



TAMIL NADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

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

The screenshot shows the TNSWP homepage with the following details:

- 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**

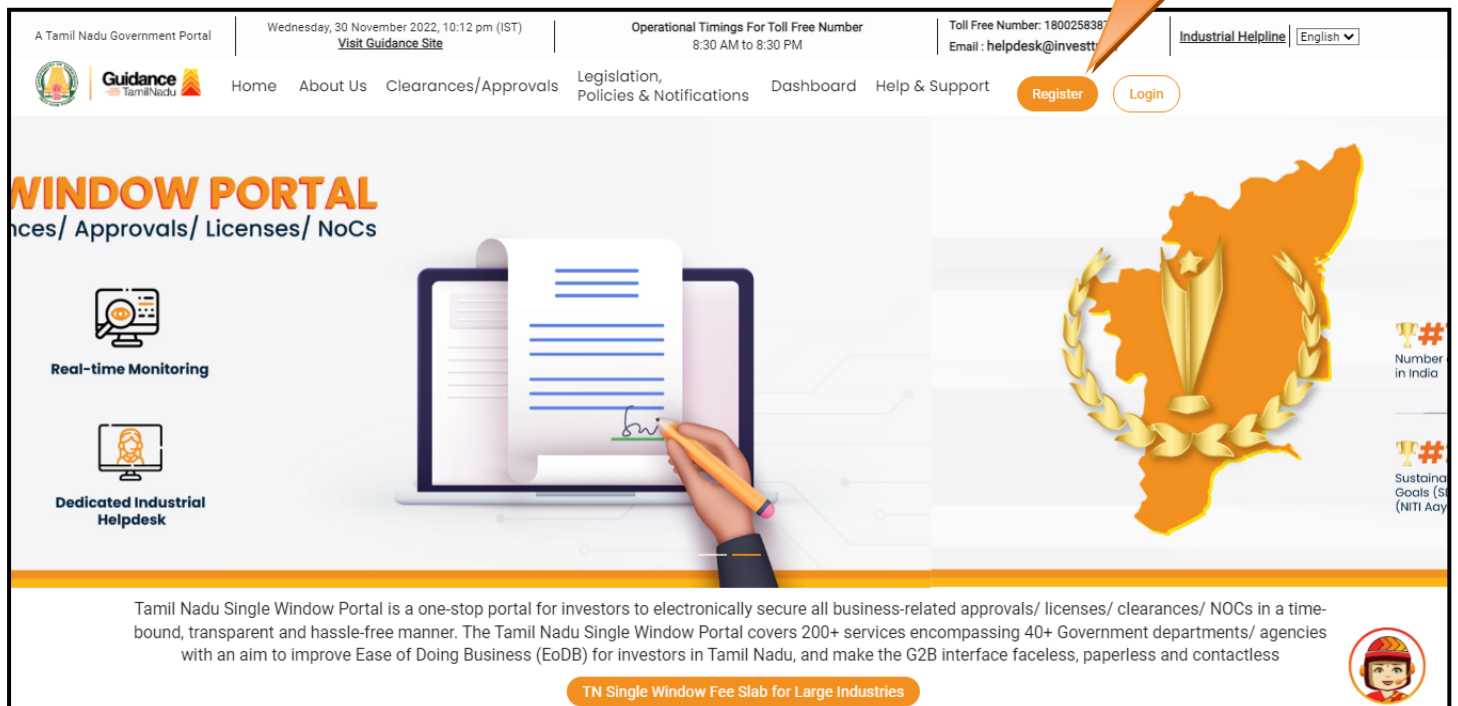
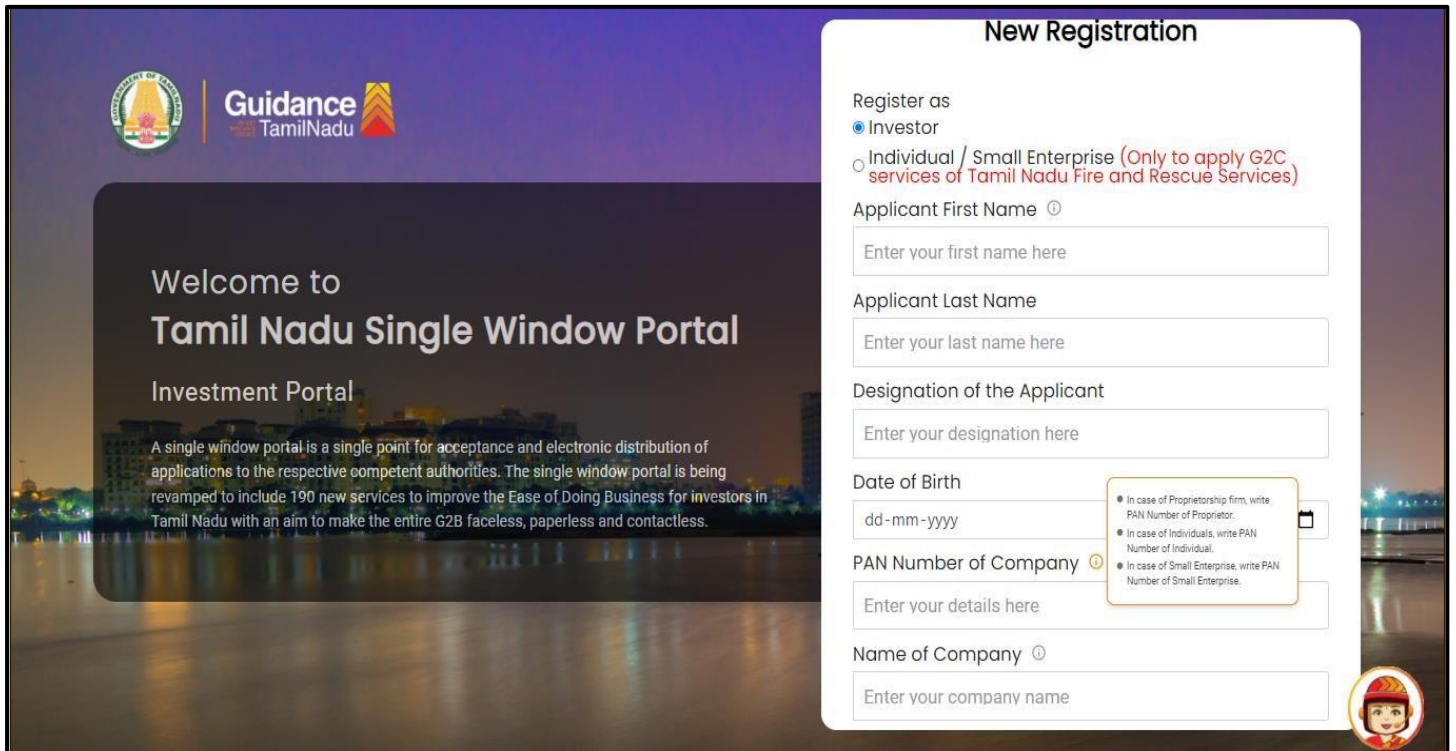


Figure 2. Register

- 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.



**Welcome to
Tamil Nadu Single Window Portal
Investment Portal**

A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the entire G2B faceless, paperless and contactless.

New Registration

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

Applicant First Name

Applicant Last Name

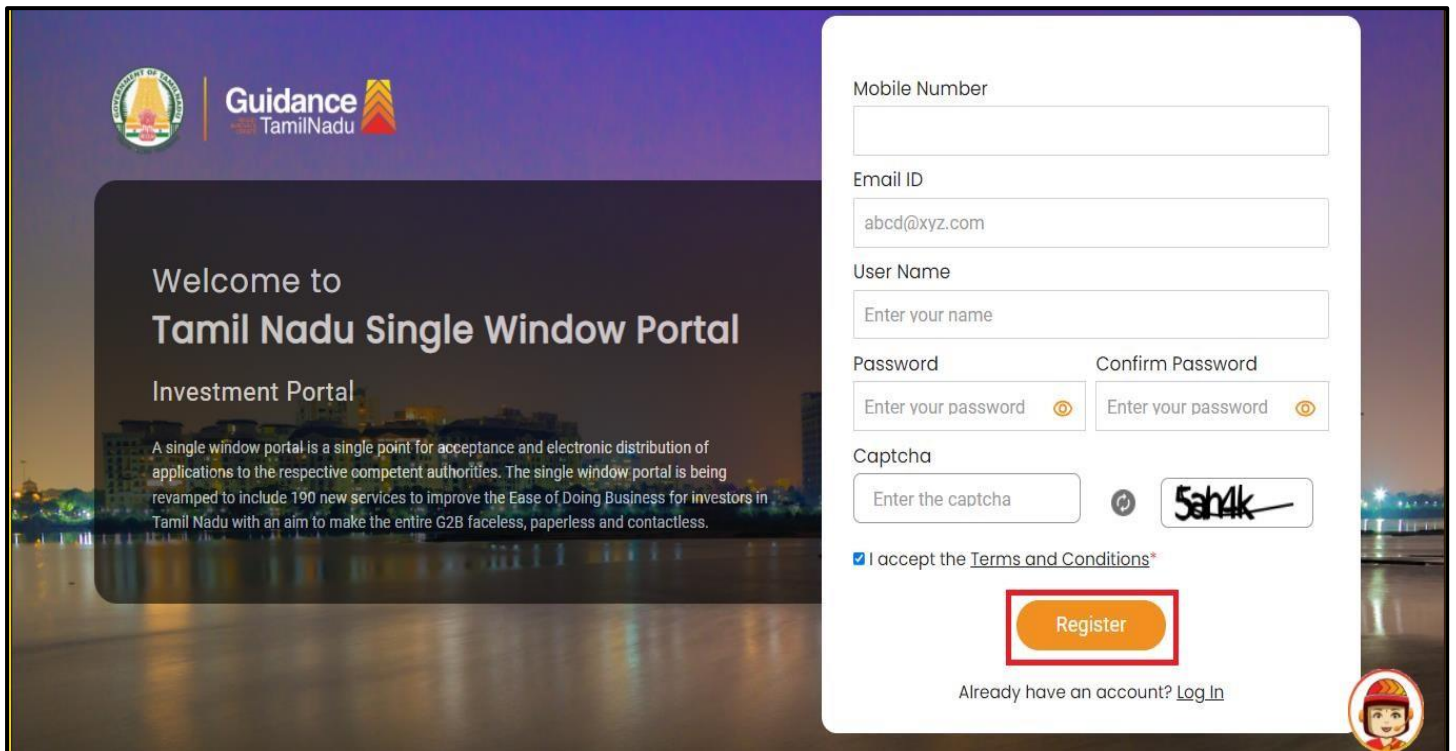
Designation of the Applicant

Date of Birth ● In case of Proprietorship firm, write PAN Number of Proprietor.
● In case of Individuals, write PAN Number of Individual.
● In case of Small Enterprise, write PAN Number of Small Enterprise.

PAN Number of Company

Name of Company

Figure 3. Registration Form



**Welcome to
Tamil Nadu Single Window Portal
Investment Portal**

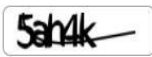
A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the entire G2B faceless, paperless and contactless.

Mobile Number

Email ID

User Name

Password Confirm Password

Captcha 

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

Register

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

Figure 4. Registration Form Submission

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

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

- **'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.

