



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Approval for capital subsidy

**Commissionerate of Industries and
Commerce**



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1. Home Page

1) The journey of the new applicant starts with Tamil Nadu Single Window Portal (TNSWP) homepage that can be accessed through <https://tnswp.com> website wherein it gives various information's, useful links, and functionalities about TNSWP.

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

**TNSWP website
(www.tnswp.com)**

**Toll free number
and Mail Id**



A Tamil Nadu Government Portal | Wednesday, 30 November 2022, 10:11 pm (IST) | Visit Guidance Site | Operational Timings For Toll Free Number 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline | English

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

TAMIL NADU

Leading the Nation

#1 Number of Factories in India	#1 Number of Operational SEZs in India	#1 Governance & Political Stability (N-SIPI 2019)	#1 International and Domestic Tourist Arrivals	#1 Best Performing State (India Today State of the State Award 2018, 2019 & 2020)
#2 Sustainable Development Goals (SDG) Index 2020-21 (NITI Aayog)	#2 Second Largest Economy in India	#2 Best Governed State (Public Affairs Index 2020)	#2 Job Creation Under IBPS Scheme	#2 Growth, Innovation and Leadership Index 2019 (Frost & Sullivan)

Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless

TN Single Window Fee Slab for Large Industries

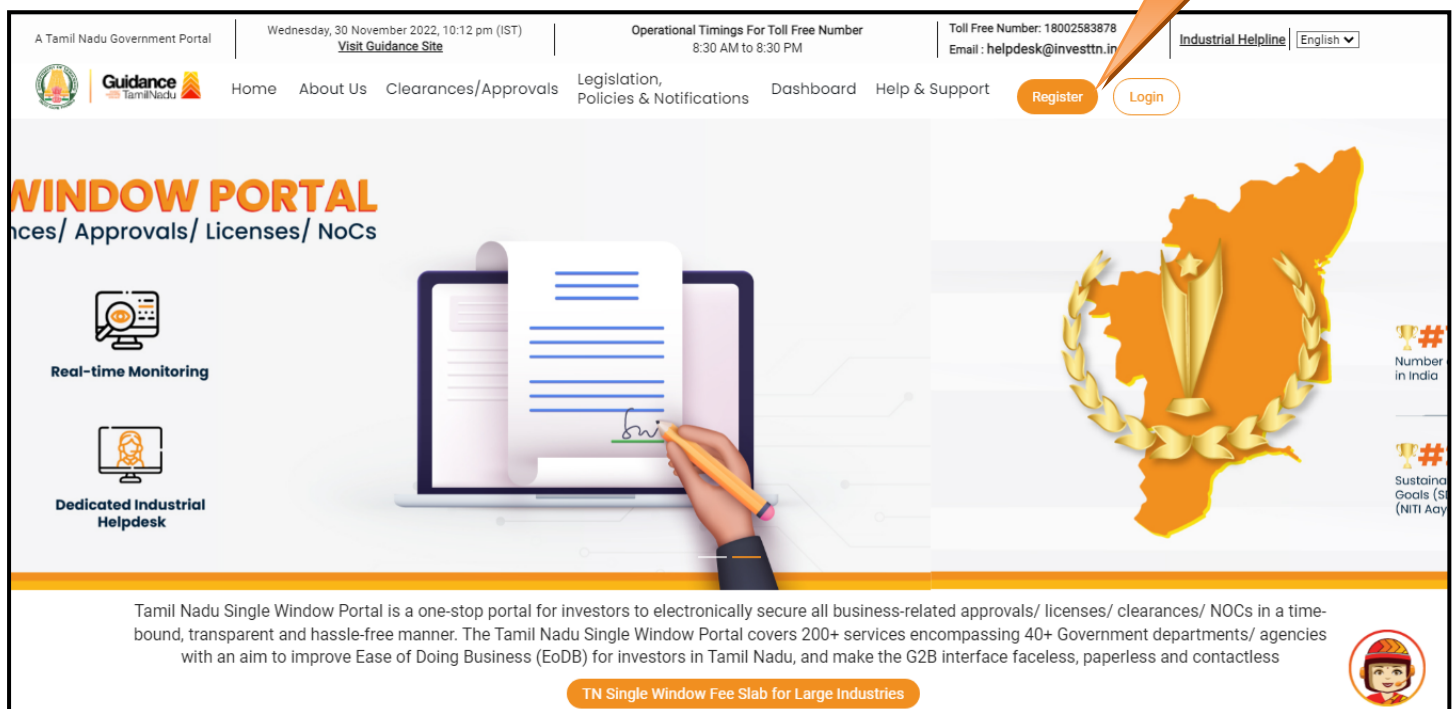
Figure 1. Single Window Portal Home Page

2. Registration

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

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

**Register
on TNSWP**



A Tamil Nadu Government Portal | Wednesday, 30 November 2022, 10:12 pm (IST) | Visit Guidance Site | Operational Timings For Toll Free Number 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline | English

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

WINDOW PORTAL
Clearances/ Approvals/ Licenses/ NoCs

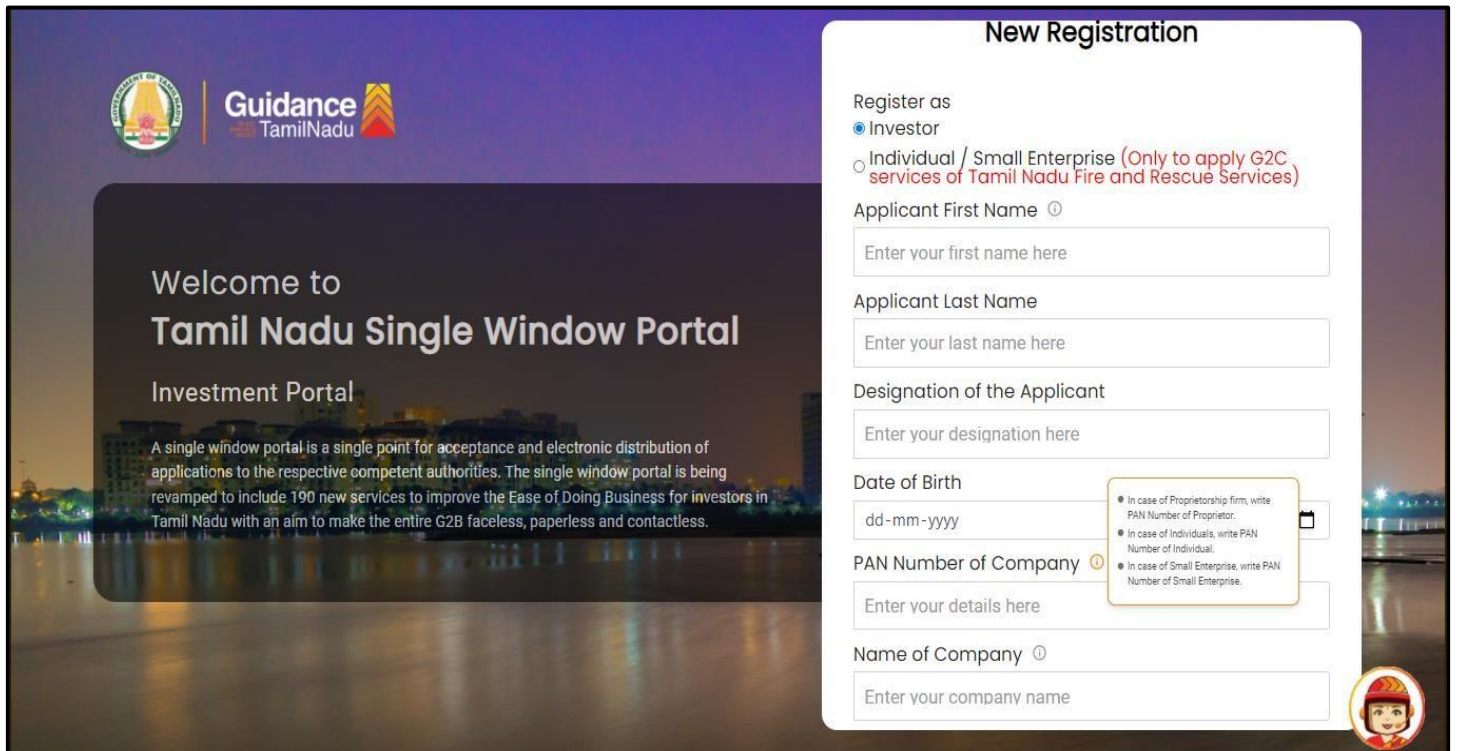
Real-time Monitoring
Dedicated Industrial Helpdesk

Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless

TN Single Window Fee Slab for Large Industries

Figure 2. Register

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



Welcome to Tamil Nadu Single Window Portal Investment Portal

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

New Registration

Register as

Investor

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

Applicant First Name

Applicant Last Name

Designation of the Applicant

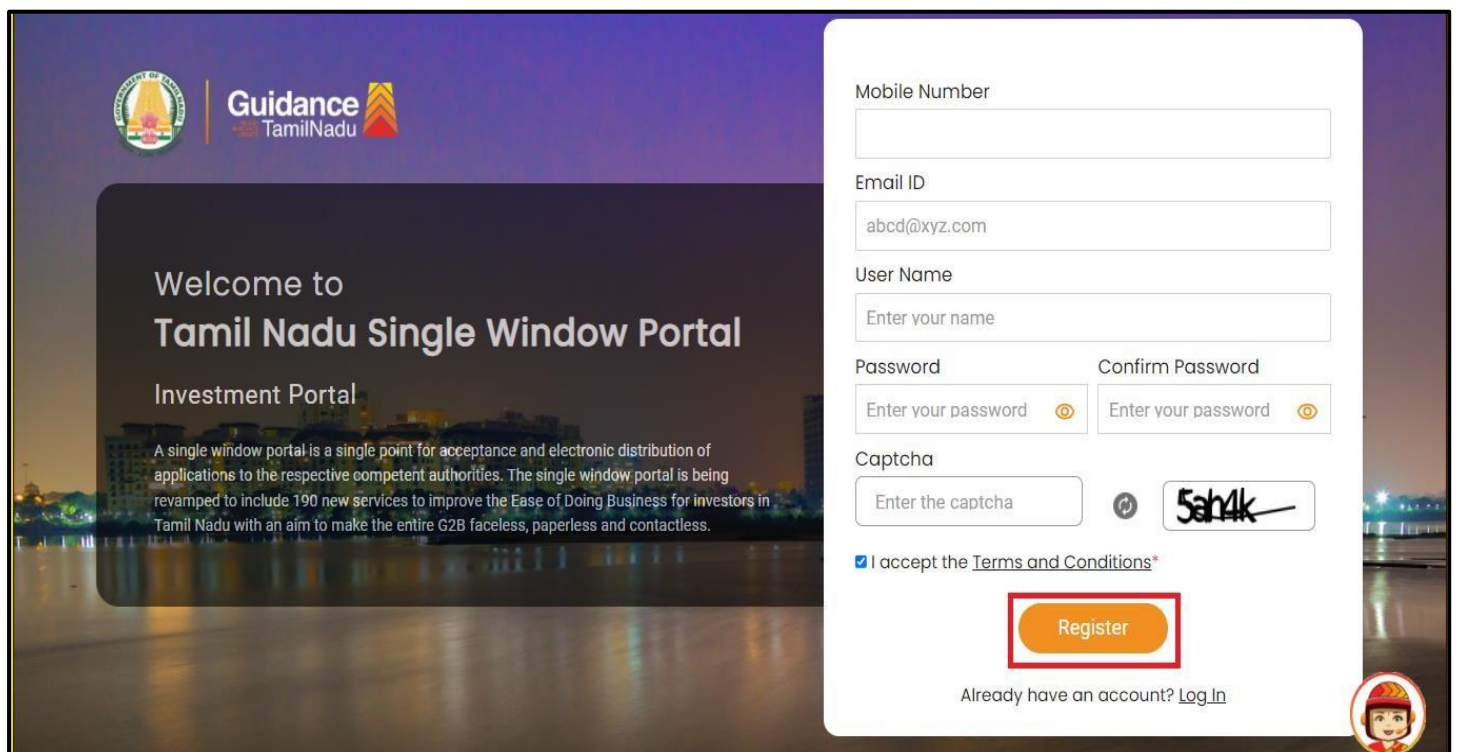
Date of Birth

- In case of Proprietorship firm, write PAN Number of Proprietor.
- In case of Individuals, write PAN Number of Individual.
- In case of Small Enterprise, write PAN Number of Small Enterprise.

PAN Number of Company

Name of Company

Figure 3. Registration Form



Welcome to Tamil Nadu Single Window Portal Investment Portal


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

Mobile Number

Email ID

User Name

Password Confirm Password

Captcha 

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

Register

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

Figure 4. Registration Form Submission

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

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

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

o 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.

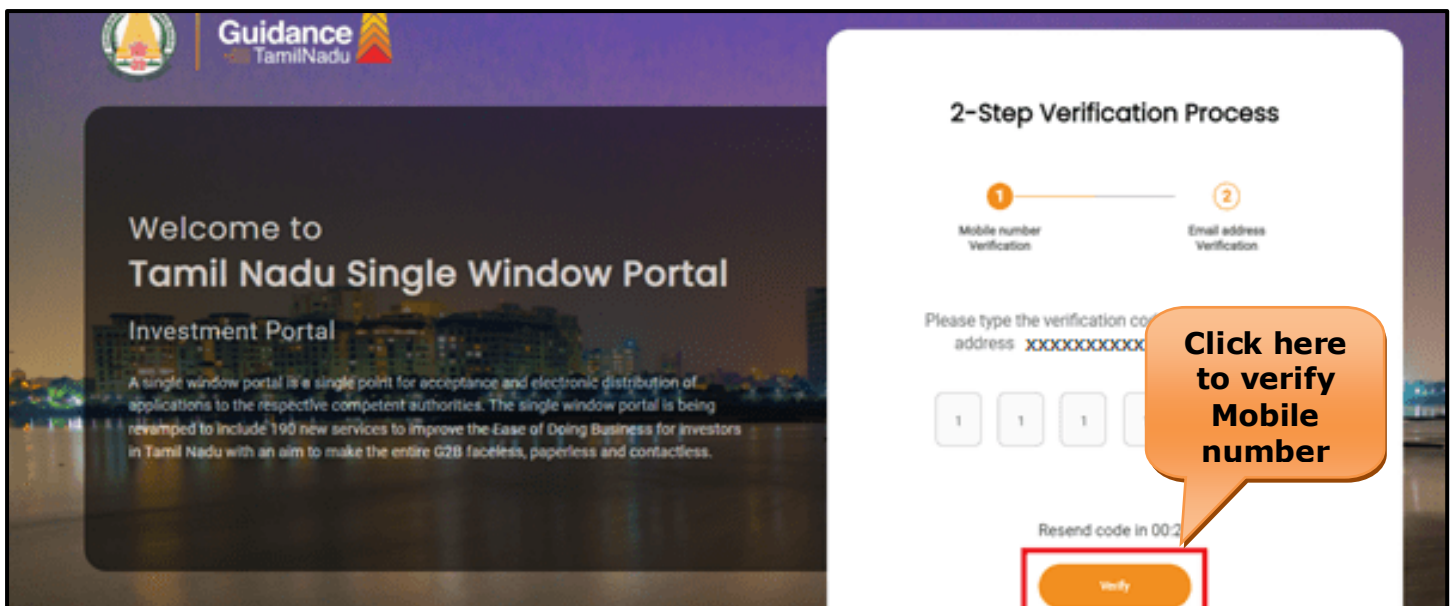


Figure 5. Mobile Number Verification

- 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.

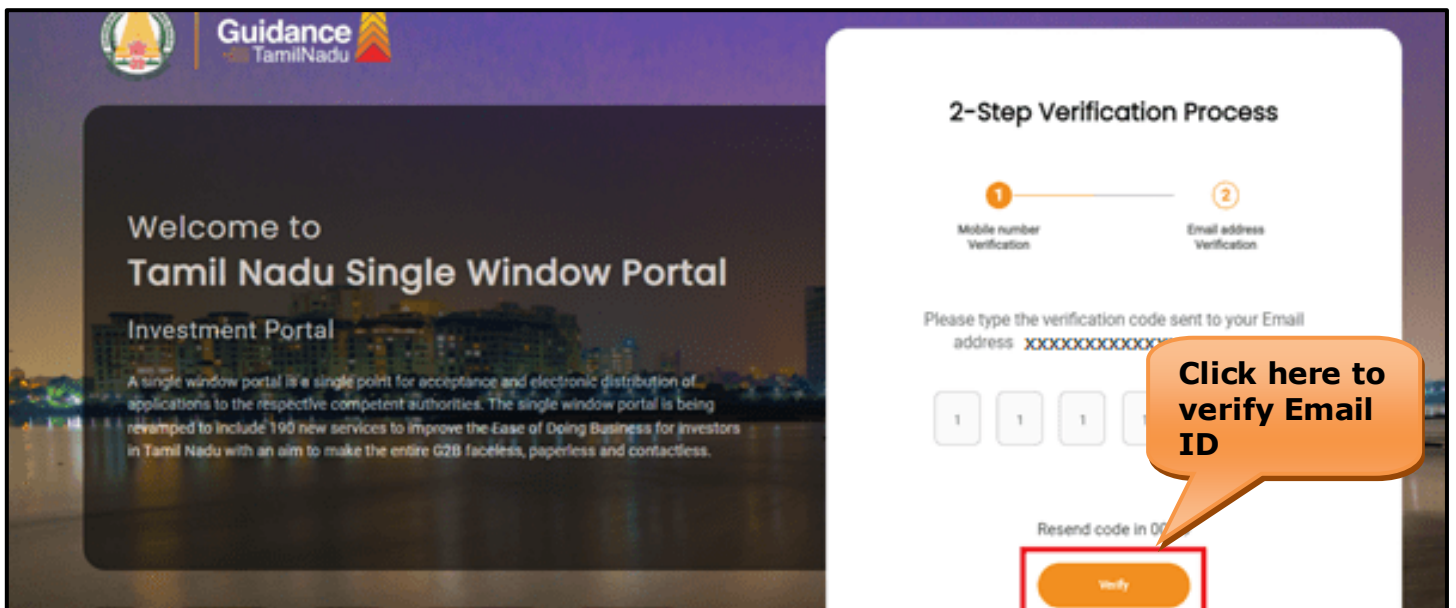


Figure 6. Email ID Verification

- 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.

