



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**No Objection Certificate pertaining to Sanitary for
School**

**Commissionerate of Municipal Administration
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**



← → ↻ 🔒 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 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**

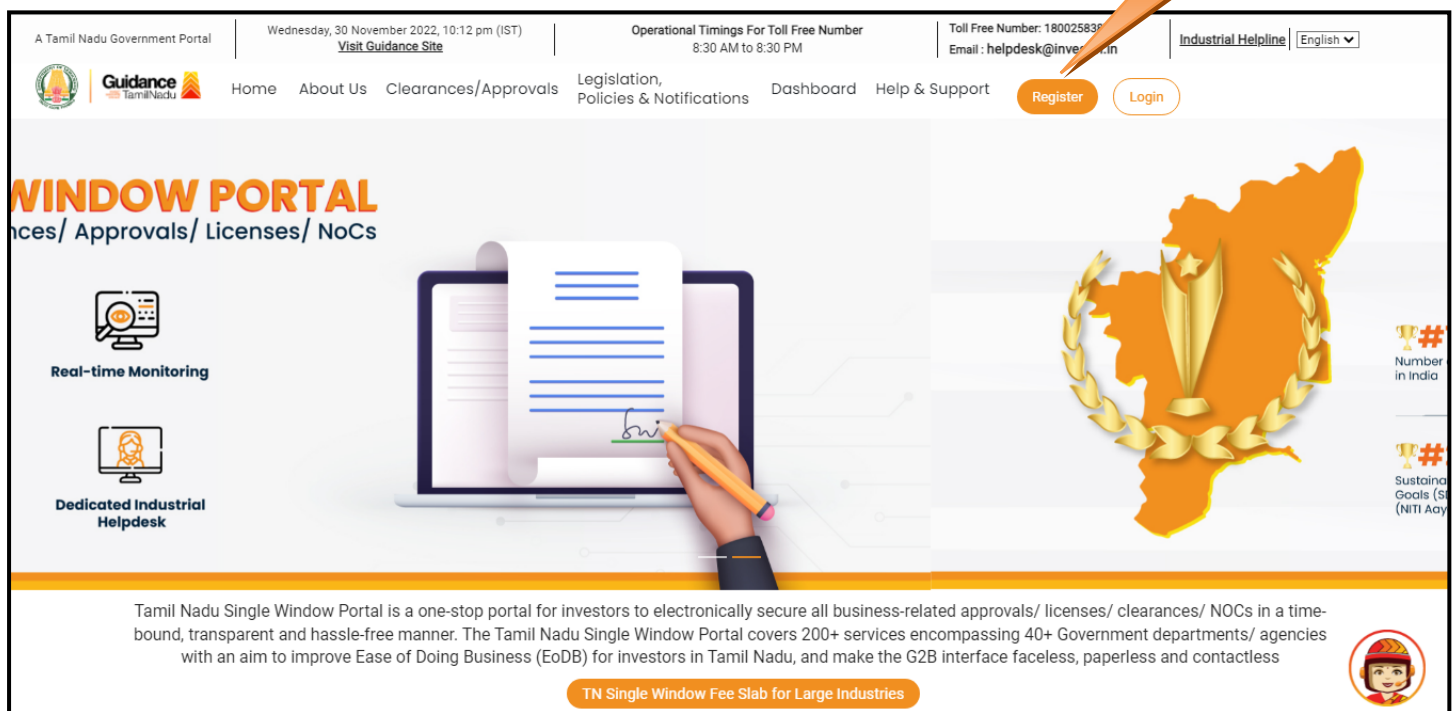
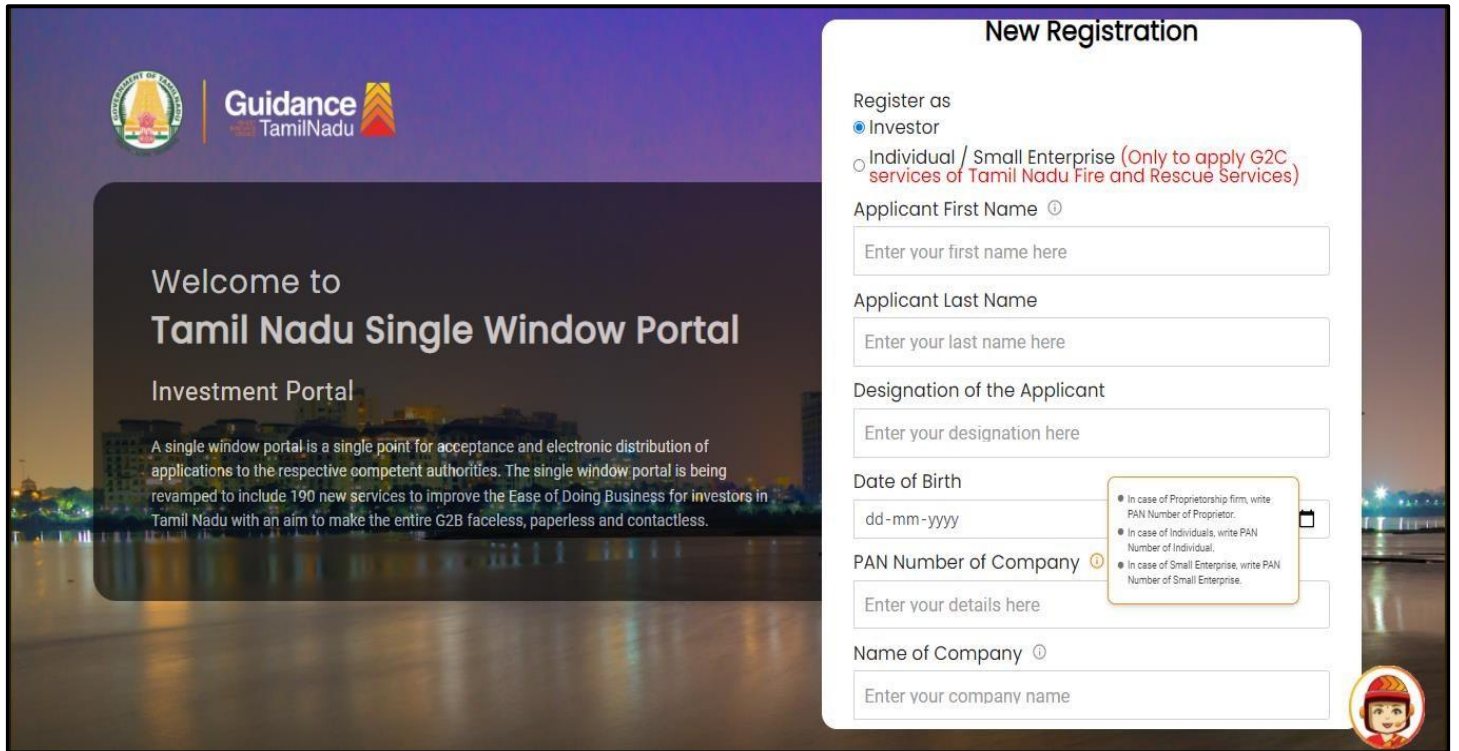



Figure 2. Register

- 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.





