



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Apply for New Entrepreneur-cum-Enterprise
Development Scheme (NEEDS)**

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

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

**Toll free number
and Mail Id**



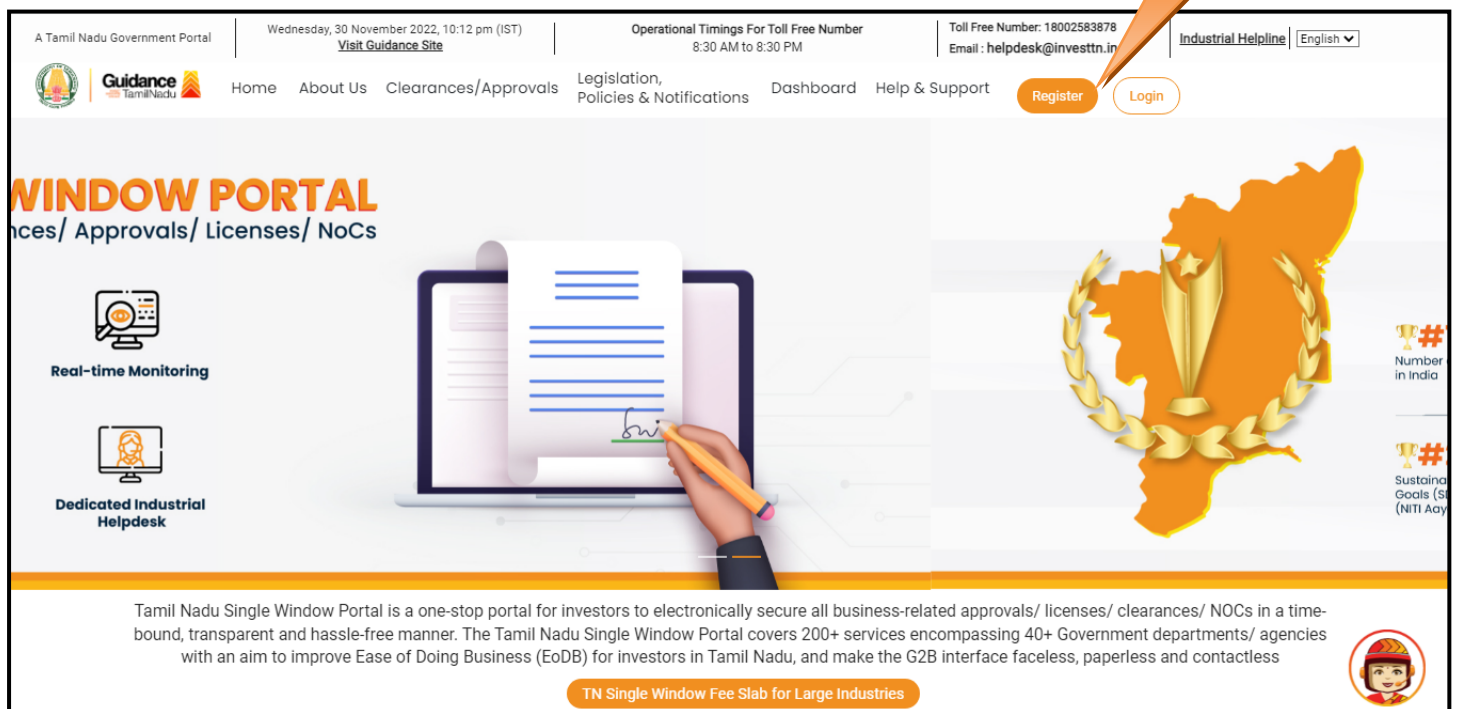
Figure 1. Single Window Portal Home Page

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

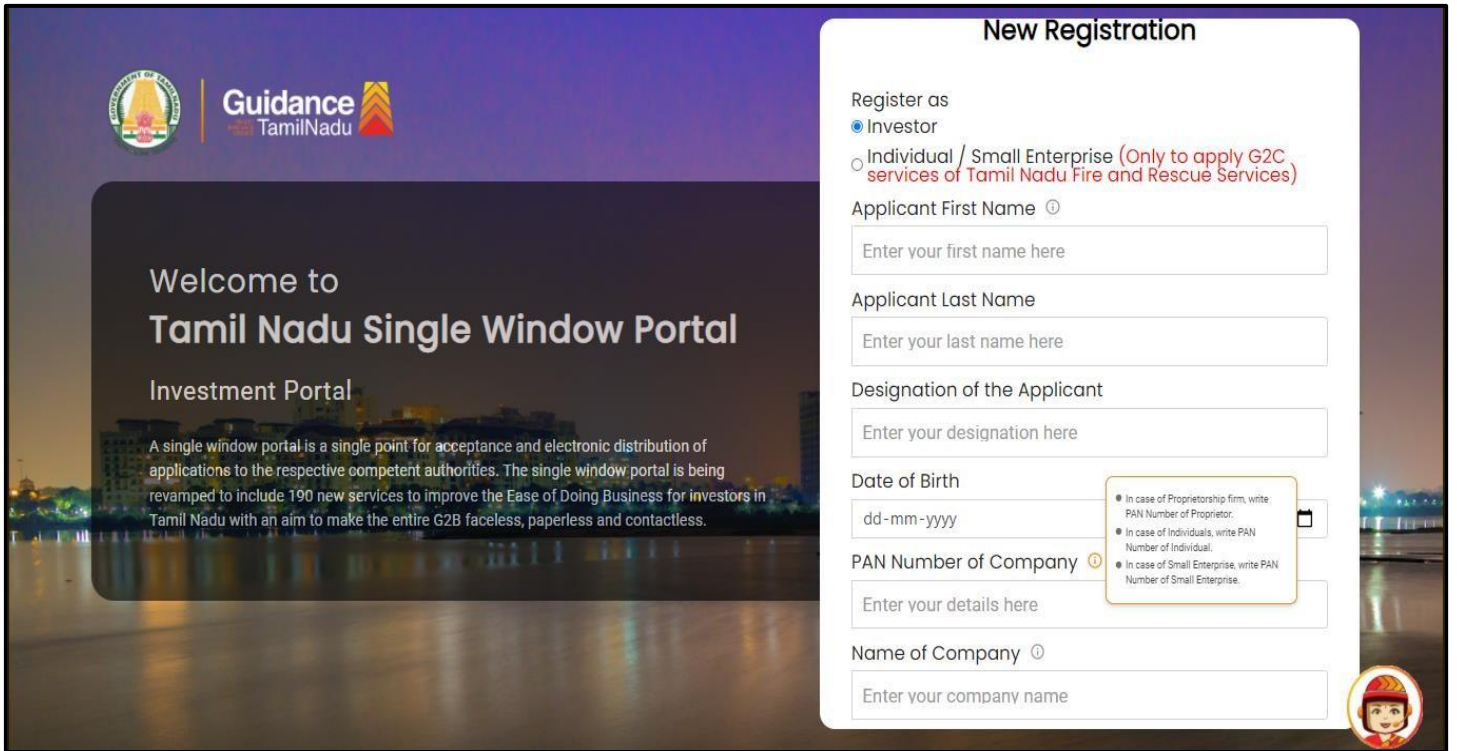
Real-time Monitoring
Dedicated Industrial Helpdesk

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

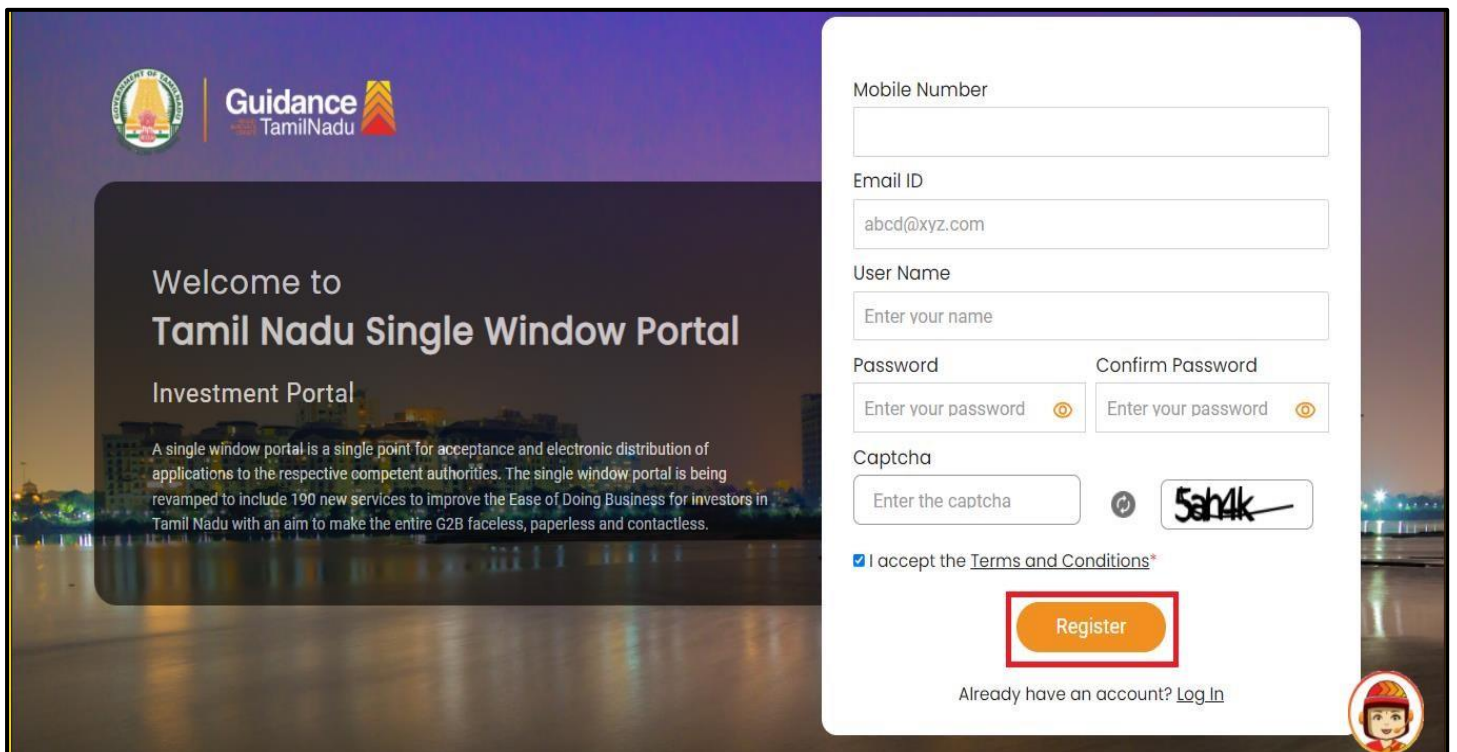
Date of Birth

- 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
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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.

