



TAMIL NADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Application for Minor Changes in the Allopathic Drugs Manufacturing

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 Application for Minor Changes in the Allopathic Drugs Manufacturing	13
8. Filling the Application Form.....	16
9. Payment Process	19
10. Track Your Application.....	22
11. Query Clarification.....	24
12. Inspection Schedule.....	26
13. Application Processing.....	28

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

The screenshot shows the TNSWP homepage with the following details:

- URL:** tnswp.com/DIGIGOV/swp-tnswp.jsp
- Header:** 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.
- Navigation:** Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, Help & Support, Register, Login.
- Main Content:**
 - 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)
- Footer:** 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](#)

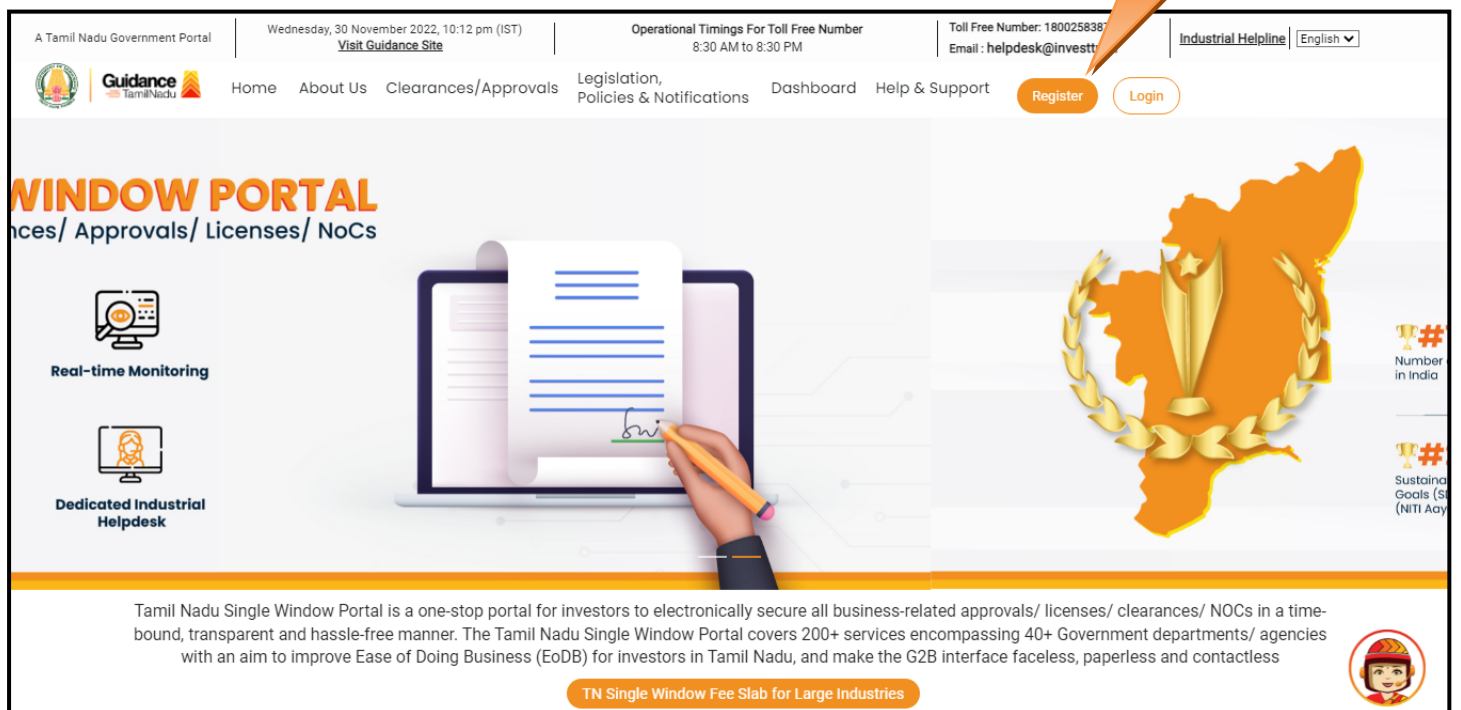
Figure 1. Single Window Portal Home Page

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**



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: 1800258385 | Email : helpdesk@investtamilnadu.com | Industrial Helpline | English

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

SINGLE WINDOW PORTAL
Clearances/ Approvals/ Licenses/ NoCs

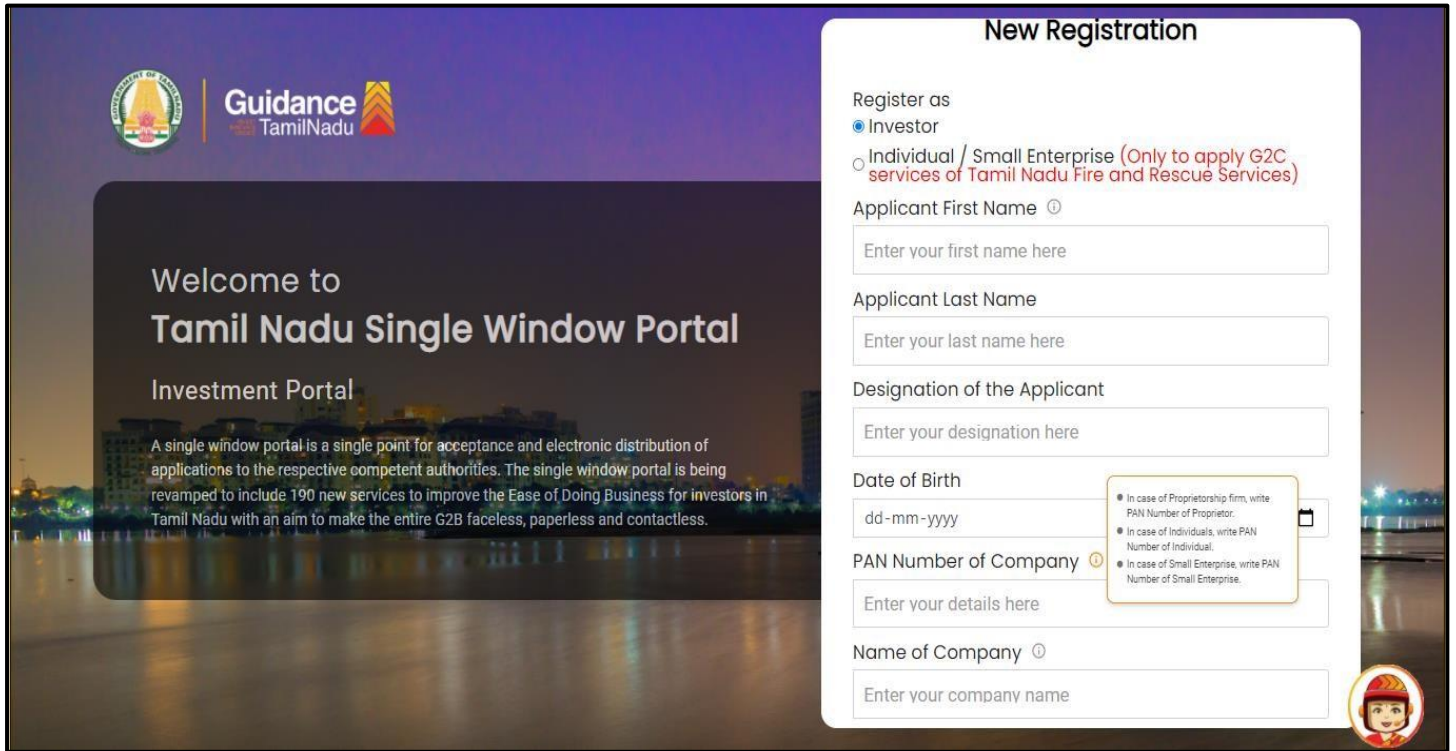
Real-time Monitoring
Dedicated Industrial Helpdesk


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.





