

Guidance
INVEST
INNOVATE
CREATE
TamilNadu



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Approval for Promotion of Energy Audit and Conservation
of Energy (PEACE) - Energy Audit**

**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

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	#1	#1	#1	#1
Number of Factories in India	Number of Operational SEZs in India	Governance & Political Stability (N-SIPI 2019)	International and Domestic Tourist Arrivals	Best Performing State (India Today State of the State Award 2018, 2019 & 2020)
#2	#2	#2	#2	#2
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	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**

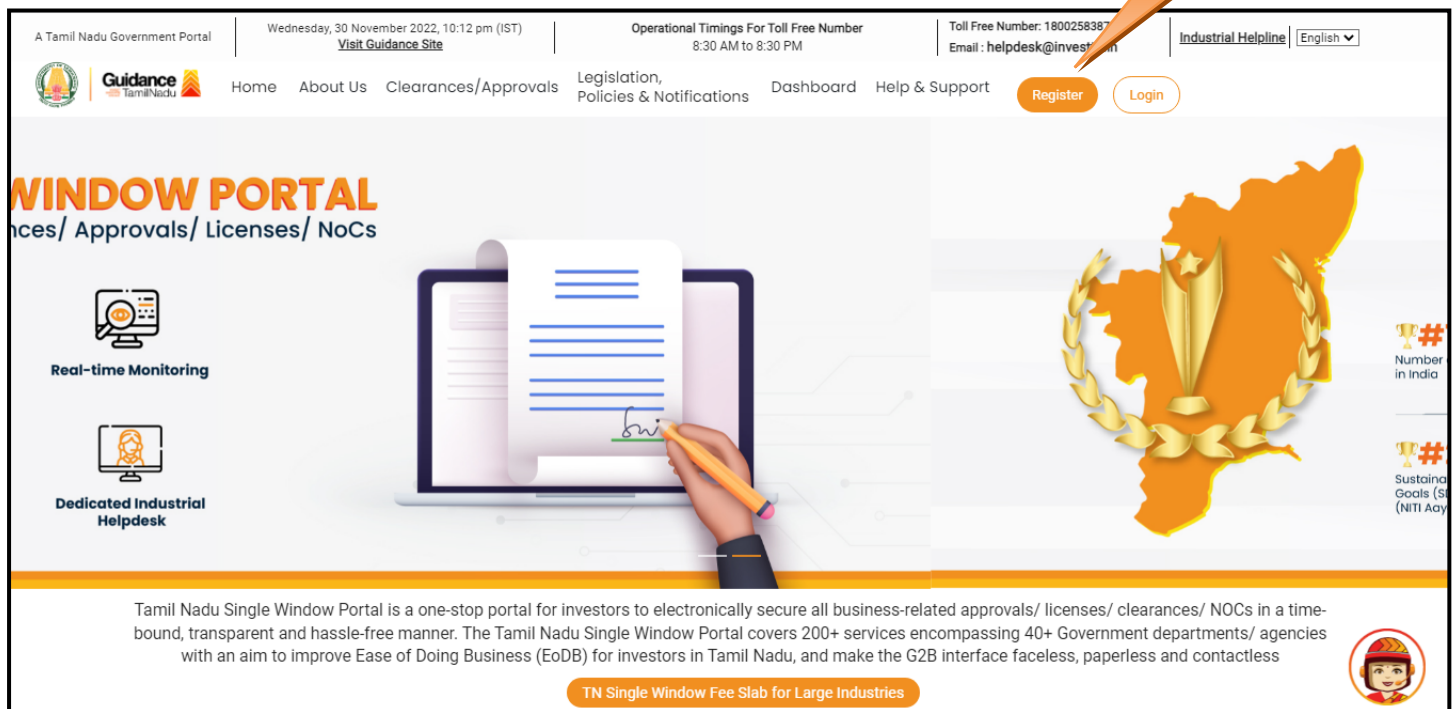


Figure 2. Register

- 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.

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

PAN Number of Company
• 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.

Name of Company

Figure 3. Registration Form

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.

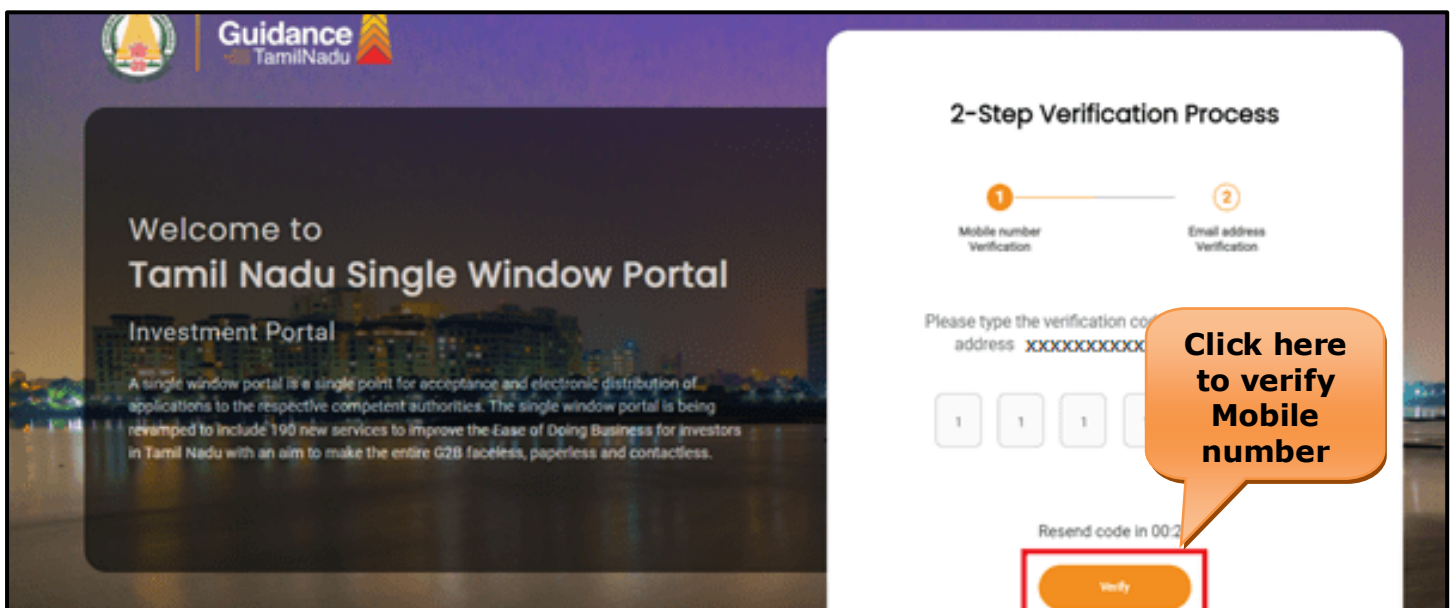


Figure 5. Mobile Number Verification

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.

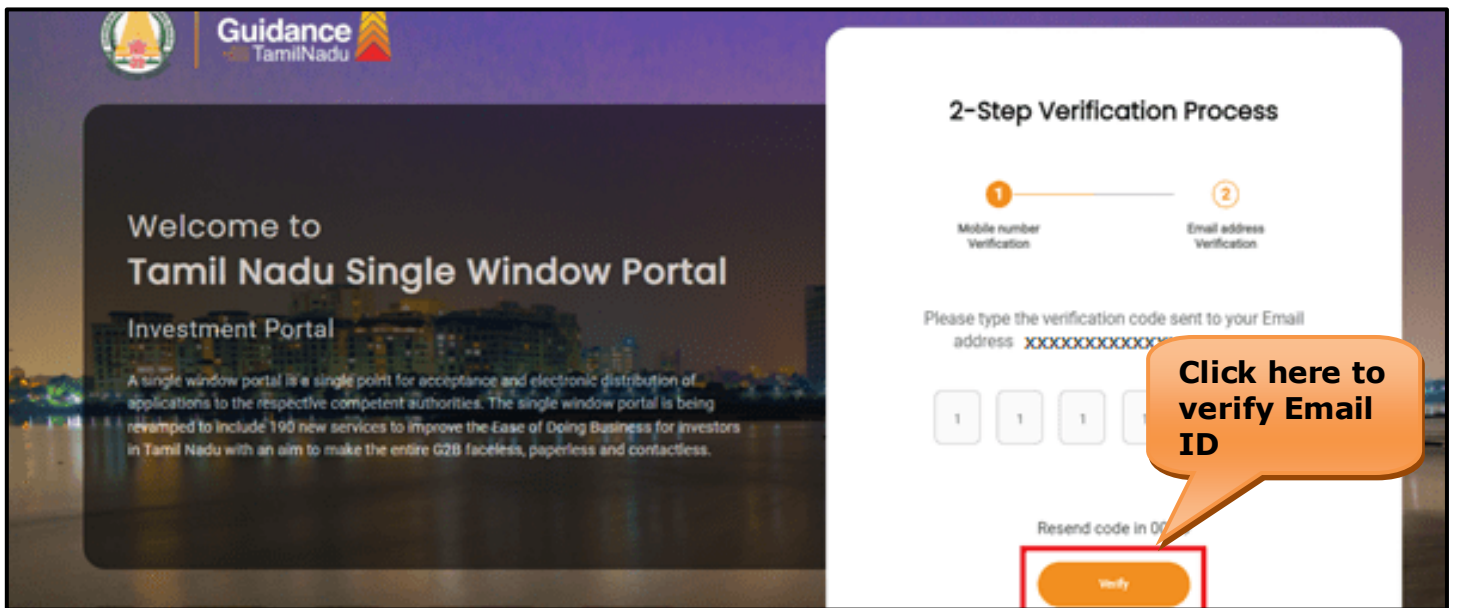


Figure 6. Email ID Verification

- 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.

