



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Application for Reimbursement of Expenses Incurred for
Geographical Indications**

**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



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

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

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**

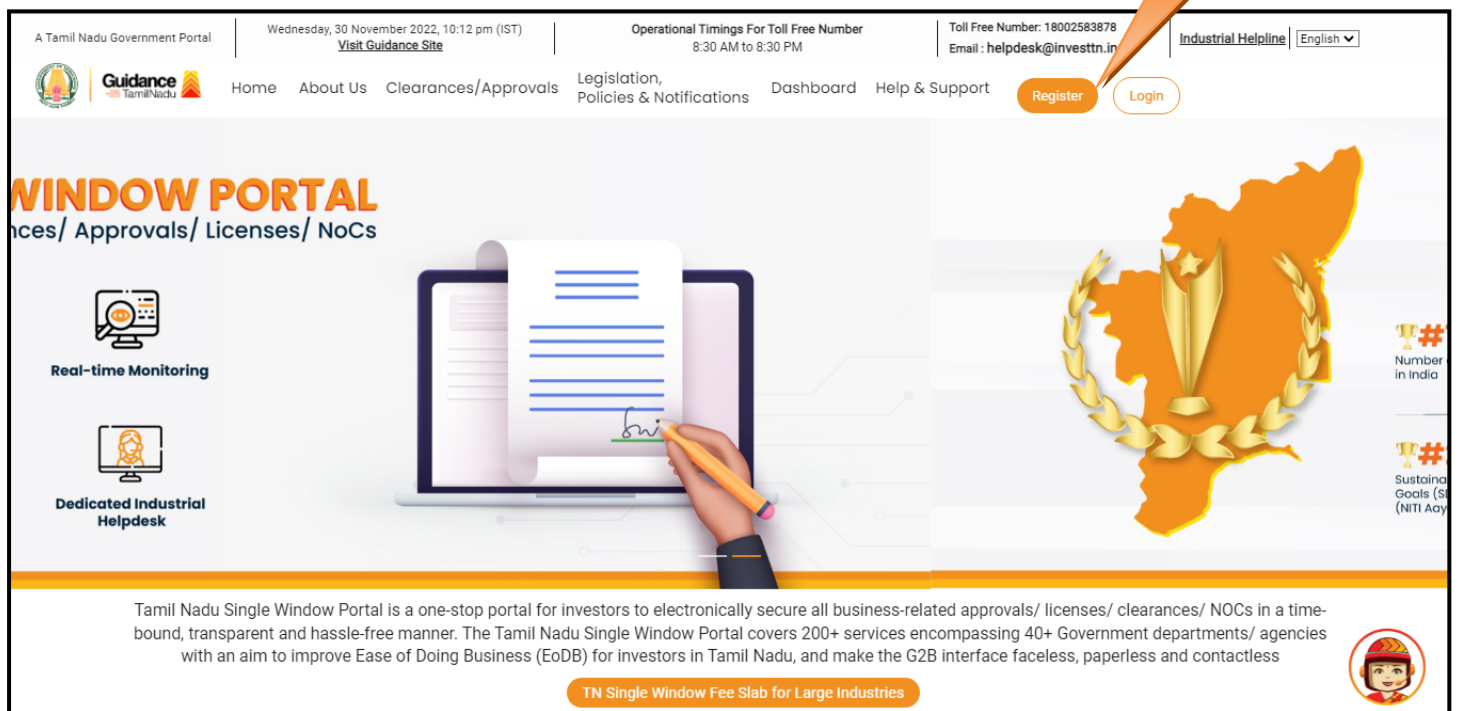
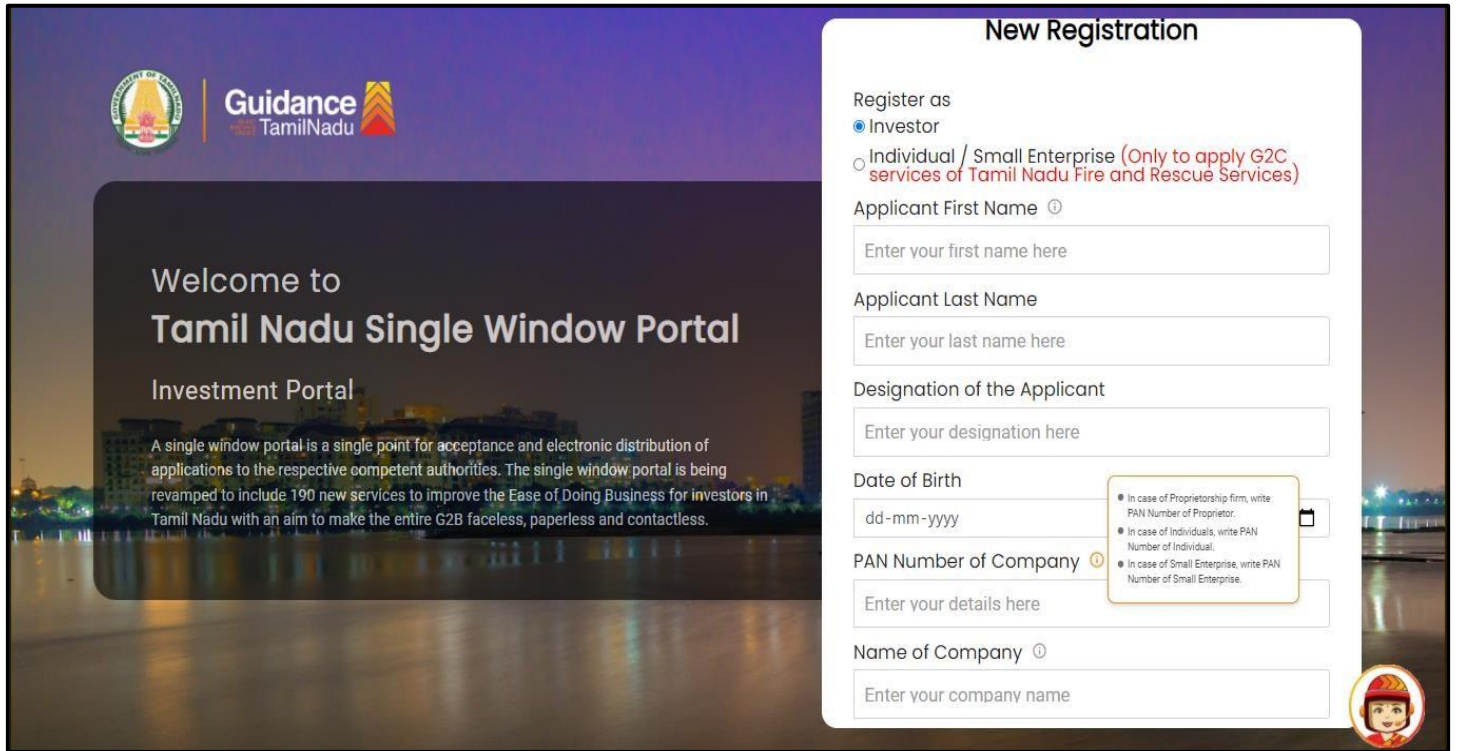


Figure 2. Register

- 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

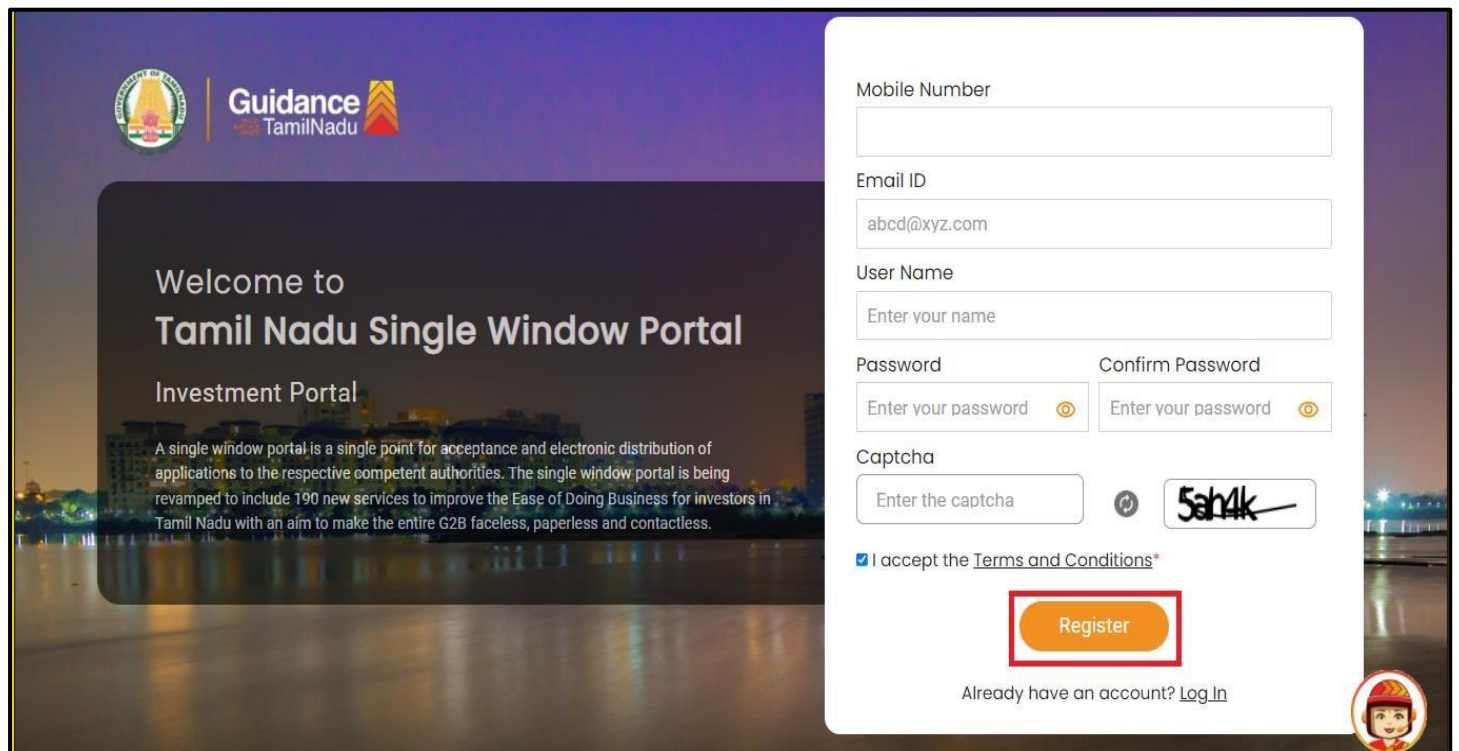
Date of Birth
 📅

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.

