



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Claiming Reimbursement of Stamp Duty / Registration Charges

**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**



← → ↻ 🔒 tnswp.com/DIGIGOV/swp-tnswp.jsp 🔍 🌐 ☆ 📱 (R) ⋮

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 ▾

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

TAMIL NADU

Leading the Nation

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

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

[TN Single Window Fee Slab for Large Industries](#)



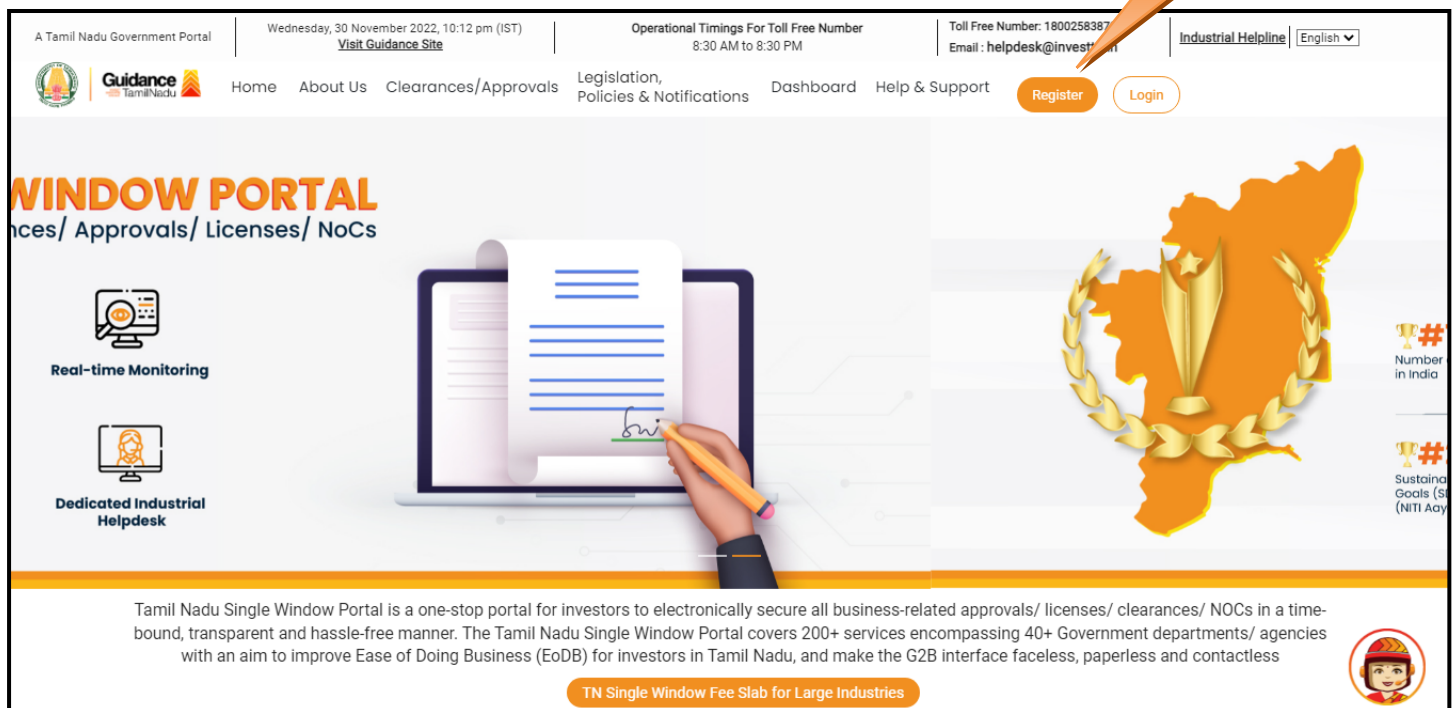
Figure 1. Single Window Portal Home Page

2. Registration

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

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

**Register
on TNSWP**



A Tamil Nadu Government Portal | Wednesday, 30 November 2022, 10:12 pm (IST) | Visit Guidance Site | Operational Timings For Toll Free Number 8:30 AM to 8:30 PM | Toll Free Number: 1800258387 | Email : helpdesk@invest.tn | Industrial Helpline | English

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

SINGLE WINDOW PORTAL
Clearances/ Approvals/ Licenses/ NoCs

Real-time Monitoring
Dedicated Industrial Helpdesk

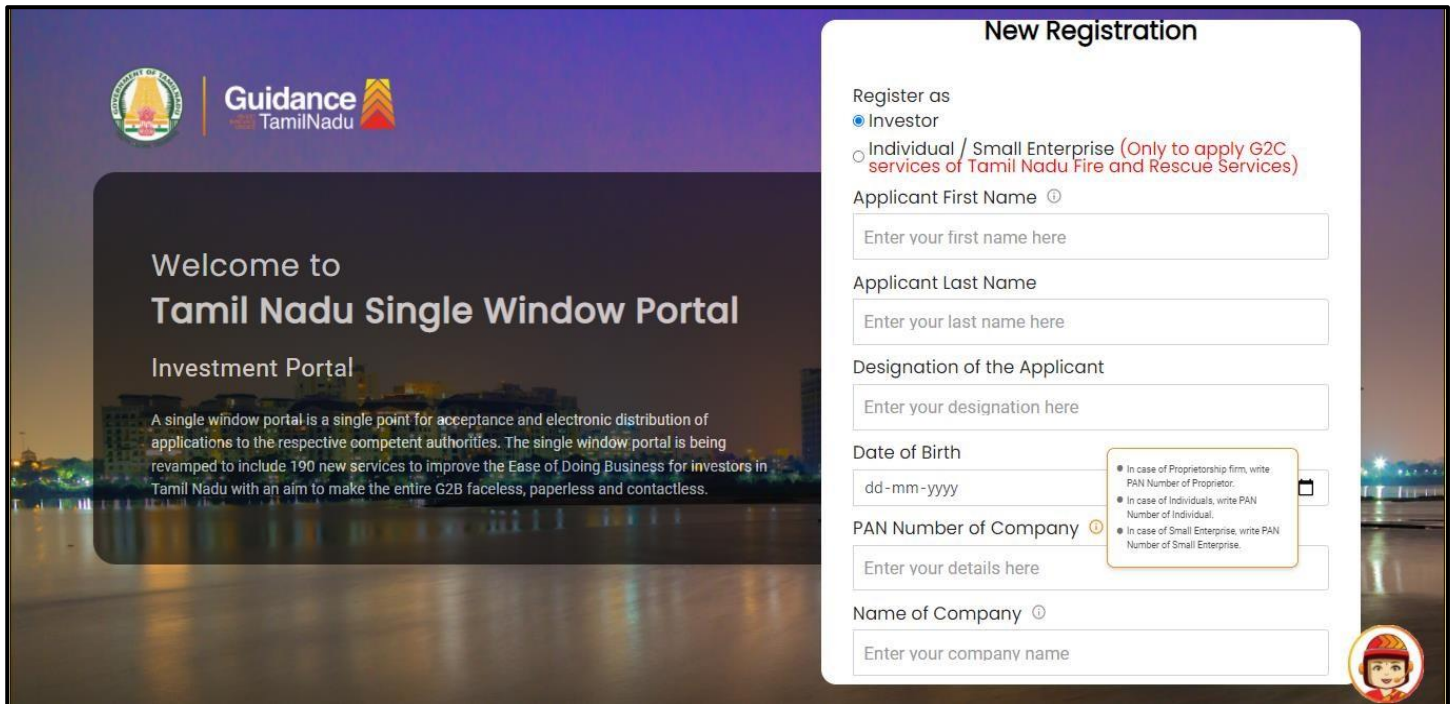
Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/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

TN Single Window Fee Slab for Large Industries

Figure 2. Register

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

the applicant hovers the cursor on these icons.



