



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Licence for Contractor under Contract Labour (Regulation
and Abolition) Act, 1970**

Labour Department



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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)

Toll free number
and Mail Id



The screenshot shows the homepage of the Tamil Nadu Single Window Portal. The browser address bar displays 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 (8:30 AM to 8:30 PM), toll-free number (18002583878), and helpdesk email (helpdesk@investtn.in). The main navigation menu includes Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, and Help & Support. A prominent orange banner features the Tamil Nadu state map and the text "TAMIL NADU Leading the Nation". Below this, a grid of ten award statistics is displayed:

#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)

At the bottom, a text block states: "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". A button for "TN Single Window Fee Slab for Large Industries" and a small cartoon character icon are also visible.

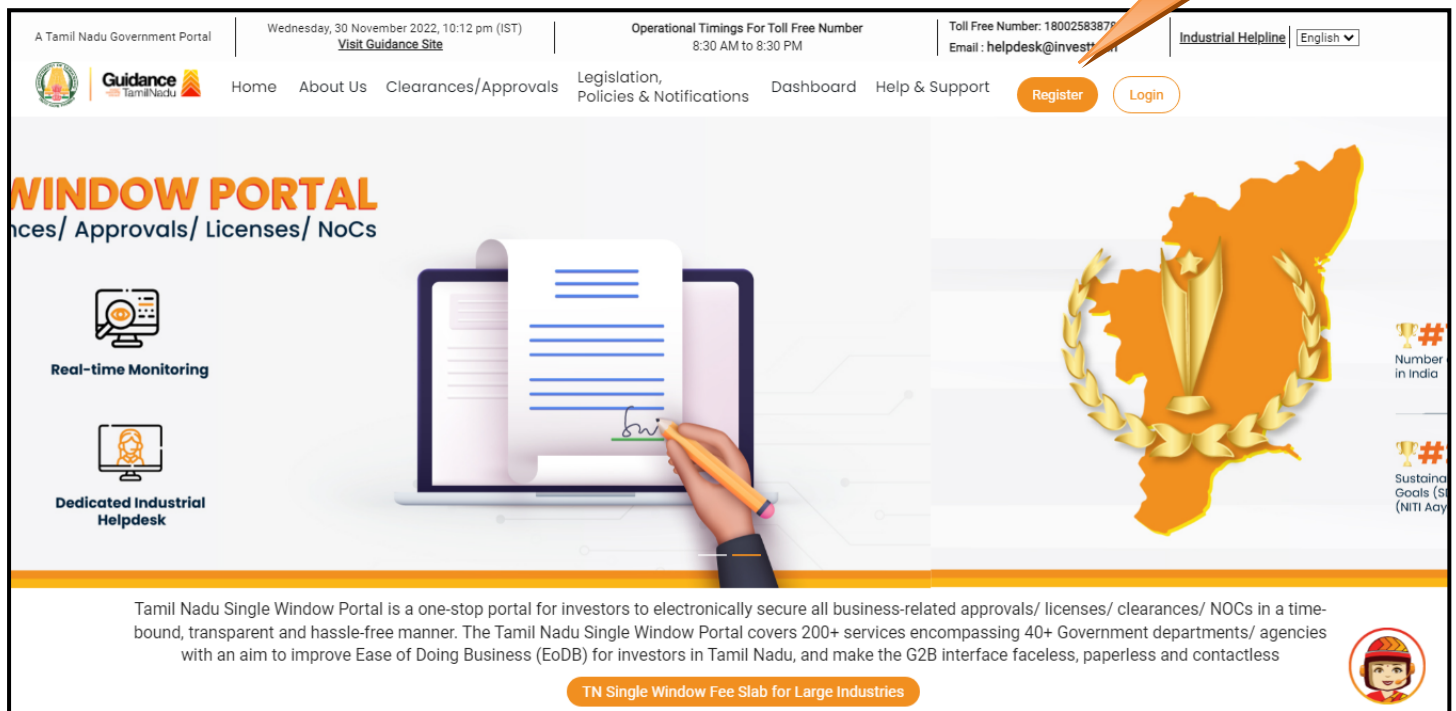
Figure 1. Single Window Portal Home Page

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) | Operational Timings For Toll Free Number 8:30 AM to 8:30 PM | Toll Free Number: 18002583877 | Email: helpdesk@invest.tn.gov.in | Industrial Helpline | English

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

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

New Registration

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

Applicant First Name

Applicant Last Name

Designation of the Applicant

Date of Birth ● In case of Proprietorship firm, write PAN Number of Proprietor.
● In case of Individuals, write PAN Number of Individual.
● In case of Small Enterprise, write PAN Number of Small Enterprise.

PAN Number of Company

Name of Company

the applicant hovers the cursor on these icons.

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.

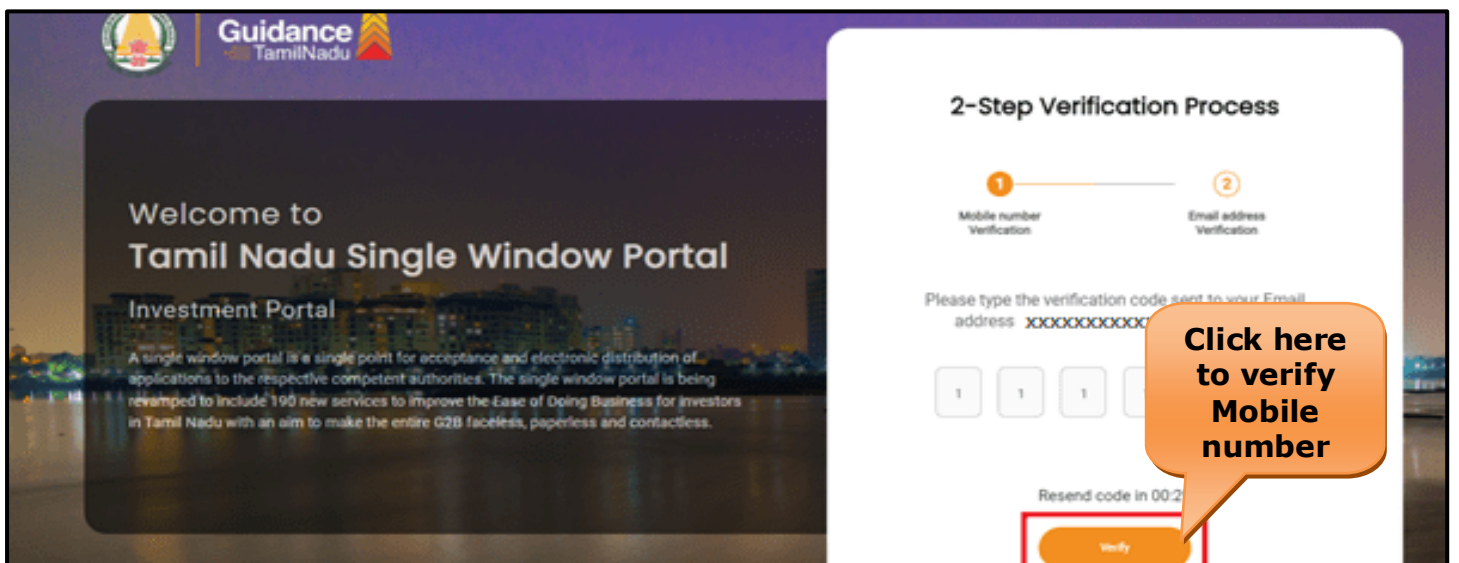


Figure 5. Mobile Number Verification

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.