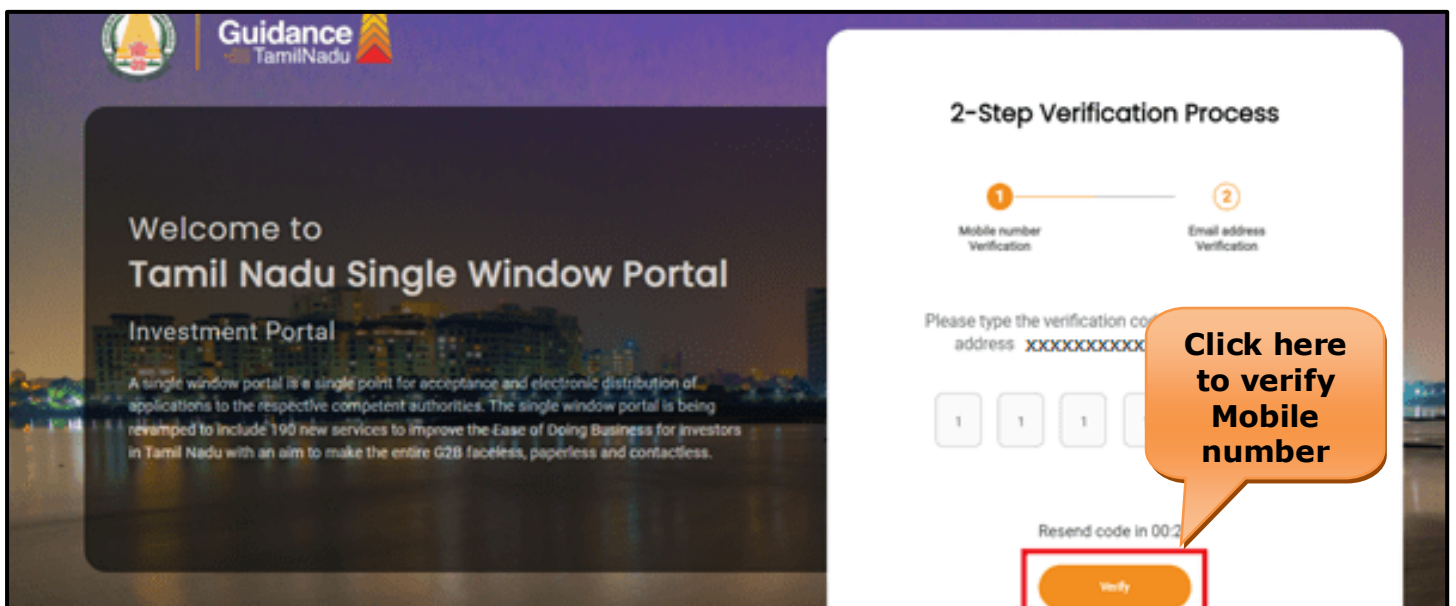


Figure 5. Mobile Number Verification

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.

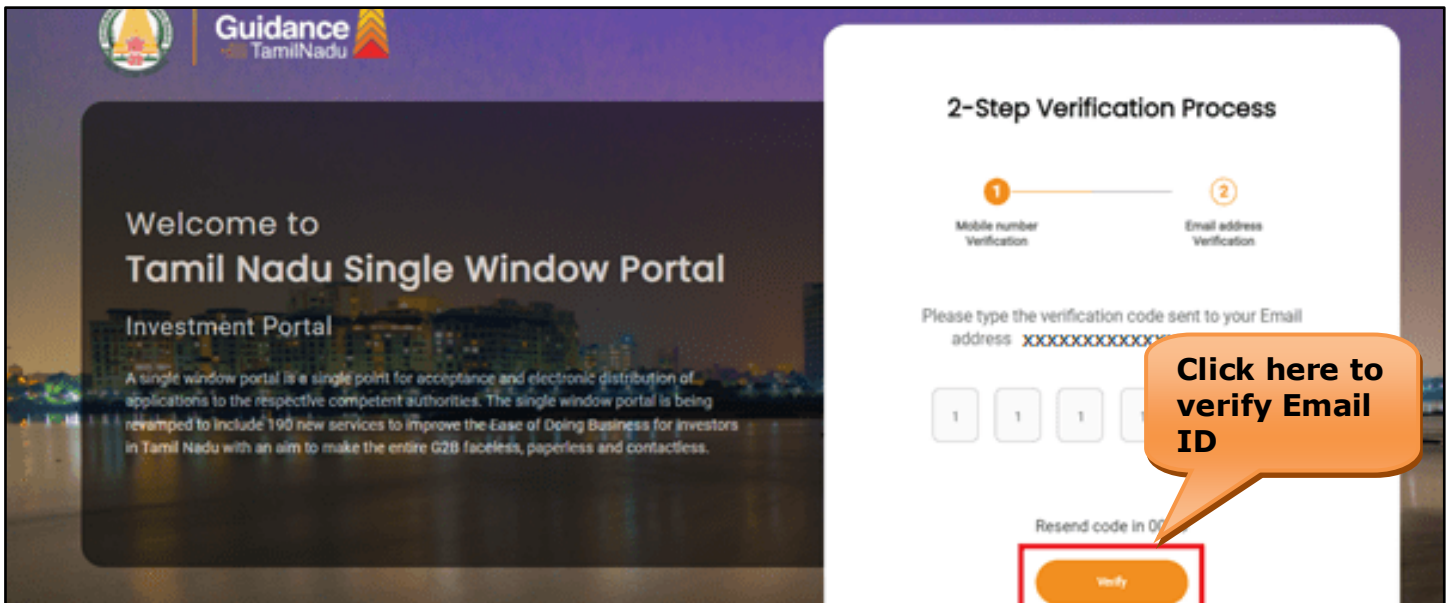


Figure 6. Email ID Verification

- 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.

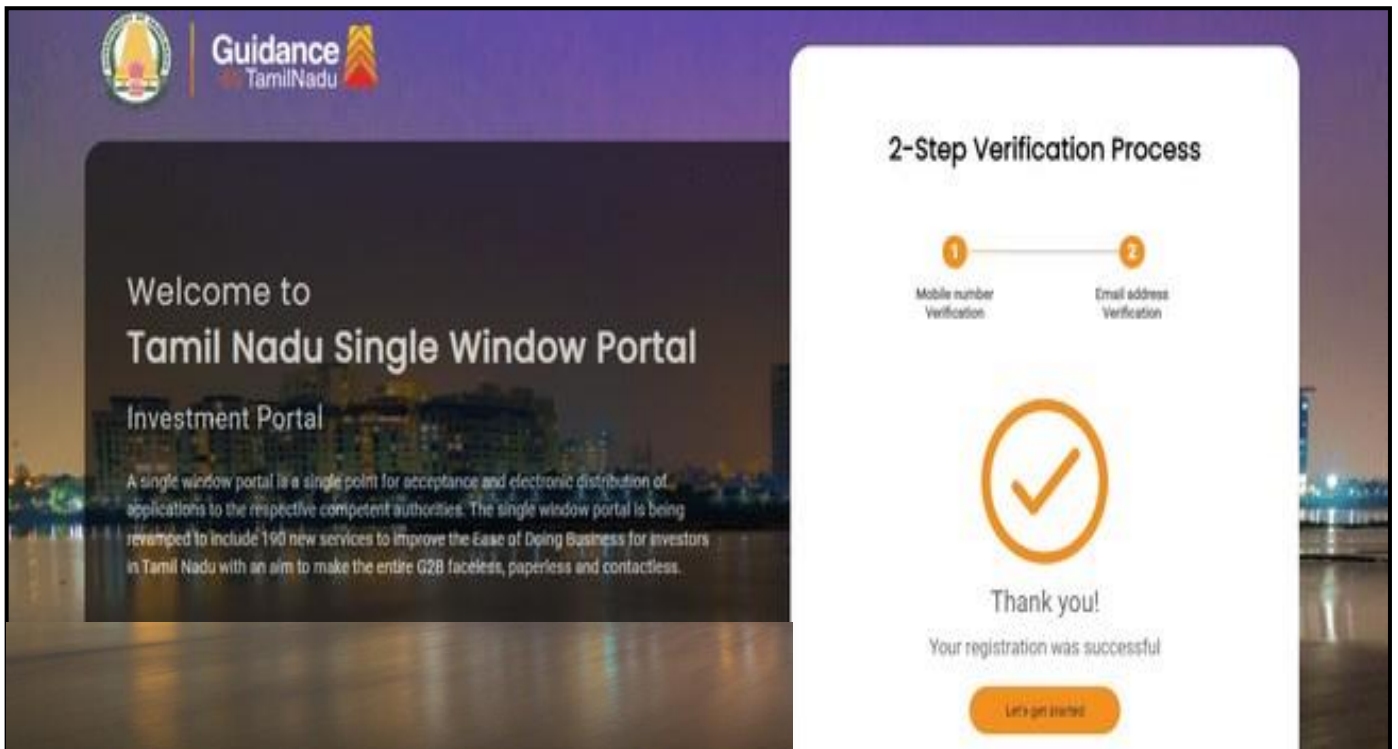


Figure 7. Registration Confirmation Pop-Up

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 with the text "TAMIL NADU Leading the Nation". To the left of the banner is a map of Tamil Nadu with a laurel wreath. To the right are several award statistics:

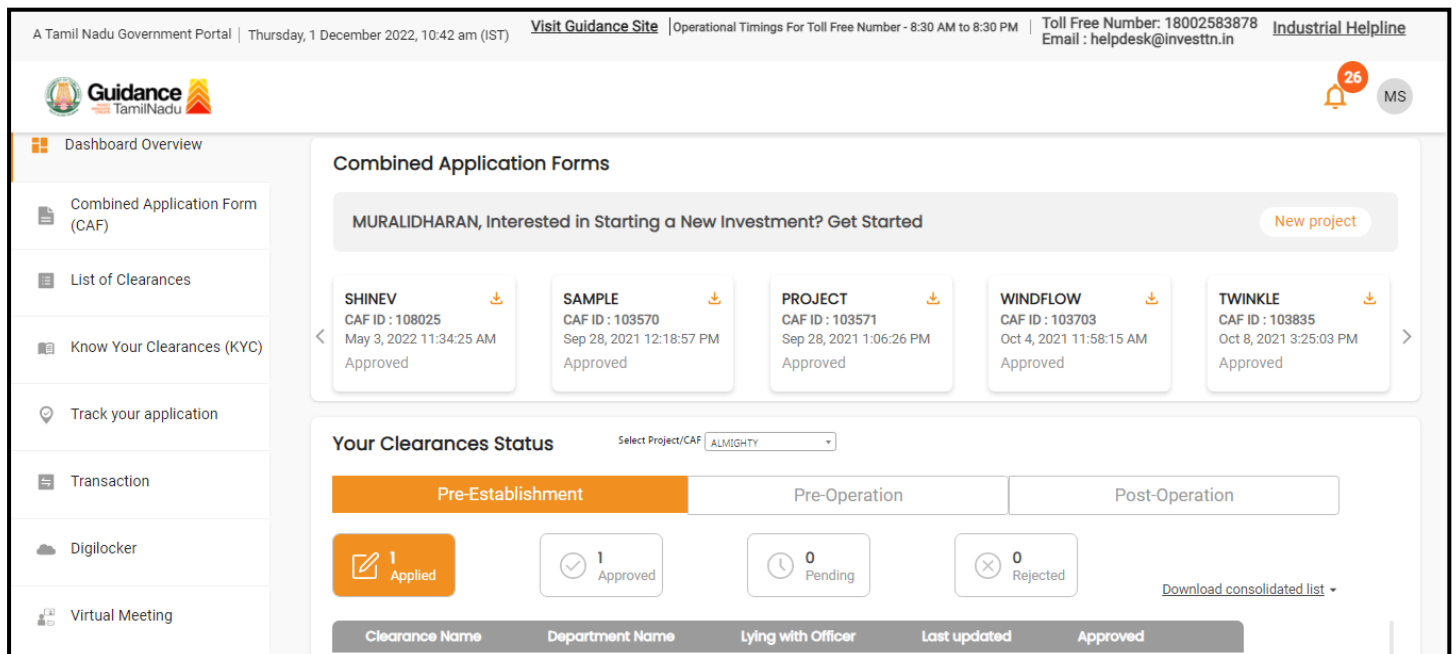
- #1 Number of Factories in India
- #1 Number of Operational SEZs in India
- #1 Governance & Political Stability (N-SIPI 2019)
- #1 International and Domestic Tourist Arrivals
- #1 Best Performing State (India Today State of the State Award 2018, 2019 & 2020)
- #2 Sustainable Development Goals (SDG) 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)

 At the bottom of the page, there is a footer with the text: "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.

