



TAMIL NADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Approval of design and manufacturing drawings for boilers
and boilers spares**

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) homepage that can be accessed through

<https://tnswp.com> website wherein it gives various information's, useful links, and functionalities about TNSWP.

2. Applicant can reach the helpdesk **Toll free number – 1800-258-3878** and Helpdesk email.

**TNSWP website
(www.tnswp.com)**

**Helpdesk Toll free
number and Mail
Id**

A Tamil Nadu Government Portal | Wednesday, 30 November 2022, 10:11 pm (IST) | Visit Guidance Site | Operational Timings For Toll Free Number 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline | English

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

TAMIL NADU

Leading the Nation

#1 Number of Factories in India	#1 Number of Operational SEZs in India	#1 Governance & Political Stability (N-SIPI 2019)	#1 International and Domestic Tourist Arrivals	#1 Best Performing State (India Today State of the State Award 2018, 2019 & 2020)
#2 Sustainable Development Goals (SDG) Index 2020-21 (NITI Aayog)	#2 Second Largest Economy in India	#2 Best Governed State (Public Affairs Index 2020)	#2 Job Creation Under IBPS Scheme	#2 Growth, Innovation and Leadership Index 2019 (Frost & Sullivan)

Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless

TN Single Window Fee Slab for Large Industries

Figure 1. Single Window Portal Home Page

2. Registration

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

Steps for Registration is given below:

1. Click on 'Register' button on TNSWP.

Register on
TNSWP

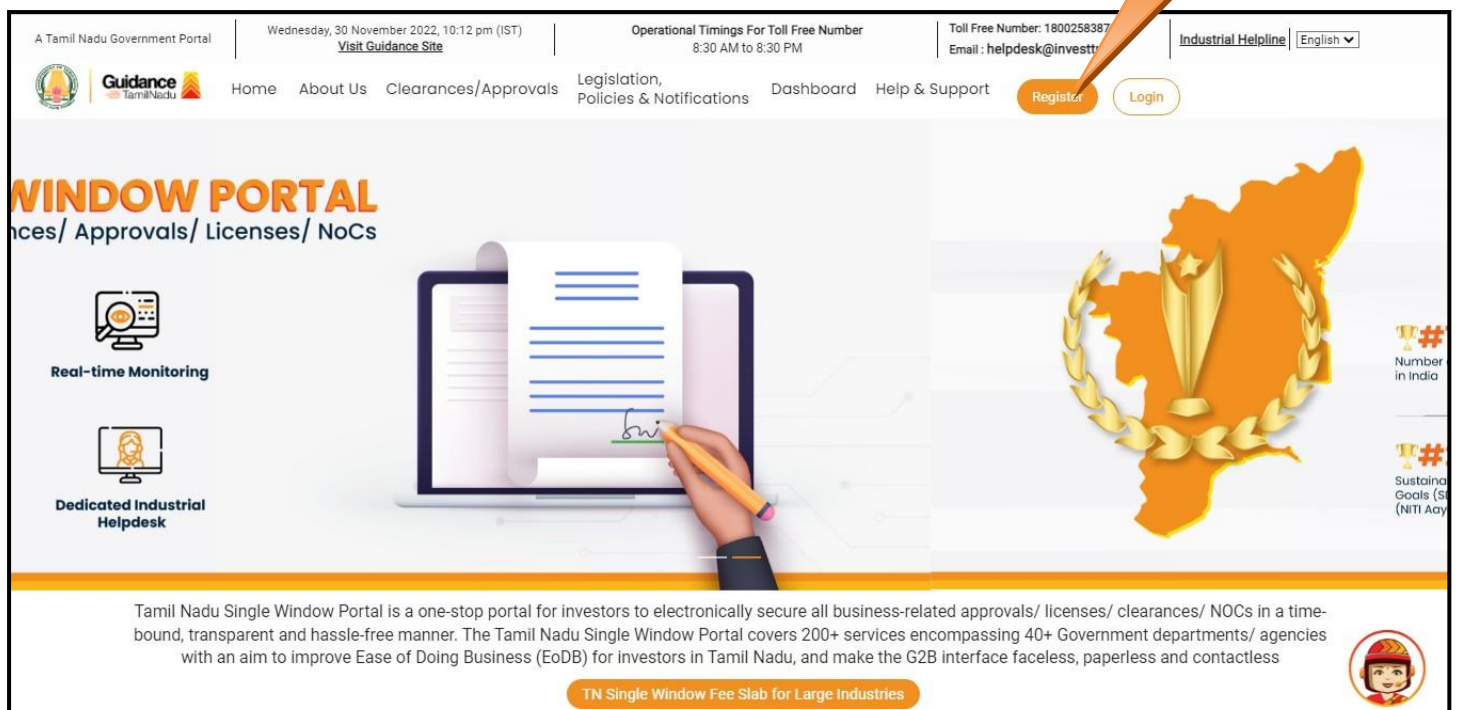
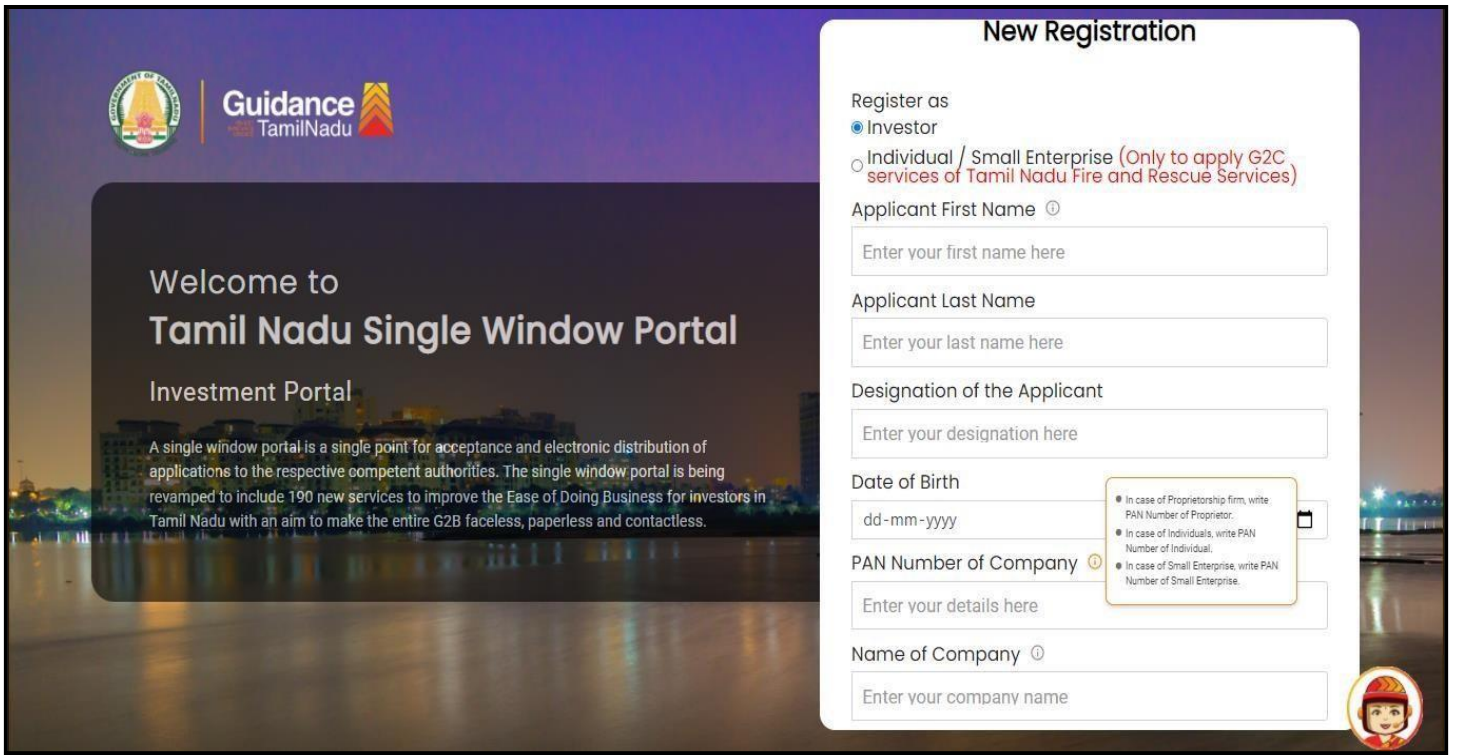


