



TAMIL NADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Test Licence to Manufacture Allopathic Drugs

Food Safety and Drug Administration



Table of Contents

1. Home Page.....	3
2. Registration	4
3. Mobile Number / Email ID – 2-Step Verification Process.....	6
4. Login	9
5. Dashboard Overview	10
6. Combined Application Form (CAF)	11
7. Apply for Test Licence to Manufacture Allopathic Drugs	14
8. Filling the Application Form.....	16
9. Payment Process	21
10.Track Your Application	23
11. Query Clarification.....	25
12. Inspection Schedule.....	27
13. Application Processing.....	29

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



← → ↻ tnswp.com/DIGIGOV/swp-tnswp.jsp

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

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

TAMIL NADU

Leading the Nation

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

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

TN Single Window Fee Slab for Large Industries

Figure 1. Single Window Portal Home Page

2. Registration

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

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

**Register
on TNSWP**

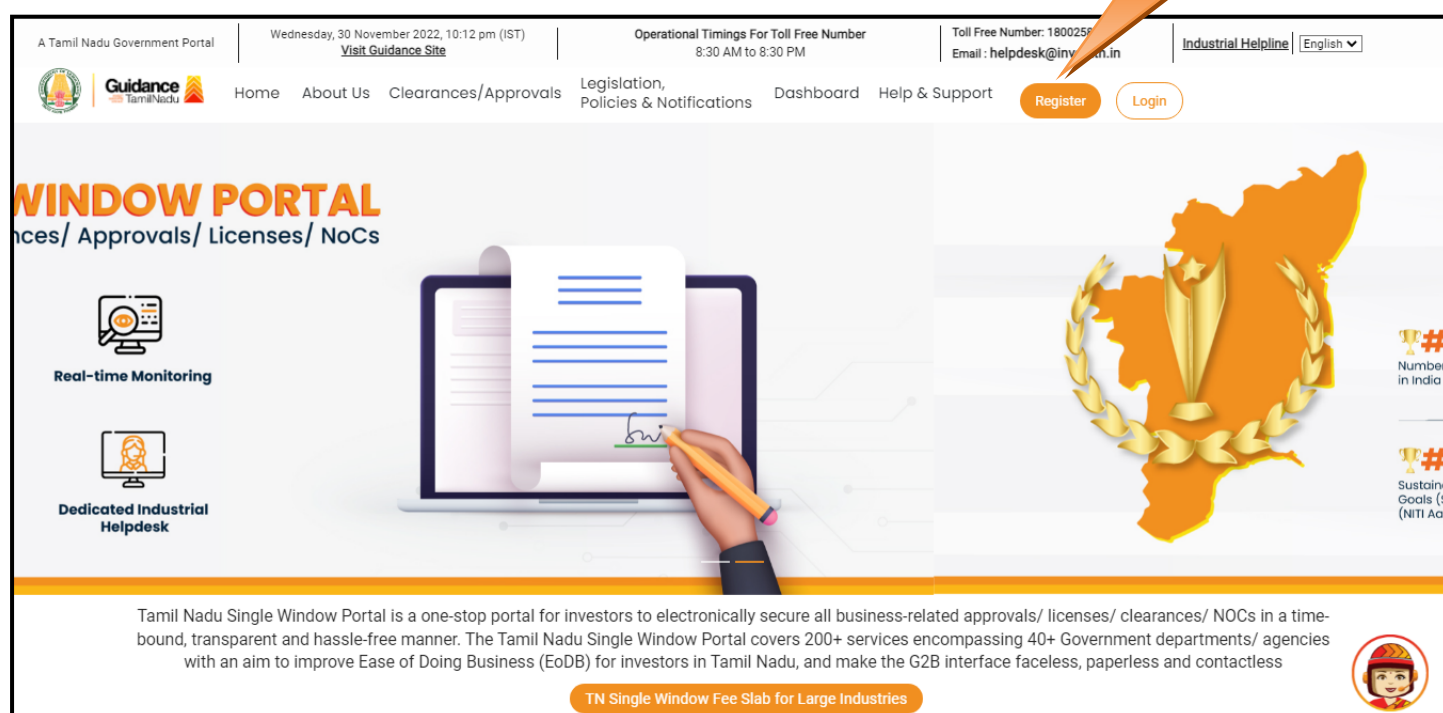


Figure 2. Register

- 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 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.

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.

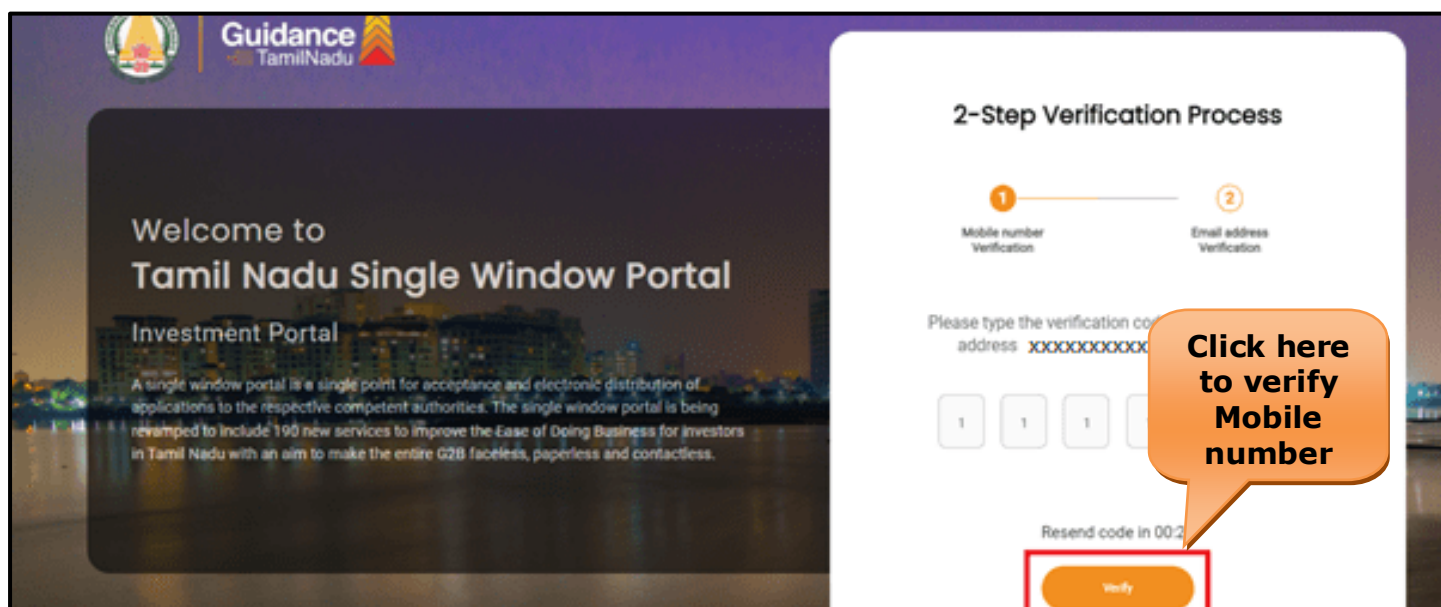


Figure 5. Mobile Number Verification

- 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.

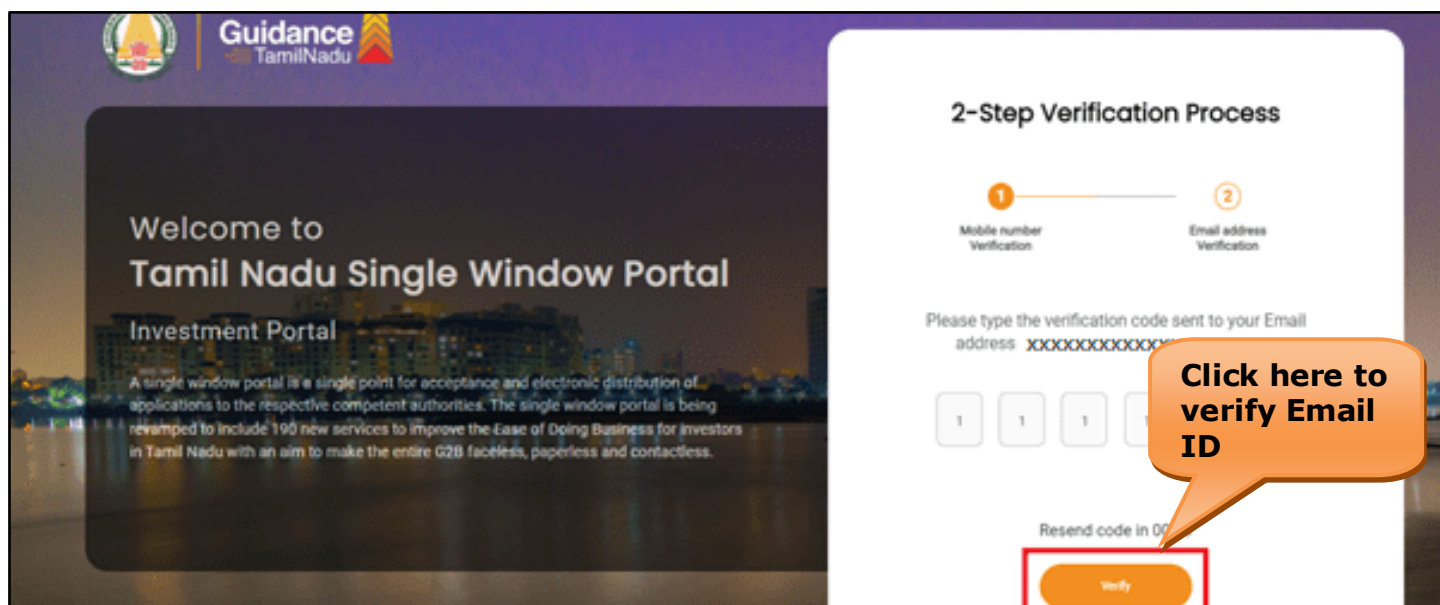


Figure 6. Email ID Verification

- 3) After completion of 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.