Welcome to Tamil Nadu Single Window Portal Investment Portal

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

New Registration

Register as

Investor

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

Applicant First Name ⓘ

Applicant Last Name

Designation of the Applicant

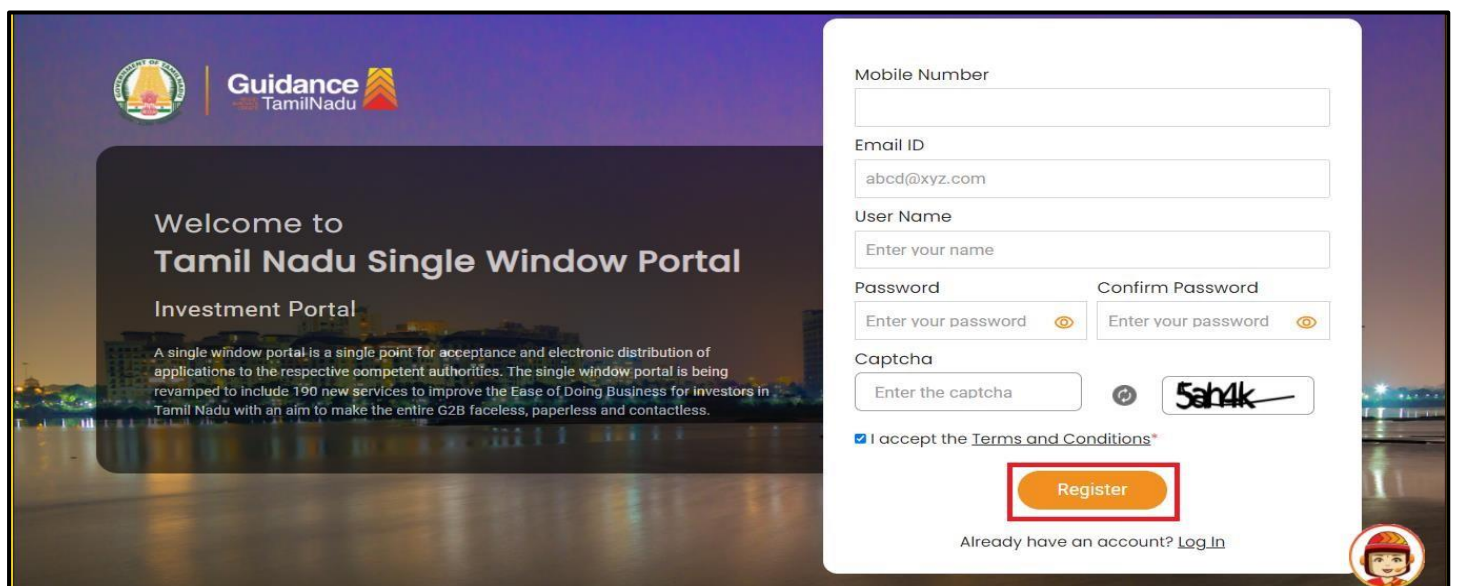
Date of Birth

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

PAN Number of Company ⓘ

Name of Company ⓘ

Figure 3. Registration Form



Welcome to Tamil Nadu Single Window Portal Investment Portal

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

Mobile Number

Email ID

User Name

Password Confirm Password

Captcha

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

Register

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

Figure 4. Registration Form Submission

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

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

- '2-Step Verification Process' screen will appear when the applicant clicks on 'Register' button.
- o **Mobile Number Verification**
 - 1) For verifying the mobile number, the verification code will be sent to the given mobile number.
 - 2) Enter the verification code and click on the '**Verify**' button.

