



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Renewal of Trade License - Automatic Renewal
based on payment of Fee**

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

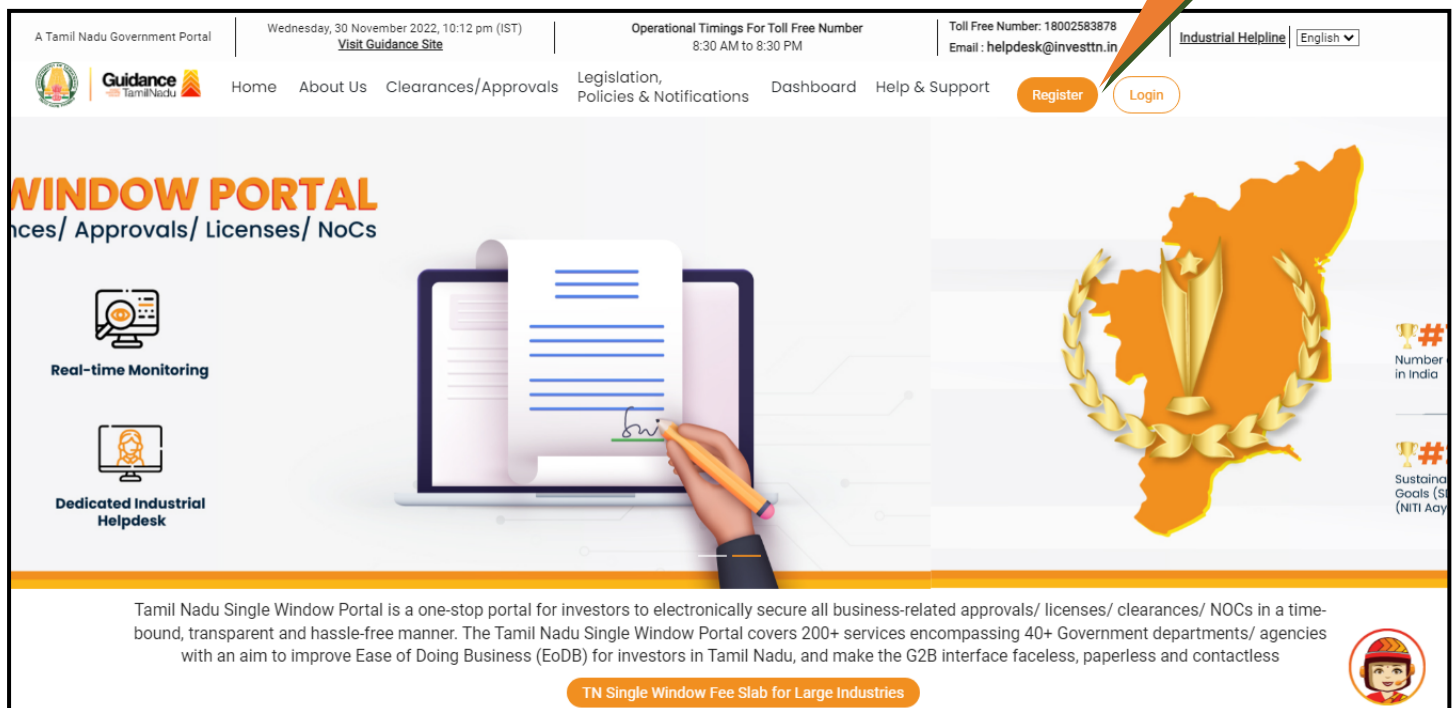
Figure 1. Single Window Portal Home Page

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.

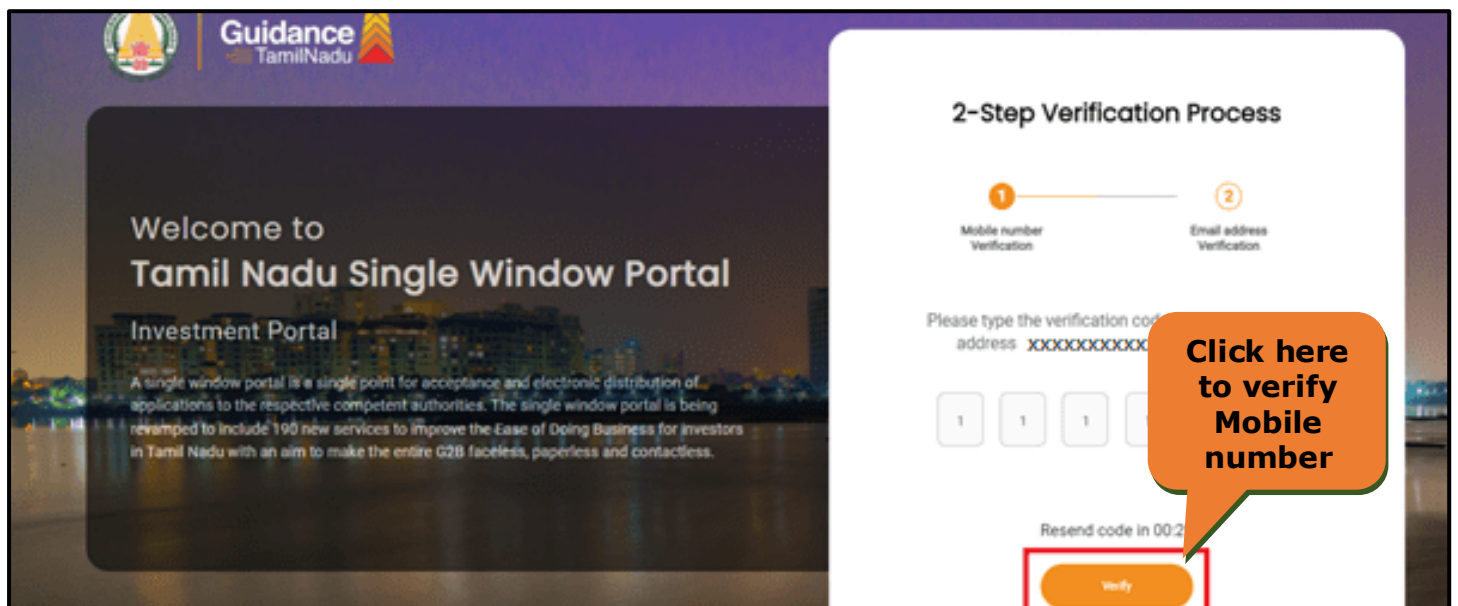


Figure 5. Mobile Number Verification

- 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.

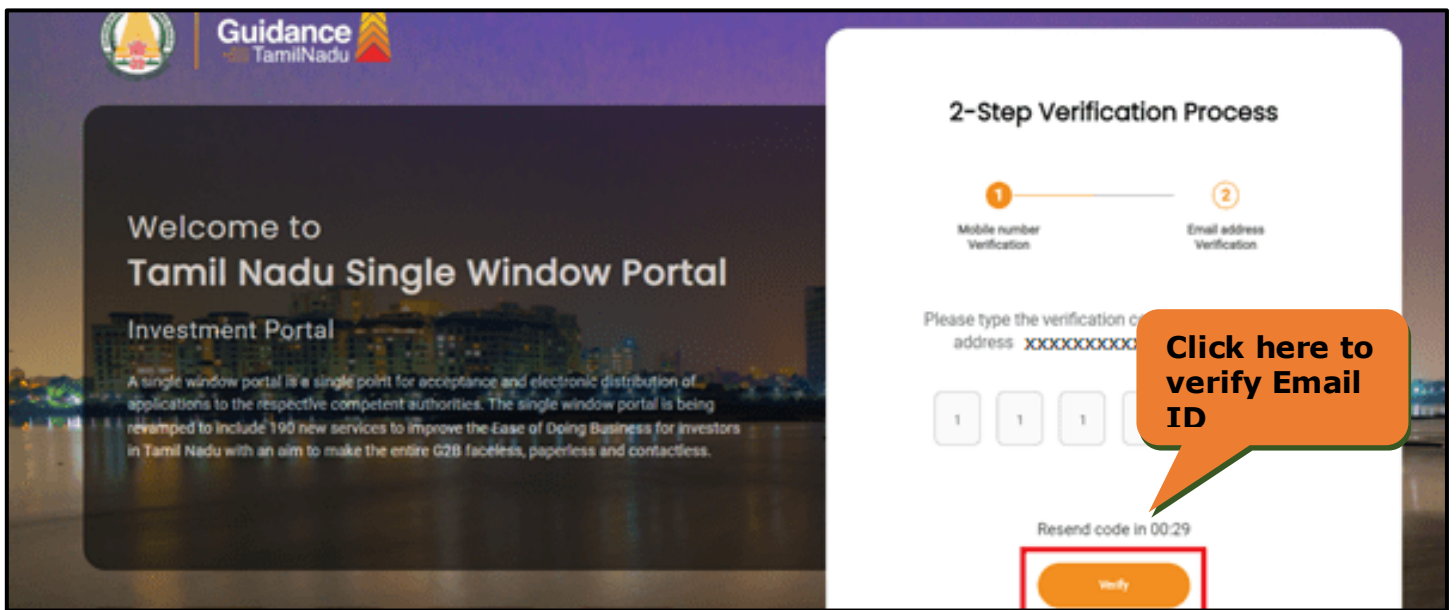


Figure 6. Email ID Verification

- 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.