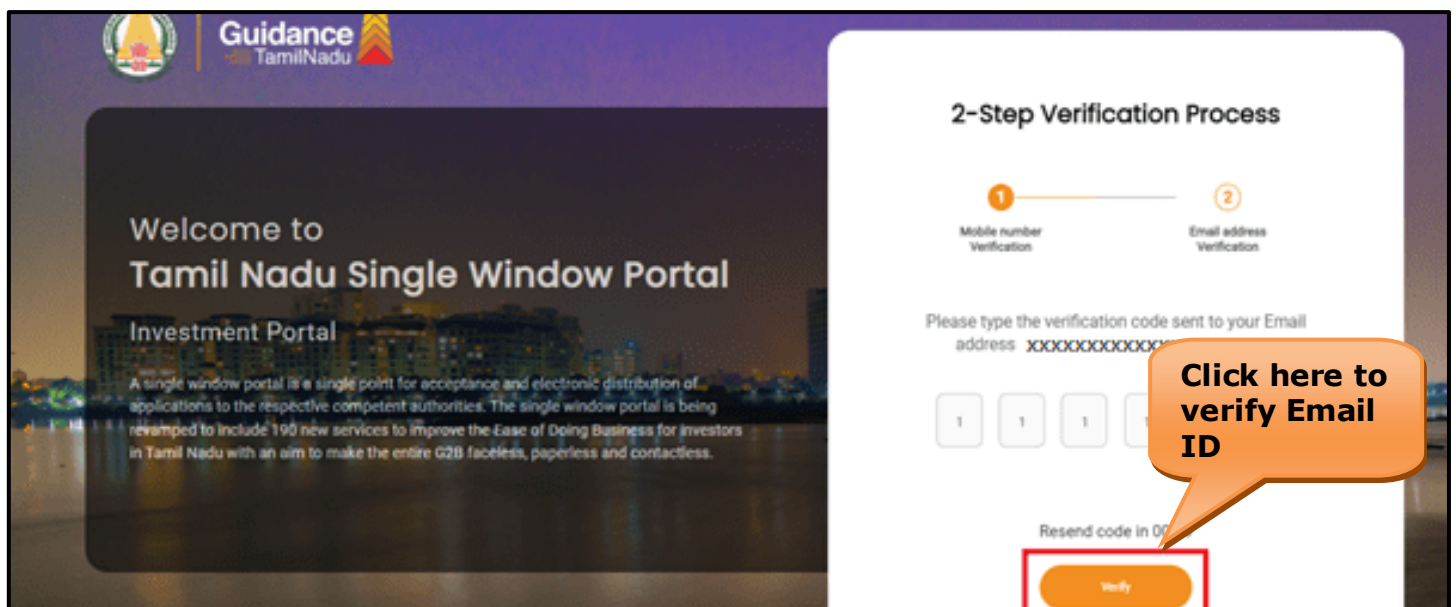


Figure 6. Email ID Verification

- 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.

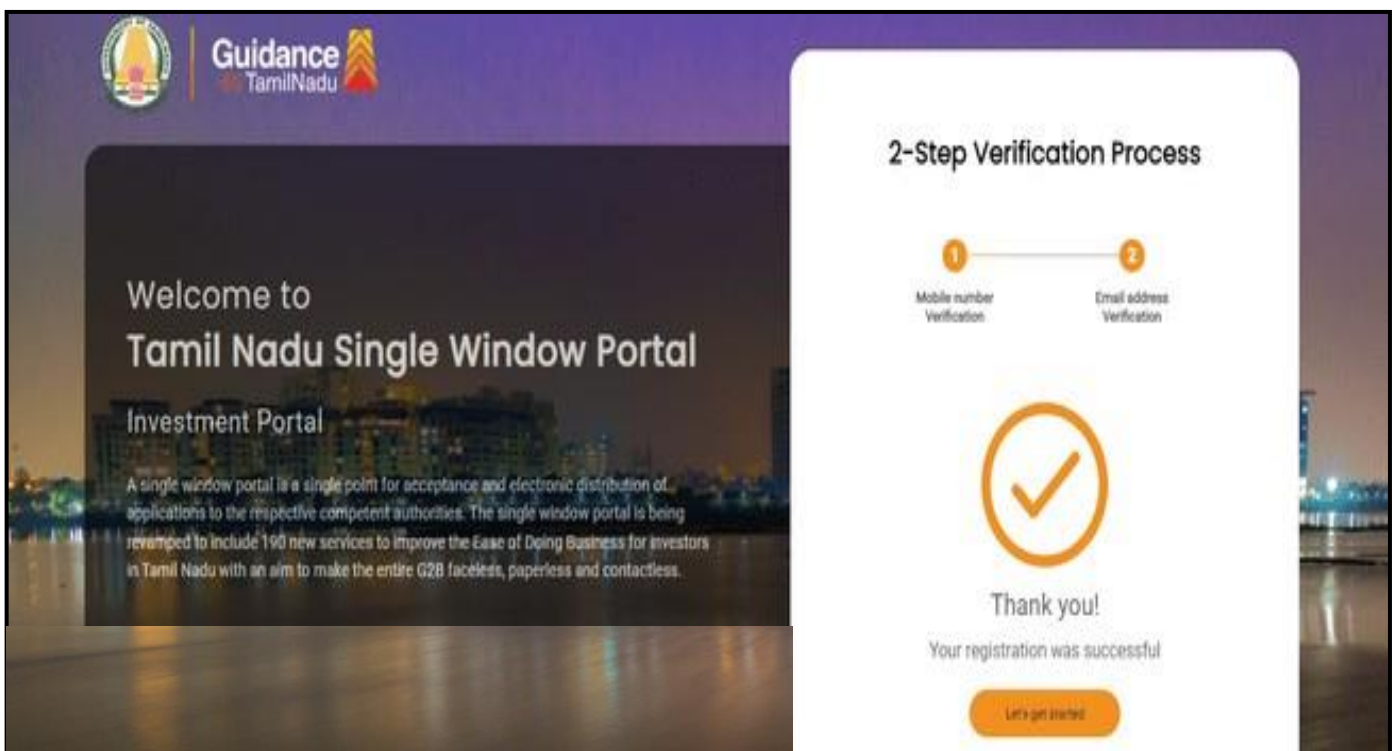


Figure 7. Registration Confirmation Pop-Up

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 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 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. A 'Register' button and a 'Login' button are visible in the top right corner. The main content area features a large orange map of Tamil Nadu on the left and a central banner with the text 'TAMIL NADU Leading the Nation'. Below the banner, there are two rows of award statistics, each with a trophy icon and a ranking (#1 or #2). The first row includes: 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), and Best Performing State (India Today State of the State Award 2018, 2019 & 2020) (#1). The second row includes: 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), and Growth, Innovation and Leadership Index 2019 (Frost & Sullivan) (#2). At the bottom of the page, there is a text block describing the TNSWP as a one-stop portal for investors, and a button labeled '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.

