



# **TAMILNADU SINGLE WINDOW PORTAL**

## **APPLICANT MANUAL**

### **Factory Registration and License**

### **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**



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 | Industrial Helpline | English

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

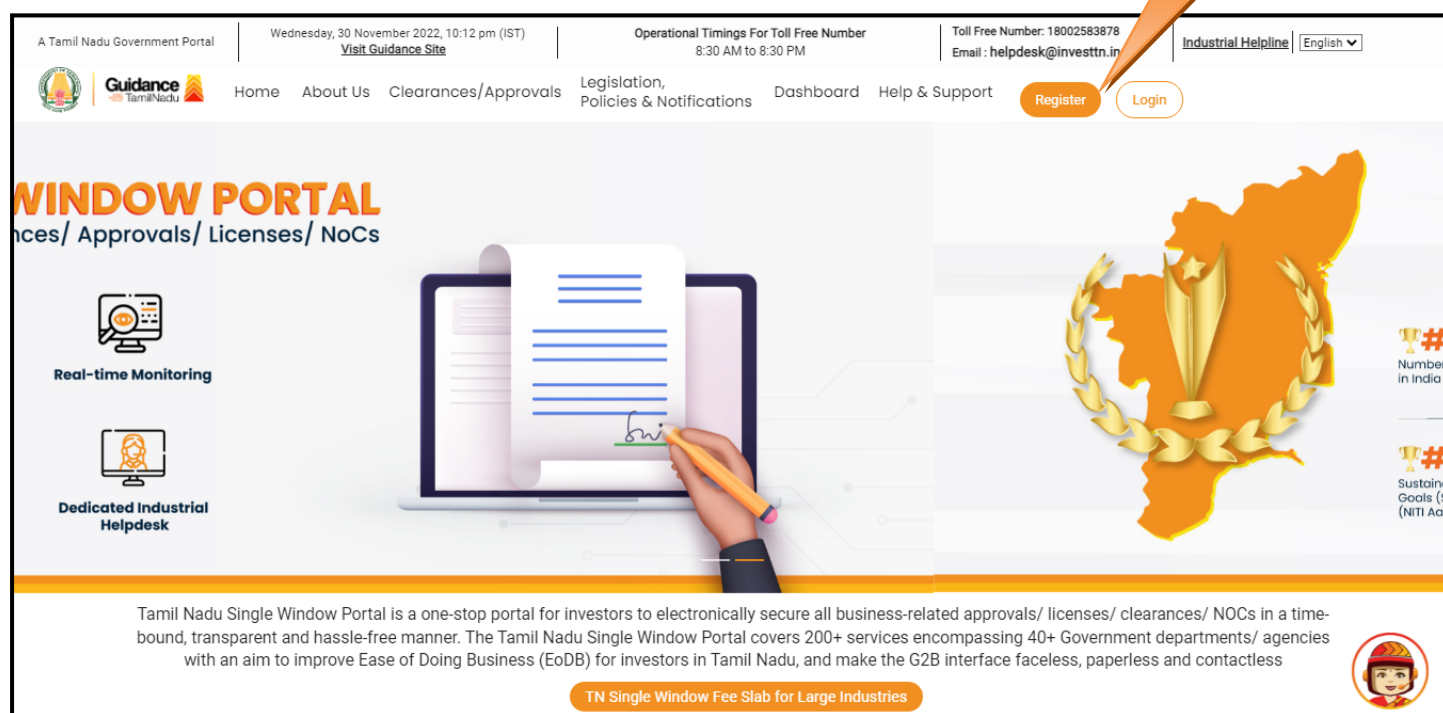
**Figure 1. Single Window Portal Home Page**

## 2. Registration

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

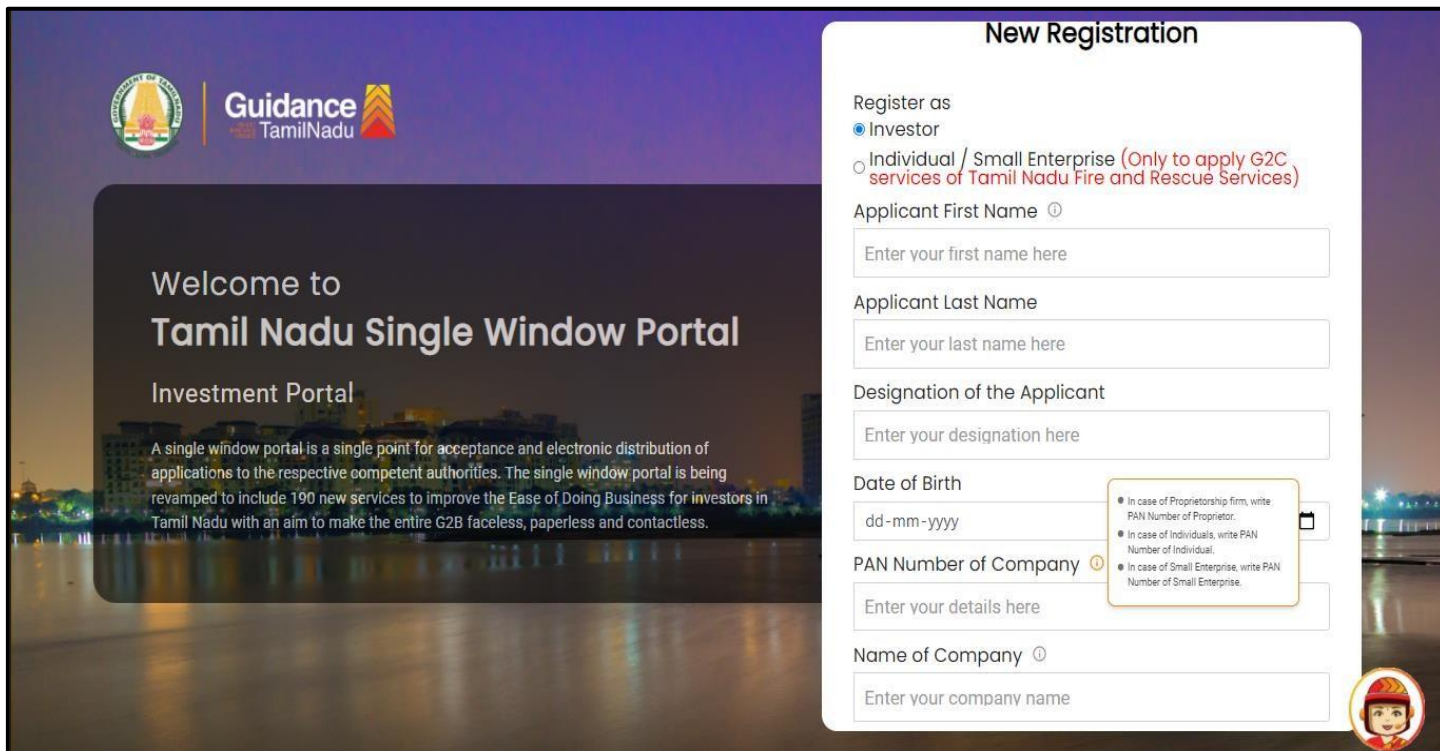
- 1) Click on '**Register**' button on TNSWP.

