



# **TAMILNADU SINGLE WINDOW PORTAL**

## **APPLICANT MANUAL**

**Certificate of Non-forest land / Issue of letter for distance  
from forests**

**Forest Department**



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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) **Applicant can reach the helpdesk Toll free number-1800-258-3878 and Helpdesk Email.**

TNSWP website  
([www.tnswp.com](http://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

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

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

TN Single Window Fee Slab for Large Industries

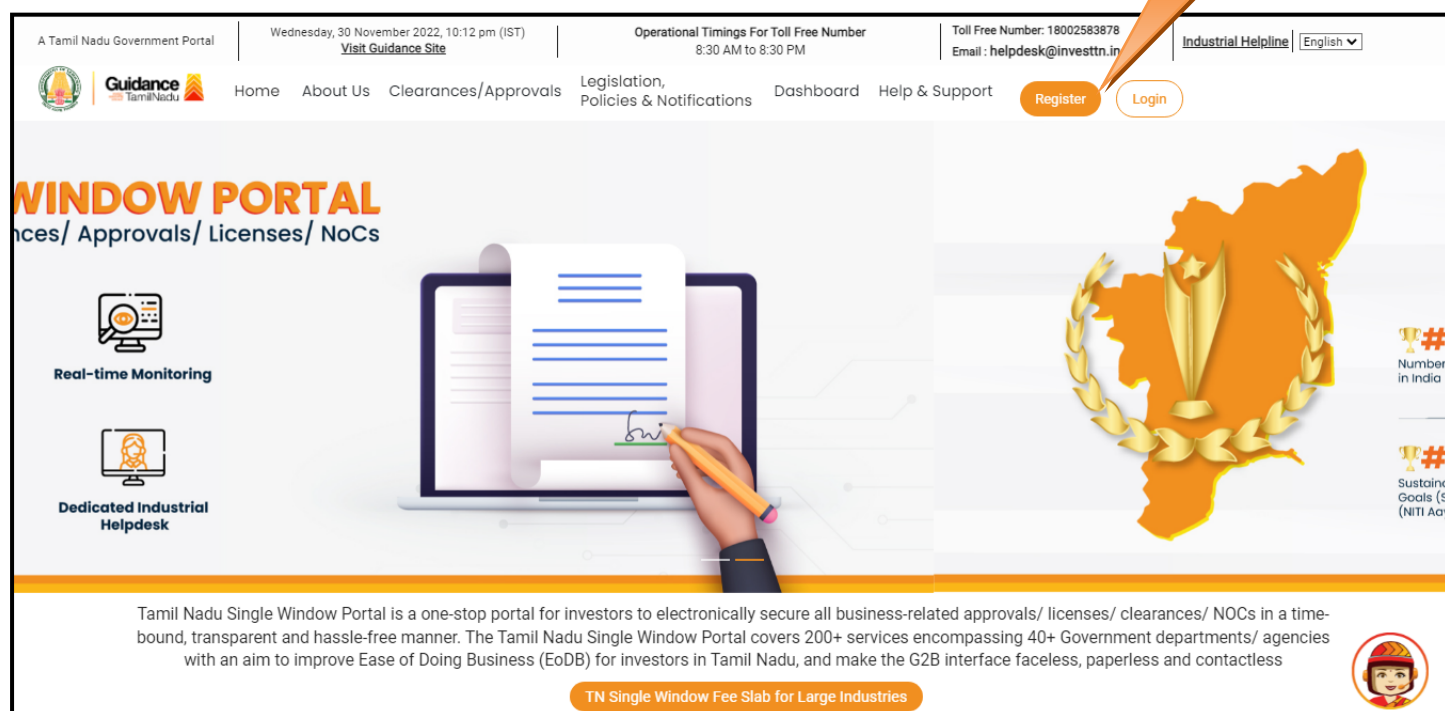
**Figure 1. Single Window Portal Home Page**

## 2. Registration

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

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

**Register  
on TNSWP**



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**  
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

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**

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**

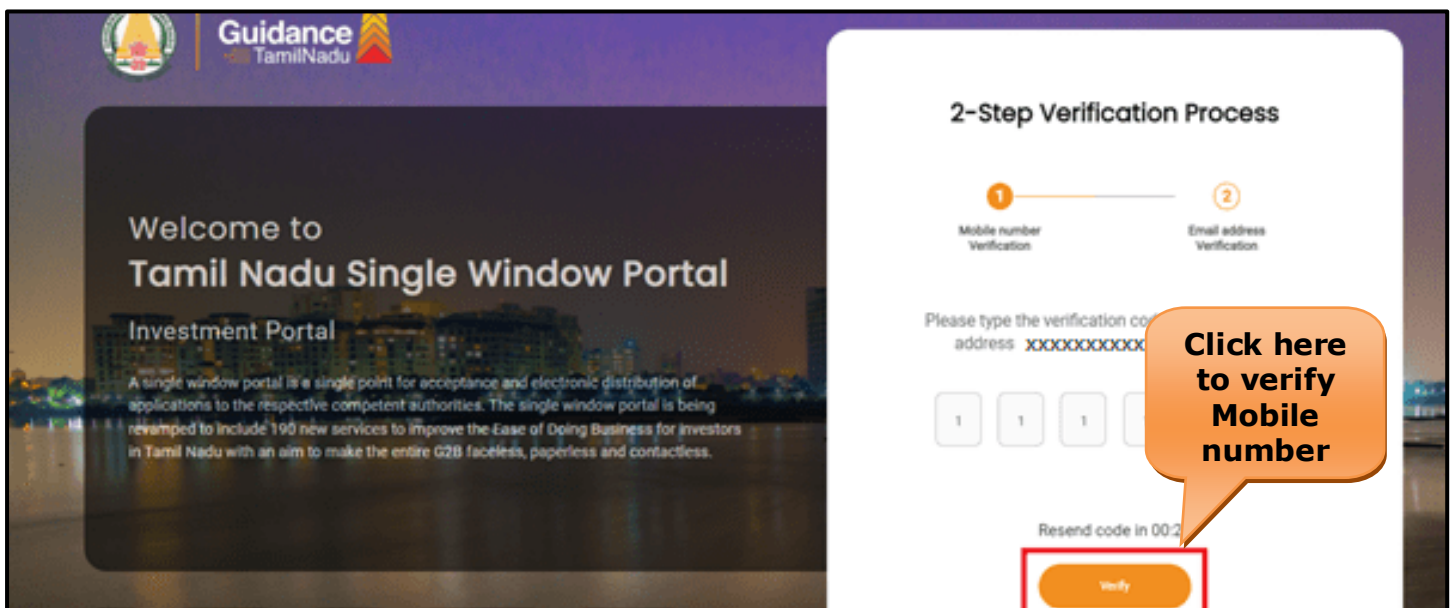
- 6) The Email ID would be the Username to login the TNSWP.
- 7) Future communications would be sent to the registered mobile number and Email ID of the applicant.
- 8) Create a strong password and enter the Captcha code as shown.
- 9) The applicant must read and accept the terms and conditions and click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