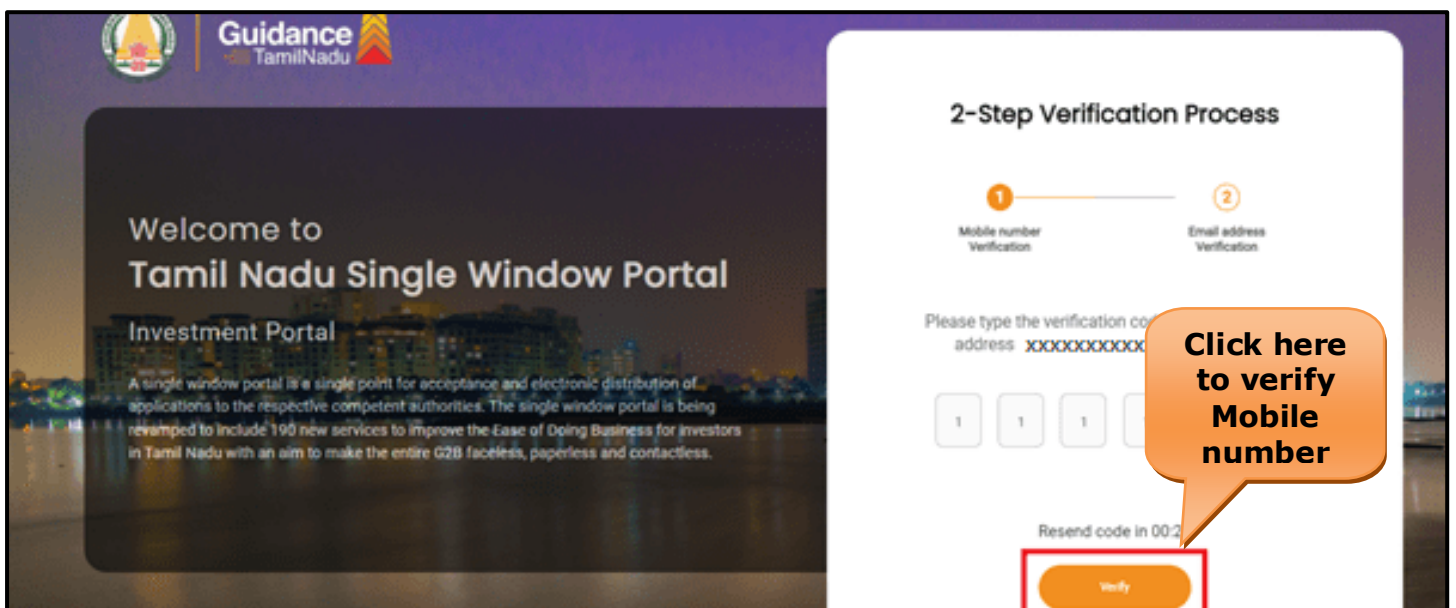


Figure 5. Mobile Number Verification

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.

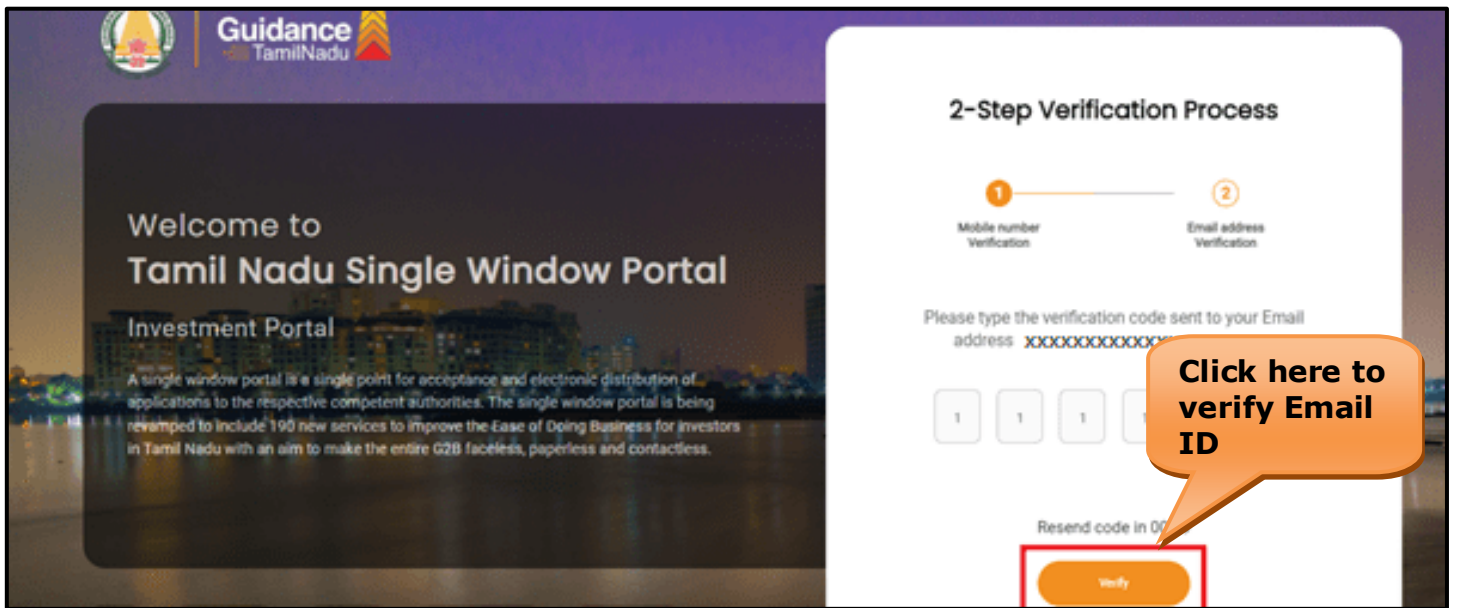


Figure 6. Email ID Verification

- 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.

