# 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.**

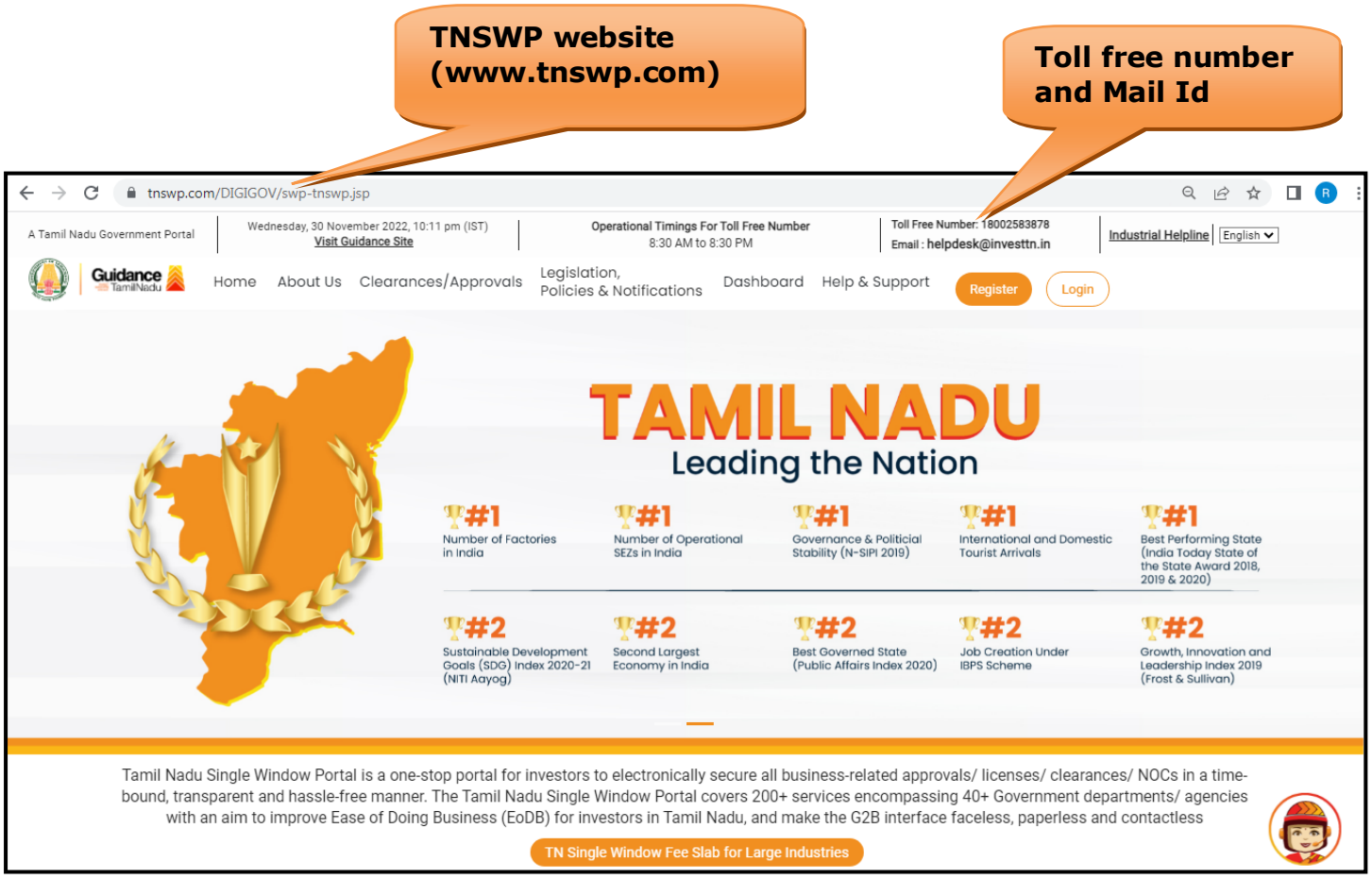


**Figure 1. Single Window Portal Home Page**

## 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.

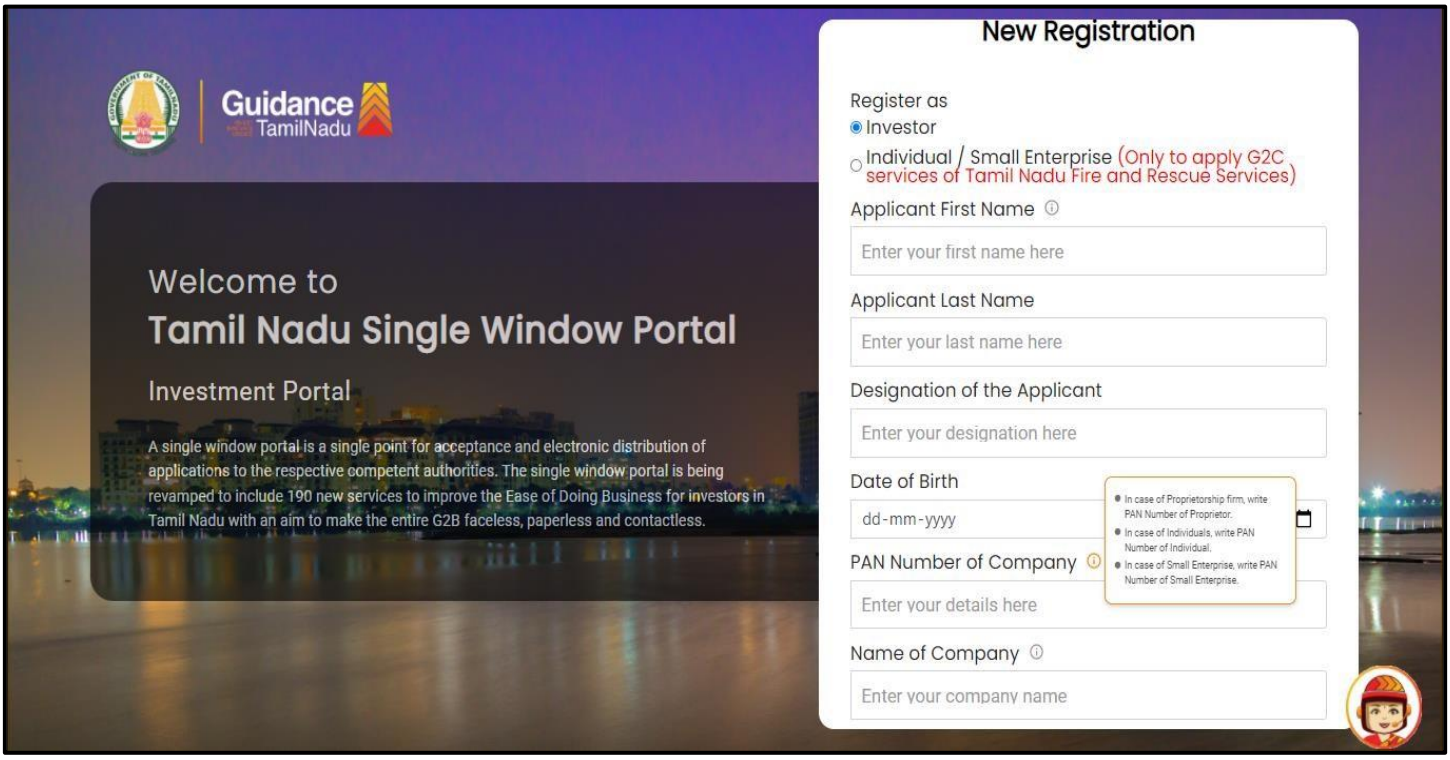


**Figure 3. Registration Form**

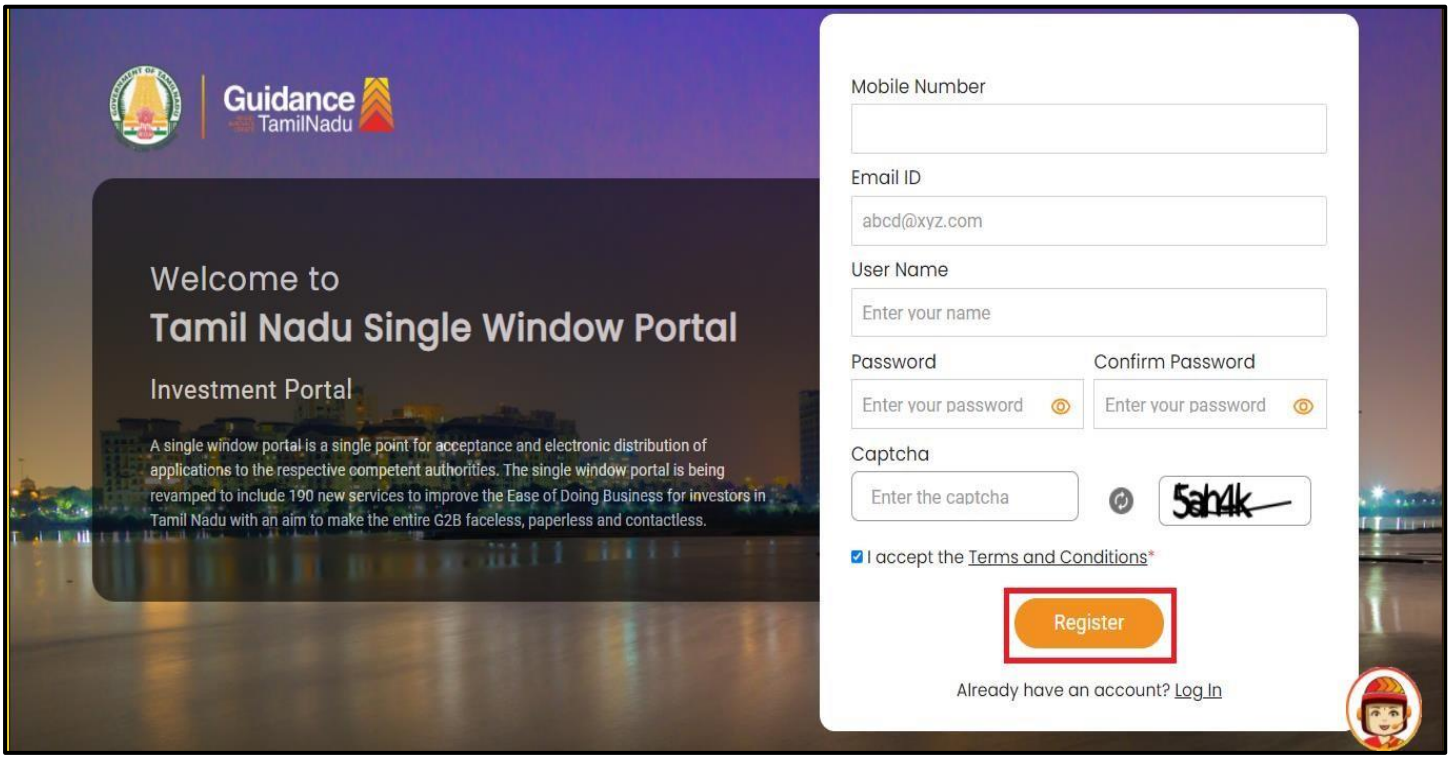


**Figure 4. Registration Form Submission**

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.

