



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Renewal of Contractor License for Employing Contractual
Workmen**

Directorate of Industrial Safety and Health



Table of Contents

1. Home Page.....	3
2. Registration	4
3. Mobile Number / Email ID – 2-Step Verification Process.....	6
4. Login	9
5. Dashboard Overview	10
6. Combined Application Form (CAF)	11
7. Apply for Renewal of Contractor License for Employing Contractual Workmen	14
8. Payment Process	24
9. Track Your Application	25
10. Application Processing.....	27

1. Home Page

- 1) The journey of the new applicant starts with Tamil Nadu Single Window Portal (TNSWP) homepage that can be accessed through <https://tnswp.com> website wherein it gives various information's, useful links, and functionalities about TNSWP.
- 2) **Applicants can reach the helpdesk Toll free number-1800-258-3878 and Helpdesk Email.**

TNSWP website
(www.tnswp.com)

Toll free number
and Mail Id



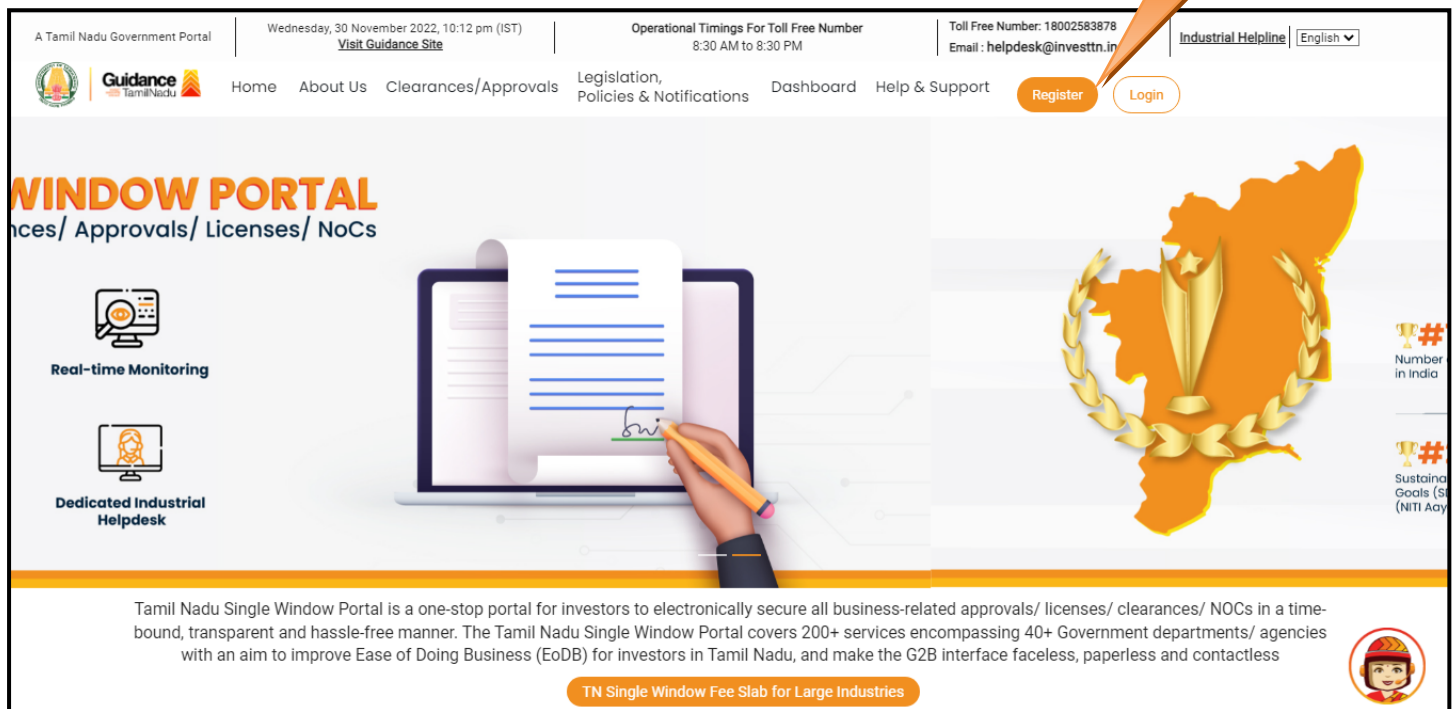
Figure 1. Single Window Portal Home Page

2. Registration

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

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

**Register
on TNSWP**



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

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

WINDOW PORTAL
Clearances/ Approvals/ Licenses/ NoCs

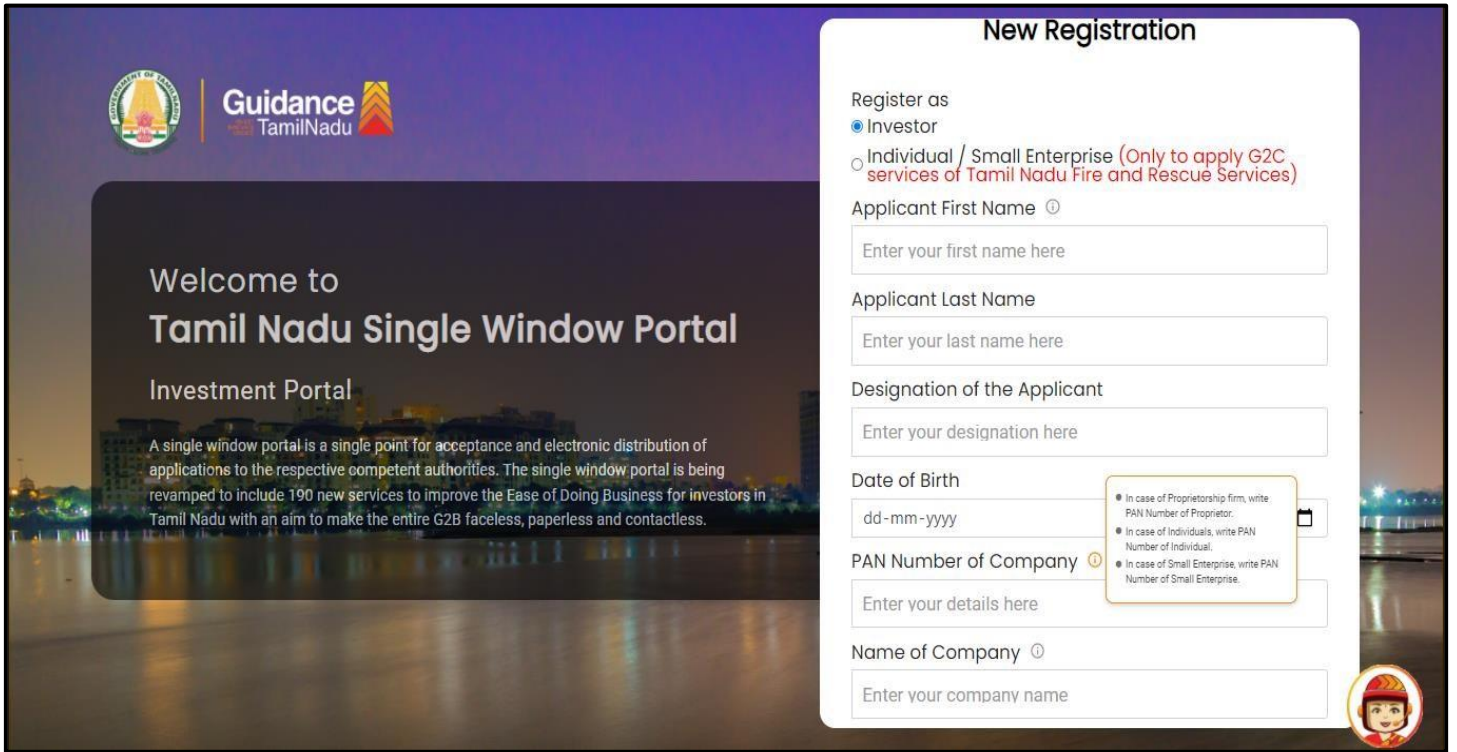
Real-time Monitoring
Dedicated Industrial Helpdesk