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

Guidance TamilNadu

26 MS

Dashboard Overview

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

Pre-Establishment Pre-Operation Post-Operation

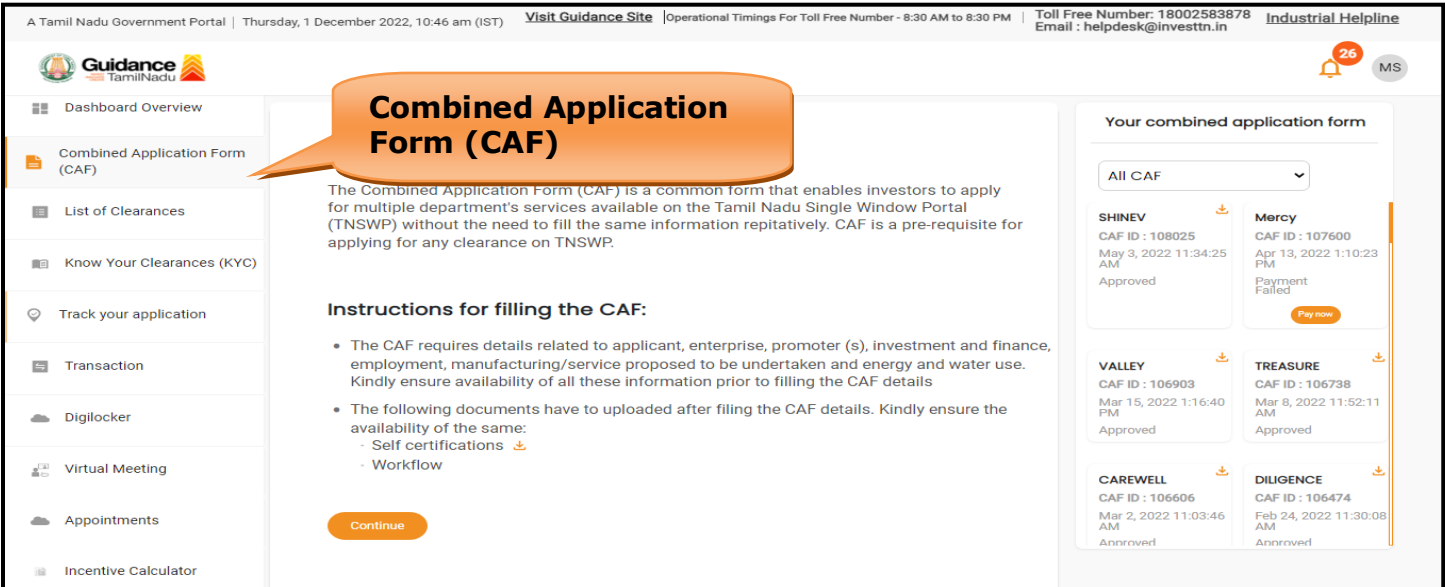
1 Applied 1 Approved 0 Pending 0 Rejected [Download consolidated list](#)

Clearance Name	Department Name	Lying with Officer	Last updated	Approved
----------------	-----------------	--------------------	--------------	----------

Figure 9. Dashboard Overview

6. Combined Application Form (CAF)

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



The screenshot shows the 'Combined Application Form (CAF)' page on the Tamil Nadu Government Portal. The page header includes the date and time (Thursday, 1 December 2022, 10:46 am (IST)), the portal name, 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', 'Appointments', and 'Incentive Calculator'. The main content area features a 'Continue' button and instructions for filling the CAF. The right-hand panel, titled 'Your combined application form', displays a table of CAFs for various projects.

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 7 Sections of CAF as displayed in Figure 11. (**CAF payment tab** will be displayed only for large enterprises).

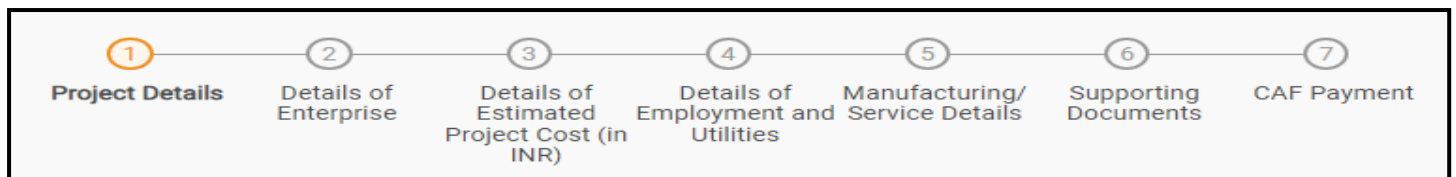


Figure 11. Section of Combined Application Form (CAF)

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

- **Self-Certification:**

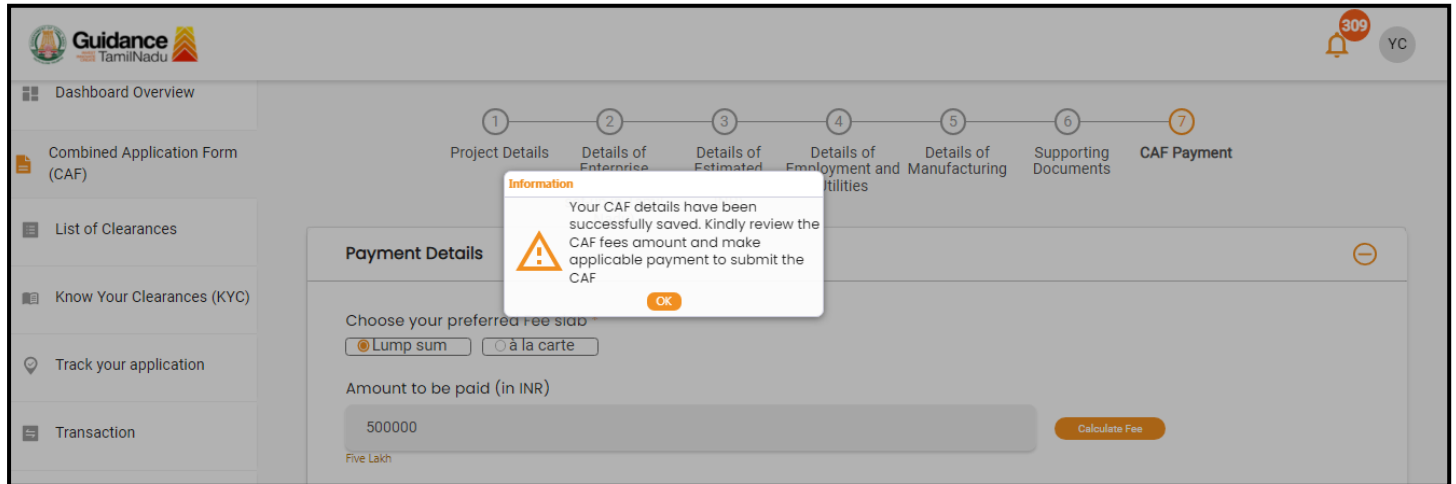
- Download the template.
- Prepare the self-certification documents as per the instructions given in the template and upload.

