



TAMIL NADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Application for Minor Changes in the 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 Leading the Nation
- Awards:**
 - #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.
- Buttons:** 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: 1800258388 | Email: helpdesk@investtamilnadu.com | Industrial Helpline | English

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

SINGLE WINDOW PORTAL
Clearances/ Approvals/ Licenses/ NoCs

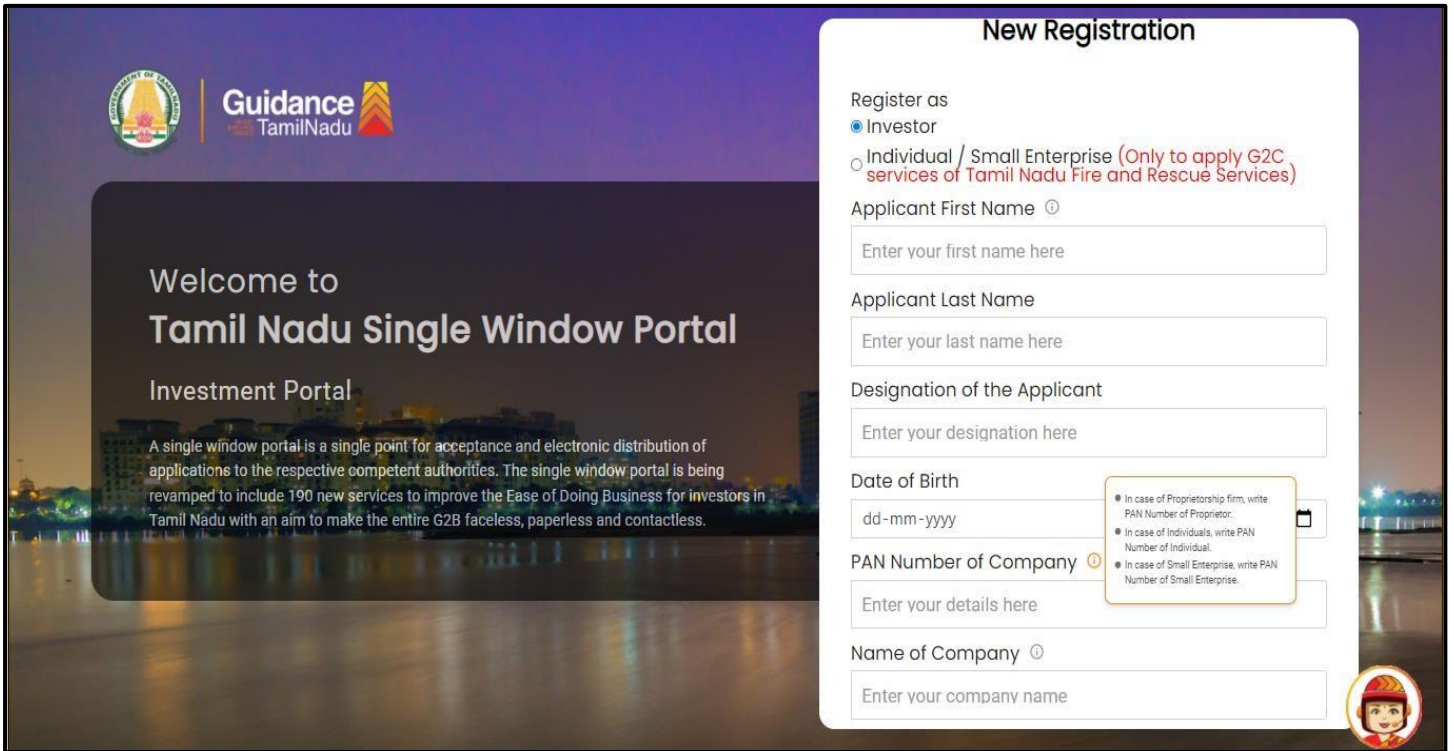
Real-time Monitoring
Dedicated Industrial Helpdesk

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 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

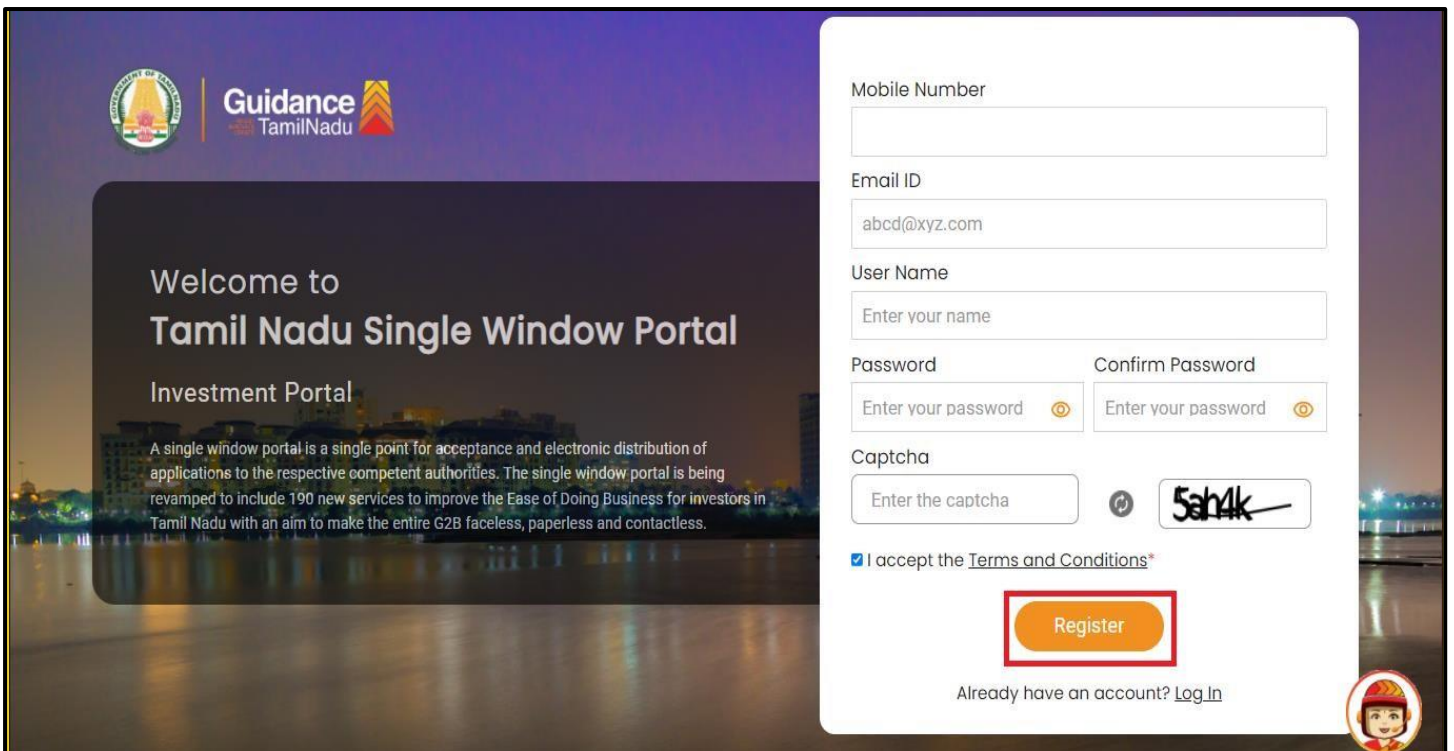
Designation of the Applicant

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.

