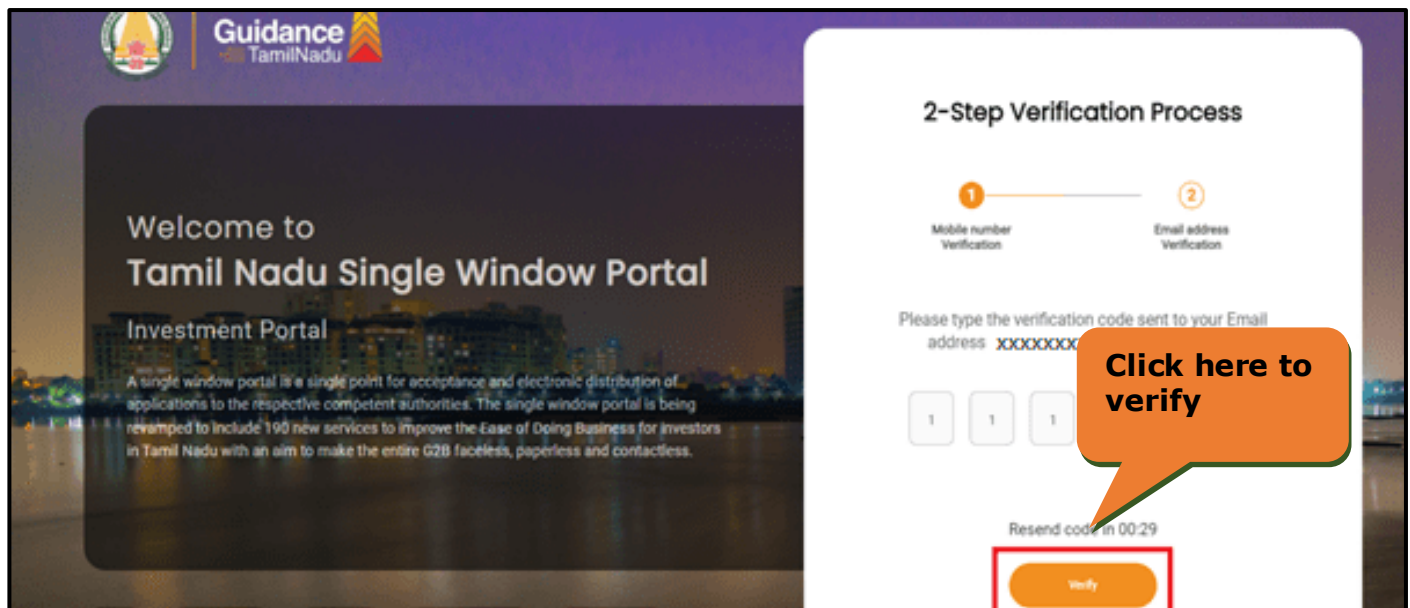


Figure 6. Email ID Verification

- 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.

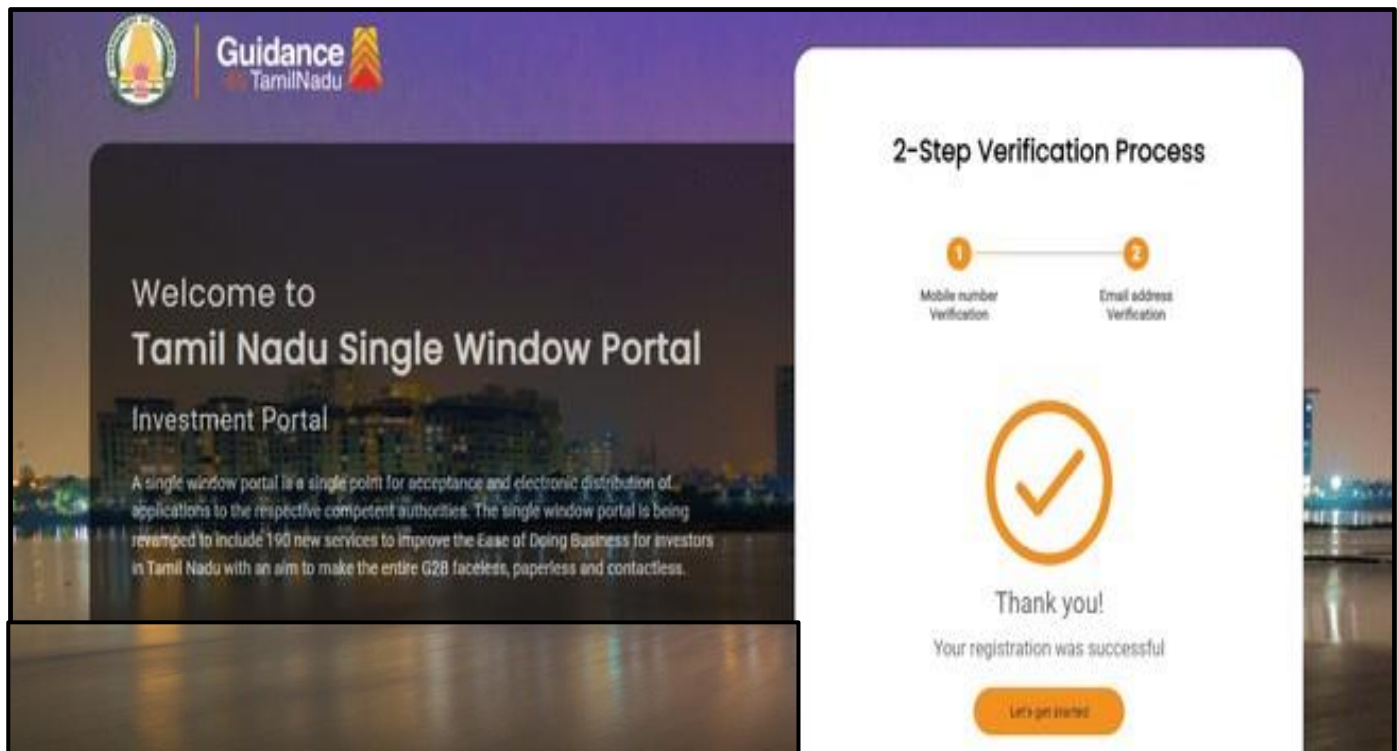


Figure 7. Registration Confirmation Pop-Up

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**



The screenshot shows the TNSWP login page. The browser address bar displays `tnswp.com/DIGIGOV/swp-tnswp.jsp`. The page header includes the Tamil Nadu Government Portal logo, the date and time (Wednesday, 30 November 2022, 10:11 pm (IST)), operational timings (8:30 AM to 8:30 PM), toll-free number (18002583878), and email (helpdesk@investtn.in). The navigation menu includes Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, and Help & Support. There are buttons for Register and Login. The main content area features a large orange map of Tamil Nadu with a star and a laurel wreath. Below the map, the text "TAMIL NADU Leading the Nation" is displayed. A grid of ten award icons is shown, with the following details:

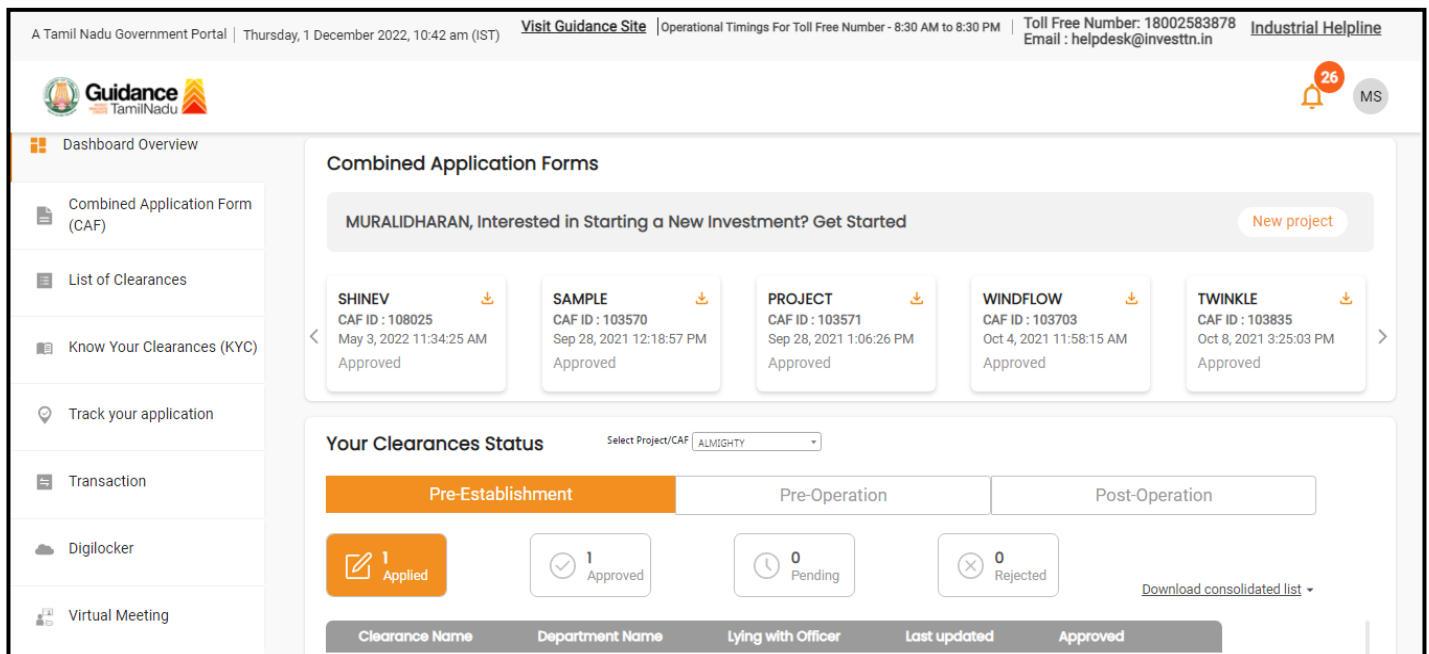
| Rank | Award Category |
|------|--|
| #1 | Number of Factories in India |
| #1 | Number of Operational SEZs in India |
| #1 | Governance & Political Stability (N-SIPI 2019) |
| #1 | International and Domestic Tourist Arrivals |
| #1 | Best Performing State (India Today State of the State Award 2018, 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) |

At the bottom, a text block describes the Tamil Nadu Single Window Portal as 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. It 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. A button for "TN Single Window Fee Slab for Large Industries" is also visible.

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.

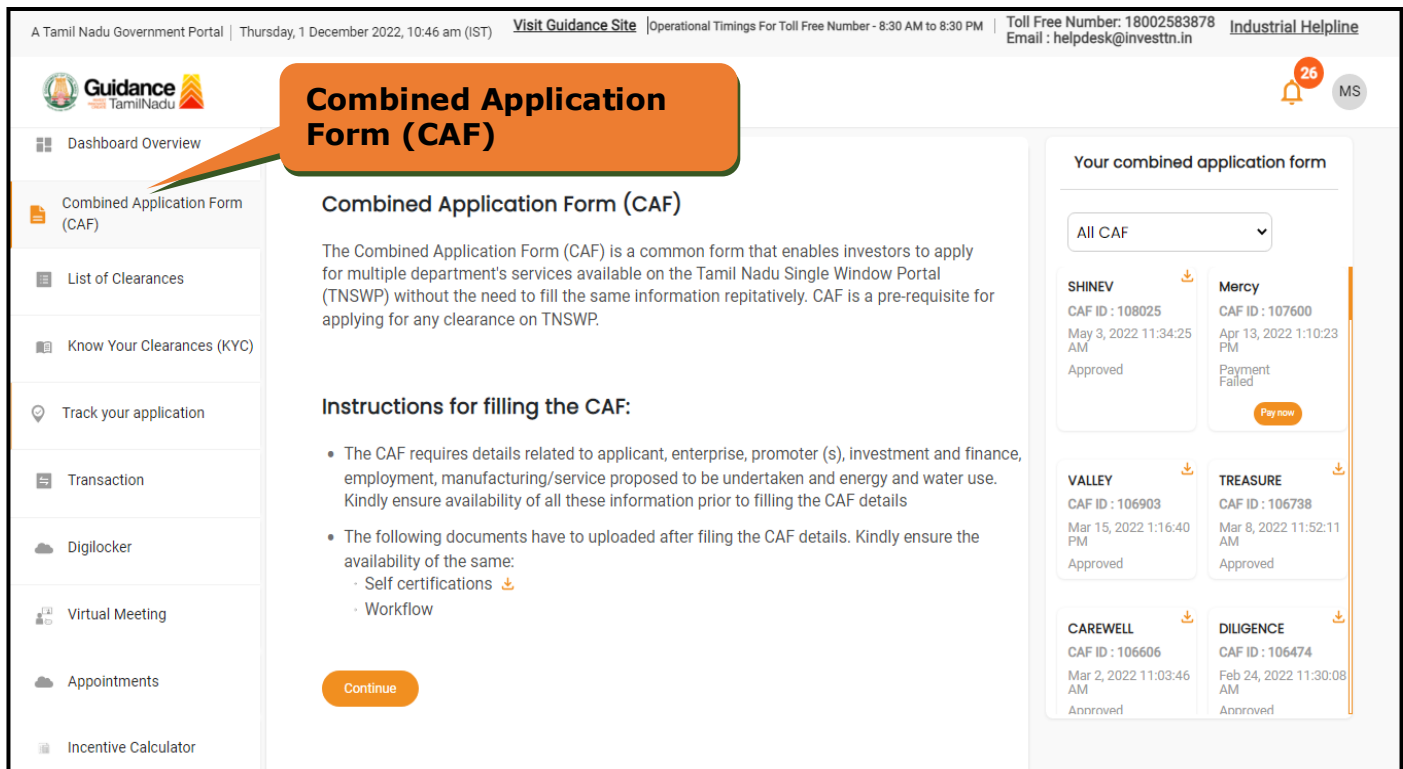


The screenshot shows the dashboard overview page for the Guidance TamilNadu portal. The page includes a navigation menu on the left with options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', 'Transaction', 'Digilocker', and 'Virtual Meeting'. The main content area is titled 'Combined Application Forms' and features a header for 'MURALIDHARAN, Interested in Starting a New Investment? Get Started' with a 'New project' button. Below this, there are five cards representing different projects: SHINEV, SAMPLE, PROJECT, WINDFLOW, and TWINKLE, each with its CAF ID, date, and status (Approved). The 'Your Clearances Status' section shows a dropdown for 'Select Project/CAF' set to 'ALMIGHTY' and a progress bar with three stages: Pre-Establishment, Pre-Operation, and Post-Operation. Below the progress bar, there are four status boxes: Applied (1), Approved (1), Pending (0), and Rejected (0). A 'Download consolidated list' link is also present. At the bottom, there is a table header with columns: Clearance Name, Department Name, Lying with Officer, Last updated, and Approved.

Figure 9. Dashboard Overview

6. Combined Application Form (CAF)

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



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@investtn.in

Combined Application Form (CAF)

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

[Continue](#)

Your combined application form

All CAF

| | |
|---|--|
| SHINEV CAF ID : 108025 May 3, 2022 11:34:25 AM Approved | Mercy CAF ID : 107600 Apr 13, 2022 11:10:23 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).

