



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Registration under Motor Transport Workers Act, 1961

Labour 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 Registration under Motor Transport Workers Act, 1961.....	14
8. Payment Process	21
9. Track Your Application	22
10. Query Clarification.....	24
11. Inspection Schedule.....	26
12. Application Processing.....	28

1. Home Page

1) The journey of the new applicant starts with Tamil Nadu Single Window Portal (TNSWP) homepage that can be accessed through <https://tnswp.com> website wherein it gives various information's, useful links, and functionalities about TNSWP.

2) **Applicants can reach the helpdesk Toll free number-1800-258-3878 and Helpdesk Email.**

TNSWP website
(www.tnswp.com)

Toll free number
and Mail Id



A Tamil Nadu Government Portal | Wednesday, 30 November 2022, 10:11 pm (IST) | Visit Guidance Site | Operational Timings For Toll Free Number 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline | English

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

TAMIL NADU

Leading the Nation

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

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

TN Single Window Fee Slab for Large Industries

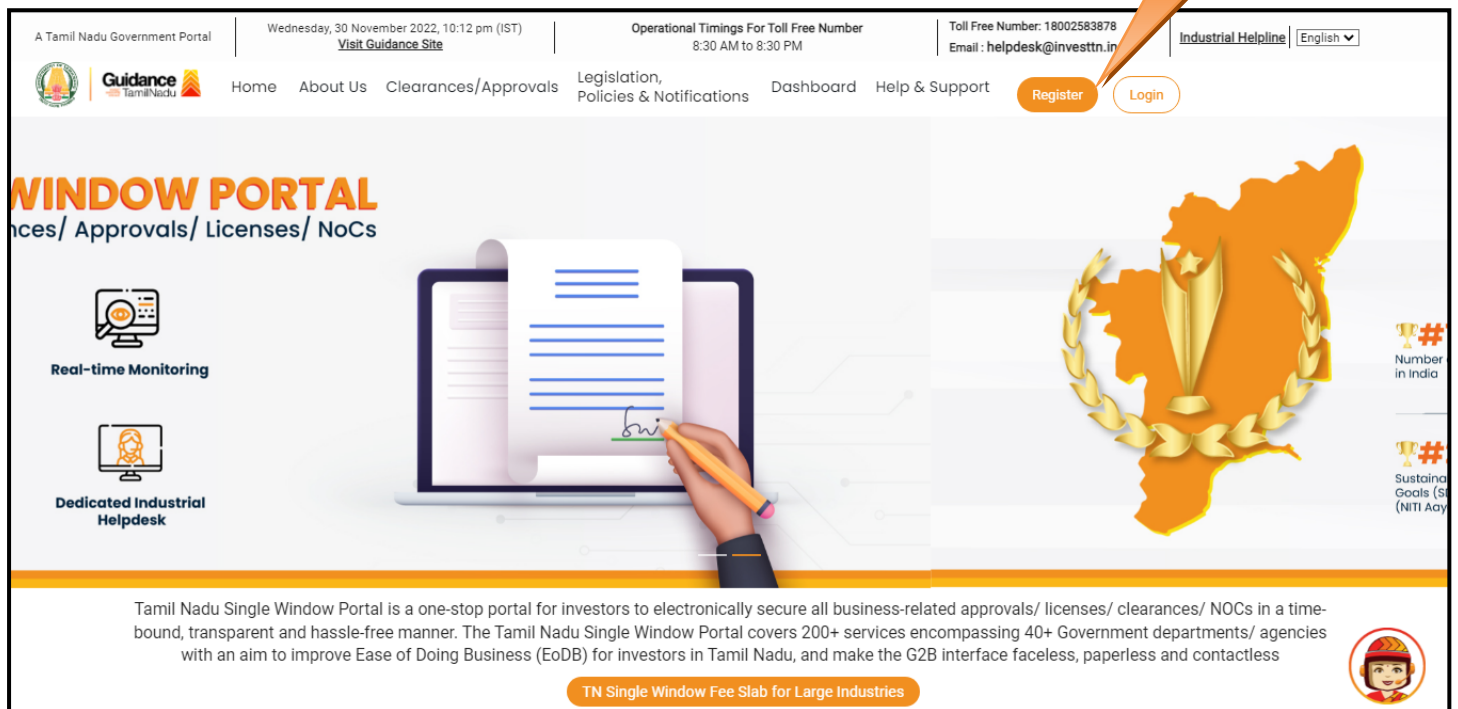
Figure 1. Single Window Portal Home Page

2. Registration

To access the TNSWP and to apply for various clearances the applicant needs to complete the Registration process.

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

**Register
on TNSWP**



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

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.

**Welcome to
Tamil Nadu Single Window Portal
Investment Portal**

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

New Registration

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

Applicant First Name

Applicant Last Name

Designation of the Applicant

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

PAN Number of Company

Name of Company

Figure 3. Registration Form

**Welcome to
Tamil Nadu Single Window Portal
Investment Portal**

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

Mobile Number

Email ID

User Name

Password Confirm Password

Captcha

I accept the [Terms and Conditions](#)*

Register

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

Figure 4. Registration Form Submission

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

3. Mobile Number / Email ID – 2-Step Verification Process

- **'2-Step Verification Process'** screen will appear when the applicant clicks on 'Register' button.