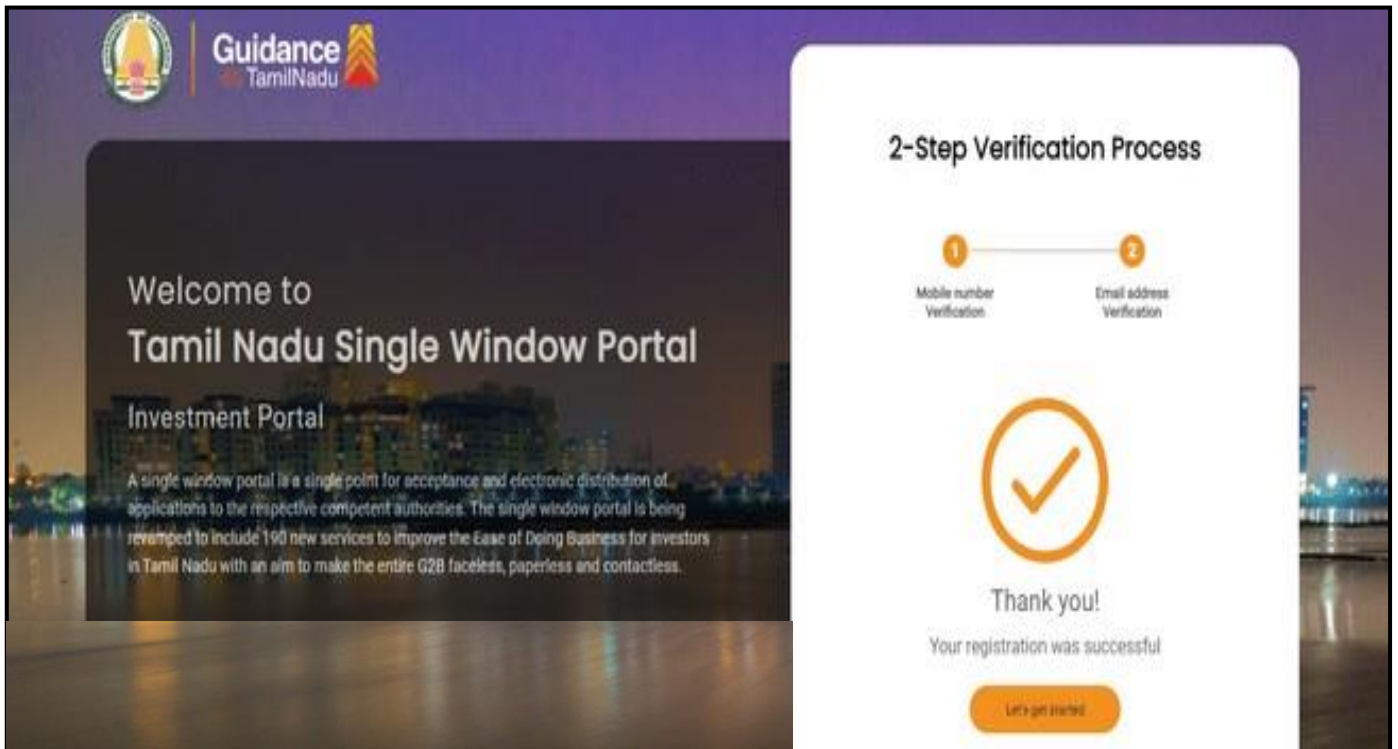


Figure 7. Registration Confirmation Pop-Up

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.

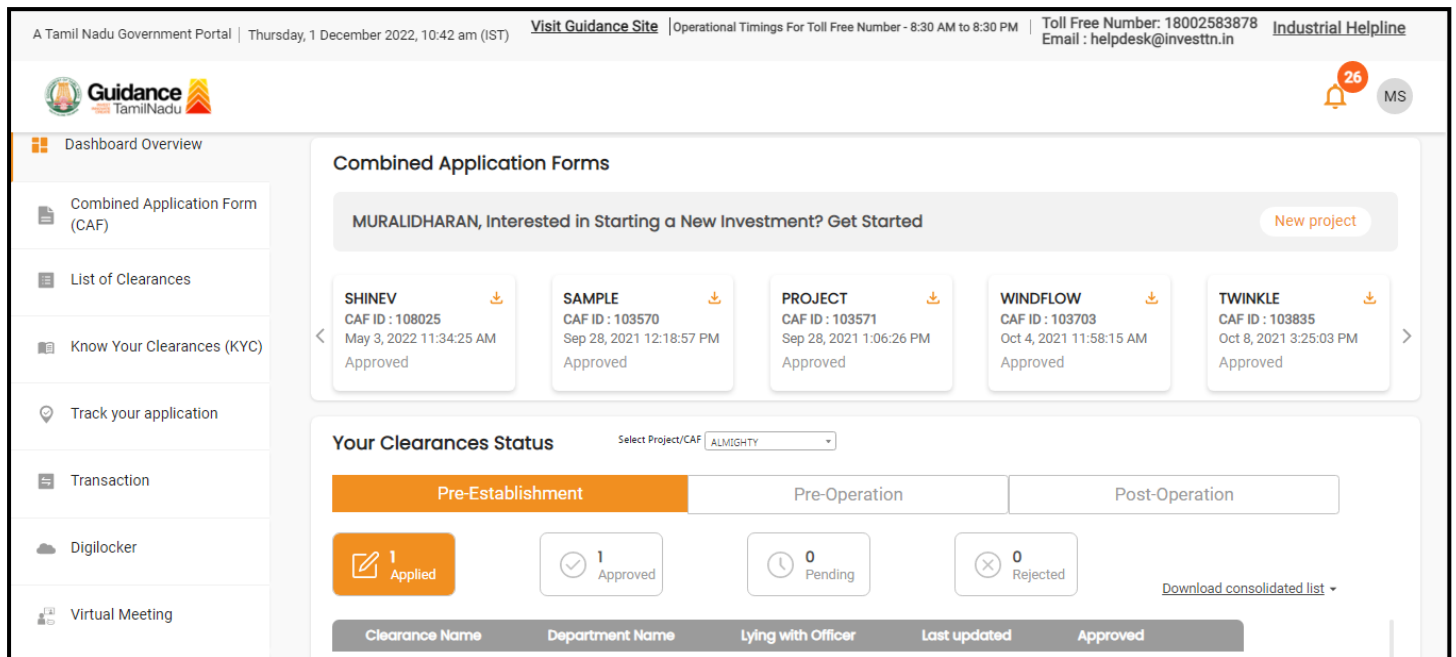
Login to TNSWP



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.



The screenshot shows the dashboard overview page of the TNSWP. At the top, there is a header with the text "A Tamil Nadu Government Portal | Thursday, 1 December 2022, 10:42 am (IST) | Visit Guidance Site | Operational Timings For Toll Free Number - 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline". The main content area is divided into several sections. On the left, there is a sidebar menu with items like "Dashboard Overview", "Combined Application Form (CAF)", "List of Clearances", "Know Your Clearances (KYC)", "Track your application", "Transaction", "Digilocker", and "Virtual Meeting". The main content area starts with a "Combined Application Forms" section, which displays a notification for "MURALIDHARAN, Interested in Starting a New Investment? Get Started" with a "New project" button. Below this, there are five cards representing different projects: SHINEV (CAF ID: 108025, May 3, 2022, 11:34:25 AM, Approved), SAMPLE (CAF ID: 103570, Sep 28, 2021, 12:18:57 PM, Approved), PROJECT (CAF ID: 103571, Sep 28, 2021, 1:06:26 PM, Approved), WINDFLOW (CAF ID: 103703, Oct 4, 2021, 11:58:15 AM, Approved), and TWINKLE (CAF ID: 103885, Oct 8, 2021, 3:25:03 PM, Approved). Below the project cards is a "Your Clearances Status" section, which includes a dropdown menu for "Select Project/CAF" (currently set to "ALMIGHTY") and a progress bar showing "Pre-Establishment", "Pre-Operation", and "Post-Operation" stages. Underneath the progress bar, there are four status boxes: "Applied" (1), "Approved" (1), "Pending" (0), and "Rejected" (0). A "Download consolidated list" link is also present. At the bottom, there is a table header with columns: "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 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. The top navigation bar includes the portal name, date, and contact information. The left sidebar contains a menu with options like Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, Digilocker, Virtual Meeting, Appointments, and Incentive Calculator. The main content area features a 'Combined Application Form (CAF)' section with a description and instructions for filling it. A 'Continue' button is visible at the bottom of this section. On the right, there is a 'Your combined application form' section displaying a table of CAFs for various departments.

Department	CAF ID	Created At	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).

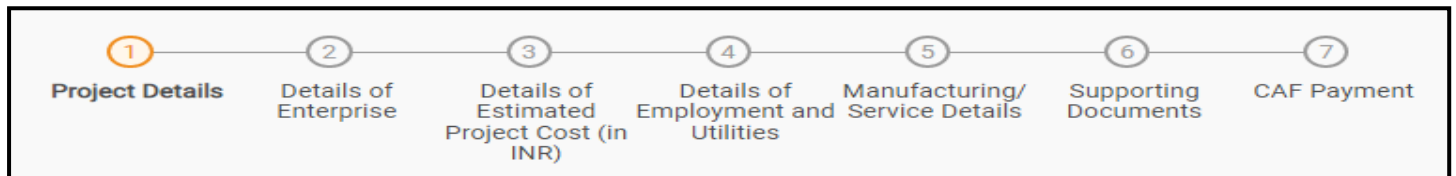


Figure 11. Section of Combined Application Form (CAF)

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).

