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TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Issue of Assessment Number for Professional - Automatic
based on submission of application and payment of fees**

Directorate of Town Panchayats



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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



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**

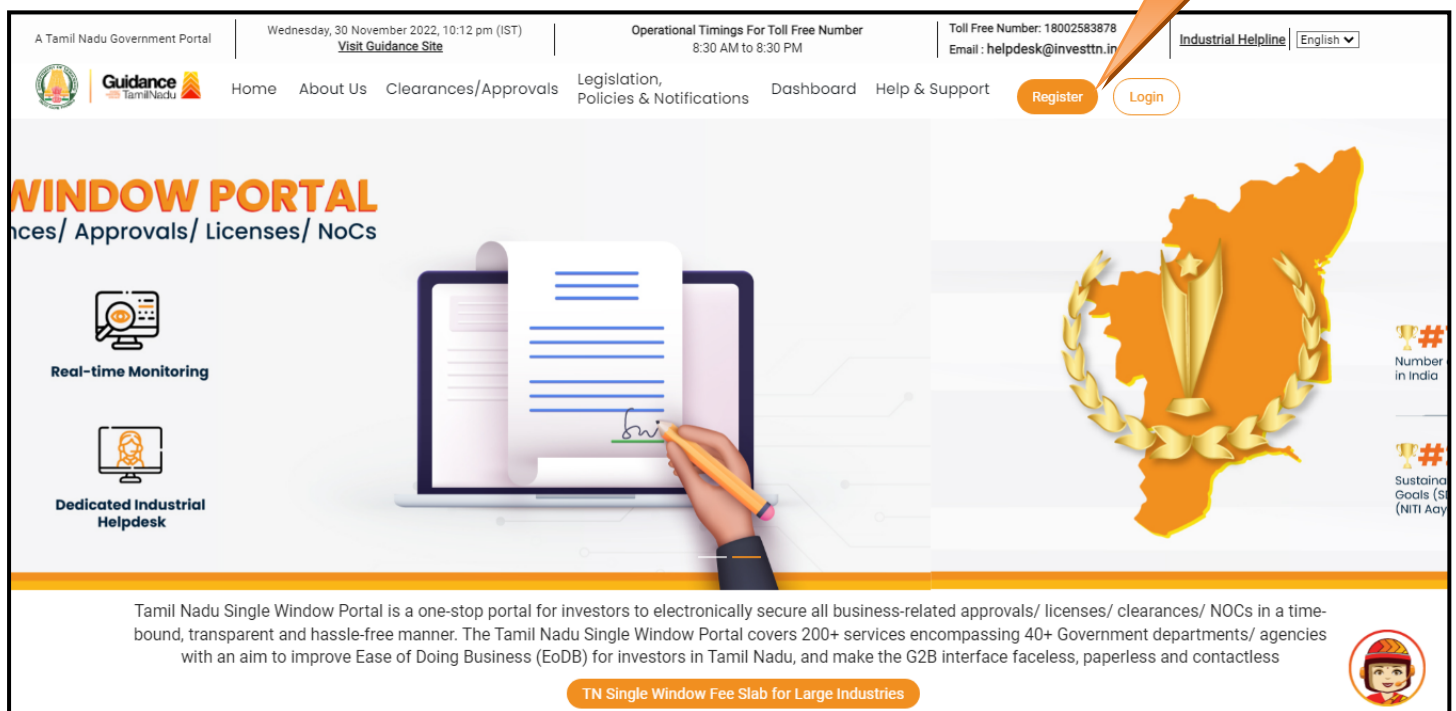


Figure 2. Register

- 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

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.