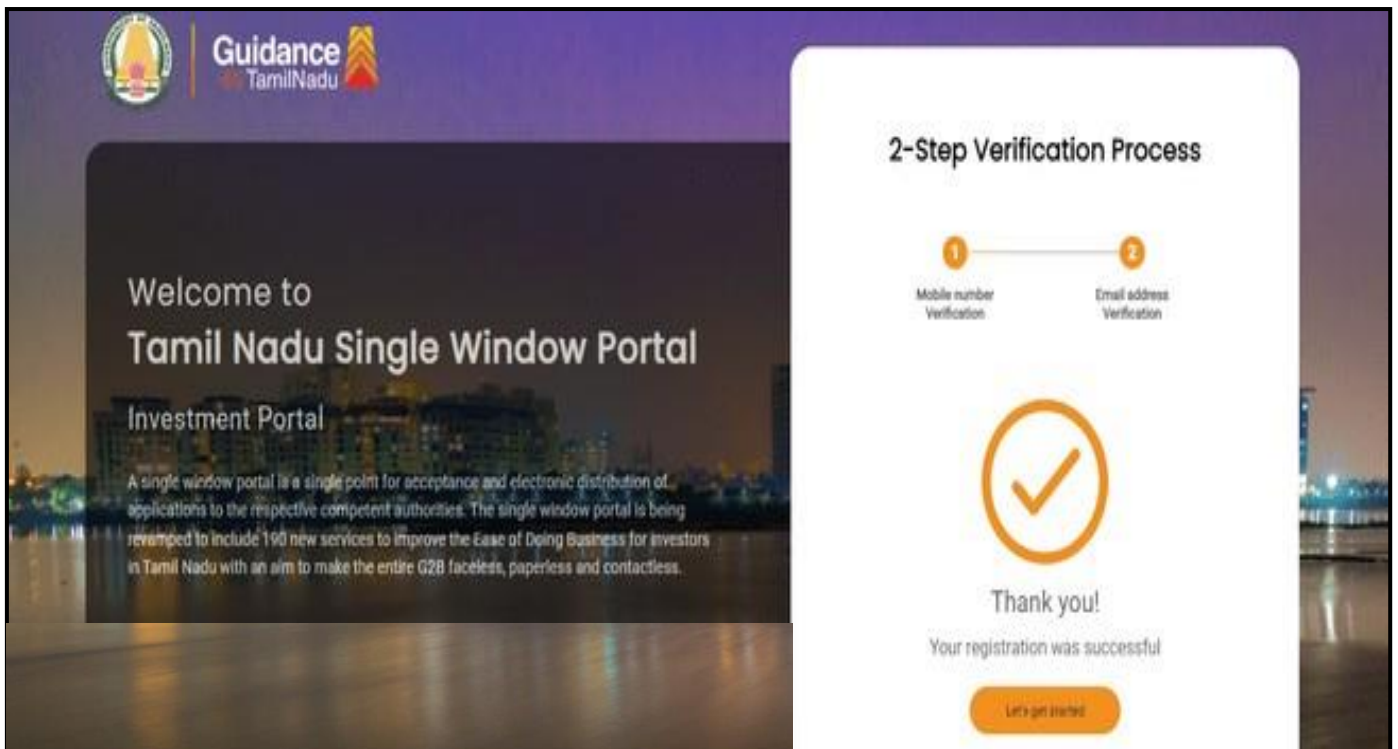


Figure 7. Registration Confirmation Pop-Up

4. Login

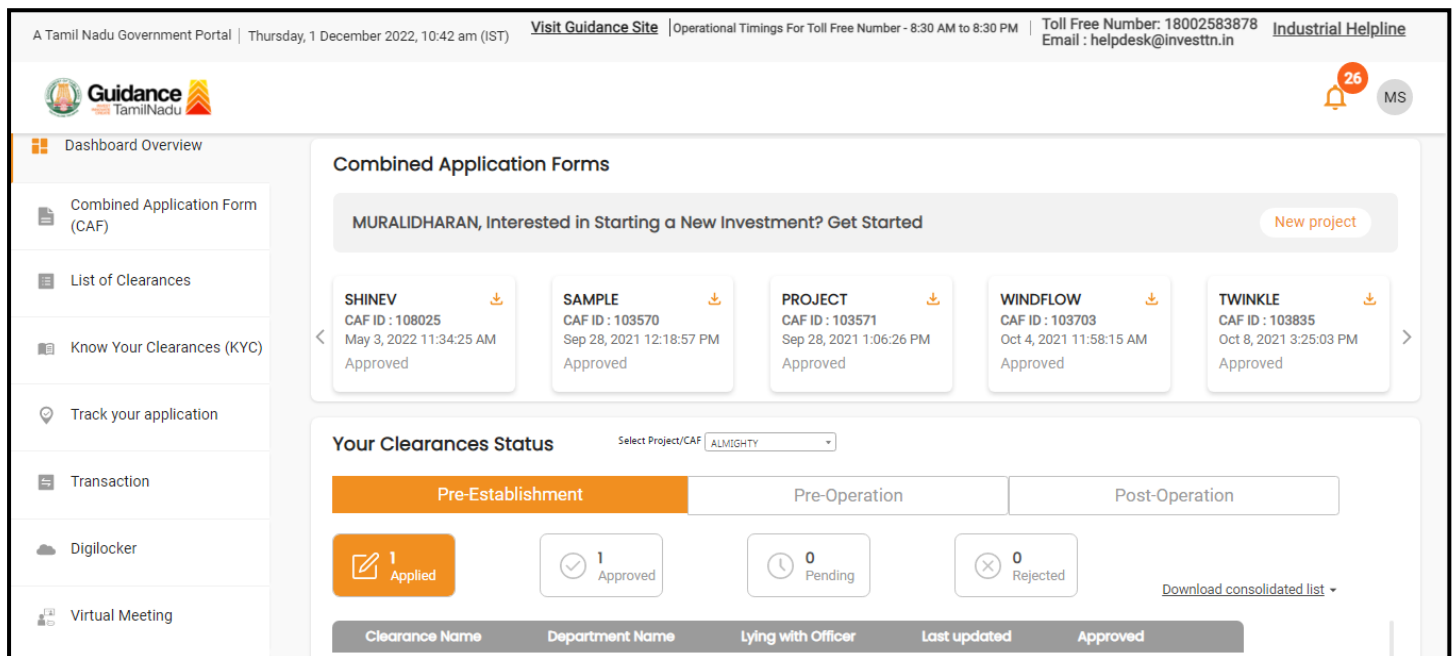
- 1) The applicant can login to TNSWP with the Username and Password created during the registration process.
- 2) Click on login button to enter TNSWP.



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 dashboard overview for a user logged into the TNSWP system. The page header includes the Tamil Nadu Government Portal information, the date and time (Thursday, 1 December 2022, 10:42 am IST), and contact details for the Industrial Helpline. The dashboard is divided into several sections:

- Dashboard Overview:** A sidebar menu on the left contains links for 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', 'Transaction', 'Digilocker', and 'Virtual Meeting'.
- Combined Application Forms:** A central section titled 'MURALIDHARAN, Interested in Starting a New Investment? Get Started' with a 'New project' button. Below this, five application cards are displayed, each with a download icon and status:

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:** A section with a dropdown menu set to 'ALMIGHTY'. It features three tabs: 'Pre-Establishment' (highlighted), 'Pre-Operation', and 'Post-Operation'. Below the tabs, four status boxes are shown:

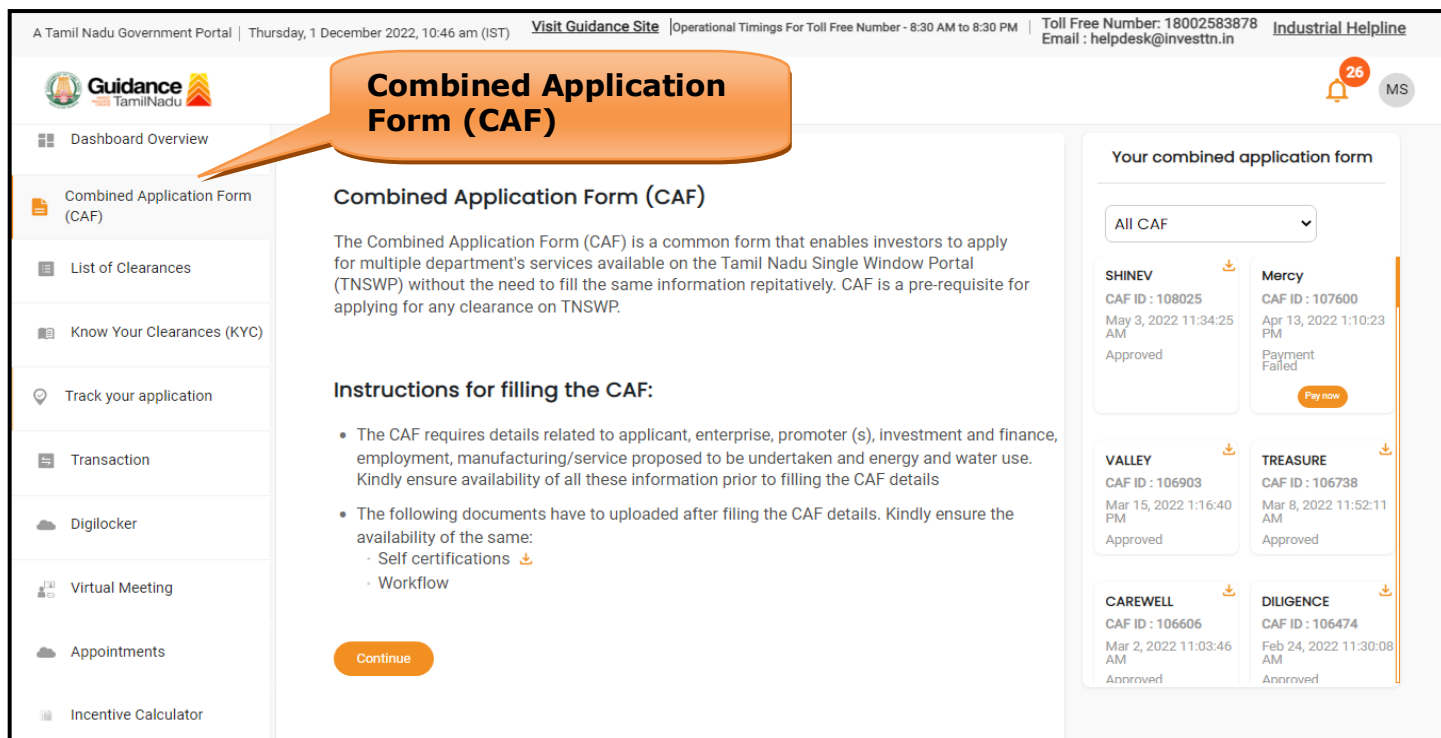
Status	Count
Applied	1
Approved	1
Pending	0
Rejected	0

 A 'Download consolidated list' link is also present.
- Table:** A table with columns for 'Clearance Name', 'Department Name', 'Lying with Officer', 'Last updated', and '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 get auto populated in the application form which minimizes the time spent on entering the same details while filling multiple applications.
- 4) The Overview of the Combined Application Form (CAF) and the instructions to fill in the Combined Application Form (CAF) are mentioned in the below Figure.
- 5) Click on '**Continue**' button to fill in the Combined Application Form.



