

## **TAMILNADU SINGLE WINDOW PORTAL**

## **APPLICANT MANUAL**

No Objection Certificate (NOC) for Retail Outlets – Establishment, Storage and Sale of Petroleum

## **Revenue Department**





## **Table of Contents**

1. Home Page	3
2. Registration	4
3. Mobile Number / Email ID – 2-Step Verification Process	6
4. Login	9
5. Dashboard Overview	10
6. Combined Application Form (CAF)	11
7. Apply for No Objection Certificate (NOC) for Retail Outlets – Esta	ablishment,
Storage and Sale of Petroleum	14
8. Track Your Application	21
9. Query Clarification	23
10. Application Processing	25



## 1. Home Page

- The journey of the new applicant starts with Tamil Nadu Single Window Portal (TNSWP) homepage that can be accessed through <a href="https://tnswp.com">https://tnswp.com</a> website wherein it gives various information's, useful links, and functionalities about TNSWP.
- 2) Applicants can reach the helpdesk Toll free number-1800-258-3878 and Helpdesk Email.

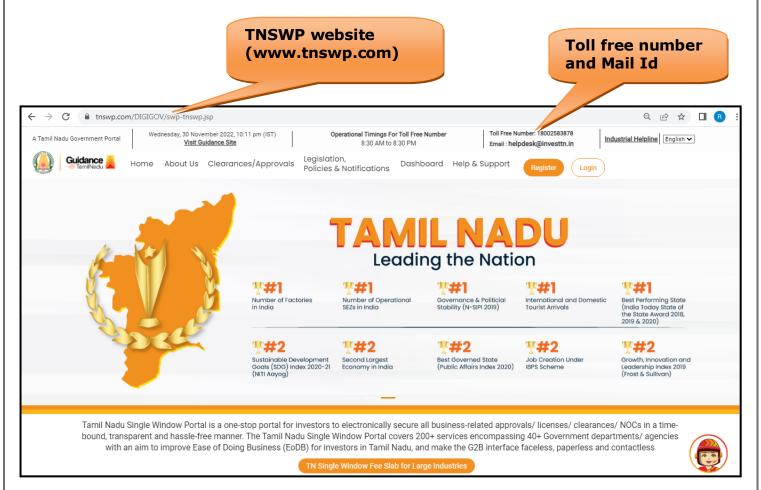


Figure 1. Single Window Portal Home Page



## 2. Registration

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



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 (i) gives a brief description about the fields when the applicant hovers the cursor on these icons.



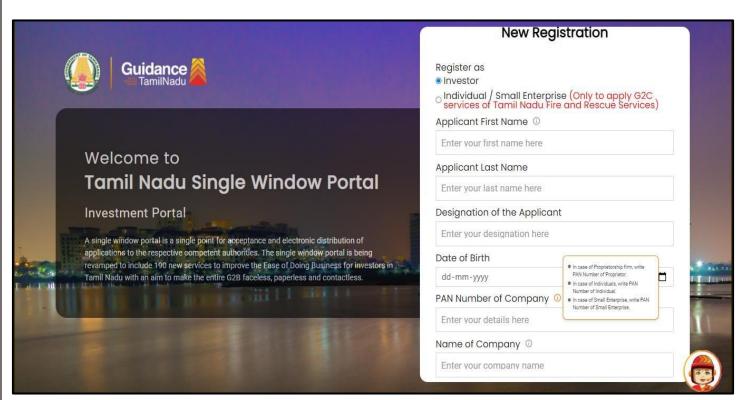


Figure 3. Registration Form

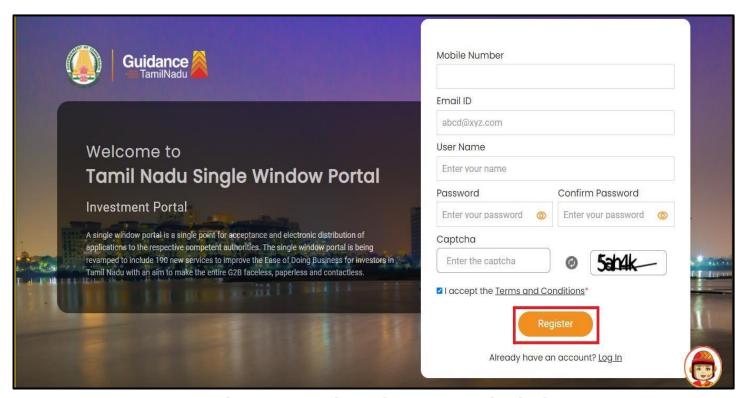


Figure 4. Registration Form Submission



- 6) The Email ID would be the Username to login the TNSWP.
- 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.

