



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

COMBINED APPLICATION FORM AND HOW TO APPLY FOR CLEARANCES



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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
	To continue the application
	To hide the tab
	To expand the tab
	To add the details
	To reset the details
	To reach previous page
	To reach next page
	To save the filled details. Also, the application can be modified, if required
	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>

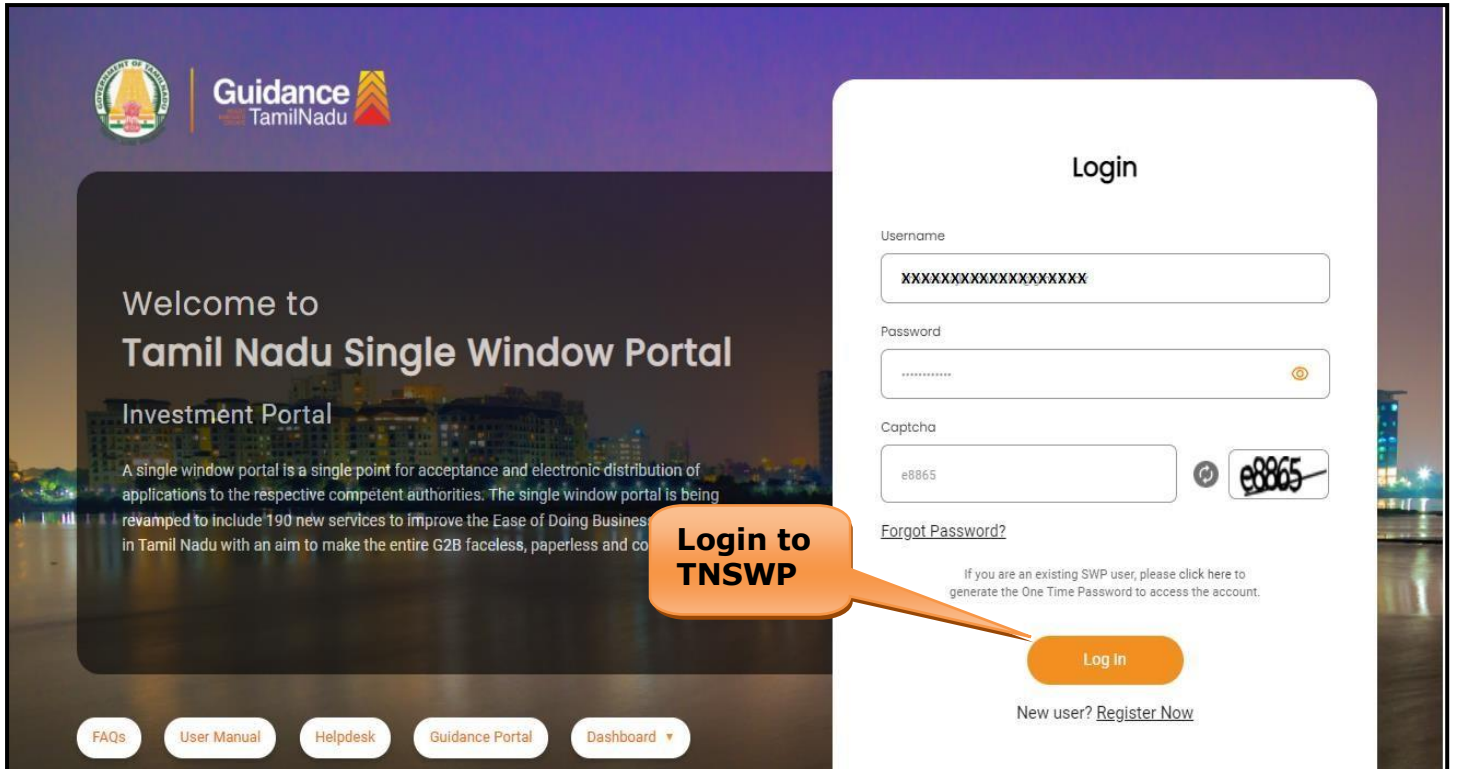


Figure 2. Single Window Portal Login Page

4. Overview Dashboard

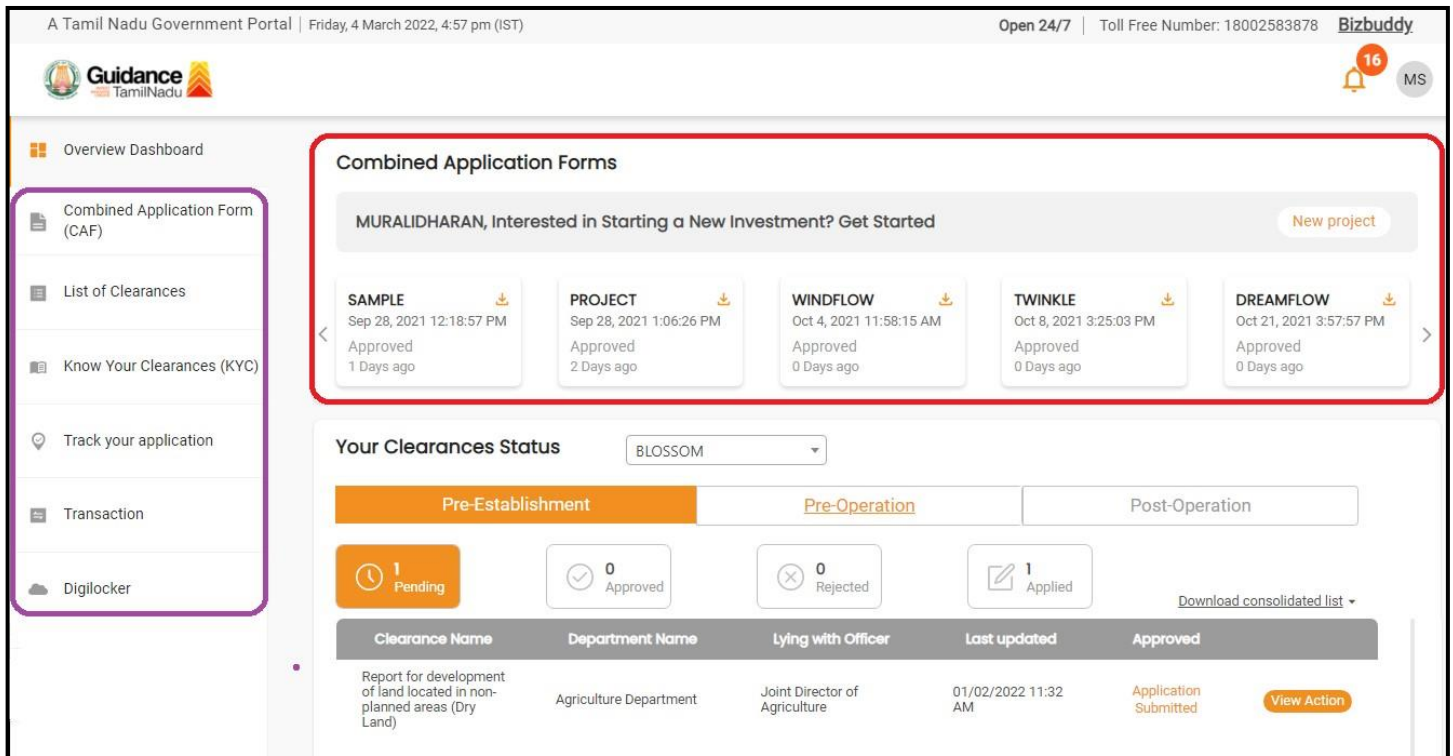
- 1) Overview dashboard is an Applicant-friendly interface for the Applicant easy navigation and to access various functionalities such as Menu bar, Status whether the application is Approved, Pending, Rejected and Data at-a glance on a unified point.
- 2) When the Applicant logs into single window portal 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.



