



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Renewal of Permanent License for Cinema Theatres (Form
C License Renewal)**

Revenue 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) **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**

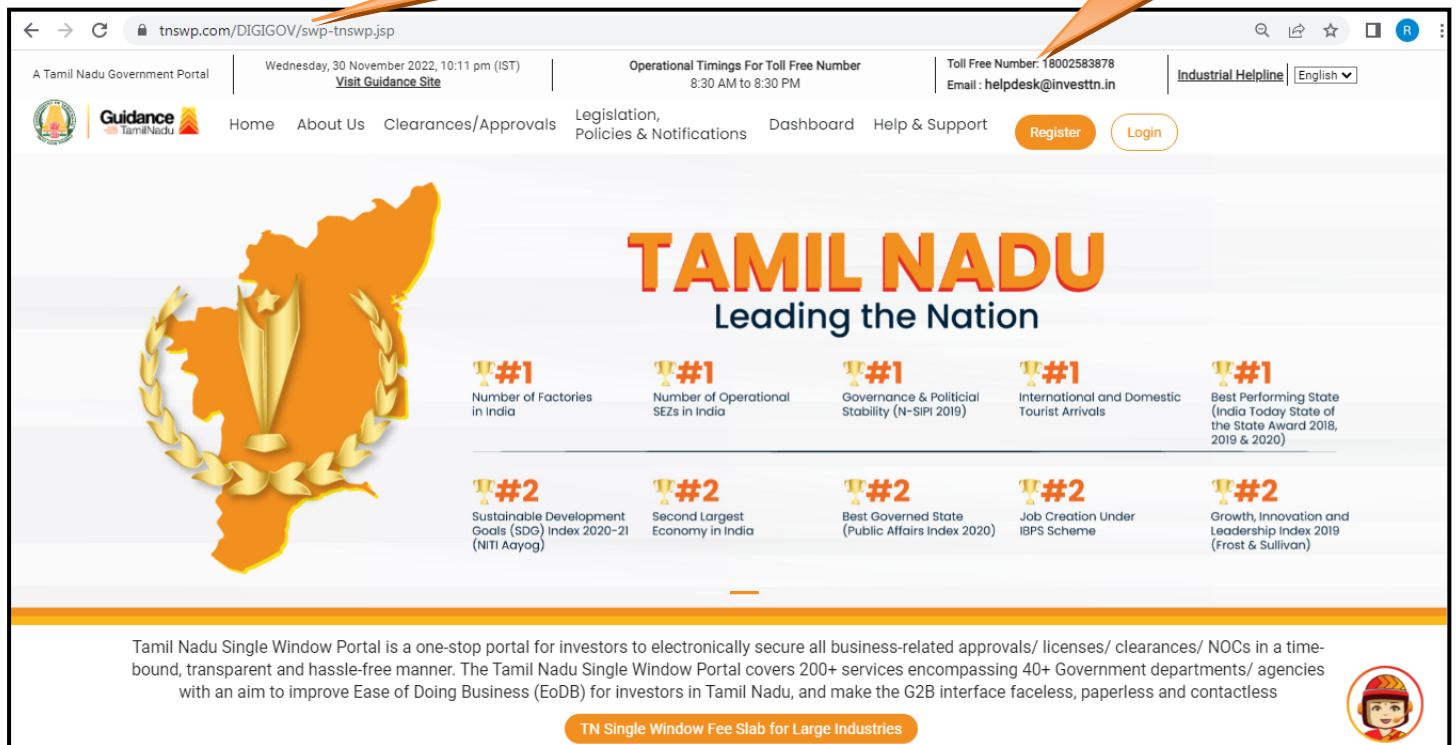


Figure 1. Single Window Portal Home Page

2. Registration

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

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

**Register
on TNSWP**

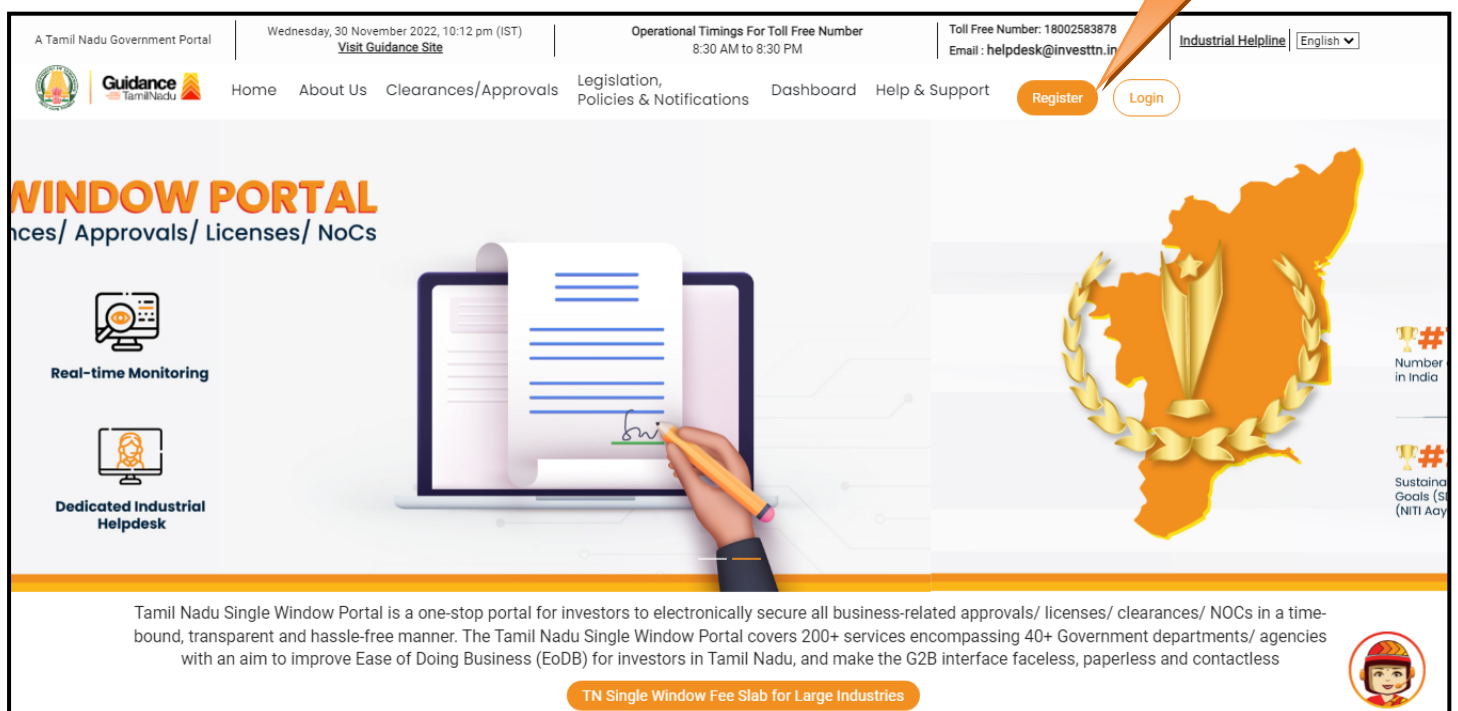
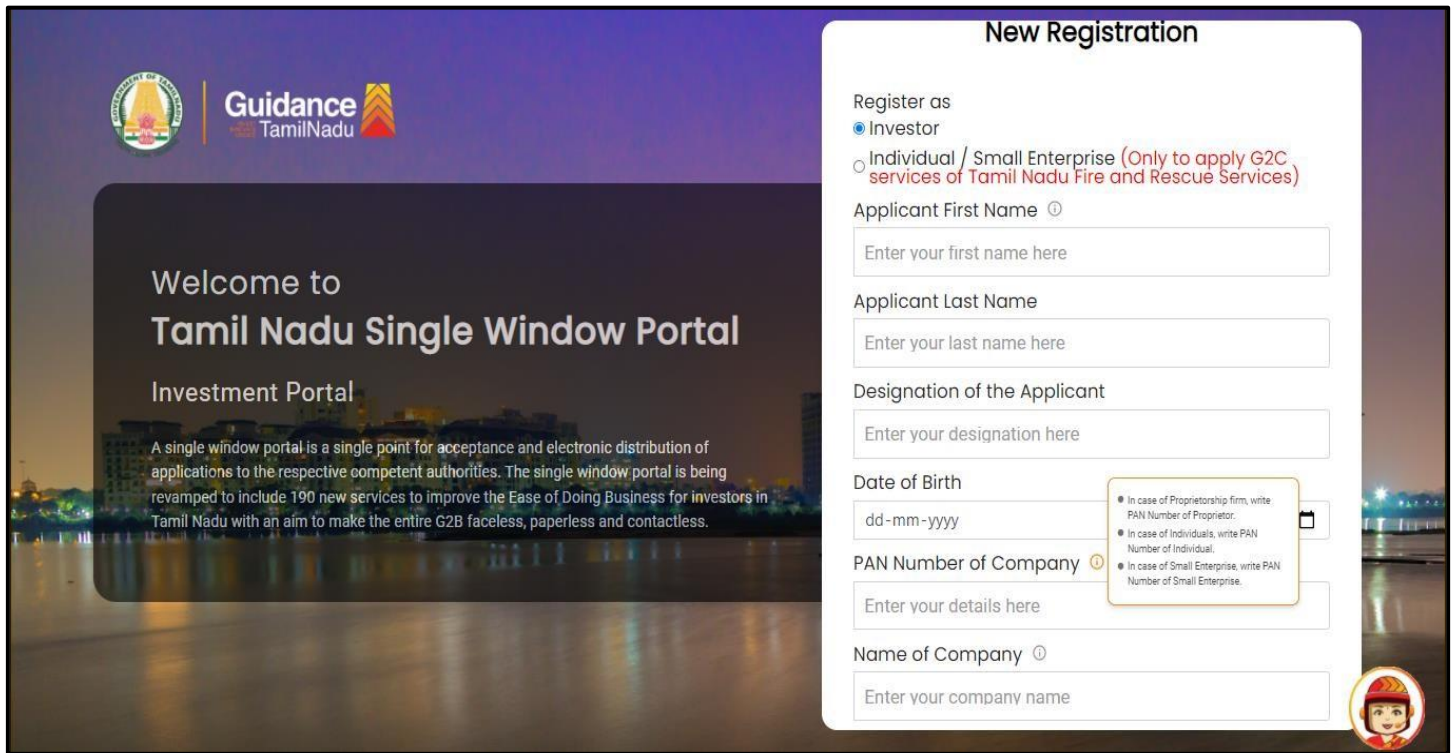



Figure 2. Register

- 2) New Investor Registration page will appear (Refer Figure 3 & 4)
- 3) Select the 'Investor' option and continue with the Registration process.
- 4) Only for applying Government to Citizen (G2C) fire clearances, click on option '**G2C clearances of Tamil Nadu fire and rescue clearances under the category individual/small enterprise**'.
- 5) The information icon ⓘ gives a brief description about the fields when the applicant hovers the cursor on these icons.





