



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Manufacturer Licence under Legal Metrology Act, 2009

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 Manufacturer Licence under Legal Metrology Act, 2009.....	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**



← → ↻ 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

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

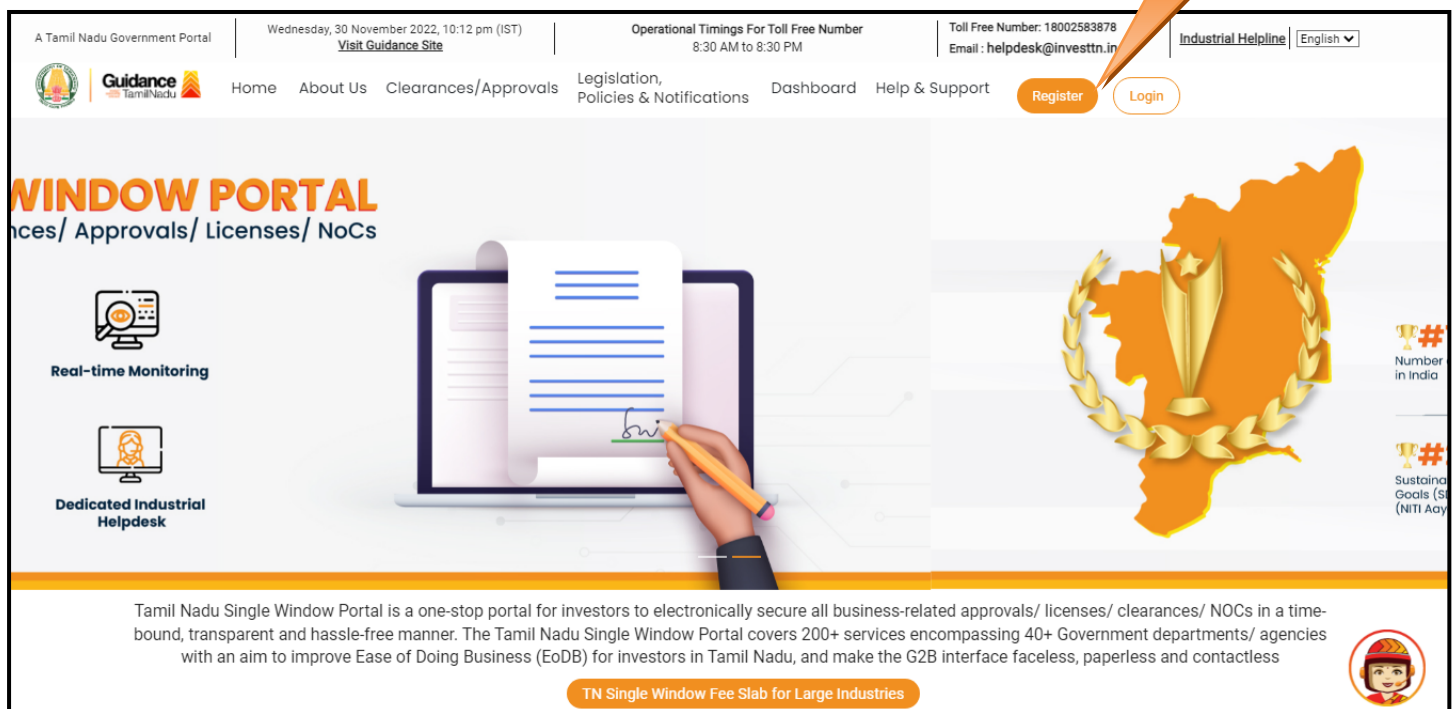
Figure 1. Single Window Portal Home Page

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

TAMIL NADU SINGLE WINDOW PORTAL
Services/ 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

 📅

PAN Number of Company ?

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

Name of Company ?

Figure 3. Registration Form

**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.

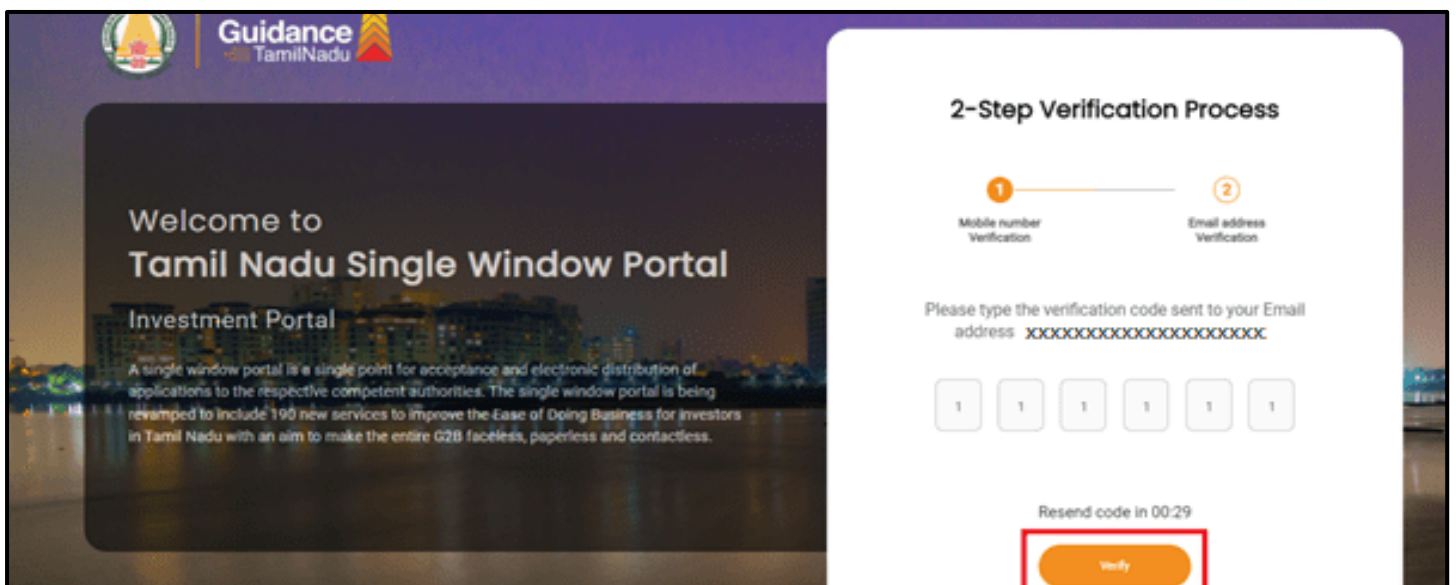


Figure 5. Mobile Number Verification

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.