- **Mobile Number Verification**

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

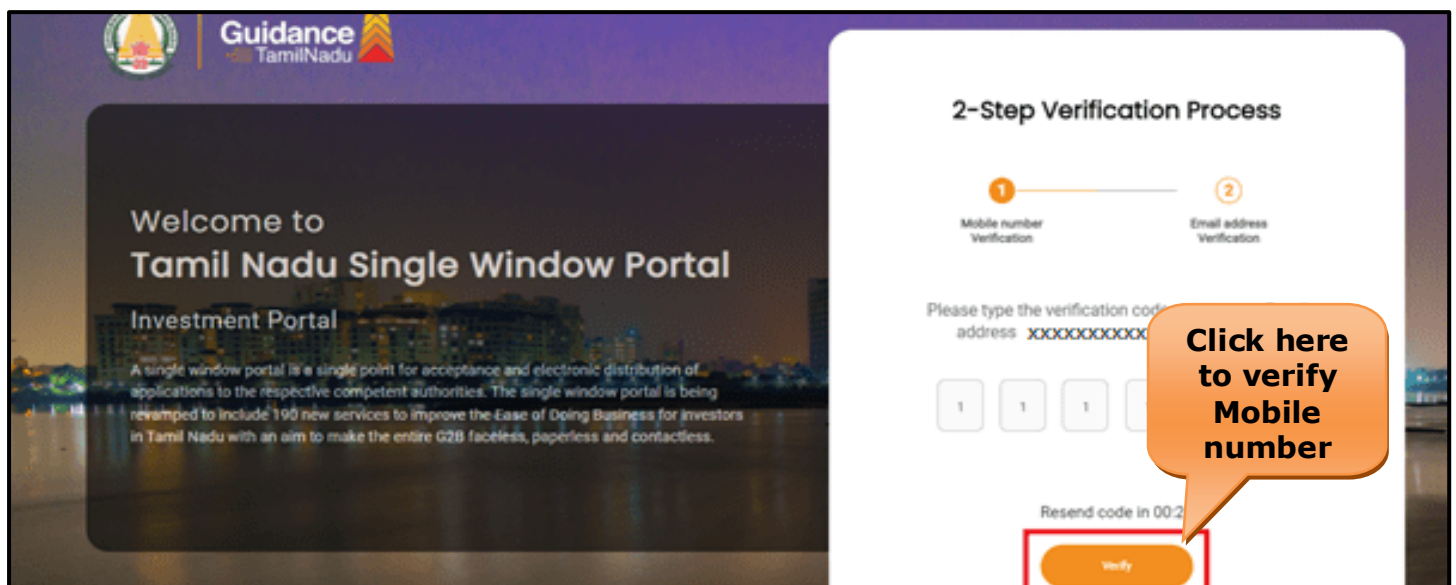


Figure 5. Mobile Number Verification

- o **Email ID Verification**

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

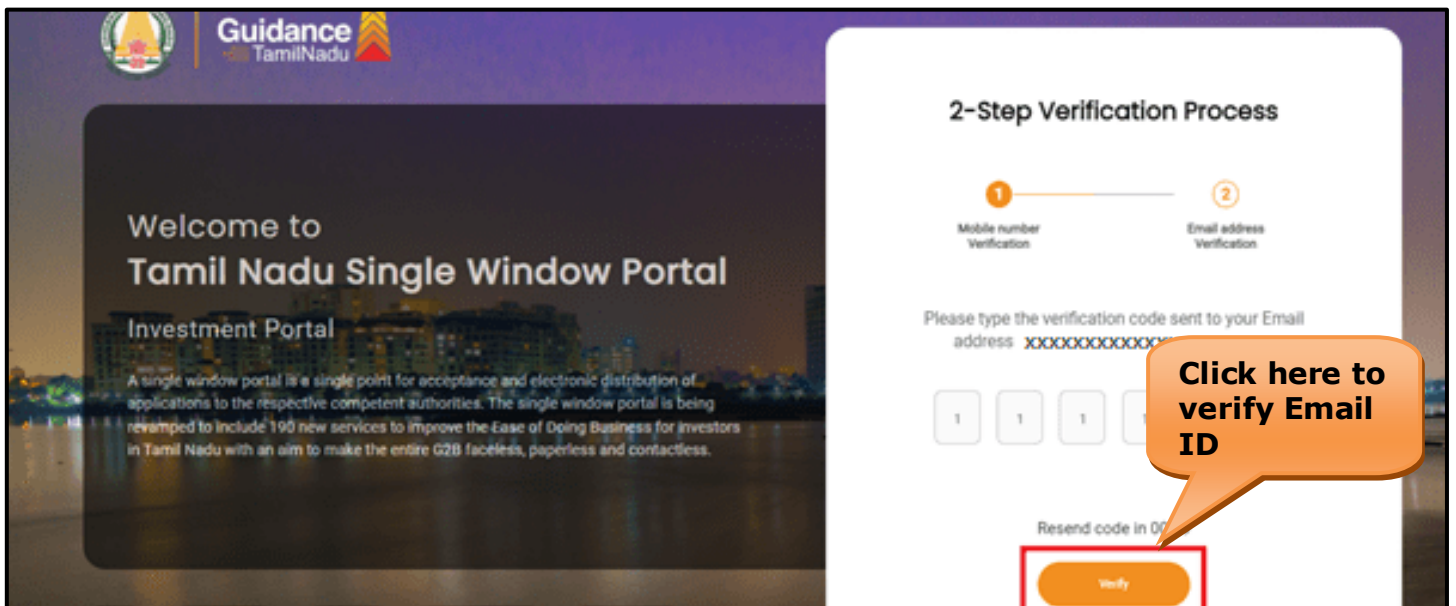


Figure 6. Email ID Verification

- 3) After completion of the 2-Step Verification process, registration confirmation message will pop-up stating as **'Your registration was successful'** (Refer Figure 7).
- 4) Registration process is completed successfully.

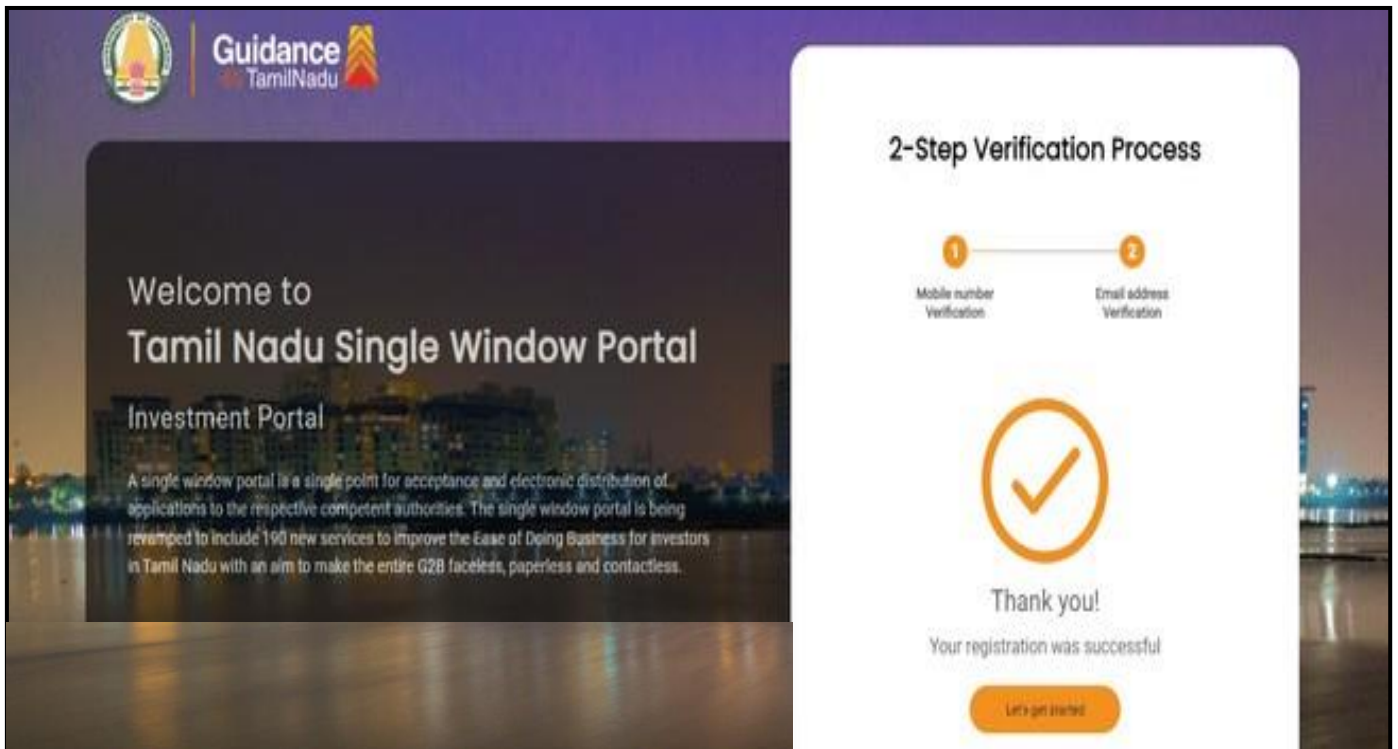


Figure 7. Registration Confirmation Pop-Up

4. Login

- 1) The applicant can login to TNSWP with the Username and Password created during the registration process.
- 2) Click on login button to enter TNSWP.

Login to TNSWP

The screenshot shows the TNSWP website interface. At the top, there is a navigation bar with the following elements:

- Left side: "A Tamil Nadu Government Portal" and "Visit Guidance Site" link.
- Center: "Operational Timings For Toll Free Number 8:30 AM to 8:30 PM".
- Right side: "Toll Free Number: 18002583878" and "Email : helpdesk@investtn.in".
- Far right: "Industrial Helpline" and a language dropdown menu set to "English".

 Below the navigation bar is a main menu with links: Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, and Help & Support. Two buttons, "Register" and "Login", are positioned on the right side of the main menu. The "Login" button is highlighted with an orange callout bubble that says "Login to TNSWP".

 The main content area features a large orange map of Tamil Nadu on the left. To the right, the text "TAMIL NADU Leading the Nation" is displayed. Below this, there are two rows of award statistics:

