



# **TAMILNADU SINGLE WINDOW PORTAL**

## **APPLICANT MANUAL**

**Importers registration under Legal Metrology (packages commodities) Rule**

**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](http://www.tnswp.com))

Toll free number  
and Mail Id



← → ↻ tnswp.com/DIGIGOV/swp-tnswp.jsp

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 ▾

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

# TAMIL NADU

## Leading the Nation

<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)

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

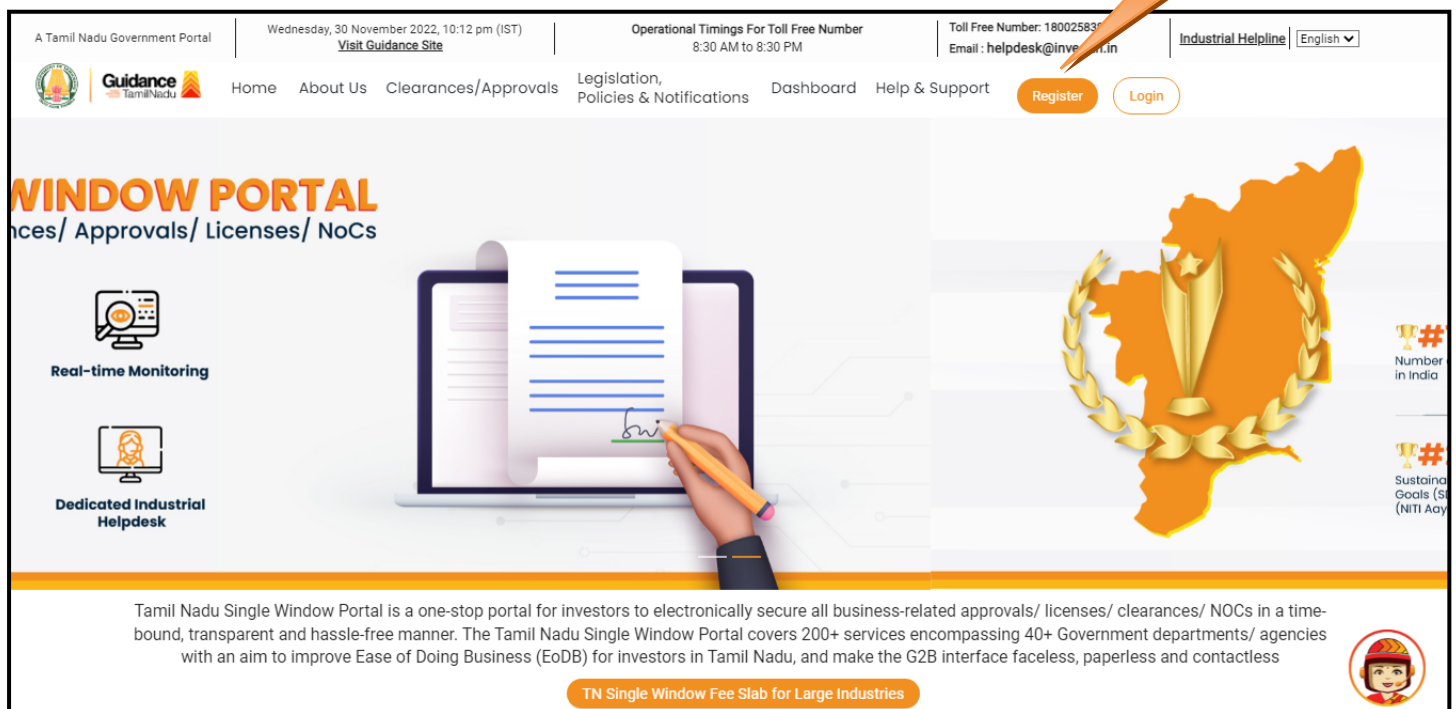
Figure 1. Single Window Portal Home Page

## 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**



**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

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**

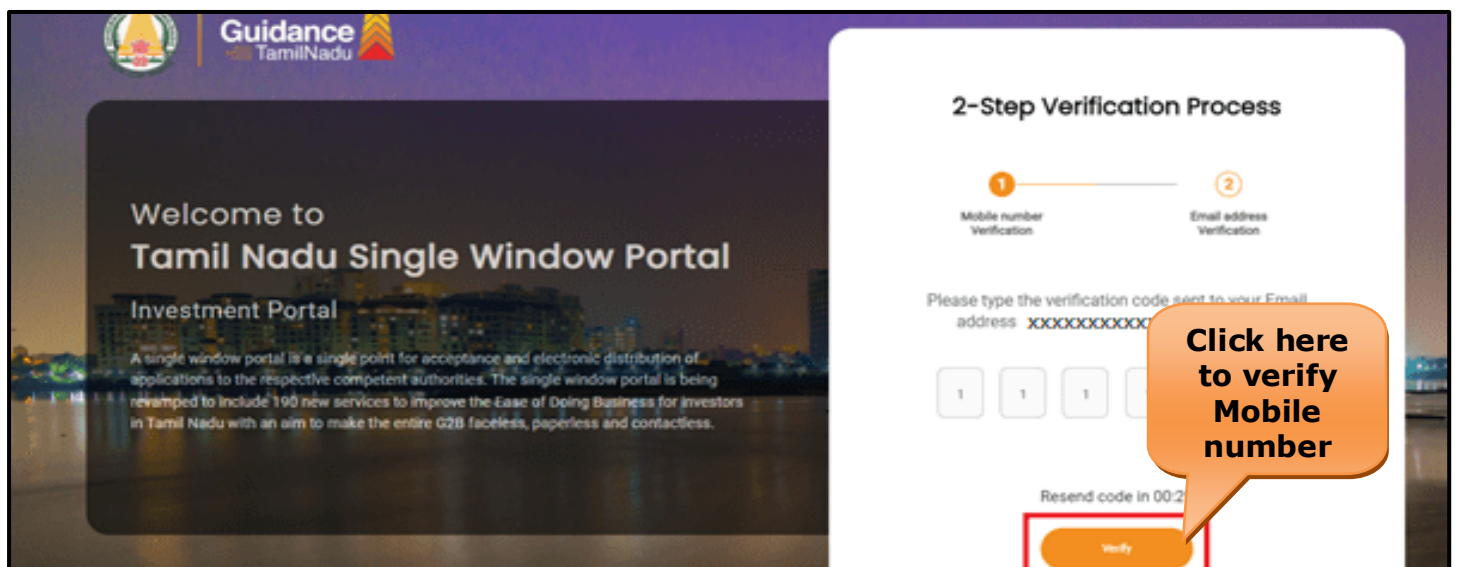
- 6) The Email ID would be the Username to login the TNSWP.
- 7) Future communications would be sent to the registered mobile number and Email ID of the applicant.
- 8) Create a strong password and enter the Captcha code as shown.
- 9) The applicant must read and accept the terms and conditions and click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