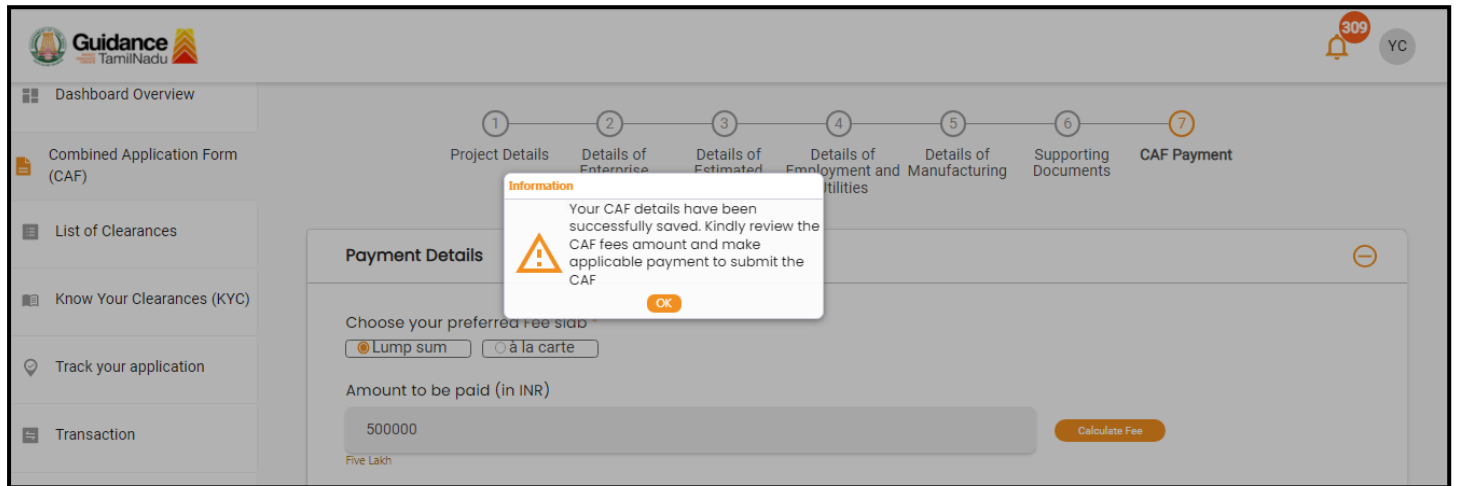


Figure 12. Combined Application Form (CAF) - Confirmation Message


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 Promotion of Energy Audit and Conservation of Energy (PEACE) - Energy Audit

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

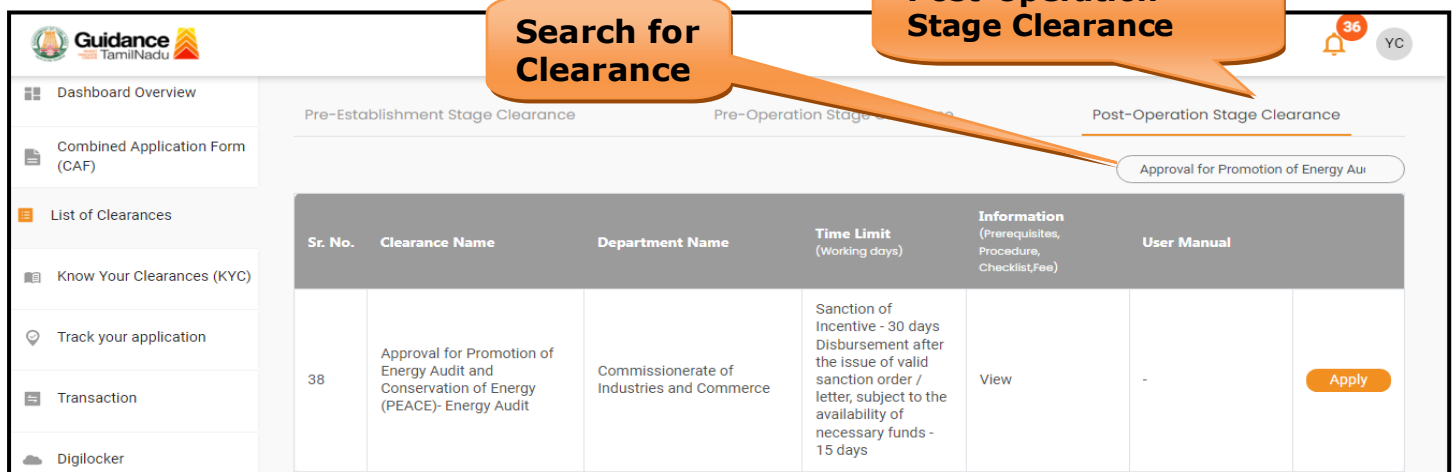
2. The list of clearances is segregated into three stages.

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

3. Select ‘Post-Operation Stage Clearance’ and find the clearance ‘Approval for Promotion of Energy Audit and Conservation of Energy (PEACE) - Energy Audit’ by using Search option as shown in the figure given below.

Search for Clearance

Post-Operation Stage Clearance

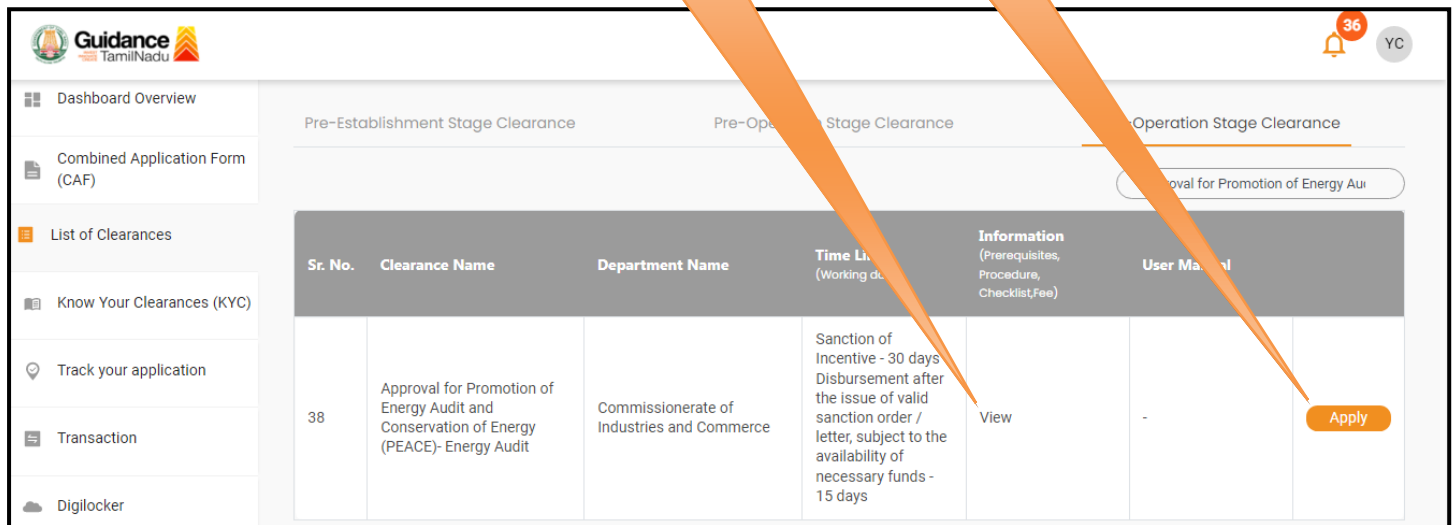


Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
38	Approval for Promotion of Energy Audit and Conservation of Energy (PEACE)- Energy Audit	Commissionerate of Industries and Commerce	Sanction of Incentive - 30 days Disbursement 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 displays the 'List of Clearances' section of the Guidance TamilNadu portal. The interface includes a sidebar with navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', and 'Track your application'. The main content area shows a table with columns for 'Sr. No.', 'Clearance Name', 'Department Name', 'Time Limit', 'Information', and 'User Manual'. A specific clearance entry is highlighted, with callouts pointing to the 'View' and 'Apply' buttons.

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
38	Approval for Promotion of Energy Audit and Conservation of Energy (PEACE)- Energy Audit	Commissionerate of Industries and Commerce	Sanction of Incentive - 30 days Disbursement after the issue of valid sanction order / letter, subject to the availability of necessary funds - 15 days	View	Apply

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 Promotion of Energy Audit and Conservation of Energy (PEACE)- Energy Audit

Select Project/CAF *

Test CAF

Select CAF

Close

Click on Apply

Apply

Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Approval for Promotion of Energy Audit and Conservation of Energy (PEACE)- Energy Audit Portal.