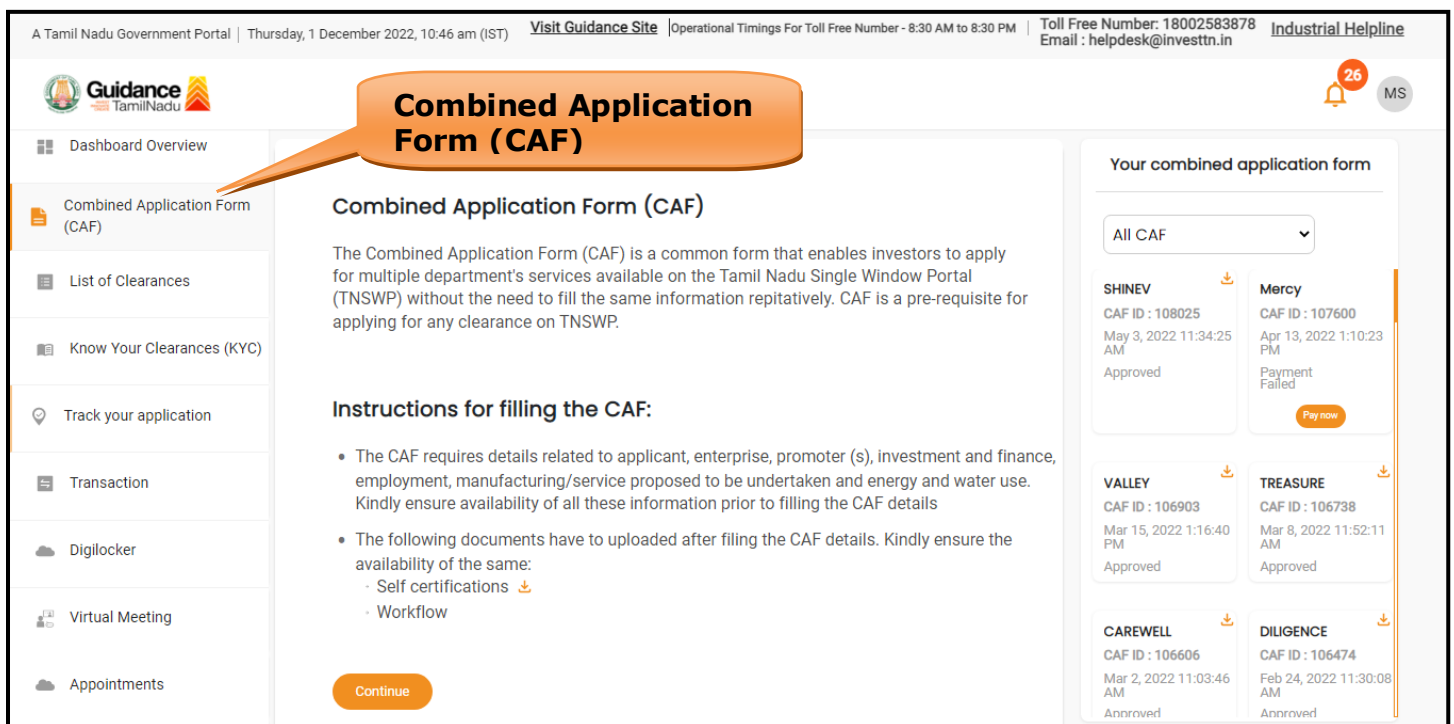


The screenshot displays the dashboard overview for the TNSWP. At the top, it shows the Tamil Nadu Government Portal header with the date and time (Thursday, 1 December 2022, 10:42 am IST), a link to visit the Guidance Site, operational timings for the toll-free number (8:30 AM to 8:30 PM), the toll-free number (18002583878), the email (helpdesk@investtn.in), and an industrial helpline link. The dashboard includes a navigation menu on the left with options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', 'Transaction', 'Digilocker', and 'Virtual Meeting'. The main content area features a 'Combined Application Forms' section with a banner for MURALIDHARAN and a 'New project' button. Below this, there are five application cards for SHINEV, SAMPLE, PROJECT, WINDFLOW, and TWINKLE, each showing the CAF ID, date, and status (Approved). The 'Your Clearances Status' section allows filtering by project/CAF (currently set to ALLMIGHTY) and shows counts for Pre-Establishment (1 Applied), Pre-Operation (1 Approved), and Post-Operation (0 Pending, 0 Rejected). A 'Download consolidated list' button is also present.

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 navigation menu lists various services, with 'Combined Application Form (CAF)' highlighted. The main content area features a title, a description of the CAF, and instructions for filling it out. A 'Continue' button is visible at the bottom of the instructions. The right-hand panel, titled 'Your combined application form', displays a list of existing CAFs with their IDs, dates, and statuses.

CAF ID	Date	Status
SHINEV CAF ID : 108025	May 3, 2022 11:34:25 AM	Approved
Mercy CAF ID : 107600	Apr 13, 2022 11:10:23 PM	Payment Failed
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

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).

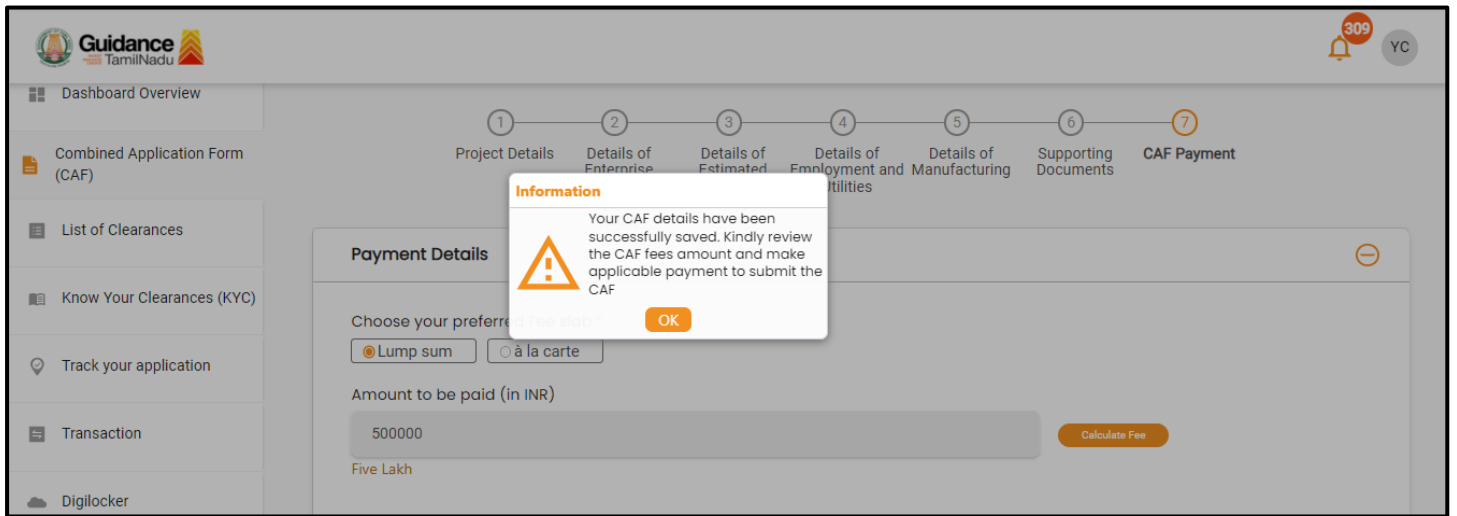


Figure 12. Combined Application Form (CAF)- Confirmation Message

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 Loan Licence

1. Click on **“List of Clearances”**

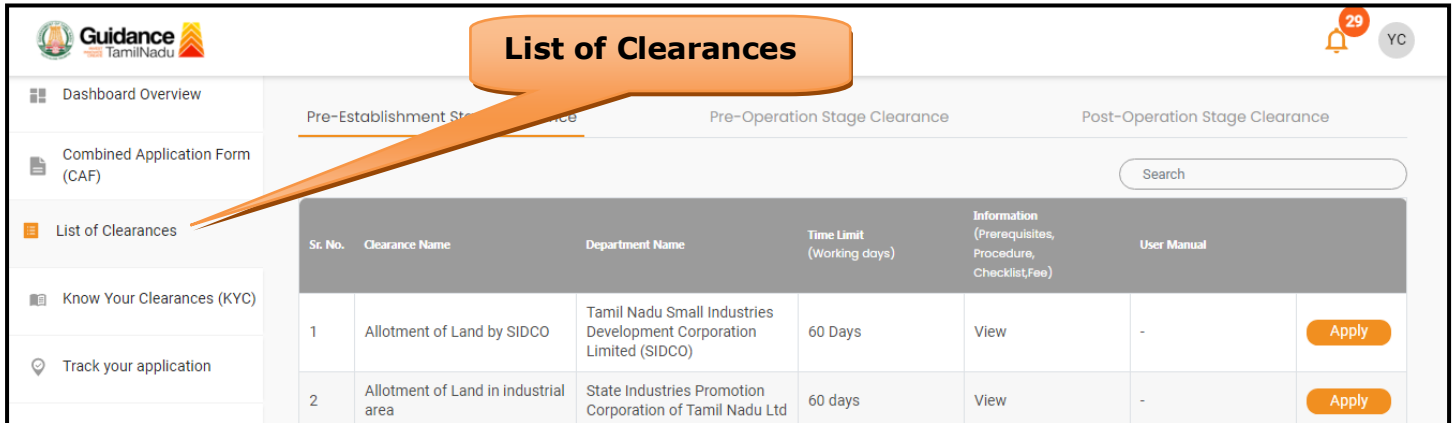


Figure 13. List of Clearances

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 Loan Licence’** by using Search option as shown in the figure given below.

