



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

License for state sale permission of insecticides

Agriculture Department



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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

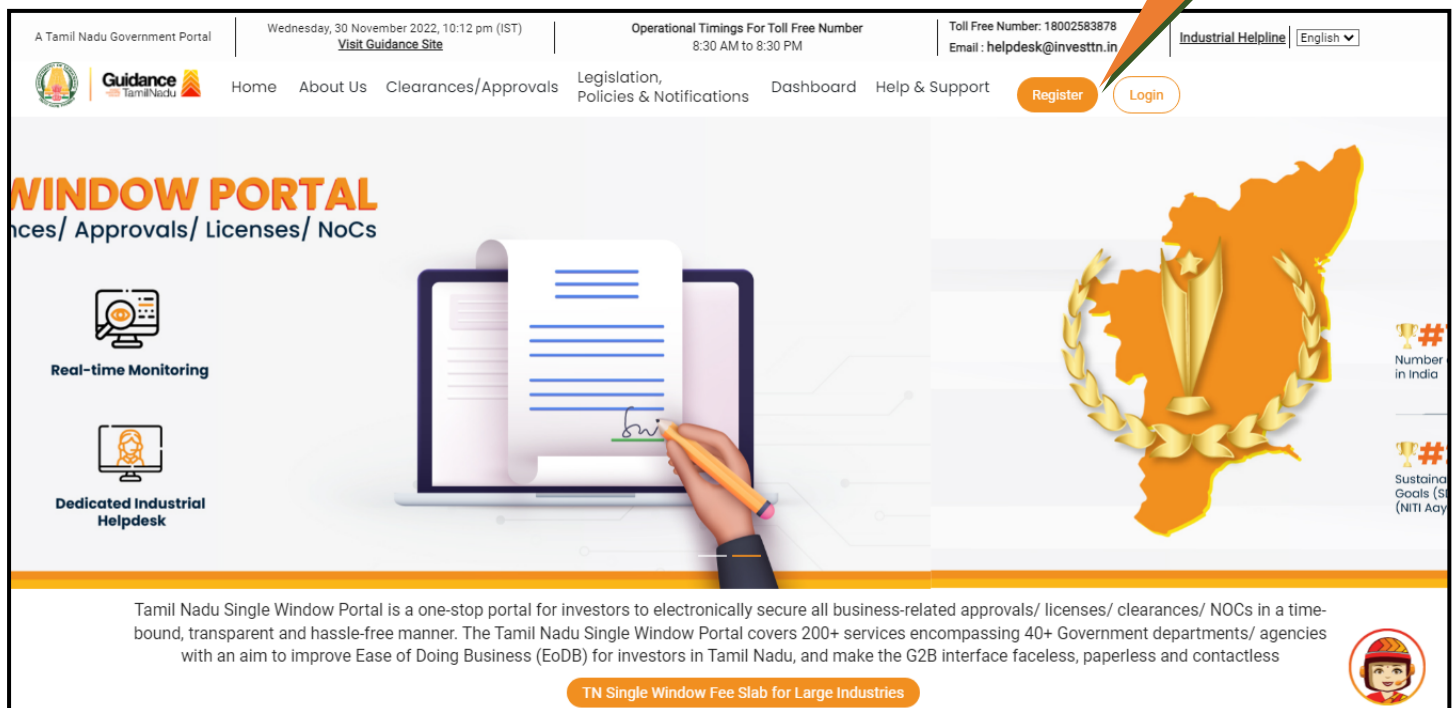
Figure 1. Single Window Portal Home Page

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

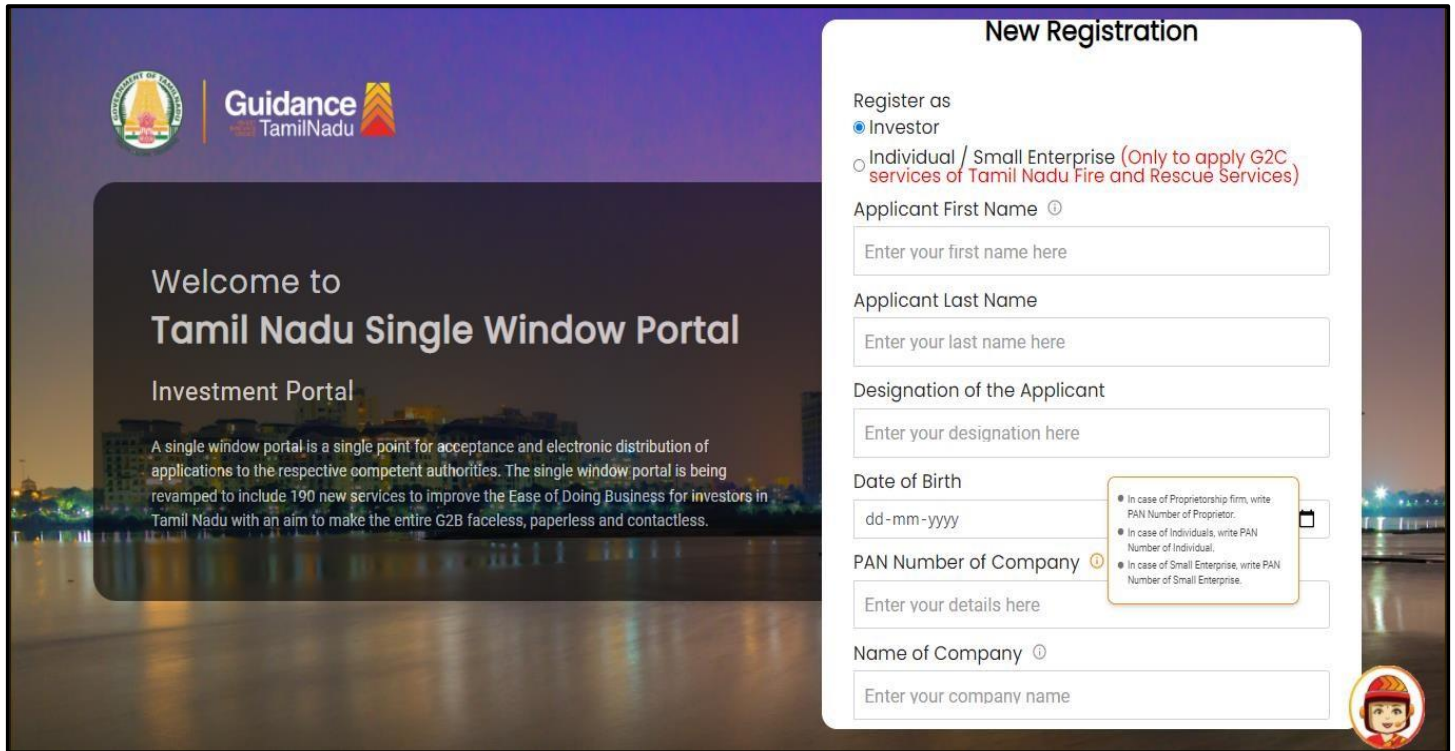
Real-time Monitoring
Dedicated Industrial Helpdesk


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.





Welcome to Tamil Nadu Single Window Portal Investment Portal

A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the entire G2B faceless, paperless and contactless.

New Registration

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

Applicant First Name

Applicant Last Name

Designation of the Applicant

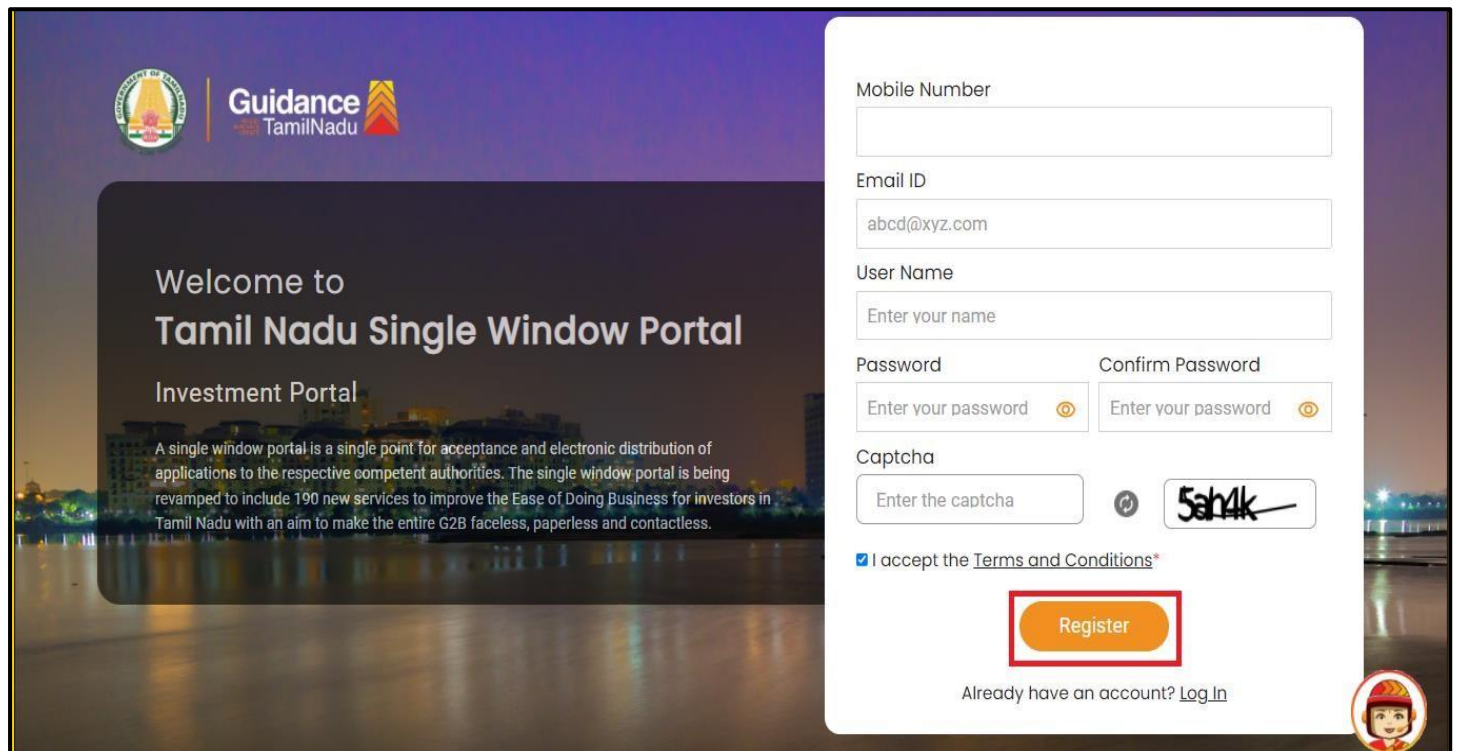
Date of Birth


- 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.