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

TN Single Window Fee Slab for Large Industries

Figure 2. Register

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



Welcome to Tamil Nadu Single Window Portal Investment Portal

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

New Registration

Register as

Investor

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

Applicant First Name

Applicant Last Name

Designation of the Applicant

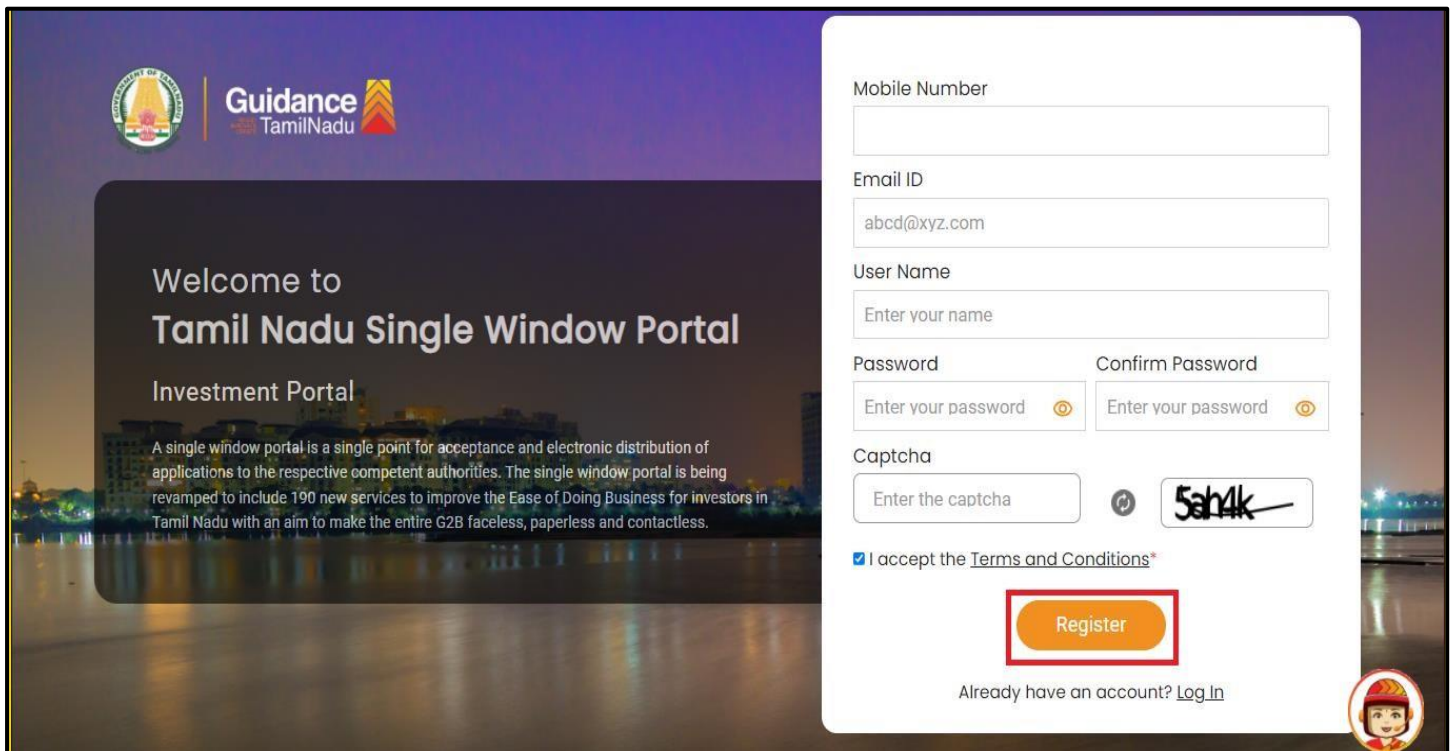
Date of Birth

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



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.

o 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.

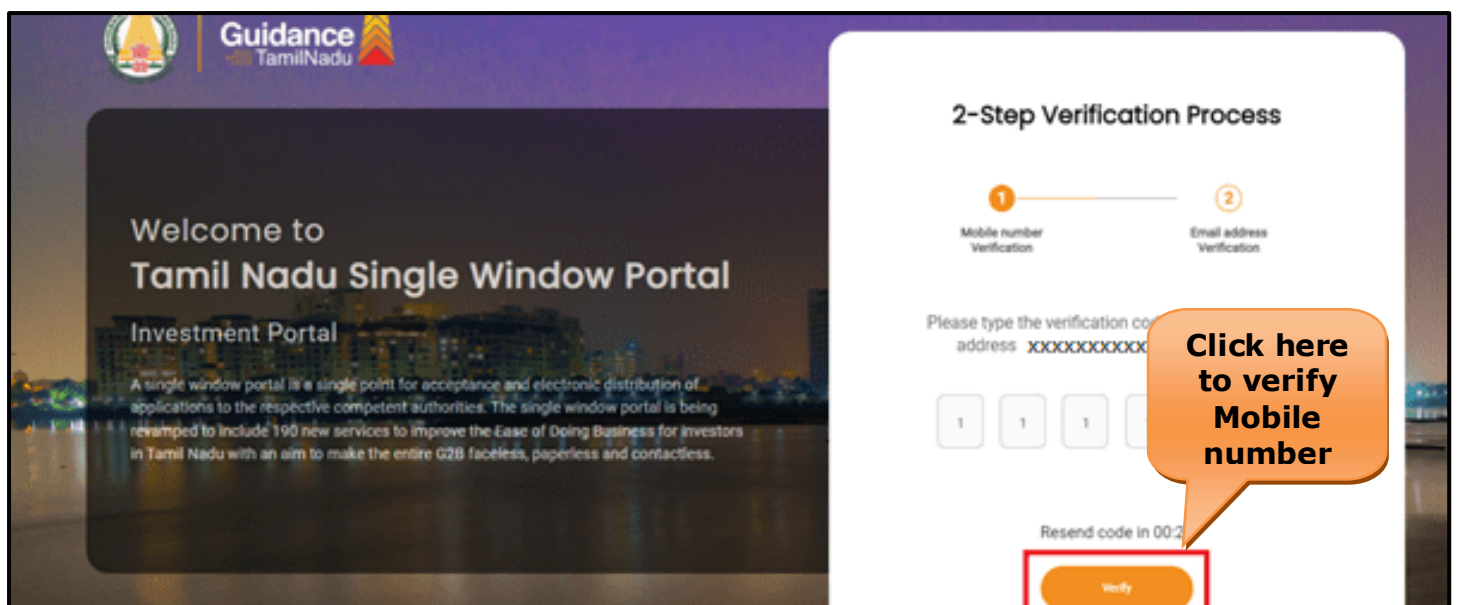


Figure 5. Mobile Number Verification

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.