Figure 2. Register

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

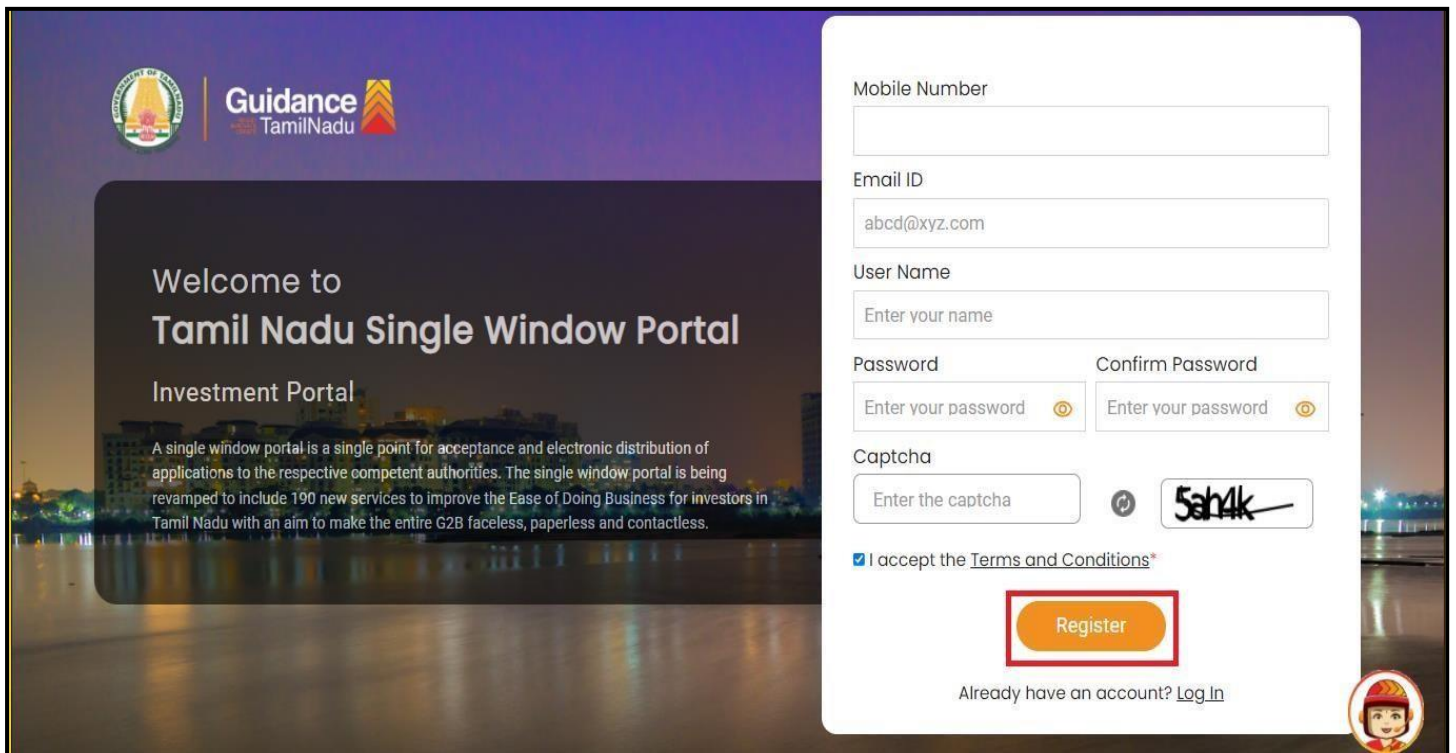
Designation of the Applicant

Date of Birth

PAN Number of Company

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.

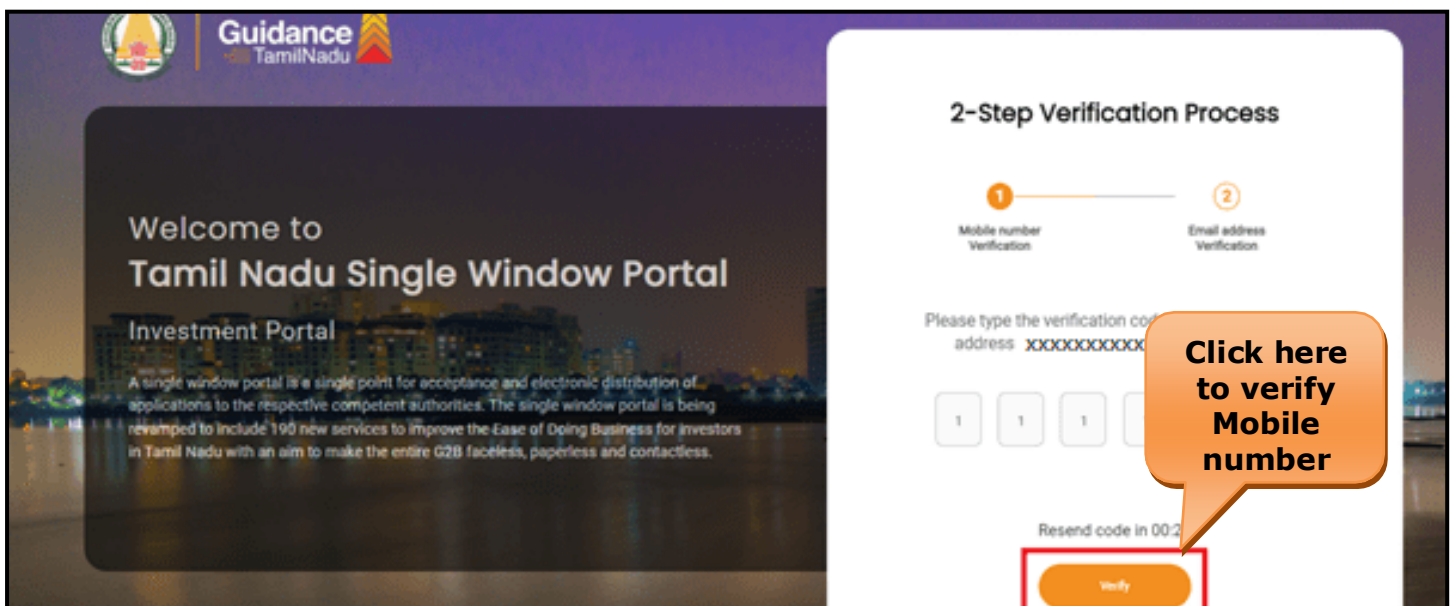


Figure 5. Mobile Number Verification

- **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.