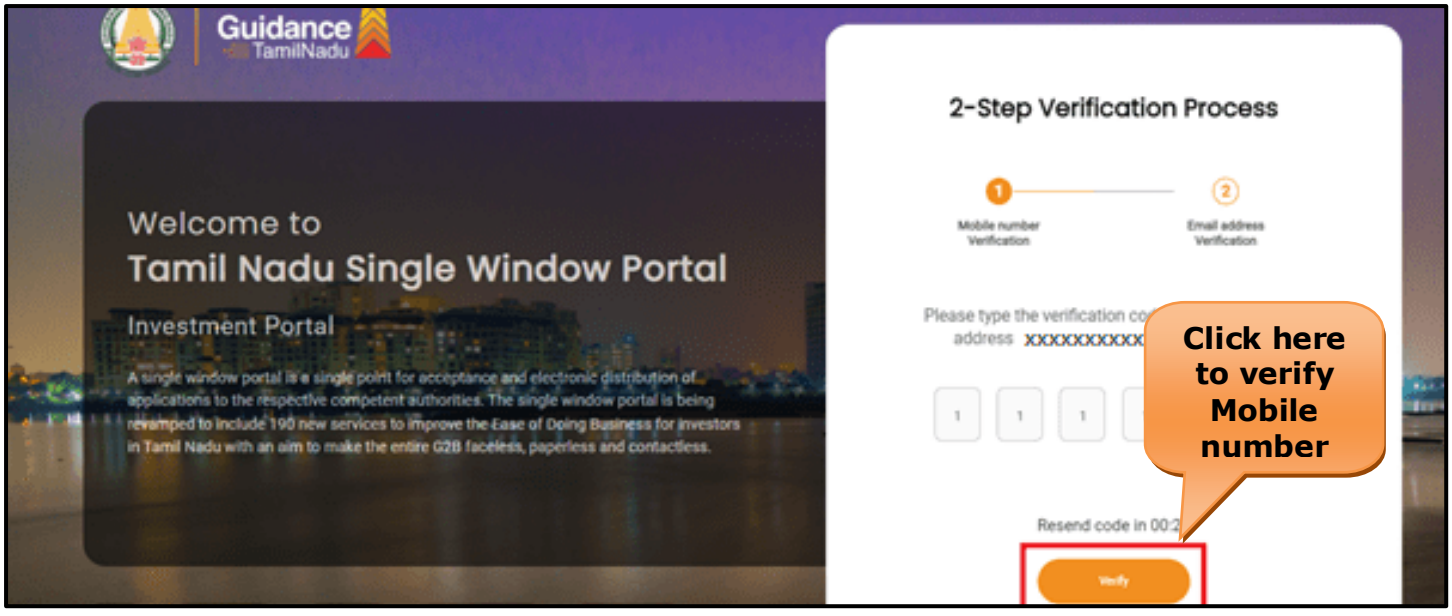


**Figure 5. Mobile Number Verification**

- **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.

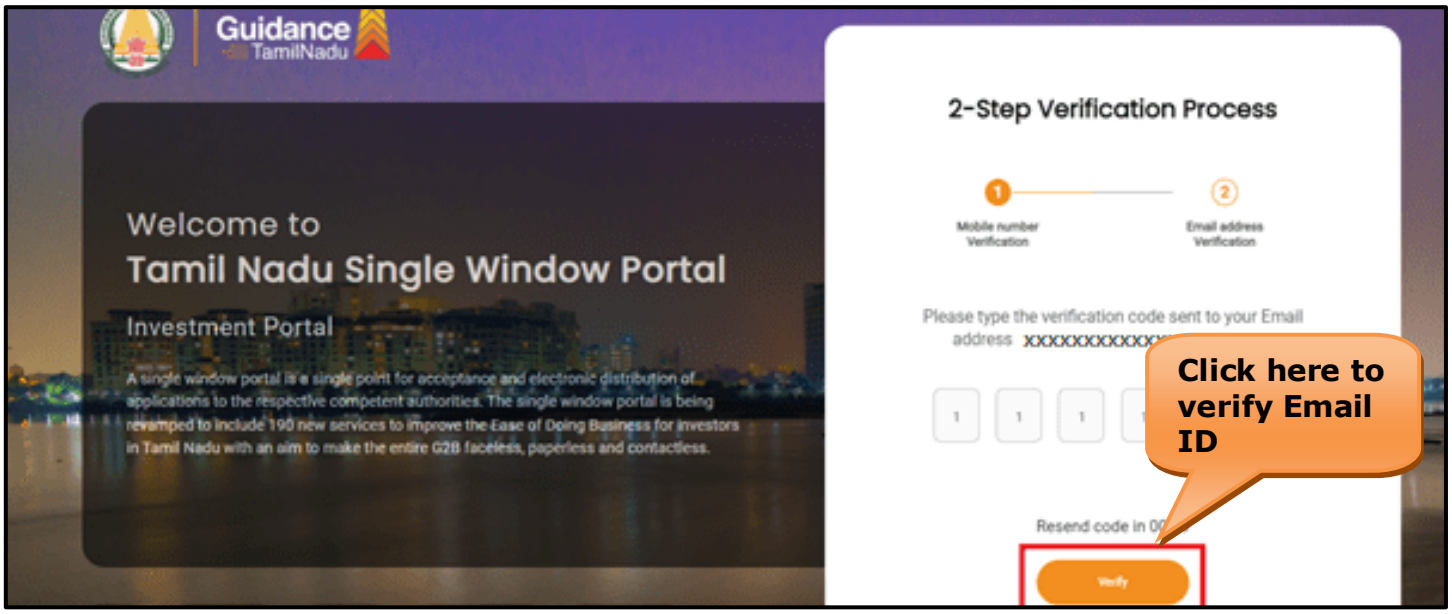


**Figure 6. Email ID Verification**

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.

