



TAMIL NADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Report for development of land located in
Non-planned areas (Dry Land)**

Agriculture 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)

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**

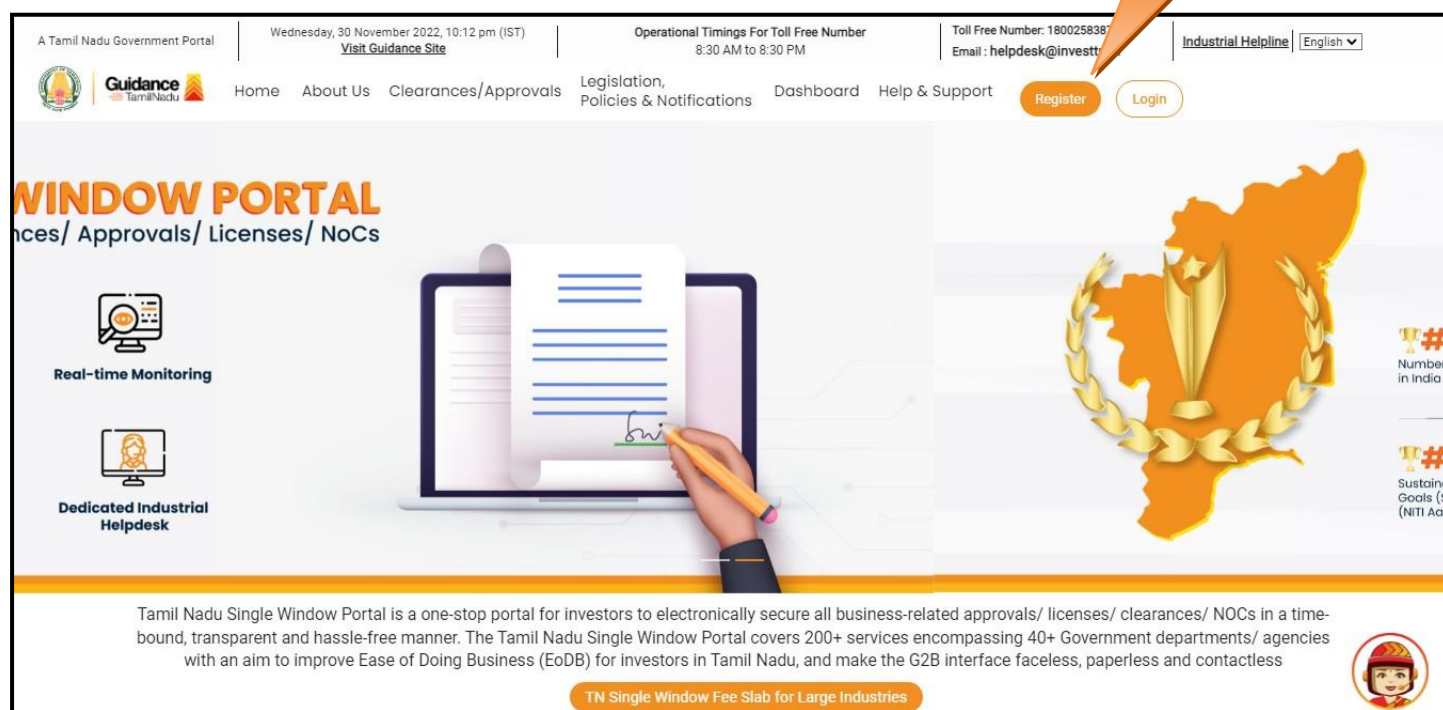



Figure 2. Register

- 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 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 ● 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

