



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

SME Exchange 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) **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



Operational Timings For Toll Free Number
8:30 AM to 8:30 PM

Toll Free Number: 18002583878
Email : helpdesk@investtn.in

Industrial Helpline | English

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**

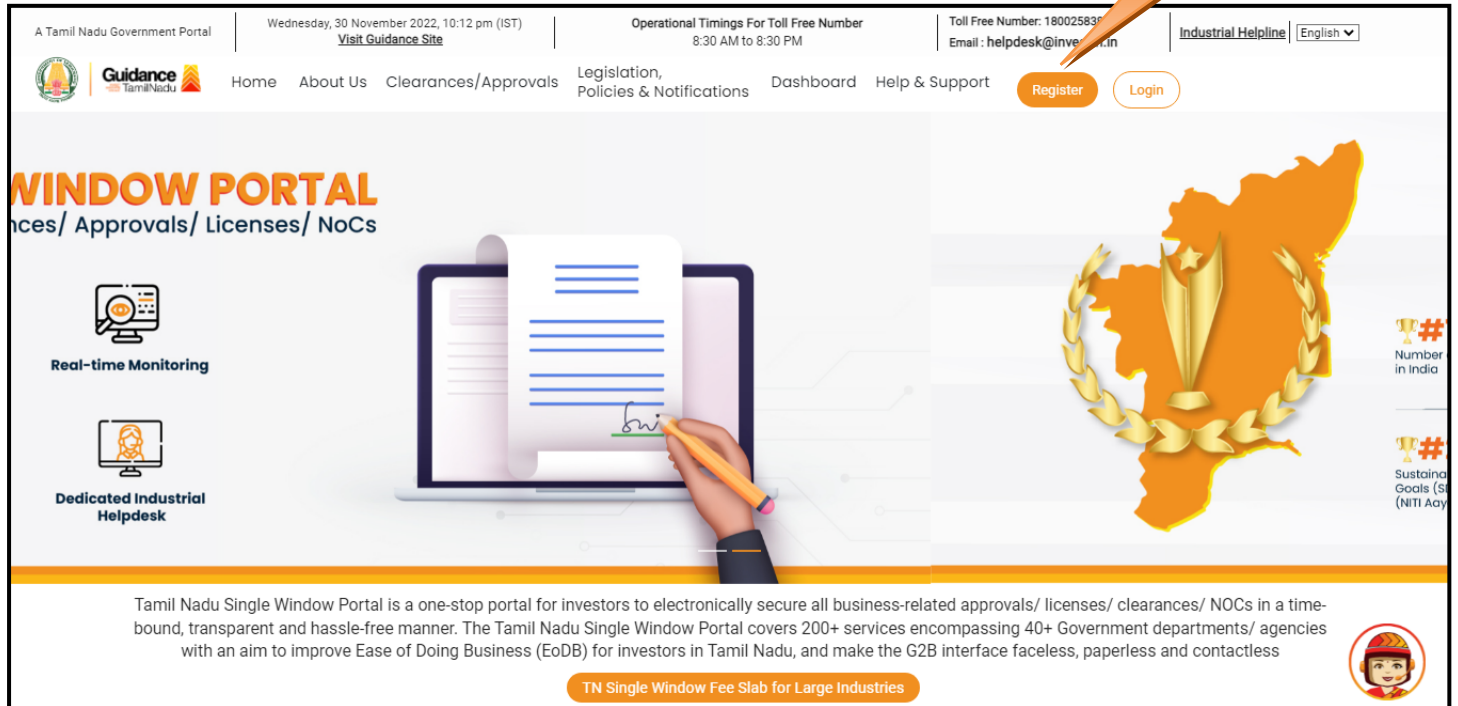




Figure 2. Register

- 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.

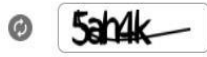
Mobile Number

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.
 - **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.

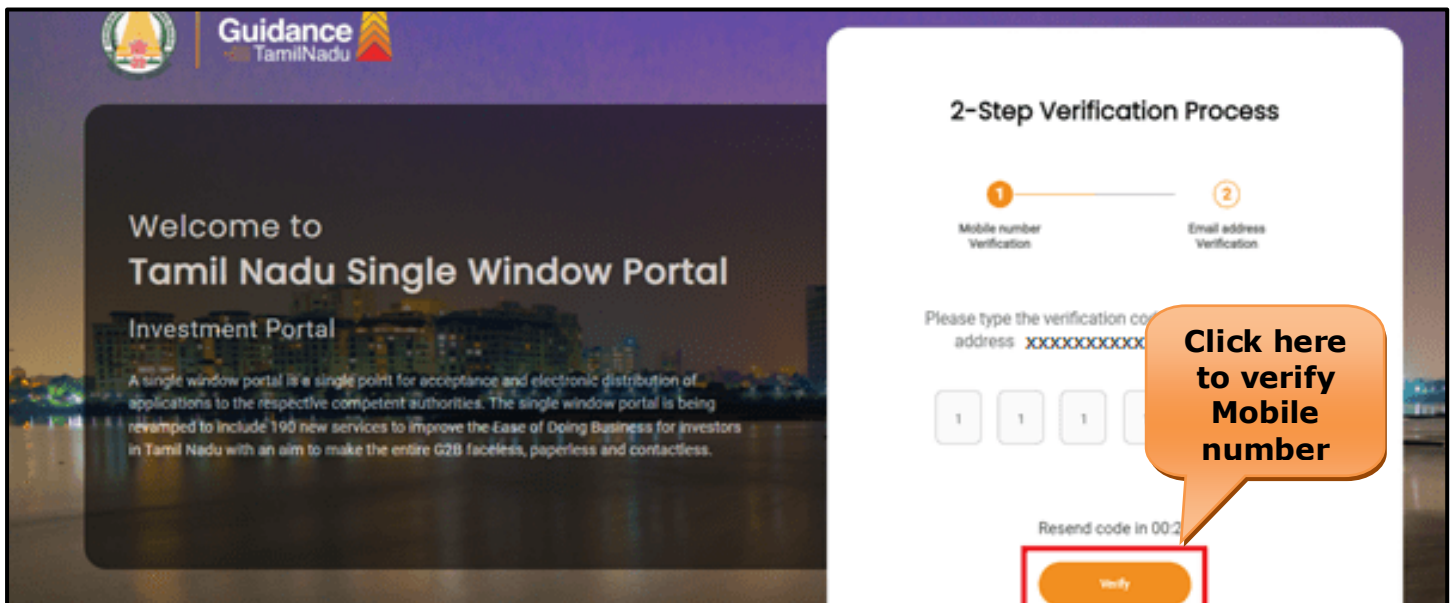


Figure 5. Mobile Number Verification

- 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.

