



# **TAMILNADU SINGLE WINDOW PORTAL**

## **APPLICANT MANUAL**

**Apply for certified copy of Property Document**

**Inspector General of Registration**



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## 1. Home Page

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

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

**Toll free number  
and Mail Id**



The screenshot shows the TNSWP homepage with the following details:

- Header:** Tamil Nadu Government Portal, Wednesday, 30 November 2022, 10:11 pm (IST), Operational Timings For Toll Free Number (8:30 AM to 8:30 PM), Toll Free Number: 18002583878, Email: helpdesk@investtn.in, Industrial Helpline | English.
- Navigation:** Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, Help & Support, Register, Login.
- Main Content:**
  - TAMIL NADU Leading the Nation**
  - #1** Number of Factories in India
  - #1** Number of Operational SEZs in India
  - #1** Governance & Political Stability (N-SIPI 2019)
  - #1** International and Domestic Tourist Arrivals
  - #1** Best Performing State (India Today State of the State Award 2018, 2019 & 2020)
  - #2** Sustainable Development Goals (SDG) Index 2020-21 (NITI Aayog)
  - #2** Second Largest Economy in India
  - #2** Best Governed State (Public Affairs Index 2020)
  - #2** Job Creation Under IBPS Scheme
  - #2** Growth, Innovation and Leadership Index 2019 (Frost & Sullivan)
- Footer:** Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless. [TN Single Window Fee Slab for Large Industries](#)

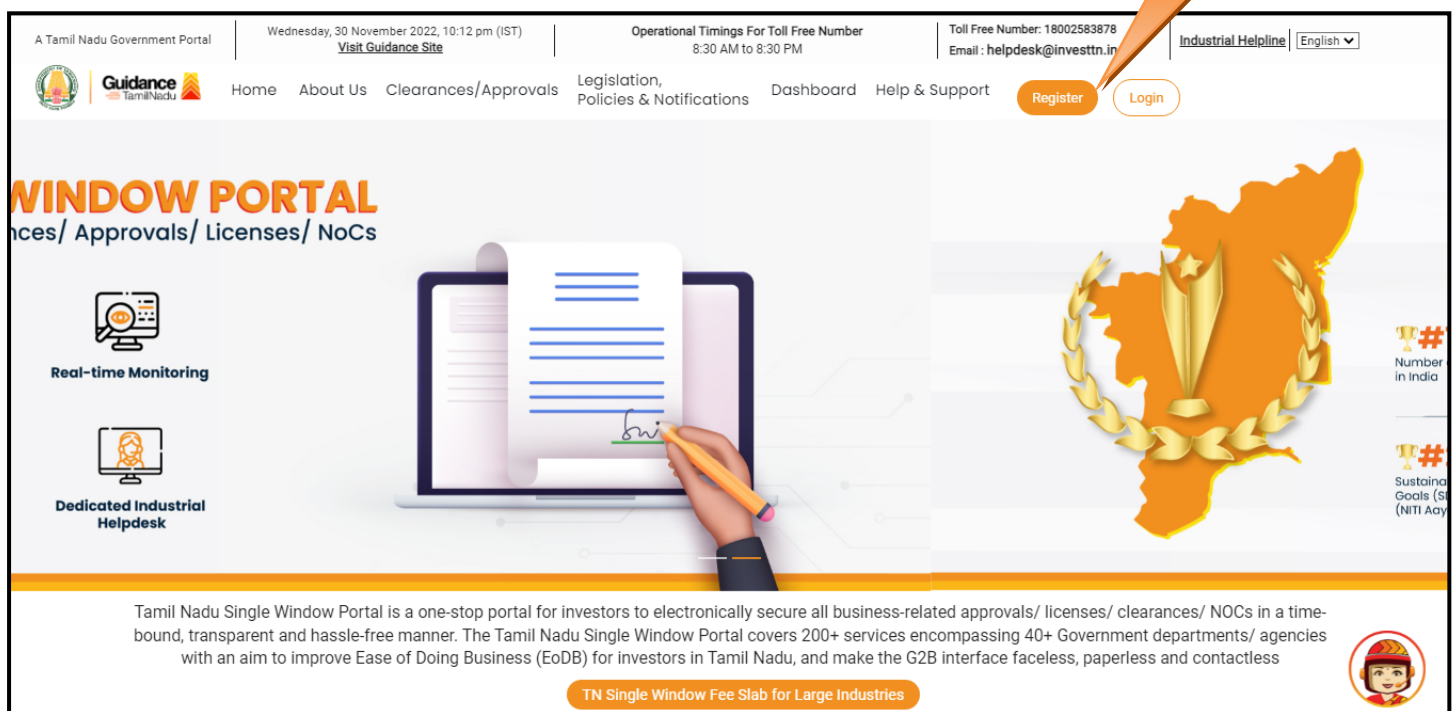
**Figure 1. Single Window Portal Home Page**

## 2. Registration

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

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

**Register  
on TNSWP**



A Tamil Nadu Government Portal | Wednesday, 30 November 2022, 10:12 pm (IST) | Visit Guidance Site | Operational Timings For Toll Free Number 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline | English

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

**SINGLE WINDOW PORTAL**  
Clearances/ Approvals/ Licenses/ NoCs

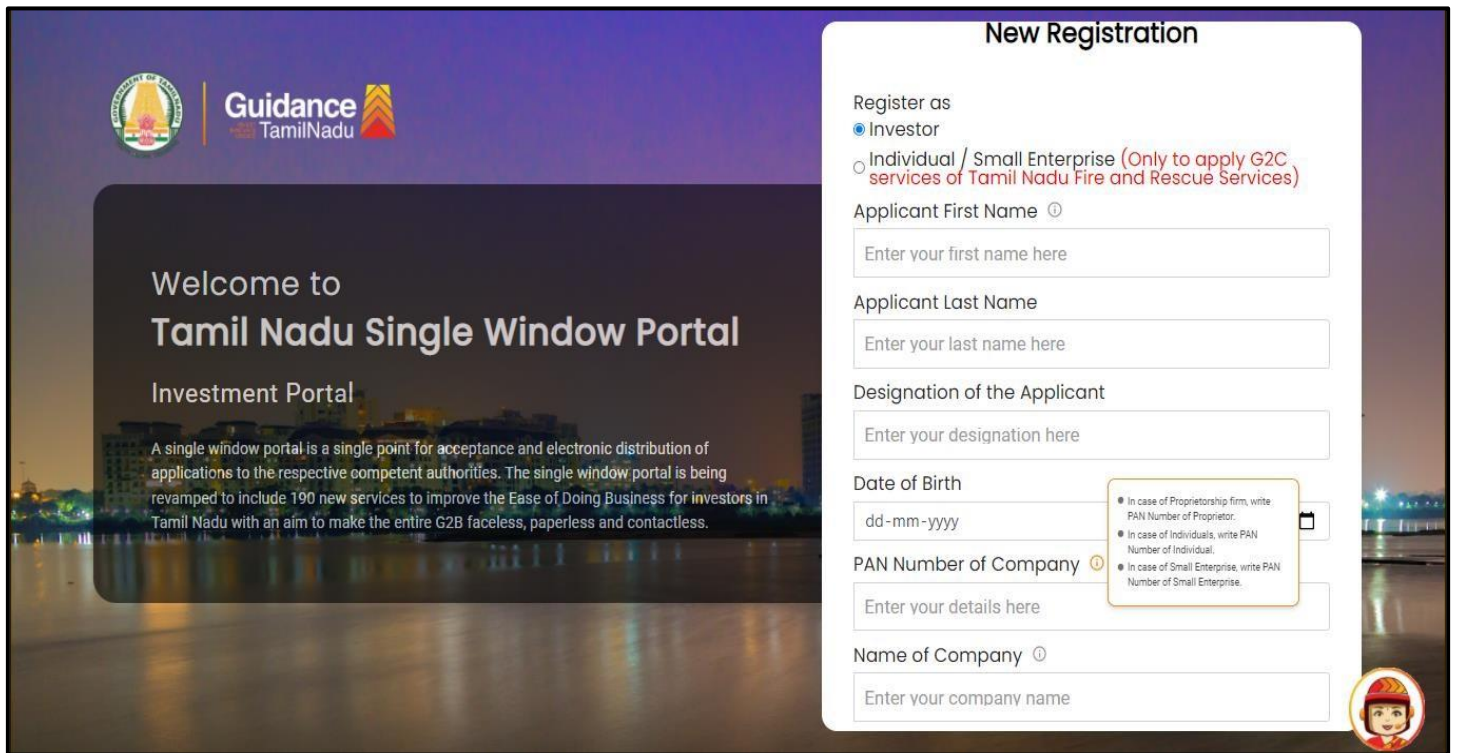
Real-time Monitoring  
Dedicated Industrial Helpdesk


