



# **TAMIL NADU SINGLE WINDOW PORTAL**

## **APPLICANT MANUAL**

### **Renewal of Recognition of Manufacture of Boilers**

## **DIRECTORATE OF BOILERS**



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## 1. Home Page

1) The journey of the new applicant starts with Tamil Nadu Single Window Portal (TNSWP) home page 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



The screenshot shows the TNSWP Home Page with the following details:

- Browser address bar: [tnswp.com/DIGIGOV/swp-tnswp.jsp](https://tnswp.com/DIGIGOV/swp-tnswp.jsp)
- Page title: A Tamil Nadu Government Portal
- Date and time: Wednesday, 30 November 2022, 10:11 pm (IST)
- Operational Timings For Toll Free Number: 8:30 AM to 8:30 PM
- Toll Free Number: 18002583878
- Email: [helpdesk@investtn.in](mailto:helpdesk@investtn.in)
- Industrial Helpline | English
- Navigation menu: Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, Help & Support
- Buttons: Register, Login
- Header: TAMIL NADU Leading the Nation
- Award highlights:
  - #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 text: Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless
- Footer button: TN Single Window Fee Slab for Large Industries
- Small icon of a person in a hard hat in the bottom right corner.

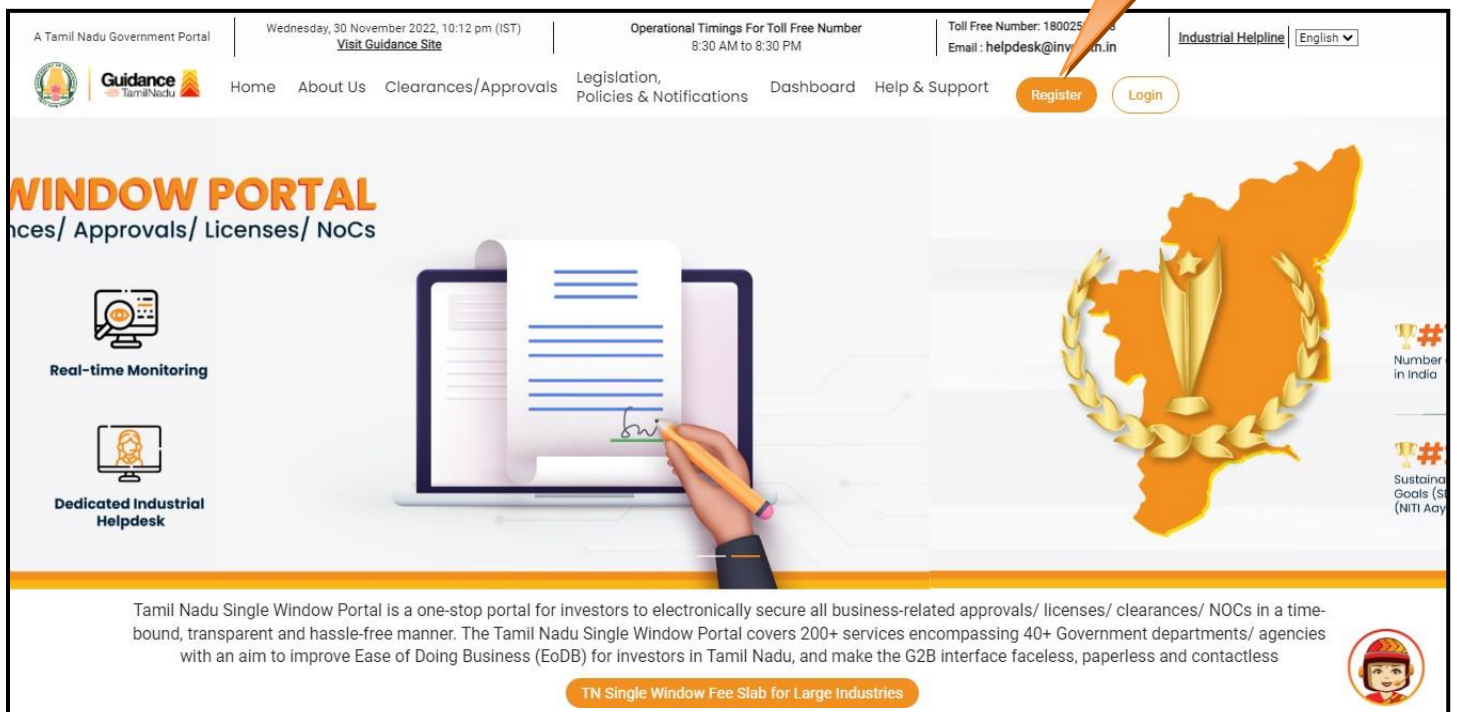
Figure 1. Single Window Portal Home Page

