



TAMIL NADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Permission Given for Film/Movie Shooting in
Government Owned Places**

**Department of Information and Public
Relations (DIPR)**





Table of Contents

1. Home Page	3
2. Registration.....	4
3. Mobile Number / Email ID – 2-Step Verification Process.....	6
4. Login	9
5. Dashboard Overview	10
6. Combined Application Form (CAF).....	11
7. Apply for Permission Given for Film/Movie Shooting in Government Owned Places	14
8. Filling the Application Form.....	16
9. Track Your Application	19
10. Query Clarification	21
11. Payment Process.....	23
12. Application Processing	26

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**

The screenshot shows the TNSWP homepage with the following details:

- Header:** Tamil Nadu Government Portal, Wednesday, 30 November 2022, 10:11 pm (IST), Visit Guidance Site, Operational Timings For Toll Free Number: 8:30 AM to 8:30 PM, Toll Free Number: 18002583878, Email: helpdesk@investtn.in, Industrial Helpline | English.
- Navigation:** Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, Help & Support, Register, Login.
- Main Content:**
 - 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)
- Footer:** 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 must complete the Registration process.

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

Register
on TNSWP

A Tamil Nadu Government Portal | Wednesday, 30 November 2022, 10:12 pm (IST) | Visit Guidance Site | Operational Timings For Toll Free Number 8:30 AM to 8:30 PM | Toll Free Number: 1800258388 | Email: helpdesk@investtamilnadu.com | Industrial Helpline | English

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

WINDOW PORTAL
Clearances/ Approvals/ Licenses/ NoCs

Real-time Monitoring
Dedicated Industrial Helpdesk

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

TN Single Window Fee Slab for Large Industries

Figure 2. Register

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

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

Name 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.

Figure 3. Registration Form

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.

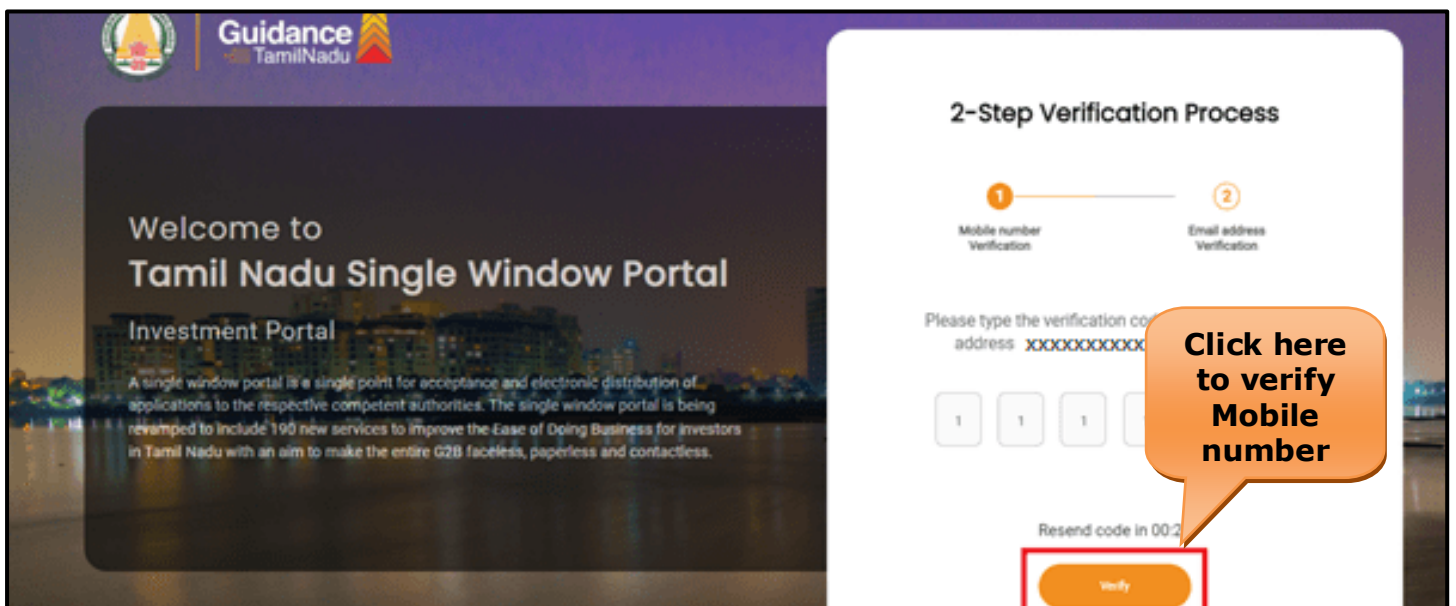


Figure 5. Mobile Number Verification

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.

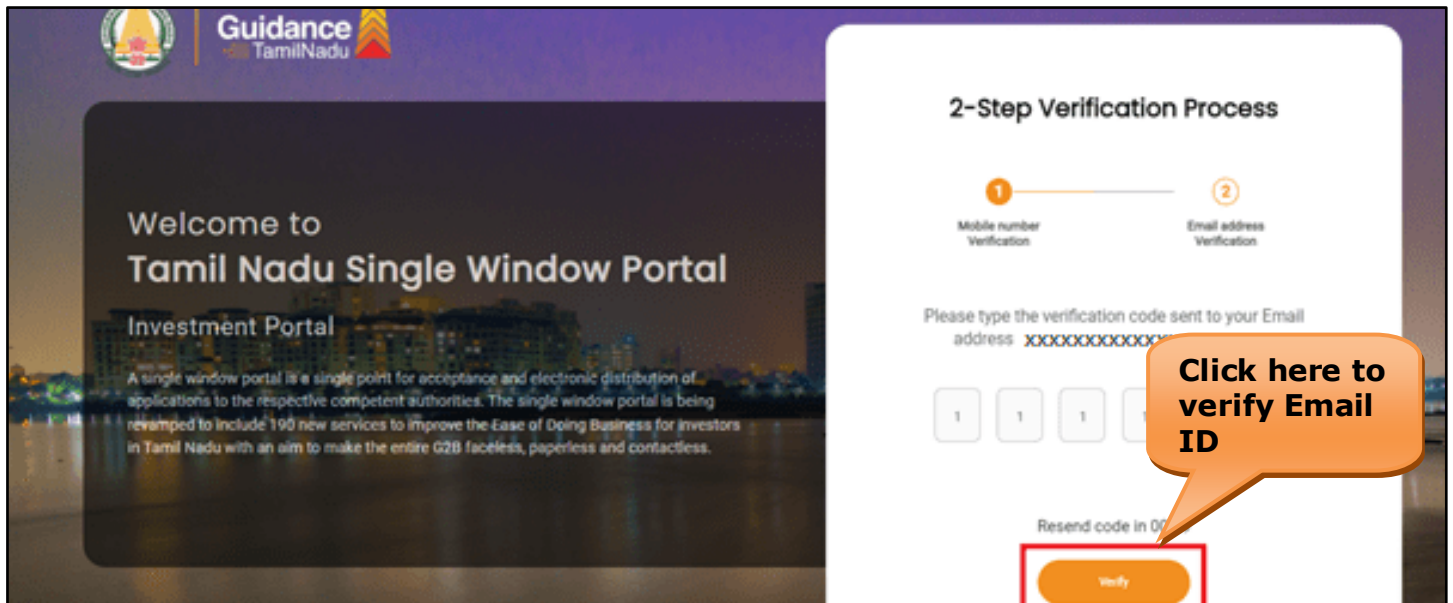


Figure 6. Email ID Verification

- 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.