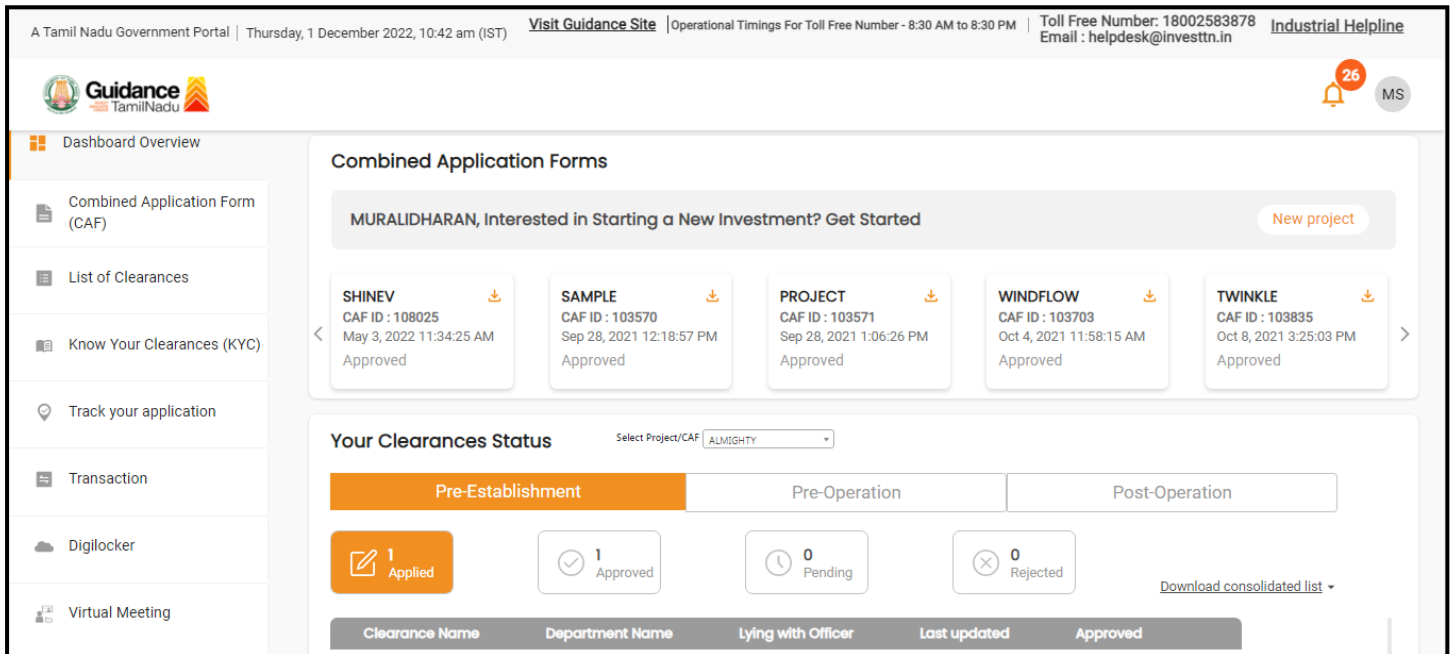
- Row 1 (All #1):
 - Number of Factories in India
 - Number of Operational SEZs in India
 - Governance & Political Stability (N-SIPI 2019)
 - International and Domestic Tourist Arrivals
 - Best Performing State (India Today State of the State Award 2018, 2019 & 2020)
- Row 2 (All #2):
 - Sustainable 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 of the page, there is a text block describing the portal as a one-stop service for investors, followed by a button labeled "TN Single Window Fee Slab for Large Industries" and a small cartoon character icon in the bottom right corner.

Figure 8. Login

5. Dashboard Overview

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

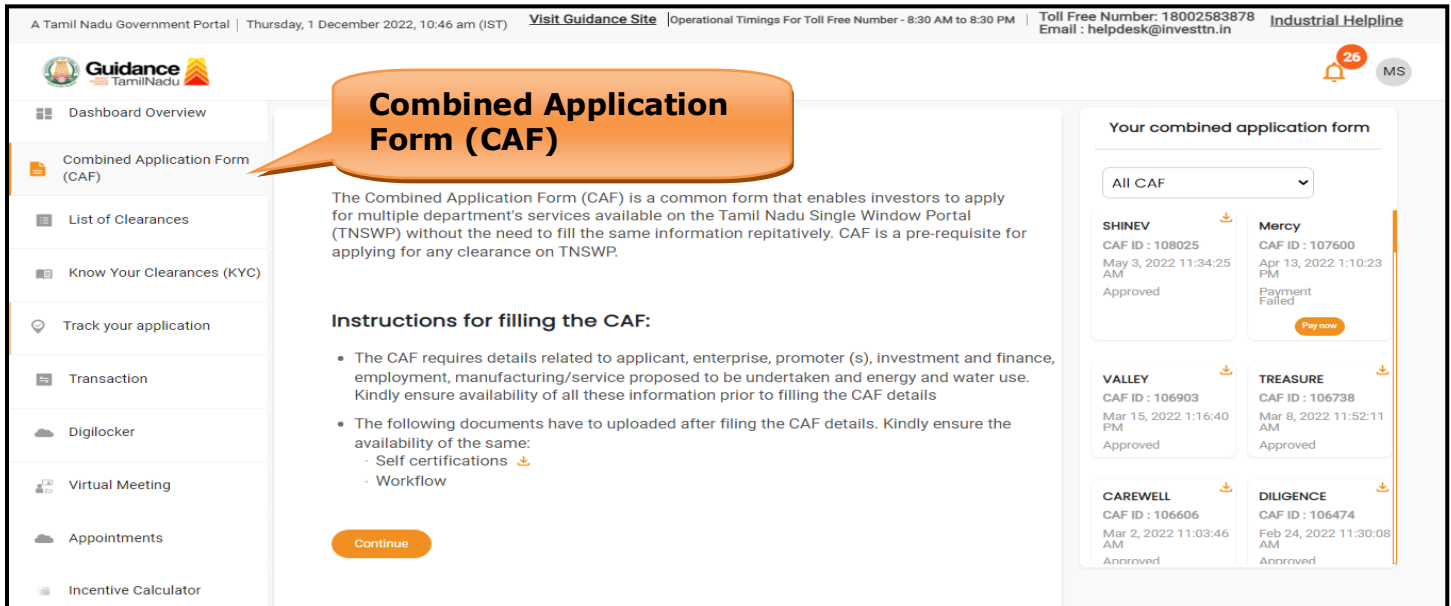


The screenshot displays the dashboard overview for a user logged into the TNSWP portal. The page header includes the Tamil Nadu Government Portal information, the date and time (Thursday, 1 December 2022, 10:42 am IST), and contact details for the Industrial Helpline. The dashboard features a sidebar with navigation options: 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 shows a notification for 'MURALIDHARAN, Interested in Starting a New Investment? Get Started' with a 'New project' button. Below this, there are five application cards for 'SHINEV', 'SAMPLE', 'PROJECT', 'WINDFLOW', and 'TWINKLE', each with its 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' link is also present. At the bottom, a table header lists columns: 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 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. The top navigation bar includes the portal name, date, time, and contact information. The left sidebar contains a menu with 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 large orange callout box titled 'Combined Application Form (CAF)' pointing to the 'Combined Application Form (CAF)' menu item. Below this, there is a description of CAF and 'Instructions for filling the CAF' which include details about the form's purpose and required documents. A 'Continue' button is visible at the bottom of the instructions. On the right, the 'Your combined application form' section displays a table of applications with columns for name, CAF ID, date, time, and status.

Your combined application form	
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).

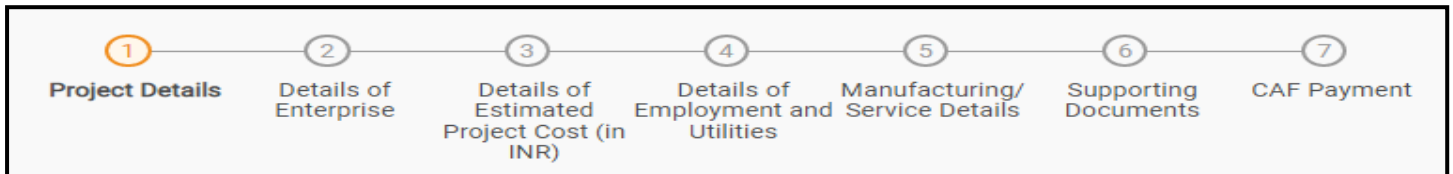


Figure 11. Section of Combined Application Form (CAF)

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).

