



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Apply for Unemployed Youth Employment Generation
Programme (UYEGP)**

**Commissionerate of Industries and
Commerce**

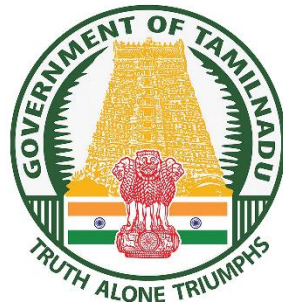


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1. Home Page

- 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**

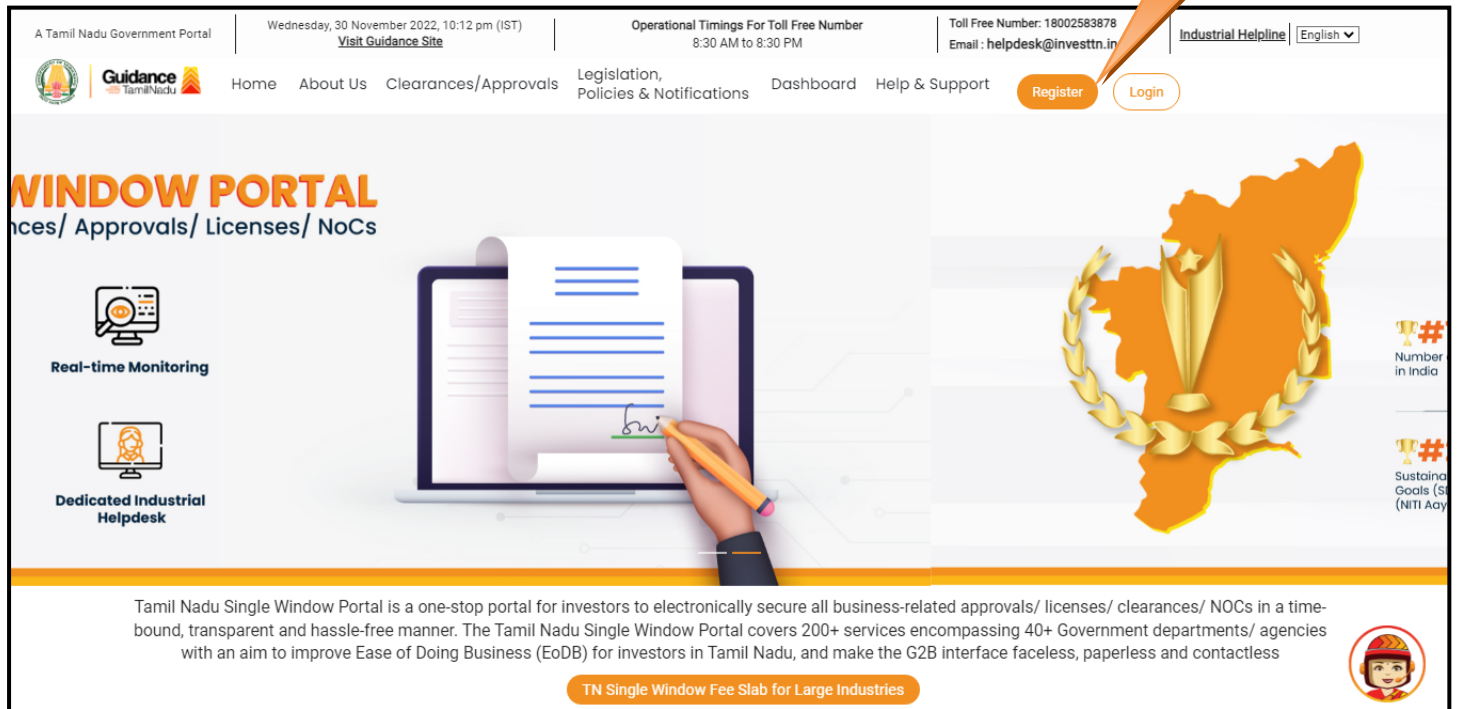
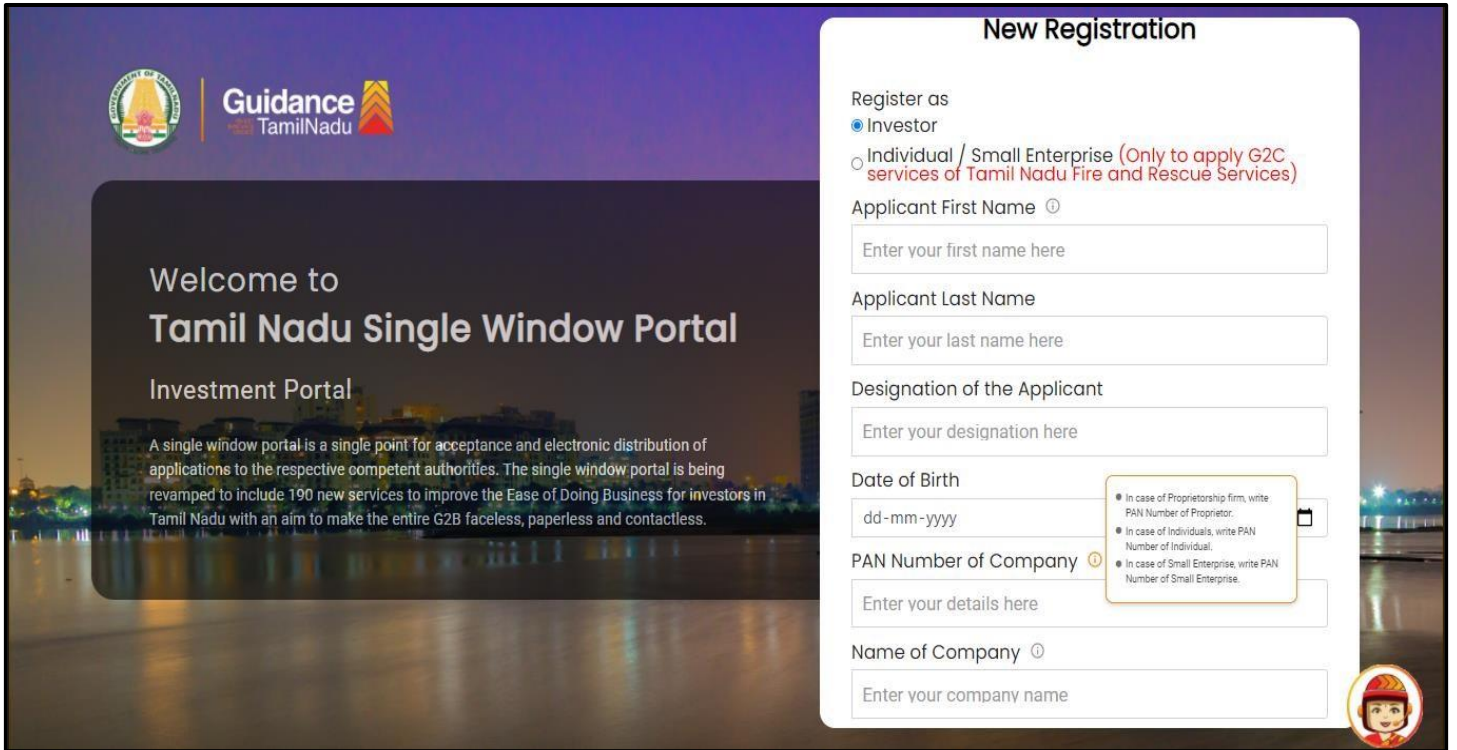



Figure 2. Register

- 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.





Guidance
TamilNadu

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

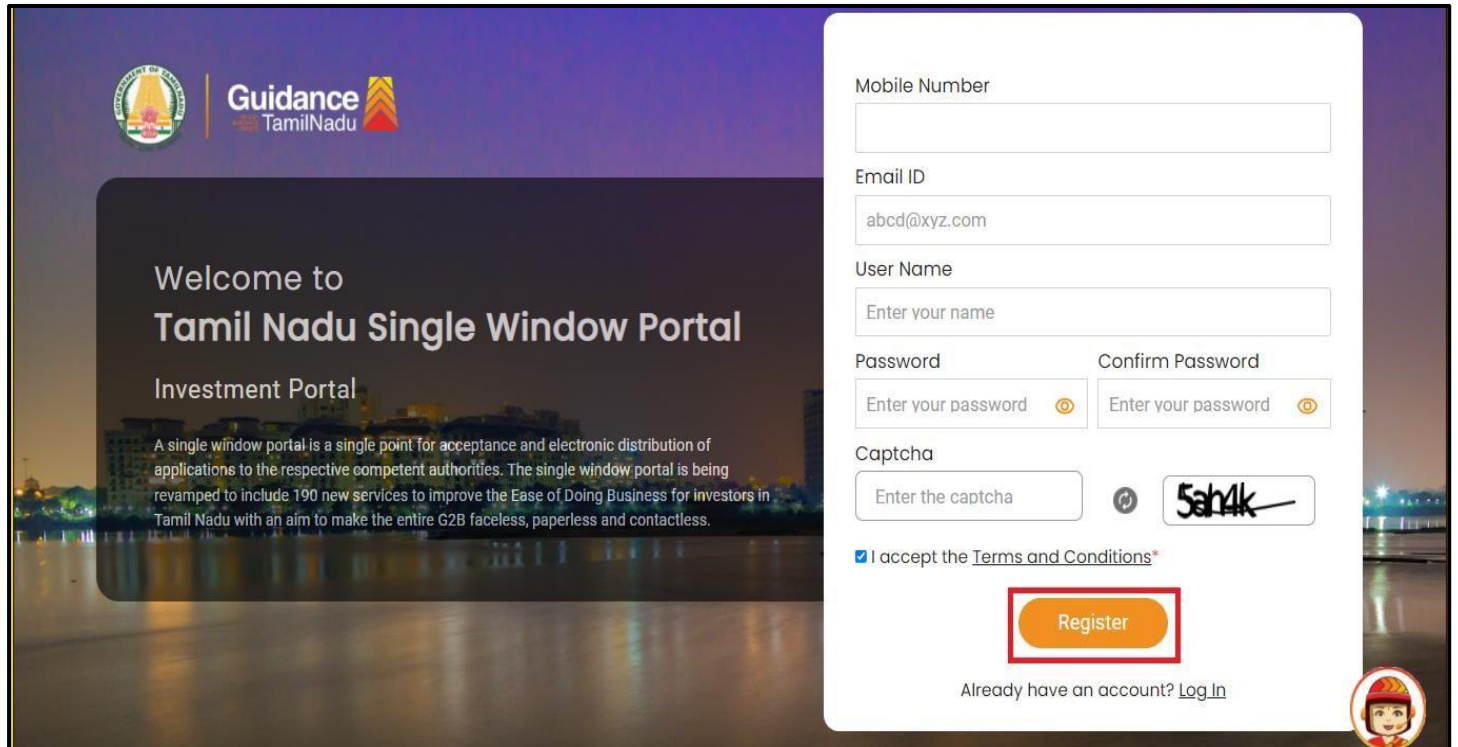
Designation of the Applicant


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





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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.

