

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

- The journey of the new applicant starts with Tamil Nadu Single Window Portal (TNSWP) homepage that can be accessed through <u>https://tnswp.com</u>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.

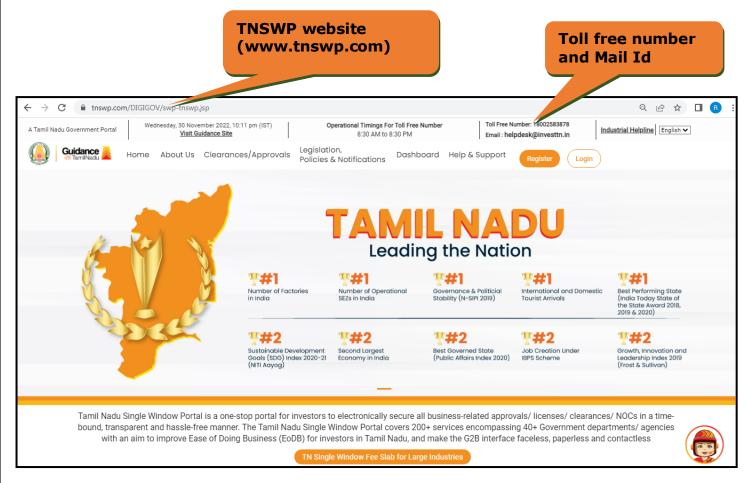
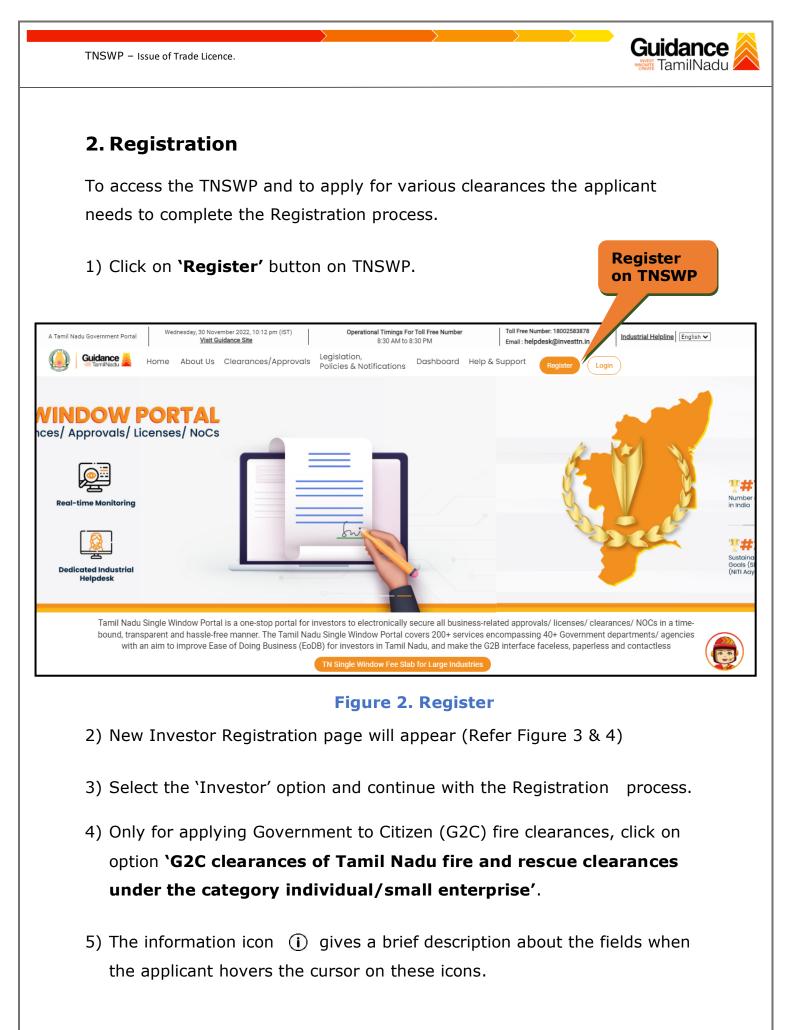
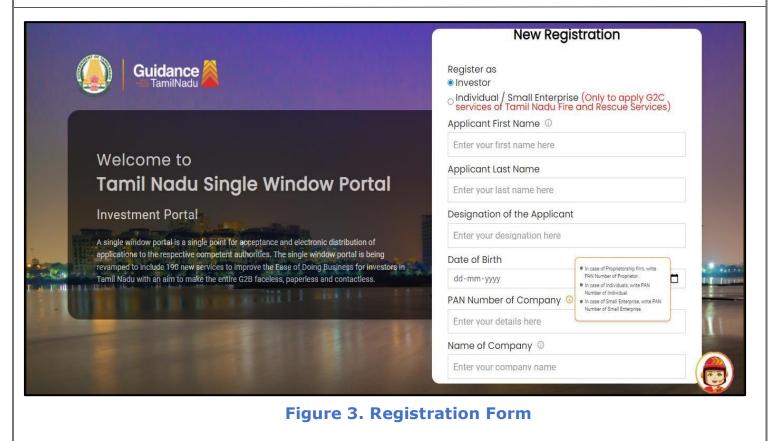