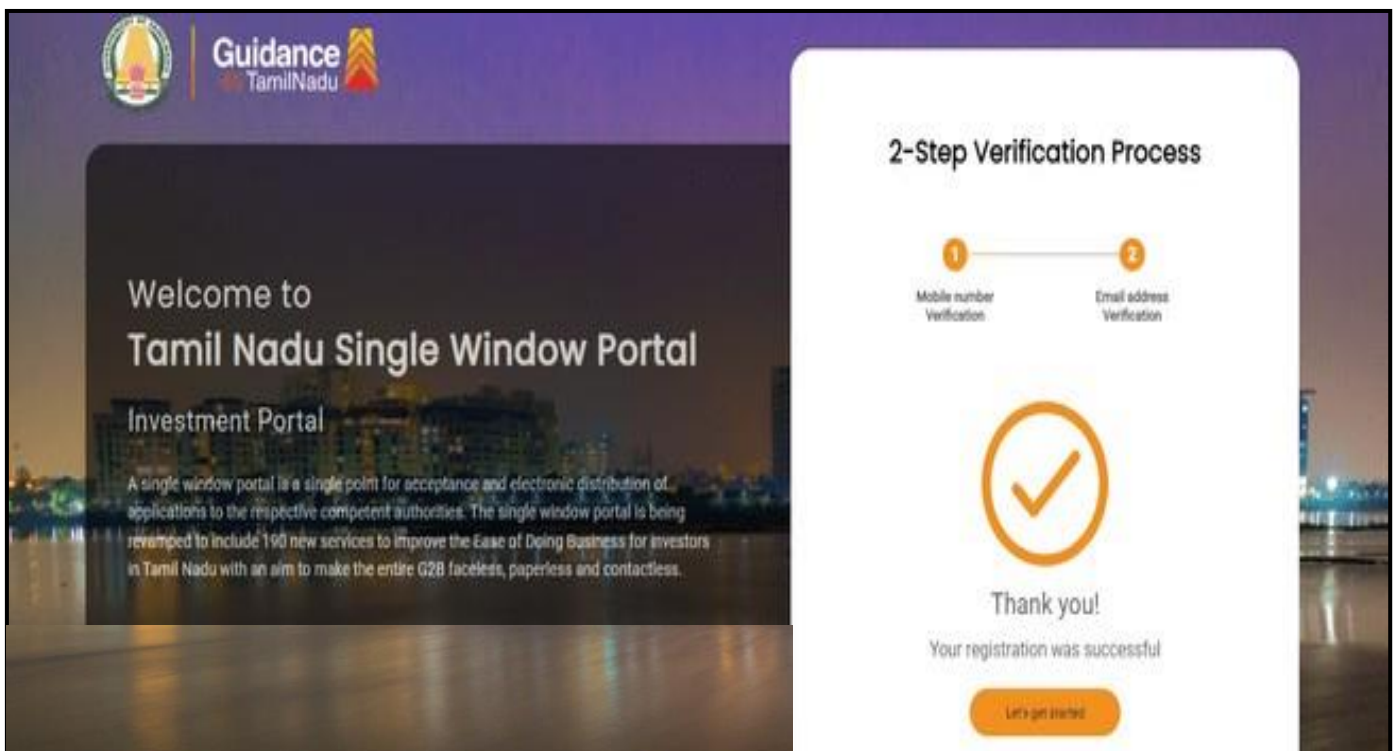


Figure 7. Registration Confirmation Pop-Up

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

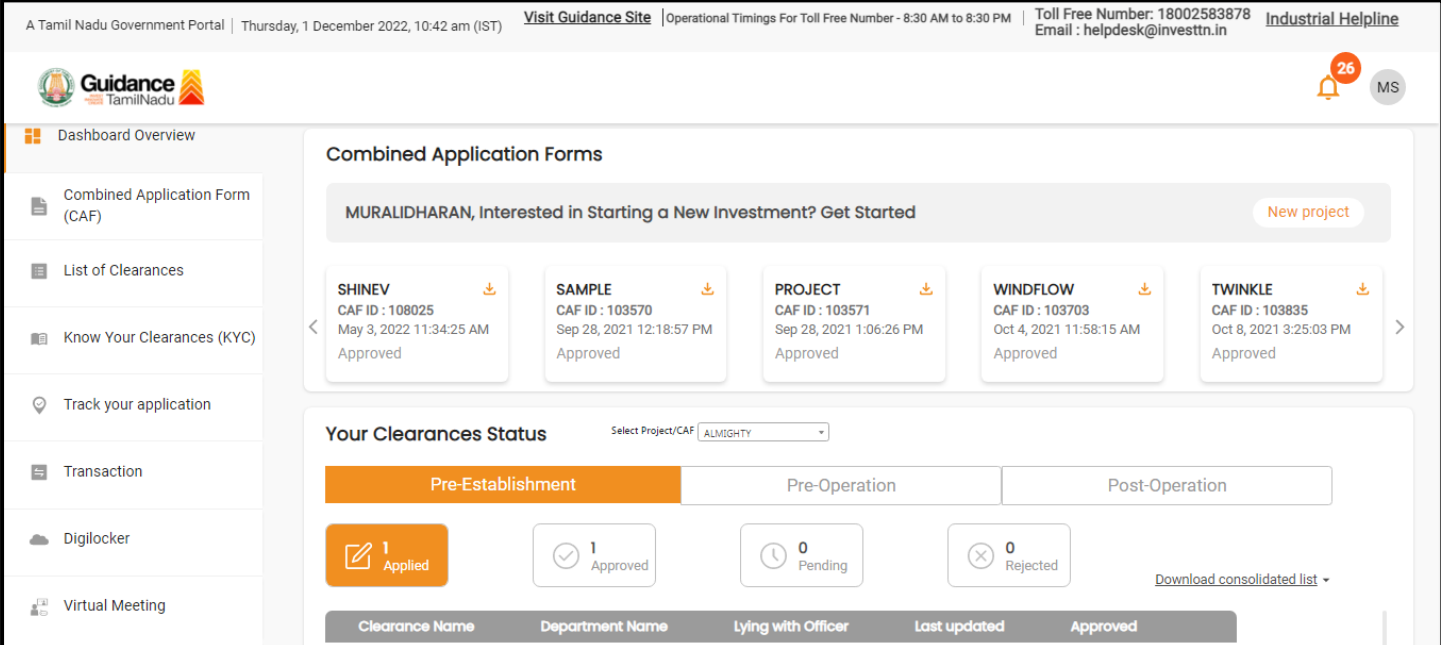


The screenshot shows the TNSWP website interface. At the top, there is a navigation bar with the following elements: 'A Tamil Nadu Government Portal', 'Wednesday, 30 November 2022, 10:11 pm (IST)', 'Operational Timings For Toll Free Number 8:30 AM to 8:30 PM', 'Toll Free Number: 18002583878', 'Email : helpdesk@investtn.in', and 'Industrial Helpline | English'. Below the navigation bar, there is a main header with the 'Guidance TamilNadu' logo and navigation links: 'Home', 'About Us', 'Clearances/Approvals', 'Legislation, Policies & Notifications', 'Dashboard', and 'Help & Support'. There are two buttons: 'Register' and 'Login'. The 'Login' button is highlighted with an orange callout bubble that says 'Login to TNSWP'. The main content area features a large orange map of Tamil Nadu with a star and a laurel wreath. To the right of the map, the text 'TAMIL NADU Leading the Nation' is displayed. Below this, there are ten award categories, each with a trophy icon and a ranking: '#1' and '#2'. The categories include: 'Number of Factories in India', 'Number of Operational SEZs in India', 'Governance & Political Stability (N-SIPI 2019)', 'International and Domestic Tourist Arrivals', 'Best Performing State (India Today State of the State Award 2018, 2019 & 2020)', 'Sustainable Development Goals (SDG) Index 2020-21 (NITI Aayog)', 'Second Largest Economy in India', 'Best Governed State (Public Affairs Index 2020)', 'Job Creation Under IBPS Scheme', and 'Growth, Innovation and Leadership Index 2019 (Frost & Sullivan)'. At the bottom of the page, there is a footer with the text: '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'. There is also a small cartoon character icon 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

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
1 Applied	1 Approved	0 Pending, 0 Rejected

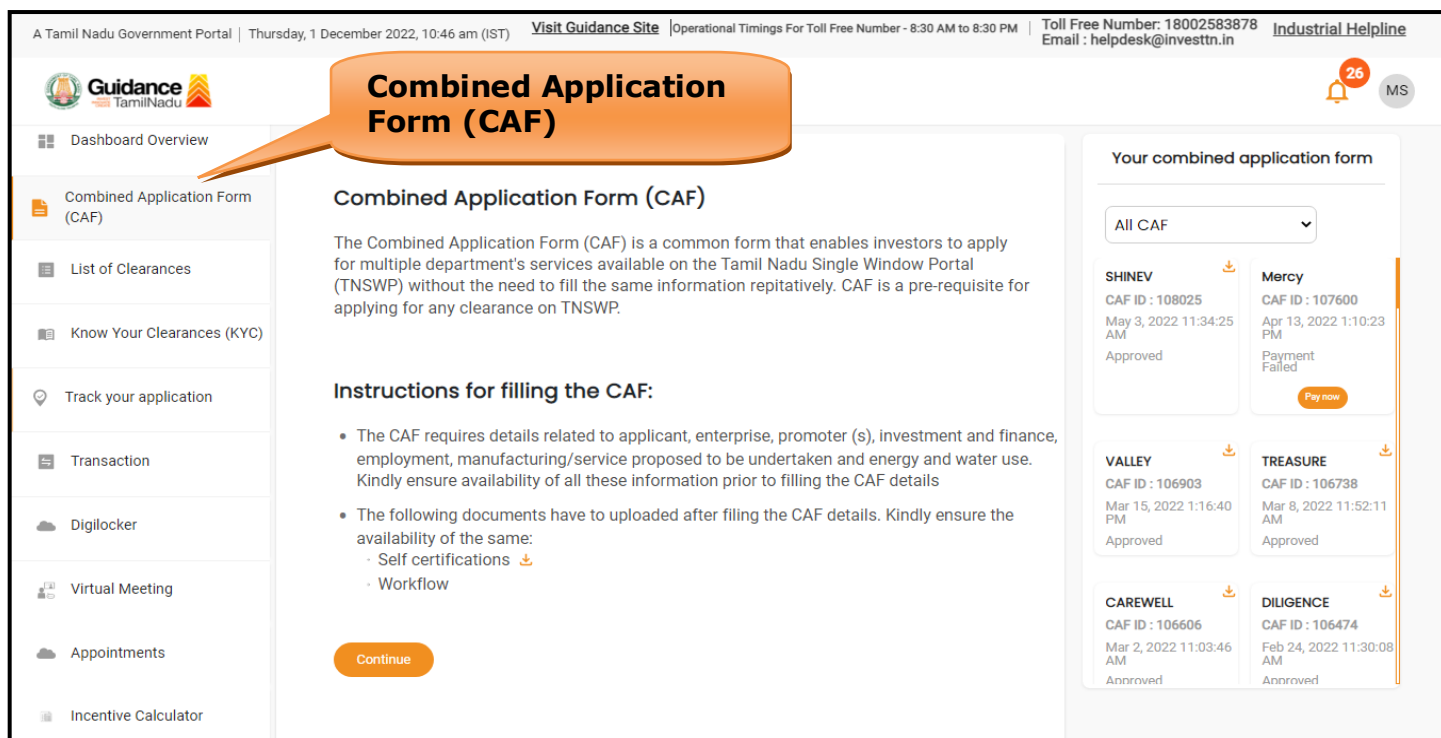
[Download consolidated list](#)

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.



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)

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 11:10:23 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).

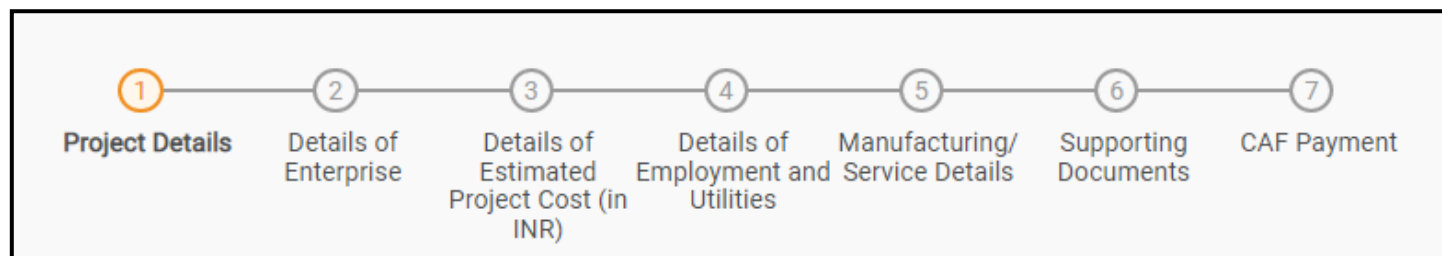


Figure 11. Section of Combined Application Form (CAF)