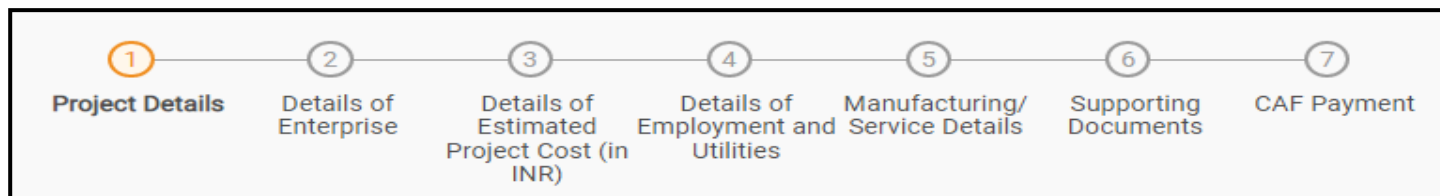


Figure 11. Section of Combined Application Form (CAF)

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).

The screenshot displays the Guidance TamilNadu web 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, a progress indicator shows seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Utilities, 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, there is a "Payment Details" section with a "Choose your preferred fee slab" option, where "Lump sum" is selected. The "Amount to be paid (in INR)" is shown as 500000 (Five Lakh). A "Calculate Fee" button is visible at the bottom right of the payment details section.

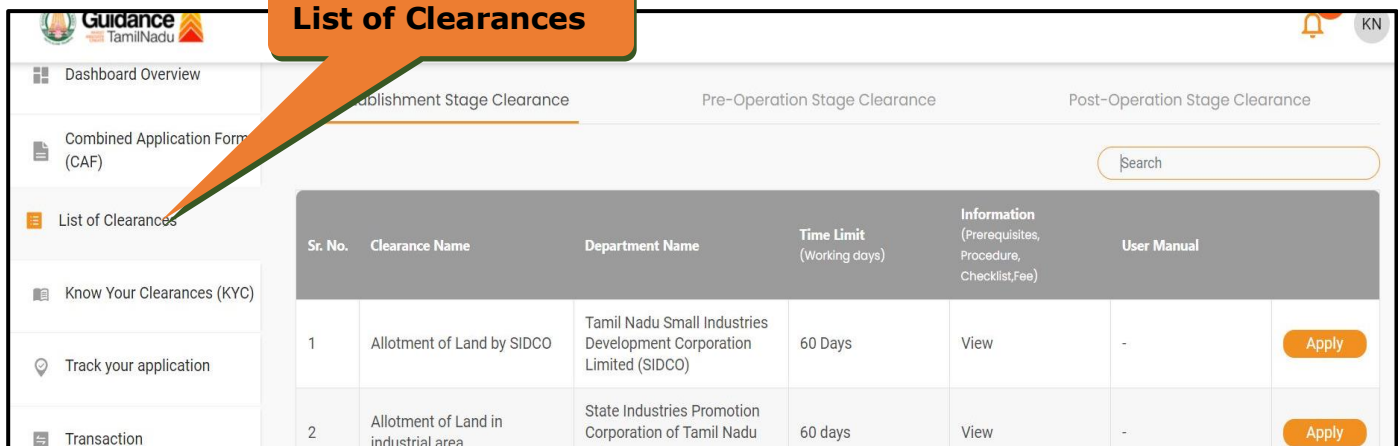
Figure 12. Combined Application Form (CAF) - Confirmation Message

Note:

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

7. Apply for Allotment of Land by SIDCO

1. Click on “List of Clearances”



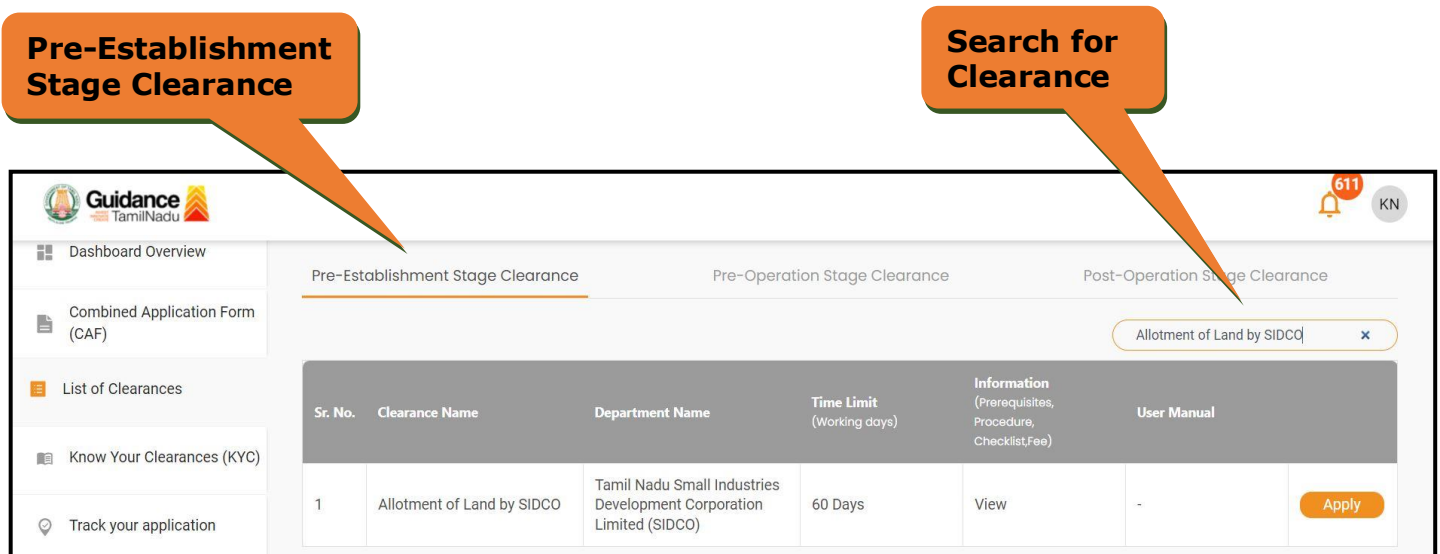
| Sr. No. | Clearance Name | Department Name | Time Limit (Working days) | Information (Prerequisites, Procedure, Checklist, Fee) | User Manual |
|---------|--------------------------------------|---|---------------------------|--|-------------|
| 1 | Allotment of Land by SIDCO | Tamil Nadu Small Industries Development Corporation Limited (SIDCO) | 60 Days | View | - |
| 2 | Allotment of Land in industrial area | State Industries Promotion Corporation of Tamil Nadu | 60 days | View | - |

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 ‘**Name Transfer of Property**’ by using Search option as shown in the figure given below.



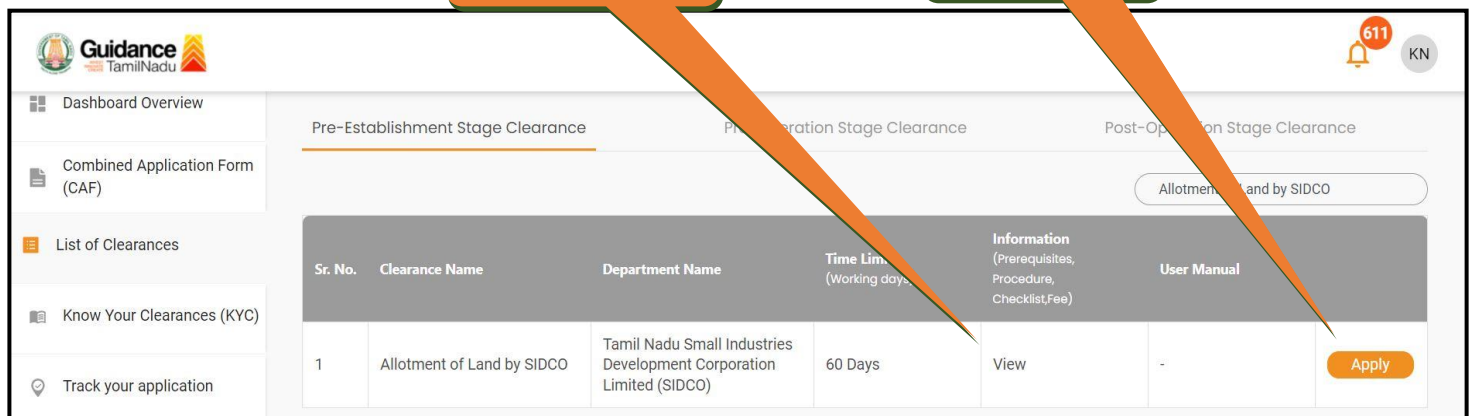
| Sr. No. | Clearance Name | Department Name | Time Limit (Working days) | Information (Prerequisites, Procedure, Checklist, Fee) | User Manual |
|---------|----------------------------|---|---------------------------|--|-------------|
| 1 | Allotment of Land by SIDCO | Tamil Nadu Small Industries Development Corporation Limited (SIDCO) | 60 Days | View | - |

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.