The screenshot displays the 'Combined Application Form (CAF)' page on the Tamil Nadu Government Portal. The page header includes the date and time (Thursday, 1 December 2022, 10:46 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 left navigation menu lists various services, with 'Combined Application Form (CAF)' highlighted. The main content area provides an overview of the CAF, explaining its purpose as a common form for investors to apply for multiple department services without repeating information. It also includes instructions for filling the CAF, such as ensuring the availability of all required information and uploading necessary documents like self-certifications and workflows. A 'Continue' button is visible at the bottom of the instructions. On the right, a section titled 'Your combined application form' displays a table of existing CAFs with details such as name, CAF ID, date, time, and status.

Your combined application form	
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 Anproved	DILIGENCE CAF ID : 106474 Feb 24, 2022 11:30:08 AM Anproved

Figure 10. Combined Application Form (CAF)

6.1 Sections of Combined Application Form

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

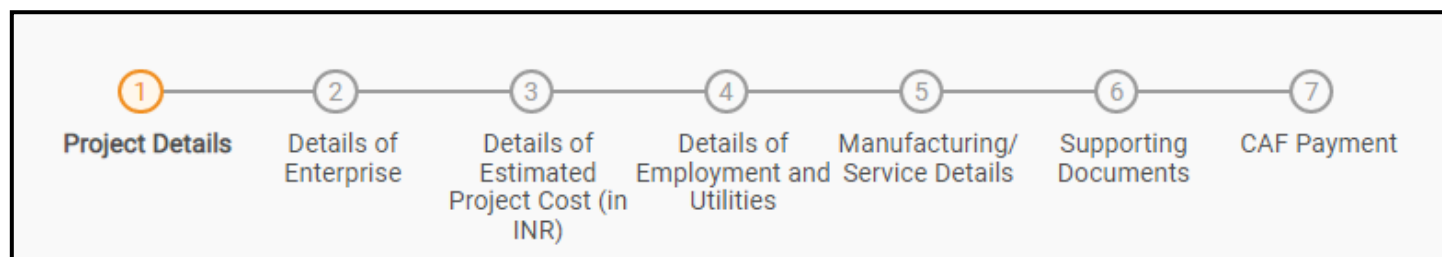


Figure 11. Section of Combined Application Form (CAF)

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

- **Self-Certification:**

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

- **Workflow:**

- Prepare and upload the business process flow chart.

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

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

The screenshot displays the Guidance TamilNadu portal interface. At the top, a progress bar shows seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Manufacturing Utilities, 5. Details of Manufacturing Utilities, 6. Supporting Documents, and 7. CAF Payment. The current step is 7. A notification box with a warning icon and the text "Information: Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF." is overlaid on the "Payment Details" section. Below the notification, the user is prompted to "Choose your preferred Fee slab *" with radio buttons for "Lump sum" (selected) and "à la carte". The "Amount to be paid (in INR)" is entered as "500000" (Five Lakh). A "Calculate Fee" button is visible. At the bottom, there are buttons for "Previous", "Next", "Pay Later", "Pay Now", "Review & Submit", and "Submit".

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 Approval for Capital Subsidy

1. Click on “List of Clearances”

List of Clearances



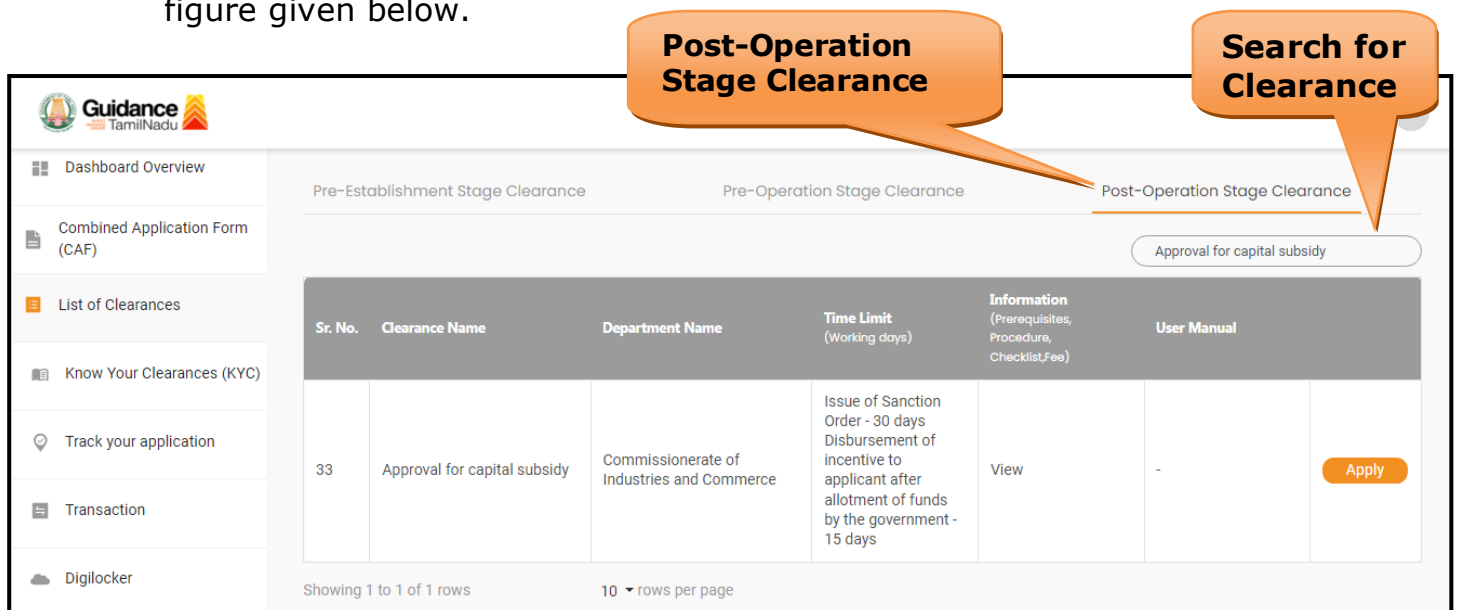
Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	
1	Allotment of Land by SIDCO	Tamil Nadu Small Industries Development Corporation Limited (SIDCO)	60 Days	View	Apply
2	Allotment of Land in industrial area	State Industries Promotion Corporation of Tamil Nadu Ltd	60 days	View	Apply

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 ‘Approval for capital subsidy’ by using Search option as shown in the figure given below.



Post-Operation Stage Clearance

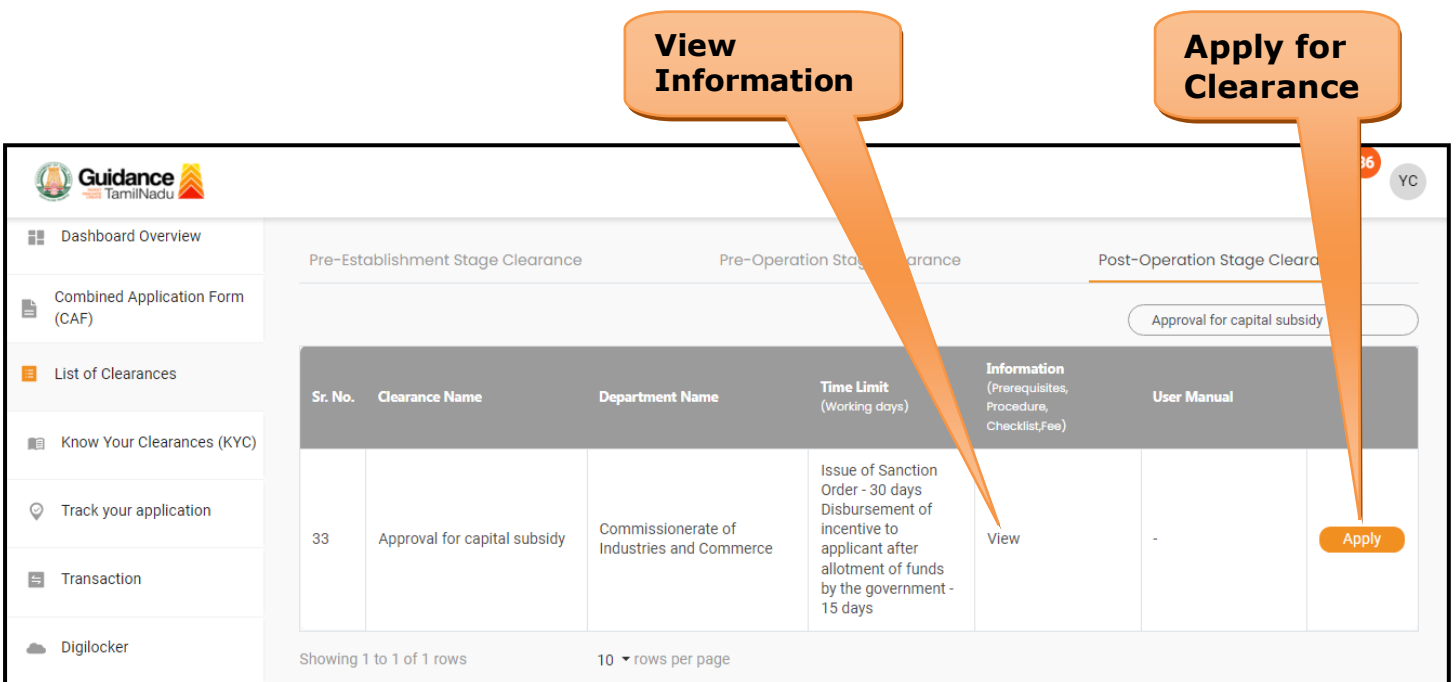
Search for Clearance

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
33	Approval for capital subsidy	Commissionerate of Industries and Commerce	Issue of Sanction Order - 30 days Disbursement of incentive to applicant after allotment of funds by the government - 15 days	View	-	Apply

