



# **TAMILNADU SINGLE WINDOW PORTAL**

## **APPLICANT MANUAL**

**Renewal of licence for working of 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**



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

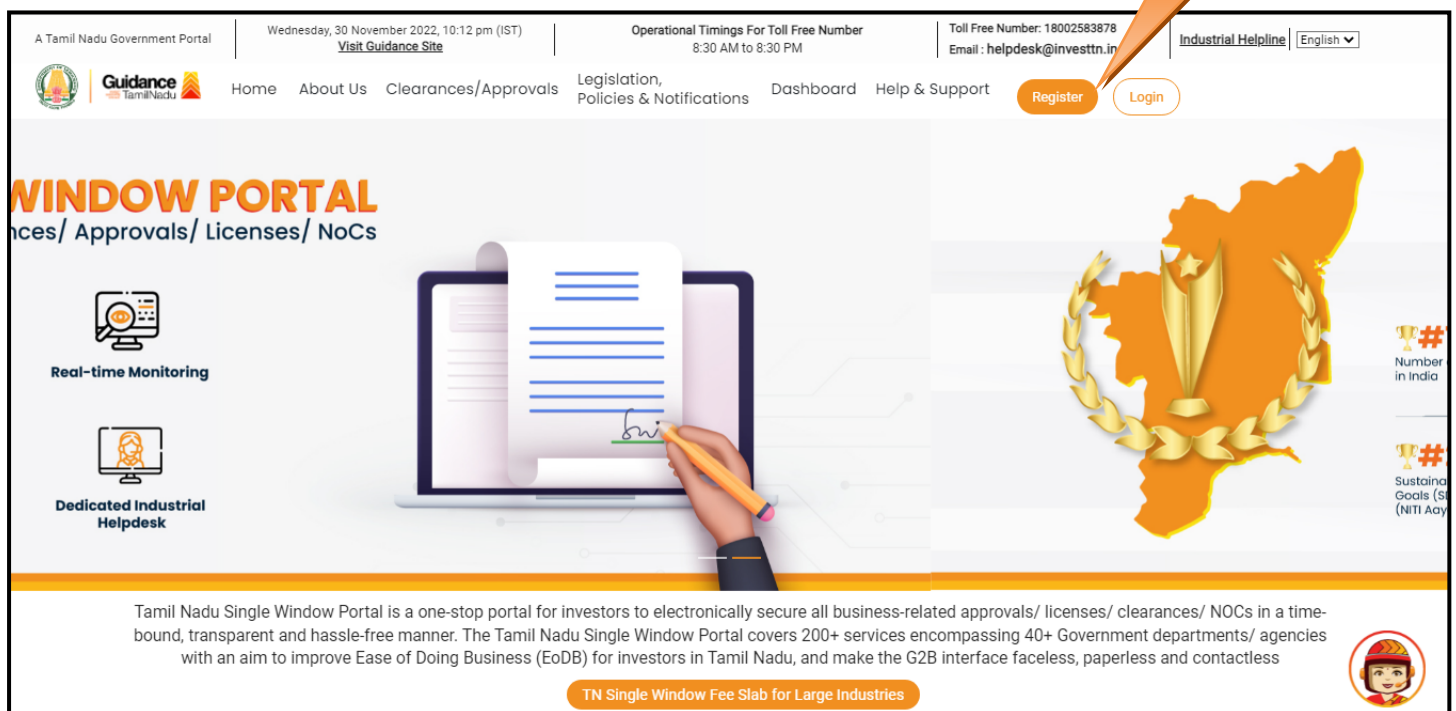
**Figure 1. Single Window Portal Home Page**

## 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

**TAMIL NADU SINGLE WINDOW PORTAL**  
Services/ 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

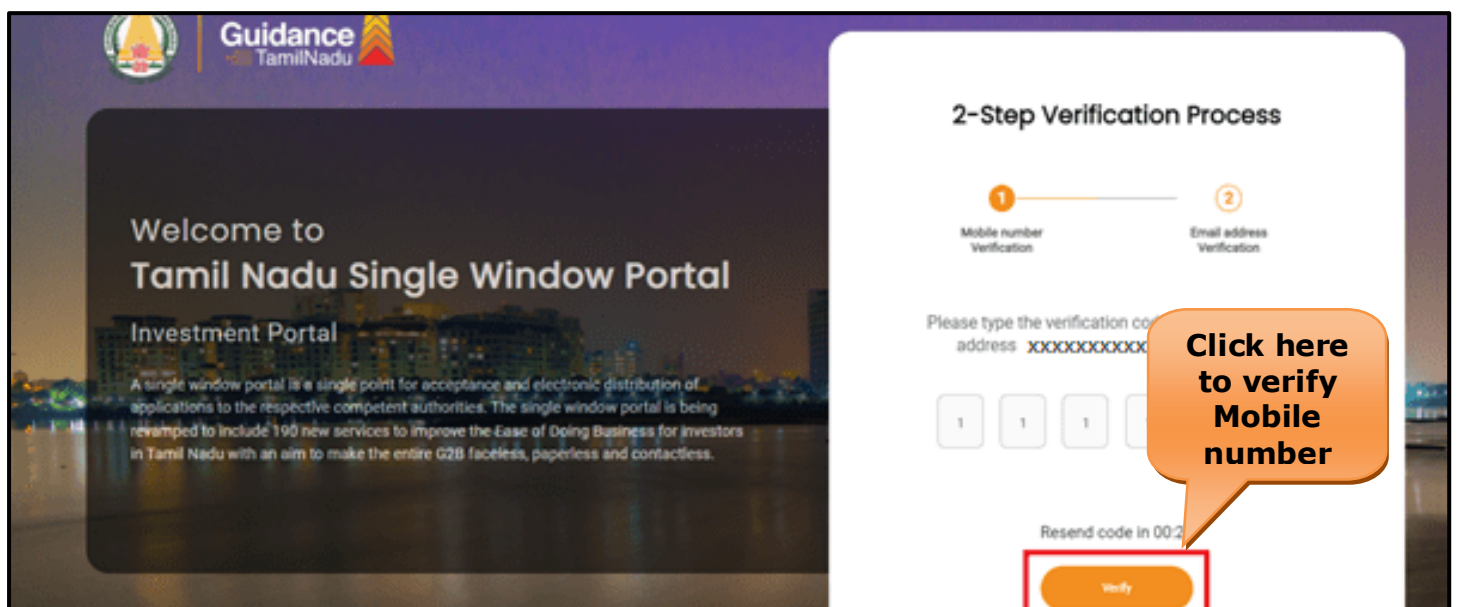
- 6) The Email ID would be the Username to login the TNSWP.
- 7) Future communications would be sent to the registered mobile number and Email ID of the applicant.
- 8) Create a strong password and enter the Captcha code as shown.
- 9) The applicant must read and accept the terms and conditions and click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

