



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Permission to Erect the Lift

Electrical Inspectorate - Government of Tamil Nadu



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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) | 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

TAMIL NADU

Leading the Nation

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

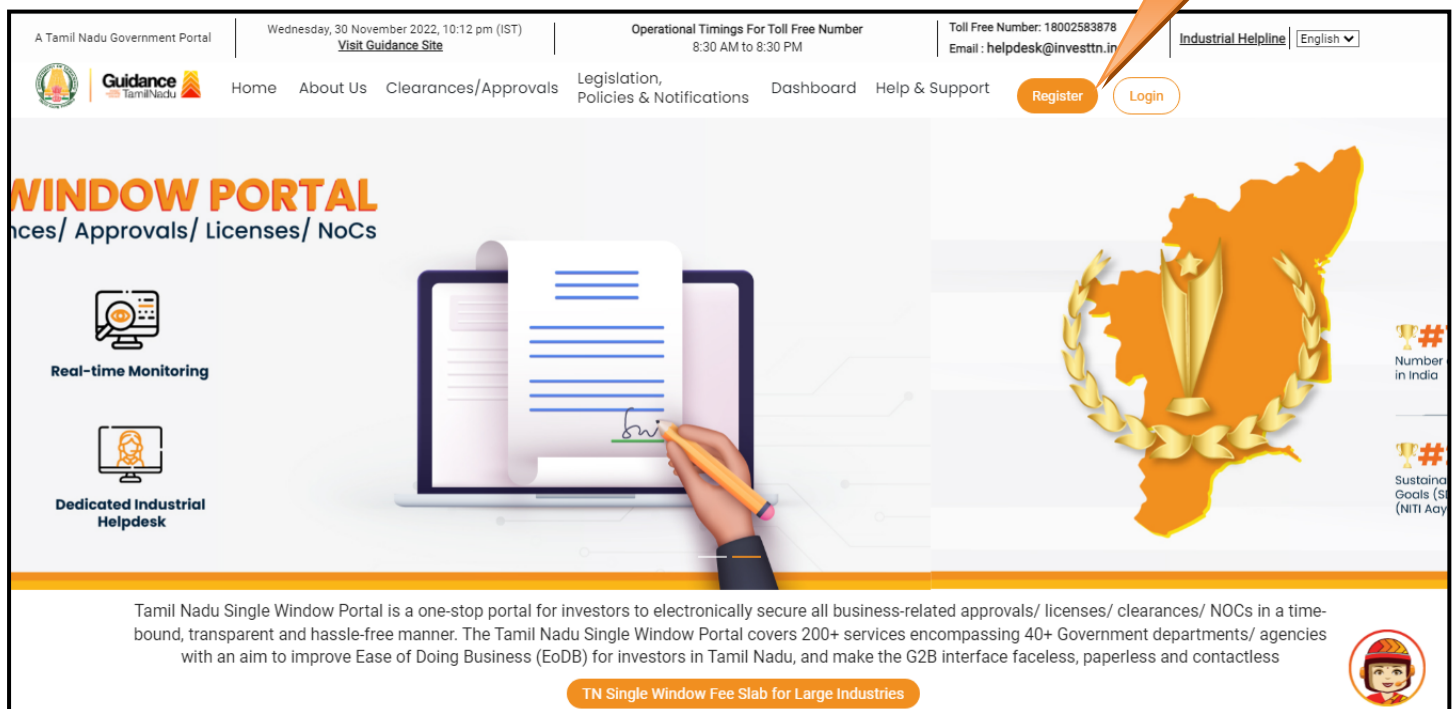
Figure 1. Single Window Portal Home Page

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**



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.

New Registration

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

Applicant First Name

Applicant Last Name

Designation of the Applicant

Date of Birth
• In case of Proprietorship firm, write PAN Number of Proprietor.
• In case of Individuals, write PAN Number of Individual.
• In case of Small Enterprise, write PAN Number of Small Enterprise.