**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

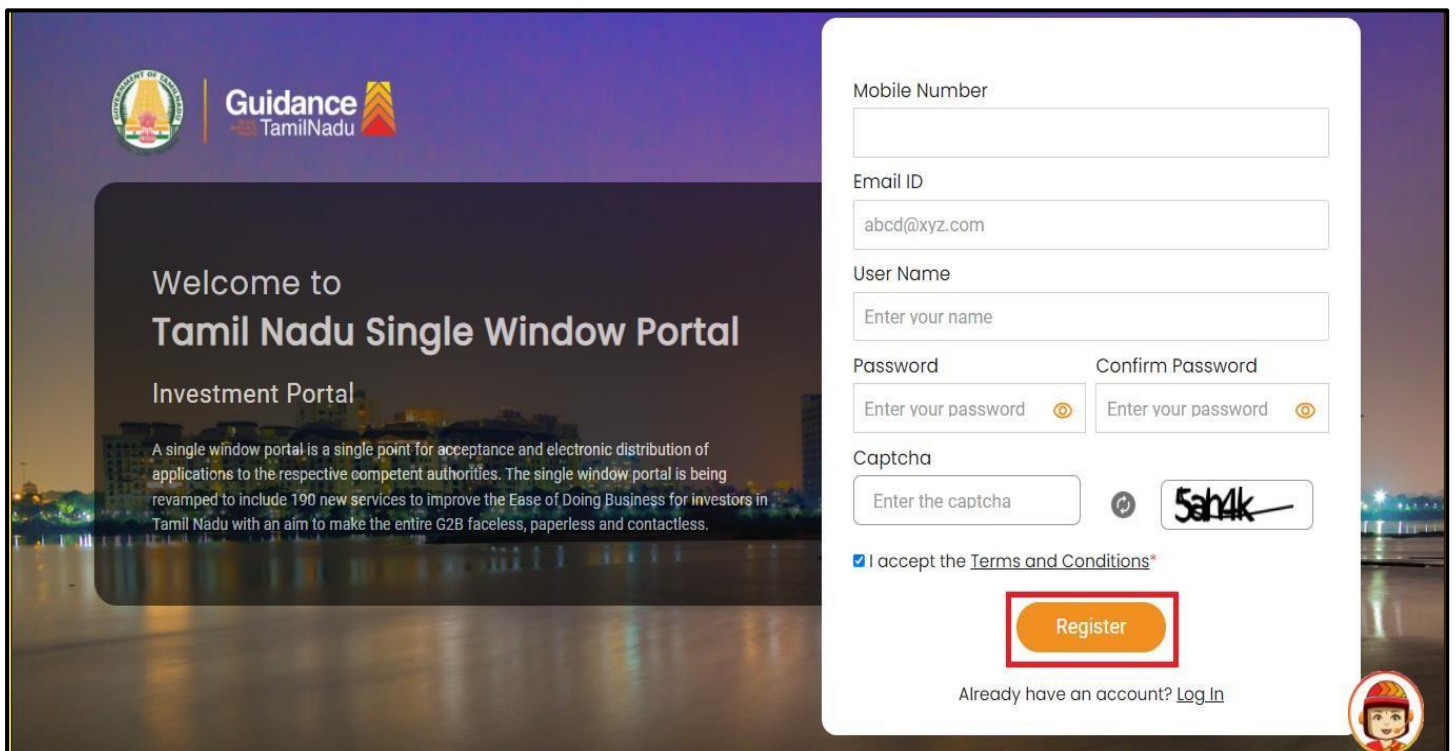
Date of Birth


- 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.

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.

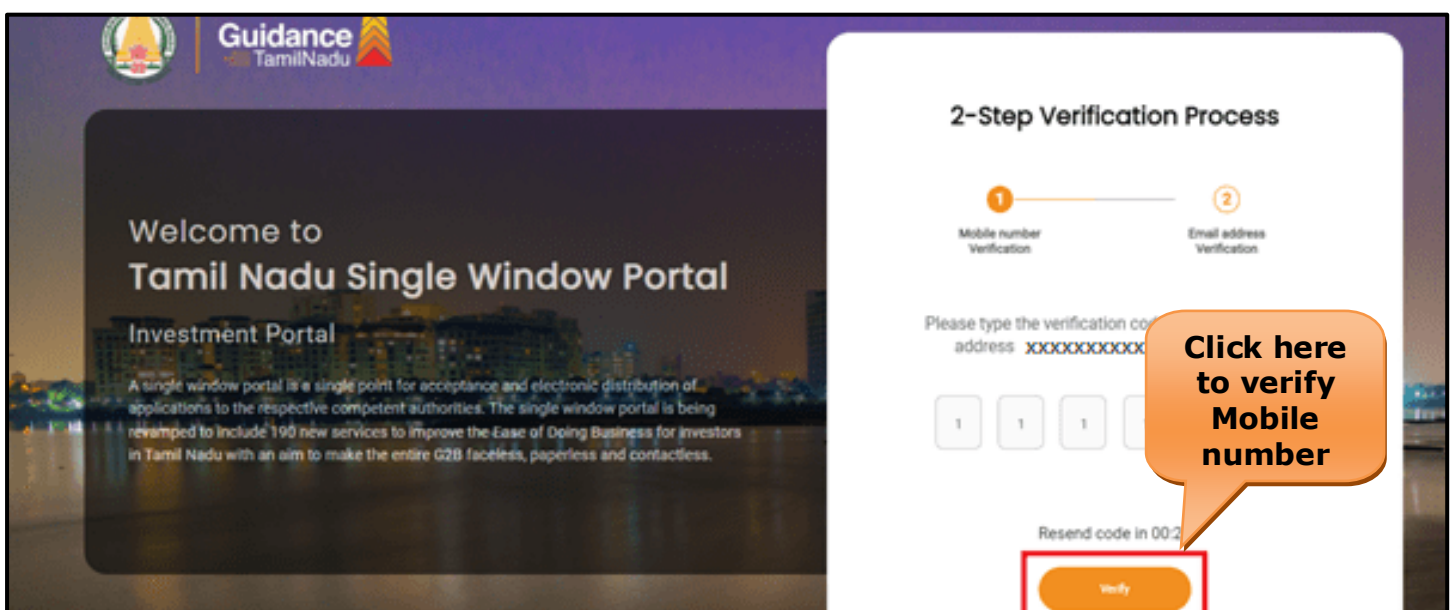


Figure 5. Mobile Number Verification

- 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.

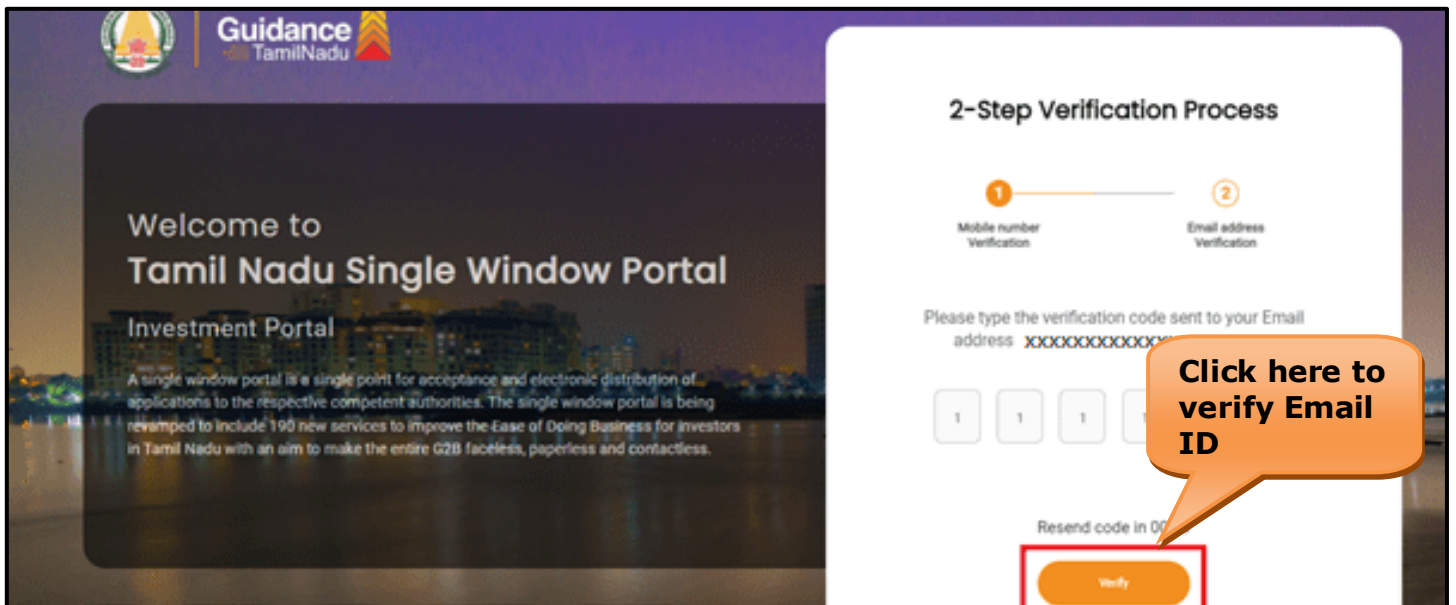


Figure 6. Email ID Verification

- 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.