Guidance
TamilNadu

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

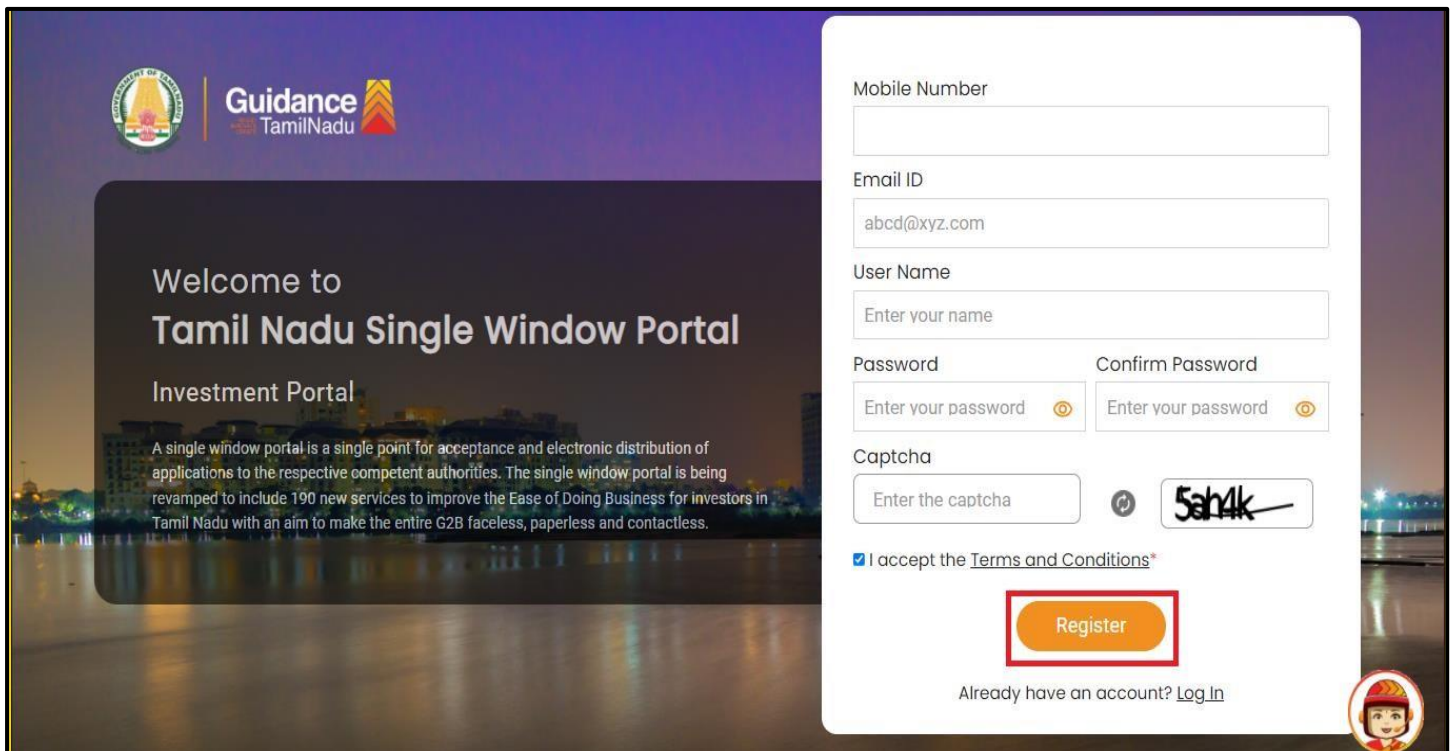
Date of Birth


PAN Number of Company

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





Guidance
TamilNadu

Welcome to Tamil Nadu Single Window Portal

Investment Portal

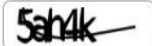
A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the 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 the **'Verify'** button.

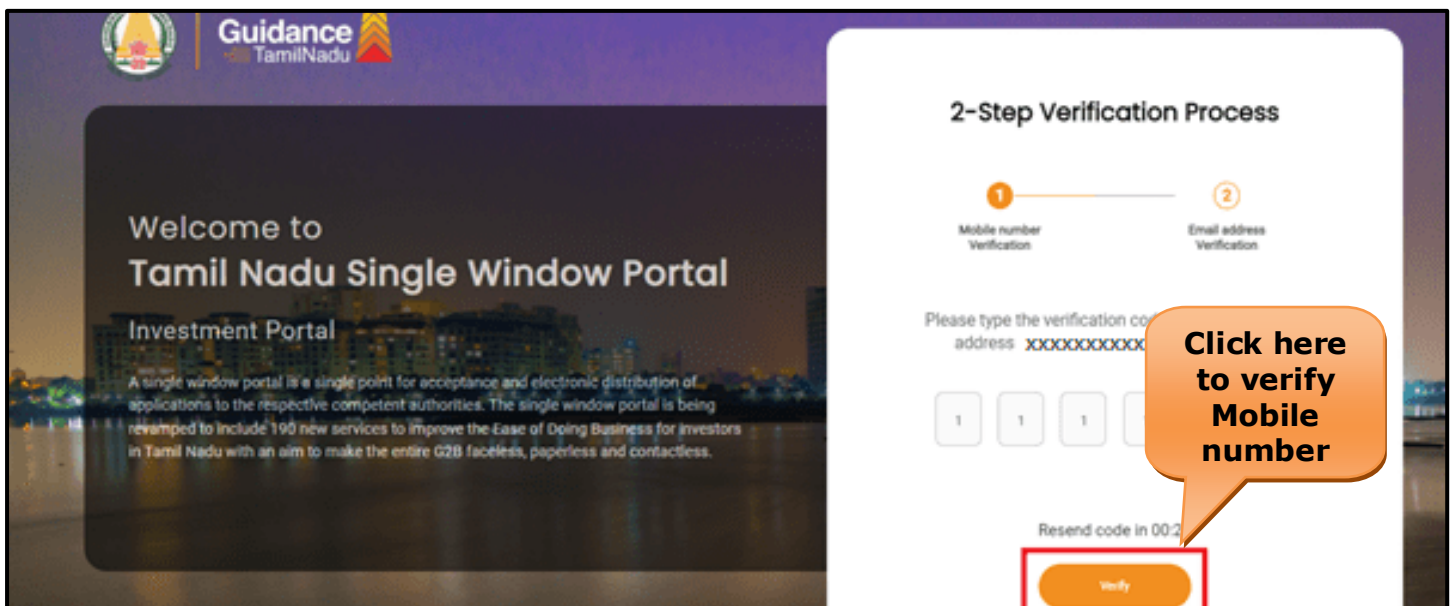


Figure 5. Mobile Number Verification

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.

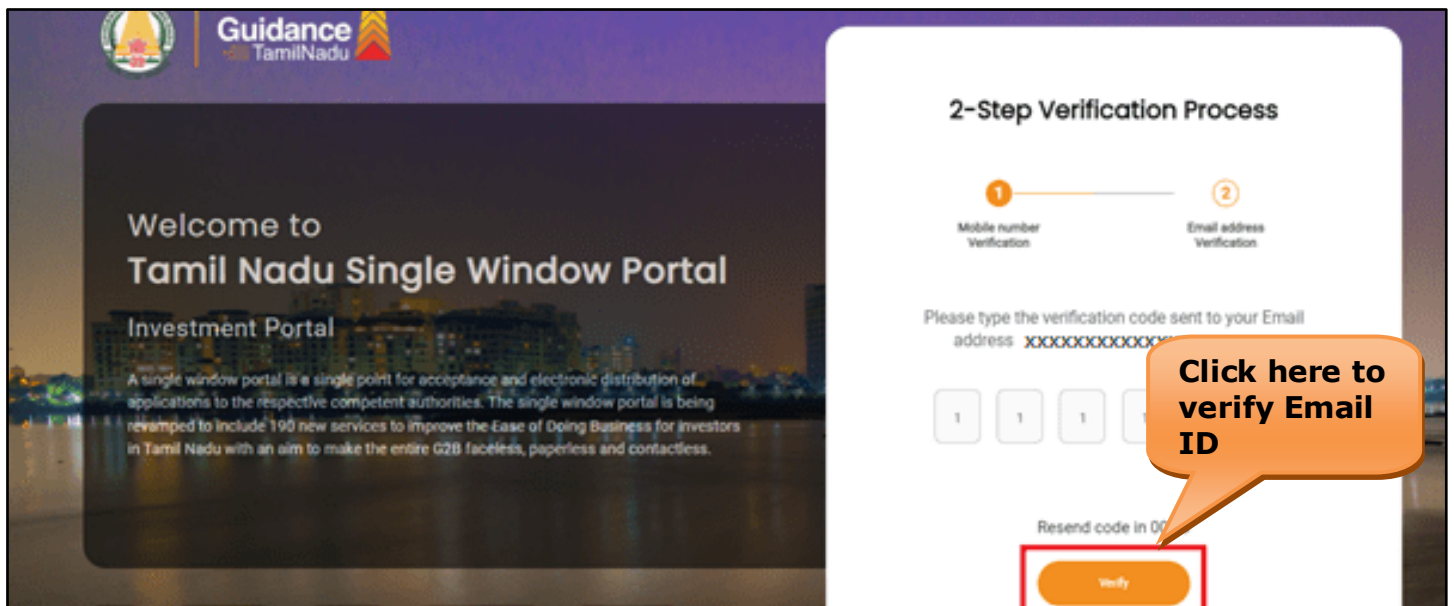


Figure 6. Email ID Verification

- 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.

