



TAMIL NADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Transfer of Ownership of Boilers

DIRECTORATE OF BOILERS



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1. Home Page

1) The journey of the new applicant starts with Tamil Nadu Single Window Portal (TNSWP) home page 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)

Toll free number
and Mail Id



The screenshot shows the home page of the Tamil Nadu Single Window Portal. The page features a navigation bar with links for Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, and Help & Support. There are also buttons for Register and Login. The main content area displays the Tamil Nadu logo and the text "TAMIL NADU Leading the Nation". Below this, there are several award statistics:

#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)

At the bottom, there is a text block describing the portal as 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 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. A small cartoon character icon is visible in the bottom right corner.

Figure 1. Single Window Portal Home Page

2. Registration

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

Steps for Registration is given below:

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

**Register on
TNSWP**

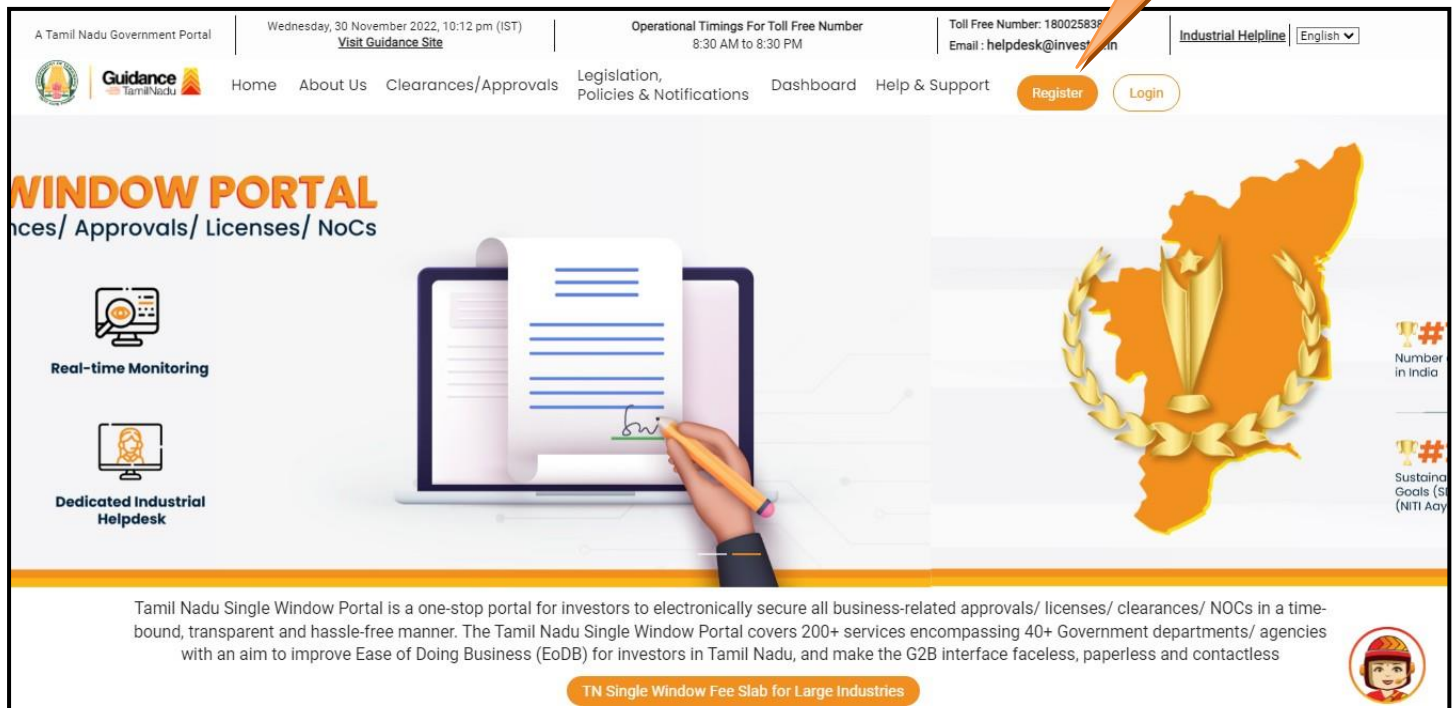

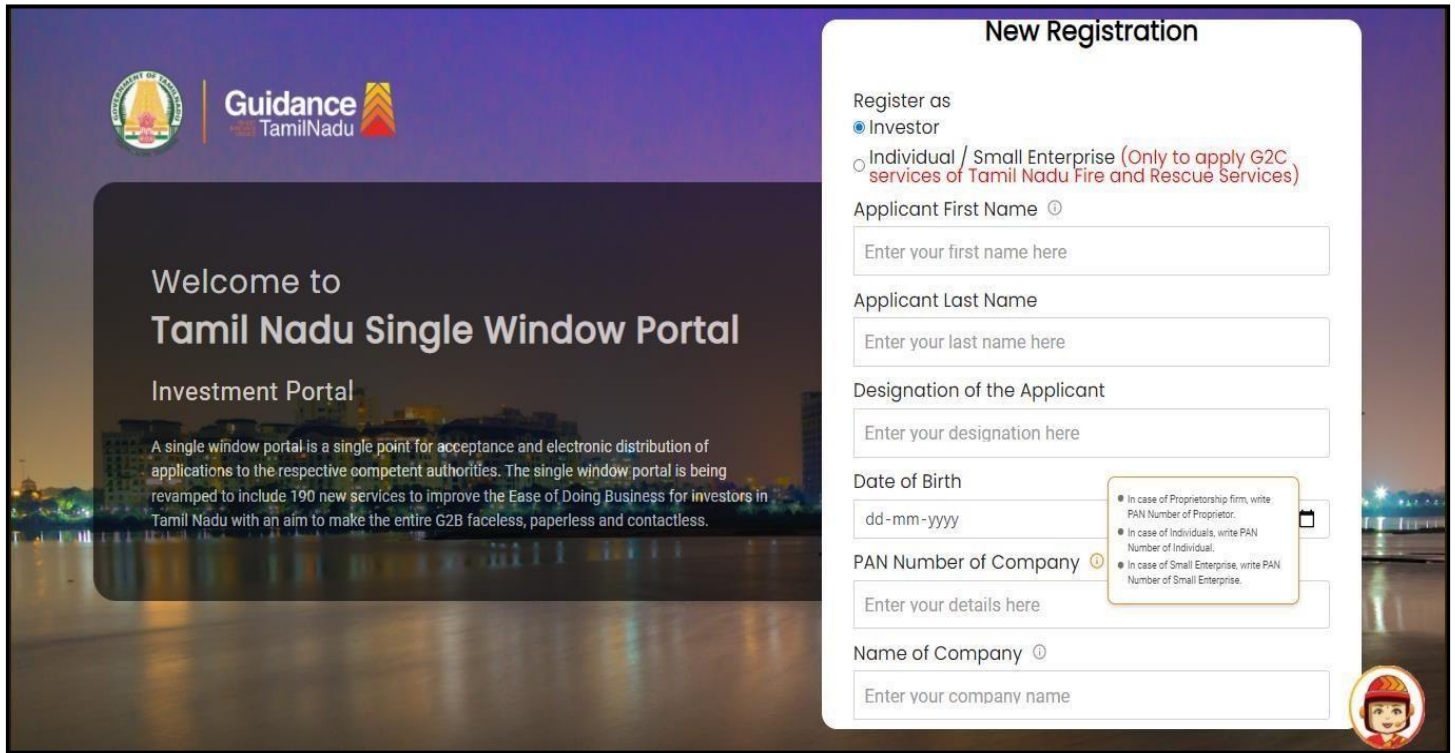


Figure 2. Register

- 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 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

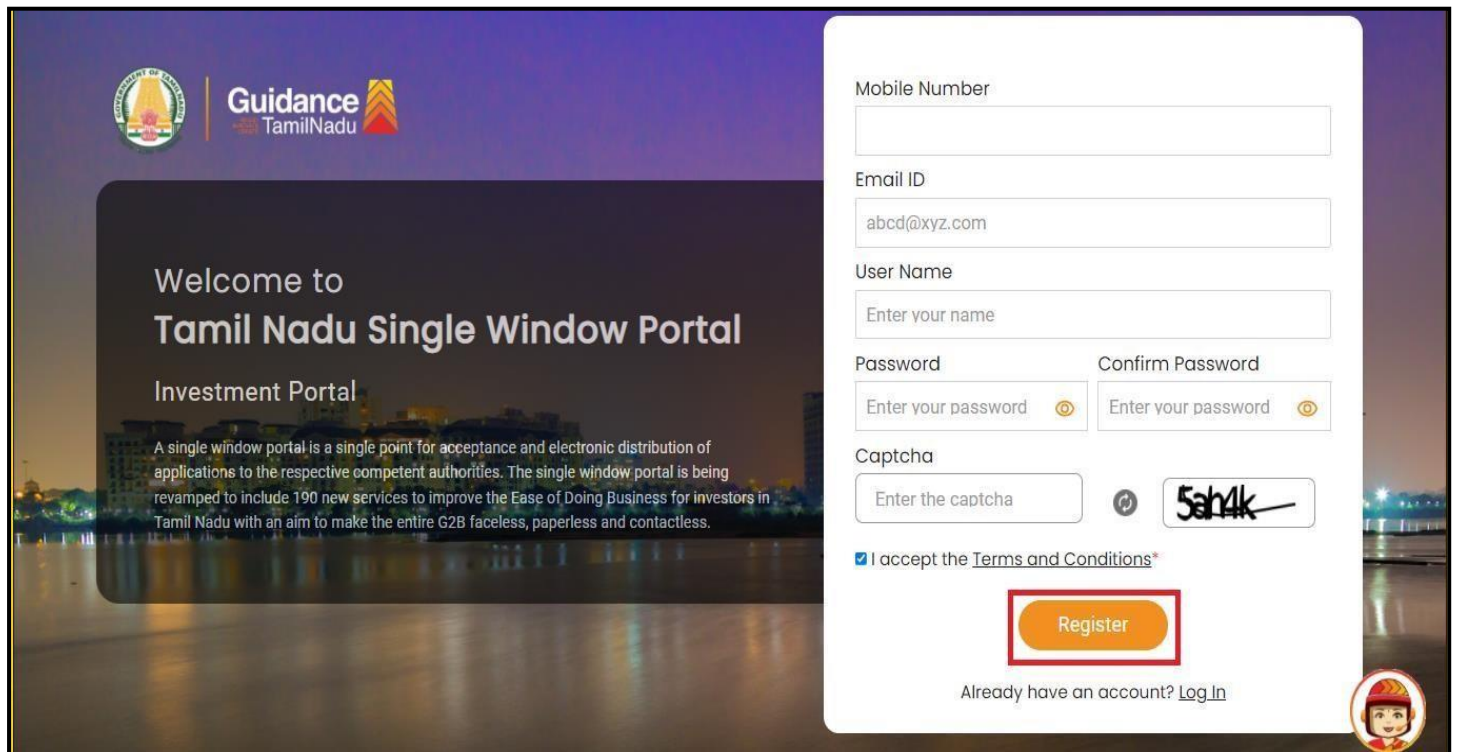
 ?