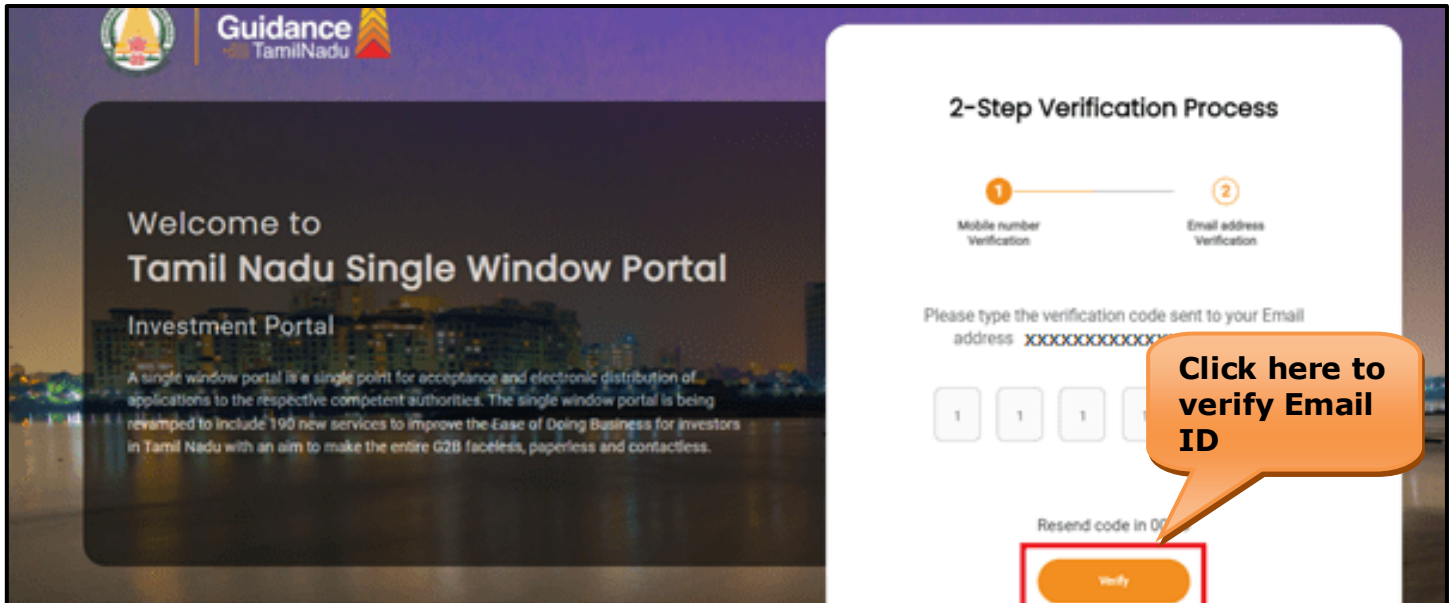


Figure 6. Email ID Verification

- 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.

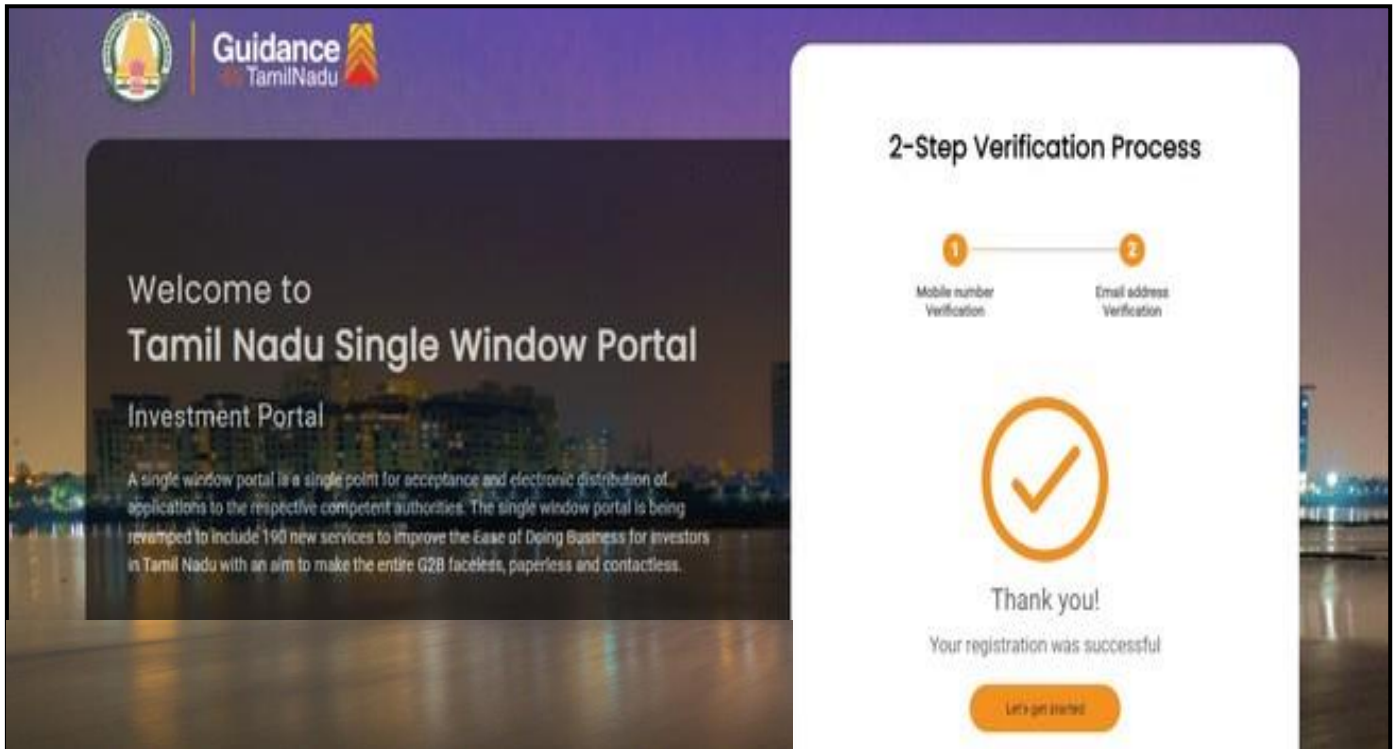


Figure 7. Registration Confirmation Pop-Up

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.

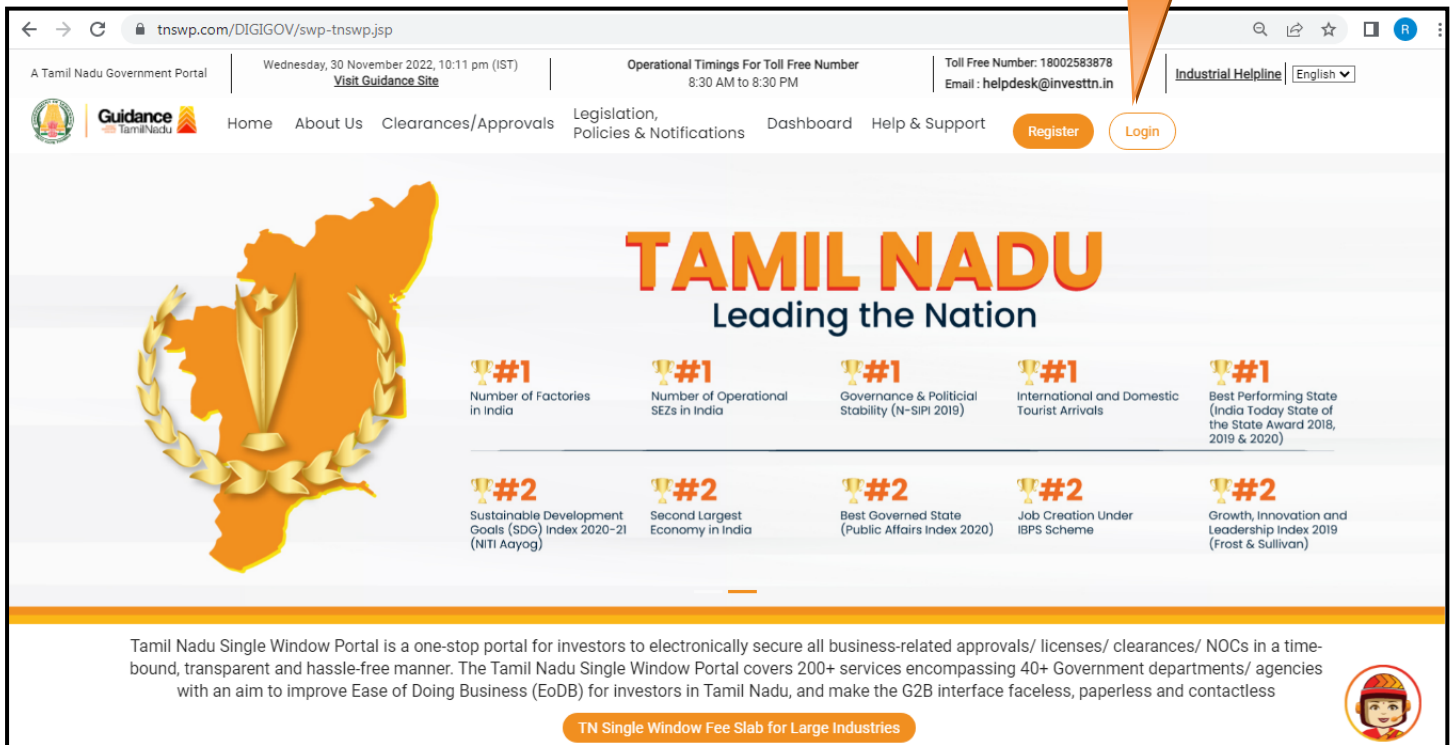
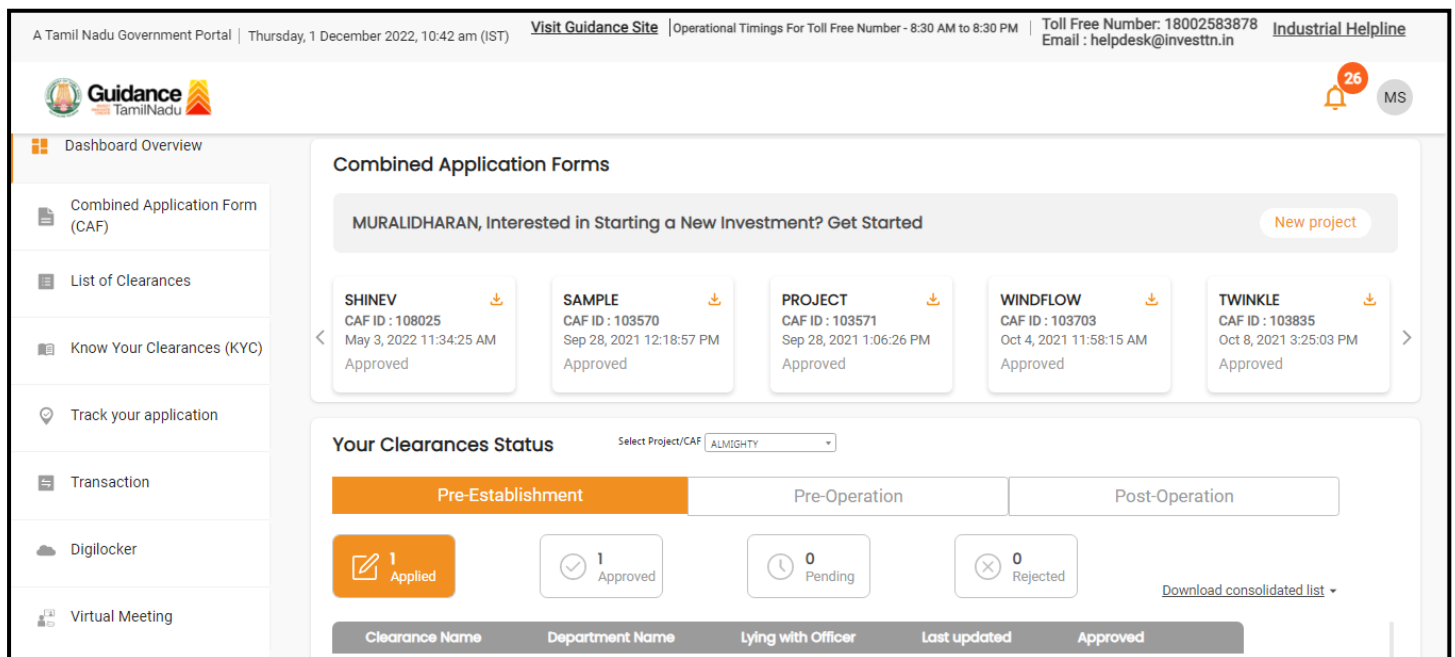