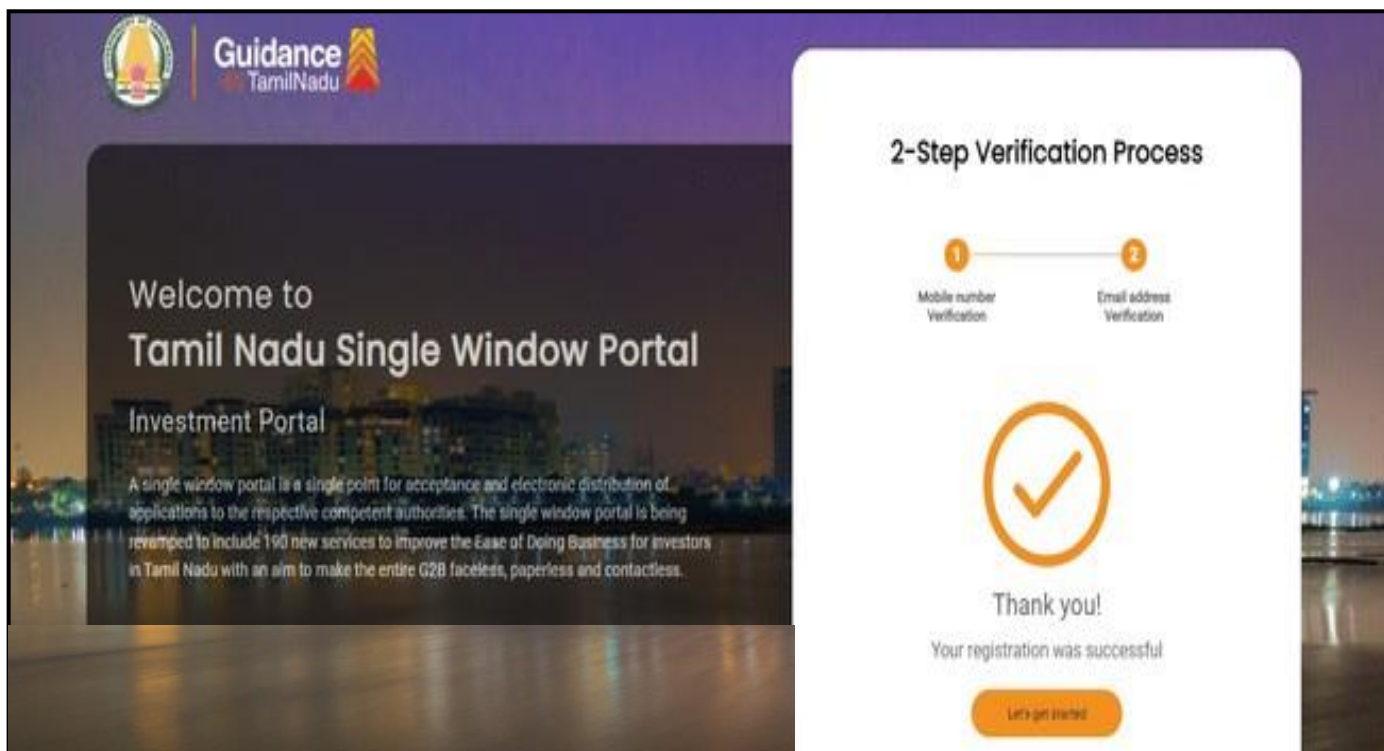


Figure 7. Registration Confirmation Pop-Up

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.

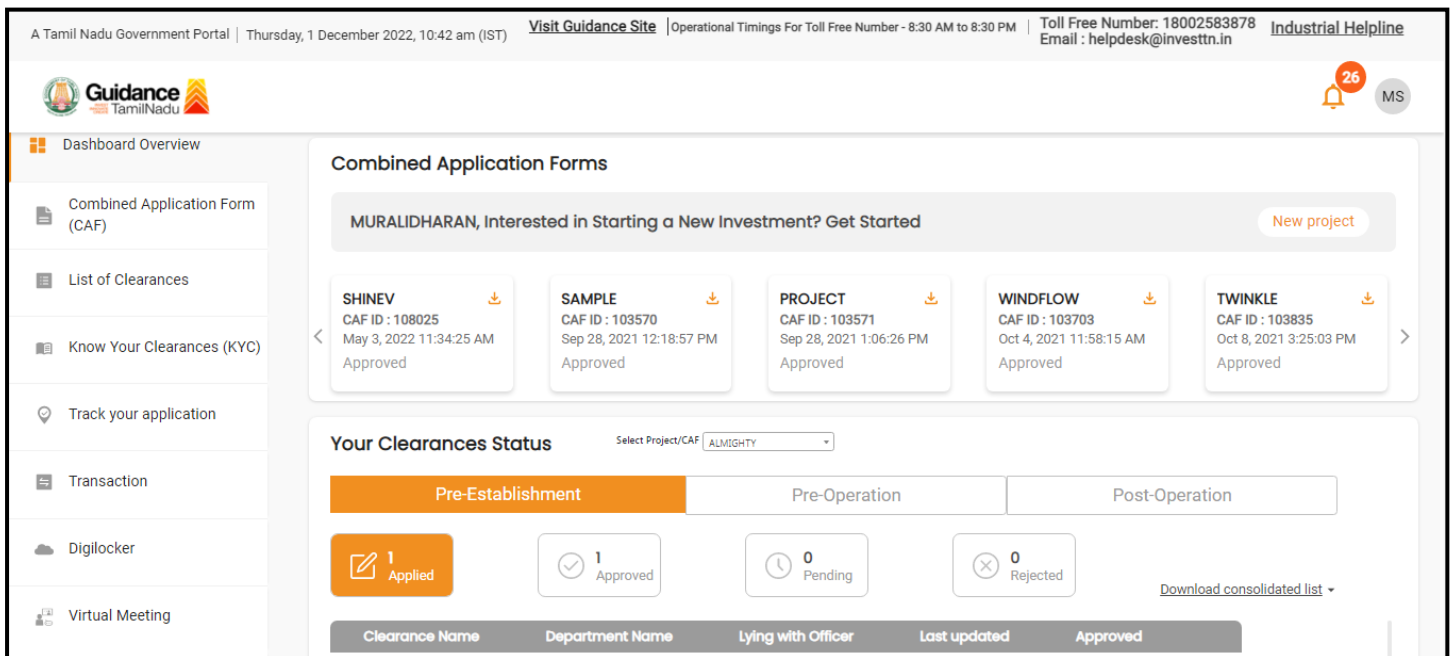
Login to TNSWP



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.

