



TAMIL NADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Application for Change of Premises – 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:

- URL:** tnswp.com/DIGIGOV/swp-tnswp.jsp
- Page Title:** A Tamil Nadu Government Portal
- Date/Time:** Wednesday, 30 November 2022, 10:11 pm (IST)
- Operational Timings:** 8:30 AM to 8:30 PM
- Contact Info:** Toll Free Number: 18002583878, Email: helpdesk@investtn.in
- Navigation:** Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, Help & Support, Register, Login
- Header:** Tamil Nadu Government Portal, Visit Guidance Site, Industrial Helpline, English
- Main Content:**
 - TAMIL NADU Leading the Nation**
 - #1** Number of Factories in India
 - #1** Number of Operational SEZs in India
 - #1** Governance & Political Stability (N-SIPI 2019)
 - #1** International and Domestic Tourist Arrivals
 - #1** Best Performing State (India Today State of the State Award 2018, 2019 & 2020)
 - #2** Sustainable Development Goals (SDG) Index 2020-21 (NITI Aayog)
 - #2** Second Largest Economy in India
 - #2** Best Governed State (Public Affairs Index 2020)
 - #2** Job Creation Under IBPS Scheme
 - #2** Growth, Innovation and Leadership Index 2019 (Frost & Sullivan)
- Footer:** Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless. **TN Single Window Fee Slab for Large Industries**

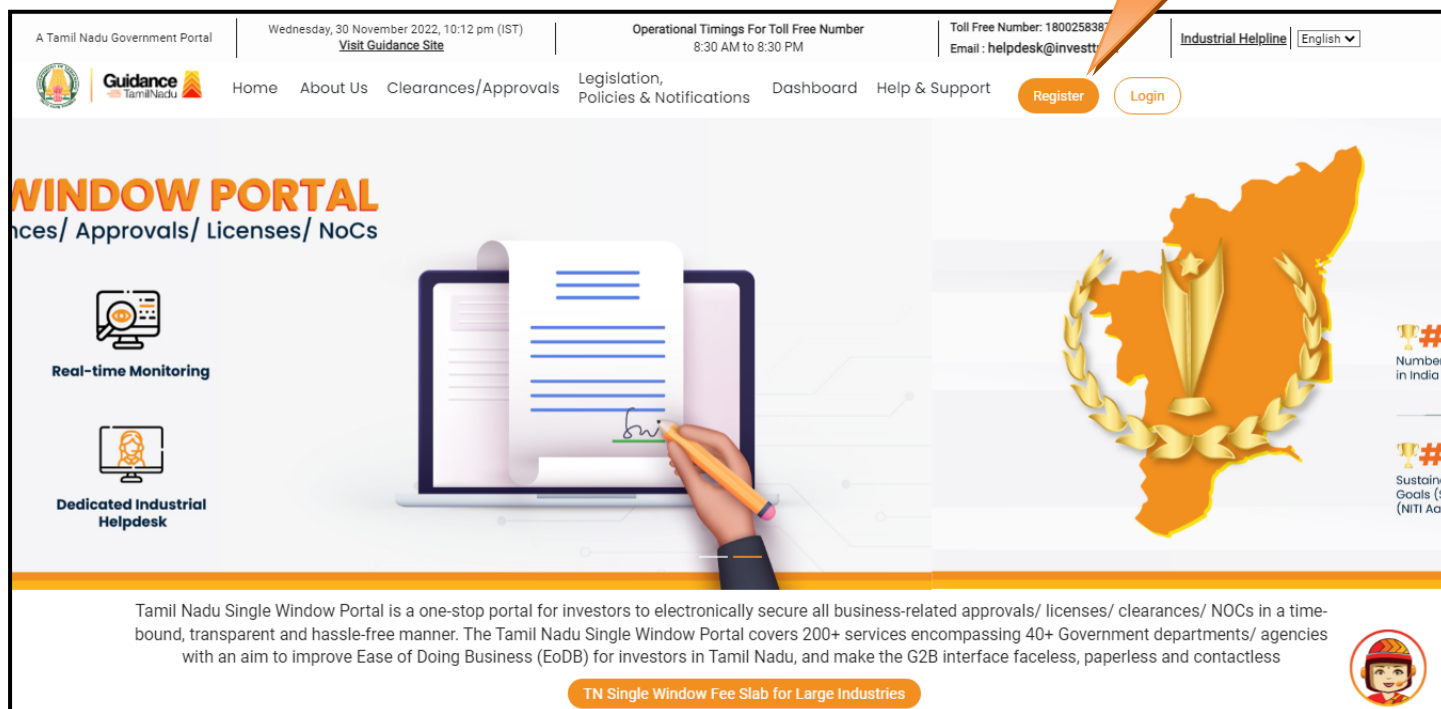
Figure 1. Single Window Portal Home Page

2. Registration

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

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

Register
on TNSWP



A Tamil Nadu Government Portal | Wednesday, 30 November 2022, 10:12 pm (IST) | Visit Guidance Site | Operational Timings For Toll Free Number 8:30 AM to 8:30 PM | Toll Free Number: 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.

**Welcome to
Tamil Nadu Single Window Portal**

Investment Portal

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

New Registration

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

Applicant First Name

Applicant Last Name

Designation of the Applicant

Date of Birth

PAN Number of Company

Name of Company

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.