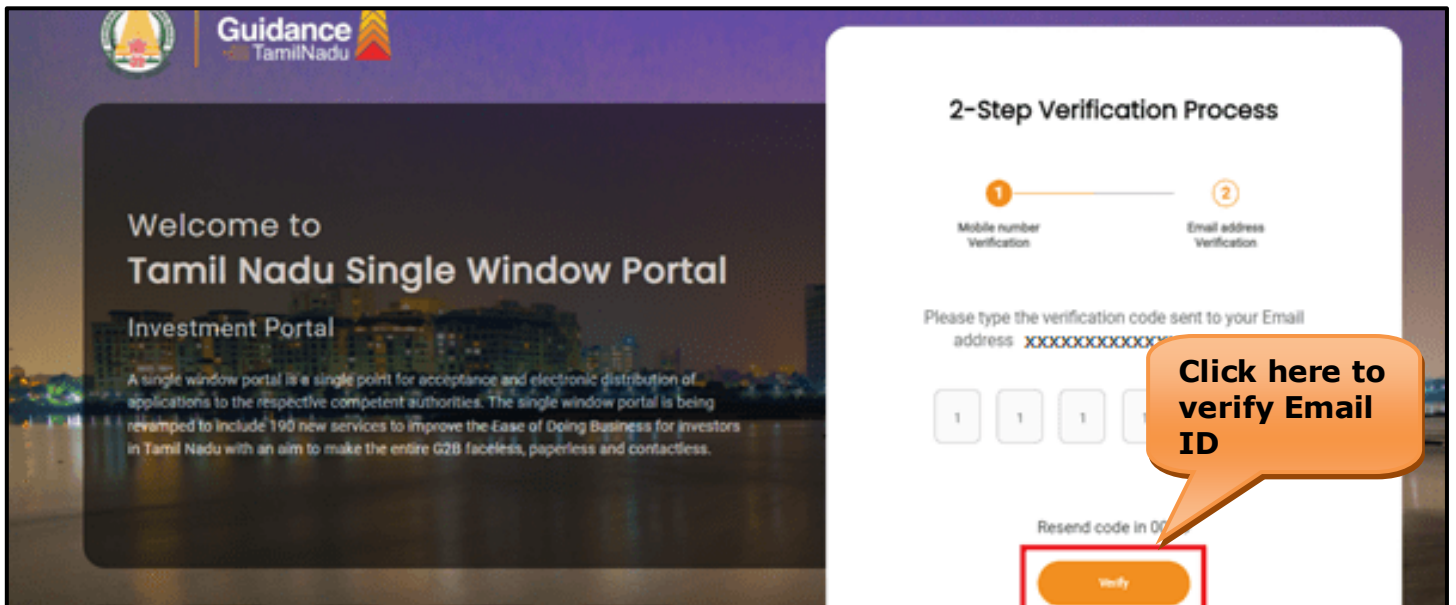


Figure 6. Email ID Verification

- 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.

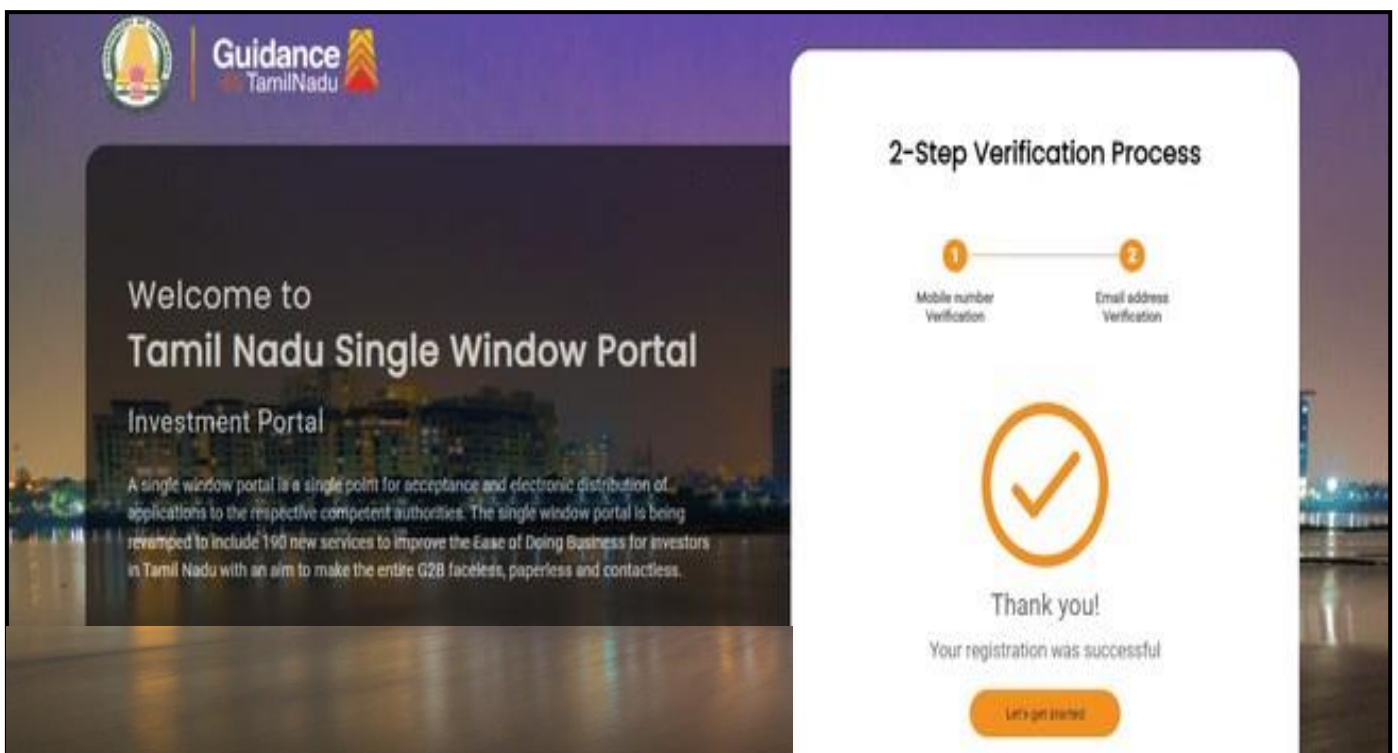


Figure 7. Registration Confirmation Pop-Up

4. Login

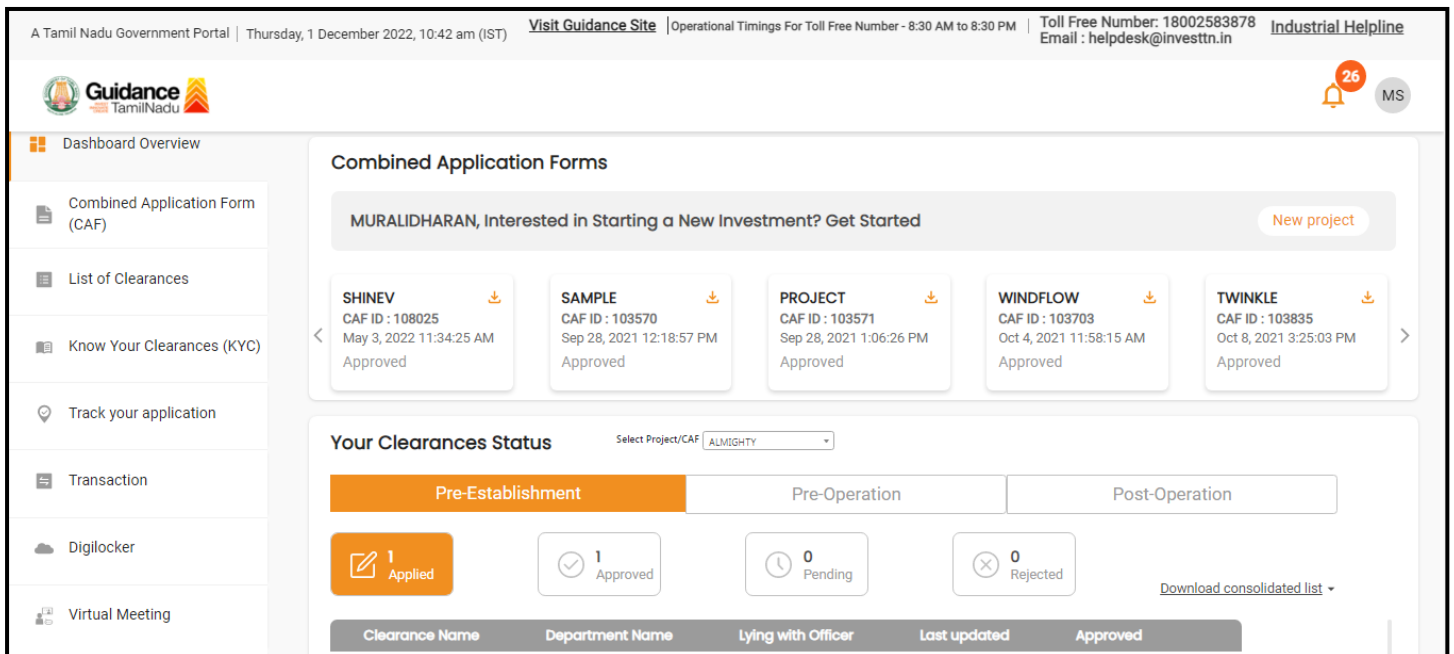
- 1) The applicant can login to TNSWP with the Username and Password created during the registration process.
- 2) Click on login button to enter TNSWP.