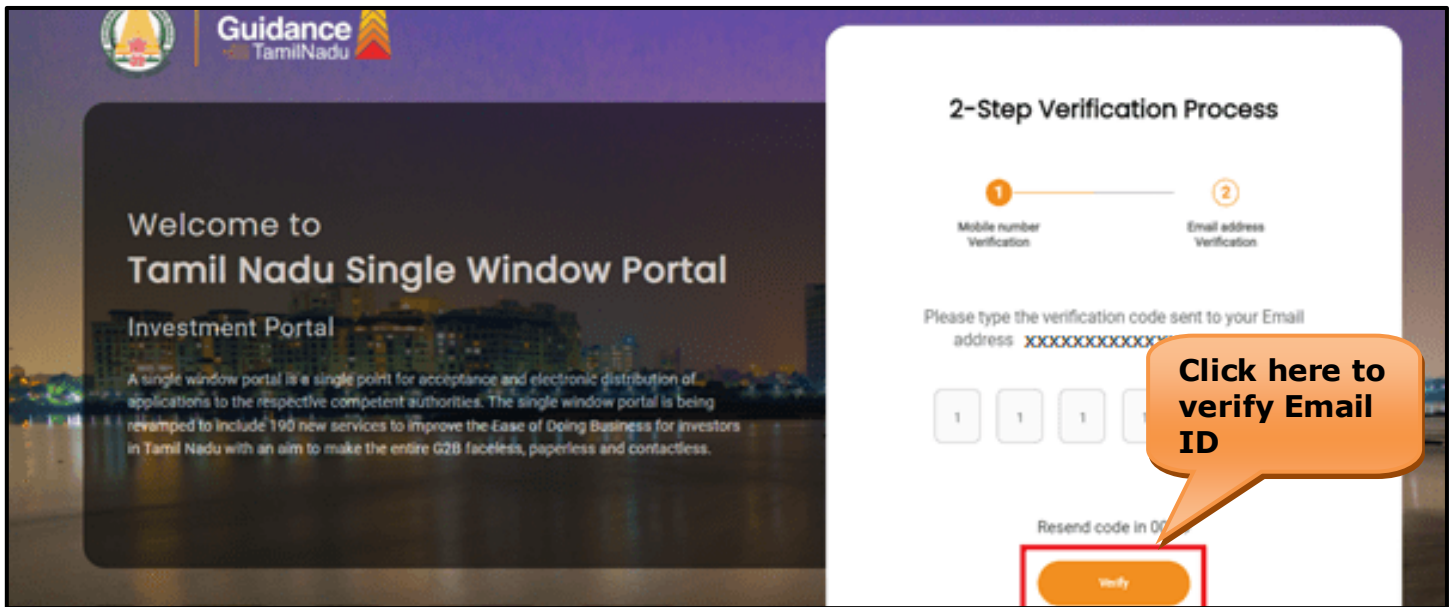


**Figure 5. Mobile Number Verification**



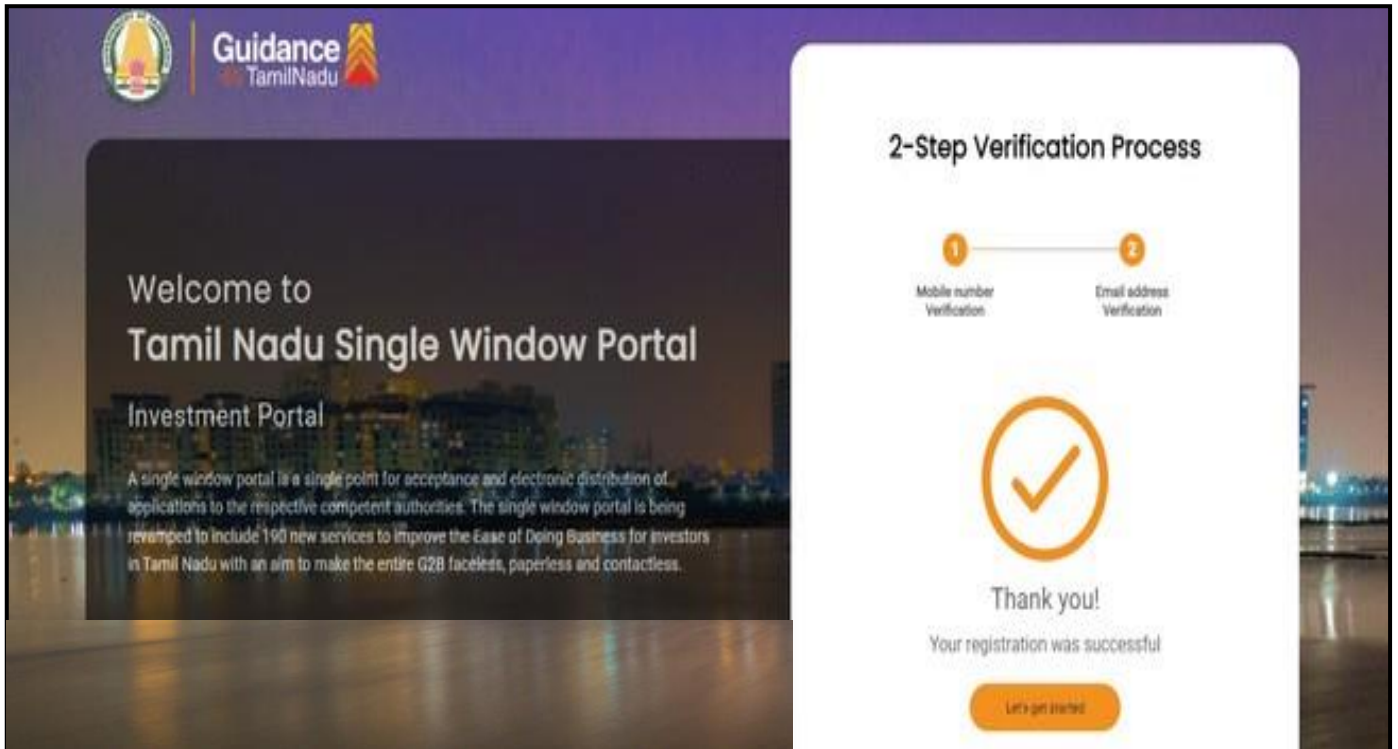
- **Email ID Verification**

- 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**

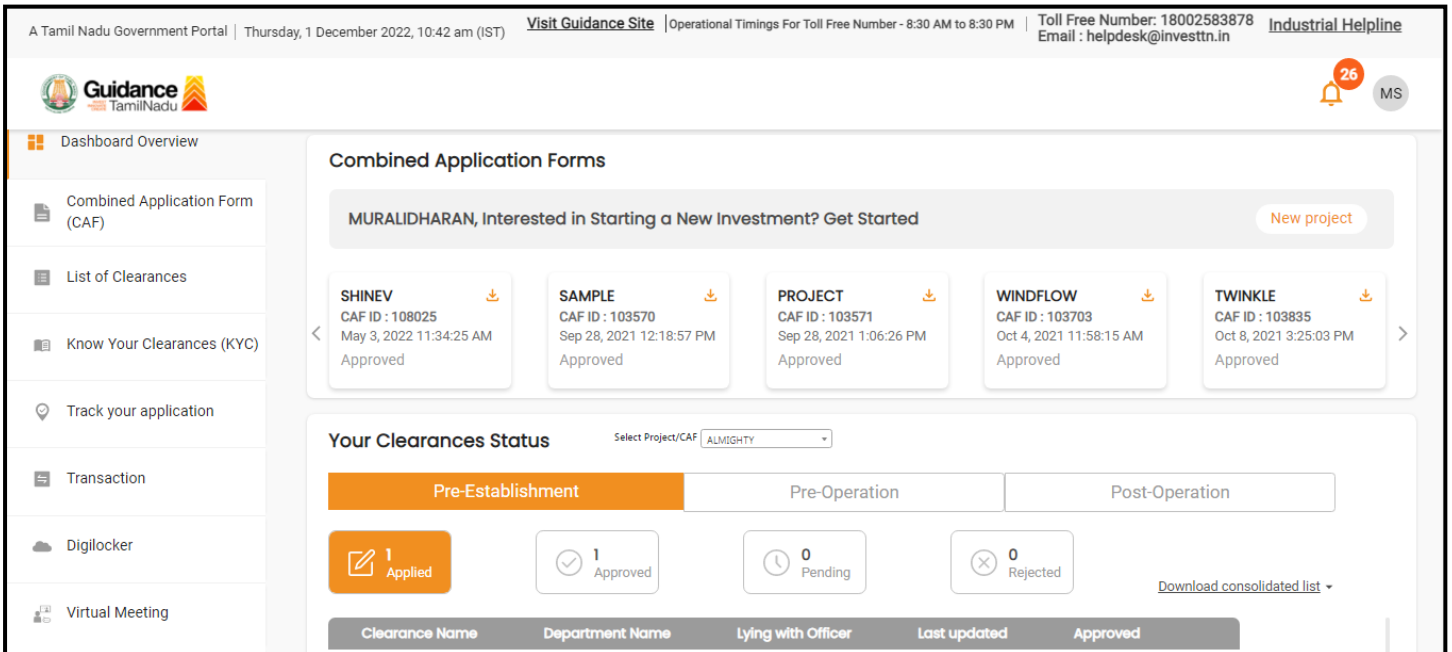


The screenshot shows the TNSWP website interface. The browser address bar displays 'tnswp.com/DIGIGOV/swp-tnswp.jsp'. The page header includes the Tamil Nadu Government Portal logo, the date 'Wednesday, 30 November 2022, 10:11 pm (IST)', operational timings for the toll-free number (8:30 AM to 8:30 PM), and contact information (Toll Free Number: 18002583878, Email: helpdesk@investtn.in). The main navigation menu includes Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, and Help & Support. A 'Register' button and a 'Login' button are visible. The main content area features a large orange map of Tamil Nadu with a laurel wreath, and the text 'TAMIL NADU Leading the Nation'. Below this, there are ten award categories, each with a trophy icon and a ranking: #1 for Number of Factories in India, Number of Operational SEZs in India, Governance & Political Stability (N-SIPI 2019), International and Domestic Tourist Arrivals, and Best Performing State (India Today State of the State Award 2018, 2019 & 2020); #2 for 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, and Growth, Innovation and Leadership Index 2019 (Frost & Sullivan). At the bottom, there is a section for '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.



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 | Email : helpdesk@investtn.in | [Industrial Helpline](#)

**Guidance** TamilNadu

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Dashboard Overview

Combined Application Form (CAF)

List of Clearances

Know Your Clearances (KYC)

Track your application