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 Applicant name 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.

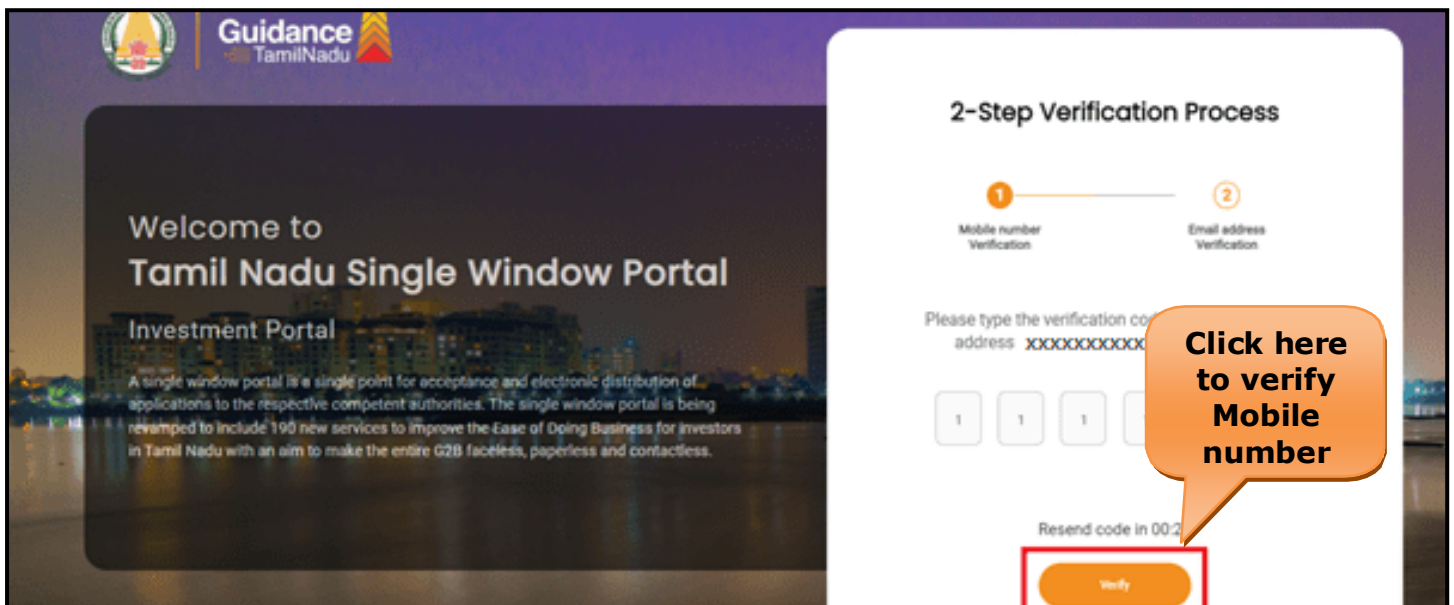


Figure 5. Mobile Number Verification

- **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 'Verify' button.

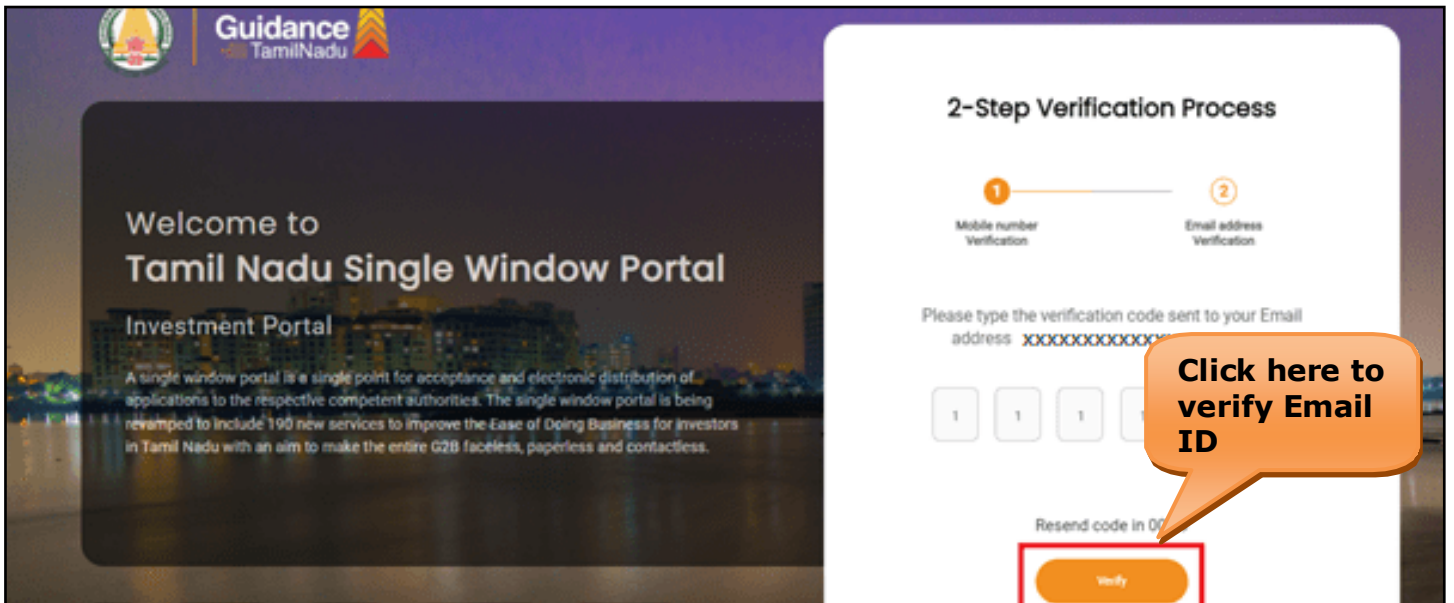


Figure 1. Email ID Verification

- 3) After completion of 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 Tamil Nadu Government Portal logo, the date 'Wednesday, 30 November 2022, 10:11 pm (IST)', operational timings for the toll-free number (8:30 AM to 8:30 PM), and contact information (Toll Free Number: 18002583878, Email: helpdesk@investtn.in). The main navigation menu includes Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, and Help & Support. A 'Register' button and a 'Login' button are visible. The main content area features a large orange map of Tamil Nadu with a laurel wreath, the text 'TAMIL NADU Leading the Nation', and a grid of awards. A callout box points to the 'Login' button.

Award Rank	Award Category
#1	Number of Factories in India
#1	Number of Operational SEZs in India
#1	Governance & Political Stability (N-SIP1 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)

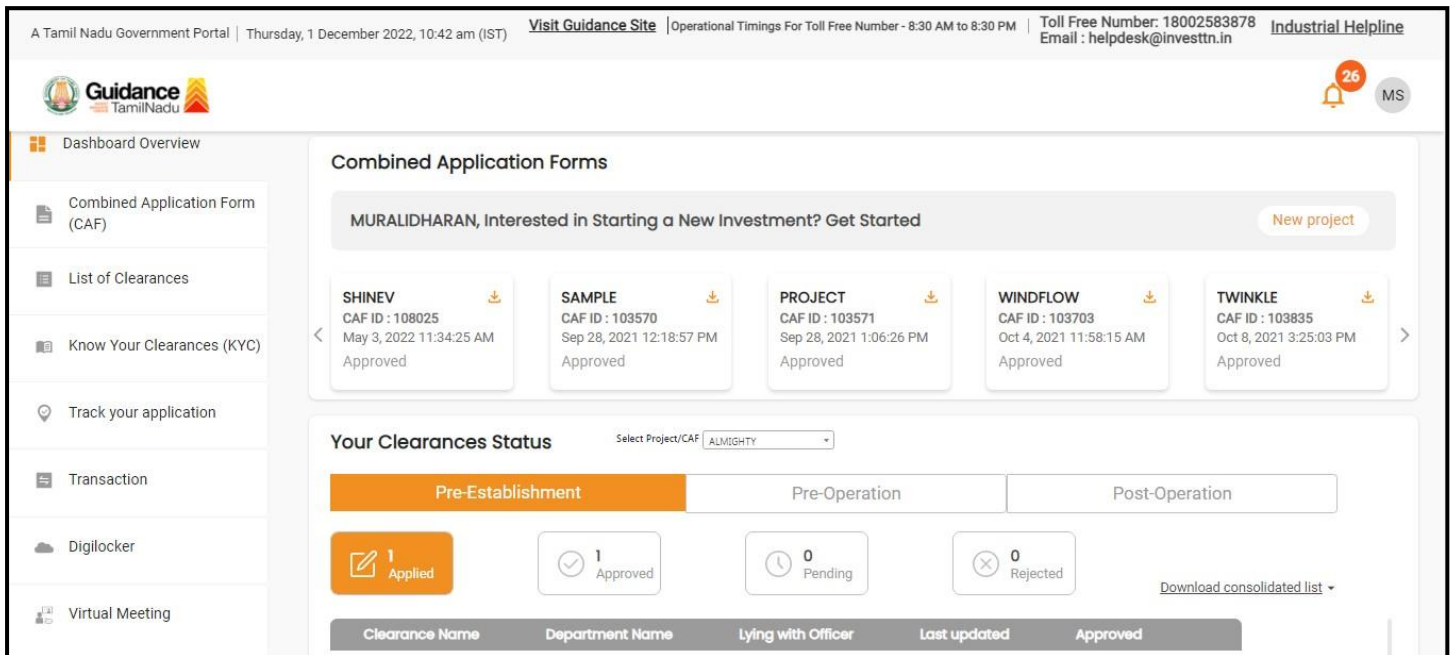
Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ 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 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 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	103835	Oct 8, 2021 3:25:03 PM	Approved