o Mobile Number Verification

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

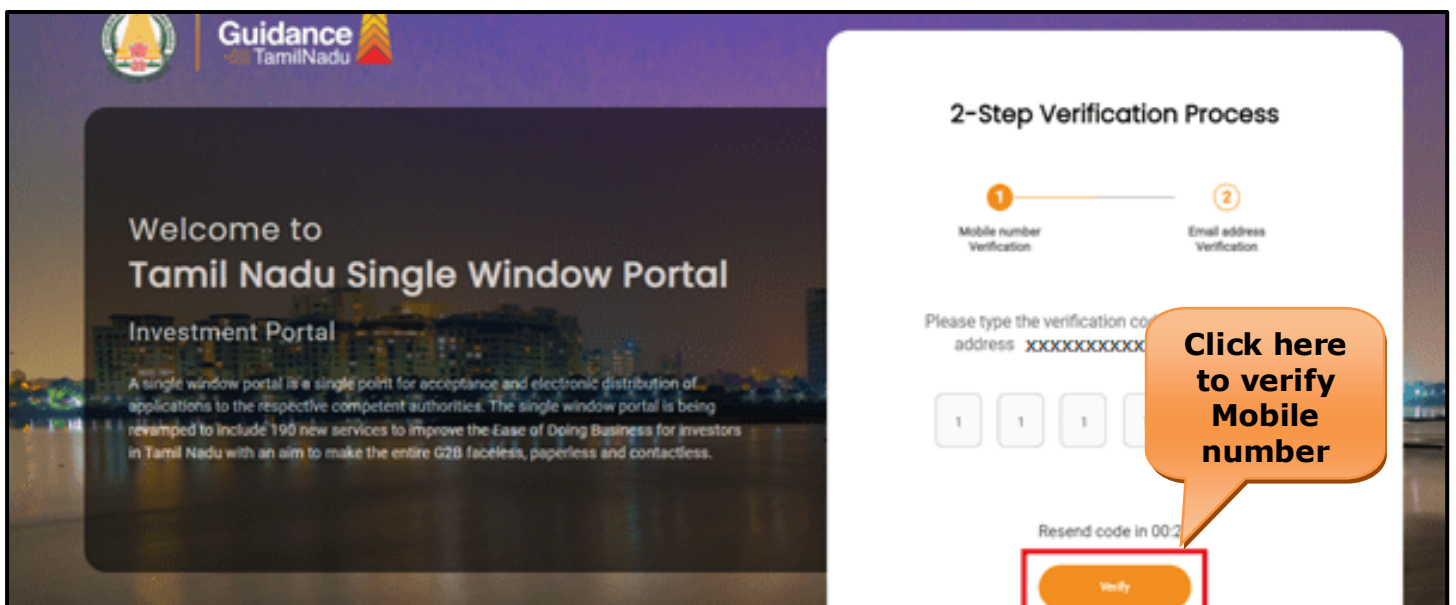


Figure 5. Mobile Number Verification

o **Email ID Verification**

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

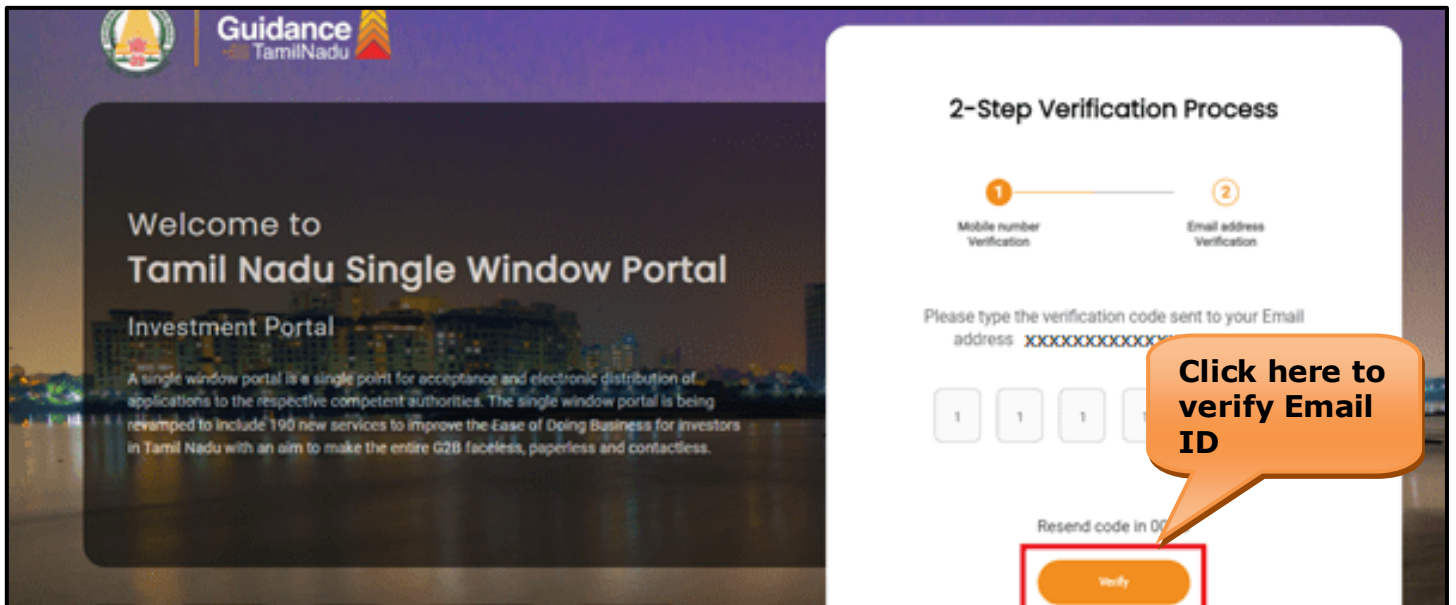


Figure 6. Email ID Verification

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

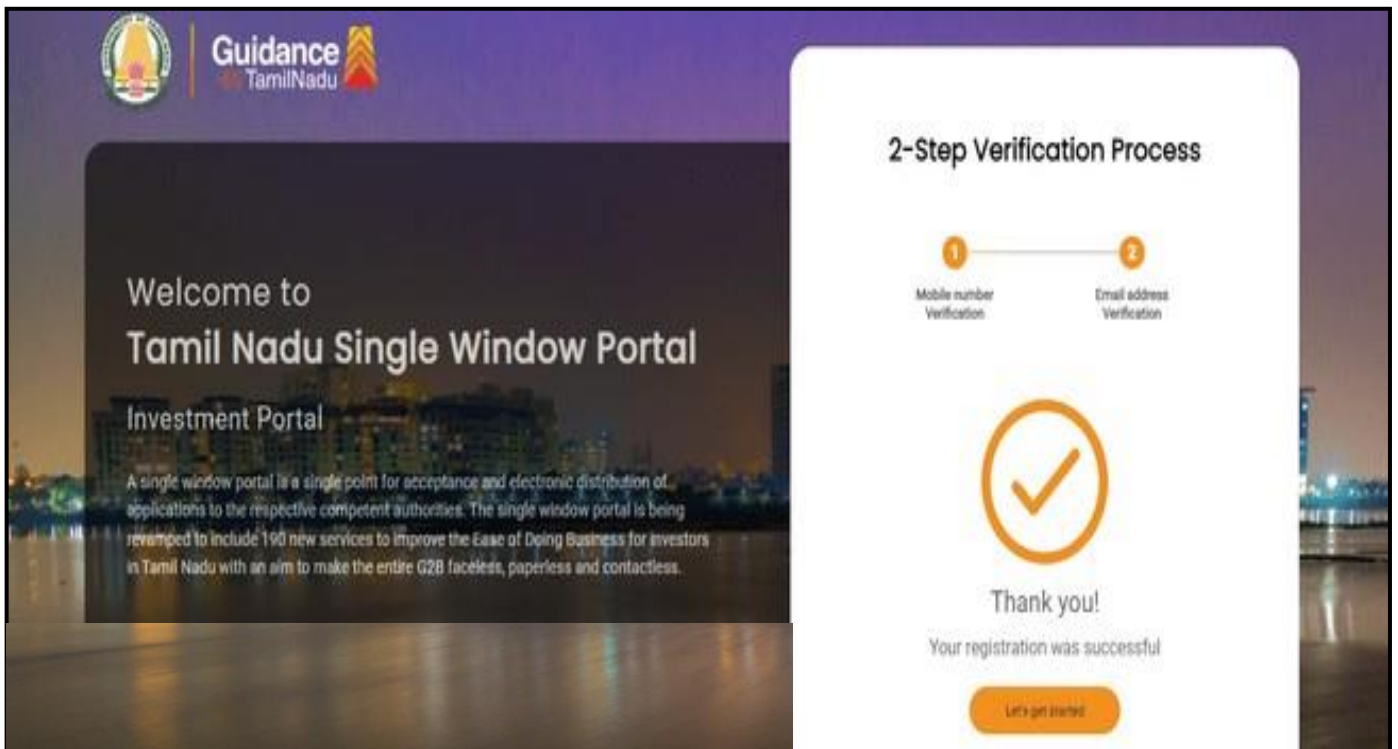


Figure 7. Registration Confirmation Pop-Up

4. Login

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

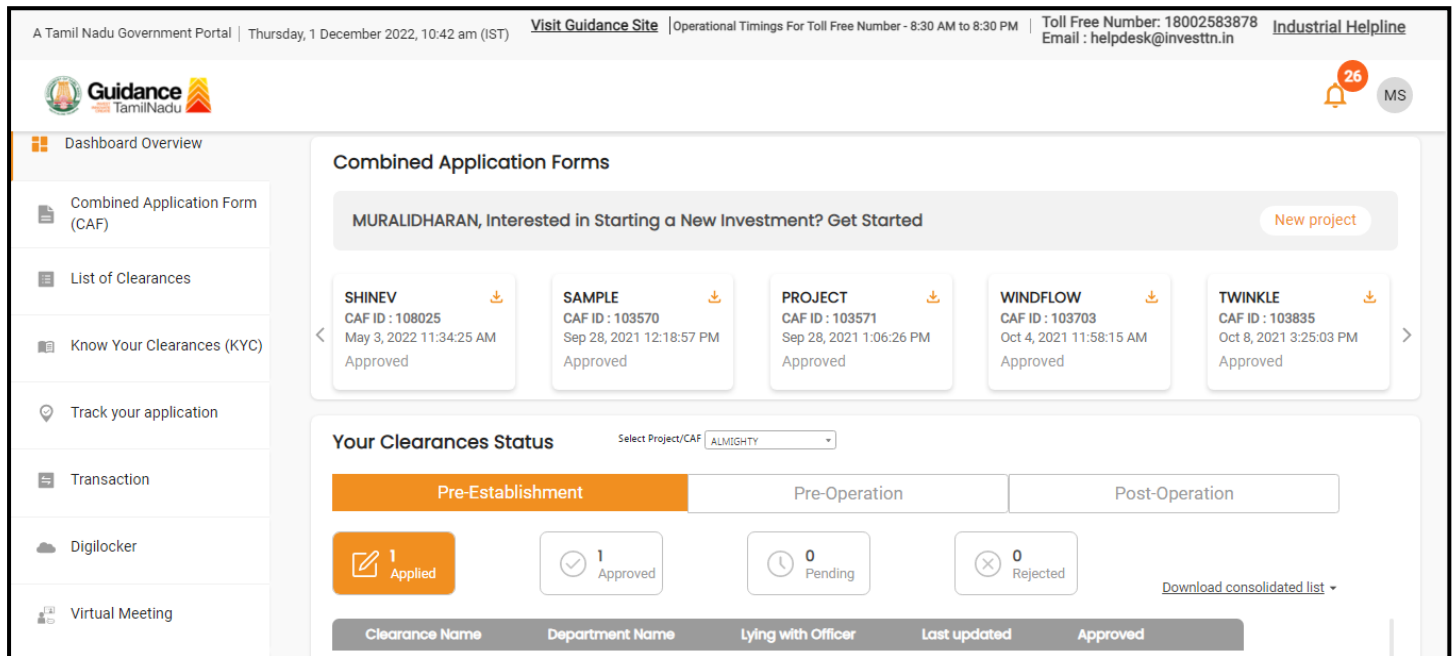
Login to TNSWP



Figure 8. Login

5. Dashboard Overview

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

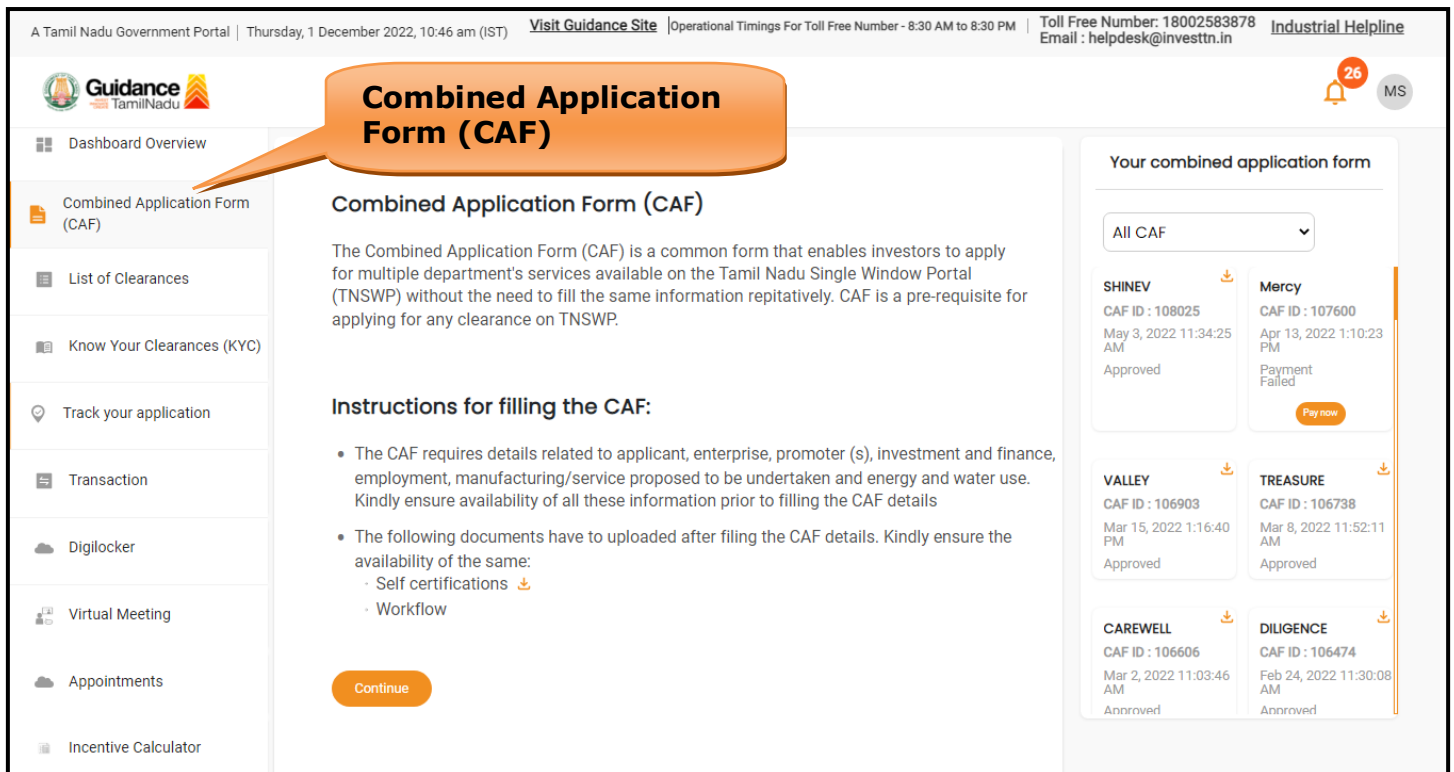


The screenshot displays the dashboard overview for a user. At the top, there is a header with the Tamil Nadu Government Portal information, including the date and time (Thursday, 1 December 2022, 