**Register  
on TNSWP**



**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

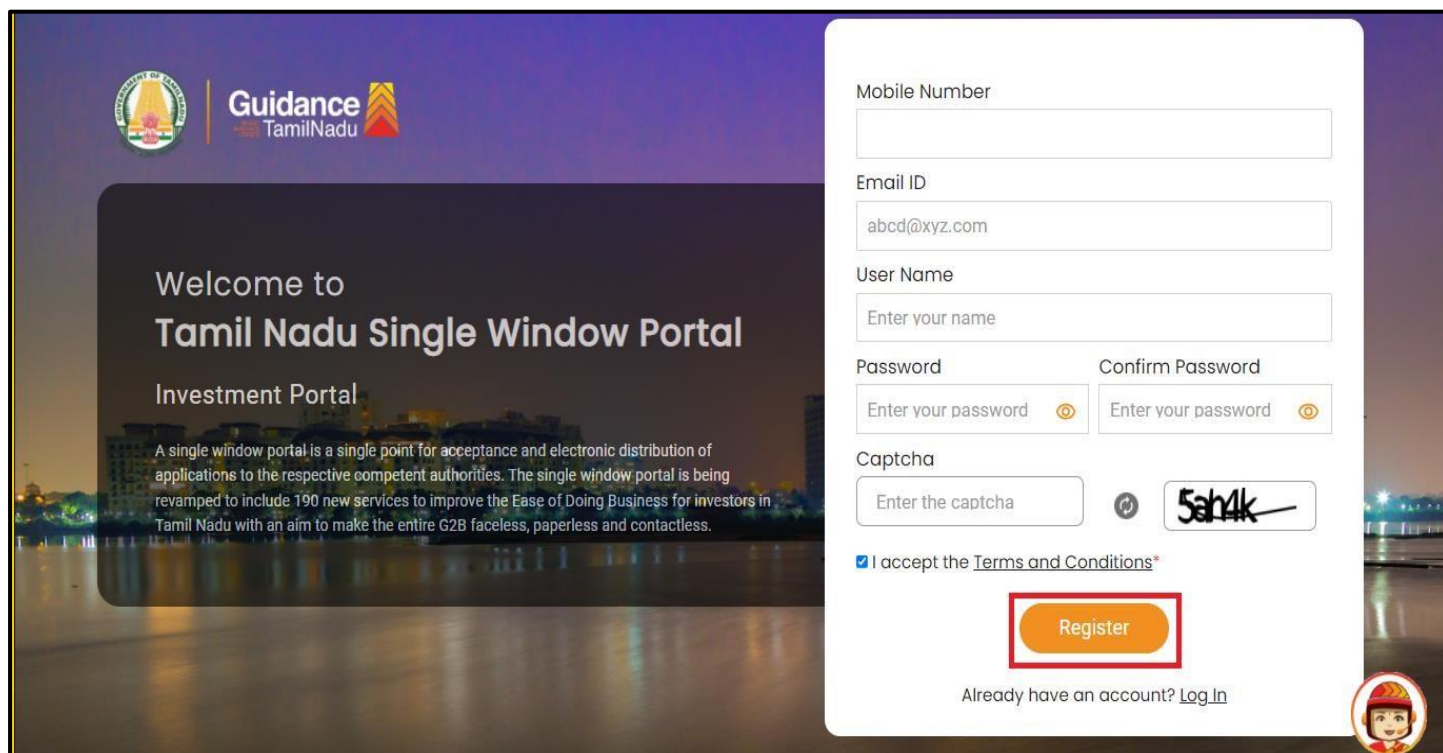
Designation of the Applicant

Date of Birth

PAN Number of Company

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**

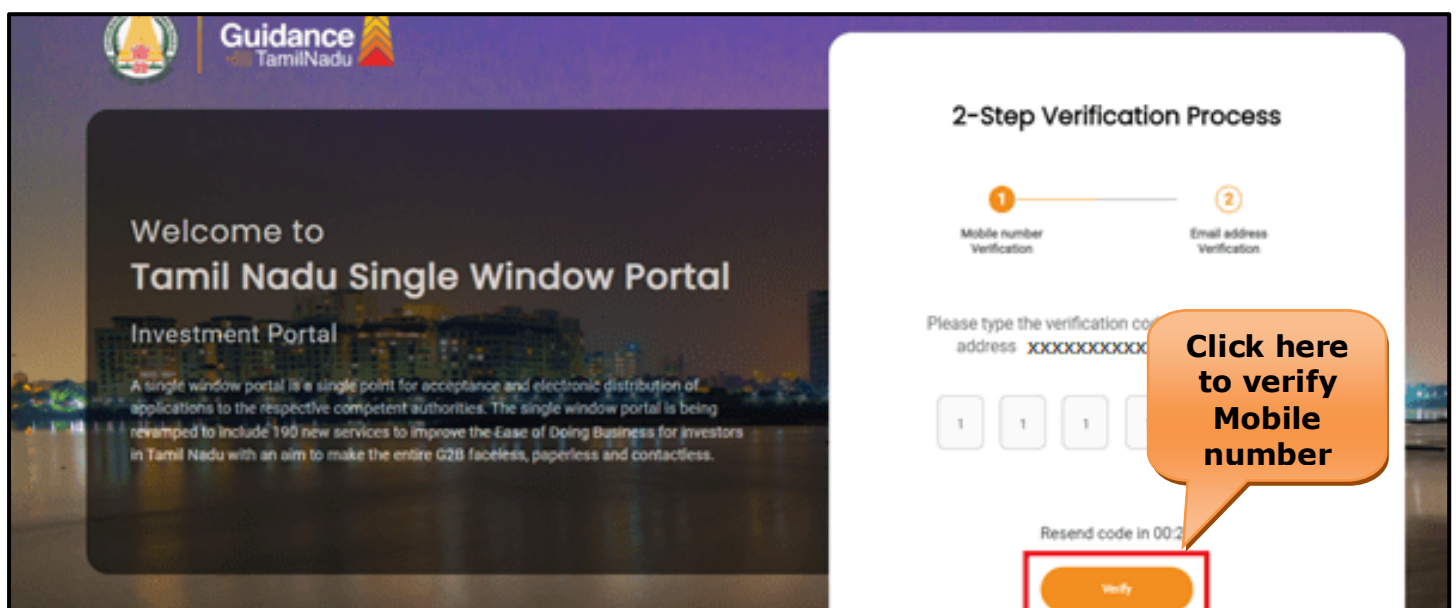
Already have an account? [Log In](#)

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

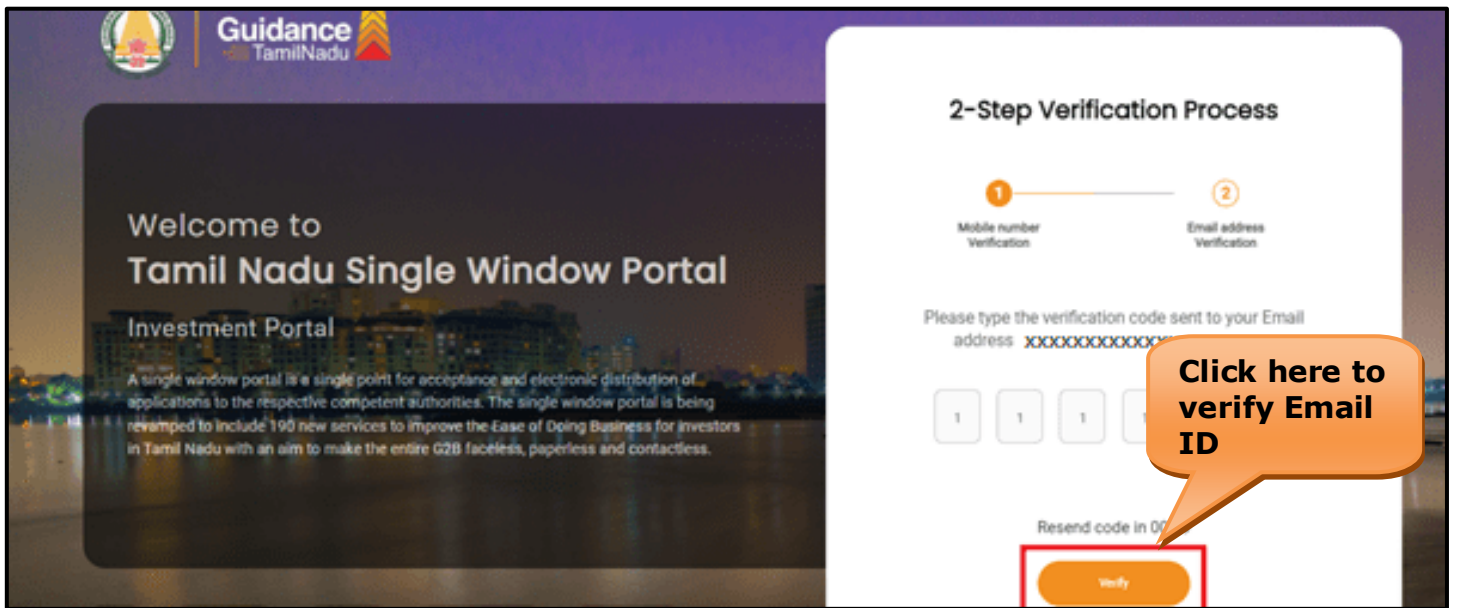
- **'2-Step Verification Process'** screen will appear when the applicant clicks on 'Register' button.
  - **Mobile Number Verification**
    - 1) For verifying the mobile number, the verification code will be sent to the given mobile number.
    - 2) Enter the verification code and click on the **'Verify'**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