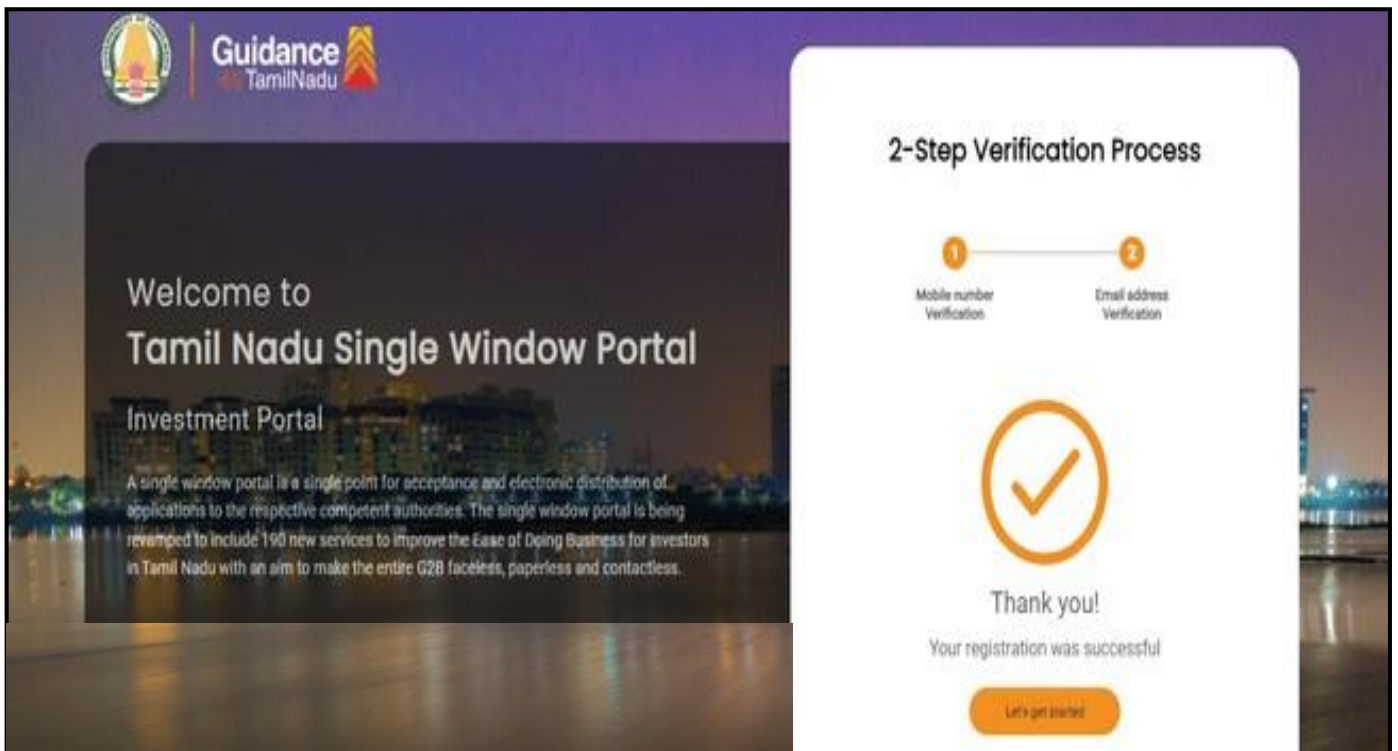


Figure 7. Registration Confirmation Pop-Up

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

The screenshot shows the TNSWP website interface. At the top, there is a navigation bar with the following elements:

- Left side: "A Tamil Nadu Government Portal" and "Visit Guidance Site" link.
- Center: "Operational Timings For Toll Free Number 8:30 AM to 8:30 PM".
- Right side: "Toll Free Number: 18002583878" and "Email : helpdesk@investtn.in".
- Far right: "Industrial Helpline" and "English" language selector.

 Below the navigation bar is a main menu with links: "Home", "About Us", "Clearances/Approvals", "Legislation, Policies & Notifications", "Dashboard", and "Help & Support". There are two buttons: "Register" and "Login". The "Login" button is highlighted with an orange callout box containing the text "Login to TNSWP".

The main content area features a large orange map of Tamil Nadu on the left. To the right, the text "TAMIL NADU Leading the Nation" is displayed. Below this, there are two rows of award statistics, each represented by a trophy icon:

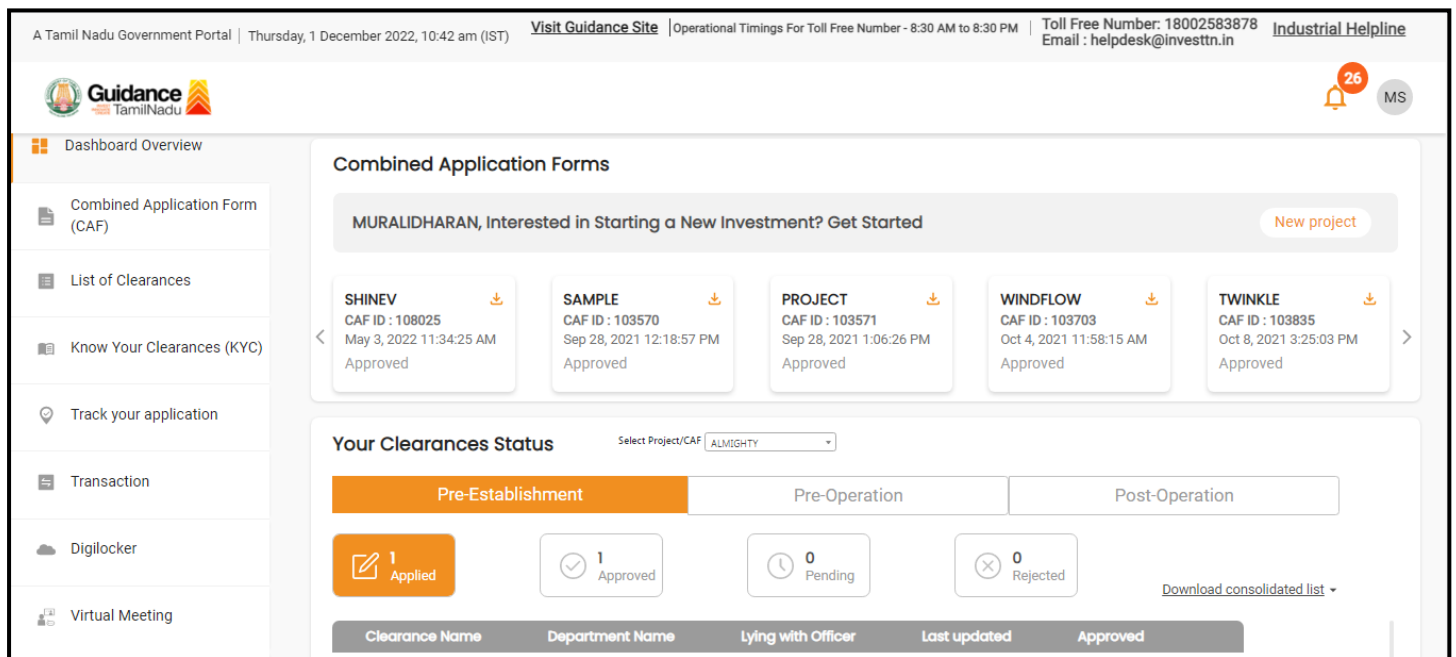
- Row 1 (All #1):
 - Number of Factories in India
 - Number of Operational SEZs in India
 - Governance & Political Stability (N-SIPI 2019)
 - International and Domestic Tourist Arrivals
 - Best Performing State (India Today State of the State Award 2018, 2019 & 2020)
- Row 2 (All #2):
 - Sustainable 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
 - Growth, Innovation and Leadership Index 2019 (Frost & Sullivan)

 At the bottom of the page, there is a text block: "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". Below this text is a button labeled "TN Single Window Fee Slab for Large Industries" and a small cartoon character icon on the right.

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 shows the dashboard overview page with the following components:

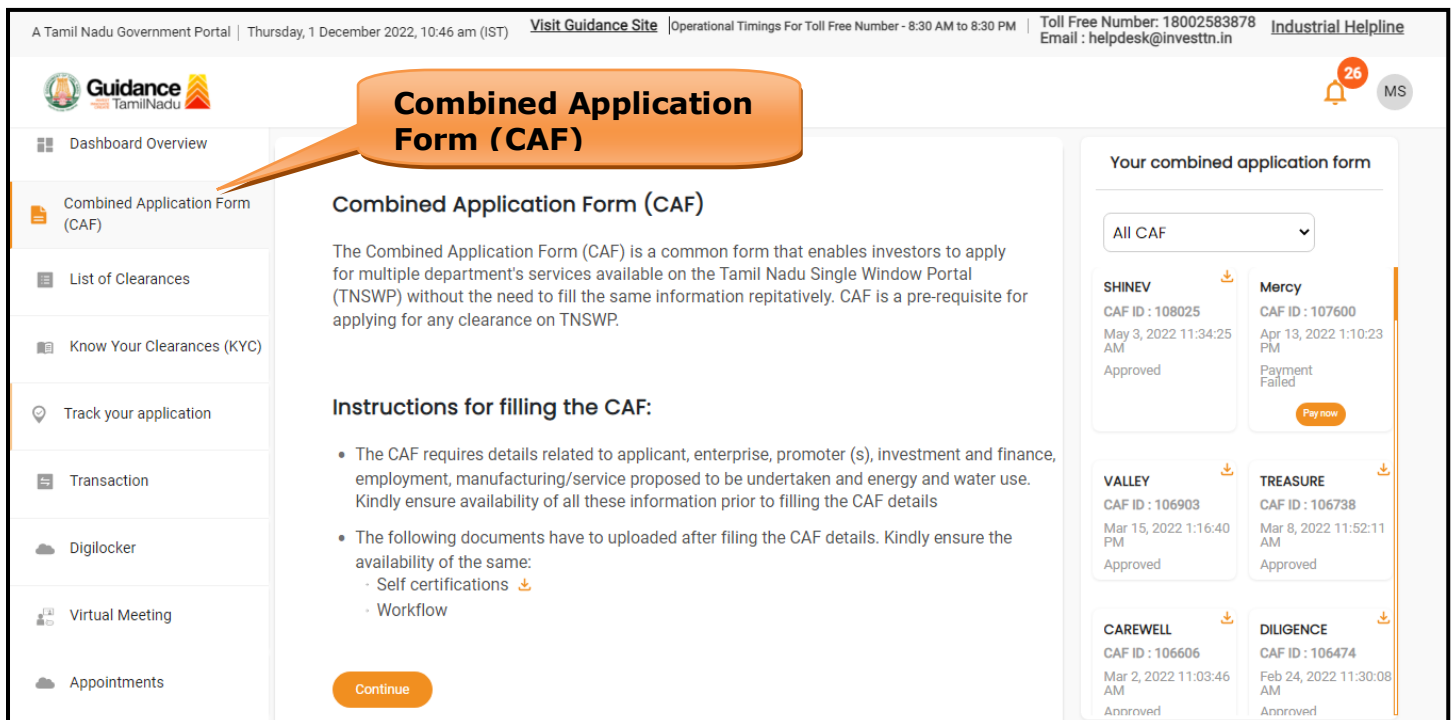
- Header:** A Tamil Nadu Government Portal | Thursday, 1 December 2022, 10:42 am (IST) | Visit Guidance Site | Operational Timings For Toll Free Number - 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline
- Navigation:** Dashboard Overview, Combined 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 button)
- Application Cards:**
 - 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)
 - TWINKLE (CAF ID : 103885, Oct 8, 2021 3:25:03 PM, Approved)
- Your Clearances Status:** Select Project/CAF: ALMIGHTY
 - Pre-Establishment: 1 Applied
 - Pre-Operation: 1 Approved
 - Post-Operation: 0 Pending, 0 Rejected
- Table:**

