



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

License for Contractor for Employing Contractual Workmen

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**



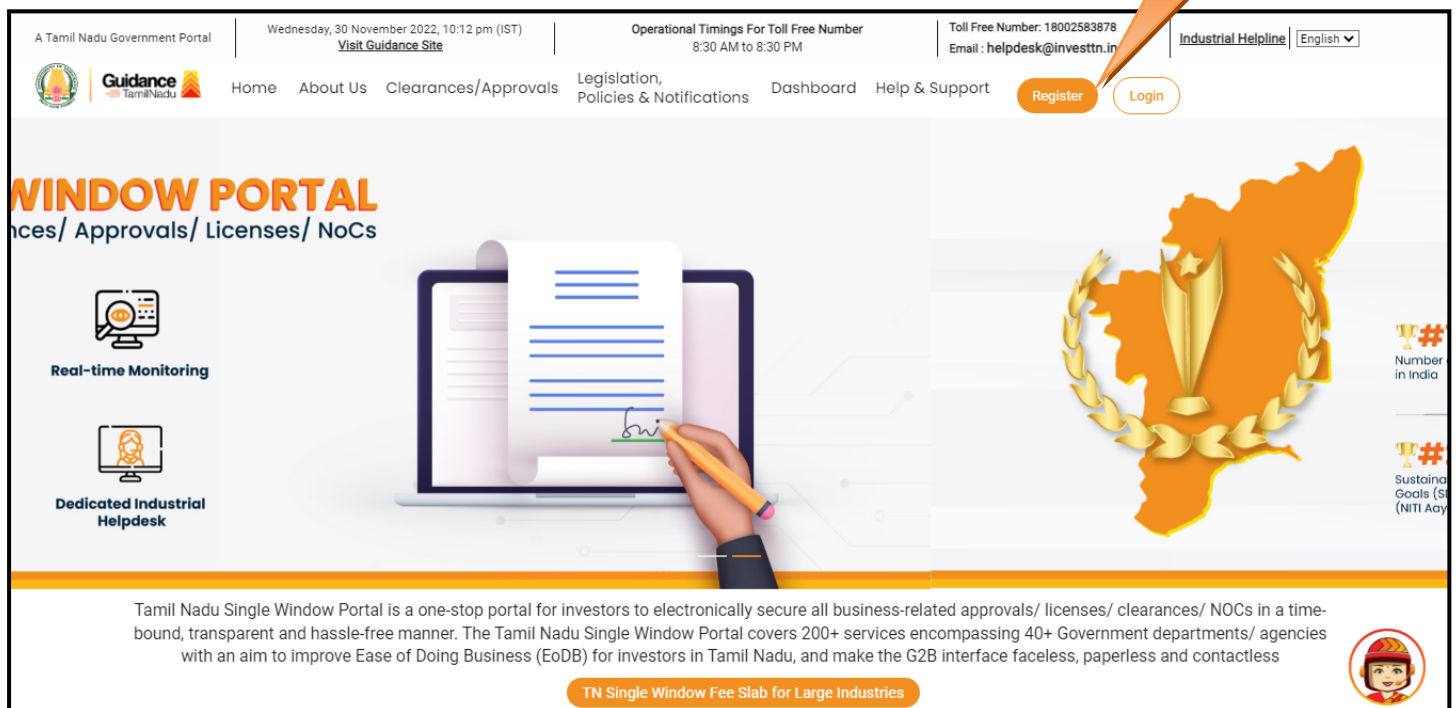
Figure 1. Single Window Portal Home Page

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) | 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.





Guidance
TamilNadu

Welcome to Tamil Nadu Single Window Portal

Investment Portal

A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the entire G2B faceless, paperless and contactless.

New Registration

Register as

Investor

Individual / Small Enterprise (Only to apply G2C services of Tamil Nadu Fire and Rescue Services)

Applicant First Name

Applicant Last Name

Designation of the Applicant


Date of Birth


PAN Number of Company

Name of Company

- In case of Proprietorship firm, write PAN Number of Proprietor.
- In case of Individuals, write PAN Number of Individual.
- In case of Small Enterprise, write PAN Number of Small Enterprise.

Figure 3. Registration Form





Guidance
TamilNadu

Welcome to Tamil Nadu Single Window Portal

Investment Portal


A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the entire G2B faceless, paperless and contactless.

Mobile Number

Email ID

User Name

Password Confirm Password

Captcha 

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

Register

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

Figure 4. Registration Form Submission

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

3. Mobile Number / Email ID – 2-Step Verification Process

- '**2-Step Verification Process**' screen will appear when the applicant clicks on 'Register' button.

- **Mobile Number Verification**

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

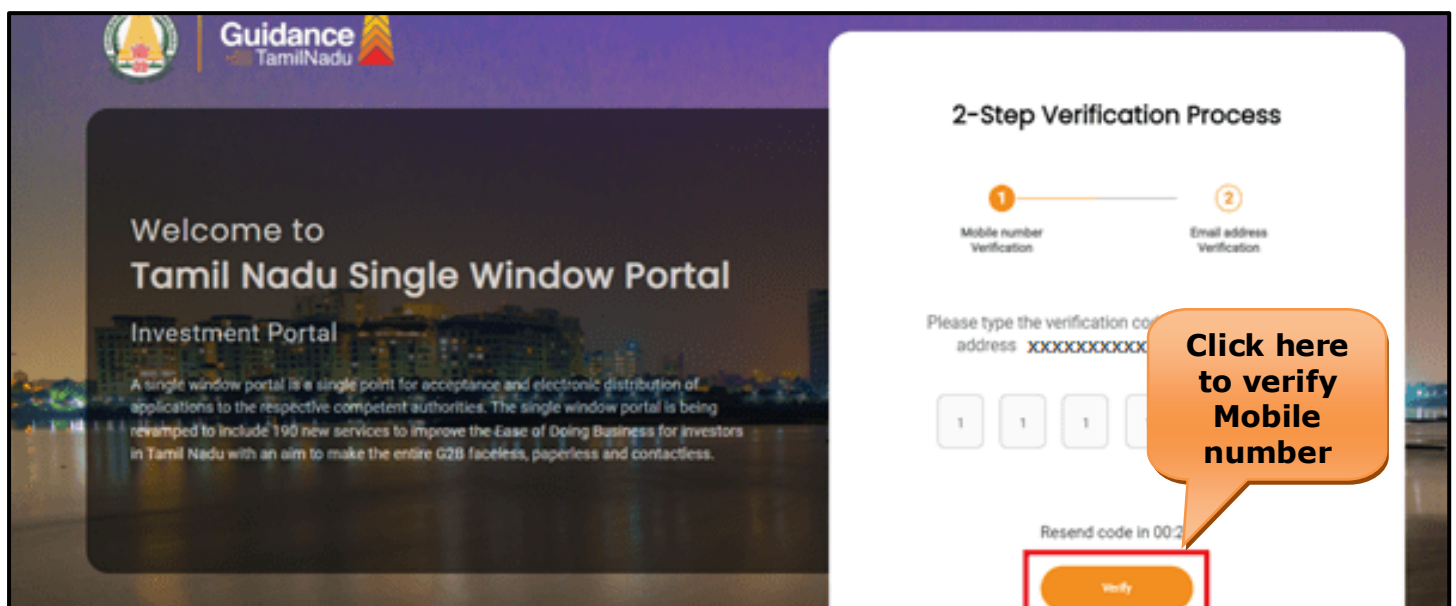


Figure 5. Mobile Number Verification

- o **Email ID Verification**

1) For verifying the Email ID, the verification code will be sent to the given Email ID.

2) Enter the verification code and click on the **'Verify'** button.