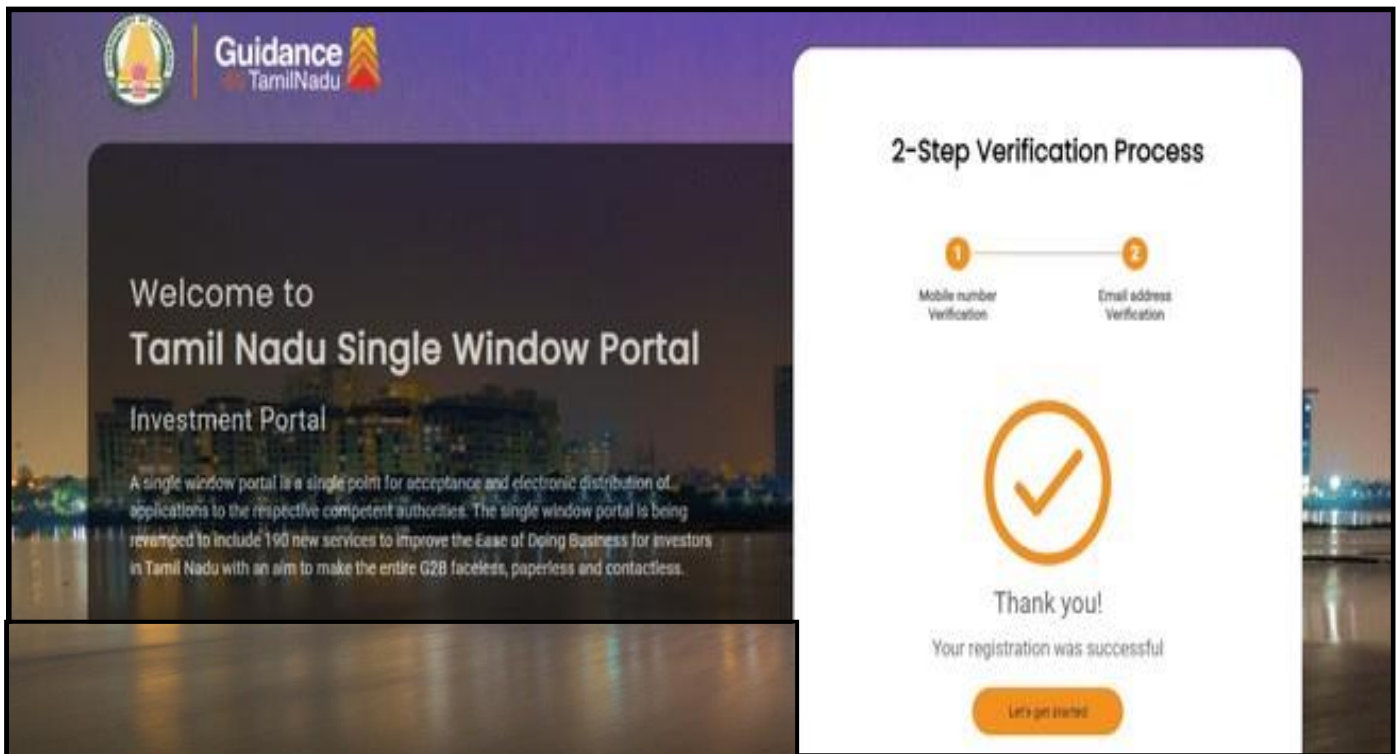


Figure 7. Registration Confirmation Pop-Up

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

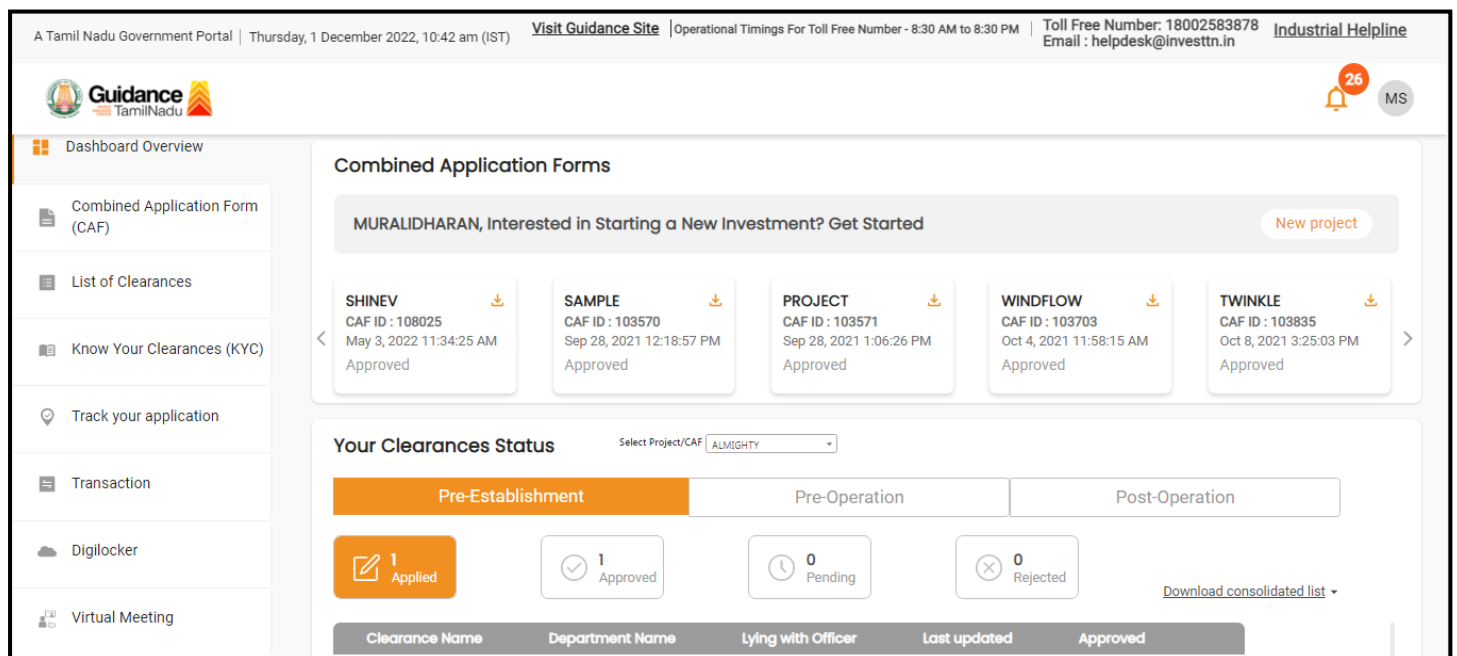
The screenshot shows the TNSWP website homepage. At the top, there is a navigation bar with the following items: 'Home', 'About Us', 'Clearances/Approvals', 'Legislation, Policies & Notifications', 'Dashboard', 'Help & Support', 'Register', and 'Login'. The 'Login' button is highlighted with an orange callout bubble. Below the navigation bar, the main content area features a large orange map of Tamil Nadu with a star and laurel wreath. To the right of the map, the text 'TAMIL NADU Leading the Nation' is displayed. Below this, there are several award statistics, each with a trophy icon and a '#1' or '#2' ranking. 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...' and a 'TN Single Window Fee Slab for Large Industries' button.

The screenshot shows the TNSWP login page. On the left, there is a dark blue banner with the text 'Welcome to Tamil Nadu Single Window Portal Investment Portal' and a brief description of the portal. On the right, there is a white login form with the following fields: 'Username' (with a placeholder 'Enter your Username'), 'Password' (with a placeholder 'Enter your Password' and an eye icon), and 'Captcha' (with a placeholder 'Enter the captcha' and a captcha image). Below the form, there is a 'Forgot Password?' link and a 'Log In' button. At the bottom of the form, there is a 'New user? Register Now' link.

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.



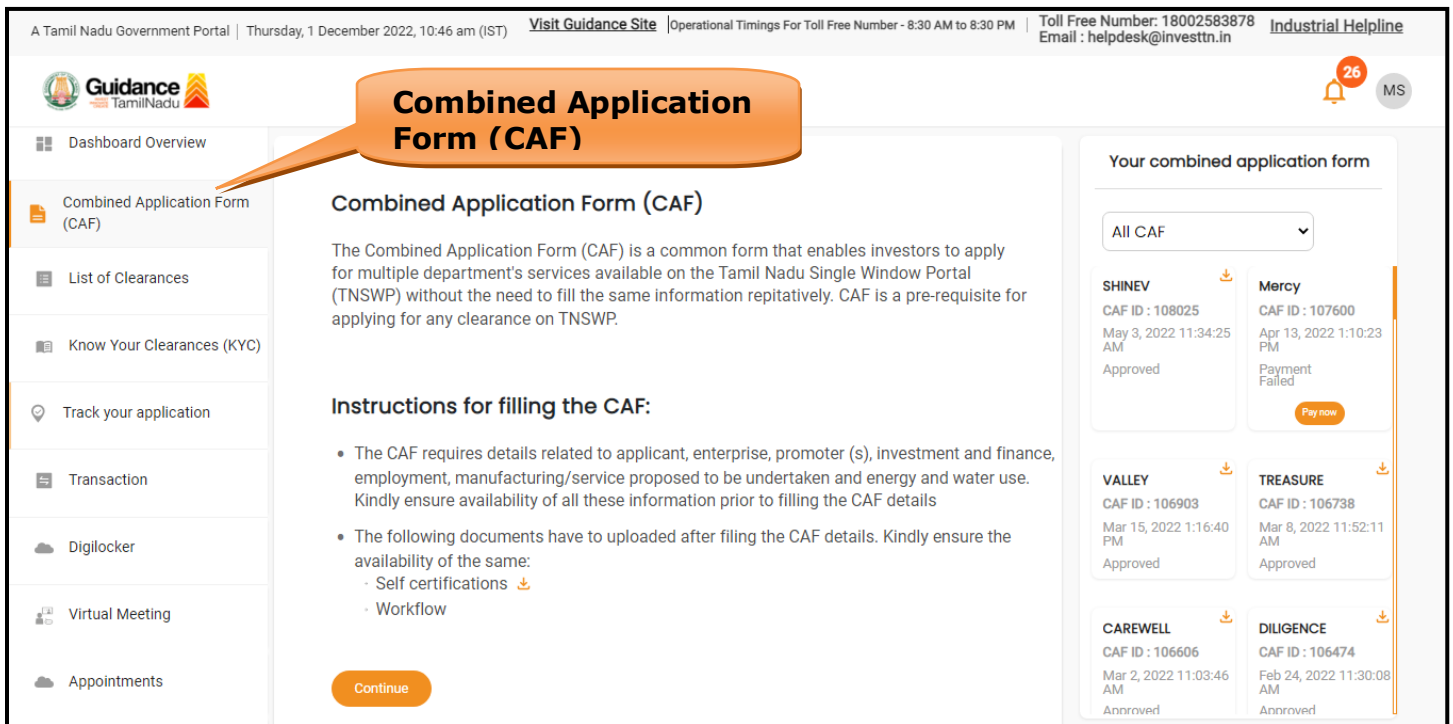
The screenshot shows the dashboard overview page with the following components:

- Header:** 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
- Navigation Menu:** 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 button)
- Application Cards:**
 - SHINEV:** CAF ID : 108025, May 3, 2022 11:34:25 AM, Approved
 - SAMPLE:** CAF ID : 103570, Sep 28, 2021 12:18:57 PM, Approved
 - PROJECT:** CAF ID : 103571, Sep 28, 2021 1:06:26 PM, Approved
 - WINDFLOW:** CAF ID : 103703, Oct 4, 2021 11:58:15 AM, Approved
 - TWINKLE:** CAF ID : 103835, Oct 8, 2021 3:25:03 PM, Approved
- Your Clearances Status:** Select Project/CAF: ALMIGHTY
 - Pre-Establishment:** 1 Applied
 - Pre-Operation:** 1 Approved
 - Post-Operation:** 0 Pending, 0 Rejected
 - Download consolidated list
- Table Headers:** Clearance Name, Department Name, Lying with Officer, Last updated, Approved

Figure 9. Dashboard Overview

6. Combined Application Form (CAF)

- 1) Prior to applying for 'Movie Shooting' clearance 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 in multiple applications.
- 4) The Overview of the Combined Application Form (CAF) and the instructions to fill in the Combined Application Form (CAF) are mentioned in the below Figure.
- 5) Click on '**Continue**' button to fill in the Combined Application Form.



The screenshot shows the 'Combined Application Form (CAF)' page on the Guidance TamilNadu portal. The page header includes the portal name, date, and contact information. The left sidebar contains navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', 'Transaction', 'Digilocker', 'Virtual Meeting', and 'Appointments'. The main content area features a title 'Combined Application Form (CAF)', a descriptive paragraph, and 'Instructions for filling the CAF:' which lists requirements for information and document uploads. A 'Continue' button is located at the bottom of the instructions. On the right, the 'Your combined application form' section displays a grid of application cards for departments: SHINEV, Mercy, VALLEY, TREASURE, CAREWELL, and DILIGENCE, each showing a CAF ID, date, time, and status.