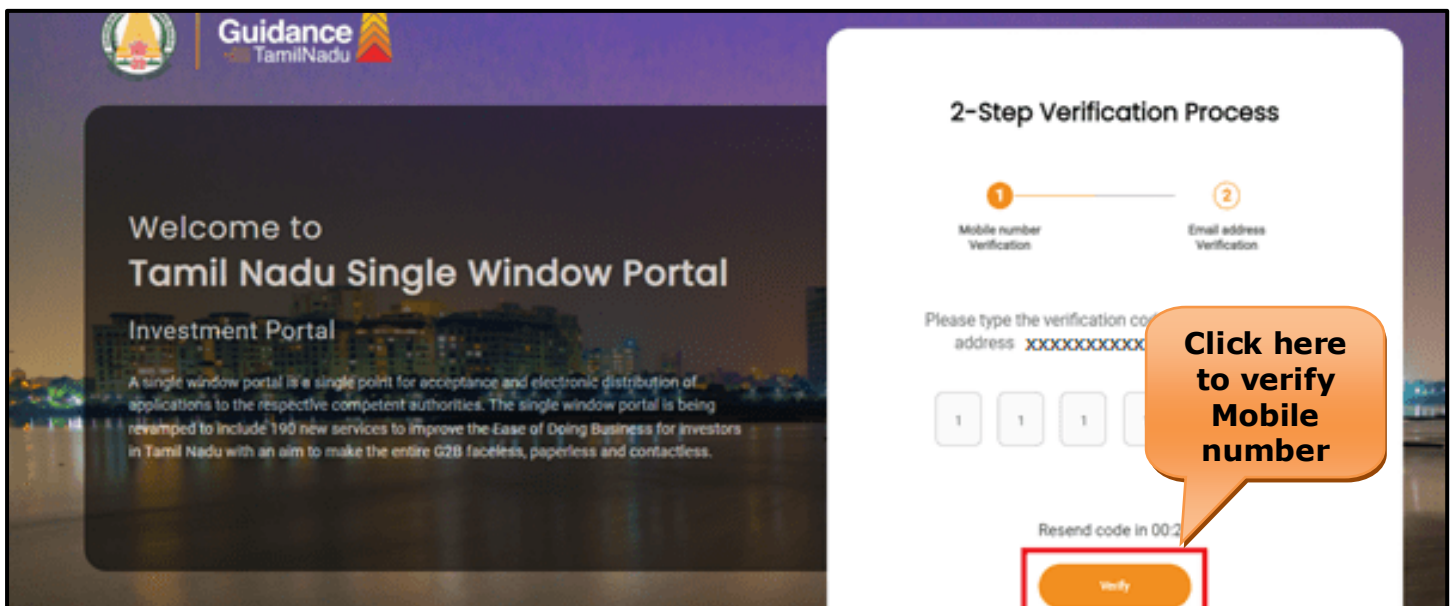


Figure 5. Mobile Number Verification

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.

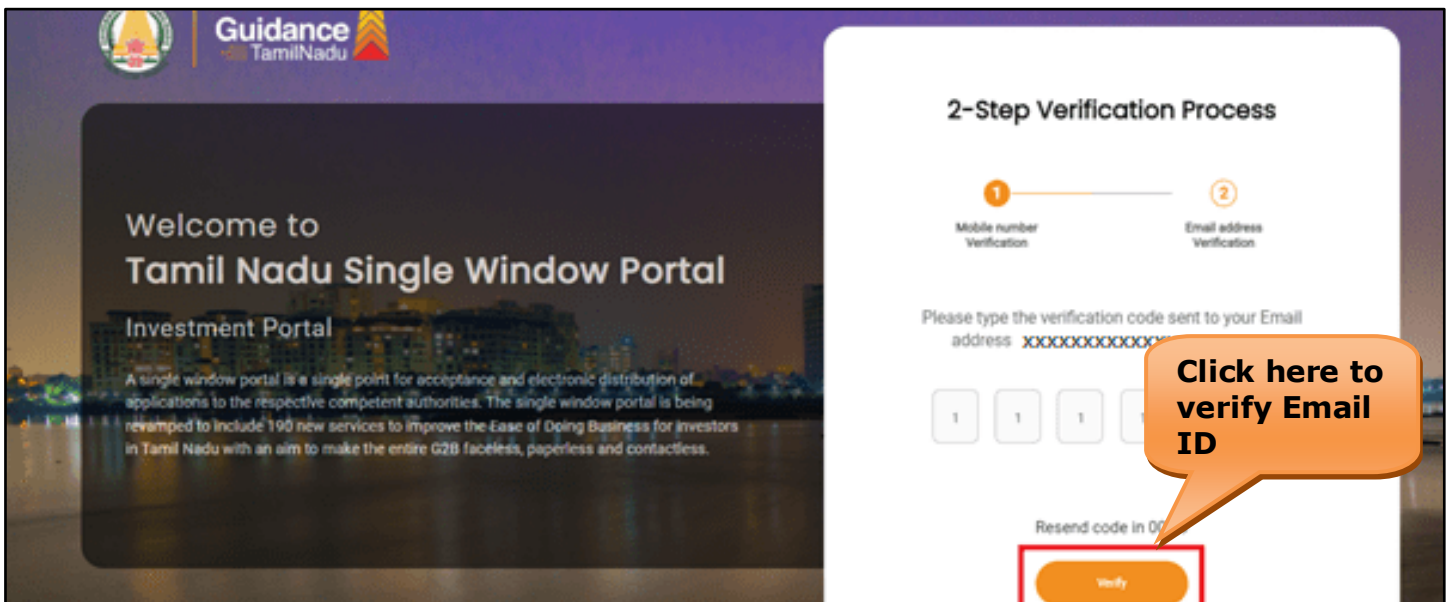


Figure 6. Email ID Verification

- 3) After completion of 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.

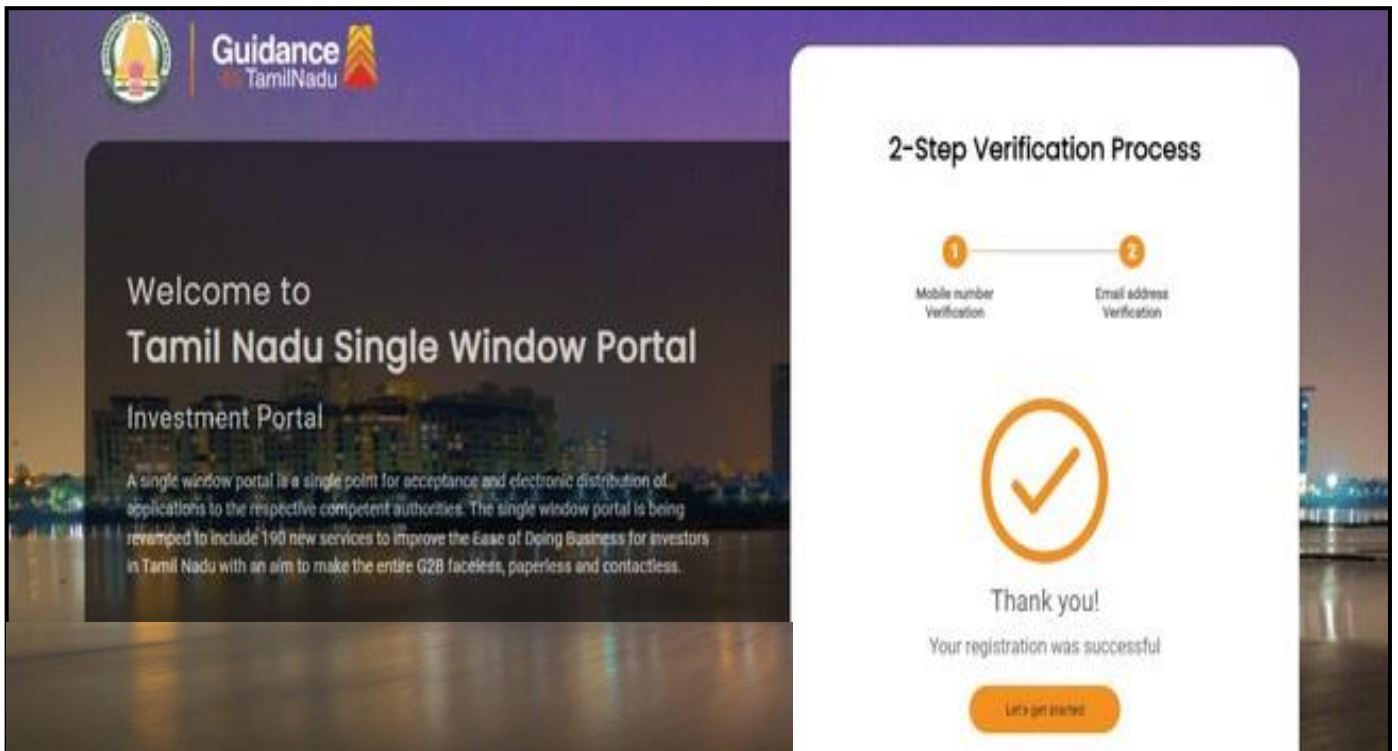


Figure 7. Registration Confirmation Pop-Up

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".

 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 of the main menu are "Register" and "Login" buttons. The "Login" button is highlighted with an orange callout bubble that says "Login to TNSWP".

The main content area features a large orange map of Tamil Nadu on the left and a central banner with the text "TAMIL NADU Leading the Nation". Below the banner are two rows of achievement statistics:

Rank	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)

At the bottom of the page, there is a text block describing the portal as 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. 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.