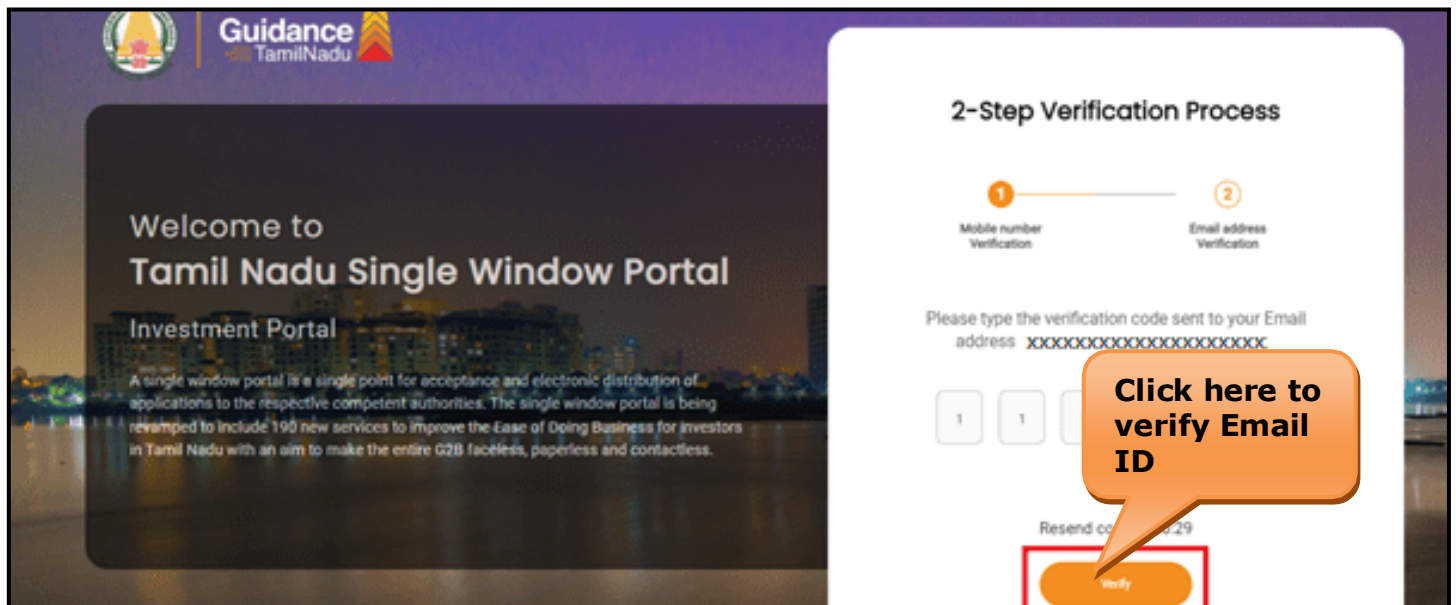


Figure 6. Email ID Verification

3. After completion of 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.

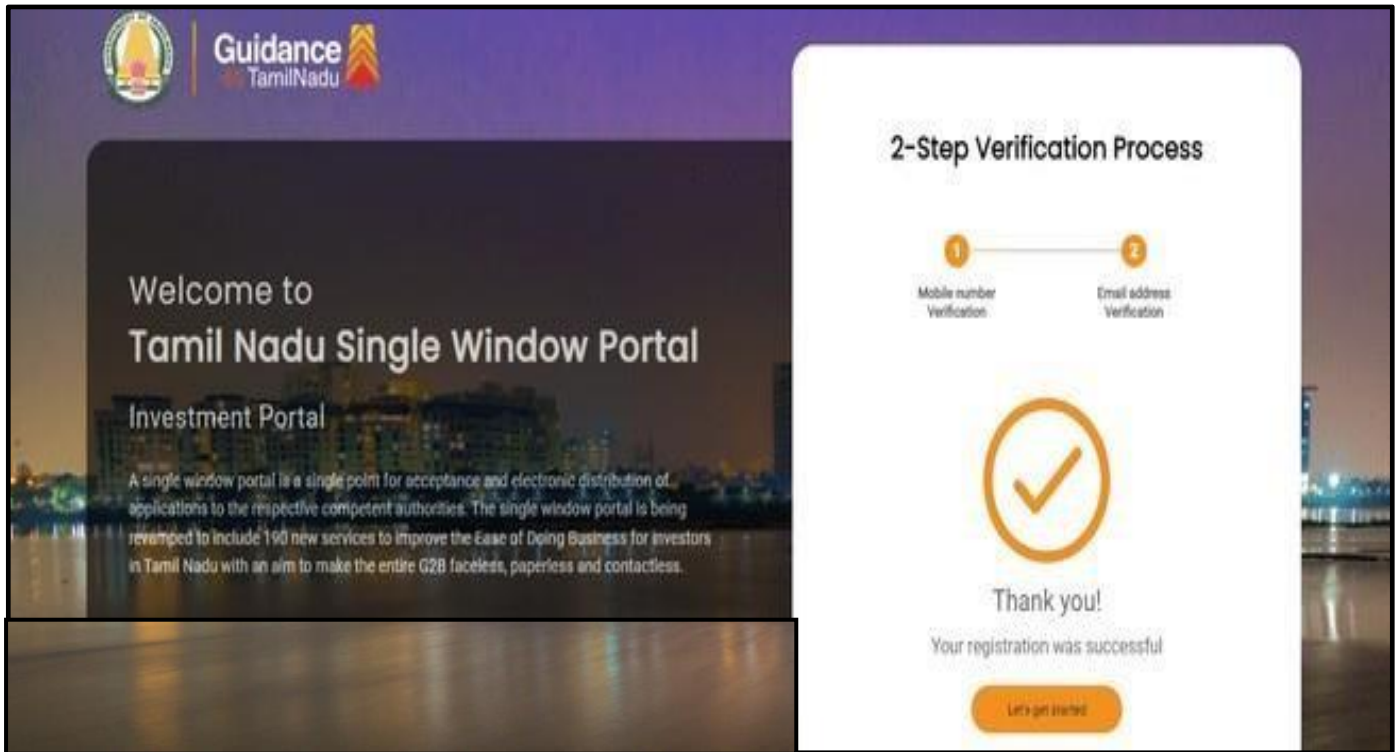


Figure 7. Registration Confirmation Pop-Up

4. Login

1. The applicant can login to TNSWP with the Applicant name 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.

A Tamil Nadu Government Portal | Thursday, 1 December 2022, 10:42 am (IST) | [Visit Guidance Site](#) | Operational Timings For Toll Free Number - 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline

Guidance TamilNadu

26 MS

Dashboard Overview

Combined Application 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

Pre-Establishment	Pre-Operation	Post-Operation
1 Applied	1 Approved	0 Pending
0 Rejected		

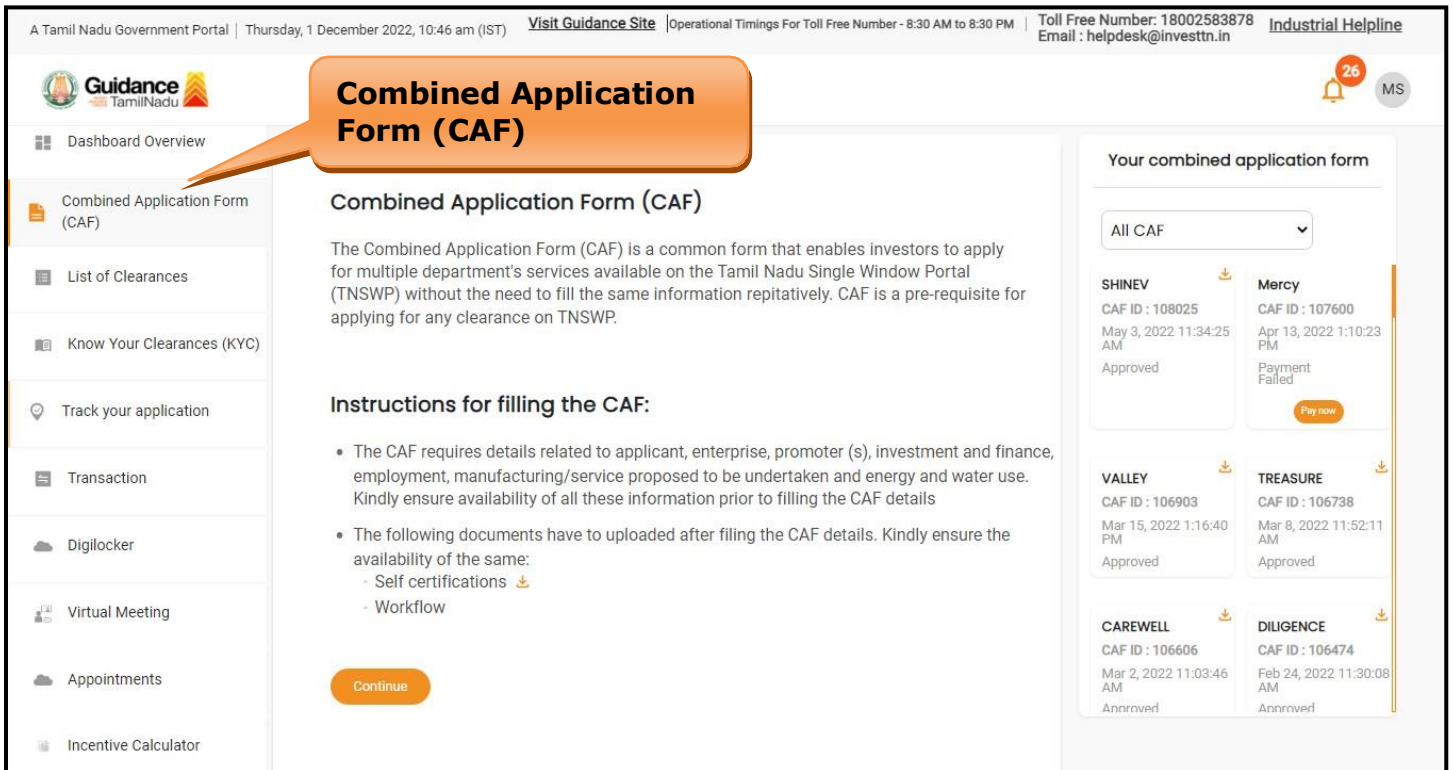
[Download consolidated list](#)

Clearance Name	Department Name	Lying with Officer	Last updated	Approved
----------------	-----------------	--------------------	--------------	----------

Figure 9. Dashboard Overview

6. Combined Application Form (CAF)

1. Prior to applying for various clearances on TNSWP, the applicant must create a project by filling in the combined application form (CAF).
2. Click on Combined Application Form (CAF) from the menu bar on the left.
3. The details which are commonly required for applying various clearances are stored in Central Repository through CAF. So, whenever the applicant applies for various clearances for a specific project, the details stored in CAF gets auto populated in the application form which minimizes the time spent on entering the same details while filling multiple applications.
4. The Overview of the Combined Application Form (CAF) and the instructions to fill in the Combined Application Form (CAF) is mentioned in the below Figure.
5. Click on 'Continue' button to fill in the Combined Application Form.



A Tamil Nadu Government Portal | Thursday, 1 December 2022, 10:46 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

Combined Application Form (CAF)

Combined Application Form (CAF)

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

Instructions for filling the CAF:

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

[Continue](#)

Your combined application form

All CAF

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 Pay now
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	DILIGENCE 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 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. The current step is CAF Payment. A confirmation message box is overlaid on the page, stating: "Information: Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF." Below the message box, the "Payment Details" section is visible, showing options for "Lump sum" (selected) and "à la carte". The "Amount to be paid (in INR)" is set to 500000, with "Five Lakh" written below it. A "Calculate Fee" button is present at the bottom right of the payment details section.