Showing 1 to 1 of 1 rows 10 rows per page

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 shows the 'List of Clearances' section of the Guidance TamilNadu dashboard. The table below contains the following data:

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
33	Approval for capital subsidy	Commissionerate of Industries and Commerce	Issue of Sanction Order - 30 days Disbursement of incentive to applicant after allotment of funds by the government - 15 days	View	-

Callout boxes highlight the 'View Information' button (pointing to the 'View' link) and the 'Apply for Clearance' button (pointing to the 'Apply' button).

Figure 15. Apply for Clearance

1) Select **PROJECT / CAF** from the drop-down menu.

Confirmation!!!

Please select the project with the one you want to proceed.

Department Name
Commissionerate of Industries and Commerce

Name of the Clearance
Approval for capital subsidy

Select Project/CAF *

caf fix test

Close

Select CAF

Click on Apply

Apply

Figure 16. Project/CAF

2) Click on the Apply button and the Page will get redirected to Approval for capital subsidy.

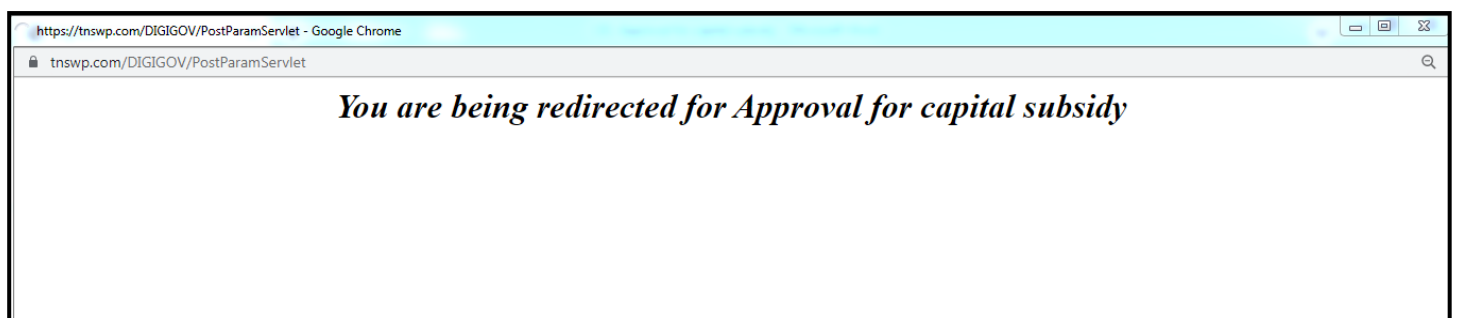


Figure 17. Redirecting to Approval for capital subsidy

3) Enter all the mandatory details in the application for Approval for capital subsidy.

msmeonline.tn.gov.in/swp_incentives/capitalsub_ec_sws_api.php



Micro, Small and Medium Enterprises Department
 குறு, சிறு மற்றும் நடுத்தரத் தொழில் நிறுவனங்கள் துறை

APPLICATION FOR SANCTION OF CAPITAL SUBSIDY FOR MICRO, SMALL AND MEDIUM (MANUFACTURING) ENTERPRISES
Specify the name of the subsidy applied for (Pl. "Tick" mark)

- i. Capital Subsidy
- ii. Special Capital Subsidy for Thrust Sector Enterprises
- iii. Incentive for Scaling up
- iv. Additional Capital Subsidy for Select Category of Entrepreneurs
- v. Additional Capital Subsidy for Promotion of Cleaner and Environment Friendly Technologies

1.0. Details of Enterprise:

1.1 Name of the Enterprises:

1.2 Name of the Proprietor /Managing Partner /Managing Director:

2.0. Address of the Unit:

2.1 Office:

2.2 Factory:

Same as above:

3.0. Location of the Enterprise

3.1. Name of Village/Town:

Industry Type: Thrust Agro Others

Industry Located In: Industrial Estate Non-Industrial Estate

3.3 Name of District:

3.4. Name of Taluk:

3.5 Name of Block:

3.6 Whether Block lies under Municipality / Corporation? Yes No

3.7 Address of the additional unit, if any?

4.0. Contact Nos

Telephone	Office	<input type="text"/>
	Factory	<input type="text" value="9092653218"/>
	Cell Phone	<input type="text" value="9092653218"/>

5.0 Status of the Enterprise:**5.1. Constitution**

Proprietary
 Partnership
 Pvt.Ltd.
 Coop.
 Limited
 HUF
 Others

5.2 Enterprise Status

5.3 Whether New/ Expansion/ Diversification

5.4. Social Status of the Entrepreneur

5.5. Land Status

Own
 Rental / Lease

6.0 Udyog Aadhar Memorandum . (or) UDYAM Registration .

6.1. UAM No: Eg : TN00D0011001

UAM filingdate:

UDYAM Certificate Number:

UDYAM Registration date:

6.2 Activity as specified in the UAM

7.0. Project Details:**7.1. Line of Activity.**

Status	Items Manufactured	Installed capacity / Turnover per year	
		in units	Value in Rs.
New /Existing Unit	<input type="text"/>	<input type="text"/> -selec <input type="button" value="v"/>	<input type="text"/>
Expansion/ Diversification Project	<input type="text"/>	<input type="text"/> -selec <input type="button" value="v"/>	<input type="text"/>
% of capacity increase proposed under Expansion / Diversification Project		<input type="text"/>	<input type="text"/>

7.2 Fixed Capital Investment(in Rs.)

Nature of Assets	Existing Unit	Expansion/ Diversification Project	Total	% of increase under Expansion/ Diversification project
Land	<input type="text" value="8765"/>	<input type="text"/>	<input type="text" value="8765"/>	<input type="text"/>
Building	<input type="text" value="8765"/>	<input type="text"/>	<input type="text" value="8765"/>	<input type="text"/>

Plant & Machinery	<input type="text" value="50000000"/>	<input type="text"/>	<input type="text" value="50000000"/>	<input type="text"/>
Others	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text" value="50017530"/>	<input type="text"/>	<input type="text" value="50017530"/>	<input type="text"/>

Plant & Machinery purchase order date

7.3. Means of finance (in Rs.)

Own Fund Bank Loan

i. Equity from Promoters/Partners/Shareholders	<input type="text" value="0"/>
ii. Term loan	<input type="text" value="0"/>
iii. Hire purchase	<input type="text" value="0"/>
iv. Leasing	<input type="text" value="0"/>
v. Public issue	<input type="text" value="0"/>
vi. Preferential issue	<input type="text" value="0"/>
vii. Others	<input type="text" value="0"/>
Total	<input type="text"/>

7.4 Details of Term loan sanctioned and availed :

a (i). Name of the Bank/Financial Institution :	<input type="text"/>
a (ii). Name of the Bank Branch	<input type="text"/>
b. Type of Loan :	<input type="text"/>
c. loan Sanction No. and date :	<input type="text"/> <input type="text"/>
d. Term loan Sanctioned in Rs. :	<input type="text"/>
e. Term loan released in Rs. :	<input type="text"/>
f. Rate of Interest % :	<input type="text"/>

8.0 Details of Power Supply

Generator EB

9.0 Employment created / likely to be created

	Men	Women	Total
i) Managerial :-	<input type="text"/>	<input type="text"/>	<input type="text"/>
ii) Supervisory / Technical :-	<input type="text"/>	<input type="text"/>	<input type="text"/>
iii) Workers :-	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Workers		
a) Skilled :-	<input type="text"/>	<input type="text"/>	<input type="text"/>
b) Semi-skilled :-	<input type="text"/>	<input type="text"/>	<input type="text"/>
c) Unskilled :-	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>

10. Details of Registration with Commercial Tax Department with Date

i. GST Number Date:

11. Date of commencement of commercial production

Date

12. Date of first sale invoice raised or date of first delivery Challan (in case of enterprises manufacturing on job work basis) Give Invoice/ delivery Challan Number & Date

Date:

13. Details of subsidy claimed in Rs. :

a. Plant and Machinery value	<input type="text"/>
b. Capital Subsidy / Special Capital subsidy @ 25% of Plant and Machinery (Maximum Rs. 150.00 lakhs)	<input type="text"/>
c. Incentive for Scaling up @ 5% of Plant and Machinery value (Maximum Rs. 25.00 lakhs)	<input type="text"/>
d. Additional Capital Subsidy for Select Category of Entrepreneurs 5% (Maximum Rs. 5.00 lakhs)	<input type="text"/>
e. Additional Capital Subsidy on @ 10% on the value of Plant and Machinery for Micro and New Enterprises Category (Maximum Rs. 5 lakhs)	<input type="text" value="0"/>
f. Additional Capital Subsidy on @ 25% on the value of Plant and Machinery installed to promote cleaner and environment friendly technologies 25% (Maximum Rs. 10.00 lakhs)	<input type="text" value="0"/>
Total subsidy claimed * Rs.	<input type="text"/>

