



# **TAMILNADU SINGLE WINDOW PORTAL**

## **APPLICANT MANUAL**

**Registration of Principal Employer Establishments for  
Employing Inter-State Migrant 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**



The screenshot shows the TNSWP homepage with the following details:

- Header:** Includes navigation links like Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, and Help & Support. It also features 'Register' and 'Login' buttons.
- Main Banner:** 'TAMIL NADU Leading the Nation' with a map of Tamil Nadu.
- Awards Section:**

<b>#1</b> Number of Factories in India	<b>#1</b> Number of Operational SEZs in India	<b>#1</b> Governance & Political Stability (N-SIP1 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)
- Footer:** A paragraph describing the portal as a one-stop service for investors, and a button for 'TN Single Window Fee Slab for Large Industries'.

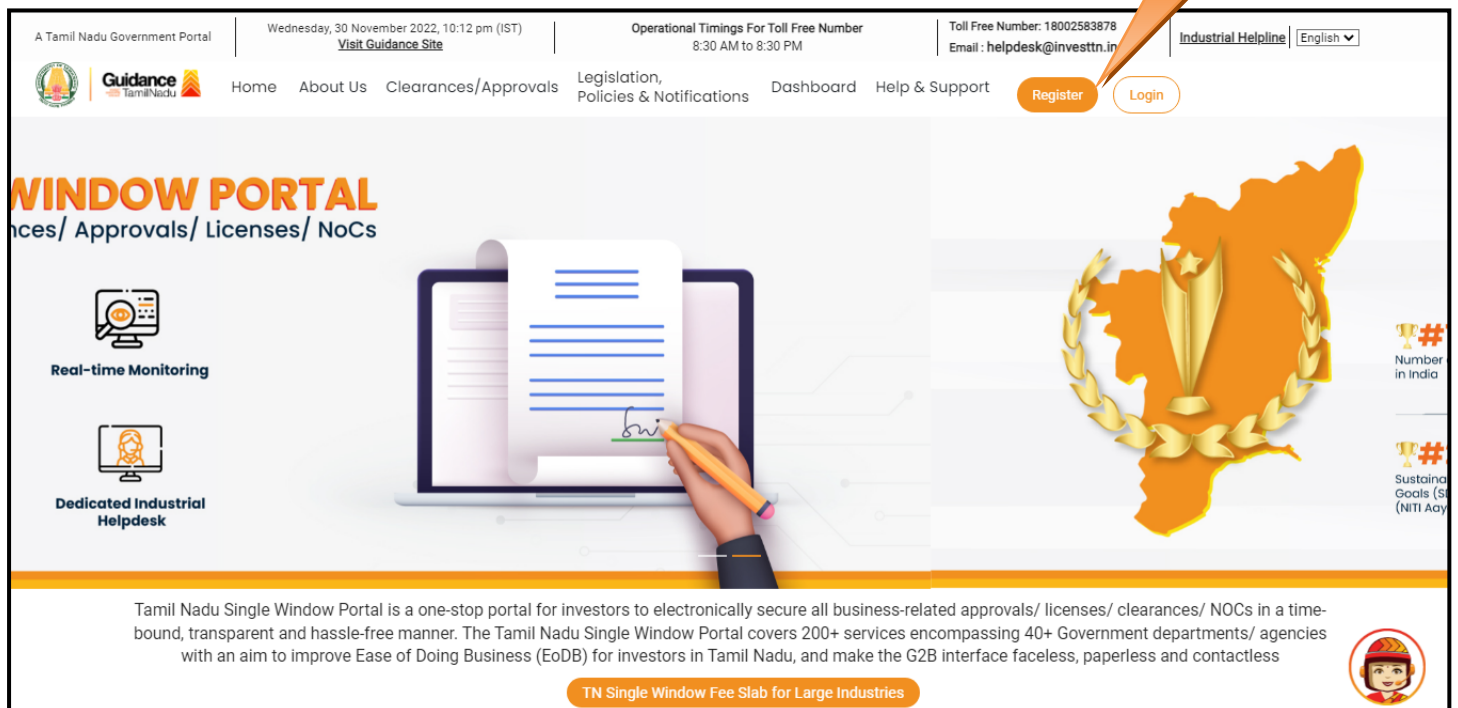
**Figure 1. Single Window Portal Home Page**

## 2. Registration

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

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

**Register  
on TNSWP**



A Tamil Nadu Government Portal | Wednesday, 30 November 2022, 10:12 pm (IST) | Visit Guidance Site | Operational Timings For Toll Free Number 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline | English

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

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

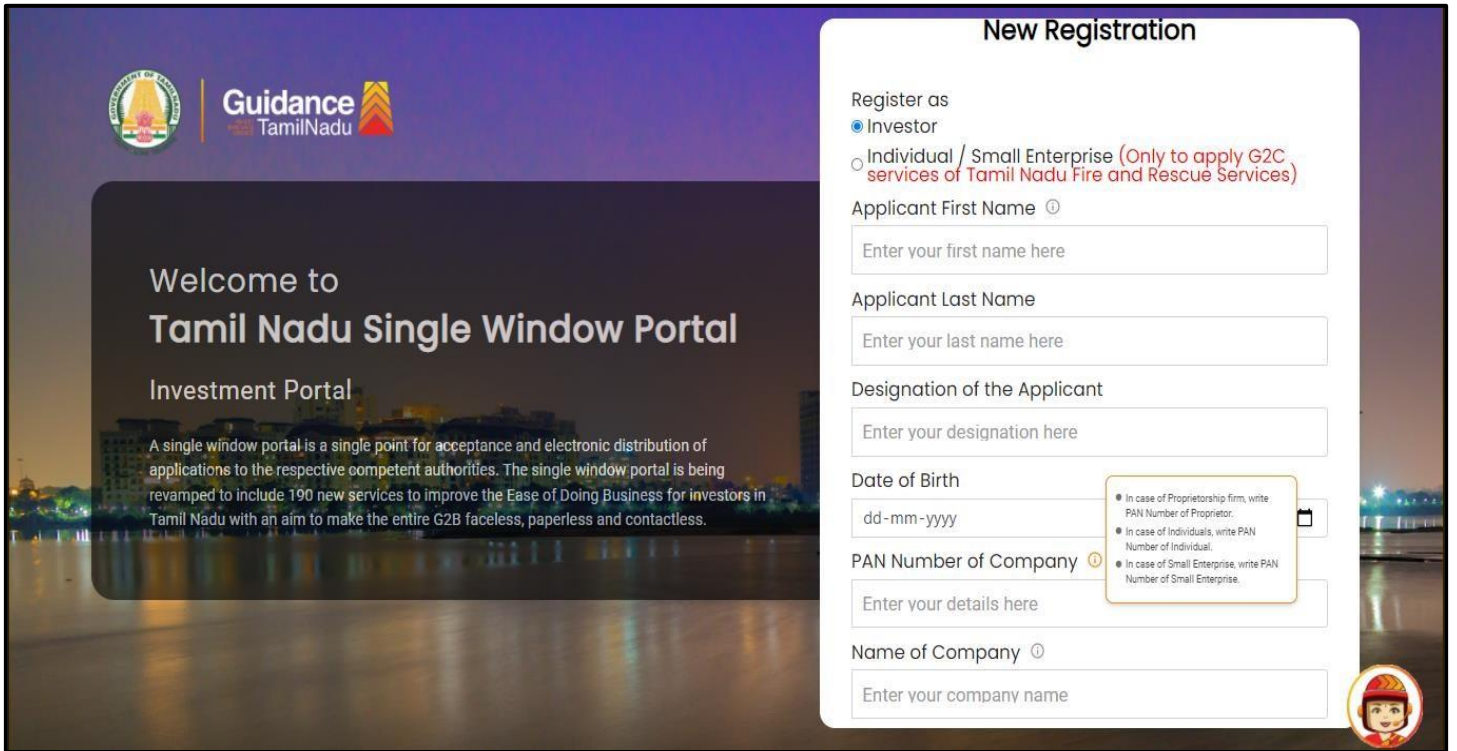
Real-time Monitoring  
Dedicated Industrial Helpdesk

Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless

TN Single Window Fee Slab for Large Industries

**Figure 2. Register**

- 2) New Investor Registration page will appear (Refer Figure 3 & 4)
- 3) Select the 'Investor' option and continue with the Registration process.
- 4) Only for applying Government to Citizen (G2C) fire clearances, click on option '**G2C clearances of Tamil Nadu fire and rescue clearances under the category individual/small enterprise**'.
- 5) The information icon ⓘ gives a brief description about the fields when the applicant hovers the cursor on these icons.