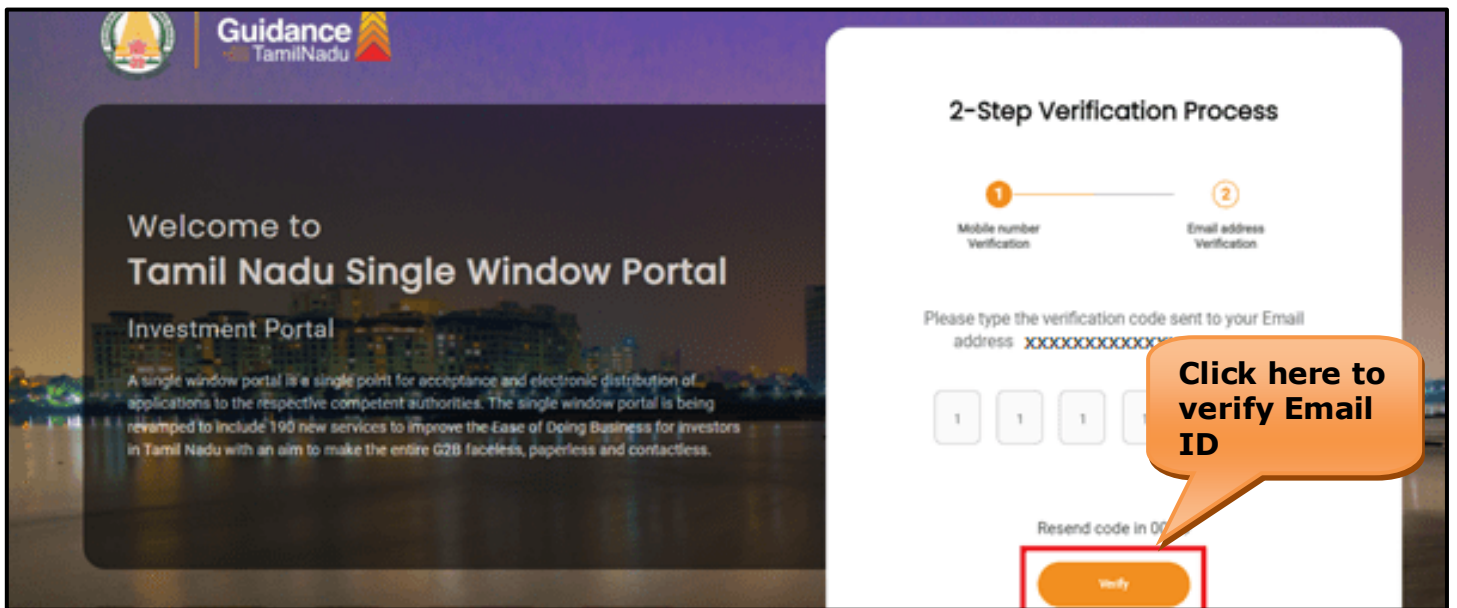


Figure 6. Email ID Verification

- 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.

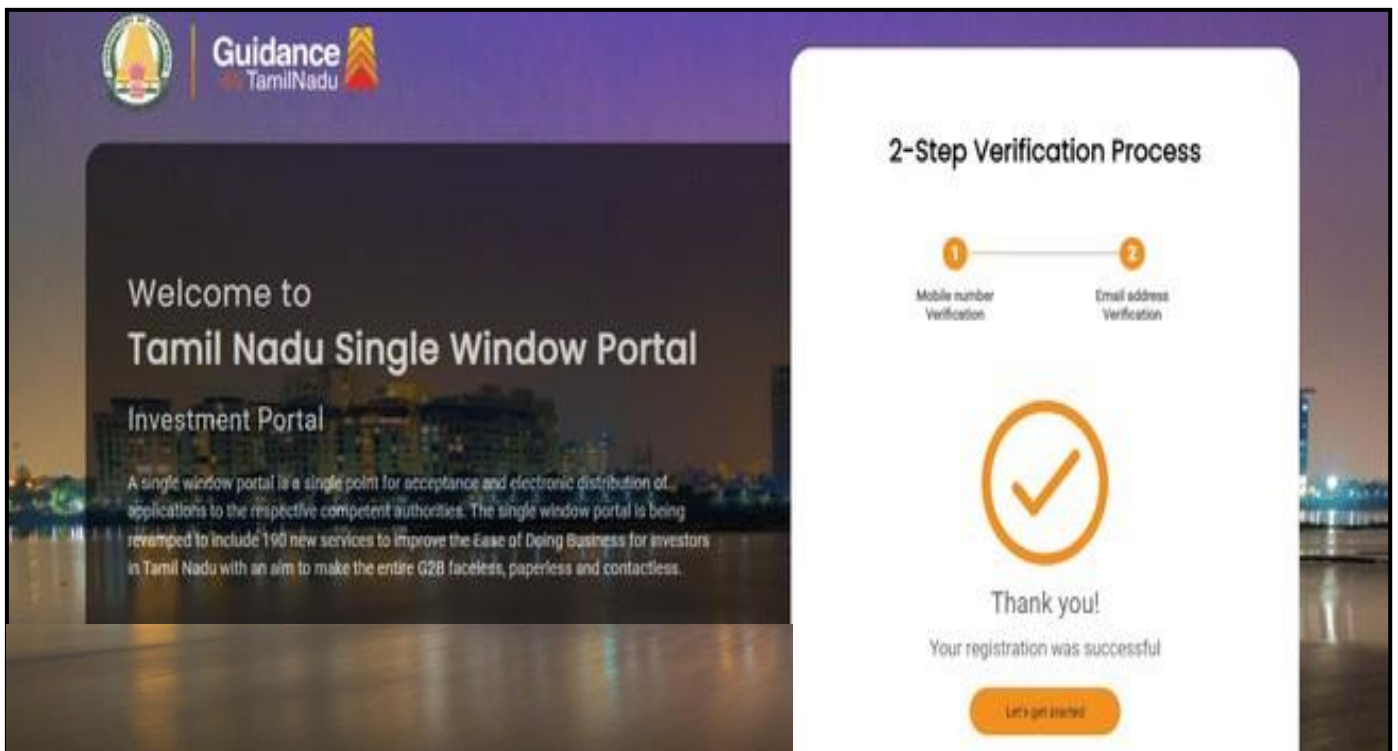


Figure 7. Registration Confirmation Pop-Up

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.

