



TAMIL NADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Application for Change of Premises – 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



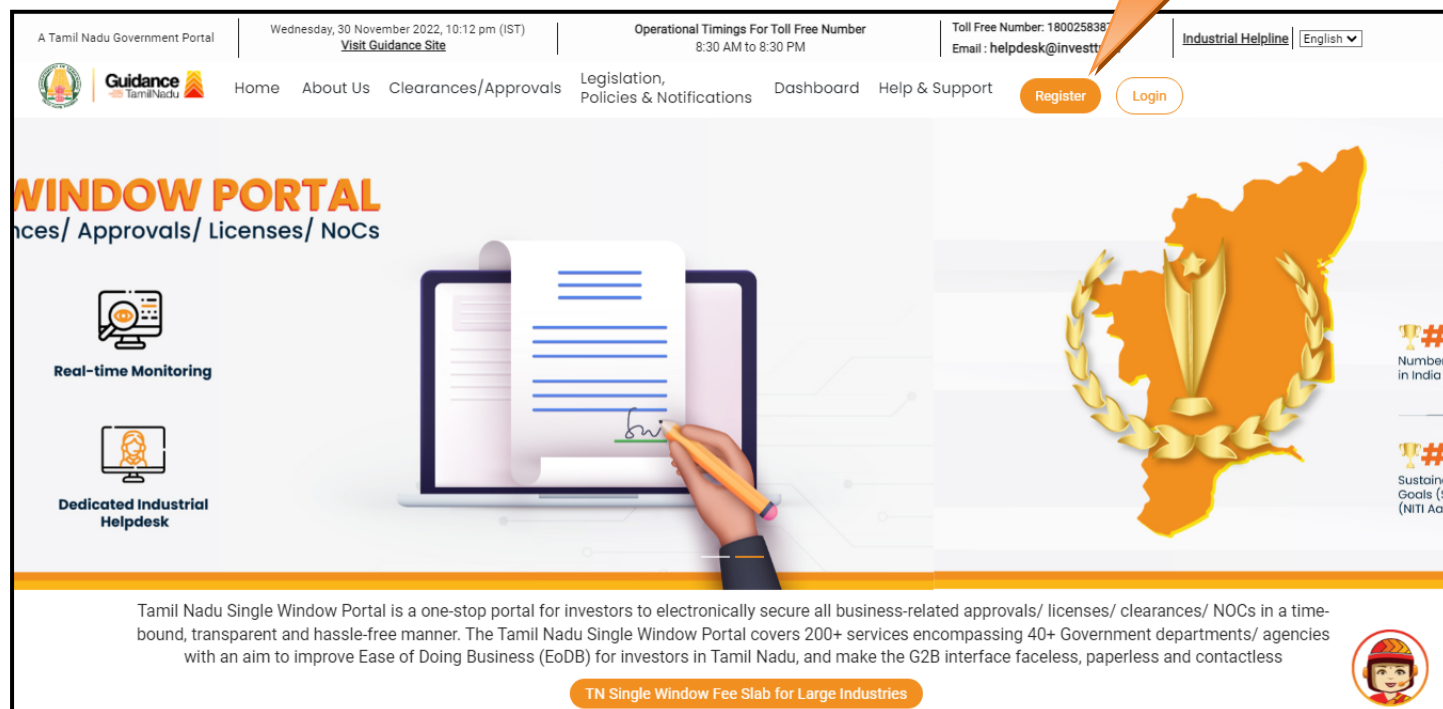
Figure 1. Single Window Portal Home Page

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



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: 180025838 | Email : helpdesk@invest | Industrial Helpline | English

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

WINDOW PORTAL
Services/ 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

New Registration

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

Applicant First Name

Applicant Last Name

Designation of the Applicant

Date of Birth

PAN Number of Company

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

Name of Company

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.

Figure 3. Registration Form

Guidance
TamilNadu

Mobile Number

Email ID

User Name

Password Confirm Password

Captcha

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

Register

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

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.

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.

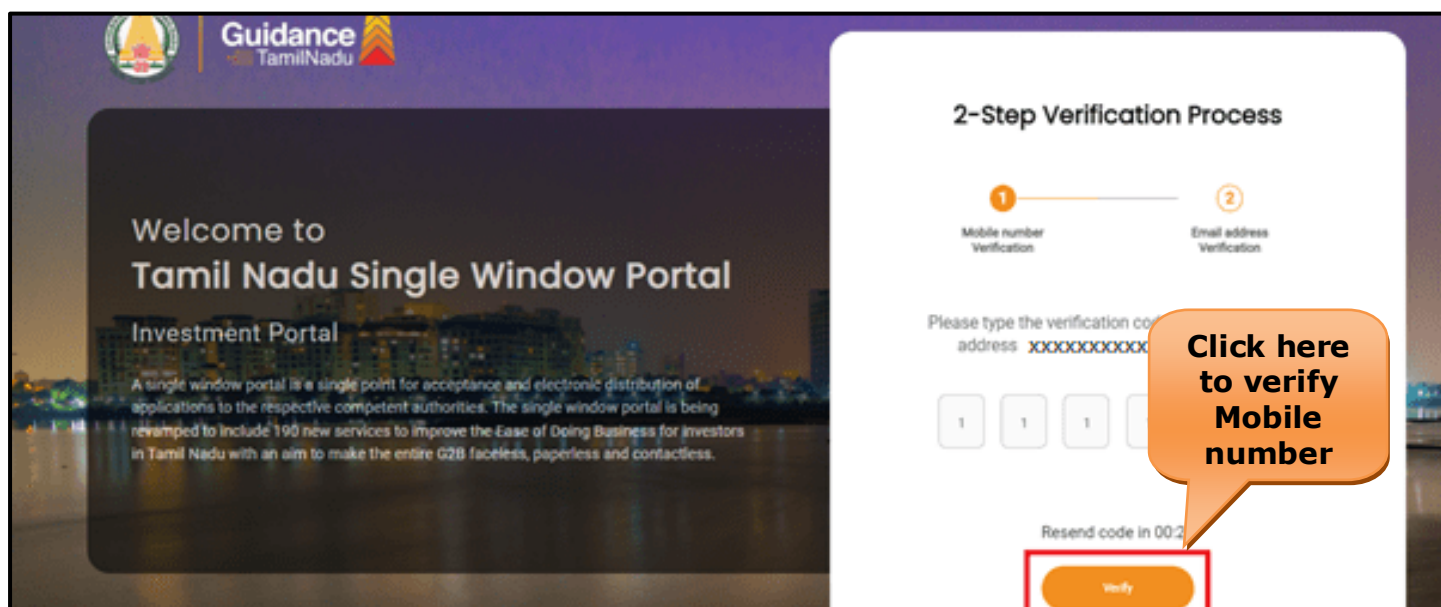


Figure 5. Mobile Number Verification

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.

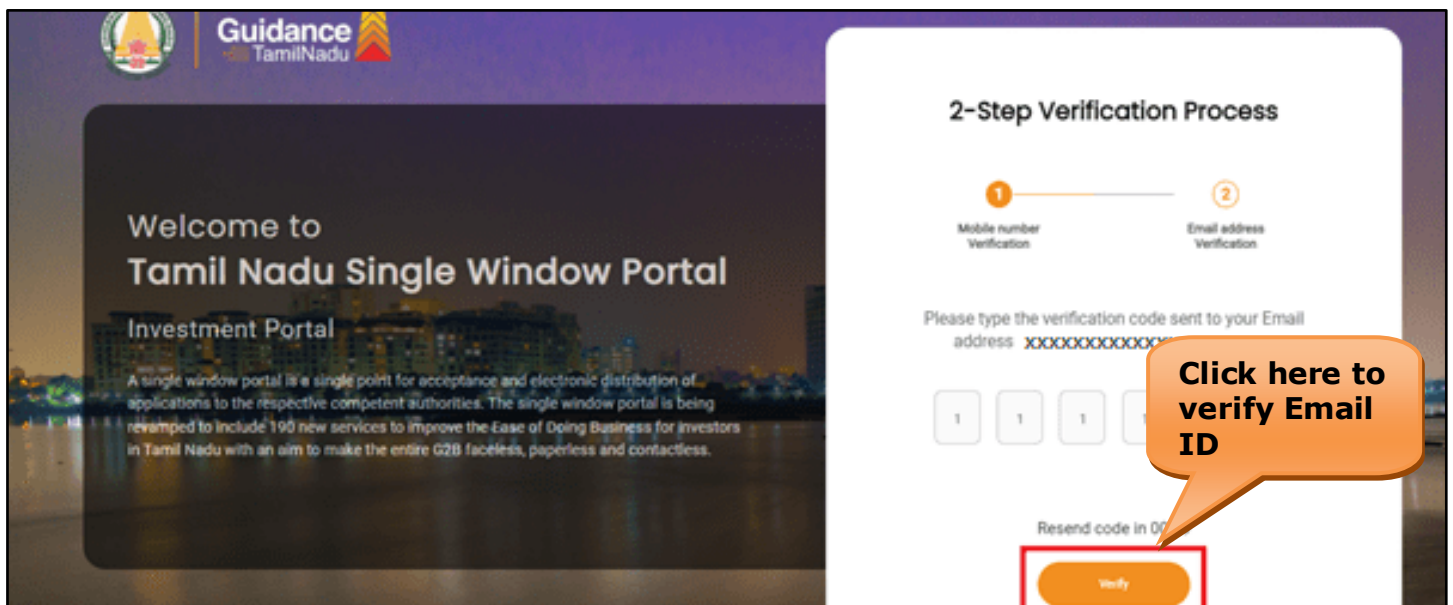


Figure 6. Email ID Verification

- 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.