**Welcome to  
Tamil Nadu Single Window Portal**

**Investment Portal**

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

### New Registration

Register as

Investor

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

Applicant First Name ⓘ

Applicant Last Name

Designation of the Applicant

Date of Birth

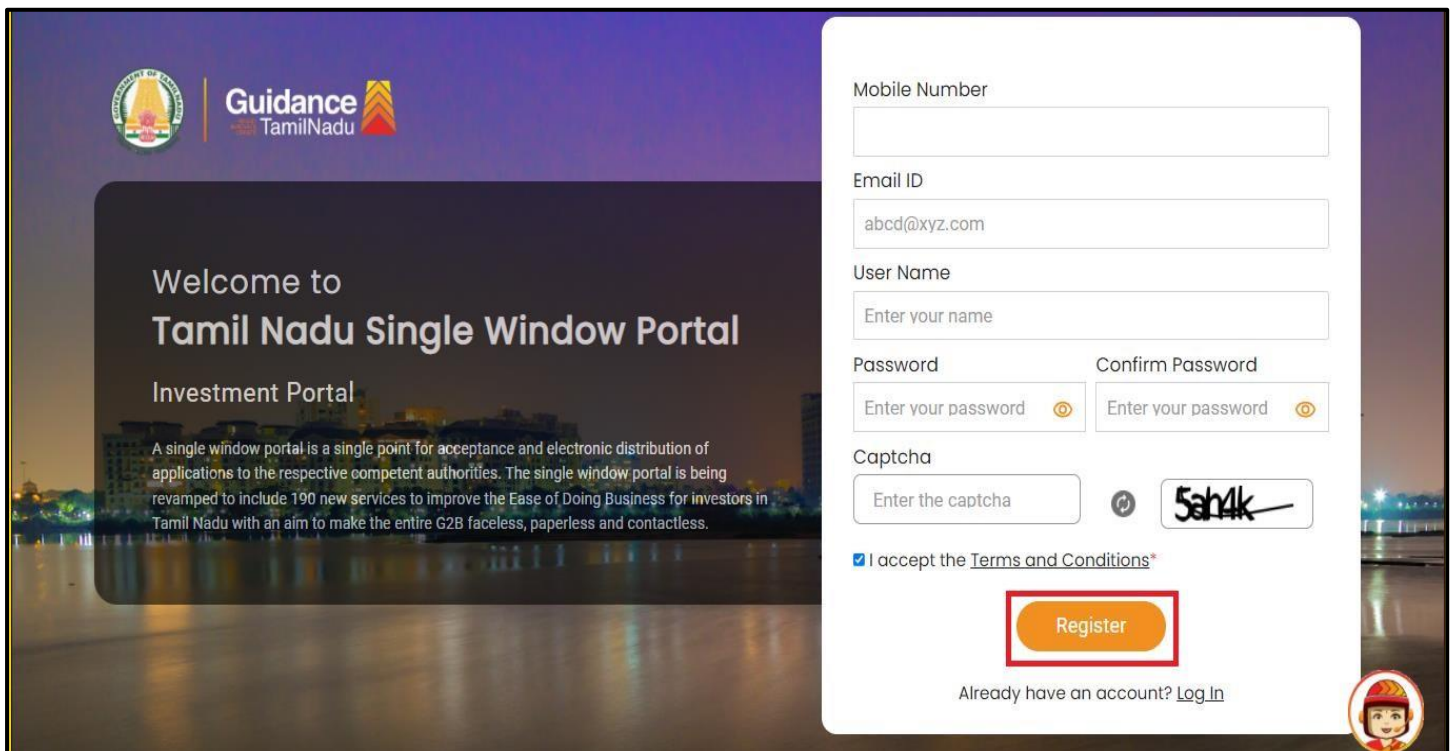
 📅

PAN Number of Company ⓘ

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

Name of Company ⓘ

**Figure 3. Registration Form**



**Welcome to  
Tamil Nadu Single Window Portal**

**Investment Portal**

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

Mobile Number

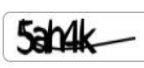
Email ID

User Name

Password 👁

Confirm Password 👁

Captcha

 🔄 

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

Register

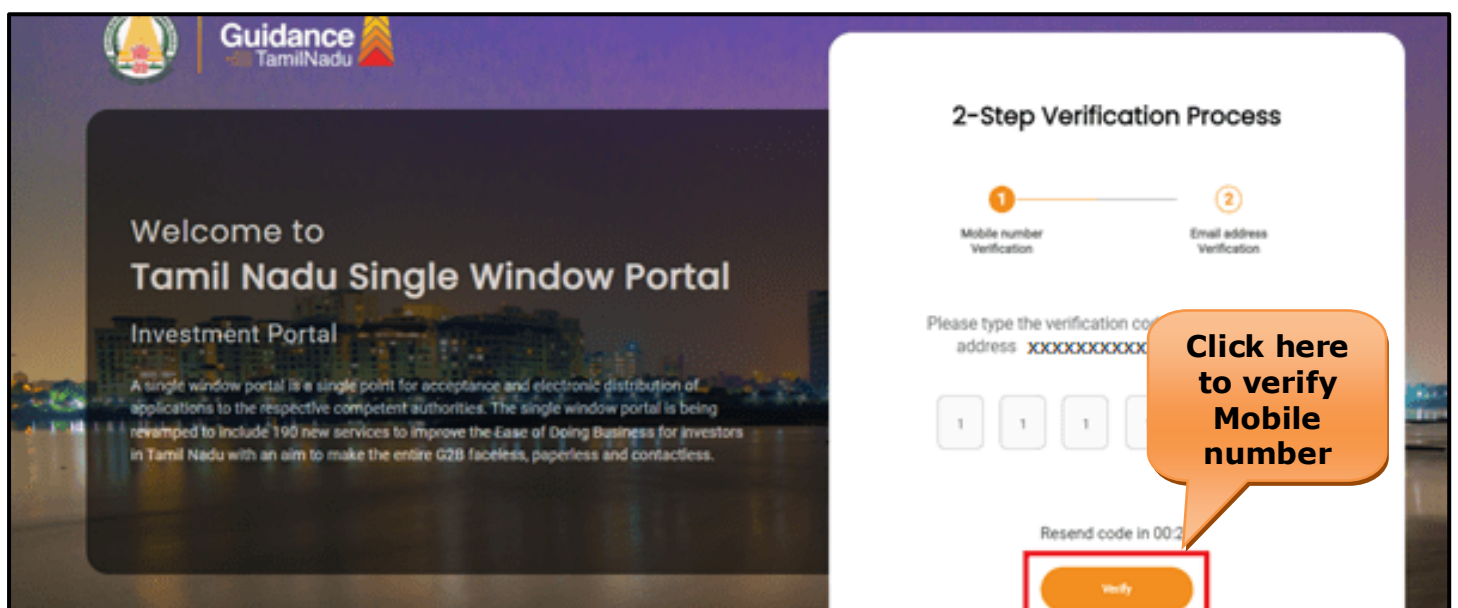
Already have an account? [Log In](#)

**Figure 4. Registration Form Submission**

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

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

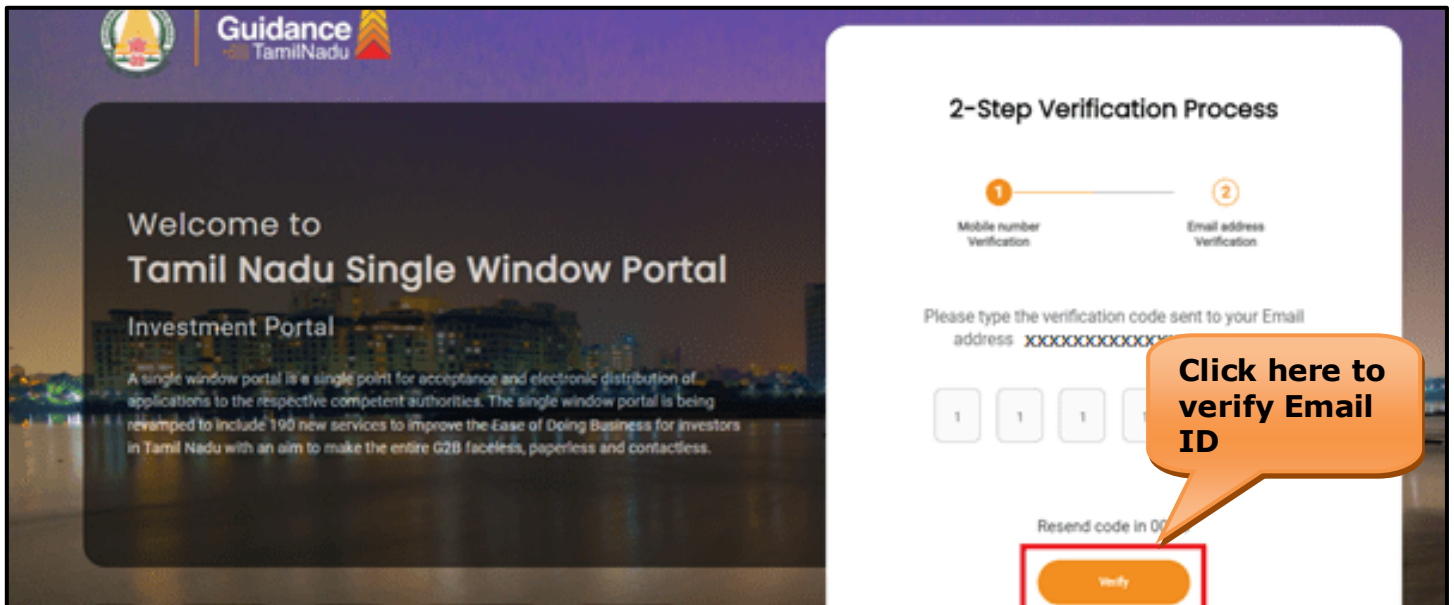
- **'2-Step Verification Process'** screen will appear when the applicant clicks on 'Register' button.
  - **Mobile Number Verification**
    - 1) For verifying the mobile number, the verification code will be sent to the given mobile number.
    - 2) Enter the verification code and click on the **'Verify'**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



