



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Payroll Subsidy for Micro, Small, and Medium Enterprises

**Commissionerate of Industries and
Commerce**



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1. Home Page

- 1) The journey of the new applicant starts with Tamil Nadu Single Window Portal (TNSWP) homepage that can be accessed through <https://tnswp.com> website wherein it gives various information's, useful links, and functionalities about TNSWP.
- 2) **Applicants can reach the helpdesk Toll free number-1800-258-3878 and Helpdesk Email.**

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

**Toll free number
and Mail Id**



tnswp.com/DIGIGOV/swp-tnswp.jsp

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 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

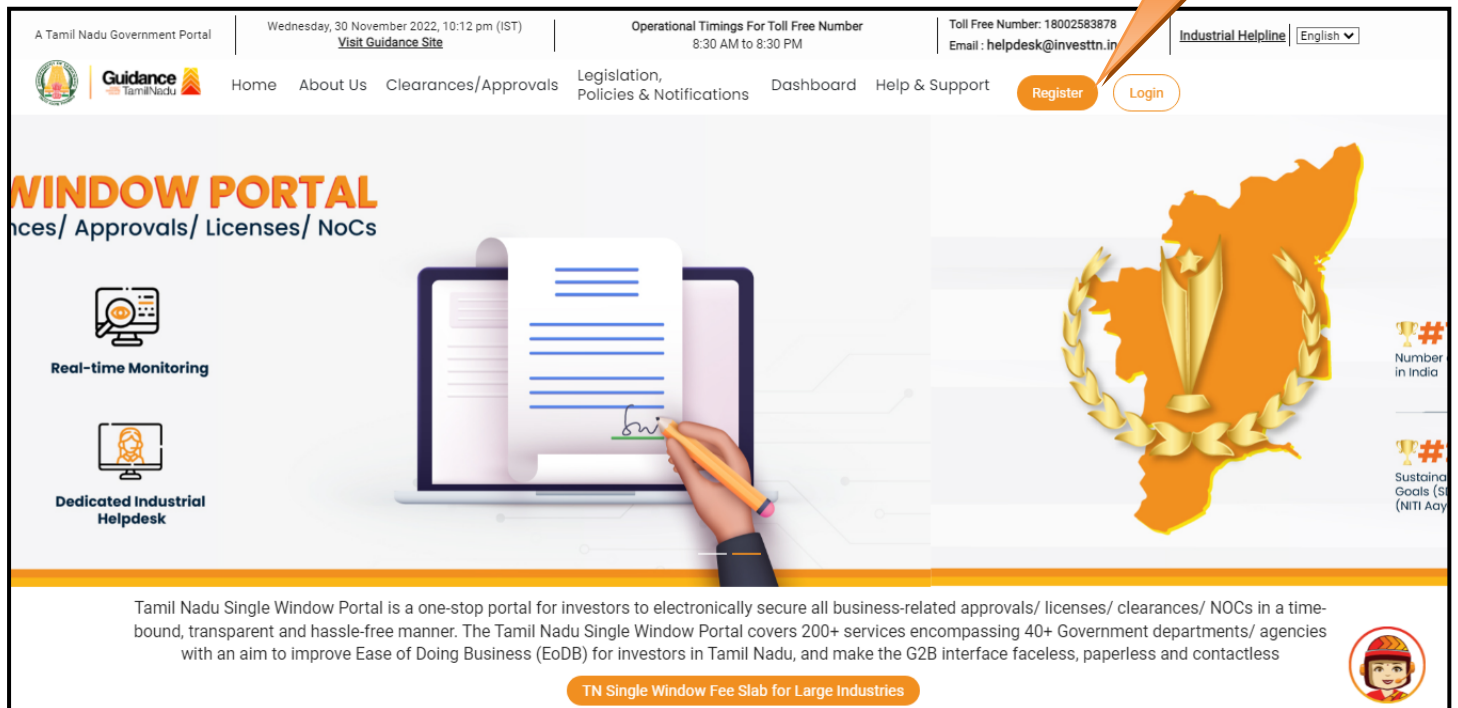
Figure 1. Single Window Portal Home Page

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: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline | English

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

SINGLE WINDOW PORTAL
Clearances/ Approvals/ Licenses/ NoCs

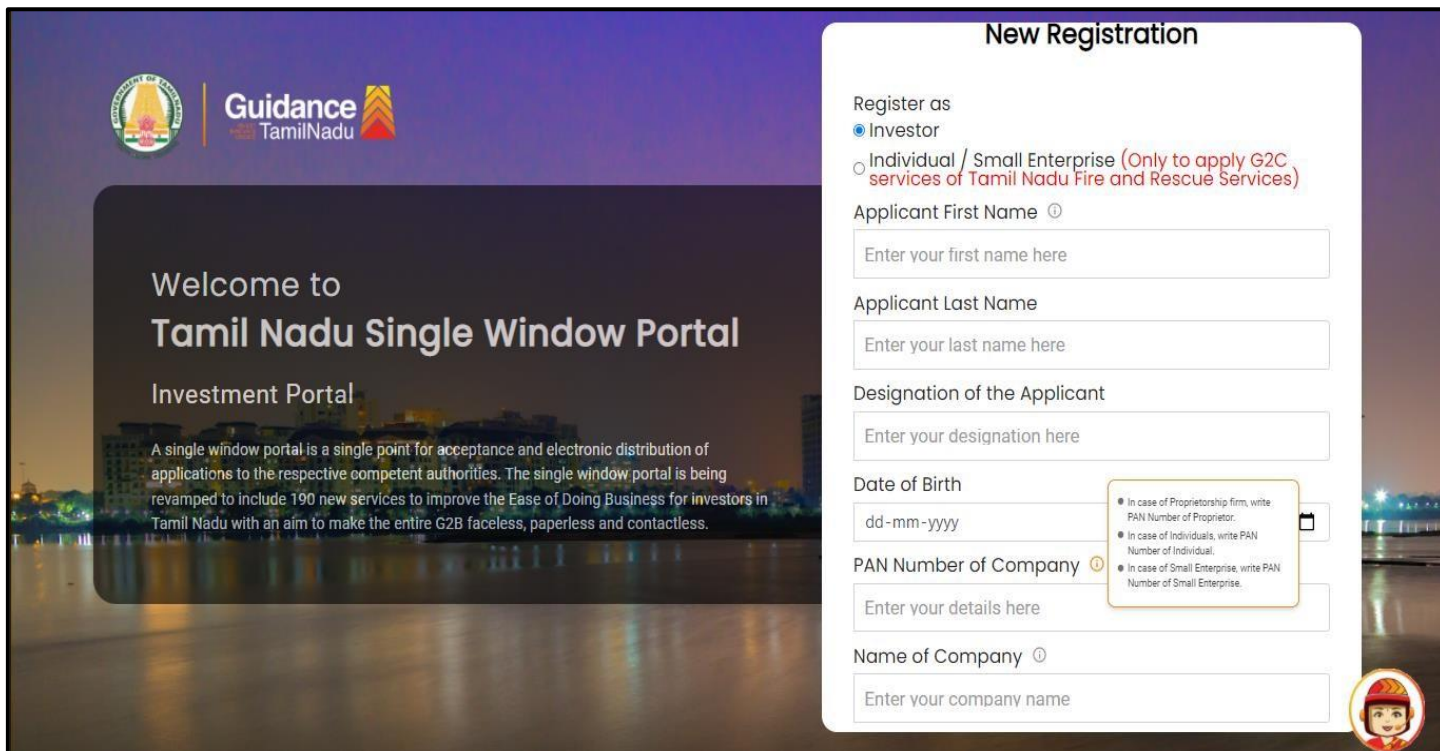
Real-time Monitoring
Dedicated Industrial Helpdesk