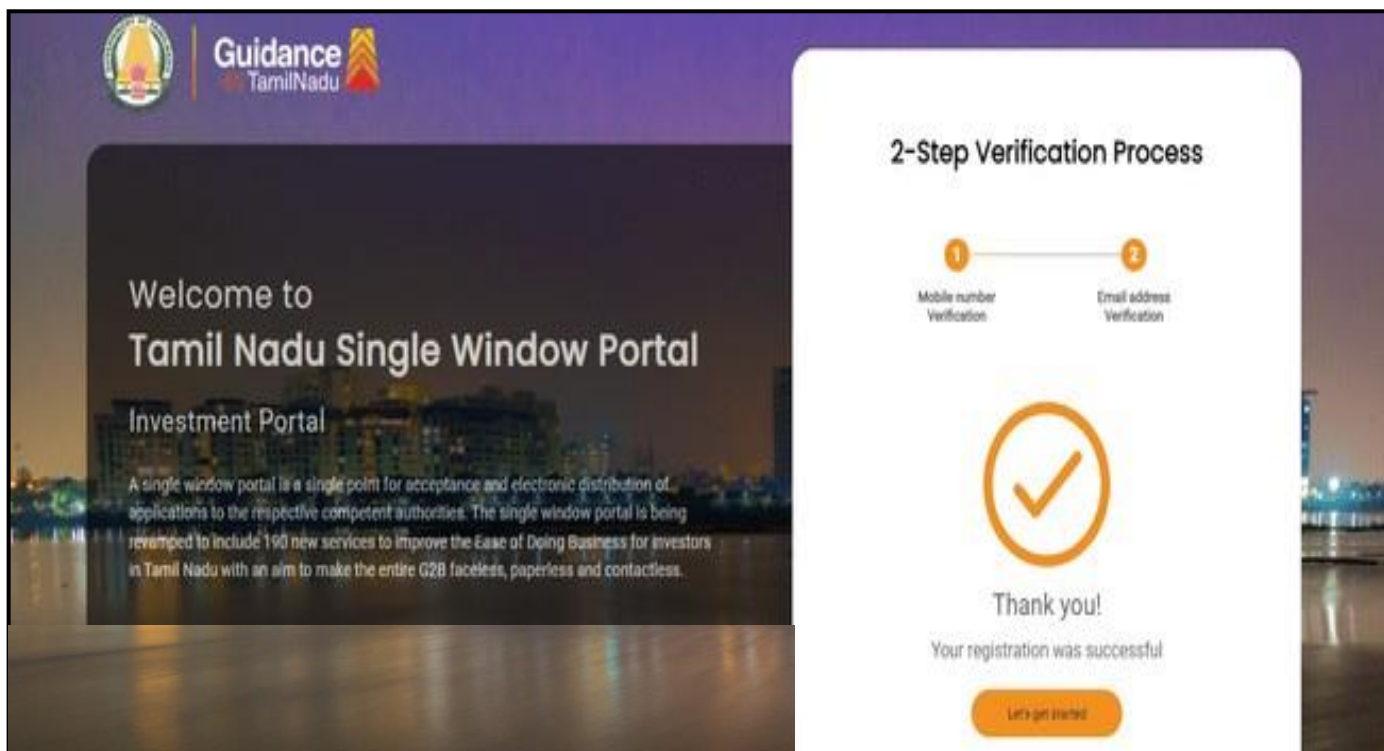


Figure 7. Registration Confirmation Pop-Up

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.



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.

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](#)

Guidance TamilNadu

26 MS

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](#)

| 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 | 103885 | Oct 8, 2021 3:25:03 PM | Approved |

Your Clearances Status

Select Project/CAF: ALMIGHTY

| Pre-Establishment | Pre-Operation | Post-Operation |
|-------------------|---------------|-----------------------|
| 1 Applied | 1 Approved | 0 Pending, 0 Rejected |

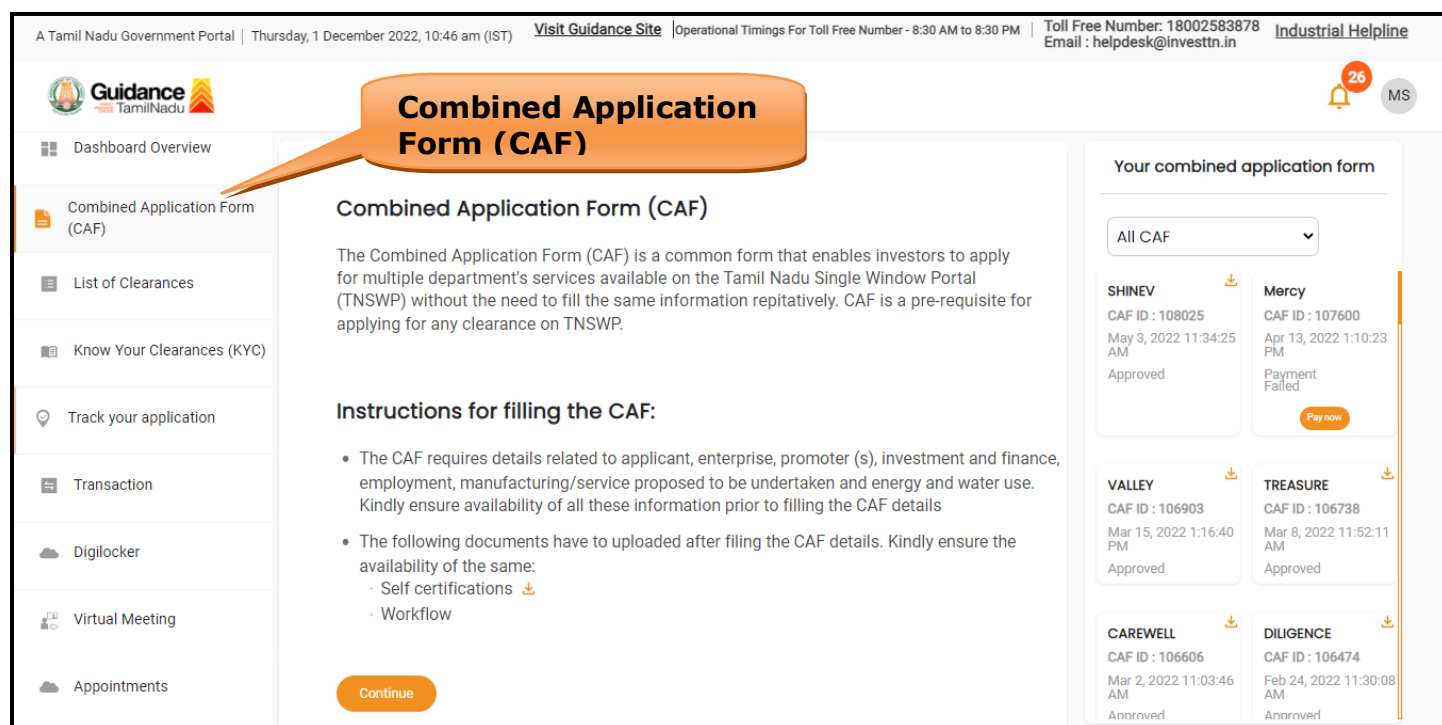
[Download consolidated list](#)

| Clearance Name | Department Name | Lying with Officer | Last updated | 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 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 displays the Tamil Nadu Government Portal interface for the Combined Application Form (CAF). The top navigation bar includes the portal name, date, time, and contact information. The left sidebar contains a menu with 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 heading 'Combined Application Form (CAF)' and a description: '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.' Below this, 'Instructions for filling the CAF:' are provided, including requirements for applicant details and document uploads. A 'Continue' button is visible at the bottom of the instructions. The right-hand panel, titled 'Your combined application form', shows a dropdown menu set to 'All CAF' and a grid of application cards for departments: SHINEV, Mercy, VALLEY, TREASURE, CAREWELL, and DILIGENCE. Each card displays the CAF ID, date, time, and status (Approved or Payment Failed).

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)

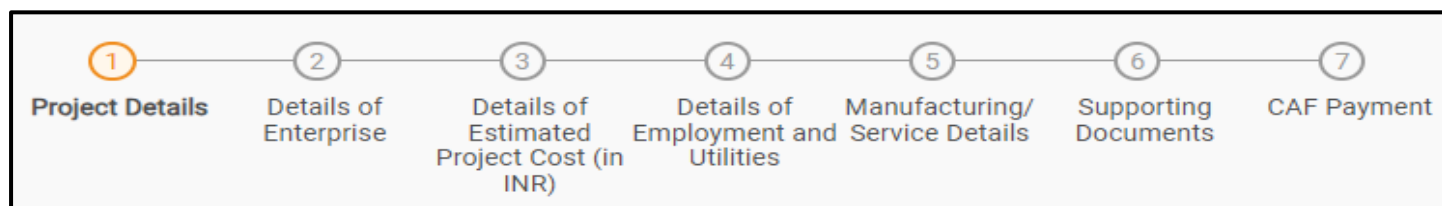


Figure 11. Section of Combined Application Form (CAF)

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).

