



TAMILNADU SINGLE WINDOW PORTAL

USER MANUAL

Fire License for Multi Storied Building (MSB)

Fire and Rescue Services Department



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 Renewal of Fire License for (MSB).....	14
8.	Filling the application form.....	16
9.	Need Clarification.....	19
10.	Inspection Schedule	22
11.	Track Your Application	24
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 Home Page with the following details:

- URL: tnswp.com/DIGIGOV/swp-tnswp.jsp
- Date/Time: 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
- Industrial Helpline | English
- Navigation: Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, Help & Support, Register, Login
- Header: **TAMIL NADU** Leading the Nation
- Awards and Achievements:

#1	#1	#1	#1	#1
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)
#2	#2	#2	#2	#2
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	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.
- Additional Info: 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.

Steps for Registration is given below:

1. Click on 'Register' button on TNSWP.

**Register on
TNSWP**

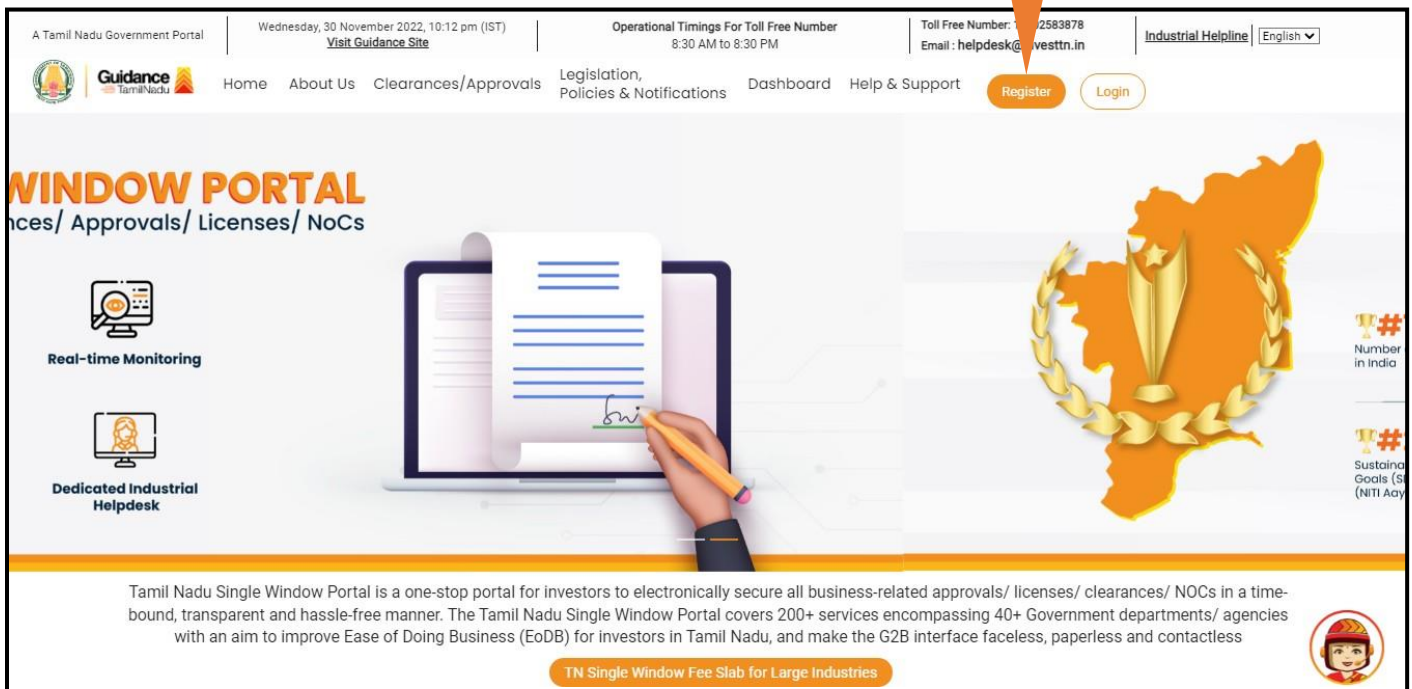


Figure 2. Register

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 (i) gives 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.

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.

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](#)

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.

Figure 4. Registration Form Submission (Contd.)

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.

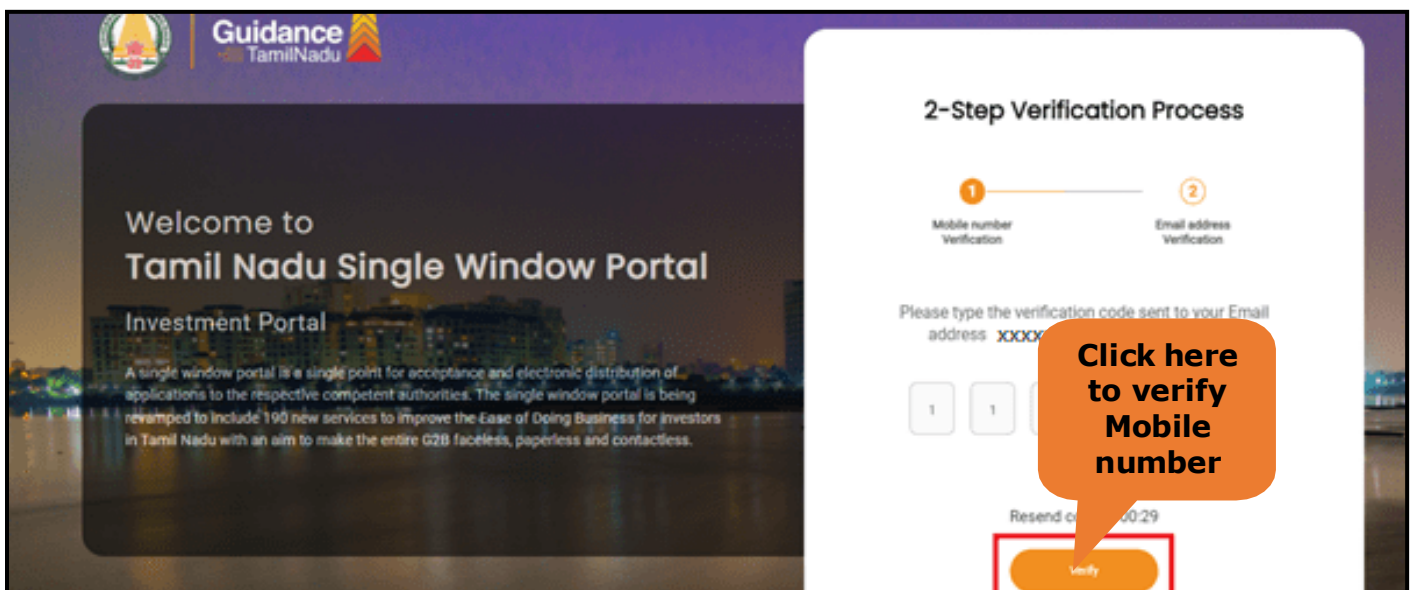


Figure 5. Mobile Number Verification

- **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.

