

TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Application for Surrender of WHO-Good manufacturing
Practice (GMP) Certificate**

Food Safety and Drug Administration



Table of Contents

1. Home Page	3
2. Registration	4
3. Mobile Number / Email ID – 2-Step Verification Process	6
4. Login	9
5. Dashboard Overview	10
6. Combined Application Form (CAF)	11
7. Apply for Application for Surrender of WHO-Good manufacturing Practice (GMP) Certificate	14
8. Query Clarification	24
9. Inspection Schedule	26
10. Track Your Application	28
11. Application Processing	30

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) **Applicant can reach the helpdesk Toll free number-1800-258-3878 and Helpdesk Email.**

TNSWP website
(www.tnswp.com)

Toll free number
and Mail Id



The screenshot shows the homepage of the Tamil Nadu Single Window Portal. The page features a navigation bar with links for Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, and Help & Support. There are also buttons for Register and Login. The main content area displays the Tamil Nadu state emblem and the text "TAMIL NADU Leading the Nation". Below this, there are two rows of award statistics:

Award Rank	Award Category
#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)

At the bottom of the page, there is a paragraph describing the portal as 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 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. A button for "TN Single Window Fee Slab for Large Industries" is also present.

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.

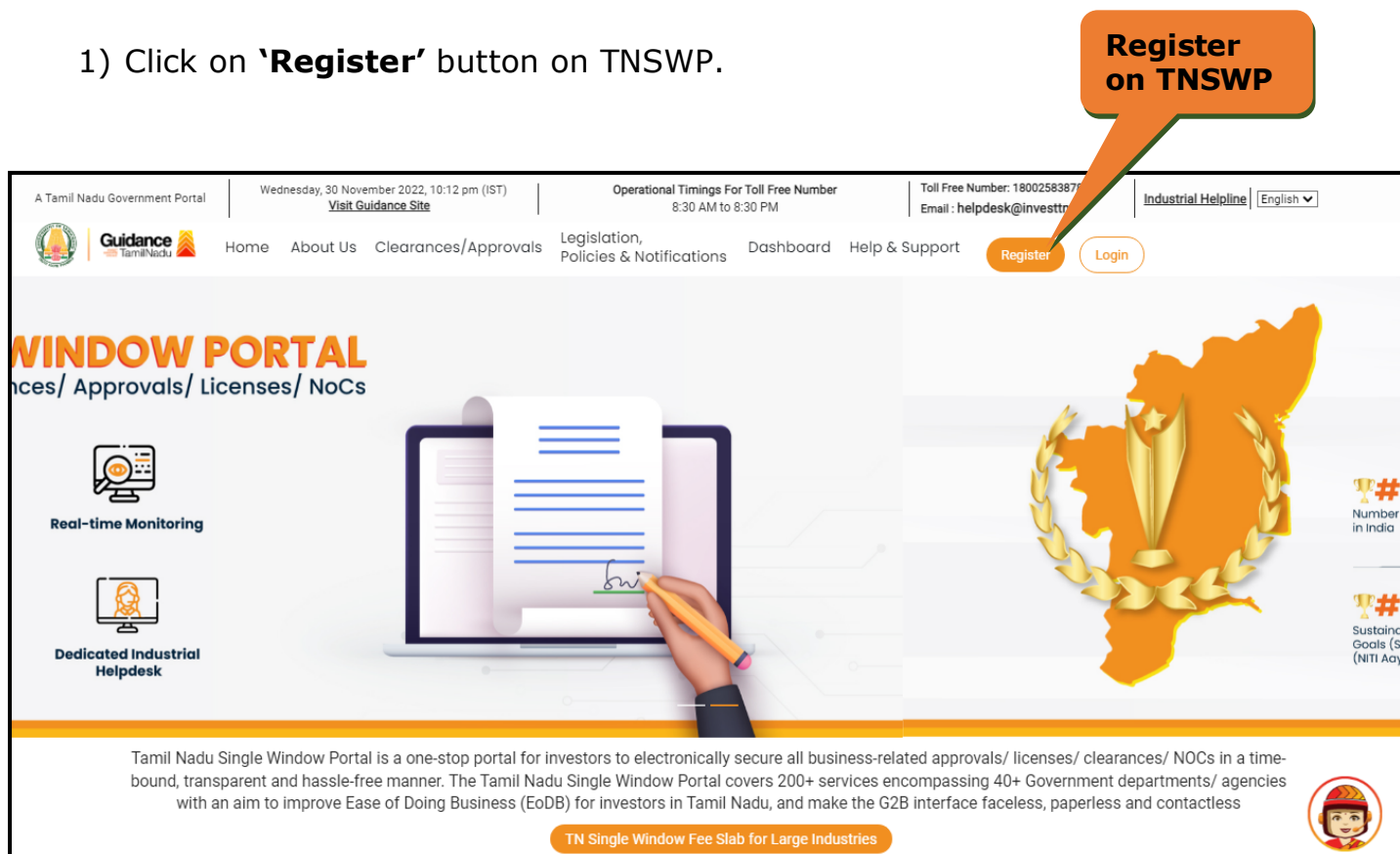
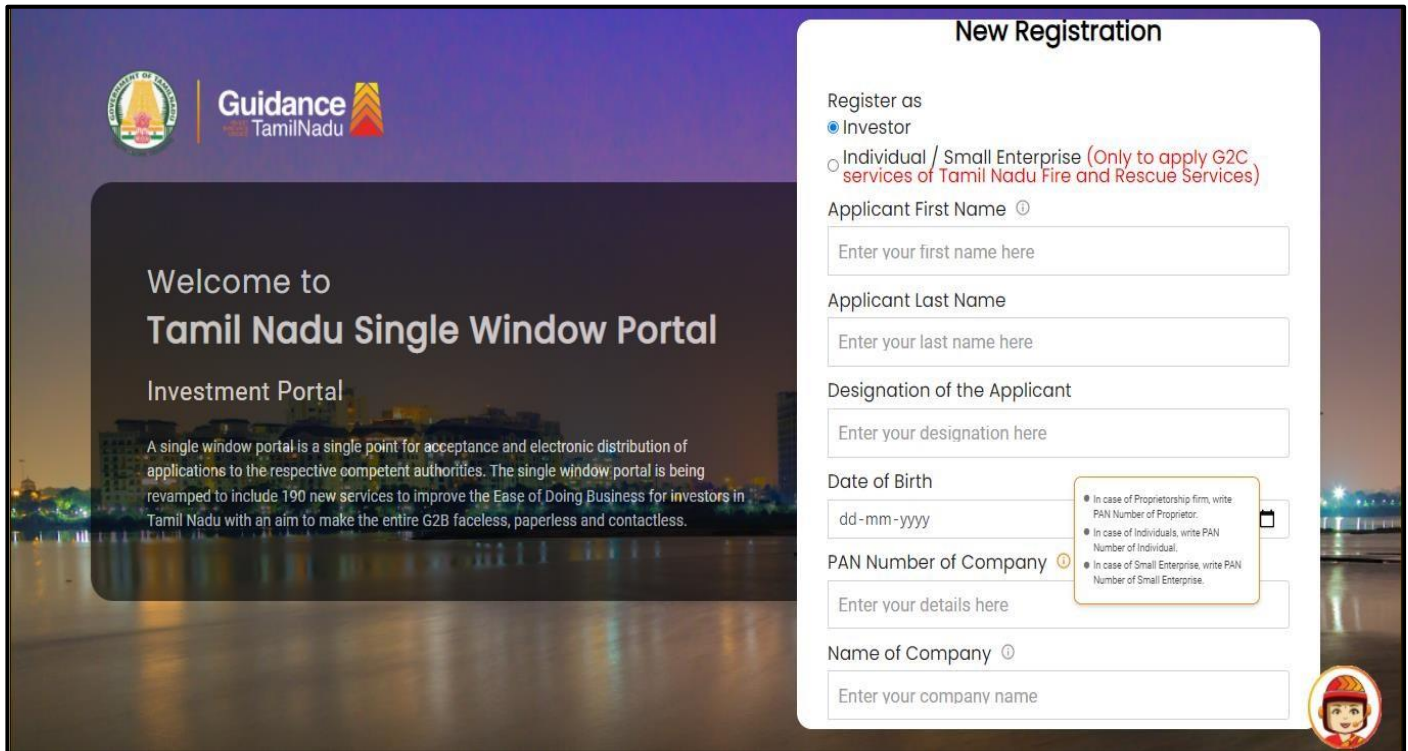


Figure 2. Register

- 2) New Investor Registration page will appear (Refer Figure 3 & 4)
- 3) Select the 'Investor' option and continue with the Registration process.
- 4) Only for applying Government to Citizen (G2C) fire clearances, click on option '**G2C clearances of Tamil Nadu fire and rescue clearances under the category individual/small enterprise**'.
- 5) The information icon ⓘ gives a brief description about the fields when the applicant hovers the cursor on these icons.



Welcome to Tamil Nadu Single Window Portal Investment Portal

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

New Registration

Register as

Investor

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

Applicant First Name ⓘ

Applicant Last Name

Designation of the Applicant

Date of Birth

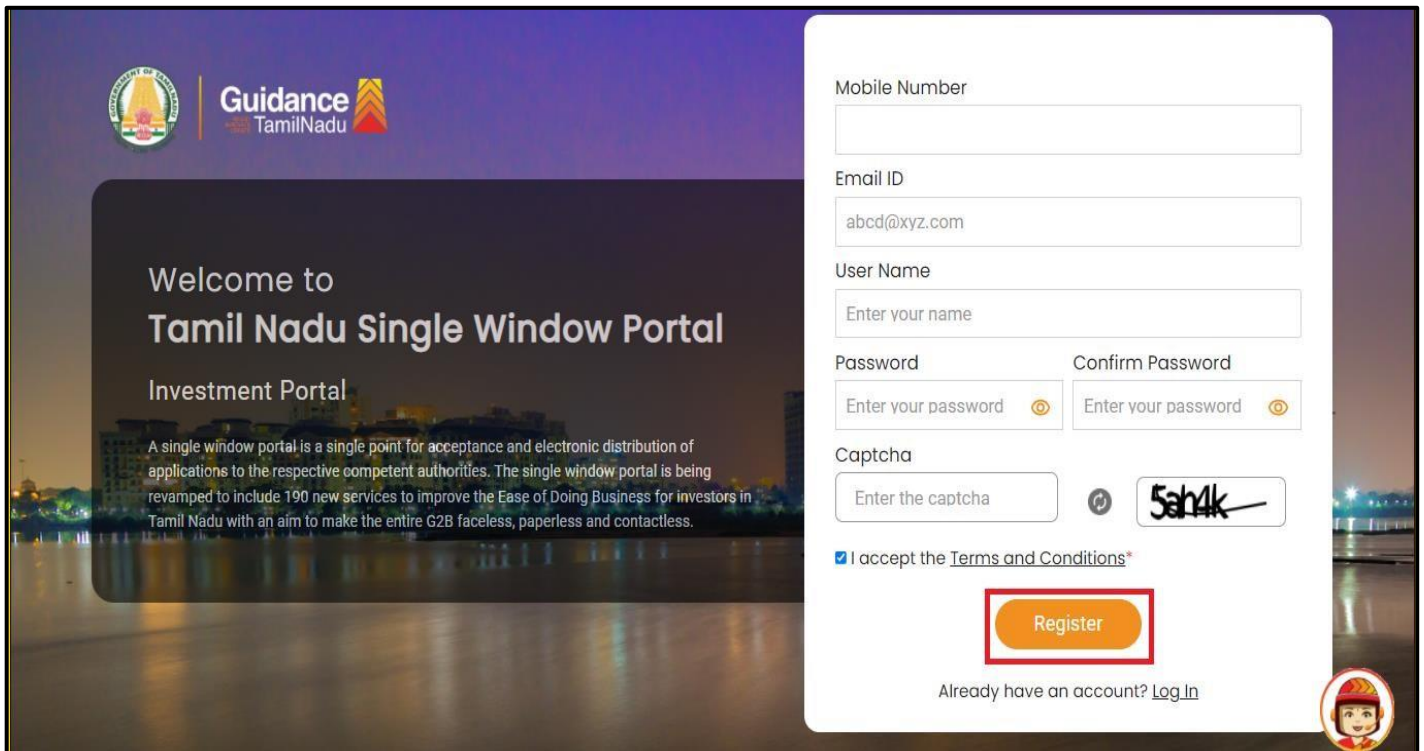
 📅

PAN Number of Company ⓘ

- 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.