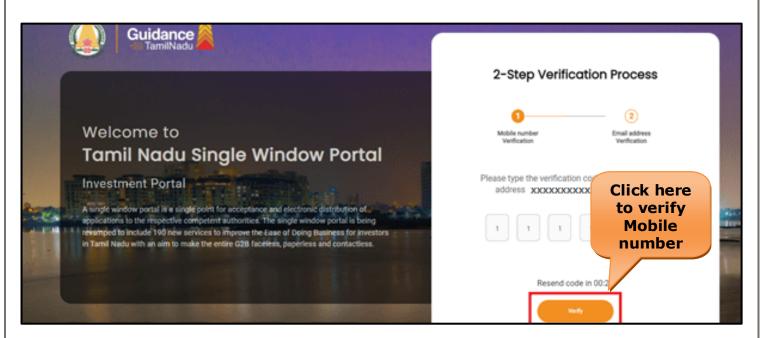


Figure 5. Mobile Number Verification



#### 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.

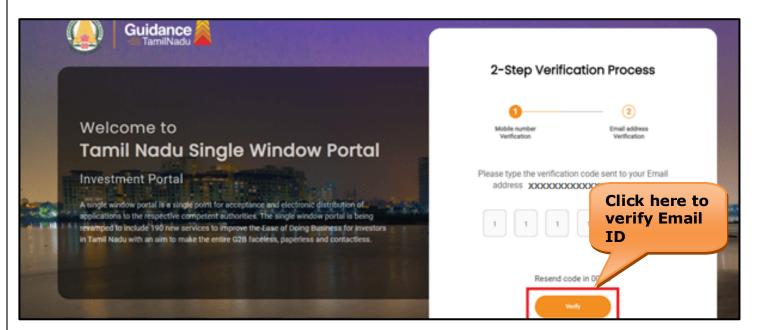


Figure 1. Email ID Verification



- 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.

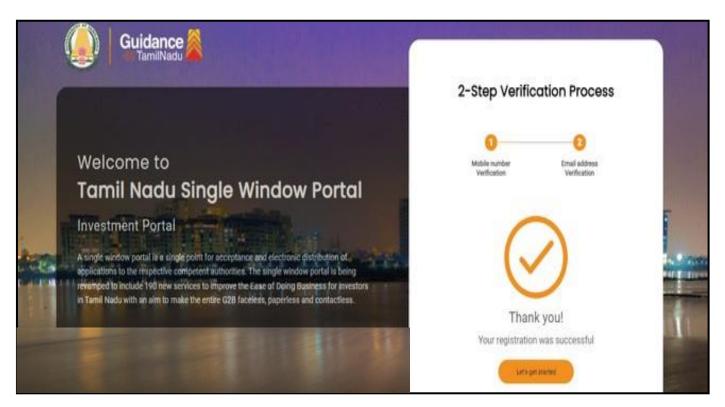


Figure 7. Registration Confirmation Pop-Up



## 4. Login

- 1) The applicant can login to TNSWP with the Username and Password created during the registration process.
- Login to 2) Click on login button to enter TNSWP. **TNSWP** Toll Free Number: 18002583878 Wednesday, 30 November 2022, 10:11 pm (IST) Operational Timings For Toll Free Number Industrial Helpline English 🗸 A Tamil Nadu Government Portal Visit Guidance Site Email: helpdesk@investtn.in Legislation, Policies & Notifications Dashboard Help & Support Home About Us Clearances/Approvals Leading the Nation **P#1 ?#1 ?#1** Best Performing State (India Today State of the State Award 2018, 2019 & 2020) **7**#2 **?#2** Best Governed State (Public Affairs Index 2020) Growth, Innovation an 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 timebound, 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.

