



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Re-verification and Stamping under Legal Metrology
Act, 2009**

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) **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**



Operational Timings For Toll Free Number: 8:30 AM to 8:30 PM
Toll Free Number: 18002583878
Email : helpdesk@investtn.in

Award Rank	Category
#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

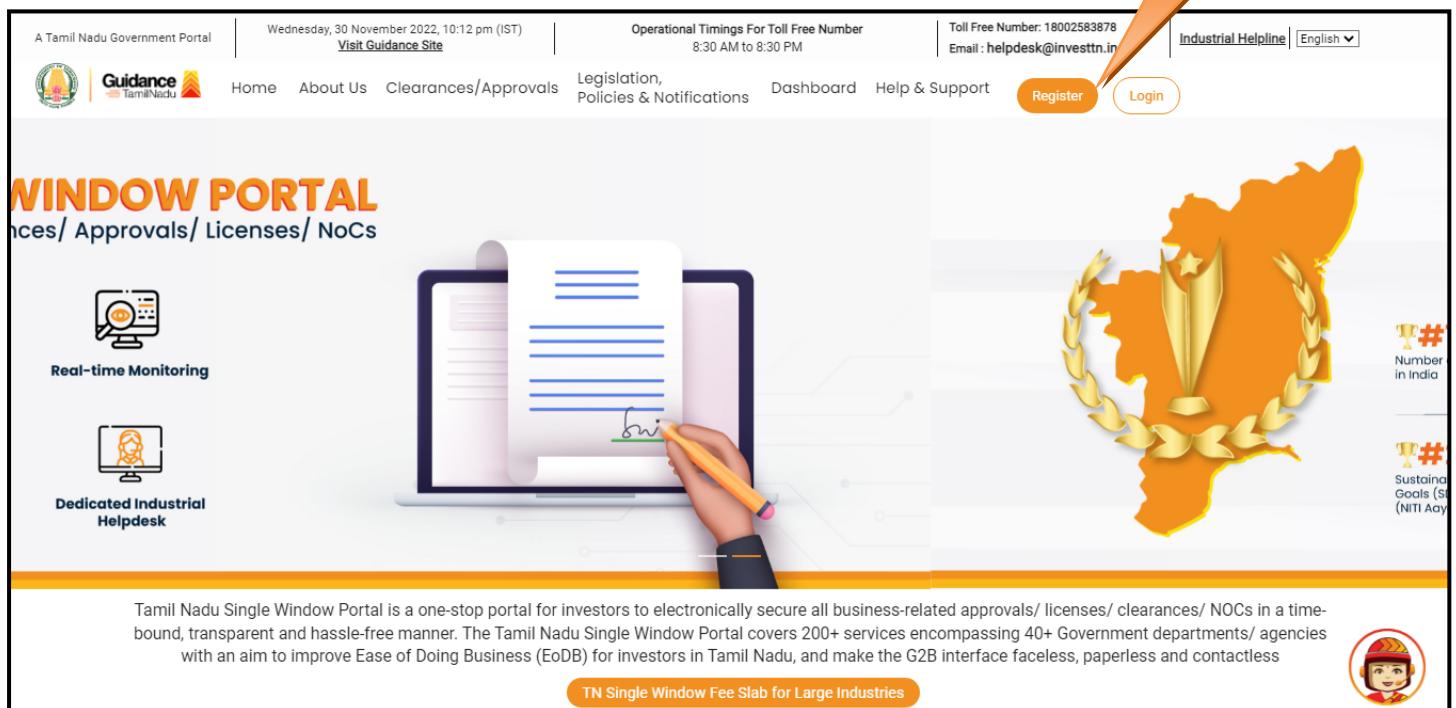
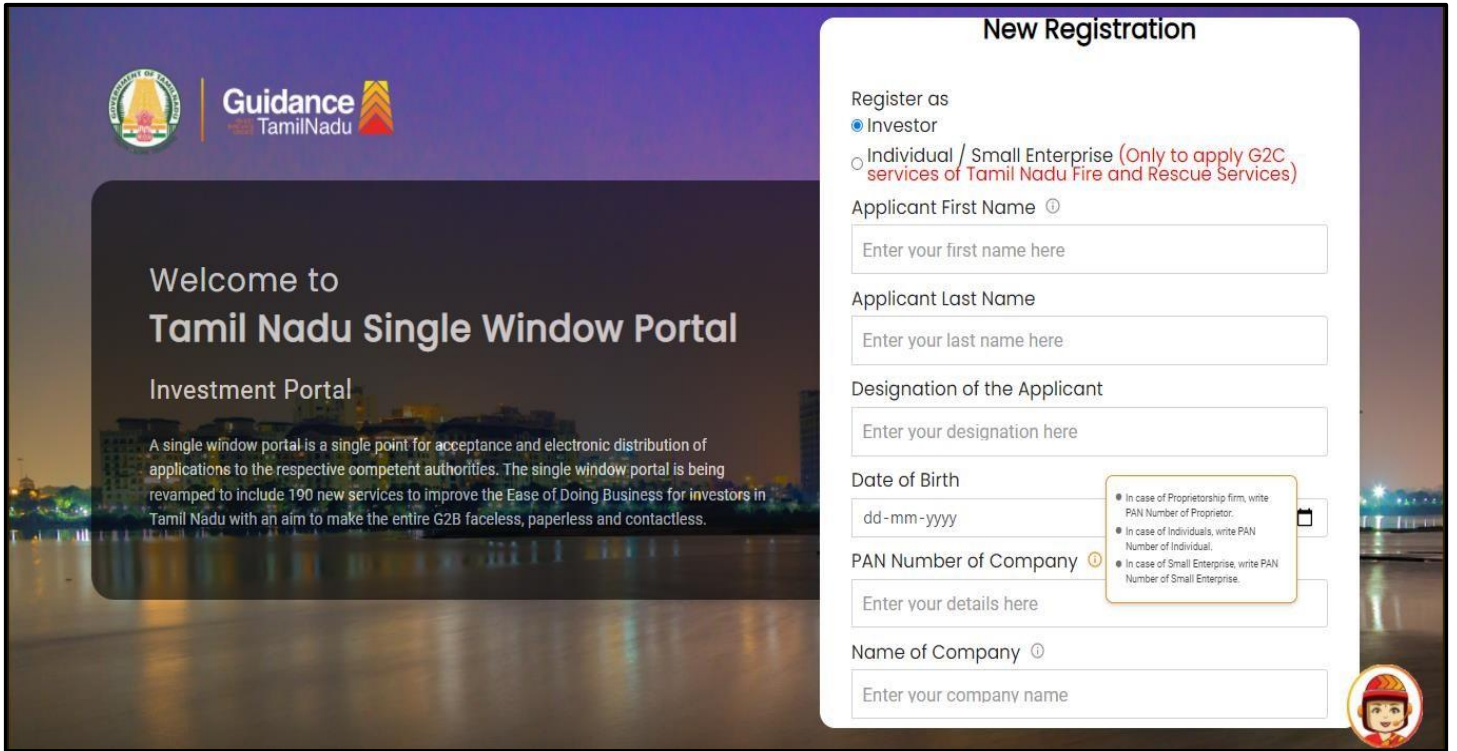



