



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Issue of Trade License

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**



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

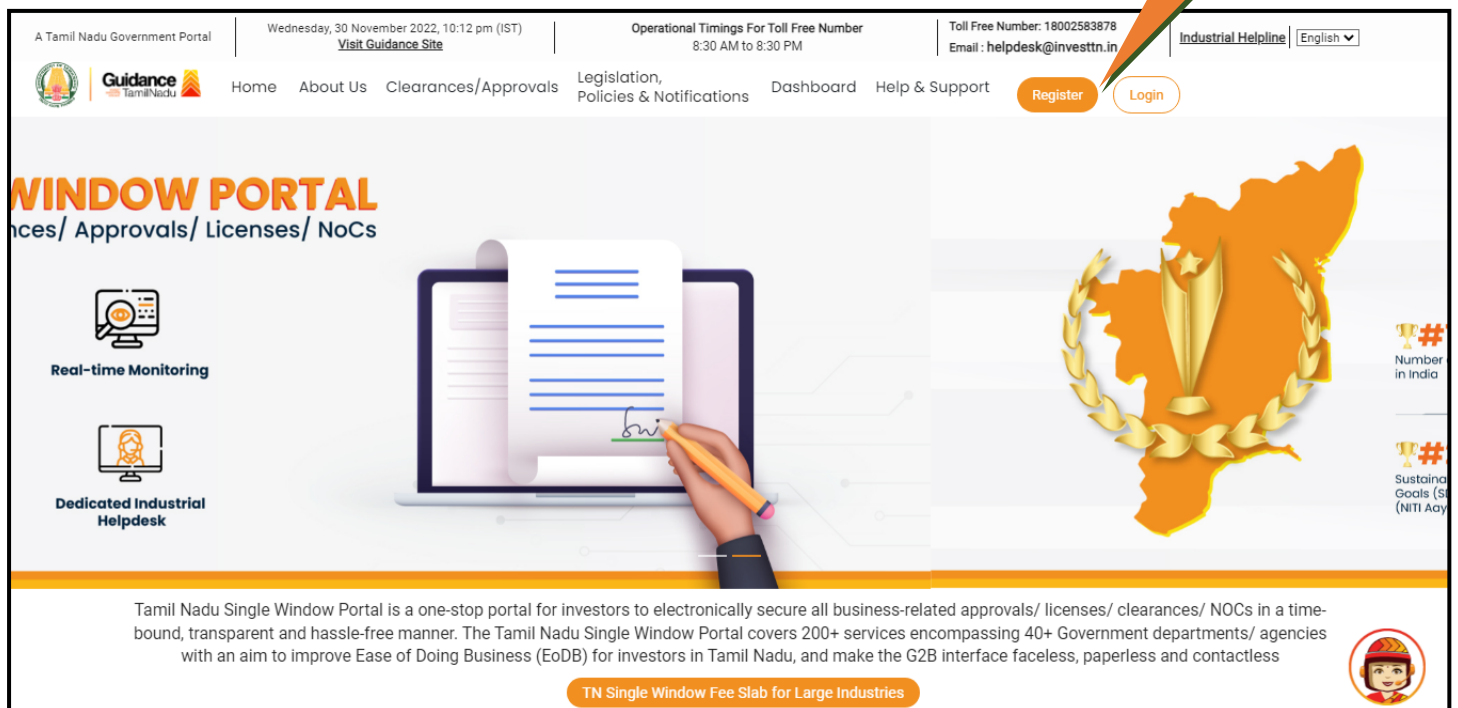
Figure 1. Single Window Portal Home Page

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

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

WINDOW PORTAL
Clearances/ 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.

New Registration

Register as
 Investor
 Individual / Small Enterprise (Only to apply G2C services of Tamil Nadu Fire and Rescue Services)

Applicant First Name

Applicant Last Name

Designation of the Applicant

Date of Birth

PAN Number of Company

Name of Company

• In case of Proprietorship firm, write PAN Number of Proprietor.
• In case of Individuals, write PAN Number of Individual.
• In case of Small Enterprise, write PAN Number of Small Enterprise.

Figure 3. Registration Form

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.

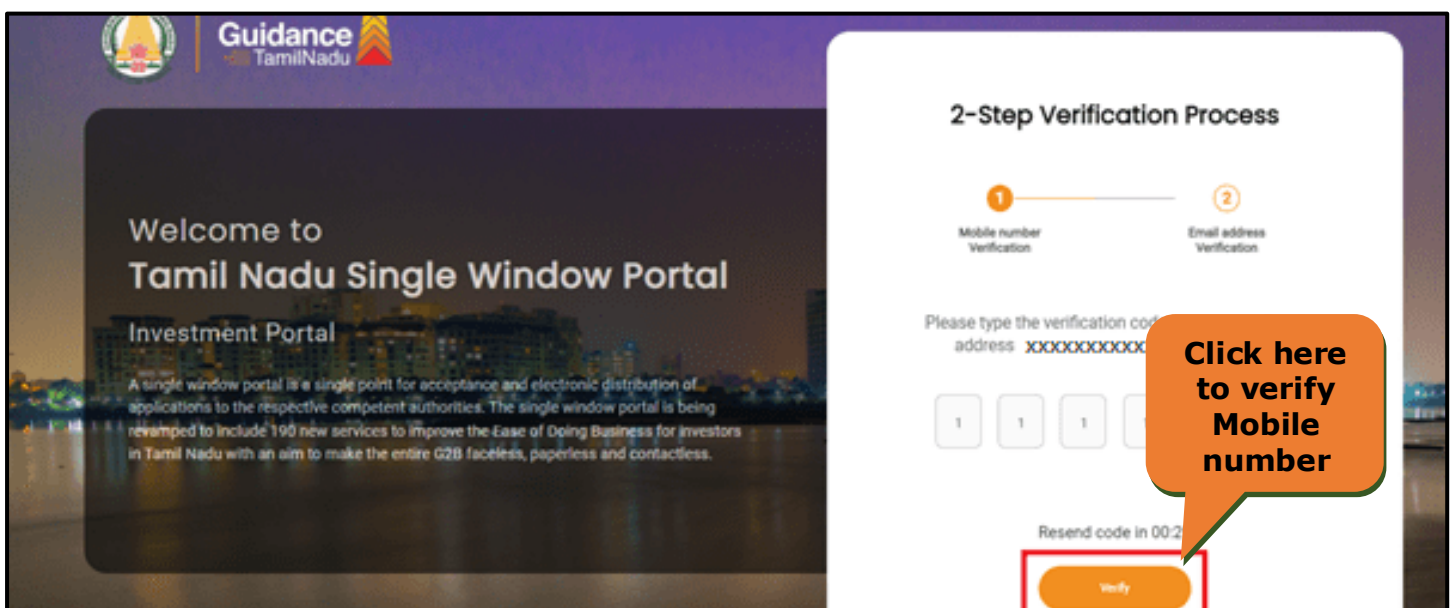


Figure 5. Mobile Number Verification

- 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.

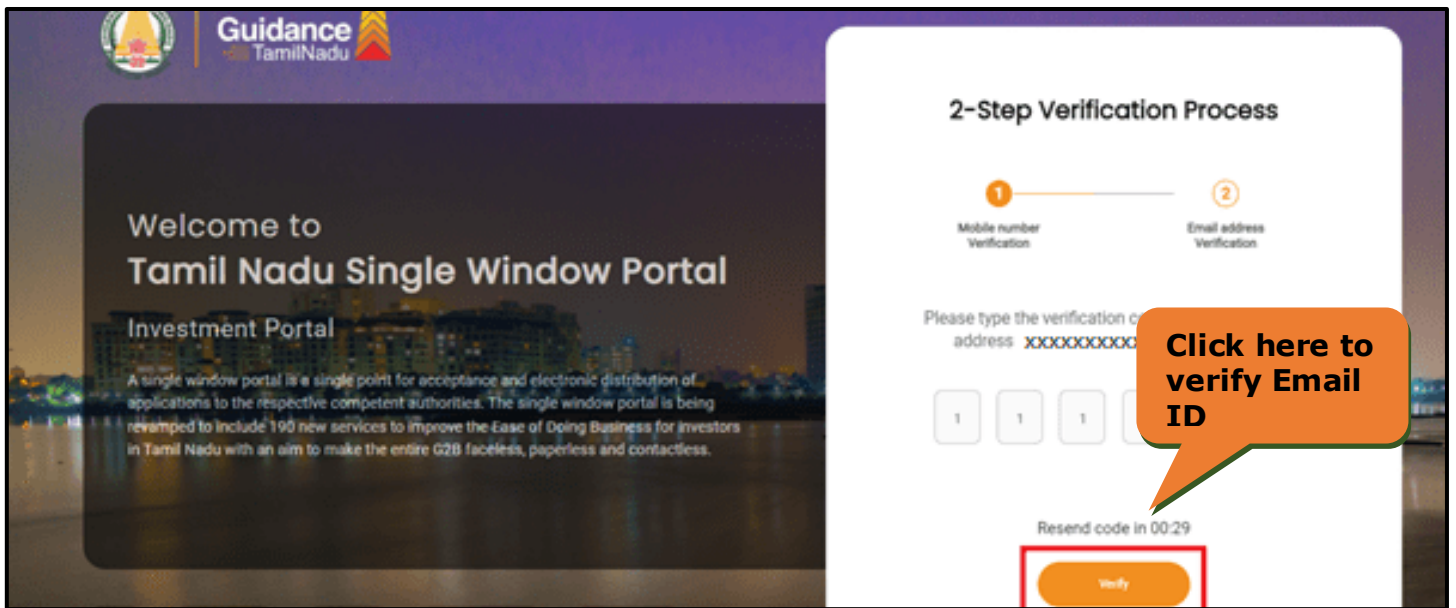


Figure 6. Email ID Verification

- 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.