## 2. Registration

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

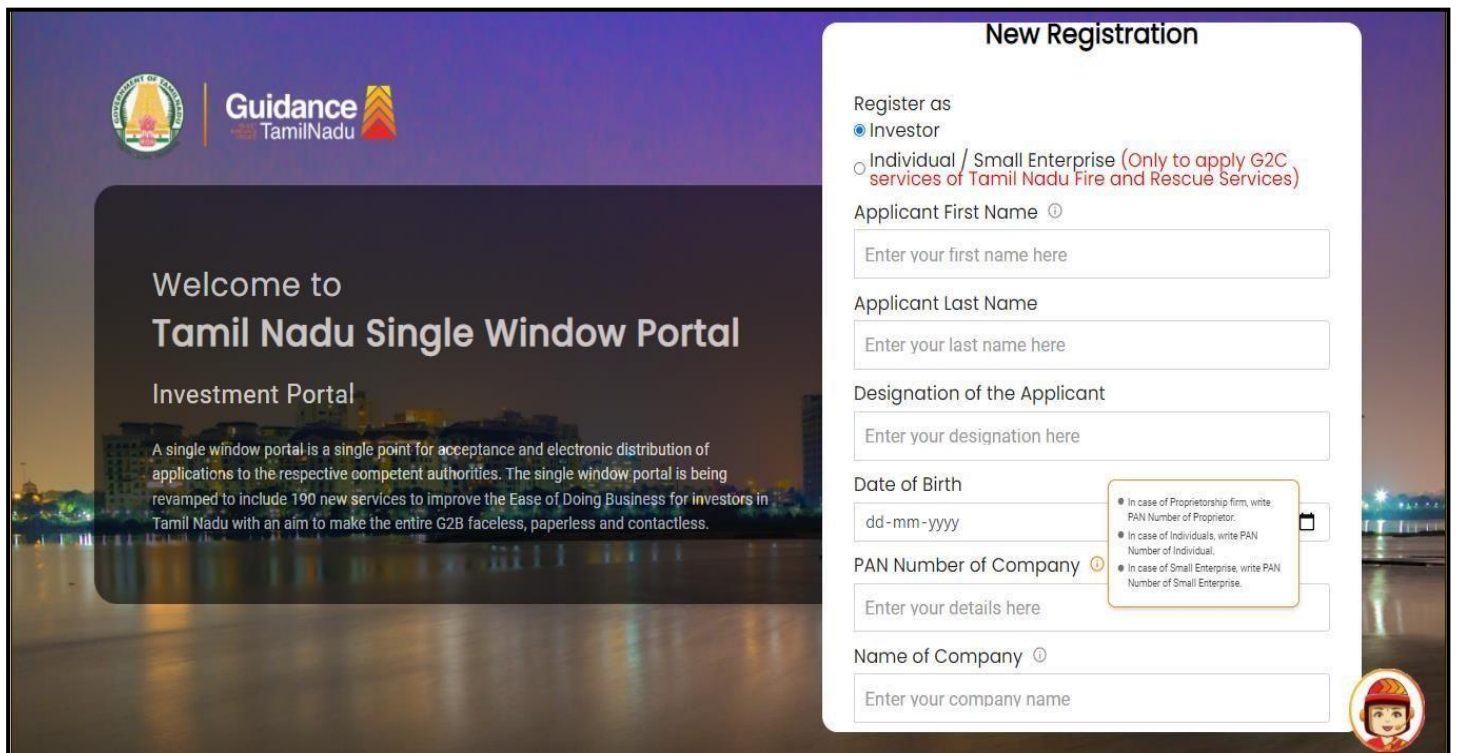
- 1) Click on 'Register' button on TNSWP.