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

TN Single Window Fee Slab for Large Industries

**Figure 2. Register**

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





**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

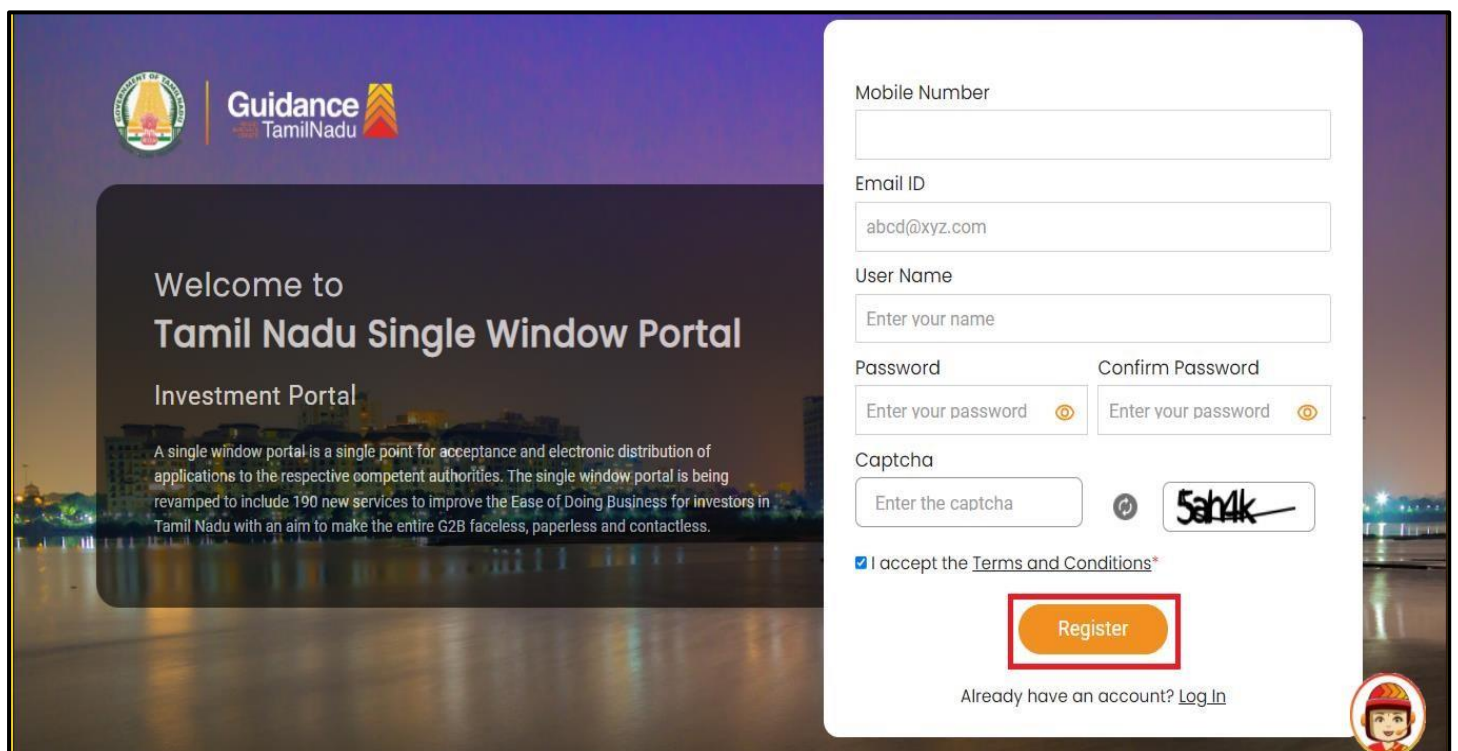
Date of Birth


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.

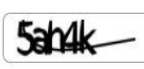
Mobile Number

Email ID

User Name

Password

Confirm Password

Captcha  

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

**Register**

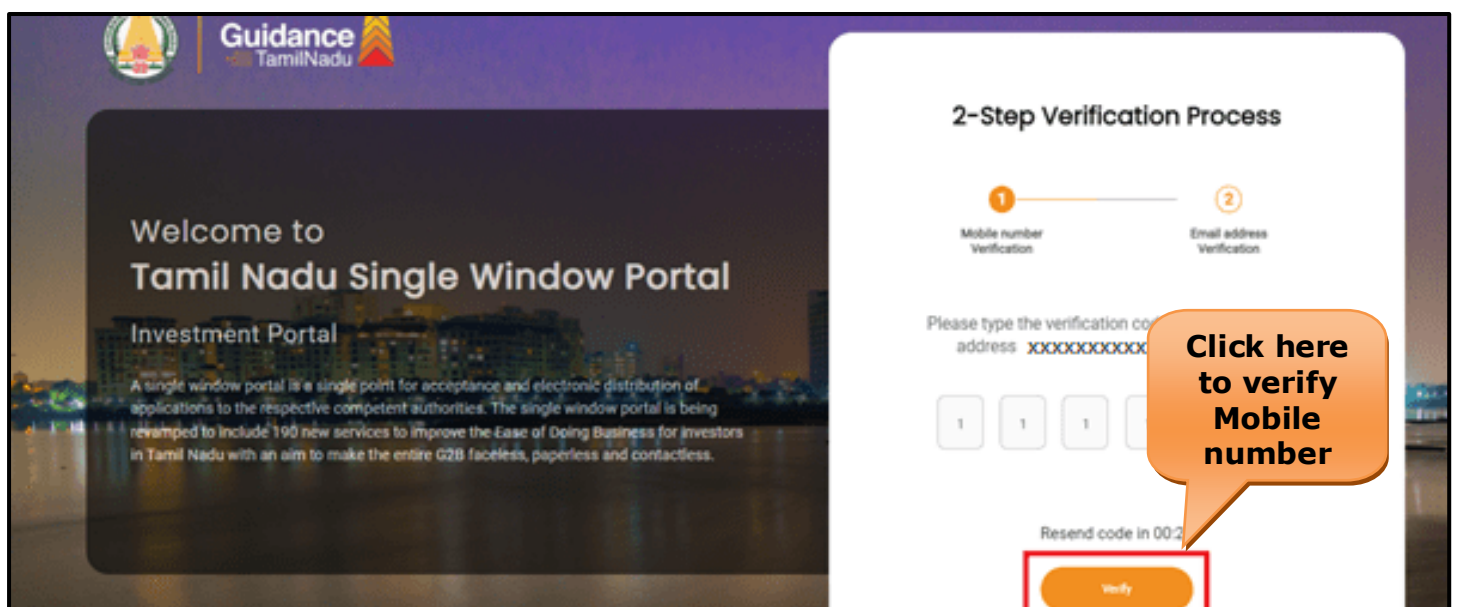
Already have an account? [Log In](#)

