



# **TAMILNADU SINGLE WINDOW PORTAL**

## **APPLICANT MANUAL**

**Dealer Licence Renewal 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**



The screenshot shows the TNSWP homepage with the following details:

- Header:** 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.
- Navigation:** Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, Help & Support, Register, Login.
- Main Content:**
  - 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)
- Footer:** 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](#)

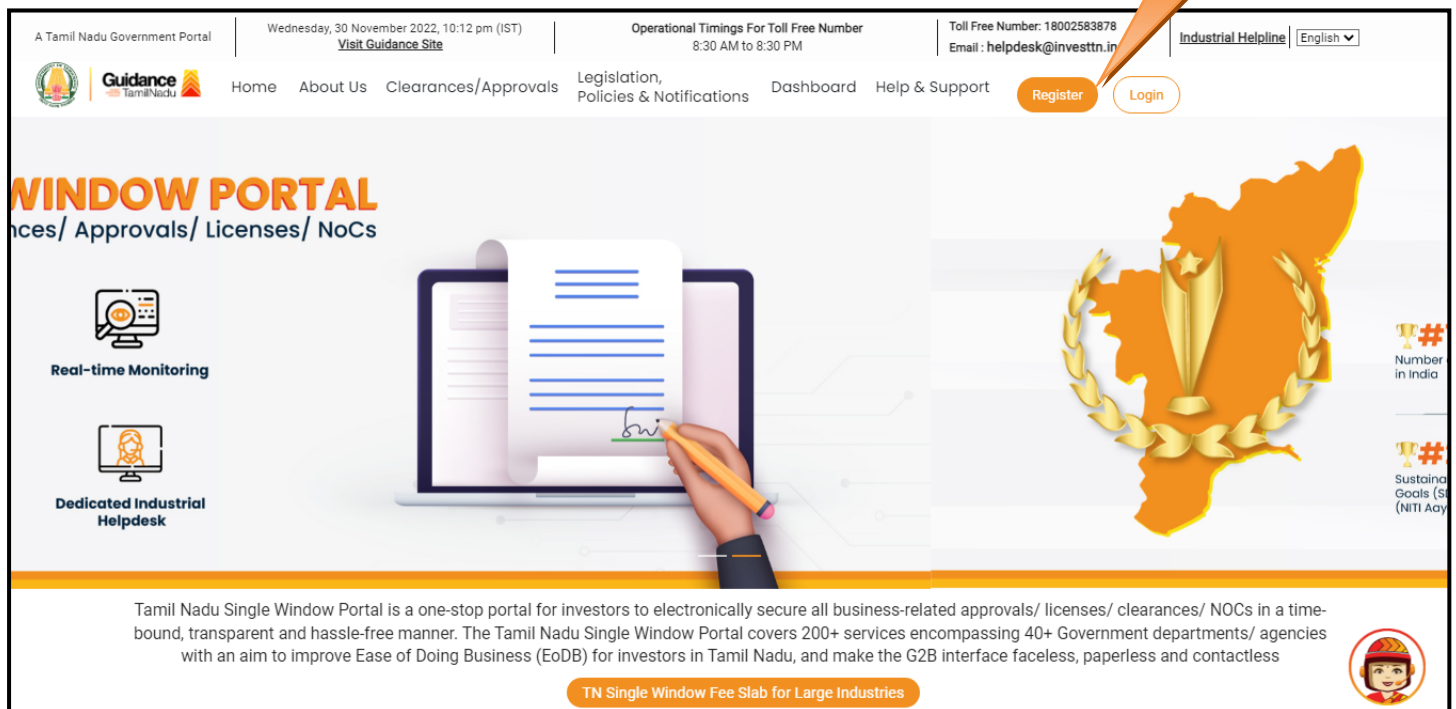
**Figure 1. Single Window Portal Home Page**

## 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**  
Clearances/ Approvals/ Licenses/ NoCs

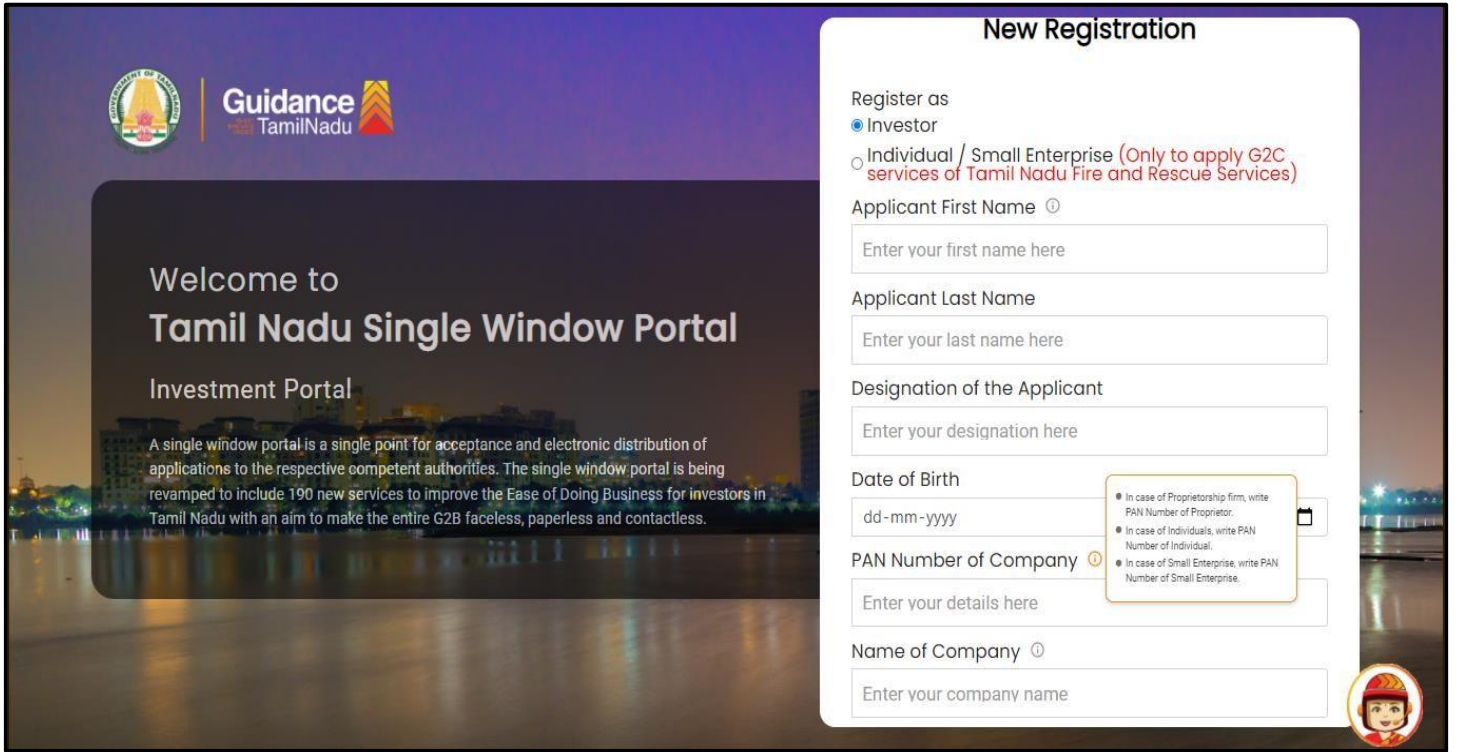
Real-time Monitoring  
Dedicated Industrial Helpdesk

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

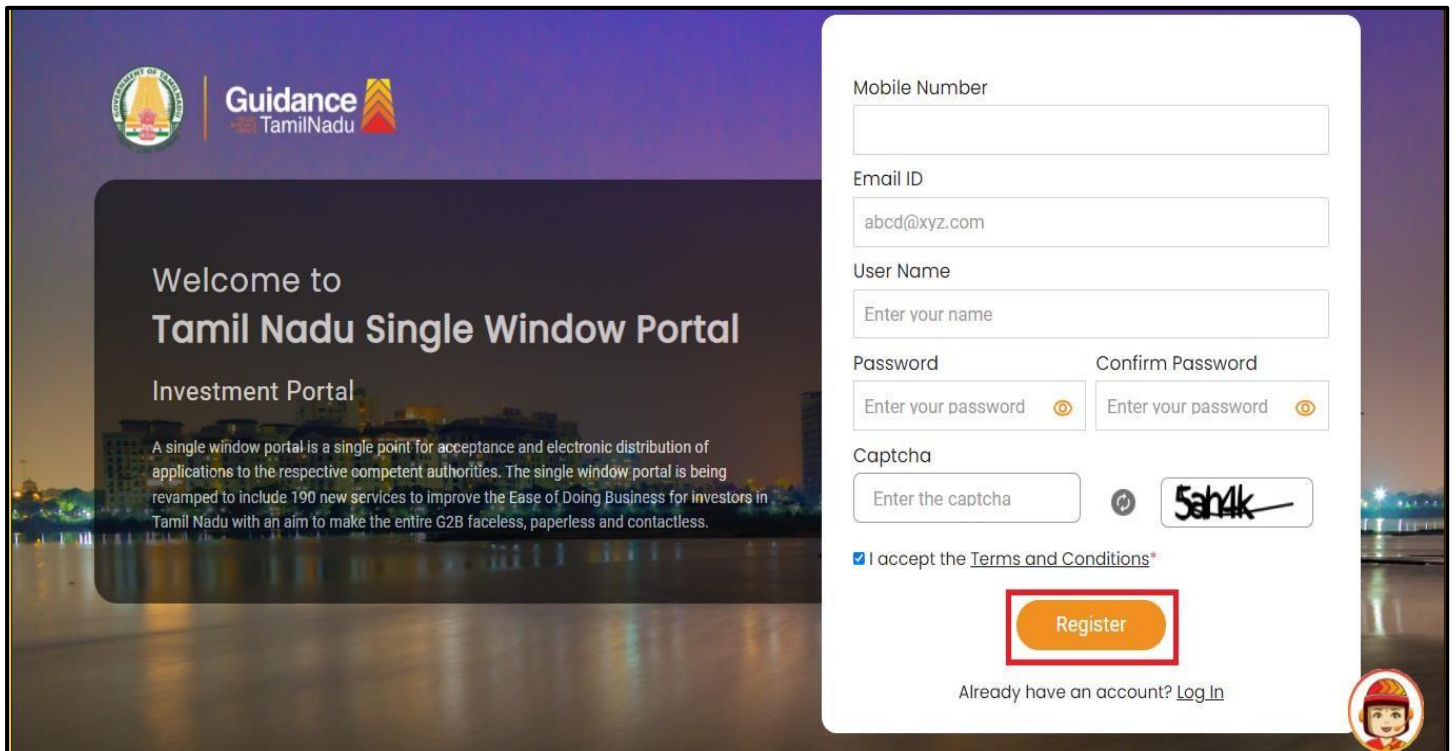
Date of Birth

- 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

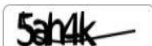
Email ID

User Name

Password ?      Confirm Password ?