Figure 10. Combined Application Form (CAF)



6.1 Sections of Combined Application Form

1) To complete the combined application form (CAF) the applicant to select 'Movie Shooting' under 'Type of Enterprise' and fill 3 Sections of CAF as displayed in Figure 11. (4 sections in case of Large Industry to choose payment option)

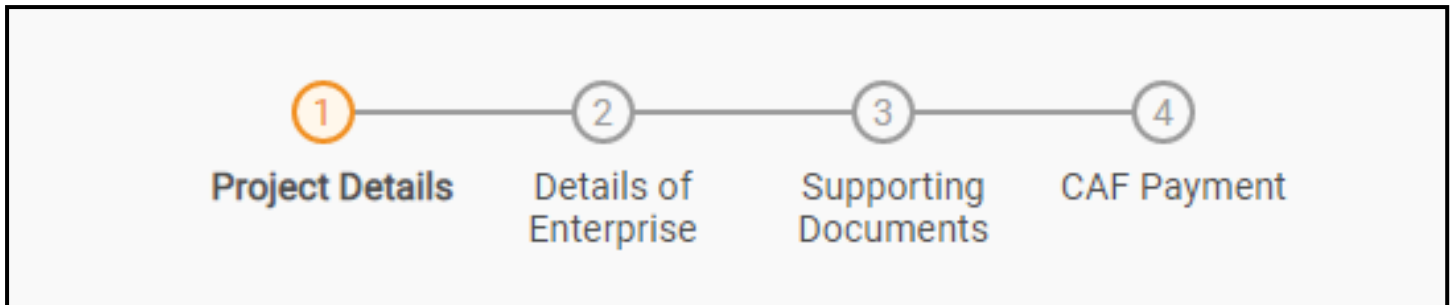
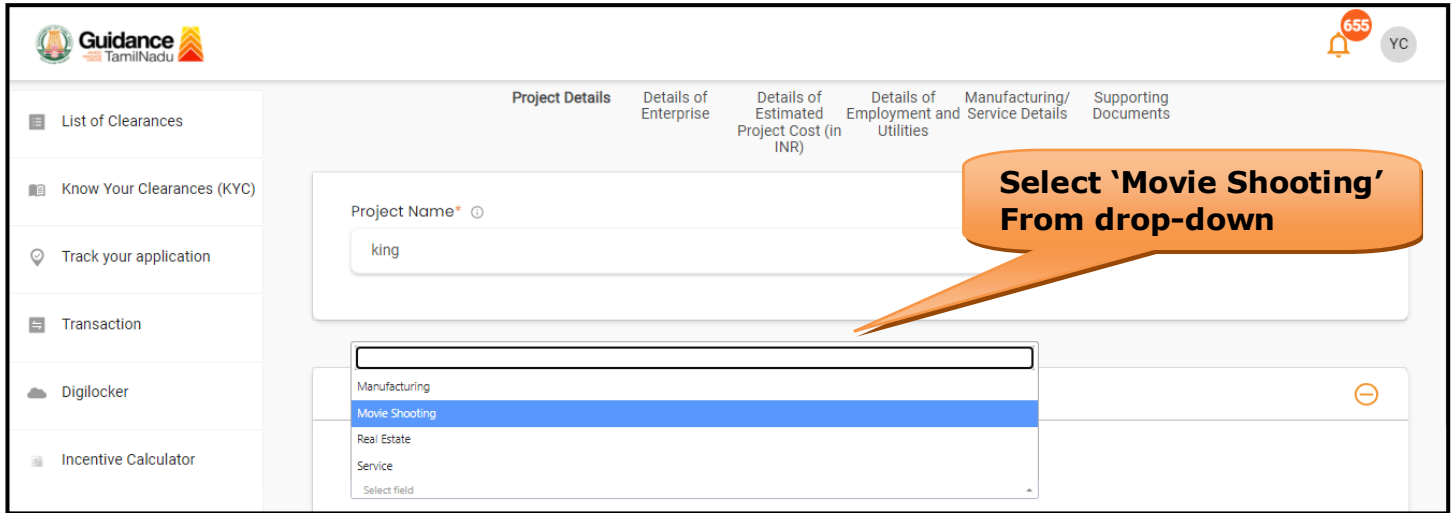


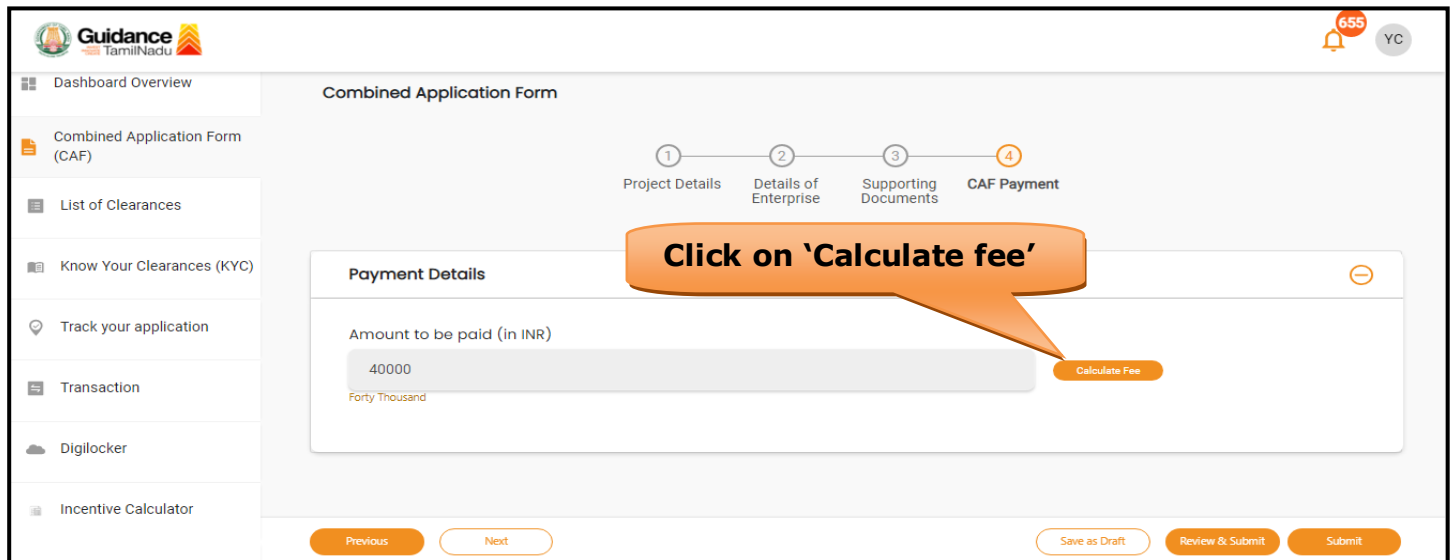
Figure 11. Section of Combined Application Form (CAF)

2) After filling the CAF details, the applicant has to upload the Self-Certification document under 'Section 3: Supporting Documents'

- **Self-Certification:**

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

3) If the Turnover of the Enterprise is greater than INR 250 Crores, a flat Single Window Fee of Rs 40,000 will be levied. Applicant to click on 'calculate' under 'CAF Payment' tab to check the Single Window Fee applicable (Refer Fig 12.)



The screenshot shows the 'Combined Application Form' (CAF) interface. The navigation bar includes 'Project Details', 'Details of Enterprise', 'Supporting Documents', and 'CAF Payment'. The 'CAF Payment' section is active, showing a 'Payment Details' box with the amount '40000' (Forty Thousand) and a 'Calculate Fee' button. A callout box with the text 'Click on 'Calculate fee'' points to this button. The interface also includes a sidebar with navigation options like 'Dashboard Overview', 'List of Clearances', and 'Transaction', and a bottom navigation bar with 'Previous', 'Next', 'Save as Draft', 'Review & Submit', and 'Submit' buttons.

Figure 12. Calculate Fee

- 4) After filling all the sections in combined application form (CAF), the applicant can submit the form.
- 5) When the applicant submits the combined application form (CAF), confirmation message will pop-up stating, '**Your request has been saved successfully**' and a CAF ID is generated. (Refer Figure 13).

