



# **TAMILNADU SINGLE WINDOW PORTAL**

## **APPLICANT MANUAL**

### **Sewer Connection for Commercial Establishments**

### **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](http://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

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

# TAMIL NADU

## Leading the Nation

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

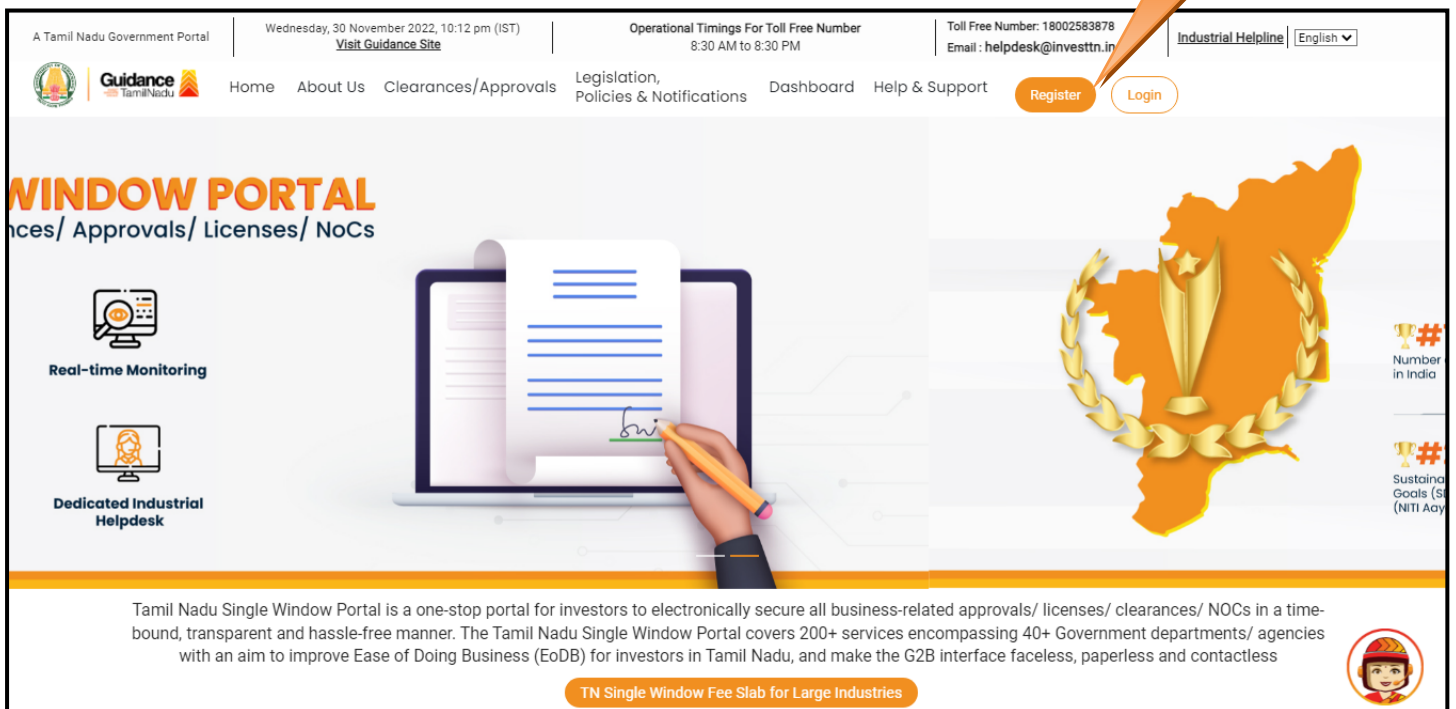
**Figure 1. Single Window Portal Home Page**

## 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**



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

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

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

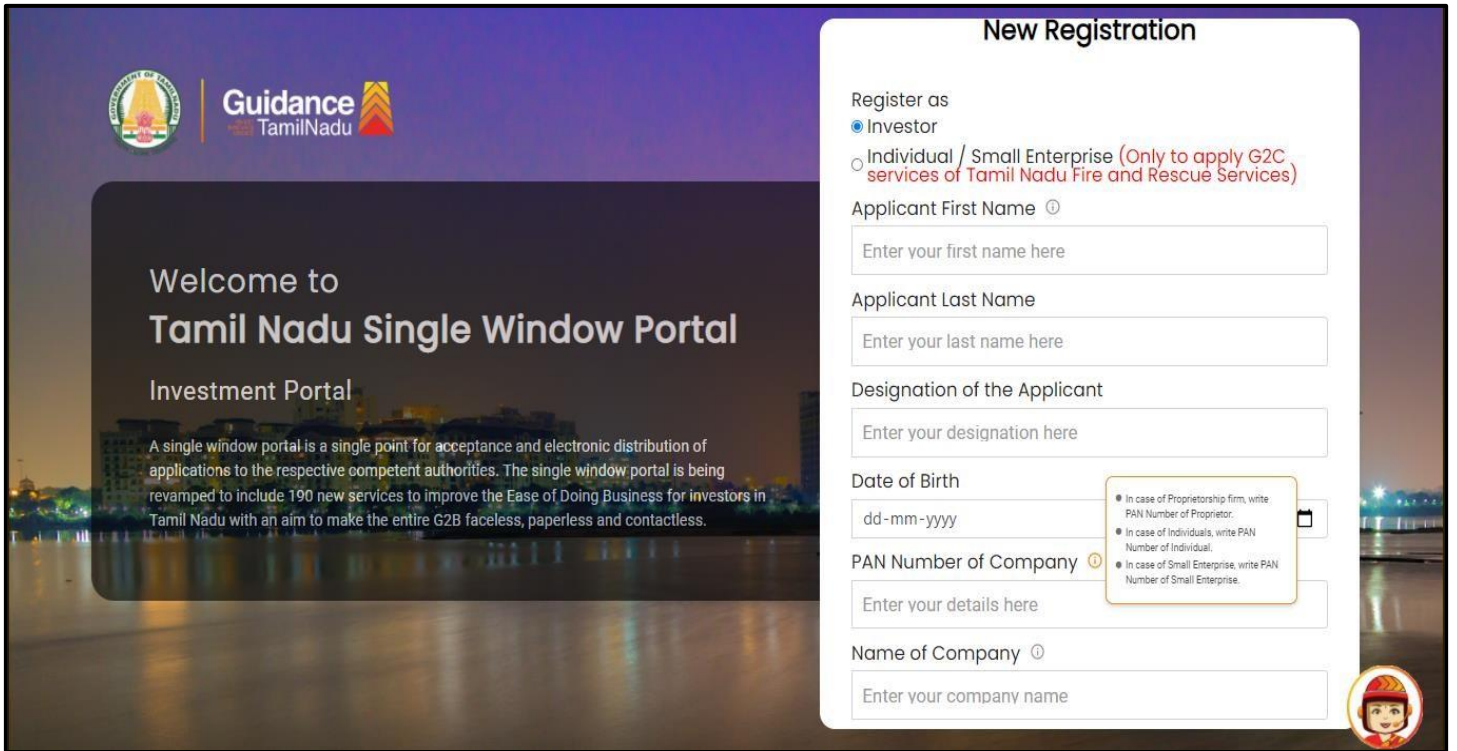
Real-time Monitoring  
Dedicated Industrial Helpdesk

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.



**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

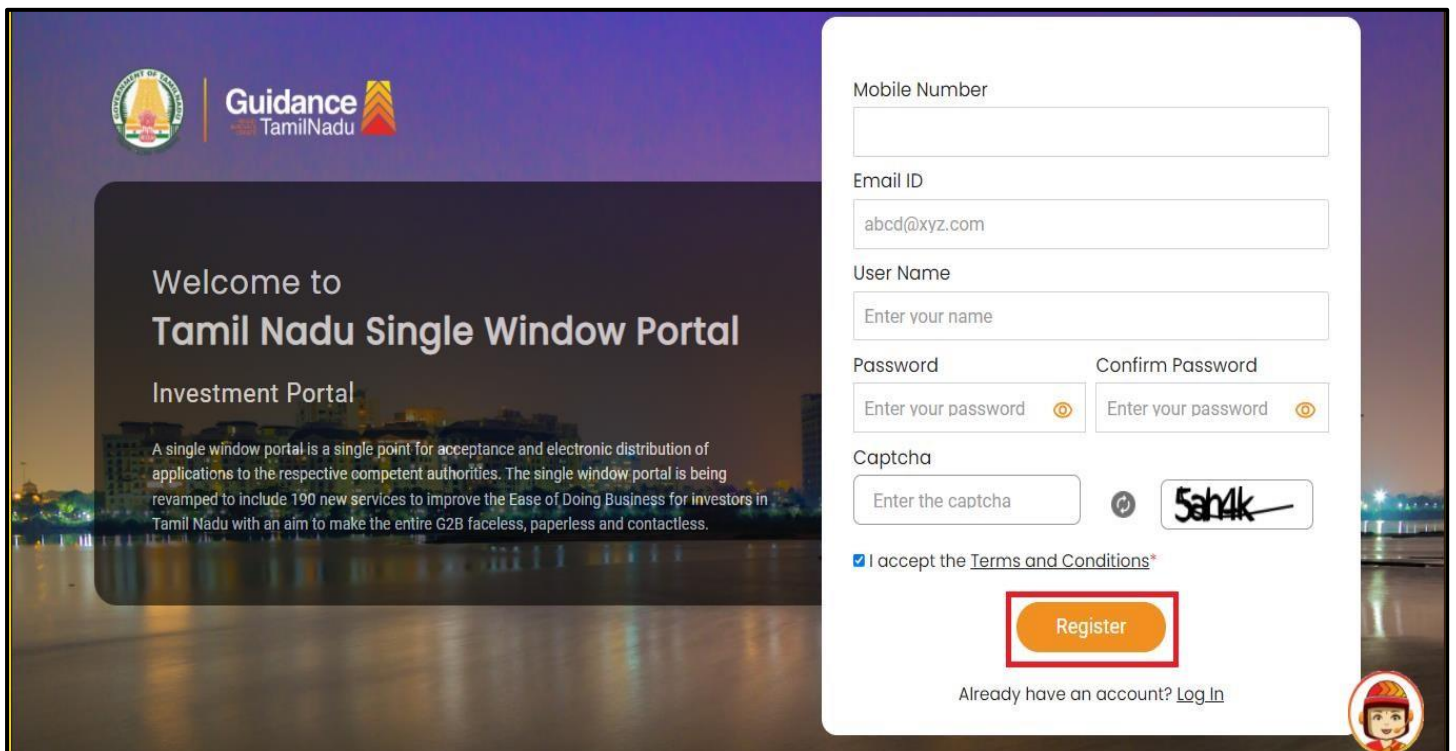
 📅

PAN Number of Company ?