- **Mobile Number Verification**

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

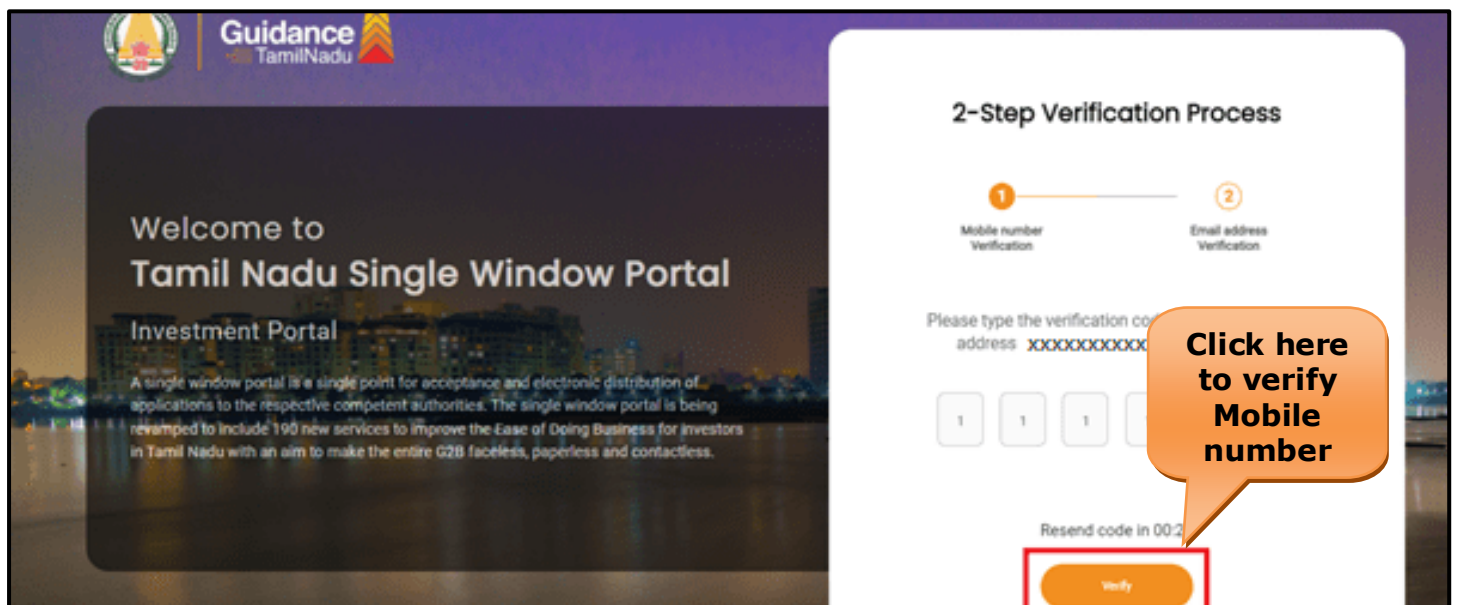


Figure 5. Mobile Number Verification

o **Email ID Verification**

- 1) For verifying the Email ID, the verification code will be sent to the given Email ID.

- 2) Enter the verification code and click on the **'Verify'** button.

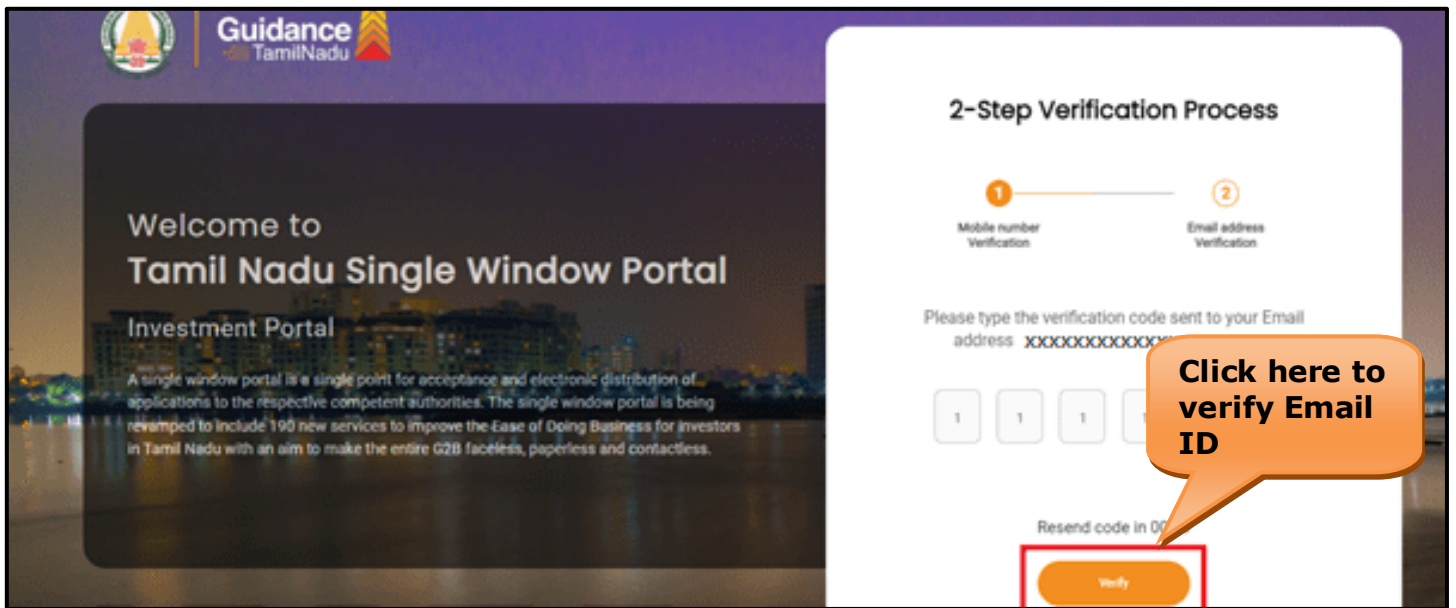


Figure 6. Email ID Verification

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

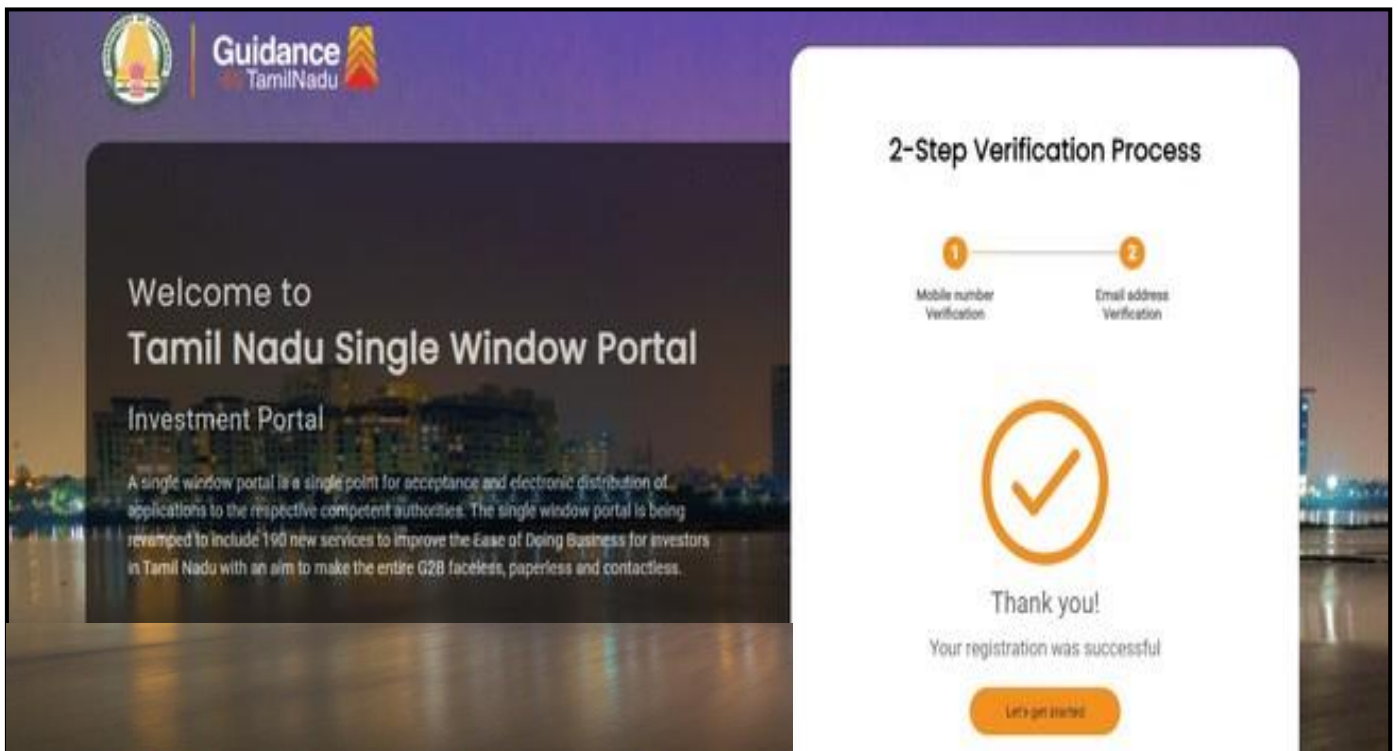


Figure 7. Registration Confirmation Pop-Up

4. Login

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

Login to TNSWP



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.