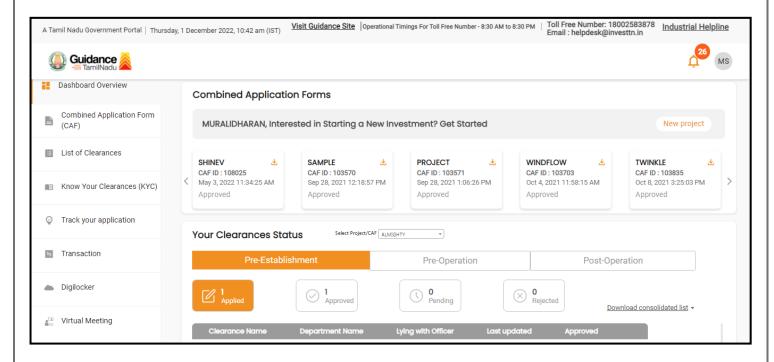


Figure 9. Dashboard Overview



## 6. Combined Application Form (CAF)

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

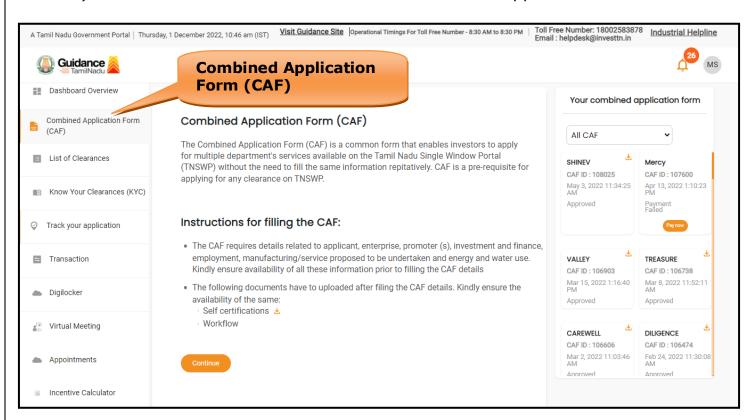


Figure 10. Combined Application Form (CAF)



#### **6.1 Sections of Combined Application Form**

To complete the combined application form (CAF) the applicant has to fill
 Sections of CAF as displayed in Figure 11. (CAF payment tab will be displayed only for Large Enterprises).

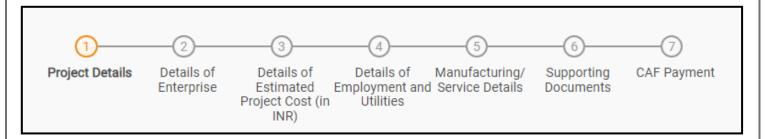


Figure 11. Section of Combined Application Form (CAF)

2) After filling the CAF details, the applicant has to upload the requisite supporting documents under 'Section 8: 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).



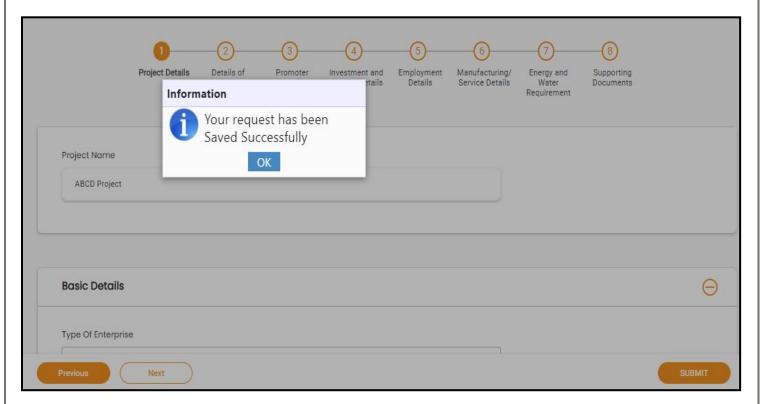


Figure 12. Combined Application Form (CAF) - Confirmation Message

#### Note:

If the applicant belongs to large industry, single window fee would be applicable according to the investment in Plant & Machinery or Turnover amount. <u>Clickhere</u>to access the Single Window Fee Slab.