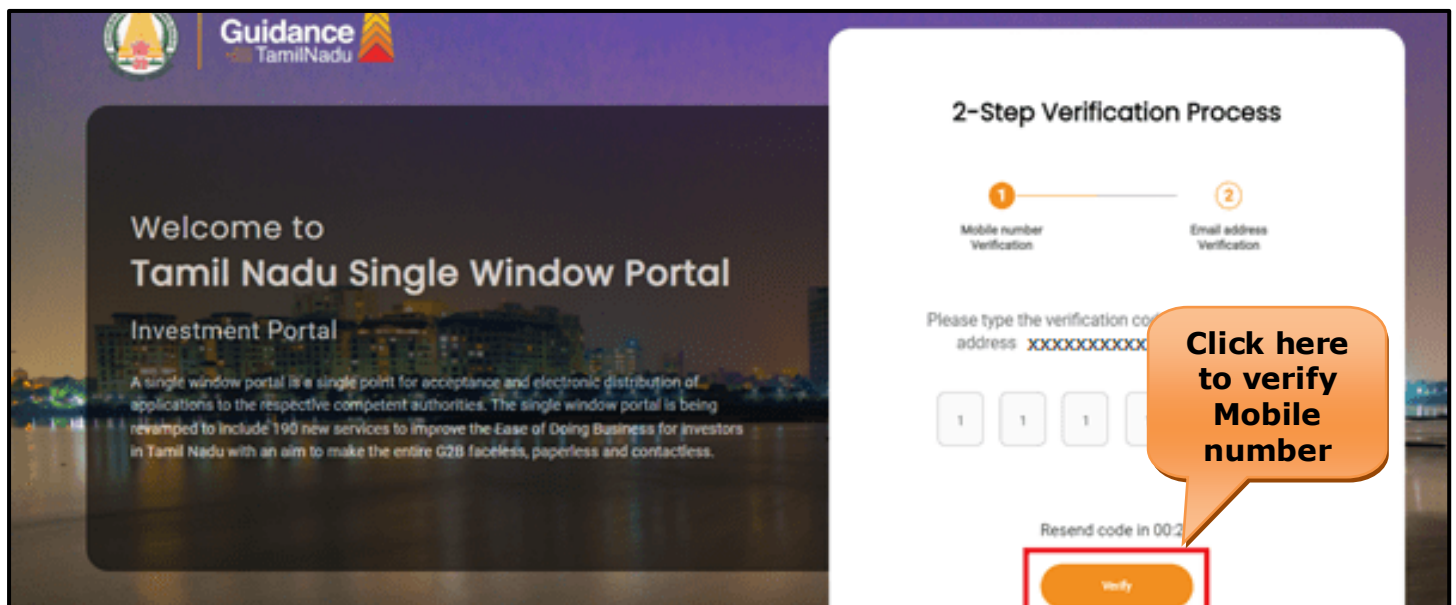


Figure 5. Mobile Number Verification

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.

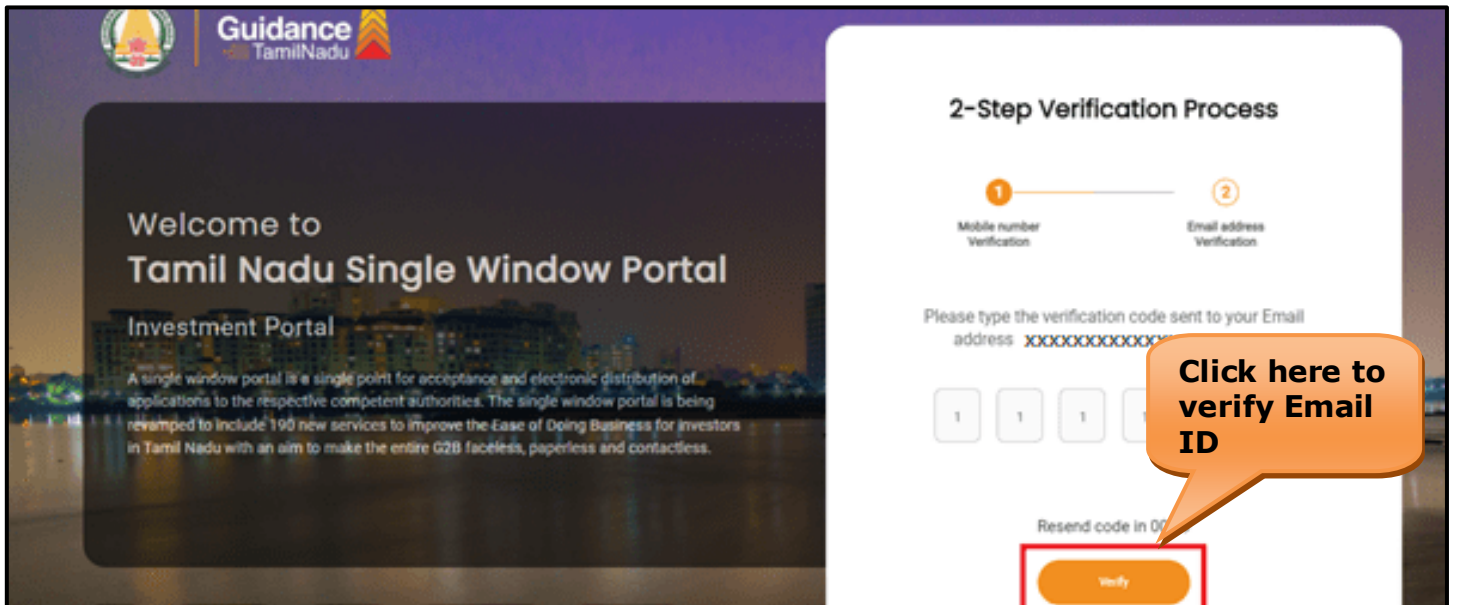


Figure 6. Email ID Verification

- 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.

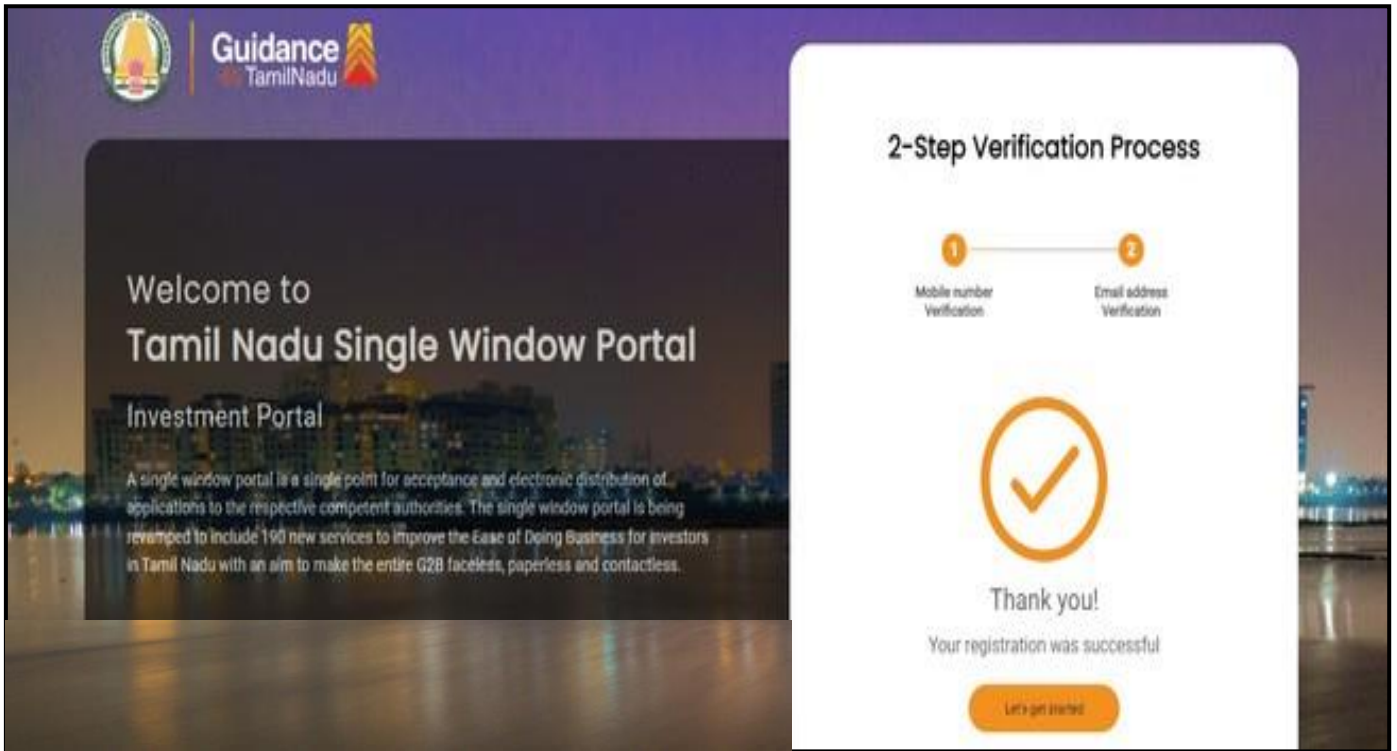


Figure 7. Registration Confirmation Pop-Up

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



The screenshot shows the TNSWP website interface. At the top, there is a navigation bar with the Tamil Nadu Government Portal logo, the date and time (Wednesday, 30 November 2022, 10:11 pm (IST)), operational timings (8:30 AM to 8:30 PM), and contact information (Toll Free Number: 18002583878, Email: helpdesk@investtn.in). The main navigation menu includes Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, and Help & Support. There are 'Register' and 'Login' buttons. The main content area features a large orange map of Tamil Nadu with a laurel wreath, and the text 'TAMIL NADU Leading the Nation'. Below this, there are ten award categories, each with a trophy icon and a ranking: #1 for Number of Factories in India, Number of Operational SEZs in India, Governance & Political Stability (N-SIPI 2019), International and Domestic Tourist Arrivals, and Best Performing State (India Today State of the State Award 2018, 2019 & 2020); #2 for Sustainable Development Goals (SDG) Index 2020-21 (NITI Aayog), Second Largest Economy in India, Best Governed State (Public Affairs Index 2020), Job Creation Under IBPS Scheme, and Growth, Innovation and Leadership Index 2019 (Frost & Sullivan). At the bottom, there is a text block describing the TNSWP as a one-stop portal for investors, and a 'TN Single Window Fee Slab for Large Industries' button. A small cartoon character icon is visible in the bottom right corner.

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.