**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

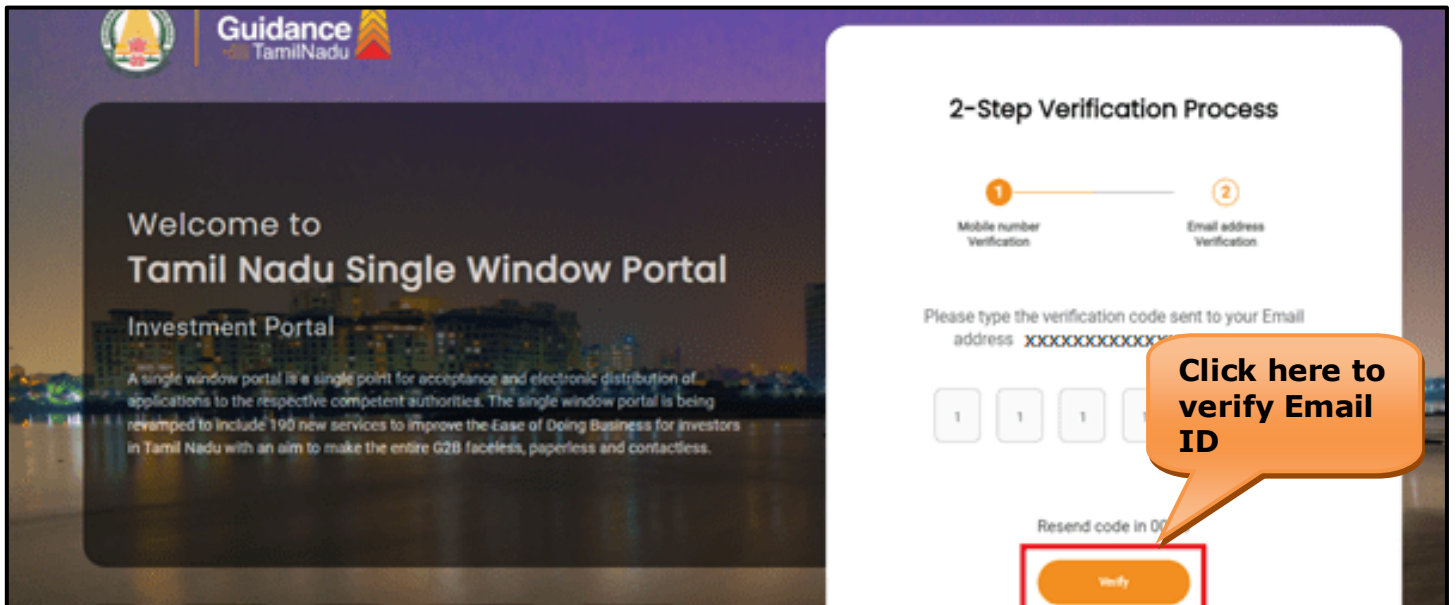
- **'2-Step Verification Process'** screen will appear when the applicant clicks on 'Register' button.
  - **Mobile Number Verification**
    - 1) For verifying the mobile number, the verification code will be sent to the given mobile number.
    - 2) Enter the verification code and click on the **'Verify'**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



**Figure 5. Mobile Number Verification**

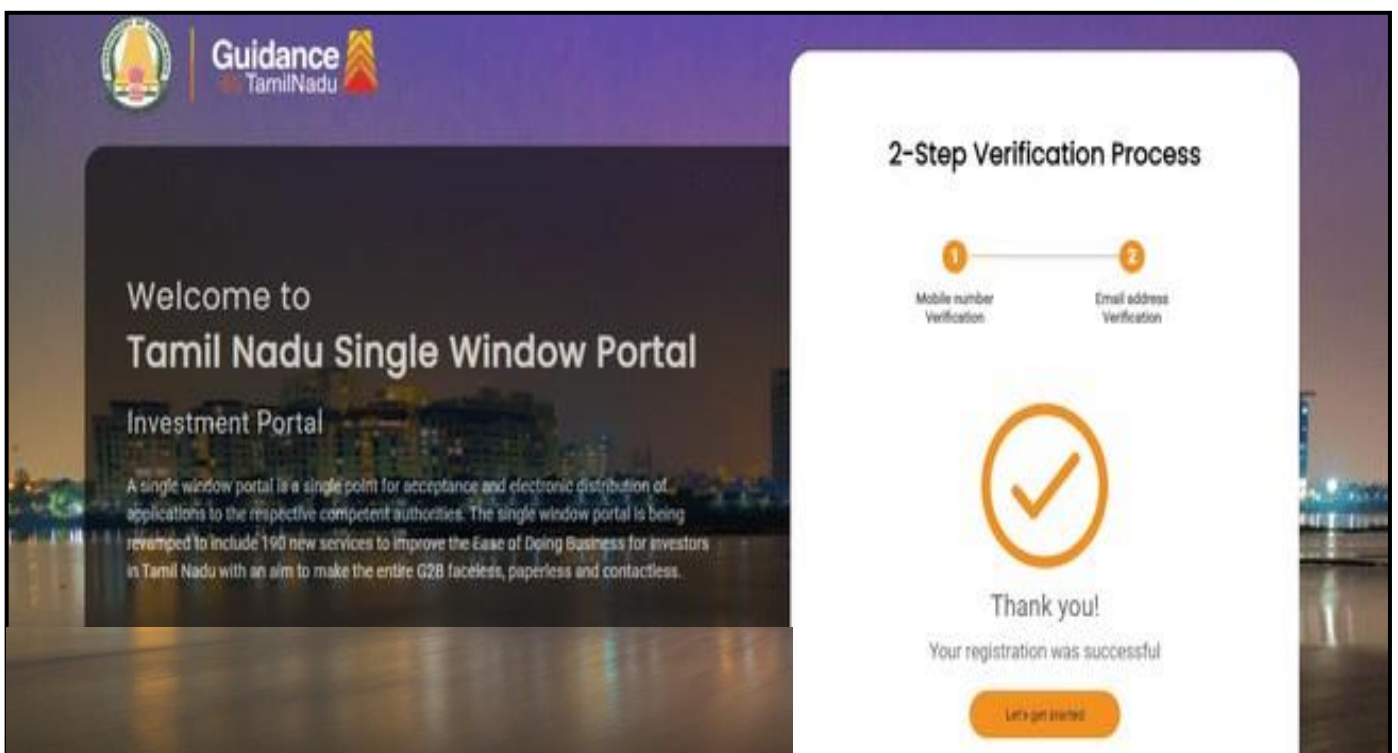
o **Email ID Verification**

- 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**

tnswp.com/DIGIGOV/swp-tnswp.jsp

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)

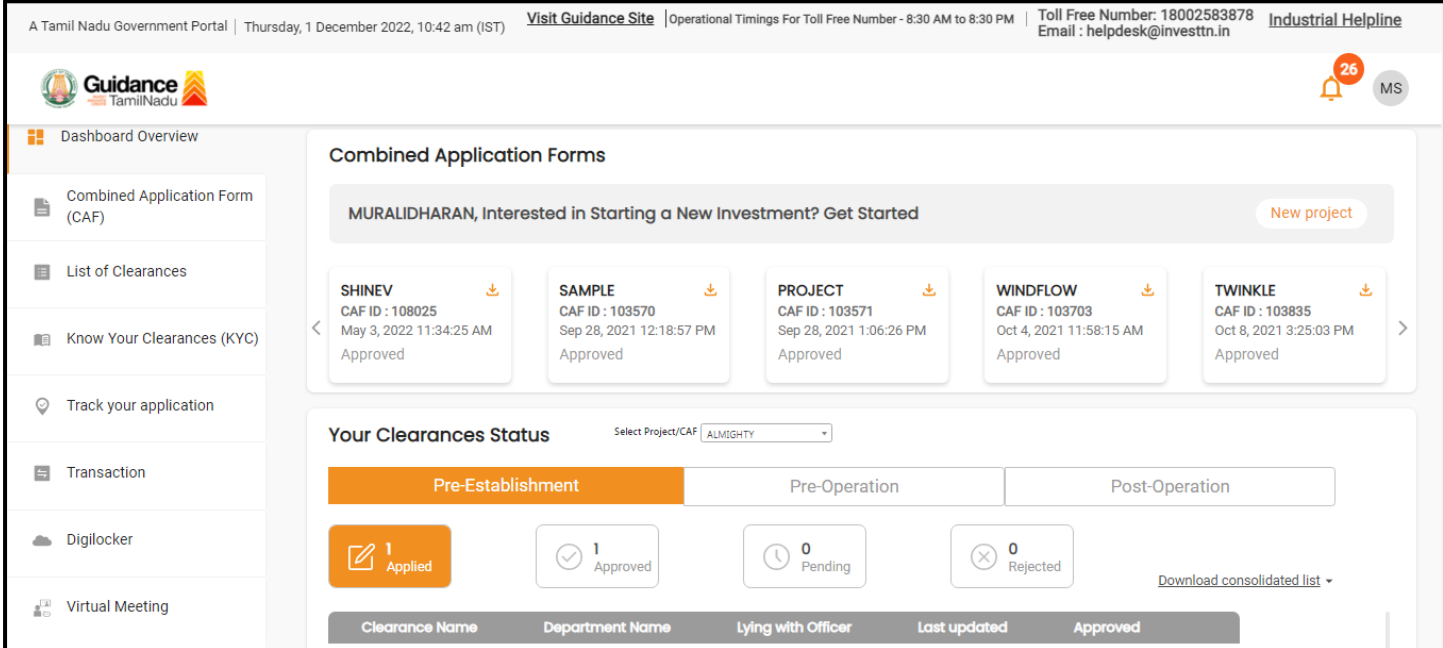
Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/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