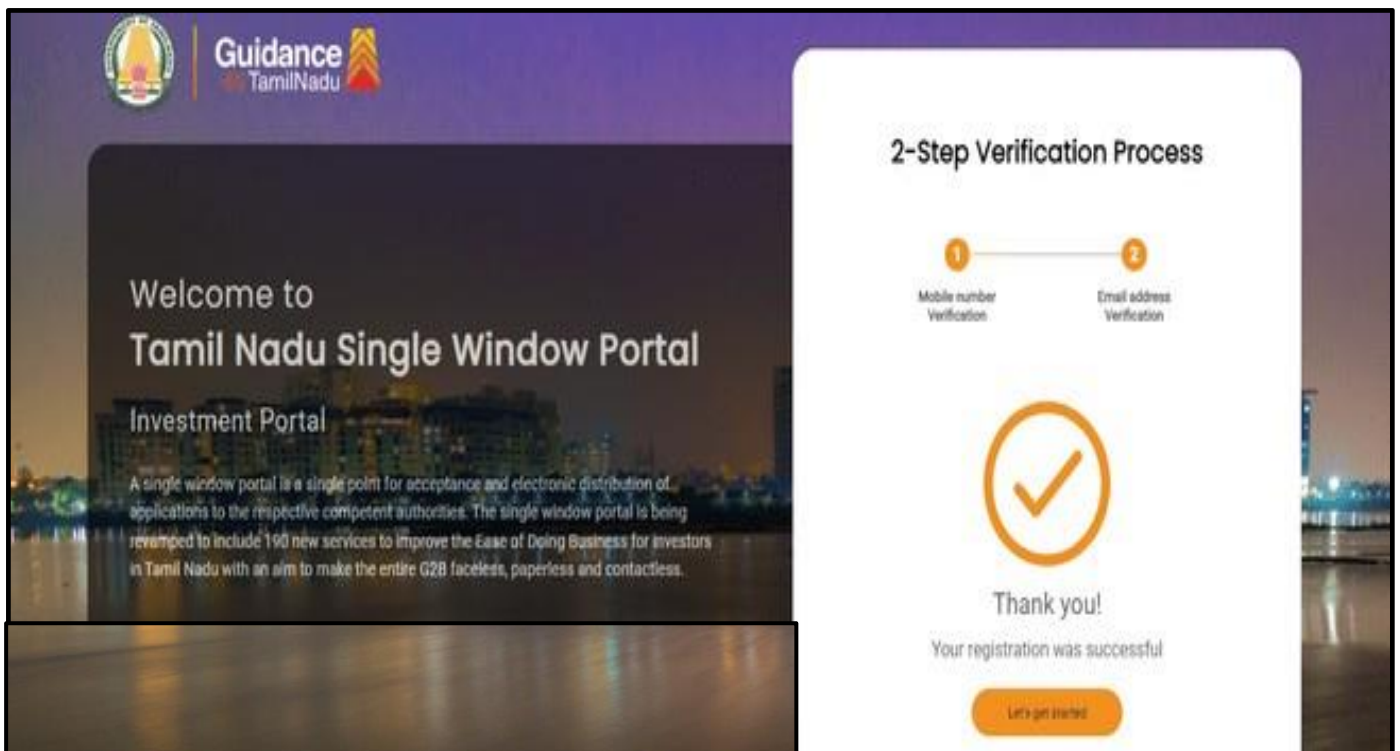


Figure 7. Registration Confirmation Pop-Up

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



Figure 8. Login

5. Dashboard Overview

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

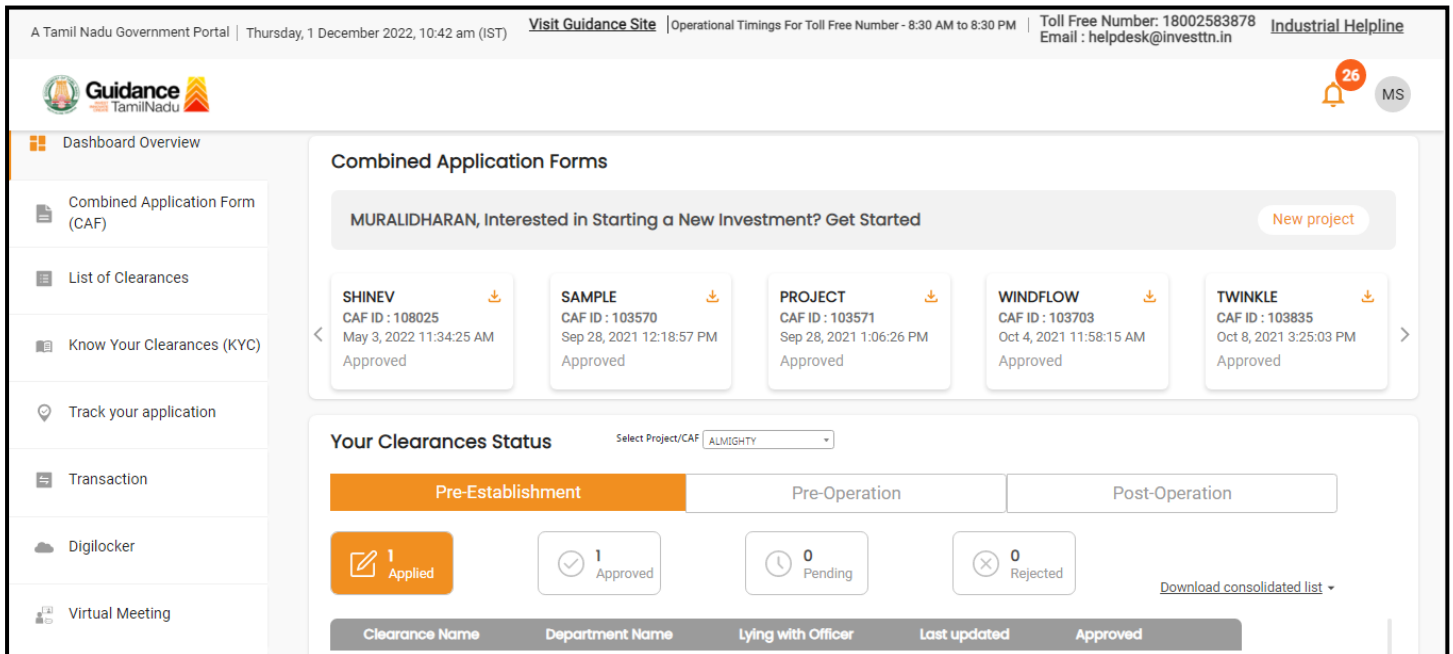
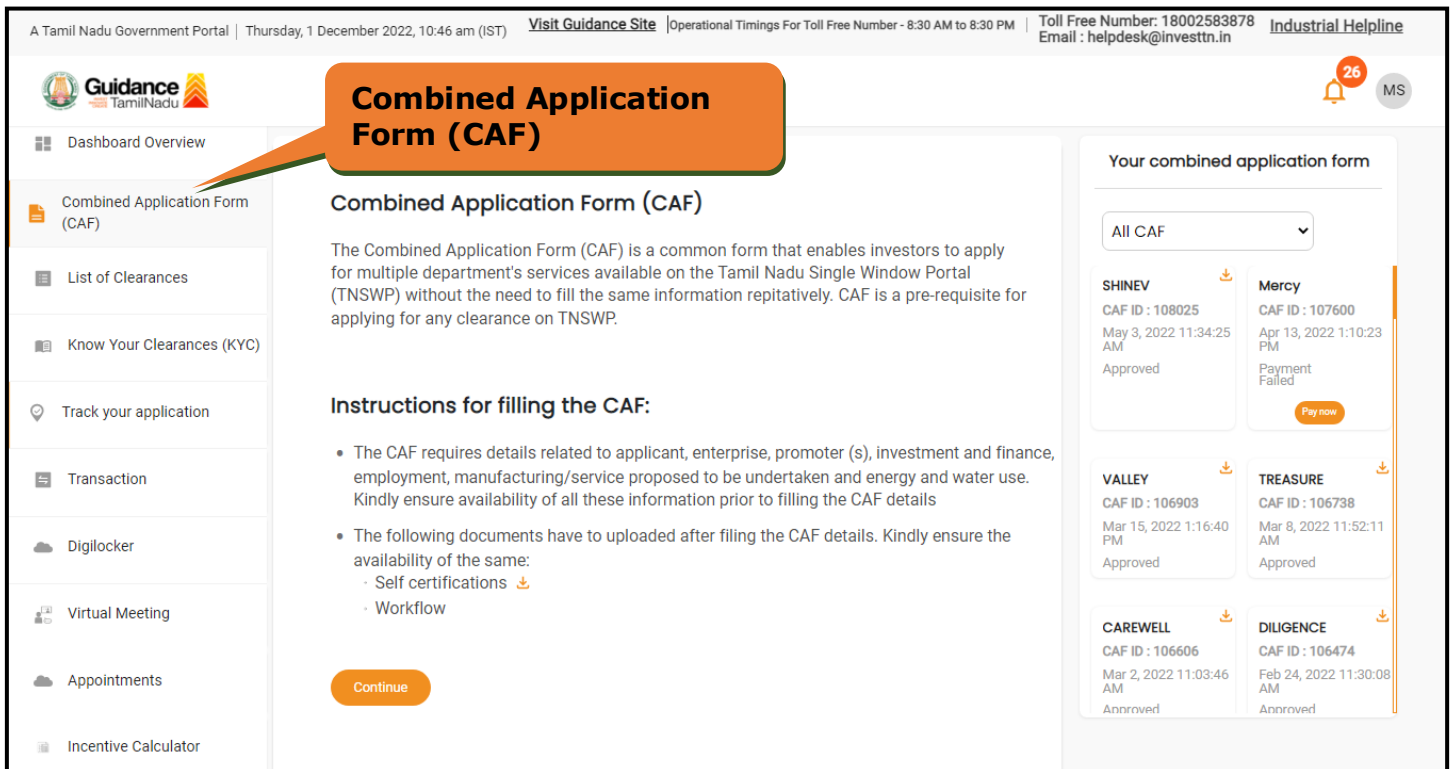


Figure 9. Dashboard Overview

6. Combined Application Form (CAF)

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



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 | Email : helpdesk@investtn.in | Industrial Helpline

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

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 |

[Continue](#)

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).