**Figure 5. Mobile Number Verification**

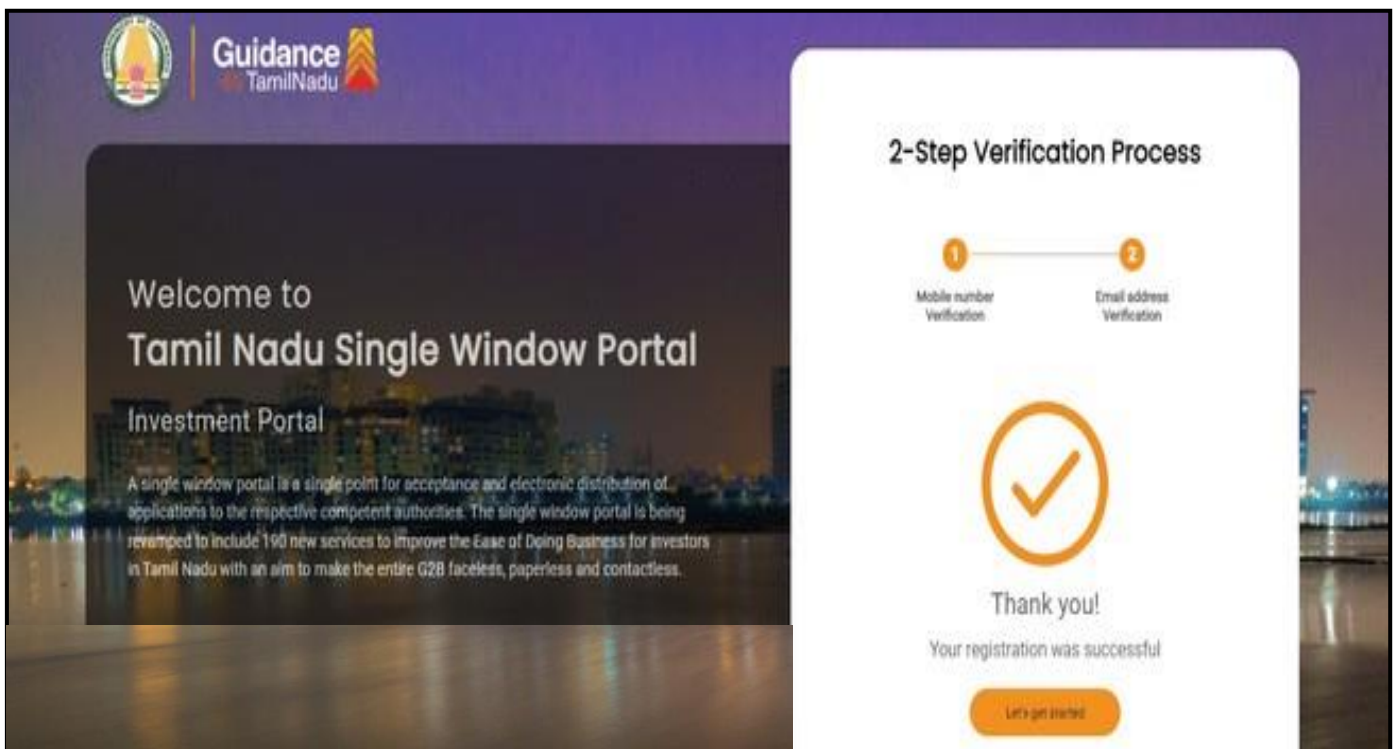
- o **Email ID Verification**

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



**Figure 6. Email ID Verification**

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



**Figure 7. Registration Confirmation Pop-Up**



## 4. Login

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

**Login to TNSWP**



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

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

 Below the navigation bar, there are two buttons: "Register" and "Login". The "Login" button is highlighted with an orange callout bubble containing the text "Login to TNSWP".
   
 The main content area features a large orange map of Tamil Nadu on the left. To the right, the text "TAMIL NADU Leading the Nation" is displayed. Below this, there are two rows of award statistics:
 

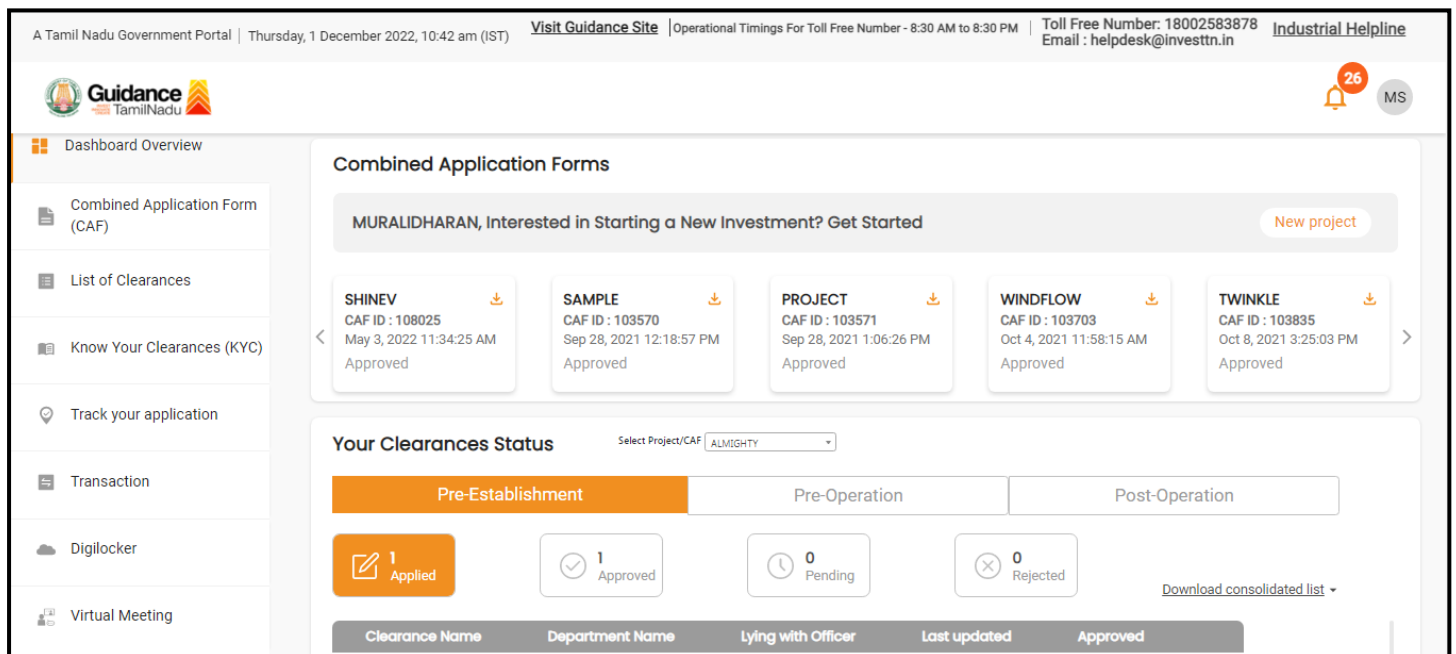
- Row 1 (All #1):
  - Number of Factories in India
  - Number of Operational SEZs in India
  - Governance & Political Stability (N-SIPI 2019)
  - International and Domestic Tourist Arrivals
  - Best Performing State (India Today State of the State Award 2018, 2019 & 2020)
- Row 2 (All #2):
  - Sustainable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

 At the bottom of the page, there is a footer with the text: "Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless". Below this text is a button labeled "TN Single Window Fee Slab for Large Industries" and a small cartoon character icon on the right.

**Figure 8. Login**

## 5. Dashboard Overview

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



A Tamil Nadu Government Portal | Thursday, 1 December 2022, 10:42 am (IST) | [Visit Guidance Site](#) | Operational Timings For Toll Free Number - 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | [Industrial Helpline](#)  
Email : helpdesk@investtn.in

**Guidance** TamilNadu 26 MS

Dashboard Overview

Combined Application Forms

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

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

Your Clearances Status Select Project/CAF: ALMIGHTY

Pre-Establishment | Pre-Operation | Post-Operation

1 Applied | 1 Approved | 0 Pending | 0 Rejected

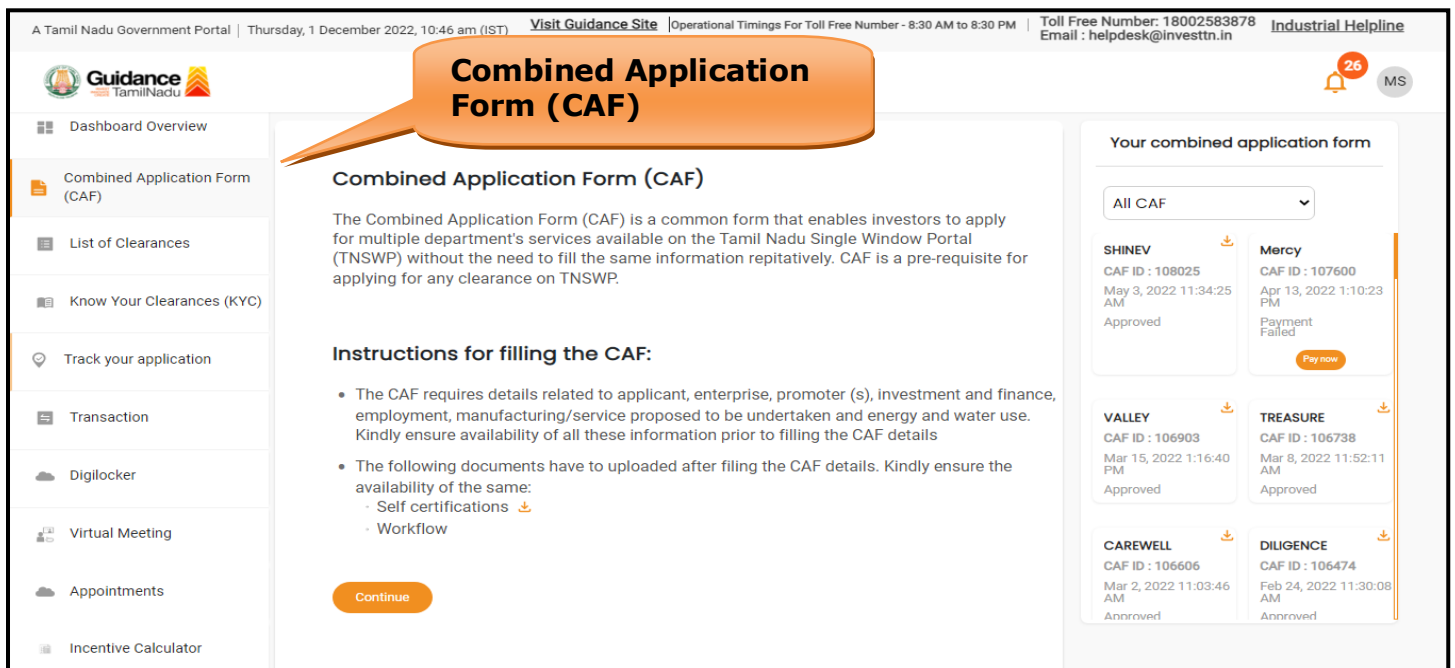
[Download consolidated list](#)

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

**Figure 9. Dashboard Overview**

## 6. Combined Application Form (CAF)

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



The screenshot shows the 'Combined Application Form (CAF)' page on the Tamil Nadu Government Portal. The page features a navigation menu on the left with options like 'Dashboard Overview', 'List of Clearances', and 'Track your application'. The main content area includes a title 'Combined Application Form (CAF)', a description of the form's purpose, and 'Instructions for filling the CAF'. A 'Continue' button is visible at the bottom of the instructions. On the right, a panel titled 'Your combined application form' displays a list of existing CAFs with columns for name, CAF ID, date, time, and status.