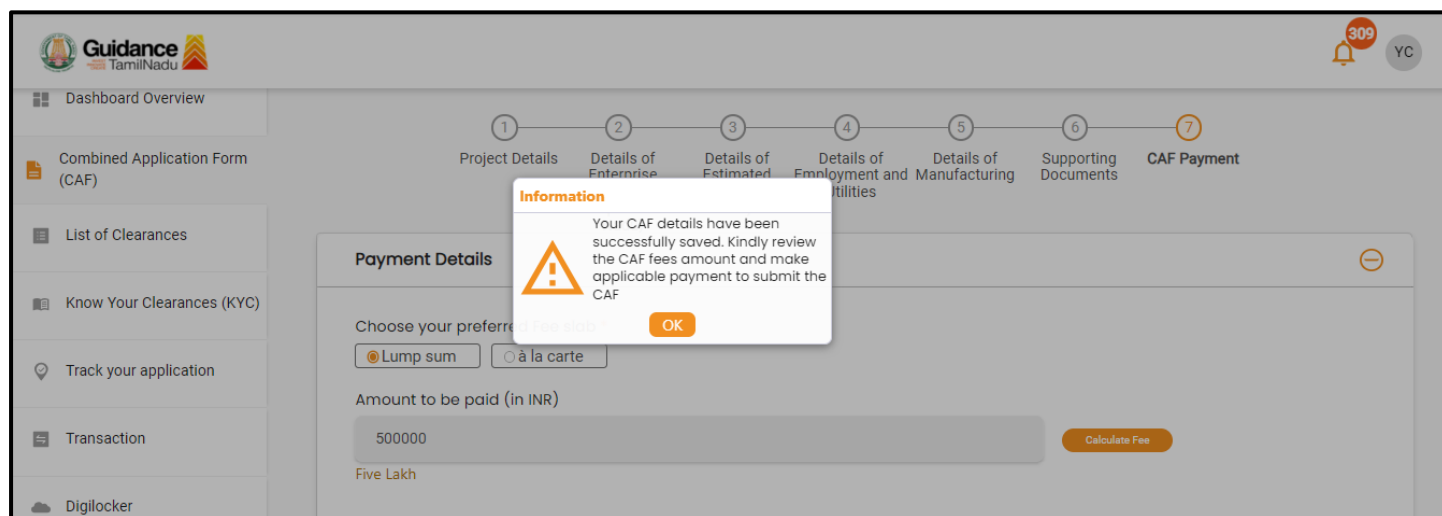


Figure 12. Combined Application Form (CAF)- Confirmation Message

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 Change of Premises – Allopathic Drug Manufacturing Licence

1. Click on “List of Clearances”



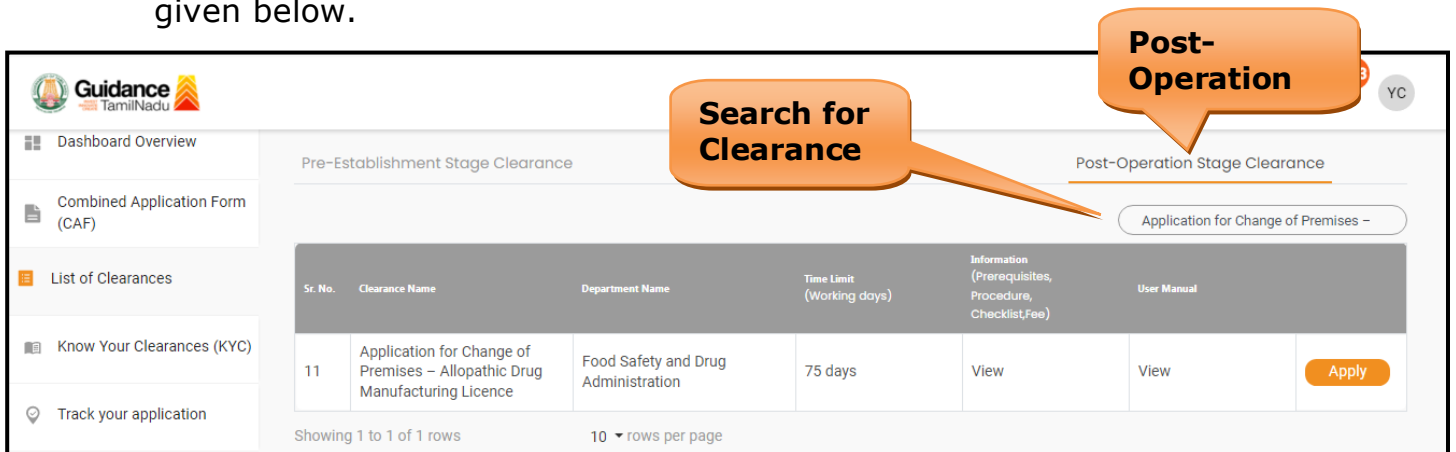
| Sr. No. | Clearance Name | Department Name | Time Limit (Working days) | Information (Prerequisites, Procedure, Checklist, Fee) | User Manual | |
|---------|--------------------------------------|---|---------------------------|--|-------------|-------|
| 1 | Allotment of Land by SIDCO | Tamil Nadu 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 ‘Post-Operation Stage Clearance’ and find the clearance ‘Application for Change of Premises – Allopathic Drug Manufacturing Licence’ 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 | |
|---------|--|-------------------------------------|---------------------------|--|-------------|-------|
| 11 | Application for Change of Premises – Allopathic Drug Manufacturing Licence | Food Safety and Drug Administration | 75 days | View | View | Apply |

Figure 14. Search for Clearances

4. Applicant can view information on workflow, checklist of supporting documents to be uploaded by the applicant and fee details. Click on 'view' to access the information (Refer Figure 15)
5. To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 15).
6. The Applicant can apply to obtain license for more than 1 establishment using a single login, but the applicant must create multiple Combined Application Form (CAF) for each of the establishment.

The screenshot displays the 'List of Clearances' section on the Guidance TamilNadu portal. The table lists a single clearance entry with the following details:

| Sr. No. | Clearance Name | Department Name | Information (Prerequisites, Procedure, Checklist, Fee) | View | Apply |
|---------|--|-------------------------------------|--|------|-------|
| 11 | Application for Change of Premises – Allopathic Drug Manufacturing Licence | Food Safety and Drug Administration | 75 days | View | View |

Two callout boxes are present: 'View Information' points to the 'View' button in the table, and 'Apply for Clearance' points to the 'Apply' button. The page also shows a search bar with 'Application for Change of Premises -', a notification bell with '303', and a user profile icon 'YC'. The footer of the table indicates 'Showing 1 to 1 of 1 rows' and '10 rows per page'.