Clearance Name	Department Name	Lying with Officer	Last updated	Approved
Download consolidated list				

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

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 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:**

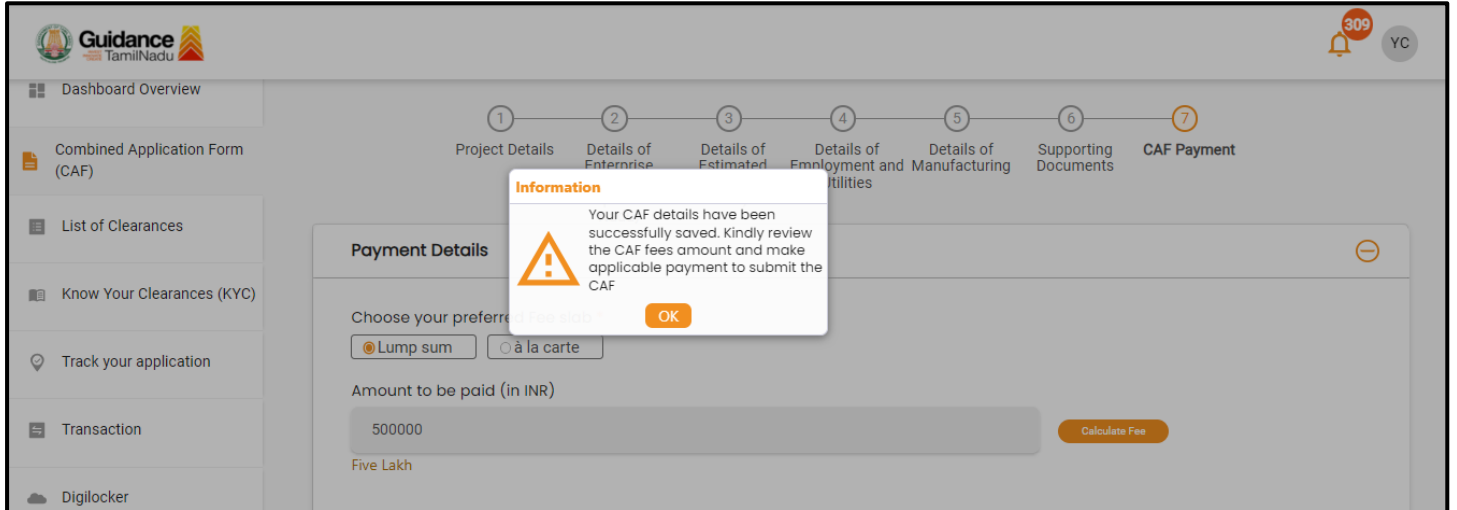
- Download the template.
- Prepare the self-certification documents as per the instructions given in the template and upload.

- **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 'CAF Payment' section of the Guidance TamilNadu portal. A progress bar at the top indicates 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 'Payment Details' section shows 'Choose your preferred fee slab' with radio buttons for 'Lump sum' (selected) and 'à la carte'. The 'Amount to be paid (in INR)' is entered as '500000', which is displayed as 'Five Lakh'. A 'Calculate Fee' button is visible to the right of the amount input field. The left sidebar contains navigation options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, and Digilocker. The top right corner shows a notification bell with '309' and a 'YC' button.

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 Application for Minor Changes in the Allopathic Drugs Manufacturing

1. Click on “**List of Clearances**”

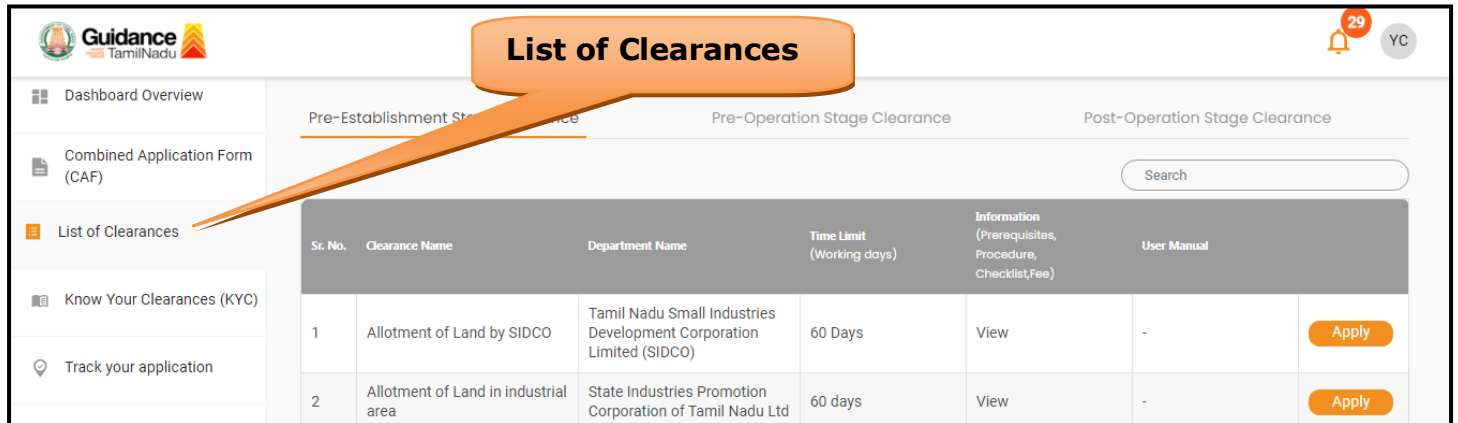


Figure 13. List of Clearances

2. The list of clearances is segregated into three stages.

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

3. Select ‘**Post-Operation Stage Clearance**’ and find the clearance ‘**Application for Minor Changes in the Allopathic Drugs Manufacturing**’ by using Search option as shown in the figure given below.

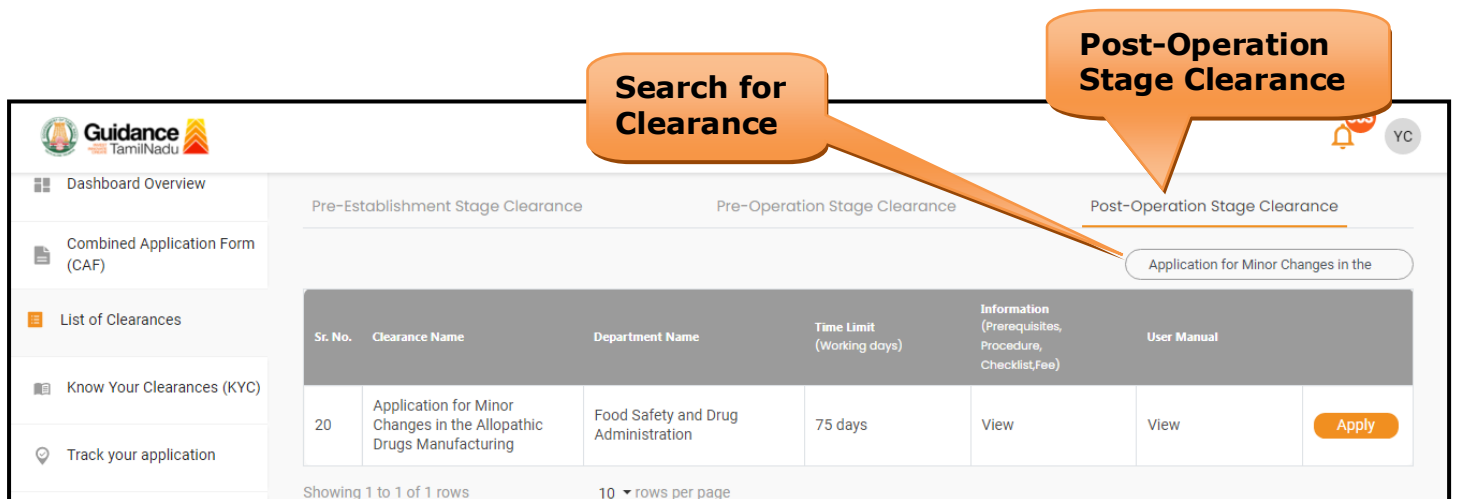
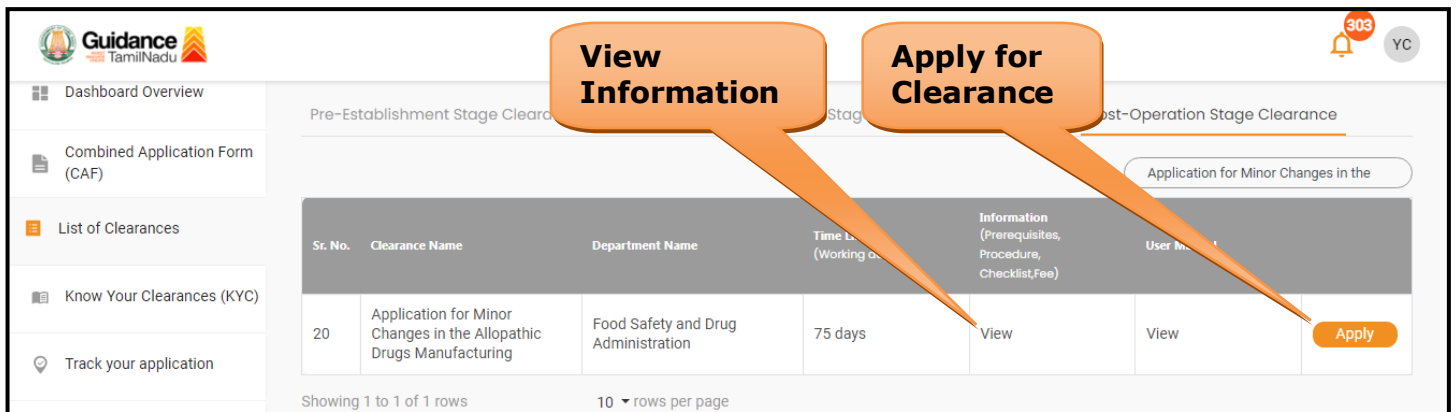