Name	CAF ID	Date	Time	Status
SHINEV	108025	May 3, 2022	11:34:25 AM	Approved
Mercy	107600	Apr 13, 2022	1:10:23 PM	Payment Failed
VALLEY	106903	Mar 15, 2022	1:16:40 PM	Approved
TREASURE	106738	Mar 8, 2022	11:52:11 AM	Approved
CAREWELL	106605	Mar 2, 2022	11:03:46 AM	Approved
DILIGENCE	106474	Feb 24, 2022	11:30:08 AM	Approved

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

## 6.1 Sections of Combined Application Form

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



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

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

- **Self-Certification:**

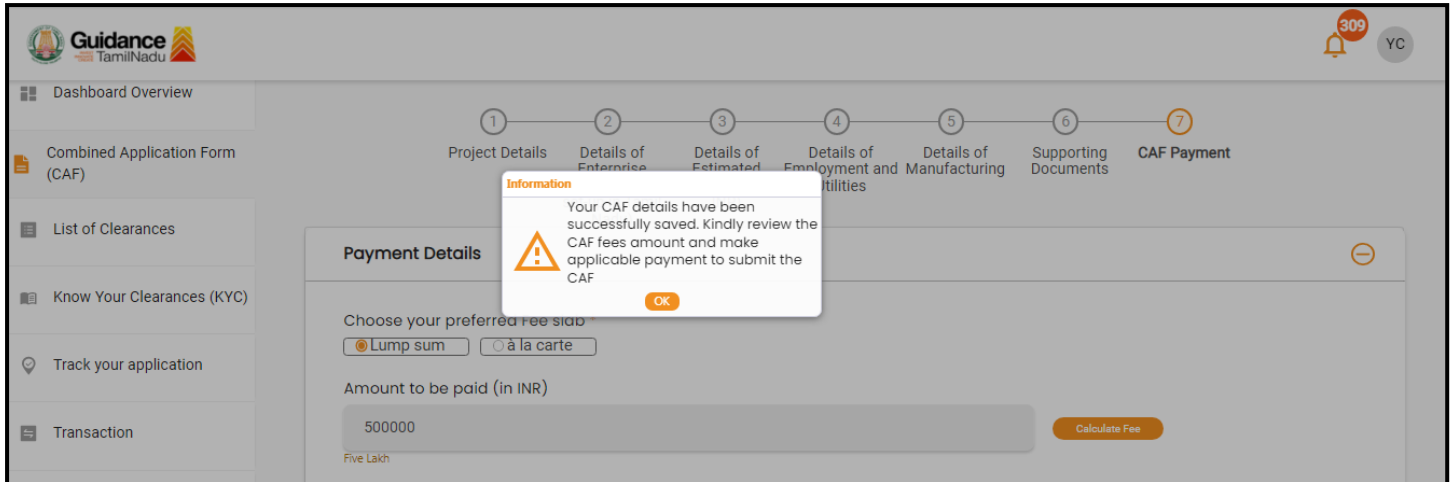
- Download the template.
- Prepare the self-certification documents as per the instructions given in the template and upload.

- **Workflow:**

- Prepare and upload the business process flow chart.

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

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



The screenshot displays the Guidance TamilNadu web portal interface. The top navigation bar includes the logo and a notification bell with '309' and 'YC'. A progress bar at the top shows seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Manufacturing Utilities, 5. Details of Manufacturing, 6. Supporting Documents, and 7. CAF Payment. The 'CAF Payment' step is currently active. A central modal window titled 'Information' contains a warning icon and 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, featuring a 'Choose your preferred Fee slab' section with radio buttons for 'Lump sum' (selected) and 'à la carte'. The 'Amount to be paid (in INR)' field contains '500000' and is labeled 'Five Lakh'. A 'Calculate Fee' button is located at the bottom right of the form.

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

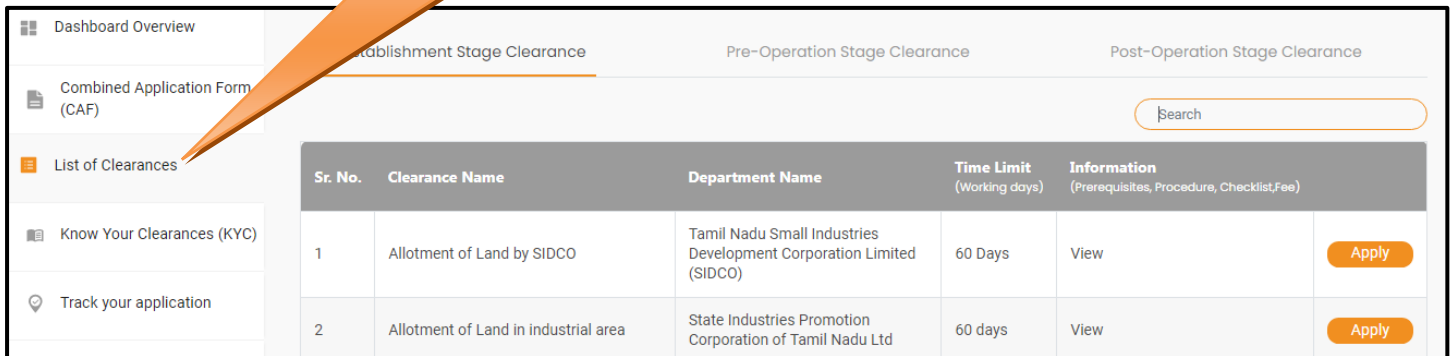
**Note:**

*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 Principal Employer Establishments for Employing Inter-State Migrant 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**

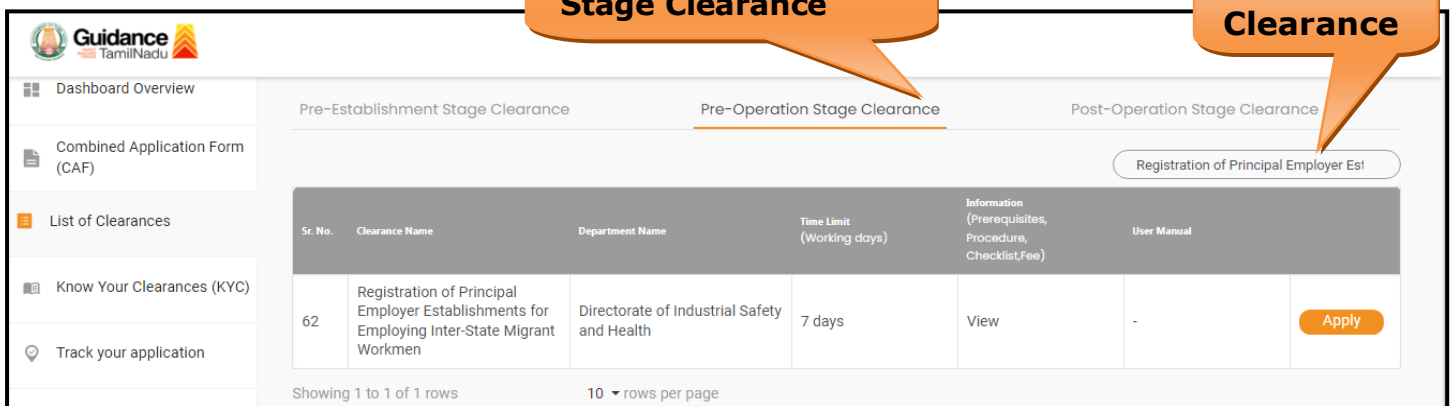
2. The list of clearances is segregated into three stages.

- **Pre-Establishment Stage Clearance**
- **Pre-Operation Stage Clearance**
- **Post-Operation Stage Clearance**

3. Select ‘Pre-Operation Stage Clearance’ and find the clearance ‘Registration of Principal Employer Establishments for Employing Inter-State Migrant 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	
62	Registration of Principal Employer Establishments for Employing Inter-State Migrant Workmen	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**

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

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
62	Registration of Principal Employer Establishments for Employing Inter-State Migrant Workmen	Directorate of Industrial Safety and Health	7 days	View	-

At the bottom of the table, it indicates 'Showing 1 to 1 of 1 rows' and '10 rows per page'. The 'View' button is highlighted by an orange callout box labeled 'View Information', and the 'Apply' button is highlighted by an orange callout box labeled 'Apply for Clearance'.