Transaction

Digilocker

Virtual Meeting

**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

Pre-Establishment | Pre-Operation | Post-Operation

Applied: 1 | Approved: 1 | Pending: 0 | Rejected: 0

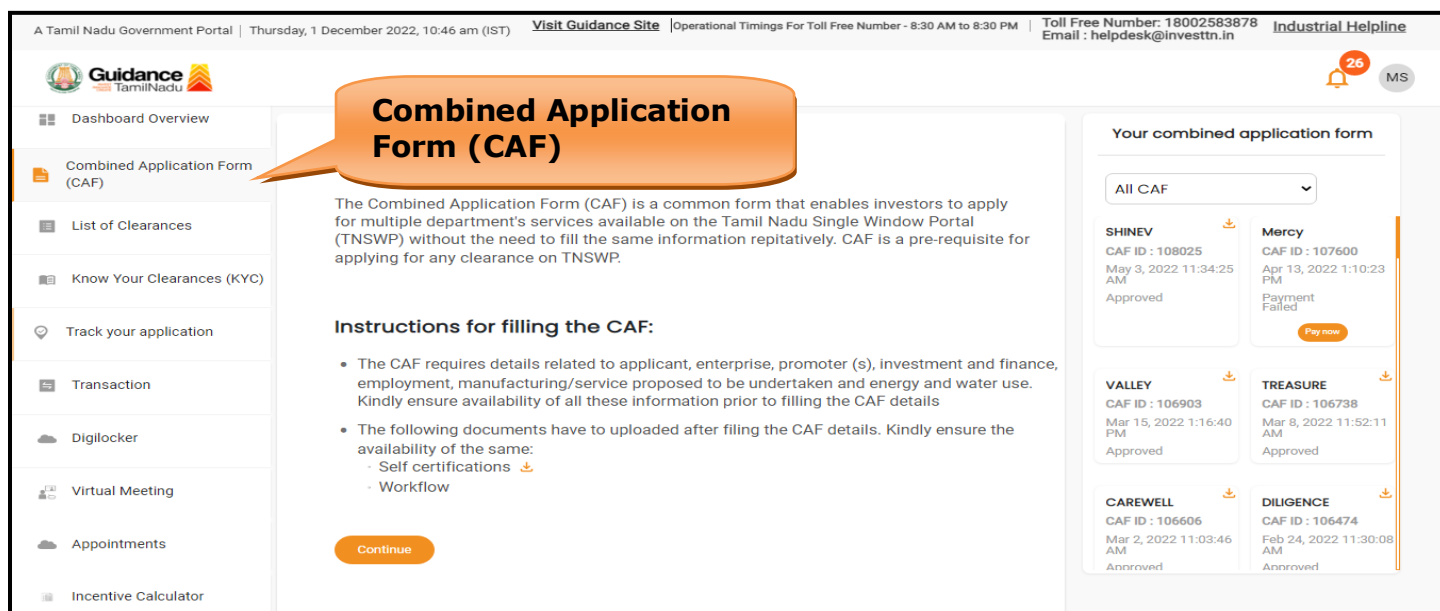
[Download consolidated list](#)

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.

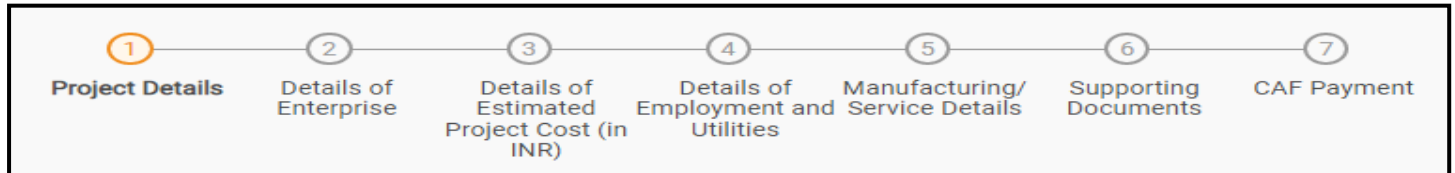


The screenshot displays the Tamil Nadu Government Portal interface for the Combined Application Form (CAF). The top navigation bar includes the portal name, date, and contact information. The left sidebar contains a menu with options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', 'Transaction', 'DigLocker', 'Virtual Meeting', 'Appointments', and 'Incentive Calculator'. The main content area features a 'Combined Application Form (CAF)' section with a description and 'Instructions for filling the CAF'. The instructions state that the CAF is a common form for multiple departments and lists the required documents: Self certifications and Workflow. A 'Continue' button is visible at the bottom of the instructions. On the right, the 'Your combined application form' section shows a list of CAF entries with columns for Name, CAF ID, Date, and Status. The entries are: SHINEV (Approved), Mercy (Payment Failed), VALLEY (Approved), TREASURE (Approved), CAREWELL (Approved), and DILIGENCE (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 main content area is titled 'Payment Details' and features a confirmation message overlay 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'. Below the message, there are radio buttons for 'Lump sum' (selected) and 'à la carte', and a text input field for 'Amount to be paid (in INR)' containing '500000' with 'Five Lakh' written below it. A 'Calculate Fee' button is visible on the right.