Figure 1. Single Window Portal Home Page







Guidance	Mobile Number	
	Email ID	
	abcd@xyz.com	
Welcome to	User Name	
Tamil Nadu Single Window Portal	Enter your name	1000
	Password	Confirm Password
Investment Portal	Enter your password 🛛 💿	Enter your password 💿
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	Captcha	
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.	Enter the captcha	⊘ 5ah4k
		nditions*

Figure 4. Registration Form Submission

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- 6) The Email ID would be the Username to login the TNSWP.
- 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.
- 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.

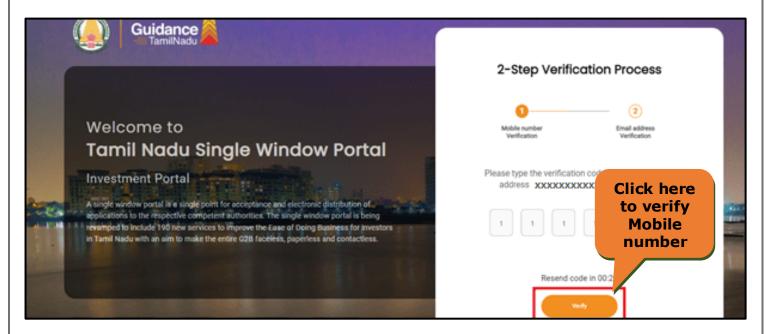
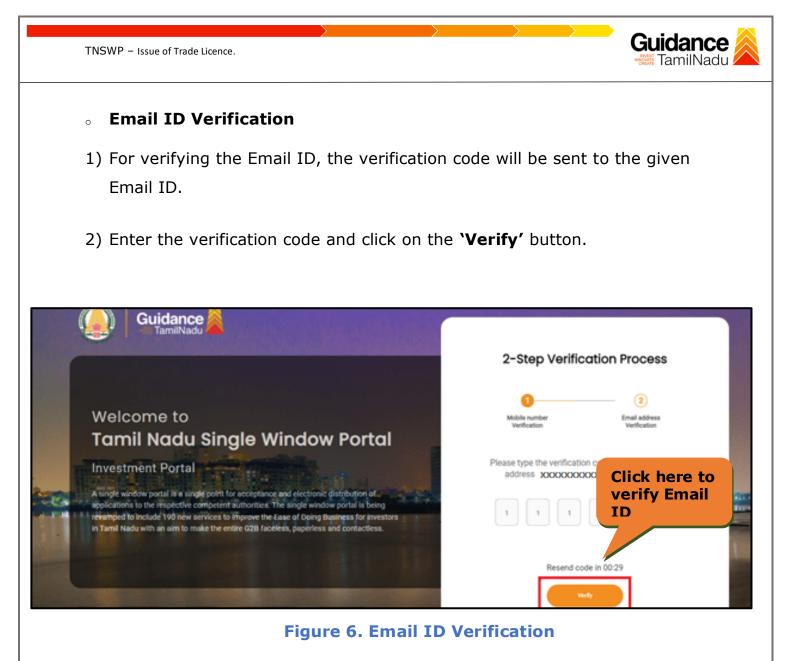
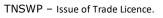


Figure 5. Mobile Number Verification

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- 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.

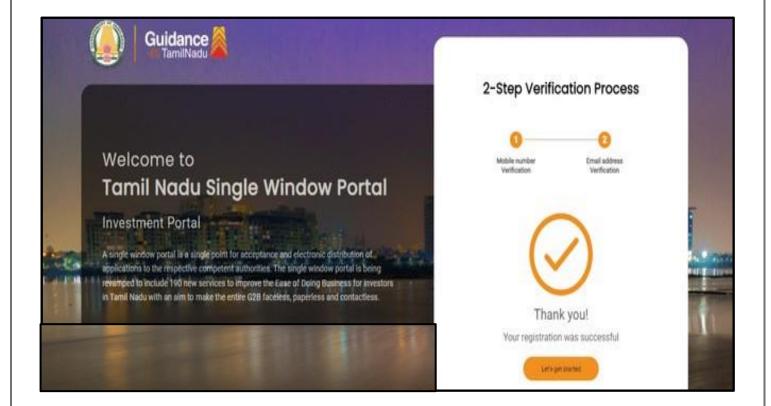


Figure 7. Registration Confirmation Pop-Up

Guidance

TamilNadu



TNSWP – Issue of Trade Licence.