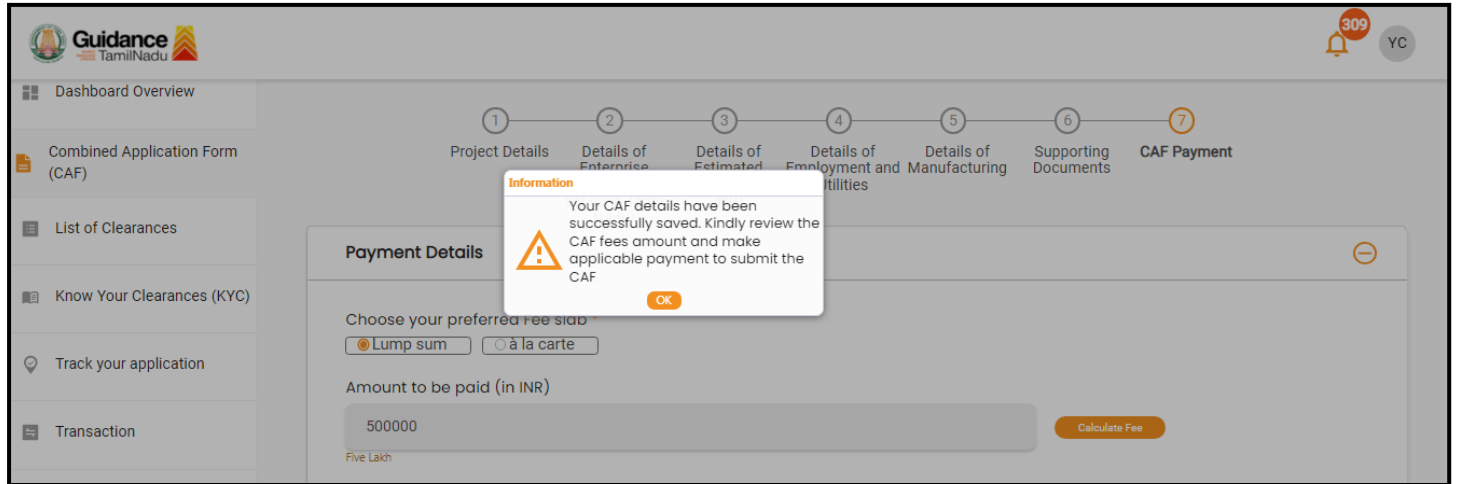


Figure 12. Combined Application Form (CAF) - Confirmation Message

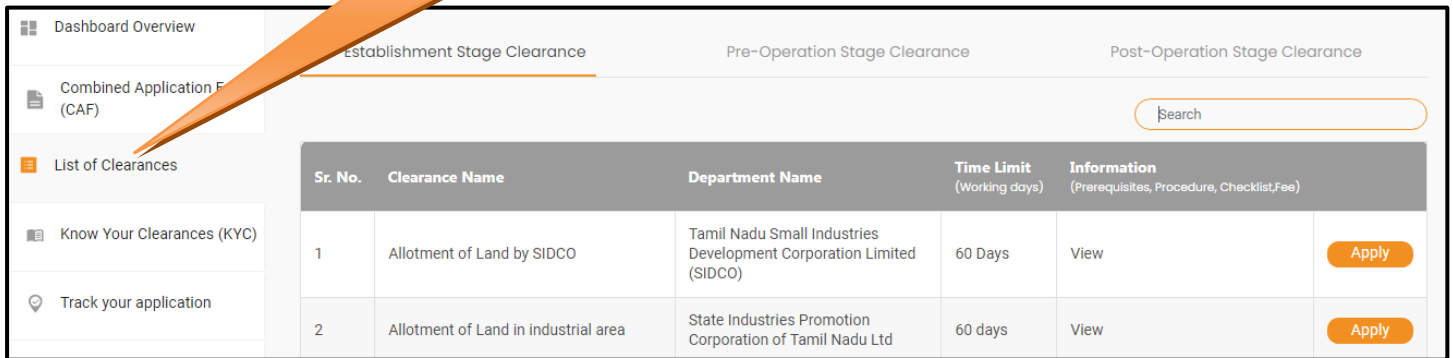
Note:

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 Registration under Motor Transport Workers Act, 1961

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

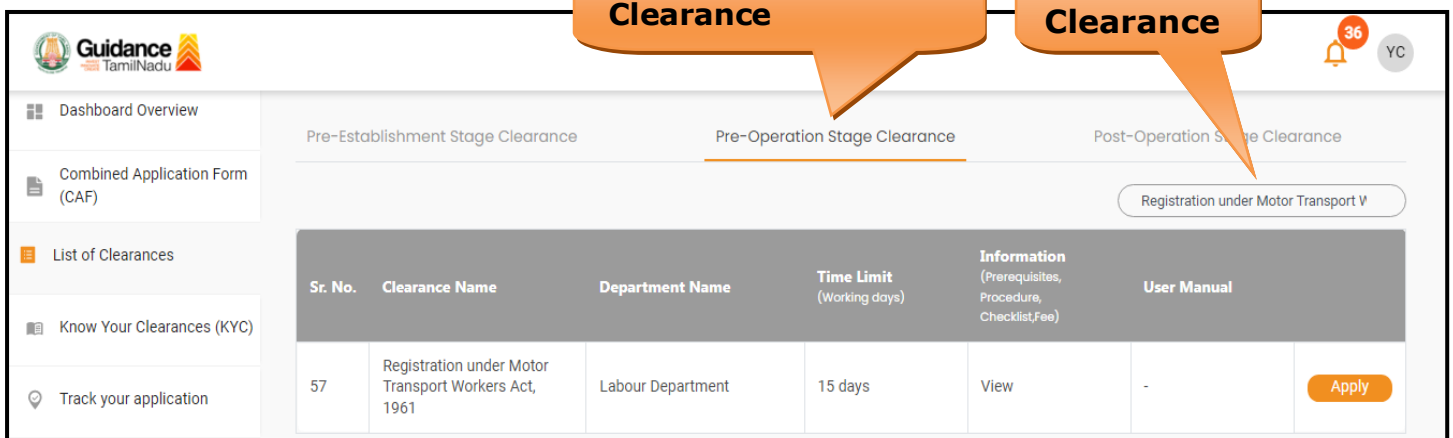
2. The list of clearances is segregated into three stages.

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

3. Select ‘Pre-Operation Stage Clearance’ and find the clearance ‘Registration under Motor Transport Workers Act, 1961’ 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	
57	Registration under Motor Transport Workers Act, 1961	Labour Department	15 days	View	-	Apply

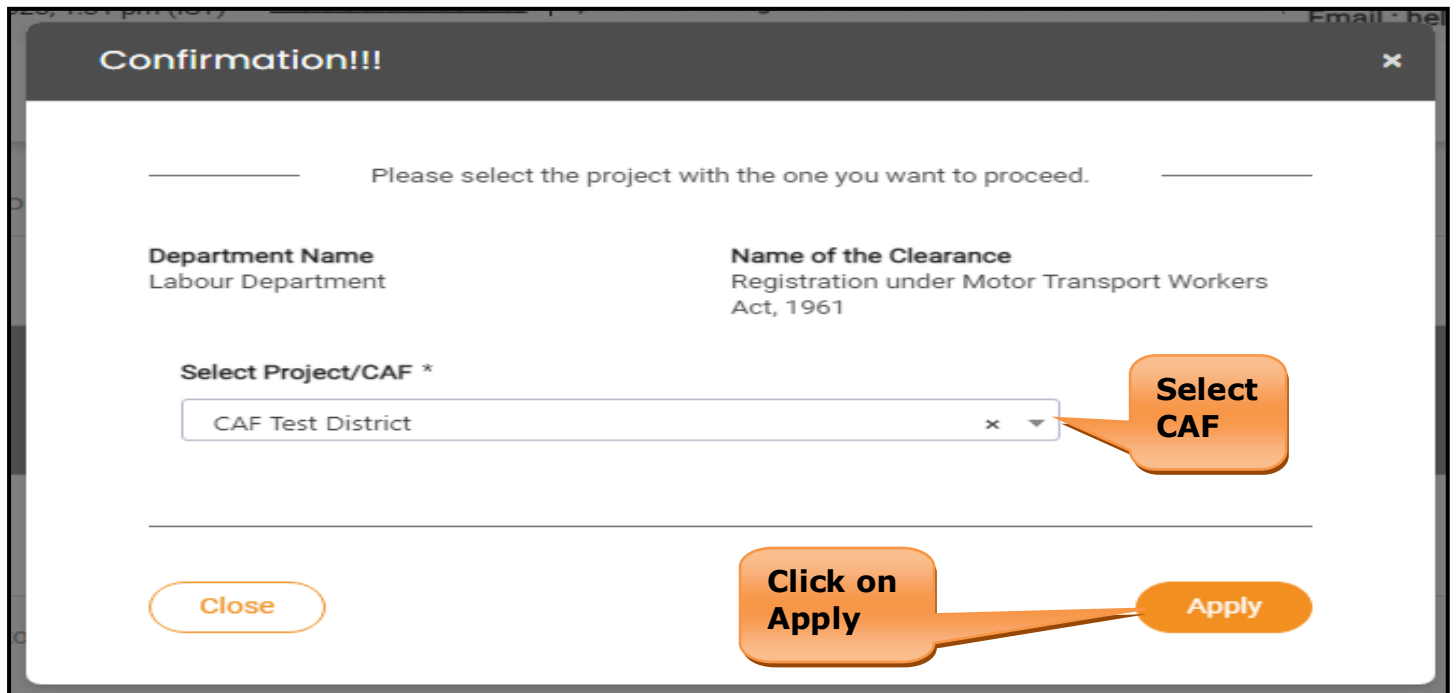
Figure 14. Search for Clearance

4. Applicant can view information on workflow, checklist of supporting documents to be uploaded by the applicant and fee details. Click on 'view' to access the information (Refer Figure 15)
5. To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 15).
6. The Applicant can apply to obtain license for more than 1 establishment using a single login, but the applicant must create multiple Combined Application Form (CAF) for each of the establishment.