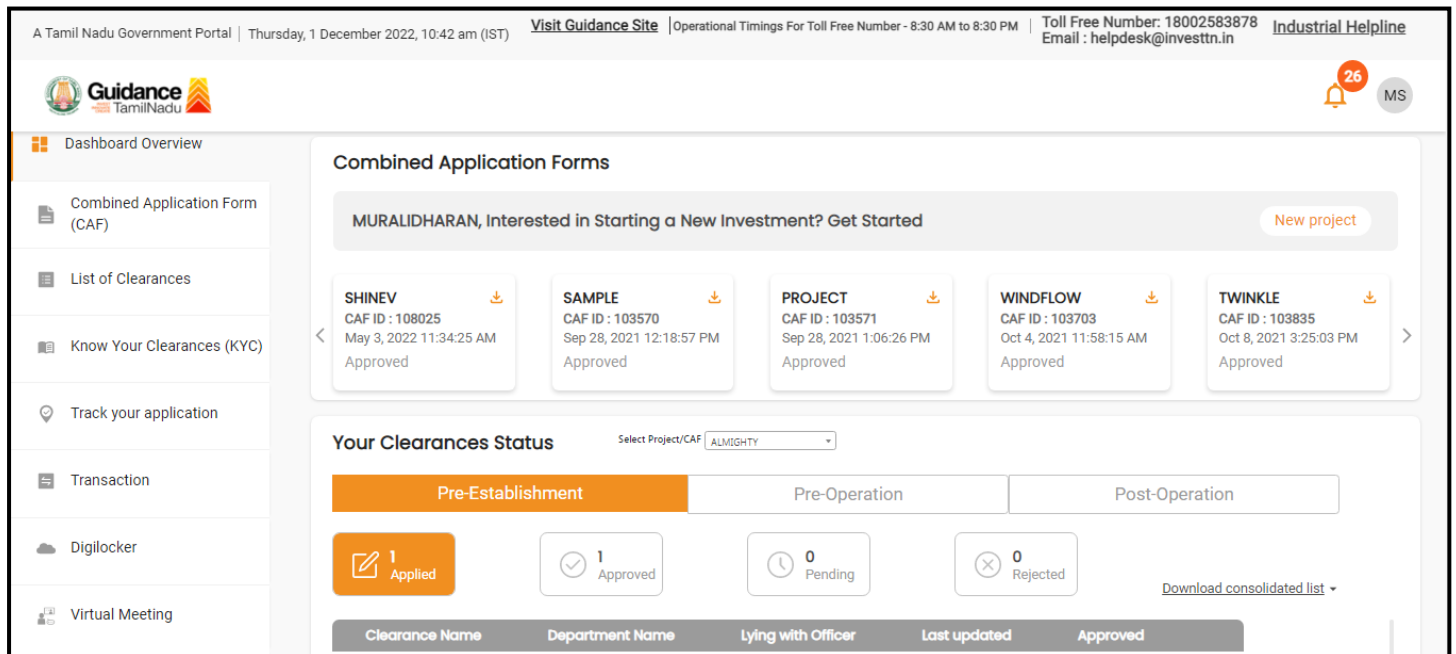
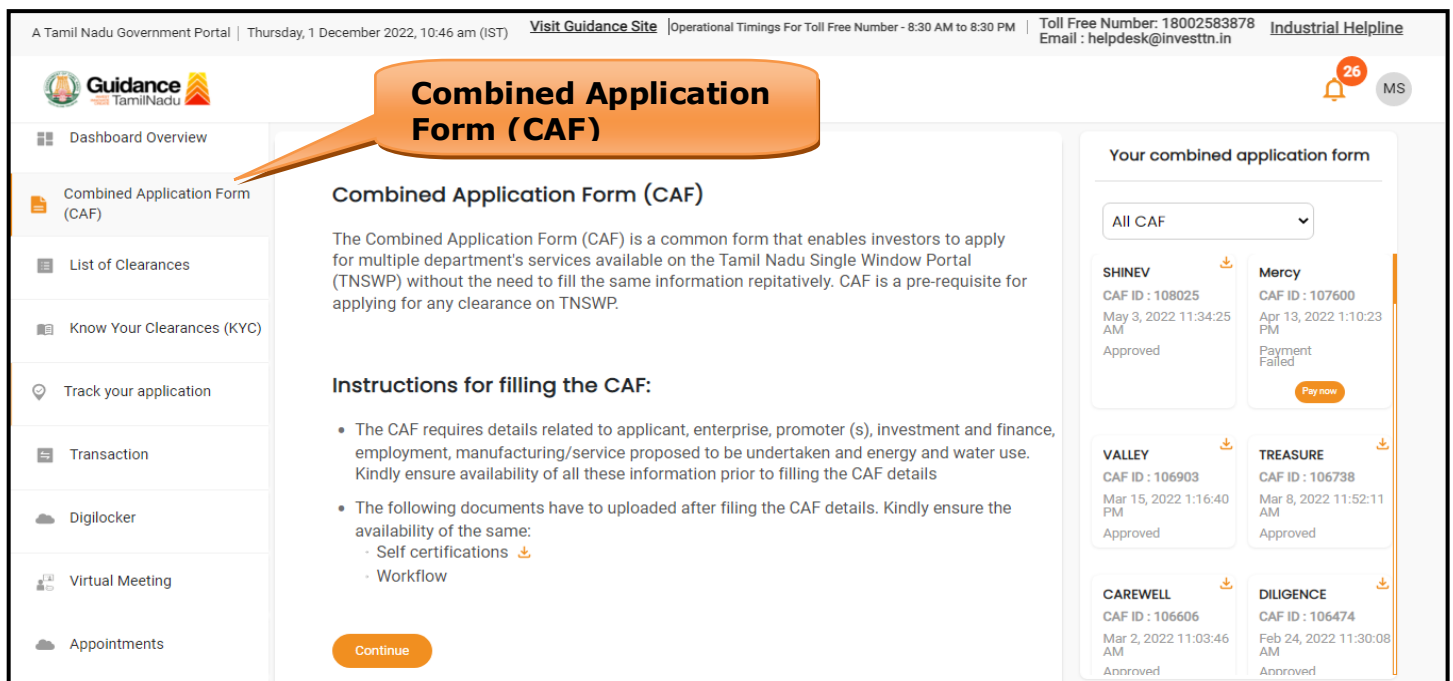


Figure 9. Dashboard Overview

6. Combined Application Form (CAF)

- 1) Prior to applying for various clearances on TNSWP, the applicant has to 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 date and time (Thursday, 1 December 2022, 10:46 am IST), a link to the Guidance Site, operational timings, toll-free number (18002583878), and email (helpdesk@investtn.in). The left navigation menu includes: 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 contains the following text: 'The Combined Application Form (CAF) is a common form that enables investors to apply for multiple department's services available on the Tamil Nadu Single Window Portal (TNSWP) without the need to fill the same information repetitively. CAF is a pre-requisite for applying for any clearance on TNSWP.' Below this, there are 'Instructions for filling the CAF:' which include: 'The CAF requires details related to applicant, enterprise, promoter (s), investment and finance, employment, manufacturing/service proposed to be undertaken and energy and water use. Kindly ensure availability of all these information prior to filling the CAF details' and 'The following documents have to uploaded after filing the CAF details. Kindly ensure the availability of the same: - Self certifications, - Workflow'. A 'Continue' button is located at the bottom of the instructions. The right-hand panel, titled 'Your combined application form', shows a dropdown menu set to 'All CAF' and a table of application statuses:

SHINEV	Mercy
CAF ID : 108025	CAF ID : 1067600
May 3, 2022 11:34:25 AM	Apr 13, 2022 11:10:23 PM
Approved	Payment Failed
	Pay now
VALLEY	TREASURE
CAF ID : 106903	CAF ID : 1067388
Mar 15, 2022 1:16:40 PM	Mar 8, 2022 11:52:11 AM
Approved	Approved
CAREWELL	DILIGENCE
CAF ID : 106606	CAF ID : 106474
Mar 2, 2022 11:03:46 AM	Feb 24, 2022 11:30:08 AM
Approved	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).

