

TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Application for Inclusion of Additional Products in the WHO
GMP Certificate**

Food Safety and Drug Administration



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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) **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**



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

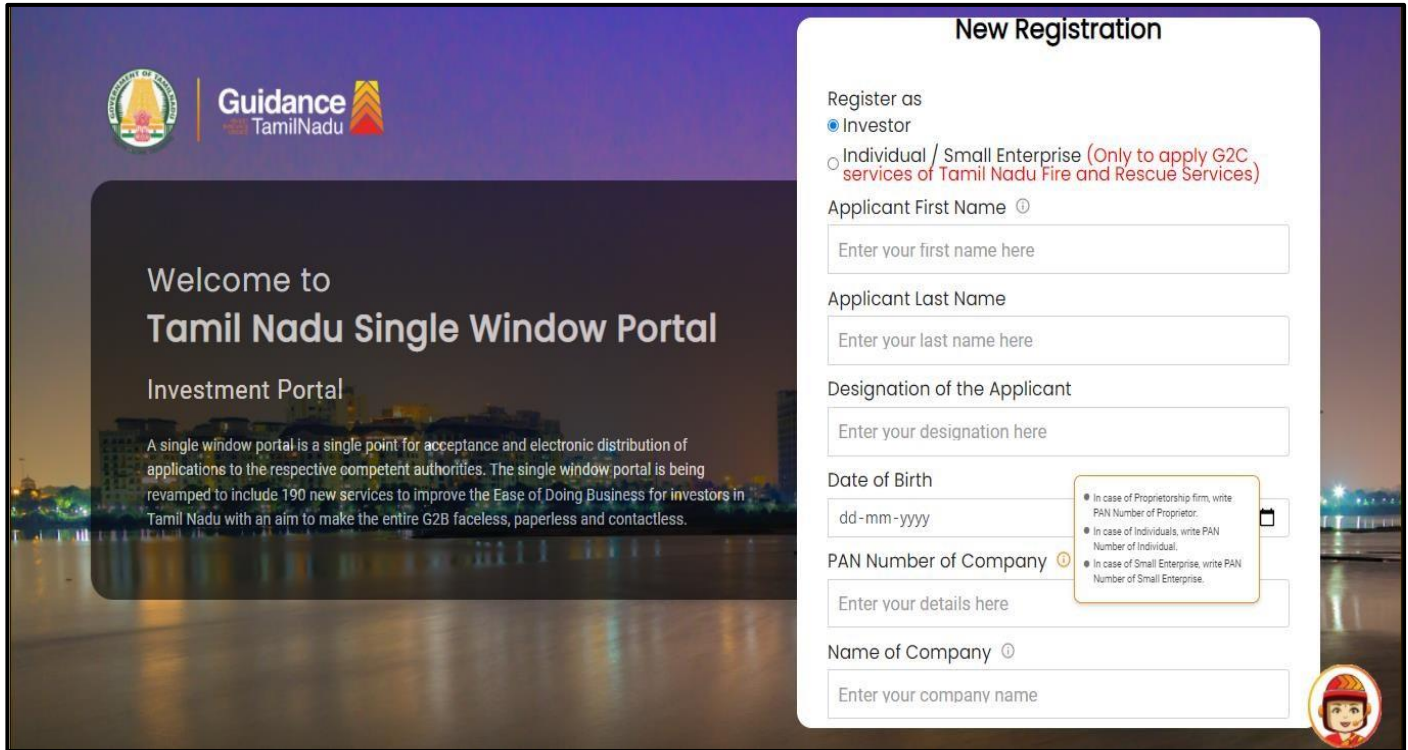
To access the TNSWP and to apply for various clearances the applicant needs to complete the Registration process.

1) Click on '**Register**' button on TNSWP.



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 ⓘ

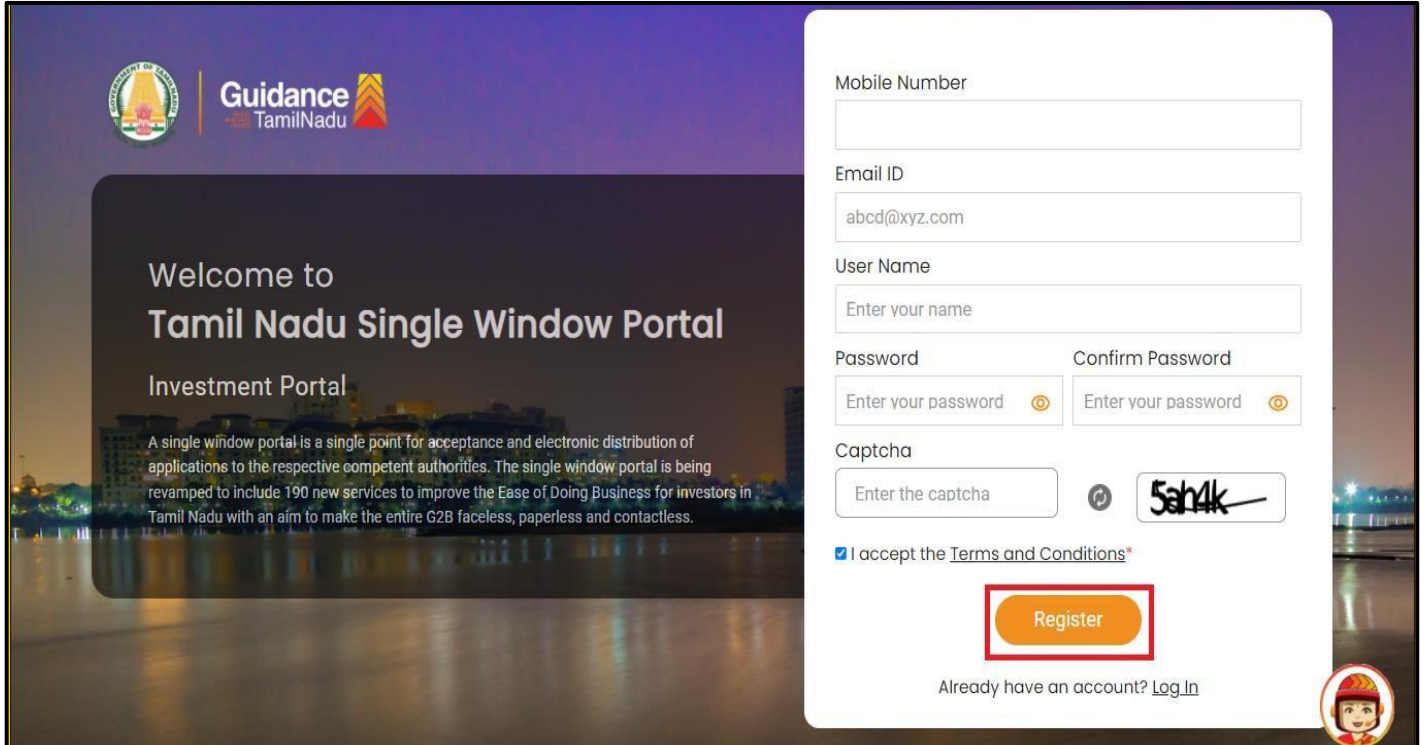
Applicant Last Name

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.

Figure 3. Registration Form



**Welcome to
Tamil Nadu Single Window Portal**

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Mobile Number

Email ID

User Name

Password Confirm Password

Captcha

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

Register

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

Figure 4. Registration Form Submission

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

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

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

- **Mobile Number Verification**

- 1) For verifying the mobile number, the verification code will be sent to the given mobile number.
- 2) Enter the verification code and click on the '**Verify**' button.

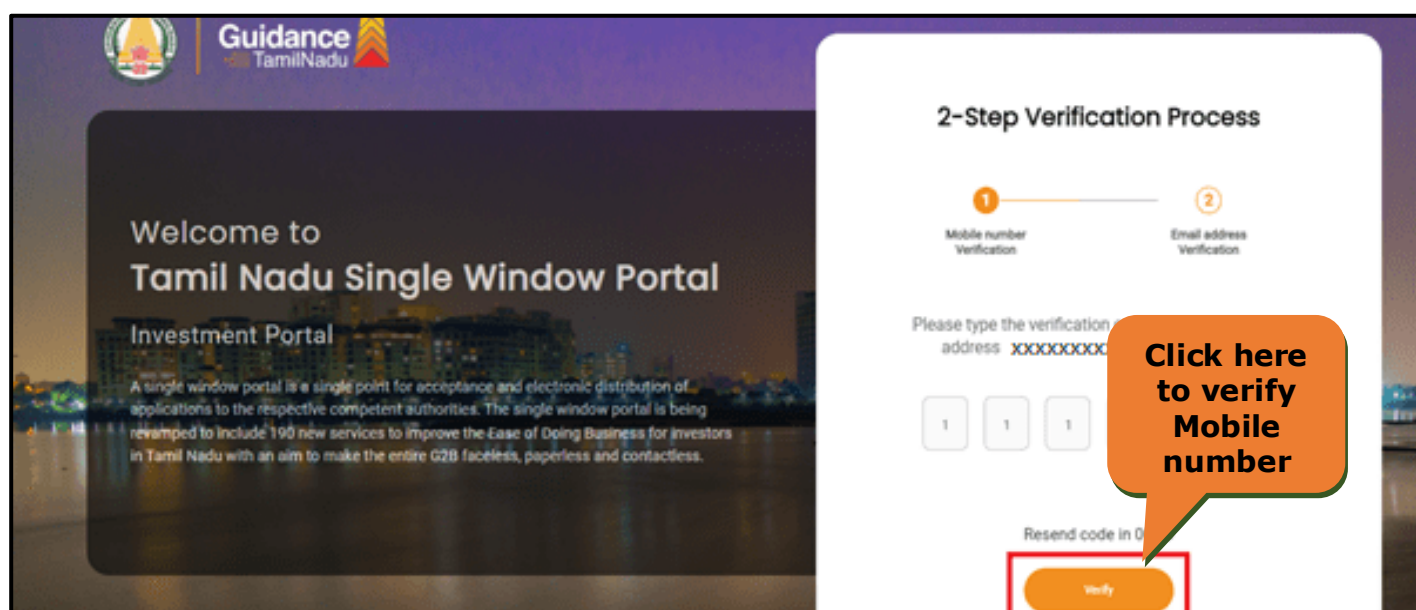


Figure 5. Mobile Number Verification

- o **Email ID Verification**

- 1) For verifying the Email ID, the verification code will be sent to the given Email ID.
- 2) Enter the verification code and click on the **'Verify'** button.

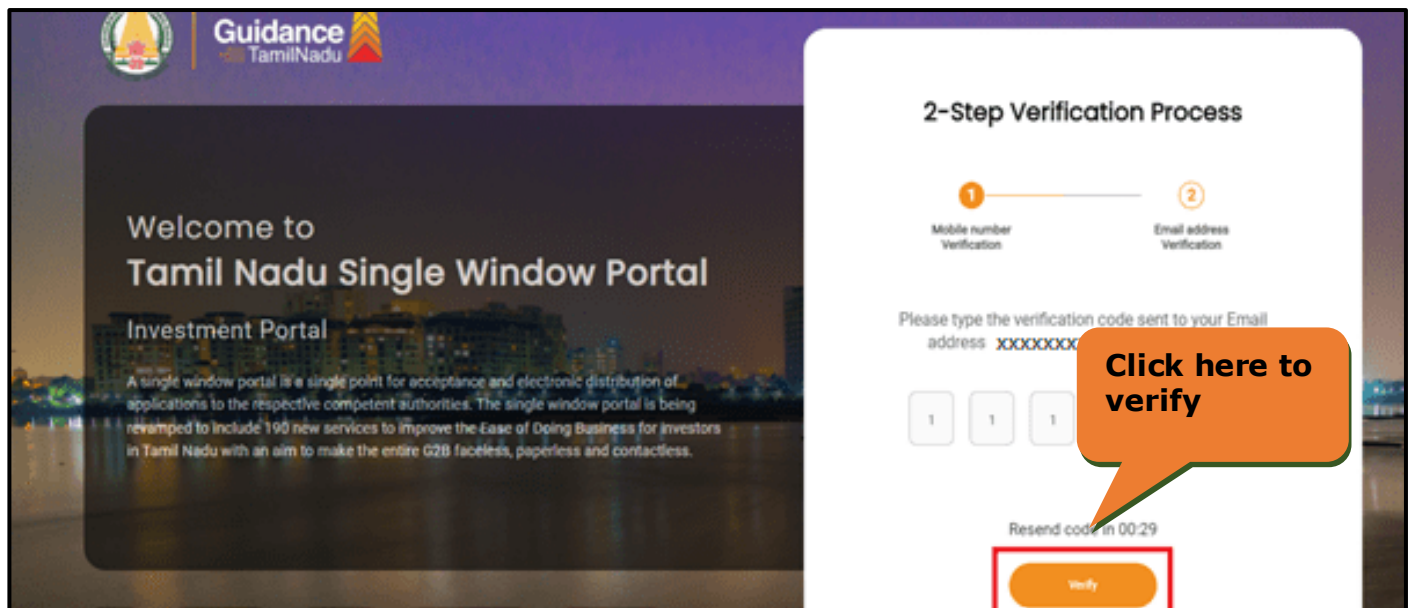


Figure 6. Email ID Verification

- 3) After completion of the 2-Step Verification process, registration confirmation message will pop-up stating as **'Your registration was successful'** (Refer Figure 7).
- 4) Registration process is completed successfully.