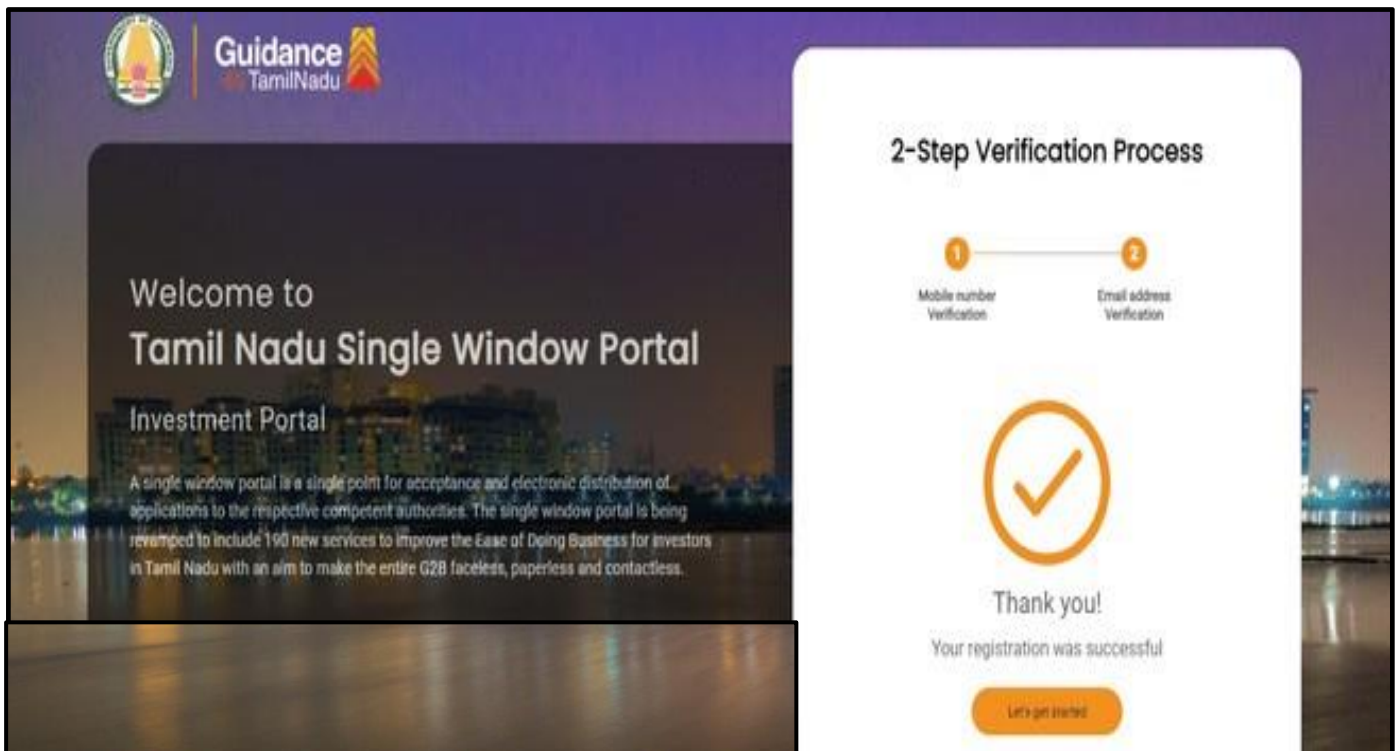


Figure 7. Registration Confirmation Pop-Up

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

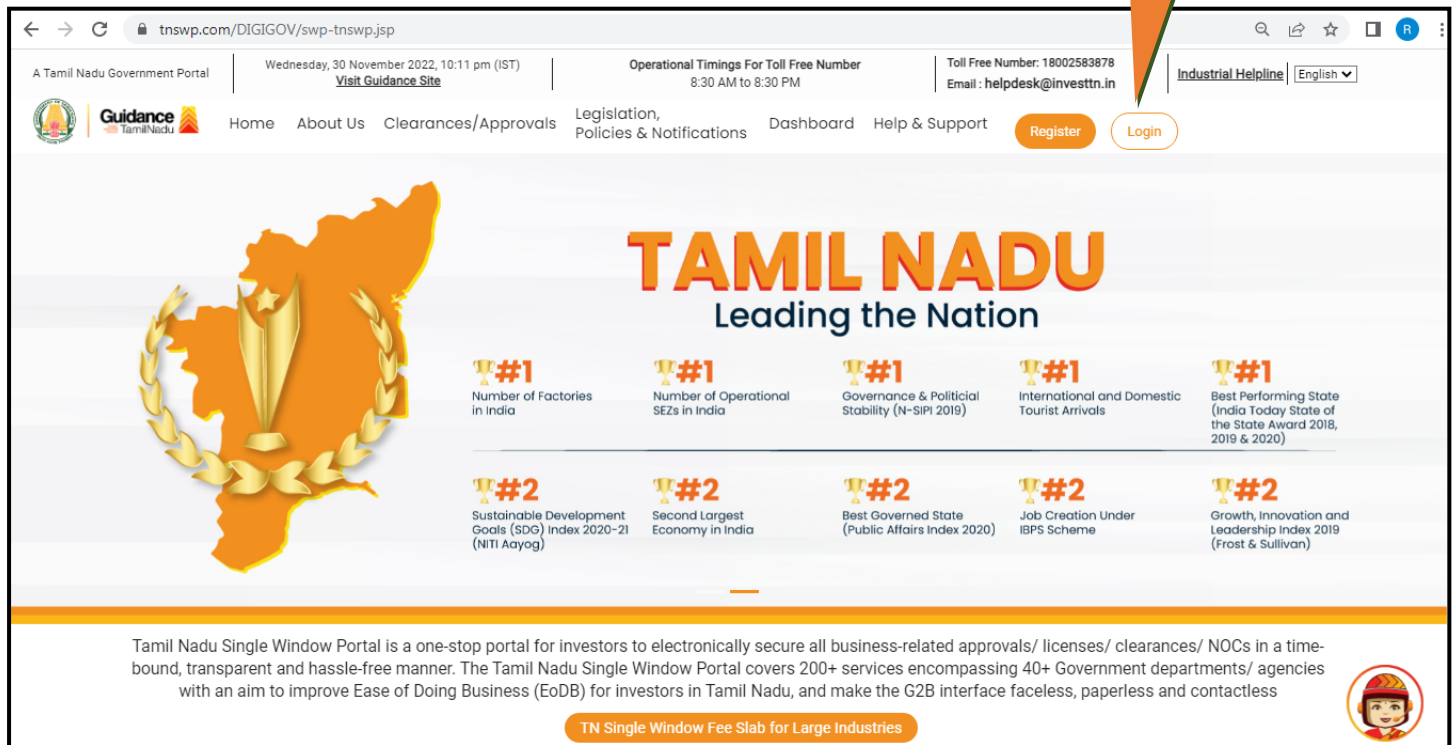
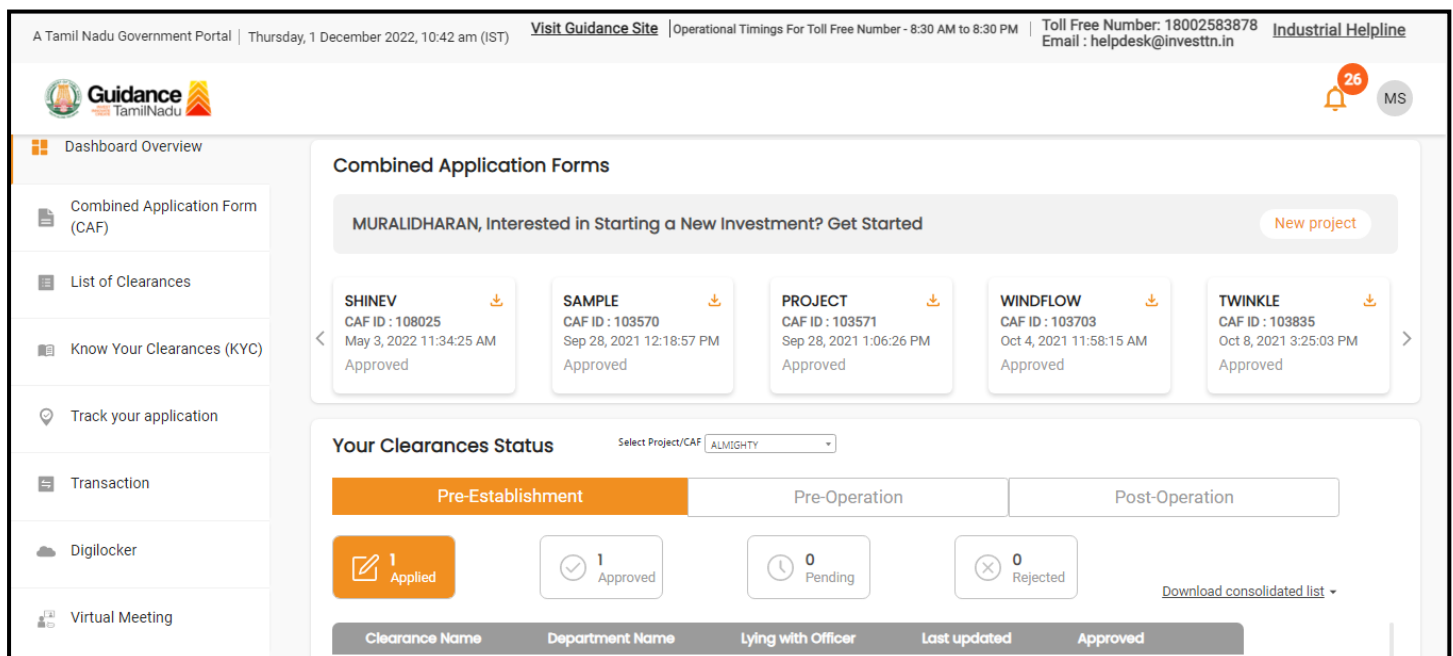