4. Login

- 1) The applicant can login to TNSWP with the Username and Password created during the registration process.
- Login to 2) Click on login button to enter TNSWP. **TNSWP** C Inswp.com/DIGIGOV/swp-tnswp.jsp Q 12 \$ \rightarrow 4 Wednesday, 30 November 2022, 10:11 pm (IST) Visit Guidance Site Toll Free Number: 18002583878 Operational Timings For Toll Free Number Industrial Helpline English 🗸 A Tamil Nadu Government Portal 8:30 AM to 8:30 PM Email : helpdesk@investtn.in Legislation, Guidance 쵫 Policies & Notifications Dashboard Help & Support Home About Us Clearances/Approvals Login Leading the Nation **\$#**#1 **?#**#1 **?#**#1 **?#**#1 **?#**#1 Best Performing State (India Today State of the State Award 2018, 2019 & 2020) Number of Factories in India Number of Operational SEZs in India Governance & Politicial Stability (N-SIPI 2019) International and Domestic Tourist Arrivals

 Image: State in the provide pro

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.

A Tamil Nadu Government Portal Thurs	sday, 1 December 2022, 10:42 am (IST) Visit Guidance Site Operational Timings For Toll Free Number - 8:30 AM to 8:30 PM Toll Free Number: 1800 Email : helpdesk@inve	
		126 MS
Dashboard Overview	Combined Application Forms	
Combined Application Form (CAF)	MURALIDHARAN, Interested in Starting a New Investment? Get Started	New project
List of Clearances	SHINEV SAMPLE PROJECT WINDFLOW CAF ID : 108025 CAF ID : 103570 CAF ID : 103571 CAF ID : 103703	TWINKLE
Know Your Clearances (KYC)	CAP ID: 106023 CAP ID: 105703 CAP ID: 105703 May 3, 2022 11:34:25 AM Sep 28, 2021 12:18:57 PM Sep 28, 2021 1:06:26 PM Oct 4, 2021 11:58:15 AM Approved Approved Approved Approved Approved	Oct 8, 2021 3:25:03 PM >
Orack your application	Your Clearances Status Select Project/CAF ALMIGHTY -	
Transaction	Pre-Establishment Pre-Operation Post-Oper	ration
Digilocker	¹ ^{Applied} ¹ ^{Approved} ^O ^{Pending} ^O ^{Rejected}	nload consolidated list 🗸
Virtual Meeting	Clearance Name Department Name Lying with Officer Last updated 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.

Guidance 🖉	Combined Application		Ļ ²⁶ (
Dashboard Overview	Form (CAF)	Your combined o	pplication form
Combined Application Form (CAF)	Combined Application Form (CAF)	All CAF	~
List of Clearances	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 repitatively. CAF is a pre-requisite for applying for any clearance on TNSWP.	SHINEV CAF ID : 108025	Mercy CAF ID : 107600
Know Your Clearances (KYC)		May 3, 2022 11:34:25 AM Approved	Apr 13, 2022 1:10:23 PM Payment Failed
Track your application	Instructions for filling the CAF:		Pay now
Transaction	• 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	VALLEY CAF ID : 106903	TREASURE CAF ID : 106738
Digilocker	 The following documents have to uploaded after filing the CAF details. Kindly ensure the availability of the same: Self certifications * 	Mar 15, 2022 1:16:40 PM Approved	Mar 8, 2022 11:52:11 AM Approved
Virtual Meeting	· Workflow	CAREWELL	DILIGENCE
Appointments	Continue	Mar 2, 2022 11:03:46 AM Approved	Feb 24, 2022 11:30:08 AM Approved
Incentive Calculator			

Figure 10. Combined Application Form (CAF)

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6.1 Sections of Combined Application Form

 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).

1	2		4	5	6	
Project Details	Details of Enterprise	Details of Estimated Project Cost (ir INR)	Details of Employment and Utilities	Manufacturing/ Service Details	Supporting Documents	CAF Payment

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.
- When the applicant submits the combined application form (CAF), confirmation message will pop-up stating, 'Your request has been saved successfully' (Refer Figure 12).

