



# **TAMILNADU SINGLE WINDOW PORTAL**

## **APPLICANT MANUAL**

**Application for Reimbursement of Expenses Incurred for  
Patent Registration**

**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](http://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](mailto:helpdesk@investtn.in)

Award Rank	Category
#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.

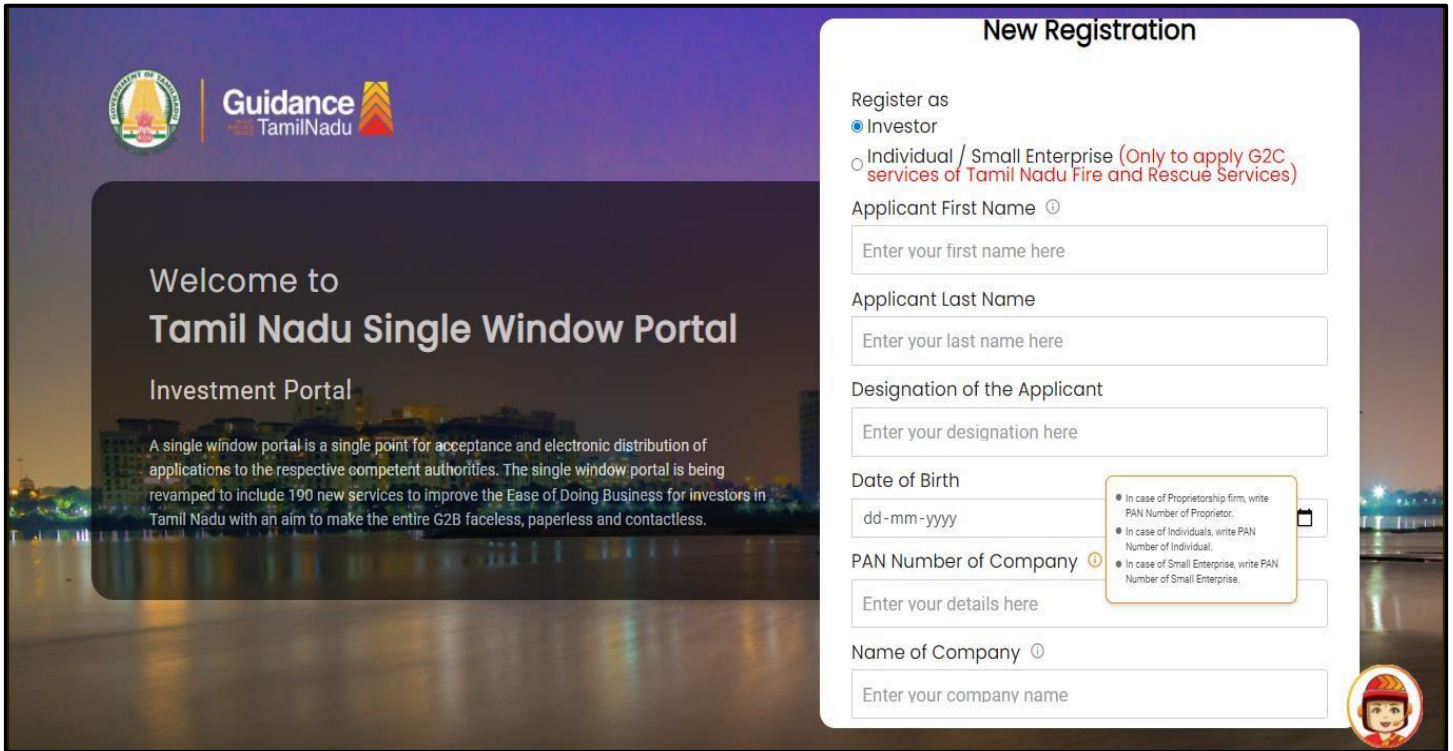
1) Click on '**Register**' button on TNSWP.