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 Detail

B. Product Applied

C. Product Details

D. Fees Details

E. Contact Details

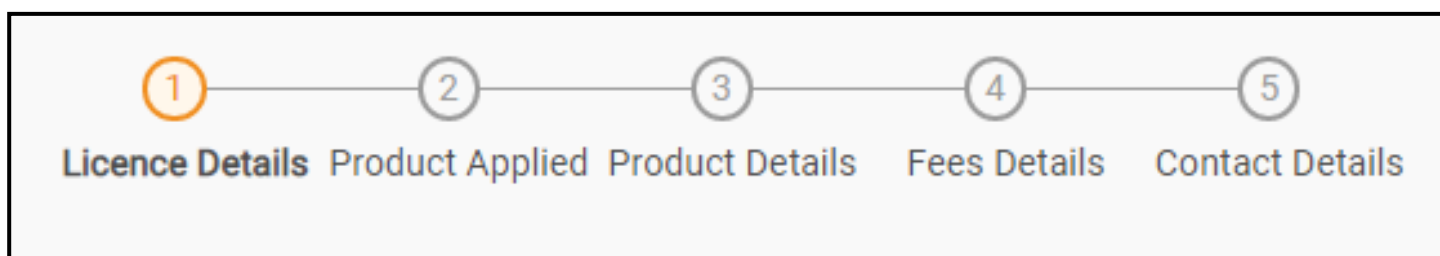


Figure 16. Five Section of Applicant Details

Contact Details

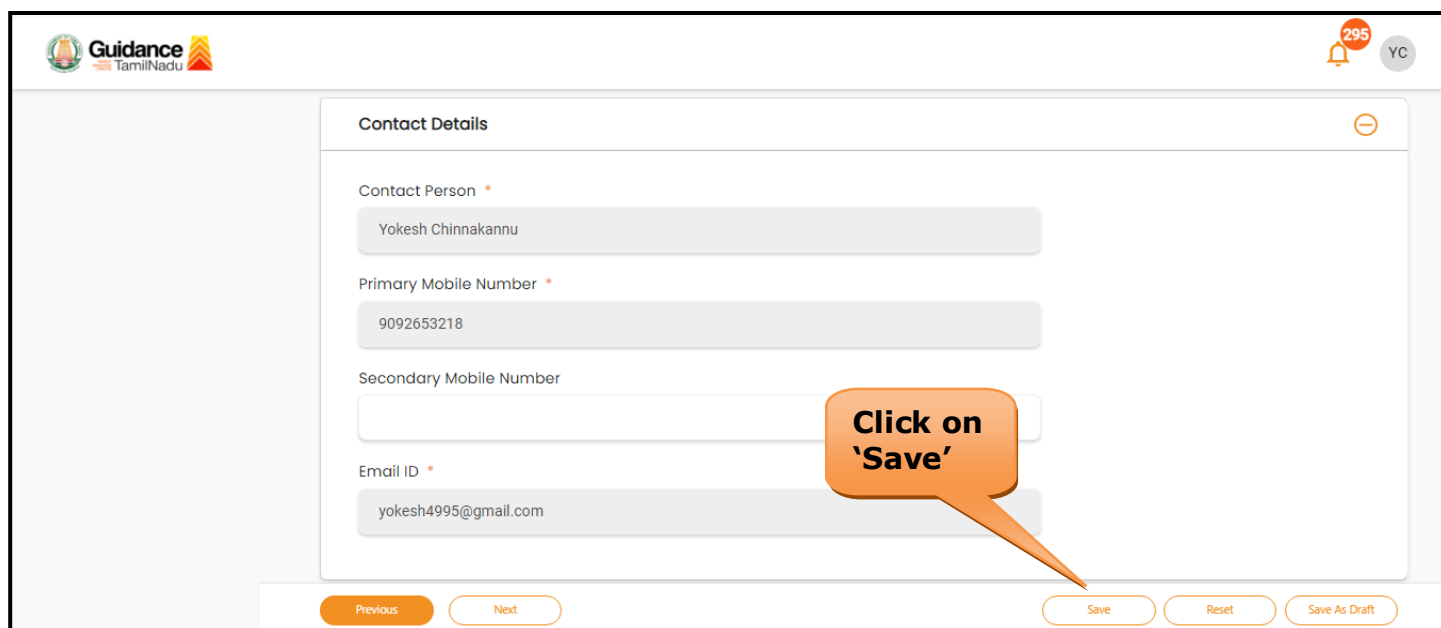


Figure 17. Contact Details

Token ID generated

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

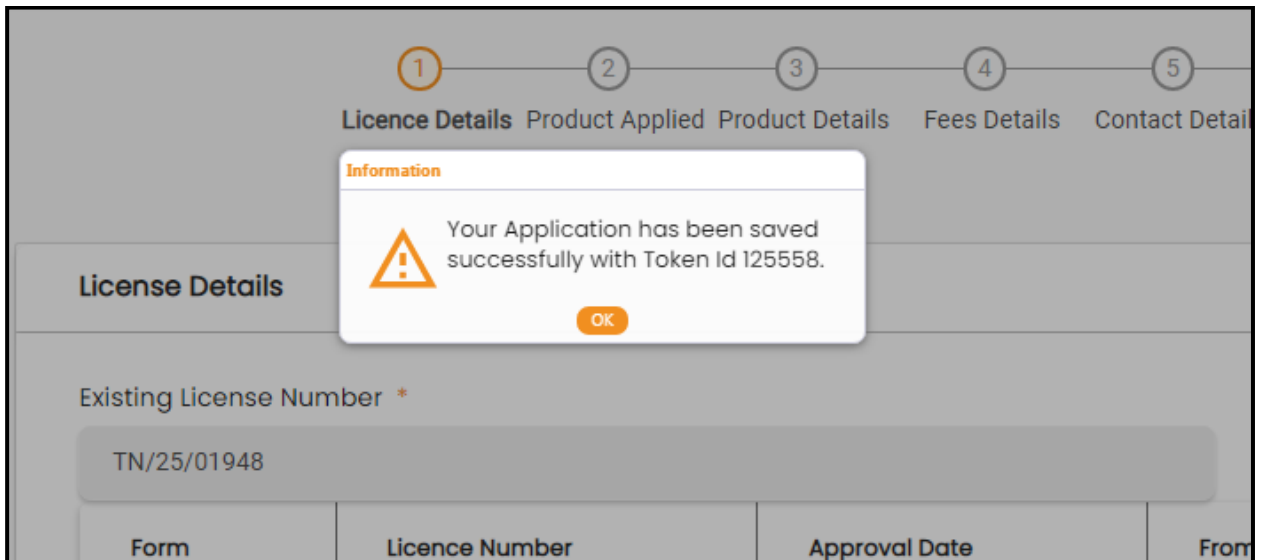
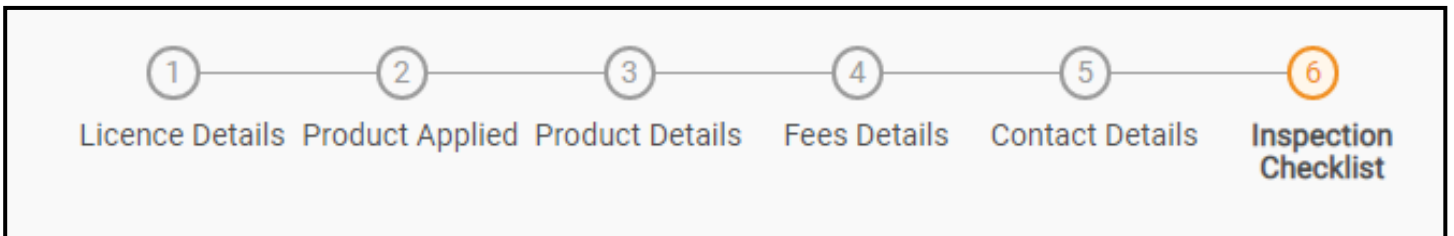


Figure 18. Token ID Generated

Inspection Checklist

1. Enter all Inspection details



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. | <input type="text"/> | <input type="text"/> |

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. | <input type="text"/> | <input type="text"/> |
| 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. | <input type="text" value="Yes"/> | <input type="text"/> |
| 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. | <input type="text"/> | <input type="text"/> |
| 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) | <input type="text" value="Yes"/> | <input type="text"/> |

| | | |
|---|--|--|
| <p>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.</p> | | |
| <p>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.</p> | | |
| <p>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.</p> | | |
| <p>Please specify the air handling system used in various areas like stores, production, packing, QC areas etc.</p> | | |
| <p>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)</p> | | |

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Click on 'Save Inspection Details'

Previous

Next

Close

Save Inspection Details

Figure 19. Inspection Checklist

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 — ⑤ — ⑥ — ⑦


Licence Details Product Applied Product Details Fees Details Contact Details Checklist 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 <i>Kindly download the form from Document Download section below and upload a signed copy of the document here</i> |  sample.pdf |

| | | |
|---|---|---|
| 2 | <input checked="" type="checkbox"/> Form 27 Kindly download the form from Document Download section below and upload a signed copy of the document here |  sample.pdf |
| 3 | <input checked="" type="checkbox"/> Form 24F Kindly download the form from Document Download section below and upload a signed copy of the document here |  sample.pdf |
| 4 | <input checked="" type="checkbox"/> Form 27B Kindly download the form from Document Download section below and upload a signed copy of the document here |  sample.pdf |
| 5 | <input checked="" type="checkbox"/> Authorization of the signatory of the application form (Board Resolution / Authorisation Letter) |  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 |

- Document relating to constitution of concerned firm/ Company/ LLP and others.

Proprietorship: Declaration Form

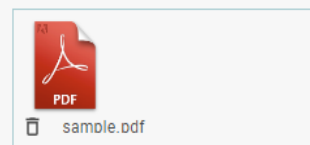
Partnership Firm: Partnership Deed

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

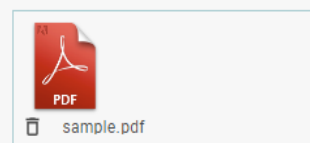
Society: Registration Certificate, By Laws, Copy of Resolution passed
Hindu Undivided Family: HUF deed

8



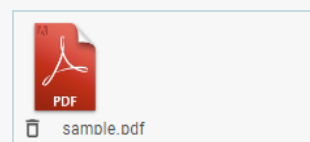
- Bio-data (with photograph) of the Applicant (s)
 To be enclosed for each applicant separately, in case there are multiple applicants.
 (Kindly upload the Bio-data of all Applicants in a single zip file)

9



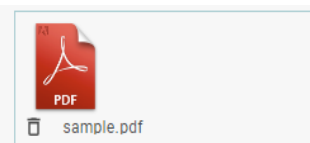
- Educational qualification certificate(s) of the Technical Staff (s)
 (Starting from Minimum Educational Qualification as specified in the Drugs Rules, 1945)
 (Kindly upload educational qualification certificates of all Technical Staffs in a single zip file)

10



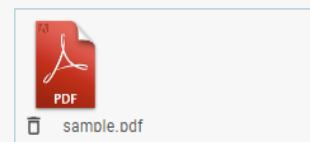
- Experience Certificate of the Technical Staff (s)
 (Kindly upload experience certificates of all Technical Staffs in a single zip file)

11



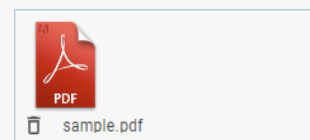
- Digitally Signed Self-Certification by each Technical Staff stating that He / She is a full time employee of the Firm under consideration
 (Kindly upload self-certifications of all Technical Staffs in a single zip file)

12

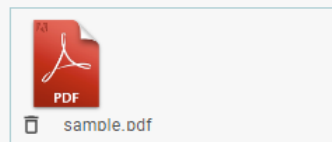


- Address / ID Proof of the Technical Staff (s) e.g. Passport, Driving License, Election Commission ID Card, Aadhaar Card/e-Aadhaar letter downloaded from UIDAI website, Income Tax PAN Card
 (Kindly upload address / ID proof of all Technical Staffs in a single zip file)

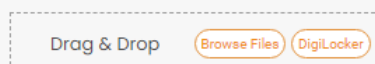
13



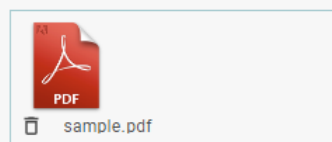
14 Ownership document of the premises
(Registered Sale Deed / Registered General Power of Attorney /
Conveyance Deed / Latest Property Tax Receipt)



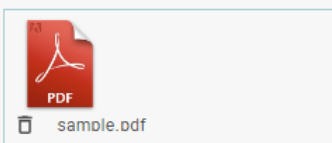
15 Rental agreement of the premises, if applicable