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.

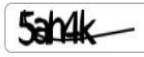
Mobile Number

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.

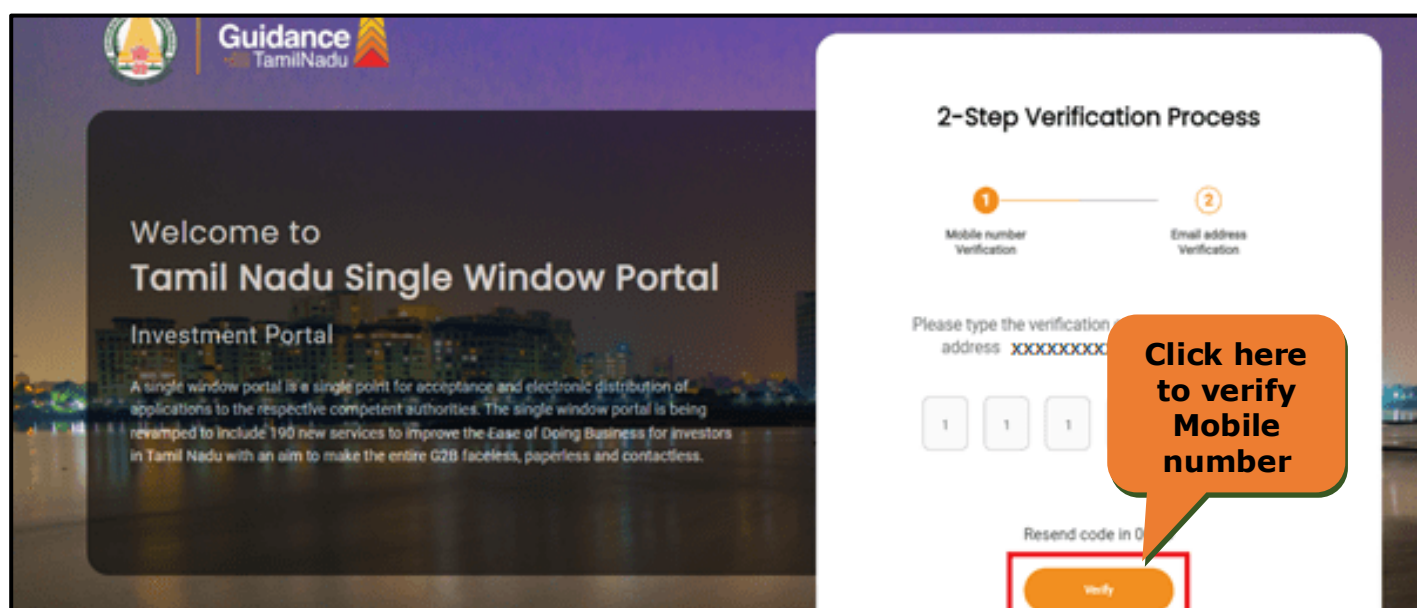


Figure 5. Mobile Number Verification

- 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.

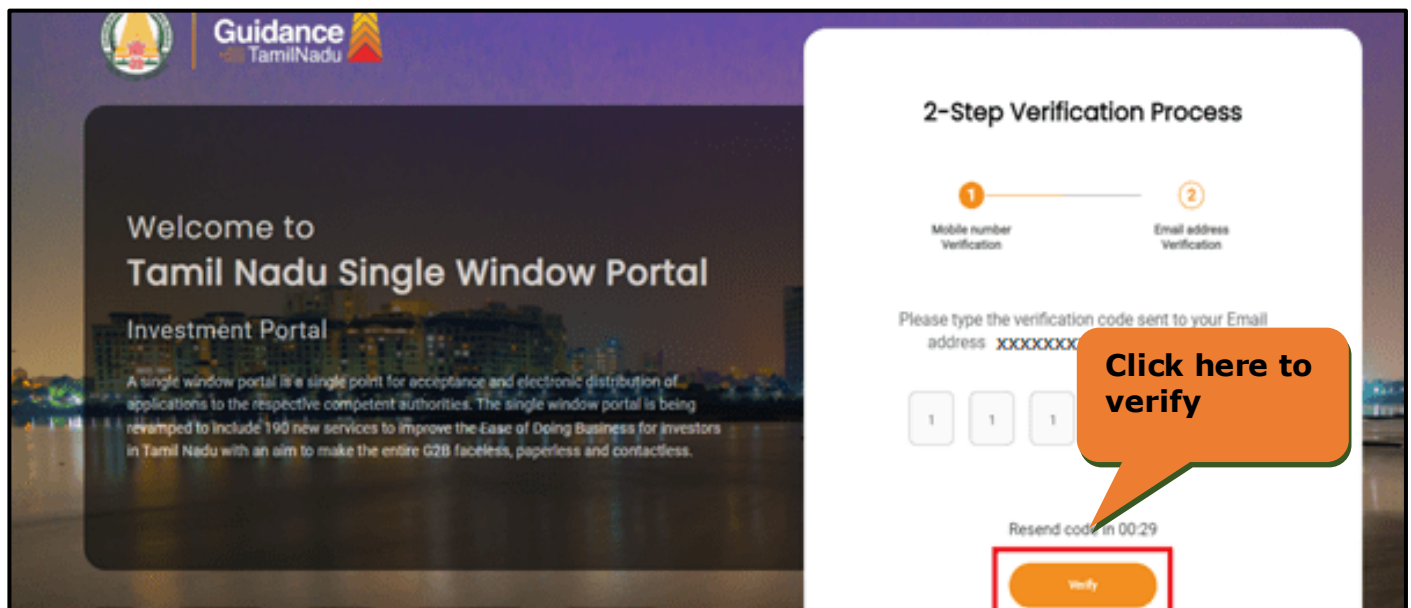


Figure 6. Email ID Verification

- 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.