**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

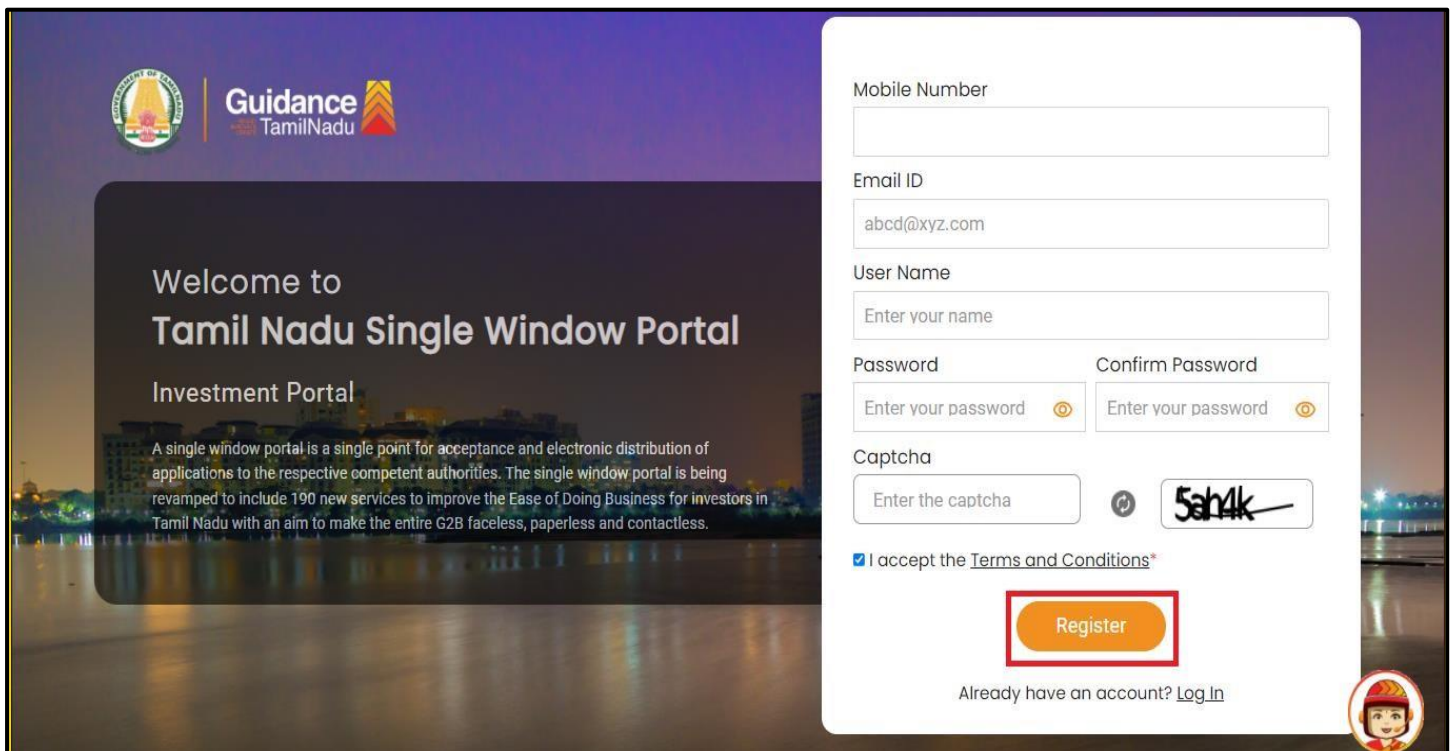
Date of Birth

- 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

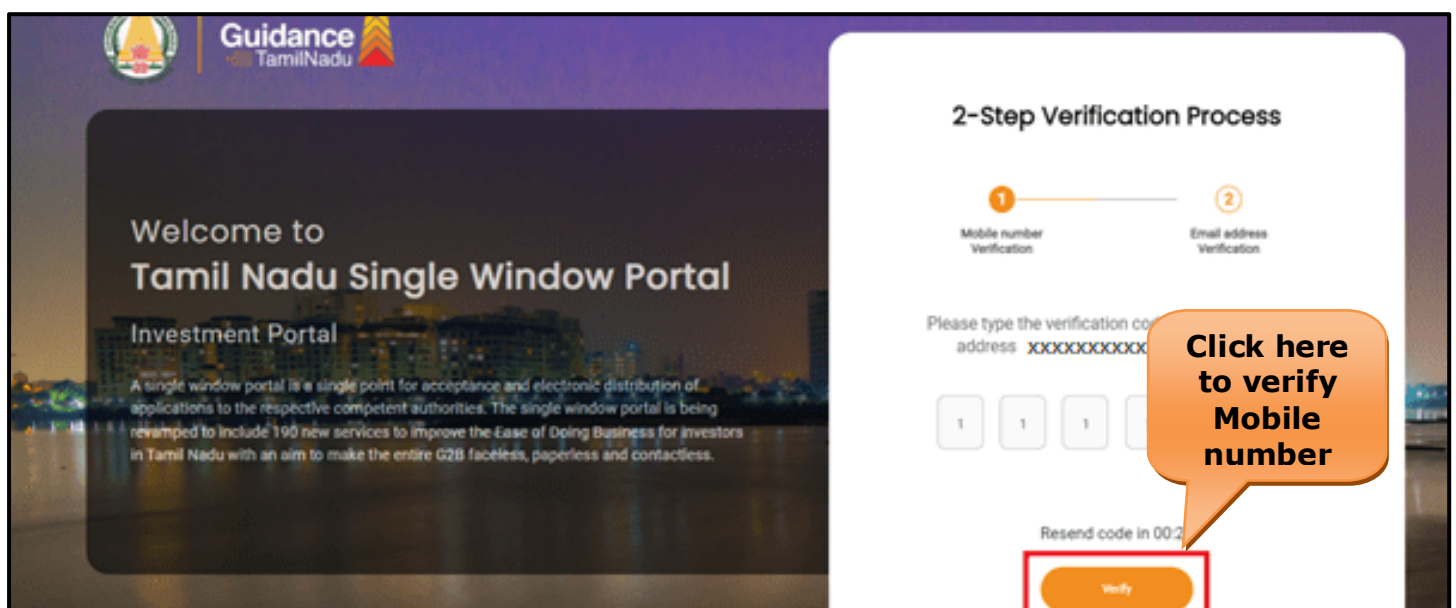
Already have an account? [Log In](#)

**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

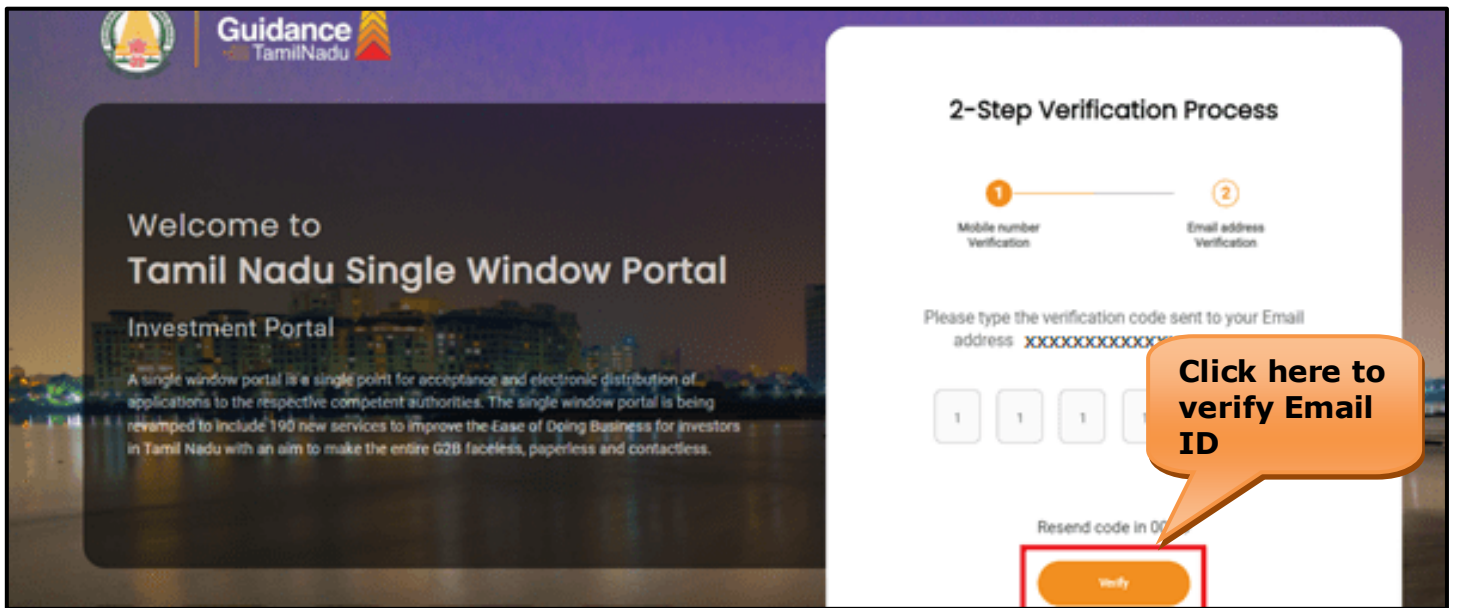
- **'2-Step Verification Process'** screen will appear when the applicant clicks on 'Register' button.
- **Mobile Number Verification**
  - 1) For verifying the mobile number, the verification code will be sent to the given mobile number.
  - 2) Enter the verification code and click on the **'Verify'**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



**Figure 5. Mobile Number Verification**

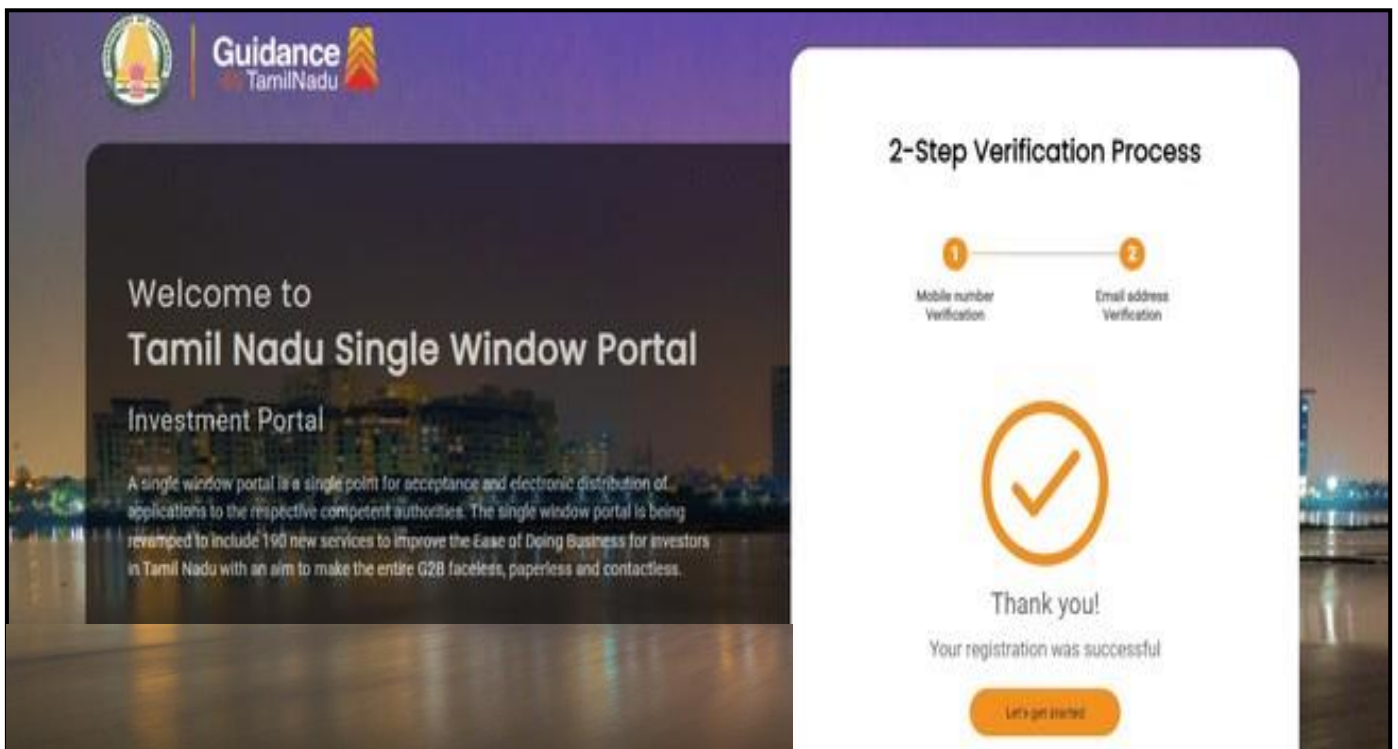
o **Email ID Verification**

- 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.