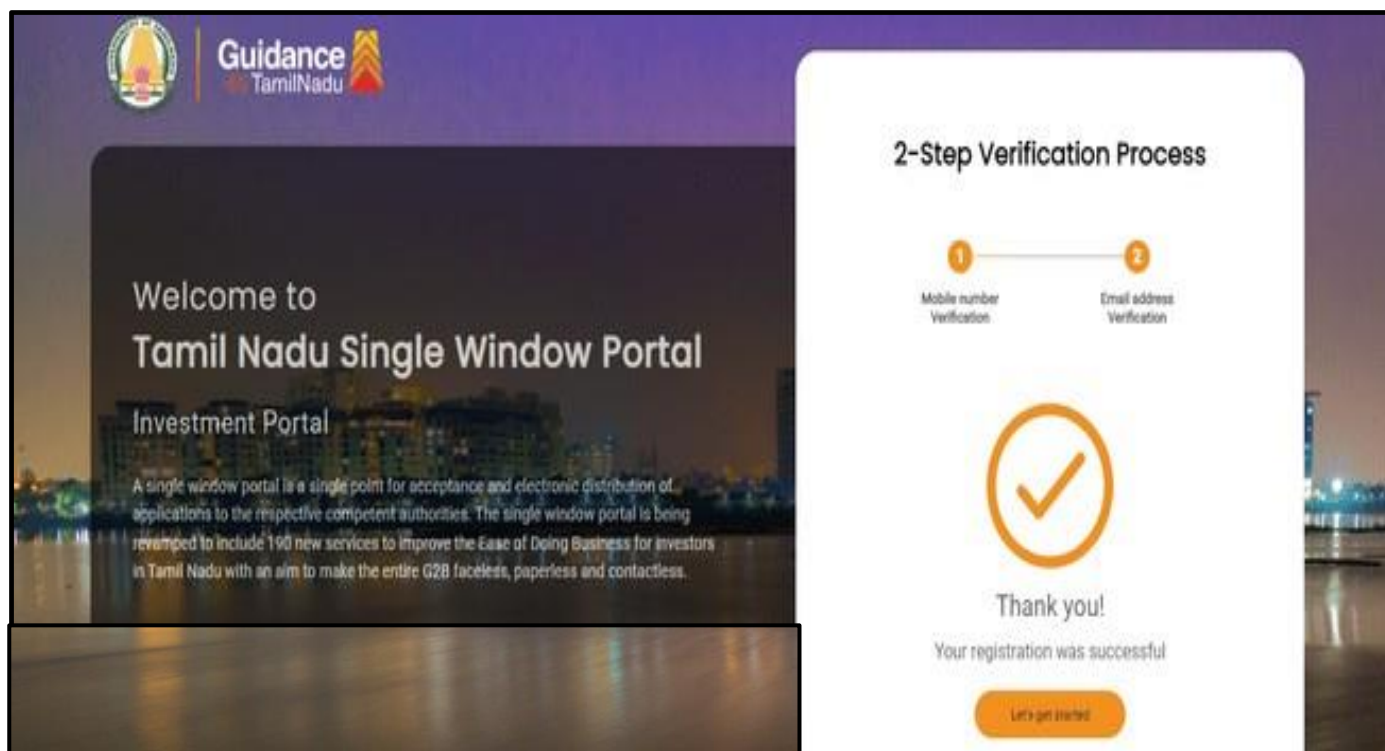


Figure 7. Registration Confirmation Pop-Up

4. Login

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

**Login to
TNSWP**



The screenshot shows the TNSWP website interface. The browser address bar displays 'tnswp.com/DIGIGOV/swp-tnswp.jsp'. The page header includes the date 'Wednesday, 30 November 2022, 10:11 pm (IST)', operational timings '8:30 AM to 8:30 PM', and contact information 'Toll Free Number: 1800258387' and 'Email: helpdesk@investtn.in'. The navigation menu contains 'Home', 'About Us', 'Clearances/Approvals', 'Legislation, Policies & Notifications', 'Dashboard', and 'Help & Support'. There are 'Register' and 'Login' buttons. The main content area features a large orange map of Tamil Nadu on the left and a central banner with the text 'TAMIL NADU Leading the Nation'. Below the banner are two rows of award statistics, each with a trophy icon and a '#1' or '#2' ranking. The bottom section contains a descriptive paragraph about the portal and a 'TN Single Window Fee Slab for Large Industries' button. A small cartoon character icon is visible in the bottom right corner.

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: 1800258387 | Email: helpdesk@investtn.in | Industrial Helpline | English

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

TAMIL NADU
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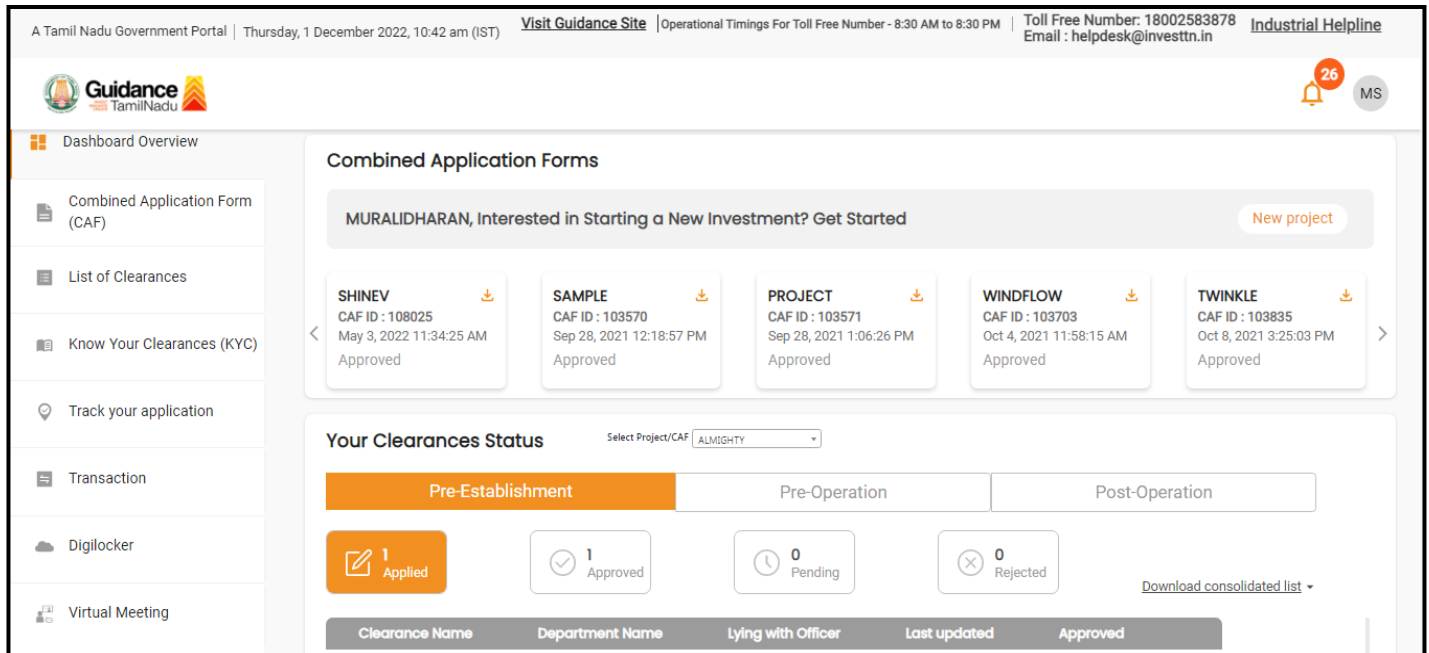
Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ 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 8. Login

5. Dashboard Overview

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



The screenshot shows the dashboard overview page for the TNSWP application. The page includes a header with the Tamil Nadu Government Portal information, a navigation menu on the left, and a main content area with various sections.

Header: A Tamil Nadu Government Portal | Thursday, 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: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline

Navigation Menu: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, Digilocker, Virtual Meeting.

Combined Application Forms: MURALIDHARAN, Interested in Starting a New Investment? Get Started. [New project](#)

Project Name	CAF ID	Application Date	Status
SHINEV	108025	May 3, 2022 11:34:25 AM	Approved
SAMPLE	103570	Sep 28, 2021 12:18:57 PM	Approved
PROJECT	103571	Sep 28, 2021 1:06:26 PM	Approved
WINDFLOW	103703	Oct 4, 2021 11:58:15 AM	Approved
TWINKLE	103835	Oct 8, 2021 3:25:03 PM	Approved

Your Clearances Status: Select Project/CAF: ALMIGHTY

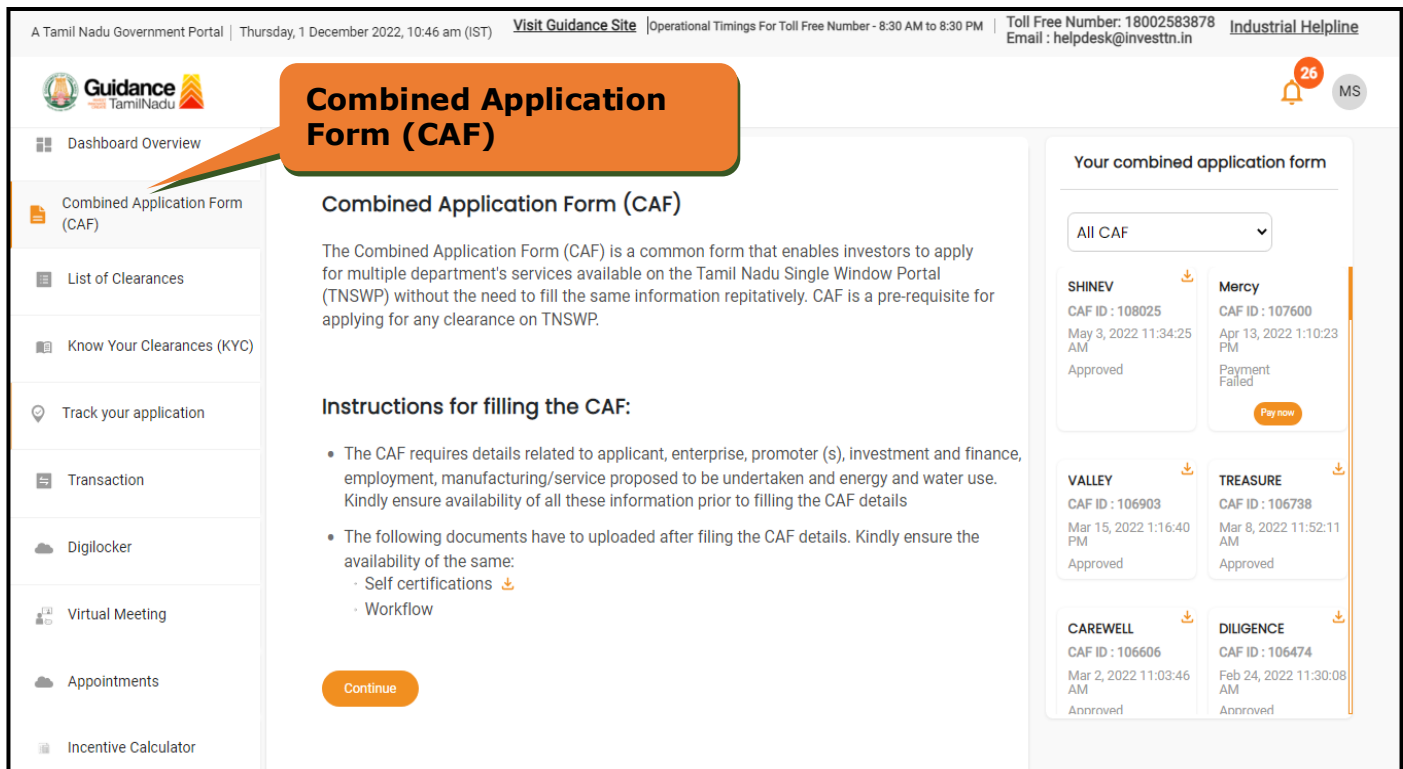
Pre-Establishment	Pre-Operation	Post-Operation
1 Applied	1 Approved	0 Pending
0 Rejected	Download consolidated list	

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.