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
57	Registration under Motor Transport Workers Act, 1961	Labour Department	15 days	View	Apply

Figure 15. Apply for Clearance

- 1) Select **PROJECT / CAF** from the drop-down menu.



The screenshot shows a web form titled "Confirmation!!!". The form contains the following elements:

- A header bar with the text "Confirmation!!!" and a close button (X).
- A message: "Please select the project with the one you want to proceed."
- Two columns of information:
 - Department Name:** Labour Department
 - Name of the Clearance:** Registration under Motor Transport Workers Act, 1961
- A dropdown menu labeled "Select Project/CAF *" with the selected option "CAF Test District". An orange callout bubble points to the dropdown with the text "Select CAF".
- At the bottom, there are three buttons: "Close", "Apply", and "Apply". An orange callout bubble points to the "Apply" button with the text "Click on Apply".

Figure 16. Project/CAF

- 2) Click on the Apply button and the Page would get redirected to Registration under Motor Transport Workers Act, 1961 Portal.

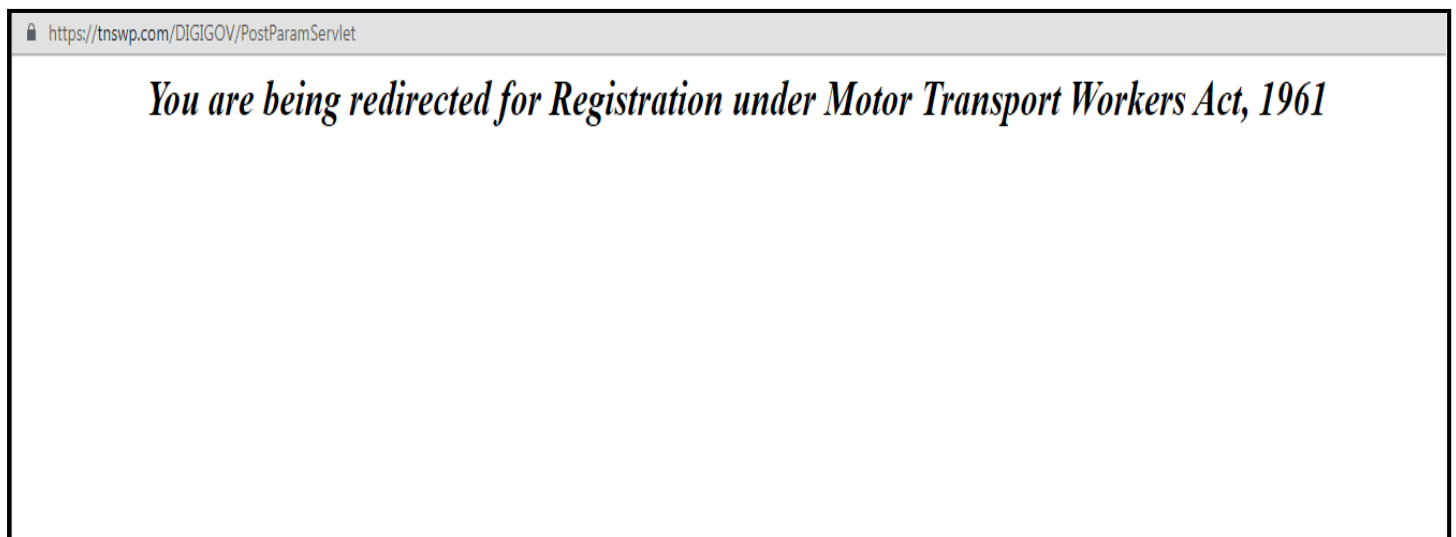


Figure 17. Redirecting to Registration under Motor Transport Workers Act, 1961 Portal

3) Enter all the mandatory details in the application for Registration under Motor Transport Workers Act, 1961.

https://labour.tn.gov.in/services/motor-workers/registration/2674



இணையவழி தகவல்
தொழிலாளர் துறை

ONLINE PORTAL
LABOUR DEPARTMENT



Dashboard Inbox Download for Forms Profile

test11@gmail.com Logout

THE MOTOR TRANSPORT WORKERS ACT, 1961 - REGISTRATION

DETAILS OF MOTOR TRANSPORT UNDERTAKING

Name of Motor Transport Undertaking*

PAN Card Number of the Establishment / Proprietor*

Date in PAN card*

Upload copy of PAN card*

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

Upload file 

Nature of Transport service*

Date of Commencement of Establishment*

Details of Organizational setup*

Is there any Manager/Authorised Person for Establishment*

ADDRESS OF THE HEAD-QUARTERS OF THE UNDERTAKING

State*

District*

Taluk*

Town / Village*

Street 1*

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

Building/ Door/Flat No.*

Pincode*

Location of the establishment (photo of the name board with address. In the name board importance is given to Tamil)*

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

Upload File 

DETAILS OF EACH UNITS OF THE MOTOR TRANSPORT UNDERTAKING

Unit Address*

Number of Vehicles*

Workers in each unit*

Add More**DETAILS OF ROUTES**

From*

To*

Distance (in Kilometres)*

Total Number Of Trips per day*

Total Kilometers per day*

Number of Vehicles for passenger service in the route*

Number of Vehicles for Freight service in the route*

Add More**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)

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

NUMBER OF TRANSPORT VEHICLES

Total number of motor transport vehicles on the last date of the preceding year (with particulars of registration number of vehicles)*

TOTAL NUMBER OF MOTOR TRANSPORT WORKERS EMPLOYED ON ANY DAY DURING THE PRECEDING YEAR

Total Number of motor transport workers employed on any day during the preceding year

MAXIMUM NUMBER OF EMPLOYEE PROPOSED TO BE EMPLOYED ON ANY ONE DAY DURING THE CALENDAR YEAR FOR WHICH APPLICATION MADE

Maximum Number of Employee Proposed to be Employed on any one day during the calendar Year for which application made

NUMBER OF EMPLOYEES WORKING AT PRESENT

	Men	Women	Total
On Roll	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Out Sourced	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Contract	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Inter-State Migrants	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Adolescent	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>


Grand Total Number of Workers

Total Fees as per total contract employees

DOCUMENTS TO BE UPLOADED

Registration certificate of vehicles *

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

Upload file 

Labour Welfare fund Contribute Receipt/ Self Certificate*

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

Upload file 

Click on
'Pay'

SELF DECLARATION

I hereby declare that the above mentioned information is correct upto my knowledge and I will solely be responsible for any discrepancy found in them

Pay Reset

Figure 18. Registration under Motor Transport Workers Act, 1961

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. The 'Status' column in the table is highlighted with an orange callout bubble that says 'Status Changed to 'Application Submitted''. The table contains one entry with Application ID 100057-125515, applied on Oct 16, 2023, and cleared by Deputy Inspector-Labour.

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	100057 - 125515	-	Oct 16, 2023 11:23:49 AM	Registration under Motor Transport Workers Act, 1961	Oct 16, 2023 11:42:50 AM	Application Submitted	Deputy Inspector-Labour	0/15 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 with the 'Status' column highlighted by an orange callout bubble that says 'Make Payment'. The table entry shows the status has changed to 'Make Payment' and the last updated date is Oct 16, 2023 01:24:10 PM.

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	100057 - 125515	-	Oct 16, 2023 11:23:49 AM	Registration under Motor Transport Workers Act, 1961	Oct 16, 2023 01:24:10 PM	Make Payment	Deputy Inspector-Labour	0/15 days	On time	Actions

Figure 20. Payment Process

9. Track Your Application

1) After submitting the application, a unique 'token ID' would be generated. Using the '**Token ID**' the Applicant can track the status of clearances by clicking on 'Track your application' option.'

2) Applicant to choose the name of the project created during CAF from the dropdown '**Select Project / CAF**' displayed at the top of the page.

