



TAMIL NADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Application for Change in Constitution – Allopathic
Drug Manufacturing Licence**

Food Safety and Drug Administration



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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**

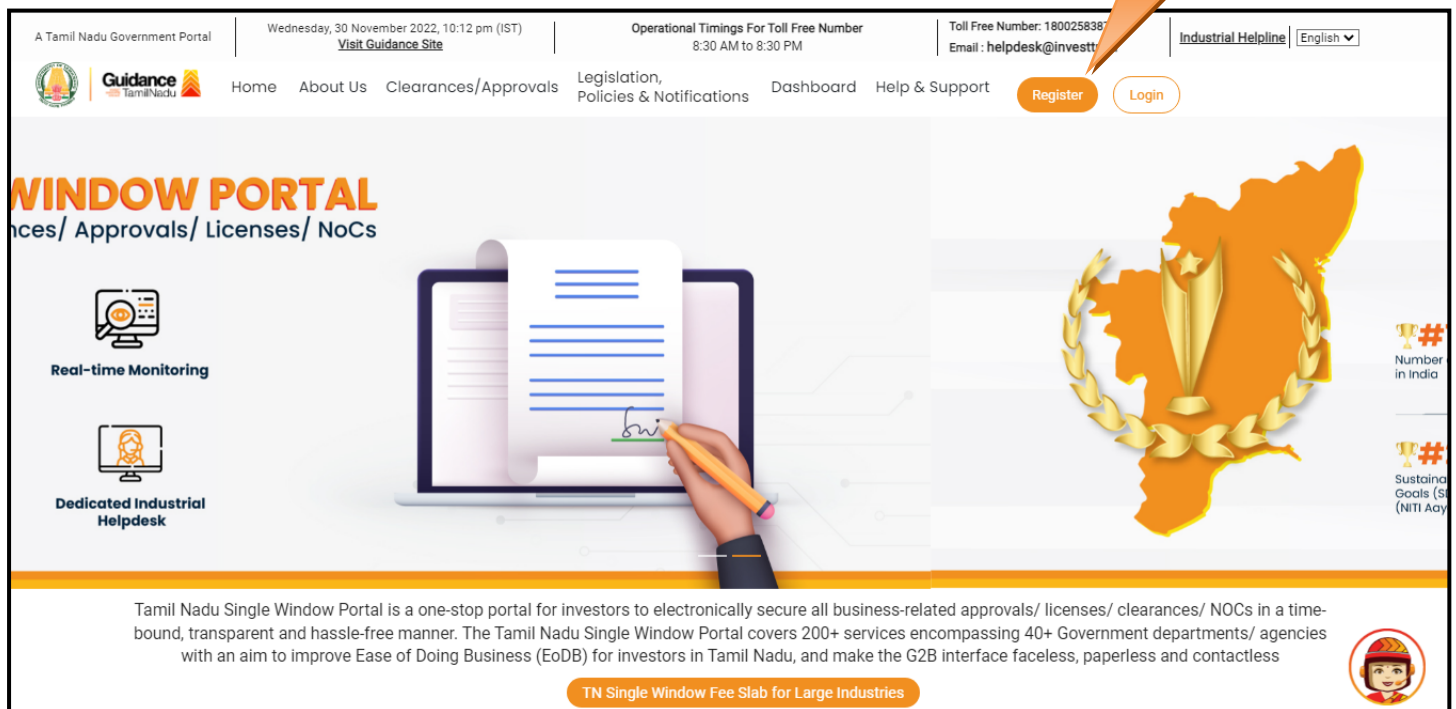


Figure 2. Register

- 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 a brief description about the fields when the applicant hovers the cursor on these icons.

New Registration

Register as
 Investor
 Individual / Small Enterprise (Only to apply G2C services of Tamil Nadu Fire and Rescue Services)

Applicant First Name

Applicant Last Name

Designation of the Applicant

Date of Birth

PAN Number of Company

Name of Company

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

Figure 3. Registration Form

Mobile Number

Email ID

User Name

Password Confirm Password

Captcha

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

Register

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

Figure 4. Registration Form Submission

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

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

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

- **Mobile Number Verification**

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

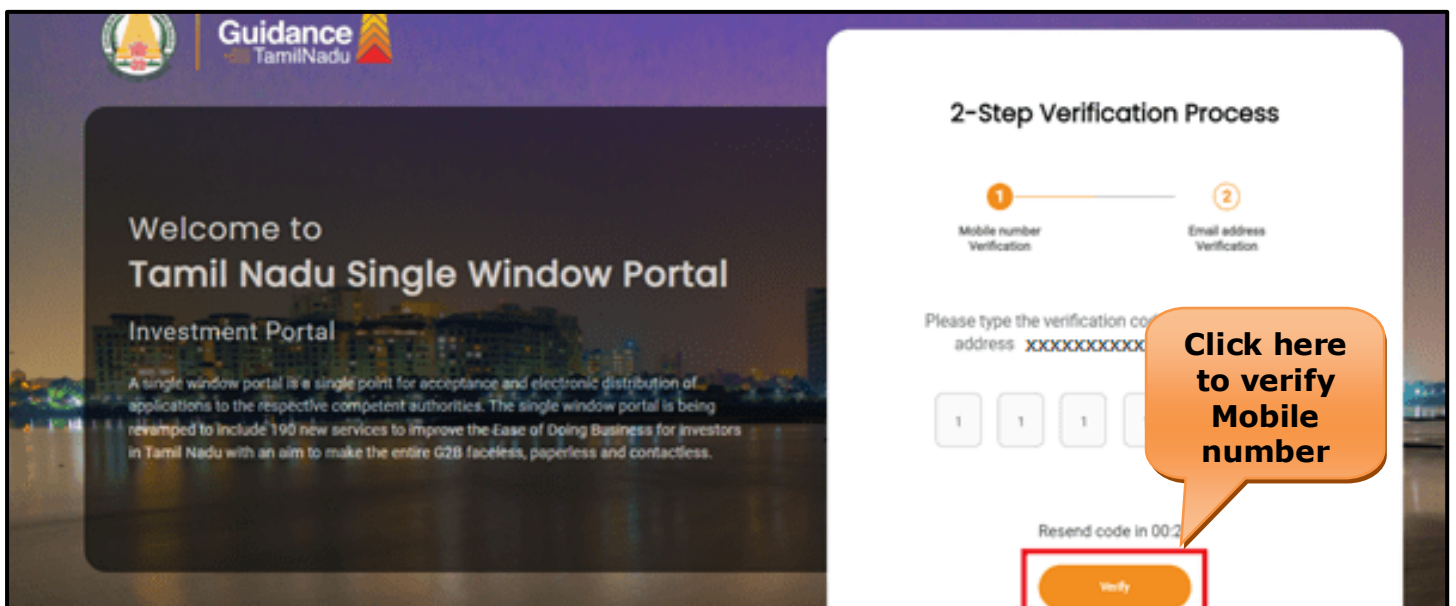


Figure 5. Mobile Number Verification

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.

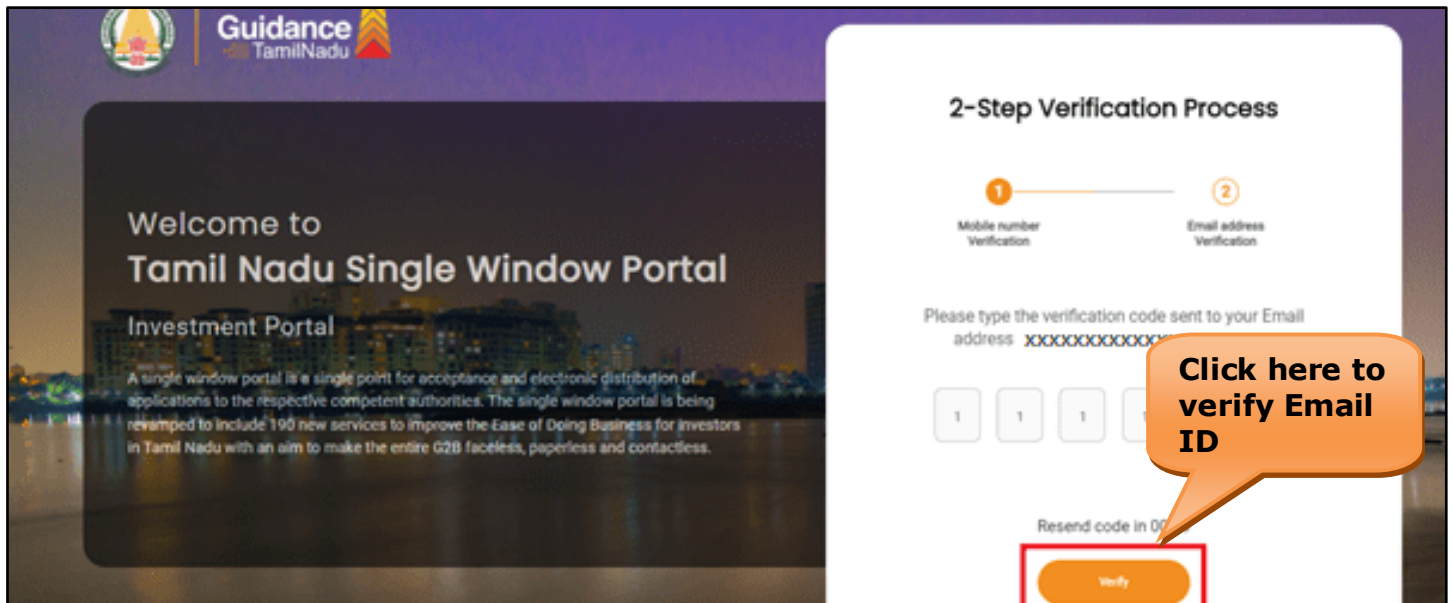


Figure 6. Email ID Verification

- 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.