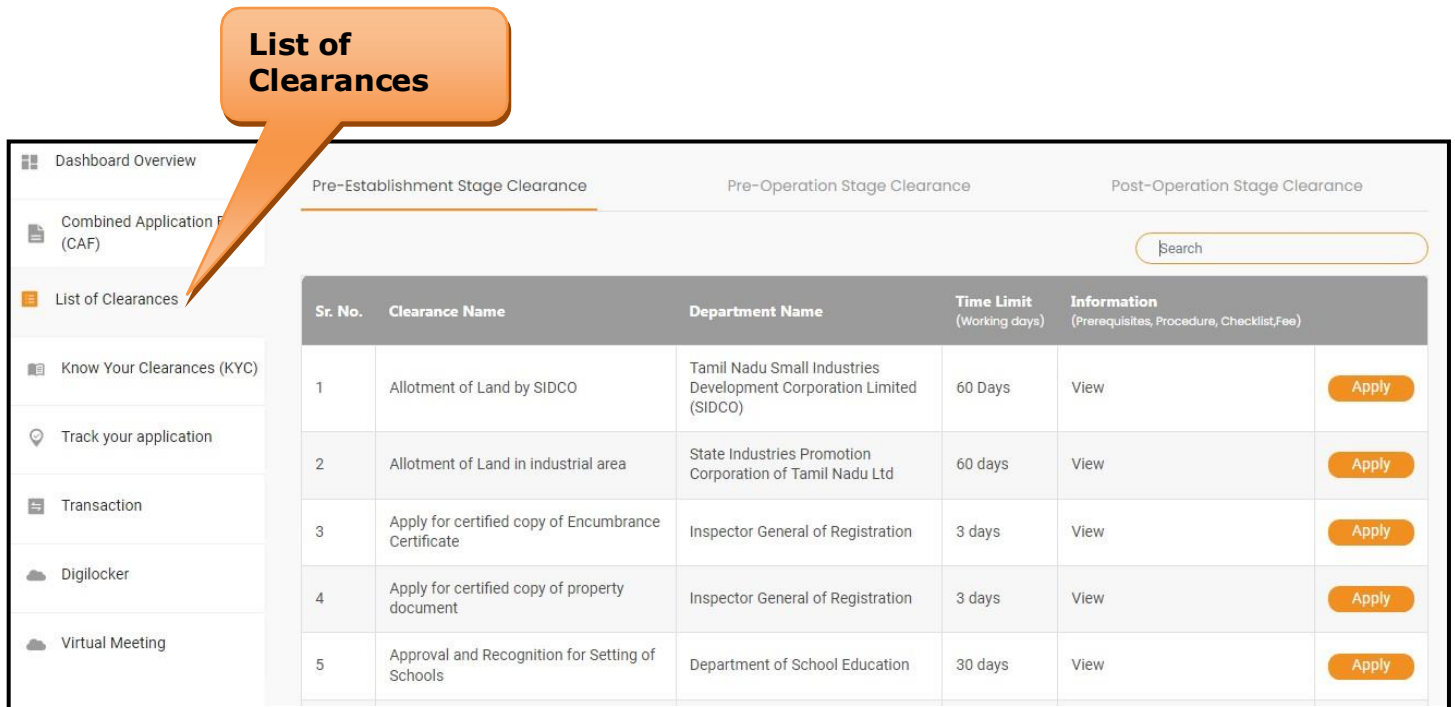
Figure 12. Combined Application Form (CAF) - Confirmation Message

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 Approval of design and manufacturing drawings for boilers and boilers spares

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
3	Apply for certified copy of Encumbrance Certificate	Inspector General of Registration	3 days	View	Apply
4	Apply for certified copy of property document	Inspector General of Registration	3 days	View	Apply
5	Approval and Recognition for Setting of Schools	Department of School Education	30 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 '**Approval of design and Manufacturing drawing for boilers and boilers spares**' by using Search option as shown in the figure given below.

**Pre-Operation
Stage Clearance**

**Search for
Clearance**

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

Approval of design and manufacturing drawings for boilers and boilers spares

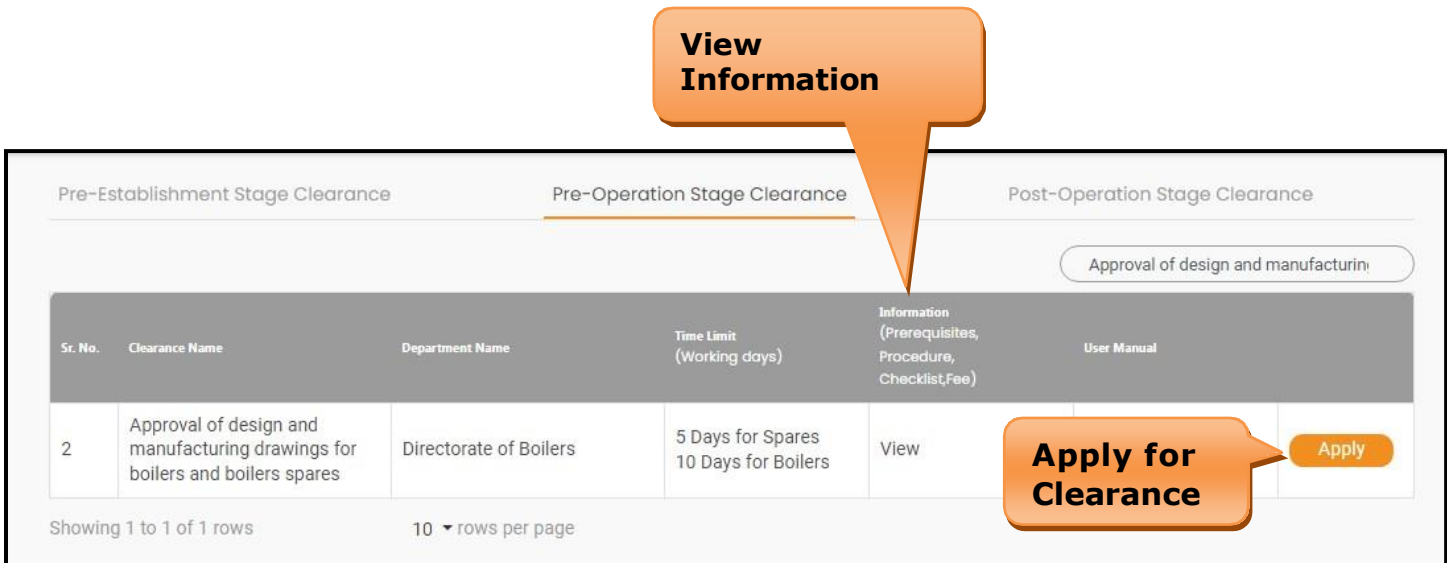
Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
2	Approval of design and manufacturing drawings for boilers and boilers spares	Directorate of Boilers	5 Days for Spares 10 Days for Boilers	View	-

Showing 1 to 1 of 1 rows 10 rows per page

Apply

Figure 14. Search for Clearance

- 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)
- To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 15).
- 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.



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
2	Approval of design and manufacturing drawings for boilers and boilers spares	Directorate of Boilers	5 Days for Spares 10 Days for Boilers	View	Apply

Figure 15. Apply for Clearance

8. Filling the Application Form

1. Applicant to fill all the details under the following 2 sections to complete the application.

A. Applicant Details

B. Checklist

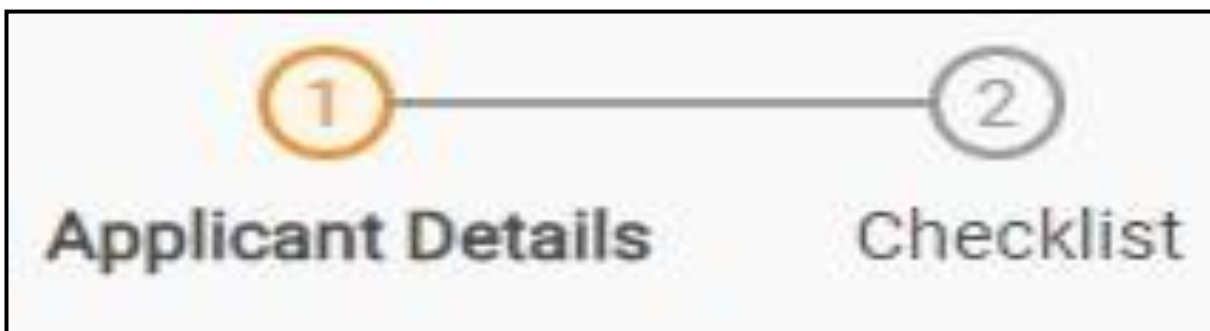


Figure 16. Two Sections of the application form

2. After filling the requisite details, the applicant to upload the checklist of supporting documents. Following are the checklist of documents -

B. Checklist

The following supporting documents need to be uploaded by the applicant




1. Requisition letter from firm
2. Manufacturing Drawings
3. Strength Calculations

Note:

- Maximum 10 MB Allowed (Only .DOC, .PDF, .XLS, .BMP, .GIF, .JPEG, .PNG, .PPTX, .DOCX, .XLSX, .ZIP, .KML are allowed).
- In case of multiple documents, please upload in zip format.
- After Uploading all the supporting documents click on 'Submit' and the token ID is generated. The token ID is the reference ID for the applicant to track their application.

Checklist

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"/> Requisition letter from firm	 SAMPLE SUPPORTING DOC (1).pdf
2	<input checked="" type="checkbox"/> Manufacturing Drawings	 SAMPLE SUPPORTING DOC (1).pdf
3	<input checked="" type="checkbox"/> Strength Calculations	 SAMPLE SUPPORTING DOC (1).pdf

[Previous](#) [Next](#) [Save and Pay](#) [Reset](#) [Save As Draft](#) [Close](#)

Figure 17. Checklist

Click on Save and Pay

- Click on '**Save and Pay**' button and token ID will get generated.