PAN Number of Company

Name of Company

Figure 3. Registration Form

Mobile Number

Email ID

User Name

Password Confirm Password

Captcha

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

Register

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

Figure 4. Registration Form Submission

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

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

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

- **Mobile Number Verification**

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

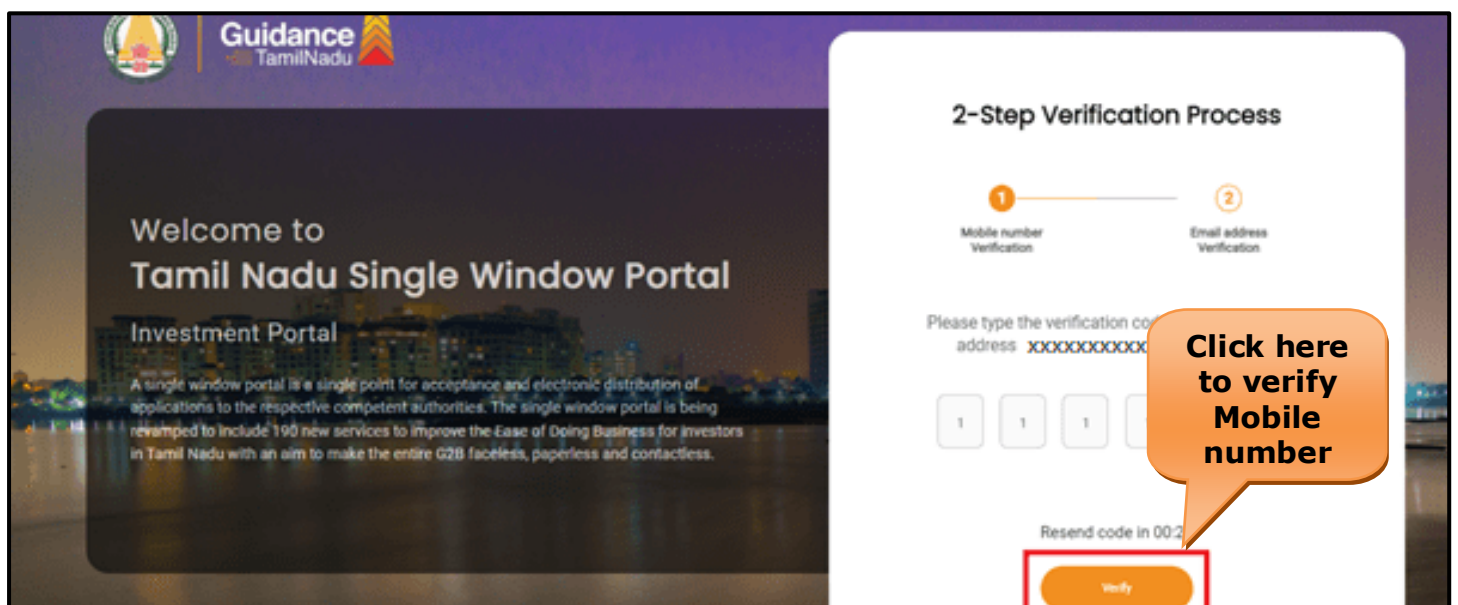


Figure 5. Mobile Number Verification

o **Email ID Verification**

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

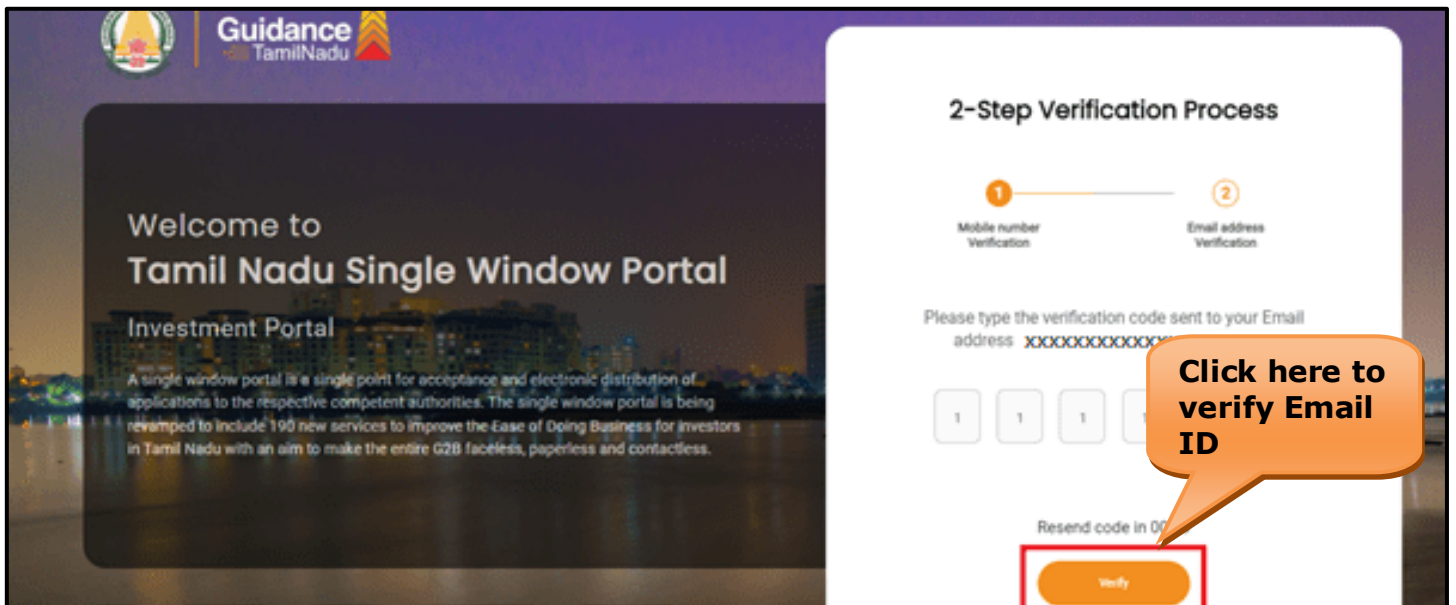


Figure 6. Email ID Verification

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

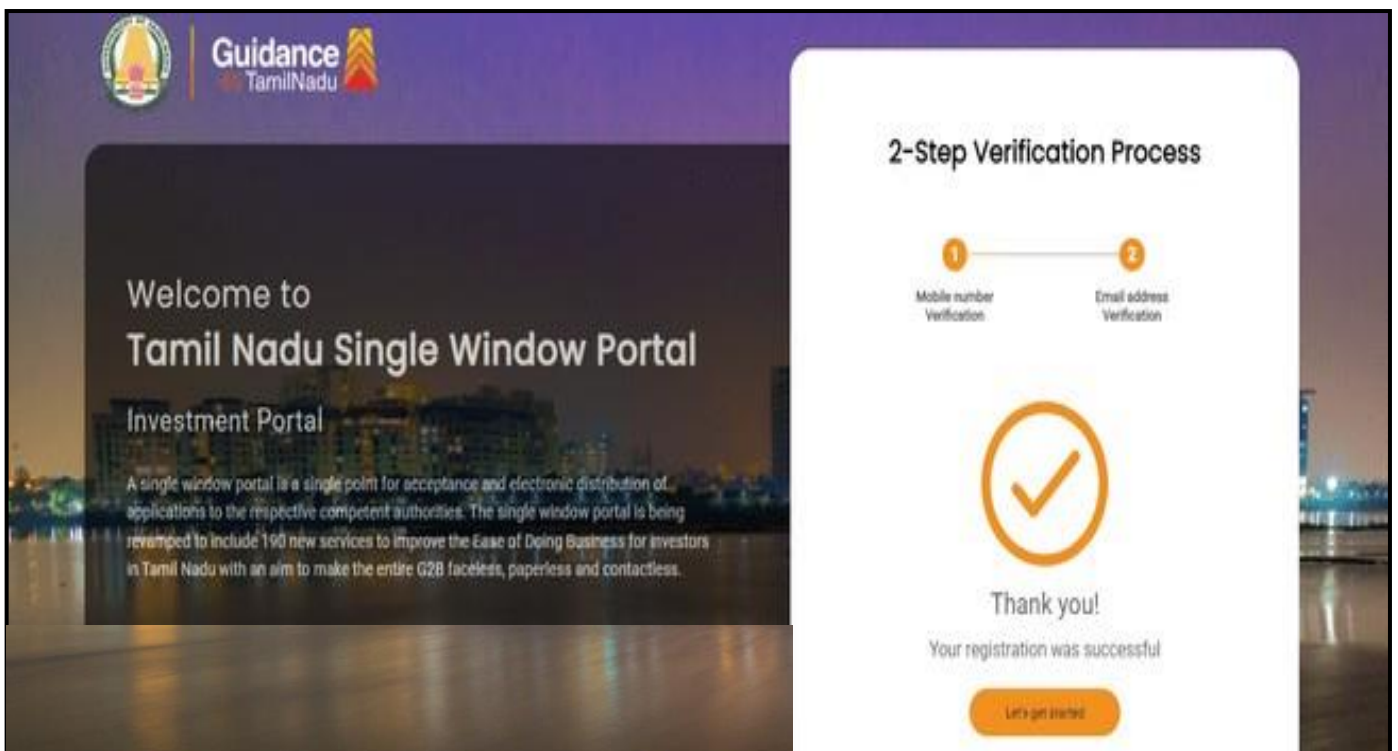


Figure 7. Registration Confirmation Pop-Up

4. Login

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

Login to TNSWP

