



TAMIL NADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**No Objection Certificate for Building Plan and
Installation**

**Department of Public Health and
Preventive Medicine**



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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)

Toll free number
and Mail Id



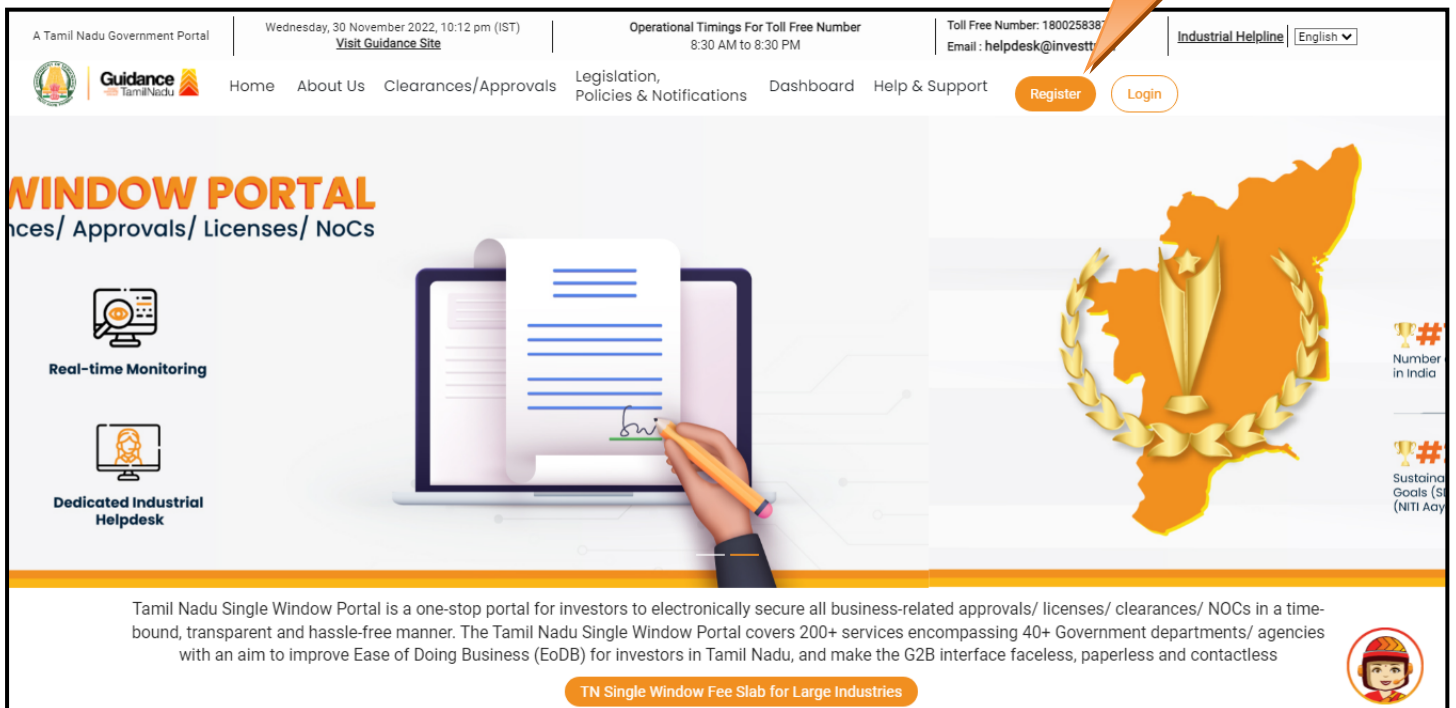
Figure 1. Single Window Portal Home Page

2. Registration

To access the TNSWP and to apply for various clearances the applicant must 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: 1800258388 | Email : helpdesk@investtamilnadu.com | Industrial Helpline | English

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

WINDOW PORTAL
Clearances/ Approvals/ Licenses/ NoCs

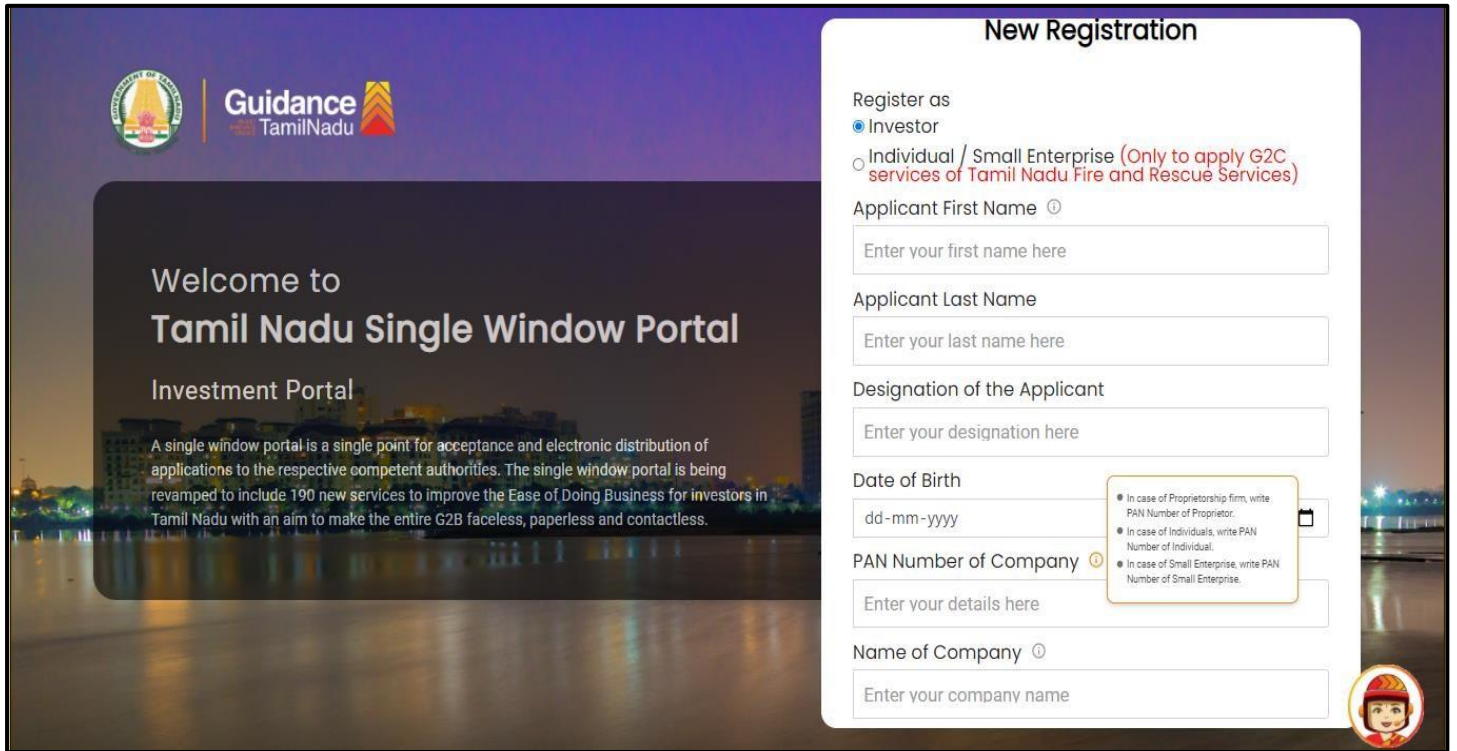
Real-time Monitoring
Dedicated Industrial Helpdesk