o **Mobile Number Verification**

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

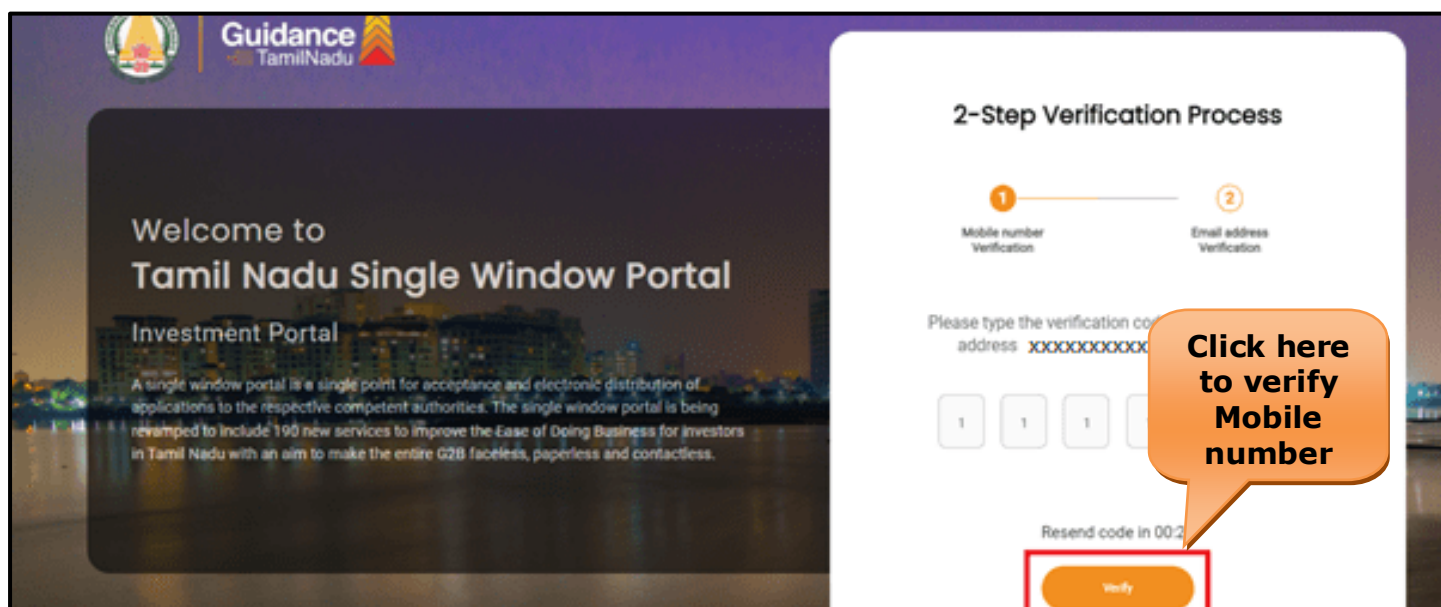


Figure 5. Mobile Number Verification

o **Email ID Verification**

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

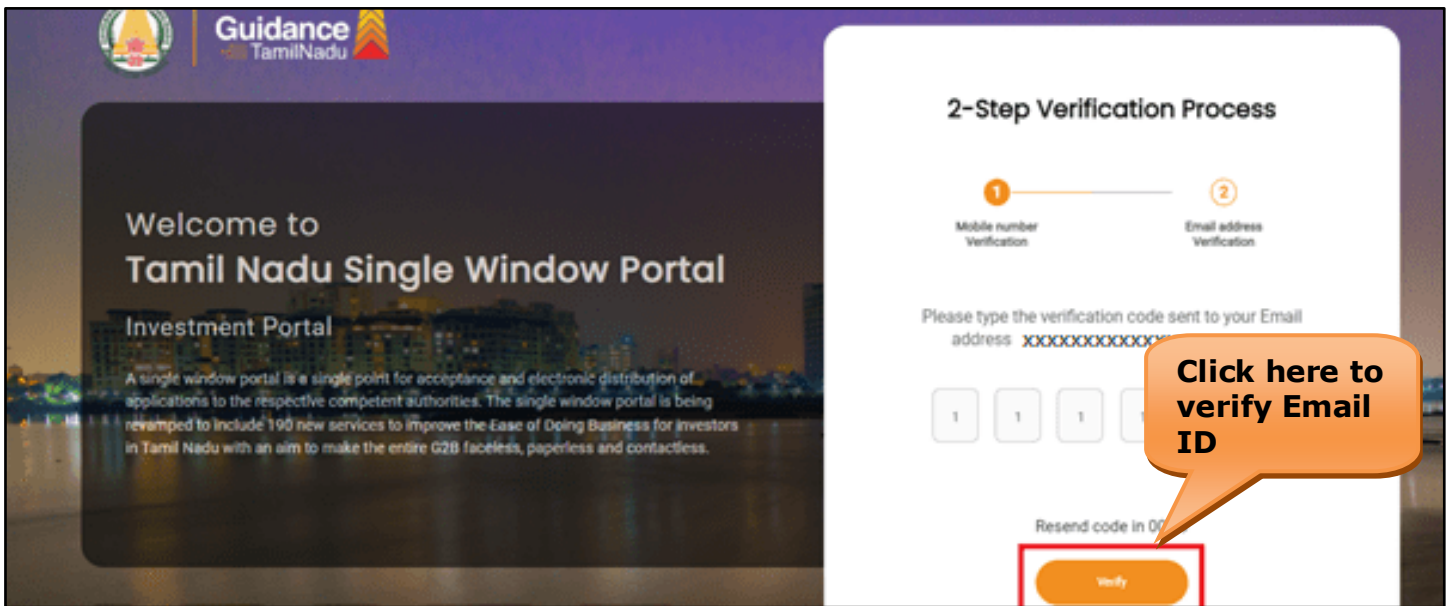


Figure 6. Email ID Verification

- 3) After completion of 2-Step Verification process, registration confirmation message will pop-up stating as '**Your registration was successful**' (Refer Figure 7).
- 4) Registration process is completed successfully.

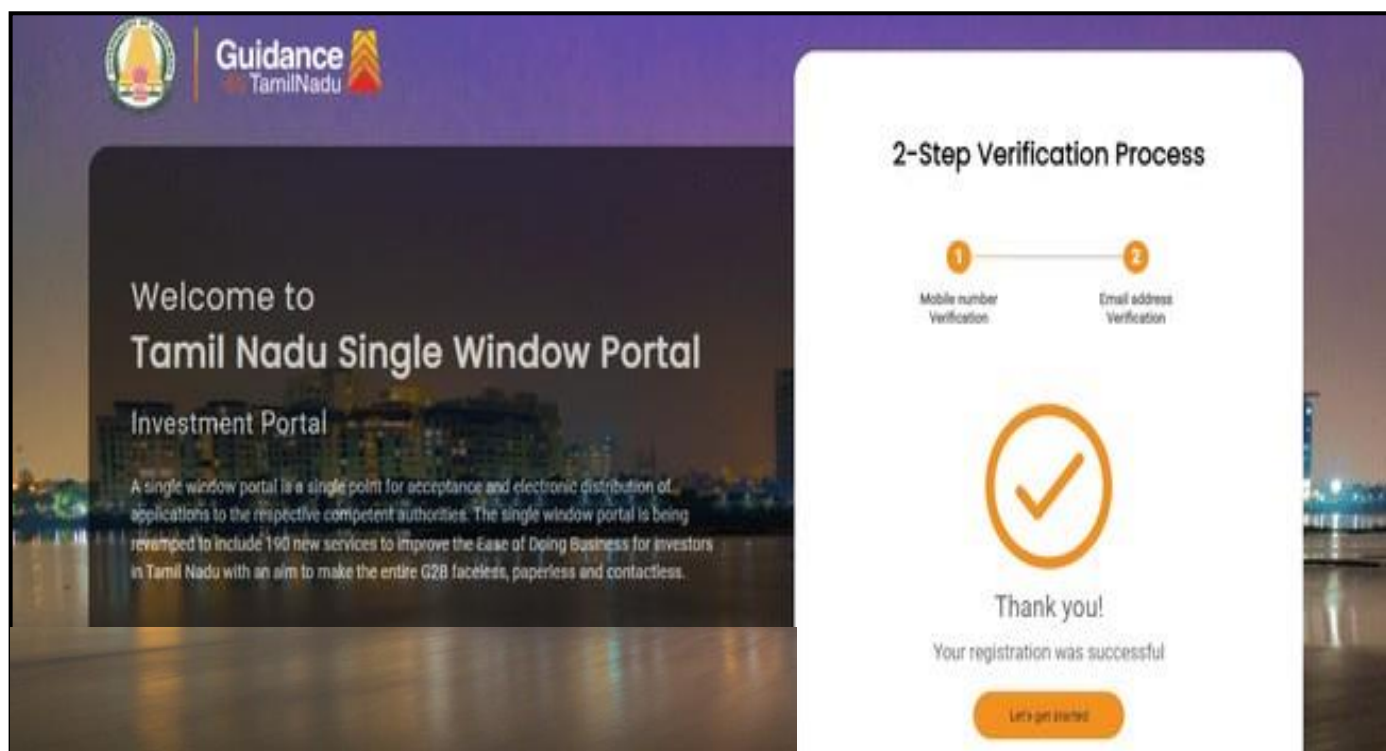


Figure 7. Registration Confirmation Pop-Up

4. Login

- 1) The Applicant can login to TNSWP with the Username and Password created during the registration process.
- 2) Click on login button to enter TNSWP.

**Login to
TNSWP**

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

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

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

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

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

 At the bottom of the page, there is a text block: "Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless". Below this text is a button labeled "TN Single Window Fee Slab for Large Industries" and a small 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.

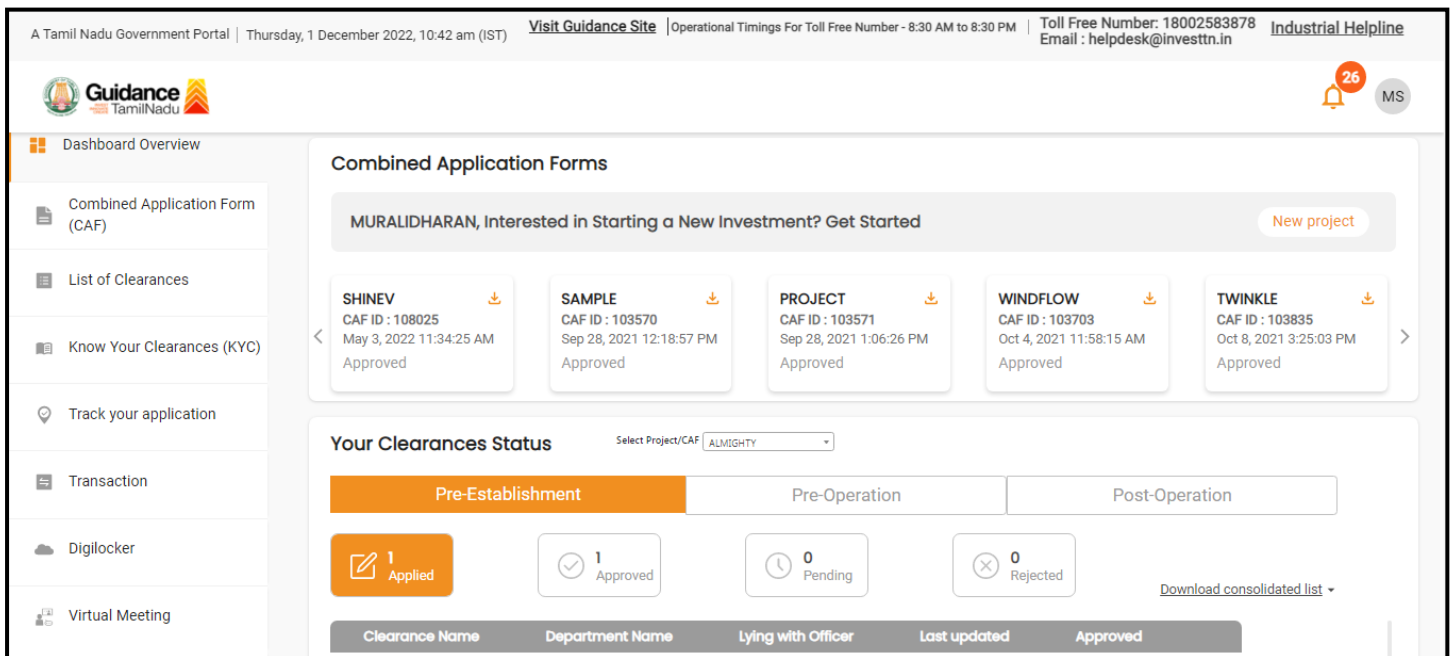
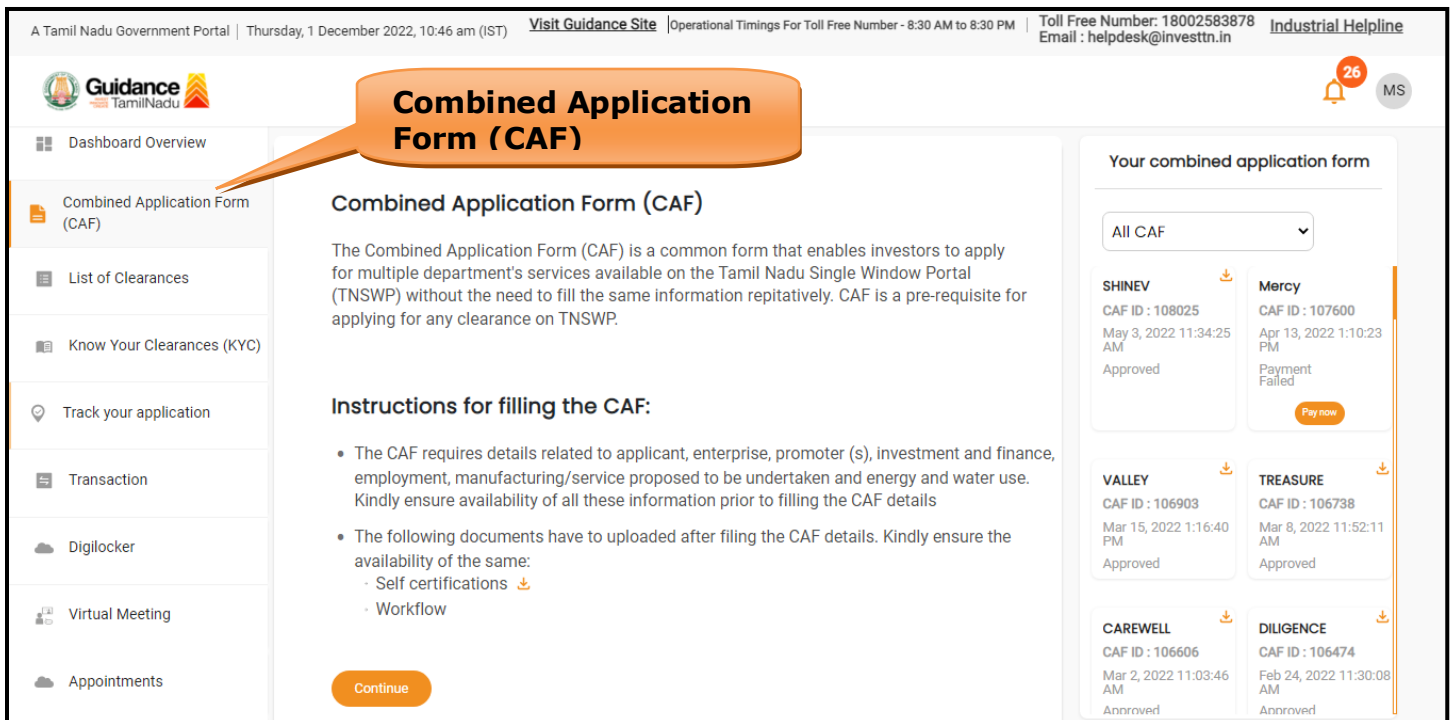