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

Combined Application Form (CAF)

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 11:10:23 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).

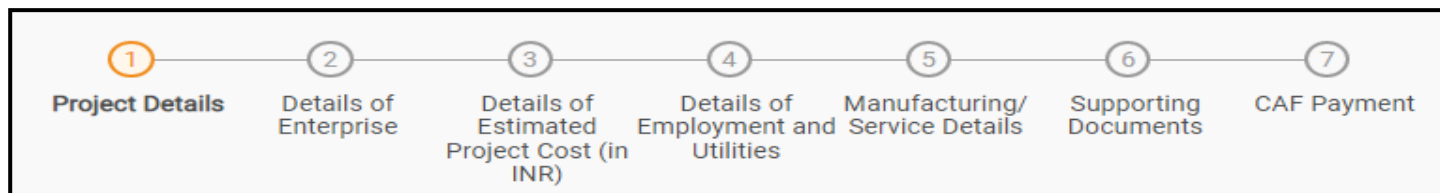


Figure 11. Section of Combined Application Form (CAF)

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' step of a multi-step process. 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.' The background shows a 'Payment Details' form with options for 'Lump sum' (selected) and 'à la carte', and a text input field for 'Amount to be paid (in INR)' containing '500000'. A 'Calculate Fee' button is visible at the bottom right of the form.

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. [Click here](#) to access the Single Window Fee Slab.

7. Apply for Application for Inclusion of Additional Products in the WHO GMP Certificate

1. Click on “List of Clearances”

List of Clearances

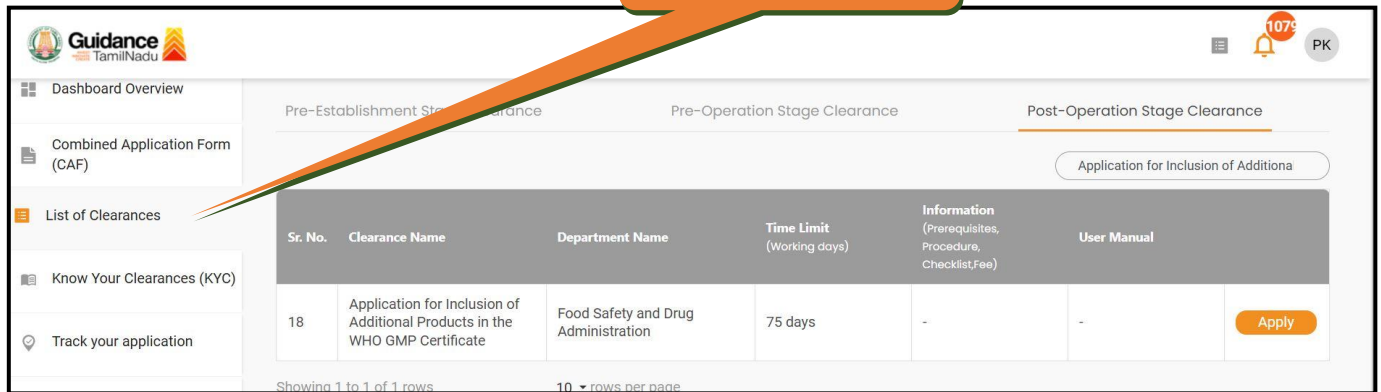


Figure 13. List of Clearances

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

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

3. Select ‘Post-Operation Stage Clearance’ and find the clearance ‘Application for Inclusion of Additional Products in the WHO GMP Certificate’ by using Search option as shown in the figure given below.

Post-Operation Stage Clearance

Search for Clearance

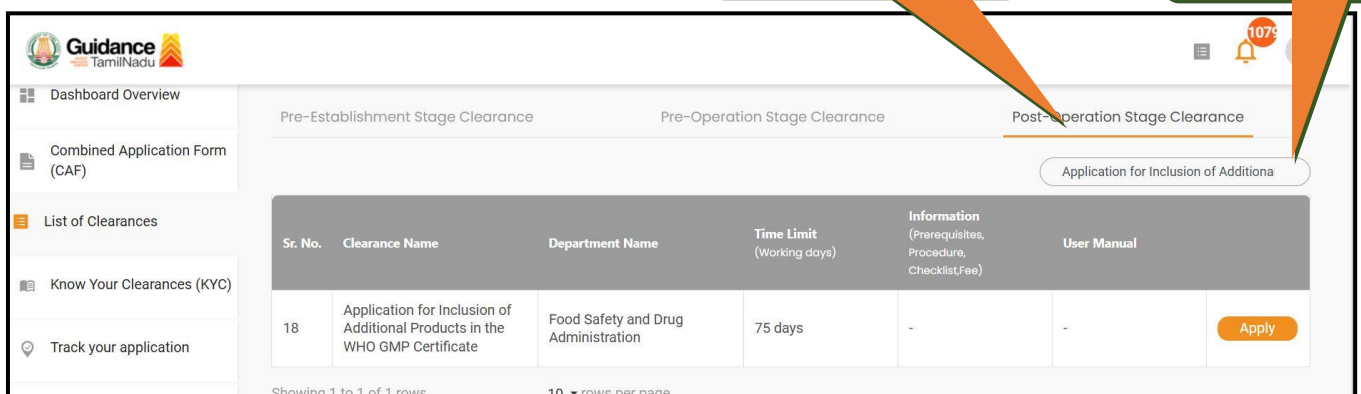


Figure 14. Search for Clearance

4. Applicant can view information on workflow, checklist of supporting documents to be uploaded by the applicant and fee details. Click on 'view' to access the information (Refer Figure 14)
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.

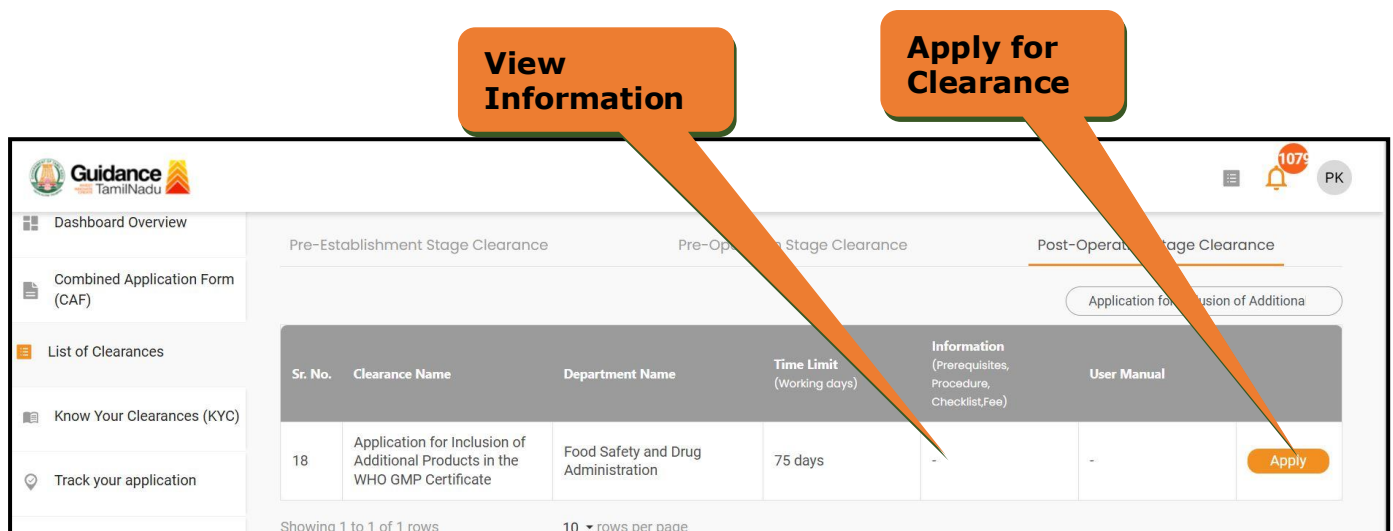


Figure 15. Apply for Clearance

Manufacturing Licence Details:

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

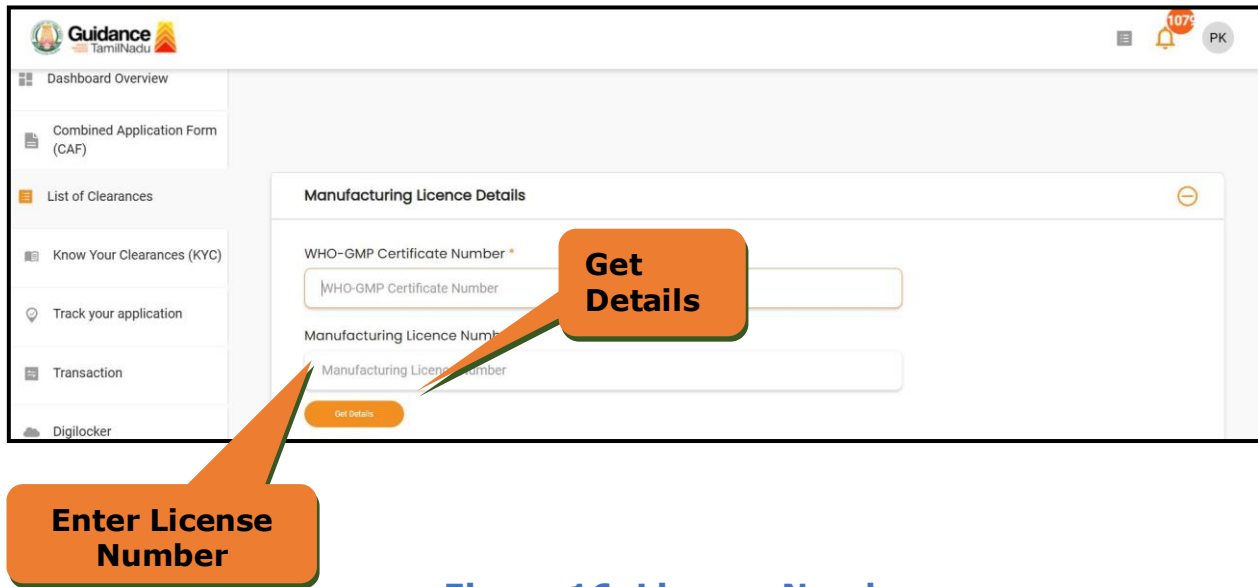
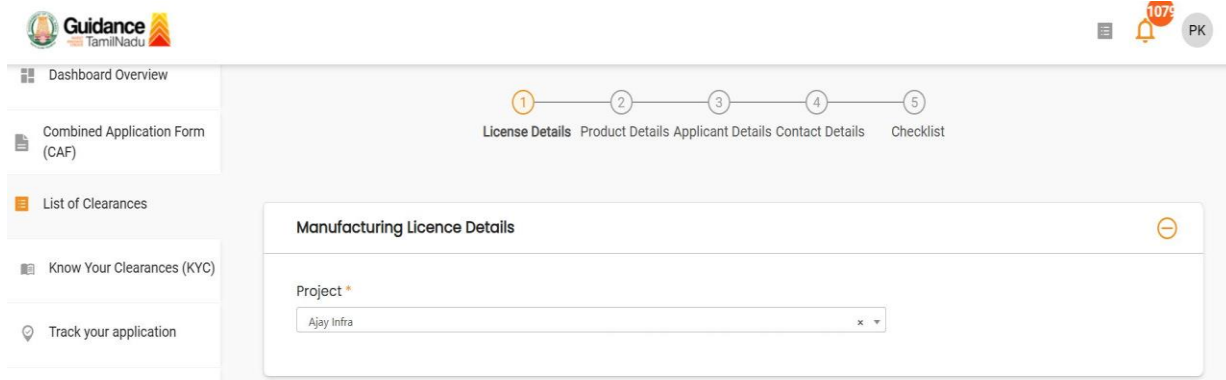