**Figure 5. Mobile Number Verification**

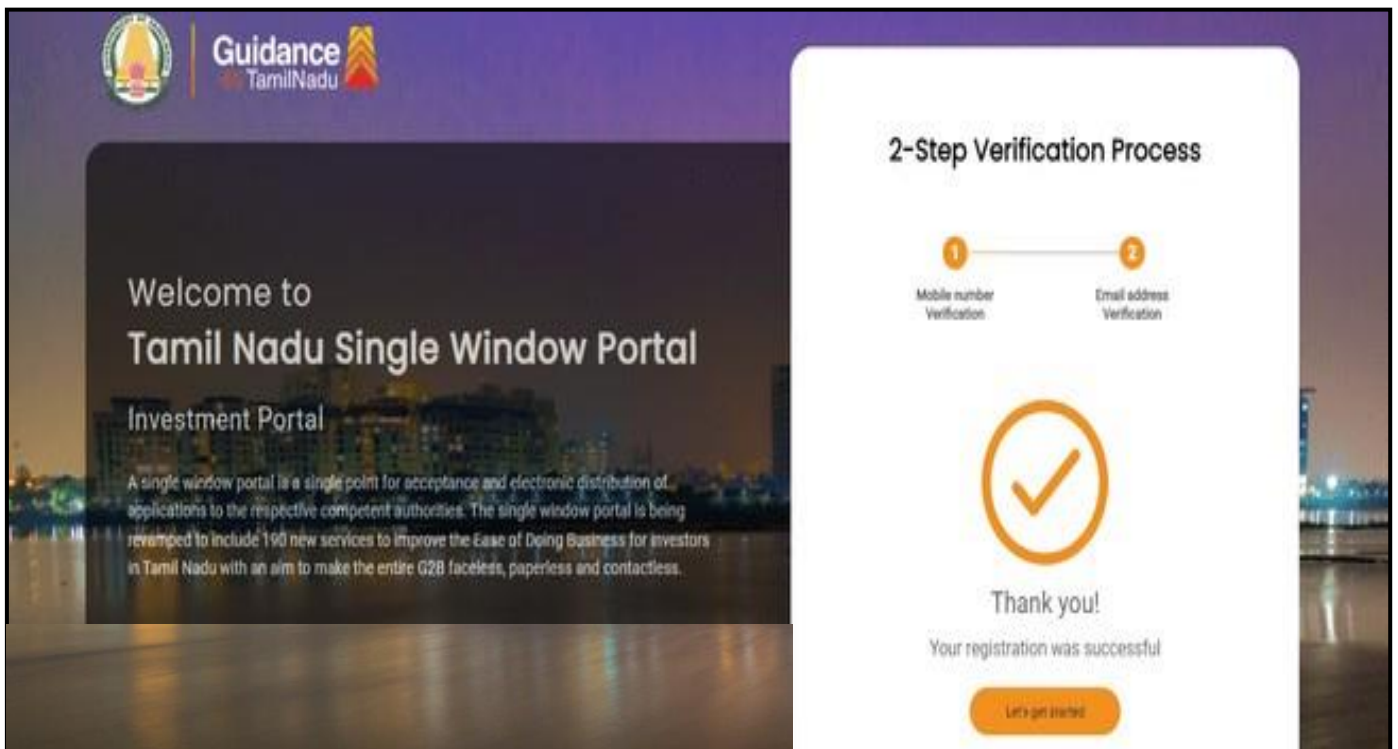
- o **Email ID Verification**

- 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.

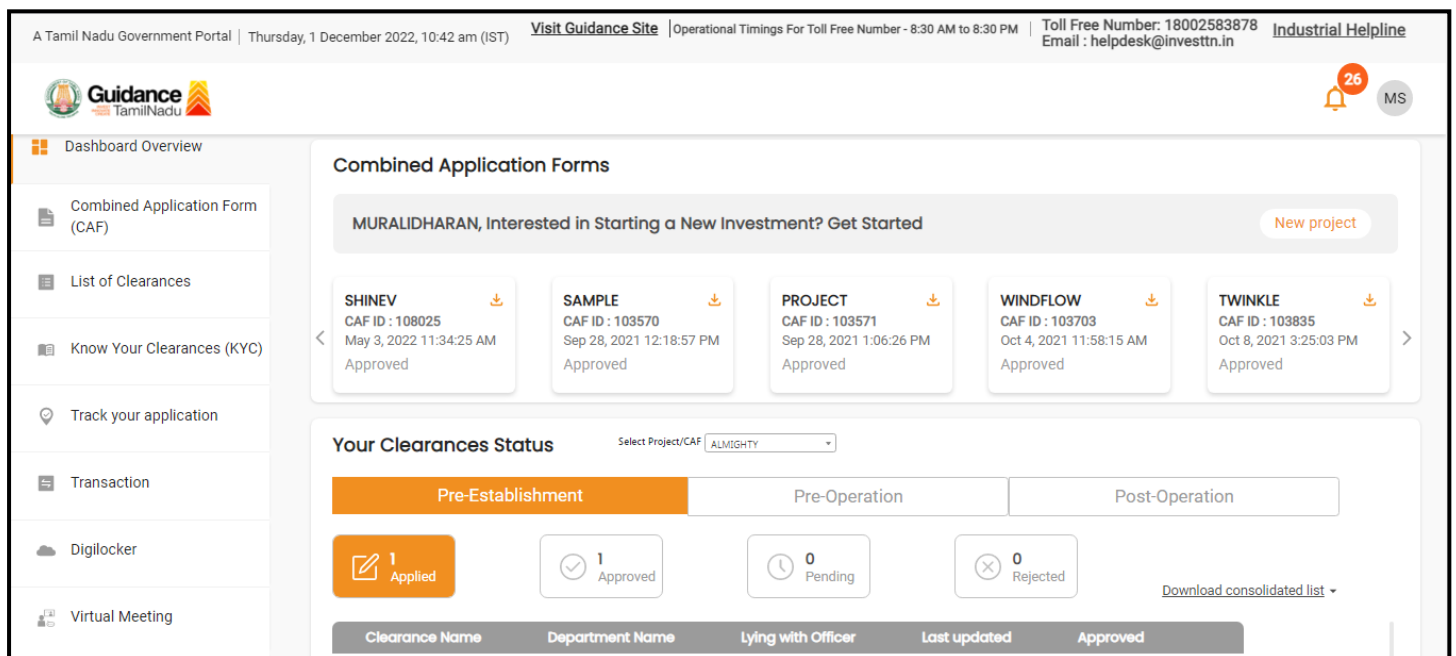
**Login to TNSWP**



**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.



The screenshot shows the dashboard overview page for the Guidance TamilNadu portal. The page header includes the Tamil Nadu Government Portal logo, the date and time (Thursday, 1 December 2022, 10:42 am (IST)), and contact information for the Industrial Helpline. The main content area is divided into two sections: 'Combined Application Forms' and 'Your Clearances Status'.

**Combined Application Forms**

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

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

**Your Clearances Status**

Select Project/CAF:

Pre-Establishment	Pre-Operation	Post-Operation
1 Applied	1 Approved	0 Pending
0 Rejected		