Figure 9. Dashboard Overview

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 is titled 'Combined Application Form (CAF)' and provides a description of the form and instructions for filling it out. The right-hand panel, titled 'Your combined application form', shows a list of CAFs for various projects, including SHINEV, Mercy, VALLEY, TREASURE, CAREWELL, and DILIGENCE, with their respective CAF IDs, dates, and statuses.

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)

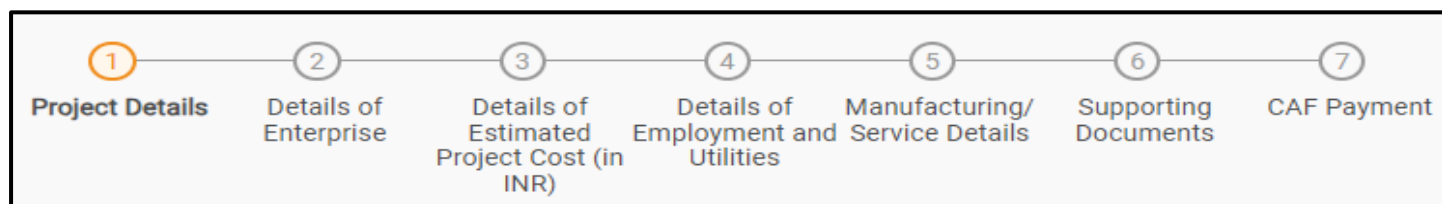


Figure 11. Section of Combined Application Form (CAF)

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).

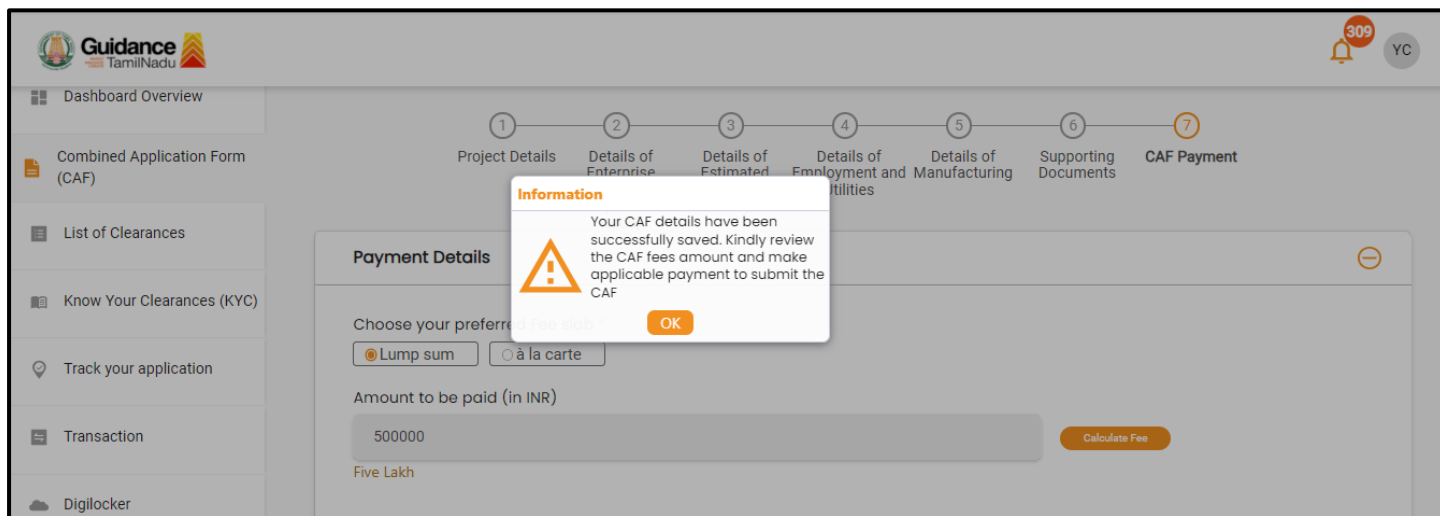


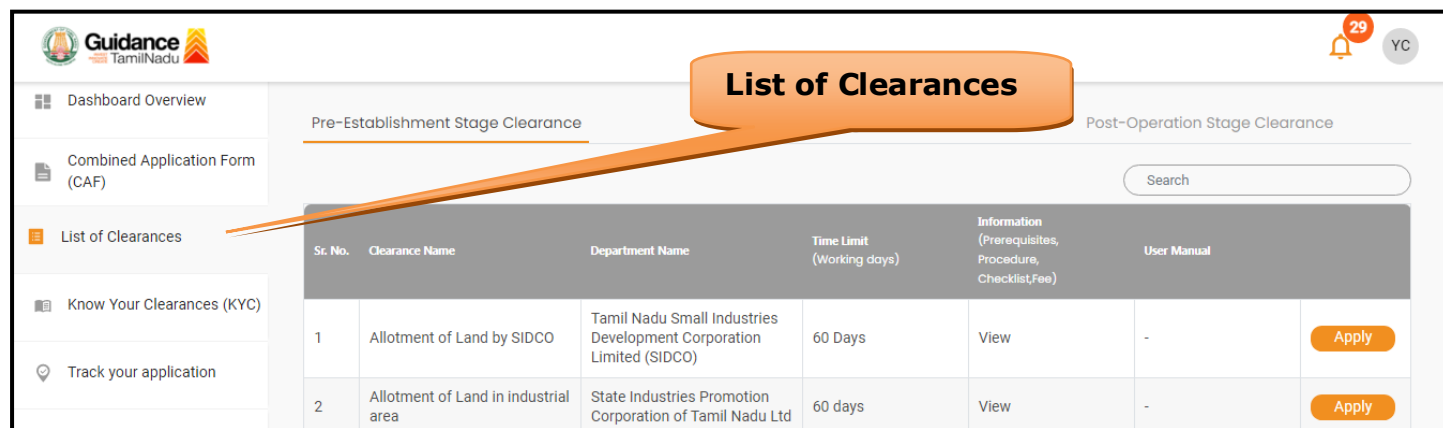
Figure 12. Combined Application Form (CAF)- Confirmation Message

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 Change of Premises – Allopathic Drug Manufacturing Loan Licence