Figure 8. Login

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.



The screenshot shows the dashboard overview page for the TNSWP. The page header includes the Tamil Nadu Government Portal logo, the date and time (Thursday, 1 December 2022, 10:42 am IST), and contact information for the Industrial Helpline. The main content area is divided into several sections:

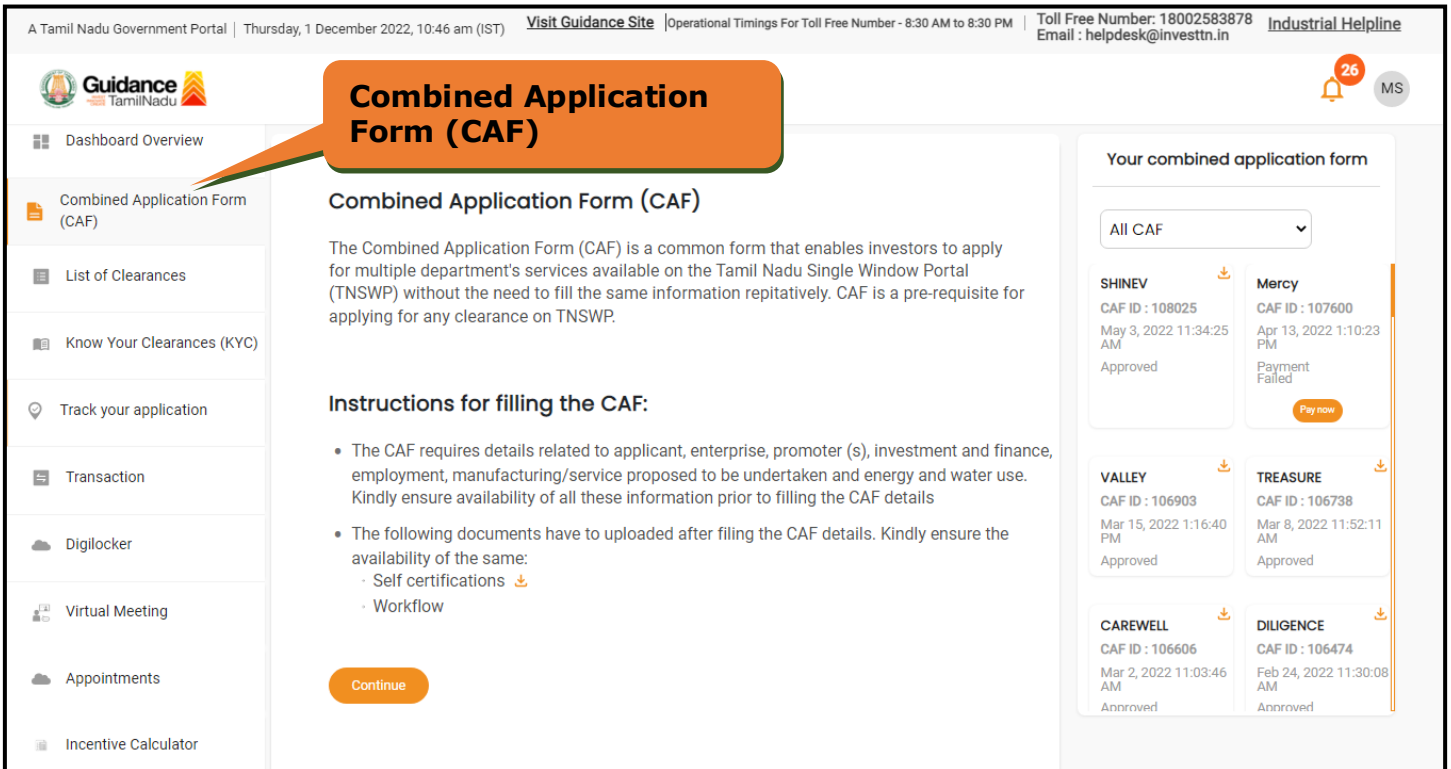
- Dashboard Overview:** A sidebar menu with options like Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, Digilocker, and Virtual Meeting.
- Combined Application Forms:** A section titled "MURALIDHARAN, Interested in Starting a New Investment? Get Started" with a "New project" button. Below this, there are five application cards for SHINEV, SAMPLE, PROJECT, WINDFLOW, and TWINKLE, each showing the CAF ID, date, and status (Approved).
- Your Clearances Status:** A section with a dropdown menu for "Select Project/CAF" (currently set to ALMIGHTY). It features three tabs: Pre-Establishment (highlighted), Pre-Operation, and Post-Operation. Below the tabs, there are four status boxes: Applied (1), Approved (1), Pending (0), and Rejected (0). A "Download consolidated list" link is also present.

Clearance Name	Department Name	Lying with Officer	Last updated	Approved
SHINEV			May 3, 2022 11:34:25 AM	Approved
SAMPLE			Sep 28, 2021 12:18:57 PM	Approved
PROJECT			Sep 28, 2021 1:06:26 PM	Approved
WINDFLOW			Oct 4, 2021 11:58:15 AM	Approved
TWINKLE			Oct 8, 2021 3:25:03 PM	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)

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

CAF ID	Status	Action
SHINEV CAF ID : 108025 May 3, 2022 11:34:25 AM Approved	Approved	
Mercy CAF ID : 107600 Apr 13, 2022 1:10:23 PM Payment Failed	Payment Failed	Pay now
VALLEY CAF ID : 106903 Mar 15, 2022 1:16:40 PM Approved	Approved	
TREASURE CAF ID : 106738 Mar 8, 2022 11:52:11 AM Approved	Approved	
CAREWELL CAF ID : 106606 Mar 2, 2022 11:03:46 AM Approved	Approved	
DILIGENCE CAF ID : 106474 Feb 24, 2022 11:30:08 AM Approved	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).

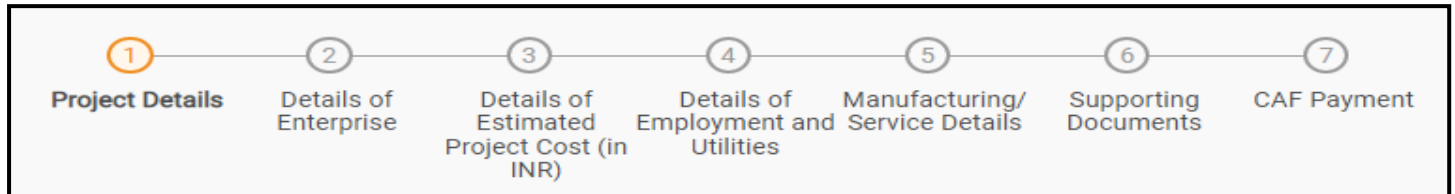


Figure 11. Section of Combined Application Form (CAF)

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).