#### o Mobile Number Verification

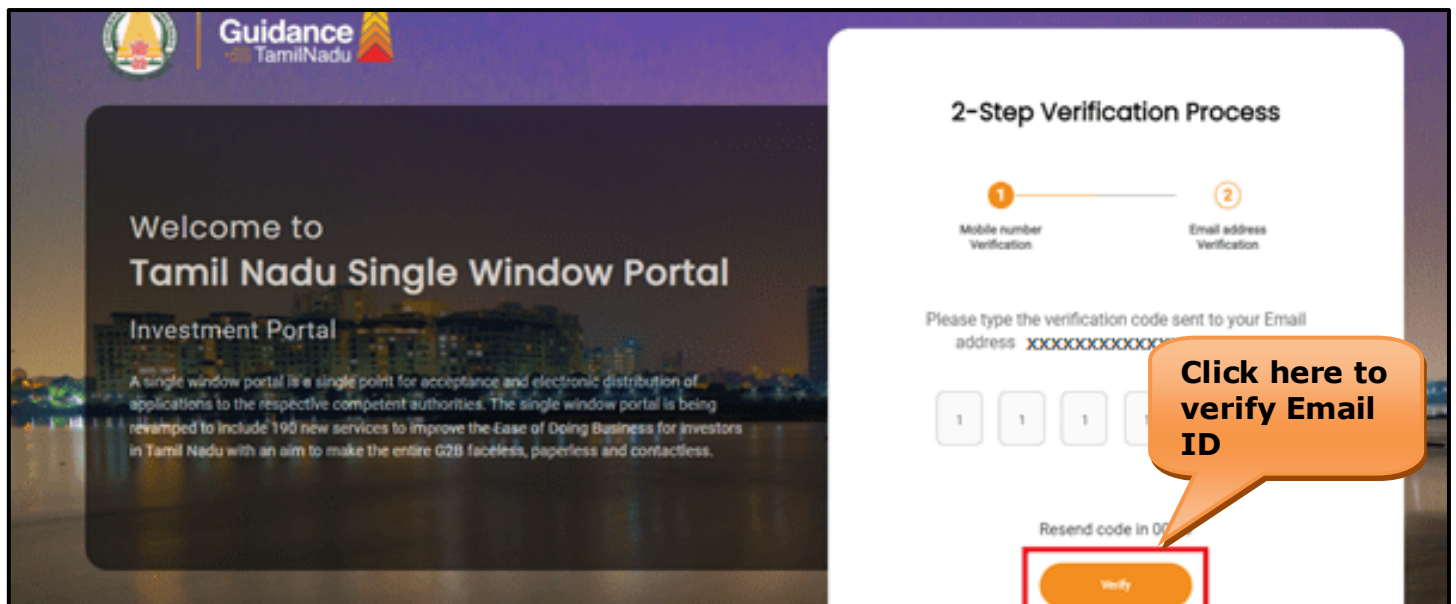
- 1) For verifying the mobile number, the verification code will be sent to the given mobile number.
- 2) Enter the verification code and click on the '**Verify**' button.