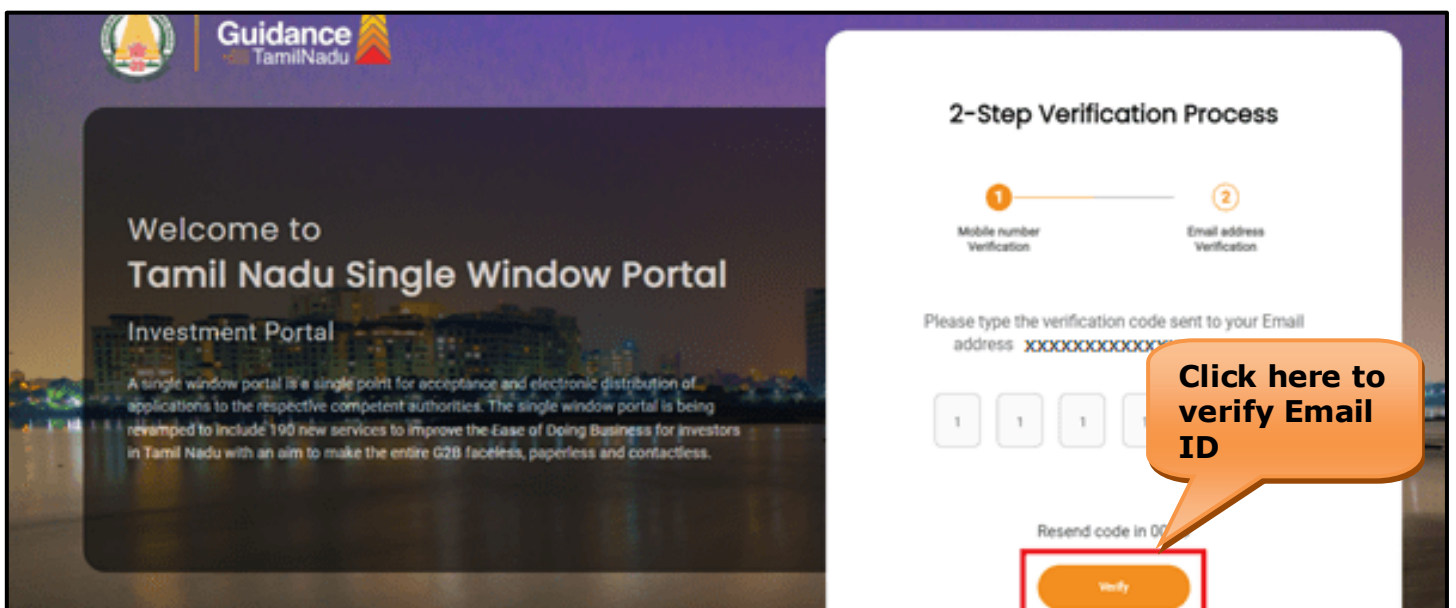


**Figure 5. Mobile Number Verification**



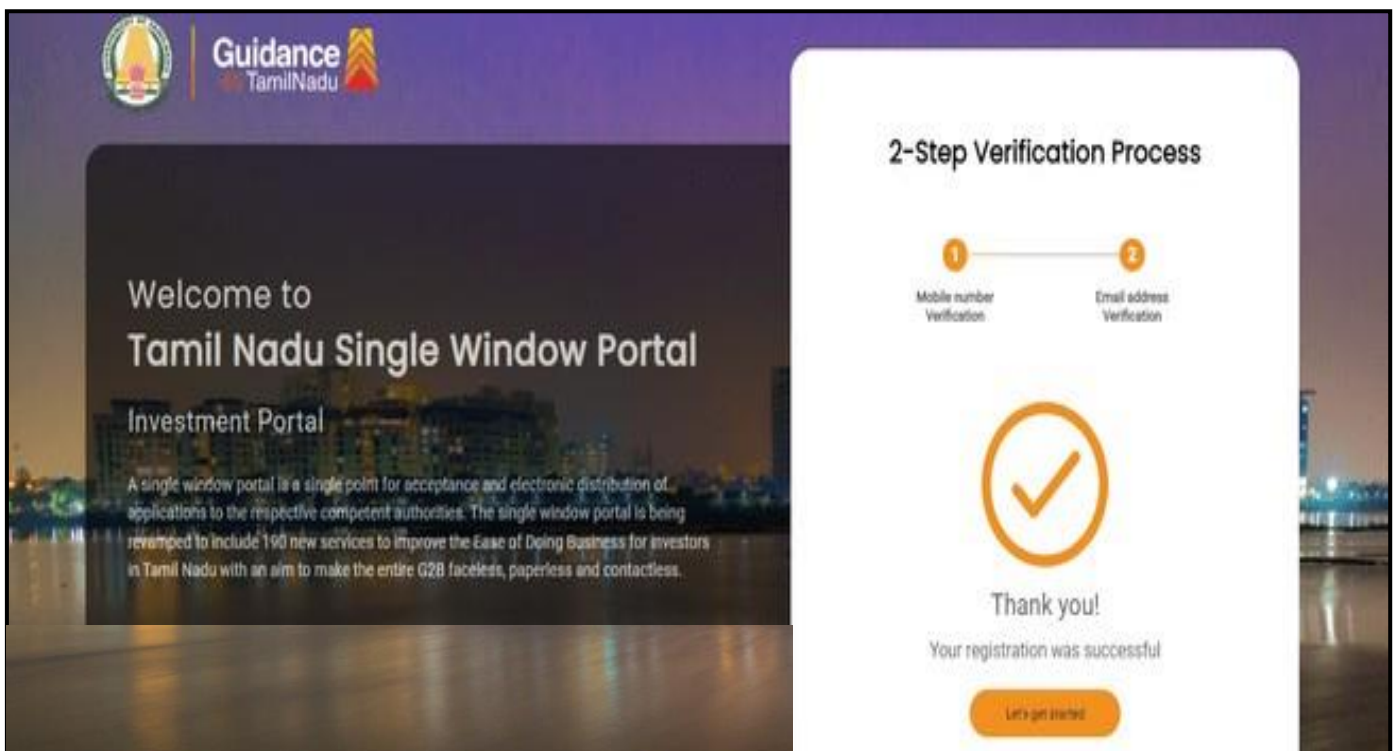
o **Email ID Verification**

- 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**

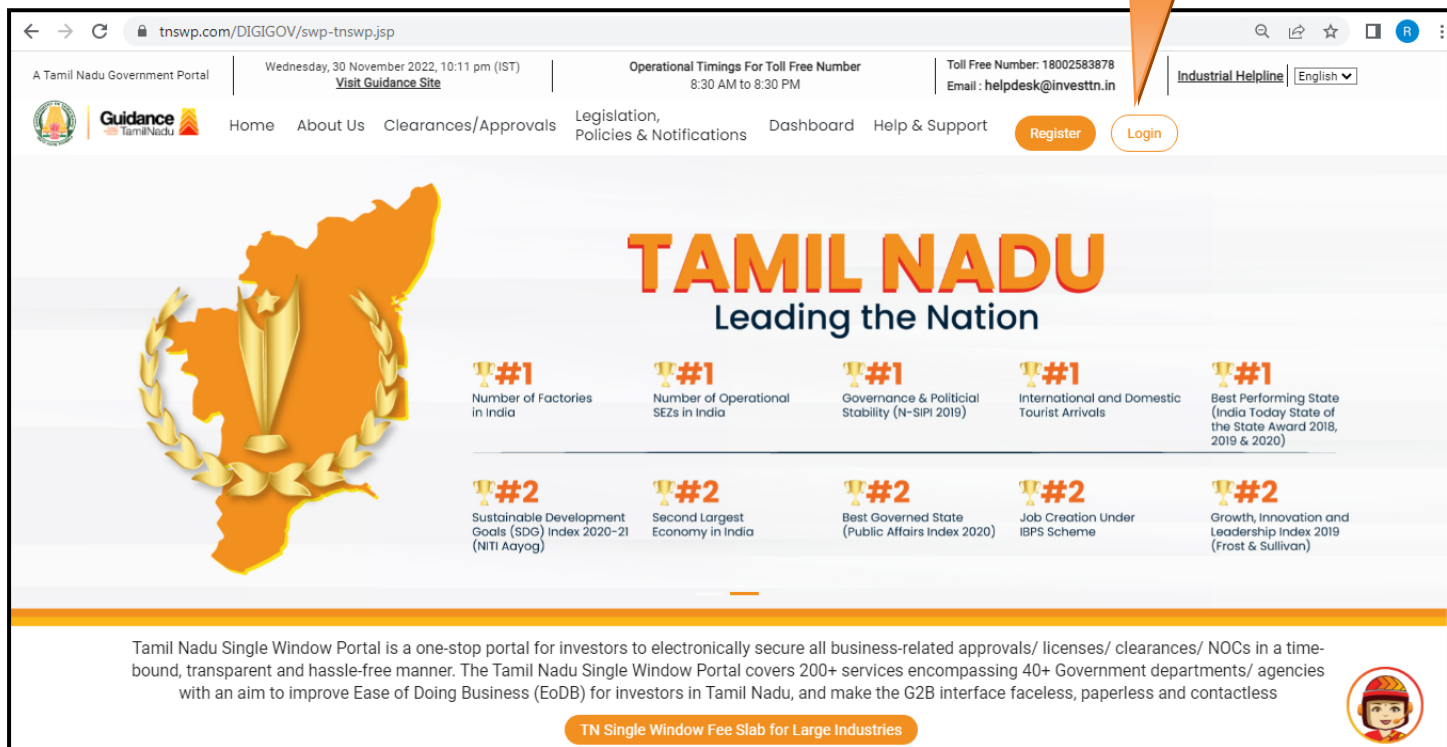
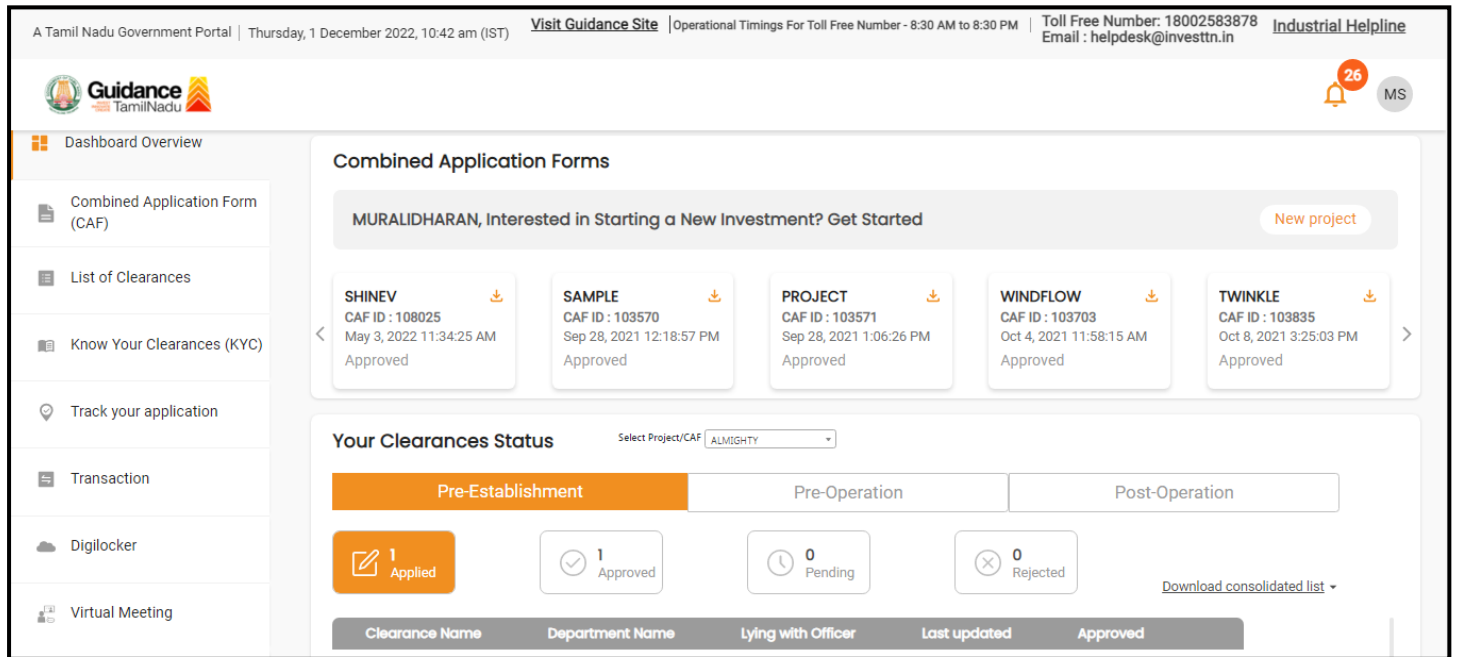