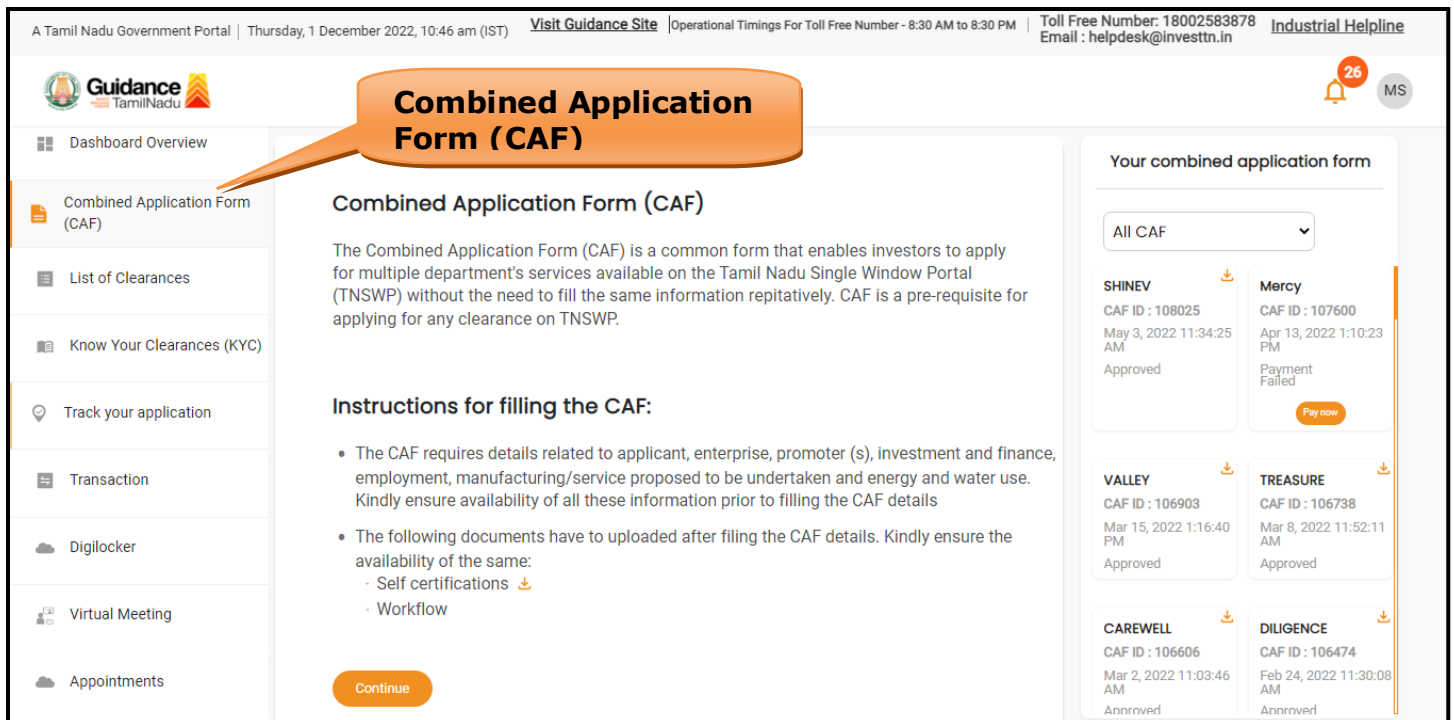


The screenshot displays the dashboard overview for a user. At the top, there is a header with the Tamil Nadu Government Portal information, including the date and time (Thursday, 1 December 2022, 10:42 am IST), a link to the Guidance Site, operational timings for the toll-free number (8:30 AM to 8:30 PM), the toll-free number (18002583878), and the email address (helpdesk@investtn.in). The dashboard features a navigation menu on the left with options like Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, Digilocker, and Virtual Meeting. The main content area is titled 'Combined Application Forms' and shows a notification for 'MURALIDHARAN, Interested in Starting a New Investment? Get Started' with a 'New project' button. Below this, there are five cards representing different projects: SHINEV (CAF ID: 108025, May 3, 2022, 11:34:25 AM, Approved), SAMPLE (CAF ID: 103570, Sep 28, 2021, 12:18:57 PM, Approved), PROJECT (CAF ID: 103571, Sep 28, 2021, 1:06:26 PM, Approved), WINDFLOW (CAF ID: 103703, Oct 4, 2021, 11:58:15 AM, Approved), and TWINKLE (CAF ID: 103885, Oct 8, 2021, 3:25:03 PM, Approved). The 'Your Clearances Status' section shows a dropdown for 'Select Project/CAF' set to 'ALMIGHTY'. It has three tabs: Pre-Establishment (1 Applied), Pre-Operation (1 Approved), and Post-Operation (0 Pending, 0 Rejected). A 'Download consolidated list' link is also present. At the bottom, there is a table header with columns: Clearance Name, Department Name, Lying with Officer, Last updated, and Approved.

Figure 9. Dashboard Overview

6. Combined Application Form (CAF)

- 1) Prior to applying for various clearances on TNSWP, the applicant has to 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.



A Tamil Nadu Government Portal | Thursday, 1 December 2022, 10:46 am (IST) | Visit Guidance Site | Operational Timings For Toll Free Number - 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investn.in | Industrial Helpline

Combined Application Form (CAF)

Dashboard Overview

- Combined Application Form (CAF)
- List of Clearances
- Know Your Clearances (KYC)
- Track your application
- Transaction
- Digilocker
- Virtual Meeting
- Appointments

Combined Application Form (CAF)

The Combined Application Form (CAF) is a common form that enables investors to apply for multiple department's services available on the Tamil Nadu Single Window Portal (TNSWP) without the need to fill the same information repetitively. CAF is a pre-requisite for applying for any clearance on TNSWP.

Instructions for filling the CAF:

- The CAF requires details related to applicant, enterprise, promoter (s), investment and finance, employment, manufacturing/service proposed to be undertaken and energy and water use. Kindly ensure availability of all these information prior to filling the CAF details
- The following documents have to uploaded after filing the CAF details. Kindly ensure the availability of the same:
 - Self certifications
 - Workflow

Your combined application form

All CAF

SHINEV CAF ID : 108025 May 3, 2022 11:34:25 AM Approved	Mercy CAF ID : 107600 Apr 13, 2022 1:10:23 PM Payment Failed Pay now
VALLEY CAF ID : 106903 Mar 15, 2022 1:16:40 PM Approved	TREASURE CAF ID : 106738 Mar 8, 2022 11:52:11 AM Approved
CAREWELL CAF ID : 106606 Mar 2, 2022 11:03:46 AM Approved	DILIGENCE CAF ID : 106474 Feb 24, 2022 11:30:08 AM Approved

[Continue](#)

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 in 7 Sections of CAF as displayed in Figure 11. (CAF payment tab will be displayed only for large enterprise)

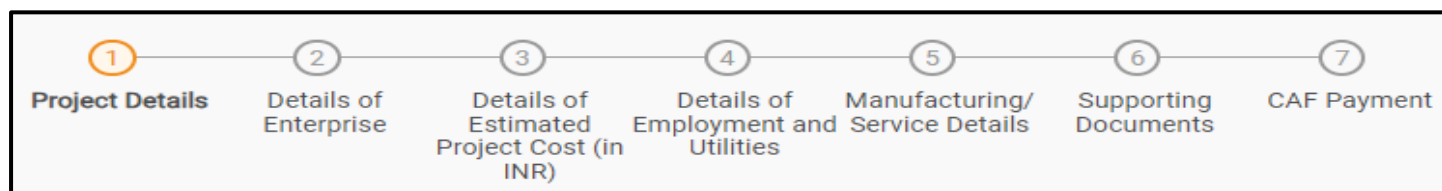


Figure 11. Section of Combined Application Form (CAF)

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).