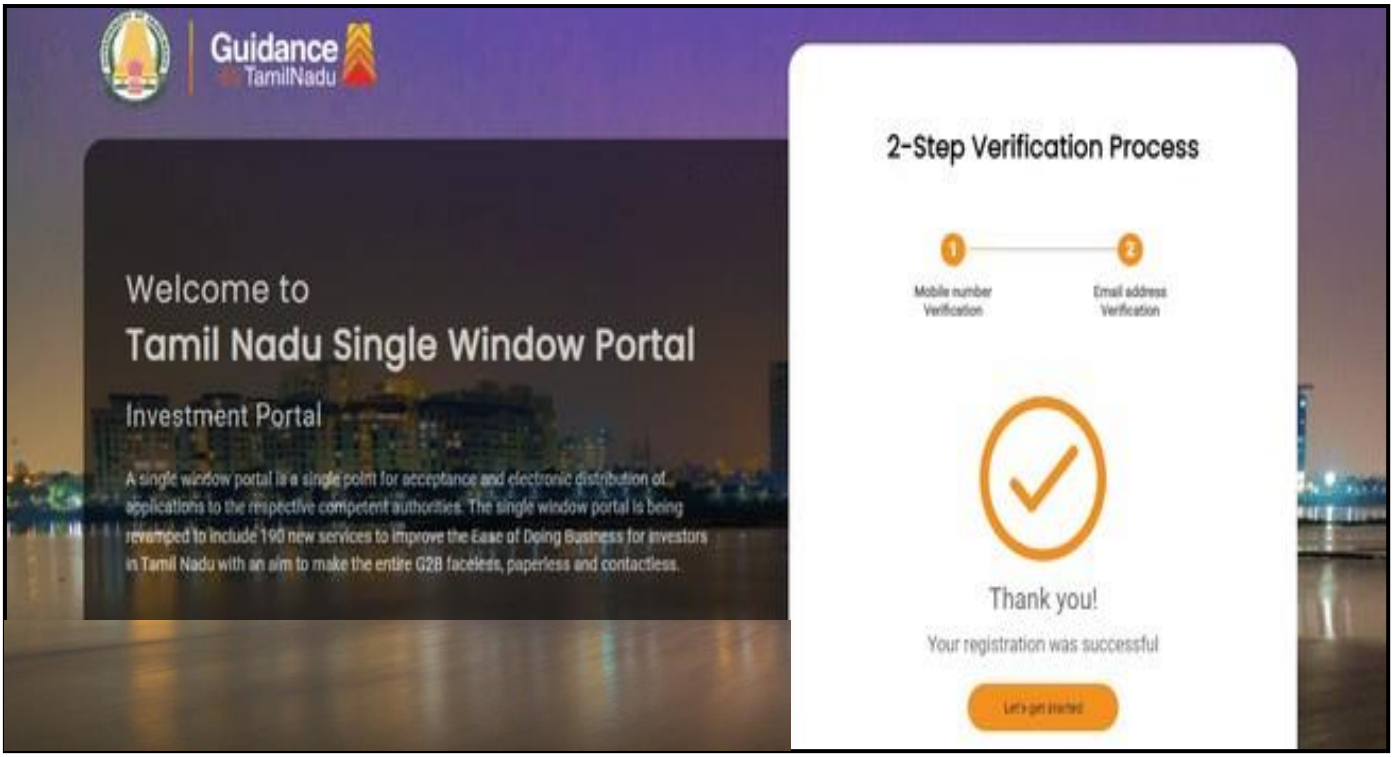


**Figure 7. Registration Confirmation Pop-Up**

## 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.

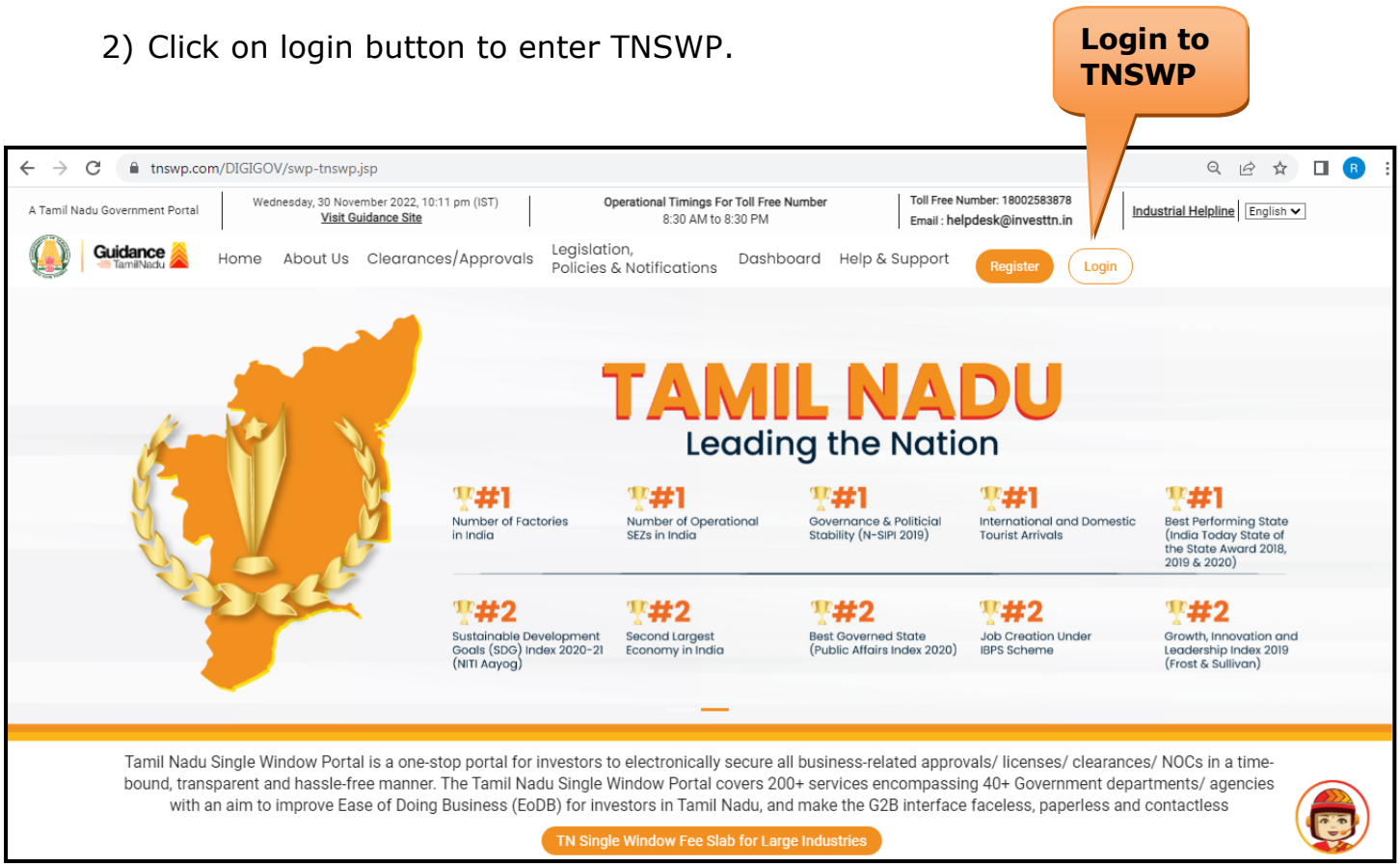


**Figure 8. Login**

# 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.

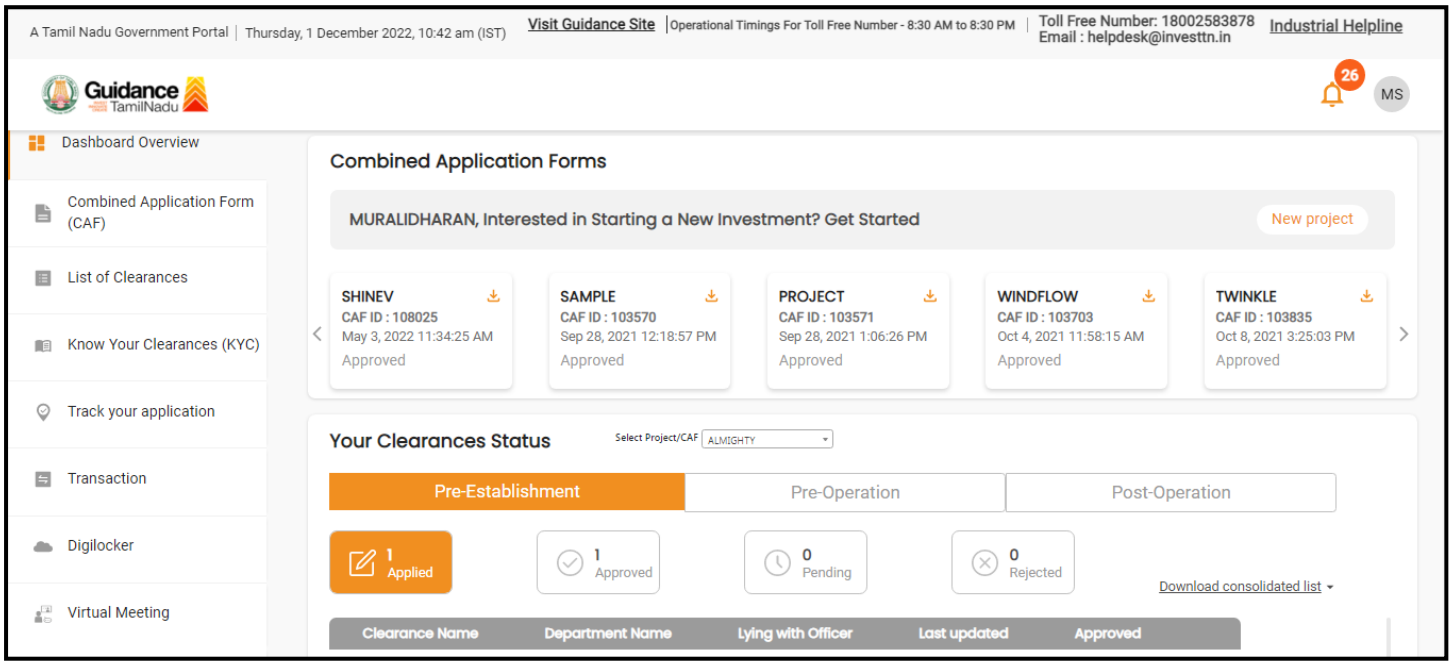


**Figure 9. Dashboard Overview**

## 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.

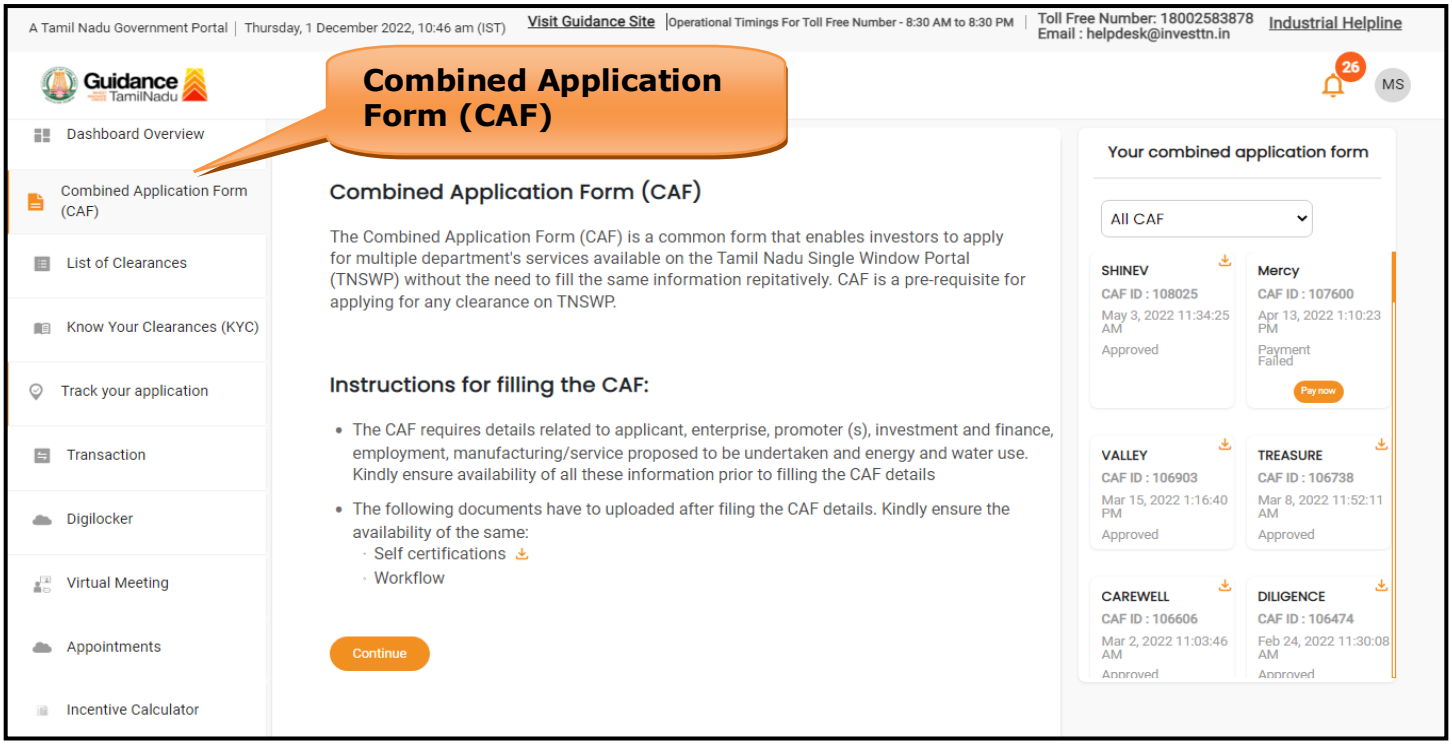


**Figure 10. Combined Application Form (CAF)**

### 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).

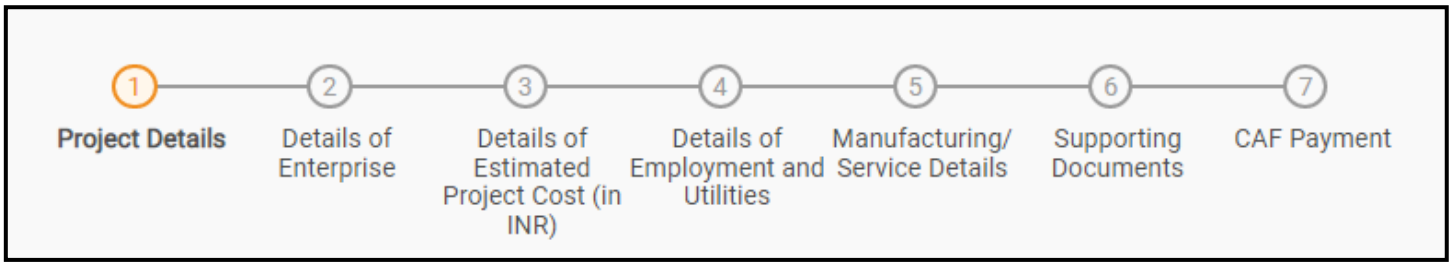


**Figure 11. Section of Combined Application Form (CAF)**

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).