- 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.

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

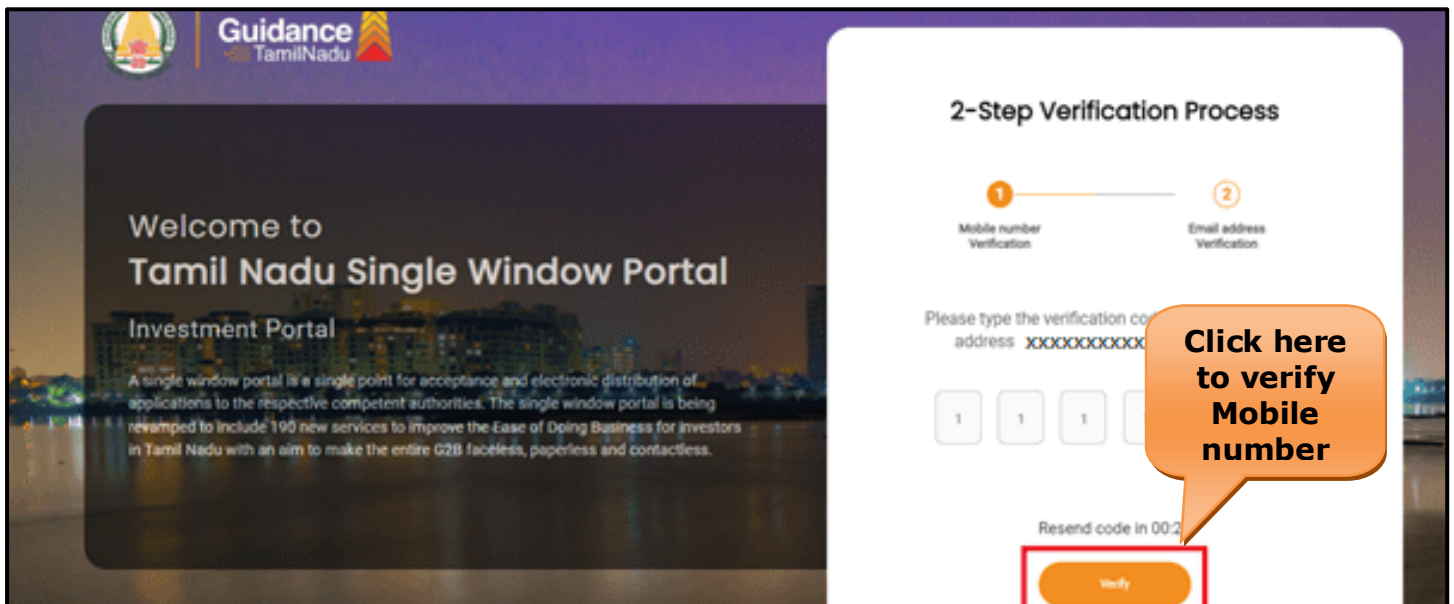
Already have an account? [Log In](#)