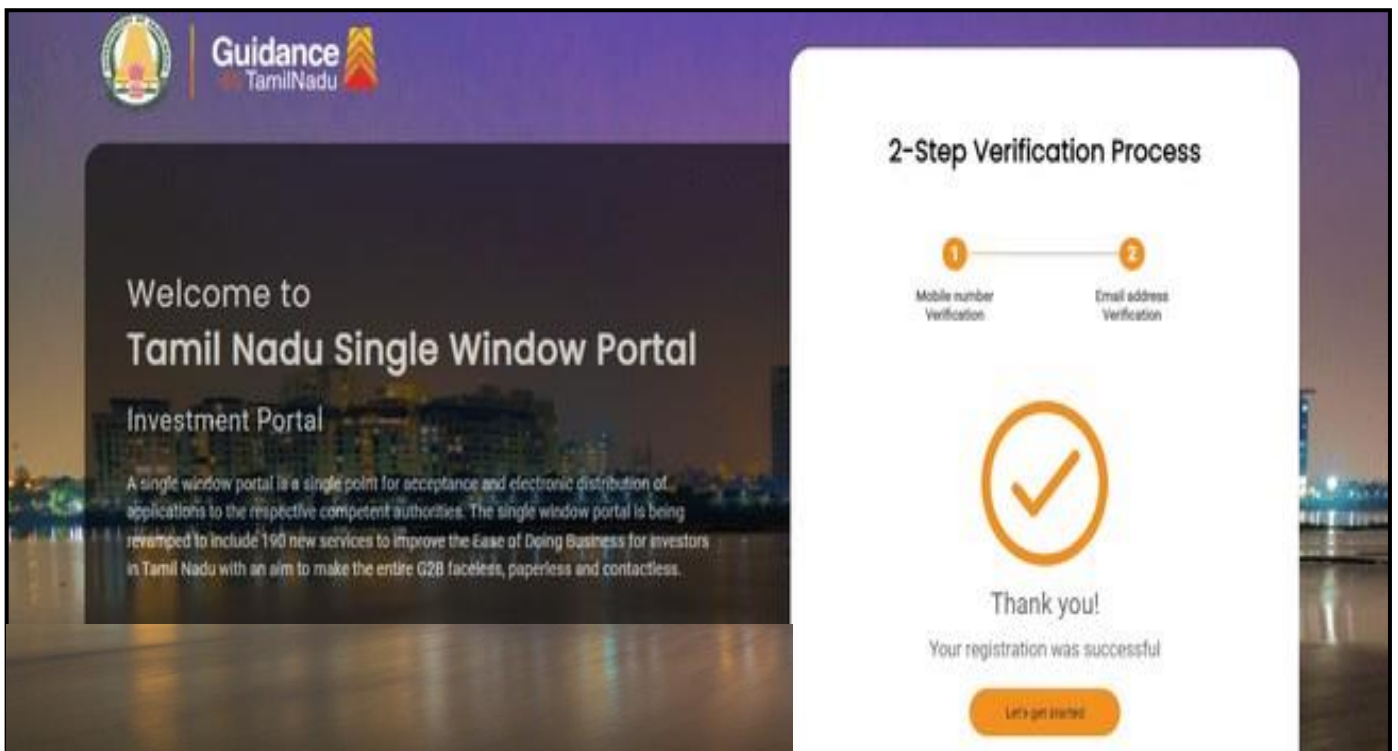


Figure 7. Registration Confirmation Pop-Up

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

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", "Wednesday, 30 November 2022, 10:11 pm (IST)", "Operational Timings For Toll Free Number 8:30 AM to 8:30 PM", "Toll Free Number: 18002583878", "Email : helpdesk@investtn.in", "Industrial Helpline", and "English" dropdown.
- Center: "Guidance TamilNadu" logo and navigation links: "Home", "About Us", "Clearances/Approvals", "Legislation, Policies & Notifications", "Dashboard", "Help & Support".
- Right side: "Register" and "Login" buttons.

 Below the navigation bar is a large banner for "TAMIL NADU Leading the Nation". The banner features a map of Tamil Nadu on the left and a grid of achievements on the right:

- Row 1 (Rank #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 (Rank #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 banner, there is a text block:

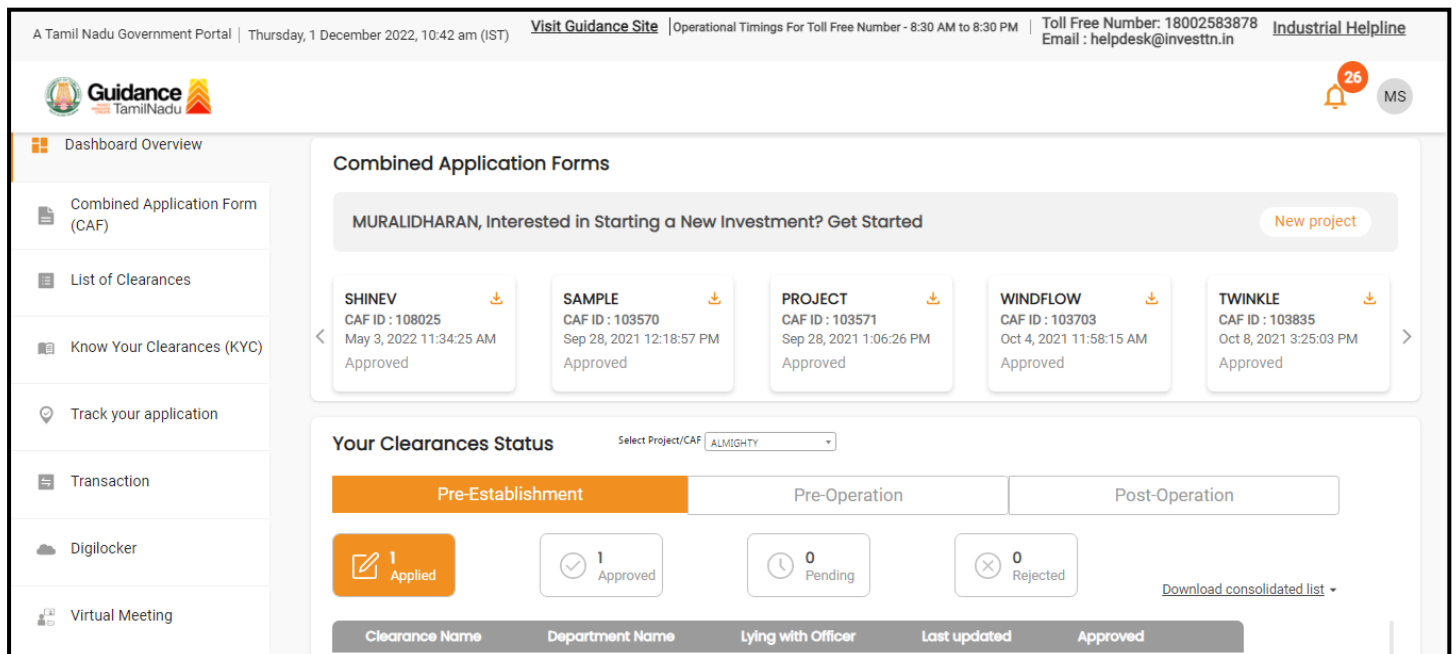
Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ 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 the text block is a button: "TN Single Window Fee Slab for Large Industries" and a small circular icon of a person wearing a hard hat.

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 the Guidance TamilNadu portal. At the top, it shows the date and time (Thursday, 1 December 2022, 10:42 am IST) and provides links for the Guidance Site, Operational Timings, Toll Free Number (18002583878), and Industrial Helpline. The main content area is divided into several sections:

- Dashboard Overview:** A sidebar menu on the left contains links for Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, Digilocker, and Virtual Meeting.
- Combined Application Forms:** A section titled "MURALIDHARAN, Interested in Starting a New Investment? Get Started" with a "New project" button. Below this, five application cards are displayed, each with a download icon and status:

Project Name	CAF ID	Application Date	Status
SHINEV	108025	May 3, 2022 11:34:25 AM	Approved
SAMPLE	103570	Sep 28, 2021 12:18:57 PM	Approved
PROJECT	103571	Sep 28, 2021 1:06:26 PM	Approved
WINDFLOW	103703	Oct 4, 2021 11:58:15 AM	Approved
TWINKLE	103835	Oct 8, 2021 3:25:03 PM	Approved
- Your Clearances Status:** A section with a dropdown menu for "Select Project/CAF" (currently set to "ALMIGHTY"). It features three tabs: "Pre-Establishment" (selected), "Pre-Operation", and "Post-Operation". Below the tabs, four status boxes are shown:

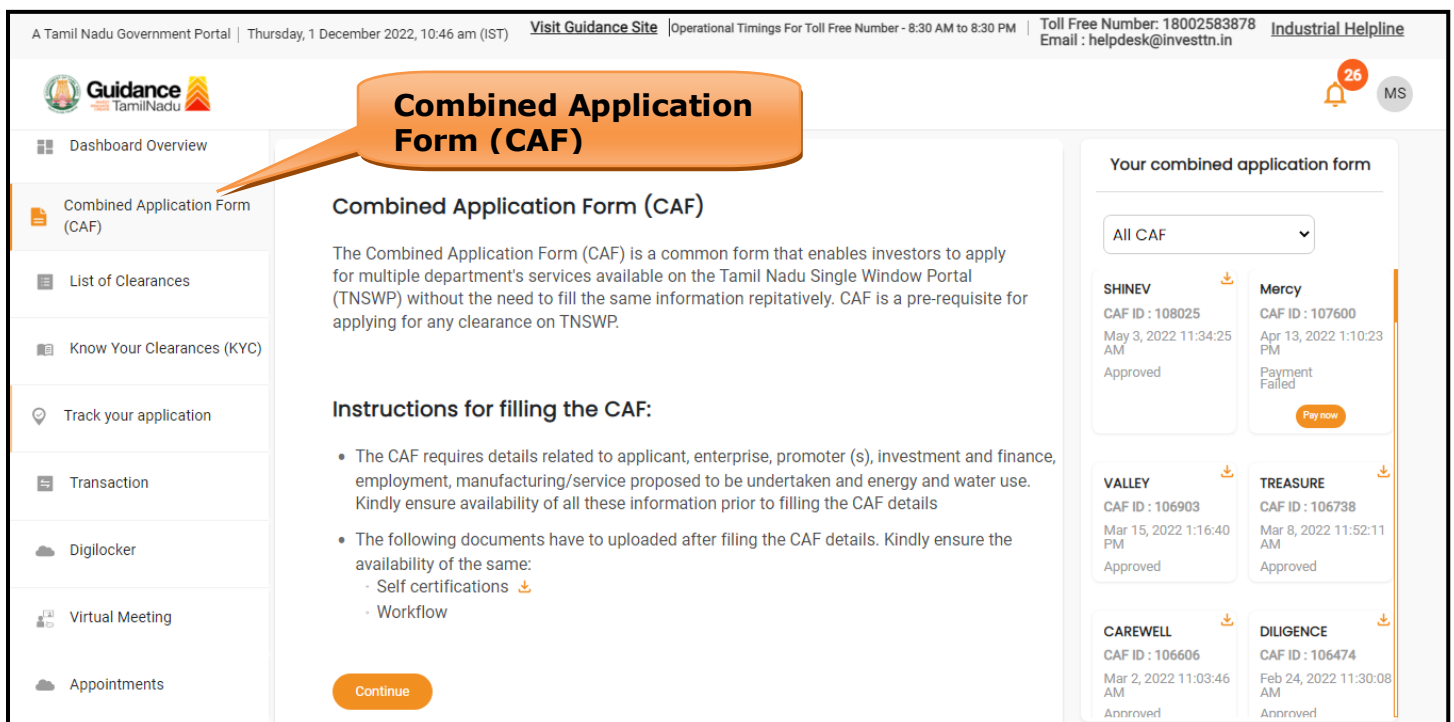
Status	Count
Applied	1
Approved	1
Pending	0
Rejected	0

 A "Download consolidated list" link is also present.
- Table Header:** A table header is visible at the bottom of the dashboard, listing 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 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, time, 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:**

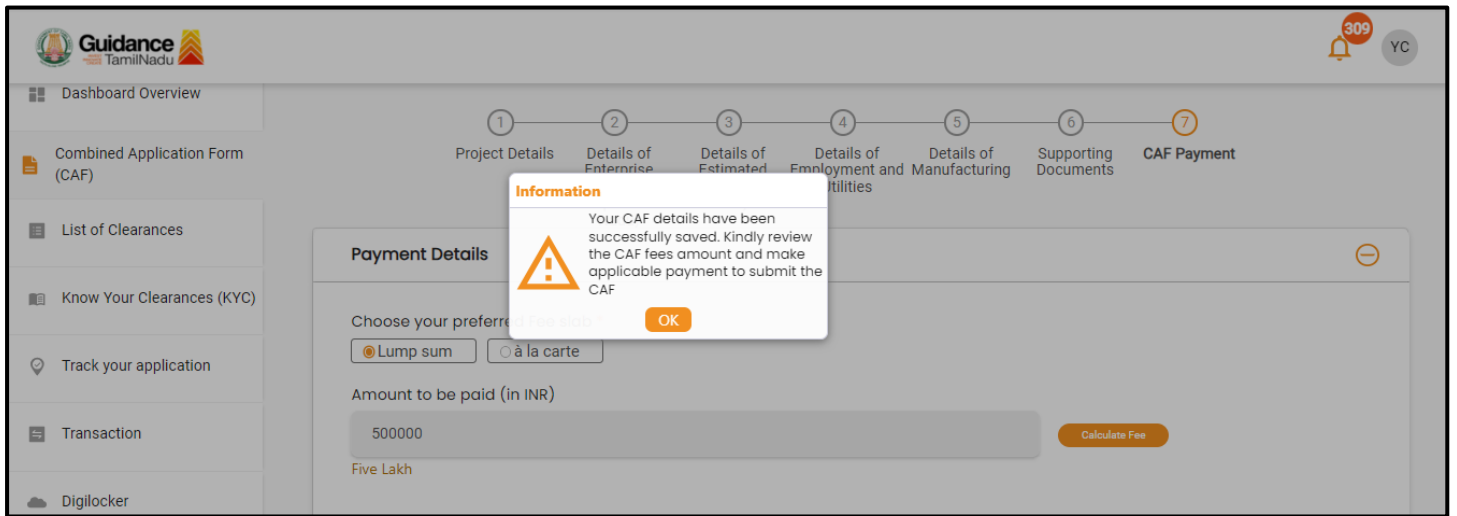
- Download the template.
- Prepare the self-certification documents as per the instructions given in the template and upload.

- **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' and 'YC'. A progress bar at the top shows seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Utilities, 5. Details of Manufacturing, 6. Supporting Documents, and 7. CAF Payment. The main content area is titled 'Payment Details' and features a modal window with an 'Information' icon and the text: 'Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF'. Below the modal, there are radio buttons for 'Lump sum' (selected) and 'à la carte', a text input field for 'Amount to be paid (in INR)' containing '500000', and a 'Calculate Fee' button. The amount is also displayed as 'Five Lakh'.

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 Change in Constitution – Allopathic Drug Manufacturing Licence

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 Change in Constitution – Allopathic Drug Manufacturing Licence**’ by using Search option as shown in the figure given below.

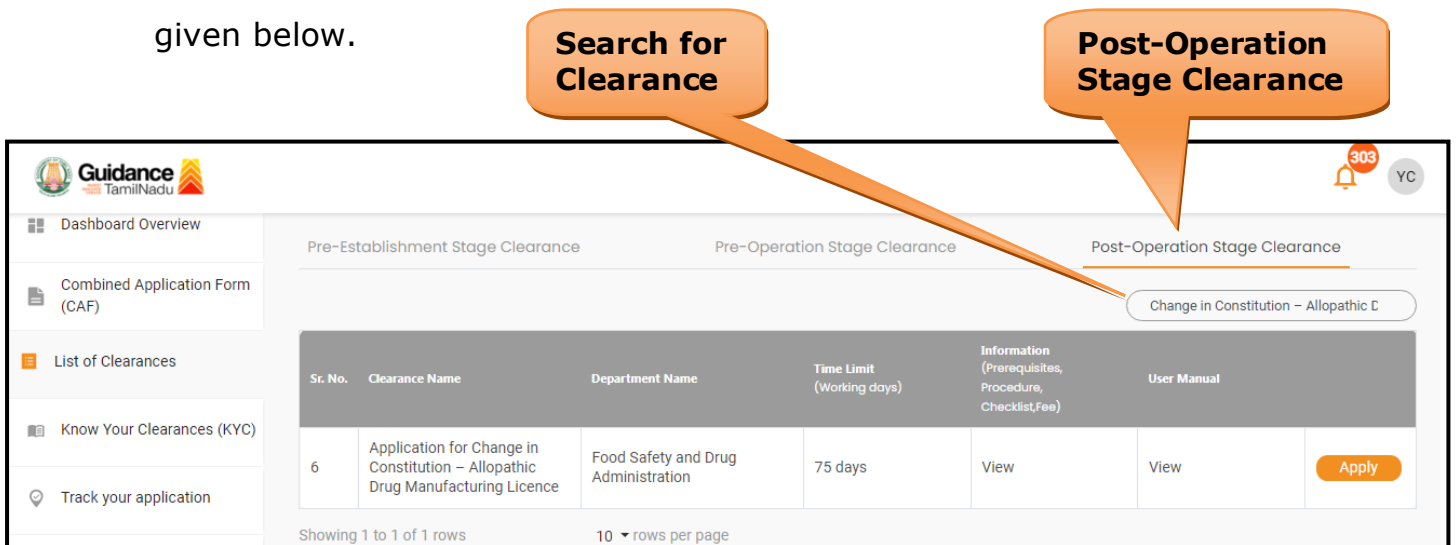
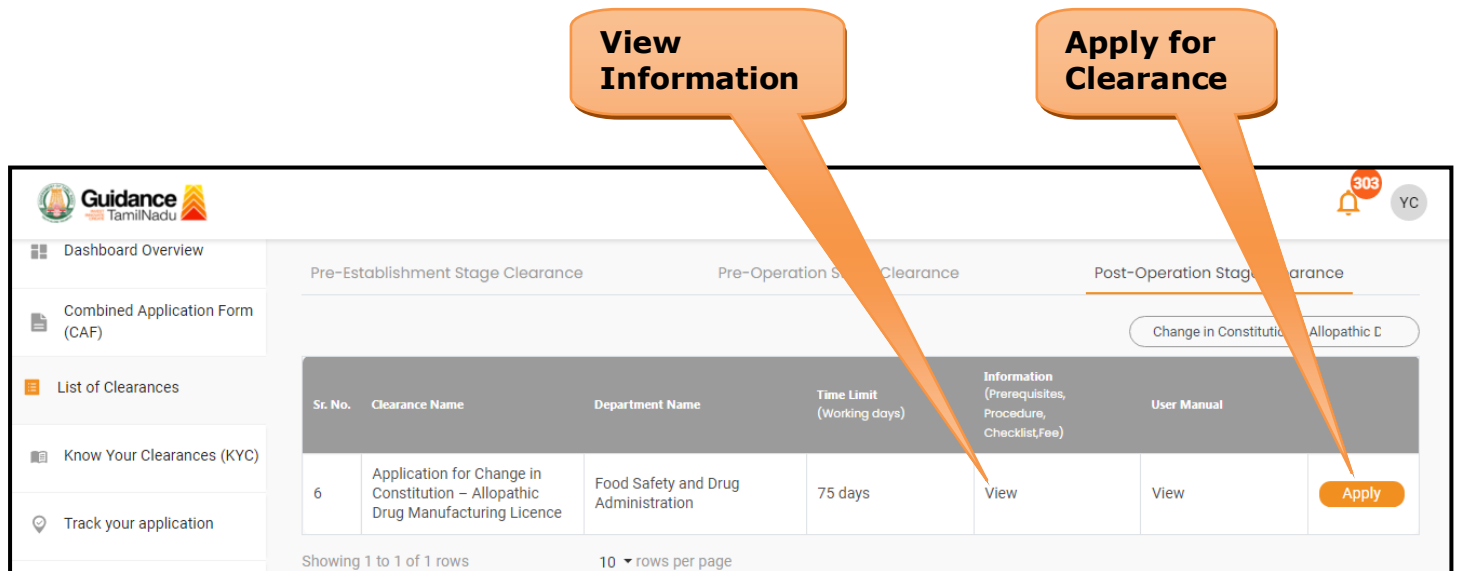