Guidance
TamilNadu

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

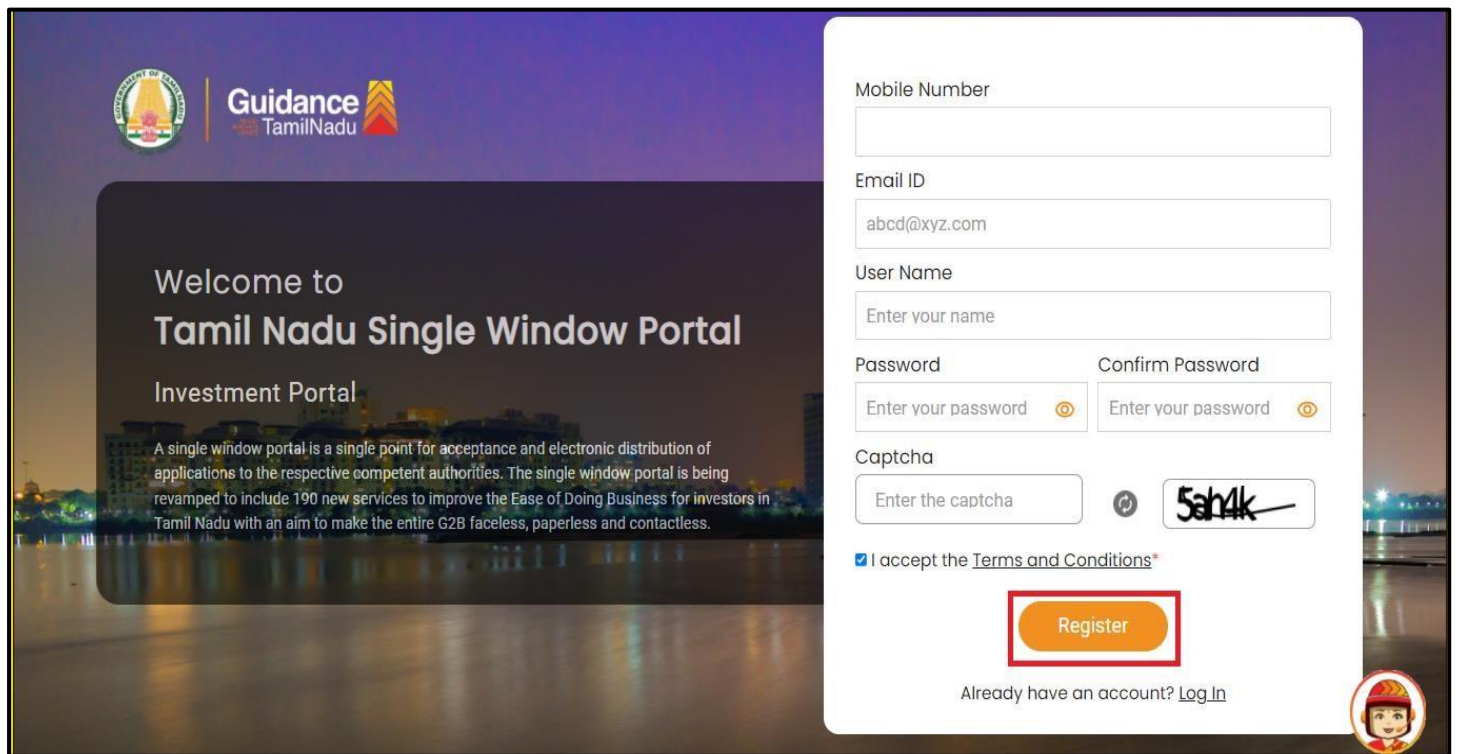
Date of Birth


PAN Number of Company

Name of Company

- 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.

Figure 3. Registration Form





Guidance
TamilNadu

Welcome to Tamil Nadu Single Window Portal

Investment Portal

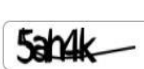
A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the entire G2B faceless, paperless and contactless.

Mobile Number

Email ID

User Name

Password Confirm Password

Captcha 

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

Register

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

Figure 4. Registration Form Submission

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

3. Mobile Number / Email ID – 2-Step Verification Process

- **'2-Step Verification Process'** screen will appear when the applicant clicks on 'Register' button.
- **Mobile Number Verification**
 - 1) For verifying the mobile number, the verification code will be sent to the given mobile number.
 - 2) Enter the verification code and click on the **'Verify'** button.

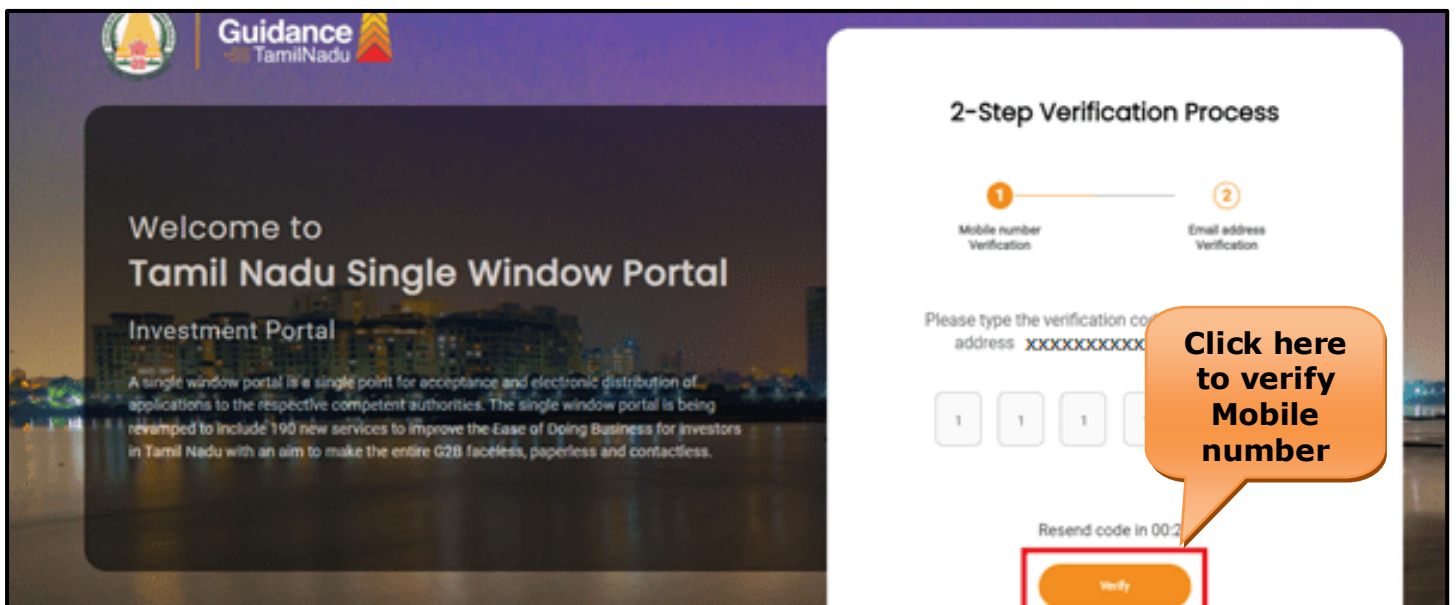


Figure 5. Mobile Number Verification

o **Email ID Verification**

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

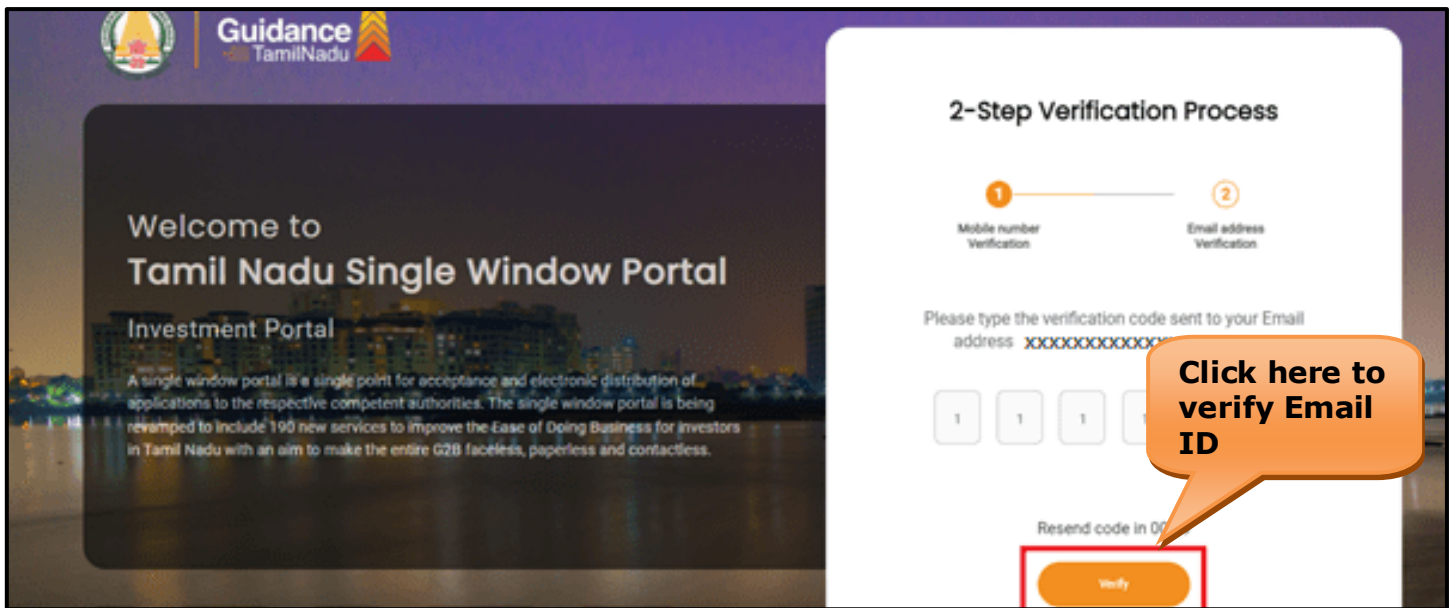


Figure 6. Email ID Verification

- 3) After completion of the 2-Step Verification process, registration confirmation message will pop-up stating as '**Your registration was successful**' (Refer Figure 7).
- 4) Registration process is completed successfully.