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

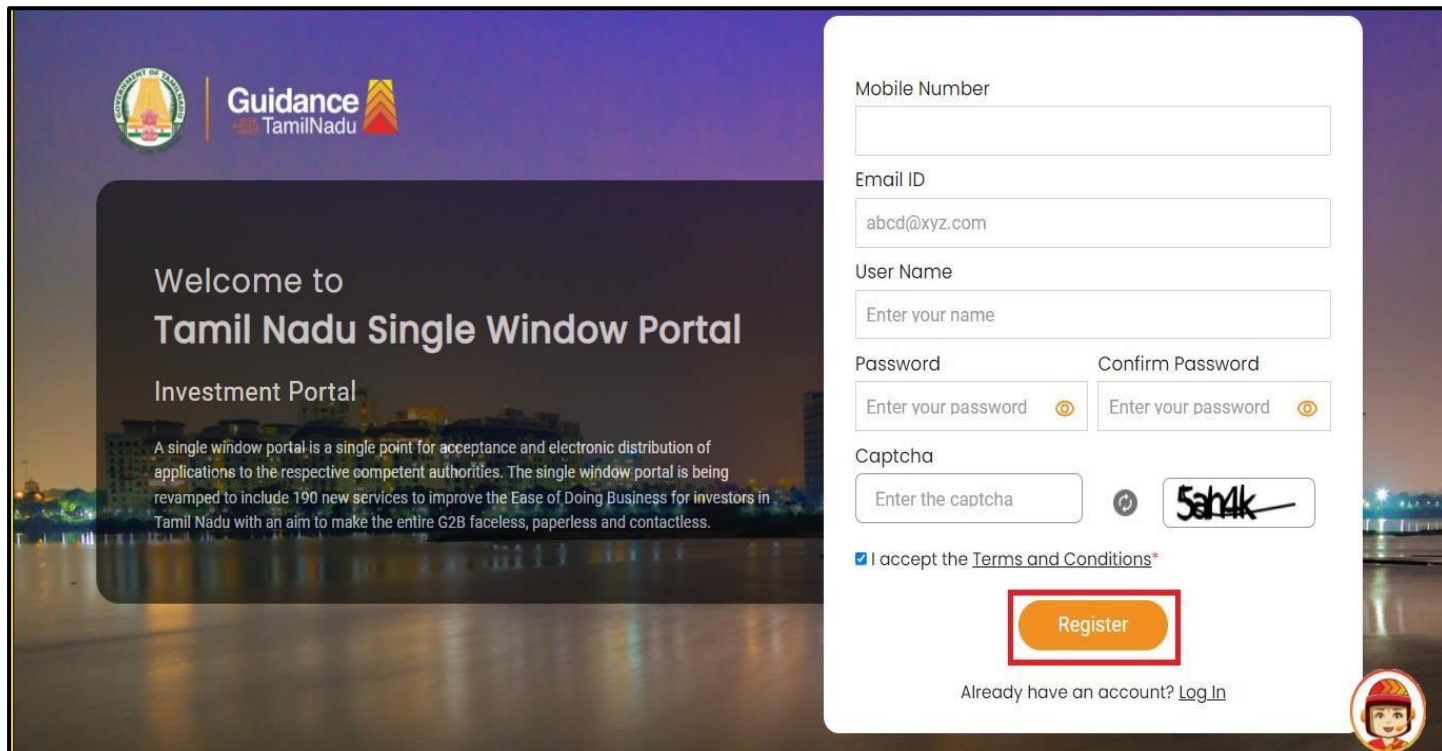
 📅

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



**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

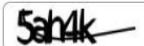
Email ID

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

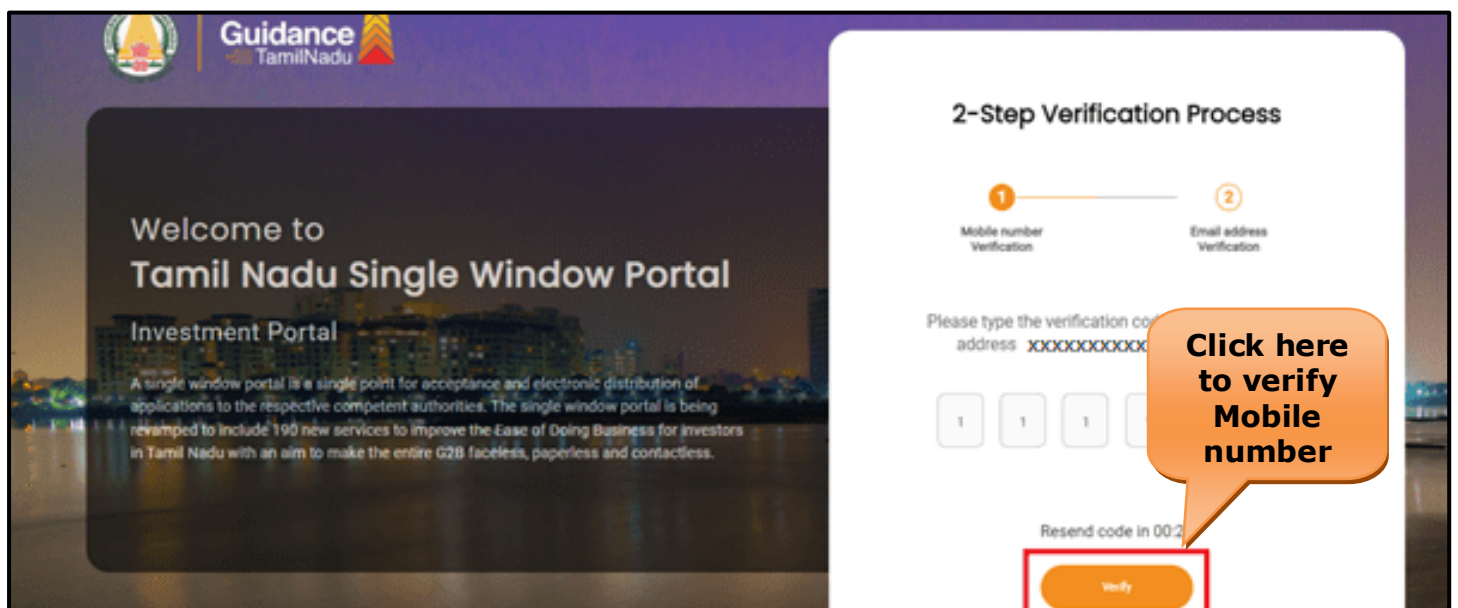


Figure 5. Mobile Number Verification

- o **Email ID Verification**

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

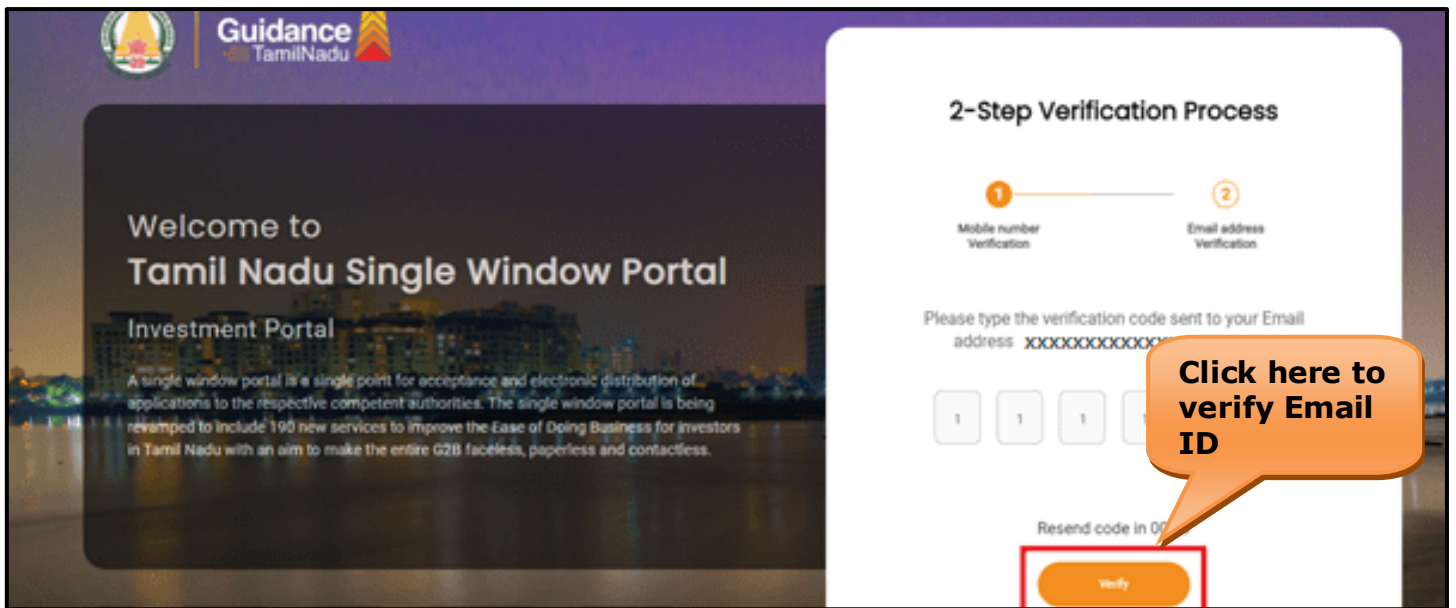


Figure 6. Email ID Verification

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

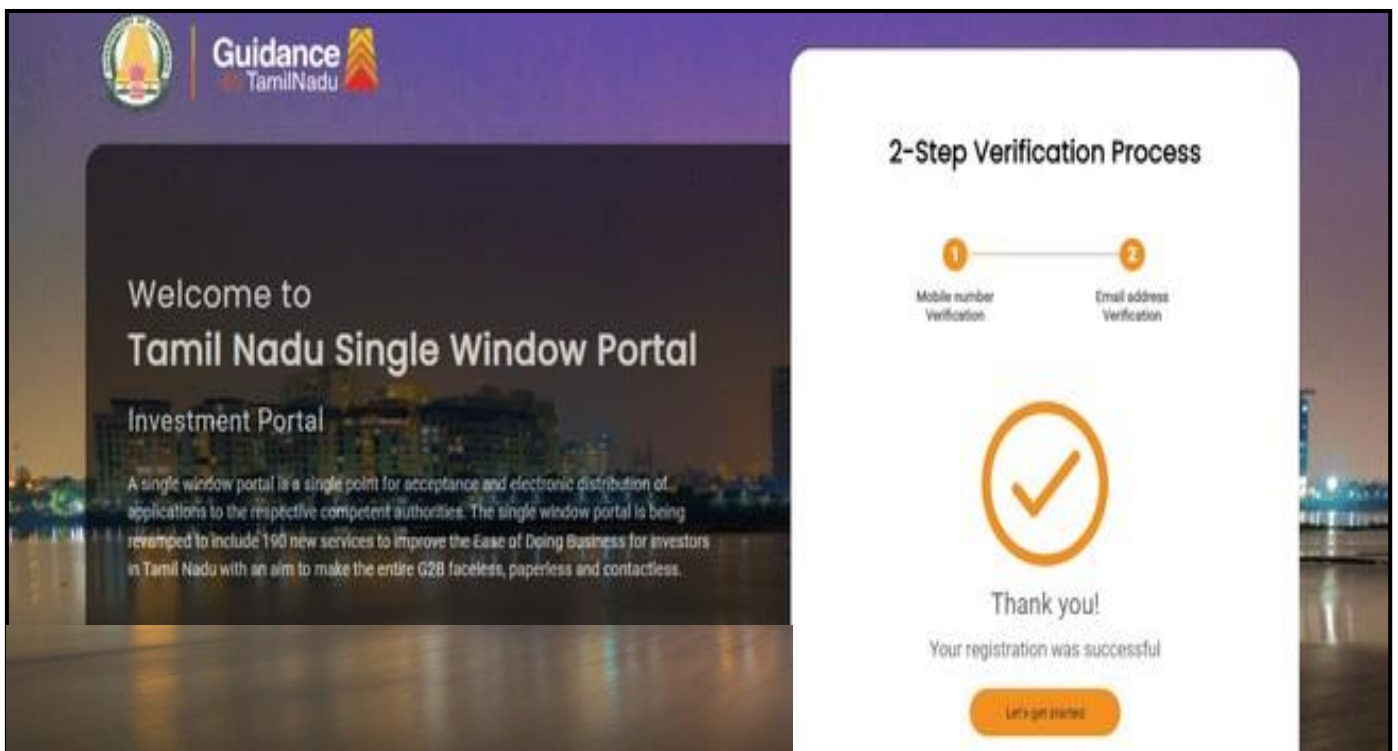


Figure 7. Registration Confirmation Pop-Up

4. Login

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

Login to TNSWP

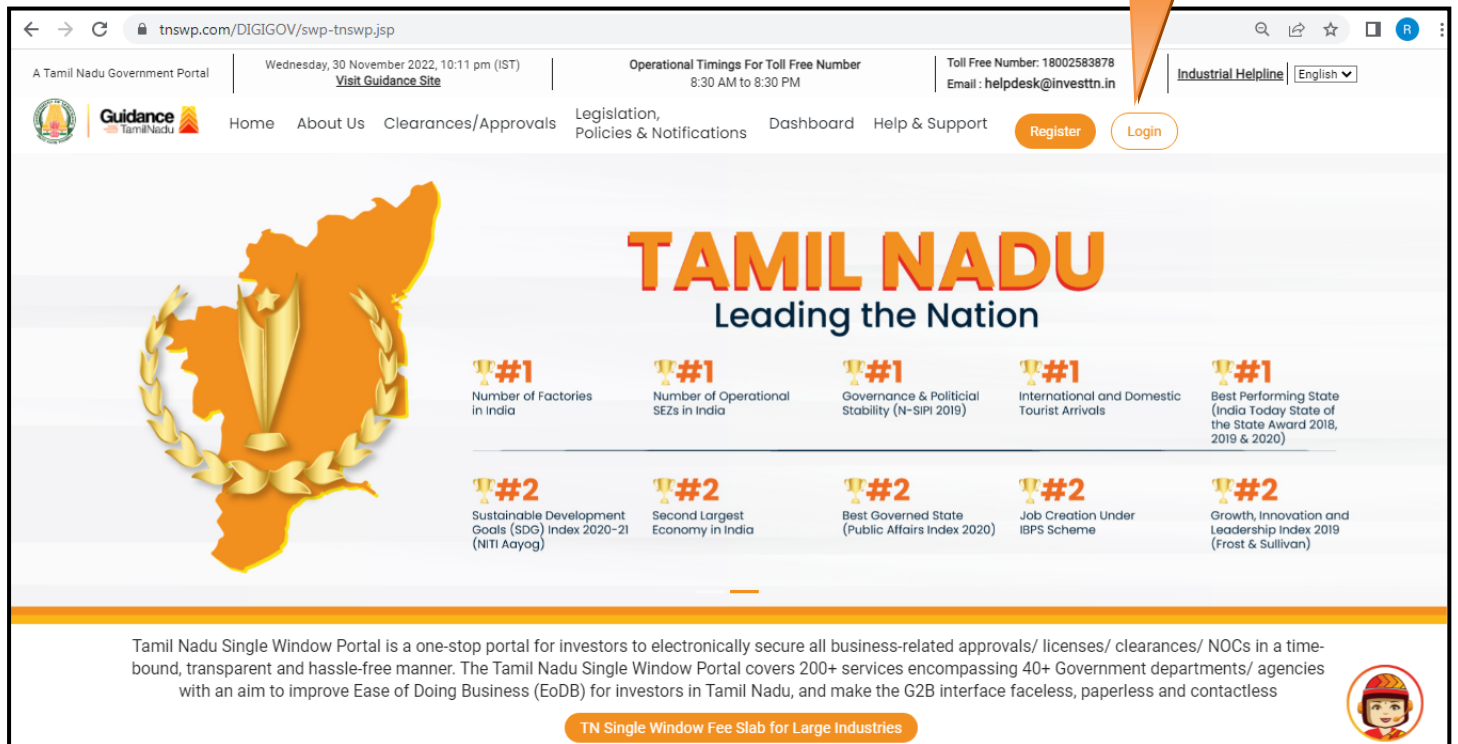


Figure 8. Login

5. Dashboard Overview

- 1) When the Applicant logs into TNSWP, the dashboard overview page will appear.