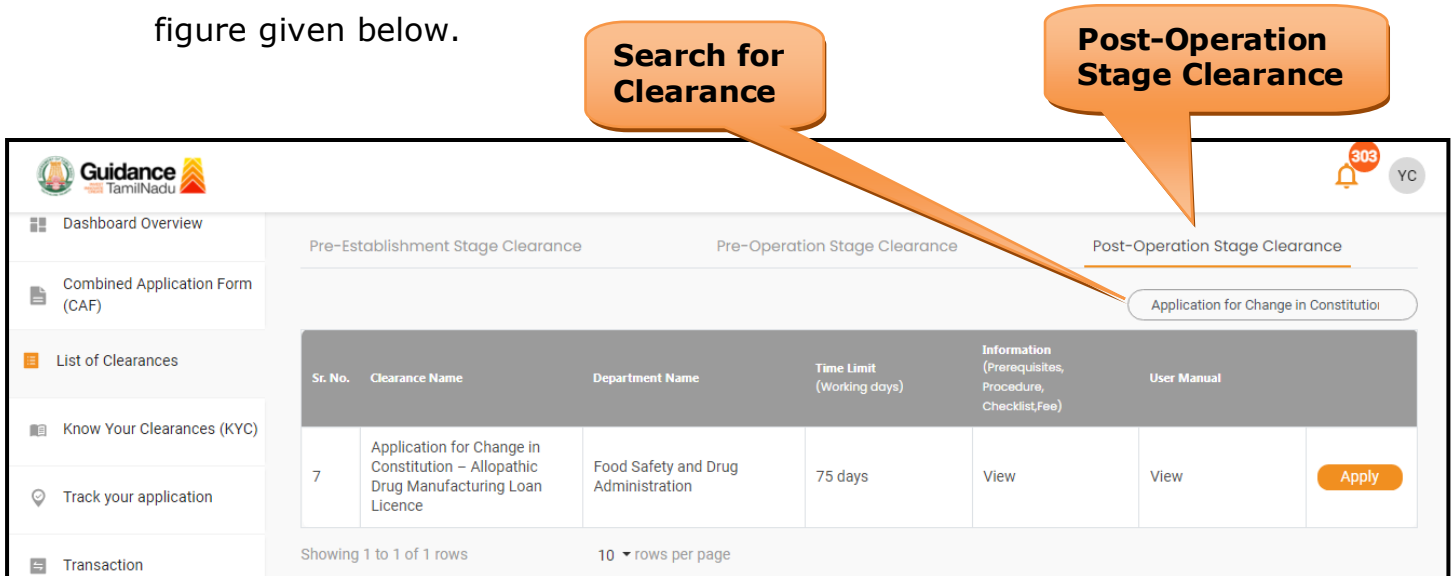
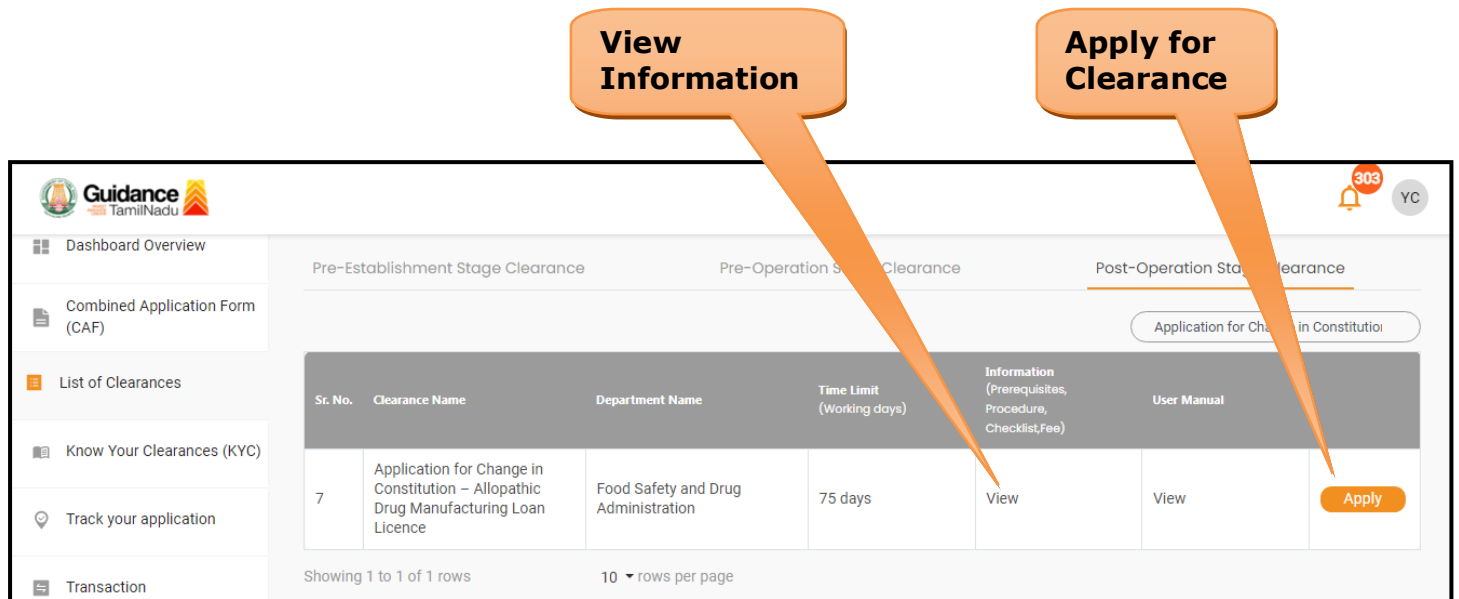


Figure 14. Search for Clearances

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 shows the 'List of Clearances' section in the Guidance TamilNadu dashboard. The table displays the following data:

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

Callout boxes highlight the 'View Information' and 'Apply for Clearance' buttons in the table.

Figure 15. Apply for Clearances

Licence Details

- 1) Enter the Existing Licence Number

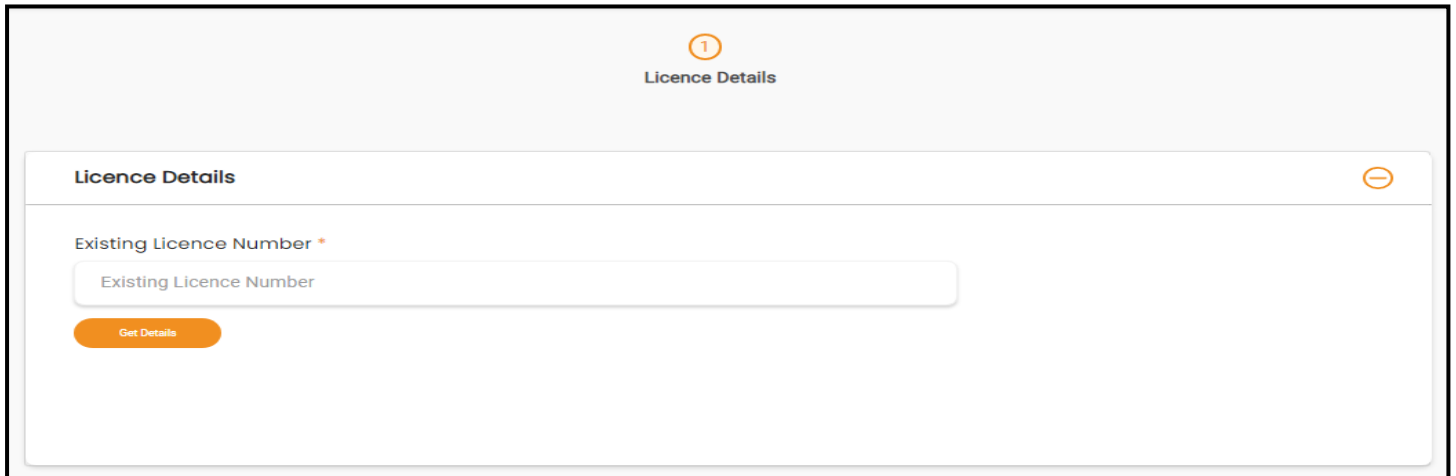


Figure 16. Licence Details

8. Filling the Application Form

1. Applicant needs to fill all the details under the following 7 section to complete the application.

A. Licence Details

B. Applicant Details

C. Manufacturer Details

D. Product Details

E. Technical Personnel / Competent Persons Details

F. Fees Details

G. Contact Details

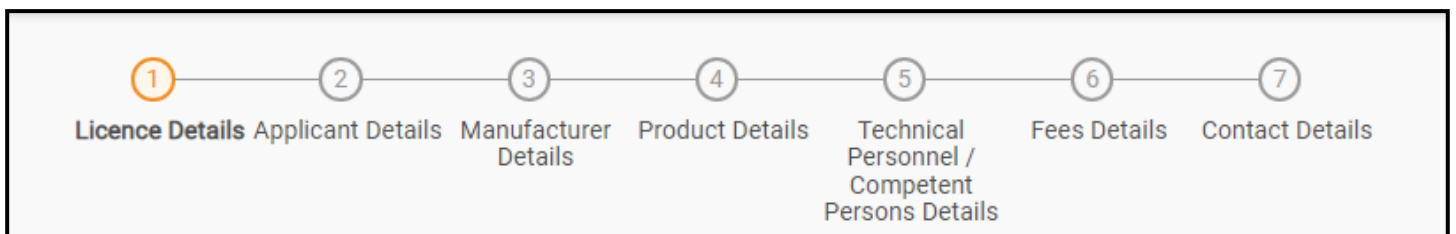


Figure 17. Seven Sections of Application From

G. Contact details

Contact Details

Contact Person *
Yokesh Chinnakannu

Primary Mobile Number *
9092653218

Secondary Mobile Number

Email ID *
yokesh4995@gmail.com

Previous Next Reset Save As Draft Close Save

Figure 18. Contact Details

Token Id Generated

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

Dashboard Overview

Combined Application Form (CAF)

List of Clearances

Know Your Clearances (KYC)

Track your application

303 YC

1 Licence Details 2 Applicant Details 3 Manufacturer Details 4 Product Details 5 Technical Personnel / Competent Persons Details 6 Fees Details 7 Contact Details 8 Checklist

Information
Your Application has been saved successfully with Token Id 125590.
OK

Project Details

Project *
24ManuBocv

Figure 19. Token ID Generated




H. 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.

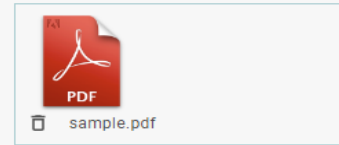
1 Licence Details
 2 Applicant Details
 3 Manufacturer Details
 4 Product Details
 5 Technical Personnel / Competent Persons Details
 6 Fees Details
 7 Contact Details
 8 Checklist

Attachments ⊖

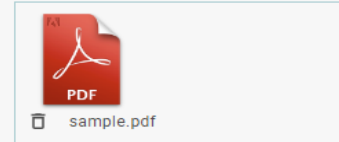
Note 1: Maximum 10 MB Allowed (Only .DOC, .PDF, .XLS, .BMP, .GIF, .JPEG, .PNG, .PPTX, .DOCX, .XLSX, .ZIP, .KML are allowed)
 Note 2: In case of multiple documents, please upload in zip format

Sr. No.	Document Name	Attach Document
1	<input checked="" type="checkbox"/> Form 24A <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 27A <i>Kindly download the form from Document Download section below and upload a signed copy of the document here</i>	 sample.pdf
3	<input checked="" type="checkbox"/> Authorization of the signatory of the application form (Board Resolution/Authorization Letter)	 sample.pdf
4	<input type="checkbox"/> Drug Manufacturing Licenses Copy, if any	Drag & Drop Browse Files DigiLocker
5	<input type="checkbox"/> Previously issued Form 29 Copy, if any	Drag & Drop Browse Files DigiLocker

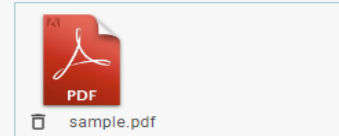
Document relating to constitution of concerned firm/ Company/ LLP and others.
Proprietorship: Declaration Form
Partnership Firm: Partnership Deed
Limited Liability Partnership: LLP deed, Registration Certificate of ROC
Pvt. Ltd. / Ltd: Memorandum and articles of association, Registration Certificate of ROC, Copy of Board resolution
Trust: Trust deed
Society: Registration Certificate, By Laws, Copy of Resolution passed
Hindu Undivided Family: HUF deed



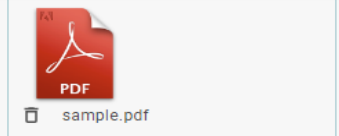
Bio-data (with photograph) of the Applicant (s)
 To be enclosed for each applicant separately, in case there are multiple applicants.