- **Workflow:**

- Prepare and upload the business process flow chart.

3) After filling all the sections in combined application form (CAF), the applicant can submit the form.

4) When the applicant submits the combined application form (CAF), confirmation message will pop-up stating, '**Your request has been saved successfully**' (Refer Figure 12).



The screenshot displays the Guidance TamilNadu portal interface. A navigation bar at the top shows a progress indicator with seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated Employment and Manufacturing Utilities, 4. Details of Employment and Manufacturing Utilities, 5. Details of Manufacturing Utilities, 6. Supporting Documents, and 7. CAF Payment. The current step is 7. A confirmation message box is overlaid on the page, stating: "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 is an "OK" button. The background shows the "Payment Details" section with a "Choose your preferred fee slab" section containing radio buttons for "Lump sum" (selected) and "à la carte". Below this, there is a text input field for "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. [Clickhere](#) to access the Single Window Fee Slab.

7. Apply for Licence for Contractor under Contract Labour (Regulation and Abolition) Act, 1970

1. Click on “List of Clearances”

List of Clearances



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

Figure 13. List of Clearances

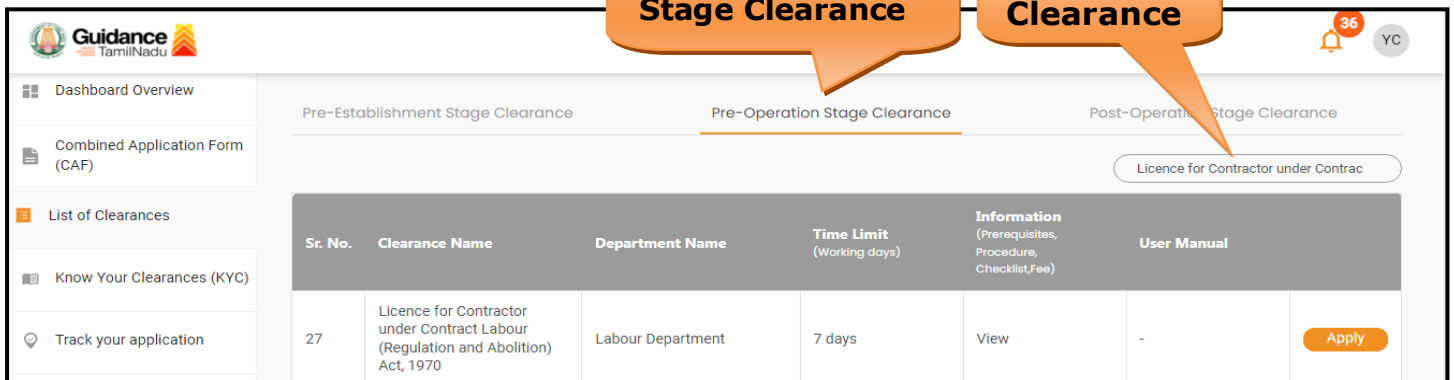
2. The list of clearances is segregated into three stages.

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

3. Select ‘Pre-Operation Stage Clearance’ and find the clearance ‘Licence for Contractor under Contract Labour (Regulation and Abolition) Act, 1970’ 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	
27	Licence for Contractor under Contract Labour (Regulation and Abolition) Act, 1970	Labour Department	7 days	View	-	Apply

Figure 14. Search for Clearance

- 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)
- To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 15).
- The Applicant can apply to obtain license for more than 1 establishment using a single login, but the applicant must create multiple Combined Application Form (CAF) for each of the establishment.

View Information**Apply for Clearance**

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
27	Licence for Contractor under Contract Labour (Regulation and Abolition) Act, 1970	Labour Department	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 Labour Department	Name of the Clearance Licence for Contractor under Contract Labour (Regulation and Abolition) Act, 1970
---	--

Select Project/CAF *

Test ID

Close

Click on Apply

Apply

Select CAF

Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Licence for Contractor under Contract Labour (Regulation and Abolition) Act, 1970 Portal.

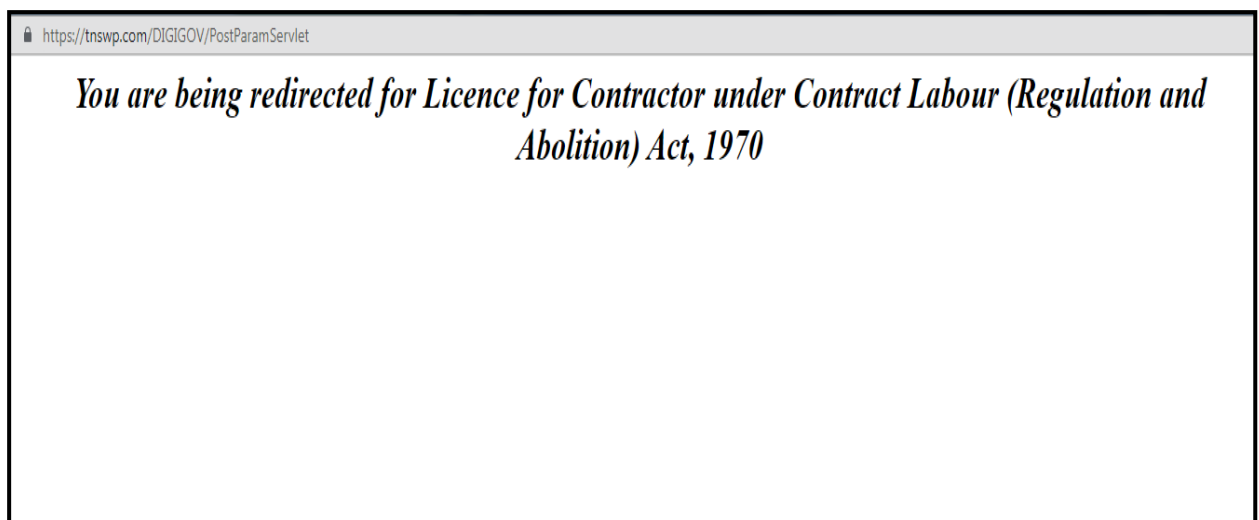



Figure 17. Redirecting to Licence for Contractor under Contract Labour (Regulation and Abolition) Act, 1970 Portal