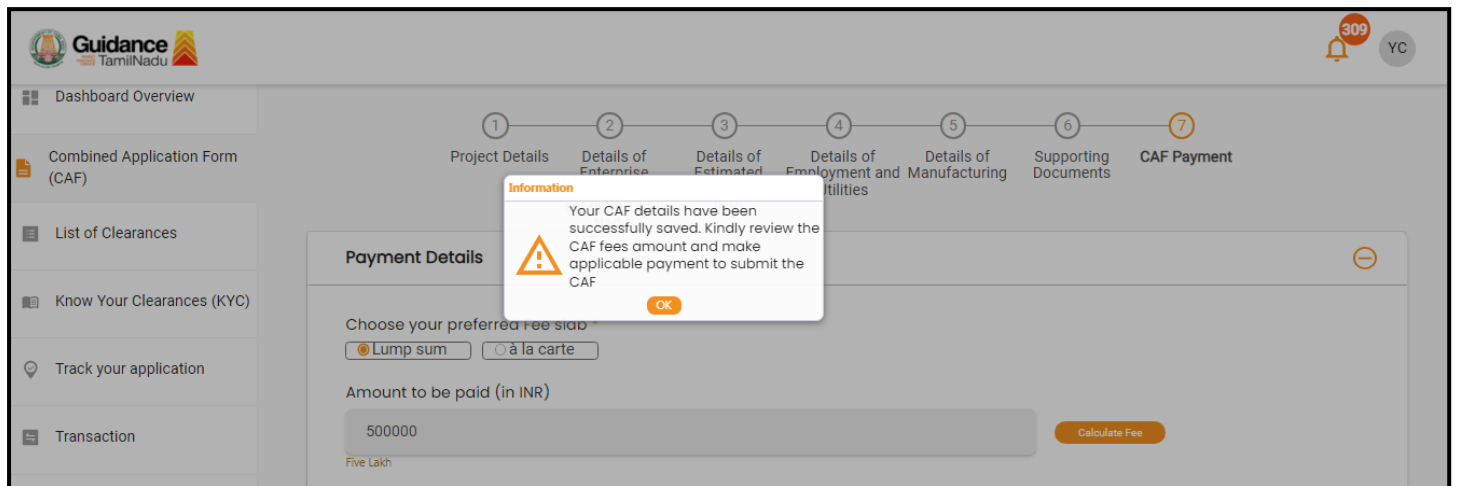


Figure 12. Combined Application Form (CAF) - Confirmation Message

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 Trade Licence

1. Click on “List of Clearances”

List of Clearances

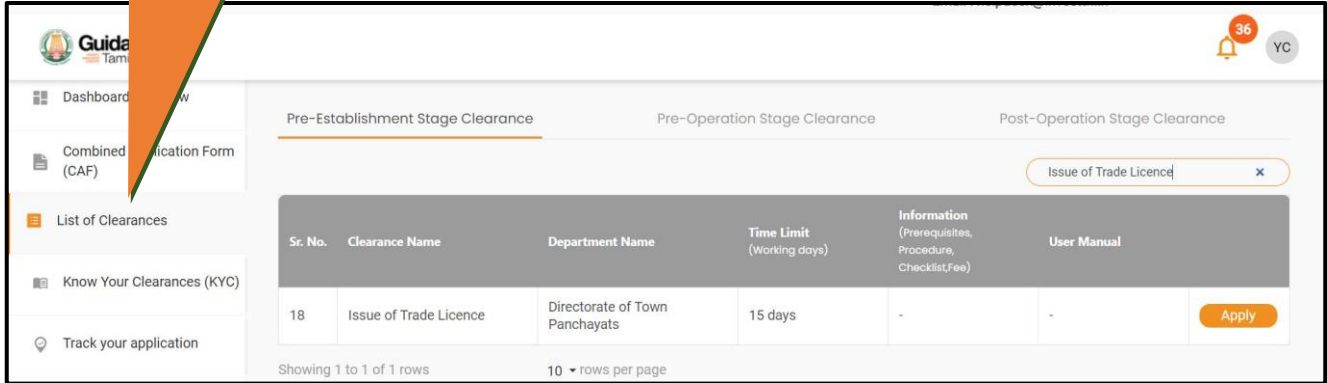


Figure 13. List of Clearances

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 Trade License’ by using Search option as shown in the figure given below.

Pre- Establishment Stage Clearance

Search for Clearance

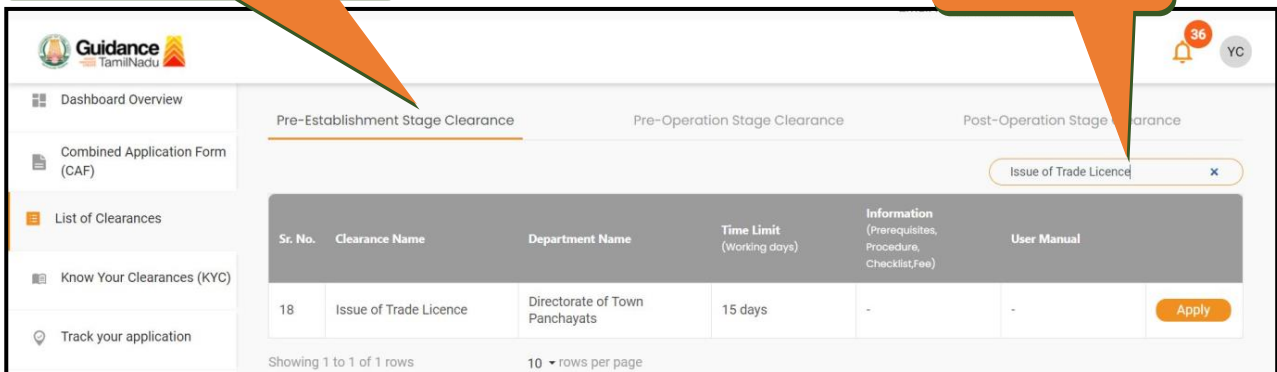


Figure 14. Search for Clearance

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

The screenshot displays the Guidance TamilNadu dashboard. The left sidebar contains navigation options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), and Track your application. The main content area is titled 'Pre-Establishment Stage Clearance' and features a search bar with 'Issue of Trade Licence' entered. Below the search bar is a table with the following data:

| Sr. No. | Clearance Name | Department Name | Time Limit (Working days) | Information (Prerequisites, Procedure, Checklist, Fee) | User Manual |
|---------|------------------------|--------------------------------|---------------------------|--|-------------|
| 18 | Issue of Trade Licence | Directorate of Town Panchayats | 15 days | - | - |

An orange callout box labeled 'Apply for Clearance' points to an 'Apply' button located in the bottom right corner of the table row.

Figure 15. Apply for Clearance

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

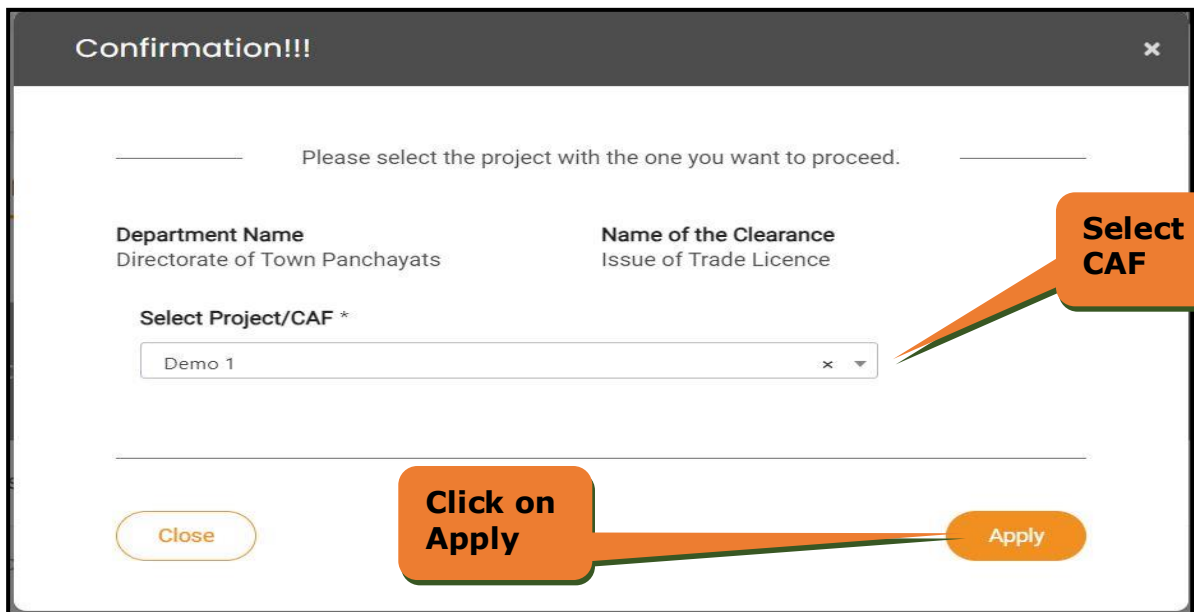


Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Issue of Trade License.