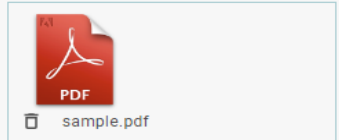
Educational qualification certificate(s) of the Technical Staff(s) (Starting from Minimum Educational Qualification as specified in the Drugs Rules, 1945)



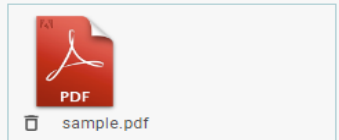
Experience Certificate of the Technical Staff (s)



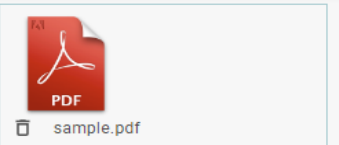
Digitally Signed Self-Certification by each Technical Staff stating that he/she is a full time employee of the Firm under consideration.



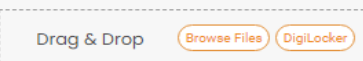
Address / ID Proof of the Technical Staff (s) e.g. Passport, Driving License, Election Commission ID Card, Aadhaar Card/e-Aadhaar letter downloaded from UIDAI website, Income Tax PAN Card
 To be enclosed for each applicant in case there are multiple applicants.



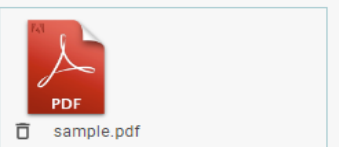
Ownership document of the premises
 (Registered Sale Deed / Registered General Power of Attorney / Conveyance Deed / Latest Property Tax Receipt)








Rental agreement of the premises, if applicable



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





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

Document Download ⊖

Form 24A/27A

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.

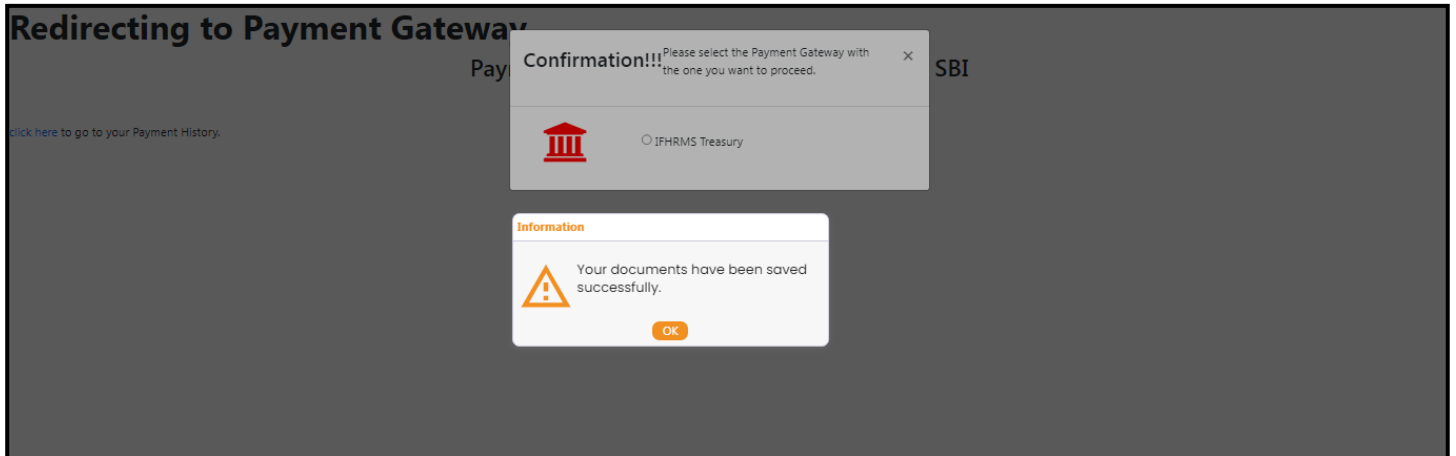


Figure 21. Document Saved Successfully

- 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**'.