The screenshot displays the 'Overview Dashboard' for a user named MURALIDHARAN. The dashboard is divided into several sections:

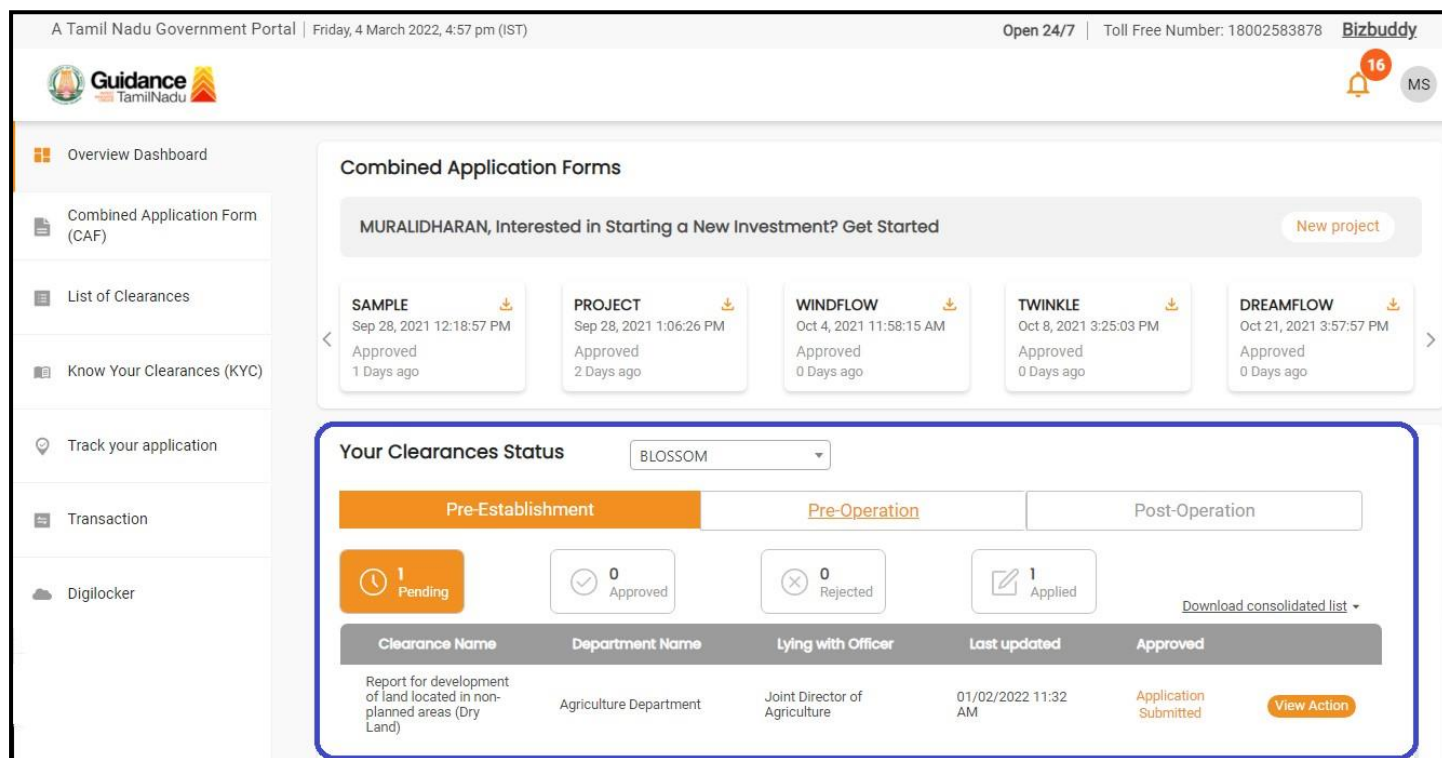
- Navigation Menu (Left):** Includes 'Overview Dashboard', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', 'Transaction', and 'Digilocker'.
- Header:** Shows the user's name 'MURALIDHARAN, Interested in Starting a New Investment? Get Started' and a 'New project' button.
- Combined Application Forms:** A carousel of project cards, each with a name, date, and status (e.g., 'SAMPLE' approved 1 day ago).
- Your Clearances Status:** A section with a dropdown menu set to 'BLOSSOM' and three tabs: 'Pre-Establishment', 'Pre-Operation', and 'Post-Operation'. Below the tabs are status indicators for 'Pending' (1), 'Approved' (0), 'Rejected' (0), and 'Applied' (1). A 'Download consolidated list' button is also present.
- Table:** A table listing clearance details:

Clearance Name	Department Name	Lying with Officer	Last updated	Approved
Report for development of land located in non-planned areas (Dry Land)	Agriculture Department	Joint Director of Agriculture	01/02/2022 11:32 AM	Application Submitted

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.



Your Clearances Status (BLOSSOM)

Pre-Establishment | Pre-Operation | Post-Operation

1 Pending | 0 Approved | 0 Rejected | 1 Applied

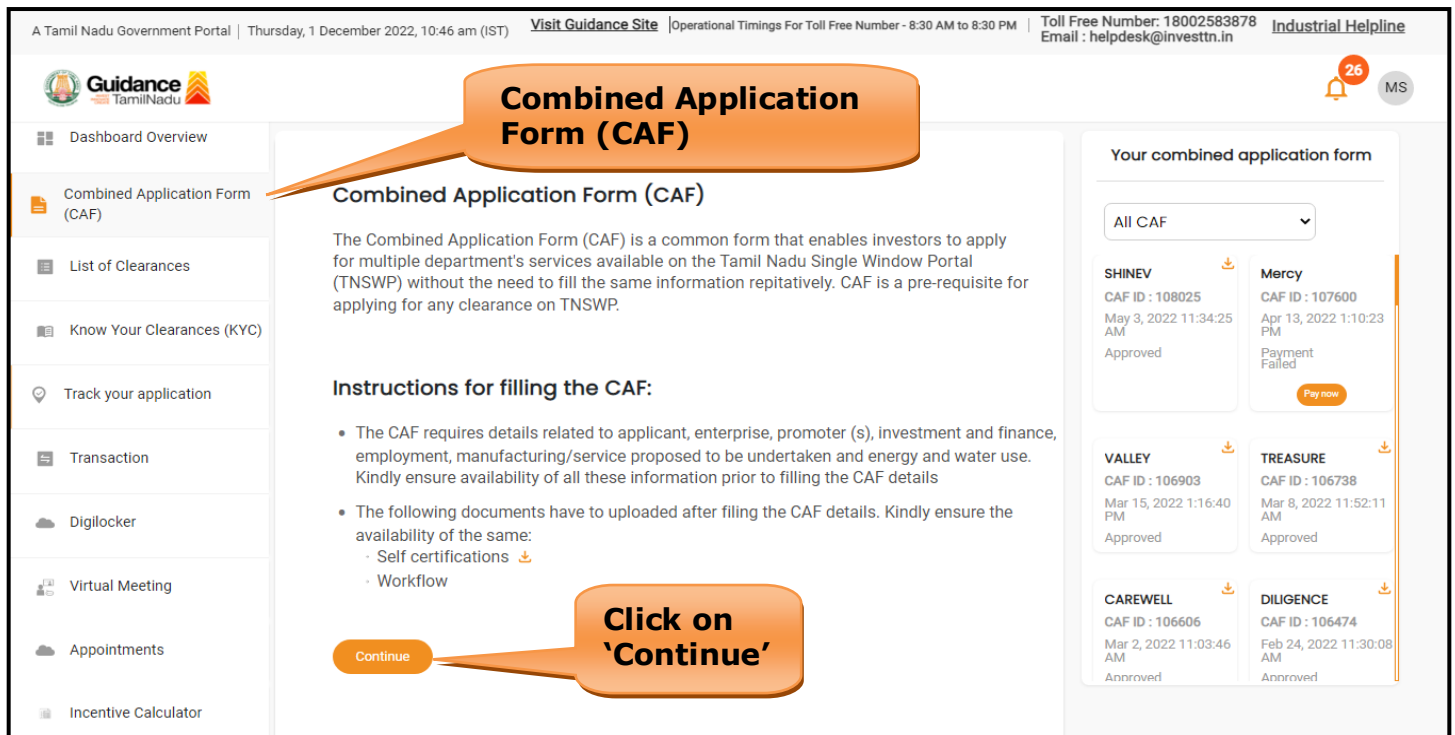
[Download consolidated list](#)

Clearance Name	Department Name	Lying with Officer	Last updated	Approved
Report for development of land located in non-planned areas (Dry Land)	Agriculture Department	Joint Director of Agriculture	01/02/2022 11:32 AM	Application Submitted View Action

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.