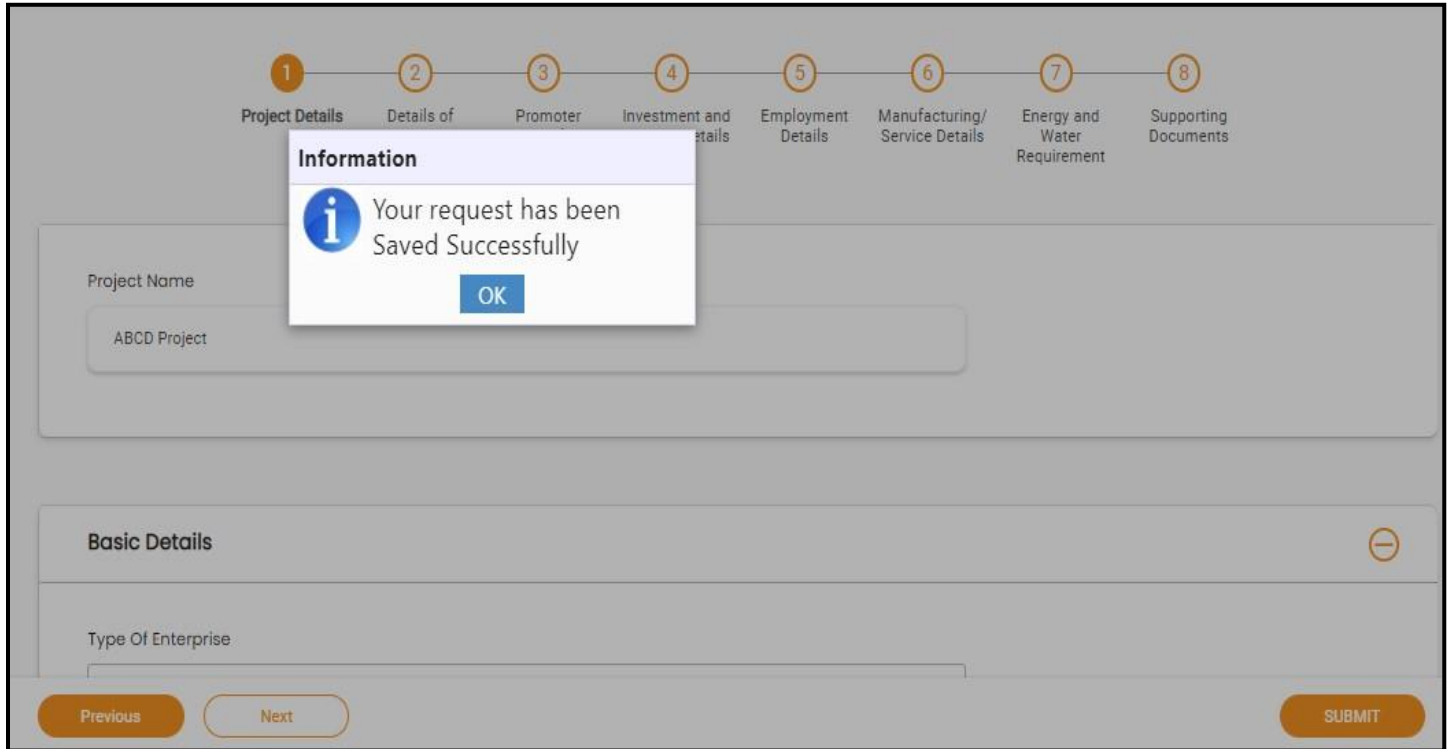


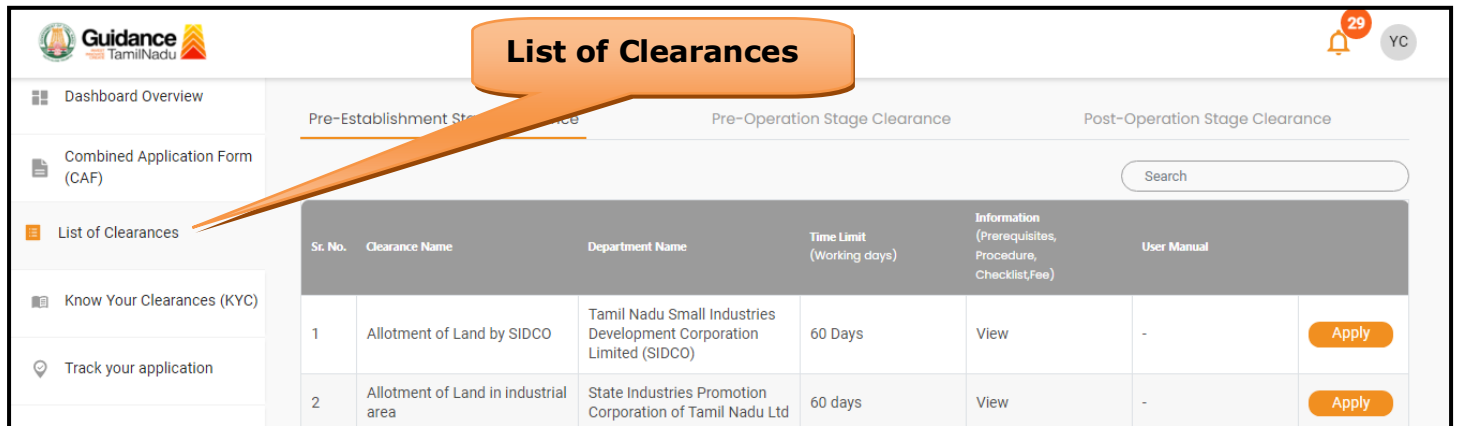
Figure 12. Combined Application Form (CAF)- Confirmation Message

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 Minor Changes in the Allopathic Drugs 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

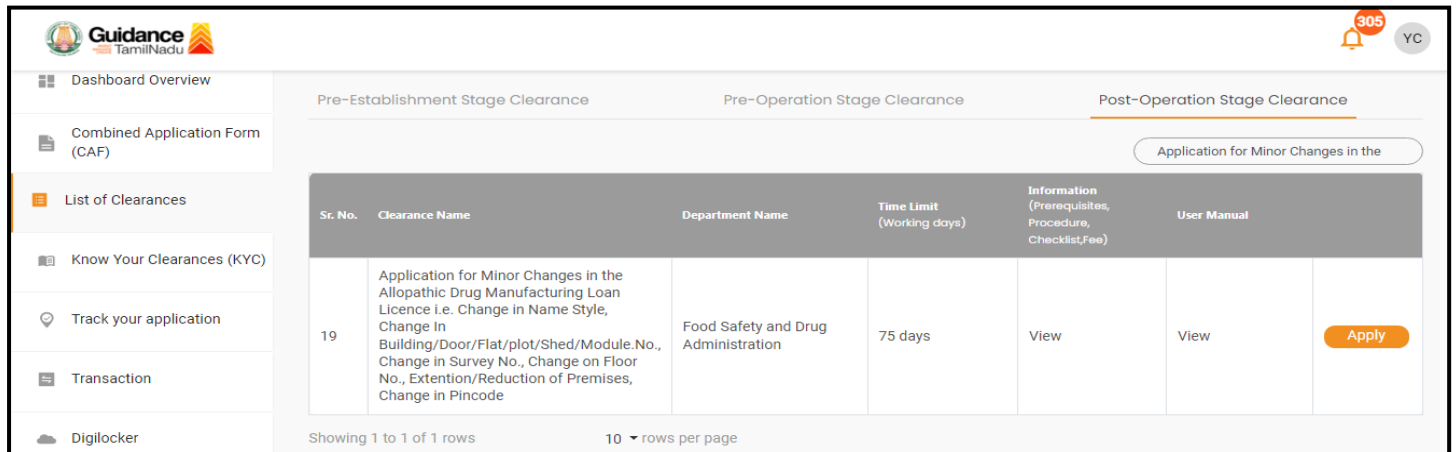
Figure 13. List of Clearances

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 Minor Changes in the Allopathic Drugs Manufacturing Loan Licence**’ by using Search option as shown in the figure given below.