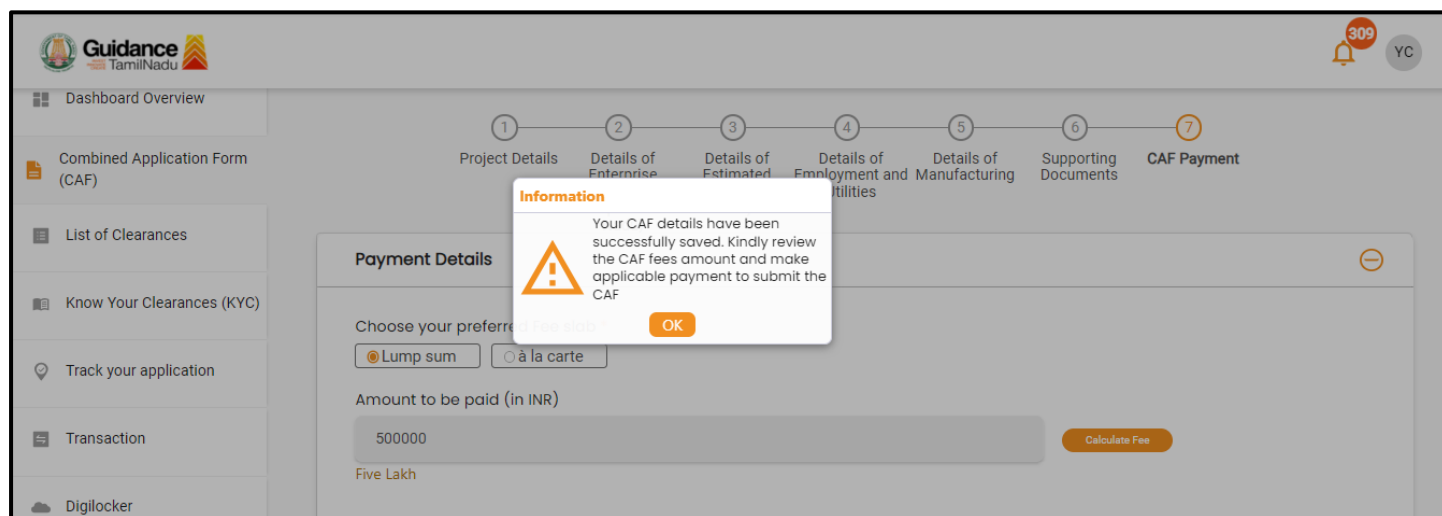


Figure 12. Combined Application Form (CAF)- Confirmation Message

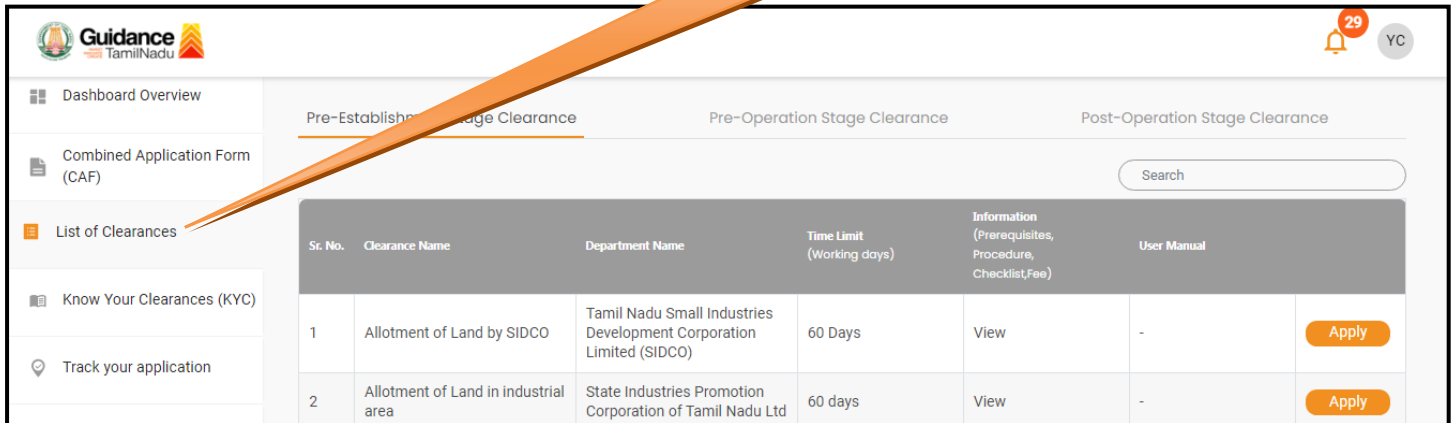
Note:

If the applicant belongs to a large industry, a 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 Test Licence to Manufacture Allopathic Drugs

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-Operation Stage Clearance’ and find the clearance ‘Test Licence to Manufacture Allopathic Drugs’ 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	
69	Test Licence to Manufacture Allopathic Drugs	Food Safety and Drug Administration	Without Inspection - 10 days With Inspection - 30 days	View	View	Apply

Showing 1 to 1 of 1 rows 10 rows per page

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.

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
69	Test Licence to Manufacture Allopathic Drugs	Food Safety and Drug Administration	Without Inspection - 10 days With Inspection - 30 days	View	View

Figure 15. Apply for Clearances

8. Filling the Application Form

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

A. Application Form Details

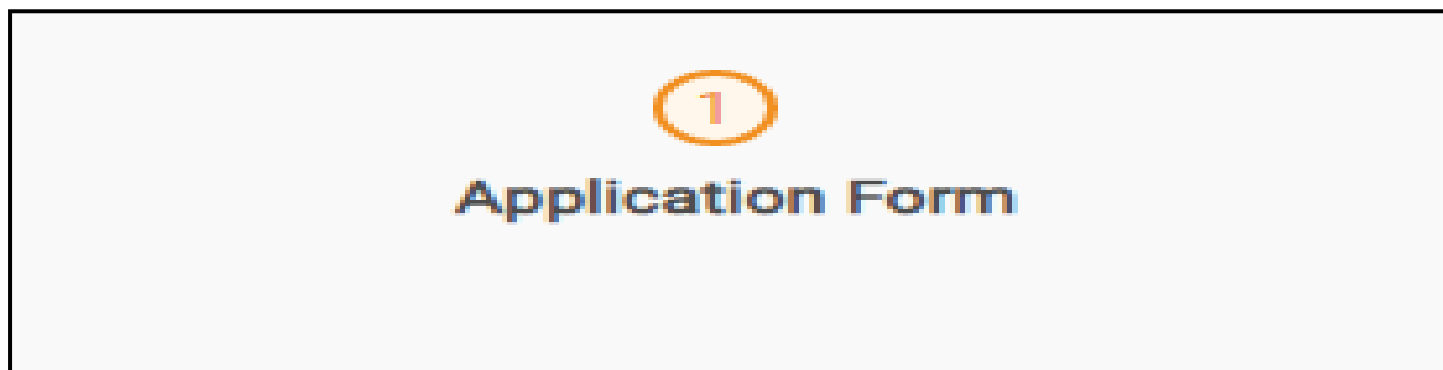


Figure 16. One Section of Applicant Details

Contact Details

Contact Details

Contact Person *

Yokesh Chinnakannu

Primary Mobile Number *

9092653218

Secondary Mobile Number

Email ID *

yokesh4995@gmail.com

Previous Next Save Reset Save As Draft

Click on 'Save'

Figure 17. Contact Details

Token ID generated

- 1) After click on '**Save**' button a unique '**Token Id**' would be generated with a pop-up message.

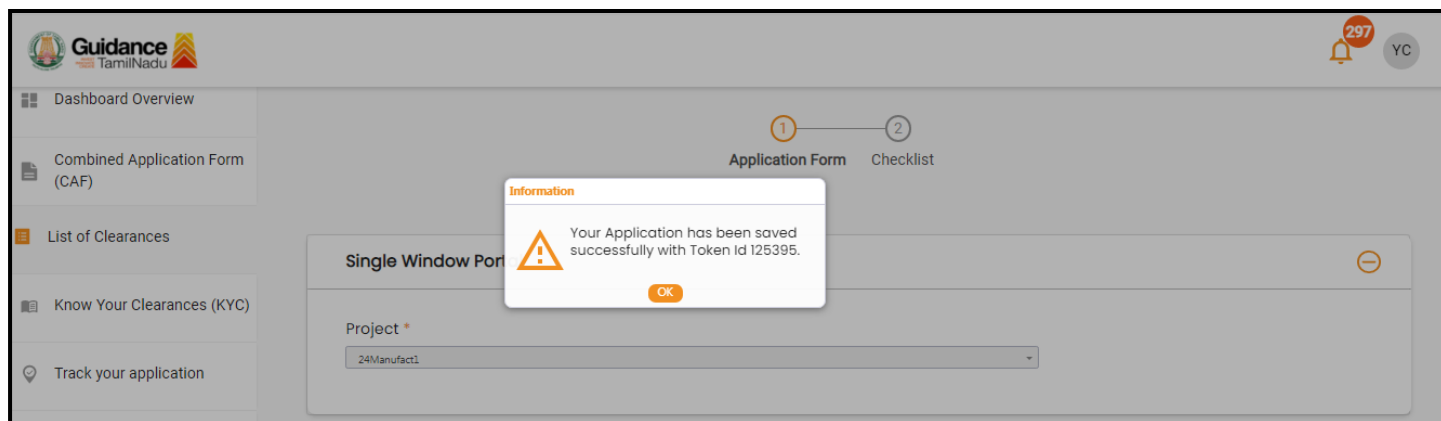


Figure 18. Token ID Generated





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.



Checklist

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"/> Form-30 <i>(Kindly download Form-30 from the "Document Download" section below and upload a signed copy of the document here)</i>	 sample.pdf
2	<input checked="" type="checkbox"/> Board Resolution/ Authorization Letter for the Authorized Signatory	 sample.pdf
3	<input checked="" type="checkbox"/> Drug manufacturing licences copy <i>(Kindly upload all the Licences in a single document)</i>	 sample.pdf
4	<input type="checkbox"/> Previously issued Form 29 copy, if any	Drag & Drop Browse Files DigiLocker
5	<input type="checkbox"/> Copy of valid DSIR (Department of Scientific and industrial research) approval certificate (if any)	Drag & Drop Browse Files DigiLocker
6	<input checked="" type="checkbox"/> Product dossier (for each product) <i>(Kindly upload the product dossier of all the products in a single zip file)</i>	 sample.pdf
7	<input type="checkbox"/> Any other relevant details or documents to establish the correctness of the details or documents or claims made with regard to the above items	Drag & Drop Browse Files DigiLocker
8	<input type="checkbox"/> Document relating to constitution of concerned firm/ Company/ LLP and others. Proprietorship: Declaration Form Partnership Firm: Partnership Deed Limited Liability Partnership: LLP deed, Registration Certificate of ROC Pvt. Ltd. / Ltd: Memorandum and articles of association, Registration Certificate of ROC, Copy of Board resolution Trust: Trust deed Society: Registration Certificate, By Laws, Copy of Resolution passed Hindu Undivided Family: HUF deed	Drag & Drop Browse Files DigiLocker

