



## **TAMIL NADU SINGLE WINDOW PORTAL**

### **APPLICANT MANUAL**

**Issuance of Certificate (without product) not covered under Drugs and Cosmetics Act 1940. Issue of Validity Certificate, Issue of Good Manufacturing Practice Certificate, Issue of Manufacturing and Market Standing Certificate, Issue of Non-Conviction Certificate, Issue of Performance Certificate, Quality & Capacity Certificate, Good Laboratory Practice Certificate, Others**

### **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](http://www.tnswp.com))

Toll free number  
and Mail Id

A 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

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

# 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)

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: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline | English

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

# WINDOW PORTAL

Clearances/ Approvals/ Licenses/ NoCs

Real-time Monitoring

Dedicated Industrial Helpdesk

Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless

TN Single Window Fee Slab for Large Industries

Figure 2. Register

- 2) New Investor Registration page will appear (Refer Figure 3 & 4)
- 3) Select the '**Investor**' option and continue with the Registration process.
- 4) Only for applying Government to Citizen (G2C) fire clearances, click on option '**G2C clearances of Tamil Nadu fire and rescue clearances under the category individual/small enterprise**'.
- 5) The information icon ⓘ gives brief description about the fields when the applicant hovers the cursor on these icons.

**New Registration**

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

Applicant First Name

Applicant Last Name

Designation of the Applicant

Date of Birth

PAN Number of Company

Name of Company

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

**Figure 3. Registration Form**

Mobile Number

Email ID

User Name

Password  Confirm Password

Captcha

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

**Register**

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

**Figure 4. Registration Form Submission**



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

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

- '**2-Step Verification Process**' screen will appear when the applicant clicks on 'Register' button.
- **Mobile Number Verification**
  - 1) For verifying the mobile number, the verification code will be sent to the given mobile number.
  - 2) Enter the verification code and click on the '**Verify**' button.