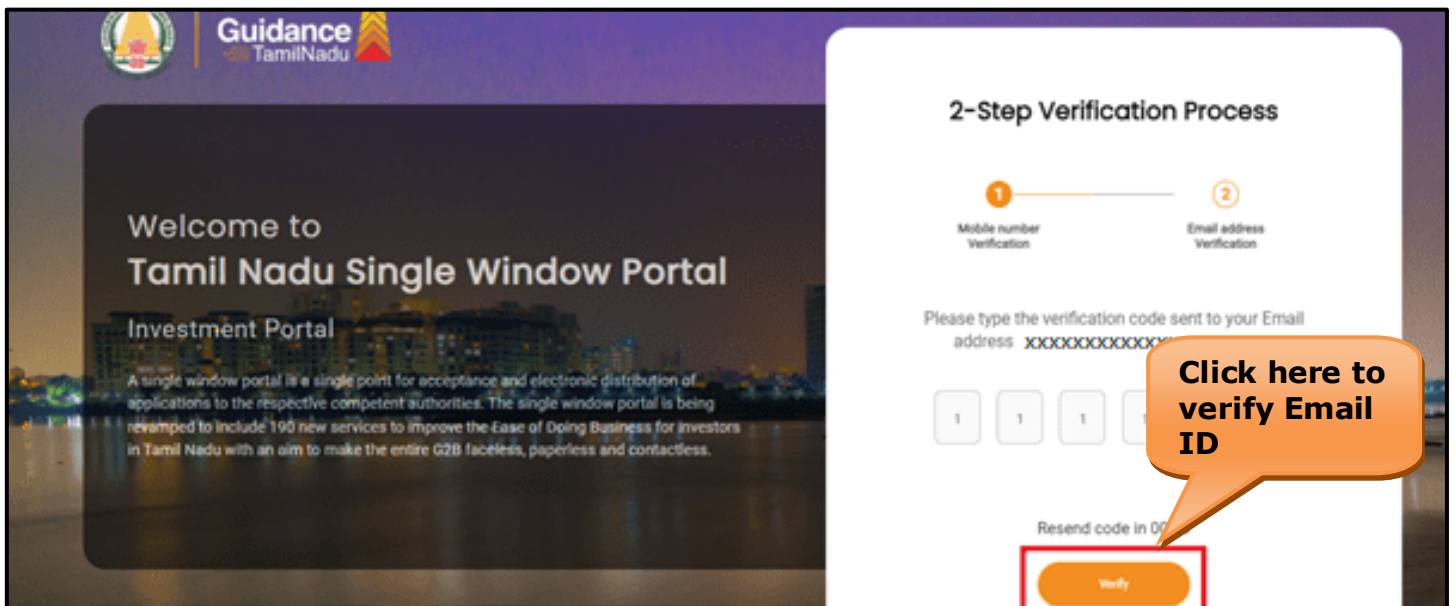


Figure 6. Email ID Verification

- 3) After completion of the 2-Step Verification process, registration confirmation message will pop-up stating as **'Your registration was successful'** (Refer Figure 7).
- 4) Registration process is completed successfully.

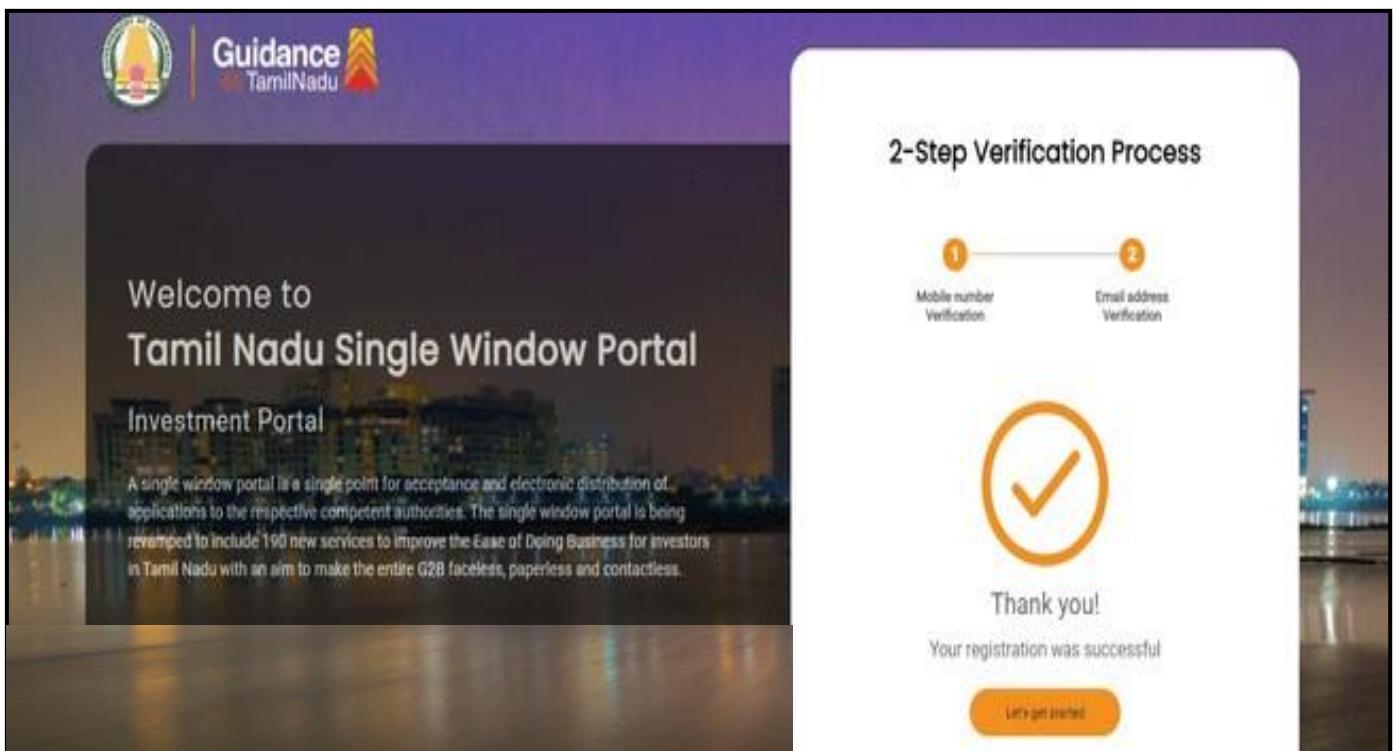


Figure 7. Registration Confirmation Pop-Up

4. Login

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

Login to TNSWP

The screenshot shows the TNSWP website interface. At the top, there is a navigation bar with the following elements: 'A Tamil Nadu Government Portal', 'Wednesday, 30 November 2022, 10:11 pm (IST)', 'Operational Timings For Toll Free Number 8:30 AM to 8:30 PM', 'Toll Free Number: 18002583878', 'Email: helpdesk@investtn.in', and 'Industrial Helpline | English'. Below the navigation bar, there is a main header with the 'Guidance TamilNadu' logo and a navigation menu: 'Home', 'About Us', 'Clearances/Approvals', 'Legislation, Policies & Notifications', 'Dashboard', and 'Help & Support'. Two buttons, 'Register' and 'Login', are visible in the top right corner. The main content area features a large orange map of Tamil Nadu on the left and a central banner with the text 'TAMIL NADU Leading the Nation'. Below the banner, there are ten award statistics arranged in two rows of five. The first row includes: '#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', and '#1 Best Performing State (India Today State of the State Award 2018, 2019 & 2020)'. The second row includes: '#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', and '#2 Growth, Innovation and Leadership Index 2019 (Frost & Sullivan)'. At the bottom of the page, there is a text block describing the portal as a one-stop portal for investors, followed by a button labeled 'TN Single Window Fee Slab for Large Industries' and a small circular icon of a person wearing a hard hat.

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.