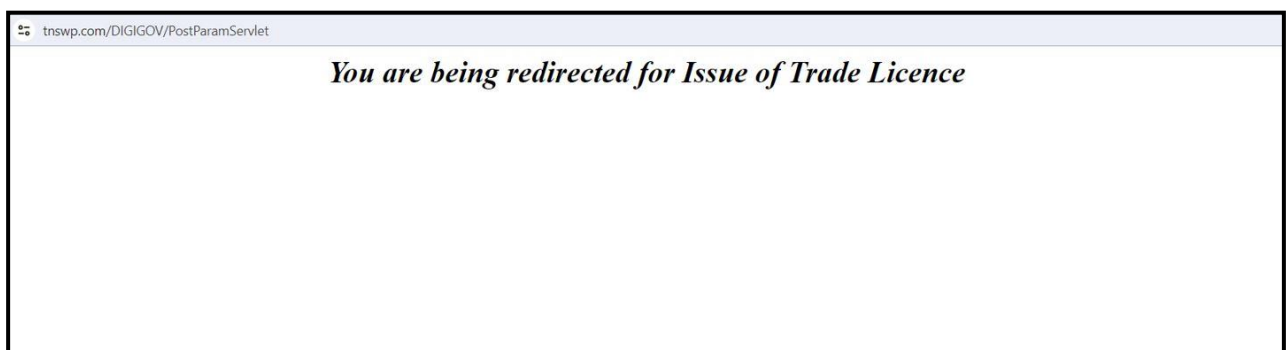


Figure 17. Issue of Trade License

3) Enter all the mandatory details in the application for the Issue of Trade License.

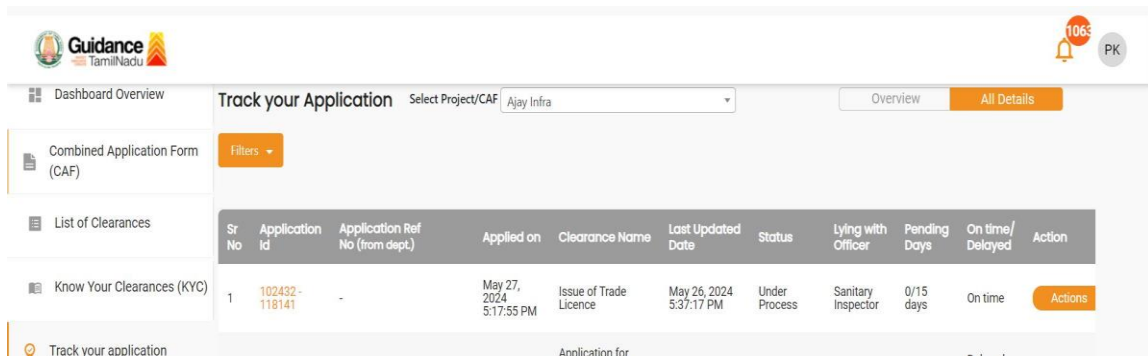
The screenshot displays the 'Traders Code Details' form on the Directorate of Town Panchayats website. The form is organized into two main sections: 'Details of Applicant' and 'Details of Trade Location'. The 'Details of Applicant' section contains fields for personal information such as Mobile No, Email Id, Applicant Name (in Local Language and English), Gender (Male, Female, Transgender), Age, Father/Spouse Name (in Local Language and English), District, Town Panchayat, Ward No, Street Name, Door No, Pincode, Aadhar Number, and GST. The 'Details of Trade Location' section includes fields for District, Town Panchayat, Ward No, Street Name, Door No, Licence Type, Trader, Licence Validity, Date, Establishment Name (in Local Language and English), Motor Range (in Horse Power), Trade Rate (₹), Are You the owner (Land/Building/Location), Rent Lease agreement, Profession Tax Paid, Remarks, Property Tax Paid, and Property Tax Assessment Number. At the bottom of the form, there are buttons for 'Save Draft', 'Save', and 'Cancel'. An orange arrow points from the 'Save' button to a callout box.

Click on 'Save'

Figure 18. Directorate of Town Panchayats

8. Application Submitted

- 1) After the applicant has completed the application form, the application is submitted successfully to the Sanitary Inspector for further processing. 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 | 102432 - 118141 | - | May 27, 2024 5:17:55 PM | Issue of Trade Licence | May 26, 2024 5:37:17 PM | Under Process | Sanitary Inspector | 0/15 days | On time | Actions |

Figure 19. Status of the Application

9. Query Clarification

- 1) After submitting the application to, **Directorate of Town Panchayats** the Sanitary Inspector reviews the application and if there are any clarifications required, the Sanitary Officer will raise a query to the applicant.
- 2) Applicants would receive an alert message through Registered SMS/Email.
- 3) Applicants could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.
- 4) Applicants could view the status as '**Need Clarification**' under the 'Status' column. Click on 'Action' button responds to the query as shown in the below figure.