TNSWP – Issue c	of Trade Licence.	ince 🙈
Guidance 📓		Ф. Ас
Dashboard Overview Combined Application Form (CAF)	1 2 3 4 5 6 7 Project Details of Details of Details of Details of Supporting CAF Payment Enterprise Fertinated Employment and Manufacturing Documents	
List of Clearances	Information tillties Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF fees amount and make applicable payment to submit the	Θ
Real Know Your Clearances (KYC)	CAF Choose your preferrea ree stab	
Track your application	Amount to be paid (in INR)	
Transaction	500000 Calculate Fee	

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. <u>Clickhere</u> to access the Single Window Fee Slab. TNSWP - Issue of Trade Licence. **7. Apply for Renewal of Trade License - Automatic Renewal based on payment of Fee** 1. Click on "List of Clearances" List of Clearances

Guida Tam							<mark>36</mark> үс
Dashboard	Pre-Est	ablishment Stage Clearance	Pre-Operc	ition Stage Clearance	Pos	t-Operation Stage Clea	irance
Combined Cation Form (CAF)						Renewal of Trade Licence	el ×
List of Clearances	Sr. No.	Clearance Name	Department Name	T ime Limit (Working days)	Information (Prerequisites, Procedure,	User Manual	
Know Your Clearances (KYC)					Checklist,Fee)		
Orack your application	40	Renewal of Trade Licence - Automatic Renewal based on payment of Fee	Directorate of Town Panchayats	30 days	~		Apply

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.

ligure given							earch for earance	
Pre- Establish Stage Clearand		nt				_		<mark>д³⁶ ус</mark>
Dashboard Overview	Pre-Est	abilishment Stage Clearance	Pre-Op	eration Stage Clearance		Post-	Operation Stage C	irance
Combined Application Form (CAF)							Renewal of Trade Licenc	el ×
List of Clearances	Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist,Fee)		User Manual	
Know Your Clearances (KYC)		Renewal of Trade Licence -	Directorate of Town					
Orack your application	40	Automatic Renewal based on payment of Fee	Panchayats	30 days	*		-	Apply

Figure 14. Search for Clearance

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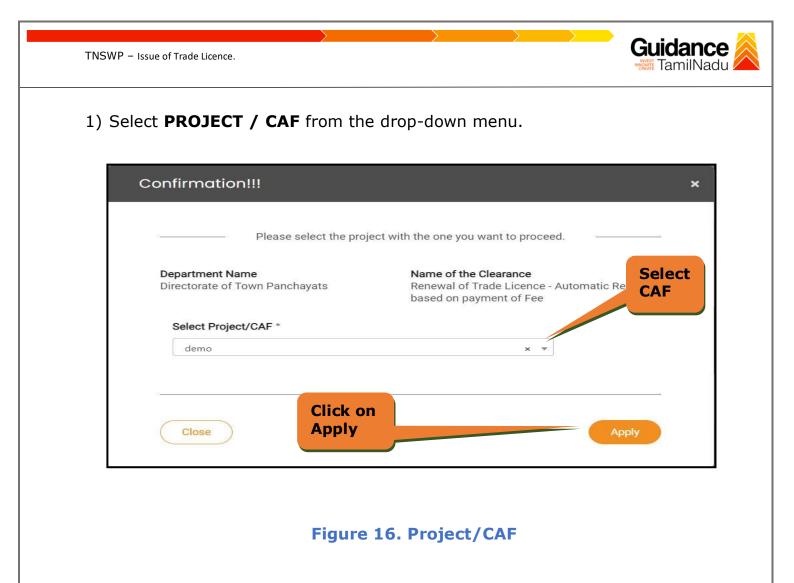
- Applicant can view information on workflow, checklist of supporting documents to be uploaded by the applicant and fee details. Click on 'view' to access the information (Refer Figure 15)
- 5. To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 15).
- 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.

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Dashboard Overview	Pre-Est	ablishment Stage Clearance	Pre-Ope	eration Stage Clearance		Post-Operation Stage Cle	nce
Combined Application Form (CAF)						Renewal of Trade Licence	×
List of Clearances	Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure,	User Manual	
Know Your Clearances (KYC)							
Track your application	40	Renewal of Trade Licence - Automatic Renewal based on payment of Fee	Directorate of Town Panchayats	30 days	-		Apply

Figure 15. Apply for Clearance

Guidance

Apply for Clearance



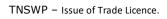
 Click on the Apply button and the Page would get redirected to Renewal of Trade License - Automatic Renewal based on payment of Fee.