- | | | |
|----|--|---|
| 9 | <input type="checkbox"/> Bio-data (with photograph) of the Applicant(s)
<i>To be enclosed for each applicant separately, in case there are multiple applicants.
(Kindly upload the Bio-Data of all the applicants in a single zip file)</i> | Drag & Drop Browse Files DigiLocker |
| 10 | <input type="checkbox"/> Address / ID Proof of the Applicant (s) e.g. Passport, Driving License, Election Commission ID Card, Aadhaar Card/e-Aadhaar letter downloaded from UIDAI website, Income Tax PAN Card
<i>To be enclosed for each applicant in case there are multiple applicants.
(Kindly upload the Address / ID Proof of all the applicants in a single zip file)</i> | Drag & Drop Browse Files DigiLocker |
| 11 | <input type="checkbox"/> Bio-data (with photograph) of the Technical Staff(s)
<i>(Kindly upload the Bio-data of all the Technical Staffs in a single zip file)</i> | Drag & Drop Browse Files DigiLocker |
| 12 | <input type="checkbox"/> Educational qualification certificate(s) of the Technical Staff(s)
(Starting from Minimum Educational Qualification as specified in the Drugs Rules, 1945)
<i>(Kindly make a single document for all educational qualification certificates of each technical staff and upload the educational qualification certificates of all the Technical Staffs in a single zip file)</i> | Drag & Drop Browse Files DigiLocker |
| 13 | <input type="checkbox"/> Experience Certificate of the Technical Staff(s)
<i>(Kindly make a single document for all educational experience of each technical staff and upload the experience certificates of all the Technical Staffs in a single zip file)</i> | Drag & Drop Browse Files DigiLocker |
| 14 | <input type="checkbox"/> Digitally Signed Self-Certification by each Technical Staff stating that He/ She is a full time employee of the Firm under consideration.
<i>(Kindly upload the digitally signed self-certification of all the Technical Staffs in a single zip file)</i> | Drag & Drop Browse Files DigiLocker |
| 15 | <input type="checkbox"/> Address / ID Proof of the Technical Staff (s) e.g. Passport, Driving License, Election Commission ID Card, Aadhaar Card/e-Aadhaar letter downloaded from UIDAI website, Income Tax PAN Card
<i>To be enclosed for each applicant in case there are multiple applicants.
(Kindly upload the Address / ID Proof of all the Technical Staffs in a single zip file)</i> | Drag & Drop Browse Files DigiLocker |
| 16 | <input type="checkbox"/> Ownership document of the premises
<i>(Registered Sale Deed / Registered General Power of Attorney / Conveyance Deed / Latest Property Tax Receipt)</i> | Drag & Drop Browse Files DigiLocker |

17	<input type="checkbox"/> Rental agreement of the premises, if applicable	Drag & Drop Browse Files DigiLocker
18	<input type="checkbox"/> Plan of the premises- with details of partitions, measurements - Section wise with location of machineries	Drag & Drop Browse Files DigiLocker
19	<input type="checkbox"/> List of machineries and equipments, AHUs, and water system provided Section wise for the manufacturing	Drag & Drop Browse Files DigiLocker
20	<input type="checkbox"/> List of analytical instruments and equipments for analysis	Drag & Drop Browse Files DigiLocker
21	<input type="checkbox"/> The photocopies of purchase invoices with the details like production capacity, make etc. wherever applicable	Drag & Drop Browse Files DigiLocker

Document Download ⊖

[Download Form 30](#)

[Previous](#) [Next](#) [Save Document](#)

Click on 'Save Document'

Figure 19. Checklist

9. Payment Process

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

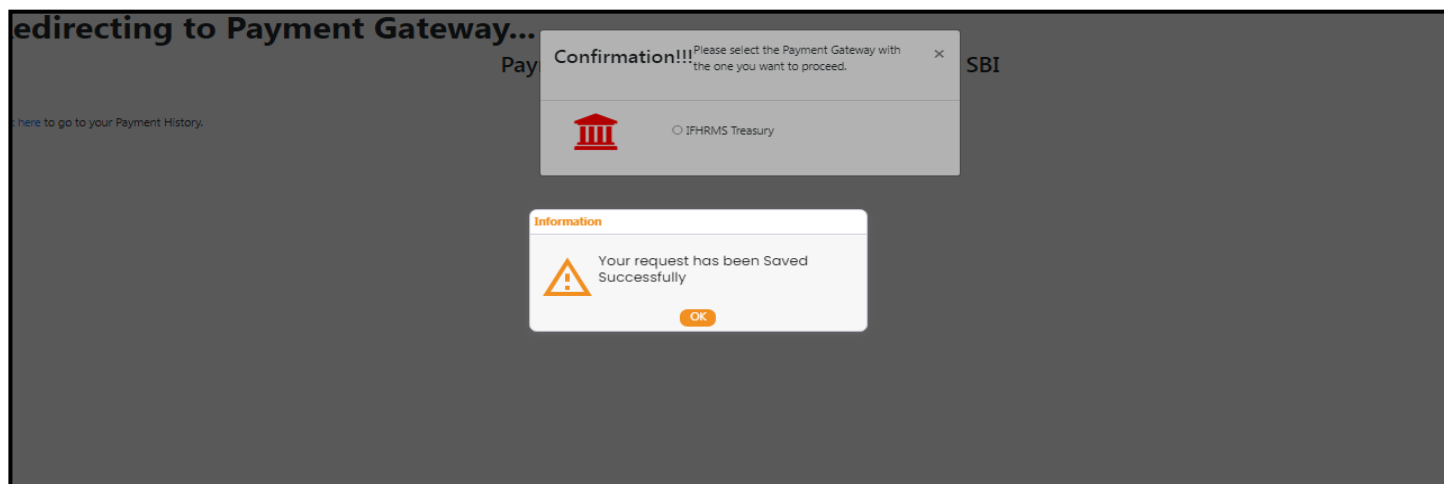


Figure 20. Request Saved Successfully

- 2) The Applicant has the provision to make the payment by using "**IFHRMS Treasury**" Payment gateway.
- 3) Click on 'Ok' button, IFHRMS Payment Gateway screen would appear, click on Radio button '**IFHRMS Treasury**'.

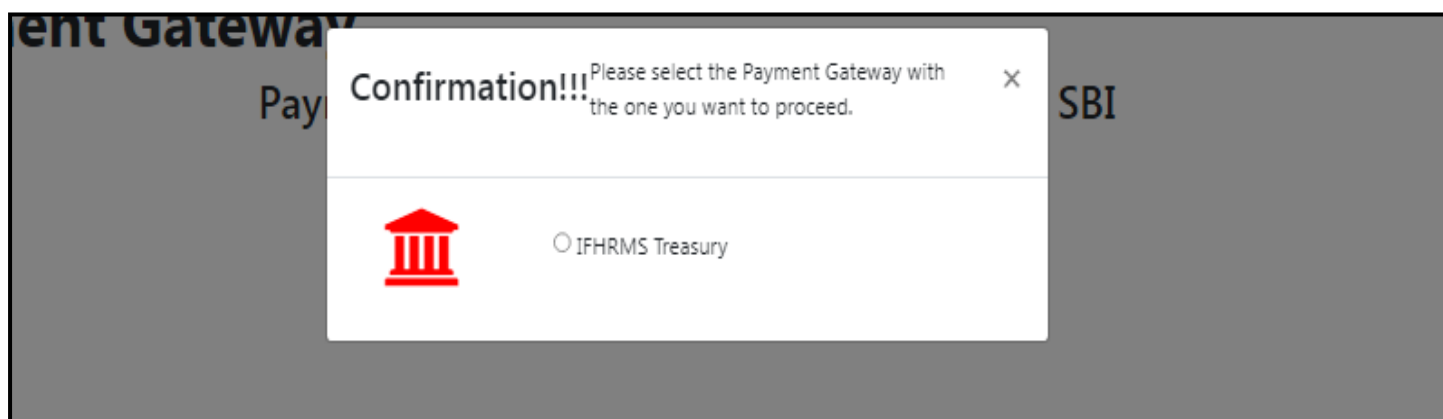


Figure 21. Payment Process

4) Then the payment '**Reference number**' would be generated, refer to the instruction note as shown in the below figure.

5) Click on 'Ok' button, follow the payment process and make the payment.