10:42 am (IST)), a link to the Guidance Site, operational timings for the toll-free number (8:30 AM to 8:30 PM), the toll-free number (18002583878), and the industrial helpline email (helpdesk@investtn.in). 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 with its CAF ID, submission date, and status (Approved). The 'Your Clearances Status' section shows a dropdown for 'Select Project/CAF' set to 'ALMIGHTY' and three tabs: 'Pre-Establishment', 'Pre-Operation', and 'Post-Operation'. Under 'Pre-Establishment', 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, a table header is visible 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.



The screenshot shows the 'Combined Application Form (CAF)' page on the Tamil Nadu Government Portal. The page header includes the portal name, date, and contact information. The left sidebar contains navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', 'Transaction', 'Digilocker', 'Virtual Meeting', 'Appointments', and 'Incentive Calculator'. The main content area features a title 'Combined Application Form (CAF)', a description of the form's purpose, and 'Instructions for filling the CAF'. A 'Continue' button is visible at the bottom of the instructions. The right sidebar, titled 'Your combined application form', displays a table of applications:

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
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).

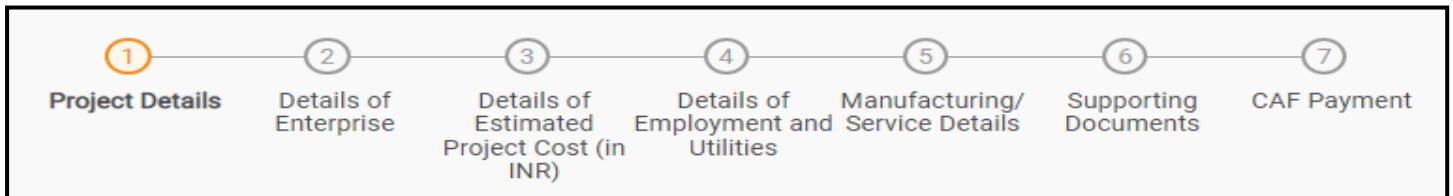


Figure 11. Section of Combined Application Form (CAF)

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).

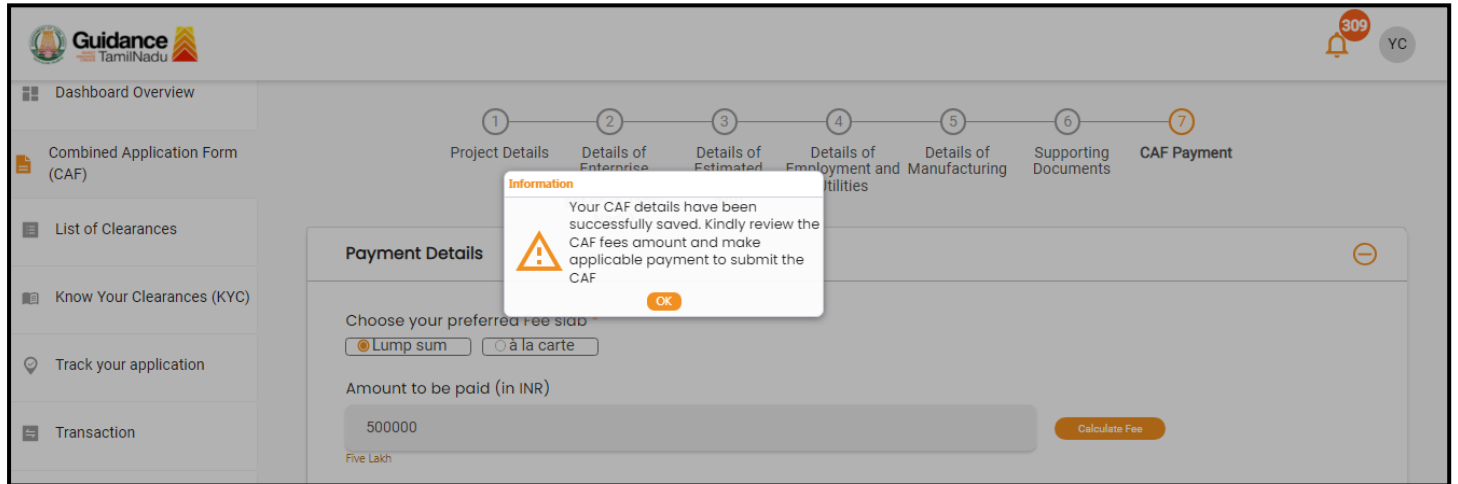


Figure 12. Combined Application Form (CAF) - Confirmation Message

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 Issue of Assessment Number for Professional– Automatic based on submission of application and payment of fees