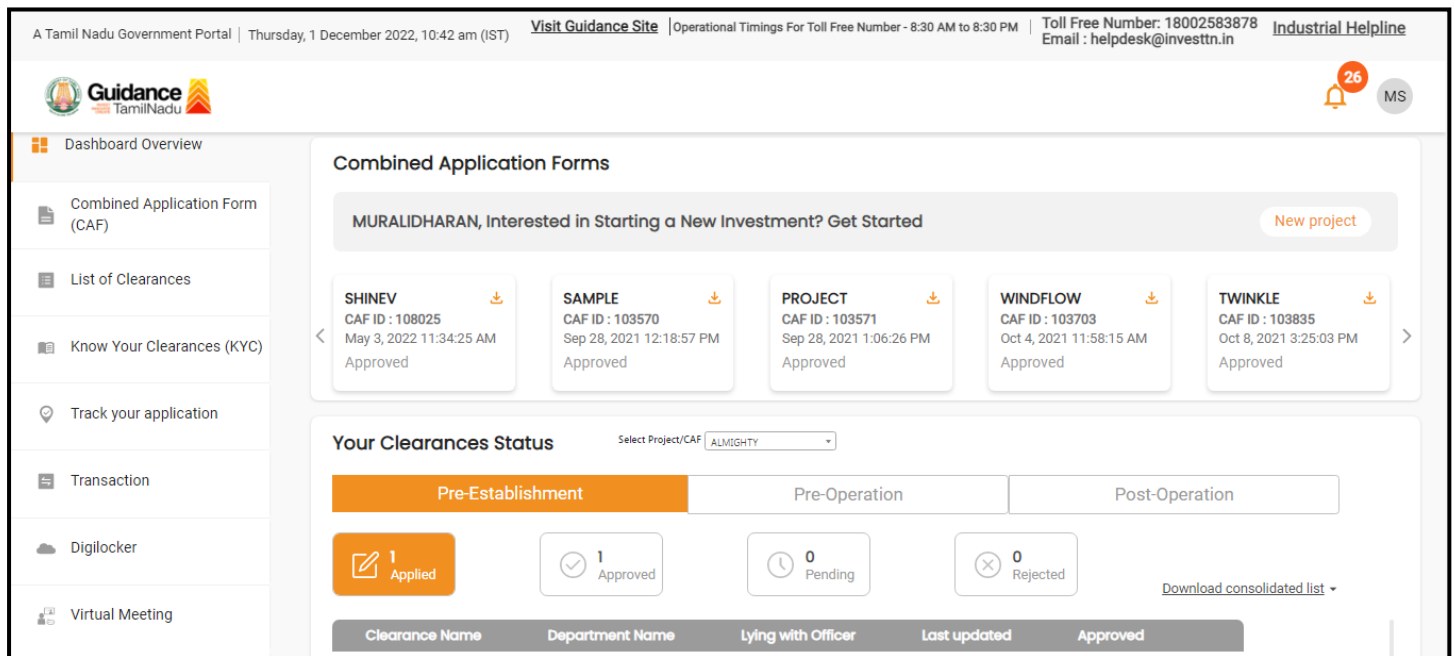
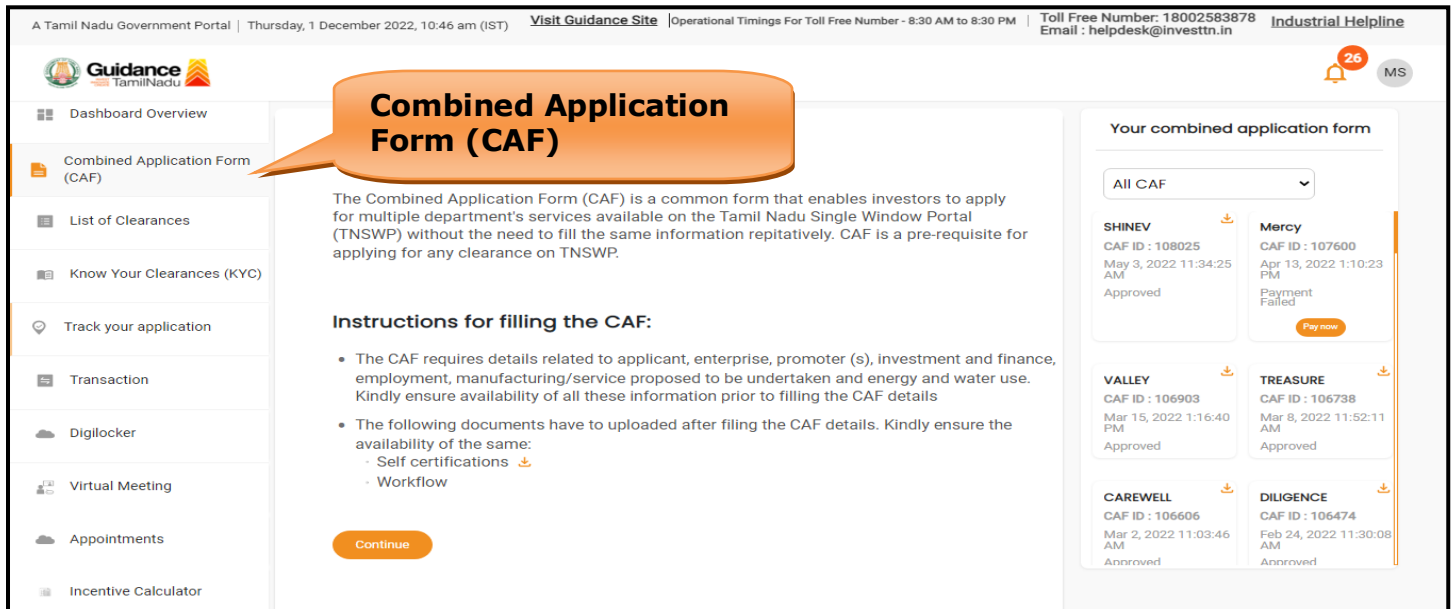


Figure 9. Dashboard Overview

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.



The screenshot shows the Tamil Nadu Government Portal interface for the Combined Application Form (CAF). The page header includes the portal name, date, and contact information. The left navigation menu lists various services, with 'Combined Application Form (CAF)' highlighted. The main content area features a title 'Combined Application Form (CAF)' and a description: '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.' Below this, 'Instructions for filling the CAF:' are provided, including requirements for details and document uploads. A 'Continue' button is visible at the bottom of the instructions. The right-hand panel, titled 'Your combined application form', shows a dropdown menu set to 'All CAF' and a list of six CAFs with their IDs, dates, times, and statuses (Approved or Payment Failed).

CAF Name	CAF ID	Date & Time	Status
SHINEV	108025	May 3, 2022 11:34:25 AM	Approved
Mercy	107600	Apr 13, 2022 1:10:23 PM	Payment Failed
VALLEY	106903	Mar 15, 2022 1:16:40 PM	Approved
TREASURE	106738	Mar 8, 2022 11:52:11 AM	Approved
CAREWELL	106606	Mar 2, 2022 11:03:46 AM	Approved
DILIGENCE	106474	Feb 24, 2022 11:30:08 AM	Approved

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).

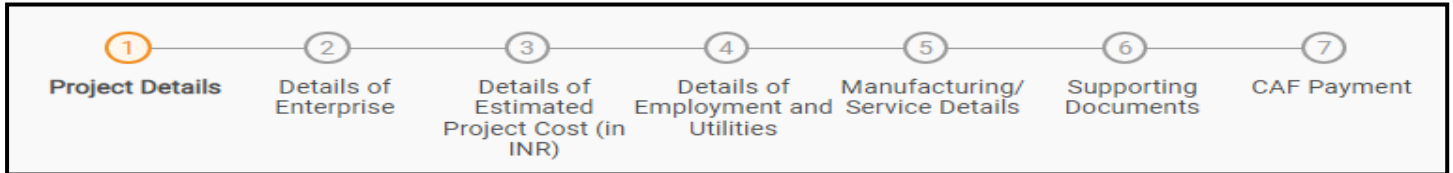


Figure 11. Section of Combined Application Form (CAF)

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, there is a navigation bar with the Guidance TamilNadu logo and a notification bell icon showing 309 alerts. Below the navigation bar is a progress indicator with seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Manufacturing Utilities, 5. Details of Manufacturing, 6. Supporting Documents, and 7. CAF Payment. The current step is CAF Payment. A confirmation message box is overlaid on the page, stating: "Information: Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF." Below the message box, the "Payment Details" section is visible, showing options for "Lump sum" (selected) and "à la carte". The "Amount to be paid (in INR)" is set to 500000, with "Five Lakh" written below it. A "Calculate Fee" button is present at the bottom right of the payment details section.

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 Unemployed Youth Employment Generation Programme (UYEGP)

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 Clearances**
- **Pre-Operation Stage Clearance**
- **Post-Operation Stage Clearance**

3. Select ‘Pre-Establishment Stage Clearance’ and find the clearance ‘Apply for Unemployed Youth Employment Generation Programme (UYEGP)’ by using Search option as shown in the figure given below.

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
6	Apply for Unemployed Youth Employment Generation Programme (UYEGP)	Commissionerate of Industries and Commerce	Sanction of individual based subsidy - 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**