- 2) Dashboard overview is Applicant-friendly interface for the Applicant’s easy navigation and to access various functionalities such as Menu bar, Status whether the application is Approved, Pending, Rejected and Data at-a glance on a unified point.

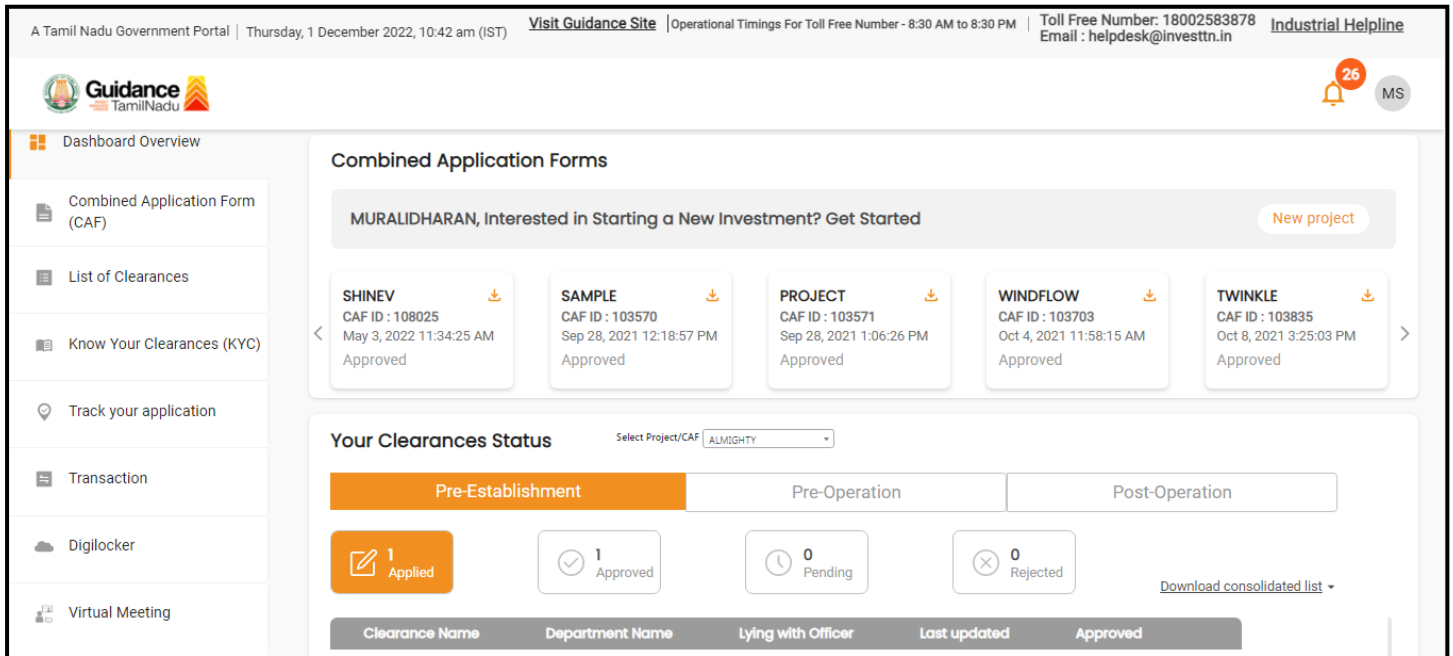


Figure 9. Dashboard Overview

6. Combined Application Form (CAF)

- 1) Prior to applying for various clearances on TNSWP, the applicant must create a project by filling in the combined application form (CAF).
- 2) Click on Combined Application Form (CAF) from the menu bar on the left.
- 3) The details which are commonly required for applying various clearances are stored in Central Repository through CAF. So, whenever the applicant applies for various clearances for a specific project, the details stored in CAF gets auto populated in the application form which minimizes the time spent on entering the same details while filling multiple applications.
- 4) The Overview of the Combined Application Form (CAF) and the instructions to fill in the Combined Application Form (CAF) are mentioned in the below Figure.
- 5) Click on '**Continue**' button to fill in the Combined Application Form.