Captcha



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

Register

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

**Figure 4. Registration Form Submission**

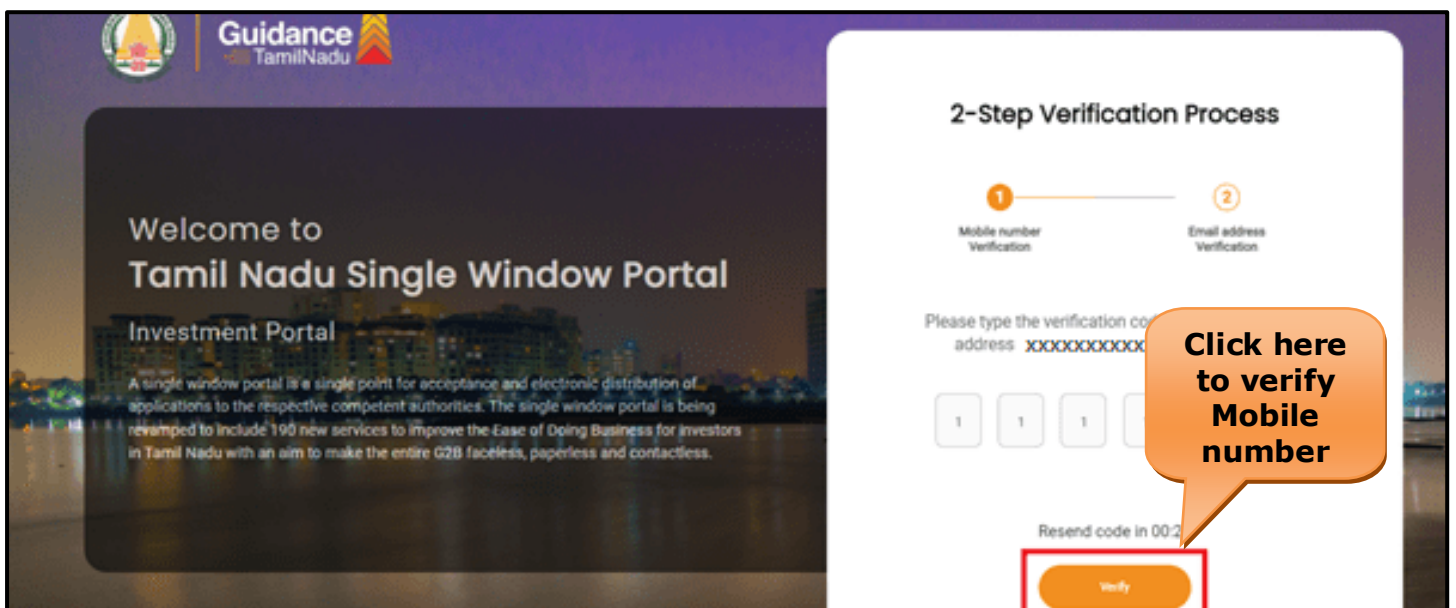
- 6) The Email ID would be the Username to login the TNSWP.
- 7) Future communications would be sent to the registered mobile number and Email ID of the applicant.
- 8) Create a strong password and enter the Captcha code as shown.
- 9) The applicant must read and accept the terms and conditions and click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

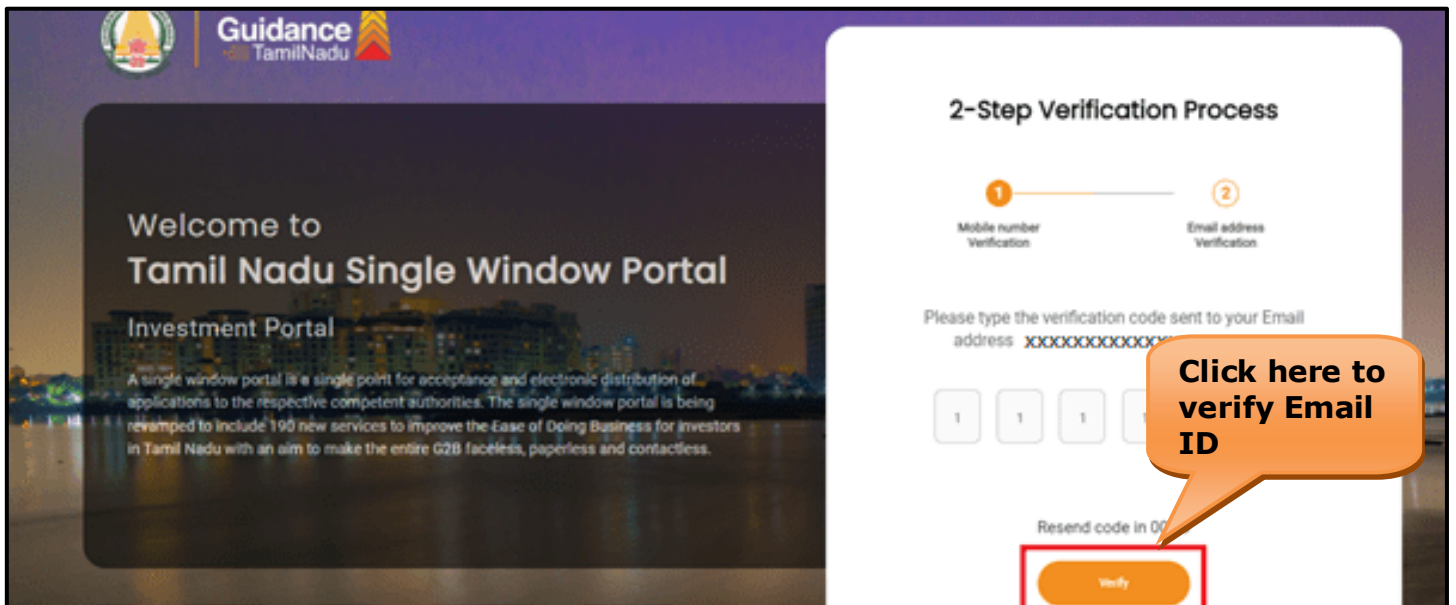
- 1) For verifying the mobile number, the verification code will be sent to the given mobile number.
- 2) Enter the verification code and click on the **'Verify'** button.