tnswp.com/DIGIGOV/PostParamServlet

You are being redirected for Renewal of Trade Licence - Automatic Renewal based on payment of Fee

Figure 17. Issue of Trade License

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

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Taken Code Datalis New Tride Locange Report District Choose Street Tame District Choose Street Tame District District Street Tame Street Tame Street Tame Street Tame District Street Tame Street Tame	Details of Trade Location • District Choose · · · · · · · · · · · · · · · · · · ·	Traders	Concercians.				
 District Choose Financial Year Choose Street Name Deer No proportforme/Relation/Trade Details form_Ins.php?signer/NMX2000ESDag/NEXXX000000102000001002000000000000000000	 District Choose Financial Yaar Choose Street Name Door No reject/form/Publicize/Trade_Deals_Renews_Form_iss_phage-NBM2/2007/RESIDE/ADM2/MAX/2007/RESIDE/COM/2007/RESIDE/ADM2/ADM2/ADM2/ADM2/ADM2/ADM2/ADM2/ADM2					New Trade License Request	
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Application Submitted

 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

Guidance				\$ 1.5	P
Dashboard Overview	Track your Application Select Project	ct/CAF Ajay Infra	•	Overview	All Details
Combined Application Form (CAF)	Filters 💌				
List of Clearances	Application ID Application Ref No.	Applied on Clearance N dd-mm-yyyy 🗖 Search	lame Last Updated Date		ime/ Delayed Apply filters
Know Your Clearances (KYC					
) Track your application	Sr Application Application Ref No Id No (from dept.)	Applied on Clearance Name	Last Updated Status Date	Lying with Pending Officer Days	On time/ Action Delayed
Transaction	1 102856 - 132156 -	May 27, Renewal of Trade 2024 Licence - 11:15:41 Renewal based on pAwment of Fee	May 27, 2024 Under 12:28:41 PM Process	Sanitary 30 days Inspector	On time Actions

Figure 19. Status of the Application

8. Query Clarification

- 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.
- 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.

Guidance TNSWP – Issue of Trade Licence. 💭 Guidance 쵫 Dashboard Overview Track your Application Select Project/CAF Ajay Infra Overview Combined Application Form (CAF) Application ID Application Ref No. Applied on Clearance Name Last Updated Date Status On time/ Delayed List of Clearances dd-mm-yyyy 🗖 Search Search dd-mm-yyyy Select Search Select I Know Your Clearances (KYC) 0 Track your application wal of Trade Transaction May 27, 2024 11:15:41 May 27, 2024 12:28:41 PM Need Sanitary clarification Inspector 30 days On time Figure 20. Need clarification Application Action - 132156 × Application ID **Application Name** Renewal of Trade Licence - Automatic Renewal 102856 - 132156 based on payment of Fee Project Name Application Ref No. demo **Application Submission Date** Status Need clarification May 27, 2024 12:28:41 PM Actions to be performed Close

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.
- The Applicant clicks on 'Provide Clarification' button and responds to the Query.

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- 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 tobe done for the specified institution.

b.The Inspection date scheduled by the department is intimated to the user (Refer Figure 22).

Guidance					1063 PK
Dashboard Overview	Track your Application Select Project	ct/CAF Ajay Infra	•	Overview	All Details
Combined Application Form (CAF)	Filters 👻				
List of Clearances	Application ID Application Ref No.	Applied on Clearance Nar dd-mm-yyyy D Search	me Last Updated Date		ime/ Delayed Apply filters
Know Your Clearances (KYC)					
Track your application	Sr Application Application Ref No Id No (from dept.)	Applied on Clearance Name	Last Updated Status Date	Lying with Pending Officer Days	On time/ Delayed Action
Transaction	1 102856- 132156 -	May 27, Renewal of Trade 2024, Licence - 11:15:41 Renewal based on PM payment of Fee	May 27, 2024 Inspection 12:28:41 PM Scheduled	Sanitary 30 days	On time Actions

Figure 22. 'Inspection' tab

Guidance

Application Action - 132156	5
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

Figure 23. 'Inspection Scheduled'