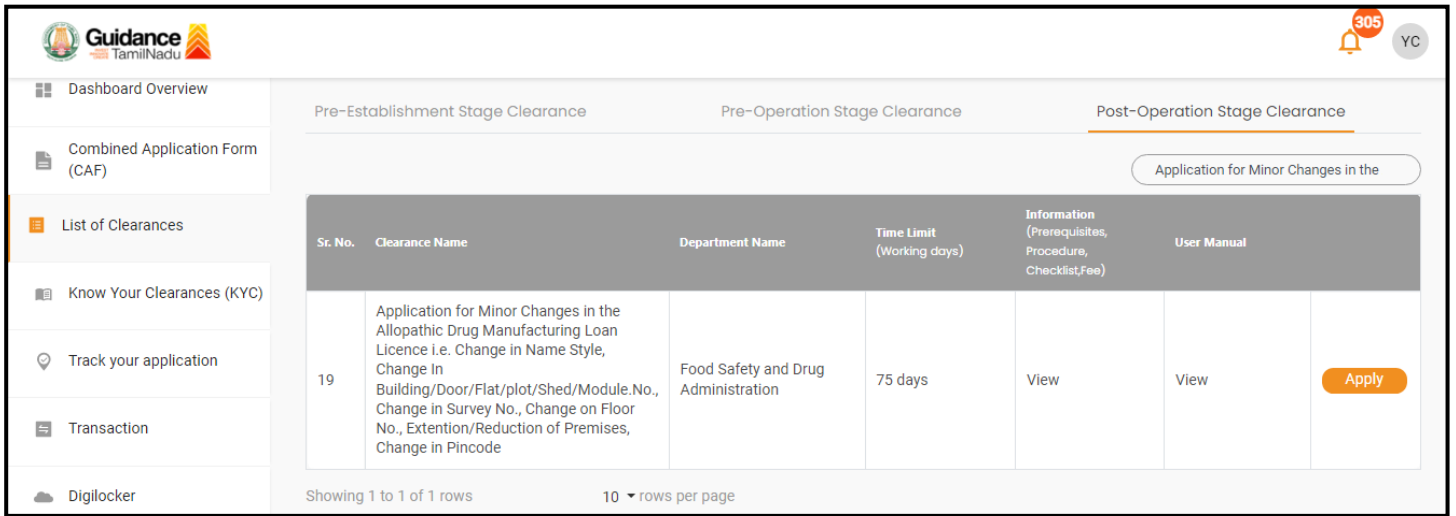
Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
19	Application for Minor Changes in the Allopathic Drug Manufacturing Loan Licence i.e. Change in Name Style, Change In Building/Door/Flat/plot/Shed/Module.No., Change in Survey No., Change on Floor No., Extention/Reduction of Premises, Change in Pincode	Food Safety and Drug Administration	75 days	View	View

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.

View Information

Apply for Clearance



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
19	Application for Minor Changes in the Allopathic Drug Manufacturing Loan Licence i.e. Change in Name Style, Change In Building/Door/Flat/plot/Shed/Module.No., Change in Survey No., Change on Floor No., Extention/Reduction of Premises, Change in Pincode	Food Safety and Drug Administration	75 days	View	View

Figure 15. Apply for Clearances

Project and Licence Details

- 1) Enter the Existing Licence Number

①
Application Form

Project And Licence Details



Existing License Number *

Existing License Number

Get Details

Figure 16. Licence Details

8. Filling the Application Form

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

A. Applicant Form

B. Document Checklist



Figure 17. Two Sections of Application Form

B. 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 in zip format.

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 stating the intent of the application. *	 sample.pdf
2	<input checked="" type="checkbox"/> Authorization of the signatory of the application form (Board Resolution / Authorisation Letter) *	 sample.pdf
3	<input type="checkbox"/> Drug manufacturing licences Copy, if any	Drag & Drop Browse Files DigiLocker



4 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

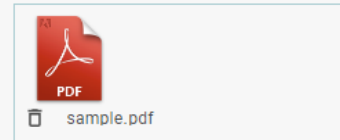
Limited Liability Partnership: LLP deed, Registration Certificate of ROC
Pvt. Ltd. / Ltd: Memorandum and articles of association, Registration Certificate of ROC, Copy of Board resolution

Trust: Trust deed

Society: Registration Certificate, By Laws, Copy of Resolution passed

Hindu Undivided Family: HUF deed

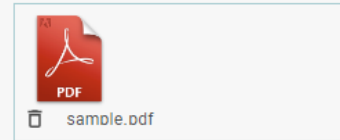
5



6

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

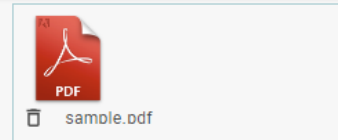
*



7

Address / ID Proof of the Applicant (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.

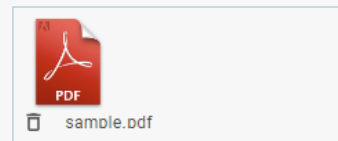
*



8

Bio-data (with photograph) of the Technical Staff (s)

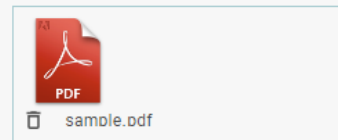
*



9

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

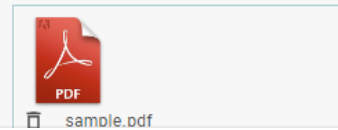
*









10

Experience Certificate of the Technical Staff (s)

*





11	<input checked="" type="checkbox"/> Digitally Signed Self-Certification by each Technical Staff stating that He / She is a full time employee of the Firm under consideration. *	 sample.pdf
12	<input checked="" type="checkbox"/> Address / ID Proof of the Technical Staff (s) e.g. Passport, Driving License, Election Commission ID Card, Aadhaar Card/e-Aadhaar letter downloaded from UIDAI website, Income Tax PAN Card To be enclosed for each applicant in case there are multiple applicants. *	 sample.pdf
13	<input checked="" type="checkbox"/> Ownership document of the premises * <i>(Registered Sale Deed / Registered General Power of Attorney / Conveyance Deed / Latest Property Tax Receipt)</i>	 sample.pdf
14	<input type="checkbox"/> Rental agreement of the premises, if applicable	Drag & Drop Browse Files DigiLocker
15	<input checked="" type="checkbox"/> Plan of the premises *	 sample.pdf
16	<input checked="" type="checkbox"/> Wholesale Licence Copy *	 sample.pdf
17	<input checked="" type="checkbox"/> Principal Manufacturer Details: * <i>Copies of the licences held by the Principal manufacturer and their product endorsements similar to the proposed product to be submitted to the applicant firm.</i>	 sample.pdf
18	<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

[Previous](#) [Next](#) [SUBMIT](#) [Save As Draft](#) [Reset](#)

Click on 'Submit'

Figure 18. Checklist

9. Payment Process

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

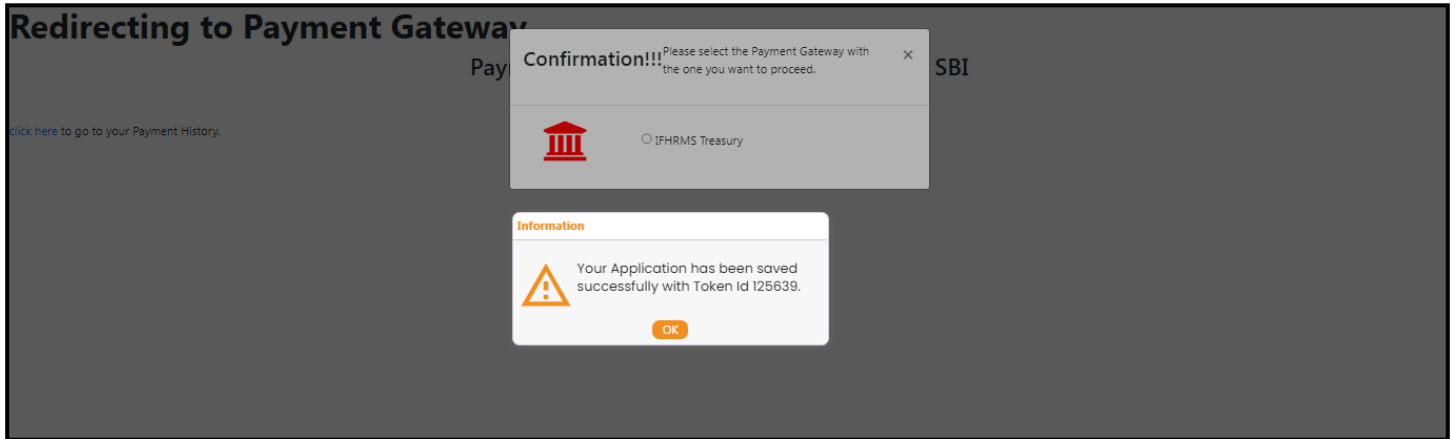


Figure 19. Token Id Generated

- 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**'.

