



# **TAMILNADU SINGLE WINDOW PORTAL**

## **APPLICANT MANUAL**

**Registration of Establishments for Employing Building and  
Other Construction Workers**

**Directorate of Industrial Safety and Health**



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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**



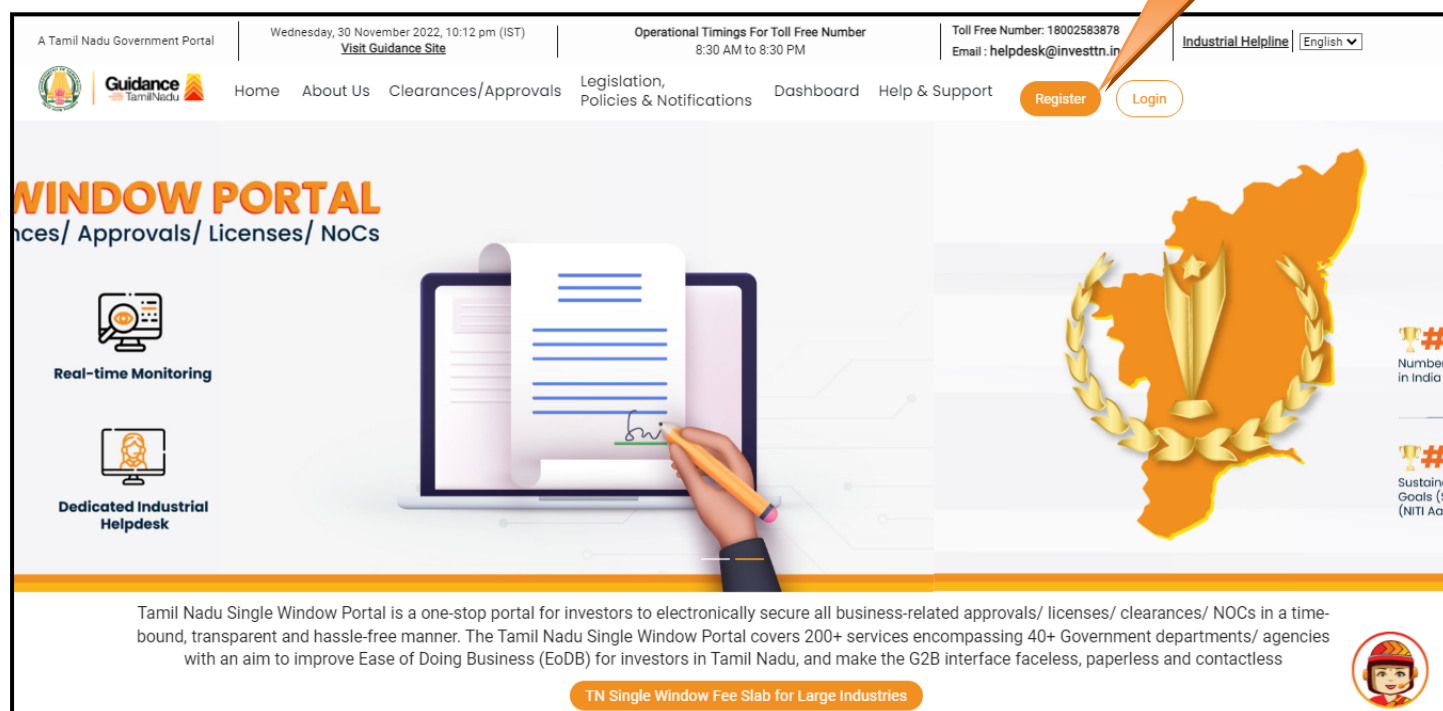
**Figure 1. Single Window Portal Home Page**

## 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

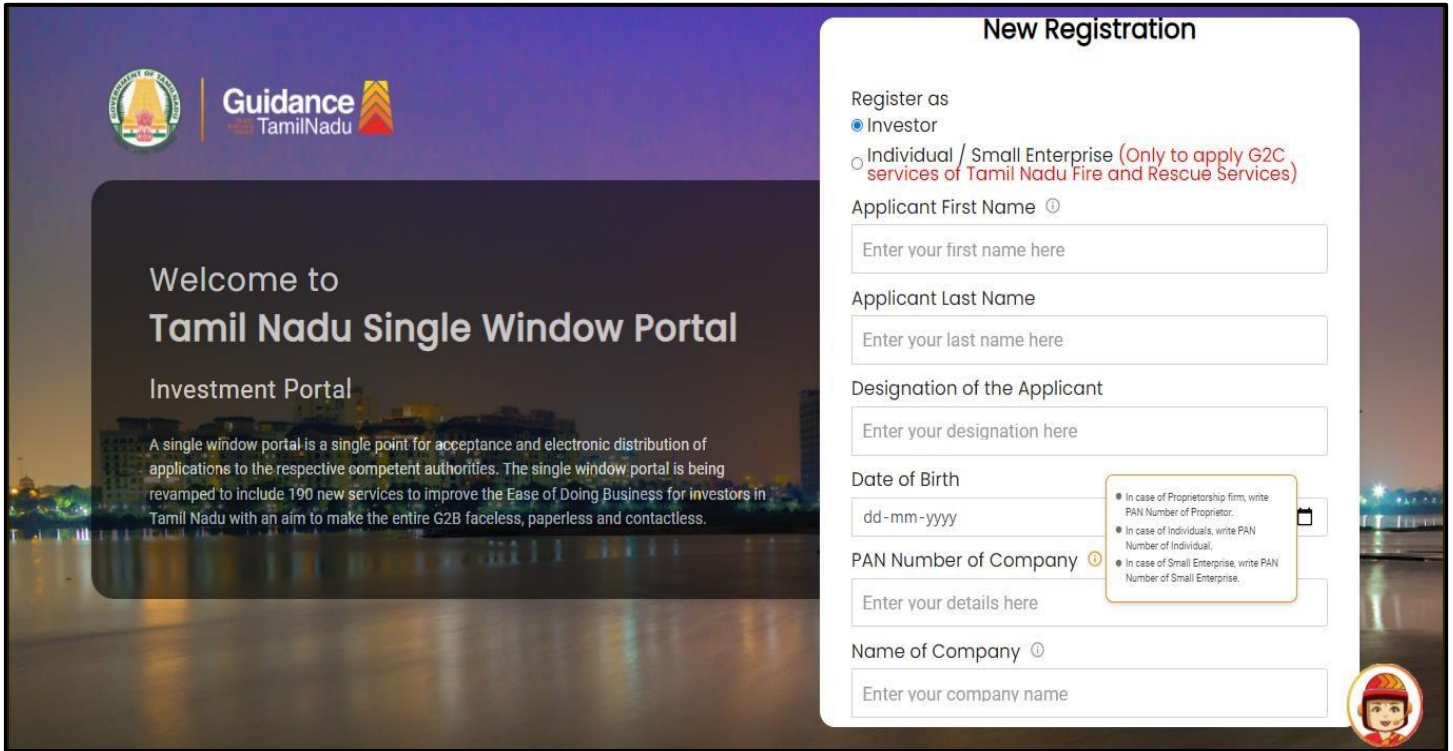
Real-time Monitoring  
Dedicated Industrial Helpdesk