- 3) Enter all the mandatory details in the application for Licence for Contractor under Contract Labour (Regulation and Abolition) Act, 1970.

https://labour.tn.gov.in/services/contract-licences/licence/2639



**இணையவழி தகவல்
தொழிலாளர் துறை**

ONLINE PORTAL
LABOUR DEPARTMENT



[Dashboard](#)
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[Download for Forms](#)
[Profile](#)

yokesh4995@gmail.com
[Logout](#)

THE CONTRACT LABOUR (REGULATION AND ABOLITION)ACT,1970 - LICENCE

APPLICABILITY OF SERVICE DETAILS

<p>Is the User Contractor ?*</p> <input type="text" value="Yes"/>	<p>Maximum Number of contract labours to be employed on any one day*</p> <input type="text" value="20 or more contract labours"/>
<p>Principal Employer coming under the purview of the (Appropriate Government)*</p> <input type="text" value="State Government"/>	
<p>The Establishment comes under the purview of *</p> <input type="text" value="LABOUR"/>	
<p>Registration Number*</p> <input type="text" value="Registration Number"/>	<p>Registration Date*</p> <input type="text"/>

[Search](#)

DETAILS OF THE ESTABLISHMENT WHERE CONTRACT LABOUR IS TO BE EMPLOYED


<p>Name of Establishment *</p> <input type="text" value="Test"/>	<p>PAN Card Number of the Establishment / Proprietor*</p> <input type="text"/>
<p>Date in PAN card*</p> <input type="text"/>	<p>Upload copy of PAN card* <small>(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)</small></p> <p style="text-align: center;">Upload file </p>
<p>Nature of Business*</p> <input type="text" value="Select"/>	<p>Details of Organizational setup*</p> <input type="text" value="Select"/>
<p>Is there any Manager/Authorized Person responsible for the supervision and control of the establishment*</p> <input type="text" value="select"/>	

Building/ Door/Flat No.*

Pincode*

Duly self-attested identity Proof (Pan Card/Aadhaar Card/Voter I.D./Driving Licence etc.)*

(Maximum file size should not exceed 1 MB. File should be pdf, jpeg, bmp format)

Upload file 

Residential address of the employer of the establishment*

(Maximum file size should not exceed 1 MB. File should be pdf, jpeg, bmp format)

Upload file 

Add More

PARTICULARS OF CONTRACT LABOURS


Nature of work assigned to Contract Labours*

Maximum Number of contract labour proposed to be employed on any day*

Nature of Business*

Estimated date of commencement*

Estimated date of ending*

Upload File **DETAILS OF THE EMPLOYER/PROPRIETOR (CONTRACTOR)**

Name*

Designation*

Father / Husband*

Date of Birth*

Age*

Gender*

State*

District*

Taluk*

Town/ Village*

Street 1*

Street 2 (Please Enter Street 2, if your street is not available in street 1)

WORKSITE ADDRESS

State*	<input type="text" value="Select"/>	District*	<input type="text" value="Select"/>
Taluk*	<input type="text" value="Select"/>	Town/ Village*	<input type="text" value="Select"/>
Street 1*	<input type="text" value="Select"/>	Street 2 (Please Enter Street 2,if your street is not available in street 1)	<input type="text"/>
Building/ Door/Flat No.*	<input type="text"/>	Pincode*	<input type="text"/>

MAXIMUM NUMBER OF EMPLOYEES PROPOSED TO BE EMPLOYED

	Men	Women	Total
On Roll	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Out Sourced	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Contract	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Inter-State Migrants	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Adolescent	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Grand Total Number of Workers	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Fees as per total contract employees	<input type="text"/>		

DETAILS OF CONVICTION*

Whether the contractor was convicted of any offence within the preceding 5 years ?*

PREVIOUS REVOKE/ SUSPENSION OF LICENCE OR FORFEITING SECURITY DEPOSITS IN RESPECT OF AN EARLIER CONTRACT

Whether there was any order against the contractor ?*

Whether the contractor has worked in any other establishment within the past 5 years ?*

SECURITY DEPOSIT*

Security Deposit to remit *

Security Deposit

(Maximum file size should not exceed 2 MB. File should be pdf,jpeg,bmp format)

Upload file 

Security Deposit Challan No. / Receipt No.

Challan date / Receipt date

DOCUMENTS ENCLOSED

Certificate in Form-V from the Principal Employer *

(Maximum file size should not exceed 2 MB. File should be pdf,jpeg,bmp format)

Upload File 

Registration Certificate*

(Maximum file size should not exceed 2 MB. File should be pdf,jpeg,bmp format)

Upload File 

Proof copy GST Certificate/ Rental agreement/No objection Certificate from rental building owner/Building ownership document/EB Card/EB bill *

(Maximum file size should not exceed 2 MB. File should be pdf,jpeg,bmp format)

Upload file 

Labour Welfare fund Contribute Receipt/ Self Certificate*

(Maximum file size should not exceed 2 MB. File should be pdf,jpeg,bmp format)

Upload file 

Click on
'Pay'

SELF-DECLARATION

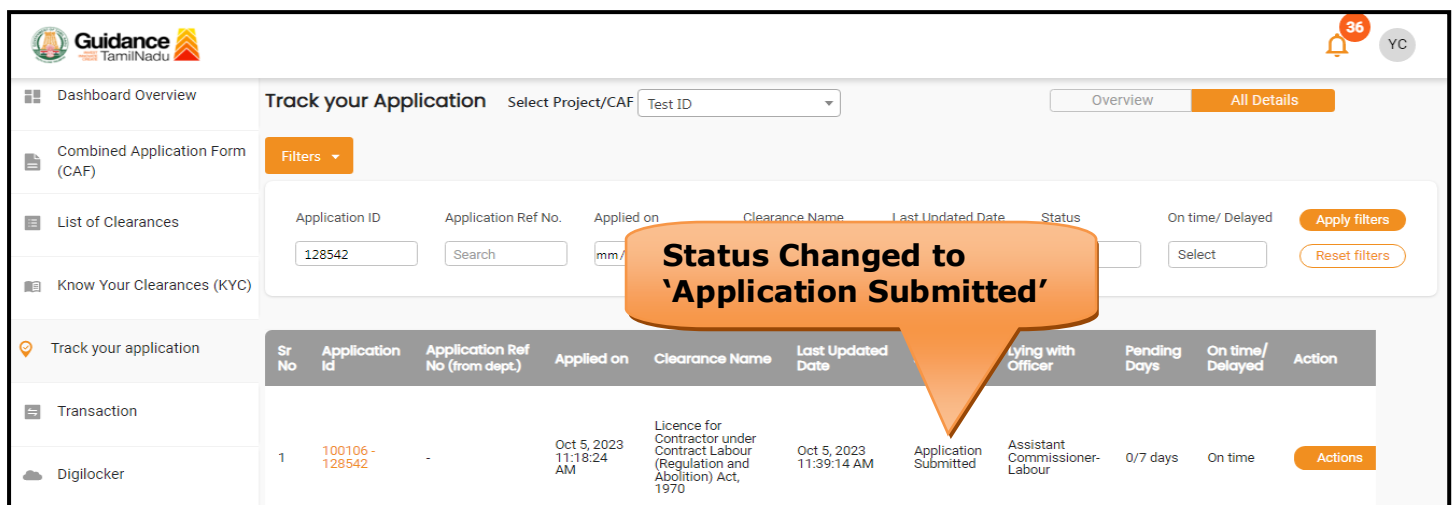
I hereby declare that the details given above are correct to the best of my knowledge and Belief