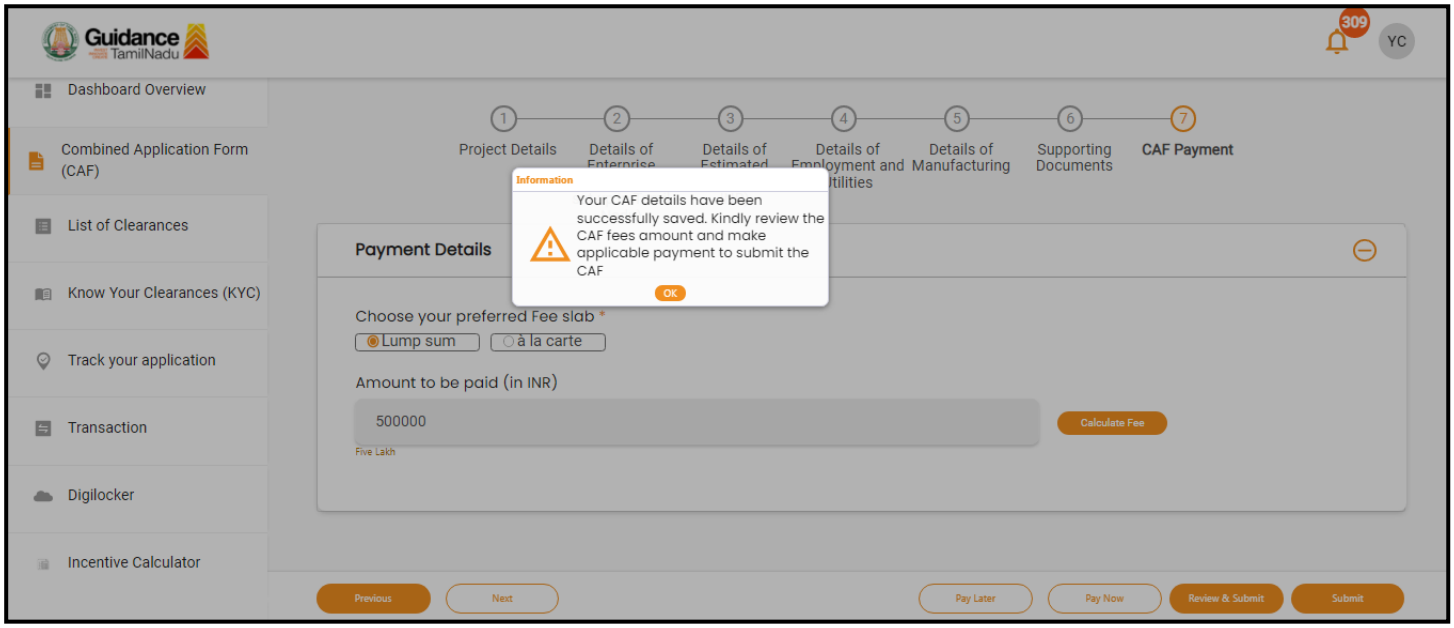


**Figure 12. Combined Application Form (CAF) - Confirmation Message**

**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"**

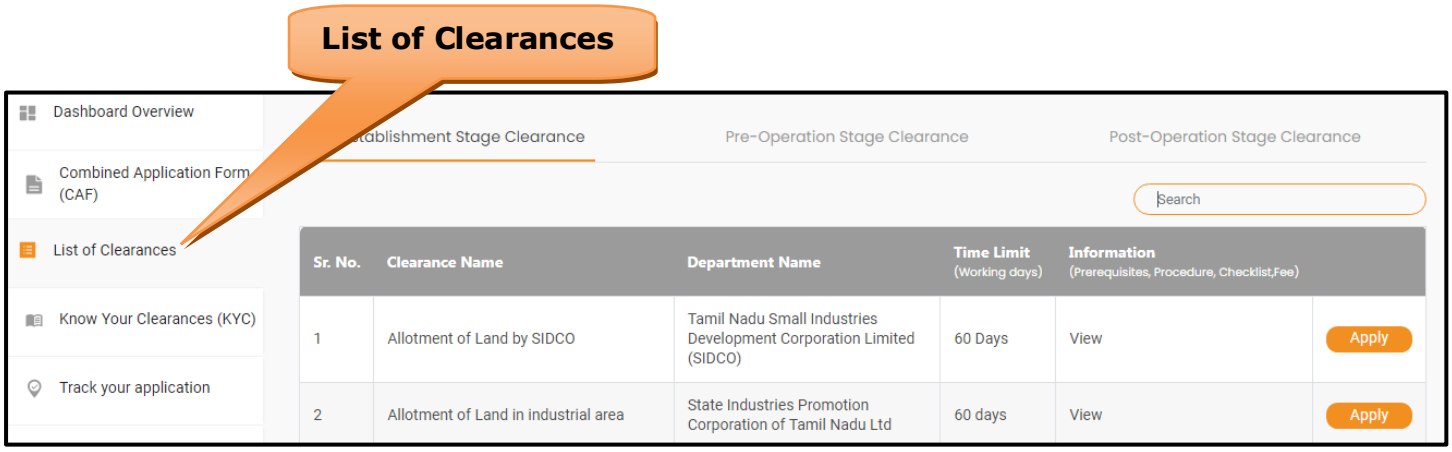


**Figure 13. List of Clearances**

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.

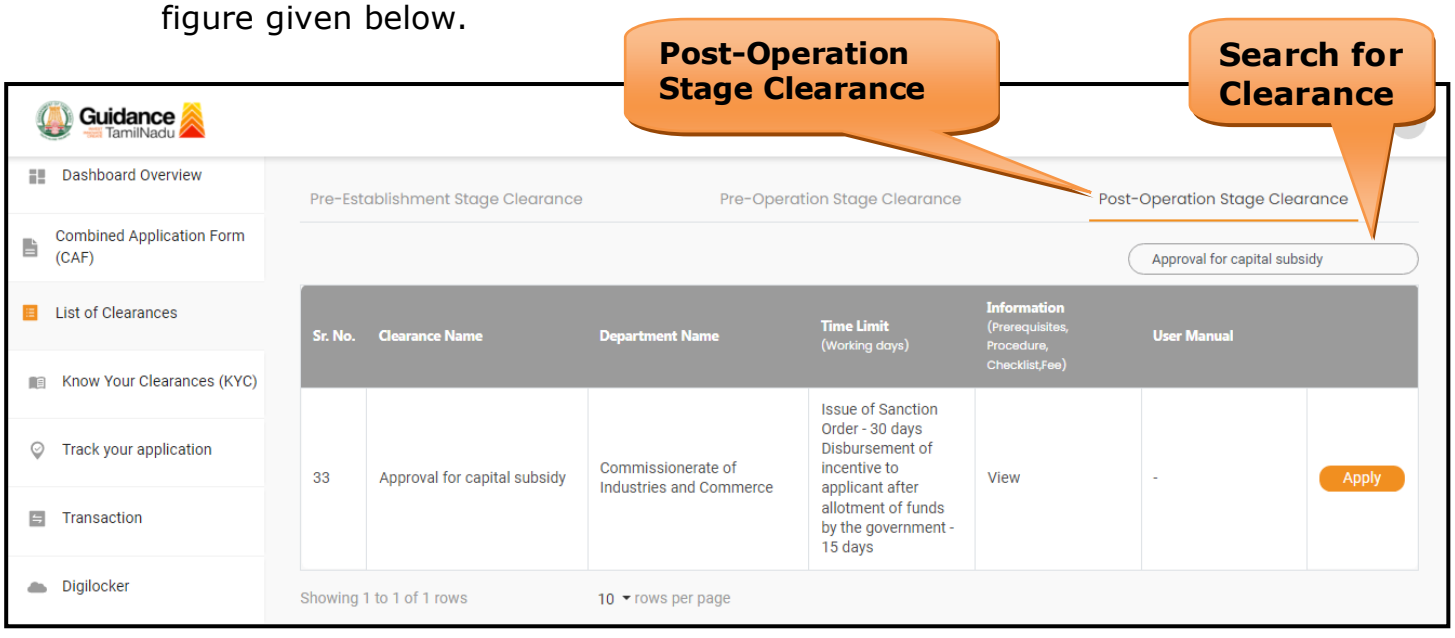


**Figure 14. Search for Clearance**

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.