LIST OF DOCUMENTS TO BE UPLOADED :

- copy of udyog aadhaar memorandum / copy of Udyam Certificate (pdf / max. file size 200 kb)
- Copy of sanction order from T.N.E.B for power supply with copy of Meter card (pdf / max. file size 200 kb)
- Copy of the invoices, cash bills and stamped receipt duly attested (pdf / max. file size 5 MB)
- Certificate of Chartered Accountant for fixed assets created as on date of commencement of commercial production in the prescribed form (Annexure-A).
- Certificate of commencement of commercial production duly signed by Chartered Accountant (pdf / max. file size 200 Kb)
- Copy of the first sale invoice raised after commencement of Commercial Production on job work basis.(pdf / max. file size 200 KB)
- Certificate of Chartered Accountant for fixed assets created as on date of commencement of commercial production in the prescribed form (Annexure-B . pdf / max. file size 200 KB)
- Copy of Transaction Statement should have been attested by Bank Manager
- Copy of Tax Receipt. (pdf/max. file size 200 kb)"

Click on 'Save & Proceed'

Save and Proceed
Reset

Figure 18. Application for Approval for capital subsidy

Application Submitted

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

Status Changed to 'Application Submitted'

The screenshot shows the 'Track your Application' page. The left sidebar contains navigation options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, and Digilocker. The main content area has a search bar for 'caf fix test' and tabs for 'Overview' and 'All Details'. Below this is a filter section with fields for Application ID (103824), Application Ref No., Applied on (mm/dd/yyyy), Clearance Name, and Updated Date (dd/yyyy). A table below displays application 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	100120 - 103824	-	Sep 26, 2023 11:03:33 AM	Approval for capital subsidy	Sep 26, 2023 11:13:44 AM	Application Submitted	GM DIC	0/30 days	On time	Actions

Figure 19. Status of the Application

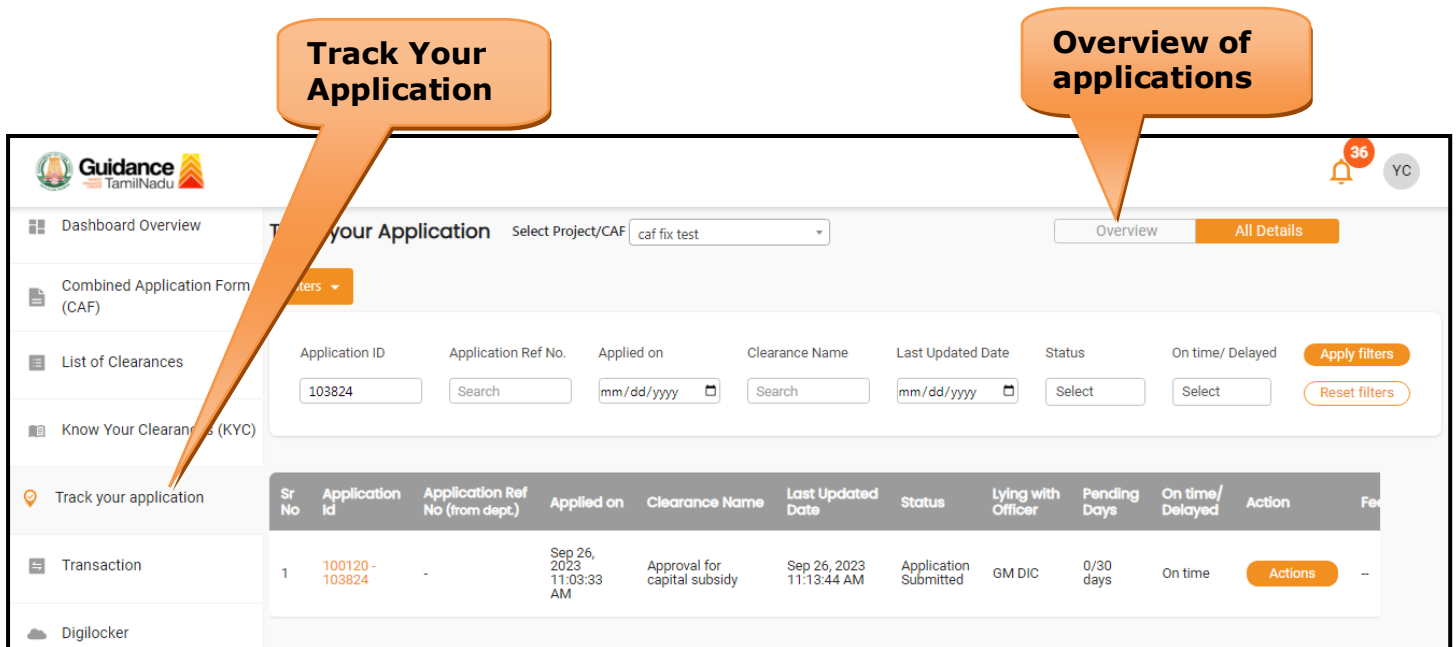
8. Track Your Application

- 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**



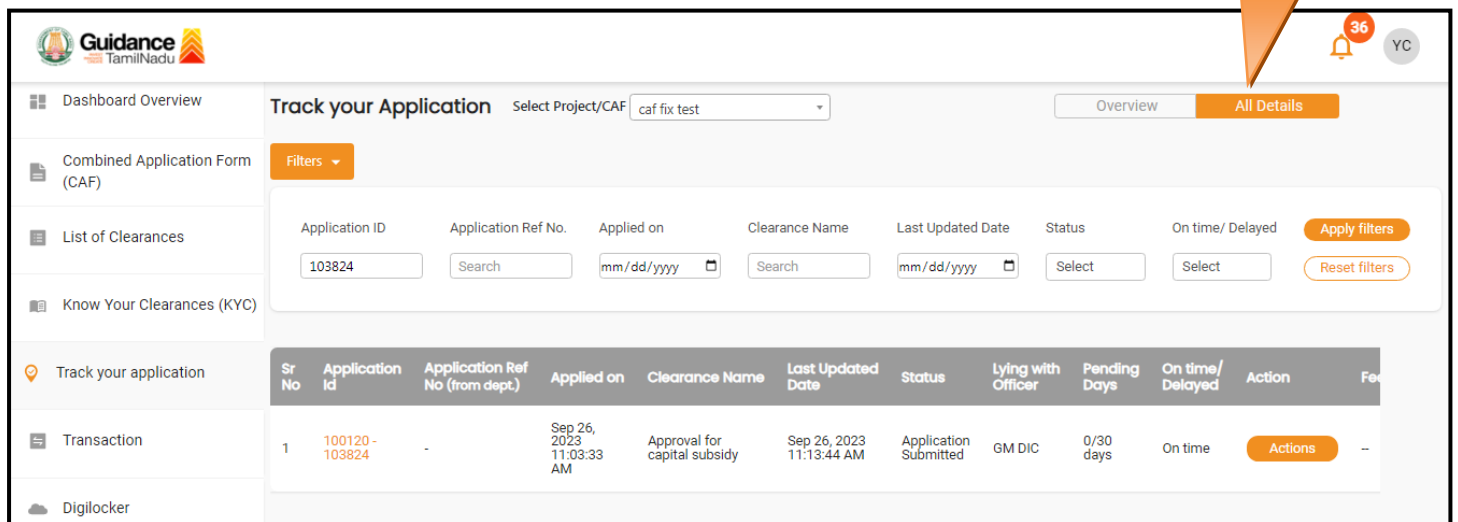
The screenshot shows the 'Track Your Application' page. At the top, there is a search bar for 'Select Project/CAF' with the value 'caf fix test'. Below this are filter fields for 'Application ID' (103824), 'Application Ref No.', 'Applied on' (mm/dd/yyyy), 'Clearance Name', and 'Last Updated Date' (mm/dd/yyyy). There are also 'Status' and 'On time/ Delayed' dropdowns, and 'Apply filters' and 'Reset filters' buttons. The main table displays application records with columns: 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, and Fee. One record is visible with Application Id 100120-103824, Applied on Sep 26, 2023 11:03:33 AM, Clearance Name 'Approval for capital subsidy', Last Updated Date Sep 26, 2023 11:13:44 AM, Status 'Application Submitted', Lying with Officer 'GM DIC', Pending Days '0/30 days', and On time/ Delayed 'On time'. An 'Actions' button is present for this record. The sidebar on the left includes 'Track your application' which is highlighted by a callout box. Another callout box points to the 'Overview' tab in the top right of the main content area.