Figure 8. Login

## 5. Dashboard Overview

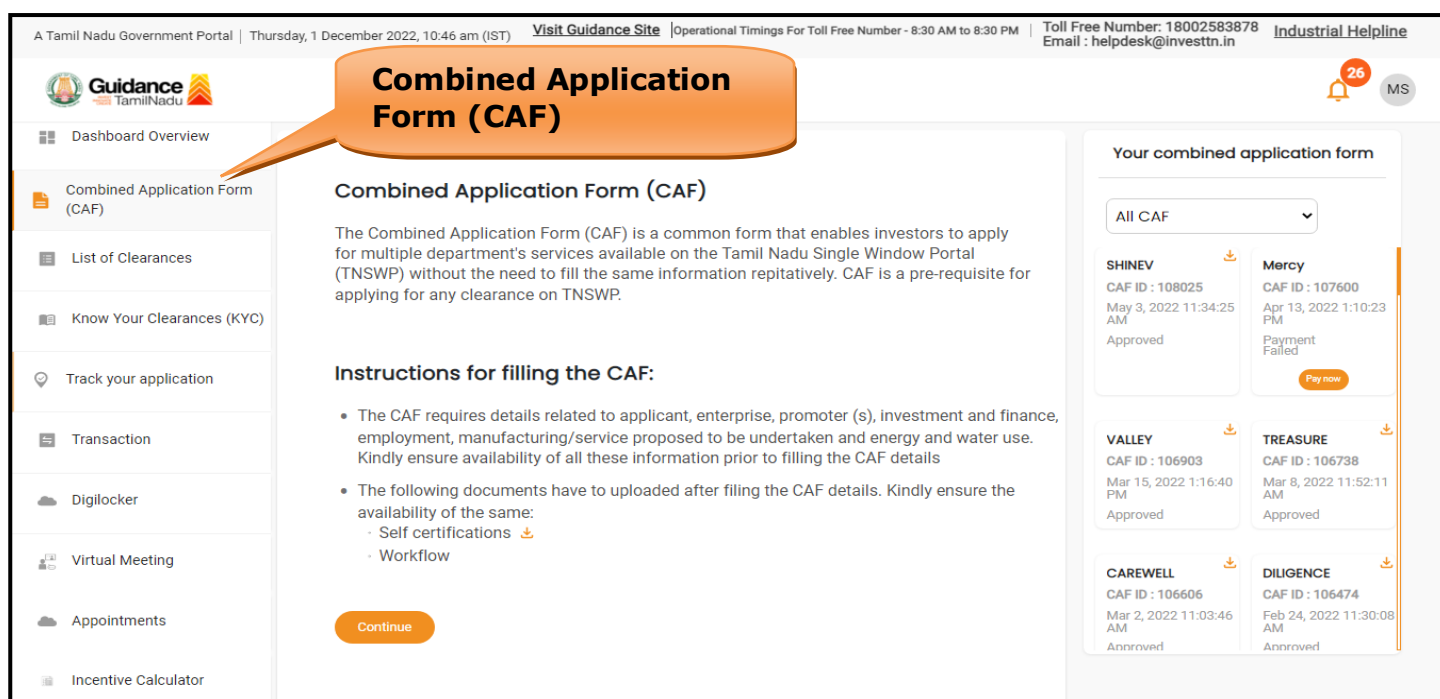
- 1) When the Applicant logs into TNSWP, the dashboard overview page will appear.
- 2) Dashboard overview is Applicant-friendly interface for the Applicant’s easy navigation and to access various functionalities such as Menu bar, Status whether the application is Approved, Pending, Rejected and Data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

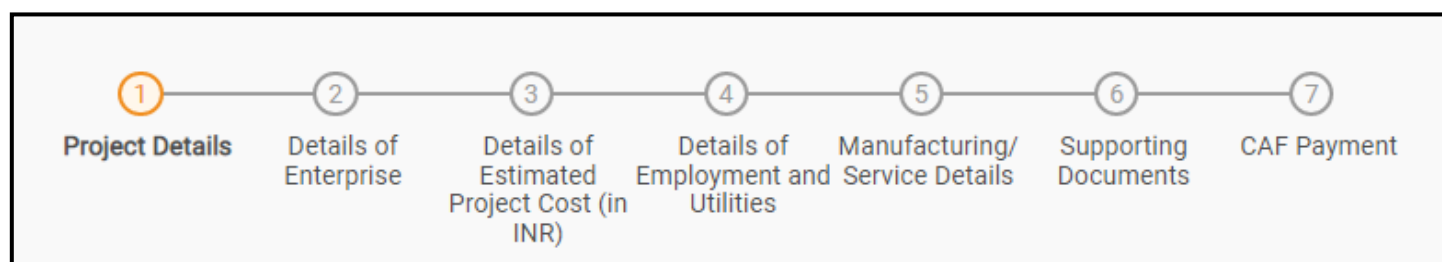


The screenshot shows the Tamil Nadu Government Portal interface for the Combined Application Form (CAF). The page header includes the portal name, date, and contact information. The left sidebar contains navigation options like Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, Digilocker, Virtual Meeting, Appointments, and Incentive Calculator. The main content area features a 'Continue' button and instructions for filling the CAF. The 'Your combined application form' section displays a grid of application cards for various departments, including SHINEV, Mercy, VALLEY, TREASURE, CAREWELL, and DILIGENCE, each with its own CAF ID, date, and status.

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

## 6.1 Sections of Combined Application Form

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



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

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

- **Self-Certification:**

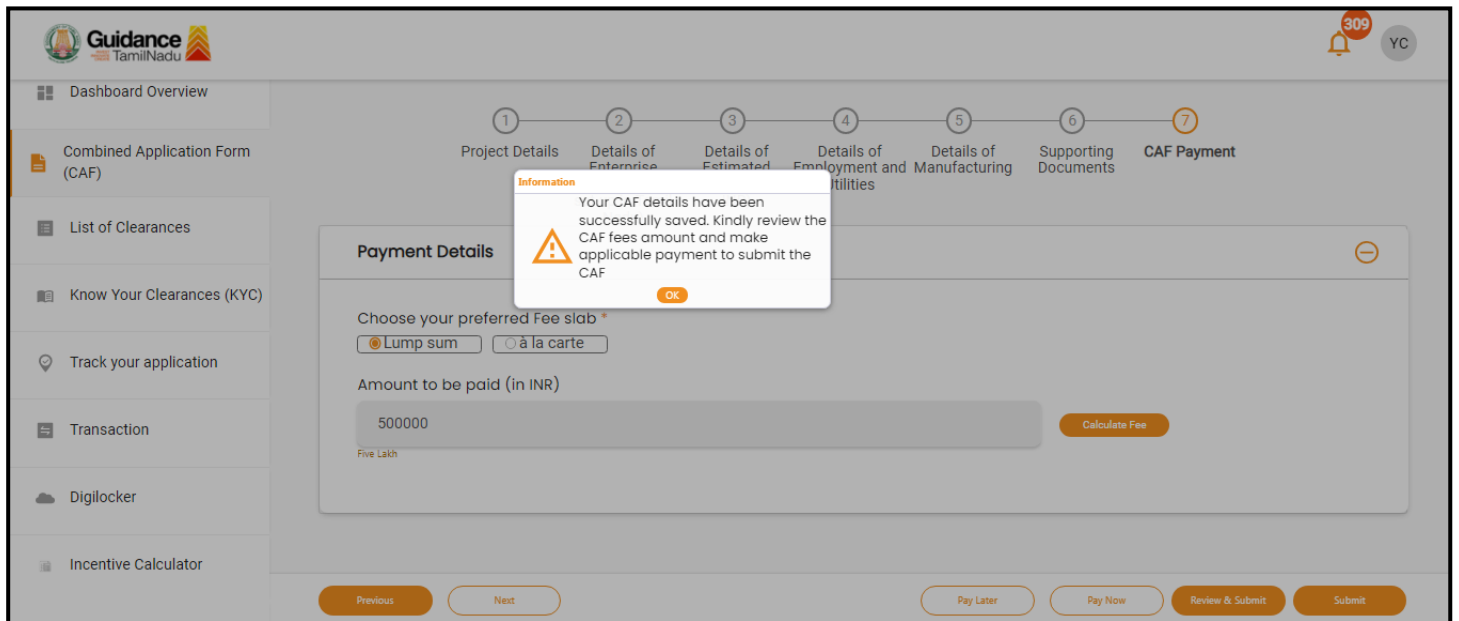
- Download the template.
- Prepare the self-certification documents as per the instructions given in the template and upload.