View Information

Apply for Clearance



Dashboard Overview

Combined Application Form (CAF)

List of Clearances

Know Your Clearances (KYC)

Track your application

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

Allotment of Land by SIDCO

| Sr. No. | Clearance Name | Department Name | Time Limit (Working days) | Information (Prerequisites, Procedure, Checklist, Fee) | User Manual |
|---------|----------------------------|---|---------------------------|--|-------------|
| 1 | Allotment of Land by SIDCO | Tamil Nadu Small Industries Development Corporation Limited (SIDCO) | 60 Days | View | - |

Apply

Figure 15. Apply for Clearance

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

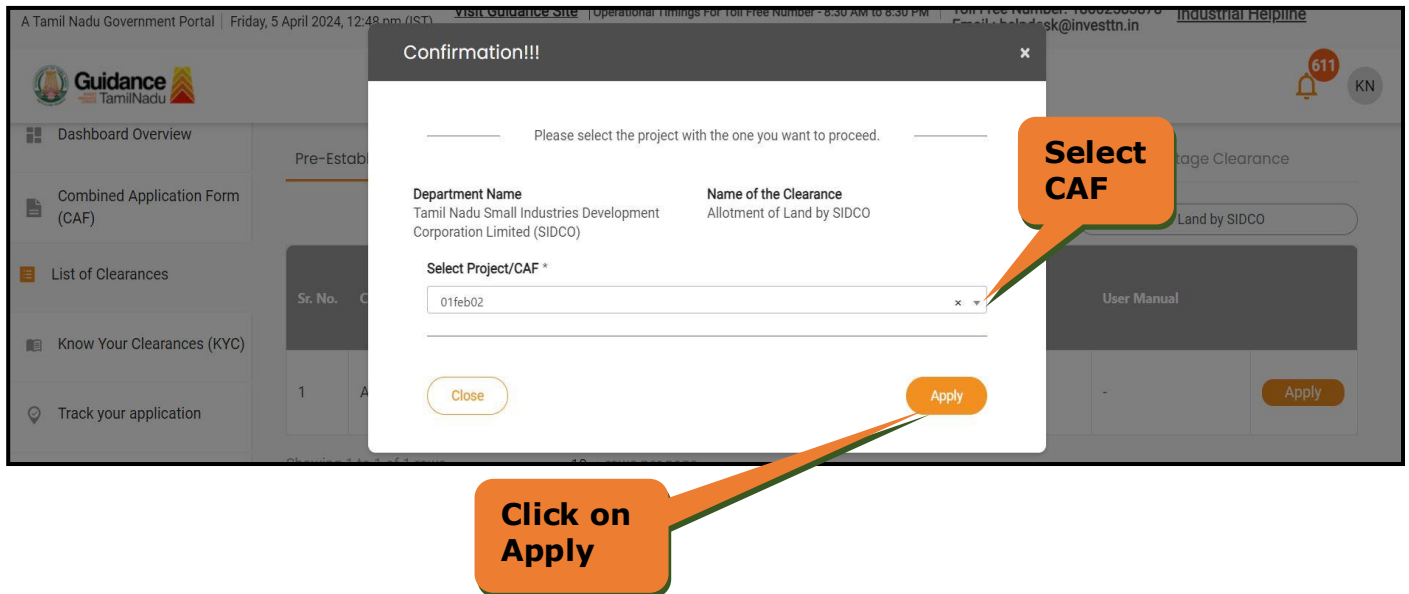


Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Allotment of Land by SIDCO.



Figure 17. Redirecting to Allotment of Land by SIDCO.

3) Enter all the mandatory details in the application for Allotment of Land by SIDCO

tansidco.org/Applications/allotment_plot

TAMIL NADU SMALL INDUSTRIES DEVELOPMENT CORPORATION LTD

Application Form For New Plot

**** Please note that project report should be filled, signed and uploaded in the prescribed format then only application will consider for further process [Download Project Report Format Here](#)**

Advertisement Information

| | | |
|--|--|--|
| Select Advertisement* <input type="text" value="Select Advertisement"/> | Advertisement Published Date* <input type="text"/> | Advertisement End Date* <input type="text"/> |
| Select District* <input type="text" value="Select District"/> | Select Industrial Estate* <input type="text" value="Select Industrial Estate"/> | Select Plot Type* <input type="text" value="Select Plot Type"/> |

Enter Your Preferred Extent(In Acre) *

[Click Here To View Available Plots/Shed/Module](#)

tansidco.org/Applications/allotment_plot

TAMIL NADU SMALL INDUSTRIES DEVELOPMENT CORPORATION LTD

Company Details

| | | |
|--|--|---|
| Select Company Type* <input type="text" value="Select Company Type"/> | | |
| Company Name* <input type="text" value="SENTHIL CRUSHER"/> | Applicant Name* <input type="text" value="SENTHIL KUMAR PALANISAMY"/> | Applicant Passport Image <input type="button" value="Choose file"/> No file chosen |
| Correspondence Address* <input style="height: 40px;" type="text"/> | | |
| Telephone No <input type="text" value="Enter Telephone No"/> | Mobile No* <input type="text" value="8098288588"/> | Primary Email ID* <input type="text" value="senthilcrusher80@gmail.com"/> |
| Secondary Email ID <input type="text" value="Enter Secondary Email ID"/> | Nature Of Project* <input type="text" value="Nature Of Project"/> | Constitution Of The Firm/Company* <input type="text" value="Constitution of the Firm/Company"/> |
| Qualification Of The Proprietor / Authorised Representative* <input type="text" value="Qualification of the Proprietor / Authorised representative"/> | Category* <input type="text" value="Category"/> | Any Government Approved Project/ Sponsored Candidate/ Training Apprenticeship Certificate Holder* <input type="text" value="Please Select"/> |
| Existing Unit(On Rental/Expansion)* <input type="text" value="Please Select"/> | Sector* <input type="text" value="Sector"/> | Applicant District* <input type="text" value="Applicant District"/> |

Information . Priority upto 10% for Ex-Servicemen,20% for SC/ST and 30% for Women Entrepreneurs in the allotments, based on project viability.