Figure 2. Register

- 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

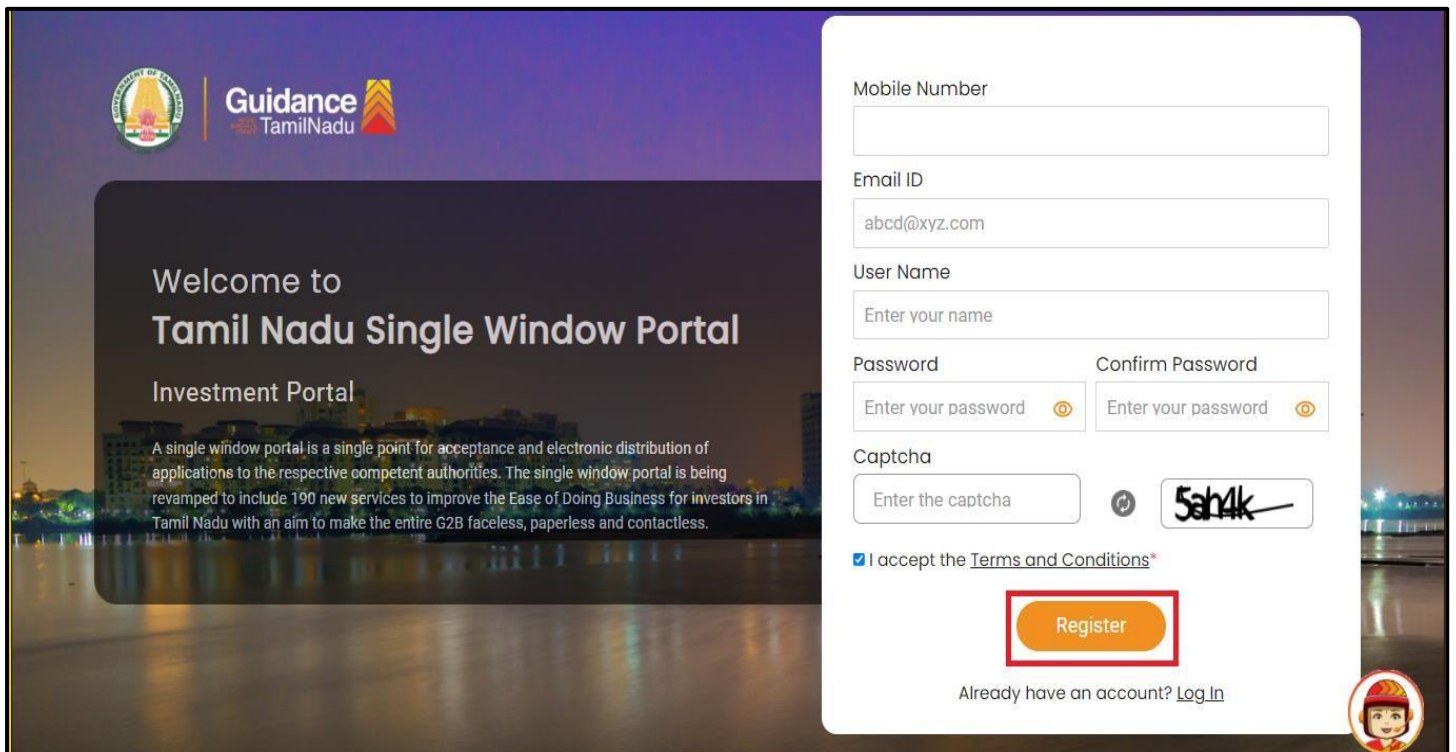
Date of Birth


- 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.

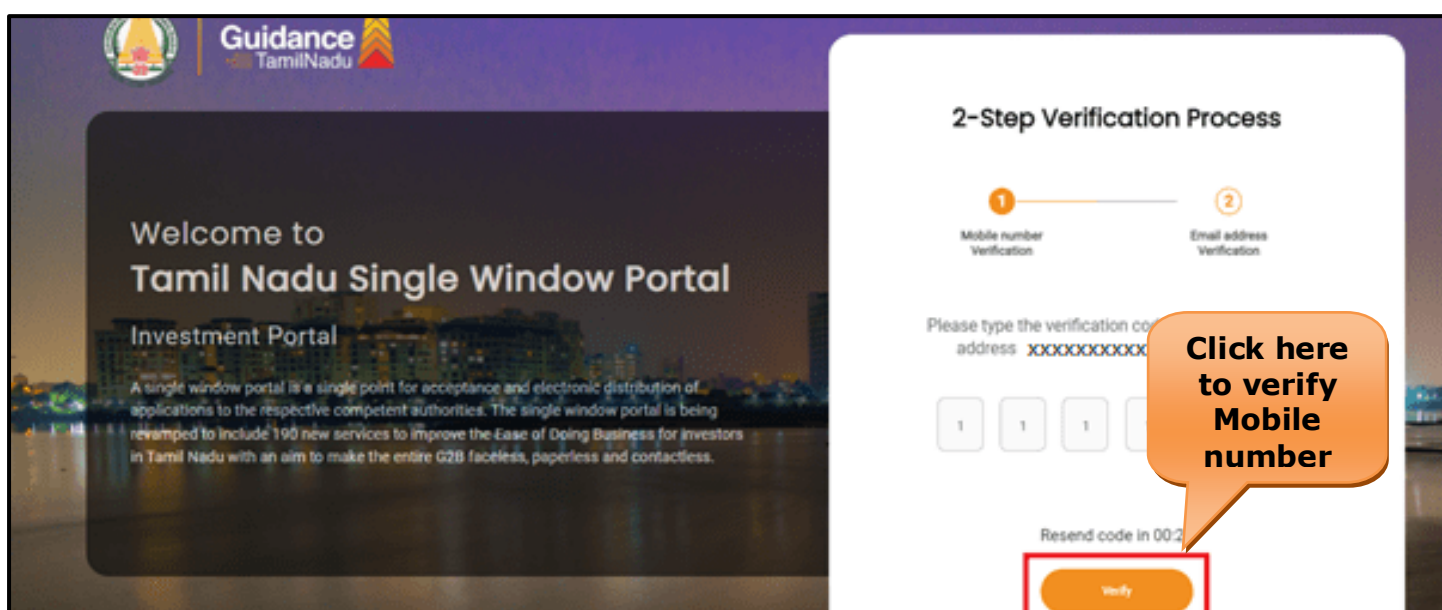


Figure 5. Mobile Number Verification

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.

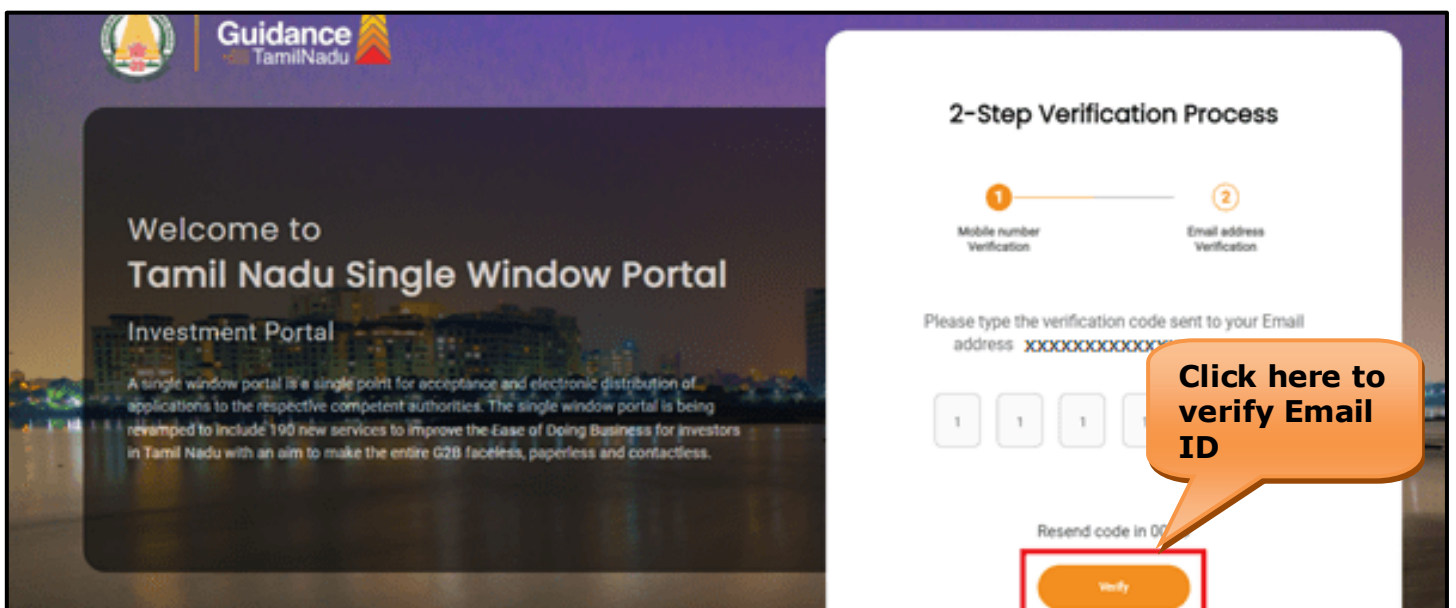


Figure 6. Email ID Verification

- 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.