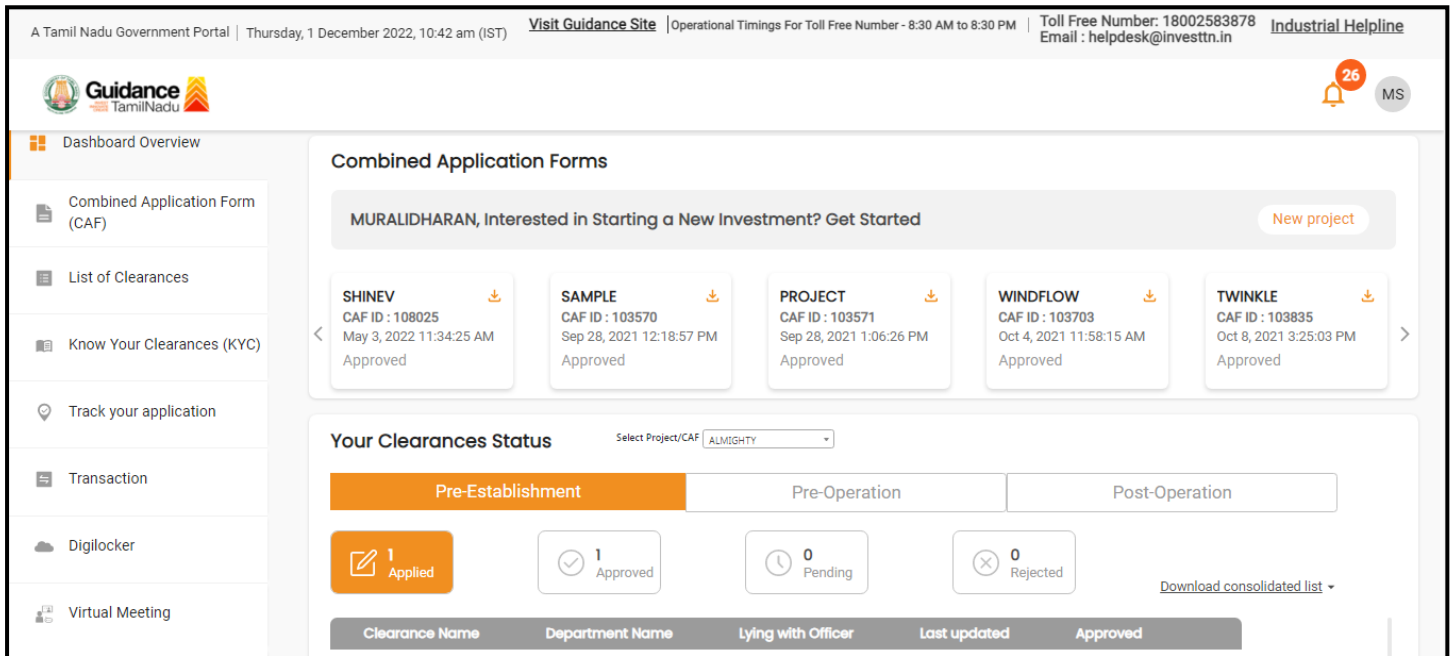
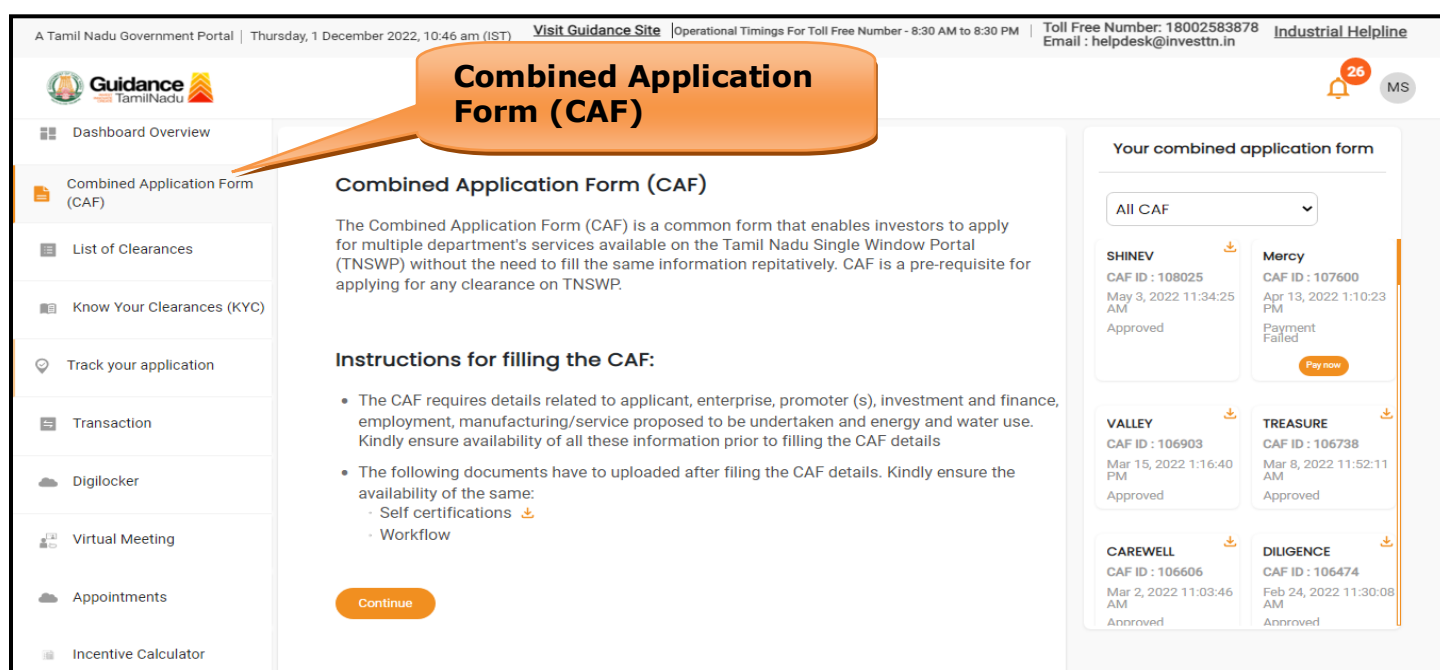


Figure 9. Dashboard Overview

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 is titled 'Combined Application Form (CAF)' and includes a navigation menu on the left with options like 'Dashboard Overview', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', 'Transaction', 'Digilocker', 'Virtual Meeting', 'Appointments', and 'Incentive Calculator'. The main content area provides a description of the CAF and instructions for filling it out. A 'Continue' button is visible at the bottom of the instructions. The right-hand panel displays a list of existing CAFs for various departments, including SHINEV, VALLEY, CAREWELL, Mercy, TREASURE, and DILIGENCE, with their respective CAF IDs and approval dates.

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).

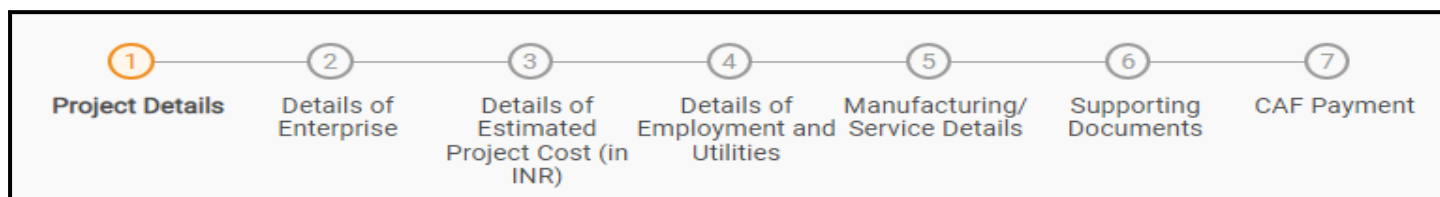


Figure 11. Section of Combined Application Form (CAF)

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).

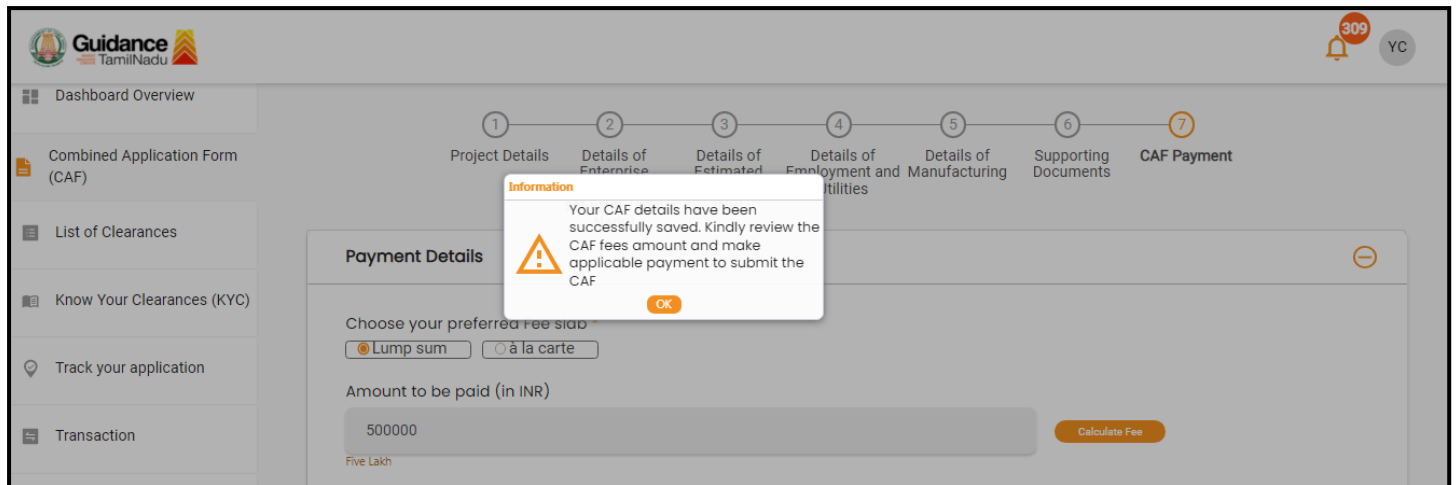


Figure 12. Combined Application Form (CAF) - Confirmation Message

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 License for Contractor for Employing Contractual Workmen

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-Operation Stage Clearance’ and find the clearance ‘License for Contractor for Employing Contractual Workmen’ by using Search option as shown in the figure given below.