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

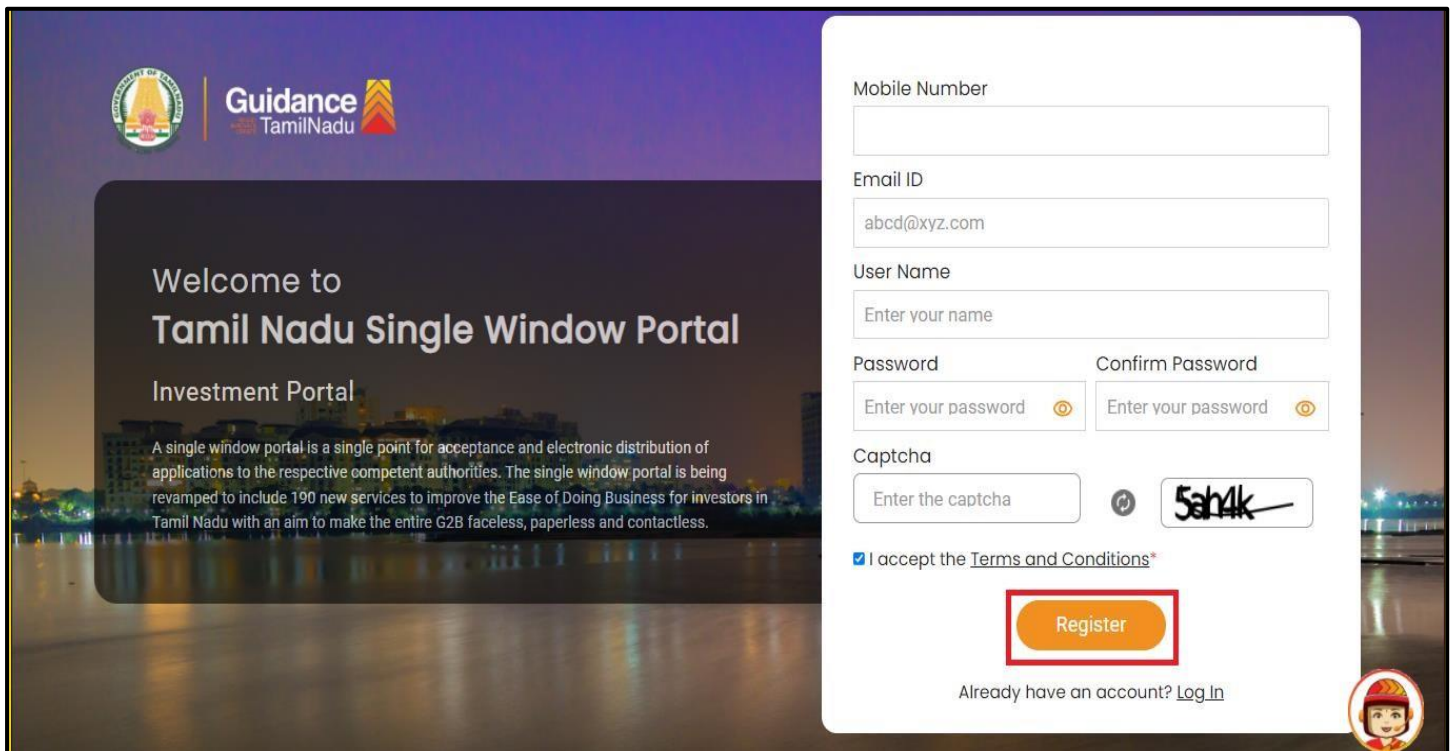
Date of Birth 

- 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**

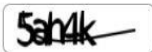
A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the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

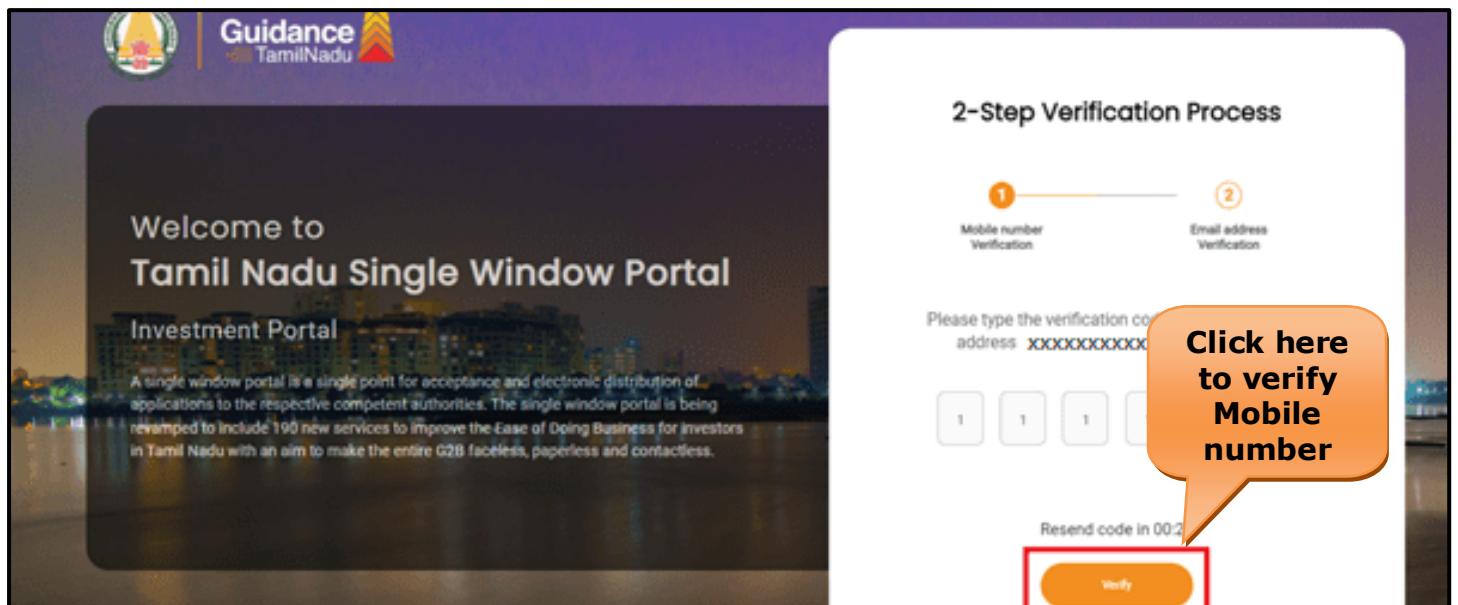
- 6) The Email ID would be the Username to login the TNSWP.
- 7) Future communications would be sent to the registered mobile number and Email ID of the applicant.
- 8) Create a strong password and enter the Captcha code as shown.
- 9) The applicant must read and accept the terms and conditions and click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

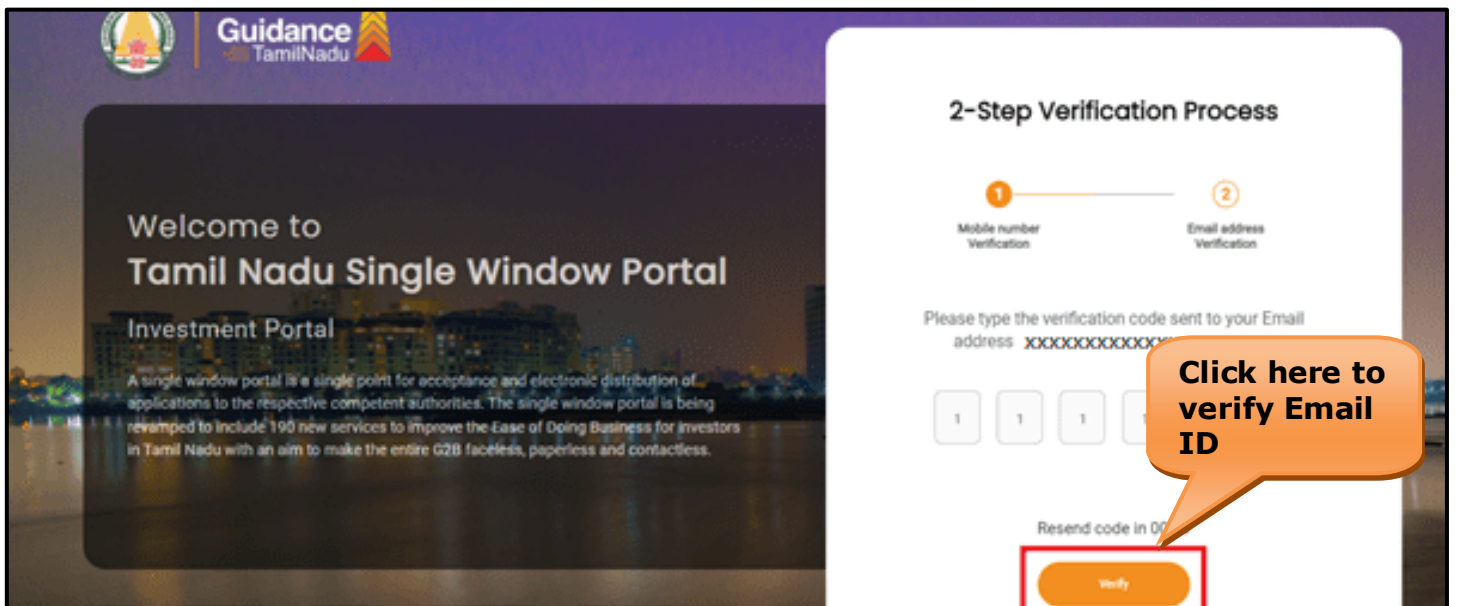


**Figure 5. Mobile Number Verification**



o **Email ID Verification**

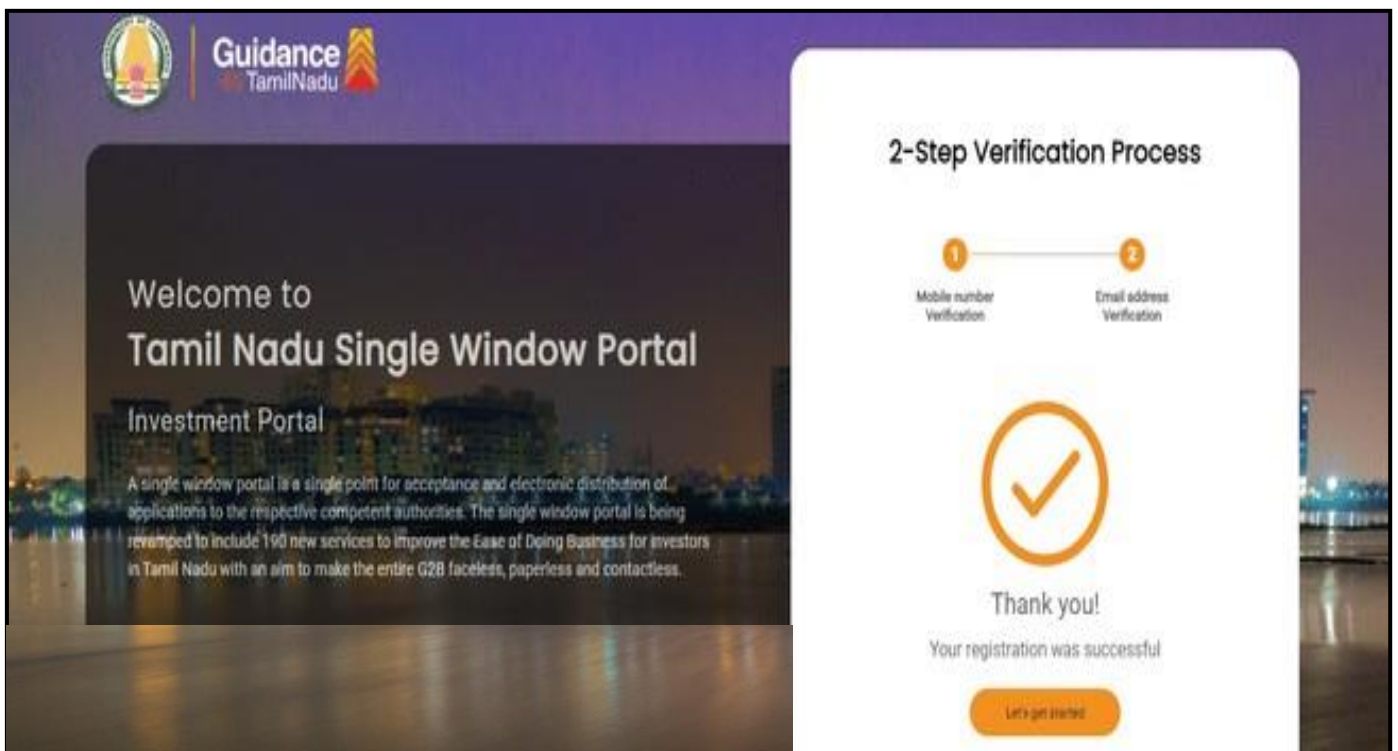
- 1) For verifying the Email ID, the verification code will be sent to the given Email ID.
- 2) Enter the verification code and click on the **'Verify'** button.