tansidco.org/Applications/allotment_plot

TAMIL NADU SMALL INDUSTRIES DEVELOPMENT CORPORATION LTD

Product Details & Other Details

| | | |
|---|---|--|
| Line Of Activity* <input type="text" value="Line Of Activity"/> | Proposed Line Of Activity* <input type="text" value="Proposed Line of activity"/> | Proposed Investment In Plant & Machinery(In Rupees)* <input type="text" value="0"/> |
| Proposed Investment In Land(In Rupees)* <input type="text" value="0"/> | Building Construction(In Rupees)* <input type="text" value="0"/> | Working Capital(In Rupees) <input type="text" value="0"/> |
| Total Investment(In Rupees)* <input type="text" value="0"/> | Power Requirements(HP)* <input type="text" value="0"/> | Category As Per PCB Norms* <input type="text" value="Category as per PCB norms"/> |
| Water Requirements(Litres Per Day)* <input type="text" value="0"/> | Age Of Promoters* <input type="text" value="Age of Promoters"/> | Work Experience (In Years)* <input type="text" value="Work Experience (In years)"/> |
| Funding Pattern To Be Made* <input type="text" value="Promoters contribution:600 lacs, From Bank and Financial Institutes:1000 lacs"/> | Own Fund (%)* <input type="text" value="0"/> | Bank Tie Up (%)* <input type="text" value="0"/> |
| Upload Bank Letter(If Provided Only .Pdf File) <input type="button" value="Choose file"/> No file chosen <small>If Available Please Provide</small> | Proposed Marketing Strategy Of The Products,(Pdf Only) <input type="button" value="Choose file"/> No file chosen <small>If Available Please Provide</small> | |

tansidco.org/Applications/allotment_plot



TAMIL NADU SMALL INDUSTRIES DEVELOPMENT CORPORATION LTD


Employee Details

| | | | |
|--|---|--|---|
| Regular Basis Employment Men* <input type="text" value="0"/> | Employment Women* <input type="text" value="0"/> | TransGender* <input type="text" value="0"/> | Total Employment (Regular)* <input type="text" value="0"/> |
| Contract Basis Employment Men* <input type="text" value="0"/> | Employment Women* <input type="text" value="0"/> | TransGender* <input type="text" value="0"/> | Total Employment (Regular)* <input type="text" value="0"/> |

Payment Details

| | | | |
|---|---|--|--|
| EMD Amount (INR) * <input type="text" value="10000"/> | Processing Fee Amount (INR)* <input type="text" value="3000"/> | Application Fee Amount (INR)* <input type="text" value="1000"/> | GST Amount (18.00% Of Processing Fee Amount & Application Fee Amount)* <input type="text" value="720"/> |
| Total Amount (EMD+PF+AF+GST)* <input type="text" value="14720"/> | | | |

tansidco.org/Applications/allotment_plot



TAMIL NADU SMALL INDUSTRIES DEVELOPMENT CORPORATION LTD

Bank Details

| | | | |
|--|--|--|--|
| Name Of The Account Holder* <input type="text" value="Name of the Account Holder"/> | Account No* <input type="text" value="Account No"/> | Name Of The Bank* <input type="text" value="Name of the Bank"/> | Name Of The Branch* <input type="text" value="Name of the Branch"/> |
| IFSC Code* <input type="text" value="IFSC Code"/> | PAN Number* <input type="text" value="PAN Number"/> | Aadhar Number* <input type="text" value="Aadhar Number"/> | Select GST Type* <input type="text" value="Select GST Type"/> |

Documents

| | |
|--|--|
| Project Report* <input type="button" value="Choose file"/> No file chosen | ID Proof / Aadhar No. / Pan No. / Voters ID / Driving License / Passport* <input type="button" value="Choose file"/> No file chosen |
|--|--|

*** Before filling the online application make sure project report is ready in prescribed format

**** Please note that you cannot Edit/Modify your application once you click SUBMIT Button. Please ensure that all aspects of the application and supporting documents are correct before submitting.**

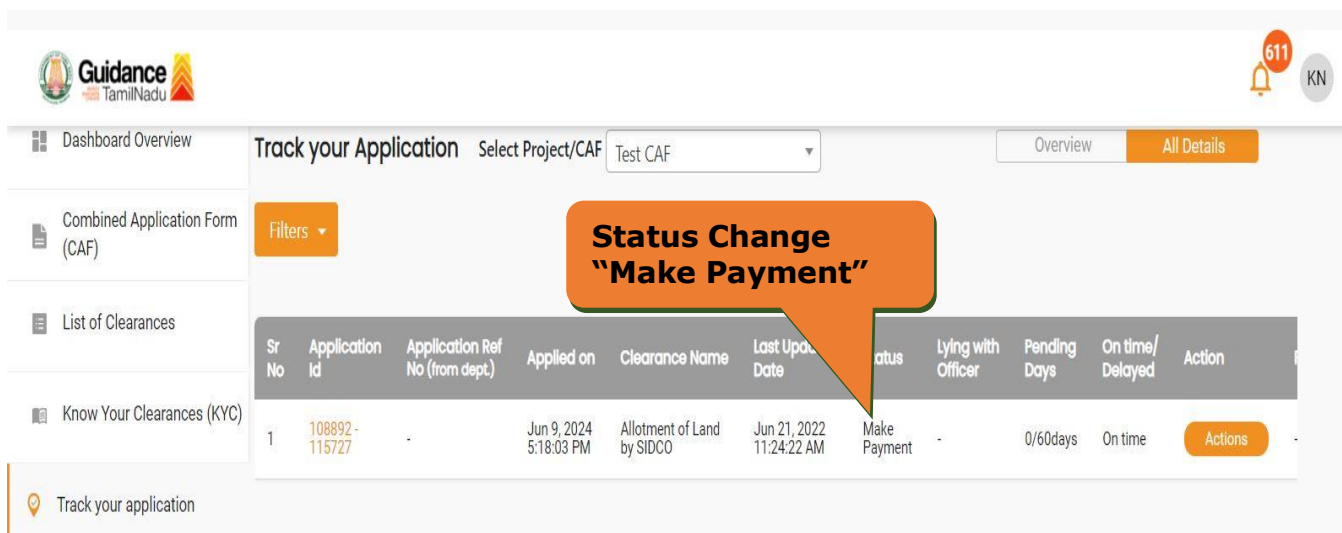
For any queries or clarifications kindly contact at dgmegov.sidco@nic.in

Click on 'Submit'

Figure 18. Allotment of Land by SIDCO

8. Payment Process

- Once the status has changed to 'Make payment', the user to click on 'Action Button' under 'Track your application' and make the payment by clicking on 'Payment' option (Refer Figure 19).
- The User has the provision to make the payment by using either 'SBI' or 'PAYGOV' payment gateway.
- After the payment is completed by the user, the status is reflected as '**Under Process**'



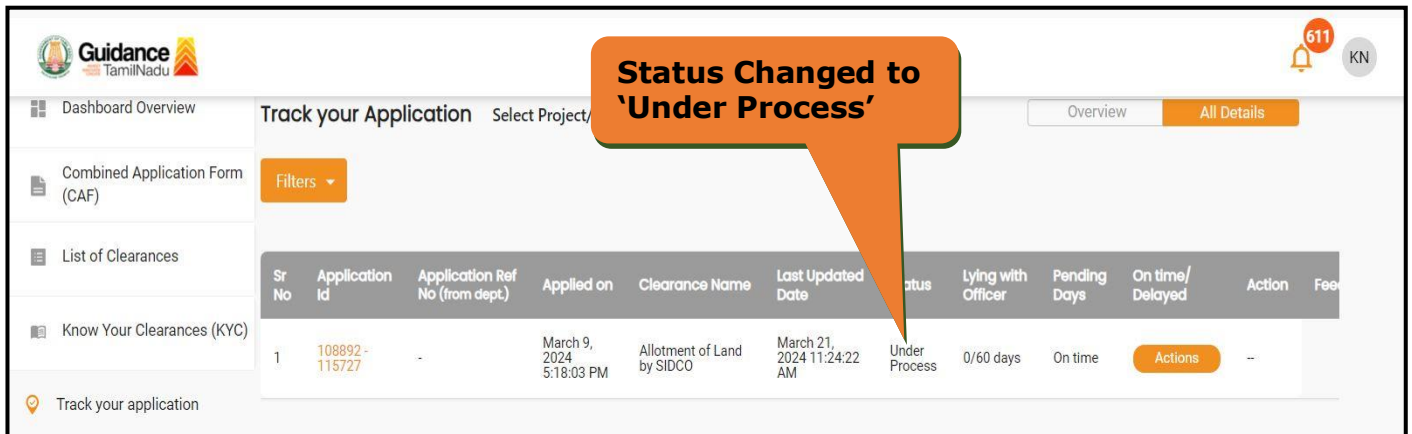
The screenshot displays the 'Track your Application' dashboard. The main heading is 'Track your Application' with a dropdown menu set to 'Test CAF'. There are buttons for 'Overview' and 'All Details'. A sidebar on the left contains navigation options: 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', and 'Know Your Clearances (KYC)'. A table lists application details, and an orange callout box highlights the status change to 'Make Payment'.