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

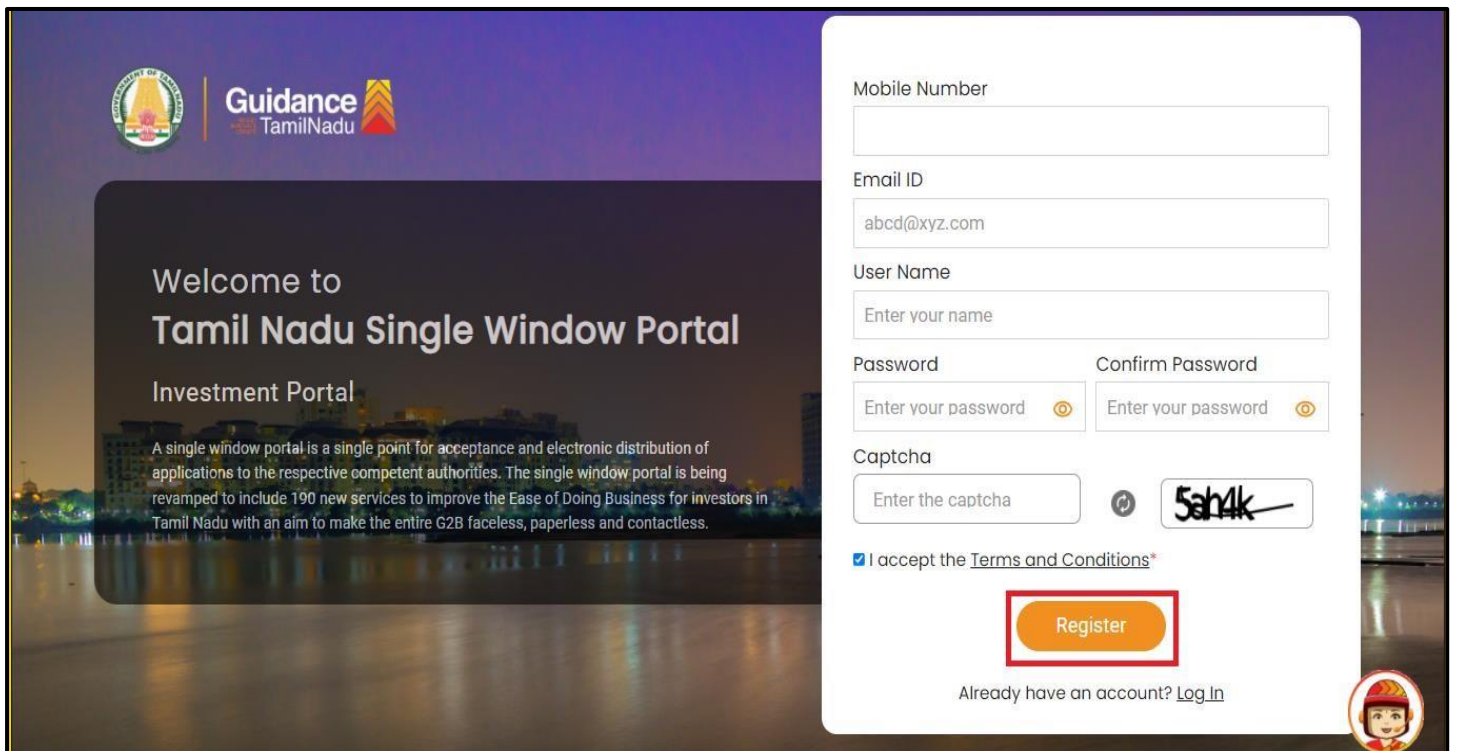
Date of Birth

PAN Number of Company

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

Name of Company

Figure 3. Registration Form



Welcome to Tamil Nadu Single Window Portal Investment Portal

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


Mobile Number

Email ID

User Name

Password

Confirm Password

Captcha 

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

Register

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

Figure 4. Registration Form Submission

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

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

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

- **Mobile Number Verification**

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

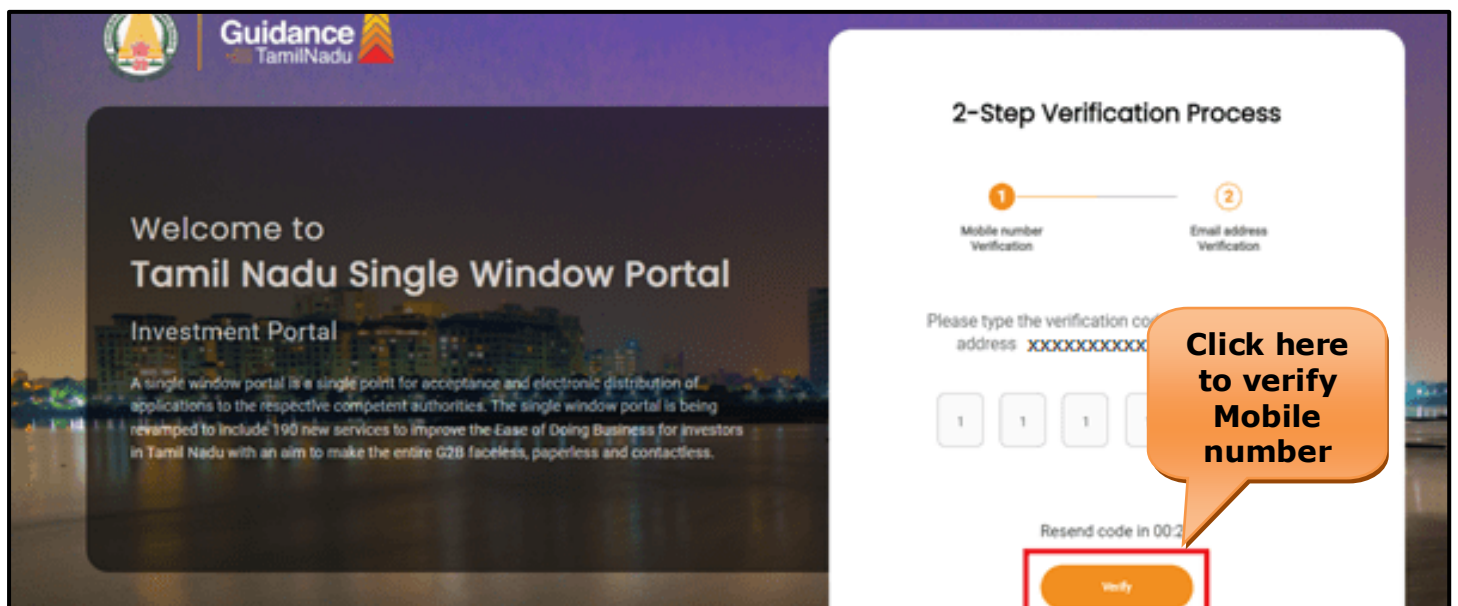


Figure 5. Mobile Number Verification

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 **'Verify'** button.

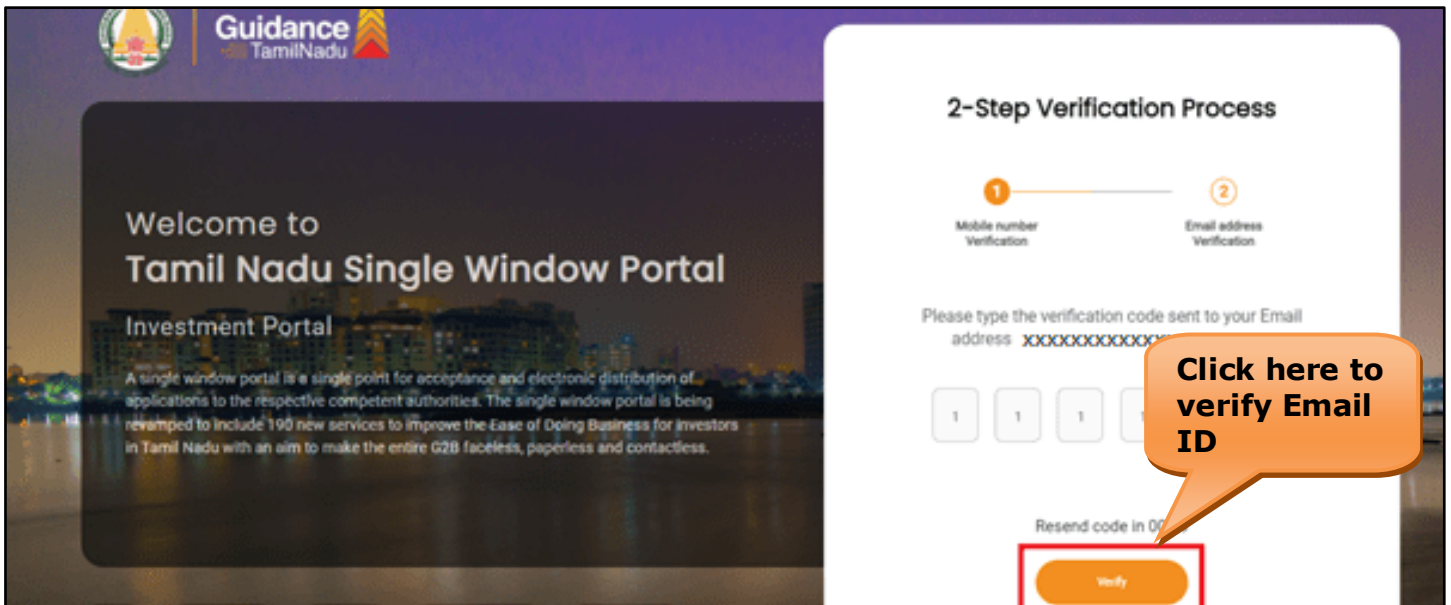


Figure 6. Email ID Verification

- 3) After completion of 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.