# 7. Apply for No Objection Certificate (NOC) for Retail Outlets – Establishment, Storage and Sale of Petroleum

1. Click on "List of Clearances"



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
- Select 'Pre-Establishment Stage Clearance' and find the clearance
   'No Objection Certificate (NOC) for Retail Outlets Establishment,
   Storage and Sale of Petroleum' by using Search option as shown in



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** Guidance Dashboard Overview Pre-Establishment Stage Clearance Pre-Operation Stage Clearand Post-Operation Stage Clearance Combined Application Form petr (CAF) List of Clearances Time Limit (Working days) M Know Your Clearances (KYC) No Objection Certificate (NOC) for Retail Outlets – Establishment, Storage and 30 days Revenue Department Track your application Sale of Petroleum Showing 1 to 1 of 1 rows 10 ▼ rows per page Transaction

Figure 15. Apply for Clearance

**Apply for Clearance** 



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

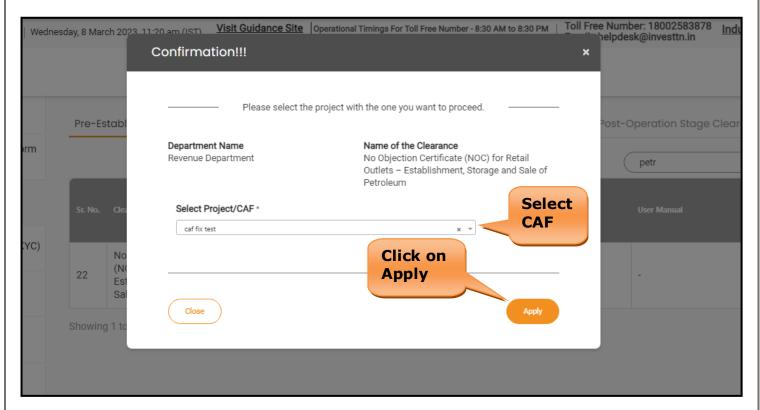


Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to revenue portal.

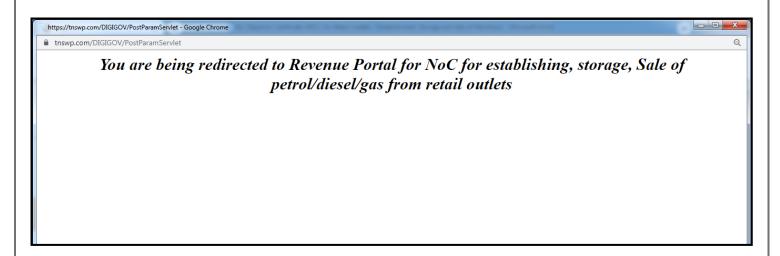


Figure 17. Redirecting to Revenue Portal



3) Enter all the mandatory details in the application for opening petroleum / Diesel retail outlet.





4) Click on "Next" button after filling in the application form.