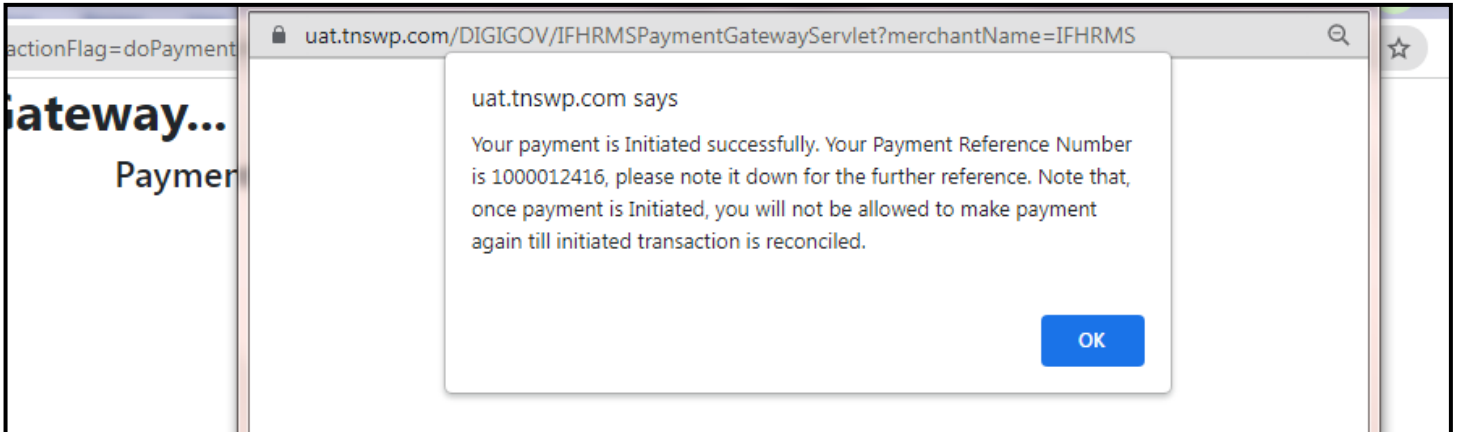


Figure 22. Payment Reference Number

6) 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**

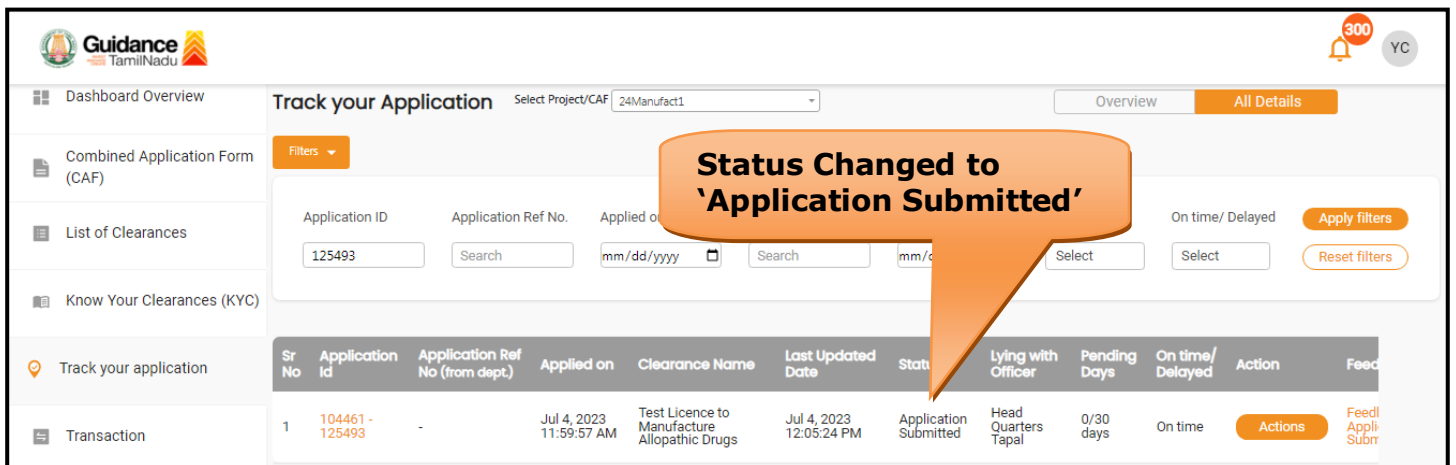


Figure 23. Application Submitted

10. 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.'

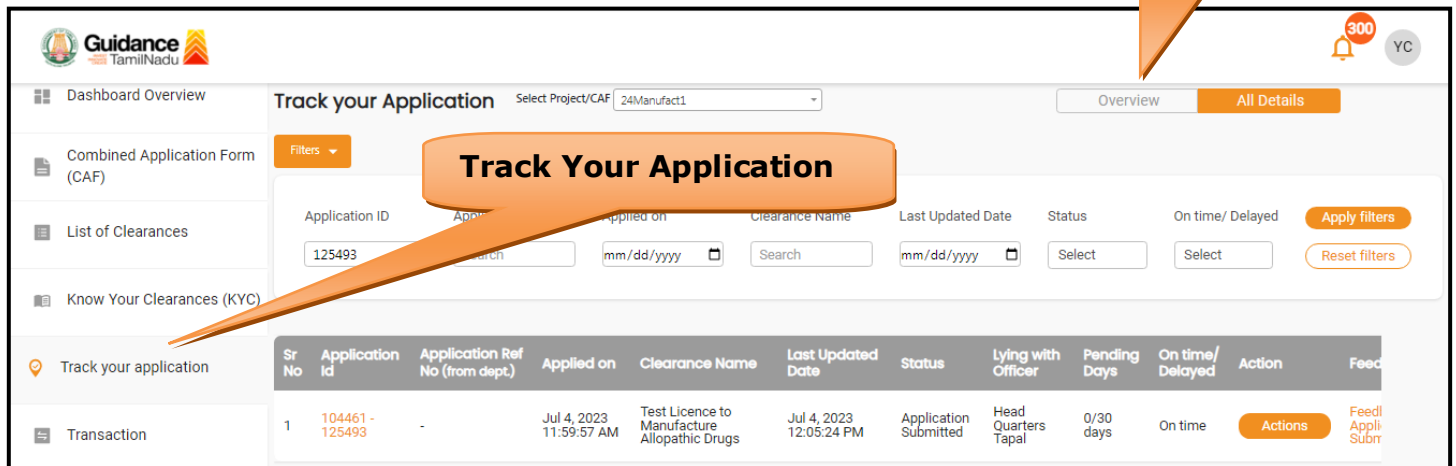
2) Applicant to choose the name of the project created during CAF from the dropdown 'Select project / CAF' displayed at the top of the page.

- **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**

Overview of 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	Feed
1	104461 - 125493	-	Jul 4, 2023 11:59:57 AM	Test Licence to Manufacture Allopathic Drugs	Jul 4, 2023 12:05:24 PM	Application Submitted	Head Quarters Tapal	0/30 days	On time	Actions	Feed Appli Subm