Register on  
TNSWP



**Figure 2. Register**

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





**Guidance**  
TamilNadu

## 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

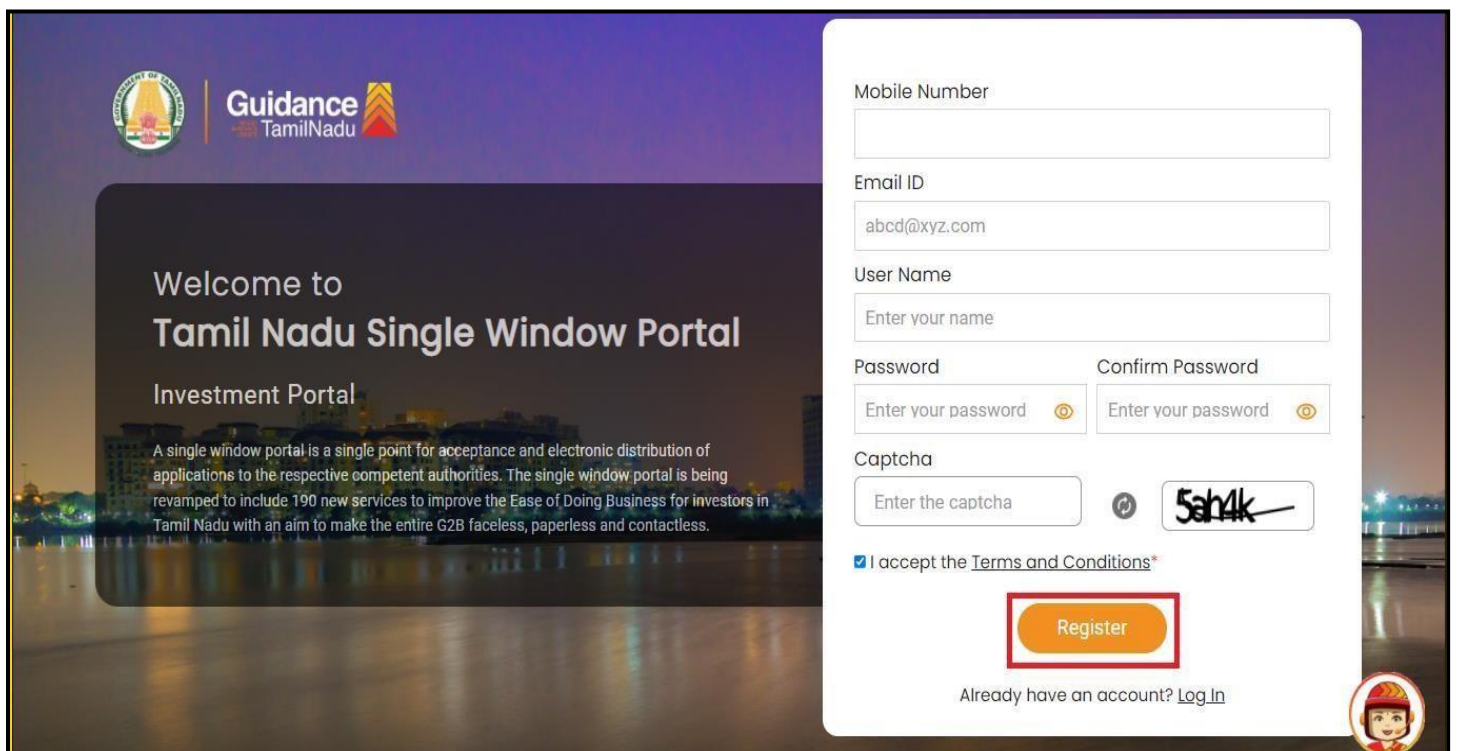
Date of Birth  
 📅


PAN Number of Company ?  


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

Name of Company ?

**Figure 3. Registration Form**





**Guidance**  
TamilNadu

## 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

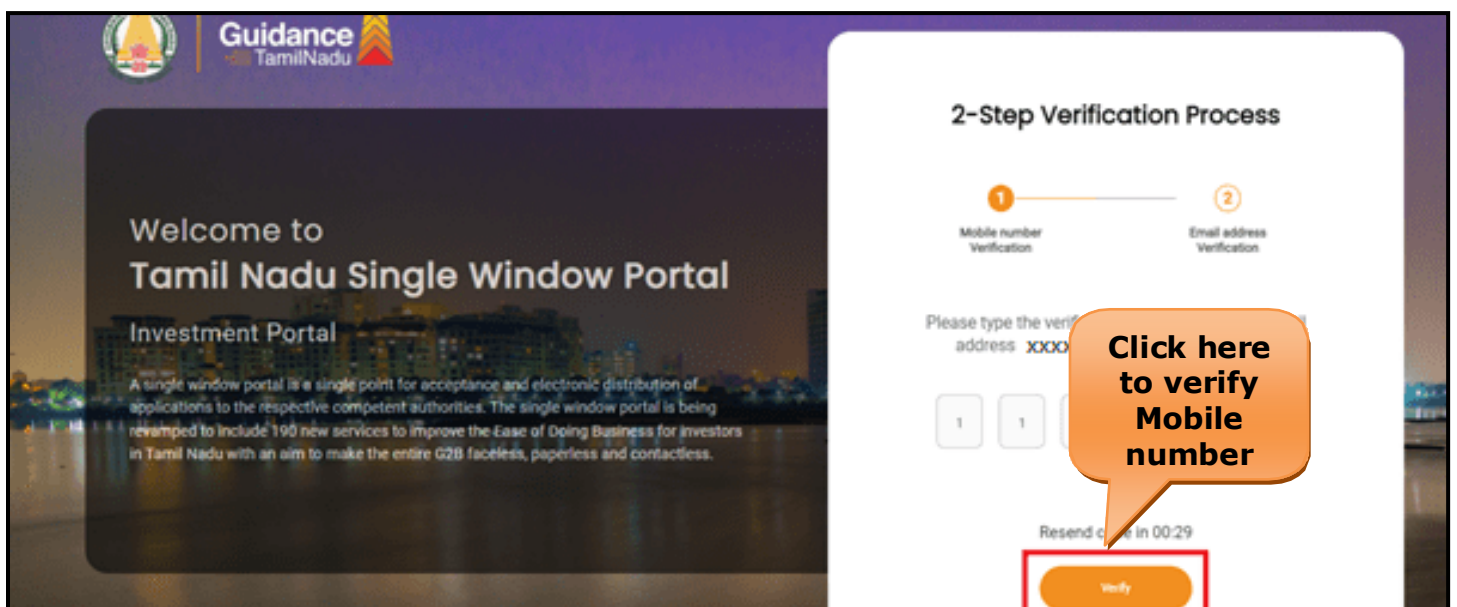
Already have an account? [Log In](#)