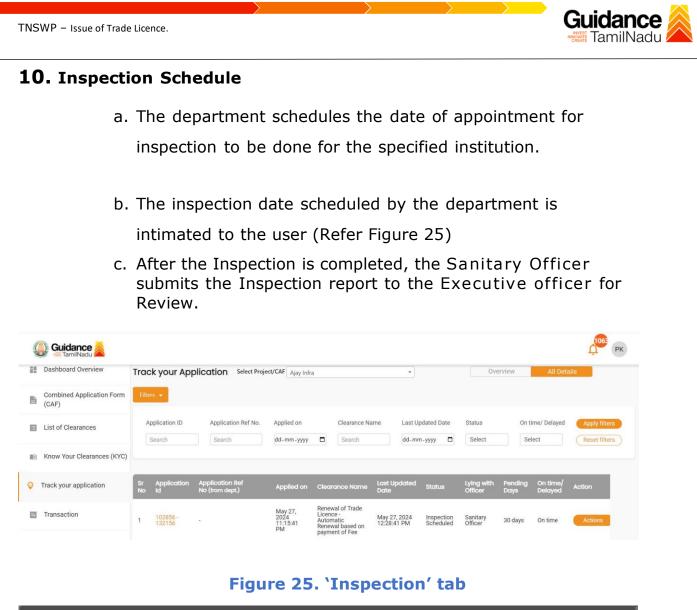
Application Submitted

2. After the Inspection is completed by the Sanitary Inspector, the

Inspection report is submitted to the Sanitary Officer for Review.

Filters -										
Application ID										
Search	Application Ref No.	Applied on dd-mm-yyyy	•	Clearance Nar		ast Updated Date	Status		me/ Delayed ect	Apply filters Reset filters
	Application Ref No (from dept.)	Applied on	Cleara	ance Name	Last Updat Date	ted Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1 102856 - 132156	-	May 27, 2024 11:15:41	Licence	e - atic	May 27, 202 12:28:41 PM	24 Under A Process	Sanitary Officer	30 days	On time	Actions
	ir Application to Id	r Application Application Ref lo Id No (from dept.)	r Application Application Ref Applied on No (from dept.) May 27, 102856- May 27,	r Application Application Ref Applied on Clearco lo ld No (from dept.) May 27, Licence 102856 - 2024 Autom 132156 - 11:1541 Renew	r Application Application Ref No (from dept.) Applied on Clearance Name	r Application Application Ref Applied on Clearance Name Last Upda lo ld No (from dept) May 27, Renewal of Trade 102856 - 2024 Automatic May 27, 2024 Automatic May 27, 2024 Automatic May 27, 2024 Automatic May 27, 202 112156 - 1122156 - 1228.41 PA	rr Application Application Ref lo ld No (from dept.) Applied on Clearance Name Last Updated Status May 27, Renewal of Trade Licence - May 27, 2024 Under 102856 - 2024 Automatic May 27, 2024 Under 112156 - 112156	rr Application Application Ref No (from dept.) Applied on Clearance Name Last Updated Status Lying with Officer 102856 - 12254 May 27, Renewal of Trade Licence May 27, 2024 Under Sanitary 112156 122841 PM Process Officer	rr Application Application Ref lo ld No (from dept.) Applied on Clearance Name Last Updated Status Lying with Pending Date Officer Days 102856 - 1122156 - 112156 - 112156 - 112156 - 112156 - 112157 - 11577 - 115	rr Application Application Ref No (from dept.) Applied on Clearance Name Last Updated Status Lying with Pending On time/ Date Officer Days Delayed 102856 - 2024 Renewal of Trade Licence - May 27, 2024 Under Sanitary 30 days On time 132156 - 113541 PM Process Officer 30 days On time

Figure 24. 'Sanitary Officer'



Application Name Renewal of Trade Licence - Automatic Renewal based on payment of Fee	
Project Name demo	
Status Inspection Scheduled	
ns to be performed	
Close	
r	Renewal of Trade Licence - Automatic Renewal based on payment of Fee Project Name demo Status Inspection Scheduled

Figure 26. 'Inspection Scheduled'



11. Query Clarification

- 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.
- 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.

Guidance 👗					рк
Dashboard Overview	Track your Application Select Project	ct/CAF Ajay Infra	•	Overview	All Details
Combined Application Form (CAF)	Filters 👻				
List of Clearances	Application ID Application Ref No.	Applied on Clearance Nam	ne Last Updated Date		time/ Delayed Apply filters elect Reset filters
Know Your Clearances (KYC)					
Orack your application	Sr Application Application Ref No Id No (from dept.)	Applied on Clearance Name	Last Updated Status Date	Lying with Pending Officer Days	I On time/ Action Delayed
Transaction	1 102856 - 132156 -	May 27, Renewal of Trade 2024 Licence - 11:15:41 Renewal based on PM payment of Fee	May 27, 2024 Need 12:28:41 PM clarification	Sanitary 30 days Officer	On time Actions

Figure 27. Need clarification

TNSWP – Issue of Trade Licence.	Guidance TamilNadu
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
Ac	tions 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

Q	Guidance													рк
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ß	Combined Application Form (CAF)	Filte	rs 🔹											
E	List of Clearances		pplication ID Search	Application Ref No.	Applied on dd-mm-yyyy		Clearance Na		Last Upda dd-mm-y	ated Date	Status Select	On ti	me/ Delayed	Apply filters Reset filters
10	Know Your Clearances (KYC)													
2	Track your application	Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clea	rance Name	Last Upde Date	ated s	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
5	Transaction	1	102856 - 132156		May 27, 2024 11:15:41 PM	Licen Auton Renev		May 27, 20 12:28:41 F	024 U PM F	Under Process	Excecutive 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.