**Figure 15. Apply for Clearance**

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

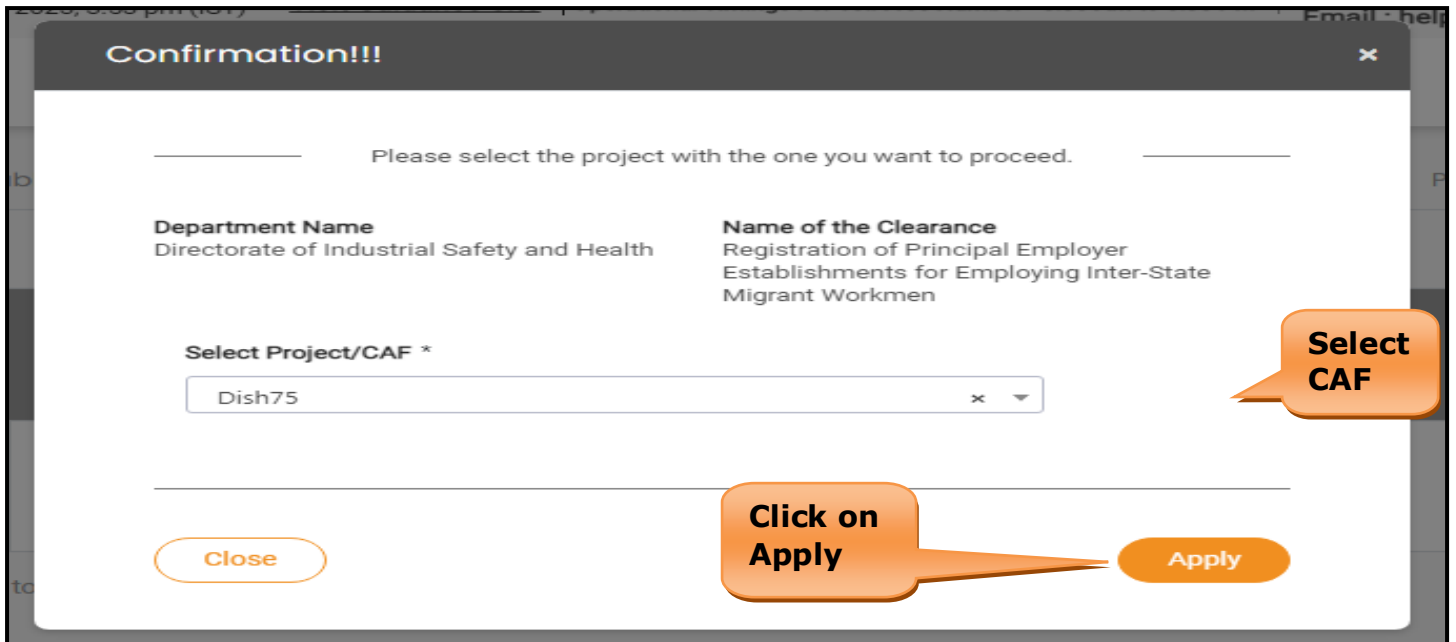
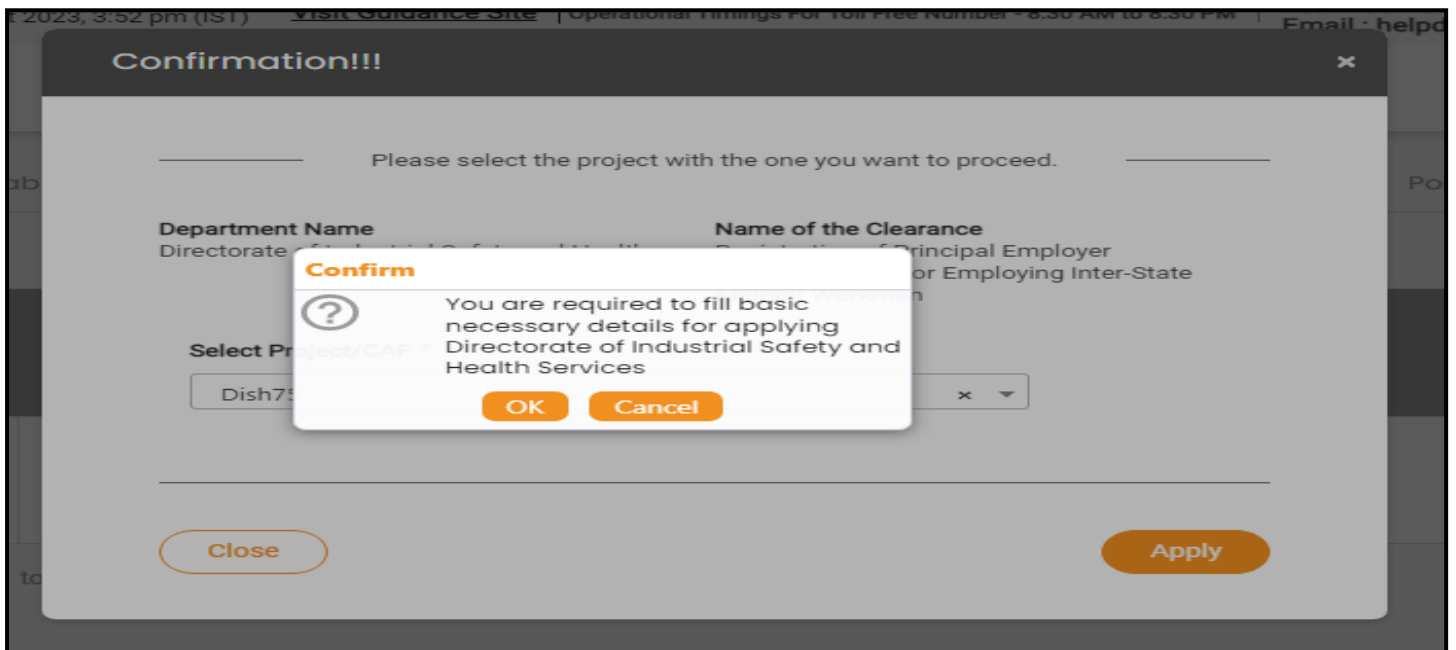
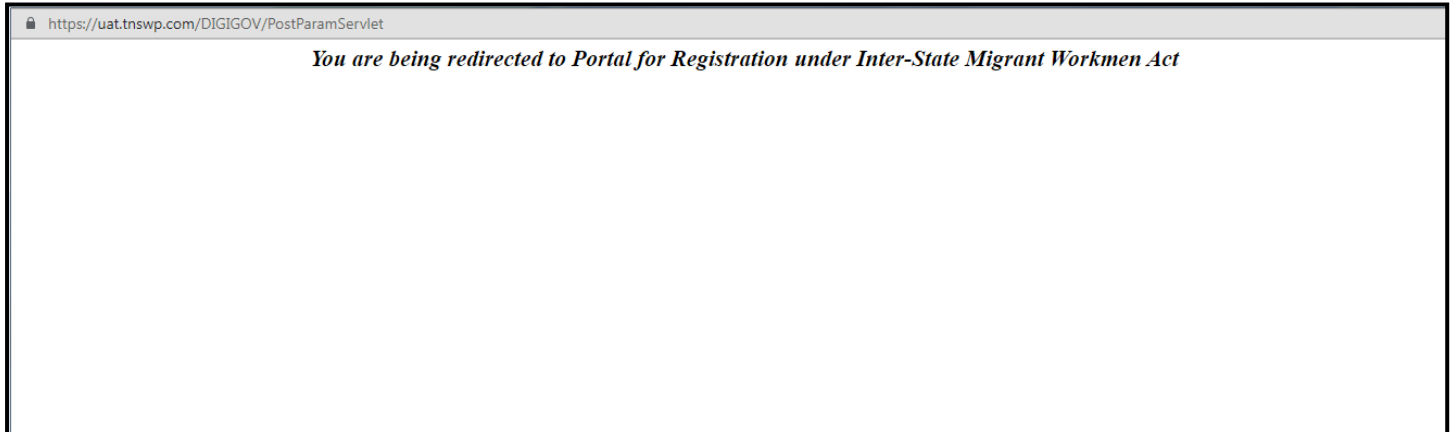


Figure 16. Project/CAF



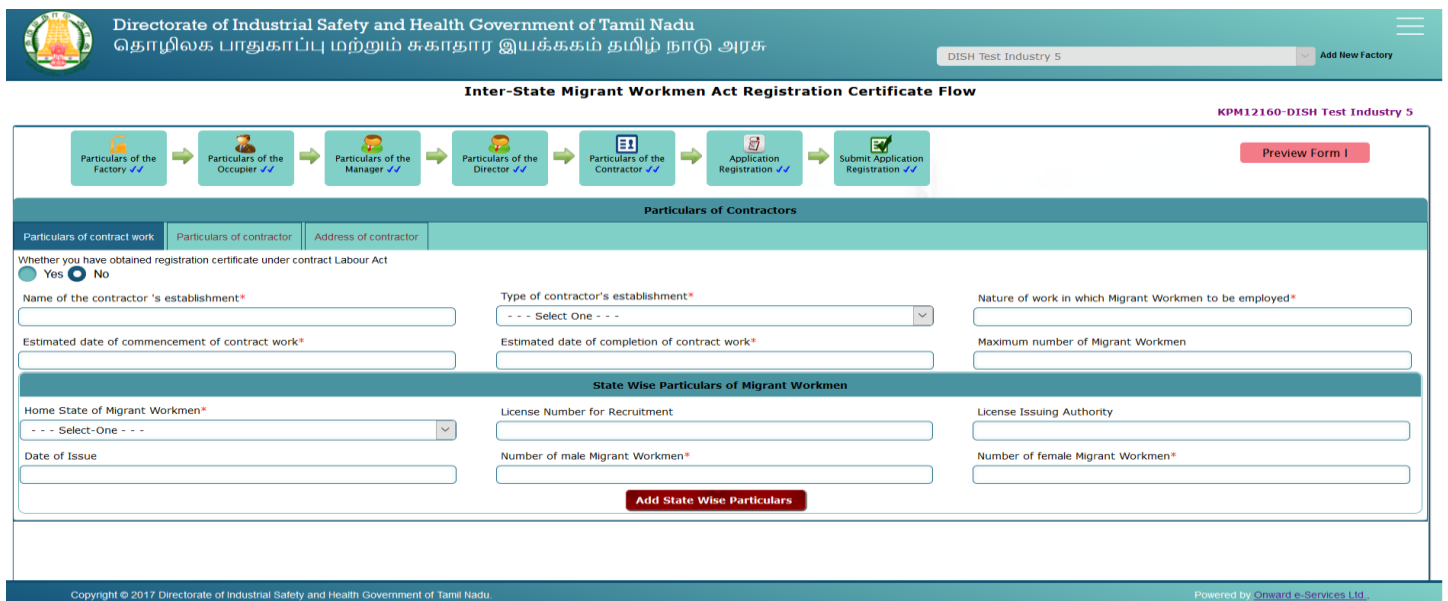


- 2) Click on the Apply button and the Page would get redirected to Portal for Registration under Inter-State Migrant Workmen Act.