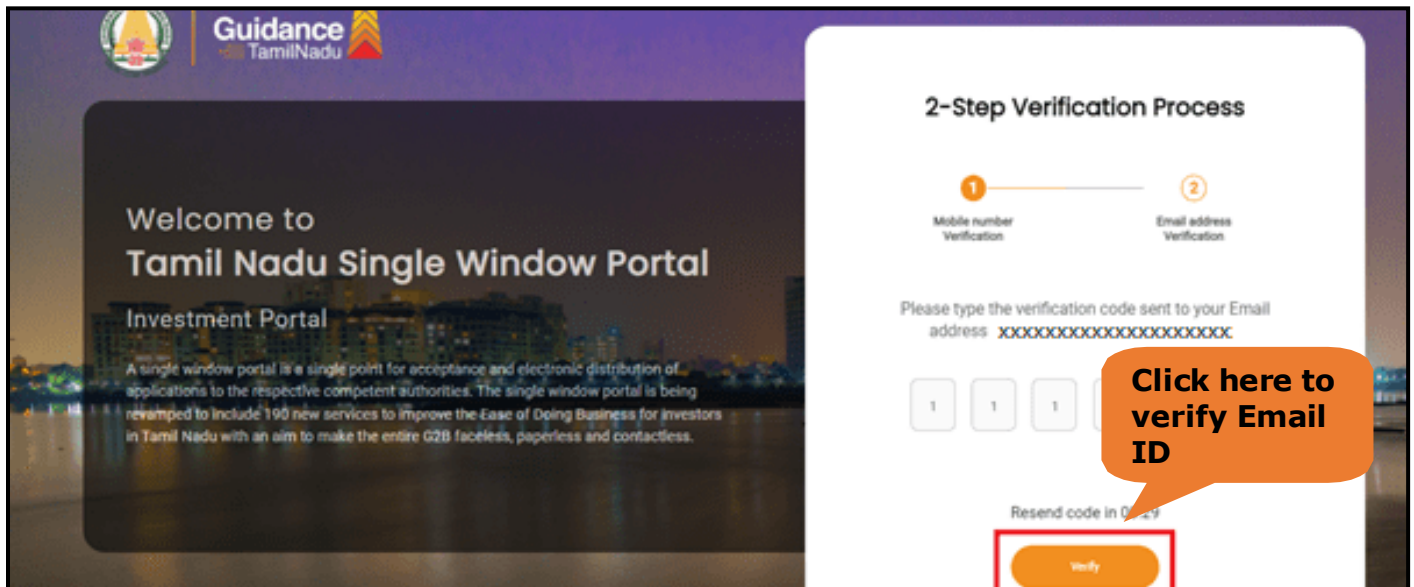


Figure 1. Email ID Verification

3. After completion of 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.

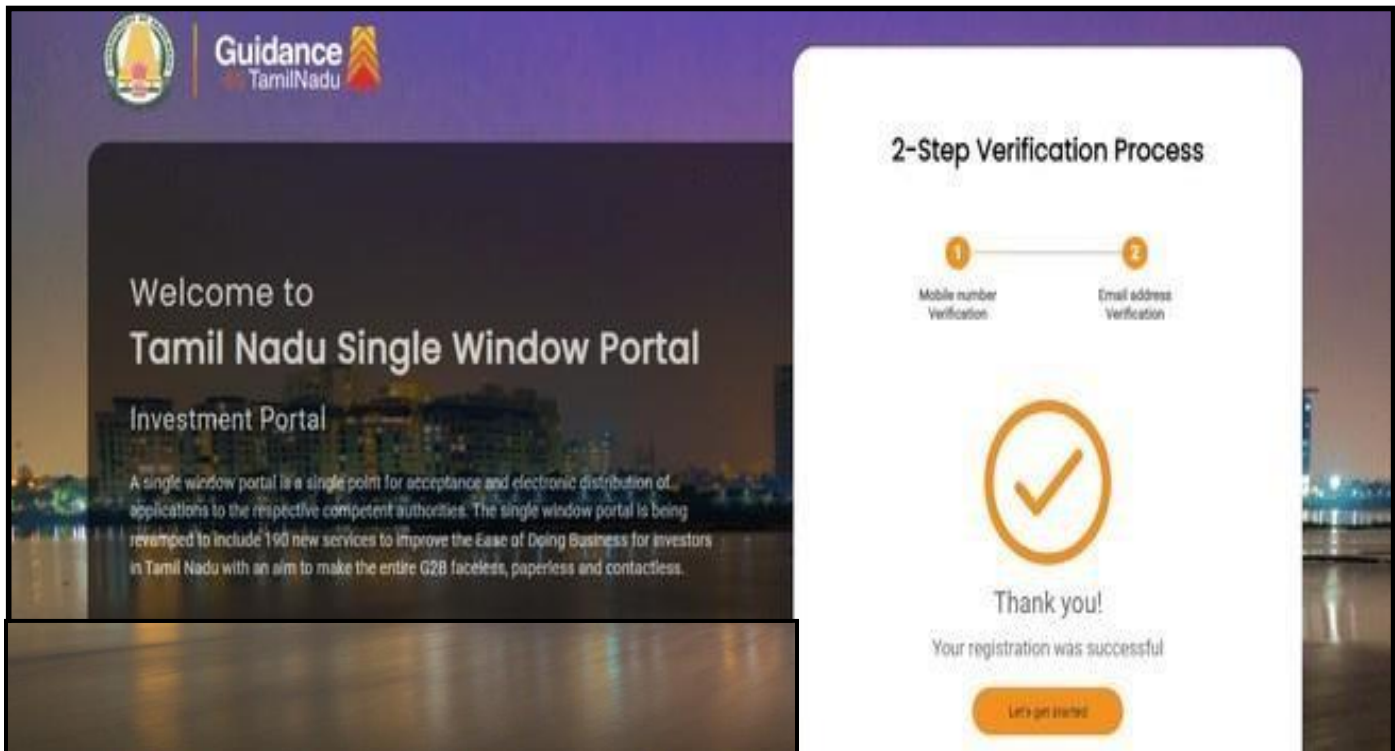


Figure 7. Registration Confirmation Pop-Up

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

**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 for a toll-free number (8:30 AM to 8:30 PM), and contact information (Toll Free Number: 18002583878, Email: helpdesk@investtn.in). The main navigation menu includes Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, and Help & Support. A 'Register' button is highlighted in orange, and a 'Login' button is highlighted in white with an orange border. An orange callout bubble points to the 'Login' button with the text 'Login to TNSWP'. The main content area features a large orange map of Tamil Nadu with a star and laurel wreath, and the text 'TAMIL NADU Leading the Nation'. Below this, there are two rows of award statistics, each with a trophy icon and a rank (#1 or #2). The bottom section contains a paragraph describing the TNSWP as a one-stop portal for investors, and a small cartoon character icon in the bottom right corner.

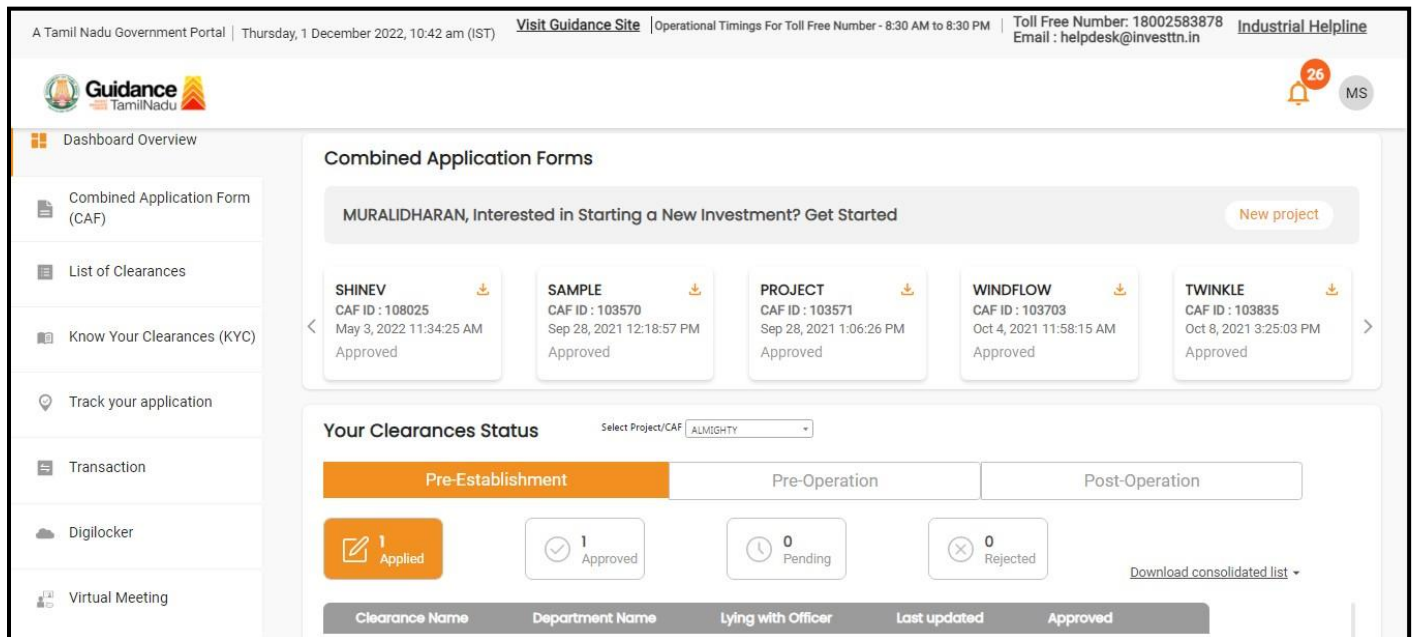
Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ 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 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.