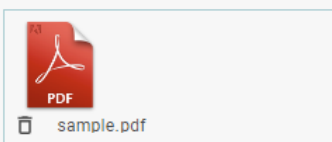
16 Plan of the premises- with details of partitions, measurements -
Section wise with location of machineries



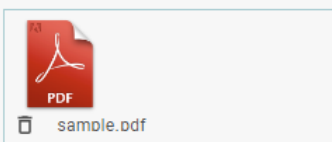
17 List of machineries and equipment, Air Handling Units, and water
system provided Section wise for the manufacturing





18 List of analytical instruments and equipment for analysis



19 Copy of purchase invoices with the details like production
capacity, make etc. wherever applicable



| | | |
|----|---|---|
| 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 Browse Files 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 Browse Files 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 Browse Files DigiLocker |

Document Download ⊖

Click on 'Save Document'

Document Download

Previous
Next
Save Document
Close

Figure 20. Checklist

9. Payment Process

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

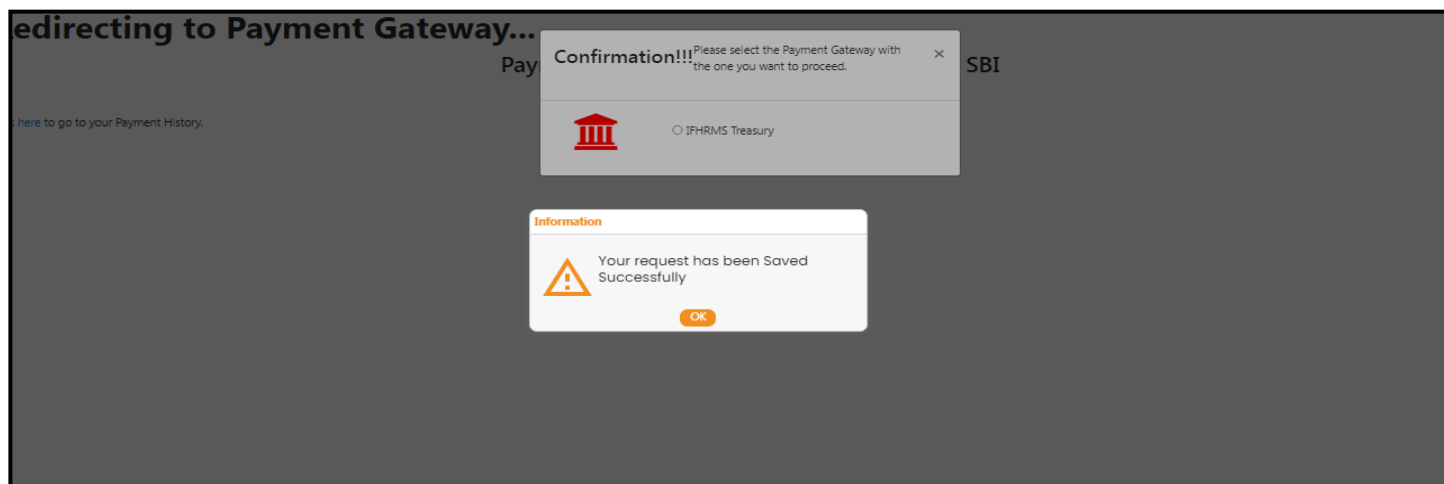


Figure 21. Request Saved Successfully

- 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**'.

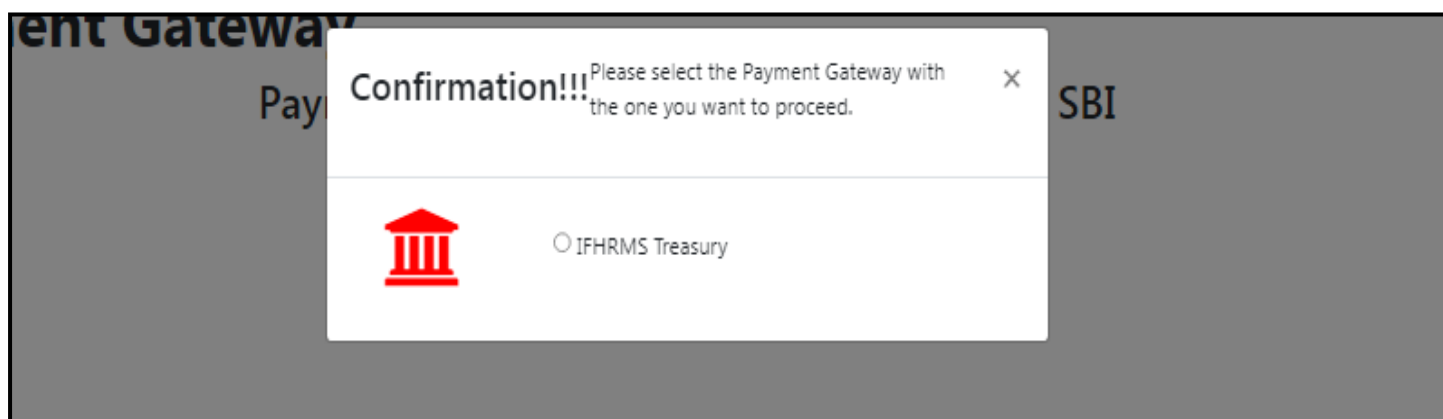


Figure 22. Payment Process

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.

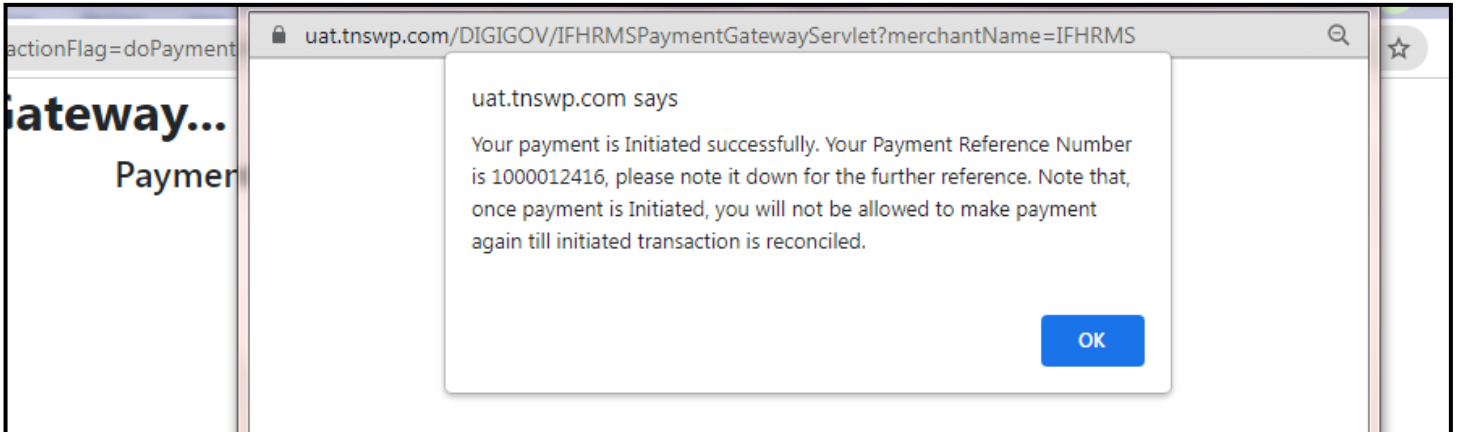


Figure 23. Payment Reference Number

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**

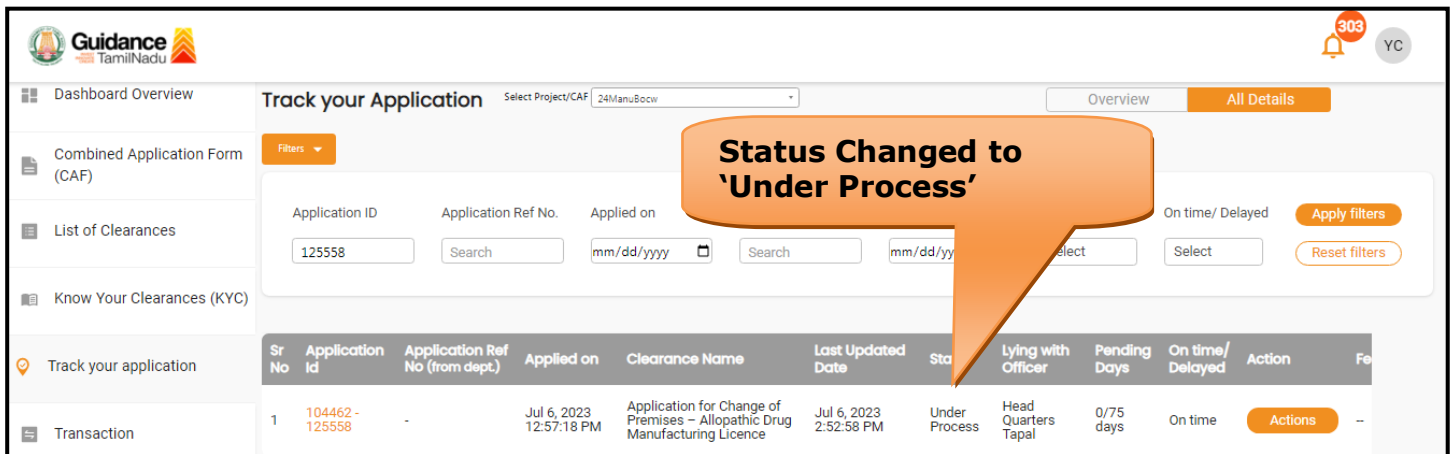


Figure 24. Under Process

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.'