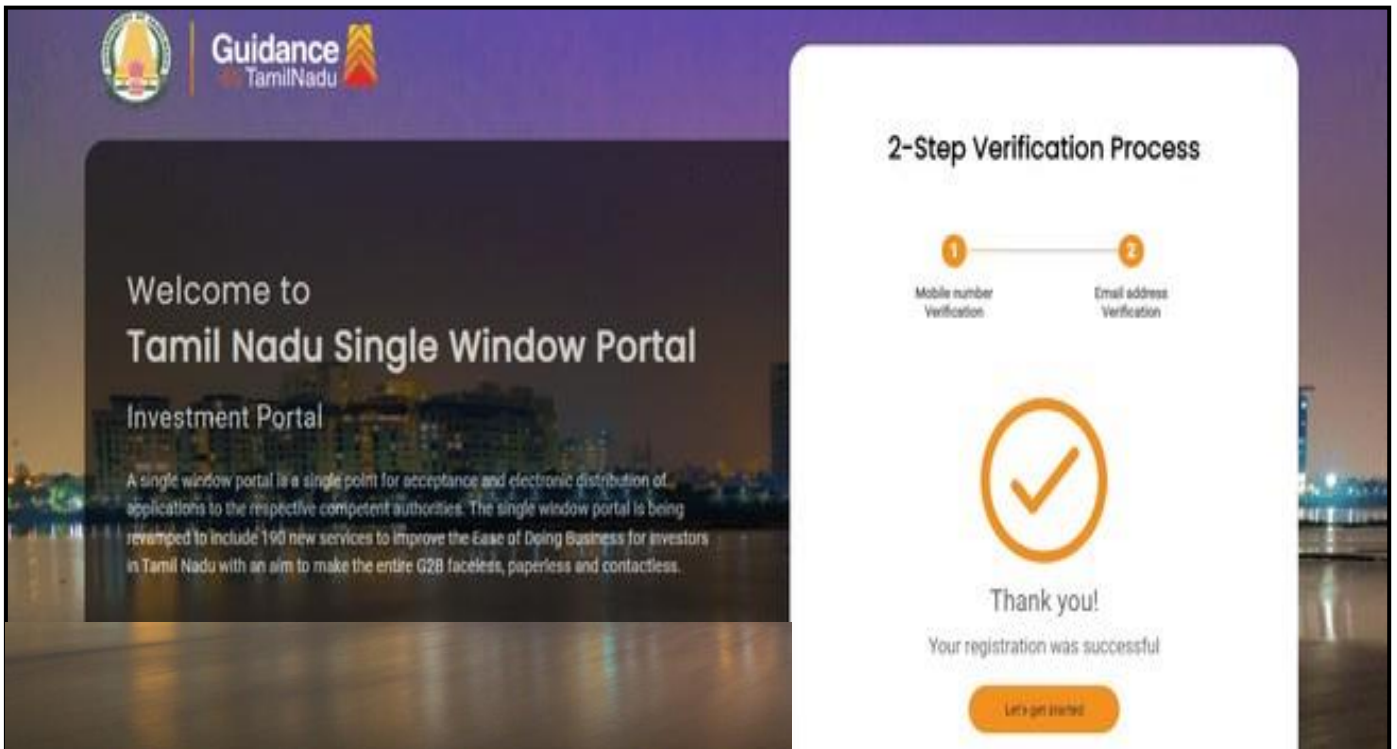


Figure 7. Registration Confirmation Pop-Up

4. Login

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

Login to TNSWP



Figure 8. Login

5. Dashboard Overview

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

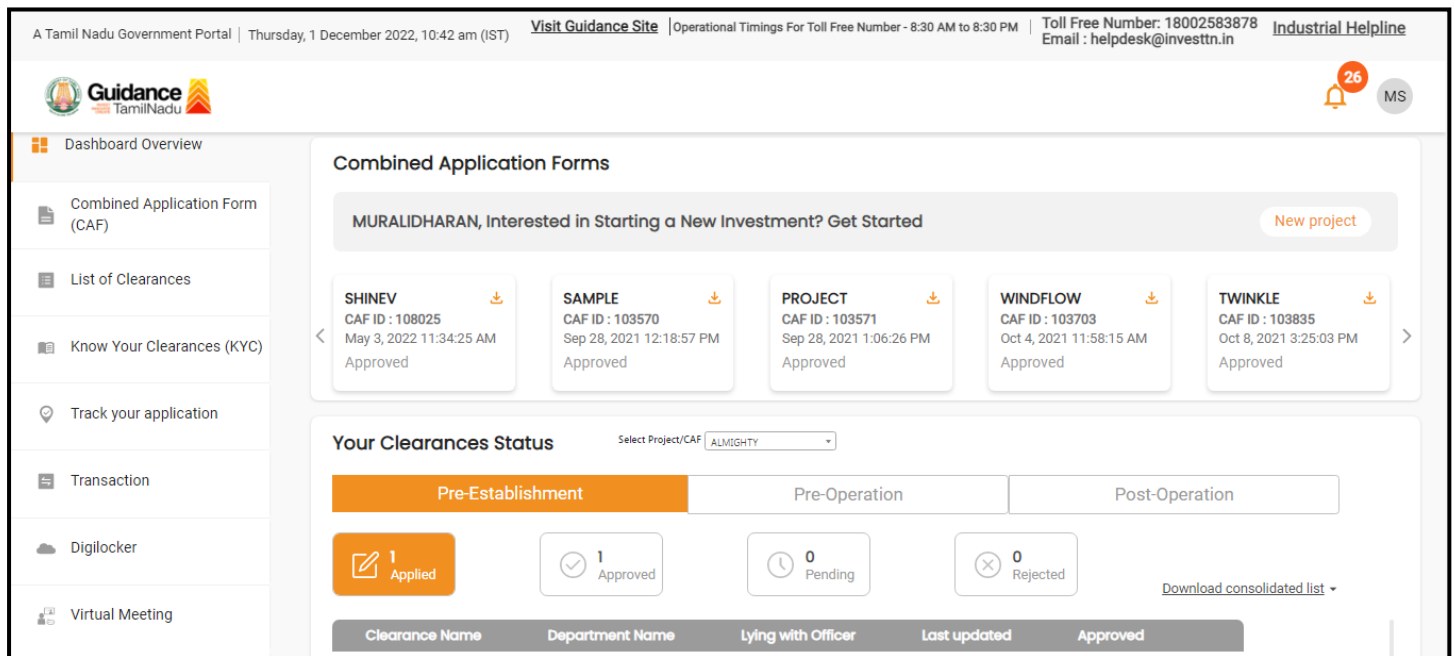
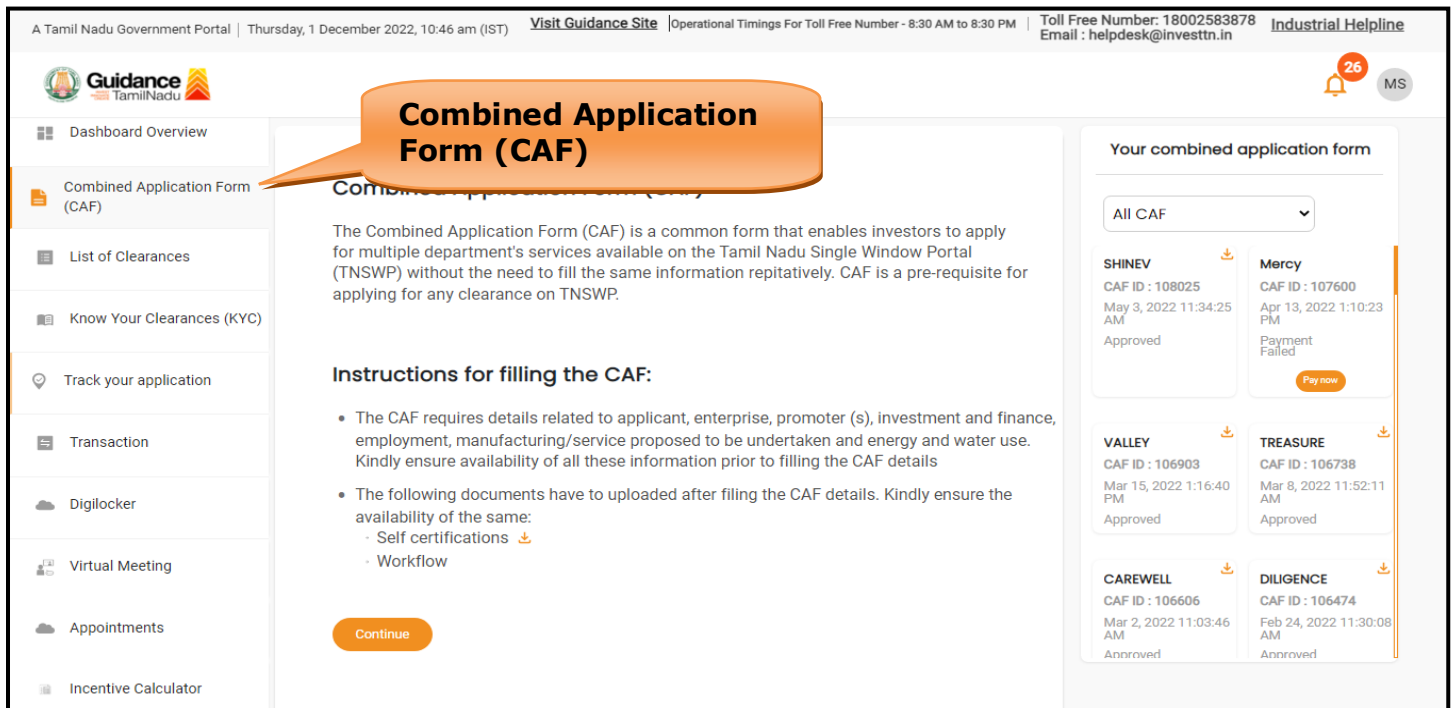


Figure 9. Dashboard Overview

6. Combined Application Form (CAF)

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



The screenshot shows the 'Combined Application Form (CAF)' page on the Tamil Nadu Government Portal. The page header includes the portal name, date, and contact information. The left navigation menu lists various services, with 'Combined Application Form (CAF)' selected. The main content area features a description of the CAF, instructions for filling it out, and a 'Continue' button. The right-hand panel, titled 'Your combined application form', displays a list of existing CAFs with their details.

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
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 has to fill 7 Sections of CAF as displayed in Figure 11. (**CAF payment tab** will be displayed only for large enterprises).

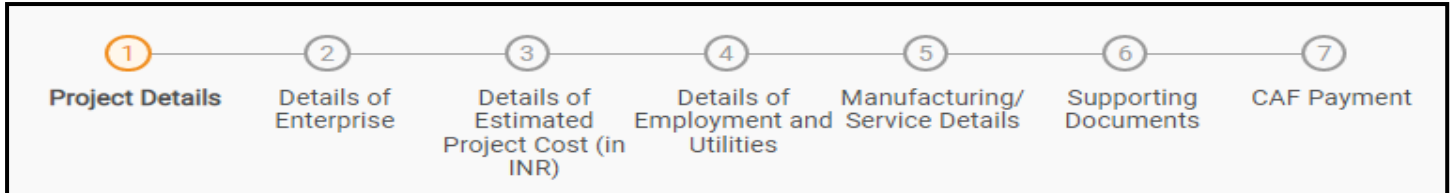


Figure 11. Section of Combined Application Form (CAF)

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

- **Self-Certification:**

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

- **Workflow:**

- Prepare and upload the business process flow chart.