**Figure 17. Redirecting to Registration Inter-State Migrant Workmen Act**

- 3) Enter all the mandatory details in the application for Inter-State Workmen Act Registration Certificate.



The screenshot displays the 'Inter-State Migrant Workmen Act Registration Certificate Flow' form. The header includes the Directorate of Industrial Safety and Health Government of Tamil Nadu logo and name in Tamil and English. The form is divided into several sections:

- Flow Diagram:** A sequence of steps: Particulars of the Factory ✓, Particulars of the Occupier ✓, Particulars of the Manager ✓, Particulars of the Director ✓, Particulars of the Contractor ✓, Application Registration ✓, and Submit Application Registration ✓. A 'Preview Form I' button is visible.
- Particulars of Contractors:**
  - Whether you have obtained registration certificate under contract Labour Act:  Yes  No
  - Name of the contractor 's establishment\*
  - Estimated date of commencement of contract work\*
  - Type of contractor's establishment\* (--- Select One ---)
  - Estimated date of completion of contract work\*
  - Nature of work in which Migrant Workmen to be employed\*
  - Maximum number of Migrant Workmen
- State Wise Particulars of Migrant Workmen:**
  - Home State of Migrant Workmen\* (--- Select-One ---)
  - Date of Issue
  - License Number for Recruitment
  - Number of male Migrant Workmen\*
  - License Issuing Authority
  - Number of female Migrant Workmen\*

An 'Add State Wise Particulars' button is located at the bottom of the form.

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Directorate of Industrial Safety and Health Government of Tamil Nadu  
தொழிலக பாதுகாப்பு மற்றும் சுகாதார இயக்ககம் தமிழ் நாடு அரசு

DISH Test Industry 5

Add New Factory

## Particulars of Contractors

Particulars of contract work	Particulars of contractor	Address of contractor
Salutation* --- Select One ---	Initial <input type="text"/>	First Name / Main Calling Name* <input type="text"/>
Last Name / Surname <input type="text"/>	Age* <input type="text"/>	Middle Name <input type="text"/>
Father's Name* <input type="text"/>	Mother's Name <input type="text"/>	Date of Birth <input type="text"/>
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* <input type="text"/>	Landline Phone Number <input type="text"/>	Mobile Number* <input type="text"/>

Show 10 entries

Search: 

Modify	First Name	Date of Birth	Gender	Emailid	Delete
<input type="checkbox"/>	ravi	12/08/1998	Male	ramya@mslabs.in	

Showing 1 to 1 of 1 entries

Previous 1 Next

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Directorate of Industrial Safety and Health Government of Tamil Nadu  
தொழிலக பாதுகாப்பு மற்றும் சுகாதார இயக்ககம் தமிழ் நாடு அரசு

DISH Test Industry 5

Add New Factory

## Particulars of Contractors

Particulars of contract work	Particulars of contractor	Address of contractor
<b>Present Address</b>		
Are the contractor residing in flat / apartment ? <input checked="" type="radio"/> Yes <input type="radio"/> No		
Door Number / Plot Number* <input type="text"/>	Street / Road <input type="text"/>	Area / Locality* <input type="text"/>
Village / Town / City* <input type="text"/>	District <input type="text"/>	State* --- Select-One ---
Country* --- Select-One ---	PIN Code* <input type="text"/>	
<b>Permanent Address</b>		
<input type="checkbox"/> If the permanent address is same as present address please click this box		
Are the contractor residing in flat / apartment ? <input checked="" type="radio"/> Yes <input type="radio"/> No		
Door Number / Plot Number* <input type="text"/>	Street / Road <input type="text"/>	Area / Locality* <input type="text"/>
Village / Town / City* <input type="text"/>	District <input type="text"/>	State* --- Select-One ---
Country* --- Select-One ---	PIN Code* <input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Add Existing Contractor"/> <input type="button" value="Add New Contractor"/>		

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Directorate of Industrial Safety and Health Government of Tamil Nadu  
 தொழிலக பாதுகாப்பு மற்றும் சுகாதார இயக்ககம் தமிழ் நாடு அரசு

DISH Test Industry 5 Add New Factory

**Inter-State Migrant Workmen Act Registration Certificate Flow** KPM12160-DISH Test Industry 5

Particulars of the Factory ✓ Particulars of the Occupier ✓ Particulars of the Manager ✓ Particulars of the Director ✓ Particulars of the Contractor ✓ Application Registration ✓ Submit Application Registration ✓ Preview Form I

**Inter-State Migrant Workmen Act Registration Application**

Total number of workmen directly employed: 65  
 Registration Fees: 2500.00  
 Demand Draft Number:

Maximum number of Migrant Workmen employed: 0  
 Demand Draft Date:

Mode of payment: Demand Draft  
 Name of the bank:

**Save**

**Click on 'Save'**

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Figure 18. DISH portal

## 8. Payment Process

- Complete the Dish application payment through online

Dashboard Overview

Track your Application Select Project/CAF: 02Feb2022New1 Overview All Details

Combined Application Form (CAF) Filters

List of Clearances

Know Your Clearances (KYC)

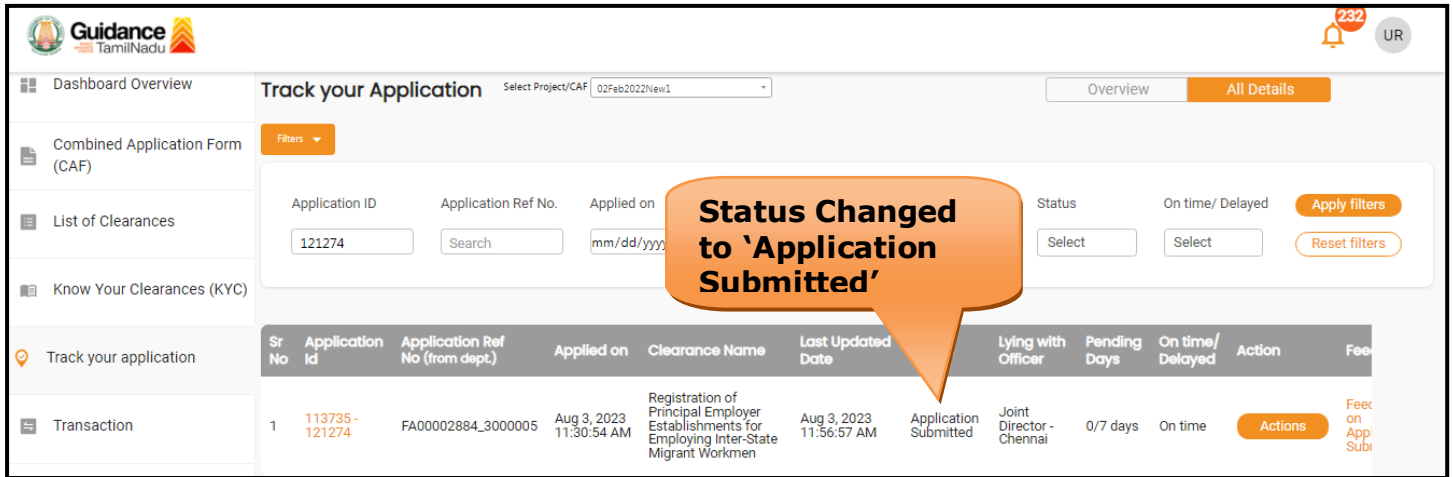
Track your application

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	113735-121274	FA00002884_3000005	Aug 3, 2023 11:30:54 AM	Registration of Principal Employer Establishments for Employing Inter-State Migrant Workmen	Aug 3, 2023 11:34:52 AM	Make Payment	Joint Director - 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**



**Status Changed to 'Application Submitted'**

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Application Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fee
1	113735 - 121274	FA00002884_3000005	Aug 3, 2023 11:30:54 AM	Registration of Principal Employer Establishments for Employing Inter-State Migrant Workmen	Aug 3, 2023 11:56:57 AM	Application Submitted	Joint Director - Chennai	0/7 days	On time	Actions	Fee on App Subr

**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	113735 - 121274	FA00002884_3000005	Aug 3, 2023 11:30:54 AM	Registration of Principal Employer Establishments for Employing Inter-State Migrant Workmen	Aug 3, 2023 11:56:57 AM	Application Submitted	Joint Director - Chennai	0/7 days	On time	Actions	Fee on App Subi