Pay Reset

Figure 18. Importers registration under Legal Metrology (packages commodities) Rule

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**



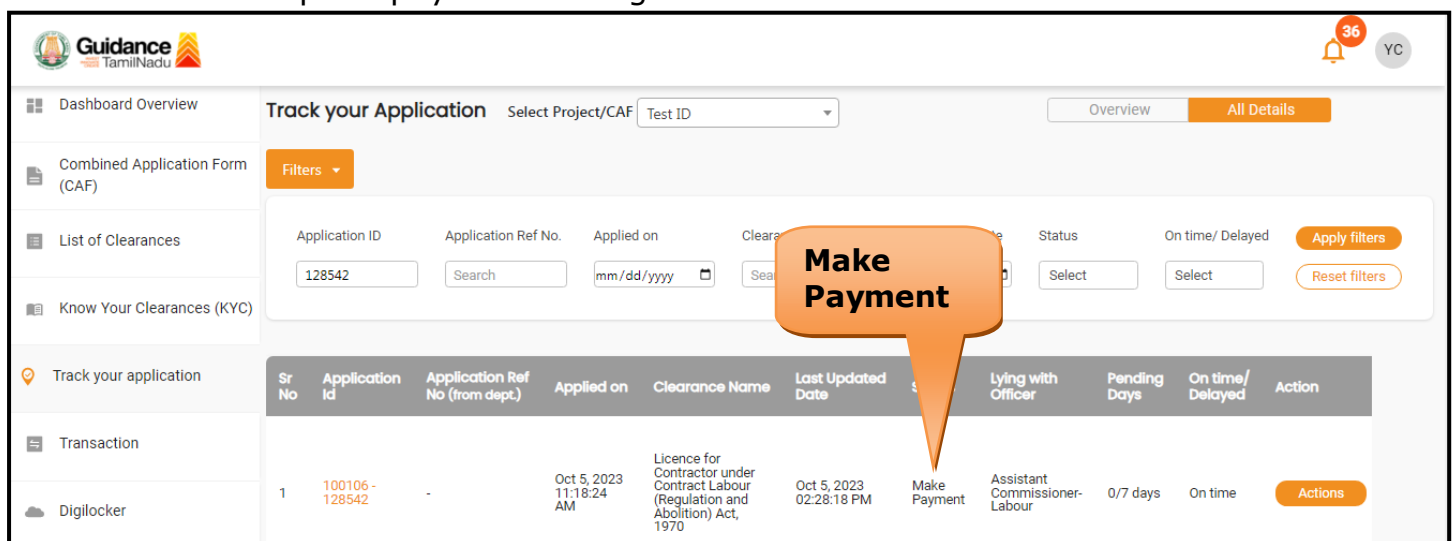
The screenshot shows the 'Track your Application' page. A callout bubble points to the 'Status' column in the table, which reads 'Application Submitted'.

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	100106 - 128542	-	Oct 5, 2023 11:18:24 AM	Licence for Contractor under Contract Labour (Regulation and Abolition) Act, 1970	Oct 5, 2023 11:39:14 AM	Application Submitted	Assistant Commissioner-Labour	0/7 days	On time	Actions

Figure 19. Status of the Application

8. Payment Process

1. Complete payment through online



The screenshot shows the 'Track your Application' page. A callout bubble points to the 'Status' column in the table, which reads 'Make Payment'.

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	100106 - 128542	-	Oct 5, 2023 11:18:24 AM	Licence for Contractor under Contract Labour (Regulation and Abolition) Act, 1970	Oct 5, 2023 02:28:18 PM	Make Payment	Assistant Commissioner-Labour	0/7 days	On time	Actions

Figure 20. Payment Process

9. 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.

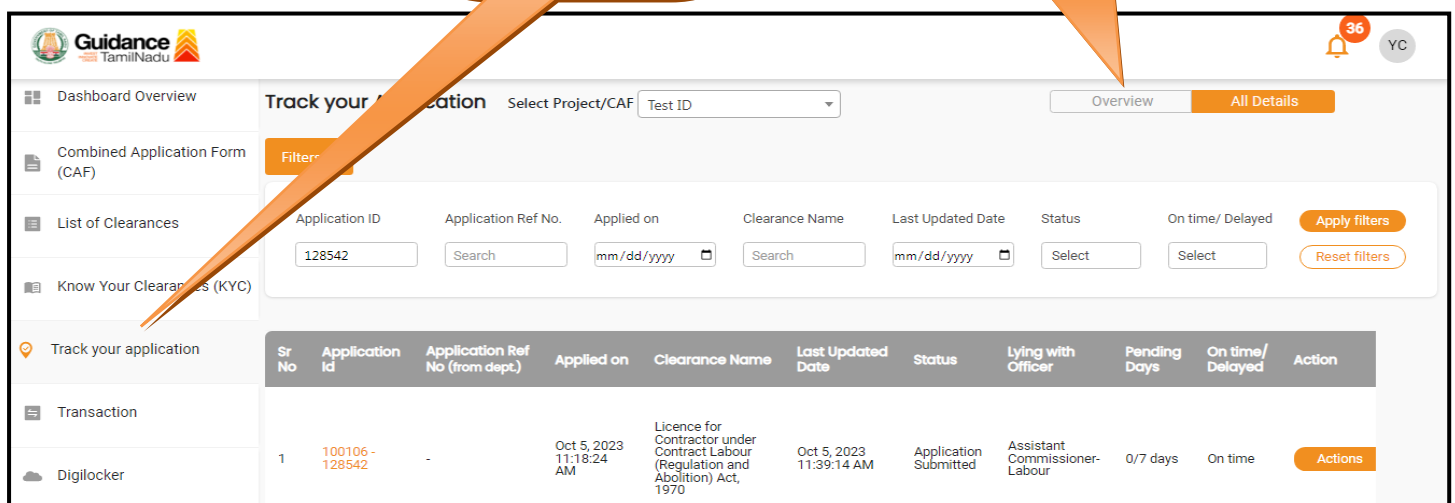
- **Track your application– Overview Option**

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	100106 - 128542	-	Oct 5, 2023 11:18:24 AM	Licence for Contractor under Contract Labour (Regulation and Abolition) Act, 1970	Oct 5, 2023 11:39:14 AM	Application Submitted	Assistant Commissioner-Labour	0/7 days	On time	Actions