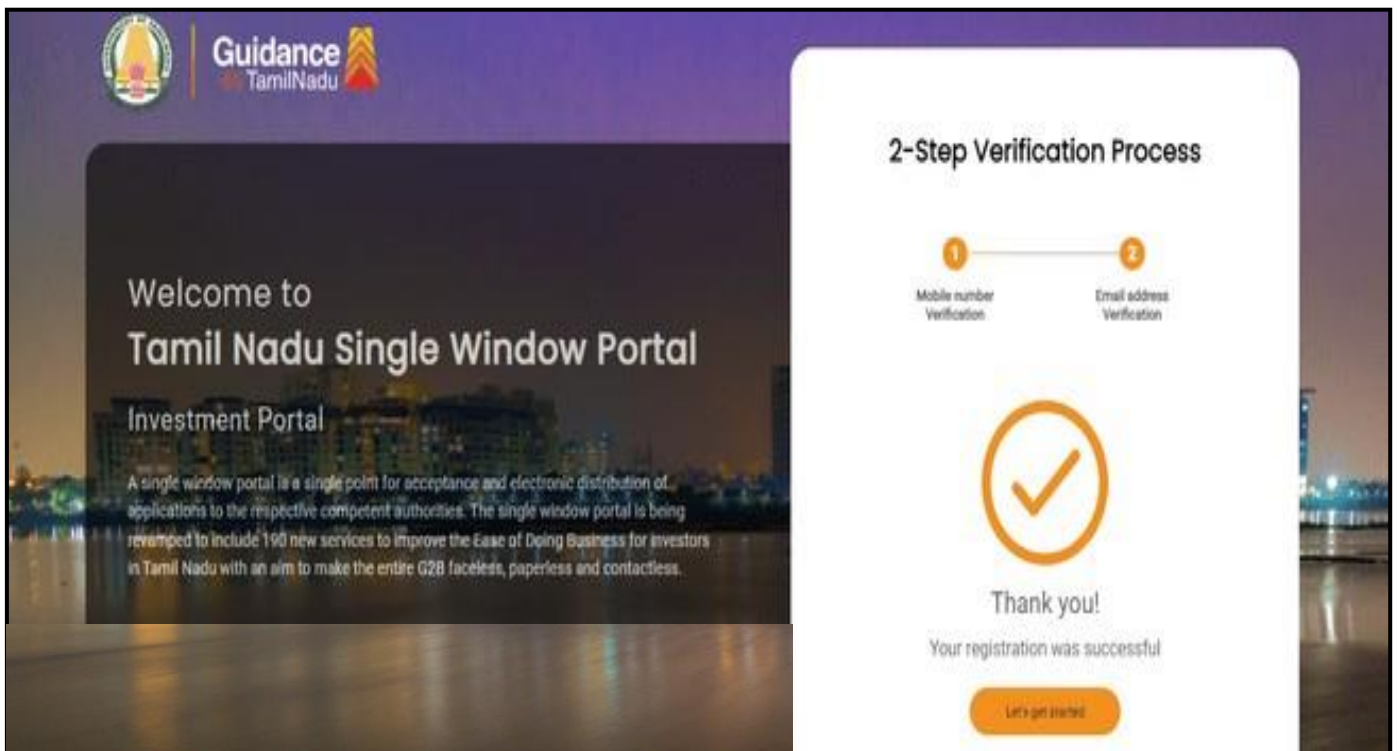


Figure 7. Registration Confirmation Pop-Up

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



The screenshot shows the TNSWP website interface. At the top, there is a navigation bar with the following elements:

- Left side: Tamil Nadu Government Portal logo, Guidance TamilNadu logo, and navigation links: Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, Help & Support.
- Center: Operational Timings For Toll Free Number (8:30 AM to 8:30 PM).
- Right side: Toll Free Number: 18002583878, Email: helpdesk@investtn.in, Industrial Helpline, and a language dropdown menu set to English.

 Below the navigation bar, there are two buttons: "Register" and "Login". The "Login" button is highlighted with an orange callout box containing the text "Login to TNSWP".

 The main content area features a large orange map of Tamil Nadu on the left. To the right, the text "TAMIL NADU Leading the Nation" is displayed. Below this, there are ten award statistics arranged in two rows of five:

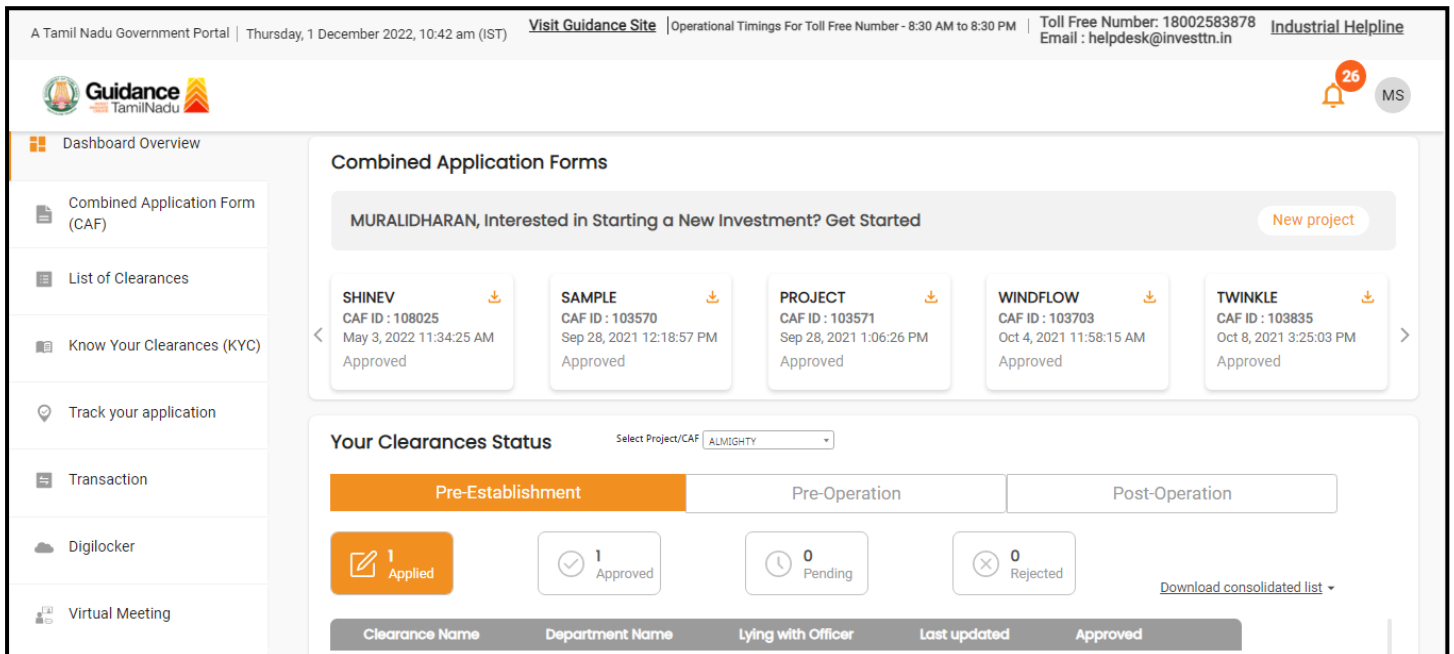
- Row 1:
 - #1 Number of Factories in India
 - #1 Number of Operational SEZs in India
 - #1 Governance & Political Stability (N-SIPI 2019)
 - #1 International and Domestic Tourist Arrivals
 - #1 Best Performing State (India Today State of the State Award 2018, 2019 & 2020)
- Row 2:
 - #2 Sustainable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

 At the bottom of the page, there is a paragraph describing the Tamil Nadu Single Window Portal as a one-stop portal for investors to secure all business-related approvals/licenses/clearances/NOCs in a time-bound, transparent, and hassle-free manner. Below the paragraph is a button labeled "TN Single Window Fee Slab for Large Industries" and a small cartoon character icon in the bottom right corner.

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 Form (CAF)
- List of Clearances
- Know Your Clearances (KYC)
- Track your application
- Transaction
- Digilocker
- Virtual Meeting

Combined Application Forms

MURALIDHARAN, Interested in Starting a New Investment? Get Started [New project](#)

Project Name	CAF ID	Date	Status
SHINEV	108025	May 3, 2022 11:34:25 AM	Approved
SAMPLE	103570	Sep 28, 2021 12:18:57 PM	Approved
PROJECT	103571	Sep 28, 2021 1:06:26 PM	Approved
WINDFLOW	103703	Oct 4, 2021 11:58:15 AM	Approved
TWINKLE	103835	Oct 8, 2021 3:25:03 PM	Approved