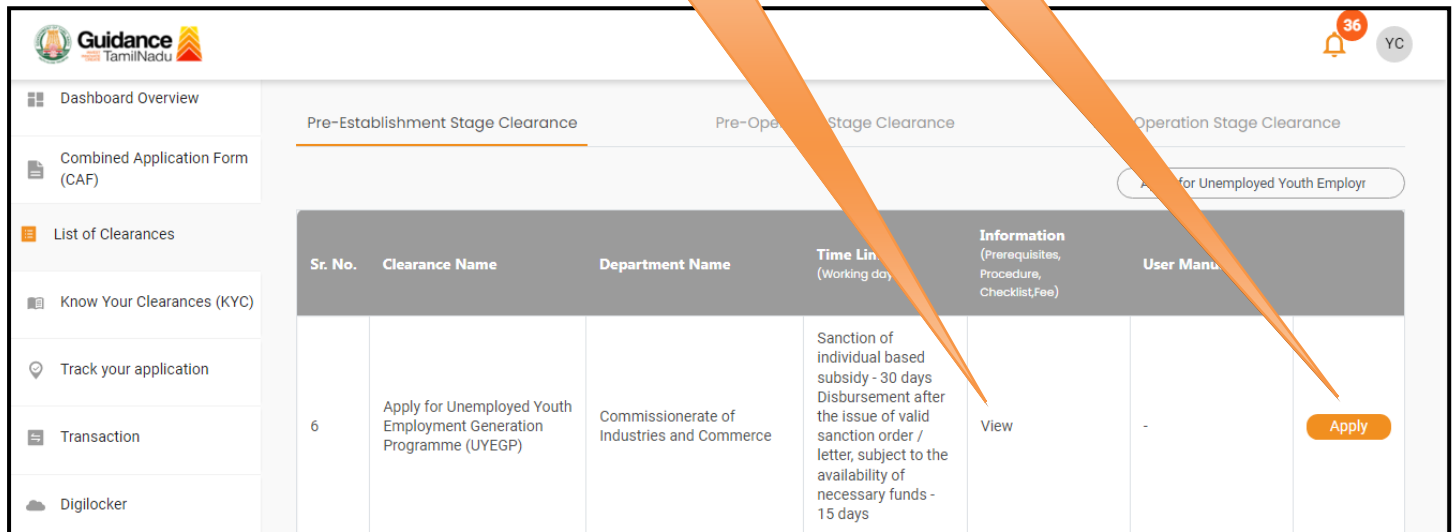


Figure 15. Apply for Clearance

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

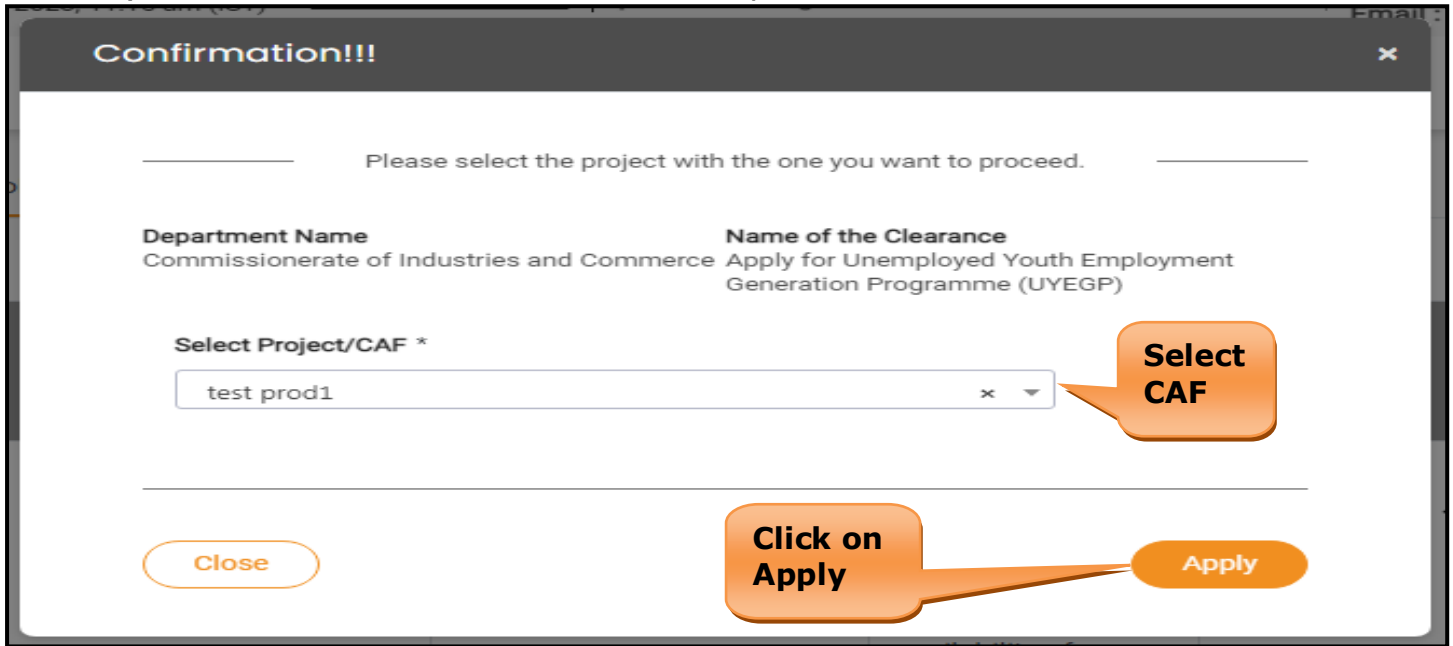


Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Apply for Unemployed Youth Employment Generation Programme (UYEGP) Portal.

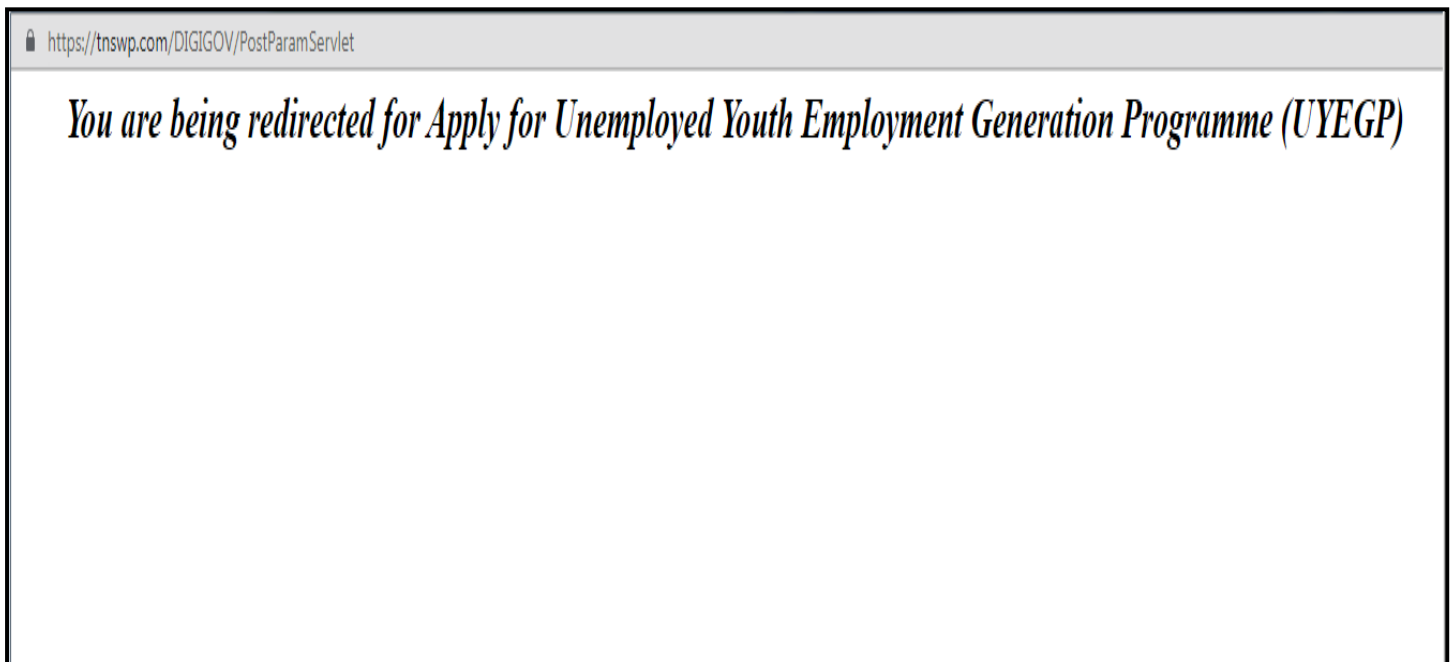
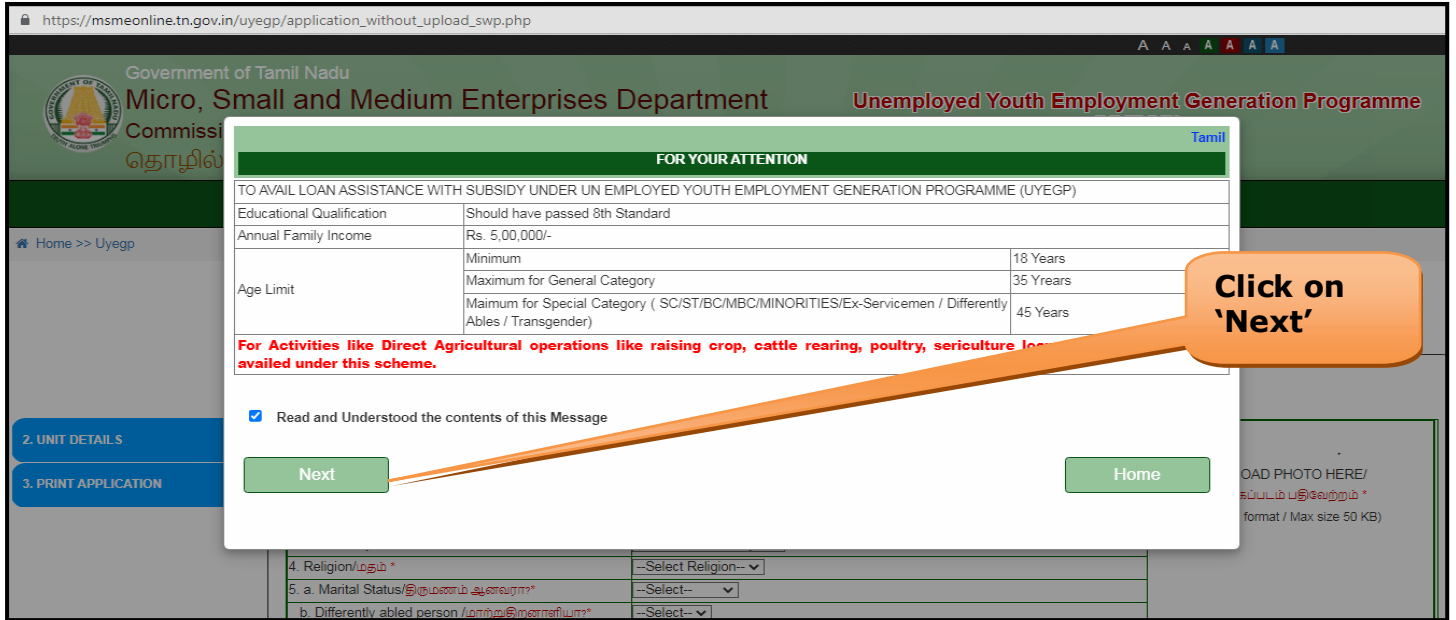


Figure 17. Redirecting to Apply for Unemployed Youth Employment Generation Programme (UYEGP) Portal

3) Enter all the mandatory details in the application for Apply for Unemployed Youth Employment Generation Programme (UYEGP).