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

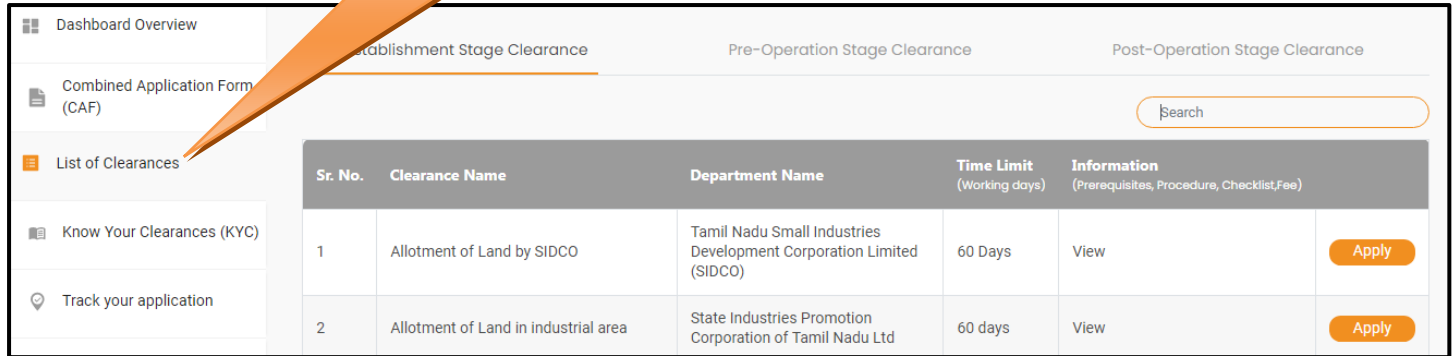
**Note:**

*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 Certificate of non-forest land / Issue of letter for distance from forests

1. Click on “List of Clearances”

List of Clearances



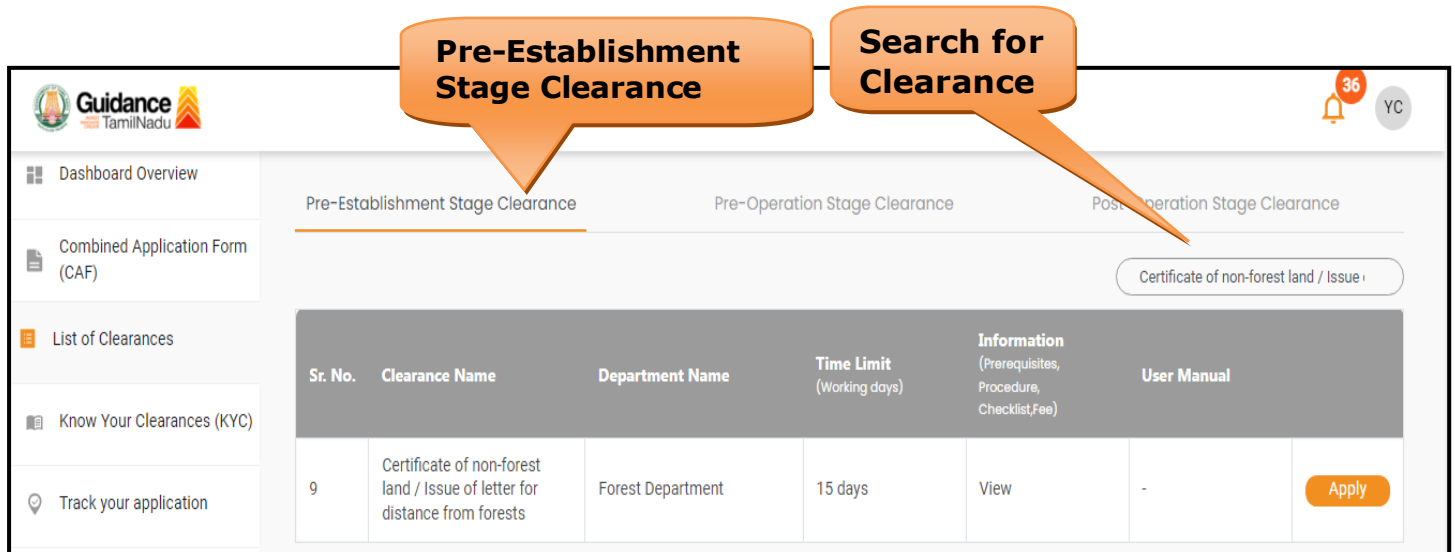
Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	
1	Allotment of Land by SIDCO	Tamil Nadu Small Industries Development Corporation Limited (SIDCO)	60 Days	View	Apply
2	Allotment of Land in industrial area	State Industries Promotion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

3. Select ‘Pre-Establishment Stage Clearance’ and find the clearance ‘Certificate of non-forest land / Issue of letter for distance from forests’ by using Search option as shown in the figure given below.



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
9	Certificate of non-forest land / Issue of letter for distance from forests	Forest Department	15 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**

The screenshot shows the Guidance TamilNadu dashboard. The left sidebar contains navigation options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), and Track your application. The main content area displays a table of clearances under the 'Pre-Establishment Stage Clearance' tab. The table has columns for Sr. No., Clearance Name, Department Name, Time Limit (Working days), Information (Prerequisites, Procedure, Checklist, Fee), and User Manual. A row is visible with Sr. No. 9, Clearance Name 'Certificate of non-forest land / Issue of letter for distance from forests', Department Name 'Forest Department', and Time Limit '15 days'. The 'View' button is highlighted by an orange callout box labeled 'View Information', and the 'Apply' button is highlighted by another orange callout box labeled 'Apply for Clearance'.