Figure 8. Login

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 Form (CAF)
- List of Clearances
- Know Your Clearances (KYC)
- Track your application
- Transaction
- Digilocker
- Virtual Meeting

Combined Application Forms

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

Project Name	CAF ID	Application 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	103835	Oct 8, 2021 3:25:03 PM	Approved

Your Clearances Status Select Project/CAF: ALMIGHTY

Pre-Establishment | Pre-Operation | Post-Operation

Applied: 1 | Approved: 1 | Pending: 0 | Rejected: 0

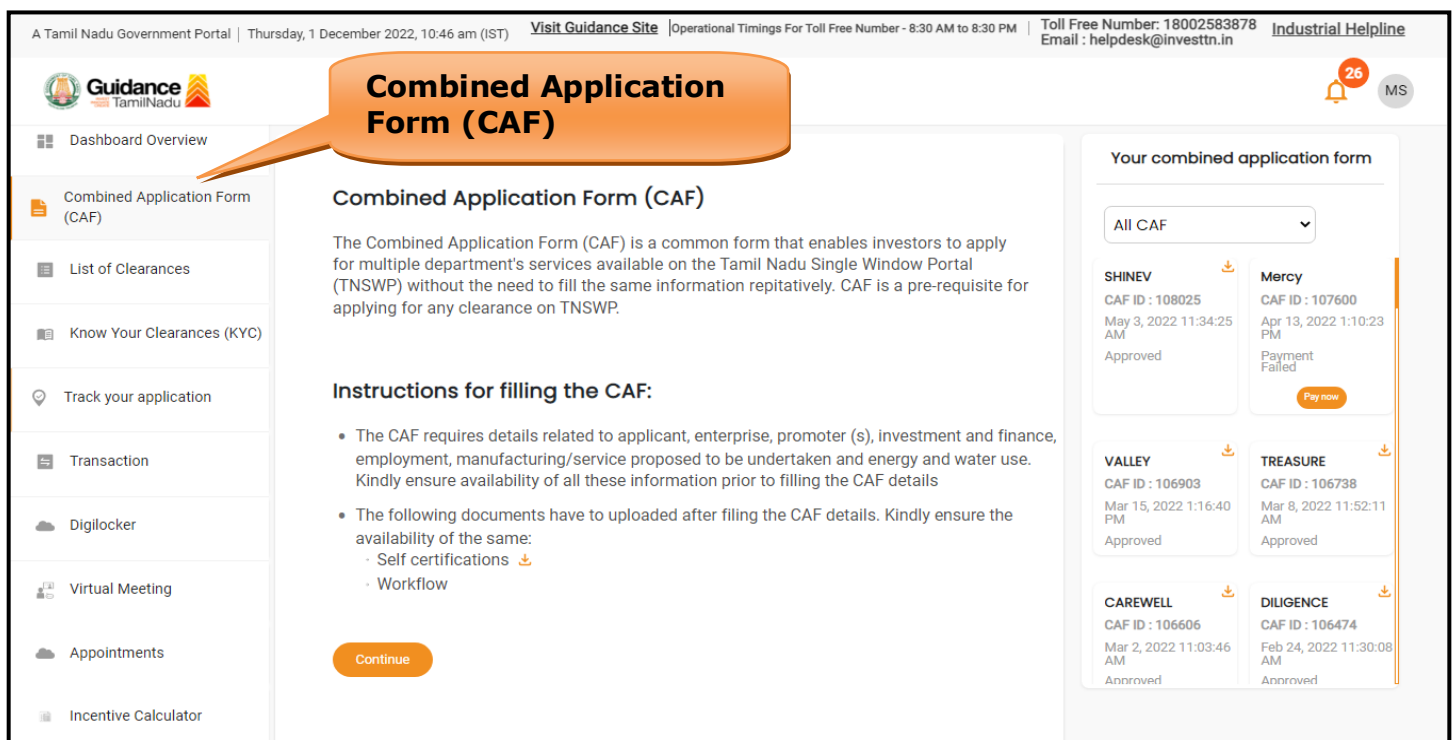
[Download consolidated list](#)

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.



A Tamil Nadu Government Portal | Thursday, 1 December 2022, 10:46 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

Combined Application Form (CAF)

Dashboard Overview

Combined Application Form (CAF)

List of Clearances

Know Your Clearances (KYC)

Track your application

Transaction

Digilocker

Virtual Meeting

Appointments

Incentive Calculator

Combined Application Form (CAF)

The Combined Application Form (CAF) is a common form that enables investors to apply for multiple department's services available on the Tamil Nadu Single Window Portal (TNSWP) without the need to fill the same information repetitively. CAF is a pre-requisite for applying for any clearance on TNSWP.

Instructions for filling the CAF:

- The CAF requires details related to applicant, enterprise, promoter (s), investment and finance, employment, manufacturing/service proposed to be undertaken and energy and water use. Kindly ensure availability of all these information prior to filling the CAF details
- The following documents have to uploaded after filing the CAF details. Kindly ensure the availability of the same:
 - Self certifications
 - Workflow

[Continue](#)

Your combined application form

All CAF

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).