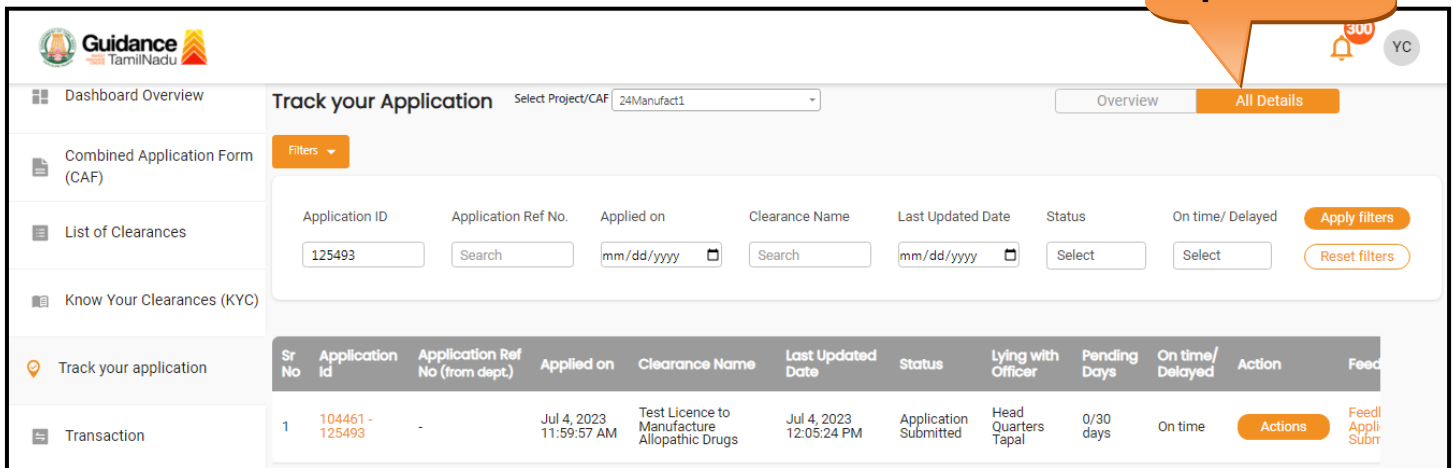
Figure 24. Track your Application

- **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



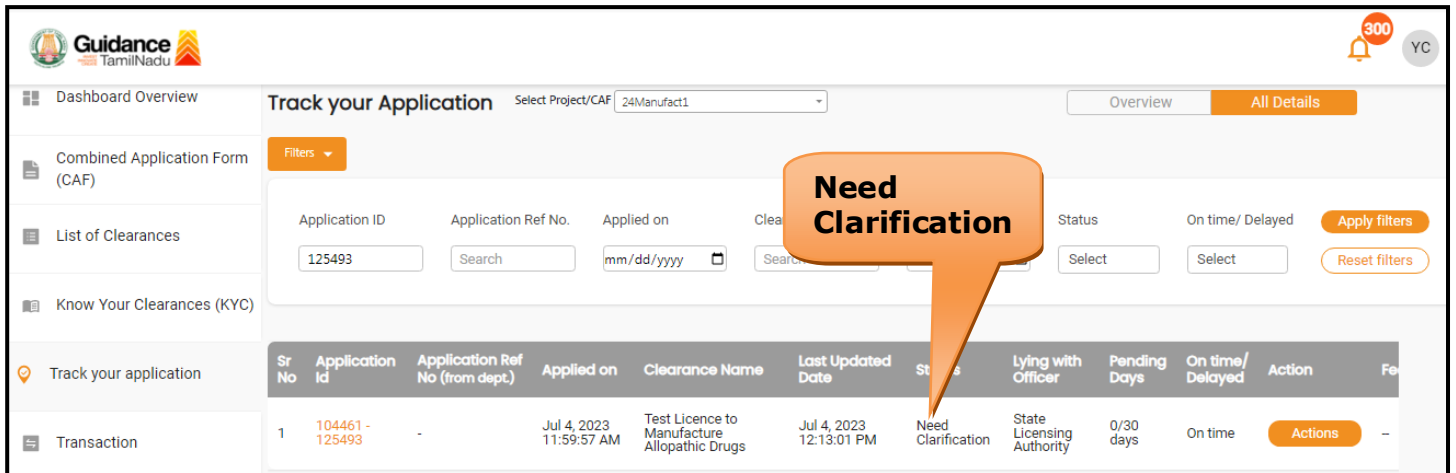
The screenshot shows the 'Track your Application' page. The 'All Details' tab is selected. The interface includes a sidebar with navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', and 'Transaction'. The main content area has a search bar for 'Application ID' (value: 125493) and 'Application Ref No.' (value: Search). It also has filters for 'Applied on' (mm/dd/yyyy), 'Clearance Name' (Search), and 'Last Updated Date' (mm/dd/yyyy). 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	Feed
1	104461 - 125493	-	Jul 4, 2023 11:59:57 AM	Test Licence to Manufacture Allopathic Drugs	Jul 4, 2023 12:05:24 PM	Application Submitted	Head Quarters Tapal	0/30 days	On time	Actions	Feed Appli Subm

Figure 25. ‘All details’ tab

11. Query Clarification

- 1) After submitting the application to the Drugs department, the State Licensing Authority officer reviews the application and if there are any clarifications required, the State Licensing Authority 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 details. An orange callout bubble highlights the 'Need Clarification' status in the 'Status' column of the first row.

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	104461 - 125493	-	Jul 4, 2023 11:59:57 AM	Test Licence to Manufacture Allopathic Drugs	Jul 4, 2023 12:13:01 PM	Need Clarification	State Licensing Authority	0/30 days	On time	Actions

Figure 26. Need Clarification

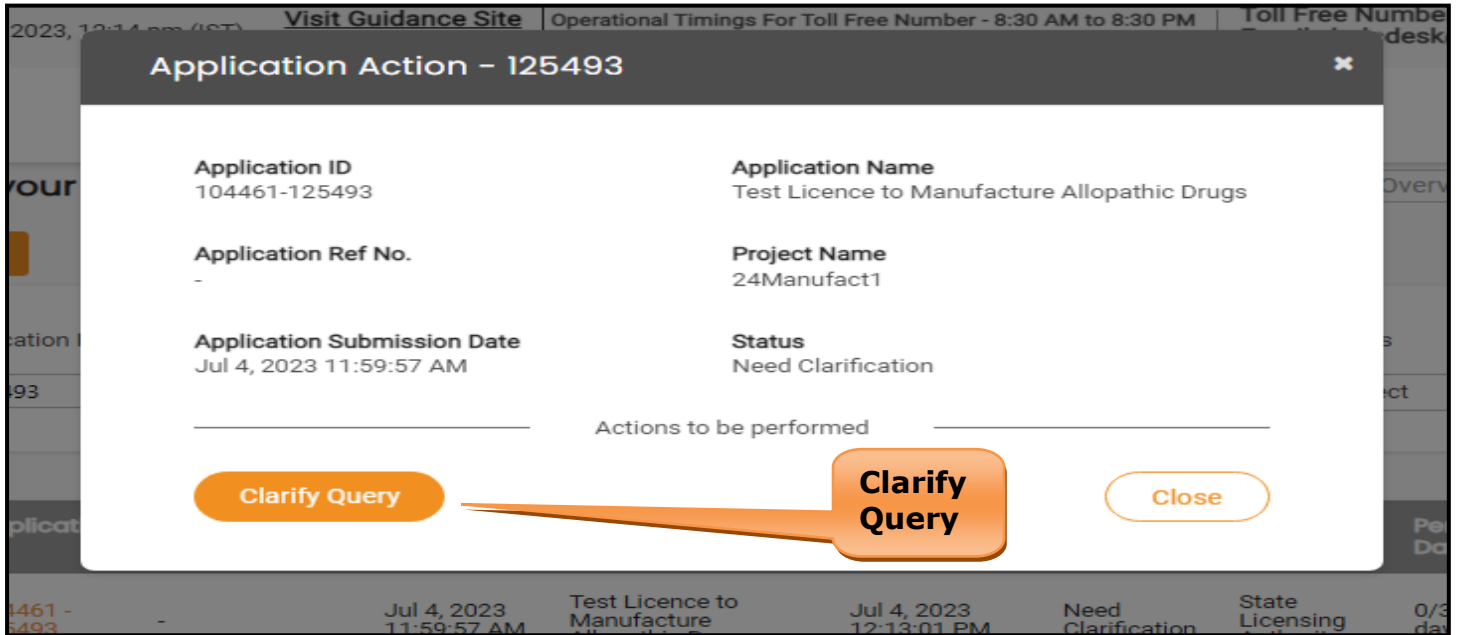


Figure 27. Clarify Query

- 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.

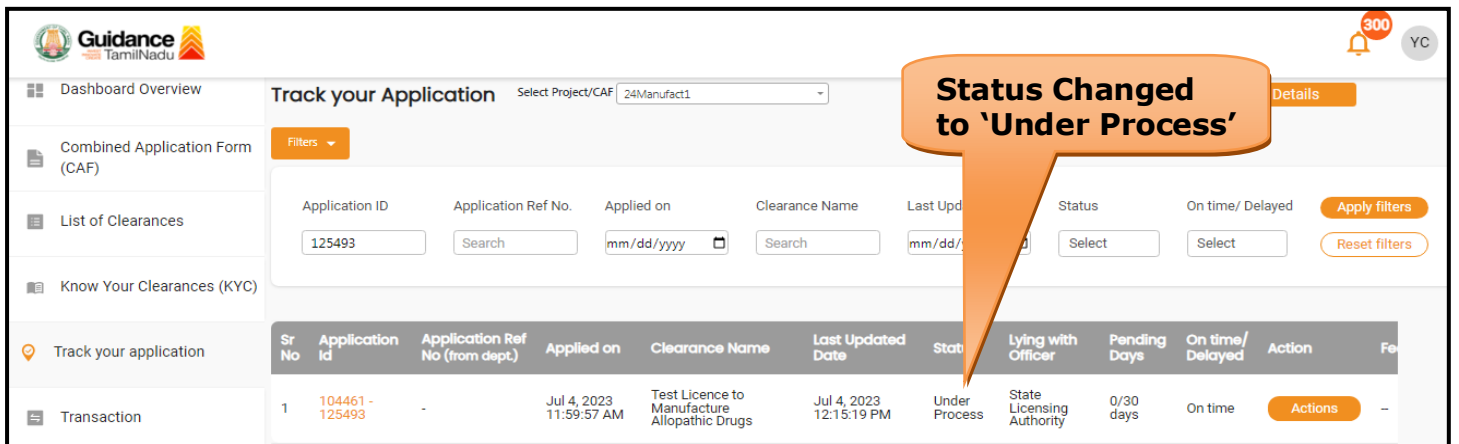
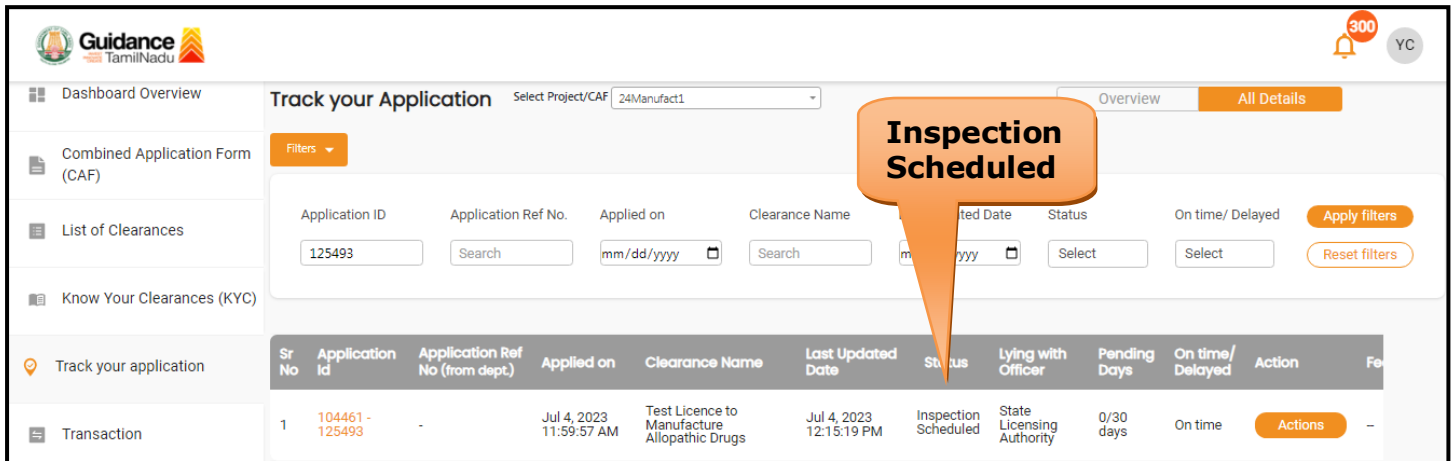