Your Clearances Status Select Project/CAF

Pre-Establishment | Pre-Operation | Post-Operation

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

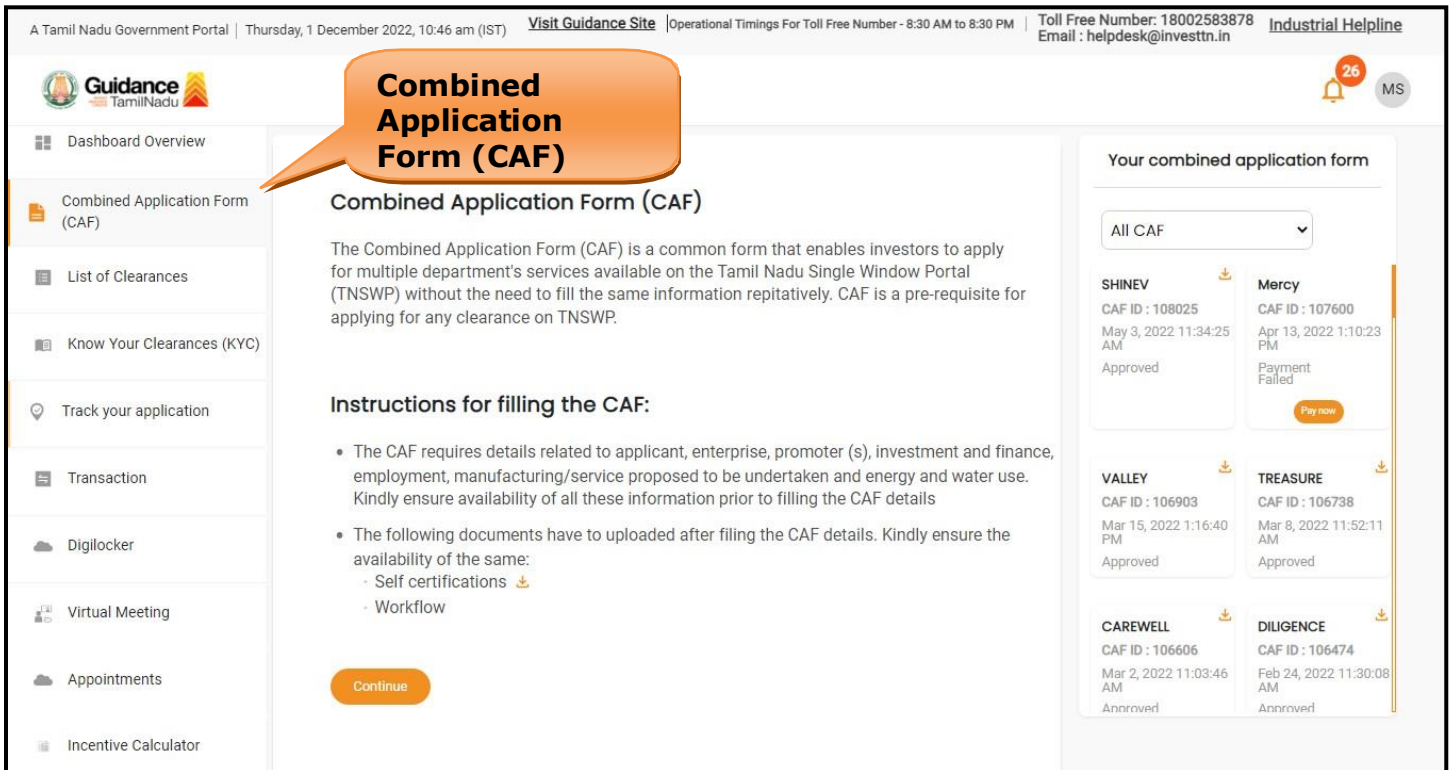
[Download consolidated list](#)

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 user 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) is 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 the toll-free number (8:30 AM to 8:30 PM), the toll-free number (18002583878), and the email address (helpdesk@investn.in). The main navigation menu on the left includes: 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 is titled 'Combined Application Form (CAF)' and contains the following text:

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 be uploaded after filing the CAF details. Kindly ensure the availability of the same:
 - Self certifications
 - Workflow

A 'Continue' button is visible at the bottom of the instructions section.

The right-hand panel, titled 'Your combined application form', displays a list of existing CAFs:

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

Figure 10. Combined Application Form (CAF)

6.1 Sections of Combined Application Form

1) To complete the combined application form (CAF) the applicant has to fill 7 Sections of CAF as displayed in Figure 11. (**CAF Payment Tab** will be displayed only for large enterprises).

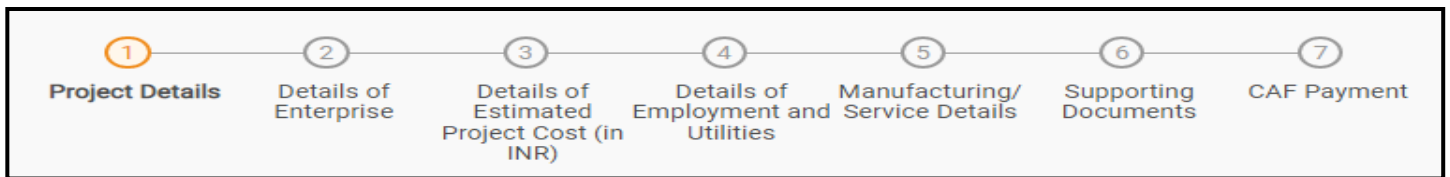


Figure 11. Section of Combined Application Form (CAF)

2) After filling the CAF details, the applicant has to upload the requisite supporting documents under 'Section 6: Supporting Documents'

- **Self-Certification:**

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

- **Workflow:**

- Prepare and upload the business process flow chart.

3) After filling all the sections in combined application form (CAF), the applicant can submit the form.

4) When the applicant submits the combined application form (CAF), confirmation message will pop-up stating, '**Your request has been saved successfully**' (Refer Figure 12).

The screenshot displays the Guidance TamilNadu portal interface. At the top, there is a navigation bar with the Guidance TamilNadu logo and a notification bell icon showing 309 alerts. Below the navigation bar is a progress indicator with seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Utilities, 5. Details of Manufacturing, 6. Supporting Documents, and 7. CAF Payment (highlighted in orange). The main content area shows the 'Payment Details' section. A modal window titled 'Information' is overlaid on the page, containing a warning icon and 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 includes a 'Choose your preferred Fee slab' section with radio buttons for 'Lump sum' (selected) and 'à la carte'. Below this is a text input field for 'Amount to be paid (in INR)' with the value '500000' and a 'Calculate Fee' button. The amount '500000' is also displayed below the input field with the text 'Five Lakh'.

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. [Click here](#) to access the Single Window Fee Slab.

7. Apply for Transfer of Ownership of Boilers

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

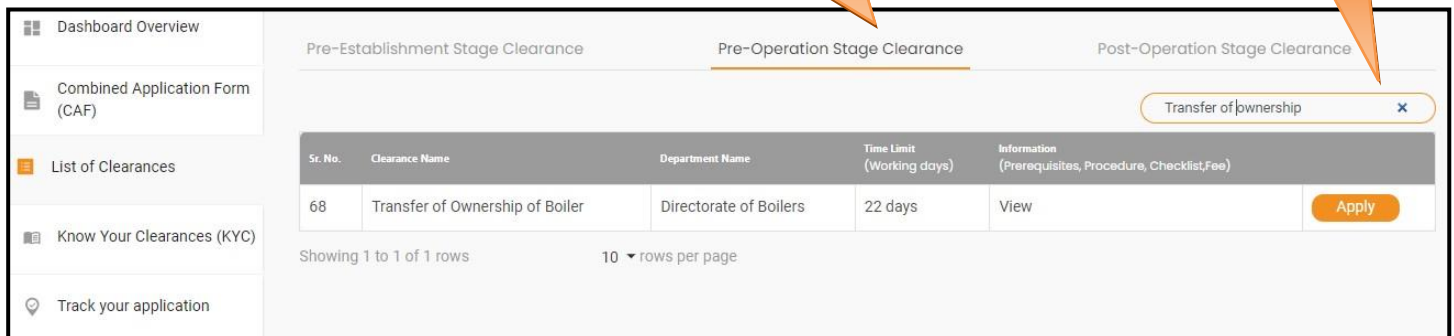
2) The list of clearances is segregated into three stages.

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

3) Select 'Pre-Operation Stage Clearance' and find the clearance 'Transfer of Ownership of Boilers' 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)	
68	Transfer of Ownership of Boiler	Directorate of Boilers	22 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

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)
68	Transfer of Ownership of Boiler	Directorate of Boilers	22 days	View

Figure 15. Apply for Clearance

8. Filling the Application Form

1) Applicant needs to fill all the details under the following 3 sections to complete the application.

A. Applicant Details

B. Checklist

C. Payment Details

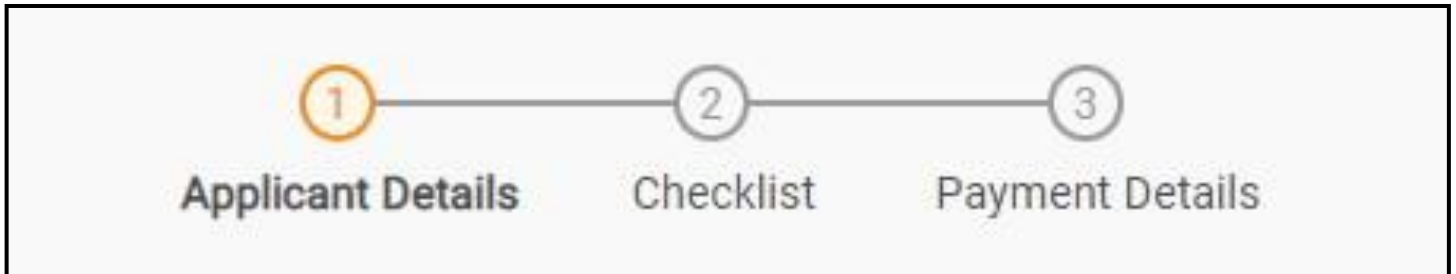


Figure 16. Three Sections of Application Form

B. Checklist

- 1) The following supporting documents need to be uploaded by the applicant as per the notes given.
- 2) Maximum 10 MB Allowed (Only .DOC, .PDF, .XLS, .BMP, .GIF, .JPEG, .PNG, .PPTX, .DOCX, .XLSX, .ZIP, .KML are allowed).
- 3) In case of multiple documents, please upload in zip format.
 1. No Objection Certificate from original owner
 2. Drawings of Pipelines and Boilers
 3. Test Certificates for Steam Pipe issued by the Erector.
 4. Boiler Erector Engagement letter for erection of Boiler and Steam Pipe.
 5. Last issued Certificate for Boiler
- 4) After Uploading all the supporting documents click on 'Next' to go 'Payment details' screen.