1. Click on “List of Clearances”

List of Clearances

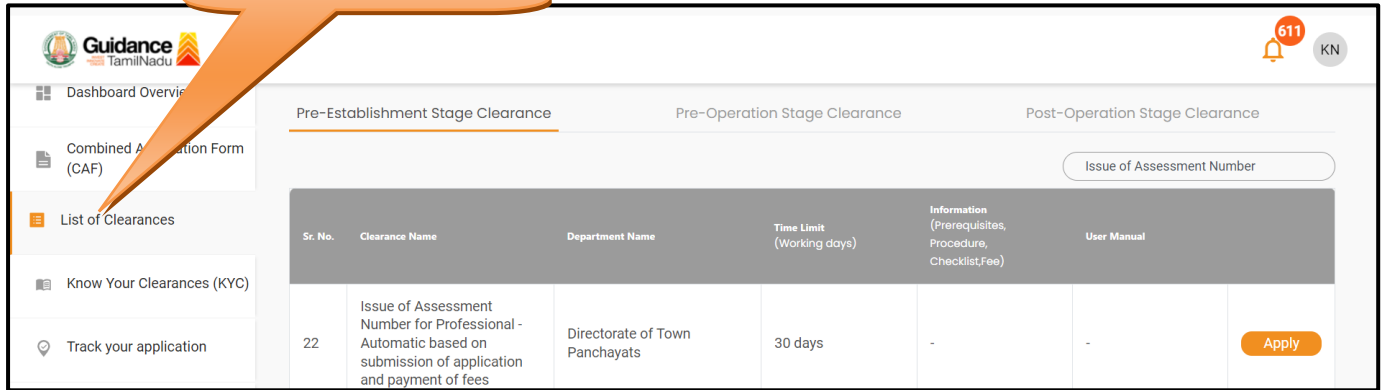


Figure 13. List of Clearances

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

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

3. Select ‘Pre- Establishment Stage Clearance’ and find the clearance ‘Issue of Assessment Number for Professional – Automatic based on submission of application and payment of fees’ by using Search option as shown in the figure given below.

Pre-Establishment Stage Clearance

Search for Clearance

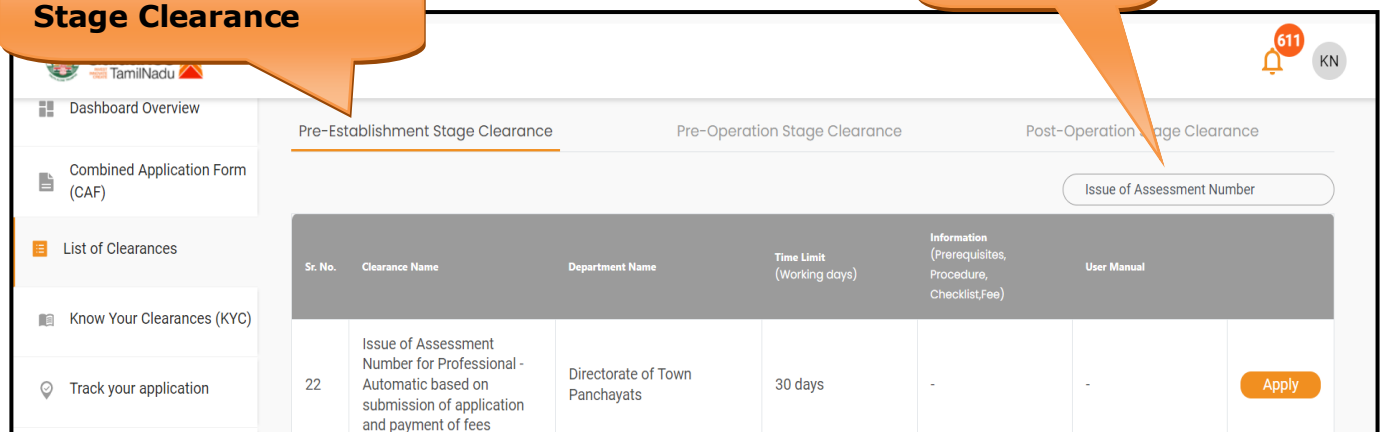


Figure 14. Search for Clearance

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

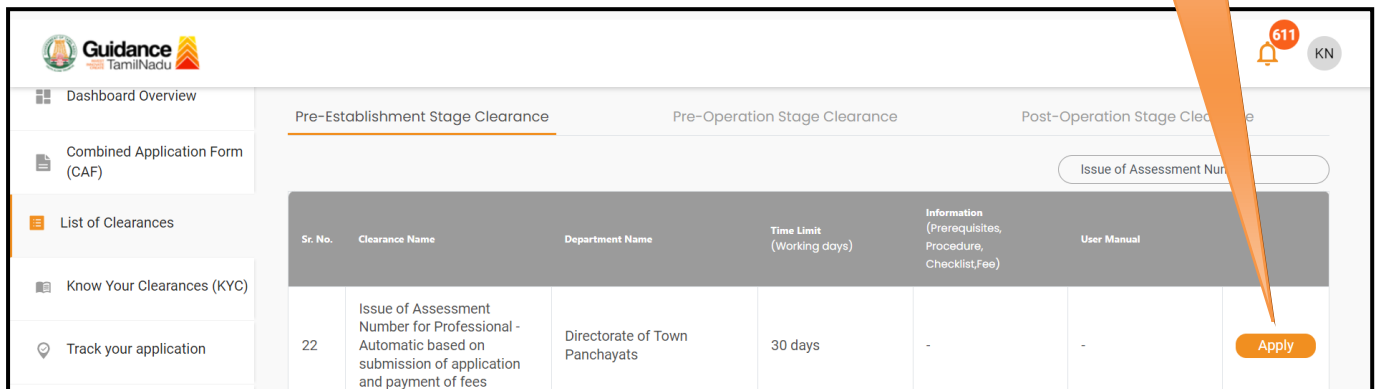


Figure 15. Apply for Clearance

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

Confirmation!!!