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

Combined Application Forms

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

Project Name	CAF ID	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	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

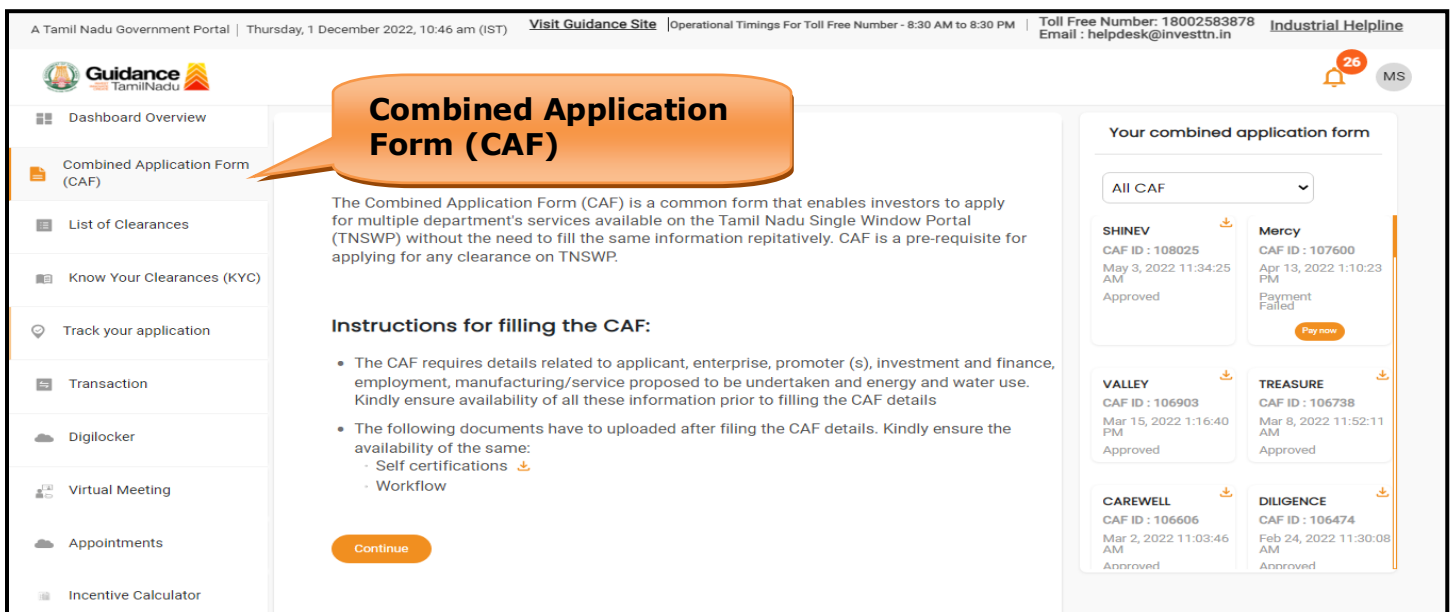
[Download consolidated list](#)

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. At the top, there is a header with the date and time (Thursday, 1 December 2022, 10:46 am (IST)), a link to the Guidance Site, operational timings for a toll-free number (8:30 AM to 8:30 PM), the toll-free number (18002583878), and an email address (helpdesk@investtn.in). The main content area is titled "Your combined application form" and features a dropdown menu for "All CAF". Below this, there are six cards representing different departments: SHINEV, Mercy, VALLEY, TREASURE, CAREWELL, and DILIGENCE. Each card displays the department name, CAF ID, date and time of application, and status (Approved or Payment Failed). A "Pay now" button is visible next to the Mercy card. On the left side, there is a navigation 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. A large orange callout box highlights the "Combined Application Form (CAF)" menu item. Below the menu, there is a section titled "Instructions for filling the CAF:" which provides details about the form's purpose and the documents required for filing.

Combined Application Form (CAF)

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

Instructions for filling the CAF:

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

Your combined application form

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

[Continue](#)

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).

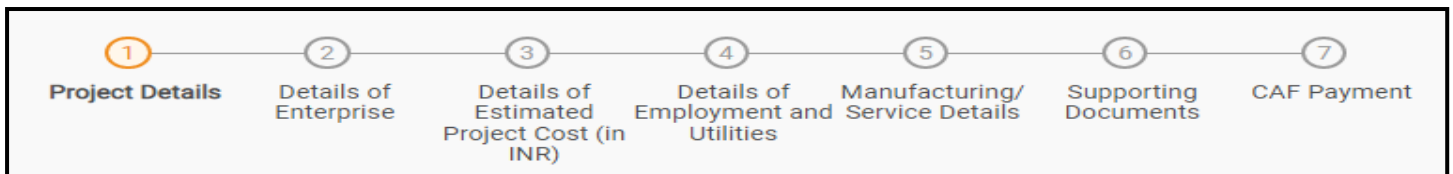


Figure 11. Section of Combined Application Form (CAF)

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 progress bar at the top indicates seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated Employment and Manufacturing Facilities, 4. Details of Manufacturing Documents, 5. Supporting Documents, 6. CAF Payment, and 7. CAF Payment. The current step is 'CAF Payment'. A modal window titled 'Information' is overlaid on the page, containing the text: 'Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF.' Below the modal, the 'Payment Details' section is visible, showing options for 'Lump sum' (selected) and 'à la carte'. The amount to be paid is set to 500000 INR (Five Lakh), and a 'Calculate Fee' button is present.

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 Manufacturer Licence under Legal Metrology Act, 2009

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

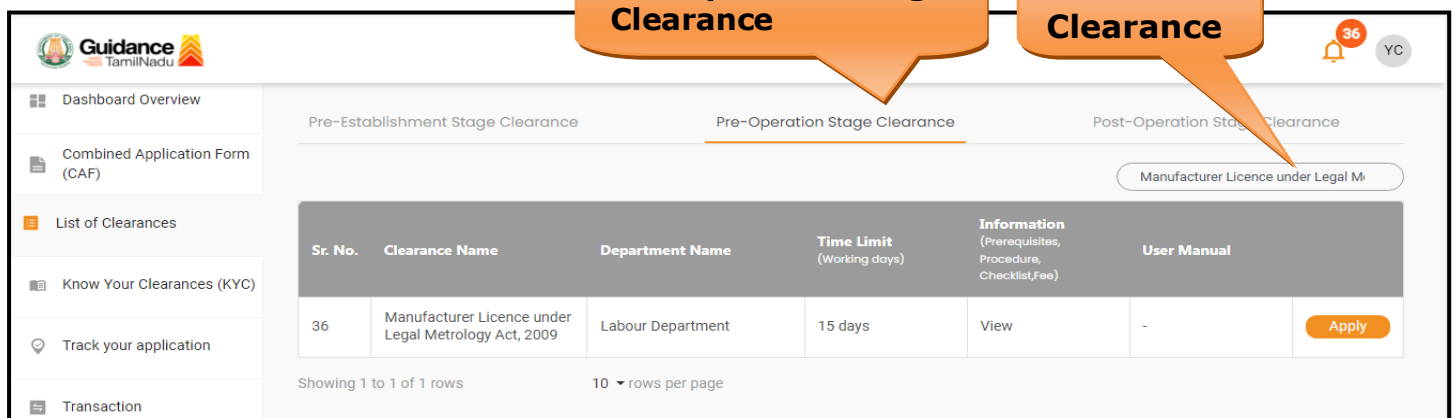
2. The list of clearances is segregated into three stages.

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

3. Select ‘Pre-Operation Stage Clearance’ and find the clearance ‘Manufacturer Licence under Legal Metrology Act, 2009’ by using Search option as shown in the figure given below.