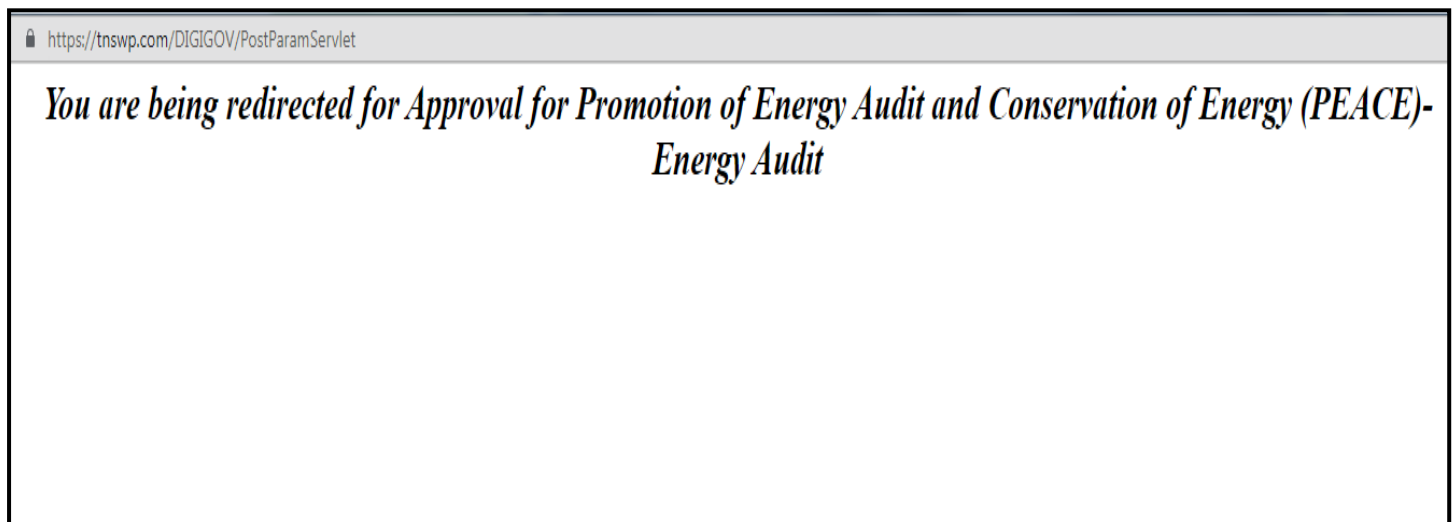


Figure 17. Redirecting to Approval for Promotion of Energy Audit and Conservation of Energy (PEACE) - Energy Audit Portal

3) Enter all the mandatory details in the application for Approval for Promotion of Energy Audit and Conservation of Energy (PEACE)- Energy Audit.

https://msmeonline.tn.gov.in/swp_incentives/dea_sub_swp.php

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

Incentives to Micro, Small & Medium Enterprises (INCENTIVES)

Login / Registration About Incentives - G.O & Guidelines - Contact Us Department Login

Home >> Incentives >>

APPLICATION FOR GRANT OF SUBSIDY FOR DETAILED ENERGY AUDIT

1. Name of the MSME/Unit:

2. Address of the MSME/Unit:

3. Name of Village/Town:

4. Name of District:

5. Category of the Unit :

6. Location of Unit :

7. Type of organization:

Proprietary Partnership Pvt.Ltd. Coop. Public limited

8. Name of Proprietor / Managing Partner / Managing Director / Authorized Signatory :

9. EM- Part - II No/ Udyog Aadhaar Memorandum No: Eg : TN00D0011001

Date:

(OR)

UDYAM Certificate Number:

UDYAM Registration date:

10. Line of activity :

11. Date of commencement of production :

12. Demand / Connected EB load Consumer No:	<input type="text"/>										
Connected EB load details:	<input type="text"/> unit Kw										
13. Investment											
	<table border="1"><tr><td>Land</td><td><input type="text" value="10000"/></td></tr><tr><td>Building</td><td><input type="text" value="10000"/></td></tr><tr><td>Plant & Machinery</td><td><input type="text" value="500000000"/></td></tr><tr><td>Others</td><td><input type="text"/></td></tr><tr><td>Total</td><td><input type="text" value="500020000"/></td></tr></table>	Land	<input type="text" value="10000"/>	Building	<input type="text" value="10000"/>	Plant & Machinery	<input type="text" value="500000000"/>	Others	<input type="text"/>	Total	<input type="text" value="500020000"/>
Land	<input type="text" value="10000"/>										
Building	<input type="text" value="10000"/>										
Plant & Machinery	<input type="text" value="500000000"/>										
Others	<input type="text"/>										
Total	<input type="text" value="500020000"/>										
14. If availed loan for the Energy audit:	<input type="radio"/> Yes <input type="radio"/> No										
15. Name of Energy Auditor / Organization conducted Energy Audit:	<input type="text"/>										
16. Address of Energy Auditor / Organization conducted Energy Audit:	<input type="text" value="Address line"/> <input type="text" value="pincode"/>										

17. Details of Accreditation of Energy Auditor by BEE	<input type="text"/>
18. Amount of expenditure incurred for Energy Audit:	<input type="text"/>
19. Date of completion of Energy Audit:	<input type="text"/>
20. Probable time frame for the implementation of Energy Audit :	<input type="text" value="--- Select ---"/>
21. Subsidy amount claimed :	<input type="text"/>

LIST OF DOCUMENTS TO BE UPLOADED :

- copy of udyog aadhaar memorandum / copy of Udyam Certificate (pdf / max. file size 200 kb)
- Certificate of registration under Indian Partnership Act / LLP / Societies Registration Act / Certificate of incorporation [Memorandum of association & Article of Association] under Company Act (pdf/max.file size 200kb)
- Proof for connected load i.e. EB Meter card/ online Statement. (pdf/max. file size 200 kb)
- If alternate source of energy [other than electricity] used, proof for the usage. (pdf/max. file size 200 kb)
- Document's for engagement of Energy Auditor/ letter of acceptance from energy auditor. (pdf/max. file size 200 kb)
- If the Energy auditor is employed in a firm/co., or partner or Director of a firm/Co., then Proof for the same (pdf/max. file size 200 kb)
- Copy of accreditation of Energy Auditor by Bureau of Energy Efficiency [BEE] (pdf/max. file size 200 kb)
- Self certified statement on expenditure incurred for Energy Audit with copy of the bills/ vouchers and receipt etc. (pdf/max. file size 200 kb)
- Copy of the detailed Energy Audit report. (pdf/max. file size 200 kb)

Click on 'Save and Proceed'

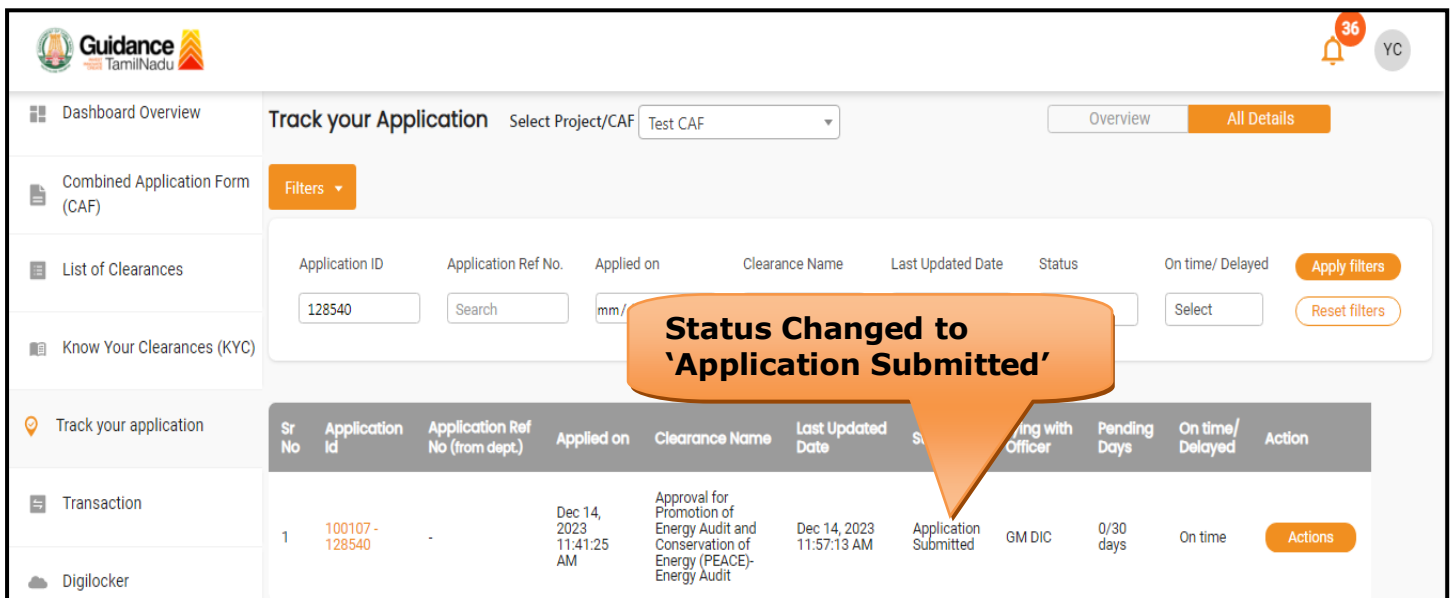
Save and Proceed


Reset

Figure 18. Approval for Promotion of Energy Audit and Conservation of Energy (PEACE) - Energy Audit

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**





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YC

- Dashboard Overview
- Combined Application Form (CAF)
- List of Clearances
- Know Your Clearances (KYC)
- Track your application
- Transaction
- Digilocker

Track your Application
Select Project/CAF Test CAF

Overview
All Details

Filters

Application ID	Application Ref No.	Applied on	Clearance Name	Last Updated Date	Status	On time/ Delayed
<input type="text" value="128540"/>	<input type="text" value="Search"/>	<input type="text" value="mm/"/>				<div style="display: flex; justify-content: space-between;"> Select Apply filters </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Reset filters </div>