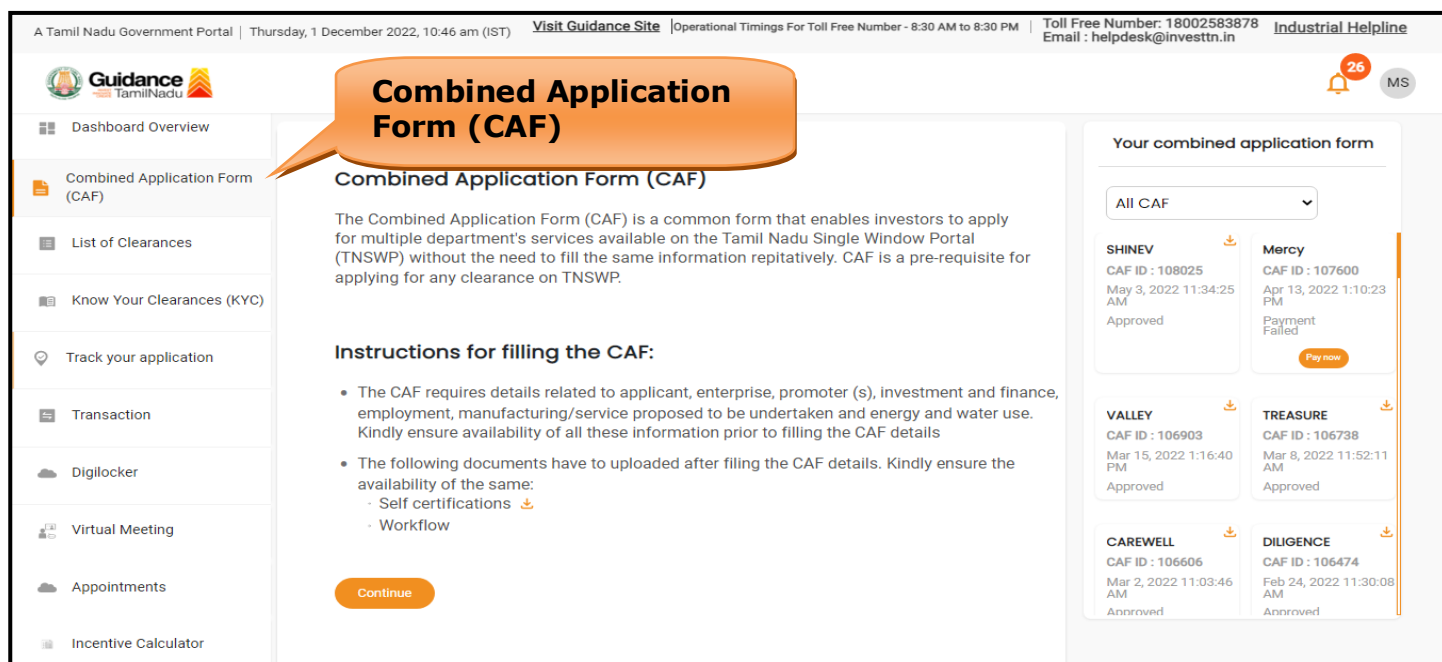


Figure 10. Combined Application Form (CAF)

6.1 Sections of Combined Application Form

1) To complete the combined application form (CAF) the applicant has to fill 7 Sections of CAF as displayed in Figure 11. (**CAF payment tab** will be displayed only for Large Enterprises).

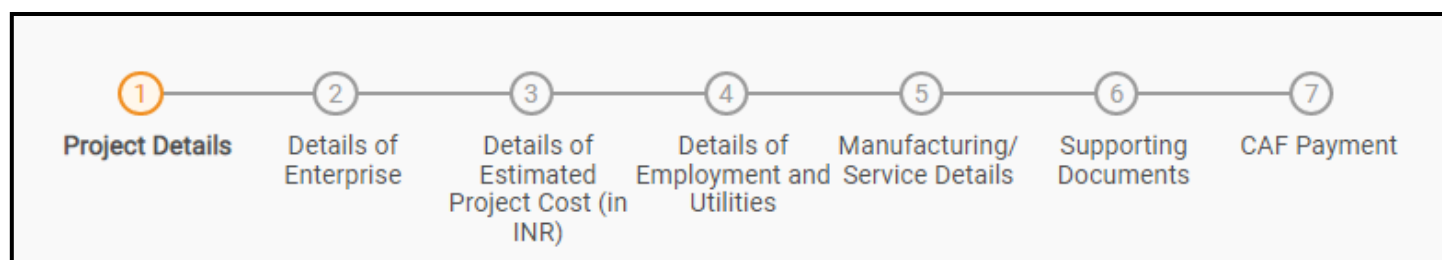


Figure 11. Section of Combined Application Form (CAF)

2) After filling the CAF details, the applicant has to upload the requisite supporting documents under '**Section 6: Supporting Documents**'

- **Self-Certification:**

- Download the template.
- Prepare the self-certification documents as per the instructions given in the template and upload.

- **Workflow:**

- Prepare and upload the business process flow chart.

3) After filling all the sections in combined application form (CAF), the applicant can submit the form.

4) When the applicant submits the combined application form (CAF), confirmation message will pop-up stating, '**Your request has been saved successfully**' (Refer Figure 12).

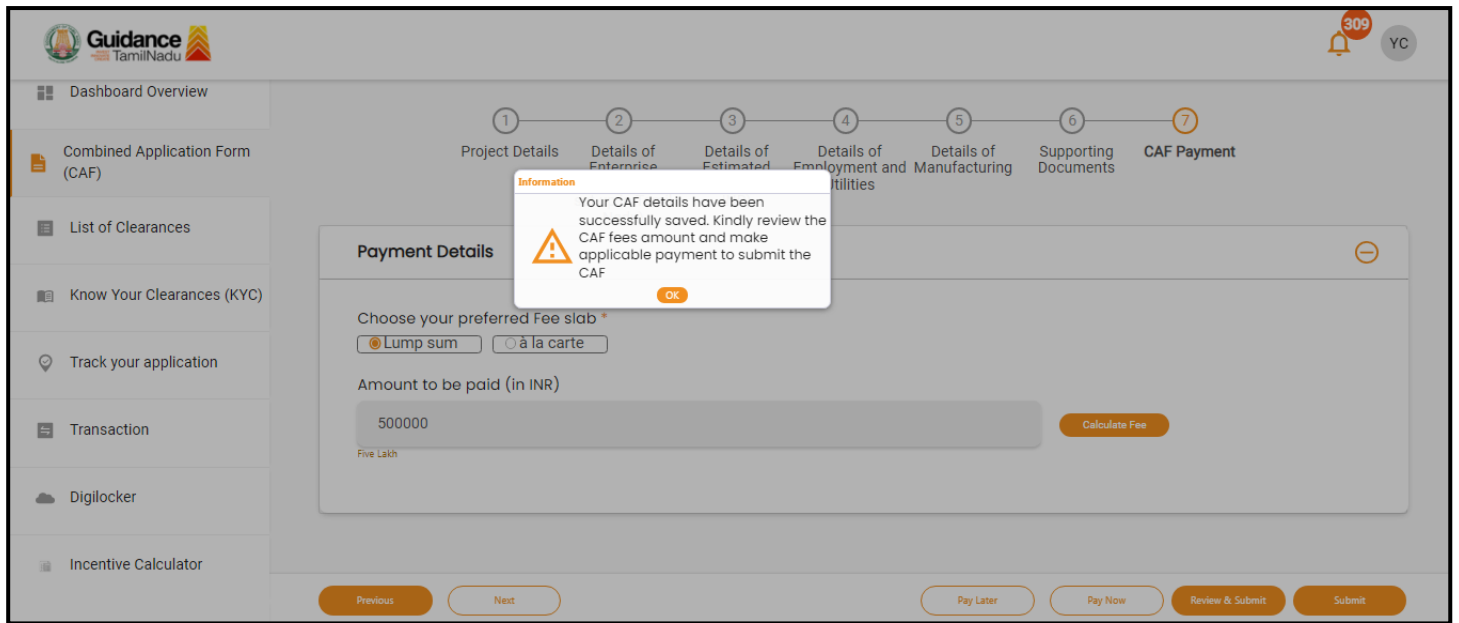


Figure 12. Combined Application Form (CAF) - Confirmation Message

Note:

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

7. Apply for Payroll Subsidy for Micro, Small and Medium Enterprises

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
2	Allotment of Land in industrial area	State Industries Promotion Corporation of Tamil Nadu Ltd	60 days	View

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 ‘Payroll Subsidy for Micro, Small, and Medium Enterprises’ 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
58	Payroll Subsidy for Micro, Small, and Medium Enterprises	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	-

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 shows the 'Guidance TamilNadu' dashboard. The main content area displays 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 is visible for 'Payroll Subsidy for Micro, Small, and Medium Enterprises' with a 'View' button in the 'Information' column and an 'Apply' button in the 'User Manual' column. Two callout boxes are present: one labeled 'View Information' pointing to the 'View' button, and another labeled 'Apply for Clearance' pointing to the 'Apply' button.

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
58	Payroll Subsidy for Micro, Small, and Medium Enterprises	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	-