Pre-Establishment | Pre-Operation | Post-Operation

1 Applied | 1 Approved | 0 Pending | 0 Rejected

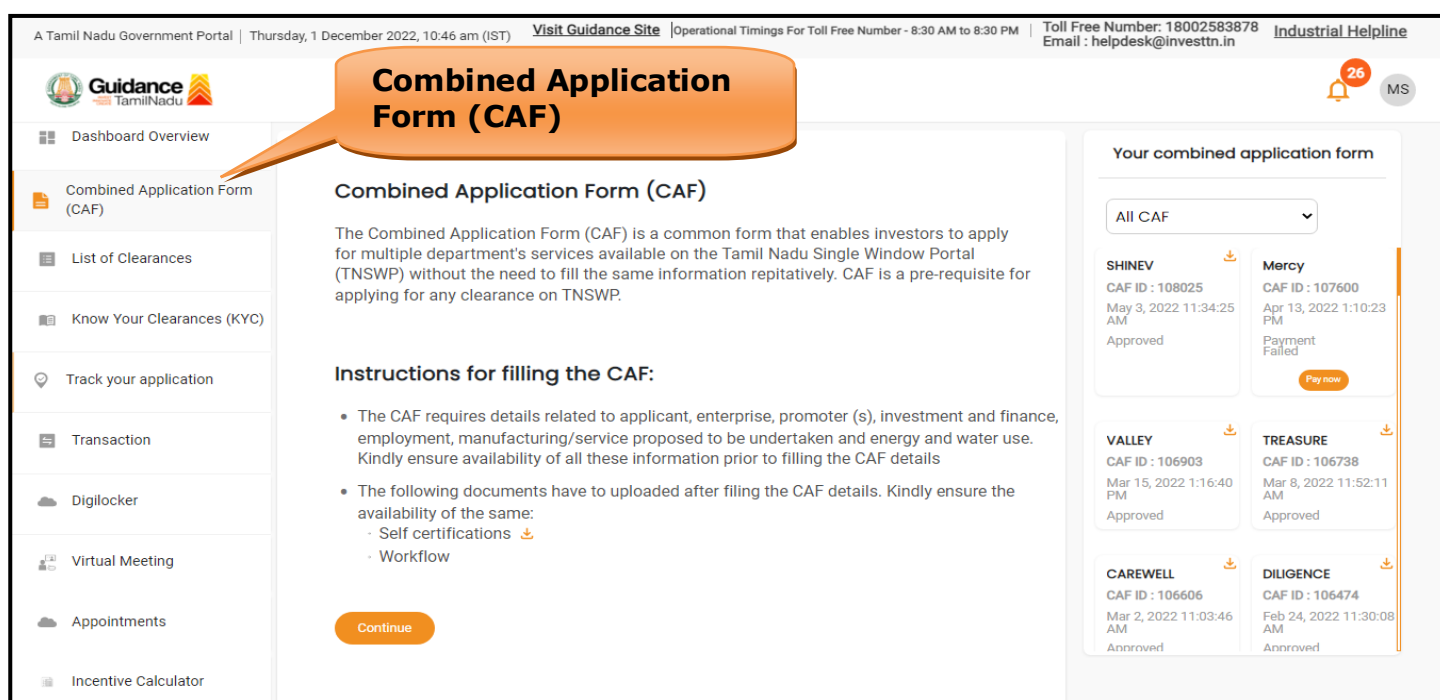
[Download consolidated list](#)

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) are 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@investn.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**

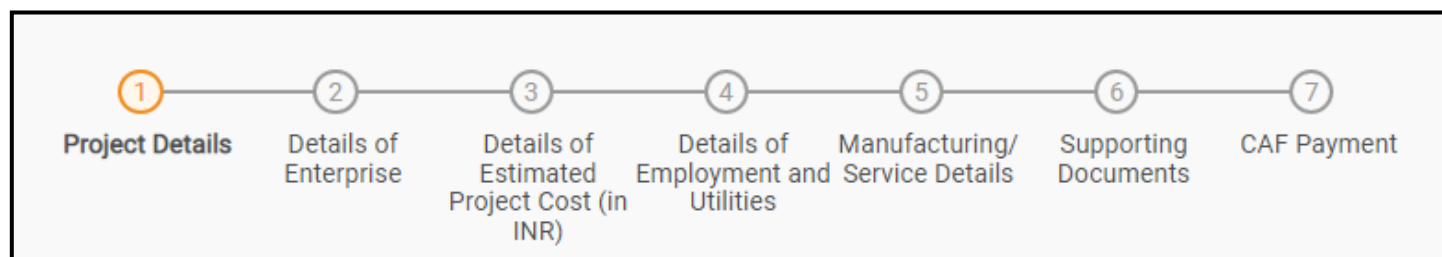
All CAF

<b>SHINEV</b> CAF ID : 108025 May 3, 2022 11:34:25 AM Approved	<b>Mercy</b> CAF ID : 107600 Apr 13, 2022 11:10:23 PM Payment Failed <a href="#">Pay now</a>
<b>VALLEY</b> CAF ID : 106903 Mar 15, 2022 1:16:40 PM Approved	<b>TREASURE</b> CAF ID : 106738 Mar 8, 2022 11:52:11 AM Approved
<b>CAREWELL</b> CAF ID : 106606 Mar 2, 2022 11:03:46 AM Approved	<b>DILIGENCE</b> 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. A navigation bar at the top shows 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 'CAF Payment' step is highlighted. A central 'Payment Details' form is visible, featuring a notification box that reads: 'Information: Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF.' Below the notification, the form asks to 'Choose your preferred Fee slab' with options for 'Lump sum' (selected) and 'à la carte'. The 'Amount to be paid (in INR)' is set to 500000, with a note 'Five Lakh' below it. A 'Calculate Fee' button is present. At the bottom of the form, there are buttons for 'Previous', 'Next', 'Pay Later', 'Pay Now', 'Review & Submit', and 'Submit'. The left sidebar contains menu items: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, Digilocker, and Incentive Calculator. The top right corner shows a notification bell with '309' and a 'YC' button.