Government of Tamil Nadu
Micro, Small and Medium Enterprises Department
Unemployed Youth Employment Generation Programme

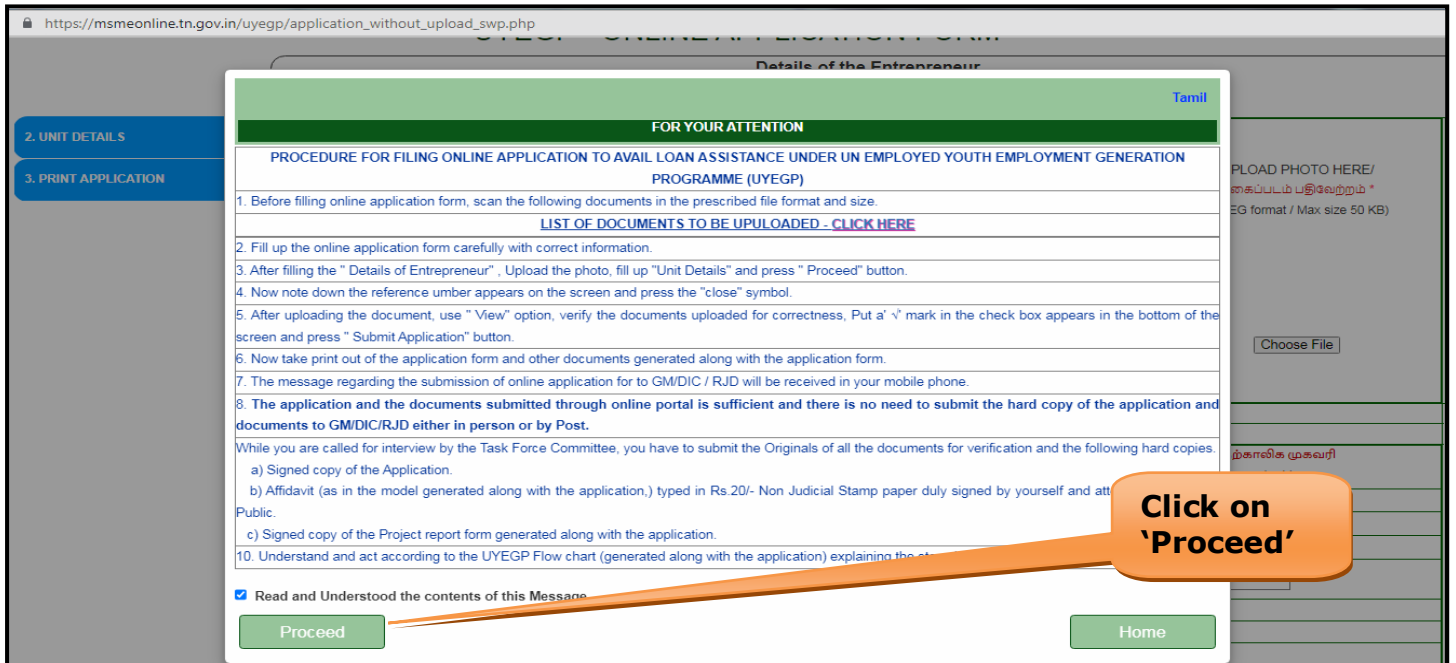
FOR YOUR ATTENTION

TO AVAIL LOAN ASSISTANCE WITH SUBSIDY UNDER UN EMPLOYED YOUTH EMPLOYMENT GENERATION PROGRAMME (UYEGP)

Educational Qualification	Should have passed 8th Standard	
Annual Family Income	Rs. 5,00,000/-	
Age Limit	Minimum	18 Years
	Maximum for General Category	35 Yyears
	Maimum for Special Category (SC/ST/BC/MBC/MINORITIES/Ex-Servicemen / Differently Ables / Transgender)	45 Years

For Activities like Direct Agricultural operations like raising crop, cattle rearing, poultry, sericulture, etc. are not available under this scheme.

Read and Understood the contents of this Message



FOR YOUR ATTENTION

PROCEDURE FOR FILING ONLINE APPLICATION TO AVAIL LOAN ASSISTANCE UNDER UN EMPLOYED YOUTH EMPLOYMENT GENERATION PROGRAMME (UYEGP)


- Before filling online application form, scan the following documents in the prescribed file format and size.
[LIST OF DOCUMENTS TO BE UPLOADED - CLICK HERE](#)
- Fill up the online application form carefully with correct information.
- After filling the " Details of Entrepreneur" , Upload the photo, fill up "Unit Details" and press " Proceed" button.
- Now note down the reference number appears on the screen and press the "close" symbol.
- After uploading the document, use " View" option, verify the documents uploaded for correctness, Put a '✓' mark in the check box appears in the bottom of the screen and press " Submit Application" button.
- Now take print out of the application form and other documents generated along with the application form.
- The message regarding the submission of online application for to GM/DIC / RJD will be received in your mobile phone.
- The application and the documents submitted through online portal is sufficient and there is no need to submit the hard copy of the application and documents to GM/DIC/RJD either in person or by Post.**

While you are called for interview by the Task Force Committee, you have to submit the Originals of all the documents for verification and the following hard copies.

- Signed copy of the Application.
- Affidavit (as in the model generated along with the application,) typed in Rs.20/- Non Judicial Stamp paper duly signed by yourself and attested by a Public.
- Signed copy of the Project report form generated along with the application.

10. Understand and act according to the UYEGP Flow chart (generated along with the application) explaining the process.

Read and Understood the contents of this Message



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

Unemployed Youth Employment Generation Programme (UYEGP)

Dashboard
About UYEGP
Guidelines
Apply Online
Track Your Status
Contact Us
Department Login
Feed back

Home >> Uyegp

UYEGP - ONLINE APPLICATION FORM

Details of the Entrepreneur

- 2. UNIT DETAILS
- 3. PRINT APPLICATION

1. Name of the Applicant * விண்ணப்பதாரர் பெயர்	Yokesh Chinnakannu Initial <input style="width: 40px;" type="text"/>	UPLOAD PHOTO HERE/ புகைப்படம் பதிவேற்றம் * (.JPEG format / Max size 50 KB) <input type="button" value="Choose File"/>
2. Sex/பாலினம் *	<input type="radio"/> Male/ ஆண் <input type="radio"/> Female/ பெண் <input type="radio"/> Transgender/ திருநங்கை	
3. Community /இனம் *	--Select Community--	
4. Religion/மதம் *	--Select Religion--	
5. a. Marital Status/திருமணம் ஆனவரா? *	--Select--	
b. Differently abled person /மாற்றுதிறனாளியா? *	--Select--	
c. Ex-Serviceman/முன்னாள் இராணுவ வீரரா? *	--Select--	
6. Date of Birth/பிறந்த நாள் *	<input style="width: 100%;" type="text"/>	

7. <input type="radio"/> Father's Name/தந்தை பெயர்	<input style="width: 100%;" type="text"/>	
<input type="radio"/> Spouse's Name/கணவர் பெயர்*	<input style="width: 100%;" type="text"/>	
8. Communication Details		
a. Address/முகவரி		
	Residential / Permanent Address வசிக்கும் / நிரந்தர முகவரி	Correspondence Address/தற்காலிக முகவரி Click Here - If same as permanent address
Door No/கதவு எண் *	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Street Name/தெரு *	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Ward No/வார்டு	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Village/Area, Town/City இராமம், நகரம் பெயர் *	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
District /மாவட்டம் *	Kanchipuram	--Select District--
Taluk /வட்டம்/தாலுகா *	--Select Taluk--	--Select Taluk--
PIN Code/அஞ்சல் எண் *	638401	<input style="width: 100%;" type="text"/>
Adhaar/Mobile / E-Mail Details		
b. Adhaar No/ஆதார் எண் <input style="width: 100%;" type="text"/>		
c. Mobile No/கைபேசி எண்		
Mobile No: *	+91 9 0 9 2 6 5 3 2 1 8	d. Email Id/மின்னஞ்சல்
Alternative Mobile No:	+91 <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="yokesh4995@gmail.com"/>
9. Residing continuously for the last three years in the area from where loan is applied. கடந்த மூன்று ஆண்டுகளாக தொடர்ந்து விண்ணப்பிக்கும் பகுதியில் வசித்த வரலாறுகள்? * --Select--		
10. Qualification * (Atleast one Qualification has to be furnished!)		
8th standard Passed/8ம் வகுப்பு தேர்ச்சி		<input type="radio"/> Yes <input type="radio"/> No
11. Whether availed loan under subsidy linked Govt scheme? இதற்கு முன் மானியத்துடன் கூடிய கடன் பெற்றவரா ?		
		<input type="radio"/> Yes <input type="radio"/> No

12. Training Undergone பயிற்சி ஏதும் எடுத்திருப்பின் அதன் விபரம் *	<input type="radio"/> Yes <input type="radio"/> No
13. Registered with Employment Exchange வேலைவாய்ப்பு அலுவலகத்தில் பதிந்துள்ளீர்களா ? *	<input type="radio"/> Yes <input type="radio"/> No
14. Present annual income of the family duly supported by the Affidavit குடும்ப ஆண்டு வருமானம் உறுதிமொழி பத்திரத்துடன் விண்ணப்பிக்க வேண்டும்)	Rs. <input type="text"/>
UNIT DETAILS	
PROJECT DETAILS இட்டப்பணி தகவல்கள்	
1. Line of Activity/துவங்க இலக்கும் தொழில்*	<input type="text"/>
2. Previous experience in the line of activity, if any முன் அனுபவம் ஏதுமிருப்பின் விபரம்	<input type="text"/>
3. Category of the Venture/தொழில் வகைதன்மை *	<input type="radio"/> Manufacturing/உற்பத்தி <input type="radio"/> Service/சேவை <input type="radio"/> Business/வியாபாரம்
4. Address where the activity is proposed to be started தொழிலை எந்த முகவரியில் நடத்த உள்ளீர்கள்? (முழு விபரம், வட்டத்தின் பெயருடன்)	
Area/தொழில் துவங்குவதன் இடம் *	<input type="radio"/> Rural/கிராமப்புறம் <input type="radio"/> Urban/நகர்ப்புறம்
Door No/கதவு எண் (if unit is finalized / முடிவு செய்யப்பட்டிருந்தால்)	<input type="text" value="12"/>
Street Name/தொரு பெயர் (if unit is finalized / முடிவு செய்யப்பட்டிருந்தால்)	<input type="text" value="raja"/>
Village/Area, Town/City கிராமம், நகரத்தின் பெயர் *	<input type="text" value="raja"/>
District /மாவட்டம்*	<input type="text" value="Erode"/>
Taluk/வட்டம் (தாலுகா)*	<input type="text" value="--Select Taluk--"/>

Figure 18. Apply for Unemployed Youth Employment Generation Programme (UYEGP)

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**

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Applying with Officer	Pending Days	On time/Delayed	Action
1	100276 - 124344	-	Dec 19, 2023 12:43:13 PM	Apply for Unemployed Youth Employment Generation Programme (UYEGP)	Dec 19, 2023 12:59:21 PM	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, 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.