| Sr No | Application Id | Application Ref No (from dept) | Applied on | Clearance Name | Last Update Date | Status | Lying with Officer | Pending Days | On time/Delayed | Action |
|-------|----------------|--------------------------------|------------------------|----------------------------|--------------------------|--------------|--------------------|--------------|-----------------|---------|
| 1 | 108892-115727 | | Jun 9, 2024 5:18:03 PM | Allotment of Land by SIDCO | Jun 21, 2022 11:24:22 AM | Make Payment | | 0/60days | On time | Actions |

Figure 19. Status Change "Make Payment"

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 displays the 'Track your Application' page. On the left is a navigation menu with options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), and Track your application. The main content area has a 'Track your Application' header with a 'Filters' button. Below this 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 | Fee |
|-------|-----------------|--------------------------------|--------------------------|----------------------------|----------------------------|---------------|--------------------|--------------|------------------|--------|-----|
| 1 | 108892 - 115727 | - | March 9, 2024 5:18:03 PM | Allotment of Land by SIDCO | March 21, 2024 11:24:22 AM | Under Process | 0/60 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 20. Status of the Application

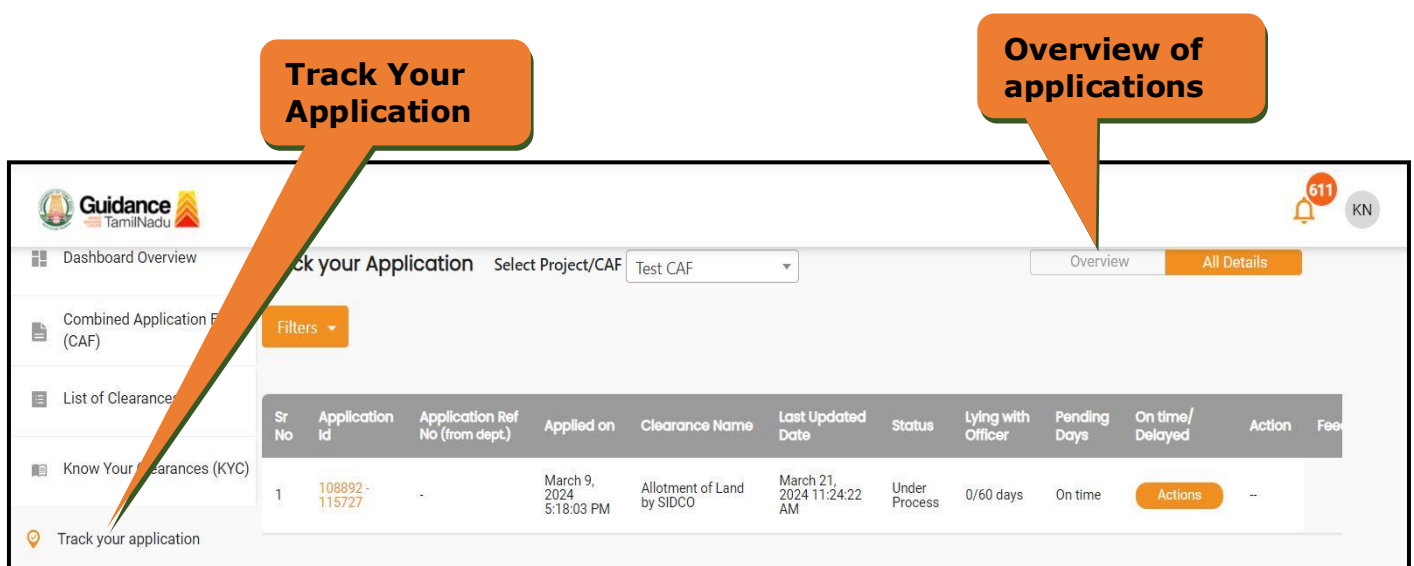
9. Track Your Application

- 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 | 108892-115727 | - | March 9, 2024 5:18:03 PM | Allotment of Land by SIDCO | March 21, 2024 11:24:22 AM | Under Process | 0/60 days | On time | On time | Actions | -- |