1. Click on “List of Clearances”



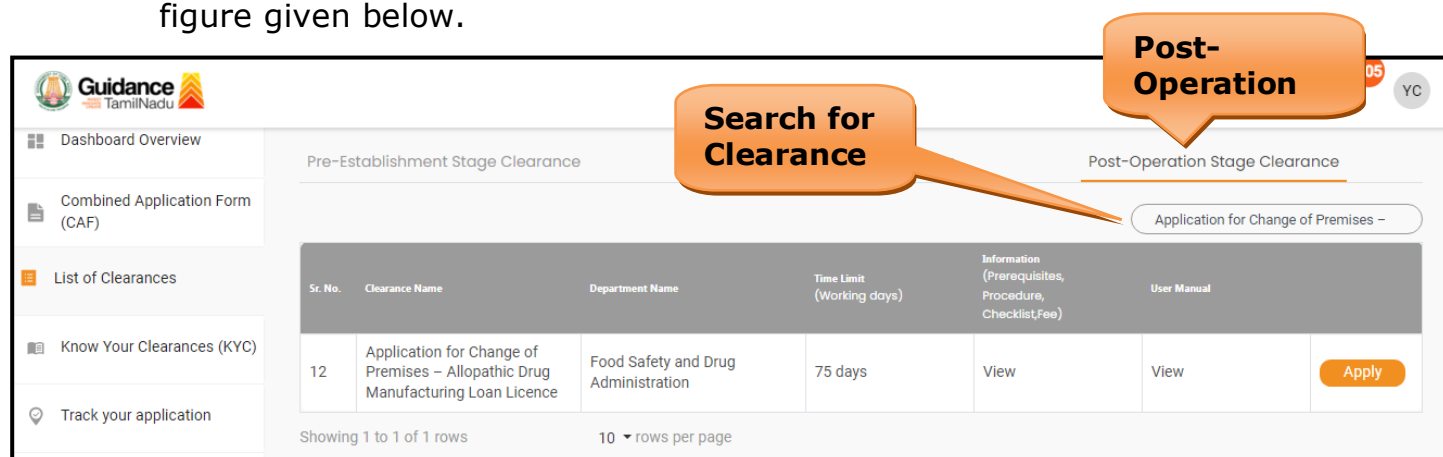
Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
1	Allotment of Land by SIDCO	Tamil Nadu Small Industries Development Corporation Limited (SIDCO)	60 Days	View	-	Apply
2	Allotment of Land in industrial area	State Industries 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 Loan 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	
12	Application for Change of Premises – Allopathic Drug Manufacturing Loan 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 'Guidance TamilNadu' dashboard. On the left, there is a sidebar menu with options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), and Track your application. The main content area shows a table of clearances under the heading 'Application for Change of Premises -'. The table has columns for Sr. No., Clearance Name, Department Name, Information (Prerequisites, Procedure, Checklist, Fee), and User Mas. A single row is visible with the following data:

Sr. No.	Clearance Name	Department Name	Information (Prerequisites, Procedure, Checklist, Fee)	User Mas.
12	Application for Change of Premises – Allopathic Drug Manufacturing Loan Licence	Food Safety and Drug Administration	View	View

Below the table, it says 'Showing 1 to 1 of 1 rows' and '10 rows per page'. Two callout boxes are overlaid on the table: one pointing to the 'View' button in the 'Information' column, labeled 'View Information', and another pointing to the 'Apply' button in the 'User Mas.' column, labeled 'Apply for Clearance'.

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. Details of Product Applied

C. Product Details

D. Technical Personnel/Competent Persons Details

E. Fee Details

F. Contact Details

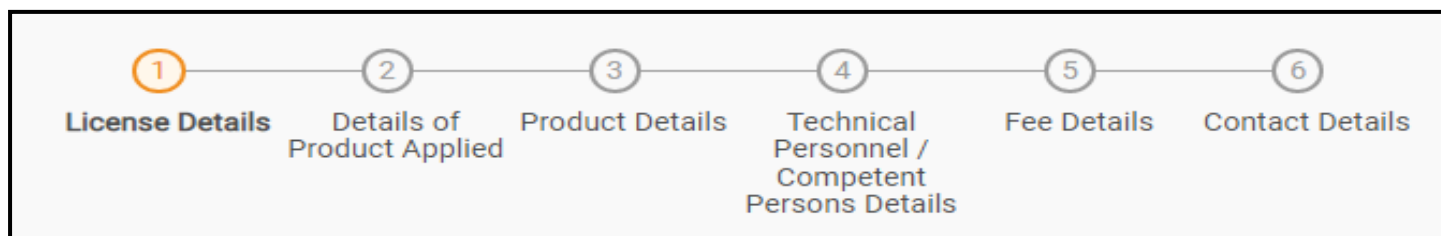


Figure 16. Five Section of Applicant Details

Contact Details

Contact Details

Contact Person *
Yokesh Chinnakannu

Primary Mobile Number *
9092653218

Secondary Mobile Number

Email ID *
yokesh4995@gmail.com

Click on 'Save'

Previous Next Save Reset Save As Draft

Figure 17. Contact Details

Token ID

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

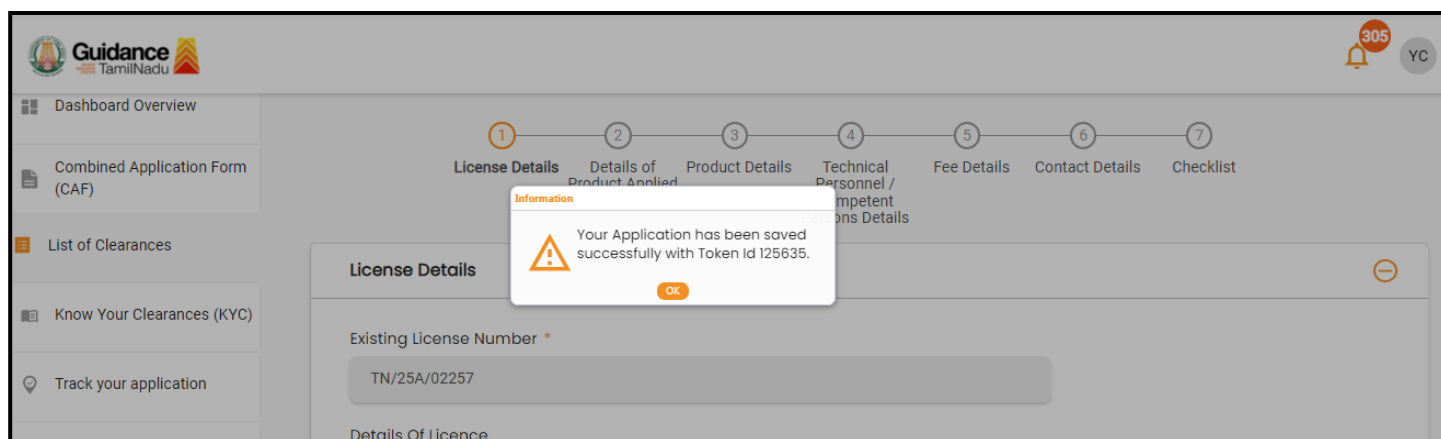
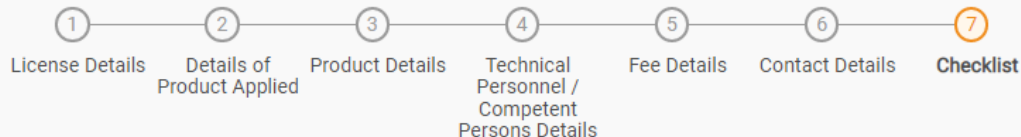


Figure 18. Token ID Generated

Checklist

- 1) The following supporting documents need to be uploaded by the applicant as per the notes given.
- 2) Maximum 10 MB Allowed (Only .DOC, .PDF, .XLS, .BMP, .GIF, .JPEG, .PNG, .PPTX, .DOCX, .XLSX, .ZIP, .KML are allowed).
- 3) In case of multiple documents, please upload in zip format.






Attachments

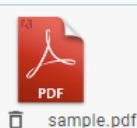


Note 1: Maximum 10 MB Allowed (Only .DOC, .PDF, .XLS, .BMP, .GIF, .JPEG, .PNG, .PPTX, .DOCX, .XLSX, .ZIP, .KML are allowed)

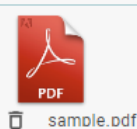
Note 2: In case of multiple documents, please upload in zip format

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 / Authorisation Letter)	 sample.pdf
4	<input type="checkbox"/> Drug manufacturing Licences Copy, if any	Drag & Drop Browse Files DigiLocker
5	<input type="checkbox"/> Previously issued Form 29 Copy, if any	Drag & Drop Browse Files DigiLocker

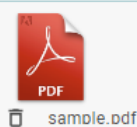
6 Document relating to constitution of concerned firm/ Company/ LLP and others. Proprietorship: Declaration Form Partnership Firm: Partnership Deed Limited Liability Partnership: LLP deed, Registration Certificate of ROC Pvt. Ltd. / Ltd: Memorandum and articles of association, Registration Certificate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



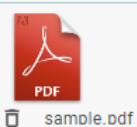
7 Bio-data (with photograph) of the Applicant (s) To be enclosed for each applicant separately, in case there are multiple applicants.



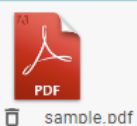
8 Educational qualification certificate(s) of the Technical Staff (s) (Starting from Minimum Educational Qualification as specified in the Drugs Rules, 1945)



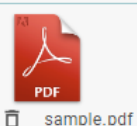
9 Experience Certificate of the Technical Staff (s)



10 Digitally Signed Self-Certification by each Technical Staff stating that He / She is a full time employee of the Firm under consideration



11 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.