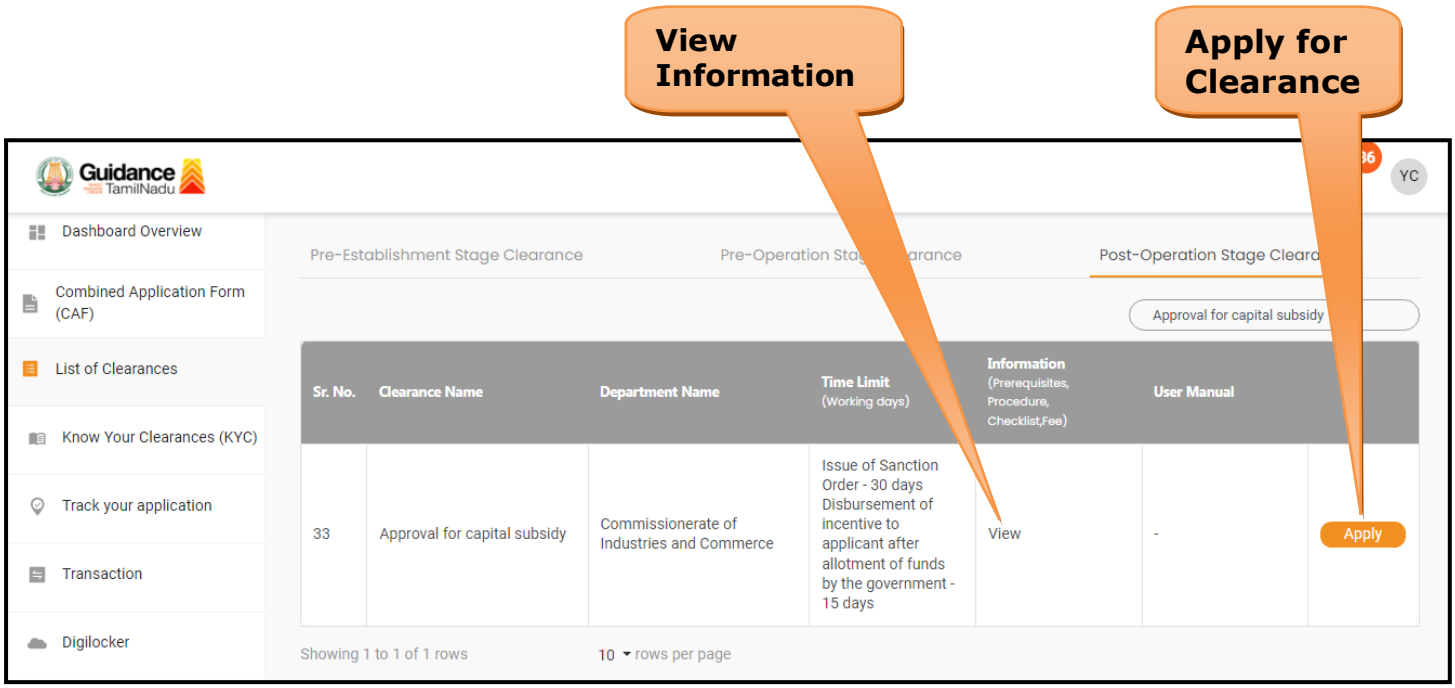


**Figure 15. Apply for Clearance**

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

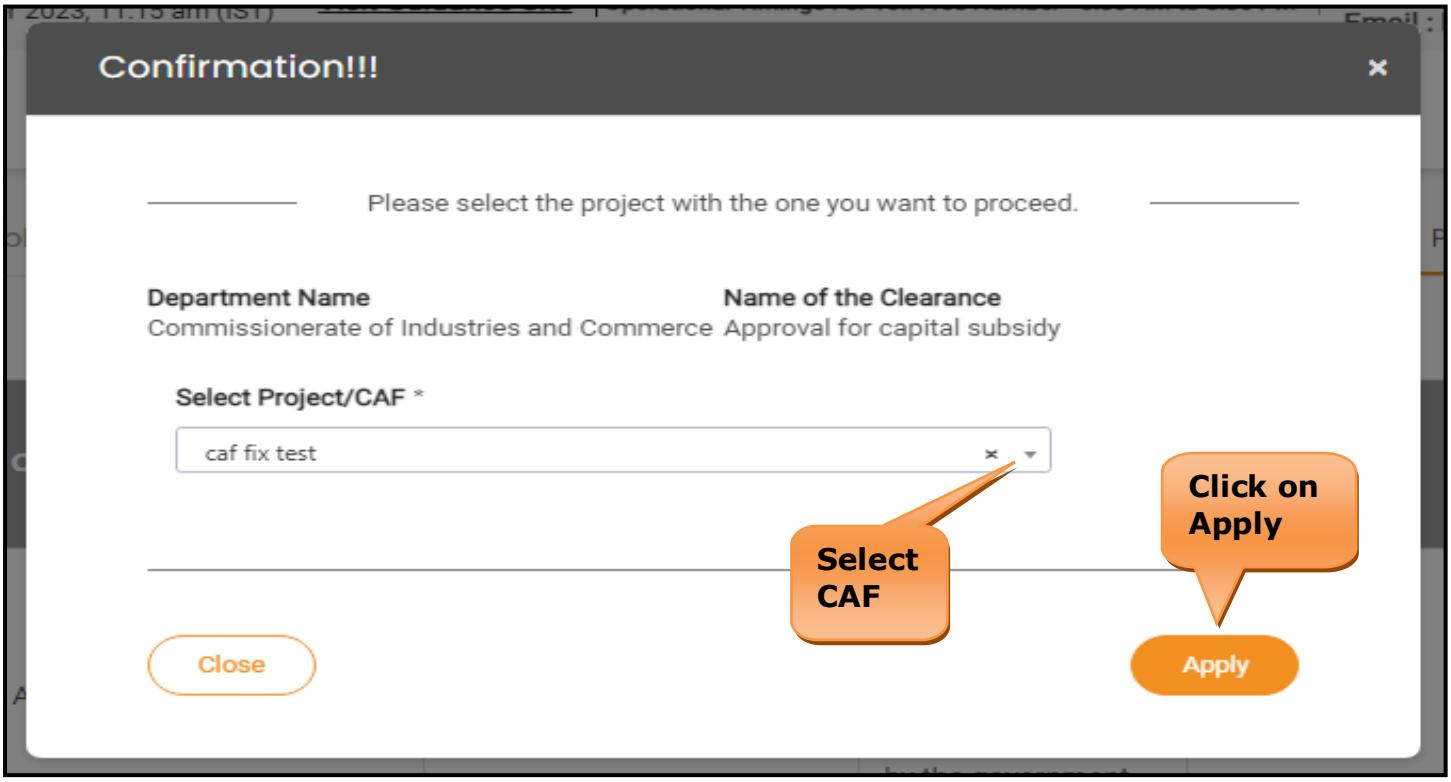


**Figure 16. Project/CAF**

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

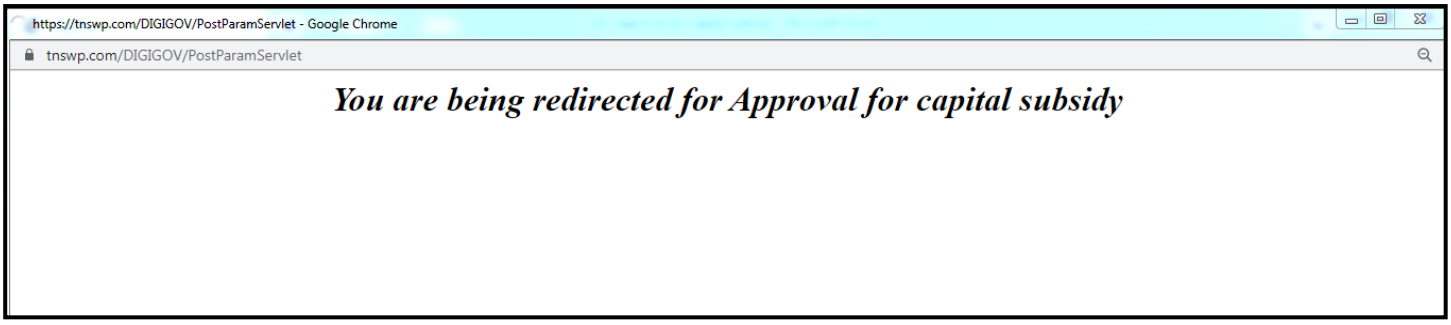


**Figure 17. Redirecting to Approval for capital subsidy**

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:* iuytr

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

### 2.0. Address of the Unit:

2.1 Office:* 11,lkjht,llkjyht 632007

2.2 Factory:* Address line pincode

Same as above: ☐

### 3.0. Location of the Enterprise

3.1. Name of Village/Town* oiuytr

Industry Type* ○ Thrust ○ Agro ○ Others

Industry Located In* ○ Industrial Estate ○ Non-Industrial Estate

3.3 Name of District* Vellore

3.4.Name of Taluk * ---- Select ----

3.5 Name of Block* ---- Select ----

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 | |
| | Factory | 9092653218 |
| | Cell Phone* | 9092653218 |

### 5.0 Status of the Enterprise:

5.1. Constitution*

○ Proprietary ○ Partnership ○ Pvt.Ltd. ○ Coop. ○ Limited ○ HUF ○ Others

5.2 Enterprise Status* Small

5.3 Whether New/ Expansion/ Diversification* ---- Select ----

5.4. Social Status of the Entrepreneur* ---- Select ----

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: 876567

UDYAM Registration date: 2021-02-09

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 | | -selec | |
| Expansion/ Diversification Project | | -selec | |
| % of capacity increase proposed under Expansion / Diversification Project | | | |

7.2 Fixed Capital Investment(in Rs.)*

| Nature of Assets | Existing Unit | Expansion/ Diversification Project | Total | % of increase under Expansion/ Diversification project |
|---|---|---|---|---|
| Land | 8765 | | 8765 | |
| Building | 8765 | | 8765 | |

| | | | | |
|---|---|---|---|---|
| Plant & Machinery | 50000000 | | 50000000 | |
| Others | | | | |
| Total | 50017530 | | 50017530 | |

Plant & Machinary purchase order date

7.3. Means of finance (in Rs.) ○ Own Fund ○ Bank Loan

| | |
|---|---|
| i. Equity from Promoters/Partners/Shareholders | 0 |
| ii. Term loan | 0 |
| iii. Hire purchase | 0 |
| iv. Leasing | 0 |
| v. Public issue | 0 |
| vi. Preferential issue | 0 |
| vii. Others | 0 |
| Total | |

7.4 Details of Term loan sanctioned and availed :

| | |
|---|---|
| a (i). Name of the Bank/Financial Institution : | |
| a (ii). Name of the Bank Branch | |
| b. Type of Loan : | |
| c. loan Sanction No. and date : | |
| d. Term loan Sanctioned in Rs. : | |
| e. Term loan released in Rs. : | |
| f. Rate of Interest % : | |

## 8.0 Details of Power Supply

○ Generator ○ EB

## 9.0 Employment created / likely to be created

| | Men | Women | Total |
|---|---|---|---|
| i) Managerial : | | | |
| ii) Supervisory / Technical | | | |
| iii) Workers | | | |
| Total | | | |
| Workers | | | |
| a) Skilled | | | |
| b) Semi-skilled | | | |
| c) Unskilled | | | |
| Total | | | |