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Working with Officer	Pending Days	On time/ Delayed	Action
1	100107 - 128540	-	Dec 14, 2023 11:41:25 AM	Approval for Promotion of Energy Audit and Conservation of Energy (PEACE)- Energy Audit	Dec 14, 2023 11:57:13 AM	Application Submitted	GM DIC	0/30 days	On time	Actions

Figure 19. Status of the Application

Page 19 of 28

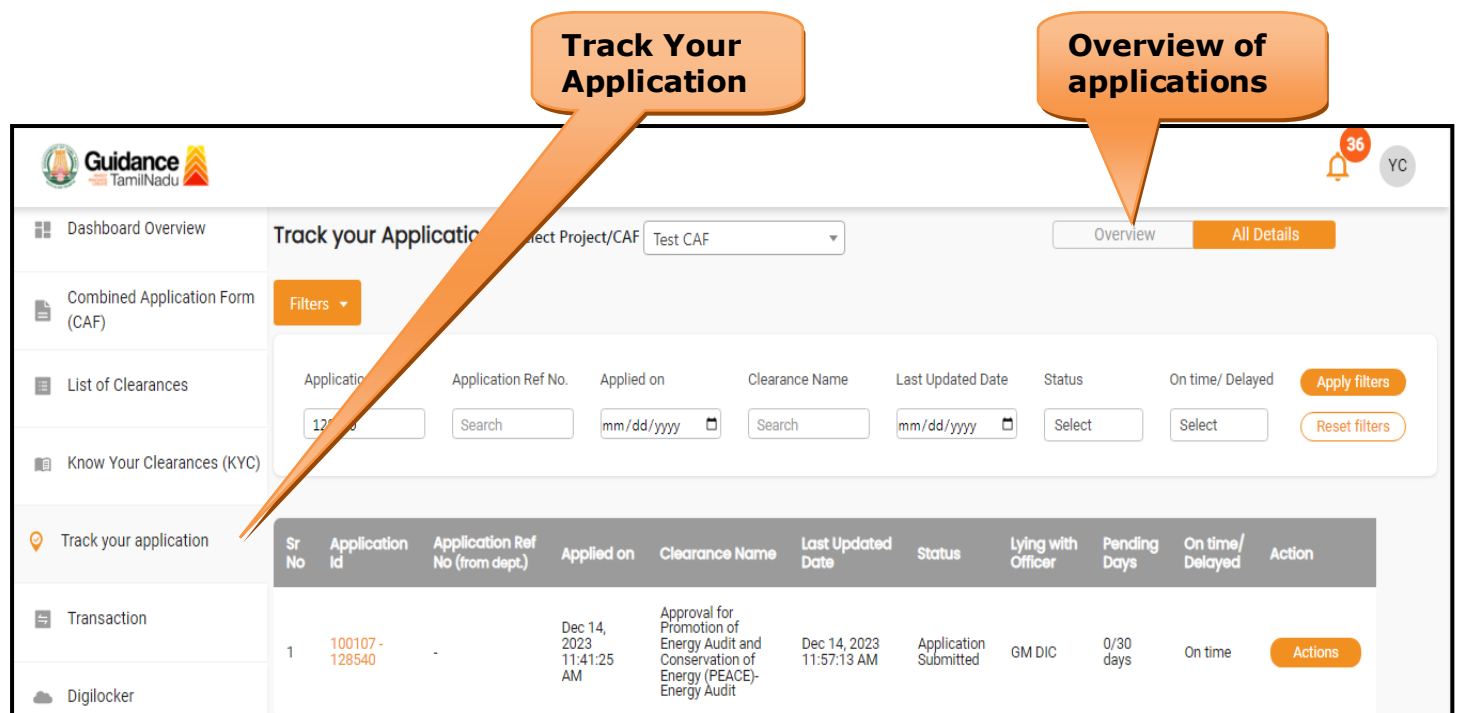
8. Track Your Application

- 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

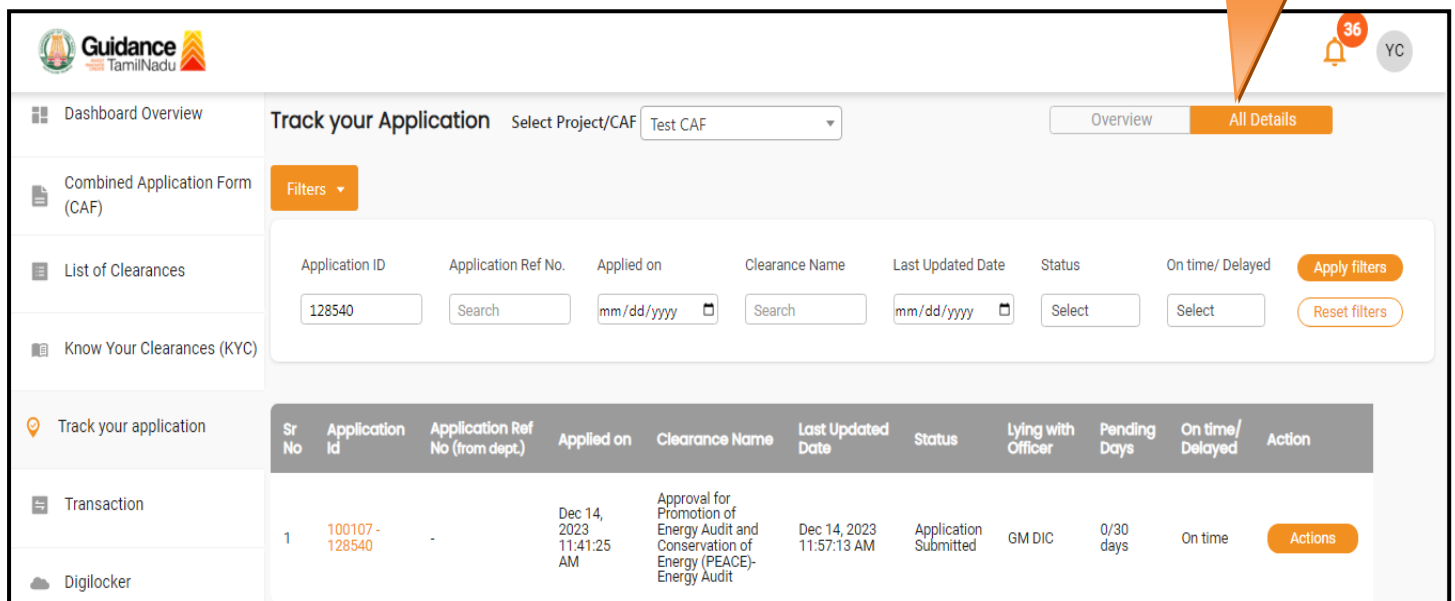
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100107-128540	-	Dec 14, 2023 11:41:25 AM	Approval for Promotion of Energy Audit and Conservation of Energy (PEACE)-Energy Audit	Dec 14, 2023 11:57:13 AM	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**

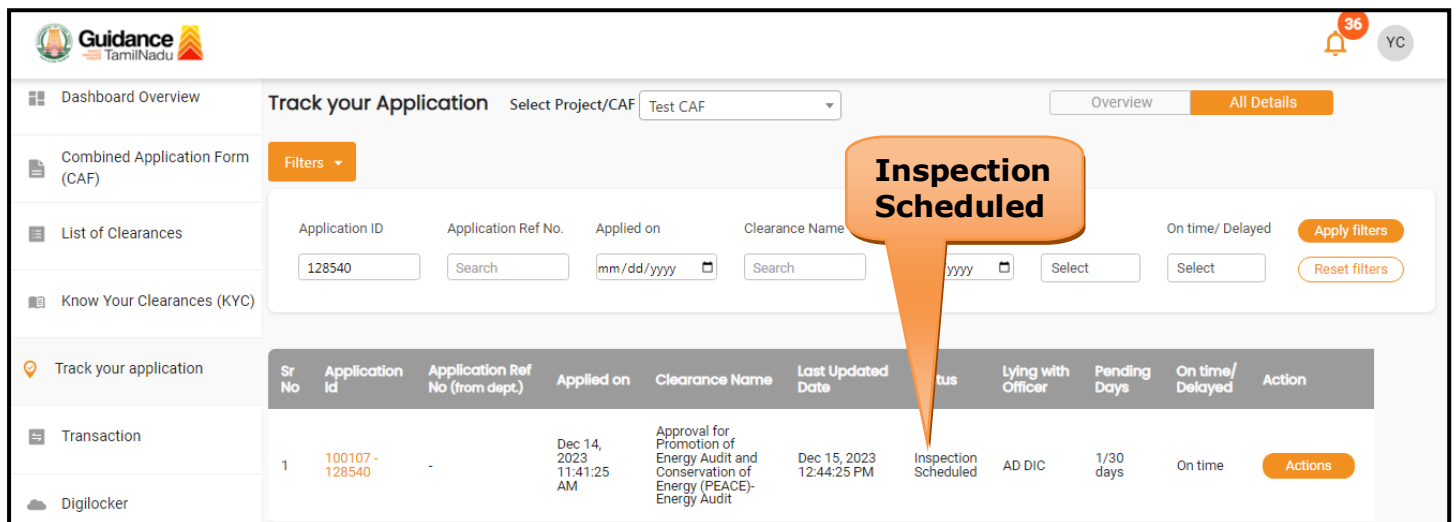



Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100107 - 128540	-	Dec 14, 2023 11:41:25 AM	Approval for Promotion of Energy Audit and Conservation of Energy (PEACE)- Energy Audit	Dec 14, 2023 11:57:13 AM	Application Submitted	GM DIC	0/30 days	On time	Actions