Please select the project with the one you want to proceed.

Department Name
Directorate of Town Panchayats

Name of the Clearance
Issue of Assessment Number for Professional - Automatic based on submission of application and payment of fees

Select Project/CAF*

Select field

Close

Click on Apply

Apply

Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Issue of Assessment Number for Professional - Automatic based on submission of application and payment of fees.

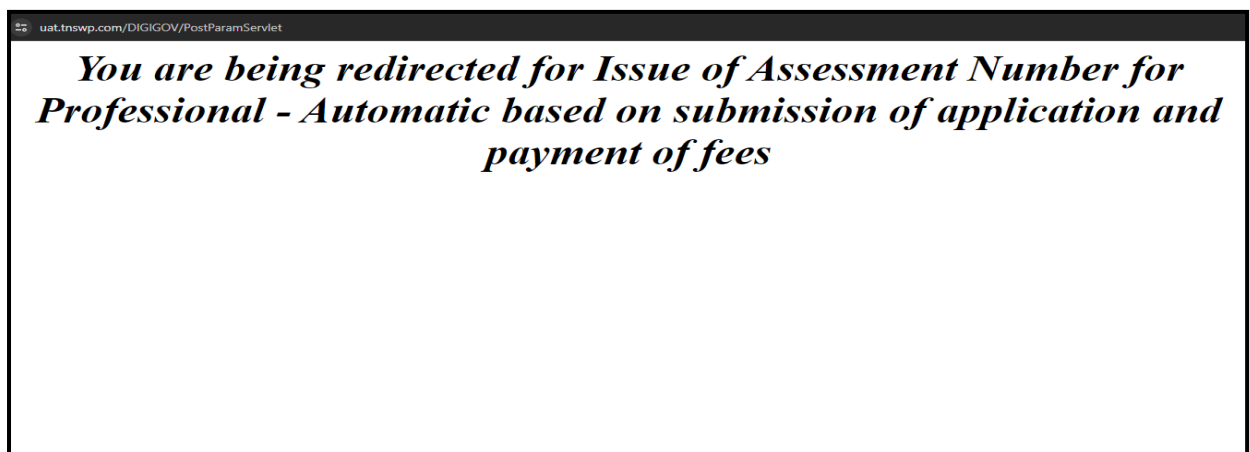
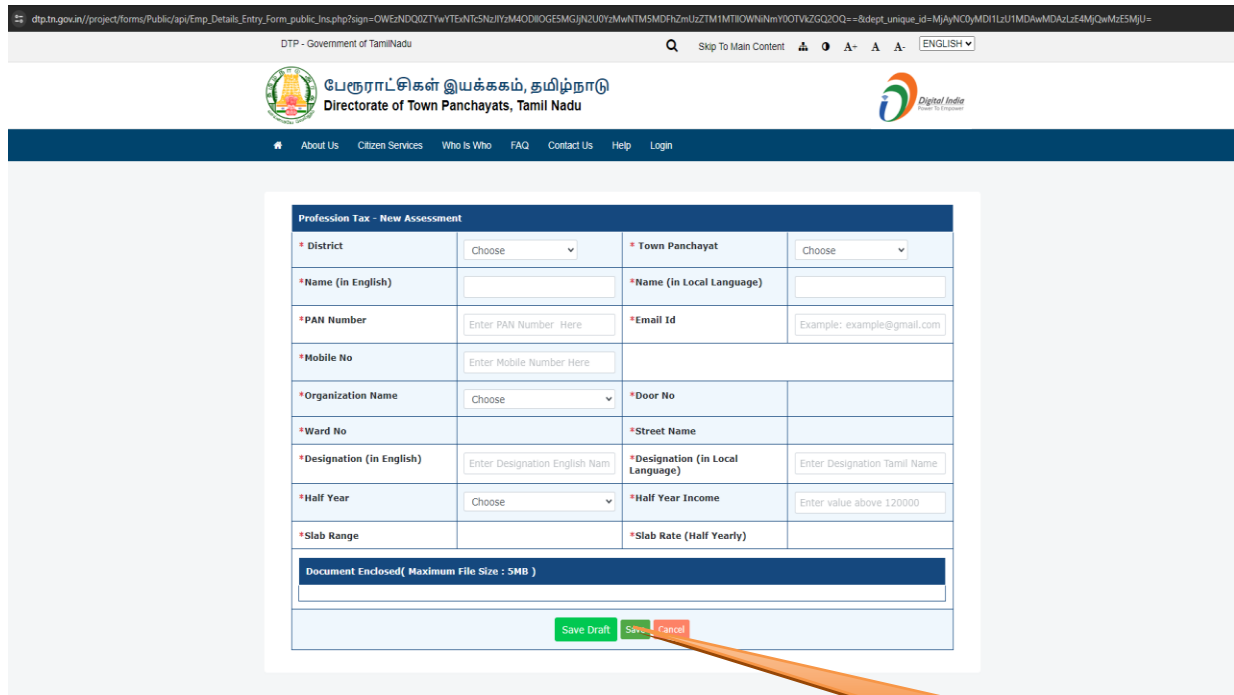


Figure 17. Issue of Assessment Number for Professional – Automatic based on submission of application and payment of fees

3) Enter all the mandatory details in the application for Issue of Assessment Number for Professional - Automatic based on submission of application and payment of fees.