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

- **Self-Certification:**

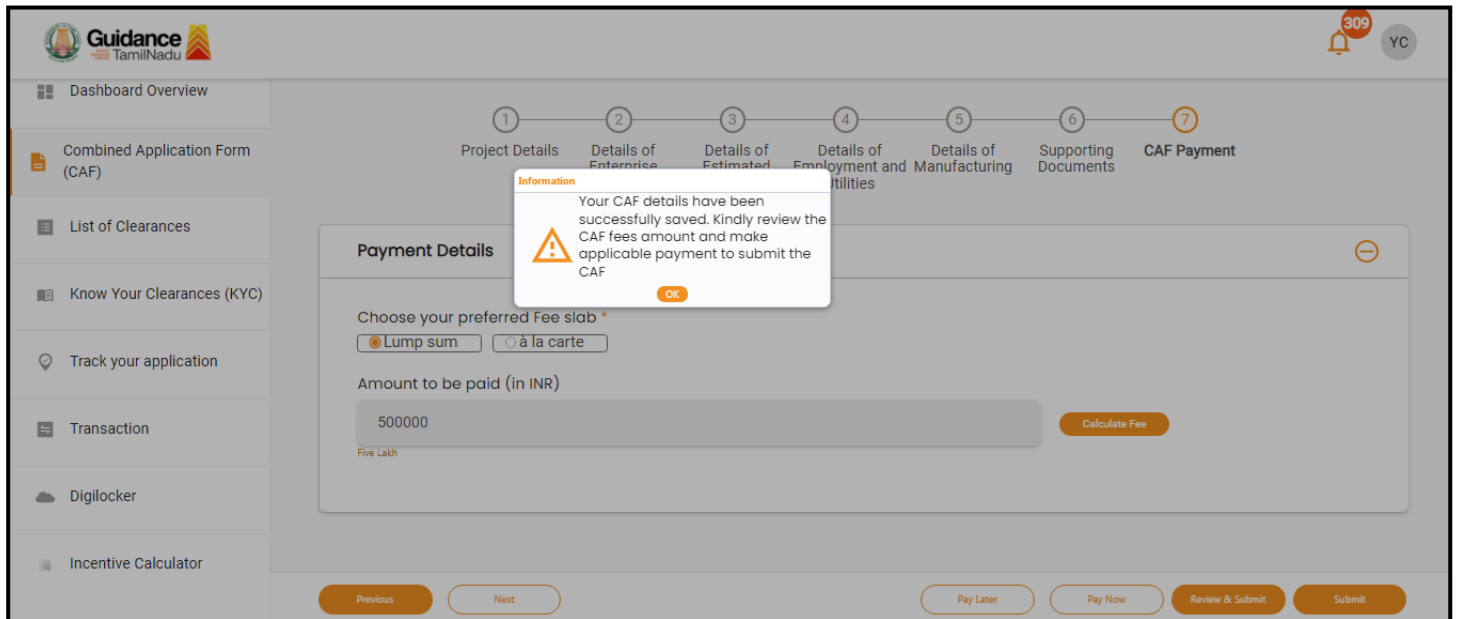
- Download the template.
- Prepare the self-certification documents as per the instructions given in the template and upload.

- **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 'CAF Payment' step of the application process. A progress bar at the top 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 Utilities, 6. Supporting Documents, and 7. CAF Payment. The current step is highlighted. A modal window titled 'Information' is centered on the screen, containing the text: 'Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF.' Below the modal, the 'Payment Details' section is visible, showing 'Choose your preferred Fee slab *' with radio buttons for 'Lump sum' (selected) and 'à la carte'. The 'Amount to be paid (in INR)' is entered as '500000' (Five Lakh). 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 Application for Reimbursement of Expenses Incurred for Geographical Indications

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 ‘**Application for Reimbursement of Expenses Incurred for Geographical Indications**’ by using Search option as shown in the figure given below.

Post-Operation Stage Clearance

Search for Clearance

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
25	Application for Reimbursement of Expenses Incurred for Geographical Indications	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 'List of Clearances' section of the Guidance TamilNadu portal. The table below shows a single entry for a clearance application. Two callout boxes are present: one pointing to the 'View' button in the 'Information' column, labeled 'View Information', and another pointing to the 'Apply' button in the 'User Manual' column, labeled 'Apply for Clearance'.

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
25	Application for Reimbursement of Expenses Incurred for Geographical Indications	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

Showing 1 to 1 of 1 rows 10 rows per page

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
Application for Reimbursement of Expenses Incurred for Geographical Indications

Select Project/CAF *
caf fix test

Select CAF

Click on Apply

Close Apply

Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Application for Reimbursement of Expenses Incurred for Geographical Indications.

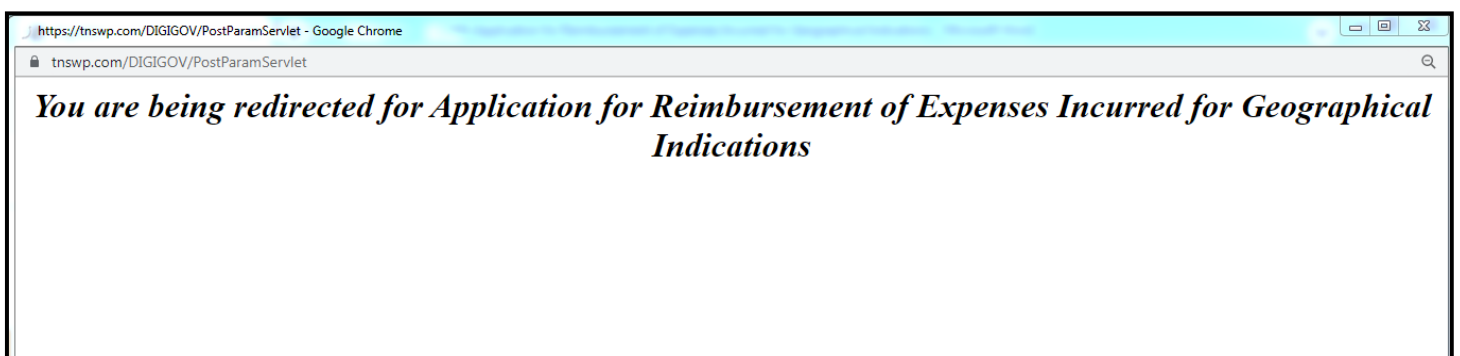


Figure 17. Redirecting to Reimbursement of Expenses Incurred for Geographical Indications

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

msmeonline.tn.gov.in/swp_incentives/patent_trade_swp.php


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



APPLICATION FOR REIMBURSEMENT OF EXPENSES INCURRED FOR PATENT REGISTRATION / TRADE MARK REGISTRATION

Category

Application Category *

Geographical Indications

1.0. Details of Enterprise:

1.1 Name of the Enterprises:*

iuylr

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

2.0. Address of the Unit:

2.1 Registered Office:*

11,lkjh,Ilkjh

632007

2.2 Factory:*

Address line

pincode

Same as above:

3.0. Location of the Applicant:

3.1. Name of Village/Town *

oiylr

3.2. Name of District *

Vellore

3.3. Name of Taluk *

---- Select ----

3.4. Name of Block *

---- Select ----

4.0. Contact Nos

Telephone

Office

Factory

Cell Phone *

9092653218

9092653218

5.0 Status of the Enterprise:

5.1 Constitution of the Organisation

Proprietary
 Partnership
 Pvt.Ltd.
 Coop.
 Limited
 Others

5.2 Enterprise Status

Small

5.3 Whether New/ Expansion/ Diversification

---- Select ----

5.4 Community

---- Select ----

6.0 Udyog Aadhar Memorandum (Mention UAM Number or UDYAM Number)

6.1 UDYAM Certificate Number:

876567

Eg : UDYAM-TN-0000000

UDYAM Date:

2021-02-09

6.2 Activity as specified in the UDYAM

7.0. Project Details:

7.1 Fixed Capital Investment(in Rs.)

Nature of Assets	New / Existing Unit	Expansion / Diversification Project	Total
Land	8765		8765
Building	8765		8765
Plant & Machinery	50000000		50000000
Total	50017530		50017530

8.0 Details of Geographical Indications Registraion.	
8.1. Date Of Obtaining Geographical Indications *	<input type="text"/>
8.2. Geographical Indications Registration No. *	<input type="text"/>
8.3. Date of Registration (in Sq. Mtrs.) as per approved plan *	<input type="text"/>
8.4. Name of Office from where Geographical Indications Registration was obtained actually constructed (in Sq. Mtrs.) *	<input type="text"/>
8.5. Name of Product / Activity for which Geographical Indications Registration is obtained *	<input type="text"/>
8.6. Expenditure made on Geographical Indications registration with detailed heads (in Rs.) *	<input type="text"/>

9.0 Subsidy claimed.	
9.1. 50% (upto 25000/-) subsidy claimed on Geographical Indications Registration Charges (in Rs.)	<input type="text"/>

LIST OF DOCUMENTS TO BE UPLOADED :
→ Copy of UDYAM Registration Certificate. (pdf/max. file size 200 kb)
→ Copy of the registered goods under Geographical indication of Goods Registration and Protection Act, 1999. (pdf/max. file size 200 kb)
→ Self-certified statement on expenditure incurred for obtaining Geographical registration with a copy of the bills/ vouchers and receipt etc. In case of non-availability of receipts, the bank scroll which shows the payment details. (pdf/max. file size 200 kb)
→ Copy of loan sanction letter, if availed, for obtaining the registration purpose from Bank/ Financial Institutions. (pdf/max. file size 200 kb)
→ Copy of Invoices and receipts for the payment made. (pdf/max. file size 200 kb)
→ Advance stamped receipt. (pdf/max. file size 200 kb)

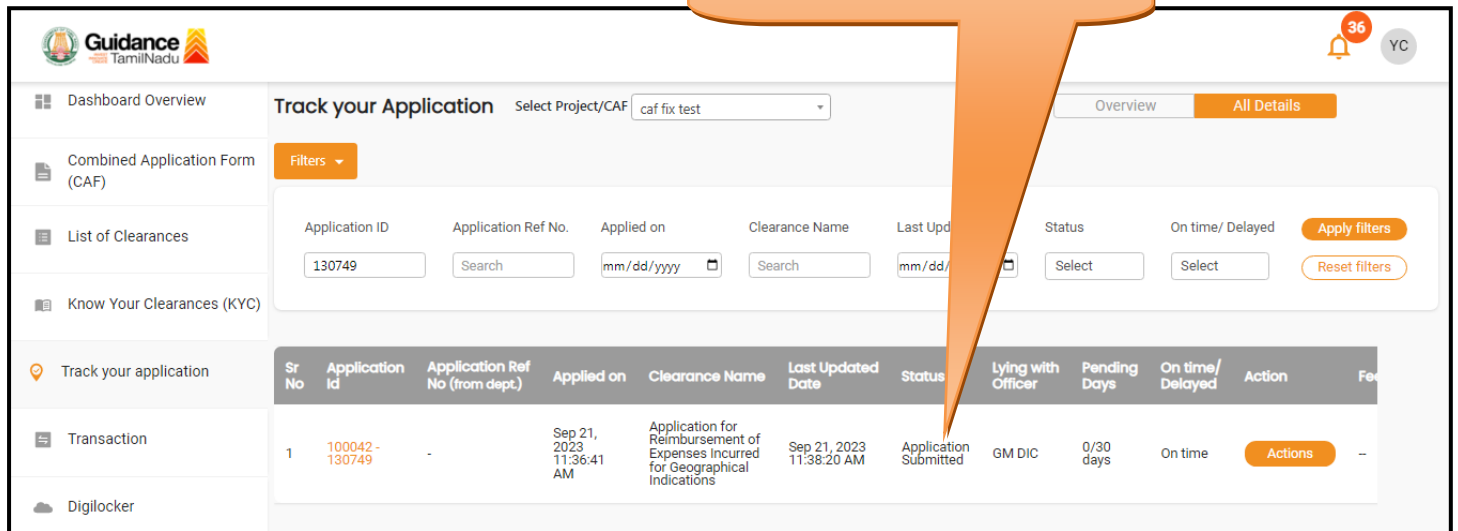
Click on 'Save & Proceed'