Pre-Operation Stage Clearance

Search for Clearance

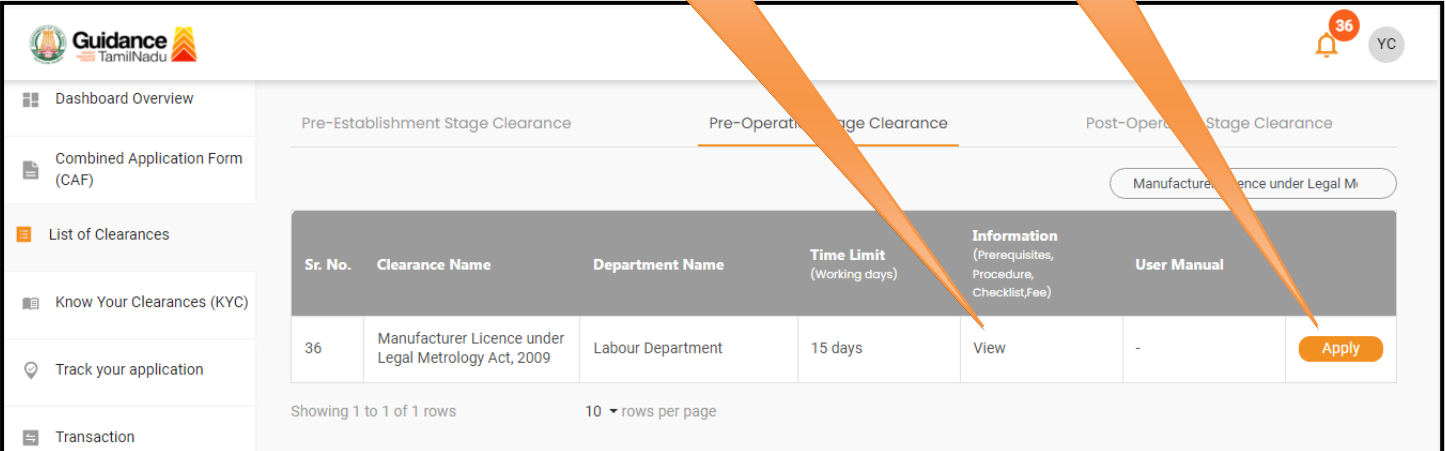


Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
36	Manufacturer Licence under Legal Metrology Act, 2009	Labour Department	15 days	View	-	Apply

Showing 1 to 1 of 1 rows 10 rows per page

Figure 14. Search for Clearance

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

View Information**Apply for Clearance**

Dashboard Overview

Combined Application Form (CAF)

List of Clearances

Know Your Clearances (KYC)

Track your application

Transaction

Pre-Establishment Stage Clearance

Pre-Operational Stage Clearance

Post-Operational Stage Clearance

Manufacturer Licence under Legal M

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
36	Manufacturer Licence under Legal Metrology Act, 2009	Labour Department	15 days	View	-

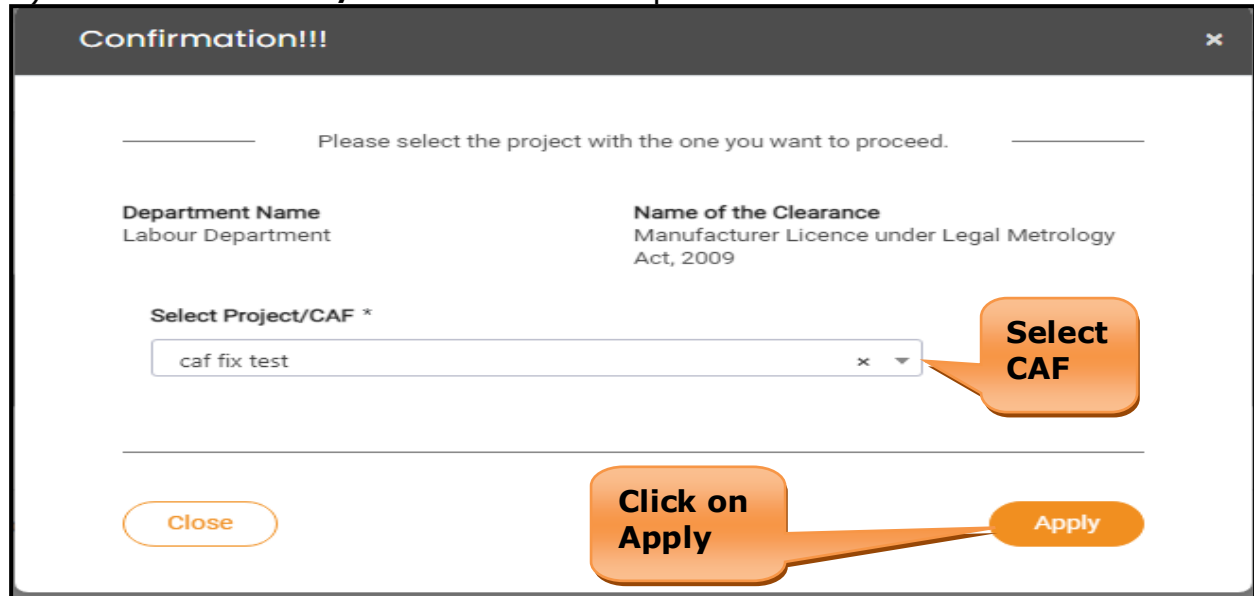
Showing 1 to 1 of 1 rows

10 rows per page

Apply

Figure 15. Apply for Clearance

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



The screenshot shows a confirmation dialog box titled "Confirmation!!!". The main text reads: "Please select the project with the one you want to proceed." Below this, there are two columns of information: "Department Name" (Labour Department) and "Name of the Clearance" (Manufacturer Licence under Legal Metrology Act, 2009). A dropdown menu labeled "Select Project/CAF *" is open, showing "caf fix test" as the selected option. 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 Manufacturer Licence under Legal Metrology Act, 2009 Portal.

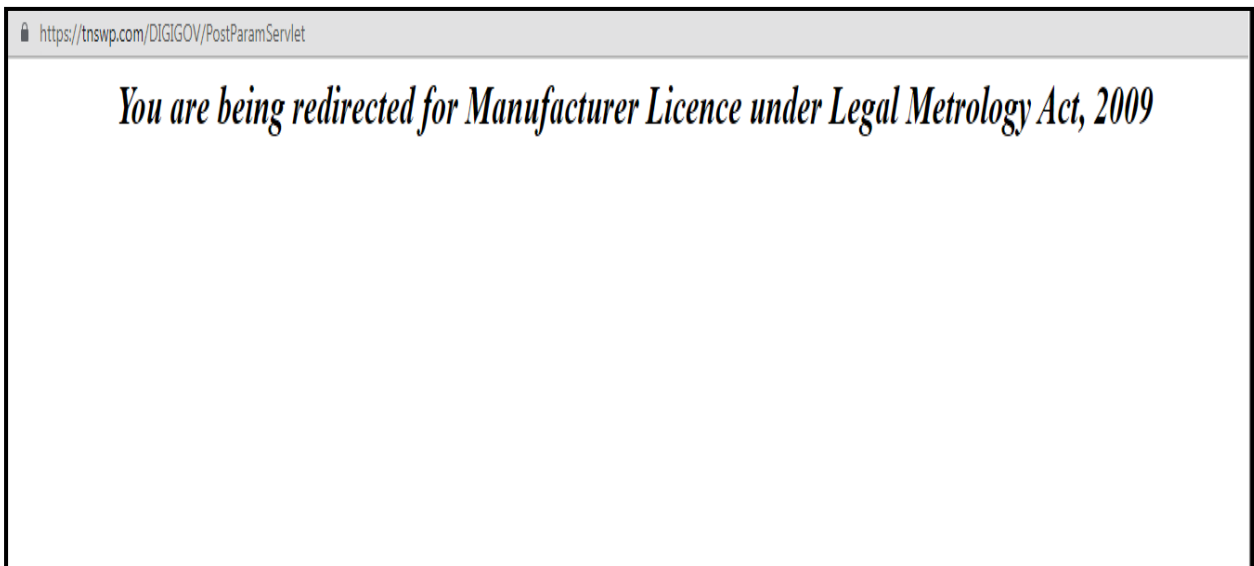



Figure 17. Redirecting to Manufacturer Licence under Legal Metrology Act, 2009 Portal