Figure 21. ‘All Details’ tab

9. Inspection Schedule

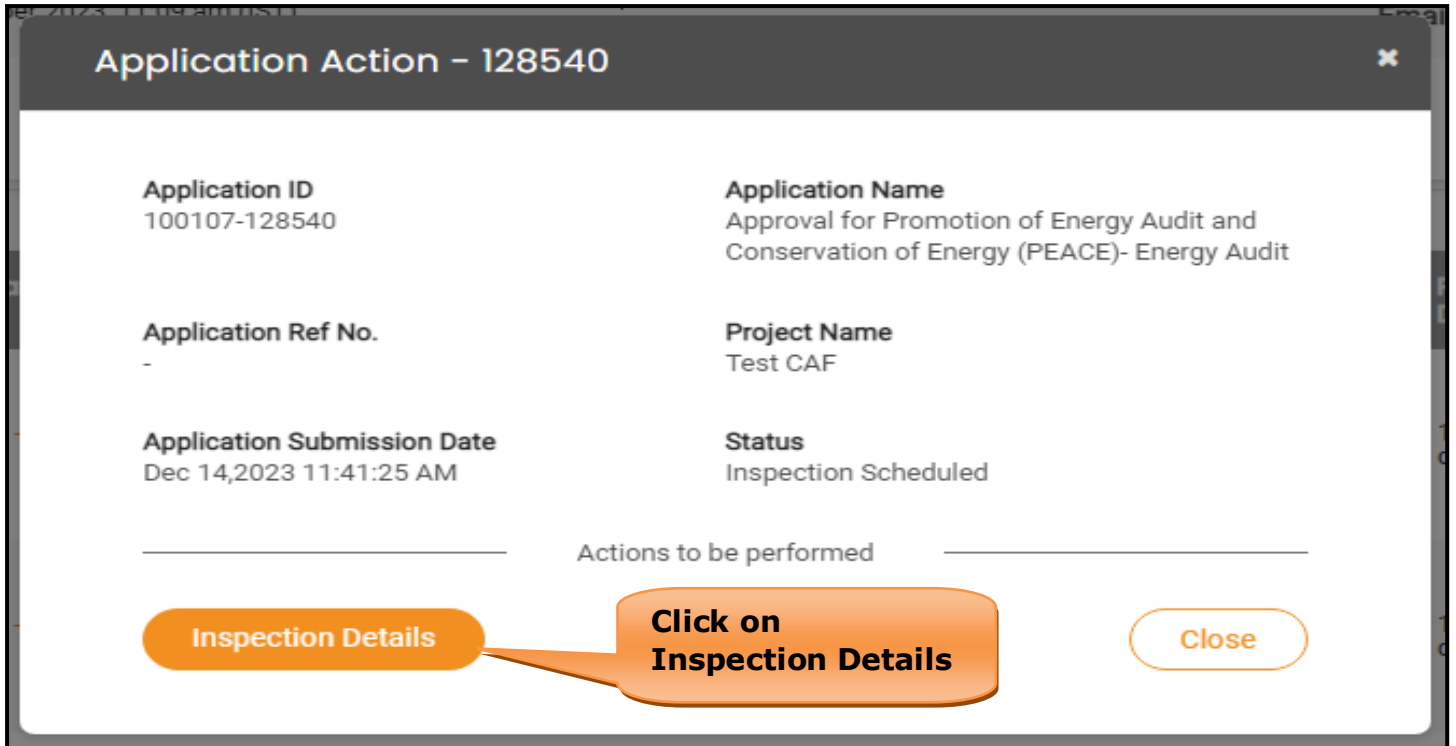
- 1) The AD DIC of Commissionerate of Industries and Commerce Department schedules the date of appointment for inspection to be done for the specified institution.
- 2) After the Inspection gets completed, the AD DIC submits the Inspection report.
- 3) The Applicant has the provision to view the Scheduled Inspection details



The screenshot shows the 'Track your Application' page. The main content area includes a search bar for 'Test CAF' and a table of application details. A callout bubble labeled 'Inspection Scheduled' points to the status of the first application entry.

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	100107 - 128540	-	Dec 14, 2023 11:41:25 AM	Approval for Promotion of Energy Audit and Conservation of Energy (PEACE)-Energy Audit	Dec 15, 2023 12:44:25 PM	Inspection Scheduled	AD DIC	1/30 days	On time	Actions

Figure 22. Inspection Scheduled



Application Action - 128540

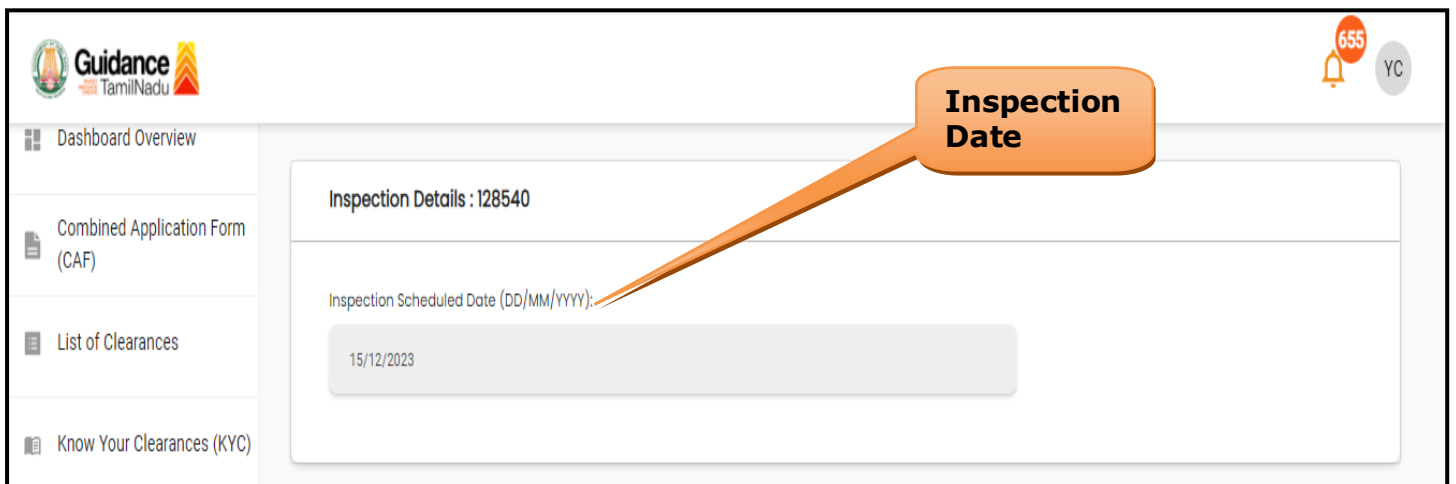
Application ID 100107-128540	Application Name Approval for Promotion of Energy Audit and Conservation of Energy (PEACE)- Energy Audit
Application Ref No. -	Project Name Test CAF
Application Submission Date Dec 14,2023 11:41:25 AM	Status Inspection Scheduled

Actions to be performed

Inspection Details (highlighted with callout: **Click on Inspection Details**)

Close

Figure 23. Inspection Details



Guidance TamilNadu

655 YC

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

Inspection Details : 128540

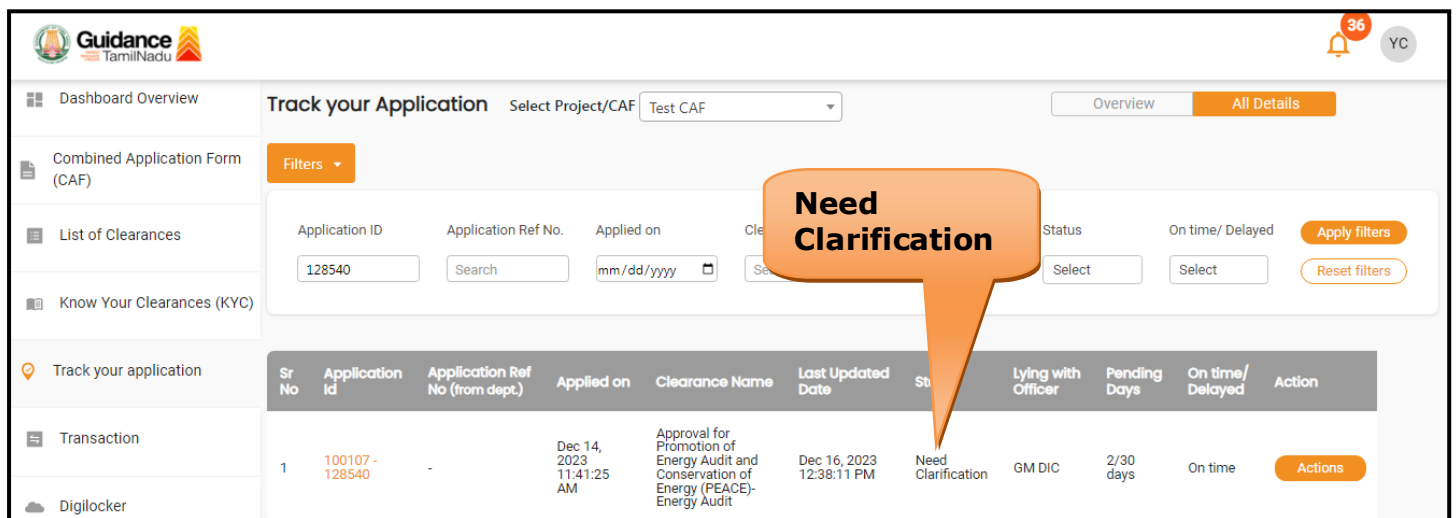
Inspection Scheduled Date (DD/MM/YYYY):