Figure 14. Search for Clearances

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.



The screenshot shows the 'List of Clearances' section on the Guidance TamilNadu dashboard. A table lists a single clearance entry. Two callout boxes are present: one pointing to the 'View' button in the 'Information' column, labeled 'View Information', and another pointing to the 'Apply' button in the 'User Management' column, labeled 'Apply for Clearance'.

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Management
20	Application for Minor Changes in the Allopathic Drugs Manufacturing	Food Safety and Drug Administration	75 days	View	View Apply

Showing 1 to 1 of 1 rows 10 rows per page

Figure 15. Apply for Clearances

Licence Details

- 1) Enter the Existing Licence Number

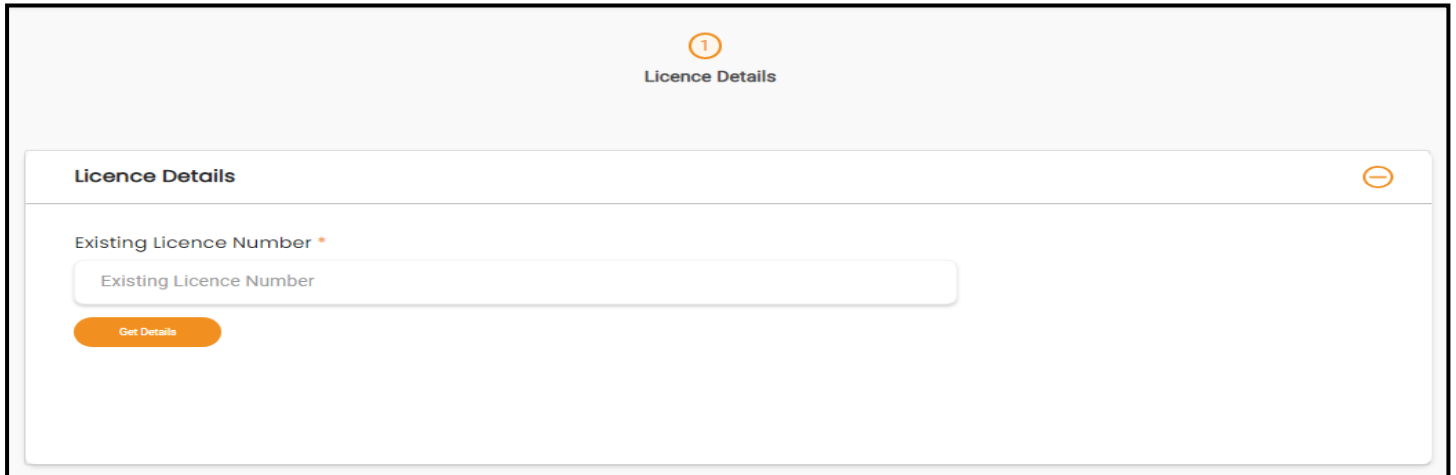


Figure 16. Licence Details

8. Filling the Application Form

1. Applicant needs to fill all the details under the following 3 sections to complete the application.

A. Applicant Details

B. Product Details

C. Payment Details

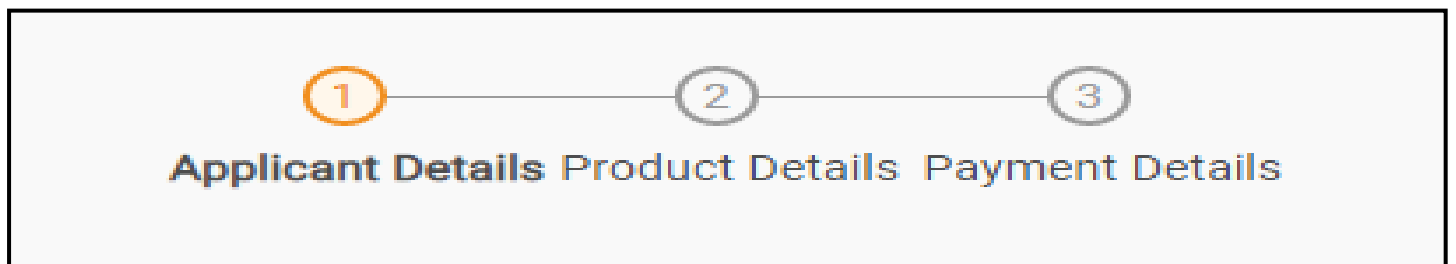


Figure 17. Three Sections of Application From

Fees details



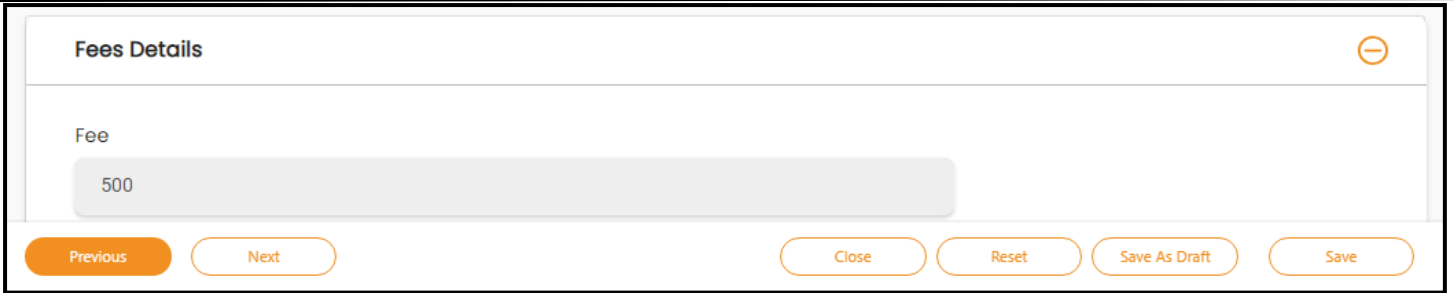


Figure 18. Fees Details

Token Id

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

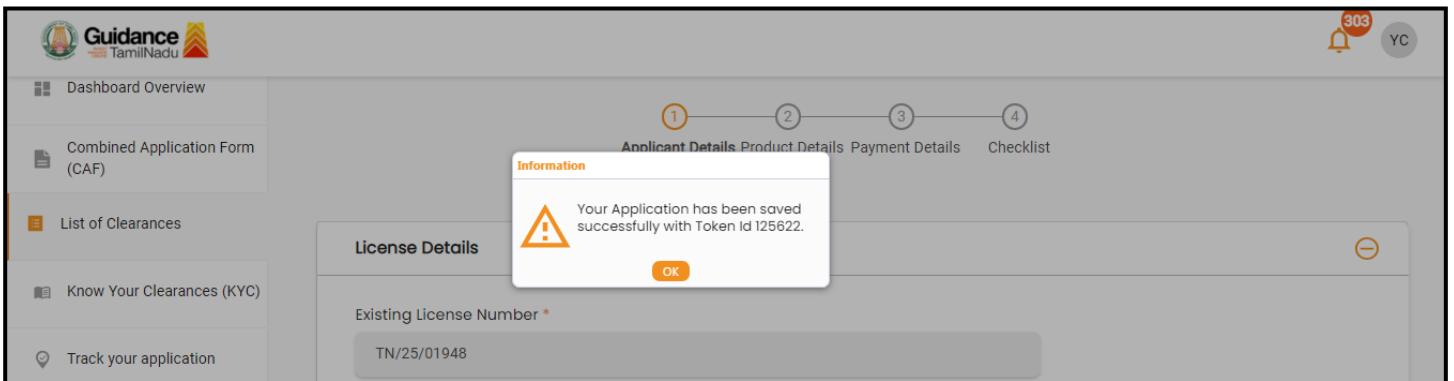


Figure 19. Token ID Generated

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.