- **Workflow:**

- Prepare and upload the business process flow chart.

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

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



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

**Note:**

*If the applicant belongs to large industry, single window fee would be applicable according to the investment in Plant & Machinery or Turnover amount. [Clickhere](#) to access the Single Window Fee Slab.*

## 7. Apply for Licence for working of new 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 ‘**Post-Operation Stage Clearance**’ and find the clearance ‘**Renewal of licence for working of lift**’ 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 |       |
|---------|---|--|---------------------------|--|-------------|-------|
| 77      | Renewal of licence for working of lift. | Electrical Inspectorate - Government of Tamil Nadu | 30 days                   | View   | -           | Apply |

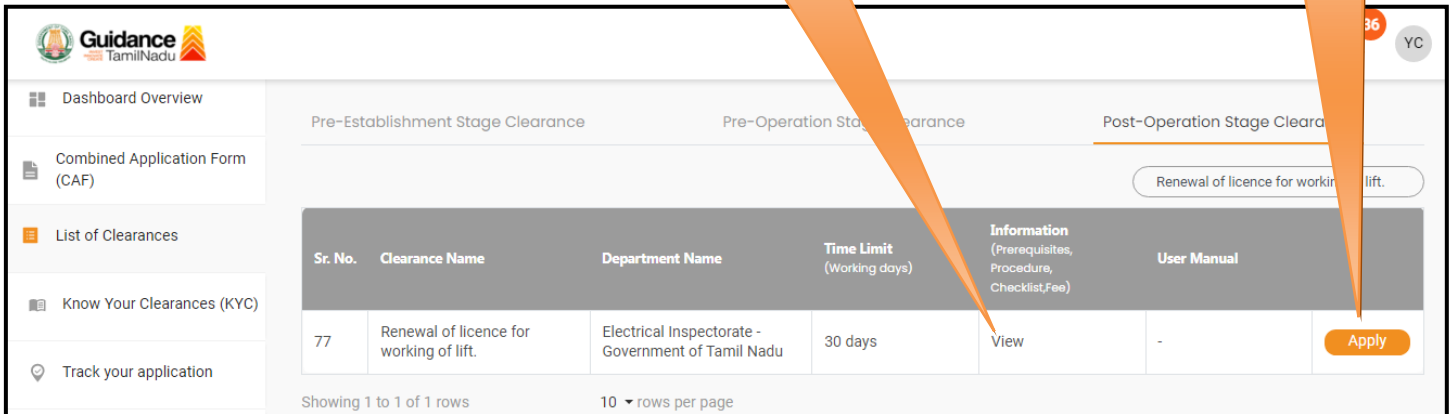
Figure 14. Search for Clearance



4. Applicant can view information on workflow, checklist of supporting documents to be uploaded by the applicant and fee details. Click on 'view' to access the information (Refer Figure 15)
5. To apply for the clearance, click on '**Apply**' to access the department Application form (Refer Figure 15).
6. The Applicant can apply to obtain license for more than 1 establishment using a single login, but the applicant must create multiple Combined Application Form (CAF) for each of the establishment.

**View Information**

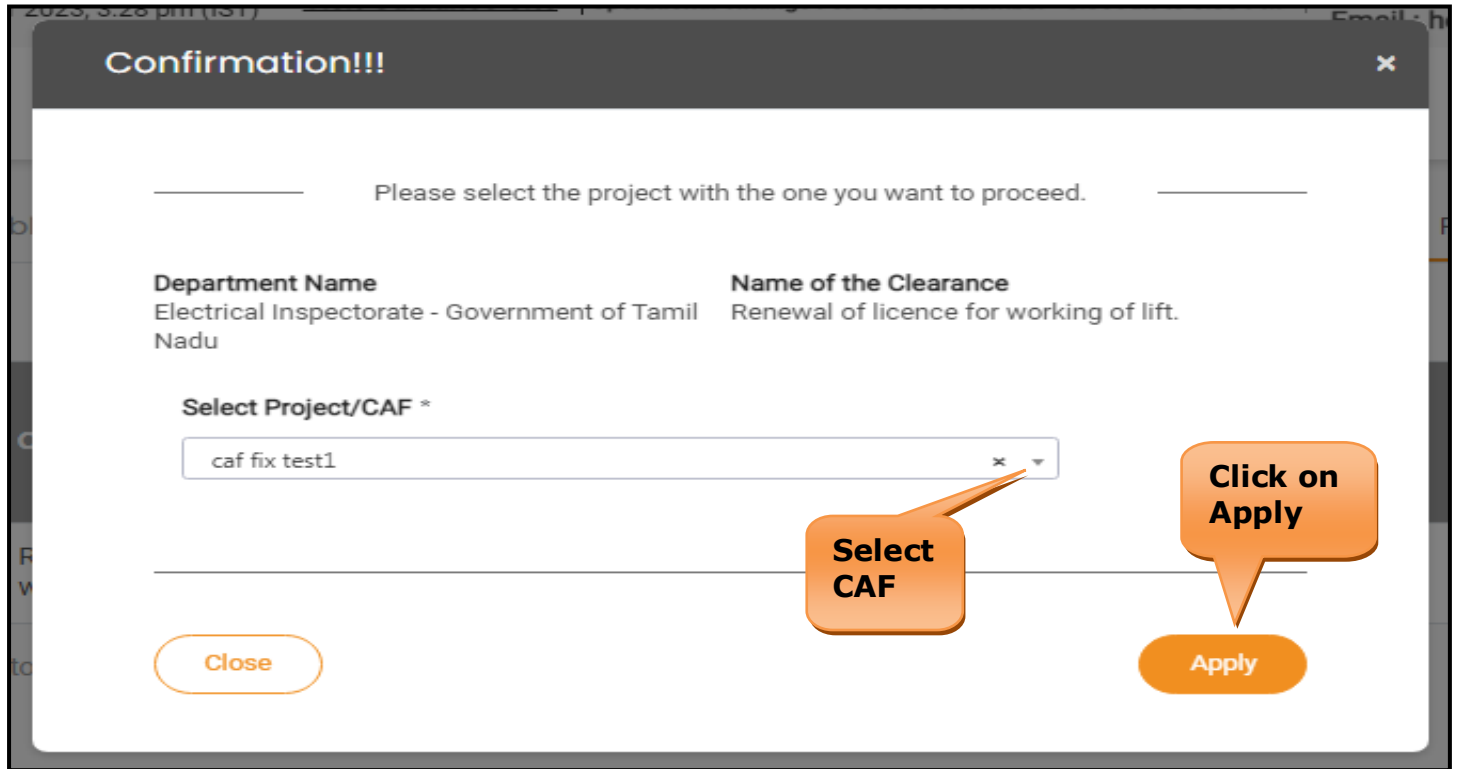
**Apply for Clearance**



| Sr. No. | Clearance Name                          | Department Name                                    | Time Limit (Working days) | Information (Prerequisites, Procedure, Checklist, Fee) | User Manual |
|---------|---|--|---------------------------|--|-------------|
| 77      | Renewal of licence for working of lift. | Electrical Inspectorate - Government of Tamil Nadu | 30 days                   | View   | -           |

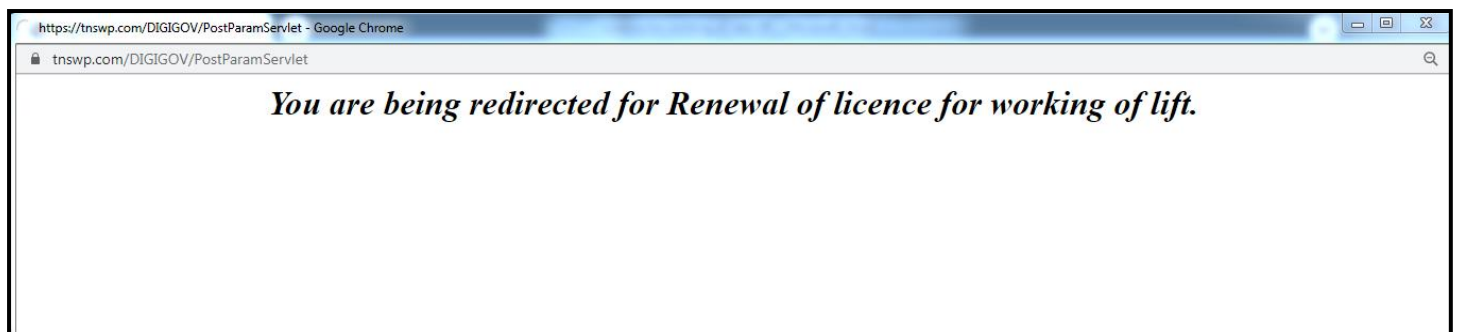
**Figure 15. Apply for Clearance**

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



**Figure 16. Project/CAF**

2) Click on the Apply button and the Page would get redirected to Renewal of licence for working of lift.