**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.

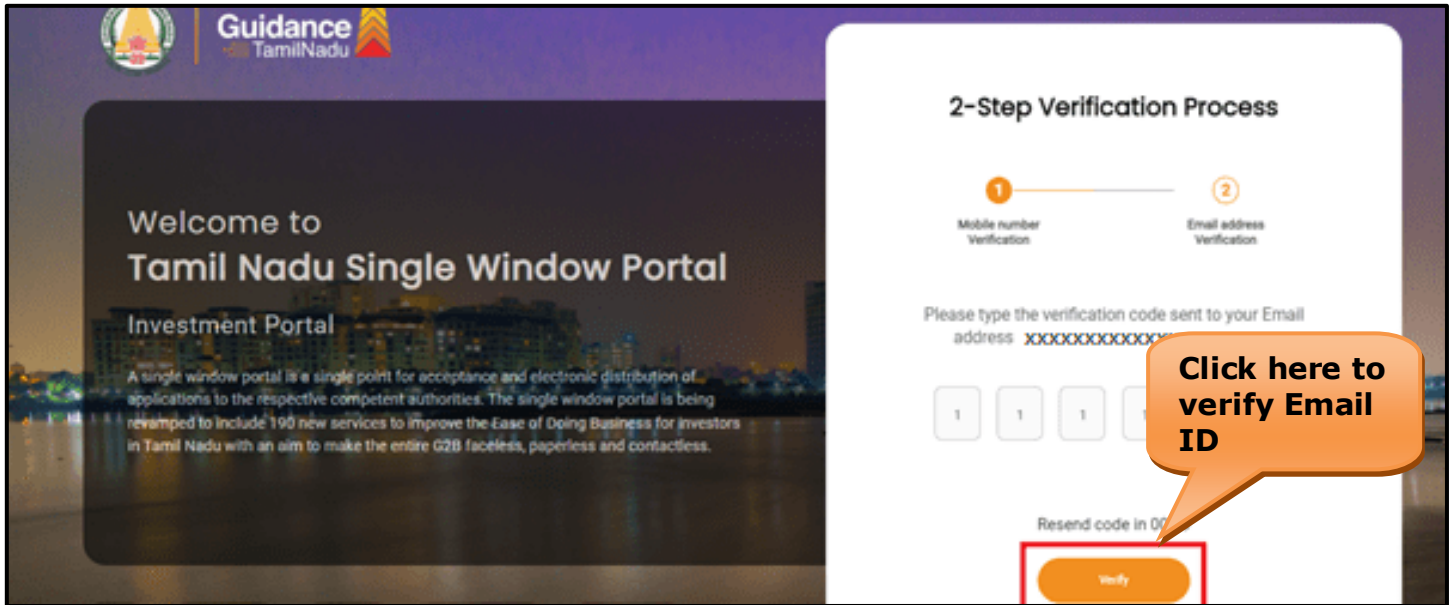


**Figure 5. Mobile Number Verification**



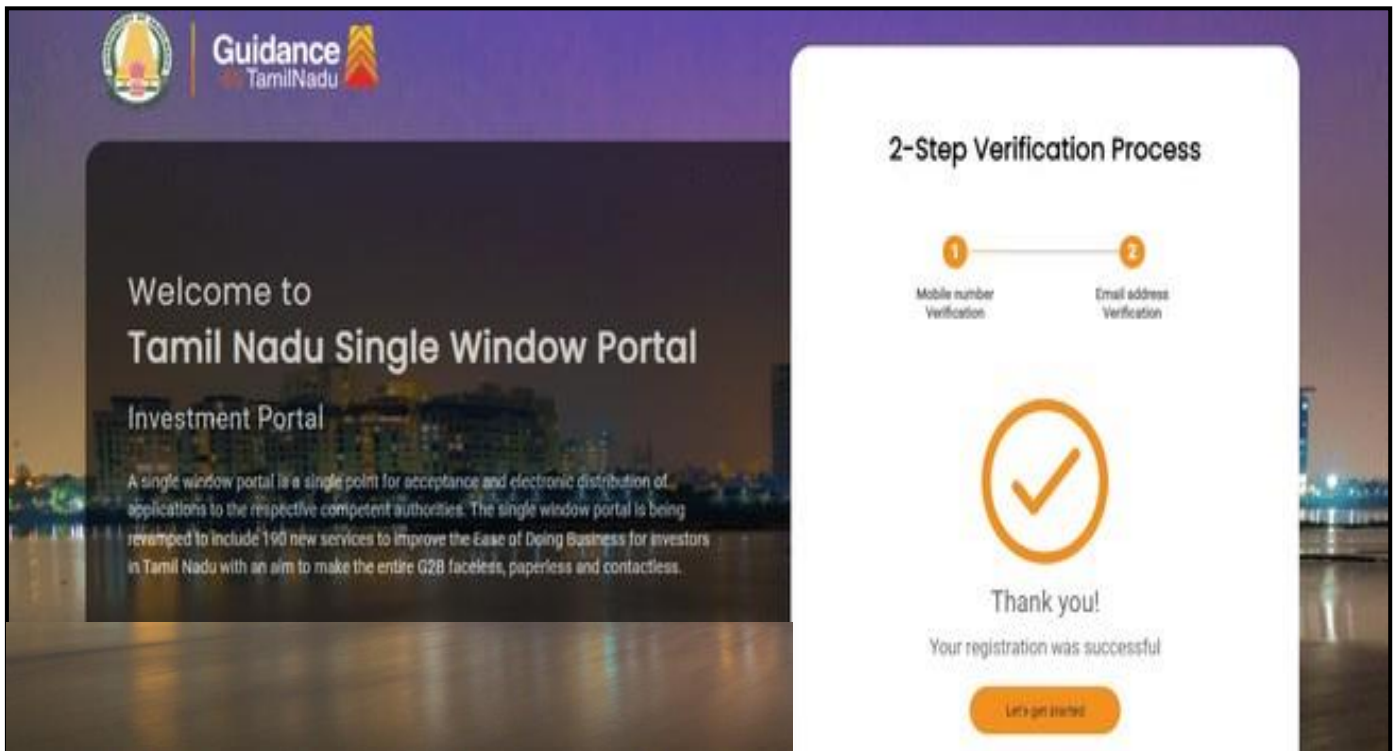
- o **Email ID Verification**

- 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. The browser address bar displays 'tnswp.com/DIGIGOV/swp-tnswp.jsp'. The page header includes the Tamil Nadu Government Portal logo, the date 'Wednesday, 30 November 2022, 10:11 pm (IST)', operational timings '8:30 AM to 8:30 PM', and contact information 'Toll Free Number: 18002583878' and 'Email: helpdesk@investtn.in'. The main navigation menu includes 'Home', 'About Us', 'Clearances/Approvals', 'Legislation, Policies & Notifications', 'Dashboard', and 'Help & Support'. There are 'Register' and 'Login' buttons. The main content area features a large orange map of Tamil Nadu with a star and the text 'TAMIL NADU Leading the Nation'. Below this, there are several award statistics:

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

At the bottom, there is a text block: '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'. Below this is a button 'TN Single Window Fee Slab for Large Industries' and a small cartoon character icon.

**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.

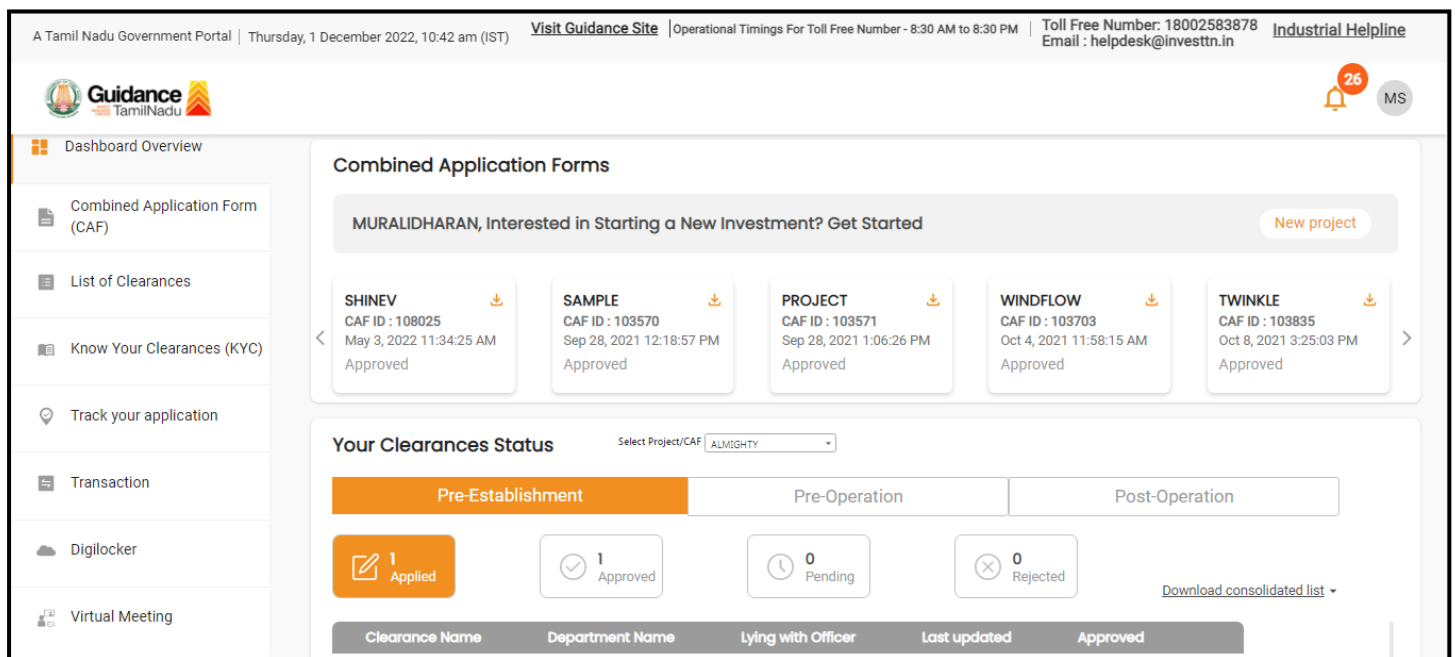
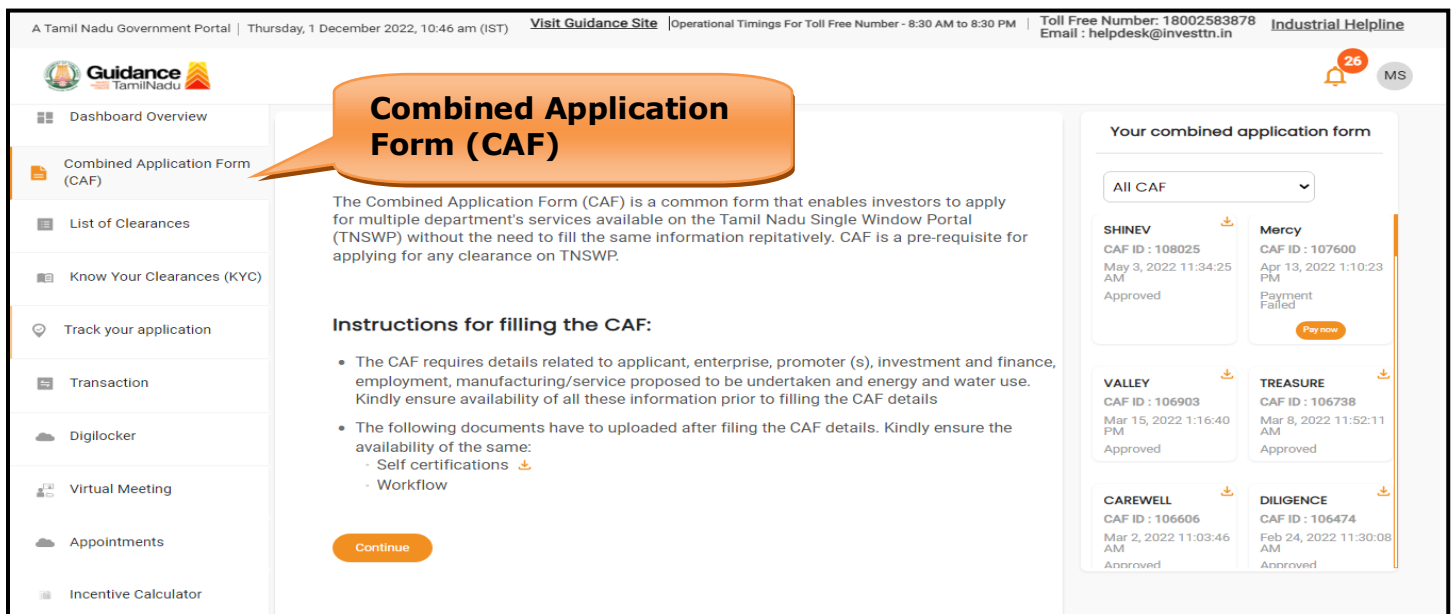


Figure 9. Dashboard Overview

## 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.



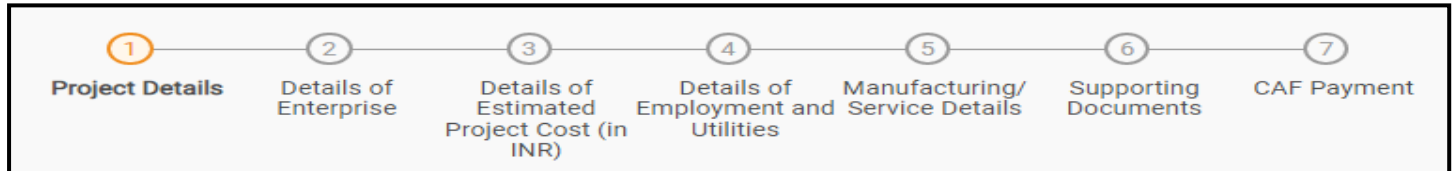
The screenshot shows the Tamil Nadu Government Portal interface for the Combined Application Form (CAF). The top navigation bar includes the portal name, date, and contact information. The left sidebar contains a menu with options like Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, Diglocker, Virtual Meeting, Appointments, and Incentive Calculator. The main content area features a heading 'Combined Application Form (CAF)' and a description: '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.' Below this, 'Instructions for filling the CAF:' are provided, including requirements for details and document uploads. A 'Continue' button is visible at the bottom of the instructions. On the right, a section titled 'Your combined application form' displays a table of CAFs:

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).