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



sample.pdf

13 Rental agreement of the premises, if applicable

Drag & Drop

[Browse Files](#)

[DigiLocker](#)

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



sample.pdf

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



sample.pdf

16 List of analytical instruments and equipment for analysis



sample.pdf

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




sample.pdf

18 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 19. Checklist

9. Payment Process

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

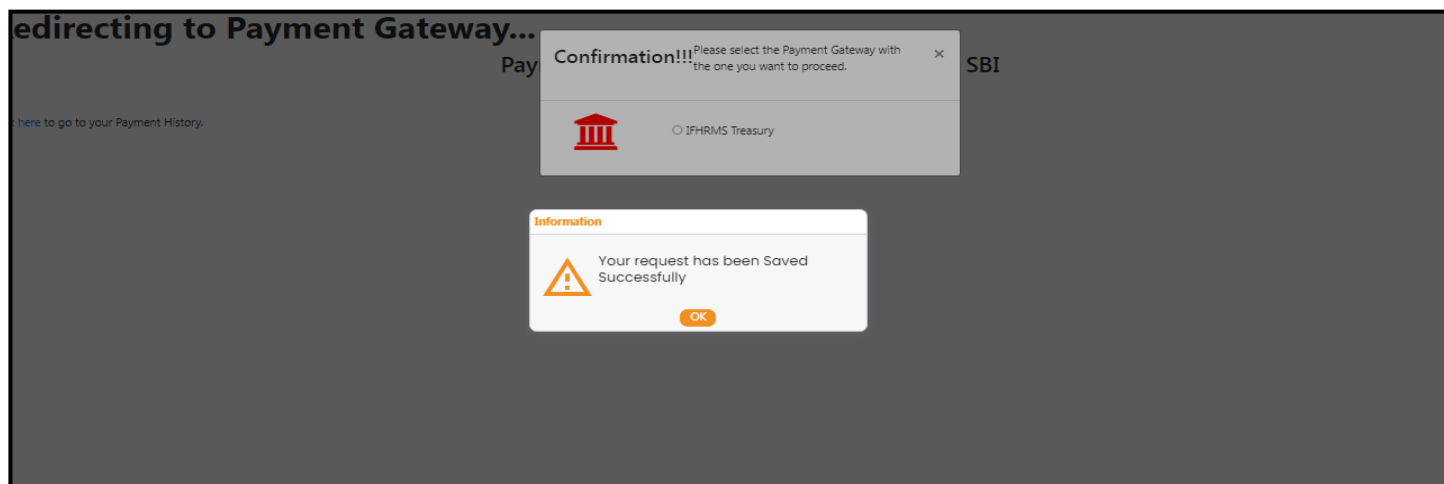


Figure 20. Request Saved Successfully

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

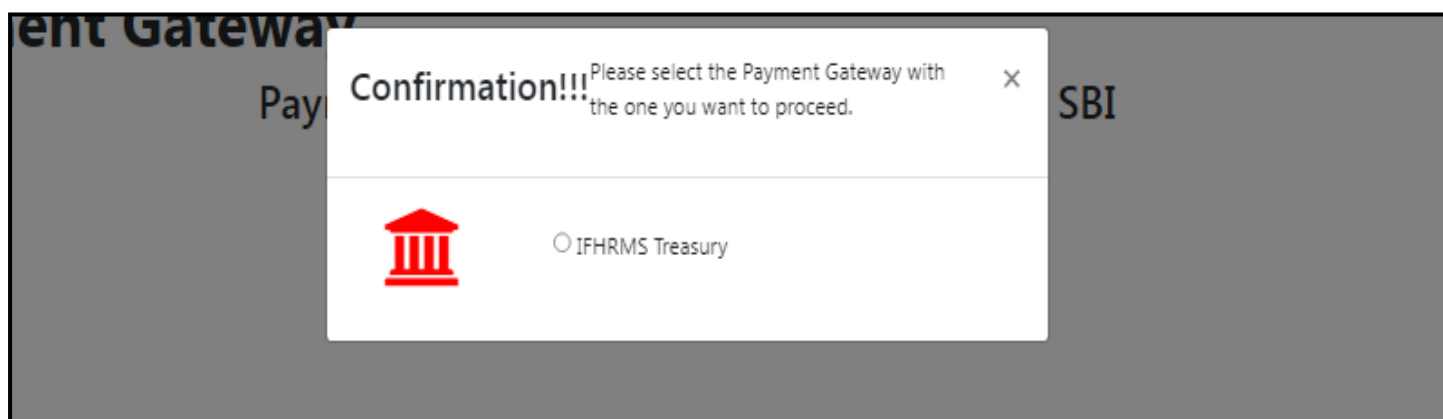


Figure 21. Payment Process

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

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

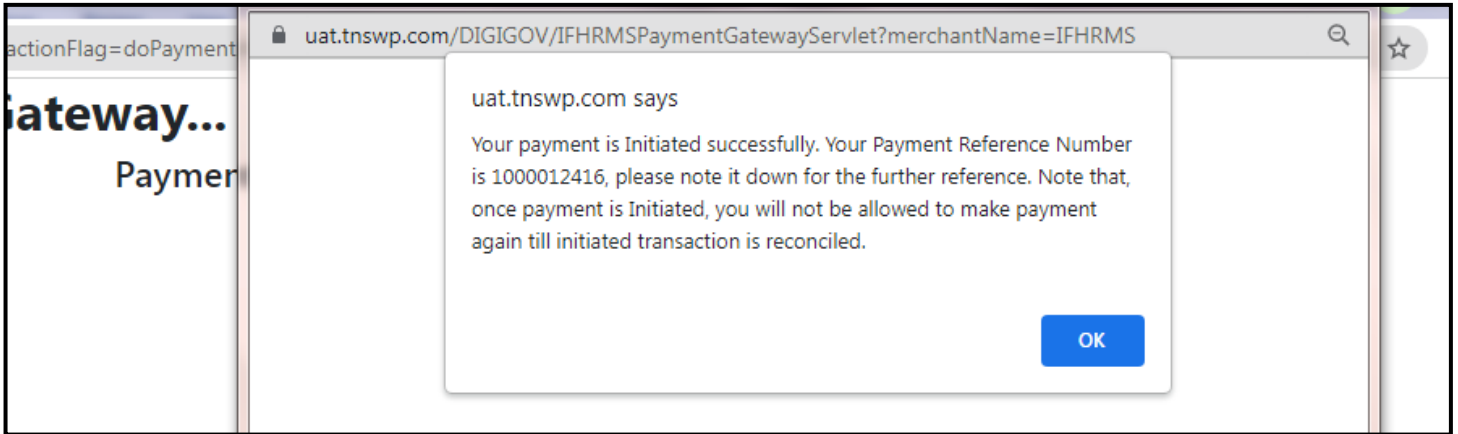


Figure 22. Payment Reference Number

6) After the applicant has completed the payment process, the application is submitted successfully to the Department for further processing. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**

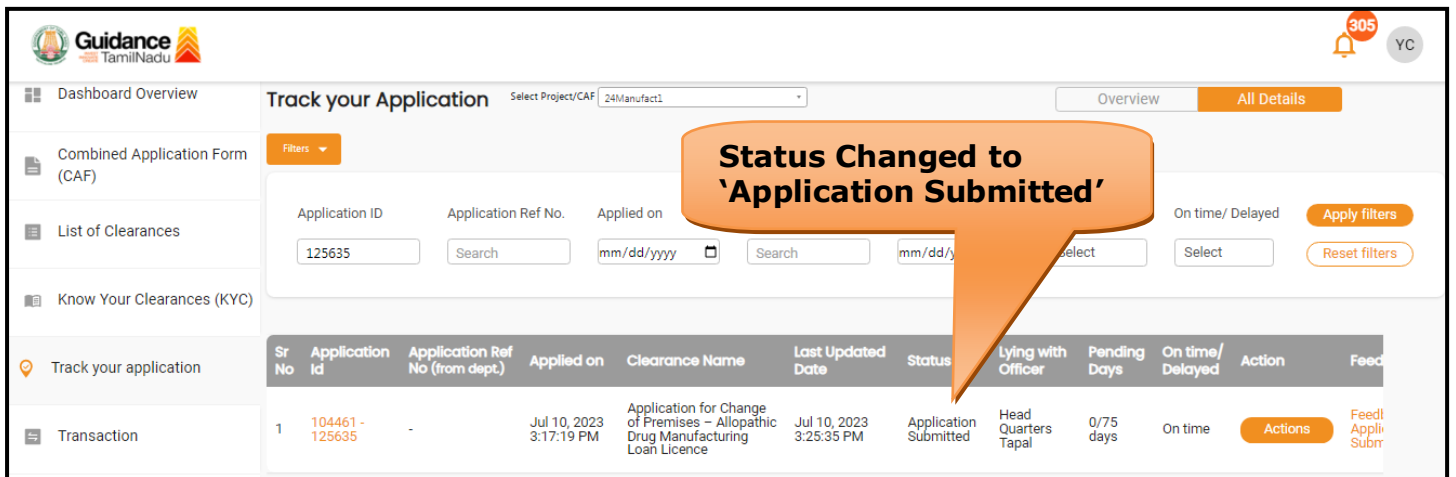


Figure 23. Application Submitted

10. Track Your Application

1) After submitting the application, unique 'token ID' would be generated. Using the 'Token ID' the Applicant can track the status of clearances by clicking on 'Track your application' option.'