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**

Status Changed to 'Application Submitted'



The screenshot shows the 'Track your Application' interface. At the top, there's a search bar for 'Select Project/CAF' with 'caf fix test' entered. Below it are filter options for Application ID, Application Ref No., Applied on, Clearance Name, Last Updated, Status, and On time/Delayed. A table below displays the application details:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/Delayed	Action
1	100042 - 130749	-	Sep 21, 2023 11:36:41 AM	Application for Reimbursement of Expenses Incurred for Geographical Indications	Sep 21, 2023 11:38:20 AM	Application Submitted	GM DIC	0/30 days	On time	Actions

Figure 19. Status of the Application

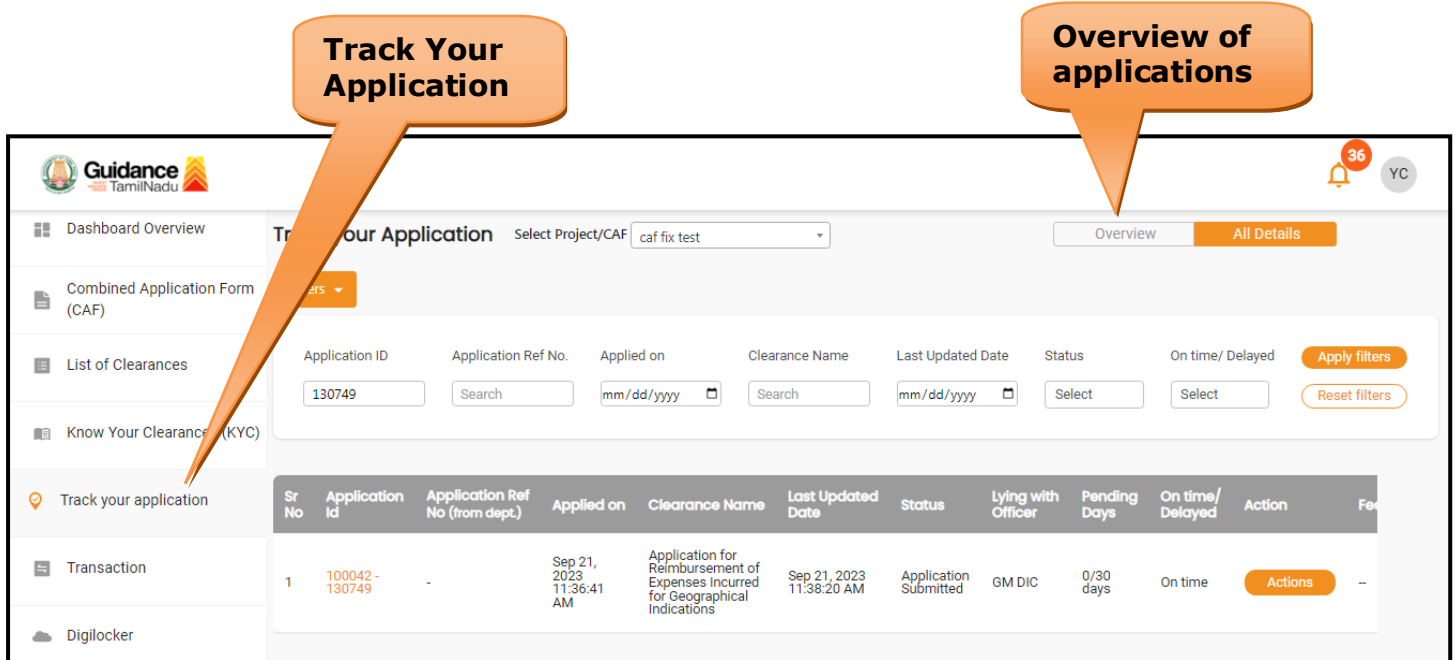
8. Track Your Application

- 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

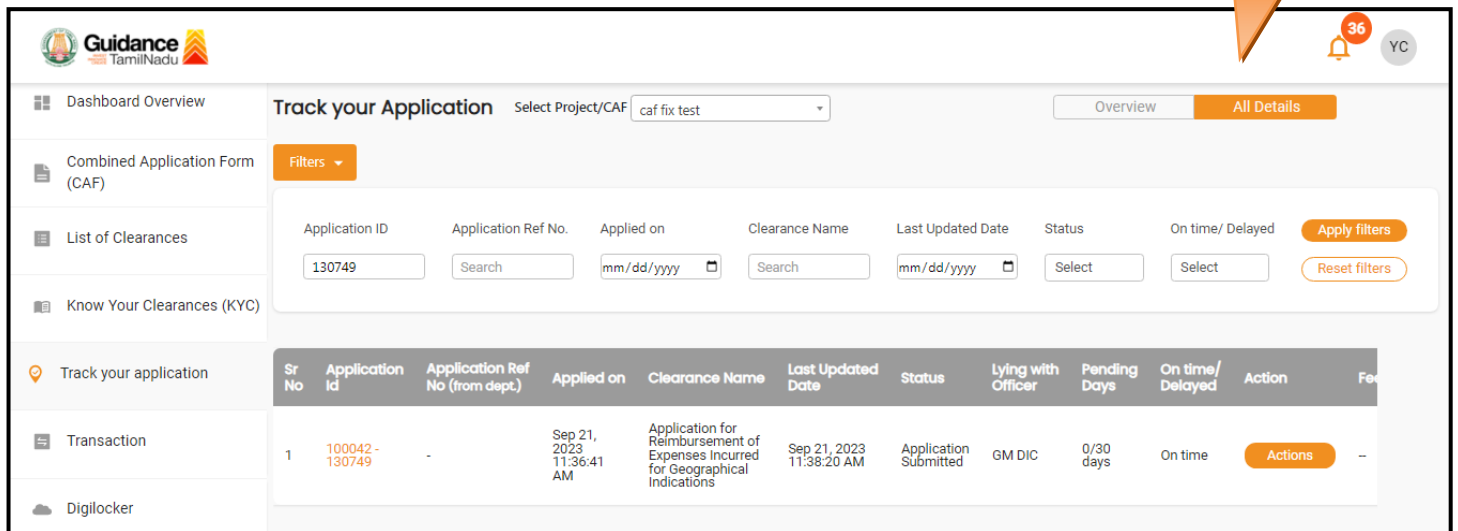
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100042-130749	-	Sep 21, 2023 11:36:41 AM	Application for Reimbursement of Expenses Incurred for Geographical Indications	Sep 21, 2023 11:38:20 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**

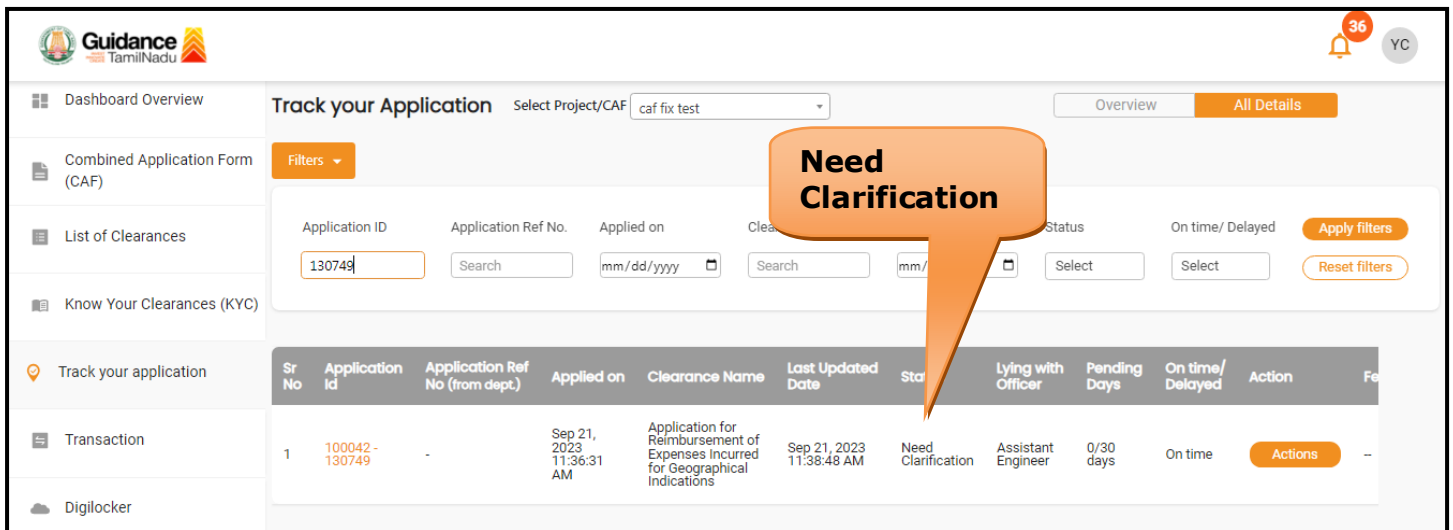
The screenshot displays the 'Track your Application' page. At the top, there's a header with the 'Guidance TamilNadu' logo and a notification bell with '36' alerts. Below the header, the page title is 'Track your Application' with a dropdown menu for 'Select Project/CAF' set to 'caf fix test'. There are two tabs: 'Overview' and 'All Details', with 'All Details' being the active tab. A 'Filters' dropdown is visible. Below the filters, there are input fields for 'Application ID' (130749), 'Application Ref No.', 'Applied on' (mm/dd/yyyy), 'Clearance Name', and 'Last Updated Date' (mm/dd/yyyy). There are 'Apply filters' and 'Reset filters' buttons. A table lists the application details:

Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100042 - 130749	-	Sep 21, 2023 11:36:41 AM	Application for Reimbursement of Expenses Incurred for Geographical Indications	Sep 21, 2023 11:38:20 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, Assistant Engineer reviews the application and if there are any clarifications required, the Assistant Engineer officer would raise a query to the applicant.
- 2) Applicant 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 status of the application is 'Need Clarification'. An orange 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	100042 - 130749	-	Sep 21, 2023 11:36:31 AM	Application for Reimbursement of Expenses Incurred for Geographical Indications	Sep 21, 2023 11:38:48 AM	Need Clarification	Assistant Engineer	0/30 days	On time	Actions

Figure 22. Need Clarification

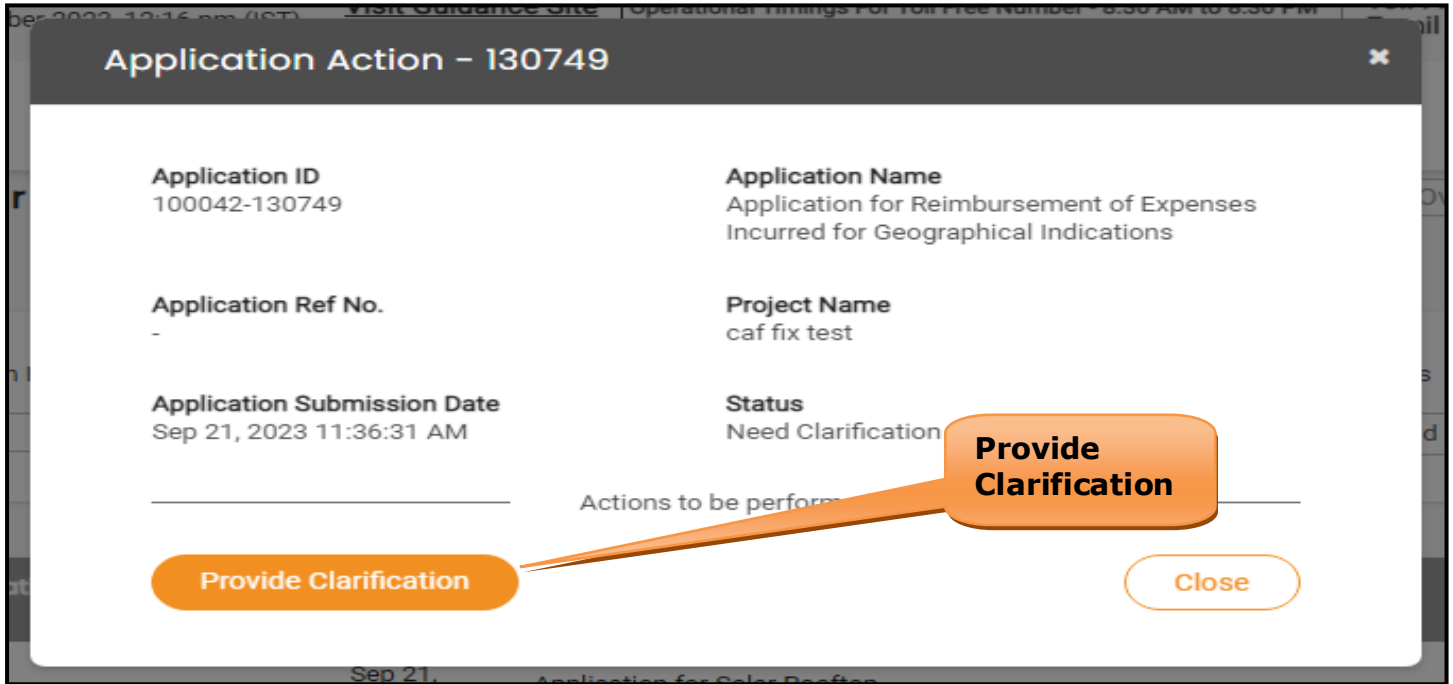


Figure 23. Provide Clarification

- 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.

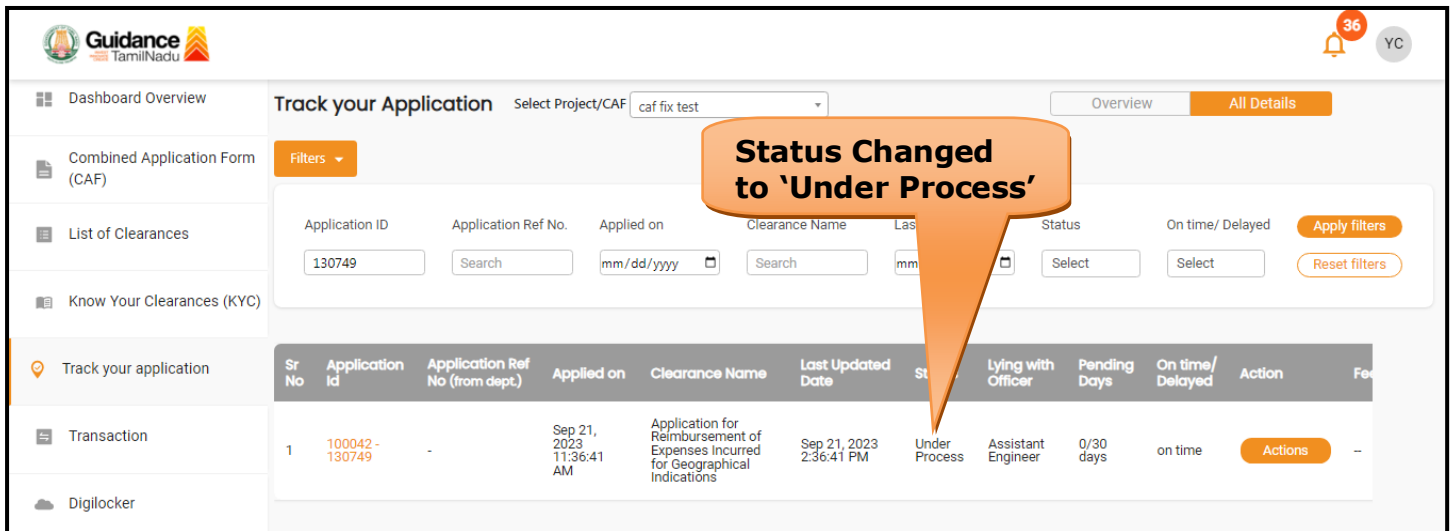
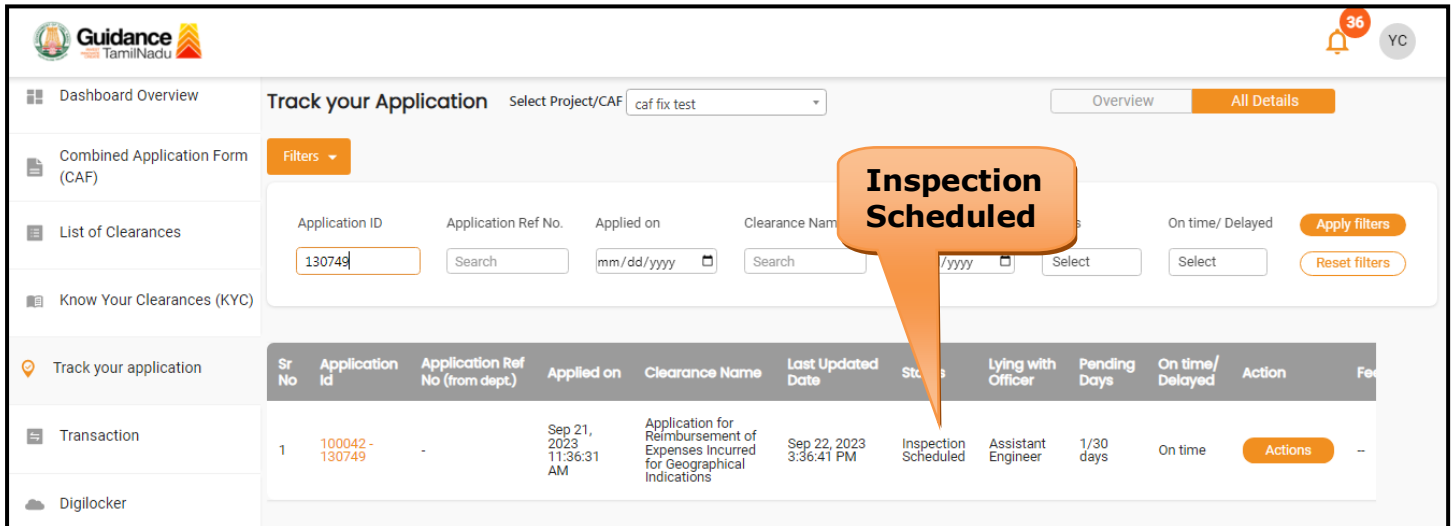