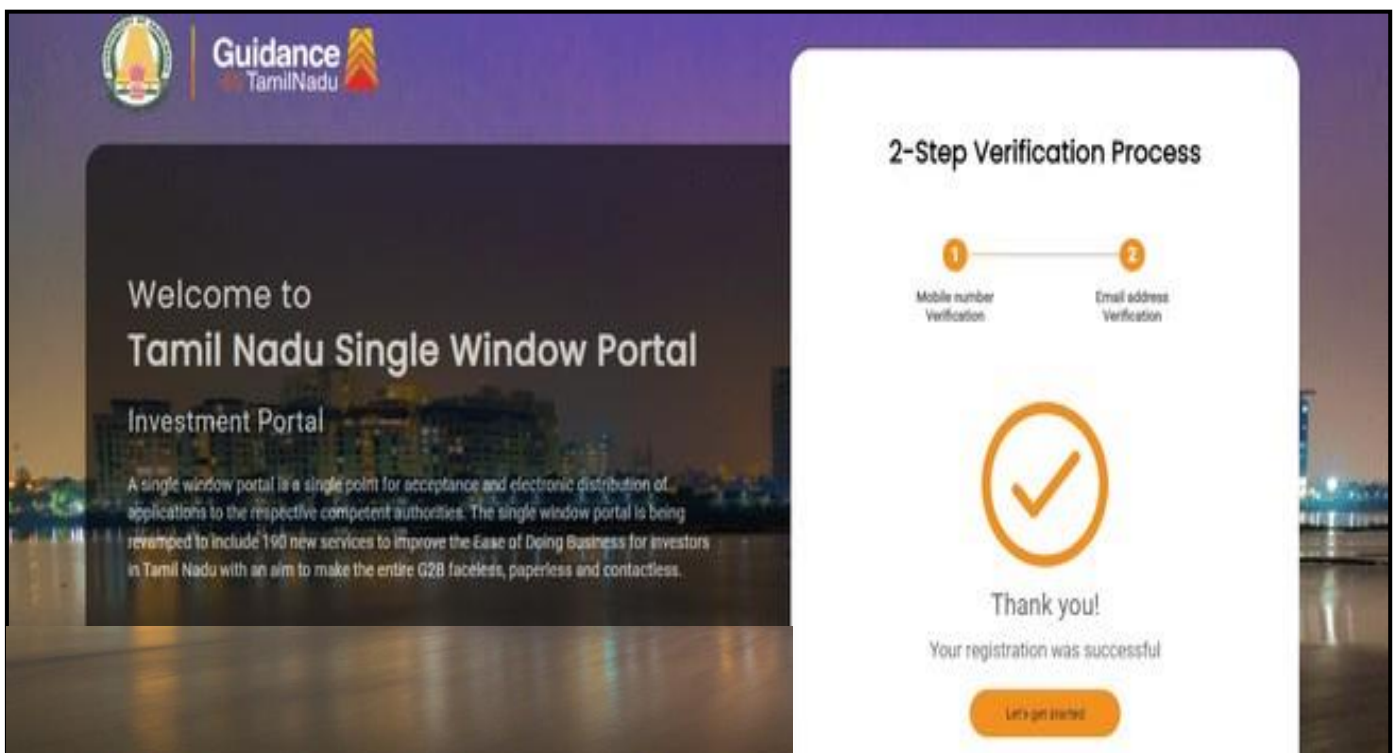


Figure 7. Registration Confirmation Pop-Up

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



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.

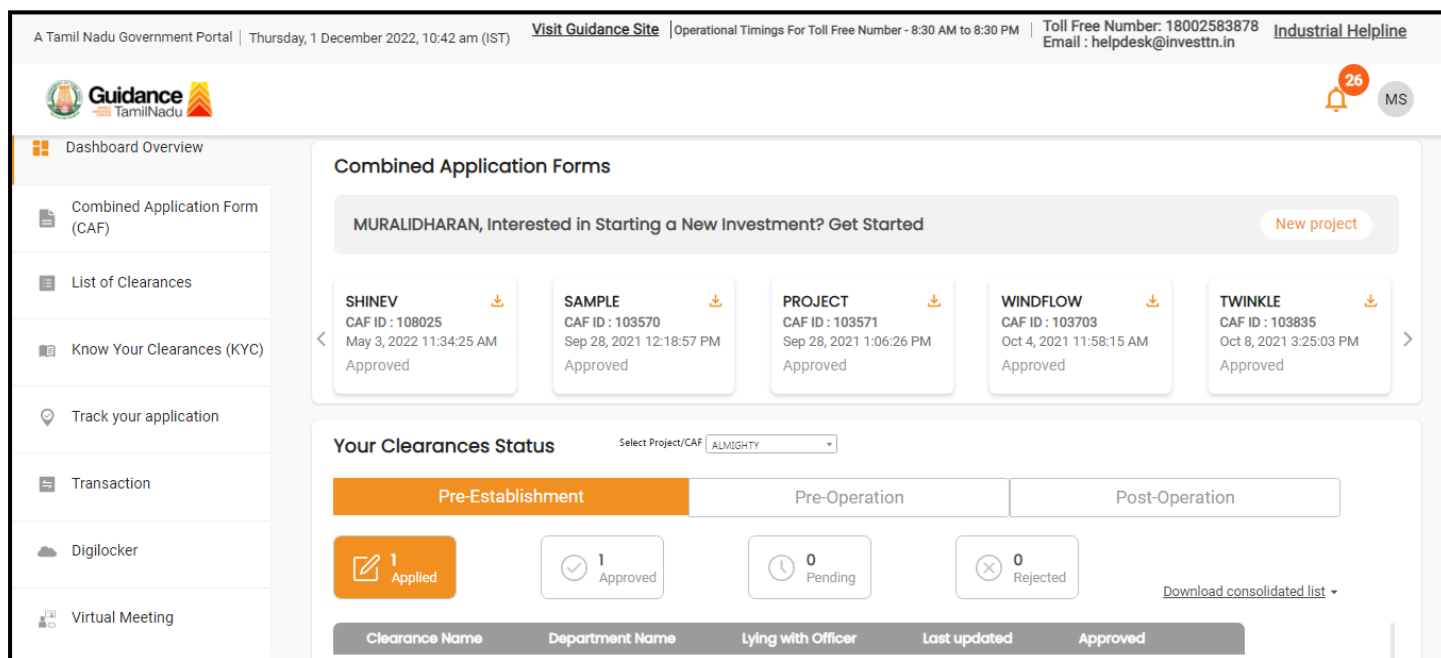


Figure 9. Dashboard Overview

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.