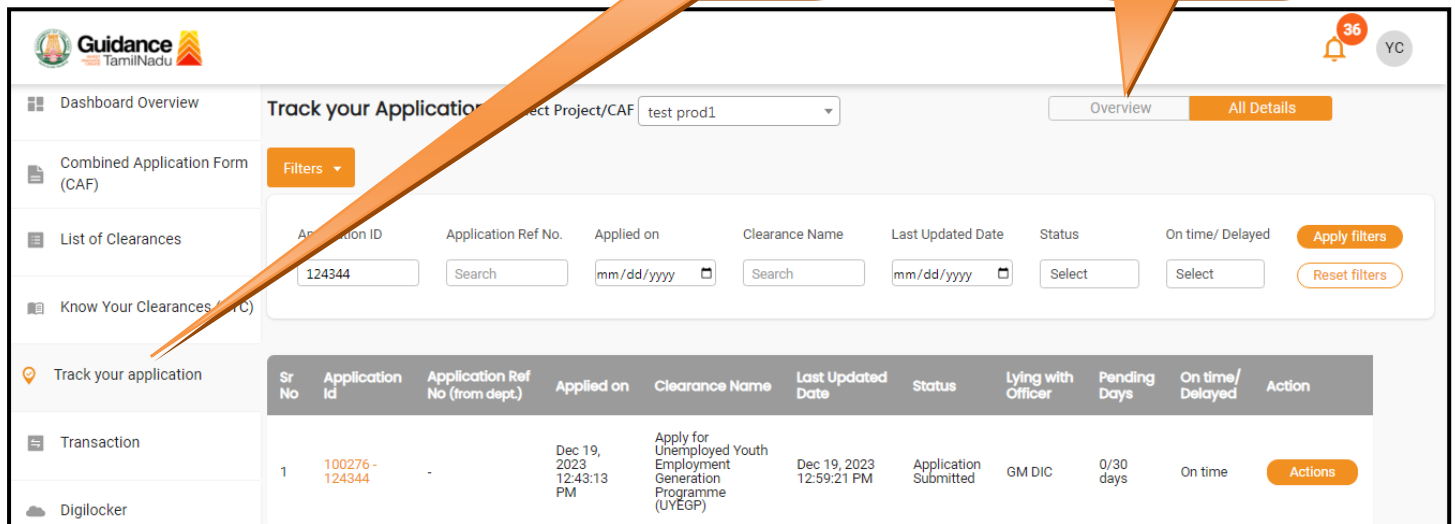
- **Track your application– Overview Option**

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 Application



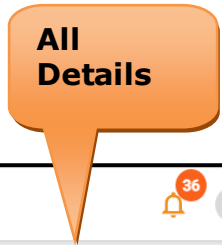
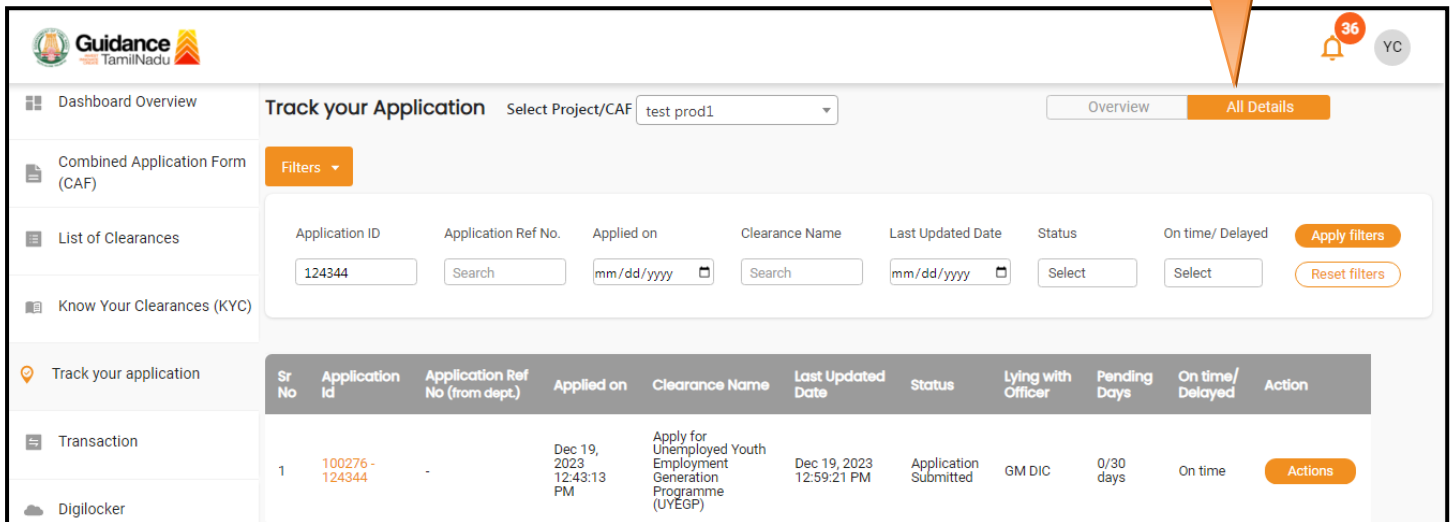
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100276 - 124344	-	Dec 19, 2023 12:43:13 PM	Apply for Unemployed Youth Employment Generation Programme (UYEGP)	Dec 19, 2023 12:59:21 PM	Application 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**

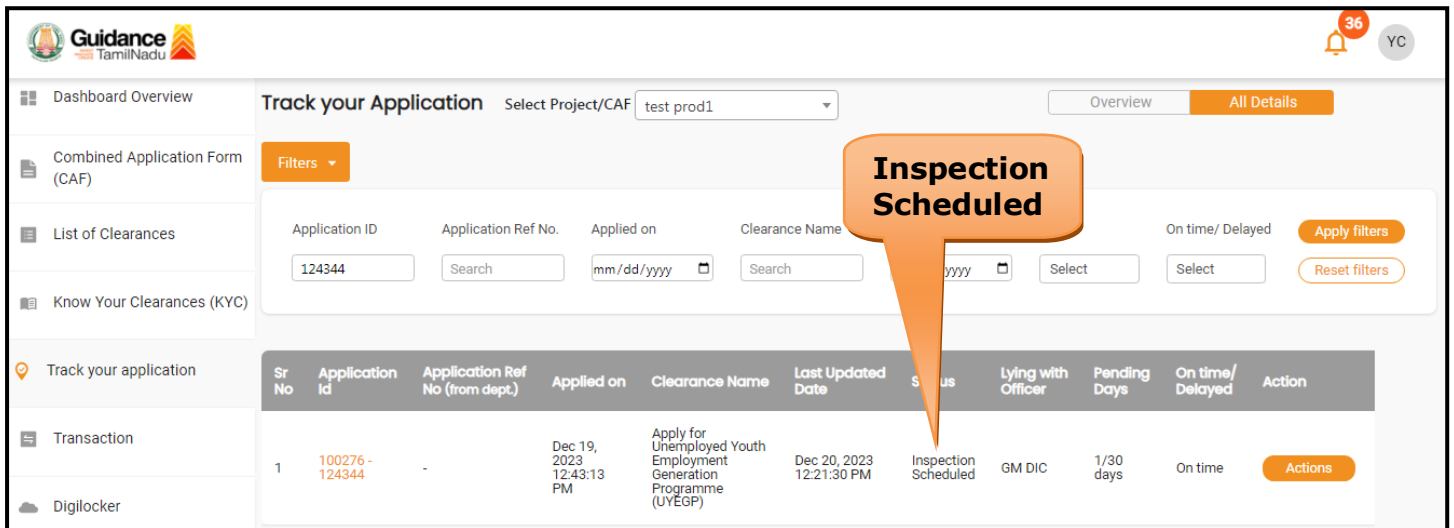
The screenshot shows the 'Track your Application' page with the 'All Details' tab active. The table below displays the application details:

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	100276 - 124344	-	Dec 19, 2023 12:43:13 PM	Apply for Unemployed Youth Employment Generation Programme (UYEGP)	Dec 19, 2023 12:59:21 PM	Application Submitted	GM DIC	0/30 days	On time	Actions

Figure 21. ‘All Details’ tab

9. Inspection Schedule

- 1) The GM DIC of Commissionerate of Industries and Commerce Department 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 table below displays the 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	100276 - 124344	-	Dec 19, 2023 12:43:13 PM	Apply for Unemployed Youth Employment Generation Programme (UYEGP)	Dec 20, 2023 12:21:30 PM	Inspection Scheduled	GM DIC	1/30 days	On time	Actions

Figure 22. Inspection Scheduled

Application Action - 124344

Application ID 100276-124344	Application Name Apply for Unemployed Youth Employment Generation Programme (UYEGP)
Application Ref No. -	Project Name test prod1
Application Submission Date Dec 19,2023 12:43:13 PM	Status Inspection Scheduled

Actions to be performed

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

Click on Inspection Details

Figure 23. Inspection Details

Guidance TamilNadu

657 YC

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

Inspection Details : 124344

Inspection Scheduled Date (DD/MM/YYYY):

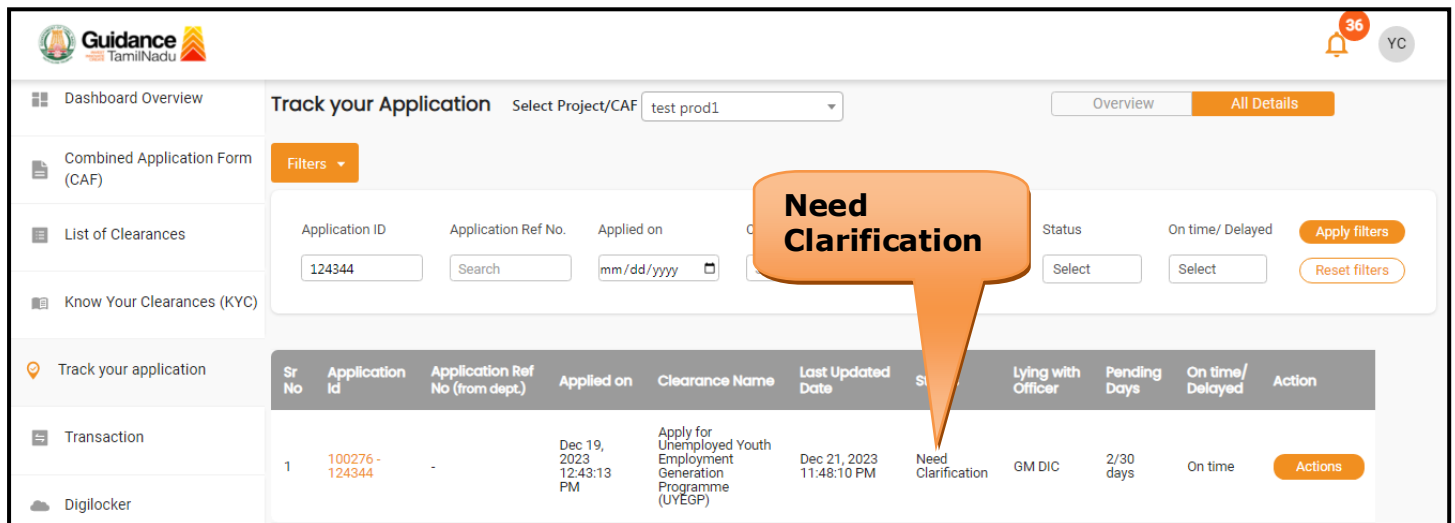
20/12/2023

Inspection Date

Figure 24. Inspection Date

10. Query Clarification

- 1) After submitting the application to the Commissionerate of Industries and Commerce Department, the GM DIC of Commissionerate of Industries and Commerce Department reviews the application and if there are any clarifications required, the GM DIC of Commissionerate of Industries and Commerce 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 navigation bar with 'Dashboard Overview', 'Track your Application', and 'All Details' tabs. Below this, there are filter options for 'Application ID' (124344) and 'Applied on' (mm/dd/yyyy). A table lists application details, with a callout bubble pointing to the 'Status' column for application ID 100276-124344, which is 'Need Clarification'. The table also shows 'Lying with Officer' as GM DIC, 'Pending Days' as 2/30 days, and 'On time/Delayed' as On time. An 'Actions' button is visible in the 'Action' column.