**Figure 4. Registration Form Submission**

- 6) The Email ID would be the applicant name 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

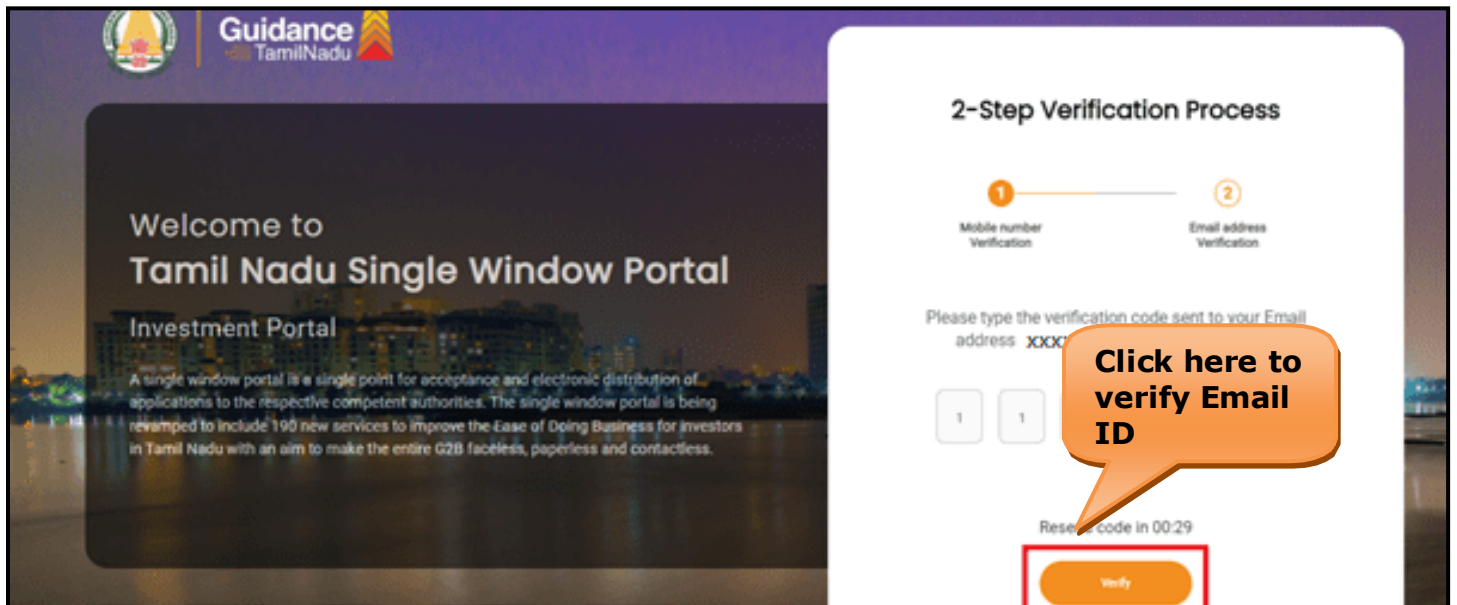
- **'2-Step Verification Process'** screen will appear when the applicant clicks on 'Register' button.
  - **Mobile Number Verification**
    1. For verifying the mobile number, the verification code will be sent to the given mobile number.
    2. Enter the verification code and click on the **'Verify'**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