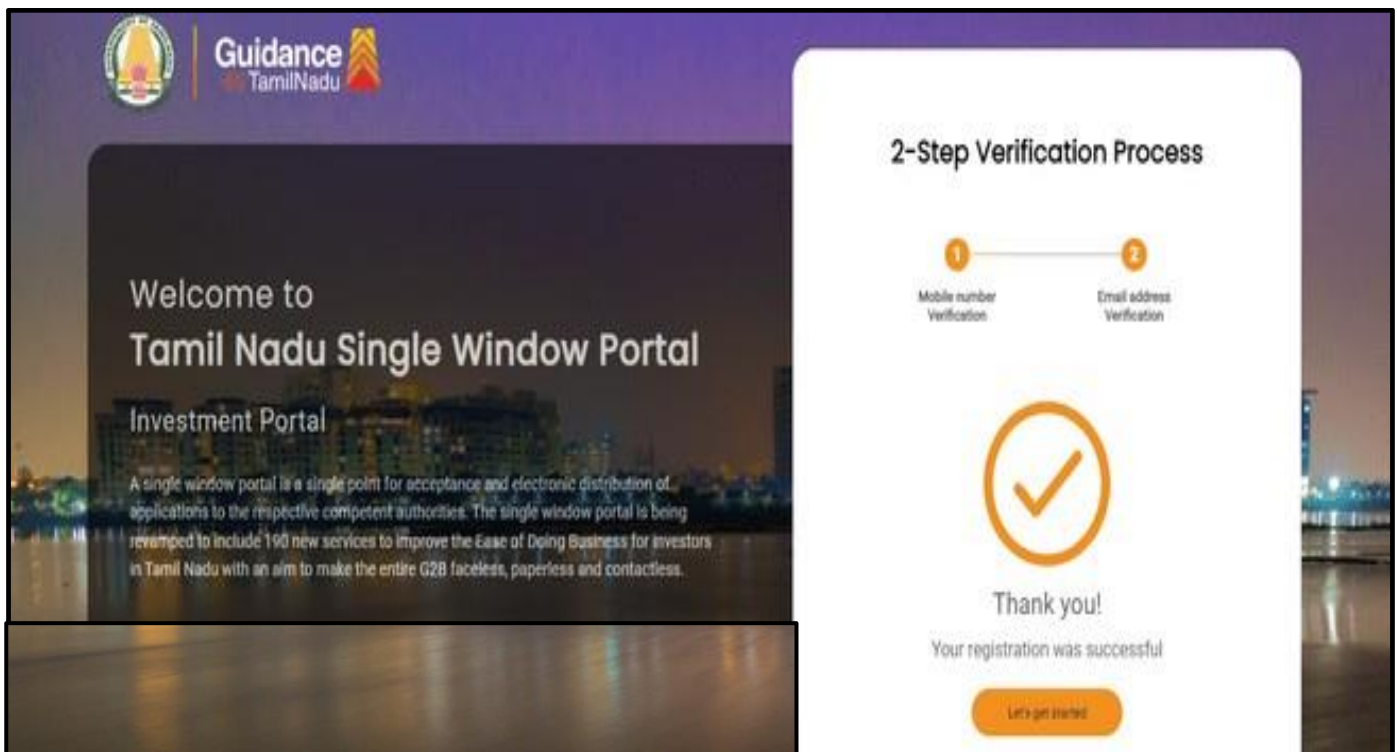


Figure 7. Registration Confirmation Pop-Up

4. Login

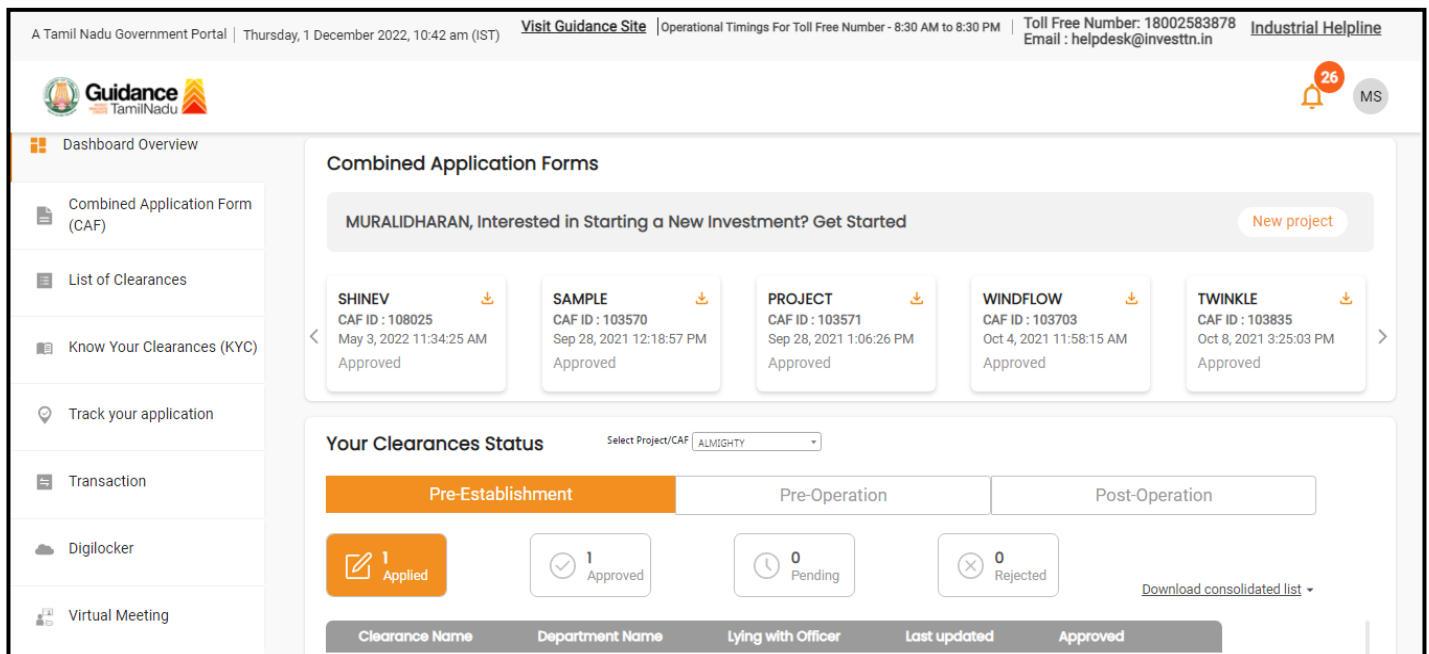
- 1) The applicant can login to TNSWP with the Username and Password created during the registration process.
- 2) Click on login button to enter TNSWP.



Figure 8. Login

5. Dashboard Overview

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

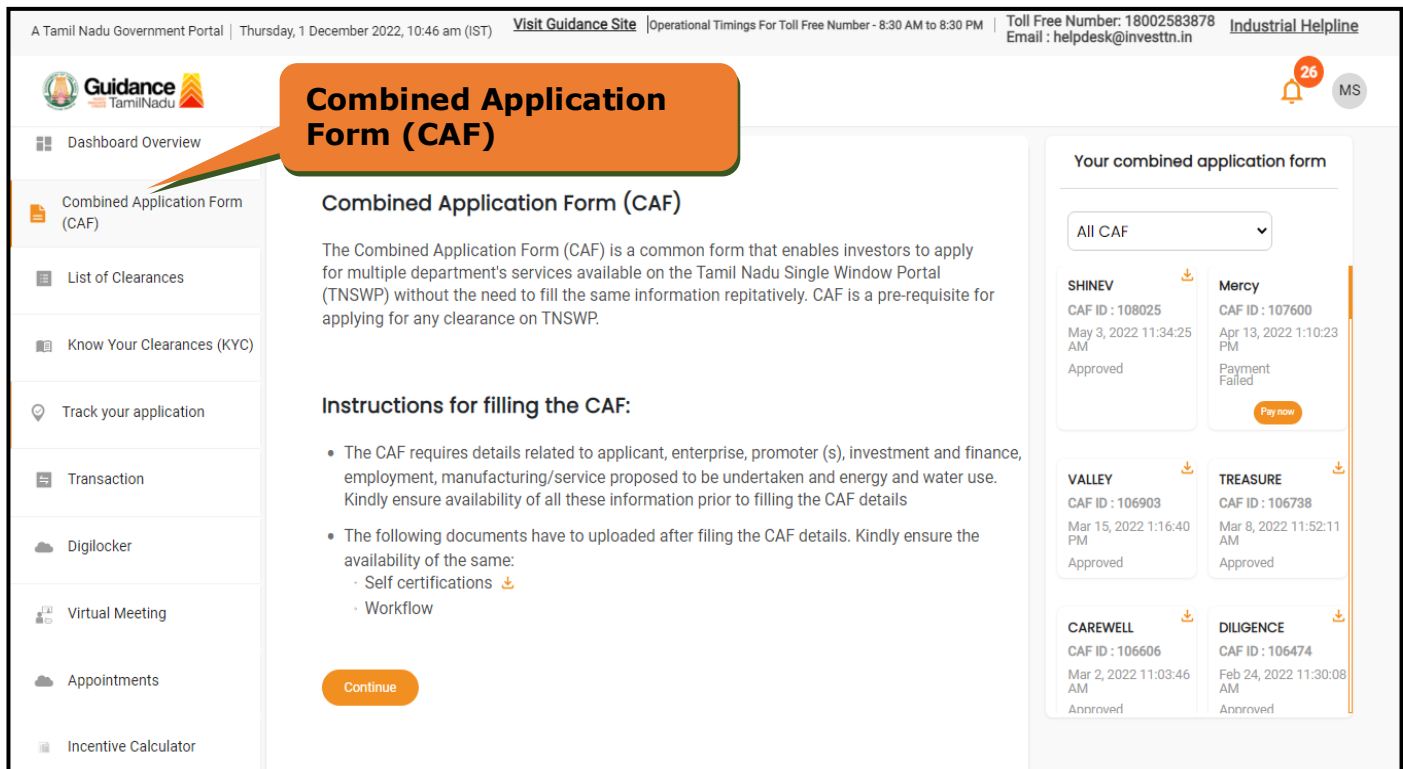


The screenshot displays the TNSWP Dashboard Overview page. At the top, it shows the Tamil Nadu Government Portal information, including the date and time (Thursday, 1 December 2022, 10:42 am IST), a link to the Guidance Site, operational timings for the toll-free number (8:30 AM to 8:30 PM), the toll-free number (18002583878), and the industrial helpline email (helpdesk@investtn.in). The dashboard features a navigation menu on the left with options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', 'Transaction', 'Digilocker', and 'Virtual Meeting'. The main content area is titled 'Combined Application Forms' and shows a user profile for 'MURALIDHARAN, Interested in Starting a New Investment? Get Started' with a 'New project' button. Below this, there are five project cards: SHINEV (CAF ID: 108025, May 3, 2022, 11:34:25 AM, Approved), SAMPLE (CAF ID: 103570, Sep 28, 2021, 12:18:57 PM, Approved), PROJECT (CAF ID: 103571, Sep 28, 2021, 1:06:26 PM, Approved), WINDFLOW (CAF ID: 103703, Oct 4, 2021, 11:58:15 AM, Approved), and TWINKLE (CAF ID: 103835, Oct 8, 2021, 3:25:03 PM, Approved). The 'Your Clearances Status' section shows a dropdown for 'Select Project/CAF' set to 'ALMIGHTY' and three tabs: 'Pre-Establishment' (1 Applied), 'Pre-Operation' (1 Approved), and 'Post-Operation' (0 Pending, 0 Rejected). A 'Download consolidated list' link is also present.

Figure 9. Dashboard Overview

6. Combined Application Form (CAF)

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



A Tamil Nadu Government Portal | Thursday, 1 December 2022, 10:46 am (IST) | Visit [Guidance Site](#) | Operational Timings For Toll Free Number - 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | [Industrial Helpline](#)

Combined Application Form (CAF)

Dashboard Overview

- Combined Application Form (CAF)
- List of Clearances
- Know Your Clearances (KYC)
- Track your application
- Transaction
- Digilocker
- Virtual Meeting
- Appointments
- Incentive Calculator

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

[Continue](#)

Your combined application form

All CAF

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

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).

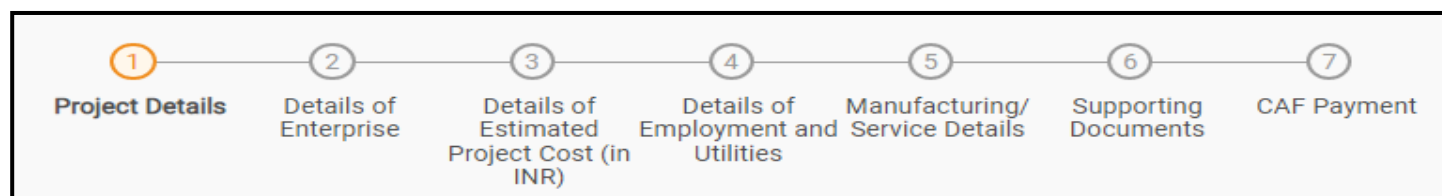


Figure 11. Section of Combined Application Form (CAF)

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 'CAF Payment' section of the Guidance TamilNadu portal. A progress bar at the top indicates 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 current step is 'CAF Payment'. A confirmation message box is overlaid on the page, stating: 'Information: Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF.' Below the message, there are radio buttons for 'Lump sum' (selected) and 'à la carte'. The 'Amount to be paid (in INR)' is shown as 500000 (Five Lakh). A 'Calculate Fee' button is visible at the bottom right of the payment section.

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 Application for Surrender of WHO-Good manufacturing Practice (GMP) Certificate

1. Click on “List of Clearances”

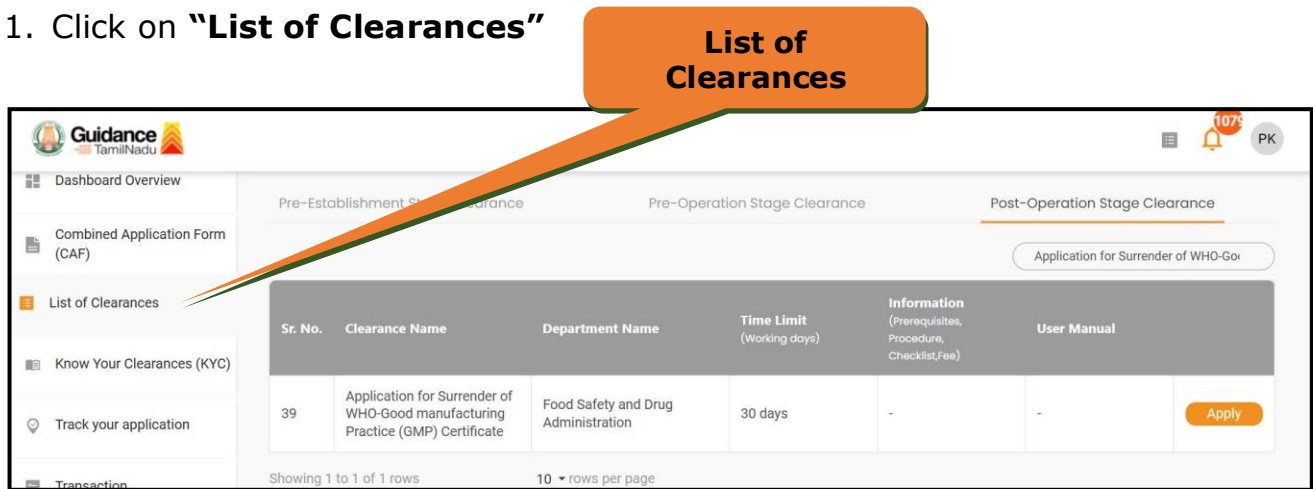


Figure 13. List of Clearances

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

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

3. Select ‘**Post-Operation Stage Clearance**’ and find the clearance ‘**Application for Surrender of WHO-Good manufacturing Practice (GMP) Certificate**’ by using Search option as shown in the figure given below.