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
9	Certificate of non-forest land / Issue of letter for distance from forests	Forest Department	15 days	View	-

**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**  
Forest Department

**Name of the Clearance**  
Certificate of non-forest land / Issue of letter for distance from forests

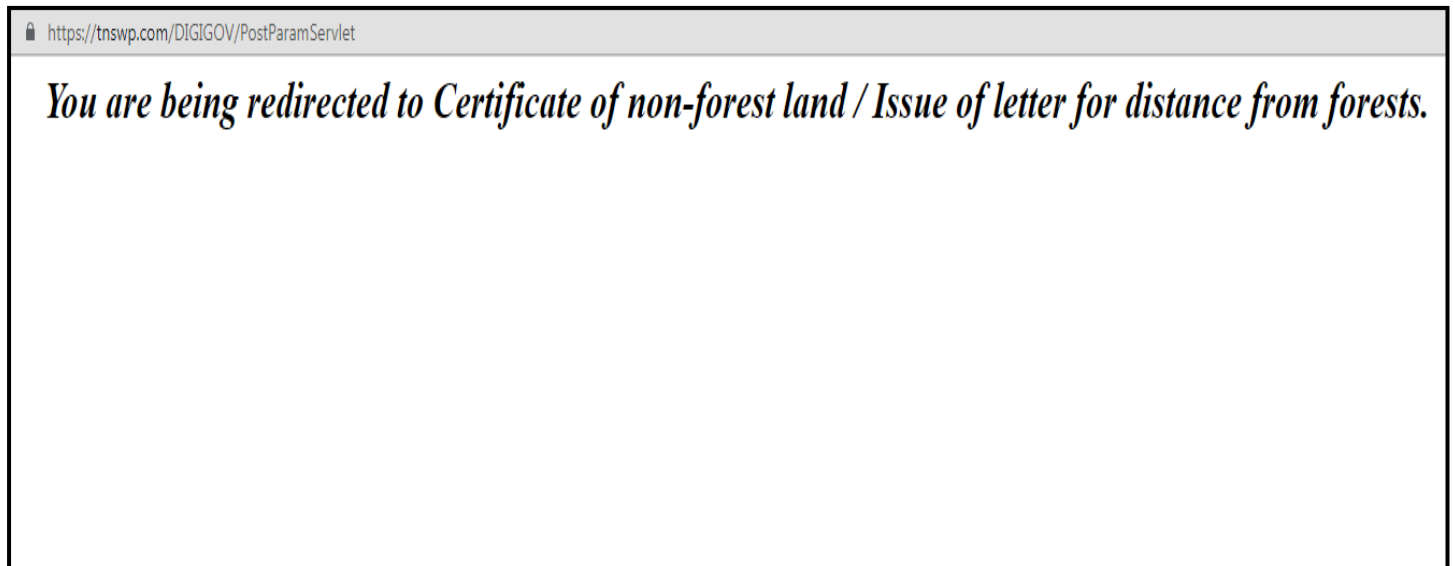
**Select Project/CAF \***  
CAF Test District

**Select CAF**

**Close** **Click on Apply** **Apply**

**Figure 16. Project/CAF**


2) Click on the Apply button and the Page would get redirected to Certificate of non-forest land / Issue of letter for distance from forests Portal.



**Figure 17. Redirecting to Certificate of non-forest land / Issue of letter for distance from forests Portal**

3) Enter all the mandatory details in the application for Certificate of non-forest land / Issue of letter for distance from forests.

https://distance.forests.tn.gov.in/API


Register [Login](#)

Welcome

### Application for the Forest Distance Certificate

Location details of Site in GPS Data

Direction	Description	Latitude	Logitude	
Select Option	Left Corner	00.000000	00.000000	<a href="#" style="background-color: #27ae60; color: white; padding: 5px;">+ Add Row</a>

District \* :

Taluk \* :

Village \* :

Circle \* :

Division \* :

Division \* :

Site Address \* :

Survey No.\*:


Purpose for Request \* :

Remarks :

Shape File : (Optional)

No file chosen

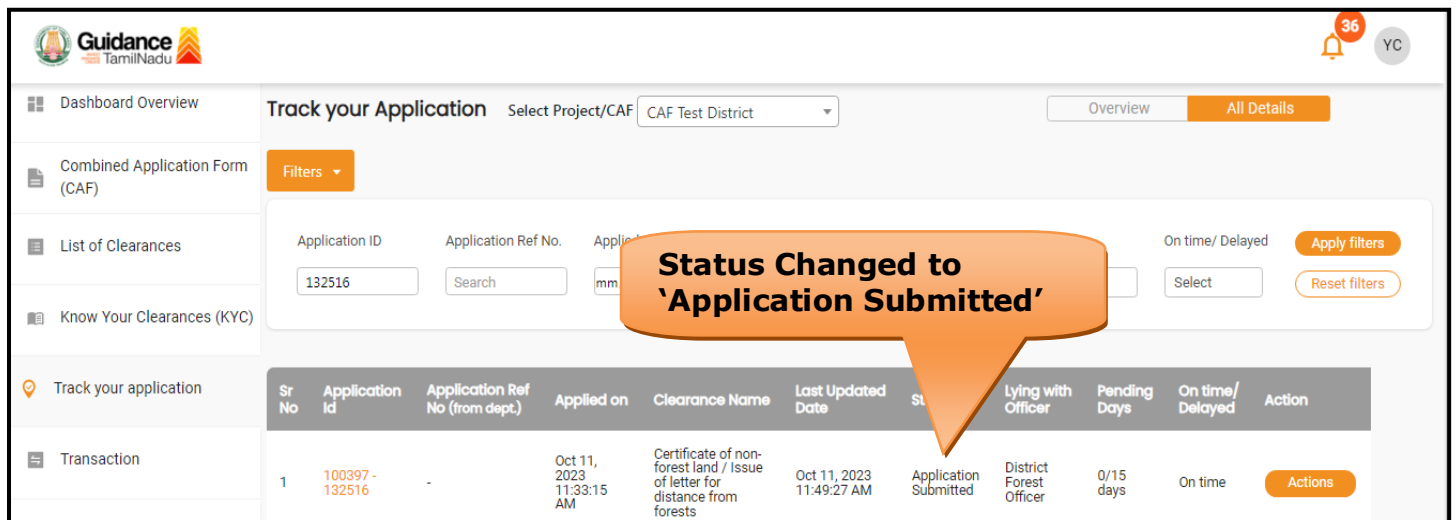
[SUBMIT](#)



**Figure 18. Certificate of non-forest land / Issue of letter for distance from forests**

## Application Submitted

- 1) After the applicant has completed the application form, the application is submitted successfully to the Department for further processing. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**



Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100397 - 132516	-	Oct 11, 2023 11:33:15 AM	Certificate of non-forest land / Issue of letter for distance from forests	Oct 11, 2023 11:49:27 AM	Application Submitted	District Forest Officer	0/15 days	On time	Actions