Figure 16. License Number

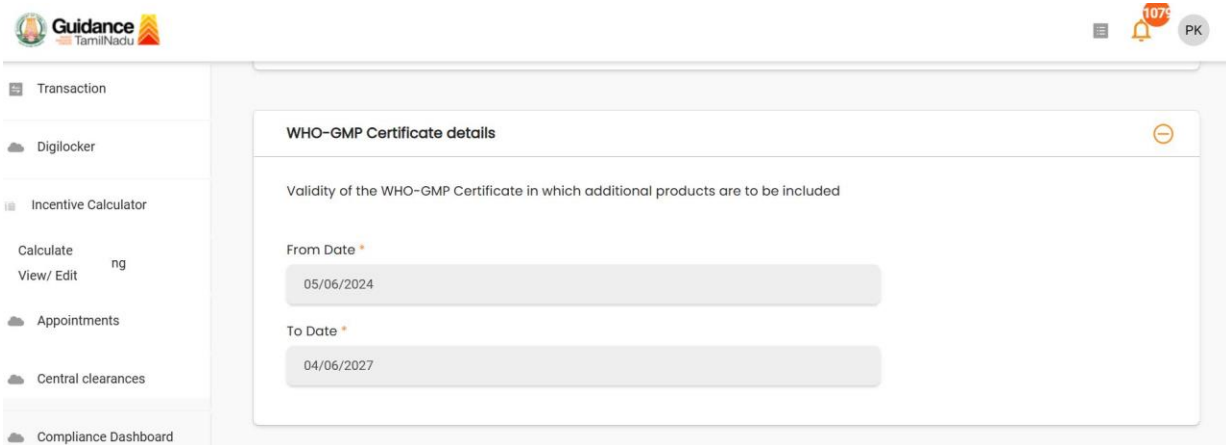
2) Enter all the mandatory details in the application for Application for Inclusion of Additional Products in the WHO GMP Certificate.



Manufacturing Licence Details

Project *

Ajay Infra



WHO-GMP Certificate details

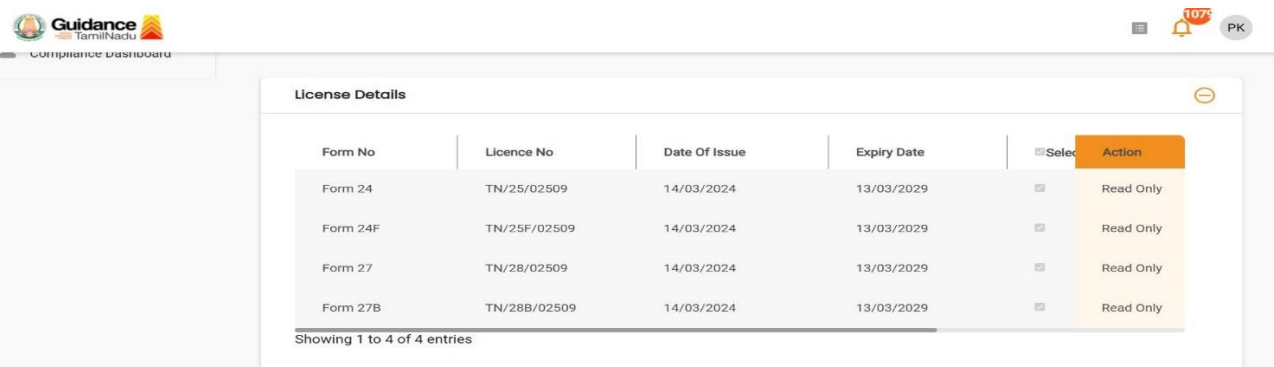
Validity of the WHO-GMP Certificate in which additional products are to be included

From Date *

05/06/2024

To Date *

04/06/2027



Form No	Licence No	Date Of Issue	Expiry Date	Select	Action
Form 24	TN/25/02509	14/03/2024	13/03/2029	<input checked="" type="checkbox"/>	Read Only
Form 24F	TN/25F/02509	14/03/2024	13/03/2029	<input checked="" type="checkbox"/>	Read Only
Form 27	TN/28/02509	14/03/2024	13/03/2029	<input checked="" type="checkbox"/>	Read Only
Form 27B	TN/28B/02509	14/03/2024	13/03/2029	<input checked="" type="checkbox"/>	Read Only

Showing 1 to 4 of 4 entries

107%
PK

Combined Application Form (CAF)

List of Clearances

Know Your Clearances (KYC)

Track your application

Transaction

Digilocker

Incentive Calculator

License Details **Product Details** Applicant Details Contact Details Checklist

Products

Form	Category	Proper Name of Product	Brand Name/ Trade Name	Action
Form 24	Capsules	Acetyl-L-Carnitine	microlabs	Read Only
Form 27	Tablets	Calendula	galderma	Read Only
Form 27	Tablets	Carnitine	galderma	Read Only
Form 27	Oral Liquid Preparations	Damiana	galderma	Read Only

Showing 1 to 4 of 4 entries

107%
PK

Central clearances

Compliance Dashboard

License Details Product Details **Applicant Details** Contact Details Checklist

Product Details

SR Number	Proper Name of the product	composition	Brand Name	Action
1	Calendula	Omeprazole	galderma	Read Only
2	Damiana	Melatonin	galderma	Read Only
3	Carnitine	Naloxone	galderma	Read Only

Showing 1 to 3 of 3 entries

107%
PK

2	Damiana	Melatonin	galderma	Read Only
3	Carnitine	Naloxone	galderma	Read Only

Showing 1 to 3 of 3 entries

Date of inspection

When will the Premises / Plant be Ready for inspection? *

09/05/2024

107%
PK

Dashboard Overview

Combined Application Form (CAF)

List of Clearances

Know Your Clearances (KYC)

Track your application

Transaction

Digilocker

Incentive Calculator

1 2 3 4 5

License Details Product Details **Applicant Details** Contact Details Checklist

Firm and Address Details

Name of the Firm

SHREE VENKATESAN MEDI LABS

Type of Premises

Own

State

Tamil Nadu

Guidance TamilNadu 1075 PK

Incentive Calculator

District: Chennai

Taluk: Aminjikarai

Zone: Zone - IV

City / Village / Town: TAMBARAM

Street No./Name: ARIYANVOYAL STREET

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

Guidance TamilNadu 1075 PK

ARIYANVOYAL STREET

Building / Door / Flat /Plot No. / Shed No. /Module No.: 22/1

Survey No: surveyNumber:12,subDivNumber:2

Floor: 3TH

Pin Code: 600042

Previous Next Reset Save

Guidance TamilNadu 1075 PK

List of Clearances

- Know Your Clearances (KYC)
- Track your application
- Transaction
- Digilocker
- Incentive Calculator
- Virtual Meeting

Contact Details

Contact Person: Praveen Kumat

Primary Mobile Number: 9999999999

Secondary Mobile Number: Secondary Mobile Number

Email ID: wqwqwq@gmail.com

Click on 'Save'

Figure 17. Application for Inclusion of Additional Products in the WHO GMP Certificate

Token ID:

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

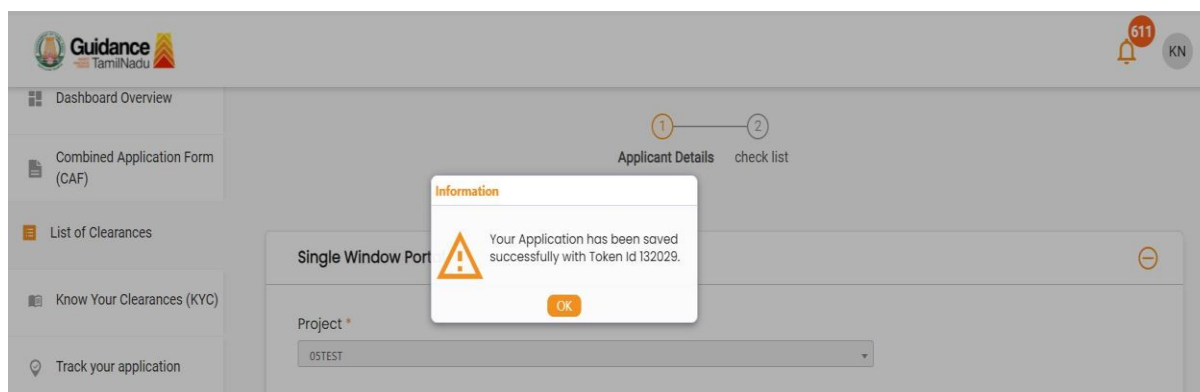


Figure 18. Token Id Generated

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.

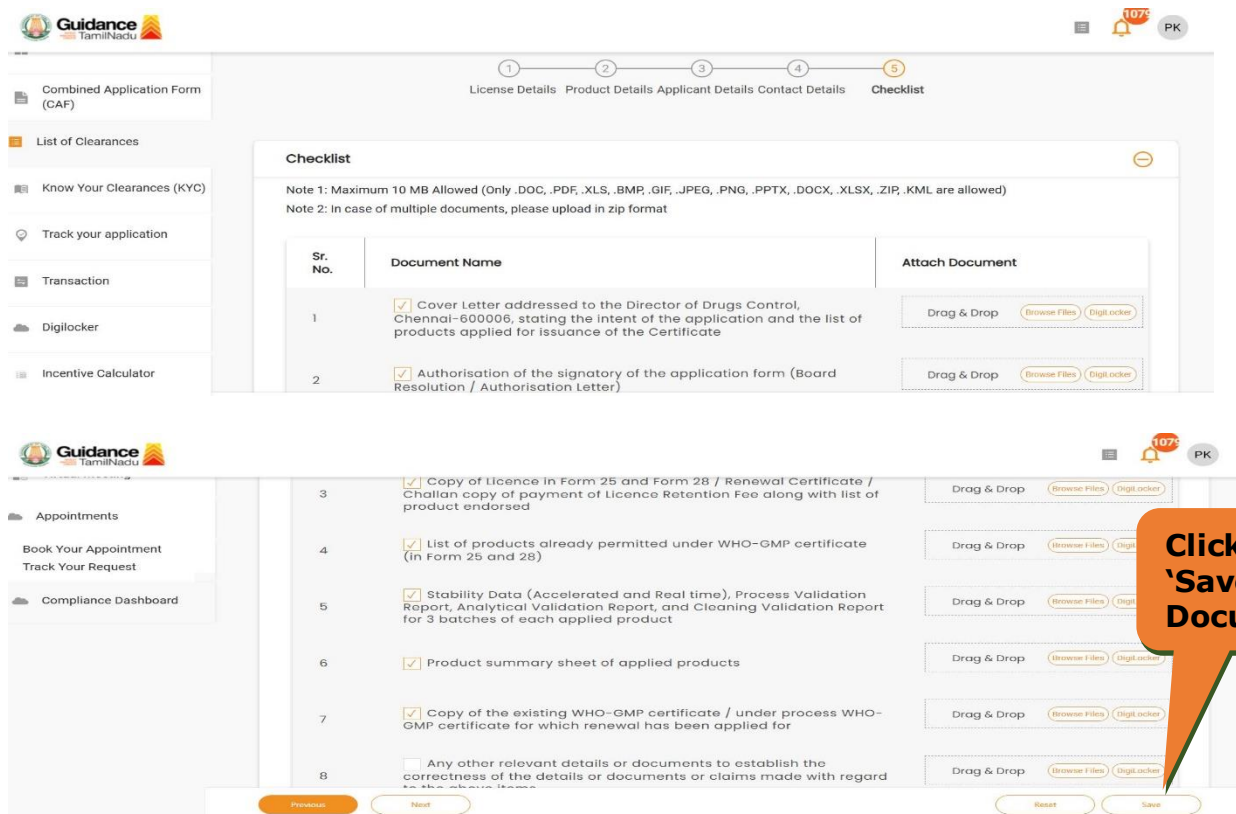


Figure 19. Checklist Document

8. Payment Process

1)The Applicant has the provision to make the payment by using “**IFHRMS Treasury**” Payment gateway.