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

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

o **Mobile Number Verification**

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

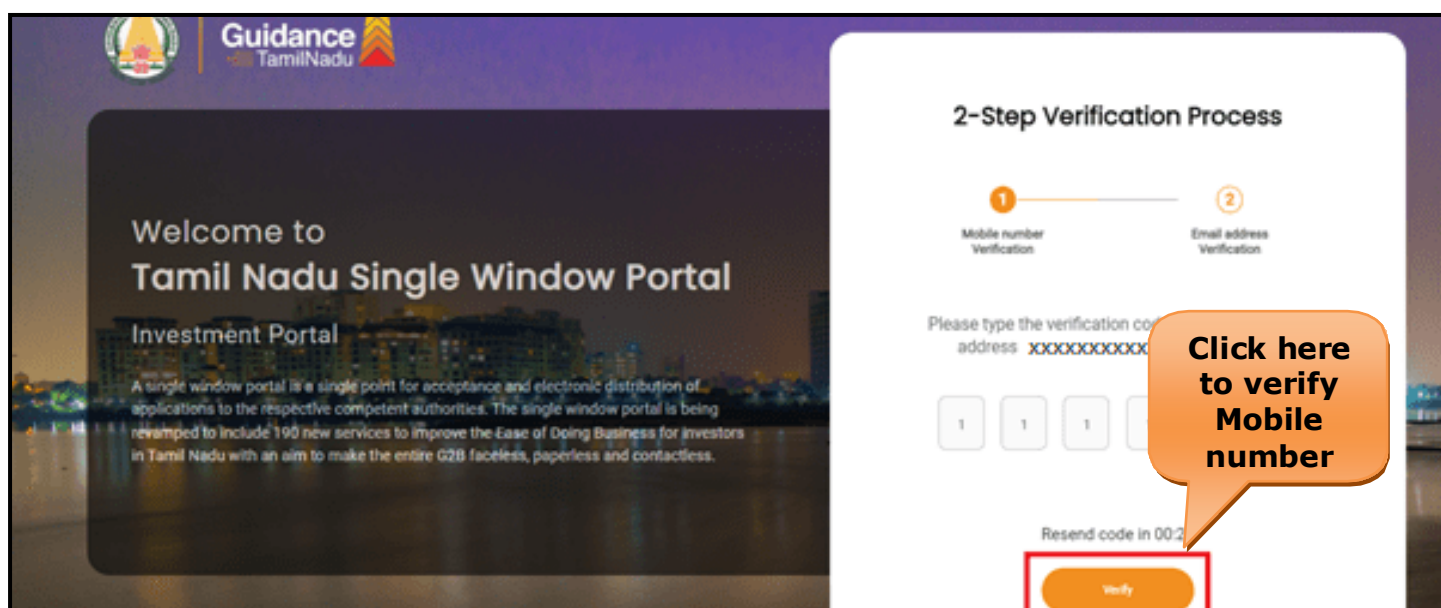


Figure 5. Mobile Number Verification

o **Email ID Verification**

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

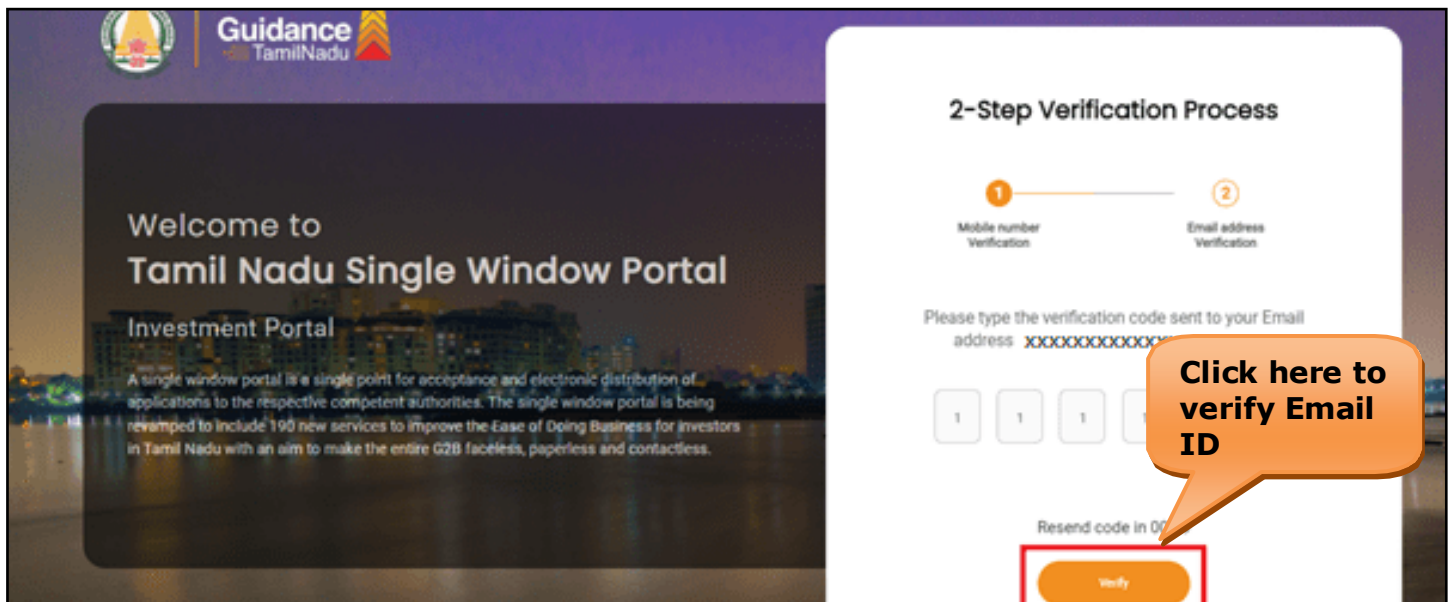


Figure 6. Email ID Verification

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

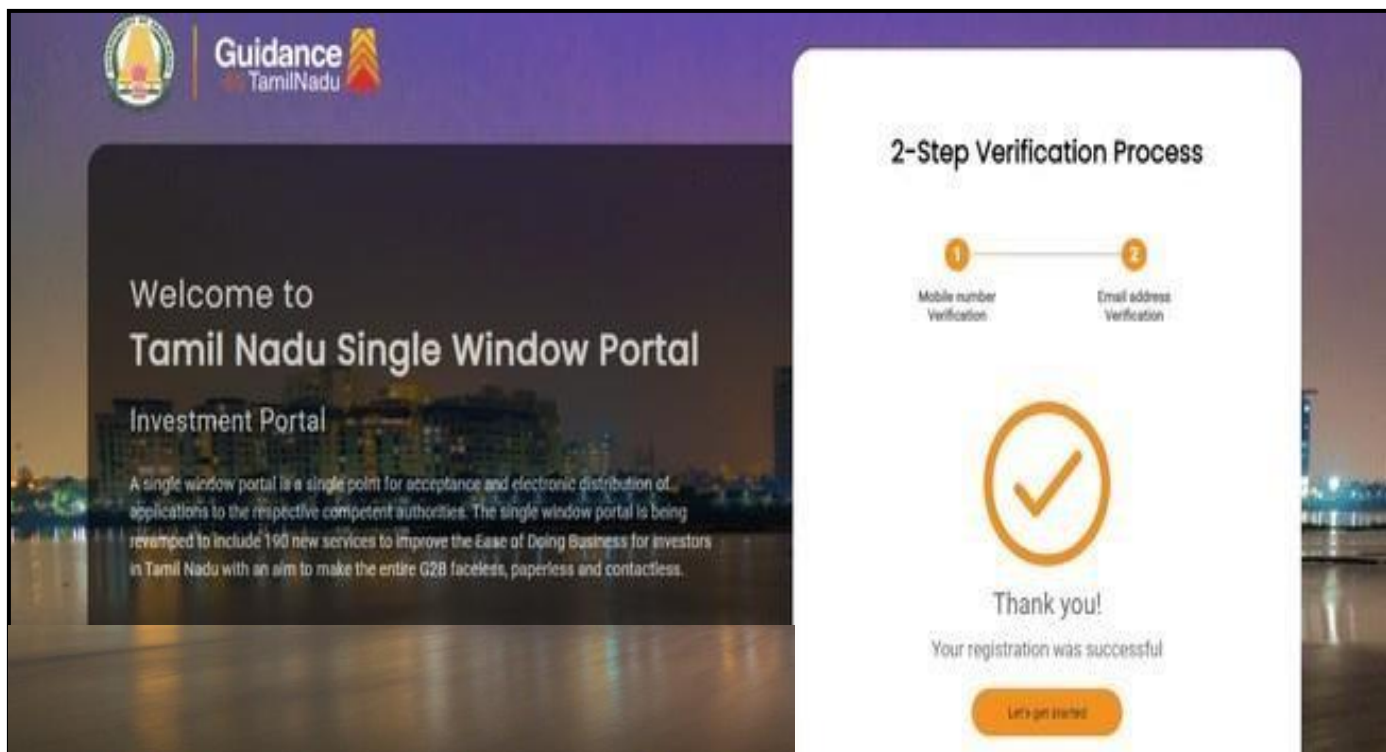


Figure 7. Registration Confirmation Pop-Up