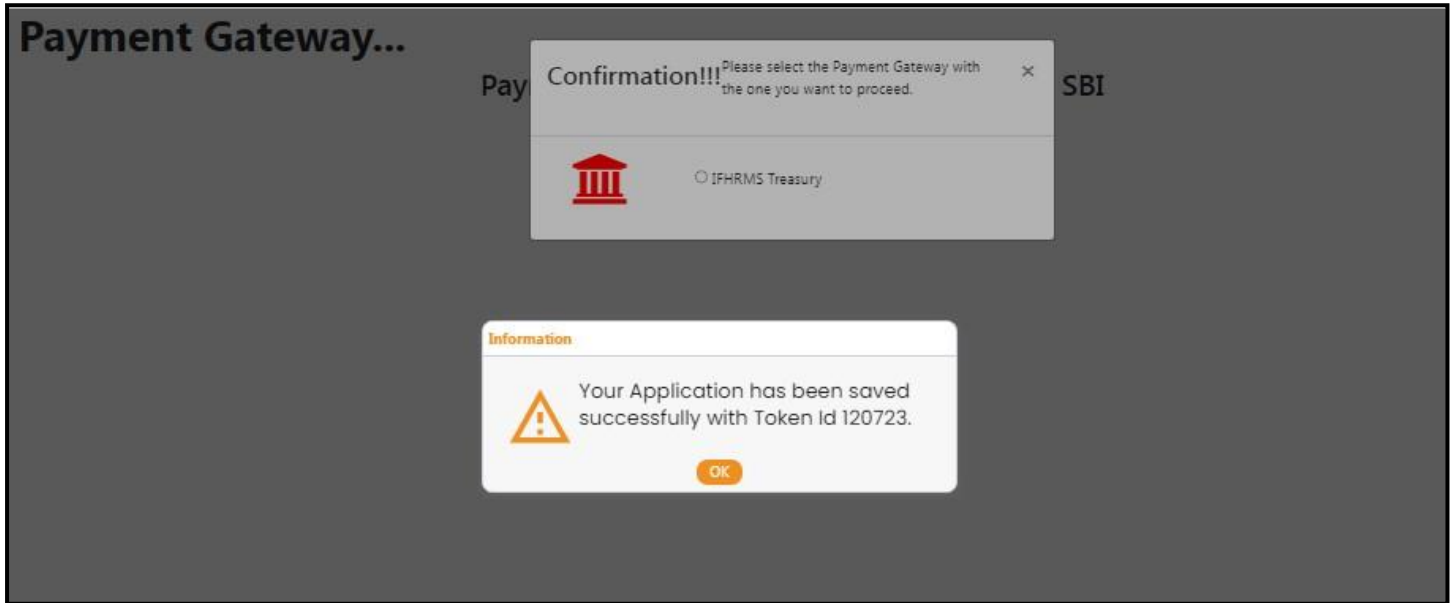


Figure 18. Token Id Generated

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'**.

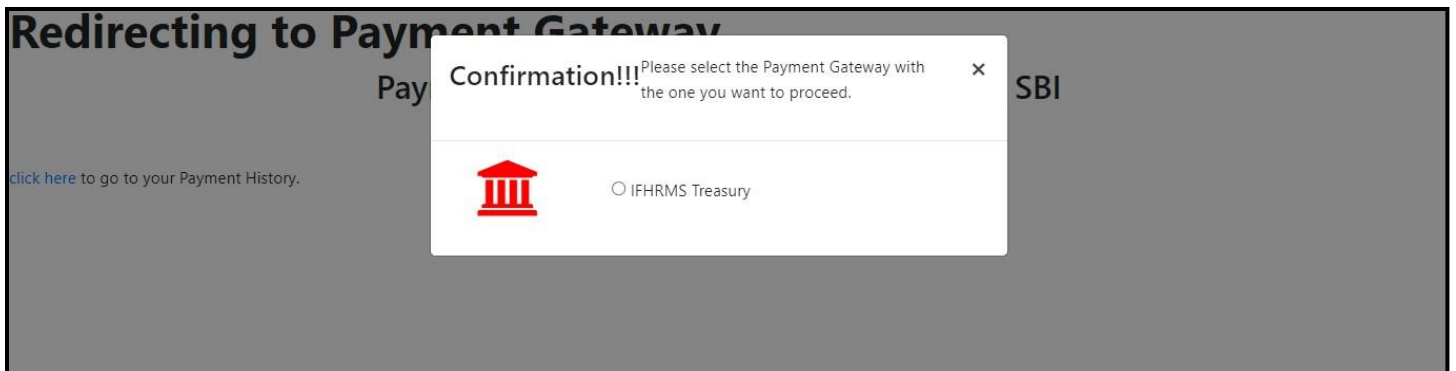


Figure 19. Payment Process

- 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.

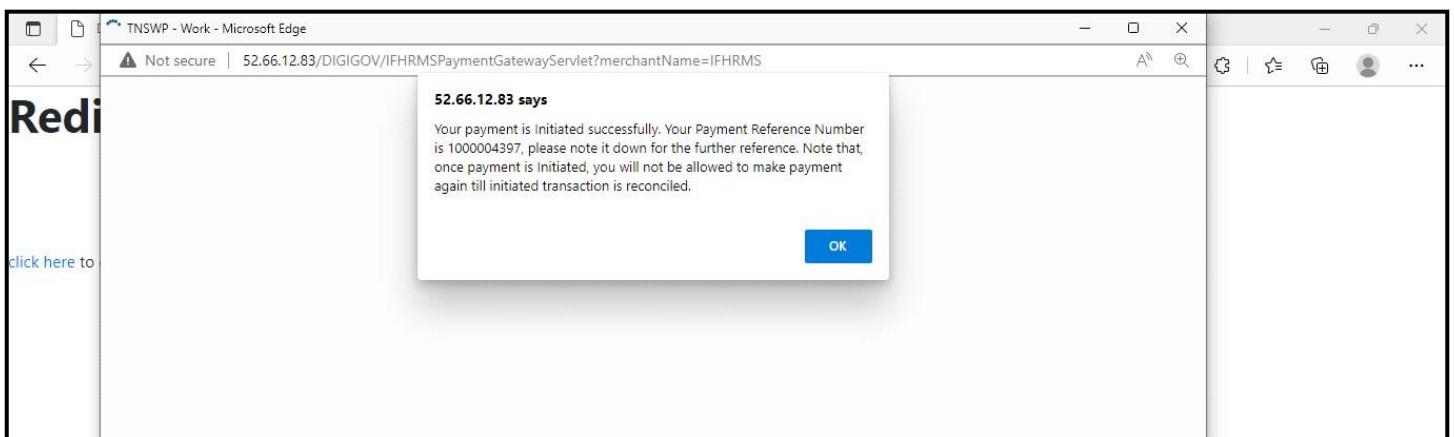
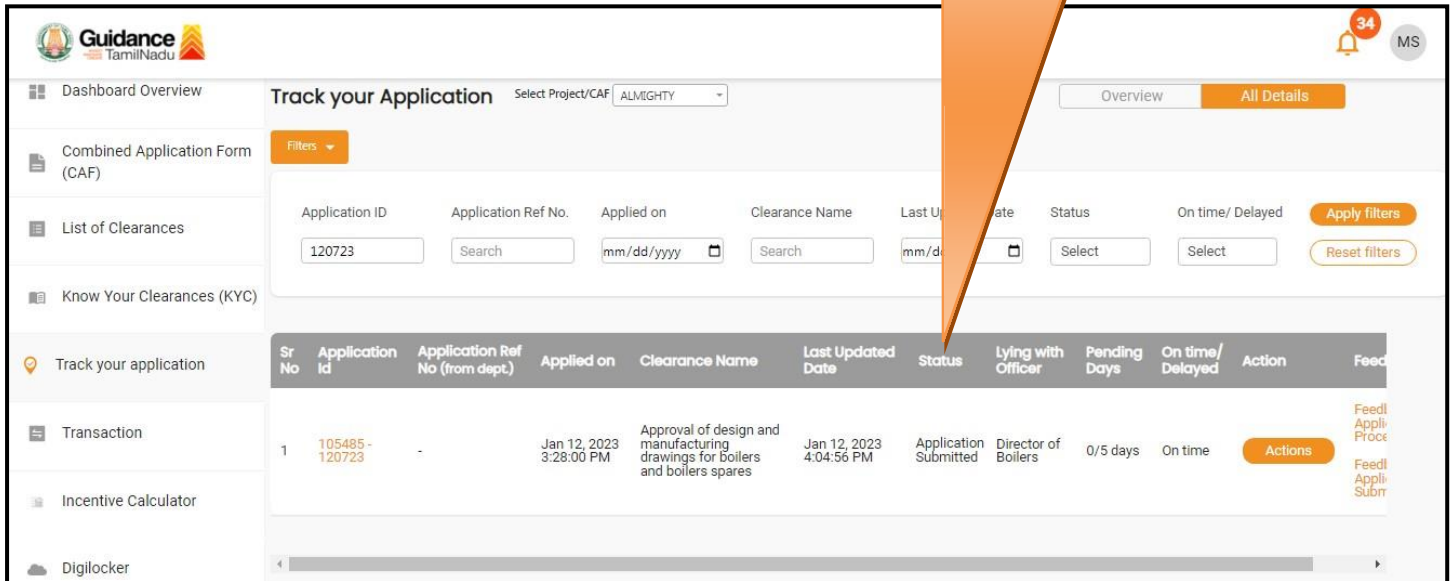