**Figure 5. Mobile Number Verification**

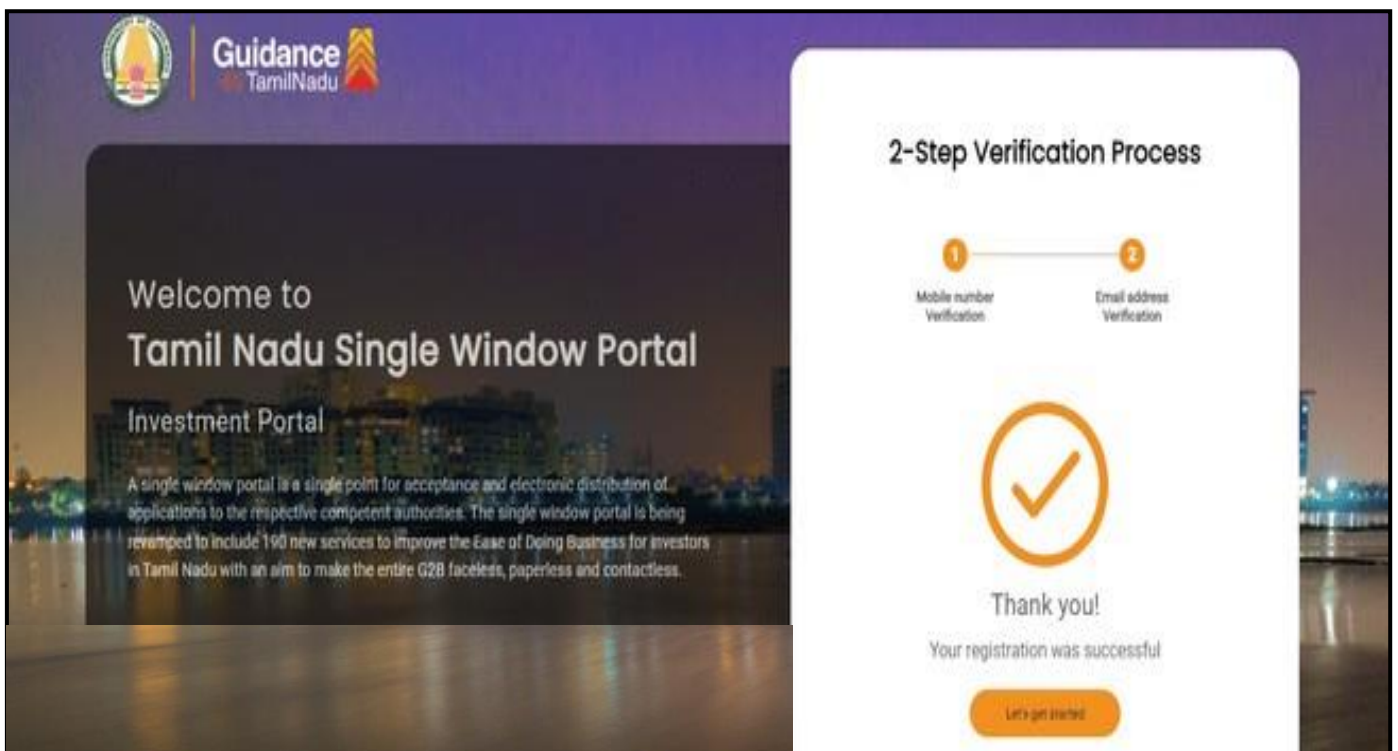
- o **Email ID Verification**

- 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

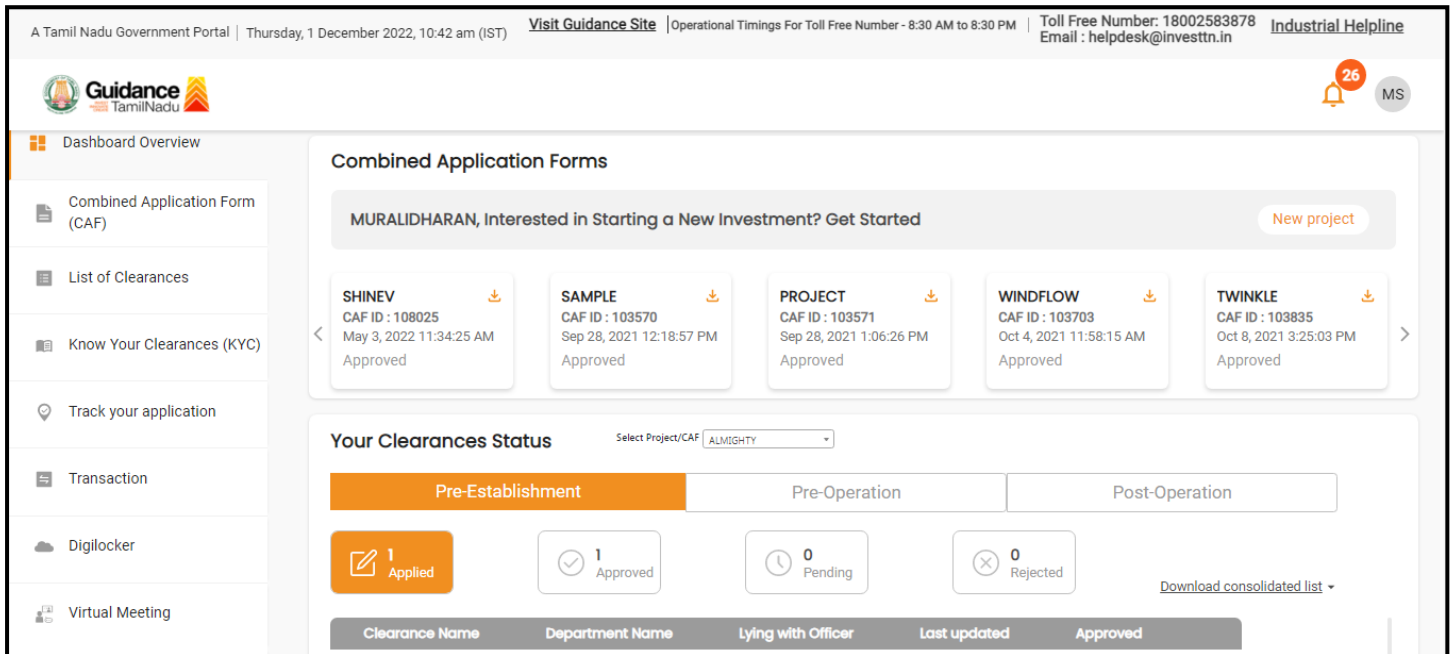
- 1) The applicant can login to TNSWP with the Username and Password created during the registration process.
- 2) Click on login button to enter TNSWP.



Figure 8. Login

## 5. Dashboard Overview

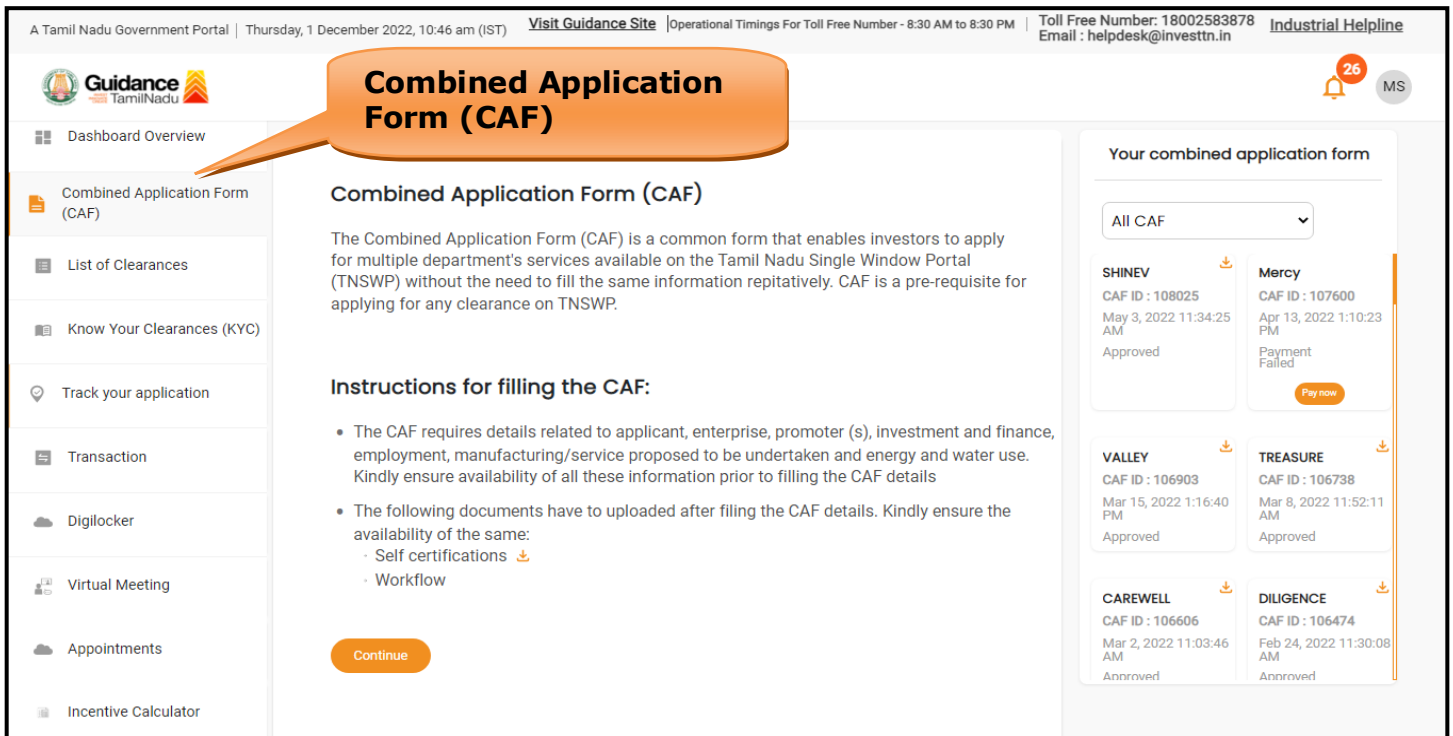
- 1) When the Applicant logs into TNSWP, the dashboard overview page will appear.
- 2) Dashboard overview is Applicant-friendly interface for the Applicant’s easy navigation and to access various functionalities such as Menu bar, Status whether the application is Approved, Pending, Rejected and Data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

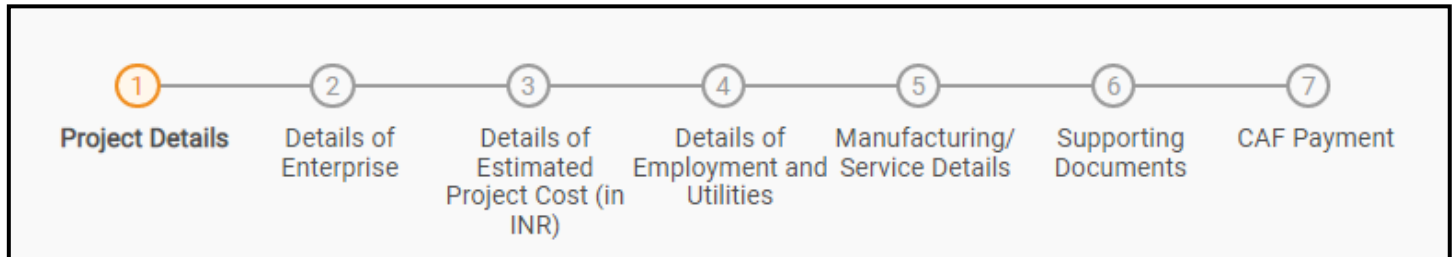


The screenshot shows the 'Combined Application Form (CAF)' page on the Tamil Nadu Government Portal. The page header includes the date and time (Thursday, 1 December 2022, 10:46 am IST), a link to the Guidance Site, operational timings, a toll-free number (18002583878), and an email address (helpdesk@investn.in). The left navigation menu lists various services, with 'Combined Application Form (CAF)' highlighted. The main content area features a title 'Combined Application Form (CAF)', a descriptive paragraph, and 'Instructions for filling the CAF:' which includes details about the form's purpose and required documents. A 'Continue' button is visible at the bottom of the instructions. The right-hand panel, titled 'Your combined application form', shows a dropdown menu set to 'All CAF' and a list of six active CAFs with their respective IDs, dates, and statuses (Approved or Payment Failed).