Figure 20. Track Your Application

- **Track your application– ‘All Details’ Option**

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

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

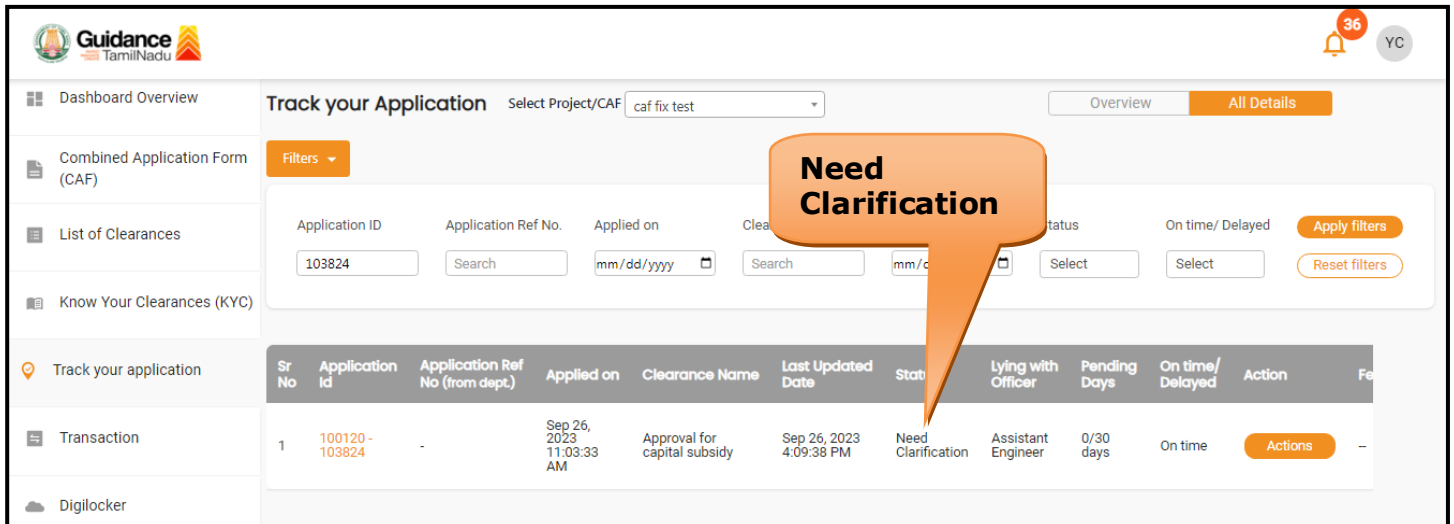



Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/Delayed	Action
1	100120-103824	-	Sep 26, 2023 11:03:33 AM	Approval for capital subsidy	Sep 26, 2023 11:13:44 AM	Application Submitted	GM DIC	0/30 days	On time	Actions

Figure 21. ‘All Details’ tab

9. Query Clarification

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



The screenshot displays the 'Track your Application' page. The top navigation bar includes the 'Guidance TamilNadu' logo, a notification bell with '36' alerts, and a user profile icon 'YC'. The main content area is titled 'Track your Application' and features a search bar for 'Project/CAF' with the value 'caf fix test'. Below this, there are filter options and a table of application details. A 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 Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100120 - 103824	-	Sep 26, 2023 11:03:33 AM	Approval for capital subsidy	Sep 26, 2023 4:09:38 PM	Need Clarification	Assistant Engineer	0/30 days	On time	Actions

Figure 22. Need Clarification

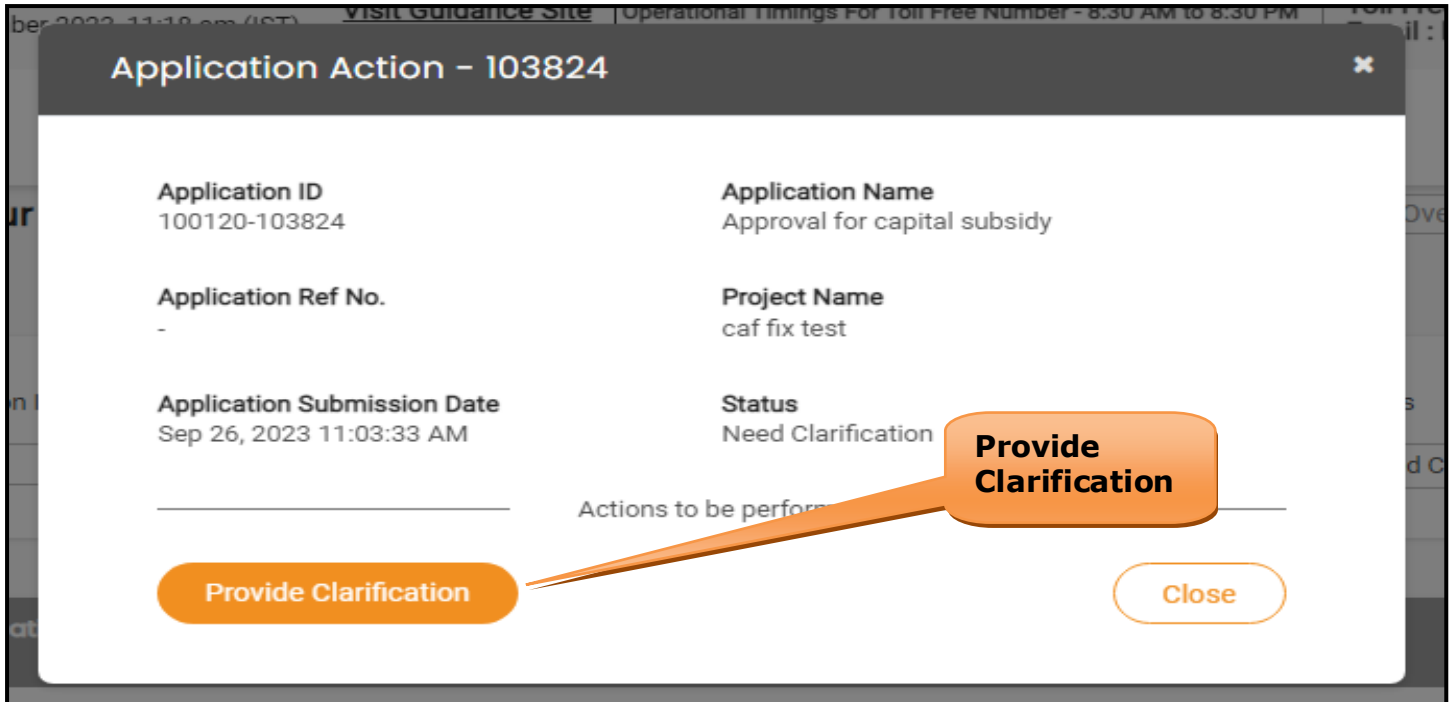


Figure 23. Provide Clarification

- 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.

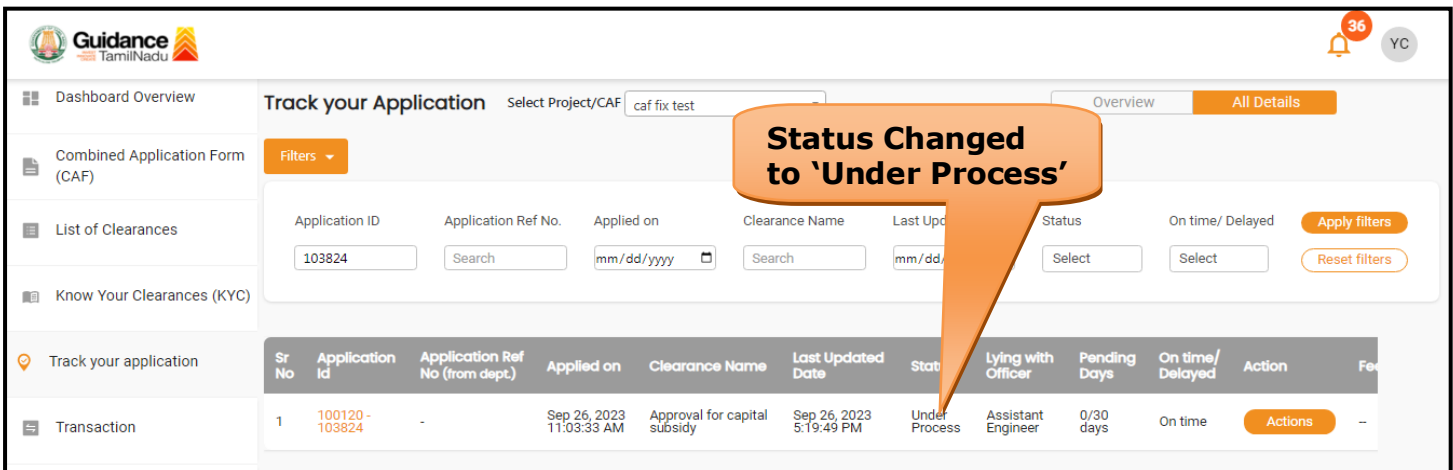
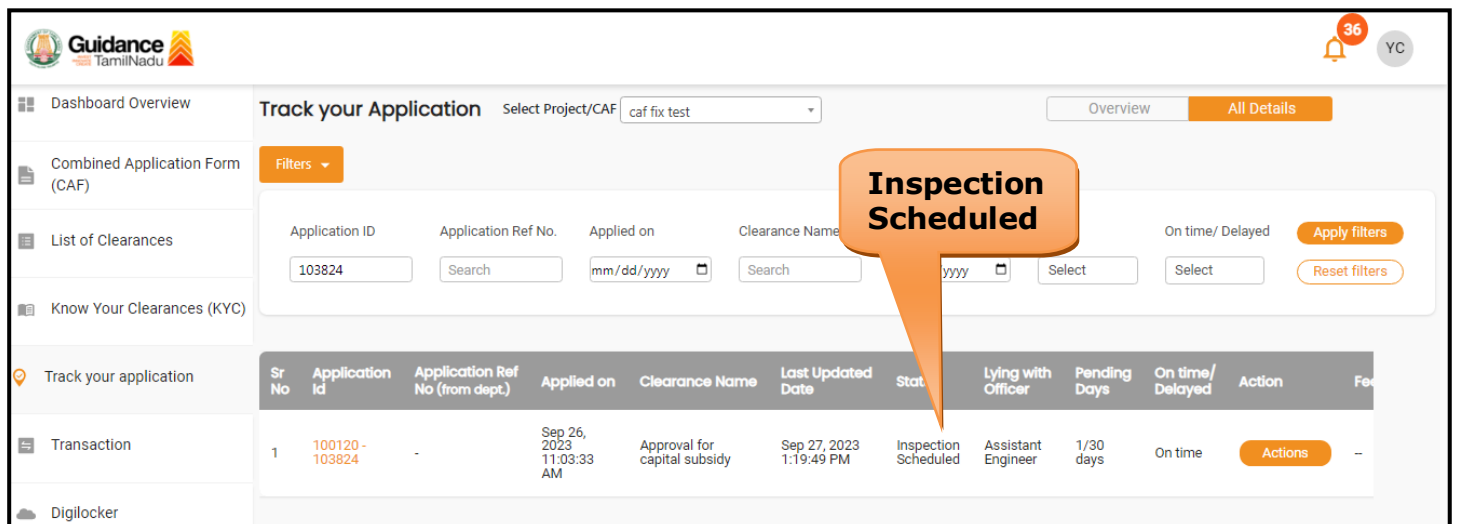


Figure 24. Under Process

10. Inspection Schedule

- 1) The Assistant Engineer schedules the date of appointment for inspection to be done for the specified institution.
- 2) After the Inspection is completed, the Assistant Engineer officer submits the Inspection report.
- 3) The Applicant has the provision to view the Scheduled Inspection details



The screenshot shows the 'Track your Application' page. The main content area displays 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	100120 - 103824	-	Sep 26, 2023 11:03:33 AM	Approval for capital subsidy	Sep 27, 2023 1:19:49 PM	Inspection Scheduled	Assistant Engineer	1/30 days	On time	Actions

An orange callout bubble with the text 'Inspection Scheduled' points to the 'Inspection Scheduled' status in the table.