The screenshot shows the TNSWP website interface. At the top, there is a navigation bar with the following elements: 'A Tamil Nadu Government Portal', 'Wednesday, 30 November 2022, 10:11 pm (IST)', 'Operational Timings For Toll Free Number 8:30 AM to 8:30 PM', 'Toll Free Number: 18002583878', 'Email : helpdesk@investtn.in', and 'Industrial Helpline | English'. Below the navigation bar, there is a main header with the 'Guidance TamilNadu' logo and navigation links: 'Home', 'About Us', 'Clearances/Approvals', 'Legislation, Policies & Notifications', 'Dashboard', and 'Help & Support'. Two buttons, 'Register' and 'Login', are visible. The 'Login' button is highlighted with an orange callout bubble that says 'Login to TNSWP'. The main content area features a large orange map of Tamil Nadu with a star and a laurel wreath. Below the map, there is a section titled 'TAMIL NADU Leading the Nation' with ten award statistics:

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

At the bottom of the page, there is a text block: '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.

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.

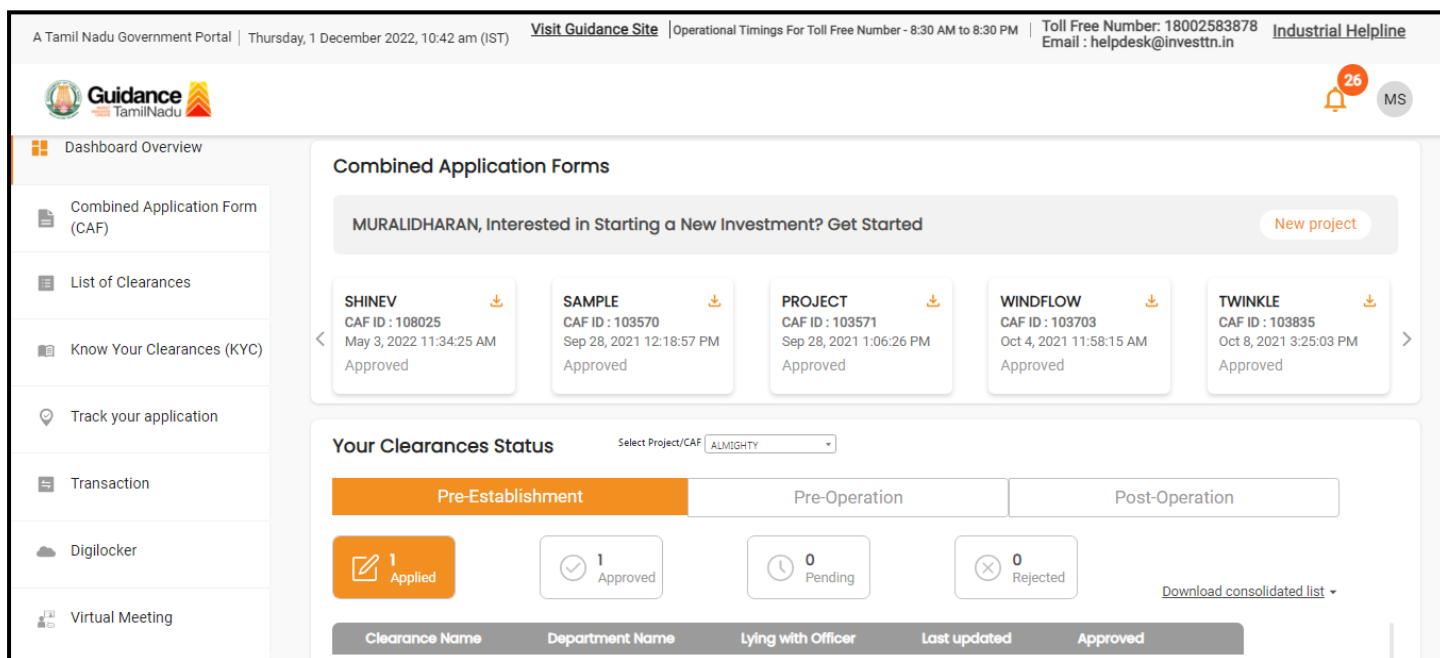
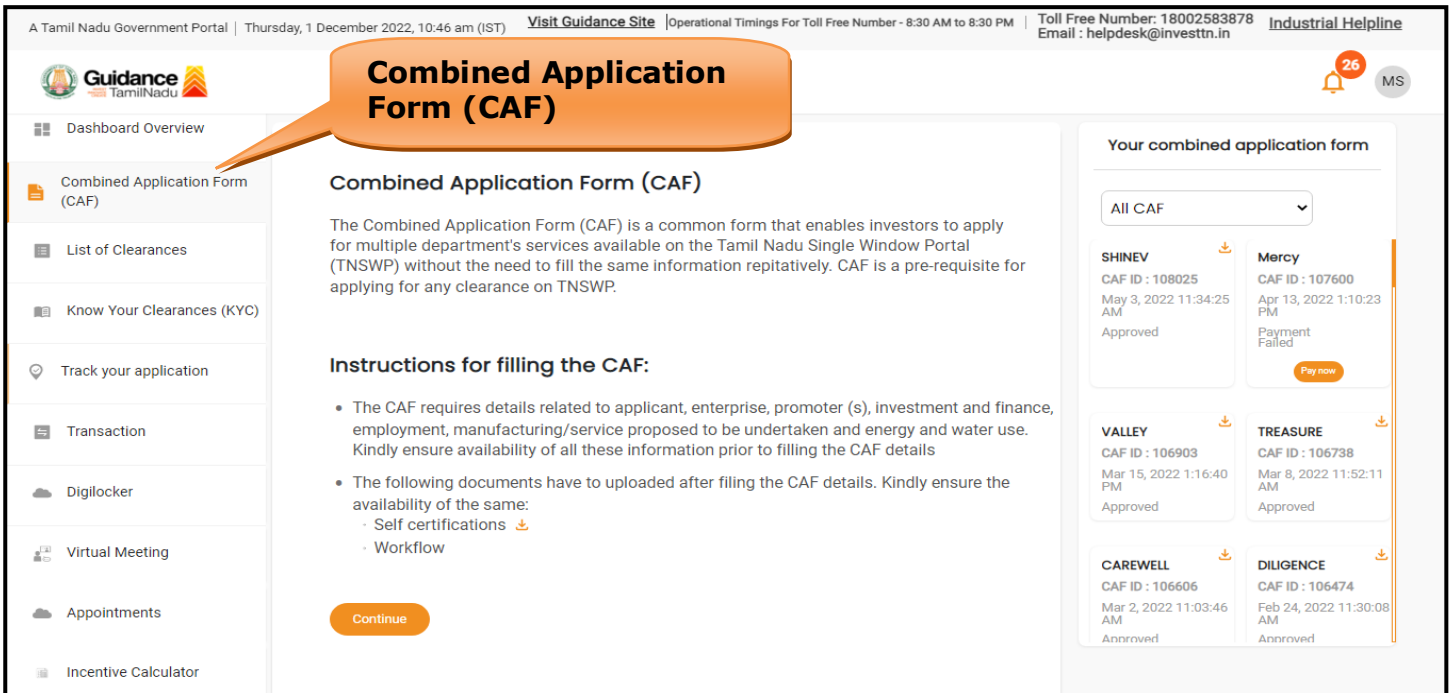