**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 must upload the requisite supporting documents under '**Section 6: Supporting Documents**'

- **Self-Certification:**

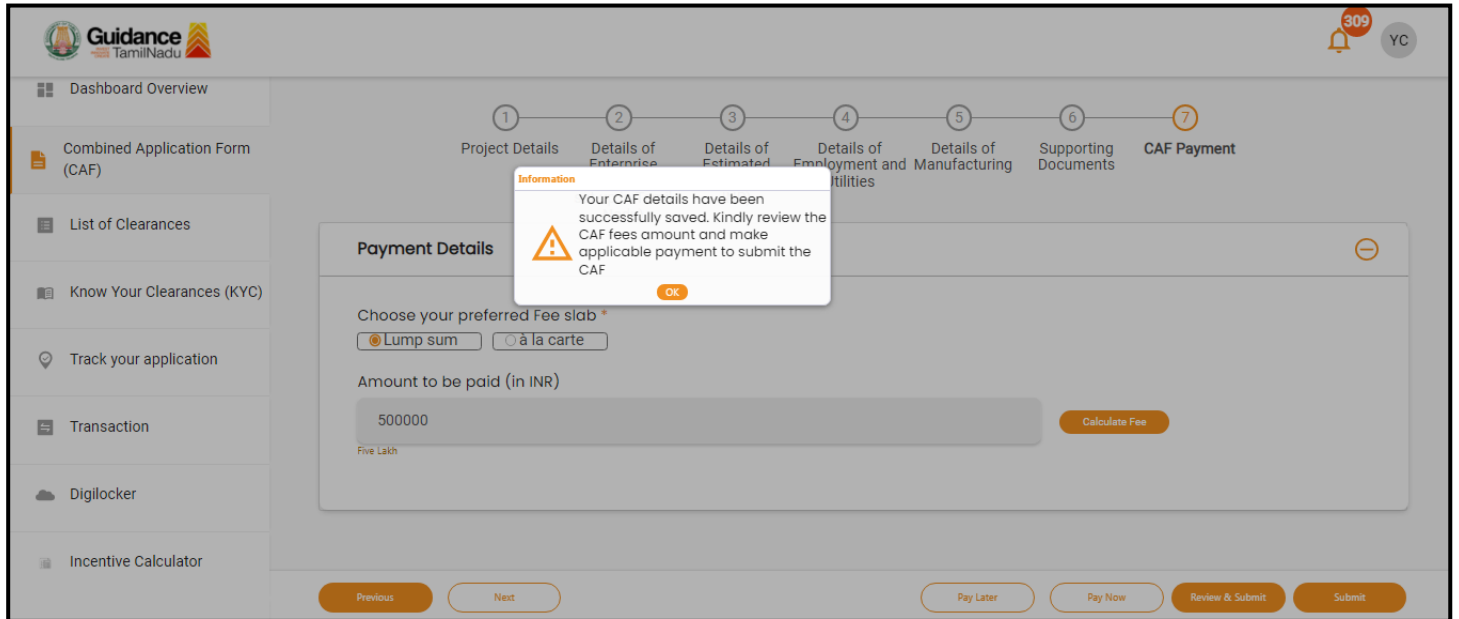
- Download the template.
- Prepare the self-certification documents as per the instructions given in the template and upload.

- **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**

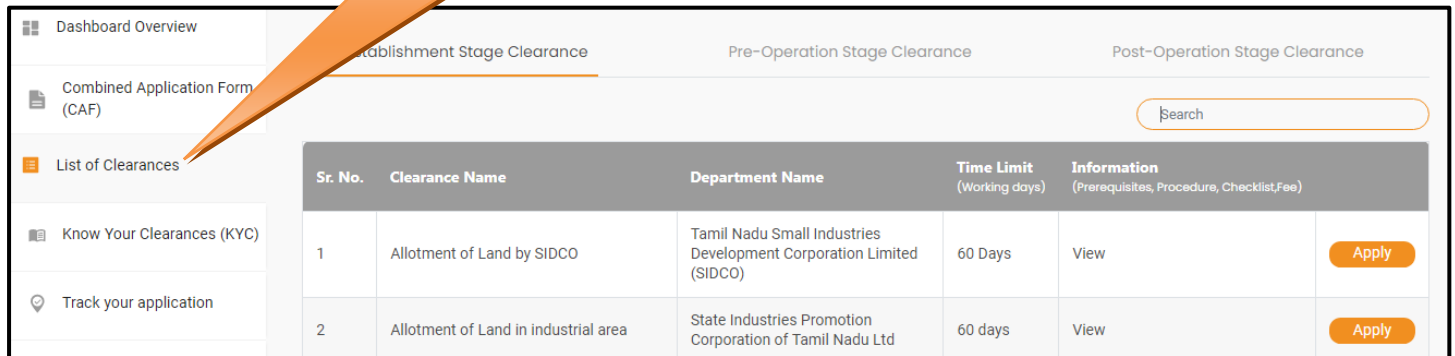
**Note:**

*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 Dealer Licence Renewal 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

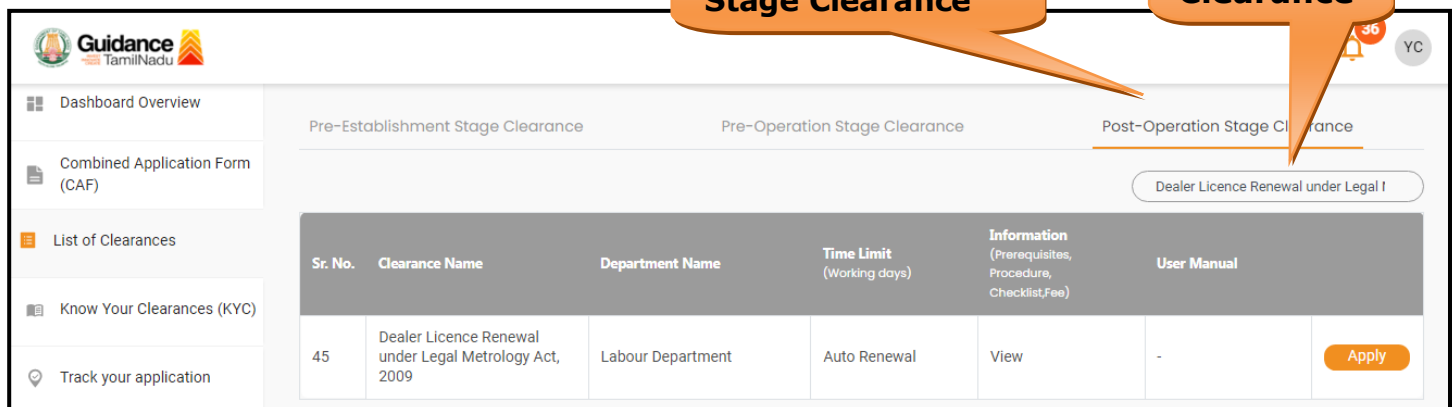
### 2. The list of clearances is segregated into three stages.

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

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

Post-Operation Stage Clearance

Search for Clearance



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

Figure 14. Search for Clearance

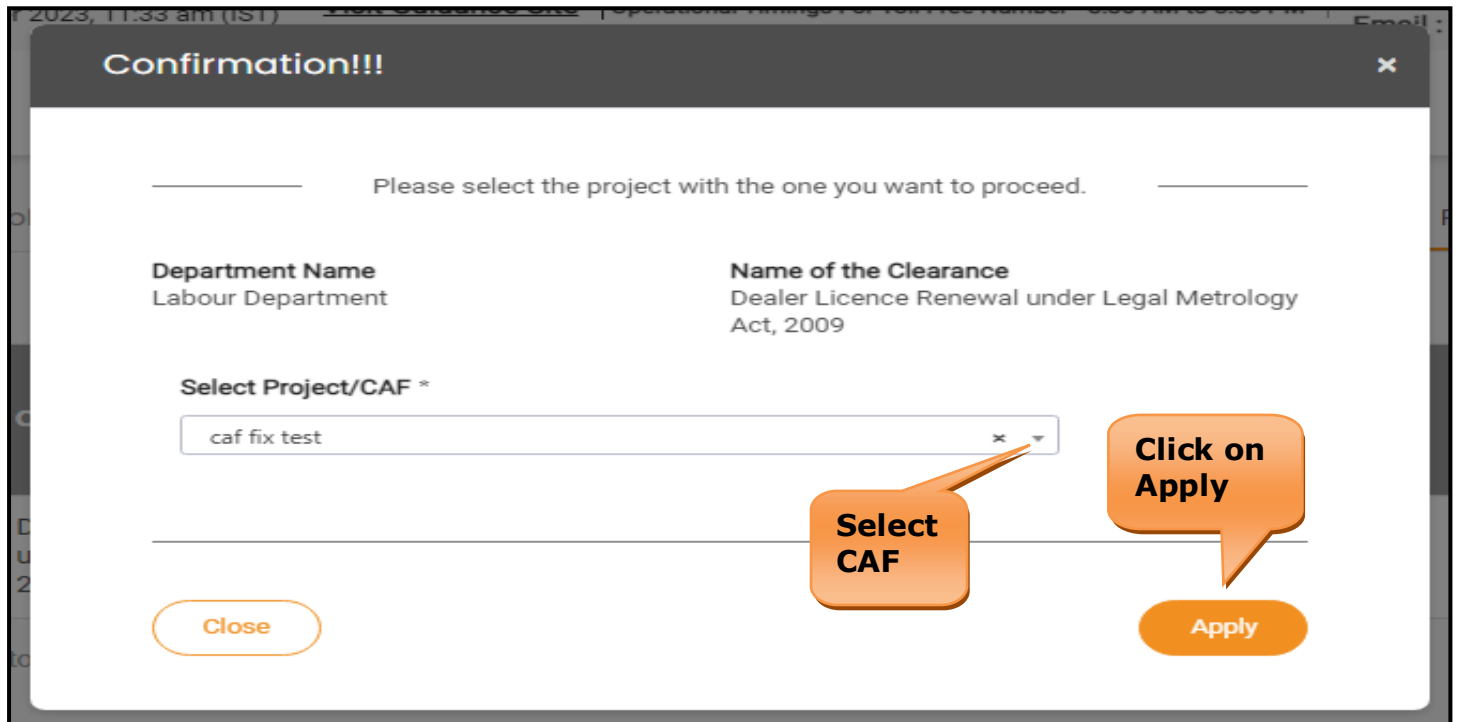
4. Applicant can view information on workflow, checklist of supporting documents to be uploaded by the applicant and fee details. Click on 'view' to access the information (Refer Figure 15)
5. To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 15).
6. 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.