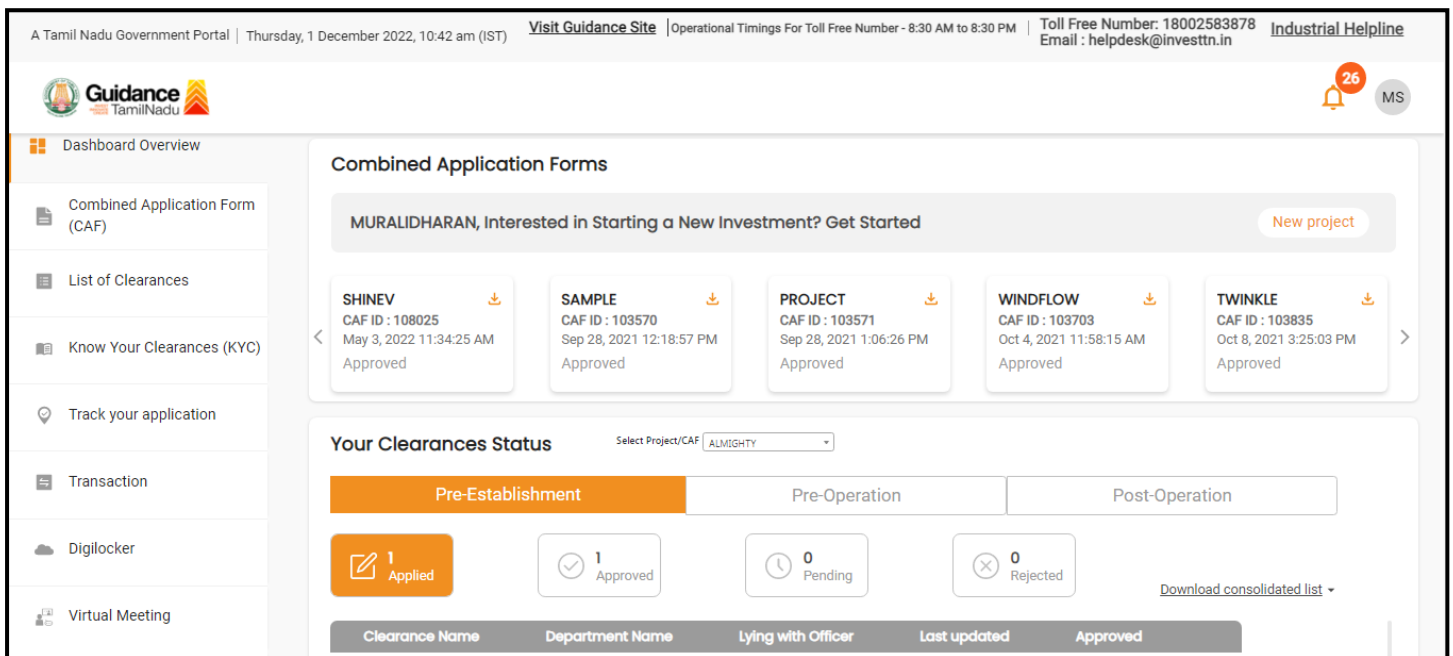
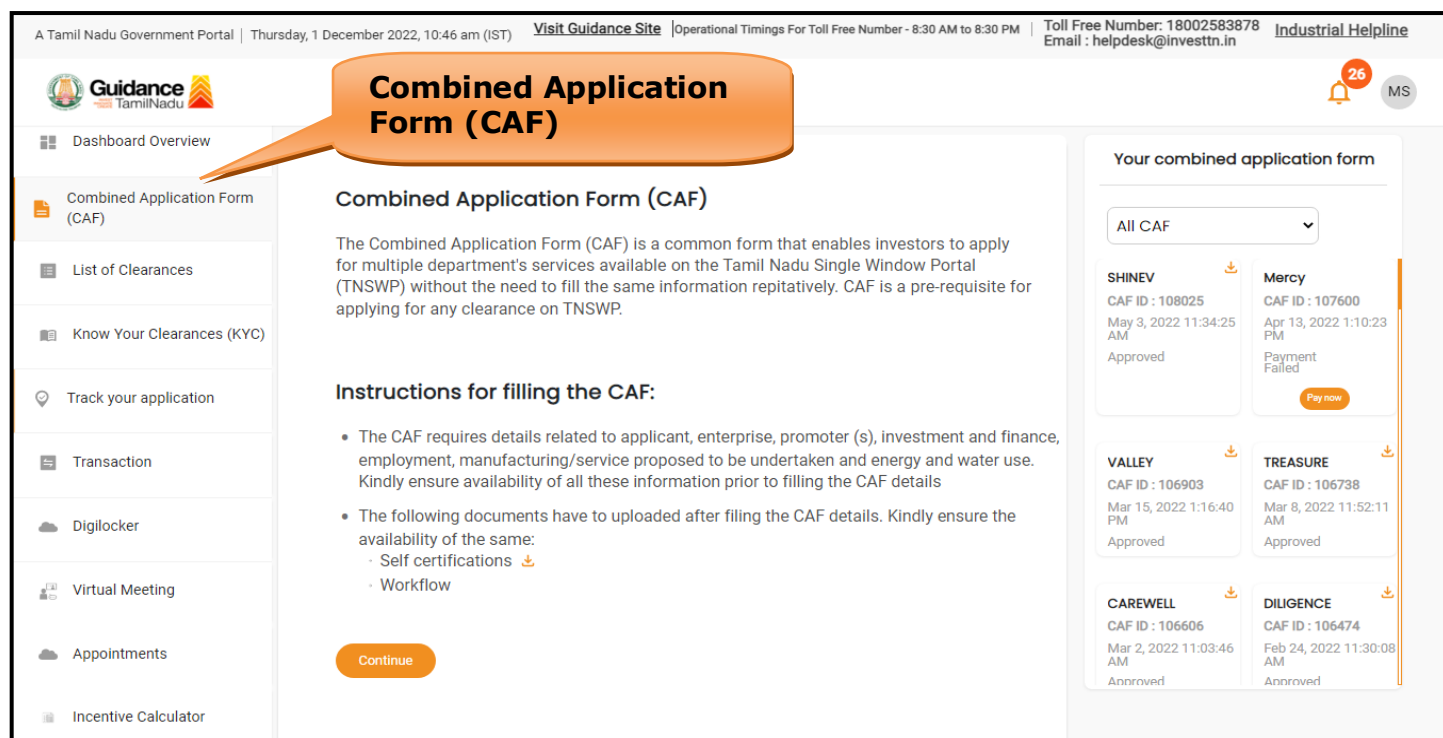


Figure 9. Dashboard Overview

6. Combined Application Form (CAF)

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



The screenshot shows the Tamil Nadu Government Portal interface for the Combined Application Form (CAF). The page header includes the date and time (Thursday, 1 December 2022, 10:46 am (IST)), a link to the Guidance Site, operational timings for the toll-free number (8:30 AM to 8:30 PM), the toll-free number (18002583878), and the industrial helpline email (helpdesk@investtn.in). The left navigation menu includes options like Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, Digilocker, Virtual Meeting, Appointments, and Incentive Calculator. The main content area is titled 'Combined Application Form (CAF)' and provides an overview of the form's purpose and instructions for filling it. The instructions state that the CAF is a common form for applying for multiple department services and is a pre-requisite for any clearance on TNSWP. It lists the required details (applicant, enterprise, promoter, investment, finance, employment, manufacturing/service, energy, and water use) and documents to be uploaded (self-certifications and workflow). A 'Continue' button is visible at the bottom of the instructions. The right-hand panel, titled 'Your combined application form', shows a dropdown menu set to 'All CAF' and a grid of application cards for users: SHINEV (CAF ID: 108025, Approved), Mercy (CAF ID: 107600, Payment Failed), VALLEY (CAF ID: 106903, Approved), TREASURE (CAF ID: 106738, Approved), CAREWELL (CAF ID: 106606, Approved), and DILIGENCE (CAF ID: 106474, Approved). A 'Pay now' button is present next to the Mercy card.