**Figure 5. Mobile Number Verification**

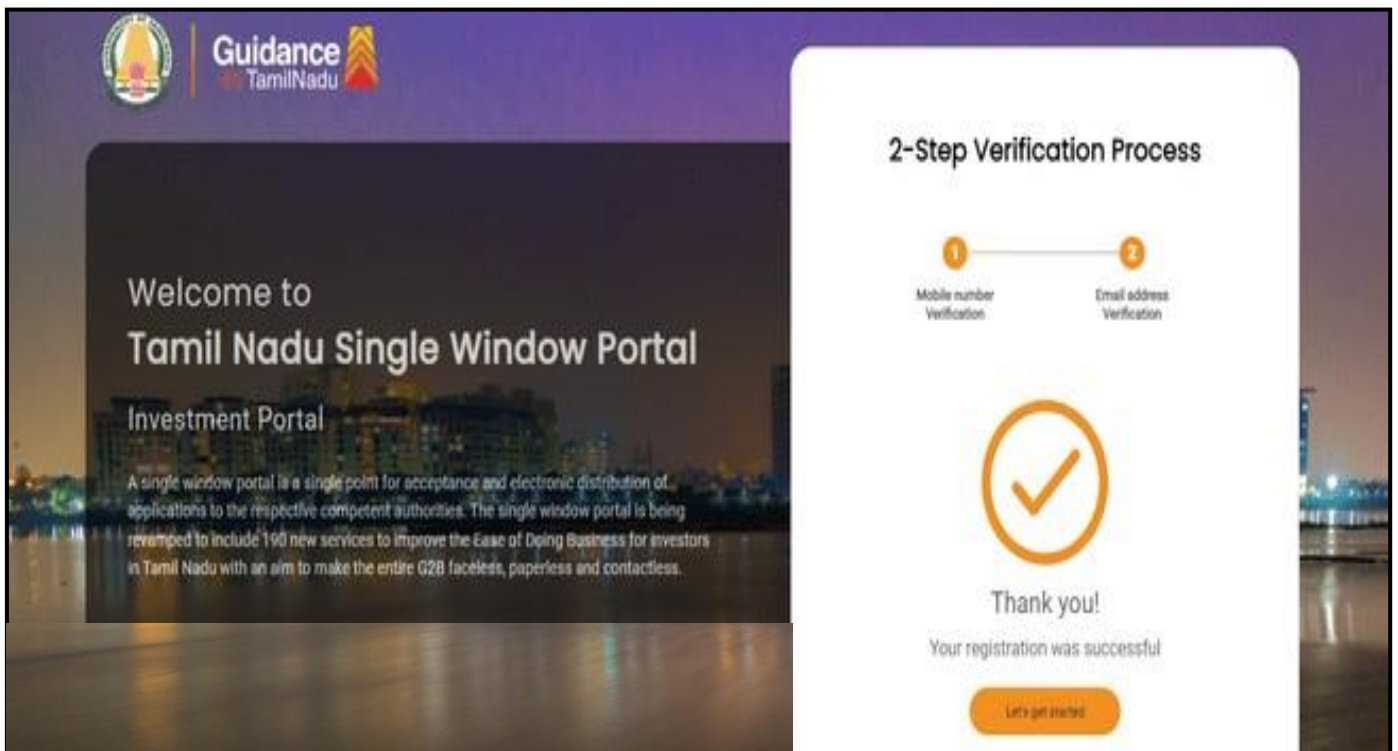
- o **Email ID Verification**

- 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**

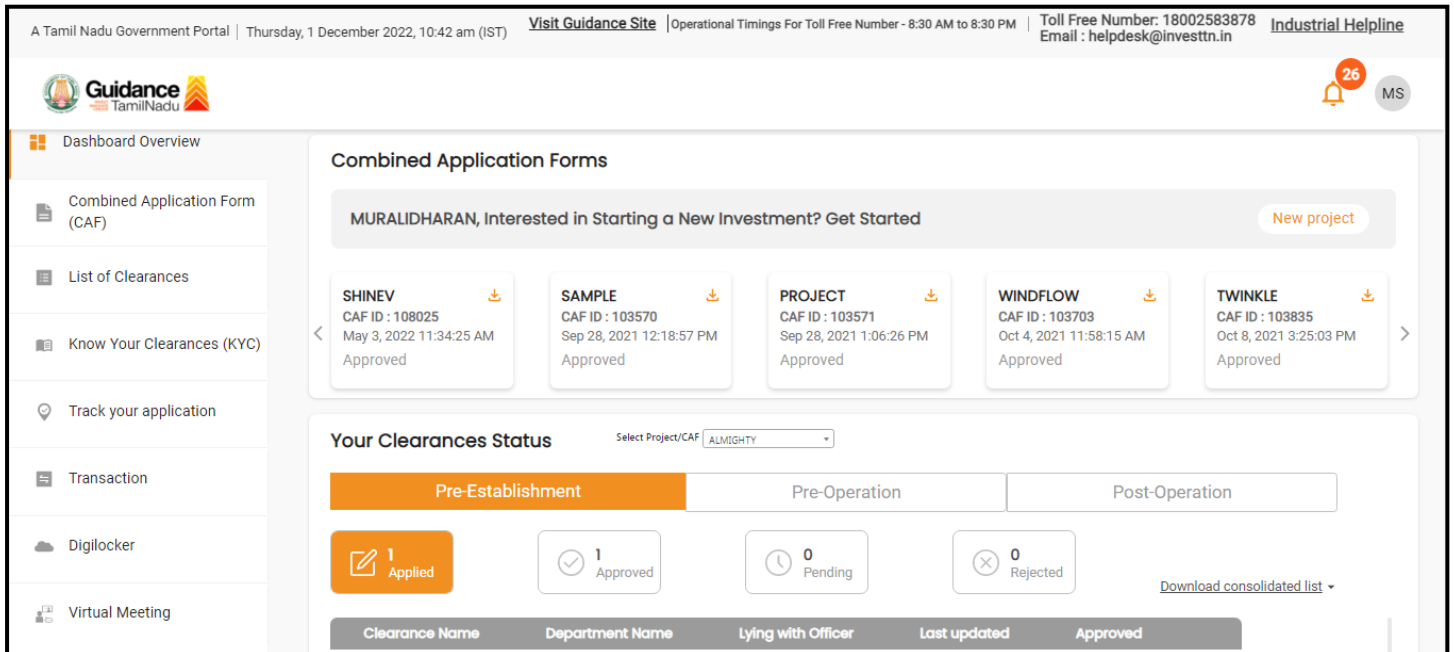


The screenshot shows the TNSWP website interface. The browser address bar displays 'tnswp.com/DIGIGOV/swp-tnswp.jsp'. The page header includes the date 'Wednesday, 30 November 2022, 10:11 pm (IST)', operational timings '8:30 AM to 8:30 PM', and contact information 'Toll Free Number: 18002583878' and 'Email: helpdesk@investtn.in'. The navigation menu contains 'Home', 'About Us', 'Clearances/Approvals', 'Legislation, Policies & Notifications', 'Dashboard', and 'Help & Support'. The 'Register' and 'Login' buttons are visible. The main content area features a large orange map of Tamil Nadu with a laurel wreath, and a central heading 'TAMIL NADU Leading the Nation'. Below this, there are ten award categories, each with a trophy icon and a ranking: '#1' for Number of Factories in India, Number of Operational SEZs in India, Governance & Political Stability (N-SIP1 2019), International and Domestic Tourist Arrivals, and Best Performing State (India Today State of the State Award 2018, 2019 & 2020); and '#2' for 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, and Growth, Innovation and Leadership Index 2019 (Frost & Sullivan). At the bottom, a text block describes the portal as a one-stop portal for investors, and a button for 'TN Single Window Fee Slab for Large Industries' is present. A small cartoon character icon is 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.



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

Dashboard Overview

Combined Application Forms

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

Application Name	CAF ID	Timestamp	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	103885	Oct 8, 2021 3:25:03 PM	Approved

Your Clearances Status Select Project/CAF: ALMIGHTY

Pre-Establishment | Pre-Operation | Post-Operation

Applied: 1 | Approved: 1 | Pending: 0 | Rejected: 0

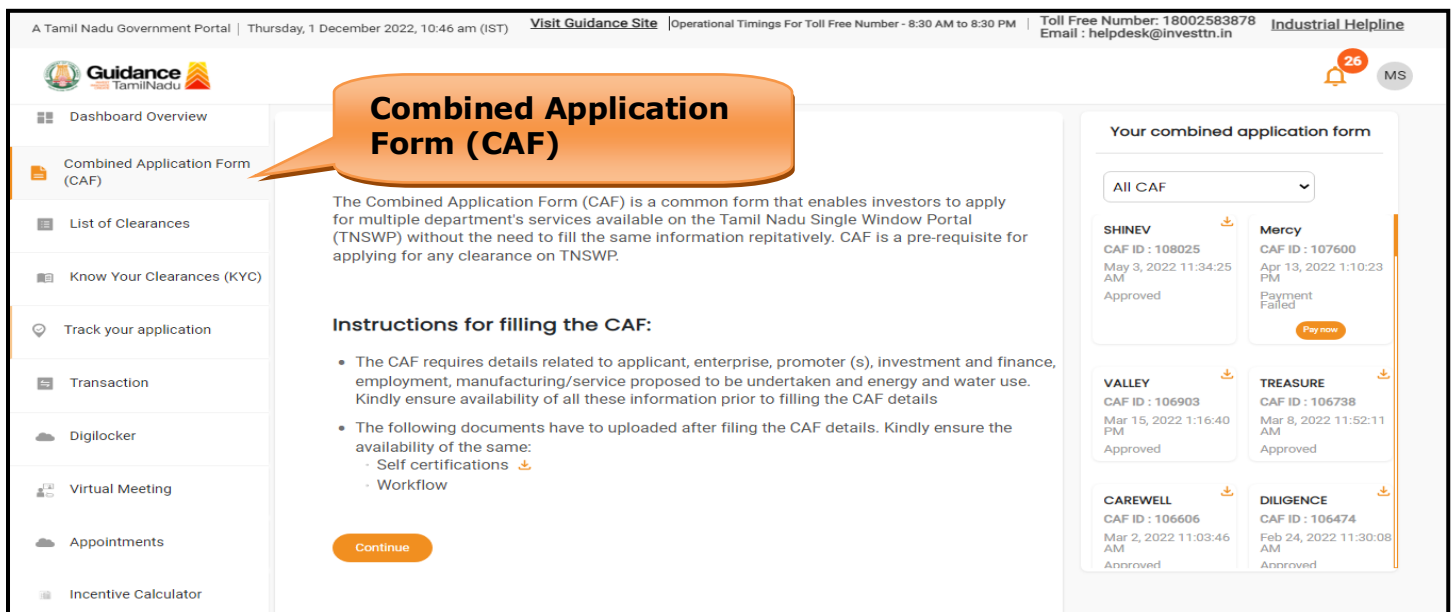
[Download consolidated list](#)

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.



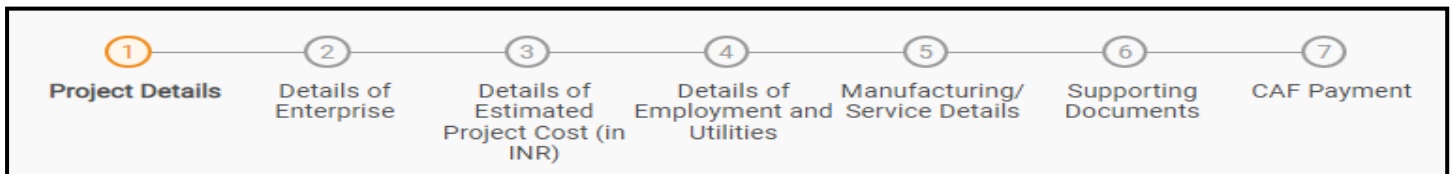
The screenshot shows the Tamil Nadu Government Portal interface. The top navigation bar includes the portal name, date, time, and contact information. The left sidebar contains a menu with options like Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, Digilocker, Virtual Meeting, Appointments, and Incentive Calculator. The main content area features a large orange callout box with the text "Combined Application Form (CAF)". Below this, there is a description of the CAF and a section titled "Instructions for filling the CAF:" which lists requirements for details and document uploads. A "Continue" button is visible at the bottom of this section. On the right, a panel titled "Your combined application form" displays a table of existing CAFs:

Department	CAF ID	Status
SHINEV	108025	Approved
Mercy	107600	Payment Failed
VALLEY	106903	Approved
TREASURE	106738	Approved
CAREWELL	106606	Approved
DILIGENCE	106474	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:**

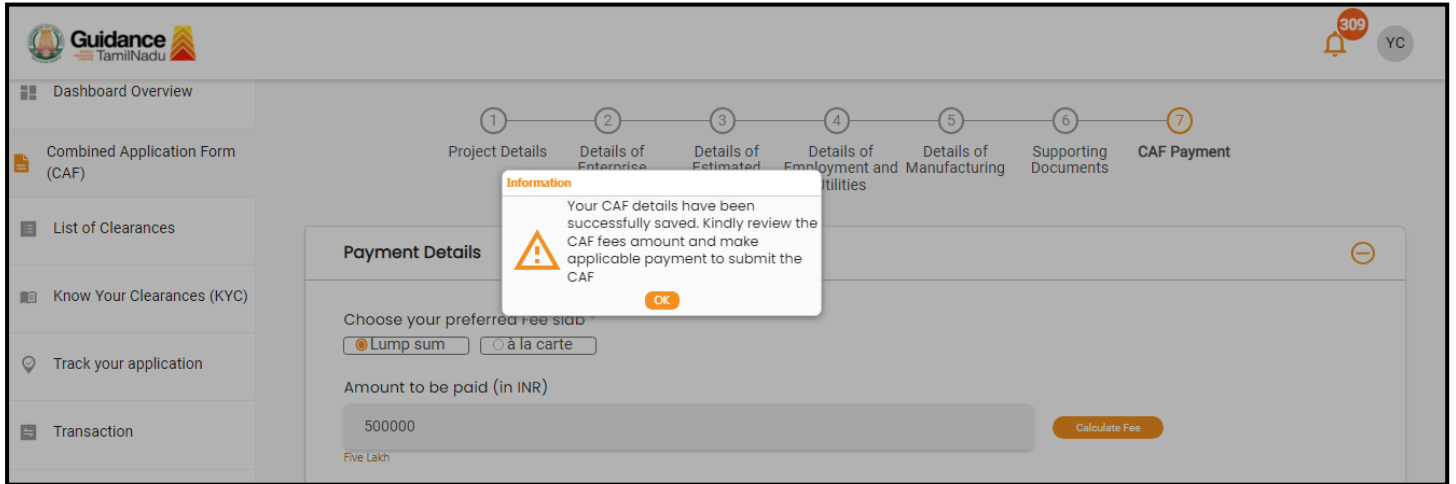
- Download the template.
- Prepare the self-certification documents as per the instructions given in the template and upload.