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

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

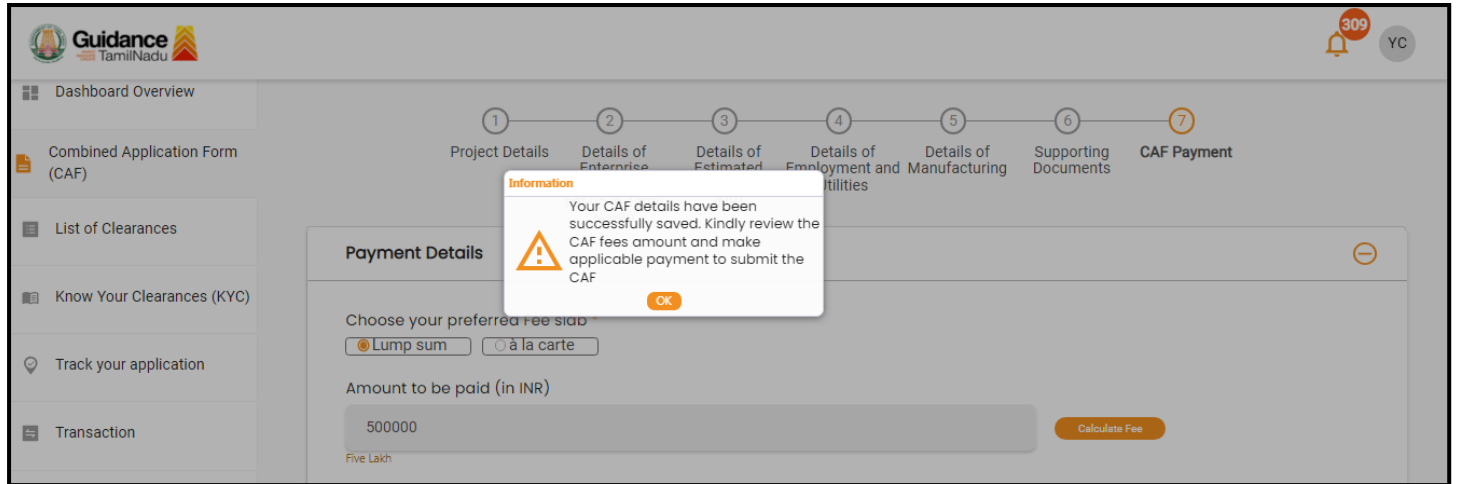


Figure 12. Combined Application Form (CAF) - Confirmation Message

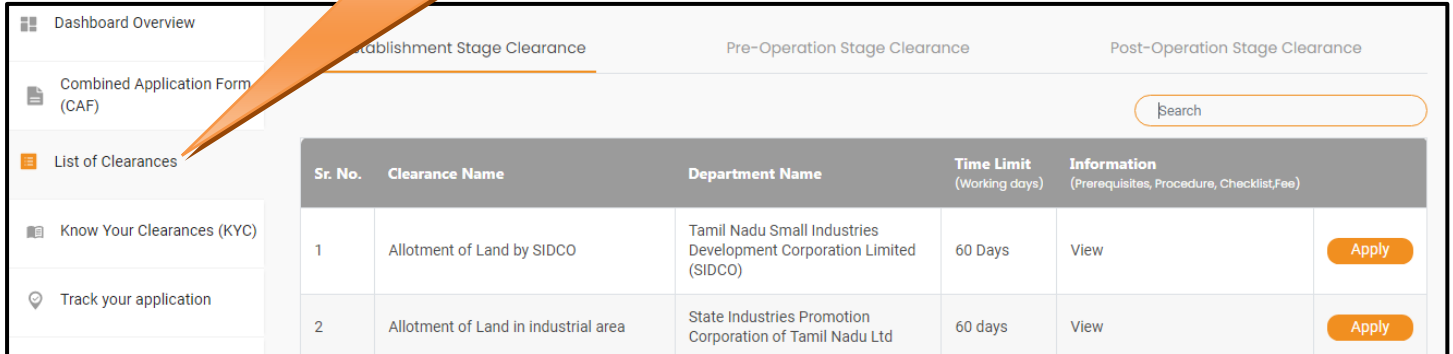
Note:

If the applicant belongs to large industry, single window fee would be applicable according to the investment in Plant & Machinery or Turnover amount. [Clickhere](#) to access the Single Window Fee Slab.

7. Apply for Renewal of Permanent License for Cinema Theatres (Form C License Renewal)

1. Click on “List of Clearances”

List of Clearances



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	Apply
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

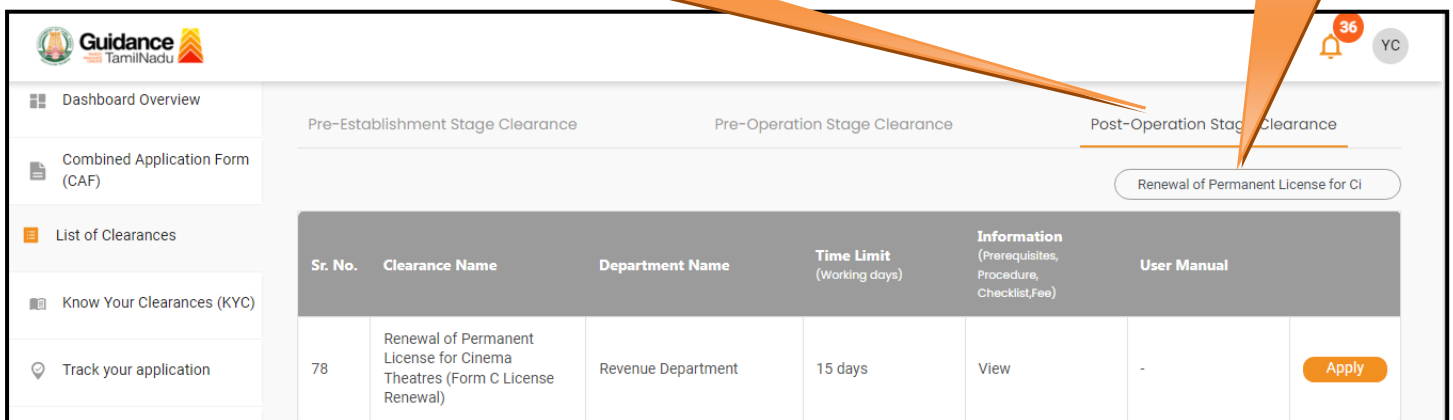
2. The list of clearances is segregated into three stages.

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

3. Select ‘**Post-Operation Stage Clearance**’ and find the clearance ‘**Renewal of Permanent License for Cinema Theatres (Form C License Renewal)**’ by using Search option as shown in the figure given below.

Post-Operation Stage Clearance

Search for Clearance



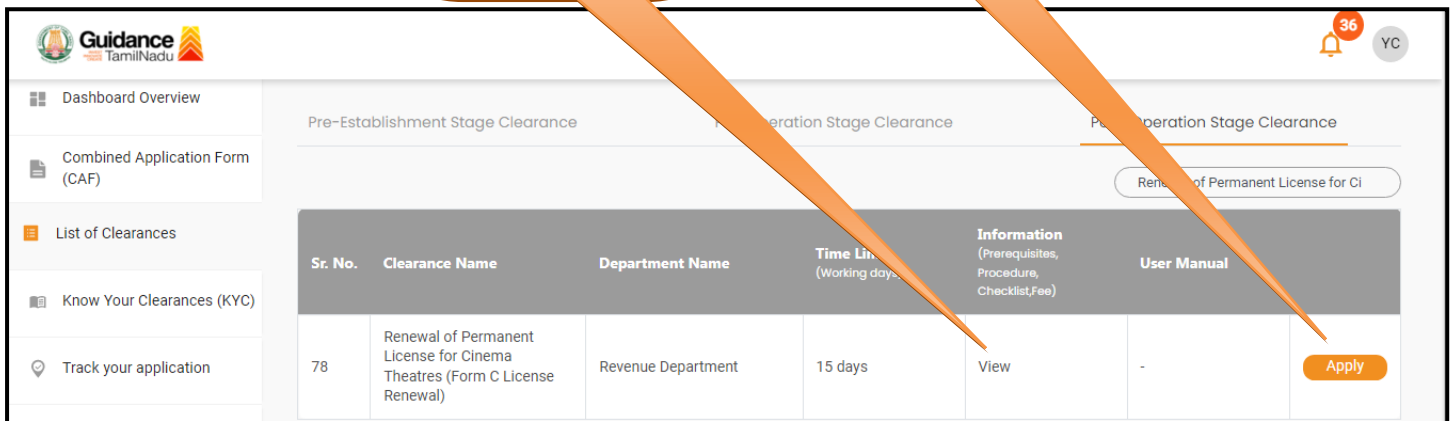
Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	Apply
78	Renewal of Permanent License for Cinema Theatres (Form C License Renewal)	Revenue Department	15 days	View	-	Apply

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.

View Information

Apply for Clearance



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
78	Renewal of Permanent License for Cinema Theatres (Form C License Renewal)	Revenue Department	15 days	View	-

Figure 15. Apply for Clearance

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

Confirmation!!!

Please select the project with the one you want to proceed.

Department Name
Revenue Department

Name of the Clearance
Renewal of Permanent License for Cinema Theatres (Form C License Renewal)

Select Project/CAF *

caf fix test

Select CAF

Close

Click on Apply

Apply

Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Renewal of Permanent License for Cinema Theatres (Form C License Renewal) Portal.

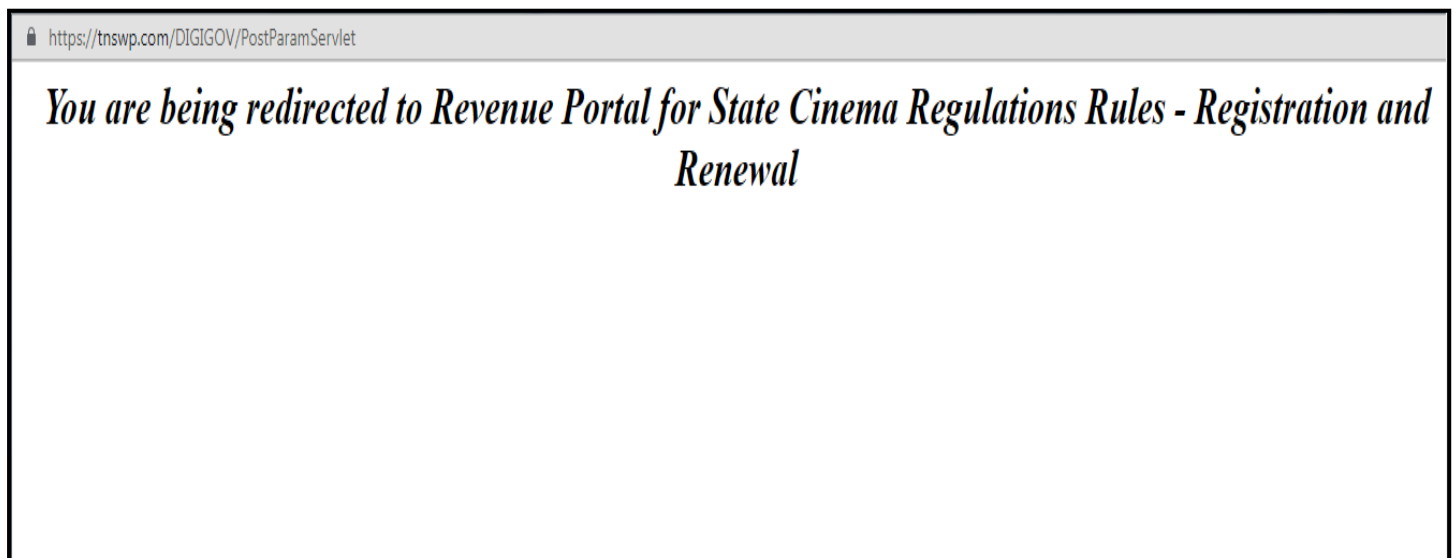


Figure 17. Redirecting to Renewal of Permanent License for Cinema Theatres (Form C License Renewal) Portal

3) Enter all the mandatory details in the application for Renewal of Permanent License for Cinema Theatres (Form C License Renewal).

https://serviceonline.gov.in/tamilnadu/renderApplicationForm.do?serviceId=7380001&UUID=c7e17a18-c858-4696-a1cc-a7886554de7c&directService=true&tempId=2371&serviceNotOnline=yes&serviceNameT...