 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.

Guidance 👗					1063 PH
Dashboard Overview	Track your Application Select Proje	ect/CAF Ajay Infra	•	Overview	All Details
Combined Application Form (CAF)	Filters 👻				
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Know Your Clearances (KYC					
Track your application	Sr Application Application Ref No Id No (from dept.)	Applied on Clearance Name	Last Updated Status Date	Lying with Pending Officer Days	On time/ Action Delayed
Transaction	1 102856 - 132156 -	May 27, Renewal of Trade 2024 Licence - 11:15:41 Renewal based on PM payment of Fee	May 27, 2024 Need 12:28:41 PM clarification	Excecutive 30 days	On time Actions

Figure 30. Need clarification

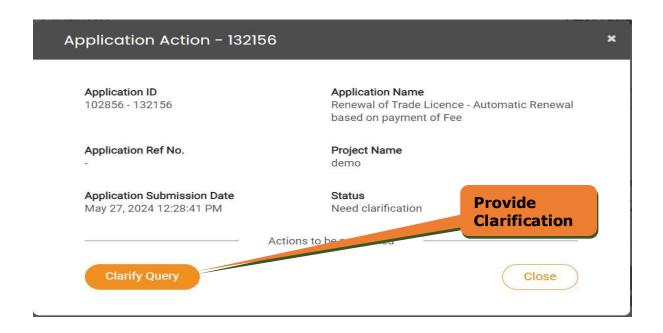


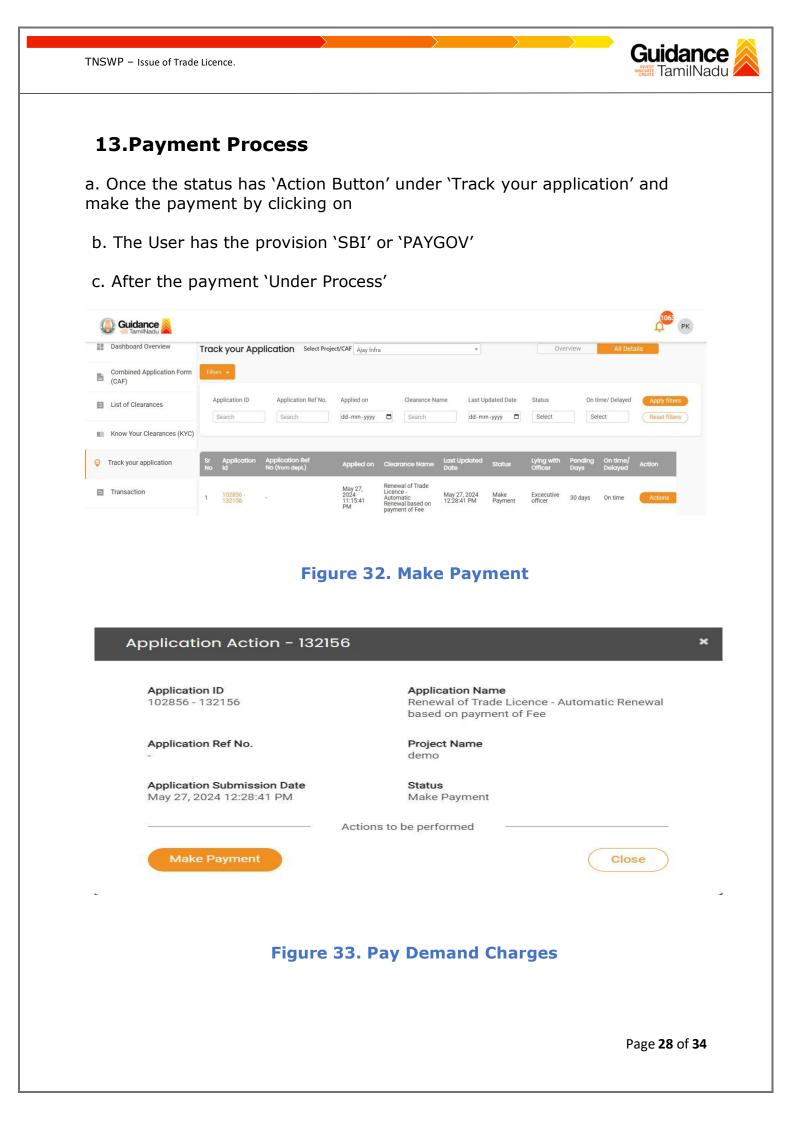
Figure 31. Provide Clarification

Guidance

TamilNadu



- 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.