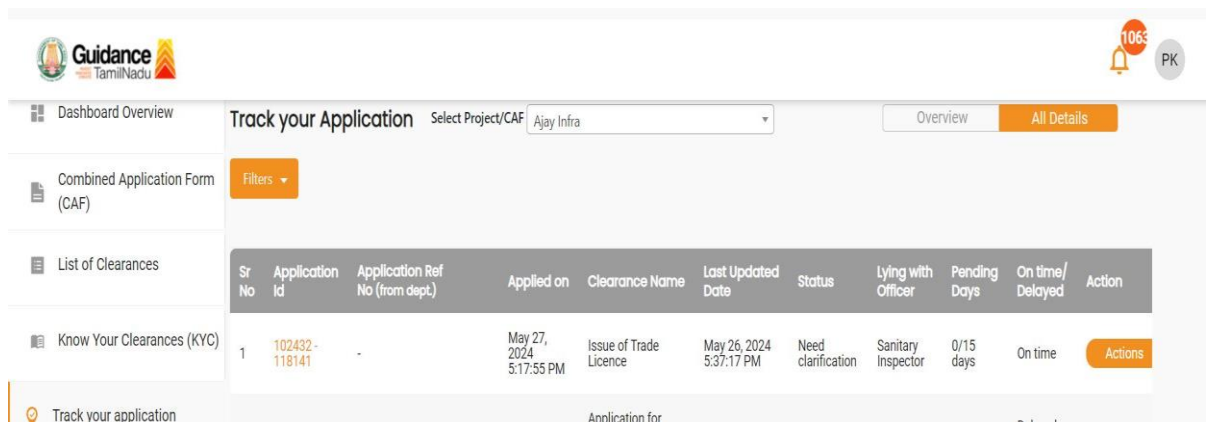


Figure 20. Need clarification

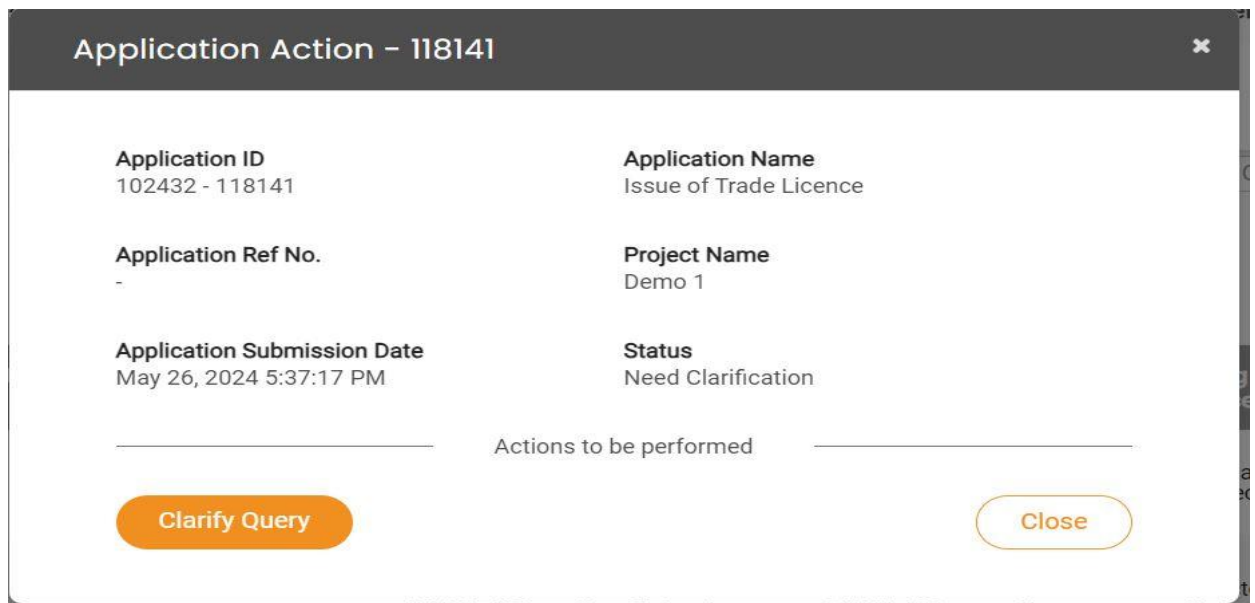


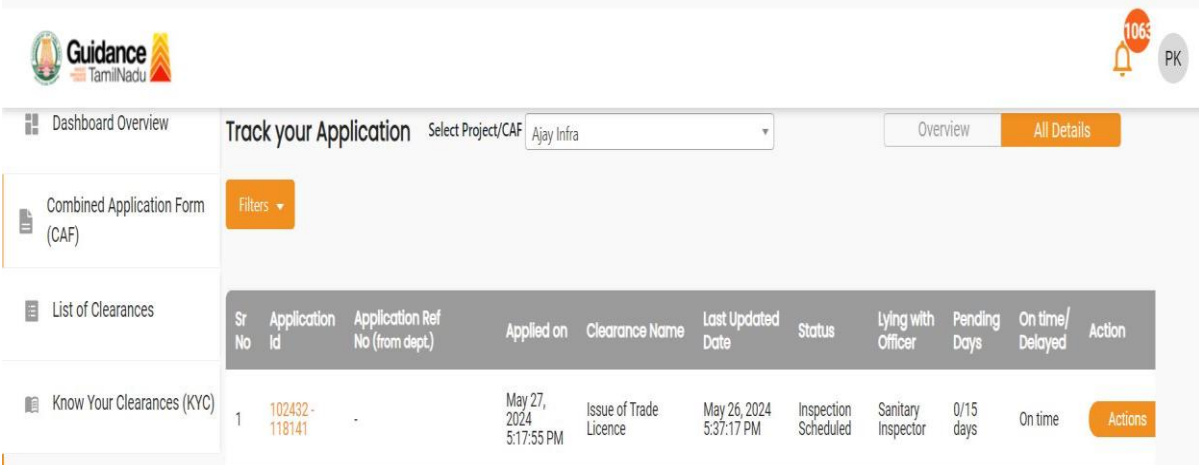
Figure 21. Provide Clarification

- The Applicant clicks on '**Provide Clarification**' button and responds to the Query.
- The Application gets submitted to the department after the query has been addressed by the Applicant.

- 7) The Applicant clicks on '**Provide Clarification**' button and responds to the Query.
- 8) The Application gets submitted to the department after the query has been addressed by the Applicant.
- 9) The Status of the application changes from 'Need clarification' to 'Under Process' after the Applicant submits the query.

10. Inspection Schedule

- a. The department schedules the date of appointment for inspection to be done for the specified institution
- b. The inspection date scheduled by the department is intimated to the user (Refer Figure 22)



The screenshot shows the 'Track your Application' interface. The top navigation bar includes the Guidance TamilNadu logo, a notification bell with '1063', and a user profile 'PK'. The main header shows 'Track your Application' with a dropdown for 'Select Project/CAF' set to 'Ajay Infra'. Below this are 'Overview' and 'All Details' tabs. A sidebar on the left contains 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', and 'Know Your Clearances (KYC)'. The main content area features 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 |
|-------|-----------------|--------------------------------|-------------------------|------------------------|-------------------------|----------------------|--------------------|--------------|------------------|---------|
| 1 | 102432 - 118141 | - | May 27, 2024 5:17:55 PM | Issue of Trade Licence | May 26, 2024 5:37:17 PM | Inspection Scheduled | Sanitary Inspector | 0/15 days | On time | Actions |

Figure 22. 'Inspection' tab

Application Action – 118141
✕

| | |
|---|---|
| Application ID 102432 - 118141 | Application Name Issue of Trade Licence |
| Application Ref No. - | Project Name Demo 1 |
| Application Submission Date May 26, 2024 5:37:17 PM | Status Inspection Scheduled |

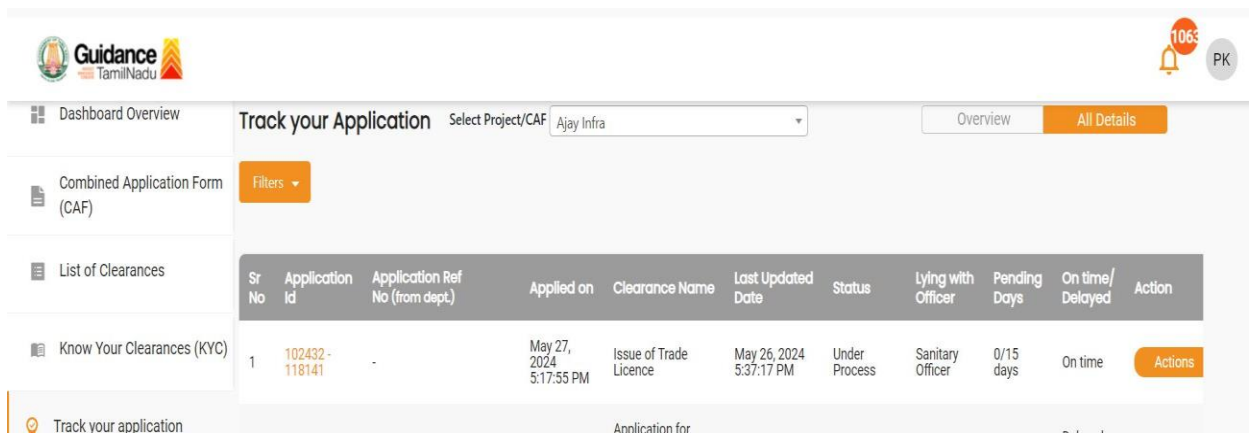
Actions to be performed


Scheduled Inspection Details
Close

Figure 23. 'Inspection Scheduled'

Application Submitted

After the Inspection is completed by the Sanitary Inspector, the Inspection report is submitted to the Sanitary Officer for Review.





1063
PK

- Dashboard Overview
- Combined Application Form (CAF)
- List of Clearances
- Know Your Clearances (KYC)
- Track your application

Track your Application

Select Project/CAF Ajay Infra

Overview
All Details

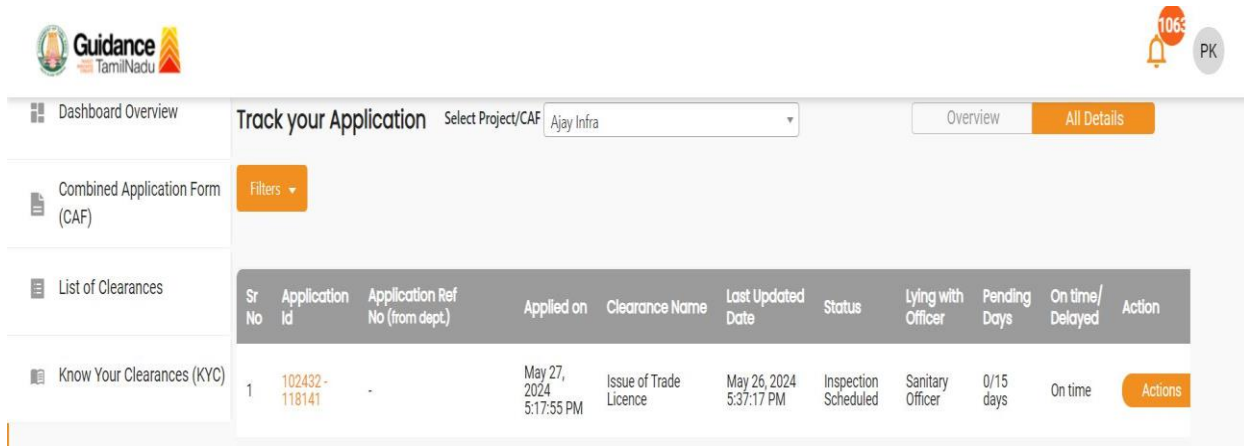
Filters
▼

| 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 | 102432 - 118141 | - | May 27, 2024 5:17:55 PM | Issue of Trade Licence | May 26, 2024 5:37:17 PM | Under Process | Sanitary Officer | 0/15 days | On time | Actions |

Figure 24. 'Sanitary Officer'