PAN Number of Company

Name of Company

Figure 3. Registration Form





Welcome to Tamil Nadu Single Window Portal Investment Portal


A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the entire G2B faceless, paperless and contactless.

Mobile Number

Email ID

User Name

Password Confirm Password

Captcha 

I accept the [Terms and Conditions](#)*

Register

Already have an account? [Log In](#)

Figure 4. Registration Form Submission

- 6) The Email ID would be the Username to login the TNSWP.
- 7) Future communications would be sent to the registered mobile number and Email ID of the applicant.
- 8) Create a strong password and enter the Captcha code as shown.
- 9) The applicant must read and accept the terms and conditions and click on 'Register' button.

3. Mobile Number / Email ID – 2-Step Verification Process

- **'2-Step Verification Process'** screen will appear when the applicant clicks on 'Register' button.

- **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.

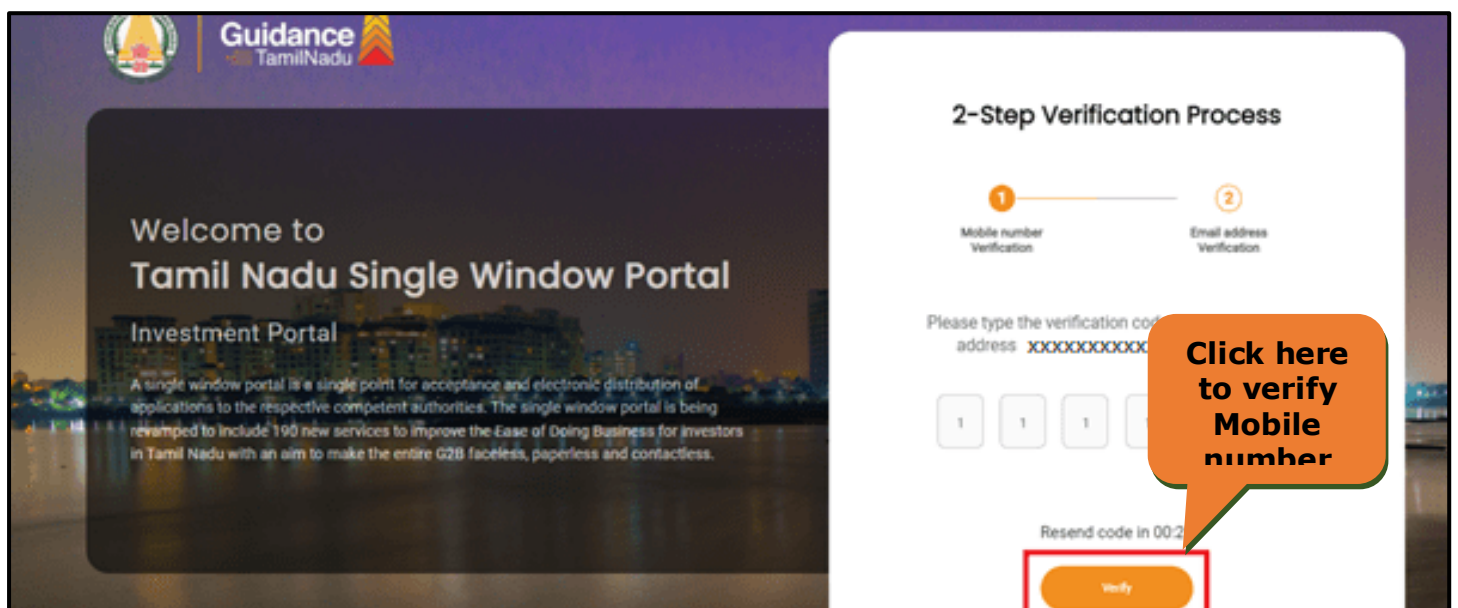


Figure 5. Mobile Number Verification

- **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.

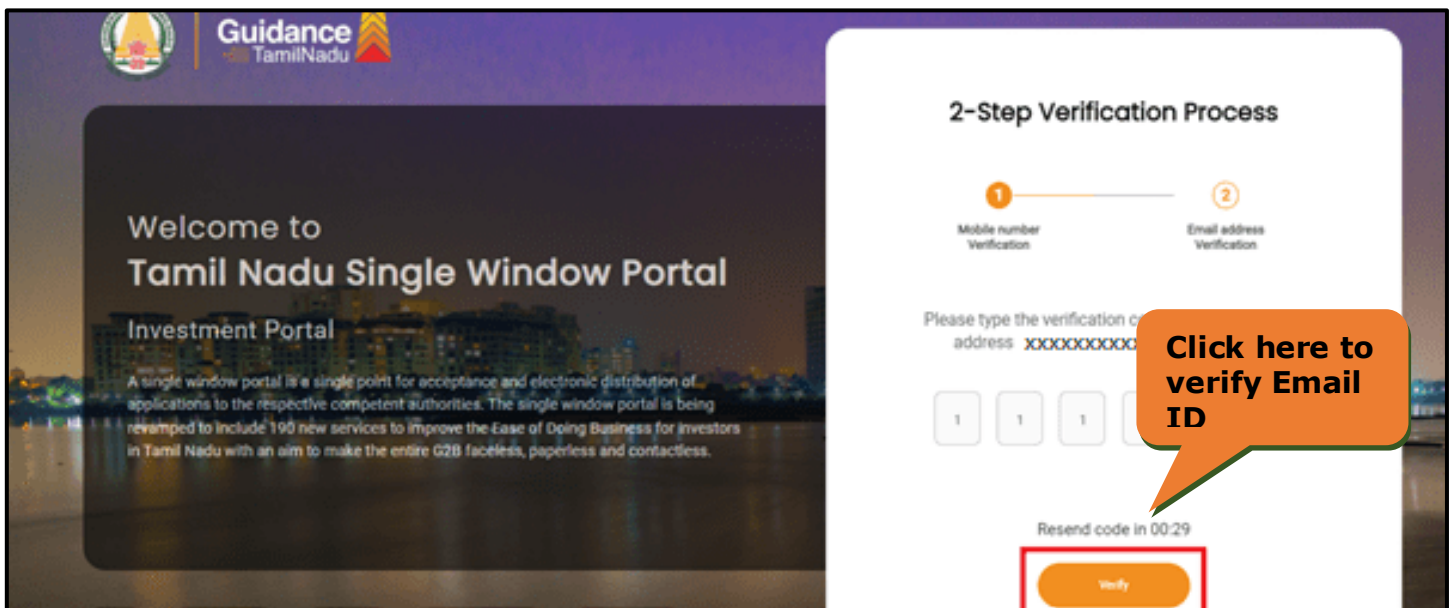


Figure 6. Email ID Verification

- 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.

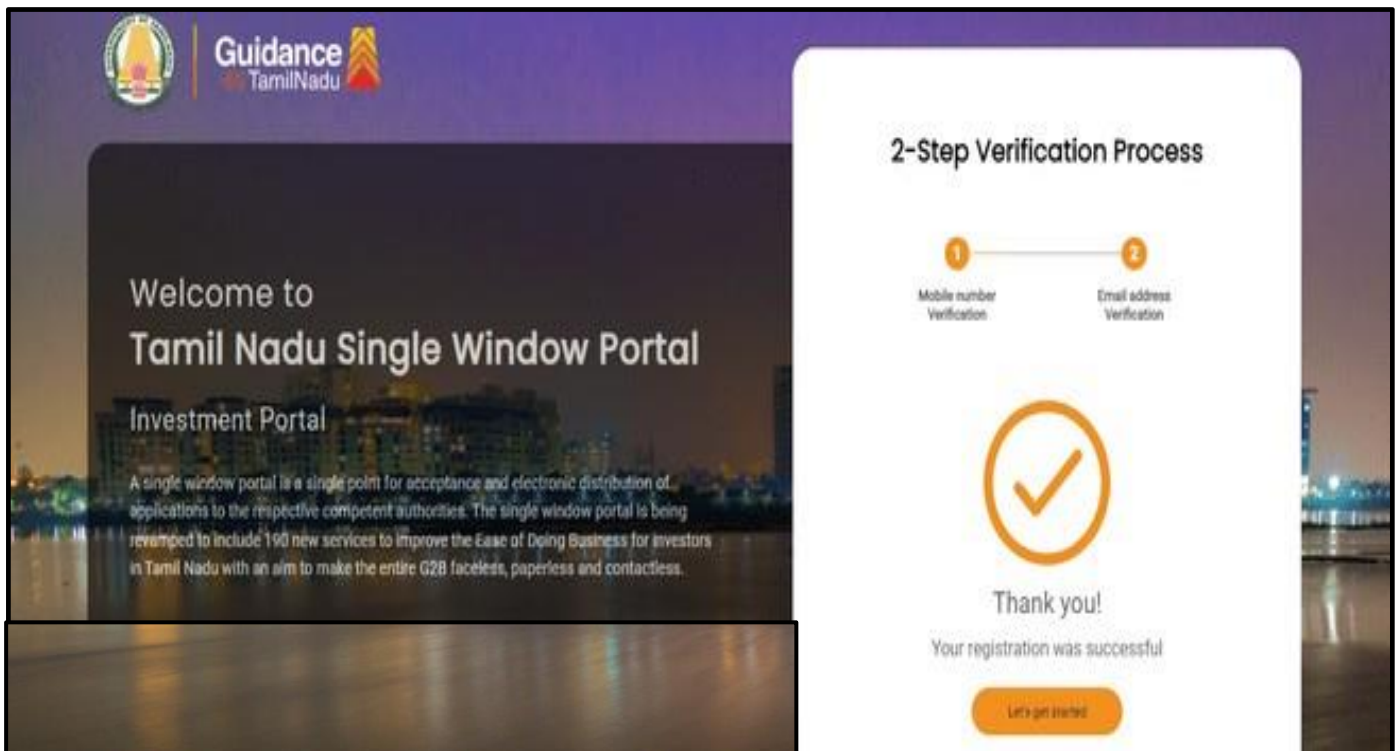


Figure 7. Registration Confirmation Pop-Up

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.