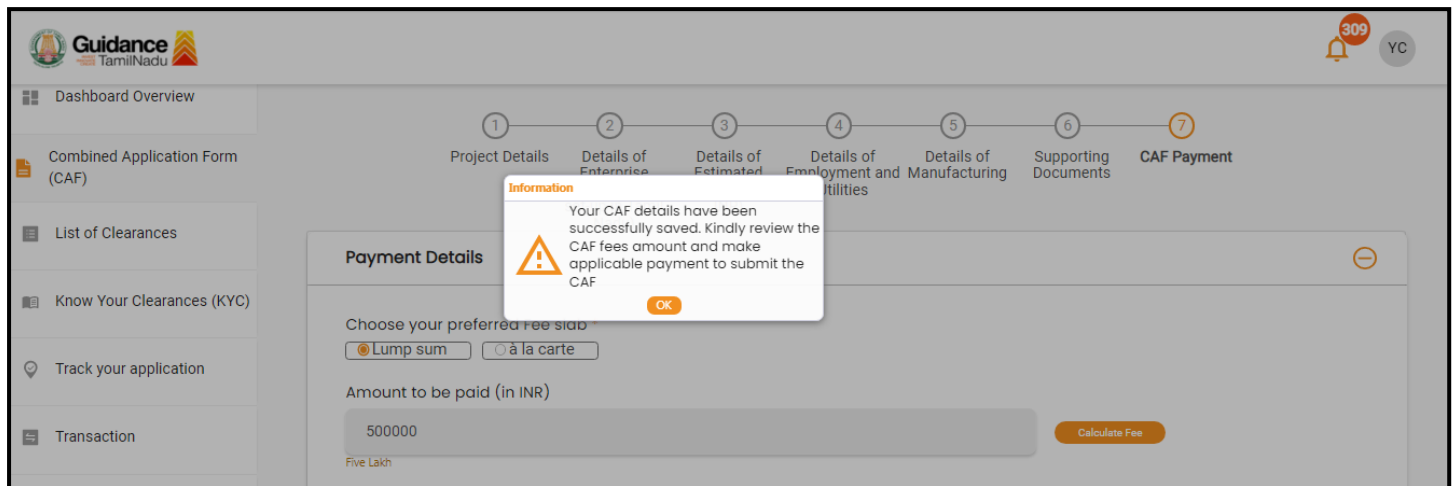


Figure 12. Combined Application Form (CAF) - Confirmation Message

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 Renewal of Trade License - Automatic Renewal based on payment of Fee

1. Click on “List of Clearances”

List of Clearances

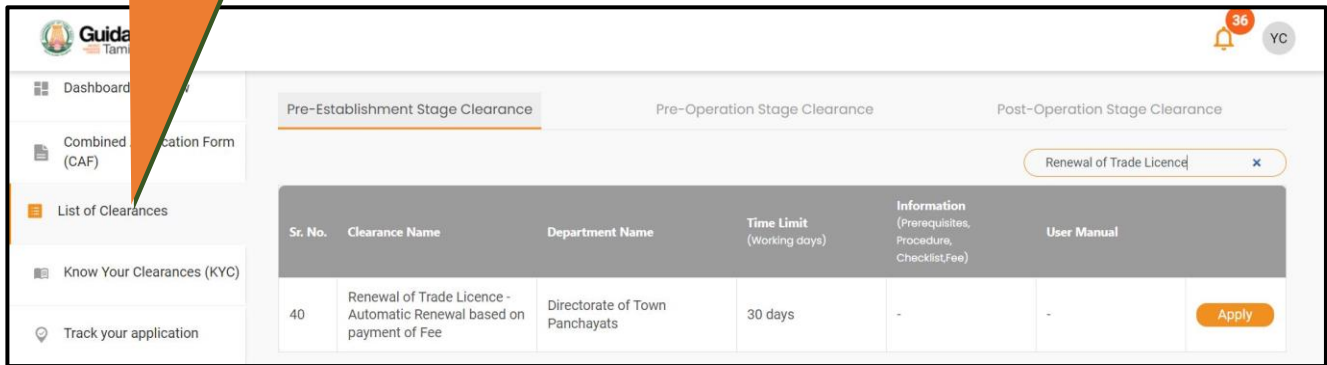


Figure 13. List of Clearances

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 ‘Renewal of Trade License - Automatic Renewal based on payment of Fee’ by using Search option as shown in the figure given below.

Pre- Establishment Stage Clearance

Search for Clearance

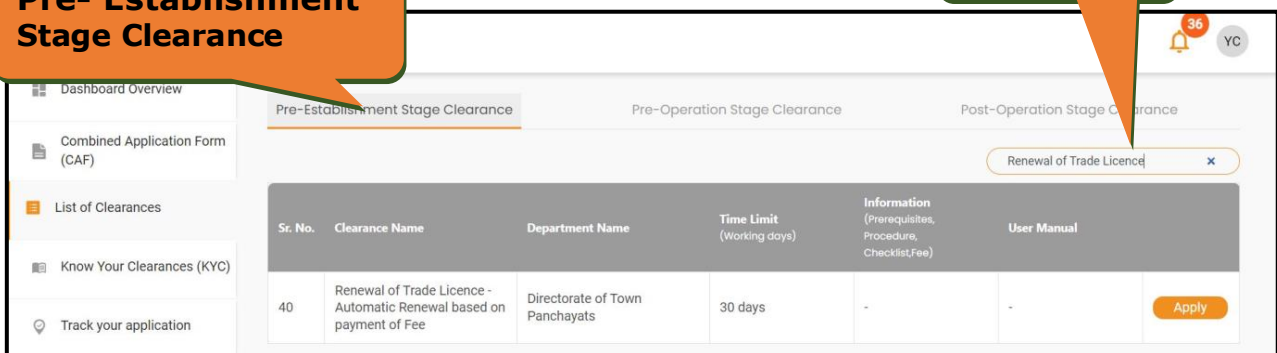
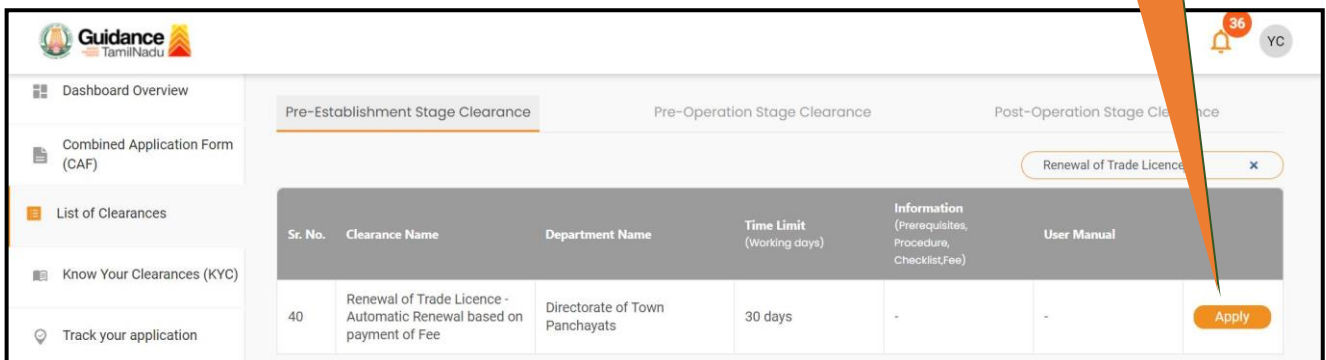


Figure 14. Search for Clearance

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 shows 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 displays a table of clearances. A callout box points to the 'Apply' button for the 'Renewal of Trade Licence' entry.

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	Action
40	Renewal of Trade Licence - Automatic Renewal based on payment of Fee	Directorate of Town Panchayats	30 days	-	-	Apply

Figure 15. Apply for Clearance

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

Confirmation!!!

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

Department Name
Directorate of Town Panchayats

Name of the Clearance
Renewal of Trade Licence - Automatic Re based on payment of Fee

Select Project/CAF *
demo

Select CAF

Click on Apply

Close Apply

Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Renewal of Trade License - Automatic Renewal based on payment of Fee.

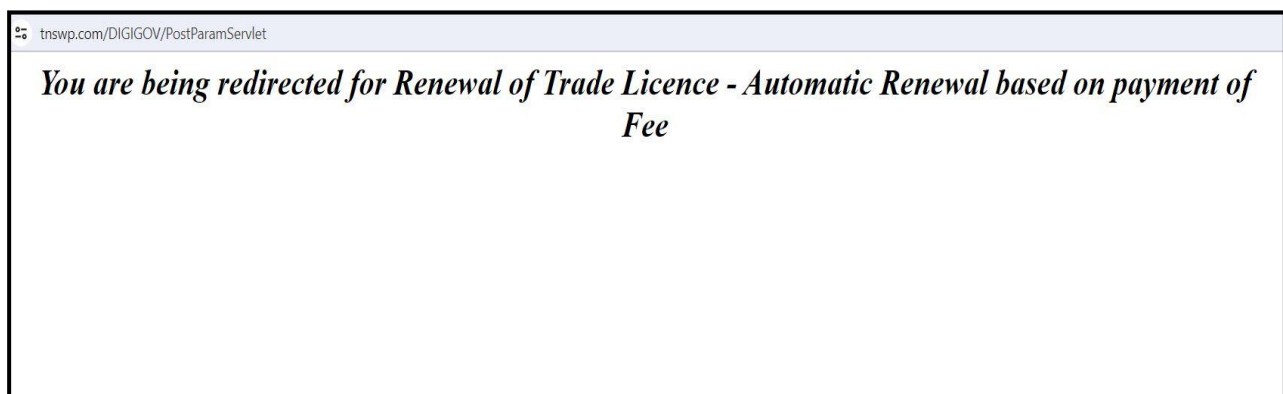


Figure 17. Issue of Trade License

3) Enter all the mandatory details in the application for Renewal of Trade License - Automatic Renewal based on payment of Fee.

dtptn.gov.in/project/forms/Public/api/Trade_Details_Renewal_Form_Ins.php?sign=NjRhY2VlOWESNzgyNzk3M2NmJmQ4NDU4Yg4OTJmM2U0NWJjYTIINGESODRIOTIhN2mNWQ4MTY5TY0MTAwMw==&dept_unique_id=MjAyNC0yMDI1L...