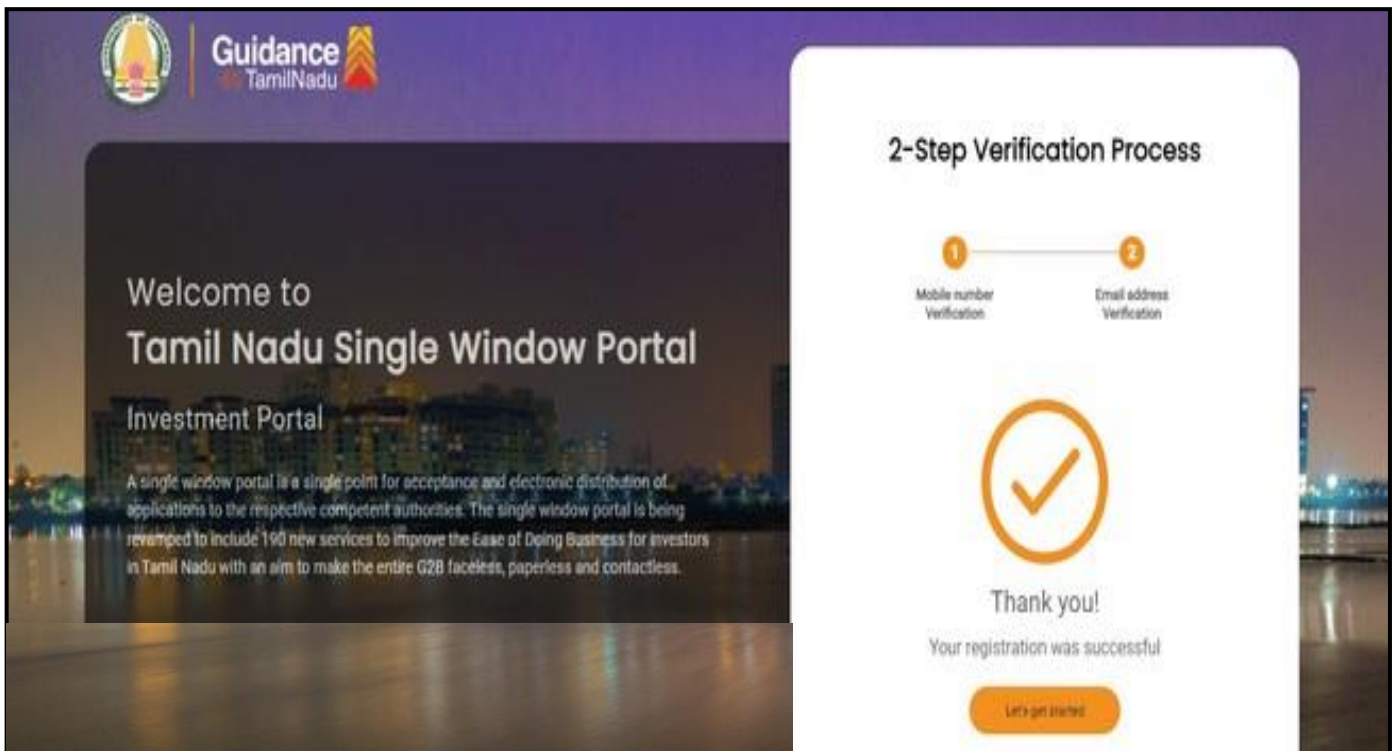


Figure 7. Registration Confirmation Pop-Up

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.

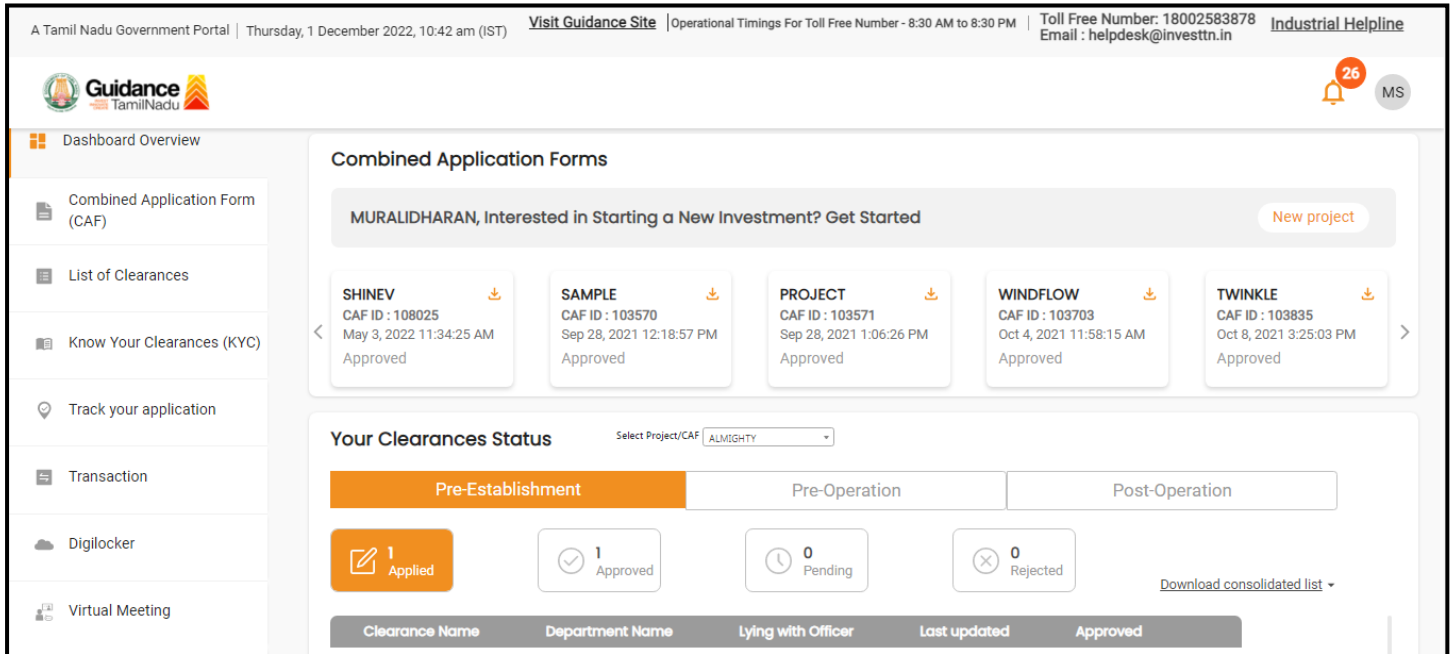
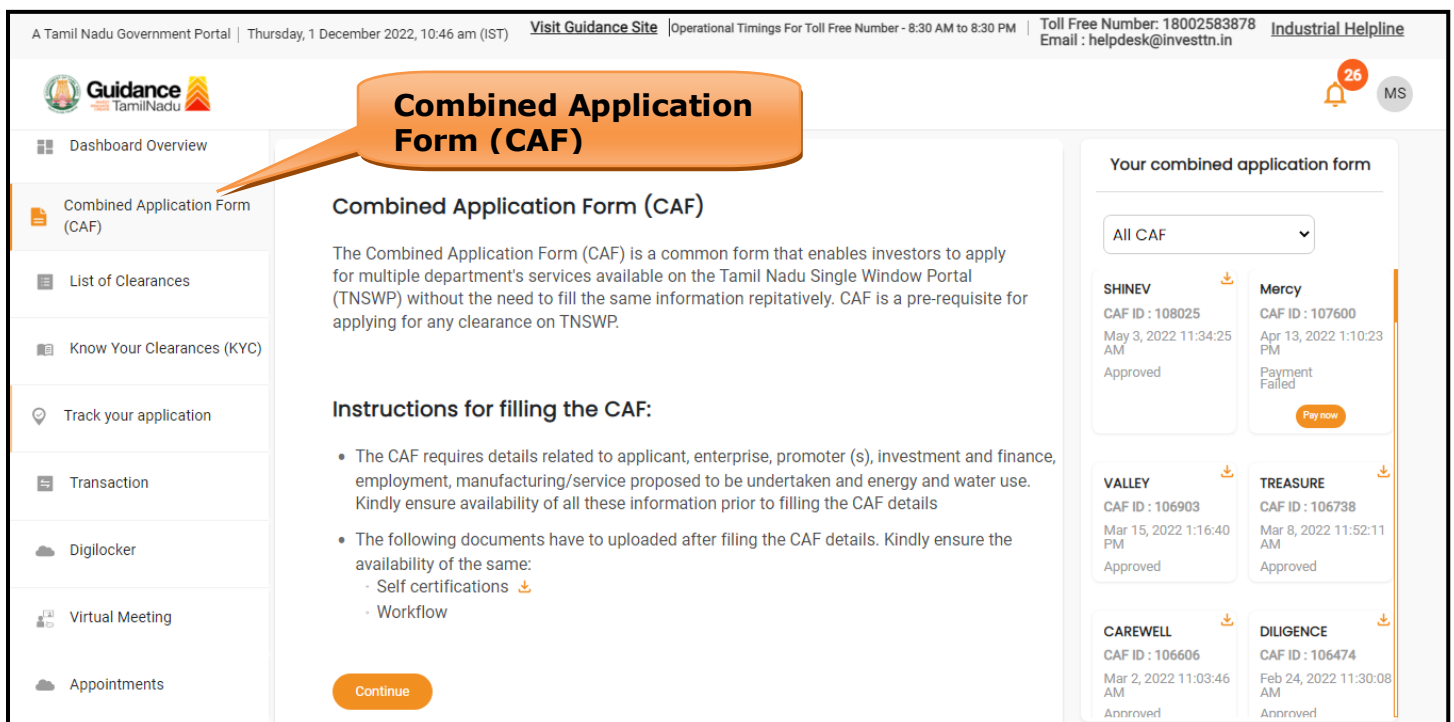