The screenshot displays the 'Guidance TamilNadu' dashboard. The main content area is titled 'Dealer Licence Renewal under Legal Metrology Act, 2009'. It features a table with the following columns: Sr. No., Clearance Name, Department Name, Time Limit (Working days), Information (Prerequisites, Procedure, Checklist, Fee), and User Manual. A row is visible with the following data: Sr. No. 45, Clearance Name 'Dealer Licence Renewal under Legal Metrology Act, 2009', Department Name 'Labour Department', Time Limit 'Auto Renewal', Information 'View', and User Manual '-'. Two callout boxes are present: one pointing to the 'View' link in the Information column, labeled 'View Information', and another pointing to the 'Apply' button in the User Manual column, labeled 'Apply for Clearance'.

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

**Figure 15. Apply for Clearance**

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

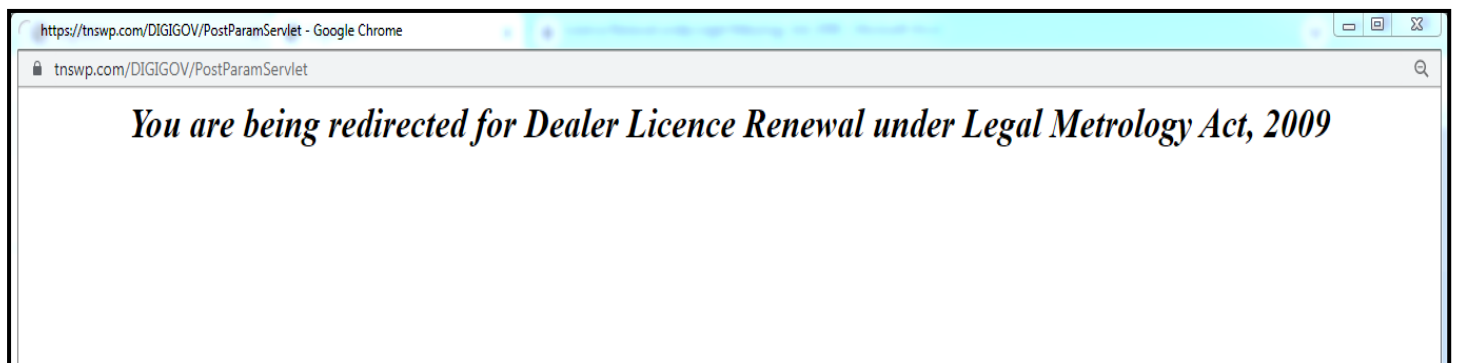


The screenshot shows a confirmation dialog box titled "Confirmation!!!". The dialog contains the following text and elements:

- Header: Confirmation!!!
- Instruction: Please select the project with the one you want to proceed.
- Department Name: Labour Department
- Name of the Clearance: Dealer Licence Renewal under Legal Metrology Act, 2009
- Field: Select Project/CAF \* (dropdown menu showing "caf fix test")
- Buttons: Close, Apply
- Callouts: "Select CAF" pointing to the dropdown menu, "Click on Apply" pointing to the Apply button.

**Figure 16. Project/CAF**

2) Click on the Apply button and the Page would get redirected to Application for Dealer Licence Renewal under Legal Metrology Act, 2009.



**Figure 17. Redirecting to Dealer Licence under Legal Metrology Act, 2009**

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



labour.tn.gov.in/services/weight-licences/dealer-licence/2632



இணையவழி தகவல்  
தொழிலாளர் துறை

ONLINE PORTAL  
LABOUR DEPARTMENT



Dashboard

Inbox

Download for Forms

Profile

lkafk@gmail.com

Logout

## APPLICATION FORM FOR LICENSE AS DEALER OF WEIGHTS AND MEASURES UNDER THE LEGAL METROLOGY ACT 2009

## DETAILS OF ESTABLISHMENT

Name of Establishment\*

luytr

Details of organizational setup\*

Select

Is there any Manager/Authorised Person for Establishment\*

Select

## ADDRESS OF ESTABLISHMENT

State\*

Tamil Nadu

District\*

Vellore

Taluk\*

Katpadi

Town/ Village\*

Select

Street 1\*

Select

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

Building/ Door/Flat No.\*

Pincode\*

632007

## DETAILS OF THE EMPLOYER/ PROPRIETOR

Name\*

Designation\*

Father / Husband\*

Gender\*

Select

Date of Birth\*

Age\*

**RESIDENTIAL DETAILS OF THE EMPLOYER/ PROPRIETOR**

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\*

**PERMISES DETAILS**

Whether premises are owned / rented/ taken on lease/leave licence, duly supported by documents\*

**WEIGHT AND MEASURE CATEGORIES**

The Categories of Weights and Measures proposed to sold

Weights

Measures

Weighing Instruments(Mechanical/Electronic)

Measuring Instruments(Mechanical/Electronic)

Others

**DATE OF ESTABLISHMENT**

Date of Establishment\*

**TRADE LICENCE**

Trade Licence Number / Date

**PROOF DETAILS**

GST Number/ PAN Number\*

**SOURCE SUPPLY**

Indicate the source of supply\*

**IMPORTER FROM OUTSIDE COUNTRY**

Do you intend to importer of Weight etc. From places outside the Country?\*

**DEALER LICENCE**

Have you applied previously for a dealer's licence, either in the State or elsewhere?\*

**DOCUMENTS TO BE UPLOADED**

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)

Rental agreement or owned building document \*

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

No objection certificate from rental building owner\*

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

Blue print for building by registered surveyor\*

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

GST Number / PAN Number file\*

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

Dealership letter from Manufacture Company\*

(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 2009) and the Legal Metrology (Enforcement) Rules, 2011 and agree to abide by the same and also the administrative orders and instructions issued or to be issued under. I / We agree to deposit the Scheduled license 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. Application for Dealer 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**

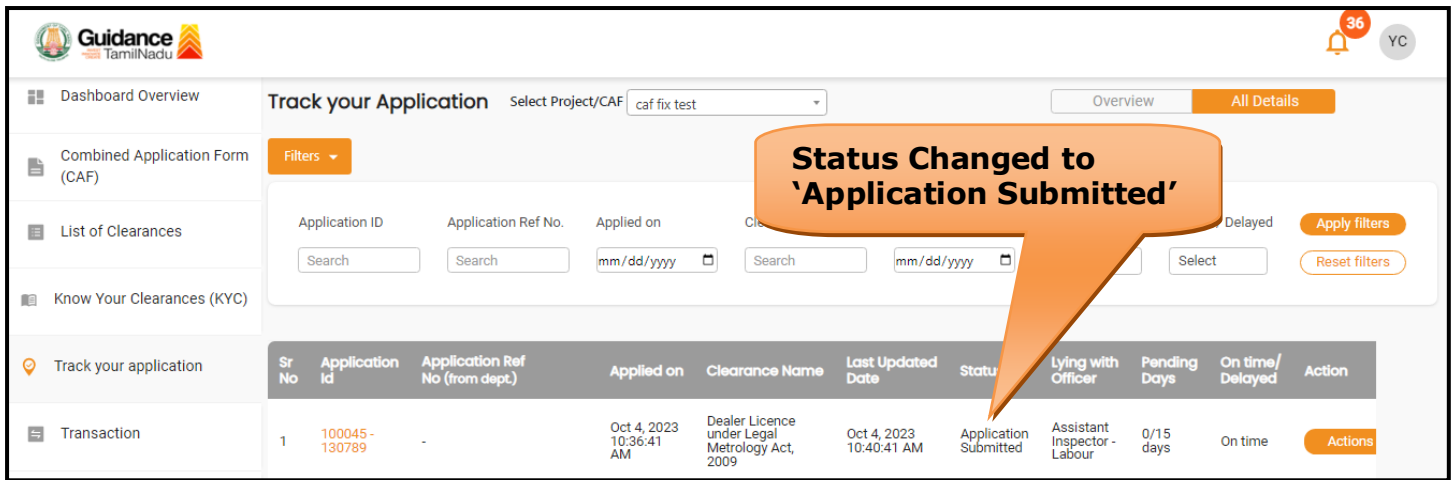


Figure 19. Status of the Application

### 8. Payment Process

- 1) Complete Payment through online.