Figure 14. Search for Clearances

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 displays the 'Guidance TamilNadu' dashboard. The main content area shows a table of clearances under the 'Post-Operation Stage Clearance' tab. The table has columns for 'Sr. No.', 'Clearance Name', 'Department Name', 'Time Limit (Working days)', 'Information (Prerequisites, Procedure, Checklist, Fee)', and 'User Manual'. A single row is visible with the following data:

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
6	Application for Change in Constitution – Allopathic Drug Manufacturing Licence	Food Safety and Drug Administration	75 days	View	View

Below the table, it says 'Showing 1 to 1 of 1 rows' and '10 rows per page'. Two callout boxes are present: 'View Information' points to the 'View' button in the 'Information' column, and 'Apply for Clearance' points to the 'Apply' button in the 'User Manual' column.

Figure 15. Apply for Clearances

8. Filling the Application Form

1. Applicant needs to fill all the details under the following 5 section to complete the application.

A. Licence Details

B. Product Applied

C. Product Details

D. Fees Details

E. Contact Details

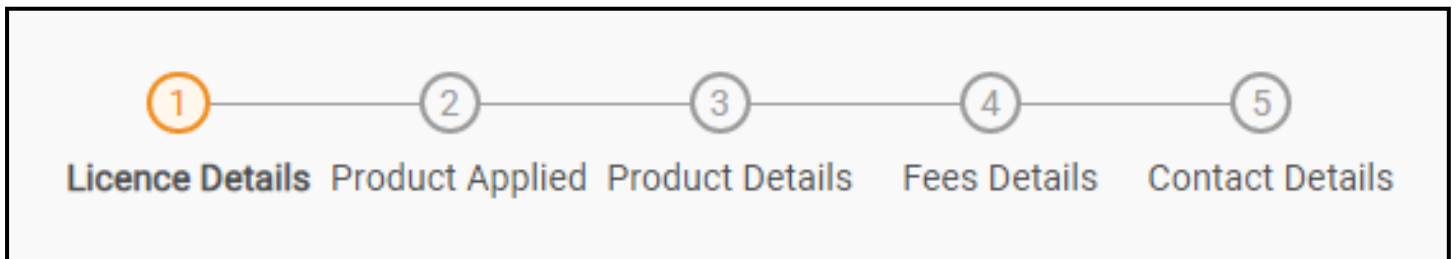


Figure 16. Five Sections of Application Form

Token Id Generated

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

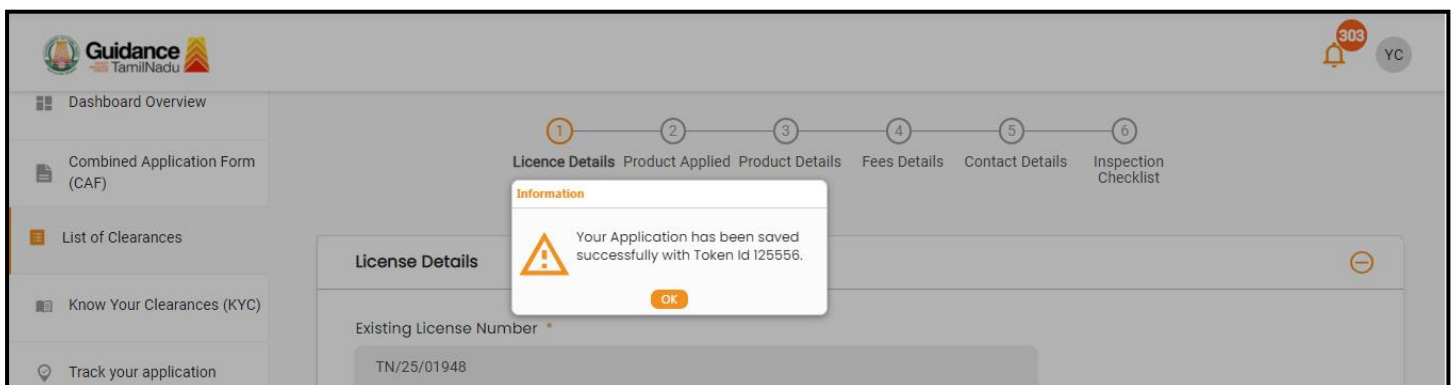


Figure 17. Token ID Generated

F. Inspection Checklist

1. Enter all the Inspection checklist details.

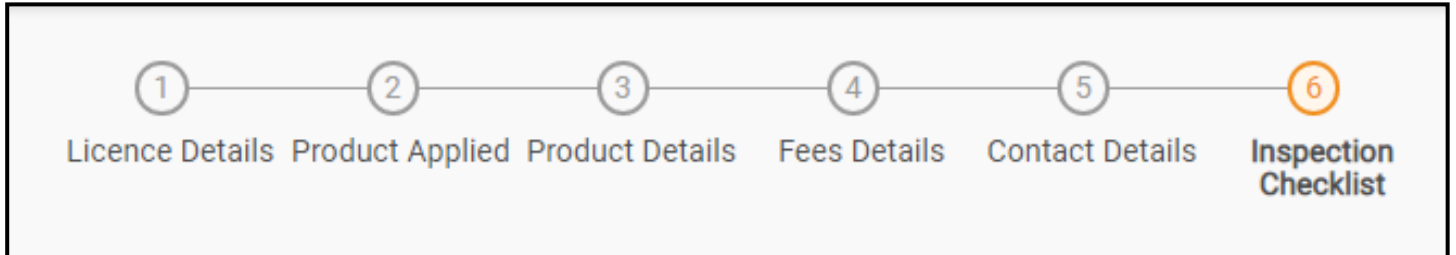


Figure 18. Six Sections of Application Form

1. Location and surroundings:

Inspection Criteria	Self-appraisal to be filled by the manufacturer along with all details (Mandatory)	Remarks (if any)
How is the factory building situated and controlled to avoid risk of contamination from external environment including open sewage, drain, public lavatory or any other factory which produces disagreeable or obnoxious, odors, fumes, excessive soot, dust, and smoke, chemical or biological emissions? Please specify industries / establishments adjoining manufacturing site.	grg	hgtr

1.2 Building and premises

Inspection Criteria	Self-appraisal to be filled by the manufacturer along with all details (Mandatory)	Remarks (if any)
How the building has been designed constructed and maintained to suit the manufacturing operations so as to produce drugs under hygienic conditions? Please specify nature of construction used in the facility in respect of its maintenance and hygienic conditions.	tghd	ghgtr
Whether the building confirm to the conditions laid down in the Factories Act, 1948? Please attach valid factory certificate/ license issued by the competent authority.	Yes x ▾	thrdh
Specify how the premises used for manufacturing operations and testing purpose prevents contaminations and cross contamination is: a) Compatible with other drug manufacturing operations that may be carried out in the same or adjacent area. Please specify any special criteria for the product manufactured. e.g. temperature, humidity, air class requirements maintained for aseptic products, etc.	thfg	erote
b) Whether adequate working space is provided to allow orderly and logical placement of equipment, materials and movement of personnel so as to avoid risk of mix-up between different categories of drugs and to avoid possibility of the contamination by suitable mechanism? Please specify space left around the machines (in Remarks) Please attach equipment layout, men and material movement, waste movement if applicable (in Supporting Documents)	Yes x ▾	ryer



c) Describe the pest, insects, birds and rodents control system followed in the premises. Attach copy of pest / rodent control schedule along with contract agreement if any.	fdbgdf	trhyth
d) What measures have been taken to make Interior surface of (walls, floors, and ceilings) smooth and free from cracks, and to permit easy cleaning? Specify material of construction and finish for walls, ceiling, floor, coving etc. i.e. whether Epoxy or PU coated, kota / granite stone with epoxy sealed joints, solid / GI / gypsum / cal. Silicate board ceiling with epoxy, PU or any other pre-fabricated panel (GRP, powder coated SS or Aluminum etc.) paint.	gsdfg	ghrt
e) What measures have been taken so that the production and dispensing areas are well lighted and effectively ventilated, with air control facilities? Please specify the lux level maintained in various parts of the premise.	fdgse	ngnf
Please specify the air handling system used in various areas like stores, production, packing, QC areas etc.	fdbvd	fdbg
f) Specify drainage system which prevents back flow and entry of insects and rodents into the premises. (Please specify number and location of drains installed)	fbgdfg	vbdgh