4. Login

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

Login to TNSWP



Figure 8. Login

5. Dashboard Overview

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

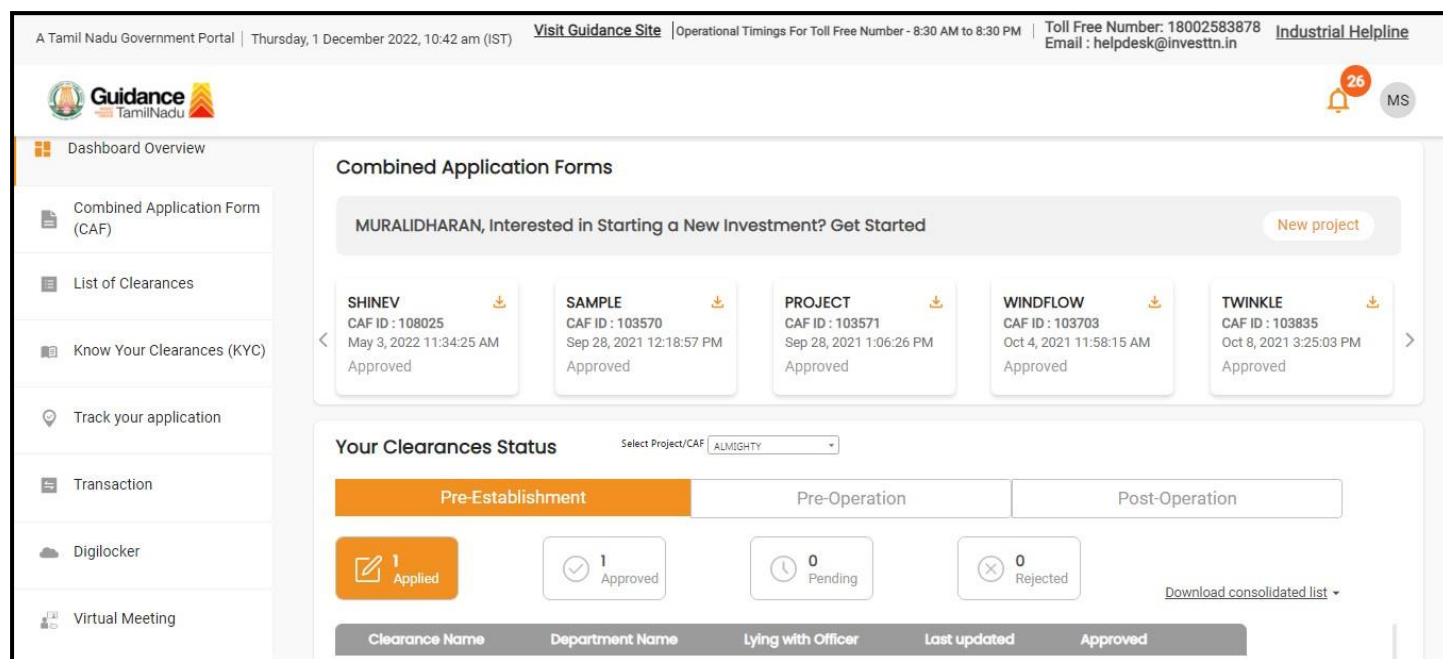


Figure 9. Dashboard Overview

6. Combined Application Form (CAF)

- 1) Prior to applying for various clearances on TNSWP, the applicant must create a project by filling 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.

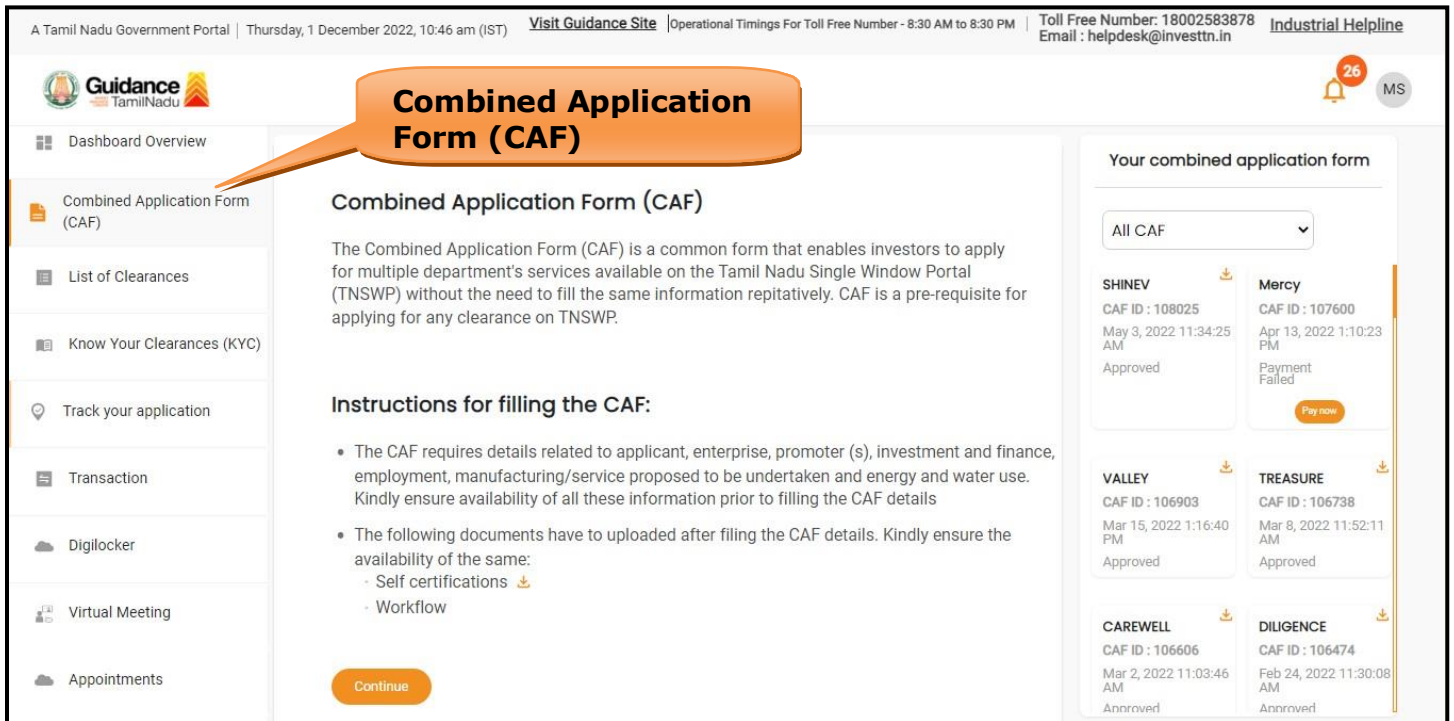


Figure 10. Combined Application Form (CAF)

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).