Your Clearances Status Select Project/CAF: ALMIGHTY

Pre-Establishment | Pre-Operation | Post-Operation

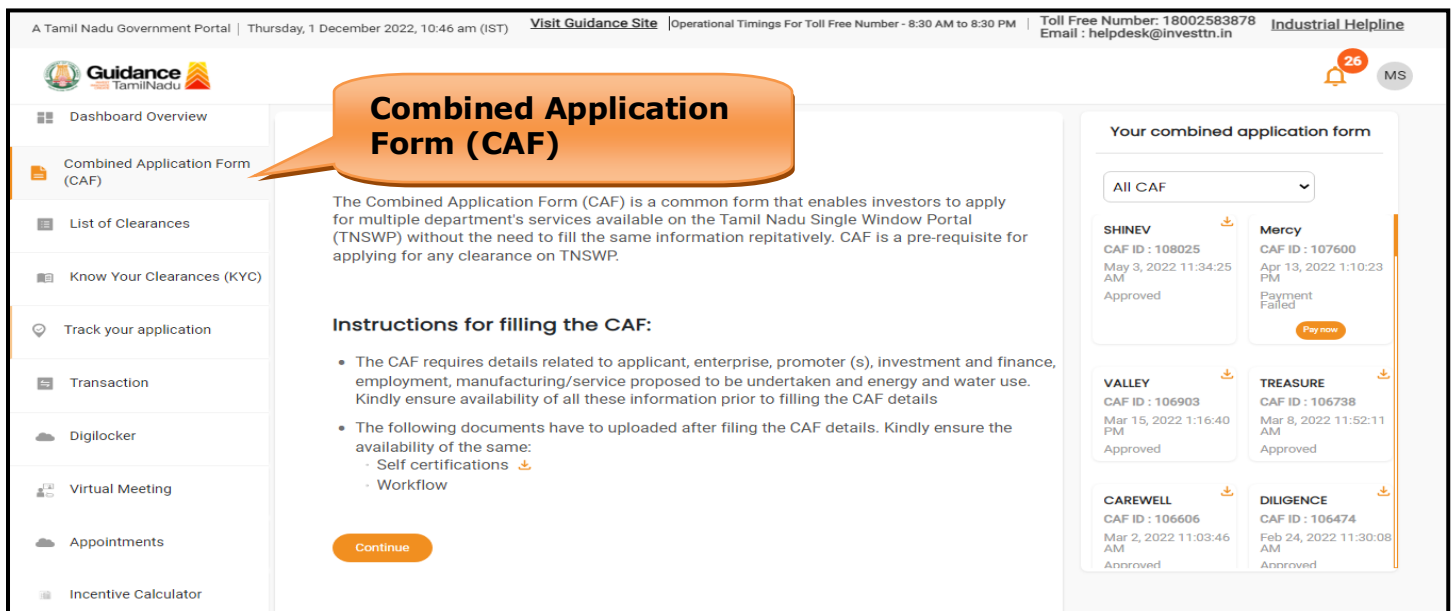
1 Applied
1 Approved
0 Pending
0 Rejected
[Download consolidated list](#)

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.



The screenshot shows the Tamil Nadu Government Portal interface. At the top, there is a header with the portal name, date, and contact information. The main content area is divided into three sections:

- Navigation Menu (Left):** Includes Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, Digilocker, Virtual Meeting, Appointments, and Incentive Calculator.
- Central Content Area:**
 - Combined Application Form (CAF):** A callout box highlights this section.
 - Description:** The CAF is a common form that enables investors to apply for multiple department's services available on the Tamil Nadu Single Window Portal (TNSWP) without the need to fill the same information repetitively. CAF is a pre-requisite for applying for any clearance on TNSWP.
 - Instructions for filling the CAF:**
 - The CAF requires details related to applicant, enterprise, promoter (s), investment and finance, employment, manufacturing/service proposed to be undertaken and energy and water use. Kindly ensure availability of all these information prior to filling the CAF details
 - The following documents have to be uploaded after filing the CAF details. Kindly ensure the availability of the same:
 - Self certifications
 - Workflow
 - Continue Button:** A prominent orange button labeled 'Continue' is located at the bottom of the instructions.
- Right Panel: 'Your combined application form'**
 - A dropdown menu is set to 'All CAF'.
 - A grid of CAF entries is displayed, each with a name, CAF ID, date, time, and status.

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

Figure 10. Combined Application Form (CAF)

6.1 Sections of Combined Application Form

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

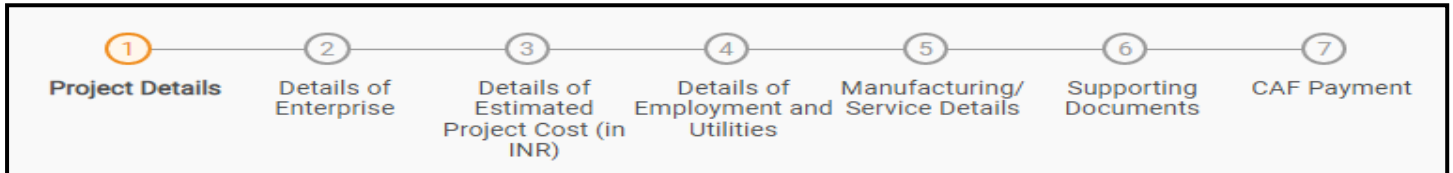


Figure 11. Section of Combined Application Form (CAF)

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

- **Self-Certification:**

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

- **Workflow:**

- Prepare and upload the business process flow chart.

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

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

The screenshot displays the Guidance TamilNadu portal interface. At the top, there is a navigation bar with the Guidance TamilNadu logo and a notification bell icon showing 309 alerts. Below the navigation bar, a progress indicator shows seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Manufacturing 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

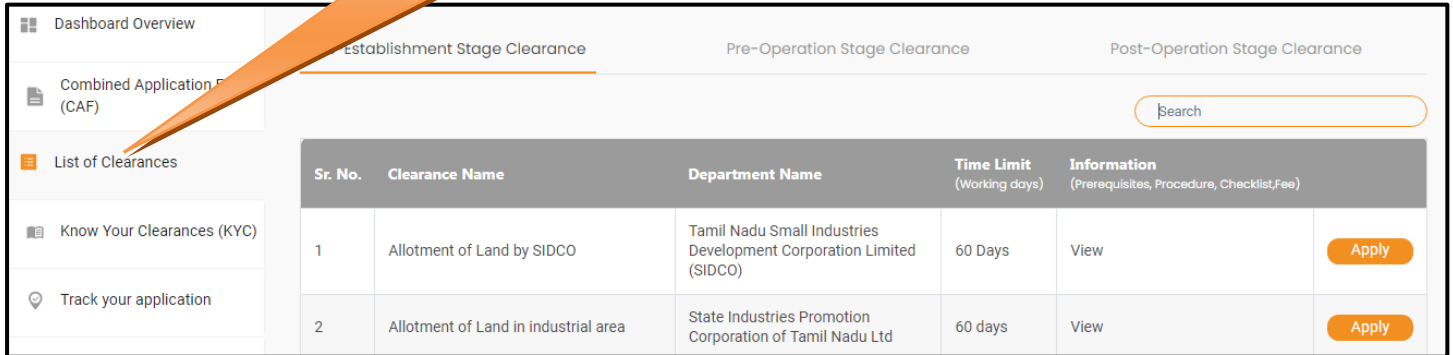
Note:

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

7. Apply for No Objection Certificate pertaining to Sanitary for School

1. Click on “List of Clearances”

List of Clearances



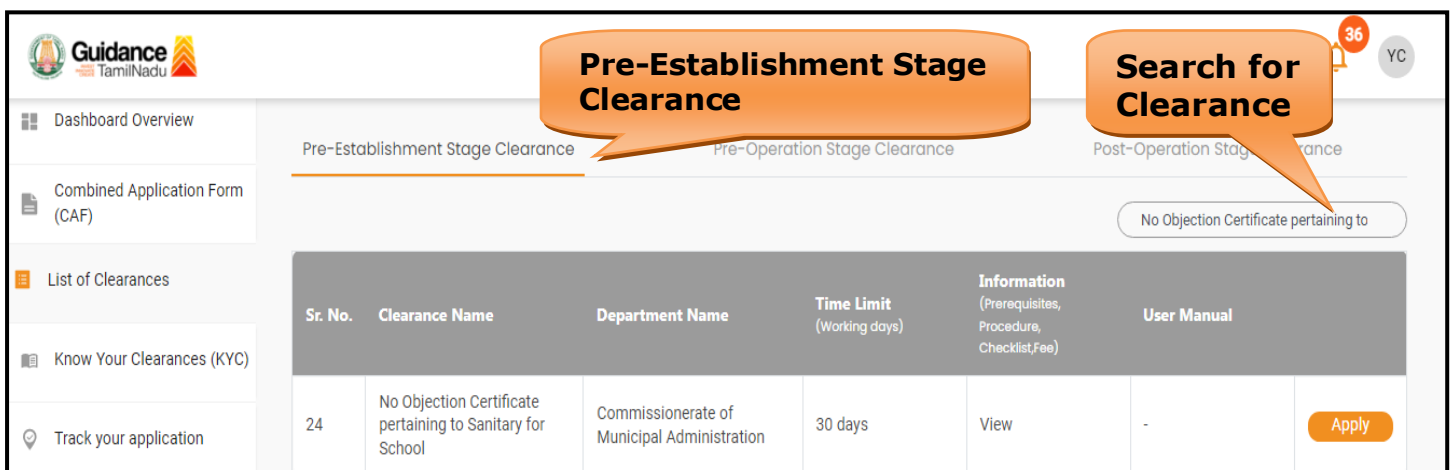
Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	
1	Allotment of Land by SIDCO	Tamil Nadu Small Industries Development Corporation Limited (SIDCO)	60 Days	View	Apply
2	Allotment of Land in industrial area	State Industries Promotion 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 Clearances**
- **Pre-Operation Stage Clearance**
- **Post-Operation Stage Clearance**

3. Select ‘Pre-Establishment Stage Clearance’ and find the clearance ‘No Objection Certificate pertaining to Sanitary for School’ by using Search option as shown in the figure given below.