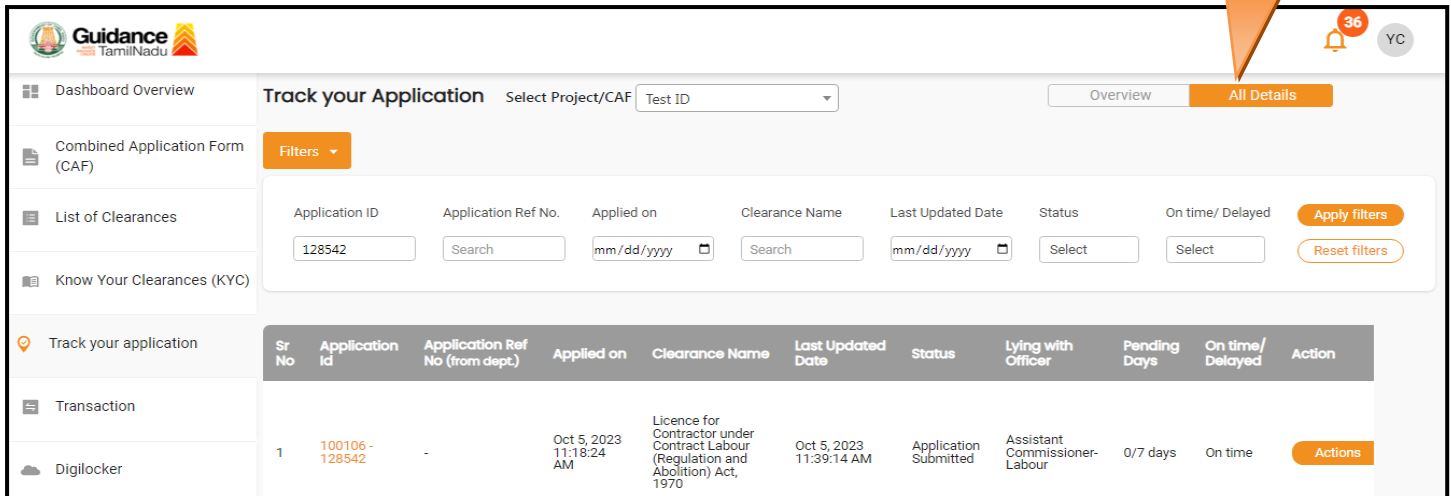
Figure 21. Track Your Application

- **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**



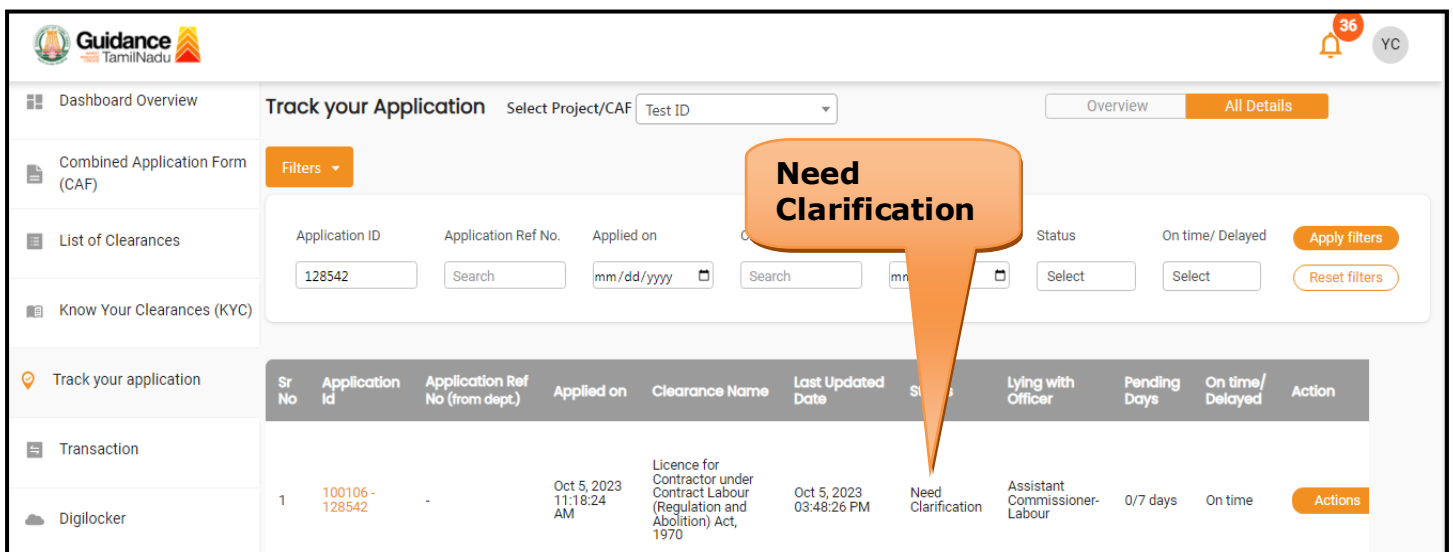
The screenshot shows the 'Track your Application' interface. The 'All Details' tab is selected. The interface includes a sidebar with navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', 'Transaction', and 'Digilocker'. The main content area has a search bar for 'Test ID' and a 'Filters' dropdown. Below the search bar are input fields for 'Application ID' (128542), 'Application Ref No.' (Search), 'Applied on' (mm/dd/yyyy), 'Clearance Name' (Search), 'Last Updated Date' (mm/dd/yyyy), 'Status' (Select), and 'On time/ Delayed' (Select). There are 'Apply filters' and 'Reset filters' buttons. A table displays the application details:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100106 - 128542	-	Oct 5, 2023 11:18:24 AM	Licence for Contractor under Contract Labour (Regulation and Abolition) Act, 1970	Oct 5, 2023 11:39:14 AM	Application Submitted	Assistant Commissioner-Labour	0/7 days	On time	Actions

Figure 22. ‘All Details’ tab

10. Query Clarification

- 1) After submitting the application to the Labour Department, the Assistant Commissioner of Labour reviews the application and if there are any clarifications required, the Assistant Commissioner of Labour 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 'YC'. The main content area is titled 'Track your Application' and features a search bar for 'Test ID'. Below this, there are filter options and a table of applications. A 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	100106 - 128542	-	Oct 5, 2023 11:18:24 AM	Licence for Contractor under Contract Labour (Regulation and Abolition) Act, 1970	Oct 5, 2023 03:48:26 PM	Need Clarification	Assistant Commissioner- Labour	0/7 days	On time	Actions

Figure 23. Need Clarification

Application Action – 128542 ✕

Application ID 100106-128542	Application Name Licence for Contractor under Contract Labour (Regulation and Abolition) Act, 1970
Application Ref No. -	Project Name TEST ID
Application Submission Date Oct 5, 2023 11:18:24 AM	Status Need Clarification