The screenshot displays the Guidance TamilNadu dashboard for the 'CAF Payment' step. A progress bar at the top 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 (highlighted). A confirmation message box is overlaid on the 'Payment Details' form, stating: 'Information: Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF.' The form below the message shows 'Choose your preferred fee slab' with 'Lump sum' selected and 'à la carte' unselected. The 'Amount to be paid (in INR)' is entered as '500000' and 'Five Lakh' is shown below it. A 'Calculate Fee' button is visible on the right.

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

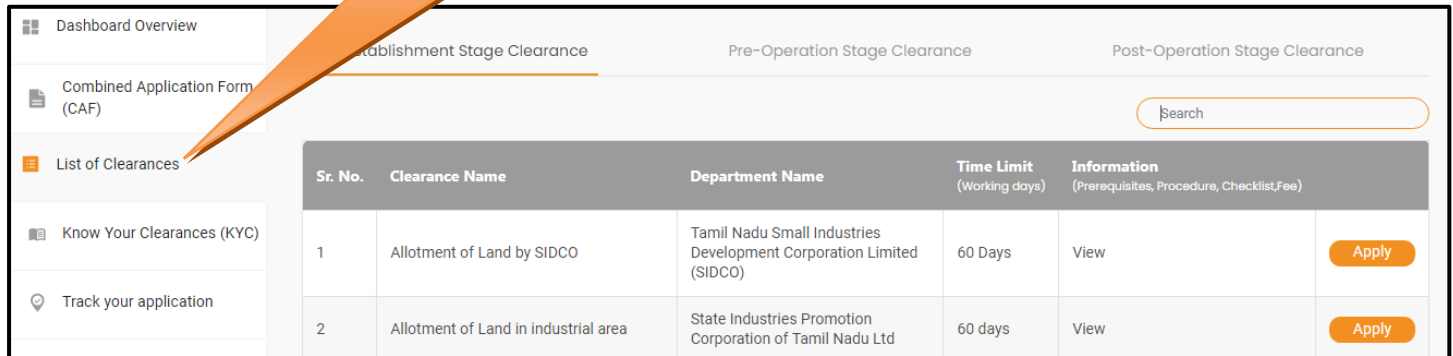
**Note:**

*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 Sewer Connection for Commercial Establishments

1. Click on “List of Clearances”

List of Clearances



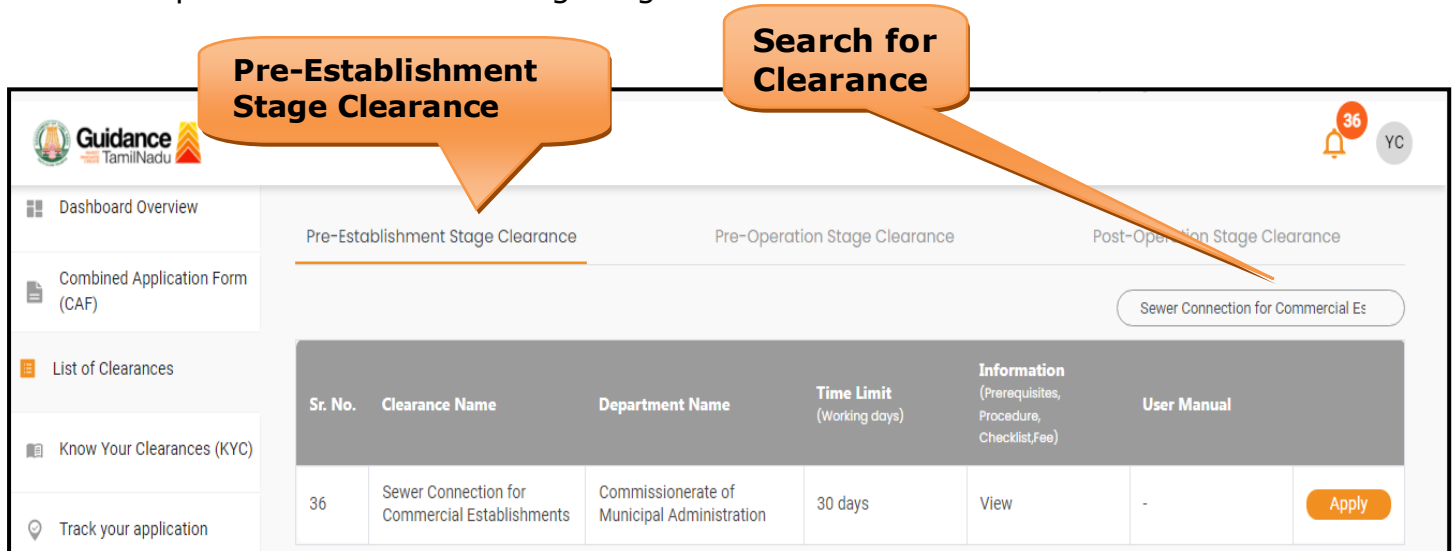
Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	Apply
1	Allotment of Land by SIDCO	Tamil Nadu Small Industries Development Corporation Limited (SIDCO)	60 Days	View	Apply
2	Allotment of Land in industrial area	State Industries Promotion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

3. Select ‘Pre-Establishment Stage Clearance’ and find the clearance ‘Sewer Connection for Commercial Establishments’ 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	Apply
36	Sewer Connection for Commercial Establishments	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.

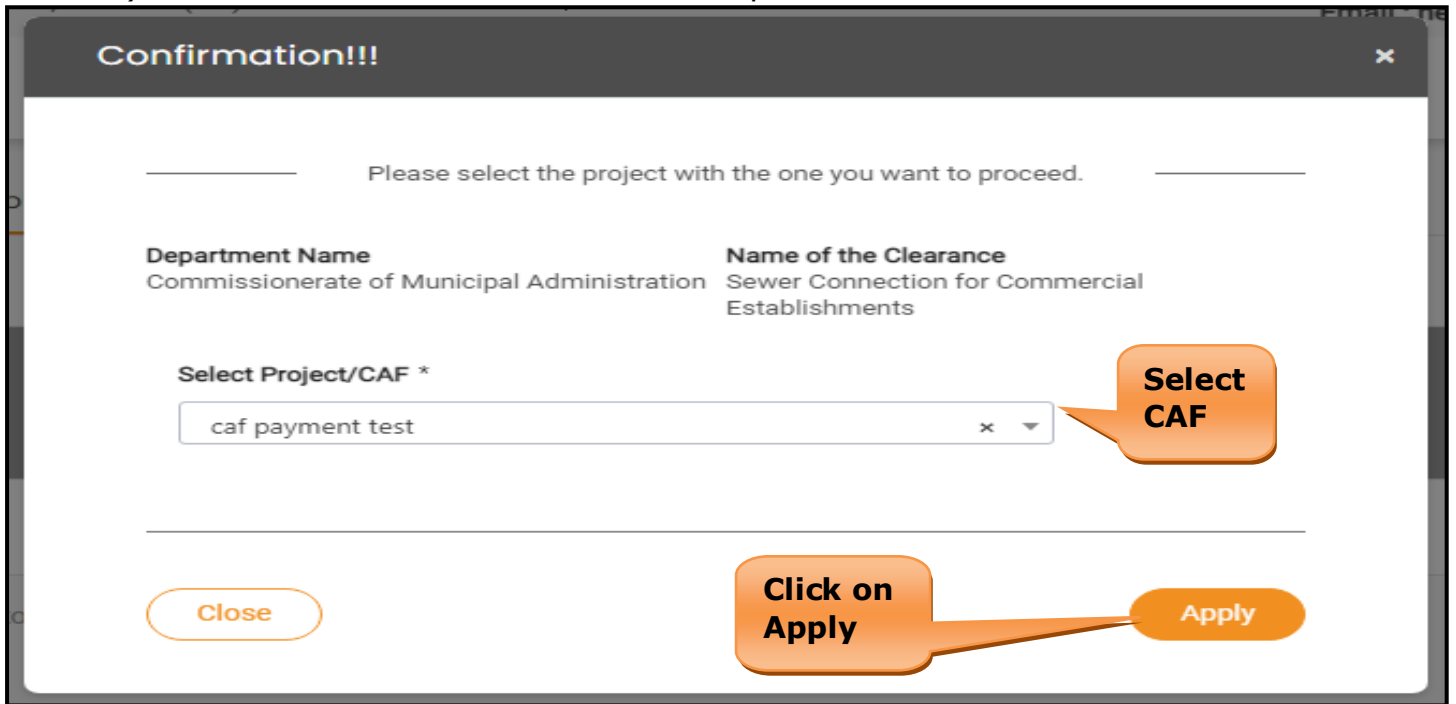
**View  
Information****Apply for  
Clearance**

The screenshot shows the Guidance TamilNadu dashboard. The left sidebar contains 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 displays a table of clearances. The table has columns for Sr. No., Clearance Name, Department Name, Time Limit (Working days), Information (Prerequisites, Procedure, Checklist, Fee), and User Manual. A row is visible with Sr. No. 36, Clearance Name 'Sewer Connection for Commercial Establishments', Department Name 'Commissionerate of Municipal Administration', and Time Limit '30 days'. The 'View' button is highlighted by an orange callout box labeled 'View Information', and the 'Apply' button is highlighted by an orange callout box labeled 'Apply for Clearance'.