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)

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

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

Click on 'Continue'

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 easy Navigation.

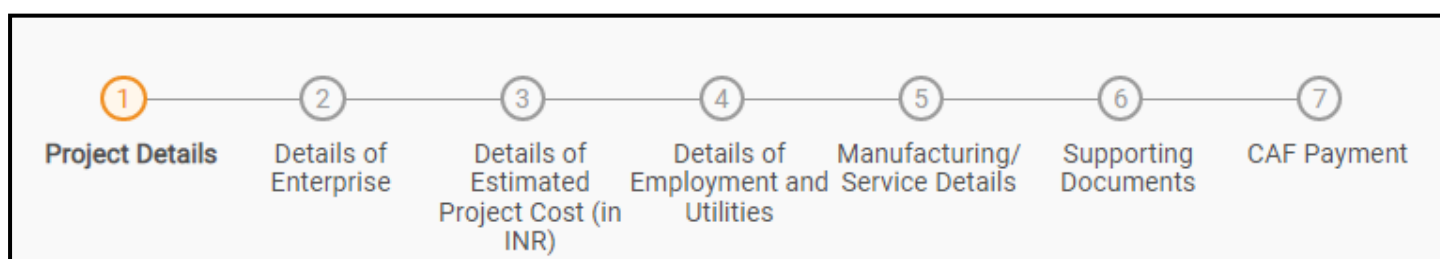


Figure 6. Section of Combined Application Form (CAF)

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

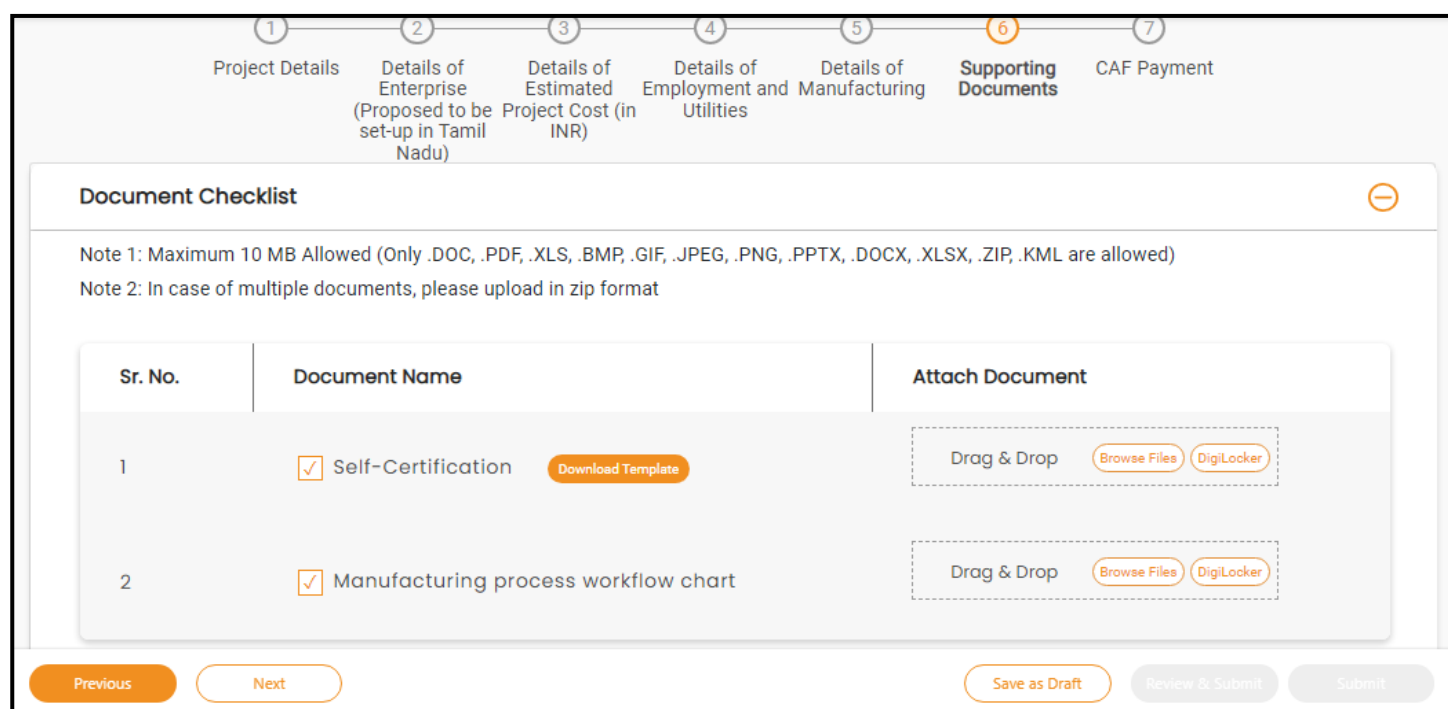
Section5: Manufacturing / Service Details

- 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.



1 2 3 4 5 6 7
 Project Details Details of Enterprise (Proposed to be set-up in Tamil Nadu) Details of Estimated Project Cost (in INR) Details of Employment and Utilities Details of Manufacturing **Supporting Documents** CAF Payment

Document 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"/> Self-Certification Download Template	Drag & Drop Browse Files DigiLocker
2	<input checked="" type="checkbox"/> Manufacturing process workflow chart	Drag & Drop Browse Files DigiLocker



Previous Next Save as Draft Review & Submit Submit

① Project Details
 ② Details of Enterprise (Proposed to be set-up in Tamil Nadu)
 ③ Details of Estimated Project Cost (in INR)
 ④ Details of Employment and Utilities
 ⑤ Details of Manufacturing
 ⑥ **Supporting Documents**
 ⑦ CAF Payment

Document 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"/> Self-Certification Download Template	 sample.pdf
2	<input checked="" type="checkbox"/> Manufacturing process workflow chart	 sample.pdf

Declaration:
"I have reviewed all the information provided by me and confirm that it is accurate and true to the best of my knowledge".

Click on 'Submit'

Previous
Next
Pay Later
Pay Now
Review & Submit
Submit

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).

The screenshot displays the Guidance TamilNadu portal interface. The top navigation bar includes the logo and a notification bell with '309' and 'YC'. The main content area shows a progress bar with seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Utilities, 5. Details of Manufacturing, 6. Supporting Documents, and 7. CAF Payment (highlighted). A modal window titled 'Information' is overlaid on the 'Payment Details' section. The message reads: 'Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF.' Below the message is an 'OK' button. The 'Payment Details' section includes a 'Choose your preferred fee slab' section with radio buttons for 'Lump sum' (selected) and 'à la carte'. Below this is a text input field for 'Amount to be paid (in INR)' containing '500000' and a 'Calculate Fee' button. At the bottom of the page, there are buttons for 'Previous', 'Next', 'Pay Later', 'Pay Now', 'Review & Submit', and 'Submit'.