3) Enter all the mandatory details in the application for Manufacturer Licence under Legal Metrology Act, 2009.

https://labour.tn.gov.in/services/weight-licences/manufacturer-licence/2629



இணையவழி தகவல் தொழில்நுட்ப துறை

ONLINE PORTAL
LABOUR DEPARTMENT



Dashboard
Inbox
Download for Forms
Profile

lkfk@gmail.com
Logout

APPLICATION FORM FOR LICENCE FOR MANUFACTURER OF WEIGHTS AND MEASURES UNDER THE LEGAL METROLOGY ACT, 2009

DETAILS OF ESTABLISHMENT

Name of Establishment *	Details of organizational setup *
<input type="text" value="luytr"/>	<input type="text" value="Private Limited Company"/>
Is there any Manager/Authorized Person for Establishment *	
<input type="text" value="Select"/>	

ADDRESS OF MANUFACTURING CONCERN/ESTABLISHMENT

State *	District *
<input type="text" value="Tamil Nadu"/>	<input type="text" value="Vellore"/>
Taluk *	Town/ Village *
<input type="text" value="Katpadi"/>	<input type="text" value="Select"/>
Street 1 *	Street 2
<input type="text" value="Select"/>	<input type="text"/>
Building/ Door/Flat No. *	Pincode *
<input type="text"/>	<input type="text" value="632007"/>

DETAILS OF PROPRIETOR/AUTHORISED SIGNATORY (FOR OTHER ORGANISATIONS)

Name *	Designation *
<input type="text"/>	<input type="text"/>
Father / Husband *	Gender *
<input type="text"/>	<input type="text" value="Select"/>
Date of Birth *	Age *
<input type="text"/>	<input type="text"/>

RESIDENTIAL DETAILS OF PROPRIETOR/AUTHORISED SIGNATORY

State*	<input type="text"/>	District*	<input type="text"/>
Taluk*	<input type="text"/>	Town/ Village*	<input type="text"/>
Street 1*	<input type="text"/>	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"/>

PREMISES DETAILS

Whether premises are owned / rented/ Lease, duly supported by documents*

Select

NATURE OF MANUFACTURING ACTIVITIES

Nature of Manufacturing activities at present

TYPE OF WEIGHTS AND MEASURES PROPOSED TO BE MANUFACTURED

The Categories of Weights and Measures proposed to be Manufactured (Category of items to be specified as per Schedule-IX of TN Legal Metrology Enforcement Rules, 2011)

<input type="checkbox"/> Weights	<input type="text"/>
<input type="checkbox"/> Measures	<input type="text"/>
<input type="checkbox"/> Weighing Instruments(Mechanical/ Electronics/ Both Mechanical and Electronics)	<input type="text"/>
<input type="checkbox"/> Measuring Instruments(Volumetric/Flow meters/Linear/Dispensers etc)	<input type="text"/>
<input type="checkbox"/> Others	<input type="text"/>

THE NUMBER OF PERSONS EMPLOYED / PROPOSED TO BE EMPLOYED

Skilled	<input type="text"/>	Semi-skilled	<input type="text"/>
Unskilled	<input type="text"/>	Specialist trained in the line	<input type="text"/>

DATE OF ESTABLISHMENT

Date of Establishment of workshop/ factory*

DETAILS OF LICENCE

Factory Licence Number / Date

Shop Registration Number / Date

TRADE LICENCE

Trade Licence Number / Date

FACILITIES OF STEEL CASTING AND HARDNESS TESTING

Facilities of steel casting and hardness testing of vital parts etc. or other means*

ELECTRIC ENERGY

Availability of electric energy*

DETAILS OF LOAN

Have you received loan from Government or Financial Institutions?*

PROOF DETAILS

GST Number/ PAN Number*

MANUFACTURER LICENCE

Have you applied previously for a manufacturer's licence? If so, when and with what results?*

PLACE OF SUPPLY

Whether the item(s) proposed to be manufactured will be sold within the State or outside the State or both?*

DETAILS OF FOUNDRY

Details of foundry /workshop facilities arranged

DETAILS OF MACHINES & TOOLS

Details of machinery, tools, accessories, owned and used for manufacturing weights, measures, etc.*

THE MONOGRAM OR TRADE MARK TO BE MANUFACTURED

The monogram or trade mark intended to be imprinted on weights and measures to be manufactured*

PROPOSED DATE OF INSPECTION

When can you produce samples of your products for inspection?*

DOCUMENTS TO BE UPLOADED

Duly self-attested Identity Proof of Proprietor/Authorised Signatory (Pan Card/Aadhaar Card/Voter I.D./Driving Licence etc.)*

Upload file

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

Rental Agreement/Lease Agreement/Own Building Document *

Upload File

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

No objection certificate from owner of Rental/Leased Building

Upload File

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

Blue print for building by registered surveyor*

Upload File

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

Tools List invoice & List of tools *

Upload File

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

Invoice for Test Equipments/Certificate of Verification for Test Weights/Test Weighing Instruments *

Upload File

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

Technical Qualification (B.E/Diploma Certificate)/Experience Certificate*

Upload File

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

The monogram or trade mark intended to be imprinted on weights and measures to be manufactured *

Upload File

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

GST Number/ PAN Number file*

Upload File

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

Details of Model Approval received from Government of India*

Upload File

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

SELF-DECLARATION

Certified that I / We have read the Legal Metrology Act, 2009 (Central Act 1 of 2010) and the Tamil Nadu Rules, 2011 and agree to abide by the same and also the administrative orders and instructions issued or to be issued thereunder. I / We understand and agree to pay the fees with Government as soon as required to do so by the Licensing Authority. All the information furnished above is true to the best of my / our knowledge



