TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

COMBINED APPLICATION FORM AND HOW TO APPLY FOR CLEARANCES

Table of Contents

1. Overview

1) The Applicant manual facilitates the Applicant to understand the step-by-step of the following functionalities after logging into the Tamilnadu Single Window Portal (TNSWP):

- Overview Dashboard Overview
- Combined Application Form (CAF)
- List of Clearances
- Know your Clearances
- Track your application
- Transactions

2. Usage of Navigators

Navigators	Usage
ⓘ	Click to know more information about the field
🗑	Use to delete
✏	Use to edit
Resume	To continue the application
⊖	To hide the tab
⊕	To expand the tab
Add	To add the details
Reset	To reset the details
Previous	To reach previous page
Next	To reach next page
Save as Draft	To save the filled details. Also, the application can be modified, if required
SUBMIT	To complete the application

Figure 1. Usage of Navigators

3. Login

1) The applicant can login to TNSWP with the Username and Password.
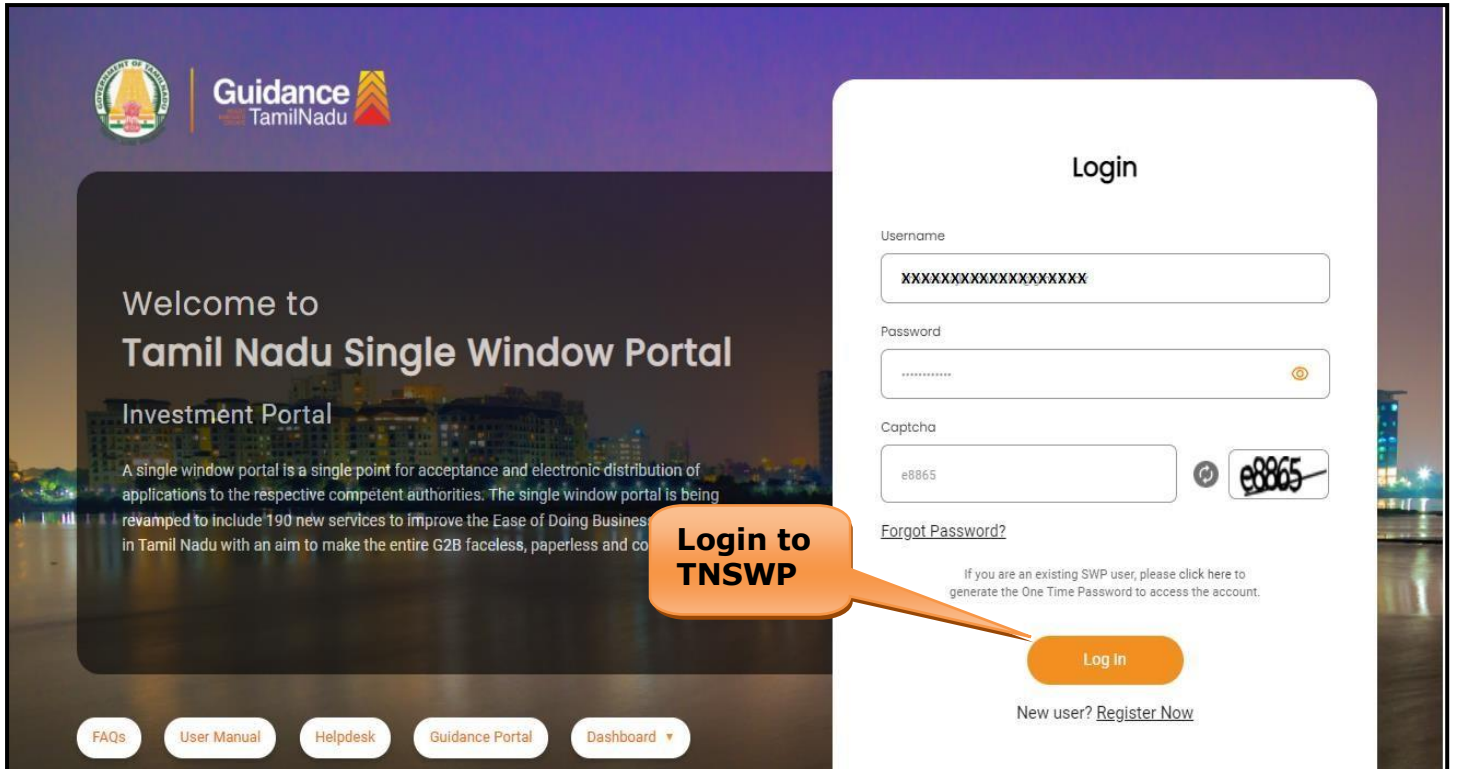
2) TNSWP URL – https://tnswp.com

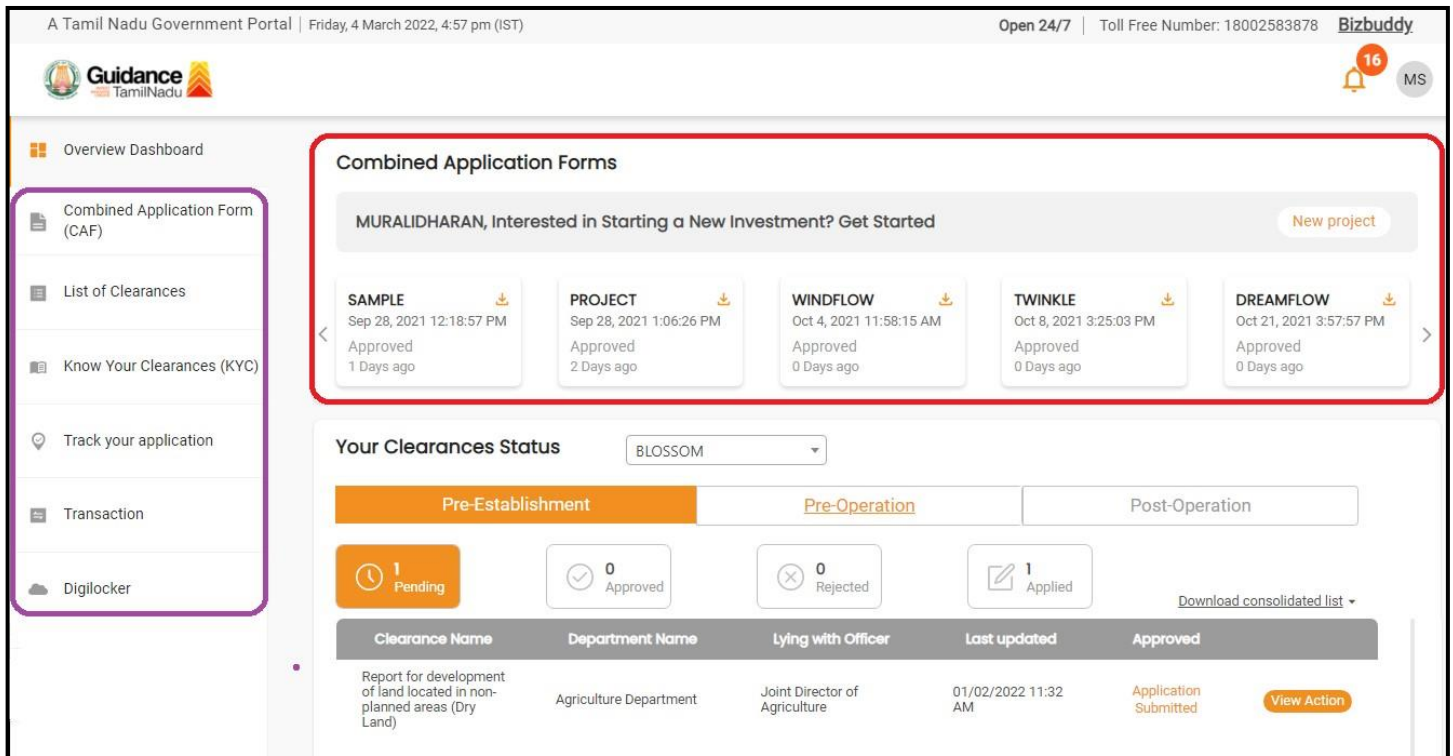**Figure 2. Single Window Portal Login Page**

4. Overview Dashboard

1) Overview dashboard is an Applicant-friendly interface for the Applicant 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.