2)Click on ‘Ok’ button, IFHRMS Payment Gateway screen would appear, click on Radio button ‘**IFHRMS Treasury**’.

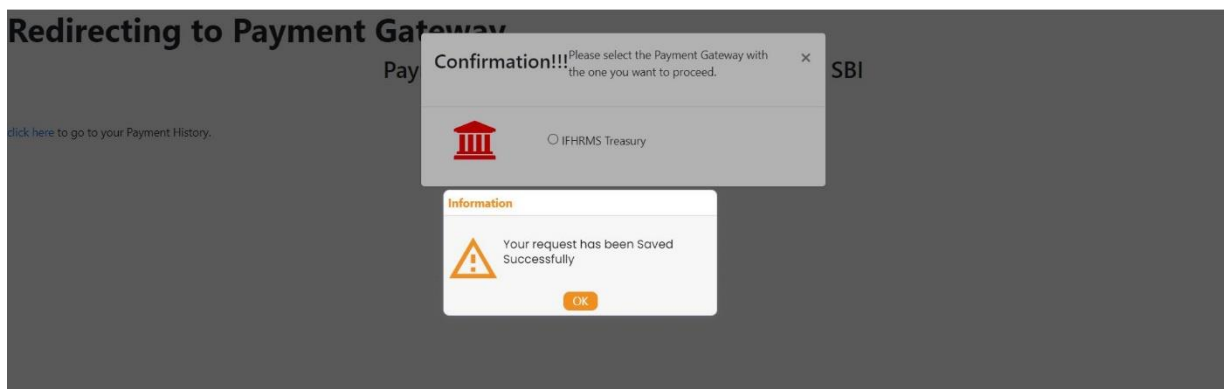


Figure 20. Payment Process

3) Then the payment '**Reference Number**' would be generated, refer the instruction note as shown in the Figure 20.

4) Click on '**Ok**' button and follow the payment process and make payment.

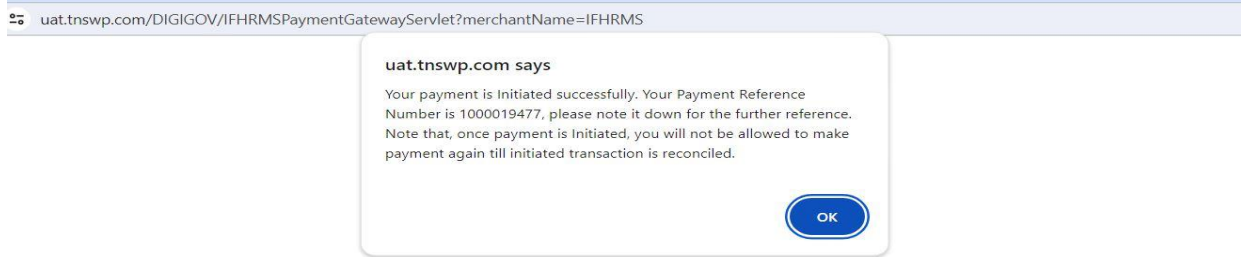


Figure 21. Payment Reference Number

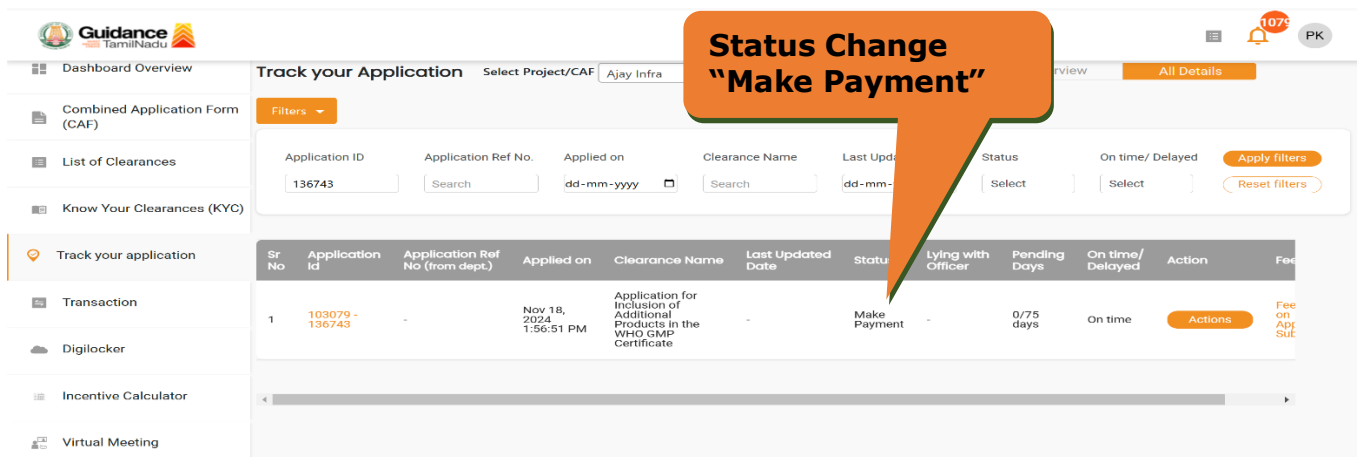


Figure 22. Status Change "Make Payment"

Application Submitted

- 1) The Applicant should fill the Application form and upload the Supporting, and Make payment fee 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**

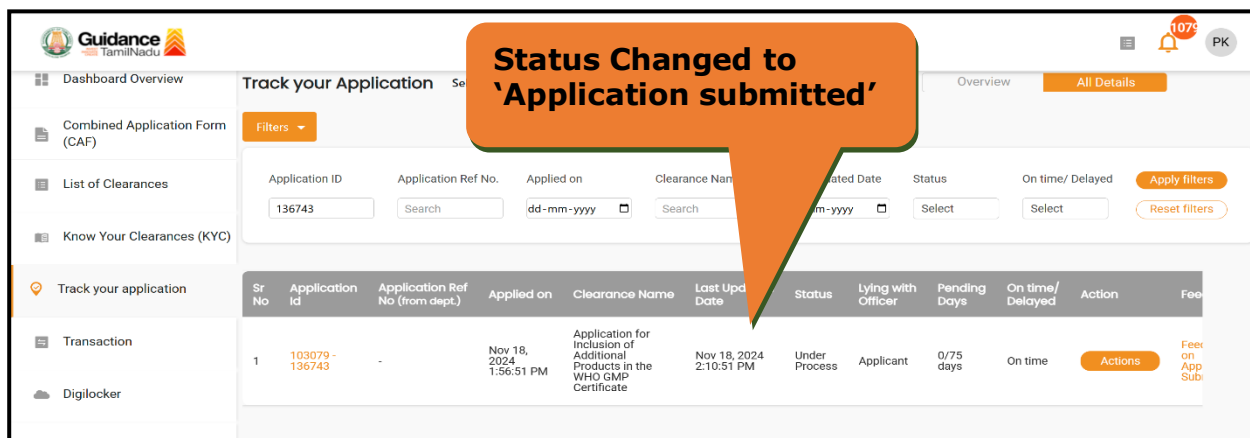


Figure 23. Status of the Application

- 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 Director.

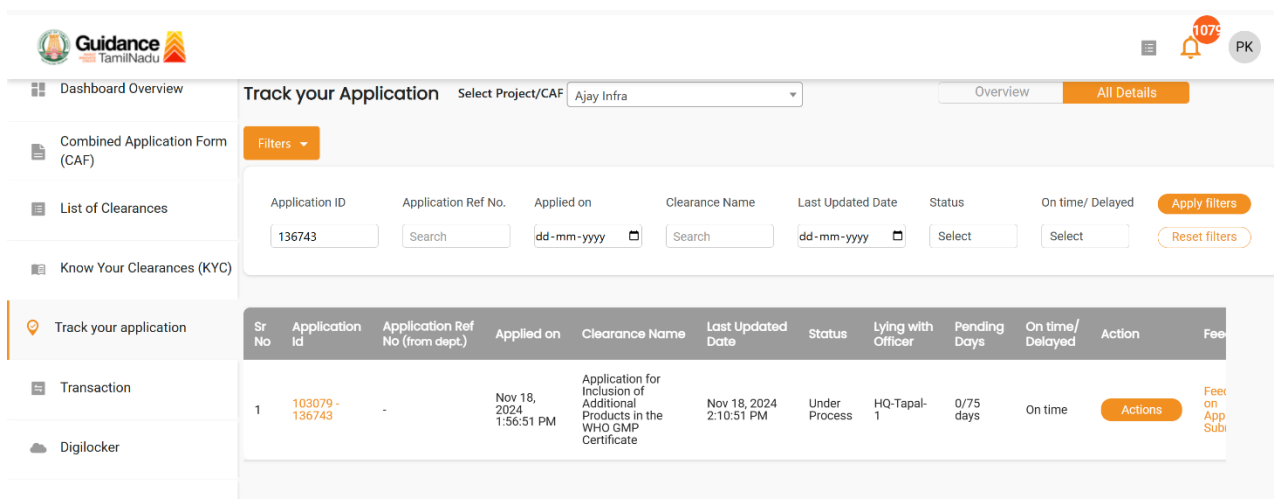


Figure 24. Under Process

3) The Reviewing officer will receive the application from the Director. And he would scrutinize the application and Supporting Documents, Payment receipt After the He will Forward Application to the Director.

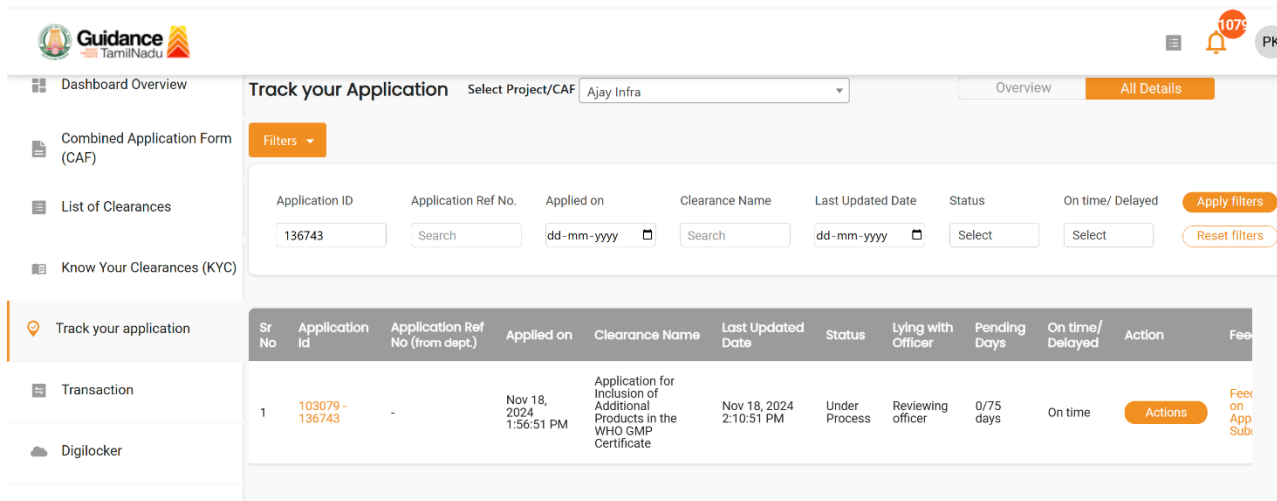


Figure 25. Under Process

4) The Director 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 Director 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.