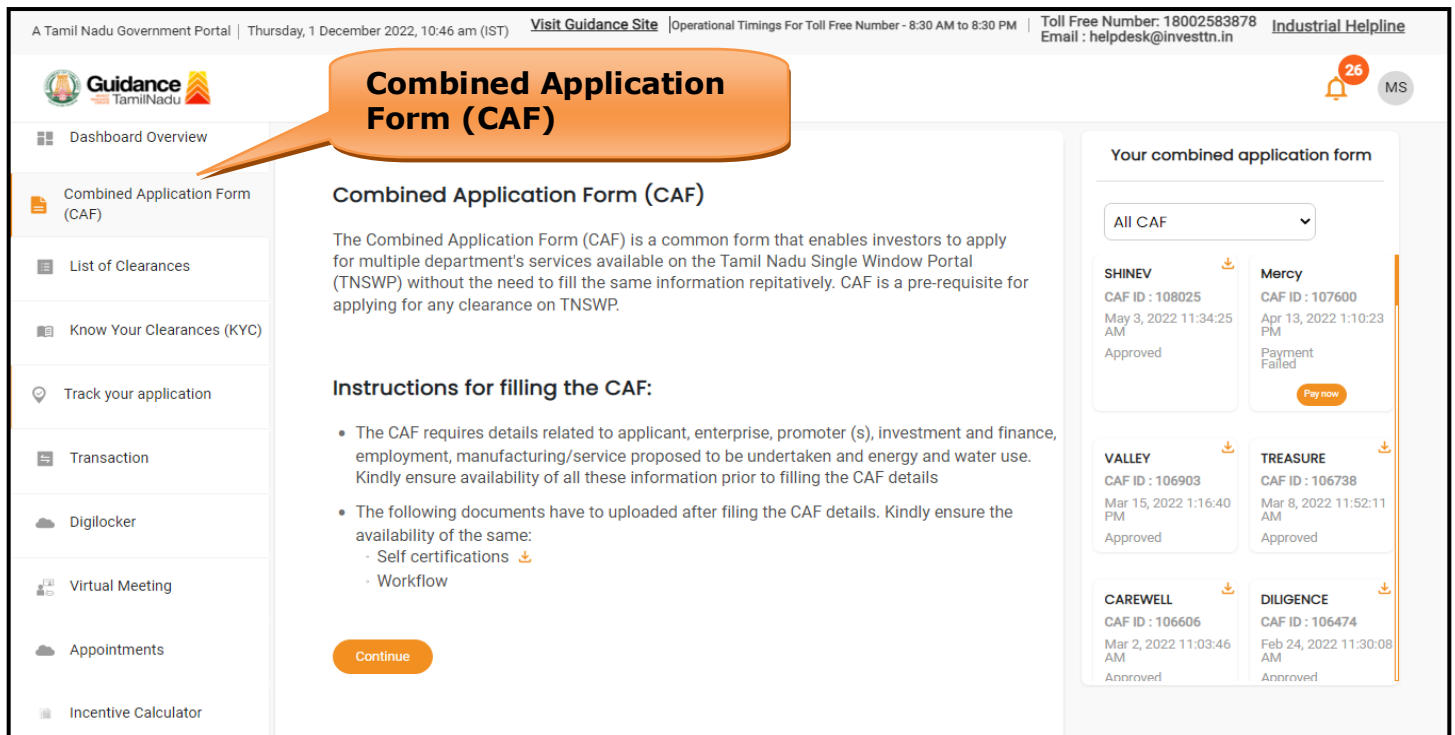
[Download consolidated list](#)

Clearance Name	Department Name	Lying with Officer	Last updated	Approved
----------------	-----------------	--------------------	--------------	----------

**Figure 9. Dashboard Overview**

## 6. Combined Application Form (CAF)

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



A Tamil Nadu Government Portal | Thursday, 1 December 2022, 10:46 am (IST) | [Visit Guidance Site](#) | Operational Timings For Toll Free Number - 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline

**Combined Application Form (CAF)**

**Combined Application Form (CAF)**

The Combined Application Form (CAF) is a common form that enables investors to apply for multiple department's services available on the Tamil Nadu Single Window Portal (TNSWP) without the need to fill the same information repetitively. CAF is a pre-requisite for applying for any clearance on TNSWP.

**Instructions for filling the CAF:**

- The CAF requires details related to applicant, enterprise, promoter (s), investment and finance, employment, manufacturing/service proposed to be undertaken and energy and water use. Kindly ensure availability of all these information prior to filling the CAF details
- The following documents have to uploaded after filing the CAF details. Kindly ensure the availability of the same:
  - Self certifications
  - Workflow

[Continue](#)

**Your combined application form**

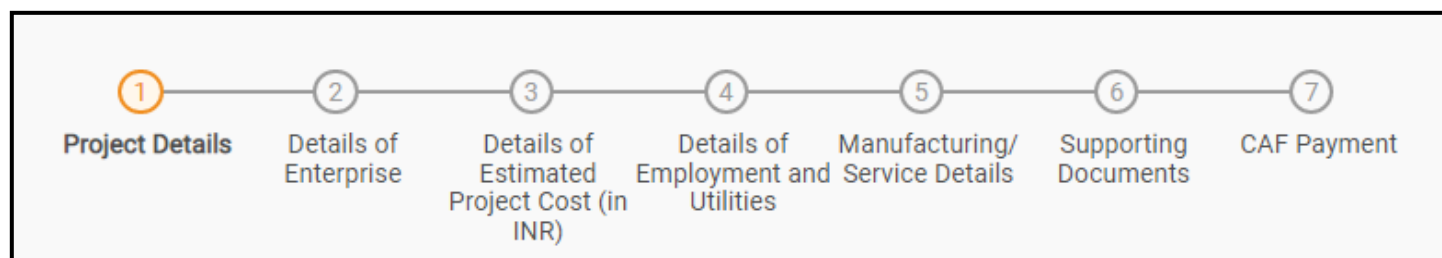
All CAF

<b>SHINEV</b> CAF ID : 108025 May 3, 2022 11:34:25 AM Approved	<b>Mercy</b> CAF ID : 107600 Apr 13, 2022 11:10:23 PM Payment Failed <a href="#">Pay now</a>
<b>VALLEY</b> CAF ID : 106903 Mar 15, 2022 1:16:40 PM Approved	<b>TREASURE</b> CAF ID : 106738 Mar 8, 2022 11:52:11 AM Approved
<b>CAREWELL</b> CAF ID : 106606 Mar 2, 2022 11:03:46 AM Approved	<b>DILIGENCE</b> CAF ID : 106474 Feb 24, 2022 11:30:08 AM Approved

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

## 6.1 Sections of Combined Application Form

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



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

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

- **Self-Certification:**

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

- **Workflow:**

- Prepare and upload the business process flow chart.

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

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

The screenshot displays the 'CAF Payment' step of the Combined Application Form (CAF) process. A progress bar at the top indicates seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Manufacturing Utilities, 5. Details of Manufacturing, 6. Supporting Documents, and 7. CAF Payment. The current step is 'CAF Payment'. A modal window titled 'Information' is overlaid on the page, containing the text: 'Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF'. Below the modal, the 'Payment Details' section is visible, showing options for 'Lump sum' (selected) and 'à la carte'. The 'Amount to be paid (in INR)' is set to 500000, with a note 'Five Lakh' below it. A 'Calculate Fee' button is present. At the bottom of the page, there are buttons for 'Previous', 'Next', 'Pay Later', 'Pay Now', 'Review & Submit', and 'Submit'.

**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 Factory Registration and License

### 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 ‘Factory Registration and License’ 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	
10	Factory Registration and License	Directorate of Industrial Safety and Health	14 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.

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
10	Factory Registration and License	Directorate of Industrial Safety and Health	14 days	<a href="#">View</a>	-

**Figure 15. Apply for Clearance**

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

**Confirmation!!!** [X]

Please select the project with the one you want to proceed.

<b>Department Name</b> Directorate of Industrial Safety and Health	<b>Name of the Clearance</b> Factory Registration and License
---	--

Select Project/CAF \*

Dish75 [X] ▾

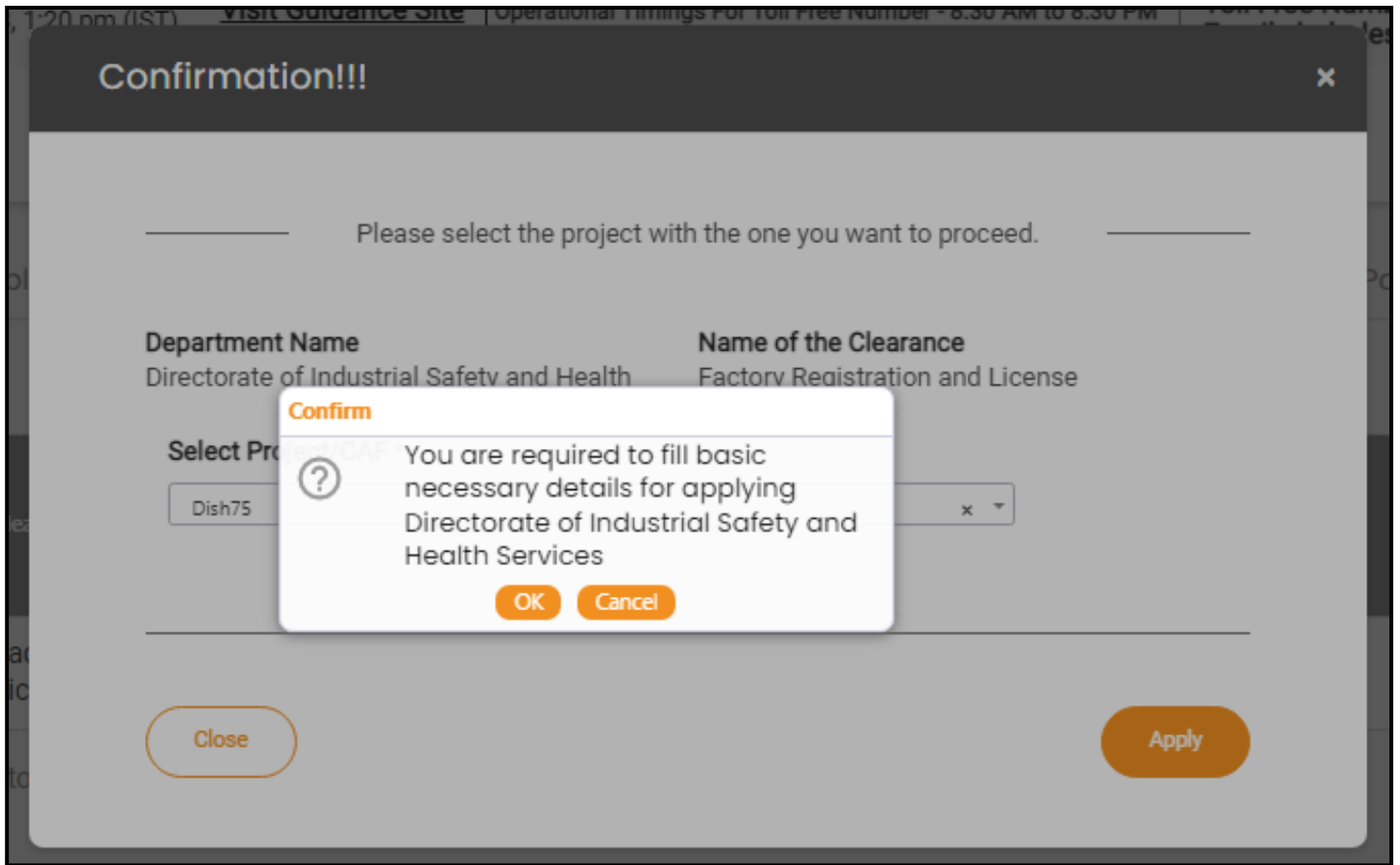
Close [Apply]