**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

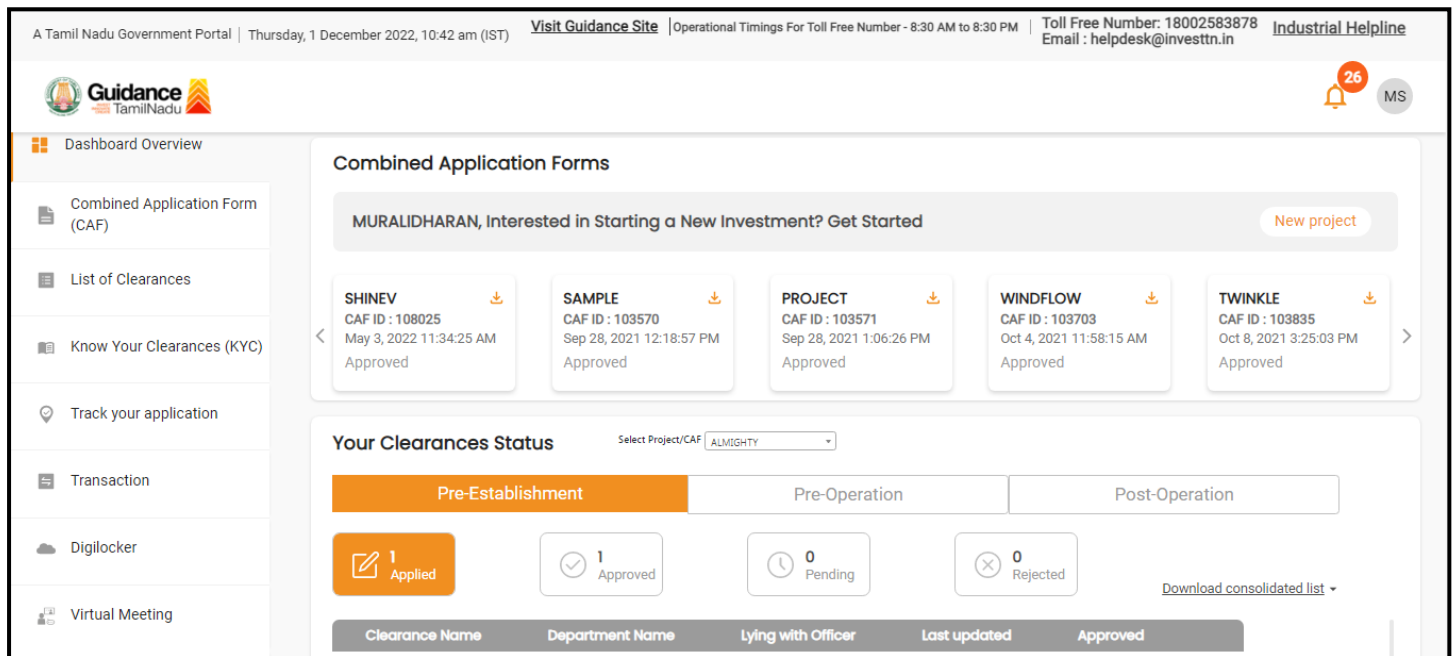
- 1) The applicant can login to TNSWP with the Username and Password created during the registration process.
- 2) Click on login button to enter TNSWP.



Figure 8. Login

## 5. Dashboard Overview

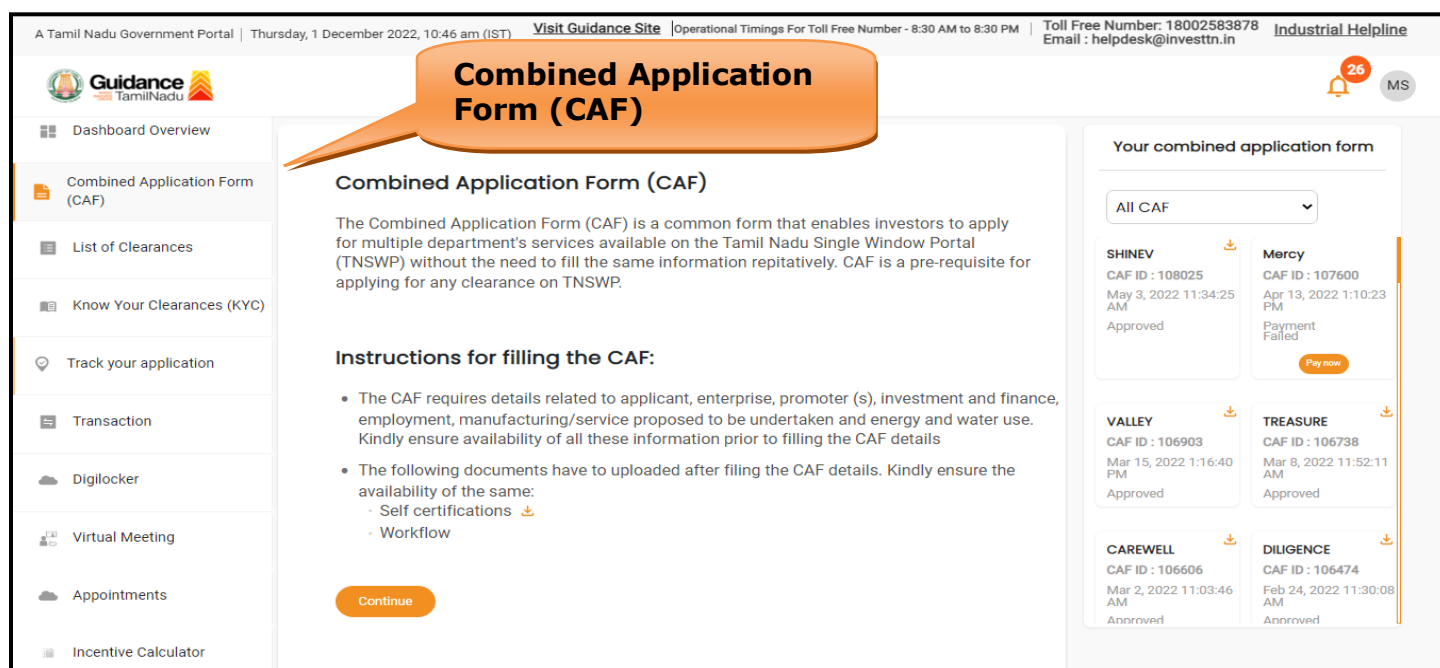
- 1) When the Applicant logs into TNSWP, the dashboard overview page will appear.
- 2) Dashboard overview is Applicant-friendly interface for the Applicant’s easy navigation and to access various functionalities such as Menu bar, Status whether the application is Approved, Pending, Rejected and Data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



**Figure 9. Dashboard Overview**

## 6. Combined Application Form (CAF)

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

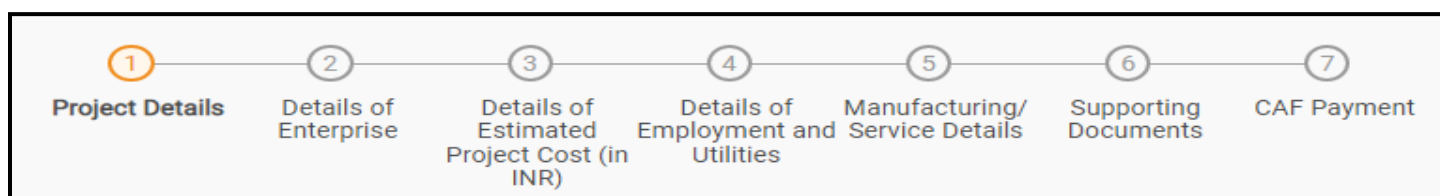


The screenshot shows the 'Combined Application Form (CAF)' page on the Tamil Nadu Government Portal. The page header includes the date and time (Thursday, 1 December 2022, 10:46 am (IST)), a link to the Guidance Site, operational timings, toll-free number (18002583878), and email (helpdesk@investtn.in). The left navigation menu 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. The main content area features a 'Combined Application Form (CAF)' section with 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 is the 'Instructions for filling the CAF:' section, which lists two main points: 1) 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. 2) The following documents have to be uploaded after filing the CAF details. Kindly ensure the availability of the same: - Self certifications (download icon) - Workflow. A 'Continue' button is located at the bottom of the instructions. The right-hand panel, titled 'Your combined application form', shows a dropdown menu set to 'All CAF' and a list of six CAFs: 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), and DILIGENCE (CAF ID: 106474, Feb 24, 2022 11:30:08 AM, Approved). A 'Pay now' button is visible next to the Mercy entry.