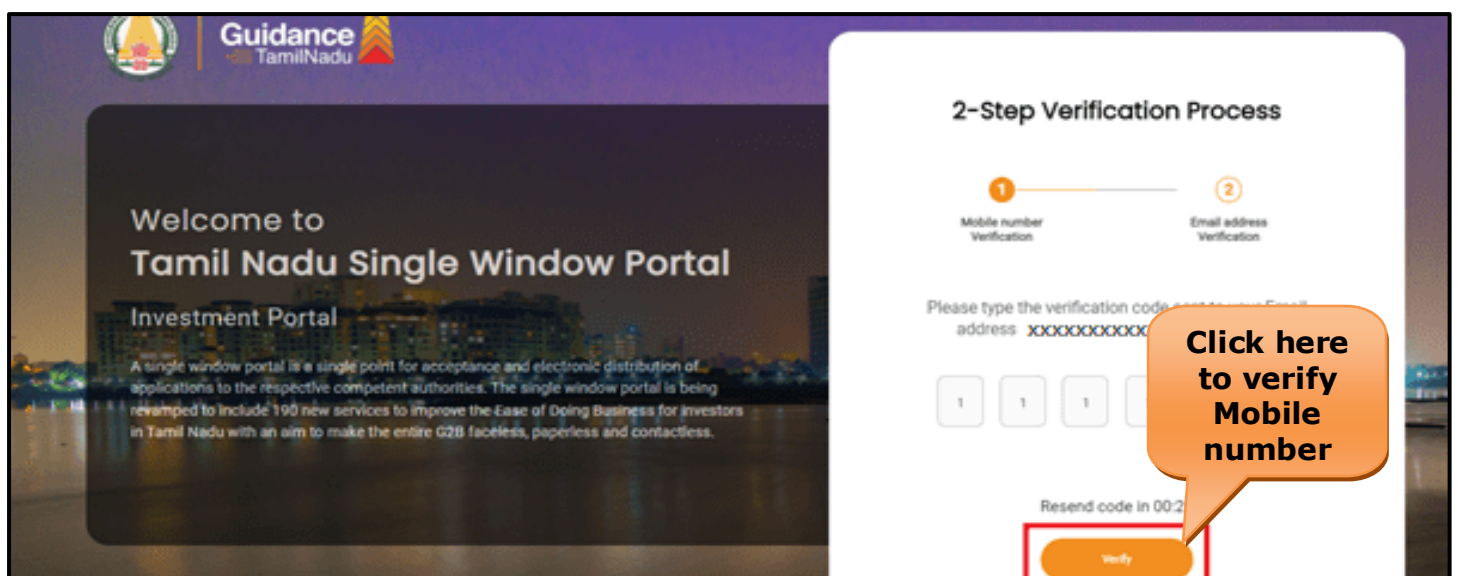


Figure 5. Mobile Number Verification

- o **Email ID Verification**

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

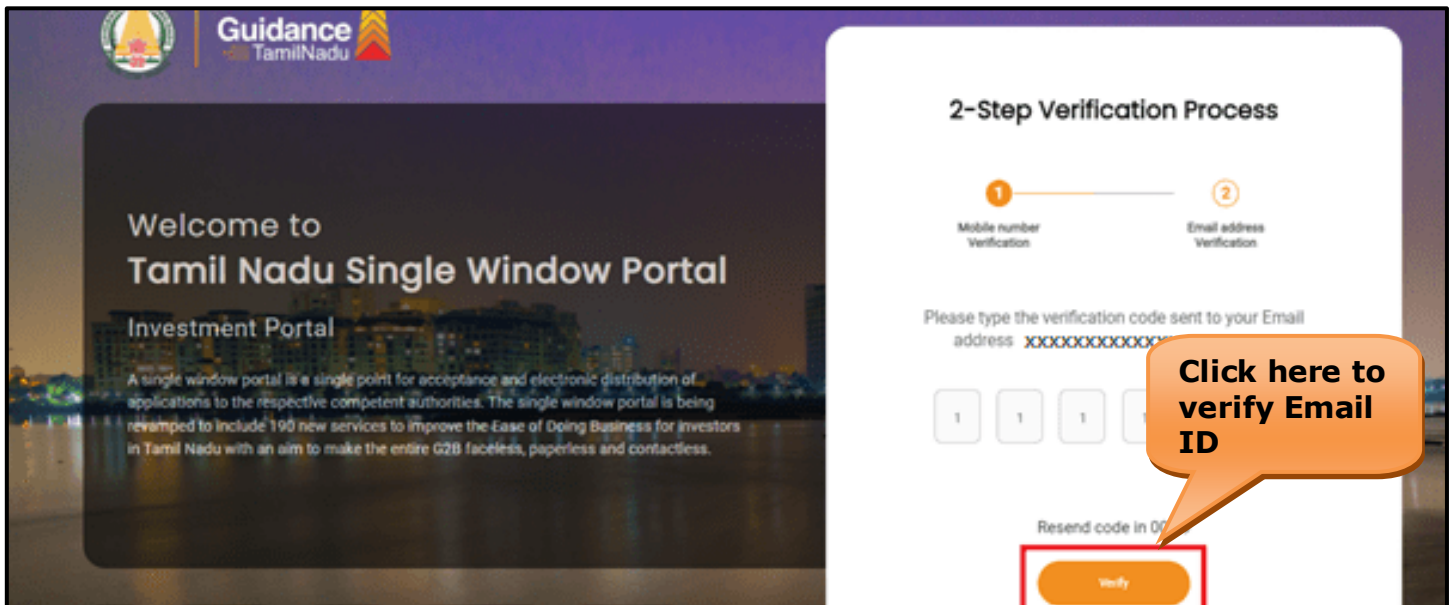


Figure 6. Email ID Verification

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

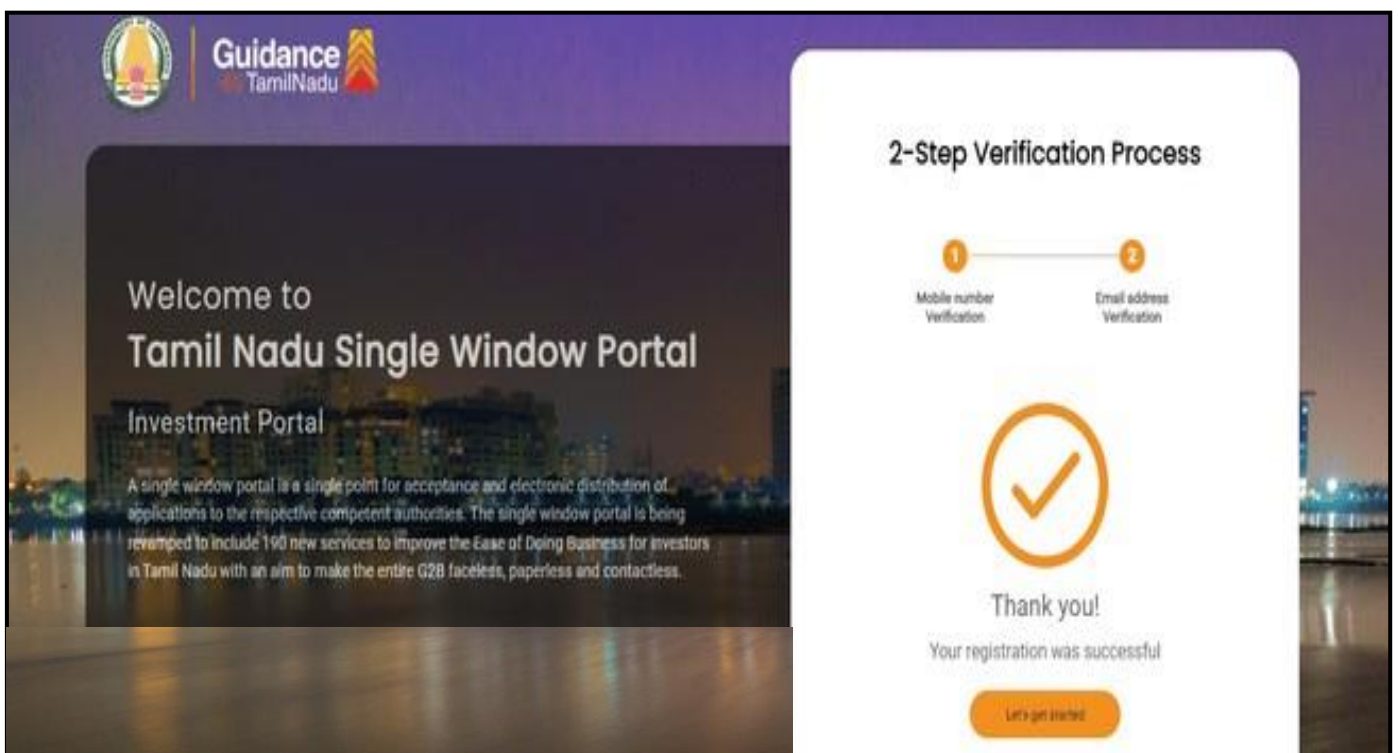


Figure 7. Registration Confirmation Pop-Up

4. Login

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

**Login to
TNSWP**

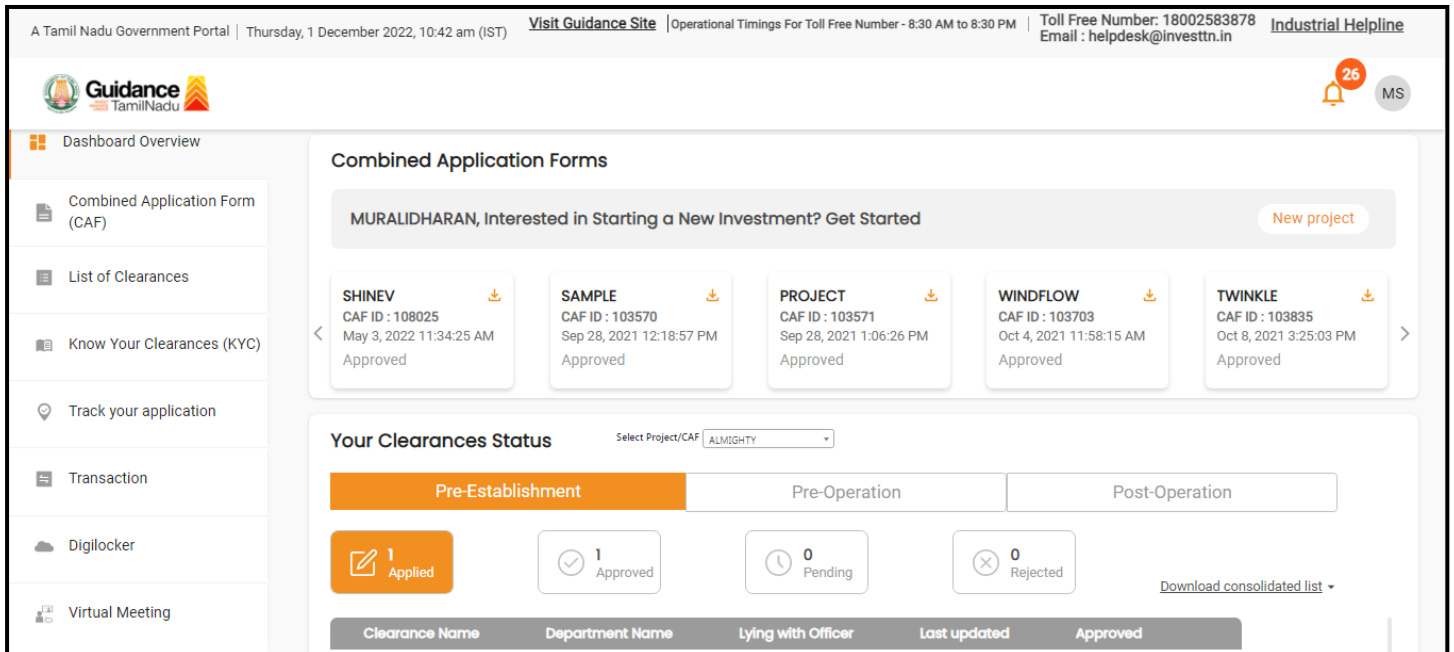


The screenshot shows the TNSWP website interface. The browser address bar displays 'tnswp.com/DIGIGOV/swp-tnswp.jsp'. The page header includes the Tamil Nadu Government Portal logo, the date 'Wednesday, 30 November 2022, 10:11 pm (IST)', operational timings '8:30 AM to 8:30 PM', and contact information 'Toll Free Number: 18002583878' and 'Email: helpdesk@investtn.in'. The main navigation menu contains '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 star and laurel wreath, and the text 'TAMIL NADU Leading the Nation'. Below this, there are ten award statistics, each with a trophy icon and a ranking: '#1 Number of Factories in India', '#1 Number of Operational SEZs in India', '#1 Governance & Political Stability (N-SIPI 2019)', '#1 International and Domestic Tourist Arrivals', '#1 Best Performing State (India Today State of the State Award 2018, 2019 & 2020)', '#2 Sustainable Development Goals (SDG) Index 2020-21 (NITI Aayog)', '#2 Second Largest Economy in India', '#2 Best Governed State (Public Affairs Index 2020)', '#2 Job Creation Under IBPS Scheme', and '#2 Growth, Innovation and Leadership Index 2019 (Frost & Sullivan)'. At the bottom, there is a paragraph describing the portal as a one-stop portal for investors, and a button for 'TN Single Window Fee Slab for Large Industries'. 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.



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](#)

Guidance TamilNadu

26 MS

Dashboard Overview

Combined Application Forms

MURALIDHARAN, Interested in Starting a New Investment? Get Started [New project](#)

Project Name	CAF ID	Date	Status
SHINEV	108025	May 3, 2022 11:34:25 AM	Approved
SAMPLE	103570	Sep 28, 2021 12:18:57 PM	Approved
PROJECT	103571	Sep 28, 2021 1:06:26 PM	Approved
WINDFLOW	103703	Oct 4, 2021 11:58:15 AM	Approved
TWINKLE	103885	Oct 8, 2021 3:25:03 PM	Approved