Profession Tax - New Assessment			
* District	Choose	* Town Panchayat	Choose
*Name (in English)		*Name (in Local Language)	
*PAN Number	Enter PAN Number Here	*Email Id	Example: example@gmail.com
*Mobile No	Enter Mobile Number Here		
*Organization Name	Choose	*Door No	
*Ward No		*Street Name	
*Designation (in English)	Enter Designation English Nam	*Designation (in Local Language)	Enter Designation Tamil Name
*Half Year	Choose	*Half Year Income	Enter value above 120000
*Slab Range		*Slab Rate (Half Yearly)	
Document Enclosed(Maximum File Size : 5MB)			
<input type="text"/>			
<input type="button" value="Save Draft"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Click on 'Save and continue'

Figure 18. Directorate of Town Panchayats, Tamil Nadu

Application Submitted

- 1) After the applicant has completed the application form, the application is submitted successfully to the Department for further processing. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**

The screenshot shows the 'Track your Application' page. At the top, there's a header with the 'Guidance TamilNadu' logo and a notification bell with '54'. Below the header, there's 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', and 'Digilocker'. The main content area is titled 'Track your Application' and includes a dropdown for 'Select Project/CAF' (currently set to 'Ariyalur 1') and buttons for 'Overview' and 'All Details'. Below this, there are search filters for 'Application ID' and 'Application Ref No.', and buttons for 'Apply filters' and 'Reset filters'. A table displays the application details:

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	Fee
1	116836 - 133180	78168	May 21, 2024 12:27:48 PM	Issue of Assessment Number for Professional - Automatic based on submission of application and payment of fees	May 21, 2024 12:28:41 PM	Under Process	-	0/30 days	On time	Actions	Fee on Appl Subr

An orange callout bubble points to the 'Under Process' status in the table, containing the text: **Status Changed to 'Under Process'**

Figure 19. Status of the Application

8.Payment Process

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

The screenshot shows the 'Track your Application' interface. It includes a sidebar with navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', 'Transaction', and 'Digilocker'. The main area displays a table of applications. The first row shows an application with ID 116836-133180, ref no 78168, applied on May 21, 2024, and status 'Make Payment'. An 'Actions' button is visible for this application.

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	116836-133180	78168	May 21, 2024 12:27:48 PM	Issue of Assessment Number for Professional - Automatic based on submission of application and payment of fees	May 21, 2024 12:28:41 PM	Make Payment	Applicant	0/30 days	On time	Actions	Fee on Appl Subr

Figure 20. Make Payment

The screenshot shows a modal dialog titled 'Application Action - 133180'. It displays the following details:

- Application ID:** 116836-133180
- Application Name:** Issue of Assessment Number for Professional - Automatic based on submission of application and payment of fees
- Application Ref No.:** 78168
- Project Name:** demo
- Application Submission Date:** May 21, 2024 12:27:48 PM
- Status:** Make Payment

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

Figure 21. Click to Proceed Payment Process

E Challan - Google Chrome
 Not secure https://103.59.16.41/challan/deptchallan/

Government of Tamil Nadu
 Department of Finance – Treasuries and Accounts

Kalanjiyam

Challan Details

Challan No: Department TXN No: 100020270 Challan Date:

Department Details

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

Period Details

From Date: To Date:

Remitter Details

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

Service Rendering Department: 03902

Service Details

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

Challan Amount*: 5

Payment Details

Select Bank for Payment: Payment Method: Online Offline

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

Personal Banking Corporate Banking / yono BUSINESS

Username & Password are case sensitive

User ID*
 newuser2

Virtual Keyboard

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

Disclaimer

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

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

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

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**

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	Fees
1	116836 - 133180	78168	May 21, 2024 12:27:48 PM	Issue of Assessment Number for Professional - Automatic based on submission of application and payment of fees	May 21, 2024 12:28:41 PM	Under Process	-	0/30 days	On time	Actions	Fee on Appl Subr

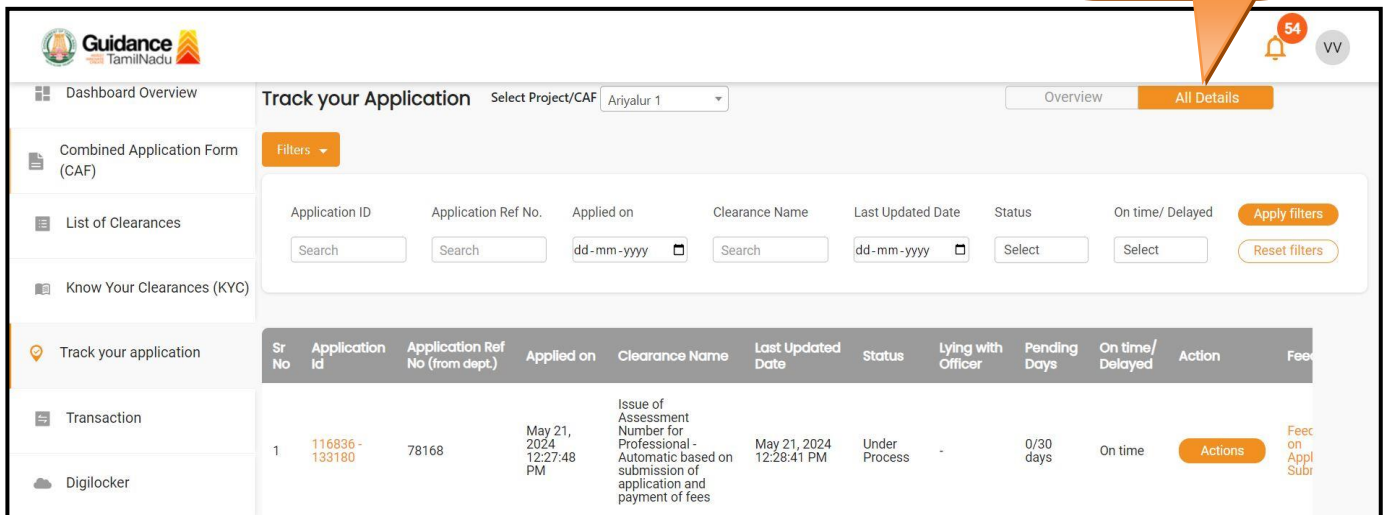
Figure 22. Track Your Application

- **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	116836 - 133180	78168	May 21, 2024 12:27:48 PM	Issue of Assessment Number for Professional - Automatic based on submission of application and payment of fees	May 21, 2024 12:28:41 PM	Under Process	-	0/30 days	On time	Actions	Fee on Appl Subr