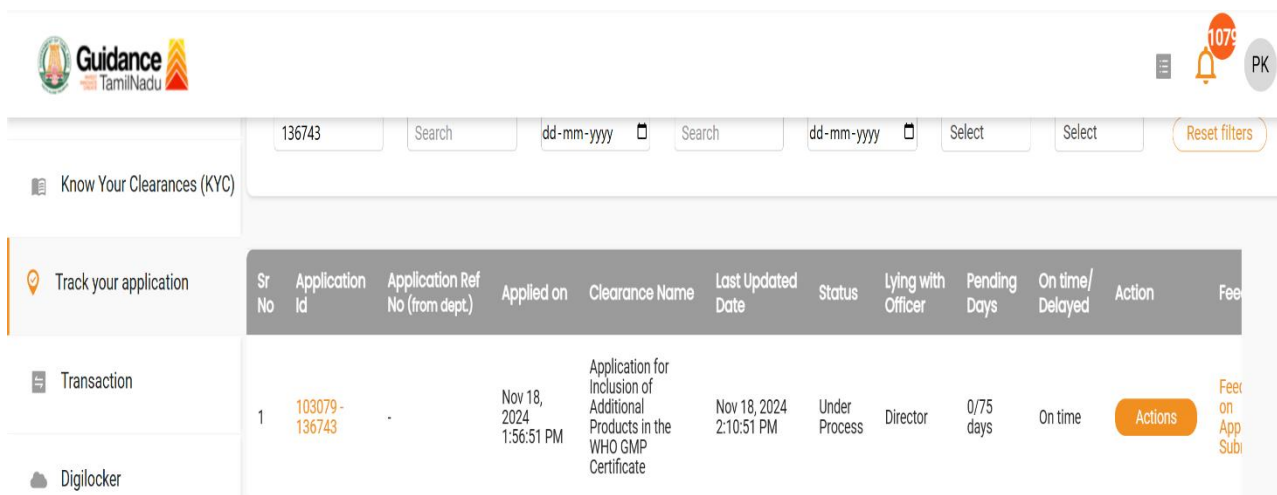
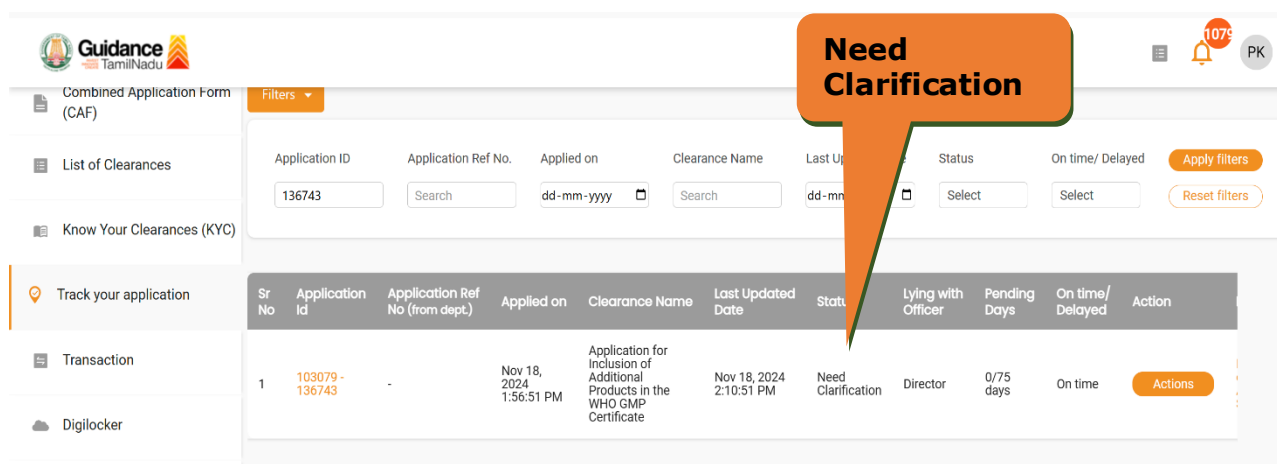


Figure 26. Under Process

9. Query Clarification

- 1) After submitting the application to the Drugs department, the concerned officer –Director of Drugs control 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' section of the Guidance TamilNadu portal. A table lists application details, with one entry highlighted. An orange callout box points to the 'Need Clarification' status in the table.

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 Inclusion of Additional Products in the WHO GMP Certificate	Nov 18, 2024 2:10:51 PM	Need Clarification	Director	0/75 days	On time	Actions

Figure 27. Need Clarification

Application Action – 136743
✕

<p>Application ID 103079-136743</p> <p>Application Ref No. -</p> <p>Application Submission Date Nov 18, 2024 1:56:51 PM</p>	<p>Application Name Application for Inclusion of Additional Products in the WHO GMP Certificate</p> <p>Project Name drugs guide 1</p> <p>Status Need clarification</p>
--	---

Actions to be performed

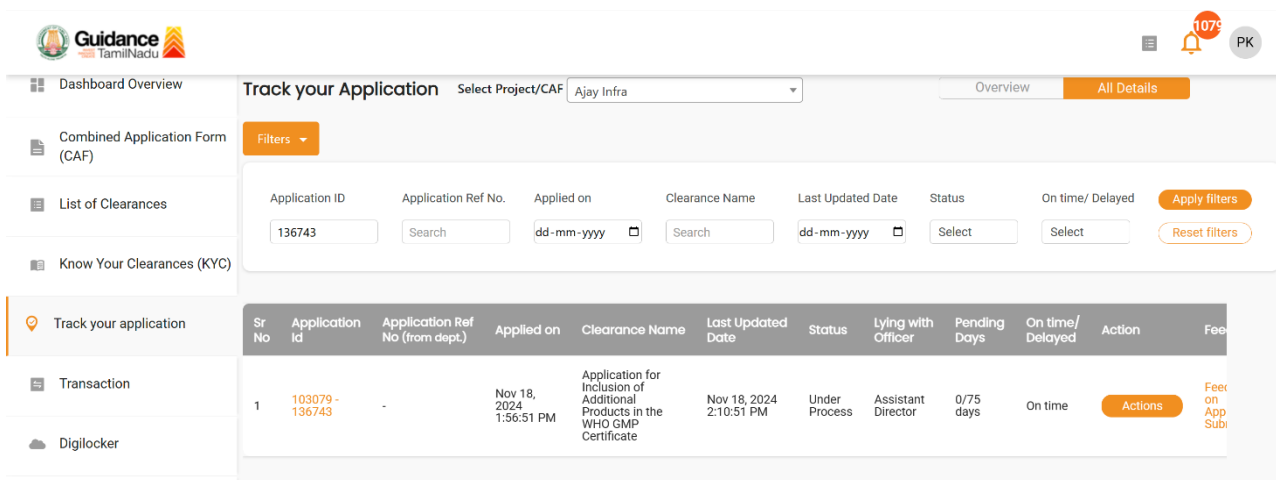
Clarify Query

Provide Clarification

Close

Figure 28. 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.

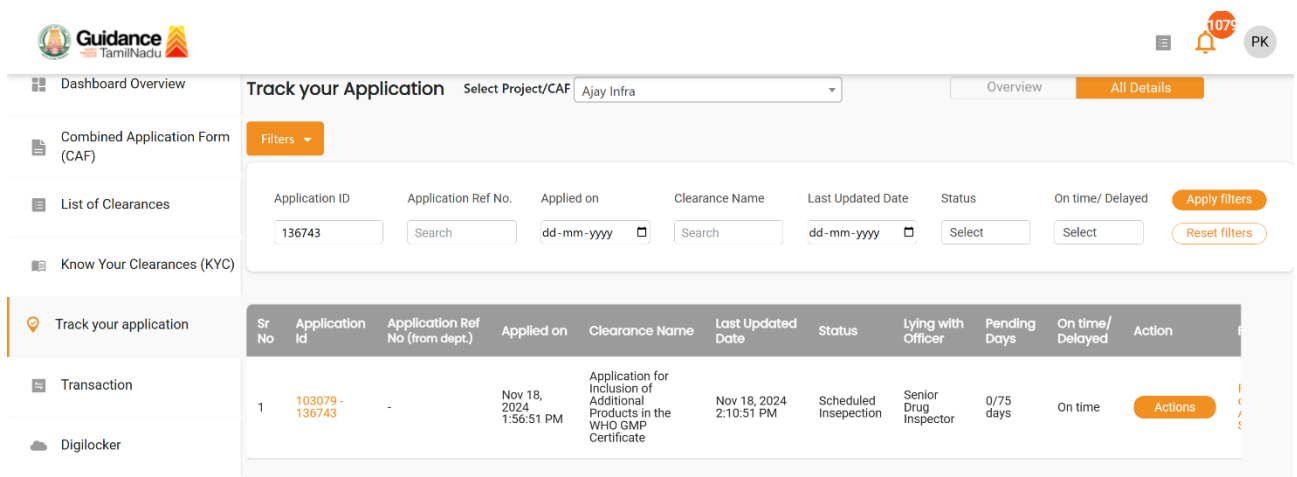


Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fee
1	103079-136743	-	Nov 18, 2024 1:56:51 PM	Application for Inclusion of Additional Products in the WHO GMP Certificate	Nov 18, 2024 2:10:51 PM	Under Process	Assistant Director	0/75 days	On time	Actions	Fee on App Subr

Figure 29. Under Process

10. Inspection Schedule

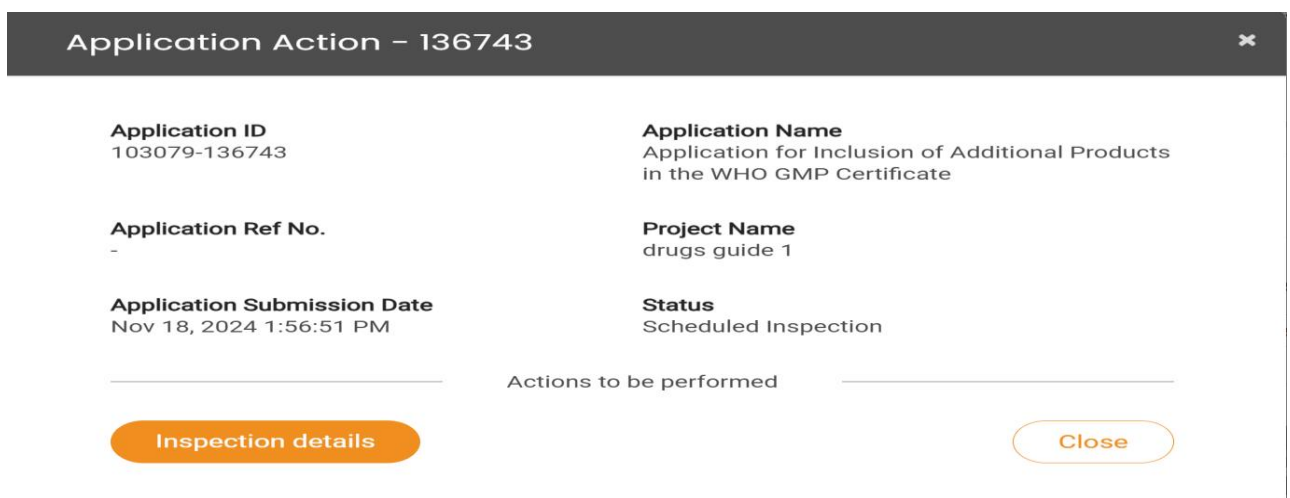
- a. The department schedules the date of appointment for inspection to be done for the specified institution (Refer Figure 30).
- b. The inspection date scheduled by the department is intimated to the user (Refer Figure 31).
- c. After the Inspection is completed, the Senior Drug Inspector submits the Inspection will request the applicant to make the rectifications.