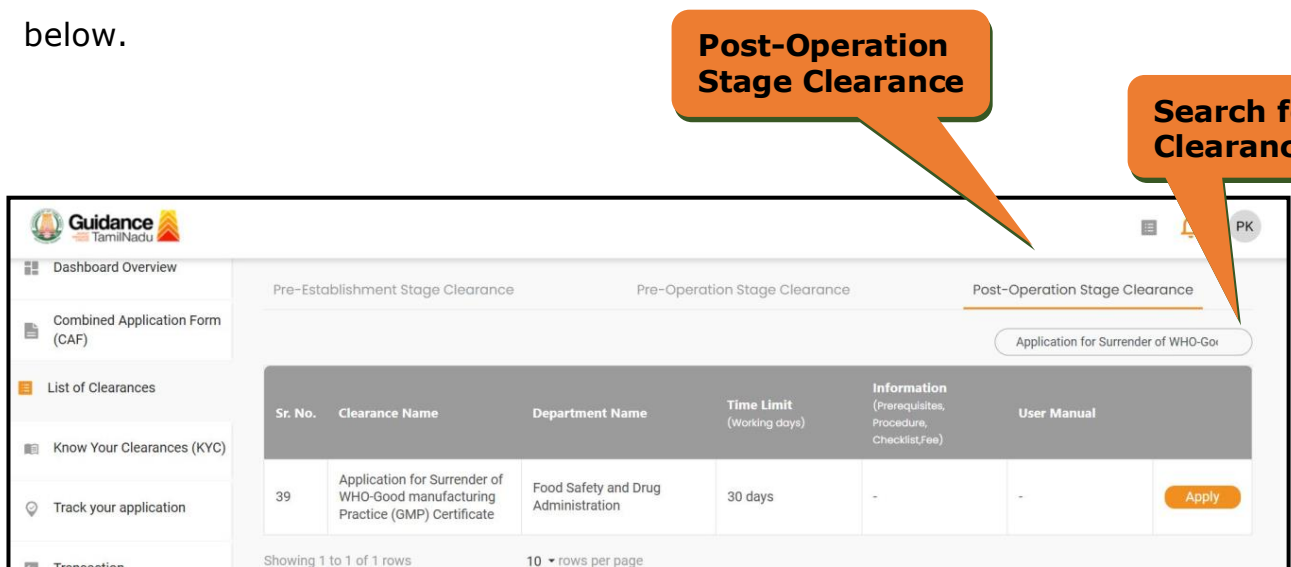


Figure 14. Search for Clearance

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.

The screenshot displays the 'Guidance TamilNadu' application portal. The main content area shows a table of clearances under the 'Post-Operational Stage Clearance' tab. The table has columns for 'Sr. No.', 'Clearance Name', 'Department Name', 'Time Limit (Working days)', 'Information (Prerequisites, Procedure, Checklist, Fee)', and 'User Manual'. A single row is visible with the following data:

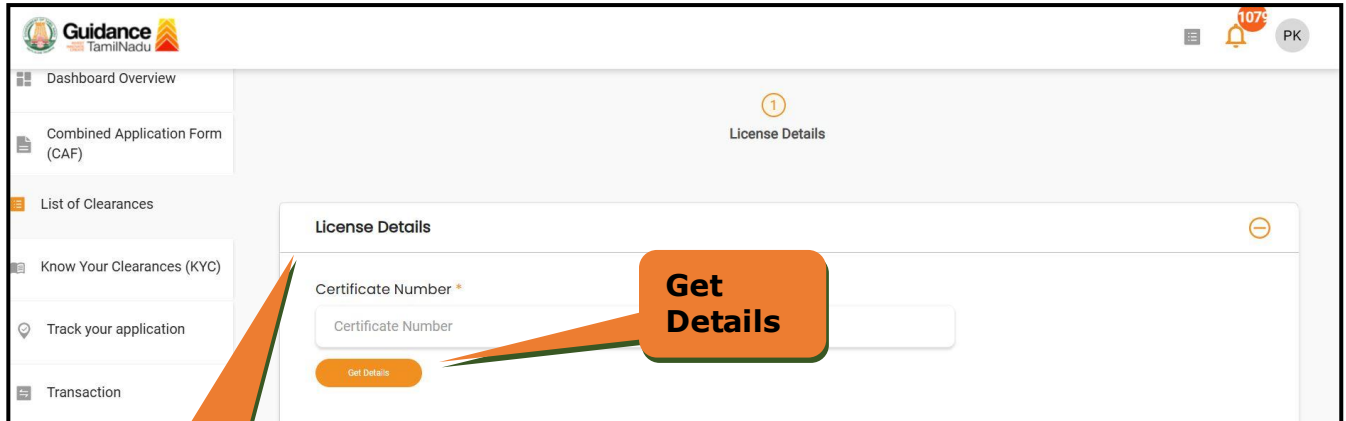
Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
39	Application for Surrender of WHO-Good manufacturing Practice (GMP) Certificate	Food Safety and Drug Administration	30 days	-	-

Below the table, it says 'Showing 1 to 1 of 1 rows' and '10 rows per page'. An orange callout box labeled 'View Information' points to the 'Information' column. Another orange callout box labeled 'Apply for Clearance' points to the 'Apply' button in the 'User Manual' column.

Figure 15. Apply for Clearance

License Details:

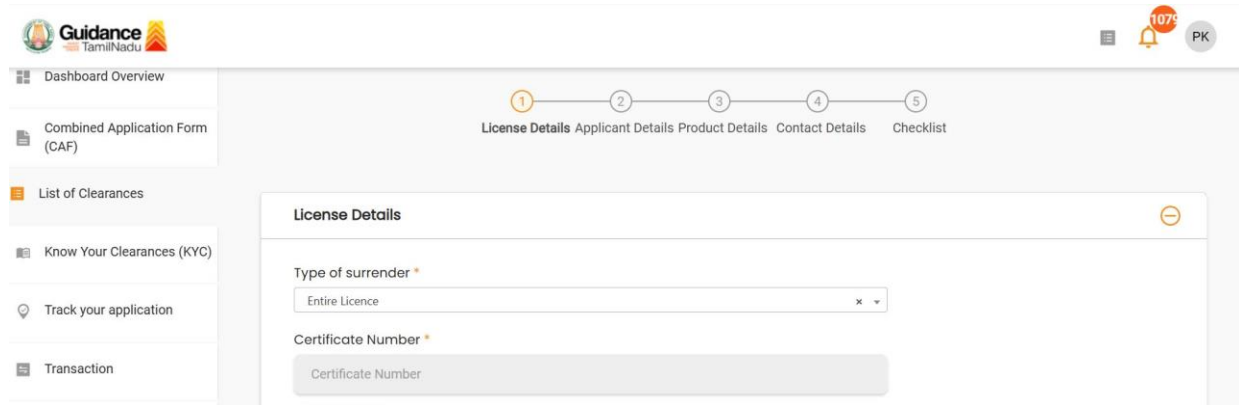
1) **Enter License Number / Get Details** from the drop-down menu.



Enter License Number

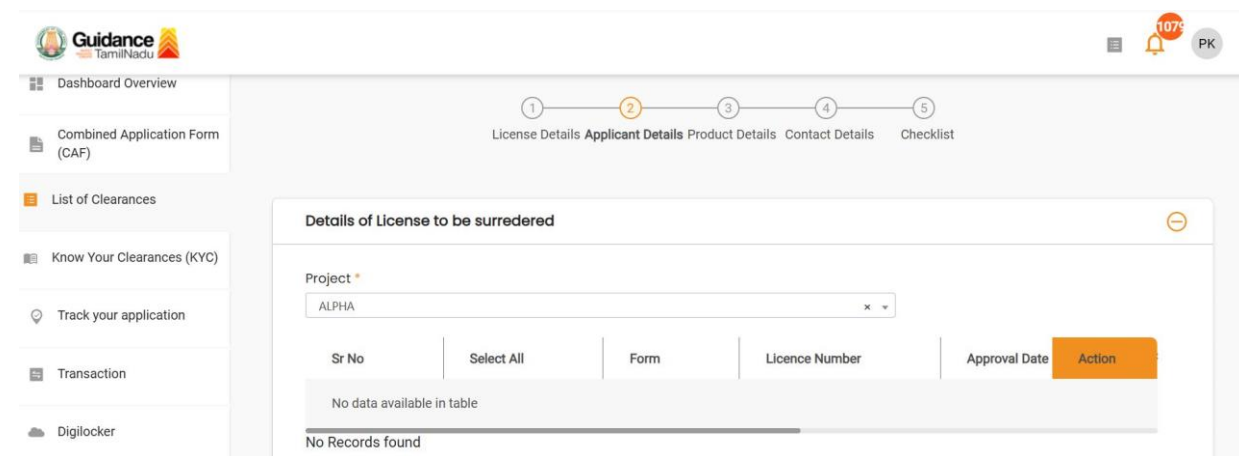
Figure 16. License Number

2) Enter all the mandatory details in the Application for Surrender of WHO-Good manufacturing Practice (GMP) Certificate



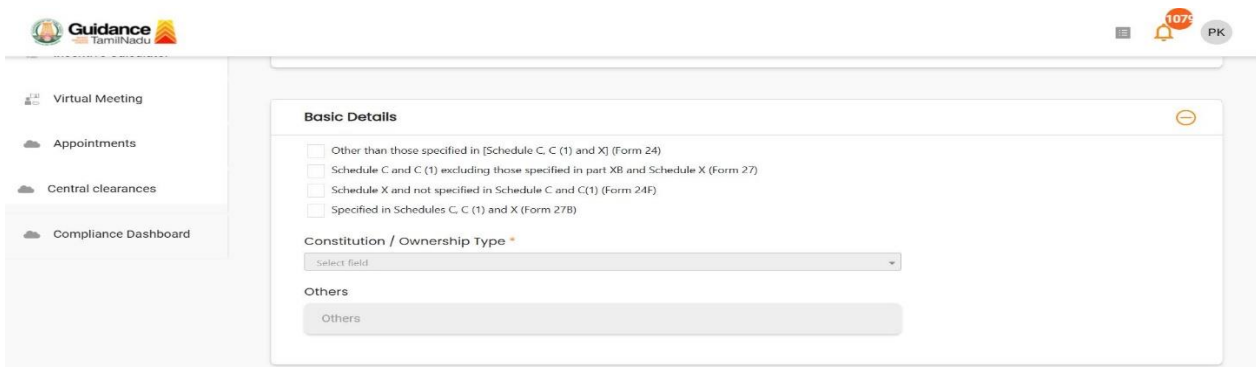
The screenshot shows the 'License Details' step of a 5-step process. The steps are: 1. License Details, 2. Applicant Details, 3. Product Details, 4. Contact Details, and 5. Checklist. The 'License Details' form includes:

- Type of surrender ***: A dropdown menu with 'Entire Licence' selected.
- Certificate Number ***: A text input field with the placeholder 'Certificate Number'.




The screenshot shows the 'Details of License to be surrendered' step. The steps in the process are: 1. License Details, 2. Applicant Details, 3. Product Details, 4. Contact Details, and 5. Checklist. The 'Details of License to be surrendered' form includes:




- Project ***: A dropdown menu with 'ALPHA' selected.
- Table**: A table with columns: Sr No, Select All, Form, Licence Number, Approval Date, and Action. The table is currently empty, displaying 'No data available in table' and 'No Records found'.