2) When the Applicant logs into single window portal TNSWP, the overview dashboard page will appear.

3) The overview dashboard contains the following features for facilitating the Applicant.

5. Menu Bar

1) The Menu bar has the following set of functionalities.

- Combined Application Form (CAF)

- List of Clearance

- Know your Clearances

- Track your application

- Transaction

- Digi locker

6. Combined Application Form

1) To create a new project, click on **'New Project'** button.

2) The Applicant can view the status of projects which were already created.

3) The Applicant has a provision to download and print the completed projects.

Figure 3. Overview Dashboard - Menu Bar & Combined ApplicationForms

7. Your Clearances Status:

1) The projects created by the Applicant will be listed under **'Your Clearances status'** dropdown menu.

2) The Applicant can select the required project name from the dropdown menu to view the status of the clearances applied during in various stages (Pre-Establishment, Pre-Operation and Post-Operation stages).
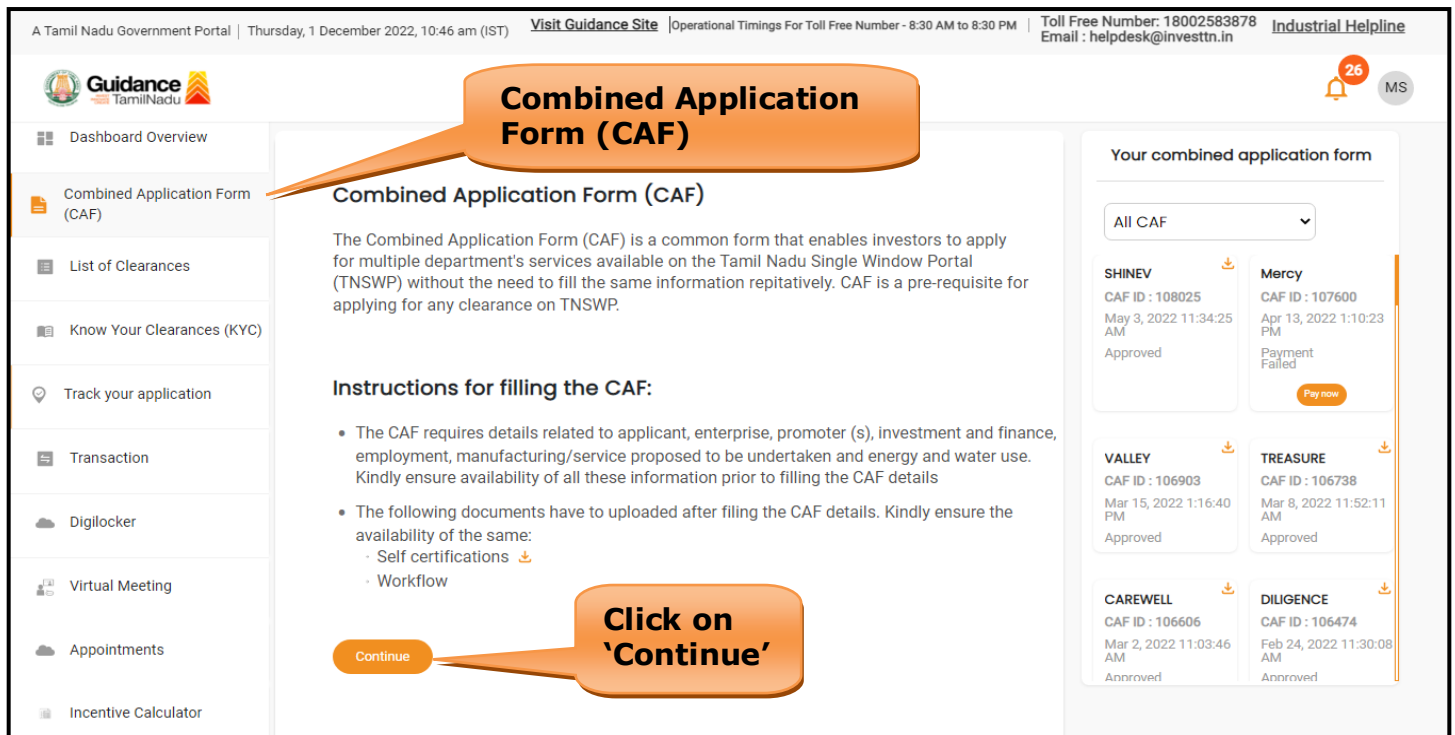
3) The Applicant has a provision to download and print the consolidated list of clearances.

Figure 4. Overview Dashboard - Your Clearances Status

8. 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.

Figure 5. Combined Application Form (CAF)

9. Sections of Combined Application Form

1) Combined Application form is Self-Explanatory. To complete the Combined application form, the user has to fill all the **7 Sections of CAF** as displayed mentioned in displayed in the below Figure.

Note: Refer Figure 2 - **Usage of Navigators** for easyNavigation.
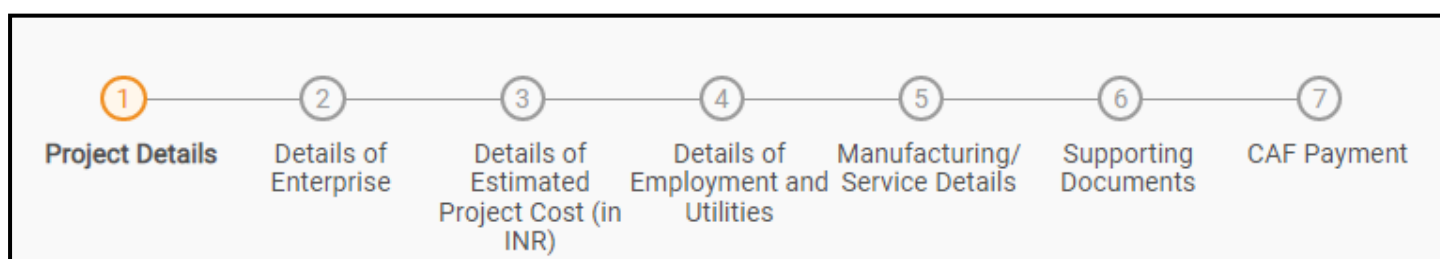

Figure 6. Section of Combined Application Form (CAF)

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

Each Section along with their Sub-sections of CAF is listed below:

Section1: Project Details

    1) Project Name

    2) Basic Details

    3) Applicant Details

Section2: Details of Enterprise

    1) Name of the Enterprise

    2) Address of the Enterprise

    3) Contact details of the Enterprise

Section3: Details of Estimated Project Cost (in INR)

    1) Details of Investment (in INR)

Section4: Details of Employment and Utilities

        1) Details of Employment

        2) Details of Energy Consumption

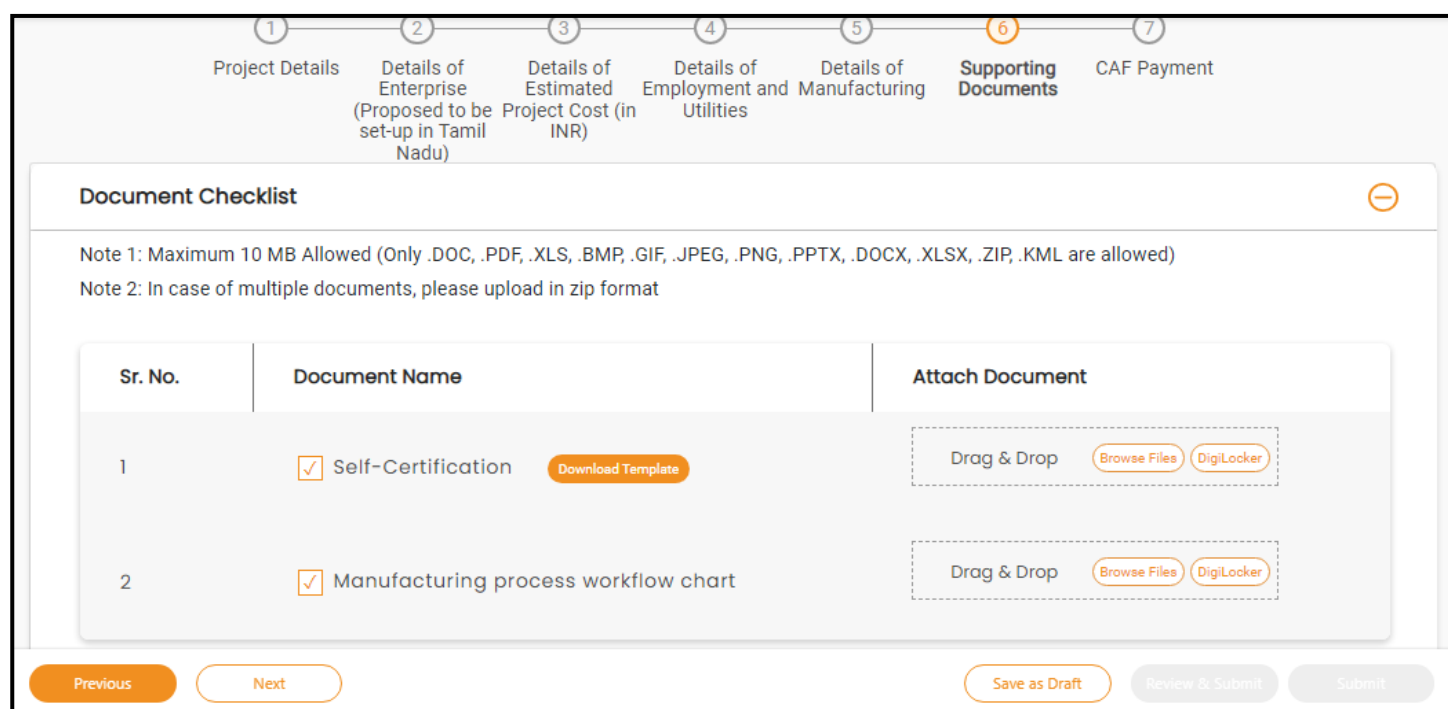   3) Details of Water Consumption

Section5: Manufacturing / Service Details

        1) Details of Manufacturing / Service

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.

Figure 7. Upload Supporting Document

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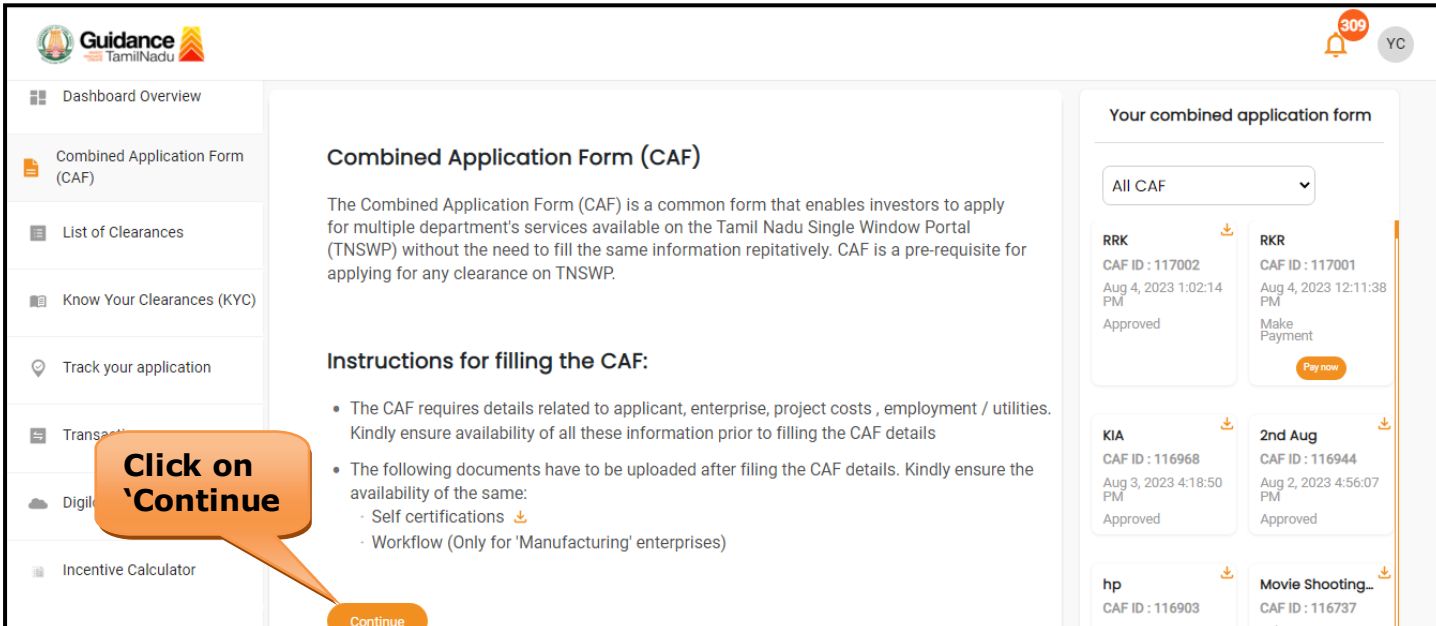   saved successfully**' (Refer Figure 12).

Figure 8. 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.

10. CAF Payment Process

1) To make CAF payment for a Large Industry, the Applicant has to click on 'Combined Application Form (CAF)' option in the menu bar.

2) Select the specific project and click on 'Pay now' button.