DTP - Government of TamilNadu

பேரூராட்சிகள் இயக்ககம், தமிழ்நாடு
Directorate of Town Panchayats, Tamil Nadu

Traders Code Details New Trade License Request

Details of Trade Location			
* District	Choose	* Town Panchayat	Choose
* Financial Year	Choose	* Assessment Number	
Ward No		Street Name	
Door No			

dtptn.gov.in/project/forms/Public/api/Trade_Details_Renewal_Form_Ins.php?sign=NjRhY2VlOWESNzgyNzk3M2NmJmQ4NDU4Yg4OTJmM2U0NWJjYTIINGESODRIOTIhN2mNWQ4MTY5TY0MTAwMw==&dept_unique_id=MjAyNC0yMDI1L...

Details of Applicant			
Mobile No	9092653218	Email Id	
Applicant Name (in Local Language)		Applicant Name (in English)	
Gender		Age	
Father / spouse Name (in Local Language)		Father / Spouse Name (in English)	
District		Town Panchayat	
Ward No		Street Name	
Door No		Pincode	
Aadhar Number		GST	

dtptn.gov.in/project/forms/Public/api/Trade_Details_Renewal_Form_Ins.php?sign=NjRhY2VlOWESNzgyNzk3M2NmJmQ4NDU4Yg4OTJmM2U0NWJjYTIINGESODRIOTIhN2mNWQ4MTY5TY0MTAwMw==&dept_unique_id=MjAyNC0yMDI1L...

Details of Trade			
Licence Type		Trader	
Licence Validity		Date	
Establishment Name (in Local Language)		Establishment Name (in English)	
Motor is Available		Motor Range(in Horse Power)	
Motor Range(in Horse Power) Amount(₹) :: 0		Trade Rate(₹) :: 0	
Are You the owner(Land/Building/Location)		Rent Lease agreement	
Profession Tax Paid		Remarks	
Property Tax Paid		Property Tax Assessment Number	
Save Cancel			

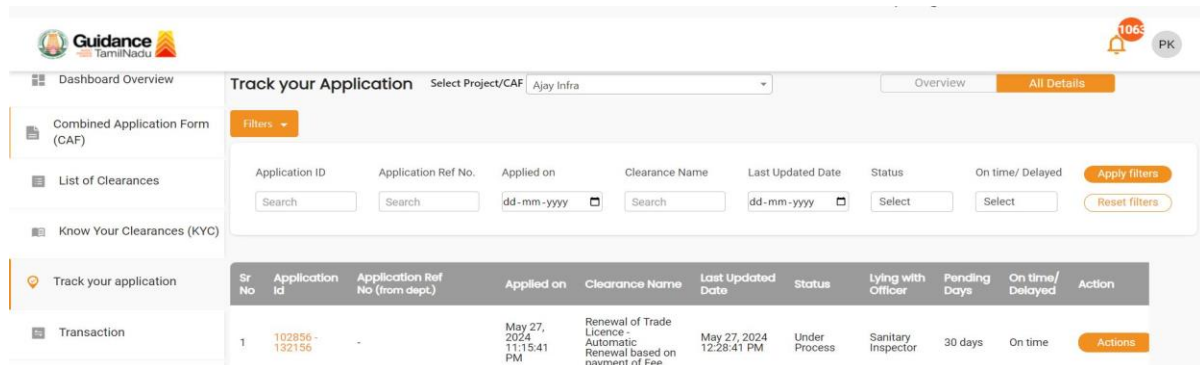
tn.gov.in, Online Services via VOTERS, india.gov.in, web directory, data.gov.in, my GOV, 75 Azadi Ka Amrit Mahotsav

Click on 'Save'

Figure 18. Directorate of Town Panchayats

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**



The screenshot shows the 'Track your Application' page. 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'. Below this is a search and filter section with fields for 'Application ID', 'Application Ref No.', 'Applied on', 'Clearance Name', 'Last Updated Date', 'Status', and 'On time/ Delayed'. A table below displays the application details:

Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	102856-132156	-	May 27, 2024 11:15:41 PM	Renewal of Trade Licence - Automatic Renewal based on payment of Fee	May 27, 2024 12:28:41 PM	Under Process	Sanitary Inspector	30 days	On time	Actions

Figure 19. Status of the Application

8. 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 would raise a query to the applicant.
- 2) Applicants would receive an alert message through Registered SMS/Email.
- 3) Applicants could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.
- 4) Applicants could view the status as '**Need Clarification**' under the 'Status' column. Click on 'Action' button responds to the query as shown in the below figure.

The screenshot shows the 'Track your Application' page. On the left is a navigation menu with options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', and 'Transaction'. The main area has a header 'Track your Application' with a dropdown for 'Select Project/CAF' set to 'Ajay Infra'. Below this is a filter section with search boxes for 'Application ID', 'Application Ref No.', 'Applied on', 'Clearance Name', and 'Last Updated Date', along with 'Status' and 'On time/ Delayed' dropdowns. 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	102856 - 132156	-	May 27, 2024 11:15:41 PM	Renewal of Trade Licence - Automatic Renewal based on payment of Fee	May 27, 2024 12:28:41 PM	Need clarification	Sanitary Inspector	30 days	On time	Actions

Figure 20. Need clarification

The screenshot shows a modal window titled 'Application Action - 132156'. It contains the following details:

- Application ID:** 102856 - 132156
- Application Name:** Renewal of Trade Licence - Automatic Renewal based on payment of Fee
- Application Ref No.:** -
- Project Name:** demo
- Application Submission Date:** May 27, 2024 12:28:41 PM
- Status:** Need clarification

Below the details, there is a section 'Actions to be performed' with a prominent orange 'Clarify Query' button and a 'Close' button.

Figure 21. 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 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.

9. 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).