Pre- Operation Stage Clearance

Search for Clearance

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
32	License for Contractor for Employing Contractual Workmen	Directorate of Industrial Safety and Health	7 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**

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
32	License for Contractor for Employing Contractual Workmen	Directorate of Industrial Safety and Health	7 days	View	-

Figure 15. Apply for Clearance

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

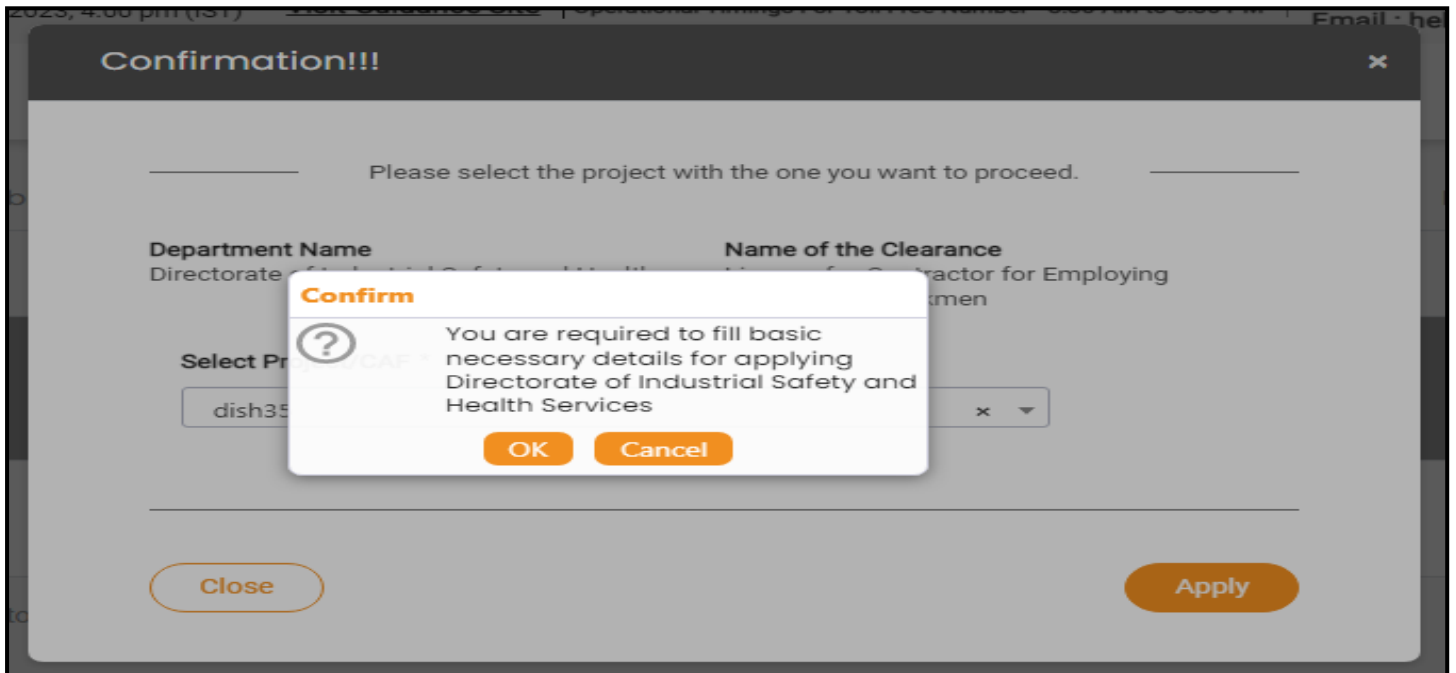
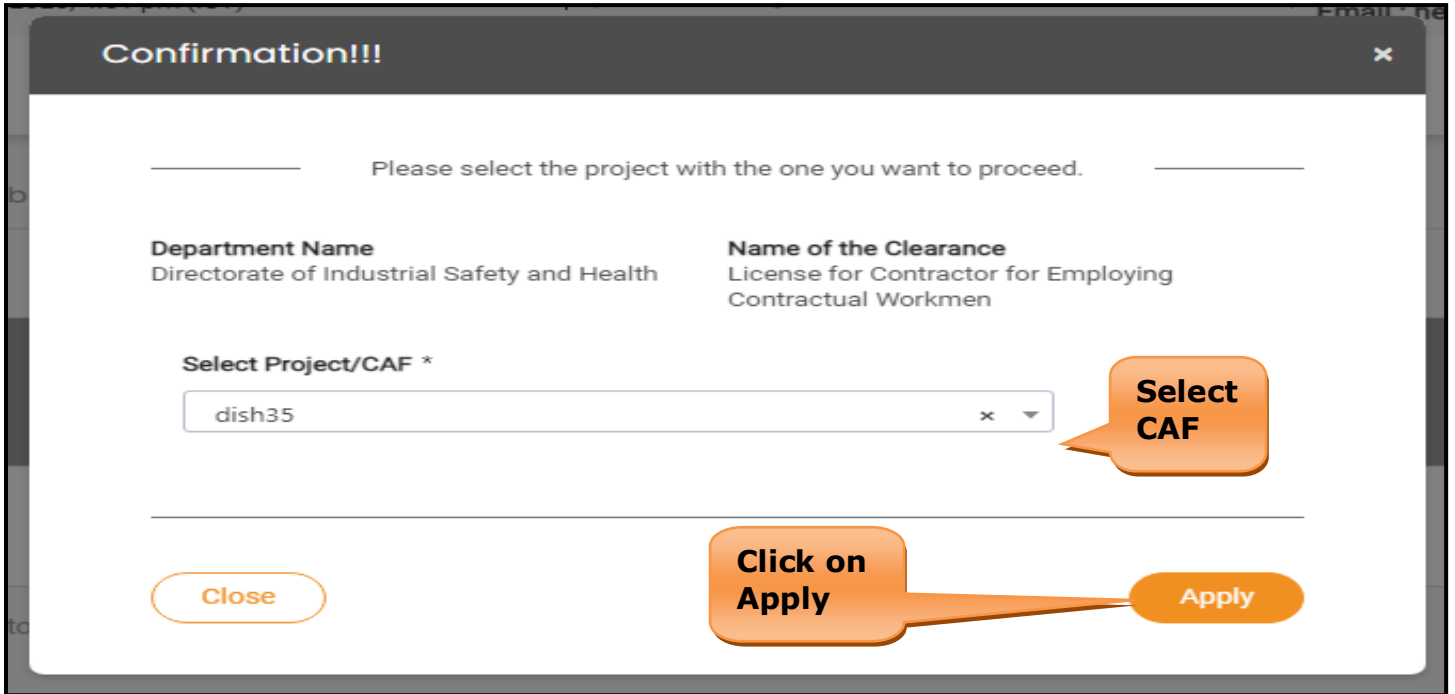


Figure 16. Project/CAF

- 2) Click on the Apply button and the Page will get redirected to Portal for Contract Licensing under Contract Labour Act.

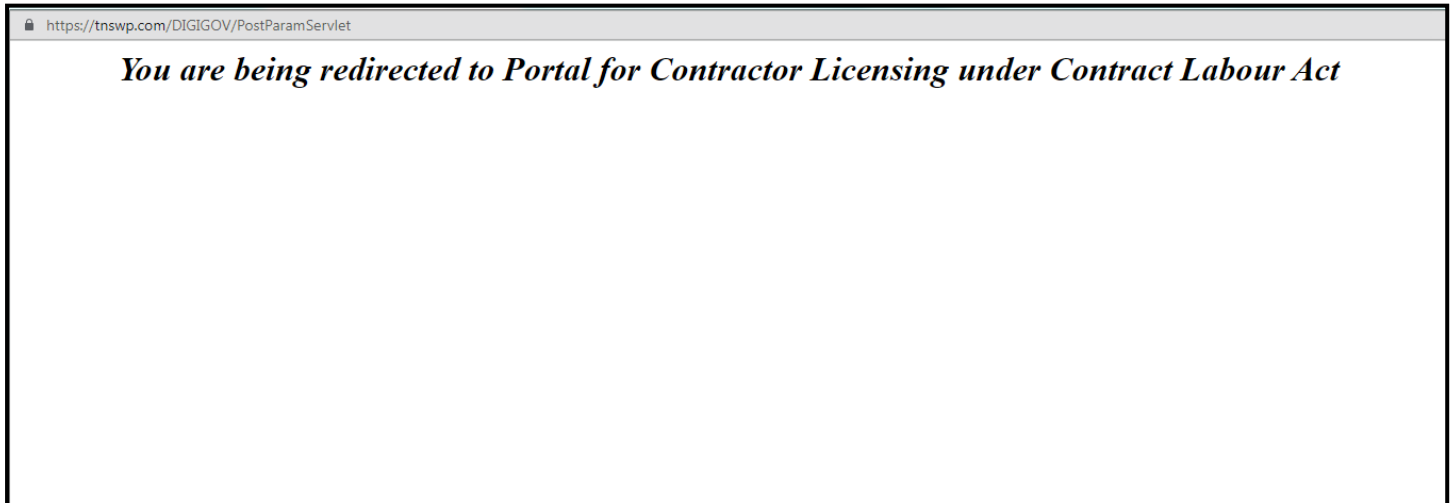


Figure 17. Redirecting to Contract Labour act portal

- 3) Enter all the mandatory details in the application for Contractor Labour Licence.