Select CAF

Click on Apply

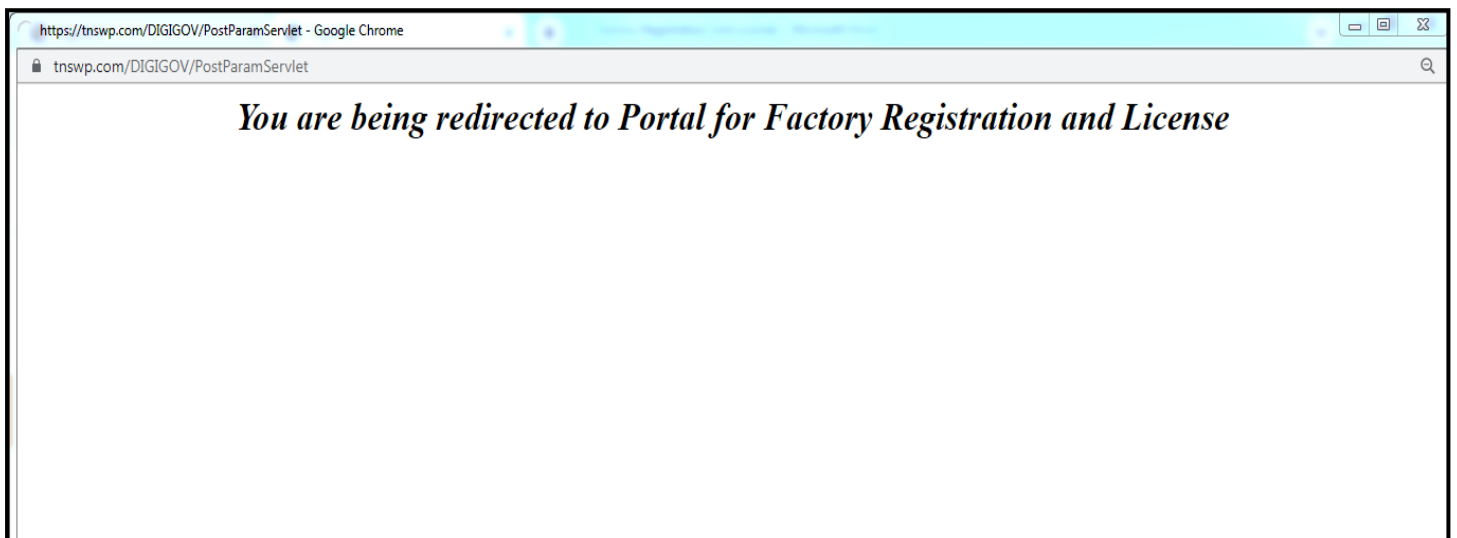
**Figure 16. Project/CAF**





**Figure 17. Required Details**

2) Click on the Apply button and the Page will get redirected to Factory Registration and License.



**Figure 18. Redirecting to Factory Registration and License**

### 3) Enter all the mandatory details in the application of Factory Registration and License.

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தொழிலக பாதுகாப்பு மற்றும் சுகாதார இயக்ககம் தமிழ் நாடு அரசு
☰

DISH Test Industry 5

Add New Factory

Particulars of the Factory ✓✓

Particulars of the Occupier ✓✓

Particulars of the Manager ✓✓

Particulars of the Owner ✓✓

Registration and License Details

Submit Registration and License

Preview Form 2

Factory Registration and License Details

Particulars of Manufacturing Processes, Products and Horse Power installations	Particulars of payment of fees for pressure vessels and medical examination of workers	Particulars of number of workers, period of license and fee payment	Particulars of plan approvals and contribution to Tamilnadu labour welfare fund
--	--	---	---

6. Nature of manufacturing process / processes

(a). Carried on during preceding calendar year ( in case of factories already in existence )

If manufacturing process carried on during preceding calendar year is not applicable click this box

Description of Manufacturing Process\*

Auto Mobile Manufacture

Major Category

Division

Manufacturing Process

National Industrial Classification Code Number

C - MANUFACTURING

29 - Manufacture Of Motor Vehicles, Trail

29109 - Manufacture Of Motor Vehicles

29109

Search

(b). To be carried on during the calendar year to which this application for license is submitted

If the manufacturing process is same as preceding calendar year click this box

Description of Manufacturing Process\*

asdsadsads

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☰

DISH Test Industry 5

Add New Factory

Description of Manufacturing Process\*

asdsadsads

Major Category\*

Division\*

Manufacturing Process\*

National Industrial Classification Code Number

C - MANUFACTURING

23 - MANUFACTURE OF OTHER NON-MET

23929 - Manufacture Of Other Clay Build

23929

Search

7. Particulars of products manufactured during preceding calendar year

Product Name *	Value in INR*

Add

8. Particulars of the Power in H.P.

(a) Particulars of Power Actually installed

Quantity in H.P. *	Stand by H.P.*

(b) Power Proposed To Be Additionally Installed

Quantity in H.P.*	Stand by H.P.*	Remarks

(c) Maximum quantity in H.P. that can be used

Total Quantity in H.P.*	Total Stand by H.P.*	Maximum quantity in H.P. can be used in any one time during calendar year*

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DISH Test Industry 5
Add New Factory

9. Particulars of pressure vessel testing and medical examination of workers

(a) Pressure vessels testing fee payment details [ Prescribed under Rule 56-B of Taminadu Factories Rules, 1950 ]

<input type="text" value="Number of Pressure Vessels"/>	<input type="text" value="Testing fee paid in Rupees ( INR )"/>
<input type="text" value="Mode of payment"/>	<input type="text" value="Payment reference number"/>
	<input type="text" value="Date of payment"/>

(b) Medical examination fee payment details for workers engaged in Dangerous Operations [ Prescribed under Rule 95 of Taminadu Factories Rules, 1950 ]

<input type="text" value="Number of workers employed in dangerous operations*"/>	<input type="text" value="Medical examination fee paid in Rupees ( INR )"/>
<input type="text" value="Name of the bank"/>	<input type="text" value="Payment reference number"/>
	<input type="text" value="Date of payment"/>

(c) Medical examination fee payment details for workers employed in canteen [ Prescribed under Rule 67-A of Taminadu Factories Rules, 1950 ]

<input type="text" value="Number of workers employed in canteen"/>	<input type="text" value="Medical examination fee paid in Rupees ( INR )"/>
<input type="text" value="Name of the bank"/>	<input type="text" value="Payment reference number"/>
	<input type="text" value="Date of payment"/>

(d) Medical examination fee payment details for adolescent workers engaged in Dangerous Operations [ Prescribed under Rule 86-A of Taminadu Factories Rules, 1950 ]