① — ② — ③ — ④


Applicant Details Product Details Payment Details **Checklist**

Attachments ⊖

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"/> Authorization of the signatory of the application form (Board Resolution / Authorisation Letter)	 sample.pdf

2	<input checked="" type="checkbox"/> Drug manufacturing licences copy	 sample.pdf
3	<input type="checkbox"/> Ownership document of the premises (Registered Sale Deed / Registered General Power of Attorney / Conveyance Deed / Latest Property Tax Receipt)	Drag & Drop Browse Files DigiLocker
4	<input type="checkbox"/> Rental agreement of the premises, if applicable	Drag & Drop Browse Files DigiLocker
5	<input type="checkbox"/> Plan of the premises- with details of partitions, measurements - Section wise with location of machineries	Drag & Drop Browse Files DigiLocker
6	<input type="checkbox"/> List of machineries and equipment, Air Handling Units, and water system provided Section wise for the manufacturing	Drag & Drop Browse Files DigiLocker
7	<input type="checkbox"/> List of analytical instruments and equipment for analysis	Drag & Drop Browse Files DigiLocker
8	<input type="checkbox"/> Copy of purchase invoices with the details like production capacity, make etc. wherever applicable	Drag & Drop Browse Files DigiLocker
9	<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

Click on 'Save Document'

Previous Next Close Save Document

Figure 20. Checklist

9. Payment Process

- 1) Click on '**Save Document**' a unique '**Document Saved Successfully**' would be generated with a pop-up message.

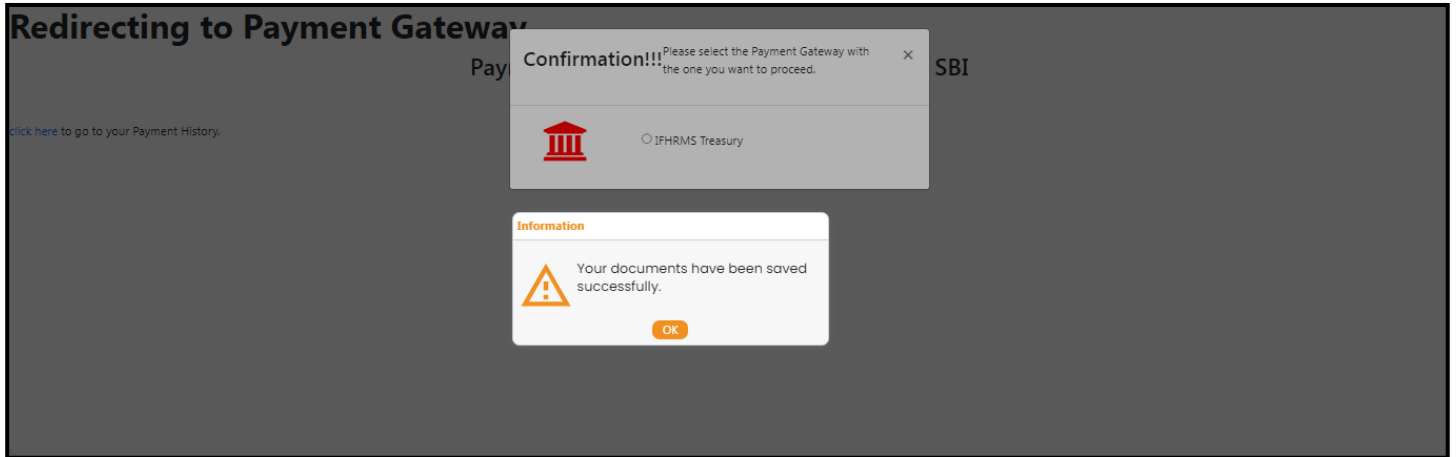


Figure 21. Document Saved Successfully

- 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**'.