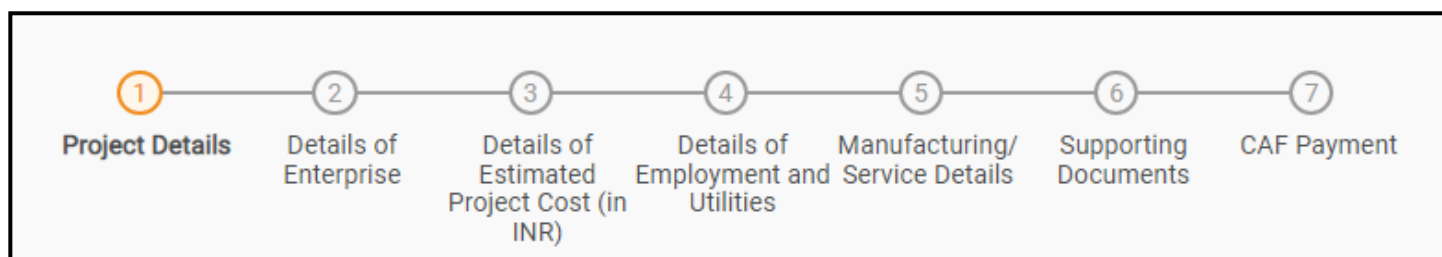


Figure 11. Section of Combined Application Form (CAF)

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, there is a navigation bar with the Guidance TamilNadu logo and a notification bell icon showing 309 alerts. Below the navigation bar is a progress indicator with seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Manufacturing Utilities, 5. Details of Manufacturing, 6. Supporting Documents, and 7. CAF Payment. The current step, CAF Payment, is highlighted. 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 box, the "Payment Details" section is visible. It includes a "Choose your preferred Fee slab" section with two radio buttons: "Lump sum" (selected) and "à la carte". Below this is a text input field for "Amount to be paid (in INR)" containing the value "500000" and the text "Five Lakh" below it. A "Calculate Fee" button is located to the right of the input field. At the bottom of the page, there are several buttons: "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. [Click here](#) to access the Single Window Fee Slab.

7. Apply for Report for development of land located in non-planned areas (Dry Land)

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
2	Allotment of Land in industrial area	State Industries Promotion Corporation of Tamil Nadu Ltd	60 days	View

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 'Report for development of land located in Non-Planned areas (Dry Land)' 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)
44	Report for development of land located in non-planned areas (Dry Land)	Agriculture Department	20 days	View

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

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

agriculture

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)
44	Report for development of land located in non-planned areas (Dry Land)	Agriculture Department	20 days	View

Showing 1 to 1 of 1 rows 10 rows per page

Apply

Figure 15. Apply for Clearance

8. Filling the Application Form

1) Applicant needs to fill all the details under the following 2 section to complete the application.

A. Applicant Details

B. Document Checklist

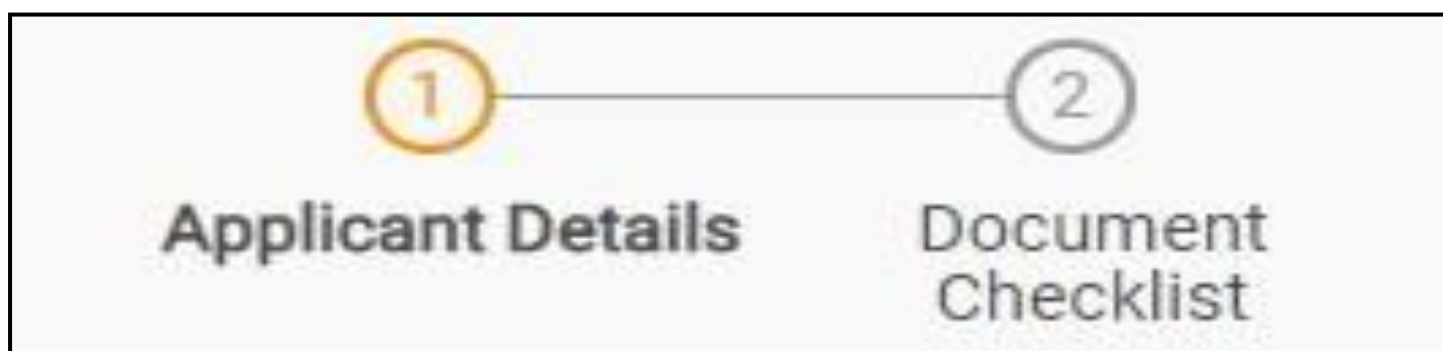


Figure 16. Two Section of Application Form

B. Document 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
- 4) After Uploading all the supporting document click on 'Next' to go Payment details' screen.

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 type="checkbox"/> Adangal from VAO for not cultivating the crop a) for the recent past 3 fasli including current fasli for new conversion b) For the recent 2 Fasli including current Fasli for NOC obtained for abutting land.	
1.1	<input type="checkbox"/> Current Fasali	Drag & Drop Browse Files DigiLocker
1.2	<input type="checkbox"/> Last year before current fasali	Drag & Drop Browse Files DigiLocker
1.3	<input type="checkbox"/> A Year before last fasali	Drag & Drop Browse Files DigiLocker
2	<input type="checkbox"/> Copy of existing NOC for abutting land	Drag & Drop Browse Files DigiLocker
3	<input type="checkbox"/> Patta / Chitta Document	Drag & Drop Browse Files DigiLocker

The screenshot shows a document checklist with the following items:

- 4 Layout drawing
- 5 Aadhaar Card of the owner
- 6 FMB sketch
- 7 Encumbrance Certificate (have the details of the last 13 years and should have been obtained within 30 days. Document more than 30 days prior to date of application will not be valid)
- 8 copy of A- Register

Each item has a 'Drag & Drop' label and two buttons: 'Browse Files' and 'DigLocker'. At the bottom, there are buttons for 'Previous', 'Next', 'Submit', 'Save As Draft', 'Close', and 'Reset'. An orange callout bubble points to the 'Submit' button with the text: 'Click On 'Submit' button'.

Figure 17. Document Checklist

- Applicant Clicks the “**Submit**” button and Token Id gets generated

The screenshot shows a progress bar with 8 steps: 1 Licence Details, 2 Applicant Details, 3 Manufacturer Details, 4 Product Details, 5 Technical Personnel / Competent Persons Details, 6 Fees Details, 7 Contact Details, and 8 Checklist. A dialog box is displayed over the progress bar with the following text:

Information
Your Application has been saved successfully with Token Id 118839.
OK