**Login to TNSWP**

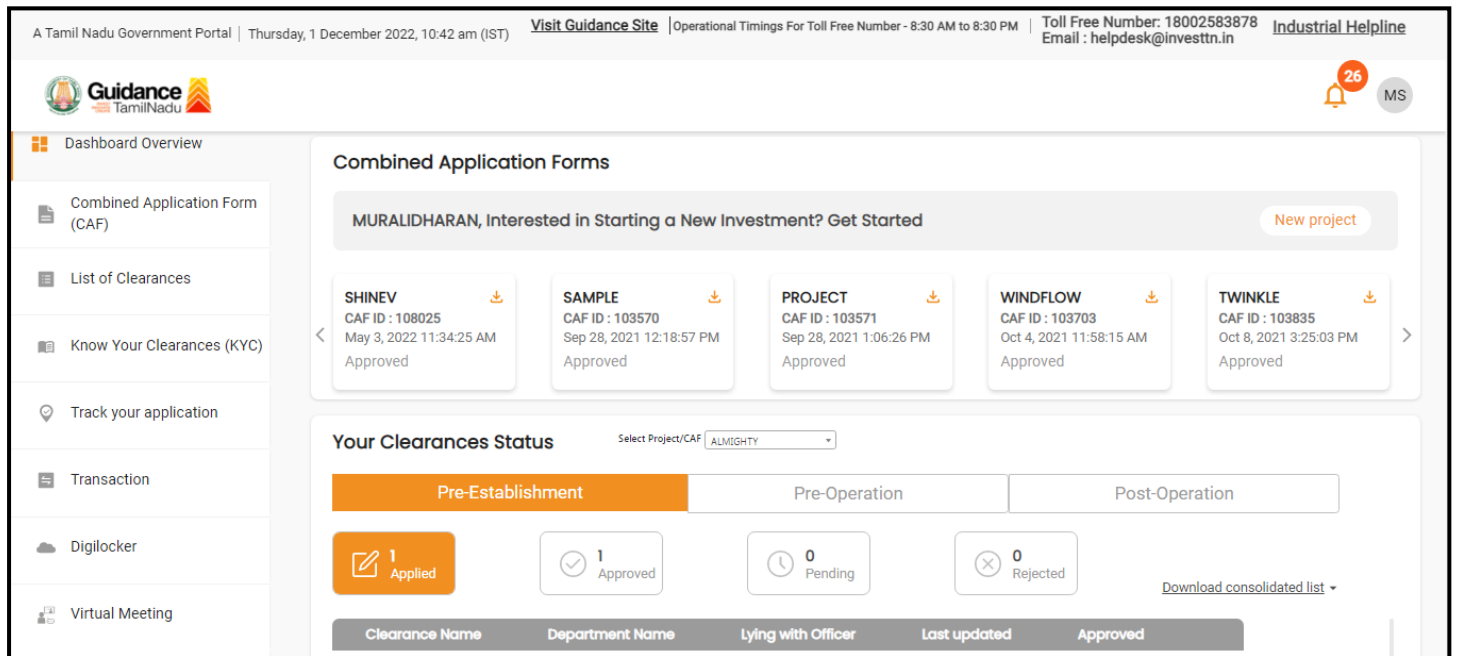


The screenshot shows the TNSWP website interface. The browser address bar displays 'tnswp.com/DIGIGOV/swp-tnswp.jsp'. The page header includes the Tamil Nadu Government Portal logo, the date 'Wednesday, 30 November 2022, 10:11 pm (IST)', operational timings '8:30 AM to 8:30 PM', and contact information 'Toll Free Number: 18002583878' and 'Email: helpdesk@investtn.in'. The main navigation menu contains 'Home', 'About Us', 'Clearances/Approvals', 'Legislation, Policies & Notifications', 'Dashboard', and 'Help & Support'. There are 'Register' and 'Login' buttons. The main content area features the Tamil Nadu state emblem and the text 'TAMIL NADU Leading the Nation'. Below this, there are ten award categories, each with a trophy icon and a ranking: '#1' for Number of Factories in India, Number of Operational SEZs in India, Governance & Political Stability (N-SIPI 2019), International and Domestic Tourist Arrivals, and Best Performing State (India Today State of the State Award 2018, 2019 & 2020); and '#2' for 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, there is a text block describing the portal as a one-stop portal for investors and a 'TN Single Window Fee Slab for Large Industries' button. A small cartoon character icon is visible in the bottom right corner.

**Figure 8. Login**

## 5. Dashboard Overview

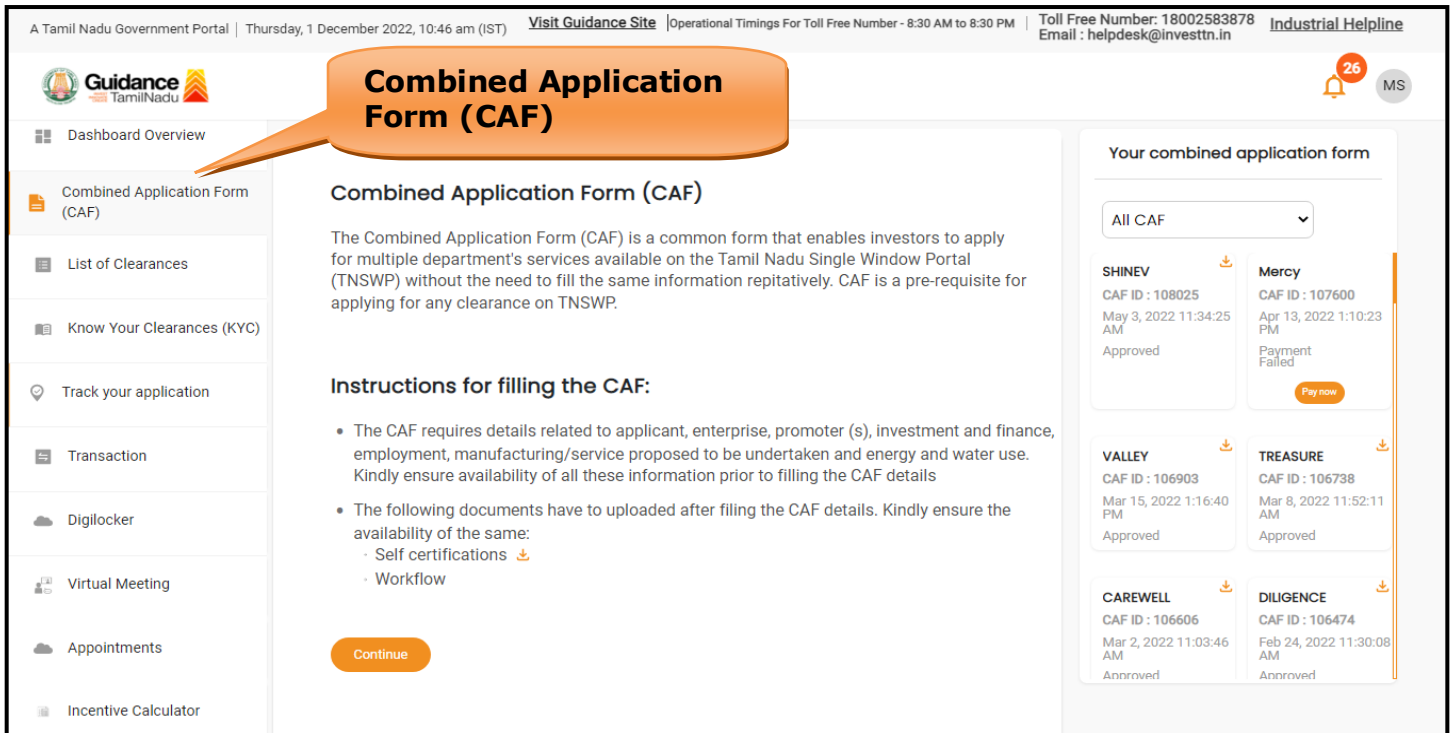
- 1) When the Applicant logs into TNSWP, the dashboard overview page will appear.
- 2) Dashboard overview is Applicant-friendly interface for the Applicant’s easy navigation and to access various functionalities such as Menu bar, Status whether the application is Approved, Pending, Rejected and Data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