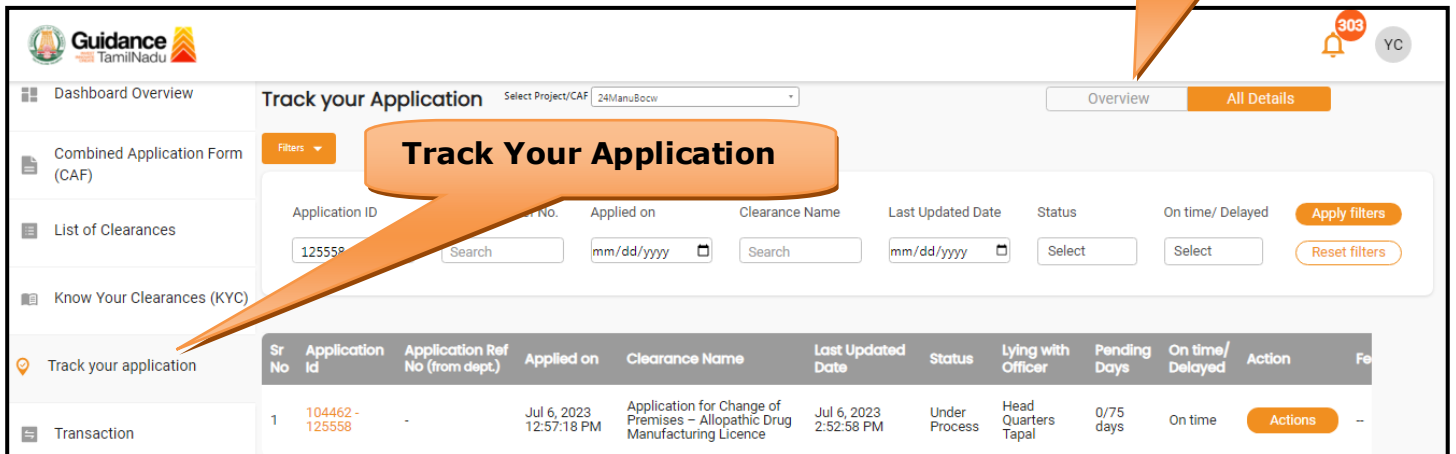
2) Applicant to choose the name of the project created during CAF from the dropdown 'Select project / CAF' displayed at the top of the page.

- **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 |
|-------|-----------------|--------------------------------|-------------------------|--|------------------------|---------------|---------------------|--------------|-----------------|---------|
| 1 | 104462 - 125558 | - | Jul 6, 2023 12:57:18 PM | Application for Change of Premises – Allopathic Drug Manufacturing Licence | Jul 6, 2023 2:52:58 PM | Under Process | Head Quarters Tapal | 0/75 days | On time | Actions |

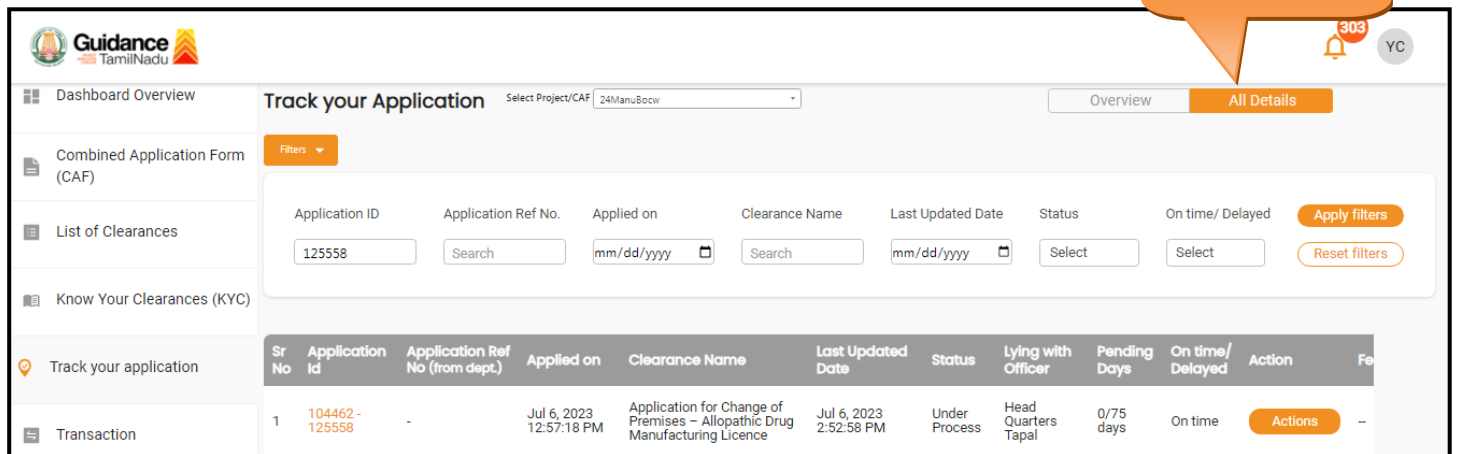
Figure 25. Track your Application

- **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



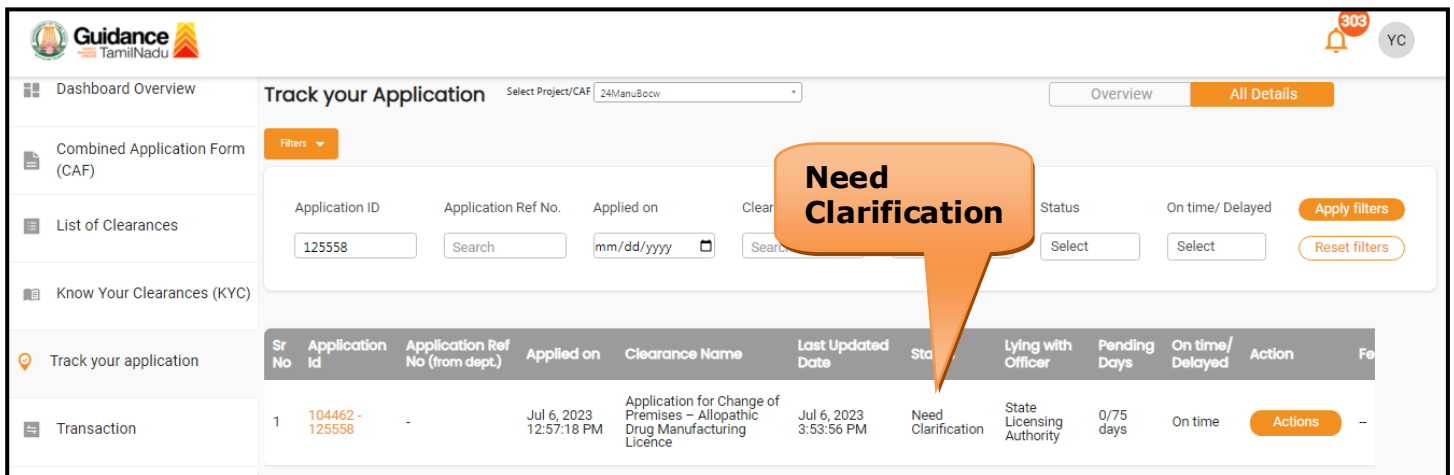
The screenshot shows the 'Track your Application' page with a sidebar on the left containing navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', and 'Transaction'. The main content area has a 'Track your Application' header with a dropdown menu for 'Select Project/CAF' set to '24ManuBocw'. Below this are filter fields for 'Application ID' (value: 125558), 'Application Ref No.' (with a search button), 'Applied on' (with a date picker), 'Clearance Name' (with a search button), 'Last Updated Date' (with a date picker), 'Status' (with a dropdown menu), and 'On time/ Delayed' (with a dropdown menu). There are 'Apply filters' and 'Reset filters' buttons. Below the filters is a table with the following data:

| Sr No | Application Id | Application Ref No (from dept) | Applied on | Clearance Name | Last Updated Date | Status | Lying with Officer | Pending Days | On time/ Delayed | Action |
|-------|-----------------|--------------------------------|-------------------------|--|------------------------|---------------|---------------------|--------------|------------------|---------|
| 1 | 104462 - 125558 | - | Jul 6, 2023 12:57:18 PM | Application for Change of Premises – Allopathic Drug Manufacturing Licence | Jul 6, 2023 2:52:58 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 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. The top navigation bar includes 'Dashboard Overview', 'Track your Application', and 'All Details'. A search filter is set to '24ManuBocw'. Below the search bar, there are input fields for 'Application ID' (125558) and 'Applied on' (mm/dd/yyyy). A table lists application details, with a callout box highlighting the 'Need Clarification' status.

| 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 - 125558 | - | Jul 6, 2023 12:57:18 PM | Application for Change of Premises – Allopathic Drug Manufacturing Licence | Jul 6, 2023 3:53:56 PM | Need Clarification | State Licensing Authority | 0/75 days | On time | Actions |