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).

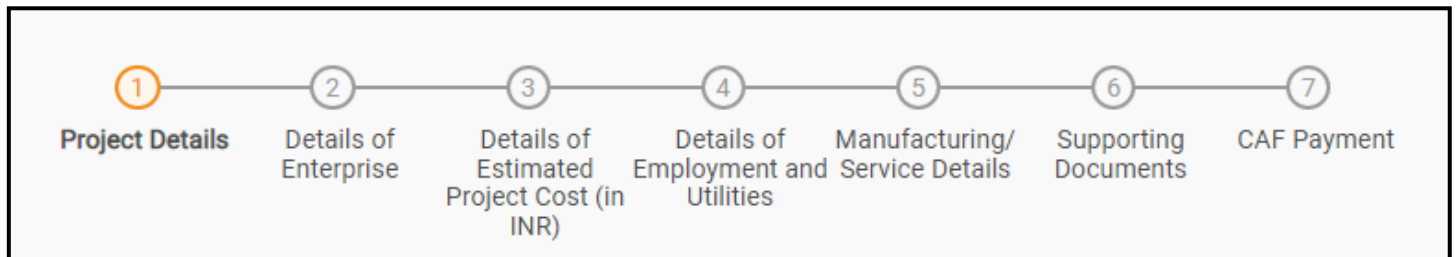


Figure 11. Section of Combined Application Form (CAF)

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 portal interface. A navigation bar at the top shows a progress indicator with 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 7. A confirmation message box is overlaid on the screen, stating: "Information: Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF." Below the message, there is an "OK" button. The main content area is titled "Payment Details" and includes a section for "Choose your preferred Fee slab" with radio buttons for "Lump sum" (selected) and "à la carte". Below this, there is a field for "Amount to be paid (in INR)" with the value "500000" and a "Calculate Fee" button. At the bottom of the screen, there are buttons for "Previous", "Next", "Pay Later", "Pay Now", "Review & Submit", and "Submit".

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

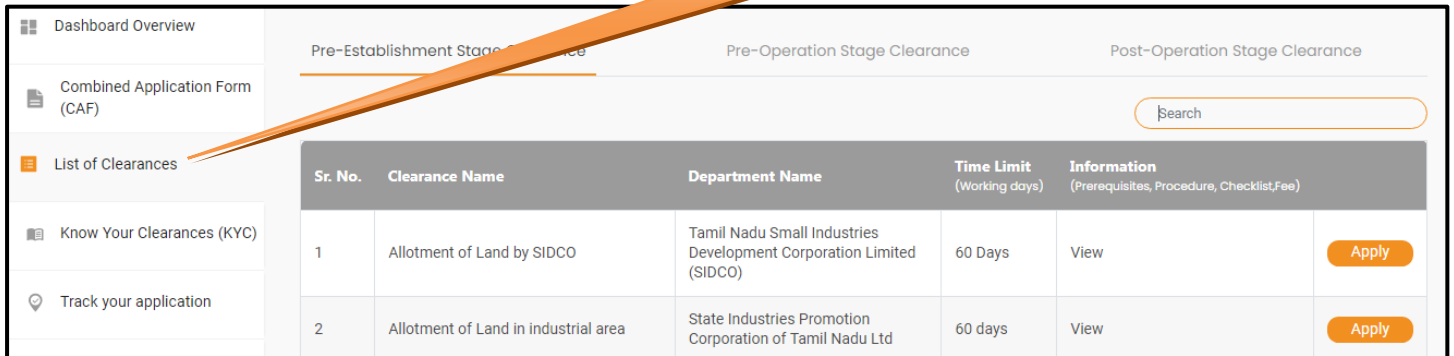
Note:

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 Renewal of Contractor License 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

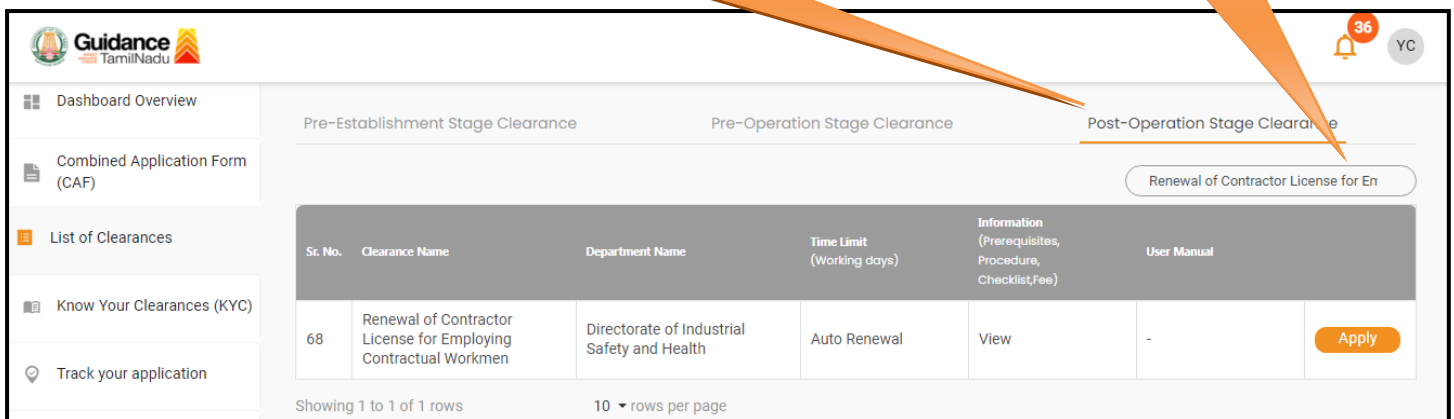
2. The list of clearances is segregated into three stages.

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

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

Post-Operation Stage Clearance

Search for Clearance



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

Dashboard Overview

Combined Application Form (CAF)

List of Clearances

Know Your Clearances (KYC)

Track your application

Pre-Establishment Stage Clearance | Pre-Operation Stage Clearance | Post-Operation Stage Clearance

Renewal of Contractor License for En

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

Showing 1 to 1 of 1 rows | 10 rows per page

Figure 15. Apply for Clearance

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

Confirmation!!!