Figure 24. Under Process

10. Inspection Schedule

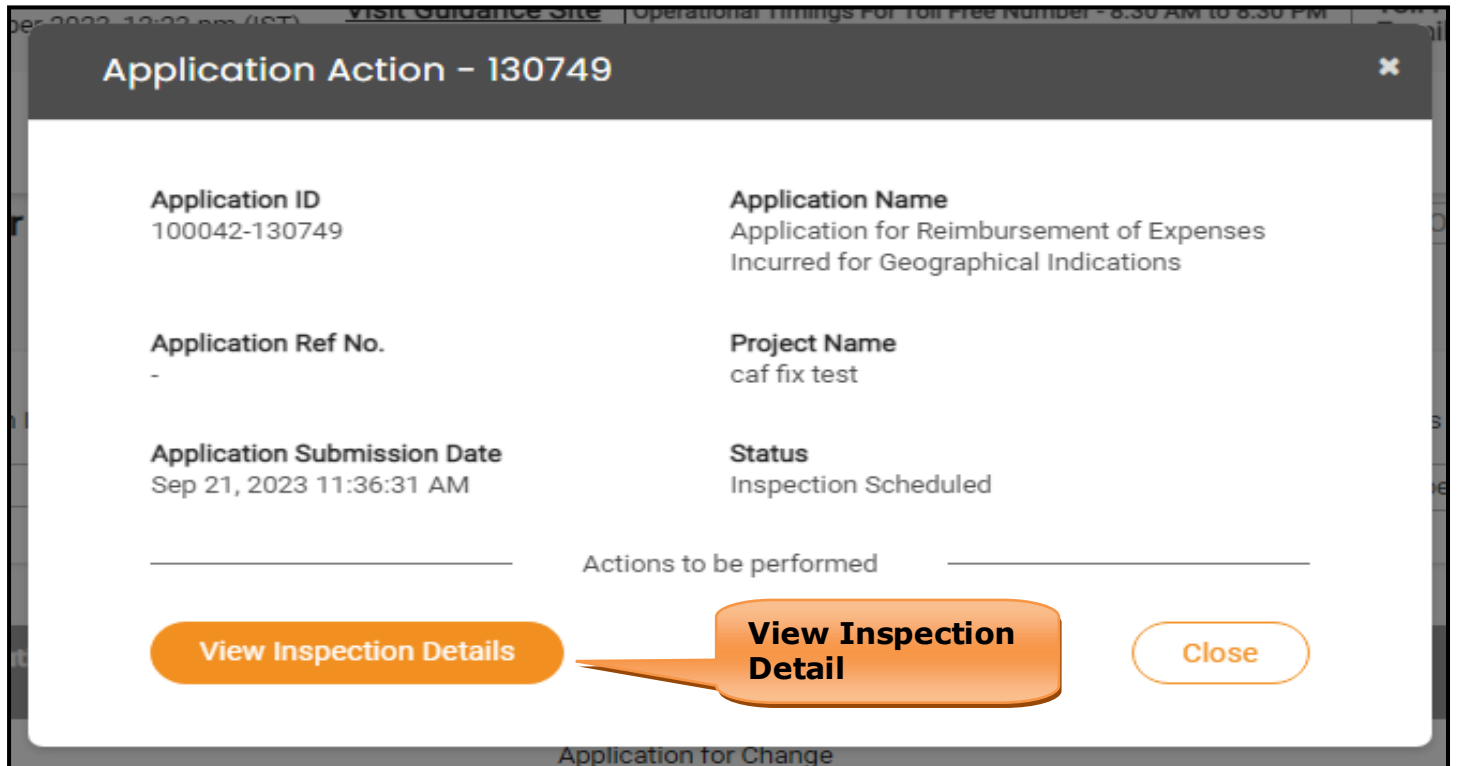
- 1) The Assistant Engineer schedules the date of appointment for inspection to be done for the specified institution.
- 2) After the Inspection is completed, the Assistant Engineer officer submits the Inspection report.
- 3) The Applicant has the provision to view the Scheduled Inspection details



The screenshot shows a web dashboard for tracking applications. The main section is titled 'Track your Application' and includes a search bar for 'Project/CAF' with the value 'caf fix test'. Below this is a table of application details. An orange callout bubble with the text 'Inspection Scheduled' points to the 'Status' column of the first row in the table.

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100042 - 130749	-	Sep 21, 2023 11:36:31 AM	Application for Reimbursement of Expenses Incurred for Geographical Indications	Sep 22, 2023 3:36:41 PM	Inspection Scheduled	Assistant Engineer	1/30 days	On time	Actions

Figure 15. Inspection Scheduled

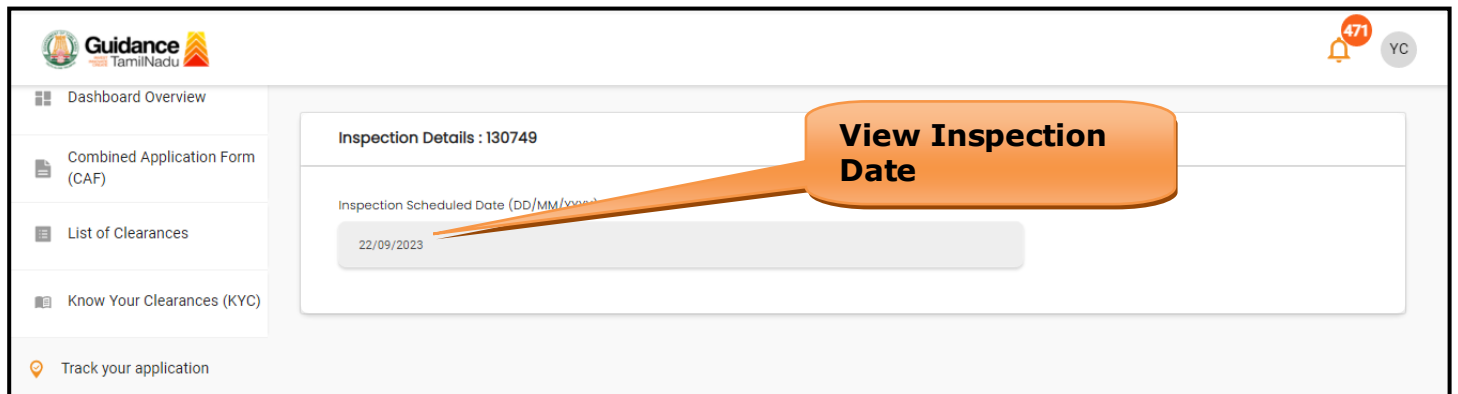


The screenshot shows a modal window titled "Application Action - 130749". It contains the following information:

Application ID 100042-130749	Application Name Application for Reimbursement of Expenses Incurred for Geographical Indications
Application Ref No. -	Project Name caf fix test
Application Submission Date Sep 21, 2023 11:36:31 AM	Status Inspection Scheduled

Below the information, there is a section titled "Actions to be performed" with three buttons: "View Inspection Details", "View Inspection Detail" (highlighted with an orange callout), and "Close".

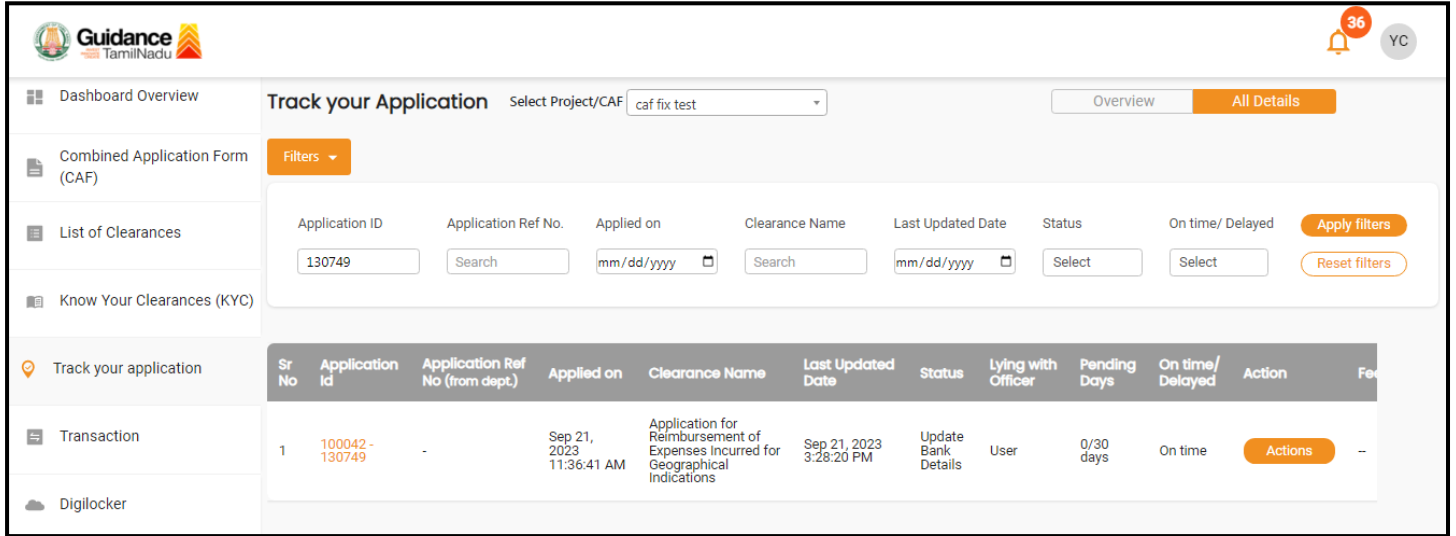
Figure 26. View Inspection Details



The screenshot shows a dashboard with a sidebar on the left containing menu items: "Dashboard Overview", "Combined Application Form (CAF)", "List of Clearances", "Know Your Clearances (KYC)", and "Track your application". The main content area displays "Inspection Details : 130749" and "Inspection Scheduled Date (DD/MM/YYYY)" with a date of "22/09/2023". An orange callout button labeled "View Inspection Date" points to the date.

Figure 27. View Inspection Details (Contd.)

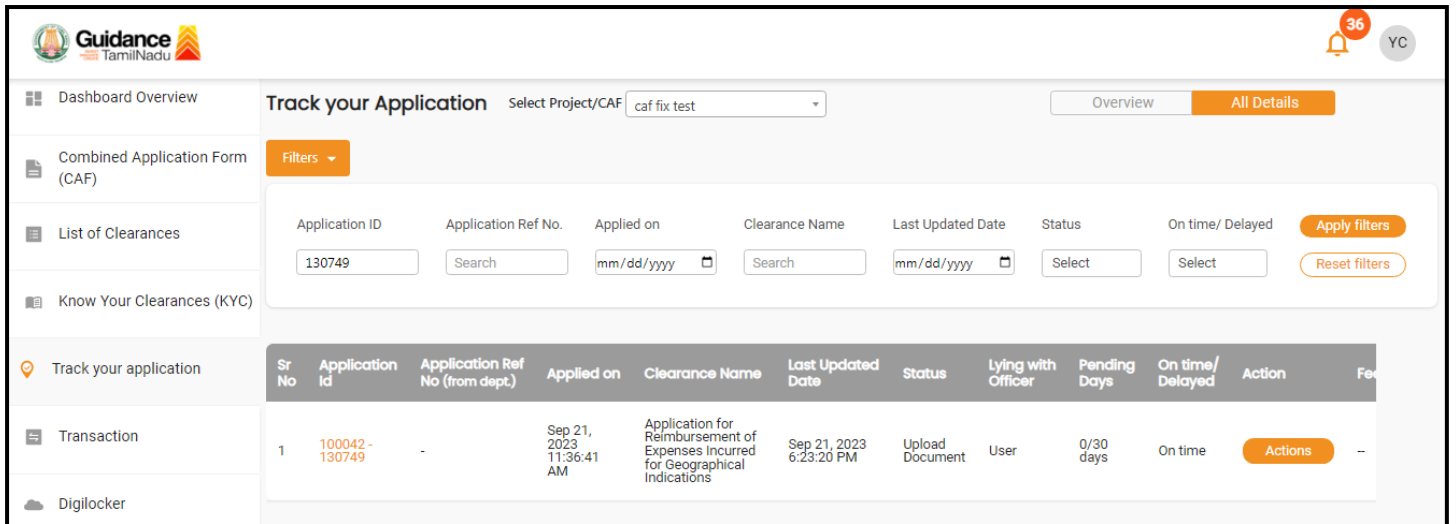
Update Bank Details



Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100042 - 130749	-	Sep 21, 2023 11:36:41 AM	Application for Reimbursement of Expenses Incurred for Geographical Indications	Sep 21, 2023 3:28:20 PM	Update Bank Details	User	0/30 days	On time	Actions