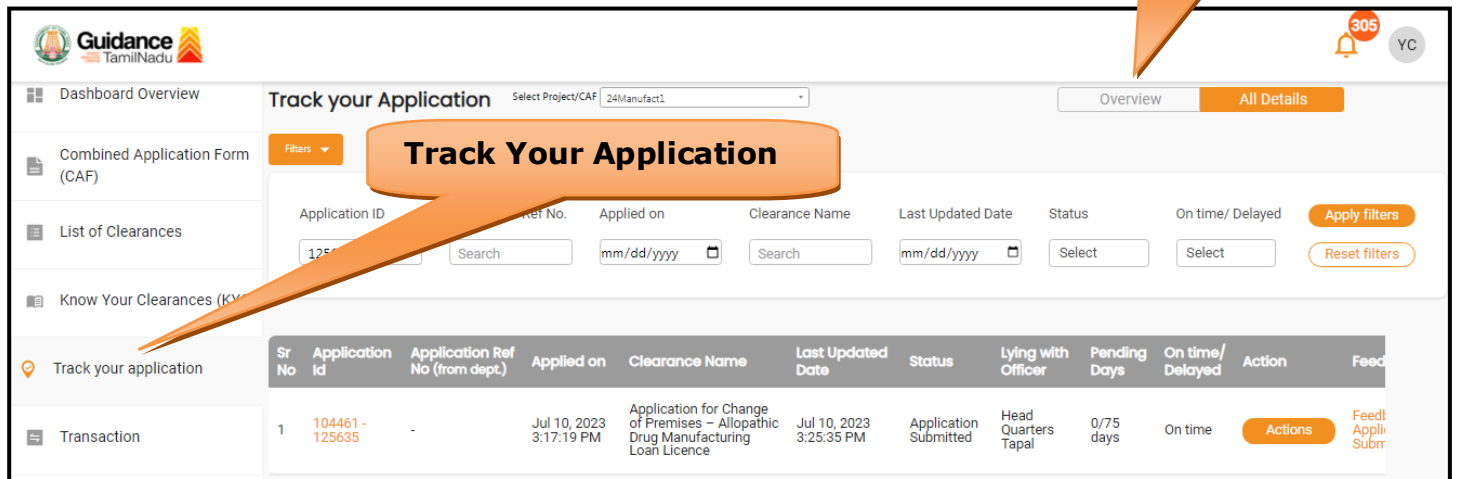
2) Applicant to choose the name of the project created during CAF from the dropdown 'Select project / CAF' displayed at the top of the page.

- **Track your application– Overview option**

By clicking on 'Overview' tab, Applicant can view the count of various clearance statuses as follows.

- **Total Pending Clearances**
- **Total Approved Clearances**
- **Total Rejected Clearances**

Overview of application



Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/Delayed	Action	Feed
1	104461-125635	-	Jul 10, 2023 3:17:19 PM	Application for Change of Premises – Allopathic Drug Manufacturing Loan Licence	Jul 10, 2023 3:25:35 PM	Application Submitted	Head Quarters Tapal	0/75 days	On time	Actions	Feed Appli Subr

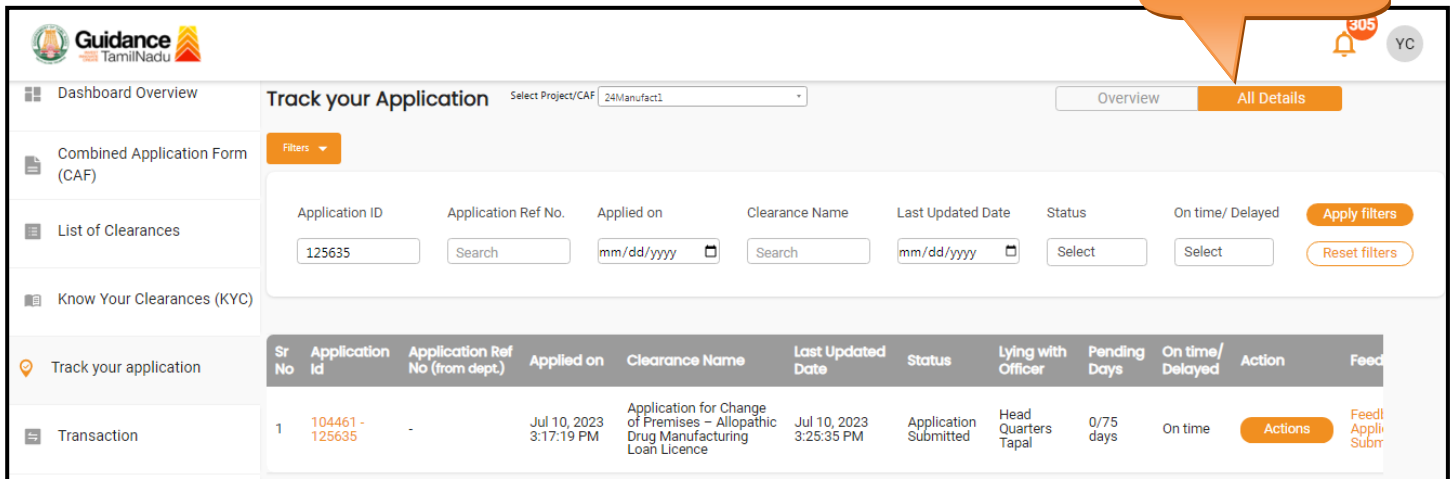
Figure 24. Track your Application

- **Track your application– ‘All details’ option**

By clicking on ‘All details’ tab, Applicant can view the following statuses of the list of clearances applied for the specified project.

- **Applied on**
- **Last updated date**
- **Status of the application**
- **Lying with officer**
- **Pending days**
- **On time / Delayed Action**

All Details Options

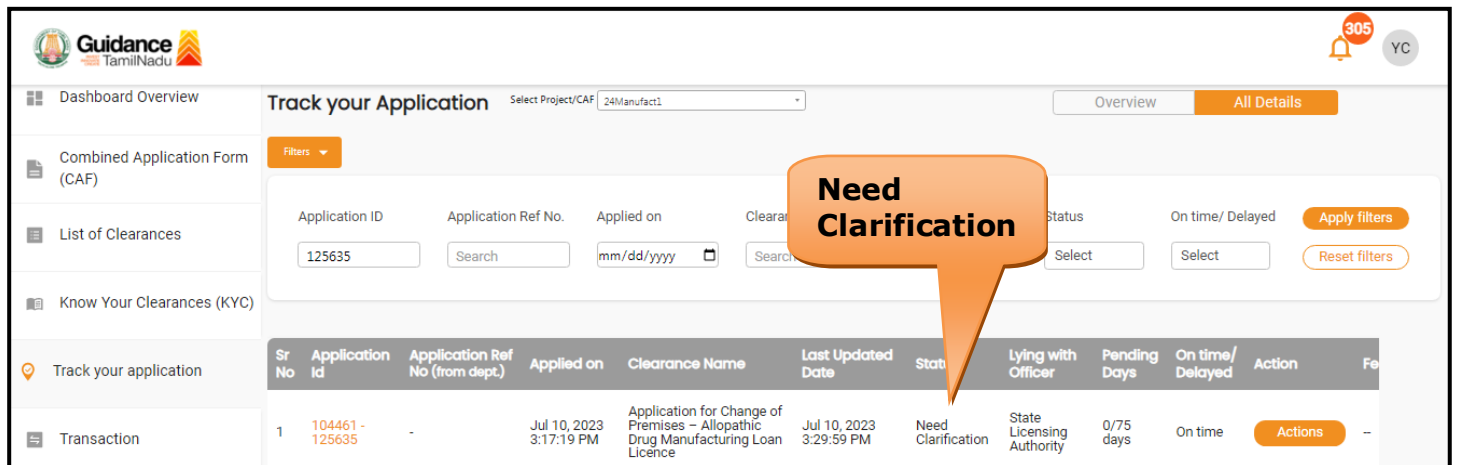


Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/Delayed	Action	Feed
1	104461 - 125635	-	Jul 10, 2023 3:17:19 PM	Application for Change of Premises – Allopathic Drug Manufacturing Loan Licence	Jul 10, 2023 3:25:35 PM	Application Submitted	Head Quarters Tapal	0/75 days	On time	Actions	Feed Appli Subr

Figure 25. ‘All details’ tab

11. Query Clarification

- 1) After submitting the application to the Drugs department, the State Licensing Authority officer reviews the application and if there are any clarifications required, the State Licensing Authority officer would raise a query to the applicant.
- 2) Applicant would receive an alert message through Registered SMS/Email.
- 3) Applicant could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.
- 4) Applicant could view the status as '**Need Clarification**' under the 'Status' column. Click on 'Action' button to respond the query as shown in the below figure.



The screenshot shows the 'Track your Application' page with a table of application records. An orange callout bubble points to the 'Status' column of the first record, which is 'Need Clarification'.

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	104461 - 125635	-	Jul 10, 2023 3:17:19 PM	Application for Change of Premises – Allopathic Drug Manufacturing Loan Licence	Jul 10, 2023 3:29:59 PM	Need Clarification	State Licensing Authority	0/75 days	On time	Actions