Figure 9. Dashboard Overview

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.



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@investn.in | Industrial Helpline

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

SHINEV CAF ID : 108025 May 3, 2022 11:34:25 AM Approved	Mercy CAF ID : 107600 Apr 13, 2022 1:10:23 PM Payment Failed Pay now
VALLEY CAF ID : 106903 Mar 15, 2022 1:16:40 PM Approved	TREASURE CAF ID : 106738 Mar 8, 2022 11:52:11 AM Approved
CAREWELL CAF ID : 106606 Mar 2, 2022 11:03:46 AM Approved	DILIGENCE 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).

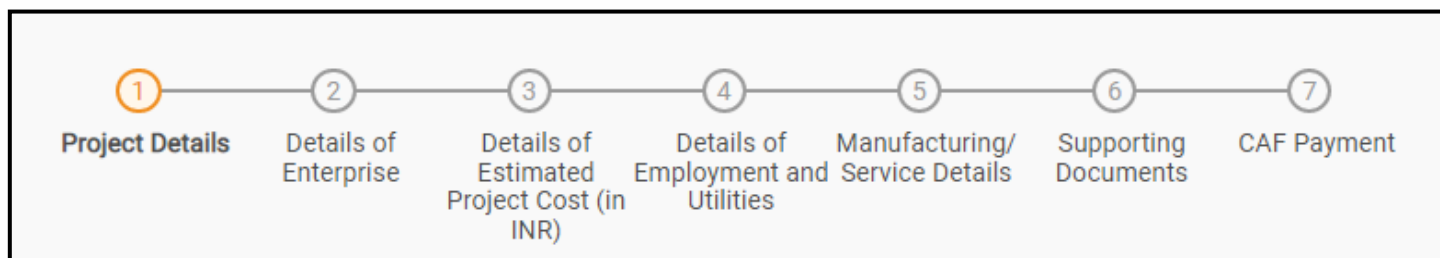


Figure 11. Section of Combined Application Form (CAF)

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 Guidance TamilNadu portal interface. At the top, a progress bar shows seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Utilities, 5. Details of Manufacturing, 6. Supporting Documents, and 7. CAF Payment. The current step is 7. A notification box with a warning icon and the text "Information: Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF." is overlaid on the "Payment Details" section. Below the notification, the "Payment Details" form is visible, including a "Choose your preferred Fee slab" section with radio buttons for "Lump sum" (selected) and "à la carte", and an "Amount to be paid (in INR)" field with the value "500000" and a "Calculate Fee" button. At the bottom of the form, 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 Permission to Erect the Lift

1. Click on “List of Clearances”

List of Clearances

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	
1	Allotment of Land by SIDCO	Tamil Nadu Small Industries Development Corporation Limited (SIDCO)	60 Days	View	Apply
2	Allotment of Land in industrial area	State Industries Promotion Corporation of Tamil Nadu Ltd	60 days	View	Apply

Figure 13. List of Clearances

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

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

3. Select ‘Pre-Establishment Stage Clearance’ and find the clearance ‘Permission to erect the Lift’ by using Search option as shown in the figure given below.

Pre-Establishment Stage Clearance

Search for Clearance

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
28	Permission to erect the Lift	Electrical Inspectorate - Government of Tamil Nadu	30 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