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

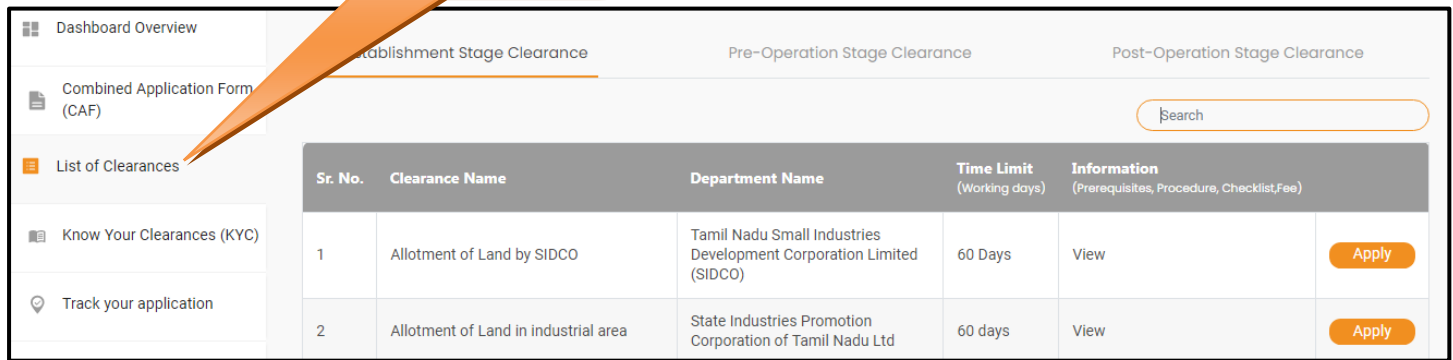
**Note:**

*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 Apply for certified copy of Property Document

### 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

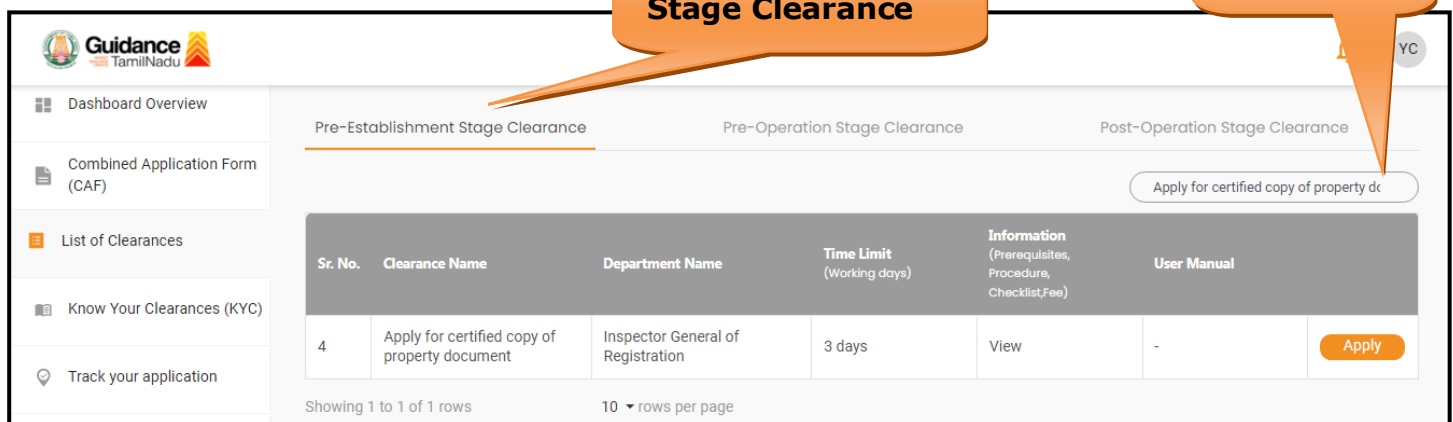
### 2. The list of clearances is segregated into three stages.

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

### 3. Select ‘Pre-Establishment Stage Clearance’ and find the clearance ‘Apply for certified copy of property document’ by using Search option as shown in the figure given below.

Pre-Establishment Stage Clearance

Search for Clearance



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
4	Apply for certified copy of property document	Inspector General of Registration	3 days	View	-	Apply

Showing 1 to 1 of 1 rows      10 rows per page

Figure 14. Search for Clearance

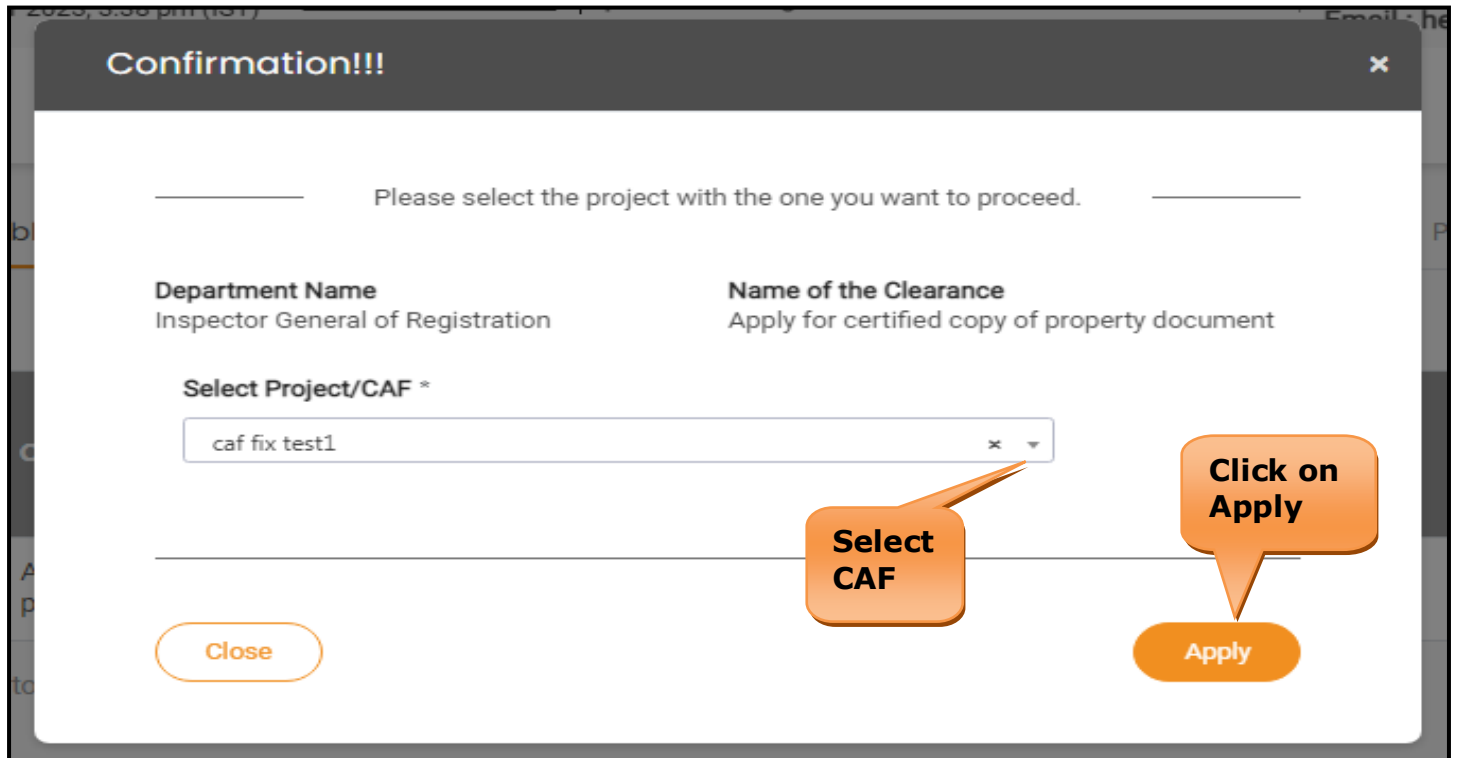
4. Applicant can view information on workflow, checklist of supporting documents to be uploaded by the applicant and fee details. Click on 'view' to access the information (Refer Figure 15)
5. To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 15).
6.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

The screenshot shows the 'Guidance TamilNadu' dashboard. The main content area displays a table of clearances under the 'Pre-Establishment Stage Clearance' tab. The table has the following columns: Sr. No., Clearance Name, Department Name, Time Limit (Working days), Information (Prerequisites, Procedure, Checklist, Fee), and User Manual. A single row is visible with the following data: Sr. No. 4, Clearance Name 'Apply for certified copy of property document', Department Name 'Inspector General of Registration', Time Limit '3 days', Information 'View', and User Manual '-'. Below the table, it says 'Showing 1 to 1 of 1 rows' and '10 rows per page'. Two callout boxes are present: one pointing to the 'View' link in the 'Information' column, labeled 'View Information', and another pointing to the 'Apply' button in the 'User Manual' column, labeled 'Apply for Clearance'. The left sidebar contains navigation options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), and Track your application. The top right corner shows a user profile icon labeled 'YC'.