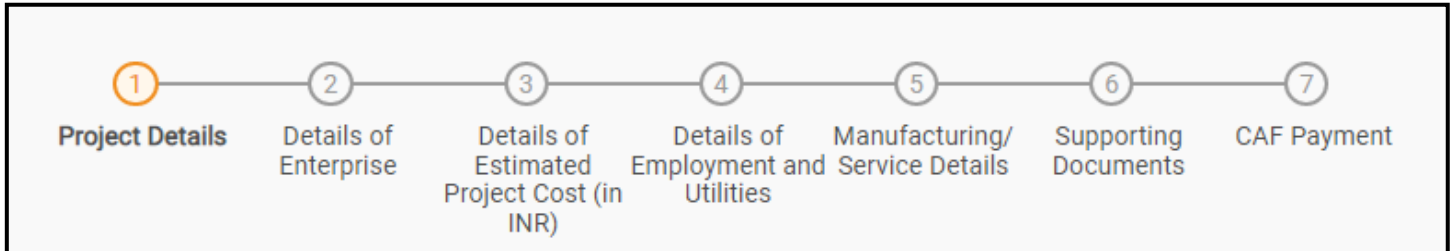


Figure 11. Section of Combined Application Form (CAF)

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. At the top, there is a progress bar with seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Manufacturing Utilities, 5. Details of Manufacturing, 6. Supporting Documents, and 7. CAF Payment. The current step is 7. A notification box is overlaid on the screen, containing the text: "Information: Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF." Below the notification, the "Payment Details" section is visible, showing options for "Lump sum" (selected) and "à la carte". The "Amount to be paid (in INR)" is set to 500000, with a note "Five Lakh" below it. A "Calculate Fee" button is present. At the bottom of the form, there are buttons for "Previous", "Next", "Pay Later", "Pay Now", "Review & Submit", and "Submit".

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

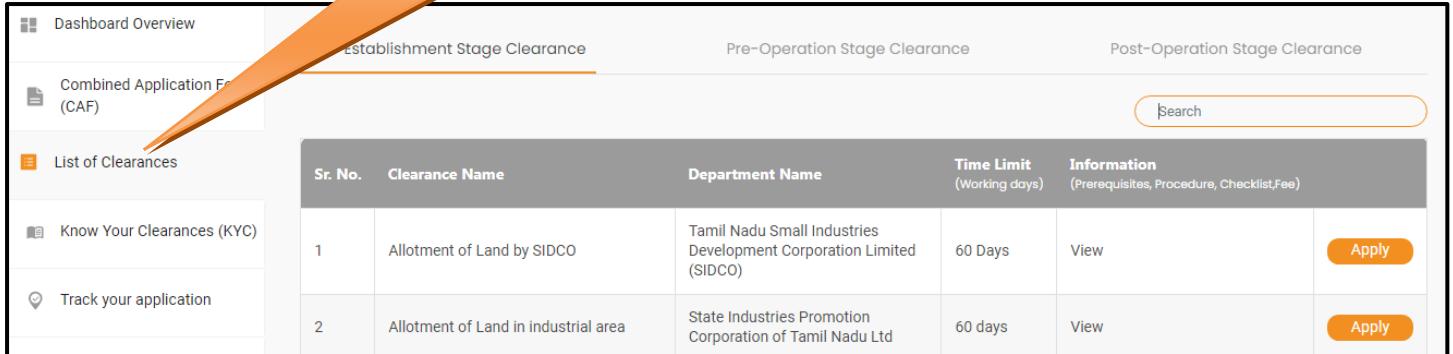
Note:

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 SME Exchange for Micro, Small, and Medium Enterprises

1. Click on “List of Clearances”

List of Clearances



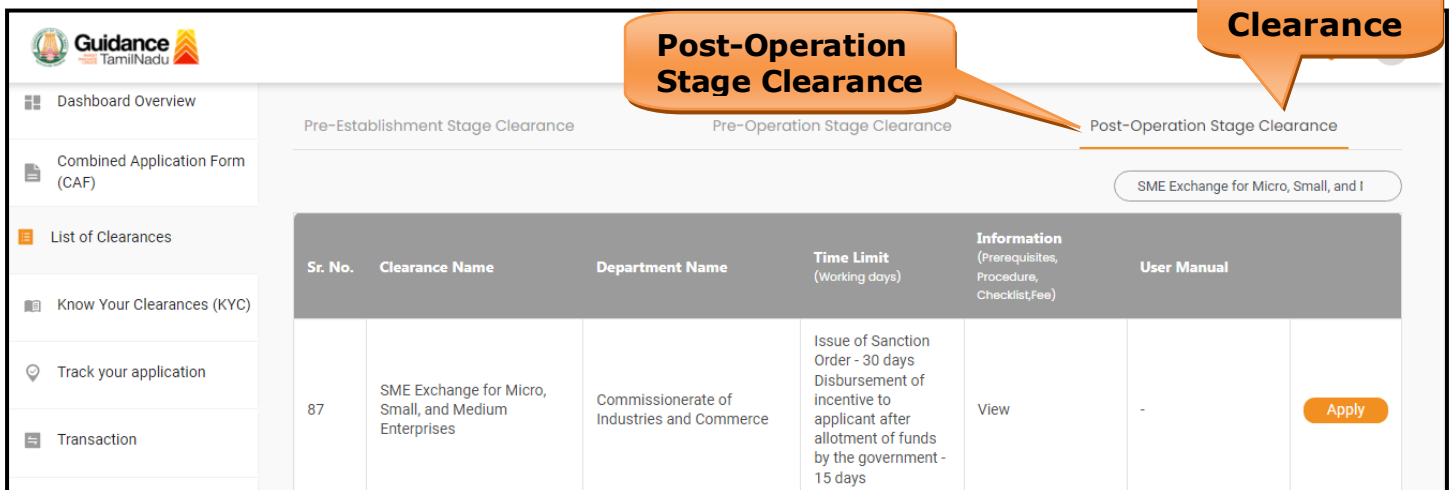
Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	
1	Allotment of Land by SIDCO	Tamil Nadu Small Industries Development Corporation Limited (SIDCO)	60 Days	View	Apply
2	Allotment of Land in industrial area	State Industries Promotion 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 ‘**SME Exchange for Micro, Small, and Medium Enterprises**’ by using Search option as shown in the figure given below.



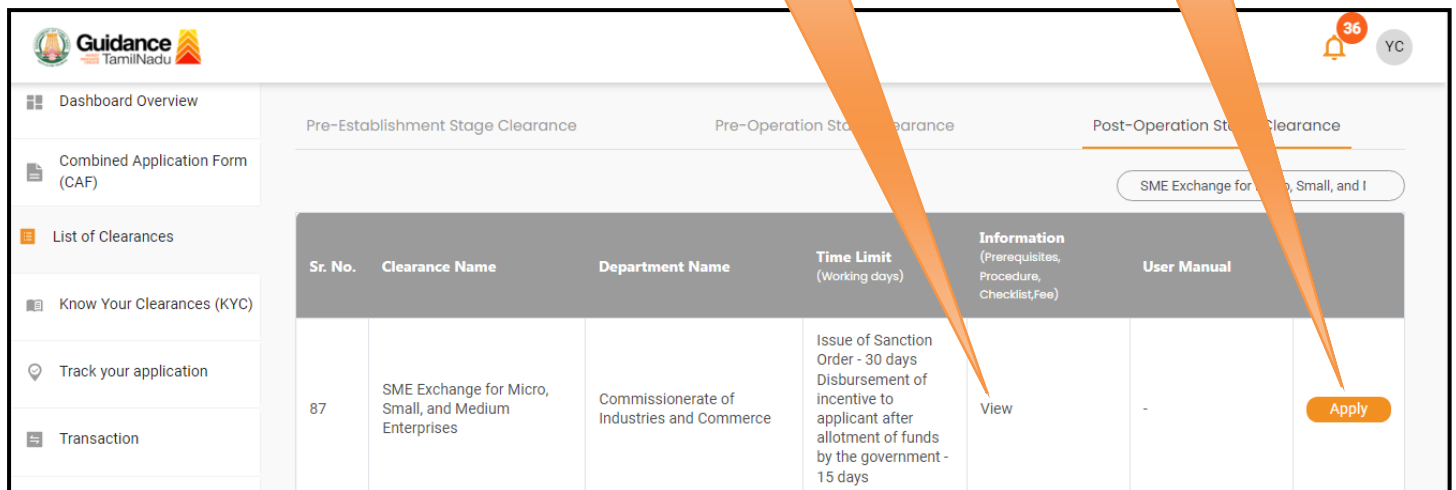
Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
87	SME Exchange for Micro, Small, and Medium Enterprises	Commissionerate of Industries and Commerce	Issue of Sanction Order - 30 days Disbursement of incentive to applicant after allotment of funds by the government - 15 days	View	-	Apply

Figure 14. Search for Clearance

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

View Information

Apply for Clearance



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

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
87	SME Exchange 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.