11. Inspection Schedule

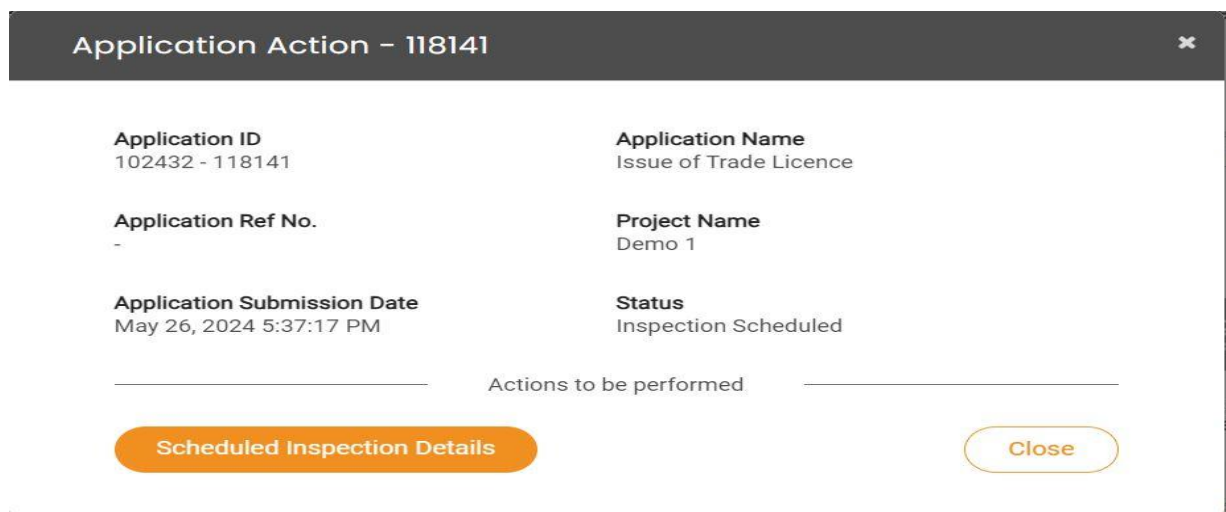
- a. The Sanitary Officer schedules the date of appointment for inspection to be done for the specified institution.
- b. The inspection date scheduled by the Sanitary Officer is intimated to the user (Refer Figure 25).
- c. After the Inspection is completed, the Sanitary Officer submits the Inspection report to the Executive officer for Review.



The screenshot shows a web interface for tracking applications. It includes a sidebar with navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', and 'Know Your Clearances (KYC)'. The main area is titled 'Track your Application' and features a dropdown menu for 'Select Project/CAF' set to 'Ajay Infra'. Below this is a table with 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 application is listed with ID 102432-118141, applied on May 27, 2024, for 'Issue of Trade Licence', with a status of 'Inspection Scheduled' and an 'Actions' button.

| 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 | 102432-118141 | - | May 27, 2024 5:17:55 PM | Issue of Trade Licence | May 26, 2024 5:37:17 PM | Inspection Scheduled | Sanitary Officer | 0/15 days | On time | Actions |

Figure 25. 'Inspection' tab



The screenshot shows a modal window titled 'Application Action - 118141'. It displays key details for the application: Application ID (102432 - 118141), Application Name (Issue of Trade Licence), Application Ref No. (-), Project Name (Demo 1), Application Submission Date (May 26, 2024 5:37:17 PM), and Status (Inspection Scheduled). Below the details, there is a section for 'Actions to be performed' with a button labeled 'Scheduled Inspection Details' and a 'Close' button.

Figure 26. 'Inspection Scheduled'

12. Query Clarification

- 10) After submitting the application to, **Directorate of Town Panchayats** the Sanitary Officer reviews the application and if there are any clarifications required, the Executive officer would raise a query to the applicant.
- 11) Applicants would receive an alert message through Registered SMS/Email.
- 12) Applicants could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.
- 13) Applicants could view the status as '**Need Clarification**' under the 'Status' column. Click on 'Action' button responds to the query as shown in the below figure.

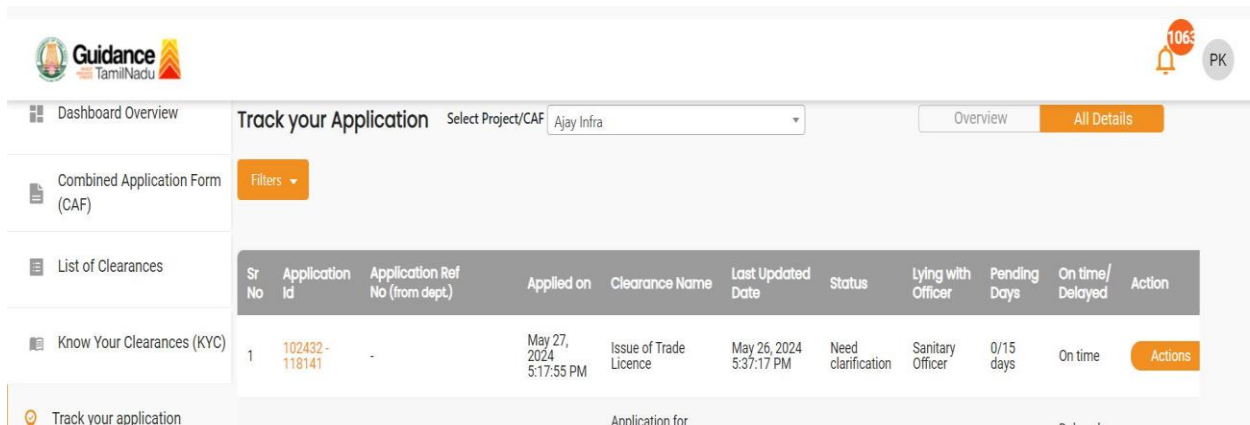


Figure 27. Need clarification

Application Action – 118141

| | |
|---|---|
| Application ID 102432 - 118141 | Application Name Issue of Trade Licence |
| Application Ref No. - | Project Name Demo 1 |
| Application Submission Date May 26, 2024 5:37:17 PM | Status Need Clarification |

Actions to be performed

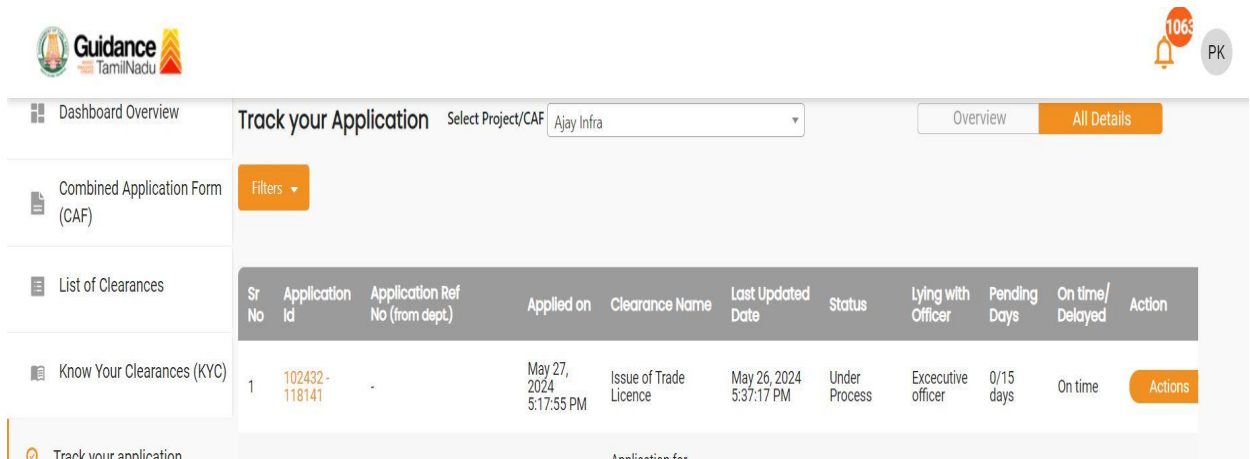
[Clarify Query](#) [Close](#)

Figure 28. Provide Clarification

- 14) The Applicant clicks on '**Provide Clarification**' button and responds to the Query.
- 15) The Application gets submitted to the department after the query has been addressed by the Applicant.
- 16) The Applicant clicks on '**Provide Clarification**' button and responds to the Query.
- 17) The Application gets submitted to the department after the query has been addressed by the Applicant.
- 18) The Status of the application changes from 'Need clarification' to 'Under Process' after the Applicant submits the query.

Application Submitted

- 2) The Sanitary Officer forwards the files and Inspection report to the Executive officer, the application is submitted successfully to the Executive officer for further processing. The applicant can view the status of the application under Process → **Select the CAF from the Dropdown** → **All details**



The screenshot shows a web dashboard for tracking applications. The main heading is 'Track your Application' with a dropdown menu for 'Select Project/CAF' set to 'Ajay Infra'. There are tabs 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 displays application data:

| Sr No | Application Id | Application Ref No (from dept) | Applied on | Clearance Name | Last Updated Date | Status | Lying with Officer | Pending Days | On time/ Delayed | Action |
|-------|----------------|--------------------------------|-------------------------|------------------------|-------------------------|---------------|--------------------|--------------|------------------|---------|
| 1 | 102432-118141 | - | May 27, 2024 5:17:55 PM | Issue of Trade Licence | May 26, 2024 5:37:17 PM | Under Process | Executive officer | 0/15 days | On time | Actions |

Figure 29. 'Executive officer'

13. Query Clarification

15. After submitting the application to, **Directorate of Town Panchayats** the Sanitary Officer reviews the application and if there are any clarifications required, the Executive officer would raise a query to the applicant.
16. Applicant would receive an alert message through Registered SMS/Email.
17. Applicant could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.

18. 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.