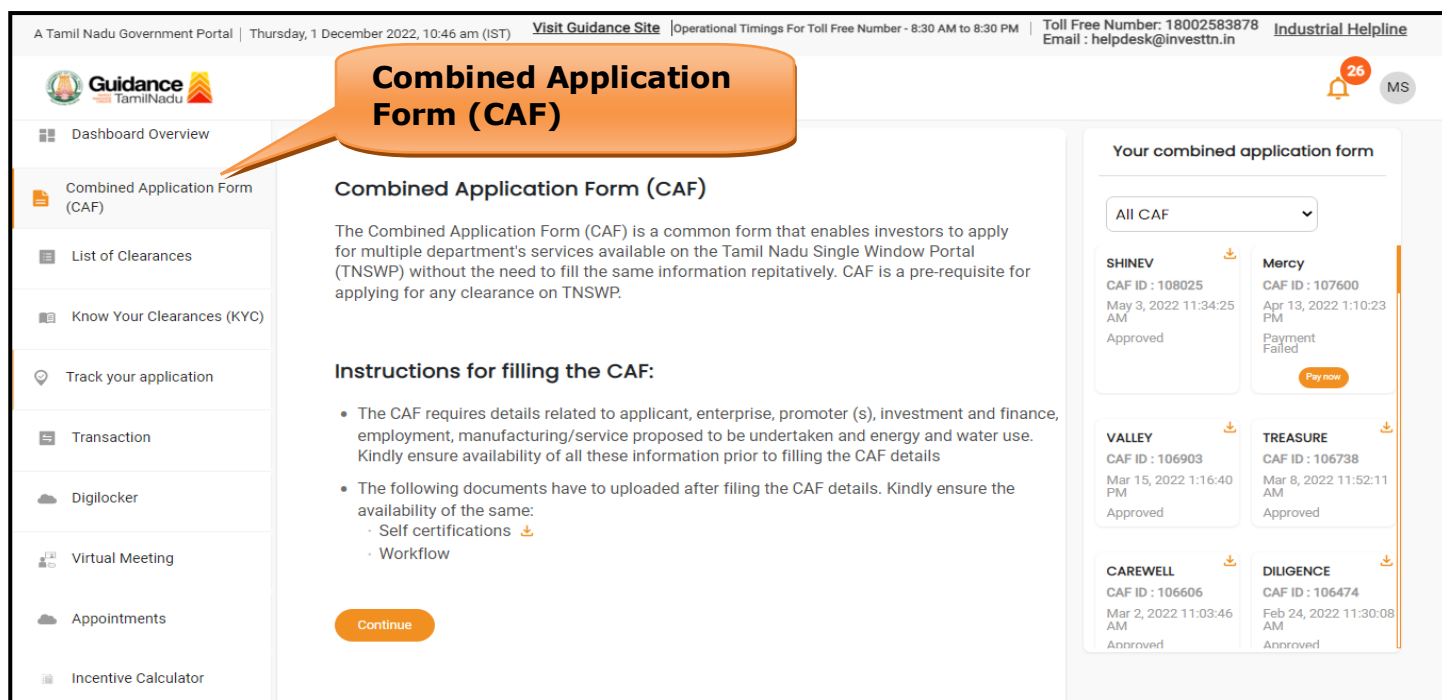


Figure 10. Combined Application Form (CAF)

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).

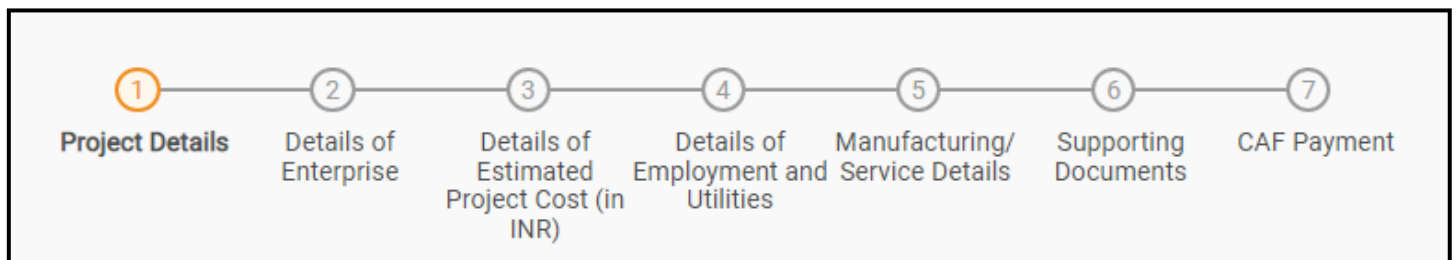


Figure 11. Section of Combined Application Form (CAF)

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).

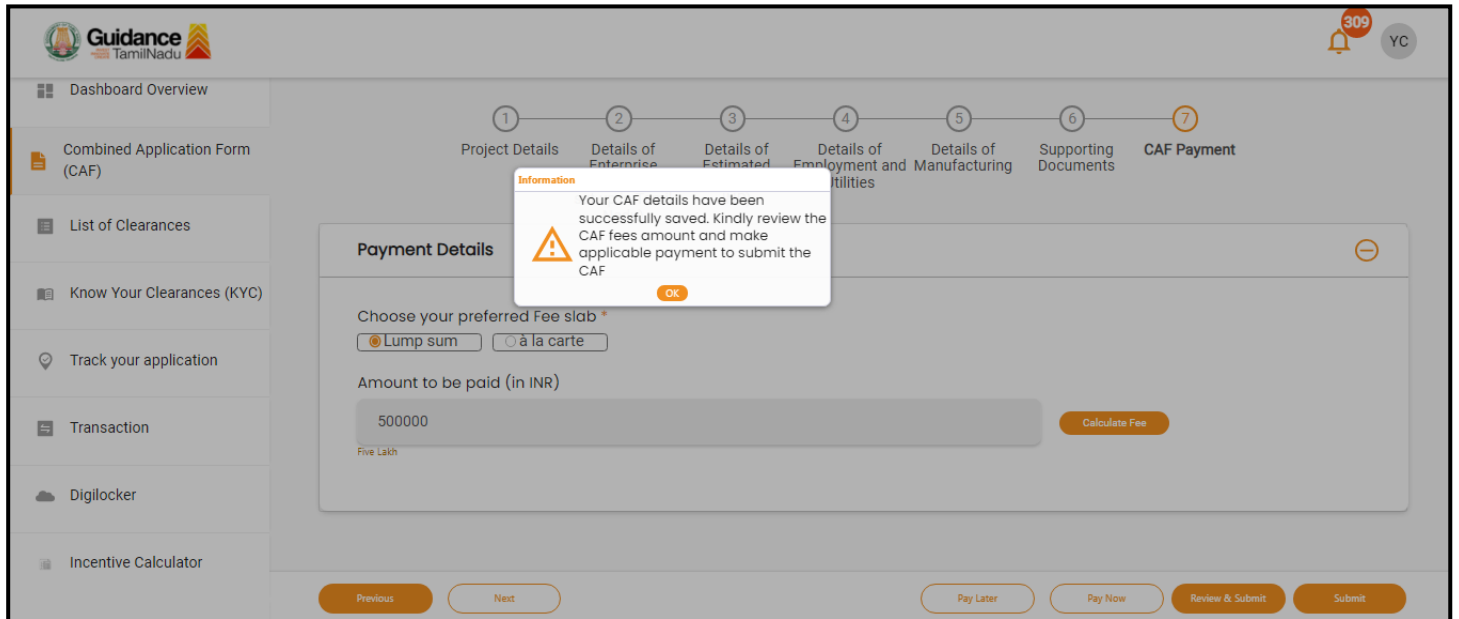


Figure 12. Combined Application Form (CAF) - Confirmation Message

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 Re-verification and Stamping 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 Clearance**
- **Pre-Operation Stage Clearance**
- **Post-Operation Stage Clearance**

3. Select ‘Pre-Operation Stage Clearance’ and find the clearance ‘Re-verification and Stamping 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	
64	Re-verification and Stamping under Legal Metrology Act, 2009	Labour Department	1 day	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

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
64	Re-verification and Stamping under Legal Metrology Act, 2009	Labour Department	1 day	View	-

Showing 1 to 1 of 1 rows 10 rows per page

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
Re-verification and Stamping under Legal Metrology Act, 2009

Select Project/CAF *

caf fix test1

Select CAF

Click on Apply

Close

Apply

Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Re-verification and Stamping under Legal Metrology Act, 2009

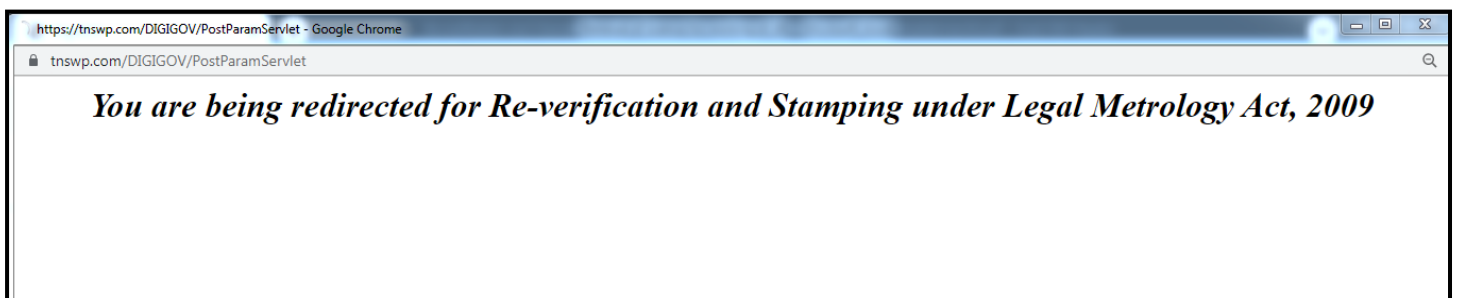



Figure 17. Redirecting to Re-verification and Stamping under Legal Metrology Act, 2009