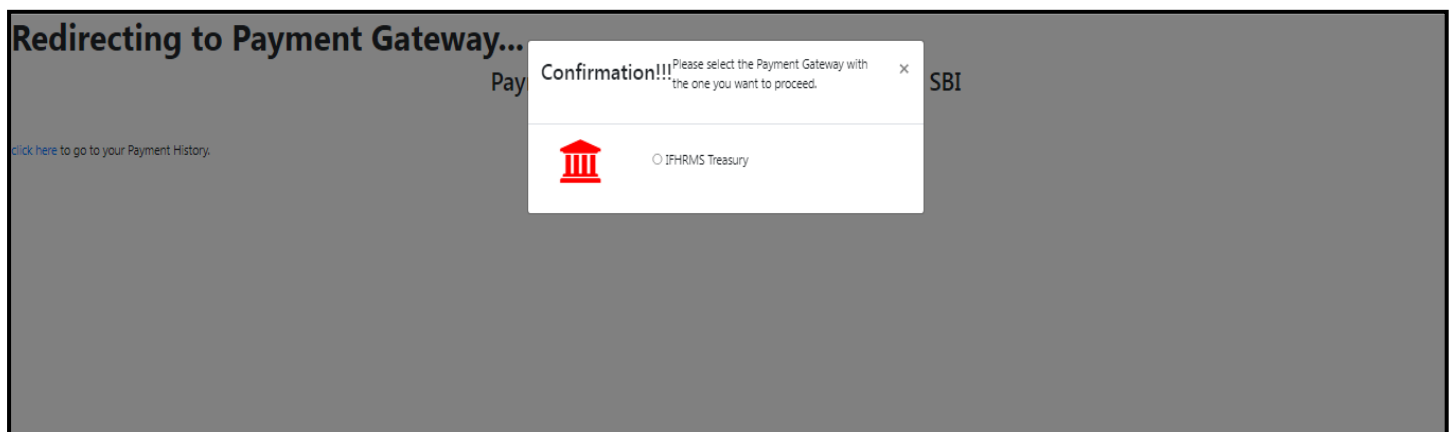


Figure 20. Payment Process

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.

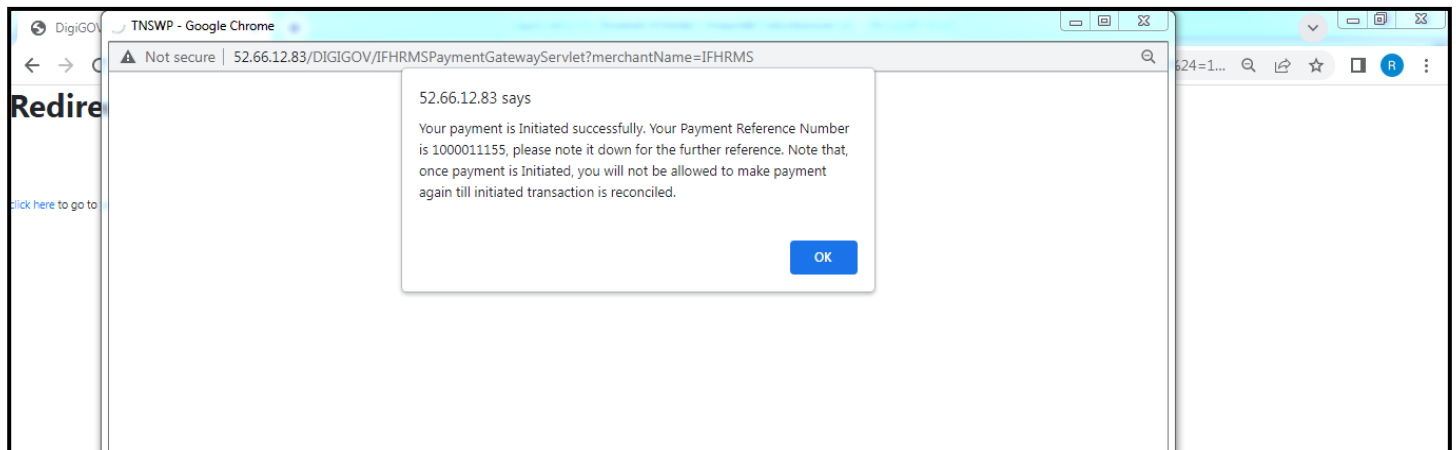


Figure 21. Payment Reference Number

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**

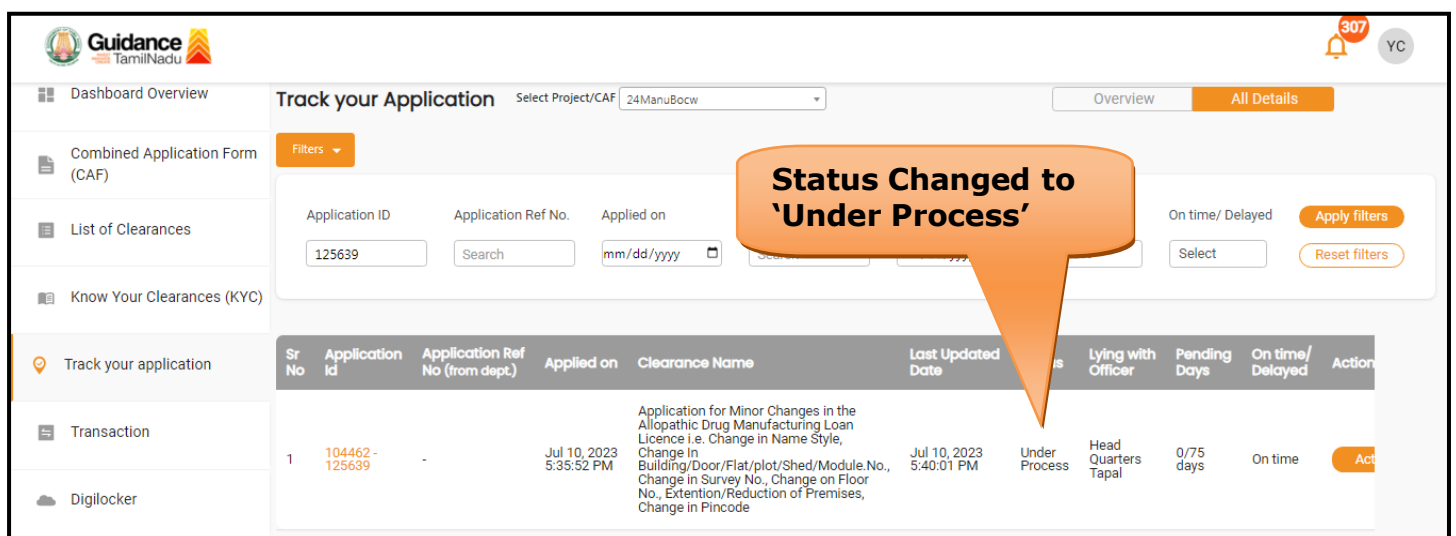


Figure 22. Application under process

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.

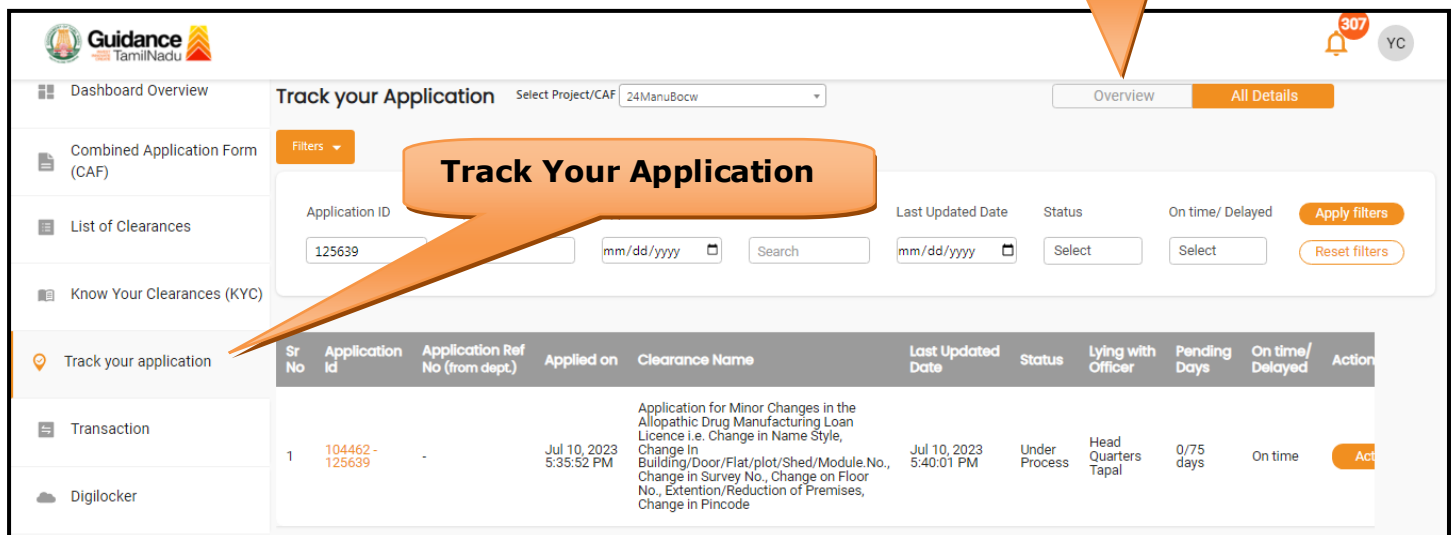
- **Track your application– Overview option**