**Figure 19. Status of the Application**

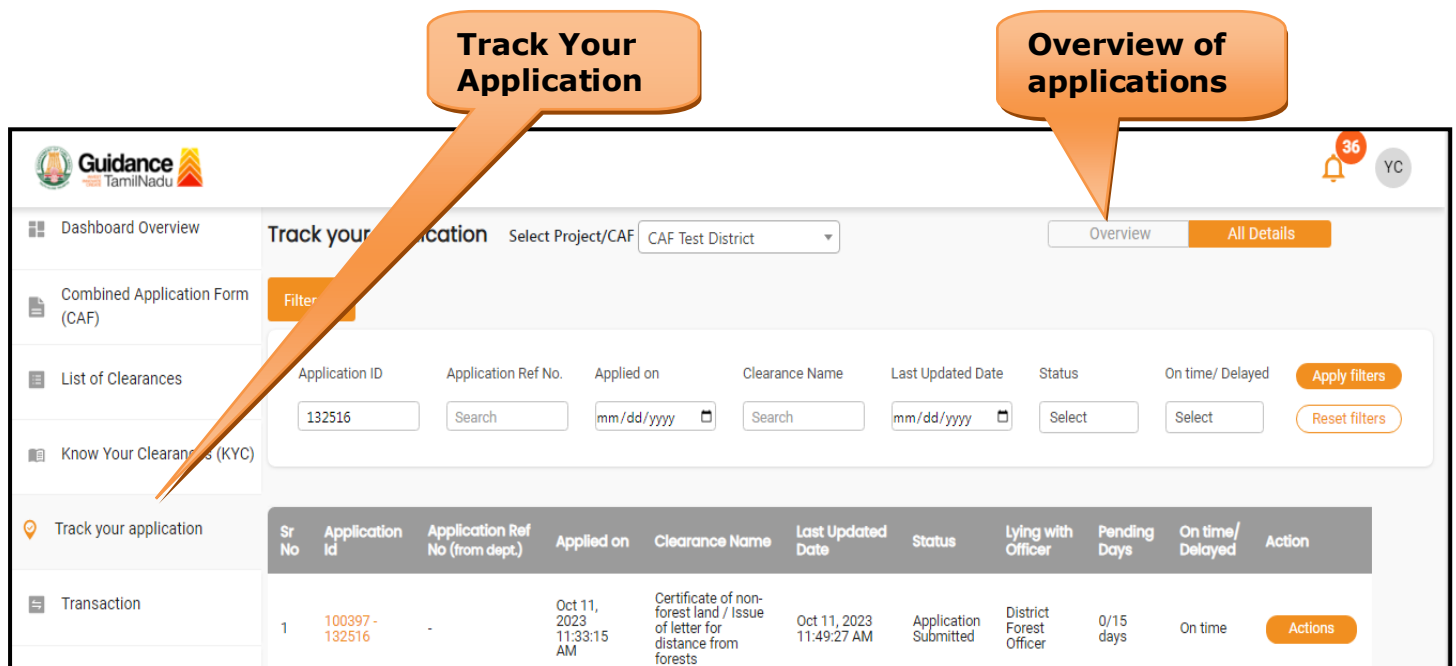
## 8. Track Your Application

- 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**

Dashboard Overview | Track your application | Select Project/CAF: CAF Test District | Overview | All Details

Combined Application Form (CAF) | Filter

List of Clearances | Application ID: 132516 | Application Ref No.: Search | Applied on: mm/dd/yyyy | Clearance Name: Search | Last Updated Date: mm/dd/yyyy | Status: Select | On time/ Delayed: Select | Apply filters | Reset filters

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
1	100397 - 132516	-	Oct 11, 2023 11:33:15 AM	Certificate of non-forest land / Issue of letter for distance from forests	Oct 11, 2023 11:49:27 AM	Application Submitted	District Forest Officer	0/15 days	On time	Actions

Transaction

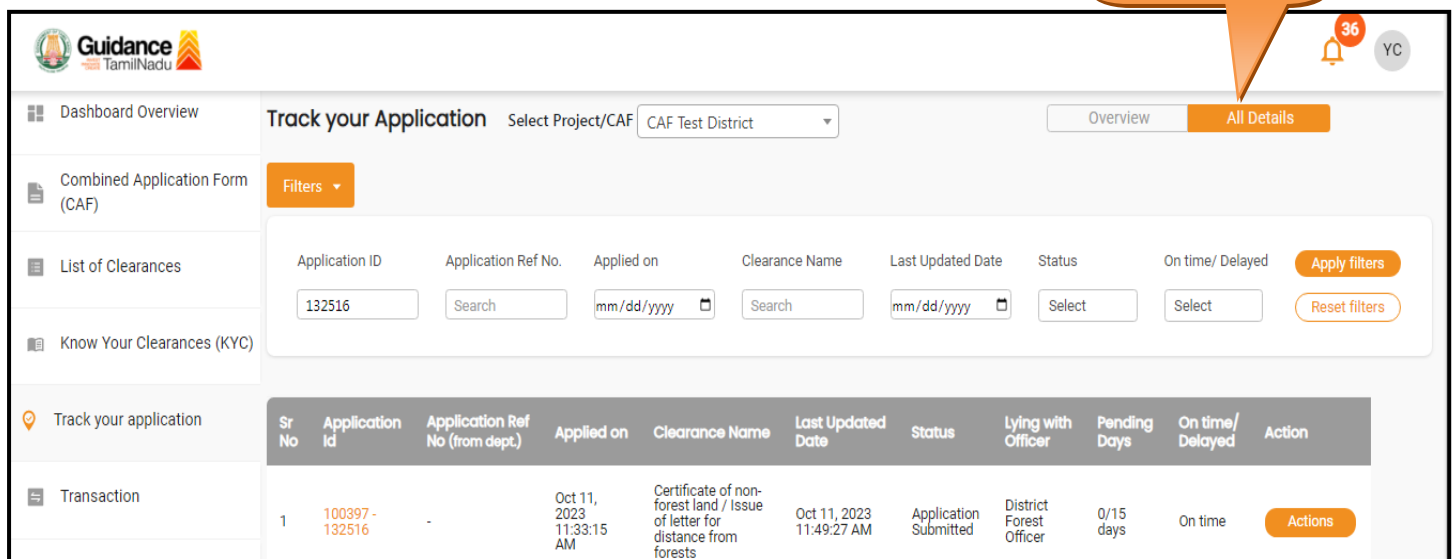
**Figure 21. Track Your Application**

- **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**



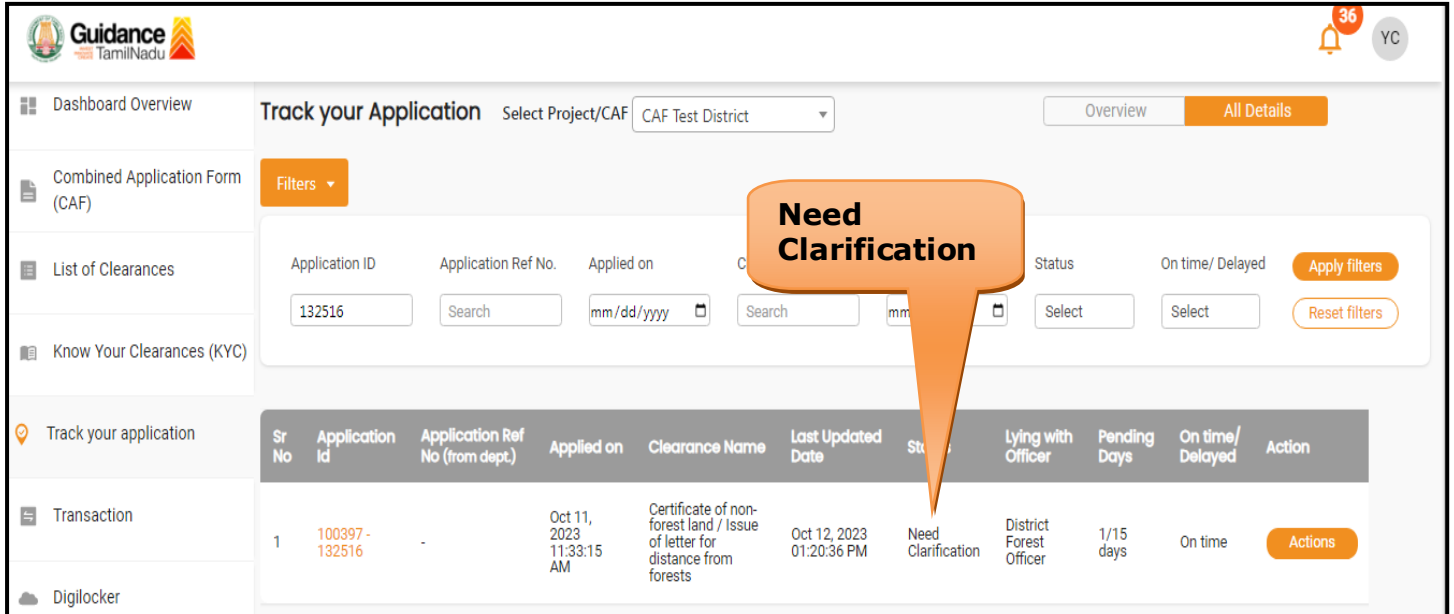
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100397 - 132516	-	Oct 11, 2023 11:33:15 AM	Certificate of non-forest land / Issue of letter for distance from forests	Oct 11, 2023 11:49:27 AM	Application Submitted	District Forest Officer	0/15 days	On time	Actions