Figure 26. Need Clarification

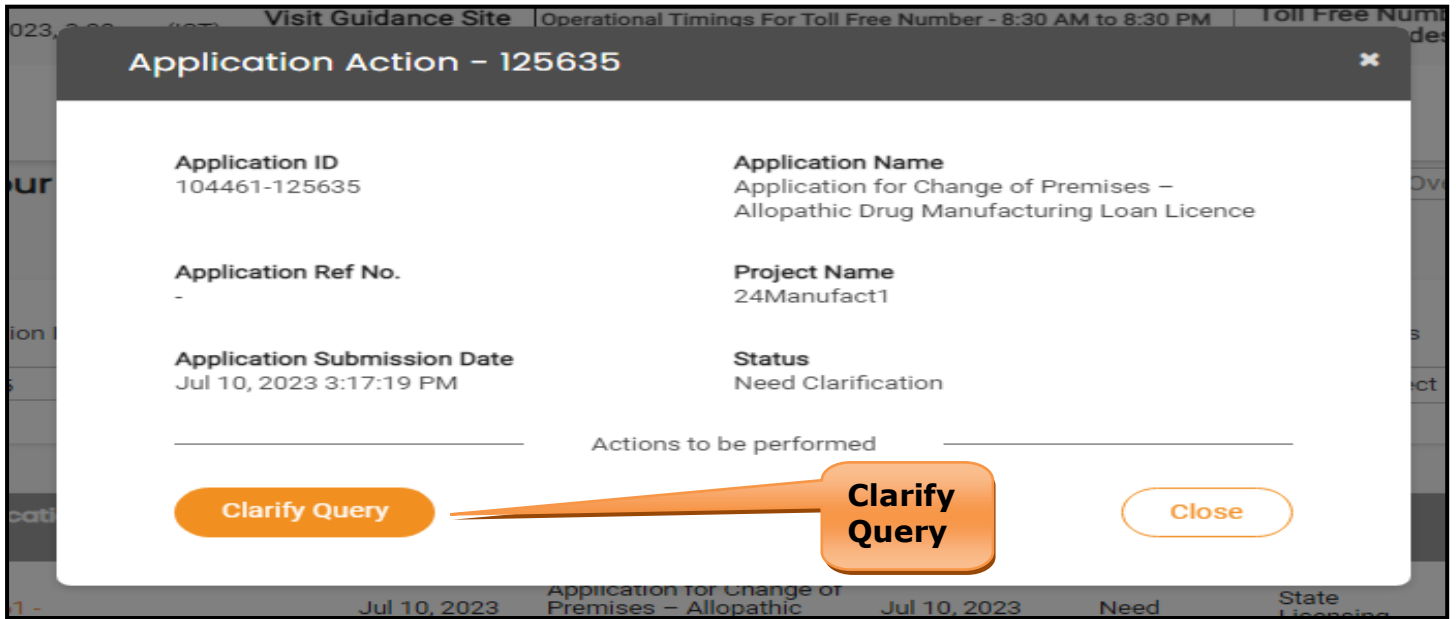


Figure 27. Clarify Query

- 5) The Applicant clicks on '**Clarify Query**' button and responds to the Query.
- 6) The Application gets submitted to the department after the query has been addressed by the Applicant.
- 7) The Status of the application changes from 'Need clarification' to '**Under Process**' after the Applicant submits the query.

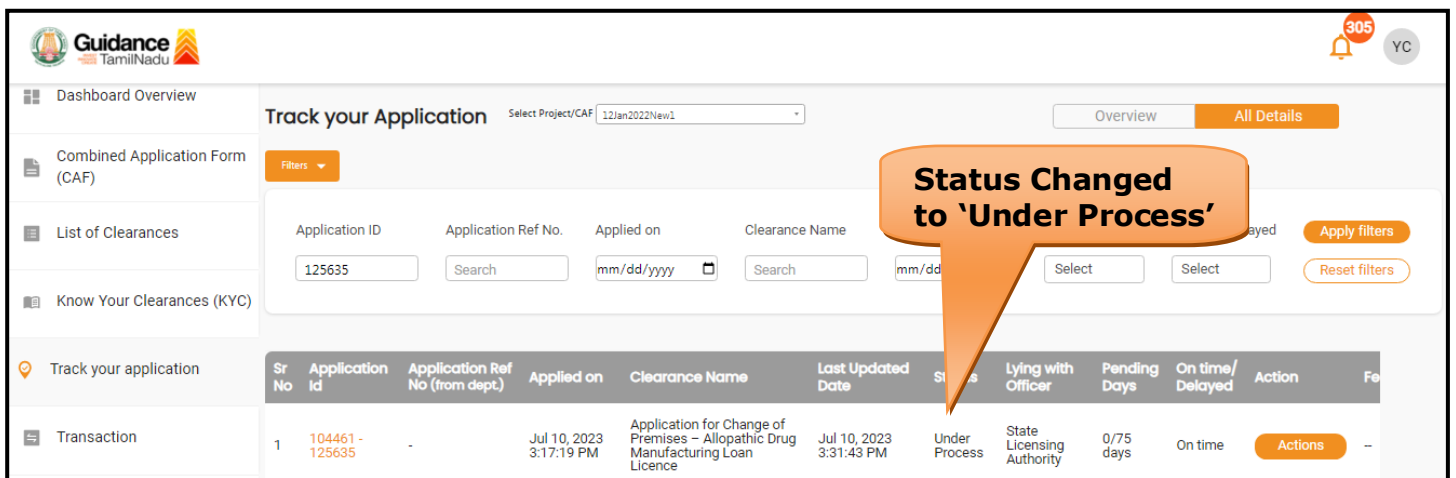


Figure 28. Application under Process

12. Inspection Schedule

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

The screenshot shows the 'Track your Application' interface. A callout bubble points to the 'Inspection Scheduled' status in the table. The 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	104461 - 125635	-	Jul 10, 2023 3:17:19 PM	Application for Change of Premises – Allopathic Drug Manufacturing Loan Licence	Jul 10, 2023 3:35:37 PM	Inspection Scheduled	State Licensing Authority	0/75 days	On time	Actions