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

Track Your Application



Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/Delayed	Action
1	104462 - 125639	-	Jul 10, 2023 5:35:52 PM	Application for Minor Changes in the Allopathic Drug Manufacturing Loan Licence i.e. Change in Name Style, Change in Building/Door/Flat/plot/Shed/Module.No., Change in Survey No., Change on Floor No., Extention/Reduction of Premises, Change in Pincode	Jul 10, 2023 5:40:01 PM	Under Process	Head Quarters Tapal	0/75 days	On time	Act

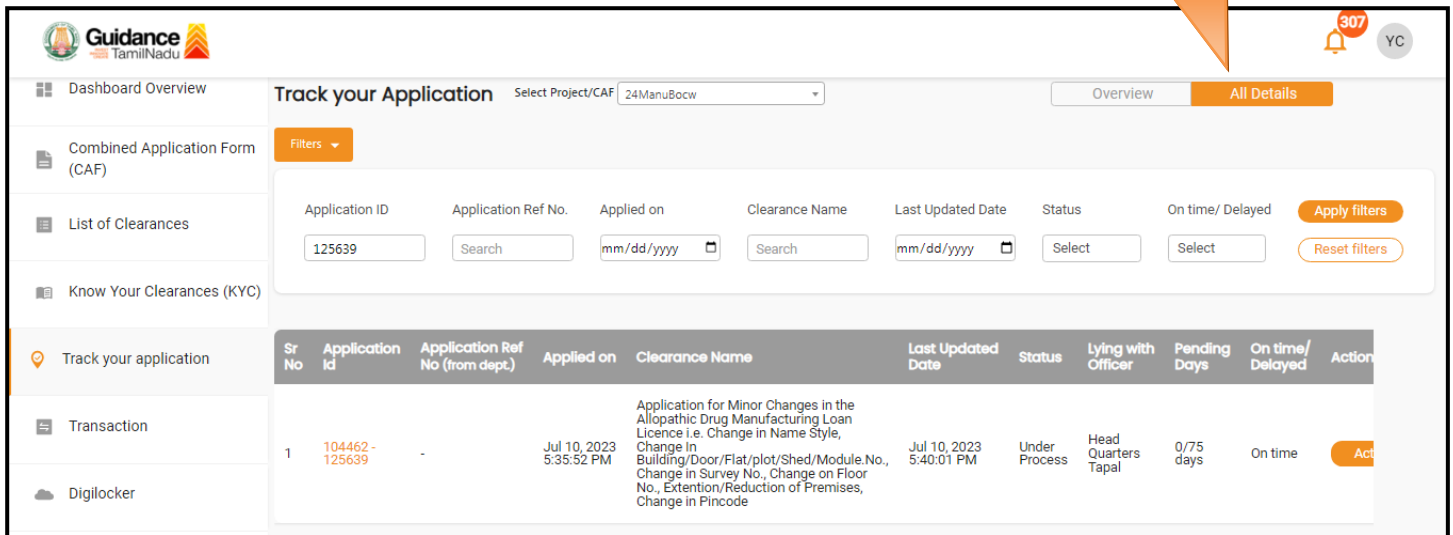
Figure 23. Track your Application

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

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

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

All Details Options



The screenshot displays the 'Track your Application' page. At the top, there's a 'Select Project/CAF' dropdown set to '24ManuBocw'. Below it, there are filter options for Application ID, Application Ref No., Applied on, Clearance Name, Last Updated Date, Status, and On time/Delayed. A table below shows one application entry:

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 - 125639	-	Jul 10, 2023 5:35:52 PM	Application for Minor Changes in the Allopathic Drug Manufacturing Loan Licence i.e. Change in Name Style, Change In Building/Door/Flat/plot/Shed/Module.No., Change in Survey No., Change on Floor No., Extention/Reduction of Premises, Change in Pincode	Jul 10, 2023 5:40:01 PM	Under Process	Head Quarters Tapal	0/75 days	On time	Acti

Figure 24. ‘All details’ tab

11. Query Clarification

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

The screenshot displays the 'Track your Application' page. The application ID is 125639. The status is 'Need Clarification'. A callout bubble points to the 'Need Clarification' 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 - 125639	-	Jul 10, 2023 5:35:52 PM	Application for Minor Changes in the Allopathic Drug Manufacturing Loan Licence i.e. Change in Name Style, Change In Building/Door/Flat/plot/Shed/Module.No., Change in Survey No., Change on Floor No., Extention/Reduction of Premises, Change in Pincode	Jul 10, 2023 5:43:45 PM	Need Clarification	State Licensing Authority	0/75 days	On time	

Figure 25. Need Clarification

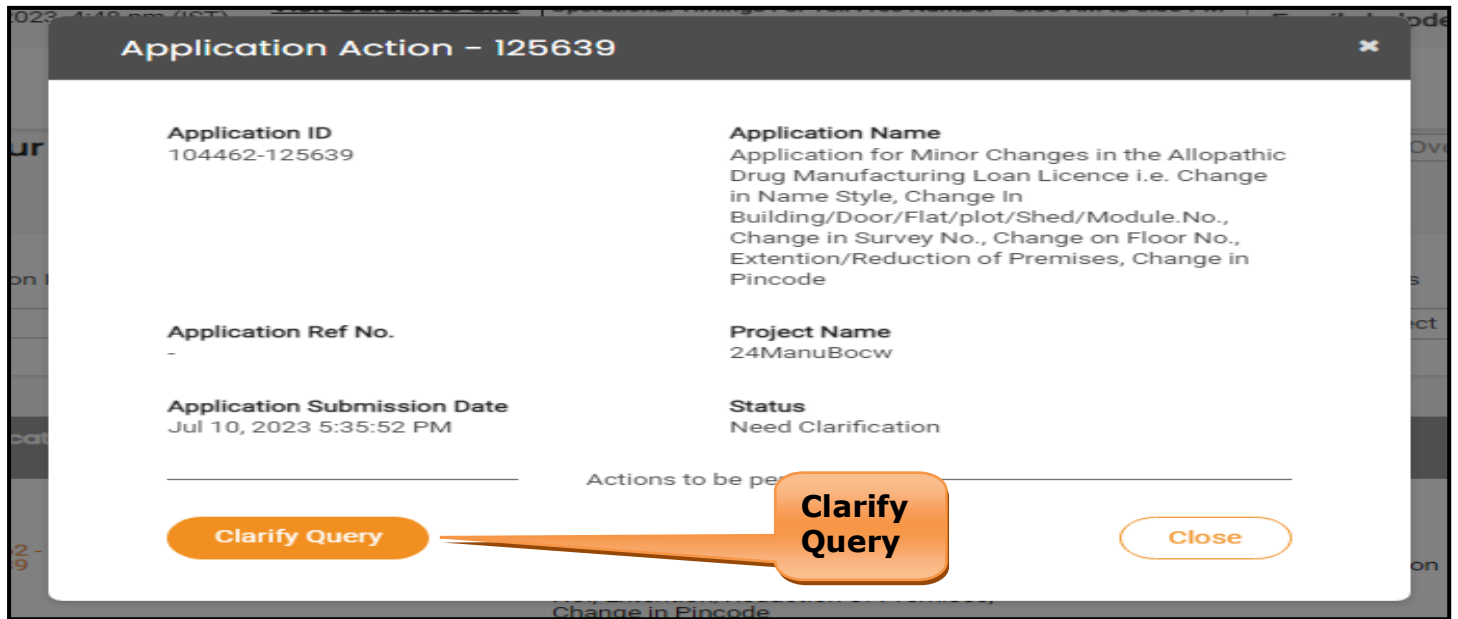


Figure 26. Clarify Query

- 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.