<input type="text" value="Number of adolescent workers employed"/>	<input type="text" value="Medical examination fee paid in Rupees ( INR )"/>
<input type="text" value="Name of the bank"/>	<input type="text" value="Payment reference number"/>
	<input type="text" value="Date of payment"/>

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DISH Test Industry 5
Add New Factory

Registration Of Factory And Licensing

➔

Particulars of the Factory ✓✓

➔

Particulars of the Occupier ✓✓

➔

Particulars of the Manager ✓✓

➔

Particulars of the Owner ✓✓

➔

Registration and License Details

➔

Submit Registration and License

Preview Form 2

Factory Registration and License Details

Particulars of Manufacturing Processes, Products and Horse Power installations	Particulars of payment of fees for pressure vessels and medical examination of workers	Particulars of number of workers, period of license and fee payment	Particulars of plan approvals and contribution to Taminadu labour welfare fund
--	--	---	--

10. Particulars of the number of workers

(a) Maximum number of workers proposed to be employed on any one day during the calendar year for which this application is made

(b) Maximum number of workers actually employed on any one day during the preceding calendar year

(c) Number of workers ordinarily to be employed

11. Period for which grant / renewal of license application is submitted

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DISH Test Industry 5 Add New Factory

Maximum number of workers proposed to be employed\*

(b) Maximum number of workers actually employed on any one day during the preceding calendar year

Maximum number of workers actually employed during the preceding calendar year

(c) Number of workers ordinarily to be employed

Number of workers ordinarily employed during the year\*

**11. Period for which grant / renewal of license application is submitted**

2017  2018  2019  2020  2021  2022  2023  2024  2025  2026  2027  2028  2029  2030  2031  2032  2033  2034  2035

No. of years License applied for :

**13. Particulars of the license fee payment**

Initial / renewal license fee paid in Rupees ( INR )

Mode of payment **Online Payment**

Name of the bank

Payment reference number

Date of payment

**Process Payment**

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DISH Test Industry 5 Add New Factory

Particulars of the Factory ✓✓ Particulars of the Occupier ✓✓ Particulars of the Manager ✓✓ Particulars of the Owner ✓✓ Registration and License Details **Submit Registration and License** PREVIEW FORM

**Factory Registration and License Details**

Particulars of Manufacturing Processes, Products and Horse Power installations | Particulars of payment of fees for pressure vessels and medical examination of workers | Particulars of number of workers, period of license and fee payment | Particulars of plan approvals and contribution to Tamilnadu labour welfare fund

**12. Particulars of the plan approval**

Show **10** entries Search:

S.No	Approval number	Date of Approval	Approved By
1	D/2001/2019		Joint Director of Industrial Safety and Health, Kancheepuram

Showing 1 to 1 of 1 entries Previous 1 Next

**14. Particulars**

Amount Remitted

Date

Mode of payment

Reference number

**Update Factory Registration and License Details**

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Figure 19. Application Factory Registration and License

## 8. Payment Process

- Complete the Dish application payment online.

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	104199-110584	FA00009985_3000005	July 28, 2023 12:02:49 PM	Factory Registration and License	July 28, 2023 12:30:03 PM	Make Payment	Joint Director of Industrial Safety and Health - I, Chennai	0/14 days	On time	Actions	Fee on App Sub

Figure 20. Make Payment

### 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**

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	104199-110584	FA00009985_3000005	July 28, 2023 11:09:49 AM	Factory Registration and License	July 29, 2023 3:19:03 PM	Application Submitted	Joint Director of Industrial Safety and Health - I, Chennai	1/14 days	On time	Actions	Fee on App Sub

Figure 21. 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.

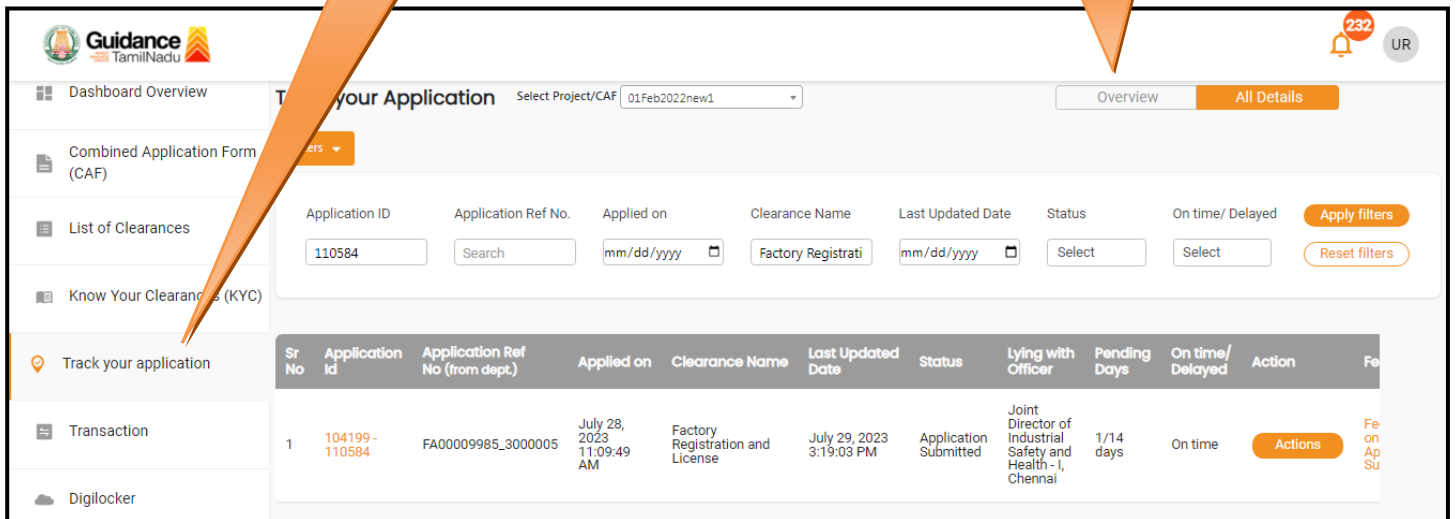
- **Track your application– Overview Option**

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**



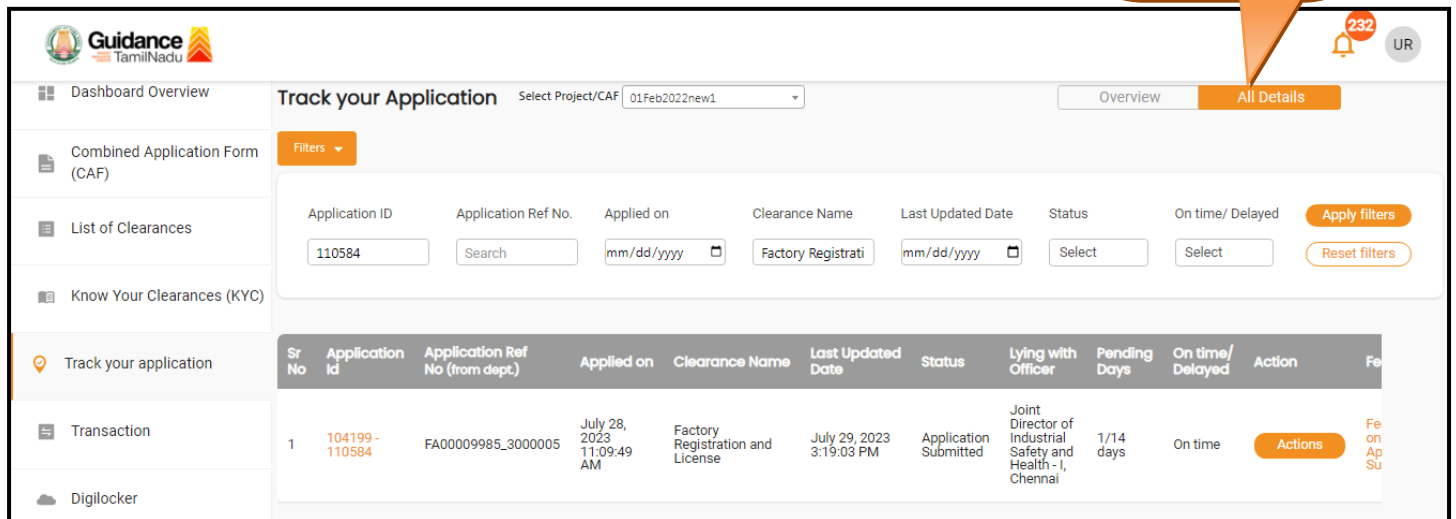
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fe
1	104199 - 110584	FA00009985_3000005	July 28, 2023 11:09:49 AM	Factory Registrati	July 29, 2023 3:19:03 PM	Application Submitted	Joint Director of Industrial Safety and Health - 1, Chennai	1/14 days	On time	Actions	Fe on Ap Su