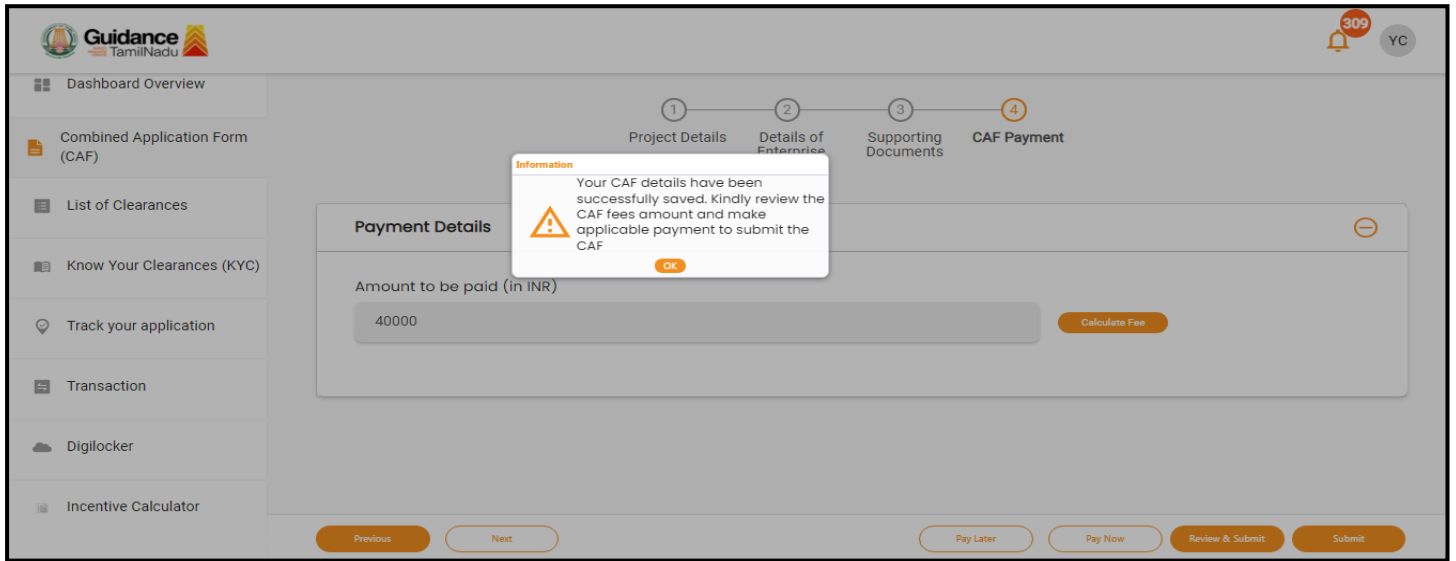


Figure 13. Combined Application Form (CAF)- Confirmation Message

7. Apply for Permission Given for Film/Movie Shooting in Government Owned Places

1. After completing the CAF, Click on “List of Clearances”

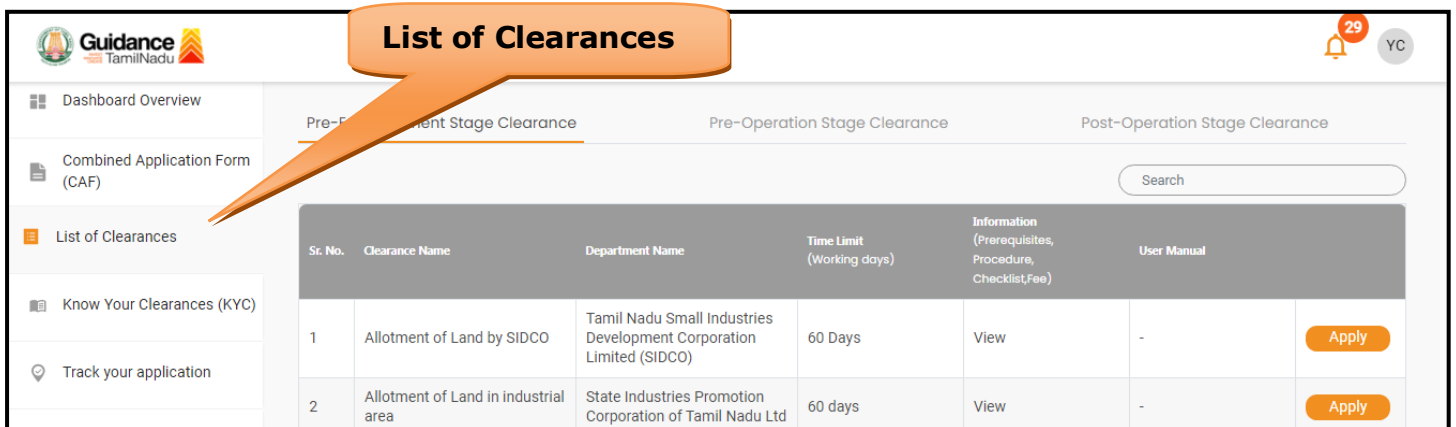
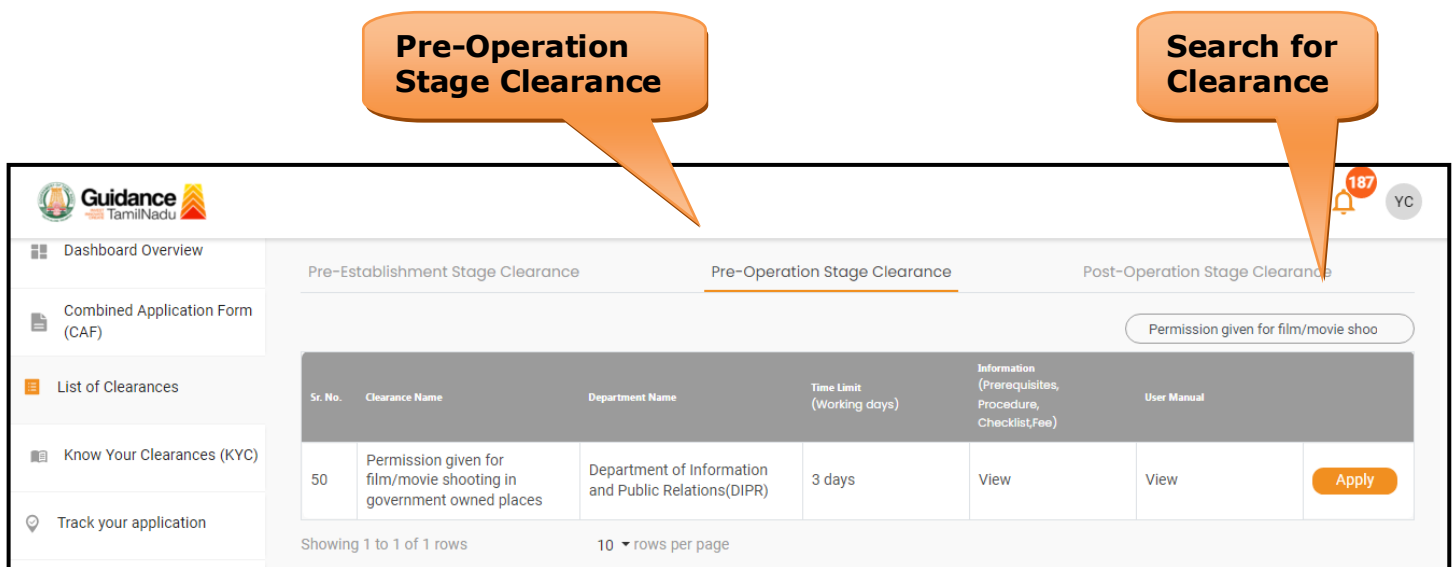


Figure 14. List of Clearances

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

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

3. Select '**Pre-Operation Stage Clearance**' and find the clearance '**Permission given for film/movie shooting in government owned places**' by using Search option as shown in the figure given below.



Pre-Operation Stage Clearance

Search for Clearance

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
50	Permission given for film/movie shooting in government owned places	Department of Information and Public Relations(DIPR)	3 days	View	View	Apply

Showing 1 to 1 of 1 rows 10 rows per page

Figure 15. Search for Clearances

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 16)
5. To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 16).
6. The Applicant can apply to obtain license for more than 1 establishment using a single login.

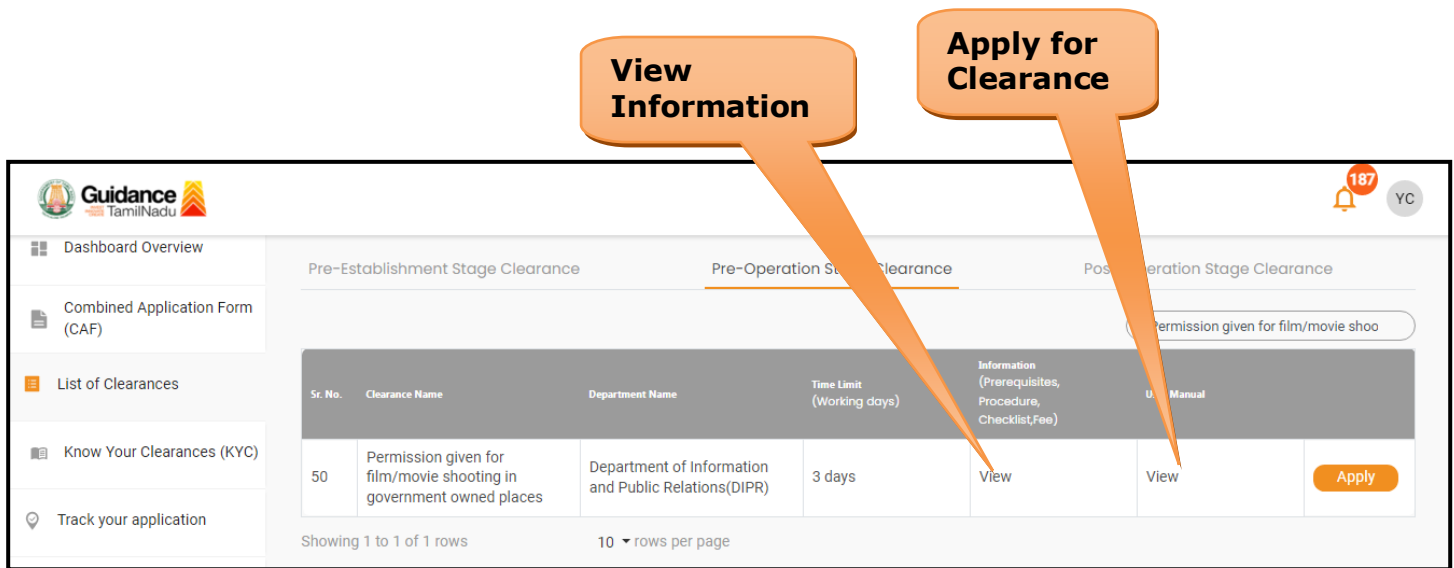


Figure 16. Apply for Clearances

8. Filling the Application Form

1. Applicants need to fill all the details under the following 3 sections to complete the application.

A. Project Details

B. Declaration and Terms

C. Supporting Documents

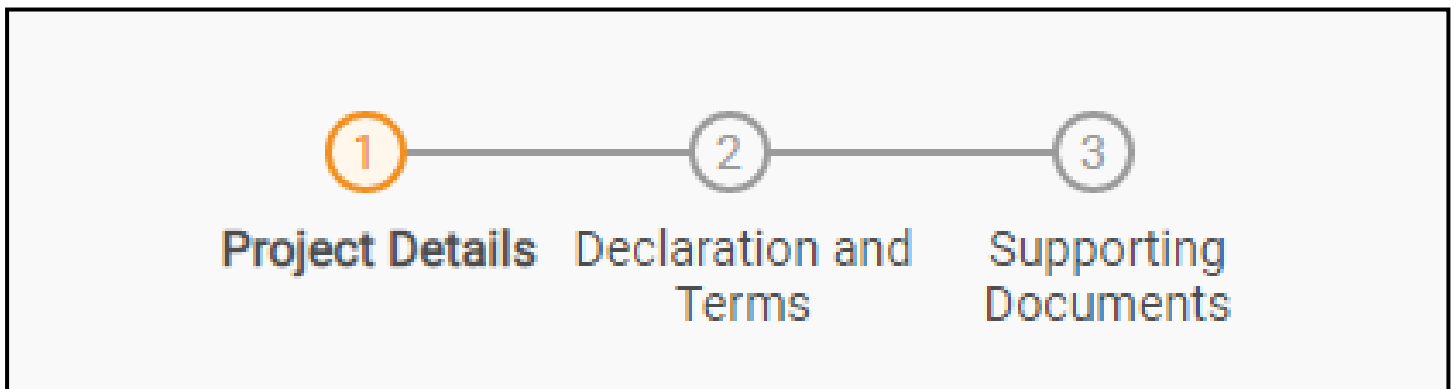



Figure 17. Three Sections of Application Form



C. Supporting Documents

- 1) The following supporting documents need to be uploaded by the applicant as per the notes given.
- 2) Maximum 10 MB Allowed (Only .DOC, .PDF, .XLS, .BMP, .GIF, .JPEG, .PNG, .PPTX, .DOCX, .XLSX, .ZIP, .KML are allowed).
- 3) In case of multiple documents, please upload them in zip format.