**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 get 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**

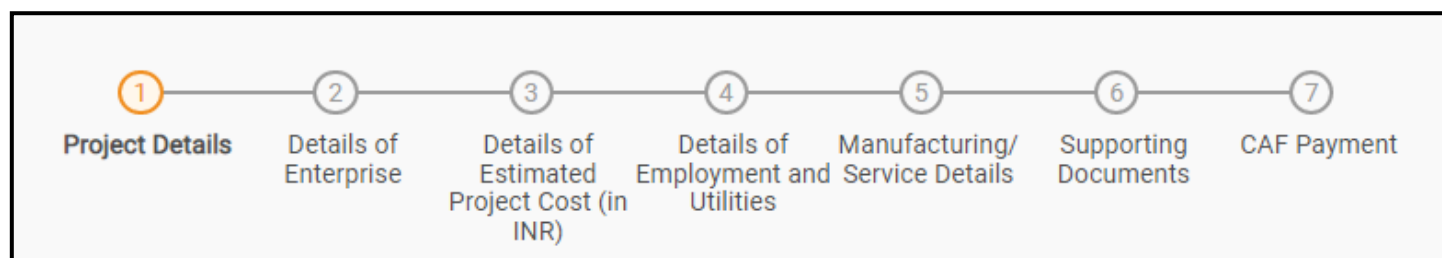
All CAF

<b>SHINEV</b> CAF ID : 108025 May 3, 2022 11:34:25 AM Approved	<b>Mercy</b> CAF ID : 107600 Apr 13, 2022 11:10:23 PM Payment Failed <a href="#">Pay now</a>
<b>VALLEY</b> CAF ID : 106903 Mar 15, 2022 1:16:40 PM Approved	<b>TREASURE</b> CAF ID : 106738 Mar 8, 2022 11:52:11 AM Approved
<b>CAREWELL</b> CAF ID : 106606 Mar 2, 2022 11:03:46 AM Approved	<b>DILIGENCE</b> 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. A navigation bar at the top shows a progress indicator 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 Utilities, 6. Supporting Documents, and 7. CAF Payment. The current step is 7. A notification box is overlaid on the screen, titled 'Information', with a warning icon and 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 notification, the 'Payment Details' section is visible, including a 'Choose your preferred Fee slab \*' section with radio buttons for 'Lump sum' (selected) and 'à la carte'. The 'Amount to be paid (in INR)' is shown 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 Patent Registration

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 Patent Registration**’ by using Search option as shown in the figure given below.

Post-Operation Stage Clearance

Search for Clearance

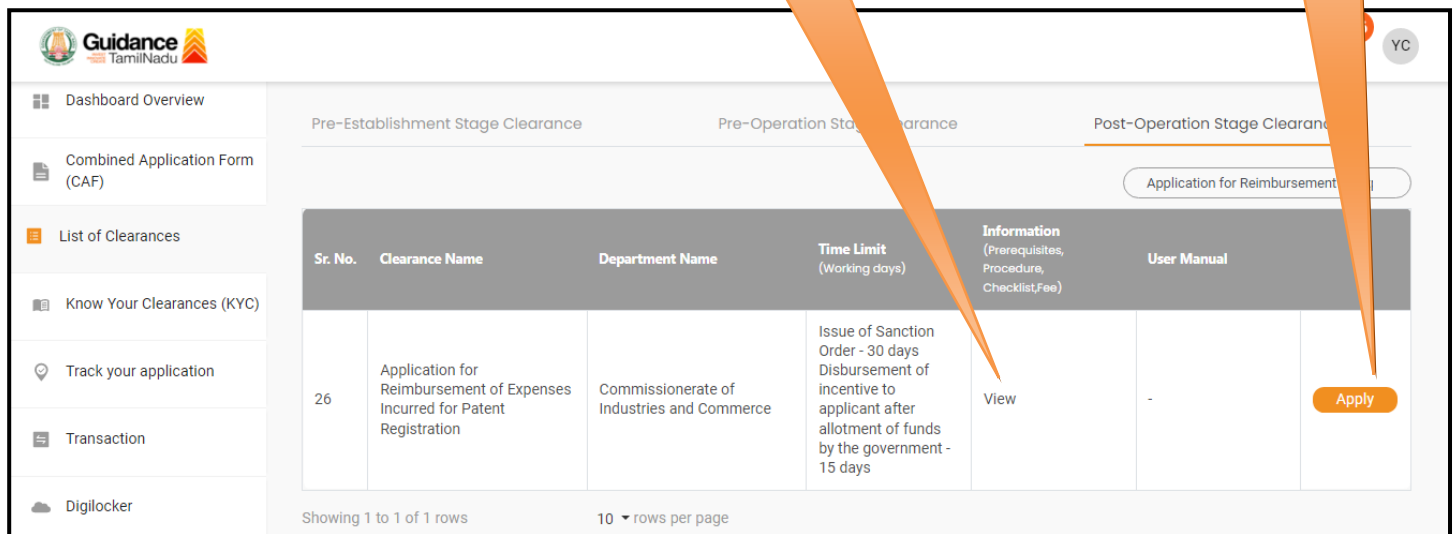
Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
26	Application for Reimbursement of Expenses Incurred for Patent Registration	Commissionerate of Industries and Commerce	Issue of Sanction Order - 30 days Disbursement of 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 displays the 'List of Clearances' section of the Guidance TamilNadu portal. The table below shows the details of a clearance application.

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
26	Application for Reimbursement of Expenses Incurred for Patent Registration	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	-

At the bottom of the table, it indicates 'Showing 1 to 1 of 1 rows' and '10 rows per page'. An 'Apply' button is visible next to the 'View' link in the 'Information' column.

**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 Patent Registration

Select Project/CAF \*

caf fix test

Close

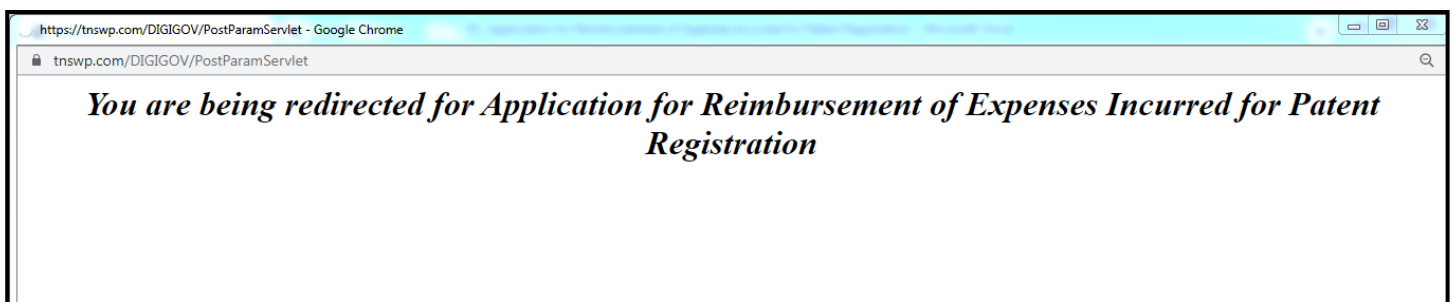
Apply

Select CAF

Click on Apply

**Figure 16. Project/CAF**

2) Click on the Apply button and the Page will get redirected to Application for Reimbursement of Expenses Incurred for Patent Registration.