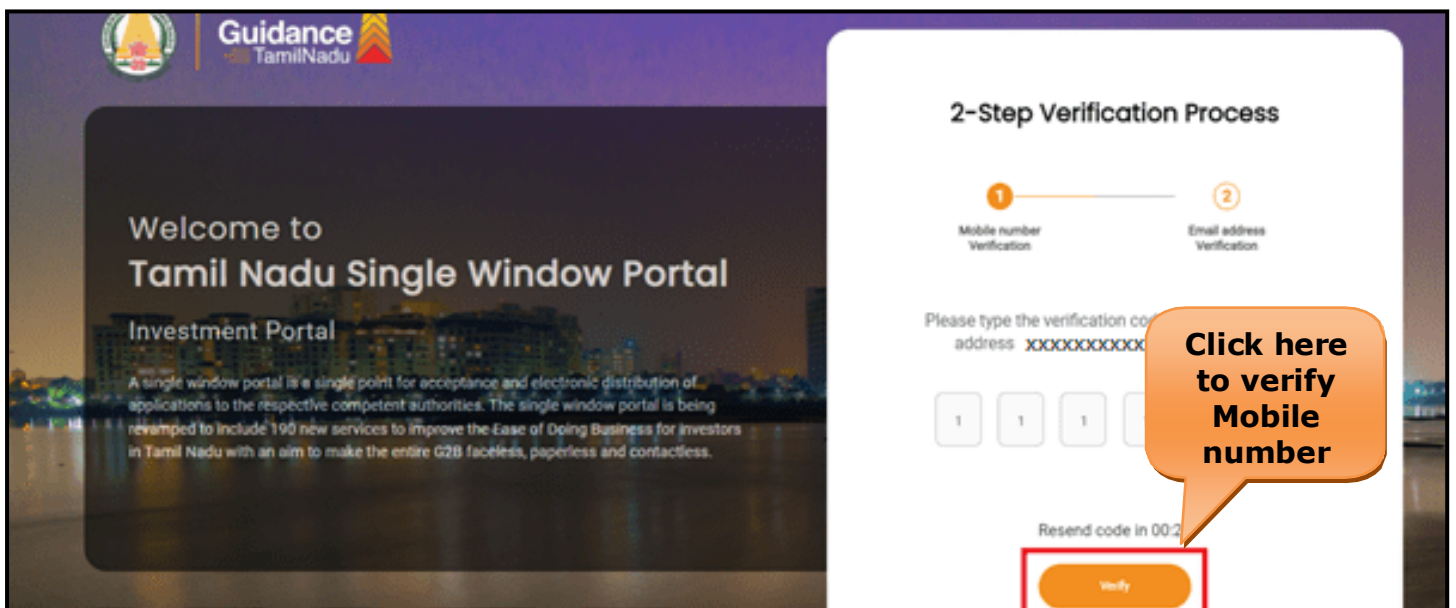
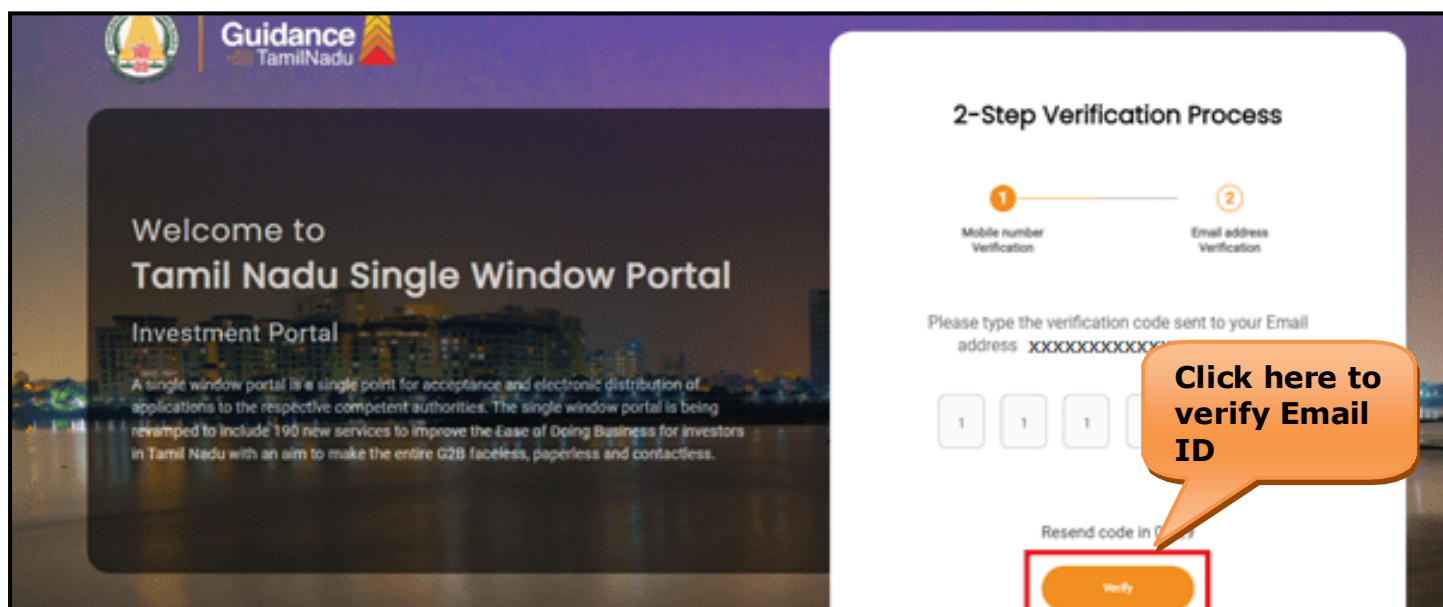


