



# **TAMILNADU SINGLE WINDOW PORTAL**

## **APPLICANT MANUAL**

### **Permission for Road Cutting**

### **Greater Chennai Corporation**



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## 1. Home Page

- 1) The journey of the new applicant starts with Tamil Nadu Single Window Portal (TNSWP) homepage that can be accessed through <https://tnswp.com> website wherein it gives various information's, useful links, and functionalities about TNSWP.
- 2) **Applicant can reach the helpdesk Toll free number-1800-258-3878 and Helpdesk Email.**

TNSWP website  
([www.tnswp.com](http://www.tnswp.com))

Toll free number  
and Mail Id



The screenshot shows the homepage of the Tamil Nadu Single Window Portal (TNSWP). The browser address bar displays [tnswp.com/DIGIGOV/swp-tnswp.jsp](https://tnswp.com/DIGIGOV/swp-tnswp.jsp). The page header includes the Tamil Nadu Government Portal logo, the date and time (Wednesday, 30 November 2022, 10:11 pm (IST)), operational timings for the 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. There are also buttons for Register and Login. The central banner features the Tamil Nadu state emblem and the text "TAMIL NADU Leading the Nation". Below the banner, there are ten achievement highlights, each with a trophy icon and a ranking (#1 or #2):

#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)

At the bottom of the page, there is a text block describing the portal as 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 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. A button for "TN Single Window Fee Slab for Large Industries" is also visible. A small cartoon character icon is located in the bottom right corner.

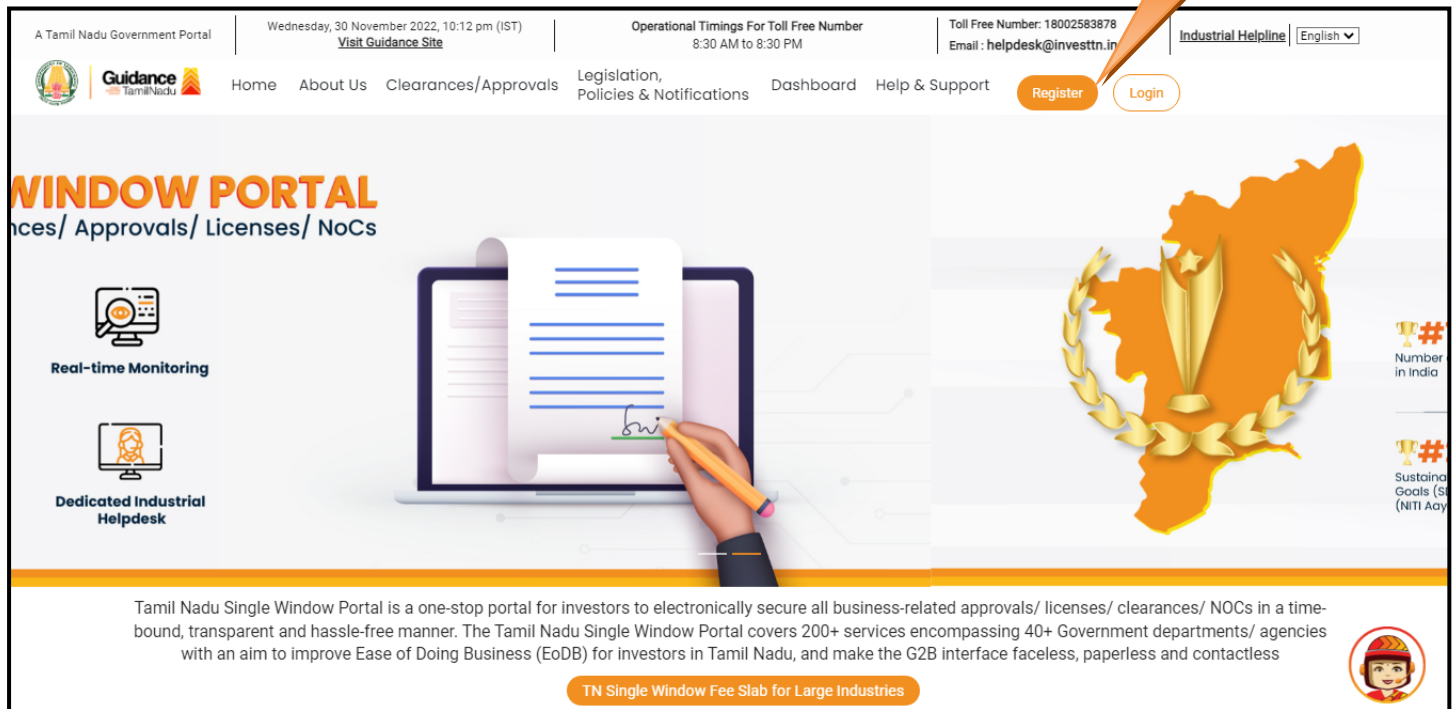
**Figure 1. Single Window Portal Home Page**

## 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**



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: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline | English

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

**TAMIL NADU SINGLE WINDOW PORTAL**  
Licenses/ Approvals/ Licenses/ NoCs

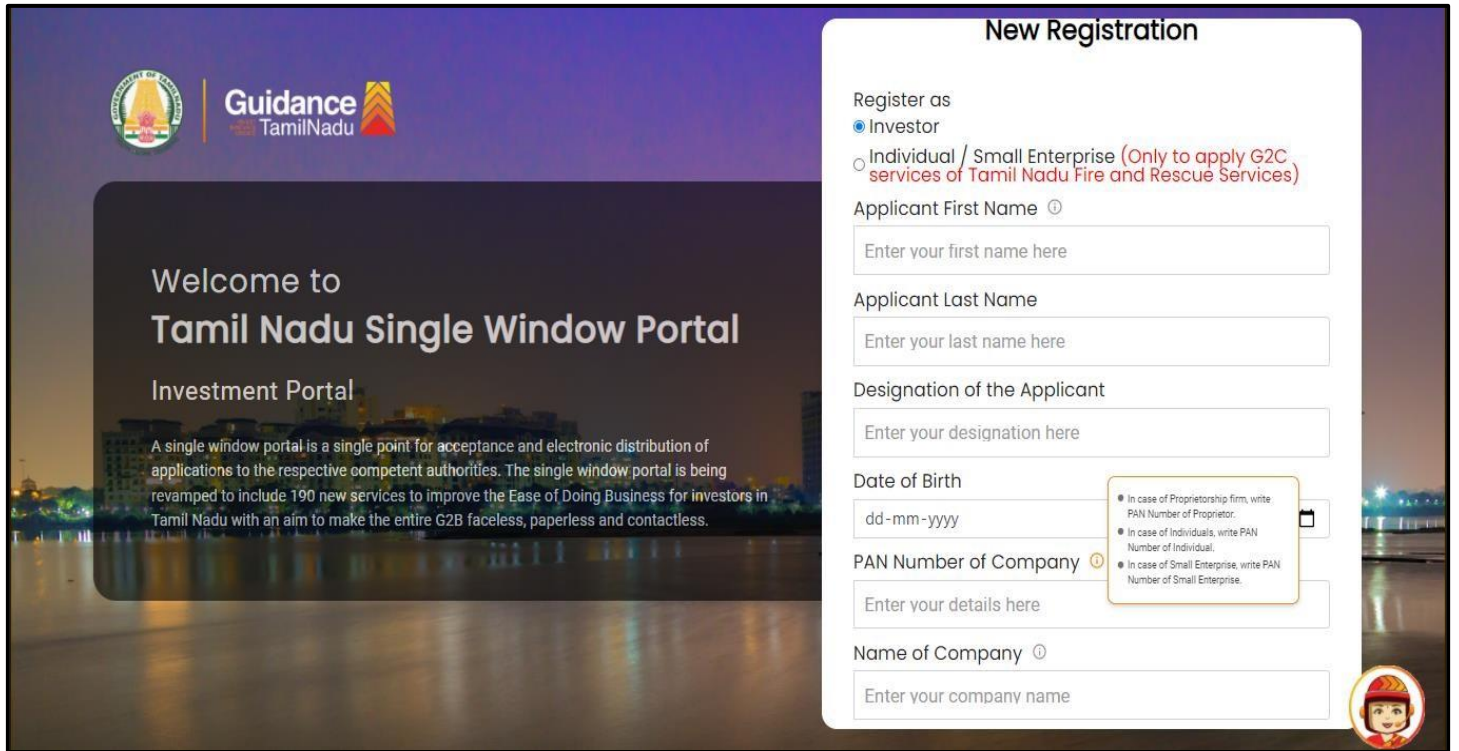
Real-time Monitoring  
Dedicated Industrial Helpdesk


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.





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TamilNadu

## Welcome to Tamil Nadu Single Window Portal

### Investment Portal

A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the entire G2B faceless, paperless and contactless.

### New Registration

Register as

Investor

Individual / Small Enterprise (Only to apply G2C services of Tamil Nadu Fire and Rescue Services)

Applicant First Name ?