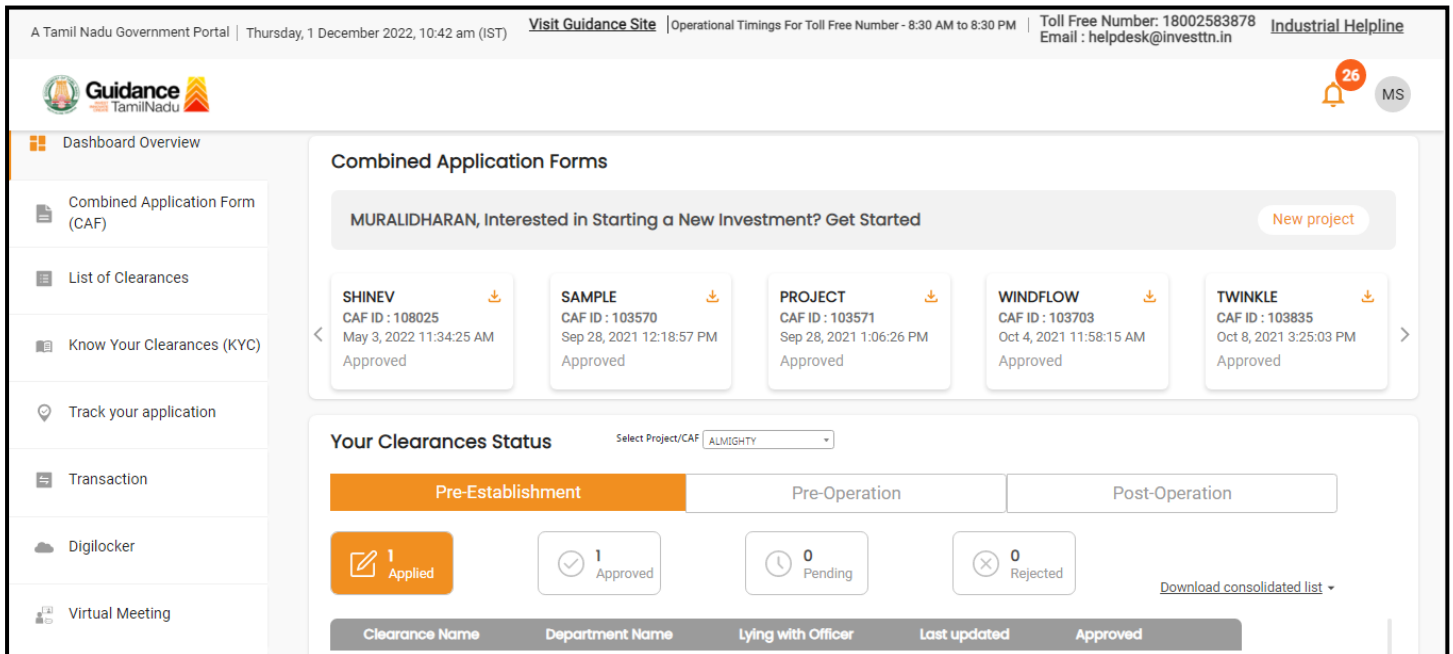
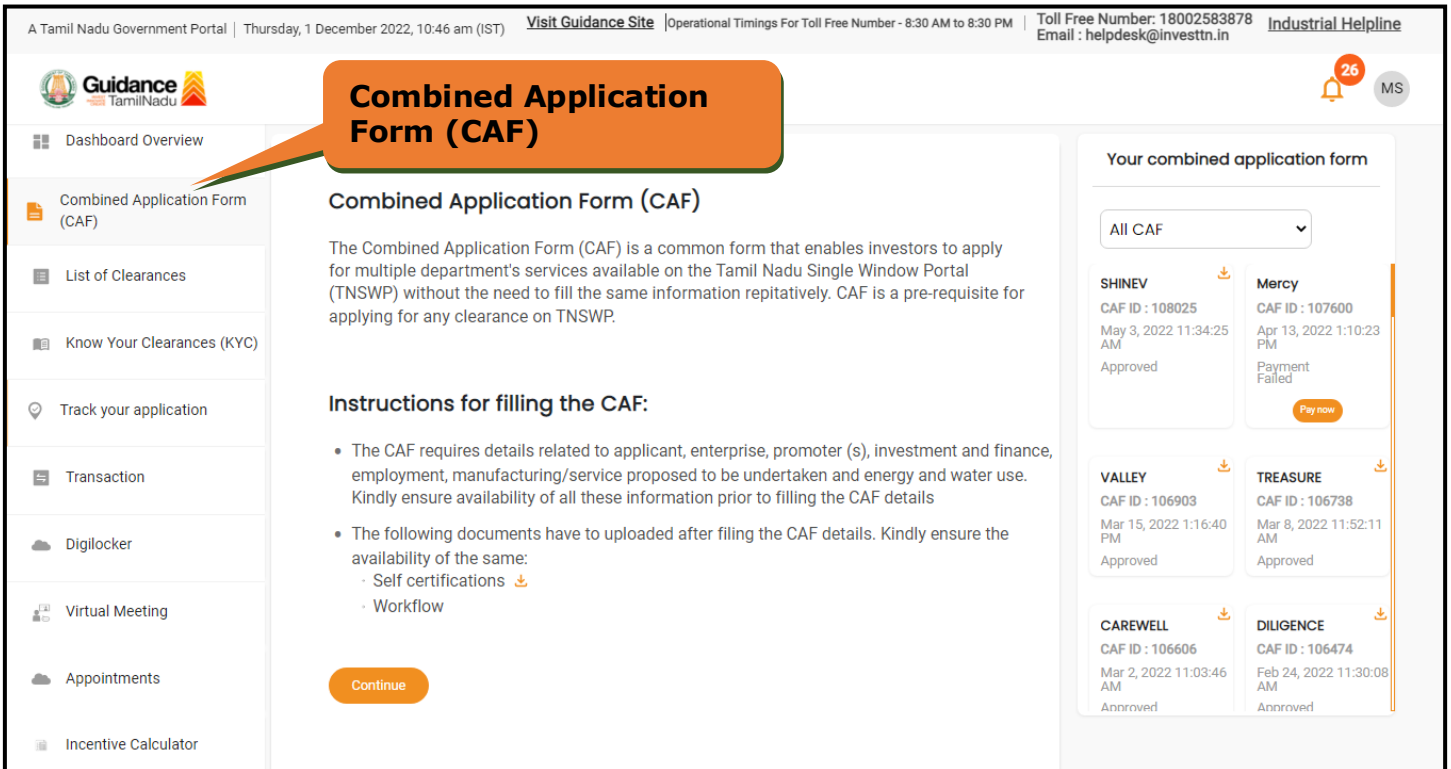


Figure 9. Dashboard Overview

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.



The screenshot displays the 'Combined Application Form (CAF)' page on the Tamil Nadu Government Portal. The page header includes the portal name, date, time, and contact information. The navigation menu on the left lists various services, with 'Combined Application Form (CAF)' highlighted. The main content area provides an overview of the CAF, its purpose, and instructions for filling it out. A 'Continue' button is visible at the bottom of the instructions. The right-hand panel, titled 'Your combined application form', shows a list of CAFs for different projects, including SHINEV, Mercy, VALLEY, TREASURE, CAREWELL, and DILIGENCE, with their respective CAF IDs, dates, and statuses.

Figure 10. Combined Application Form (CAF)

6.1 Sections of Combined Application Form

1) To complete the combined application form (CAF) the applicant has to fill 7 Sections of CAF as displayed in Figure 11. (**CAF payment tab** will be displayed only for large enterprises).



Figure 11. Section of Combined Application Form (CAF)

2) After filling the CAF details, the applicant has to upload the requisite supporting documents under '**Section 6: Supporting Documents**'

- **Self-Certification:**

- Download the template.
- Prepare the self-certification documents as per the instructions given in the template and upload.

- **Workflow:**

- Prepare and upload the business process flow chart.

3) After filling all the sections in combined application form (CAF), the applicant can submit the form.

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

The screenshot displays the Guidance TamilNadu dashboard. The top navigation bar includes the logo and a notification bell with '309' alerts. The main content area features a progress bar with seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Manufacturing Utilities, 5. Details of Manufacturing, 6. Supporting Documents, and 7. CAF Payment. The 'CAF Payment' step is currently active. A modal window titled 'Information' is overlaid on the page, containing the text: 'Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF.' Below the modal, the 'Payment Details' section is visible, showing options for 'Lump sum' (selected) and 'à la carte', and a text input field for 'Amount to be paid (in INR)' with the value '500000' and 'Five Lakh' below it. A 'Calculate Fee' button is located to the right of the input field.