**Figure 17. Redirecting to Renewal of licence for working of lift**


### 3) Enter all the mandatory details in the application for Renewal of licence for working of lift

tnei.tn.gov.in/lift/listformas/renewallist

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!

Renewal Request

Search  Search

| S. No. | Lift Licence No                         | Expiry Date | Action |
|--------|---|-------------|--------|
| 1      | 35781/LF/CHN(S)1631001436/Dt:09/07/2021 | 08 Jul 2024 | --     |

«Previous Next» 1 of 1

- Home
- Settings
- Apply Lift Erection Permission (Form A)
- 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)**
  - Apply Form G
  - View Renewals

**Figure 18. Renewal Request**

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)  
> Challan  
> 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: -- Please Select --

Name of the Applicant:

Contact Number:

E-mail Id:

Address of the Applicant:

District: -- Please Select --

Pincode:

Address of the premises where the Lift is to be installed/made additions or alterations:

District: -- Please Select --

Taluk: -- Please Select --

Pincode:

Divisional Office: Not to be filled.

Click on 'Next'

Next Clear All

Figure 19. Renewal of licence for working of lift

## 8. Payment Process

1) Complete the Payment through the online.

The screenshot shows the 'Track your Application' interface. A dropdown menu is set to 'caf fix test1'. A callout bubble points to the status 'Make Payment' in the table below.

| 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 |
|-------|-----------------|---|--------------------------|--|--------------------------|--------------|--------------------|--------------|------------------|
| 1     | 100846 - 107065 | 35412/L/F/CHN(S)/1610017400/Dt:14/12/2023 | Nov 14, 2023 10:22:58 AM | Renewal of licence for working of lift | Nov 14, 2023 10:45:32 AM | Make Payment | -                  | 0/30 days    | On time          |

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. A dropdown menu is set to 'caf fix test1'. A callout bubble points to the status 'Application Submitted' in the table below.

| 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 |
|-------|-----------------|---|--------------------------|--|--------------------------|-----------------------|--------------------------------|--------------|------------------|
| 1     | 100846 - 107065 | 35412/L/F/CHN(S)/1610017400/Dt:14/12/2023 | Nov 14, 2023 10:22:58 AM | Renewal of licence for working of lift | Nov 14, 2023 10:30:32 AM | Application Submitted | Assistant Electrical Inspector | 0/30 days    | On time          |

Figure 21. Status of the Application

## 9. Track Your Application

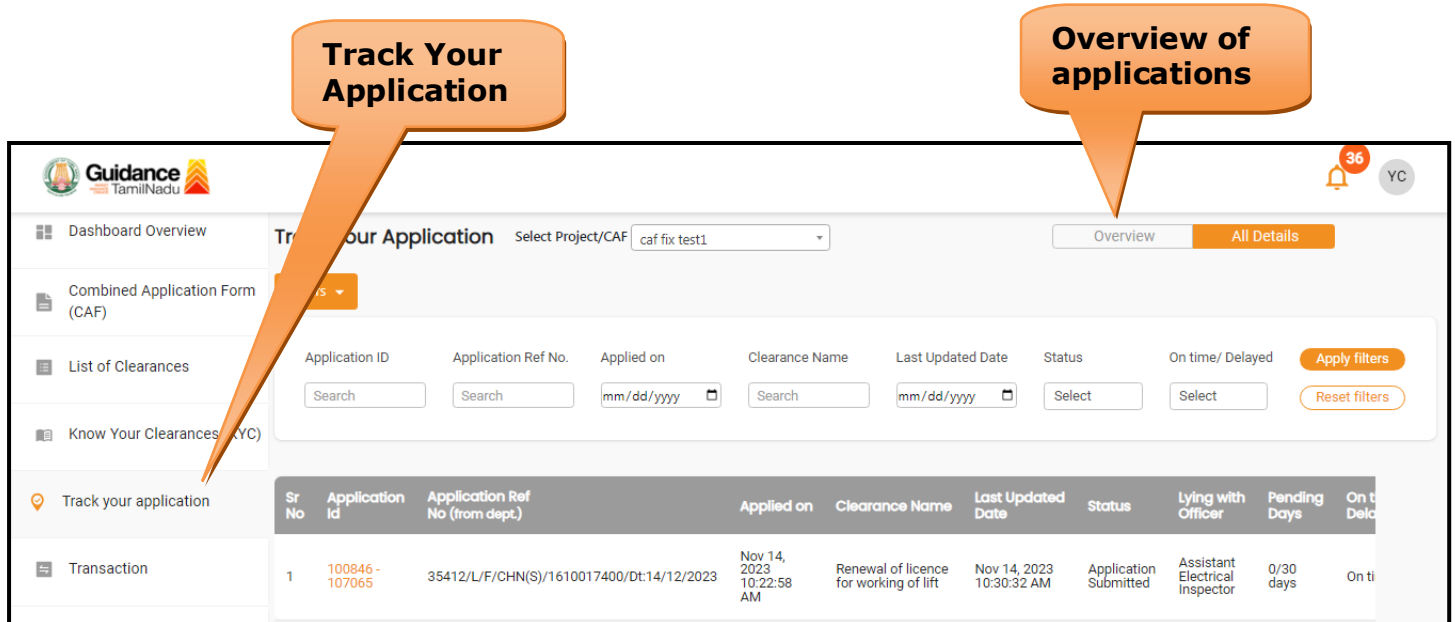
1) After submitting the application, unique 'token ID' would be generated. Using the '**Token ID**' the Applicant can track the status of clearances by clicking on 'Track your application' option.'

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 |
|-------|----------------|---|--------------------------|--|--------------------------|-----------------------|--------------------------------|--------------|-----------------|
| 1     | 100846-107065  | 35412/L/F/CHN(S)/1610017400/Dt:14/12/2023 | Nov 14, 2023 10:22:58 AM | Renewal of licence for working of lift | Nov 14, 2023 10:30:32 AM | Application Submitted | Assistant Electrical Inspector | 0/30 days    | On time         |