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
36	Sewer Connection for Commercial Establishments	Commissionerate of Municipal Administration	30 days	View	-

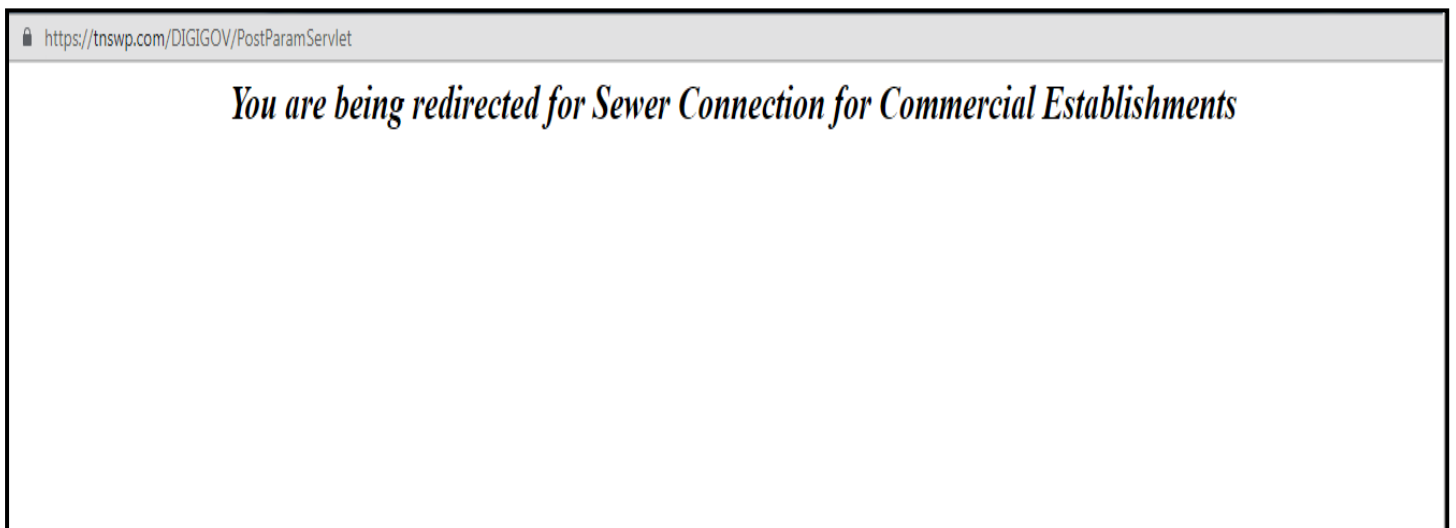
**Figure 15. Apply for Clearance**

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 Sewer Connection for Commercial Establishments Portal.



**Figure 17. Redirecting to Sewer Connection for Commercial Establishments Portal**

3) Enter all the mandatory details in the application for Sewer Connection for Commercial Establishments.

https://tnurbanepay.tn.gov.in/UGD\_NewConnection\_SW.aspx

Name of ULB \*

Assessment No

Mobile Number

Applicant  First Name  Middle Name  Last Name

Please select if citizen not living in the ULB limit

Pincode \*  Area \*

Locality \*  Street \*

Door No. \*  Email ID

Is Service Location Same as Applicant Location ?  Yes  No

Area  Locality

Street  Ward

**UGD Connection Details**

Usage Type

**Checklist Details**

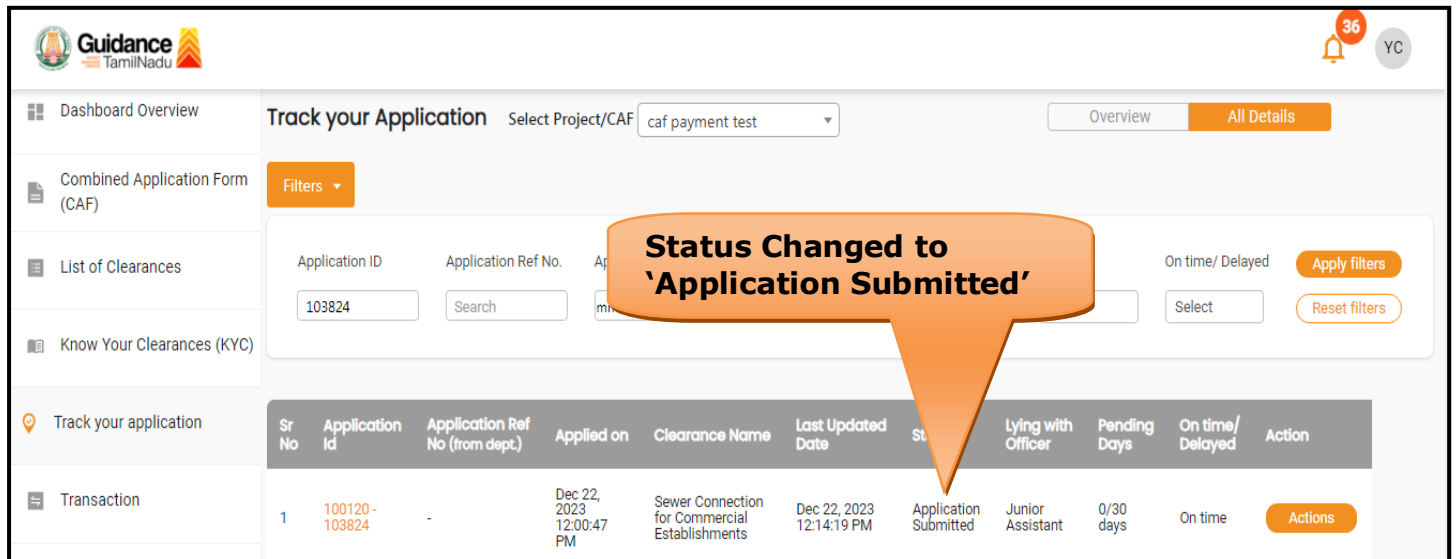
S.No	Check List Group Description	CheckList Desc	Is mandatory?	Is scanned Document Required?	Is submitted?	Documents(Max 1 MB)(pdf/jpeg)
1	NoticeCommencement	Form.2 See Rule (1)(F)	Yes	Yes	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen

**Click on 'Submit'**

Figure 18. Sewer Connection for Commercial Establishments

## 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**



**Status Changed to 'Application Submitted'**

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	100120 - 103824	-	Dec 22, 2023 12:00:47 PM	Sewer Connection for Commercial Establishments	Dec 22, 2023 12:14:19 PM	Application Submitted	Junior Assistant	0/30 days	On time	Actions

**Figure 19. Status of the Application**

## 8. 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.

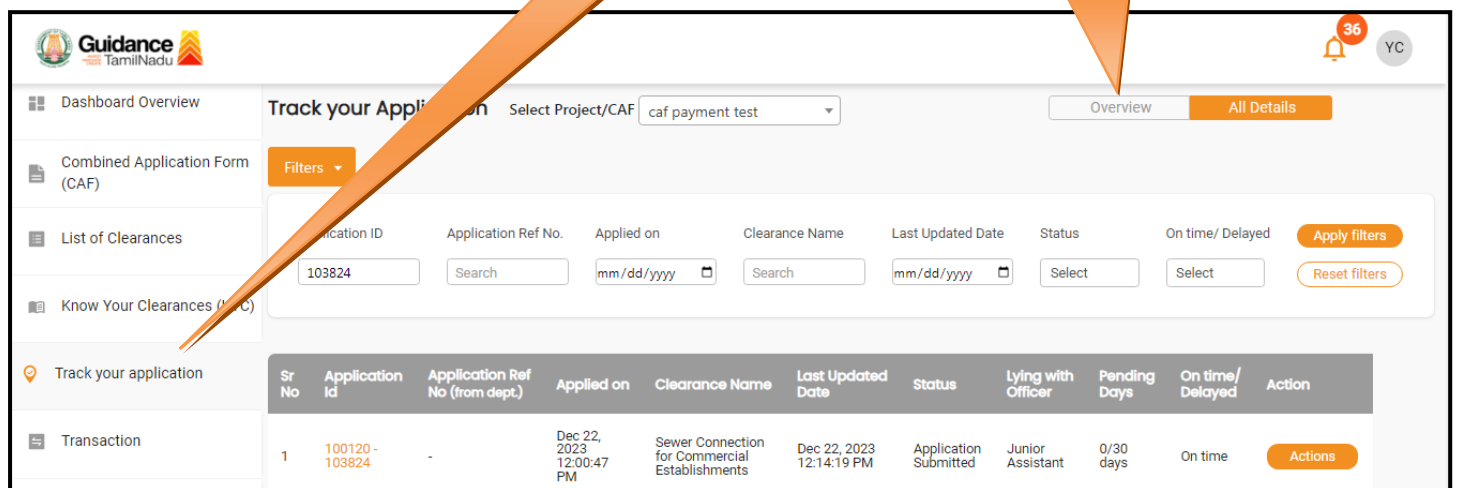
### • Track your application– Overview Option

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	100120-103824	-	Dec 22, 2023 12:00:47 PM	Sewer Connection for Commercial Establishments	Dec 22, 2023 12:14:19 PM	Application Submitted	Junior Assistant	0/30 days	On time	Actions