Documents to be uploaded

Note 1: Maximum 10 MB Allowed (Only .DOC, .PDF, .XLS, .BMP, .GIF, .JPEG, .PNG, .PPTX, .DOCX, .XLSX, .ZIP, .KML are allowed)
 Note 2: In case of multiple documents, please upload in zip format






Sr. No.	Document Name	Attach Document
1	<input checked="" type="checkbox"/> No Objection Certificate from original owner	 cablin.pdf
2	<input checked="" type="checkbox"/> Drawings of Pipelines and Boilers	 Drua license - pavment rea.pdf
3	<input checked="" type="checkbox"/> Test Certificates for Steam Pipe issued by the erector	 kairasi medicals.pdf
4	<input checked="" type="checkbox"/> Boiler Erector Engagement letter for erection of Boiler and Steam Pipe	 Hindustan Suraeical - Pavment
5	<input checked="" type="checkbox"/> Last issued Certificate for Boiler	 Drua license - pavment rea.pdf

Figure 17. Checklist

C. Payment Details

- 1) Payment amount would be auto populated.
- 2) Click on '**Save and Pay**' button to save the application and to make the payment.

Transfer of ownership of boilers

1 Applicant Details 2 Checklist 3 **Payment Details**

Additional Documents to be uploaded

Payment Amount
33600

Scrutiny Fee
5200

Inspection Fee
28400

Click on Save and Pay

Previous Next Save As Draft Reset **Save and Pay**

Figure 18. Payment Details

9. Payment Process

- 1) The Applicant has the provision to make the payment by using **"IFHRMS Treasury"** Payment gateway.
- 2) Click on 'Ok' button, IFHRMS Payment Gateway screen would appear, click on Radio button **'IFHRMS Treasury'**.

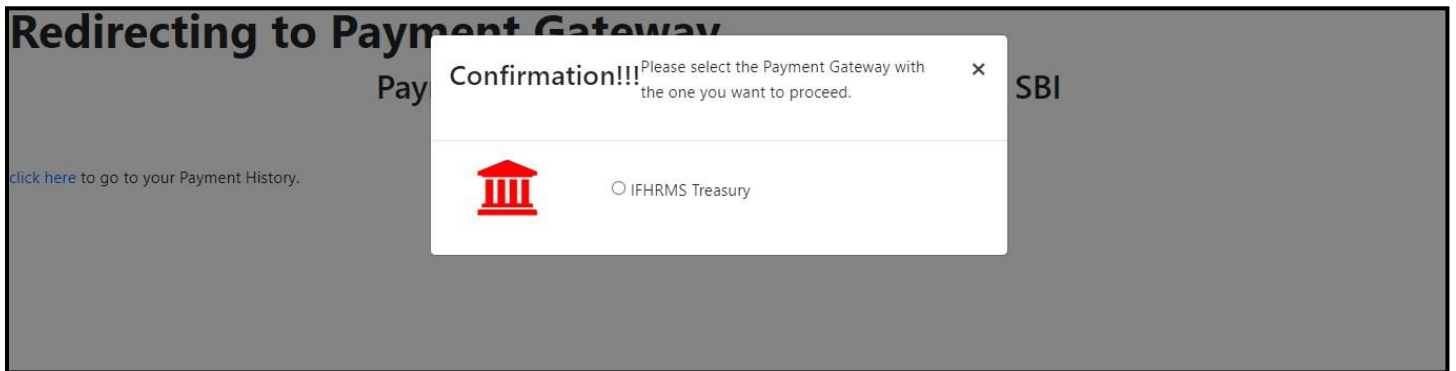


Figure 19. Payment Process

- 3) Then the payment **'Reference number'** would be generated, refer the instruction note as shown in the Figure 20.
- 4) Click on 'Ok' button and follow the payment process and make payment.

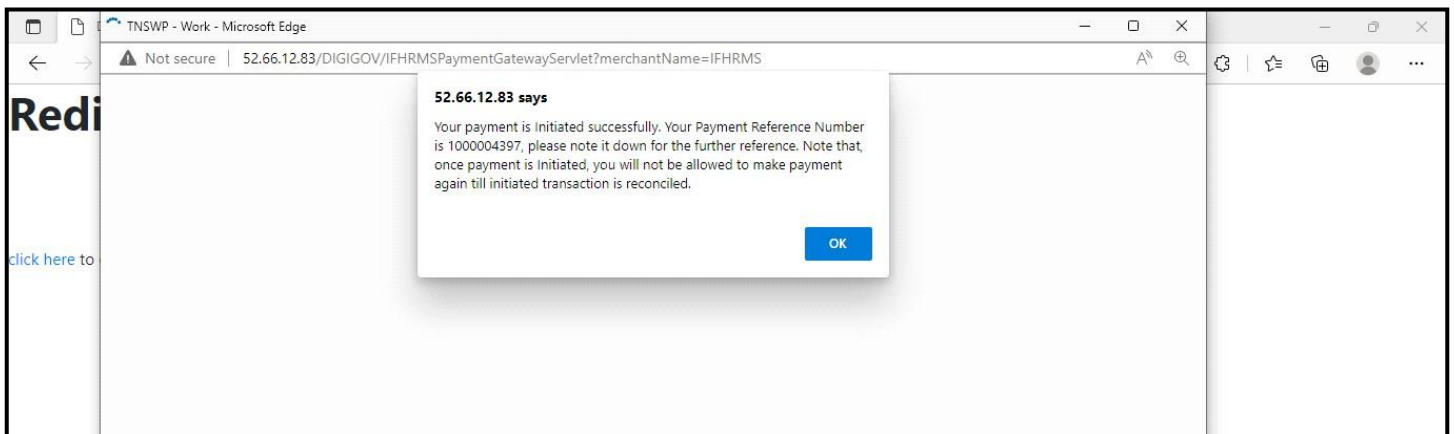


Figure 20. Payment Reference Number

10. Track Your Application

- 1) After submitting the application, 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**