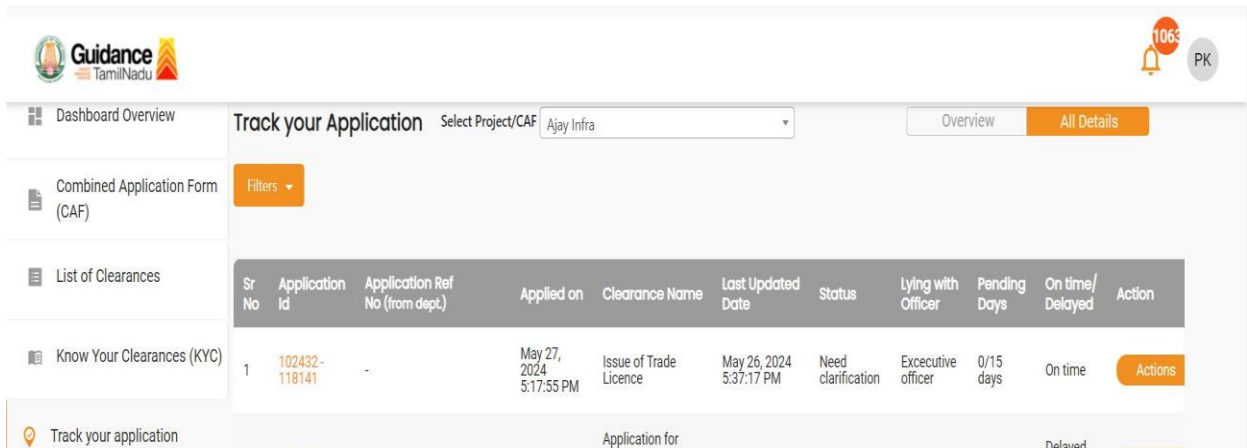


Figure 30. Need clarification

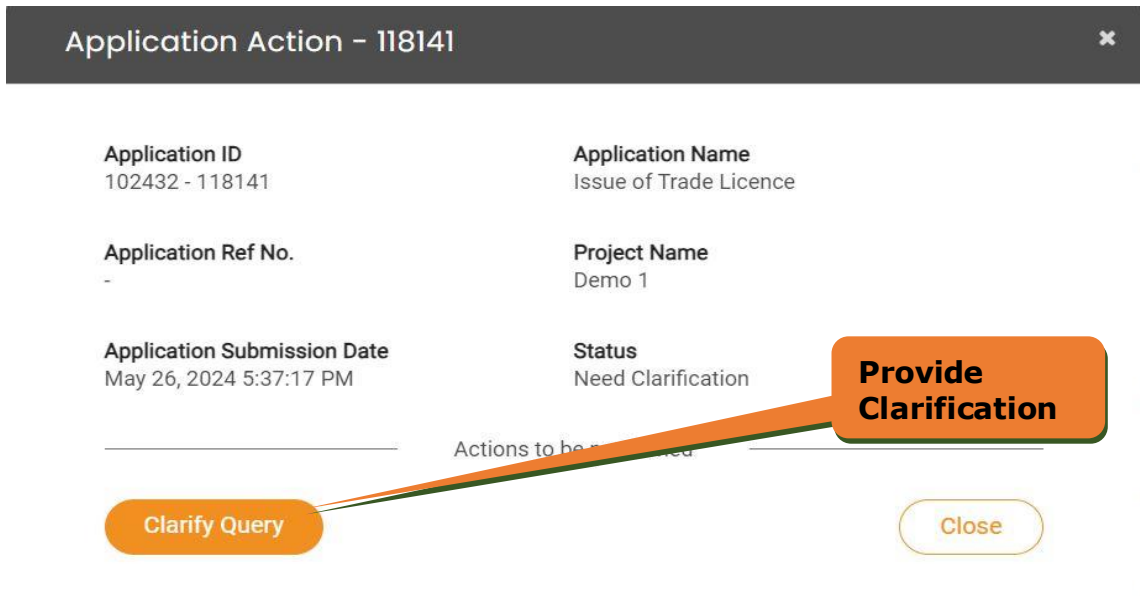


Figure 31. Provide Clarification

19. The Applicant clicks on '**Provide Clarification**' button and responds to the Query.
20. The Application gets submitted to the department after the query has been addressed by the Applicant.
21. The Applicant clicks on '**Provide Clarification**' button and responds to the Query.
22. The Application gets submitted to the department after the query has been addressed by the Applicant.
23. The Status of the application changes from 'Need clarification' to '**Under Process**' after the Applicant submits the query.

14. Payment Process:

- a. Once the status has 'Action Button' under 'Track your application' and make the payment by clicking on
- 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', and 'Know Your Clearances (KYC)'. The main area displays a table of applications. The first row shows an application with ID '102432-118141', submitted on May 27, 2024, for 'Issue of Trade Licence'. The status is 'Make Payment', and there is an 'Actions' button next to it.

| 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 | 102432-118141 | - | May 27, 2024 5:17:35 PM | Issue of Trade Licence | May 26, 2024 5:37:17 PM | Make Payment | Executive officer | 0/15 days | On time | Actions |

Figure 32. Make Payment

The screenshot shows a modal window titled 'Application Action - 118141'. It displays the following details:

- Application ID:** 102432 - 118141
- Application Name:** Issue of Trade Licence
- Application Ref No.:** -
- Project Name:** Demo 1
- Application Submission Date:** Apr 21, 2023 12:17:16 PM
- Status:** Make Payment

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

Figure 33. Pay Demand Charges

E Challan - Google Chrome
 https://103.59.16.41/challan/deptchallan/

Government of Tamil Nadu
 Department of Finance - Treasuries and Accounts

Challan Details

Challan No: Department TXN No: 1000020270 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 | 023000103AA2719 | 5 | 132272 | |

Challan Amount*: 5

Payment Details

Select Bank for Payment: Payment Method: Online Offline

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SBI ONLINE

...ctions 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 E

Personal Banking Corporate Banking / yono BUSINESS

⚠ Username & Password are case sensitive

User ID*
 newuser2

.....

Virtual Keyboard

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| s | a | g | d | f | j | h | k | [|] | \ | / | |
| 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

Application Submitted

The Executive officer verifies the file and inspection report forward the file with comments, 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 | 102432 - 118141 | - | May 27, 2024 5:17:55 PM | Issue of Trade Licence | May 26, 2024 5:37:17 PM | Under Process | Executive officer | 0/15 days | On time | Actions |

Figure 34. Status of the Application

15.Track Your Application

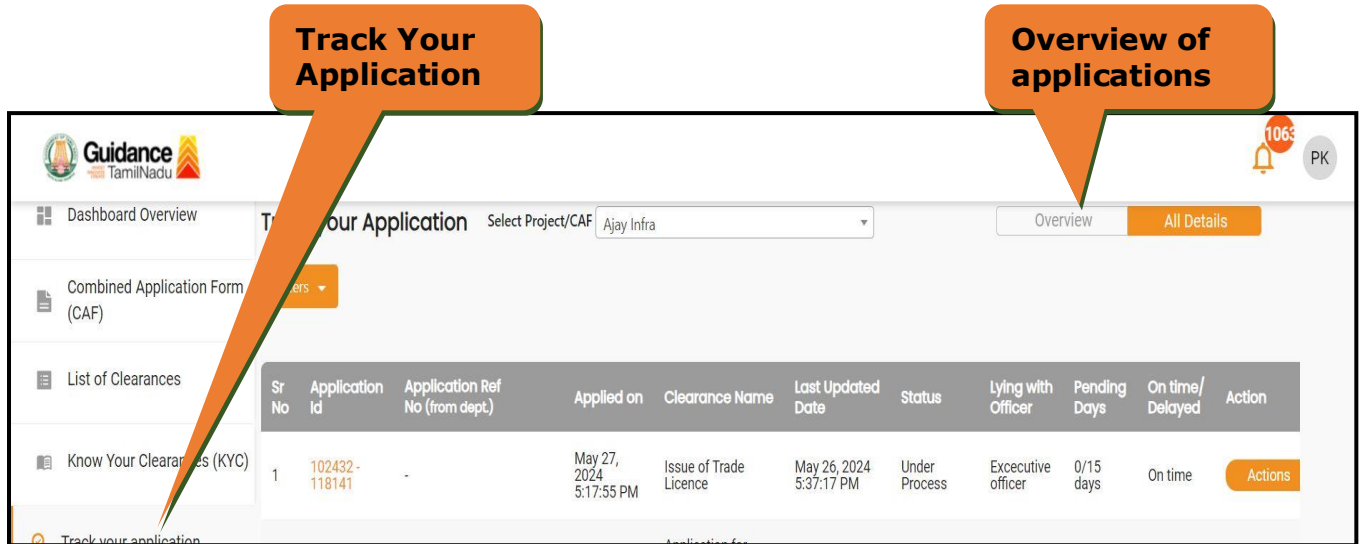
1) After submitting the application, a unique 'token ID' would be generated. Using the '**Token ID**' the Applicant can track the status of clearances by clicking on 'Track your application' option.'