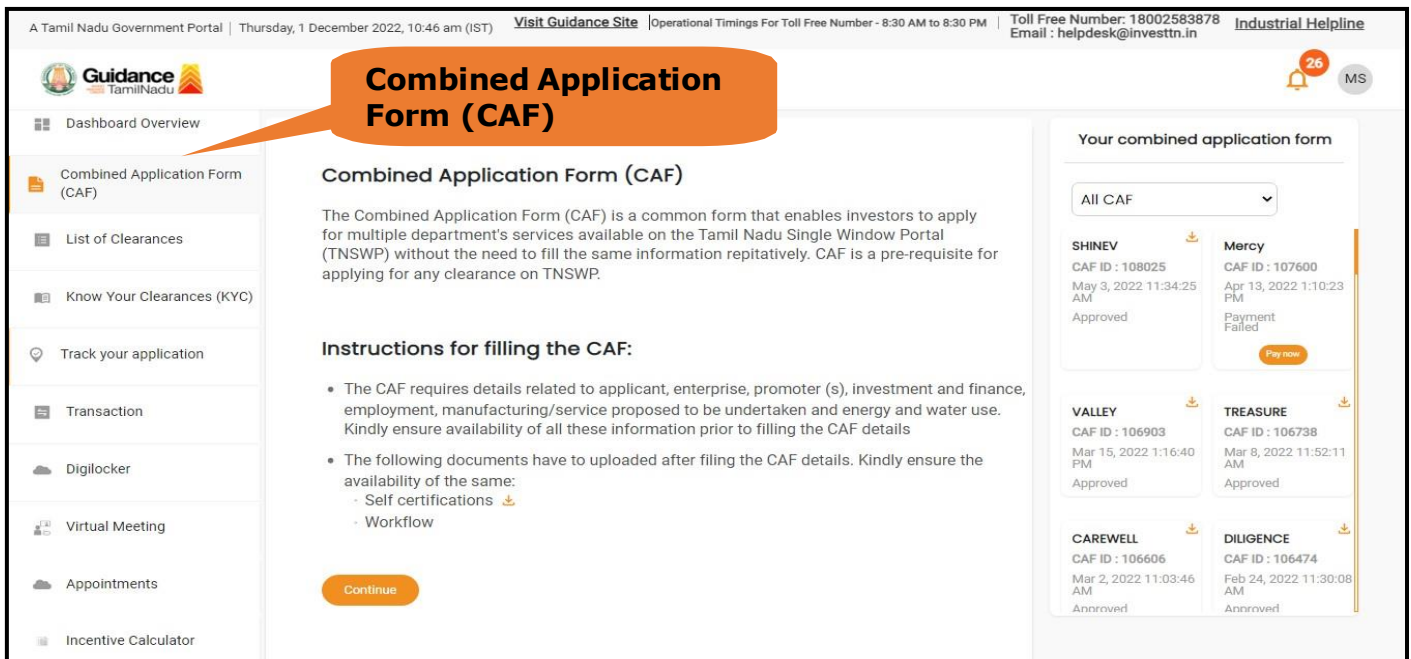


The screenshot shows the dashboard overview page for the TNSWP. The page header includes the Tamil Nadu Government Portal logo, the date and time (Thursday, 1 December 2022, 10:42 am (IST)), and contact information for the Guidance Site, including a toll-free number (18002583878) and an email address (helpdesk@investtn.in). The dashboard features a sidebar menu with options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', 'Transaction', 'Digilocker', and 'Virtual Meeting'. The main content area is titled 'Combined Application Forms' and displays a notification for 'MURALIDHARAN, Interested in Starting a New Investment? Get Started' with a 'New project' button. Below this, there are five cards representing different projects: SHINEV, SAMPLE, PROJECT, WINDFLOW, and TWINKLE, each showing the CAF ID, date, and status (Approved). The 'Your Clearances Status' section allows users to filter by project/CAF (currently set to 'ALMIGHTY') and shows counts for 'Applied' (1), 'Approved' (1), 'Pending' (0), and 'Rejected' (0). A 'Download consolidated list' button is also present. At the bottom, a table header is visible with columns for 'Clearance Name', 'Department Name', 'Lying with Officer', 'Last updated', and '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 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) is mentioned in the below Figure.
5. Click on 'Continue' button to fill in the Combined Application Form.



A Tamil Nadu Government Portal | Thursday, 1 December 2022, 10:46 am (IST) | Visit Guidance Site | Operational Timings For Toll Free Number - 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline

Combined Application Form (CAF)

Dashboard Overview

- Dashboard Overview
- Combined Application Form (CAF)**
- List of Clearances
- Know Your Clearances (KYC)
- Track your application
- Transaction
- Digilocker
- Virtual Meeting
- Appointments
- Incentive Calculator

Combined Application Form (CAF)

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

Instructions for filling the CAF:

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

[Continue](#)

Your combined application form

All CAF

SHINEV CAF ID : 108025 May 3, 2022 11:34:25 AM Approved	Mercy CAF ID : 107600 Apr 13, 2022 1:10:23 PM Payment Failed Pay now
VALLEY CAF ID : 106903 Mar 15, 2022 1:16:40 PM Approved	TREASURE CAF ID : 106738 Mar 8, 2022 11:52:11 AM Approved
CAREWELL CAF ID : 106606 Mar 2, 2022 11:03:46 AM Approved	DILIGENCE CAF ID : 106474 Feb 24, 2022 11:30:08 AM Approved

Figure 10. Combined Application Form (CAF)

6.1 Sections of Combined Application Form

1) To complete the combined application form (CAF) the applicant has to fill in 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 web application interface. The top navigation bar includes the Guidance TamilNadu logo and a notification bell icon with '309' and a 'YC' profile icon. 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 Utilities, 5. Details of Manufacturing, 6. Supporting Documents, and 7. CAF Payment (highlighted). The main content area is titled 'Payment Details' and features a confirmation message: 'Information: Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF.' Below the message, there are radio buttons for 'Lump sum' (selected) and 'à la carte'. A text input field shows 'Amount to be paid (in INR)' with the value '500000' and a 'Calculate Fee' button. The amount is also displayed as 'Five Lakh'.

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. [Click here](#) to access the Single Window Fee Slab.

7. Apply for Renewal of Fire License for (MSB)

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
3	Apply for certified copy of Encumbrance Certificate	Inspector General of Registration	3 days	View	Apply
4	Apply for certified copy of property document	Inspector General of Registration	3 days	View	Apply
5	Approval and Recognition for Setting of Schools	Department of School Education	30 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 'Pre-Operation Stage Clearance' and find the clearance

'Fire License for Multi Storied Buildings (MSB)' by using Search option as shown in the figure given below.

Pre -Operation Stage Clearance

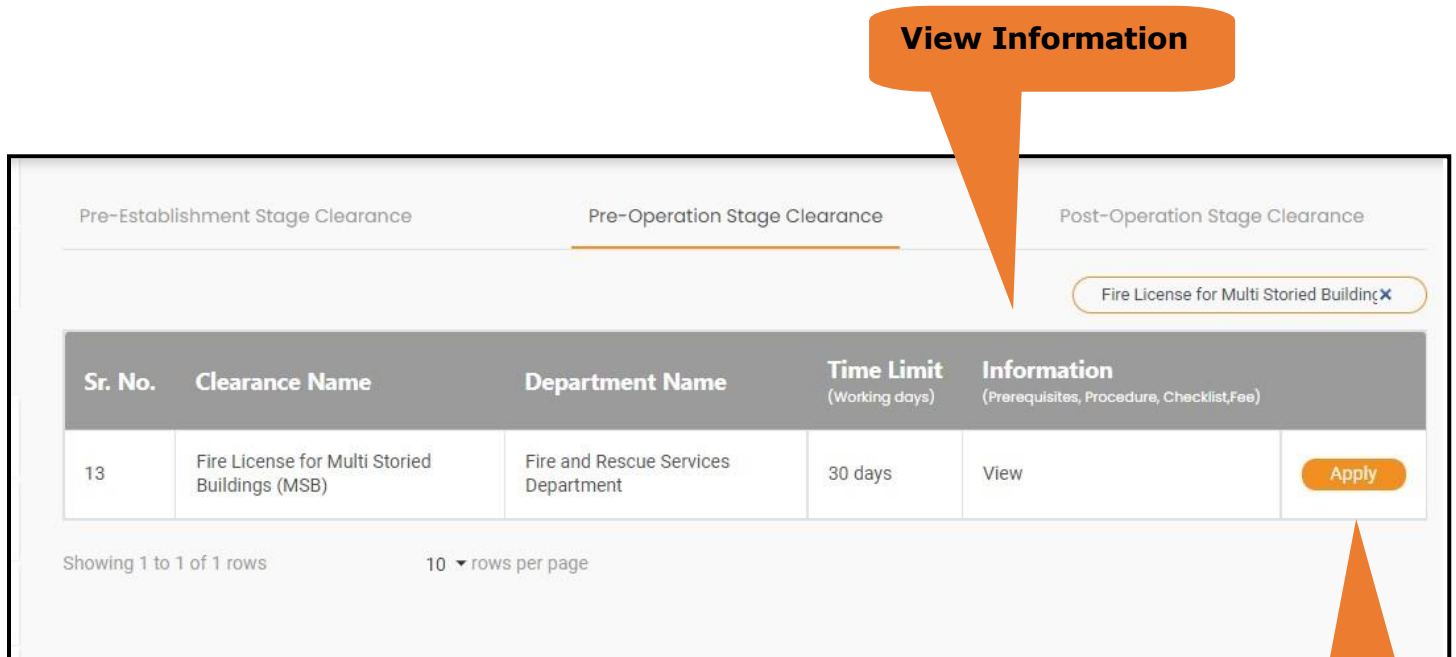
Search for Clearance

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	
13	Fire License for Multi Storied Buildings (MSB)	Fire and Rescue Services Department	30 days	View	Apply

Showing 1 to 1 of 1 rows 10 rows per page

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



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

Fire License for Multi Storied Building ✕

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)
13	Fire License for Multi Storied Buildings (MSB)	Fire and Rescue Services Department	30 days	View

Showing 1 to 1 of 1 rows 10 ▼ rows per page

View Information

Apply for clearance

Figure 15. Apply for Clearance

Apply for clearance

8. Filling the application form

1. Applicant to fill the details under the following 10 sections to complete the application

1. **Application details**
2. **Floor Details**
3. **Means of Escape**
4. **Lift Details**
5. **Food/Fire/Compartmentation Details**
6. **Fire Protection**
7. **Fire pumps Details**
8. **Water Supply**
9. **Additional Fire Details**
10. **Checklist Document**