The screenshot shows the 'Basic Details' step. The steps in the process are: 1. License Details, 2. Applicant Details, 3. Product Details, 4. Contact Details, and 5. Checklist. The 'Basic Details' form includes:


- Other than those specified in [Schedule C, C (1) and X] (Form 24)**:
- Schedule C and C (1) excluding those specified in part XB and Schedule X (Form 27)**:
- Schedule X and not specified in Schedule C and C(1) (Form 24F)**:
- Specified in Schedules C, C (1) and X (Form 27B)**:
- Constitution / Ownership Type ***: A dropdown menu with 'Select field' selected.
- Others**: A text input field with the placeholder 'Others'.






Applicant Details
⊖

Appellation	Applicant Name	Designation	Designation (Others)	Action
No data available in table				
No Records found				




Firm And Address Details
⊖




Firm Name *

Type of Premises *

State

District *



Taluk *


Zone *




City / Village/ Town *

Street No./ Name *

Building/ Door/ Flat /Plot No. / Shed No. /Module No.

Survey No.



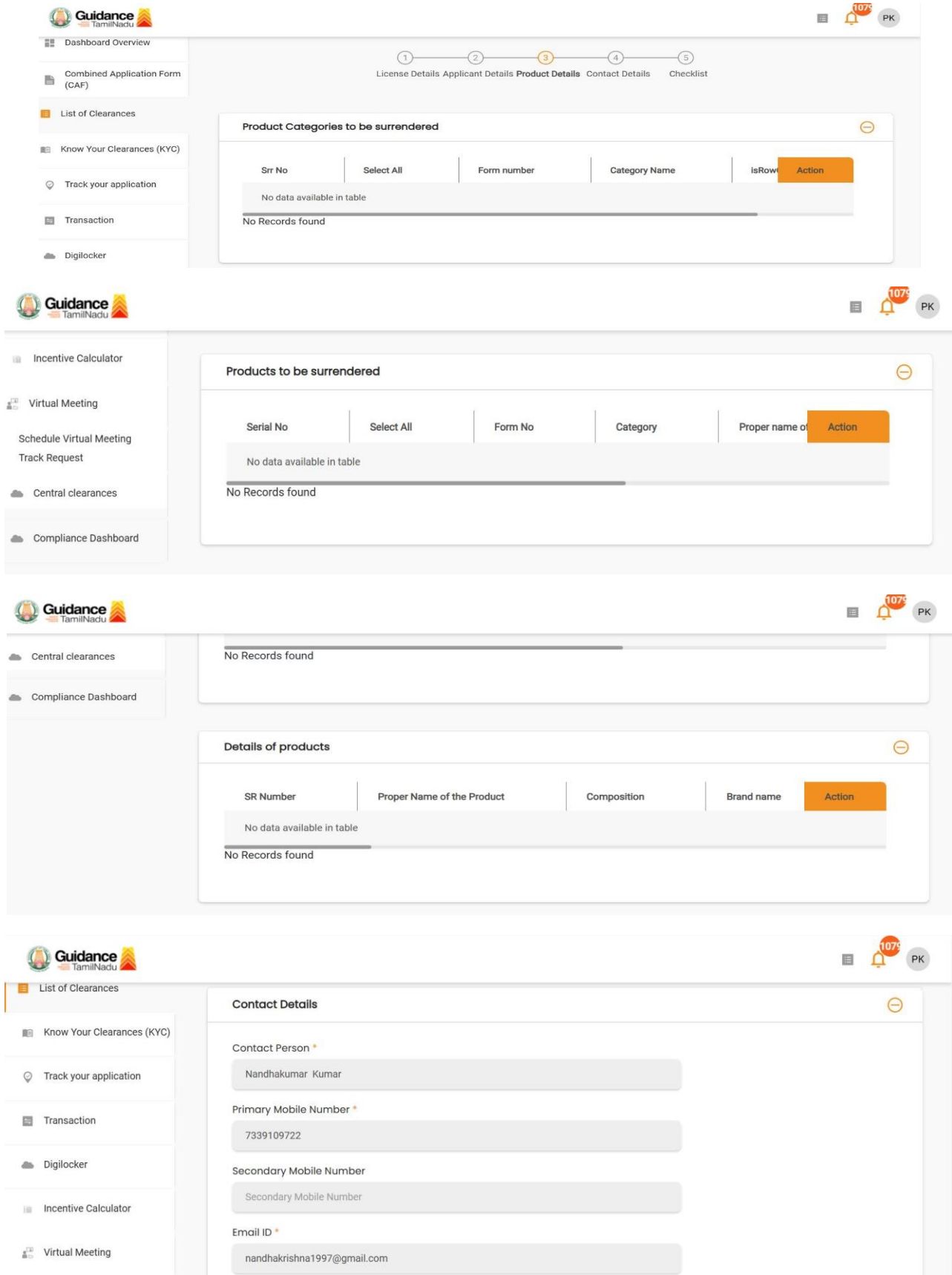
Floor

Pin Code *

Technical Personnel / Competent Persons Details
⊖

SNo	Name	Qualification	Experience of Technical Staff	Action
No data available in table				
No Records found				

Previous
Next
SUBMIT
Save As Draft



The figure displays four sequential screenshots of the Guidance TamilNadu web application interface, illustrating the steps for surrendering a WHO-GMP Certificate. Each screenshot includes a navigation menu on the left and a main content area with a progress indicator at the top.

- Screenshot 1:** Shows the 'Product Categories to be surrendered' step. The progress indicator highlights step 3. The table below shows no data available.

Srr No	Select All	Form number	Category Name	isRow	Action
No data available in table					
No Records found					
- Screenshot 2:** Shows the 'Products to be surrendered' step. The progress indicator highlights step 3. The table below shows no data available.

Serial No	Select All	Form No	Category	Proper name of	Action
No data available in table					
No Records found					
- Screenshot 3:** Shows the 'Details of products' step. The progress indicator highlights step 3. The table below shows no data available.

SR Number	Proper Name of the Product	Composition	Brand name	Action
No data available in table				
No Records found				
- Screenshot 4:** Shows the 'Contact Details' step. The progress indicator highlights step 4. The form fields are filled with the following information:
 - Contact Person: Nandhakumar Kumar
 - Primary Mobile Number: 7339109722
 - Secondary Mobile Number: Secondary Mobile Number
 - Email ID: nandhakrishna1997@gmail.com

Figure 17. Application for Surrender of WHO-Good manufacturing Practice (GMP) Certificate

Token ID:

1. After clicking on the 'Save' button a unique 'Token Id' would be generated with a pop-up message.

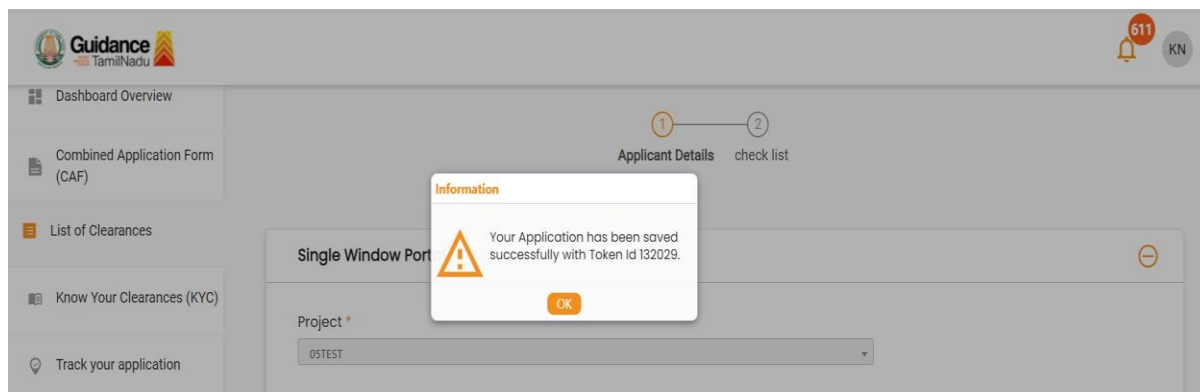
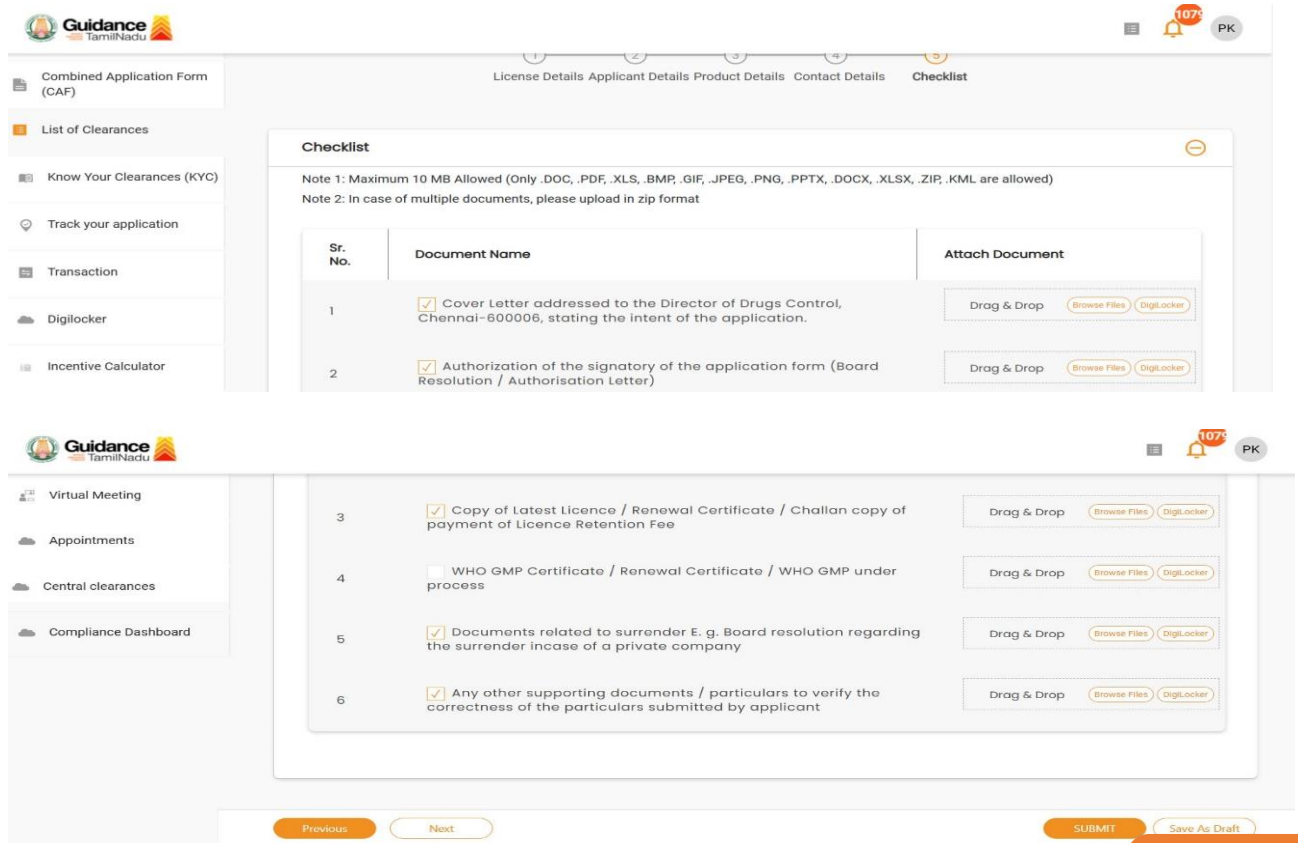


Figure 18. Token Id Generated

Checklist:

- The following supporting documents need to be uploaded by the Applicant as per the notes given
- Maximum 10 MB Allowed (Only .DOC, .PDF, .XLS, .BMP, .GIF, .JPEG, .PNG, .PPTX, .DOCX, .XLSX, .ZIP, .KML are allowed)
- In case of multiple documents, please upload in zip format
- After Uploading all the supporting document click on 'Next' to go Payment details' screen
- After uploading, click on "**Save document**" button.
- After Successful Submission, the page gets redirected to Payment gateway.