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	100276 - 124344	-	Dec 19, 2023 12:43:13 PM	Apply for Unemployed Youth Employment Generation Programme (UYEGP)	Dec 21, 2023 11:48:10 PM	Need Clarification	GM DIC	2/30 days	On time	Actions

Figure 25. Need Clarification

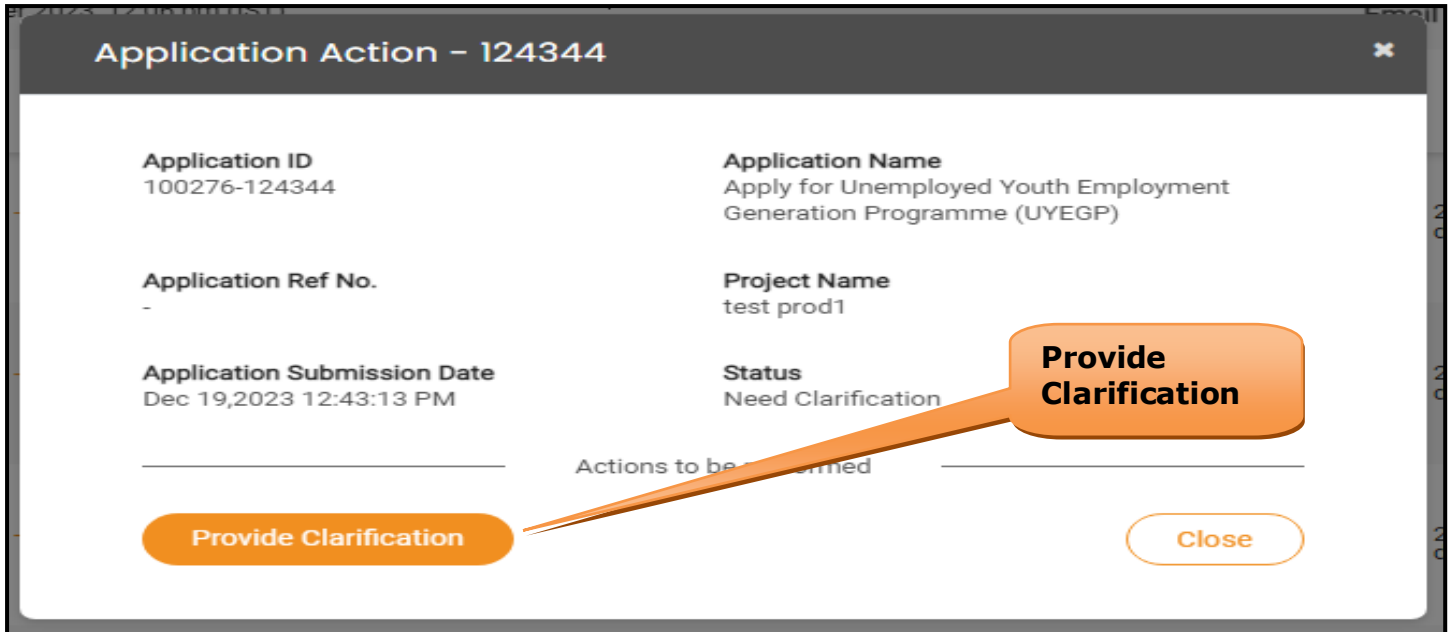


Figure 26. Provide Clarification

- 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.

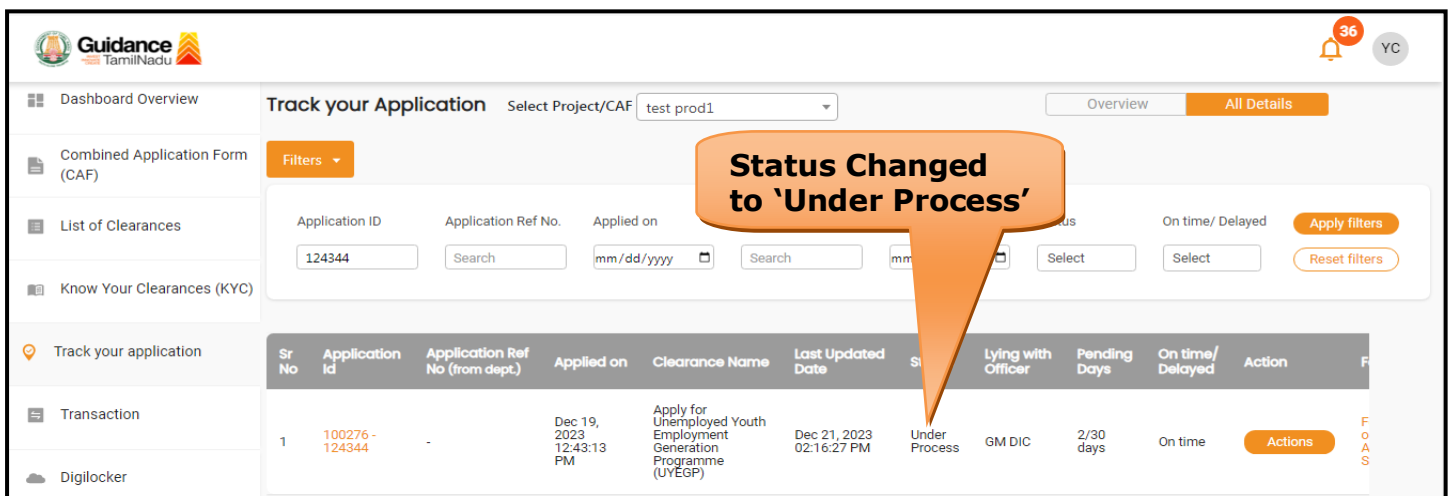
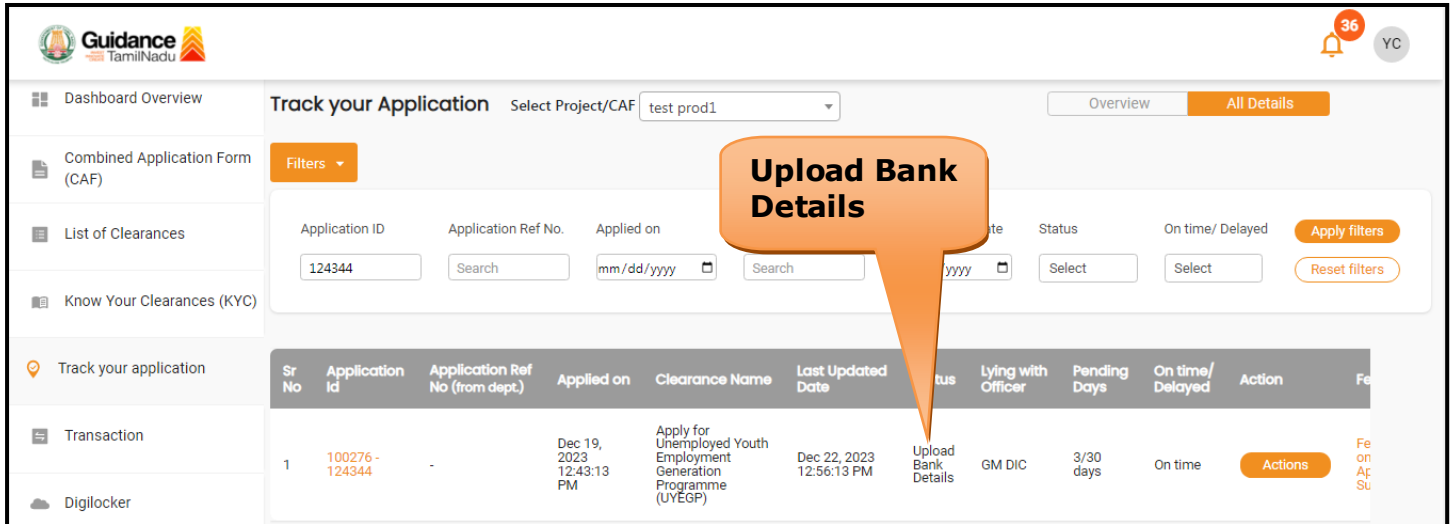


Figure 27. Under Process

11. Upload Bank Details

1. After receiving Sanction Letter Upload Bank Details



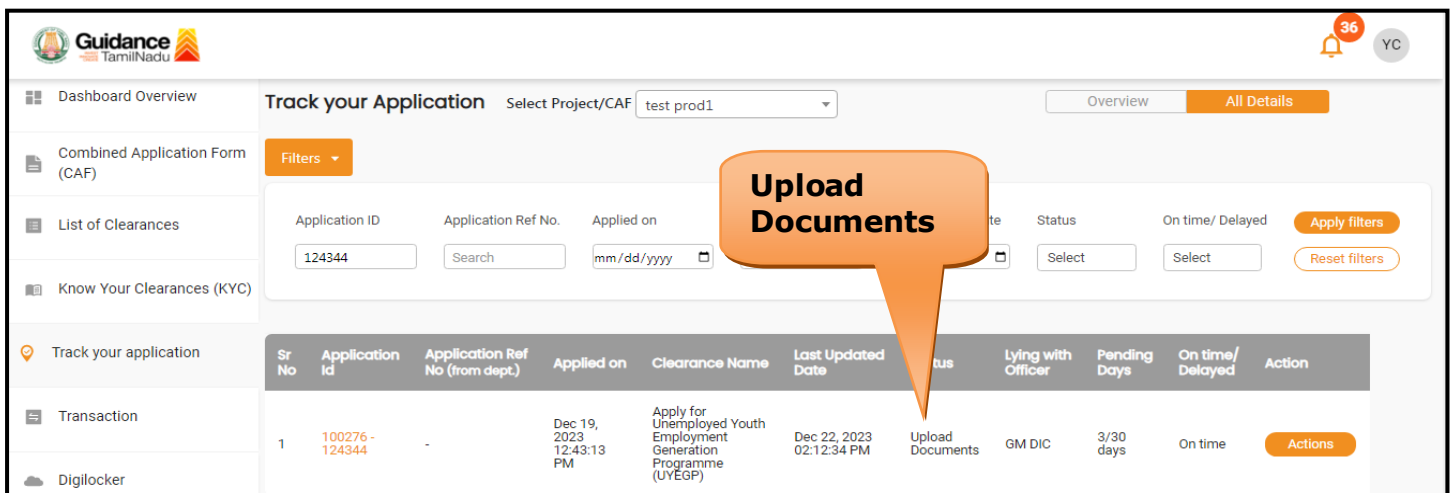
The screenshot shows the 'Track your Application' page with a sidebar on the left containing navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', 'Transaction', and 'Digilocker'. The main content area has a 'Track your Application' header with a 'Select Project/CAF' dropdown set to 'test prod1'. Below this is a 'Filters' section with search boxes for 'Application ID' (containing '124344'), 'Application Ref No.', and 'Applied on' (with a date picker). A table below the filters lists application details. An orange callout bubble labeled 'Upload Bank Details' points to the 'Upload Bank Details' text in 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	100276 - 124344	-	Dec 19, 2023 12:43:13 PM	Apply for Unemployed Youth Employment Generation Programme (UYEGP)	Dec 22, 2023 12:56:13 PM	Upload Bank Details	GM DIC	3/30 days	On time	Actions