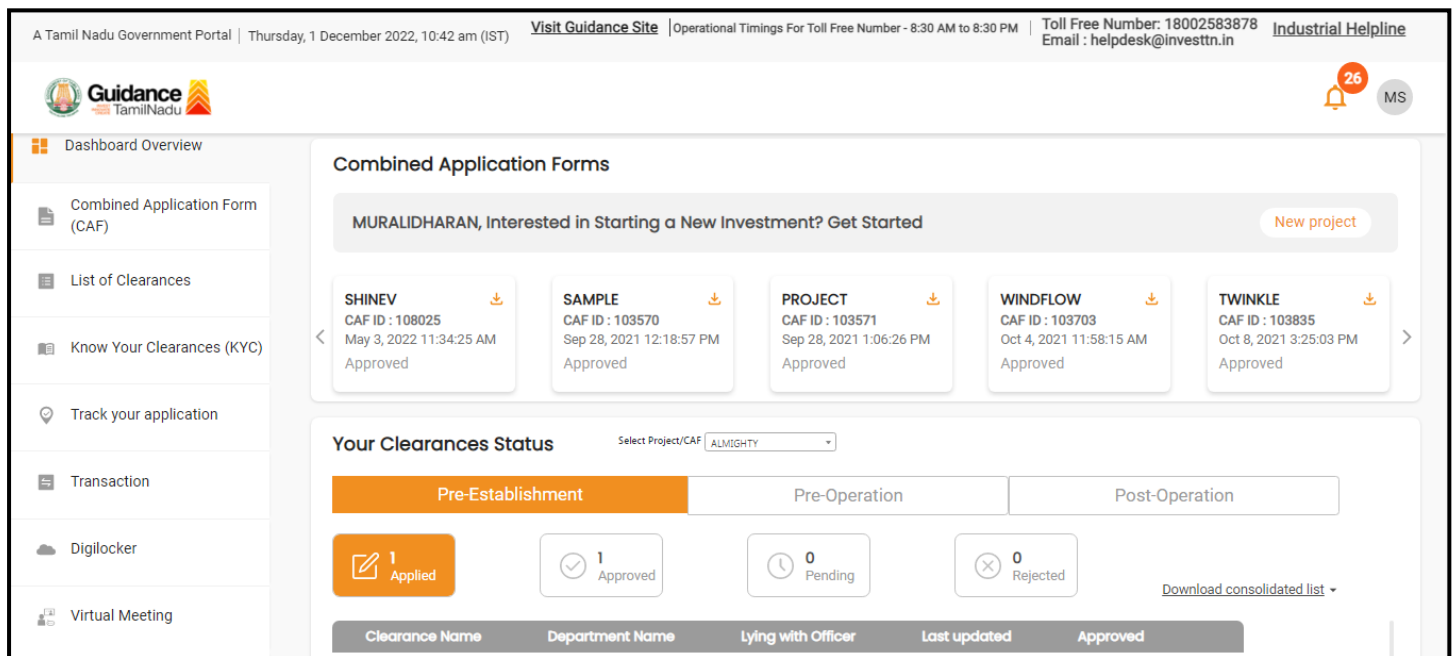


Figure 9. Dashboard Overview

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 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.

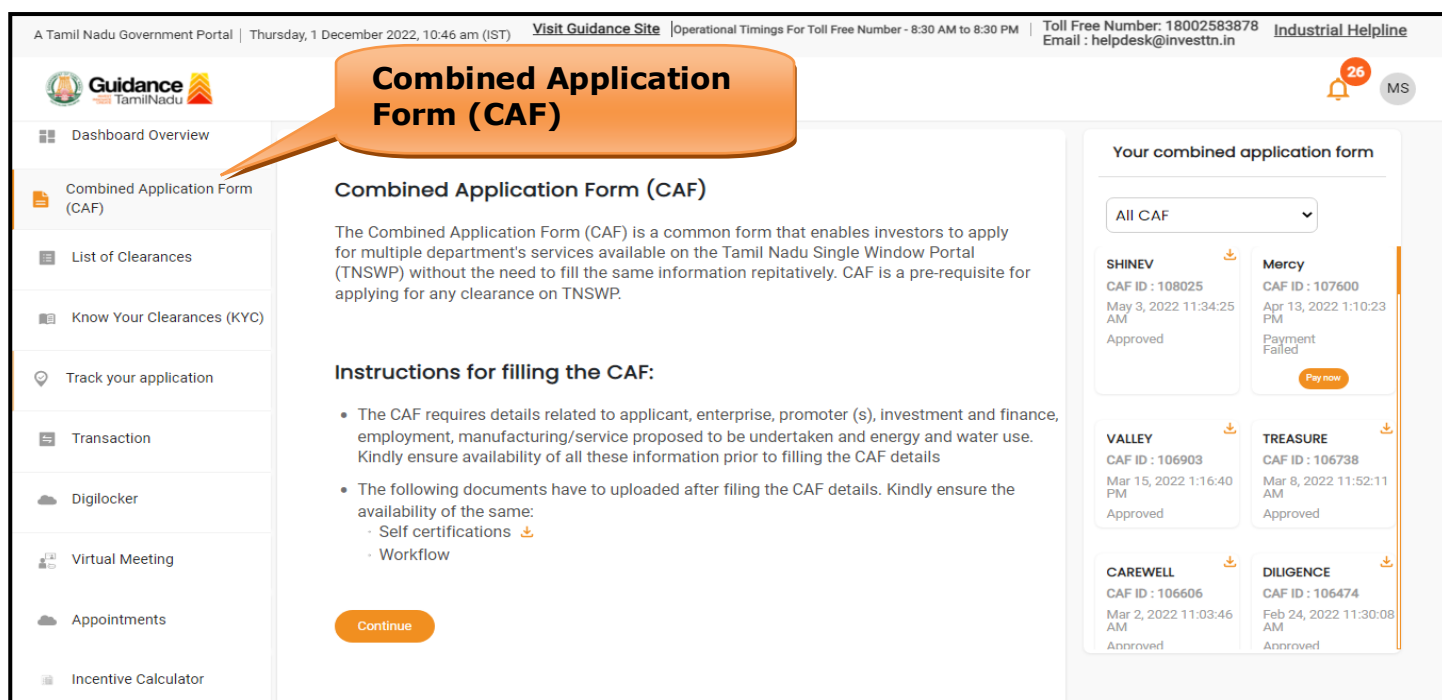


Figure 10. Combined Application Form (CAF)

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).

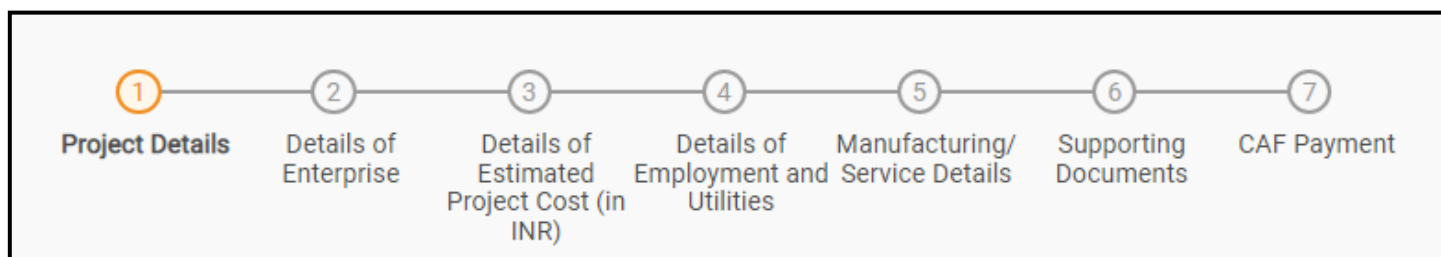


Figure 11. Section of Combined Application Form (CAF)

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).

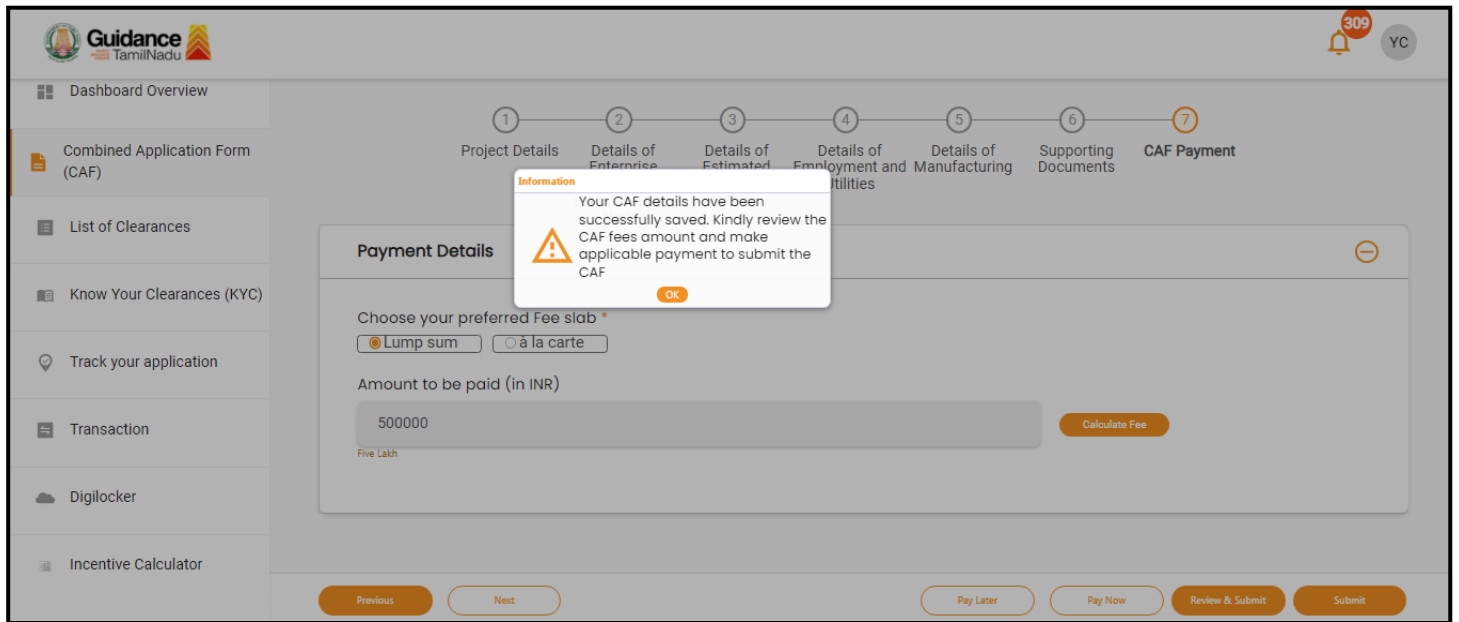


Figure 12. Combined Application Form (CAF) - Confirmation Message

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 Apply for New Entrepreneur-cum-Enterprise Development Scheme (NEEDS)

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 ‘Pre- Establishment Stage Clearance’ and find the clearance ‘Apply for New Entrepreneur-cum-Enterprise Development Scheme (NEEDS)’ by using Search option as shown in the figure given below.