Figure 15. Apply for Clearance

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

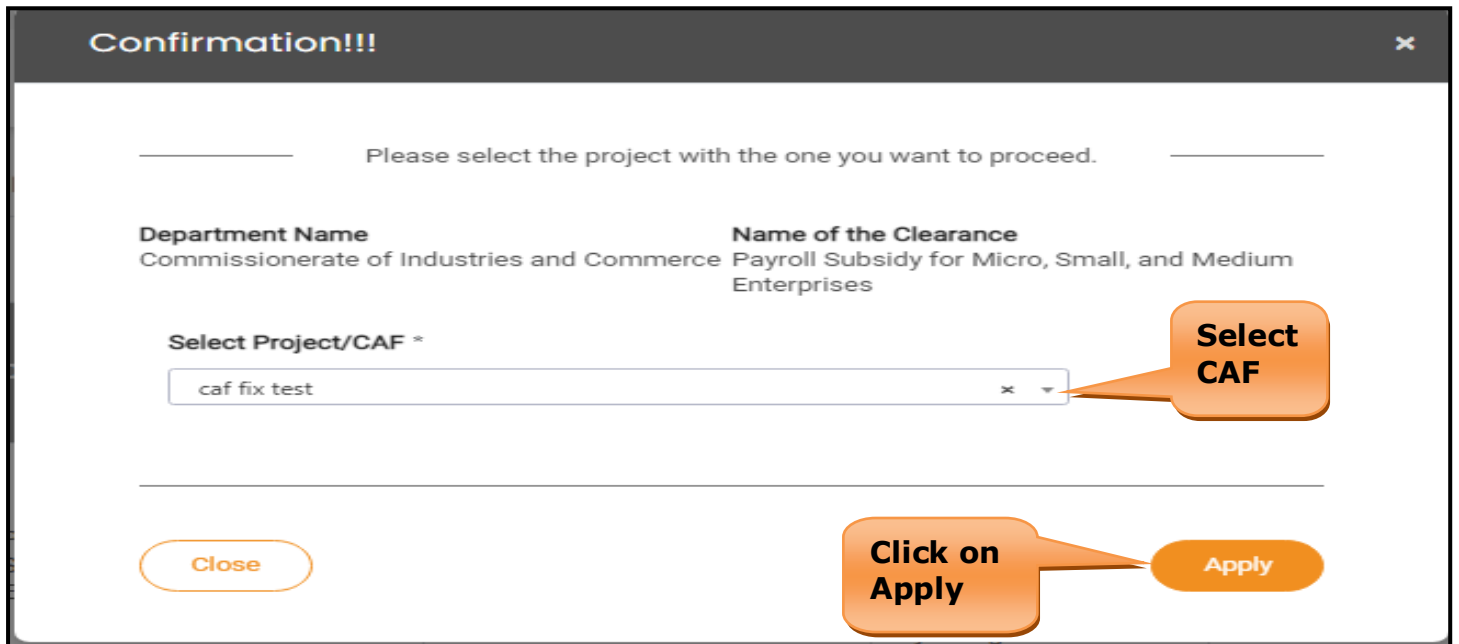


Figure 16. Project/CAF

2) Click on the Apply button and the Page will get redirected to Application for Payroll Subsidy for Micro, Small, and Medium Enterprises.

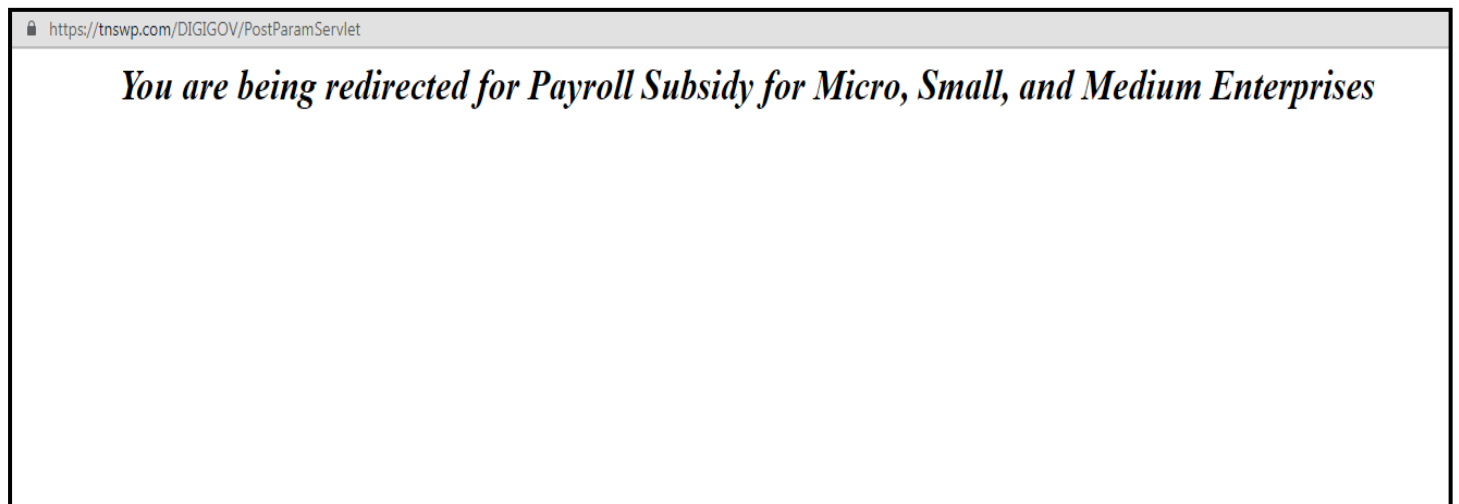


Figure 17. Redirecting to Payroll Subsidy for Micro, Small, and Medium Enterprises

3) Enter all the mandatory details in the application for Application for Payroll Subsidy for Micro, Small, and Medium Enterprises.

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



Micro, Small and Medium Enterprises Department
 குறு, சிறு மற்றும் நடுத்தரத் தொழில் நிறுவனங்கள் துறை

APPLICATION FOR PAYROLL SUBSIDY FOR MICRO, SMALL AND MEDIUM ENTERPRISES

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 Office:

2.2 Factory:

Same as above:

3.0. Location of the Enterprise:

3.1 Name of Village/Town:

Industry Type: Agro Food Processing Other

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 ***

Proprietary Partnership Pvt.Ltd. Coop. Limited HUF Others

5.2 Enterprise Status *

Small

5.3 Whether New/ Expansion/ Diversification *

---- Select ----

5.4. Social Status of the Entrepreneur *

---- Select ----

5.5. Land Status *

Own Rental / Lease

6.0 UDYAM Registration ***6.1 UDYAM Certificate Number:**

UDYAM-TN-0000000

UDYAM Registration date:**6.2 Activity as specified in the UAM ***

7.0. Project Details:

7.1. Line of Activity.

Status	Items Manufactured	Installed capacity / Turnover per year	
		in units	Value in Rs.
New /Existing Unit	<input type="text"/>	<input type="text"/> Choos ▼	<input type="text"/>
Expansion/ Diversification Project	<input type="text"/>	<input type="text"/> Choos ▼	<input type="text"/>
% of capacity increase proposed under Expansion / Diversification Project		<input type="text"/>	<input type="text"/>

7.2 Fixed Capital Investment(in Rs.)

Nature of Assets	Existing Unit	Expansion/ Diversification Project	Total	% of increase under Expansion/ Diversification project
Land	<input type="text" value="8765"/>	<input type="text"/>	<input type="text" value="8765"/>	<input type="text"/>
Building	<input type="text" value="8765"/>	<input type="text"/>	<input type="text" value="8765"/>	<input type="text"/>
Plant & Machinery	<input type="text" value="50000000"/>	<input type="text"/>	<input type="text" value="50000000"/>	<input type="text"/>
Others	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text" value="50017530"/>	<input type="text"/>	<input type="text" value="50017530"/>	<input type="text"/>

8.0 Details of Power Supply

8.1. Service connection No. Date

8.2. Load Details

	Sanctioned Load	Connected Load
Power Load H.P.	<input type="text"/>	<input type="text"/>
Lighting Load W	<input type="text"/>	<input type="text"/>
H.P + W	<input type="text"/>	<input type="text"/>

9.0 Employment Status (Only Permanent Roll)

	Men	Women	Total
i) Managerial :*	<input type="text"/>	<input type="text"/>	<input type="text"/>
ii) Supervisory / Technical *	<input type="text"/>	<input type="text"/>	<input type="text"/>
iii) Workers *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Workers		
a) Skilled *	<input type="text"/>	<input type="text"/>	<input type="text"/>
b) Semi-skilled *	<input type="text"/>	<input type="text"/>	<input type="text"/>
c) Unskilled *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employers PF Number *

Employers Establishment Code *

No. of Regular Employees during every month for the year 2022 - 2023 *

April - 2022	<input type="text"/>	August - 2022	<input type="text"/>	December - 2022	<input type="text"/>
May - 2022	<input type="text"/>	September - 2022	<input type="text"/>	January - 2023	<input type="text"/>
June - 2022	<input type="text"/>	October - 2022	<input type="text"/>	February - 2023	<input type="text"/>
July - 2022	<input type="text"/>	November - 2022	<input type="text"/>	March - 2023	<input type="text"/>
Total No. Of Employee (monthly more than 20) in 2022 - 2023 Financial Year					<input type="text"/>

10. Details of Registration with Commercial Tax Department with Date

i. GST Number Date :

11. Date of commencement of commercial production	
Date	<input type="text"/>
12. Details of subsidy claimed in Rs. :	
Total subsidy claimed Rs. (2022 - 2023 Total No. of Regular Employees X 2000)	<input type="text"/>
LIST OF DOCUMENTS TO BE UPLOADED :	
<ul style="list-style-type: none">→ Copy of UDYAM Registration Certificate. (pdf/max. file size 200 kb)→ Attested Copy of TANGEDCO Meter Card. (pdf/max. file size 200 kb)→ If the Enterprise is functioning in its own land, copy of land purchase deed duly signed by the applicant. (pdf/max. file size 200 kb)→ If the Enterprise is functioning in a leased land/building, copy of lease agreement deed executed in stamp paper of Rs 100/-, for a minimum period of 11 months from the date of commencement of commercial production. (pdf/max. file size 200 kb)→ Copy of Machinery Invoice. (pdf/max. file size 200 kb)→ Copy of first sale invoice raised after the Commencement of Commercial Production. (pdf/max. file size 200 kb)	
<ul style="list-style-type: none">→ Copy of returns filed under the Employees Provident Fund 1952. (pdf/max. file size 200 kb)→ Copy of NOC [No Objection Certificate]. (pdf / max. file size 200 kb)→ Copy of Tax Receipt. (pdf / max. file size 200 kb)	

Click on 'Save & Proceed'

Figure 18. Application for Payroll Subsidy for Micro, Small, and Medium Enterprises

Application Submitted

- 1) After the applicant has completed the application form, the application is submitted successfully to the Department for further processing. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**

The screenshot shows the 'Track your Application' page. A callout bubble points to the 'Status' column in the table, which contains the text 'Application Submitted'.