Figure 20. Payment reference number

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**

Status Changed to 'Application Submitted'



The screenshot shows the 'Track your Application' page. The status of the application is 'Application Submitted'. An orange callout bubble points to the 'Status' column of 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	Feed
1	105485 - 120723	-	Jan 12, 2023 3:28:00 PM	Approval of design and manufacturing drawings for boilers and boilers spares	Jan 12, 2023 4:04:56 PM	Application Submitted	Director of Boilers	0/5 days	On time	Actions	Feedl Appli- Proce Feedl Appli- Subr

Figure 21. Application Submitted

10. Track Your Application

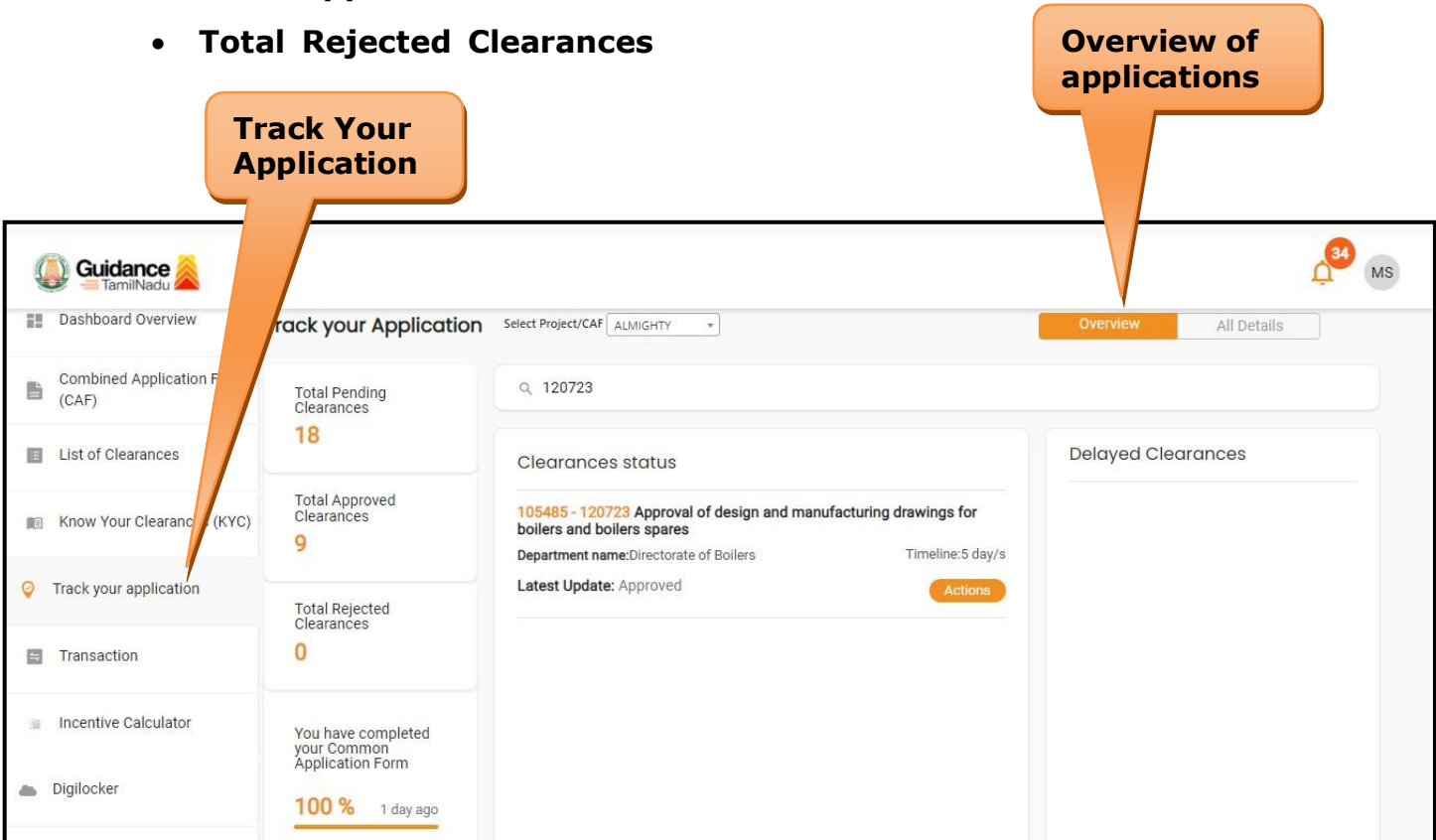
1) After submitting the application, unique 'token ID' is generated. Using the 'Token ID' the applicant can track the status of clearances by clicking on 'Track your application' option.'

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

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

Combined Application Form (CAF)

List of Clearances

Know Your Clearance (KYC)

Track your application

Transaction

Incentive Calculator

Digilocker

Total Pending Clearances: 18

Total Approved Clearances: 9

Total Rejected Clearances: 0

You have completed your Common Application Form: 100% 1 day ago

Search: 120723

Clearances status

105485 - 120723 Approval of design and manufacturing drawings for boilers and boilers spares

Department name: Directorate of Boilers | Timeline: 5 day/s

Latest Update: Approved | Actions

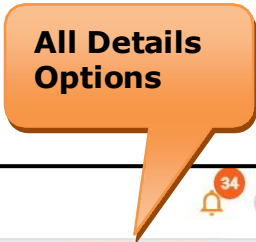
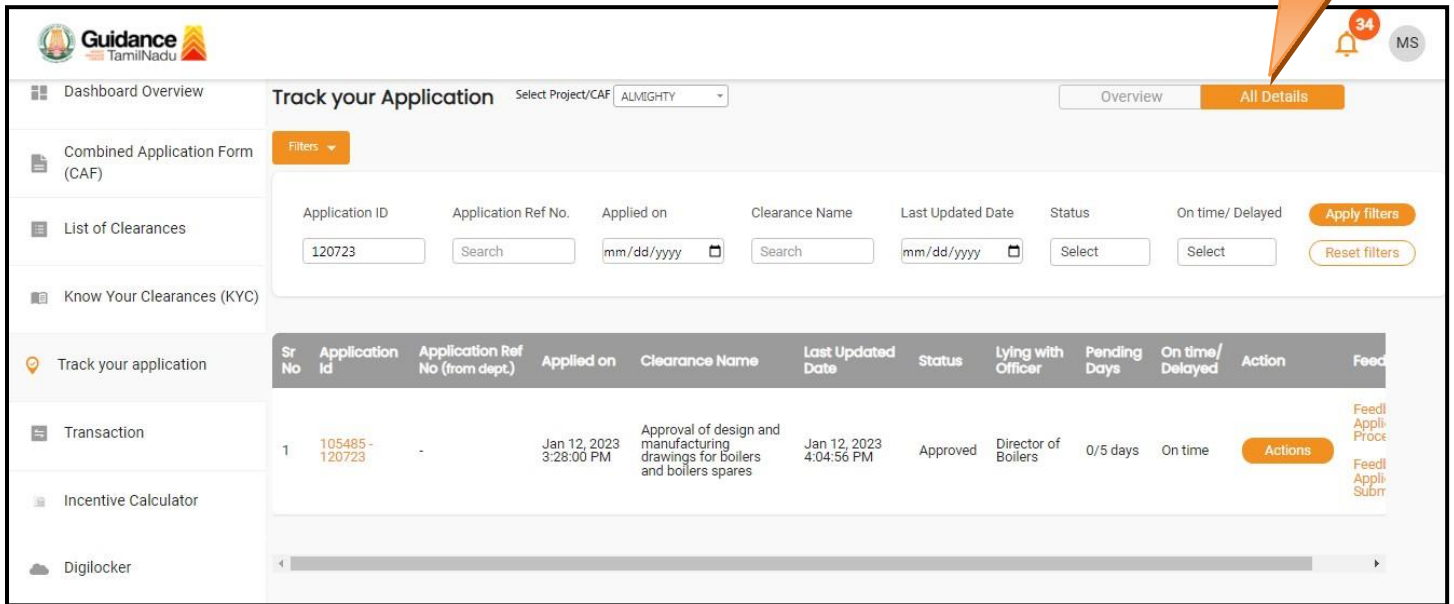
Delayed Clearances

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**

The screenshot shows the 'Track your Application' page with the 'All Details' tab active. The page includes a search filter for Application ID (120723) and a table with the following data:

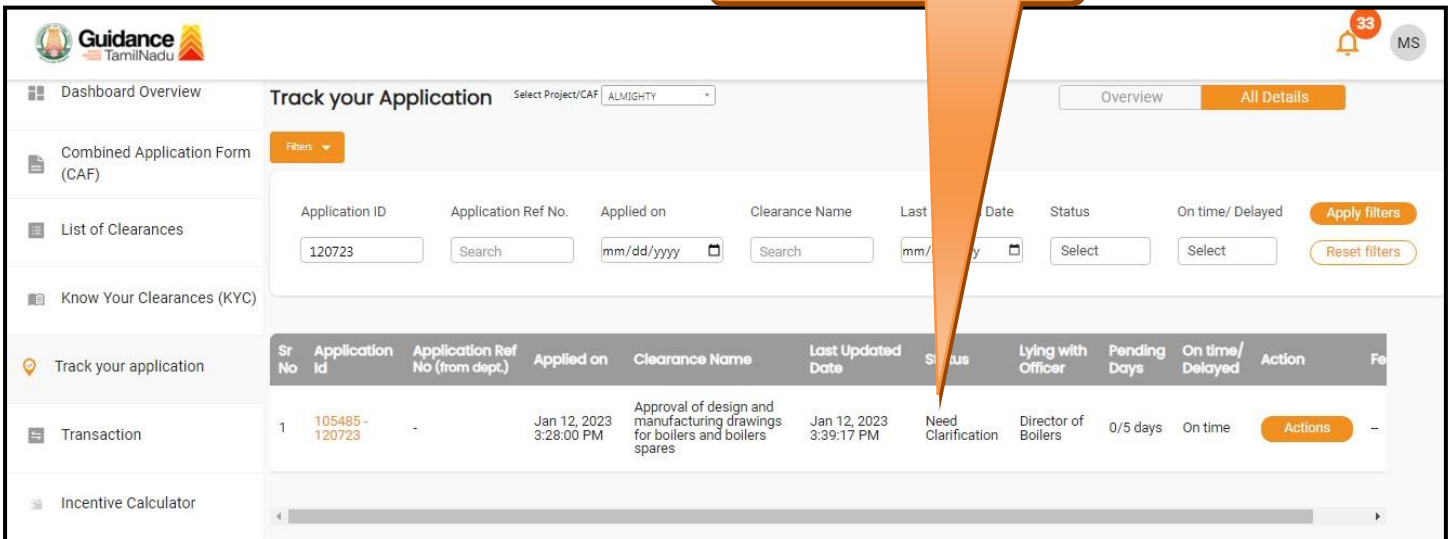
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feed
1	105485 - 120723	-	Jan 12, 2023 3:28:00 PM	Approval of design and manufacturing drawings for boilers and boilers spares	Jan 12, 2023 4:04:56 PM	Approved	Director of Boilers	0/5 days	On time	Actions	Feedl Appli Procc Feedl Appli Subrr

Figure 23. ‘All details’ tab

11. 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 can click on 'Track your application' option and view the query under 'All Details' Tab -> Actions.
- 4) Applicant can view the status as '**Need Clarification**' under the 'Status' column. Click on 'Action' button to respond the query (Refer figure 24).

Need Clarification



The screenshot shows the 'Track your Application' interface. The 'Status' column in the table highlights 'Need Clarification' for the application with ID 105485-120723. An orange callout box points to this 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	105485 - 120723	-	Jan 12, 2023 3:28:00 PM	Approval of design and manufacturing drawings for boilers and boilers spares	Jan 12, 2023 3:39:17 PM	Need Clarification	Director of Boilers	0/5 days	On time	Actions

Figure 24. Need Clarification

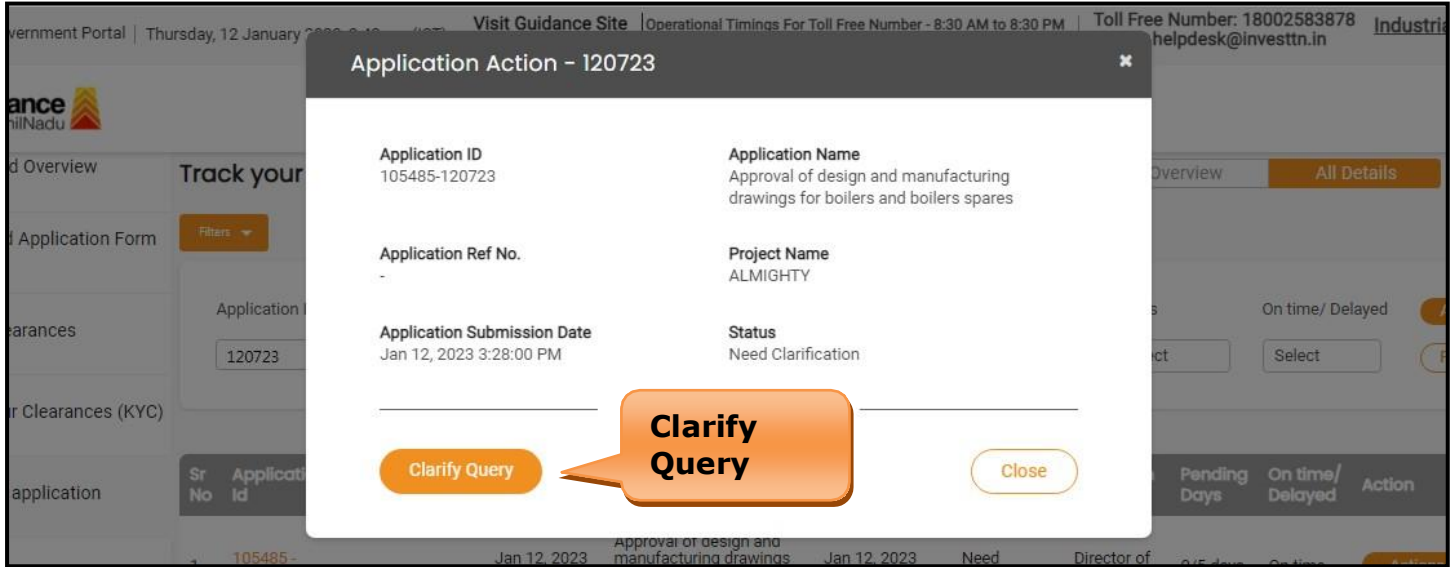


Figure 25. Clarify Query

- 5) The Applicant clicks on 'Clarify Query' button and responds to the Query (Refer Figure 25).
- 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 (Refer Figure 26)

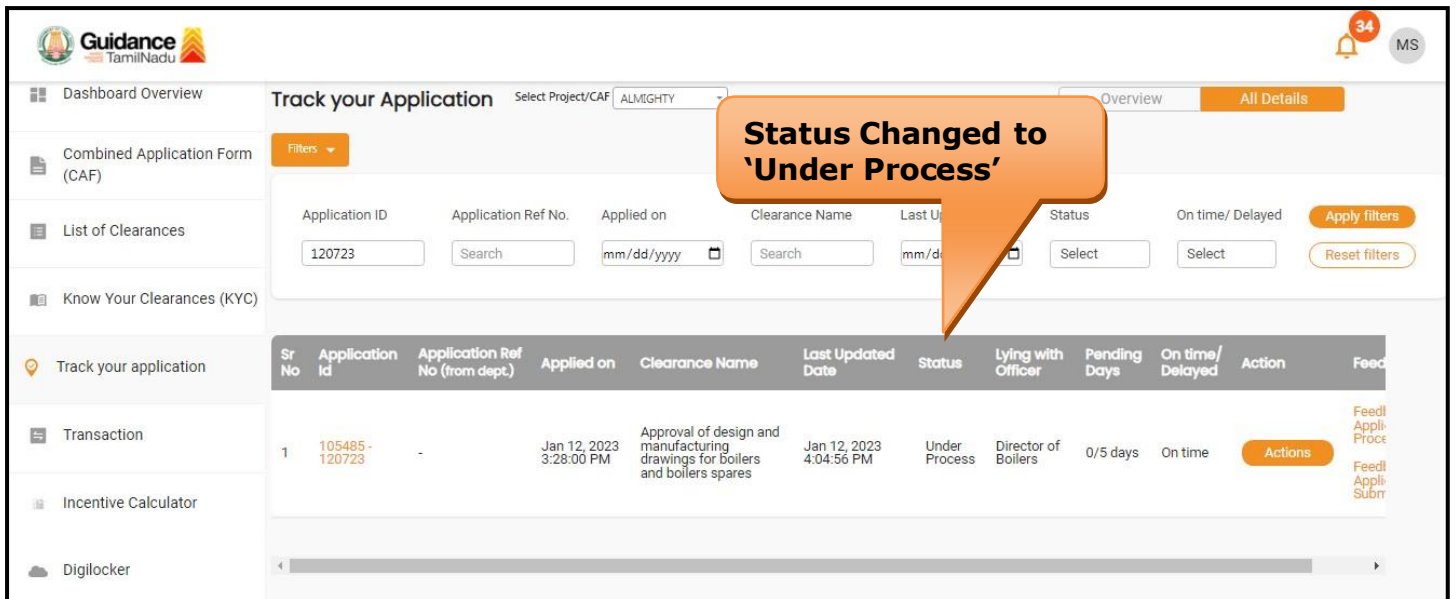


Figure 26. Status changed to 'Under Process'