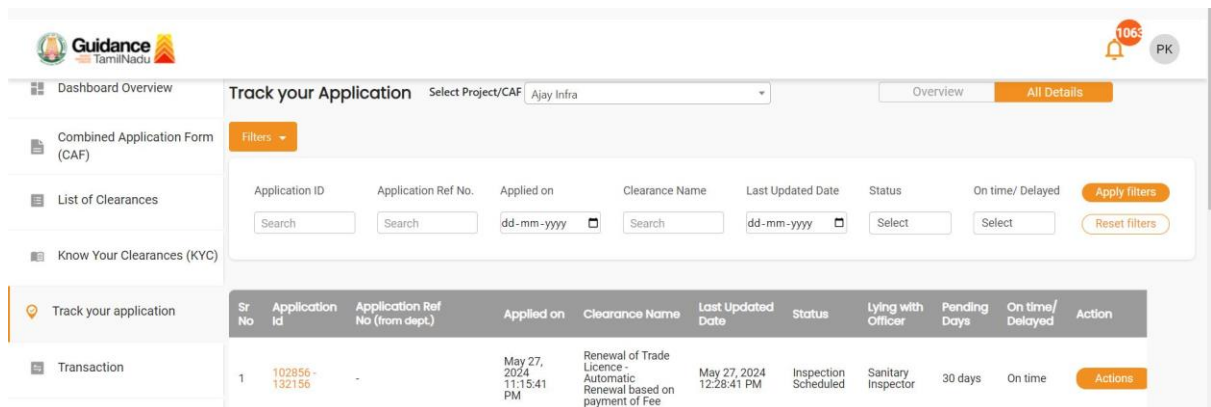


Figure 22. 'Inspection' tab

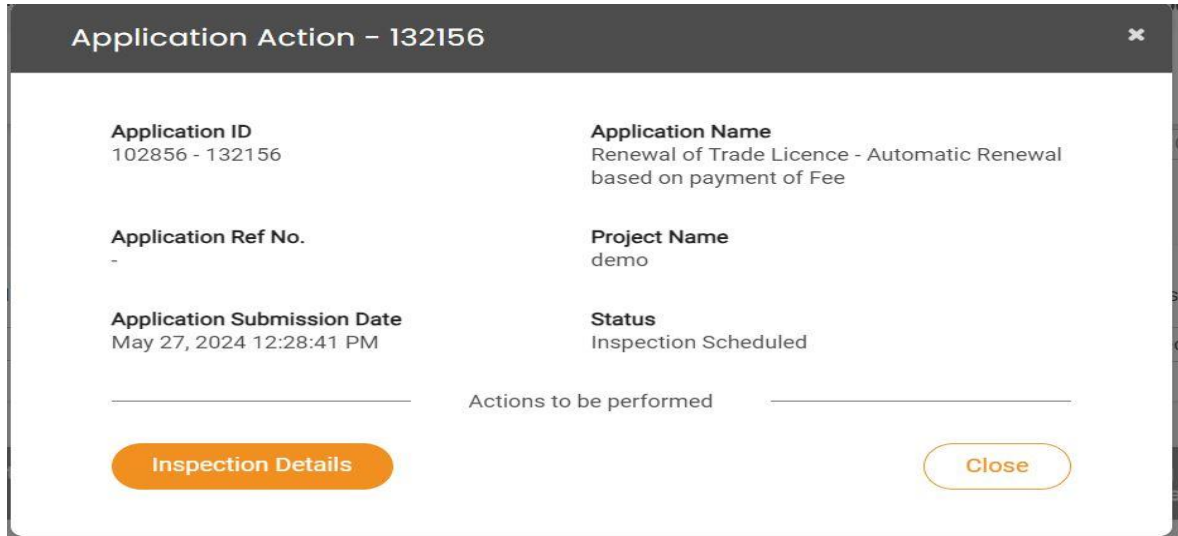


Figure 23. 'Inspection Scheduled'

Application Submitted

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

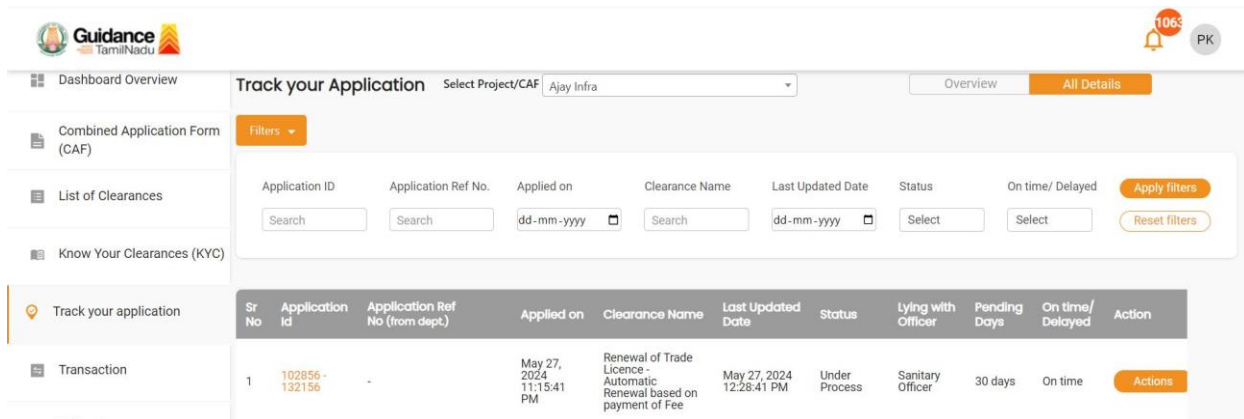
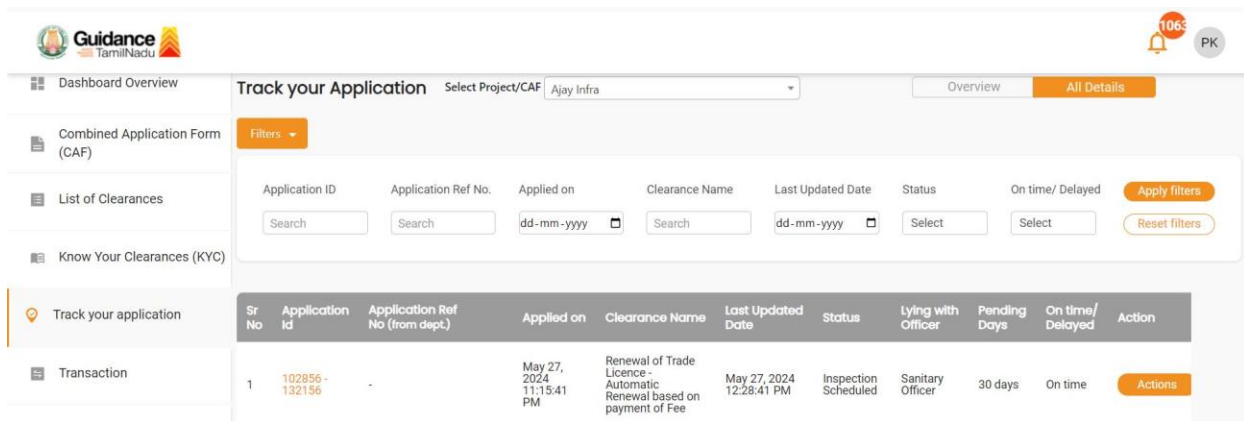


Figure 24. 'Sanitary Officer'

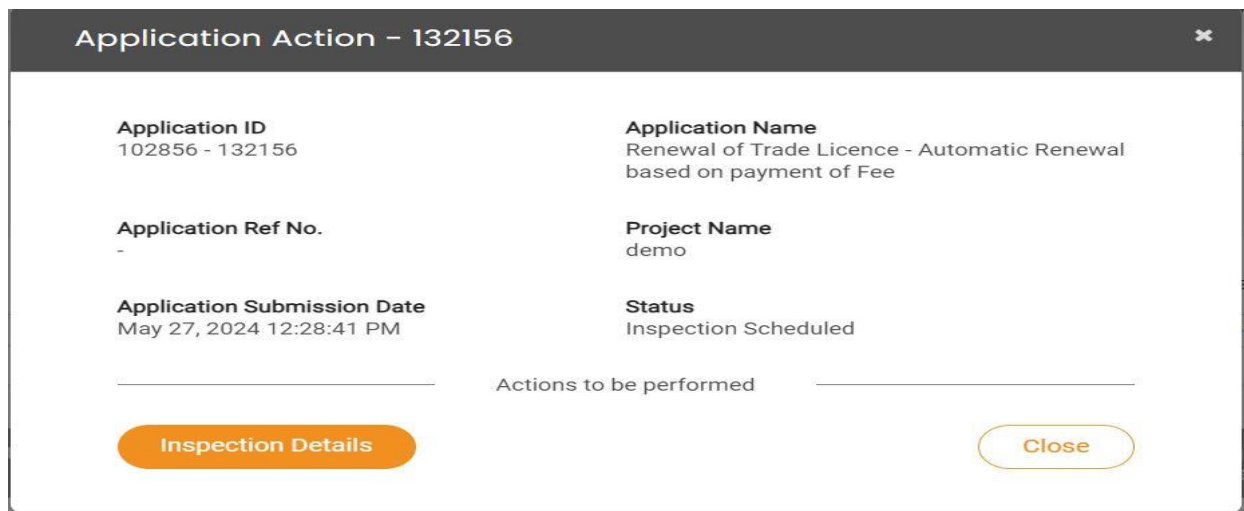
10. Inspection Schedule

- 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 25)
- c. After the Inspection is completed, the Sanitary Officer submits the Inspection report to the Executive officer for Review.



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	102856 - 132156	-	May 27, 2024 11:15:41 PM	Renewal of Trade Licence - Automatic Renewal based on payment of Fee	May 27, 2024 12:28:41 PM	Inspection Scheduled	Sanitary Officer	30 days	On time	Actions

Figure 25. 'Inspection' tab



Application ID
102856 - 132156

Application Name
Renewal of Trade Licence - Automatic Renewal based on payment of Fee

Application Ref No.
-

Project Name
demo

Application Submission Date
May 27, 2024 12:28:41 PM

Status
Inspection Scheduled

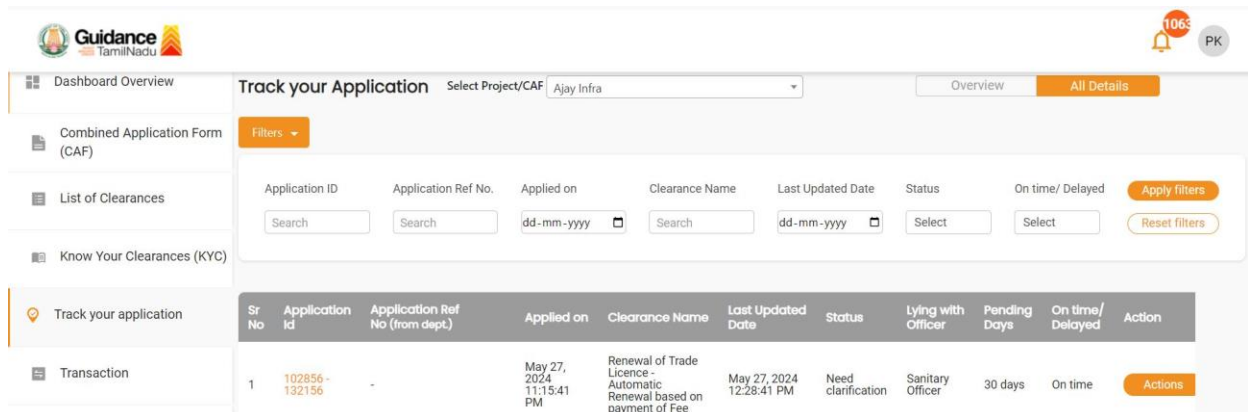
Actions to be performed

[Inspection Details](#) [Close](#)

Figure 26. 'Inspection Scheduled'

11. 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.