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100043 - 123570	-	Sep 27, 2023 11:20:34 AM	Payroll Subsidy for Micro, Small, and Medium Enterprises	Sep 27, 2023 11:30:44 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.

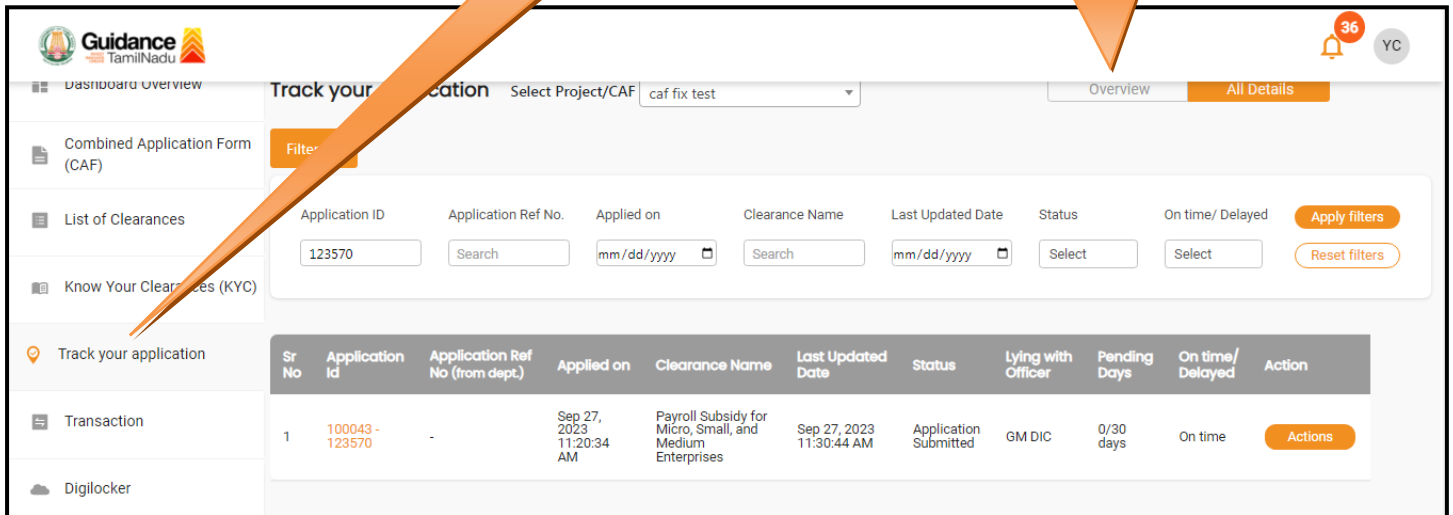
- **Track your application– Overview Option**

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



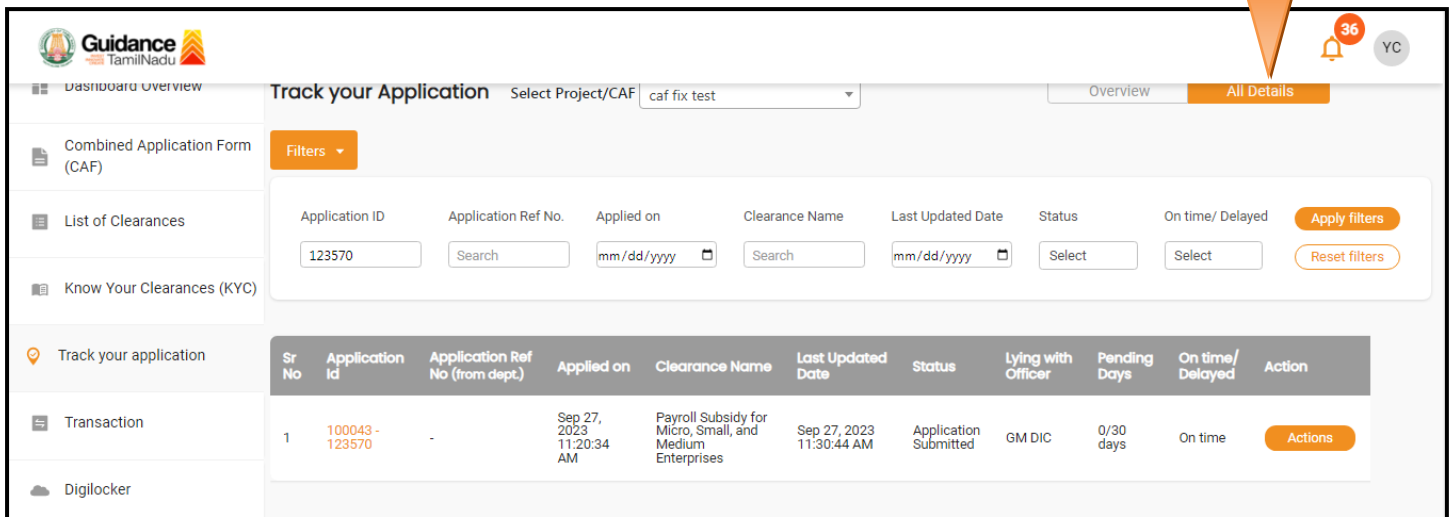
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100043 - 123570	-	Sep 27, 2023 11:20:34 AM	Payroll Subsidy for Micro, Small, and Medium Enterprises	Sep 27, 2023 11:30:44 AM	Application Submitted	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**

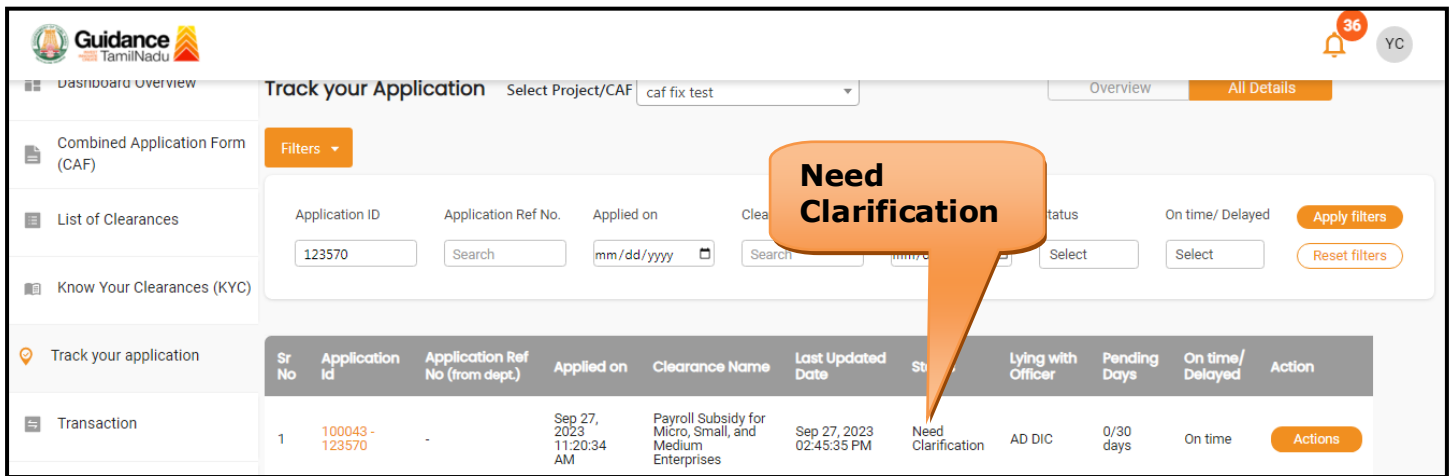



Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100043 - 123570	-	Sep 27, 2023 11:20:34 AM	Payroll Subsidy for Micro, Small, and Medium Enterprises	Sep 27, 2023 11:30:44 AM	Application Submitted	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) 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 with a table of application details. A callout bubble points to the 'Need Clarification' status in the 'Status' column of the first row.

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100043 - 123570	-	Sep 27, 2023 11:20:34 AM	Payroll Subsidy for Micro, Small, and Medium Enterprises	Sep 27, 2023 02:45:35 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.