- **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**

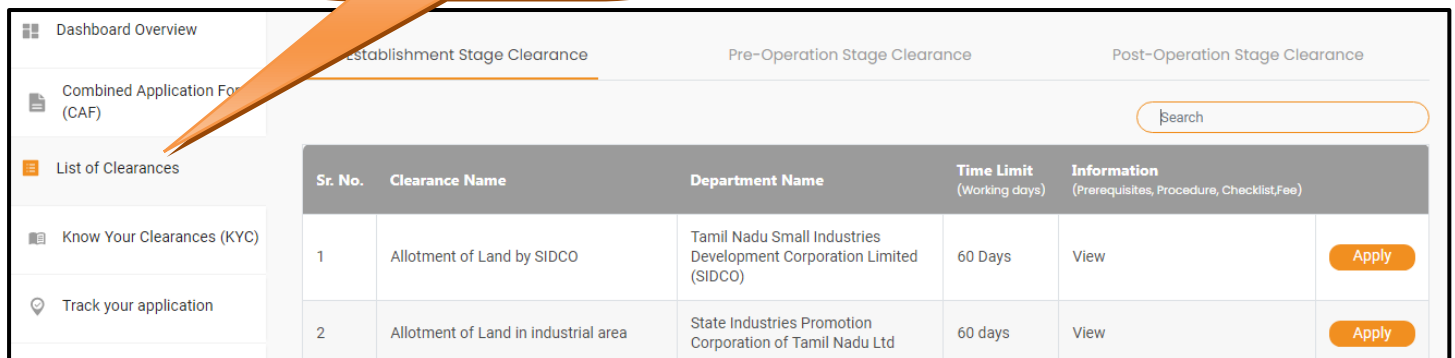
**Note:**

*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 Importers registration under Legal Metrology (packages commodities) Rule

### 1. Click on “List of Clearances”

List of Clearances



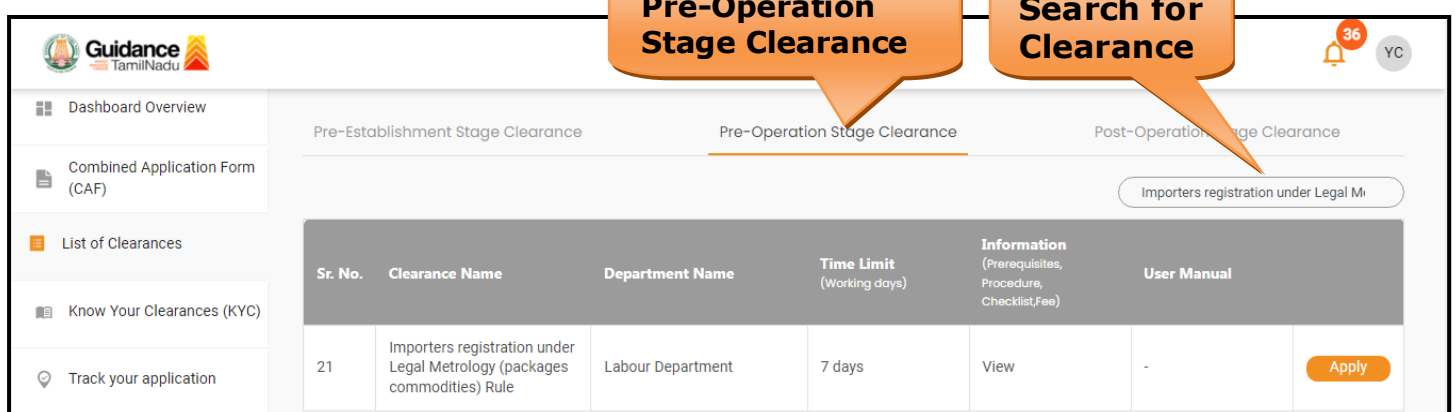
Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	
1	Allotment of Land by SIDCO	Tamil Nadu Small Industries Development Corporation Limited (SIDCO)	60 Days	View	Apply
2	Allotment of Land in industrial area	State Industries Promotion 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 ‘Importers registration under Legal Metrology (packages commodities) Rule’ by using Search option as shown in the figure given below.



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
21	Importers registration under Legal Metrology (packages commodities) Rule	Labour Department	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.

**View Information****Apply for Clearance**

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
21	Importers registration under Legal Metrology (packages commodities) Rule	Labour Department	7 days	View	-

**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**  
Importers registration under Legal Metrology  
(packages commodities) Rule

Select Project/CAF \*

CAF Large test

Select  
CAF

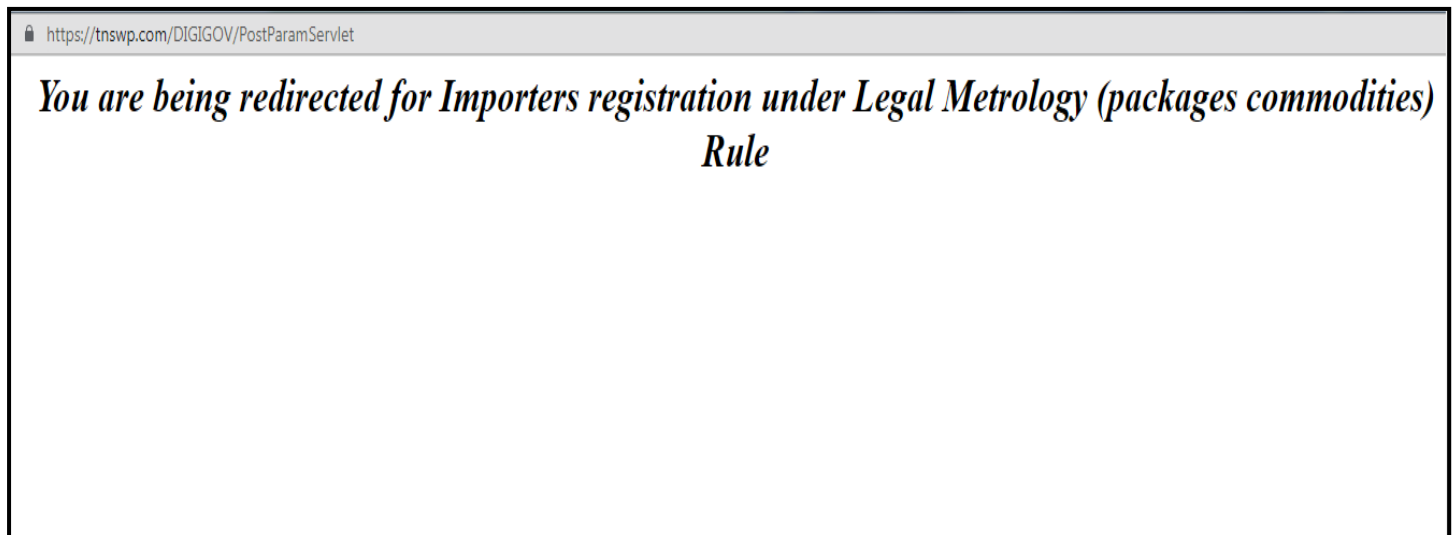
Close

Click on  
Apply

Apply

**Figure 16. Project/CAF**

2) Click on the Apply button and the Page would get redirected to Importers registration under Legal Metrology (packages commodities) Rule Portal.