Figure 27. Need Clarification

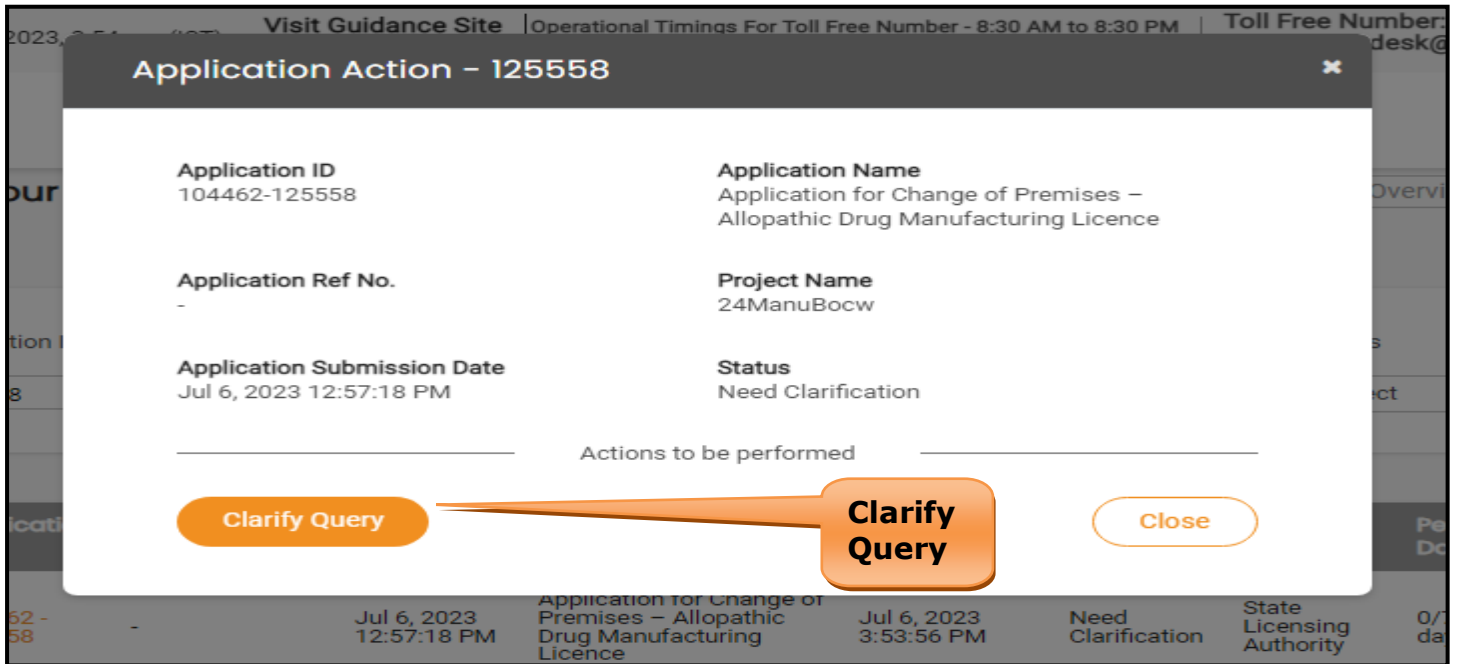


Figure 28. Clarify Query

- 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.

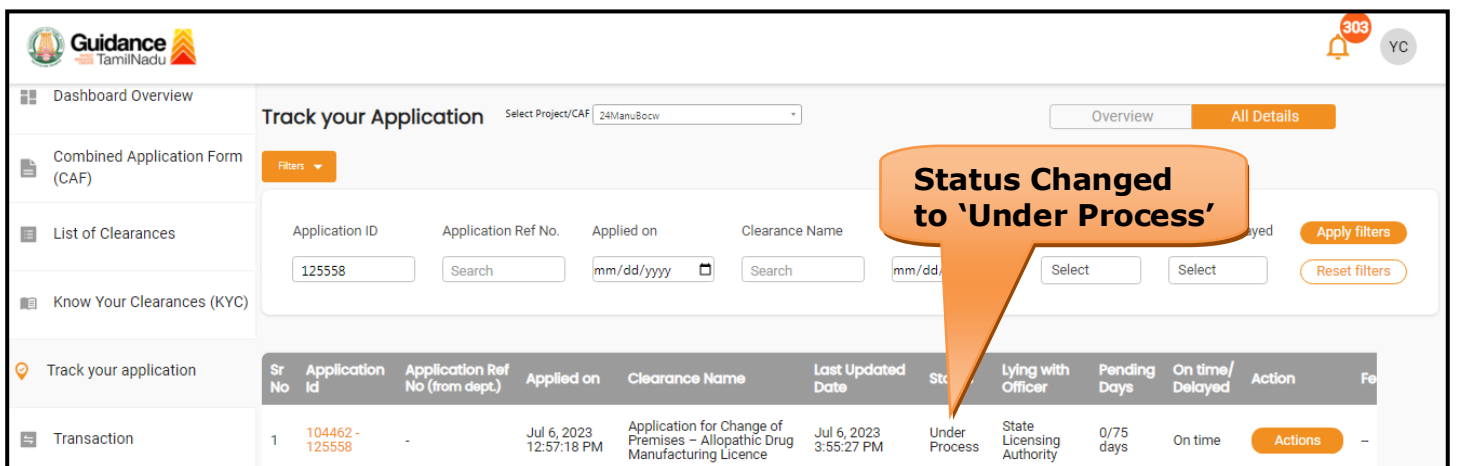


Figure 29. Application under Process

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 displays the 'Track your Application' interface. It includes a sidebar with navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', and 'Know Your Clearances (KYC)'. The main area shows a table with columns: 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, and Fee. A callout bubble labeled 'Inspection Scheduled' points to the 'Inspection Scheduled' status in the first row of 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 | Fee |
|-------|-----------------|---------------------------------|-------------------------|--|------------------------|----------------------|--------------------|--------------|------------------|---------|-----|
| 1 | 104462 - 125558 | - | Jul 6, 2023 12:57:18 PM | Application for Change of Premises – Allopathic Drug Manufacturing Licence | Jul 6, 2023 4:02:49 PM | Inspection Scheduled | Drug Inspector | 0/75 days | On time | Actions | - |