Pre-Establishment Stage Clearance

Search for Clearance

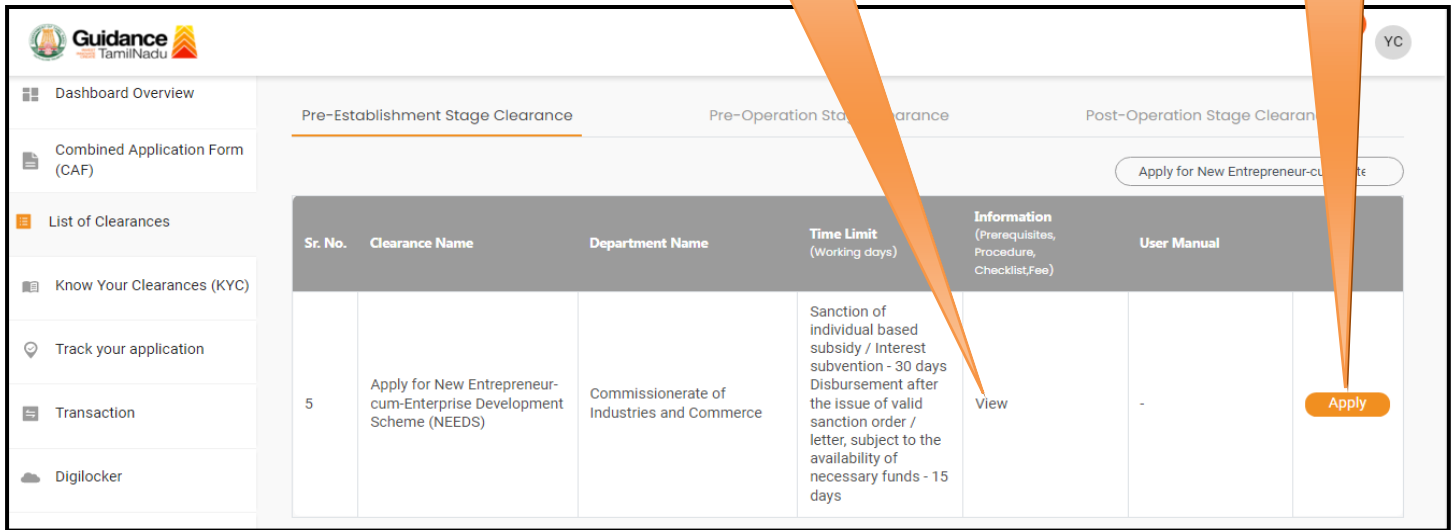
Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
5	Apply for New Entrepreneur-cum-Enterprise Development Scheme (NEEDS)	Commissionerate of Industries and Commerce	Sanction of individual based subsidy / Interest subvention - 30 days Disbursement after the issue of valid sanction order / letter, subject to the availability of necessary funds - 15 days	View	-	Apply

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.

View Information

Apply for Clearance



The screenshot shows the 'List of Clearances' section of the Guidance TamilNadu portal. The table below is a representation of the data shown in the image:

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
5	Apply for New Entrepreneur-cum-Enterprise Development Scheme (NEEDS)	Commissionerate of Industries and Commerce	Sanction of individual based subsidy / Interest subvention - 30 days Disbursement after the issue of valid sanction order / letter, subject to the availability of necessary funds - 15 days	View	-

Callouts indicate that the 'View' button in the 'Information' column and the 'Apply' button in the 'User Manual' column are the actions to be taken.

Figure 15. Apply for Clearance

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

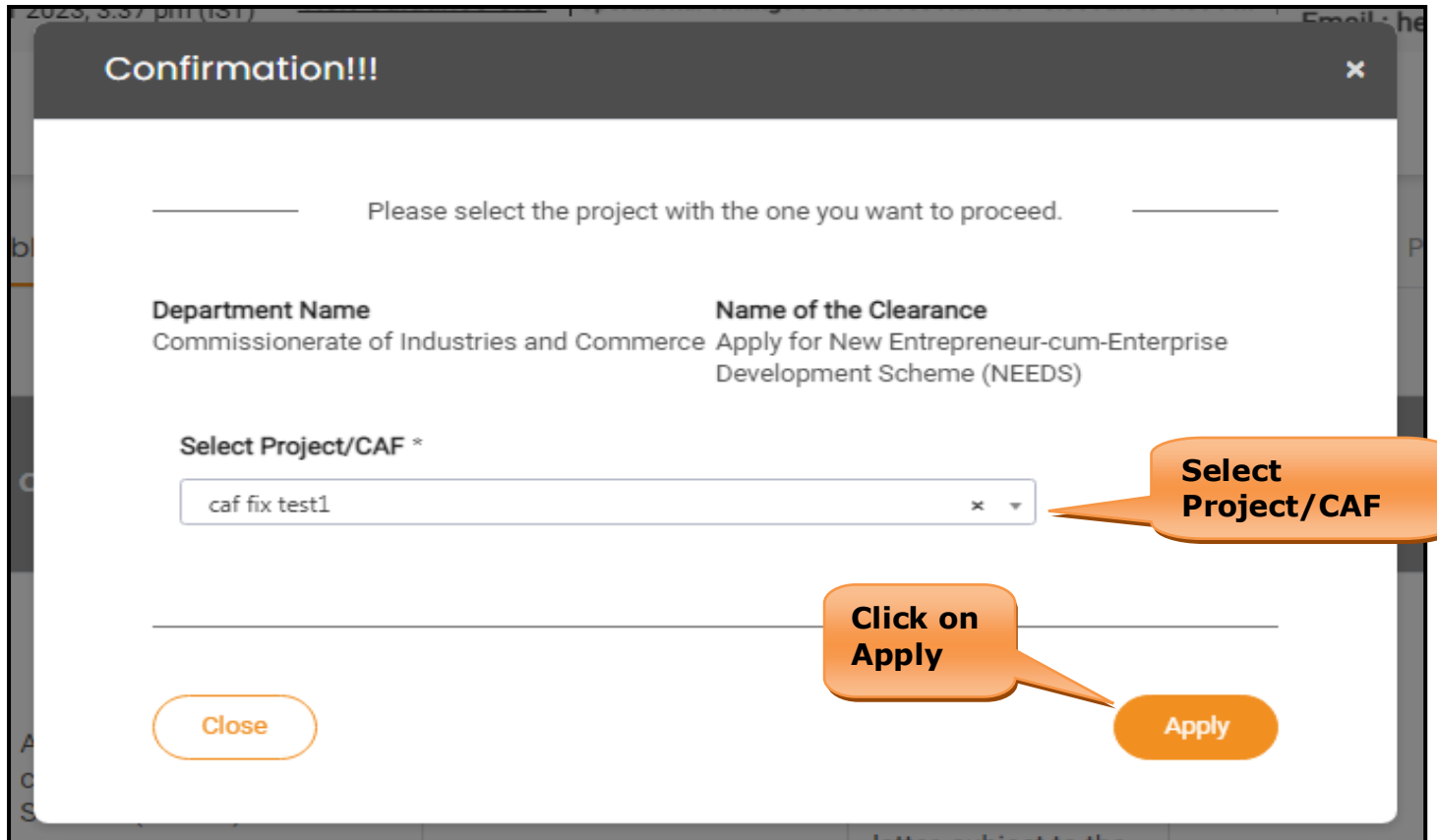


Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Apply for New Entrepreneur-cum-Enterprise Development Scheme (NEEDS).

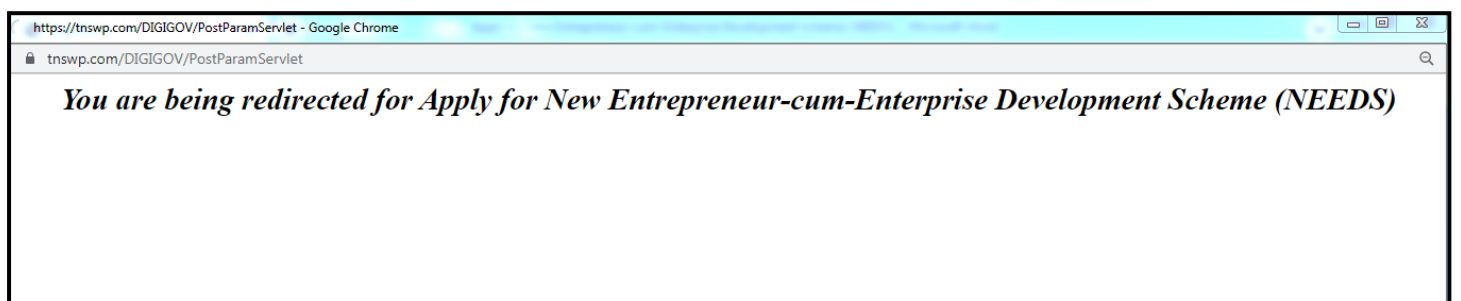


Figure 17. Redirecting to Apply for New Entrepreneur-cum-Enterprise Development Scheme (NEEDS)

msmeonline.tn.gov.in/needs/needs_application_without_upload_mig.php

English

உங்கள் கவனத்திற்கு

புதிய தொழில் முனைவோர் மற்றும் தொழில் நிறுவன மேம்பாட்டு திட்டத்தின் கீழ் (NEEDS) மானியத்துடன் கூடிய கடனுதவி பெற (முதல் தலைமுறை தொழில் முனைவோராக இருத்தல் வேண்டும்)

கல்வித்தகுதி	பட்டப்படிப்பு / பட்டயப்படிப்பு / ஐடிஐ / அங்கீகரிக்கப்பட்ட நிறுவனங்கள் மூலம் தொழில்சார் பயிற்சி பெற்று இருத்தல் வேண்டும்	
குடும்ப ஆண்டு வருமானம்	உச்ச வரம்பு ஏதுமில்லை	
வயது வரம்பு	குறைந்தபட்சம்	21 வயது
	அதிகபட்சம் பொது பிரிவினருக்கு	35 வயது
	சிறப்பு பிரிவினருக்கு (தாழ்த்தப்பட்டோர் / பழங்குடியினர் / பிற்படுத்தப்பட்டோர் / மிகவும் பிற்படுத்தப்பட்டோர் / சிறுபான்மையினர் / முன்னாள் ராணுவத்தினர் / மாற்றுத்திறனாளிகள் / திருநங்கையர்) (SC/ST/BC/MBC/Minorities/Women/Ex-Serviceman/Differently-abled/Transgender)	45 வயது

இத்திட்டத்தின் கீழ் கடனுதவி பெற இயலாத தொழில்கள்-CLICK HERE

இத்தகவலை படித்து புரிந்து கொண்டேன்.