Figure 28. Application under Process

12. Inspection Schedule

- 1) The Drug Inspector of Drugs schedules the date of appointment for inspection to be done for the specified institution.
- 2) After the Inspection gets completed, the Drug Inspector 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 navigation bar with 'Dashboard Overview', 'Track your Application', and 'All Details'. Below this, there are search filters for Application ID (125493), Application Ref No., Applied on (mm/dd/yyyy), Clearance Name, and Scheduled Date. A table below lists 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	104461 - 125493	-	Jul 4, 2023 11:59:57 AM	Test Licence to Manufacture Allopathic Drugs	Jul 4, 2023 12:15:19 PM	Inspection Scheduled	State Licensing Authority	0/30 days	On time	Actions

An orange callout bubble with the text 'Inspection Scheduled' points to the 'Inspection Scheduled' status in the table.

Figure 29. Inspection Scheduled

Application Action - 125493

Application ID 104461-125493	Application Name Test Licence to Manufacture Allopathic Drugs
Application Ref No. -	Project Name 24Manufact1
Application Submission Date Jul 4, 2023 11:59:57 AM	Status Inspection Scheduled

Actions to be performed

Inspection Details (highlighted) **Close**

Click on Inspection Details (callout)

Figure 30. Inspection Details

Inspection Details : 125326

Premises of Manufacturer:

Inspection Scheduled Date (DD/MM/YYYY):
26/06/2023

Premises of Principal Manufacturer:

Inspection Scheduled Date (DD/MM/YYYY):
26/06/2023

Inspection Date (callout)

Figure 31. Inspection Date

13. Application Processing

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

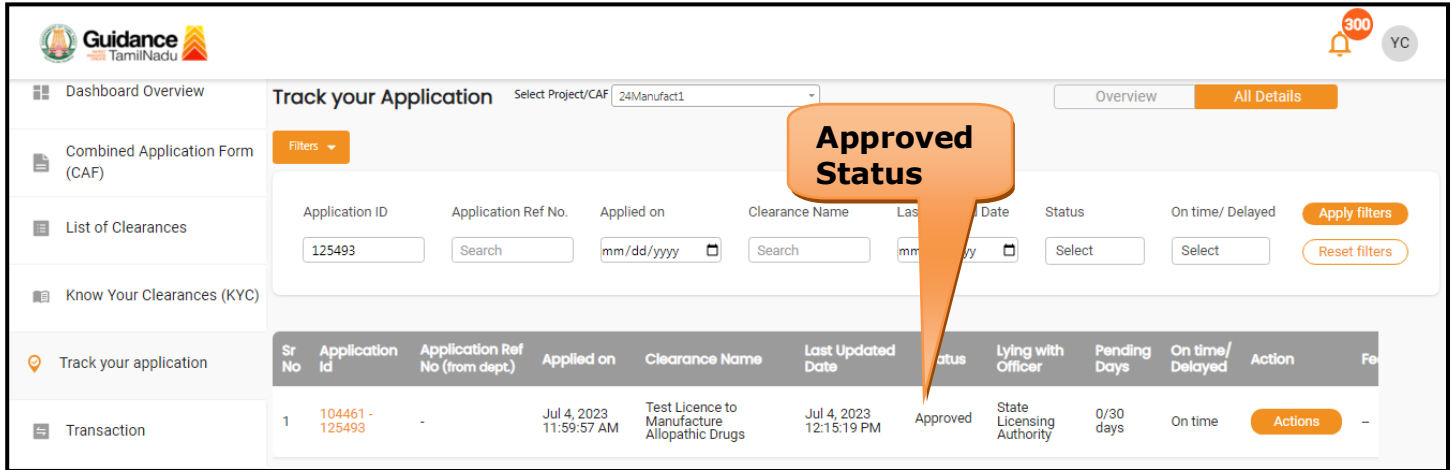


Figure 32. Application Processed

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

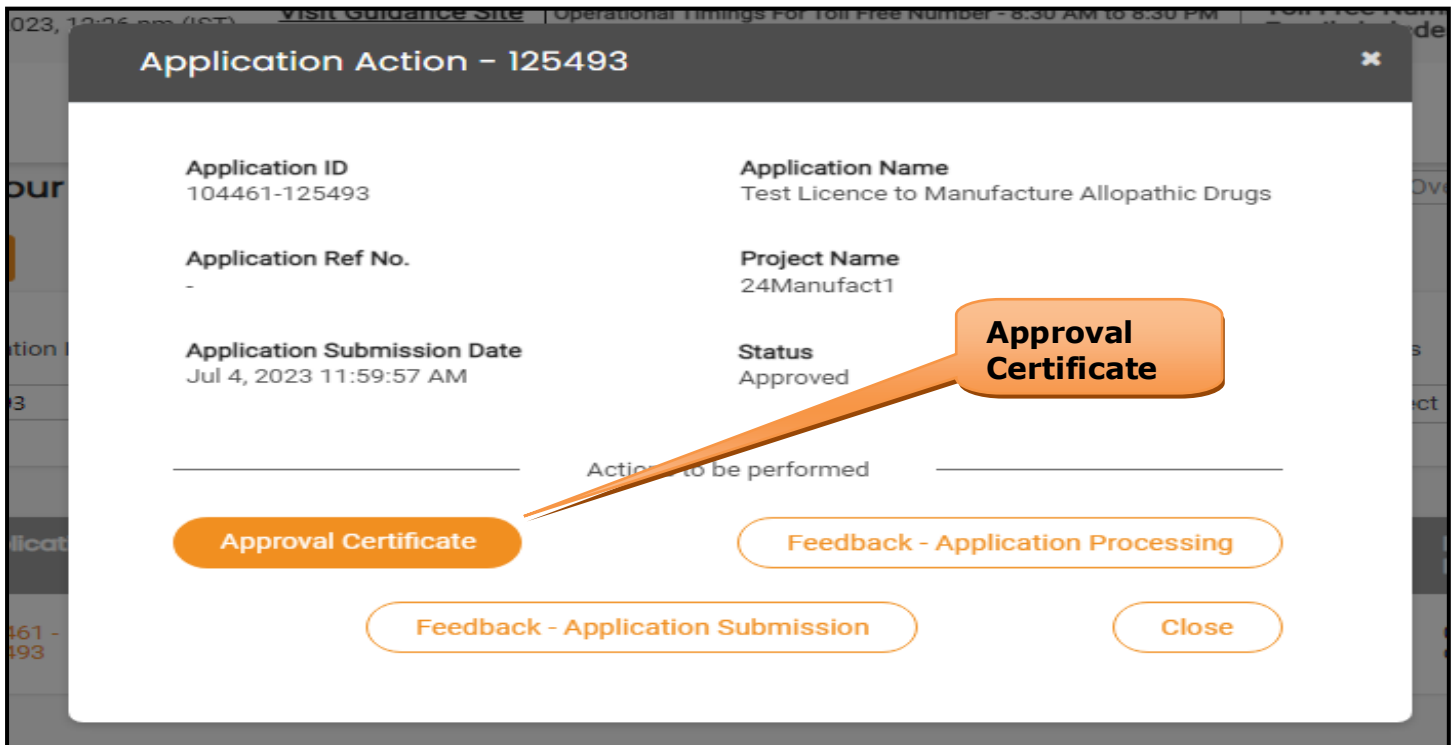


Figure 33. Download the Approved Certificate

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 a web dashboard for tracking applications. The main section is titled 'Track your Application' and includes a search filter for '24Manufact1'. Below this, there are search fields for Application ID (125493) and Applied on date (mm/dd/yyyy). A table lists application details, with one entry highlighted as 'Rejected'. An orange callout bubble with the text 'Rejected Status' points to the status column of this 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	104461 - 125493	-	Jul 4, 2023 11:59:57 AM	Test Licence to Manufacture Allopathic Drugs	Jul 4, 2023 12:15:19 PM	Rejected	State Licensing Authority	0/30 days	On time	Actions

Figure 34. Rejected Status