**Figure 17. Redirecting to Reimbursement of Expenses Incurred for Patent Registration**

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



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 \*

Patent Registraion

#### 1.0. Details of Enterprise:

1.1 Name of the Enterprises:\*

iuytr

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

#### 2.0. Address of the Unit:

2.1 Registered Office:\*

11,,kjht,llkjyht

632007

2.2 Factory:\*

Address line

pincode

Same as above: 

#### 3.0. Location of the Applicant:

3.1. Name of Village/Town \*

oiuytr

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
<b>Total</b>	50017530		50017530

<b>8.0 Details of Geographical Indications Registraion.</b>	
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"/>

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

<b>LIST OF DOCUMENTS TO BE UPLOADED :</b>
→ 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 Patent Registration**

## 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' page. The 'Status' column in the table is highlighted with an orange callout bubble. The table contains the following data:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fee
1	100042 - 123579	-	Sep 24, 2023 11:15:25 AM	Application for Reimbursement of Expenses Incurred for Patent Registration	Sep 24, 2023 11:48:25 AM	Application Submitted	GM MIC	0/30 days	on time	Actions	Fee on Apj Sut

**Figure 19. Status of the Application**

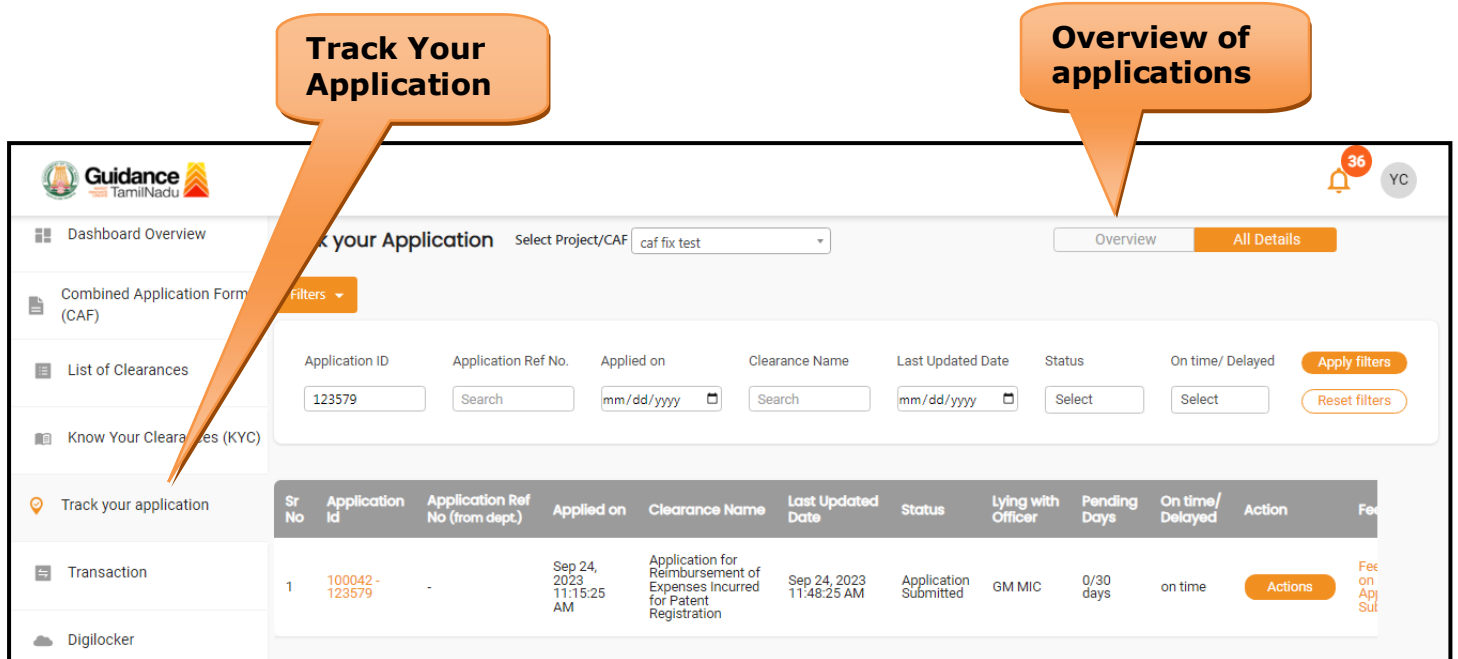
## 8. Track Your Application

- 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	100042-123579	-	Sep 24, 2023 11:15:25 AM	Application for Reimbursement of Expenses Incurred for Patent Registration	Sep 24, 2023 11:48:25 AM	Application Submitted	GM MIC	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**

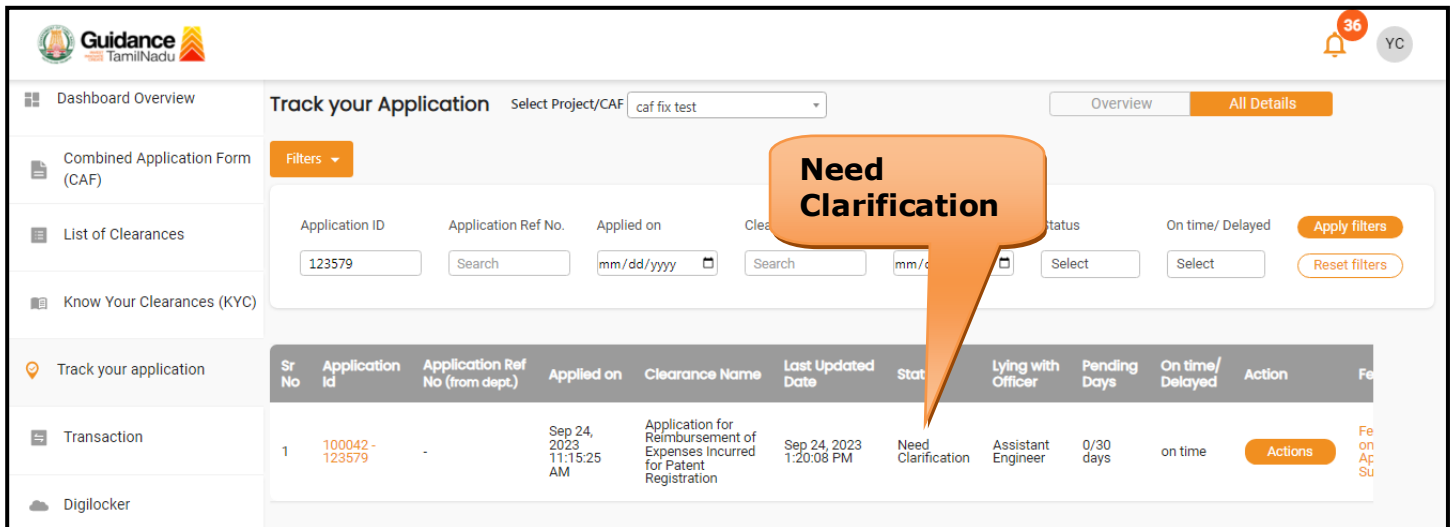


Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fee
1	100042 - 123579	-	Sep 24, 2023 11:15:25 AM	Application for Reimbursement of Expenses Incurred for Patent Registration	Sep 24, 2023 11:48:25 AM	Application Submitted	GM MIC	0/30 days	on time	Actions	Fee on Ap Sut