Language ▾

Permanent Licence for Cinema Theatres (C Form Licence)

Applicant Details

Status of the Applicant *	Individual ▾	Gender *	Male ▾
Applicant Name	Yokesh Chinnakannu	E-Mail *	yokesh4995@gmail.com
Aadhaar No *	664566663653	Alternate E-Mail	
Mobile Number *	9092653218	Mother's Name *	dscd
Alternate Mobile Number	9080211867	Community *	MBC ▾
Land Phone No. with STD Code		Occupation *	gffhh
Father / Husband / Guardian Name *	gxf	State *	TAMIL NADU ▾
Whether Guardian to the Applicant? *	<input type="radio"/> Yes <input checked="" type="radio"/> No	District *	NAMAKKAL ▾
Marital Status	Married ▾	Revenue Village *	Please Select ▾
Date of Birth * 📅	02/01/1995	Street *	ujyhtgf
Religion *	Hindu ▾	Door No. *	oliku
State *	TAMIL NADU ▾	PIN Code *	632006
Taluk *	KUMARAPALAYAM ▾		

1. Is the licensee and the owner of the land and building same * Yes No

2. Is the site taken on lease under the jurisdiction of the HR&CE Department? * Yes No

Details of Proposed Premises

Name of the Proposed Cinema Theatre *	star	District *	NAGAPATTINAM ▾
State *	TAMIL NADU ▾	Revenue Village *	Asikkadu ▾
Taluk *	Kuthalam ▾		
Select Local Body *	Municipality ▾		
Municipality	Jayankondam ▾		

Enter the Survey No. and Sub Division No. Details. Please Click on + to add more than one Survey Numbers

Survey No. *	Sub Division No. *	Area (In Sq. ML) *	Land Category *
3445	345	18000	Wet

Questionnaire to be filled by the Applicant

1 (a). Have you been regularly paying taxes and other dues payable by you to the State Government? * Yes No

1 (b). Are you in arrears in respect of any such tax or dues? * Yes No

1 (c). If Yes to 1(b), is the matter under appeal or otherwise under consideration of the authorities

2 (a). Have you any previous experience in the cinema line? * Yes No

2 (b). If Yes, give full details. *

3 (a). Do you possess now or have you ever possessed before any place licensed under the Act? * Yes No

3 (b). If Yes, give full details of the places and periods. *

4 (a). Have you ever been convicted of an offence under clause (a) or clause(c) of section 14 of the Tamil Nadu Entertainment Tax Act, 1939 (Tamil Nadu Act X of 1939)? * Yes No

4 (b). If Yes, give full details. *

5 (a). Have you ever been allowed to compound any such offence under the Tamil Nadu Entertainments Tax Act? If Yes, give full details. * Yes No

5(b) Details of Punishment

Proceeding No.	Proceeding Date	Offence Committed	Nature of Punishment
56	31/10/2023		

6. Is the application for a permanent or semi-permanent or Travelling Cinema? *

7 (a). Is your cinema likely to serve the needs of any particular locality? * Yes No

7 (b). If Yes, how? *

7 (c). Name of the Locality *

8. What are the other places licensed for cinematograph exhibition in the locality say for around 8 Kilometers from the site *

9 (a) Is there any judicial dispute with the land * Yes No

9 (b) If Yes, Give Details *

10. Have you included all the Survey Numbers which are required for a direct access of the proposed site to the Public Road in all the requisite Directions * Yes No

11. Situation of the place or building *

12. Date of last inspection by the Chief Electrical Inspector *

13. Whether the place or building is to be used during the day or during the night or both *

14. Actual number of persons permitted in each part of the auditorium *

Seating Class *

Seating Capacity *

34

35



15. Capacity of the AC Unit installed in the theatre. (In tonnes)

57

16. Rate of admission for each classes *

Seating Class *

Rate *

45

234



16 (a). Approximate time of commencement and ending of film shows *

Shows *

Begins at (HH) *

Begins at (MM) *

A.M or P.M *

Ends at (HH) *

Ends At (MM) *

A.M. or P.M. *

Matinee

02

15

A.M

02

15

P.M



Word verification

367239



Please enter the characters shown above

367239

Click on
'Next'

Next

Reset

https://serviceonline.gov.in/tamilnadu/editViewAnnexure.do

ATTACH ENCLOSURE(S)

Enclosure(s):			
Type of Enclosure *	Enclosure Document *	File/Reference *	
Copy of original Building Plan Approval given by CMDA / DTCP *	Approvals <small>Document Format</small>	Choose File sample.pdf	Scan
Form D : Chief Electrical Inspector *	Forms <small>Document Format</small>	Choose File sample.pdf	Scan
Structural Soundness Certificate: Executive Engineer PWD *	Certificates <small>Document Format</small>	Choose File sample.pdf	Scan
Declaration by the applicant under Rule 41(2) of the Rules under the Tamilnadu cinema Regulation Act, 1995 *	Declarations <small>Document Format</small>	Choose File sample.pdf	Scan
Copy of Fees Challan *	Challans <small>Document Format</small>	Choose File sample.pdf	Scan
Affidavit regarding ownership of property and the Theatre *	Affidavits <small>Document Format</small>	Choose File sample.pdf	Scan
Sanitary Certificate from Health Department *	Certificates <small>Document Format</small>	Choose File sample.pdf	Scan
Certificate of Exhibition of Approved films from Film Division, Ministry of Information and Broadcasting, Govt, of India, New Delhi *	Certificates <small>Document Format</small>	Choose File sample.pdf	Scan
Insurance Document: Evidence of having insured the cinema building, machinery, audience, etc, against fire hazards *	Insurance <small>Document Format</small>	Choose File sample.pdf	Scan
NOC from Fire and Rescue Department *	No Objection Certificate (NOC) <small>Document Format</small>	Choose File sample.pdf	Scan
Copy of original NOC issued by District Collector *	License <small>Document Format</small>	Choose File sample.pdf	Scan
Copy of the Registered document and Encumbrance Certificate or If Leased land, copy of the registered Lease deed *	Registered Documents <small>Document Format</small>	Choose File sample.pdf	Scan
Copy of GST return last filed *	Declarations <small>Document Format</small>	Choose File sample.pdf	Scan
If the site taken on lease under the jurisdiction of the HR&CE, NOC from HR&CE Department	No Objection Certificate (NOC) <small>Document Format</small>	Choose File sample.pdf	Scan
Authorisation Letter issued by the Company to the Authorised Person for applying for the License.	Declarations <small>Document Format</small>	Choose File sample.pdf	Scan

Click on 'Save Annexure'

Save Annexure ← Back

<https://serviceonline.gov.in/tamilnadu/editSaveAnnexure.do>
Applicant Details

Status of the Applicant : Individual
 Applicant Name : Yokesh Chinnakannu
 Gender : Male
 Aadhaar No : 664566663653
 Mobile Number : 9092653218
 E-Mail : yokesh4995@gmail.com
 Alternate Mobile Number : 9080211867
 Father / Husband / Guardian Name : gxf
 Mother's Name : dsdc
 Whether Guardian to the Applicant? : No
 Marital Status : Married
 Community : MBC
 Date of Birth : 02/01/1995
 Occupation : gffhh
 Religion : Hindu
 State : TAMIL NADU
 District : NAMAKKAL
 Taluk : KUMARAPALAYAM
 Revenue Village : Pallipalayam
 Door No. : oilkuy
 Street : ujyhtgf
 PIN Code : 632006

1. Is the licensee and the owner of the land and building same : Yes
 2. Is the site taken on lease under the jurisdiction of the HR&CE Department? : No

Details of Proposed Premises

Name of the Proposed Cinema Theatre : star
 State : TAMIL NADU
 District : NAGAPATTINAM
 Taluk : Kuthalam
 Revenue Village : Asikkadu
 Select Local Body : Municipality
 Municipality : Jayankondam

Enter the Survey No. and Sub Division No. Details. Please Click on + to add more than one Survey Numbers

Survey No.	Sub Division No.	Area (In Sq. Mt.)	Land Category
3445	345	18000	Wet

Questionnaire to be filled by the Applicant

- 1 (a). Have you been regularly paying taxes and other dues payable by you to the State Government? : Yes
 1 (b). Are you in arrears in respect of any such tax or dues? : Yes
 1 (c). If Yes to 1(b), is the matter under appeal or otherwise under consideration of the authorities : cw

- 2 (a). Have you any previous experience in the cinema line? : Yes
- 2 (b). If Yes, give full details : cw
- 3 (a). Do you possess now or have you ever possessed before any place licensed under the Act? : Yes
- 3 (b). If Yes, give full details of the places and periods. : cw
- 4 (a). Have you ever been convicted of an offence under clause (a) or clause(c) of section 14 of the Tamil Nadu Entertainment Tax Act, 1939 (Tamil Nadu Act X of 1939)? : Yes
- 4 (b). If Yes, give full details : qwcc
- 5 (a). Have you ever been allowed to compound any such offence under the Tamil Nadu Entertainments Tax Act? If Yes, give full details. : Yes

5(b) Details of Punishment

Proceeding No.	Proceeding Date	Offence Committed	Nature of Punishment
56	31/10/2023		

- 6. Is the application for a permanent or semi-permanent or Travelling Cinema? : Semi-Permanent
- 7 (a). Is your cinema likely to serve the needs of any particular locality? : Yes
- 7 (b). If Yes, how? : gcuyk
- 7 (c). Name of the Locality : hxytfv
- 8. What are the other places licensed for cinematograph exhibition in the locality say for around 8 Kilometers from the site : ughghch
- 9 (a) Is there any judicial dispute with the land : Yes
- 9 (b) If Yes, Give Details : jteathrdtkfy
- 10. Have you included all the Survey Numbers which are required for a direct access of the proposed site to the Public Road in all the requisite Directions : Yes