Figure 18. Manufacturer Licence under Legal Metrology Act, 2009

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**

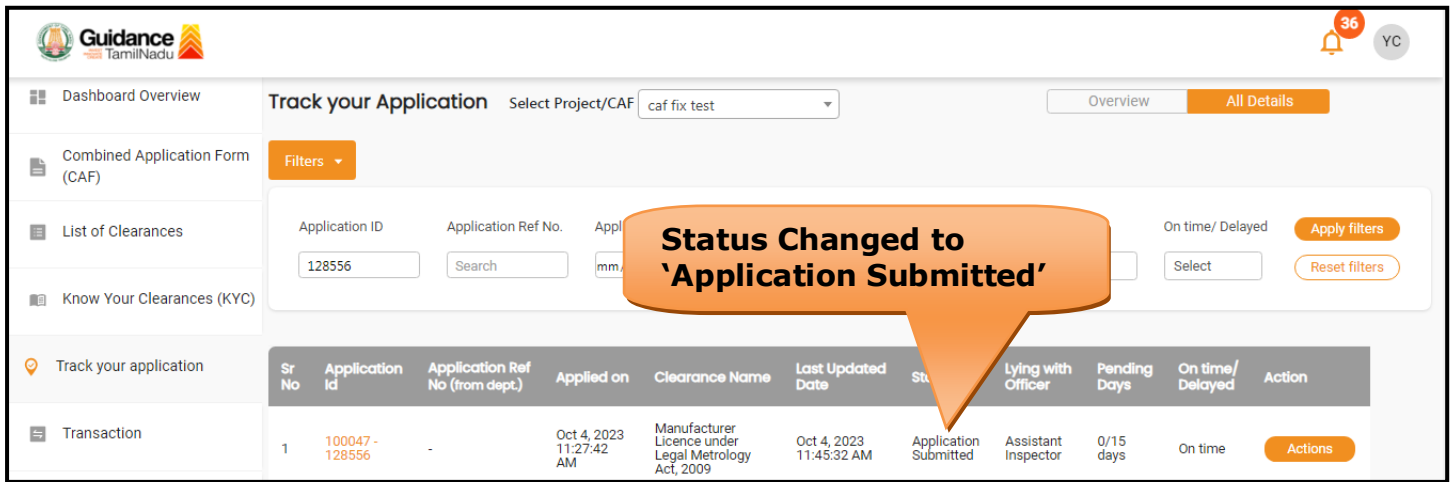


Figure 19. Status of the Application

8. Payment Process

1. Complete payment through online

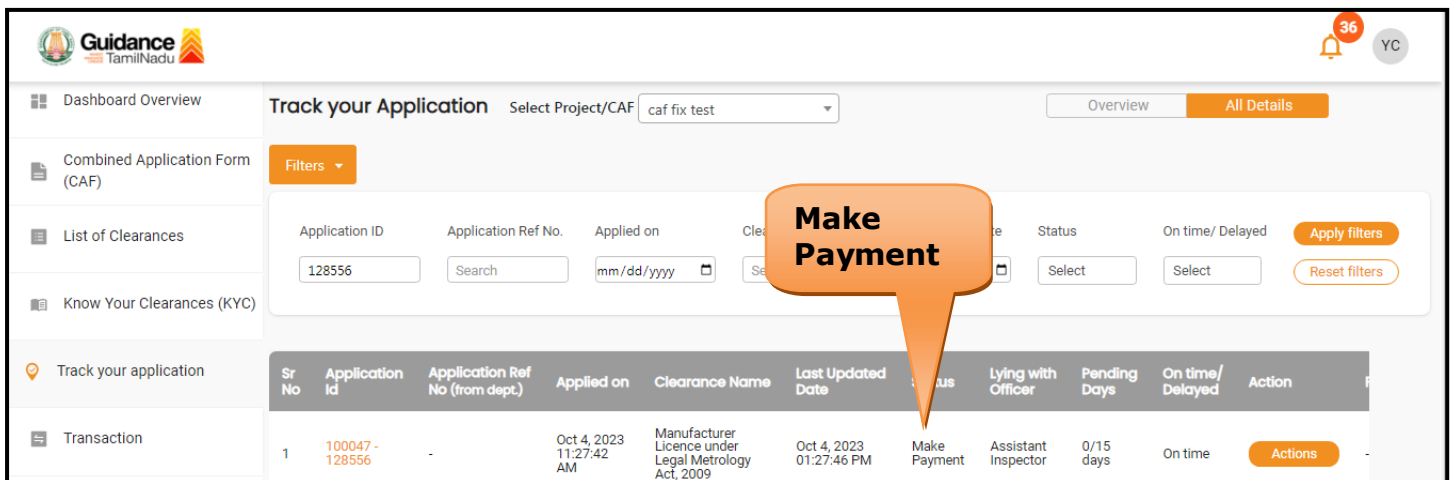


Figure 20. Payment Process

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.

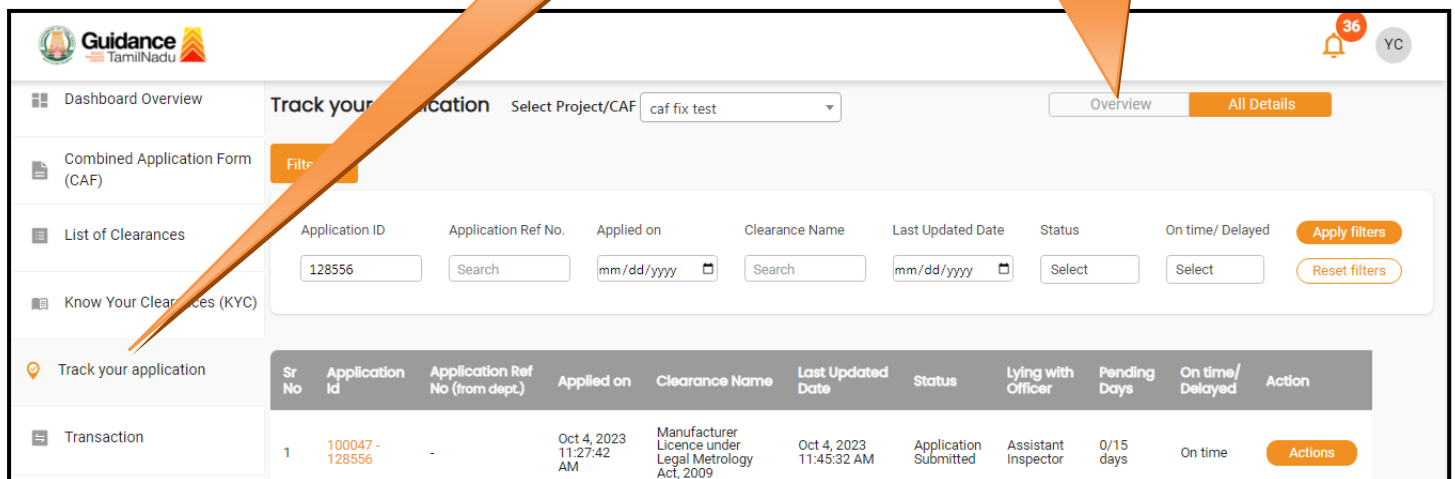
- **Track your application– Overview Option**

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



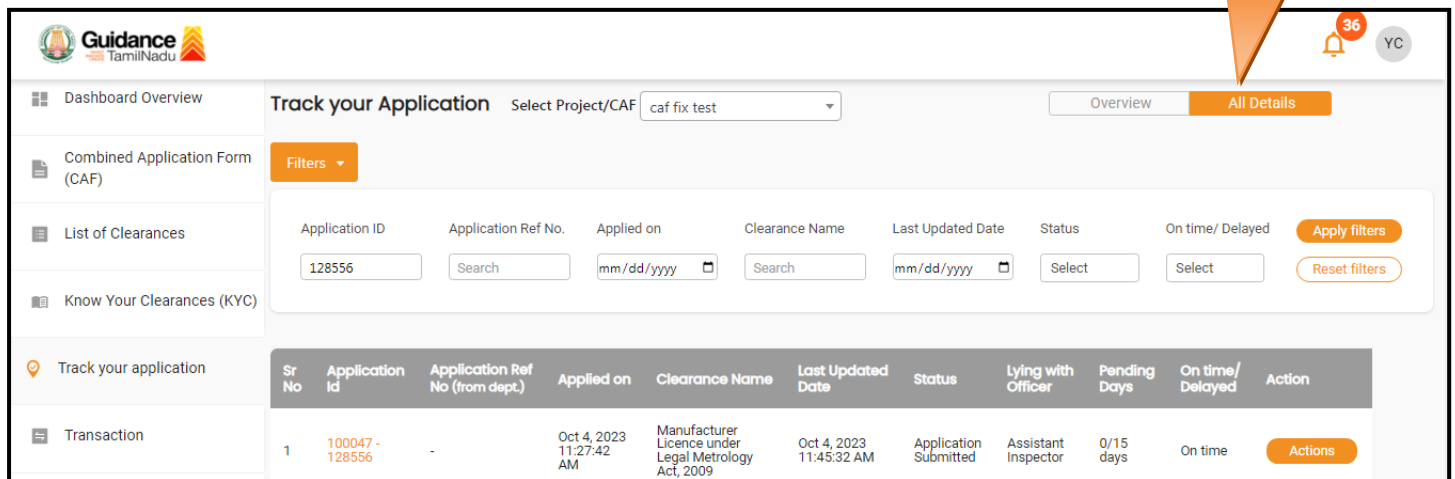
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100047 - 128556	-	Oct 4, 2023 11:27:42 AM	Manufacturer Licence under Legal Metrology Act, 2009	Oct 4, 2023 11:45:32 AM	Application Submitted	Assistant Inspector	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**