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

Department Name Directorate of Industrial Safety and Health	Name of the Clearance Renewal of Contractor License for Employing Contractual Workmen
---	---

Select Project/CAF *

dish35

Close

Click on Apply

Apply

Select CAF

Figure 16. Project/CAF

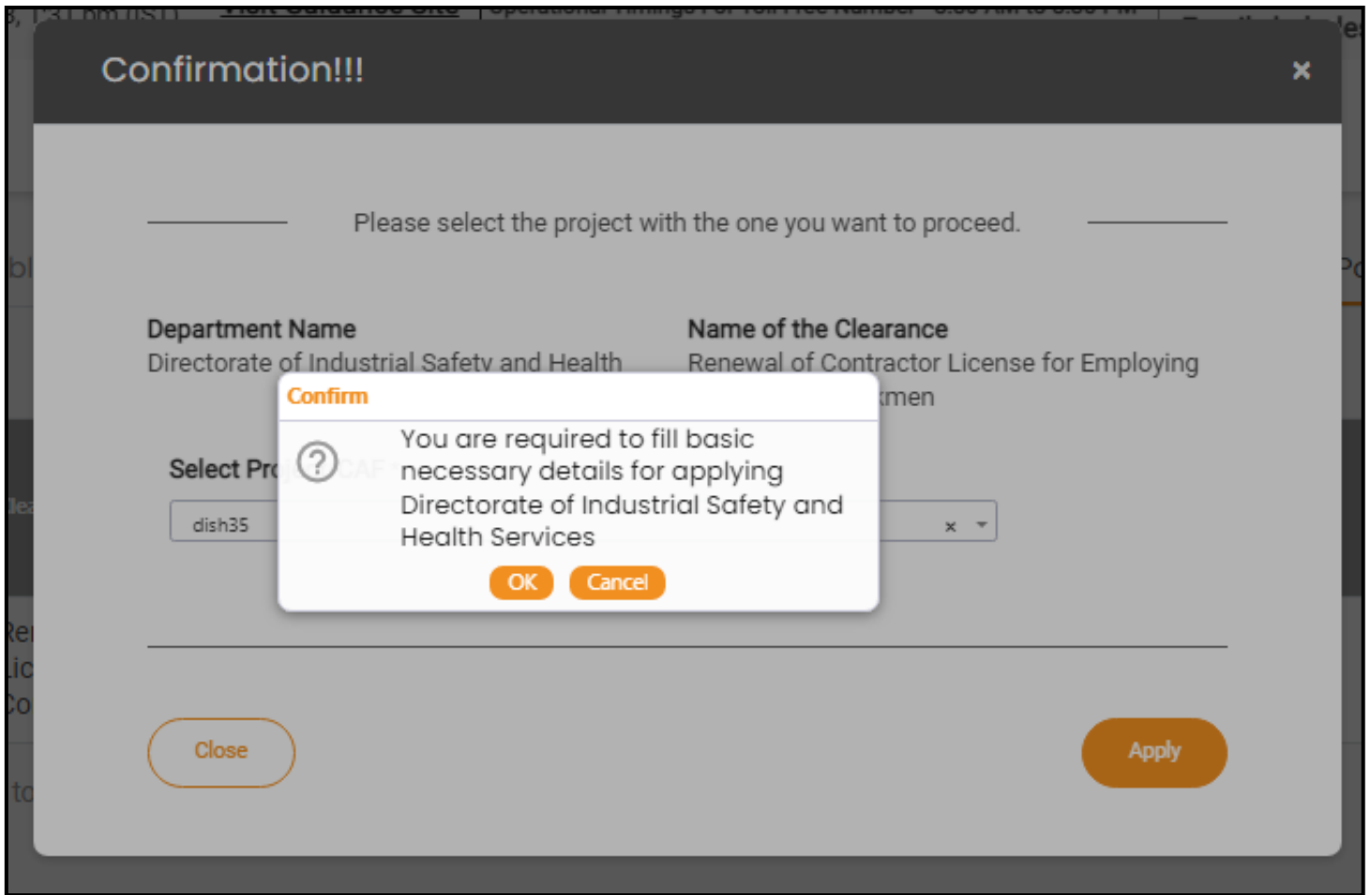


Figure 17. Required Details

- 2) Click on the Apply button and the Page would get redirected to Renewal of Contractor License for Employing Contractual Workmen.

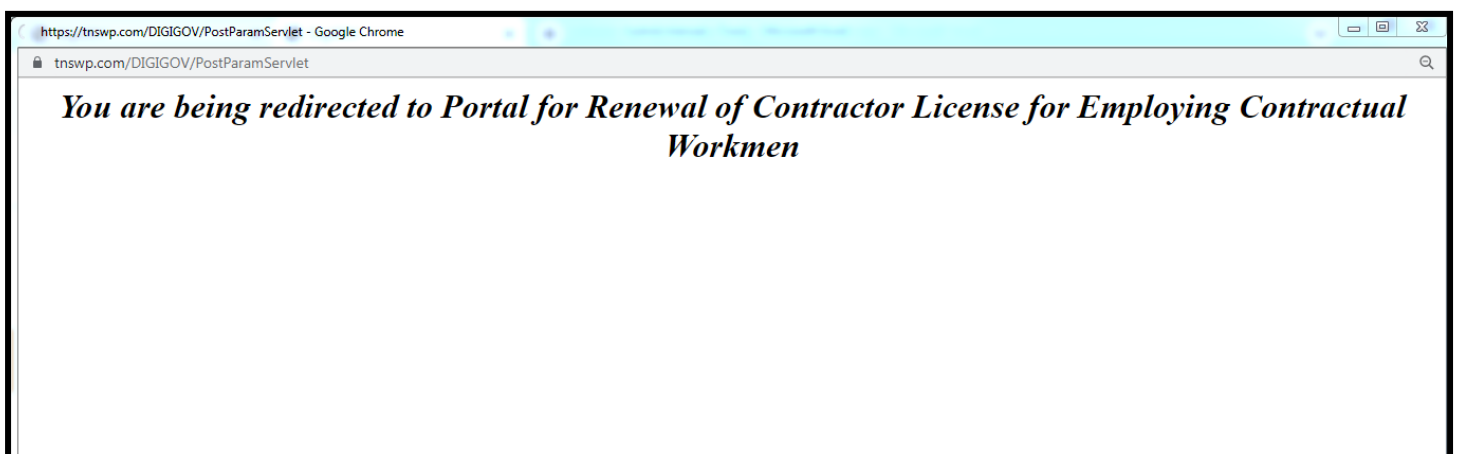


Figure 18. Redirecting to Renewal of Contractor License

3) Enter all the mandatory details in the application of Renewal of Contractor License for Employing Contractual Workmen.