**Figure 22. ‘All Details’ tab**



## 9. Query Clarification

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



The screenshot displays the 'Track your Application' page. The top navigation bar includes the 'Guidance TamilNadu' logo, a notification bell with '36' alerts, and a user profile 'YC'. The main content area is titled 'Track your Application' and features a dropdown menu for 'Select Project/CAF' set to 'CAF Test District'. Below this, there are filter options and search fields for 'Application ID' (132516) and 'Application Ref No.'. 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/ Delayed	Action
1	100397-132516	-	Oct 11, 2023 11:33:15 AM	Certificate of non-forest land / Issue of letter for distance from forests	Oct 12, 2023 01:20:36 PM	Need Clarification	District Forest Officer	1/15 days	On time	Actions

An orange callout bubble with the text 'Need Clarification' points to the 'Status' column of the application row.

**Figure 23. Need Clarification**

### Application Action – 132516 ✕

<b>Application ID</b> 100397 - 132516	<b>Application Name</b> Certificate of non-forest land / Issue of letter for distance from forests
<b>Application Ref No.</b> -	<b>Project Name</b> CAF Test District
<b>Application Submission Date</b> Oct 11, 2023 11:33:15 AM	<b>Status</b> Need Clarification

---

Actions to be performed

Clarify Query

Clarify Query

Close

**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.

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YC

- Dashboard Overview
- Combined Application Form (CAF)
- List of Clearances
- Know Your Clearances (KYC)
- Track your application
- Transaction
- Digilocker

#### Track your Application Select Project/CAF CAF Test D Overview All Details

Filters

Application ID	Application Ref No.	Applied on	Clearance Name	Last U	Status	On time/ Delayed
<input type="text" value="132516"/>	<input type="text" value="Search"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Search"/>	<input type="text" value="mm/d"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>

Apply filters
Reset filters

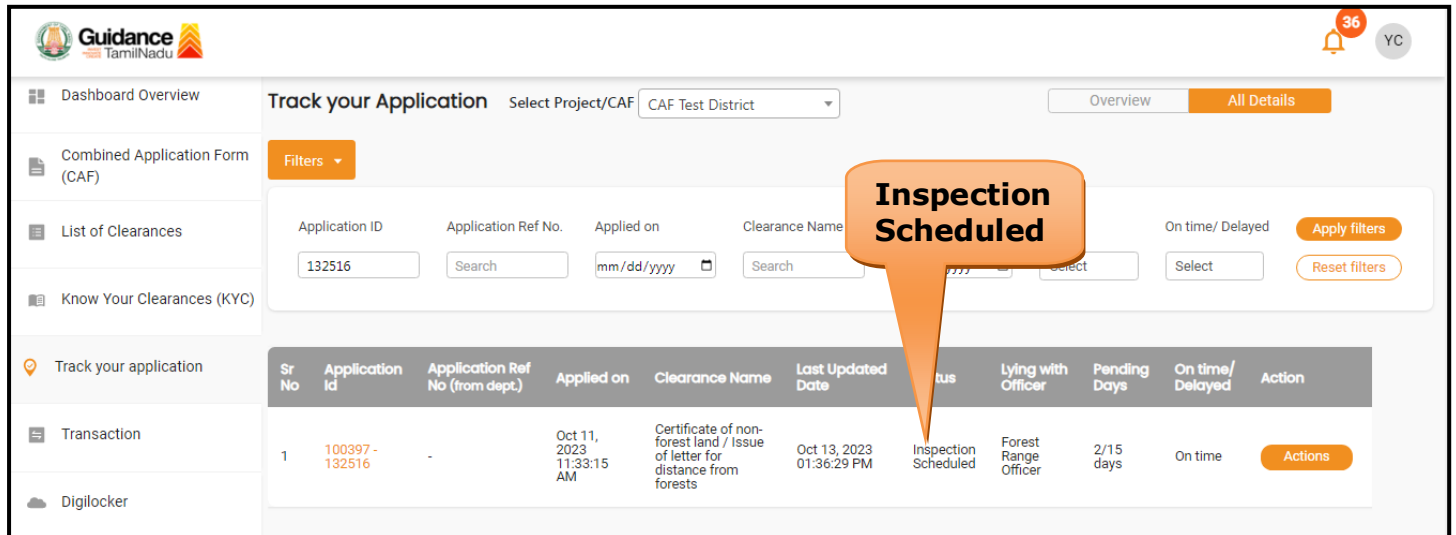
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	St	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100397 - 132516	-	Oct 11, 2023 11:33:15 AM	Certificate of non-forest land / Issue of letter for distance from forests	Oct 12, 2023 02:57:18 PM	Under Process	District Forest Officer	1/15 days	On time	<span style="background-color: #f4a460; color: white; padding: 2px 5px; border-radius: 3px;">Actions</span>

Status Changed to 'Under Process'

**Figure 25. Under Process**

## 10. Inspection Schedule

- 1) The Forest Range Officer of Forest Department schedules the date of appointment for inspection to be done for the specified institution.
- 2) After the Inspection gets completed, the Forest Range Officer submits the Inspection report.
- 3) The Applicant has the provision to view the Scheduled Inspection details



The screenshot displays the 'Track your Application' section of the Guidance TamilNadu portal. The interface includes a sidebar with navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', and 'Know Your Clearances (KYC)'. The main content area shows a table of applications with a callout bubble pointing to the 'Inspection Scheduled' status of the first entry.