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46

Click on 'Save Inspection Details'

[Previous](#) [Next](#) [Save Inspection Details](#)

Figure 19. Inspection Details

F. 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 them in zip format.






① Licence Details
 ② Product Applied
 ③ Product Details
 ④ Fees Details
 ⑤ Contact Details
 ⑥ **Checklist**
 ⑦ Inspection 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

Kindly download Form-XX (i.e. 24 / 27 / 24F / 27B - as applicable) from the "Document Download" section below and upload a signed copy of the document here

Sr. No.	Document Name	Attach Document
1	<input checked="" type="checkbox"/> Form 24	 <input type="checkbox"/> sample.pdf
2	<input checked="" type="checkbox"/> Form 27	 <input type="checkbox"/> sample.pdf
3	<input checked="" type="checkbox"/> Form 24F	 <input type="checkbox"/> sample.pdf
4	<input checked="" type="checkbox"/> Form 27B	 <input type="checkbox"/> sample.pdf
5	<input checked="" type="checkbox"/> Authorization of the signatory of the application form (Board Resolution / Authorisation Letter)	 <input type="checkbox"/> sample.pdf

6	<input checked="" type="checkbox"/> Drug manufacturing Licences Copy, if any	 sample.pdf
7	<input type="checkbox"/> Previously issued Form 29 Copy, if any	Drag & Drop Browse Files DigiLocker
8	<input checked="" 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	 sample.pdf
9	<input checked="" 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 Applicants in a single zip file)</i>	 sample.pdf
10	<input checked="" 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 upload educational qualification certificates of all Technical Staffs in a single zip file)</i>	 sample.pdf
11	<input checked="" type="checkbox"/> Experience Certificate of the Technical Staff (s) <i>(Kindly upload experience certificates of all Technical Staffs in a single zip file)</i>	 sample.pdf
12	<input checked="" 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 self-certifications of all Technical Staffs in a single zip file)</i>	 sample.pdf
13	<input checked="" 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>(Kindly upload address / ID proof of all Technical Staffs in a single zip file)</i>	 sample.pdf
14	<input checked="" type="checkbox"/> Ownership document of the premises <i>(Registered Sale Deed / Registered General Power of Attorney / Conveyance Deed / Latest Property Tax Receipt)</i>	 sample.pdf
15	<input type="checkbox"/> Rental agreement of the premises, if applicable	Drag & Drop Browse Files DigiLocker
16	<input checked="" type="checkbox"/> Plan of the premises- with details of partitions, measurements - Section wise with location of machineries	 sample.pdf



17	<input checked="" type="checkbox"/> List of machineries and equipment, Air Handling Units, and water system provided Section wise for the manufacturing	 sample.pdf
18	<input checked="" type="checkbox"/> List of analytical instruments and equipment for analysis	 sample.pdf
19	<input checked="" type="checkbox"/> Copy of purchase invoices with the details like production capacity, make etc. wherever applicable	 sample.pdf
20	<input checked="" type="checkbox"/> Product dossier (for each product) <i>(Kindly upload the product dossier for all products in a single zip file)</i>	 sample.pdf
21	<input checked="" type="checkbox"/> Form 51/Brand Name affidavit	 sample.pdf
22	<input type="checkbox"/> Agreement with Marketer, if applicable	Drag & Drop Browse Files DigiLocker
23	<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

Inspection Checklist - Supporting Documents

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"/> Inspection Checklist - Supporting Documents - I <i>(Note - Kindly upload the supporting documents for S.No. 1 - 11 of the inspection checklist in a single zip file here. Please name the file as per the S.No. for which it is being submitted e.g. 1,2,1,3 etc.)</i>	Drag & Drop <input type="button" value="Browse Files"/> <input type="button" value="DigiLocker"/>
2	<input type="checkbox"/> Inspection Checklist - Supporting Documents - II <i>(Note - Kindly upload the supporting documents for S.No. 12 - 21 of the inspection checklist in a single zip file here. Please name the file as per the S.No. for which it is being submitted e.g. 1,2,1,3 etc.)</i>	Drag & Drop <input type="button" value="Browse Files"/> <input type="button" value="DigiLocker"/>
3	<input type="checkbox"/> Inspection Checklist - Supporting Documents - III <i>(Note - Kindly upload the supporting documents for S.No. 22 - 29 of the inspection checklist in a single zip file here. Please name the file as per the S.No. for which it is being submitted e.g. 1,2,1,3 etc.)</i>	Drag & Drop <input type="button" value="Browse Files"/> <input type="button" value="DigiLocker"/>

Document Download

Click on '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.

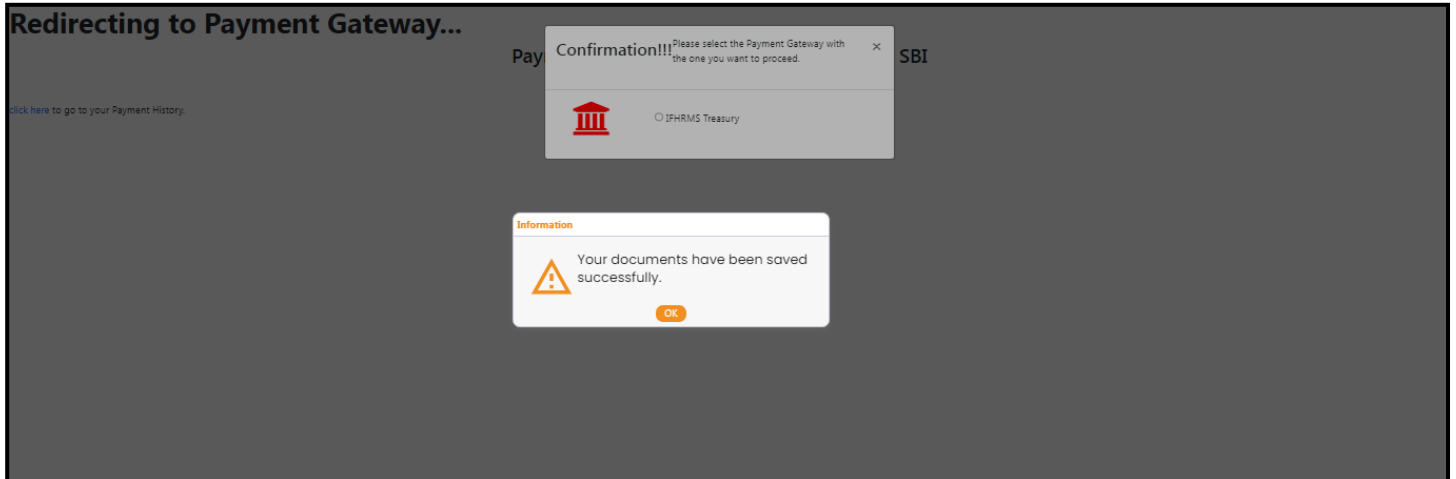


Figure 21. Document Saved Successfully

- 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**'.