15/12/2023 (highlighted with callout: **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. The application ID is 128540. The status is 'Need Clarification'. A callout bubble points to the 'Need Clarification' status 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	100107 - 128540	-	Dec 14, 2023 11:41:25 AM	Approval for Promotion of Energy Audit and Conservation of Energy (PEACE)- Energy Audit	Dec 16, 2023 12:38:11 PM	Need Clarification	GM DIC	2/30 days	On time	Actions

Figure 25. Need Clarification

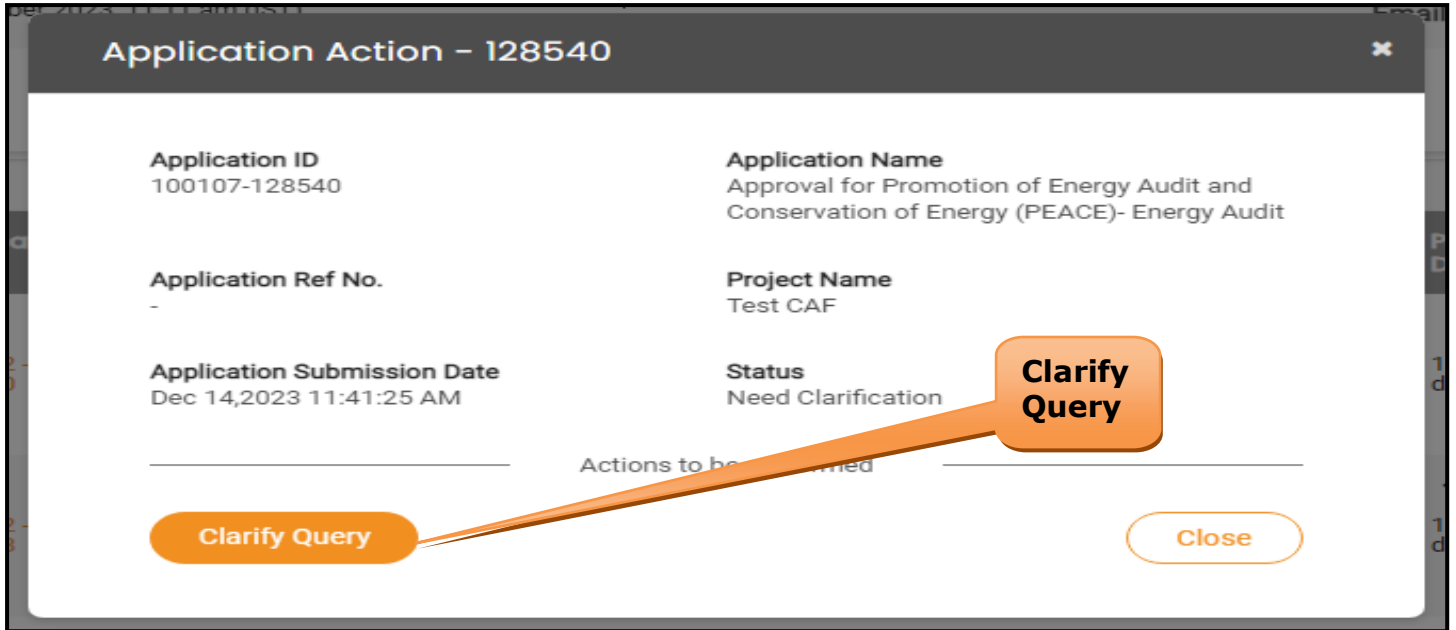


Figure 26. Clarify Query

- 5) The Applicant clicks on '**Clarify Query**' 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.

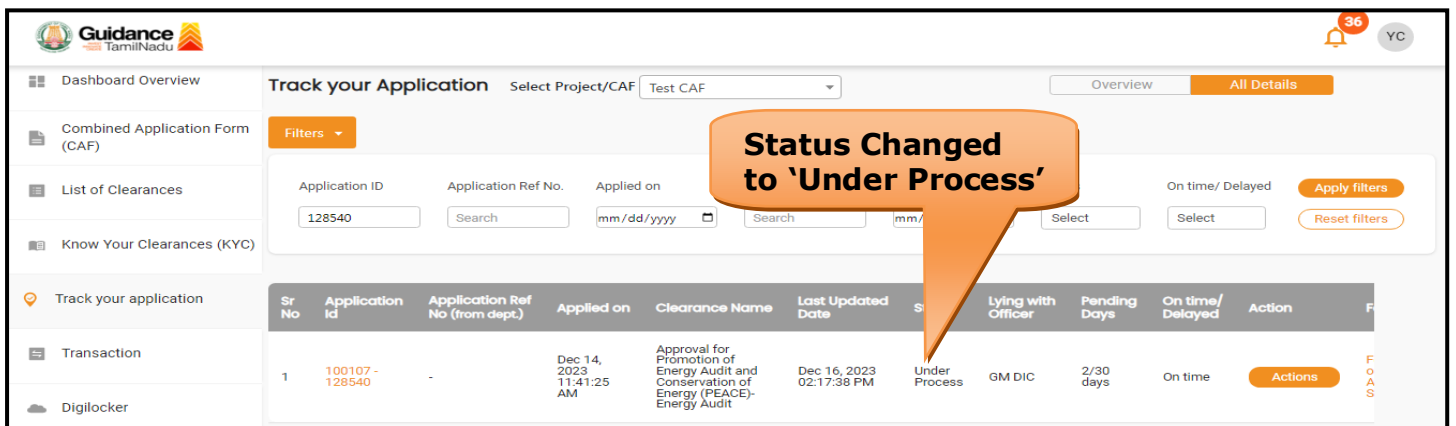
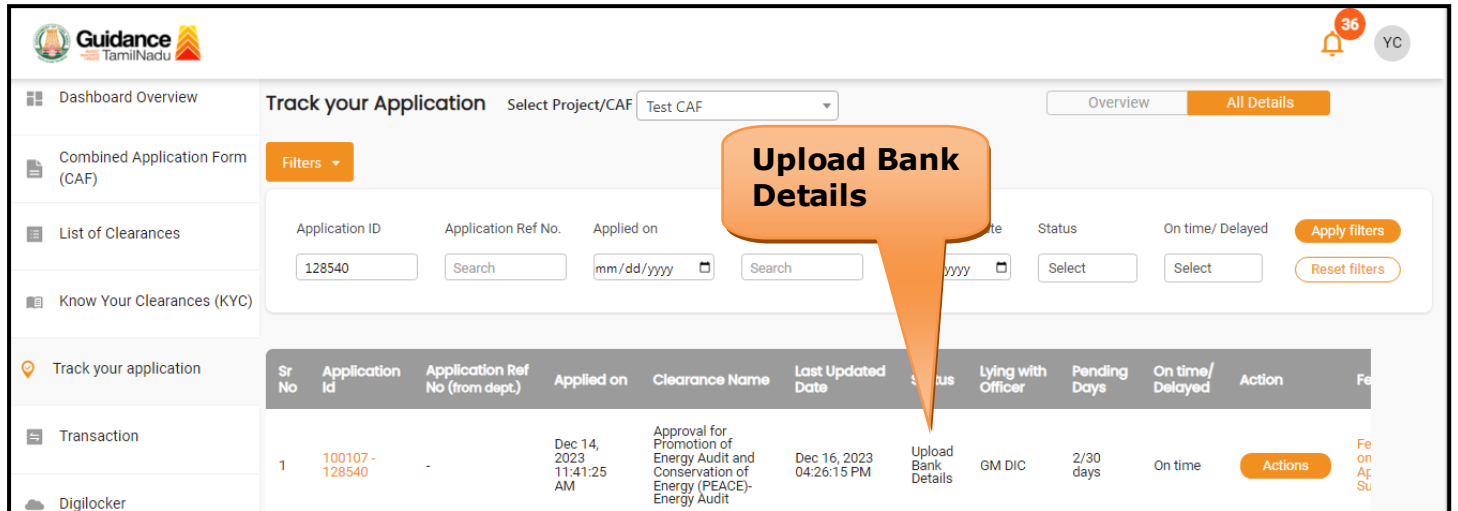