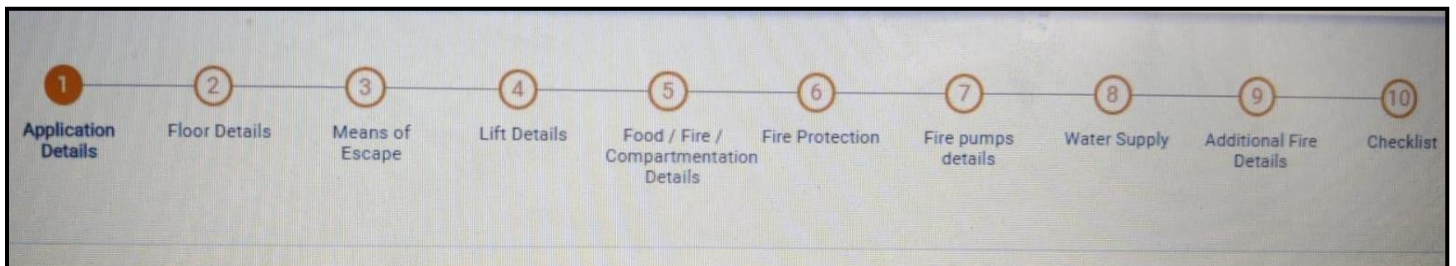














Figure 16. Ten Sections of the application form

B. Checklist Document

- 1) The following supporting documents need to be uploaded by the user 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 in zip format.
 - a) Copy of NOC received during Pre-Establishment, in case Compliance Certificate
 - b) Copy of Ownership proof or rental or lease agreement
 - c) Copy of Approved building plan submitted to Competent Authority (Local Body/ DTCP/ CMDA)
 - d) Copy of the firefighting installation plan, in case of Compliance Certificate
 - e) Copy of Compliance certificate issued by DFRS, in case of fire license.
 - f) Copy of previous of Fire License, in case of renewal
- 4) After Uploading all the supporting document click on **“Submit”** button.

Checklist Documents ⊖

Note 1: Maximum 10 MB Allowed (Only .DOC, .PDF, .XLS, .BMP, .GIF, .JPEG, .PNG, .PPTX, .DOCX, .XLSX, .ZIP, .KML are allowed)
 Note 2: In case of multiple documents, please upload in zip format

Sr. No.	Document Name	Attach Document
1	<input checked="" type="checkbox"/> Copy of NOC received during Pre Establishment, in case of Compliance Certificate	 sample (1).pdf 
2	<input checked="" type="checkbox"/> Copy of Ownership proof or rental or lease agreement	 sample (1).pdf 
3	<input checked="" type="checkbox"/> Copy of approved building plan from Competent Authority (Local Body/ DTCP/ CMDA)	 sample (1).pdf 
4	<input checked="" type="checkbox"/> Copy of the fighting installation plan, in case of compliance certificate	 sample (1).pdf 
5	<input checked="" type="checkbox"/> Copy of Compliance certificate issued by DFRS, in case of fire license	 sample (1).pdf 
6	<input checked="" type="checkbox"/> Copy of previous Fire License, in case of renewal	 sample (1).pdf 

Previous
Next
SUBMIT
Save as Draft

Click on
'Submit'

Figure 17. Checklist Document

- After Uploading all the Checklist documents '**Click on submit**' button and token id get generated.

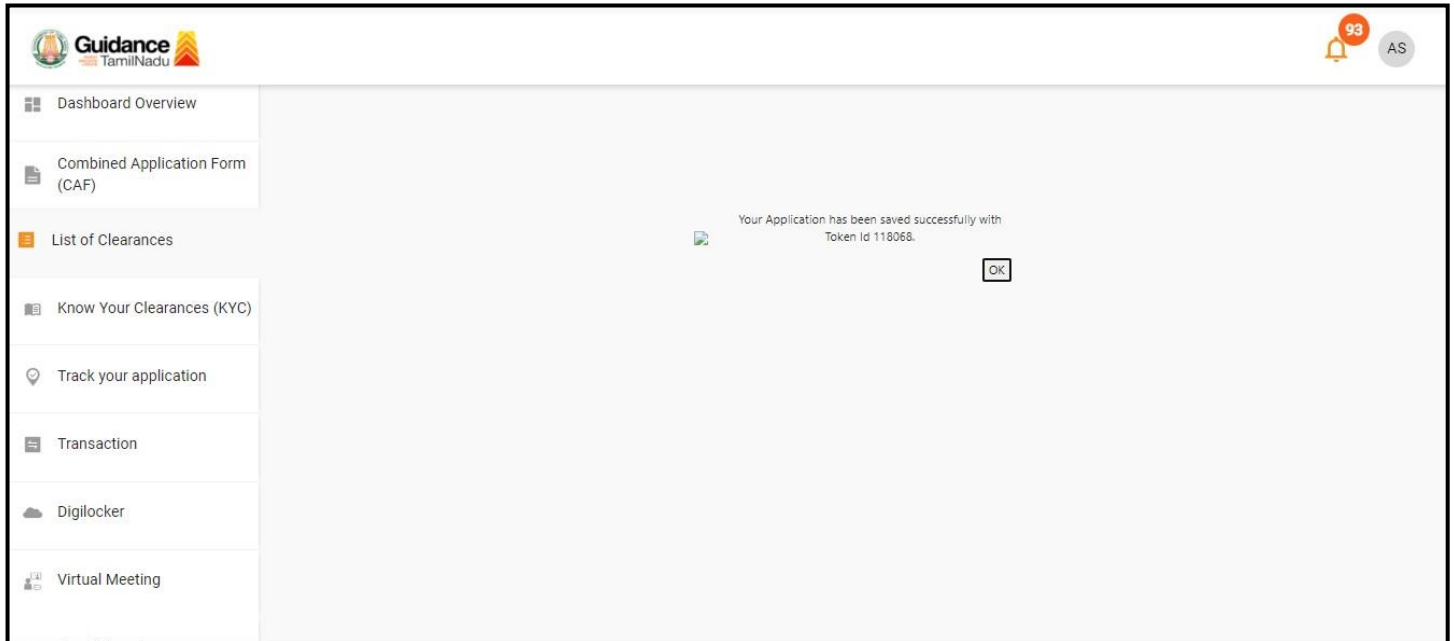
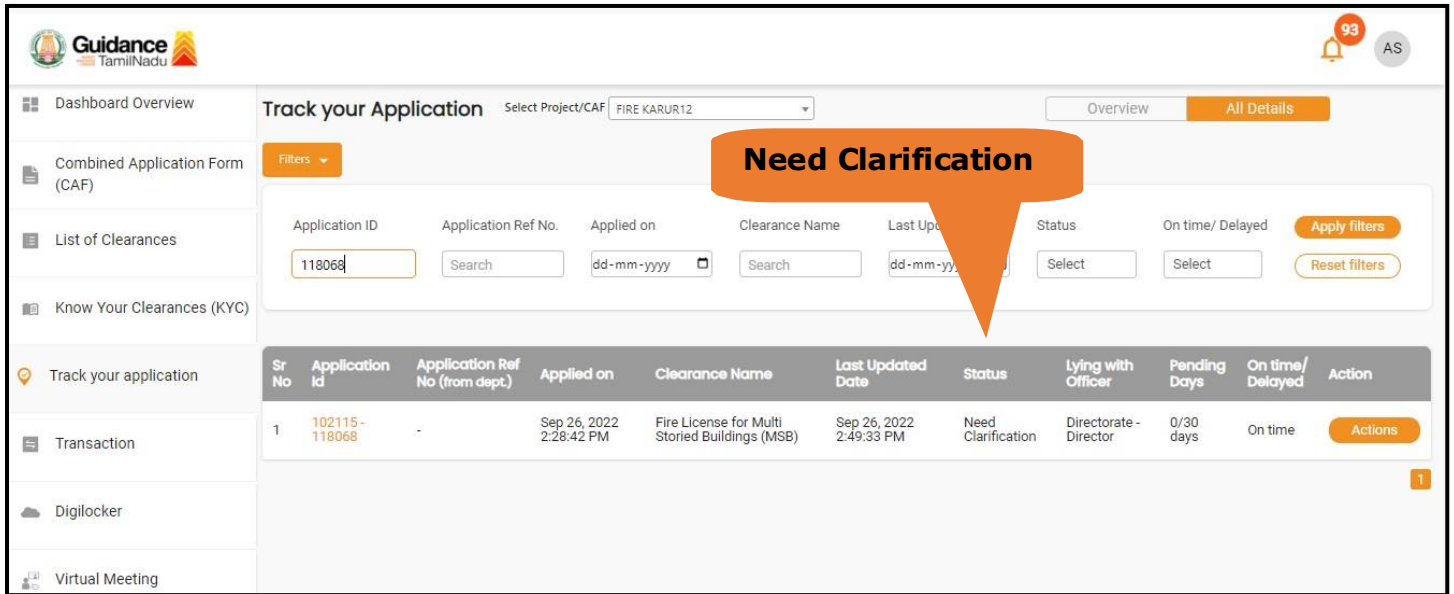


Figure 18. Token Id generated

9. Need Clarification

- 1) After submitting the application to the fire department, 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 on Registered SMS/Email
- 3) Applicant could go to 'Track your application' option and view the query under action items under the 'All Details' Tab
- 4) Applicant could view the status as 'Need Clarification' under the 'Status' column. Click on 'Action' button to respond the query as shown in the below figure