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	100397 - 132516	-	Oct 11, 2023 11:33:15 AM	Certificate of non-forest land / Issue of letter for distance from forests	Oct 13, 2023 01:36:29 PM	Inspection Scheduled	Forest Range Officer	2/15 days	On time	Actions

Figure 26. Inspection Scheduled

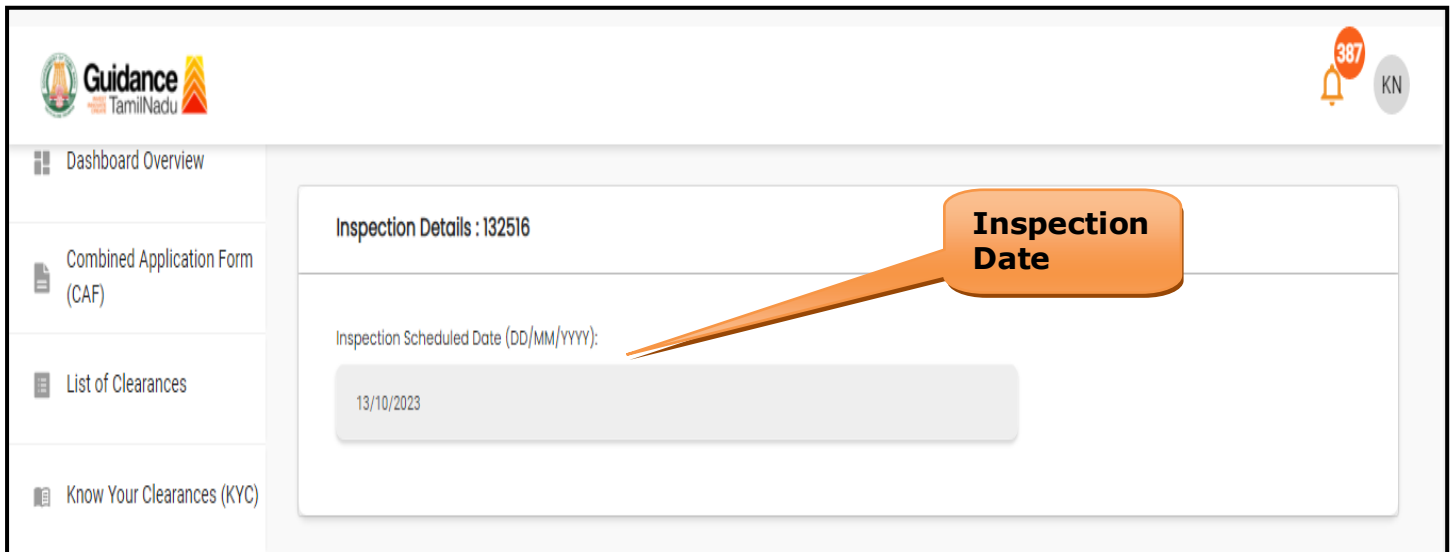
**Application Action - 132516** ✕

<b>Application ID</b> 100397 - 132516	<b>Application Name</b> Certificate of non-forest land / Issue of letter for distance from forests
<b>Application Ref No.</b> -	<b>Project Name</b> CAF Test District
<b>Application Submission Date</b> Oct 11, 2023 11:33:15 AM	<b>Status</b> Inspection Scheduled

Actions to be performed

[View Inspection Details](#) **Click on View Inspection Details** [Close](#)

**Figure 27. Inspection Details**



Guidance TamilNadu 387 KN

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

**Inspection Details : 132516**

Inspection Scheduled Date (DD/MM/YYYY):

13/10/2023

**Inspection Date**

**Figure 28. Inspection Date**

## 11. Application Processing

- 1) After Submitting the application, the District Forest Officer scrutinizes and reviews the application and updates the status as **“Approved or Rejected”**

The screenshot shows the 'Track your Application' interface. A callout bubble labeled 'Approved Status' points to the 'Approved' status 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	Action
1	100397 - 132516	-	Oct 11, 2023 11:33:15 AM	Certificate of non-forest land / Issue of letter for distance from forests	Oct 14, 2023 12:28:32 PM	Approved	District Forest Officer	3/15 days	On time	Actions

**Figure 29. Application Processed**

- 2) If the application is **‘Approved’** by the District Forest Officer, the applicant can download the licence Order under **Track your application** – > **Action button** -> **Approval Letter** (Refer Figure 30)

The screenshot shows the 'Application Action - 132516' modal. A callout bubble labeled 'Download Approval Letter' points to the 'Approval Letter' button.

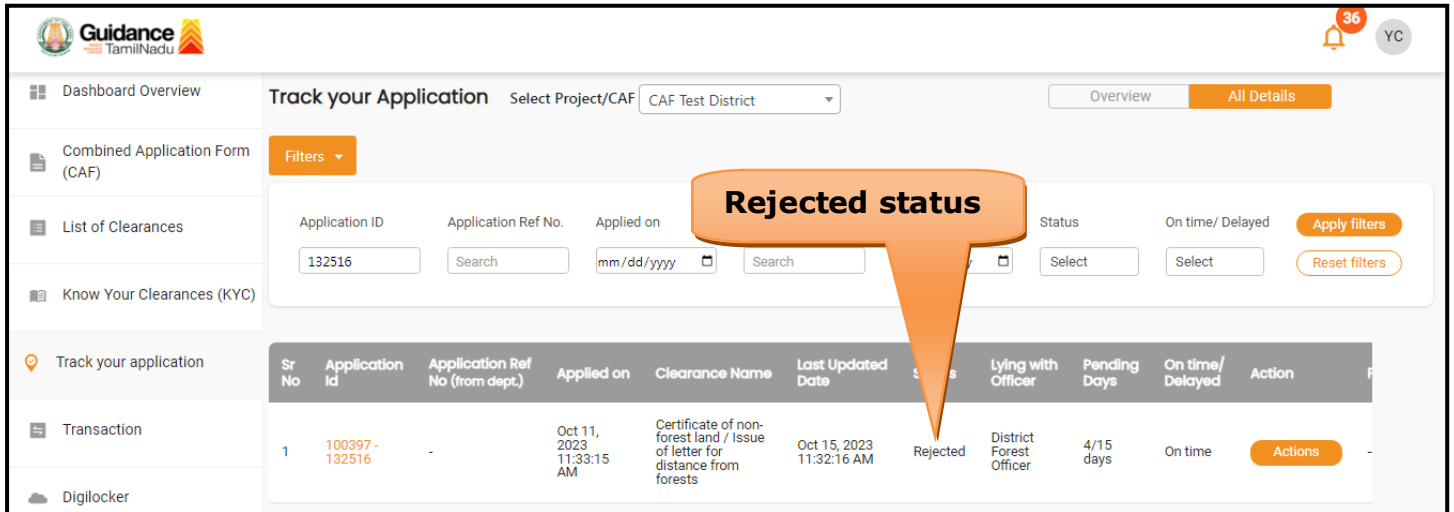
<b>Application ID</b> 100397 - 132516	<b>Application Name</b> Certificate of non-forest land / Issue of letter for distance from forests
<b>Application Ref No.</b> -	<b>Project Name</b> CAF Test District
<b>Application Submission Date</b> Oct 11, 2023 11:33:15 AM	<b>Status</b> Approved

Actions to be performed:

- Approval Letter
- Feedback - Application Processing
- Feedback - Application Submission
- Close

**Figure 30. Download**

- 3) If the application is '**Rejected**' by the District Forest Officer, the applicant can view the rejection remarks under the Actions Tab by the District Forest Officer. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 31)



The screenshot shows the 'Track your Application' interface. The application ID is 132516, and the status is 'Rejected'. A callout box labeled 'Rejected status' points to the 'Rejected' status in the table. 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
1	100397 - 132516	-	Oct 11, 2023 11:33:15 AM	Certificate of non-forest land / Issue of letter for distance from forests	Oct 15, 2023 11:32:16 AM	Rejected	District Forest Officer	4/15 days	On time	Actions

**Figure 31. Rejected Status**