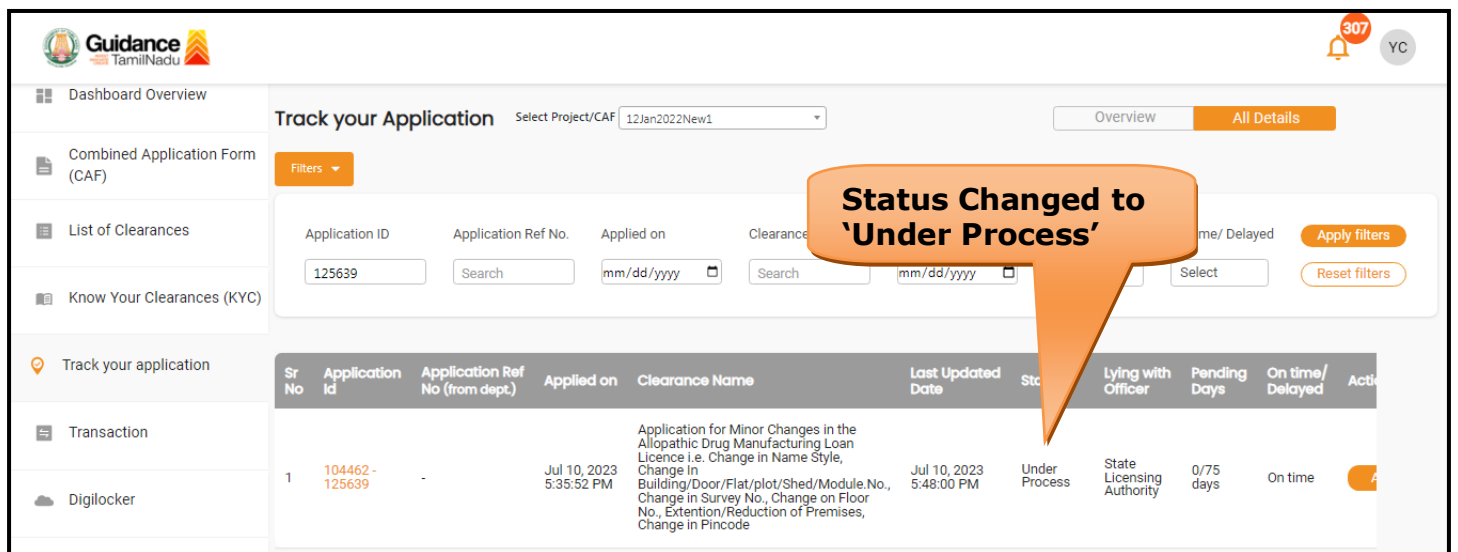
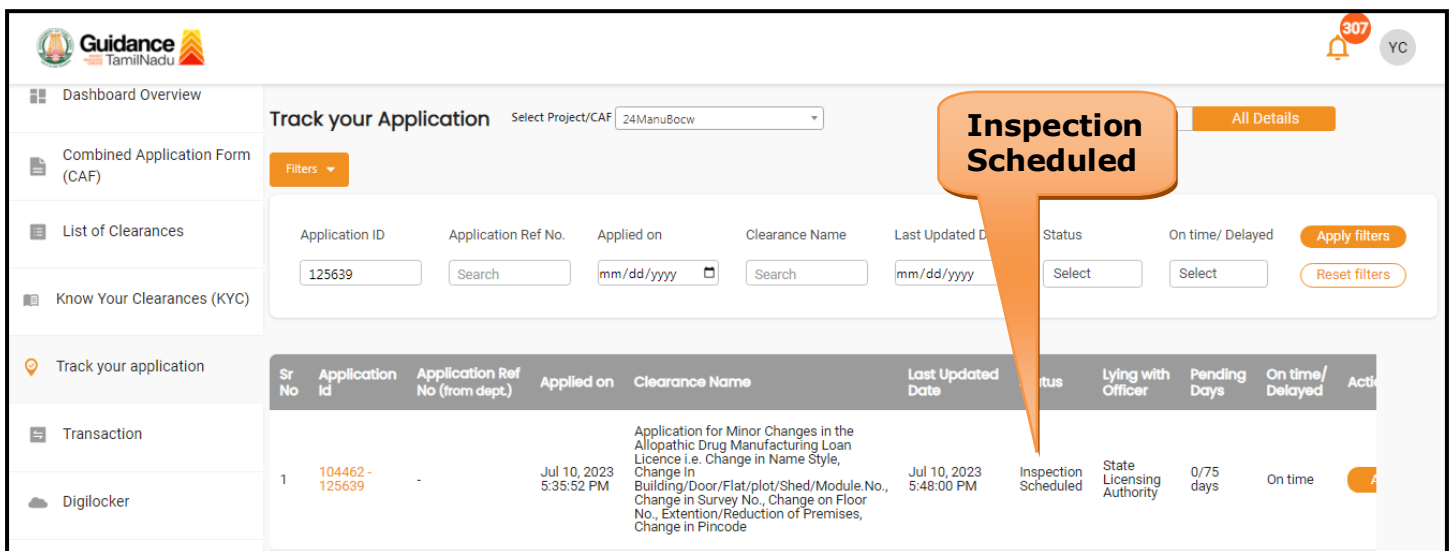


Figure 27. Application under Process

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 top navigation bar includes the 'Guidance TamilNadu' logo, a notification bell with '307' alerts, and a user profile icon 'YC'. The main content area is titled 'Track your Application' and includes a dropdown menu for 'Select Project/CAF' set to '24ManuBocw'. Below this is a 'Filters' section with search boxes for 'Application ID' (125639), 'Application Ref No.', 'Applied on' (mm/dd/yyyy), 'Clearance Name', and 'Last Updated Date' (mm/dd/yyyy). There are 'Apply filters' and 'Reset filters' buttons. A table below displays 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 - 125639	-	Jul 10, 2023 5:35:52 PM	Application for Minor Changes in the Allopathic Drug Manufacturing Loan Licence i.e. Change in Name Style, Change In Building/Door/Flat/plot/Shed/Module.No., Change in Survey No., Change on Floor No., Extention/Reduction of Premises, Change in Pincode	Jul 10, 2023 5:48:00 PM	Inspection Scheduled	State Licensing Authority	0/75 days	On time	View

Figure 28. Inspection Scheduled



Application Action - 125639

Application ID 104462-125639	Application Name Application for Minor Changes in the Allopathic Drug Manufacturing Loan Licence i.e. Change in Name Style, Change In Building/Door/Flat/plot/Shed/Module.No., Change in Survey No., Change on Floor No., Extention/Reduction of Premises, Change in Pincode
Application Ref No. -	Project Name 24ManuBocw
Application Submission Date Jul 10, 2023 5:35:52 PM	Status Inspection Scheduled

Actions to be performed

Inspection Details (Callout)

Buttons: Inspection Details, Close

Figure 29. Scheduled Inspection Details

Guidance TamilNadu

307

Dashboard Overview

- Combined Application Form (CAF)
- List of Clearances
- Know Your Clearances (KYC)
- Track your application
- Transaction

Inspection Details : 125639

Inspection Scheduled From Date (DD/MM/YYYY):
10/07/2023

Inspection Scheduled To Date (DD/MM/YYYY):
10/07/2023

Inspection Date (Callout)

Figure 30. 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”**.

The screenshot shows the 'Track your Application' interface. It includes a sidebar with navigation options like 'Dashboard Overview', 'List of Clearances', and 'Track your application'. The main area displays a table of applications. One application is highlighted with a callout bubble indicating its status is 'Approved'.

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 - 125639	-	Jul 10, 2023 5:35:52 PM	Application for Minor Changes in the Allopathic Drug Manufacturing Loan Licence i.e. Change in Name Style, Change In Building/Door/Flat/plot/Shed/Module.No., Change in Survey No., Change on Floor No., Extention/Reduction of Premises, Change in Pincode	Jul 10, 2023 5:59:37 PM	Approved	State Licensing Authority	0/75 days	On time	Approval Certificate

Figure 31. 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 32)

The screenshot shows a modal window titled 'Application Action - 125639'. It contains the following details:

- Application ID:** 104462-125639
- Application Name:** Application for Minor Changes in the Allopathic Drug Manufacturing Loan Licence i.e. Change in Name Style, Change In Building/Door/Flat/plot/Shed/Module.No., Change in Survey No., Change on Floor No., Extention/Reduction of Premises, Change in Pincode
- Application Ref No.:** -
- Project Name:** 24ManuBocw
- Application Submission Date:** Jul 10, 2023 5:35:52 PM
- Status:** Approved

At the bottom, there are four buttons: 'Approval Certificate', 'Feedback - Application Processing', 'Feedback - Application Submission', and 'Close'. A callout bubble points to the 'Approval Certificate' button.

Figure 32. 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 33)

The screenshot shows the 'Track your Application' section of the Guidance TamilNadu portal. A callout bubble labeled 'Rejected Status' points to the 'Rejected' status in the application table. The table contains one entry with the following details:

Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Update Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	104462 - 125639	-	Jul 10, 2023 5:35:52 PM	Application for Minor Changes in the Allopathic Drug Manufacturing Loan Licence i.e. Change in Name Style, Change In Building/Door/Flat/plot/Shed/Module.No., Change in Survey No., Change on Floor No., Extention/Reduction of Premises, Change in Pincode	Jul 10, 2023 5:59:37 PM	Rejected	State Licensing Authority	0/75 days	On time	Actions

Figure 33. Rejected Status