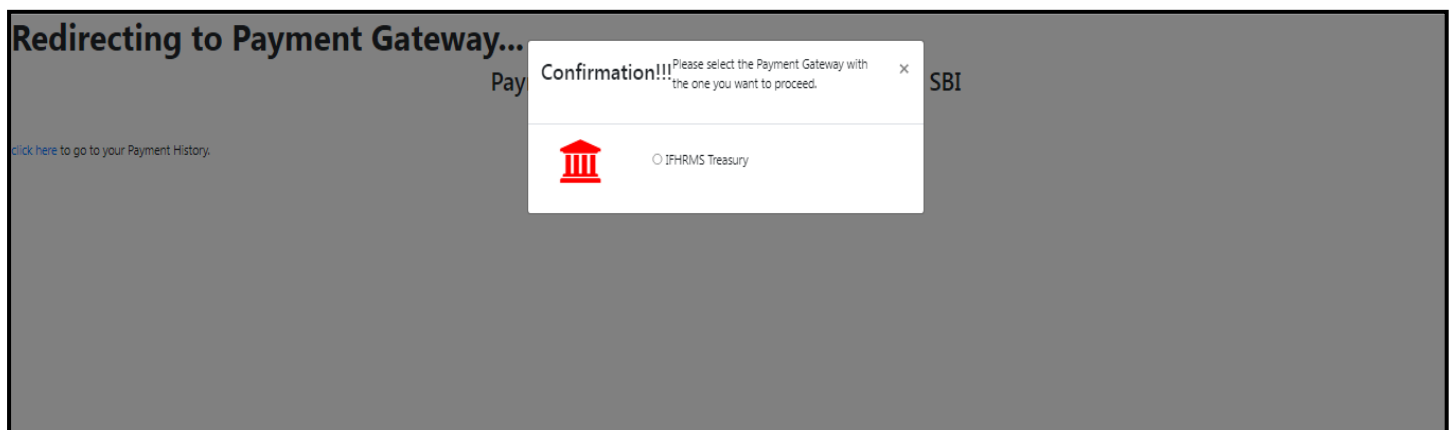


Figure 22. Payment Process

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

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

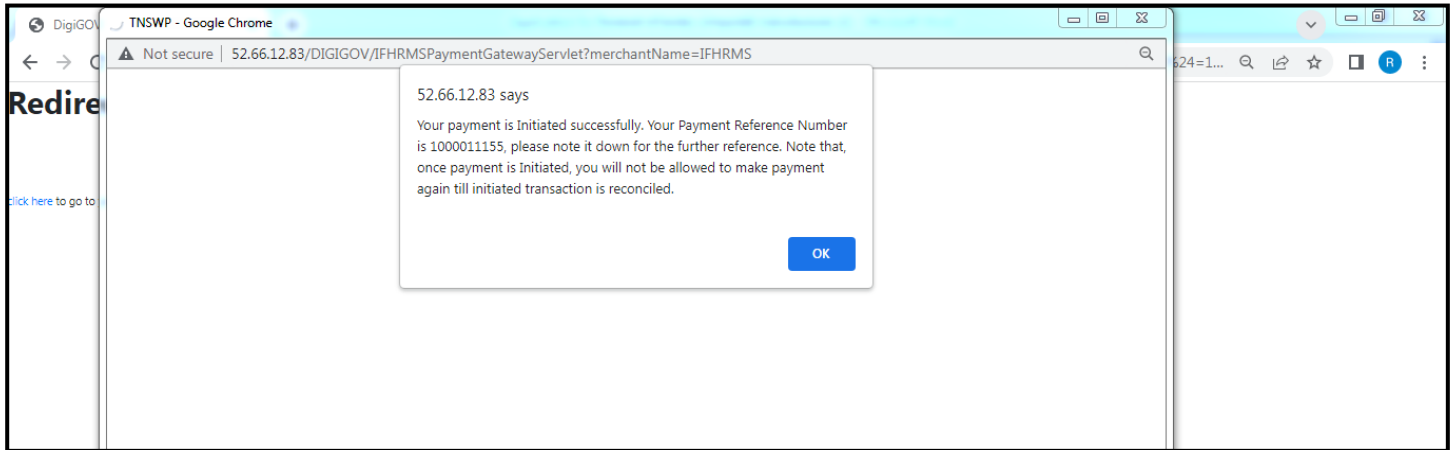


Figure 23. Payment Reference Number

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**

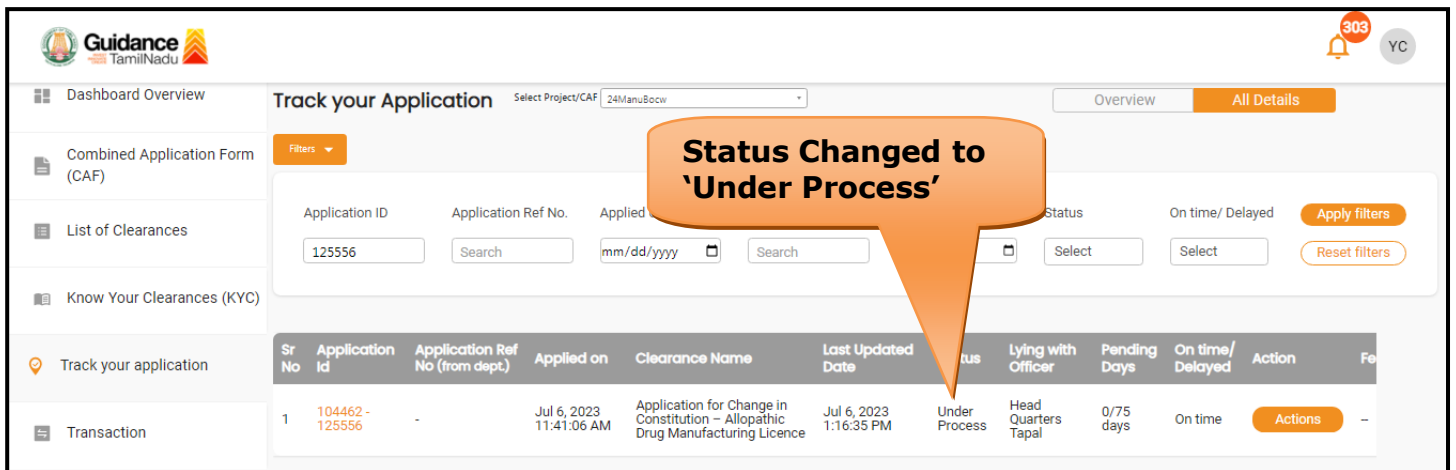


Figure 24. Application under process

10. Track Your Application

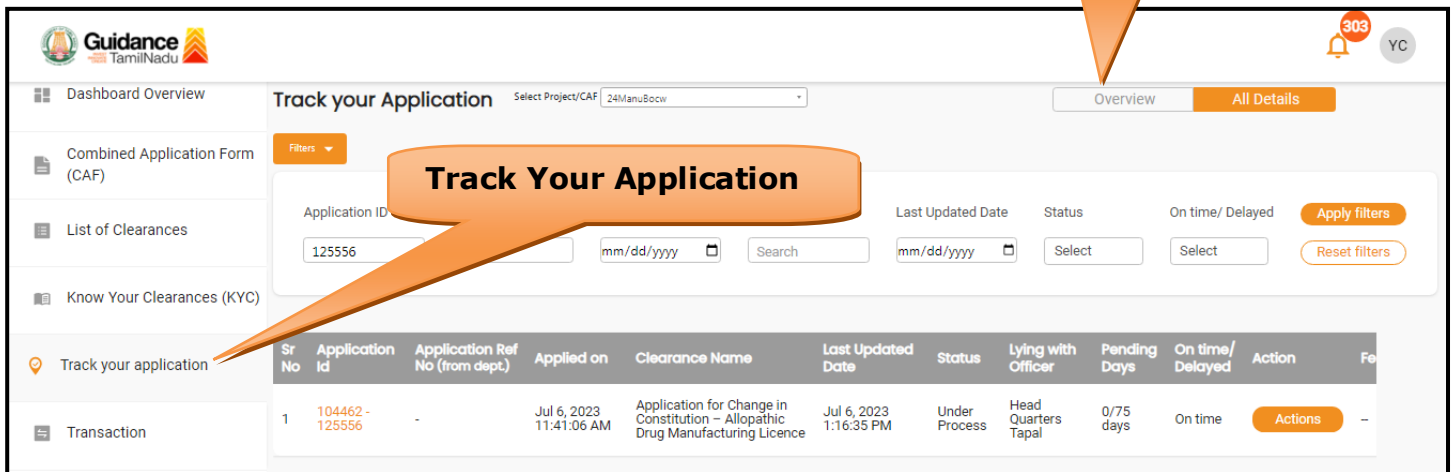
- 1) After submitting the application, a unique 'token ID' would be generated. Using the 'Token ID' the Applicant can track the status of clearances by clicking on 'Track your application' option.'
- 2) Applicant to choose the name of the project created during CAF from the dropdown 'Select project / 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	Fe
1	104462 - 125556	-	Jul 6, 2023 11:41:06 AM	Application for Change in Constitution – Allopathic Drug Manufacturing Licence	Jul 6, 2023 1:16:35 PM	Under Process	Head Quarters Tapal	0/75 days	On time	Actions	-