**Figure 5. Mobile Number Verification**

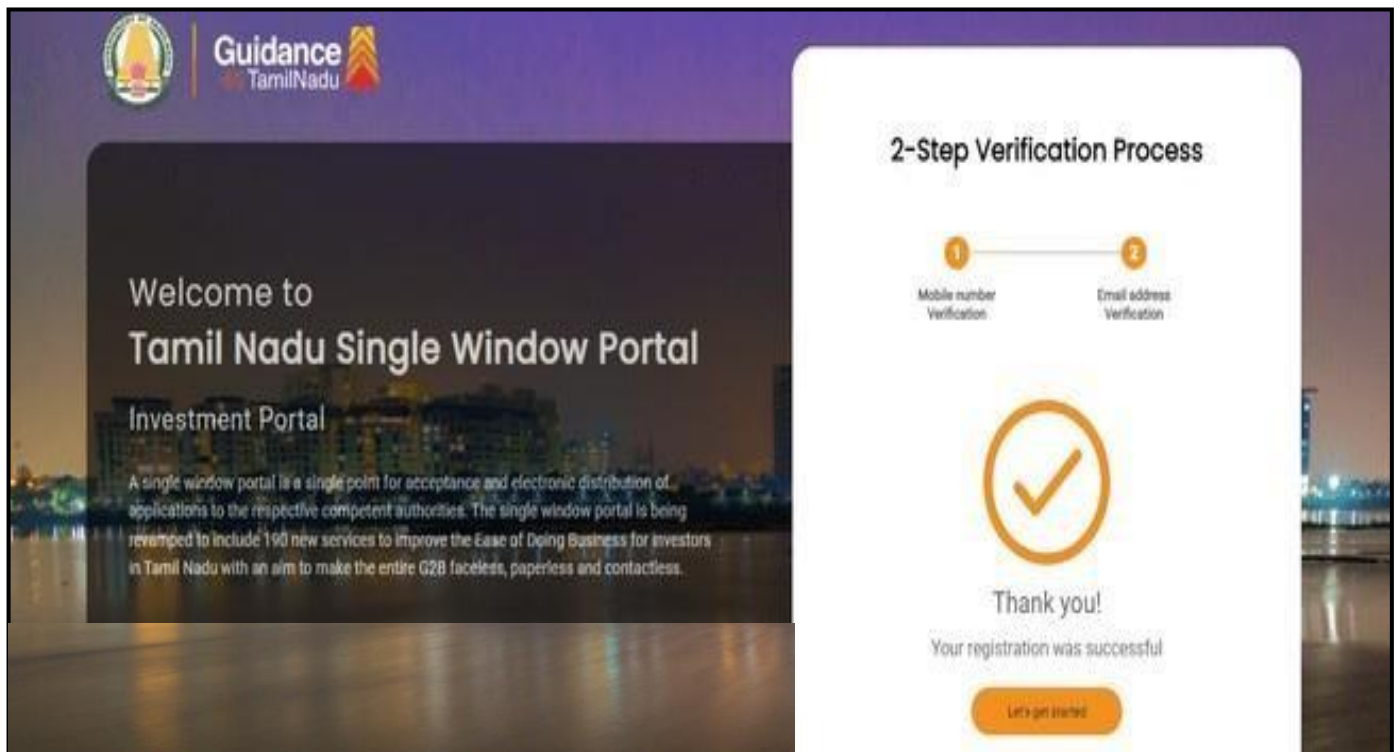
- o **Email ID Verification**

- 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 applicant name and password created during the registration process.
- 2) Click on login button to enter TNSWP