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	102856-132156	-	May 27, 2024 11:15:41 PM	Renewal of Trade Licence - Automatic Renewal based on payment of Fee	May 27, 2024 12:28:41 PM	Need clarification	Sanitary Officer	30 days	On time	Actions

Figure 27. Need clarification

Application Action – 132156 ✕

Application ID 102856 - 132156	Application Name Renewal of Trade Licence - Automatic Renewal based on payment of Fee
Application Ref No. -	Project Name demo
Application Submission Date May 27, 2024 12:28:41 PM	Status Need clarification

Actions to be performed

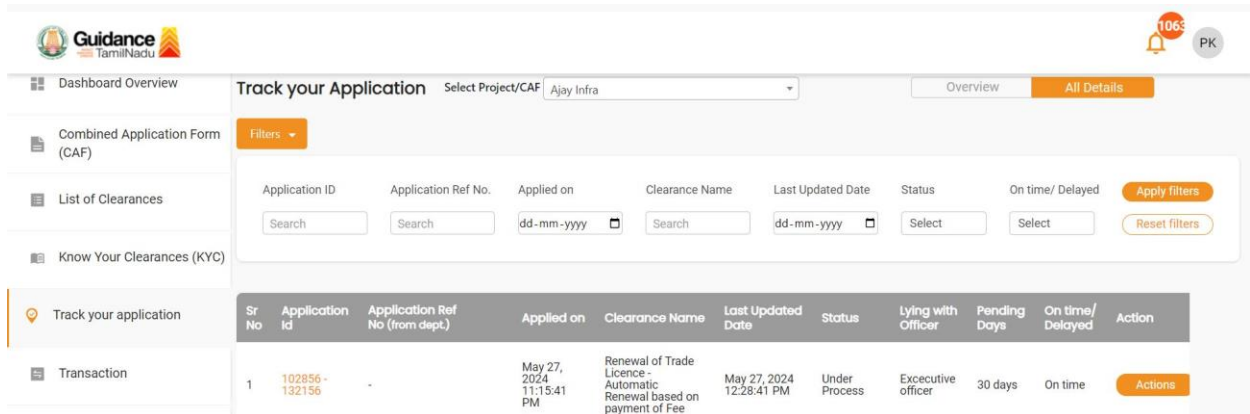
[Clarify Query](#) [Close](#)

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 forward 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 the 'Track your Application' page. The top navigation bar includes 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', and 'Transaction'. The main content area has a 'Track your Application' header with a dropdown menu set to 'Ajay Infra'. Below this is a search and filter section with fields for 'Application ID', 'Application Ref No.', 'Applied on', 'Clearance Name', 'Last Updated Date', 'Status', and 'On time/ Delayed'. A table below displays the application details:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	102856-132156	-	May 27, 2024 11:15:41 PM	Renewal of Trade Licence - Automatic Renewal based on payment of Fee	May 27, 2024 12:28:41 PM	Under Process	Executive officer	30 days	On time	Actions

Figure 29. 'Executive officer'

12. 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. Applicants would receive an alert message through Registered SMS/Email.
17. Applicants could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.

18. 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.

The screenshot shows the 'Track your Application' interface. On the left is a navigation menu with options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', and 'Transaction'. The main area displays a table of applications. The first row shows an application with ID 102856-132156, applied on May 27, 2024, for a 'Renewal of Trade Licence - Automatic Renewal based on payment of Fee'. The status is 'Need clarification'. An 'Actions' button is visible next to the row.

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	102856-132156	-	May 27, 2024 11:15:41 PM	Renewal of Trade Licence - Automatic Renewal based on payment of Fee	May 27, 2024 12:28:41 PM	Need clarification	Executive officer	30 days	On time	Actions

Figure 30. Need clarification

The screenshot shows a modal window titled 'Application Action - 132156'. It displays the following details:

- Application ID:** 102856 - 132156
- Application Name:** Renewal of Trade Licence - Automatic Renewal based on payment of Fee
- Application Ref No.:** -
- Project Name:** demo
- Application Submission Date:** May 27, 2024 12:28:41 PM
- Status:** Need clarification

At the bottom, there are three buttons: 'Clarify Query', 'Provide Clarification' (highlighted with an orange callout), and 'Close'. The text 'Actions to be performed' is partially visible below the buttons.

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.

13.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', 'Know Your Clearances (KYC)', 'Track your application', and 'Transaction'. The main area displays a table of applications. One application is highlighted with 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	102856 - 132156	-	May 27, 2024 11:15:41 PM	Renewal of Trade Licence - Automatic Renewal based on payment of Fee	May 27, 2024 12:28:41 PM	Make Payment	Executive officer	30 days	On time	Actions

Figure 32. Make Payment


The screenshot shows a modal window titled 'Application Action - 132156'. It displays the following details:


- Application ID:** 102856 - 132156
- Application Name:** Renewal of Trade Licence - Automatic Renewal based on payment of Fee
- Application Ref No.:** -
- Project Name:** demo
- Application Submission Date:** May 27, 2024 12:28:41 PM
- Status:** Make Payment

Below the details, it says 'Actions to be performed' and provides two buttons: 'Make Payment' and 'Close'.

Figure 33. Pay Demand Charges

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Government of Tamil Nadu
 Department of Finance - Treasuries and Accounts



Challan Details

Challan No. Department TXN No. Challan Date

Department Details

Department* District* DDO Office Name*

DDO Code* Dept. Office Name Dept. Office Code

Period Details

From Date To Date

Remitter Details

Remitter Type* Remitter Code Remitter Name*

PAN Contact No Block/Street*

City* State* Pincode

Aadhar No Email ID

Service Rendering Department

Service Details


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

Challan Amount*

Payment Details

Select Bank for Payment * Payment Method Online Offline

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ductions 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*


Virtual Keyboard

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- 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

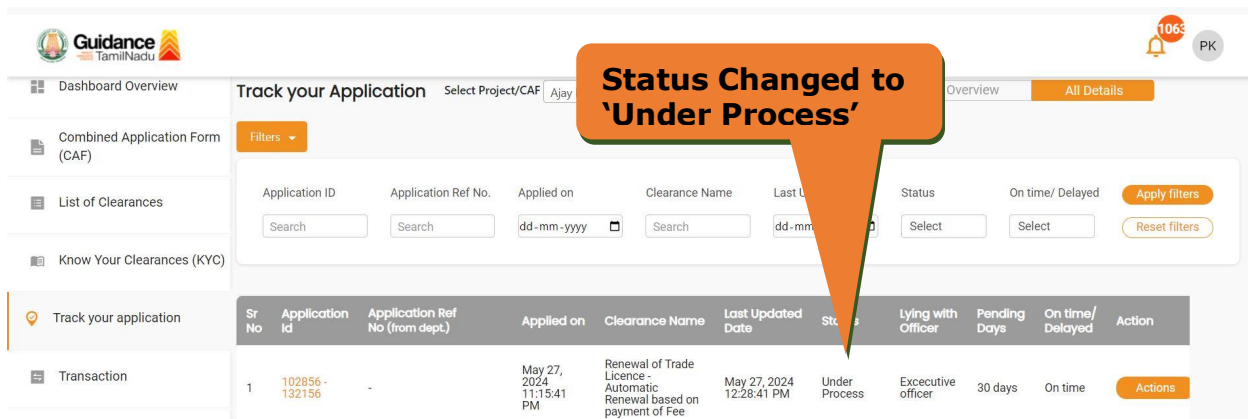


This site is highly secured with 256 - bit encryption certified by VeriSign

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



Status Changed to 'Under Process'

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	102856 - 132156	-	May 27, 2024 11:15:41 PM	Renewal of Trade Licence - Automatic Renewal based on payment of Fee	May 27, 2024 12:28:41 PM	Under Process	Executive officer	30 days	On time	Actions