**Figure 21. ‘All Details’ tab**

## 9. Query Clarification

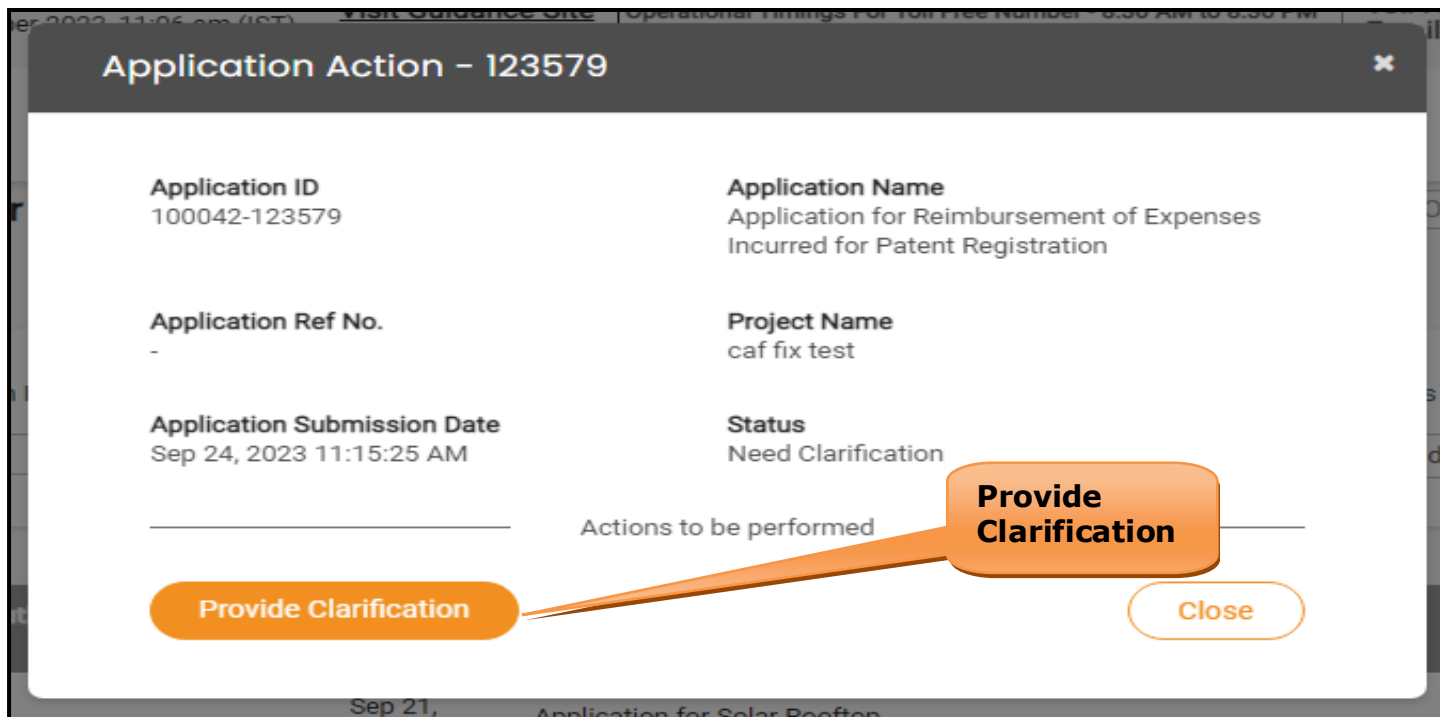
- 1) After submitting the application to the Commissionerate of Industries and Commerce, Assistant Engineer reviews the application and if there are any clarifications required, the Assistant Engineer officer would raise a query to the applicant.
- 2) Applicant would receive an alert message through 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. Clicking on 'Action' button responds to the query as shown in the below figure.



The screenshot shows the 'Track your Application' page with a sidebar on the left and a main content area. The main content area has a search bar for 'Project/CAF' with the value 'caf fix test'. Below this is a filter section with 'Filters' and 'Apply filters' buttons. A table lists application details. The first row shows an application with ID '100042-123579' and status 'Need Clarification'. An orange callout bubble with the text 'Need Clarification' points to the status cell in the table.

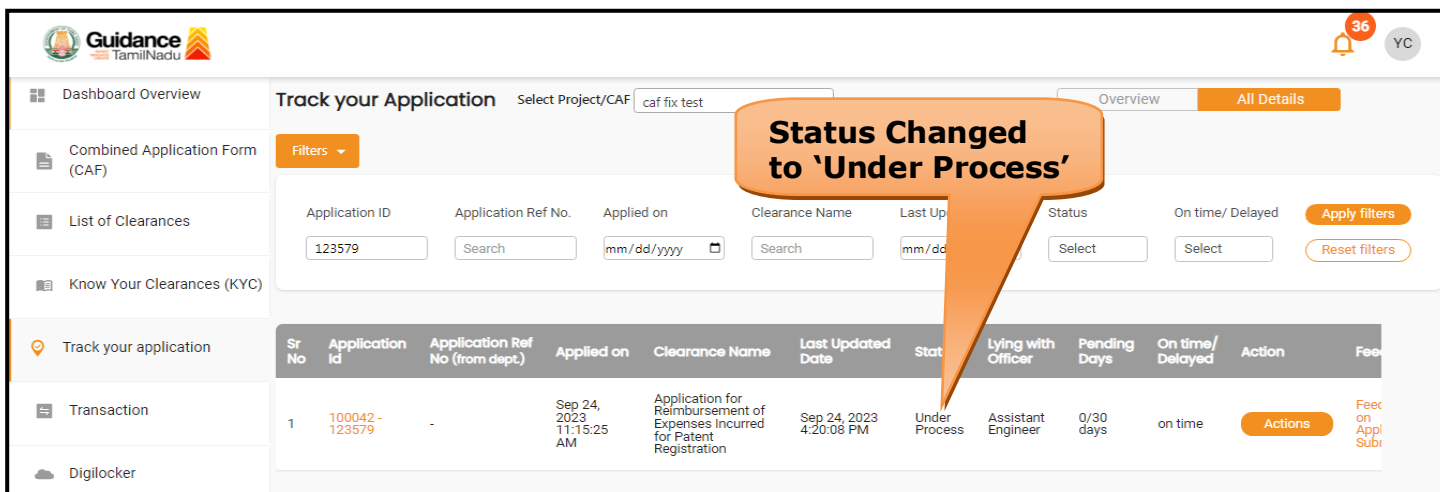
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100042 - 123579	-	Sep 24, 2023 11:15:25 AM	Application for Reimbursement of Expenses Incurred for Patent Registration	Sep 24, 2023 1:20:08 PM	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.