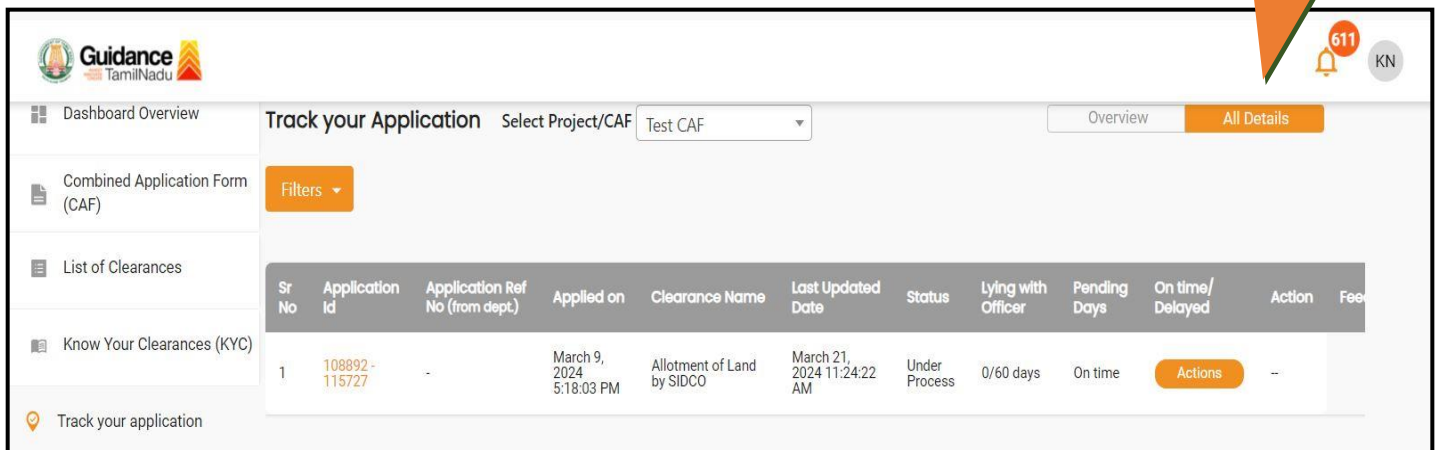
Figure 21. Track Your Application

• **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**

All Details Options

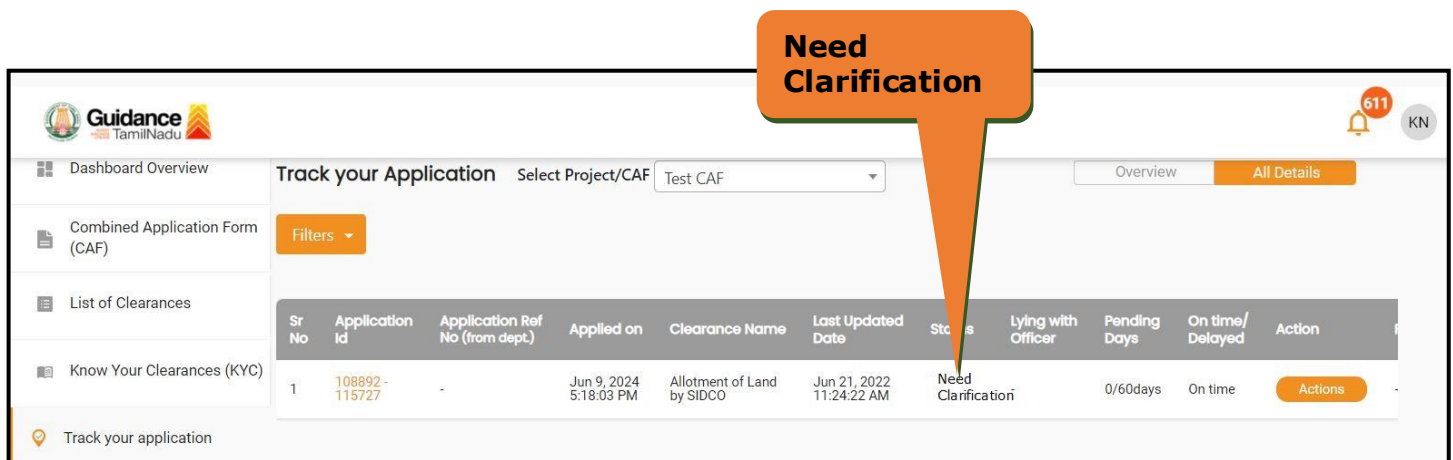


| Sr No | Application Id | Application Ref No (from dept) | Applied on | Clearance Name | Last Updated Date | Status | Lying with Officer | Pending Days | On time/Delayed | Action | Fee |
|-------|----------------|--------------------------------|--------------------------|----------------------------|----------------------------|---------------|--------------------|--------------|-----------------|--------|-----|
| 1 | 108892-115727 | - | March 9, 2024 5:18:03 PM | Allotment of Land by SIDCO | March 21, 2024 11:24:22 AM | Under Process | 0/60 days | On time | Actions | -- | |

Figure 22. ‘All Details’ tab

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.



The screenshot shows the 'Track your Application' interface. The top navigation bar includes the 'Guidance TamilNadu' logo, a notification bell with '611', and a user profile icon 'KN'. The main content area is titled 'Track your Application' and includes a dropdown menu for 'Select Project/CAF' set to 'Test CAF'. Below this is a 'Filters' button and a table of application records. The table has columns for 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, and Action. One record is visible with a status of 'Need Clarification'. An orange callout box with the text 'Need Clarification' points to this status in the table.

| 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 | 108892 - 115727 | - | Jun 9, 2024 5:18:03 PM | Allotment of Land by SIDCO | Jun 21, 2022 11:24:22 AM | Need Clarification | | 0/60days | On time | Actions |