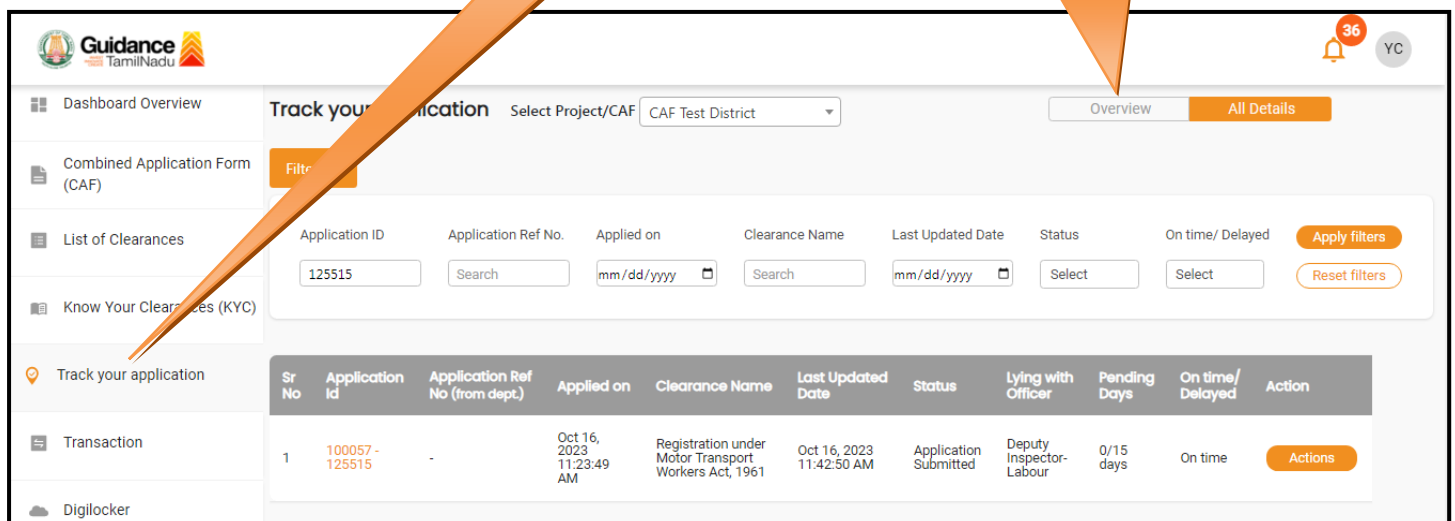
• Track your application– Overview Option

By clicking on 'Overview' tab, Applicant can view the count of various clearance statuses as follows.

- **Total Pending Clearances**
- **Total Approved Clearances**
- **Total Rejected Clearances**

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	100057 - 125515	-	Oct 16, 2023 11:23:49 AM	Registration under Motor Transport Workers Act, 1961	Oct 16, 2023 11:42:50 AM	Application Submitted	Deputy Inspector-Labour	0/15 days	On time	Actions

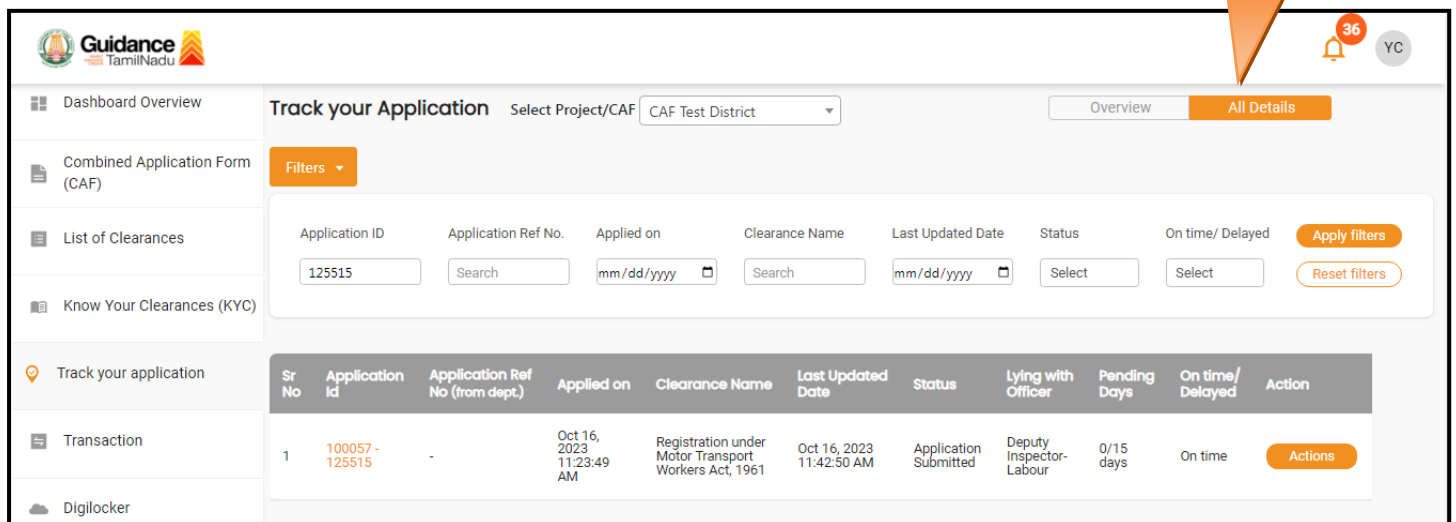
Figure 21. Track Your Application

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

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

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

All Details Options

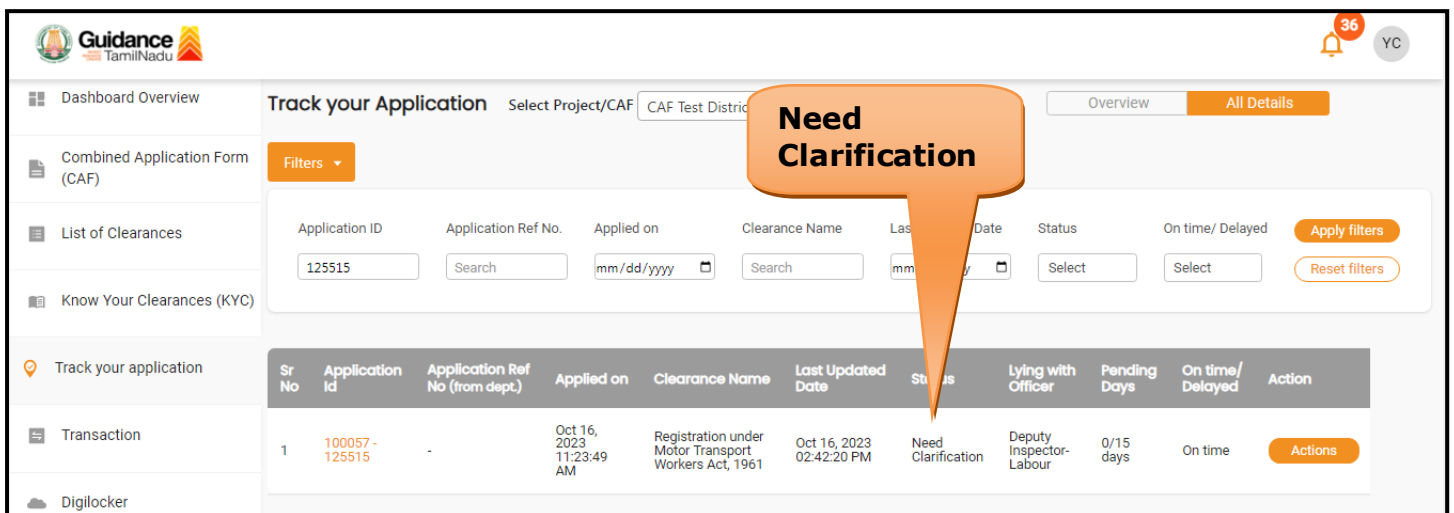


Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100057-125515	-	Oct 16, 2023 11:23:49 AM	Registration under Motor Transport Workers Act, 1961	Oct 16, 2023 11:42:50 AM	Application Submitted	Deputy Inspector-Labour	0/15 days	On time	Actions

Figure 22. ‘All Details’ tab

10. Query Clarification

- 1) After submitting the application to the Labour Department, the Deputy Inspector of Labour reviews the application and if there are any clarifications required, the Deputy Inspector of Labour would raise a query to the applicant.
- 2) Applicants would receive an alert message through Registered SMS/Email.
- 3) Applicants could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.
- 4) Applicants could view the status as '**Need Clarification**' under the 'Status' column. Click on 'Action' button responds to the query as shown in the below figure.