Figure 15. Inspection Scheduled

Application Action - 103824

Application ID 100120-103824	Application Name Approval for capital subsidy
Application Ref No. -	Project Name caf fix test
Application Submission Date Sep 26, 2023 11:03:33 AM	Status Inspection Scheduled

Actions to be performed

[View Inspection Details](#) [View Inspection Detail](#) [Close](#)

Figure 26. View Inspection Details

Guidance TamilNadu

- Dashboard Overview
- Combined Application Form (CAF)
- List of Clearances
- Know Your Clearances (KYC)

Inspection Details : 103824

Inspection Scheduled Date (DD/MM/YYYY): 27/09/2023

[View Inspection Date](#)

Figure 27. View Inspection Details (Contd.)

Update Bank Details

The screenshot shows the 'Track your Application' page with a sidebar on the left containing navigation items like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', and 'Transaction'. The main content area has a search bar for 'Project/CAF' (value: 'caf fix test') and tabs for 'Overview' and 'All Details'. Below this is a filter section with fields for 'Application ID' (value: '103824'), 'Application Ref No.', 'Applied on' (date picker), and 'Clearance Name'. A table below lists 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	100120 - 103824	-	Sep 26, 2023 11:03:33 AM	Approval for capital subsidy	Sep 28, 2023 1:19:49 PM	Update Bank Details	User	2/30 days	On time	Actions

Figure 28. Update Bank Details

Upload Document

The screenshot shows the 'Track your Application' page with a sidebar on the left containing navigation items like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', and 'Transaction'. The main content area has a search bar for 'Project/CAF' (value: 'caf fix test') and tabs for 'Overview' and 'All Details'. Below this is a filter section with fields for 'Application ID' (value: '103824'), 'Application Ref No.', 'Applied on' (date picker), and 'Clearance Name'. A table below lists 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	100120 - 103824	-	Sep 26, 2023 11:03:33 AM	Approval for capital subsidy	Sep 28, 2023 5:19:49 PM	Upload Document	User	2/30 days	On time	Actions

Figure 29. Upload Document

11. Application Processing

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

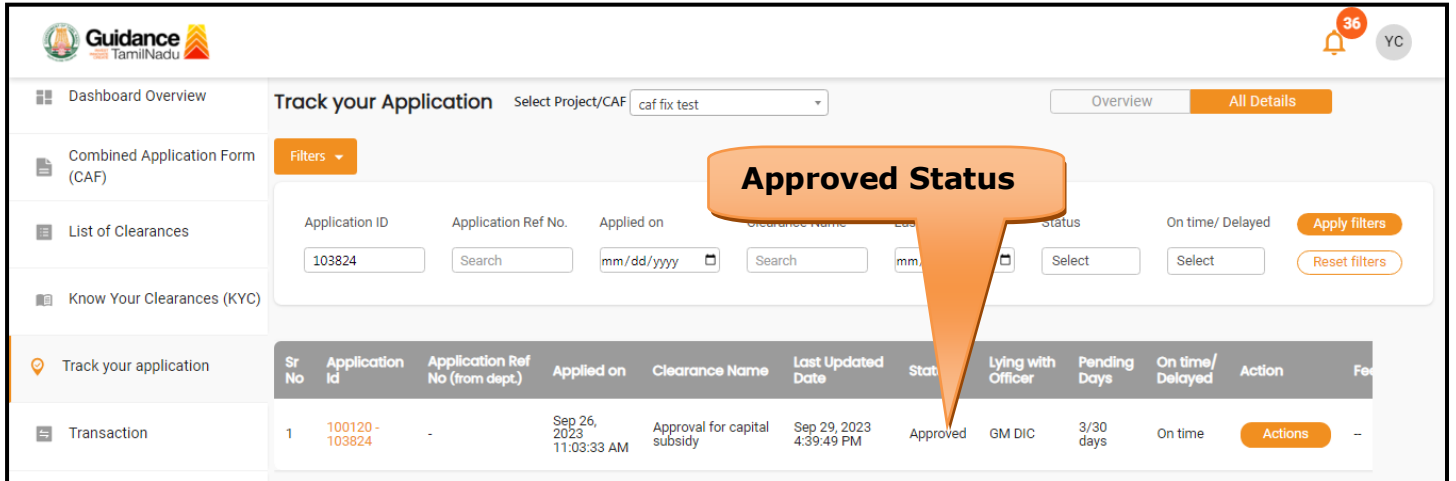


Figure 30. Application Processed

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

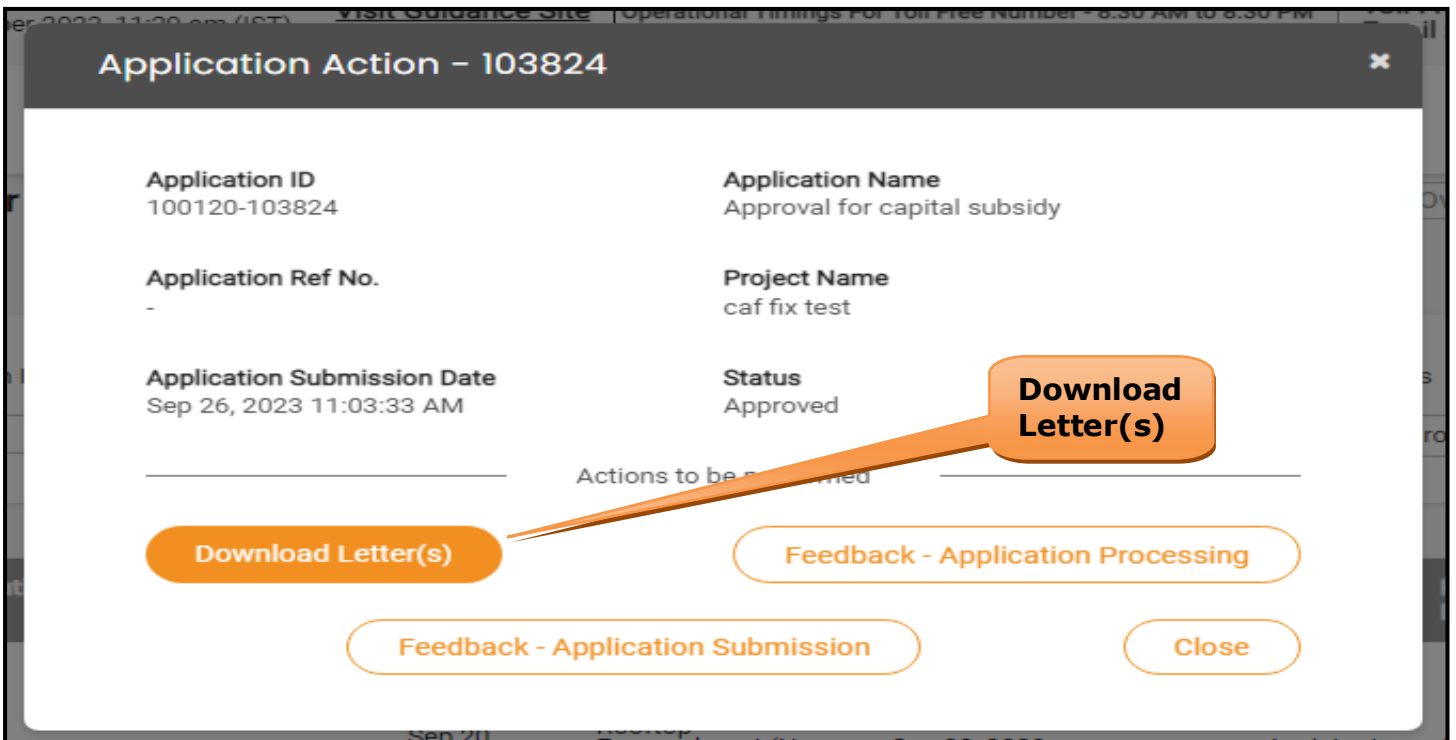


Figure 31. Download Certificate

3) If the application is '**Rejected**' by DM DIC, the applicant can view the rejection remarks under the Actions Tab by the department. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 32)

The screenshot shows the 'Track your Application' page. The application ID is 103824. The status is 'Rejected'. A callout bubble labeled 'Rejected Status' points to the 'Rejected' status in the table below.

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	100120 - 103824	-	Sep 26, 2023 11:03:33 AM	Approval for capital subsidy	Sep 29, 2023 6:06:49 PM	Rejected	GM DIC	3/30 days	On time	Actions

Figure 32. Rejected Status