The screenshot shows the 'Track your Application' page. The application is for 'Ajay Infra'. The table below shows 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	103079 - 136743	-	Nov 18, 2024 1:56:51 PM	Application for Inclusion of Additional Products in the WHO GMP Certificate	Nov 18, 2024 2:10:51 PM	Scheduled Inspection	Senior Drug Inspector	0/75 days	On time	Actions

Figure 30. Status changed to 'Inspection scheduled'



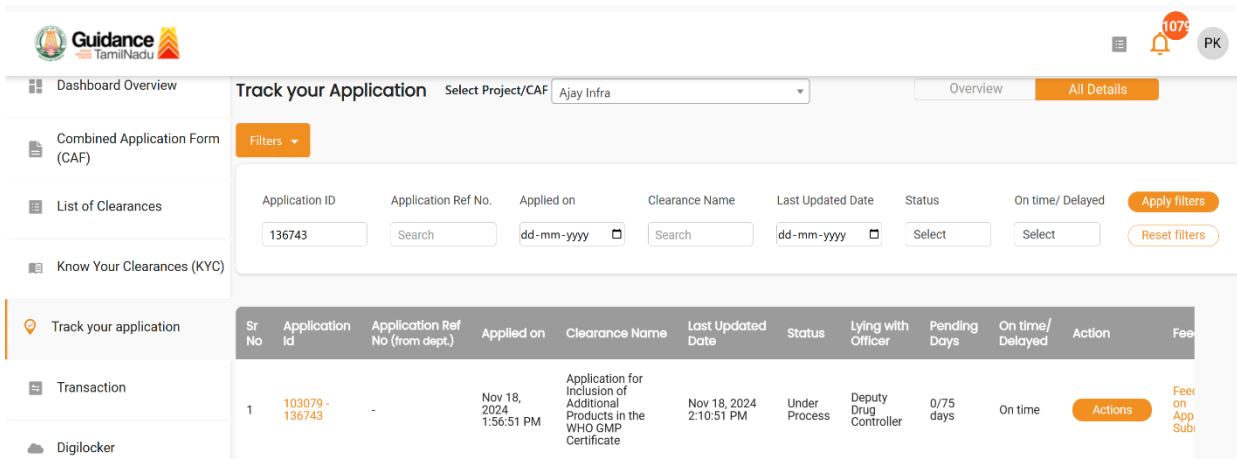
The modal window displays the following details for application 136743:

- Application ID:** 103079-136743
- Application Name:** Application for Inclusion of Additional Products in the WHO 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, it says 'Actions to be performed' and provides two buttons: 'Inspection details' and 'Close'.

Figure 31. Details of Scheduled Inspection

- The Director approves the application and forwards for inspection to the Deputy Drug Controller. The Deputy Drug Controller review the application and forward the application to Central Drug Inspector.

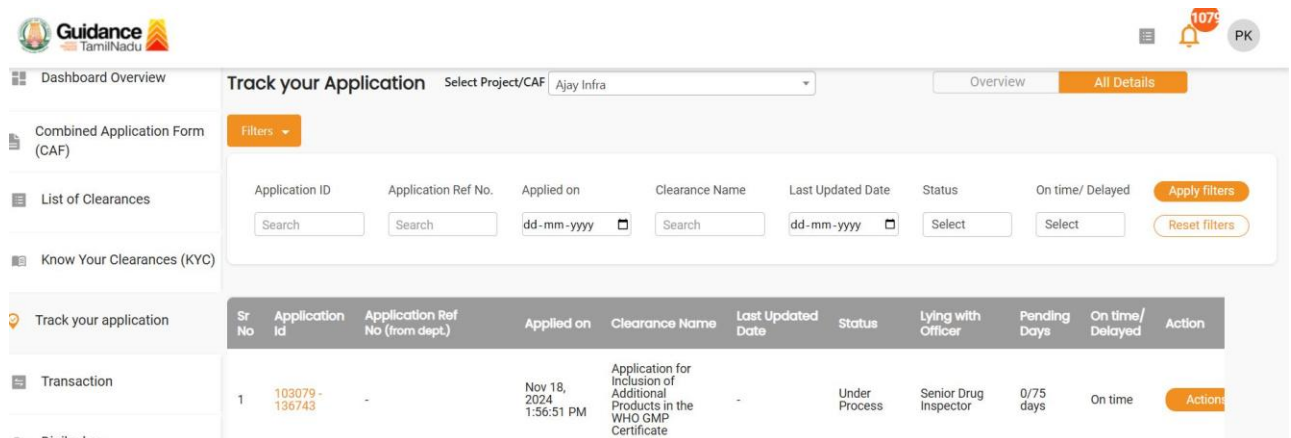


The screenshot shows the 'Track your Application' page for project 'Ajay Infra'. It includes a search filter section and a table of application records.

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	Fee
1	103079 - 136743	-	Nov 18, 2024 1:56:51 PM	Application for Inclusion of Additional Products in the WHO GMP Certificate	Nov 18, 2024 2:10:51 PM	Under Process	Deputy Drug Controller	0/75 days	On time	Actions	Fee on App Sub

Figure 32. Under Process

- DI HQ / SDI HQ and DI / SDI will receive applications from Director or ADDC, the Inspector can Schedule Inspection and Conduct Inspection, Upload Inspection Report. Finally forwards the application to the Director or ADDC.



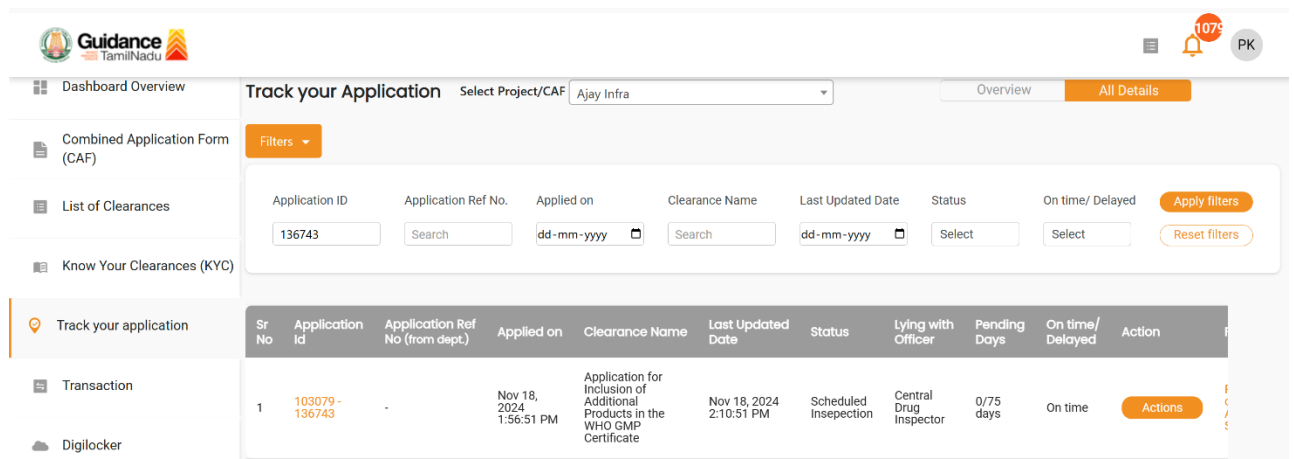
The screenshot shows the 'Track your Application' page for project 'Ajay Infra'. It includes a search filter section and a table of application records.

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	Fee
1	103079 - 136743	-	Nov 18, 2024 1:56:51 PM	Application for Inclusion of Additional Products in the WHO GMP Certificate	-	Under Process	Senior Drug Inspector	0/75 days	On time	Actions	Fee on App Sub

Figure 33. Under Process

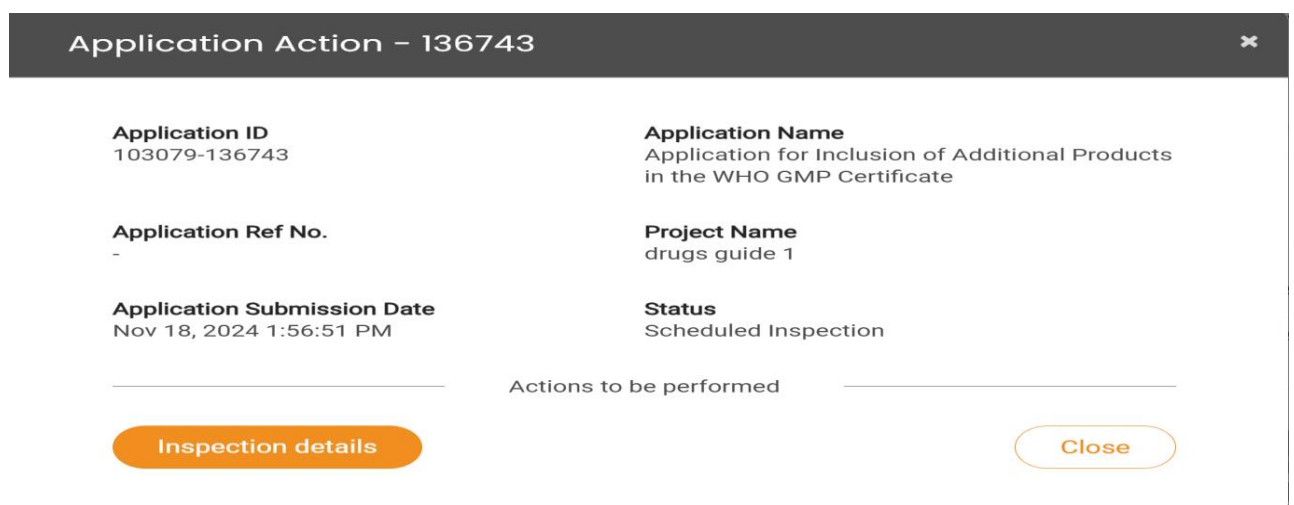
11. Inspection Schedule

- a. The department schedules the date of appointment for inspection to be done for the specified institution (Refer Figure 34).
- b. The inspection date scheduled by the department is intimated to the user (Refer Figure 35).
- c. After the Inspection is completed, the Senior Drug Inspector submits the Inspection will request the applicant to make the rectifications.



The screenshot shows a web application interface for tracking applications. The main section is titled 'Track your Application' and includes a dropdown menu for 'Select Project/CAF' set to 'Ajay Infra'. Below this is a table with columns for Application ID, Application Ref No., Applied on, Clearance Name, Last Updated Date, Status, On time/ Delayed, and an Actions button. The table contains one entry with Application ID 103079-136743, Applied on Nov 18, 2024 1:56:51 PM, Clearance Name 'Application for Inclusion of Additional Products in the WHO GMP Certificate', Last Updated Date Nov 18, 2024 2:10:51 PM, Status 'Scheduled Inspection', Lying with Officer 'Central Drug Inspector', Pending Days '0/75 days', and On time/Delayed 'On time'. The Actions button is visible for this entry.

Figure 34. Status changed to 'Inspection scheduled'



The screenshot shows a modal window titled 'Application Action - 136743'. It displays the following details:

- Application ID:** 103079-136743
- Application Name:** Application for Inclusion of Additional Products in the WHO 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 titled 'Actions to be performed' with two buttons: 'Inspection details' and 'Close'.

Figure 35. Details of Scheduled Inspection

- The ADDC or DDC-INDIA will receive the Application from Director and Forward the Application to corresponding DI / SDI and he can Upload Remarks / Recommendation Letter and Forward to the Director.