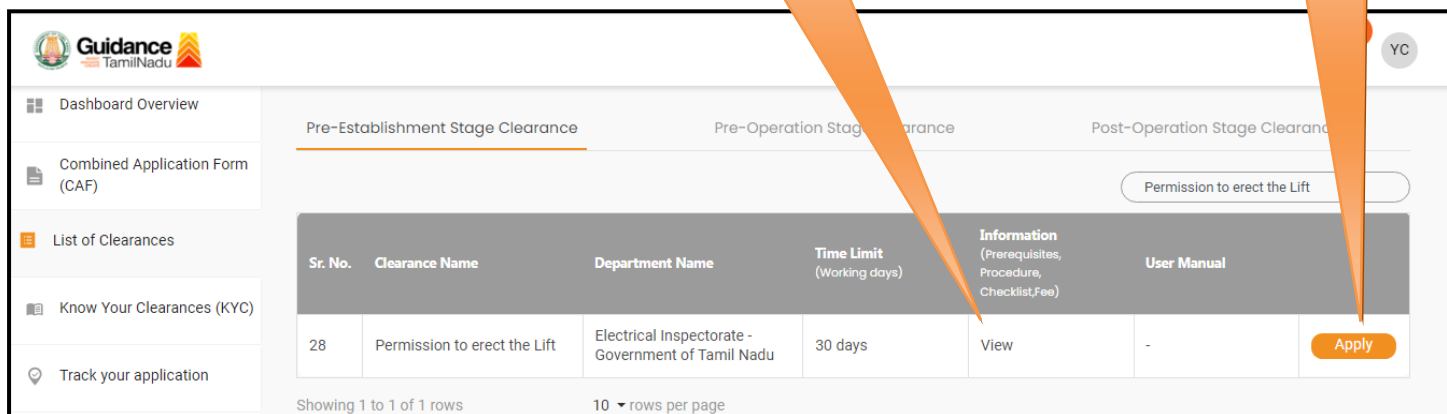


Figure 15. Apply for Clearance

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

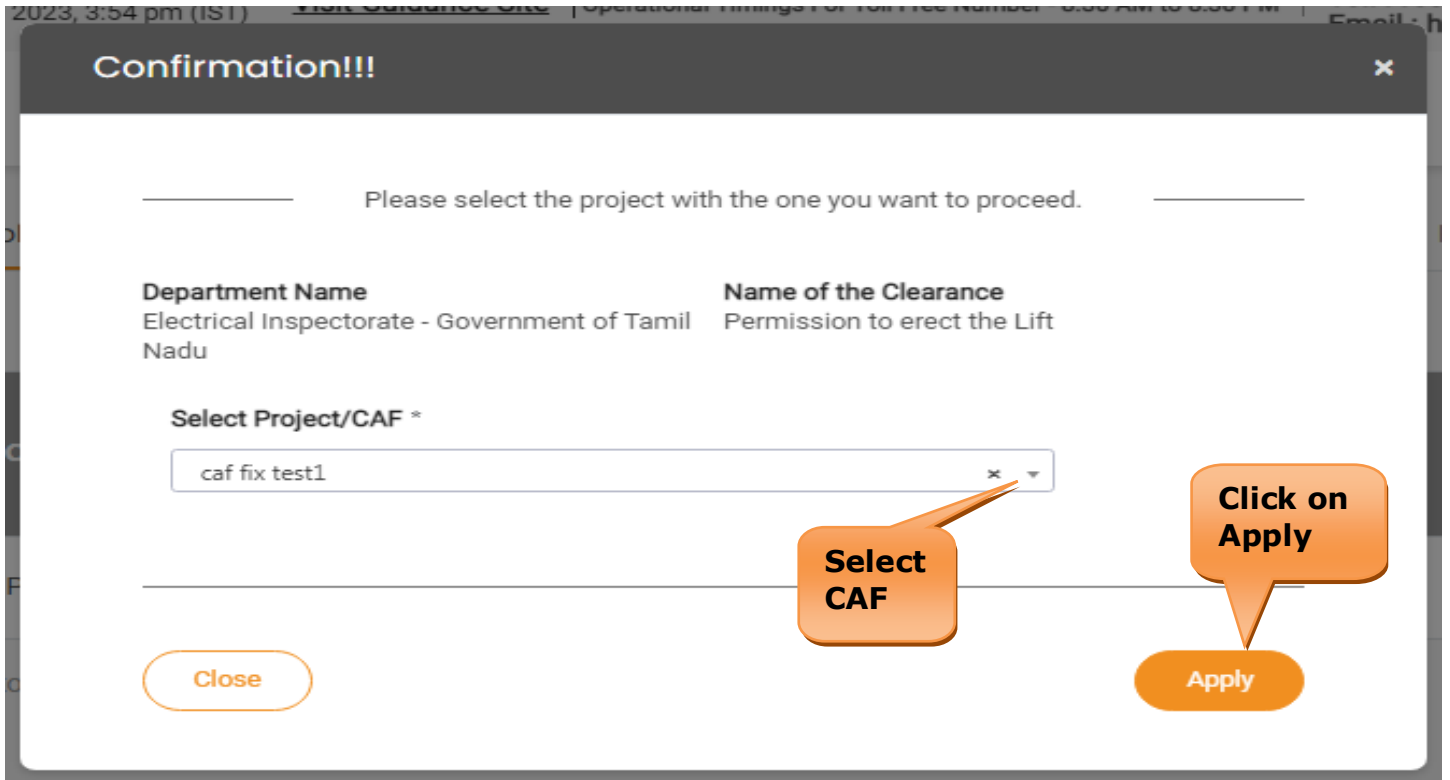


Figure 16. Project/CAF

2) Click on the Apply button and the Page will get redirected to Permission to erect the Lift.

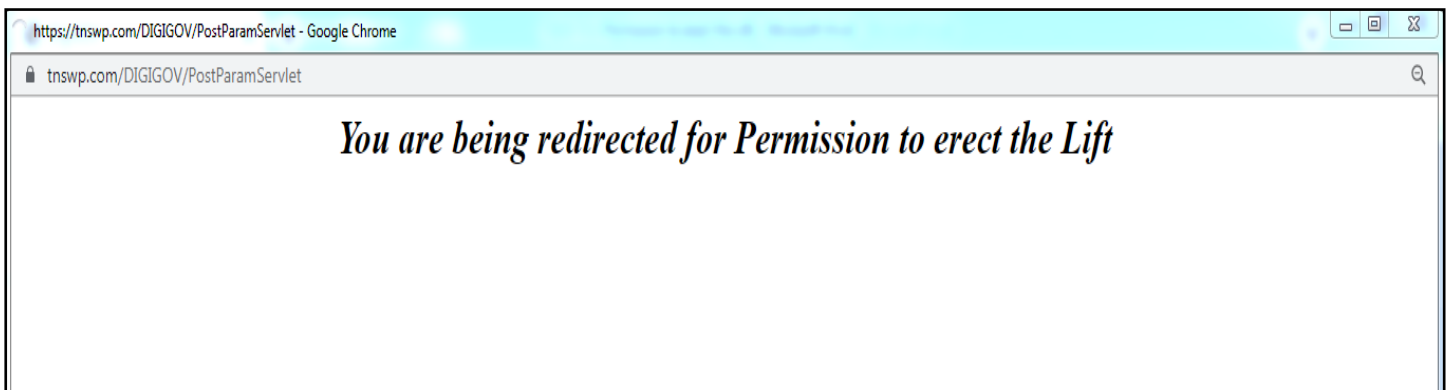





Figure 17. Redirecting to Permission to erect the Lift

3) Enter all the mandatory details in the application for Permission to erect the Lift

20 November, 2023, Monday Skip to Navigation | Text Size - A + | 

Government of Tamil Nadu
 Electrical Inspectorate


தமிழ்நாடு அரசு
மின் ஆய்வுத்துறை
Lift & Escalator Licence

Welcome Yokesh4995@gmail.com! 

- > Home
- > Settings
- Apply Lift Erection Permission (Form A)
 - Apply Form A
 - View Form A list
- > Submit Existing Licence
- > View Lift Erection Permission Status (Form B)
- > Lift Erection Completion Report (Form C, D & E)
- > Lift Licence Status (Form F)
- > Lift Licence Renewal (Form G)
Name Change of Lift Licence
- > Escalators Managements

Application for Permission with a option to choose (i)To install a lift or (ii) To make additions or alterations to a lift. (FORM A)

Type:

Name of the Applicant:

Contact Number:

E-mail Id:

Address of the Applicant:

District:

Pincode:

District:

Taluk:

Pincode:

Divisional Office:

Next
Clear All

Click on
'Next'

Figure 18. Permission to erect the Lift

8. Payment Process

1) Complete the Payment through the online.