Figure 5. Mobile Number Verification

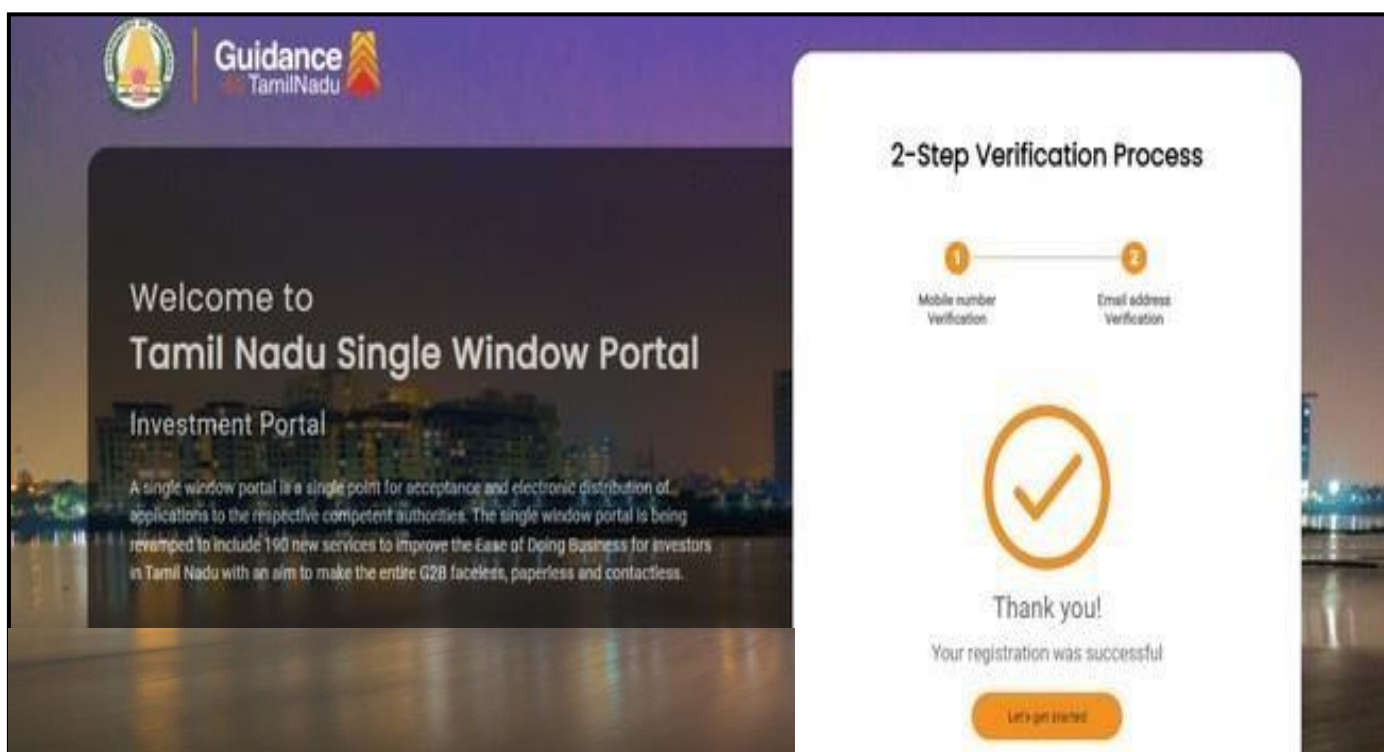
- o **Email ID Verification**

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



**Figure 1. 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



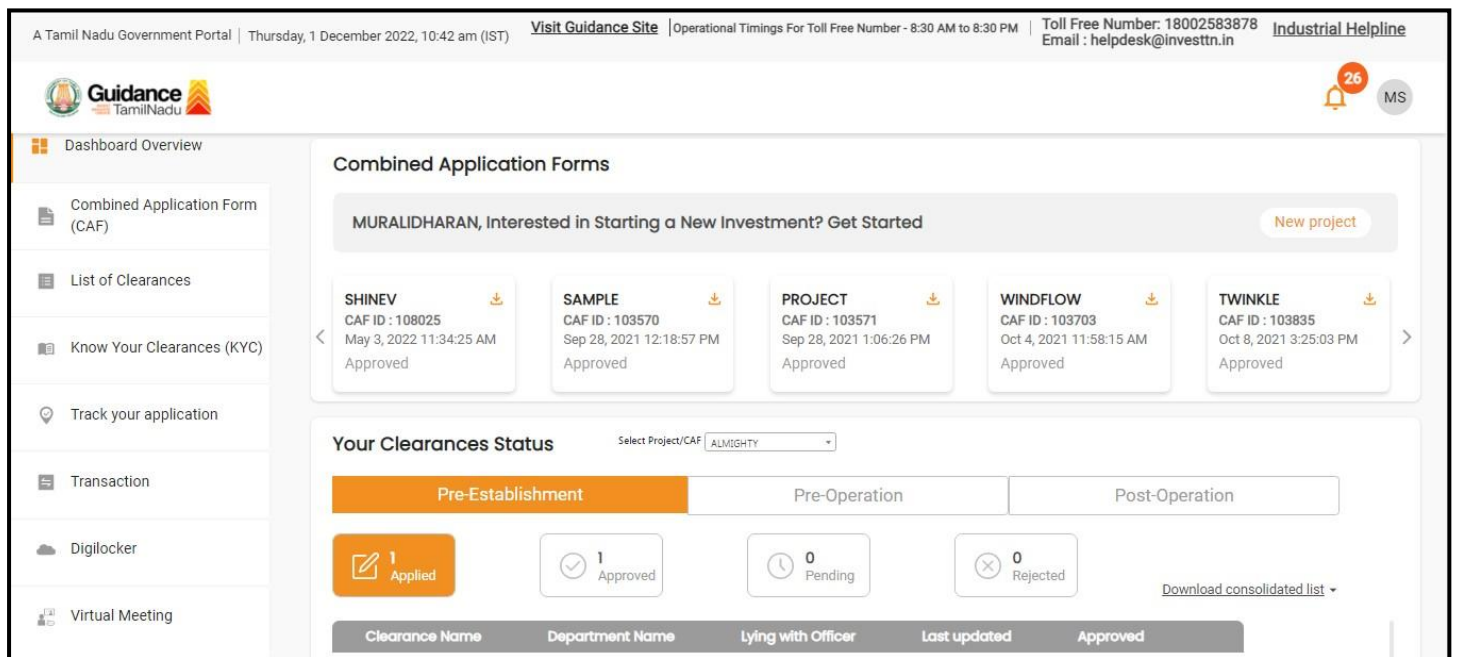
The screenshot shows the TNSWP website interface. The browser address bar displays 'tnswp.com/DIGIGOV/swp-tnswp.jsp'. The page header includes the Tamil Nadu Government Portal logo, the date 'Wednesday, 30 November 2022, 10:11 pm (IST)', operational timings for the toll-free number (8:30 AM to 8:30 PM), and contact information (Toll Free Number: 18002583878, Email: helpdesk@investtn.in). The main navigation menu includes Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, and Help & Support. The 'Register' and 'Login' buttons are prominently displayed. The main content area features a large orange map of Tamil Nadu with a laurel wreath, and a central banner reading 'TAMIL NADU Leading the Nation'. Below this, there are ten award categories, each with a trophy icon and a ranking (#1 or #2). A footer section contains a paragraph about the TNSWP portal and a button for 'TN Single Window Fee Slab for Large Industries'. A small cartoon character icon is visible in the bottom right corner.