- 11. Situation of the place or building : uisgi
- 12. Date of last inspection by the Chief Electrical Inspector : 16/10/2023
- 13. Whether the place or building is to be used during the day or during the night or both : Night

14. Actual number of persons permitted in each part of the auditorium

Seating Class	Seating Capacity
34	35

- 15. Capacity of the AC Unit installed in the theatre. (In tonnes) : 57

16. Rate of admission for each classes

Seating Class	Rate
45	234

16 (a). Approximate time of commencement and ending of film shows

Shows	Begins at (HH)	Begins at (MM)	A.M or P.M	Ends at (HH)	Ends At (MM)	A.M. or P.M.
Matinee	02	15	A.M	02	15	P.M

16 (b). Approximate time of the Advertisement Slots, Documentary/News Reel, Main Feature Film, Interval, Trailers and Total Duration (All timing should be in minutes)

Shows	Advertisement Slots	Documentary/New Reel	Main Feature Film	Interval	Trailers
Matinee	345	234	234	2	2

Annexure List

- | | |
|--|--|
| 1) Copy of original Building Plan Approval given by CMDA / DTCP | Approvals |
| 2) Form D - Chief Electrical Inspector | Forms |
| 3) Structural Soundness Certificate: Executive Engineer PWD | Certificates |
| 4) Declaration by the applicant under Rule 41(2) of the Rules under the Tamilnadu cinema Regulation Act, 1995 | Declarations |
| 5) Copy of Fees Challan | Challans |
| 6) Affidavit regarding ownership of property and the Theatre | Affidavits |
| 7) Sanitary Certificate from Health Department | Certificates |
| 8) Certificate of Exhibition of Approved films from Film Division, Ministry of Information and Broadcasting, Govt, of India, New Delhi | Certificates |
| 9) Insurance Document: Evidence of having insured the cinema building, machinery, audience, etc, against fire hazards | Insurance |
| 10) NOC from Fire and Rescue Department | No Objection Certificate (NOC) |
| 11) Copy of original NOC issued by District Collector | License |
| 12) Copy of the Registered document and Encumbrance Certificate or if Leased land, copy of the registered Lease deed | Registered Documents |
| 13) Copy of GST return last filed | Declarations |
| 14) If the site taken on lease under the jurisdiction of the HR&CE, NOC from HR&CE Department | No Objection Certificate (NOC) |
| 15) Authorisation Letter issued by the Company to the Authorised Person for applying for the License. | Declarations |

Additional Details

Application Reference Number(Offline Reference No./Token No.)
 Register Number
 Serial Number
 Application Received On 30/10/2023
 Apply to the Office Office of District Collectorate(DISTRICT - NAMAKKAL)

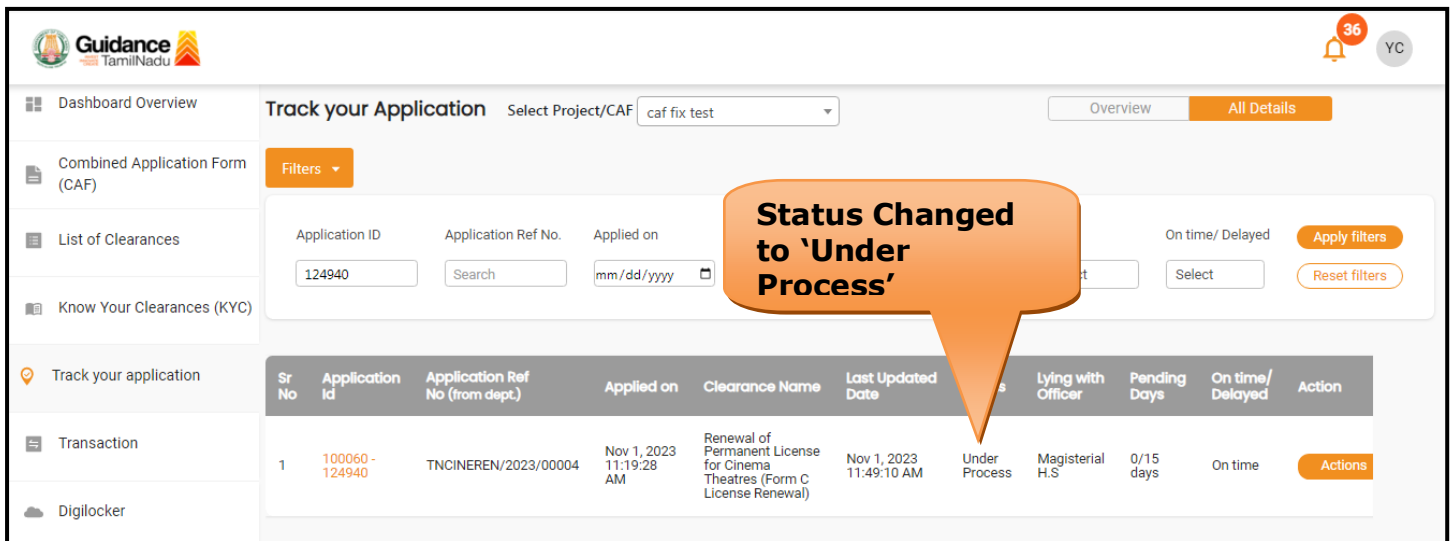
Click on
'Submit'

 Submit

Figure 18. Renewal of Permanent License for Cinema Theatres (Form C License Renewal)

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**



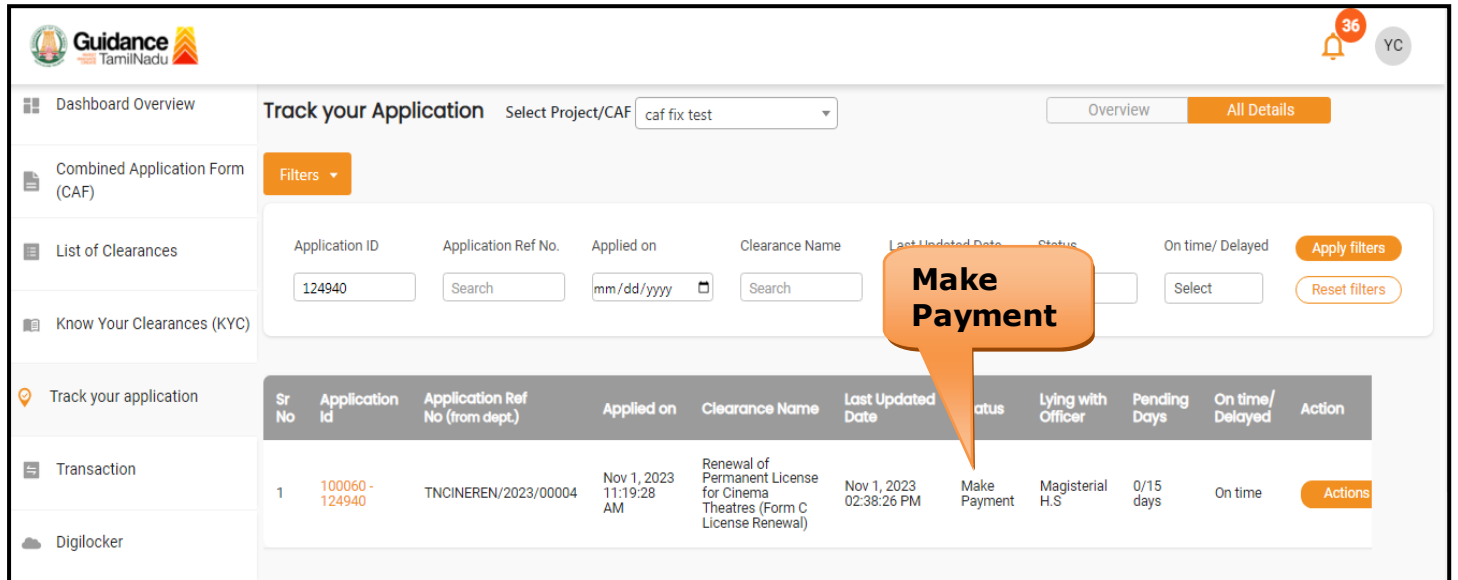
The screenshot shows the 'Track your Application' page. At the top, there's a search bar for 'Project/CAF' with 'caf fix test' selected. Below it are filter fields for 'Application ID' (124940), 'Application Ref No.' (with a search button), and 'Applied on' (mm/dd/yyyy). A callout bubble points to the 'Status' column in the table below, stating 'Status Changed to 'Under Process''. The table has columns for 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.

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	100060 - 124940	TNCINEREN/2023/00004	Nov 1, 2023 11:19:28 AM	Renewal of Permanent License for Cinema Theatres (Form C License Renewal)	Nov 1, 2023 11:49:10 AM	Under Process	Magisterial H.S	0/15 days	On time	Actions

Figure 20. Status of the Application

8. Payment Process

1. Complete payment through online



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	100060 - 124940	TNCINEREN/2023/00004	Nov 1, 2023 11:19:28 AM	Renewal of Permanent License for Cinema Theatres (Form C License Renewal)	Nov 1, 2023 02:38:26 PM	Make Payment	Magisterial H.S	0/15 days	On time	Actions

Figure 20. Payment Process

9. 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.