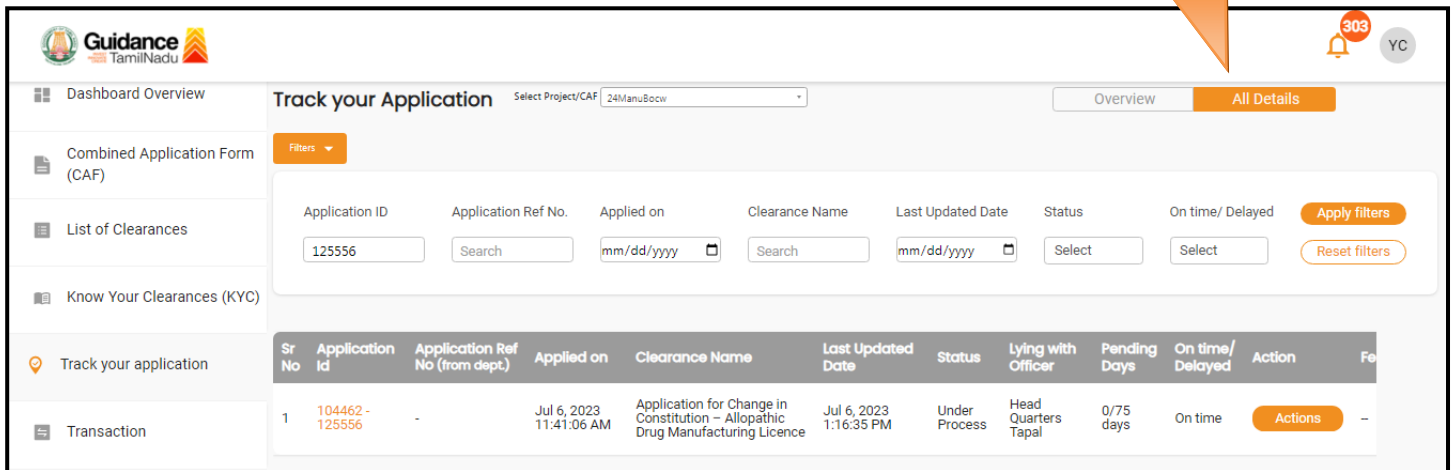
Figure 25. Track your application

- **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

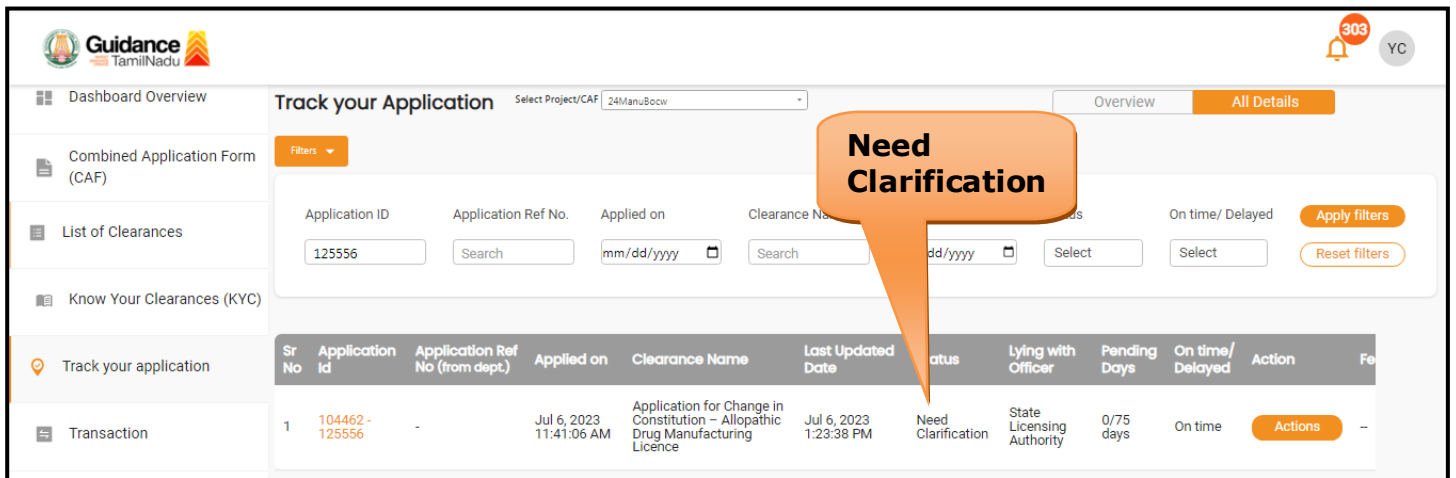


Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	104462 - 125556	-	Jul 6, 2023 11:41:06 AM	Application for Change in Constitution – Allopathic Drug Manufacturing Licence	Jul 6, 2023 1:16:35 PM	Under Process	Head Quarters Tapal	0/75 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 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 labeled 'Need Clarification' points to the 'Status' column of the first row 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 - 125556	-	Jul 6, 2023 11:41:06 AM	Application for Change in Constitution – Allopathic Drug Manufacturing Licence	Jul 6, 2023 1:23:38 PM	Need Clarification	State Licensing Authority	0/75 days	On time	Actions

Figure 27. Need Clarification

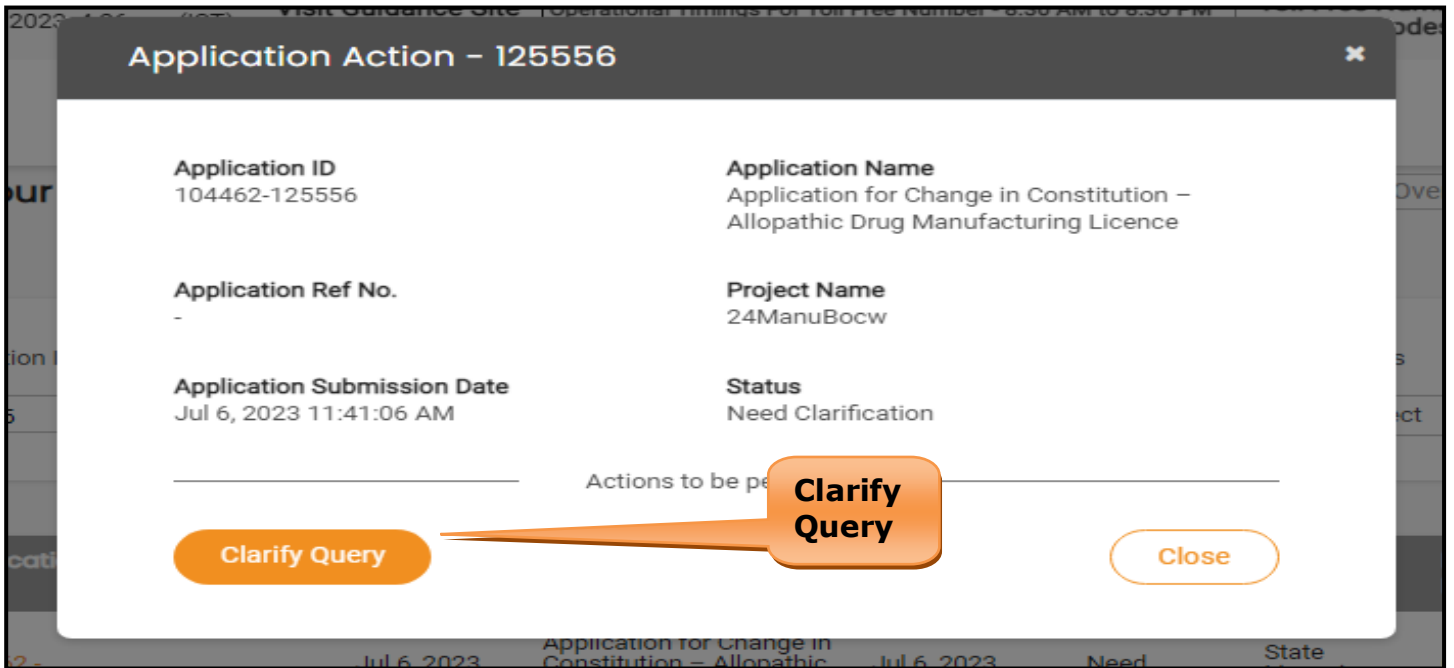


Figure 28. Clarify Query

- 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.

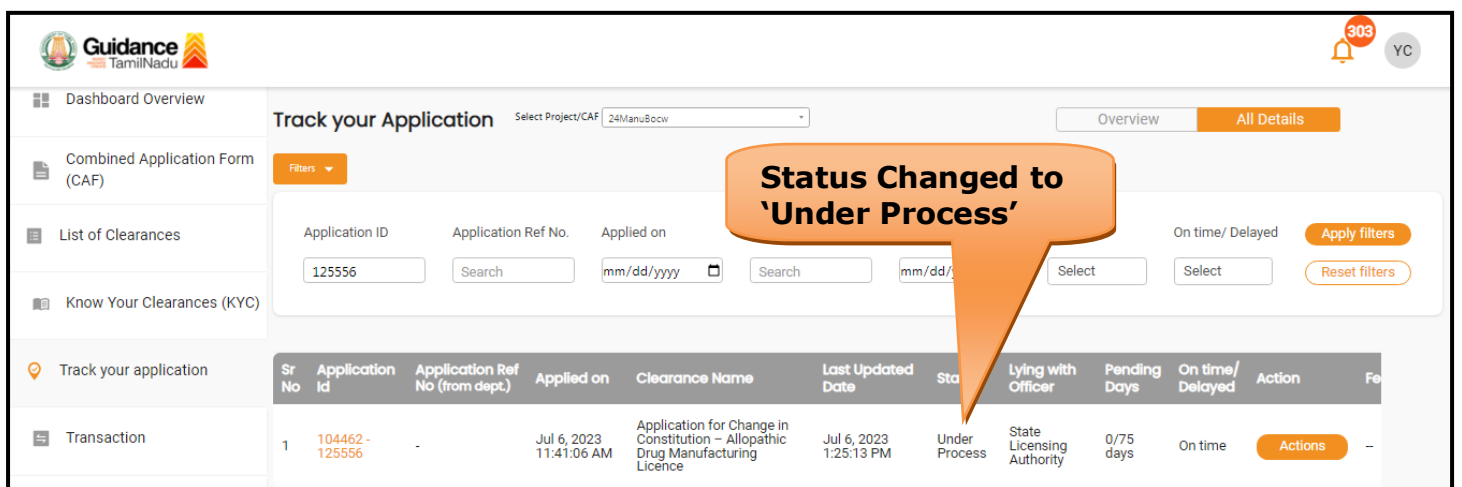
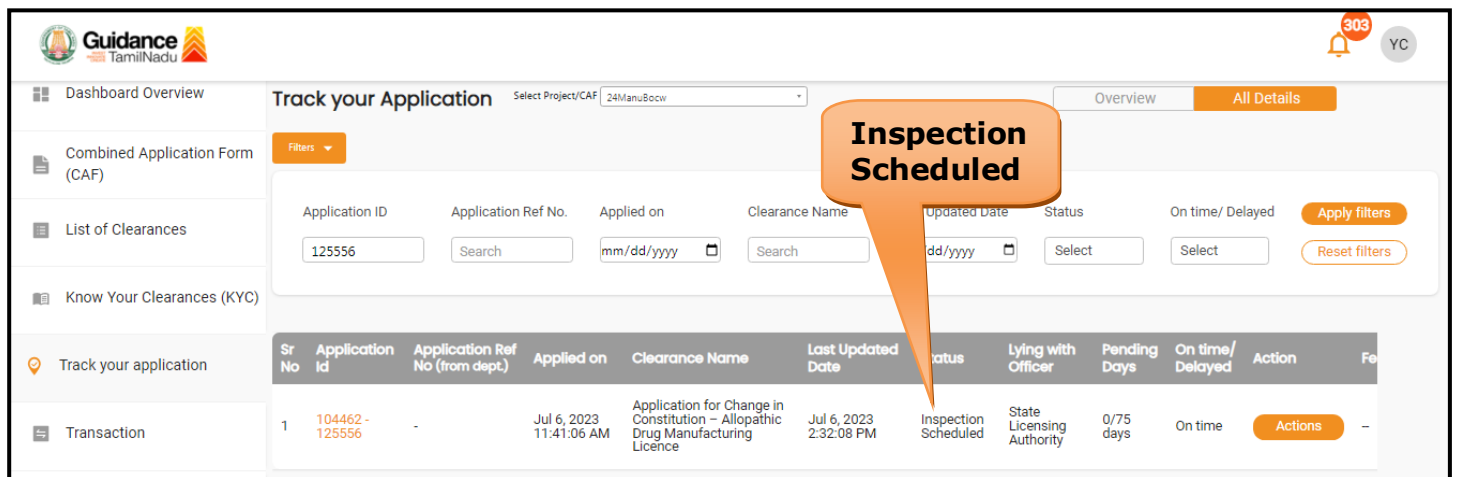