Overview of applications Applied

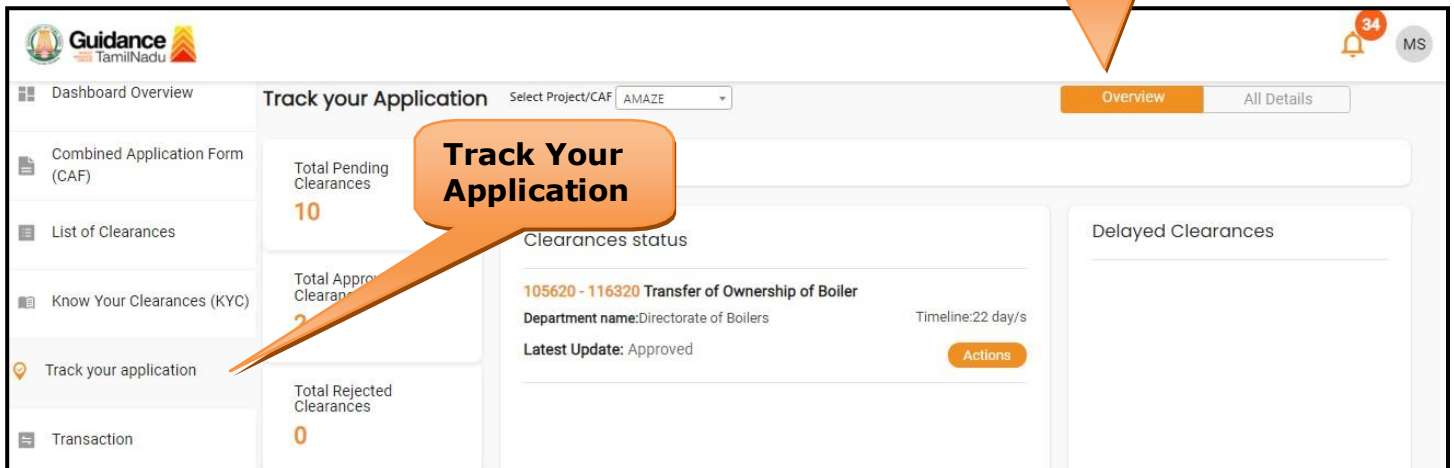


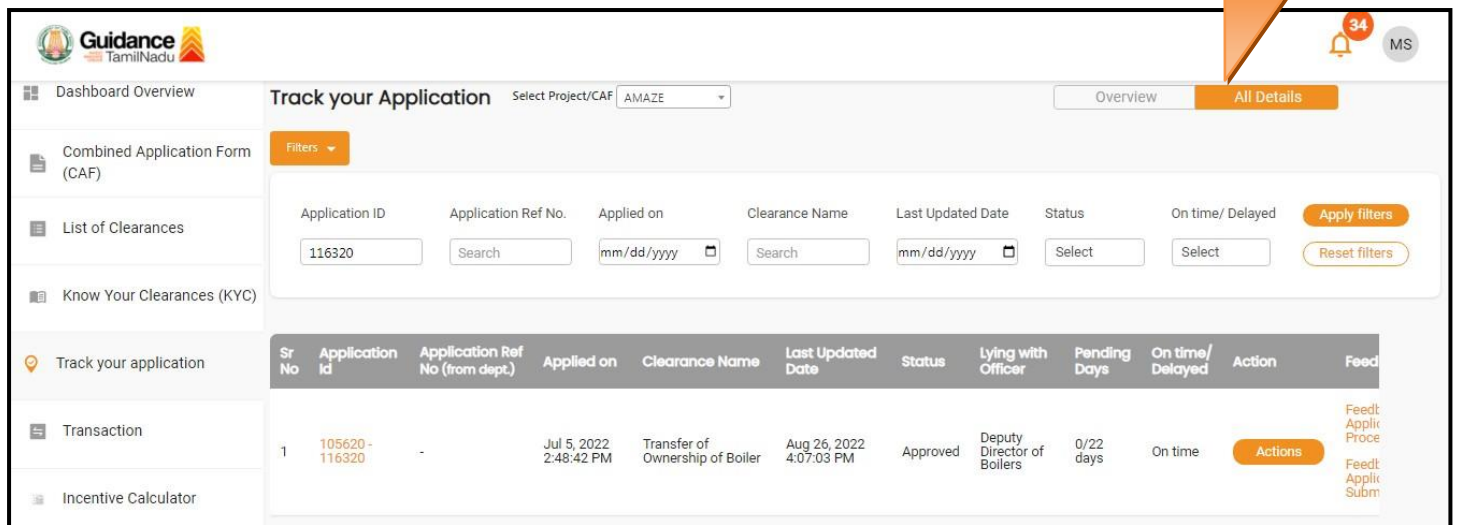
Figure 22. Track your Application

- **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



Track your Application Select Project/CAF: AMAZE

Overview | **All Details**

Filters

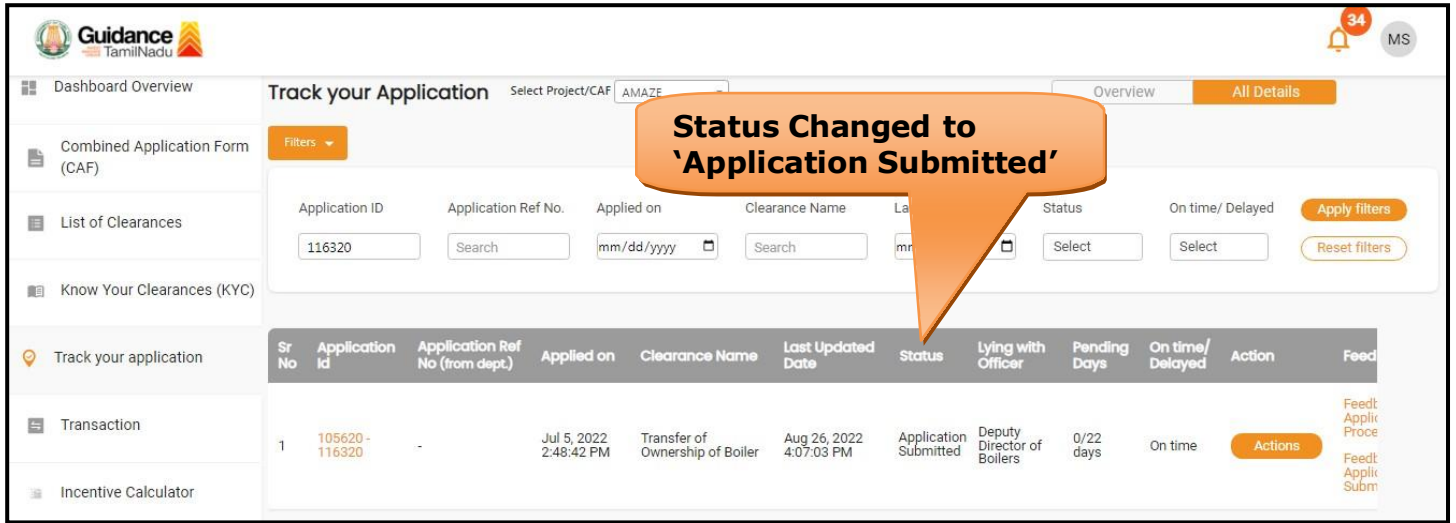
Application ID	Application Ref No.	Applied on	Clearance Name	Last Updated Date	Status	On time/ Delayed
116320	<input type="text" value="Search"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Search"/>	<input type="text" value="mm/dd/yyyy"/>	Select	Select

Apply filters | Reset filters

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	Feed
1	105620 - 116320	-	Jul 5, 2022 2:48:42 PM	Transfer of Ownership of Boiler	Aug 26, 2022 4:07:03 PM	Approved	Deputy Director of Boilers	0/22 days	On time	Actions	Feed: Applic Proce Feed: Applic Subm

Figure 23. ‘All details’ tab

5) After the applicant has completed the payment process, 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' dashboard. A callout bubble highlights the status of an application. The application details are as follows:


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	Feed
1	105620 - 116320	-	Jul 5, 2022 2:48:42 PM	Transfer of Ownership of Boiler	Aug 26, 2022 4:07:03 PM	Application Submitted	Deputy Director of Boilers	0/22 days	On time	Actions	Feed: Applic Proce Feed: Applic Subm

Figure 21. Application Submitted

10. Query Clarification

- 1) After submitting the application to the Boiler department, the concerned officer reviews the application and if there are any clarifications required, the concerned officer 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 to respond the query as shown in the below figure.

A Tamil Nadu Government Portal | Friday, 26 August 2022, 3:43 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](#)

 22 MS

Dashboard Overview | **Track your Application** | Select Project/CAF: ALMIGHTY | Overview | **All Details**

Filters

Application ID: 116320 | Application Ref No.: Search | Applied on: mm/dd/yyyy | Clearance Name: Search | Last Updated: mm/dd/yyyy | Status: Select | On time/ Delayed: Select | [Apply filters](#) | [Reset filters](#)

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	105620 - 116320	-	Jul 5, 2022 2:48:42 PM	Transfer of Ownership of Boiler	Aug 26, 2022 3:42:50 PM	Need Clarification	Director of Boilers	0/22 days	On time	Actions

Need Clarification

Figure 22. Need Clarification (Contd.)

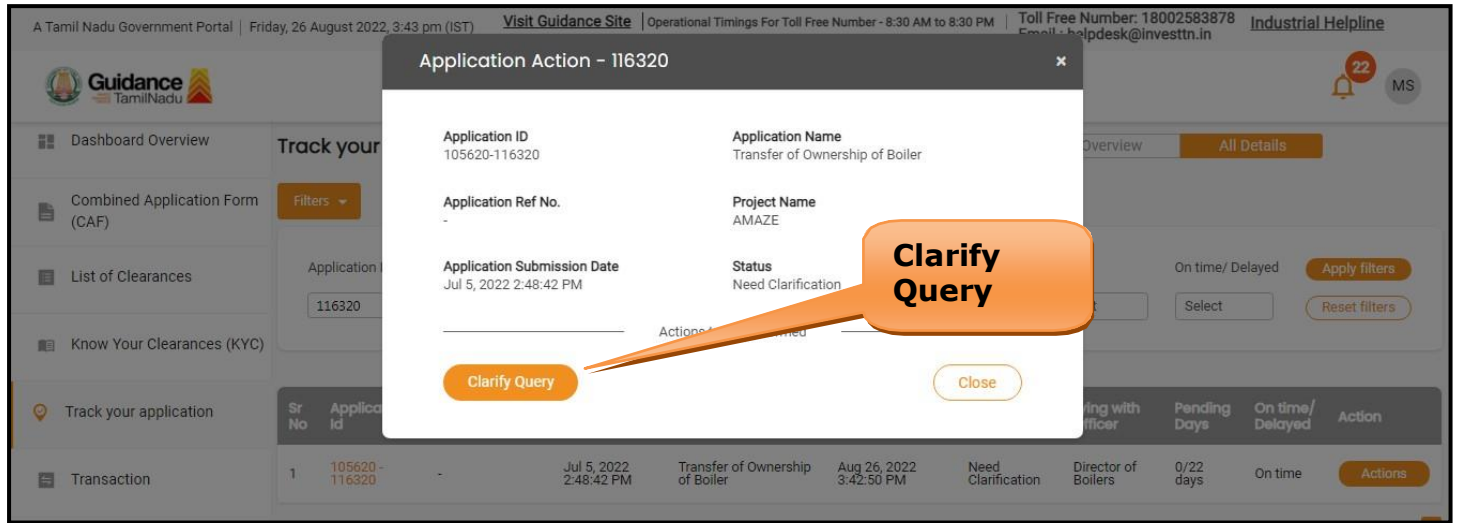


Figure 23. Need Clarification (Contd.)

- 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.

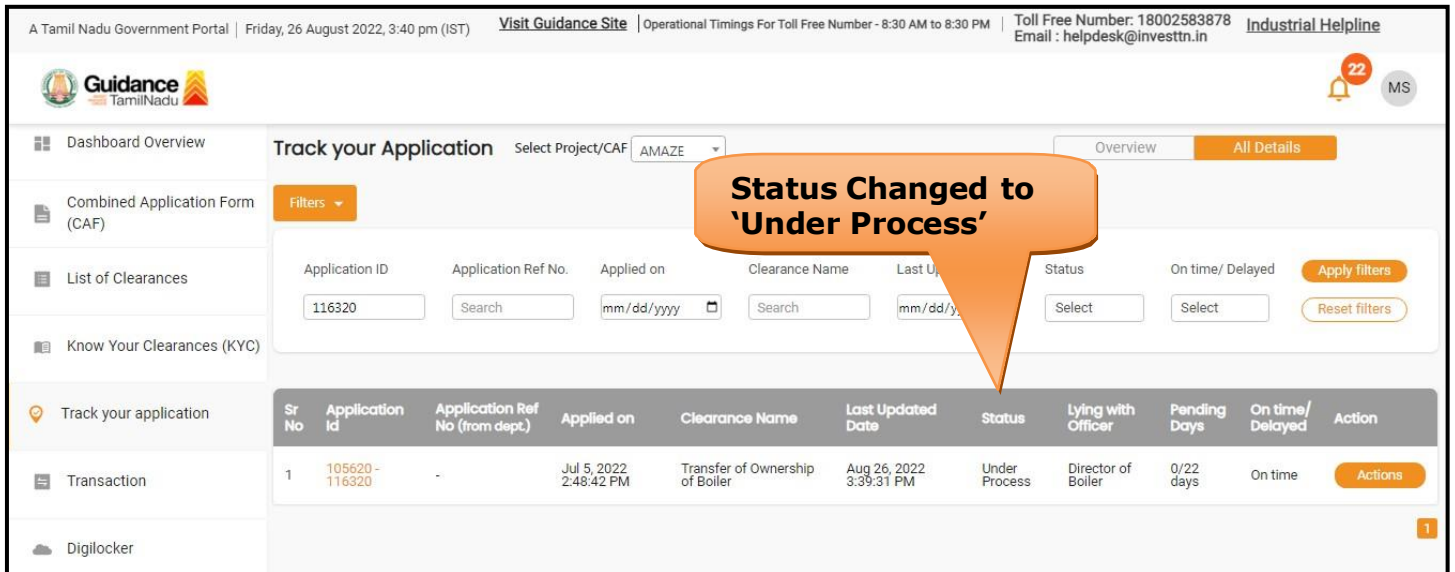
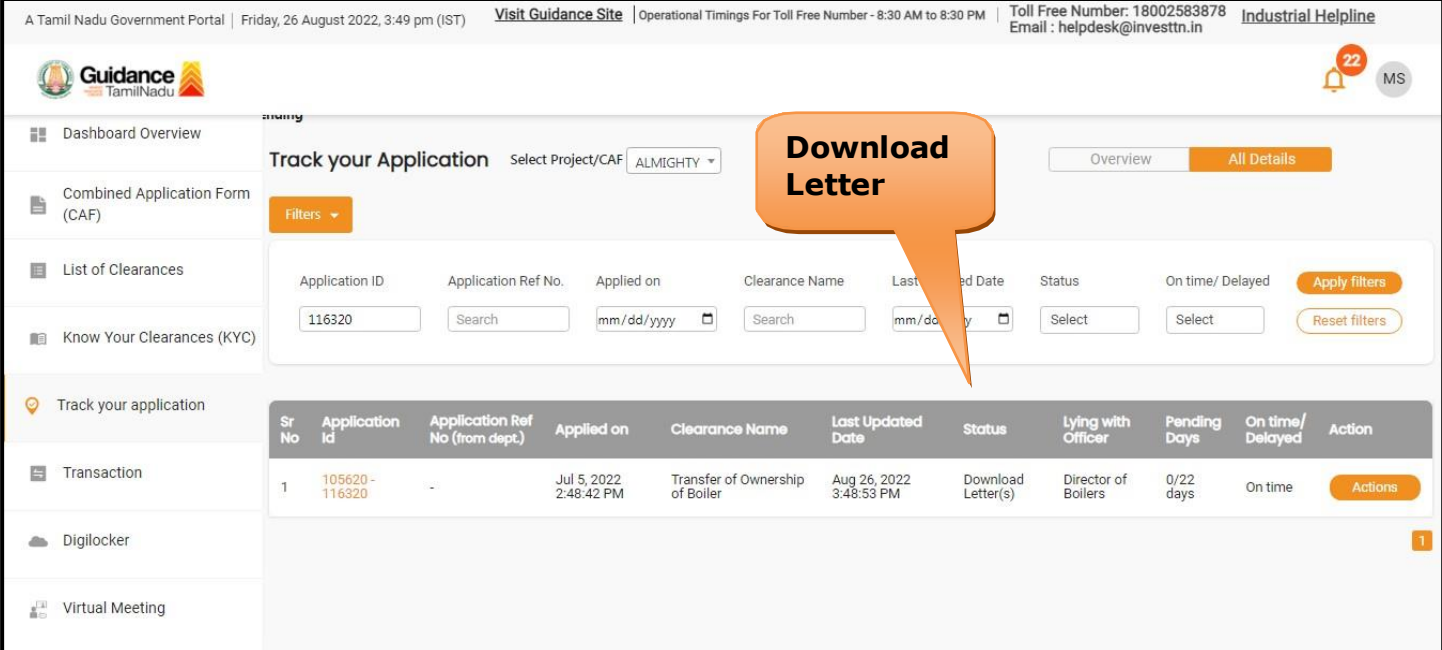