**Figure 17. Redirecting to Importers registration under Legal Metrology (packages commodities) Rule Portal**




### 3) Enter all the mandatory details in the application for Importers registration under Legal Metrology (packages commodities) Rule.

https://labour.tn.gov.in/services/legal-packages/importer-registration/2623



**இணையவழி தகவல் தொழில்நுட்ப துறை**

**ONLINE PORTAL**  
LABOUR DEPARTMENT



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yrwfwu@hh.co
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**APPLICATION FORM FOR LICENCE FOR IMPORTERS UNDER THE LEGAL METROLOGY (PACKAGED COMMODITY) RULES, 2011**

**APPLICANT DETAILS**

<b>Name*</b>	<b>Designation*</b>
<input type="text"/>	<input type="text"/>
<b>Father/Husband*</b>	<b>Gender*</b>
<input type="text"/>	<input type="text" value="Select"/>
<b>DOB*</b>	<b>State*</b>
<input type="text"/>	<input type="text" value="Select"/>
<b>District*</b>	<b>Taluk*</b>
<input type="text" value="Select"/>	<input type="text" value="Select"/>
<b>Town / Village*</b>	<b>Street 1*</b>
<input type="text" value="Select"/>	<input type="text" value="Select"/>
<b>Street 2</b>	<b>Building/ Door/Flat No.*</b>
<input type="text"/>	<input type="text"/>
<b>Pincode*</b>	
<input type="text"/>	

**COUNTRY FROM WHERE IT IS TO BE IMPORTED**

<b>The country from where it is to be imported? *</b>	<b>Name of Item *</b>
<input type="text"/>	<input type="text"/>
	<a href="#">Add More</a>

**DETAILS OF ESTABLISHMENT**

<b>Name of Establishment*</b>	<b>Details of Organizational setup*</b>
<input type="text" value="rdtfuyg"/>	<input type="text" value="Private Limited Company"/>
<b>Is there any Manager/Authorised Person for Establishment*</b>	
<input type="text" value="Select"/>	

**DETAILS OF PROPRIETOR/AUTHORISED SIGNATORY (FOR OTHER ORGANISATIONS)****Name\*****Designation\*****Father / Husband\*****Gender\*****Date of Birth\*****ADDRESS OF ESTABLISHMENT****State\*****District\*****Taluk\*****Town/ Village\*****Street 1\*****Street 2****Building/ Door/Flat No.\*****Pincode\*****ADDRESS OF THE REGISTERED OFFICE** Address of the registered office same as address of the establishment**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\***

**ADDRESS OF THE WAREHOUSE/ GODOWN**

Address of the Warehouse/ Godown same as address of the establishment

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

**SHORTER ADDRESS**

**Shorter Address (if any)**

**IMPORT LICENCE DETAILS**

<b>IEC Number*</b> <input type="text"/>	<b>Date of Issue of IEC*</b> <input type="text"/>
--	--

**LICENCE DETAILS AND DOCUMENTS**

<b>Factory Licence Number / Date</b> <input type="text"/>	<b>Trade Licence Number / Date</b> <input type="text"/>
<b>GST Number/ PAN Number*</b> <input type="text"/>	

**DOCUMENTS ENCLOSED**

Duly self-attested Identity Proof of Proprietor/Authorised Signatory (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** 

GST Number / PAN Number Document of the Company\*  
(Maximum file size should not exceed 1 MB. File should be pdf,jpeg,bmp format)

**Upload File** 

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

**Upload file** 

**SELF-DECLARATION**

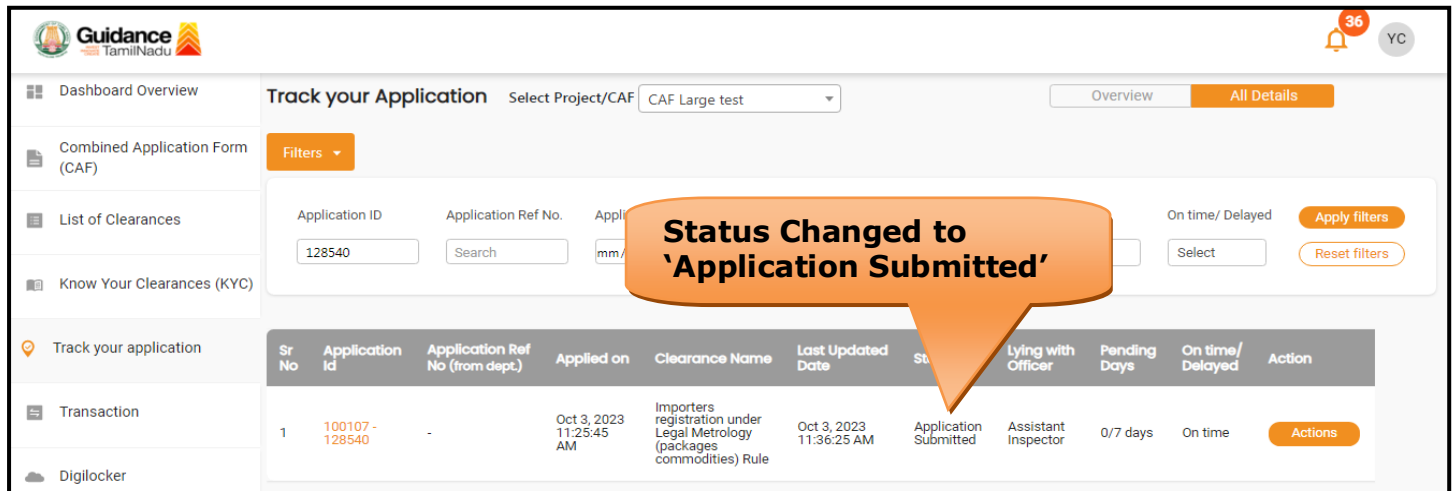
I hereby declare that the above information is true to my knowledge and i will solely be responsible for any discrepancy found in them



**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**



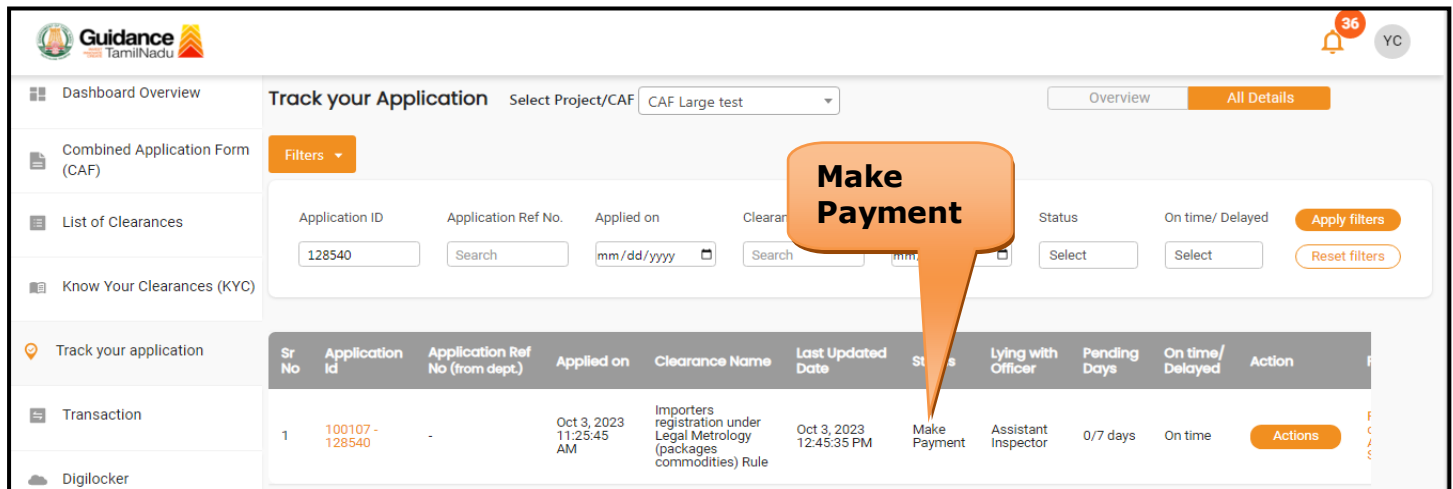
The screenshot shows the 'Track your Application' page. The 'Project/CAF' dropdown is set to 'CAF Large test'. The 'All Details' tab is selected. A callout bubble points to the status 'Application Submitted' in the table. The table has the following data:

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	100107 - 128540	-	Oct 3, 2023 11:25:45 AM	Importers registration under Legal Metrology (packages commodities) Rule	Oct 3, 2023 11:36:25 AM	Application Submitted	Assistant Inspector	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. The 'Project/CAF' dropdown is set to 'CAF Large test'. The 'All Details' tab is selected. A callout bubble points to the status 'Make Payment' 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	100107 - 128540	-	Oct 3, 2023 11:25:45 AM	Importers registration under Legal Metrology (packages commodities) Rule	Oct 3, 2023 12:45:35 PM	Make Payment	Assistant Inspector	0/7 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.

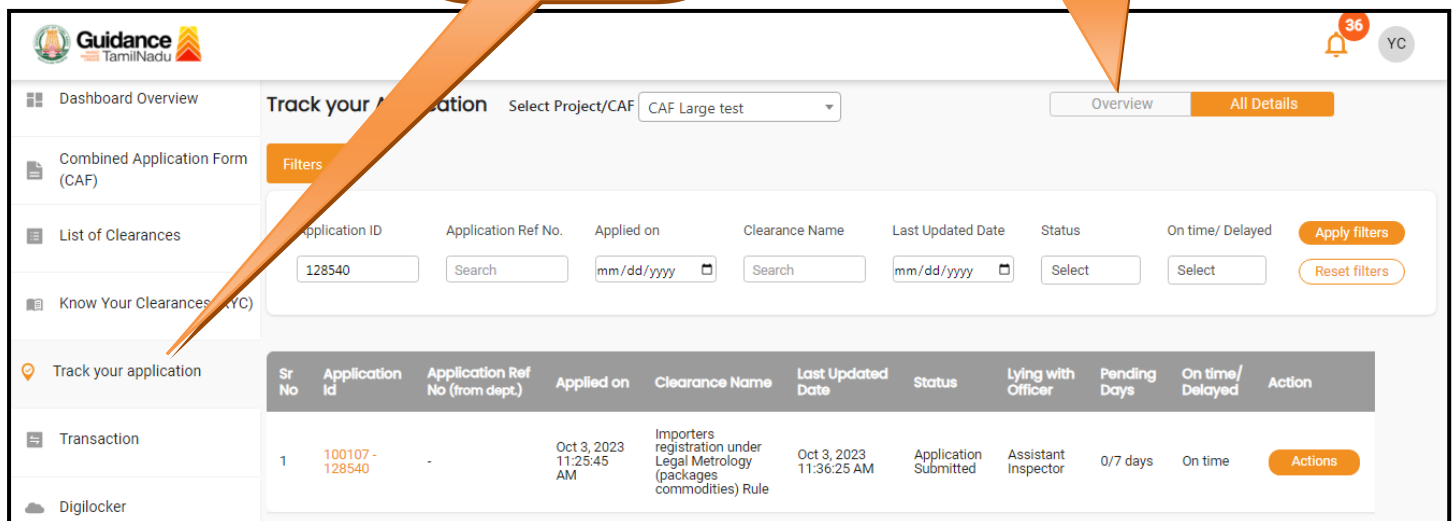
### • Track your application– Overview Option

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	100107 - 128540	-	Oct 3, 2023 11:25:45 AM	Importers registration under Legal Metrology (packages commodities) Rule	Oct 3, 2023 11:36:25 AM	Application Submitted	Assistant Inspector	0/7 days	On time	Actions

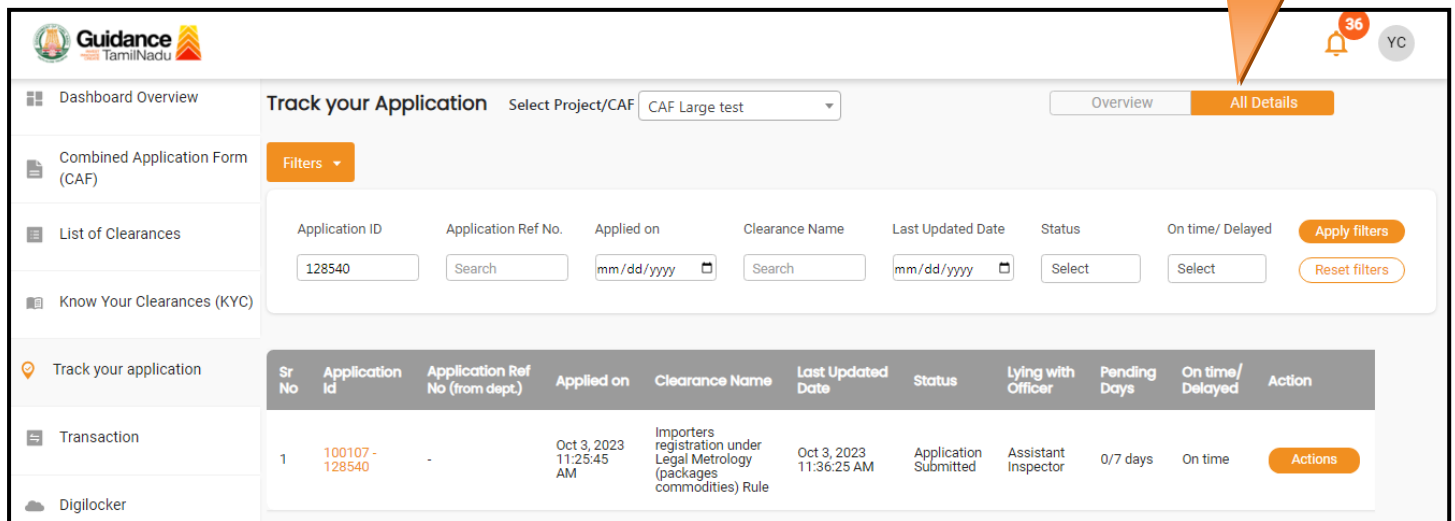
**Figure 21. Track Your Application**

- **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**

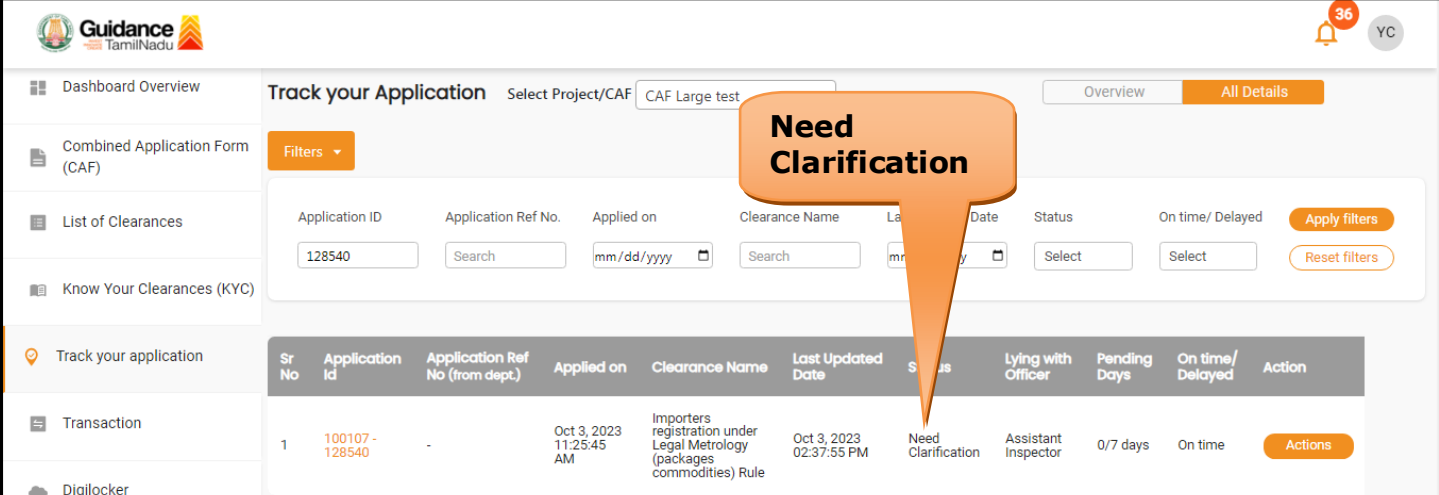


Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100107 - 128540	-	Oct 3, 2023 11:25:45 AM	Importers registration under Legal Metrology (packages commodities) Rule	Oct 3, 2023 11:36:25 AM	Application Submitted	Assistant Inspector	0/7 days	On time	Actions