Confirmation!!! [X]

Please select the project with the one you want to proceed.

Department Name Commissionerate of Industries and Commerce	Name of the Clearance SME Exchange for Micro, Small, and Medium Enterprises
--	---

Select Project/CAF *

caf fix test1 [X] ▼

Close [Apply]

Select CAF

Click on Apply

Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Application for SME Exchange for Micro, Small, and Medium Enterprises.

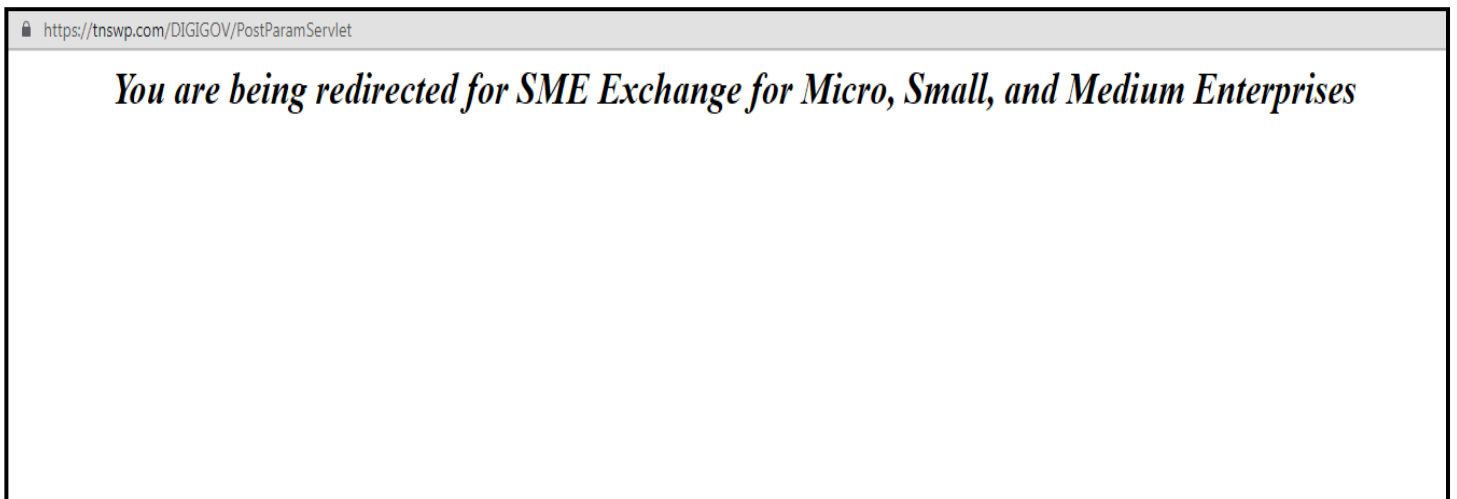


Figure 17. Redirecting to SME Exchange for Micro, Small, and Medium Enterprises

3) Enter all the mandatory details in the application for Application for Reimbursement of Expenses Incurred for Geographical Indications.



APPLICATION FOR CLAIMING REIMBURSEMENT OF EXPENSES INCURRED FOR LISTING IN SME

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 *

5.3 Whether New/ Expansion/ Diversification *

5.4. Social Status of the Entrepreneur *

5.5. Land Status *

Own Rental / Lease

5.6. Website Address

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"/> <small>Choose</small> ▾	<input type="text"/>
Expansion/ Diversification Project	<input type="text"/>	<input type="text"/> <small>Choose</small> ▾	<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="87676"/>	<input type="text"/>	<input type="text" value="87676"/>	<input type="text"/>
Building	<input type="text" value="76577"/>	<input type="text"/>	<input type="text" value="76577"/>	<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="50164253"/>	<input type="text"/>	<input type="text" value="50164253"/>	<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)

Total No. of Employee's *

10. Details of Registration with Commercial Tax Department with Date

i. GST Number

Date :

11. EXCHANGE DETAILS

11.1 Exchange Type*

 BSE NSE Others

11.2 Registration Number *

11.3 Registration Date *

11.4 Date of listing *

11.5 Present Status of SME in Stock Exchange*

 Active Inactive11.6 Details of Expenditure
incurred for listing in Exchange
(Amount in Rs) ***12. Date of commencement of commercial production**

Date *

13. Details of subsidy claimed in Rs. :

Total subsidy claimed (20% from Exchange Expenditure Amount upto 5 Lakhs) Rs.

LIST OF DOCUMENTS TO BE UPLOADED :

- ➔ 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)
- ➔ Copy of SME Exchange Registration. (pdf/max. file size 200 kb)
- ➔ Copy of Proof of Listing in Exchange. (pdf/max. file size 200 kb)
- ➔ Proof of Details of Expenditure incurred for listing in Exchange [Certified By Chartered Accountant] . (pdf/max. file size 200 kb)

Save and Proceed
Reset

Figure 18. Application for Reimbursement of Expenses Incurred for Geographical Indications

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**

36
YC

Track your Application Select Project/CAF:

Filters Overview All Details

Application ID	Application Ref No.	Applied on	Clearance Name	Last Upd	Status	On time/ Delayed
<input type="text" value="134749"/>	<input type="text" value="Search"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Search"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>

Apply filters
Reset filters

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	127337 - 134749	-	Sep 26, 2023 11:25:41 AM	SME Exchange for Micro, Small, and Medium Enterprises	Sep 26, 2023 11:40:34 AM	Application Submitted	GM DIC	0/30 days	On time	Actions

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

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.

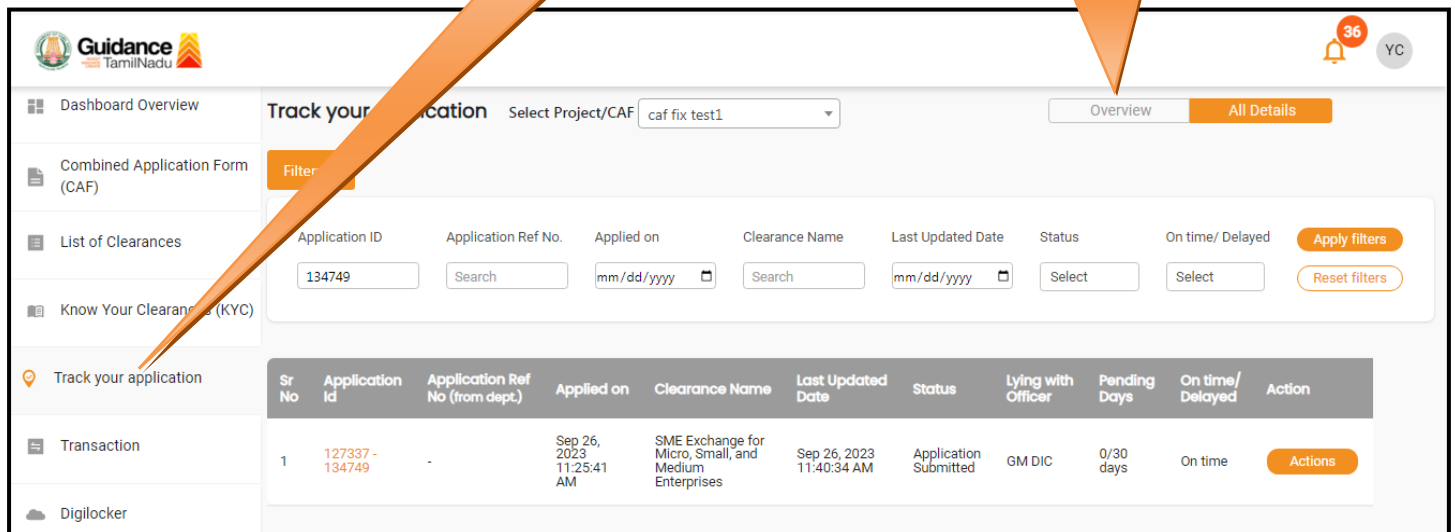
- **Track your application– Overview Option**