The screenshot shows a web dashboard for tracking applications. The main section is titled 'Track your Application' and includes a dropdown menu for 'Select Project/CAF' with 'Ajay Infra' selected. Below this are filter options for Application ID, Application Ref No., Applied on, Clearance Name, Last Updated Date, Status, and On time/Delayed. A table below the filters displays 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 Inclusion of Additional Products in the WHO GMP Certificate	-	Under Process	Central Drug Inspector	0/75 days	On time	Action

Figure 36. Under Process

11. Track Your Application

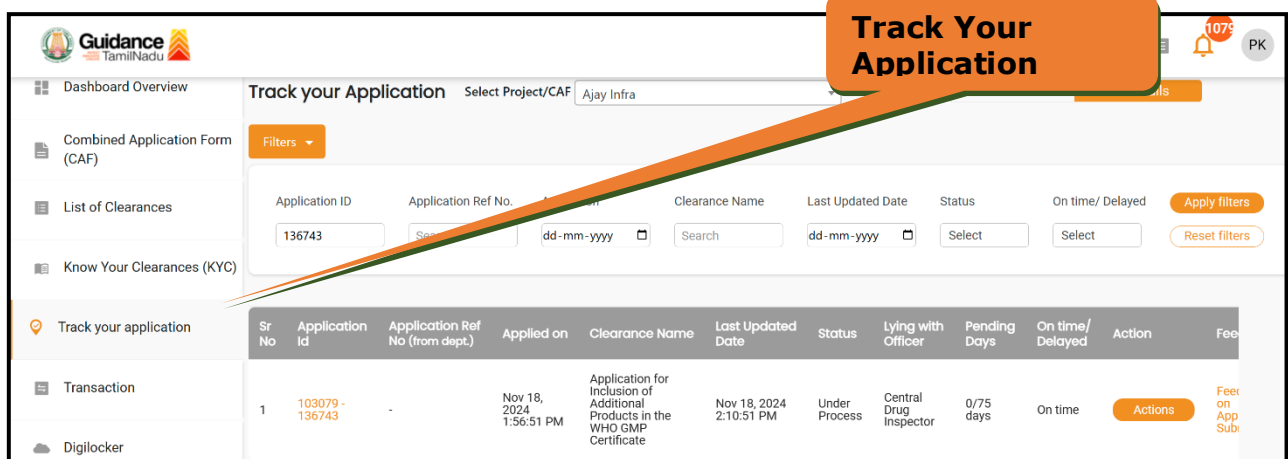
1) After submitting the application, a unique 'token ID' would be generated. Using the '**Token ID**' the Applicant can track the status of clearances by clicking on 'Track your application' option.'

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

Dashboard Overview | Track your Application | Select Project/CAF | Ajay Infra

Filters

Application ID: 136743 | Application Ref No. | Clearance Name | Last Updated Date | Status | On time/ Delayed | Apply filters | Reset filters

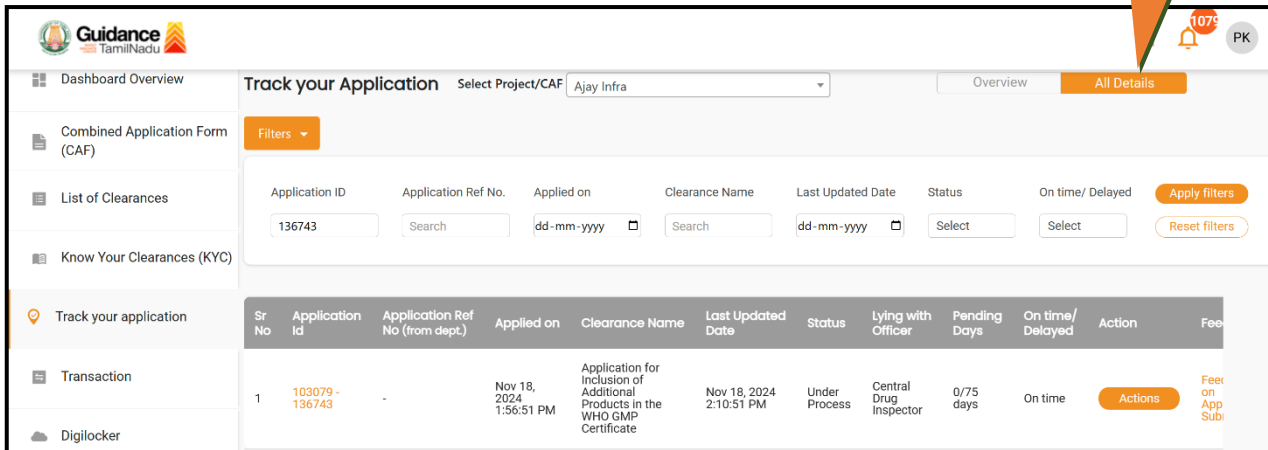
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fee on App Sub
1	103079-136743	-	Nov 18, 2024 1:56:51 PM	Application for Inclusion of Additional Products in the WHO GMP Certificate	Nov 18, 2024 2:10:51 PM	Under Process	Central Drug Inspector	0/75 days	On time	Actions	Fee on App Sub

Figure 37. 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	Fee
1	103079 - 136743	-	Nov 18, 2024 1:56:51 PM	Application for Inclusion of Additional Products in the WHO GMP Certificate	Nov 18, 2024 2:10:51 PM	Under Process	Central Drug Inspector	0/75 days	On time	Actions	Fee on App Sub.

Figure 38. ‘All Details’ tab

12. Application Processing

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

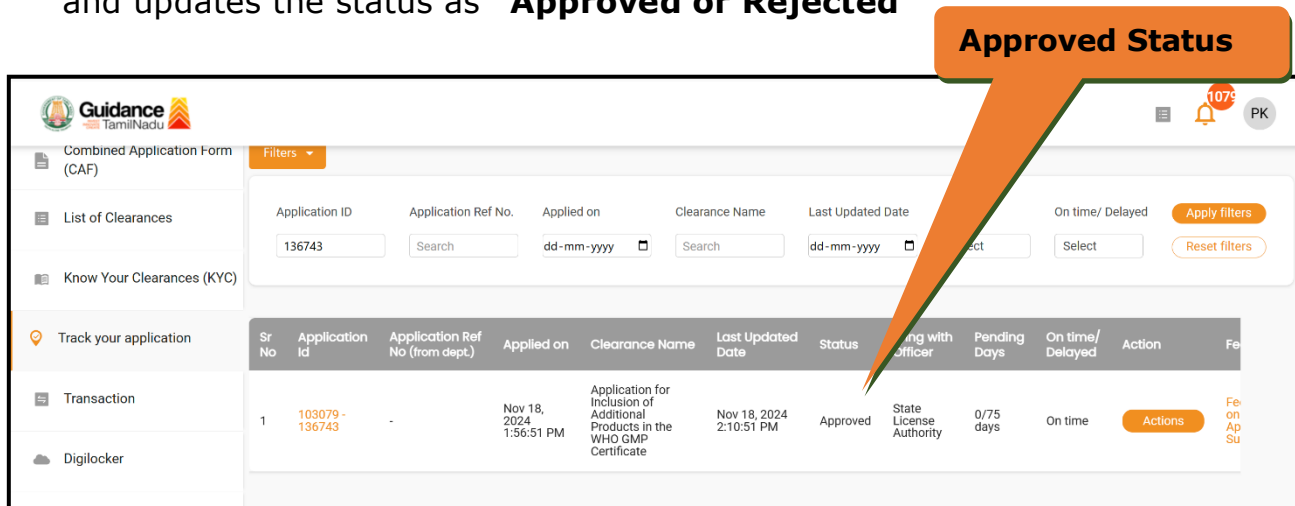


Figure 39. Application Processed

2) If the application is **‘Approved’** by the State Licensing Authority of Drug Control, the applicant can download the Approval Certificate under **Track your application – > Action button -> Download Certificate** (Refer Figure 40)

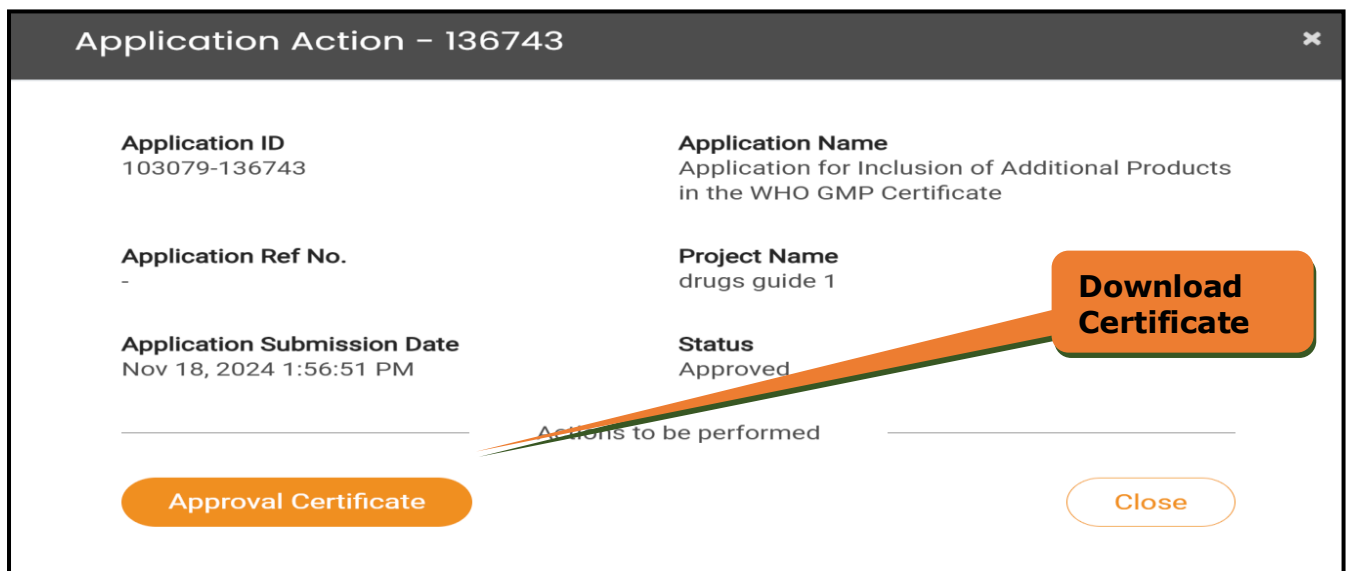
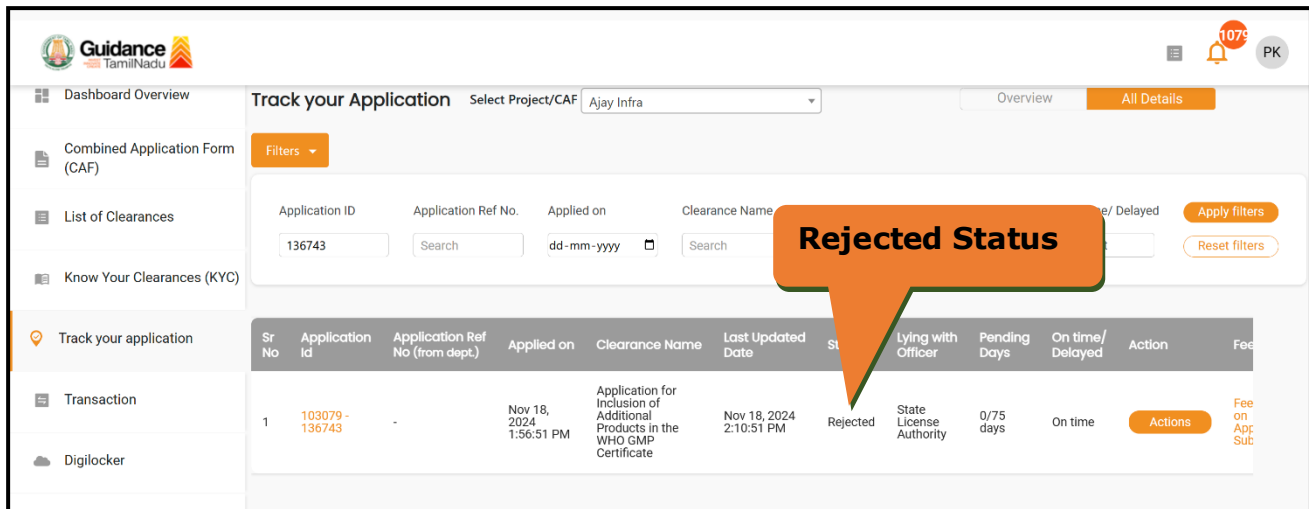


Figure 40. Download Certificate

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 41)



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'. Below this is a search section with filters for Application ID, Application Ref No., Applied on, and Clearance Name. A table below lists application details. An orange callout bubble labeled 'Rejected Status' points to the 'Rejected' status in the table row.

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/Delayed	Action	Fee
1	103079 - 136743	-	Nov 18, 2024 1:56:51 PM	Application for Inclusion of Additional Products in the WHO GMP Certificate	Nov 18, 2024 2:10:51 PM	Rejected	State License Authority	0/75 days	On time	Actions	Fee on App Sub

Figure 41. Rejected Status