The screenshot shows a web form titled "Details of the Location". It contains two notes: "Note 1: Maximum 10 MB Allowed (Only .DOC, .PDF, .XLS, .BMP, .GIF, .JPEG, .PNG, .PPTX, .DOCX, .XLSX, .ZIP, .KML are allowed)" and "Note 2: In case of multiple documents, please upload in zip format". The form has a table with three columns: "Sr. No.", "Document Name", and "Attach Document".

Sr. No.	Document Name	Attach Document
1	<input type="checkbox"/> No Objection Certificate from the concerned department as per the location / jurisdiction	Drag & Drop <input type="button" value="Browse Files"/> <input type="button" value="DigiLocker"/>
2	<input type="checkbox"/> Guild Certificate (in case of TV Serial shooting for availing 50% off Original Fee)	Drag & Drop <input type="button" value="Browse Files"/> <input type="button" value="DigiLocker"/>
3	<input checked="" type="checkbox"/> Caution Deposit Receipt	<input type="button" value="Drag & Drop"/> <input type="button" value="Browse Files"/> <input type="button" value="DigiLocker"/>  <input type="button" value="Reaistration.pdf"/>

At the bottom of the form, there are buttons for "Previous", "Next", "SUBMIT", and "Save As Draft". An orange callout bubble points to the "SUBMIT" button with the text "Click on 'Submit button'".

Figure 18. Supporting Document

- 4) Click on '**Submit**' button a unique '**Token ID**' would be generated with a pop-up message.

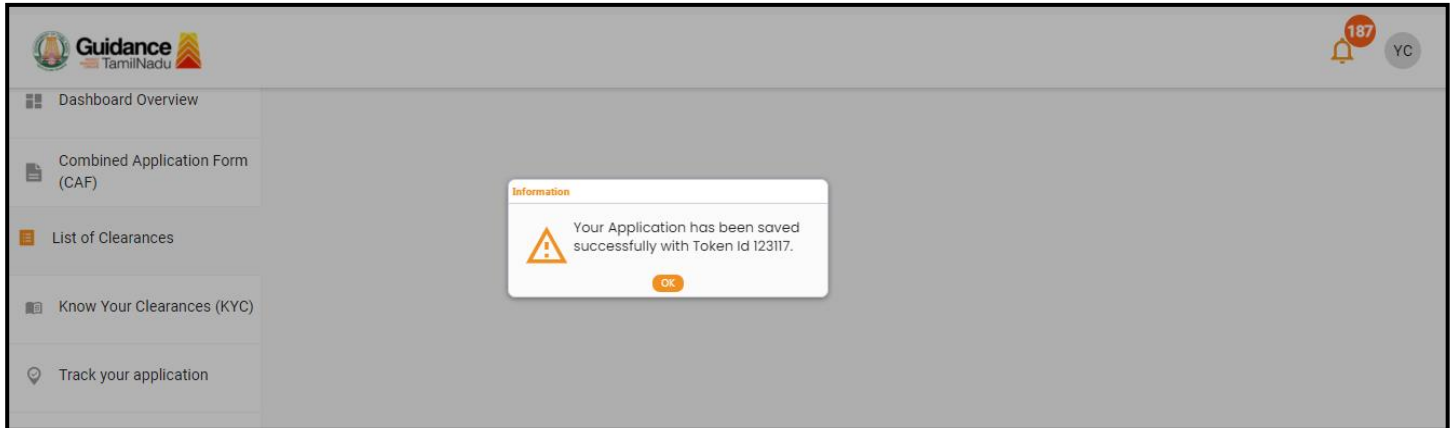


Figure 19. Token ID Generated

5) After the applicant has completed, 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 'Under Process'

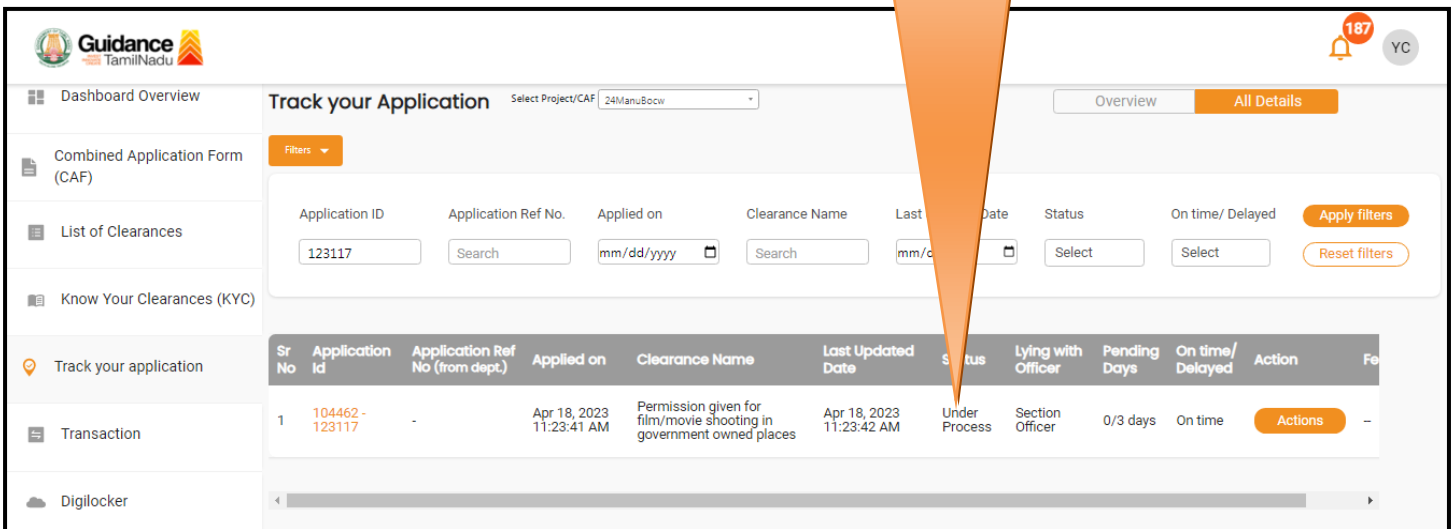


Figure 20. Under process

9. Track Your Application

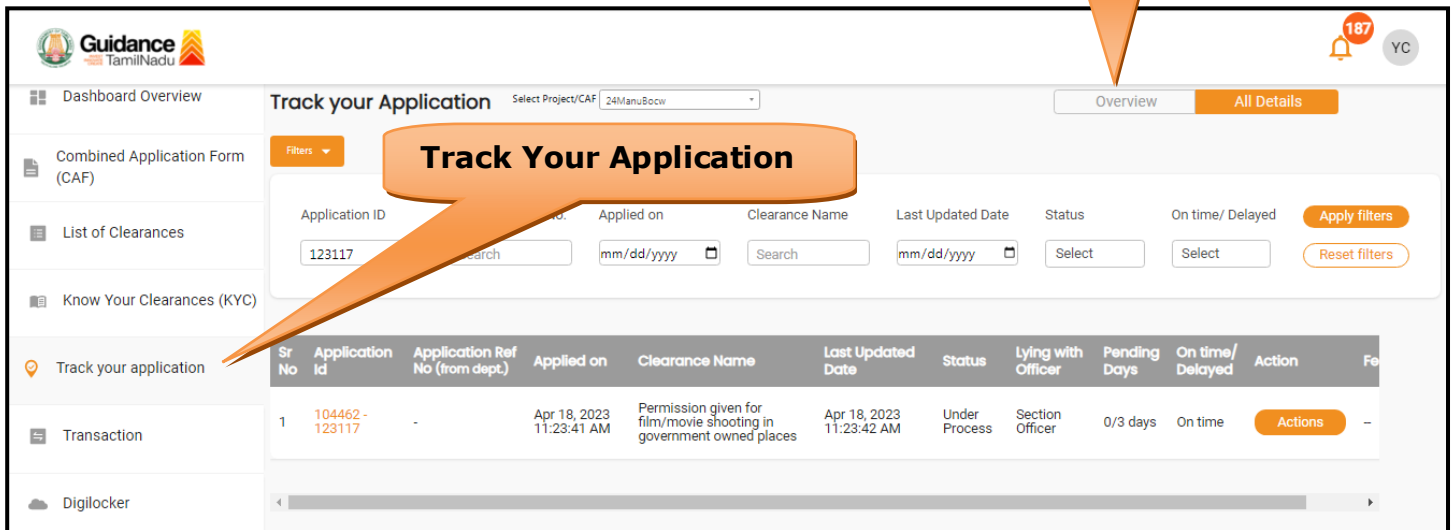
- 1) After submitting the application, a unique 'token ID' would be generated. Using the 'Token ID' the Applicant can track the status of clearances by clicking on 'Track your application' option.'
- 2) Applicant to choose the name of the project created during CAF from the dropdown 'Select Project / 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**