Rank	Award Category
#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)

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)

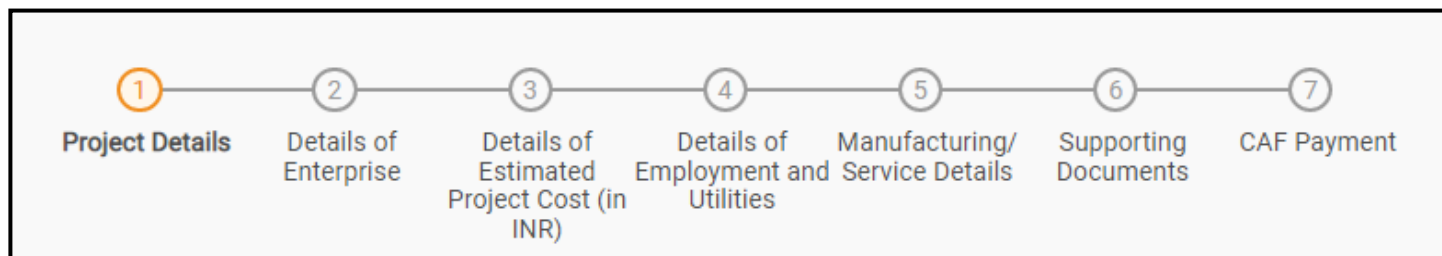
- 1) Prior to applying for various clearances on TNSWP, the Applicant must create a project by filling the combined application form (CAF).
- 2) Click on Combined Application Form (CAF) from the menu bar on the left.
- 3) The details which are commonly required for applying various clearances are stored 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) are 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 date and time (Thursday, 1 December 2022, 10:46 am IST) and contact information for the Guidance Site and Industrial Helpline. The left navigation menu lists various services, with 'Combined Application Form (CAF)' highlighted. The main content area provides a description of the CAF and instructions for filling it out. The right-hand panel displays a grid of application cards for various projects, including SHINEV, Mercy, VALLEY, TREASURE, CAREWELL, and DILIGENCE, each with its own CAF ID, date, and status.

**Figure 10. Combined Application Form (CAF)**

## 6.1 Sections of Combined Application Form

- 1) To complete the combined application form (CAF) the applicant has to fill 7 Sections of CAF as displayed in Figure 11. (**CAF payment tab** will be displayed only for Large Enterprises).



**Figure 11. Section of Combined Application Form (CAF)**

- 2) After filling the CAF details, the applicant has to upload the requisite supporting documents under '**Section 6: Supporting Documents**'.

- **Self-Certification:**

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

- **Workflow:**

- Prepare and upload the business process flow chart.

- 3) After filling all the sections in combined application form (CAF), the applicant can submit the form.
- 4) When the applicant submits the combined application form (CAF), confirmation message will pop-up stating, '**Your request has been saved successfully**' (Refer Figure 12).

The screenshot displays the 'CAF Payment' step of the Combined Application Form (CAF) process. A progress bar at the top indicates seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Manufacturing Utilities, 5. Details of Manufacturing, 6. Supporting Documents, and 7. CAF Payment. The current step is 'CAF Payment'. A central message box states: 'Information: Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF.' Below this, the 'Payment Details' section shows 'Choose your preferred Fee slab' with 'Lump sum' selected and 'à la carte' as an option. The 'Amount to be paid (in INR)' is set to 500000, with a note 'Five Lakh' below it. A 'Calculate Fee' button is present. At the bottom, there are buttons for 'Previous', 'Next', 'Pay Later', 'Pay Now', 'Review & Submit', and 'Submit'. The left sidebar contains navigation options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, Digilocker, and Incentive Calculator. The top right corner shows a notification bell with '309' and a 'YC' button.