**Figure 22. Track Your Application**

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

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

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

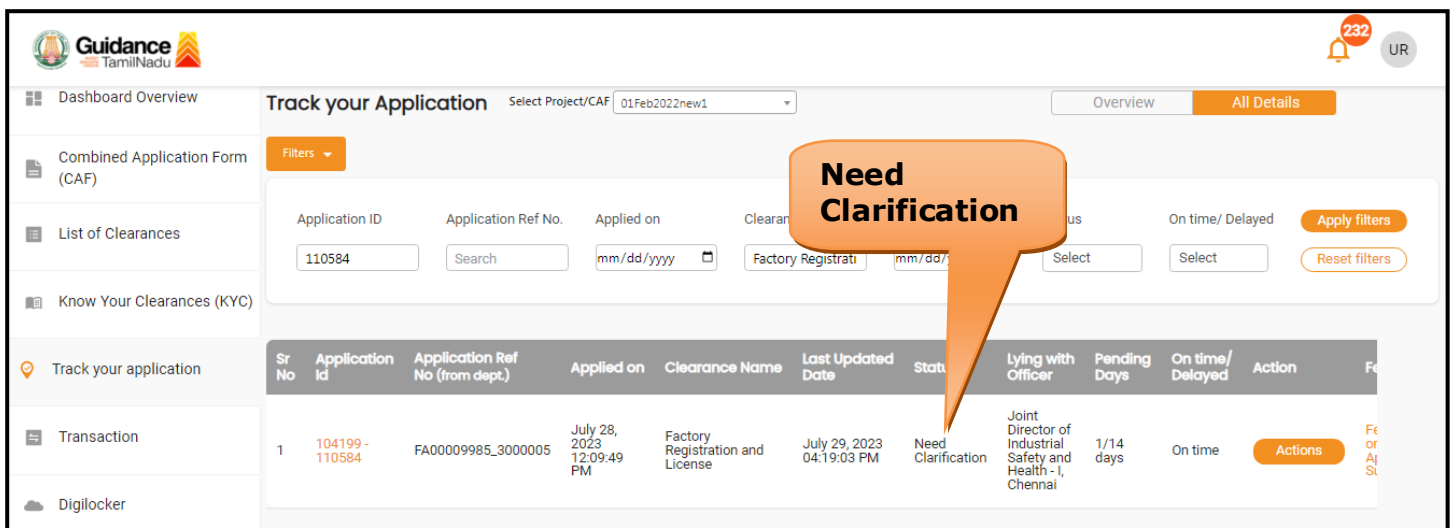



Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fe
1	104199 - 110584	FA00009985_3000005	July 28, 2023 11:09:49 AM	Factory Registration and License	July 29, 2023 3:19:03 PM	Application Submitted	Joint Director of Industrial Safety and Health - I, Chennai	1/14 days	On time	Actions	Fe on Ap Su

**Figure 23. ‘All Details’ tab**

## 10. Query Clarification

- 1) After submitting the application to the Joint Director of Industrial Safety and Health - I review the application and if there are any clarifications required, would raise a query to the applicant.
- 2) Applicant 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. An orange callout bubble labeled 'Need Clarification' points to the 'Status' column of the first record.

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	104199 - 110584	FA00009985_3000005	July 28, 2023 12:09:49 PM	Factory Registration and License	July 29, 2023 04:19:03 PM	Need Clarification	Joint Director of Industrial Safety and Health - I, Chennai	1/14 days	On time	Actions

Figure 24. Need Clarification



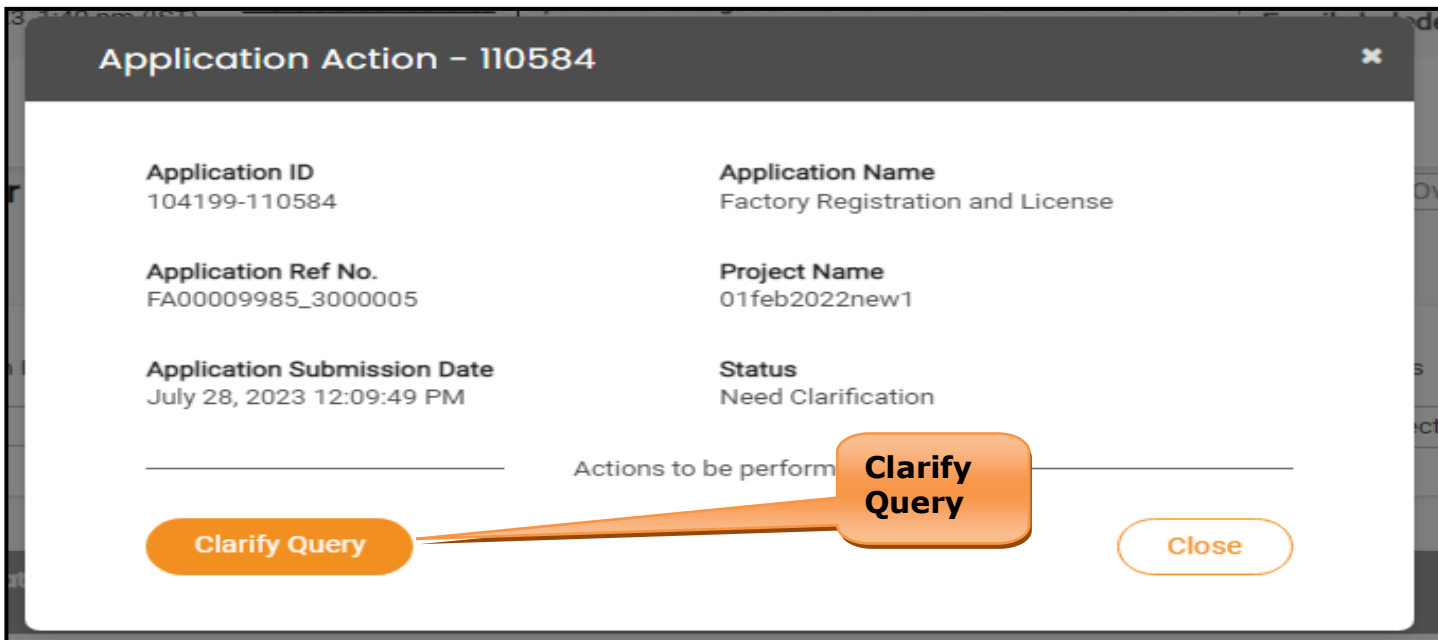


Figure 25. Clarify Query

- 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.

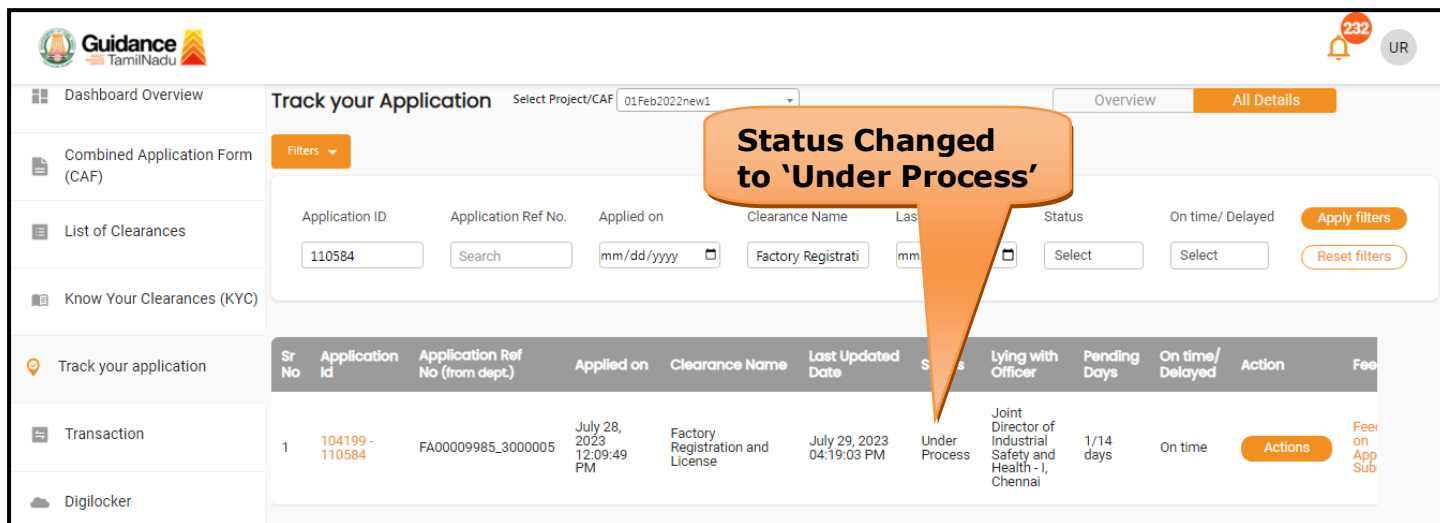


Figure 26. Under Process

## 11. Inspection Schedule

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

The screenshot shows the 'Track your Application' page. The main content area features a search filter and a table of application records. The table has the following columns: 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, and Fee. One record is visible with the status 'Inspection Scheduled'.