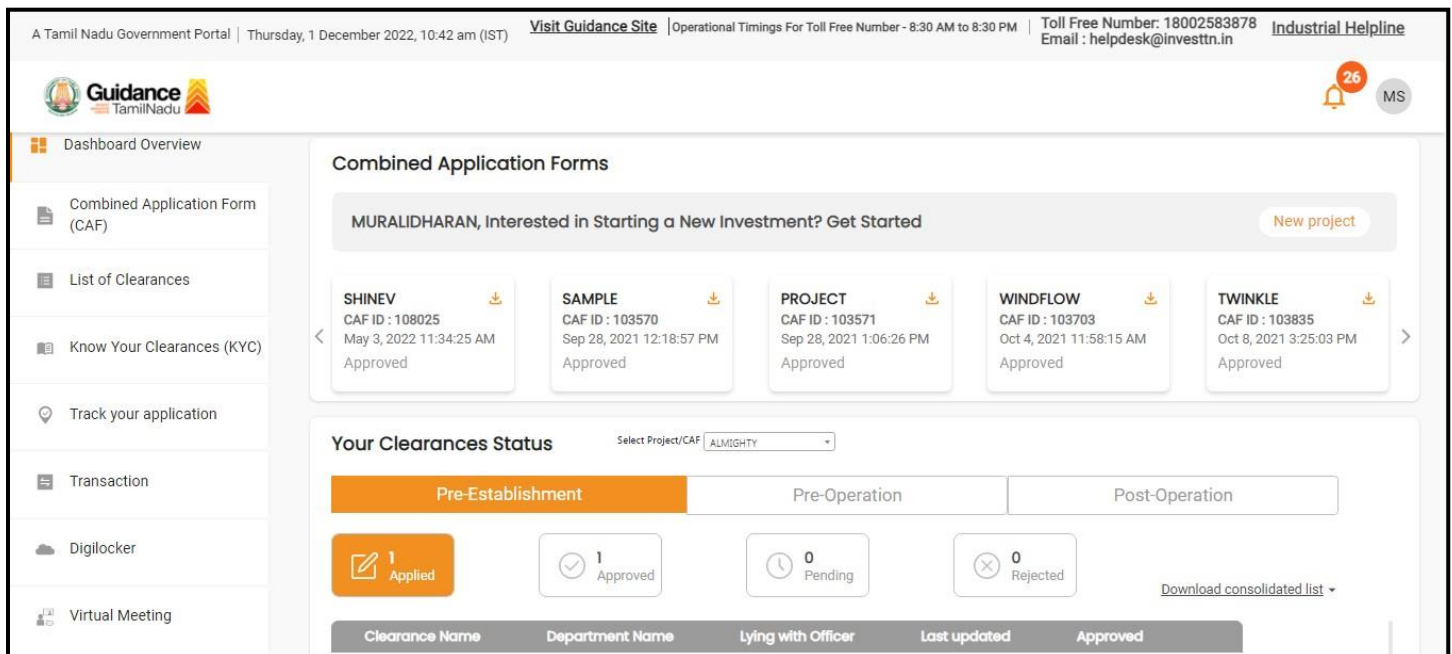
**Login to  
TNSWP**

The screenshot displays the TNSWP (Tamil Nadu Single Window Portal) website. The browser address bar shows '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 '8:30 AM to 8:30 PM', and contact information 'Toll Free Number: 18002583878' and 'Email: helpdesk@investtn.in'. The main navigation menu includes 'Home', 'About Us', 'Clearances/Approvals', 'Legislation, Policies & Notifications', 'Dashboard', and 'Help & Support'. There are 'Register' and 'Login' buttons. The main content area features a large orange map of Tamil Nadu with a star and the text 'TAMIL NADU Leading the Nation'. Below this, there are two rows of award statistics, each with a trophy icon and a '#1' or '#2' ranking. The first row includes: '#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', and '#1 Best Performing State (India Today State of the State Award 2018, 2019 & 2020)'. The second row includes: '#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', and '#2 Growth, Innovation and Leadership Index 2019 (Frost & Sullivan)'. At the bottom, there is a text block describing the portal as a one-stop portal for investors and a 'TN Single Window Fee Slab for Large Industries' button. A small cartoon character icon is visible in the bottom right corner.

**Figure 8. Login**

## 5. Dashboard Overview

- 1) When the applicant logs into TNSWP, the dashboard overview page will appear.
- 2) Dashboard overview is applicant-friendly interface for the applicant's easy navigation and to access various functionalities such as Menu bar, Status whether the application is Approved, Pending, Rejected and Data at-a glance on a unified point.



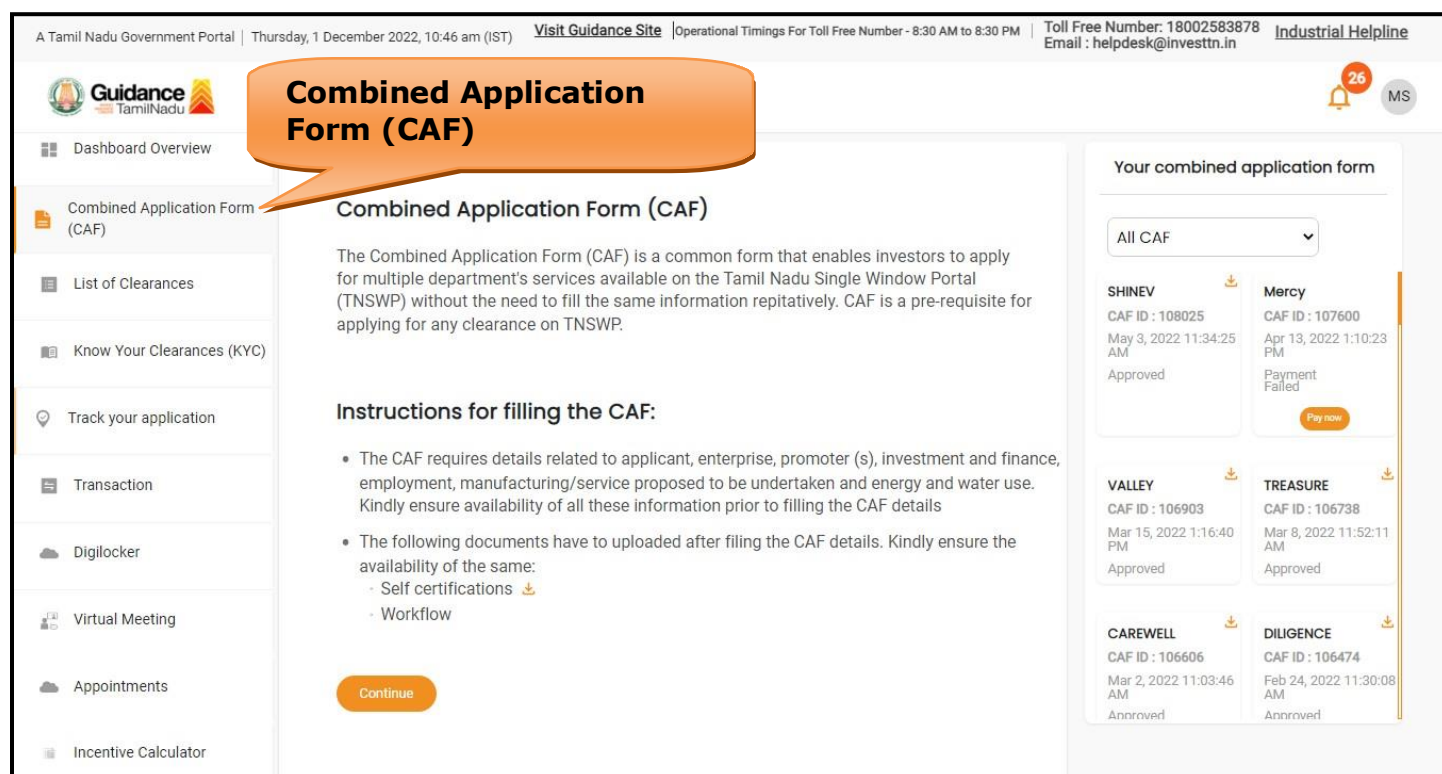
The screenshot shows the dashboard overview page for the TNSWP. The page header includes the Tamil Nadu Government Portal logo, the date and time (Thursday, 1 December 2022, 10:42 am IST), and contact information for the Industrial Helpline (Toll Free Number: 18002583878, Email: helpdesk@investtn.in). The dashboard is divided into several sections:

- Dashboard Overview:** A sidebar menu with options like Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, Digilocker, and Virtual Meeting.
- Combined Application Forms:** A section titled "MURALIDHARAN, Interested in Starting a New Investment? Get Started" with a "New project" button. Below this, there are five cards representing different projects: SHINEV (CAF ID: 108025, May 3, 2022, 11:34:25 AM, Approved), SAMPLE (CAF ID: 103570, Sep 28, 2021, 12:18:57 PM, Approved), PROJECT (CAF ID: 103571, Sep 28, 2021, 1:06:26 PM, Approved), WINDFLOW (CAF ID: 103703, Oct 4, 2021, 11:58:15 AM, Approved), and TWINKLE (CAF ID: 103835, Oct 8, 2021, 3:25:03 PM, Approved).
- Your Clearances Status:** A section with a dropdown menu for "Select Project/CAF" (currently set to "ALMIGHTY"). It features three tabs: "Pre-Establishment" (selected), "Pre-Operation", and "Post-Operation". Below the tabs, there are three status boxes: "Applied" (1), "Approved" (1), and "Rejected" (0). A "Download consolidated list" link is also present.
- Clearance Table:** A table with columns: Clearance Name, Department Name, Lying with Officer, Last updated, and Approved.

Figure 9. Dashboard Overview

## 6. Combined Application Form (CAF)

- 1) Prior to applying for various clearances on TNSWP, the applicant must create a project by filling 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.



A Tamil Nadu Government Portal | Thursday, 1 December 2022, 10:46 am (IST) | [Visit Guidance Site](#) | Operational Timings For Toll Free Number - 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | [Industrial Helpline](#)  
 Email : helpdesk@investtn.in

**Combined Application Form (CAF)**

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.

**Instructions for filling the CAF:**

- 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
- The following documents have to uploaded after filing the CAF details. Kindly ensure the availability of the same:
  - Self certifications 📄
  - Workflow

[Continue](#)