Your Clearances Status

Pre-Establishment Pre-Operation Post-Operation

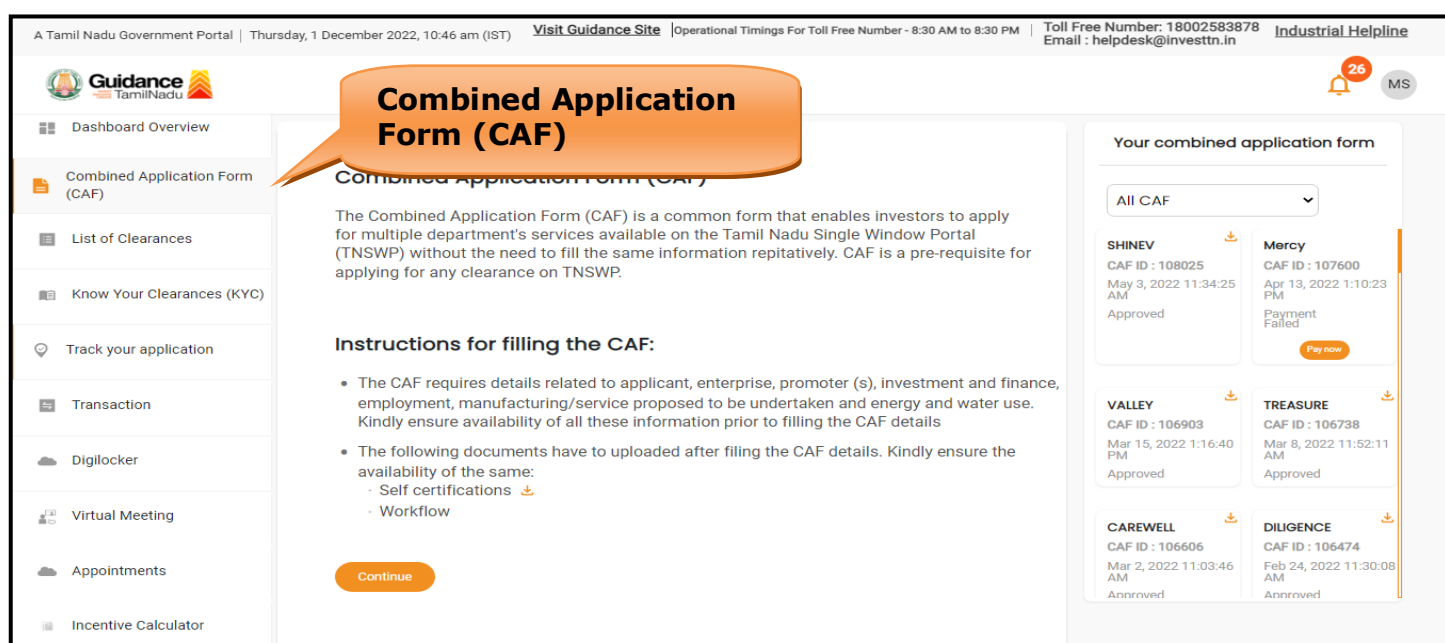
1 Applied 1 Approved 0 Pending 0 Rejected [Download consolidated list](#)

Clearance Name	Department Name	Lying with Officer	Last updated	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, time, 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 is titled 'Combined Application Form (CAF)' and contains a description of the CAF as a common form for investors to apply for multiple department services. Below the description are 'Instructions for filling the CAF:' which list requirements for information and document uploads. A 'Continue' button is visible at the bottom of the instructions. On the right, a section titled 'Your combined application form' displays a table of existing CAFs with columns for name, CAF ID, date, time, and status.

Your combined application form	
SHINEV CAF ID : 108025 May 3, 2022 11:34:25 AM Approved	Mercy CAF ID : 107600 Apr 13, 2022 1:10:23 PM Payment Failed Pay now
VALLEY CAF ID : 106903 Mar 15, 2022 1:16:40 PM Approved	TREASURE CAF ID : 106738 Mar 8, 2022 11:52:11 AM Approved
CAREWELL CAF ID : 106606 Mar 2, 2022 11:03:46 AM Approved	DILIGENCE CAF ID : 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).

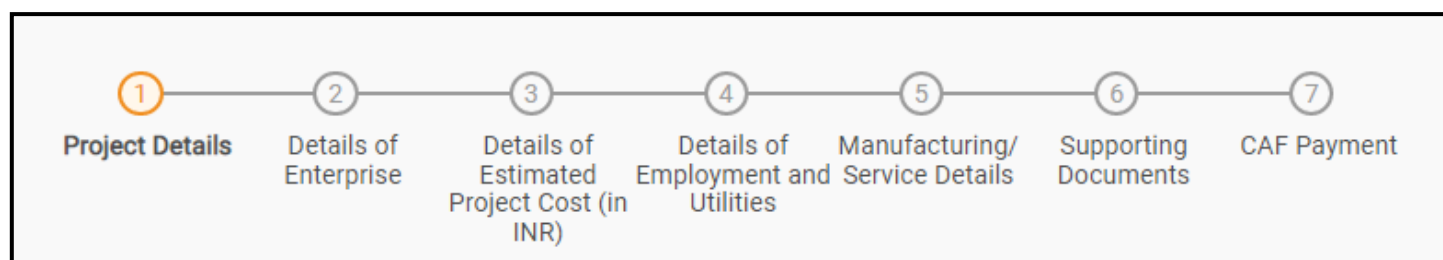


Figure 11. Section of Combined Application Form (CAF)

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. On the left is a navigation menu with options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, Digilocker, and Incentive Calculator. At the top, a progress bar shows seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Manufacturing Utilities, 5. Details of Manufacturing, 6. Supporting Documents, and 7. CAF Payment. The main form area is titled 'Payment Details' and contains a confirmation message: '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, there are radio buttons for 'Lump sum' (selected) and 'à la carte'. A text input field shows '500000' with 'Five Lakh' below it, and a 'Calculate Fee' button. At the bottom, there are buttons for 'Previous', 'Next', 'Pay Later', 'Pay Now', 'Review & Submit', and 'Submit'.

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

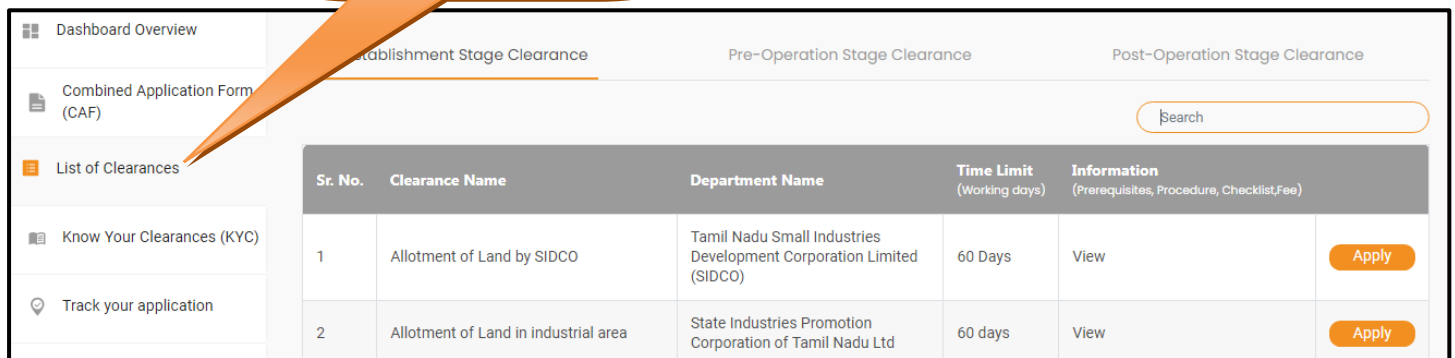
Note:

If the applicant belongs to large industry, single window fee would be applicable according to the investment in Plant & Machinery or Turnover amount. [Clickhere](#) to access the Single Window Fee Slab.

7. Apply for Claiming Reimbursement of Stamp Duty / Registration Charges

1. Click on “List of Clearances”

List of Clearances



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

Figure 13. List of Clearances

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

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

3. Select ‘**Post-Operation Stage Clearance**’ and find the clearance ‘**Claiming Reimbursement of Stamp Duty / Registration Charges**’ 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	Apply
41	Claiming Reimbursement of Stamp Duty / Registration Charges	Commissionerate of Industries and Commerce	Issue of Sanction Order - 30 days Disbursement of incentive to applicant after allotment of funds by the government - 15 days	View	-	Apply

Figure 14. Search for Clearance

4. Applicant can view information on workflow, checklist of supporting documents to be uploaded by the applicant and fee details. Click on 'view' to access the information (Refer Figure 15)
5. To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 15).
6. The Applicant can apply to obtain license for more than 1 establishment using a single login, but the applicant must create multiple Combined Application Form (CAF) for each of the establishment.

The screenshot displays the 'Guidance TamilNadu' interface. On the left is a navigation menu with options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, and Transaction. The main content area shows a table of clearances under the 'Post-Operation Stage Clearance' tab. The table has columns for Sr. No., Clearance Name, Department Name, Time Limit (Working days), Information (Prerequisites, Procedure, Checklist, Fee), and User Manual. A row with Sr. No. 41 is highlighted, showing details for 'Claiming Reimbursement of Stamp Duty / Registration Charges' from the 'Commissionerate of Industries and Commerce'. The 'Time Limit' is 15 days. The 'Information' column contains 'Issue of Sanction Order - 30 days' and 'Disbursement of incentive to applicant after allotment of funds by the government - 15 days'. A 'View' button is in the 'Information' column, and an 'Apply' button is in the 'User Manual' column. Two callout boxes are present: 'View Information' points to the 'View' button, and 'Apply for Clearance' points to the 'Apply' button.

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
41	Claiming Reimbursement of Stamp Duty / Registration Charges	Commissionerate of Industries and Commerce	15 days	Issue of Sanction Order - 30 days Disbursement of incentive to applicant after allotment of funds by the government - 15 days	-

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 Claiming Reimbursement of Stamp Duty / Registration Charges
----------------------------------------------------------------------	------------------------------------------------------------------------------------------------

Select Project/CAF *

caf fix test1

Close

Click on Apply

Apply

Select CAF

Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Application for Claiming Reimbursement of Stamp Duty / Registration Charges.