Figure 30. Inspection Scheduled

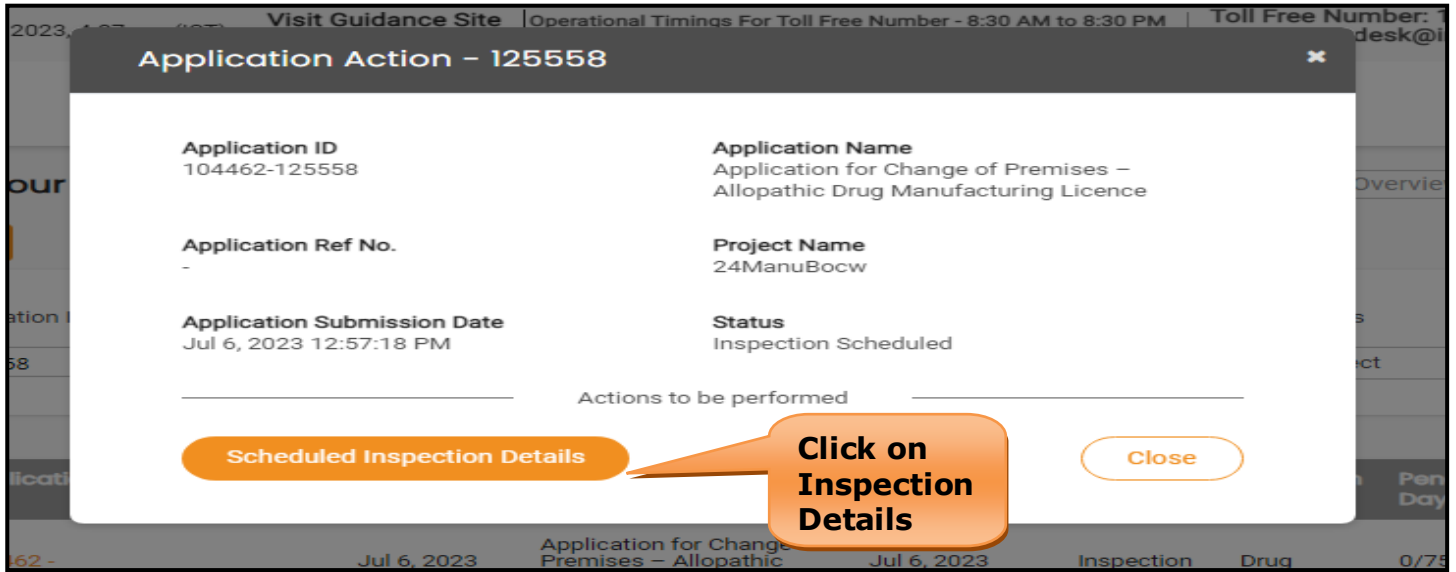


Figure 31. Inspection Date

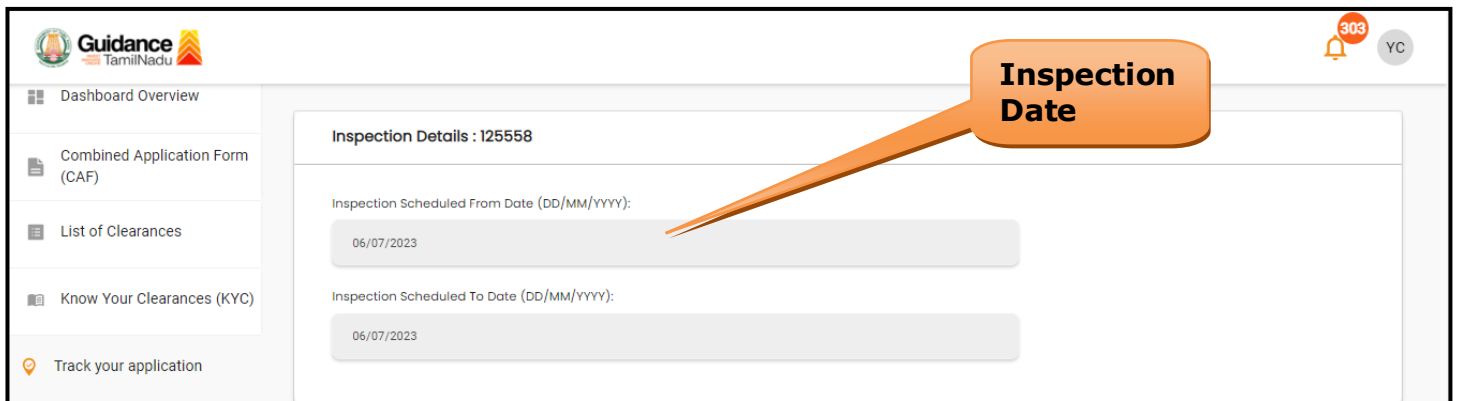


Figure 32. Inspection Details

13. Application Processing

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

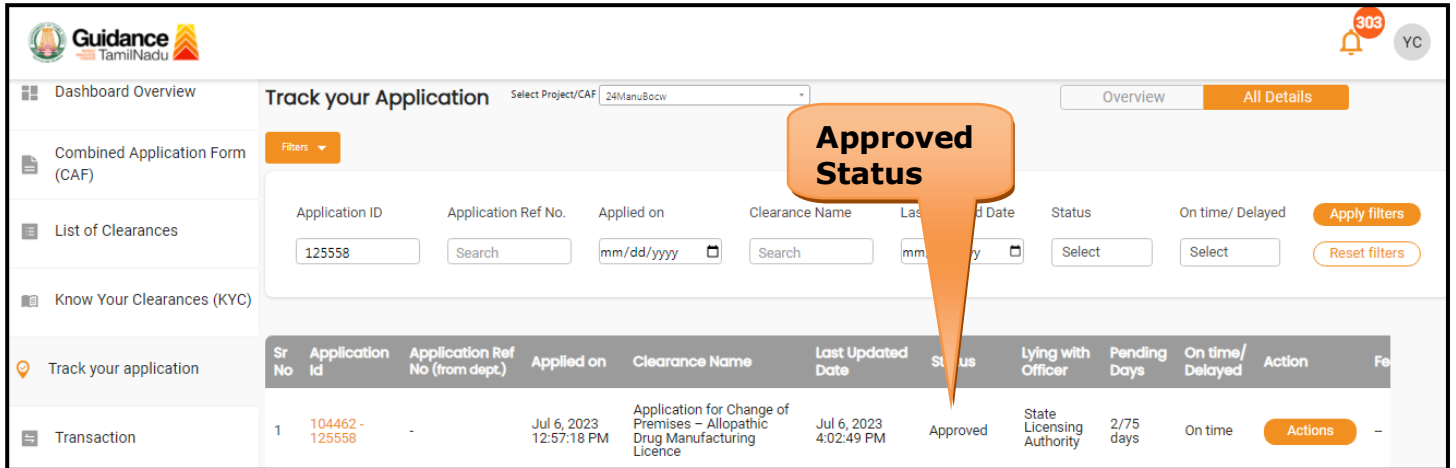


Figure 33. Application Processed

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

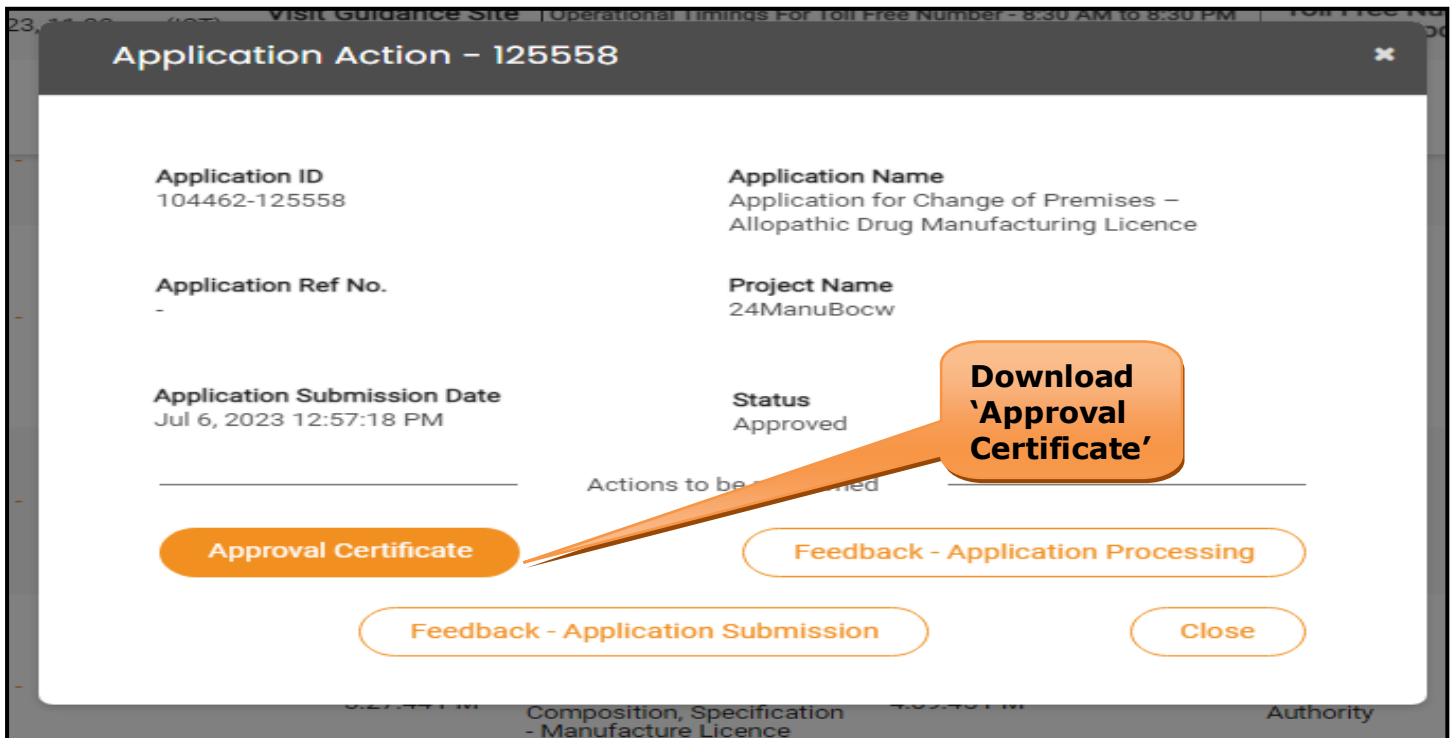
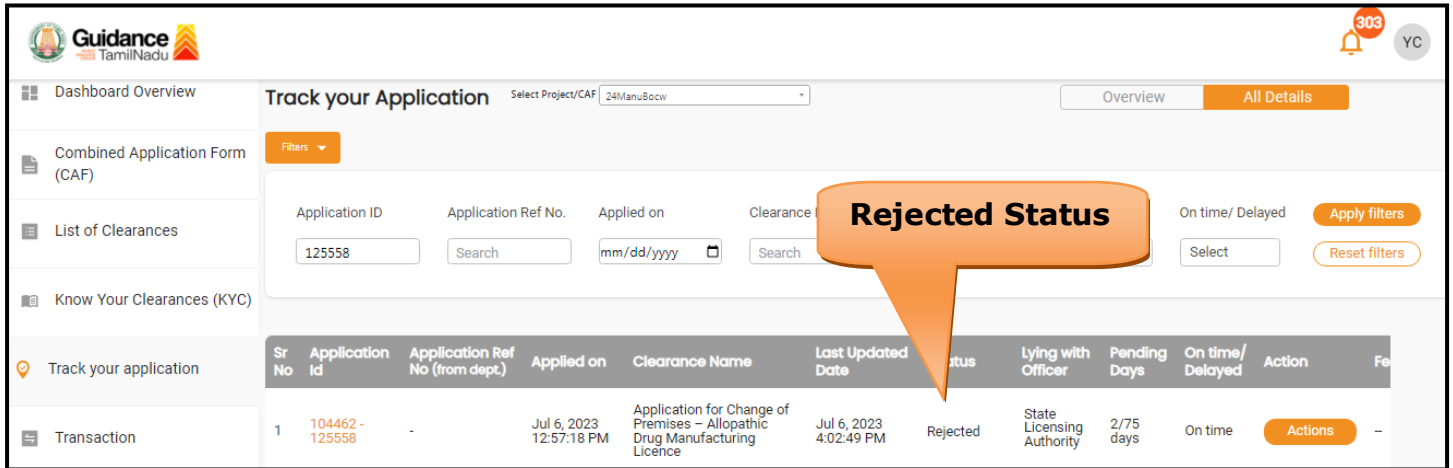


Figure 34. Download the Approved Certificate

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 35)



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', and 'Know Your Clearances (KYC)'. The main area features a search filter for '24ManuBocw' and a table of application records. An orange callout bubble labeled 'Rejected Status' points to the 'Rejected' 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 - 125558 | - | Jul 6, 2023 12:57:18 PM | Application for Change of Premises – Allopathic Drug Manufacturing Licence | Jul 6, 2023 4:02:49 PM | Rejected | State Licensing Authority | 2/75 days | On time | Actions |

Figure 35. Rejected Status