Figure 27. Under Process

11. Upload Bank Details

1. After receiving Sanction Letter Upload Bank Details

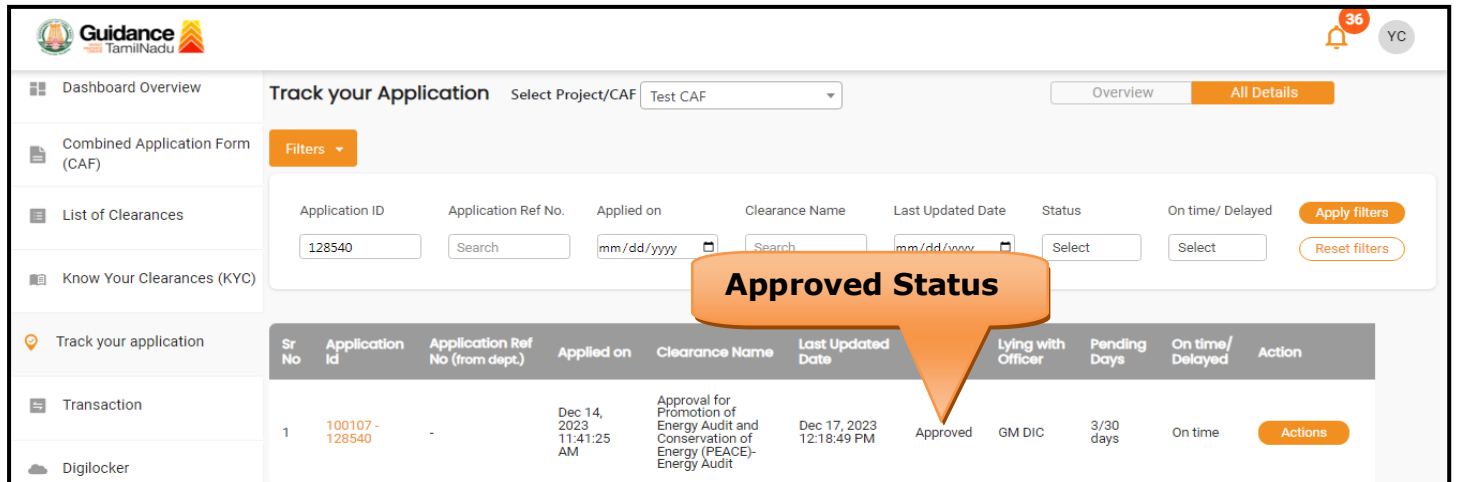


Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100107 - 128540	-	Dec 14, 2023 11:41:25 AM	Approval for Promotion of Energy Audit and Conservation of Energy (PEACE)-Energy Audit	Dec 16, 2023 04:26:15 PM	Upload Bank Details	GM DIC	2/30 days	On time	Actions

Figure 28. Upload Bank Details

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”**

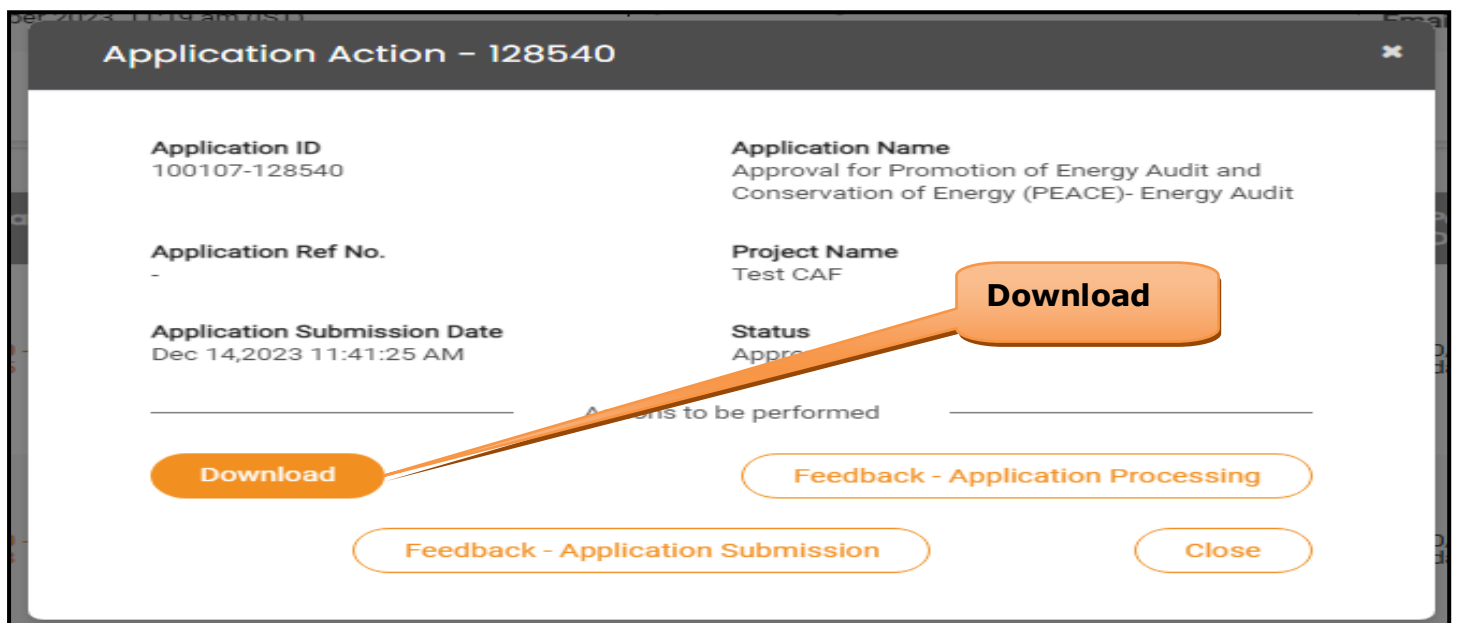


The screenshot shows the 'Track your Application' interface. A table lists application details. An orange callout bubble labeled 'Approved Status' points to the 'Approved' status in the table row.

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	100107 - 128540	-	Dec 14, 2023 11:41:25 AM	Approval for Promotion of Energy Audit and Conservation of Energy (PEACE)- Energy Audit	Dec 17, 2023 12:18:49 PM	Approved	GM DIC	3/30 days	On time	Actions

Figure 29. 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 30)



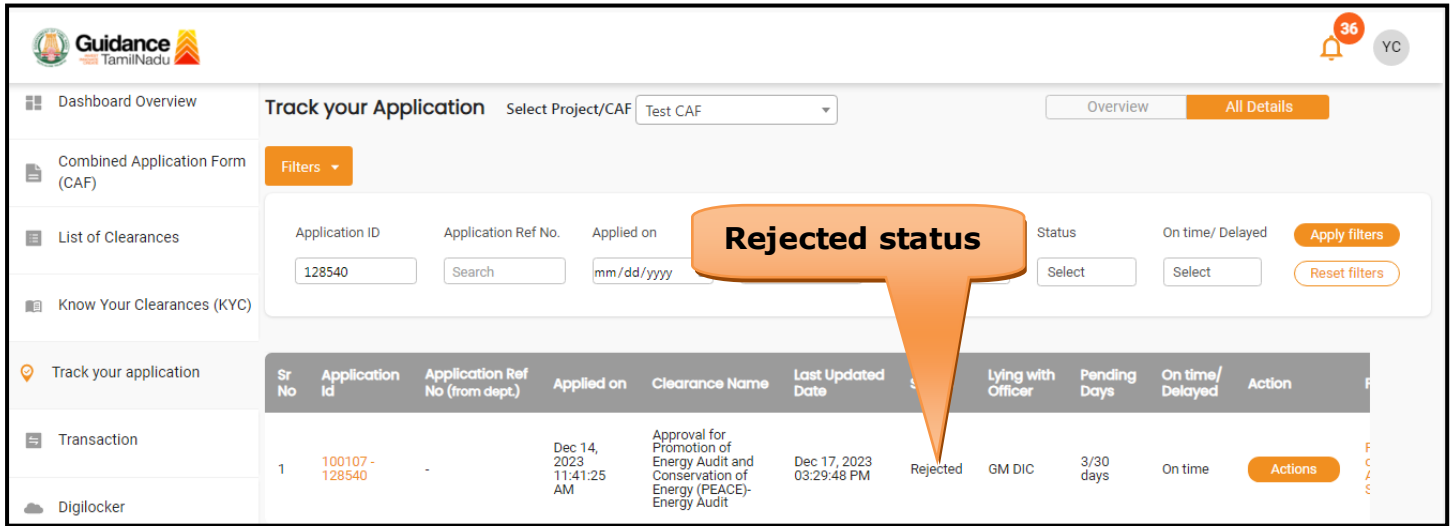
The screenshot shows the 'Application Action - 128540' modal window. It displays application details and a 'Download' button highlighted with an orange callout bubble.

Application ID 100107-128540	Application Name Approval for Promotion of Energy Audit and Conservation of Energy (PEACE)- Energy Audit
Application Ref No. -	Project Name Test CAF
Application Submission Date Dec 14,2023 11:41:25 AM	Status Appro

Buttons: Download, Feedback - Application Processing, Feedback - Application Submission, Close

Figure 30. 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 31)



The screenshot shows the 'Track your Application' page. At the top, there's a navigation bar with 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', 'Transaction', and 'Digilocker'. The main content area is titled 'Track your Application' and includes a dropdown for 'Select Project/CAF' (Test CAF) and tabs for 'Overview' and 'All Details'. Below this is a filter section with fields for 'Application ID' (128540), 'Application Ref No.' (Search), and 'Applied on' (mm/dd/yyyy). A callout bubble labeled 'Rejected status' points to the 'Rejected' status in the table below. The table has columns: Sr No, Application Id, Application Ref No (from dept.), Applied on, Clearance Name, Last Updated Date, Lying with Officer, Pending Days, On time/Delayed, and Action. The first row shows an application with ID 100107-128540, applied on Dec 14, 2023, and rejected by GM DIC on Dec 17, 2023.

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	100107 - 128540	-	Dec 14, 2023 11:41:25 AM	Approval for Promotion of Energy Audit and Conservation of Energy (PEACE)-Energy Audit	Dec 17, 2023 03:29:48 PM	Rejected	GM DIC	3/30 days	On time	Actions

Figure 31. Rejected Status