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Contractor Labour Licence Flow

Particulars of the Factory ✓ [Particulars of the Occupier ✓](#) [Particulars of the Manager ✓](#) [Particulars of the Contractor Establishment ✓](#) [Particulars of Agent / Manager of Contractor ✓](#) [Application for License ✓](#) [Application for Security Deposit ✓](#) [Submit Contractor License ✓](#) [Preview Form IV](#)

Particulars of Contractor's Establishment

Particulars of Contractor Work	Particulars of Contractor	Address of Contractor's Establishment	Other Particulars of Contractor's Establishment	Identity / Address Proof	Particulars Of Previous Contract Work	
Name of the contractor 's establishment*	ABC Enterprises	Type of contractor's establishment*	Proprietorship	Nature of work in which contractor labour is to be employed	House Keeping	
Number of male Contract workers*	10	Number of Female Contract workers*	11	Maximum number of Contract workers	21	
Estimated date of commencement of contract work*	07/08/2019	Estimated date of completion of contract work*	07/08/2020			

[Next](#) [Update of Contractor's Establishment Details](#)

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Contractor Labour Licence Flow

Preview Form IV

Particulars of Contractor's Establishment

Particulars of Contract Work	Particulars of Contractor	Address of Contractor's Establishment	Other Particulars of Contractor's Establishment	Identity / Address Proof	Particulars Of Previous Contract Work
Salutation* <input type="text" value="Mr."/>	Initial <input type="text" value="M"/>	First Name / Main Calling Name* <input type="text" value="Ravi"/>		Middle Name <input type="text"/>	
Last Name / Surname <input type="text" value="Kumar"/>	Age* <input type="text" value="30"/>	Date of Birth <input type="text" value="06/08/1998"/>		Father's Name* <input type="text" value="Kumar"/>	
Gender <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	Mother's Name <input type="text" value="ramya"/>	Nationality* <input checked="" type="radio"/> Indian <input type="radio"/> Others		Landline Phone Number <input type="text" value="04423432343"/>	
Email Id* <input type="text" value="ramya@msslabs.in"/>	Aadhar (UID) Number <input type="text"/>	Mobile Number* <input type="text" value="9944160023"/>		Previous Next	

Update of Contractor's Establishment Details

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Particulars of Contractor's Establishment

Present Address

Is the establishment located in flat / apartment?
 Yes No

Door Number / Plot Number* <input type="text" value="5"/>	Street / Road <input type="text" value="NSK nagar"/>	Area / Locality* <input type="text" value="chennai"/>
Village / Town / City* <input type="text" value="chennai"/>	District <input type="text" value="chennai"/>	State* <input type="text" value="Tamil Nadu"/>
Country* <input type="text" value="India"/>	PIN Code* <input type="text" value="600031"/>	

Permanent Address

If the permanent address is same as present address please click this box

Is the establishment located in flat / apartment?
 Yes No

Door Number / Plot Number* <input type="text" value="5"/>	Street / Road <input type="text" value="NSK nagar"/>	Area / Locality* <input type="text" value="chennai"/>
Village / Town / City* <input type="text" value="chennai"/>	District <input type="text" value="chennai"/>	State* <input type="text" value="Tamil Nadu"/>
Country* <input type="text" value="India"/>	PIN Code* <input type="text" value="600031"/>	

Previous
Next

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Contractor Labour Licence Flow



[Preview Form IV](#)

Particulars of Contractor's Establishment						
Particulars of Contract Work	Particulars of Contractor	Address of Contractor's Establishment	Other Particulars of Contractor's Establishment	Identity / Address Proof	Particulars Of Previous Contract Work	
<p>Whether the contractor was convicted of any offence within the preceding five years if so give details? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Whether there was any order against the contractor revoking or suspending licence or forfeiting security deposits in respect of an earlier contract if so the date of such order? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Whether a certificate issued by the principal employer in " Form V " is attached? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>						
				<p>Previous Next</p>	<p>Update of Contractor's Establishment Details</p>	

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Contractor Labour Licence Flow



[Preview Form IV](#)

Particulars of Contractor's Establishment						
Particulars of Contract Work	Particulars of Contractor	Address of Contractor's Establishment	Other Particulars of Contractor's Establishment	Identity / Address Proof	Particulars Of Previous Contract Work	
<p>Proof of Address*</p> <p>Driving License Address Proof Number*</p> <p><input type="text" value="FGFGFGFGH25M"/></p> <p>Photo*</p> <p><input type="text" value="No file selected."/> </p> <p>Photo Identity Proof*</p> <p>Aadhaar Card Photo Identity Proof Number*</p> <p><input type="text" value="DSHPS3285M"/></p>						
				<p>Previous Next</p>	<p>Update of Contractor's Establishment Details</p>	

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Contractor Labour Licence Flow

Particulars of the Factory ✓✓ → Particulars of the Occupier ✓✓ → Particulars of the Manager ✓✓ → Particulars of the Contractor Establishment ✓✓ → Particulars of Agent / Manager of Contractor ✓✓ → Application for License ✓✓ → Application for Security Deposit ✓✓ → Submit Contractor License ✓✓

[Preview Form IV](#)

Particulars of Contractor's Establishment

Particulars of Contract Work	Particulars of Contractor	Address of Contractor's Establishment	Other Particulars of Contractor's Establishment	Identity / Address Proof	Particulars Of Previous Contract Work
------------------------------	---------------------------	---------------------------------------	---	--------------------------	---------------------------------------

Whether the contractor has worked in any other establishment within the past five years. If so, give details of the Principal Employer, Establishments and nature of work? Yes No

[Update of Contractor's Establishment Details](#)

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[Preview Form IV](#)

Particulars Of Contractor Security Deposit

Maximum number of contractor workers employed 10	Type of Security Deposit National Savings Certificate	Security Deposit Amount 10500.00
National Savings Certificate Number *	National Savings Certificate Holder Name *	Date of issue *
Post Office Name* 	Valid upto* 	Certificate Amount*

[Add](#)

Modify	Type of Security Deposit	Certificate No	Certificate Name	Date of Issue	Post Office Name	Valid Upto	Certificate Amount	Delete
<input type="radio"/>	National Savings Certificate	iuuroyoier	uyrououry	12/03/2020	Saidapet	23/08/2023	40000.0	<input type="radio"/>

[Save](#)

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Contractor Labour Licence Flow



Particulars Of Contractor License Fees

Maximum number of contractor workers employed 0	License Fees 2500.00	Mode of payment Online Payment
Name of the bank	Payment reference number	Date of payment

Process Payment
Save

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Contractor Labour Licence Flow



Particulars of Agent / Manager of Contractor

Particulars of Manager | Present Address | Permanent Address | Identity / Address Proof

When no separate Manager / Agent is appointed, Click this box to declare Contractor as Manager / Agent

Salutation* Mr.	Initial M	First Name / Main Calling Name* Ravi	Middle Name
Last Name / Surname Kumar		Age* 30	Date of Birth 06/08/1998
Father's Name* Kumar		Mother's Name ramya	
Gender* <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other		Nationality* <input checked="" type="radio"/> Indian <input type="radio"/> Others	
Email Id* ramya@mslabs.in		Landline Phone Number 04423432343	Mobile Number* 9944160023
Alternate Mobile Number		Fax Number	Aadhar (UID) Number

Next
Submit

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Contractor Labour Licence Flow



Particulars of Agent / Manager of Contractor

Particulars of Manager	Present Address	Permanent Address	Identity / Address Proof
Are you residing in flat or apartment ? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Door Number / Plot Number*	Street / Road	Area / Locality*	
5	NSK nagar	chennai	
Village / Town / City*	District	State*	
chennai	chennai	Tamil Nadu	
Country*	PIN Code*		
India	600031		
Previous Next		Submit	

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Contractor Labour Licence Flow



Particulars of Agent / Manager of Contractor

Particulars of Manager	Present Address	Permanent Address	Identity / Address Proof
<input type="checkbox"/> If the permanent address is same as present address please click this box			
Door Number / Plot Number*	Street / Road	Area / Locality*	
5	NSK nagar	chennai	
Village / Town / City*	District	State*	
chennai	chennai	Tamil Nadu	
Country*	PIN Code*		
India	600031		
Previous Next		Submit	

Directorate of Industrial Safety and Health Government of Tamil Nadu
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DISH Test Industry 5 / ABC Enterprises Add New Factory

Contractor Labour Licence Flow

Particulars of the Factory ✓ → Particulars of the Occupier ✓ → Particulars of the Manager ✓ → Particulars of the Contractor Establishment ✓ → Particulars of Agent / Manager of Contractor ✓ → Application for License ✓ → Application for Security Deposit ✓ → Submit Contractor License ✓ Preview Form IV

Particulars of Agent / Manager of Contractor

Particulars of Manager | Present Address | Permanent Address | Identity / Address Proof

Proof of Address: Driving License | Address Proof Number*: FGFGFGFGH25M

Photo*: No file selected. | Photo Identity Proof Number*: DSHPS3285M

Previous Submit

Click on 'Submit'

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Figure 18. DISH portal

8. Payment Process

- Complete the Dish application payment online.

Guidance TamilNadu 232 UR

Dashboard Overview | **Track your Application** | Select Project/CAF: 01Feb2022new1 | Overview | All Details

Filters

Application ID: 110079 | Application Ref No.: Search | Applied on: mm/dd/yyyy | Clearance Name: Search | Last Updated Date: mm/dd/yyyy | Status: Select | On time/Delayed: Select

Apply filters | Reset filters

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	104065-110079	FA00009984_3000006	Aug 1, 2023 10:25:53 AM	License for Contractor for Employing Contractual Workmen	Aug 1, 2023 10:50:54 AM	Make payment	Deputy Director of Industrial Safety and Health - I, Chennai	0/7 days	on time	Actions	Feed Appl Subr

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**

The screenshot shows the 'Track your Application' page. A notification bubble states: **Status Changed to 'Application Submitted'**. The application details are as follows:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Update Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fee
1	104065 - 110079	FA00009984_3000006	Aug 1, 2023 10:25:53 AM	License for Contractor for Employing Contractual Workmen	Aug 1, 2023 10:52:57 AM	Application Submitted	Deputy Director of Industrial Safety and Health - I, Chennai	0/7 days	on time	Actions	Fee on App Sub

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.