**Figure 10. Combined Application Form (CAF)**

## 6.1 Sections of Combined Application Form

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



**Figure 11. Section of Combined Application Form (CAF)**

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

- **Self-Certification:**

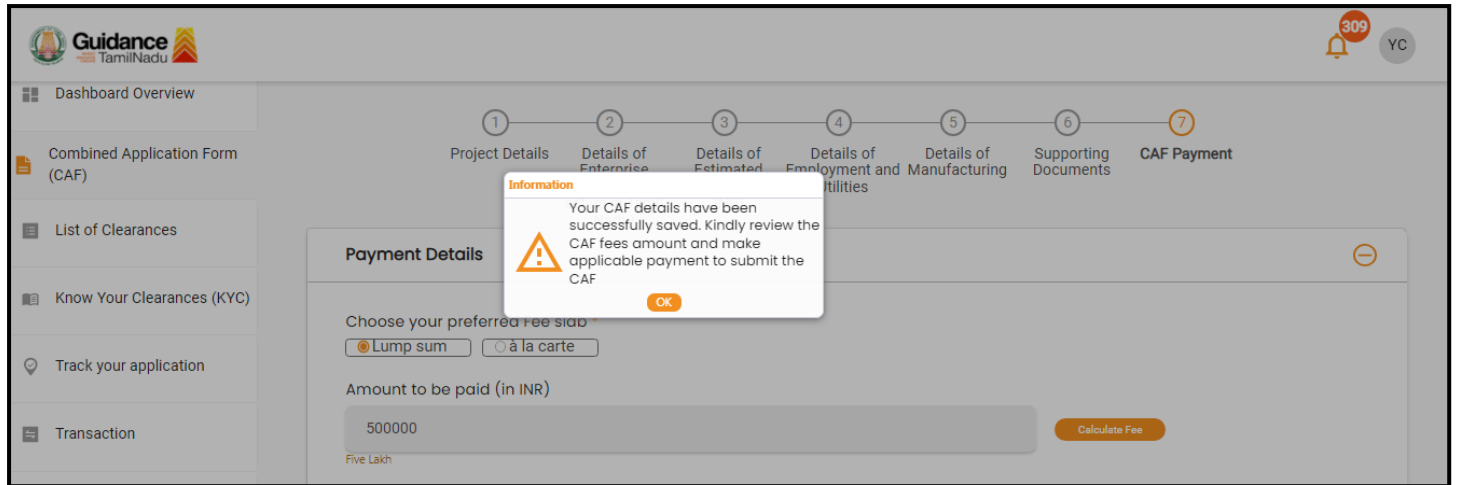
- Download the template.
- Prepare the self-certification documents as per the instructions given in the template and upload.

- **Workflow:**

- Prepare and upload the business process flow chart.

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

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



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

**Note:**

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

## 7. Apply for Registration of Establishment for Employing Building and Other Construction Workers

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 ‘Registration of Establishments for Employing Building and Other Construction Workers’ by using Search option as shown in the figure given below.

Pre- Establishment Stage Clearance

Search for Clearance

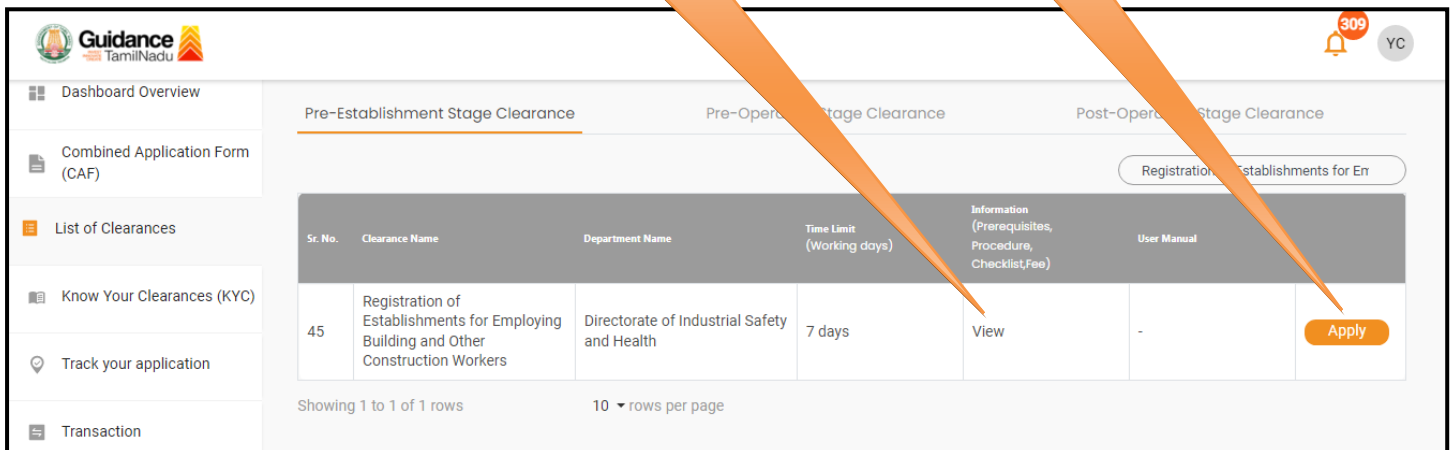
Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
45	Registration of Establishments for Employing Building and Other Construction Workers	Directorate of Industrial Safety and Health	7 days	View	-	Apply

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.

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

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
45	Registration of Establishments for Employing Building and Other Construction Workers	Directorate of Industrial Safety and Health	7 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  
Directorate of Industrial Safety and Health

Name of the Clearance  
Registration of Establishments for Employing Building and Other Construction Workers

Select Project/CAF \*

caf fix test

Select CAF

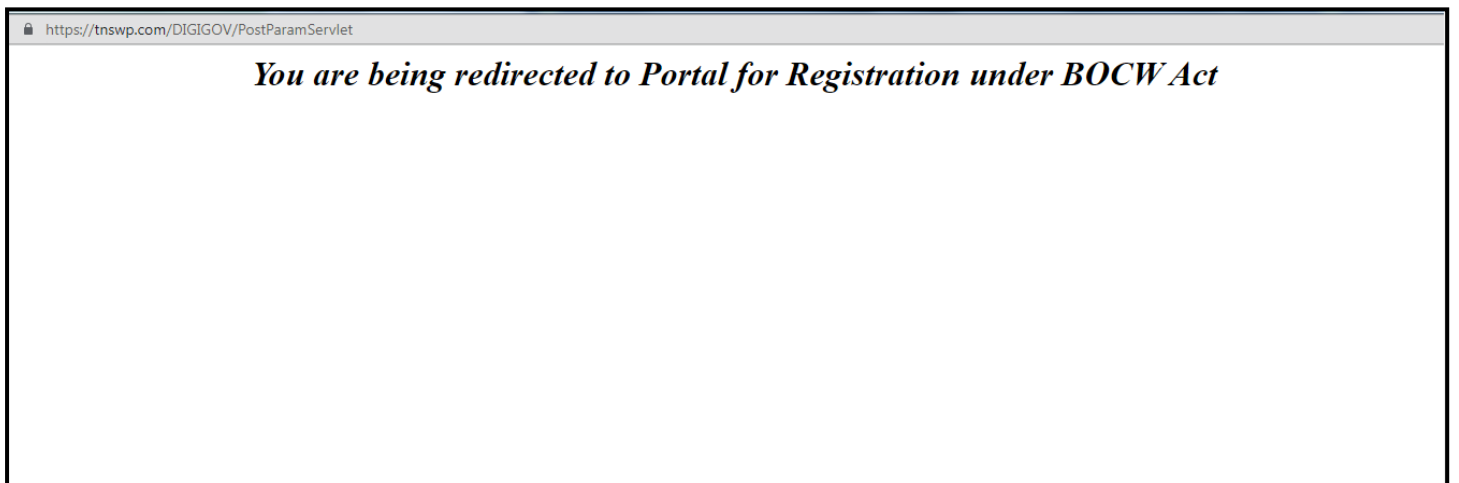
Close

Click on Apply

Apply

**Figure 16. Project/CAF**

2) Click on the Apply button and the Page would get redirected to Portal for Registration under BOCW Act.