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DISH Test Industry 5 / ABC Enterprises Add New Factory

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
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		

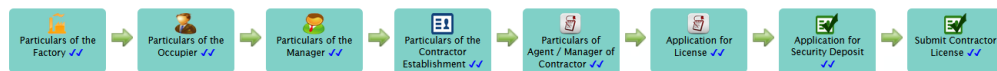
[Next](#)

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

[Previous](#) [Next](#)

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



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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
Present Address					
Is the establishment located in flat / apartment? <input checked="" type="radio"/> Yes <input type="radio"/> No					
Door Number / Plot Number*		Street / Road		Area / Locality*	
<input type="text" value="5"/>		<input type="text" value="NSK nagar"/>		<input type="text" value="chennai"/>	
Village / Town / City*		District		State*	
<input type="text" value="chennai"/>		<input type="text" value="chennai"/>		<input type="text" value="Tamil Nadu"/>	
Country*		PIN Code*			
<input type="text" value="India"/>		<input type="text" value="600031"/>			
Permanent Address					
<input type="checkbox"/> If the permanent address is same as present address please click this box					
Is the establishment located in flat / apartment? <input checked="" type="radio"/> Yes <input type="radio"/> No					
Door Number / Plot Number*		Street / Road		Area / Locality*	
<input type="text" value="5"/>		<input type="text" value="NSK nagar"/>		<input type="text" value="chennai"/>	
Village / Town / City*		District		State*	
<input type="text" value="chennai"/>		<input type="text" value="chennai"/>		<input type="text" value="Tamil Nadu"/>	
Country*		PIN Code*			
<input type="text" value="India"/>		<input type="text" value="600031"/>			
		Previous		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
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					
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					
Whether a certificate issued by the principal employer in "Form V" is attached? <input type="radio"/> Yes <input checked="" type="radio"/> No					
		Previous		Next	

Update of Contractor's Establishment Details

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Contractor Labour Licence Flow



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
Proof of Address* Driving License <input type="text"/>		Address Proof Number* FGFGFGFGFH25M <input type="text"/>			
Photo* Browse... No file selected. <input type="text"/>		Photo Identity Proof* Aadhaar Card <input type="text"/>			
				Photo Identity Proof Number* DSHPS3285M <input type="text"/>	

Previous
Next

Update of Contractor's Establishment Details

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Contractor Labour Licence Flow



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? <input type="radio"/> Yes <input checked="" type="radio"/> No					

Update of Contractor's Establishment Details

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Contractor Labour Licence Flow



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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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[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	lueroyoier	uyrououry	12/03/2020	Saidapet	23/08/2023	40000.0	<input type="radio"/>
Save								


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[Preview Form IV](#)

Particulars of Agent / Manager of Contractor

Particulars of Manager	Present Address	Permanent Address	Identity / Address Proof
When no separate Manager / Agent is appointed, <input type="checkbox"/> Click this box to declare Contractor as Manager / Agent			
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"/>	Mother's Name <input type="text" value="ramya"/>	Nationality* <input checked="" type="radio"/> Indian <input type="radio"/> Others	
Gender* <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	Email Id* <input type="text" value="ramya@mslabs.in"/>	Landline Phone Number <input type="text" value="04423432343"/>	Mobile Number* <input type="text" value="9944160023"/>
Alternate Mobile Number <input type="text"/>	Fax Number <input type="text"/>	Aadhar (UID) Number <input type="text"/>	
Next			Submit

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Contractor Labour Licence Flow



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Particulars of Agent / Manager of Contractor

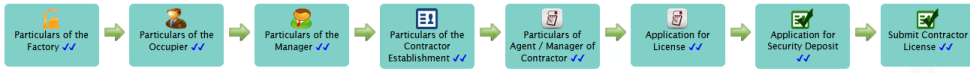
Particulars of Manager	Present Address	Permanent Address	Identity / Address Proof
Are you residing in flat or apartment? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Door Number / Plot Number* <input type="text" value="5"/>	Street / Road <input type="text" value="NSK nagar"/>	Area / 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		Submit	

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DISH Test Industry 5 / ABC Enterprises Add New Factory

Contractor Labour Licence Flow



[Preview Form IV](#)

Particulars of Agent / Manager of Contractor

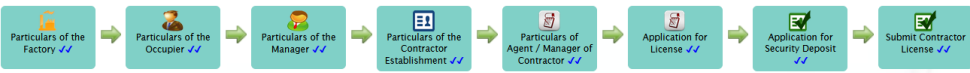
Particulars of Manager	Present Address	Permanent Address	Identity / Address Proof
<input type="checkbox"/> If the permanent address is same as present address please click this box			
Door Number / Plot Number* 5	Street / Road NSK nagar	Area / Locality* chennai	Are you residing in flat or apartment? <input type="radio"/> Yes <input checked="" type="radio"/> No
Village / Town / City* chennai	District chennai	State* Tamil Nadu	
Country* India	PIN Code* 600031		

Previous Next Submit

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DISH Test Industry 5 / ABC Enterprises Add New Factory

Contractor Labour Licence Flow



[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* Browse... No file selected.
Photo Identity Proof Aadhaar Card	Photo Identity Proof Number* DSHPS3285M		

Previous Submit

Click on 'Submit'

Figure 19. Application Renewal of Contractor License for Employing Contractual Workmen

8. Payment Process

- Complete the Dish application payment through online.

The screenshot shows the 'Track your Application' interface. The 'Status' column for the application is 'Make Payment'. The table below shows the application details:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feed
1	104462 - 125634	-	July 31, 2023 2:54:51 PM	Renewal of Contractor License for Employing Contractual Workmen	July 31, 2023 2:57:49 PM	Make Payment	-	0/0 days	On time	Actions	Feed Appli Proce Feed Appli Subm

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**

The screenshot shows the 'Track your Application' interface with a callout bubble indicating the status change. The 'Status' column for the application is now 'Approved'. The table below shows the application details:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feed
1	104462 - 125634	-	July 31, 2023 2:54:51 PM	Renewal of Contractor License for Employing Contractual Workmen	July 31, 2023 2:57:49 PM	Approved	-	0/0 days	On time	Actions	Feed Appli Proce Feed Appli Subm

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

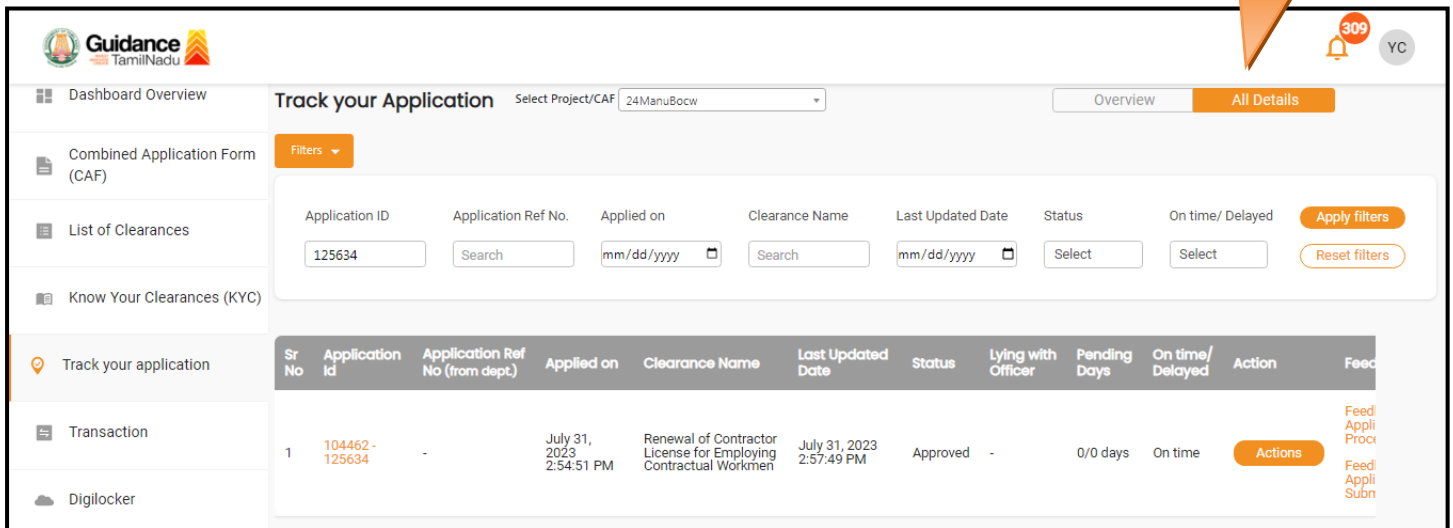
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feed
1	104462 - 125634	-	July 31, 2023 2:54:51 PM	Renewal of Contractor License for Employing Contractual Workmen	July 31, 2023 2:57:49 PM	Approved	-	0/0 days	On time	Actions	Feed Appli Proc Feed Appli Subn