Figure 28. Upload Bank Details

Upload Documents

1. After Obtaining Certificate Upload Documents



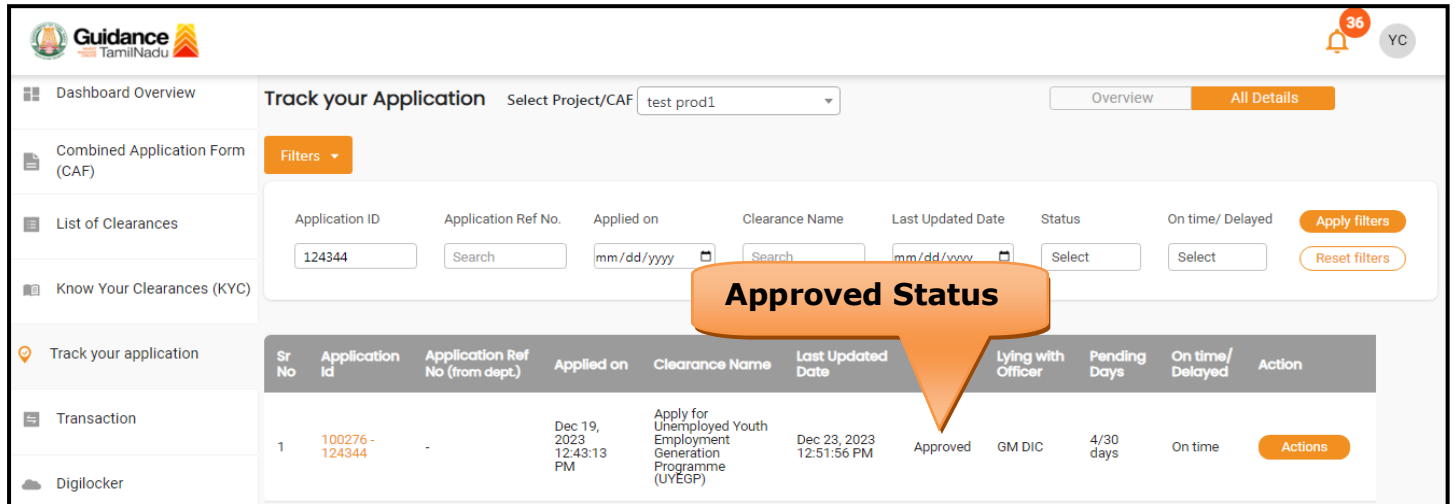
This screenshot is similar to Figure 28, showing the 'Track your Application' page. The 'Status' column in the table now displays 'Upload Documents' for the first row. An orange callout bubble labeled 'Upload Documents' points to this text.

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	100276 - 124344	-	Dec 19, 2023 12:43:13 PM	Apply for Unemployed Youth Employment Generation Programme (UYEGP)	Dec 22, 2023 02:12:34 PM	Upload Documents	GM DIC	3/30 days	On time	Actions

Figure 29. Upload Documents

12. Application Processing

- 1) After Submitting the application, The GM DIC of Commissionerate of Industries and Commerce Department scrutinizes and reviews the application and updates the status as **“Approved”**

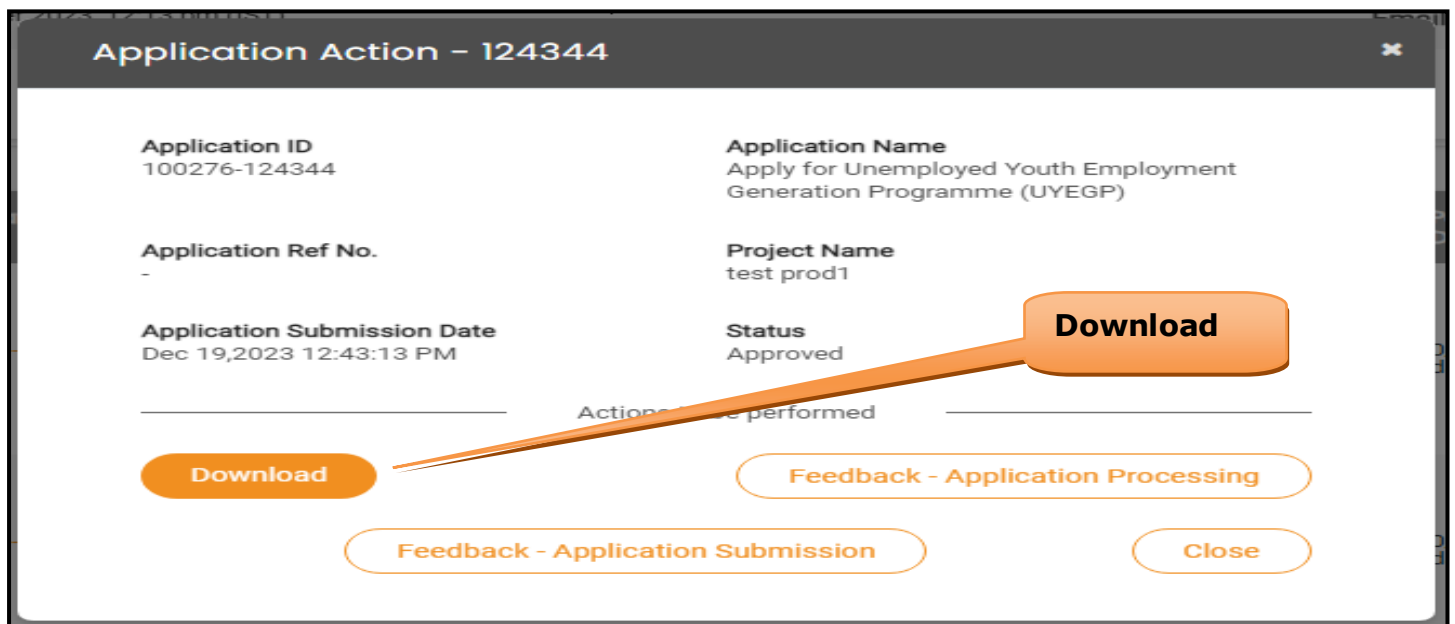


The screenshot shows the 'Track your Application' page. At the top, there's a search bar for 'Project/CAF' with 'test prod1' selected. Below it, a table lists application details. An orange callout bubble points to the 'Approved' status in the table.

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Lying with Officer	Pending Days	On time/ Delayed	Action	
1	100276-124344	-	Dec 19, 2023 12:43:13 PM	Apply for Unemployed Youth Employment Generation Programme (UYEGP)	Dec 23, 2023 12:51:56 PM	Approved	GM DIC	4/30 days	On time	Actions

Figure 30. Application Processed

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



The screenshot shows a modal window titled 'Application Action - 124344'. It displays application details and a 'Download' button. An orange callout bubble points to the 'Download' button.

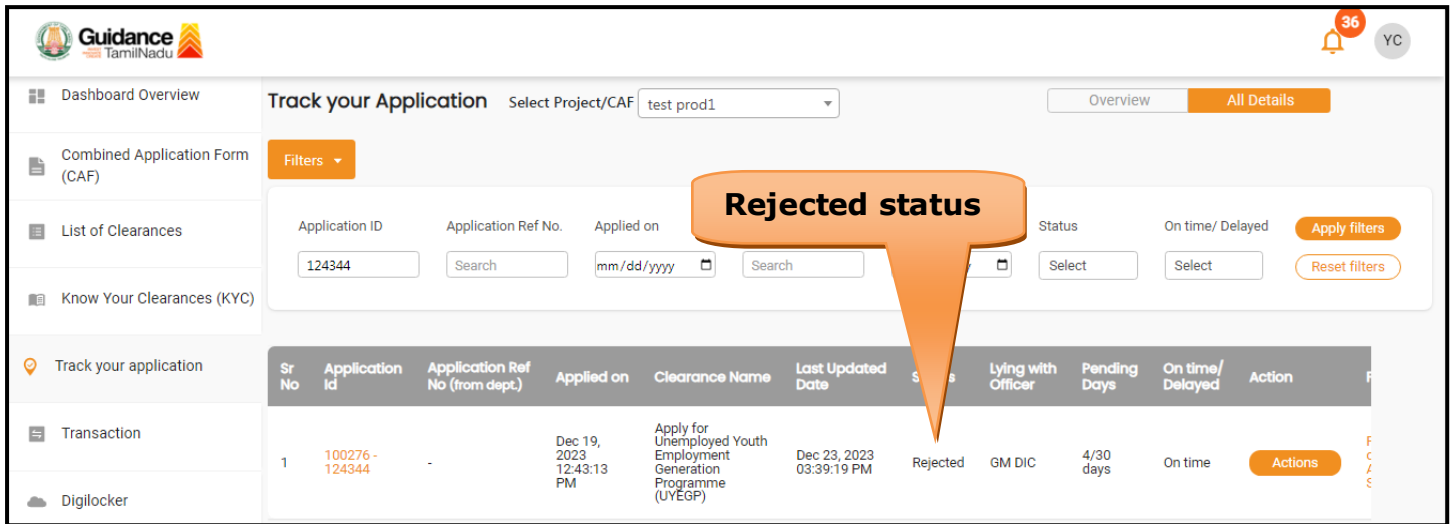
Application ID 100276-124344	Application Name Apply for Unemployed Youth Employment Generation Programme (UYEGP)
Application Ref No. -	Project Name test prod1
Application Submission Date Dec 19,2023 12:43:13 PM	Status Approved

Actions performed:

- Download
- Feedback - Application Processing
- Feedback - Application Submission
- Close

Figure 31. Download

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



The screenshot shows a web dashboard for tracking applications. The main section is titled 'Track your Application' and includes a search bar for 'test prod1'. Below this, there are filter options for 'Application ID' (124344) and 'Applied on' (Dec 19, 2023 12:43:13 PM). A table lists the application details, with the status 'Rejected' highlighted by an orange callout bubble labeled 'Rejected status'. The table also shows the application was cleared by 'GM DIC' and is 'On time'.

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	100276 - 124344	-	Dec 19, 2023 12:43:13 PM	Apply for Unemployed Youth Employment Generation Programme (UYEGP)	Dec 23, 2023 03:39:19 PM	Rejected	GM DIC	4/30 days	On time	Actions

Figure 32. Rejected Status