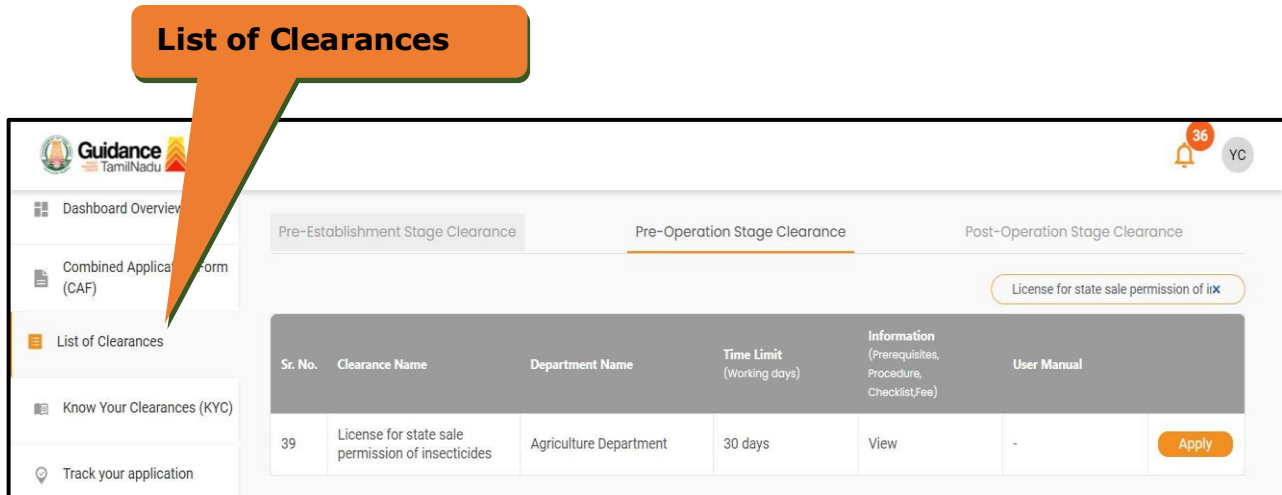
Figure 12. Combined Application Form (CAF) - Confirmation Message

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 License for state sale permission of insecticides

1. Click on “List of Clearances”



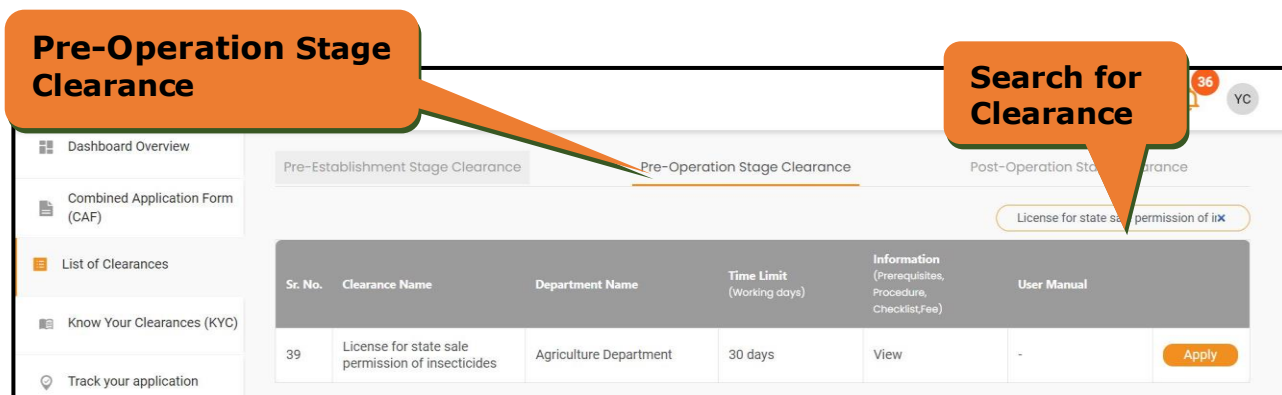
Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
39	License for state sale permission of insecticides	Agriculture Department	30 days	View	-

Figure 13. List of Clearances

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

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

3. Select ‘Pre-Operation Stage Clearance’ and find the clearance ‘License for state sale permission of insecticides’ by using Search option as shown in the figure given below.



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
39	License for state sale permission of insecticides	Agriculture Department	30 days	View	-

Figure 14. Search for Clearance

4. Applicant can view information on workflow, checklist of supporting documents to be uploaded by the applicant and fee details. Click on 'view' to access the information (Refer Figure 15)
5. To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 15).
6. The Applicant can apply to obtain license for more than 1 establishment using a single login, but the applicant must create multiple Combined Application Form (CAF) for each of the establishment.

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 (highlighted), Know Your Clearances (KYC), and Track your application. The main content area is titled 'Pre-Operation Stage Clearance' and features a search bar with the text 'License for state sale permission of insecticides'. 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
39	License for state sale permission of insecticides	Agriculture Department	30 days	View	-

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

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
Agriculture Department

Name of the Clearance
License for state sale permission of insecticides

Select Project/CAF *
Select field

Select CAF

Click on Apply

Close Apply

Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to License for state sale permission of insecticides.

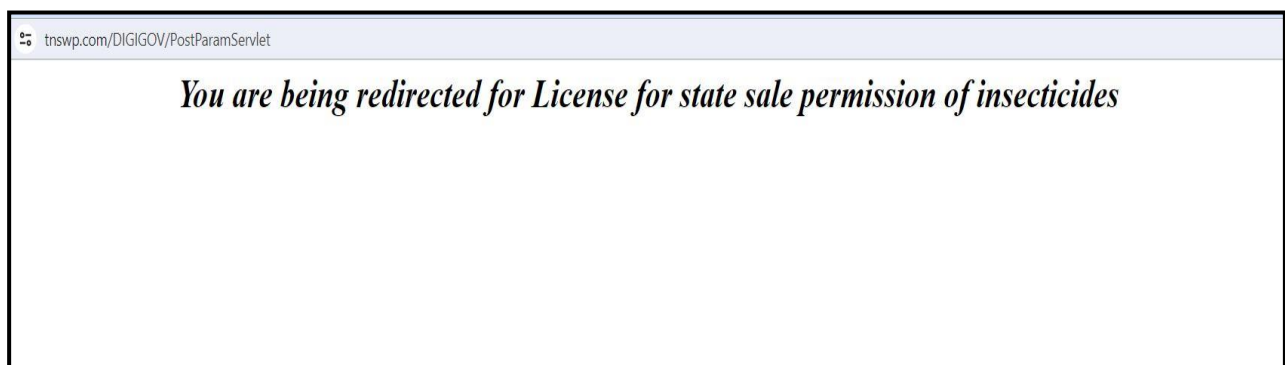
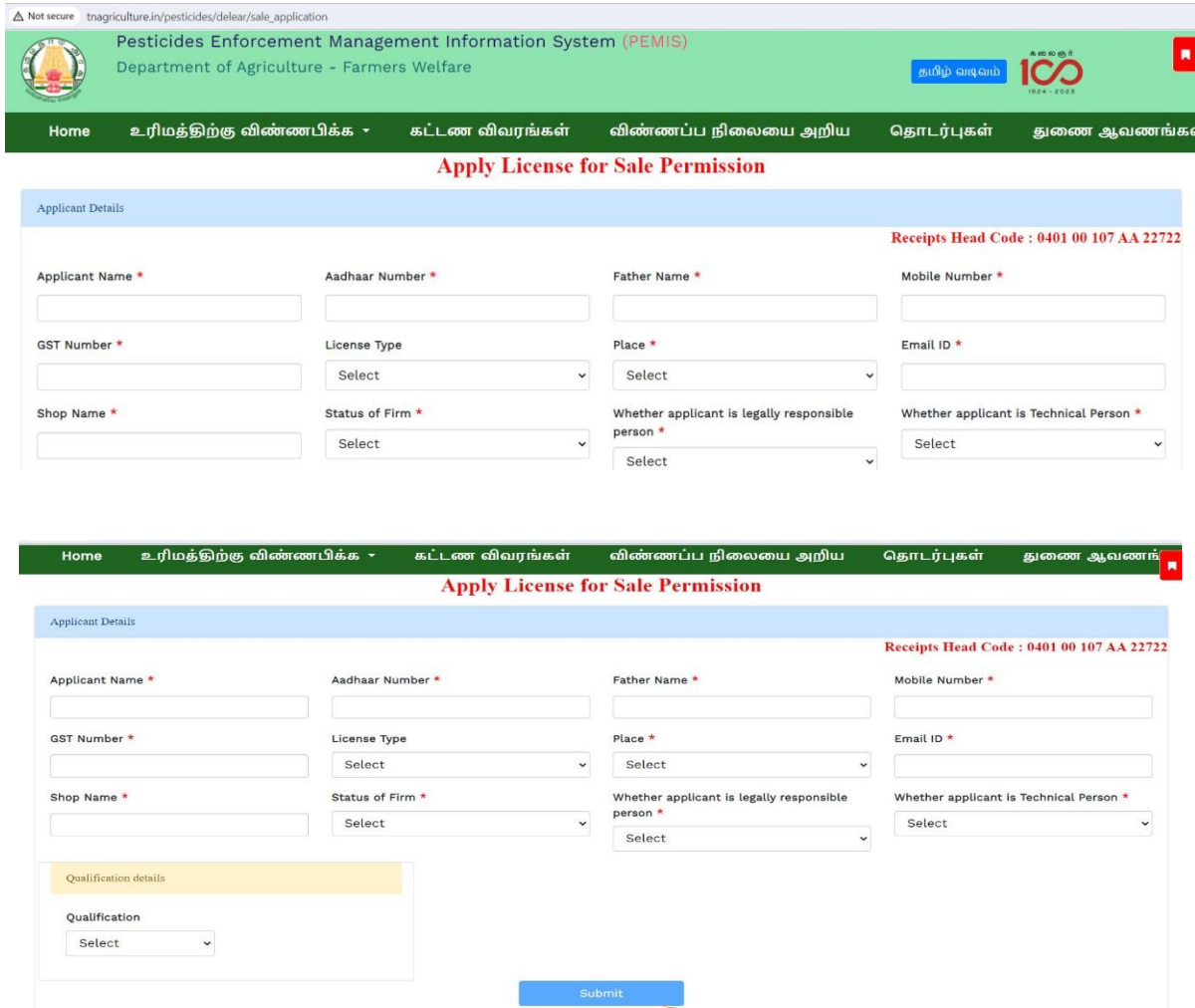


Figure 17. License for state sale permission of insecticides

3) Enter all the mandatory details in the application for License for state sale permission of insecticides.