**Figure 22. ‘All Details’ tab**

## 10. Query Clarification

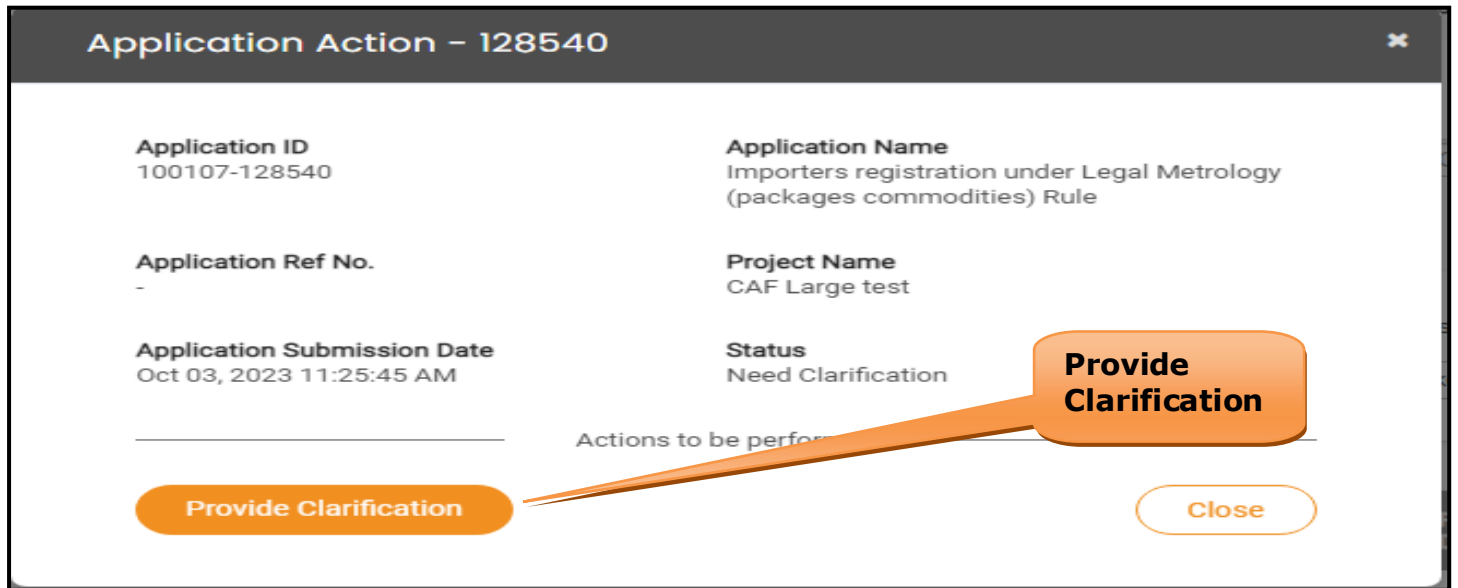
- 1) After submitting the application to the Labour Department, the Assistant Inspector of Labour reviews the application and if there are any clarifications required, the Assistant Inspector of Labour would raise a query to the applicant.
- 2) Applicant would receive an alert message through Registered 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' page. A callout bubble labeled 'Need Clarification' points to the 'Status' column of the first application entry in the table below.

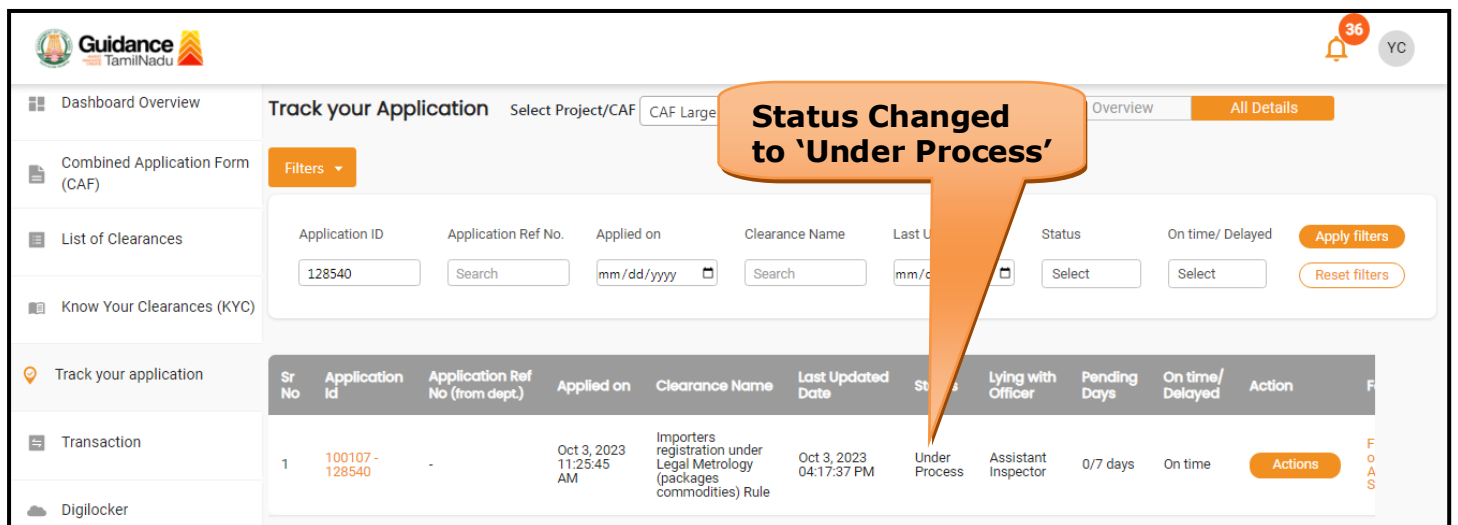
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100107 - 128540	-	Oct 3, 2023 11:25:45 AM	Importers registration under Legal Metrology (packages commodities) Rule	Oct 3, 2023 02:37:55 PM	Need Clarification	Assistant Inspector	0/7 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.