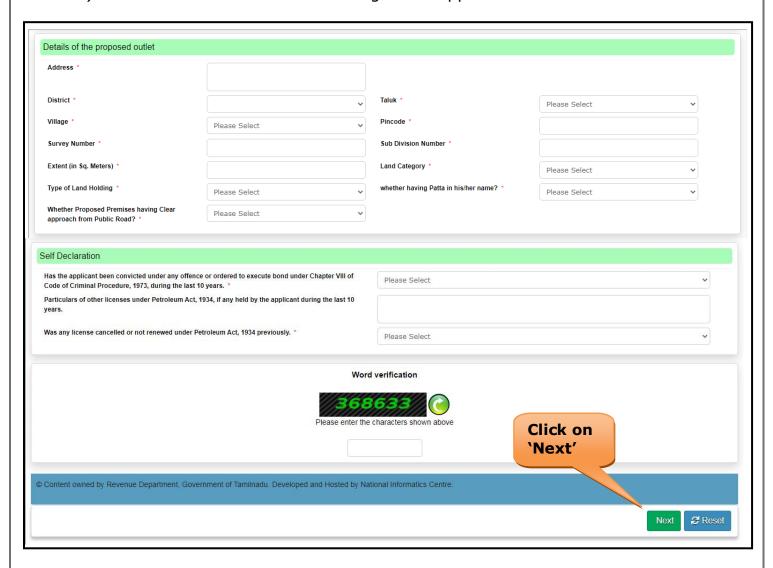


Figure 18. Application for Opening Petroleum / Diesel Retail
Outlet



## 5) Attach the Mandatory Enclosures and Click on 'Save Annexure'.

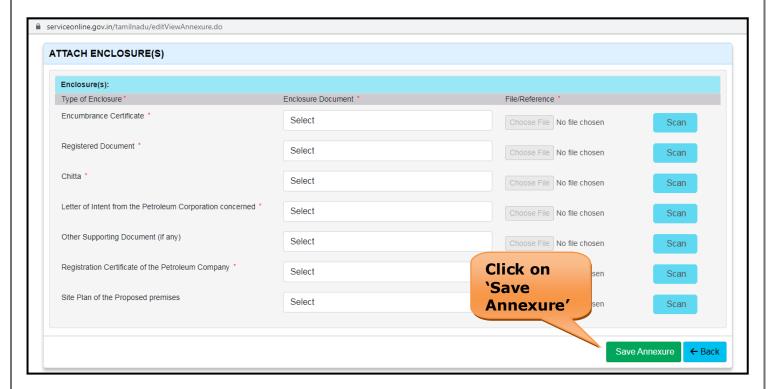


Figure 19. Attach Enclosure(S)



#### **Application Submitted**

 After the applicant has completed the application form, the application is submitted successfully to the Department for further processing. The applicant can view the status of the application under Track your application → Select the CAF from the Dropdown → All details

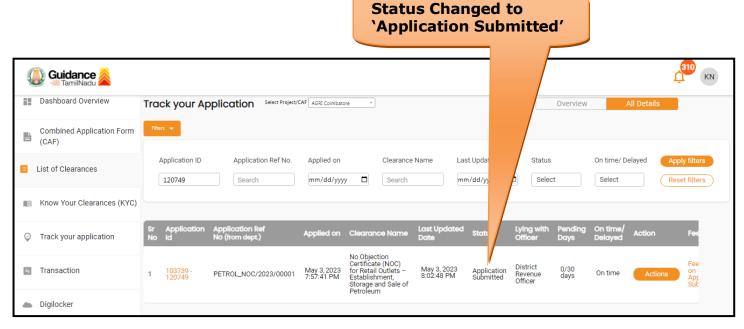


Figure 20. Status of the Application



## 8. Track Your Application

- 1) After submitting the application, a unique 'token ID' would be generated.

  Using the **'Token ID'** the Applicant can track the status of clearances by clicking on 'Track your application' option.'
- 2) Applicant to choose the name of the project created during CAF from the dropdown **'Select Project / CAF'** displayed at the top of the page.
- Track your application- Overview Option

By clicking on 'Overview' tab, Applicant can view the count of various clearance statuses as follows.

- Total Pending Clearances
- Total Approved Clearances
- Total Rejected Clearances

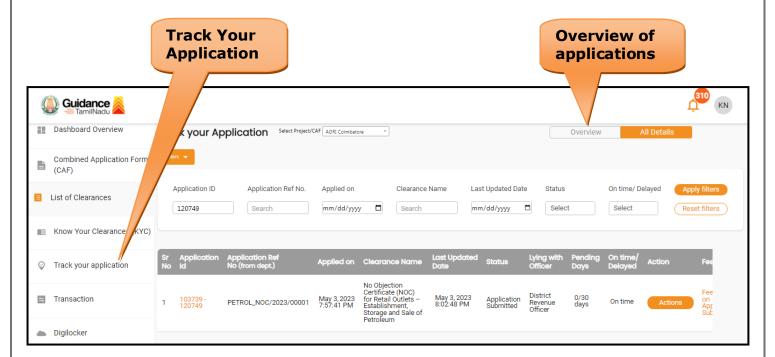


Figure 21. Track Your Application



#### • 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

Application ID

120749

103739 120749

Guidance TamilNadu

Dashboard Overview

List of Clearances

Combined Application Form

Know Your Clearances (KYC)

Track your application

Transaction

Digilocker

• On time / Delayed Action

Track your Application Select Project/CAF AGRI Coimbatore

PETROL\_NOC/2023/00001 May 3, 2023 7:57:41 PM

mm/dd/yyyy

Options

Overview All Details

Status On time/ Delayed Apply filters

Select Select Reset filters

Ing with Pending On time/ Delayed Action Fee

**All Details** 

Figure 22. 'All Details' tab

No Objection Certificate (NOC) for Retail Outlets – Establishment, Storage and Sale of Petroleum

Search

mm/dd/yyyy



## 9. Query Clarification

- After submitting the application to the Revenue 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) Applicants would receive an alert message through Registered SMS/Email.
- 3) Applicants could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.
- 4) Applicants could view the status as 'Need Clarification' under the 'Status' column. Click on 'Action' button responds to the query as shown in the below figure.