Figure 24. Status of the Application

Erector Clearance

- 1) After submitting the application to the Boiler department, the concerned officer reviews the application and issues Erector Clearance.
- 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 '**Download letters**' under the 'Status' column. Click on 'Action' button to respond the query as shown in the below figure.



The screenshot shows the 'Track your Application' interface. At the top, there are navigation links and contact information. The main area features a search bar for 'Track your Application' with a dropdown menu set to 'ALMIGHTY'. Below this is a table of applications. The table has the following columns: 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, and Action. The first row of data shows:

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	105620 - 116320		Jul 5, 2022 2:48:42 PM	Transfer of Ownership of Boiler	Aug 26, 2022 3:48:53 PM	Download Letter(s)	Director of Boilers	0/22 days	On time	Actions

An orange callout bubble with the text 'Download Letter' points to the 'Status' column of the first row. The 'Actions' button in the same row is highlighted in orange.

Figure 25. Download letter

The screenshot shows the 'Application Action - 116320' modal window. The modal contains the following information:

Application ID	105620-116320	Application Name	Transfer of Ownership of Boiler
Application Ref No.	-	Project Name	AMAZE
Application Submission Date	Jul 5, 2022 2:48:42 PM	Status	Download Letter(s)

Below the information, there are two buttons: 'Download Ownership Change Letter' and 'Upload Documents'. An orange callout bubble points to the 'Upload Documents' button with the text 'Upload Document'.

Figure 26. Upload Documents

Erector Checklist

The Applicant has to upload the following documents given below:

- 1. Commencement Initiation**
- 2. Completion Report**
- 3. Readiness Letter**







① — ② — ③ — ④

Applicant Details Checklist Payment Details **Erector Checklist**

Additional Documents to be uploaded ⊖

Note 1: Maximum 10 MB Allowed (Only .DOC, .PDF, .XLS, .BMP, .GIF, .JPEG, .PNG, .PPTX, .DOCX, .XLSX, .ZIP, .KML are allowed)

Note 2: In case of multiple documents, please upload in zip format

Sr. No.	Document Name	Attach Document
1	<input checked="" type="checkbox"/> Upload commencement initiation	 <small>PDF</small>  SAMPLE SUPPORTING DOC (1).pdf
2	<input checked="" type="checkbox"/> Completion Report	 <small>PDF</small>  SAMPLE SUPPORTING DOC (1).pdf
3	<input checked="" type="checkbox"/> Readiness letter	 <small>PDF</small>  SAMPLE SUPPORTING DOC (1).pdf

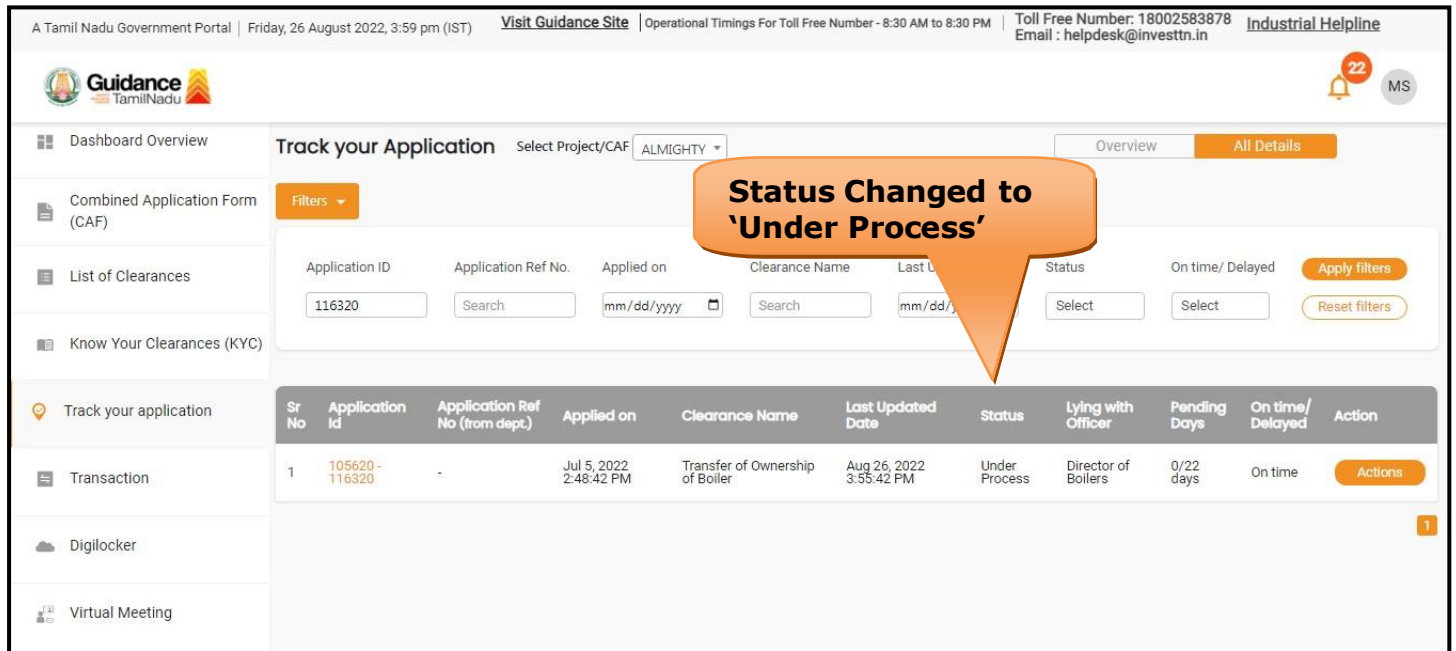
Previous Next Save Erector Checklist

Click on 'Save Erector Checklist'

Figure 27. Erector Checklist

Application Submitted

- 1) After the payment is done by the applicant, the application gets submitted to the department and the status would reflect as **“Under Process”**.



The screenshot shows the 'Track your Application' section of the Guidance TamilNadu portal. The application status is 'Under Process'. A callout bubble points to this status with the text 'Status Changed to 'Under Process''. The table below shows the application details.

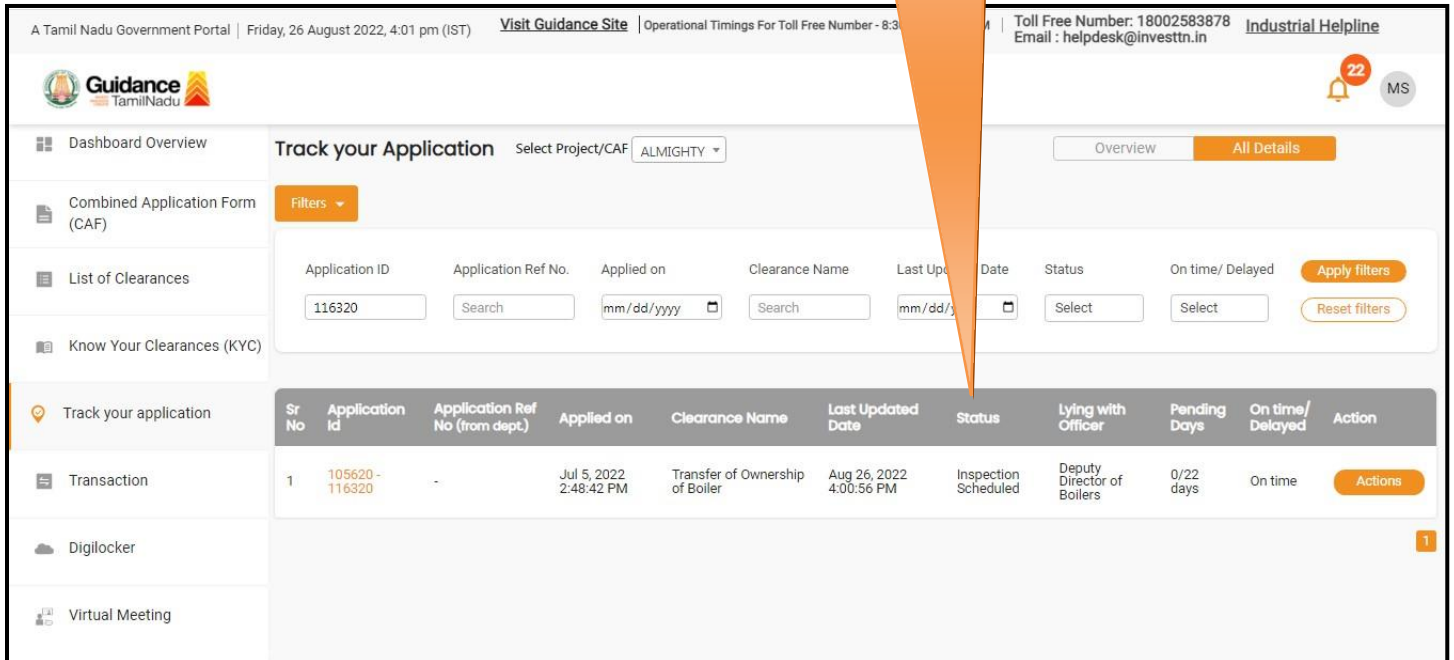
Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	105620 - 116320	-	Jul 5, 2022 2:48:42 PM	Transfer of Ownership of Boiler	Aug 26, 2022 3:55:42 PM	Under Process	Director of Boilers	0/22 days	On time	Actions