Applicant Last Name

Designation of the Applicant

Date of Birth

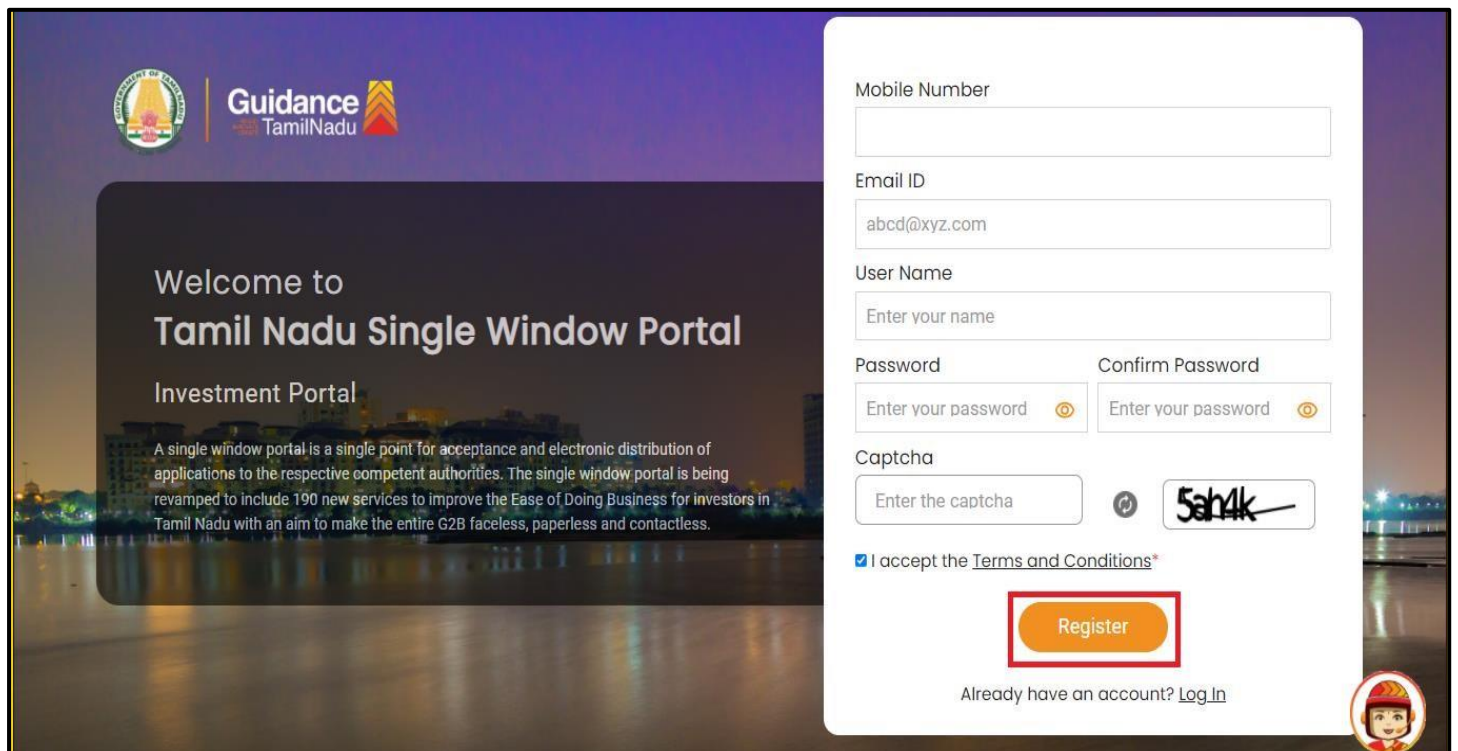
 📅


PAN Number of Company ?

- In case of Proprietorship firm, write PAN Number of Proprietor.
- In case of Individuals, write PAN Number of Individual.
- In case of Small Enterprise, write PAN Number of Small Enterprise.

Name of Company ?

**Figure 3. Registration Form**





**Guidance**  
TamilNadu

## 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**

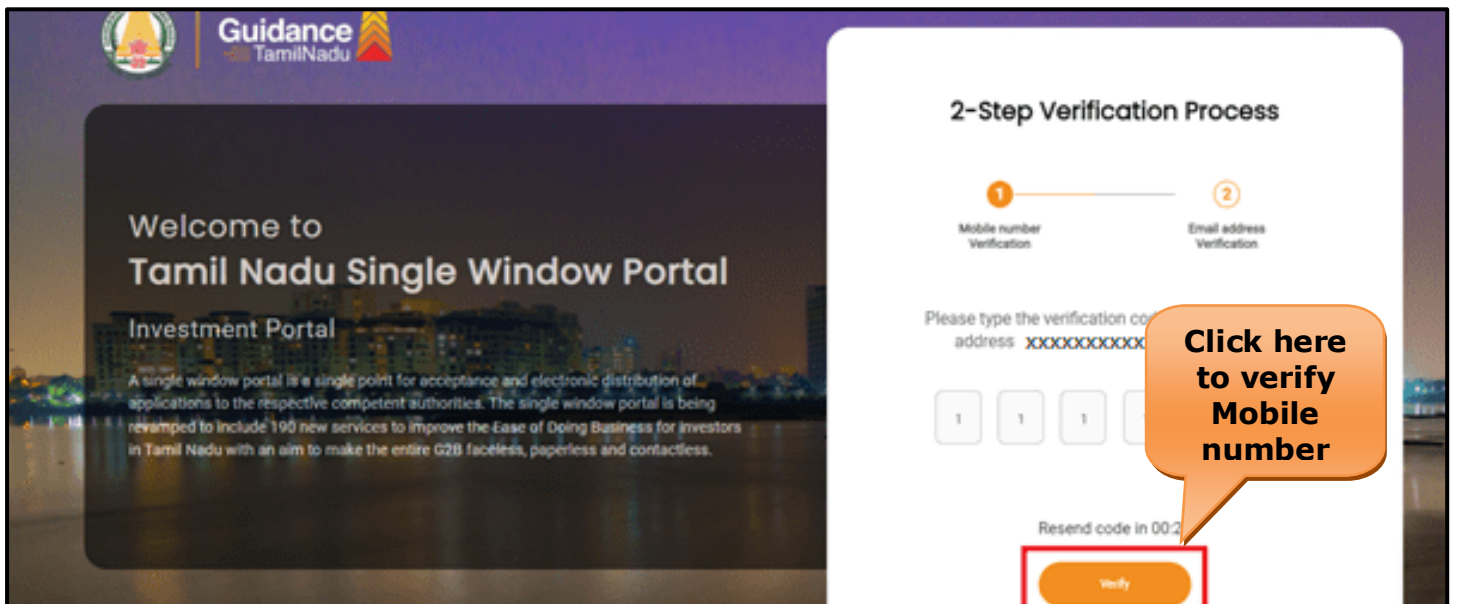
- 6) The Email ID would be the Username to login the TNSWP.
- 7) Future communications would be sent to the registered mobile number and Email ID of the applicant.
- 8) Create a strong password and enter the Captcha code as shown.
- 9) The applicant must read and accept the terms and conditions and click 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**

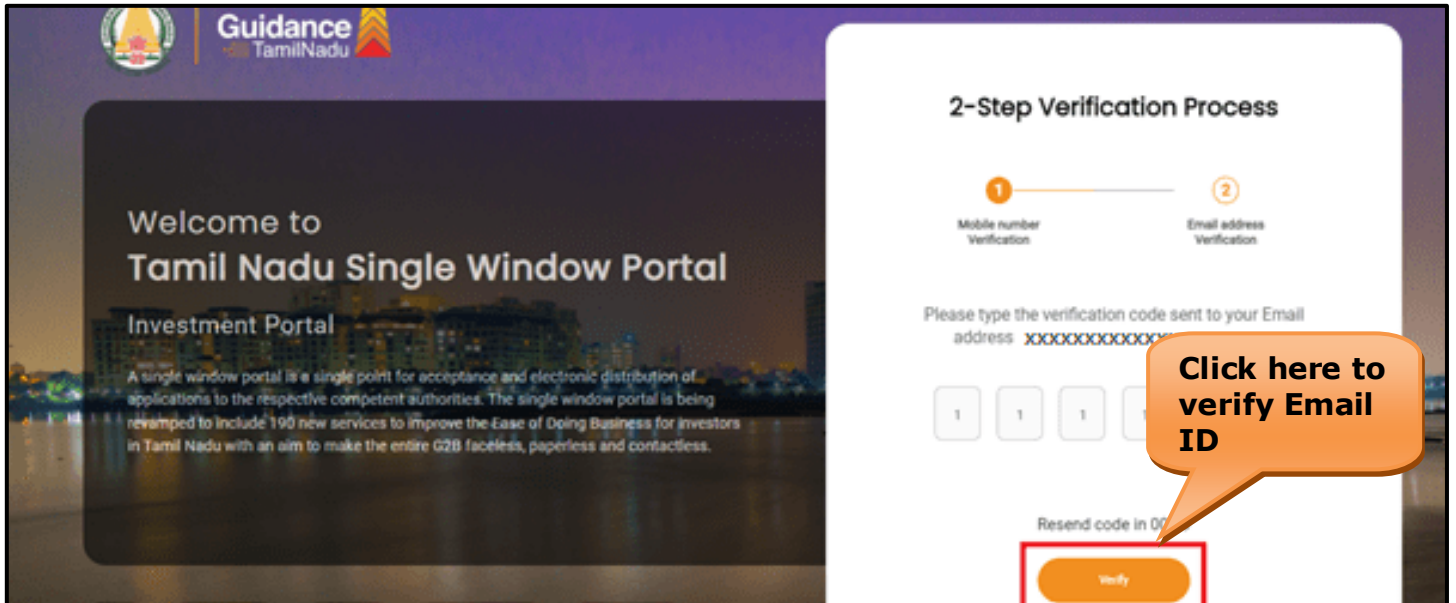
- 1) For verifying the mobile number, the verification code will be sent to the given mobile number.
- 2) Enter the verification code and click on the '**Verify**' button.