Overview of application



Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	104462 - 123117	-	Apr 18, 2023 11:23:41 AM	Permission given for film/movie shooting in government owned places	Apr 18, 2023 11:23:42 AM	Under Process	Section Officer	0/3 days	On time	Actions

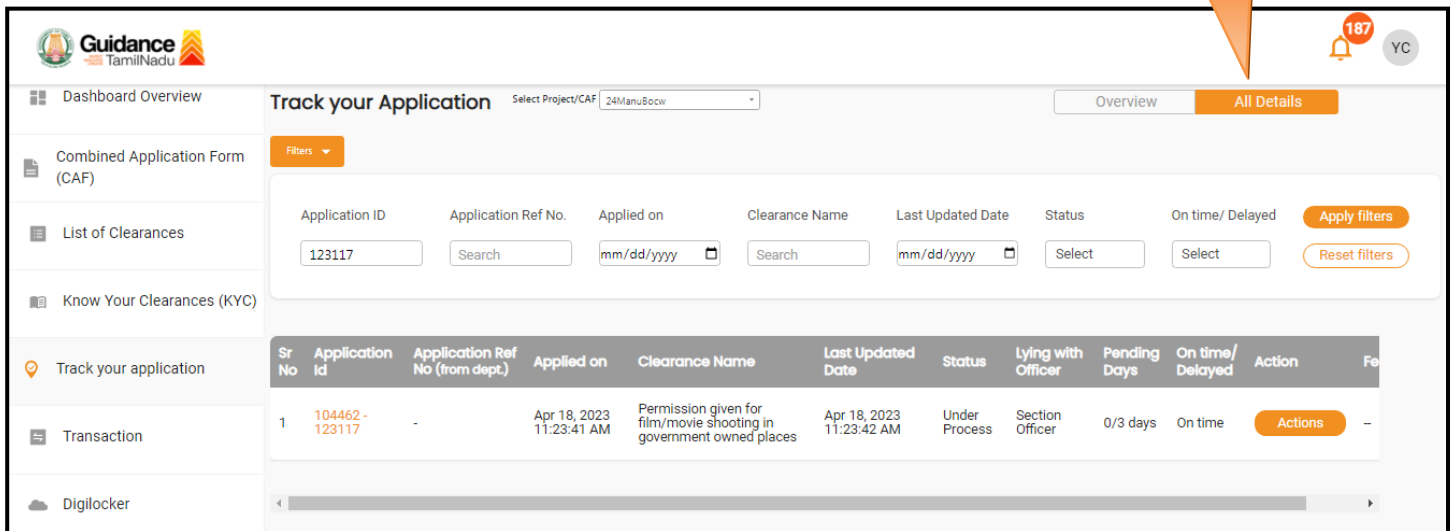
Figure 21. Track your application

- **Track your application– ‘All details’ Option**

By clicking on ‘All details’ tab, Applicant can view the following statuses of the list of clearances applied for the specified project.

- **Applied on**
- **Last updated date**
- **Status of the application**
- **Lying with officer**
- **Pending days**
- **On time / Delayed Action**

All Details Options



Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/Delayed	Action
1	104462 - 123117	-	Apr 18, 2023 11:23:41 AM	Permission given for film/movie shooting in government owned places	Apr 18, 2023 11:23:42 AM	Under Process	Section Officer	0/3 days	On time	Actions

Figure 22. ‘All details’ tab

10. Query Clarification

- 1) After submitting the application to the Department of Information and Public Relations (DIPR), the concerned officer reviews the application and if there are any clarifications required, the concerned officer would raise a query to the applicant.
- 2) Applicant would receive an alert message through Registered SMS/Email.
- 3) Applicants to click on 'Track your application' option and view the query under action items under the 'All Details' Tab.
- 4) Applicants can view the status as '**Need Clarification**' under the 'Status' column. Click on 'Action' button to respond the query as shown in the below figure.

The screenshot displays the 'Track your Application' interface. At the top, there's a navigation bar with 'Dashboard Overview', 'Track your Application', and 'All Details' tabs. Below this, there are search filters for Application ID, Application Ref No., and Applied on. The main table lists application details:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	104462 - 123117	-	Apr 18, 2023 11:23:41 AM	Permission given for film/movie shooting in government owned places	Apr 18, 2023 1:30:01 PM	Need Clarification	Section Officer	0/3 days	On time	Actions

Figure 23. Need Clarification

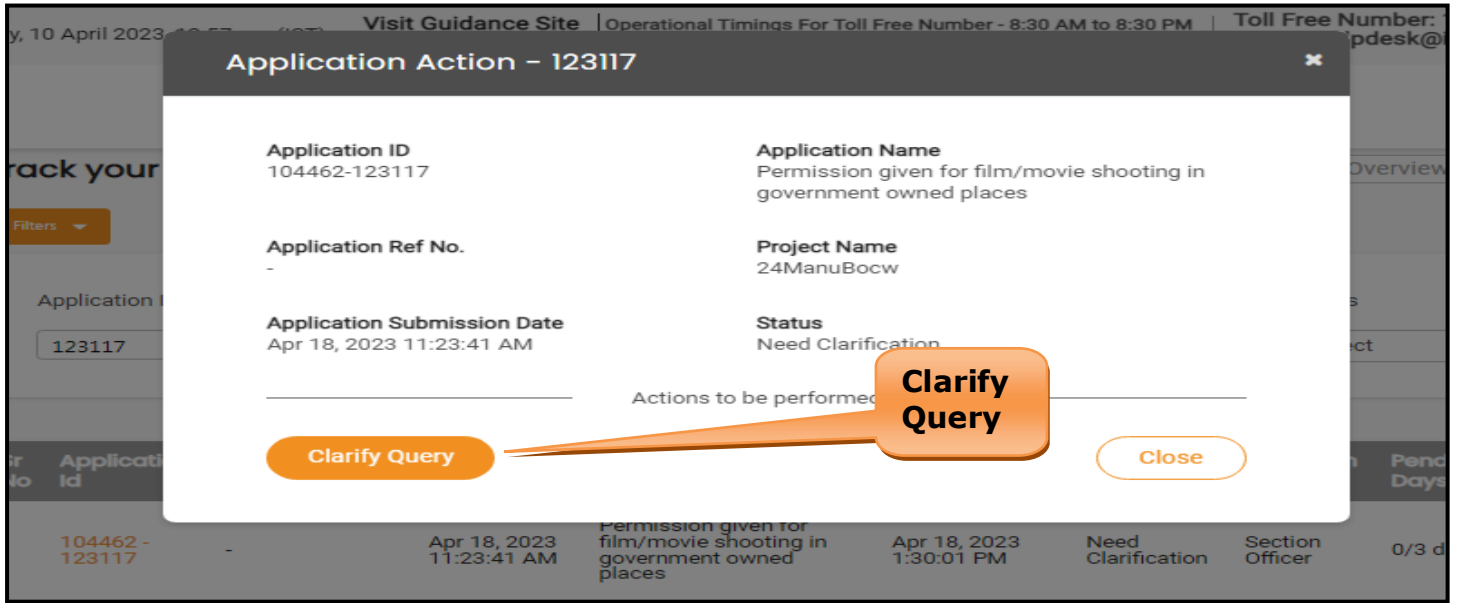


Figure 24. Clarify Query

- 5) The Applicant clicks on '**Clarify Query**' 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.

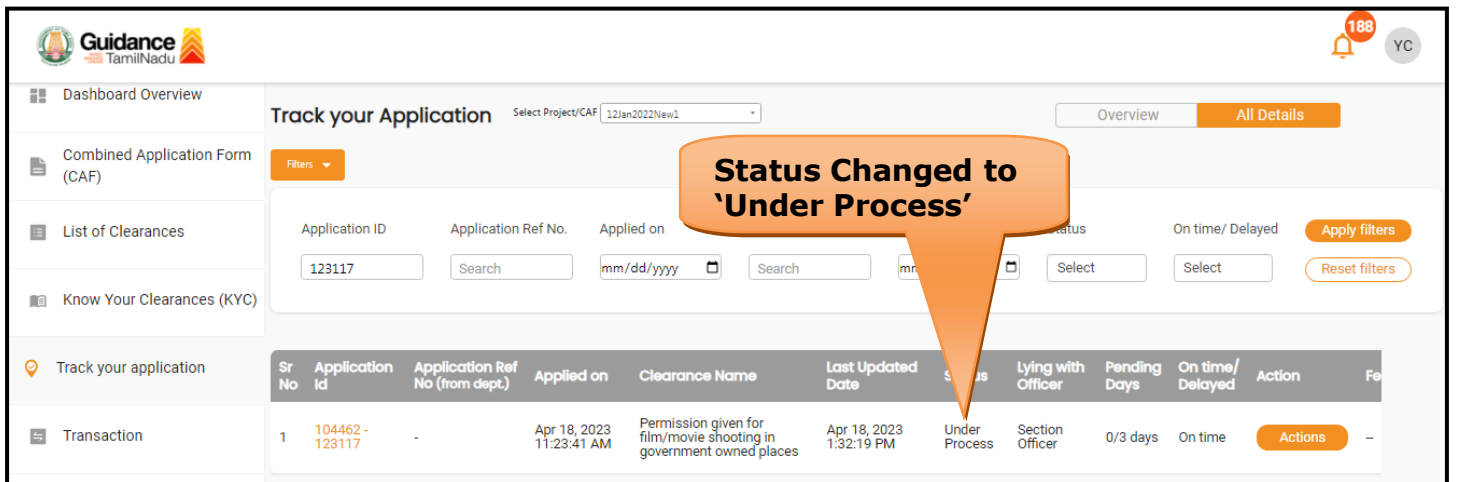


Figure 25. Application under Process

11. Payment Process

- 1) Upon approval of the Permission, **'Make Payment'** status will be displayed. Upon making the requisite payment, the applicant can download the Final Permission Order.
- 2) If application is rejected the status will be displayed as **'Rejected'** (Refer Figure 26) and no payment will have to be made by the applicant.

The screenshot shows the 'Track your Application' page with a 'Rejected Status' callout. The application details are as follows:

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	Feedb
1	104462 - 123117	-	Apr 18, 2023 11:23:41 AM	Permission given for film/movie shooting in government owned places	Apr 18, 2023 2:31:45 PM	Rejected	Director	0/3 days	On time	Actions	Feedb: Applic Subm

Figure 26. Rejected Status

- 3) Click on **'Action'** button a unique **'Payment'** would be generated with a pop-up message.