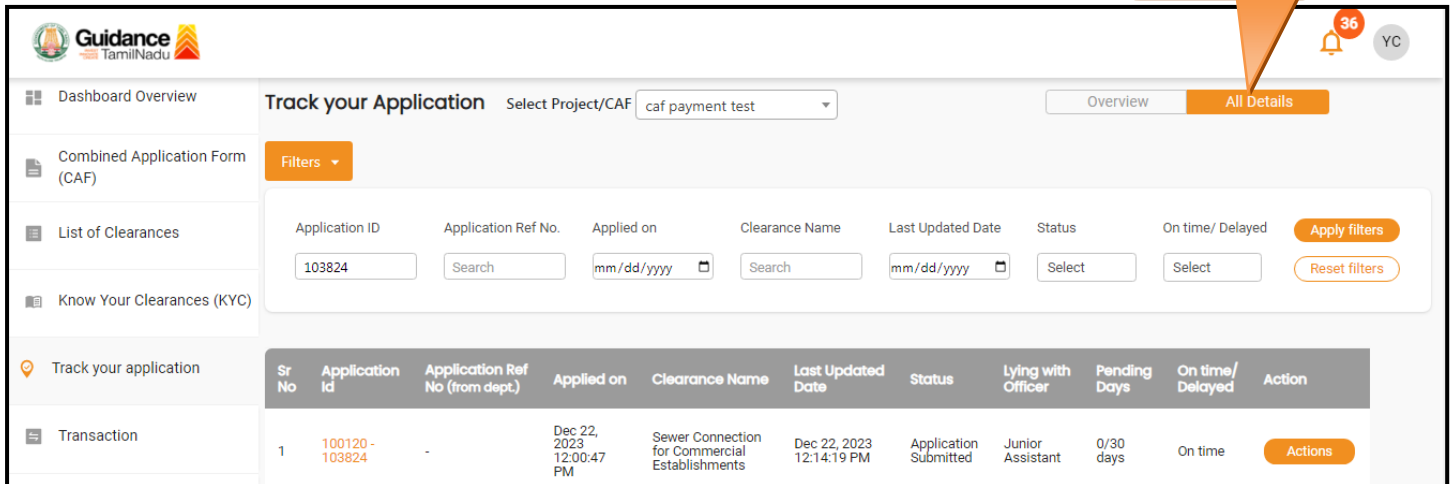
Figure 20. Track Your Application

- **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**

**All Details Options**



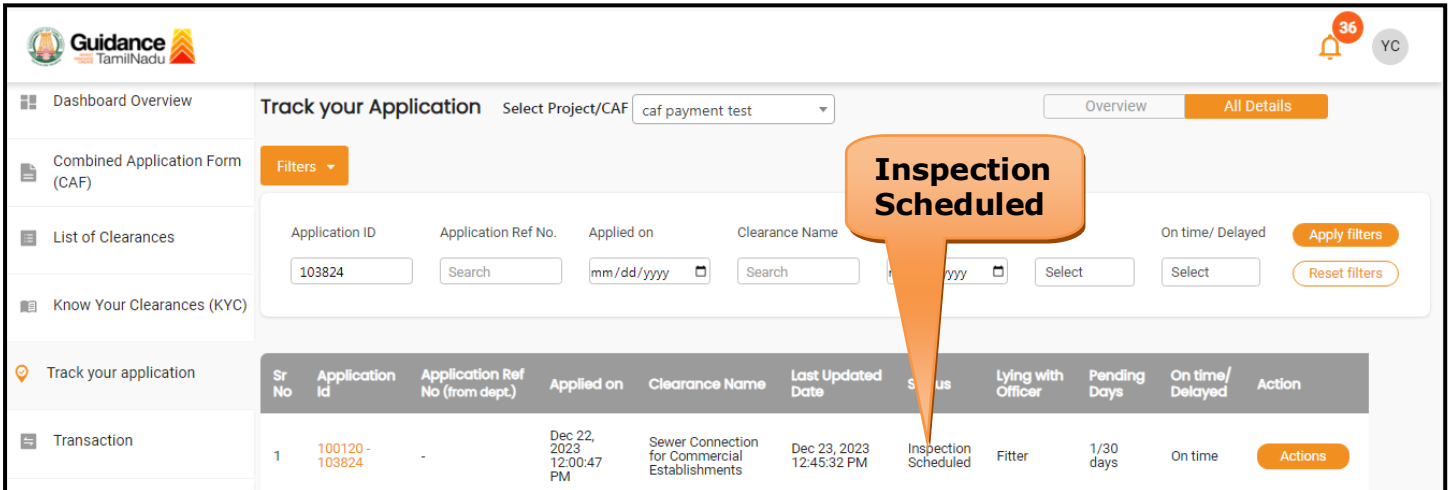
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100120 - 103824	-	Dec 22, 2023 12:00:47 PM	Sewer Connection for Commercial Establishments	Dec 22, 2023 12:14:19 PM	Application Submitted	Junior Assistant	0/30 days	On time	Actions

**Figure 21. ‘All Details’ tab**



## 9. Inspection Schedule

- 1) The Fitter 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 Fitter submits the Inspection report.
- 3) The Applicant has the provision to view the Scheduled Inspection details



The screenshot displays the 'Track your Application' page. The top navigation bar includes the Guidance TamilNadu logo, a notification bell with '36' alerts, and a user profile 'YC'. The main content area is titled 'Track your Application' and features a dropdown menu for 'Select Project/CAF' set to 'caf payment test'. Below this, there are filter options and a table of application details. A callout box labeled 'Inspection Scheduled' points to the 'Inspection Scheduled' 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	100120 - 103824	-	Dec 22, 2023 12:00:47 PM	Sewer Connection for Commercial Establishments	Dec 23, 2023 12:45:32 PM	Inspection Scheduled	Fitter	1/30 days	On time	Actions

**Figure 22. Inspection Scheduled**

**Application Action - 103824**

<b>Application ID</b> 100120-103824	<b>Application Name</b> Sewer Connection for Commercial Establishments
<b>Application Ref No.</b> -	<b>Project Name</b> caf payment test
<b>Application Submission Date</b> Dec 22, 2023 12:00:47 PM	<b>Status</b> Inspection Scheduled

Actions to be performed

[Inspection Details](#) [Close](#)

**Click on Inspection Details**

Figure 23. Inspection Details

**Guidance TamilNadu**

- Dashboard Overview
- Combined Application Form (CAF)
- List of Clearances
- Know Your Clearances (KYC)

**Inspection Details : 103824**

Inspection Scheduled Date (DD/MM/YYYY):