Figure 9. CAF - Payment Process

3) Then Pop-up message will be displayed as **'Are you want to proceed for payment'**

4) Click on 'OK' to continue with the payment process.
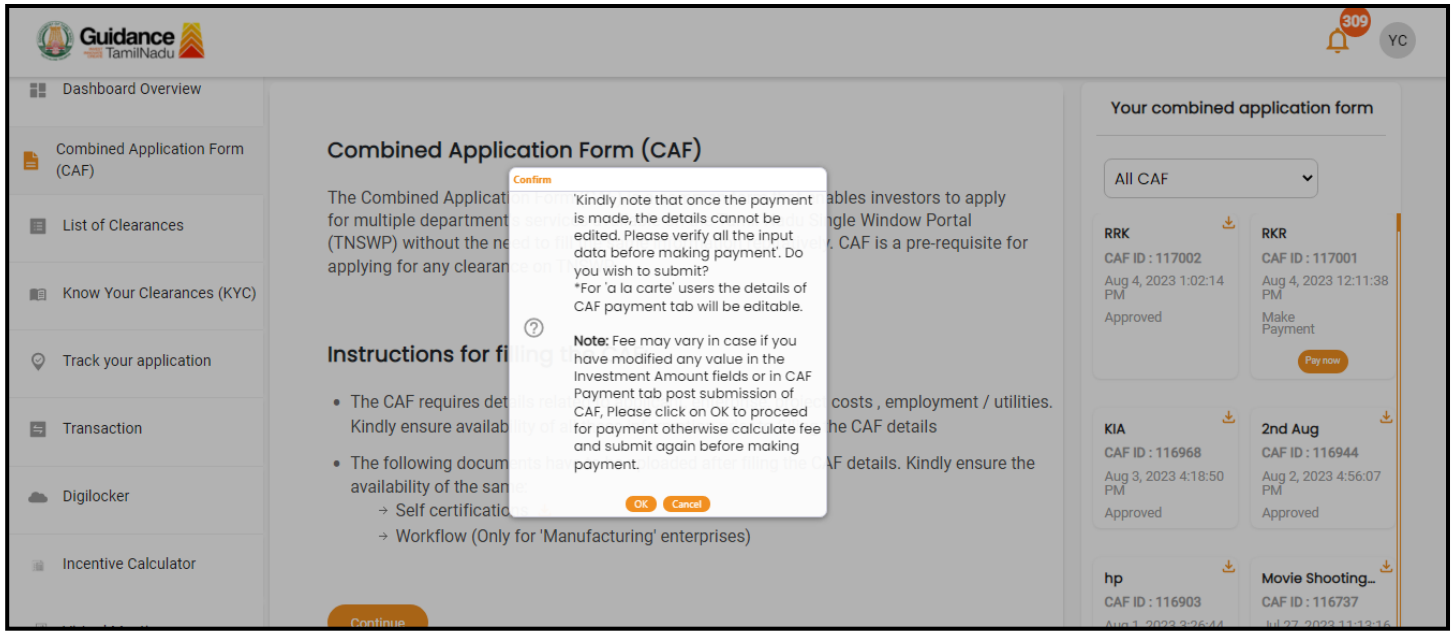
Click on 'OK'

Figure 10. Payment Process - Confirmation Message

5) Then the page would be redirected to the Payment Gateway.