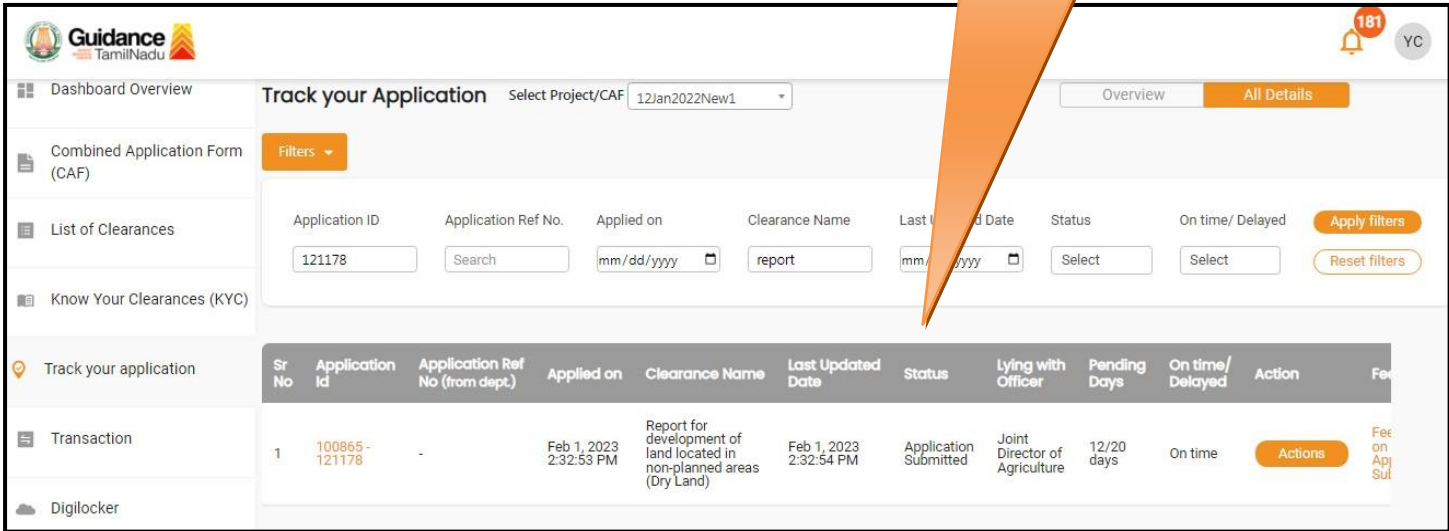
Below the dialog box, there is a 'Project Details' section with a dropdown menu for 'Project *' showing 'ALMIGHTY'.

Figure 18. Token Id Generated

Application Submitted

1) After the applicant has completed the payment process, 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**

Status Changed to 'Application Submitted'



The screenshot shows the 'Track your Application' page. The 'Status' column in the table below is highlighted by 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	Fee
1	100865-121178	-	Feb 1, 2023 2:32:53 PM	Report for development of land located in non-planned areas (Dry Land)	Feb 1, 2023 2:32:54 PM	Application Submitted	Joint Director of Agriculture	12/20 days	On time	Actions	Fee on Appl Sub

Figure 21. Status of the Application

9. Track Your Application

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

2) Applicant to choose the name of the project created during CAF from the dropdown '**Select Project / CAF**' displayed at the top of the page.

- **Track your application– Overview Option**

By clicking on 'Overview' tab, Applicant can view the count of various clearance statuses as follows.

- **Total Pending Clearances**
- **Total Approved Clearances**
- **Total Rejected Clearances**

Track Your Application

Overview of Applications

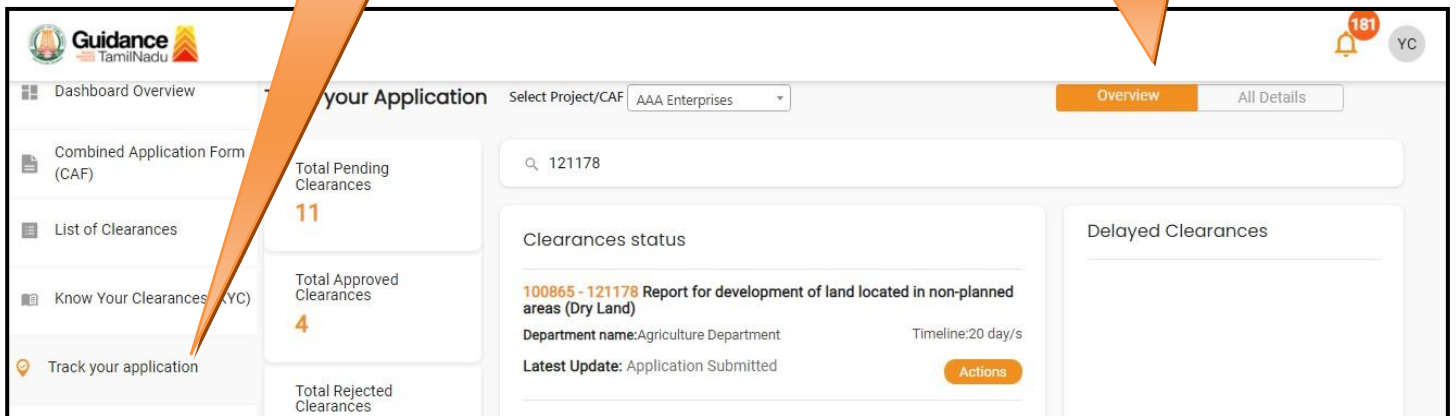
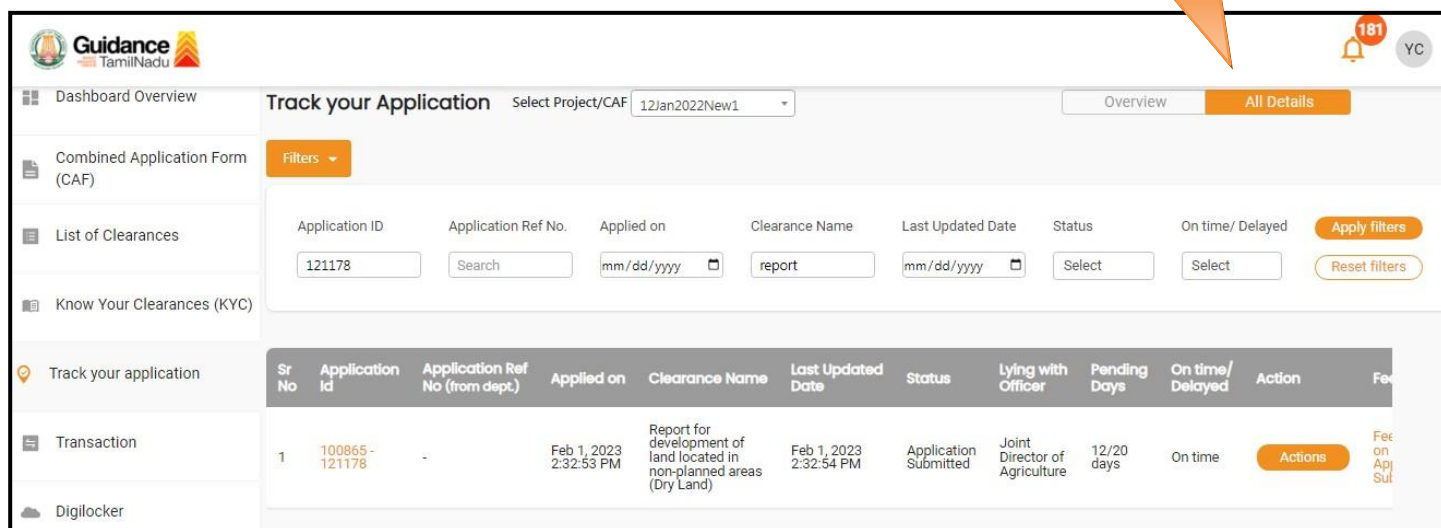