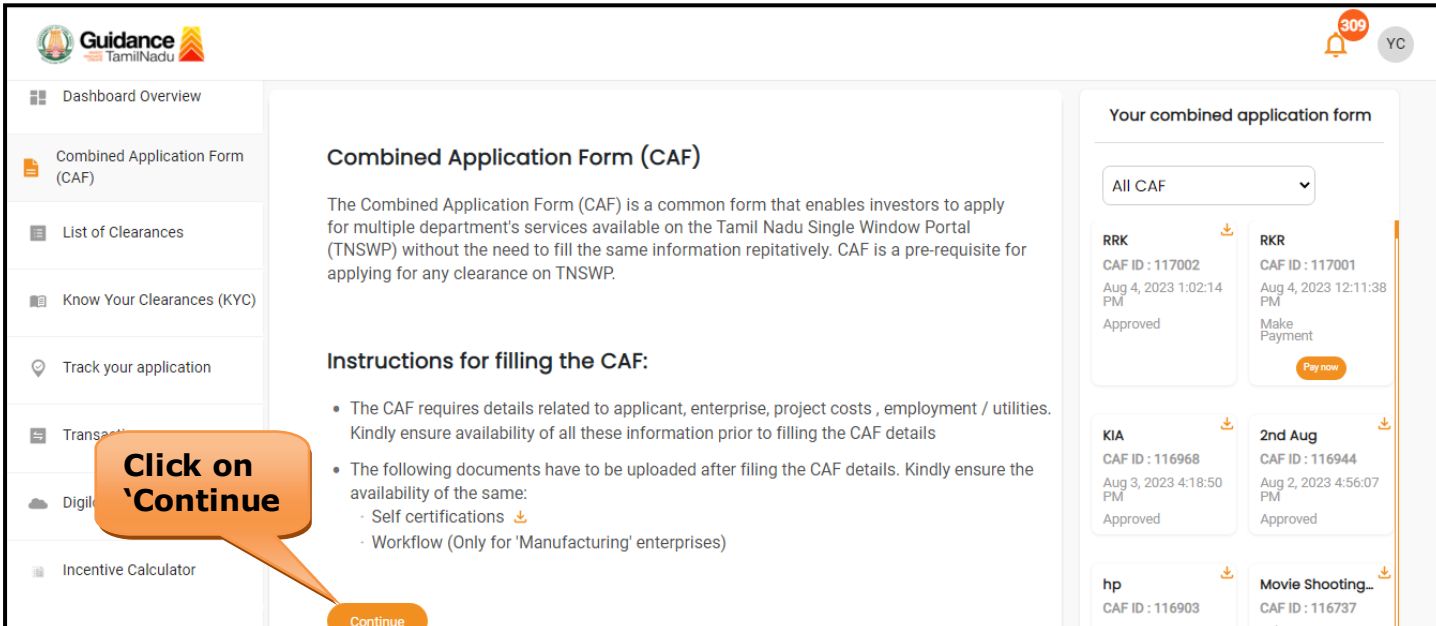
Figure 8. Combined Application Form (CAF) - Confirmation Message

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.



Click on 'Continue'

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:

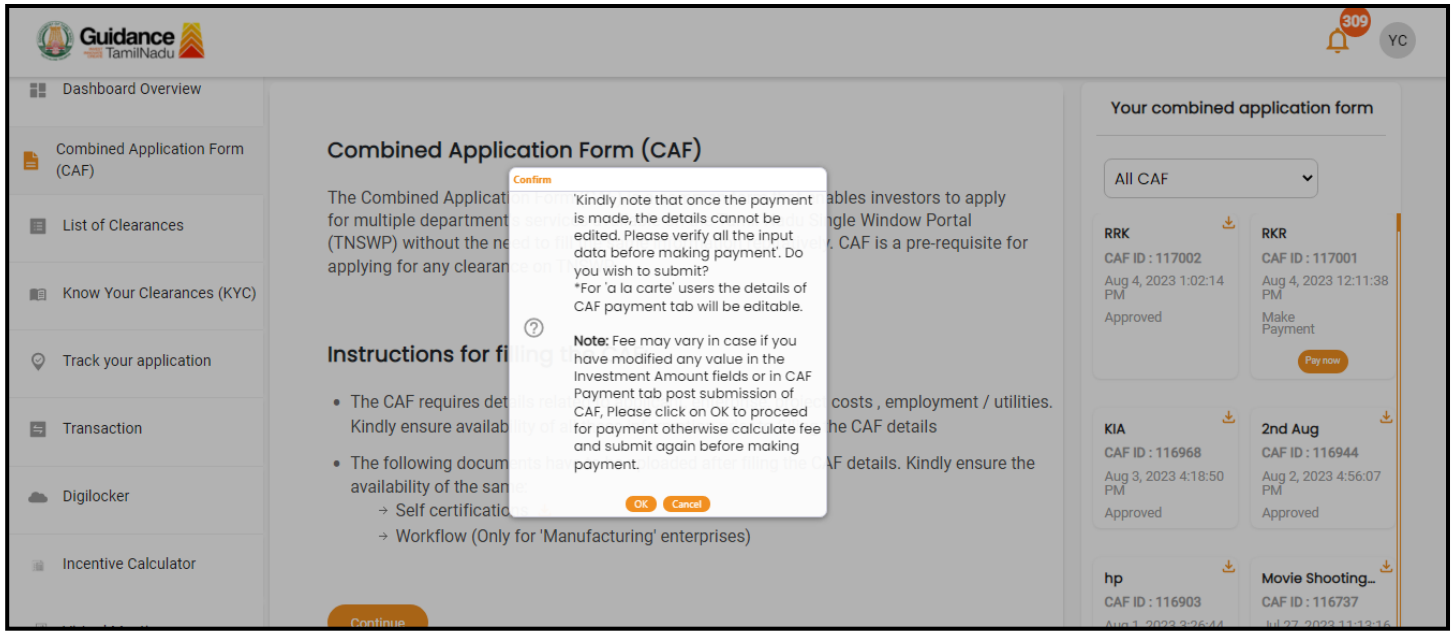
- The CAF requires details related to applicant, enterprise, project costs , employment / utilities. Kindly ensure availability of all these information prior to filling the CAF details
- The following documents have to be uploaded after filing the CAF details. Kindly ensure the availability of the same:
 - Self certifications
 - Workflow (Only for 'Manufacturing' enterprises)

Your combined application form

All CAF	
RRK CAF ID : 117002 Aug 4, 2023 1:02:14 PM Approved	RRK CAF ID : 117001 Aug 4, 2023 12:11:38 PM Make Payment Pay now
KIA CAF ID : 116968 Aug 3, 2023 4:18:50 PM Approved	2nd Aug CAF ID : 116944 Aug 2, 2023 4:56:07 PM Approved
hp CAF ID : 116903 Aug 1, 2023 3:26:44	Movie Shooting... CAF ID : 116737 Jul 27, 2023 11:12:16

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'

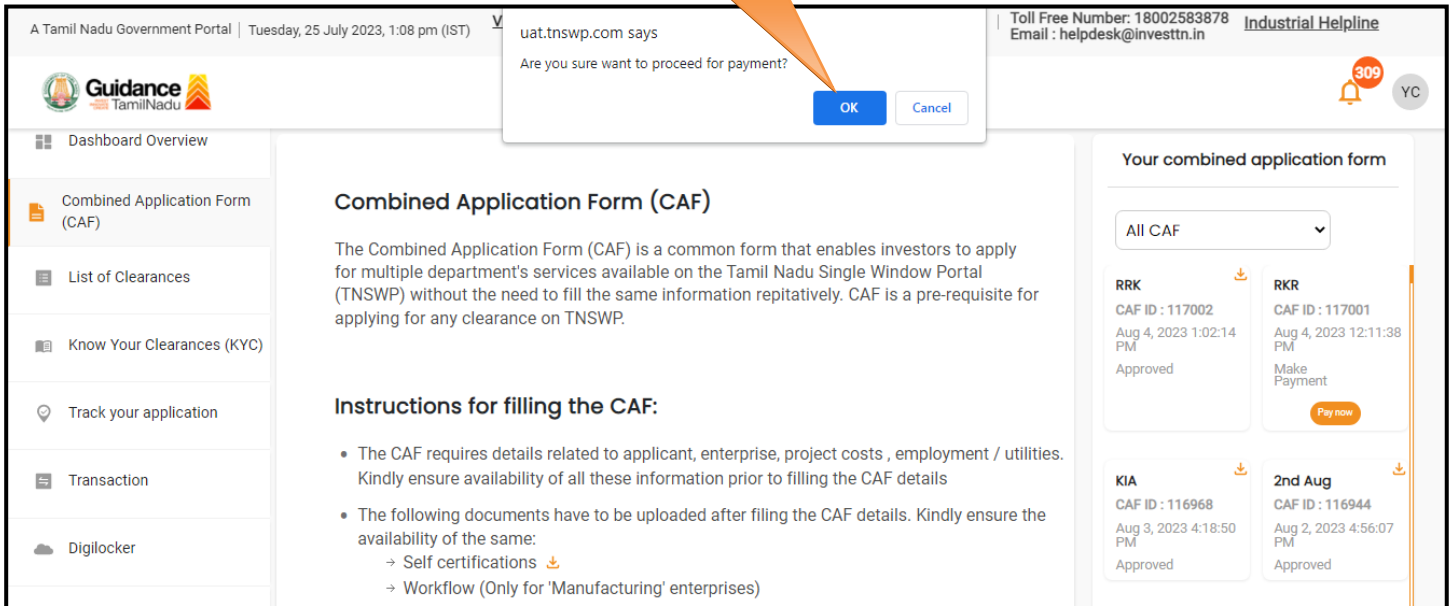


Figure 10. Payment Process - Confirmation Message

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

6) Follow the payment procedures and make the CAF payment.