Actions to be performed


Provide Clarification

Provide Clarification

Close

Figure 24. Provide Clarification

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



36
YC

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

Track your Application Select Project/CAF Test ID

Filters
Overview All Details

Application ID	Application Ref No.	Applied on	Clearance Name	Last Updated	Status	On time/ Delayed
<input type="text" value="128542"/>	<input type="text" value="Search"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Search"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>

Apply filters
Reset filters

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	100106 - 128542	-	Oct 5, 2023 11:18:24 AM	Licence for Contractor under Contract Labour (Regulation and Abolition) Act, 1970	Oct 5, 2023 04:47:16 PM	Under Process	Assistant Commissioner-Labour	0/7 days	On time	Actions

Status Changed to 'Under Process'

Figure 25. Under Process

11. Application Processing

- 1) After Submitting the application, The Assistant Commissioner of Labour scrutinizes and reviews the application and updates the status as **“Approved or Rejected”**

The screenshot displays the 'Track your Application' page on the Guidance TamilNadu portal. The interface includes a sidebar with navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', and 'List of Clearances'. The main content area shows a search filter for 'Test ID' and a table of application records. 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
1	100106 - 128542	-	Oct 5, 2023 11:18:24 AM	Licence for Contractor under Contract Labour (Regulation and Abolition) Act, 1970	Oct 6, 2023 12:36:10 PM	Approved	Assistant Commissioner-Labour	1/7 days	On time	Actions

Figure 26. Application Processed

2) If the application is '**Approved**' by the Assistant Commissioner of Labour, the applicant can download the licence Order under **Track your application** - > **Action button** -> **Download** (Refer Figure 27)

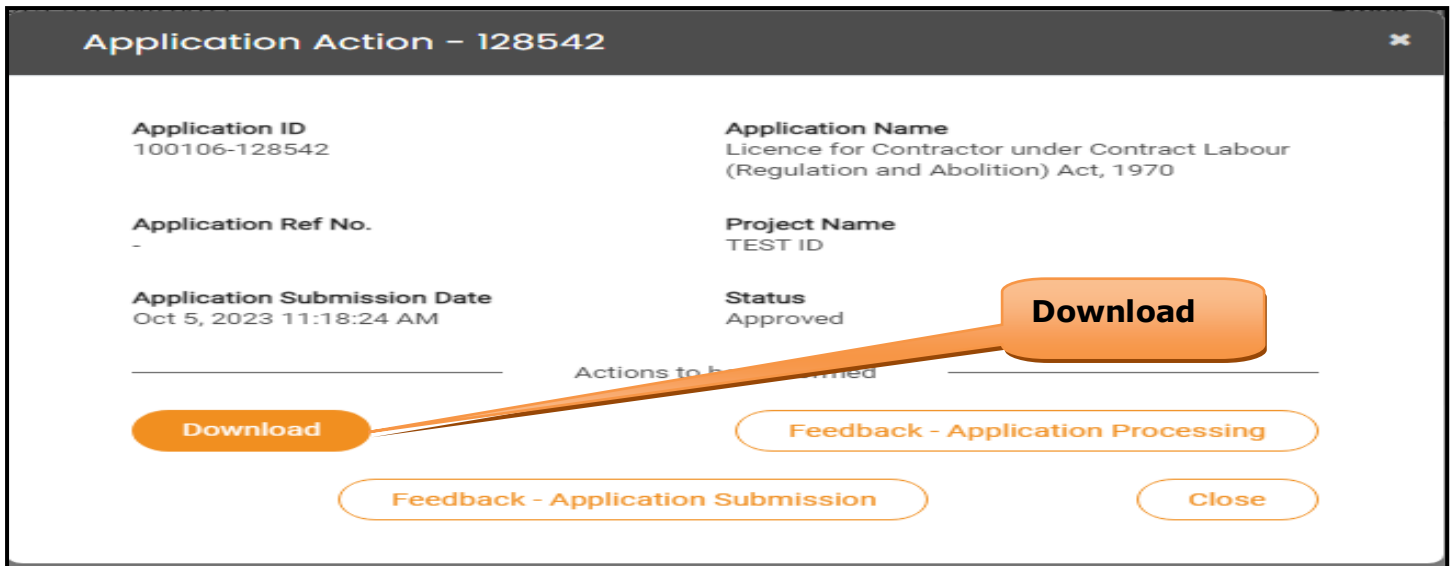


Figure 27. Download

3) If the application is '**Rejected**' by the Assistant Commissioner of Labour, the applicant can view the rejection remarks under the Actions Tab by the Assistant Commissioner of Labour. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 28)

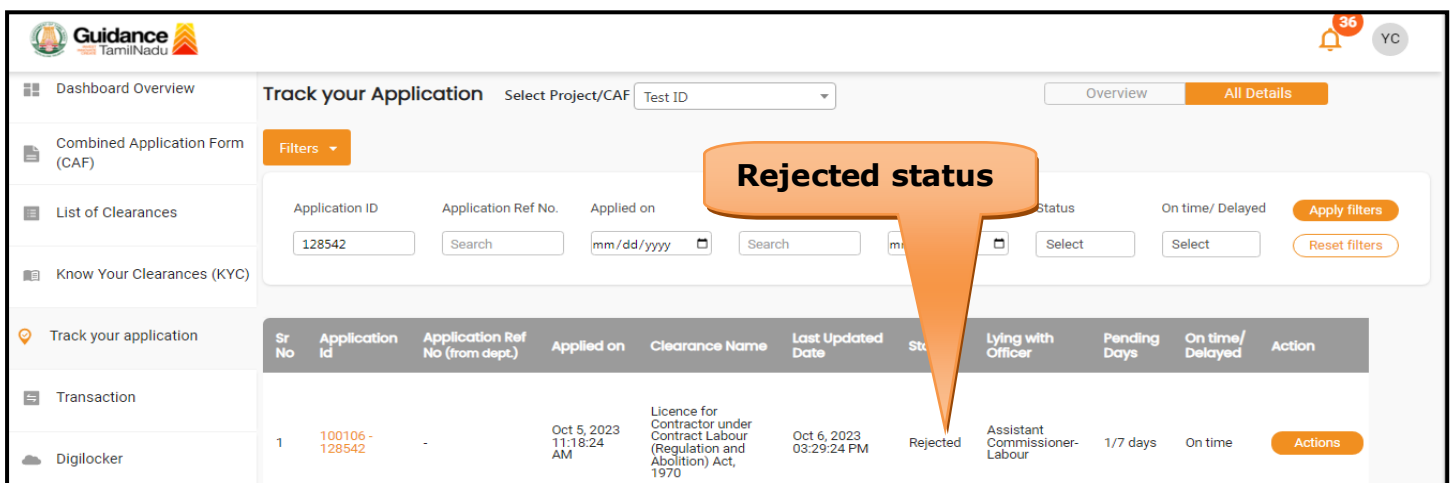


Figure 28. Rejected Status