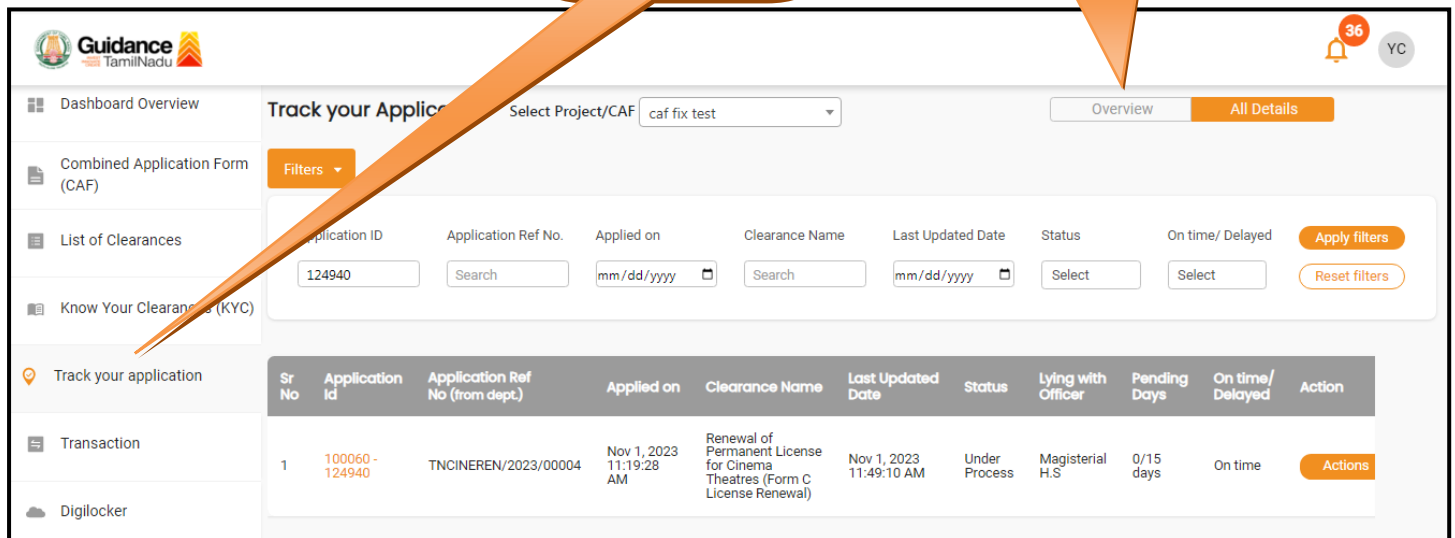
- **Track your application– Overview Option**

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**

Track Your Application

Overview of applications



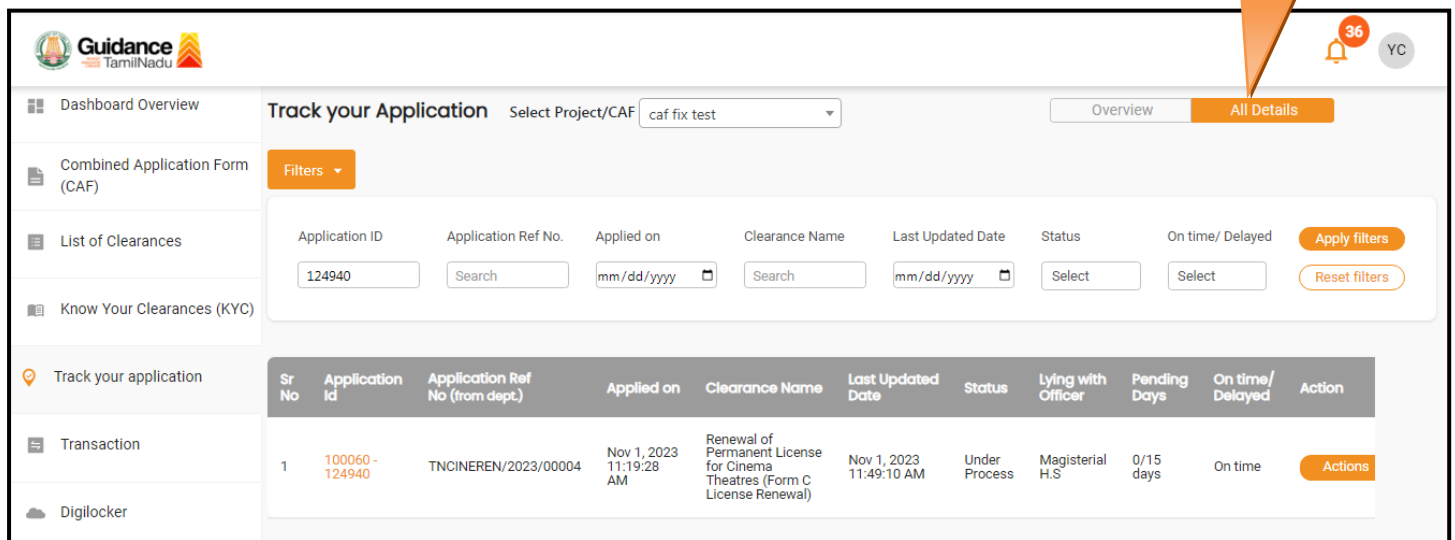
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100060 - 124940	TNCINEREN/2023/00004	Nov 1, 2023 11:19:28 AM	Renewal of Permanent License for Cinema Theatres (Form C License Renewal)	Nov 1, 2023 11:49:10 AM	Under Process	Magisterial H.S	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**

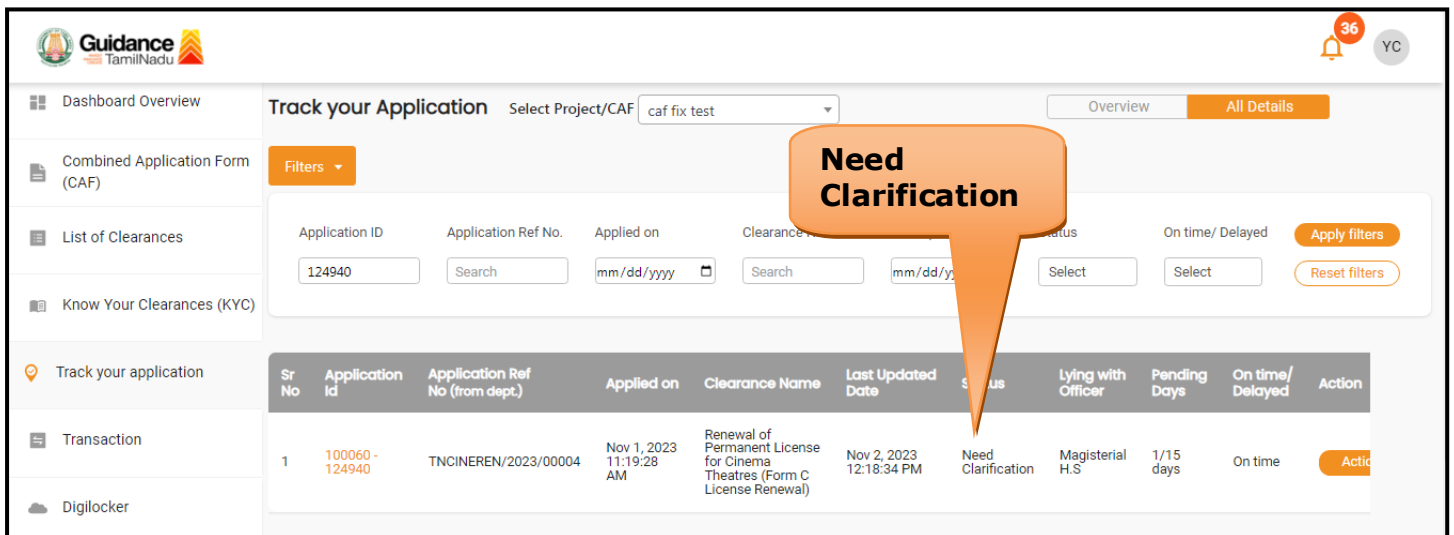



Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100060 - 124940	TNCINEREN/2023/00004	Nov 1, 2023 11:19:28 AM	Renewal of Permanent License for Cinema Theatres (Form C License Renewal)	Nov 1, 2023 11:49:10 AM	Under Process	Magisterial H.S	0/15 days	On time	Actions

Figure 22. ‘All Details’ tab

10. Query Clarification

- 1) After submitting the application to the Revenue Department, the Magisterial H.S of Revenue Department reviews the application and if there are any clarifications required, the Magisterial H.S of Revenue Department 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 respond to the query as shown in the below figure.



The screenshot shows the 'Track your Application' page. The status of the application is 'Need Clarification'. An orange callout bubble points to the 'Need Clarification' 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	100060 - 124940	TNCINEREN/2023/00004	Nov 1, 2023 11:19:28 AM	Renewal of Permanent License for Cinema Theatres (Form C License Renewal)	Nov 2, 2023 12:18:34 PM	Need Clarification	Magisterial H.S	1/15 days	On time	Action