**Figure 5. Mobile Number Verification**

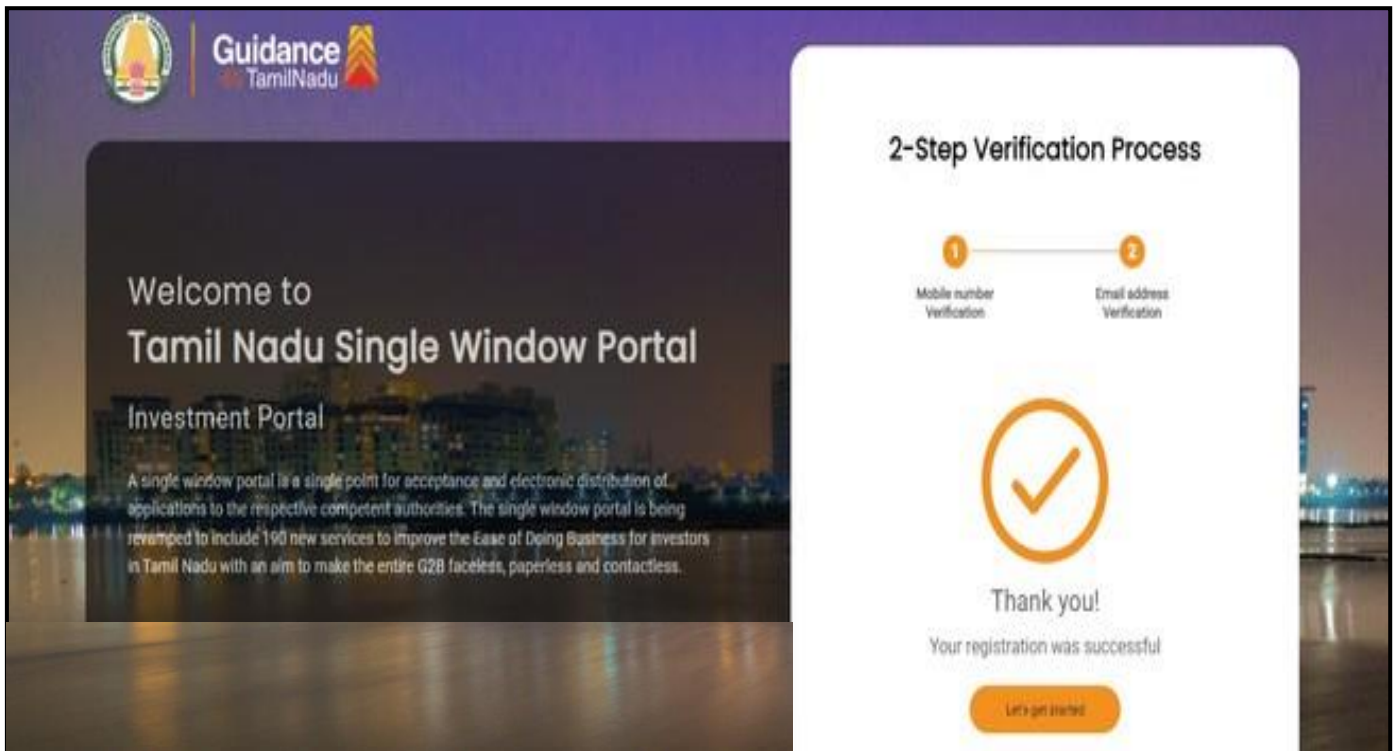
- o **Email ID Verification**

- 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 includes 'Home', 'About Us', 'Clearances/Approvals', 'Legislation, Policies & Notifications', 'Dashboard', and 'Help & Support'. There are 'Register' and 'Login' buttons. The main content area features a large orange map of Tamil Nadu with a star and the text 'TAMIL NADU Leading the Nation'. Below this, there are several award statistics:

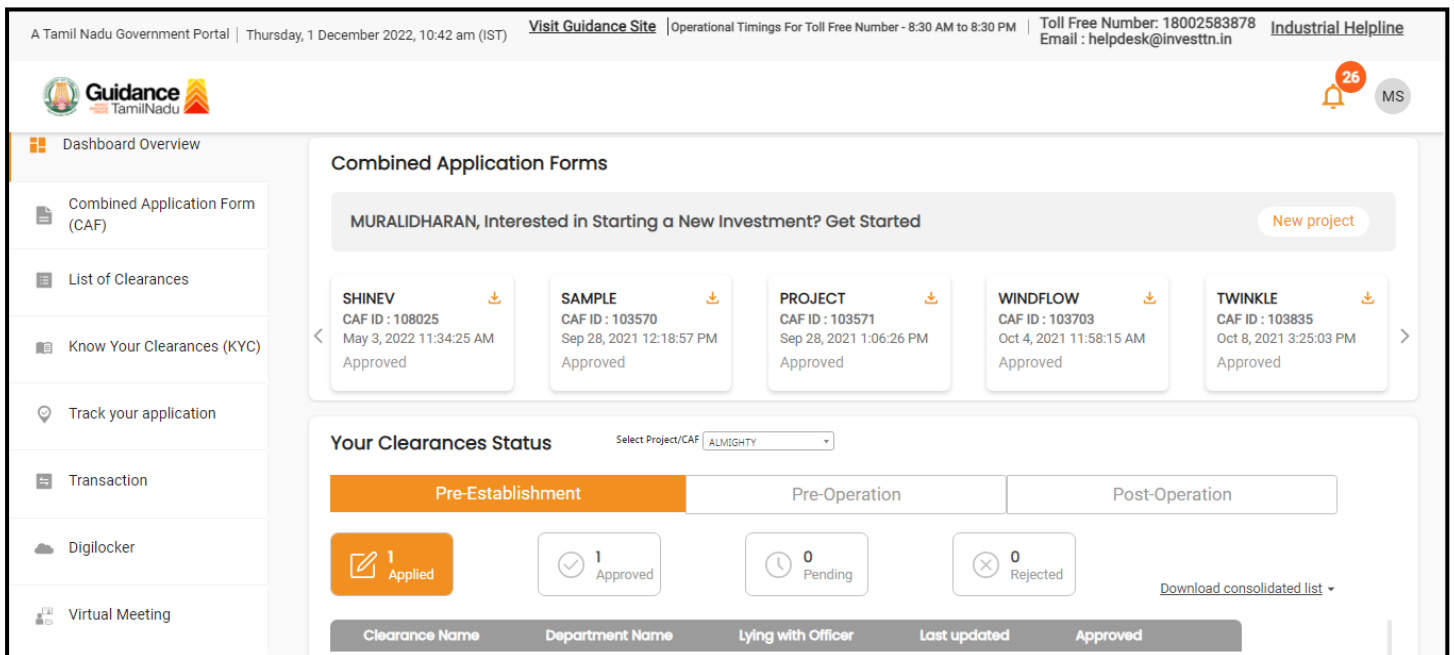
<b>#1</b> Number of Factories in India	<b>#1</b> Number of Operational SEZs in India	<b>#1</b> Governance & Political Stability (N-SIPI 2019)	<b>#1</b> International and Domestic Tourist Arrivals	<b>#1</b> Best Performing State (India Today State of the State Award 2018, 2019 & 2020)
<b>#2</b> Sustainable Development Goals (SDG) Index 2020-21 (NITI Aayog)	<b>#2</b> Second Largest Economy in India	<b>#2</b> Best Governed State (Public Affairs Index 2020)	<b>#2</b> Job Creation Under IBPS Scheme	<b>#2</b> Growth, Innovation and Leadership Index 2019 (Frost & Sullivan)

At the bottom, there is a text block: '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'. Below this is a button 'TN Single Window Fee Slab for Large Industries' and a small cartoon character icon.

**Figure 8. Login**

## 5. Dashboard Overview

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



A Tamil Nadu Government Portal | Thursday, 1 December 2022, 10:42 am (IST) | [Visit Guidance Site](#) | Operational Timings For Toll Free Number - 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | [Industrial Helpline](#)

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Dashboard Overview

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

### Combined Application Forms

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

Project Name	CAF ID	Application Date	Status
SHINEV	108025	May 3, 2022 11:34:25 AM	Approved
SAMPLE	103570	Sep 28, 2021 12:18:57 PM	Approved
PROJECT	103571	Sep 28, 2021 1:06:26 PM	Approved
WINDFLOW	103703	Oct 4, 2021 11:58:15 AM	Approved
TWINKLE	103835	Oct 8, 2021 3:25:03 PM	Approved

### Your Clearances Status

Select Project/CAF:

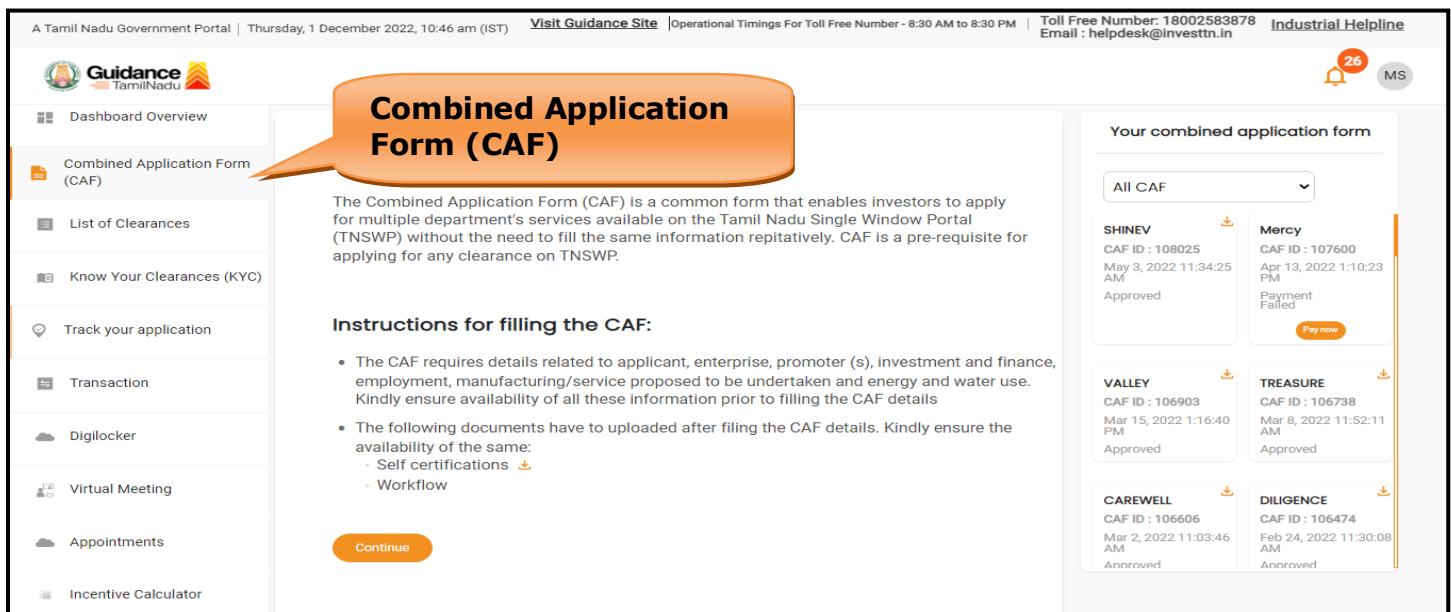
Pre-Establishment	Pre-Operation	Post-Operation
1 Applied	1 Approved	0 Pending
0 Rejected	<a href="#">Download consolidated list</a>	

Clearance Name	Department Name	Lying with Officer	Last updated	Approved

**Figure 9. Dashboard Overview**

## 6. Combined Application Form (CAF)

- 1) Prior to applying for various clearances on TNSWP, the applicant must create a project by filling in the combined application form (CAF).
- 2) Click on Combined Application Form (CAF) from the menu bar on the left.
- 3) The details which are commonly required for applying various clearances are stored in Central Repository through CAF. So, whenever the applicant applies for various clearances for a specific project, the details stored in CAF gets auto populated in the application form which minimizes the time spent on entering the same details while filling multiple applications.
- 4) The Overview of the Combined Application Form (CAF) and the instructions to fill in the Combined Application Form (CAF) are mentioned in the below Figure.
- 5) Click on '**Continue**' button to fill in the Combined Application Form.

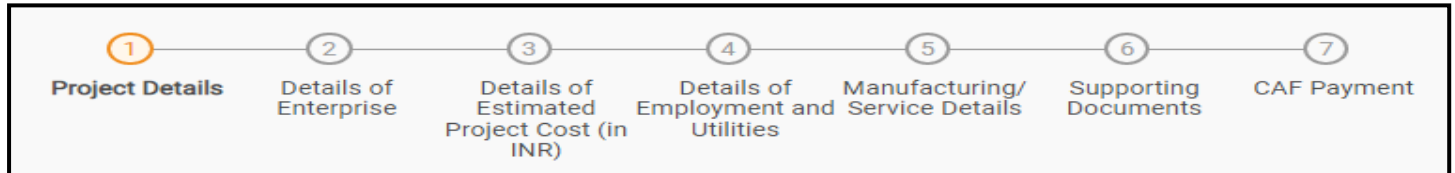


The screenshot shows the Tamil Nadu Government Portal interface for the Combined Application Form (CAF). The page header includes the date and time (Thursday, 1 December 2022, 10:46 am (IST)), a link to the Guidance Site, operational timings (8:30 AM to 8:30 PM), a toll-free number (18002583878), an email address (helpdesk@investtn.in), and an industrial helpline. The navigation menu on the left includes options like Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, Diglocker, Virtual Meeting, Appointments, and Incentive Calculator. The main content area features a section titled "Combined Application Form (CAF)" with a description: "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." Below this is a section for "Instructions for filling the CAF:" with two bullet points: "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" and "The following documents have to uploaded after filing the CAF details. Kindly ensure the availability of the same: - Self certifications - Workflow". A "Continue" button is located at the bottom of this section. On the right, there is a panel titled "Your combined application form" with a dropdown menu set to "All CAF". Below this, there are four application cards: 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), VALLEY (CAF ID: 106903, Mar 15, 2022 1:16:40 PM, Approved), and TREASURE (CAF ID: 106738, Mar 8, 2022 11:52:11 AM, Approved). Below these are two more cards: CAREWELL (CAF ID: 106606, Mar 2, 2022 11:03:46 AM, Approved) and DILIGENCE (CAF ID: 106474, Feb 24, 2022 11:30:08 AM, Approved). A "Pay now" button is visible next to the Mercy card.

**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:**

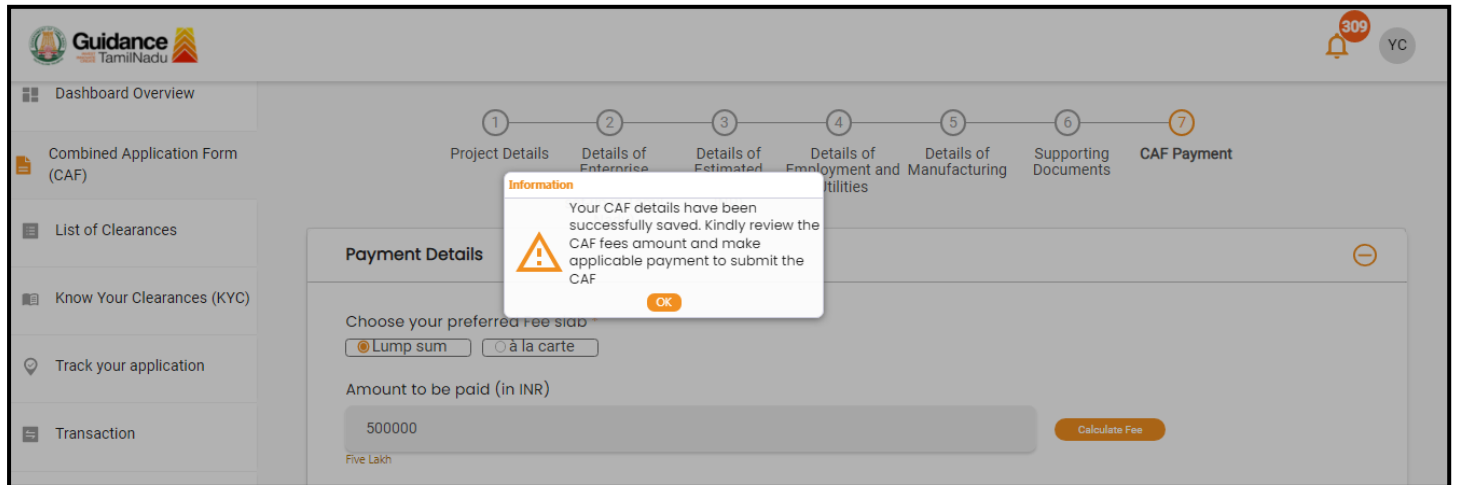
- Download the template.
- Prepare the self-certification documents as per the instructions given in the template and upload.

- **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).



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

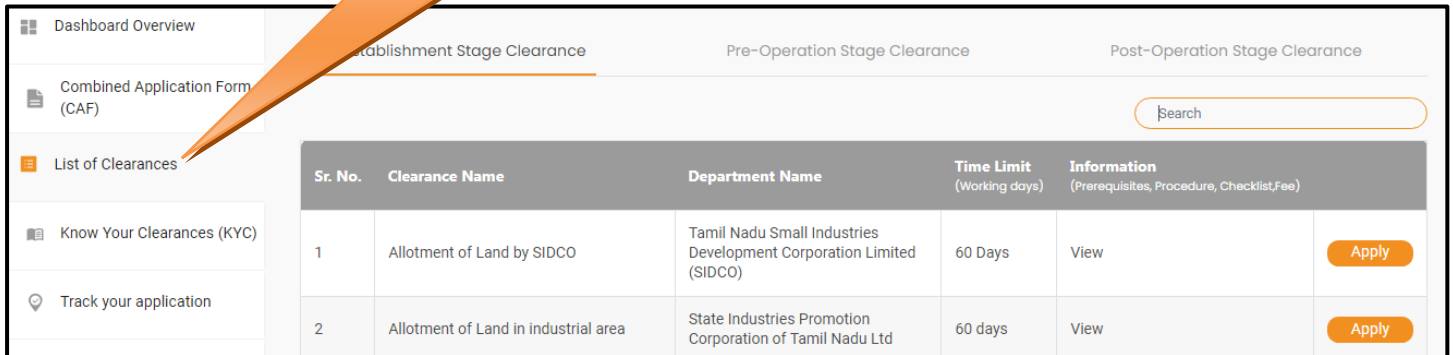
**Note:**

*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 Permission for Road Cutting