Figure 23. ‘All Details’ tab

10. Application Processing

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

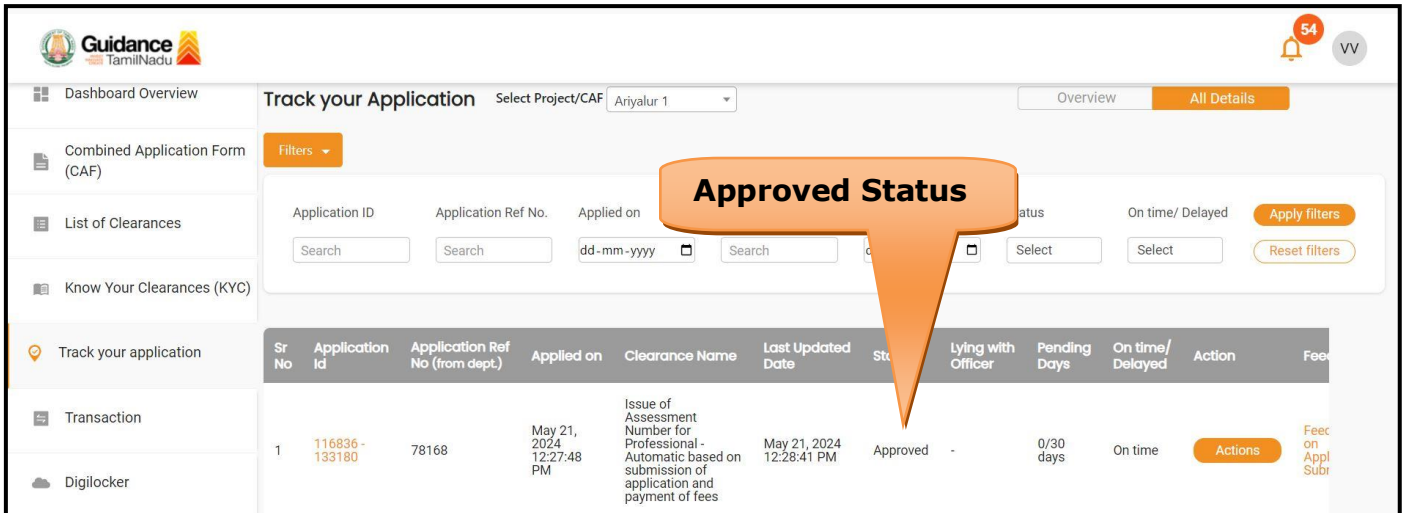


Figure 24. Application Processed

2) If the application is **‘Approved’** by the Department’s, the applicant can download the Approval Certificate under **Track your application – > Action button -> Download Certificate** (Refer Figure 25)

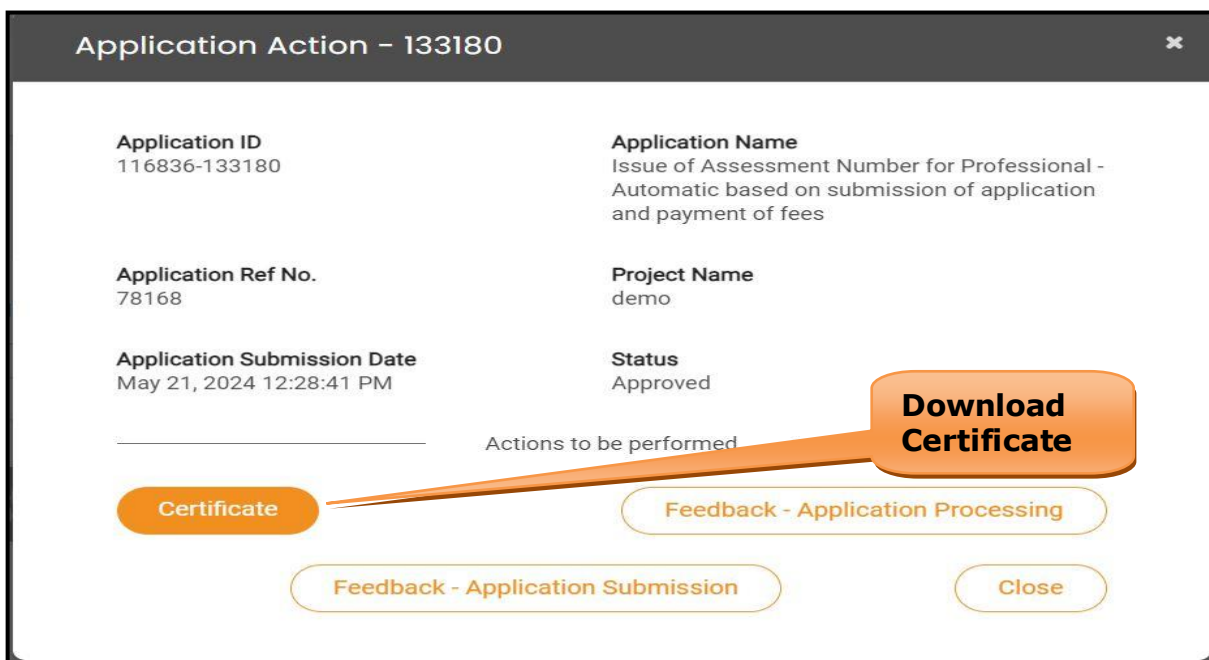


Figure 25. Download Certificate

3) If the application is '**Rejected**' by the Department's, the applicant can view the rejection remarks under the Actions Tab by the Department's. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 26)

The screenshot shows the 'Track your Application' page. The application status is 'Rejected'. A callout bubble points to the 'Rejected' status with the text 'Rejected Status'. The application details are 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	Fee on Appl Subr
1	116836 - 133180	78168	May 21, 2024 12:27:48 PM	Issue of Assessment Number for Professional - Automatic based on submission of application and payment of fees	May 21, 2024 12:28:41 PM	Rejected	-	0/30 days	On time	Actions	Fee on Appl Subr

Figure 26. Rejected Status