Figure 29. Inspection Scheduled

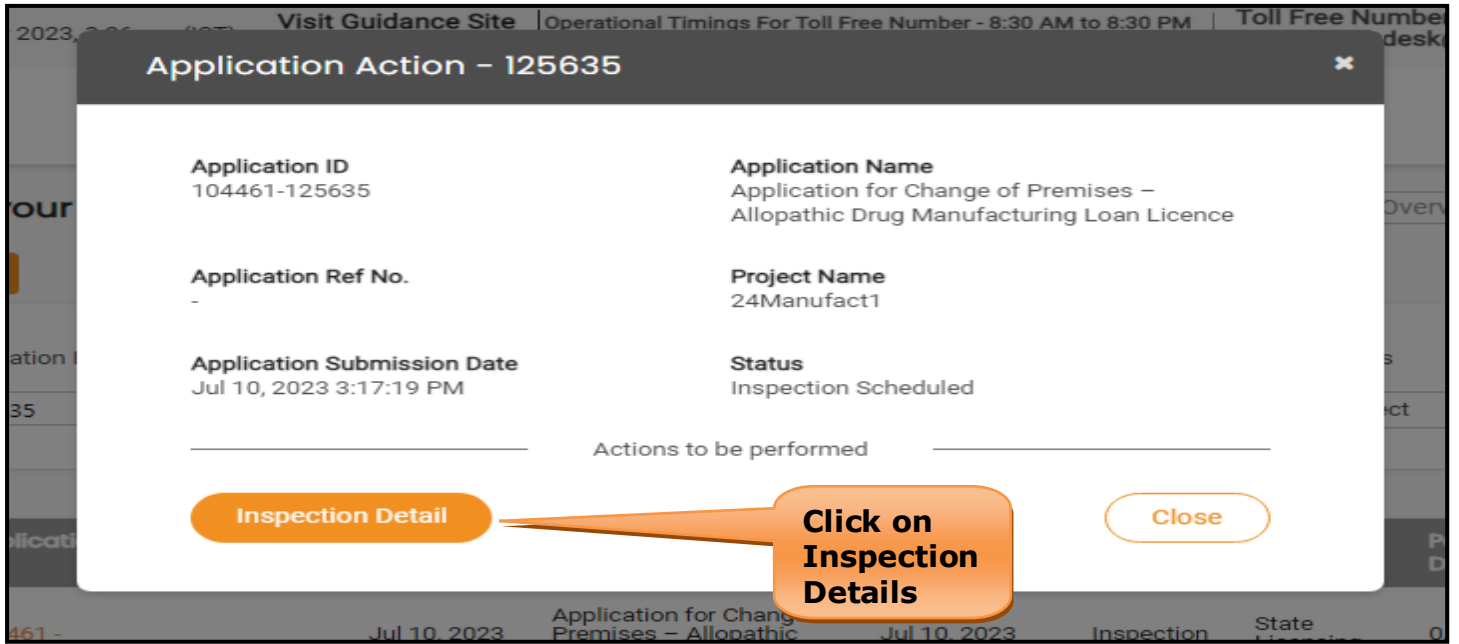


Figure 30. Inspection Date

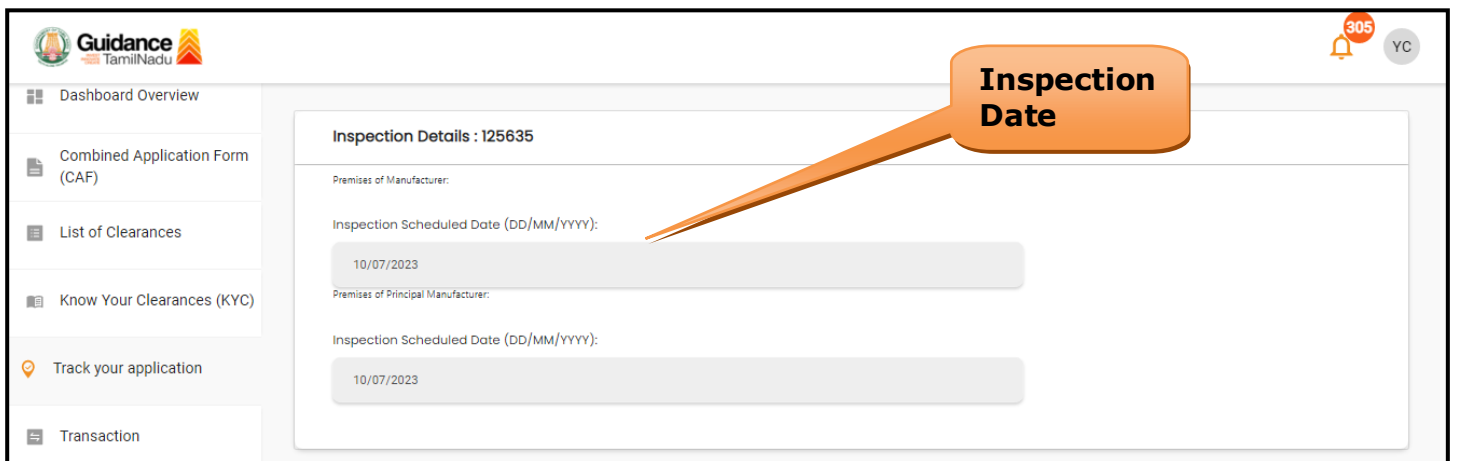


Figure 31. Inspection Details

13. Application Processing

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

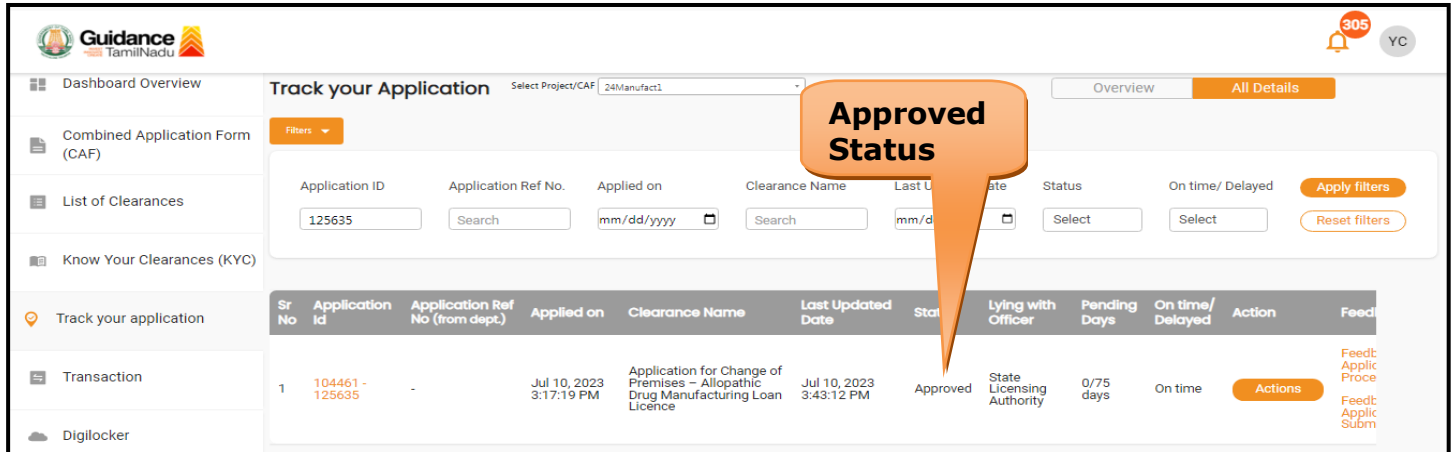


Figure 32. Application Processed

2) If the application is **‘Approved’** by the Department, the applicant can download the Approval Certificate under **‘Track your application – > ‘Action’** button -> **Download certificate** (Refer Figure 33)

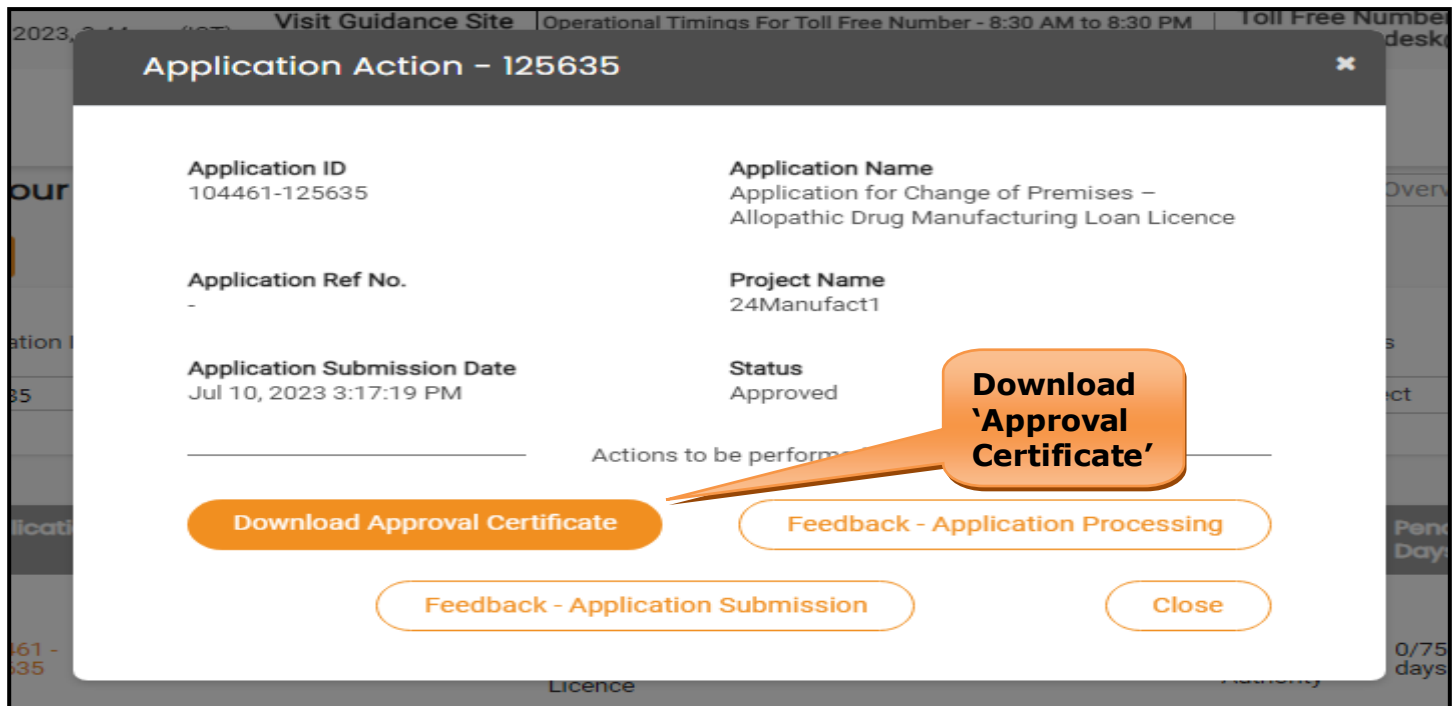
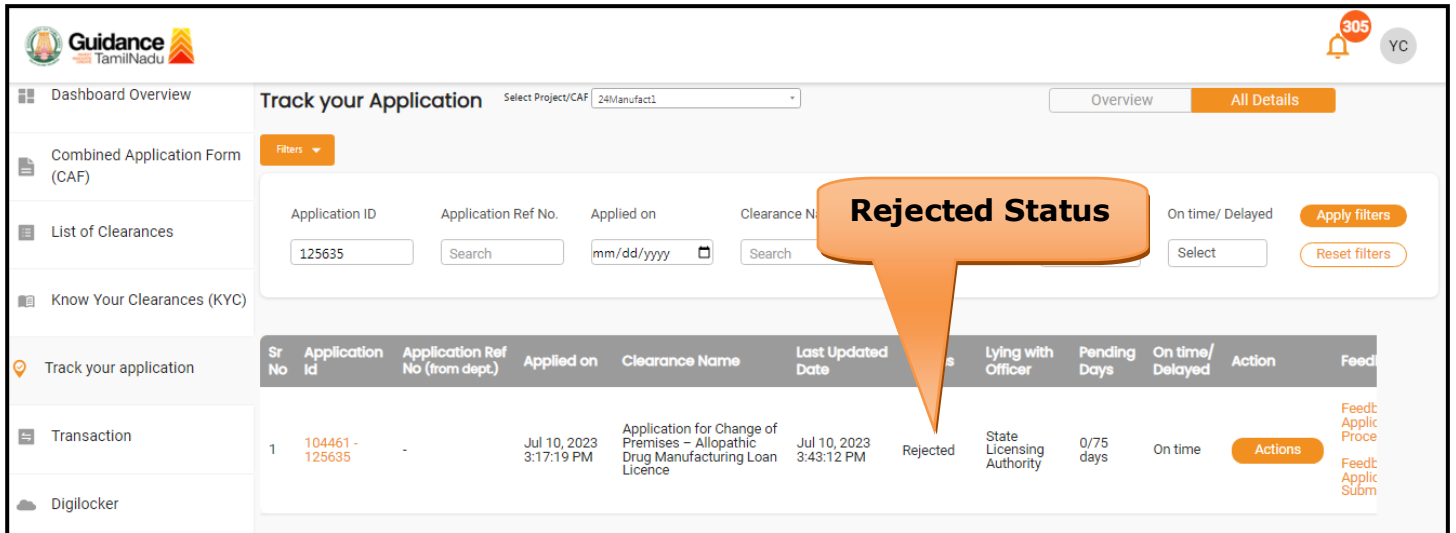


Figure 33. Download the Approved Certificate

3) If the application is '**Rejected**' by the Department, the applicant can view the rejection remarks under the Actions Tab by the department. Applicant has to create a fresh application if the application has been rejected.(Refer Figure 34)



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', 'Transaction', and 'Digilocker'. The main content area has a search filter for '125635' and a table of application records. One record is highlighted with an orange callout bubble labeled 'Rejected 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	Feed
1	104461 - 125635	-	Jul 10, 2023 3:17:19 PM	Application for Change of Premises – Allopathic Drug Manufacturing Loan Licence	Jul 10, 2023 3:43:12 PM	Rejected	State Licensing Authority	0/75 days	On time	Actions	Feed: Applic Proce Feed: Applic Subm

Figure 34. Rejected Status