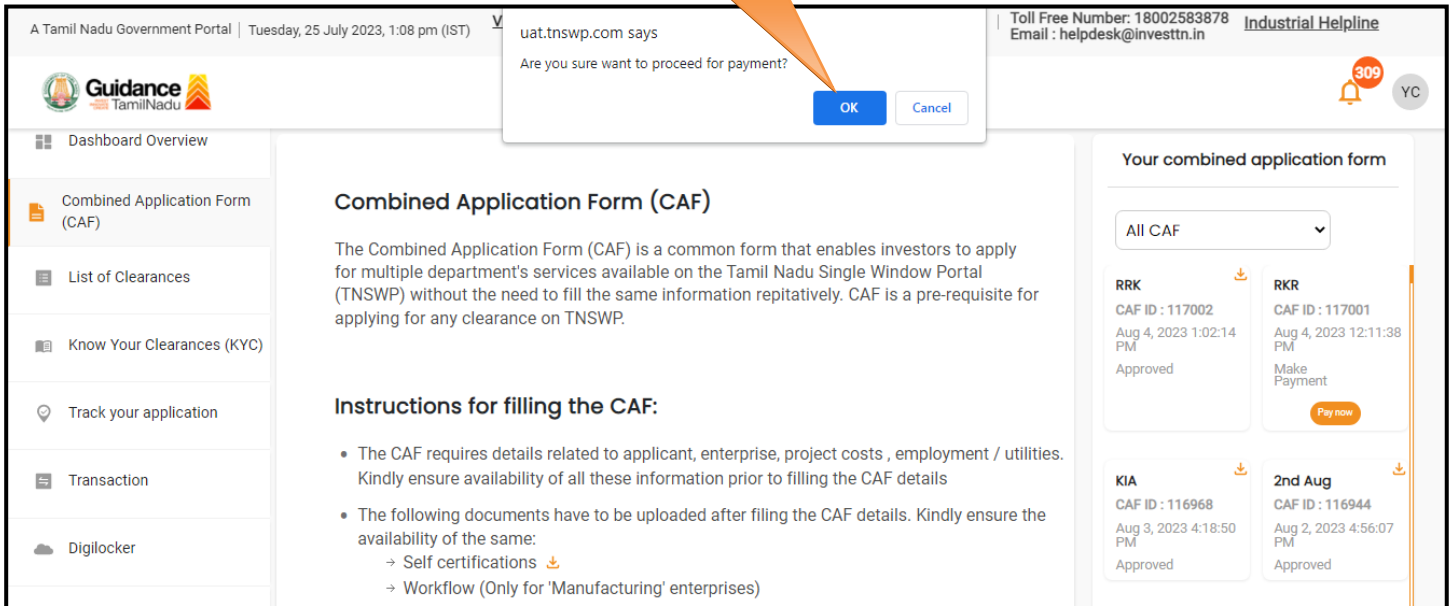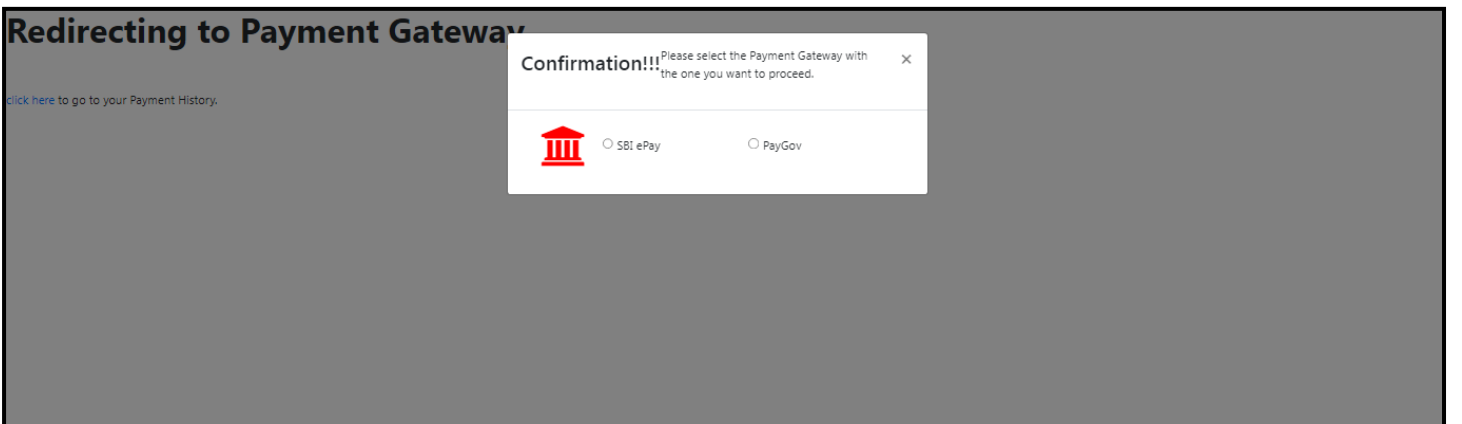6) Follow the payment procedures and make the CAF payment.
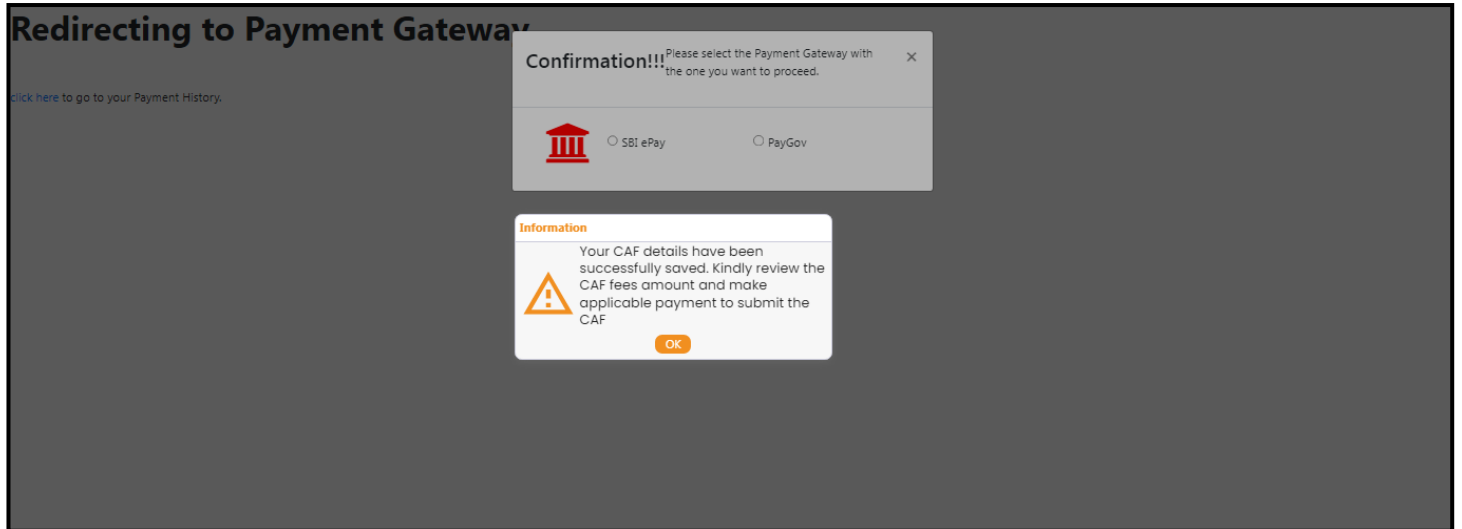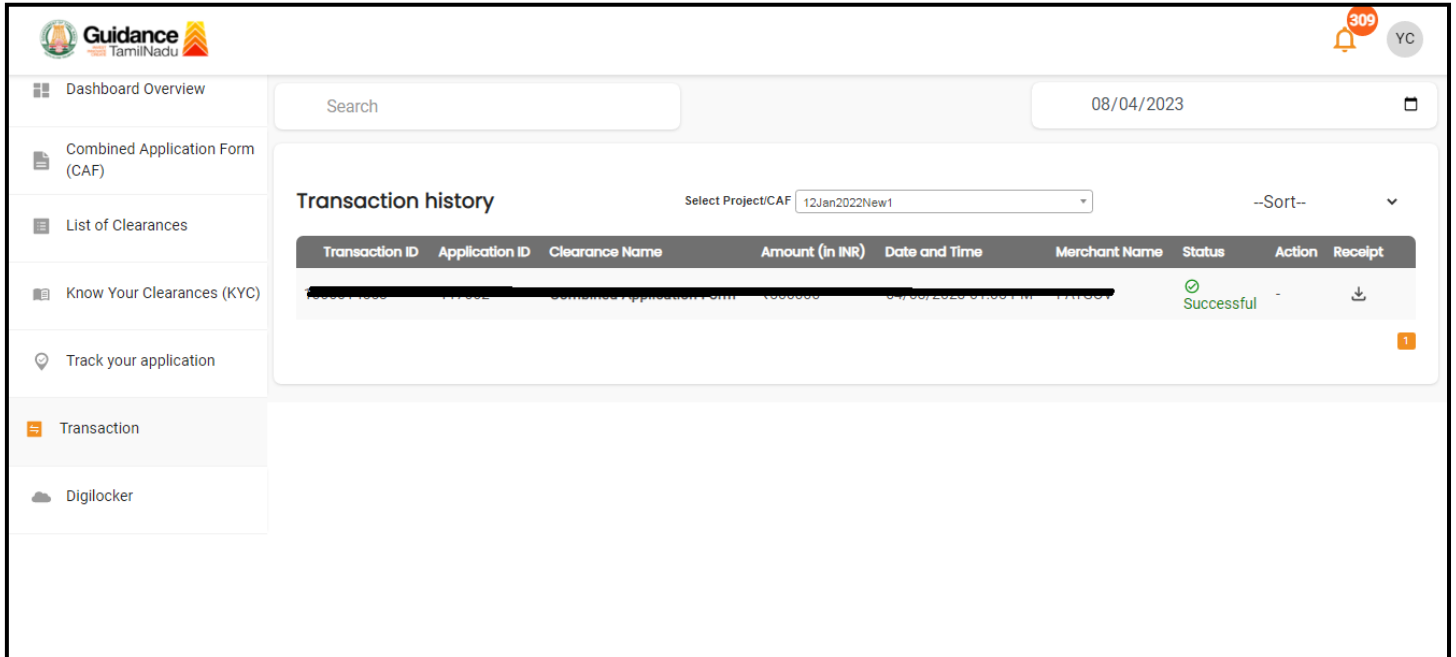
Figure 11. Payment Process - Payment Gateway

7) Once the payment is successful, the Applicant could go to Transaction tab from the Overview dashboard Menu and Check the payment status.