Figure 22. Track Your Application

- **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**

Track your Application Select Project/CAF: 12Jan2022New1

Overview | **All Details**

Filters

Application ID: 121178 | Application Ref No: Search | Applied on: mm/dd/yyyy | Clearance Name: report | Last Updated Date: mm/dd/yyyy | Status: Select | On time/ Delayed: Select

Apply filters | Reset filters

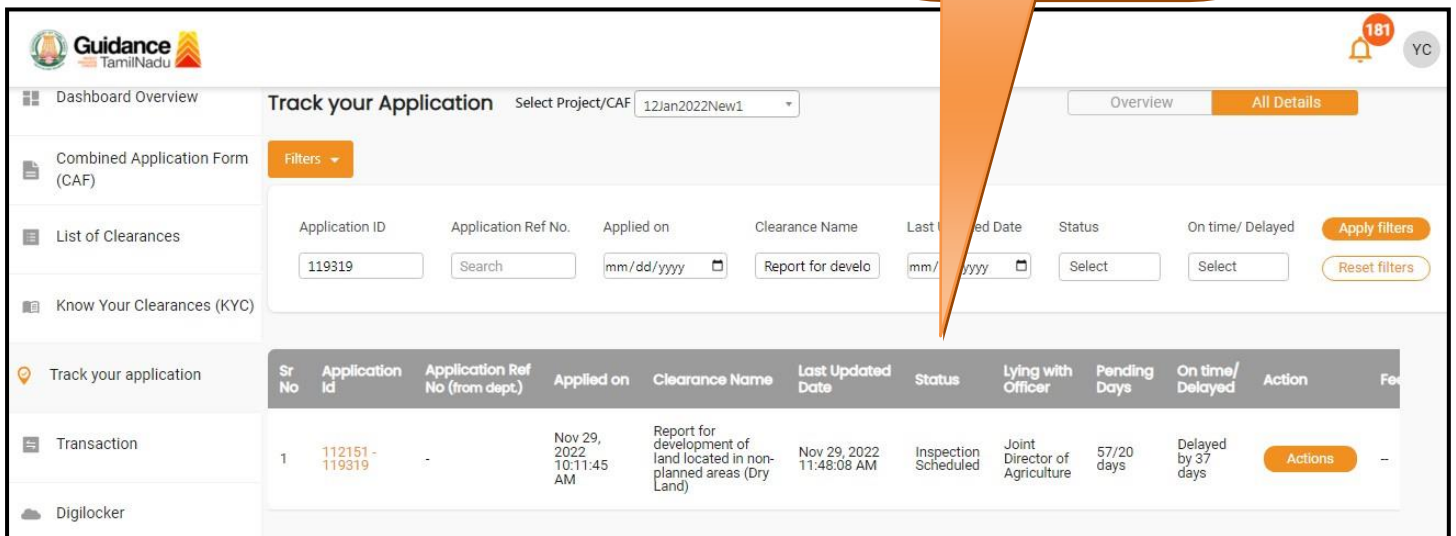
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100865 - 121178	-	Feb 1, 2023 2:32:53 PM	Report for development of land located in non-planned areas (Dry Land)	Feb 1, 2023 2:32:54 PM	Application Submitted	Joint Director of Agriculture	12/20 days	On time	Actions

Figure 23. ‘All Details’ tab

10. Inspection Schedule

- 1) The Joint Director of Agriculture Forwards the file for Inspection to the Drug Inspector.
- 2) The Drug Inspector schedules the Inspection date.
- 3) After the Inspection gets completed, the Drug Inspector submits the Inspection report to the Assistant Director of Drugs.
- 4) The Applicant has the provision to view the Scheduled Inspection details.

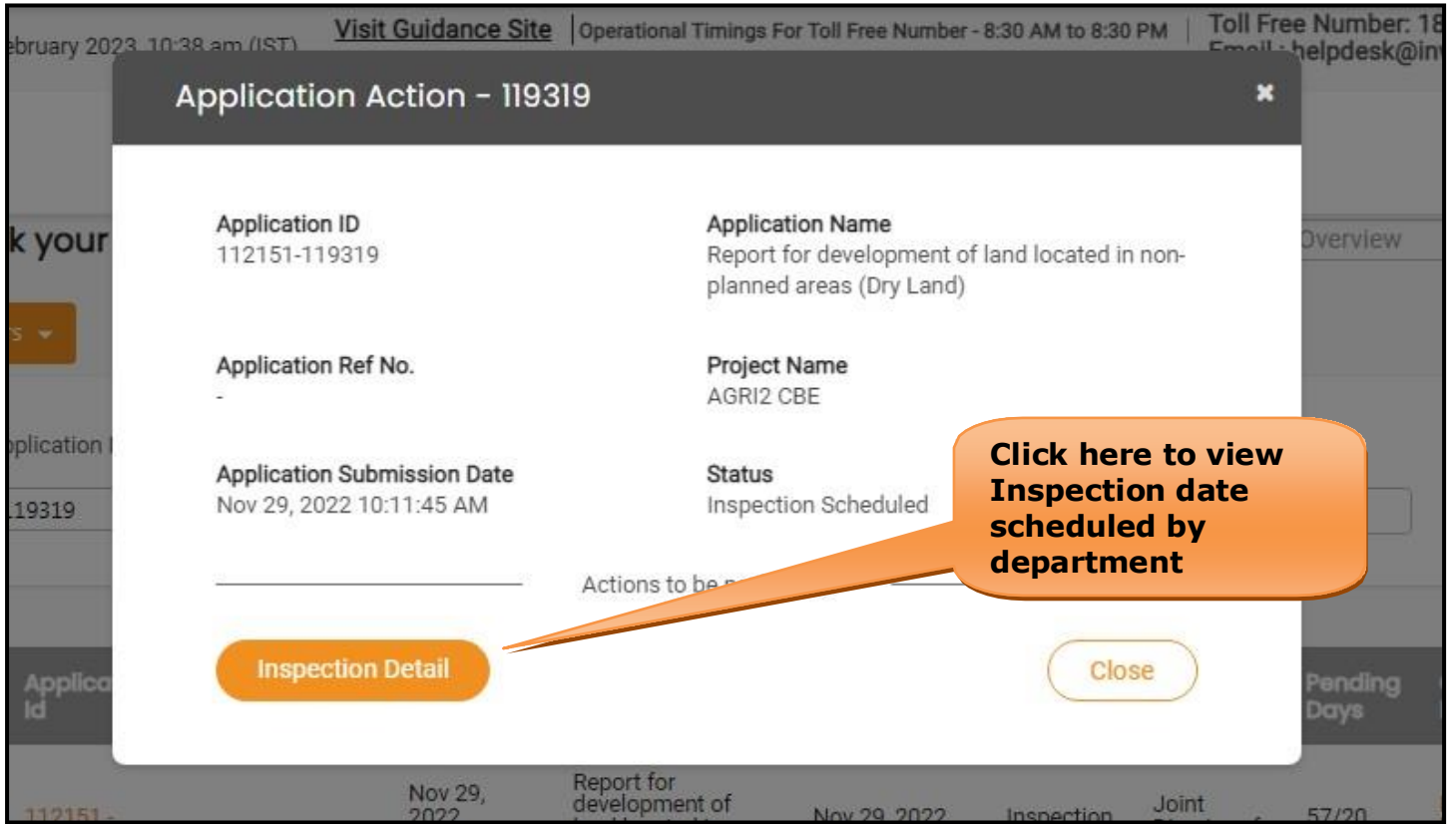
Status changed to 'Inspection scheduled'