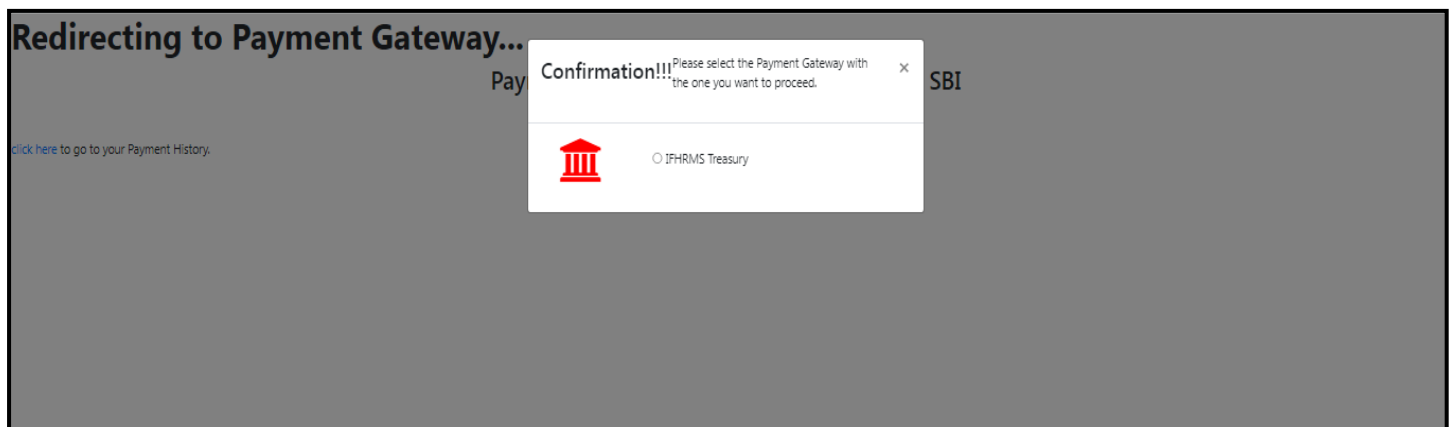


Figure 22. Payment Process

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

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

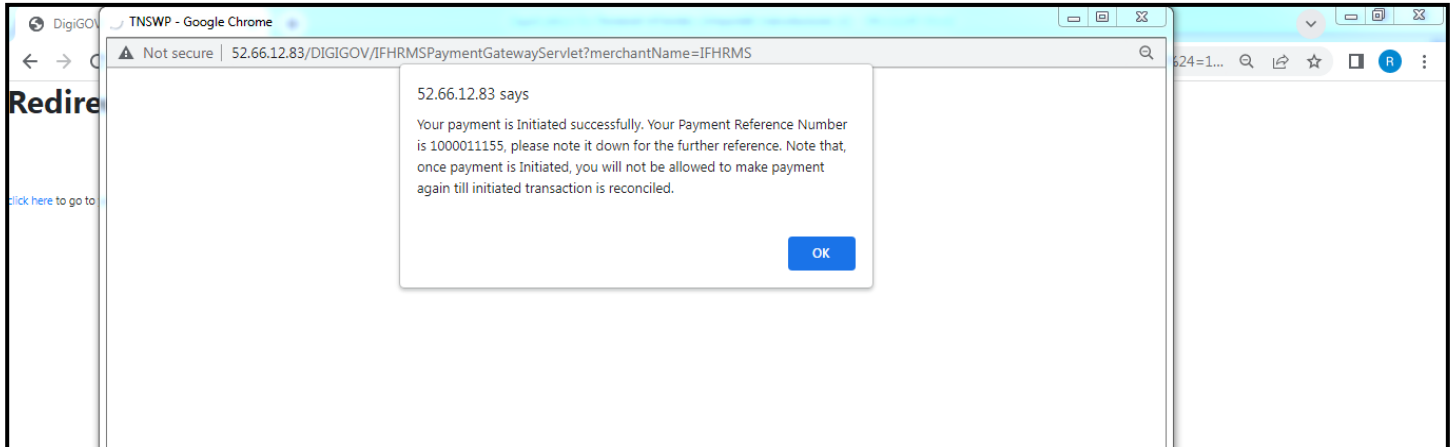


Figure 23. Payment Reference Number

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**

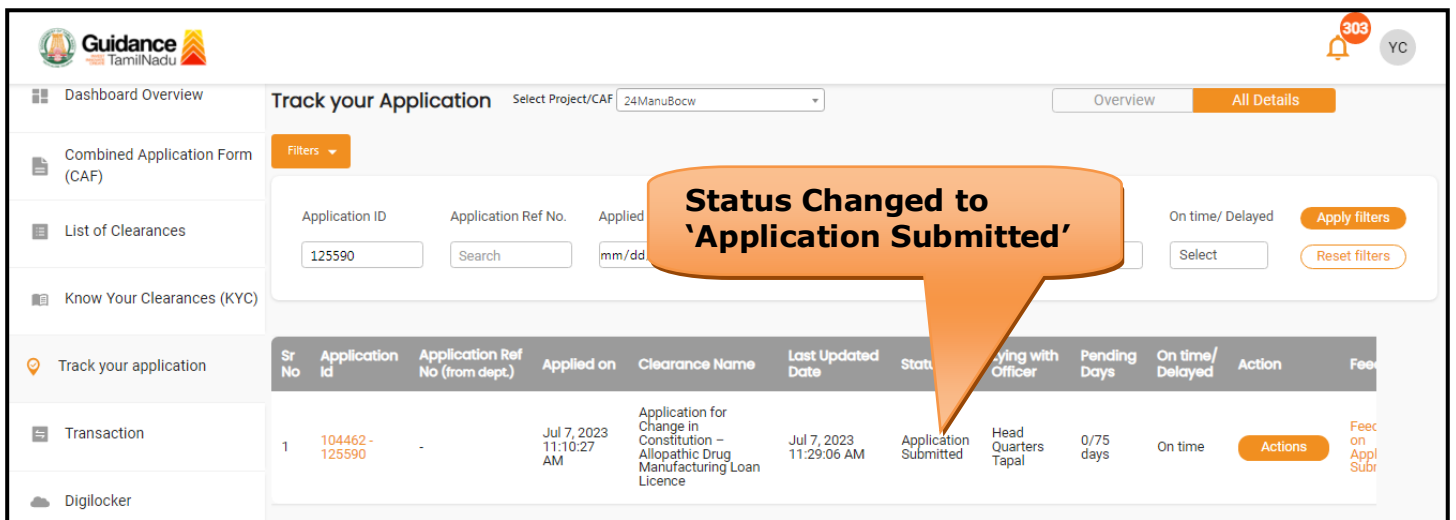


Figure 24. Application Submitted Successfully

10. Track Your Application

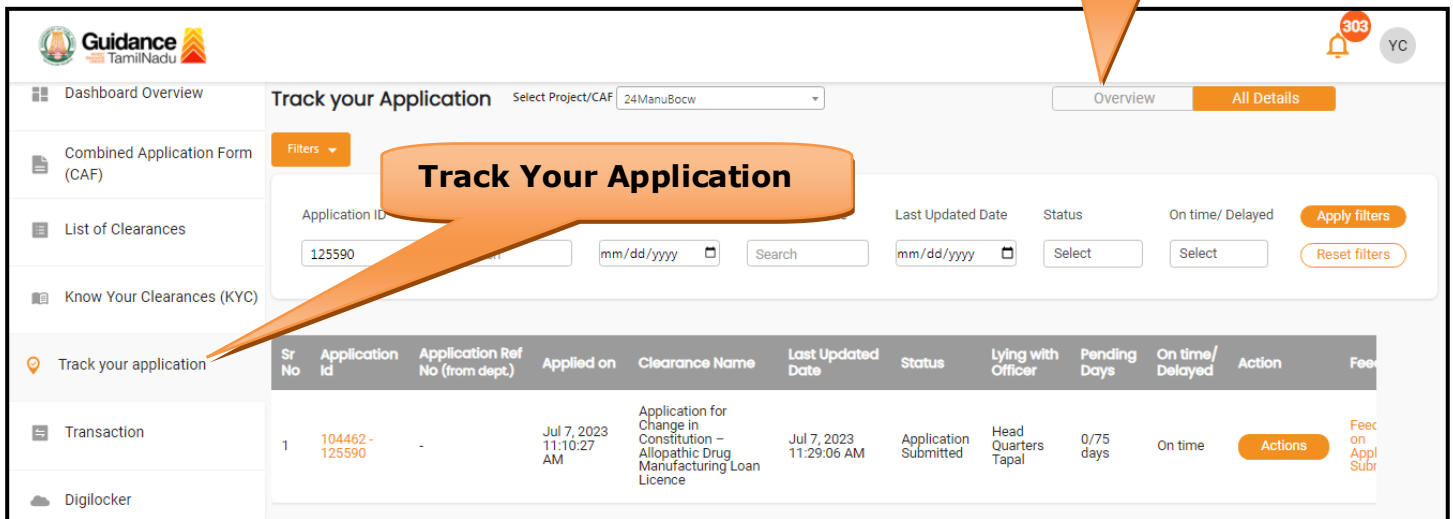
- 1) After submitting the application, a unique 'token ID' would be generated. Using the 'Token ID' the Applicant can track the status of clearances by clicking on 'Track your application' option.'
- 2) Applicant to choose the name of the project created during CAF from the dropdown 'Select project / 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



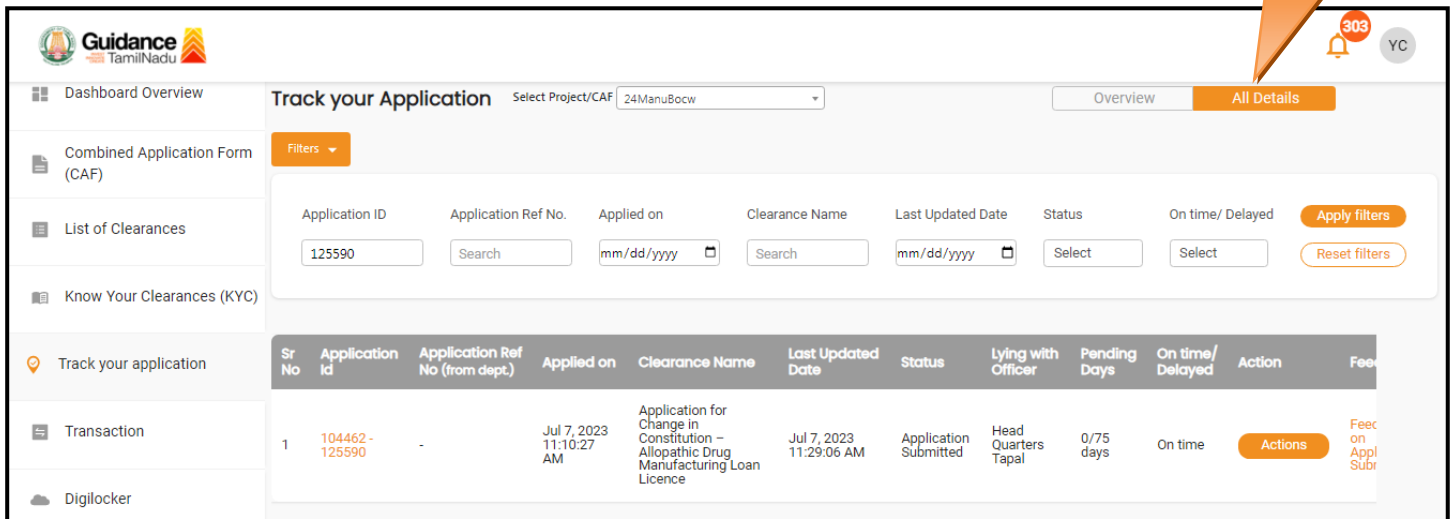
Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/Delayed	Action	Fees
1	104462 - 125590	-	Jul 7, 2023 11:10:27 AM	Application for Change in Constitution – Allopathic Drug Manufacturing Loan Licence	Jul 7, 2023 11:29:06 AM	Application Submitted	Head Quarters Tapal	0/75 days	On time	Actions	Fee on Appl Subr

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**

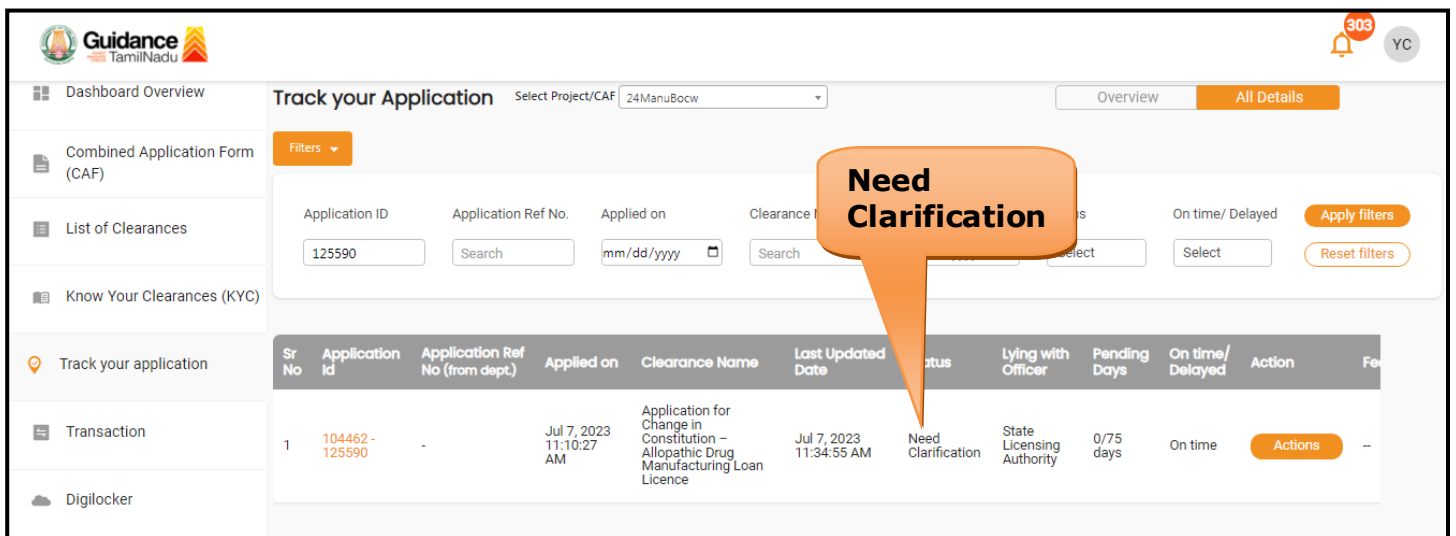



Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fee
1	104462 - 125590	-	Jul 7, 2023 11:10:27 AM	Application for Change in Constitution – Allopathic Drug Manufacturing Loan Licence	Jul 7, 2023 11:29:06 AM	Application Submitted	Head Quarters Tapal	0/75 days	On time	Actions	Fee on Appl Subr

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. A search filter is applied for '24ManuBocw'. The table below shows the application details:

Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	104462 - 125590	-	Jul 7, 2023 11:10:27 AM	Application for Change in Constitution – Allopathic Drug Manufacturing Loan Licence	Jul 7, 2023 11:34:55 AM	Need Clarification	State Licensing Authority	0/75 days	On time	Actions

Figure 27. Need Clarification

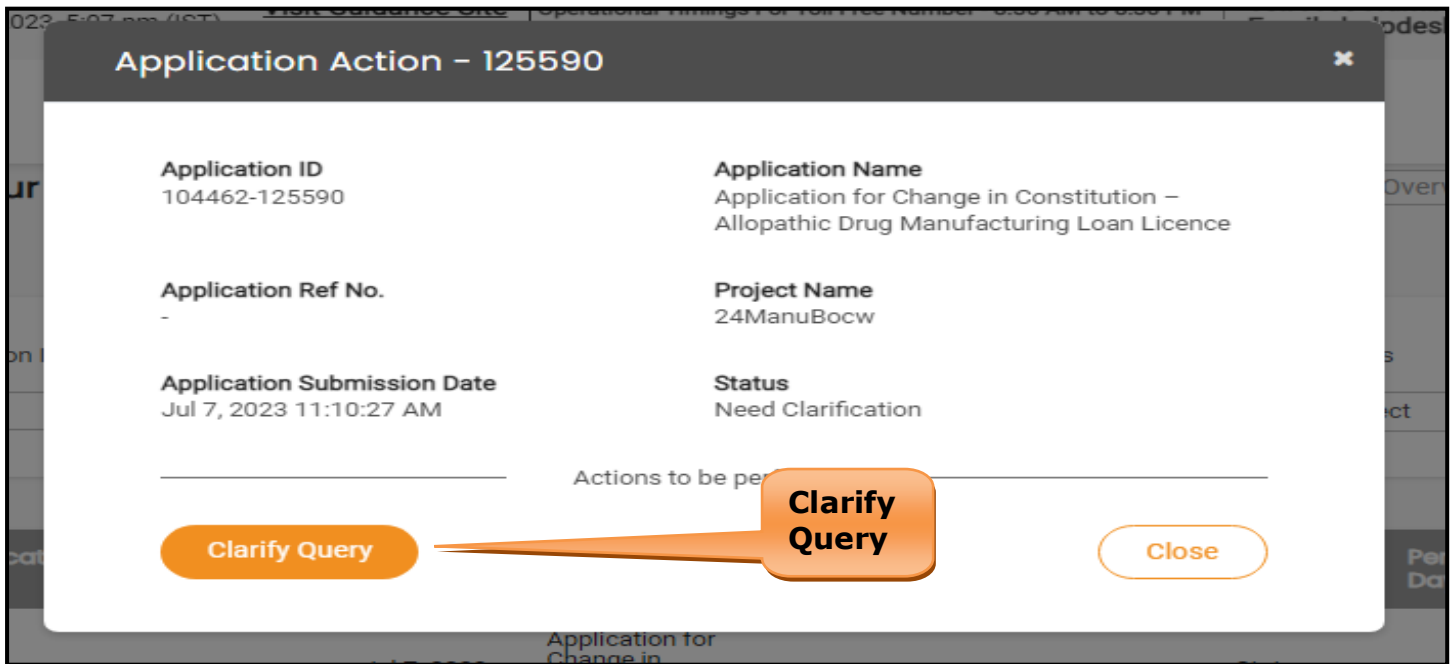


Figure 28. Clarify Query

- 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.