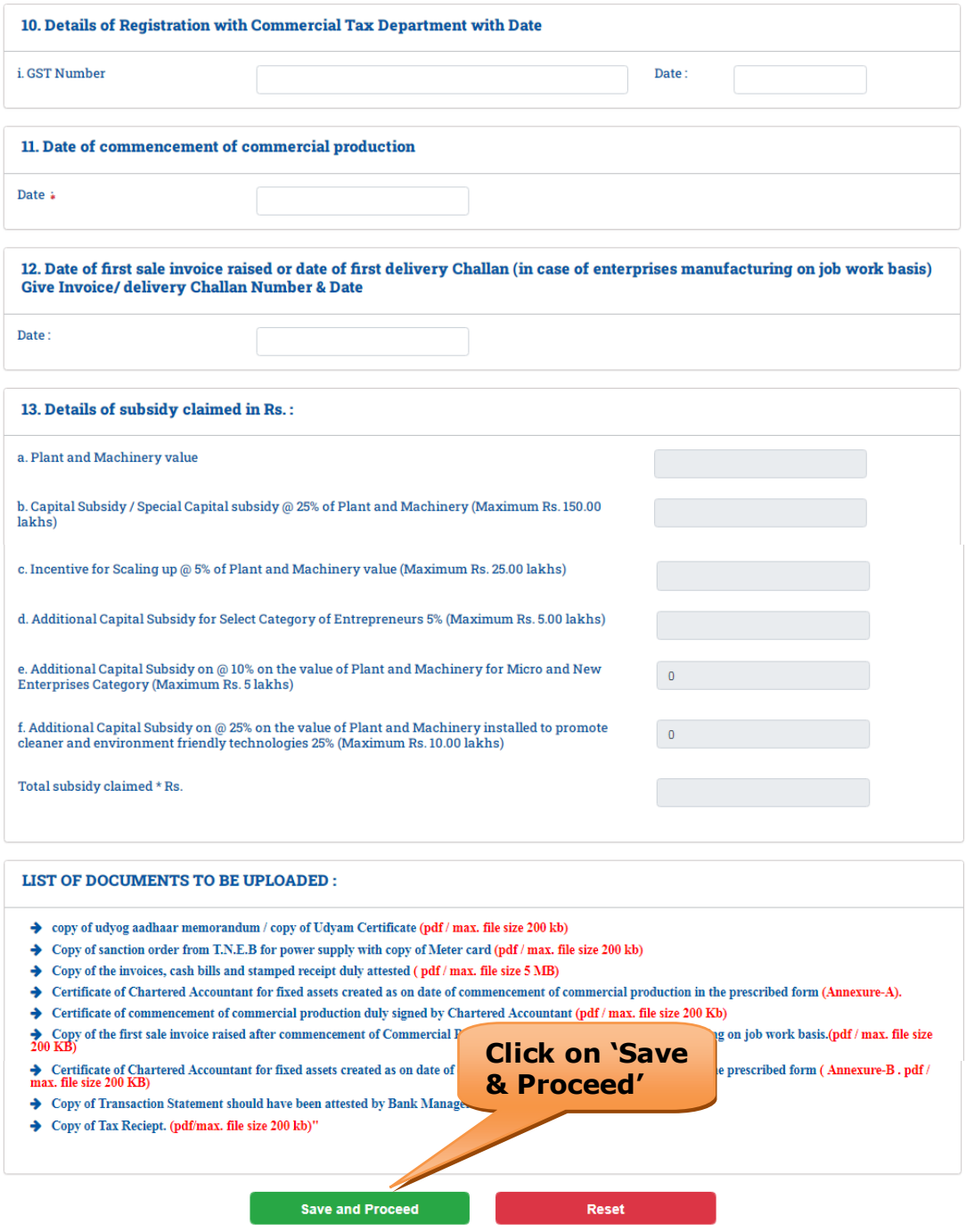


**Figure 18. Application for Approval for capital subsidy**

## 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**

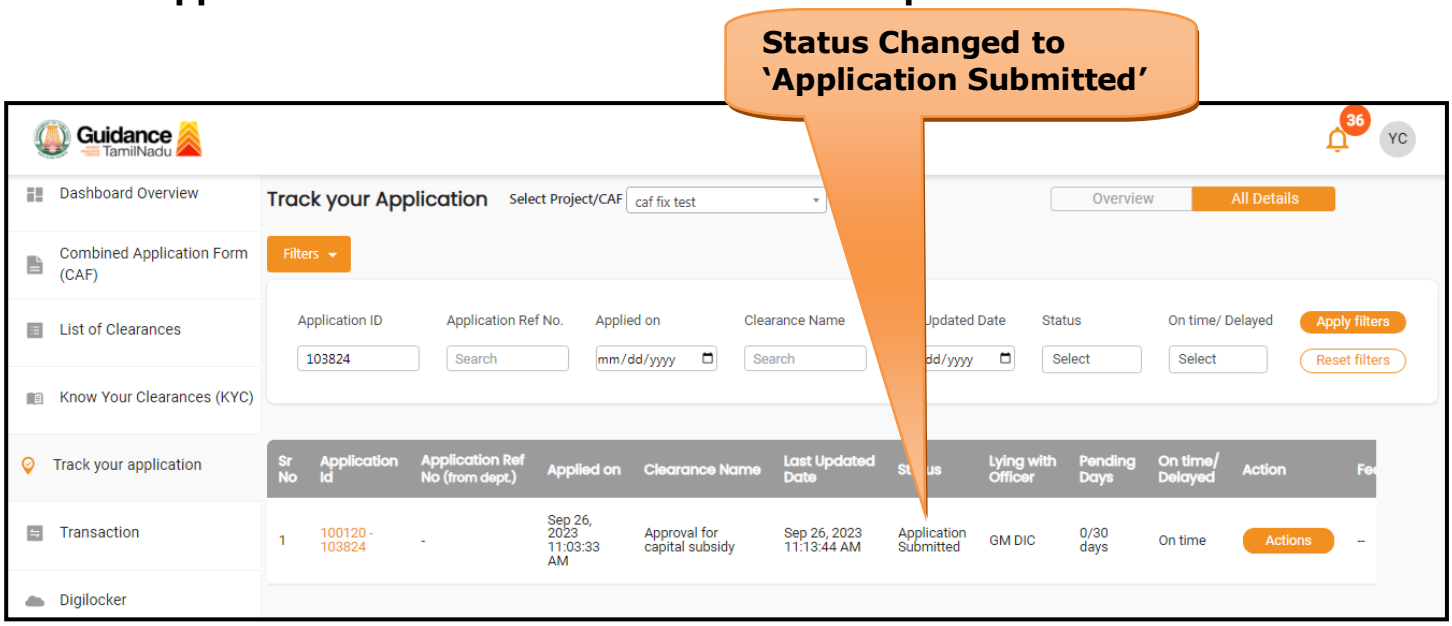


**Figure 19. Status of the Application**

## 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**

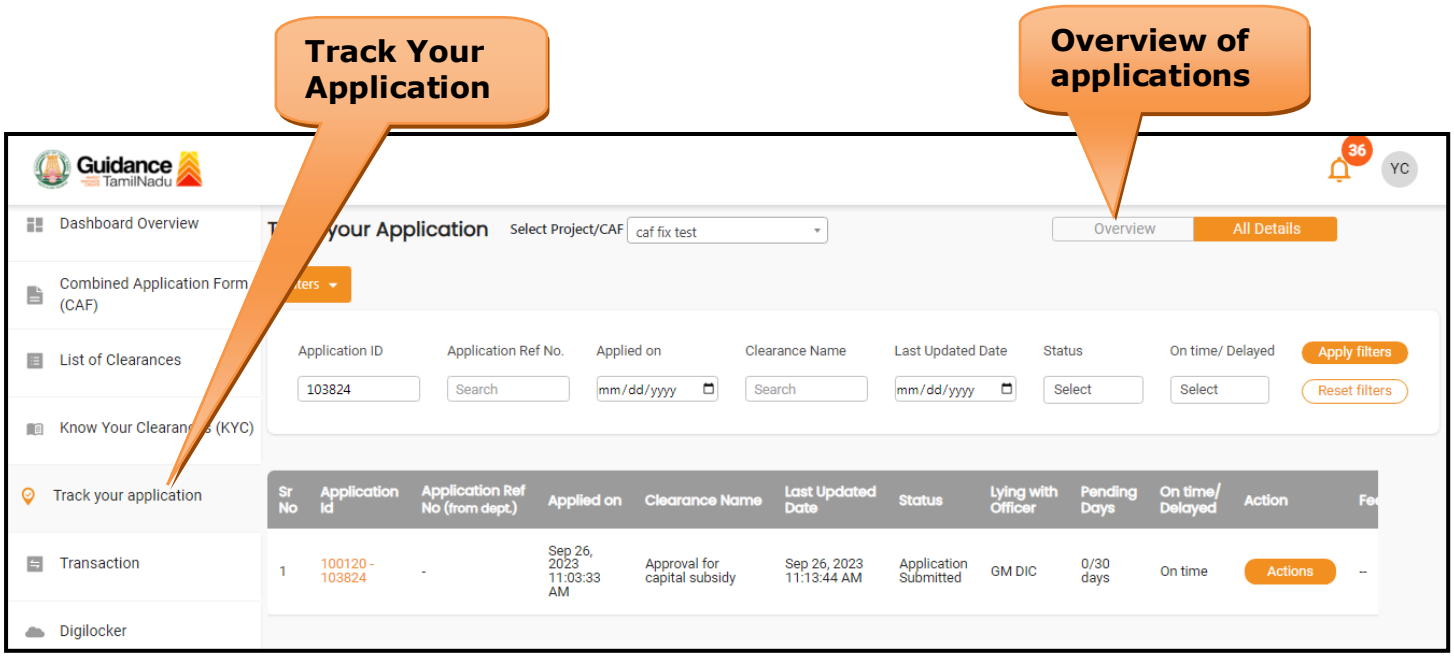


**Figure 20. Track Your Application**

- **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**

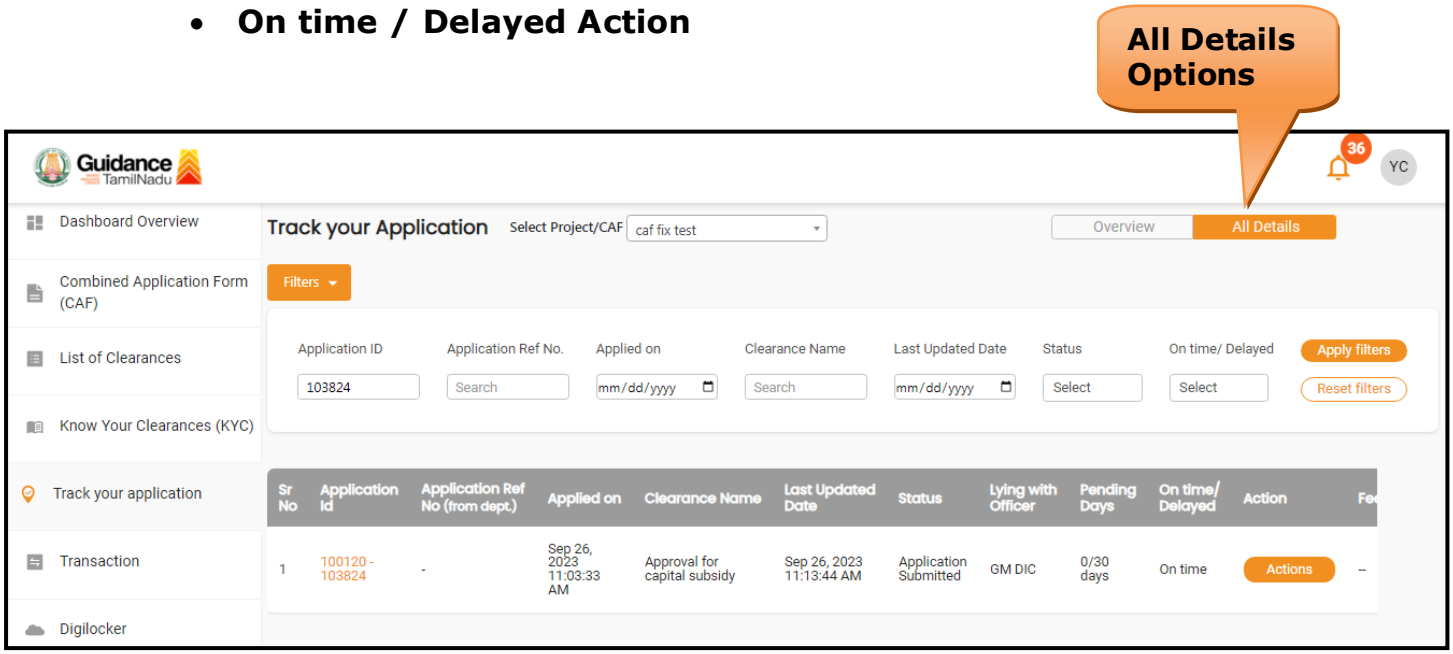


**Figure 21. 'All Details' tab**

## 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.

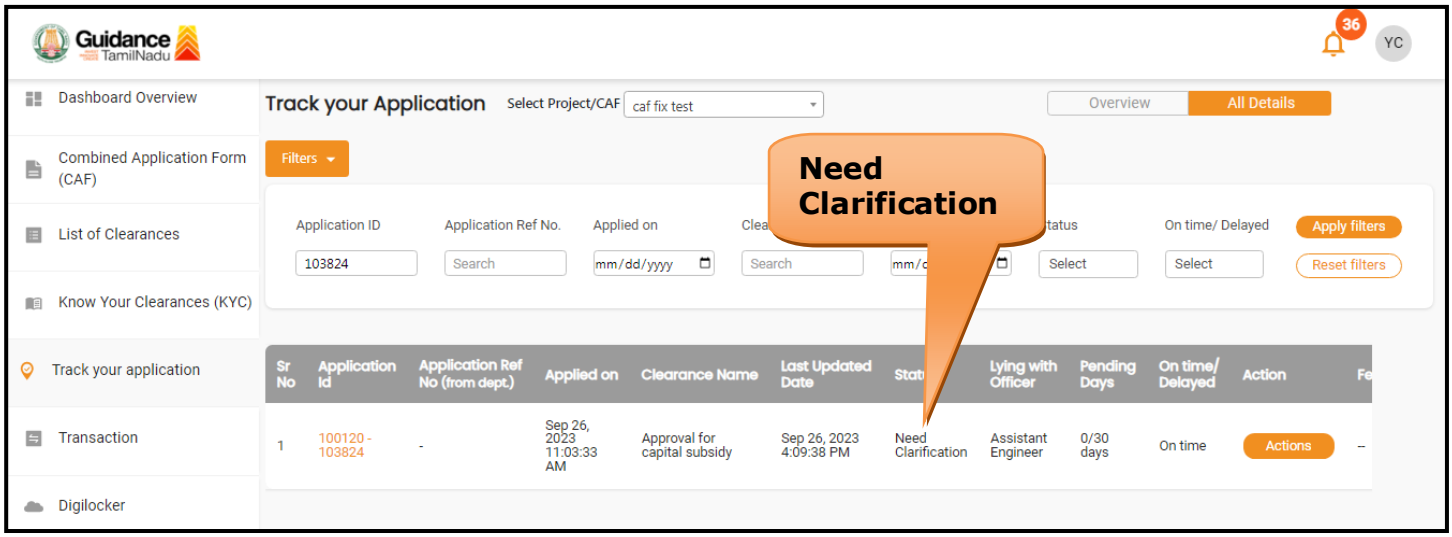


**Figure 22. Need Clarification**

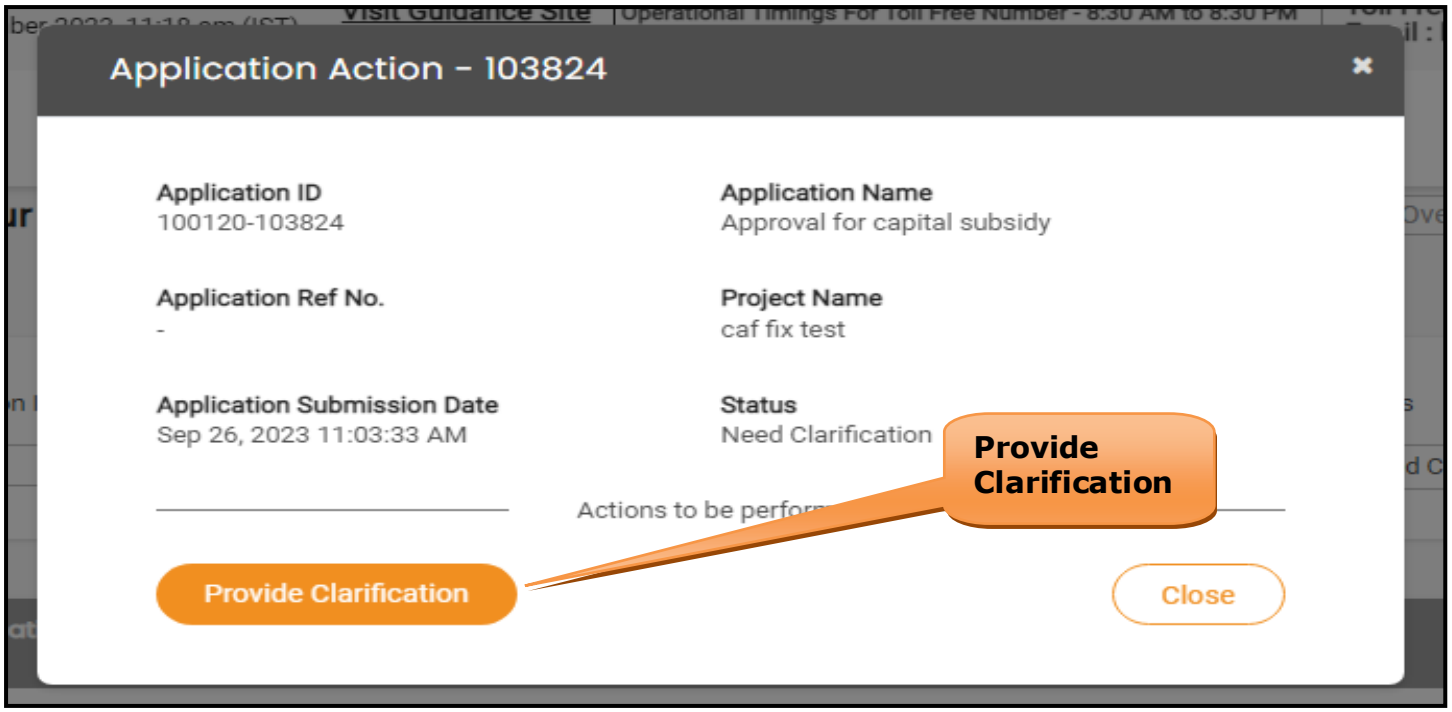


**Figure 23. Provide Clarification**

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.