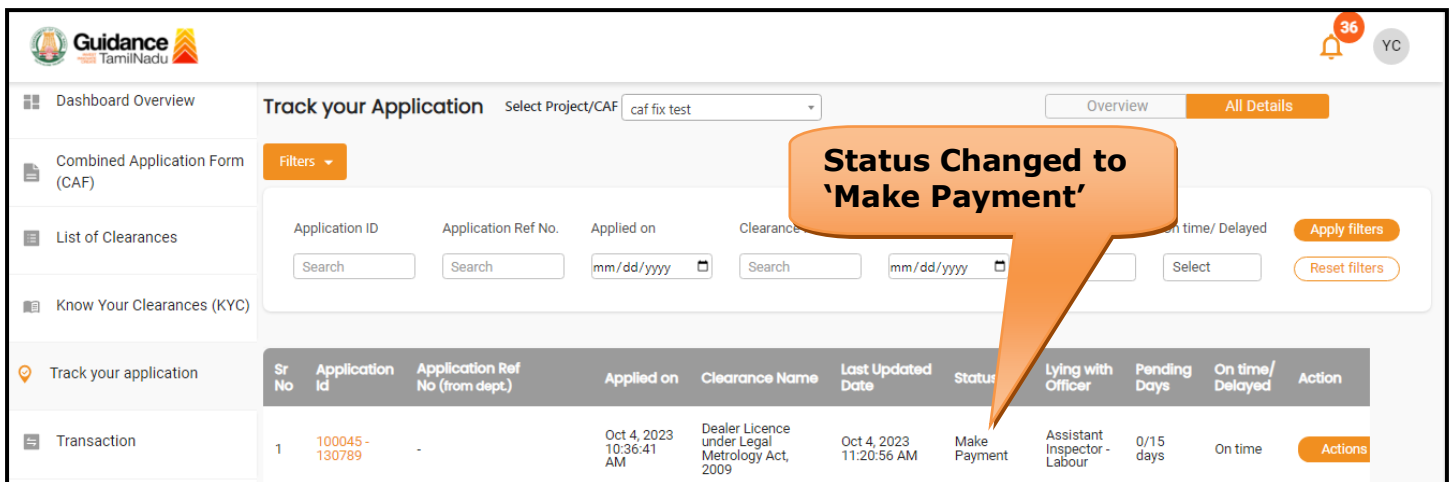


Figure 20. Make Payment

## 9. Track Your Application

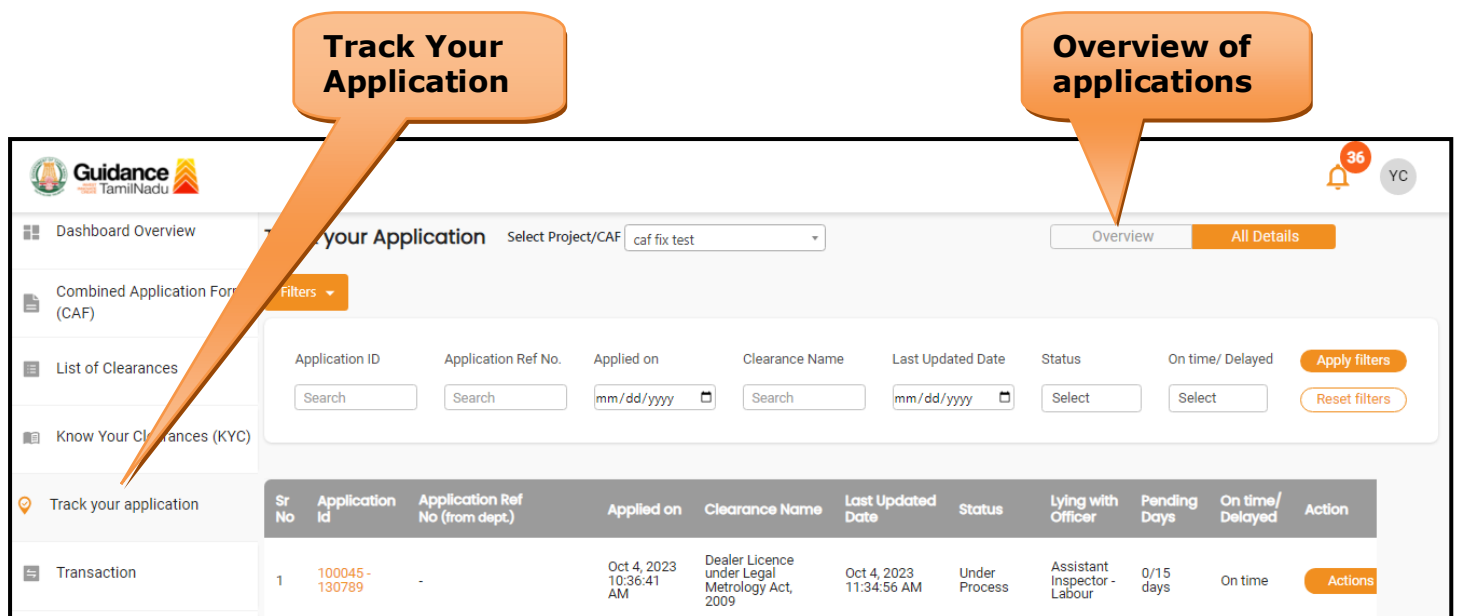
1) After submitting the application, a unique 'token ID' would be generated. Using the '**Token ID**' the Applicant can track the status of clearances by clicking on 'Track your application' option.'

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**

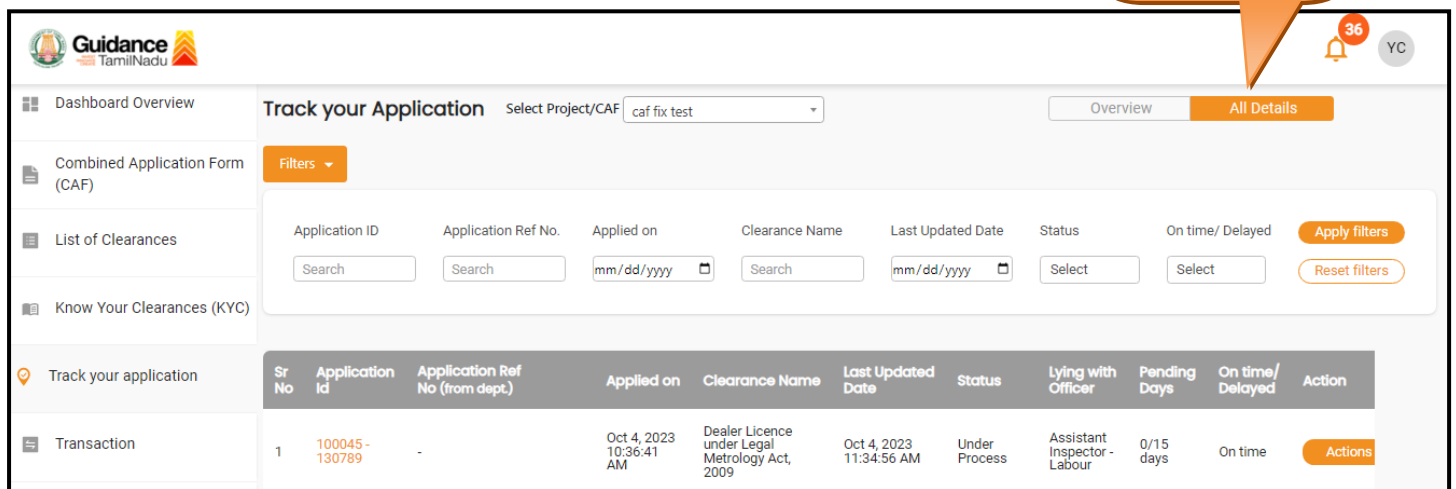
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100045 - 130789	-	Oct 4, 2023 10:36:41 AM	Dealer Licence under Legal Metrology Act, 2009	Oct 4, 2023 11:34:56 AM	Under Process	Assistant Inspector - 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**

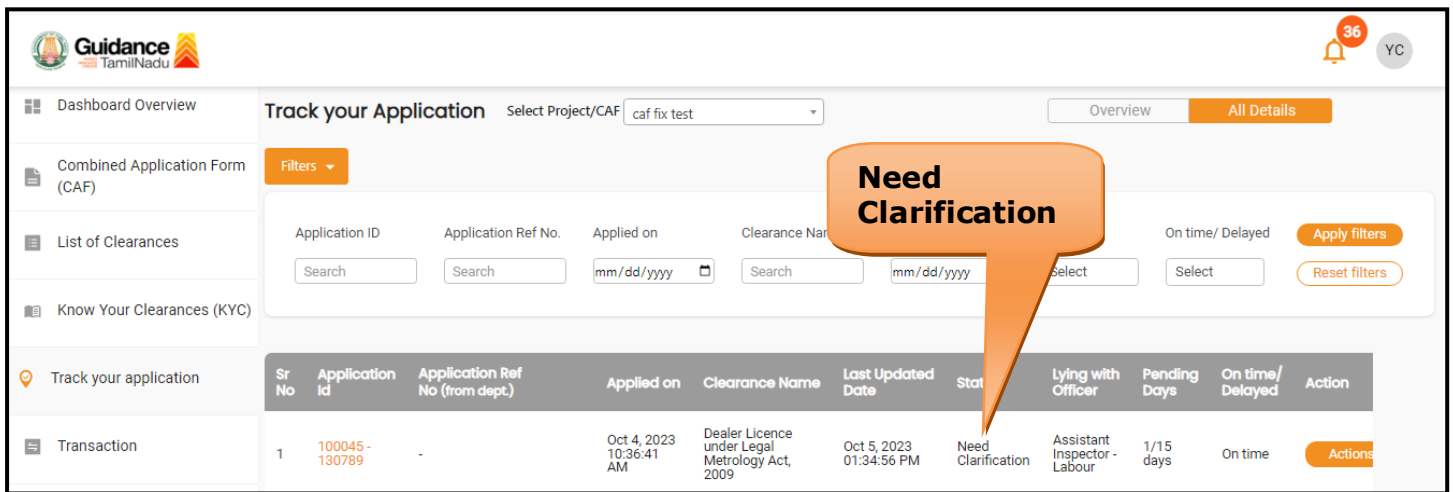



Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100045 - 130789	-	Oct 4, 2023 10:36:41 AM	Dealer Licence under Legal Metrology Act, 2009	Oct 4, 2023 11:34:56 AM	Under Process	Assistant Inspector - Labour	0/15 days	On time	Actions