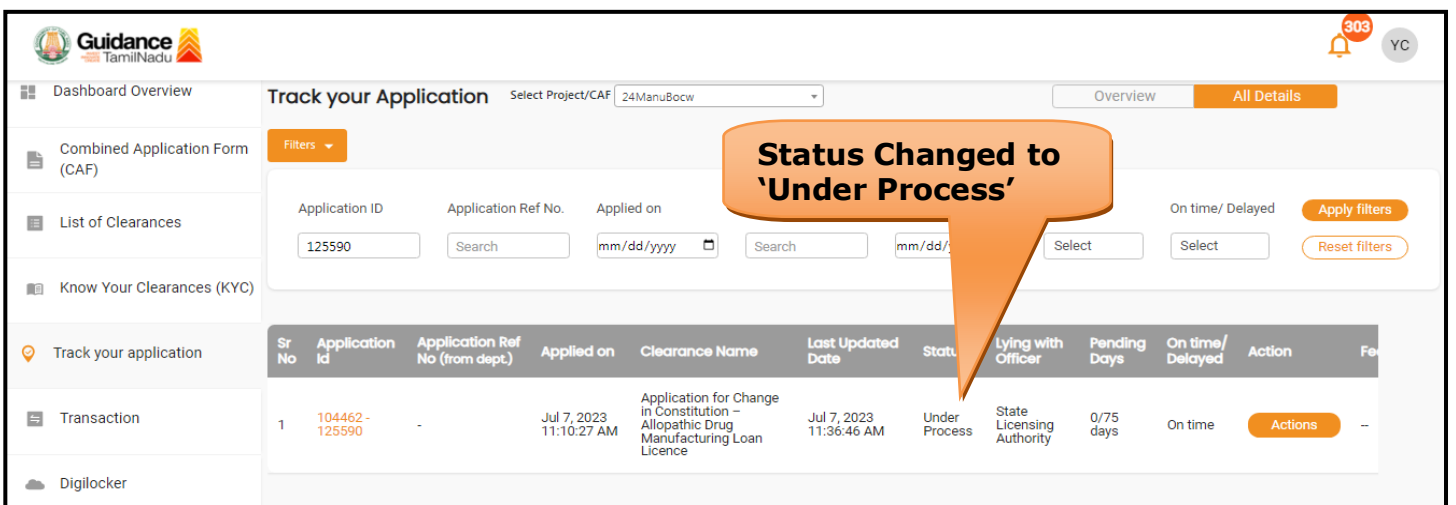
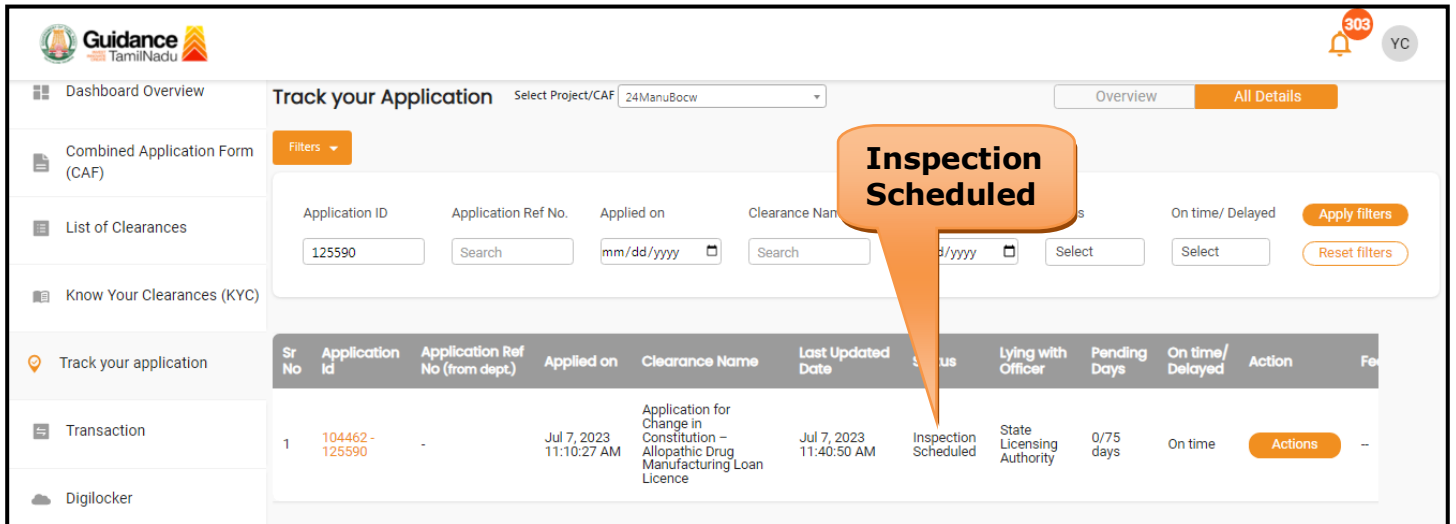


Figure 29. Application under Process

12. Inspection Schedule

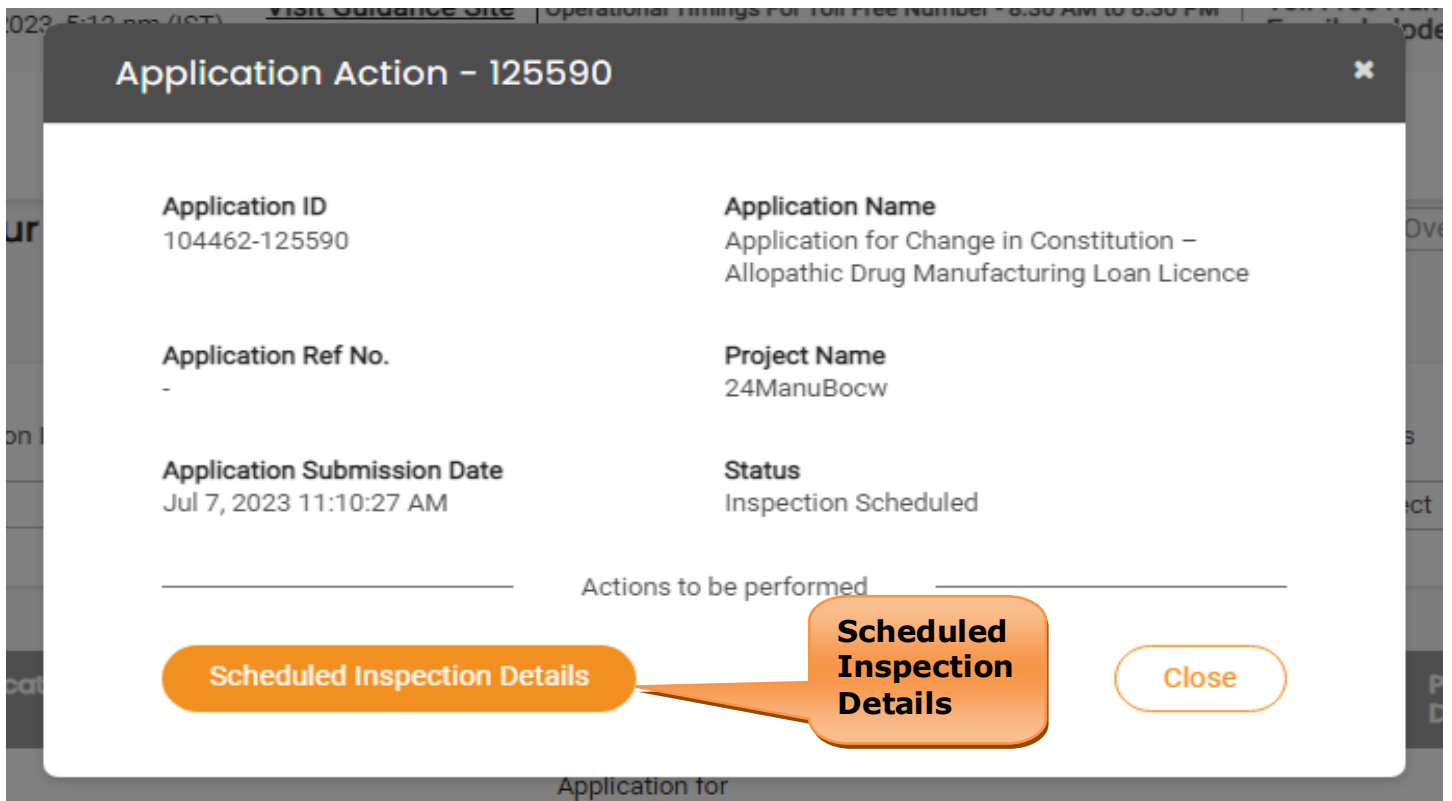
- 1) The Drug Inspector of Drugs schedules the date of appointment for inspection to be done for the specified institution.
- 2) After the Inspection gets completed, the Drug Inspector submits the Inspection report.
- 3) The Applicant has the provision to view the Scheduled Inspection details



The screenshot shows the 'Track your Application' page. The main table has 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	104462-125590	-	Jul 7, 2023 11:10:27 AM	Application for Change in Constitution – Allopathic Drug Manufacturing Loan Licence	Jul 7, 2023 11:40:50 AM	Inspection Scheduled	State Licensing Authority	0/75 days	On time	Actions