**Figure 17. Redirecting to Registration under BOCW portal**

### 3) Enter all the mandatory details in the application for Particulars of Construction.

**Directorate of Industrial Safety and Health  
Government of Tamil Nadu**



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தமிழ் நாடு அரசு



Preview Form 1

#### Particulars of Construction

Particulars of Establishment	Address for Communication	Situation Of Construction Site	Particulars of contractors / sub contractors
Name of Establishment* SHRI VAARI ELECTRICALS PVT LTD		Sector* Private	Nature of Establishment* Limited Company
TIN Number EPF Number		ESI Number PAN Number	TAN Number LIN Number
Service Tax Number		Name of the apartment / house	CIN Number* <a href="#">Ministry of corporate affairs portal</a> U70200TN2015PTC102278
Type of Construction* Construction		Nature of Construction* Electric Lines	Number of worker to be employed* 100
Maximum number of construction workers to be employed including contractors / sub contractors 100		Estimated date of commencement of work* 16/11/2019	Estimated date of completion of work* 15/11/2020
<input type="checkbox"/> Please tick if you are contractor / sub contractor to any construction establishment			
<b>Next</b>			

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தமிழ் நாடு அரசு

**Particulars of Construction**

Particulars of Establishment Address for Communication

Situation Of Construction Site

Particulars of contractors / sub contractors

 Is the address related to a flat / apartment ?  Yes  No

Door number / Plot number\*

NO 110

Street / Road

S R P TOOLS

Area / Locality

OMR ROAD

Village / Town / City\*

THIRUVANMIYUR

District

CHENNAI

State\*

Tamil Nadu

Country\*

India

PIN code\*

600041

Landline Phone Number

Mobile Number\*

9840182477

Fax Number

Email Id\*

shrivaarielectrical32@gmail.com

Website Address

**Present Address of the Establishment**
 If the present address is same as community address  
please click this box

Door number / Plot number\*

NO 110

Street / Road

S R P TOOLS

 Is the address related to a flat / apartment ?  Yes  No

Area / Locality

OMR ROAD

Village / Town / City\*

THIRUVANMIYUR

District

CHENNAI

State\*

Tamil Nadu

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Government of Tamil Nadu**

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தமிழ் நாடு அரசு


Door number / Plot number\*

NO 110

Street / Road

S R P TOOLS

Area / Locality

OMR ROAD

Village / Town / City\*

THIRUVANMIYUR

District

CHENNAI

State\*

Tamil Nadu

Country\*

India

PIN code\*

600041

Email Id\*

shrivaarielectrical32@gmail.com

Landline Phone number

Mobile number\*

9840182477

Fax Number

**Permanent / Registered Office Address of the Establishment**
 If the Head Office address is same as Present address  
please click this box

Door number / Plot number\*

NO 110

Street / Road

S R P TOOLS

 Is the address related to a flat / apartment ?  Yes  No

Area / Locality

OMR ROAD

Village / Town / City\*

THIRUVANMIYUR

District

CHENNAI

State\*

Tamil Nadu

Country\*

India

PIN code\*

600041

Email Id\*

shrivaarielectrical32@gmail.com

Landline Phone number

Mobile number\*

9840182477

Fax Number

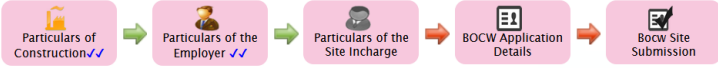
Previous

Next



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தமிழ் நாடு அரசு



[Preview Form 1](#)

**Particulars of Construction**

Particulars of Establishment | Address for Communication | **Situation Of Construction Site** | Particulars of contractors / sub contractors

Is the construction work related to Buildings ?  Yes  No

District Covered

Survey Number / RS number

Area / Locality

Localbody Approval Number

Country

GIS longitude

Door number / Plot number

Village / Town / City\*

District\*

PIN code\*

Street / Road

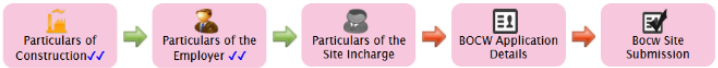
Localbody Name

State

GIS latitude

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தமிழ் நாடு அரசு



[Preview Form 1](#)

**Particulars of Construction**

Particulars of Establishment | Address for Communication | Situation Of Construction Site | **Particulars of contractors / sub contractors**

Name of the establishment of contractors / sub contractors

Address of the establishment of contractors / sub contractors

Nature of work

Number of worker to be employed by contractor / sub contractor

**Click on  
'Save Site  
Details'**

**Figure 18. DISH portal**

## 8. Payment Process

- Complete the Dish application payment online.