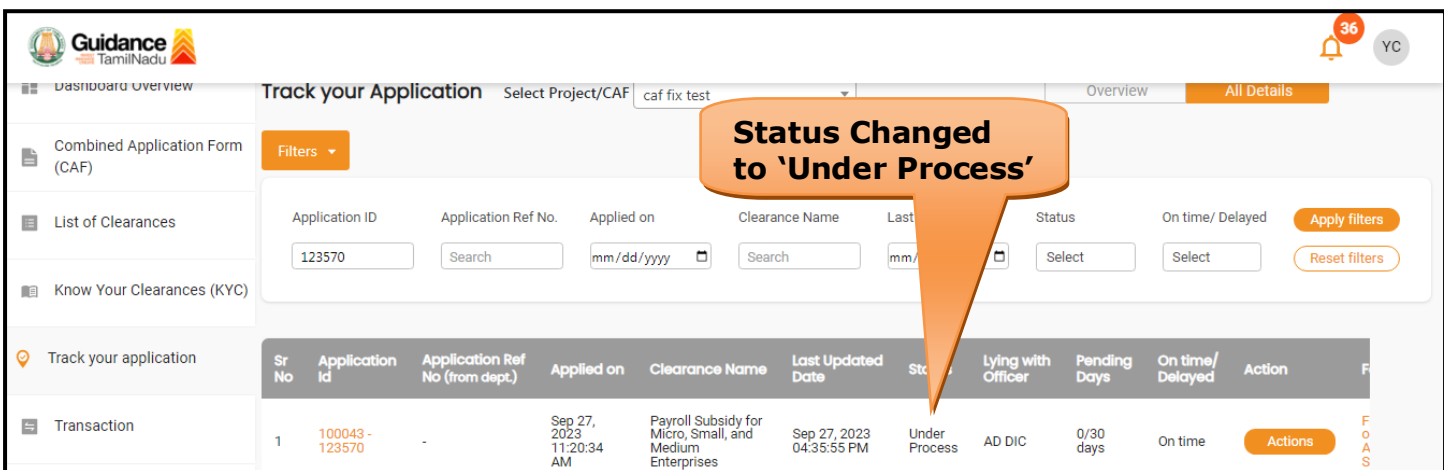
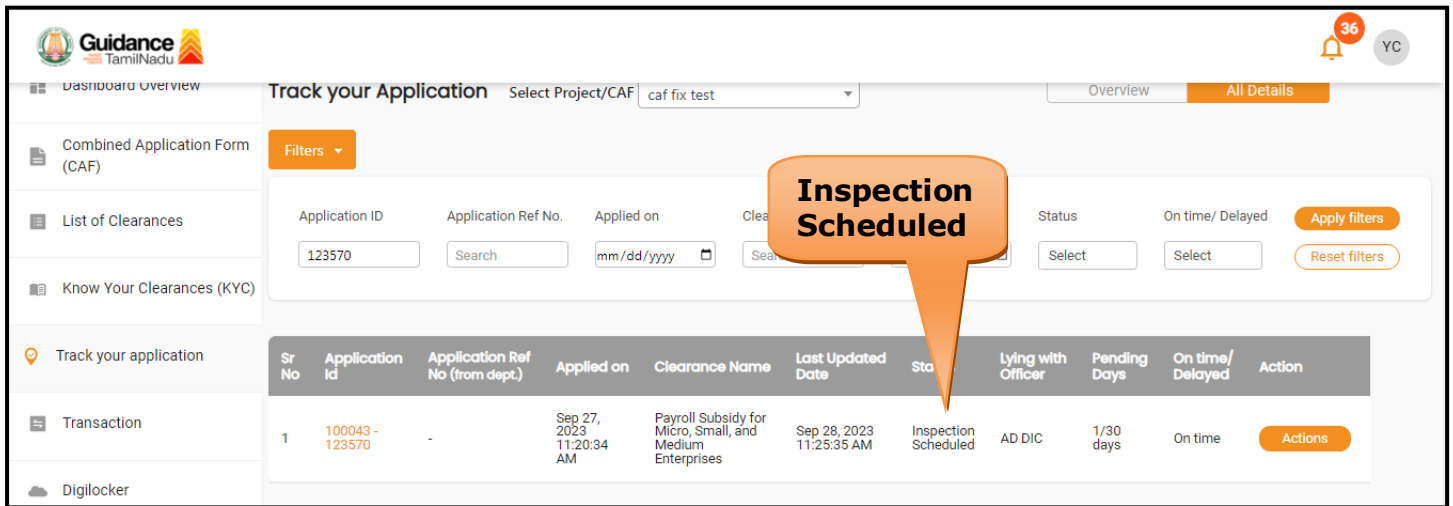


Figure 24. Under Process

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

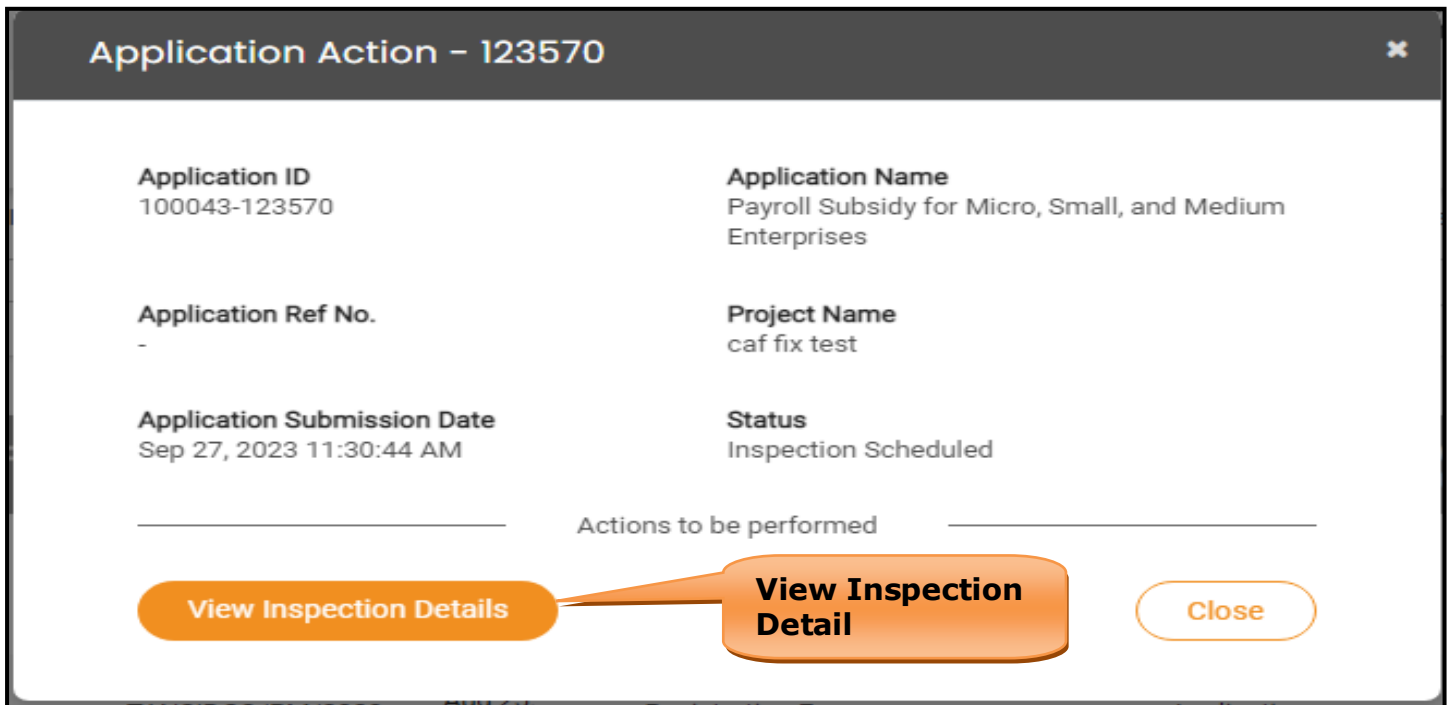


The screenshot shows the 'Track your Application' page. At the top, there's a navigation bar with 'Dashboard Overview', 'Track your Application', and 'All Details'. Below this, there are filter options for 'Application ID' (123570) and 'Applied on' (mm/dd/yyyy). A table lists application details:

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	100043 - 123570	-	Sep 27, 2023 11:20:34 AM	Payroll Subsidy for Micro, Small, and Medium Enterprises	Sep 28, 2023 11:25:35 AM	Inspection Scheduled	AD DIC	1/30 days	On time	Actions

An orange callout bubble with the text 'Inspection Scheduled' points to the 'Inspection Scheduled' status in the table.

Figure 15. Inspection Scheduled



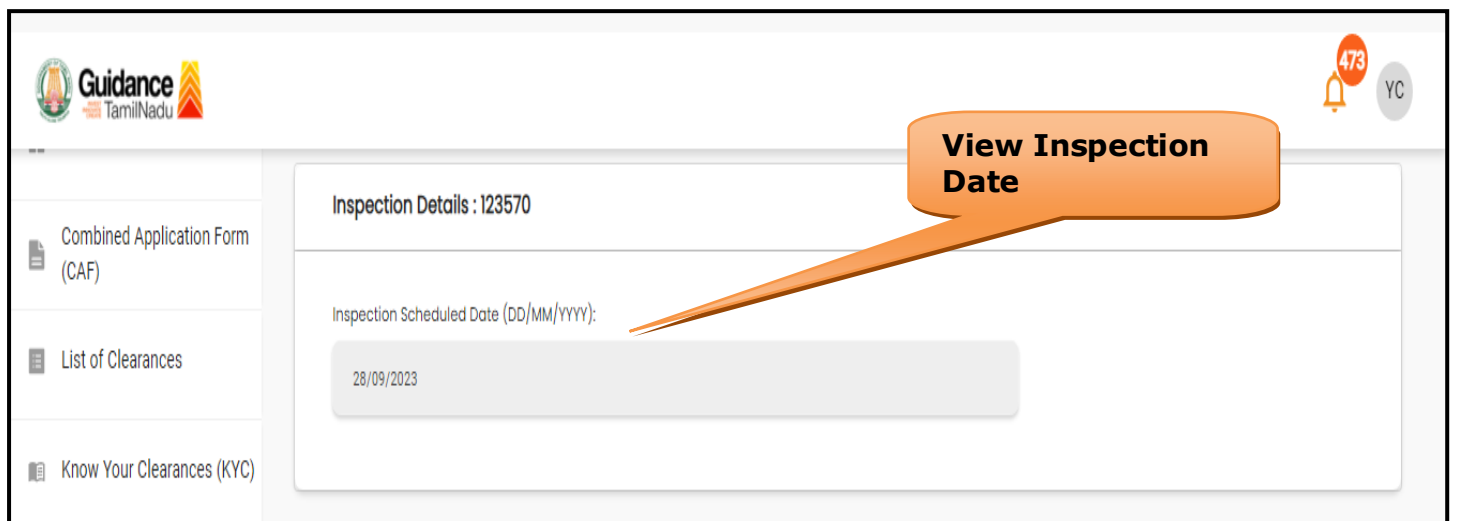
Application Action - 123570

Application ID 100043-123570	Application Name Payroll Subsidy for Micro, Small, and Medium Enterprises
Application Ref No. -	Project Name caf fix test
Application Submission Date Sep 27, 2023 11:30:44 AM	Status Inspection Scheduled