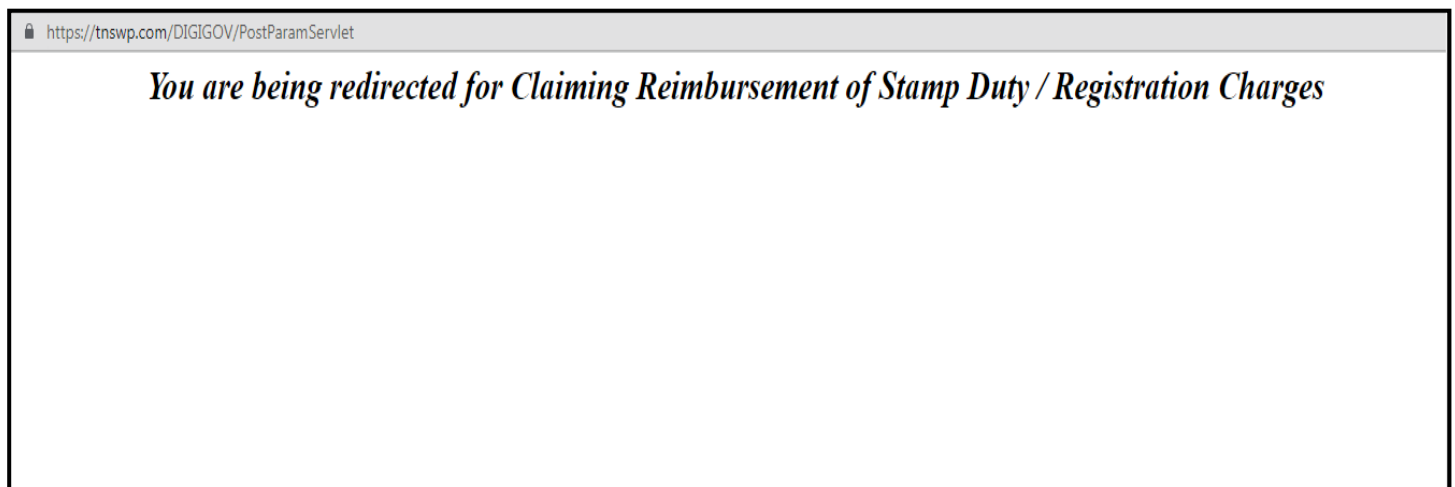


Figure 17. Redirecting to Claiming Reimbursement of Stamp Duty / Registration Charges

3) Enter all the mandatory details in the application for Claiming Reimbursement of Stamp Duty / Registration Charges.



APPLICATION FOR CLAIMING REIMBURSEMENT OF STAMP DUTY / REGISTRATION CHARGES

1.0. Details of Enterprise:

1.1 Name of the Enterprises:

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

2.0. Address of the Unit:

2.1 Registered Office:

2.2 Factory Location:

Same as above:

3.0. Location of the Enterprise:

3.1 Name of Village/Town:

Industry Located In: Industrial Estate Non-Industrial Estate

3.3 Name of District:

3.4 Name of Taluk:

3.5 Name of Block:

4.0. Contact Nos

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

5.0 Status of the Enterprise:

5.1. Constitution of the Organisation.

Proprietary
 Partnership
 Pvt.Ltd.
 Coop.
 Limited
 Others

5.2 Enterprise Status.

5.3 Whether New/ Expansion/ Diversification.

5.4 Community.

6.0 UDYAM Registration Details

6.1 UDYAM Certificate Number: Eg : UDYAM-TN-0000000

UDYAM Date:

6.2 Activity as specified in the UDYAM

7.0 Fixed Capital Investment(in Rs.)

Nature of Assets	New/Existing Unit	Expansion/Diversification Project	% of increase under Expansion/ Diversification Project
Land	<input type="text" value="87676"/>	<input type="text"/>	<input type="text"/>
Building	<input type="text" value="76577"/>	<input type="text"/>	<input type="text"/>
Plant & Machinery	<input type="text" value="50000000"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text" value="50164253"/>	<input type="text"/>	<input type="text"/>

8.0 Details of land purchased.

8.1. Land Area (in Sq. Mtrs.):

8.2. Plinth area of the Building constructed (in Sq. Mtrs.) as per approved plan

8.3. Plinth area of the Building constructed actually constructed (in Sq. Mtrs.)

9.0 Details of Registraion.	
9.1. Document No.:	<input type="text"/>
9.2. Date of Registration	<input type="text"/>
9.3. Name of Sub-Registrar Office where registered	<input type="text"/>

10.0 Stamp Duty / Registration Charges.	
10.1. Stamp Duty Paid	Rs.: <input type="text"/>
10.2. Registration Charges	Rs.: <input type="text"/>
10.3. Total	Rs.: <input type="text"/>
10.4. Any exemption on stamp duty already availed on purchase of land	Rs.: <input type="text"/>

11.0. Subsidy claimed.	
11.1. 50% subsidy claimed Stamp Duty	Rs.: <input type="text"/>
11.2. 50% subsidy claimed Registration Charges :	Rs.: <input type="text"/>
11.3. Total subsidy claimed	Rs.: <input type="text"/>

LIST OF DOCUMENTS TO BE UPLOADED :

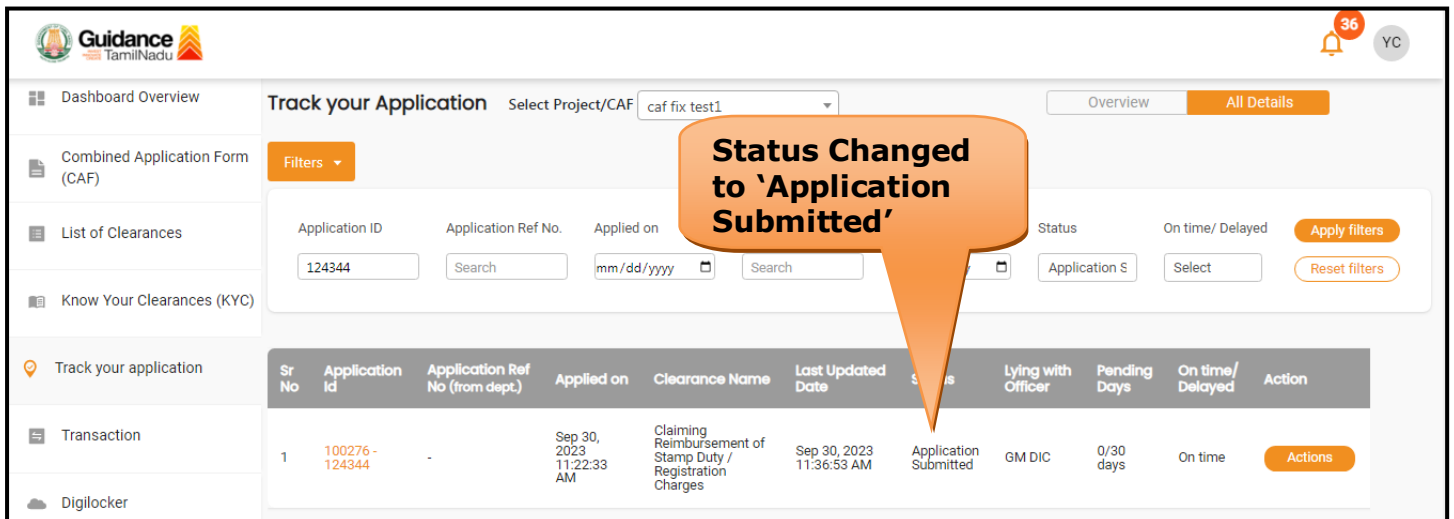
- Copy of UDYAM Registration Certificate. (pdf/max. file size 200 kb)
- Copy of Registered Land Sale deed documents with receipt from Registrar regarding the payment of Stamp Duty/Registration Charges. (pdf/max. file size 200 kb)
- Copy of plan Approvals from the local body / Industrial Estate Authorities along with site plan. (pdf/max. file size 200 kb)

Click on 'Save & Proceed'

Figure 18. Application for Claiming Reimbursement of Stamp Duty / Registration Charges

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 displays the 'Track your Application' page. The 'Status' column in the table indicates 'Application Submitted'. An orange callout bubble points to this status with the text 'Status Changed to 'Application Submitted''. The table below shows the details of the 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	-	Sep 30, 2023 11:22:33 AM	Claiming Reimbursement of Stamp Duty / Registration Charges	Sep 30, 2023 11:36:53 AM	Application Submitted	GM DIC	0/30 days	On time	Actions