Checklist

Note 1: Maximum 10 MB Allowed (Only .DOC, .PDF, .XLS, .BMP, .GIF, .JPEG, .PNG, .PPTX, .DOCX, .XLSX, .ZIP, .KML are allowed)
 Note 2: In case of multiple documents, please upload in zip format

Sr. No.	Document Name	Attach Document
1	<input checked="" type="checkbox"/> Cover Letter addressed to the Director of Drugs Control, Chennai-600006, stating the intent of the application.	Drag & Drop <input type="button" value="Browse Files"/> <input type="button" value="DigLocker"/>
2	<input checked="" type="checkbox"/> Authorization of the signatory of the application form (Board Resolution / Authorisation Letter)	Drag & Drop <input type="button" value="Browse Files"/> <input type="button" value="DigLocker"/>
3	<input checked="" type="checkbox"/> Copy of Latest Licence / Renewal Certificate / Challan copy of payment of Licence Retention Fee	Drag & Drop <input type="button" value="Browse Files"/> <input type="button" value="DigLocker"/>
4	<input type="checkbox"/> WHO GMP Certificate / Renewal Certificate / WHO GMP under process	Drag & Drop <input type="button" value="Browse Files"/> <input type="button" value="DigLocker"/>
5	<input checked="" type="checkbox"/> Documents related to surrender E. g. Board resolution regarding the surrender incase of a private company	Drag & Drop <input type="button" value="Browse Files"/> <input type="button" value="DigLocker"/>
6	<input checked="" type="checkbox"/> Any other supporting documents / particulars to verify the correctness of the particulars submitted by applicant	Drag & Drop <input type="button" value="Browse Files"/> <input type="button" value="DigLocker"/>

Previous Next SUBMIT Save As Draft

Figure 19. Checklist Document

Click on 'Save Document'

Application Submitted

- 1) The Applicant should fill the Application form and the applicant can download the pre-filled supporting form from SWP and upload the Supporting, the applicant needs to fill the inspection checklist and Submit the Application in SWP. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**

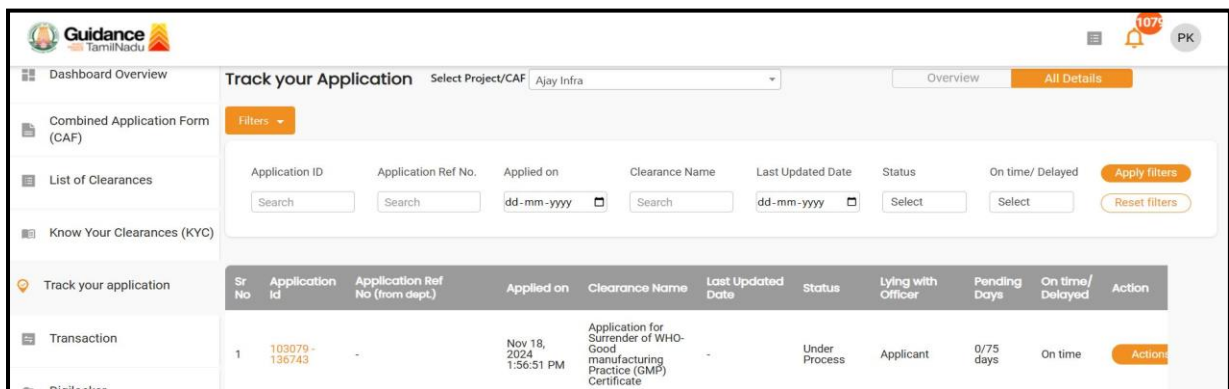


Figure 20. Under Process

- 2) The HQ Tapal should receive the Application from the Applicant and He will be reviewing the Application. After that HQ Tapal will forward the Application to the State Licensing Authority.

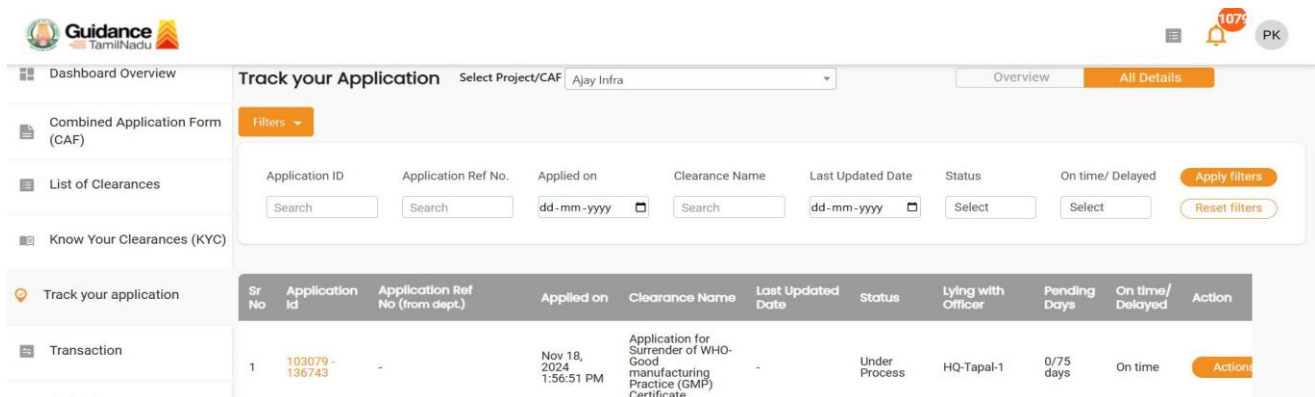


Figure 21. Under Process

3) The Reviewing officer will receive the application from the SLA. And He can Scrutinize Application and Supporting Documents, After the He will Forward Application to the State Licensing Authority.

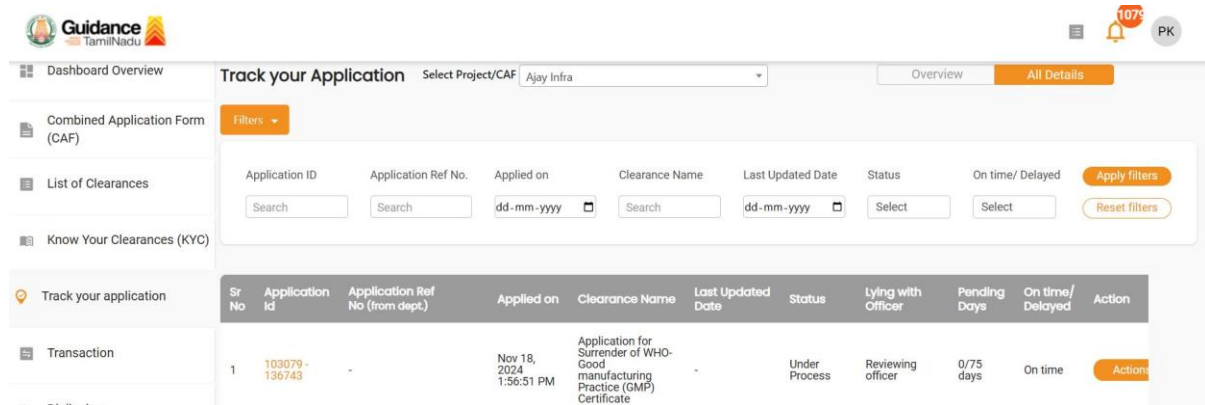


Figure 22. Under Process

4) The SLA will receive the Application from HQ Tapal, Forward the Application to the Reviewing officer and receive the Application from Reviewing Officer and He can Raise Query to the Applicant. The SLA will Forward Application to ADDC or SDI HQ / DI HQ, Receive Application after inspection from ADDC or SDI HQ / DI HQ and he can approve before Inspection / Forward to Inspection / Without Inspection (or) Reject / Cancel the Application.

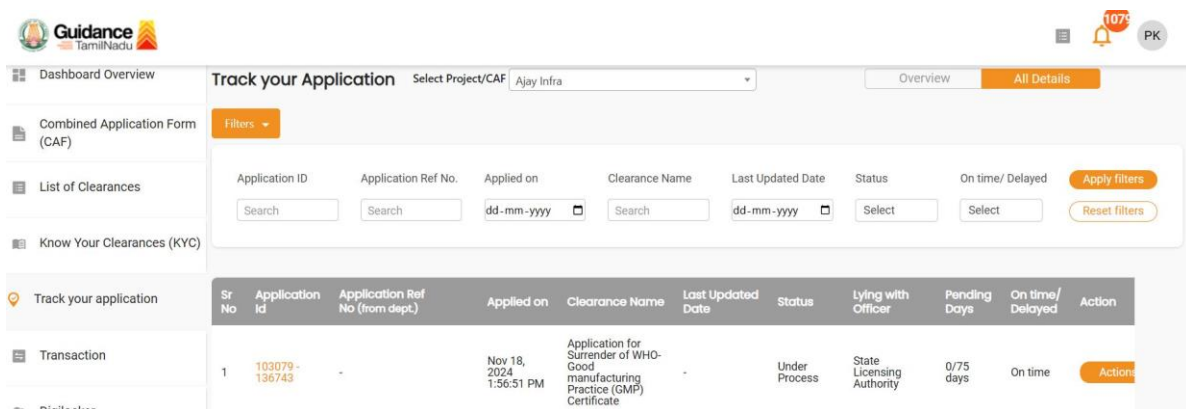
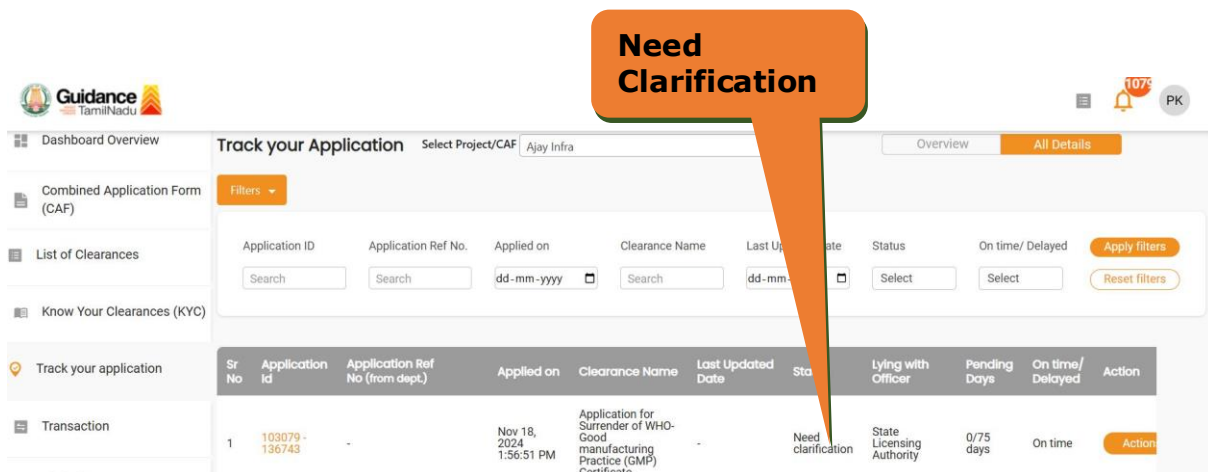