Actions to be performed

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

Figure 26. View Inspection Details



Inspection Details : 123570

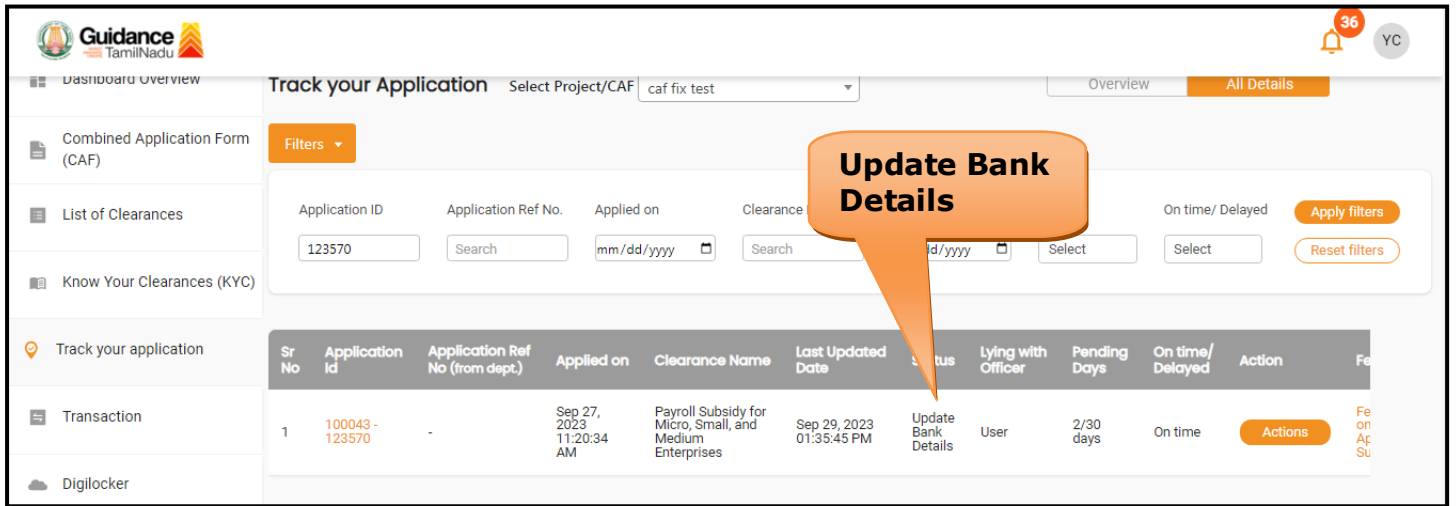
Inspection Scheduled Date (DD/MM/YYYY):
28/09/2023

[View Inspection Date](#)

Navigation: Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC)

Figure 27. View Inspection Details (Contd.)

Update Bank Details

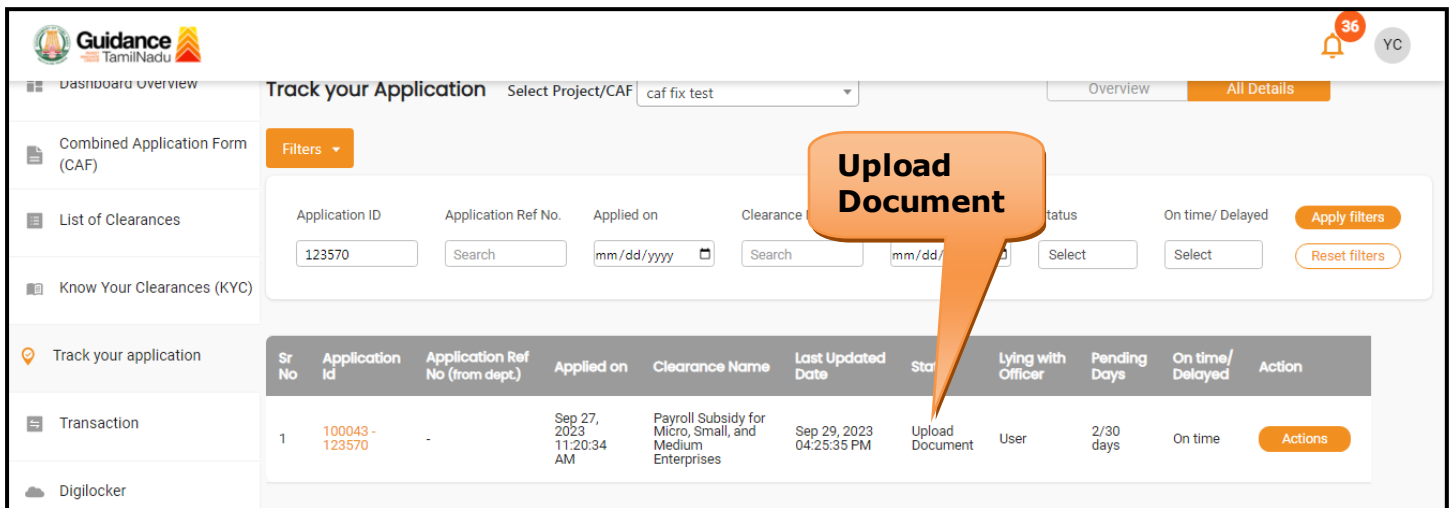


The screenshot shows the 'Track your Application' page with a search filter set to 'caf fix test'. A table lists application details, and a callout bubble points to the 'Update Bank Details' status in the 'Status' column of the first row.

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100043 - 123570	-	Sep 27, 2023 11:20:34 AM	Payroll Subsidy for Micro, Small, and Medium Enterprises	Sep 29, 2023 01:35:45 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' page with a search filter set to 'caf fix test'. A table lists application details, and a callout bubble points to the 'Upload Document' status in the 'Status' column of the first row.

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100043 - 123570	-	Sep 27, 2023 11:20:34 AM	Payroll Subsidy for Micro, Small, and Medium Enterprises	Sep 29, 2023 04:25:35 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' interface. At the top, there's a navigation bar with 'Overview' and 'All Details' tabs. Below it, a search filter is set to 'caf fix test'. 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	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100043 - 123570	-	Sep 27, 2023 11:20:34 AM	Payroll Subsidy for Micro, Small, and Medium Enterprises	Sep 30, 2023 01:35:24 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 a modal window titled 'Application Action - 123570'. It displays application details and a list of actions to be performed. An orange callout bubble labeled 'Download Certificate' points to the 'Download Letter(s)' button.

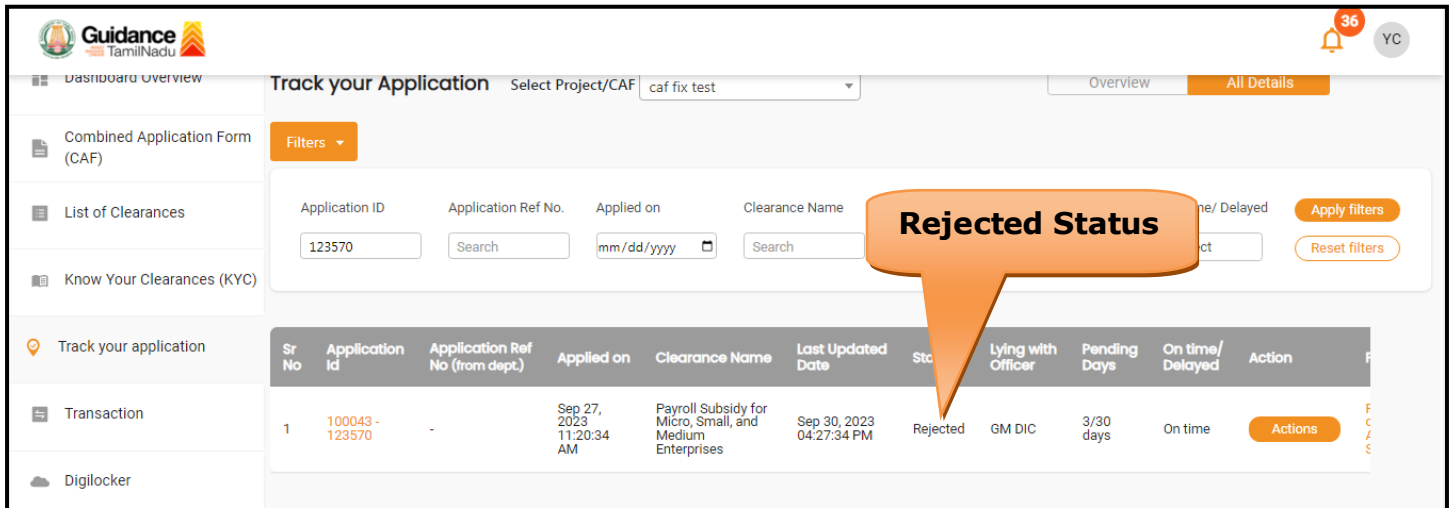
Application ID 100043-123570	Application Name Payroll Subsidy for Micro, Small, and Medium Enterprises
Application Ref No. -	Project Name caf fix test
Application Submission Date Sep 27, 2023 11:30:44 AM	Status Appro

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 with a search filter set to 'caf fix test'. Below the search filters, there is a table listing applications. The first application is highlighted, showing a status of 'Rejected'.

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100043 - 123570	-	Sep 27, 2023 11:20:34 AM	Payroll Subsidy for Micro, Small, and Medium Enterprises	Sep 30, 2023 04:27:34 PM	Rejected	GM DIC	3/30 days	On time	Actions

Figure 32. Rejected Status