Figure 22. Need Clarification

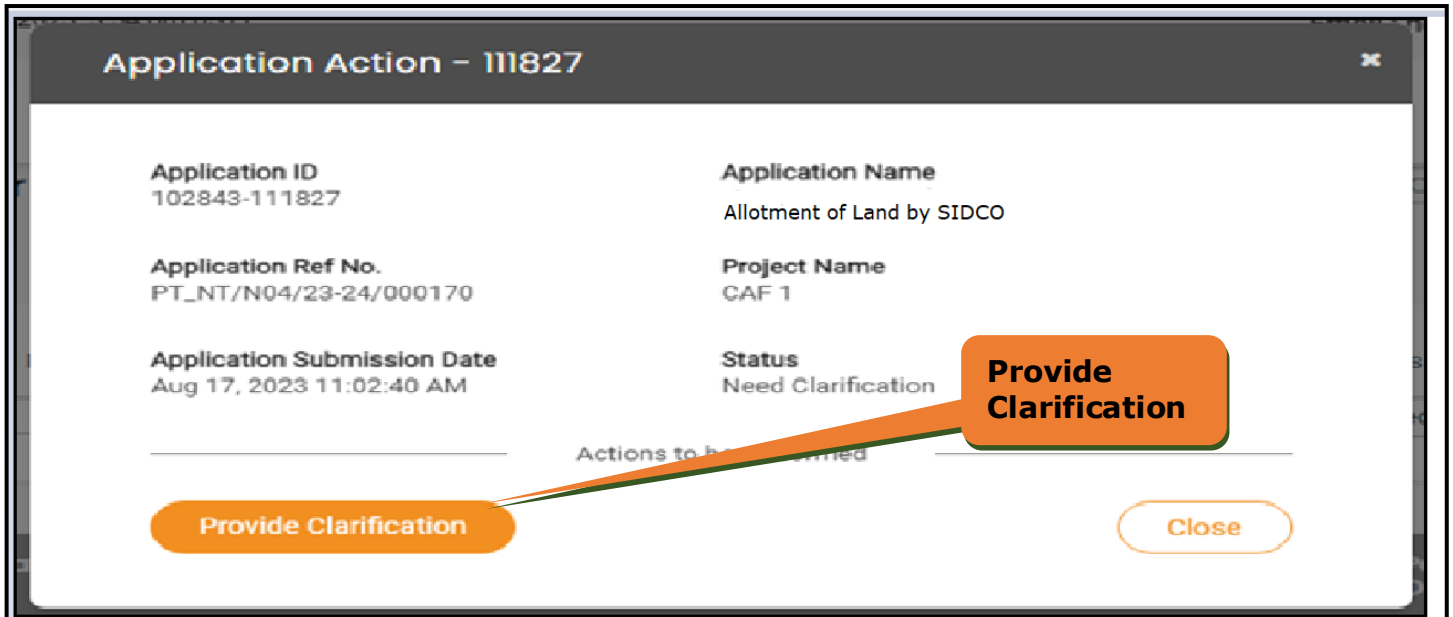


Figure 23. Provide Clarification

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

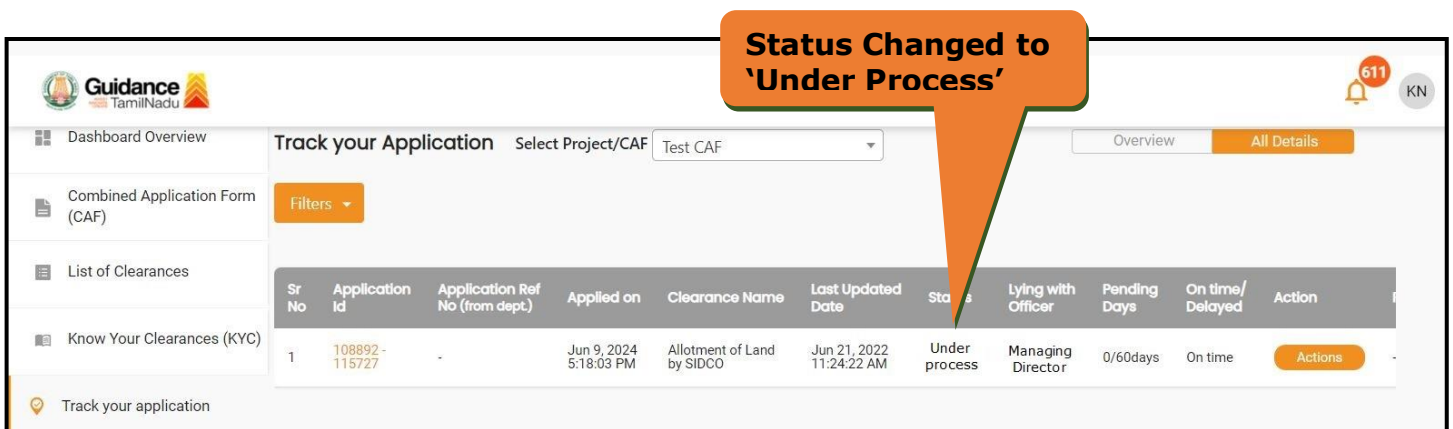


Figure 24. Under Process

11. Application Processing

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

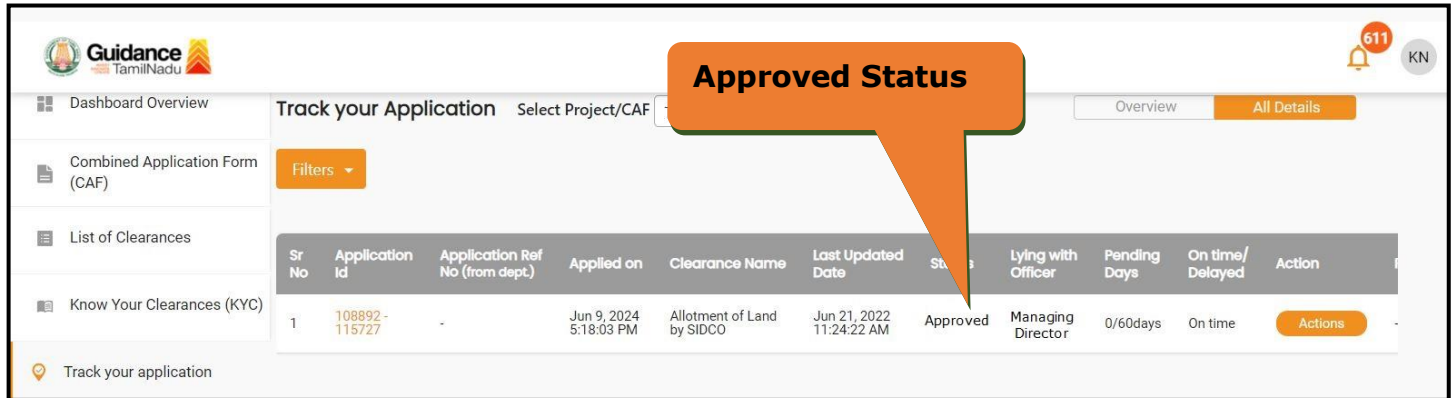


Figure 25. Application Processed

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

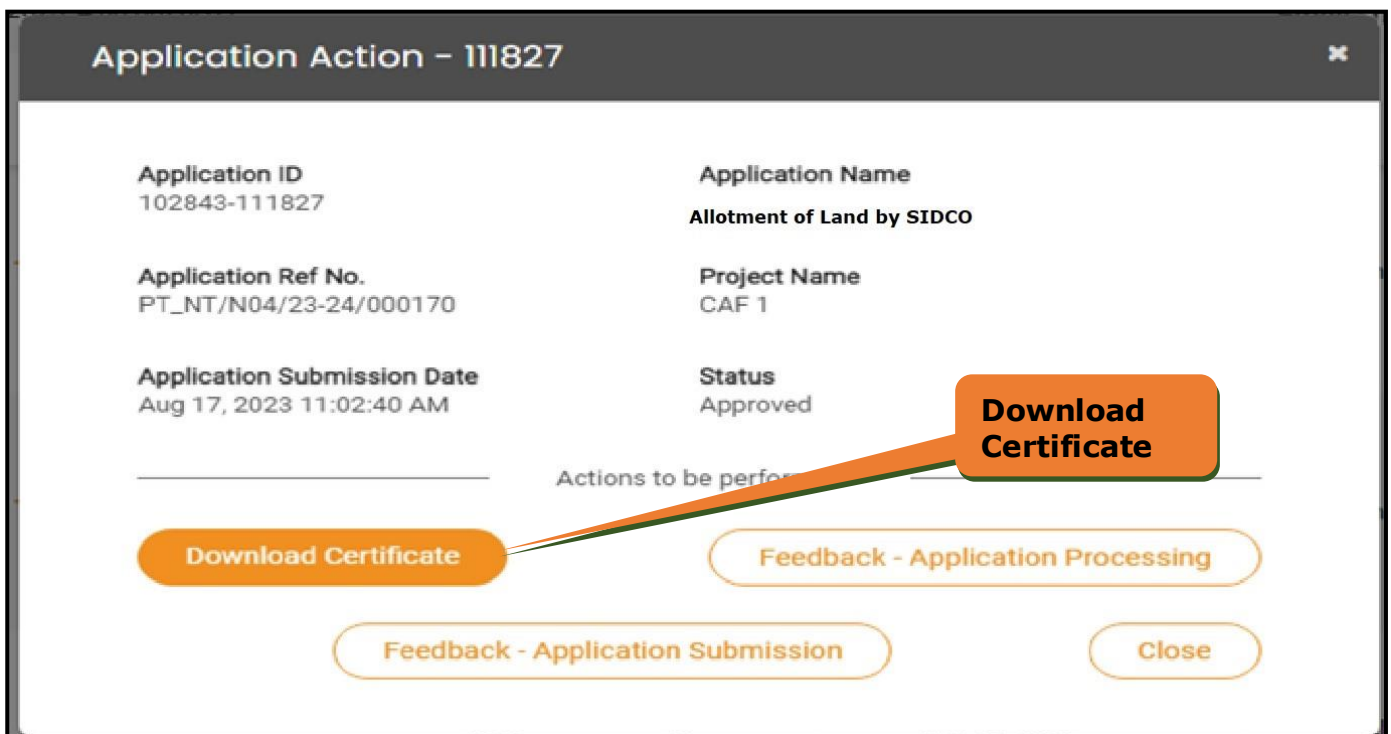
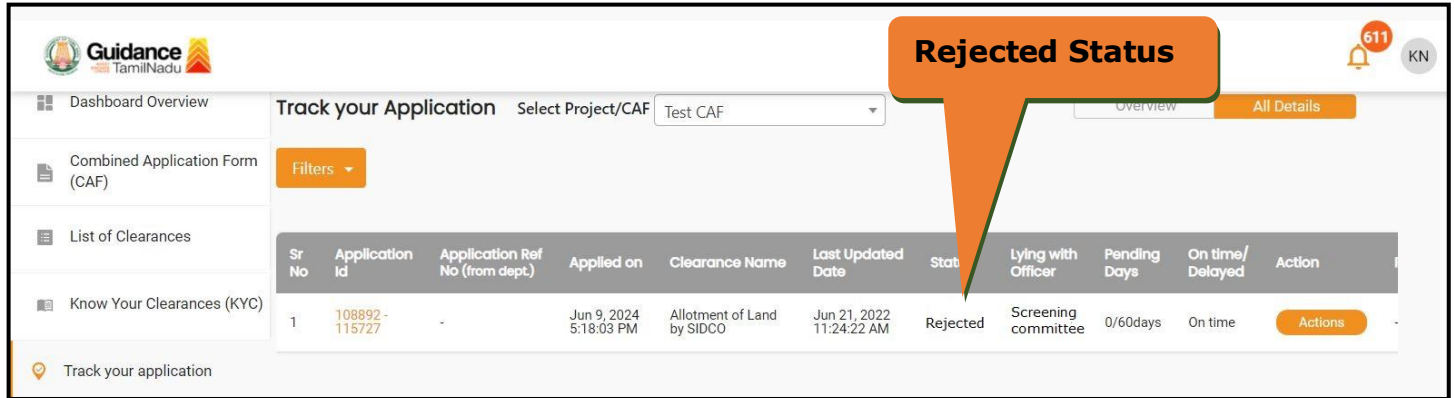


Figure 26. Download Certificate

3) If the application is '**Rejected**' by the Screening committee, the applicant can view the rejection remarks under the Actions Tab by the Revenue Officer. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 27)



The screenshot shows a web dashboard for tracking applications. A callout box labeled 'Rejected Status' points to a row in a table. The table has the following data:

| Sr No | Application Id | Application Ref No (from dept) | Applied on | Clearance Name | Last Updated Date | Stat | Lying with Officer | Pending Days | On time/ Delayed | Action |
|-------|-----------------|--------------------------------|------------------------|----------------------------|--------------------------|----------|---------------------|--------------|------------------|---------|
| 1 | 108892 - 115727 | - | Jun 9, 2024 5:18:03 PM | Allotment of Land by SIDCO | Jun 21, 2022 11:24:22 AM | Rejected | Screening committee | 0/60days | On time | Actions |

Figure 27. Rejected Status