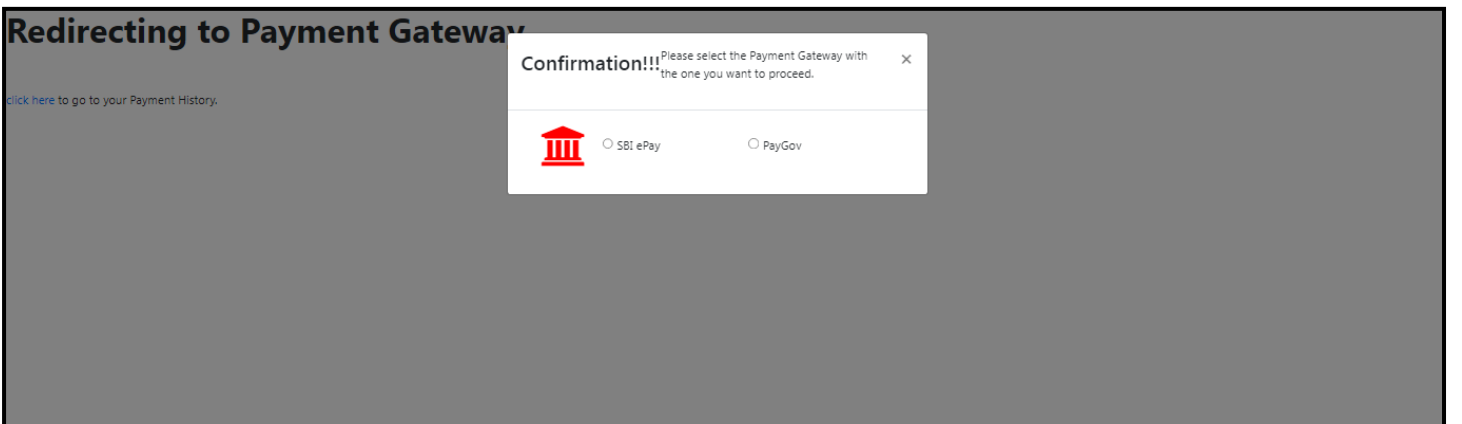
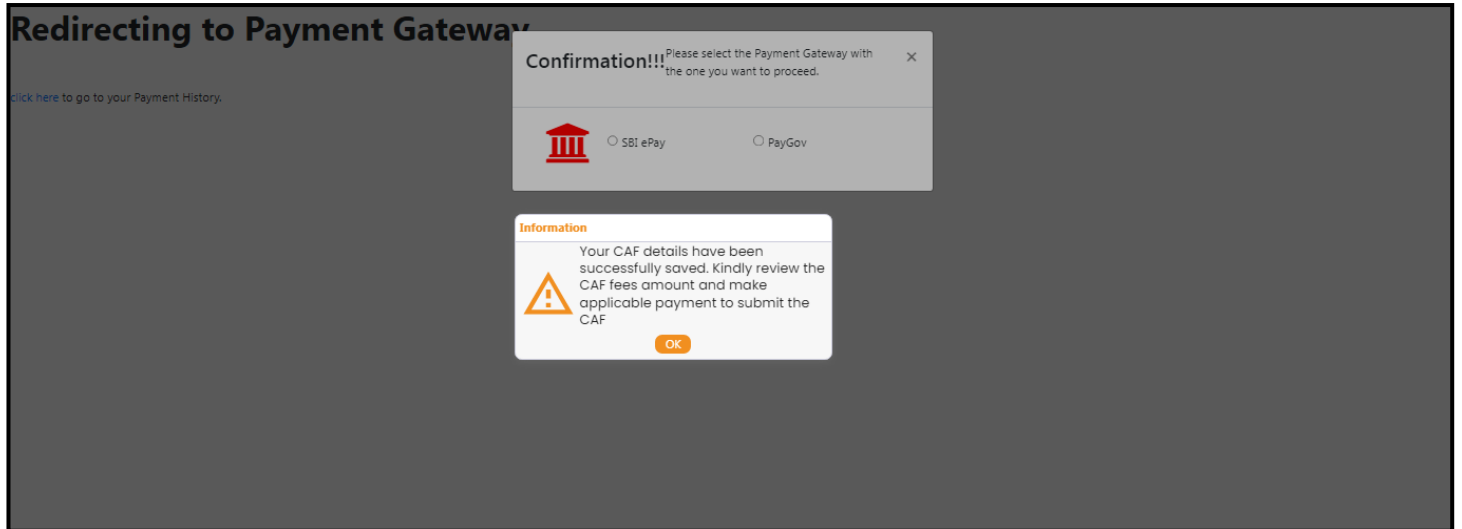
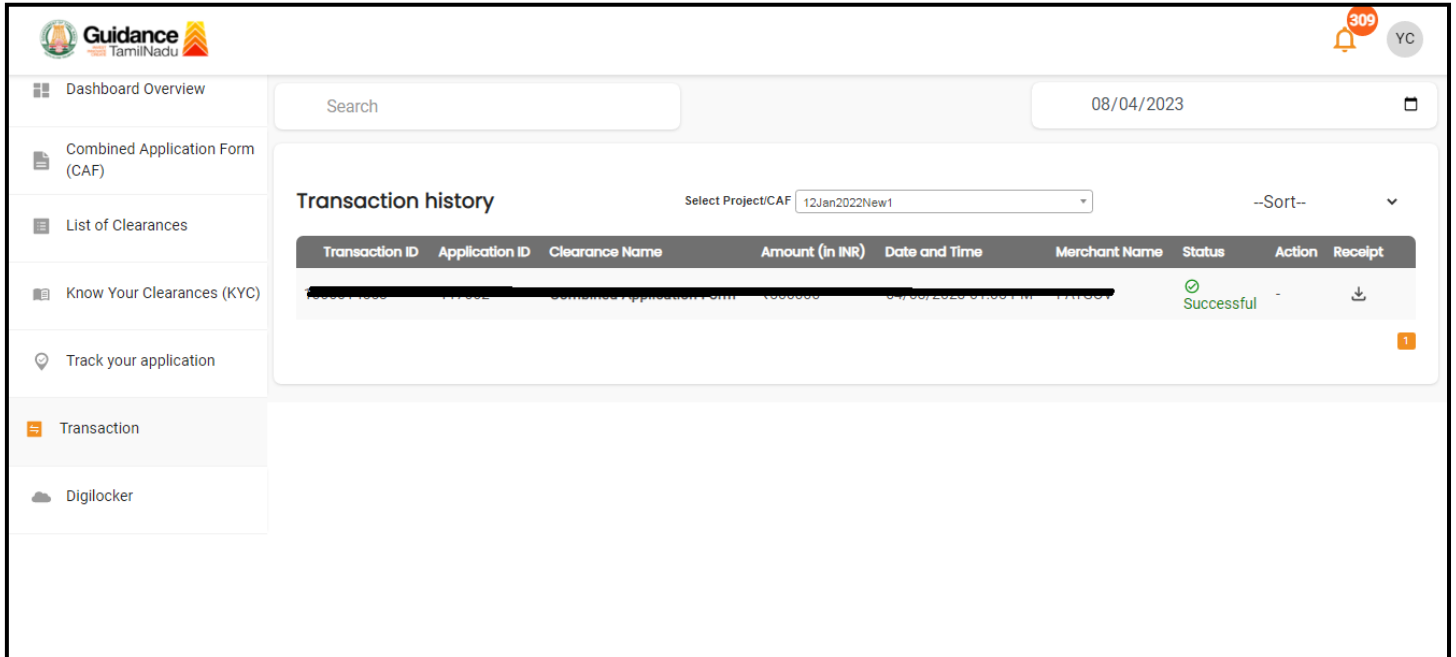


Figure 11. Payment Process - Payment Gateway

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



The screenshot displays the 'Transaction history' section of the Guidance TamilNadu dashboard. The interface includes a search bar, a date filter set to '08/04/2023', and a dropdown menu for 'Select Project/CAF' with the value '12Jan2022New1'. The table below shows a single transaction with a 'Successful' status.