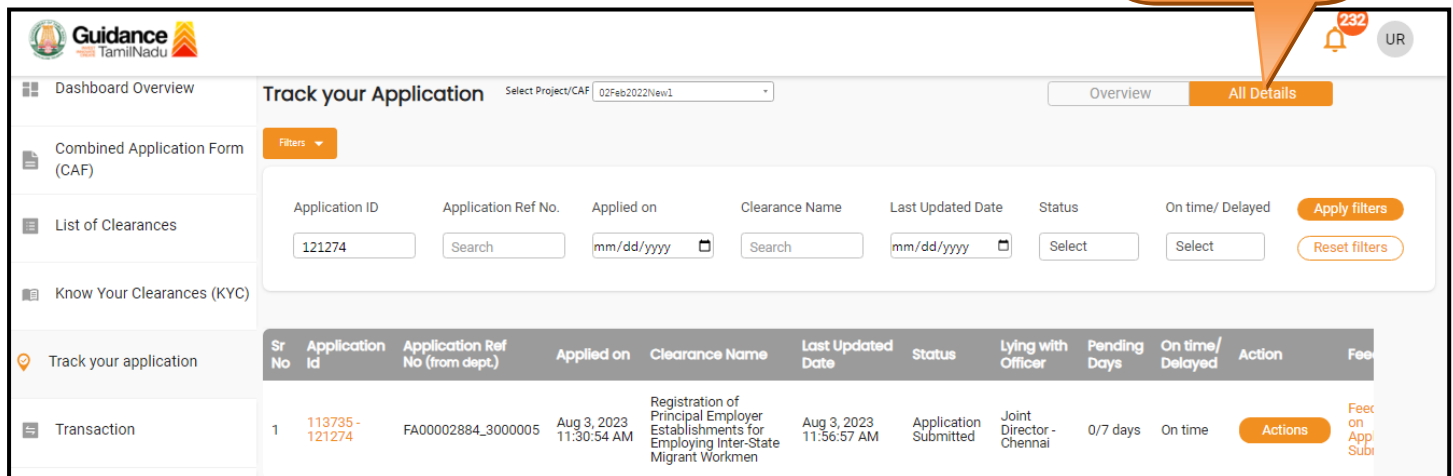
**Figure 21. Track Your Application**

- **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**

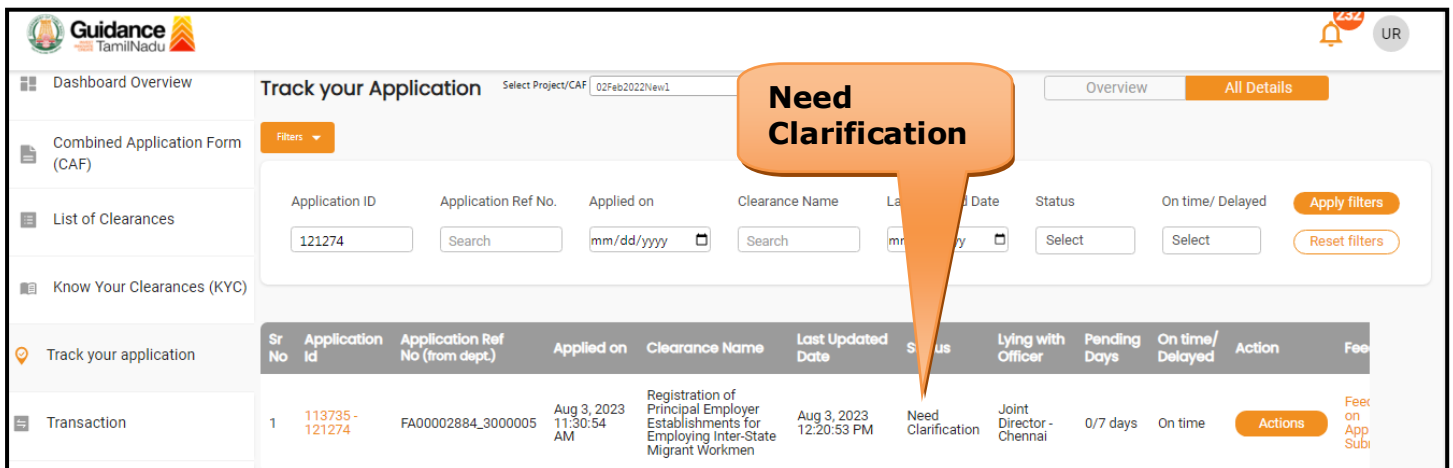


Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fee
1	113735-121274	FA00002884_3000005	Aug 3, 2023 11:30:54 AM	Registration of Principal Employer Establishments for Employing Inter-State Migrant Workmen	Aug 3, 2023 11:56:57 AM	Application Submitted	Joint Director - Chennai	0/7 days	On time	Actions	Fee on App Sub.

**Figure 22. ‘All Details’ tab**

## 10. Query Clarification

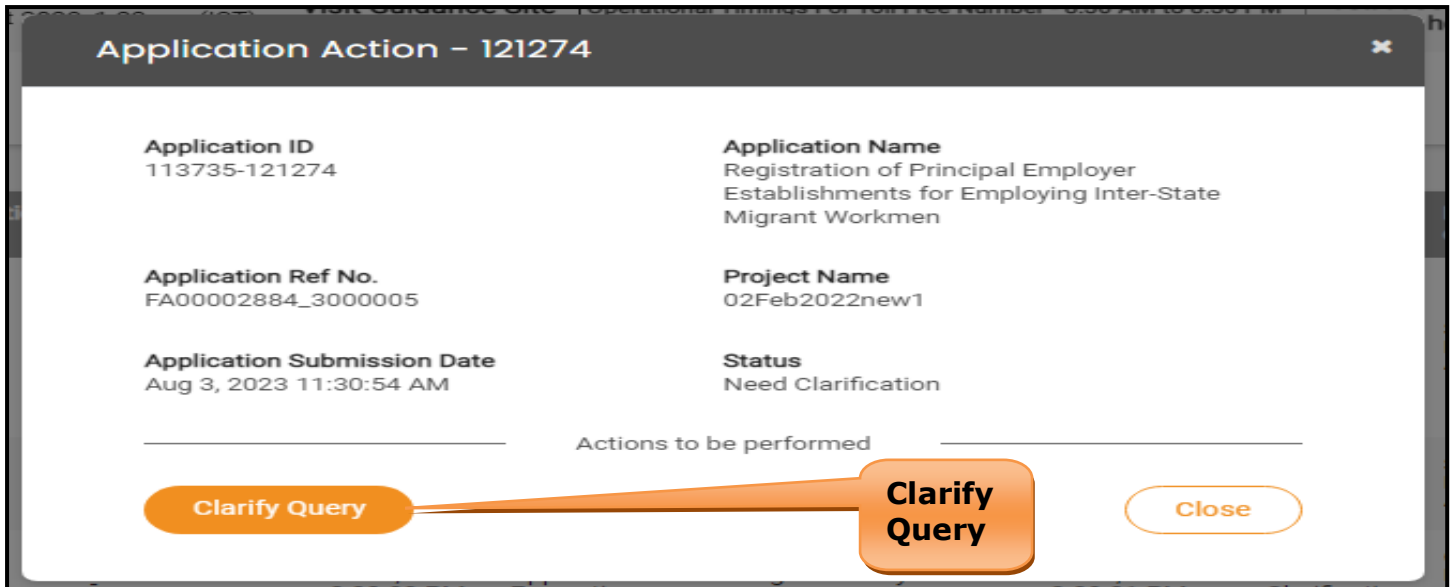
- 1) After submitting the application to the Joint Director, Directorate of Industrial Safety and Health and the Joint Director reviews the application and if there are any clarifications required, the concerned officer would raise a query to the applicant.
- 2) Applicants would receive an alert message 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 displays the 'Track your Application' page. A callout bubble points to the 'Need Clarification' status in the table. The table has the following data:

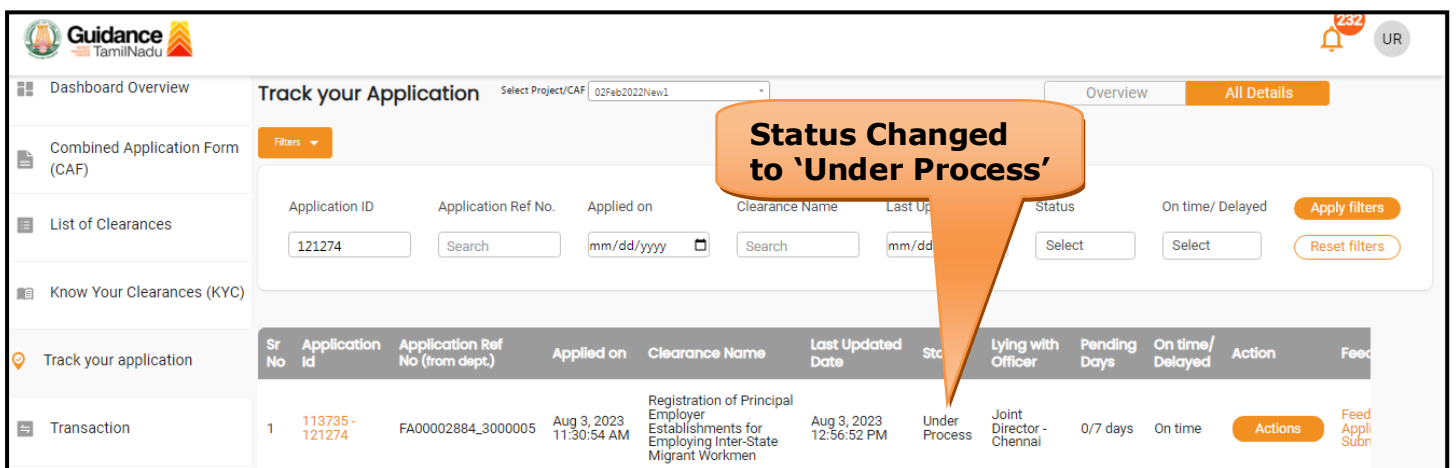
Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fee
1	113735 - 121274	FA00002884_3000005	Aug 3, 2023 11:30:54 AM	Registration of Principal Employer Establishments for Employing Inter-State Migrant Workmen	Aug 3, 2023 12:20:53 PM	Need Clarification	Joint Director - Chennai	0/7 days	On time	Actions	Fee on App 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 gets 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. The table below contains the following data:

Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fee
1	113735 - 121274	FA00002884_3000005	Aug 3, 2023 11:30:54 AM	Registration of Principal Employer Establishments for Employing Inter-State Migrant Workmen	Aug 4, 2023 12:34:52 PM	Inspection Scheduled	Joint Director - Chennai	1/7 days	On time	Actions	Feee Appl Subr