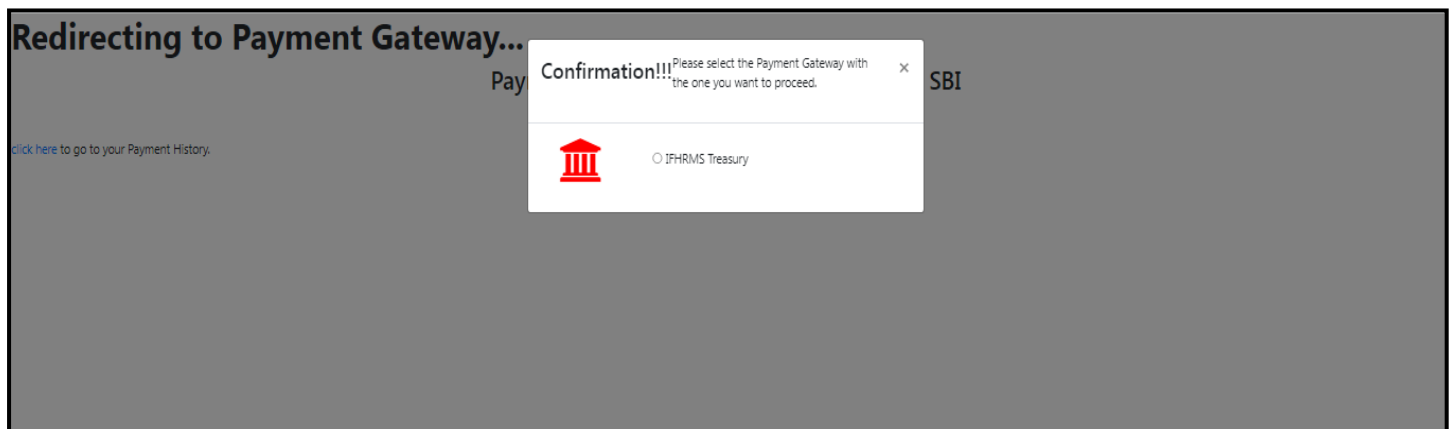


Figure 22. Payment Process

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

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

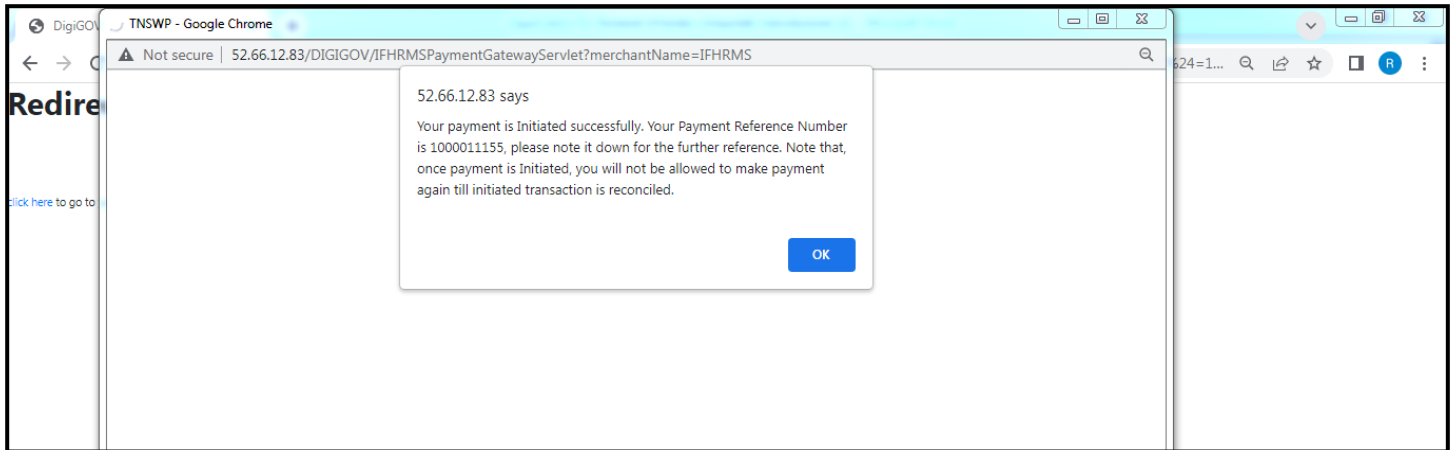


Figure 23. Payment Reference Number

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**

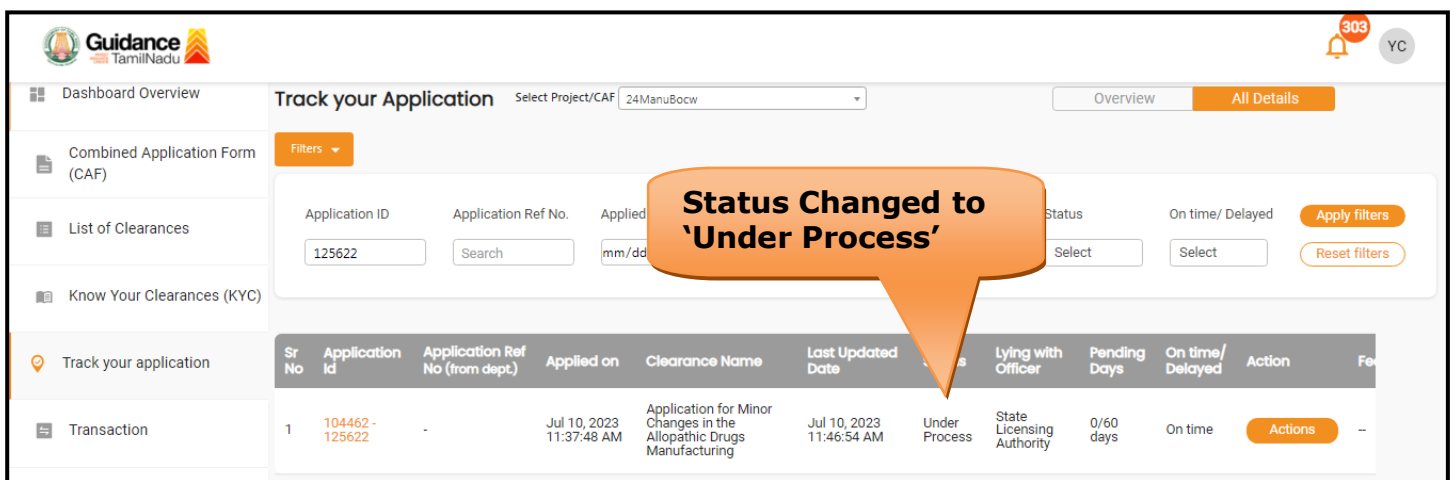


Figure 24. Application under process

10. 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

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	Fee
1	104462 - 125622	-	Jul 10, 2023 11:37:48 AM	Application for Minor Changes in the Allopathic Drugs Manufacturing	Jul 10, 2023 11:46:54 AM	Under Process	State Licensing Authority	0/60 days	On time	Actions	--

Figure 25. 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	104462-125622	-	Jul 10, 2023 11:37:48 AM	Application for Minor Changes in the Allopathic Drugs Manufacturing	Jul 10, 2023 11:46:54 AM	Under Process	State Licensing Authority	0/60 days	On time	Actions

Figure 26. ‘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 displays the 'Track your Application' page in the Guidance TamilNadu system. 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 shows a table of applications with filters and a table of application details. A callout box highlights the 'Need Clarification' status in the table.

Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	104462 - 125622	-	Jul 10, 2023 11:37:48 AM	Application for Minor Changes in the Allopathic Drugs Manufacturing	Jul 10, 2023 12:32:27 PM	Need Clarification	State Licensing Authority	0/60 days	On time	Actions

Figure 27. Need Clarification

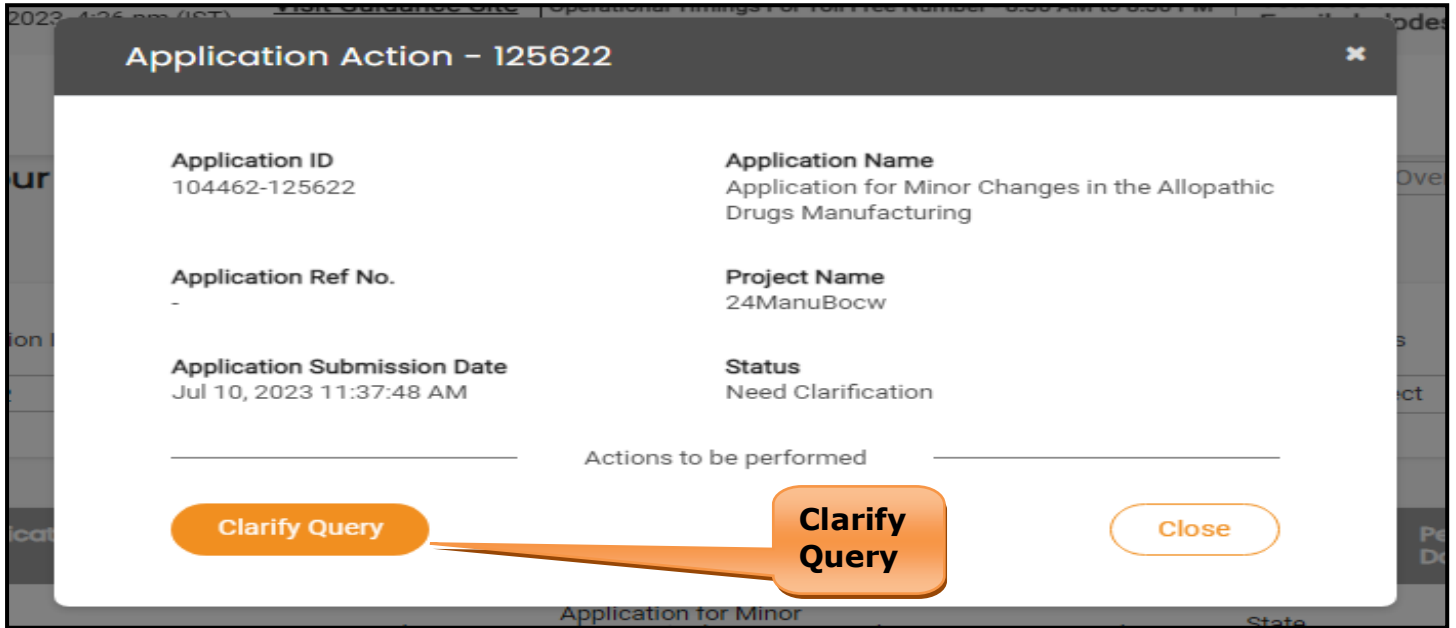


Figure 28. Clarify Query

- 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.

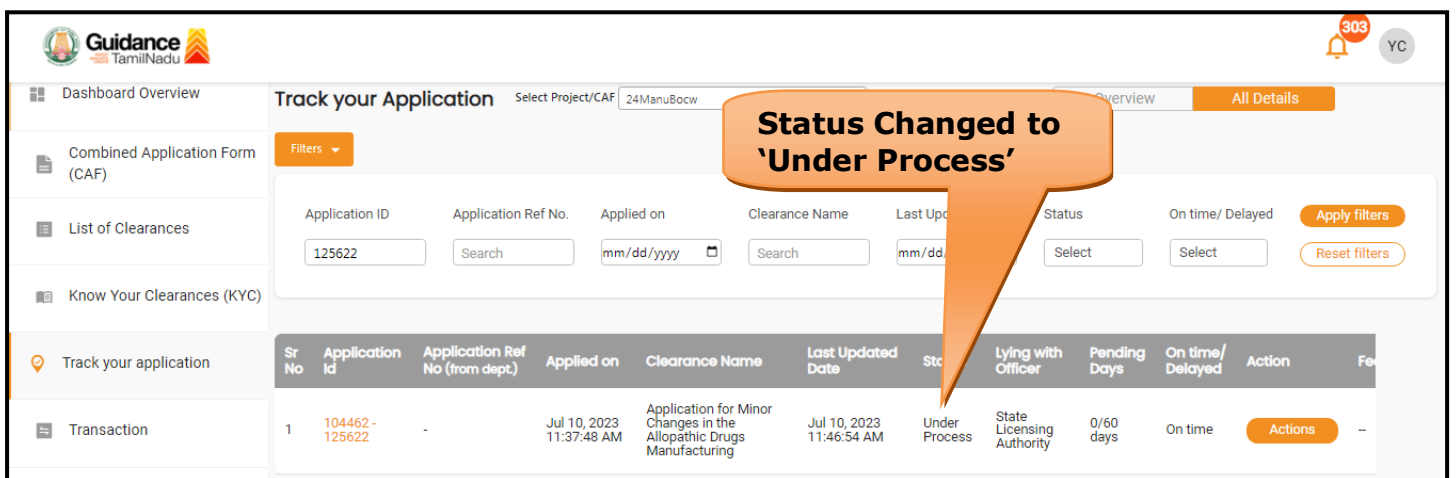
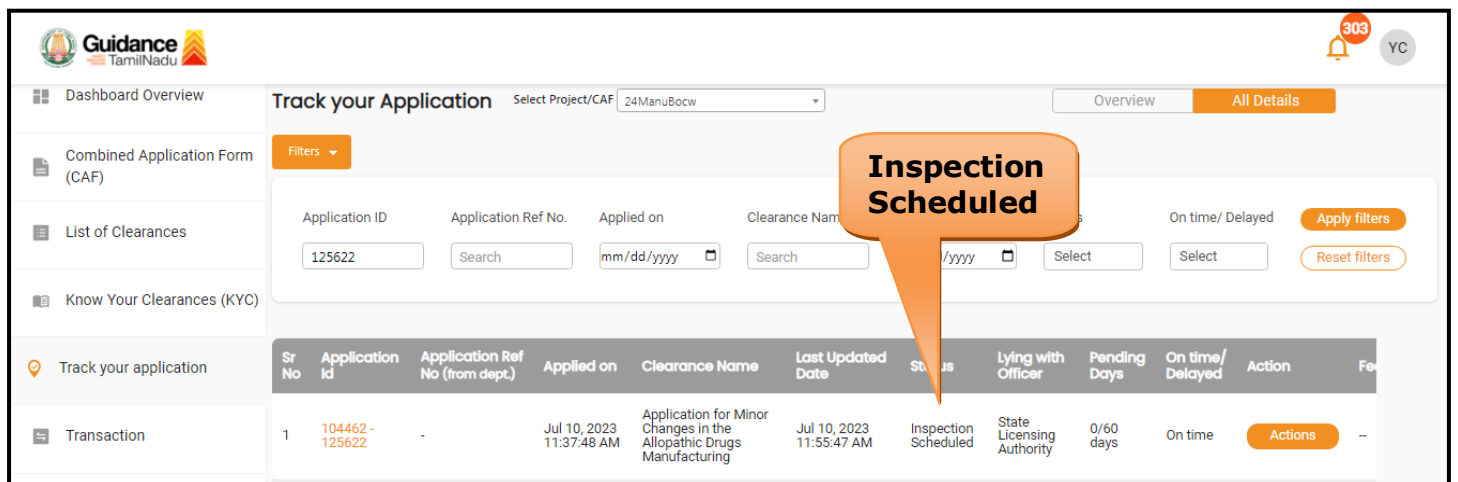