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
24	No Objection Certificate pertaining to Sanitary for School	Commissionerate of Municipal Administration	30 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.

The screenshot shows the Guidance TamilNadu dashboard. On the left is a sidebar with navigation options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), and Track your application. The main content area is titled 'Pre-Establishment Stage Clearance' and contains a table with the following data:

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
24	No Objection Certificate pertaining to Sanitary for School	Commissionerate of Municipal Administration	30 days	View	-

Two callout boxes are present: 'View Information' points to the 'View' button in the table, and 'Apply for Clearance' points to the 'Apply' button in the table.

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 Commissionerate of Municipal Administration	Name of the Clearance No Objection Certificate pertaining to Sanitary for School
---	--

Select Project/CAF *

Test CAF 2

Close

Click on Apply

Apply

Select CAF

Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to No Objection Certificate pertaining to Sanitary for School Portal.

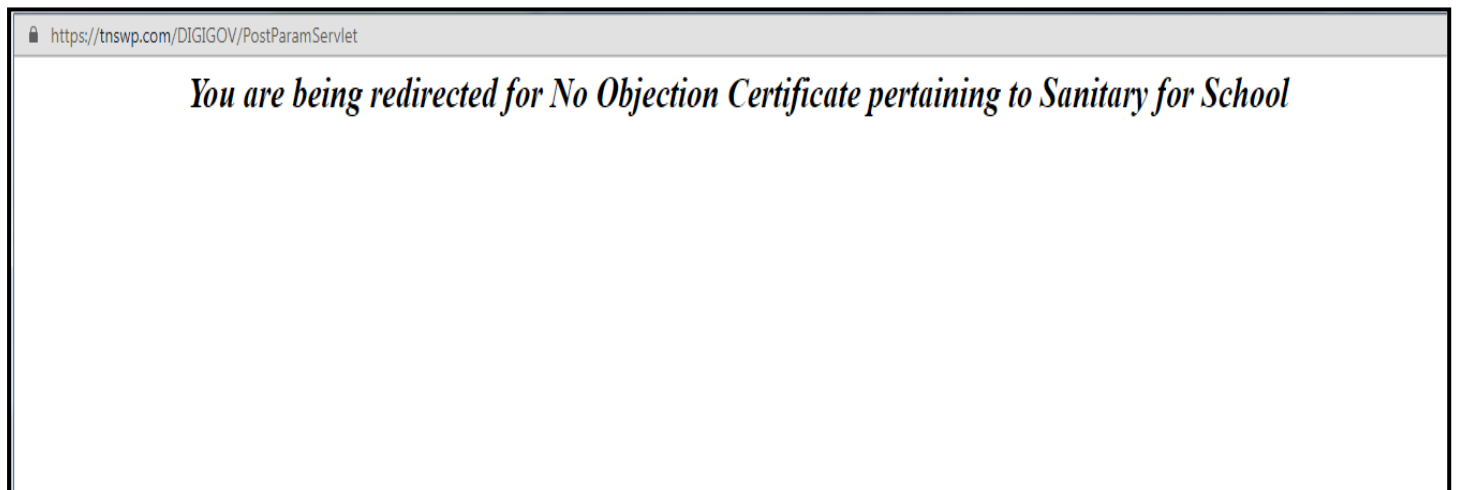


Figure 17. Redirecting to No Objection Certificate pertaining to Sanitary for School Portal

3) Enter all the mandatory details in the application for No Objection Certificate pertaining to Sanitary for School.

https://tnurbanepay.tn.gov.in/BPM_IssueOfSanitationCertificate_SW.aspx

Issue of Sanitation Certificate

Name Of the ULB

School Details

Kind of School * Name of the school *

Please select if citizen not living in the ULB limit

Pincode * Area*

Town /city Street *

Cell No. * Door No. *

Email ID Contact No.

Fire NOC Building stability Certificate

Tax Payment details

Profession Tax Amount

Property Tax amount paid

Water Charges amount paid

UGD amount paid

Napkin disposal * Copy of previous year's sanitation certificate

Copy of Building Plan Approval Handwash/Wash Basin *

No.of handwash fixed in each building *

No.of Male *

No.of Female *

No.of Toilets Available *

No.of FeMale Toilets *

No.of Male Toilets *

Periodical Maintenance of toilets * Chemical Used to maintain the Toilets

Period of AMC from date * Maintenance out sourced or own man power

Period of AMC to date *

No.of staff appointed * Cleaning of premises[Sweeping] *

Approval Roc No. * Approval Date *

Fees Details

Click on 'Submit'

Figure 18. No Objection Certificate pertaining to Sanitary for School

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. The 'Status' column in the table is highlighted with an orange callout bubble that says 'Status Changed to 'Application Submitted''. The table contains 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	100042 - 123579	-	Feb 2, 2024 12:14:19 PM	No Objection Certificate pertaining to Sanitary for School	Feb 2, 2024 12:59:59 PM	Application Submitted	Junior Assistant	0/30 days	On time	Actions

Figure 19. Status of the Application

8. Payment process

- 1) Complete the Payment through online.

The screenshot shows the 'Track your Application' page. The 'Status' column in the table is highlighted with an orange callout bubble that says 'Make Payment'. The table contains 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	100042 - 123579	-	Feb 2, 2024 12:14:19 PM	No Objection Certificate pertaining to Sanitary for School	Feb 2, 2024 02:45:18 PM	Make Payment	Junior Assistant	0/30 days	On time	Actions

Figure 20. Make Payment

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.

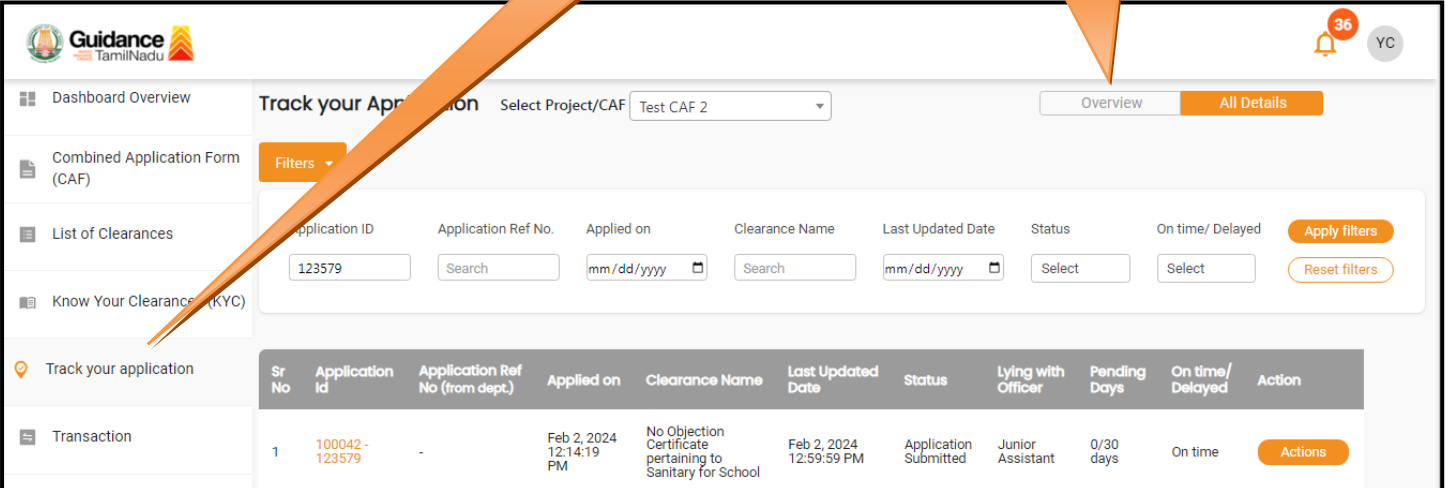
- **Track your application– Overview Option**