**Figure 22. Track Your Application**

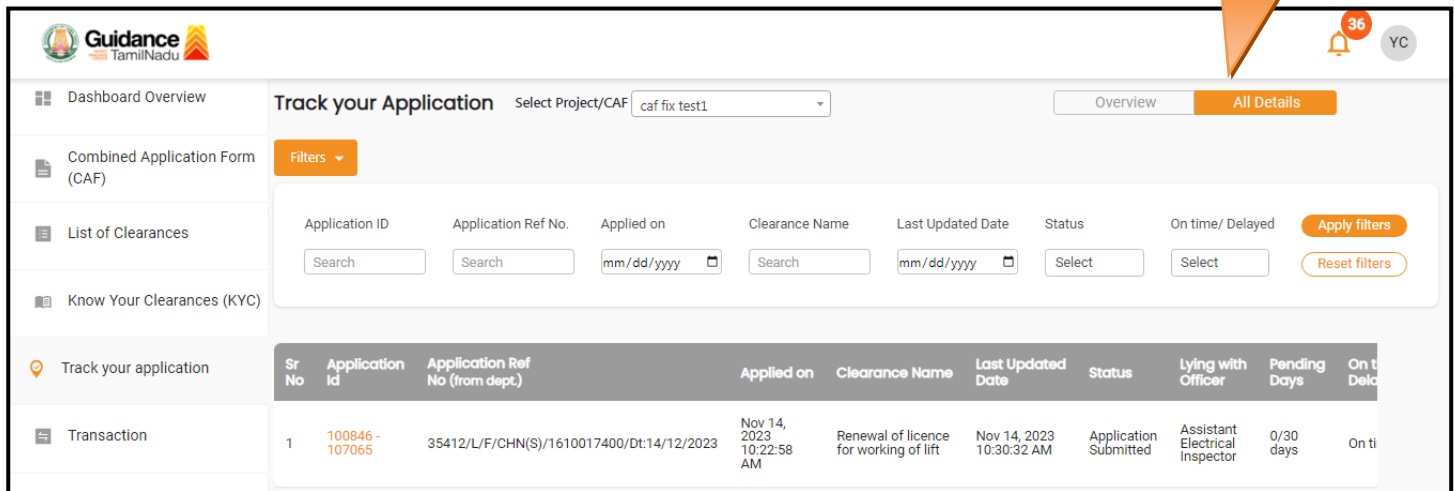


- **Track your application– ‘All Details’ Option**

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**

**All Details Options**



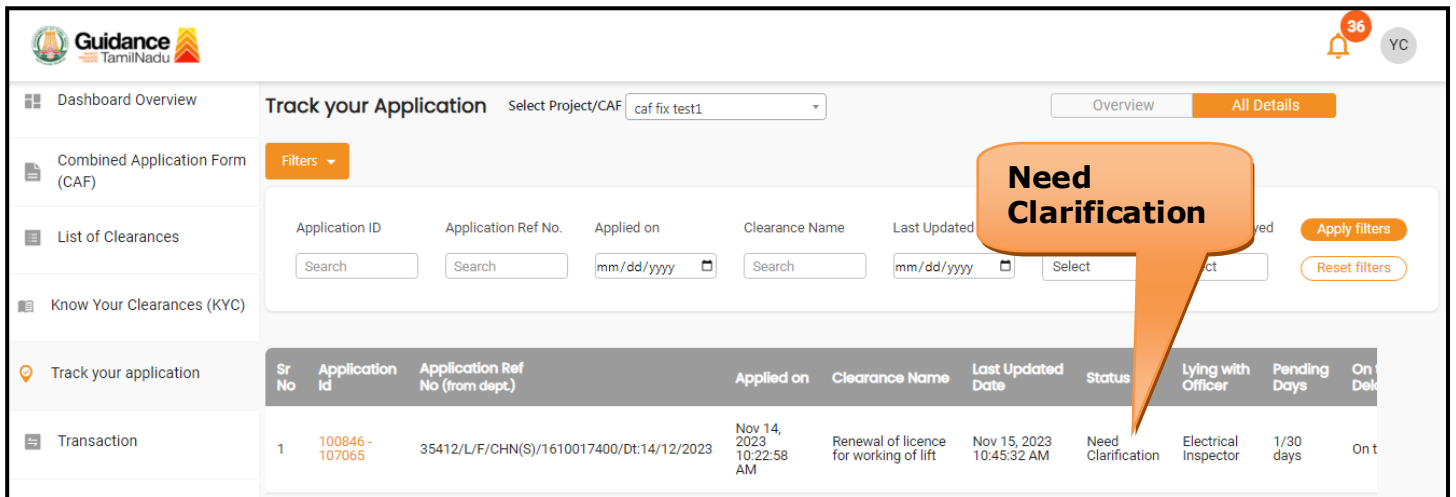
The screenshot shows the 'Track your Application' page with the 'All Details' tab selected. The page includes a sidebar with navigation options, a search and filter section, and a table of application records.

| Sr No | Application Id  | Application Ref No (from dept.)           | Applied on               | Clearance Name                         | Last Updated Date        | Status                | Lying with Officer             | Pending Days | On t Delc |
|-------|-----------------|---|--------------------------|--|--------------------------|-----------------------|--------------------------------|--------------|-----------|
| 1     | 100846 - 107065 | 35412/L/F/CHN(S)/1610017400/Dt:14/12/2023 | Nov 14, 2023 10:22:58 AM | Renewal of licence for working of lift | Nov 14, 2023 10:30:32 AM | Application Submitted | Assistant Electrical Inspector | 0/30 days    | On ti     |

**Figure 23. ‘All Details’ tab**

## 10. Query Clarification

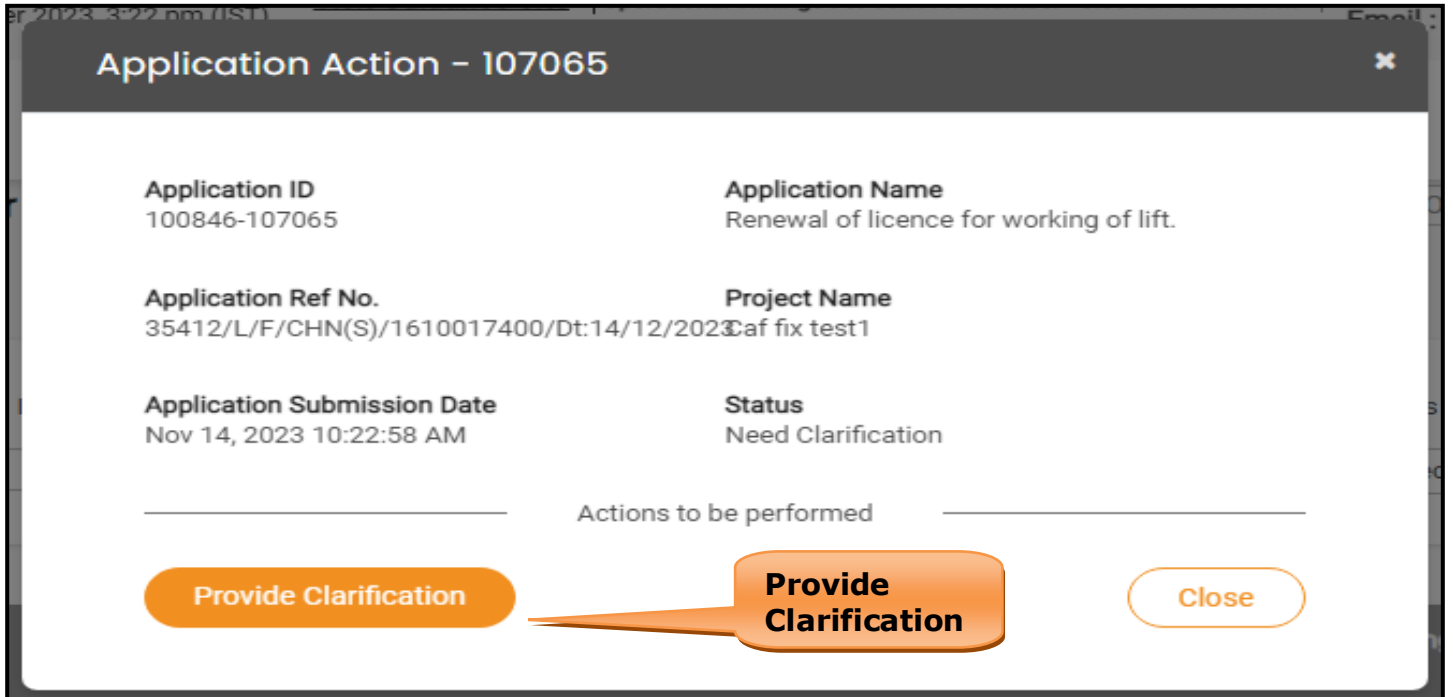
- 1) After submitting the application to the Electrical Inspectorate - Government of Tamil Nadu, Electrical Inspector of Lift reviews the application and if there are any clarifications required, the Electrical Inspector of Lift would raise a query to the applicant.
- 2) Applicants would receive an alert 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. Clicking on 'Action' button responds to the query as shown in the below figure.



The screenshot shows the 'Track your Application' page with a search filter set to 'caf fix test1'. Below the search filters is a table with the following data:

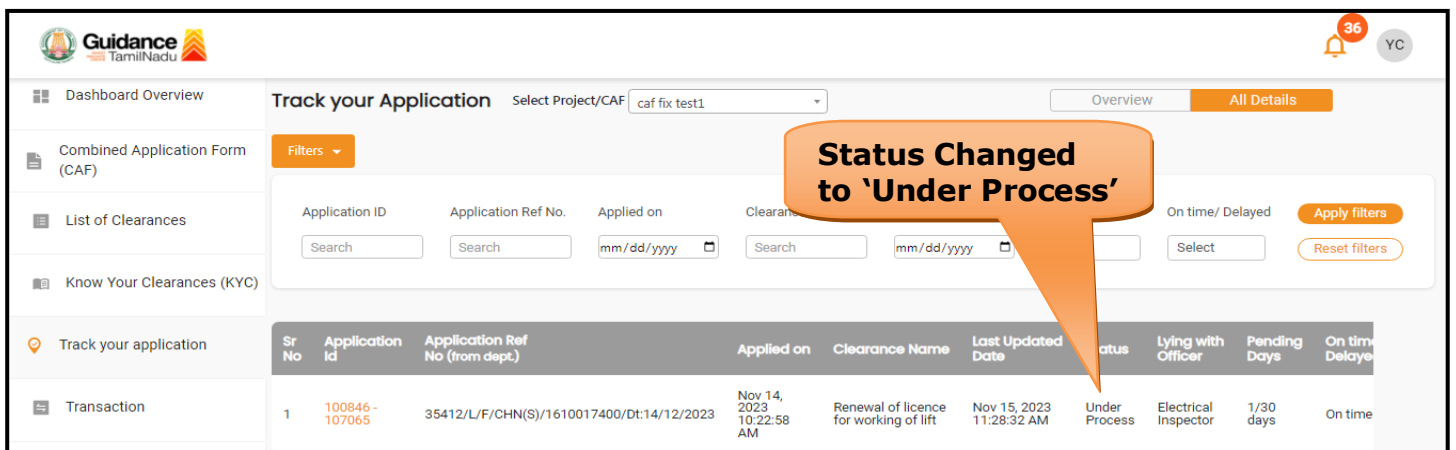
| Sr No | Application Id | Application Ref No (from dept.)           | Applied on               | Clearance Name                         | Last Updated Date        | Status             | Lying with Officer   | Pending Days | On Del |
|-------|----------------|---|--------------------------|--|--------------------------|--------------------|----------------------|--------------|--------|
| 1     | 100846-107065  | 35412/L/F/CHN(S)/1610017400/Dt:14/12/2023 | Nov 14, 2023 10:22:58 AM | Renewal of licence for working of lift | Nov 15, 2023 10:45:32 AM | Need Clarification | Electrical Inspector | 1/30 days    | On t   |