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

**Note:**

*If the applicant belongs to large industry, 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 Issuance of Certificate (without product) not covered under Drugs and Cosmetics Act 1940. Issue of Validity Certificate, Issue of Good Manufacturing Practice Certificate, Issue of Manufacturing and Market Standing Certificate, Issue of Non-Conviction Certificate, Issue of Performance Certificate, Quality & Capacity Certificate, Good Laboratory Practice Certificate, Others

1) Click on "List of Clearances".

**List of Clearances**

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)
1	Allotment of Land by SIDCO	Tamil Nadu Small Industries Development Corporation Limited (SIDCO)	60 Days	View
2	Allotment of Land in industrial area	State Industries Promotion Corporation of Tamil Nadu Ltd	60 days	View

**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 '**Issuance of Certificate (without product) not covered under Drugs and Cosmetics Act 1940. Issue of Validity Certificate, Issue of Good Manufacturing Practice Certificate, Issue of Manufacturing and Market Standing Certificate, Issue of Non-Conviction Certificate, Issue of Performance Certificate, Quality & Capacity Certificate, Good Laboratory Practice Certificate, Others**' by using Search option as shown in the figure given below.

**Search for clearance**

**Post-Operation Stage Clearance**

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
44	Issuance of Certificate (without product) not covered under Drugs and Cosmetics Act 1940. Issue of Validity Certificate, Issue of Good Manufacturing Practice Certificate, Issue of Manufacturing and Market Standing Certificate, Issue of Non Conviction Certificate, Issue of Performance Certificate, Quality & Capacity Certificate, Good Laboratory Practice Certificate, Others	Food Safety and Drug Administration	20 days - Without Inspection 30 days- With Inspection	View	-

**Figure14. Search for Clearance**

- 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) he 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.

**View Information**

Pre-Establishment Stage Clearance		Pre-Operation Stage Clearance		Post-Operation Stage Clearance	
Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
44	Issuance of Certificate (without product) not covered under Drugs and Cosmetics Act 1940. Issue of Validity Certificate, Issue of Good Manufacturing Practice Certificate, Issue of Manufacturing and Market Standing Certificate, Issue of Non Conviction Certificate, Issue of Performance Certificate, Quality & Capacity Certificate, Good Laboratory Practice Certificate, Others	Food Safety and Drug Administration	20 days - Without Inspection 30 days- With Inspection	View	-

Showing 1 to 1 of 1 rows      10 rows per page

**Apply**

**Apply for Clearance**

**Figure 15. Apply for Clearance**

## 8. Filling the Application Form

1) Applicant needs to fill all the details under the following 2 sections to complete the application.

### A. Application Details

### B. Document Checklist













Figure 16. Two Section of Application Form

### A. Document 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.
- 4) After Uploading all the supporting document click on 'Next' to go Payment details' screen.

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"/> Covering letter addressed to the Director of Drugs Control stating the reason for applying for the concerned application *	 SAMPLE SUPPORTING 
2	<input checked="" type="checkbox"/> Authorization of the signatory of the application (Board Resolution / Authorisation Letter) *	 SAMPLE SUPPORTING 
3	<input checked="" type="checkbox"/> Copy of Licences/ Renewal Certificate / Challan (Kindly upload all relevant documents in a single zip file) *	 SAMPLE SUPPORTING 
4	<input checked="" type="checkbox"/> Scanned copy of WHO GMP Certificate/ Renewal Certificate	 SAMPLE SUPPORTING 
5	<input checked="" type="checkbox"/> Tender Document for which certificate is requested *	 SAMPLE SUPPORTING 



The screenshot shows a checklist form with three items, each with a checkbox and a corresponding PDF icon labeled 'SAMPLE SUPPORTING'.

- 6  Previous Certificate (if any)
- 7  Annual Turnover Certificate (Audited Profit & Loss Statement)
- 8  Any other documents in support of the application

At the bottom of the form, there are five buttons: 'Previous', 'Next', 'Reset', 'Save as Draft', and 'SUBMIT'.

**Figure 17. Checklist**

Click on 'Submit'

- Click on '**Submit**' button token id get generated.

The screenshot shows a notification dialog box with a warning icon and the text: "Your Application has been saved successfully with Token Id 118862." Below the dialog box, there is a dropdown menu labeled "ProjectDetails \*" with the value "ALMIGHTY" selected. In the background, a progress bar shows two steps: "Application Details" (1) and "Document Checklist" (2).