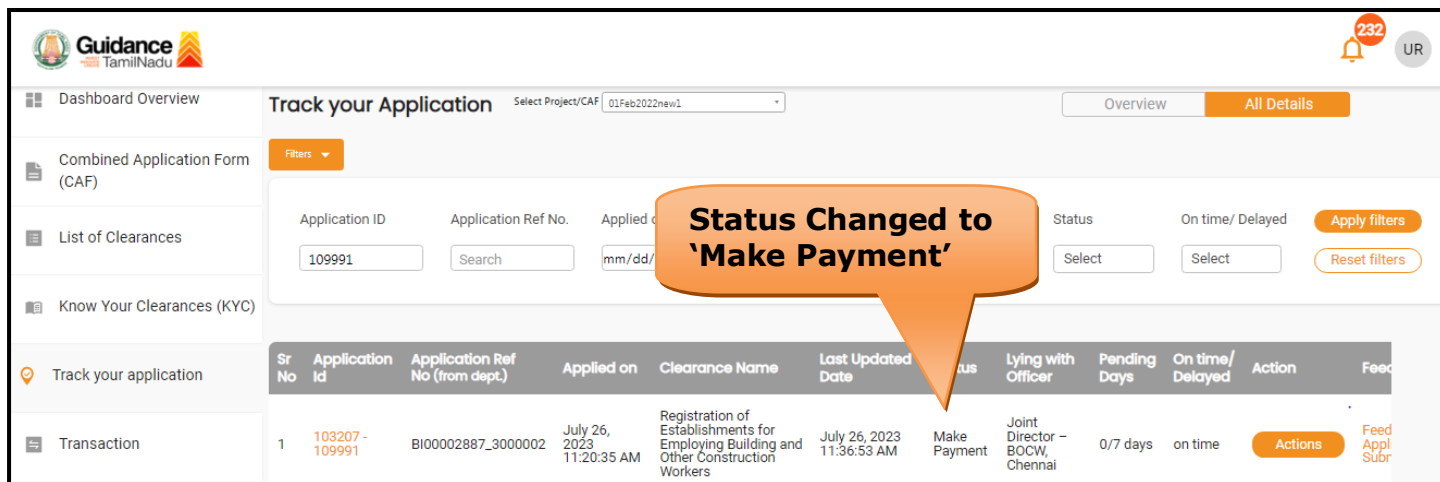


Figure 19. Payment Process

### 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**

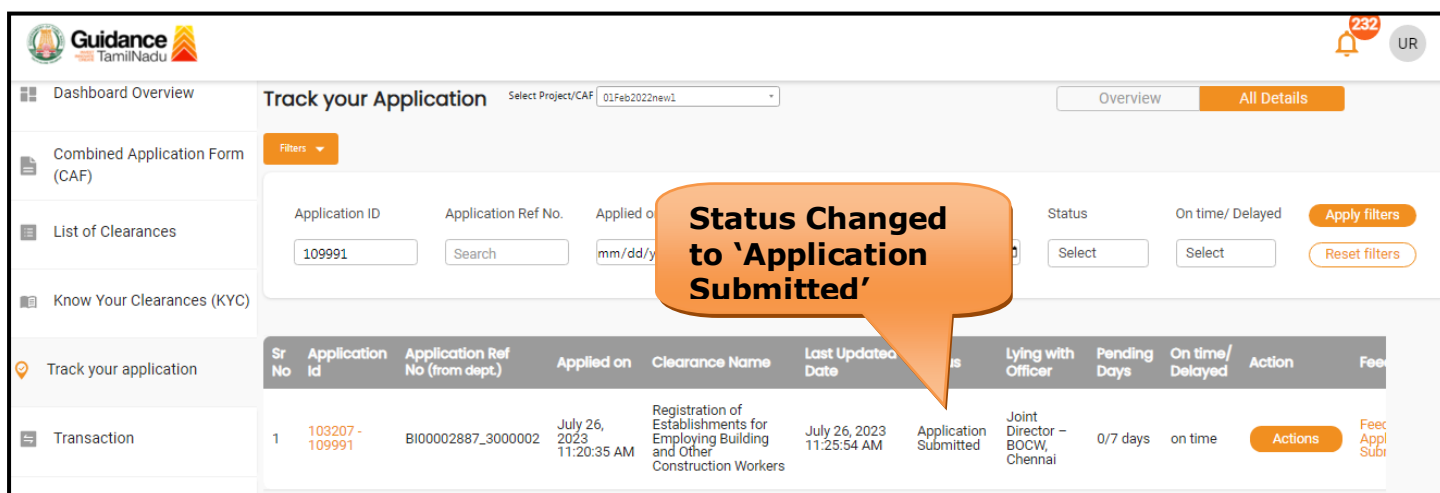


Figure 20. Status of the Application



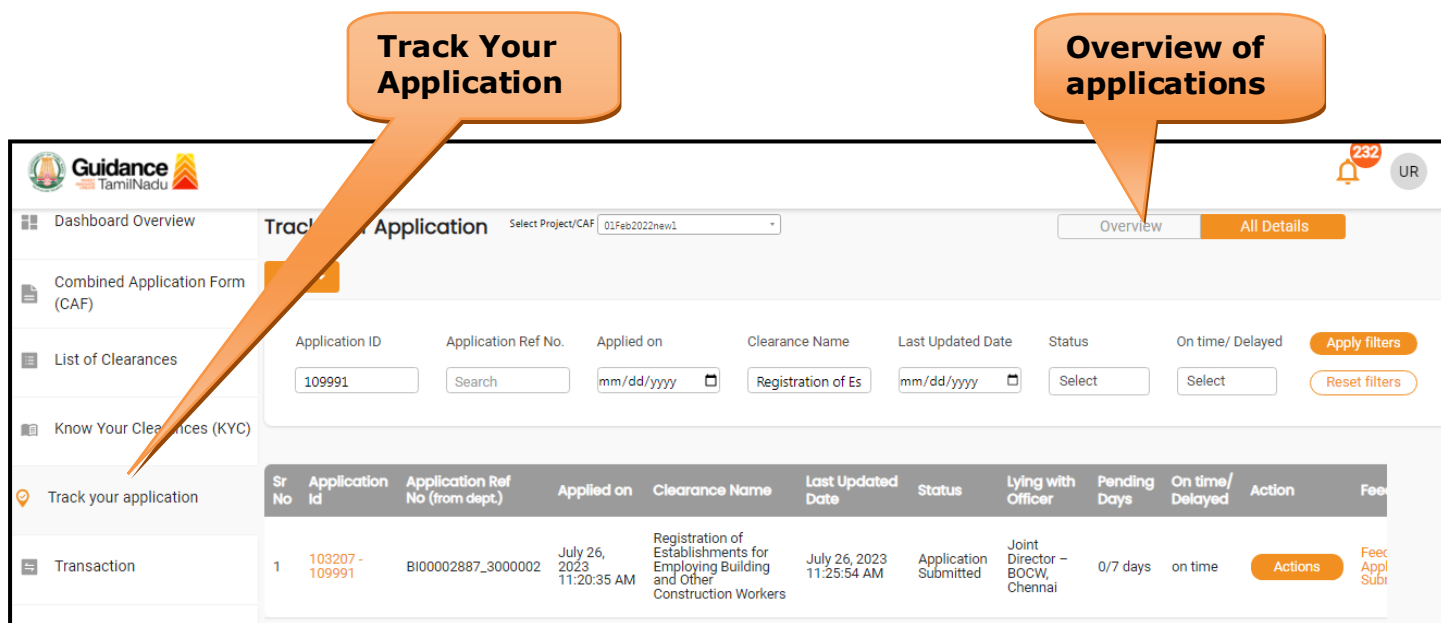
## 9. Track Your Application

- 1) After submitting the application, a unique 'token ID' would be generated. Using the '**Token ID**' the Applicant can track the status of clearances by clicking on 'Track your application' option.'
- 2) Applicant to choose the name of the project created during CAF from the dropdown '**Select Project / CAF**' displayed at the top of the page.

- **Track your application– Overview Option**

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

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



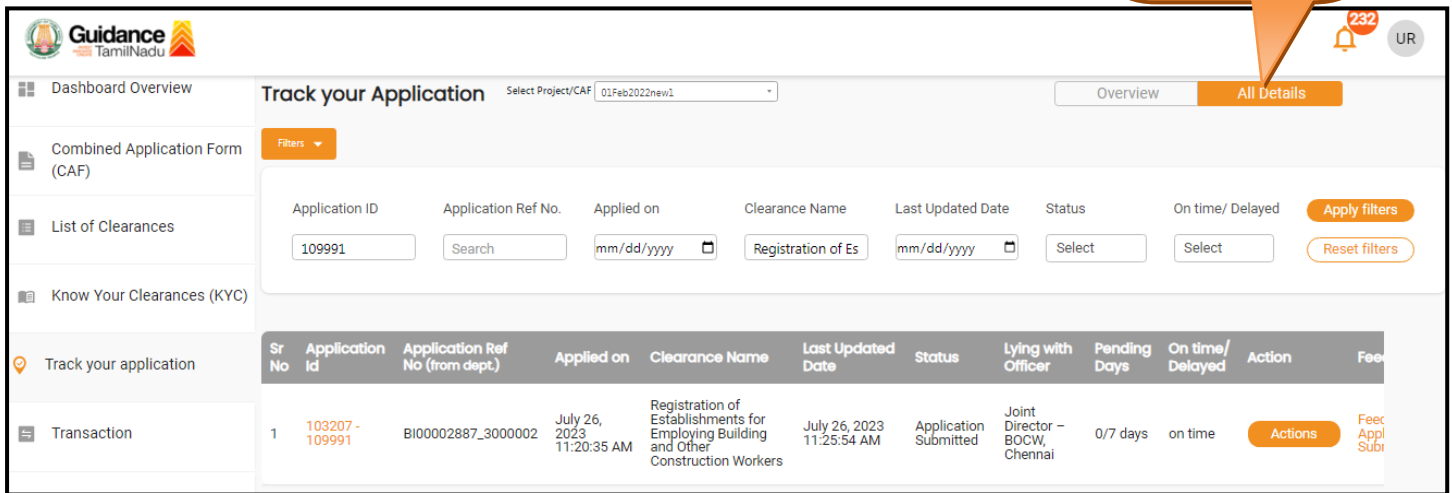
**Figure 21. Track Your Application**

- **Track your application– ‘All Details’ Option**

By clicking on ‘All details’ tab, Applicant can view the following statuses of the list of clearances applied for the specified project.

- **Applied on**
- **Last updated date**
- **Status of the application**
- **Lying with officer**
- **Pending days**
- **On time / Delayed Action**

**All Details Options**



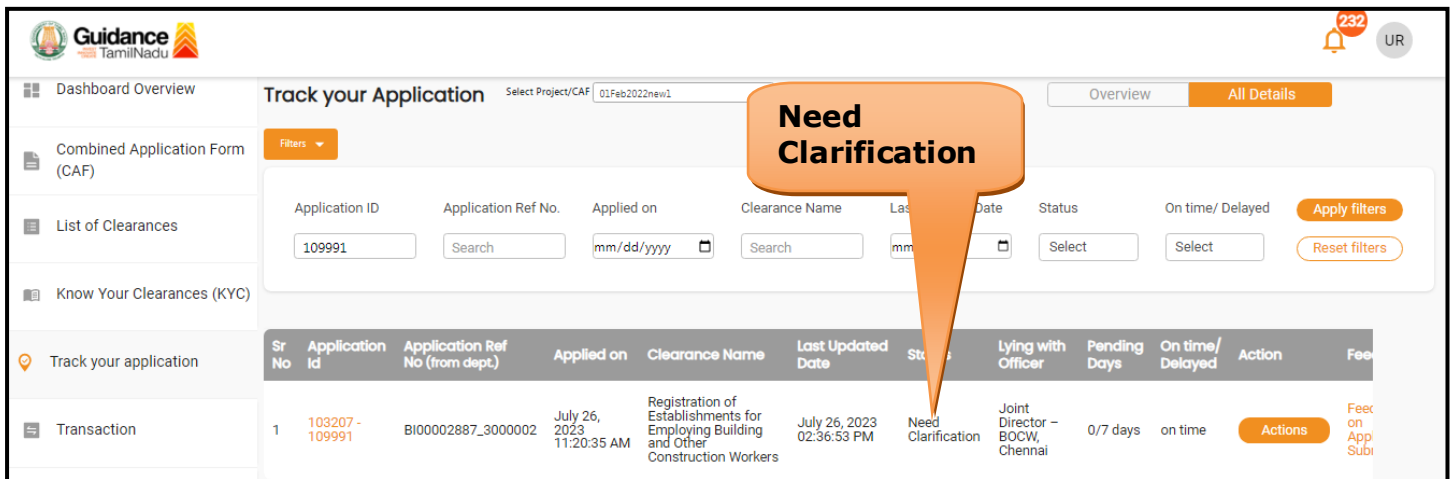
The screenshot shows the 'Track your Application' page with the 'All Details' tab selected. The table below displays the application details:

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	Fee
1	103207 - 109991	BI00002887_3000002	July 26, 2023 11:20:35 AM	Registration of Es	July 26, 2023 11:25:54 AM	Application Submitted	Joint Director – BOCW, Chennai	0/7 days	on time	Actions	Fee Appl Subr