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	104199 - 110584	FA00009985_3000005	July 28, 2023 12:09:49 PM	Factory Registration and License	July 30, 2023 04:19:03 PM	Inspection Scheduled	Joint Director of Industrial Safety and Health -I, Chennai	2/14 days	On time	Actions	Fee on App Su

Figure 17. Inspection Scheduled

**Application Action - 110584**

<b>Application ID</b> 104199-110584	<b>Application Name</b> Factory Registration and License
<b>Application Ref No.</b> FA00009985_3000005	<b>Project Name</b> 01feb2022new1
<b>Application Submission Date</b> July 28, 2023 12:09:49 PM	<b>Status</b> Inspection Scheduled

Actions to be performed

**Scheduled Inspection Details** (Callout: **Scheduled Inspection Detail**) **Close**

**Figure 28. Scheduled Inspection Details**

**Inspection Details : 110584**

Inspection Scheduled From Date (DD/MM/YYYY): 28/07/2023

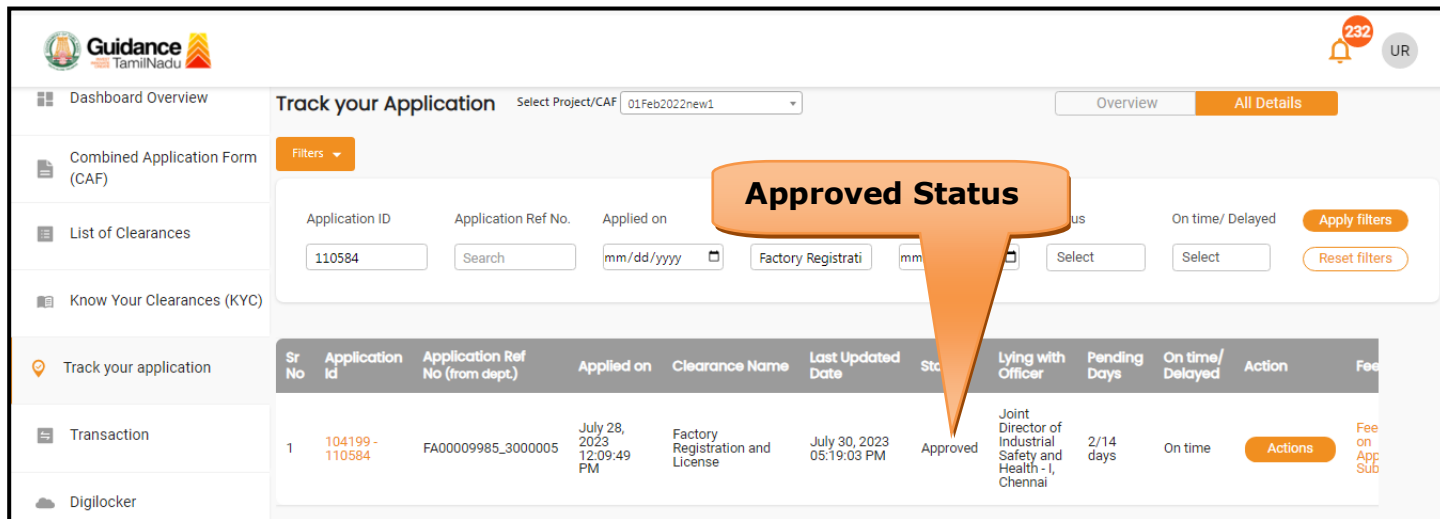
Inspection Scheduled To Date (DD/MM/YYYY): 29/07/2023

**Inspection Date** (Callout)

**Figure 29. Scheduled Inspection Details (Contd.)**

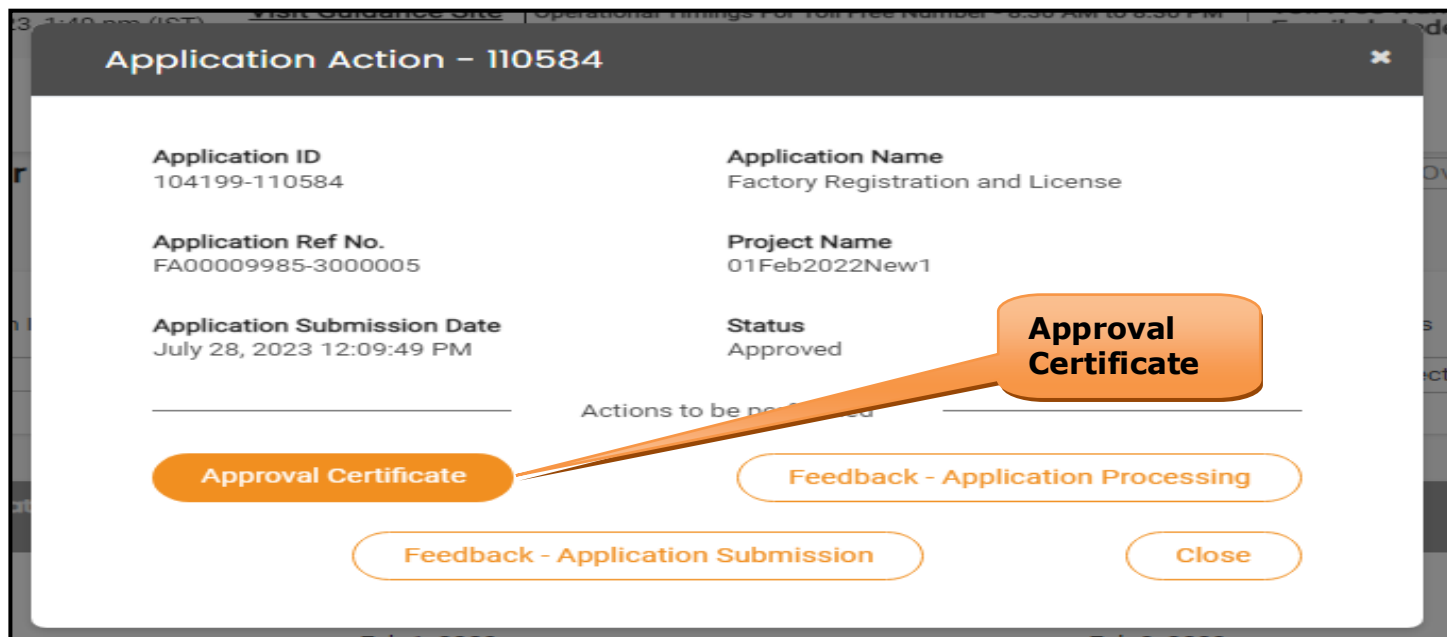
## 12. Application Processing

1) The Joint Director of Industrial Safety and Health - I scrutinizes and reviews the application and updates the status as **“Approved”** or **“Rejected”**



**Figure 30. Application Processed**

2) If the application is **‘Approved’** by the Joint Director of Industrial Safety and Health - I, the applicant can download the Certificate under **Track your application – > Action button -> Approval Certificate** (Refer Figure 31).



**Figure 31. Approval Certificate**

3) If the application is '**Rejected**' by the Joint Director of Industrial Safety and Health - I, the applicant can view the rejection remarks under the Actions Tab by the department. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 32)

The screenshot shows the 'Track your Application' page. The application ID is 110584, and the status is 'Rejected'. A callout bubble points to the 'Rejected' status with the text 'Rejected Status'. 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	104199 - 110584	FA00009985_3000005	July 28, 2023 12:09:49 PM	Factory Registration and License	July 30, 2023 05:19:03 PM	Rejected	Joint Director of Industrial Safety and Health - I, Chennai	2/14 days	On time	Actions	Fee on App Sub

Figure 32. Rejected Status