Next Home

Click on 'Next'

msmeonline.tn.gov.in/needs/needs_application_without_upload_mig.php#

உங்கள் கவனத்திற்கு

புதிய தொழில் முனைவோர் மற்றும் தொழில் நிறுவன மேம்பாட்டு திட்டத்தின் கீழ் பயன்பெற இணையதளத்தின் மூலம் விண்ணப்பிக்கும் முறை

ஆன்லைன் விண்ணப்ப படிவத்தை பூர்த்தி செய்வதற்கு முன் கீழ்க்கண்ட ஆவணங்களை உரிய வடிவ அளவில் கொடுக்கப்பட்டுள்ள பைல் அளவுக்கு மிகாமல் ஸ்கேன் செய்து கொள்ளவும்.

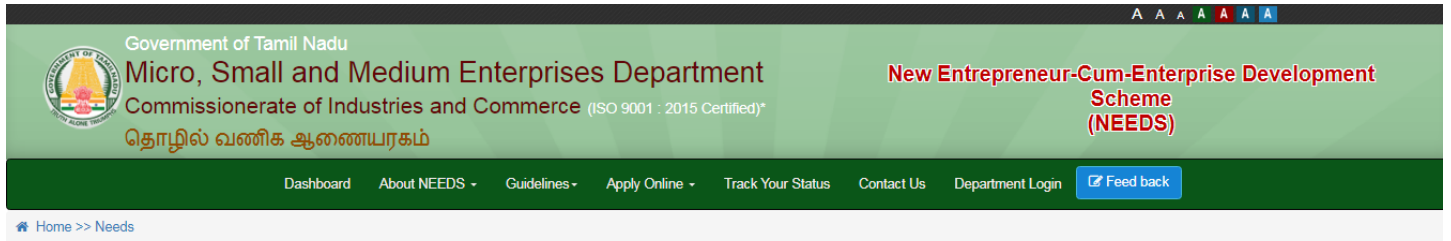
பதிவேற்றம் செய்யப்பட வேண்டிய ஆவணங்கள் - CLICK HERE

- ஆன்லைன் விண்ணப்ப படிவத்தை சரியான விவரங்களுடன் பூர்த்தி செய்யவும்.
- "Details of Entrepreneur" மற்றும் "Unit details" விவரங்களை பூர்த்தி செய்தபின் போட்டோவை upload செய்யவும் பின்னர் திரையின் கீழ் உள்ள "Proceed" பட்டனை அழுத்தவும்.
- தற்பொழுது திரையில் தோன்றும் "reference Number" யை குறித்துக்கொண்டு close பட்டனை அழுத்தவும்.
- Documents upload செய்தபின் அவற்றை view வசதியை உபயோகித்து சரிபார்த்தபின் திரையின் கீழ் உள்ள சதுரத்தில் Tick Mark செய்யவும் செய்தபின் தோன்றும் Submit Application பட்டனை அழுத்தவும்.
- தற்பொழுது generate ஆகும் விண்ணப்ப படிவம் மற்றும் இதர ஆவணங்களை பிரின்ட் செய்து கொள்ளவும்.
- தங்களது விண்ணப்பம் ஆன்லைன் மூலம் சம்மந்தப்பட்ட மாவட்டத்தை சார்ந்த அலுவலகத்திற்கு சமர்ப்பிக்கப்பட்டதற்கான குறுச்செய்தி தங்களது கைபேசிக்கு வரும்.
- மாவட்ட தொழில் மைய அலுவலகத்திற்கு நேரில் சென்றோ, தபால் மூலமாகவோ விண்ணப்ப நகல் ஏதும் சமர்ப்பிக்கத் தேவையில்லை. ஆன்லைனில் பதிவு செய்த விவரம் மற்றும் பதிவேற்றம் செய்த ஆவணங்களே போதுமானதாகும்.
- மாவட்ட தொழில் மைய / மண்டல இணை இயக்குநர், சென்னை அலுவலகத்திலிருந்து நேர்முகத்தேர்விற்கான அழைப்பு கடிதம் பெறப்பட்டவுடன் நேர்முகத்தேர்வில் கலந்துகொள்ளும்பொழுது அனைத்து அசல் ஆவணங்களையும் சரிபார்க்க சமர்ப்பிக்க வேண்டும். மேலும் கீழ்க்கண்ட ஆவணங்களையும் மாவட்ட தொழில் மையத்தில் நேர்முகத் தேர்வின்பொழுது சமர்ப்பிக்க வேண்டும்.
 - கையொப்பமிட்ட விண்ணப்பம் (வரிசை எண் 6 -இல் குறிப்பிடப்பட்டுள்ள, ஆன்லைன் மூலம் generate ஆகும் விண்ணப்பம்).
 - உறுதிமொழி பத்திரம் மாதிரி படிவத்தில் உள்ளவாறு ரூ. 20/- மதிப்பிலான முத்திரைத்தாளில் தட்டச்சு செய்து நோட்டரி பள்ளிக்கிடம் கையொப்பம் பெறப்பட்டது அசல் மற்றும் ஒரு நகல்.
- விண்ணப்ப படிவத்துடன் generate ஆகும் NEEDS திட்டத்தின் கீழ் தமிழக அரசு வழங்கும் மானியத்துடன் கடன் பெற்று தொழில் நிறுவனம் தொடங்குவது குறித்த செயல்முறை விளக்கப்படத்தின் மூலம் இத்திட்டம் செயல்படுத்தப்படும் முறை அறிந்து செயல்பட்டு பயனடையவும்.

இத்தகவலை படித்து புரிந்து கொண்டேன்.

Proceed Home

Click on 'Proceed'



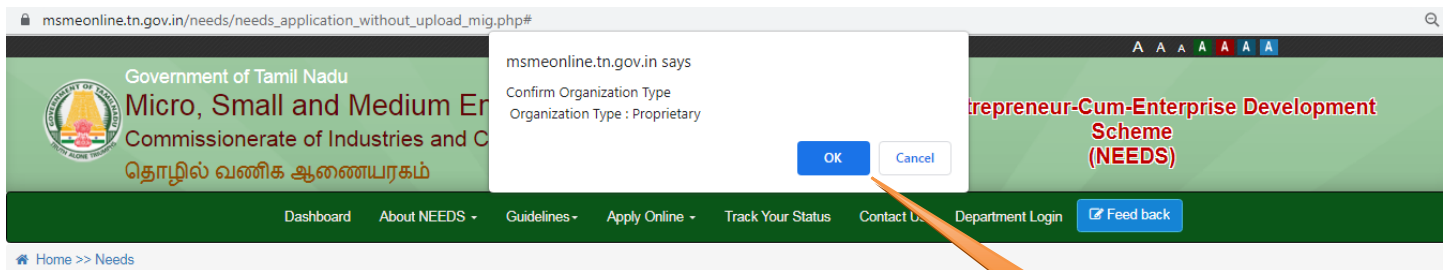
NEEDS - ONLINE APPLICATION FILING

APPLYING FOR THE FIRST TIME
Select the Organization Type to proceed with filing
Organization Type : Proprietary Partnership

ALREADY HAVE A REFERENCE NUMBER
Enter Reference Number (if you are unable to submit the application in your previous attempt)

*Ignore if applying for the first time

Select the Organization Type



Click on 'OK'

NEEDS - ONLINE APPLICATION FILING

APPLYING FOR THE FIRST TIME
Select the Organization Type to proceed with filing
Organization Type : Proprietary Partnership

ALREADY HAVE A REFERENCE NUMBER
Enter Reference Number (if you are unable to submit the application in your previous attempt)

*Ignore if applying for the first time

3) Enter all the mandatory details in the application.

Government of Tamil Nadu
Micro, Small and Medium Enterprises Department
 Commissionerate of Industries and Commerce (ISO 9001 : 2015 Certified)*
 தொழில் வணிக ஆணையரகம்

New Entrepreneur-Cum-Enterprise Development Scheme (NEEDS)

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NEEDS - ONLINE APPLICATION FORM

Details of the Entrepreneur

Details of the Entrepreneur

1. a) Name of the Applicant *		Initial		UPLOAD PHOTO HERE * (. JPEG format / Max size 50 KB) <input type="button" value="Choose File"/>
2. Sex *	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender			
3. Community *	--Select Community--			
4. Non-Resident Tamil Migrants *	<input type="radio"/> Yes <input type="radio"/> No			
4. Religion *	--Select Religion--			
5. a. Marital Status *	--Select--			
b. Differently abled person *	--Select--			
c. Ex-Serviceman *	--Select--			
6. Date of Birth *				
7. a) Father's Name*				
8. Communication Details				
a. Address				
		Permanent Address	Correspondence Address Click Here - If same as permanent address	
Door No *				
Street Name *				
Ward No				
Village/Area *				
District *	--Select District--		--Select District--	
Taluk *	--Select Taluk--		--Select Taluk--	
Pincode *				
Adhaar/Mobile / E-Mail Details				
b. Adhaar No				
c. Mobile No				
d. Email Id				
Mobile No: *	+91			
Alternative Mobile No:	+91			
9. Residing continuously for the last three years in Tamilnadu in the given above address from where loan is applied. * --Select--				
10. Qualification * (Atleast one Qualification has to be furnished)				
Educational Qualification		Course Details	Institution	Year of Passing
<input type="checkbox"/> Certificate obtained from ITI/ Vocational Training from recognized Institutions.				
<input type="checkbox"/> Diploma				
<input type="checkbox"/> Graduate/Post Graduate Degree				
11. EDP Training Undergone * <input type="radio"/> Yes <input type="radio"/> No				
12. Whether the applicant is presently employed? * <input type="radio"/> Yes <input type="radio"/> No				
13. whether Registered with Employment Exchange? * <input type="radio"/> Yes <input type="radio"/> No				
14. a. Father's Occupation*				
15. Previous experience in the line of activity * <input type="radio"/> Yes <input type="radio"/> No				
DOCUMENTS TO BE UPLOADED FOR PERSONAL BY				
*1. Proof of age-Transfer certificate/ Record Sheet issued by School/College (max. file size 200 kb)				
*2. Ration Card or if Ration card is not available Nativity certificate from the Thasildhar / Aadhar card xerox / Election voters identity card xerox (max. file size 200 kb)				
*3. Copy of Degree / Diploma / ITI certificate (max. file size 200 kb)				
*7. Copy of Work Permit Certificate				
*8. Copy of Visa				