23/12/2023

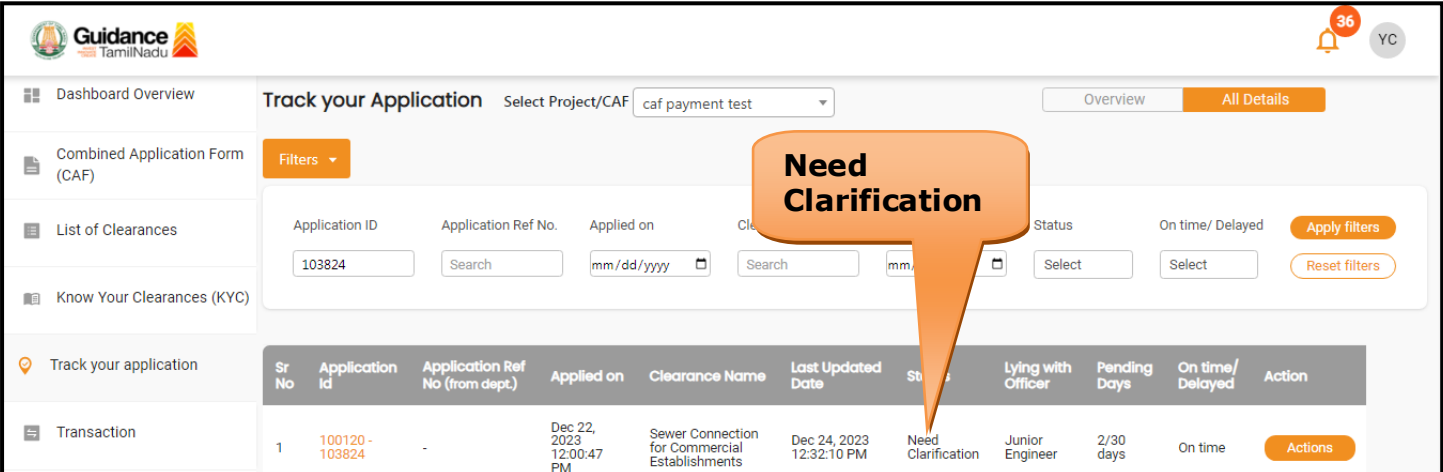
**Inspection Date**

684 YC

Figure 24. Inspection Date

## 10. Query Clarification

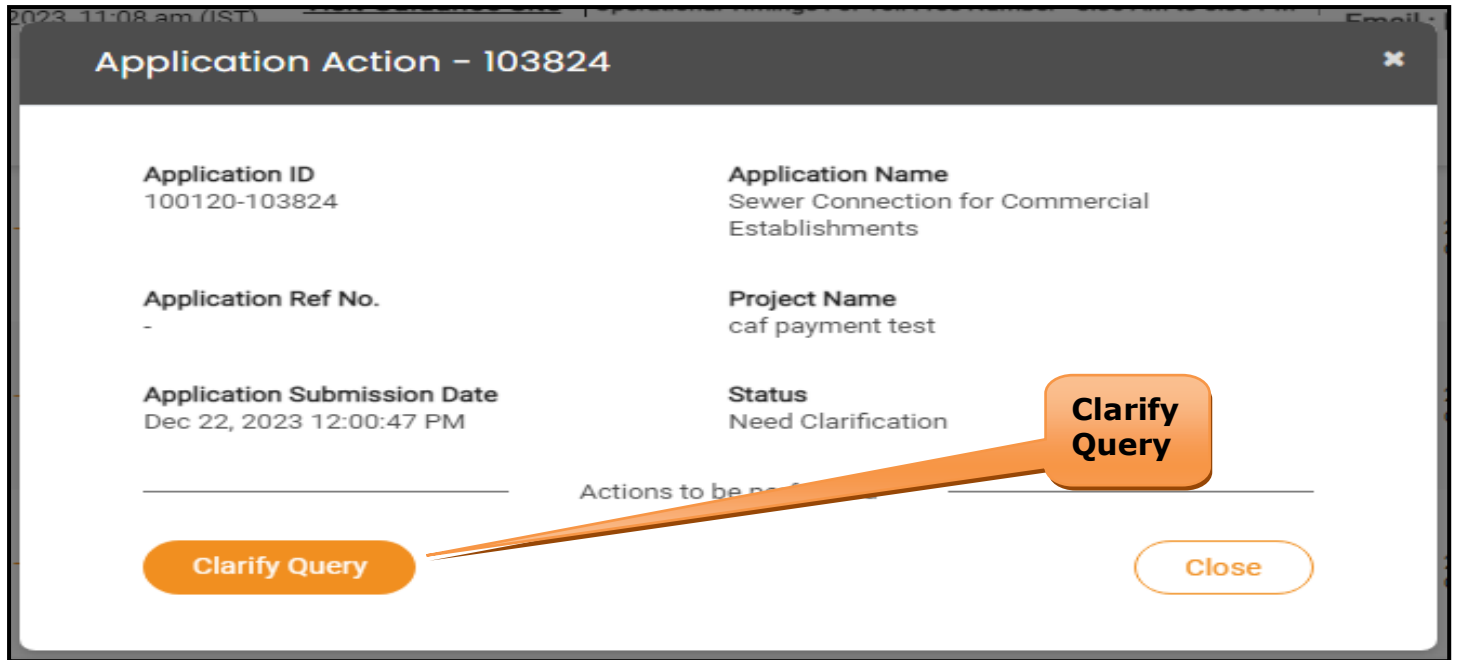
- 1) After submitting the application to the Department, the Junior Engineer of Commissionerate of Municipal Administration Department reviews the application and if there are any clarifications required, the Junior Engineer of Commissionerate of Municipal Administration would raise a query to the applicant.
- 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 top navigation bar includes the 'Guidance TamilNadu' logo, a notification bell with '36' alerts, and a user profile icon 'YC'. The main content area is titled 'Track your Application' and features a search bar for 'Project/CAF' with the value 'caf payment test'. Below this, there are filter options and a table of application details. A callout bubble points to the 'Need Clarification' status in the table.

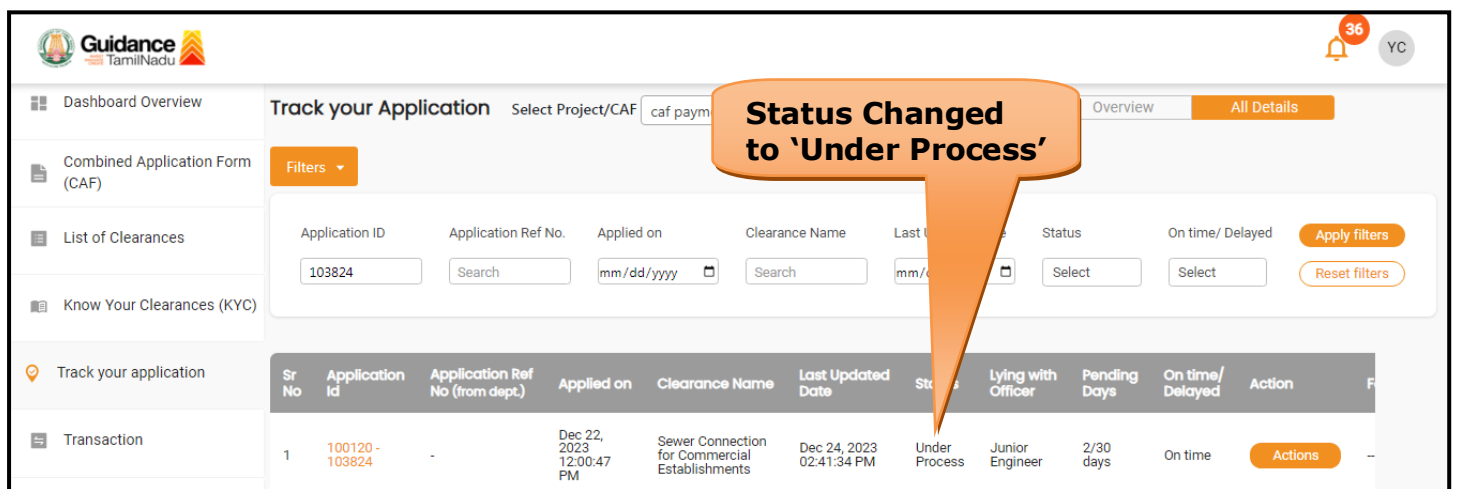
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100120 - 103824	-	Dec 22, 2023 12:00:47 PM	Sewer Connection for Commercial Establishments	Dec 24, 2023 12:32:10 PM	Need Clarification	Junior Engineer	2/30 days	On time	Actions

**Figure 25. Need Clarification**



**Figure 26. Clarify Query**

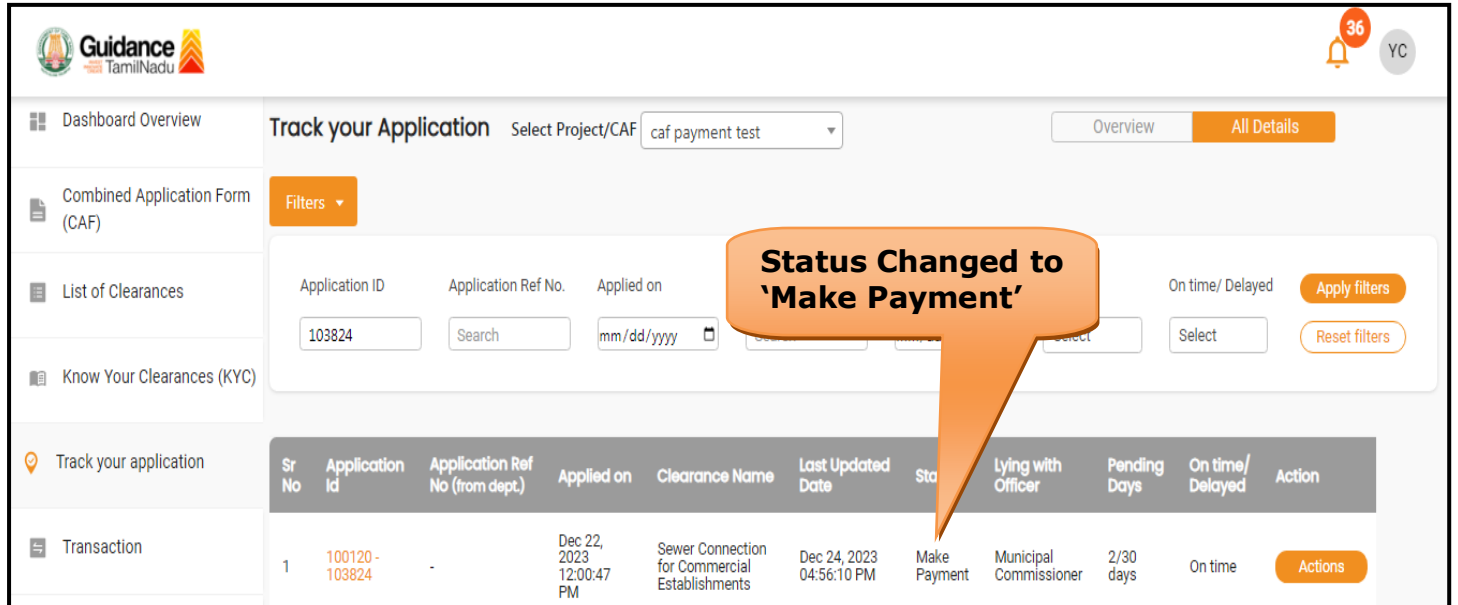
- 5) The Applicant clicks on '**Clarify Query**' button and responds to the Query.
- 6) The Application gets submitted to the department after the query has been addressed by the Applicant.
- 7) The Status of the application changes from 'Need clarification' to '**Under Process**' after the Applicant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



**Figure 27. Under Process**

## 11. Payment Process

1) Complete the Payment through the online.