Track your Application Select Project/CAF: FIRE KARUR12

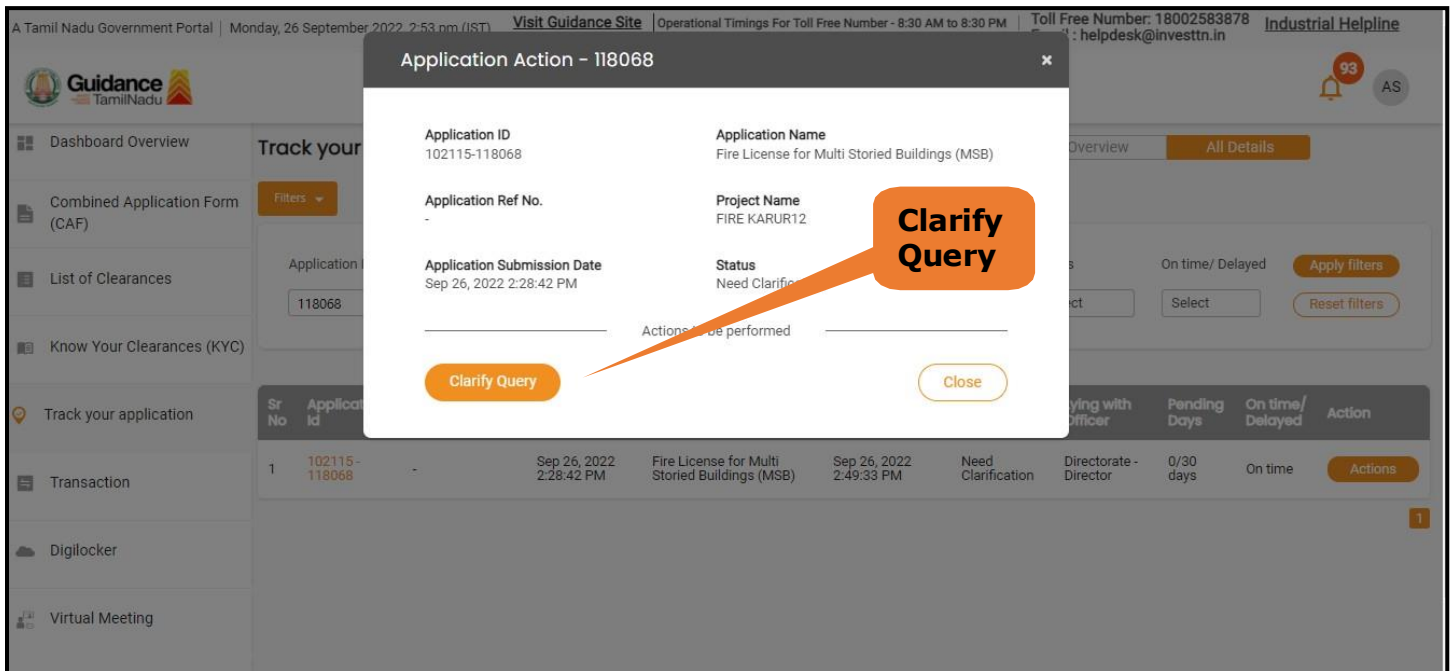
Filters

Application ID: 118068 | Application Ref No.: Search | Applied on: dd-mm-yyyy | Clearance Name: Search | Last Updated: dd-mm-yyyy | Status: Select | On time/Delayed: Select

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	102115-118068	-	Sep 26, 2022 2:28:42 PM	Fire License for Multi Storied Buildings (MSB)	Sep 26, 2022 2:49:33 PM	Need Clarification	Directorate - Director	0/30 days	On time	Actions

Need Clarification

Figure 19. Need Clarification (Contd.)



Application Action - 118068

Application ID: 102115-118068 | Application Name: Fire License for Multi Storied Buildings (MSB)

Application Ref No.: - | Project Name: FIRE KARUR12

Application Submission Date: Sep 26, 2022 2:28:42 PM | Status: Need Clarification

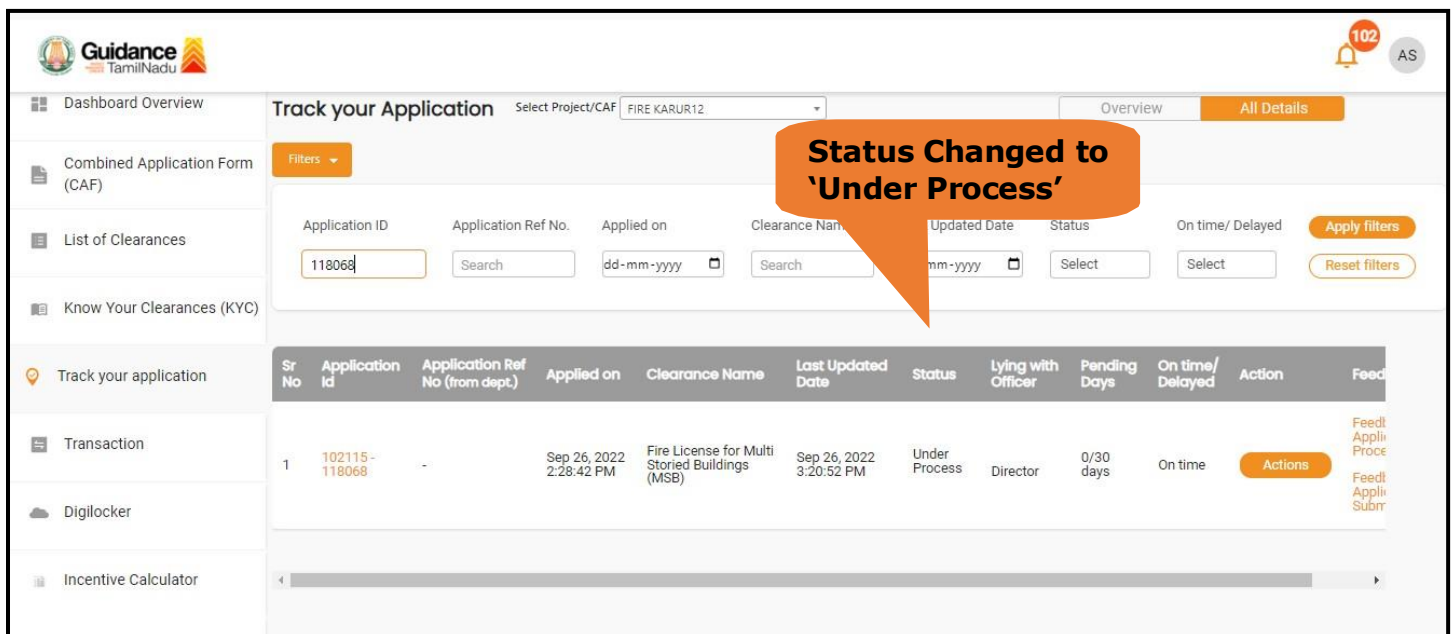
Actions performed

Clarify Query

Close

Figure 20. Need Clarification

- 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.



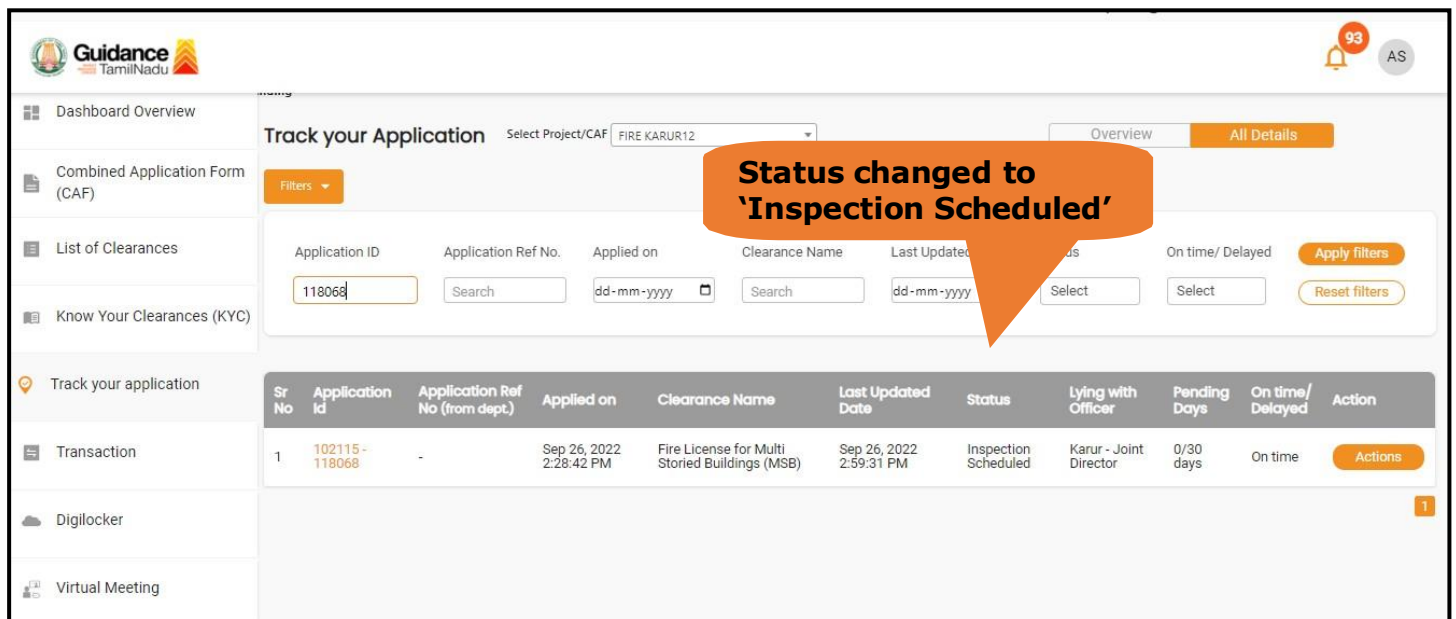
The screenshot displays the 'Track your Application' page. The status of the application is 'Under Process'. An orange callout bubble points to the 'Status' column in the table, containing the text 'Status Changed to 'Under Process''. The table below shows the application details:

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	Feed
1	102115-118068	-	Sep 26, 2022 2:28:42 PM	Fire License for Multi Storied Buildings (MSB)	Sep 26, 2022 3:20:52 PM	Under Process	Director	0/30 days	On time	Actions	Feedl Appli Proce Feedl Appli Subrr

Figure 21. Status of the Application

10. Inspection Schedule

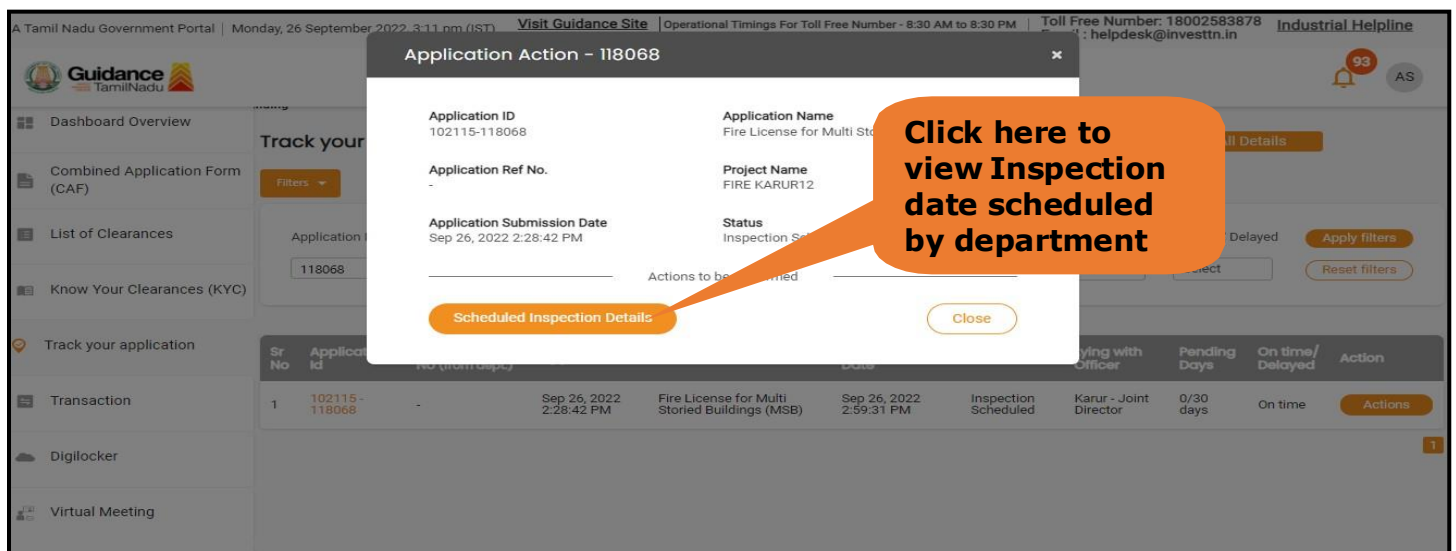
- a) The Joint Director schedules the date of appointment for inspection to be done for the specified institution.
- b) After the Inspection gets completed, the Joint Director submits the Inspection report to Deputy Director headquarters.
- c) The Applicant has the provision to view the Scheduled Inspection details.



The screenshot shows the 'Track your Application' interface. A callout bubble points to the 'Inspection Scheduled' status in the table. The table has the following data:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	102115-118068	-	Sep 26, 2022 2:28:42 PM	Fire License for Multi Storied Buildings (MSB)	Sep 26, 2022 2:59:31 PM	Inspection Scheduled	Karur - Joint Director	0/30 days	On time	Actions

Figure 22. Inspection Scheduled



The screenshot shows a modal window titled 'Application Action - 118068' with the following details:

- Application ID: 102115-118068
- Application Name: Fire License for Multi Storied Buildings (MSB)
- Application Ref No.: -
- Project Name: FIRE KARUR12
- Application Submission Date: Sep 26, 2022 2:28:42 PM
- Status: Inspection Scheduled

A callout bubble points to the 'Scheduled Inspection Details' button in the modal.

Figure 23. Scheduled Inspection Details

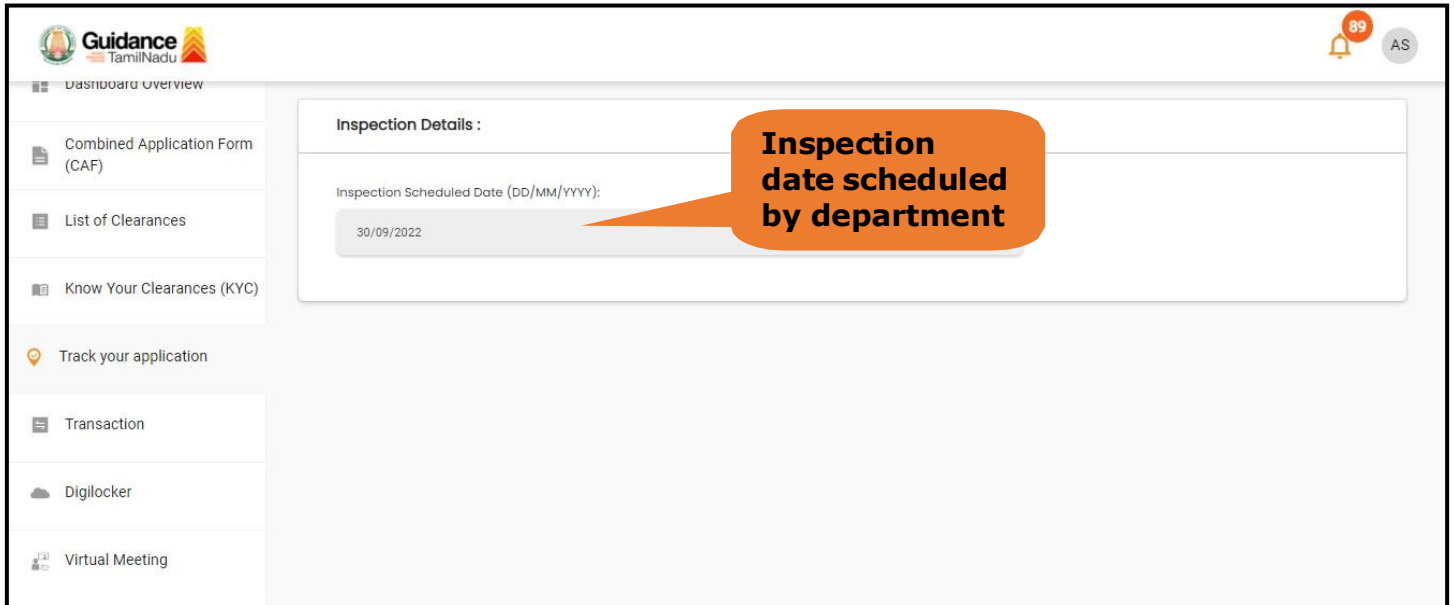


Figure 24. Scheduled Inspection Details (Contd.)

d) After the Inspection schedule is done, the Joint Director uploads the inspection report and submits to the department. The status would reflect as **“Inspection Report uploaded”**.

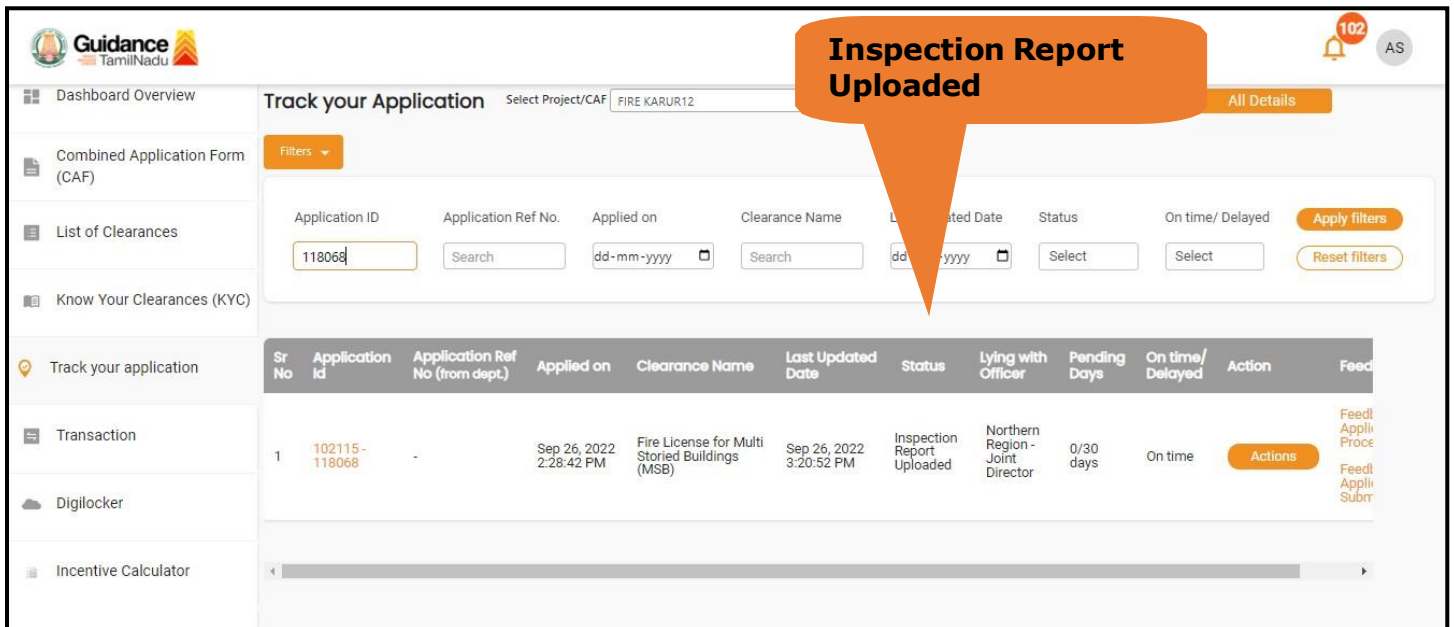


Figure 25. Inspection Report Uploaded

11. Track Your Application

- 1) After submitting the application, unique 'token ID' is 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**