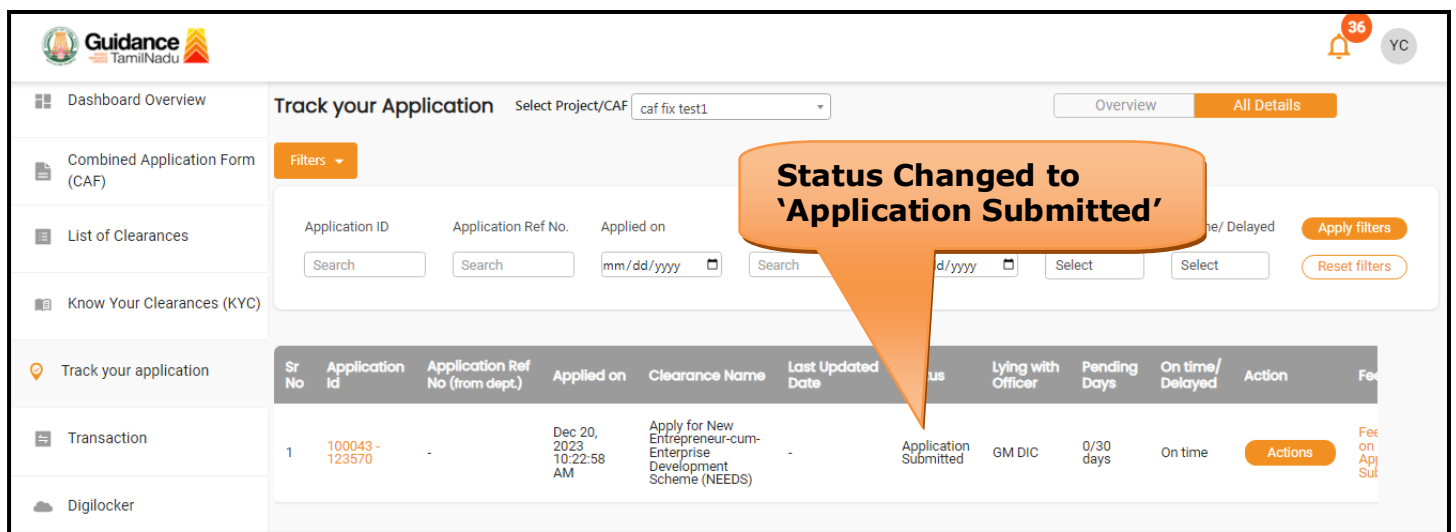
Proceed

Click on 'Proceed'

Figure 18. NEEDS Online Application

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**



The screenshot shows the 'Track your Application' page. The 'Status' column in the table is highlighted with an orange callout bubble containing the text 'Status Changed to Application Submitted'.

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fee
1	100043 - 123570	-	Dec 20, 2023 10:22:58 AM	Apply for New Entrepreneur-cum-Enterprise Development Scheme (NEEDS)	-	Application Submitted	GM DIC	0/30 days	On time	Actions	Fee on Appl Submitted

Figure 19. Status of the Application

8. Track Your Application

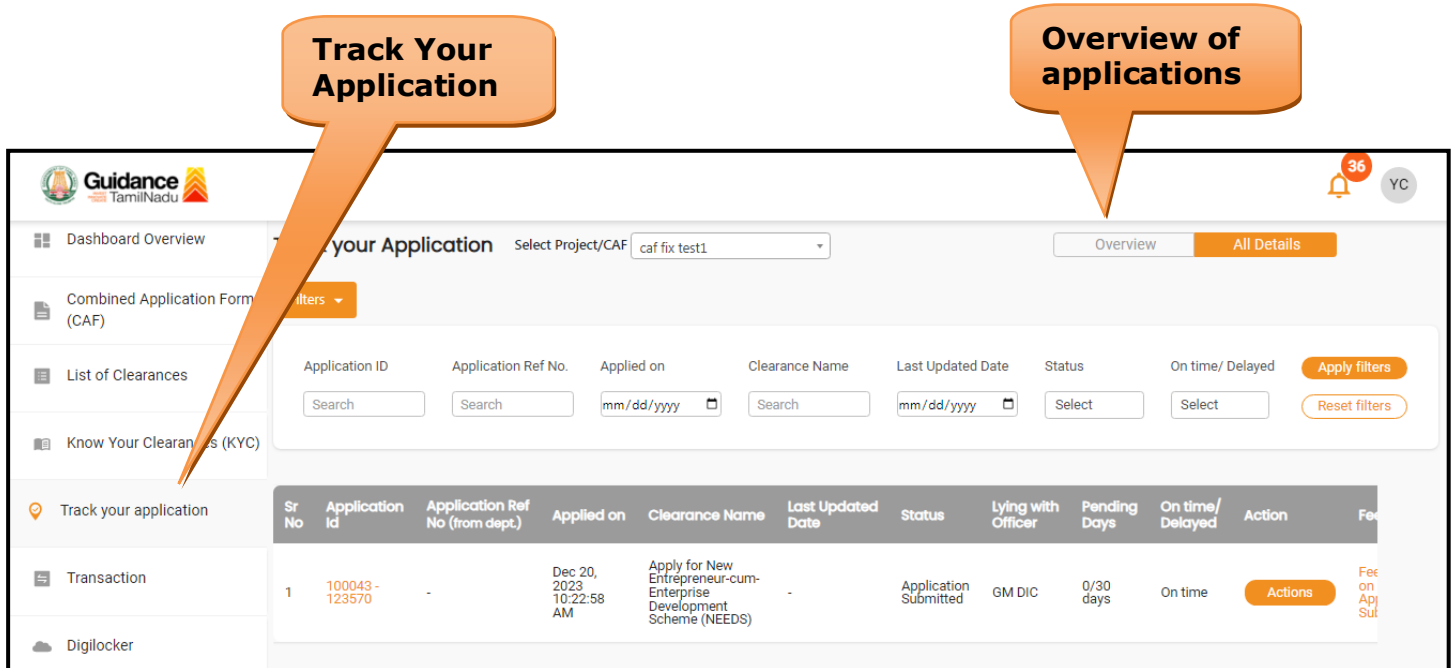
1) After submitting the application, unique 'token ID' would be generated. Using the '**Token ID**' the Applicant can track the status of clearances by clicking on 'Track your application' option.'

2) Applicant to choose the name of the project created during CAF from the dropdown '**Select Project / CAF**' displayed at the top of the page.

- **Track your application– Overview Option**

By clicking on 'Overview' tab, Applicant can view the count of various clearance statuses as follows.

- **Total Pending Clearances**
- **Total Approved Clearances**
- **Total Rejected Clearances**



Track Your Application

Overview of applications

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	100043-123570	-	Dec 20, 2023 10:22:58 AM	Apply for New Entrepreneur-cum-Enterprise Development Scheme (NEEDS)	-	Application Submitted	GM DIC	0/30 days	On time	Actions