Not secure tnagriculture.in/pesticides/delear/sale_application

Pesticides Enforcement Management Information System (PEMIS)
Department of Agriculture - Farmers Welfare

தமிழ் வடிவம் 100 1924-2023

Home உரிமத்திற்கு விண்ணப்பிக்க கட்டண விவரங்கள் விண்ணப்ப நிலையை அறிய தொடர்புகள் துணை ஆவணங்கள்

Apply License for Sale Permission

Receipts Head Code : 0401 00 107 AA 22722

Applicant Details

Applicant Name * Aadhaar Number * Father Name * Mobile Number *

GST Number * License Type Place * Email ID *

Shop Name * Status of Firm * Whether applicant is legally responsible person * Whether applicant is Technical Person *

Home உரிமத்திற்கு விண்ணப்பிக்க கட்டண விவரங்கள் விண்ணப்ப நிலையை அறிய தொடர்புகள் துணை ஆவணங்கள்

Apply License for Sale Permission

Receipts Head Code : 0401 00 107 AA 22722

Applicant Details

Applicant Name * Aadhaar Number * Father Name * Mobile Number *

GST Number * License Type Place * Email ID *

Shop Name * Status of Firm * Whether applicant is legally responsible person * Whether applicant is Technical Person *

Qualification details

Qualification

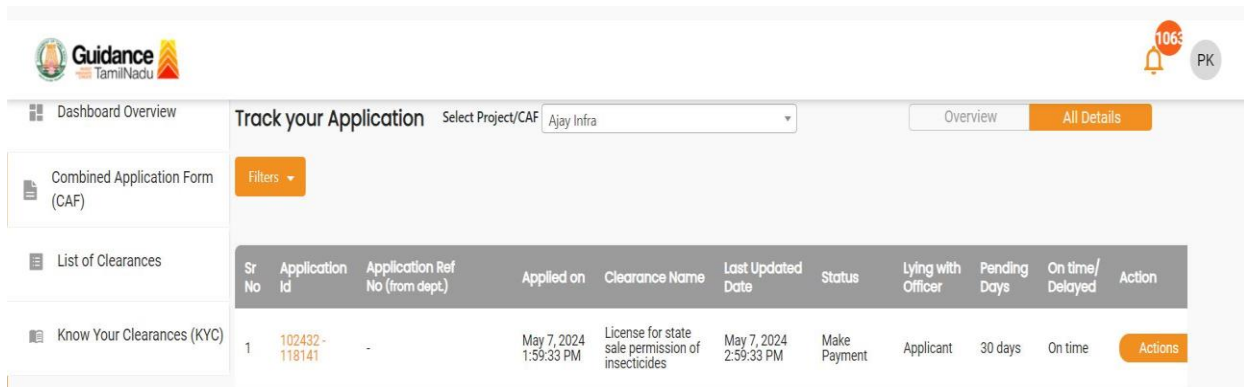
Submit

Click on
'Submit'

Figure 18. Apply License for state sale permission

8.Payment Process

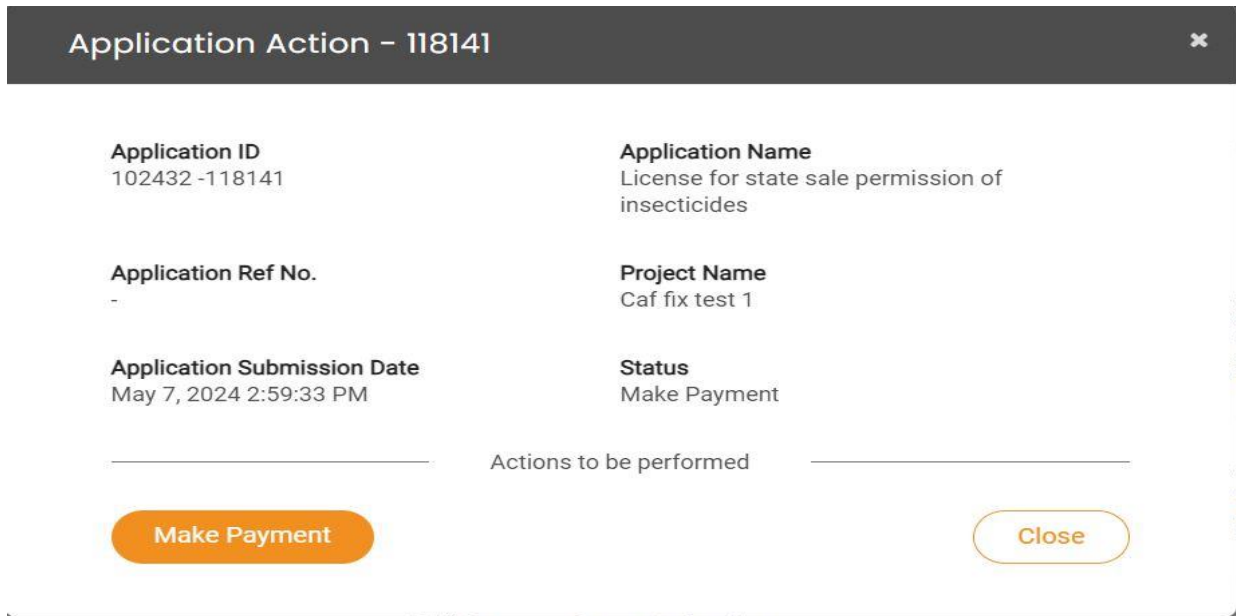
- a. Once the status has 'Action Button' under 'Track your application' and make the payment by clicking on
- b. The User has the provision 'SBI' or 'PAYGOV'
- c. After the payment 'Under Process'



The screenshot shows a dashboard titled 'Track your Application' for the project 'Ajay Infra'. It 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 7, 2024 1:59:33 PM	License for state sale permission of insecticides	May 7, 2024 2:59:33 PM	Make Payment	Applicant	30 days	On time	Actions

Figure 19. Make Payment



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

- Application ID:** 102432-118141
- Application Name:** License for state sale permission of insecticides
- Application Ref No.:** -
- Project Name:** Caf fix test 1
- Application Submission Date:** May 7, 2024 2:59:33 PM
- Status:** Make Payment

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

Figure 20. Click to Proceed Payment Process

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

Government of Tamil Nadu
 Department of Finance – Treasuries and Accounts

Kalanjiyam

Challan Details

Challan No: Department TXN No: 100020270 Challan Date:

Department Details

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

Period Details

From Date: To Date:

Remitter Details

Remitter Type*: Others Remitter Code: 30 Remitter Name*: VIJAY VIJAY
 PAN: Contact No: 9884256806 Block/Street*: Jayanthi Nagar
 City*: Chennai State*: Tamil Nadu Pincode: 600018
 Aadhar No: Email ID:

Service Rendering Department: 03902

Service Details

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

Challan Amount*:

Payment Details

Select Bank for Payment: Payment Method: Online Offline
 செலுத்தும் முறை

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SBI ONLINE

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 C

Personal Banking Corporate Banking / yono BUSINESS

Username & Password are case sensitive

User ID*
 newuser2

.....

Virtual Keyboard

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

Disclaimer

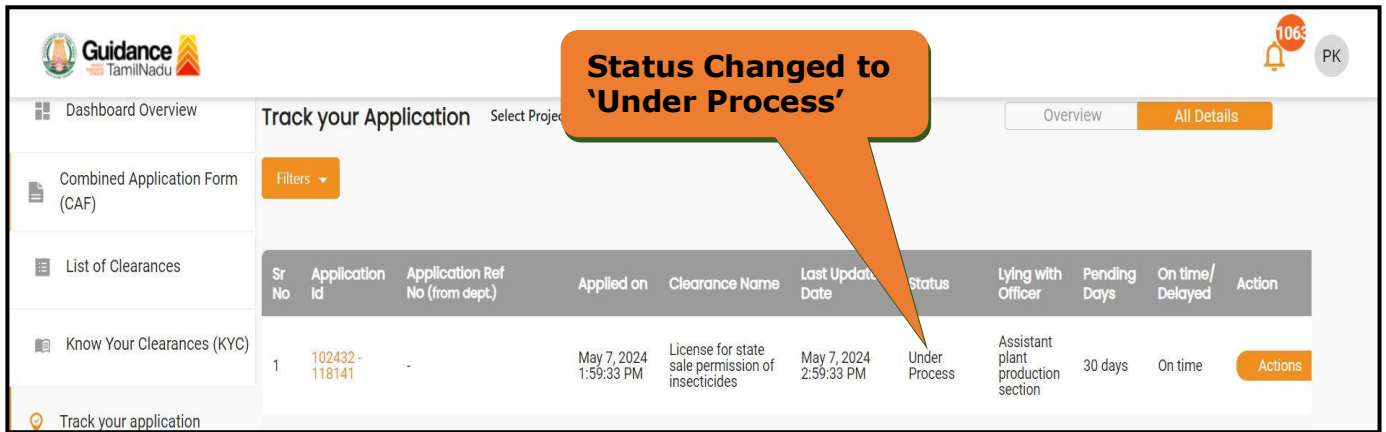
The privacy contract is between you and the service provider. Bank is only facilitating the payment mechanism and is not responsible for any discrepancy by the service provider