The screenshot shows the 'Track your Application' page with a 'Make Payment' callout. The application details are as follows:

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	Feedb
1	104462 - 123117	-	Apr 18, 2023 11:23:41 AM	Permission given for film/movie shooting in government owned places	Apr 18, 2023 3:32:45 PM	Make Payment	Director	0/3 days	On time	Actions	Feedb: Applic Subm

Figure 27. Make Payment

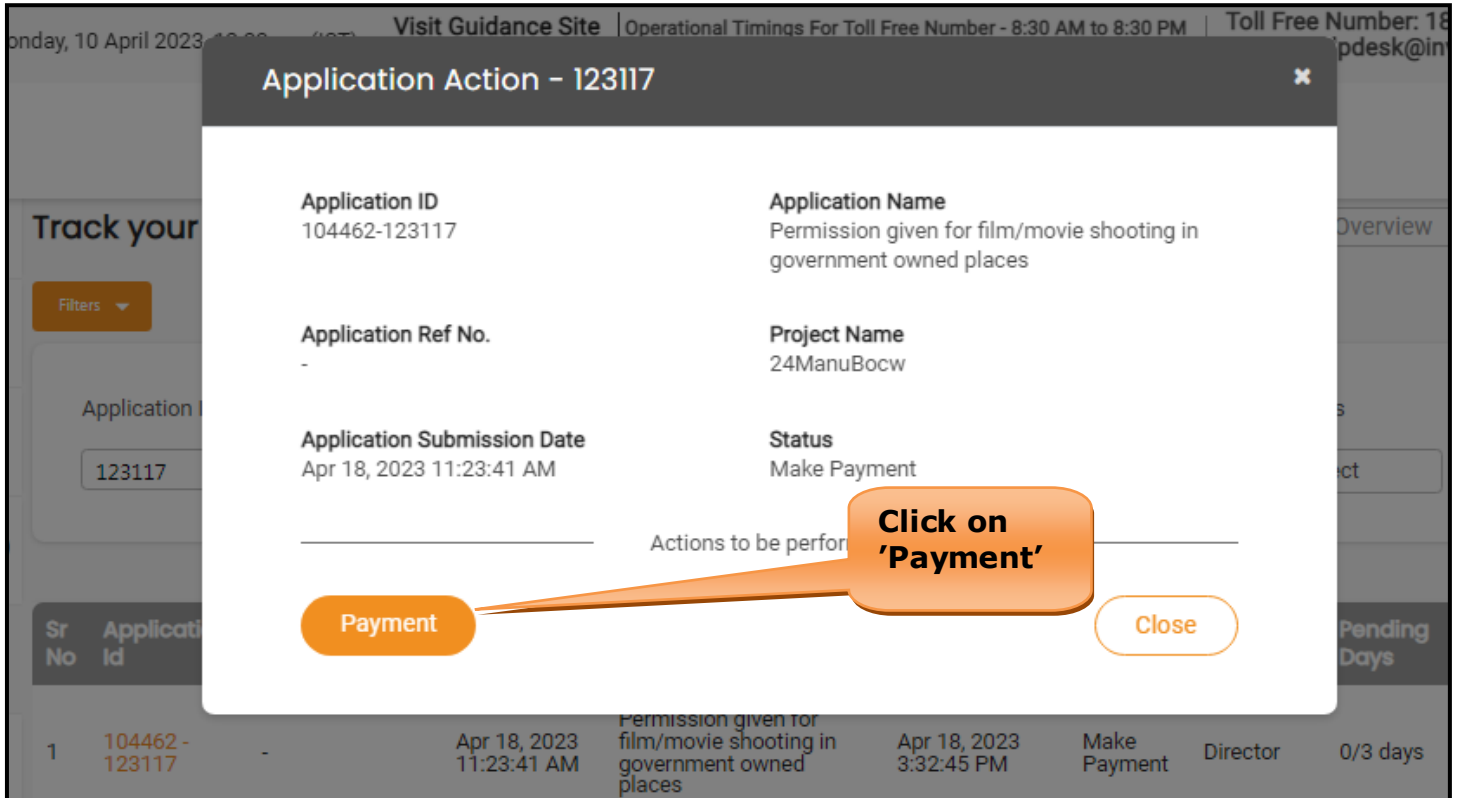


Figure 28. Payment Screen

- 4) The Applicant has the provision to make the payment by using **“SBI epay or Pay Gov”** Payment gateway.
- 5) Select the **‘SBI epay or Paygov’** button, Payment Gateway screen would appear.

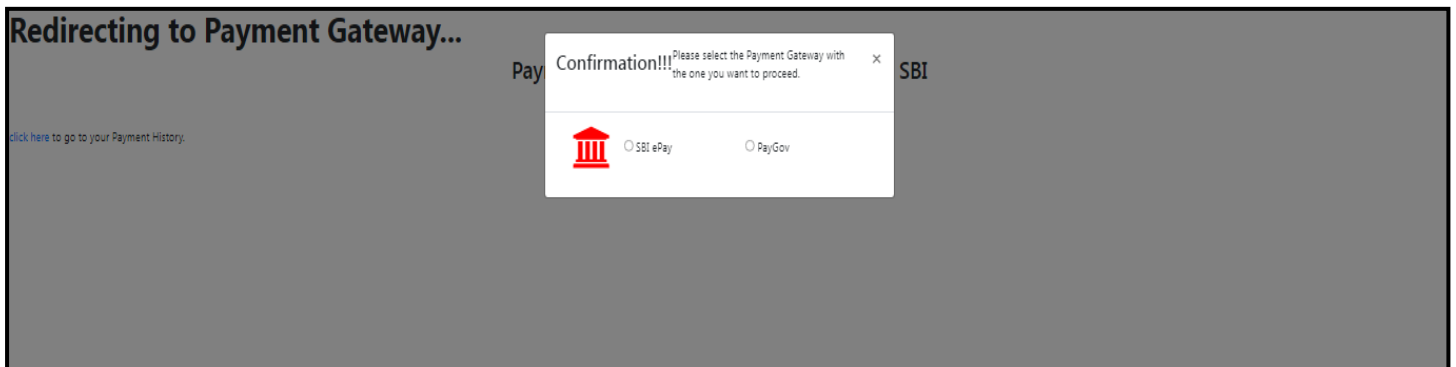


Figure 29. Payment Process



6) Then the payment '**Reference number**' would be generated, refer to the instruction note as shown in the below figure.

7) Click on '**Ok**' button, follow the payment process and make the payment.