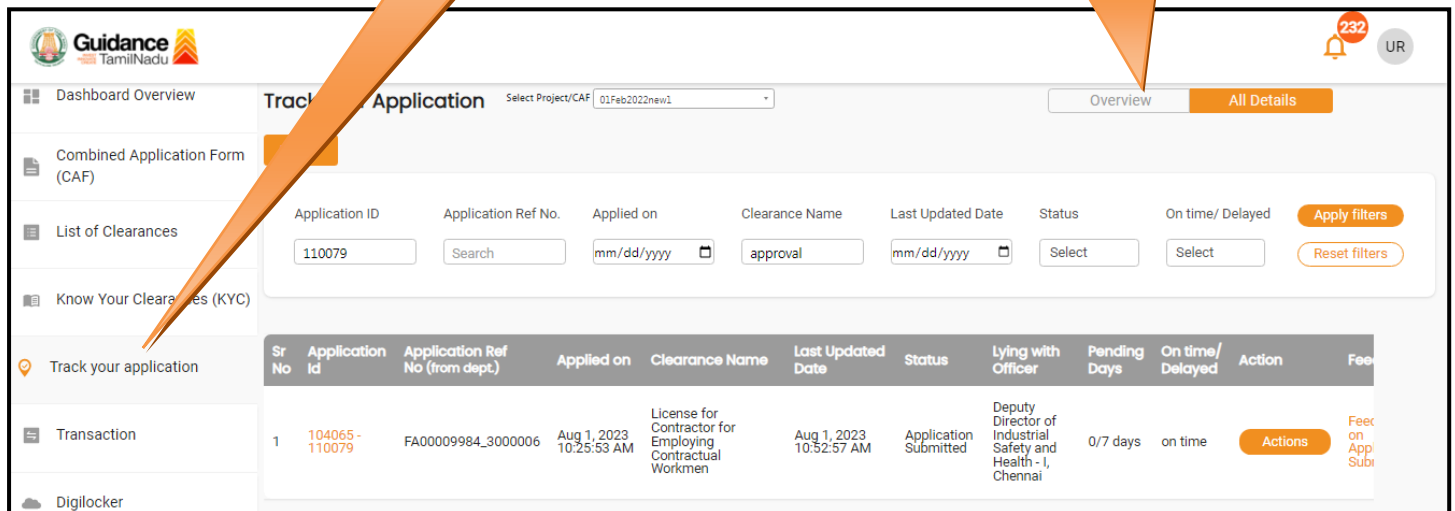
- **Track your application– Overview Option**

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**

Track Your Application

Overview of applications



Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/Delayed	Action	Fee
1	104065-110079	FA00009984_3000006	Aug 1, 2023 10:25:53 AM	License for Contractor for Employing Contractual Workmen	Aug 1, 2023 10:32:57 AM	Application Submitted	Deputy Director of Industrial Safety and Health - I, Chennai	0/7 days	on time	Actions	Fee on App Sub

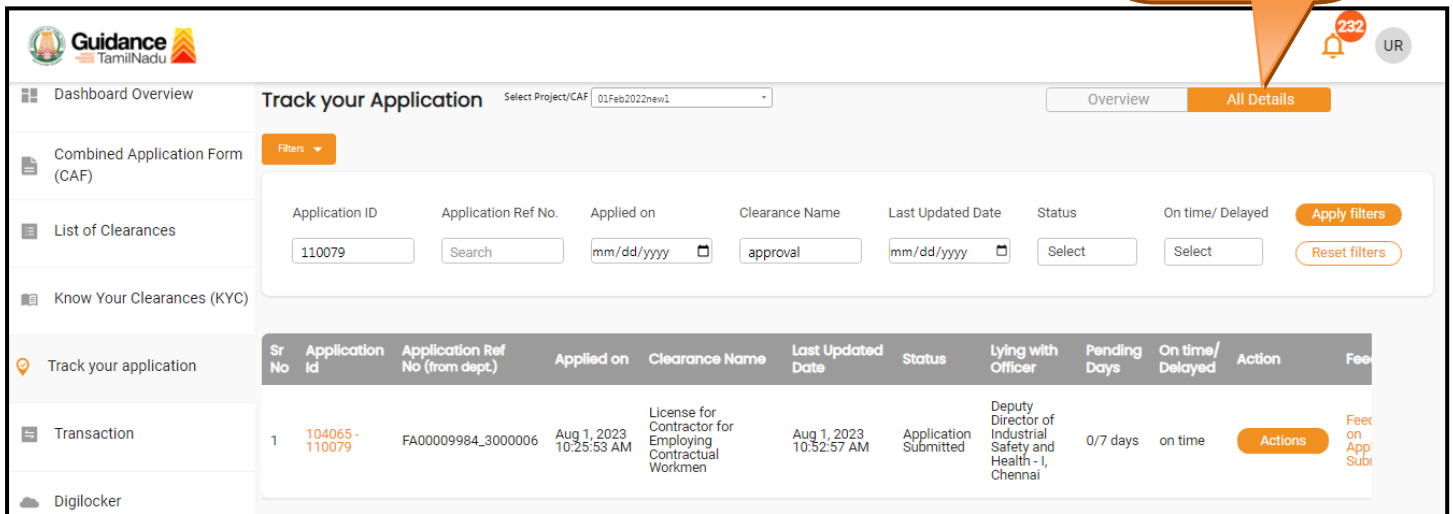
Figure 21. Track Your Application

- **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



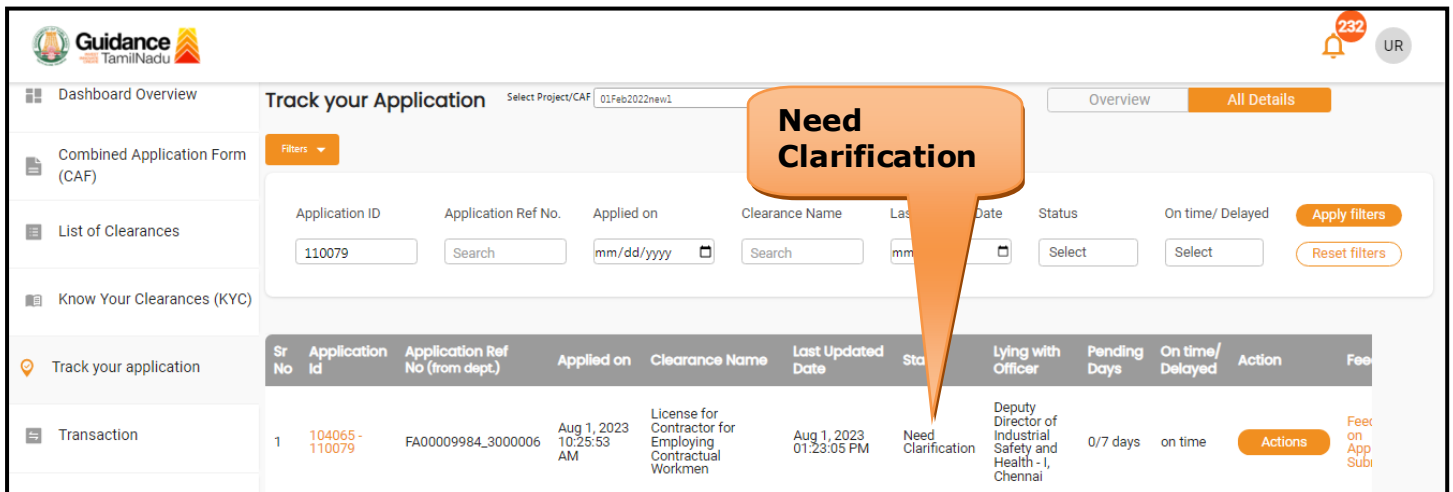
The screenshot displays the 'Track your Application' page with the 'All Details' tab selected. The table below shows the application details:

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	Fee
1	104065 - 110079	FA00009984_3000006	Aug 1, 2023 10:25:53 AM	License for Contractor for Employing Contractual Workmen	Aug 1, 2023 10:52:57 AM	Application Submitted	Deputy Director of Industrial Safety and Health - I, Chennai	0/7 days	on time	Actions	Fee on App Subi

Figure 22. ‘All Details’ tab

10. Query Clarification

- 1) After submitting the application to the Deputy Director 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. Click 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. An orange callout bubble points to the 'Status' column of the first record, which is 'Need Clarification'.