Figure 19. Status of the Application

8. Track Your Application

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

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

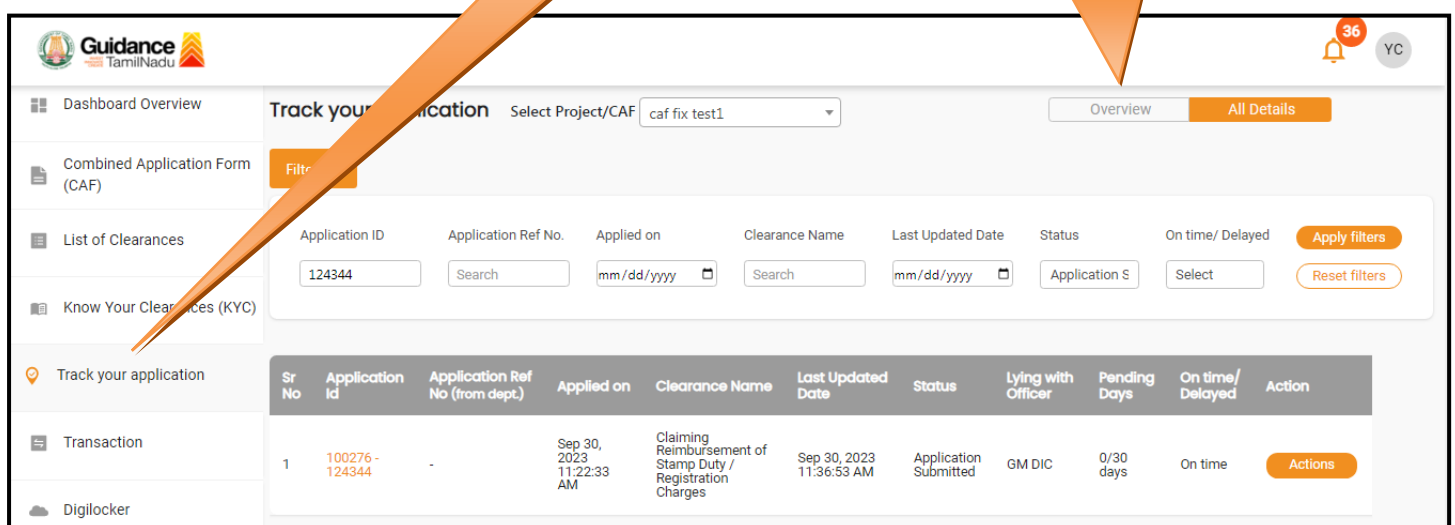
- **Track your application– Overview Option**

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

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

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	100276 - 124344	-	Sep 30, 2023 11:22:33 AM	Claiming Reimbursement of Stamp Duty / Registration Charges	Sep 30, 2023 11:36:53 AM	Application Submitted	GM DIC	0/30 days	On time	Actions

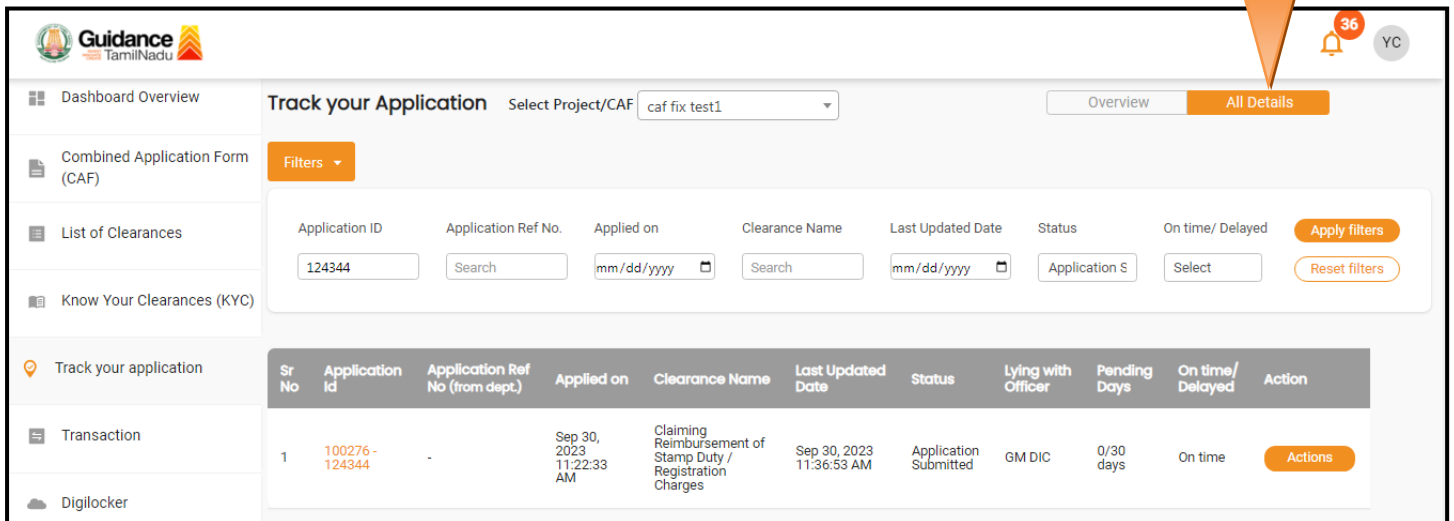
Figure 20. Track Your Application

- **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**

All Details Options

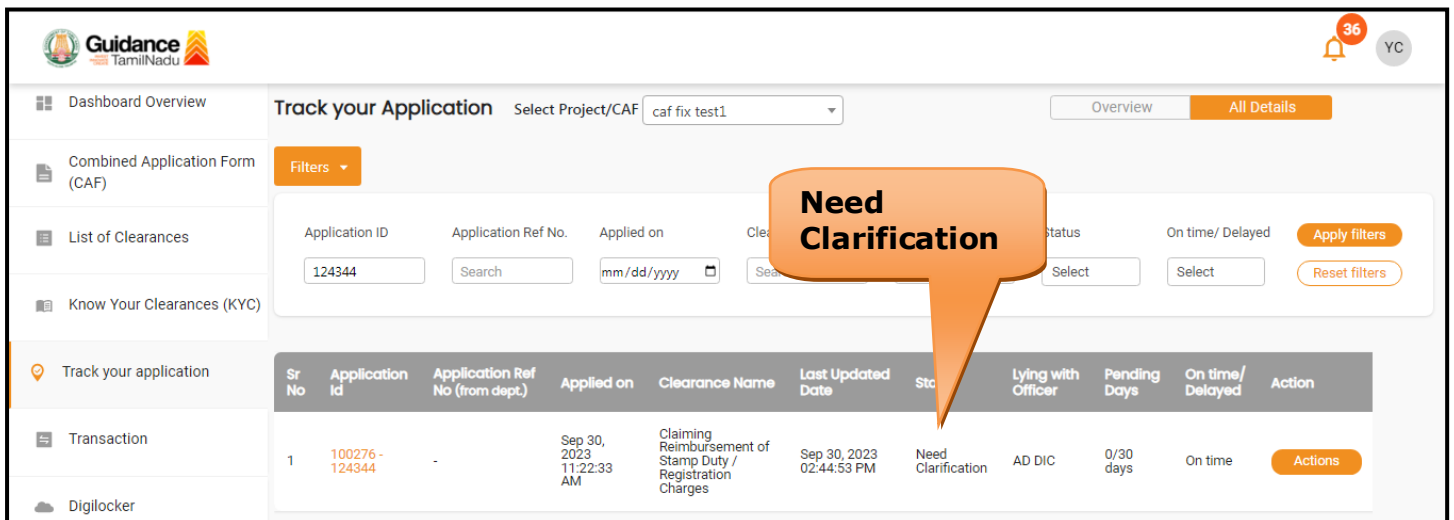


Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100276 - 124344	-	Sep 30, 2023 11:22:33 AM	Claiming Reimbursement of Stamp Duty / Registration Charges	Sep 30, 2023 11:36:53 AM	Application Submitted	GM DIC	0/30 days	On time	Actions

Figure 21. ‘All Details’ tab

9. Query Clarification

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



The screenshot shows the 'Track your Application' page. The application ID is 124344. 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	100276 - 124344	-	Sep 30, 2023 11:22:33 AM	Claiming Reimbursement of Stamp Duty / Registration Charges	Sep 30, 2023 02:44:53 PM	Need Clarification	AD DIC	0/30 days	On time	Actions