Transaction ID	Application ID	Clearance Name	Amount (in INR)	Date and Time	Merchant Name	Status	Action	Receipt
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Successful	-	[REDACTED]

Figure 12. Transaction History

11. List of Clearances

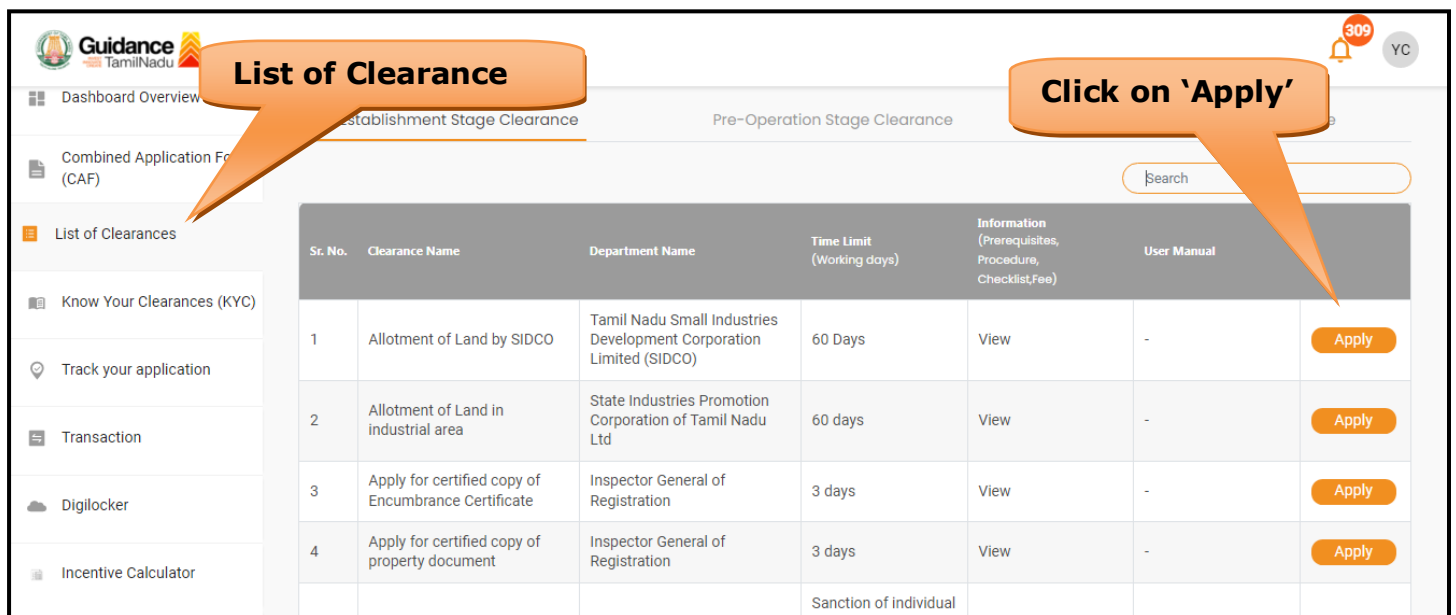
- 1) After completing the combined application form, the user could apply for clearances from various Departments.
- 2) To obtain the clearances, the Investor has to go to 'List of clearances' which can be found under the menu bar of the '**Overview dashboard**'.

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.



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
1	Allotment of Land by SIDCO	Tamil Nadu Small Industries Development Corporation Limited (SIDCO)	60 Days	View	-	Apply
2	Allotment of Land in industrial area	State Industries Promotion Corporation of Tamil Nadu Ltd	60 days	View	-	Apply
3	Apply for certified copy of Encumbrance Certificate	Inspector General of Registration	3 days	View	-	Apply
4	Apply for certified copy of property document	Inspector General of Registration	3 days	View	-	Apply
			Sanction of individual			

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.