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



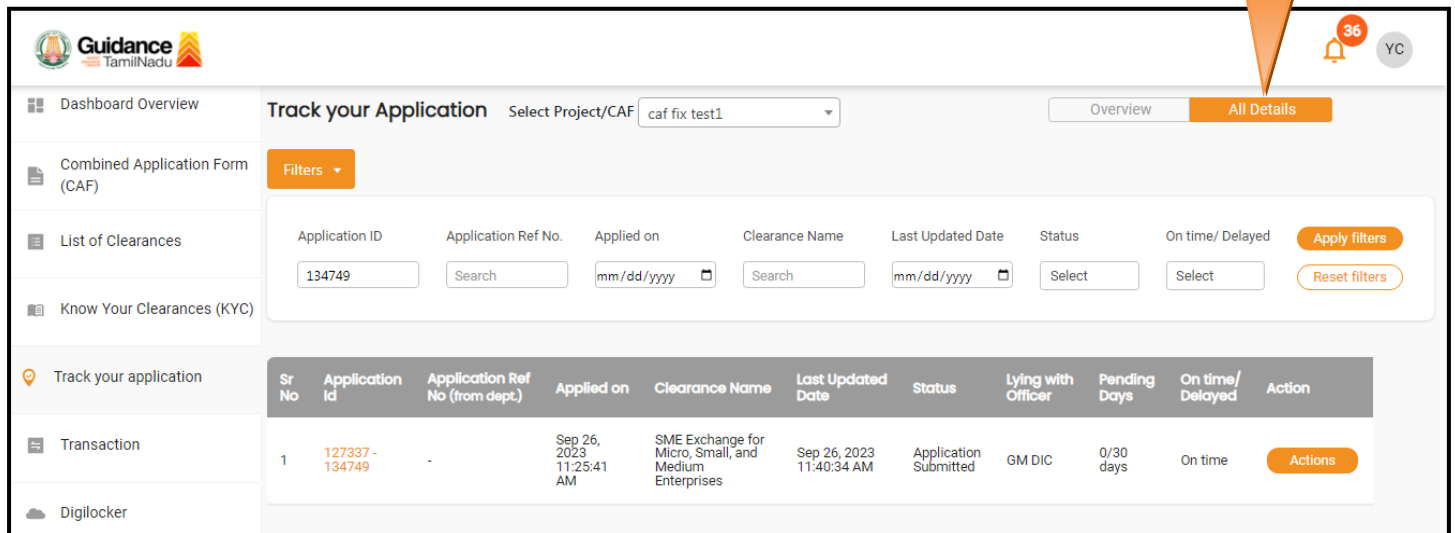
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	127337 - 134749	-	Sep 26, 2023 11:25:41 AM	SME Exchange for Micro, Small, and Medium Enterprises	Sep 26, 2023 11:40:34 AM	Application Submitted	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**

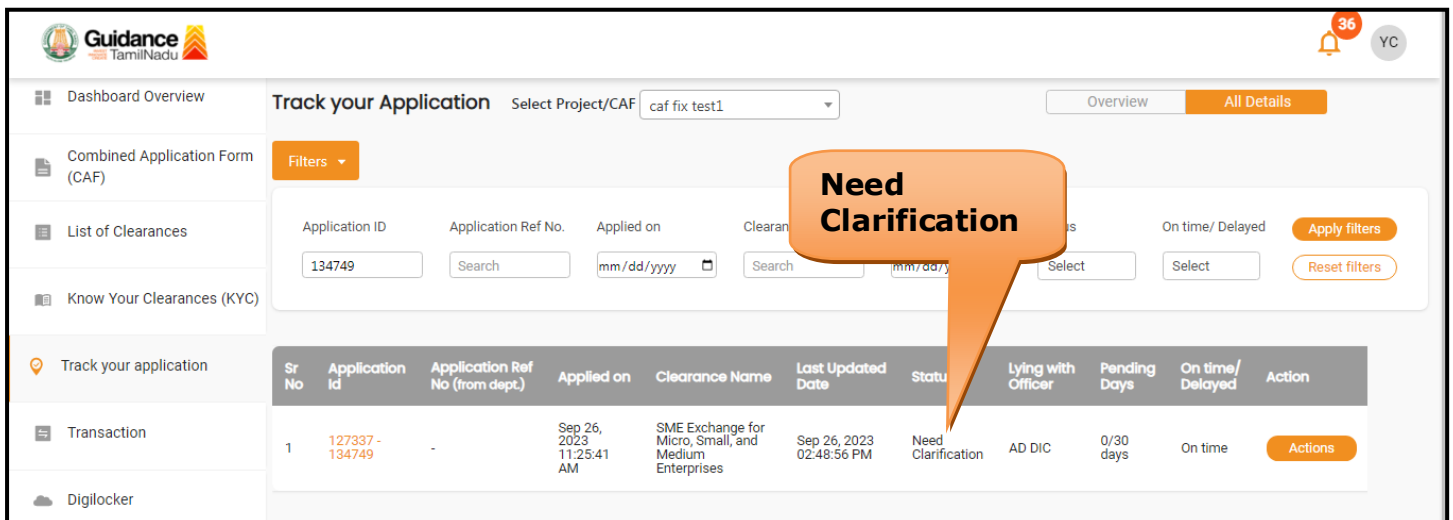



Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	127337 - 134749	-	Sep 26, 2023 11:25:41 AM	SME Exchange for Micro, Small, and Medium Enterprises	Sep 26, 2023 11:40:34 AM	Application Submitted	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 in the Guidance TamilNadu system. The page includes a sidebar with navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', 'Transaction', and 'Digilocker'. The main content area is titled 'Track your Application' and features a search bar for 'Select Project/CAF' with the value 'caf fix test1'. Below the search bar, there are filter options and a table of application details. A callout box highlights 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	127337 - 134749	-	Sep 26, 2023 11:25:41 AM	SME Exchange for Micro, Small, and Medium Enterprises	Sep 26, 2023 02:48:56 PM	Need Clarification	AD DIC	0/30 days	On time	Actions

Figure 22. Need Clarification

Application Action – 134749 ✕

Application ID 127337-134749	Application Name SME Exchange for Micro, Small, and Medium Enterprises
Application Ref No. -	Project Name caf fix test 1
Application Submission Date Sep 26, 2023 11:25:41 AM	Status Need Clarification

Actions to be performed


Provide Clarification

Provide Clarification

Close

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.



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

Track your Application Select Project/CAF: caf fix test1

Overview All Details

Filters

Application ID	Application Ref No.	Applied on	Clearance Name	Last Updated	Status	On time/ Delayed
<input type="text" value="134749"/>	<input type="text" value="Search"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Search"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>

Apply filters Reset filters

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	127337 - 134749	-	Sep 26, 2023 11:25:41 AM	SME Exchange for Micro, Small, and Medium Enterprises	Sep 26, 2023 05:40:30 PM	Under Process	AD DIC	0/30 days	On time	Actions

Status Changed to 'Under Process'

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 main content area features a table with 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	127337 - 134749	-	Sep 26, 2023 11:25:41 AM	SME Exchange for Micro, Small, and Medium Enterprises	Sep 27, 2023 11:28:45 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