The screenshot shows the 'Track your Application' page. A dropdown menu is set to 'caf fix test1'. A callout bubble points to the 'Status' column in the table, which now reads 'Make Payment'.

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	100849 - 107059	lift-2023-P2ru6-11131	Dec 13, 2023 11:15:20 AM	Permission to erect the Lift	Dec 13, 2023 11:18:20 AM	Make Payment	Applicant	0/30 days	On time	Actions	Fee on Appl Subr

Figure 19. 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' page. A dropdown menu is set to 'caf fix test1'. A callout bubble points to the 'Status' column in the table, which now reads 'Application Submitted'.

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	100849 - 107059	lift-2023-P2ru6-11131	Dec 13, 2023 11:15:20 AM	Permission to erect the Lift	Dec 13, 2023 11:25:47 AM	Application Submitted	Assistant Inspector	0/30 days	On time	Actions	Fee on Appl Subr

Figure 20. Status of the Application

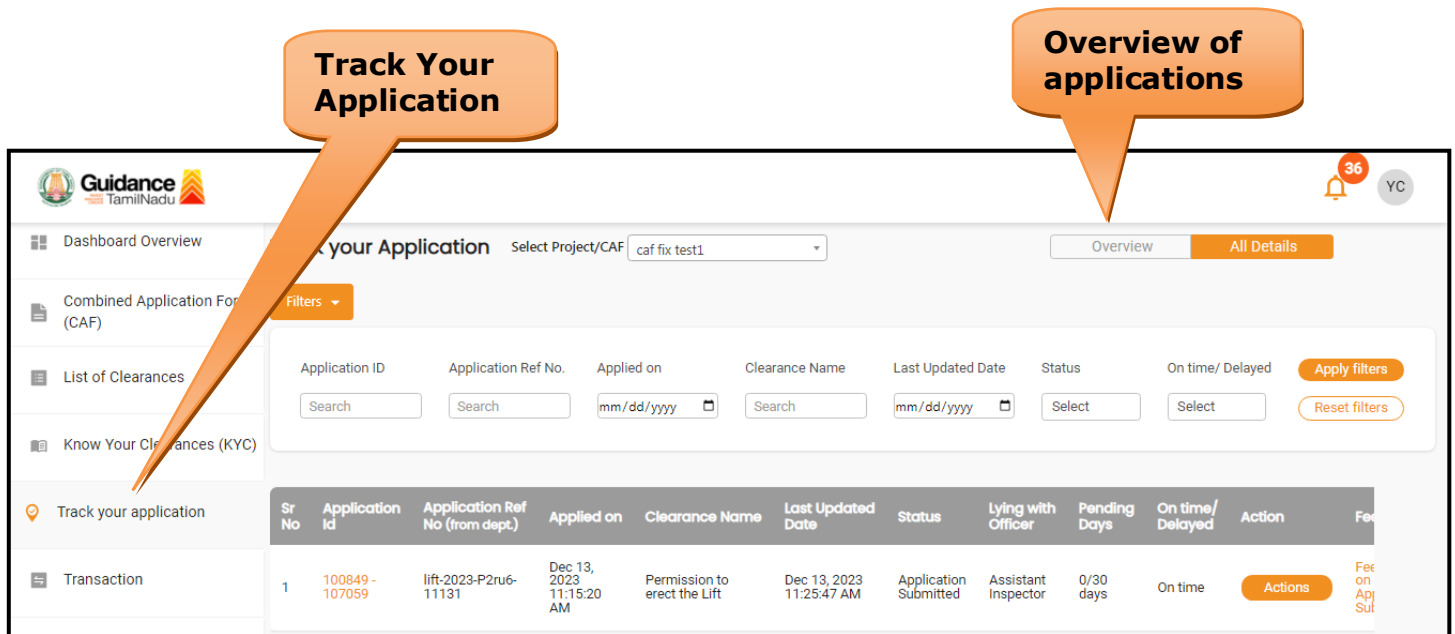
9. Track Your Application

- 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

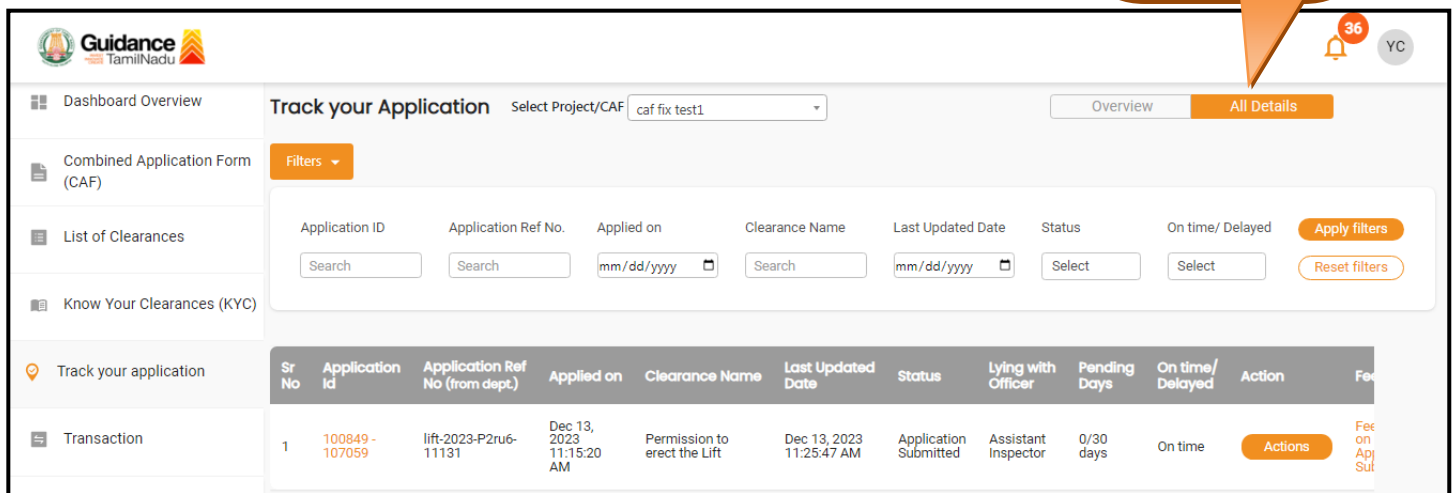
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fee
1	100849-107059	lift-2023-P2ru6-11131	Dec 13, 2023 11:15:20 AM	Permission to erect the Lift	Dec 13, 2023 11:25:47 AM	Application Submitted	Assistant Inspector	0/30 days	On time	Actions	Fee on Api Sul