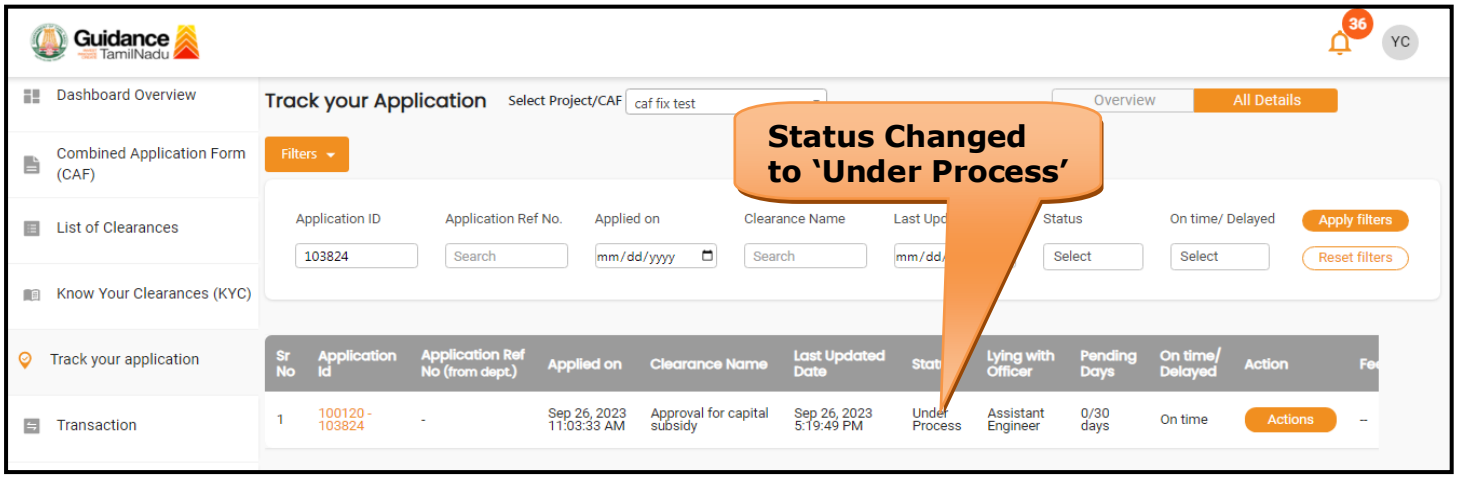


**Figure 24. Under Process**

## 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

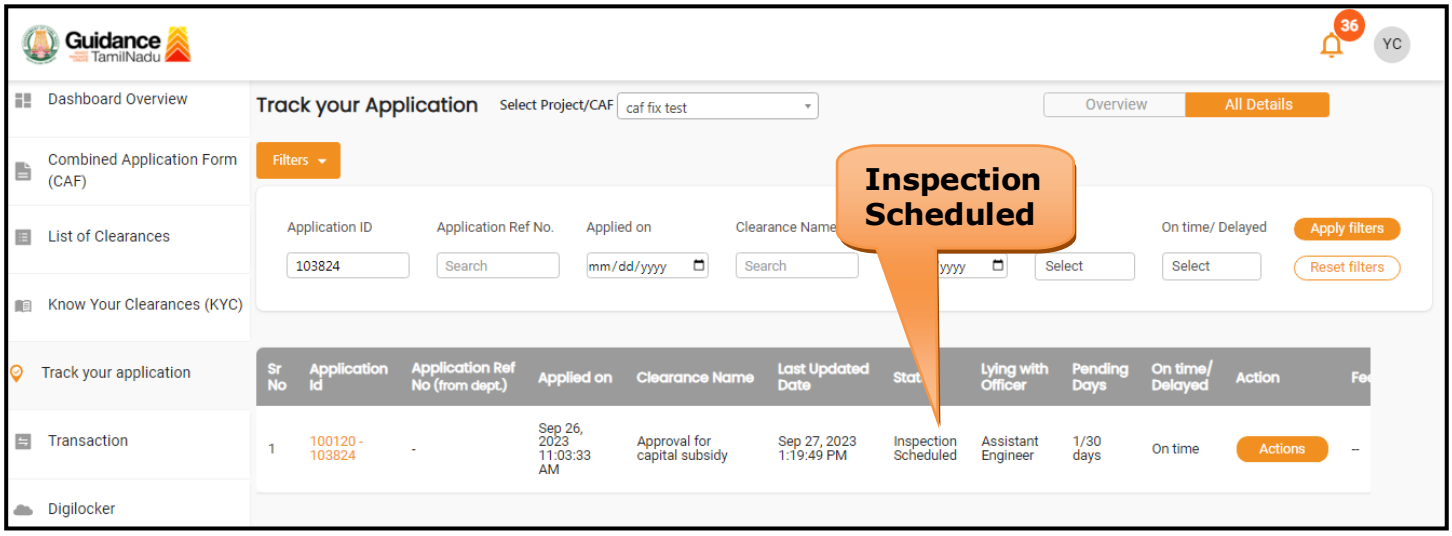


**Figure 15. Inspection Scheduled**

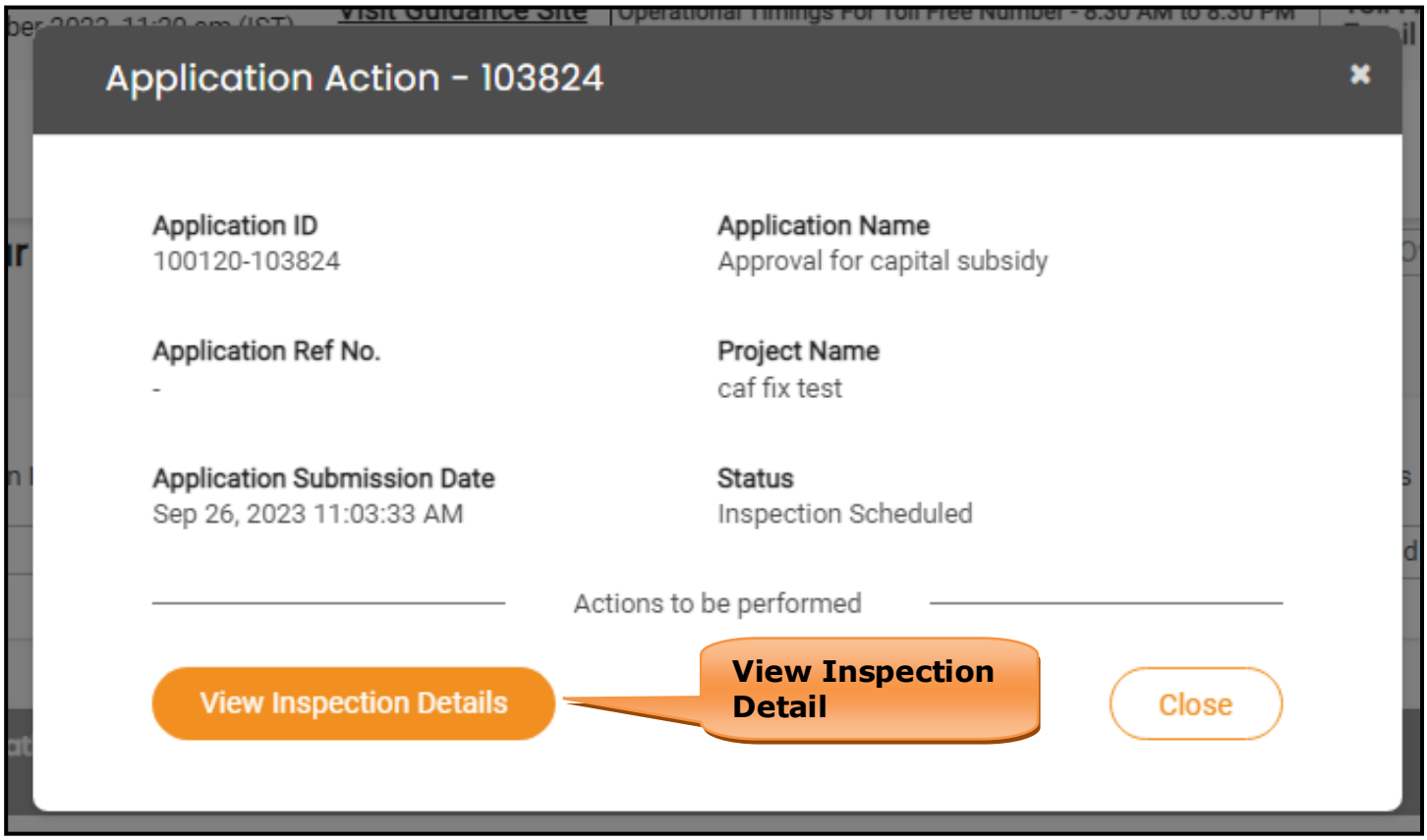


**Figure 26. View Inspection Details**

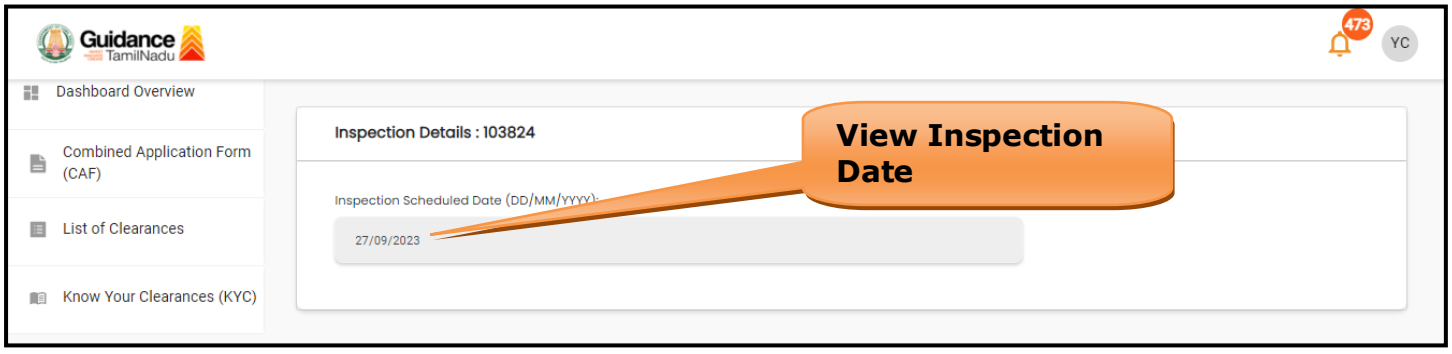


**Figure 27. View Inspection Details (Contd.)**

## Update Bank Details

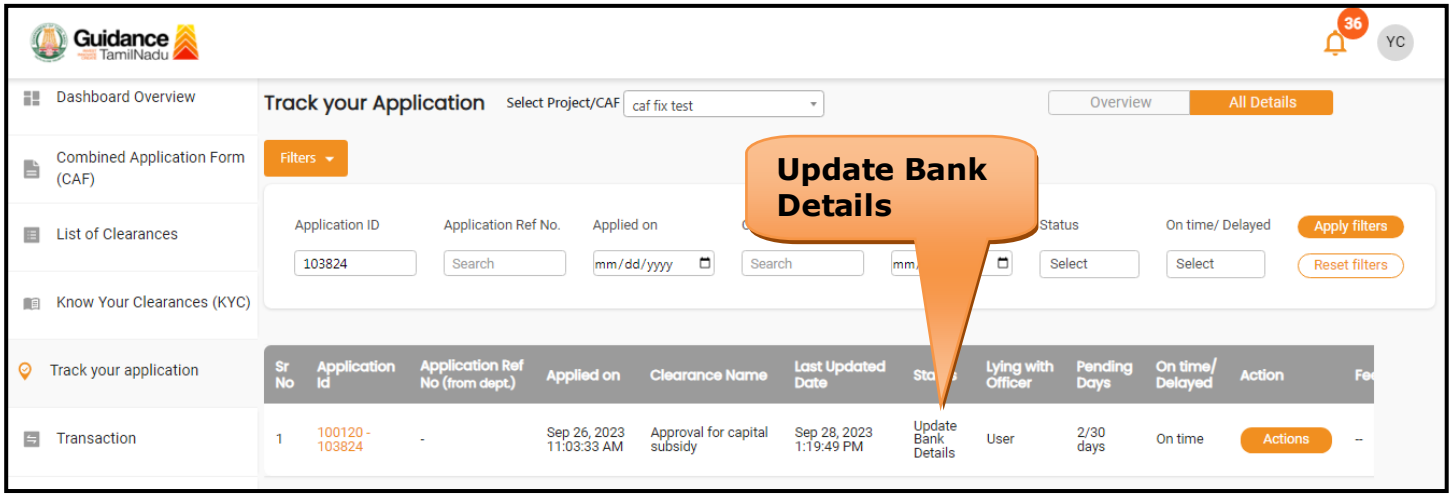


Figure 28. Update Bank Details