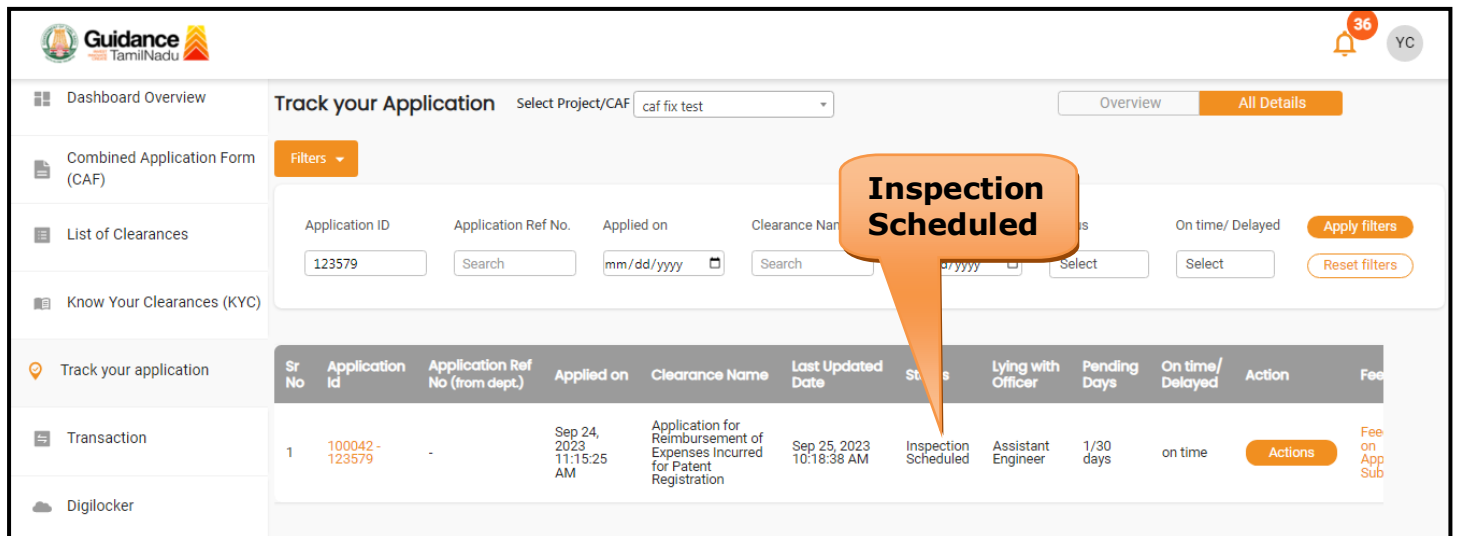


**Figure 24. Under Process**



## 10. Inspection Schedule

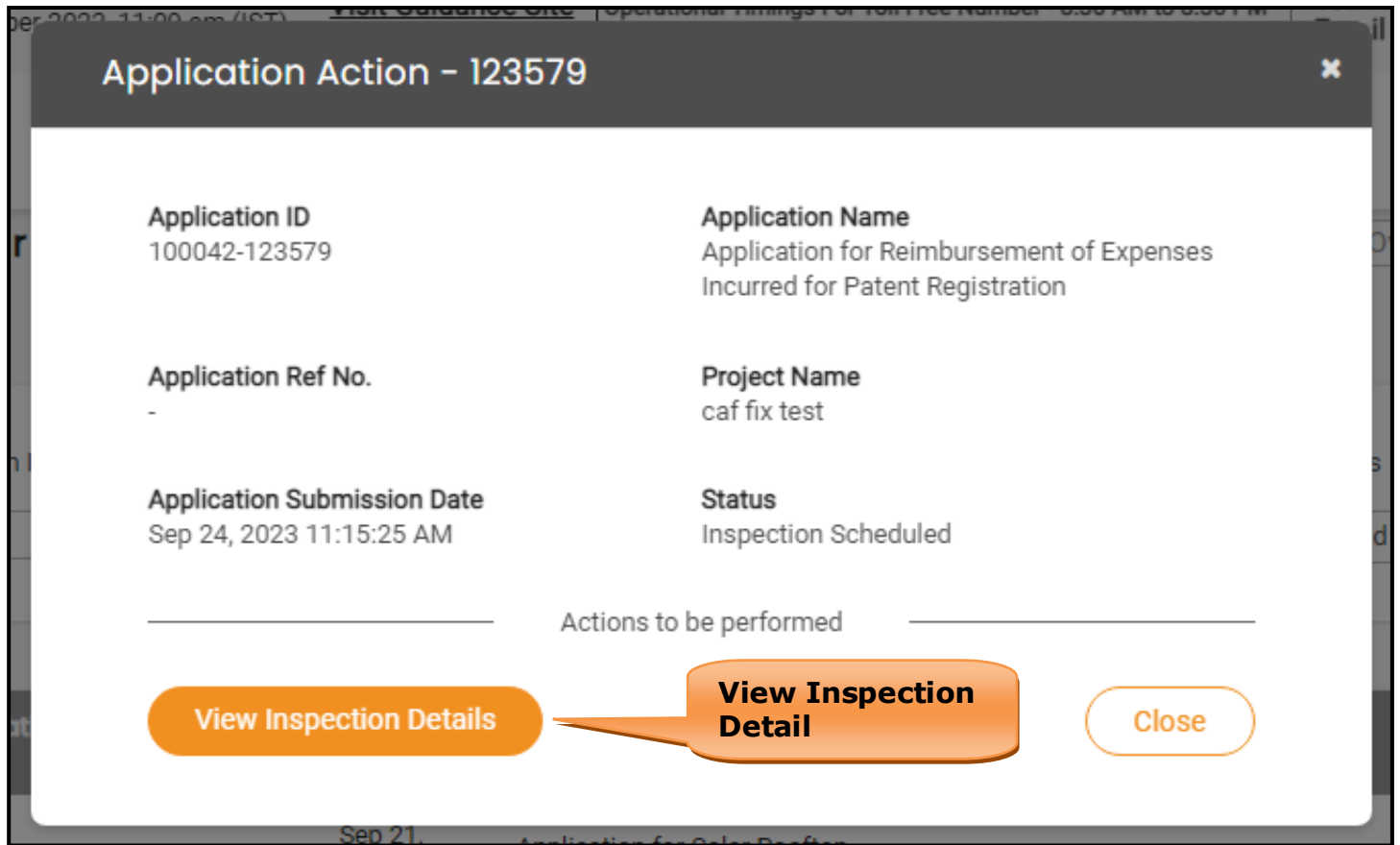
- 1) The Assistant Engineer schedules the date of appointment for inspection to be done for the specified institution.
- 2) After the Inspection is completed, the Assistant Engineer officer submits the Inspection report.
- 3) The Applicant has the provision to view the Scheduled Inspection details



The screenshot shows the 'Track your Application' page. The application ID is 100042-123579. The status is 'Inspection Scheduled'. The table below details the application information.

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	Fee
1	100042-123579	-	Sep 24, 2023 11:15:25 AM	Application for Reimbursement of Expenses Incurred for Patent Registration	Sep 25, 2023 10:18:38 AM	Inspection Scheduled	Assistant Engineer	1/30 days	on time	Actions	Fee on App Sub

Figure 15. Inspection Scheduled



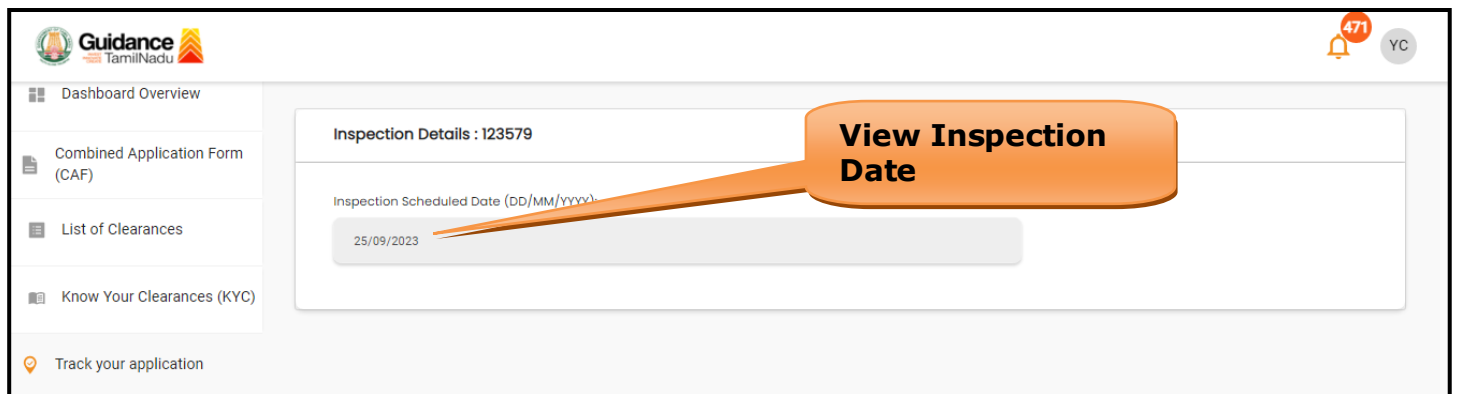
**Application Action - 123579**

<b>Application ID</b> 100042-123579	<b>Application Name</b> Application for Reimbursement of Expenses Incurred for Patent Registration
<b>Application Ref No.</b> -	<b>Project Name</b> caf fix test
<b>Application Submission Date</b> Sep 24, 2023 11:15:25 AM	<b>Status</b> Inspection Scheduled

Actions to be performed

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

Figure 26. View Inspection Details



**Inspection Details : 123579**

Inspection Scheduled Date (DD/MM/YYYY): 25/09/2023

[View Inspection Date](#)

Figure 27. View Inspection Details (Contd.)

### Update Bank Details

The screenshot shows the 'Track your Application' page with a sidebar on the left containing 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 has a search bar for 'caf fix test' and a table of applications. An orange callout bubble labeled 'Update Bank Details' points to the 'Update Bank Details' status in the first row of 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	Fee
1	100042 - 123579	-	Sep 24, 2023 11:15:25 AM	Application for Reimbursement of Expenses Incurred for Patent Registration	Sep 25, 2023 1:26:38 PM	Update Bank Details	User	1/30 days	on time	Actions	Fee on Appl Subr

Figure 28. Update Bank Details

### Upload Document

The screenshot shows the 'Track your Application' page with a sidebar on the left containing 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 has a search bar for 'caf fix test' and a table of applications. An orange callout bubble labeled 'Upload Document' points to the 'Upload Document' status in the first row of 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	Fee
1	100042 - 123579	-	Sep 24, 2023 11:15:25 AM	Application for Reimbursement of Expenses Incurred for Patent Registration	Sep 26, 2023 5:38:19 PM	Upload Document	User	2/30 days	on time	Actions	Fee on Appl Subr