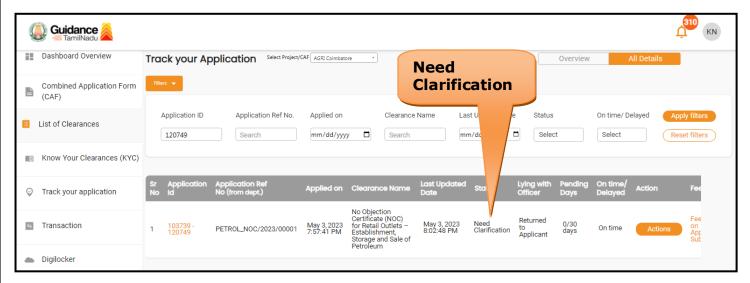


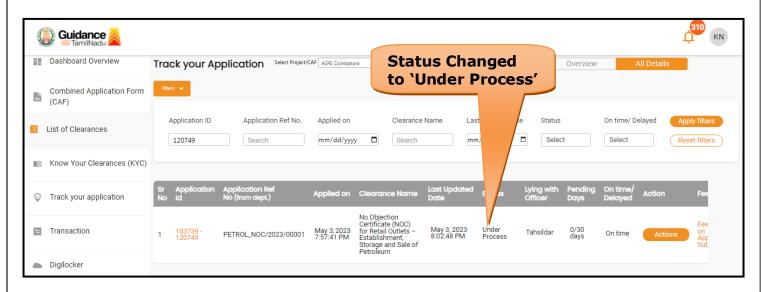
Figure 23. Need Clarification





Figure 24. Need for Clarification

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

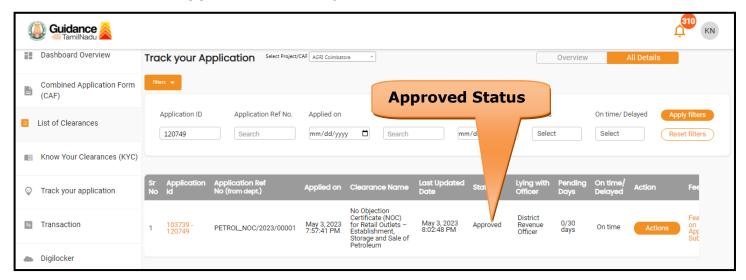


**Figure 25. Under Process** 



### 10. Application Processing

 The Department 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 Department, the applicant can download the Approval Certificate under 'Track your application - > 'Action' button -> Download Certificate (Refer Figure 27)

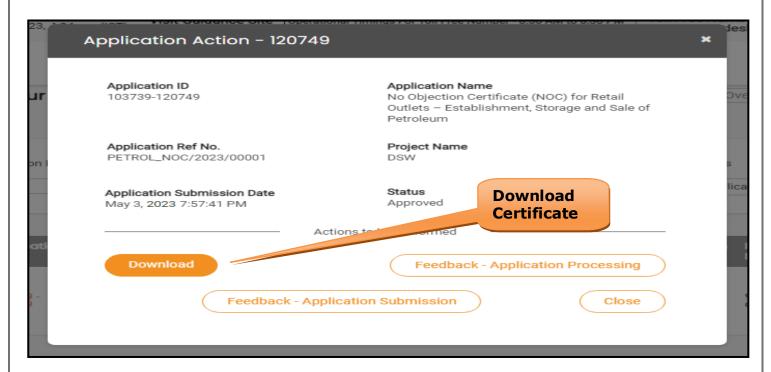


Figure 27. Download the Approved Certificate



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 28).

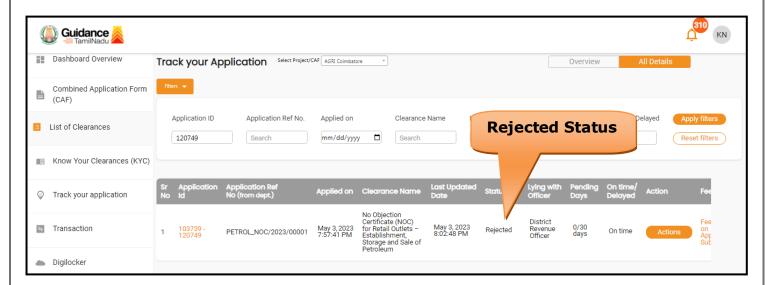


Figure 28. Rejected Status