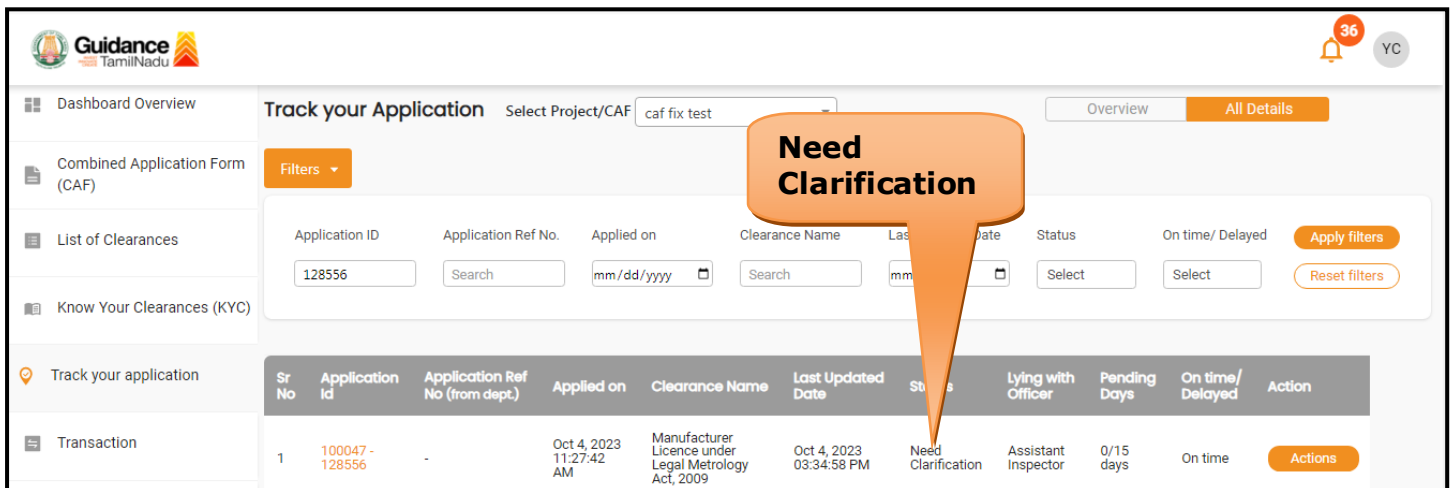



Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100047 - 128556	-	Oct 4, 2023 11:27:42 AM	Manufacturer Licence under Legal Metrology Act, 2009	Oct 4, 2023 11:45:32 AM	Application Submitted	Assistant Inspector	0/15 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 will raise a query to the applicant.
- 2) Applicant 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 displays the 'Track your Application' page. The main heading is 'Track your Application' with a search filter set to 'caf fix test'. Below this, there are search filters for Application ID (128556), Application Ref No., Applied on date, Clearance Name, Last Updated Date, Status, and On time/Delayed. A table below shows the application details:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100047 - 128556	-	Oct 4, 2023 11:27:42 AM	Manufacturer Licence under Legal Metrology Act, 2009	Oct 4, 2023 03:34:58 PM	Need Clarification	Assistant Inspector	0/15 days	On time	Actions

An orange callout bubble with the text 'Need Clarification' points to the 'Status' column of the table.

Figure 23. Need Clarification

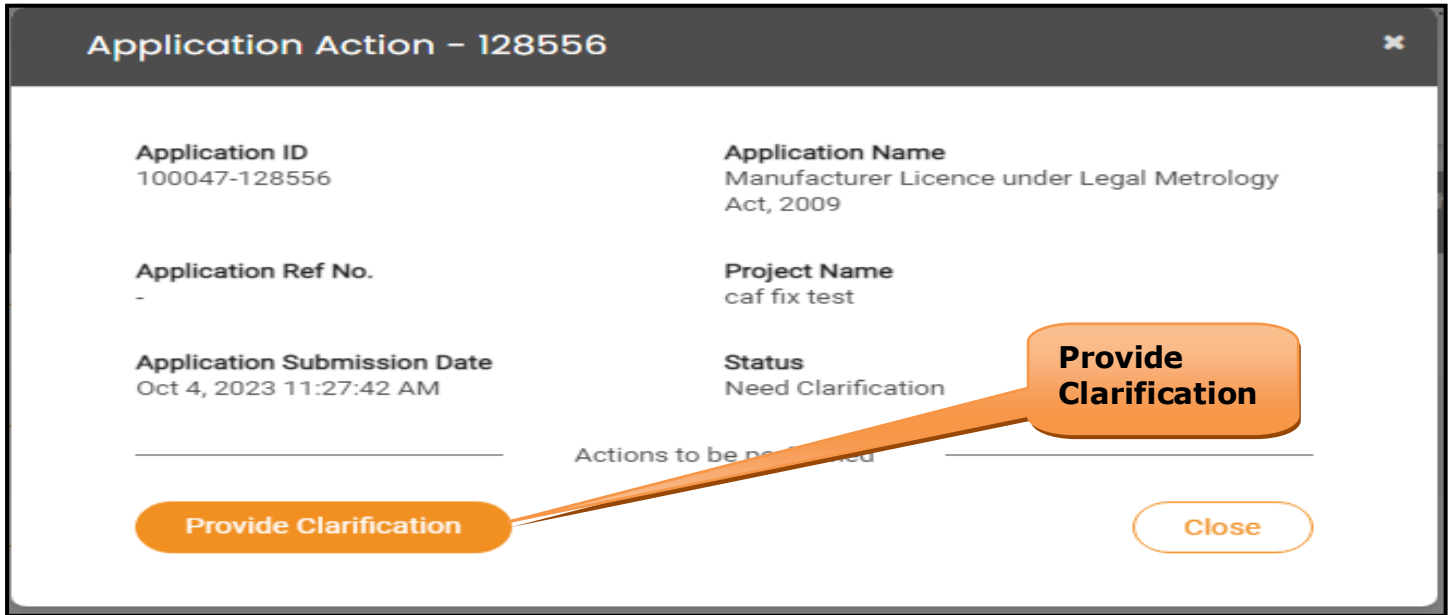


Figure 24. Provide Clarification

- 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.