Figure 9. Dashboard Overview

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) is mentioned in the below Figure.
- 5) Click on '**Continue**' button to fill in the Combined Application Form.



The screenshot shows the 'Combined Application Form (CAF)' page on the Tamil Nadu Government Portal. The page header includes the portal name, date, time, 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', and 'Appointments'. The main content area features a title 'Combined Application Form (CAF)', a descriptive paragraph, and 'Instructions for filling the CAF:' which lists requirements for details and document uploads. A 'Continue' button is visible at the bottom. The right-hand panel, titled 'Your combined application form', shows a dropdown menu set to 'All CAF' and a grid of application cards for projects: SHINEV (Approved), Mercy (Payment Failed), VALLEY (Approved), TREASURE (Approved), CAREWELL (Approved), and DILIGENCE (Approved). Each card displays the project name, 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 enterprise)



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:**

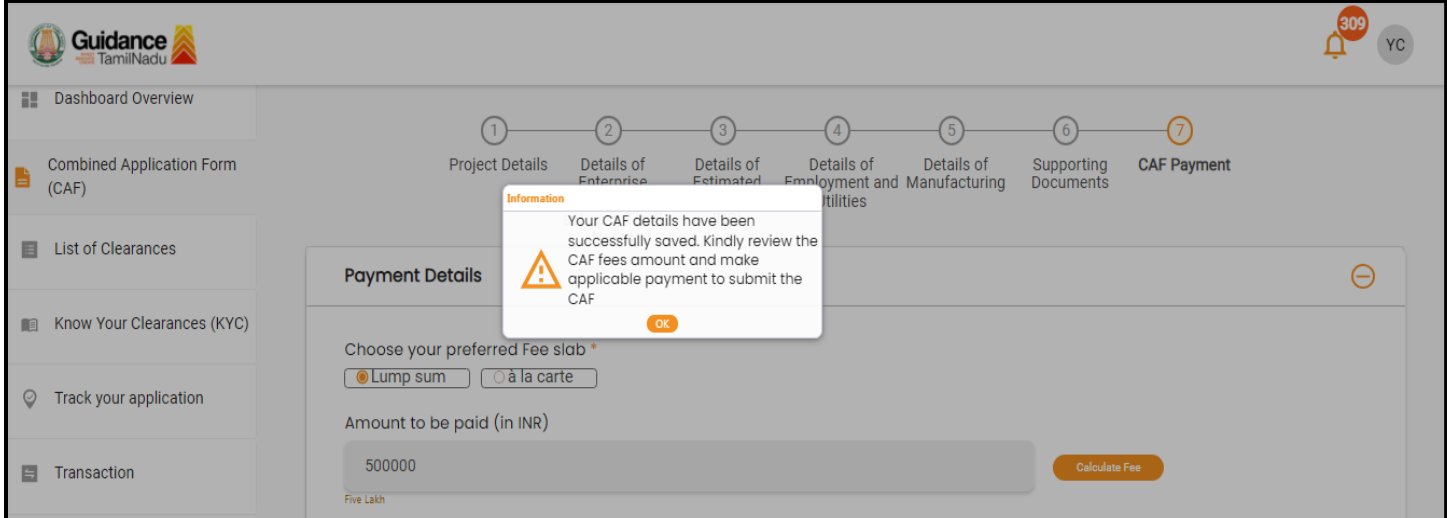
- Download the template.
- Prepare the self-certification documents as per the instructions given in the template and upload.

- **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 application interface. The top navigation bar includes the logo and a notification bell with '309' alerts. 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 Utilities, 5. Details of Manufacturing, 6. Supporting Documents, and 7. CAF Payment. The 'CAF Payment' step is currently active. A confirmation message box is overlaid on the page, 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 background shows the 'Payment Details' section with options for 'Lump sum' (selected) and 'à la carte'. The 'Amount to be paid (in INR)' is set to 500000, with a 'Calculate Fee' button and a note 'Five Lakh' below it.

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. [Click here](#) to access the Single Window Fee Slab.

7. Apply for No Objection Certificate for Building plan and Installation

1. Click on “List of Clearances”

List of Clearances

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
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.

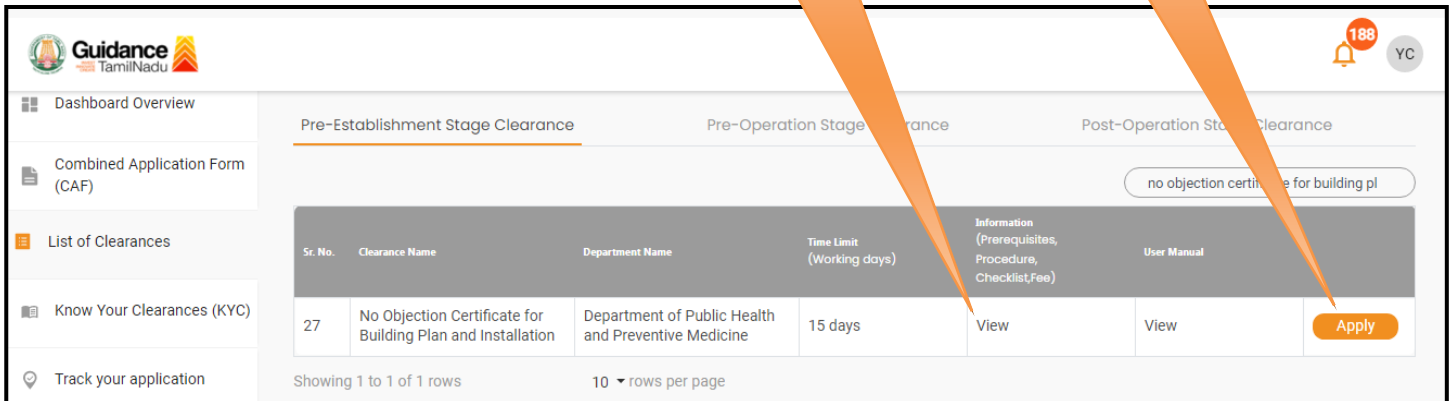
- Pre-Establishment Stage Clearance
- Pre-Operation Stage Clearance
- Post-Operation Stage Clearance

3. Select ‘Pre-Establishment Stage Clearance’ and find the clearance ‘No Objection Certificate for Building Plan and Installation’ 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	
27	No Objection Certificate for Building Plan and Installation	Department of Public Health and Preventive Medicine	15 days	View	View	Apply

Figure 14. Search for Clearances

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
27	No Objection Certificate for Building Plan and Installation	Department of Public Health and Preventive Medicine	15 days	View	View

Figure 15. Apply for Clearances

8. Filling the Application Form

1. Applicant needs to fill all the details under the following 9 sections to complete the application.

- 1) Basic Details**
- 2) Address Details**
- 3) Horse Power**
- 4) Machineries Details**
- 5) Product Details**
- 6) Employment Details**
- 7) Water Details**
- 8) Other Details**
- 9) Checklist**







Figure 16. Nine Sections of Application Form





9) Checklist

- 1) The following supporting documents need to be uploaded by the applicant as per the notes given.
- 2) Maximum 10 MB Allowed (Only .DOC, .PDF, .XLS, .BMP, .GIF, .JPEG, .PNG, .PPTX, .DOCX, .XLSX, .ZIP, .KML are allowed).
- 3) In case of multiple documents, please upload in zip format.