Figure 23. Under Process

8. Query Clarification

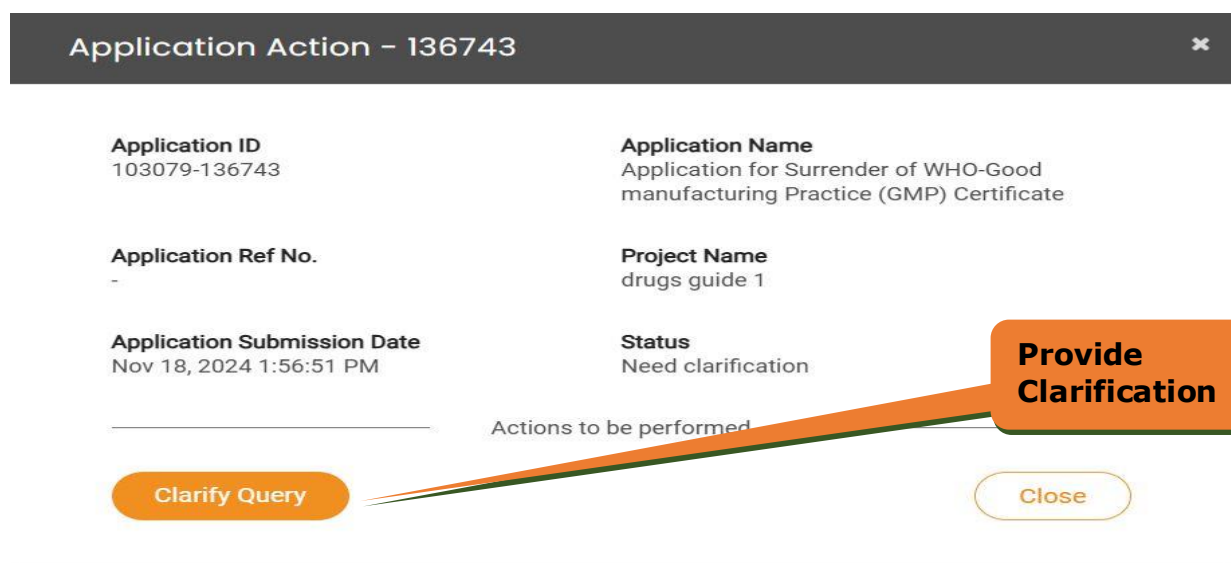
- 1) After submitting the application to the Drugs department, the concerned officer – State Licensing Authority reviews the application and if there are any clarifications required, the officer would raise a query to the applicant.
- 2) Applicant would receive an alert message through Registered SMS/Email.
- 3) Applicant could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.
- 4) Applicant could view the status as 'Need Clarification' under the 'Status' column. Click on 'Action' button responds to the query as shown in the below figure.



The screenshot shows the 'Track your Application' page with a table of application details. An orange callout box labeled 'Need Clarification' points to the 'Status' column of the first row in the table.

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Data	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	103079 - 136743	-	Nov 18, 2024 1:56:51 PM	Application for Surrender of WHO-Good manufacturing Practice (GMP) Certificate	-	Need clarification	State Licensing Authority	0/75 days	On time	Action

Figure 24. Need Clarification



The screenshot shows a window titled "Application Action - 136743" with a close button (X) in the top right corner. The window contains the following details:

Application ID 103079-136743	Application Name Application for Surrender of WHO-Good manufacturing Practice (GMP) Certificate
Application Ref No. -	Project Name drugs guide 1
Application Submission Date Nov 18, 2024 1:56:51 PM	Status Need clarification

Below the details, there is a section titled "Actions to be performed" with two buttons: "Clarify Query" and "Close". An orange callout box with the text "Provide Clarification" points to the "Provide Clarification" button.

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 Status of the application changes from 'Need clarification' to '**Under Process**' after the Applicant submits the query.

Application Submitted

1. The State Licensing Authority approves the application and forward for inspection to the Assistant director. DI HQ / SDI HQ and DI / SDI will receive the Application from SLA or ADDC and the Inspector can Schedule Inspection and Conduct Inspection, Upload Inspection Report, Finally Forward Application to the SLA or ADDC.

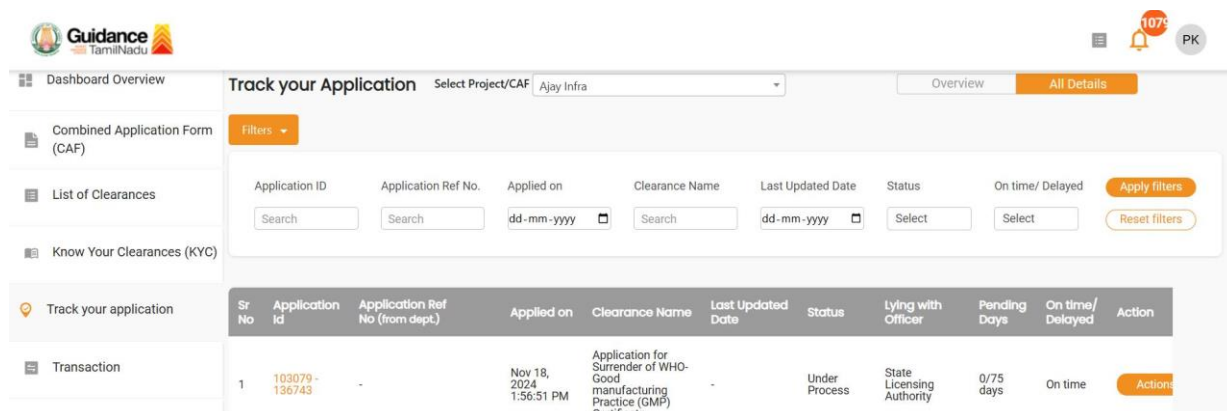


Figure 26 Under Process

2.The Assistant director review the application and forward the application to Senior Drug Inspector / Drug Inspector. The ADDC or DDC-INDIA will receive the Application from SLA and Forward the Application to corresponding DI / SDI and he can Upload Remarks / Recommendation Letter and Forward to the SLA.

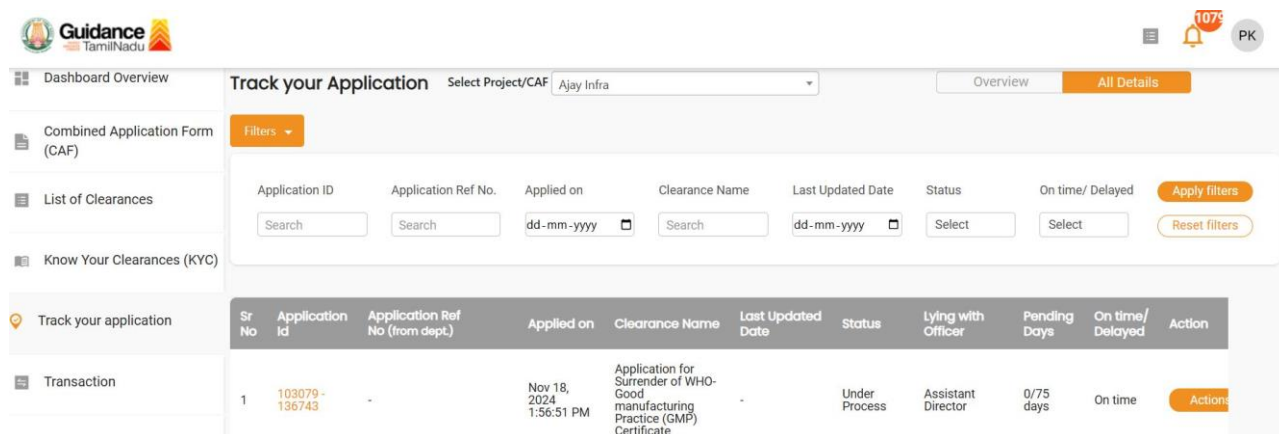
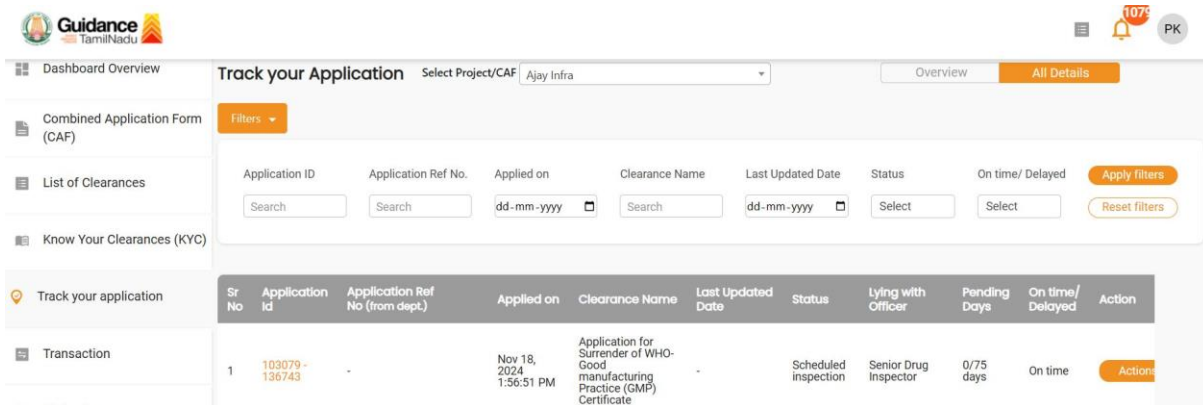


Figure 27. Under Process

9. Inspection Schedule

- The department schedules the date of appointment for inspection to be done for the specified institution (Refer Figure 28).
- The inspection date scheduled by the department is intimated to the user (Refer Figure 29)
- After the Inspection is completed, the Senior Drug Inspector

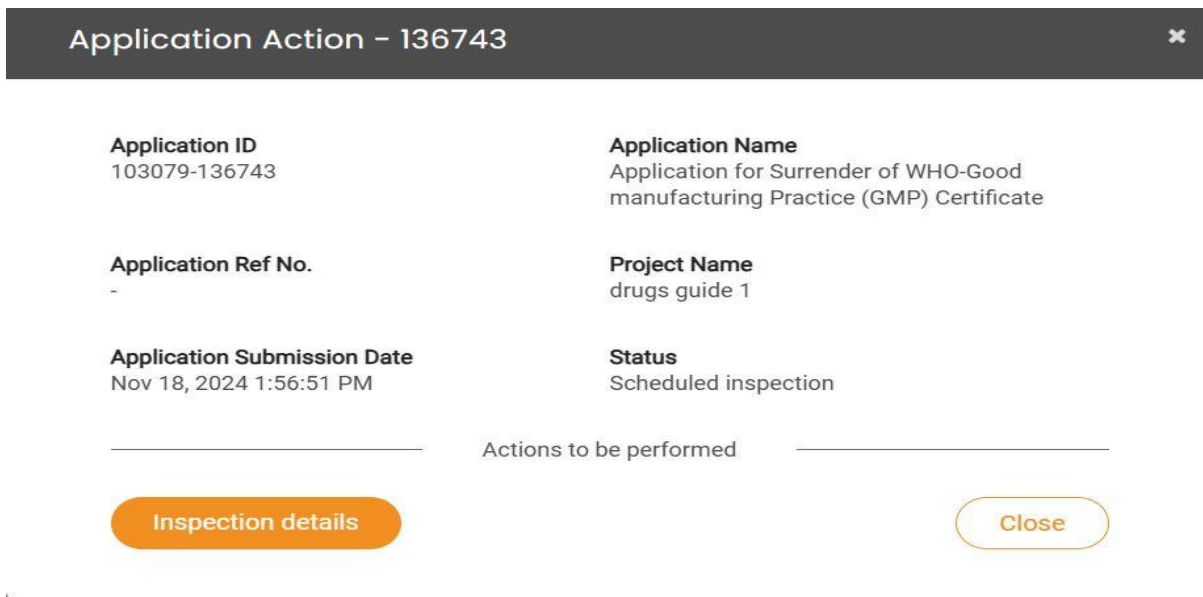
submits the Inspection will request the applicant to make the rectifications.