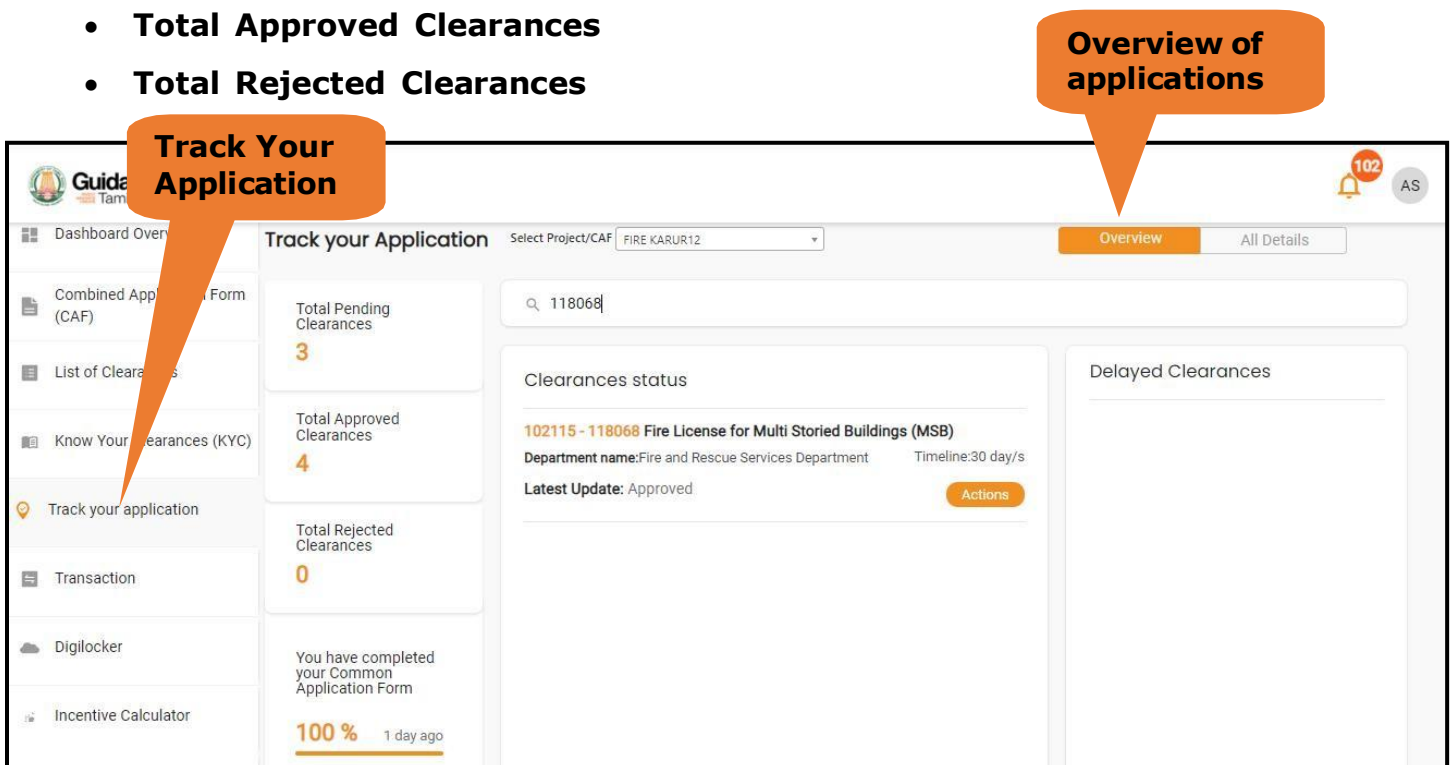


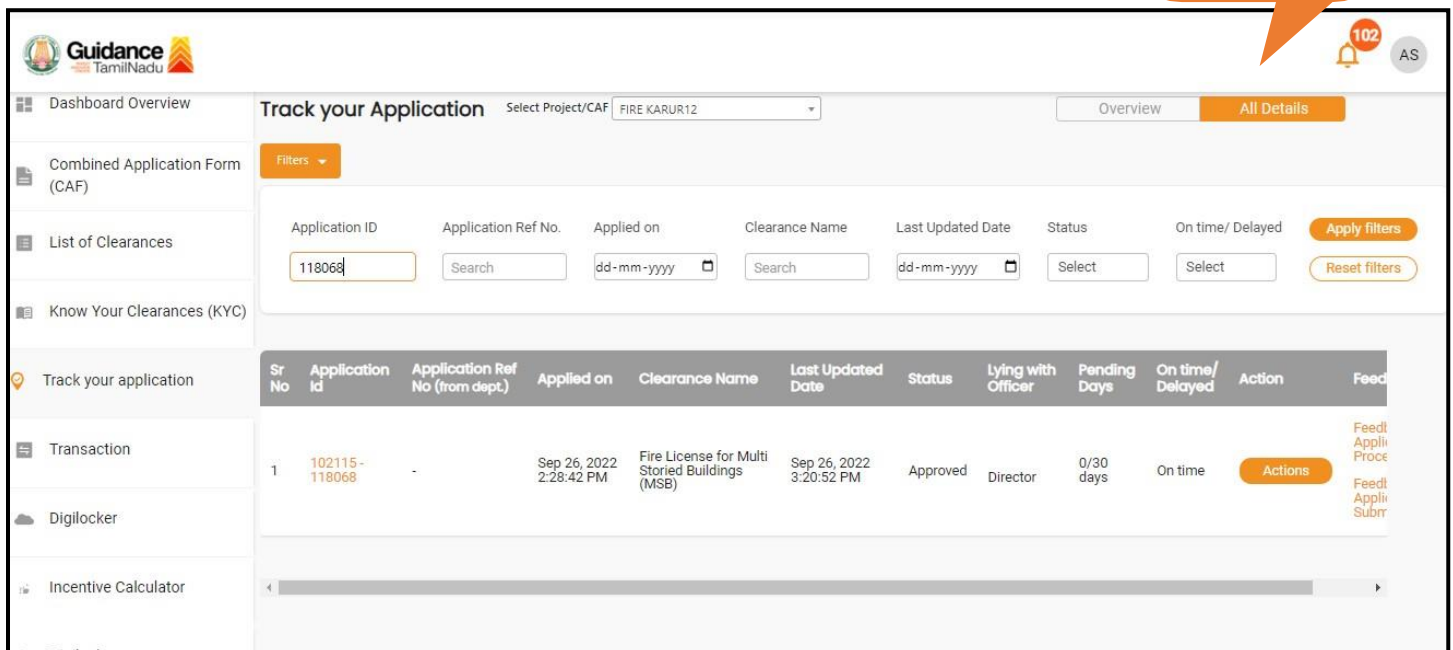
Figure 26. Track your application

- **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

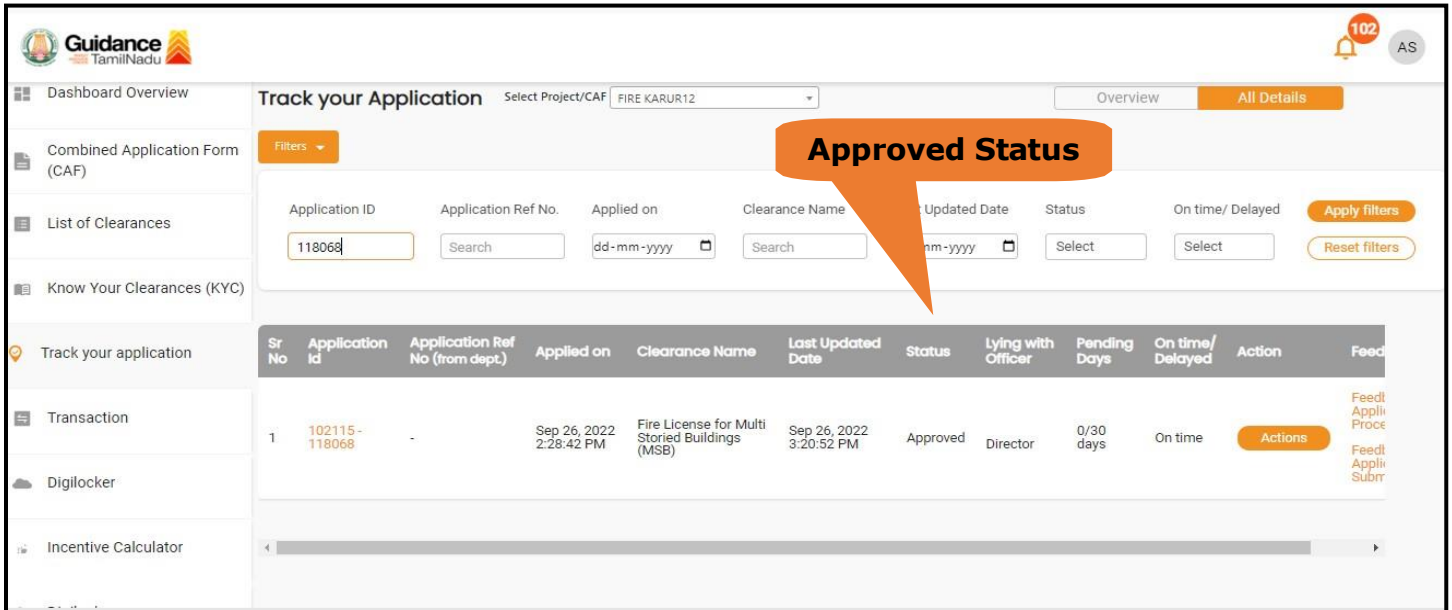


Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feed
1	102115-118068	-	Sep 26, 2022 2:28:42 PM	Fire License for Multi Storied Buildings (MSB)	Sep 26, 2022 3:20:52 PM	Approved	Director	0/30 days	On time	Actions	Feed Appli Proce Feed Appliv Subr

Figure 27. ‘All details’ tab

12. Application Processing

- a) The Department scrutinizes and reviews the application and updates the status as **“Approved” or “Rejected.”**

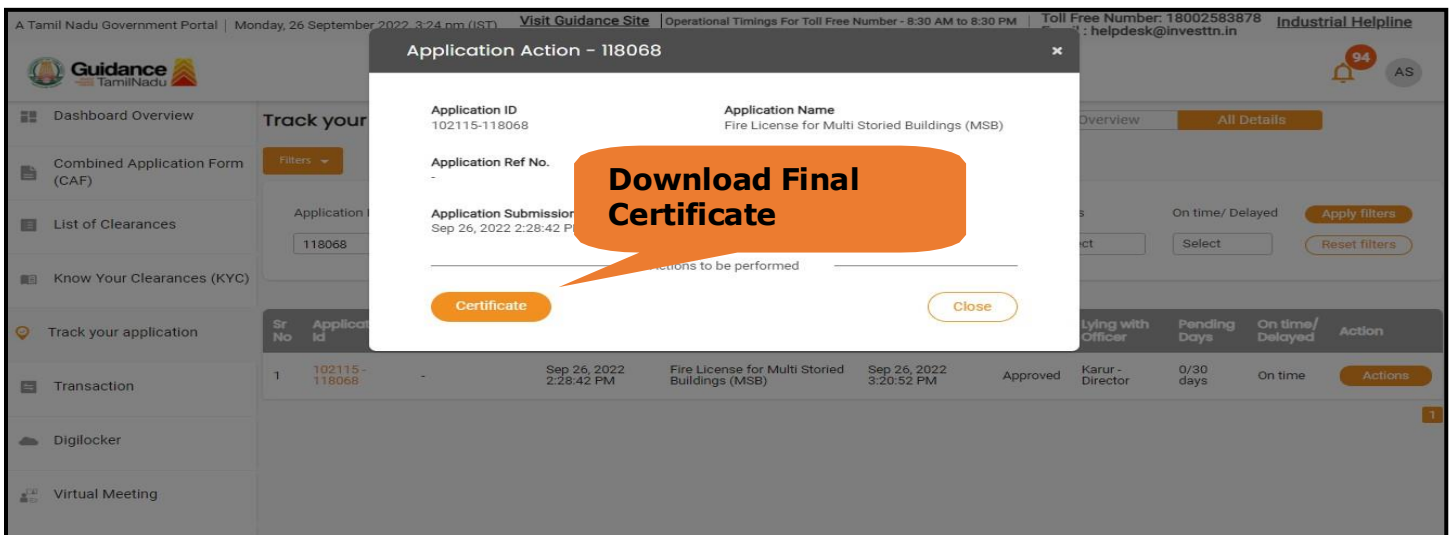


The screenshot shows the 'Track your Application' page. The application ID is 118068. The status is 'Approved'. An orange callout bubble points to the 'Approved' status in the table.

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	Feed
1	102115-118068	-	Sep 26, 2022 2:28:42 PM	Fire License for Multi Storied Buildings (MSB)	Sep 26, 2022 3:20:52 PM	Approved	Director	0/30 days	On time	Actions	Feedl Appli Proce Feedl Appli Subm

Figure 28. Application Processed

- b) 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 29)

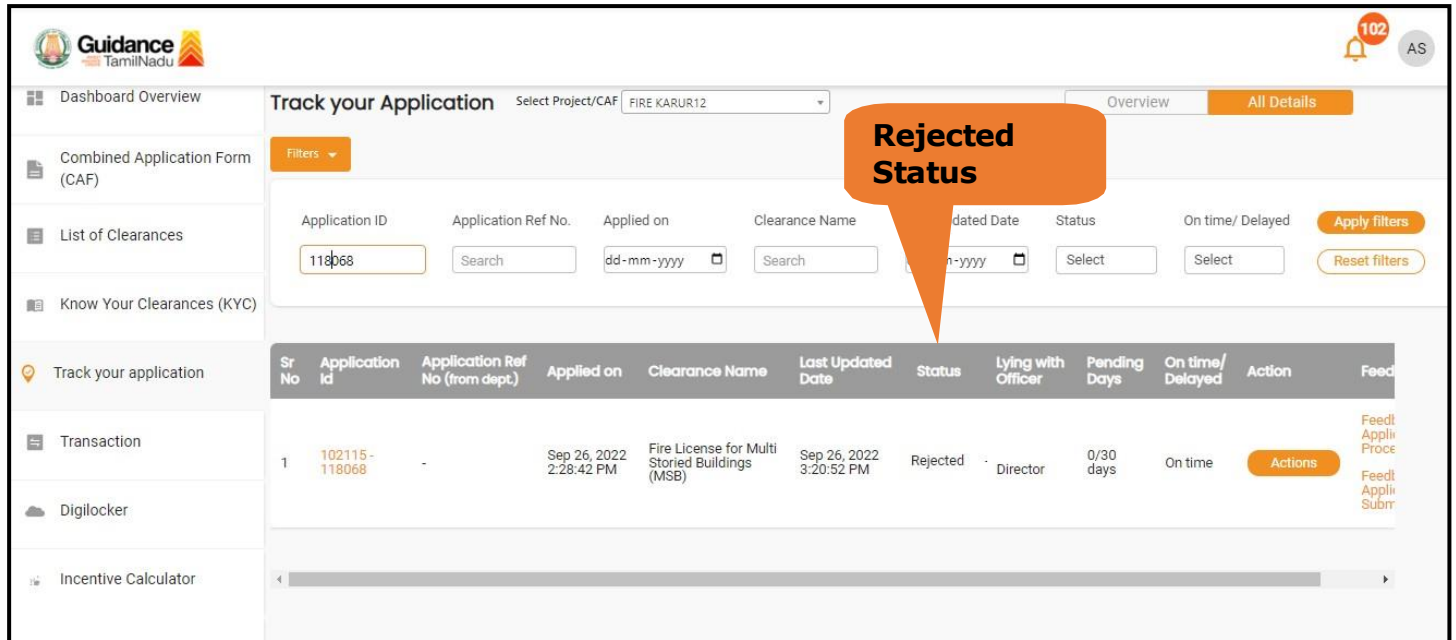


The screenshot shows the 'Application Action - 118068' dialog box. The application ID is 102115-118068. The application name is 'Fire License for Multi Storied Buildings (MSB)'. The application submission date is Sep 26, 2022 2:28:42 PM. The status is 'Approved'. An orange callout bubble points to the 'Download Final Certificate' button.

Application ID	Application Name
102115-118068	Fire License for Multi Storied Buildings (MSB)

Figure 29. Download the Approved Certificate

c) If the application is '**Rejected**' by the Department, 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 30)



The screenshot shows the 'Track your Application' page. At the top, there's a search bar for 'Project/CAF' with 'FIRE KARUR12' selected. Below it are filter fields for Application ID (118068), Application Ref No., Applied on (dd-mm-yyyy), Clearance Name, and Updated Date. 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	Feed
1	102115-118068	-	Sep 26, 2022 2:28:42 PM	Fire License for Multi Storied Buildings (MSB)	Sep 26, 2022 3:20:52 PM	Rejected	Director	0/30 days	On time	Actions	Feed! Appli Proce Feed! Appli Subm

An orange callout bubble with the text 'Rejected Status' points to the 'Rejected' status in the table.

Figure 30. Rejected Status