Figure 28. Under Process

11. Inspection Schedule

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

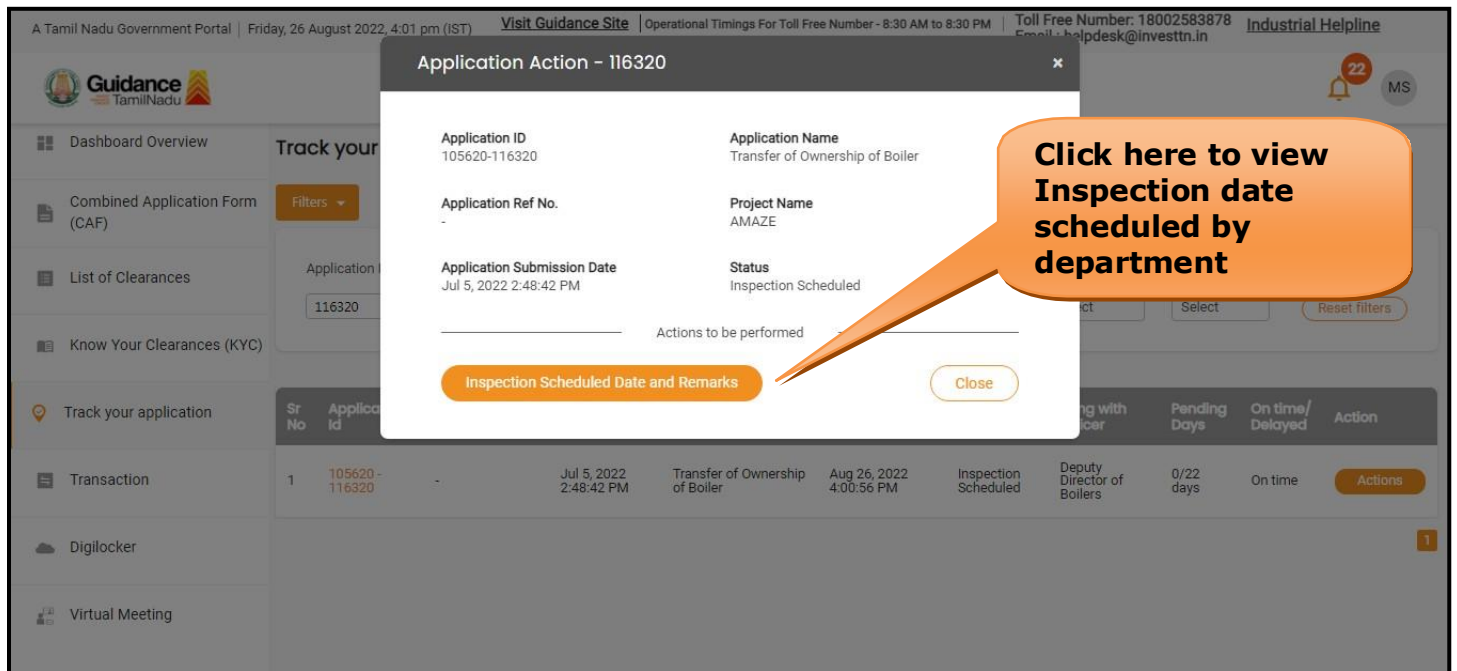
Status changed to 'Inspection Scheduled'



The screenshot shows the 'Track your Application' page on the Guidance TamilNadu portal. The page includes a navigation sidebar on the left with options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', 'Transaction', 'Digilocker', and 'Virtual Meeting'. The main content area is titled 'Track your Application' and features a 'Select Project/CAF' dropdown set to 'ALMIGHTY'. Below this is a search filter section with fields for 'Application ID' (containing '116320'), 'Application Ref No.', 'Applied on', 'Clearance Name', and 'Last Updated Date'. A table below the filters displays 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	105620 - 116320	-	Jul 5, 2022 2:48:42 PM	Transfer of Ownership of Boiler	Aug 26, 2022 4:00:56 PM	Inspection Scheduled	Deputy Director of Boilers	0/22 days	On time	Actions

Figure 29. Inspection Scheduled



Application Action - 116320

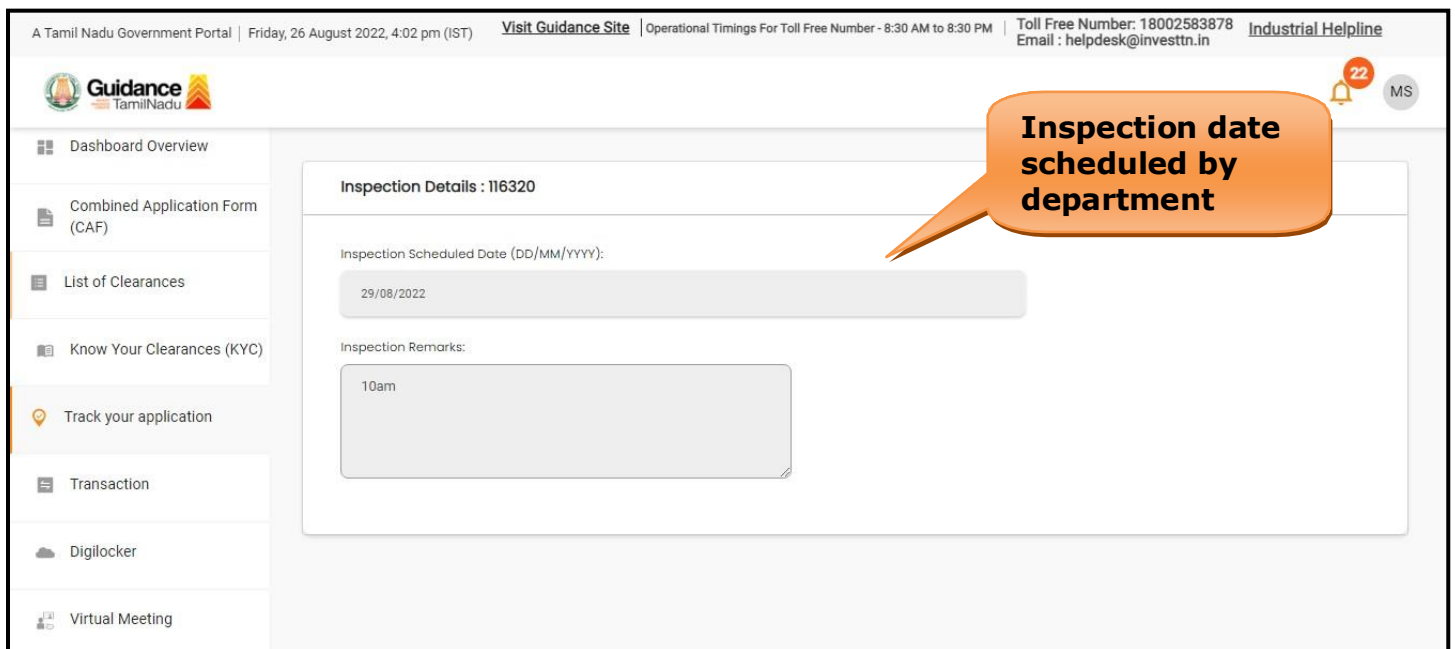
Application ID 105620-116320	Application Name Transfer of Ownership of Boiler
Application Ref No. -	Project Name AMAZE
Application Submission Date Jul 5, 2022 2:48:42 PM	Status Inspection Scheduled

Actions to be performed

Sr No	Applica Id	Inspection Scheduled Date and Remarks	On time/ Delayed	Action
1	105620-116320	Jul 5, 2022 2:48:42 PM Transfer of Ownership of Boiler	Aug 26, 2022 4:00:56 PM Inspection Scheduled	Deputy Director of Boilers 0/22 days On time Actions

Click here to view Inspection date scheduled by department

Figure 30. Scheduled Inspection Details



Inspection Details : 116320

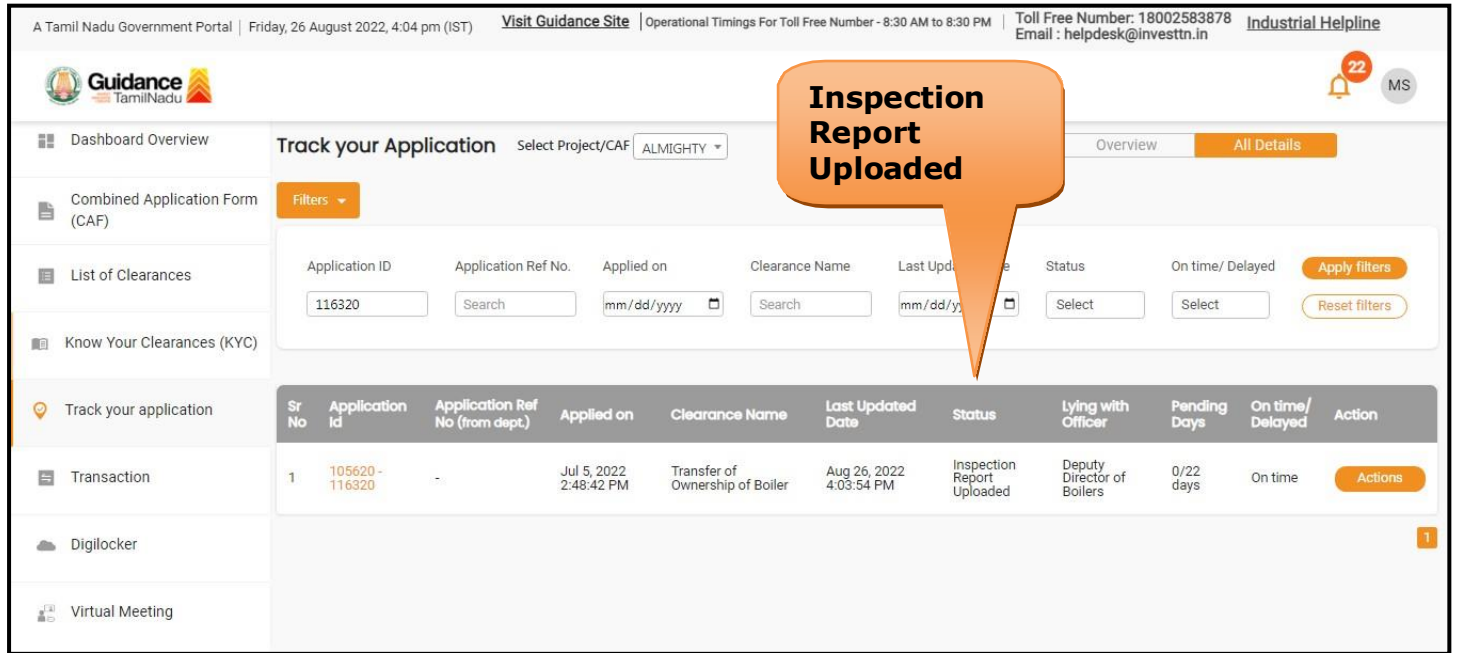
Inspection Scheduled Date (DD/MM/YYYY):
29/08/2022

Inspection Remarks:
10am

Inspection date scheduled by department

Figure 31. Scheduled Inspection Details (Contd.)