**Figure 22. ‘All Details’ tab**

## 10. Query Clarification

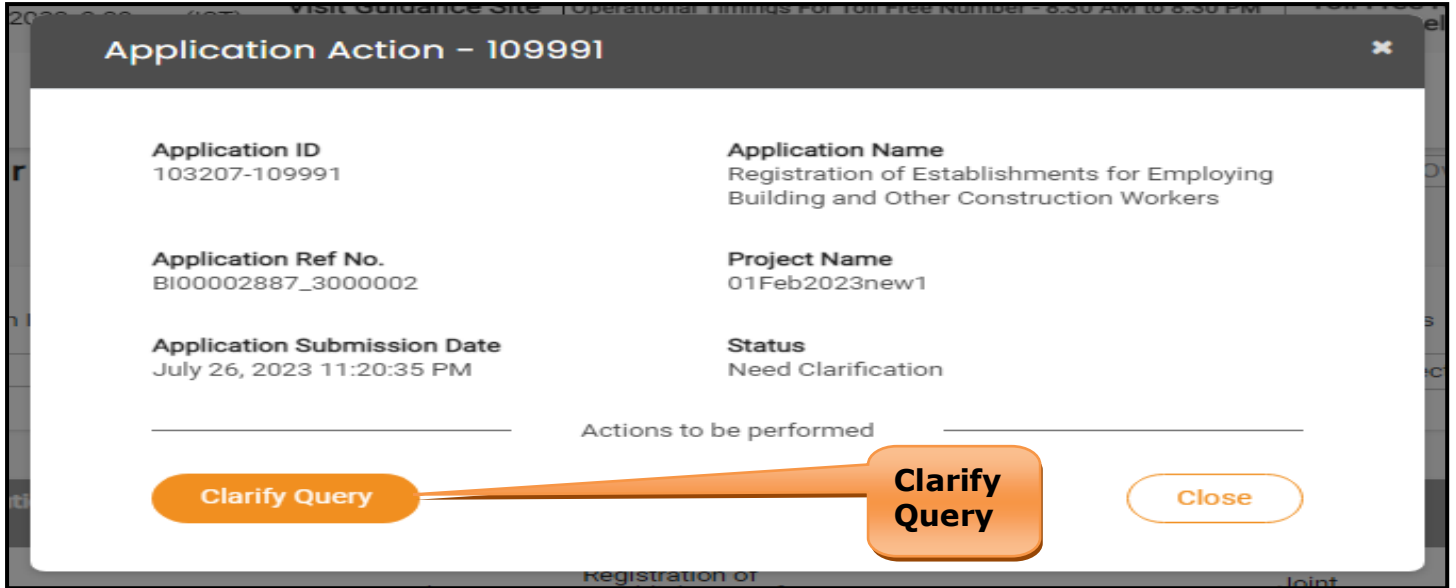
- 1) After submitting the application to the Directorate of Industrial Safety and Health, the concerned officer reviews the application and if there are any clarifications required, the concerned officer would raise a query to the applicant.
- 2) Applicants would receive an alert message through Registered SMS/Email.
- 3) Applicants could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.
- 4) Applicants could view the status as '**Need Clarification**' under the 'Status' column. Clicking on 'Action' button responds to the query as shown in the below figure.



The screenshot shows the 'Track your Application' page with a table of application records. A callout bubble points to the 'Need Clarification' status in the 'Status' column of the first row.

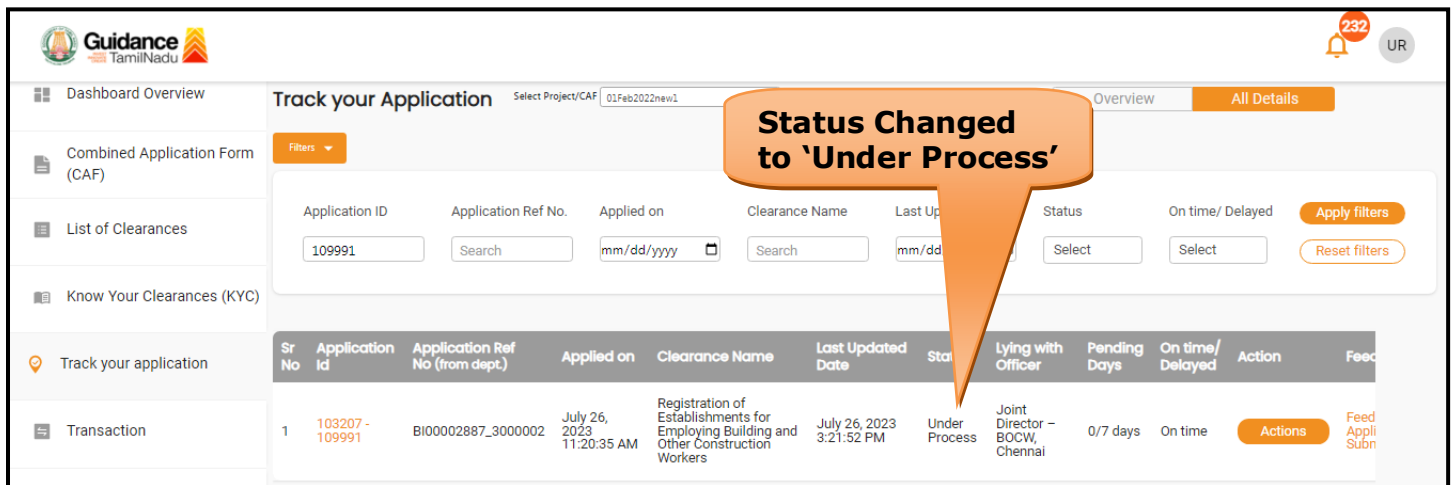
Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fee
1	103207 - 109991	BI00002887_3000002	July 26, 2023 11:20:35 AM	Registration of Establishments for Employing Building and Other Construction Workers	July 26, 2023 02:36:53 PM	Need Clarification	Joint Director – BOCW, Chennai	0/7 days	on time	Actions	Fee on Appl Subi

Figure 23. Need Clarification



**Figure 24. Clarify Query**

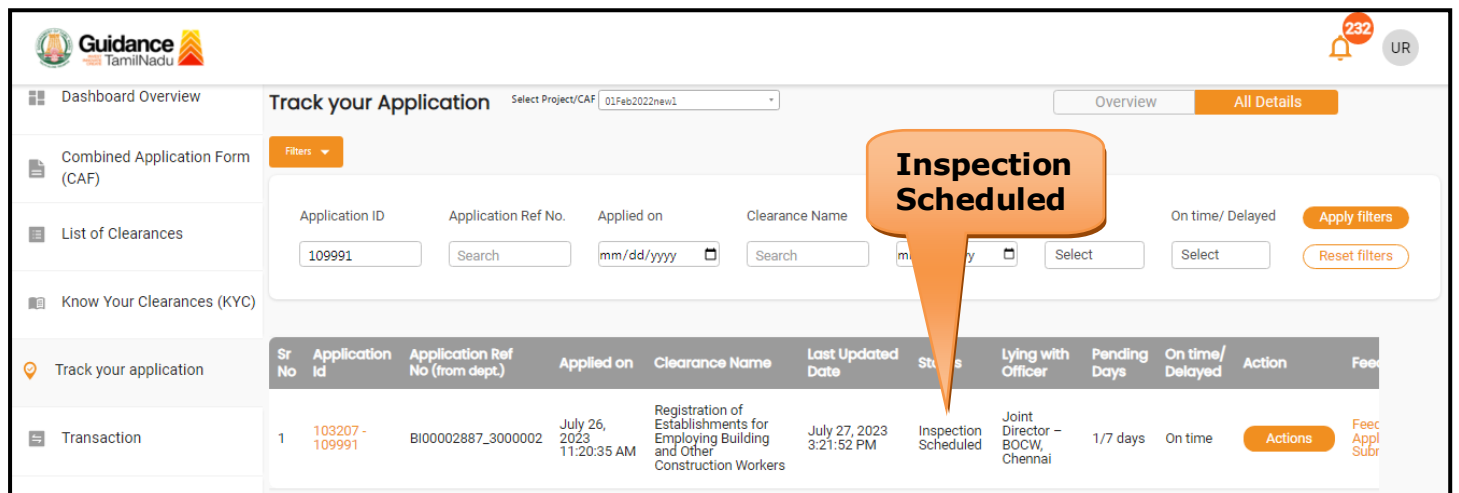
- 5) The Applicant clicks on '**Clarify Query**' button and responds to the Query.
- 6) The Application gets submitted to the department after the query has been addressed by the Applicant.
- 7) The Status of the application changes from 'Need clarification' to '**Under Process**' after the Applicant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



**Figure 25. Under Process**

## 11. Inspection Schedule

- 1) The Joint Director of Directorate of Industrial Safety and Health schedules the date of appointment for inspection to be done for the specified institution.
- 2) After the Inspection is completed, the Joint Director submits the Inspection report.
- 3) The Applicant has the provision to view the Scheduled Inspection details



The screenshot shows the 'Track your Application' page. It 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 has a search filter for '01Feb2022new1' and a table of application records. An orange callout bubble with the text '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	Fee
1	103207 - 109991	BI00002887_3000002	July 26, 2023 11:20:35 AM	Registration of Establishments for Employing Building and Other Construction Workers	July 27, 2023 3:21:52 PM	Inspection Scheduled	Joint Director – BOCW, Chennai	1/7 days	On time	Actions	Fee Appl Subr