### 1. Click on "List of Clearances"

List of Clearances



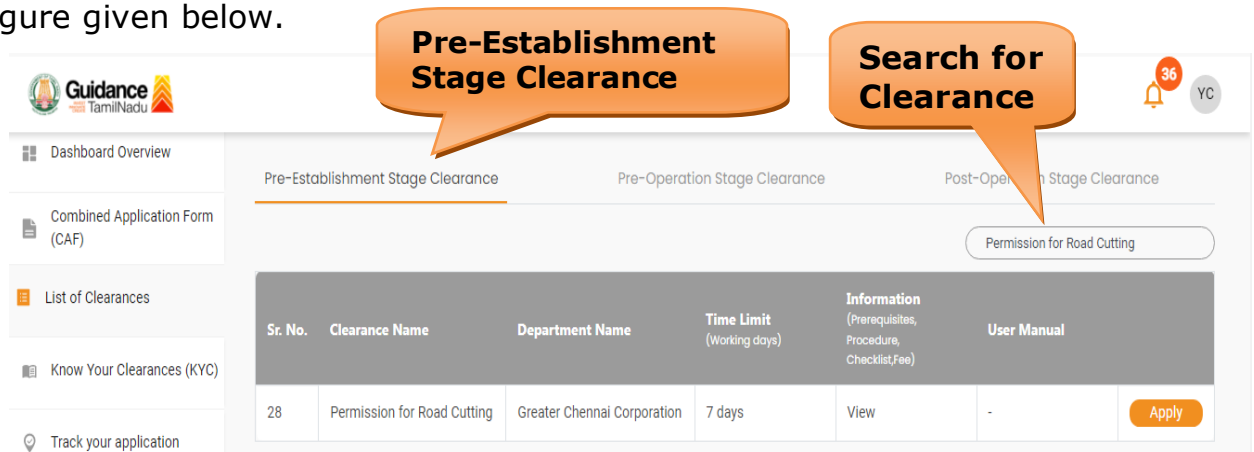
Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	Apply
1	Allotment of Land by SIDCO	Tamil Nadu Small Industries Development Corporation Limited (SIDCO)	60 Days	View	Apply
2	Allotment of Land in industrial area	State Industries Promotion 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 Clearances**
- **Pre-Operation Stage Clearance**
- **Post-Operation Stage Clearance**

### 3. Select 'Pre-Establishment Stage Clearance' and find the clearance 'Permission for Road Cutting' by using Search option as shown in the figure given below.



Pre-Establishment Stage Clearance

Search for Clearance

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	Apply
28	Permission for Road Cutting	Greater Chennai Corporation	7 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.

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
28	Permission for Road Cutting	Greater Chennai Corporation	7 days	View	Apply

**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**  
Greater Chennai Corporation

**Name of the Clearance**  
Permission for Road Cutting

Select Project/CAF \*

test1

Select CAF

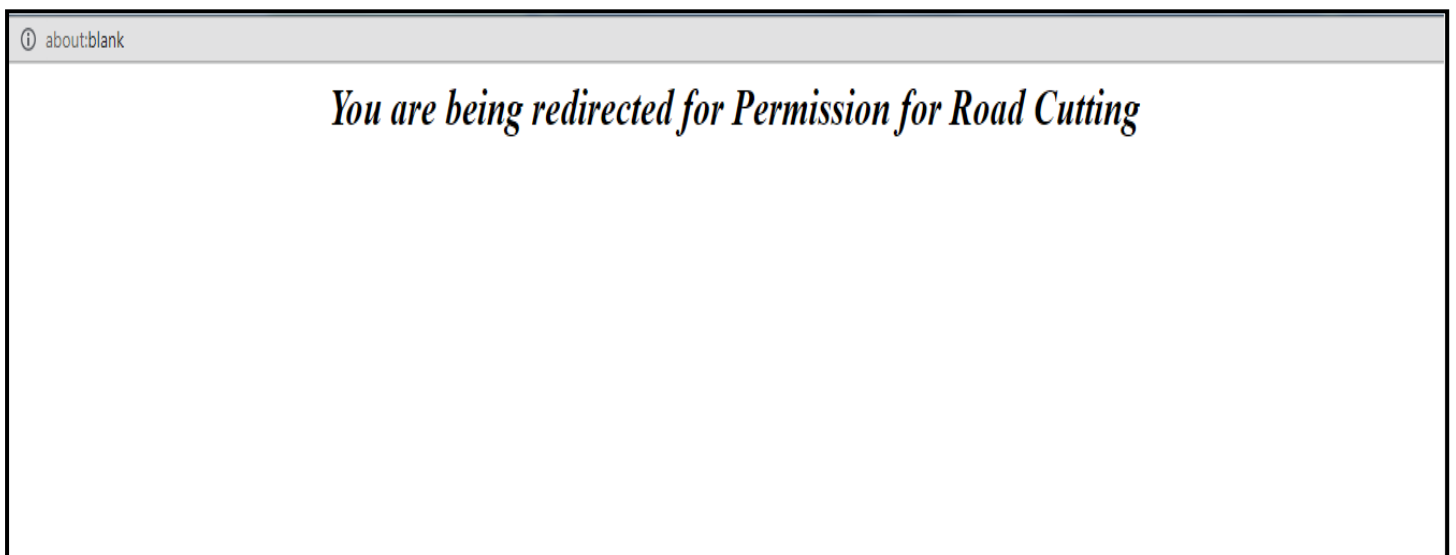
Close

Click on Apply

Apply

**Figure 16. Project/CAF**

2) Click on the Apply button and the Page would get redirected to Permission for Road Cutting Portal.



**Figure 17. Redirecting to Permission for Road Cutting Portal**



3) Enter all the mandatory details in the application for Permission for Road Cutting.

https://erp.chennaicorporation.gov.in/egworks/citizen/bpaRoadCutNewform.action

**Deposit Works Management**

Welcome Guest Today is: 31/01/2024

**Road Cut Application For Building Plan Approval**

\*Building Plan Number:   Application Date: 31/01/2024

\*Service Connection:

Electricity

Sewage

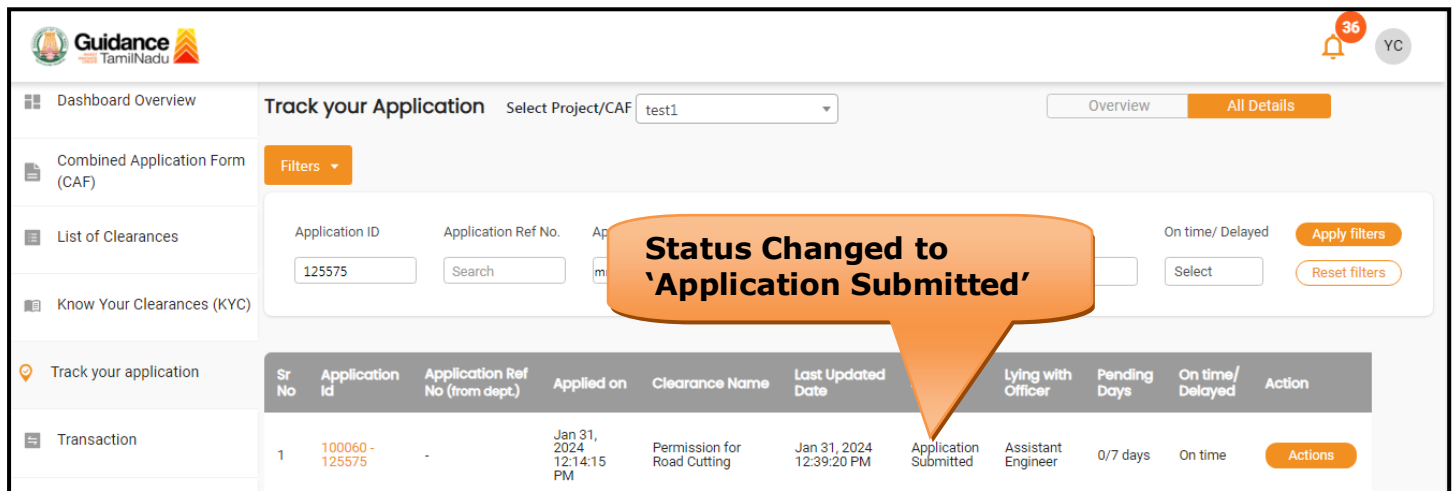
Water

Water and Sewage

**Figure 18. Permission for Road Cutting**

## 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**



The screenshot displays the 'Track your Application' page. A callout box highlights the status 'Application Submitted' in the table. The table lists application details for a 'Permission for Road Cutting'.

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100060 - 125575	-	Jan 31, 2024 12:14:15 PM	Permission for Road Cutting	Jan 31, 2024 12:39:20 PM	Application Submitted	Assistant Engineer	0/7 days	On time

**Figure 19. Status of the Application**

## 8. Track Your Application

1) After submitting the application, 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.