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	104065 - 110079	FA00009984_3000006	Aug 1, 2023 10:25:53 AM	License for Contractor for Employing Contractual Workmen	Aug 1, 2023 01:23:05 PM	Need Clarification	Deputy Director of Industrial Safety and Health - I, Chennai	0/7 days	on time	Actions	Fee on App Subi

Figure 23. Need Clarification

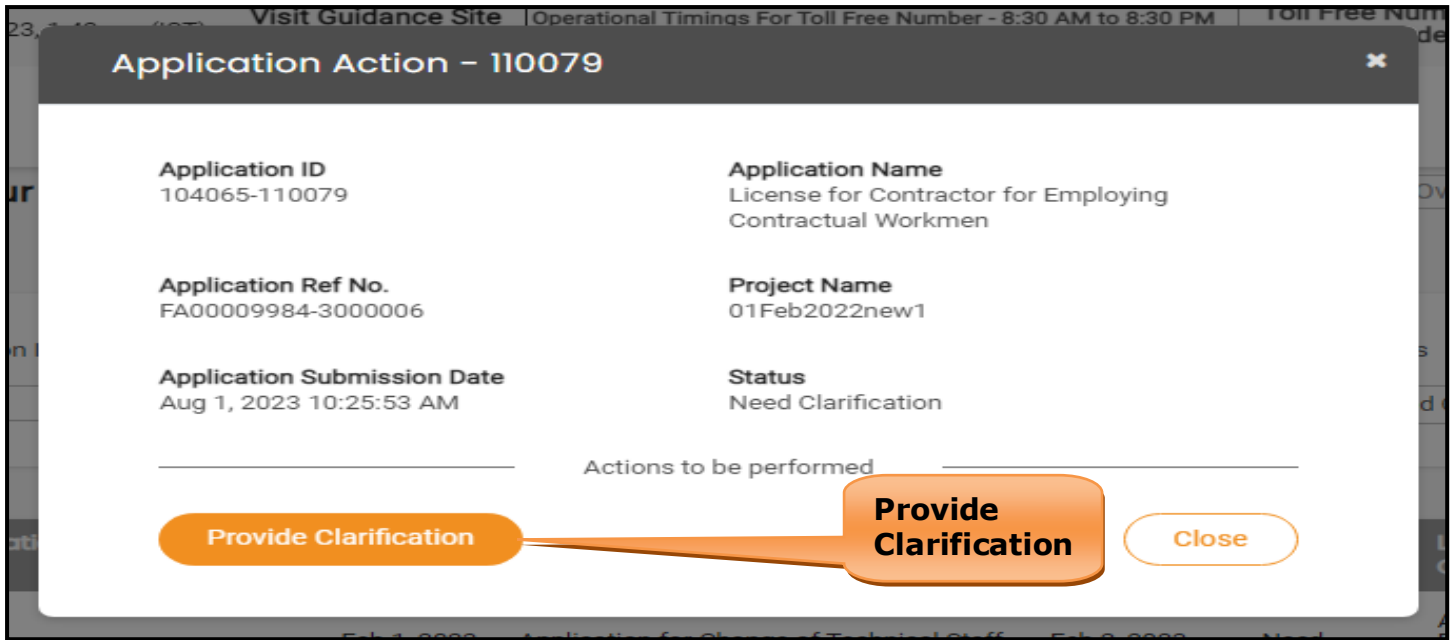


Figure 24. Provide Clarification

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

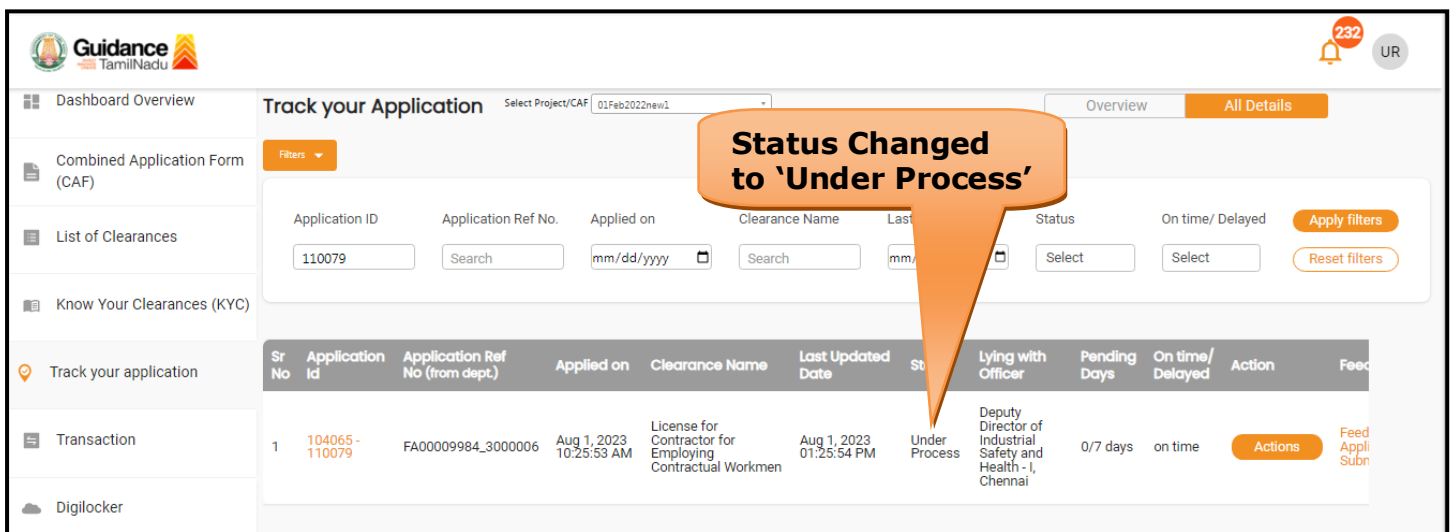
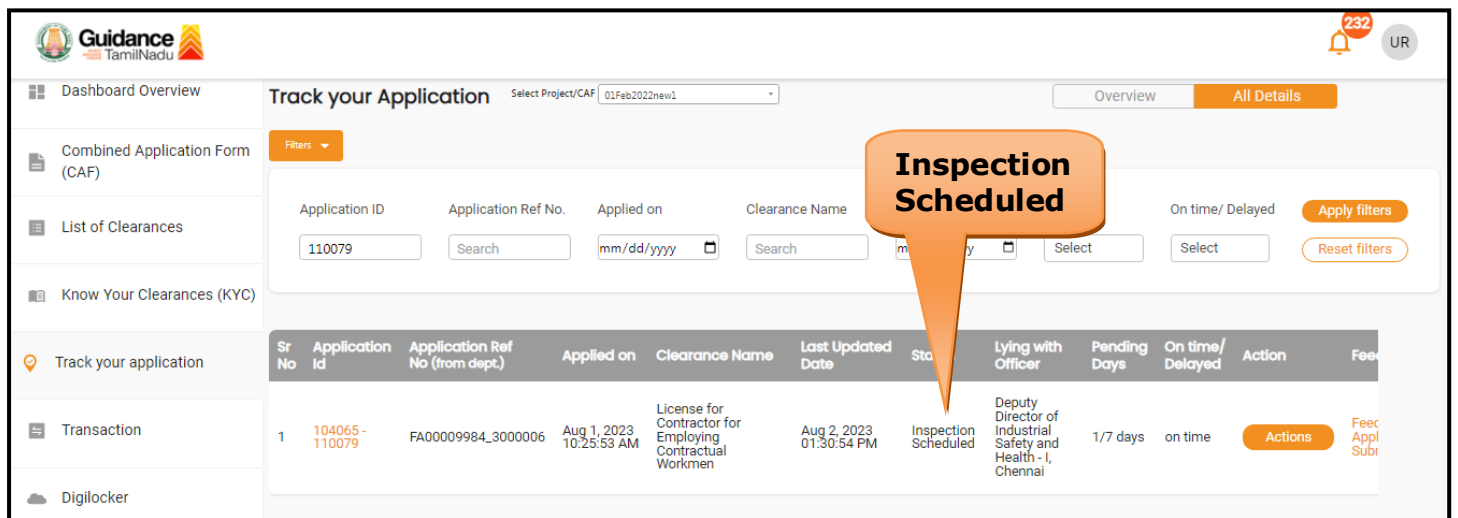


Figure 25. Under Process

11. Inspection Schedule

- 1) The Deputy 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 Deputy 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. On the left is a navigation menu with options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', 'Transaction', and 'Digilocker'. The main content area has a search bar for 'Select Project/CAF' with the value '01Feb2022new1'. Below this is a filter section with fields for 'Application ID' (110079), 'Application Ref No.' (Search), 'Applied on' (mm/dd/yyyy), 'Clearance Name' (Search), and 'On time/ Delayed' (Select). A table below displays 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	104065 - 110079	FA00009984_3000006	Aug 1, 2023 10:25:53 AM	License for Contractor for Employing Contractual Workmen	Aug 2, 2023 01:30:54 PM	Inspection Scheduled	Deputy Director of Industrial Safety and Health - I, Chennai	1/7 days	on time	Actions	Fee Appl Subr

An orange callout bubble with the text 'Inspection Scheduled' points to the 'Inspection Scheduled' status in the table.