Figure 23. Need Clarification

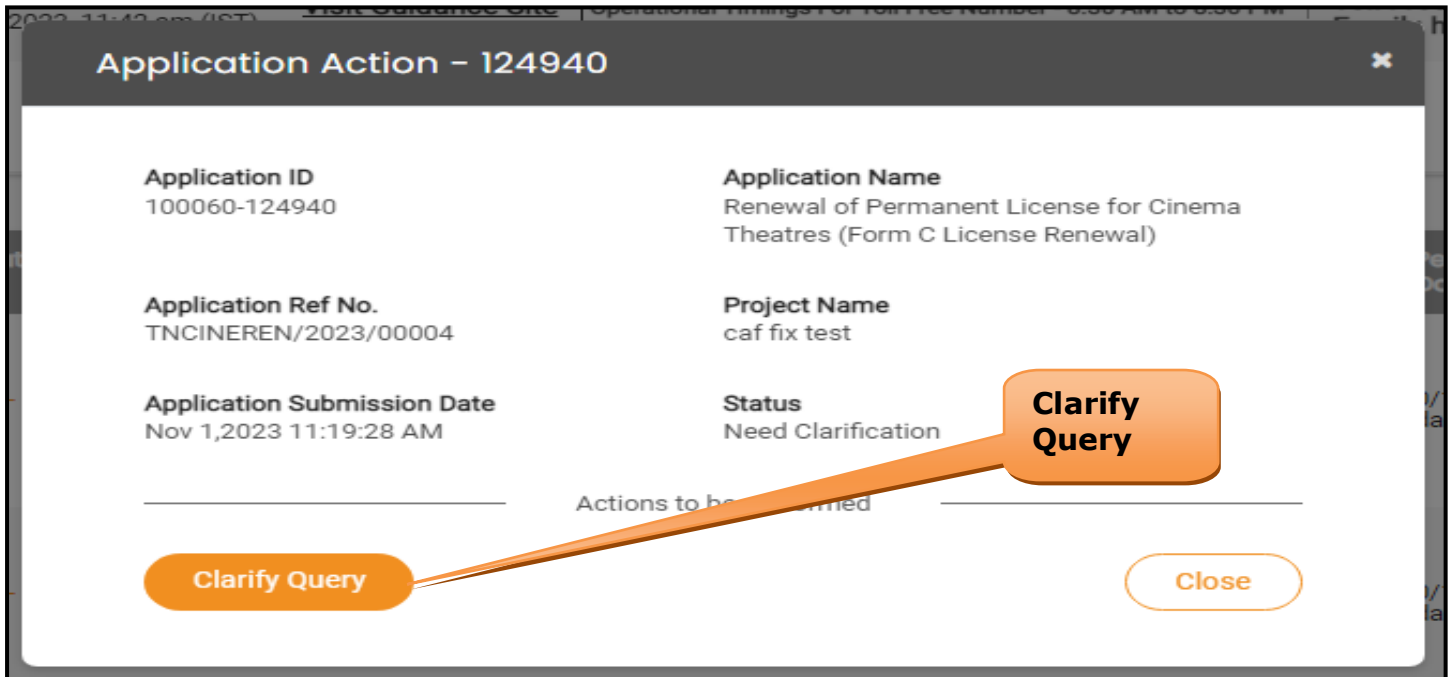


Figure 24. Provide Clarification

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

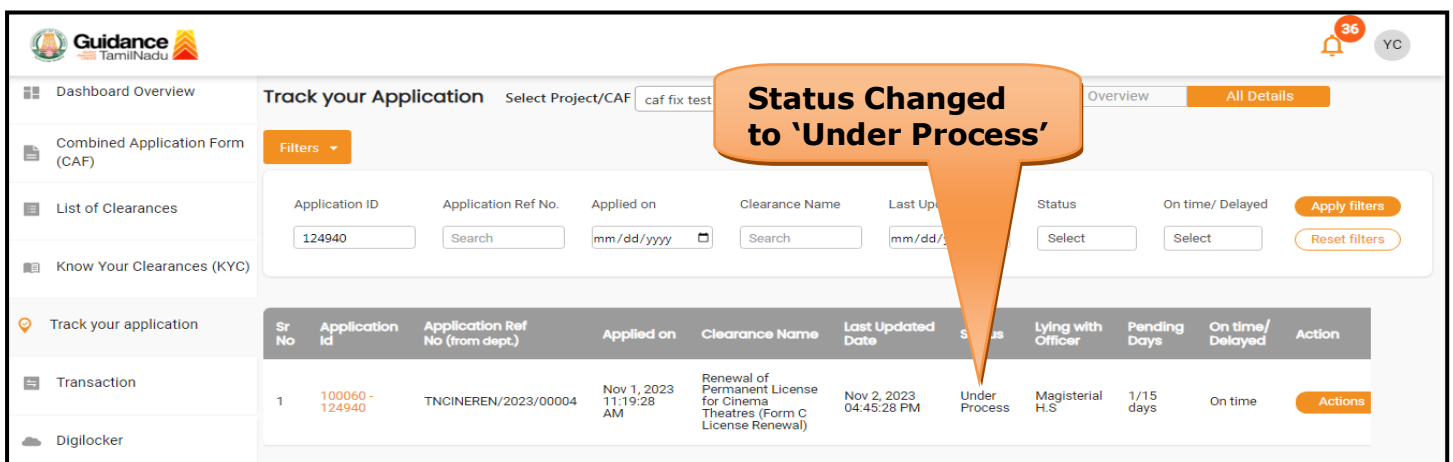


Figure 25. Under Process

11. Application Processing

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

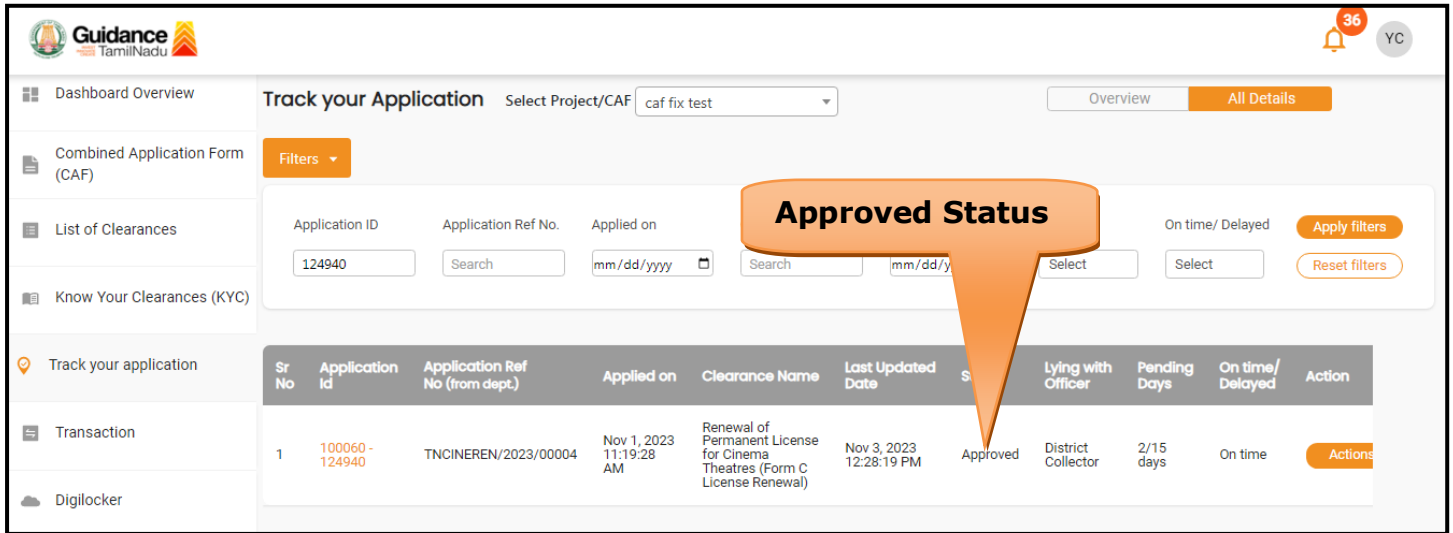


Figure 26. Application Processed

2) If the application is **‘Approved’** by the District Collector, the applicant can download the License under **Track your application – > Action button -> Download** (Refer Figure 27)

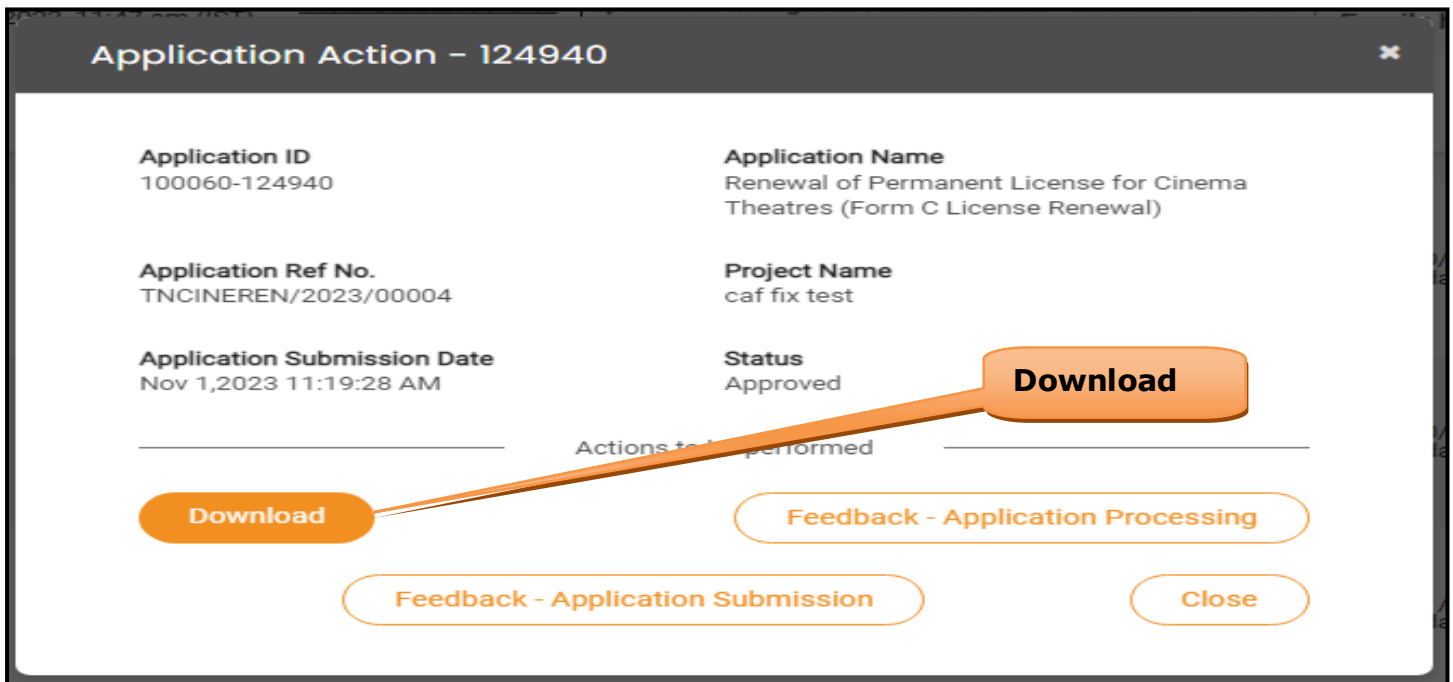
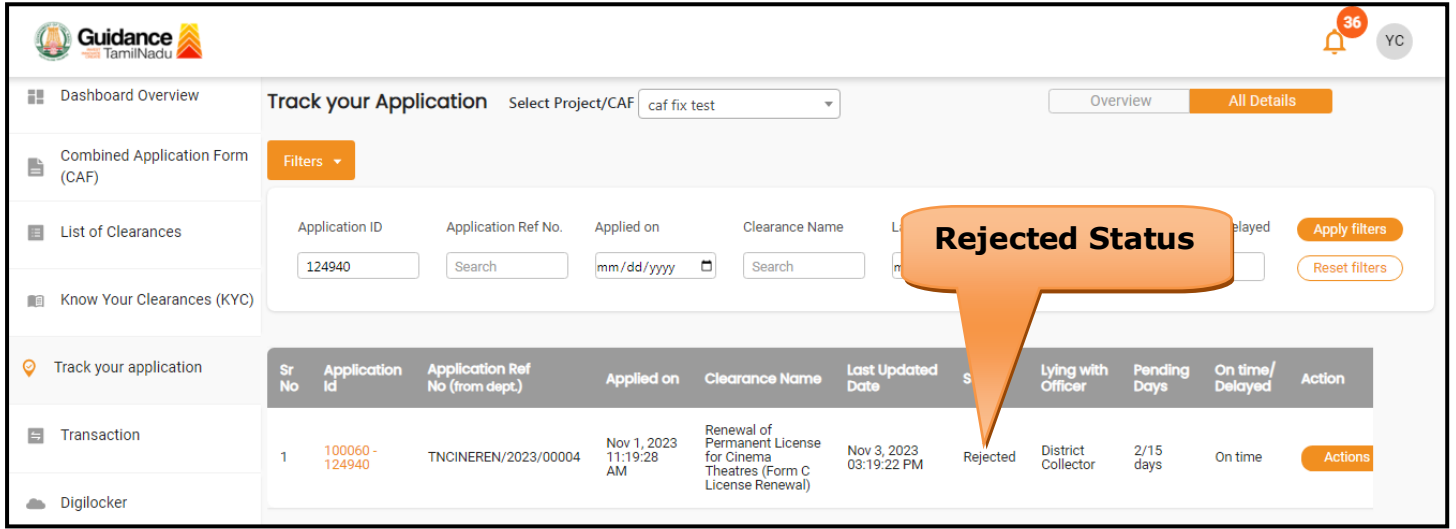


Figure 27. Download

3) If the application is '**Rejected**' by the District Collector, the applicant can view the rejection remarks under the Actions Tab by the District Collector. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 28)



The screenshot shows the 'Track your Application' interface. At the top, there are filters for 'Application ID' (124940) and 'Applied on' (Nov 1, 2023). 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
1	100060-124940	TNCINEREN/2023/00004	Nov 1, 2023 11:19:28 AM	Renewal of Permanent License for Cinema Theatres (Form C License Renewal)	Nov 3, 2023 03:19:22 PM	Rejected	District Collector	2/15 days	On time	Actions

Figure 28. Rejected Status