Figure 34. Status of the Application

14.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**

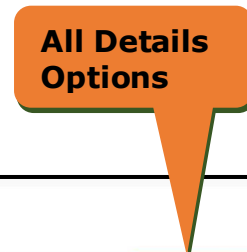
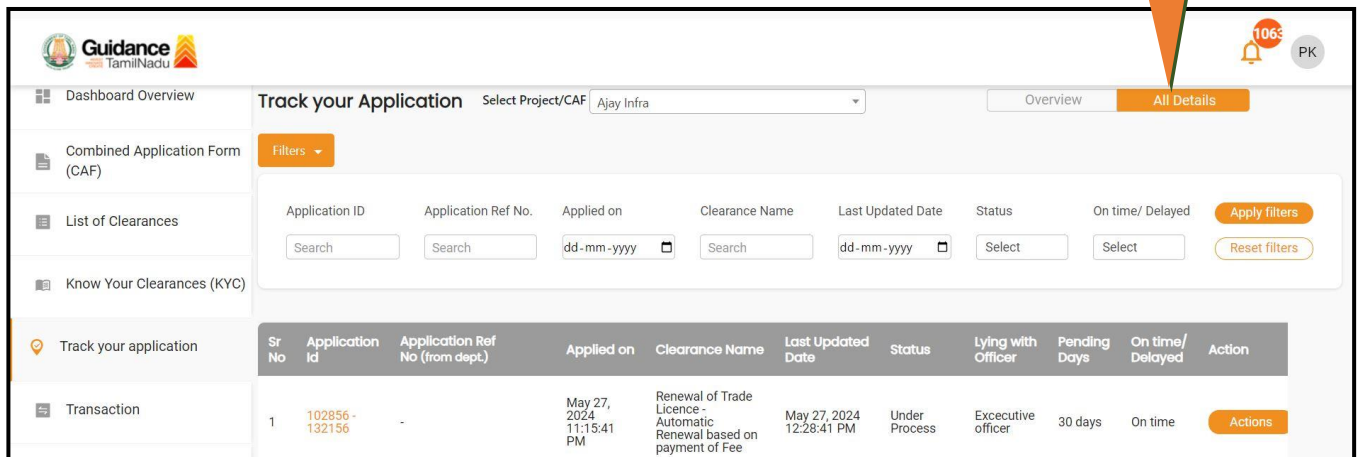
The screenshot shows the 'Track Your Application' page. At the top, there's a header with the 'Guidance TamilNadu' logo and a notification bell showing 1065 alerts. Below the header, there's a navigation bar with 'Overview' and 'All Details' tabs. The main content area features a table with columns: 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. A single application is listed with Application Id 102956-132156, applied on May 27, 2024, and status 'Under Process'. The table is filtered by 'Ajay Infra' in the 'Select Project/CAF' dropdown.

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	102856 - 132156	-	May 27, 2024 11:15:41 PM	Renewal of Trade Licence - Automatic Renewal based on payment of Fee	May 27, 2024 12:28:41 PM	Under Process	Executive officer	30 days	On time	Actions

Figure 36. ‘All Details’ tab

15. Application Processing

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

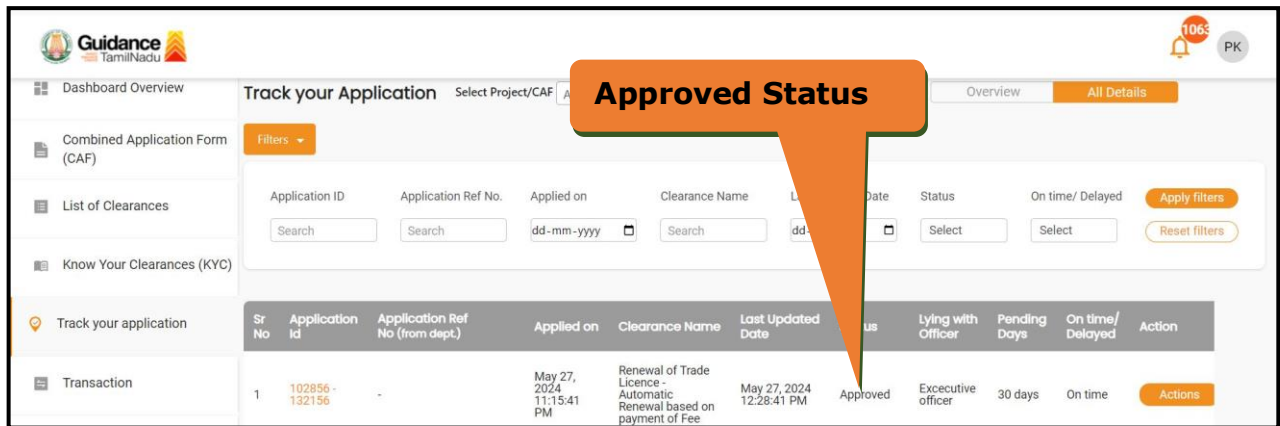


Figure 37. Application Processed

- 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)

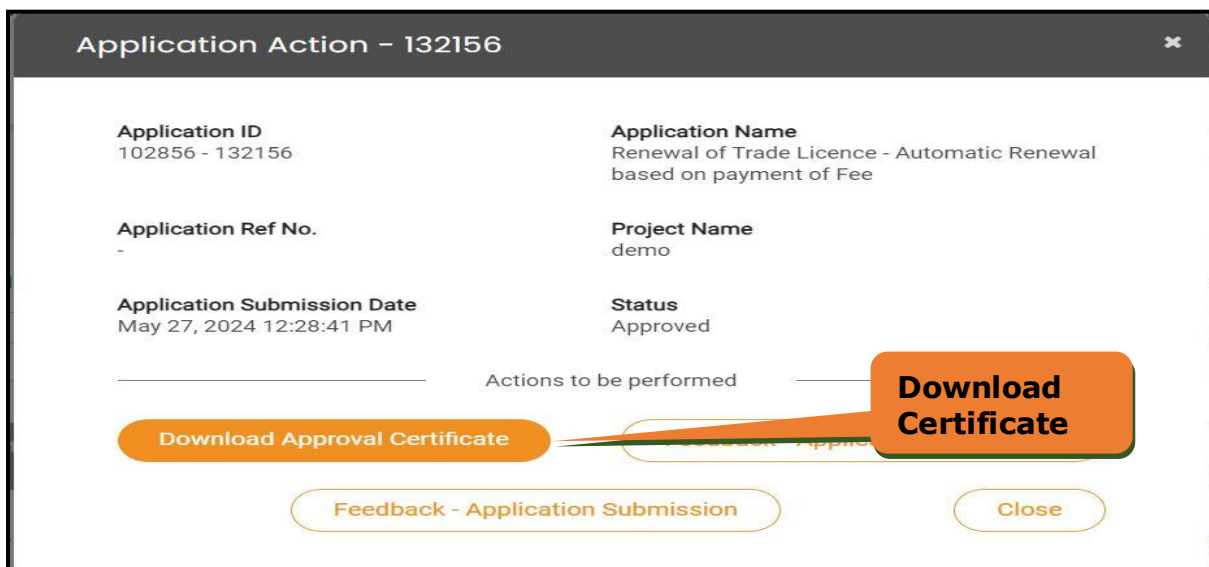


Figure 38. Download Certificate

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)

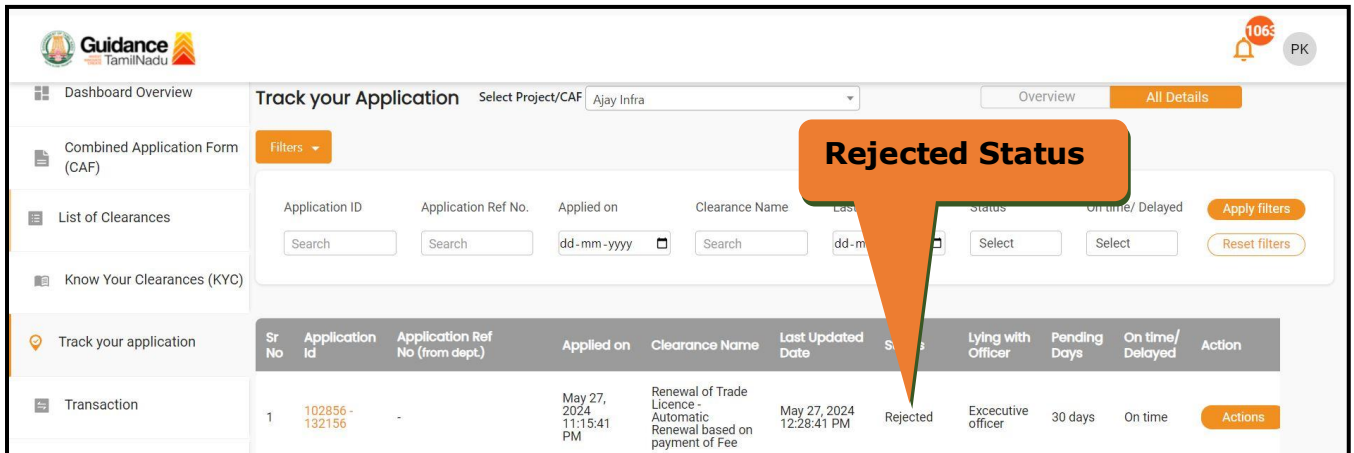


Figure 39. Rejected Status