Figure 26. Inspection Scheduled

Application Action - 110079

Application ID 104065-110079	Application Name License for Contractor for Employing Contractual Workmen
Application Ref No. FA00009984-3000006	Project Name 01Feb2022new1
Application Submission Date Aug 1, 2023 10:25:53 AM	Status Inspection Scheduled

Actions to be performed

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

Click on Inspection Details

Figure 27. Inspection Details

Inspection Details : 110079

Inspection Scheduled From Date (DD/MM/YYYY): 02/08/2023

Inspection Scheduled To Date (DD/MM/YYYY): 02/08/2023

Inspection Date

Figure 28. Inspection Date

12. Application Processing

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

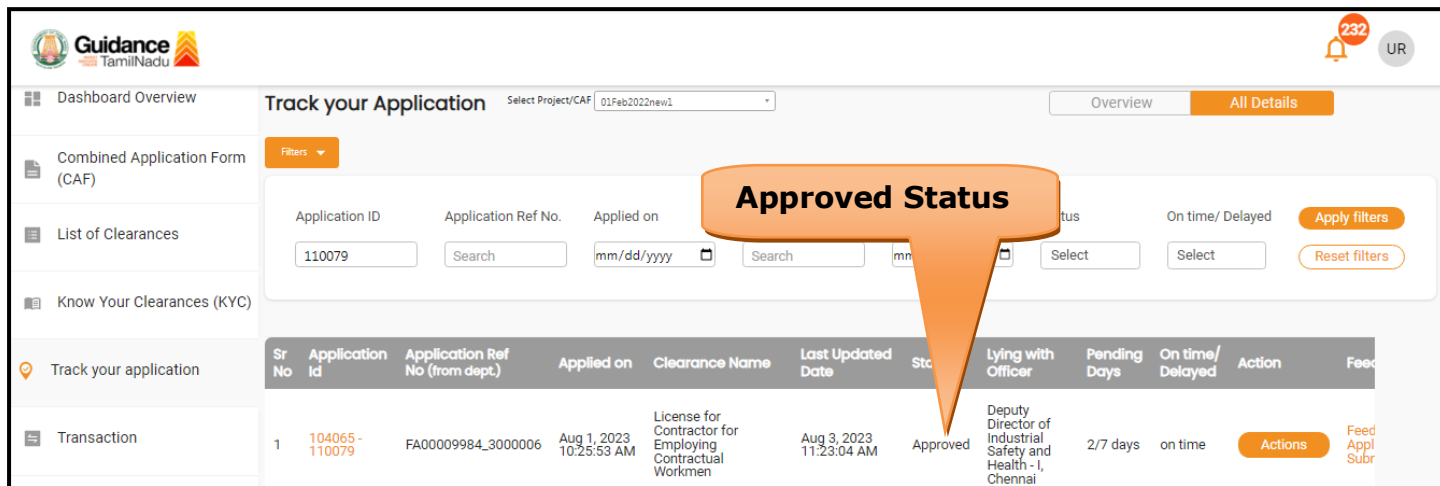


Figure 29. Application Processed

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

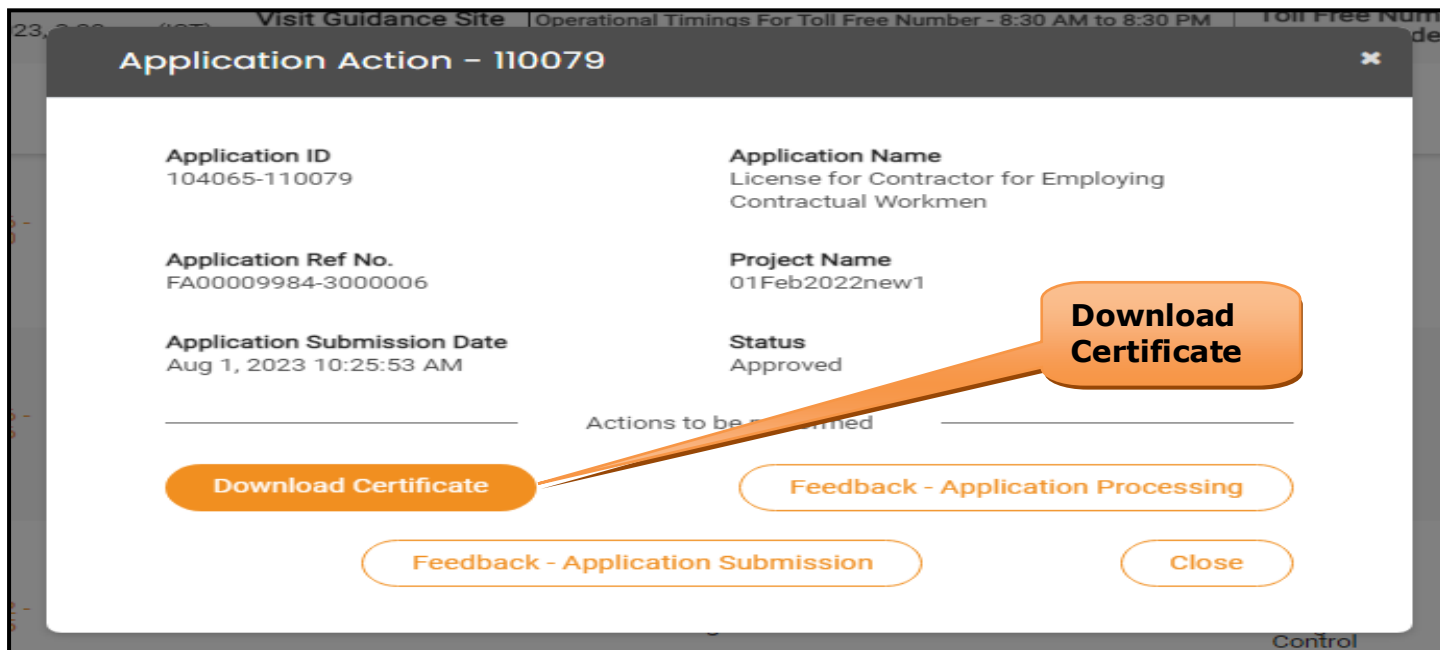
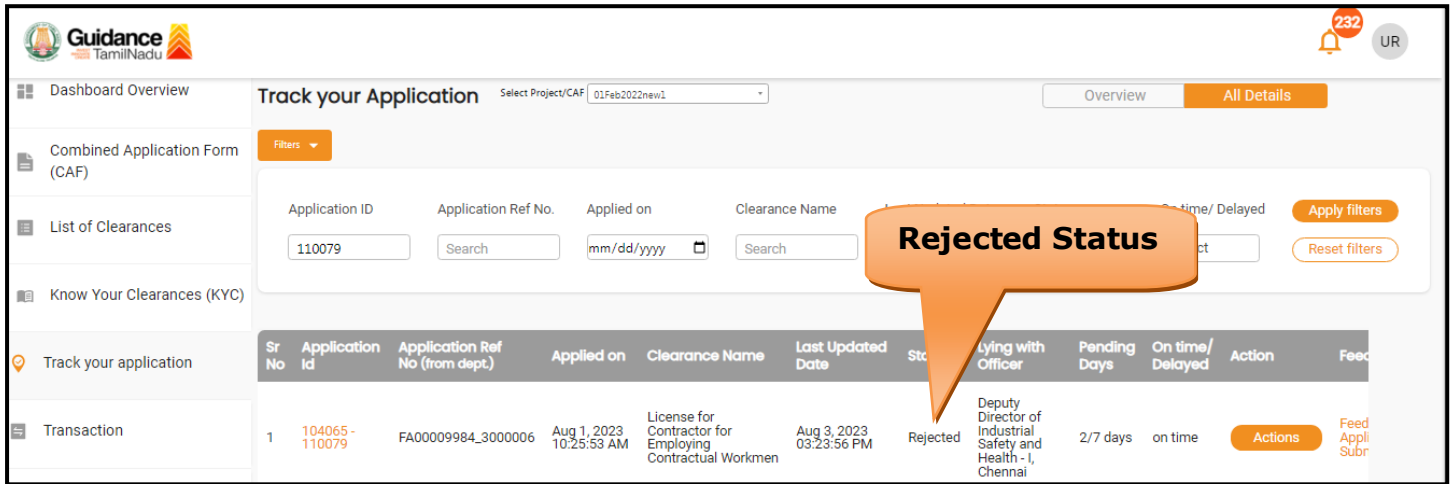


Figure 30. Download the Certificate

3) If the application is '**Rejected**' by the Deputy 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 '01Feb2022new1'. Below the search filters, a table lists application details. An orange callout bubble labeled 'Rejected Status' points to the 'Rejected' status in the table row.

Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Applying with Officer	Pending Days	On time/ Delayed	Action	Feed
1	104065-110079	FA00009984_3000006	Aug 1, 2023 10:25:53 AM	License for Contractor for Employing Contractual Workmen	Aug 3, 2023 03:23:56 PM	Rejected	Deputy Director of Industrial Safety and Health - I, Chennai	2/7 days	on time	Actions	Feed Appli Subr

Figure 31. Rejected Status