The screenshot shows the 'Track your Application' interface. A callout box highlights the 'Need Clarification' 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	100057 - 125515	-	Oct 16, 2023 11:23:49 AM	Registration under Motor Transport Workers Act, 1961	Oct 16, 2023 02:42:20 PM	Need Clarification	Deputy Inspector-Labour	0/15 days	On time	Actions

Figure 23. Need Clarification

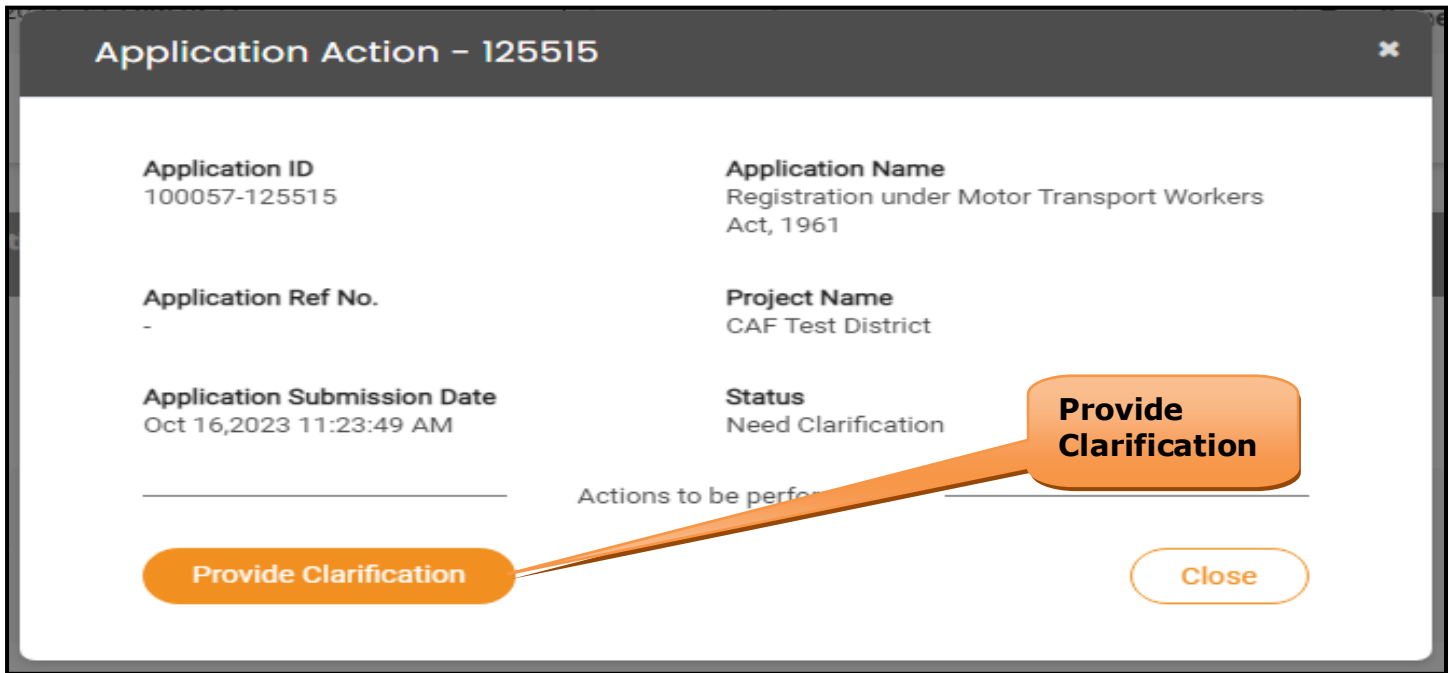


Figure 24. Provide Clarification

- 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.

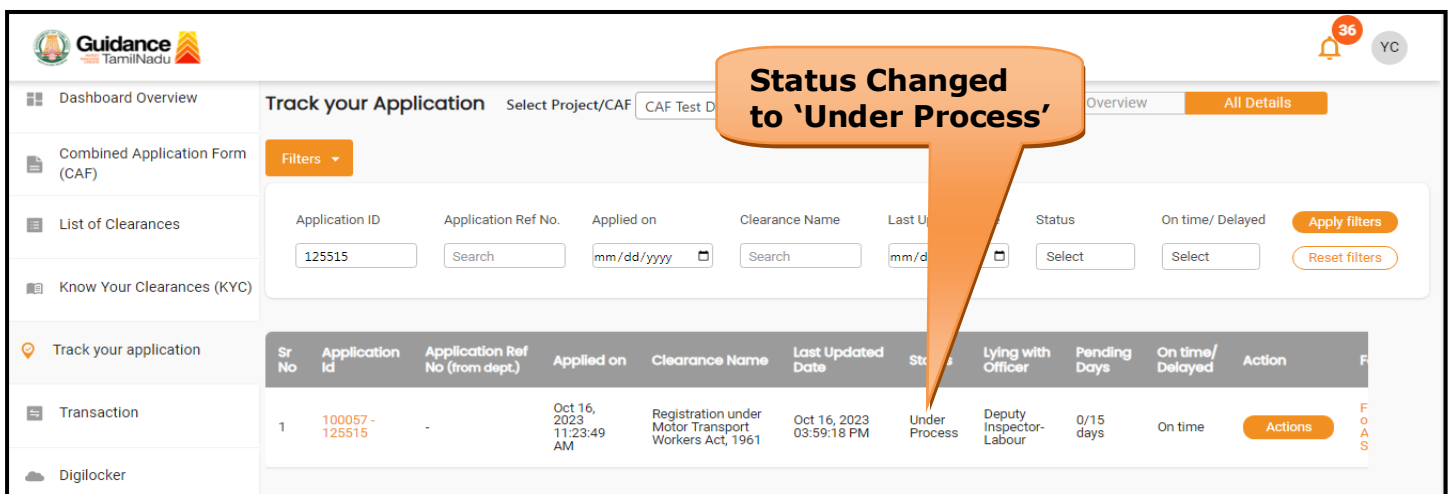
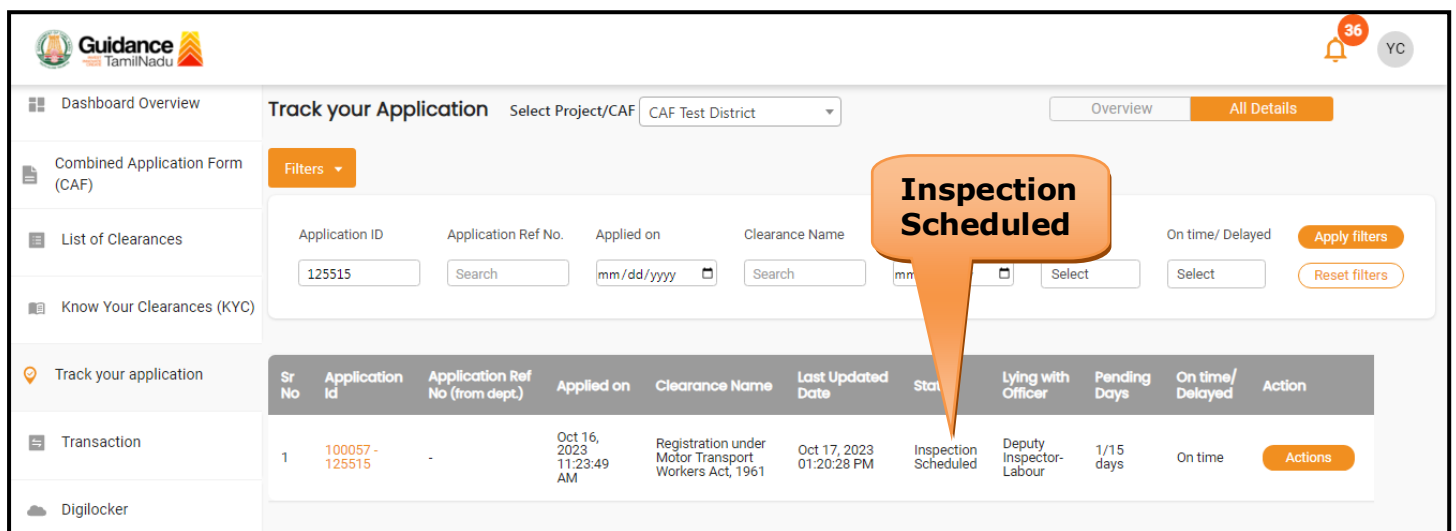


Figure 25. Under Process

11. Inspection Schedule

- 1) The Deputy Inspector of Labour Department schedules the date of appointment for inspection to be done for the specified institution.
- 2) After the Inspection gets completed, the Deputy Inspector 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 table of application details. A callout box with the text 'Inspection Scheduled' points to the 'Status' column of the first row 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	100057 - 125515	-	Oct 16, 2023 11:23:49 AM	Registration under Motor Transport Workers Act, 1961	Oct 17, 2023 01:20:28 PM	Inspection Scheduled	Deputy Inspector-Labour	1/15 days	On time	Actions

Figure 26. Inspection Scheduled

Application Action - 125515

Application ID 100057-125515	Application Name Registration under Motor Transport Workers Act, 1961
Application Ref No. -	Project Name CAF Test District
Application Submission Date Oct 16,2023 11:23:49 AM	Status Inspection Scheduled