Note 1: Maximum 10 MB Allowed (Only .DOC, .PDF, .XLS, .BMP, .GIF, .JPEG, .PNG, .PPTX, .DOCX, .XLSX, .ZIP, .KML are allowed)

Note 2: In case of multiple documents, please upload in zip format

Sr. No.	Document Name	Attach Document
1	<input checked="" type="checkbox"/> Site Plan	 sample.pdf
2	<input checked="" type="checkbox"/> Topo Sketch	 sample.pdf
3	<input checked="" type="checkbox"/> Machinery installation plan	 sample.pdf
4	<input checked="" type="checkbox"/> Flow chart with detailed write up of processing from raw materials to end product	 sample.pdf

5	<input checked="" type="checkbox"/> Letter of Authorization for applicant from Board of Directors or owner in case of sole proprietorship	 sample.pdf
6	<input checked="" type="checkbox"/> Ownership proof for land (Own/Lease)	 sample.pdf
8	<input checked="" type="checkbox"/> Process of Operations in series for manufacture of end product	 sample.pdf
9	<input checked="" type="checkbox"/> Description of Item	 sample.pdf

Click on 'Submit'

Previous Next Reset **Submit** Save as Draft

Figure 17. Checklist

Token Id Generated

- 1) Click on '**Submit**' button a unique '**Token Id**' would be generated with a pop-up message

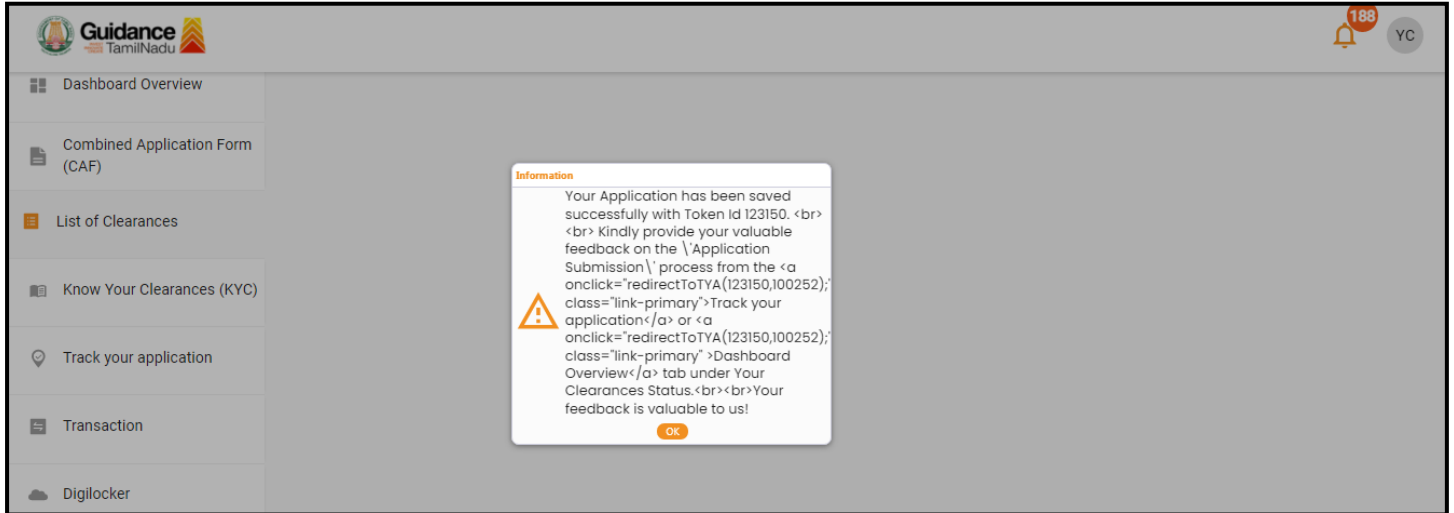
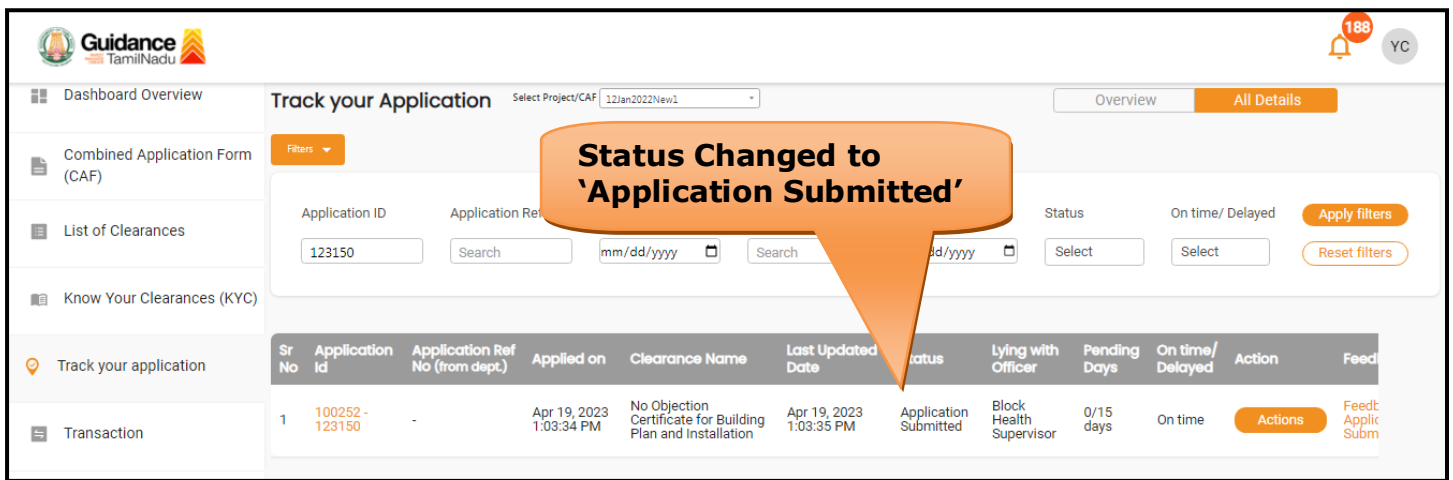


Figure 18. Token Id Generated

Application Submitted

- 1) 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 displays the 'Track your Application' page. A callout bubble points to the 'Application Submitted' status in the table. The table contains the following data:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feed
1	100252 - 123150	-	Apr 19, 2023 1:03:34 PM	No Objection Certificate for Building Plan and Installation	Apr 19, 2023 1:03:35 PM	Application Submitted	Block Health Supervisor	0/15 days	On time	Actions	Feed: Applic Subm