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**

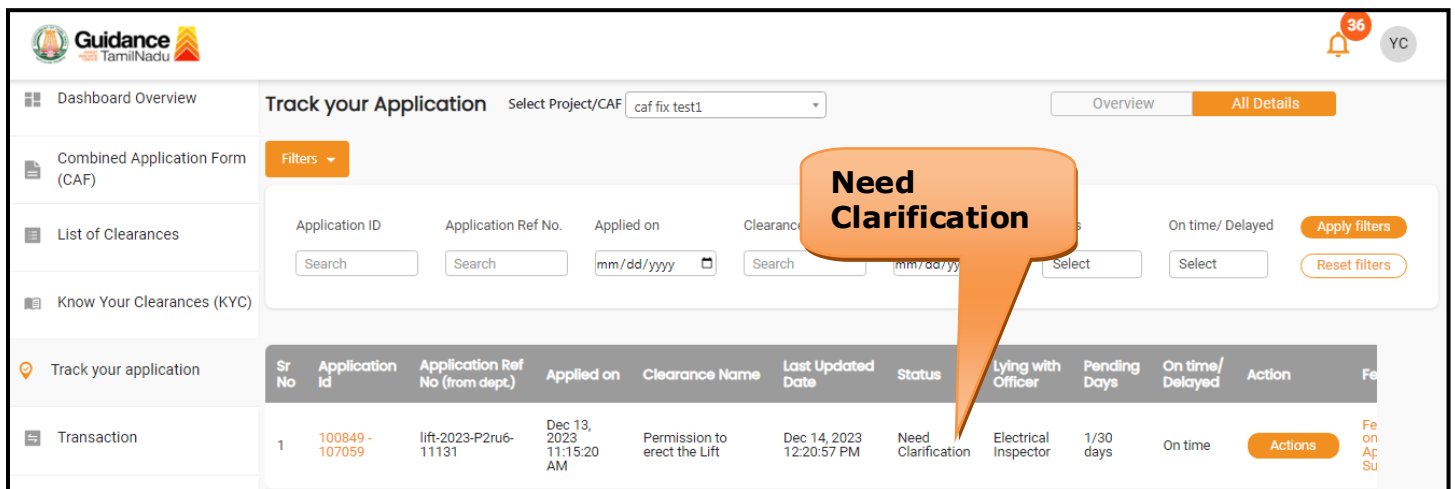



Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fee
1	100849 - 107059	lift-2023-P2ru6-11131	Dec 13, 2023 11:15:20 AM	Permission to erect the Lift	Dec 13, 2023 11:25:47 AM	Application Submitted	Assistant Inspector	0/30 days	On time	Actions	Fee on App Sub

Figure 22. ‘All Details’ tab

10. Query Clarification

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



The screenshot shows the 'Track your Application' page with a sidebar on the left containing navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', and 'Transaction'. The main content area has a search bar for 'Select Project/CAF' with the value 'caf fix test1'. Below this is a table with search filters for 'Application ID', 'Application Ref No.', 'Applied on', 'Clearance Name', and 'On time/ Delayed'. The table below has the following data:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Applying with Officer	Pending Days	On time/ Delayed	Action
1	100849 - 107059	lift-2023-P2ru6-11131	Dec 13, 2023 11:15:20 AM	Permission to erect the Lift	Dec 14, 2023 12:20:57 PM	Need Clarification	Electrical Inspector	1/30 days	On time	Actions