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	100042-123579	-	Feb 2, 2024 12:14:19 PM	No Objection Certificate pertaining to Sanitary for School	Feb 2, 2024 12:59:59 PM	Application Submitted	Junior Assistant	0/30 days	On time	Actions

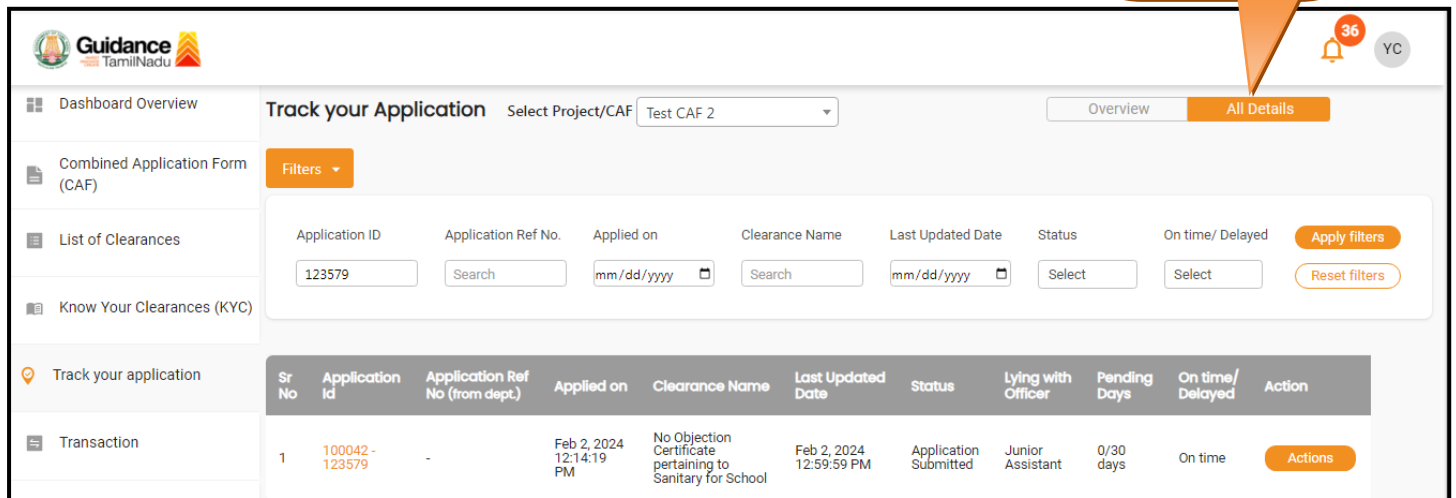
Figure 21. Track Your Application

- **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**

All Details Options



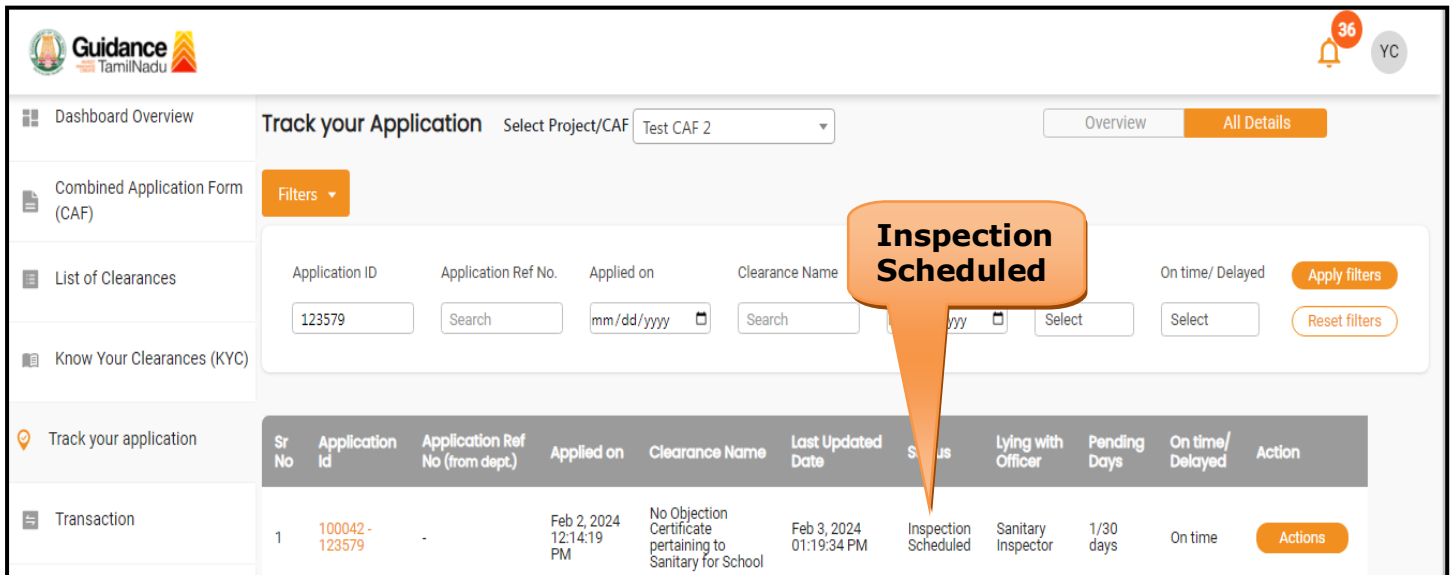
The screenshot displays the 'All Details' tab for tracking an application. The main content area includes a table with the following data:

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	100042 - 123579	-	Feb 2, 2024 12:14:19 PM	No Objection Certificate pertaining to Sanitary for School	Feb 2, 2024 12:59:59 PM	Application Submitted	Junior Assistant	0/30 days	On time	Actions

Figure 22. ‘All Details’ tab

10. Inspection Schedule

- 1) The Sanitary Inspector of Commissionerate of Municipal Administration Department schedules the date of appointment for inspection to be done for the specified institution.
- 2) After the Inspection gets completed, the Sanitary Inspector submits the Inspection report.
- 3) The Applicant has the provision to view the Scheduled Inspection details



The screenshot displays the 'Track your Application' section of the Guidance TamilNadu portal. The interface includes a sidebar with navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', and 'Transaction'. The main content area shows a dropdown for 'Select Project/CAF' set to 'Test CAF 2', with tabs for 'Overview' and 'All Details'. Below this is a filter section with fields for 'Application ID' (123579), 'Application Ref No.', 'Applied on' (mm/dd/yyyy), and 'Clearance Name'. A callout bubble labeled 'Inspection Scheduled' points to the 'Status' column of a table below. The table lists one application with the following details:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100042 - 123579	-	Feb 2, 2024 12:14:19 PM	No Objection Certificate pertaining to Sanitary for School	Feb 3, 2024 01:19:34 PM	Inspection Scheduled	Sanitary Inspector	1/30 days	On time	Actions