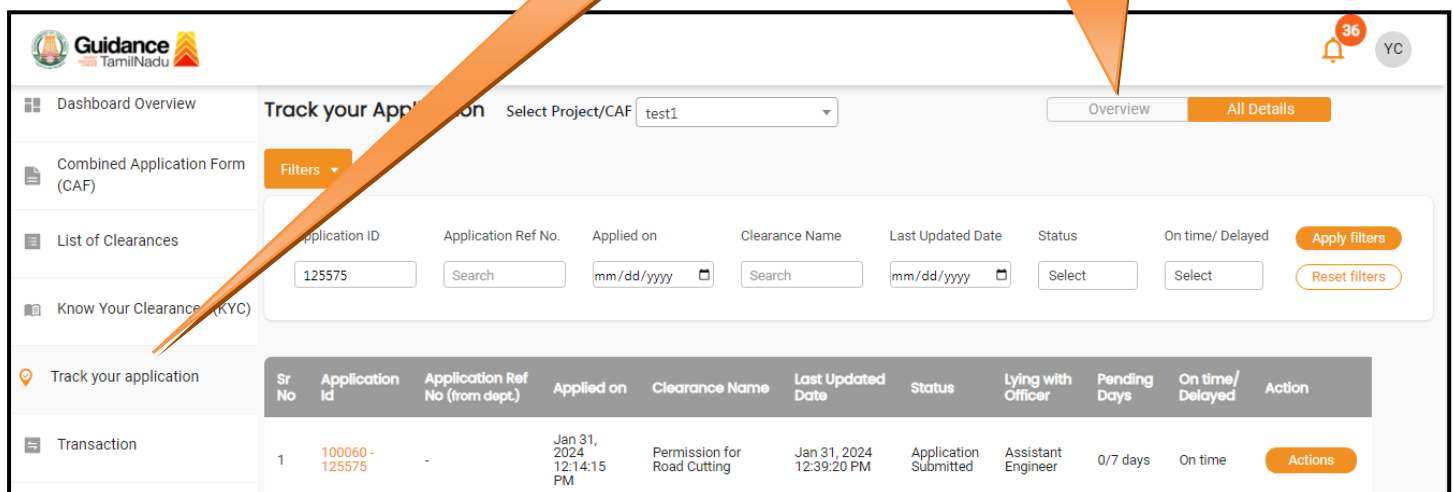
- **Track your application– Overview Option**

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	100060 - 125575	-	Jan 31, 2024 12:14:15 PM	Permission for Road Cutting	Jan 31, 2024 12:39:20 PM	Application Submitted	Assistant Engineer	0/7 days	On time	Actions

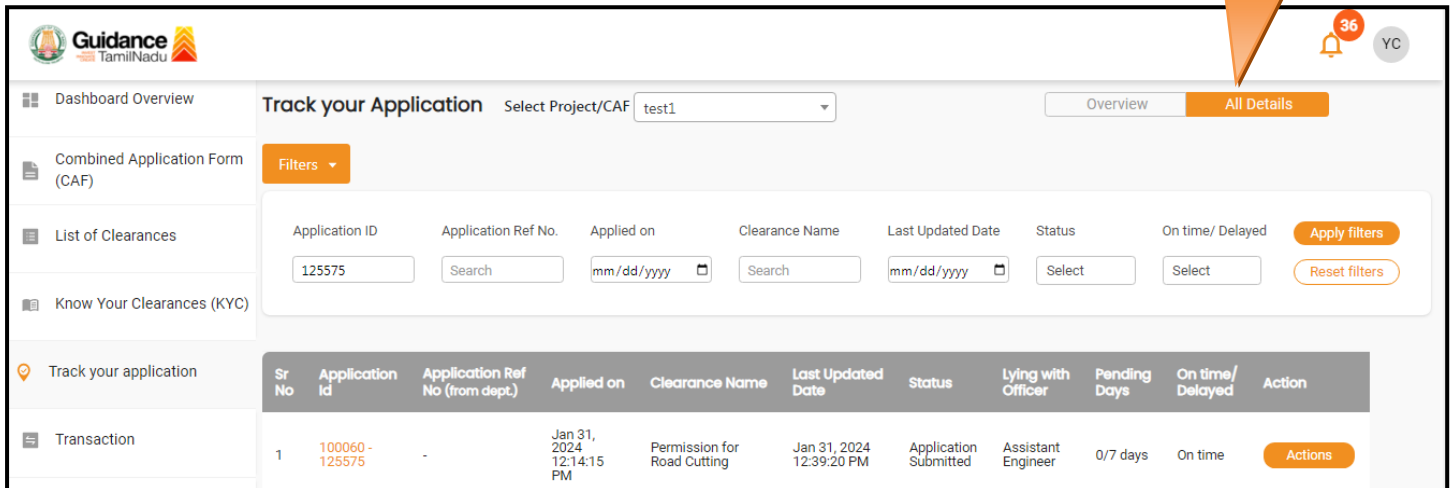
**Figure 20. Track Your Application**

- **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**

**All Details Options**



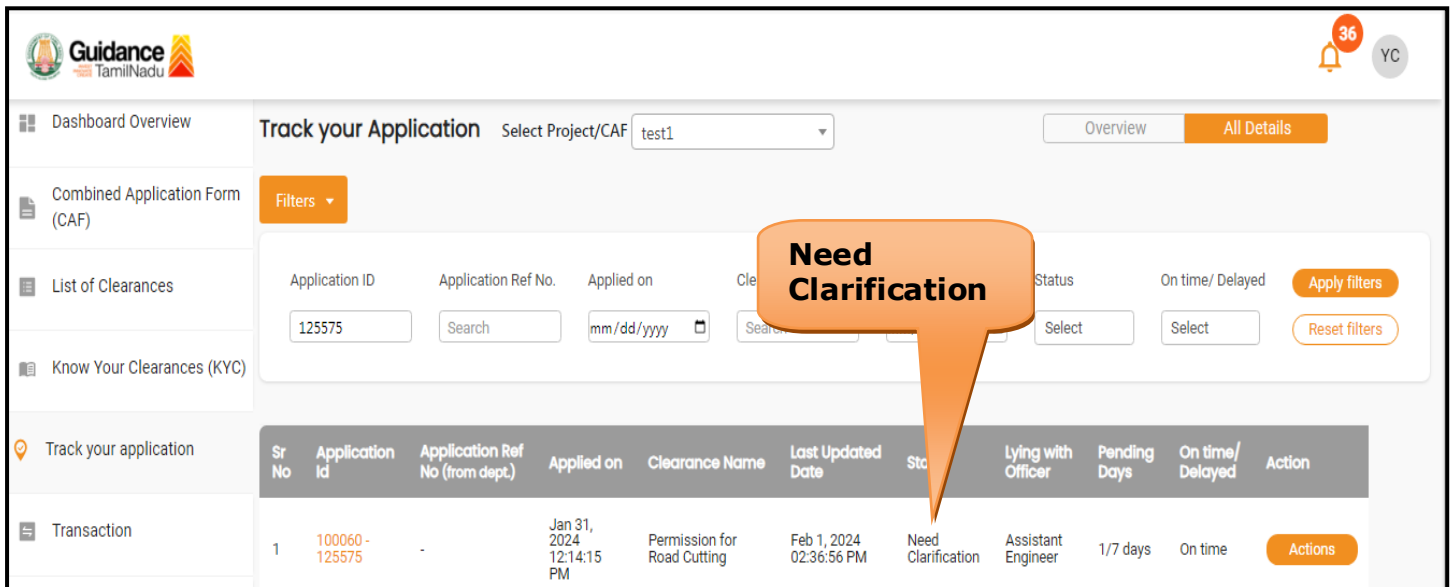
The screenshot displays the 'All Details' tab of the 'Track your Application' interface. The sidebar on the left includes options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', and 'Transaction'. The main content area shows a search filter for 'test1' and a table of application records.

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	100060 - 125575	-	Jan 31, 2024 12:14:15 PM	Permission for Road Cutting	Jan 31, 2024 12:39:20 PM	Application Submitted	Assistant Engineer	0/7 days	On time	Actions

**Figure 21. ‘All Details’ tab**

## 9. Query Clarification

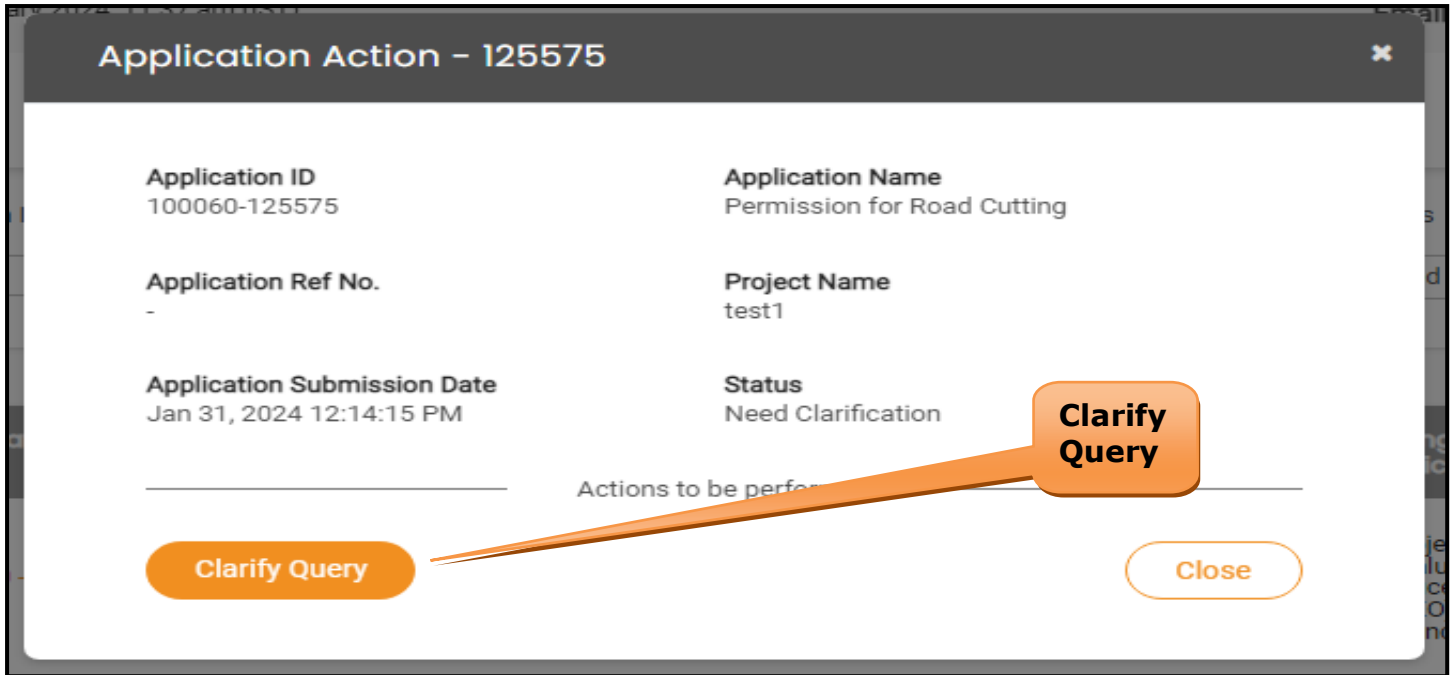
- 1) After submitting the application to the Department, the Assistant Engineer of Greater Chennai Corporation Department reviews the application and if there are any clarifications required, the Assistant Engineer of Greater Chennai Corporation would raise a query to the applicant.
- 2) Applicant would receive an alert message through 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 respond to the query as shown in the below figure.