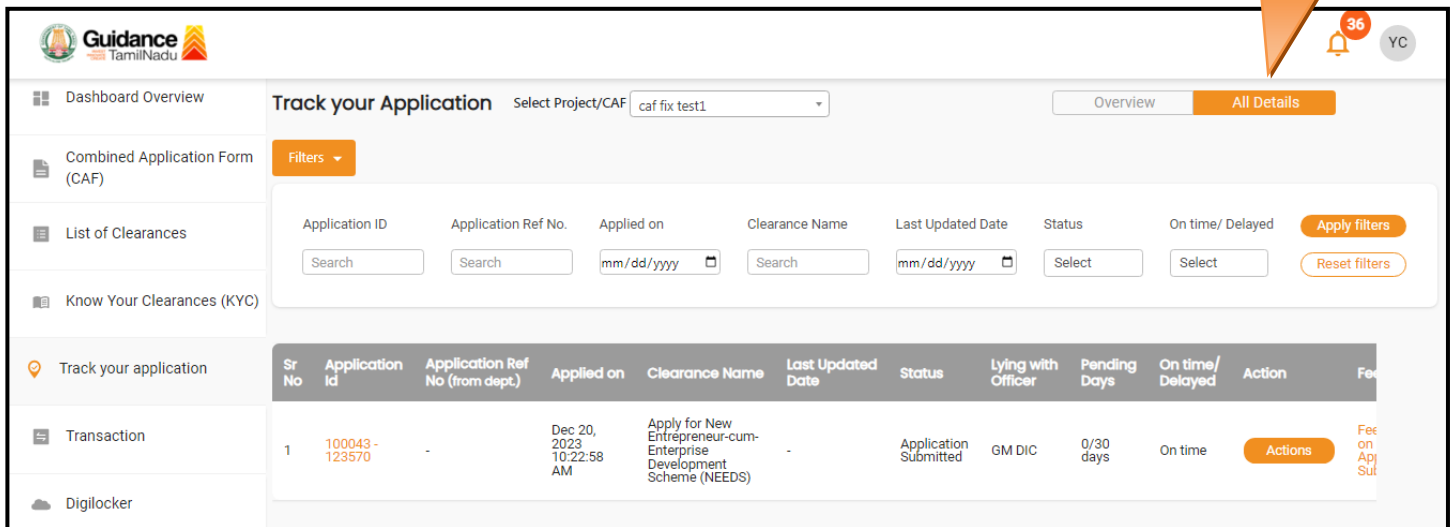
Figure 20. Track Your Application

- **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**

All Details Options

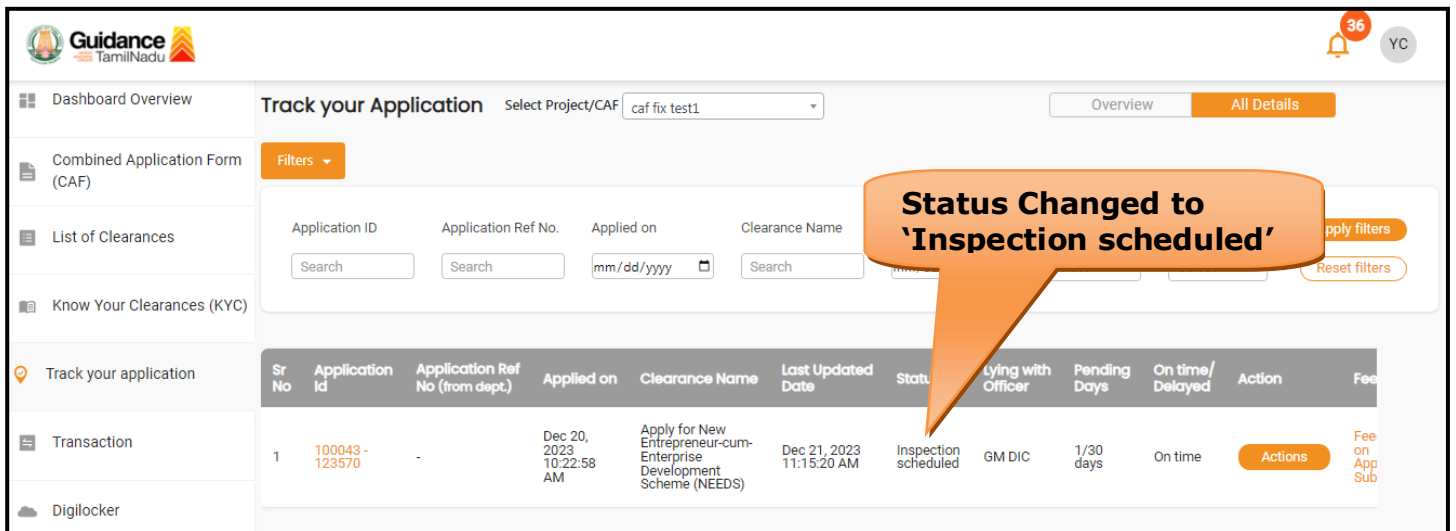


Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fee
1	100043 - 123570	-	Dec 20, 2023 10:22:58 AM	Apply for New Entrepreneur-cum-Enterprise Development Scheme (NEEDS)	-	Application Submitted	GM DIC	0/30 days	On time	Actions	Fee on Apr 30

Figure 21. ‘All Details’ tab

9. Inspection Schedule

- 1) The GM DIC schedules the date of appointment for inspection to be done for the specified institution.
- 2) After the Inspection gets completed, the GM DIC 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 application details are as follows:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fee
1	100043-123570	-	Dec 20, 2023 10:22:58 AM	Apply for New Entrepreneur-cum-Enterprise Development Scheme (NEEDS)	Dec 21, 2023 11:15:20 AM	Inspection scheduled	GM DIC	1/30 days	On time	Actions	Fee on App Sub

Figure 12. Inspection Scheduled

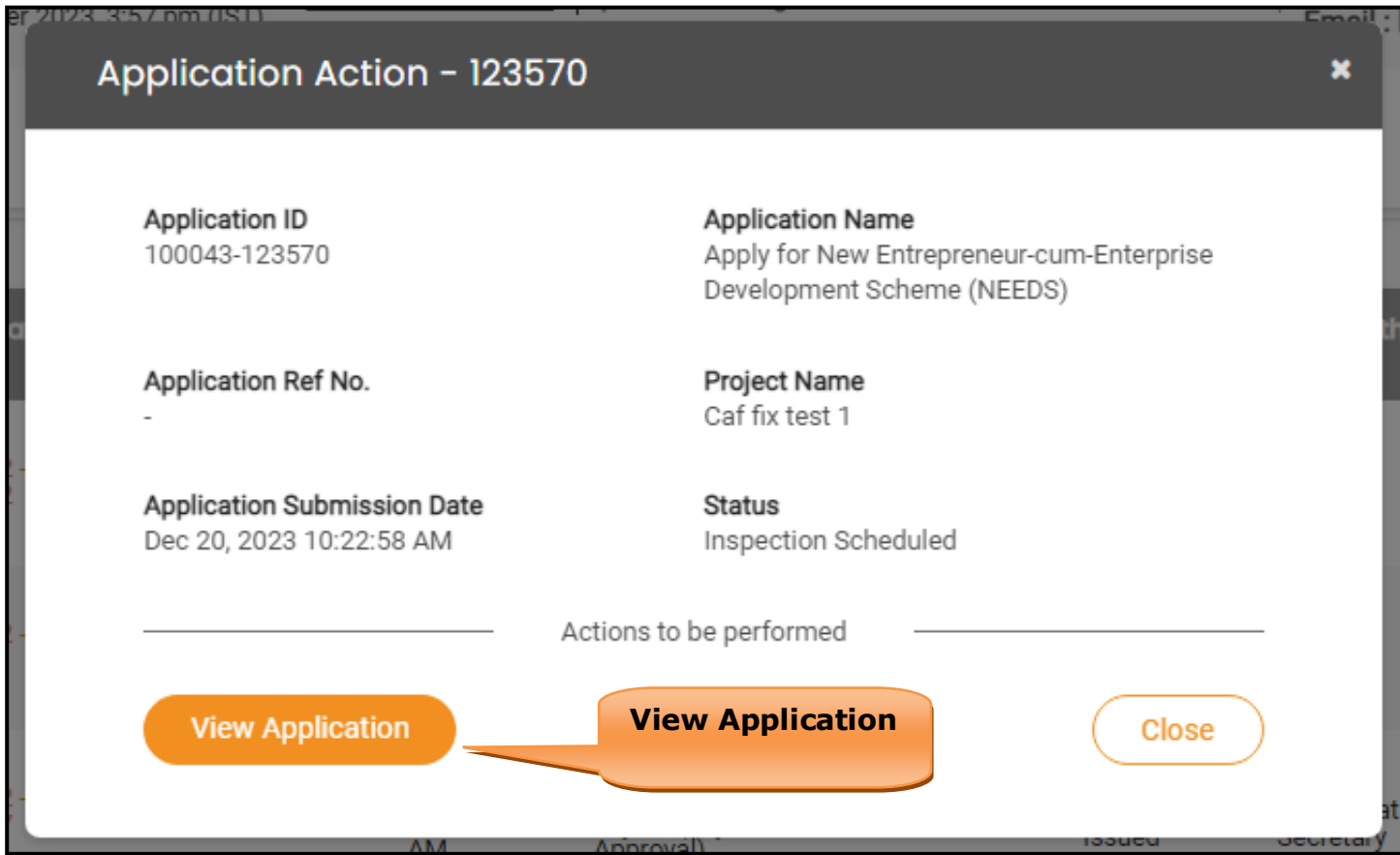


Figure 23. View Application

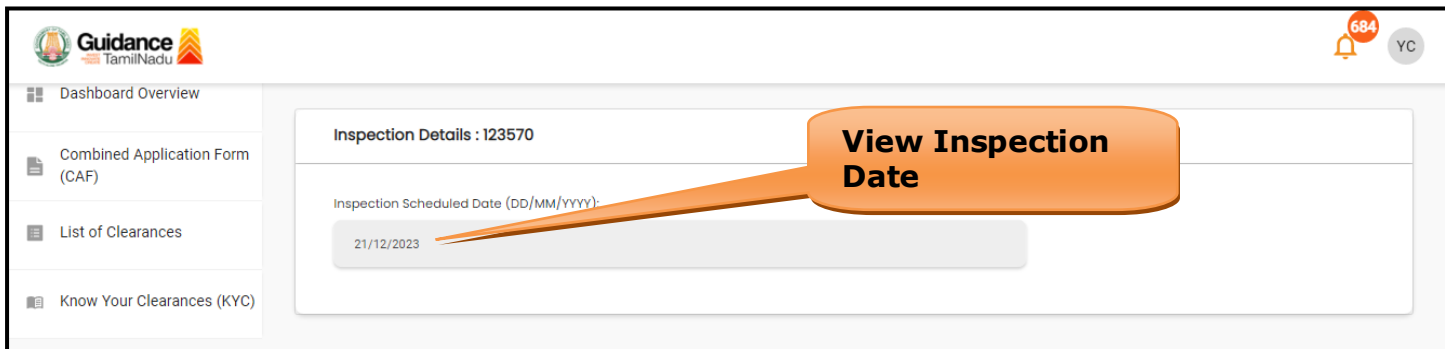
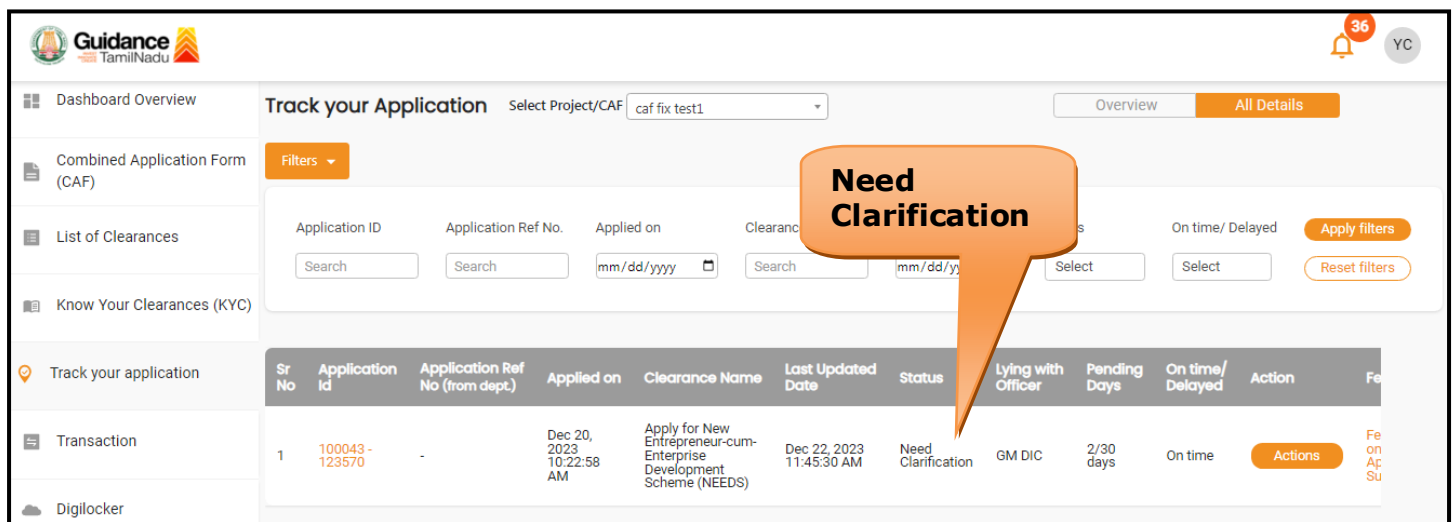


Figure 24. View Inspection Details (Contd.)