Figure 22. Need Clarification

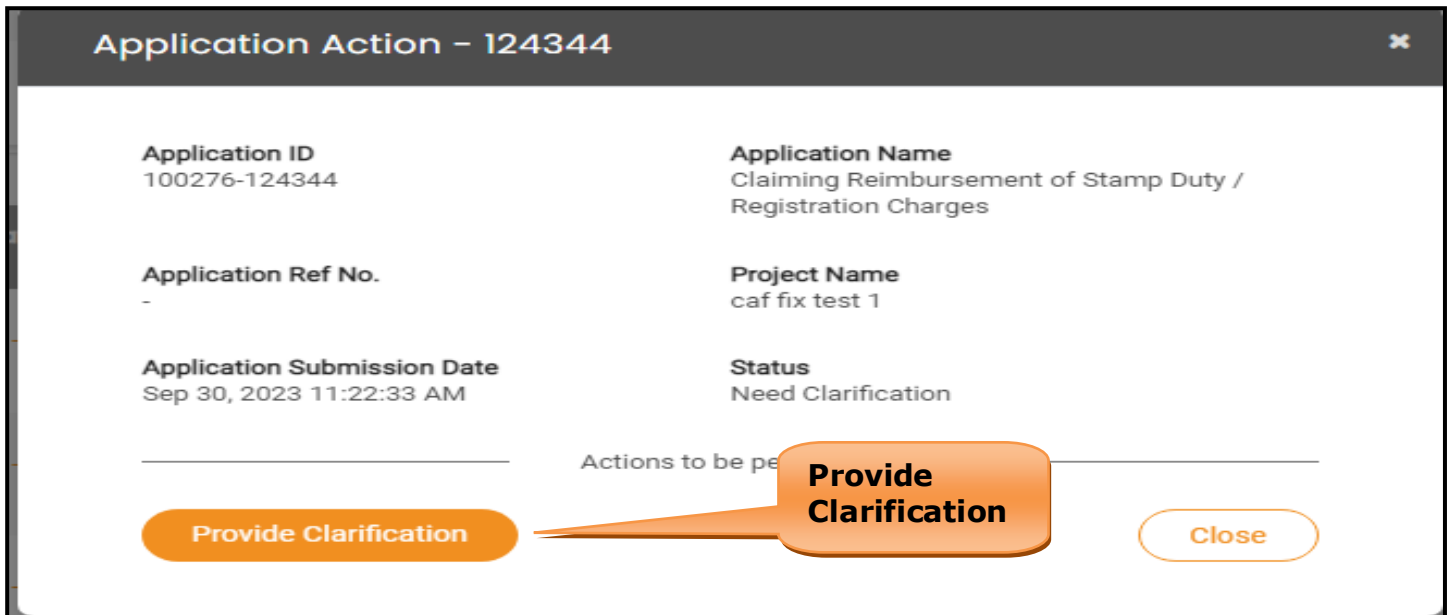


Figure 23. Provide Clarification

- 5) The Applicant clicks on '**Provide Clarification**' button and responds to the Query.
- 6) The Application gets submitted to the department after the query has been addressed by the Applicant.
- 7) The Status of the application changes from 'Need clarification' to '**Under Process**' after the Applicant submits the query.

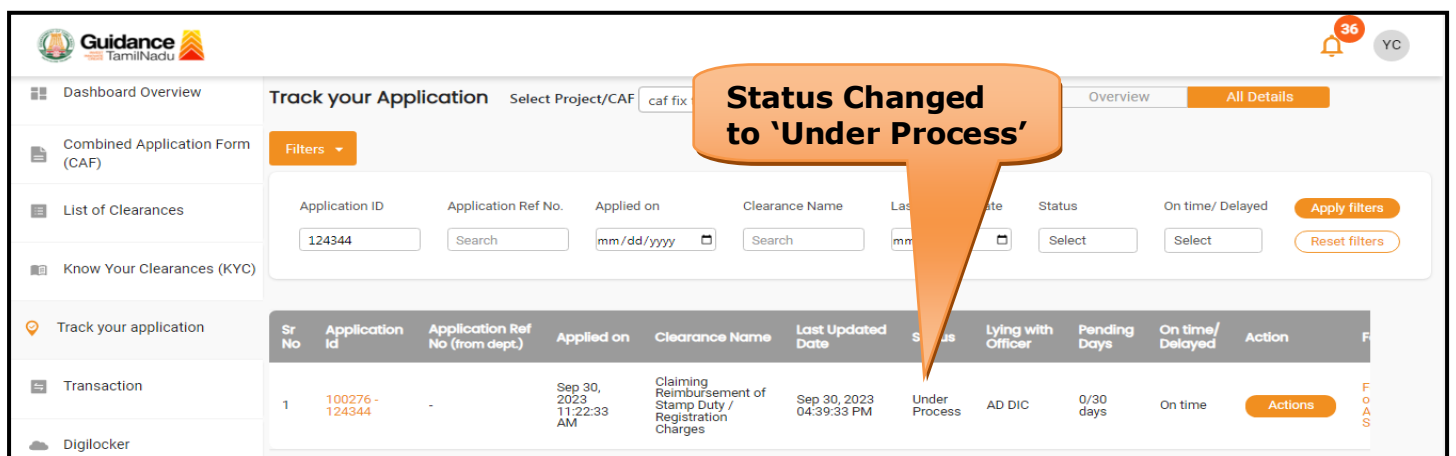
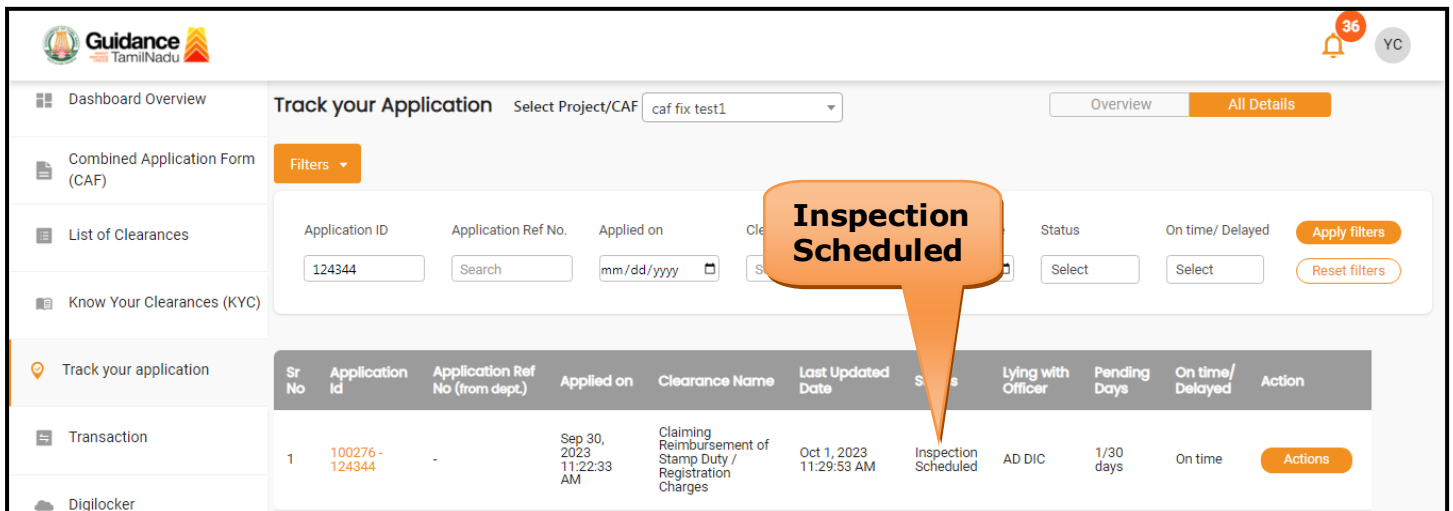


Figure 24. Under Process

10. Inspection Schedule

- 1) The AD DIC schedules the date of appointment for inspection to be done for the specified institution.
- 2) After the Inspection is 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 application ID is 124344. The status is 'Inspection Scheduled'. An orange callout bubble points to the 'Inspection Scheduled' 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	100276 - 124344	-	Sep 30, 2023 11:22:33 AM	Claiming Reimbursement of Stamp Duty / Registration Charges	Oct 1, 2023 11:29:53 AM	Inspection Scheduled	AD DIC	1/30 days	On time	Actions

Figure 15. Inspection Scheduled

Application Action - 124344

Application ID 100276-124344	Application Name Claiming Reimbursement of Stamp Duty / Registration Charges
Application Ref No. -	Project Name caf fix test 1
Application Submission Date Sep 30, 2023 11:22:33 AM	Status Inspection Scheduled

Actions to be performed

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

Figure 26. View Inspection Details

Guidance TamilNadu

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

View Inspection Date

Inspection Details : 124344

Inspection Scheduled Date (DD/MM/YYYY):

01/10/2023

Figure 27. View Inspection Details (Contd.)