Figure 29. Application under Process

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 the 'Track your Application' section of the Guidance TamilNadu portal. It 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 area features a search filter for '24ManuBocw' and a table of 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	104462 - 125556	-	Jul 6, 2023 11:41:06 AM	Application for Change in Constitution – Allopathic Drug Manufacturing Licence	Jul 6, 2023 2:32:08 PM	Inspection Scheduled	State Licensing Authority	0/75 days	On time	Actions

Figure 30. Inspection Scheduled

Application Action - 125556

Application ID 104462-125556	Application Name Application for Change in Constitution – Allopathic Drug Manufacturing Licence
Application Ref No. -	Project Name 24ManuBocw
Application Submission Date Jul 6, 2023 11:41:06 AM	Status Inspection Scheduled

Actions to be performed

Scheduled Inspection Details (button) | **Scheduled Inspection Details** (callout) | **Close** (button)

Figure 31. Scheduled Inspection Details (Contd.)

Inspection Details : 125556

Inspection Scheduled From (DD/MM/YYYY):
06/07/2023

Inspection Scheduled To Date (DD/MM/YYYY):
06/07/2023

Inspection Date (callout)

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”**.

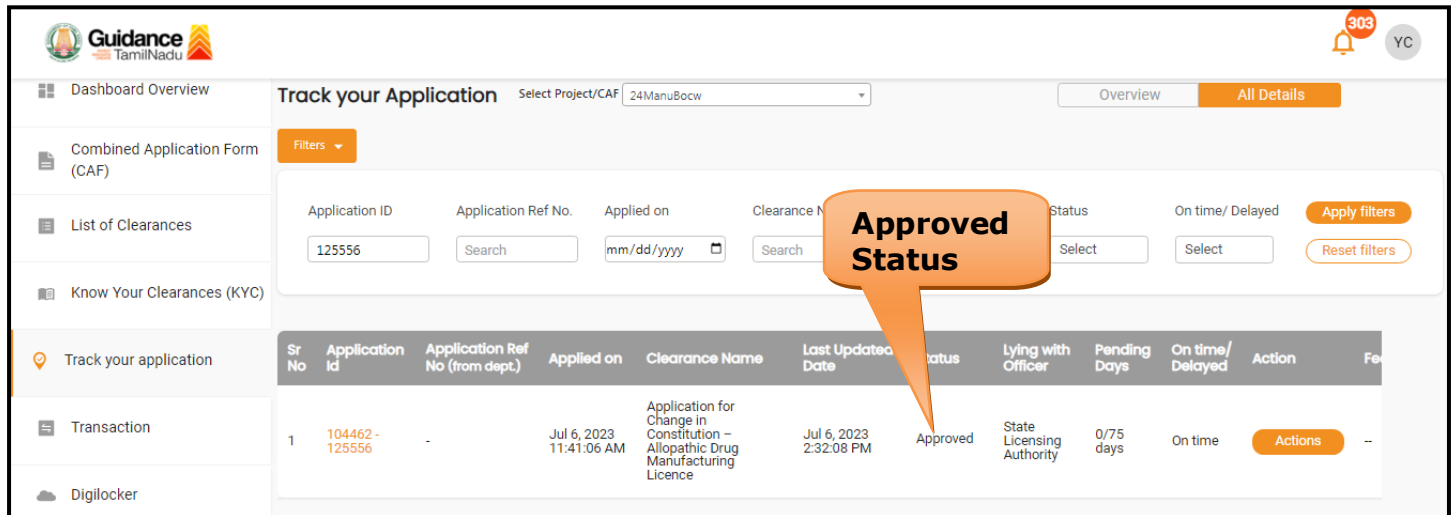


Figure 33. Application Processed

2) If the application is **‘Approved’** by the Department, the applicant can download the Approval Certificate under **‘Track your application – > ‘Action’ button -> Approval Certificate** (Refer Figure 34)

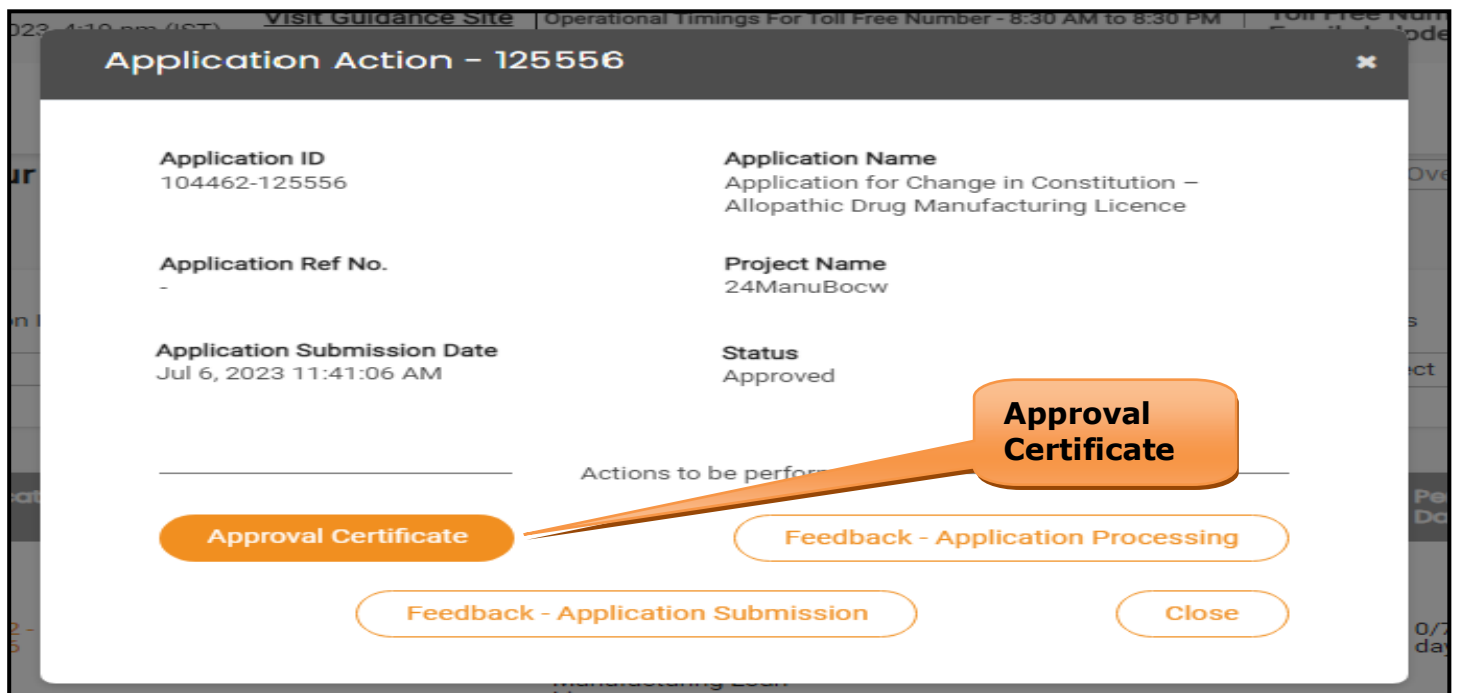


Figure 34. Download the Approval Certificate

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' page. The application ID is 125556. The application status is 'Rejected'. A callout bubble labeled 'Rejected Status' points to the status in the table below.

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
1	104462 - 125556	-	Jul 6, 2023 11:41:06 AM	Application for Change in Constitution – Allopathic Drug Manufacturing Licence	Jul 6, 2023 2:32:08 PM	Rejected	State Licensing Authority	0/75 days	On time	Actions

Figure 35. Rejected Status