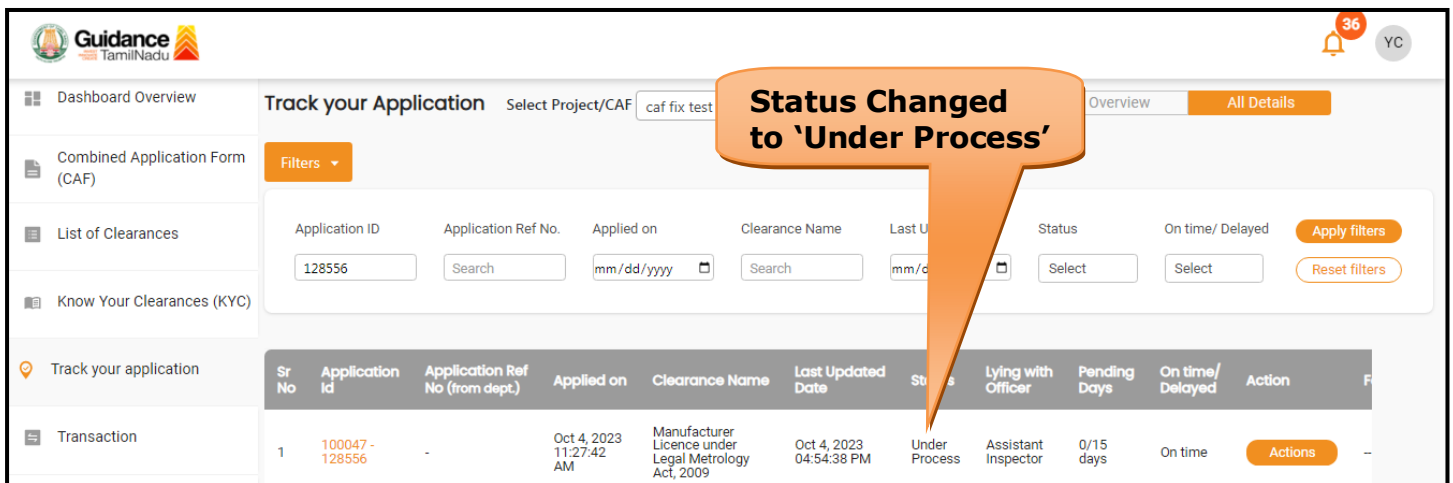
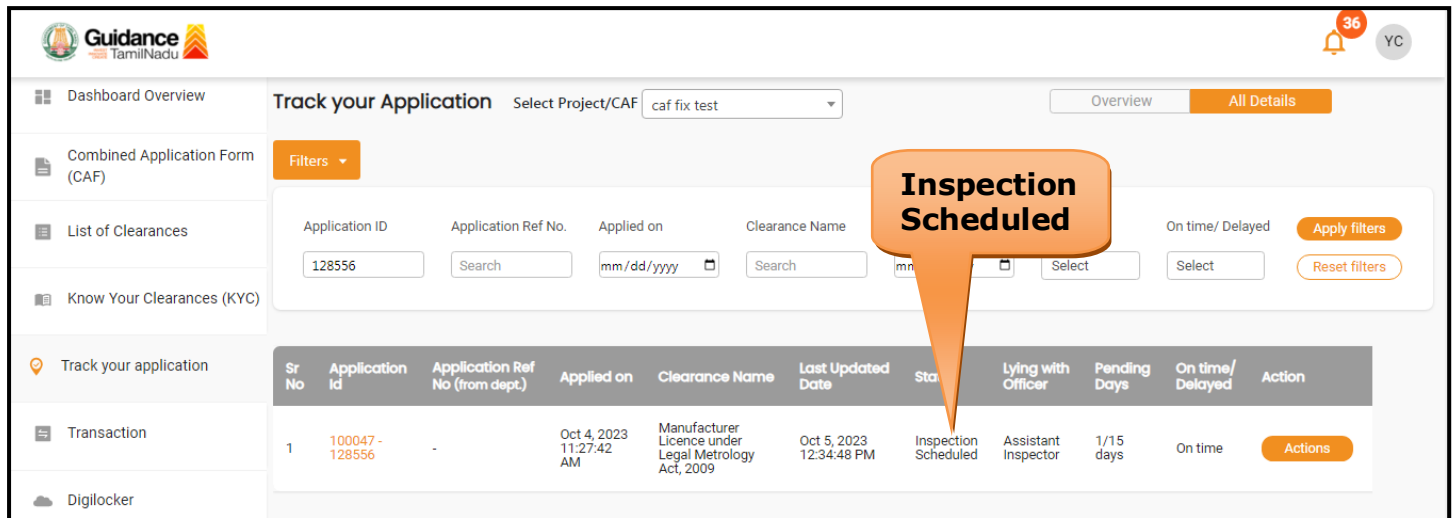


Figure 25. Under Process

11. Inspection Schedule

- 1) The Assistant 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 Assistant Inspector submits the Inspection report.
- 3) The Applicant has the provision to view the Scheduled Inspection details



The screenshot shows the 'Track your Application' page. The main content area includes a table with 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	100047 - 128556	-	Oct 4, 2023 11:27:42 AM	Manufacturer Licence under Legal Metrology Act, 2009	Oct 5, 2023 12:34:48 PM	Inspection Scheduled	Assistant Inspector	1/15 days	On time	Actions

Figure 26. Inspection Scheduled

Application Action - 128556

Application ID 100047-128556	Application Name Manufacturer Licence under Legal Metrology Act, 2009
Application Ref No. -	Project Name caf fix test
Application Submission Date Oct 4, 2023 11:27:42 AM	Status Inspection Scheduled

Actions to be performed

[View Inspection Details](#) **Click on View Inspection Details** [Close](#)

Figure 27. Inspection Details

Guidance
TamilNadu

473 YC

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

Inspection Details : 128556

Inspection Scheduled Date (DD/MM/YYYY):

05/10/2023

Inspection Date

Figure 28. Inspection Date

12. 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	100047-128556	-	Oct 4, 2023 11:27:42 AM	Manufacturer Licence under Legal Metrology Act, 2009	Oct 6, 2023 11:45:48 AM	Approved	Controller of Legal Metrology	2/15 days	On time	Actions

Figure 29. 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 30)

The screenshot shows the 'Application Action - 128556' modal window. A callout bubble labeled 'Download' points to the 'Download' button in the 'Actions performed' section.

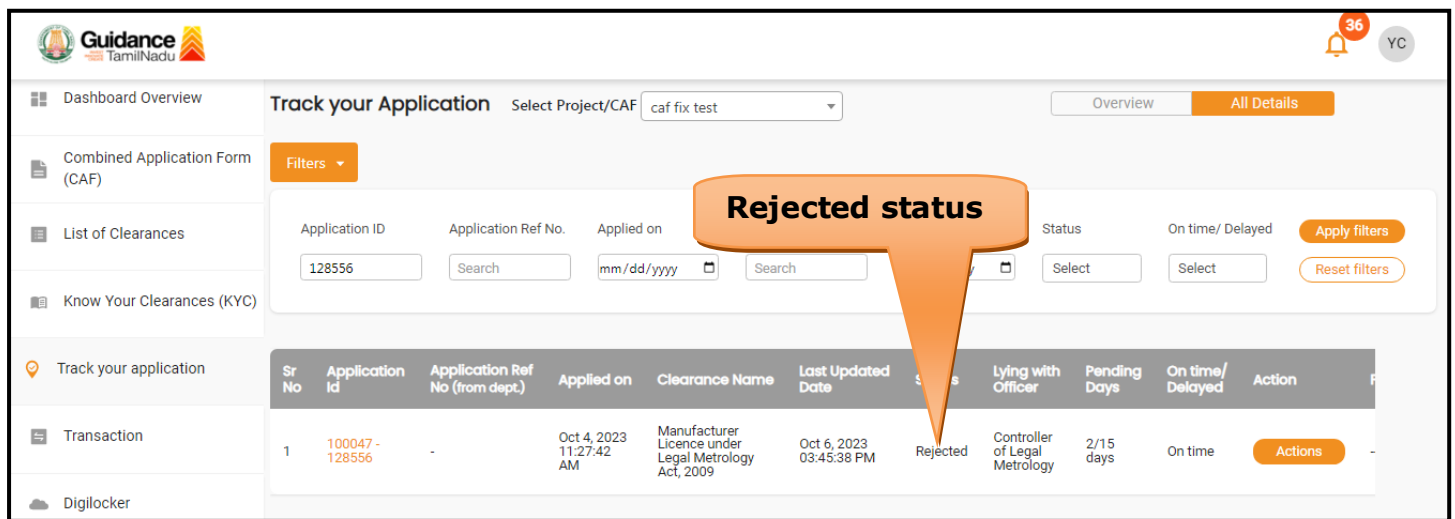
Application ID 100047-128556	Application Name Manufacturer Licence under Legal Metrology Act, 2009
Application Ref No. -	Project Name caf fix test
Application Submission Date Oct 4, 2023 11:27:42 AM	Status Approved

Actions performed:

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

Figure 30. 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 31).



The screenshot shows the 'Track your Application' dashboard. The main content area displays a table of applications. One application is highlighted with a red background, indicating it is 'Rejected'. An orange callout bubble with the text 'Rejected status' points to the 'Rejected' 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	100047 - 128556	-	Oct 4, 2023 11:27:42 AM	Manufacturer Licence under Legal Metrology Act, 2009	Oct 6, 2023 03:45:38 PM	Rejected	Controller of Legal Metrology	2/15 days	On time	Actions

Figure 31. Rejected Status