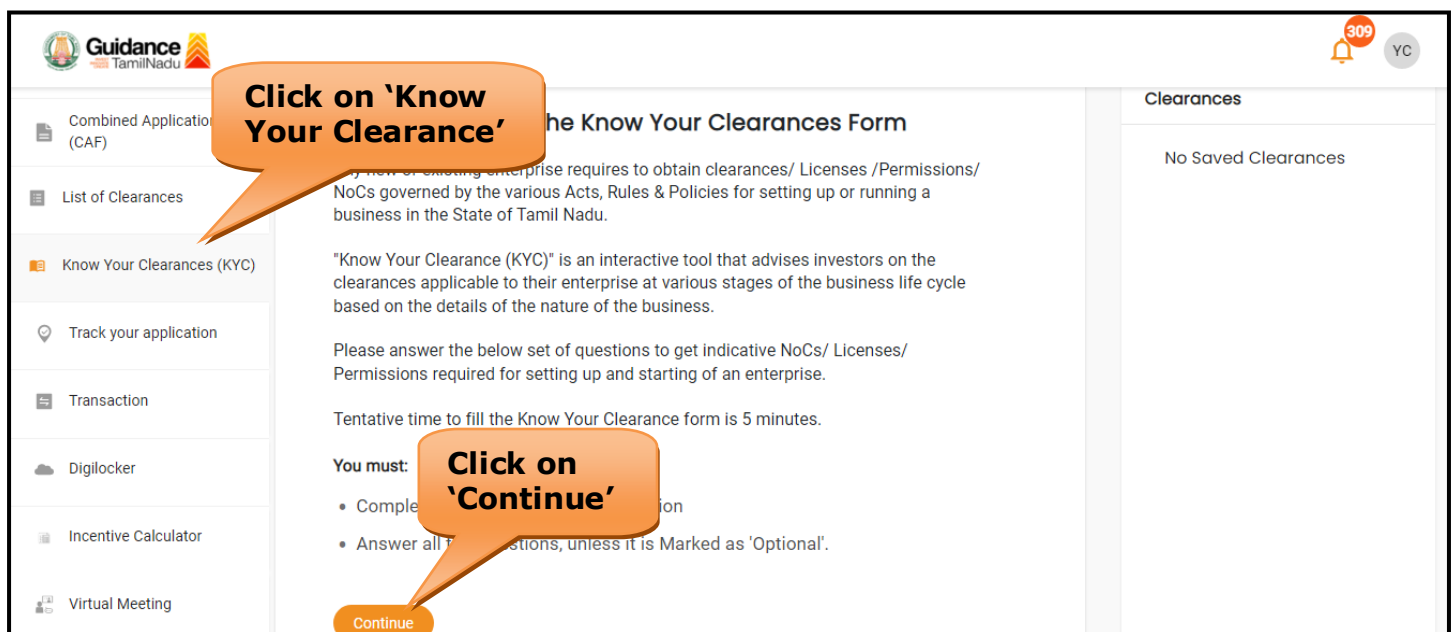


Figure 14. Know Your Clearances

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**

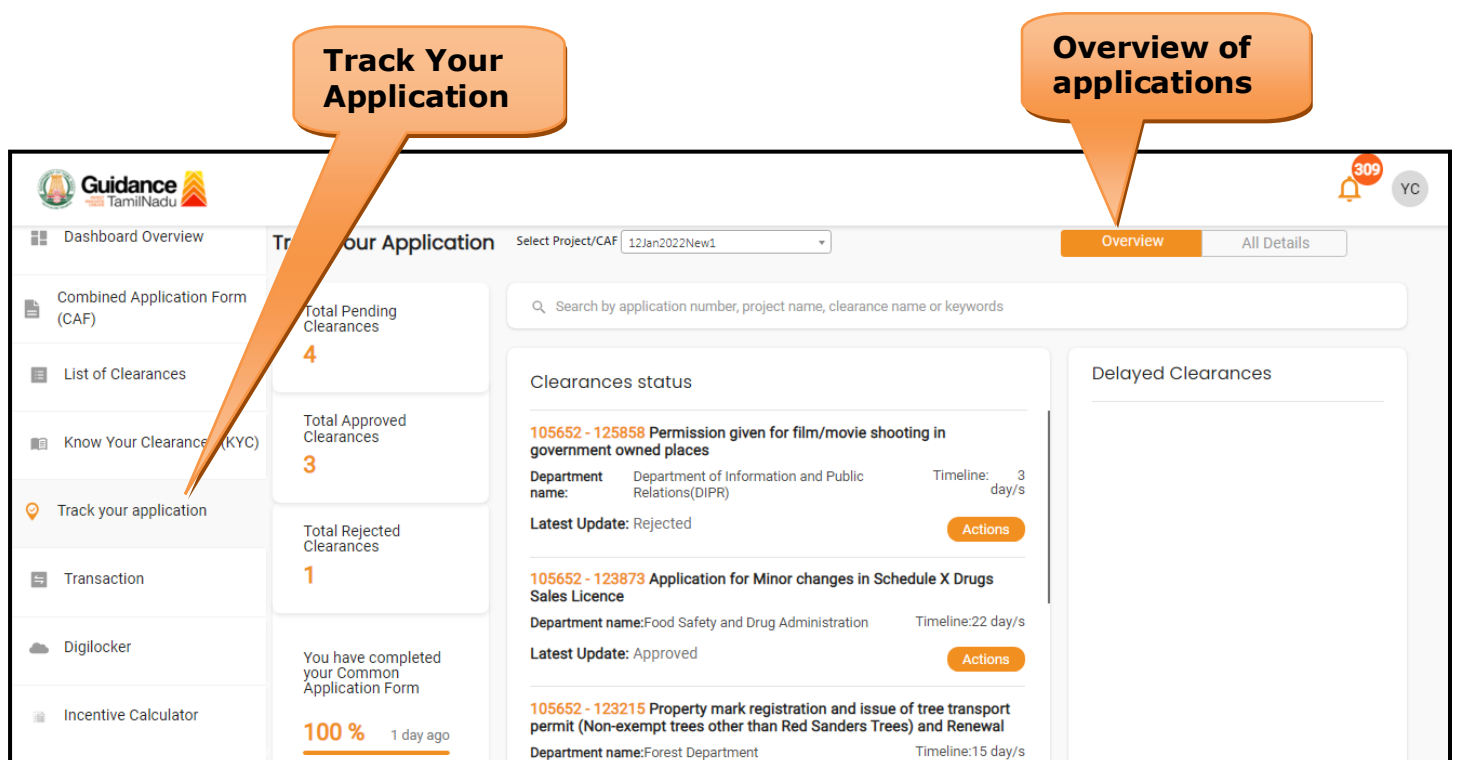


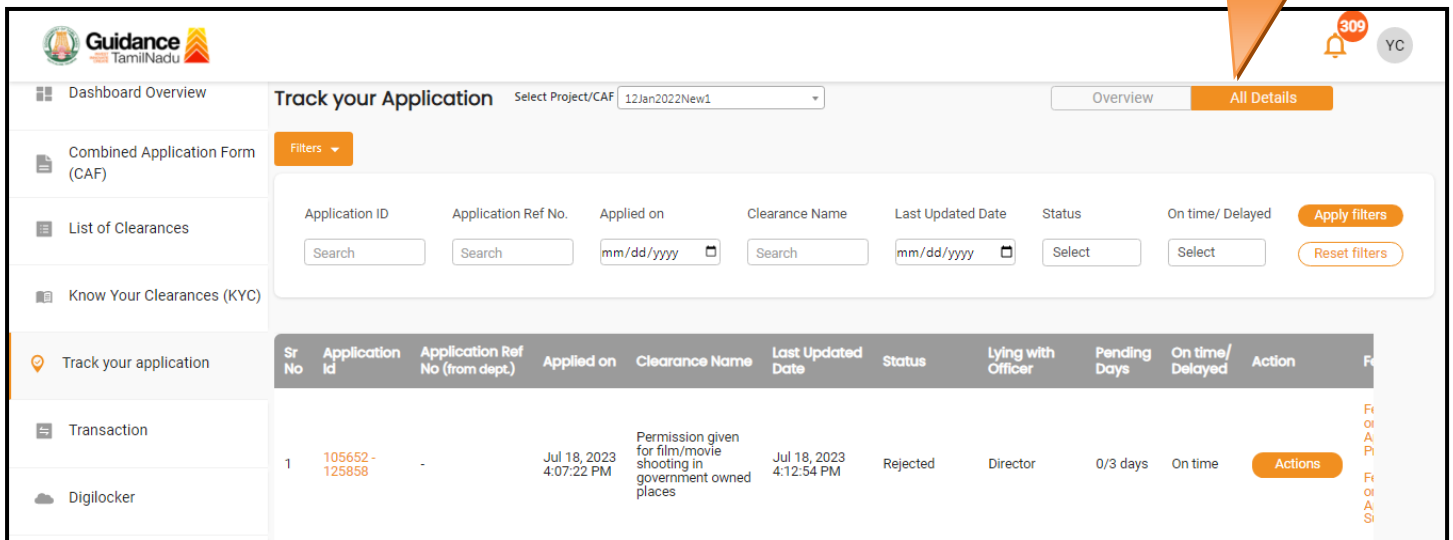
Figure 15. Track Your Application

- **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



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	105652 - 125858	-	Jul 18, 2023 4:07:22 PM	Permission given for film/movie shooting in government owned places	Jul 18, 2023 4:12:54 PM	Rejected	Director	0/3 days	On time	Actions

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.