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**



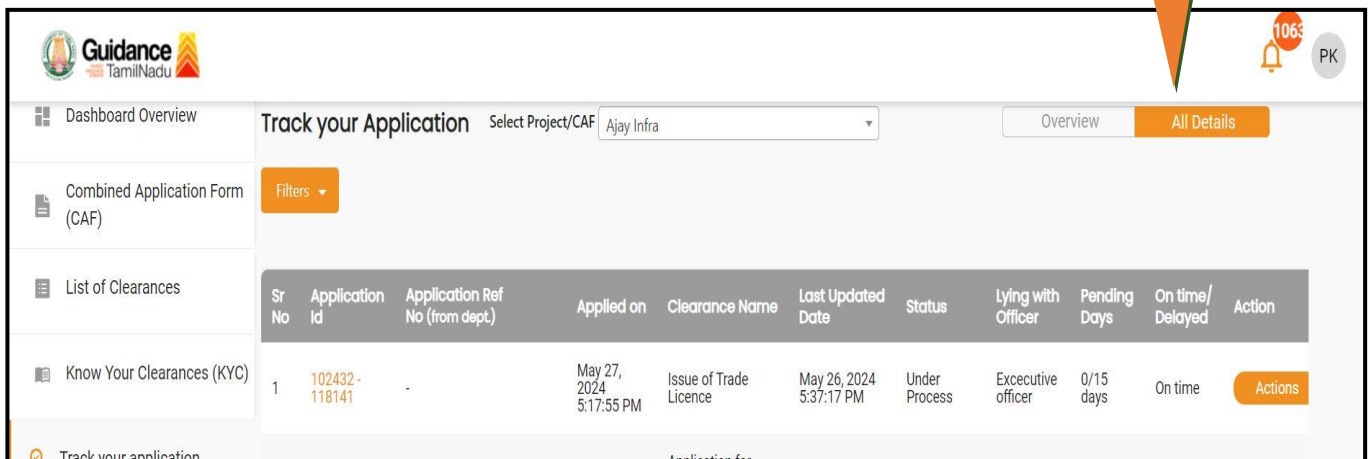
| Sr No | Application Id | Application Ref No (from dept) | Applied on | Clearance Name | Last Updated Date | Status | Lying with Officer | Pending Days | On time/Delayed | Action |
|-------|----------------|--------------------------------|-------------------------|------------------------|-------------------------|---------------|--------------------|--------------|-----------------|---------|
| 1 | 102432-118141 | - | May 27, 2024 5:17:55 PM | Issue of Trade Licence | May 26, 2024 5:37:17 PM | Under Process | Executive officer | 0/15 days | On time | Actions |

Figure 35. 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**

| 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 | 102432-118141 | - | May 27, 2024 5:17:55 PM | Issue of Trade Licence | May 26, 2024 5:37:17 PM | Under Process | Executive officer | 0/15 days | On time | Actions |

Figure 36. ‘All Details’ tab

16. Application Processing:

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

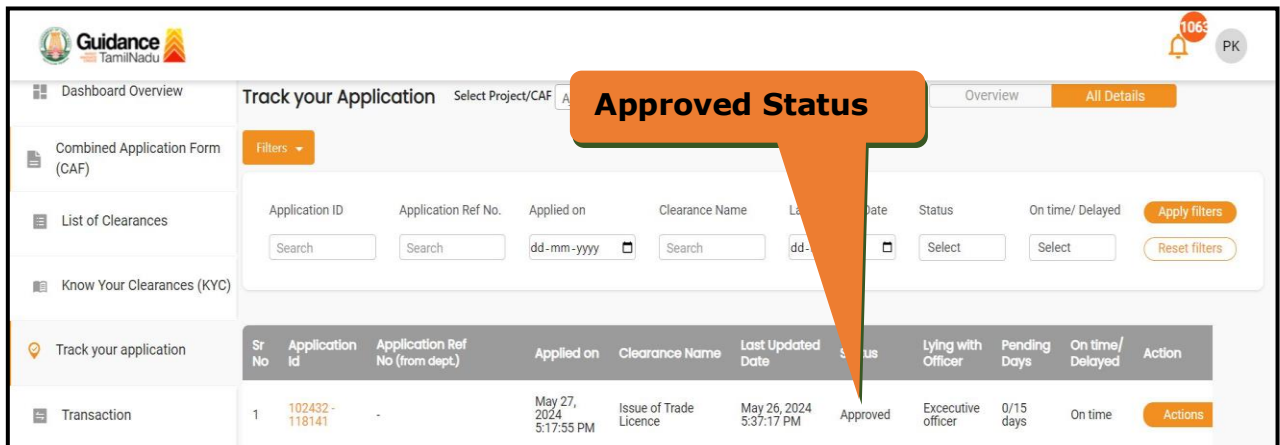


Figure 37. Application Processed

- 2) If the application is **‘Approved’** by the Executive officer, the applicant can download the Approval Certificate under **Track your application – > Action button -> Download Certificate** (Refer Figure 38)

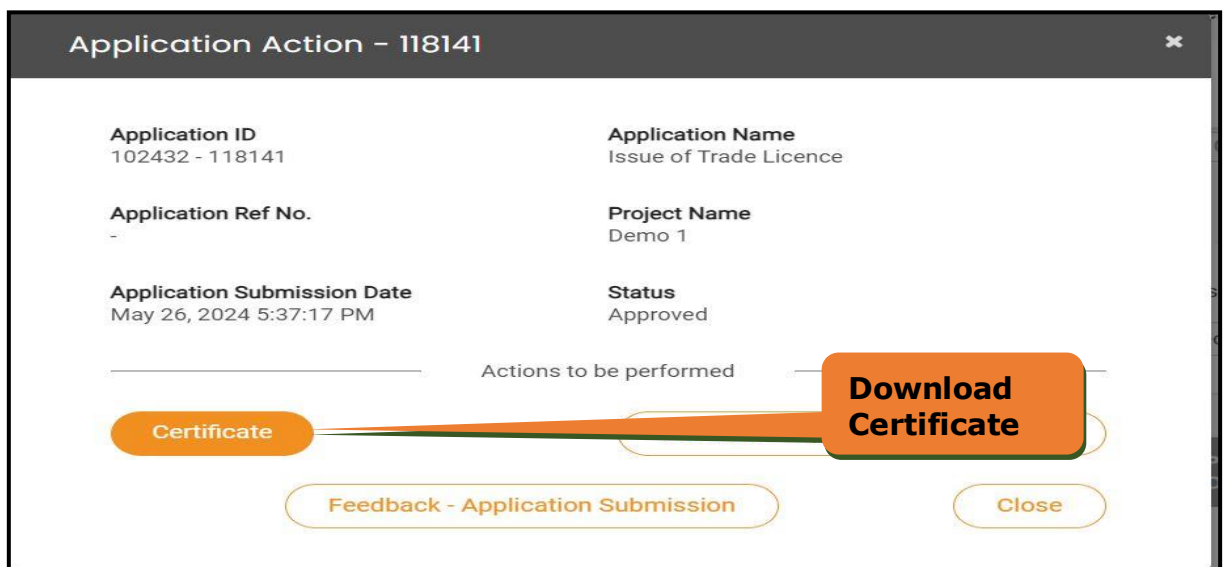
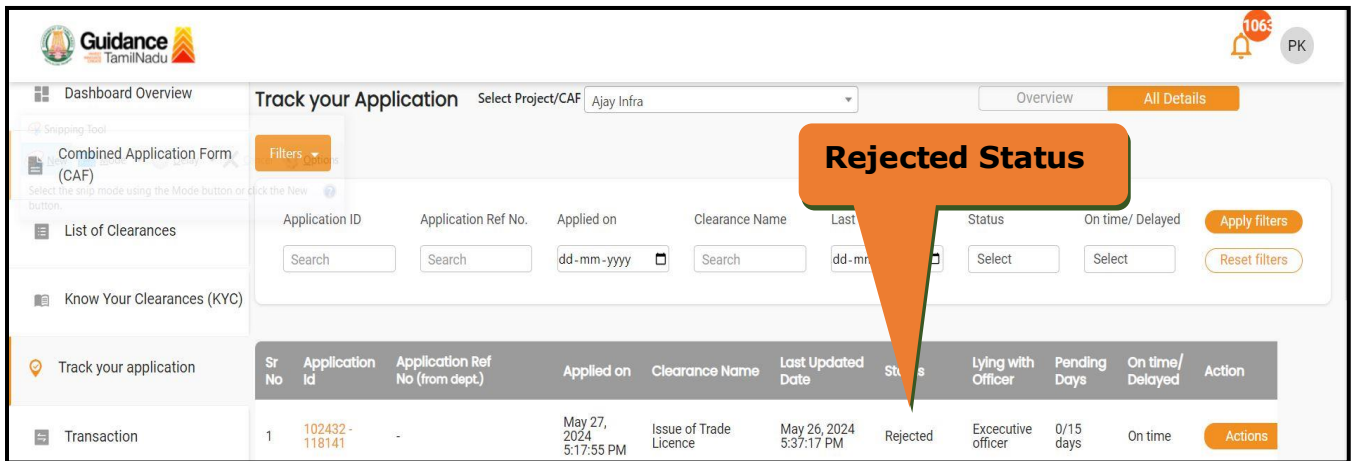


Figure 38. Download Certificate

3) If the application is '**Rejected**' by the Executive officer, the applicant can view the rejection remarks under the Actions Tab by the Executive officer. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 39)



The screenshot shows the 'Track your Application' interface. At the top, there's a navigation bar with 'Dashboard Overview', 'Track your Application', and 'Transaction'. The main area is titled 'Track your Application' and includes a search filter for 'Ajay Infra'. Below this, there are search fields for 'Application ID', 'Application Ref No.', 'Applied on', 'Clearance Name', and 'Last Updated Date'. A table below displays 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 | 102432 - 118141 | - | May 27, 2024 5:17:55 PM | Issue of Trade Licence | May 26, 2024 5:37:17 PM | Rejected | Executive officer | 0/15 days | On time | Actions |

Figure 39. Rejected Status