3) Enter all the mandatory details in the application for Re-verification and Stamping under Legal Metrology Act, 2009

labour.tn.gov.in/services/stamping-labours/stamping/2773



இணையவழி தகவல் தொழில்நுட்ப துறை

ONLINE PORTAL
LABOUR DEPARTMENT



Dashboard
Inbox
Download for Forms
Profile

kdw@gmail.com
Logout

THE LEGAL METROLOGY ACT, 2009 – STAMPING/REVERIFICATION/ CALIBRATION

Whether New goods/Re-verification stamping for*

Whether applicant is a Licensed*

Whether Stamping Office or Site*

Whether Stamping intend for*

ESTABLISHMENT DETAILS

Name*

Taluk*

Door Number*

State*

Town / Village*

Pincode*

District*

Street*

MANUFACTURER / TRADER / ESTABLISHMENT

Manufacturer / Trader / Establishment Number

Same Details for Manufacturer / Trader / Establishment

Establishment Name*

District*

Street*

Repaired by / Used by*

Taluk*

Door Number*

State*

Town / Village*

Pincode*

ITEMS TO BE VERIFIED

Items*

Quantity*

Add More

PREVIOUS INFORMATION

Mannual/Online/Other State*

Add More

Next
Reset

Click on 'Next'

Figure 18. Re-verification and Stamping under Legal Metrology Act, 2009

8. Payment Process

1) Complete the Payment through the online.