Figure 23. Need Clarification

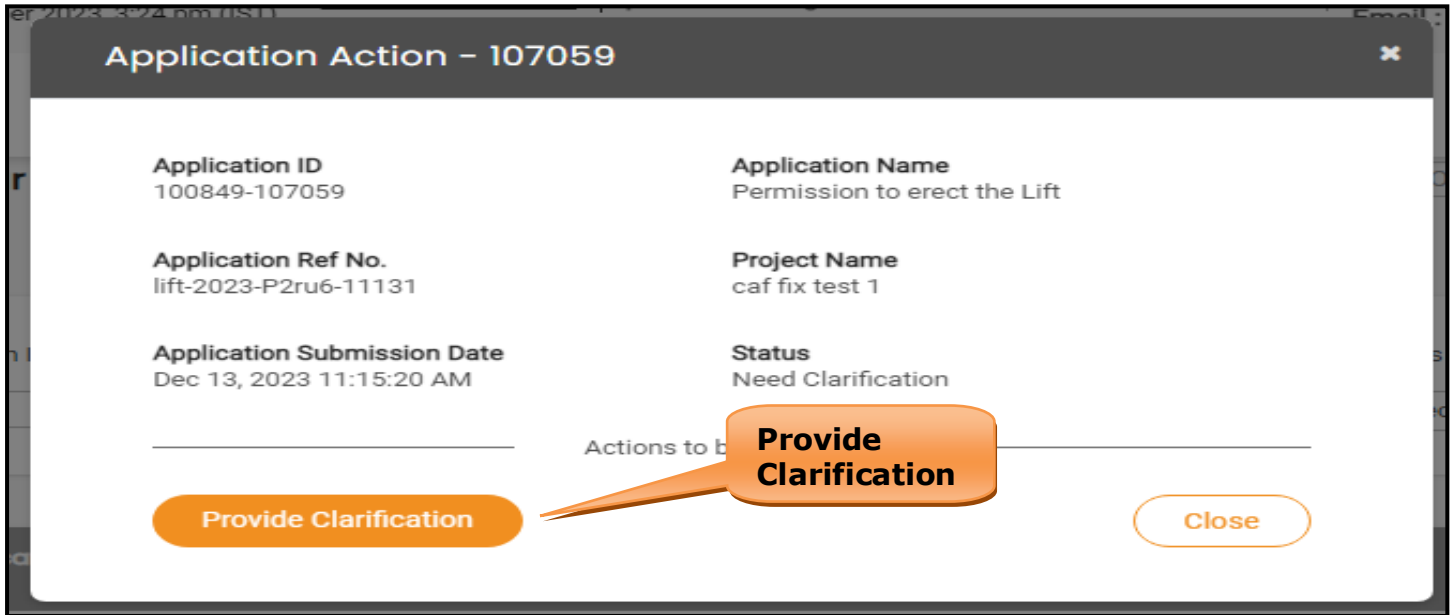


Figure 24. Provide Clarification

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

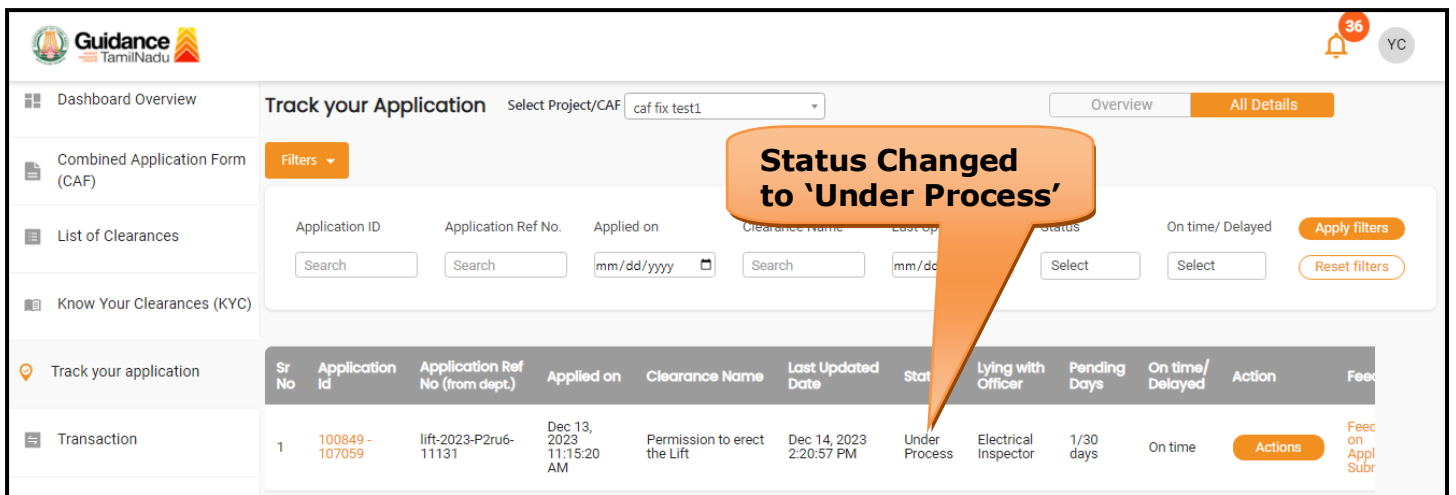


Figure 25. Under Process

11. Application Processing

1) The Inspector of Lift scrutinizes and reviews the application and updates the status as **“Approved or Rejected”**.

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	100849 - 107059	lift-2023-P2ru6-11131	Dec 13, 2023 11:15:20 AM	Permission to erect the Lift	Dec 14, 2023 3:20:45 PM	Approved	Inspector of Lifts, Government of Tamil Nadu	1/30 days	On time	Actions

Figure 26. Application Processed

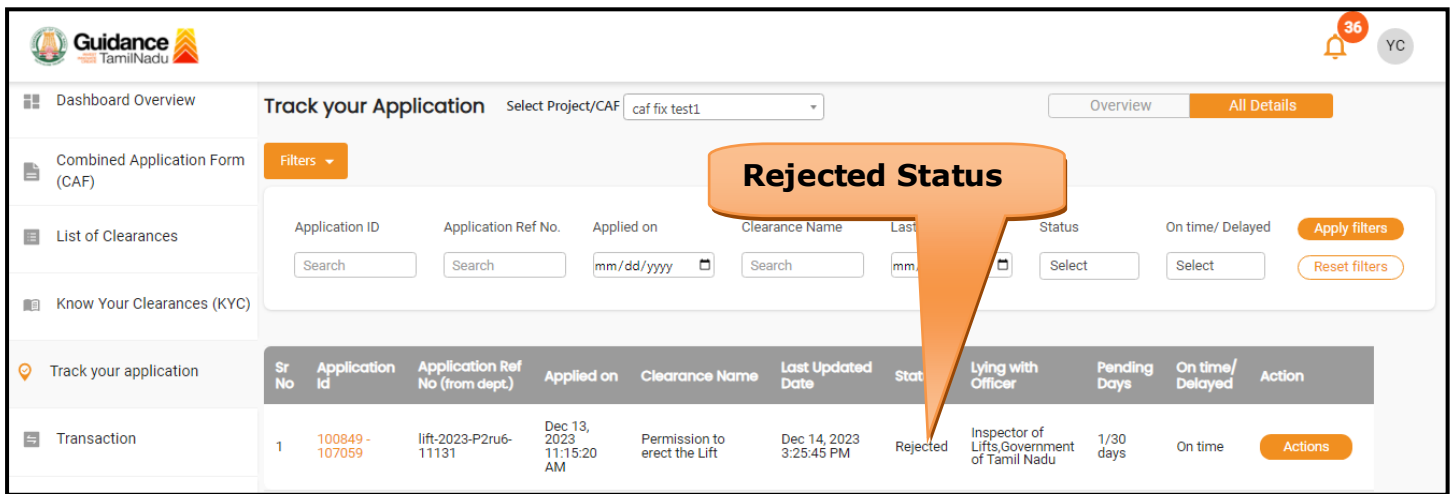
2) If the application is **‘Approved’** by Inspector of Lift, the applicant can download the Certificate under **Track your application – > Action button -> Download Certificate** (Refer Figure 27)

Application ID: 100849-107059
Application Name: Permission to erect the Lift
Application Ref No.: lift-2023-P2ru6-11131
Project Name: caf fix test 1
Application Submission Date: Dec 13, 2023 11:15:20 AM
Status: Approved

Buttons: Download, Feedback - Application Processing, Feedback - Application Submission, Close

Figure 27. Download

3) If the application is '**Rejected**' by Inspector of Lift, 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 28)



The screenshot shows the 'Track your Application' page. At the top, there's a search bar for 'Project/CAF' with the value 'caf fix test1'. Below this are filter options for 'Application ID', 'Application Ref No.', 'Applied on', 'Clearance Name', 'Last Updated Date', 'Status', and 'On time/ Delayed'. A table below lists application details. An orange callout bubble labeled 'Rejected Status' points to the 'Rejected' status in the table row.

Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Stat	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100849 - 107059	lift-2023-P2ru6-11131	Dec 13, 2023 11:15:20 AM	Permission to erect the Lift	Dec 14, 2023 3:25:45 PM	Rejected	Inspector of Lifts, Government of Tamil Nadu	1/30 days	On time	Actions

Figure 28. Rejected Status