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

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

9.Application Submitted

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

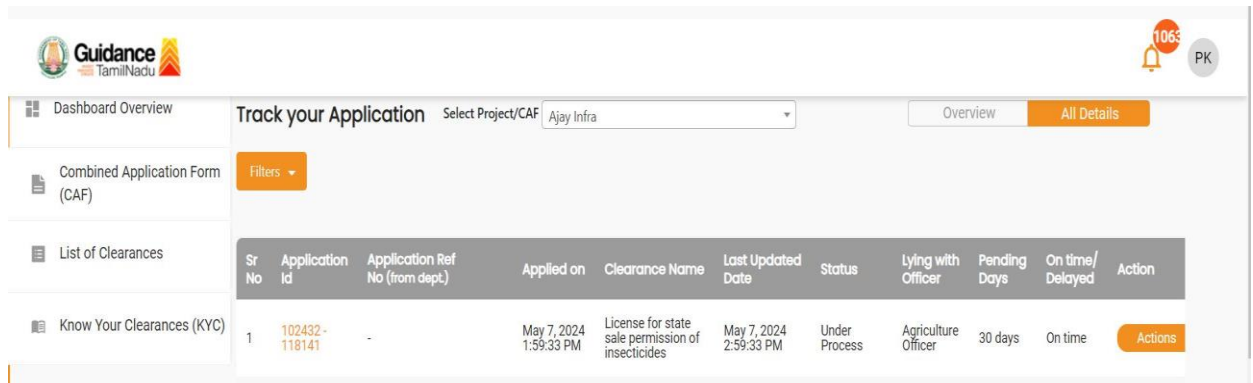


The screenshot displays the 'Track your Application' page. On the left, there is a navigation menu with options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, and Know Your Clearances (KYC). The main content area shows a table of applications. A callout box highlights the status 'Under Process' for the first application.

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Update Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	102432-118141	-	May 7, 2024 1:59:33 PM	License for state sale permission of insecticides	May 7, 2024 2:59:33 PM	Under Process	Assistant plant production section	30 days	On time	Actions

Figure 21. Status of the Application

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

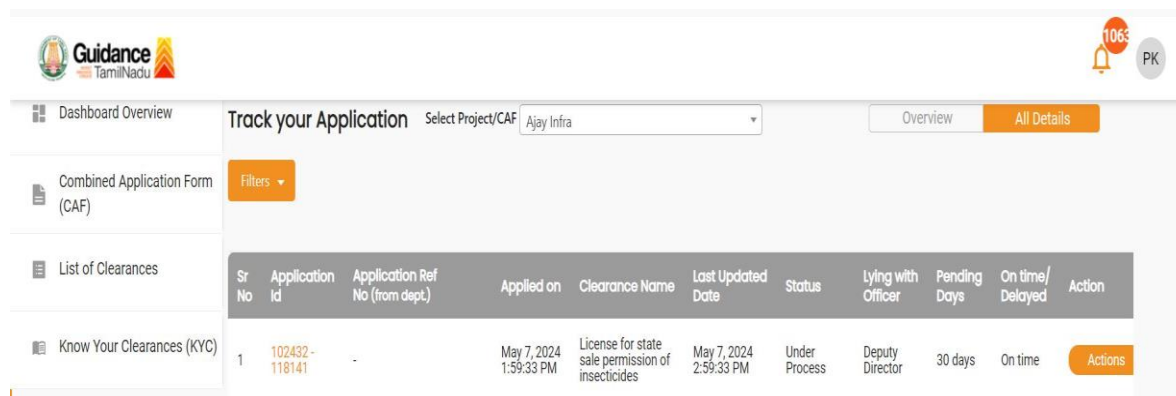


The screenshot shows a web dashboard for tracking applications. The main heading is 'Track your Application' with a dropdown menu set to 'Ajay Infra'. There are tabs for 'Overview' and 'All Details'. A table below lists application records with columns for Sr No, Application Id, Application Ref No, Applied on, Clearance Name, Last Updated Date, Status, Lying with Officer, Pending Days, On time/Delayed, and 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 7, 2024 1:59:33 PM	License for state sale permission of insecticides	May 7, 2024 2:59:33 PM	Under Process	Agriculture Officer	30 days	On time	Actions

Figure 22. Status of the Application

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



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 7, 2024 1:59:33 PM	License for state sale permission of insecticides	May 7, 2024 2:59:33 PM	Under Process	Deputy Director	30 days	On time	Actions

Figure 23. Status of the Application

10. Query Clarification

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

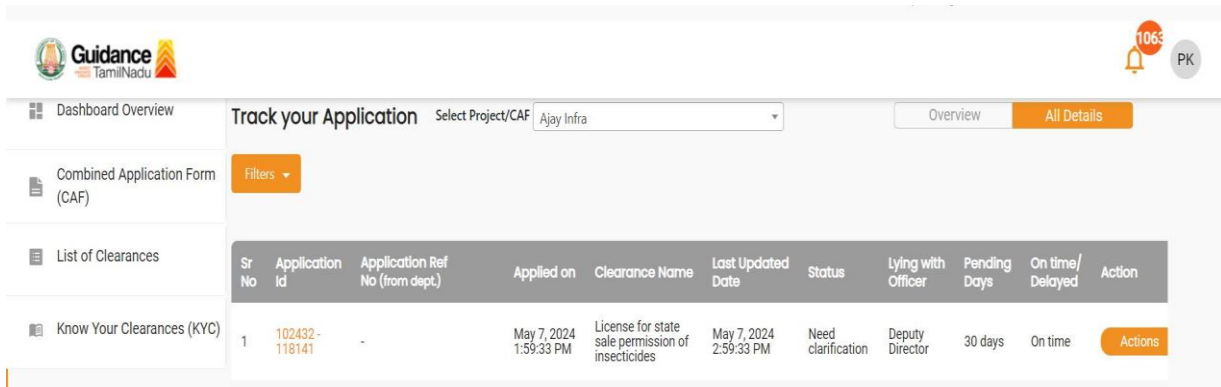


Figure 24. Need clarification

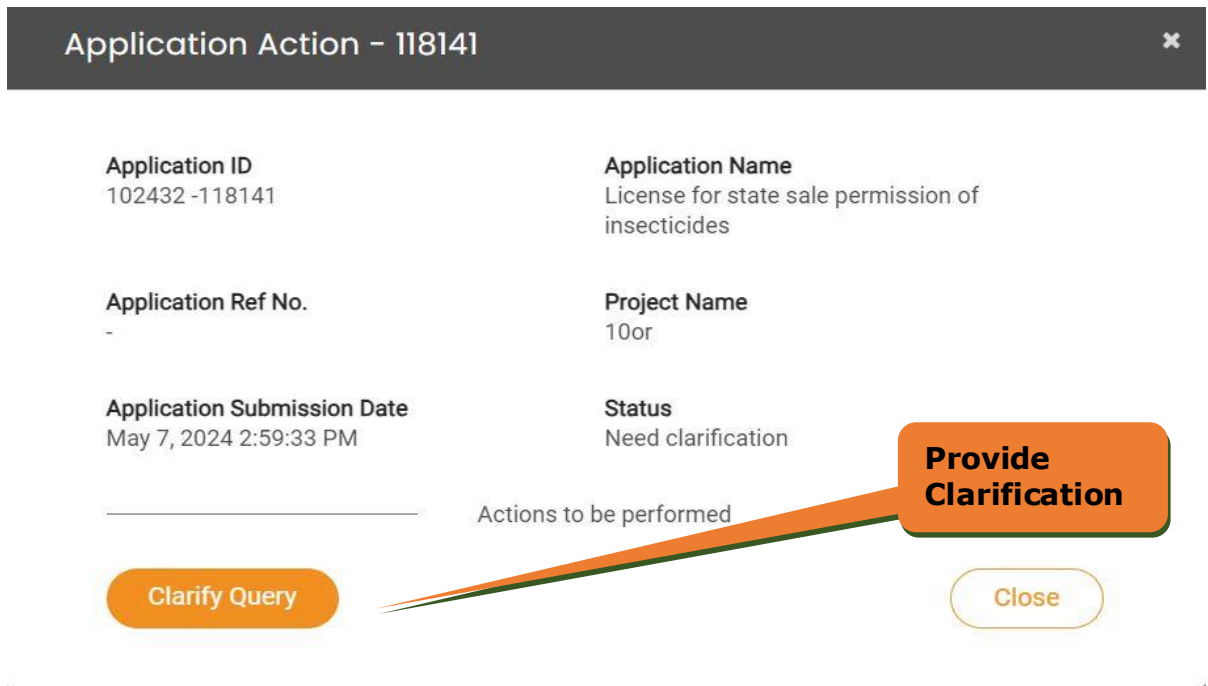


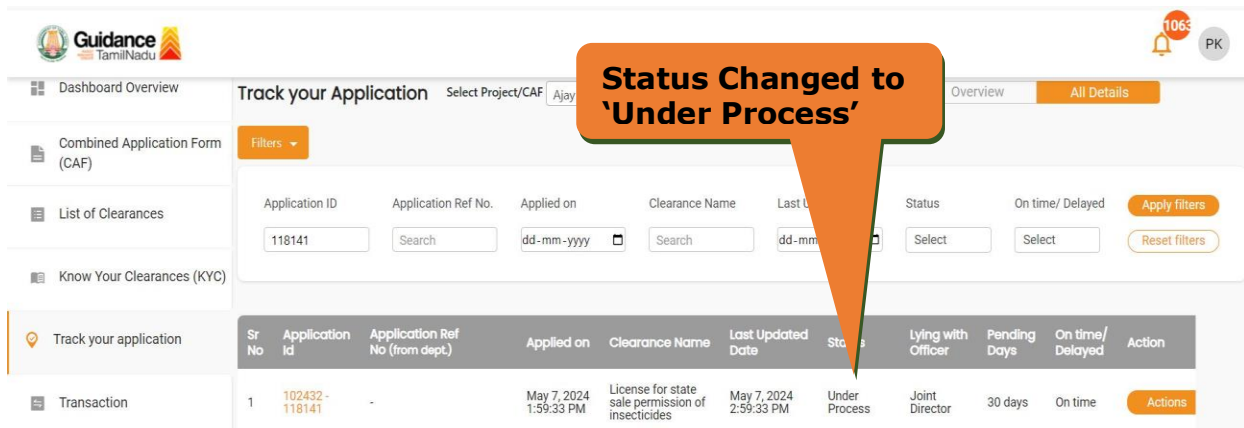
Figure 25. Provide Clarification

- 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.