**Figure 26. Inspection Scheduled**

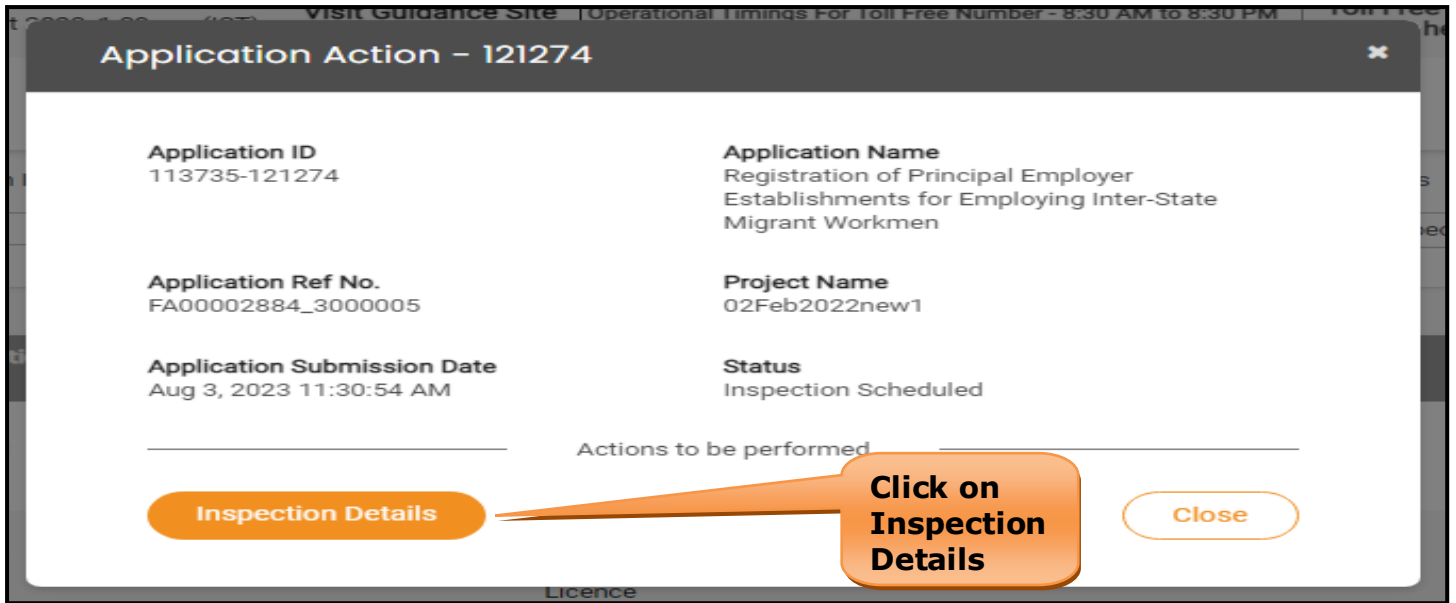


Figure 27. Inspection Details

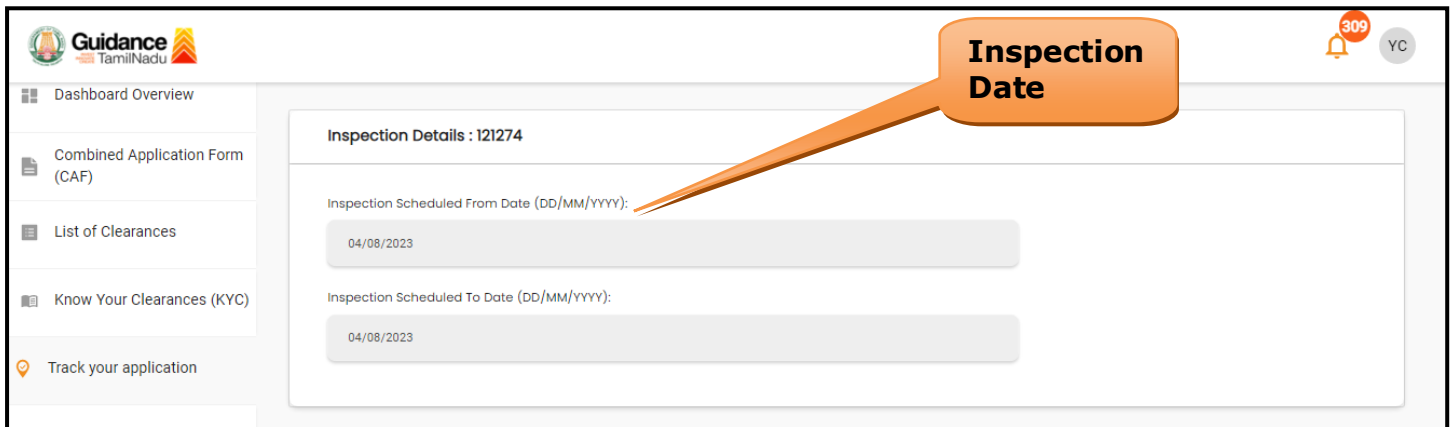
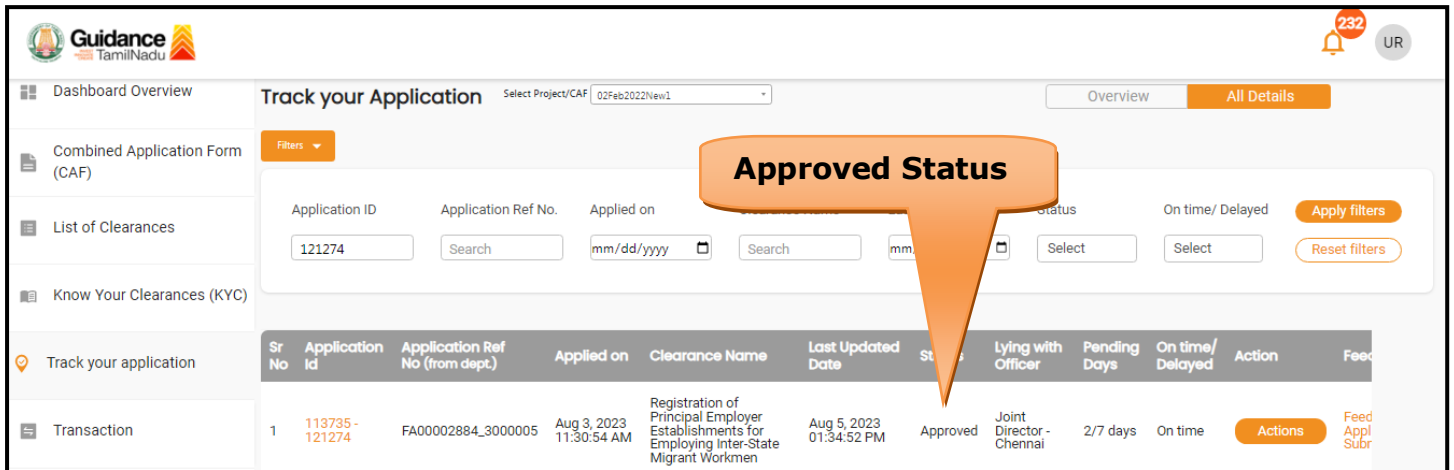


Figure 28. Inspection Date

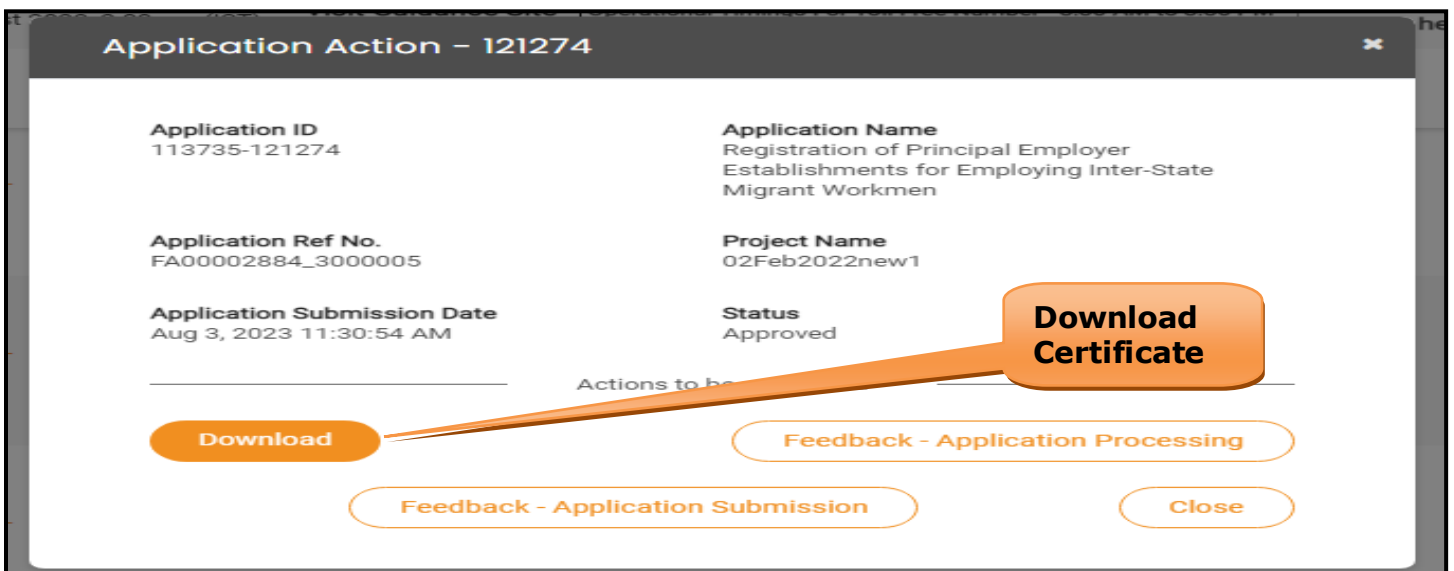
## 12. Application Processing

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. At the top, there are filters for 'Application ID' (121274) and 'Applied on' (mm/dd/yyyy). Below the filters is a table with the following data:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feed
1	113735 - 121274	FA00002884_3000005	Aug 3, 2023 11:30:54 AM	Registration of Principal Employer Establishments for Employing Inter-State Migrant Workmen	Aug 5, 2023 03:34:57 PM	Rejected	Joint Director - Chennai	2/7 days	On time	Actions	Feed Appli Subr

An orange callout bubble with the text 'Rejected Status' points to the 'Rejected' status in the table.

**Figure 31. Rejected Status**