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	City*		State*		Pincode	
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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** \rightarrow **Select the CAF from the Dropdown** \rightarrow **All details**

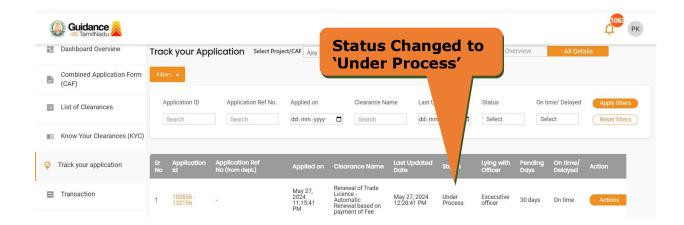


Figure 34. Status of the Application

Page 30 of 34



14.Track Your Application

- 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.'
- Applicant to choose the name of the project created during CAF from the dropdown 'Select Project / CAF' displayed at the top of the page.

Track your application – Overview Option

By clicking on 'Overview' tab, Applicant can view the count of various clearance statuses as follows.

- Total Pending Clearances
- Total Approved Clearances
- Total Rejected Clearances

		Track Y Applica								view catio	
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🔳 Know Y	our Clear ces (KYC)										
💡 Track yo			Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
🔄 Transad	tion 1	102856 - 132156		May 27, 2024 11:15:41 PM	Renewal of Trade Licence - Automatic Renewal based on payment of Fee		Under Process	Excecutive officer	30 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

				All Details Options	
Cuidance TamilNadu	Track your Application Select Proje	ct/CAF Ajay Infra	×	Overview All De	etails
Combined Application Form (CAF)	Filters 👻				
List of Clearances	Application ID Application Ref No.	Applied on Clearance Na dd-mm-yyyy	ame Last Updated Date	Status On time/ Delayed Select Select	Apply filters Reset filters
Know Your Clearances (KYC)					
Orack your application	Sr Application Application Ref No Id No (from dept.)	Applied on Clearance Name	Last Updated Status Date	Lying with Pending On time/ Officer Days Delayed	Action
Transaction	1 102856 - 132156 -	May 27, Renewal of Trade 2024 Licence - 11:15:41 Renewal based on PM payment of Fee	May 27, 2024 Under 12:28:41 PM Process	Excecutive 30 days On time officer	Actions

Figure 36. 'All Details' tab



15. Application Processing

 The Executive officer scrutinizes and reviews the application and updates the status as "Approved or Rejected"

Q	Guidance 🛓										PK
11	Dashboard Overview	Track your App	blication Select Proj	ect/CAF	pprove	d Stat	us	Ove	erview	All Det	ails
Đ	Combined Application Form (CAF)	Filters 👻									
	List of Clearances	Application ID Search	Application Ref No.	Applied on dd-mm-yyyy	Clearance Na	ime L dd-	Date	Status		ime/ Delayed lect	Apply filters Reset filters
	Know Your Clearances (KYC)										
Ŷ	Track your application	Sr Application No Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	us	Lying with Officer	Pending Days	On time/ Delayed	Action
H	Transaction	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	Approved	Excecutive officer	30 days	On time	Actions

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)

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 Approved
Download Approval Certificate	tions to be performed Download Certificate
	lication Submission Close

Figure 38. Download Certificate

Guidance TNSWP - Issue of Trade Licence. TamilNadu 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) рк 🚇 Guidance 쵫 Dashboard Overview Track your Application Select Project/CAF Ajay Infra • Overview **Combined Application Form Rejected Status** -(CAF) Application ID Clearance Name Application Ref No. Applied on E List of Clearances dd-m Search Search dd-mm-yyyy 🗖 Search Select Select Reset filters Know Your Clearances (KYC)

Track your application

1

Transaction

Figure 39. Rejected Status

 \sim

Renewal of Trade Licence -Automatic

Renewal based on payment of Fee May 27, 2024 12:28:41 PM Excecutive officer

30 days

On time

Rejected

May 27, 2024 11:15:41 PM