Figure 19. Application Submitted Successfully

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**

Overview of application

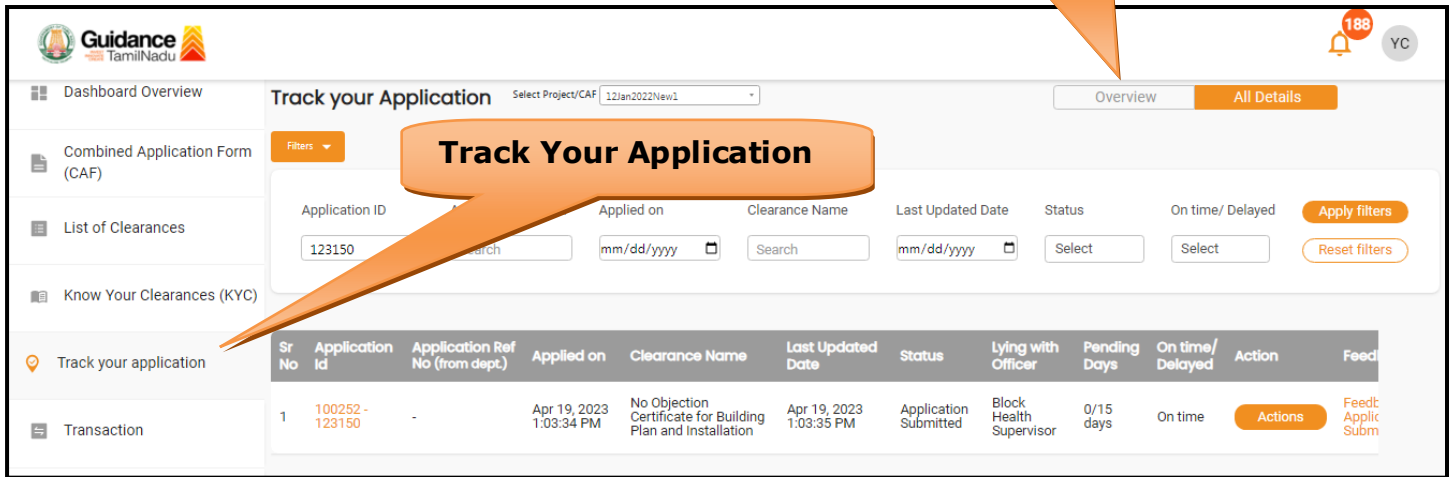
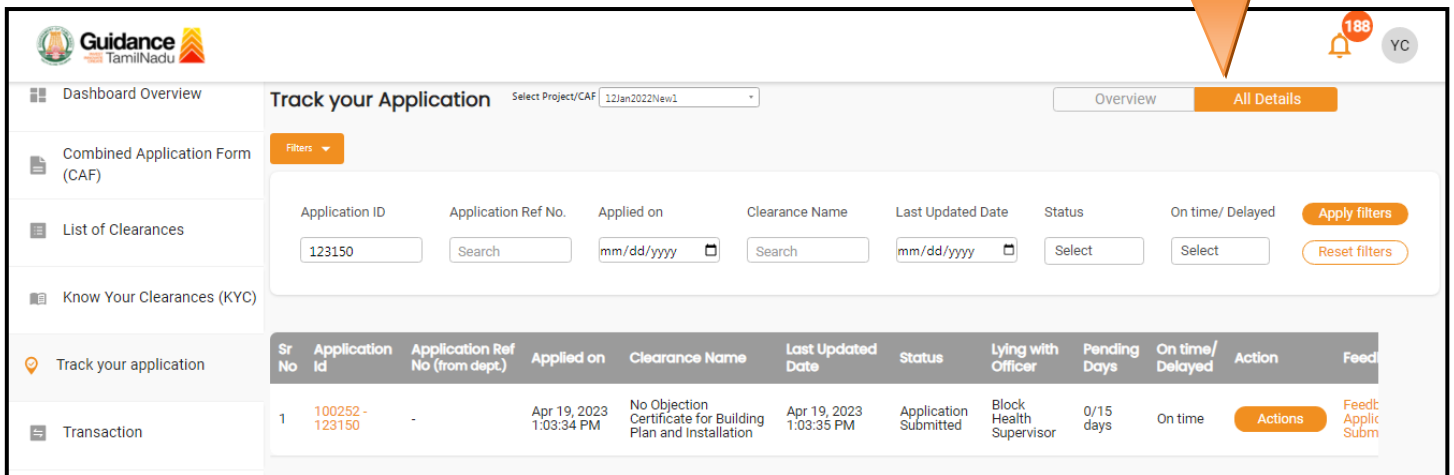


Figure 20. Track your Application

- **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**

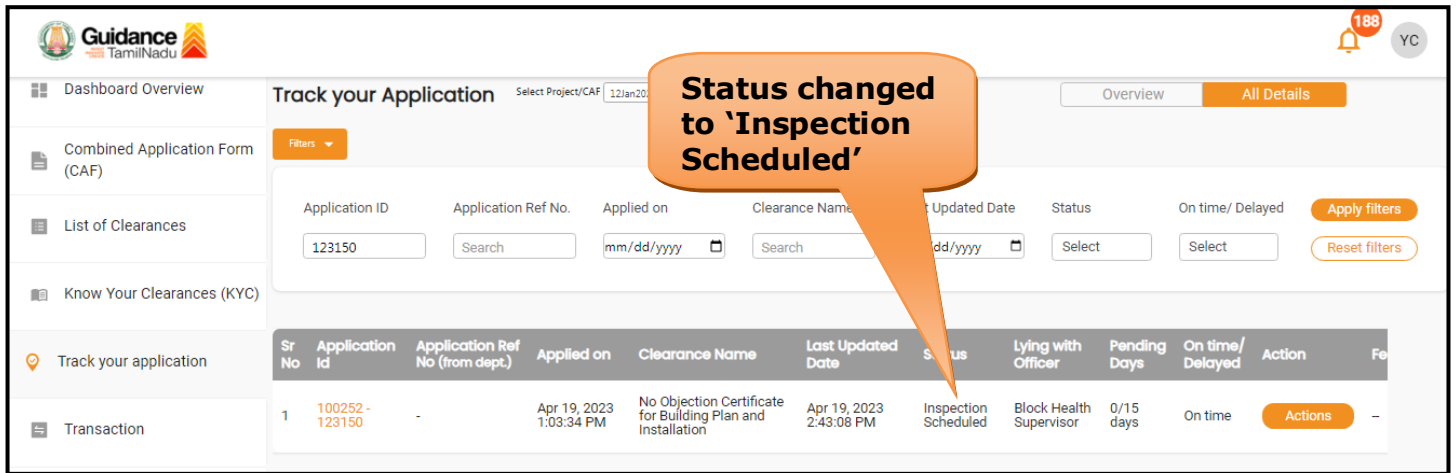
The screenshot shows the 'Track your Application' page with the 'All Details' tab selected. The table below displays the application details:

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	100252 - 123150	-	Apr 19, 2023 1:03:34 PM	No Objection Certificate for Building Plan and Installation	Apr 19, 2023 1:03:35 PM	Application Submitted	Block Health Supervisor	0/15 days	On time	Actions	Feed: Applic Subm

Figure 21. ‘All details’ tab

10. Inspection Schedule

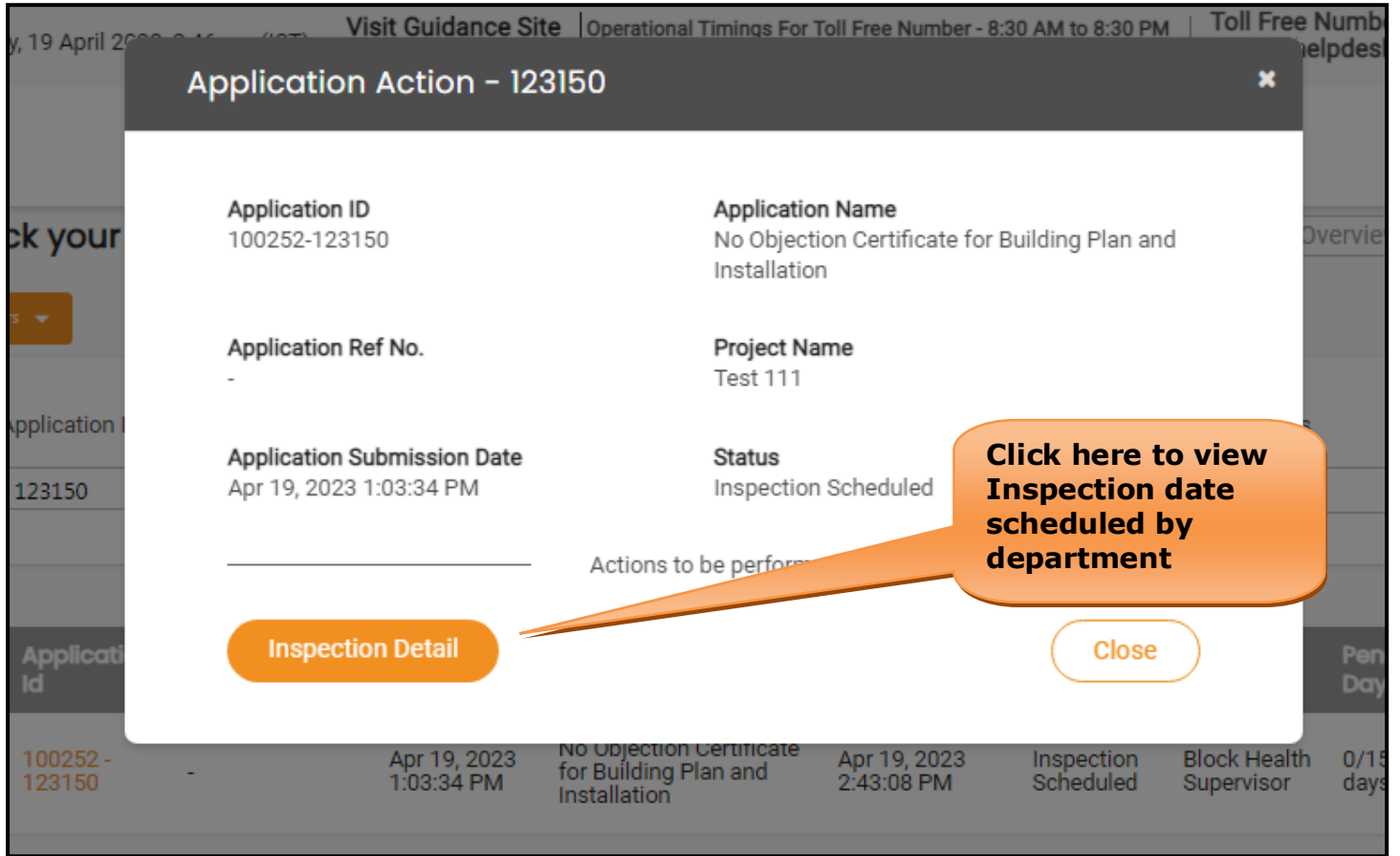
- 1) The Block Health Supervisor schedules the date of appointment for inspection to be done for the specified institution.
- 2) After the Inspection is completed, the Block Health Supervisor submits the Inspection report.
- 3) The Applicant has the provision to view the schedule Inspection Details.