Figure 26. Inspection Scheduled



Figure 27. Inspection Details

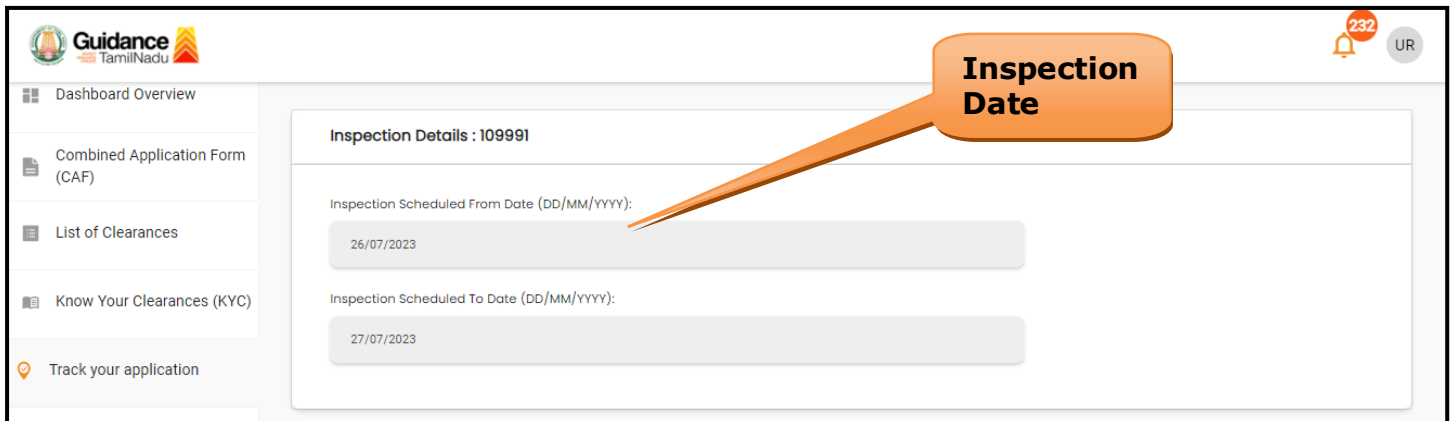
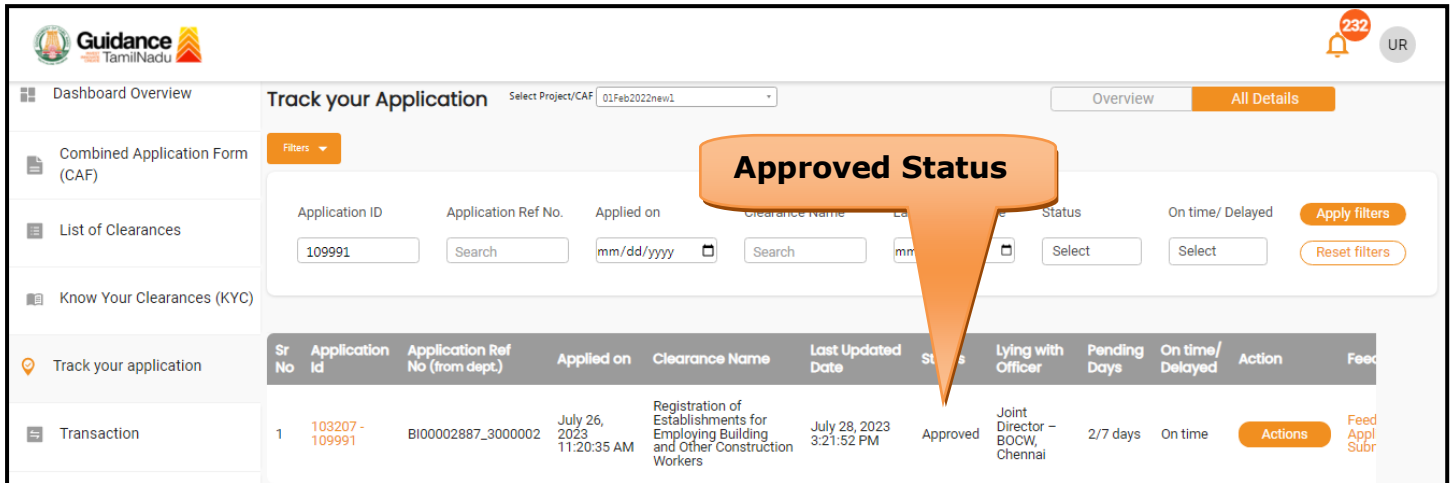


Figure 28. Inspection Date



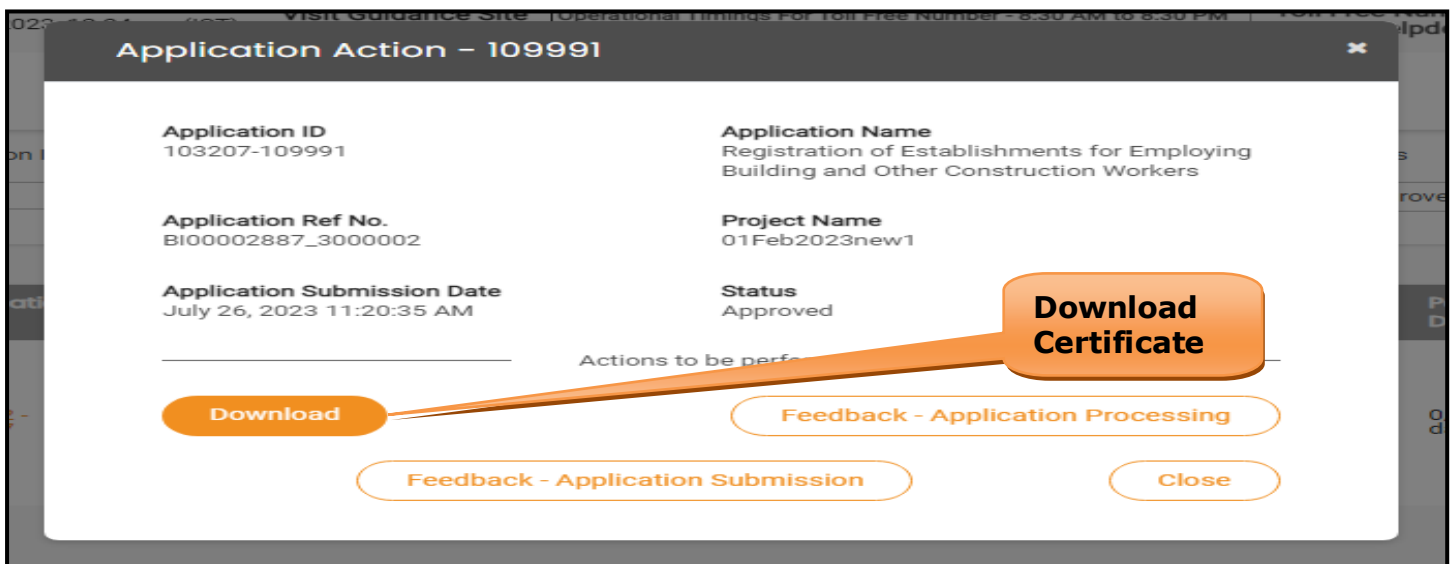
## 12. Application Processing

1) After completing the payment process, The Joint Director scrutinizes and reviews the application and updates the status as **“Approved or Rejected”**



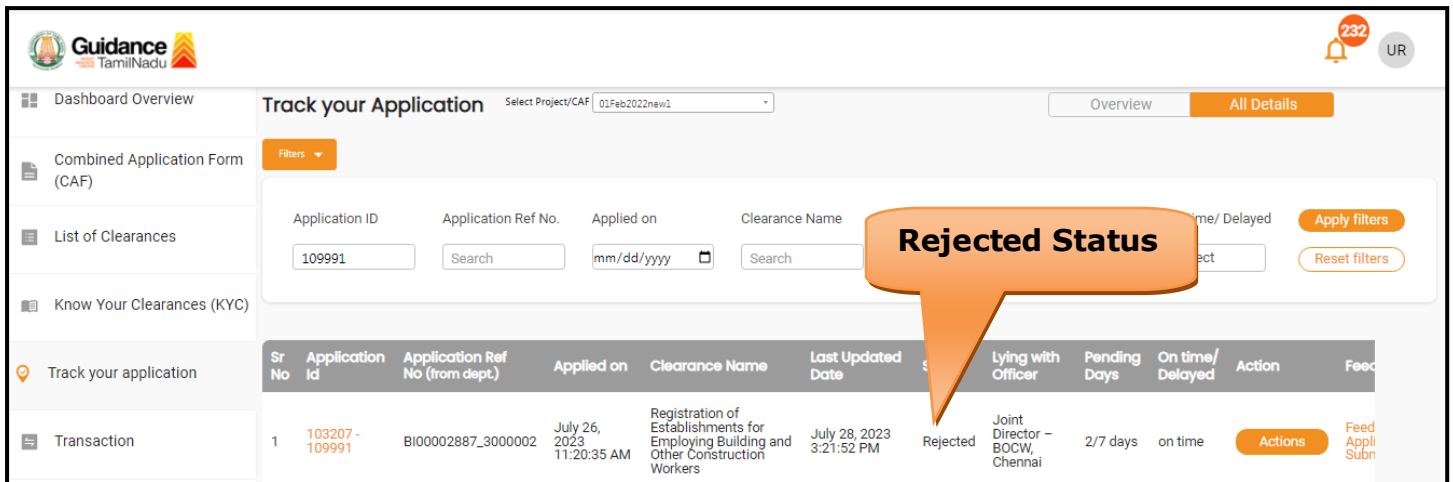
**Figure 29. Application Processed**

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



**Figure 30. Download the Certificate**

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



The screenshot shows the 'Track your Application' page with a search filter for Application ID '109991'. 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	Feed
1	103207 - 109991	BI00002887_3000002	July 26, 2023 11:20:35 AM	Registration of Establishments for Employing Building and Other Construction Workers	July 28, 2023 3:21:52 PM	Rejected	Joint Director – BOCW, Chennai	2/7 days	on time	Actions	Feed Appli Subn

**Figure 31. Rejected Status**