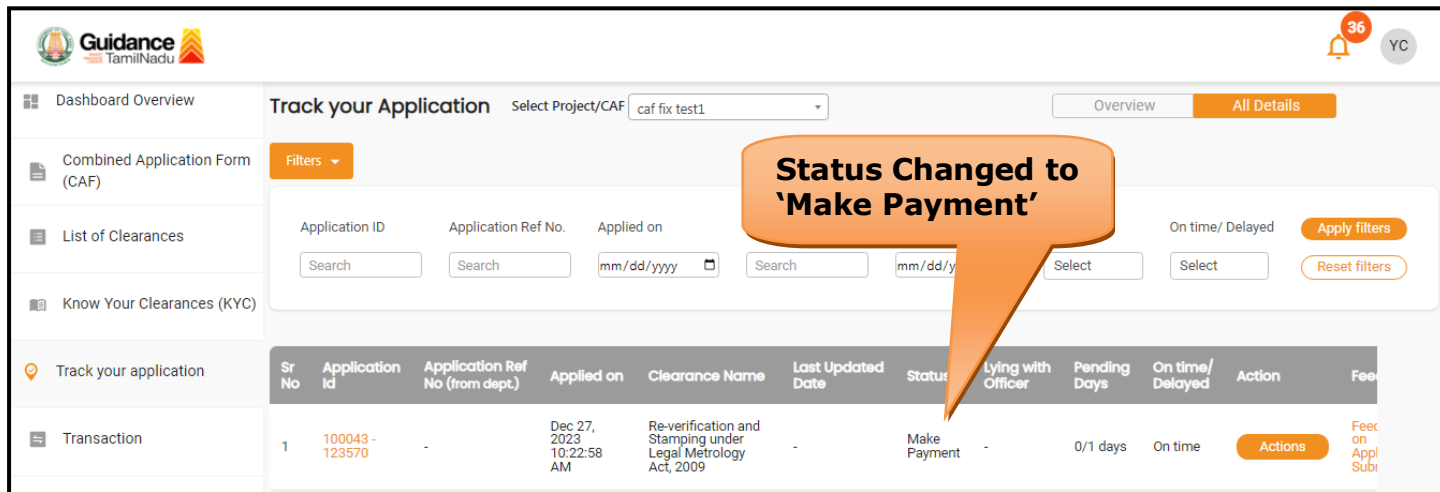


Figure 19. Make Payment

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**

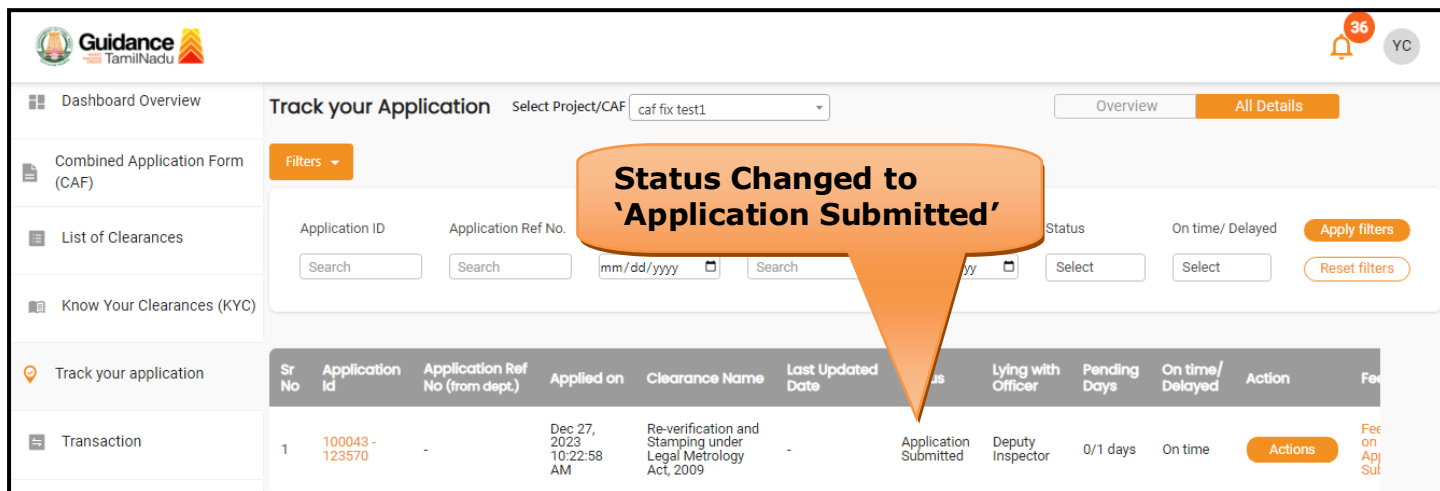


Figure 20. Status of the Application

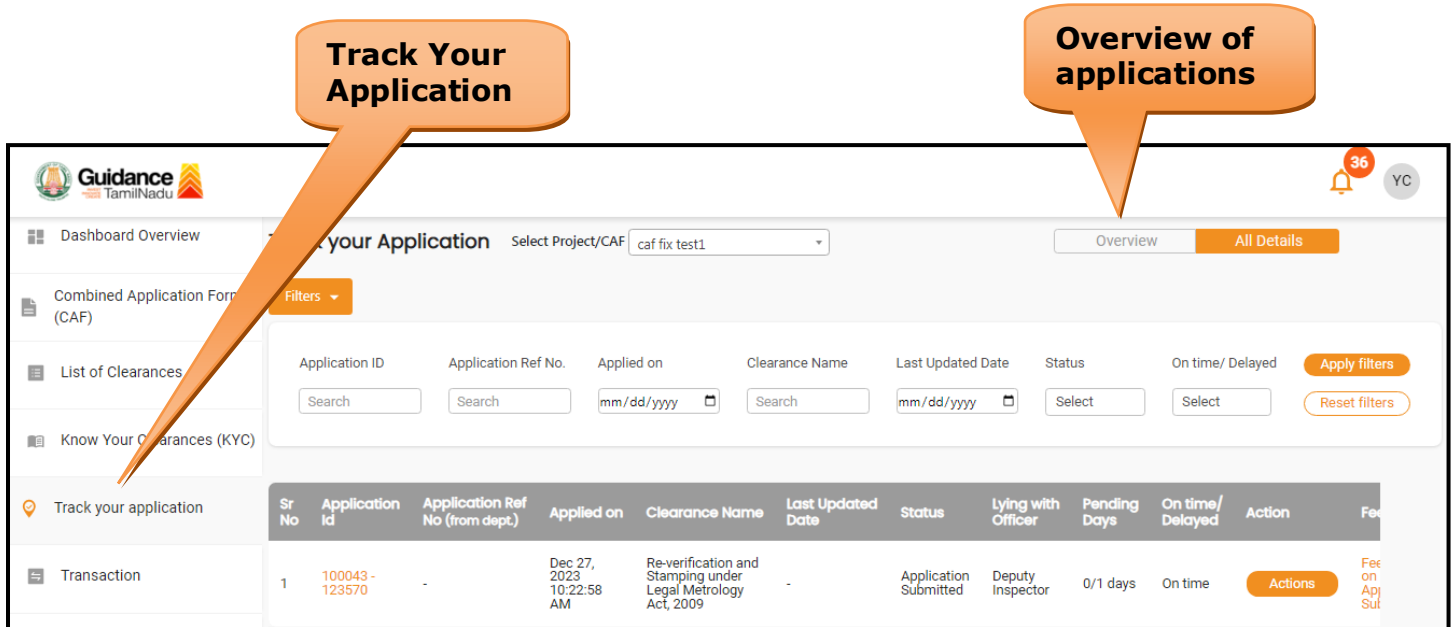
9. Track Your Application

- 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

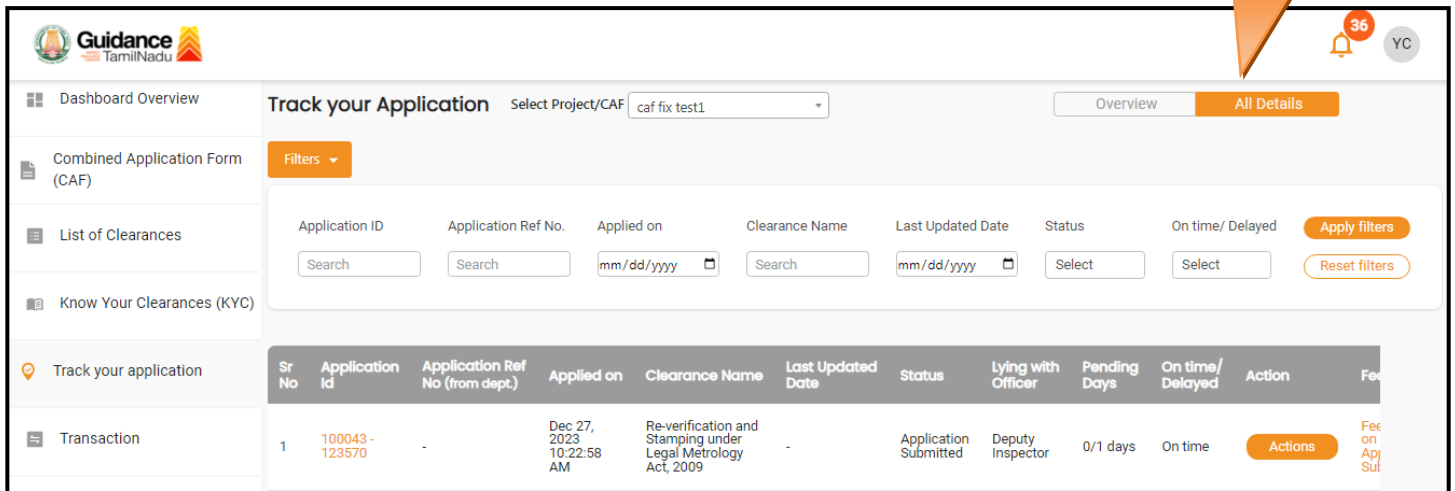
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/Delayed	Action	Fee
1	100043 - 123570	-	Dec 27, 2023 10:22:58 AM	Re-verification and Stamping under Legal Metrology Act, 2009	-	Application Submitted	Deputy Inspector	0/1 days	On time	Actions	Fee on Appr Sul

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**

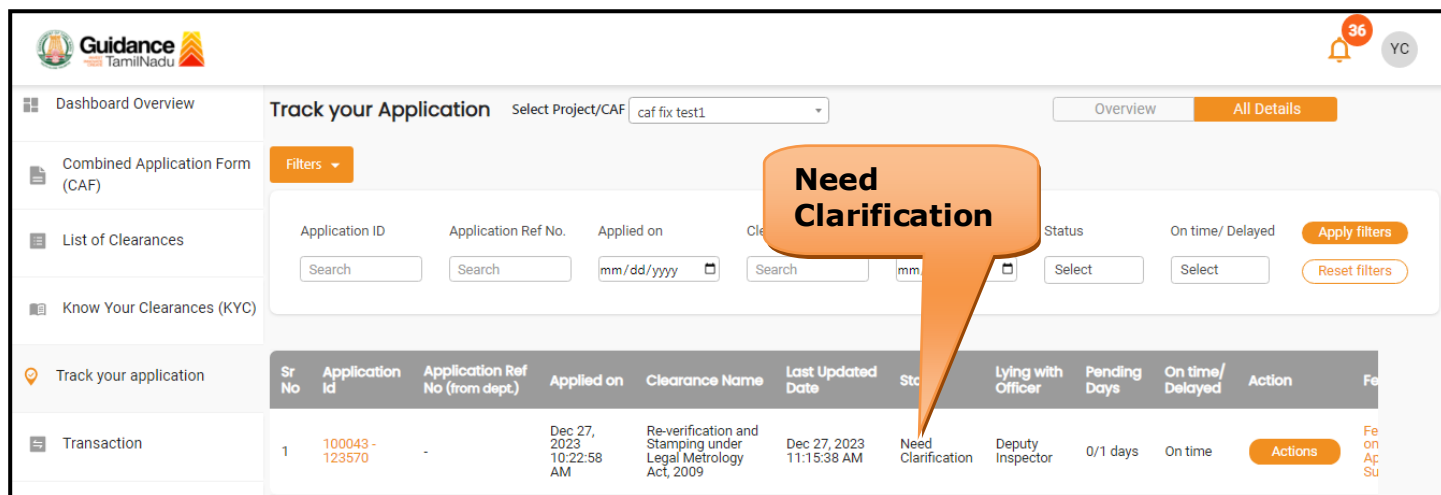



Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fee
1	100043 - 123570	-	Dec 27, 2023 10:22:58 AM	Re-verification and Stamping under Legal Metrology Act, 2009	-	Application Submitted	Deputy Inspector	0/1 days	On time	Actions	Fee on App Sub

Figure 22. ‘All Details’ tab

10. Query Clarification

- 1) After submitting the application to the Labour department, the Deputy Inspector reviews the application and if there are any clarifications required, the Deputy Inspector 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. Clicking on 'Action' button responds to the query as shown in the below figure.



The screenshot shows the 'Track your Application' page with a search filter set to 'caf fix test1'. The table below displays application details, with the status 'Need Clarification' highlighted by an orange callout bubble.

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	100043 - 123570	-	Dec 27, 2023 10:22:58 AM	Re-verification and Stamping under Legal Metrology Act, 2009	Dec 27, 2023 11:15:38 AM	Need Clarification	Deputy Inspector	0/1 days	On time	Actions