The screenshot shows the 'Track your Application' page. The application ID is 119319 and the clearance name is 'Report for development of land located in non-planned areas (Dry Land)'. The status is 'Inspection Scheduled'. The application was applied on Nov 29, 2022, 10:11:45 AM and last updated on Nov 29, 2022, 11:48:08 AM. The pending days are 57/20 days, and it is delayed by 37 days. The officer is the Joint Director of Agriculture.

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	112151 - 119319	-	Nov 29, 2022 10:11:45 AM	Report for development of land located in non-planned areas (Dry Land)	Nov 29, 2022 11:48:08 AM	Inspection Scheduled	Joint Director of Agriculture	57/20 days	Delayed by 37 days	Actions

Figure 24. Inspection Scheduled



Application Action - 119319

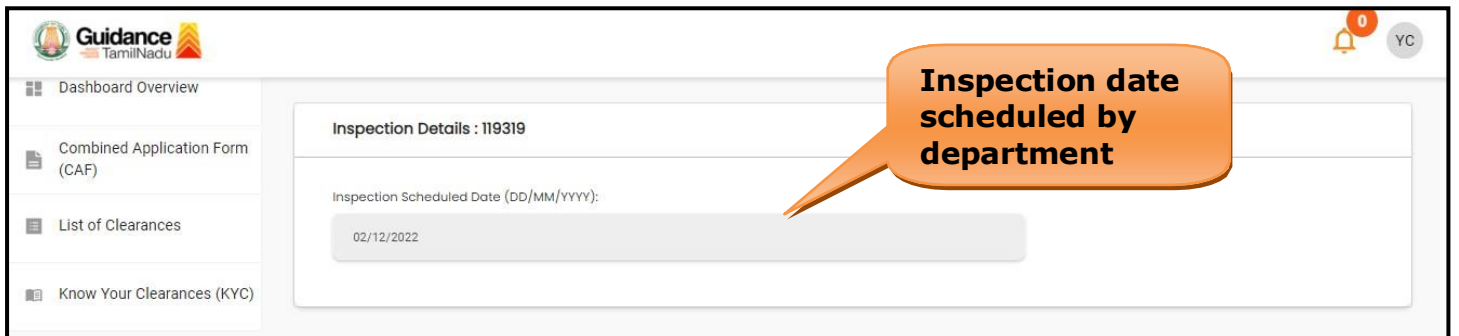
Application ID 112151-119319	Application Name Report for development of land located in non-planned areas (Dry Land)
Application Ref No. -	Project Name AGRI2 CBE
Application Submission Date Nov 29, 2022 10:11:45 AM	Status Inspection Scheduled

Actions to be performed

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

Click here to view Inspection date scheduled by department

Figure 25. Scheduled Inspection Details



Inspection Details : 119319

Inspection Scheduled Date (DD/MM/YYYY):

02/12/2022

Inspection date scheduled by department

Figure 26. Scheduled Inspection Details (Contd.)

11. Application Processing

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

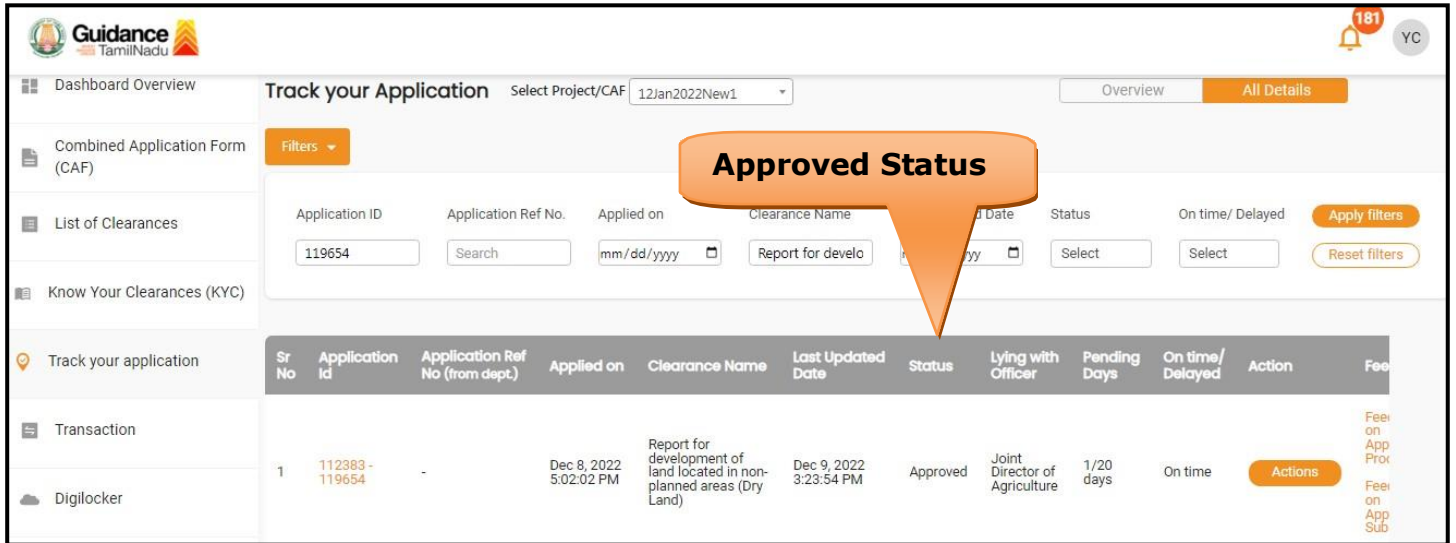


Figure 27. Application Processed

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 28)