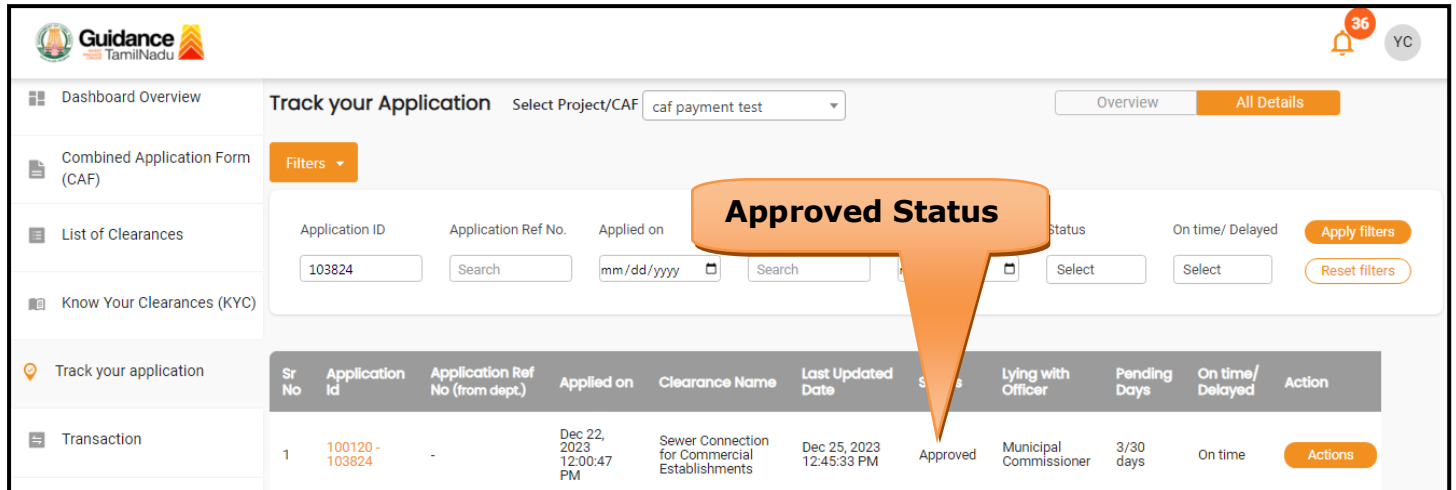
The screenshot shows a web application interface for tracking applications. The main section is titled 'Track your Application' with a search filter set to 'caf payment test'. Below this is a table of application records. A callout bubble points to the 'Status' column of the first row, which is 'Make Payment'.

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	100120 - 103824	-	Dec 22, 2023 12:00:47 PM	Sewer Connection for Commercial Establishments	Dec 24, 2023 04:56:10 PM	Make Payment	Municipal Commissioner	2/30 days	On time	Actions

**Figure 28. Make Payment**

## 12. Application Processing

- 1) After Submitting the application, the Municipal Commissioner of Commissionerate of Municipal Administration Department scrutinizes and reviews the application and updates the status as **"Approved"**



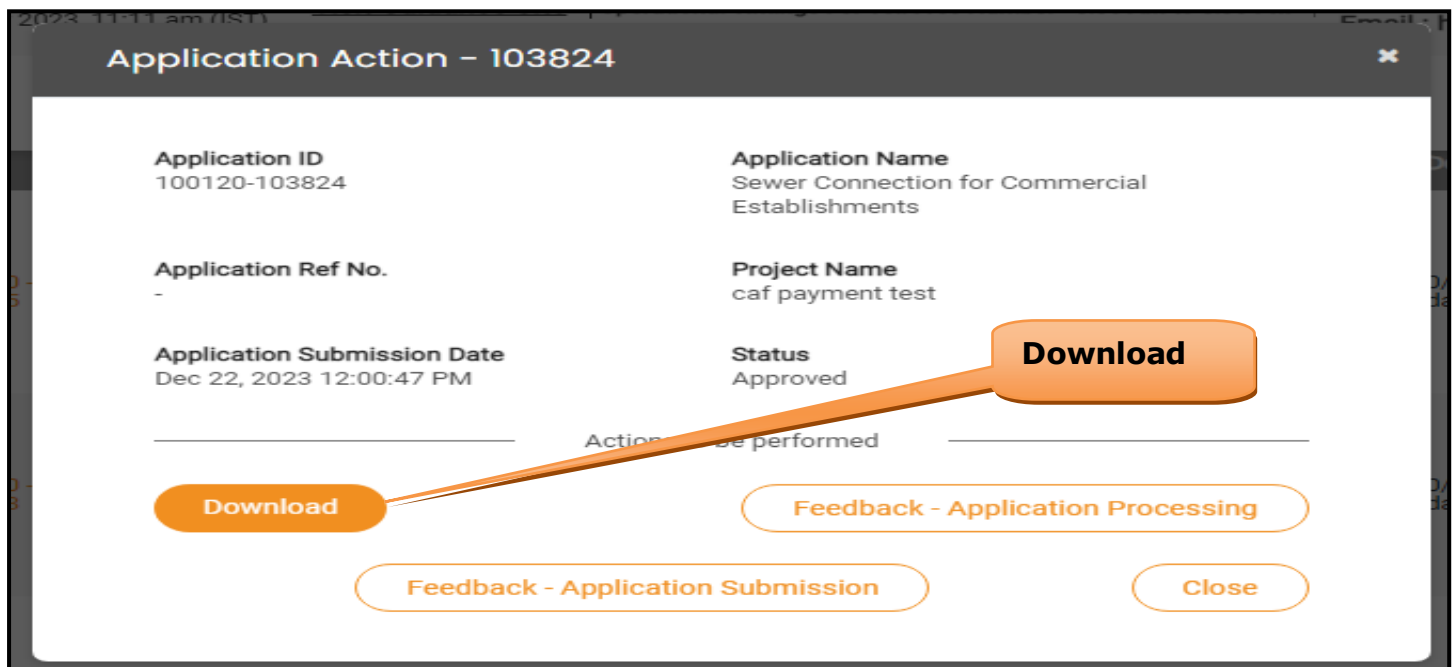
The screenshot shows the 'Track your Application' page. At the top, there's a search bar for 'Project/CAF' with 'caf payment test' selected. Below it, there are filter fields for 'Application ID' (103824) and 'Applied on' (Dec 22, 2023 12:00:47 PM). A table below lists the application details:

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	100120-103824	-	Dec 22, 2023 12:00:47 PM	Sewer Connection for Commercial Establishments	Dec 25, 2023 12:45:33 PM	Approved	Municipal Commissioner	3/30 days	On time	Actions

An orange callout bubble labeled 'Approved Status' points to the 'Approved' status in the table.

**Figure 29. Application Processed**

- 2) If the application is **'Approved'** by the Municipal Commissioner, the applicant can download the Connection Number under **Track your application – > Action button -> Download** (Refer Figure 30)



The screenshot shows a modal window titled 'Application Action - 103824'. It displays the following details:

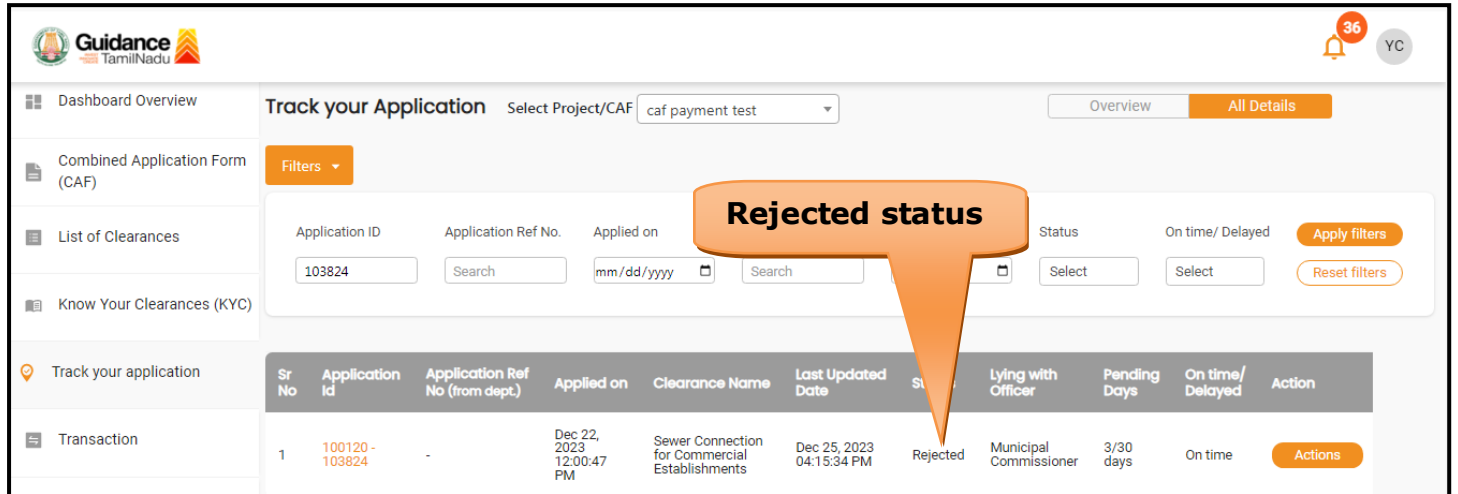
- Application ID:** 100120-103824
- Application Name:** Sewer Connection for Commercial Establishments
- Application Ref No.:** -
- Project Name:** caf payment test
- Application Submission Date:** Dec 22, 2023 12:00:47 PM
- Status:** Approved

At the bottom, there are several buttons: 'Download', 'Feedback - Application Processing', 'Feedback - Application Submission', and 'Close'. An orange callout bubble labeled 'Download' points to the 'Download' button.

**Figure 30. Download**



3) If the application is '**Rejected**' by Municipal Commissioner, the applicant can view the rejection remarks under the Actions Tab by the Municipal Commissioner. 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 103824. The status is 'Rejected'. A 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	100120 - 103824	-	Dec 22, 2023 12:00:47 PM	Sewer Connection for Commercial Establishments	Dec 25, 2023 04:15:34 PM	Rejected	Municipal Commissioner	3/30 days	On time	Actions

**Figure 31. Rejected Status**