Figure 12. Transaction History

11. List of Clearances
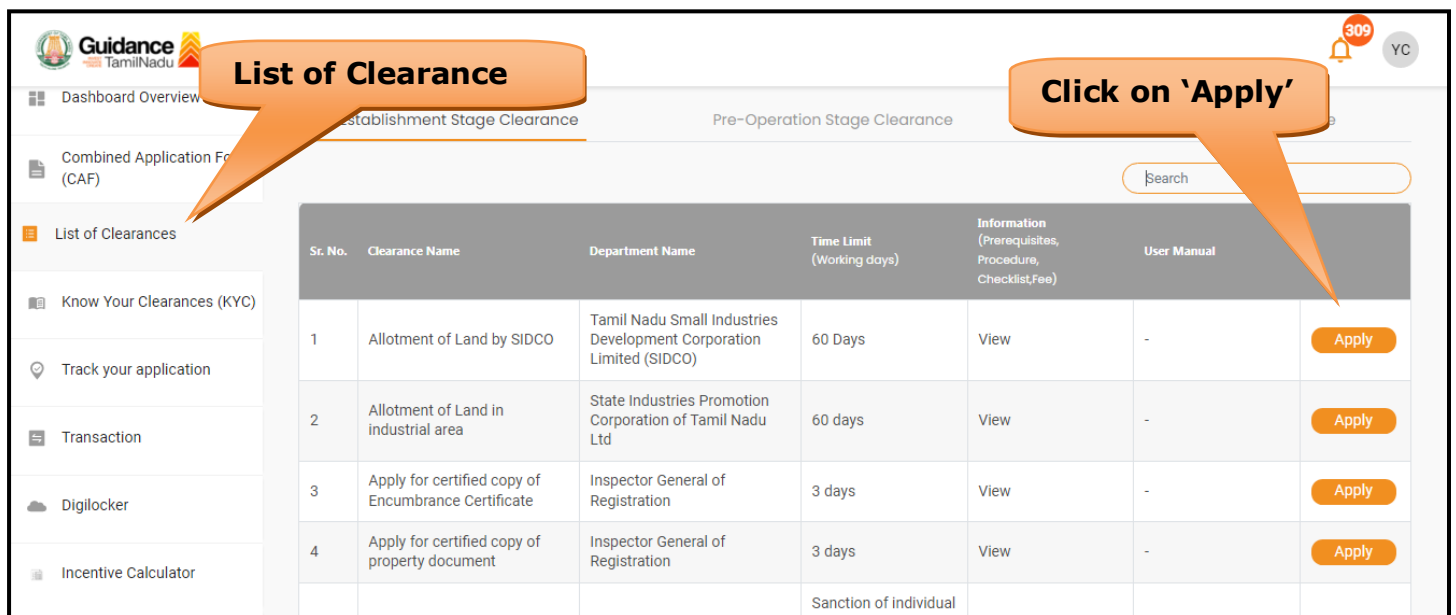
1) After completing the combined application form, the user could apply for clearances from various Departments.

2) To obtain the clearances, the Investor has to go to 'List of clearances' which can be found under the menu bar of the **'Overview dashboard'**.

3) Based on the Industrial Standards and requirements, Investor needs to obtain the clearances from various departments.

4) Investors could find all the clearances according to a specific Department in 3 different stages.

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

5) Click on 'Apply' button to avail for various clearances based on Industrial Requirement.

Figure 13. List of Clearances

12. Know Your Clearances

1) Know your clearances form facilitates the user to know the clearances/NOCs/Permissions from various departments required for setting up business in Tamil Nadu.

2) The instructions to fill in the Know your clearances are given as shown in the below Figure.

3) Click on 'Continue' button to proceed. Investors need to fill in the **'Know your Clearances'** application form completely to know the indicative list of clearances.
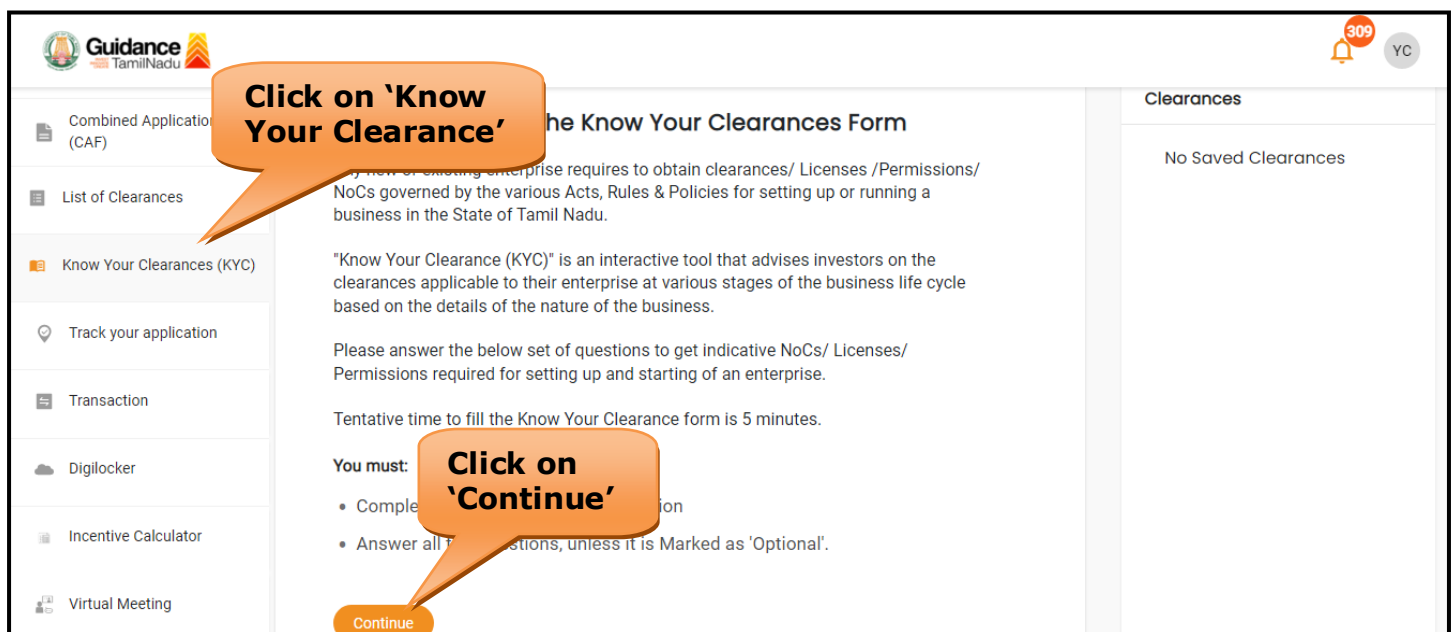