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
4	Apply for certified copy of property document	Inspector General of Registration	3 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**  
Inspector General of Registration

**Name of the Clearance**  
Apply for certified copy of property document

**Select Project/CAF \***

caf fix test1

**Select CAF**

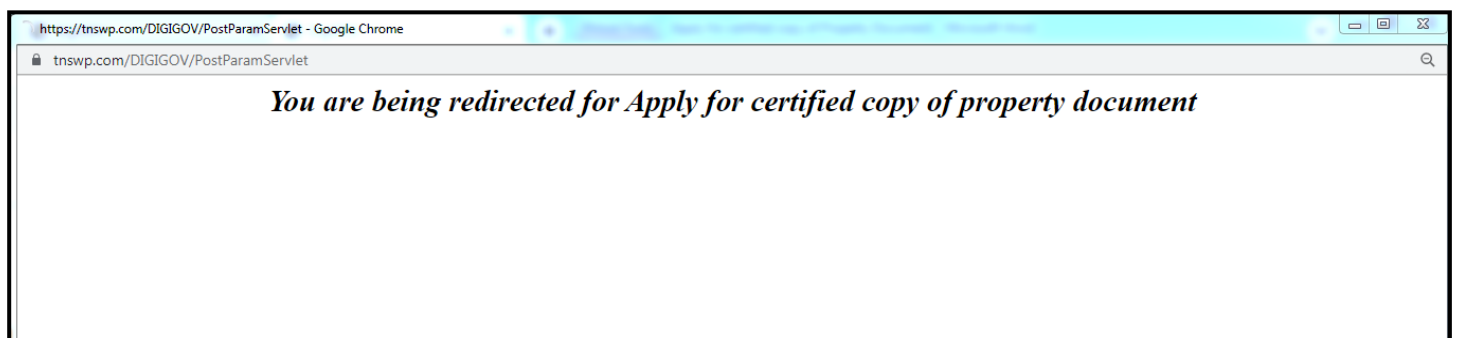
**Click on Apply**

Close

Apply

**Figure 16. Project/CAF**

2) Click on the Apply button and the Page will get redirected to Apply for certified copy of property document.



**Figure 17. Redirecting to certified copy of property document**

3) Enter all the mandatory details in the application for a certified copy of property document.



tnreginet.gov.in/portal/webHP?requestType=ApplicationRH&actionVal=homePage&screenId=114&UserLocaleID=en&csrf=71235bc3-3d9c-4b18-91f9-a8e9914c7c7f

Resize Text - + Reset Screen Reader

[Standing Order](#) | [Service Rules](#) | [RTI ACT](#) | [Feedback](#) | [CM Helpline](#) | [CM Cell](#) | [Contact Us](#) | [Officials Email](#) | தமிழ்

For Complaints and Clarifications, please contact:  
**9498452110 / 9498452120 / 9498452130**  
 (Monday to Friday 10 AM to 5.45 PM, excluding Government holidays)

For queries related to software, please contact:  
**1800 102 5174**  
 (Monday to Friday 8 AM to 8 PM, Saturday 10 AM to 5 PM excluding Government holidays)

The information provided Online is updated and no physical visit is required for the Services provided Online.

[Home](#) | [About us](#) | [Registration](#) | [E-Services](#) | [Circulars](#) | [Guideline Value](#) | [Sitemap](#) | [Help](#) | [More](#)

### GUIDELINE SEARCH

Street  Survey Number

Zone\*

Sub Registrar Office\*

Village\*

Street Name\*

[Submit](#)

### KNOW YOUR JURISDICTION

SEARCH FIELD OFFICES

Street Name

OR

Village Name

Alphabetical list of [SRO](#) | [DRO](#) | [DIG](#)

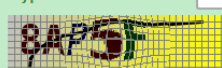
[Submit](#)

### LOGIN

Username

Password

Type the code shown



[Sign In](#) [Cancel](#)

[User Registration](#) [Forgot Username?](#)  
[Forgot Password?](#)

### WELCOME TO ePAYMENT SYSTEM

STAR has been facilitated with the online payment of d...

[Read more](#)

For Complaints and Clarifications, please contact:  
**9498452110 / 9498452120 / 9498452130**  
 (Monday to Friday 10 AM to 5.45 PM, excluding Government holidays)

For queries related to software, please contact:  
**1800 102 5174**  
 (Monday to Friday 8 AM to 8 PM, Saturday 10 AM to 5 PM excluding Government holidays)

Welcome : Akshaya Ramachandran  
 Last Sign-in : 22-Nov-2023 12:35 PM

[Sign-out](#)

The information provided Online is updated and no physical visit is required for the Services provided Online.

[Home](#) | [About us](#) | [Registration](#) | [E-Services](#) | [Circulars](#) | [Draft Listing](#) | [Guideline Value](#) | [Sitemap](#) | [Help](#) | [More](#)

### GUIDELINE SEARCH

Street  Survey Number

Zone\*

Sub Registrar Office\*

Village\*

Street Name\*

[Submit](#)

### KNOW YOUR JURISDICTION

SEARCH FIELD OFFICES

Street Name

OR

Village Name

Alphabetical list of [SRO](#) | [DRO](#) | [DIG](#)

[Search and Apply CC](#) [Submit](#)

### WELCOME TO ePAYMENT SYSTEM

STAR has been facilitated with the online payment of departmental charges by the public in a simple and secured manner. The Government has accorded sanction for the payment of charges in Sub Registrar offices, through Demand draft for the amount upto Rs.5000/- and no monetary restriction for online payment. For the payment upto Rs.1,000/-, it can be made in the Sub Registrar office itself through PoS machines.

[Read more](#)

[View Token Availability](#)

[Encumbrance Certificate](#)

[Certified Copy](#)

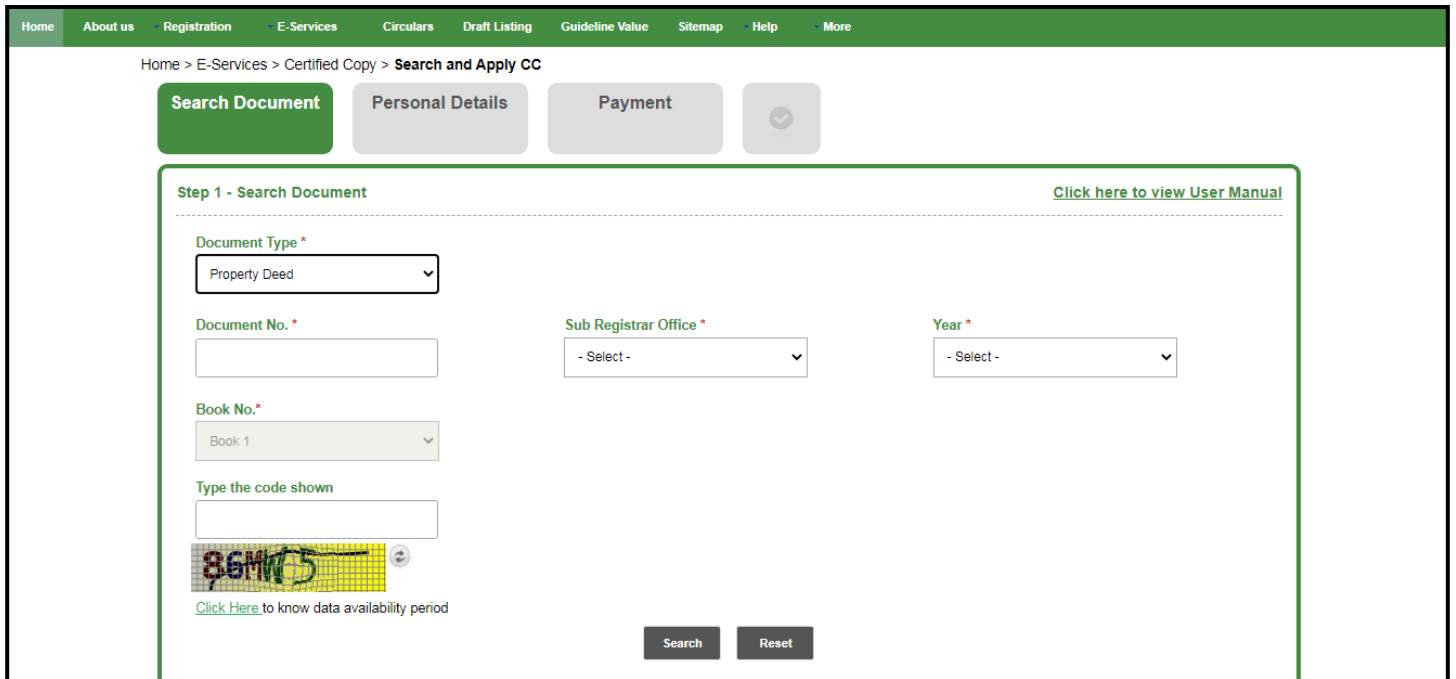
[Document Status](#)