The screenshot shows a dashboard titled 'Track your Application' for 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	103079-136743	-	Nov 18, 2024 1:56:51 PM	Application for Surrender of WHO-Good manufacturing Practice (GMP) Certificate	-	Scheduled inspection	Senior Drug Inspector	0/75 days	On time	Action

Figure 28. Status changed to 'inspection scheduled'



The modal window displays the following details:

- Application ID:** 103079-136743
- Application Name:** Application for Surrender of WHO-Good manufacturing Practice (GMP) Certificate
- Application Ref No.:** -
- Project Name:** drugs guide 1
- Application Submission Date:** Nov 18, 2024 1:56:51 PM
- Status:** Scheduled inspection

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

Figure 29. Details of Scheduled Inspection

10. Track Your Application

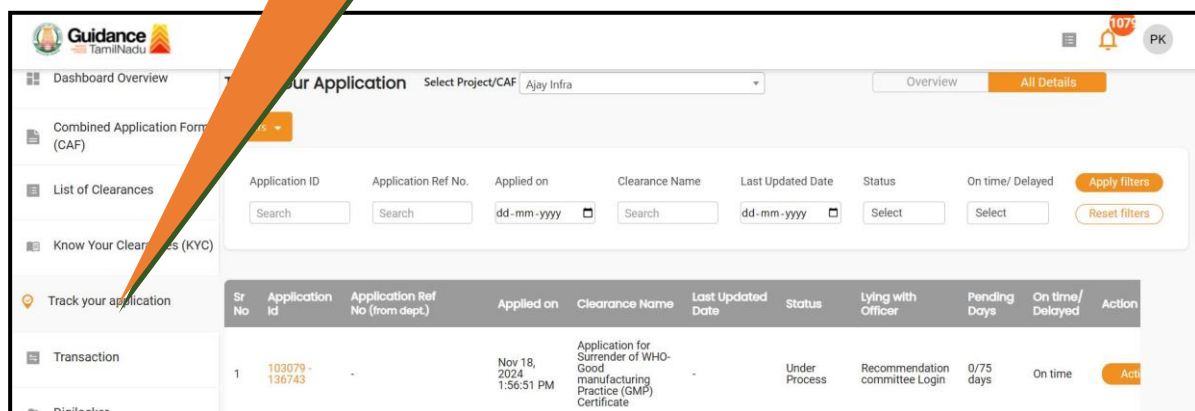
- 1) After submitting the application, a unique 'token ID' would be generated. Using the '**Token ID**' the Applicant can track the status of clearances by clicking on 'Track your application' option.'
- 2) Applicant to choose the name of the project created during CAF from the dropdown '**Select Project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



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	103079-136743	-	Nov 18, 2024 1:56:51 PM	Application for Surrender of WHO-Good manufacturing Practice (GMP) Certificate	-	Under Process	Recommendation committee Login	0/75 days	On time	Act

Figure 30. 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**

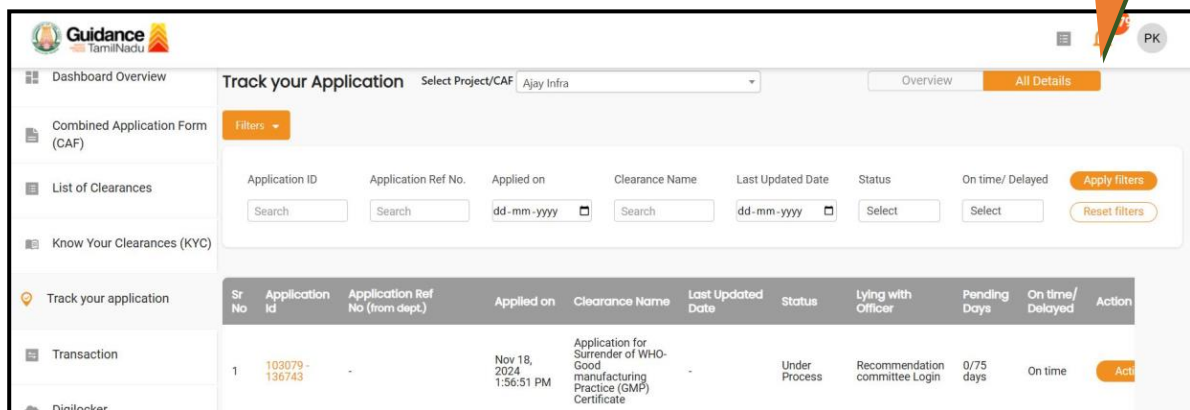


Figure 31. ‘All Details’ tab

11. Application Processing

1) The State Licensing Authority reviews the application and updates the status as **“Approved or Rejected”**

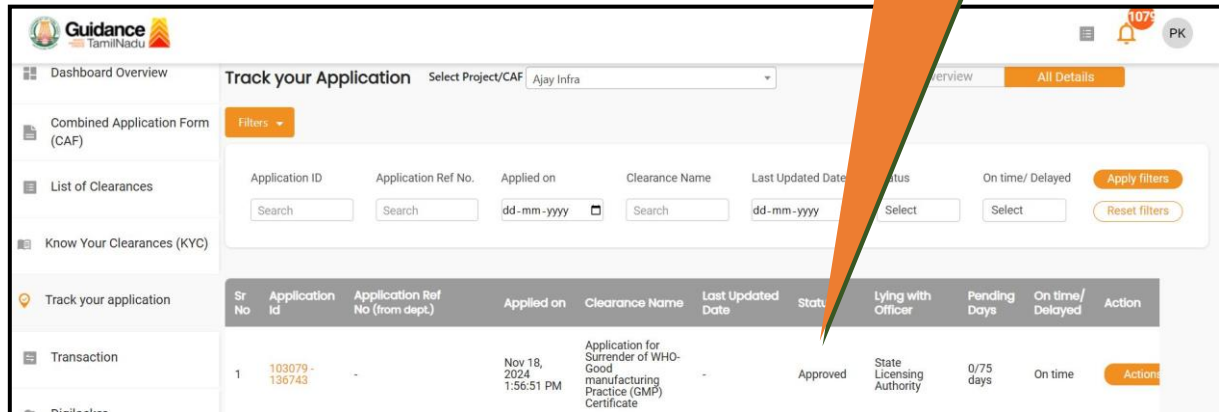


Figure 32. Application Processed

2) If the application is **‘Approved’** by State Licensing Authority, the applicant can download the Approval Certificate under **Track your application – > Action button -> Download Certificate** (Refer Figure 33)

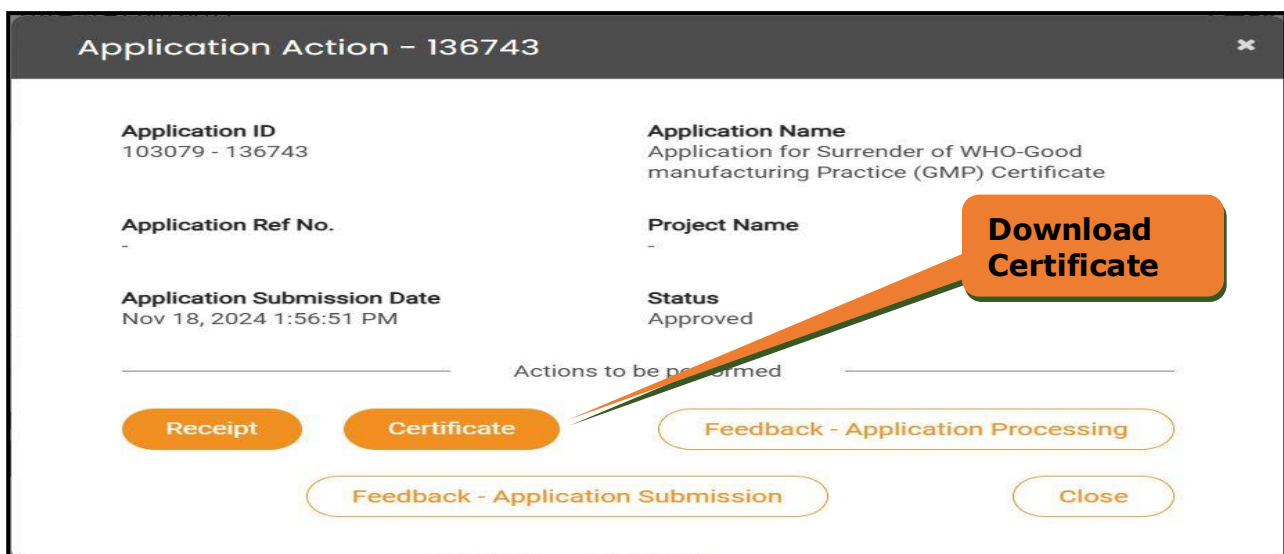


Figure 33. Download Certificate

3) If the application is '**Rejected**' by the State Licensing Authority, the applicant can view the rejection remarks under the Actions Tab by the State Licensing Authority. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 34)

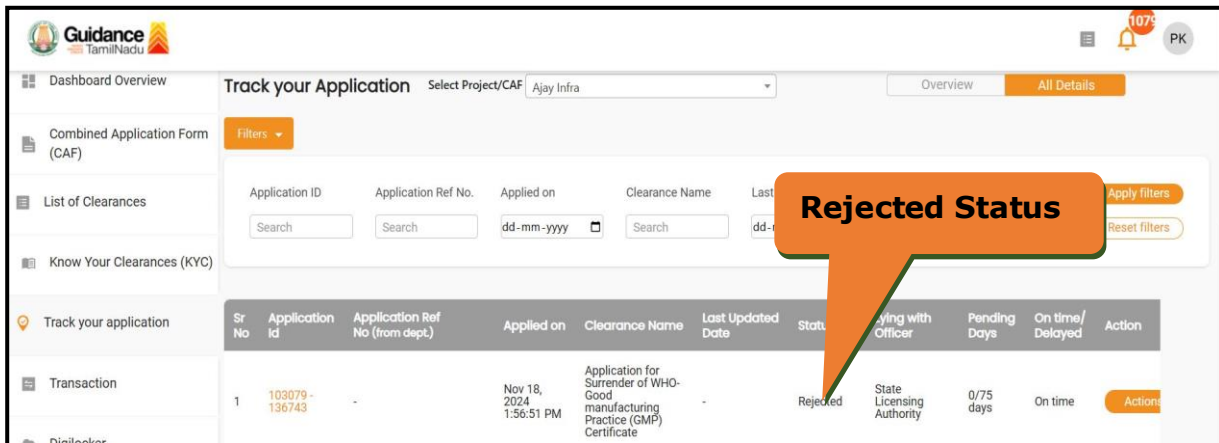


Figure 34. Rejected Status