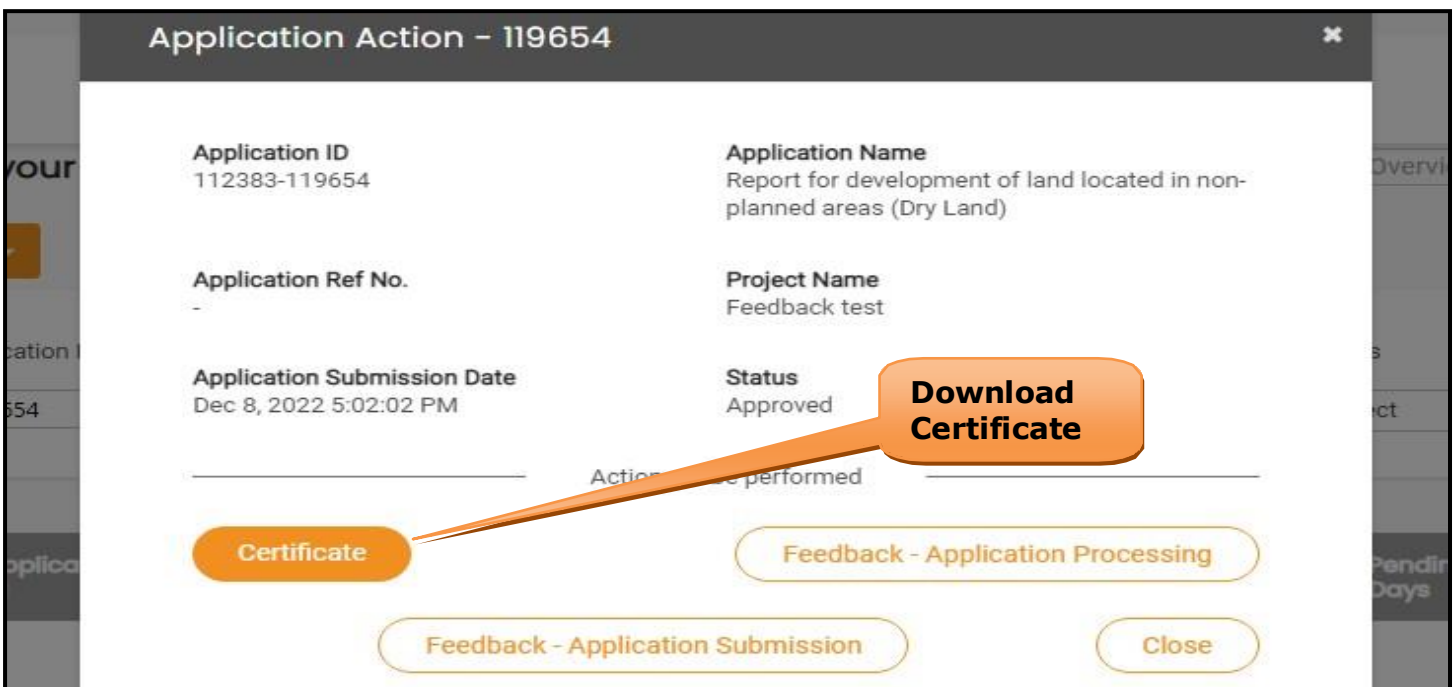
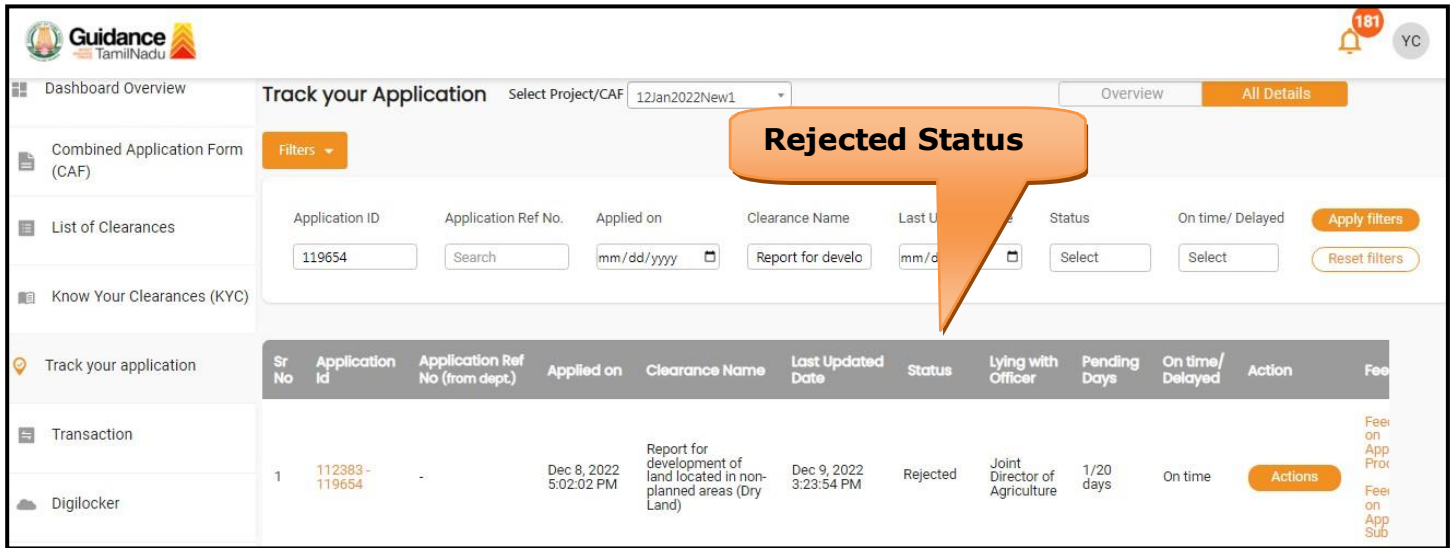


Figure 28. Download the Approved Certificate

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 29)



The screenshot shows the 'Track your Application' page. At the top, there's a navigation bar with 'Dashboard Overview', 'Track your Application', and 'Select Project/CAF' (set to '12Jan2022New1'). Below this is a filter section with fields for 'Application ID' (119654), 'Application Ref No.', 'Applied on', 'Clearance Name' (Report for develo), and 'Status'. A large orange callout bubble with the text 'Rejected Status' points to the 'Rejected' 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	112383-119654	-	Dec 8, 2022 5:02:02 PM	Report for development of land located in non-planned areas (Dry Land)	Dec 9, 2022 3:23:54 PM	Rejected	Joint Director of Agriculture	1/20 days	On time	Actions

Figure 29. Rejected Status