Figure 30. Inspection Scheduled

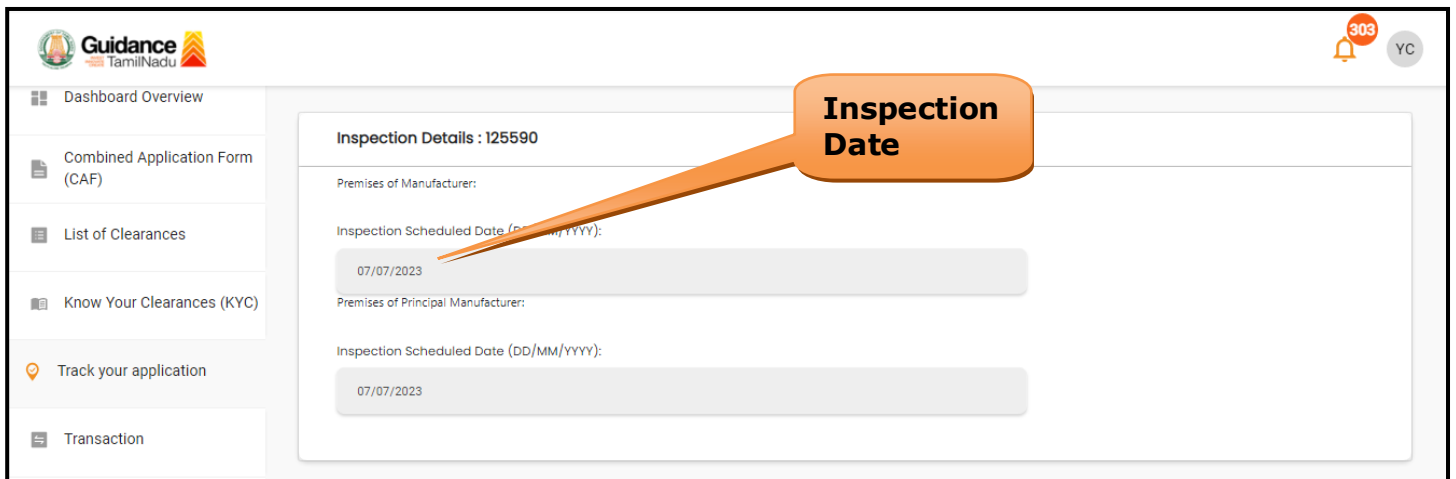


The screenshot shows a modal window titled "Application Action - 125590". It contains the following information:

Application ID 104462-125590	Application Name Application for Change in Constitution – Allopathic Drug Manufacturing Loan Licence
Application Ref No. -	Project Name 24ManuBocw
Application Submission Date Jul 7, 2023 11:10:27 AM	Status Inspection Scheduled

Below the table, there is a section titled "Actions to be performed" with three buttons: "Scheduled Inspection Details", "Scheduled Inspection Details" (with a callout), and "Close".

Figure 31. Scheduled Inspection Details



The screenshot shows the "Inspection Details : 125590" page. The left sidebar contains navigation items: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, and Transaction. The main content area displays:

Inspection Details : 125590

Premises of Manufacturer:

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

Premises of Principal Manufacturer:

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

An orange callout box labeled "Inspection Date" points to the date "07/07/2023" in the first entry.

Figure 32. Scheduled Inspection Details (Contd.)

13. Application Processing

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

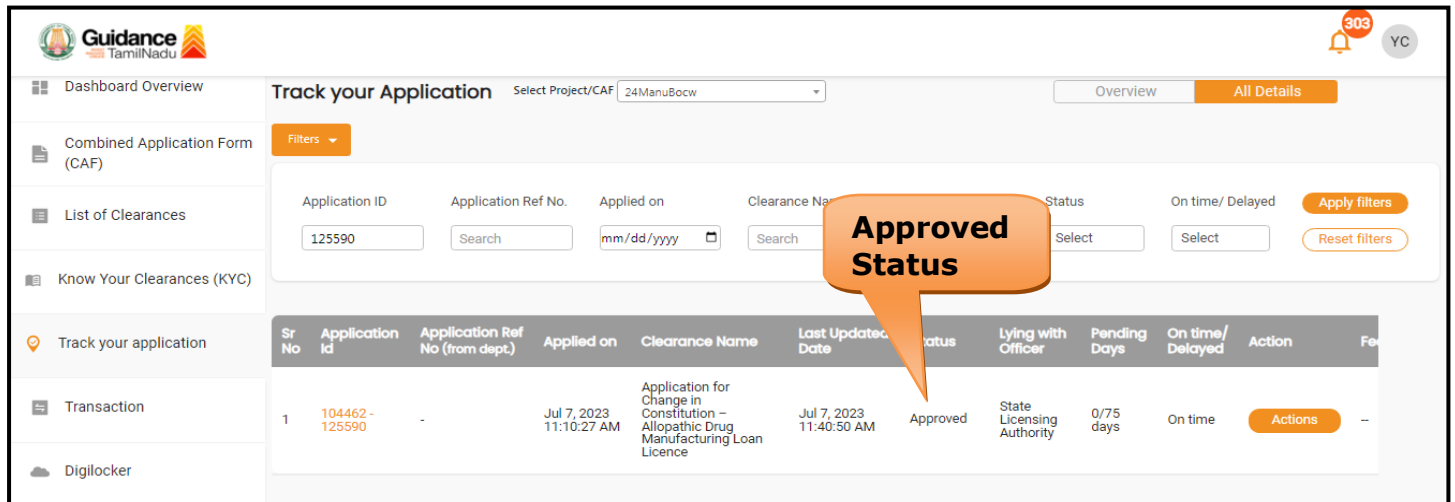


Figure 33. Application Processed

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)

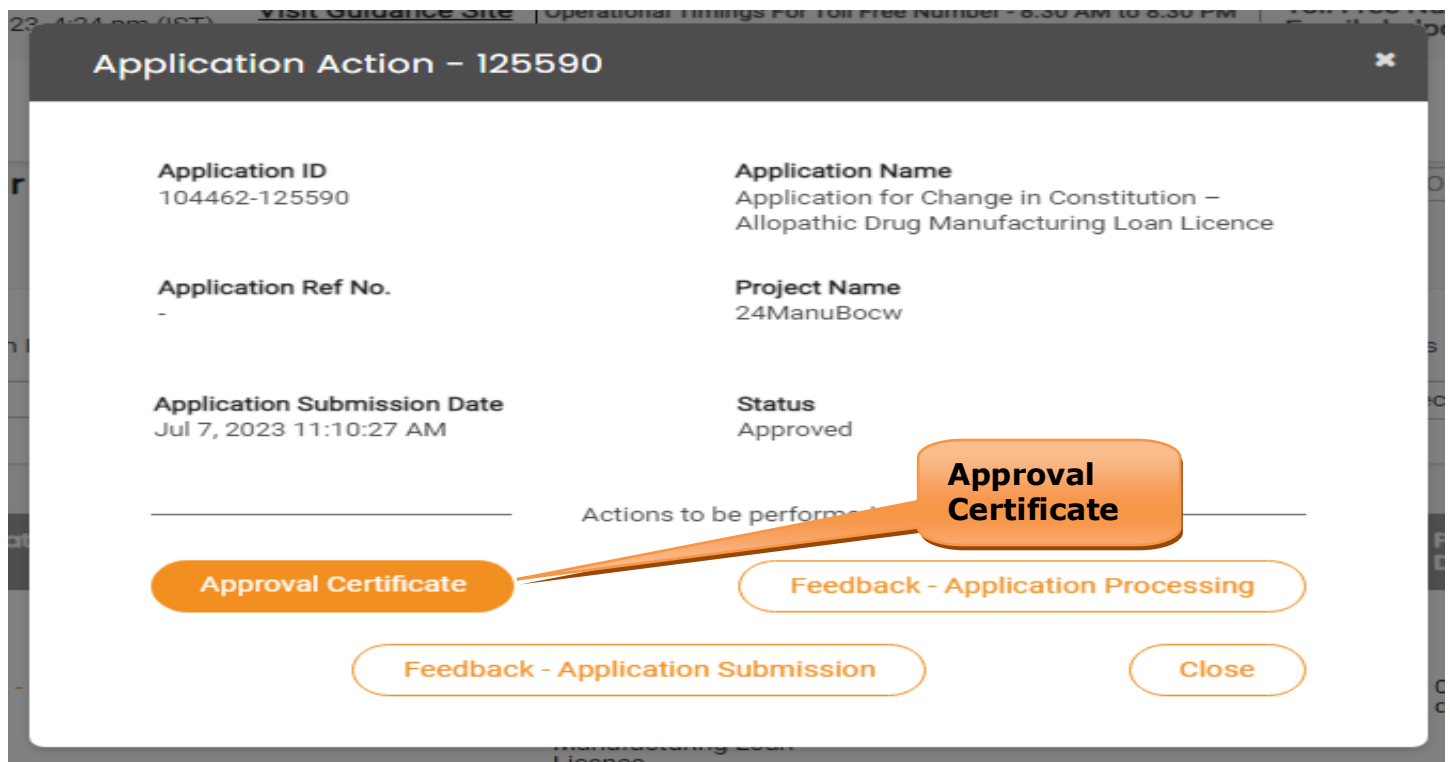
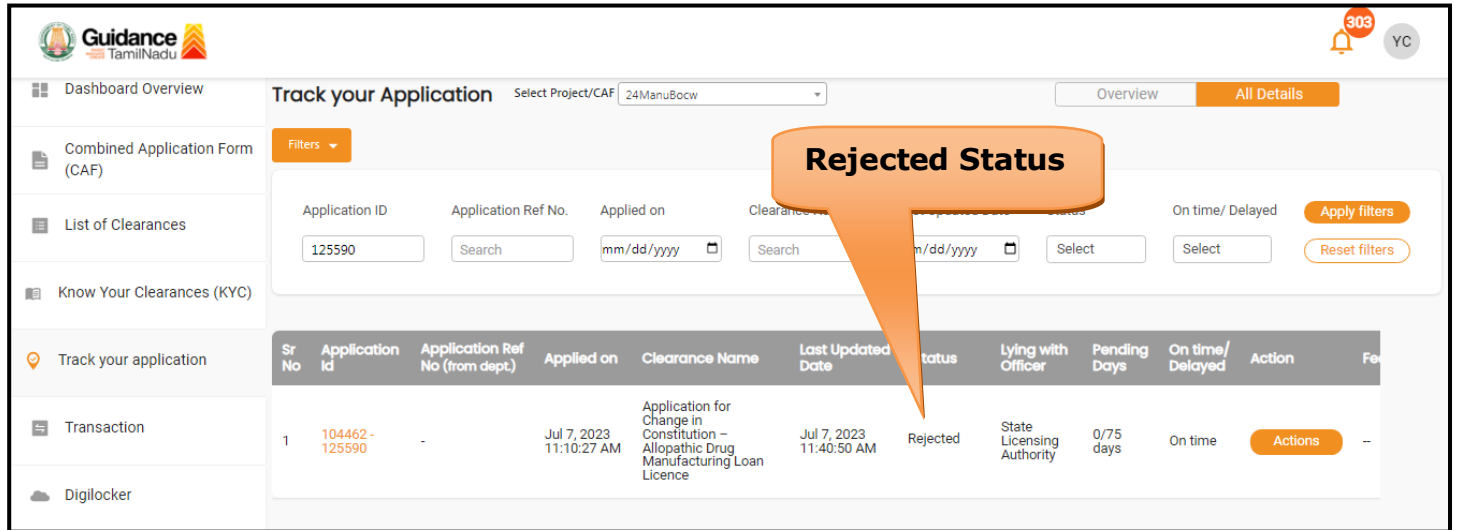


Figure 34. Download the Approval Certificate

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 125590. The application was applied on Jul 7, 2023 at 11:10:27 AM. The clearance name is 'Application for Change in Constitution – Allopathic Drug Manufacturing Loan Licence'. The status is 'Rejected'. The application is lying with the State Licensing Authority, with 0/75 pending days. The status is 'On time'. 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 - 125590	-	Jul 7, 2023 11:10:27 AM	Application for Change in Constitution – Allopathic Drug Manufacturing Loan Licence	Jul 7, 2023 11:40:50 AM	Rejected	State Licensing Authority	0/75 days	On time	Actions

Figure 35. Rejected Status