Figure 24. Need Clarification



**Figure 25. Provide Clarification**

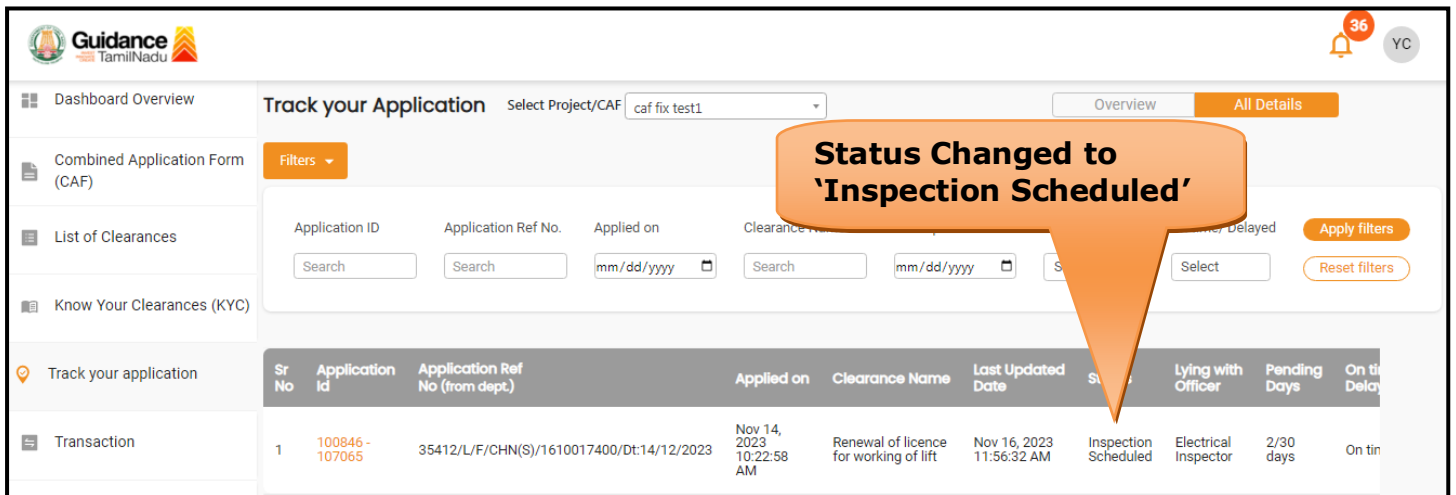
- 5) The Applicant clicks on '**Provide clarification**' button and responds to the Query.
- 6) The Application gets submitted to the department after the query has been addressed by the Applicant.
- 7) The Status of the application changes from 'Need clarification' to '**Under Process**' after the Applicant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



**Figure 26. Under Process**

## 11. Inspection Schedule

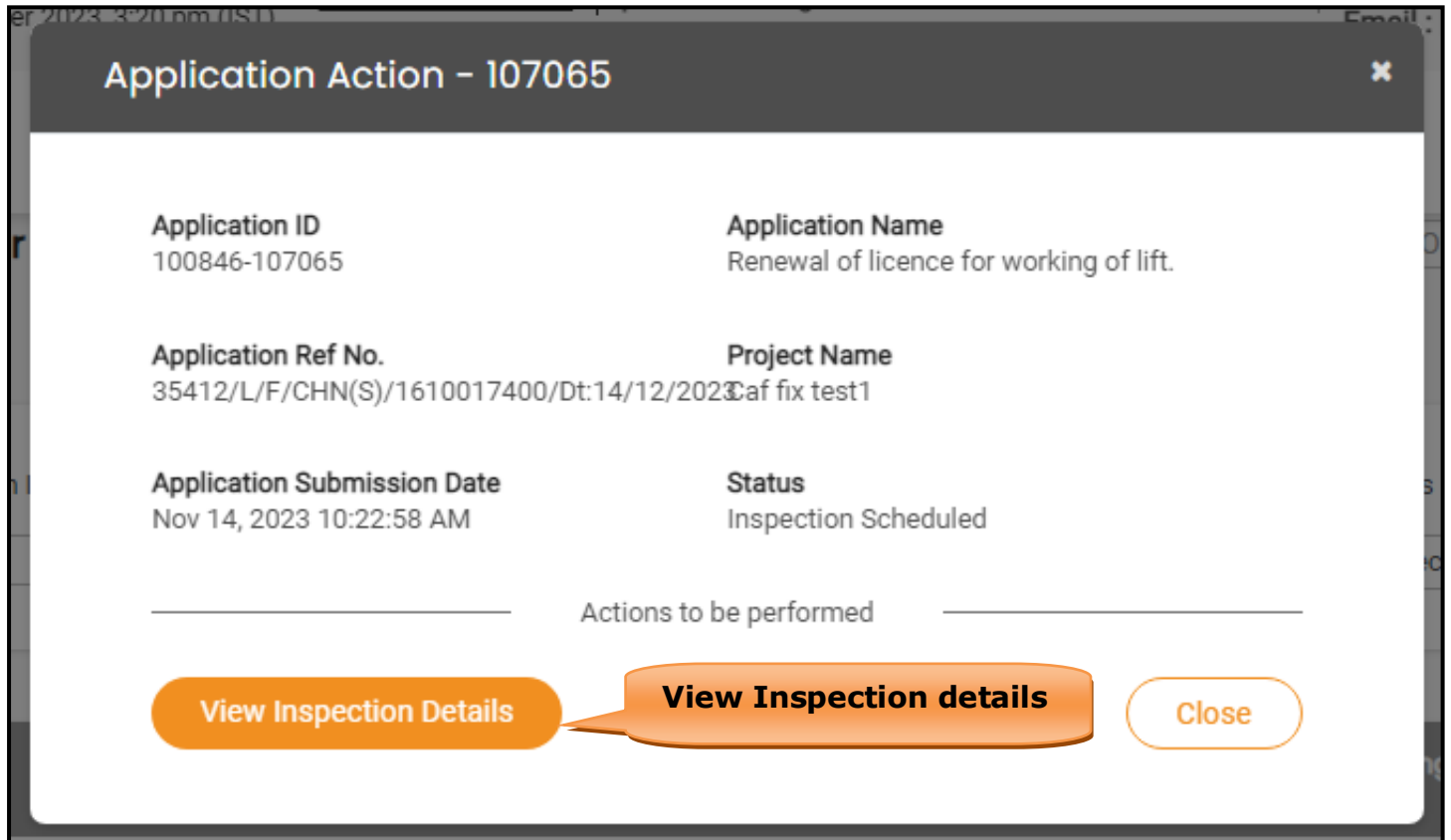
- 1) The Electrical Inspector schedules the date of appointment for inspection to be done for the specified institution.
- 2) After the Inspection is completed, the Inspecting Authority submits the Inspection report.
- 3) The Applicant has the provision to view the Scheduled Inspection details.