Application Submitted

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



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	102432-118141	-	May 7, 2024 1:59:33 PM	License for state sale permission of insecticides	May 7, 2024 2:59:33 PM	Under Process	Joint Director	30 days	On time	Actions

Figure 26. Status of the Application

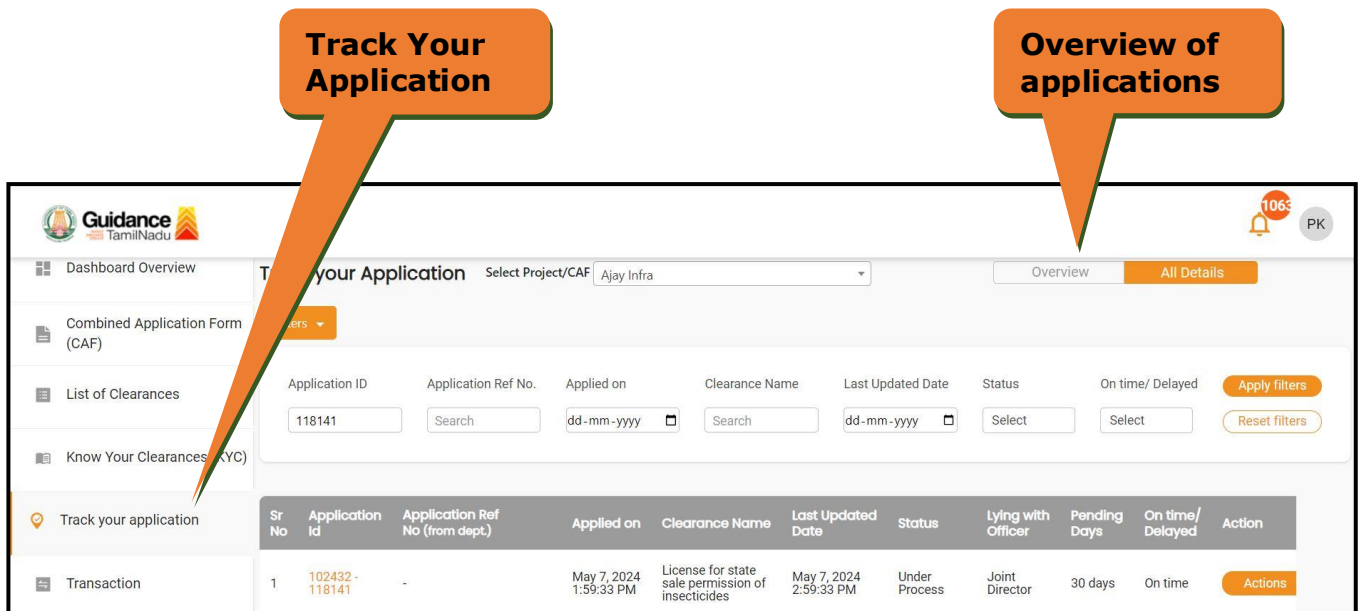
11. Track Your Application

- 1) After submitting the application, a unique 'token ID' would be generated. Using the '**Token ID**' the Applicant can track the status of clearances by clicking on 'Track your application' option.'
- 2) Applicant to choose the name of the project created during CAF from the dropdown '**Select Project / CAF**' displayed at the top of the page.

- **Track your application– Overview Option**

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

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



Track Your Application

Overview of applications

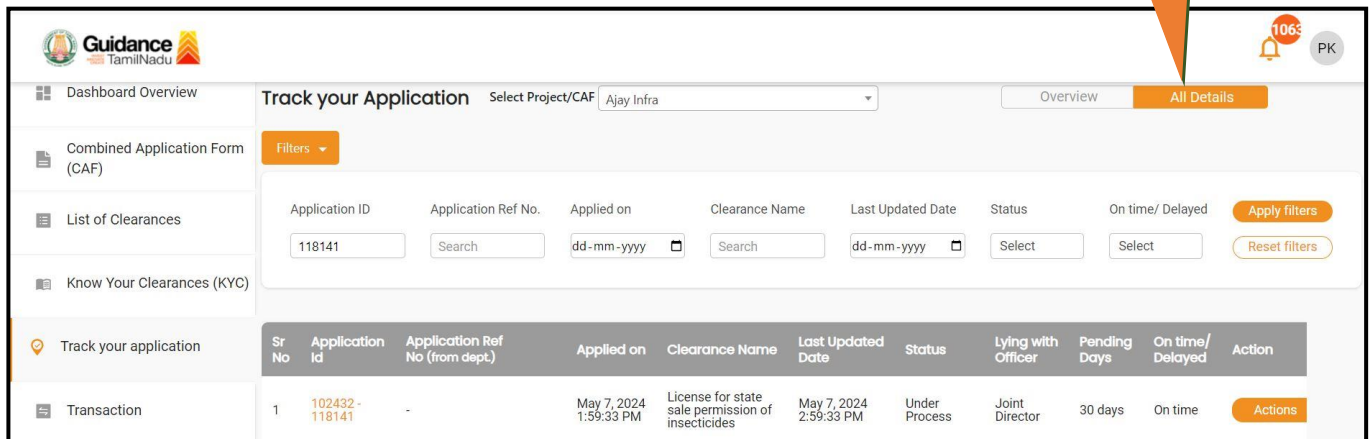
Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	102432 - 118141	-	May 7, 2024 1:59:33 PM	License for state sale permission of insecticides	May 7, 2024 2:59:33 PM	Under Process	Joint Director	30 days	On time	Actions

Figure 27. 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 7, 2024 1:59:33 PM	License for state sale permission of insecticides	May 7, 2024 2:59:33 PM	Under Process	Joint Director	30 days	On time	Actions

Figure 27. ‘All Details’ tab

12. Inspection Schedule

- a. The department schedules the date of appointment for inspection to be done for the specified institution (Refer Figure 22).
- b. The inspection date scheduled by the department is intimated to the user (Refer Figure 23)
- c. After the Inspection is completed, the Junior Engineer submits the Inspection report to the Assistant Engineer for Review