12. Application Processing

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

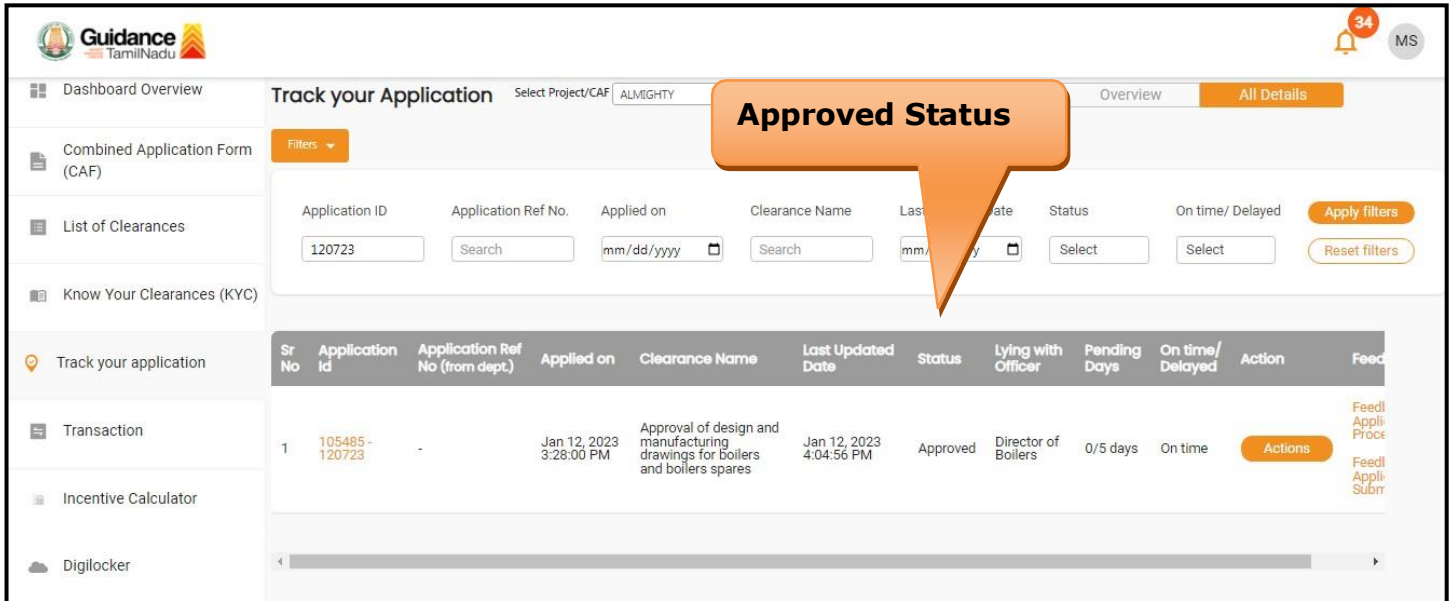


Figure 27. Approved Status

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 28).

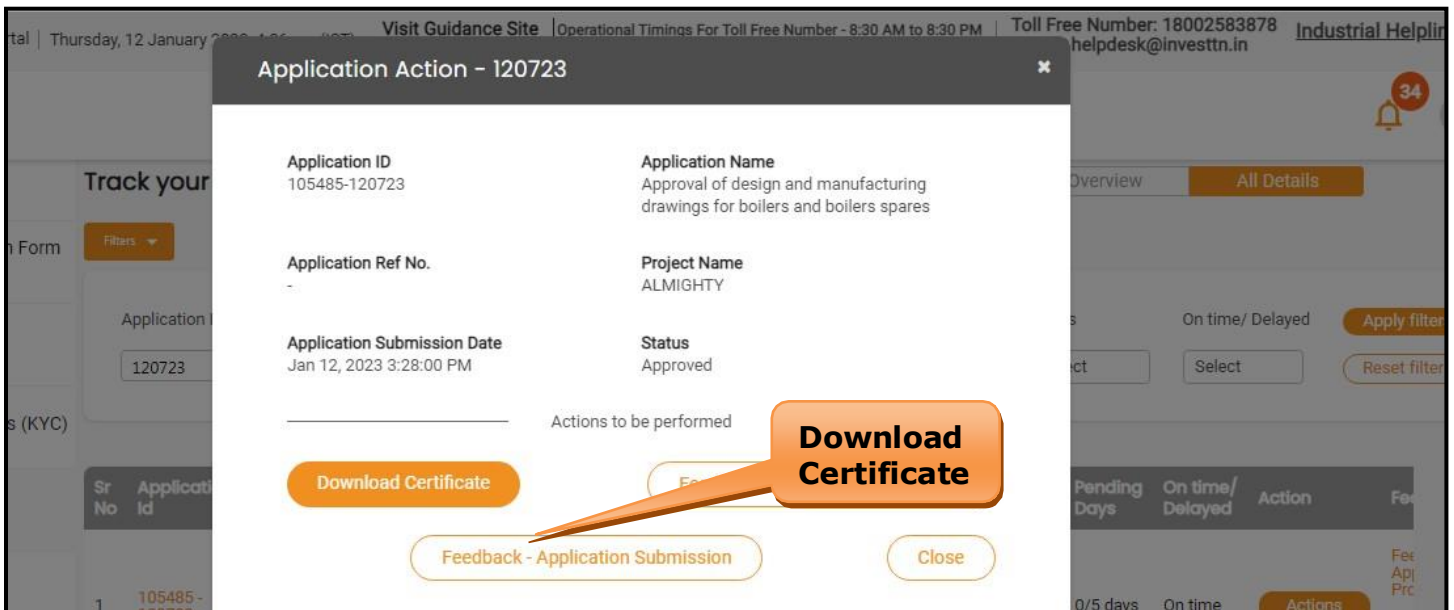
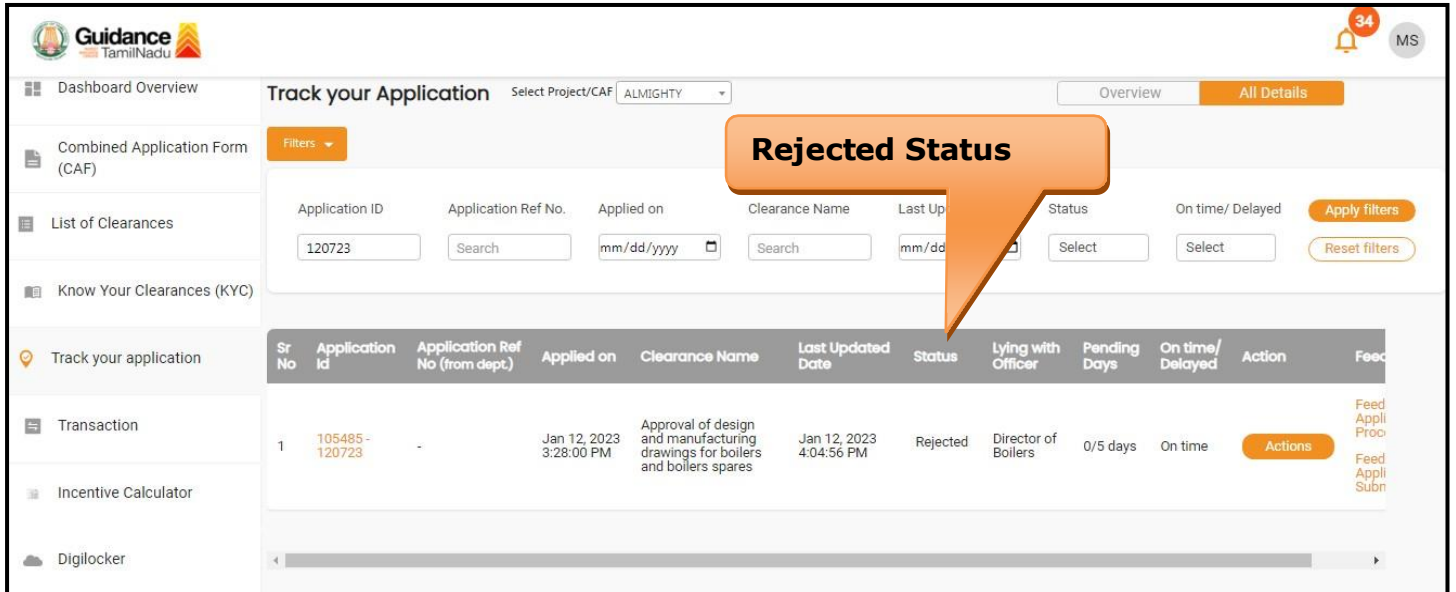


Figure 28. Download Approved Certificate

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 29)



The screenshot shows the 'Track your Application' page. At the top, there's a navigation bar with 'Dashboard Overview', 'Track your Application', and 'All Details'. Below this, there are search filters for Application ID, Application Ref No., Applied on, Clearance Name, and Last Updated. A table lists the application details, with the status 'Rejected' highlighted by an orange callout bubble. The table columns include 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, and Feedback.

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	Feedback
1	105485 - 120723	-	Jan 12, 2023 3:28:00 PM	Approval of design and manufacturing drawings for boilers and boilers spares	Jan 12, 2023 4:04:56 PM	Rejected	Director of Boilers	0/5 days	On time	Actions	Feed Appli Proc Feed Appli Subn

Figure 29. Rejected Status