Update Bank Details

The screenshot shows the 'Track your Application' interface. The table below contains the following data:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100276 - 124344	-	Sep 30, 2023 11:22:33 AM	Claiming Reimbursement of Stamp Duty / Registration Charges	Oct 2, 2023 01:39:43 PM	Update Bank Details	User	2/30 days	On time	Actions

Figure 28. Update Bank Details

Upload Document

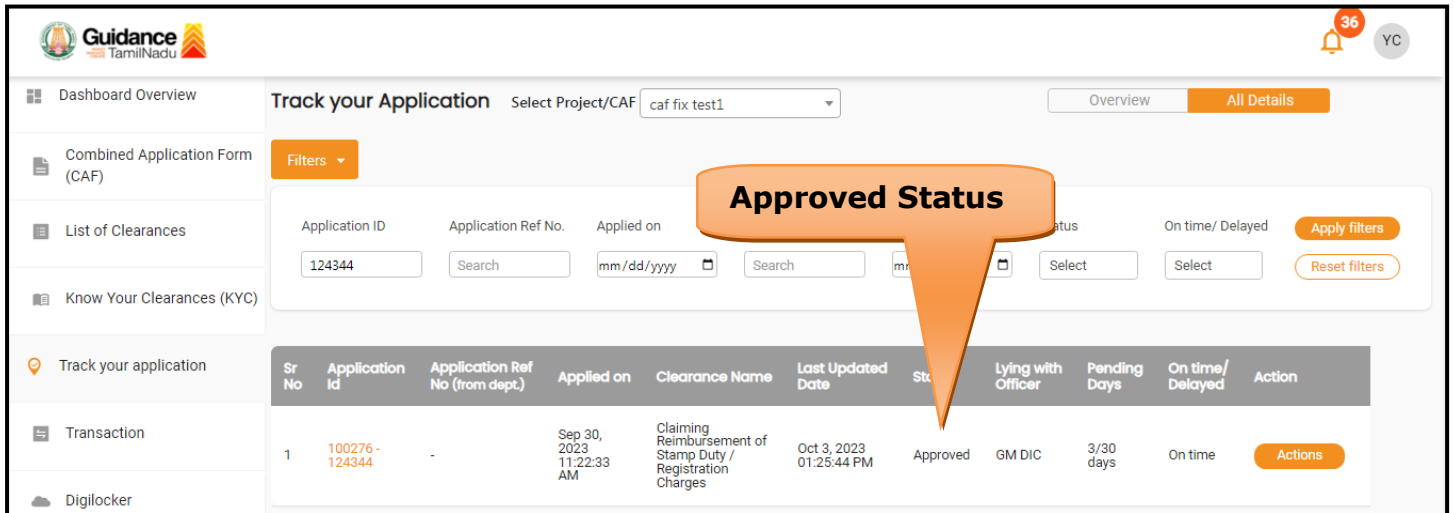
The screenshot shows the 'Track your Application' interface. The table below contains the following data:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100276 - 124344	-	Sep 30, 2023 11:22:33 AM	Claiming Reimbursement of Stamp Duty / Registration Charges	Oct 2, 2023 03:45:34 PM	Upload Document	User	2/30 days	On time	Actions

Figure 29. Upload Document

11. Application Processing

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

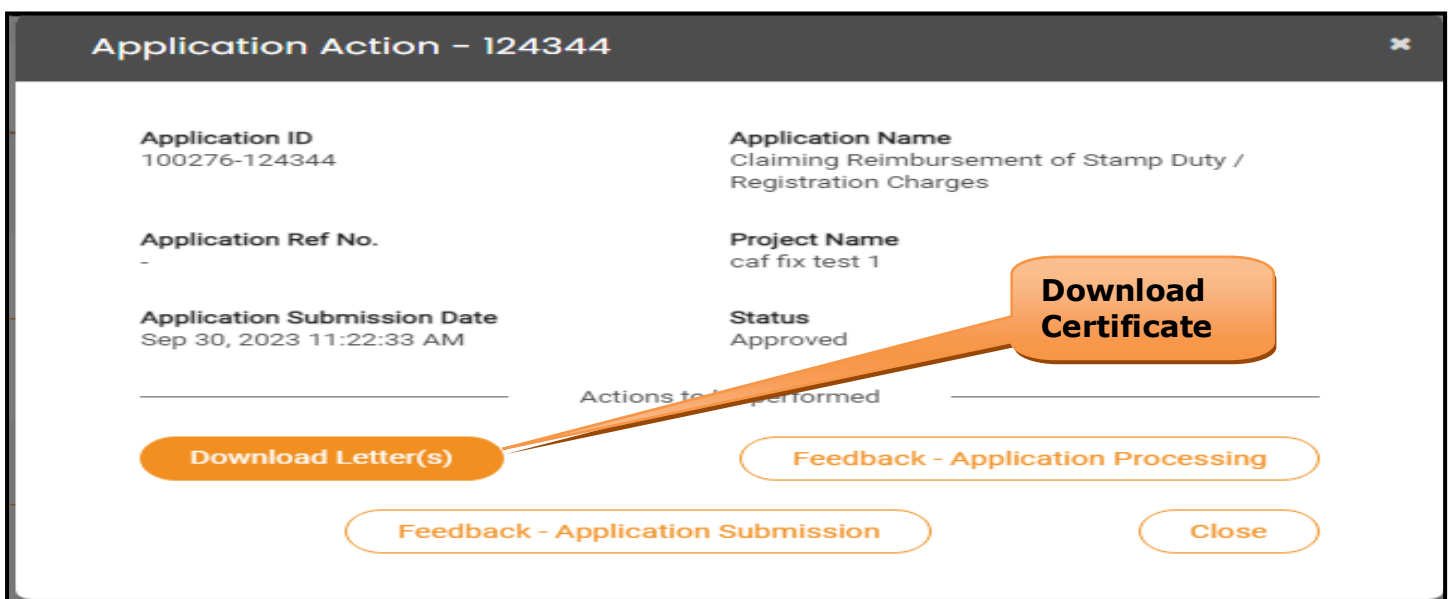


The screenshot shows the 'Track your Application' page. A callout box labeled 'Approved Status' points to the 'Status' column in the application table. The table contains the following data:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100276-124344	-	Sep 30, 2023 11:22:33 AM	Claiming Reimbursement of Stamp Duty / Registration Charges	Oct 3, 2023 01:25:44 PM	Approved	GM DIC	3/30 days	On time	Actions

Figure 30. Application Processed

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



The screenshot shows the 'Application Action - 124344' dialog box. It displays application details and a list of actions to be performed. A callout box labeled 'Download Certificate' points to the 'Download Letter(s)' button.

Application Details:

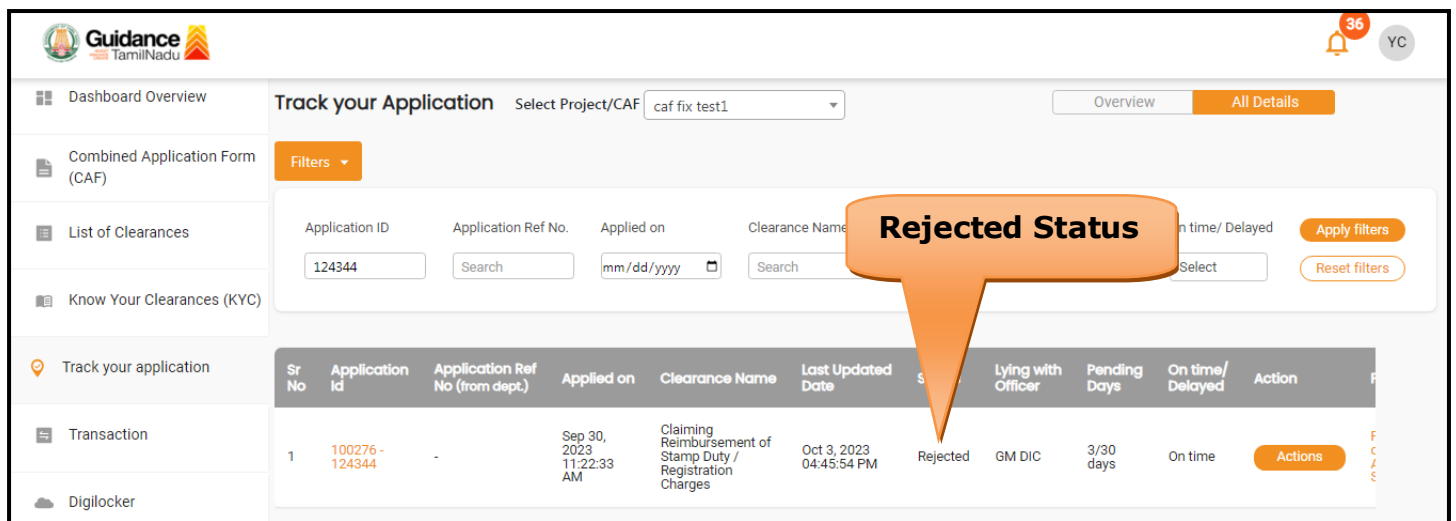
- Application ID: 100276-124344
- Application Name: Claiming Reimbursement of Stamp Duty / Registration Charges
- Application Ref No.: -
- Project Name: caf fix test 1
- Application Submission Date: Sep 30, 2023 11:22:33 AM
- Status: Approved

Actions to be performed:

- Download Letter(s)
- 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 department. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 32)



The screenshot shows the 'Track your Application' page. The application ID is 124344. The status is 'Rejected'. An orange callout bubble with the text 'Rejected Status' points to the 'Rejected' status in the table below.

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100276 - 124344	-	Sep 30, 2023 11:22:33 AM	Claiming Reimbursement of Stamp Duty / Registration Charges	Oct 3, 2023 04:45:54 PM	Rejected	GM DIC	3/30 days	On time	Actions

Figure 32. Rejected Status