Figure 23. Inspection Scheduled

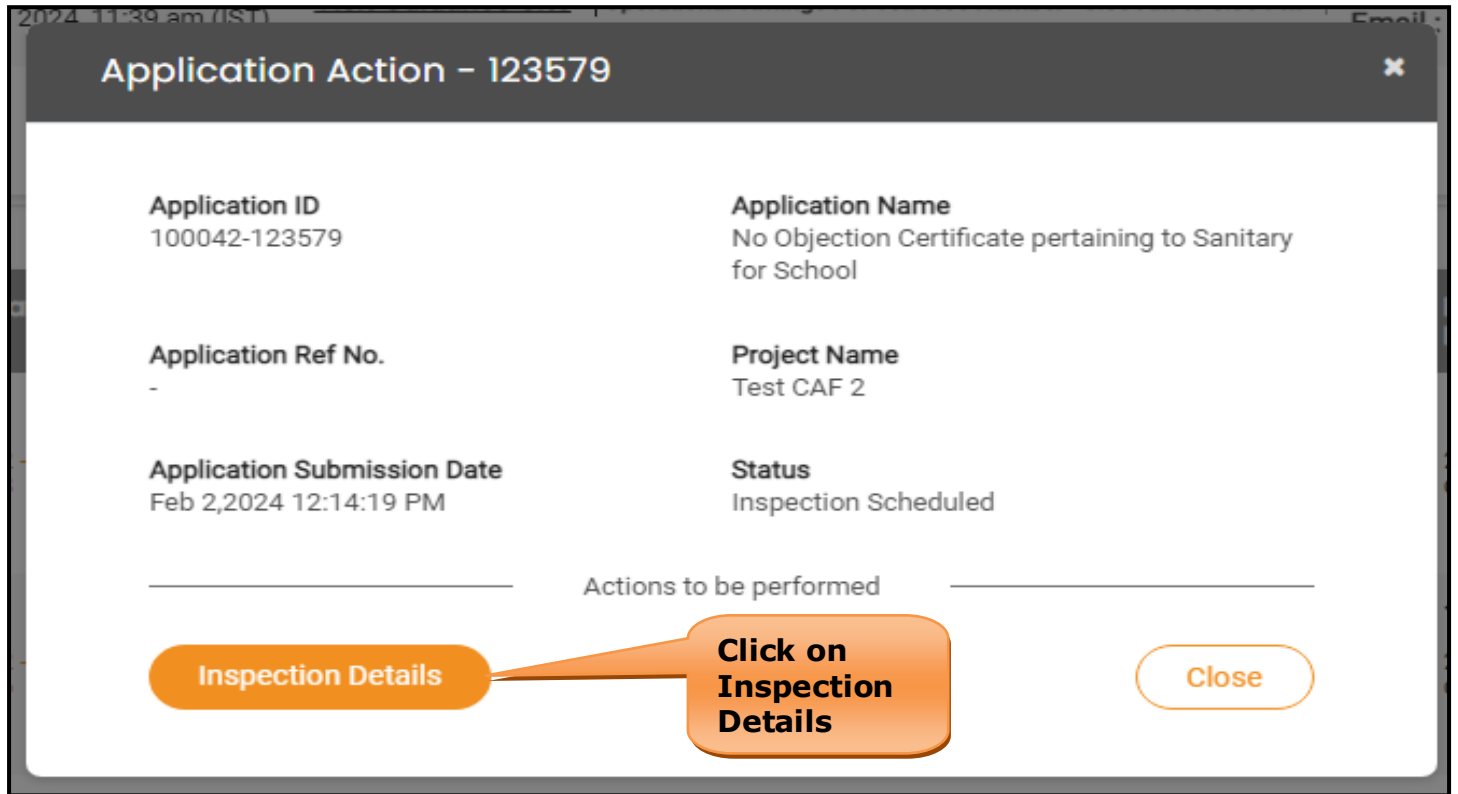


Figure 24. Inspection Details

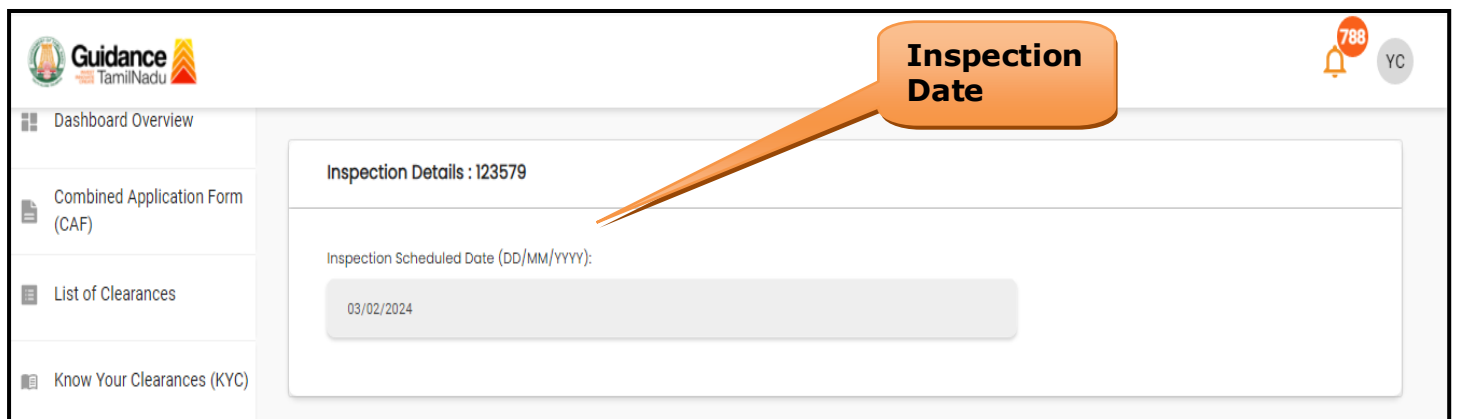
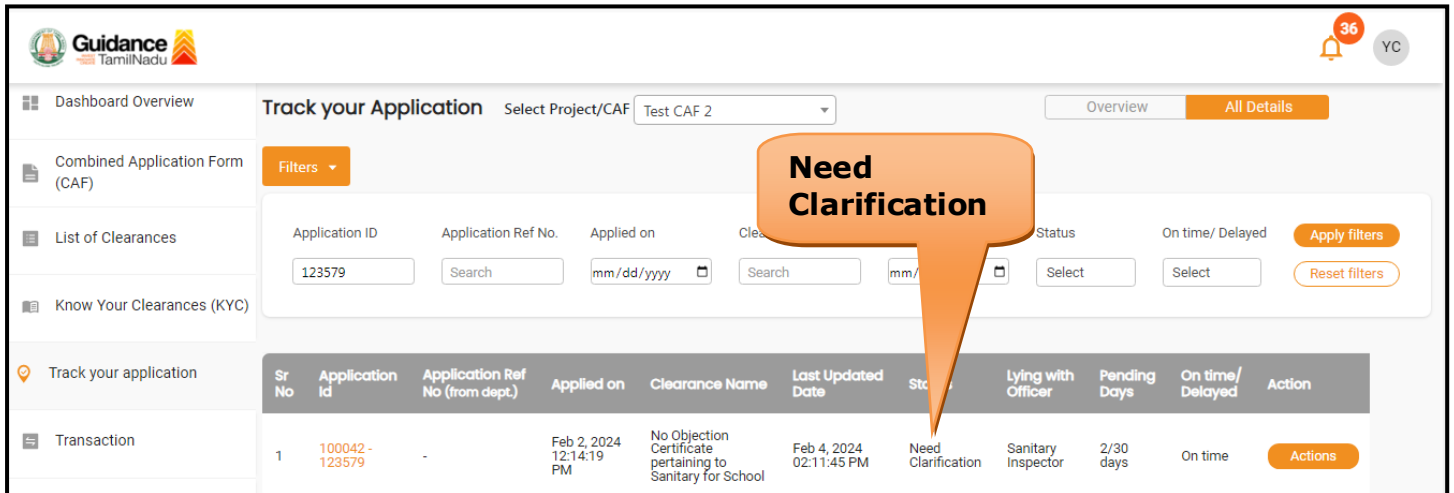


Figure 25. Inspection Date

11. Query Clarification

- 1) After submitting the application to the Department, the Sanitary Inspector of Commissionerate of Municipal Administration Department reviews the application and if there are any clarifications required, the Sanitary Inspector of Commissionerate of Municipal Administration 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 displays the 'Track your Application' page. The status of the application is 'Need Clarification', highlighted by an orange callout bubble. The application details are as follows:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100042 - 123579	-	Feb 2, 2024 12:14:19 PM	No Objection Certificate pertaining to Sanitary for School	Feb 4, 2024 02:11:45 PM	Need Clarification	Sanitary Inspector	2/30 days	On time	Actions