10. Query Clarification

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



The screenshot shows the 'Track your Application' page. At the top, there's a search bar for 'Project/CAF' with the value 'caf fix test1'. Below this are filter options for 'Application ID', 'Application Ref No.', 'Applied on', 'Clearance Name', 'Last Updated Date', 'Status', 'Lying with Officer', 'Pending Days', and 'On time/ Delayed'. A table lists application details, with a callout bubble pointing to the 'Status' column of the first row.

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100043 - 123570	-	Dec 20, 2023 10:22:58 AM	Apply for New Entrepreneur-cum-Enterprise Development Scheme (NEEDS)	Dec 22, 2023 11:45:30 AM	Need Clarification	GM DIC	2/30 days	On time	Actions

Figure 25. Need Clarification



Figure 26. 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.

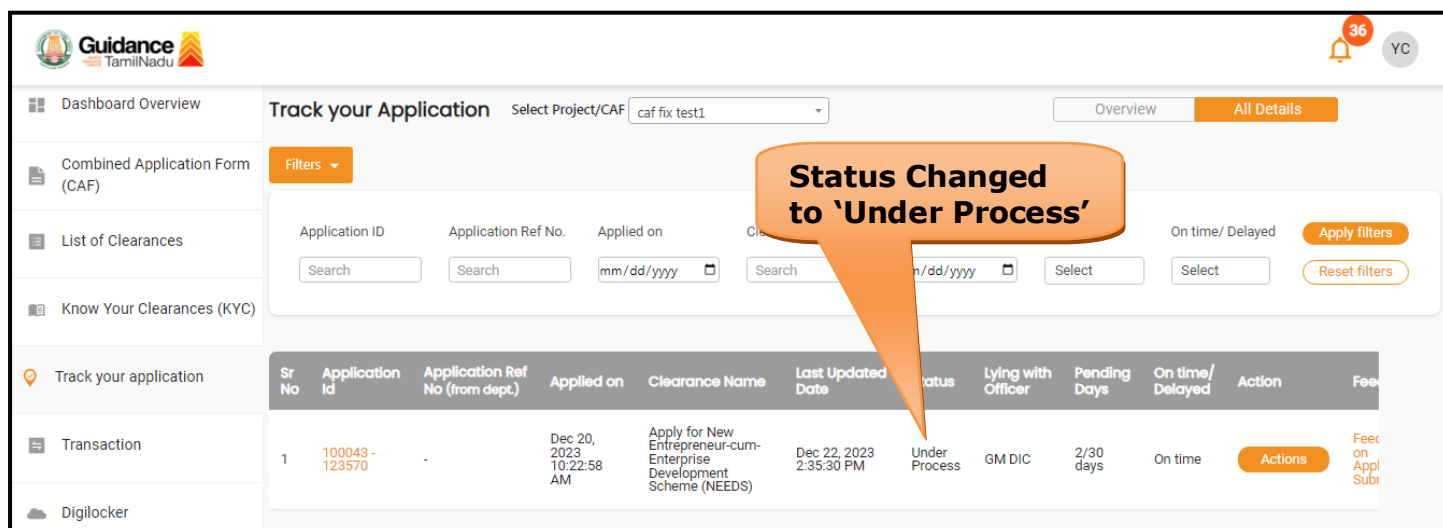


Figure 27. Under Process

Update Bank Details

The screenshot shows the 'Track your Application' page with a search filter set to 'caf fix test1'. A callout bubble points to the 'Status' column of the application table, which now reads 'Update Bank 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	Fee
1	100043 - 123570	-	Dec 20, 2023 10:22:58 AM	Apply for New Entrepreneur-cum-Enterprise Development Scheme (NEEDS)	Dec 23, 2023 4:35:30 PM	Update Bank Details	-	3/30 days	On time	Actions	Fee on Appl Subr

Figure 28. Update Bank Details

11. Application Processing

1) The Bank Manager scrutinizes and reviews the application and updates the status as **“Approved or Rejected”**.

The screenshot shows the 'Track your Application' page with a search filter set to 'caf fix test1'. A callout bubble points to the 'Status' column of the application table, which now reads 'Provisional Sanction letter'.

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fee
1	100043 - 123570	-	Dec 20, 2023 10:22:58 AM	Apply for New Entrepreneur-cum-Enterprise Development Scheme (NEEDS)	Dec 23, 2023 5:35:30 PM	Provisional Sanction letter	Bank Manager	3/30 days	On time	Actions	Fee on Appl Subr

Figure 29. Application Processed

2) If the application is '**Approved**' by Bank Manager, the applicant can download the Certificate under **Track your application – > Action button -> Download Letter** (Refer Figure 30)

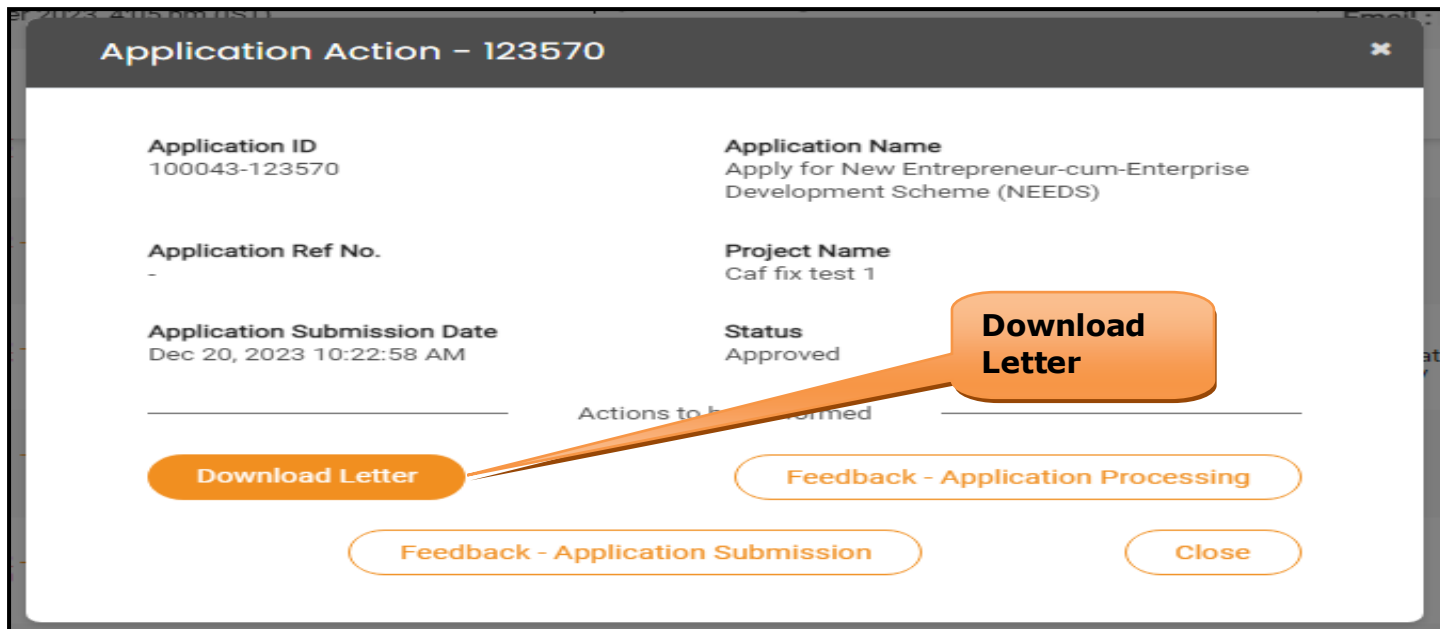


Figure 30. Download Certificate

3) If the application is '**Rejected**' by GM 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 31)

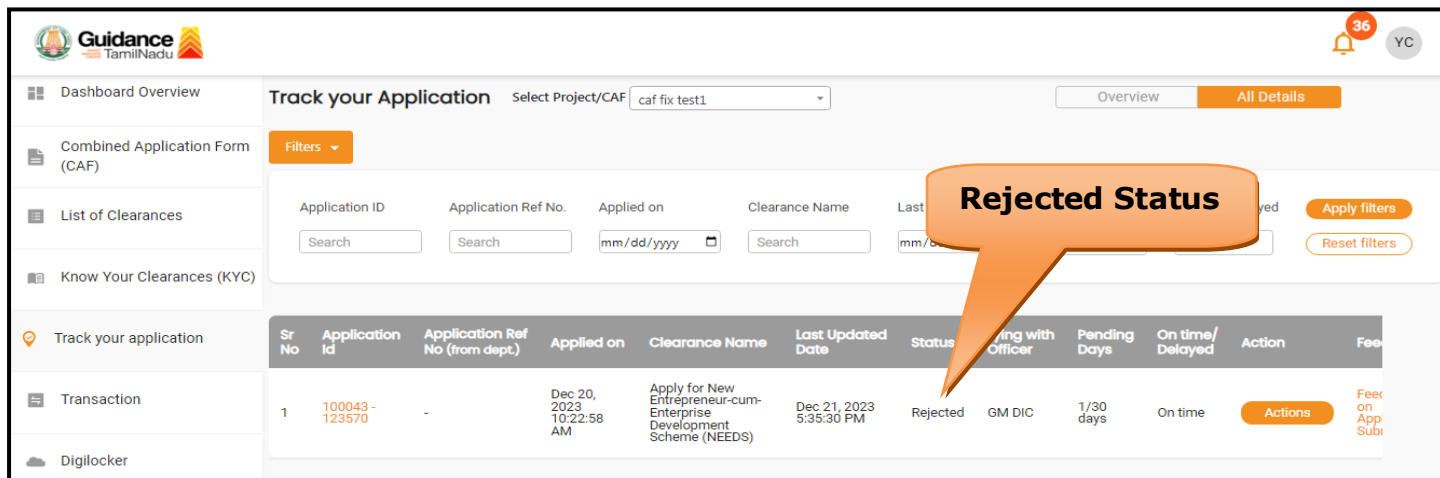


Figure 31. Rejected Status