Figure 23. Need Clarification

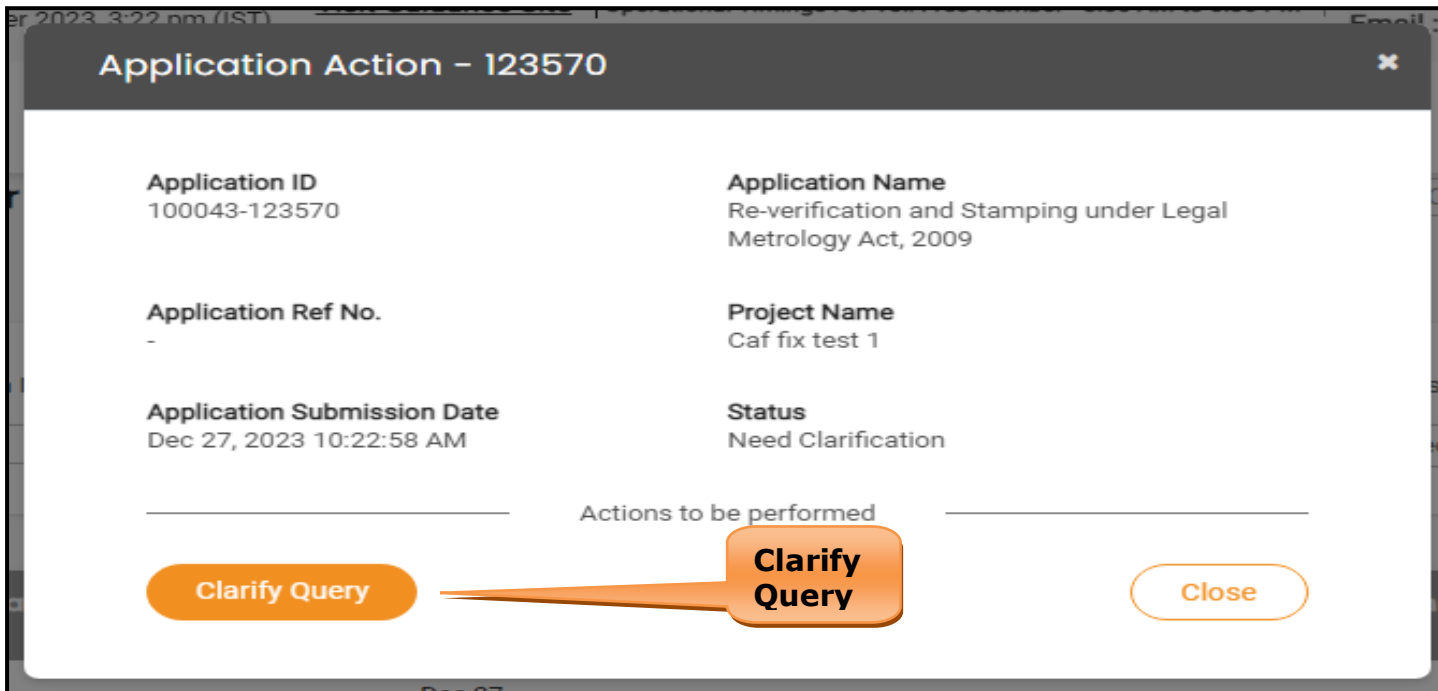


Figure 24. Clarify Query

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

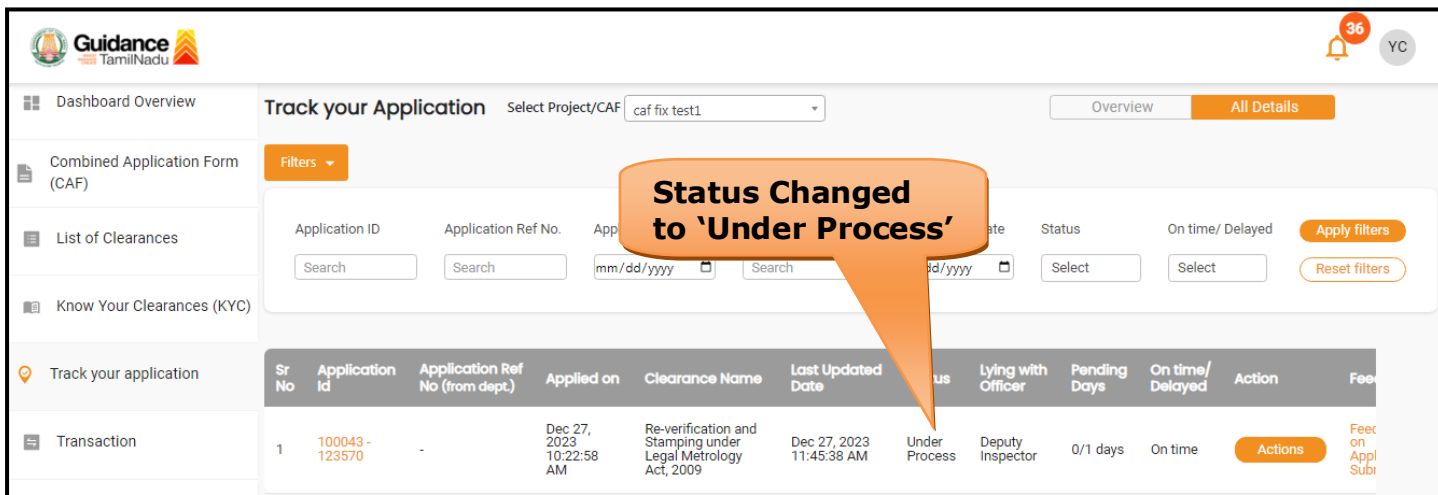
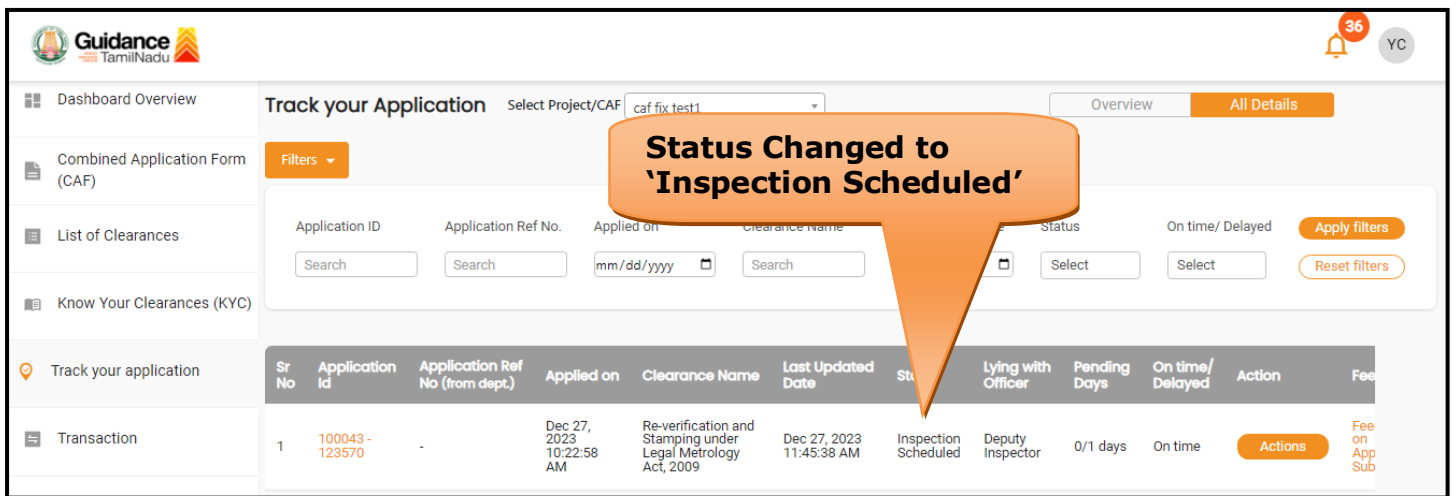


Figure 25. Under Process

11. Inspection Schedule

- 1) The Deputy Inspector Authority of Labour Department schedules the date of appointment for inspection to be done for the specified institution.
- 2) After the Inspection gets completed, the Inspecting Authority submits the Inspection report.
- 3) The Applicant has the provision to view the Scheduled Inspection details.



The screenshot shows the 'Track your Application' interface. A table lists application details. An orange callout bubble highlights the status 'Inspection Scheduled' for the first entry.