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 is a table of application records. An orange callout bubble with the text 'Status Changed to 'Inspection Scheduled'' points to the 'Inspection Scheduled' status in the table.

| Sr No | Application Id | Application Ref No (from dept.)           | Applied on               | Clearance Name                         | Last Updated Date        | Status               | Lying with Officer   | Pending Days | On time Delay |
|-------|----------------|---|--------------------------|--|--------------------------|----------------------|----------------------|--------------|---------------|
| 1     | 100846-107065  | 35412/L/F/CHN(S)/1610017400/Dt:14/12/2023 | Nov 14, 2023 10:22:58 AM | Renewal of licence for working of lift | Nov 16, 2023 11:56:32 AM | Inspection Scheduled | Electrical Inspector | 2/30 days    | On time       |

Figure 27. Inspection Scheduled



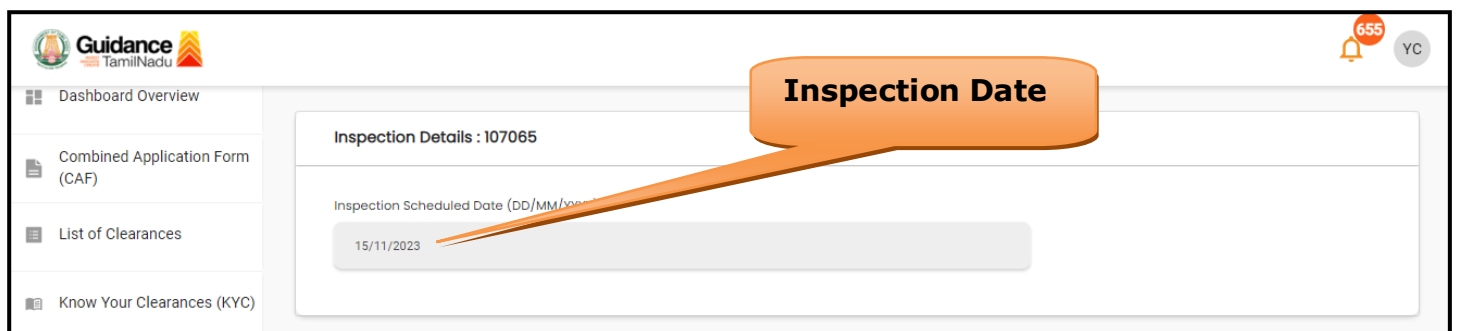
**Application Action - 107065**

|   |  |
|---|--|
| <b>Application ID</b><br>100846-107065                                  | <b>Application Name</b><br>Renewal of licence for working of lift. |
| <b>Application Ref No.</b><br>35412/L/F/CHN(S)/1610017400/Dt:14/12/2023 | <b>Project Name</b><br>caf fix test1                               |
| <b>Application Submission Date</b><br>Nov 14, 2023 10:22:58 AM          | <b>Status</b><br>Inspection Scheduled                              |

Actions to be performed

[View Inspection Details](#) **View Inspection details** [Close](#)

**Figure 28. View Inspection details**



**Guidance TamilNadu**

- Dashboard Overview
- Combined Application Form (CAF)
- List of Clearances
- Know Your Clearances (KYC)

**Inspection Details : 107065**

Inspection Scheduled Date (DD/MM/YYYY)

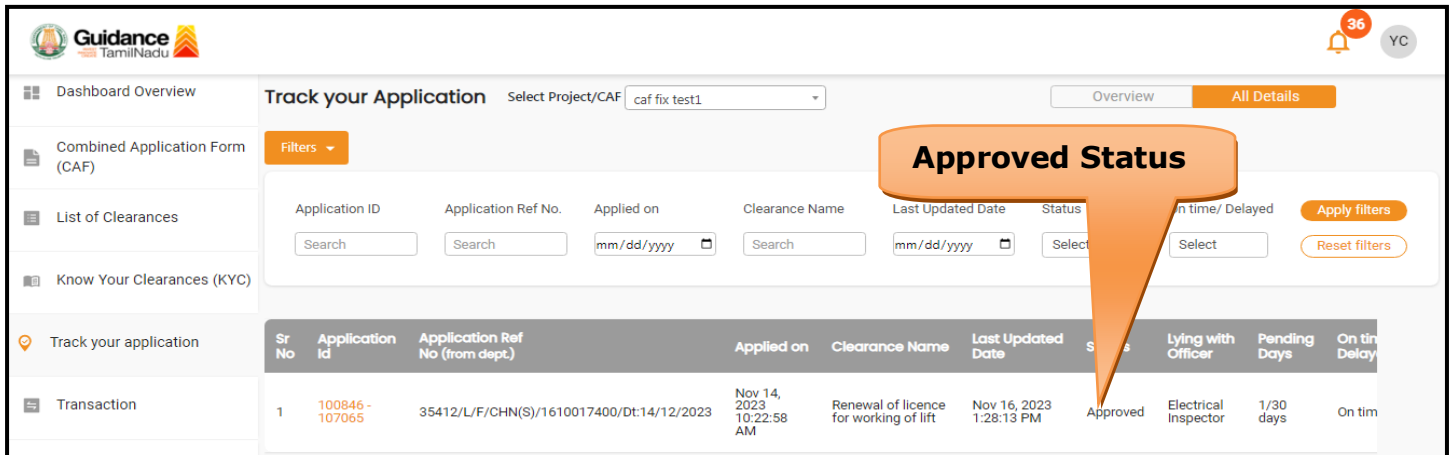
15/11/2023

**Inspection Date**

**Figure 29. Inspection Date**

## 12. Application Processing

1) The Electrical Inspector of Lift scrutinizes and reviews the application and updates the status as **"Approved"**.

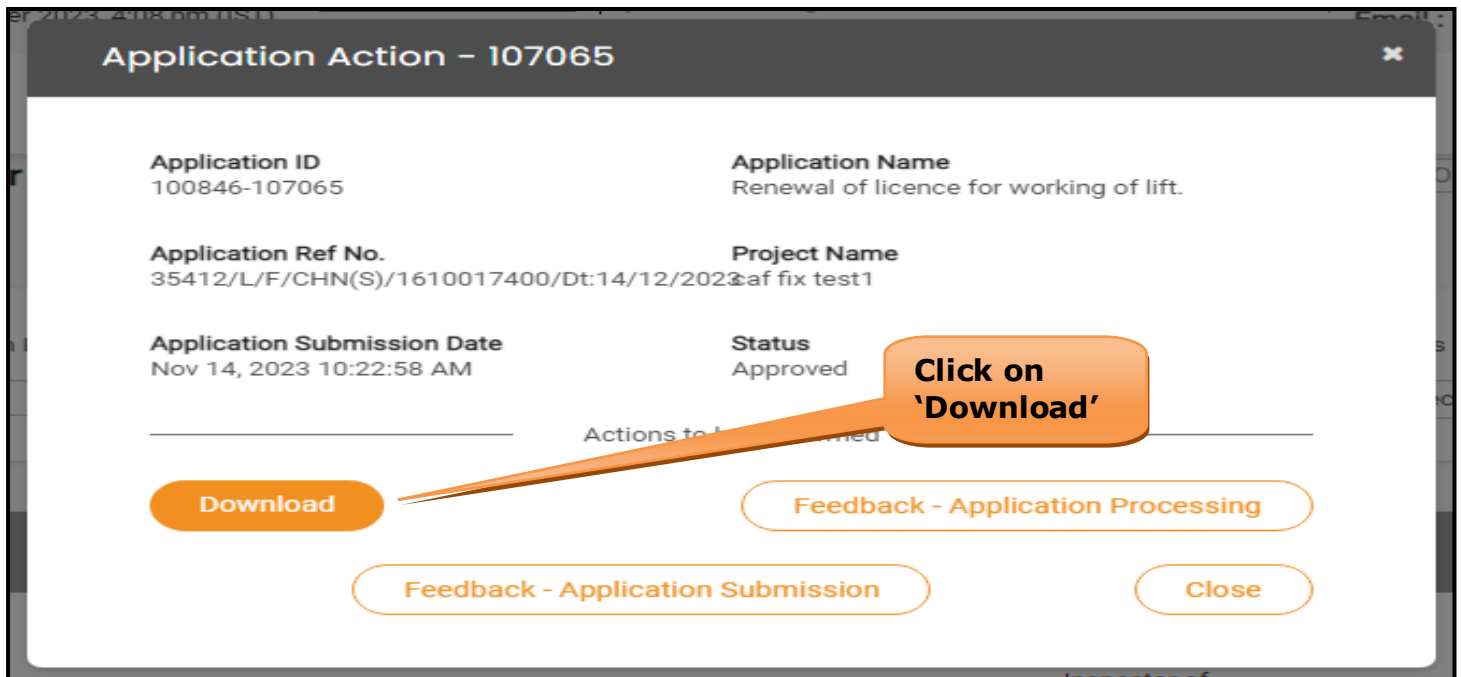


The screenshot shows the 'Track your Application' interface. At the top, there's a search bar for 'Project/CAF' with the value 'caf fix test1'. Below it are filter buttons for 'Apply filters' and 'Reset filters'. A table lists the application details:

| Sr No | Application Id | Application Ref No (from dept)            | Applied on               | Clearance Name                         | Last Updated Date       | Status   | Lying with Officer   | Pending Days | On time/Delay |
|-------|----------------|---|--------------------------|--|-------------------------|----------|----------------------|--------------|---------------|
| 1     | 100846-107065  | 35412/L/F/CHN(S)/1610017400/Dt:14/12/2023 | Nov 14, 2023 10:22:58 AM | Renewal of licence for working of lift | Nov 16, 2023 1:28:13 PM | Approved | Electrical Inspector | 1/30 days    | On time       |

**Figure 30. 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 31)



The screenshot shows the 'Application Action - 107065' modal window. It displays the following details:

- Application ID:** 100846-107065
- Application Name:** Renewal of licence for working of lift.
- Application Ref No.:** 35412/L/F/CHN(S)/1610017400/Dt:14/12/2023
- Project Name:** caf fix test1
- Application Submission Date:** Nov 14, 2023 10:22:58 AM
- Status:** Approved

At the bottom, there are four buttons: **Download**, **Feedback - Application Processing**, **Feedback - Application Submission**, and **Close**. An orange callout bubble points to the **Download** button.

**Figure 31. Download**