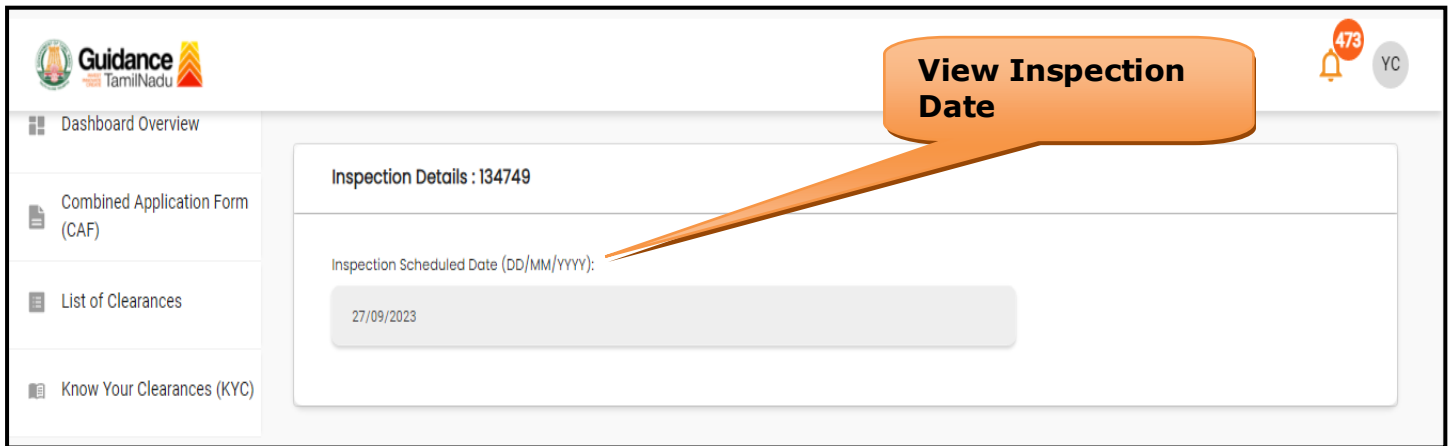
Application Action – 134749

Application ID 127337-134749	Application Name SME Exchange for Micro, Small, and Medium Enterprises
Application Ref No. -	Project Name caf fix test 1
Application Submission Date Sep 26, 2023 11:25:41 AM	Status Inspection Scheduled

Actions to be performed

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

Figure 26. View Inspection Details



Dashboard Overview

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

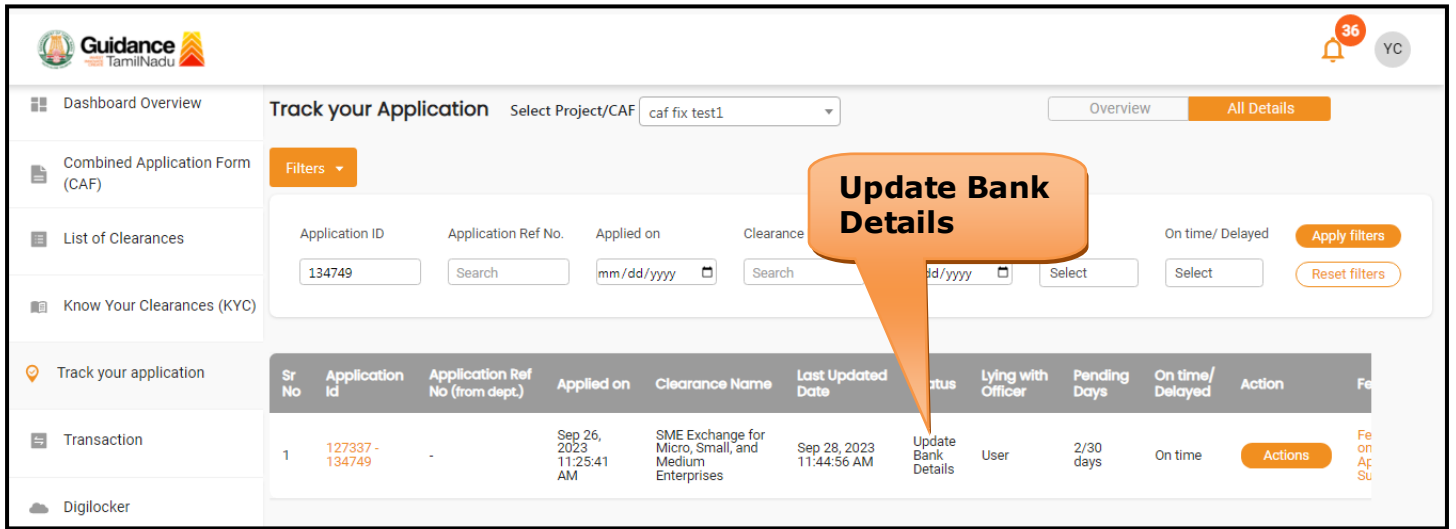
View Inspection Date

Inspection Details : 134749

Inspection Scheduled Date (DD/MM/YYYY): 27/09/2023

Figure 27. View Inspection Details (Contd.)

Update Bank Details

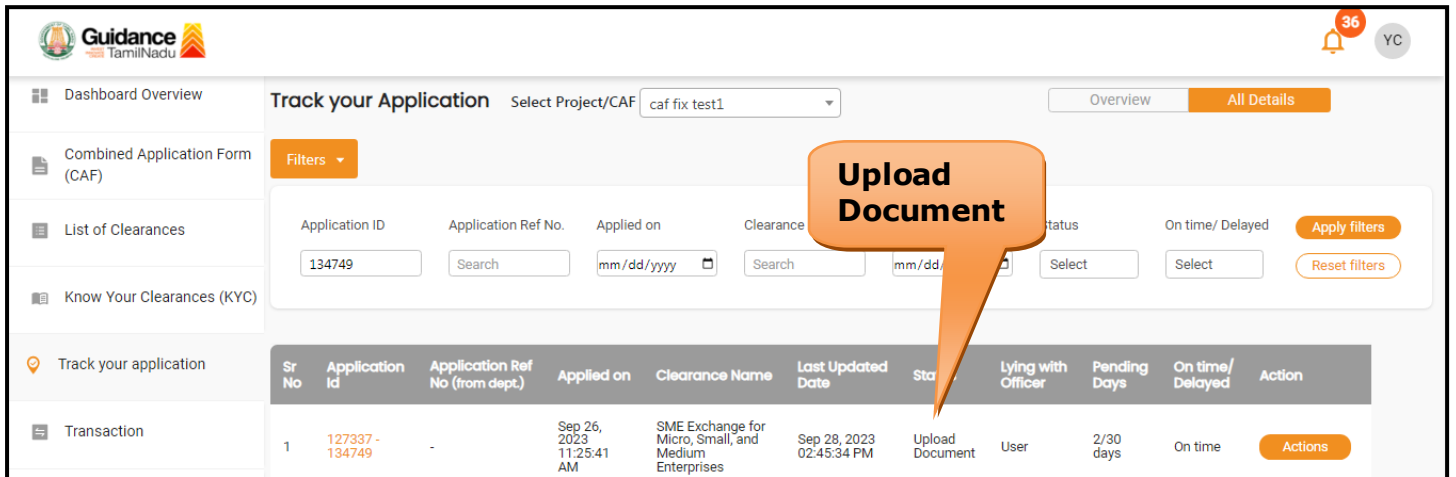


The screenshot shows the 'Track your Application' interface. At the top, there's a navigation bar with 'Dashboard Overview', 'Track your Application', and 'Select Project/CAF' set to 'caf fix test1'. Below this, there are filter options and a table of applications. The table has columns for Sr No, Application Id, Application Ref No, Applied on, Clearance Name, Last Updated Date, Status, Lying with Officer, Pending Days, On time/Delayed, and Action. The first row shows an application with 'Update Bank Details' in the Action column, highlighted by an orange callout bubble.

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	127337 - 134749	-	Sep 26, 2023 11:25:41 AM	SME Exchange for Micro, Small, and Medium Enterprises	Sep 28, 2023 11:44:56 AM	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. At the top, there's a navigation bar with 'Dashboard Overview', 'Track your Application', and 'Select Project/CAF' set to 'caf fix test1'. Below this, there are filter options and a table of applications. The table has columns for Sr No, Application Id, Application Ref No, Applied on, Clearance Name, Last Updated Date, Status, Lying with Officer, Pending Days, On time/Delayed, and Action. The first row shows an application with 'Upload Document' in the Action column, highlighted by an orange callout bubble.