**Figure 22. ‘All Details’ tab**

## 10. Query Clarification

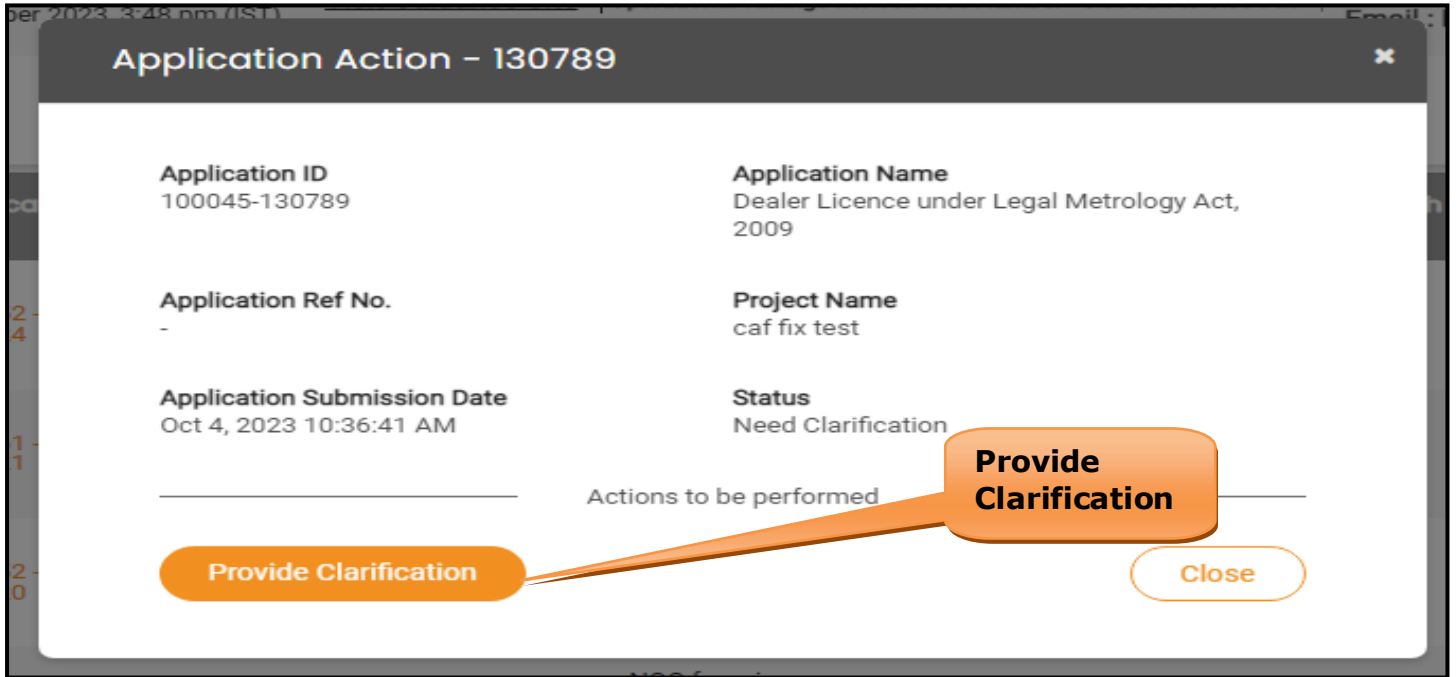
- 1) After submitting the application to the Labour Department, the Assistant Inspector reviews the application and if there are any clarifications required, the Assistant Inspector officer would raise a query to the applicant.
- 2) Applicant would receive an alert message through Registered SMS/Email.
- 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 shows the 'Track your Application' page with a search filter set to 'caf fix test'. A table lists application details, with a callout bubble highlighting the 'Need Clarification' status.

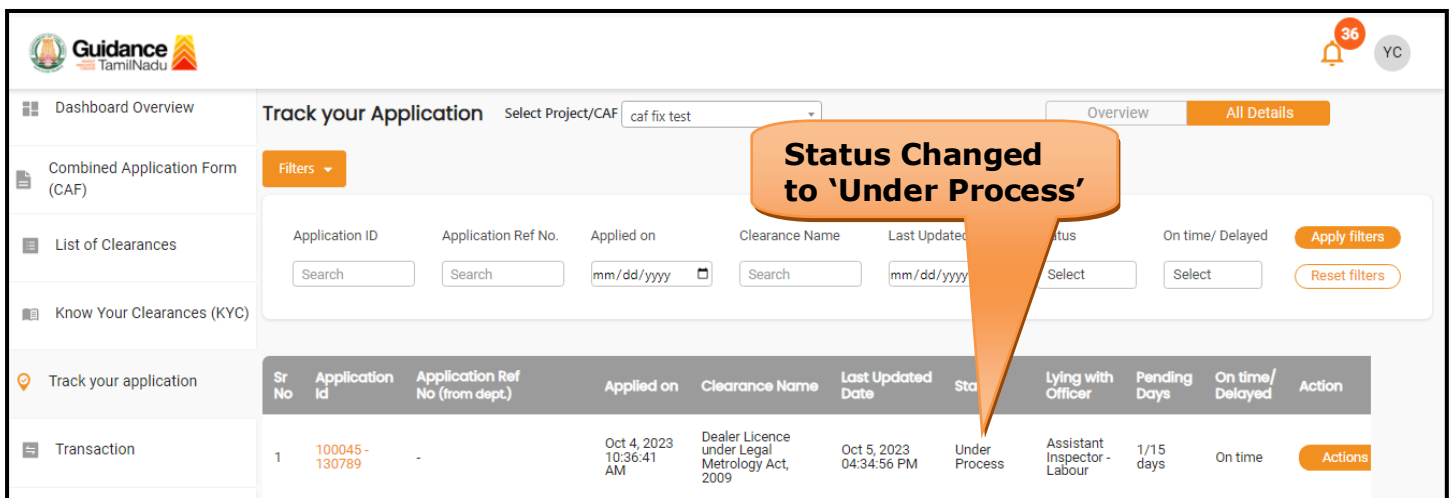
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100045-130789	-	Oct 4, 2023 10:36:41 AM	Dealer Licence under Legal Metrology Act, 2009	Oct 5, 2023 01:34:56 PM	Need Clarification	Assistant Inspector - Labour	1/15 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.

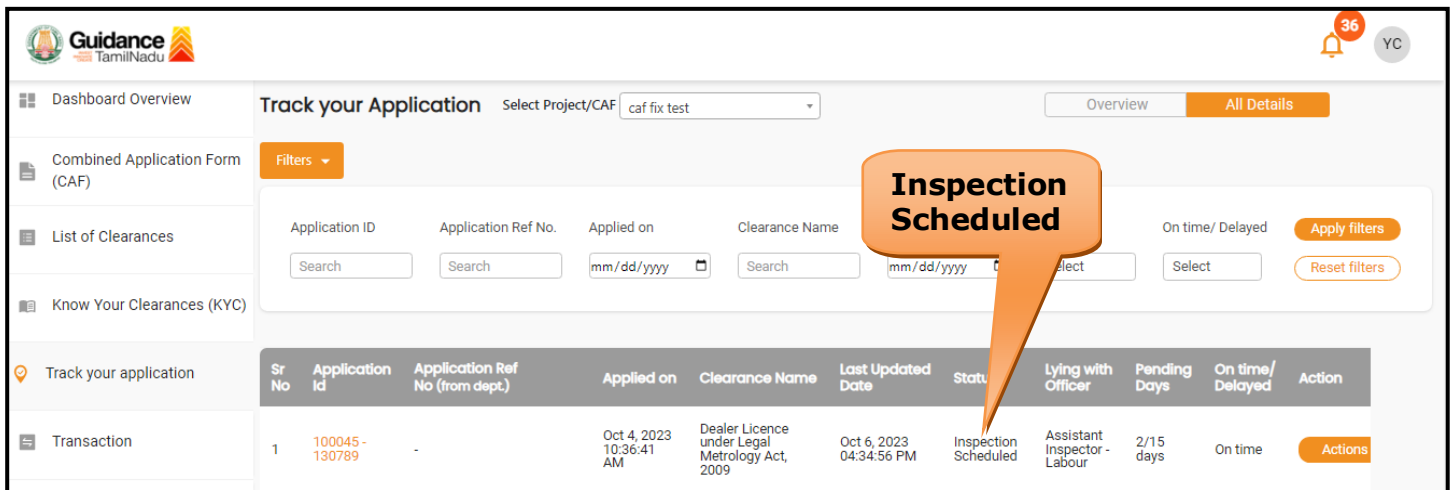


**Figure 25. Under Process**



## 11. Inspection Schedule

- 1) The Assistant Inspector schedules the date of appointment for inspection to be done for the specified institution.
- 2) After the Inspection is 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' section of the Guidance TamilNadu portal. A search filter 'caf fix test' is applied. The table below lists 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	100045 - 130789	-	Oct 4, 2023 10:36:41 AM	Dealer Licence under Legal Metrology Act, 2009	Oct 6, 2023 04:34:56 PM	Inspection Scheduled	Assistant Inspector - Labour	2/15 days	On time	Actions

An orange callout bubble with the text 'Inspection Scheduled' points to the 'Inspection Scheduled' status in the table.