The screenshot displays the 'Track your Application' interface. The top navigation bar includes the 'Guidance TamilNadu' logo, a notification bell with '36' alerts, and a user profile icon 'YC'. The main content area is titled 'Track your Application' and features a dropdown menu for 'Select Project/CAF' with 'test1' selected. Below this, there are tabs for 'Overview' and 'All Details'. A search and filter section includes fields for 'Application ID' (125575), 'Application Ref No.' (Search), 'Applied on' (mm/dd/yyyy), and 'Status' (Select). There are 'Apply filters' and 'Reset filters' buttons. The main data table has the following columns: 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, and Action. The first row shows an application with ID 100060-125575, applied on Jan 31, 2024, for 'Permission for Road Cutting', with a status of 'Need Clarification' and an 'Assistant Engineer' as the lying officer. An orange callout bubble points to the 'Need Clarification' status in the table.

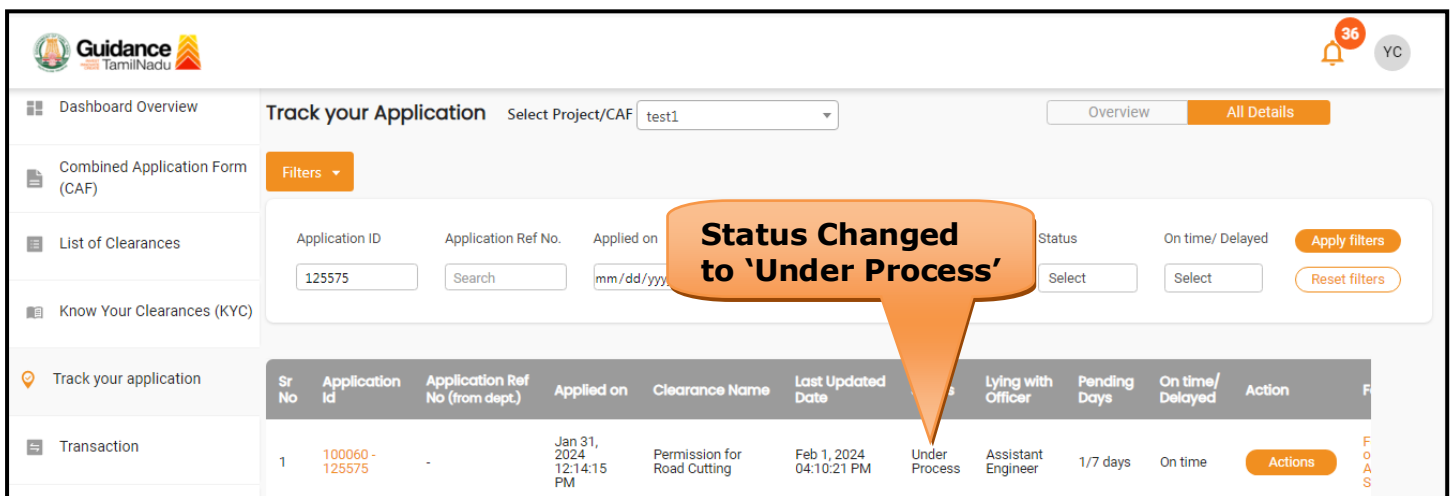
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100060 - 125575	-	Jan 31, 2024 12:14:15 PM	Permission for Road Cutting	Feb 1, 2024 02:36:56 PM	Need Clarification	Assistant Engineer	1/7 days	On time	Actions

**Figure 22. Need Clarification**



**Figure 23. Clarify Query**

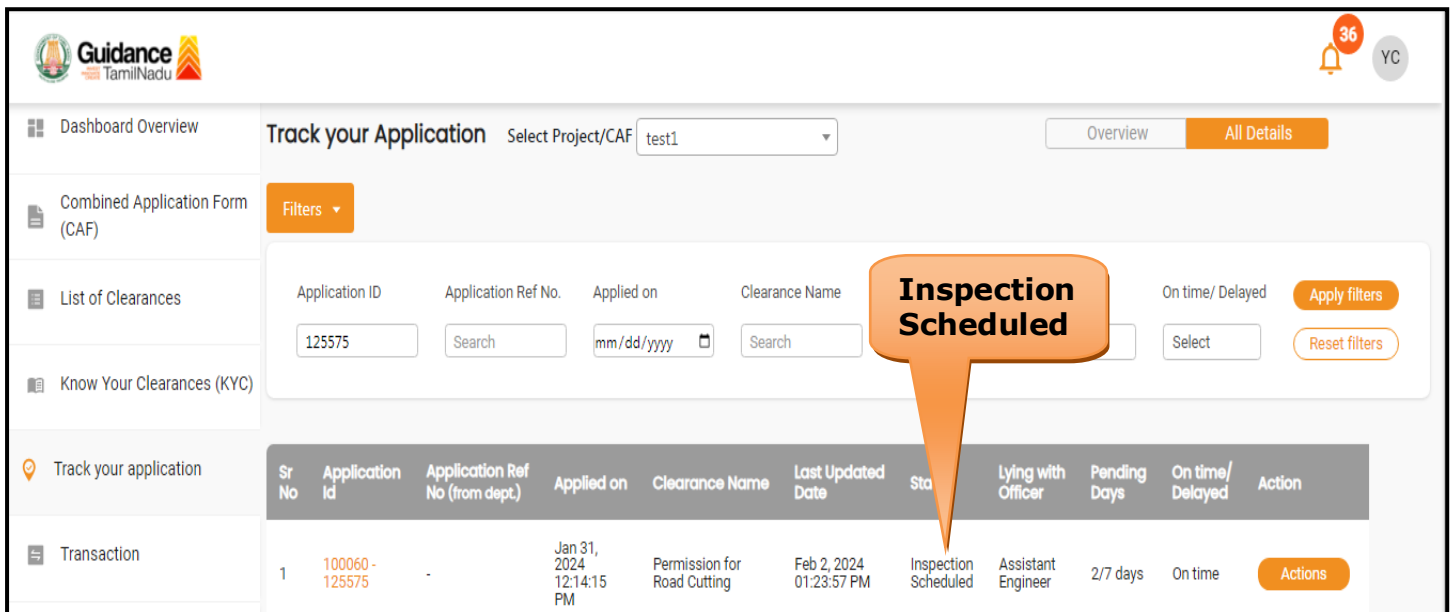
- 5) The Applicant clicks on '**Clarify Query**' button and responds to the Query.
- 6) The Application gets submitted to the department after the query has been addressed by the Applicant.
- 7) The Status of the application changes from 'Need clarification' to '**Under Process**' after the Applicant submits the query.



**Figure 24. Under Process**

## 10. Inspection Schedule

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



The screenshot displays the 'Track your Application' section of the Guidance TamilNadu portal. The interface includes a sidebar with navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', and 'Track your application'. The main content area shows a search filter for 'test1' and a table of application details. A callout box labeled 'Inspection Scheduled' points to the 'Status' column 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
1	100060-125575	-	Jan 31, 2024 12:14:15 PM	Permission for Road Cutting	Feb 2, 2024 01:23:57 PM	Inspection Scheduled	Assistant Engineer	2/7 days	On time	Actions

**Figure 25. Inspection Scheduled**

**Application Action - 125575**

<b>Application ID</b> 100060-125575	<b>Application Name</b> Permission for Road Cutting
<b>Application Ref No.</b> -	<b>Project Name</b> test1
<b>Application Submission Date</b> Jan 31, 2024 12:14:15 PM	<b>Status</b> Inspection Scheduled

Actions to be performed

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

**Click on Inspection Details**

Figure 26. Inspection Details

**Guidance TamilNadu**

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

**Inspection Details : 125575**

Inspection Scheduled Date (DD/MM/YYYY):