Figure 14. Know Your Clearances

13. 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**
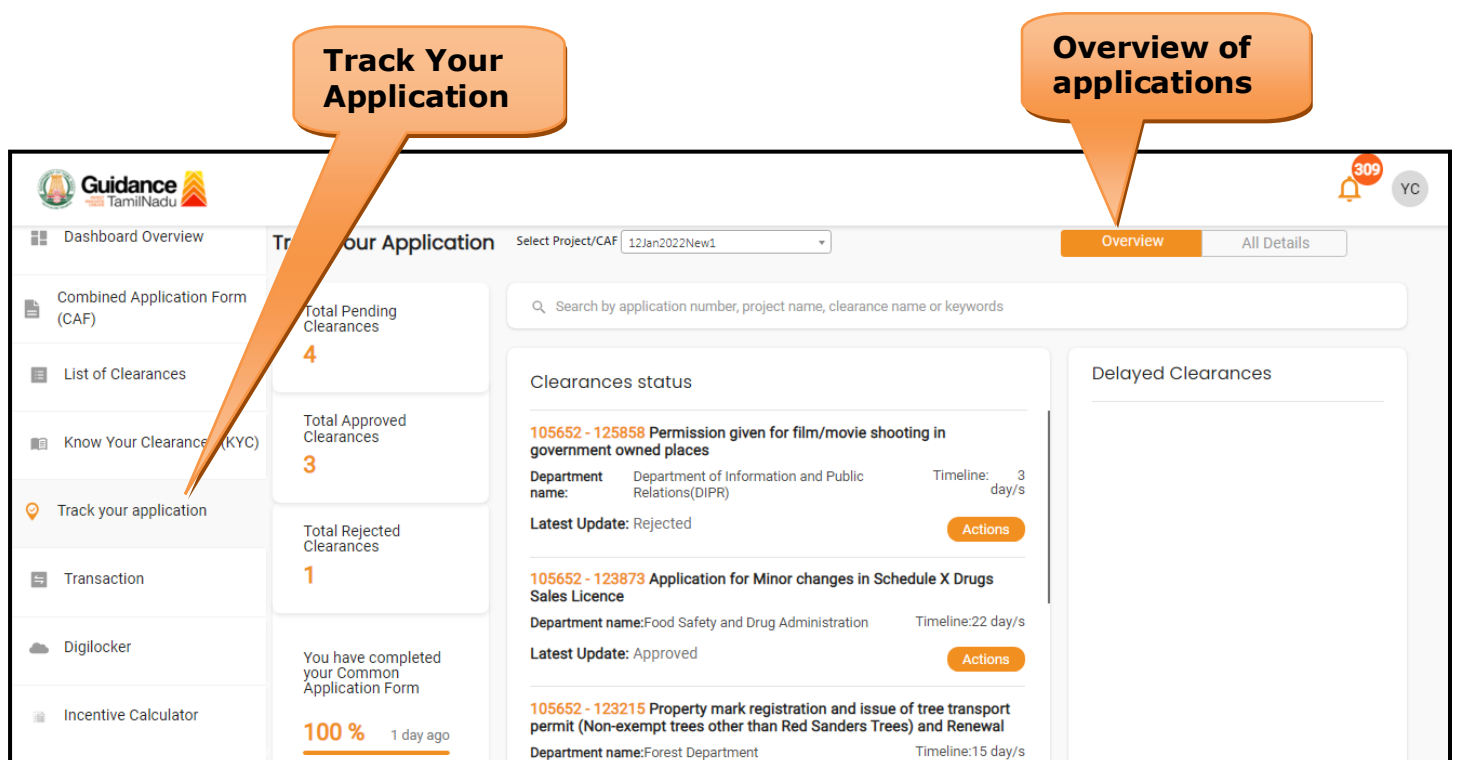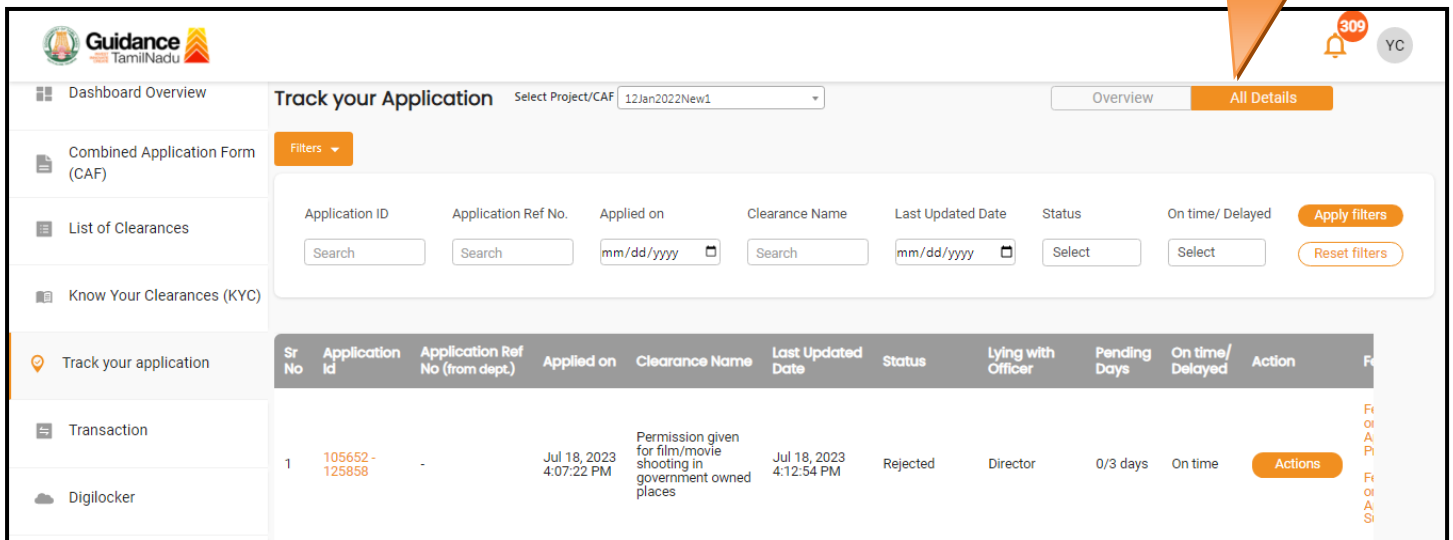 - **Total Rejected Clearances**

Figure 15. Track Your Application

- **Track your application– 'All Details' Option**

  By clicking on 'All details' tab, Applicant can view the following statuses
  of the list of clearances applied for the specified project.

  - **Applied on**
  - **Last updated date**
  - **Status of the application**
  - **Lying with officer**
  - **Pending days**
  - **On time / Delayed Action**

> **All Details Options**

Figure 16. 'All Details' tab

14. Transaction

1) Transaction tab helps the Applicant to view the payment history of all transactions made for various clearances.
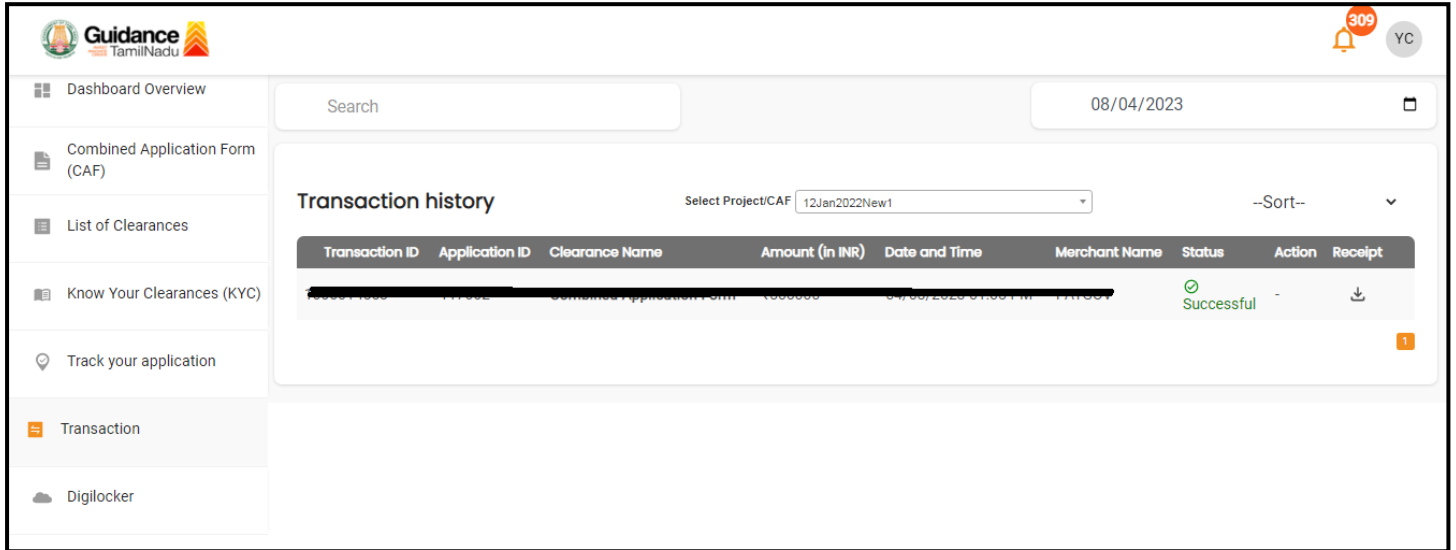