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	127337 - 134749	-	Sep 26, 2023 11:25:41 AM	SME Exchange for Micro, Small, and Medium Enterprises	Sep 28, 2023 02:45:34 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”**

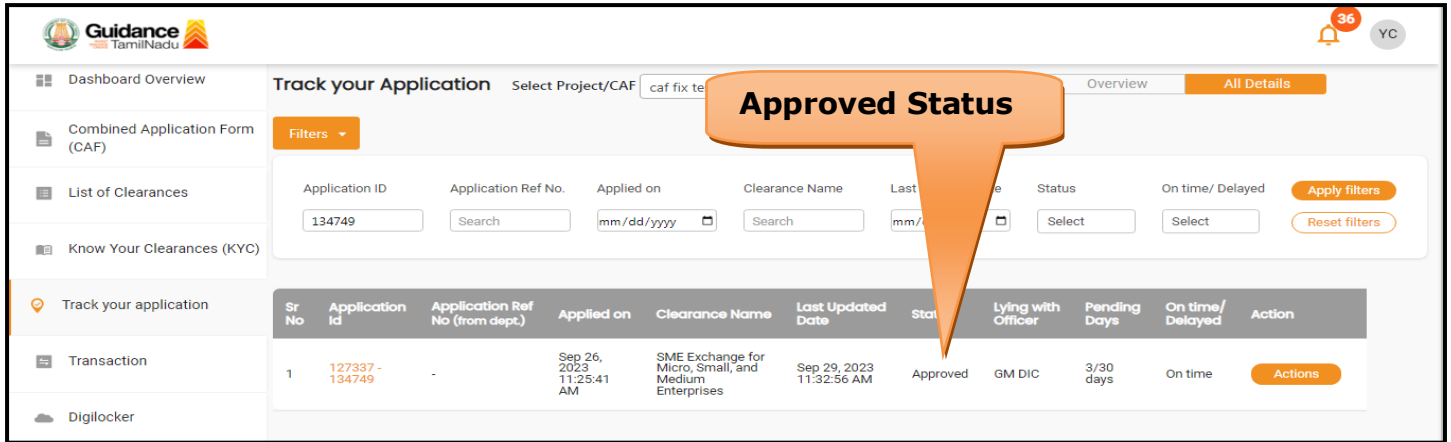


Figure 30. Application Processed

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).

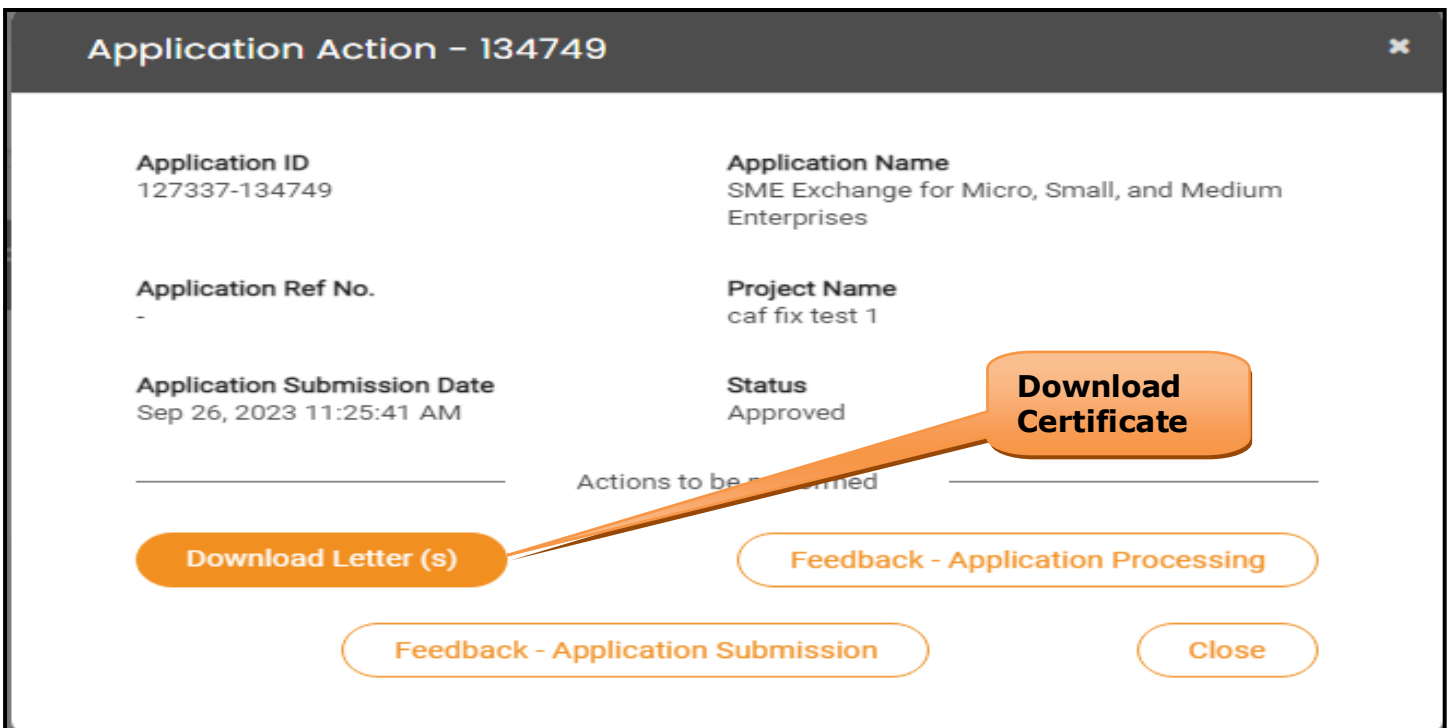
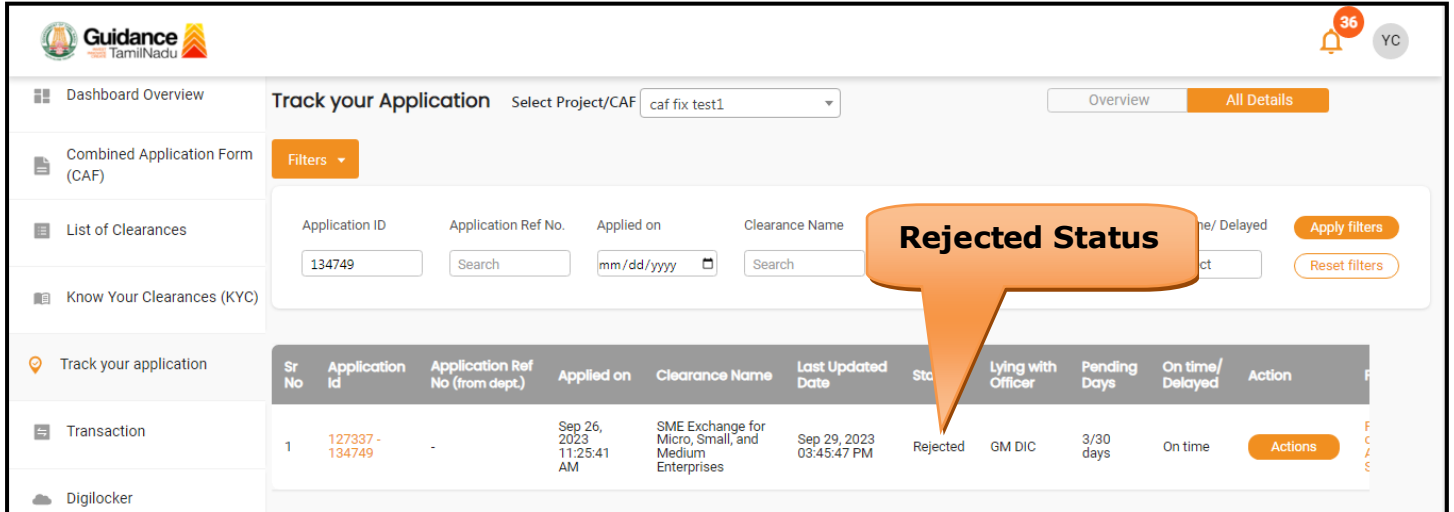


Figure 31. Download

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 134749. The status is 'Rejected'. A callout bubble points to the 'Rejected' 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	127337 - 134749	-	Sep 26, 2023 11:25:41 AM	SME Exchange for Micro, Small, and Medium Enterprises	Sep 29, 2023 03:45:47 PM	Rejected	GM DIC	3/30 days	On time	Actions

Figure 32. Rejected Status