The screenshot shows the 'Track your Application' page. A callout bubble points to the 'Inspection Scheduled' status in the table. The table has the following data:

Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100252 - 123150	-	Apr 19, 2023 1:03:34 PM	No Objection Certificate for Building Plan and Installation	Apr 19, 2023 2:43:08 PM	Inspection Scheduled	Block Health Supervisor	0/15 days	On time	Actions

Figure 22. Inspection Scheduled



Application Action - 123150

Application ID 100252-123150	Application Name No Objection Certificate for Building Plan and Installation
Application Ref No. -	Project Name Test 111
Application Submission Date Apr 19, 2023 1:03:34 PM	Status Inspection Scheduled

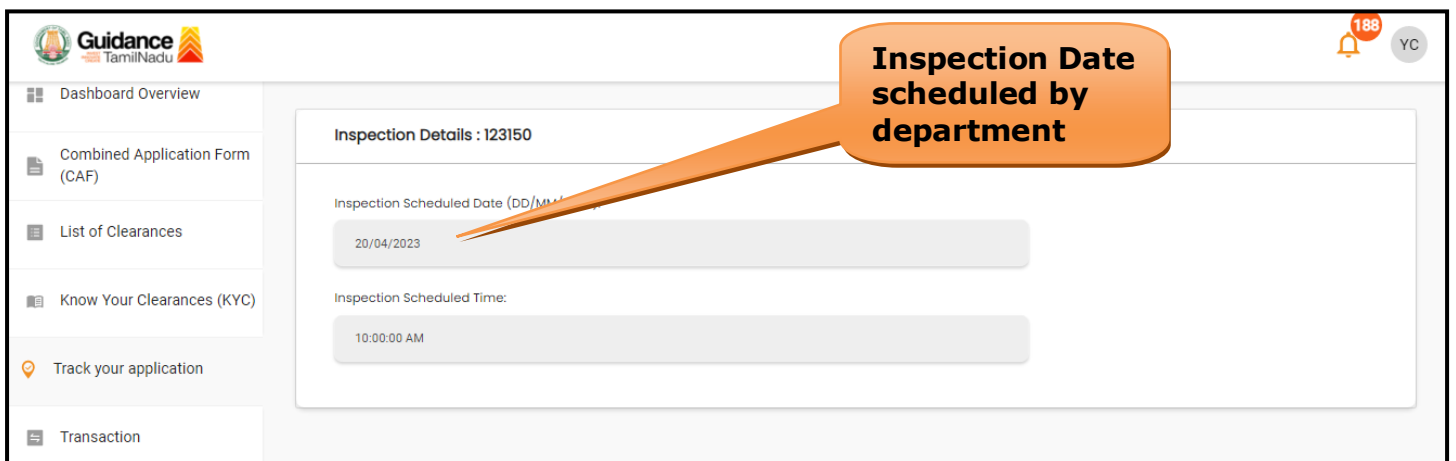
Actions to be performed

[Inspection Detail](#) [Close](#)

Click here to view Inspection date scheduled by department

100252 - 123150	-	Apr 19, 2023 1:03:34 PM	No Objection Certificate for Building Plan and Installation	Apr 19, 2023 2:43:08 PM	Inspection Scheduled	Block Health Supervisor	0/15 days
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Figure 23. Inspection Scheduled Details



Inspection Details : 123150

Inspection Scheduled Date (DD/MM/YYYY): 20/04/2023

Inspection Scheduled Time: 10:00:00 AM

Inspection Date scheduled by department

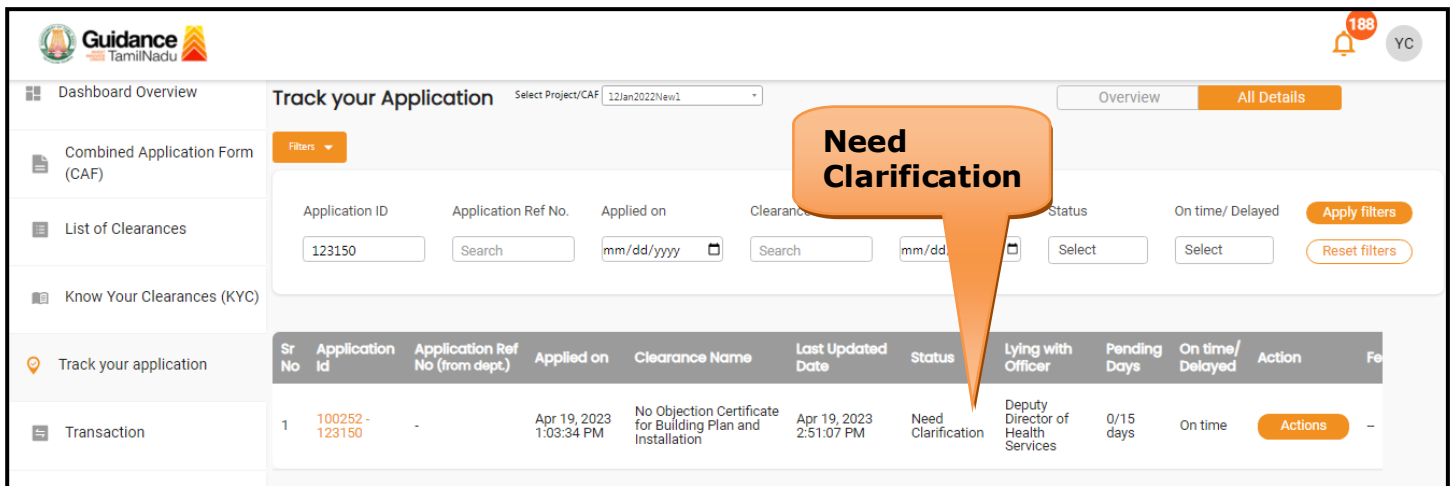
- Dashboard Overview
- Combined Application Form (CAF)
- List of Clearances
- Know Your Clearances (KYC)
- Track your application
- Transaction

188 YC

Figure 24. Inspection Scheduled Date

11. Query Clarification

- 1) After submitting the application to the Public Health and Preventive Medicine department, the concerned officer reviews the application and if there are any clarifications required, the concerned officer 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 to respond the query as shown in the below figure.



The screenshot shows the 'Track your Application' page with a table of application records. The status 'Need Clarification' is highlighted with an orange callout bubble.

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	100252 - 123150	-	Apr 19, 2023 1:03:34 PM	No Objection Certificate for Building Plan and Installation	Apr 19, 2023 2:51:07 PM	Need Clarification	Deputy Director of Health Services	0/15 days	On time	Actions