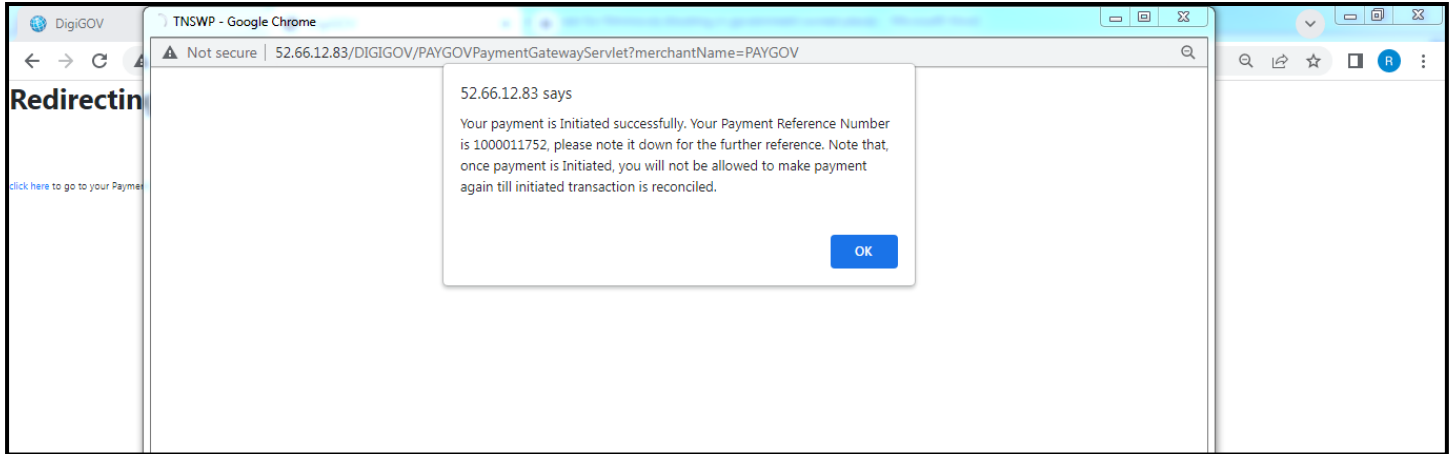


Figure 30. Payment Reference Number

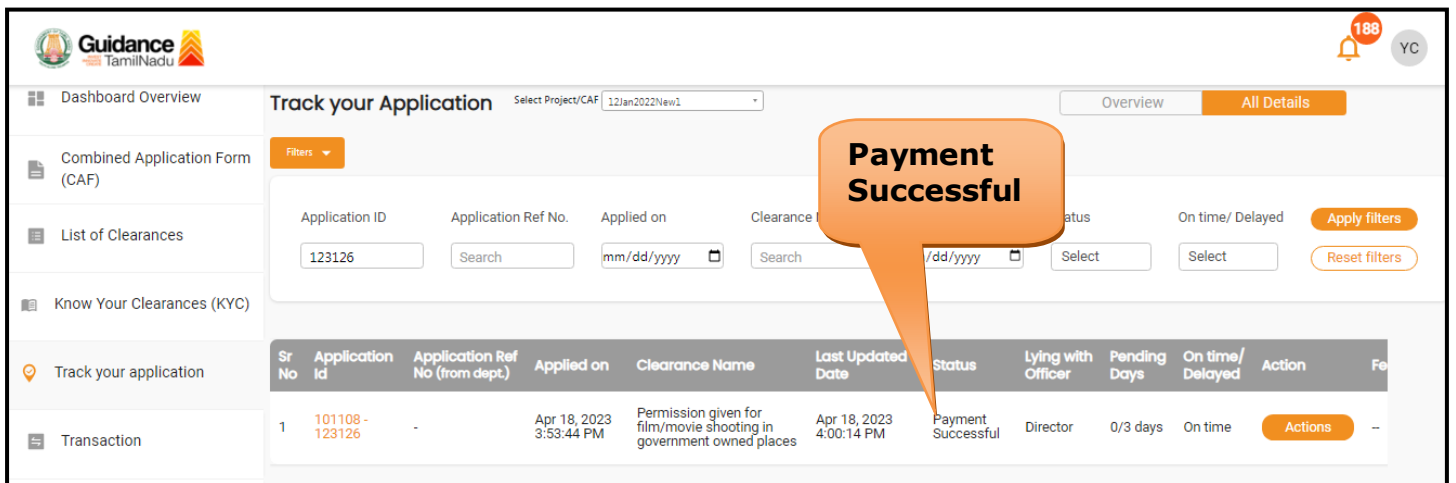


Figure 31. Payment Successful

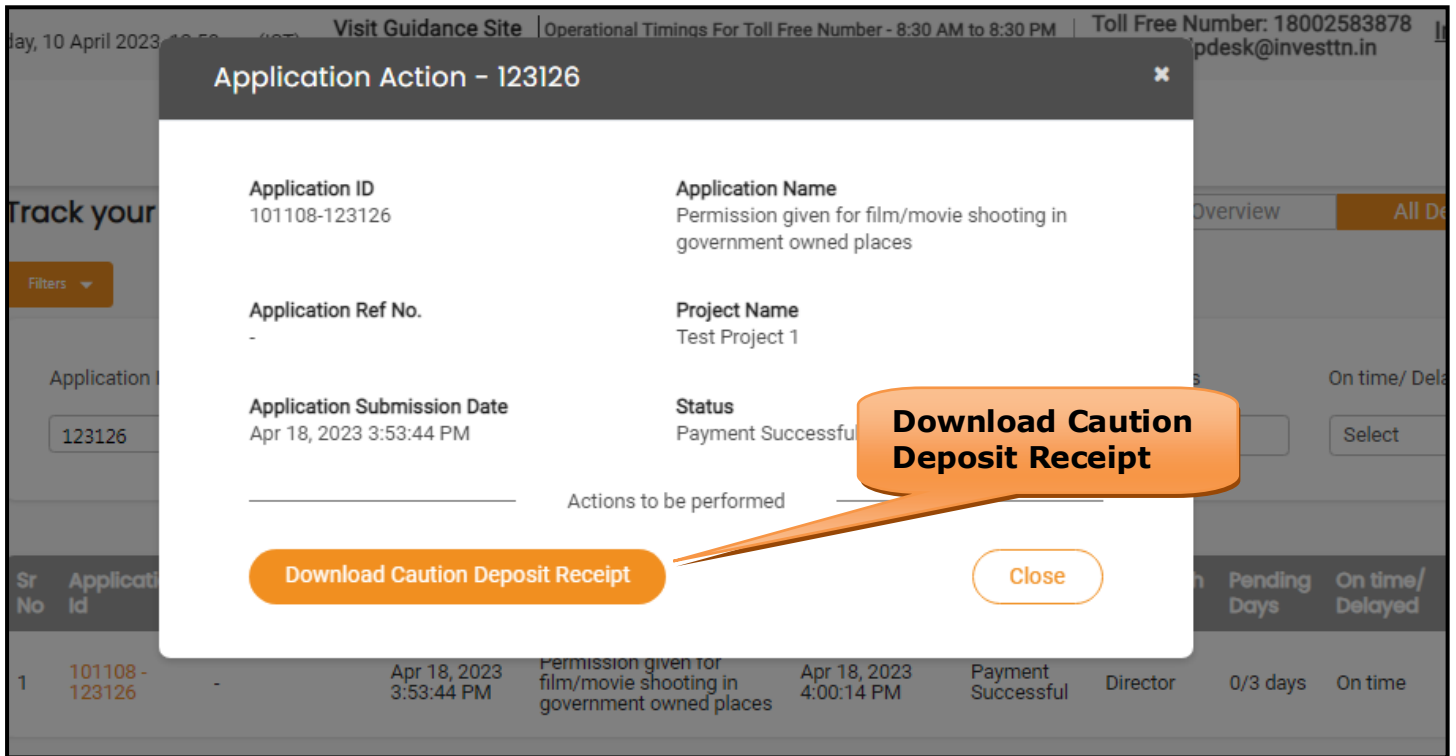


Figure 32. Download Caution Deposit Receipt

12. Application Processing

- 1) The Department scrutinizes and reviews the application and updates the status as **"Approved"**.

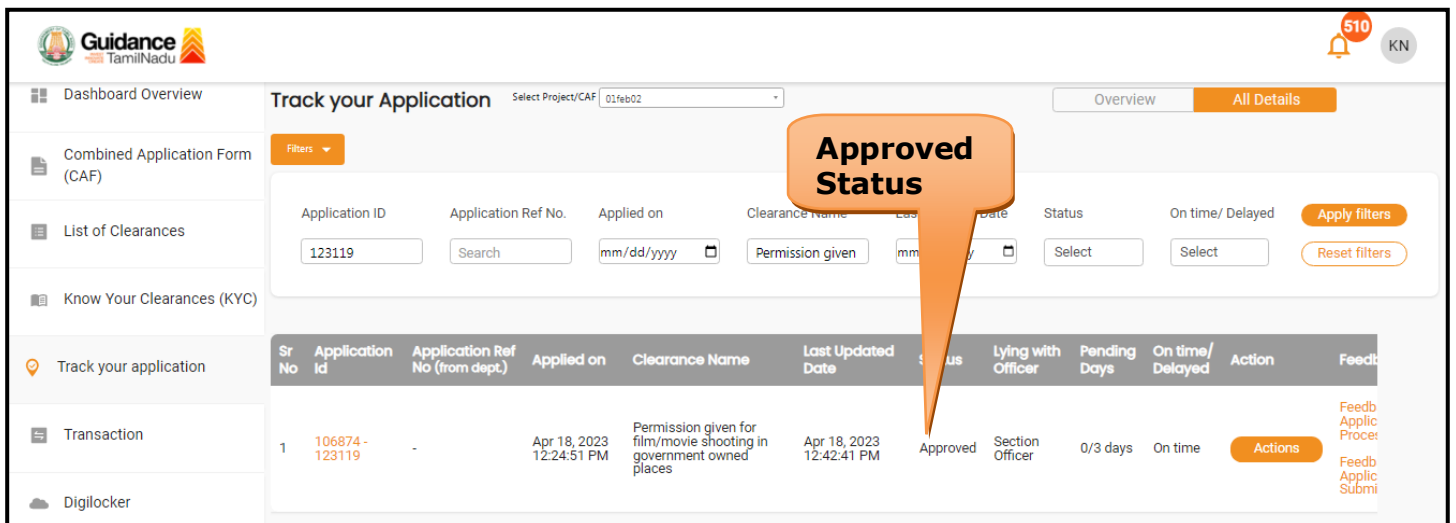


Figure 33. Application Processed



2) If the application is **'Approved'** by the Department, the applicant can download the Approval Certificate under **'Track your application – > 'Action' button -> Download certificate** (Refer Figure 34)

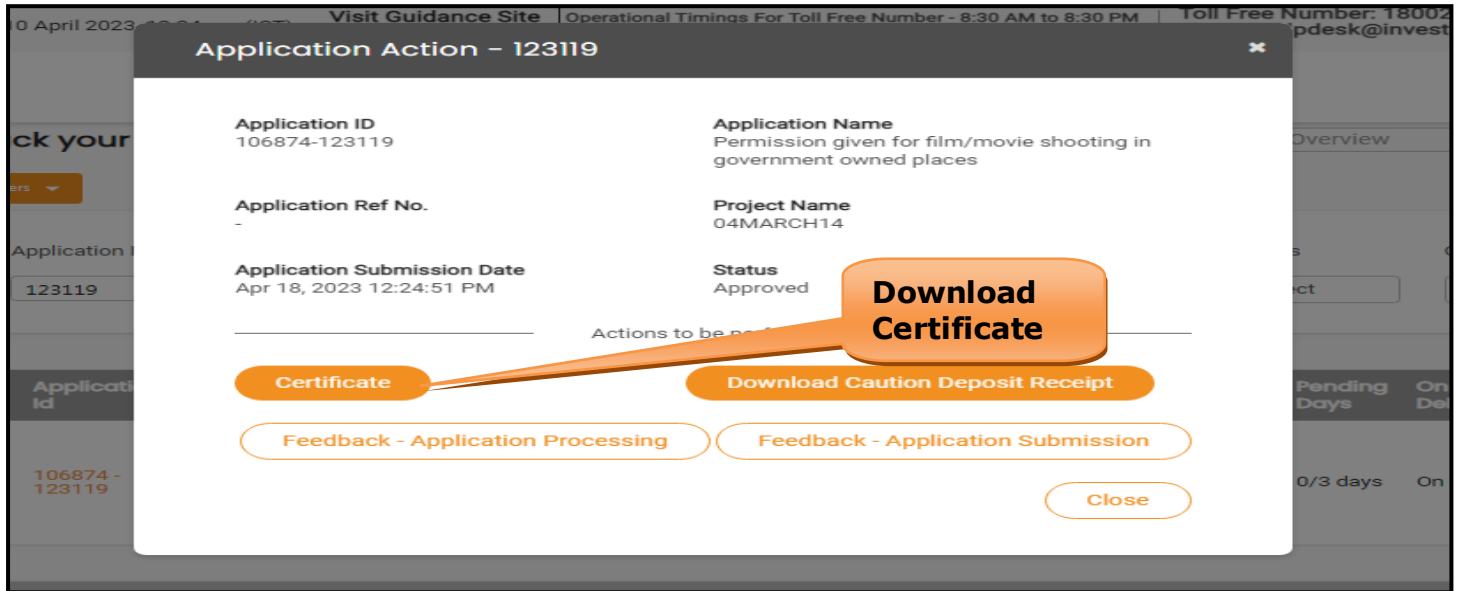


Figure 34. Download the Approved Certificate