**Figure 18. Token id generated**

## 9. Payment Process

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

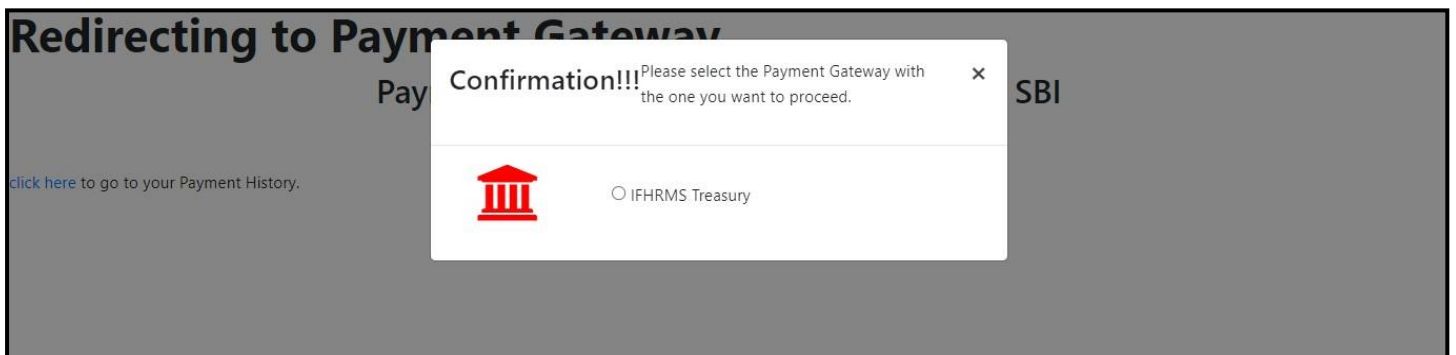


Figure 19. Payment Process

- 3) Then the payment **'Reference number'** would be generated, refer to their instruction note as shown in the below figure.
- 4) Click on 'Ok' button, follow the payment process and make the payment.

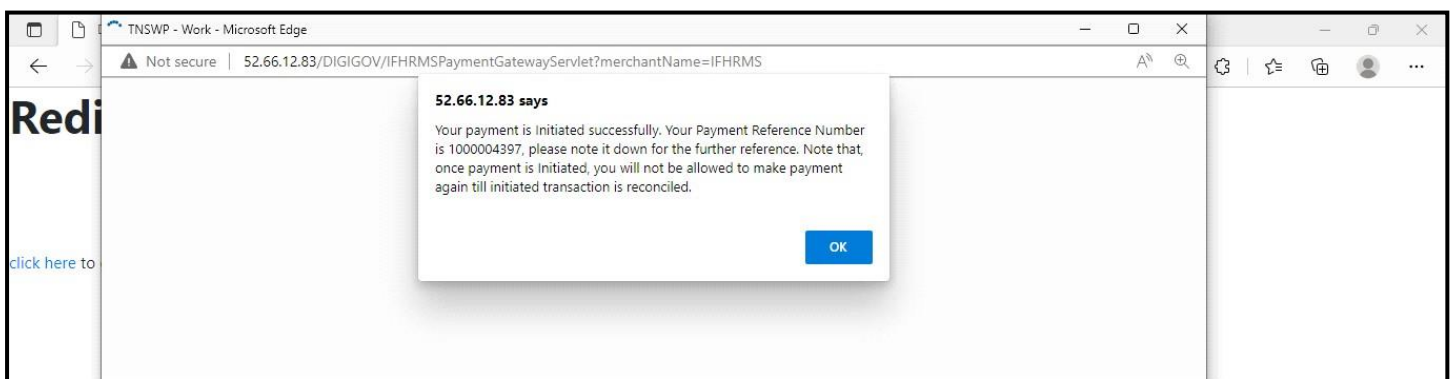


Figure 20. Payment Reference Number

## Application Submitted

1) 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**

The screenshot shows the 'Track your Application' page. At the top, there's a navigation bar with 'Overview' and 'All Details' tabs. Below this, there are search filters for Application ID, Application Ref No., Applied on, Clearance Name, and Last Updated. A callout bubble points to the 'Status' column in the table below, stating 'Status Changed to 'Application Submitted''. The table lists one application with the following 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	105485-118862	-	Nov 9, 2022 5:19:24 PM	Issuance of Certificate (without product) not covered under Drugs and Cosmetics Act 1940. Issue of Validity Certificate, Issue of Good Manufacturing Practice Certificate, Issue of Manufacturing and Market Standing	Nov 14, 2022 11:48:14 AM	Application Submitted	Director of Drugs Control	62/30 days	Delayed by 32 days	Actions

**Figure 21. Status of the Application**

## 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**

**Track Your Application**

**Overview of applications**

The screenshot displays a web dashboard for tracking applications. On the left, a sidebar menu includes 'Dashboard Overview', 'Track your Application', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearance (KYC)', 'Track your application', and 'Transaction'. The main content area features a search bar with '119007' and a dropdown for 'Select Project/CAF' set to 'AAA'. Below this, a summary card shows 'Total Pending Clearances: 1', 'Total Approved Clearances: 3', and 'Total Rejected Clearances: 0'. A detailed view for application '101981 - 119007' is shown, including the title 'Application for Minor Changes in the Allopathic Drugs Manufacturing', department 'Food Safety and Drug Administration', and a 'Latest Update: Approved' status with an 'Actions' button. A 'Delayed Clearances' section is also visible on the right.