## Upload Document

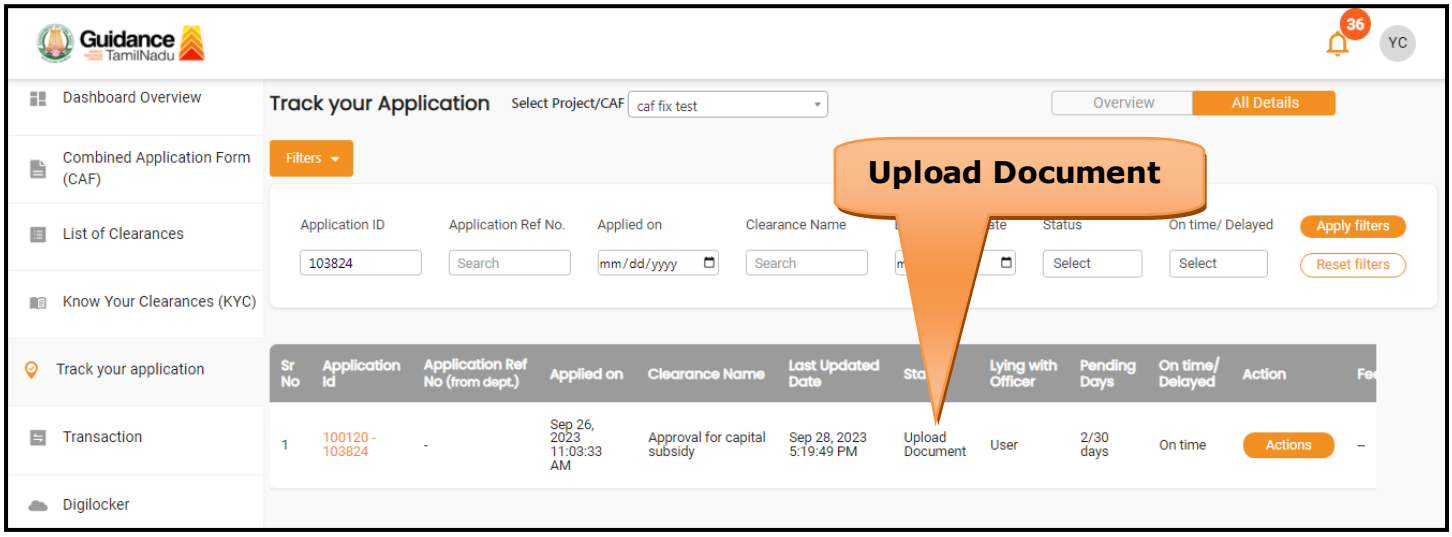


Figure 29. Upload Document

## 11. Application Processing

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

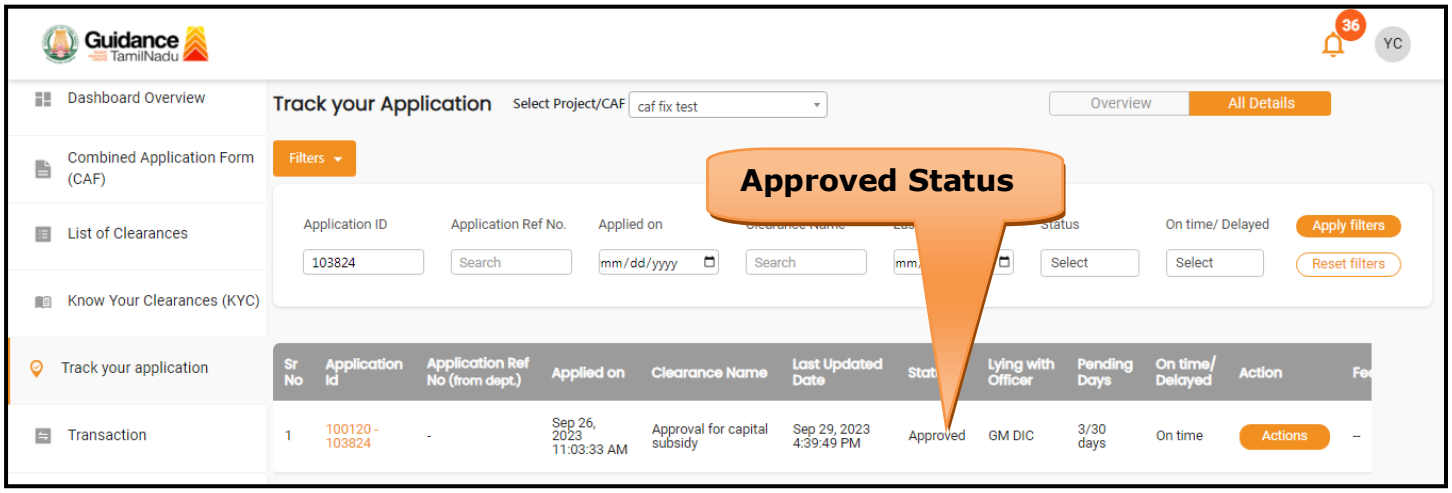


**Figure 30. Application Processed**

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).

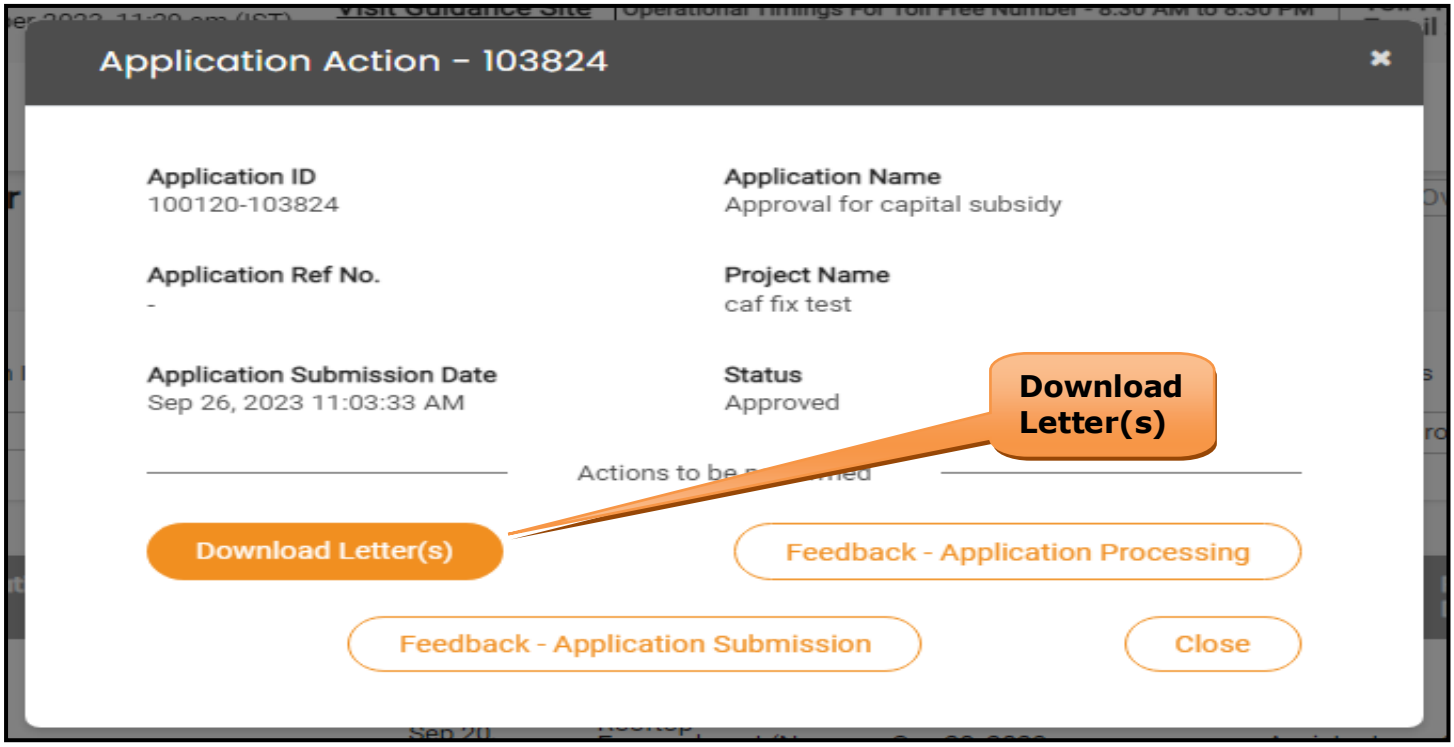


**Figure 31. Download Certificate**

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)

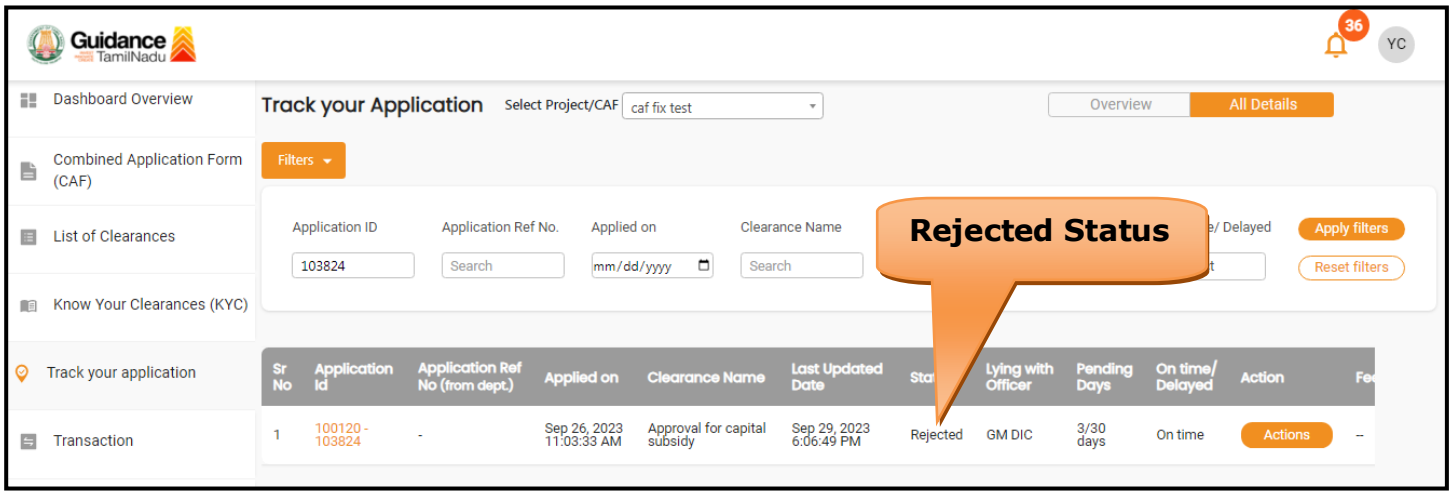


**Figure 32. Rejected Status**