Figure 17. Transaction

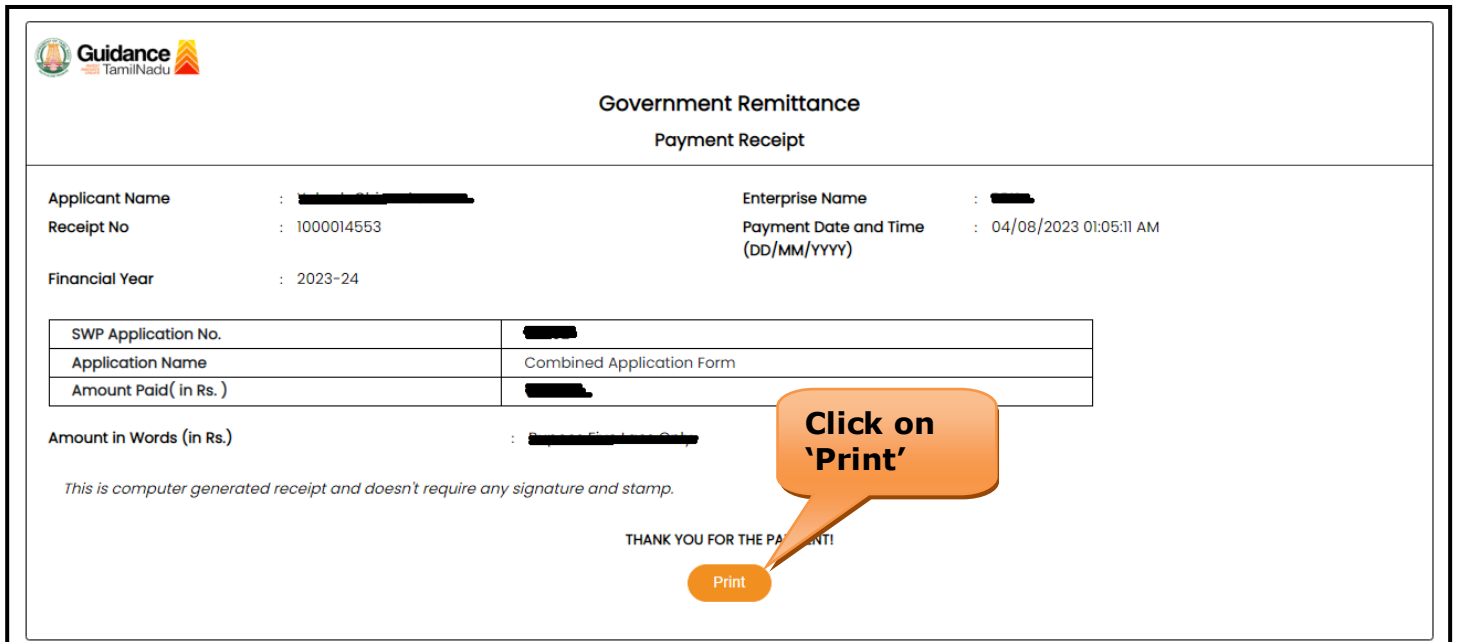2) The User also has an option to download and print the payment receipt.

Figure 18. Payment Receipt

15. Digi locker

1) Digi locker is a secured cloud-based platform for storage, sharing ofdocuments and certificates.

2) Digi locker facility is available in SWP.

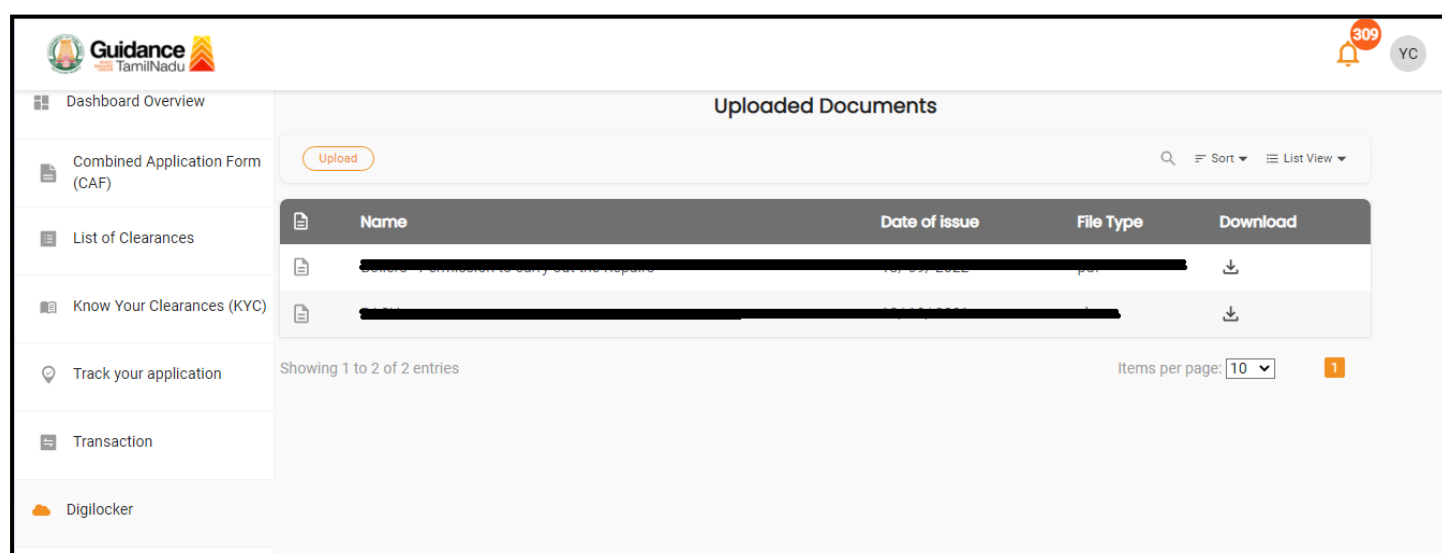3) Select 'Digi locker' and click on 'Upload' to avail the Digi locker Facility.

Figure 19. Digi locker

Uploading Documents in Digi locker

1) Investor needs to select the category name and enter the document details

2) After filling the document details Investor must attach the document referring to Doc type and size mentioned in 'Note 1'.

3) Click on 'Save' button after attaching the necessary document.

Figure 20. Uploading Documents in Digi locker