02/02/2024

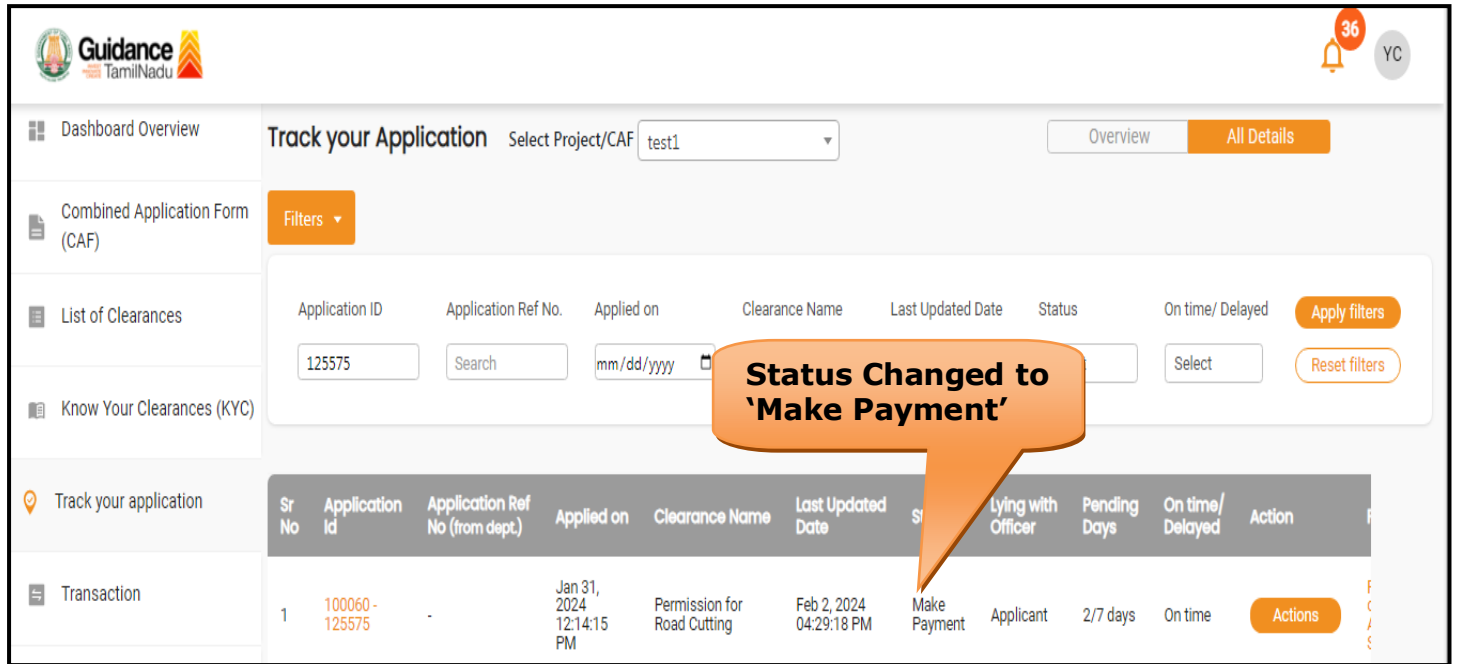
**Inspection Date**

Figure 27. Inspection Date



## 11. Payment Process

1) Complete the Payment through the online.

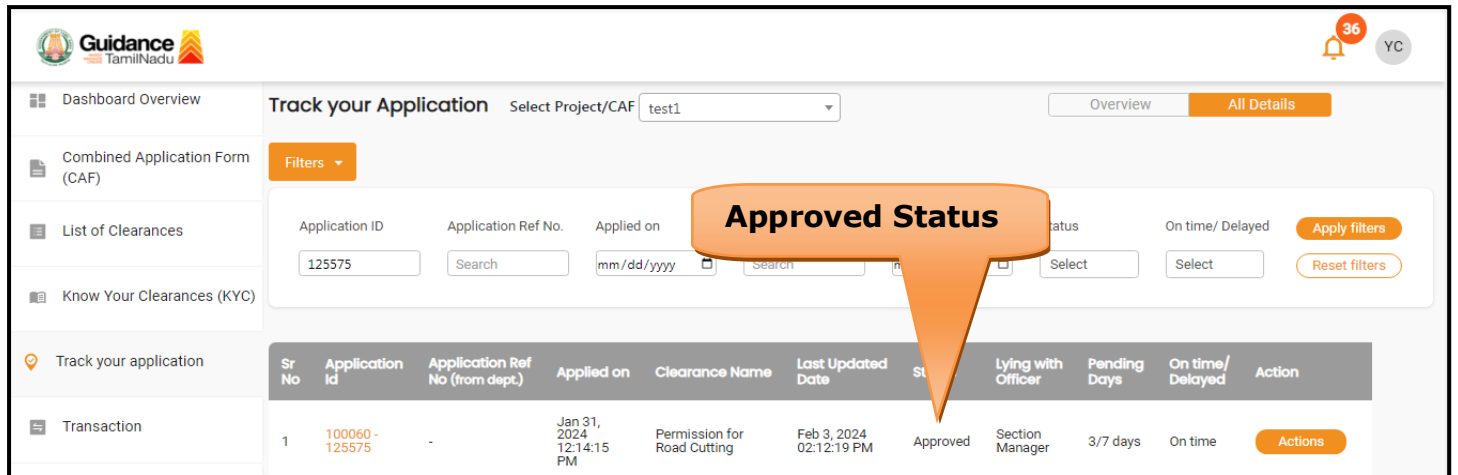


Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/Delayed	Action
1	100060 - 125575	-	Jan 31, 2024 12:14:15 PM	Permission for Road Cutting	Feb 2, 2024 04:29:18 PM	Make Payment	Applicant	2/7 days	On time	Actions

**Figure 28. Make Payment**

## 12. Application Processing

- 1) After Submitting the application, The Section Manager of department scrutinizes and reviews the application and updates the status as **“Approved”**

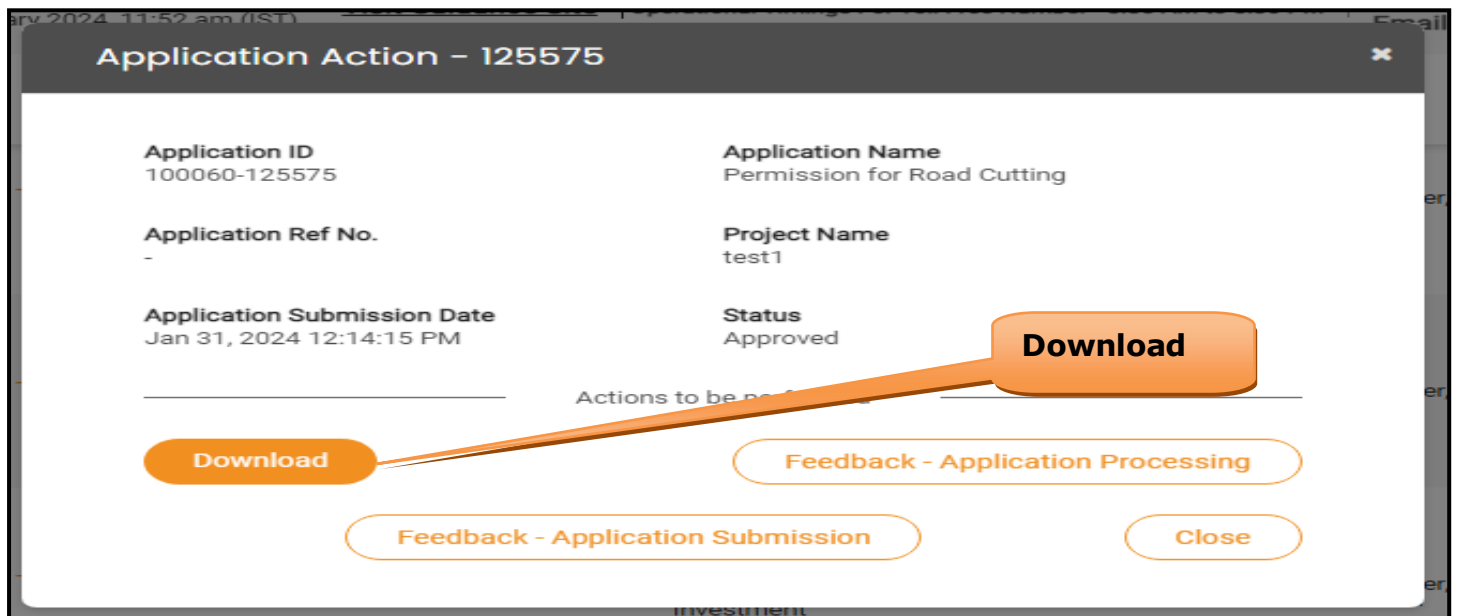


The screenshot shows the 'Track your Application' interface. A callout bubble points to the 'Approved Status' in the application details table.

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	100060 - 125575	-	Jan 31, 2024 12:14:15 PM	Permission for Road Cutting	Feb 3, 2024 02:12:19 PM	Approved	Section Manager	3/7 days	On time	Actions

**Figure 29. Application Processed**

- 2) If the application is **‘Approved’** by the Section Manager, the applicant can download the Approval Letter under **Track your application – > Action button -> Download** (Refer Figure 30)



The screenshot shows the 'Application Action - 125575' dialog box. A callout bubble points to the 'Download' button in the 'Actions to be performed' section.

<b>Application ID</b> 100060-125575	<b>Application Name</b> Permission for Road Cutting
<b>Application Ref No.</b> -	<b>Project Name</b> test1
<b>Application Submission Date</b> Jan 31, 2024 12:14:15 PM	<b>Status</b> Approved

Actions to be performed:

- Download
- Feedback - Application Processing
- Feedback - Application Submission
- Close

**Figure 30. Download**