Figure 26. Need Clarification

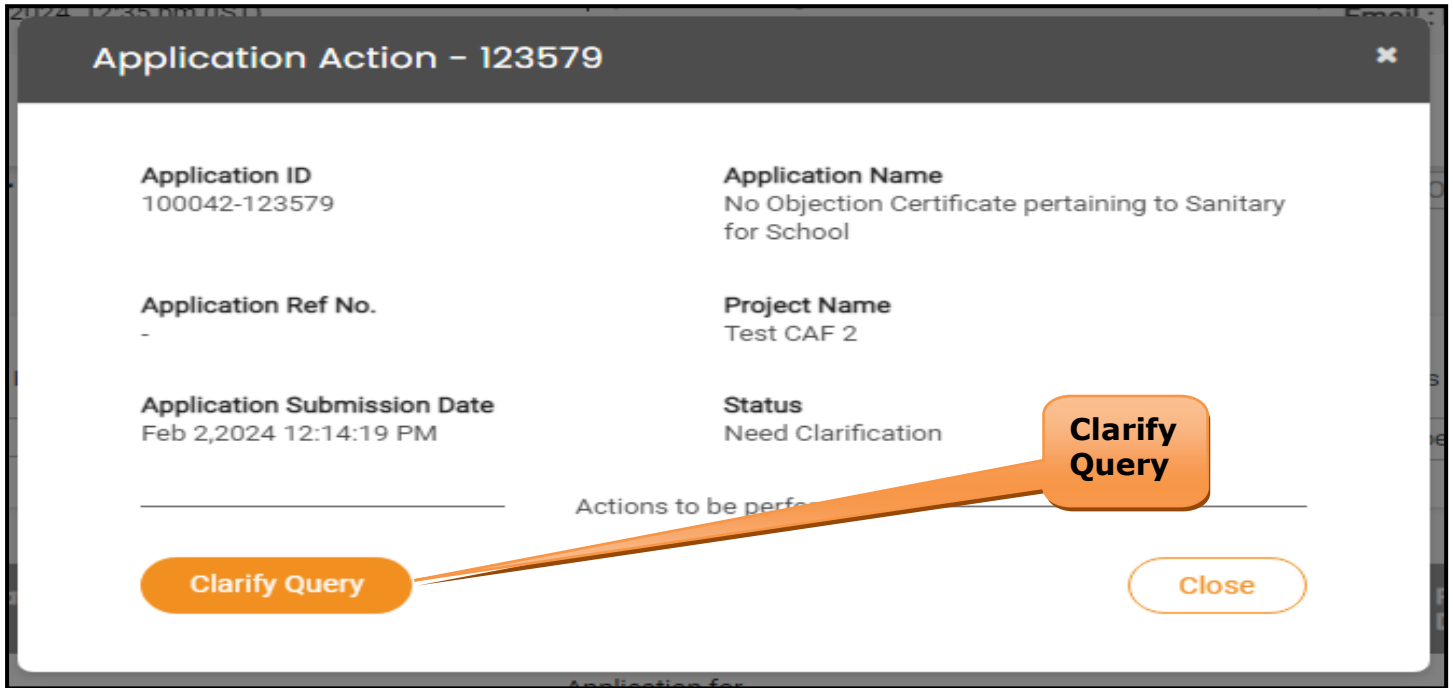


Figure 27. Clarify Query

- 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.

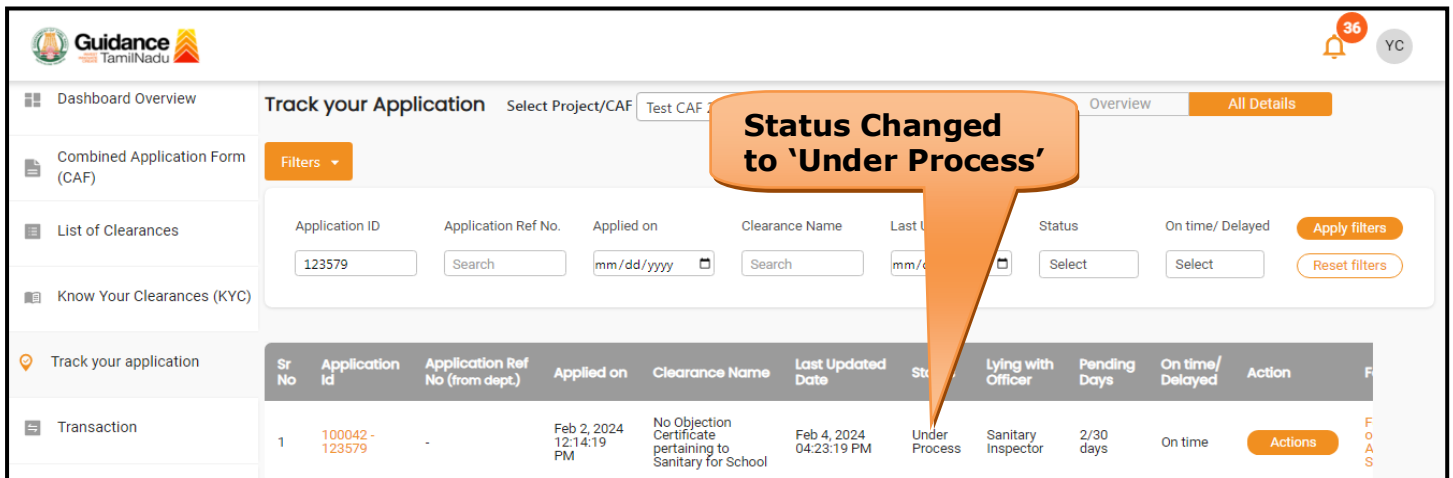


Figure 28. Under Process

12. Application Processing

1) After Submitting the application, The Sanitary Officer of Commissionerate of Municipal Administration Department scrutinizes and reviews the application and updates the status as **“Approved”**

The screenshot shows the 'Track your Application' interface. A callout bubble points to the 'Approved' status in the table below.

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	100042-123579	-	Feb 2, 2024 12:14:19 PM	No Objection Certificate pertaining to Sanitary for School	Feb 5, 2024 01:48:25 PM	Approved	Sanitary Officer	3/30 days	On time	Actions

Figure 29. Application Processed

2) If the application is **‘Approved’** by the Sanitary Officer, the applicant can download the Certificate under **Track your application – > Action button -> Download** (Refer Figure 30)

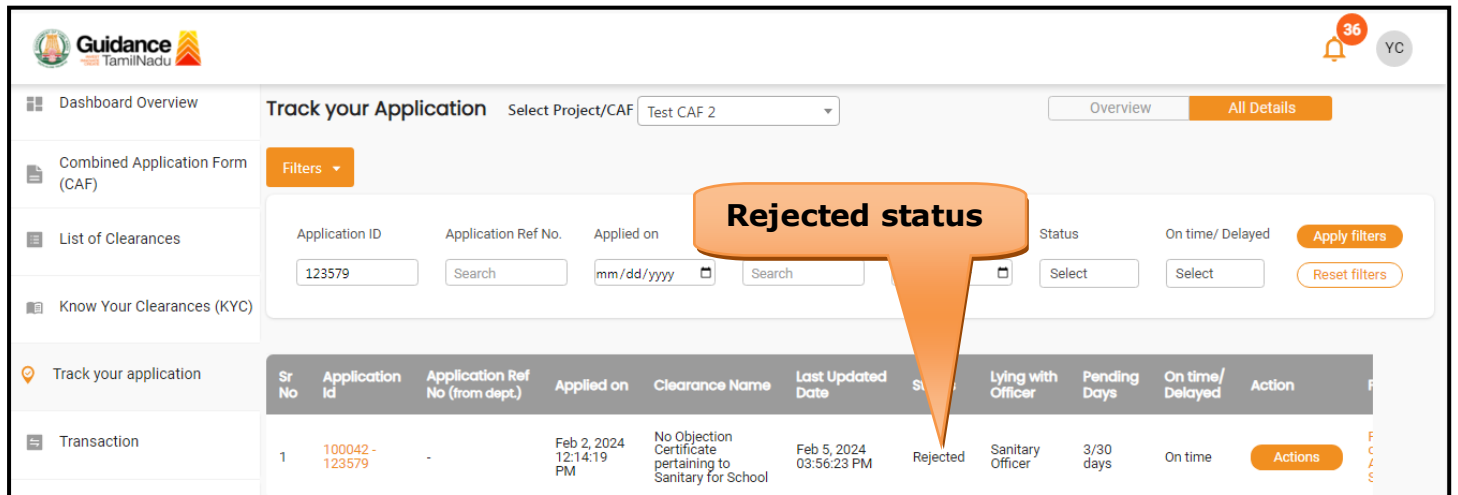
The screenshot shows the 'Application Action - 123579' modal with the following details:

- Application ID:** 100042-123579
- Application Name:** No Objection Certificate pertaining to Sanitary for School
- Application Ref No.:** -
- Project Name:** Test CAF 2
- Application Submission Date:** Feb 2, 2024 12:14:19 PM
- Status:** Approved

At the bottom, there are several buttons: **Download**, **Feedback - Application Processing**, **Feedback - Application Submission**, and **Close**. A callout bubble points to the **Download** button.

Figure 30. Download

3) If the application is '**Rejected**' by Sanitary Officer, the applicant can view the rejection remarks under the Actions Tab by the Sanitary Officer. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 31)



The screenshot shows the 'Track your Application' page. The application ID is 100042-123579. The status is 'Rejected'. The table below shows the application details:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100042 - 123579	-	Feb 2, 2024 12:14:19 PM	No Objection Certificate pertaining to Sanitary for School	Feb 5, 2024 03:56:23 PM	Rejected	Sanitary Officer	3/30 days	On time	Actions

Figure 31. Rejected Status