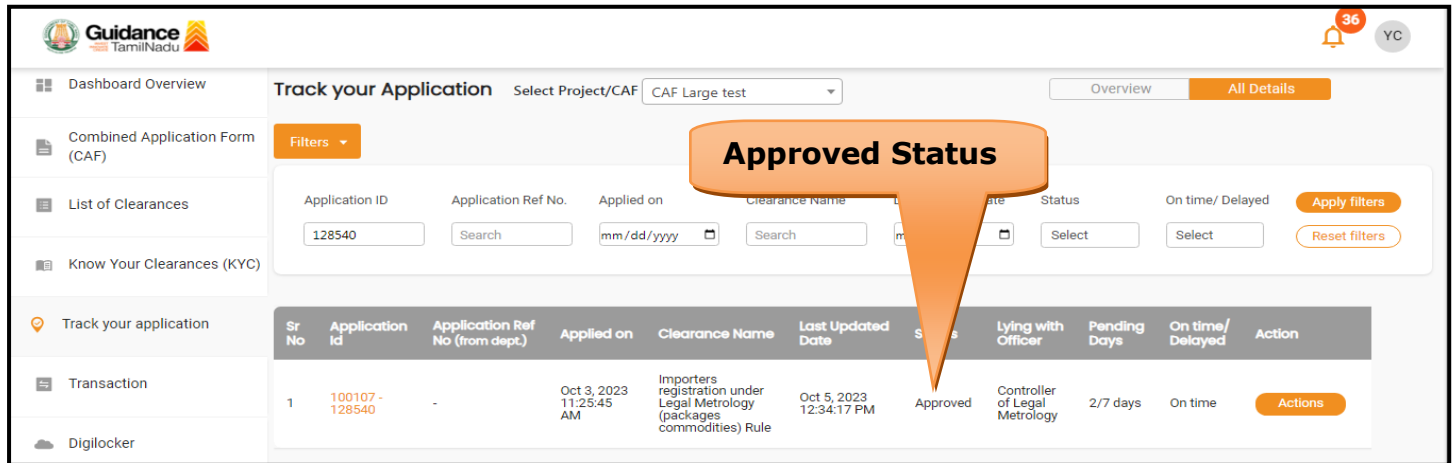


**Figure 25. Under Process**



## 11. Application Processing

- 1) After Submitting the application, The Controller of Legal metrology scrutinizes and reviews the application and updates the status as **“Approved or Rejected”**

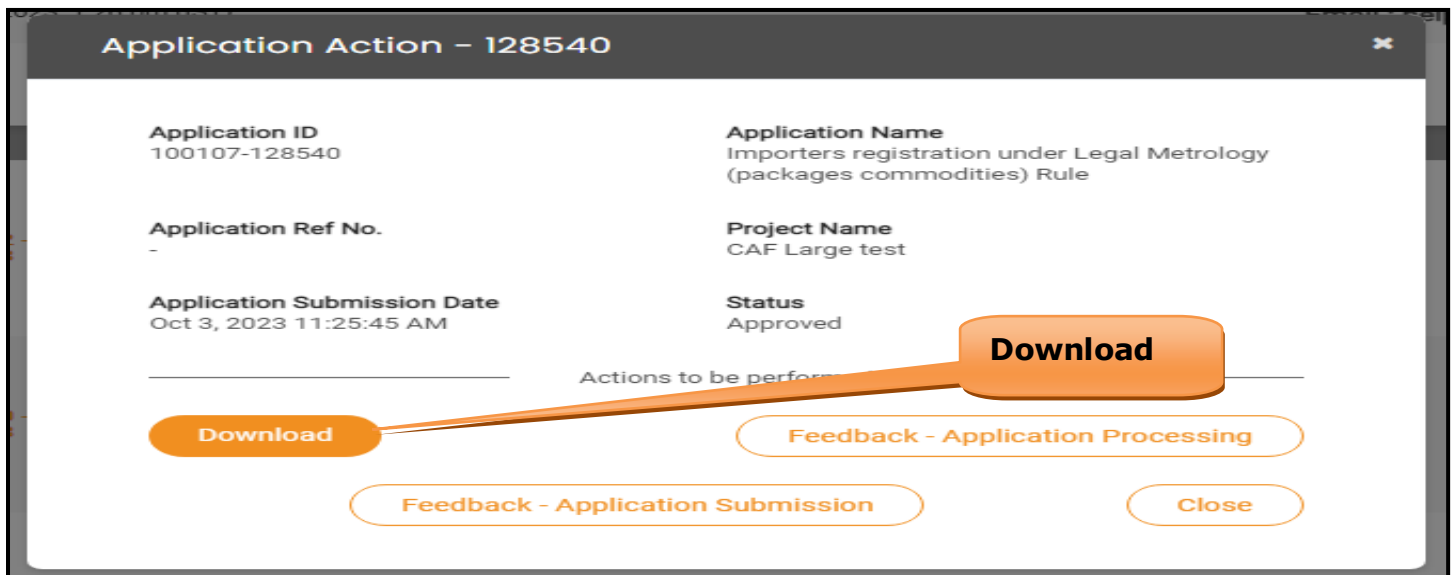


The screenshot shows the 'Track your Application' interface. A callout bubble labeled 'Approved Status' points to the 'Approved' status in the table below.

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	100107 - 128540	-	Oct 3, 2023 11:25:45 AM	Importers registration under Legal Metrology (packages commodities) Rule	Oct 5, 2023 12:34:17 PM	Approved	Controller of Legal Metrology	2/7 days	On time	Actions

**Figure 26. Application Processed**

- 2) If the application is **‘Approved’** by the Controller of Legal metrology, the applicant can download the licence Order under **Track your application – > Action button -> Download** (Refer Figure 27)



The screenshot shows the 'Application Action - 128540' modal window. A callout bubble labeled 'Download' points to the 'Download' button in the 'Actions to be performed' section.

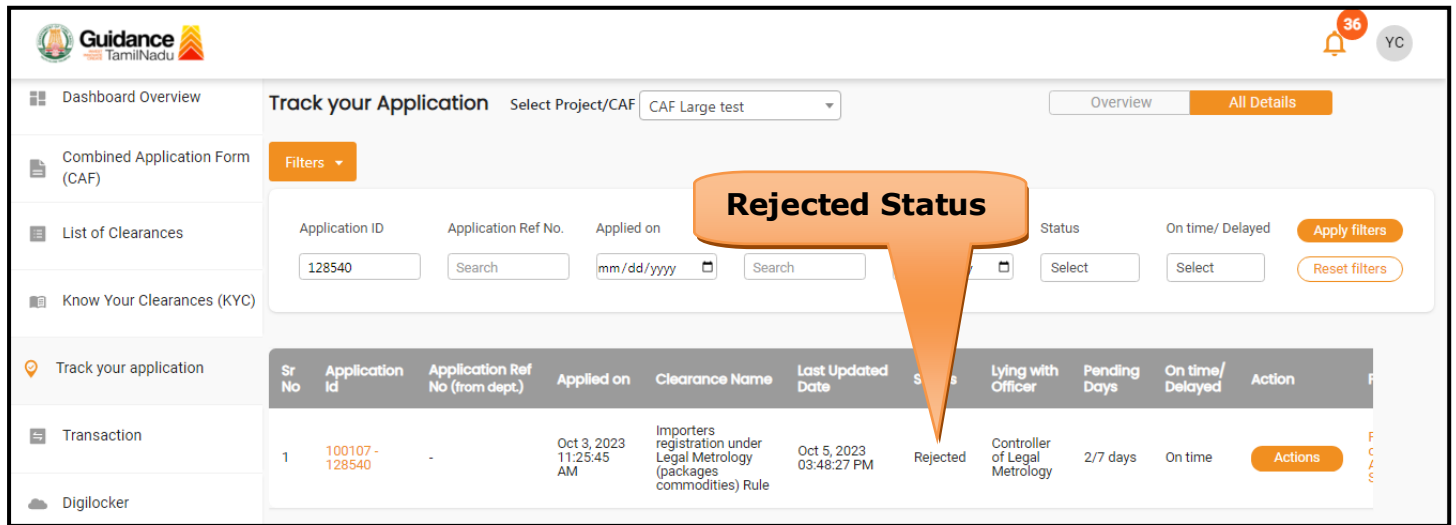
**Application ID:** 100107-128540  
**Application Name:** Importers registration under Legal Metrology (packages commodities) Rule  
**Application Ref No.:** -  
**Project Name:** CAF Large test  
**Application Submission Date:** Oct 3, 2023 11:25:45 AM  
**Status:** Approved

**Actions to be performed:**

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

**Figure 27. Download**

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



The screenshot shows the 'Track your Application' page with the following details:

- Project/CAF: CAF Large test
- Filters: Application ID (128540), Applied on (mm/dd/yyyy)
- Table 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	100107 - 128540	-	Oct 3, 2023 11:25:45 AM	Importers registration under Legal Metrology (packages commodities) Rule	Oct 5, 2023 03:48:27 PM	Rejected	Controller of Legal Metrology	2/7 days	On time	Actions

**Figure 28. Rejected Status**