Figure 29. Application under Process

12. Inspection Schedule

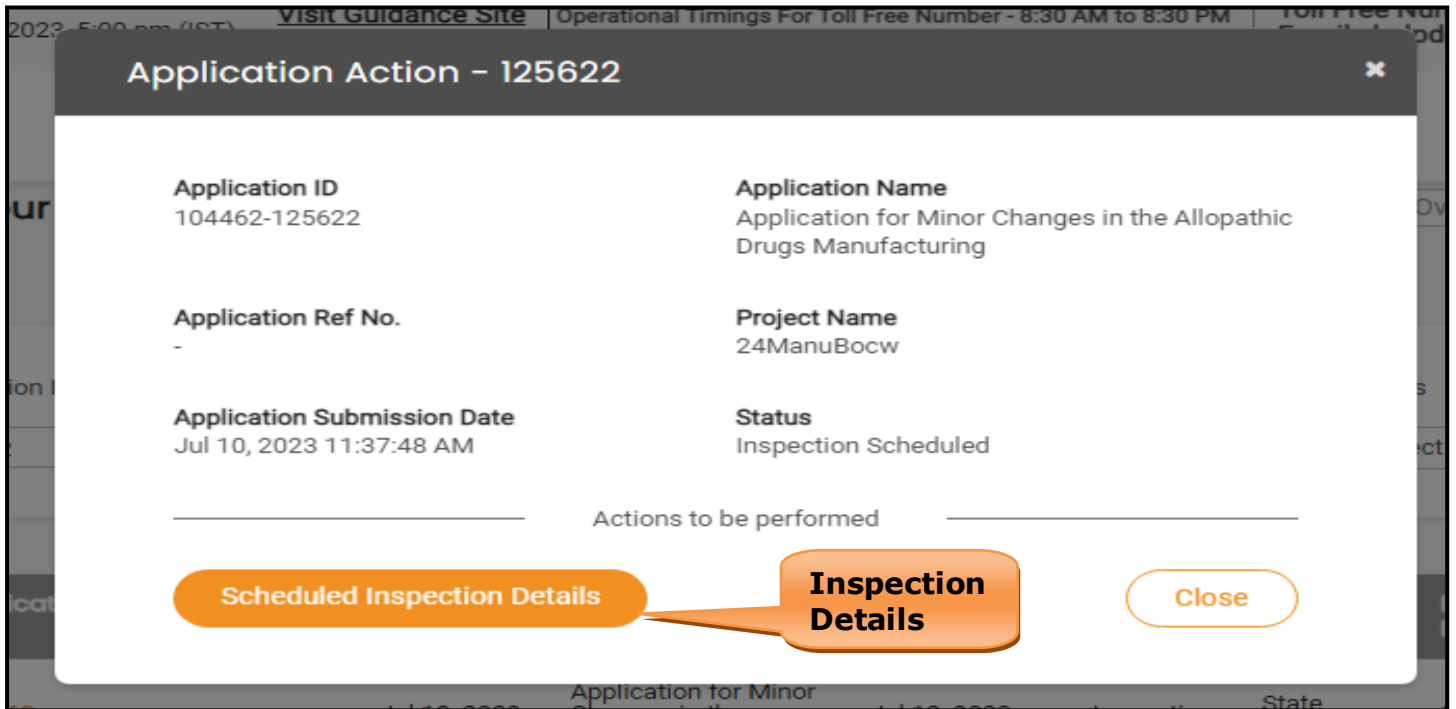
- 1) The Drug Inspector of Drugs schedules the date of appointment for inspection to be done for the specified institution.
- 2) After the Inspection gets completed, the Drug Inspector submits the Inspection report.
- 3) The Applicant has the provision to view the Scheduled Inspection details



The screenshot shows a web application interface for tracking applications. The main section is titled 'Track your Application' and includes a search filter for '24ManuBocw'. Below this is a table with search filters for Application ID, Application Ref No., Applied on, Clearance Name, and On time/Delayed. The table below shows one application entry with the status 'Inspection Scheduled'.

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	104462 - 125622	-	Jul 10, 2023 11:37:48 AM	Application for Minor Changes in the Allopathic Drugs Manufacturing	Jul 10, 2023 11:55:47 AM	Inspection Scheduled	State Licensing Authority	0/60 days	On time	Actions

Figure 30. Inspection Scheduled



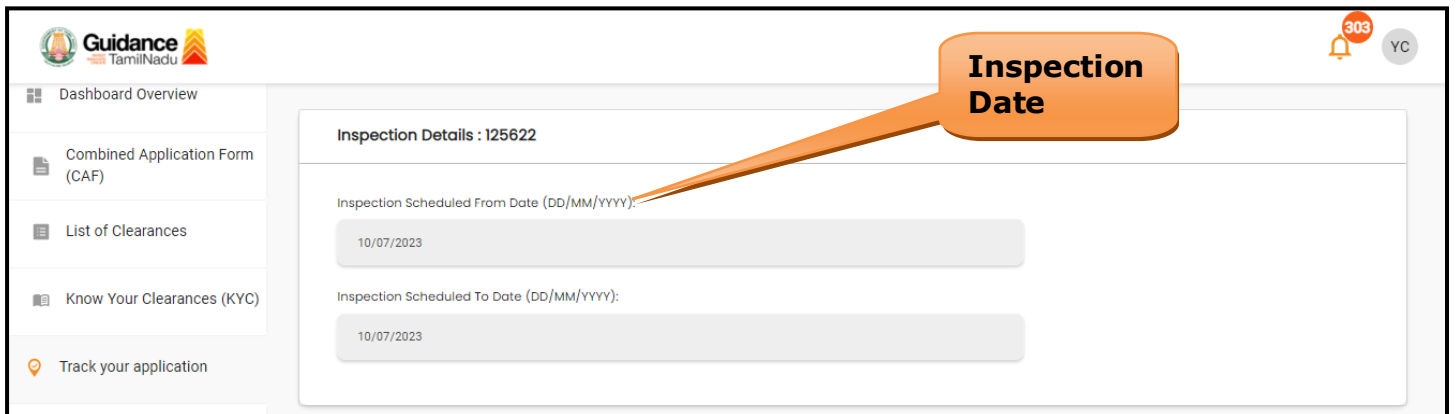
Application Action - 125622

Application ID 104462-125622	Application Name Application for Minor Changes in the Allopathic Drugs Manufacturing
Application Ref No. -	Project Name 24ManuBocw
Application Submission Date Jul 10, 2023 11:37:48 AM	Status Inspection Scheduled

Actions to be performed

Scheduled Inspection Details | **Inspection Details** | **Close**

Figure 31. Scheduled Inspection Details



Guidance TamilNadu

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

Inspection Details : 125622

Inspection Scheduled From Date (DD/MM/YYYY): 10/07/2023

Inspection Scheduled To Date (DD/MM/YYYY): 10/07/2023

Inspection Date

Figure 32. Scheduled Inspection Details

13. Application Processing

1) The State Licensing Authority 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's a search bar for 'Select Project/CAF' with '24ManuBocw' selected. Below it, a table lists application details. An orange callout bubble labeled 'Approved Status' points to 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	104462-125622	-	Jul 10, 2023 11:37:48 AM	Application for Minor Changes in the Allopathic Drugs Manufacturing	Jul 10, 2023 12:35:19 PM	Approved	State Licensing Authority	0/60 days	On time	Actions

Figure 33. 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 34)

The screenshot shows the 'Application Action - 125622' modal window. It displays application details and a list of actions. An orange callout bubble labeled 'Download ‘Approval Certificate’' points to the 'Download Approval Certificate' button.

Application ID 104462-125622	Application Name Application for Minor Changes in the Allopathic Drugs Manufacturing
Application Ref No. -	Project Name 24ManuBocw
Application Submission Date Jul 10, 2023 11:37:48 AM	Status Approved

Actions to be performed:

- Download Approval Certificate
- Feedback - Application Processing
- Feedback - Application Submission
- Close

Figure 34. Download the Approval 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 35)

The screenshot shows the 'Track your Application' dashboard. A callout box labeled '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	Feed
1	104462 - 125622	-	Jul 10, 2023 11:37:48 AM	Application for Minor Changes in the Allopathic Drugs Manufacturing	Jul 10, 2023 12:35:19 PM	Rejected	State Licensing Authority	0/60 days	On time	Actions	Feed Appli Proc Feed Appli Subn

Figure 35. Rejected Status