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	Feed
1	104462 - 125634	-	July 31, 2023 2:54:51 PM	Renewal of Contractor License for Employing Contractual Workmen	July 31, 2023 2:57:49 PM	Approved	-	0/0 days	On time	Actions	Feed Appli Proc Feed Appli Subn

Figure 23. ‘All Details’ tab

10. Application Processing

1) The Director of Industrial Safety and Health - I scrutinizes and reviews the application and updates the status as **"Approved"**.

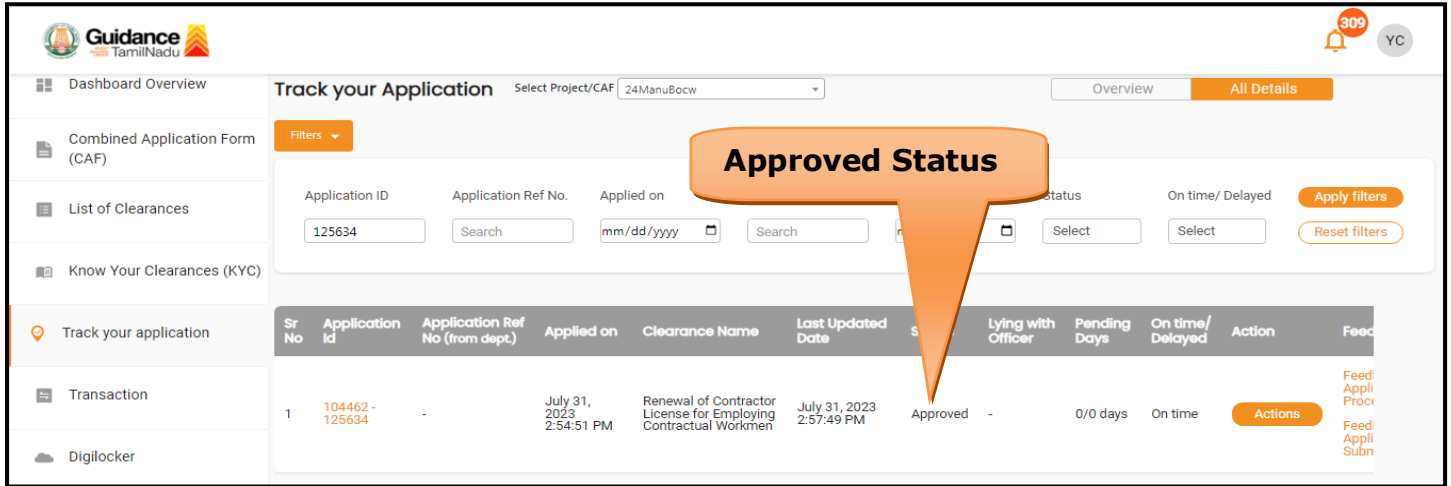


Figure 24. Application Processed

2) If the application is **'Approved'** by the Director of Industrial Safety and Health - I, the applicant can download the Certificate under **Track your application – > Action button -> Download Certificate** (Refer Figure 25)

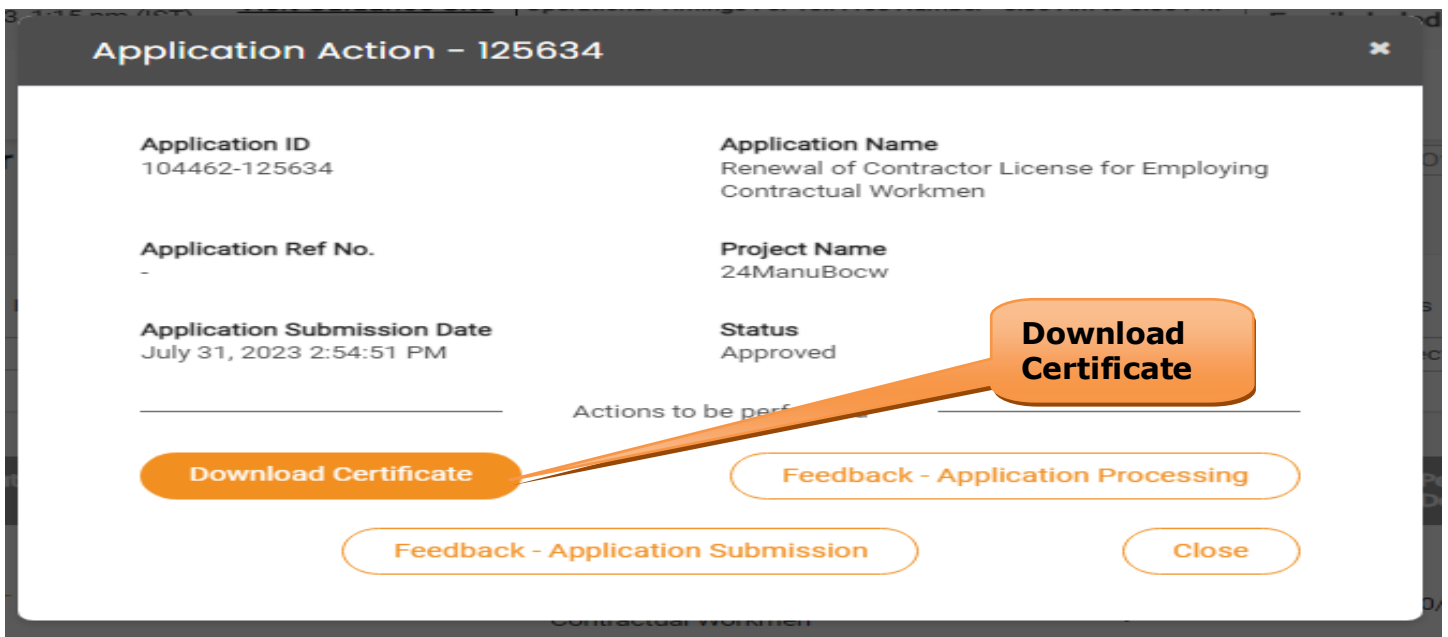


Figure 25. Download Certificate