Figure 16. Inspection Scheduled

**Application Action - 130789**

<b>Application ID</b> 100045-130789	<b>Application Name</b> Dealer Licence under Legal Metrology Act, 2009
<b>Application Ref No.</b> -	<b>Project Name</b> caf fix test
<b>Application Submission Date</b> Oct 4, 2023 10:36:41 AM	<b>Status</b> Inspection Scheduled

Actions to be performed

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

Figure 27. View Inspection Details

**Inspection Details : 130789**

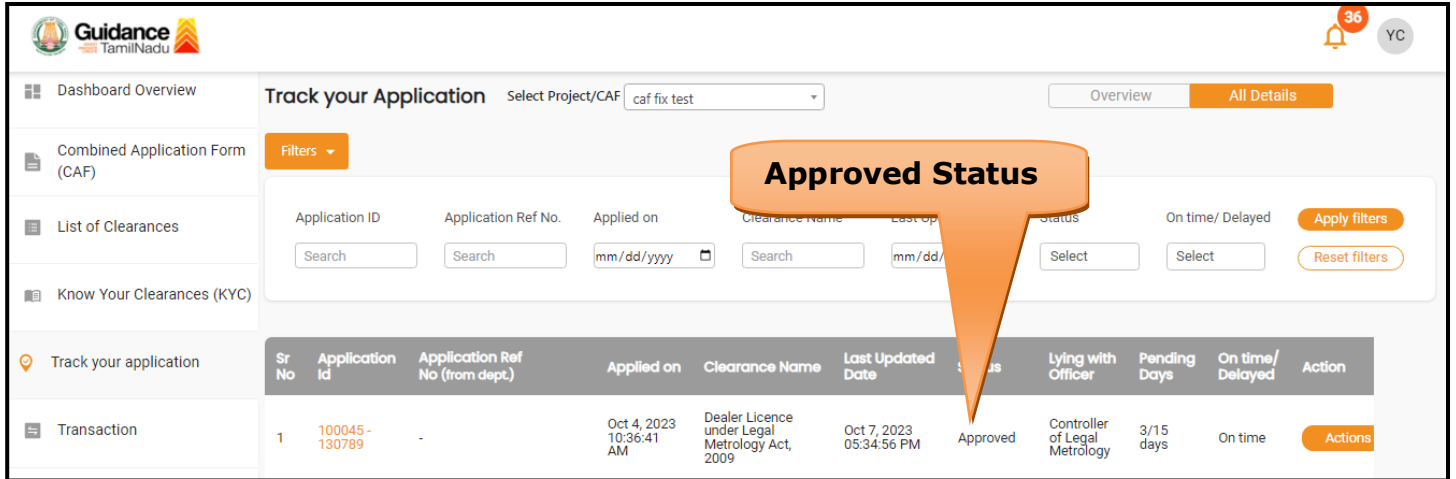
Inspection Scheduled Date (DD/MM/YYYY): 05/10/2023

[View Inspection Date](#)

Figure 28. View Inspection Details (Contd.)

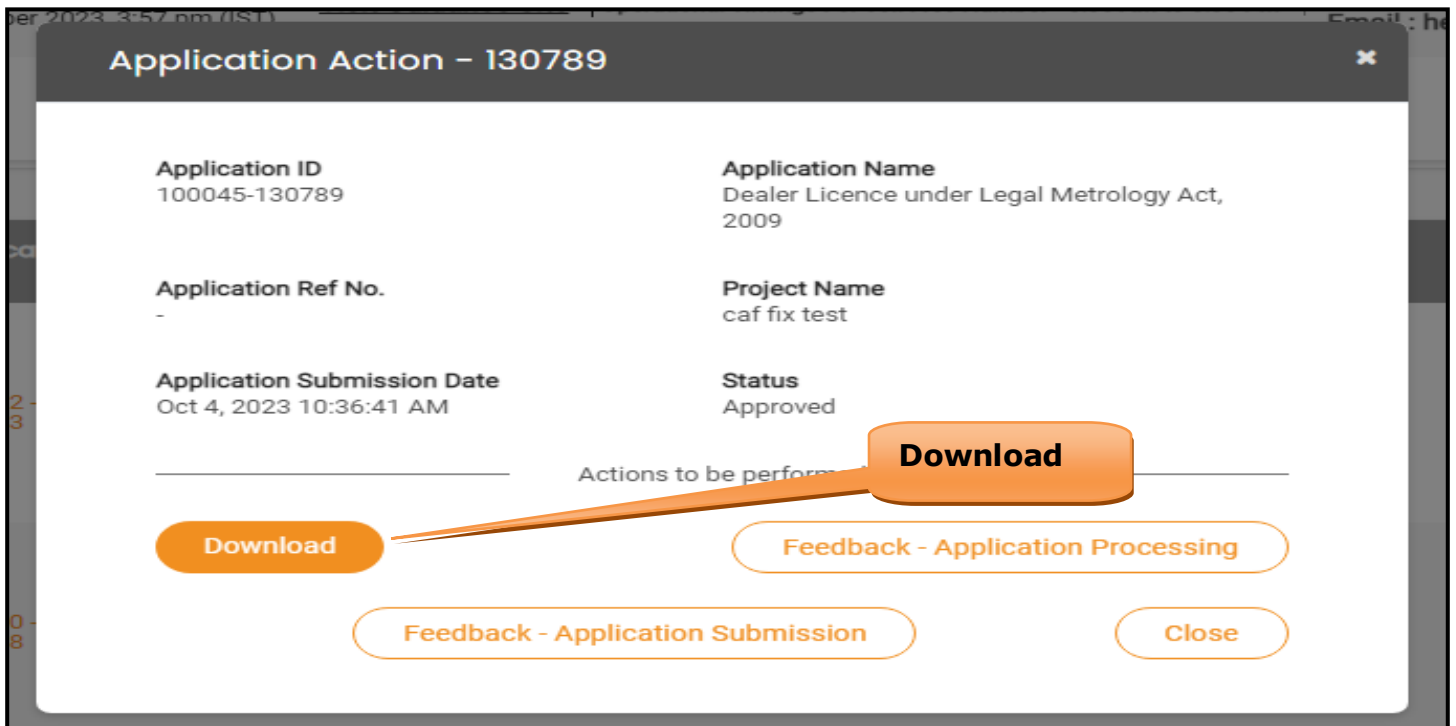
## 12. Application Processing

1) The Controller of Legal Metrology scrutinizes and reviews the application and updates the status as **“Approved”** or **“Rejected”**



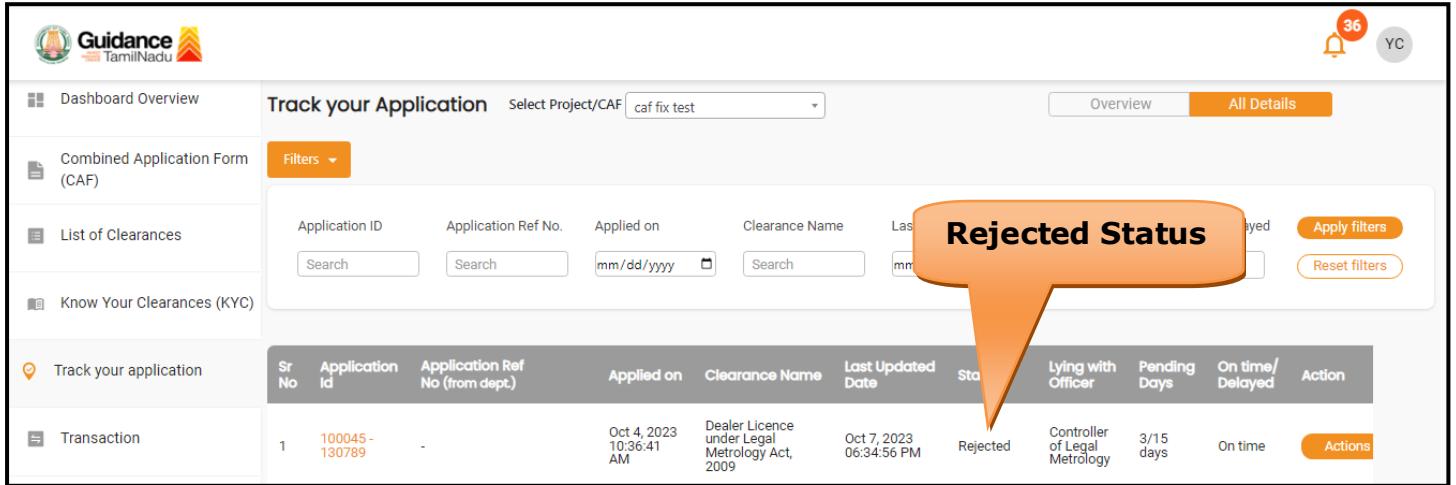
**Figure 29. Application Processed**

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



**Figure 30. Download**

3) If the application is '**Rejected**' by Controller of Legal Metrology, the applicant can view the rejection remarks under the Actions Tab by the department. Applicants must create a fresh application if the application has been rejected. (Refer Figure 31)



The screenshot shows the 'Track your Application' page with a search filter set to 'caf fix test'. A table lists application details, with one entry highlighted as 'Rejected'. An orange callout bubble 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	100045 - 130789	-	Oct 4, 2023 10:36:41 AM	Dealer Licence under Legal Metrology Act, 2009	Oct 7, 2023 06:34:56 PM	Rejected	Controller of Legal Metrology	3/15 days	On time	Actions

**Figure 31. Rejected Status**