Figure 29. Upload Document

## 11. Application Processing

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

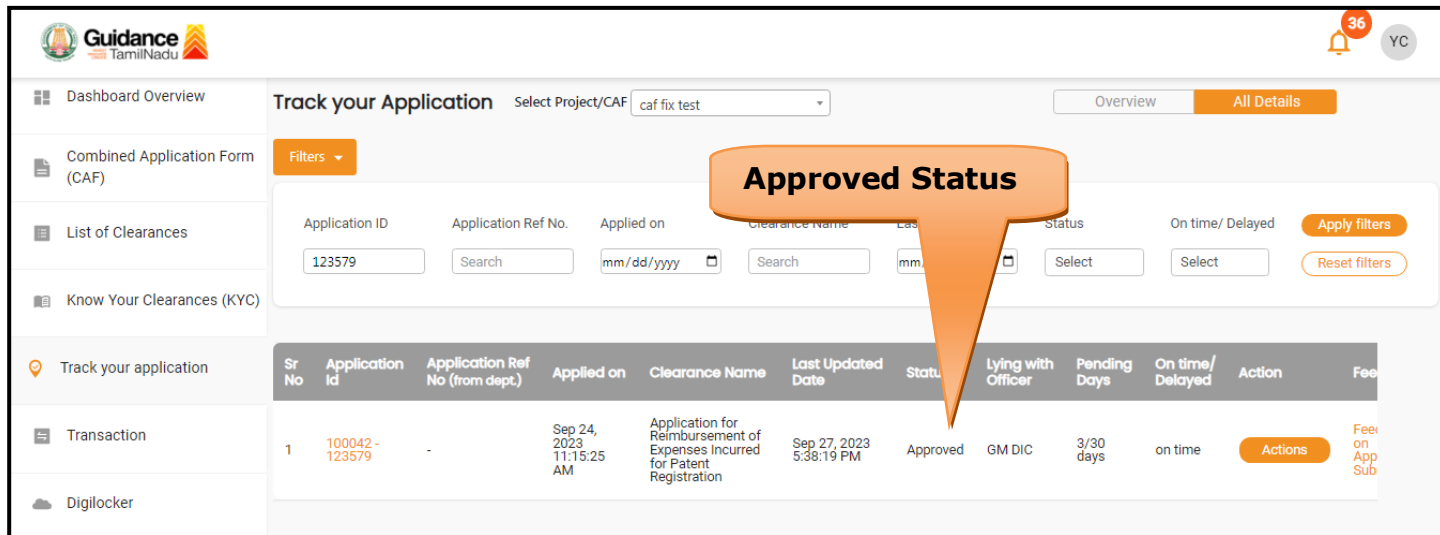


Figure 30. Application Processed

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

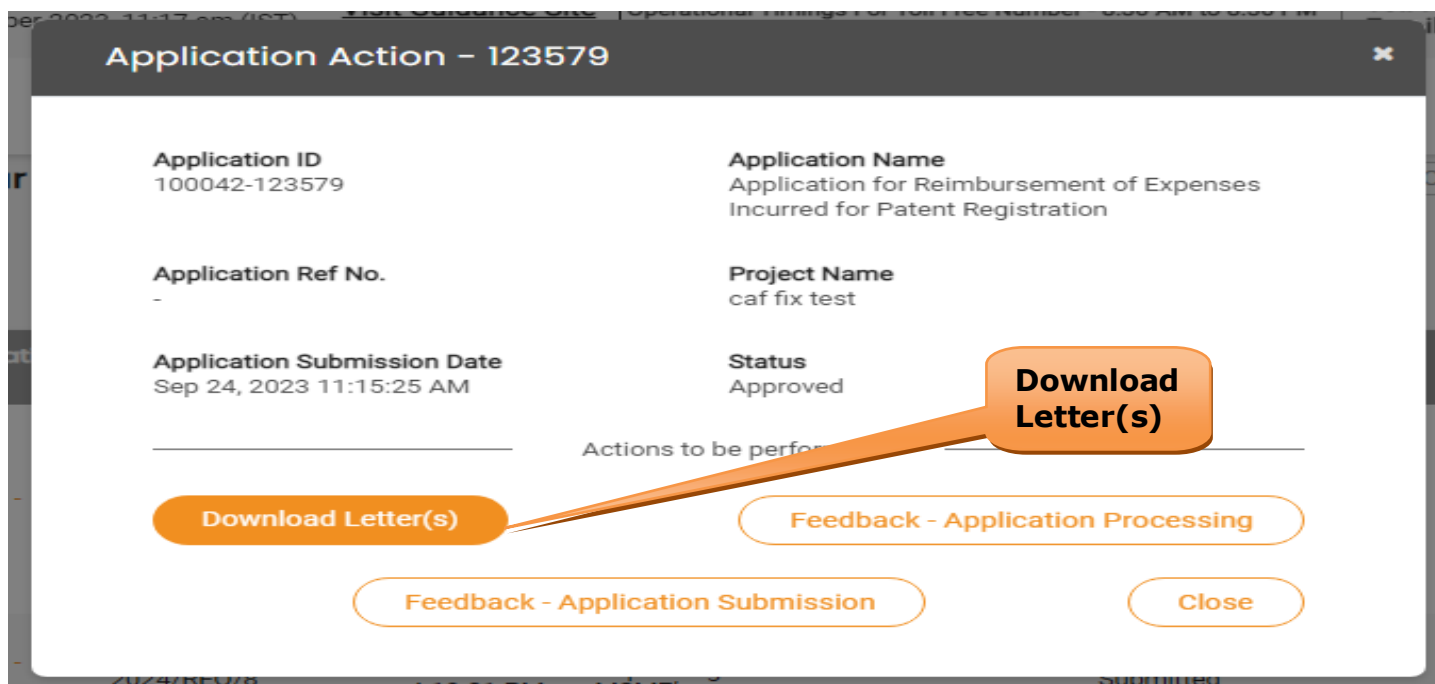
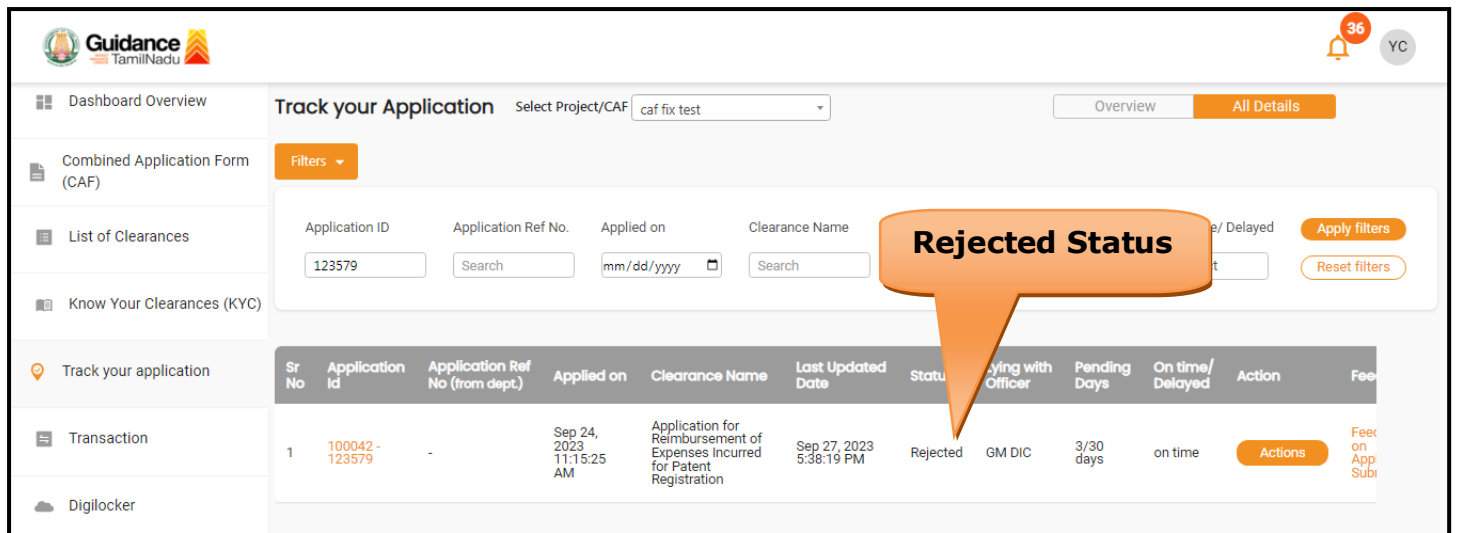


Figure 31. Download Certificate

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. The application ID is 123579. The status is 'Rejected'. An orange callout bubble with the text 'Rejected Status' points to the 'Rejected' status in the table below.

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Dealing with Officer	Pending Days	On time/ Delayed	Action	Fee
1	100042 - 123579	-	Sep 24, 2023 11:15:25 AM	Application for Reimbursement of Expenses Incurred for Patent Registration	Sep 27, 2023 5:38:19 PM	Rejected	GM DIC	3/30 days	on time	Actions	Fee on App Sub

**Figure 32. Rejected Status**