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	Fee
1	100043 - 123570	-	Dec 27, 2023 10:22:58 AM	Re-verification and Stamping under Legal Metrology Act, 2009	Dec 27, 2023 11:45:38 AM	Inspection Scheduled	Deputy Inspector	0/1 days	On time	Actions	Fee on App Sub

Figure 26. Inspection Scheduled

Application Action - 123570

Application ID 100043-123570	Application Name Re-verification and Stamping under Legal Metrology Act, 2009
Application Ref No. -	Project Name Caf fix test 1
Application Submission Date Dec 27, 2023 10:22:58 AM	Status Inspection scheduled

Actions to be performed

Scheduled Inspection Details **Scheduled Inspection details** **Close**

Figure 27. Scheduled Inspection details

Guidance TamilNadu

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

Inspection Details : 123570

Inspection Scheduled Date (DD/MM/YYYY)

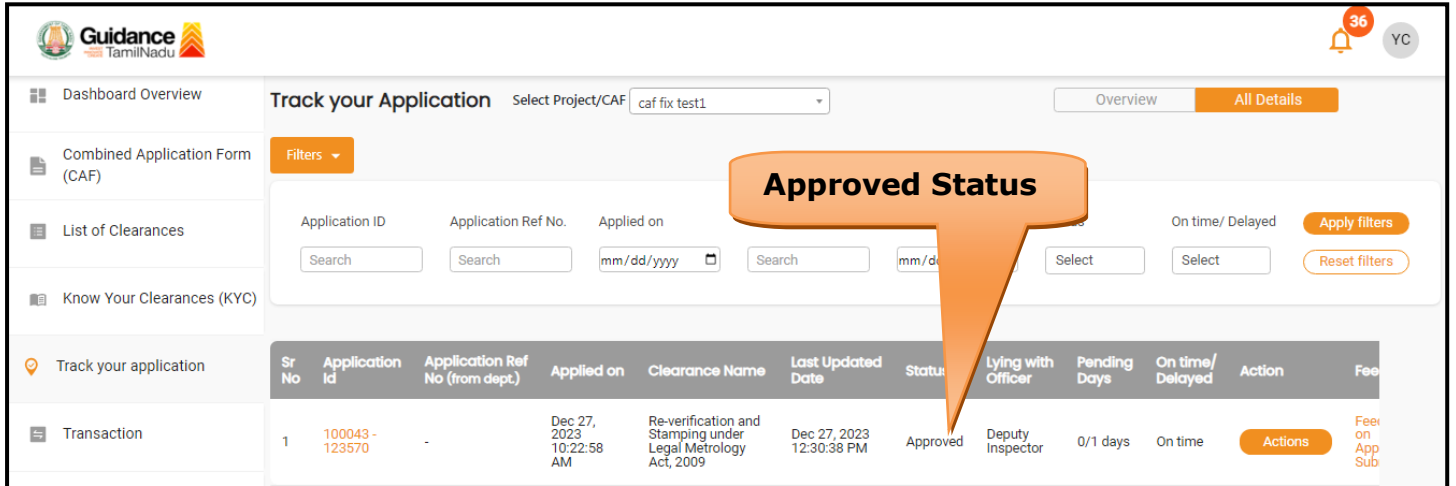
27/12/2023

Inspection Date

Figure 28. Inspection Date

12. Application Processing

1) The Deputy Inspector scrutinizes and reviews the application and updates the status as **“Approved or Rejected”**.

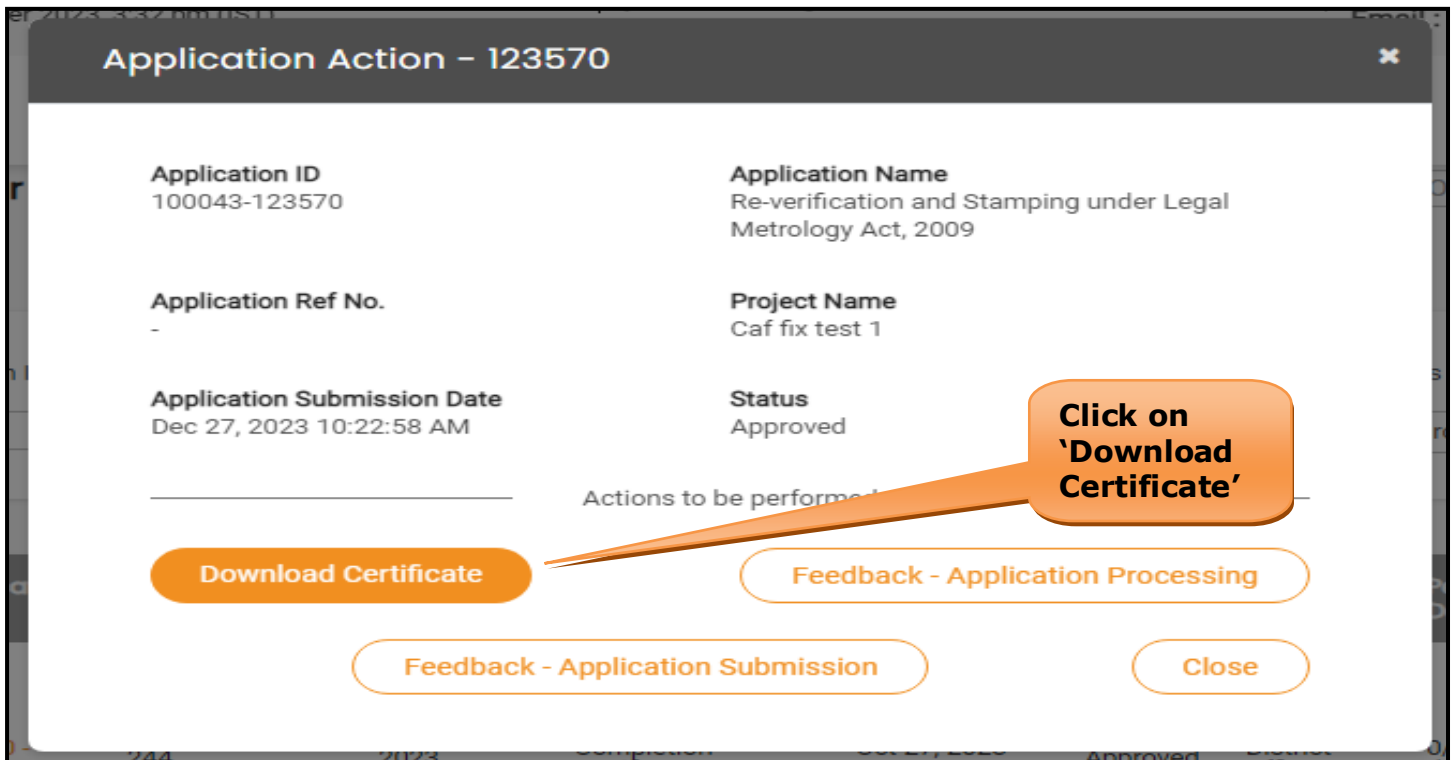


The screenshot shows the 'Track your Application' page. A callout bubble points to the 'Approved' status in the table row.

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	Fee
1	100043 - 123570	-	Dec 27, 2023 10:22:58 AM	Re-verification and Stamping under Legal Metrology Act, 2009	Dec 27, 2023 12:30:38 PM	Approved	Deputy Inspector	0/1 days	On time	Actions	Fee on App Sub

Figure 29. Application Processed

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



The screenshot shows the 'Application Action - 123570' modal window with the following details:

- Application ID:** 100043-123570
- Application Name:** Re-verification and Stamping under Legal Metrology Act, 2009
- Application Ref No.:** -
- Project Name:** Caf fix test 1
- Application Submission Date:** Dec 27, 2023 10:22:58 AM
- Status:** Approved

At the bottom, there are four buttons: 'Download Certificate', 'Feedback - Application Processing', 'Feedback - Application Submission', and 'Close'. A callout bubble points to the 'Download Certificate' button.

Figure 30. Download Certificate

3) If the application is '**Rejected**' by Deputy Inspector, the applicant can view the rejection remarks under the Actions Tab by the department. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 31)

The screenshot shows a web application interface for tracking applications. The main heading is 'Track your Application' with a dropdown menu for 'Select Project/CAF' set to 'caf fix test1'. There are tabs for 'Overview' and 'All Details'. Below this is a filter section with search boxes for 'Application ID', 'Application Ref No.', and 'Applied on', along with 'On time/ Delayed' dropdowns and 'Apply filters' and 'Reset filters' buttons. A table below displays application details. An orange callout bubble labeled 'Rejected Status' points to the 'Rejected' status in the table row.

Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Officer	Pending Days	On time/ Delayed	Action	Fee
1	100043 - 123570	-	Dec 27, 2023 10:22:58 AM	Re-verification and Stamping under Legal Metrology Act, 2009	Dec 27, 2023 12:45:38 PM	Rejected	Deputy Inspector	0/1 days	On time	Actions	Fee on App Subr

Figure 31. Rejected status