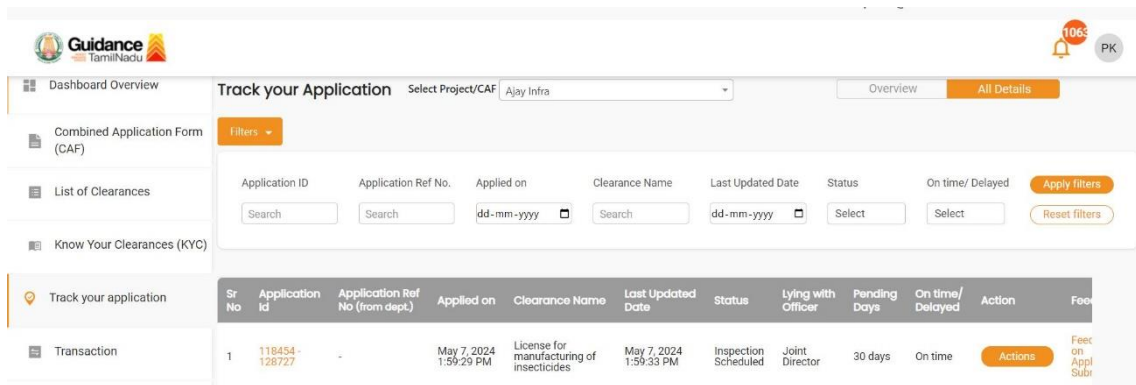


Figure 28. 'Inspection' tab

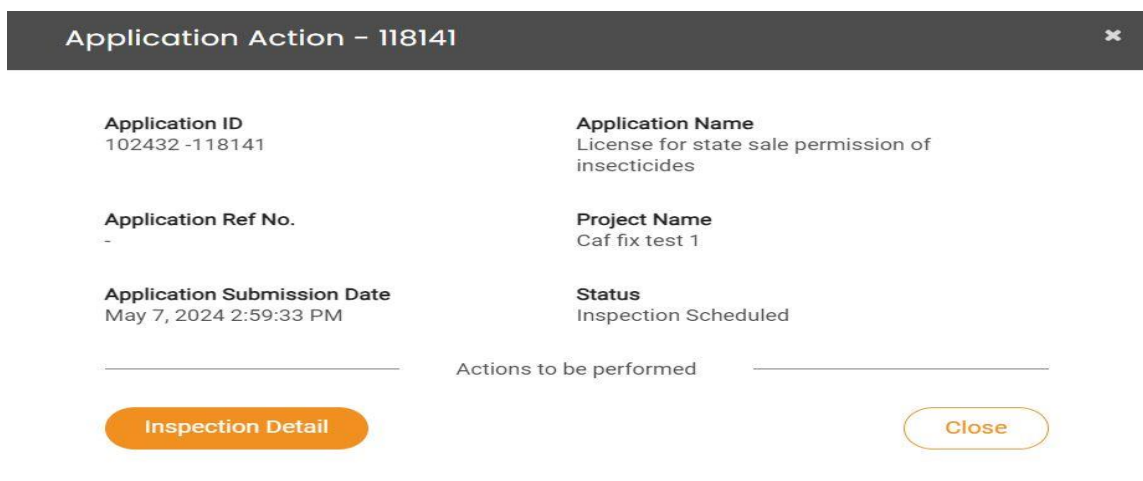
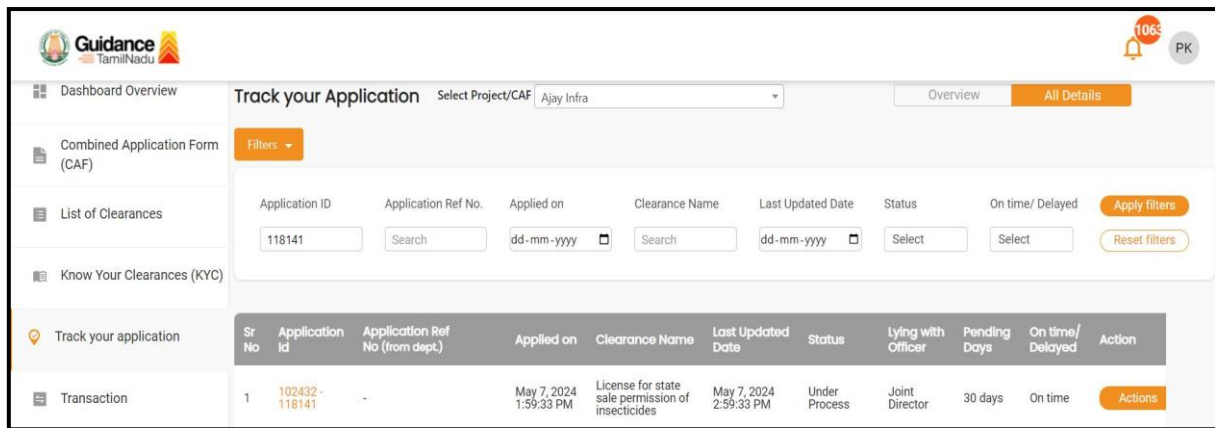


Figure 29. 'Inspection Scheduled'

Application Submitted

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



The screenshot shows the 'Track your Application' page. At the top, there's a navigation bar with 'Dashboard Overview', 'Track your Application', and 'All Details'. Below this, there are filter options 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	102432 - 118141	-	May 7, 2024 1:59:33 PM	License for state sale permission of insecticides	May 7, 2024 2:59:33 PM	Under Process	Joint Director	30 days	On time	Actions

Figure 30. Under Process

13. Application Processing

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

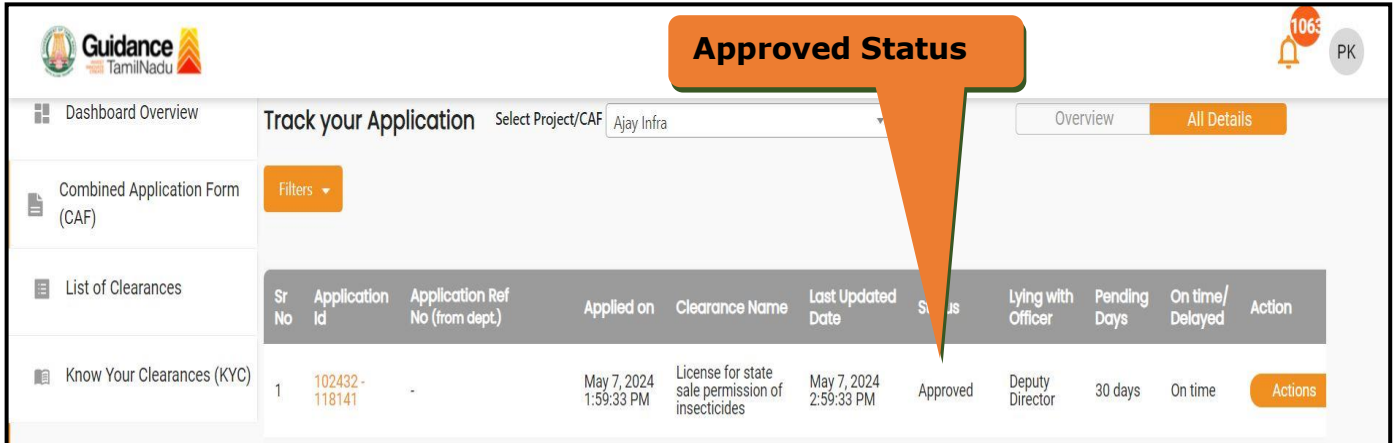


Figure 31. Application Processed

2) If the application is **‘Approved’** by the Deputy Director, the applicant can download the Approval Certificate under **Track your application – > Action button -> Download Certificate** (Refer Figure 31)

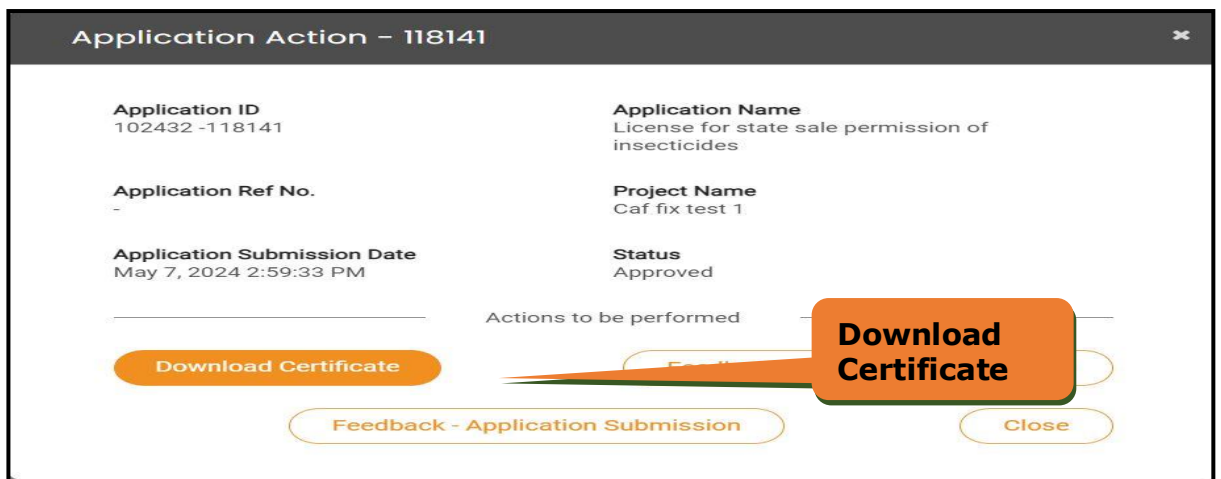
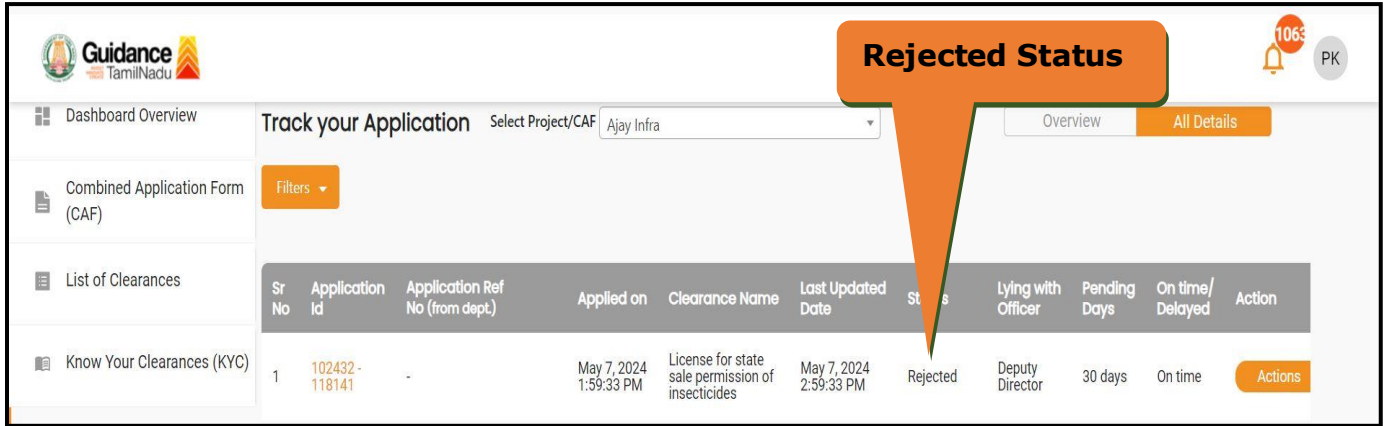


Figure 32. Download Certificate

3) If the application is '**Rejected**' by the Deputy Director, the applicant can view the rejection remarks under the Actions Tab by the Deputy Director. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 33)



The screenshot shows a web dashboard for tracking applications. A callout box labeled 'Rejected Status' points to the 'Status' column of a table. The table contains one entry with the following 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 7, 2024 1:59:33 PM	License for state sale permission of insecticides	May 7, 2024 2:59:33 PM	Rejected	Deputy Director	30 days	On time	Actions

Figure 33. Rejected Status