[E-Payment](#)

[Request List](#)

[Birth/Death](#)

[Search and Apply CC](#)



Home > E-Services > Certified Copy > **Search and Apply CC**

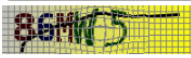
**Search Document** | Personal Details | Payment

**Step 1 - Search Document** [Click here to view User Manual](#)

Document Type \*  
Property Deed

Document No. \*  
Sub Registrar Office \*  
Year \*

Book No.\*  
Book 1

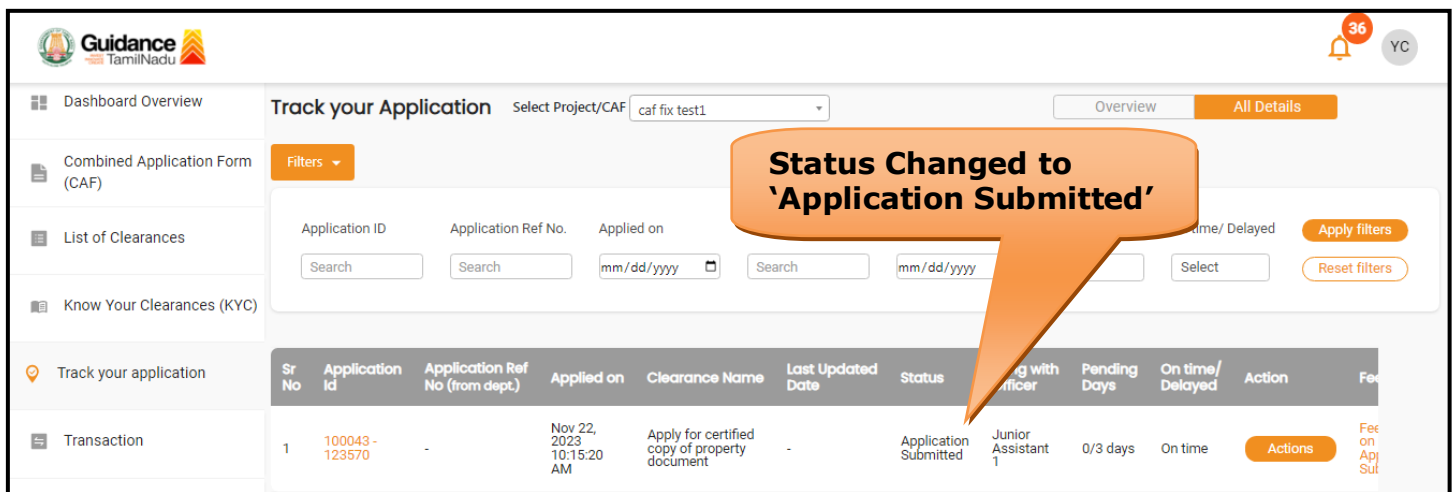
Type the code shown  
  
[Click Here](#) to know data availability period

Search Reset

**Figure 18. Certified copy of Property Document**

**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**



**Track your Application** Select Project/CAF: caf fix test1

Overview | **All Details**

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Applying with officer	Pending Days	On time/ Delayed	Action
1	100043 - 123570	-	Nov 22, 2023 10:15:20 AM	Apply for certified copy of property document	-	Application Submitted	Junior Assistant 1	0/3 days	On time	Actions

**Status Changed to 'Application Submitted'**

**Figure 19. Status of the Application**

## 8. Track Your Application

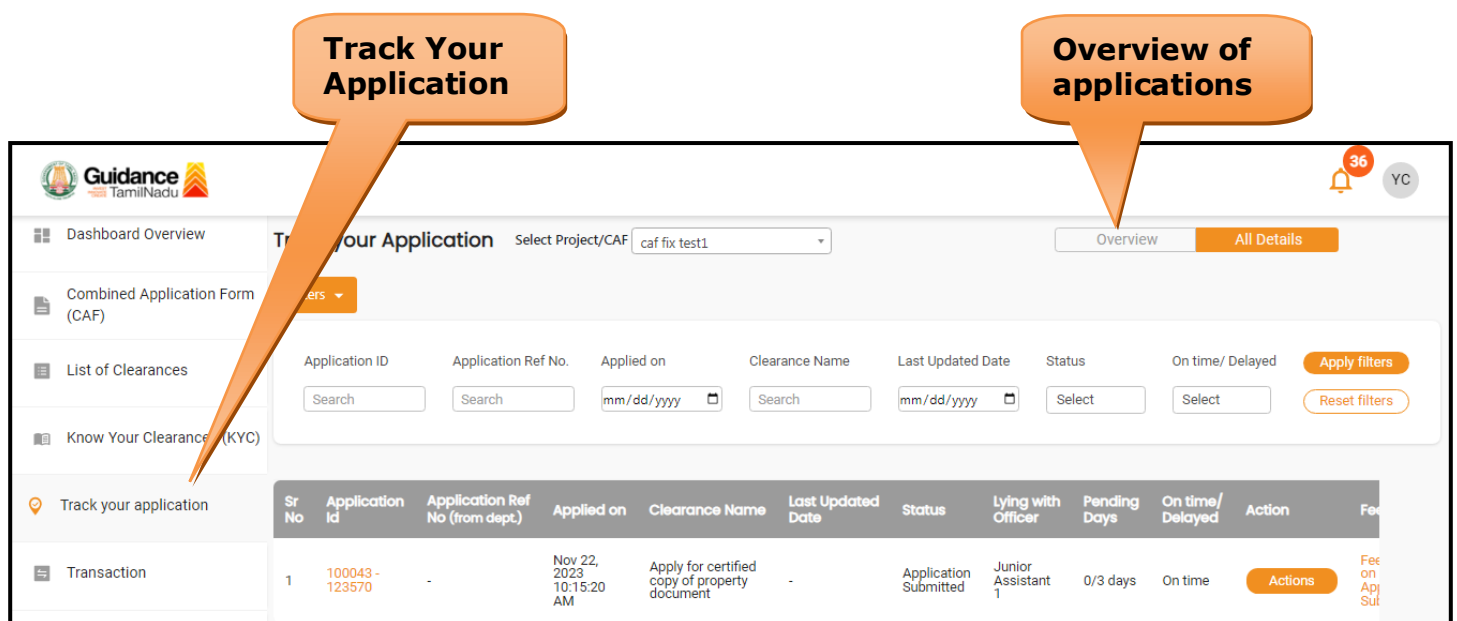
1) After submitting the application, a unique 'token ID' would be generated. Using the '**Token ID**' the Applicant can track the status of clearances by clicking on 'Track your application' option.'