Figure 28. Update Bank Details

Upload Document



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	100042 - 130749	-	Sep 21, 2023 11:36:41 AM	Application for Reimbursement of Expenses Incurred for Geographical Indications	Sep 21, 2023 6:23:20 PM	Upload Document	User	0/30 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”**

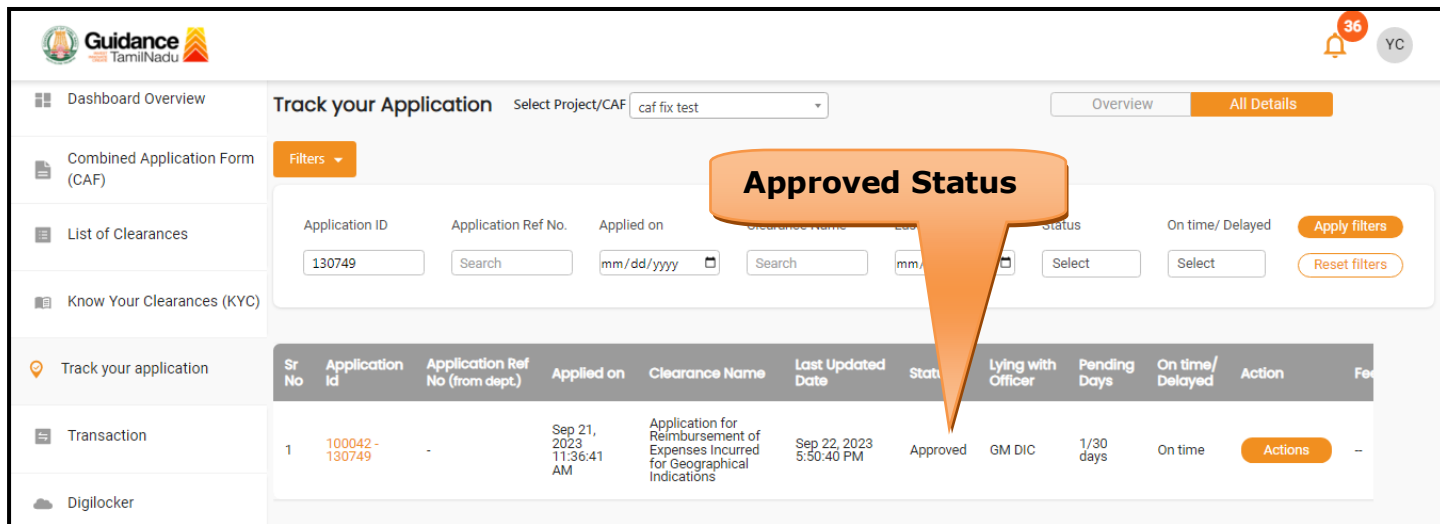


Figure 30. Application Processed

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).

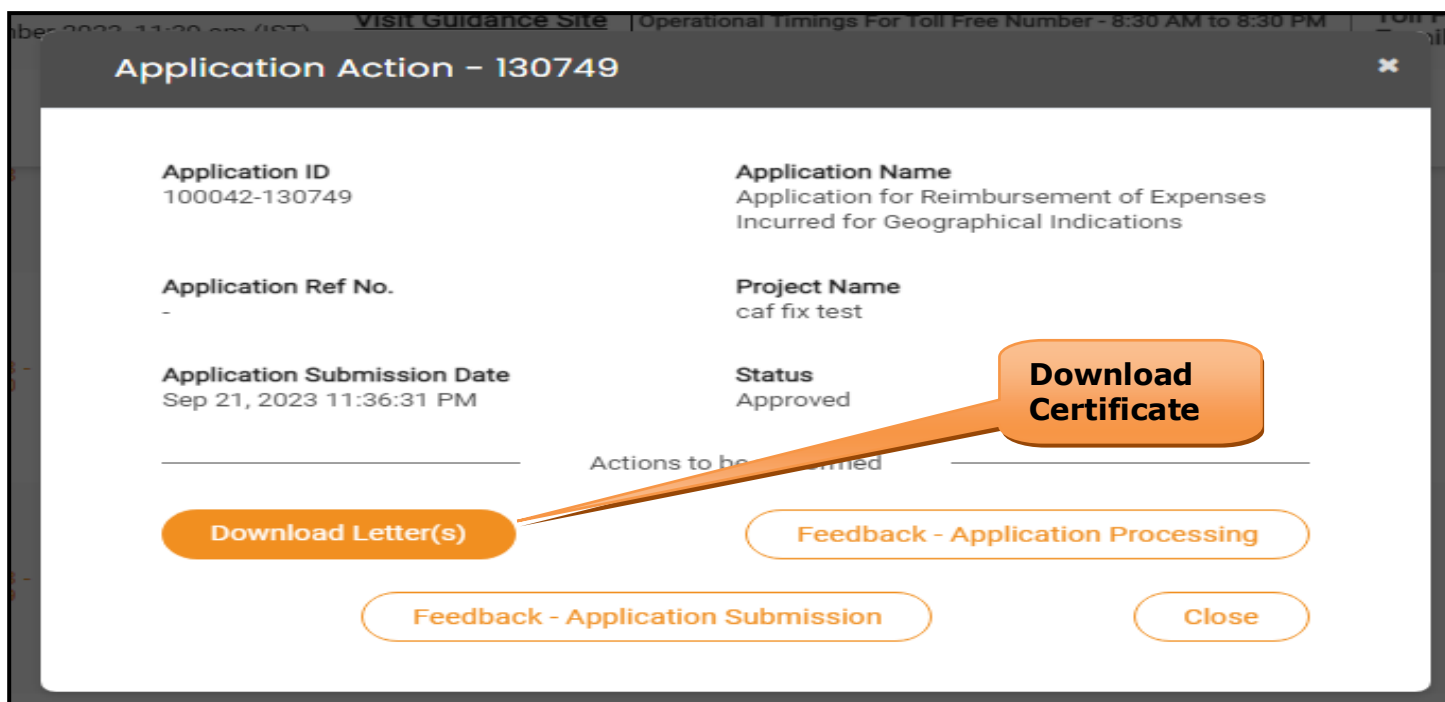
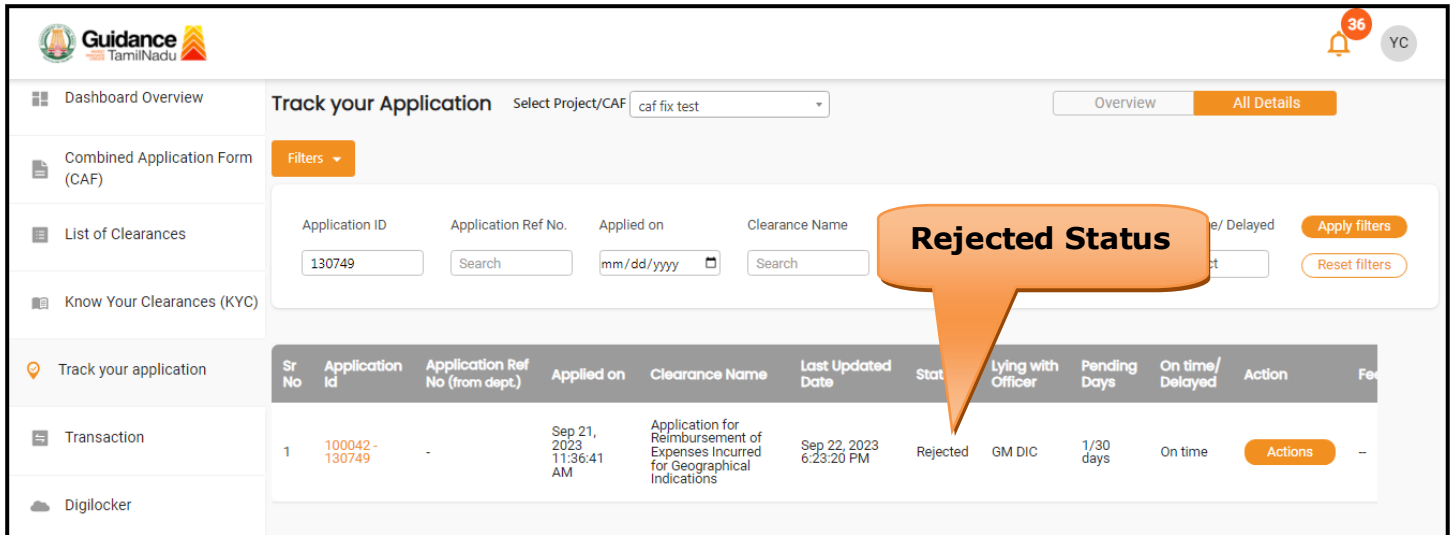


Figure 31. Download Certificate

3) If the application is '**Rejected**' by DM 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. At the top, there are search filters for Application ID (130749) and Application Ref No. Below the filters is a table with the following data:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Officer	Pending Days	On time/Delayed	Action
1	100042 - 130749	-	Sep 21, 2023 11:36:41 AM	Application for Reimbursement of Expenses Incurred for Geographical Indications	Sep 22, 2023 6:23:20 PM	Rejected	GM DIC	1/30 days	On time	Actions

Figure 32. Rejected Status