Figure 25. Need Clarification

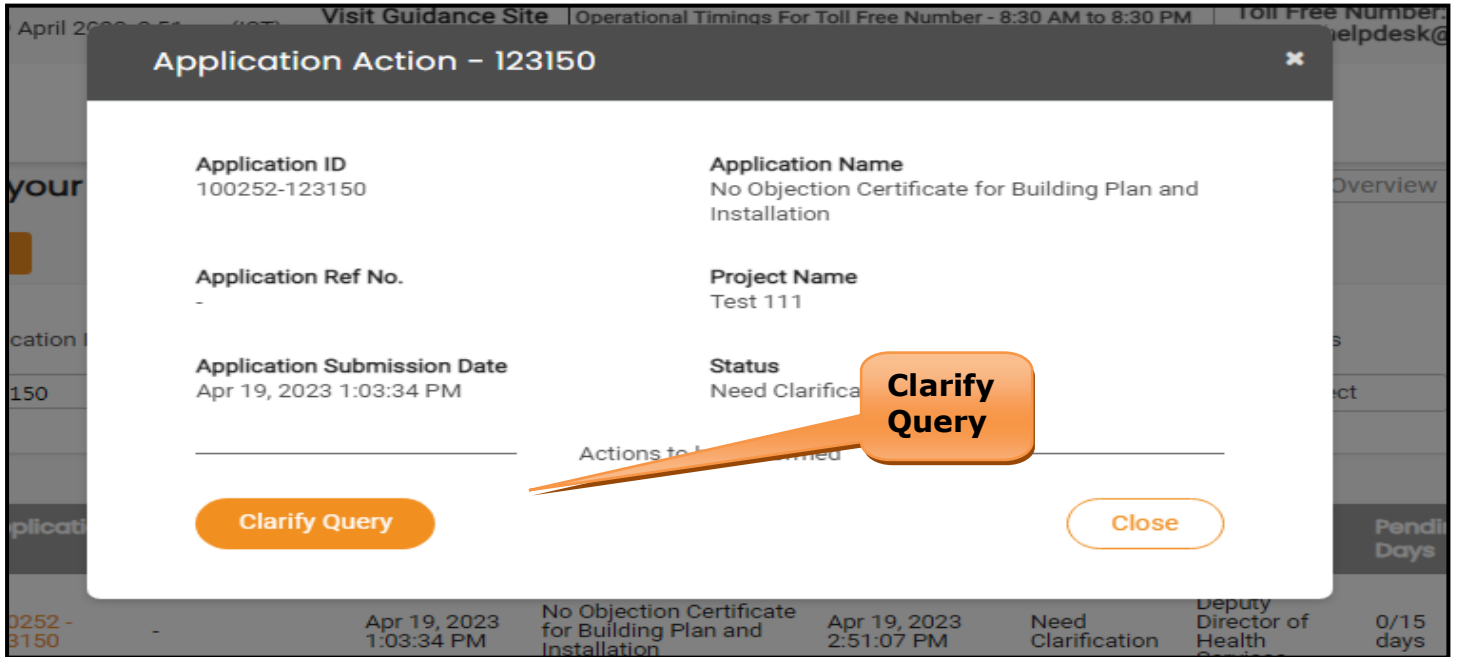


Figure 26. Clarify Query

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

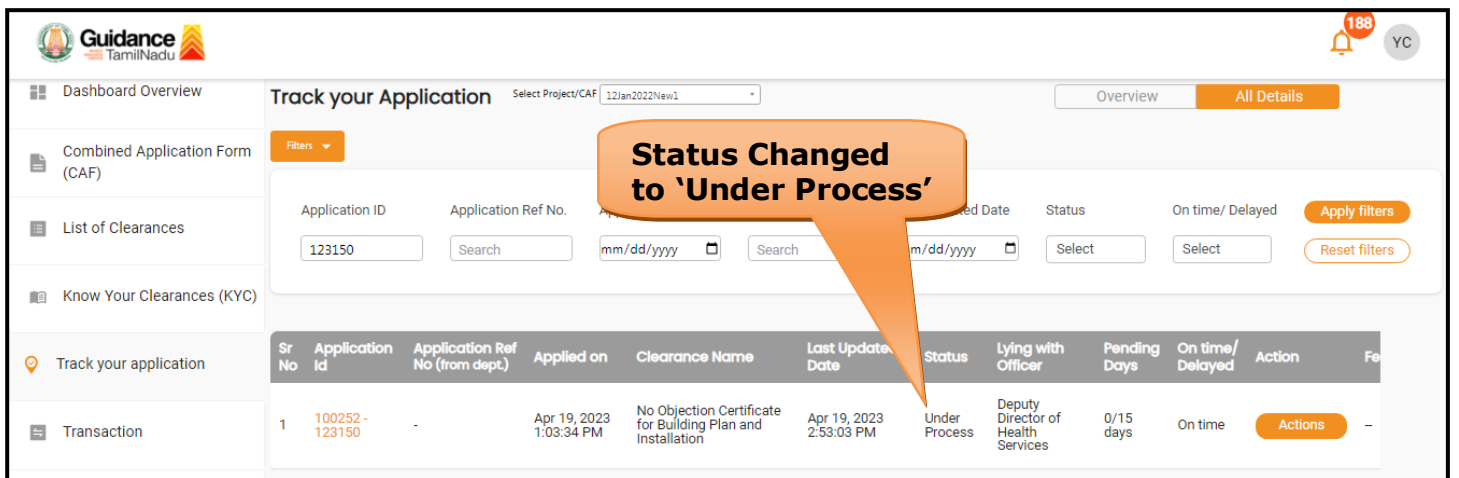


Figure 27. Application under Process

12. Application Processing

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

The screenshot shows the 'Track your Application' interface. At the top, there are tabs for 'Overview' and 'All Details'. Below this is a search and filter section with fields for Application ID, Application Ref No., Applied on, Last Updated Date, Status, and On time/ Delayed. A table below displays application details:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Update Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feedb
1	100252 - 123150	-	Apr 19, 2023 1:03:34 PM	No Objection Certificate for Building Plan and Installation	Apr 19, 2023 2:58:14 PM	Approved	Deputy Director of Health Services	0/15 days	On time	Actions	Feedb Applic Proce: Feedb Applic Submi

An orange callout bubble labeled 'Approved Status' points to the 'Approved' status in the table.

Figure 28. Application Processed

2) If the application is **‘Approved’** by the Department, the applicant can download the Approval Certificate under **‘Track your Application – > ‘Action’ button -> Download Certificate** (Refer Figure 29)

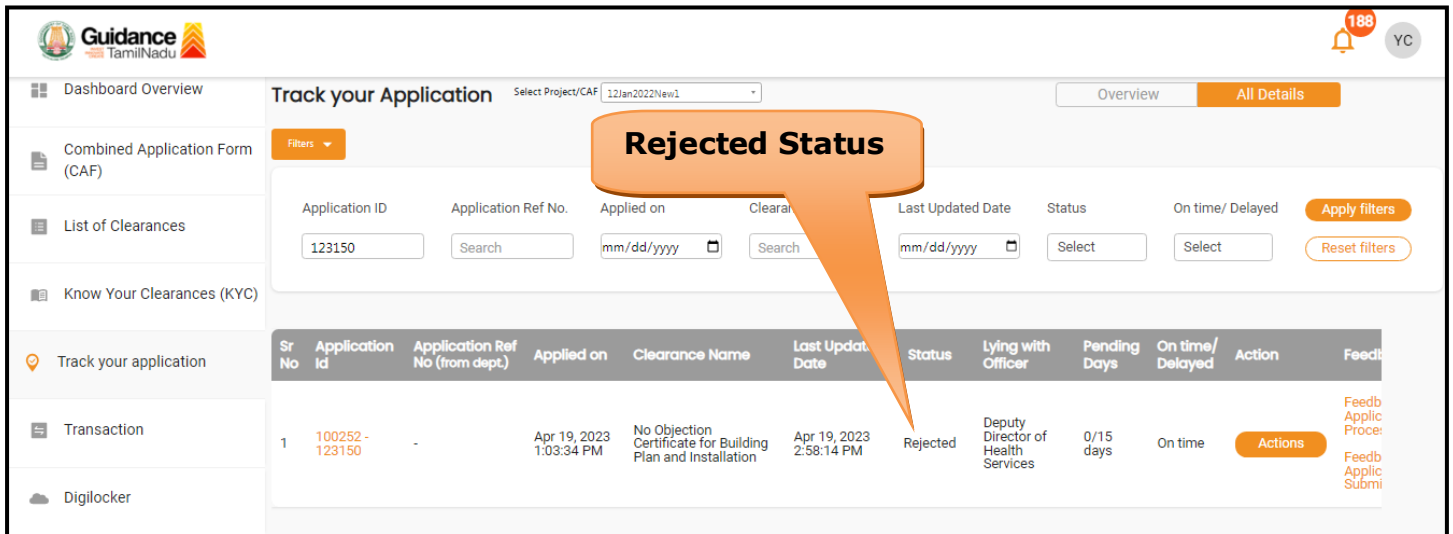
The screenshot shows the 'Application Action - 123150' modal window. It displays the following information:

- Application ID: 100252-123150
- Application Name: No Objection Certificate for Building Plan and Installation
- Application Ref No.: -
- Project Name: Test 111
- Application Submission Date: Apr 19, 2023 1:03:34 PM
- Status: Approved

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

Figure 29. Download the Approved Certificate

3) If the application is '**Rejected**' by the Department, 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 30)



The screenshot shows the 'Track your Application' page. A callout box labeled 'Rejected Status' points to a table entry. The table has the following data:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Update Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feedb
1	100252 - 123150	-	Apr 19, 2023 1:03:34 PM	No Objection Certificate for Building Plan and Installation	Apr 19, 2023 2:58:14 PM	Rejected	Deputy Director of Health Services	0/15 days	On time	Actions	Feedb Applic Proce Feedb Applic Submi

Figure 30. Rejected Status