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**



**Track Your Application**

**Overview of applications**

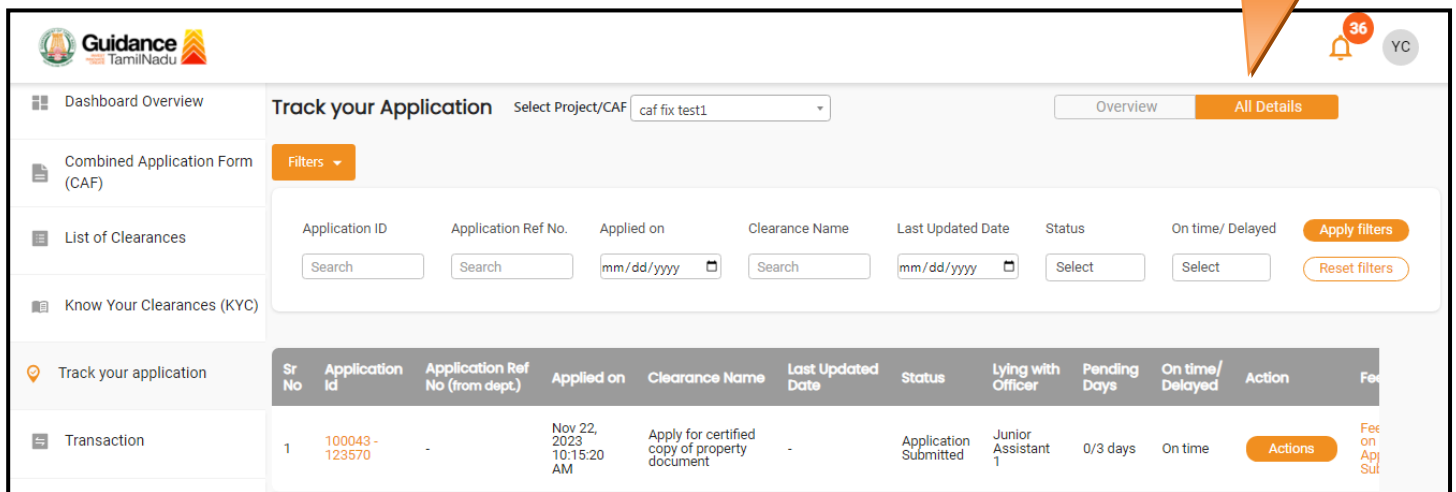
Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/Delayed	Action	Fee
1	100043 - 123570	-	Nov 22, 2023 10:15:20 AM	Apply for certified copy of property document	-	Application Submitted	Junior Assistant 1	0/3 days	On time	Actions	Fee on Appl Submitted

**Figure 20. 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	Fee
1	100043 - 123570	-	Nov 22, 2023 10:15:20 AM	Apply for certified copy of property document	-	Application Submitted	Junior Assistant 1	0/3 days	On time	Actions	Fee on App Sub

**Figure 21. ‘All Details’ tab**

## Under Process

- 1) Junior Assistant 1 forward to Junior Assistant 2 for further application process.

The screenshot shows the 'Track your Application' page with a search filter set to 'caf fix test1'. The application table below shows 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	Feedback
1	100043-123570	-	Nov 22, 2023 10:15:20 AM	Apply for certified copy of property document	-	Under Process	Junior Assistant 2	0/3 days	On time	Actions	Feedback on Application Submitted

Figure 22. Under Process

## 9. Application Processing

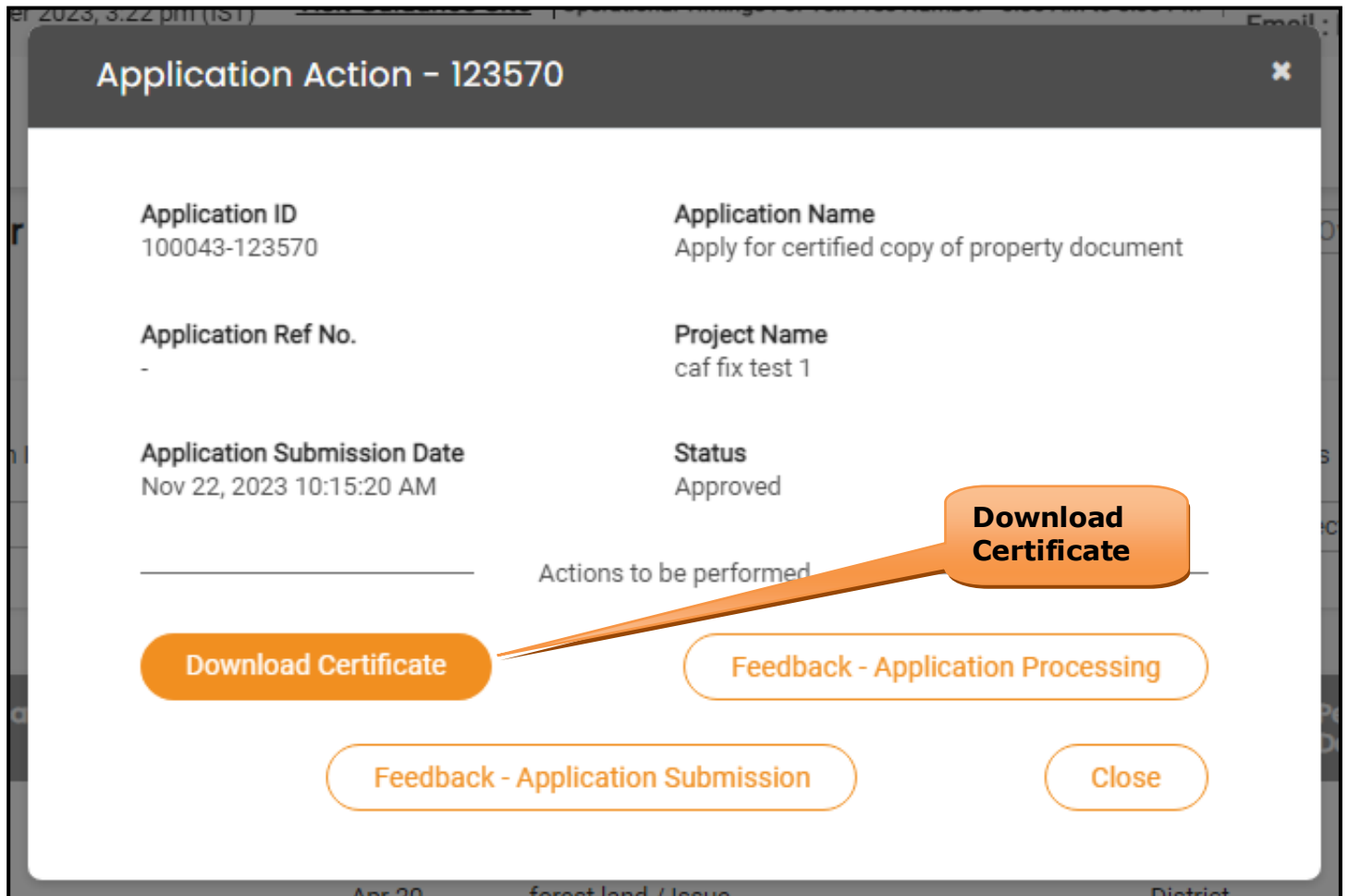
- 1) The Sub-Registrar scrutinizes and reviews the application and updates the status as **“Approved”**.

The screenshot shows the 'Track your Application' page with the same search filter. The application table below shows 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	Feedback
1	100043-123570	-	Nov 22, 2023 10:15:20 AM	Apply for certified copy of property document	-	Approved	Sub-Registrar	0/3 days	On time	Actions	Feedback on Application Submitted

Figure 23. Application Processed

2) If the application is **'Approved'** by Sub - Registrar, the applicant can download the Certificate under **Track your application - > Action button -> Download Certificate** (Refer Figure 24)



**Figure 24. Download Certificate**