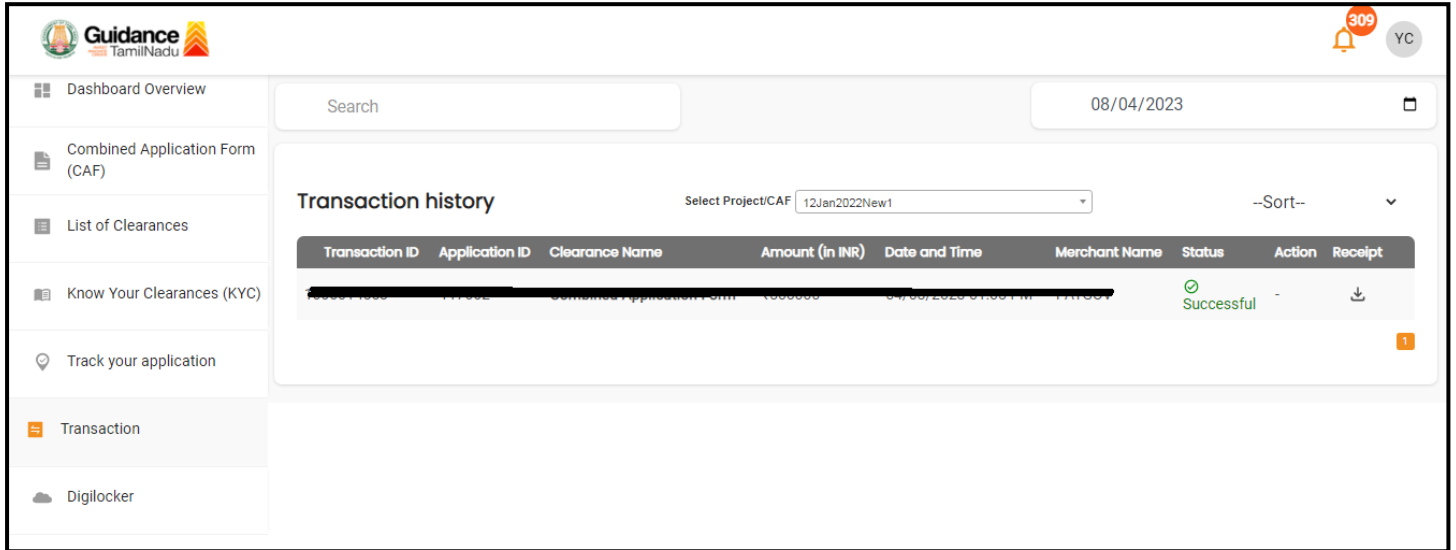


Figure 17. Transaction

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

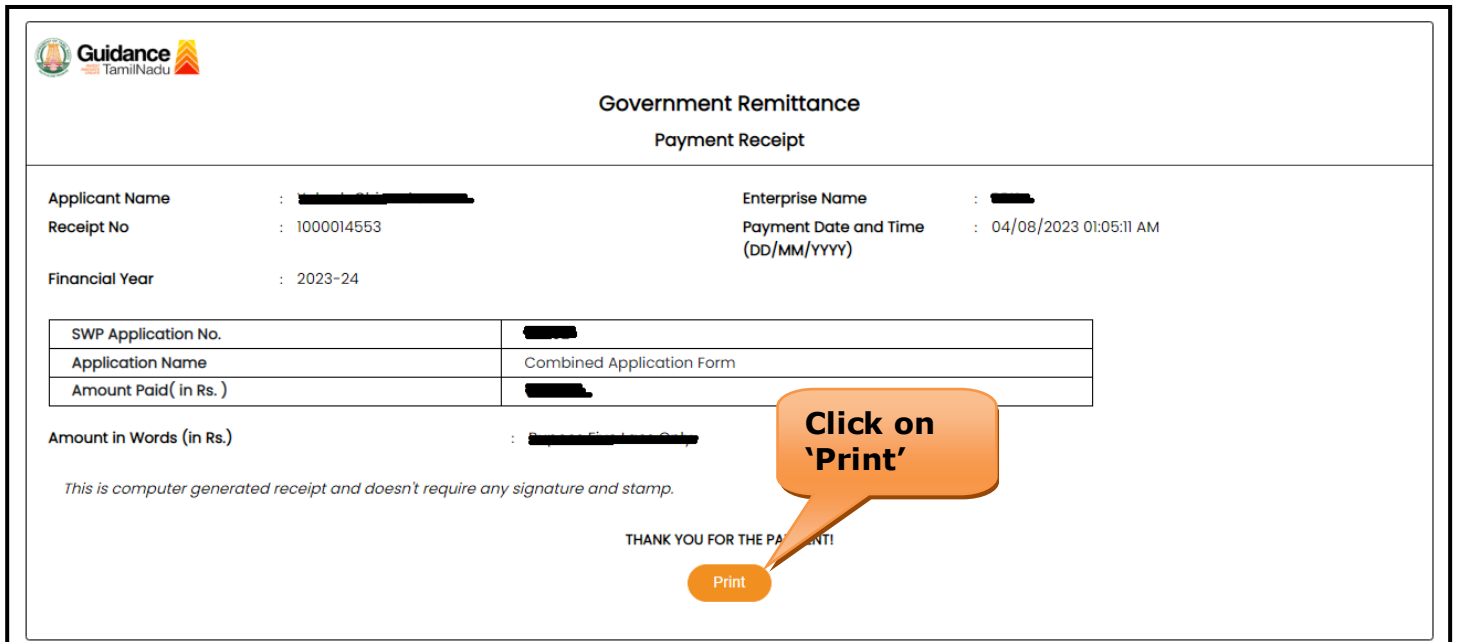


Figure 18. Payment Receipt

15. Digi locker

- 1) Digi locker is a secured cloud-based platform for storage, sharing of documents and certificates.
- 2) Digi locker facility is available in SWP.
- 3) Select 'Digi locker' and click on 'Upload' to avail the Digi locker Facility.

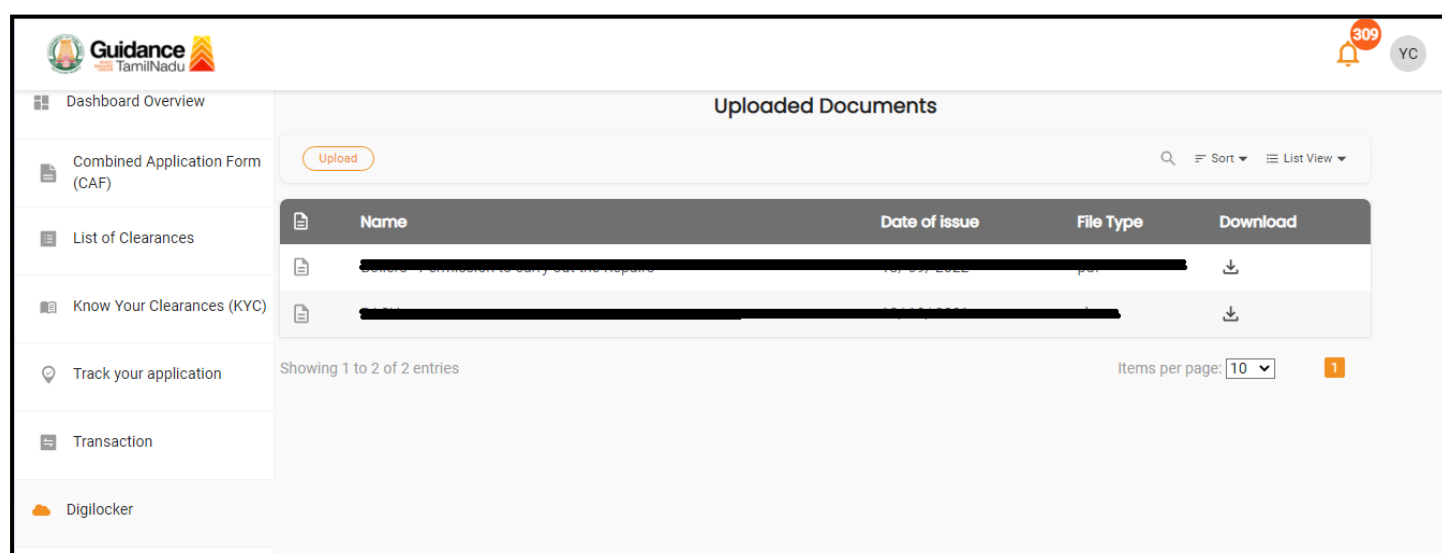


Figure 19. Digi locker

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.

The screenshot shows the 'Add Document' interface. On the left is a navigation menu with options like 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', 'Transaction', 'DigiLocker', 'Incentive Calculator', and 'Virtual Meeting'. The main form area contains the following fields:

- Category Name: A dropdown menu with 'Select field' as the current selection.
- Issue By: A text input field.
- Effective Start Date: A date picker field.
- Reg. No.: A text input field.
- Effective End Date: A date picker field.

Below these fields is an 'Attachment' section with a dashed box containing the text '???DRAG_AND_DROP_OR_CLICK_HERE???' and a note: 'Note 1: Maximum 10 MB Allowed (Only DOC, PDF, XLS, BMP, GIF, JPEG, PNG, PPTX, DOCX, XLSX are allowed)'. An orange callout bubble points to the 'Save' button with the text 'Click on 'Save''. The 'Save' and 'Reset' buttons are located at the bottom of the form.

Figure 20. Uploading Documents in Digi locker