Actions to be performed

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

Click on View Inspection Details

Figure 27. Inspection Details

Guidance TamilNadu

502 YC

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

Inspection Details : 125515

Inspection Scheduled Date (DD/MM/YYYY):

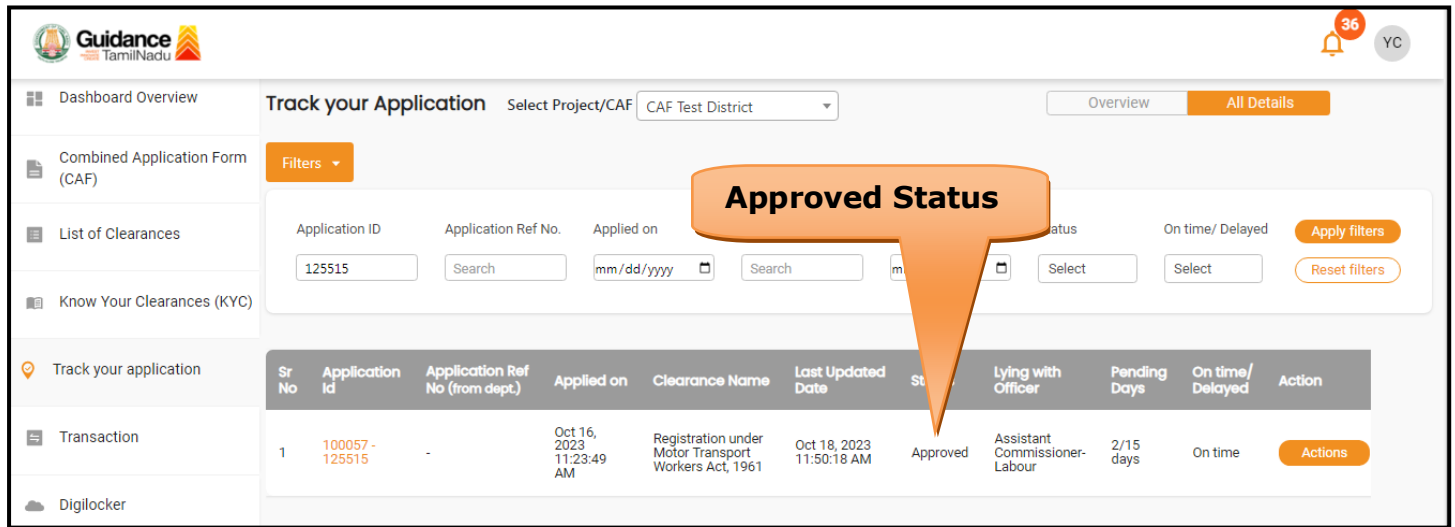
17/10/2023

Inspection Date

Figure 28. Inspection Date

12. 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”**



Approved Status

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	100057 - 125515	-	Oct 16, 2023 11:23:49 AM	Registration under Motor Transport Workers Act, 1961	Oct 18, 2023 11:50:18 AM	Approved	Assistant Commissioner-Labour	2/15 days	On time	Actions

Figure 29. 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 30)

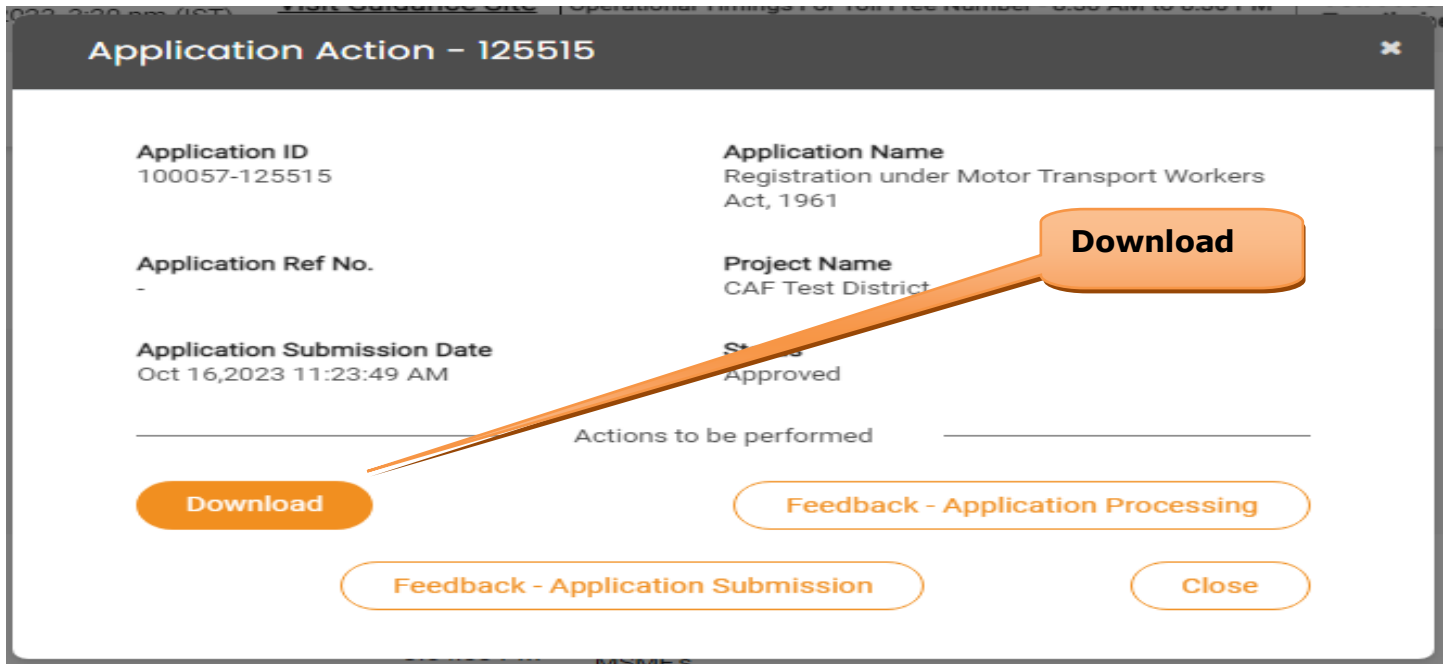


Figure 30. Download

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 31)

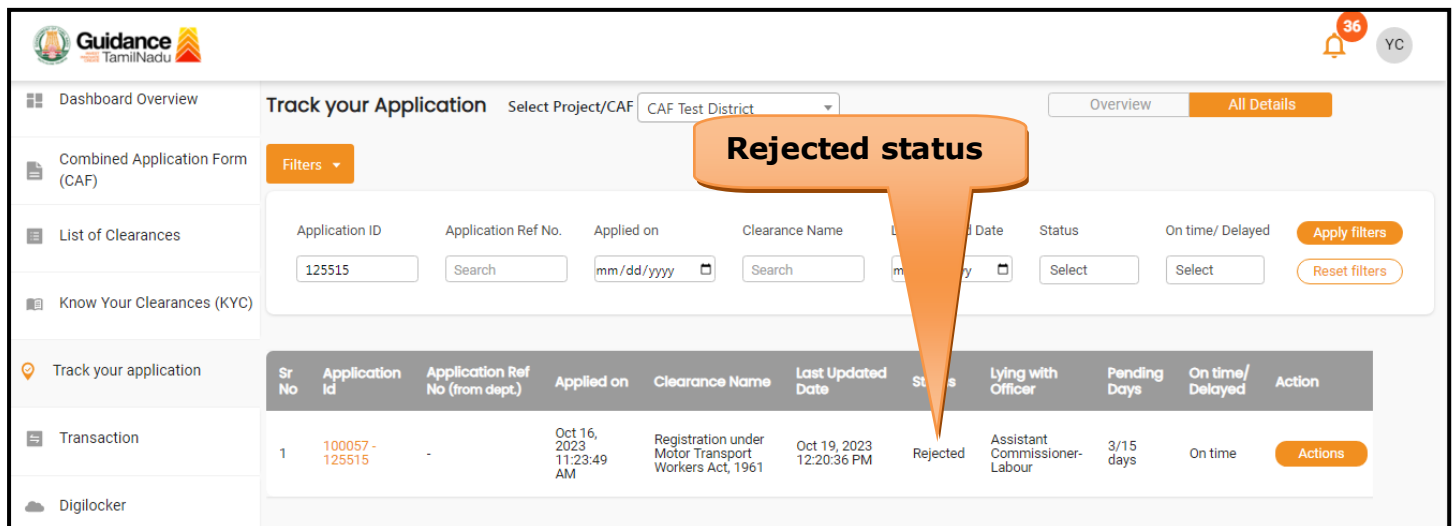


Figure 31. Rejected Status