**Figure 22. 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
1	105485-118862	-	Nov 9, 2022 5:19:24 PM	Issuance of Certificate (without product) not covered under Drugs and Cosmetics Act 1940. Issue of Validity Certificate, Issue of Good Manufacturing Practice Certificate, Issue of Manufacturing and Market Standing	Nov 14, 2022 11:48:14 AM	Under Process	Director of Drugs Control	62/30 days	Delayed by 32 days	Actions

**Figure 23. ‘All Details’ tab**



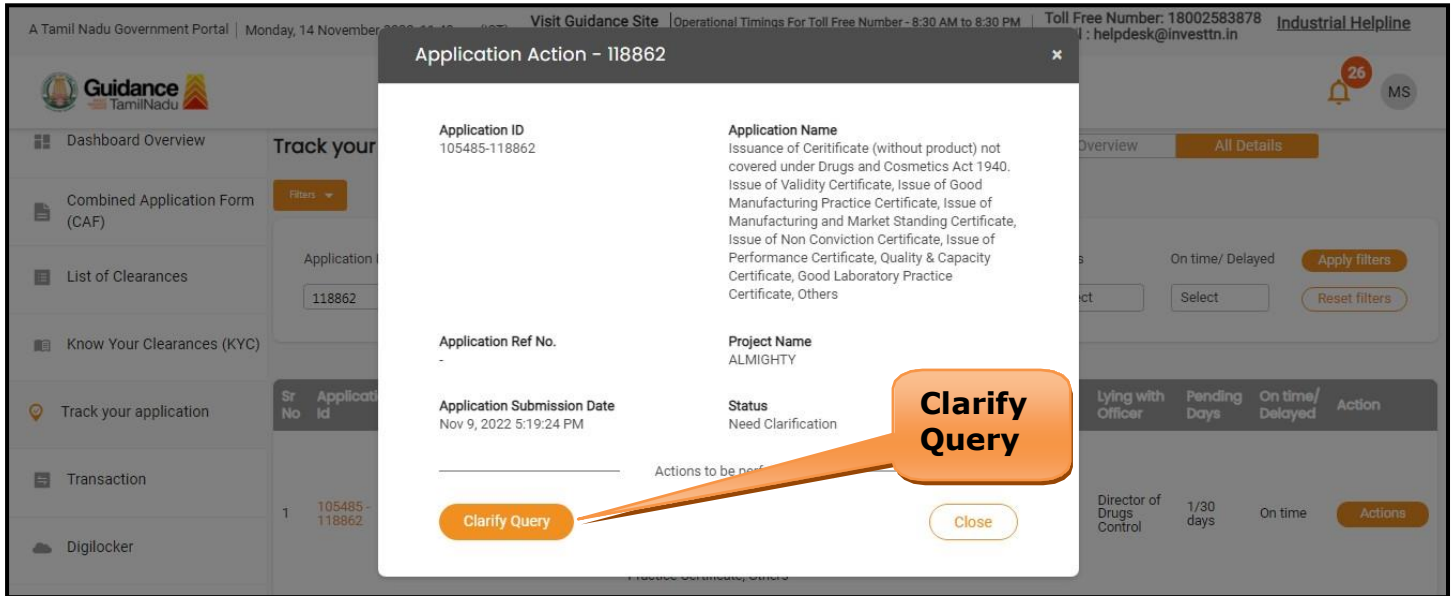
## 11. Need Clarification

- 1) After submitting the application to the Drugs department, the concerned officer – **Director of Drugs control** reviews the application and if there are any clarifications required, the 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 - '**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' interface. At the top, there are tabs for 'Overview' and 'All Details'. Below the tabs is a search and filter section with fields for Application ID, Application Ref No., Applied on, Clearance Name, Last Updated Date, Status, and On time/Delayed. Below this is a table with the following data:

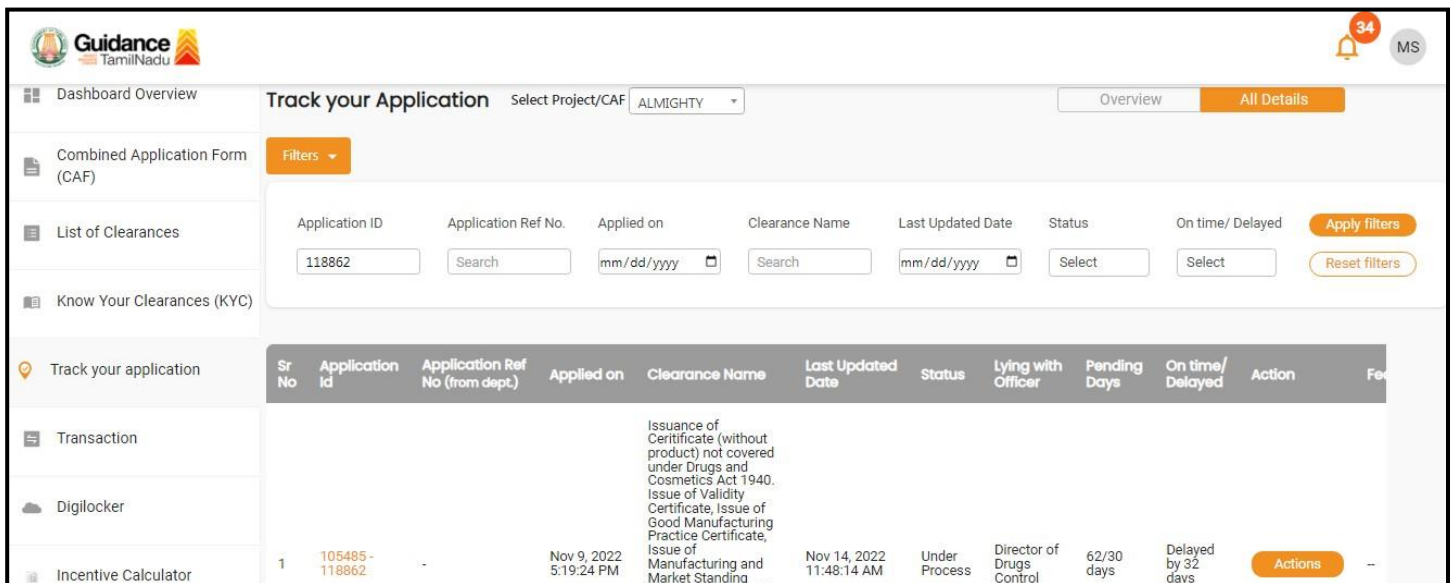
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	105485-118862	-	Nov 9, 2022 5:19:24 PM	Issuance of Certificate (without product) not covered under Drugs and Cosmetics Act 1940. Issue of Validity Certificate, Issue of Good Manufacturing Practice Certificate, Issue of Manufacturing and Market Standing Certificate, Issue of Non Conviction Certificate, Issue of Performance Certificate, Quality & Capacity Certificate, Good Laboratory Practice Certificate, Others	Nov 14, 2022 11:38:40 AM	Need Clarification	Director of Drugs Control	1/30 days	On time	Actions

**Figure 24. Need Clarification**



**Figure 25. 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 26. Status changed to 'Under Process'**

## 12. Application Processing

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

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	108789 - 118132	-	Sep 28, 2022 12:36:00 PM	Issuance of Certificate (without product) not covered under Drugs and Cosmetics Act 1940. Issue of Validity Certificate, Issue of Good Manufacturing Practice Certificate, Issue of Manufacturing and Market Standing Certificate, Issue of Non Conviction Certificate, Issue of Performance Certificate, Quality & Capacity Certificate, Good Laboratory Practice Certificate, Others	-	Approved	Director of Drugs Control	0/30 days	On time	Actions

**Figure 27. 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 28)

Application ID	Application Name	Application Ref No.	Project Name	Application Submission Date	Status	Actions
105948-118133	Issuance of Certificate (without product) not covered under Drugs and Cosmetics Act 1940. Issue of Validity Certificate, Issue of Good Manufacturing Practice Certificate, Issue of Manufacturing and Market Standing Certificate, Issue of Non Conviction Certificate, Issue of Performance Certificate, Quality & Capacity Certificate, Good Laboratory Practice Certificate, Others	-	01feb2022	Sep 28, 2022 12:40:45 PM	Approved	Approval Certificate

**Figure 28. 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 29)

The screenshot shows the 'Track your Application' page with a table of application records. An orange callout bubble labeled 'Rejected Status' points to the 'Rejected' status in the table row.

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	105485-118862	-	Nov 9, 2022 5:19:24 PM	Issuance of Certificate (without product) not covered under Drugs and Cosmetics Act 1940. Issue of Validity Certificate, Issue of Good Manufacturing Practice Certificate, Issue of Manufacturing and Market Standing	Nov 14, 2022 11:48:14 AM	Rejected	Director of Drugs Control	62/30 days	Delayed by 32 days	Actions

**Figure 29. Rejected Status**