4) After the Inspection schedule is done, the Deputy Director of Boilers uploads the inspection report and submits to the department. The status would reflect as **“Inspection Report uploaded”**.



The screenshot shows the 'Track your Application' page on the Guidance TamilNadu portal. The page includes a navigation sidebar on the left with options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', 'Transaction', 'Digilocker', and 'Virtual Meeting'. The main content area features a search and filter section for applications, with a table listing application details. A callout bubble highlights the status 'Inspection Report Uploaded' for a specific application.

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	105620 - 116320	-	Jul 5, 2022 2:48:42 PM	Transfer of Ownership of Boiler	Aug 26, 2022 4:03:54 PM	Inspection Report Uploaded	Deputy Director of Boilers	0/22 days	On time	Actions

Figure 32. Inspection Report Uploaded

12. Application Processing

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

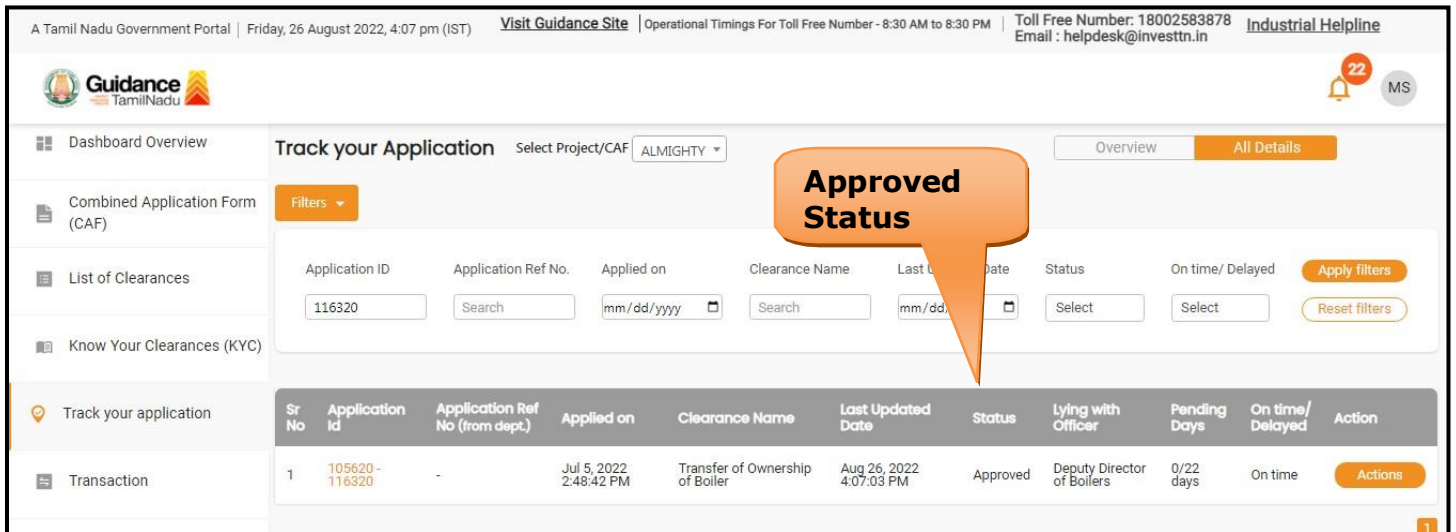


Figure 33. Application Processed

2) If the application is **‘Approved’** by the Department, the applicant can download the Approval Certificate under **‘Track your application – > ‘Action’ button -> Download Certificate** (Refer Figure 34)

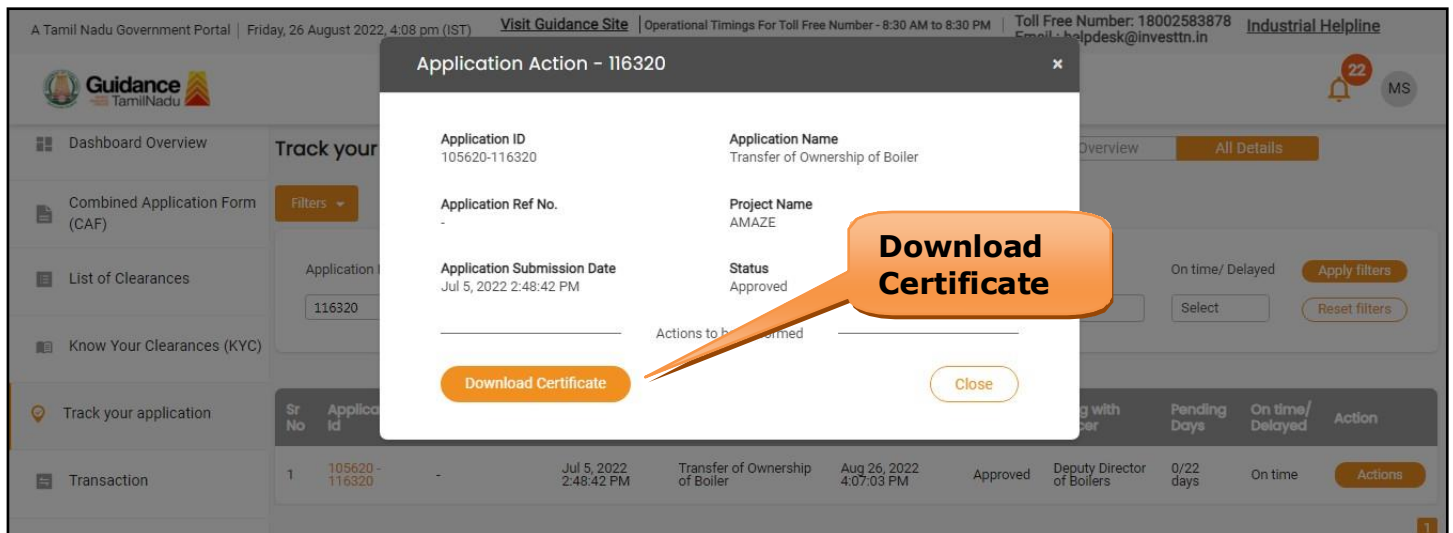
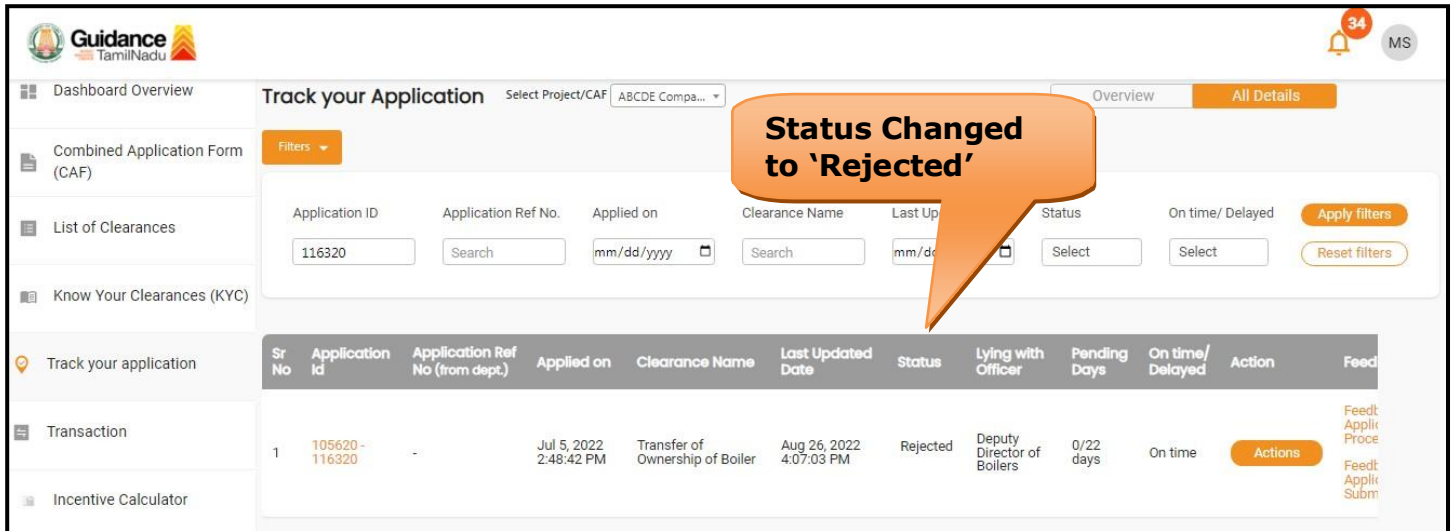


Figure 34. Download the Approved Certificate

3) If the application is '**Rejected**' by the Department, 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 35)



The screenshot shows the 'Track your Application' page. At the top, there are search filters for Application ID, Application Ref No., Applied on, Clearance Name, and Last Updated Date. Below the filters is 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	Feed
1	105620-116320		Jul 5, 2022 2:48:42 PM	Transfer of Ownership of Boiler	Aug 26, 2022 4:07:03 PM	Rejected	Deputy Director of Boilers	0/22 days	On time	Actions	Feed: Applc Proce Feed: Applr Subm

An orange callout bubble with the text 'Status Changed to 'Rejected'' points to the 'Rejected' status in the table.

Figure 35. Rejected Status