**Your combined application form**

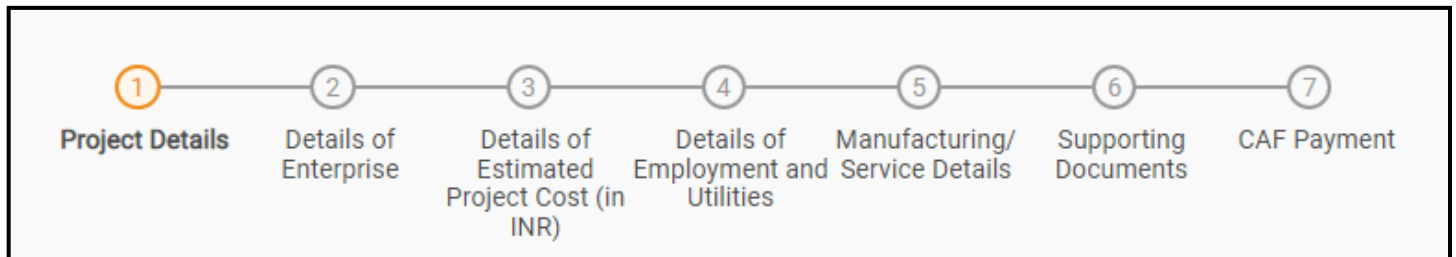
All CAF

|   |  |
|---|--|
| <b>SHINEV</b><br>CAF ID : 108025<br>May 3, 2022 11:34:25 AM<br>Approved   | <b>Mercy</b><br>CAF ID : 107600<br>Apr 13, 2022 11:10:23 PM<br>Payment Failed<br><a href="#">Pay now</a> |
| <b>VALLEY</b><br>CAF ID : 106903<br>Mar 15, 2022 1:16:40 PM<br>Approved   | <b>TREASURE</b><br>CAF ID : 106738<br>Mar 8, 2022 11:52:11 AM<br>Approved                                |
| <b>CAREWELL</b><br>CAF ID : 106606<br>Mar 2, 2022 11:03:46 AM<br>Approved | <b>DILIGENCE</b><br>CAF ID : 106474<br>Feb 24, 2022 11:30:08 AM<br>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 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 Guidance TamilNadu portal interface. At the top, there is a navigation bar with the Guidance TamilNadu logo and a notification bell icon showing 309 alerts. Below the navigation bar, a progress indicator shows seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Utilities, 5. Details of Manufacturing, 6. Supporting Documents, and 7. CAF Payment. The current step is CAF Payment. A central modal window titled "Information" with a warning icon contains the message: "Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF." Below this message is an "OK" button. The background shows the "Payment Details" section with a form for choosing a fee slab (Lump sum or à la carte), a text input field for the amount to be paid (500000), and a "Calculate Fee" button. At the bottom of the form, there are buttons for "Previous", "Next", "Pay Later", "Pay Now", "Review & Submit", and "Submit".

**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 Renewal of Recognition of Manufacture of Boiler

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   | 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**

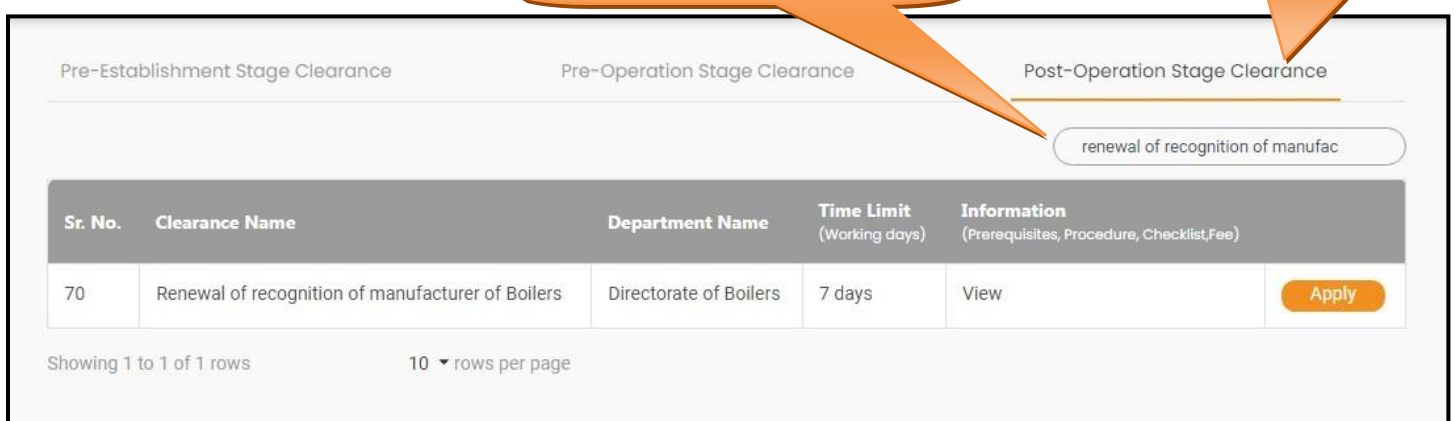
2) The list of clearances is segregated into three stages.

- **Pre-Establishment Stage Clearance**
- **Pre-Operation Stage Clearance**
- **Post-Operation Stage Clearance**

3) Select '**Post-Operation Stage Clearance**' and find the clearance '**Renewal of Recognition of Manufacture of Boilers**' 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) |       |
|---------|---|------------------------|---------------------------|--|-------|
| 70      | Renewal of recognition of manufacturer of Boilers | Directorate of Boilers | 7 days                    | View   | Apply |

Showing 1 to 1 of 1 rows      10 rows per page

**Figure 14. Search for Clearance**

- 4) Applicants 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.

Pre-Establishment Stage Clearance      Pre-Operation Stage Clearance      Post-Operation Stage Clearance

renewal of recognition of manufac

| Sr. No. | Clearance Name                                    | Department Name        | Time Limit (Working days) | Information (Prerequisites, Procedure, Checklist, Fee) |
|---------|---|------------------------|---------------------------|--|
| 70      | Renewal of recognition of manufacturer of Boilers | Directorate of Boilers | 7 days                    | View   |

Showing 1 to 1 of 1 rows      10 rows per page

**Figure 15. Apply for Clearance**

**Apply for Clearance**

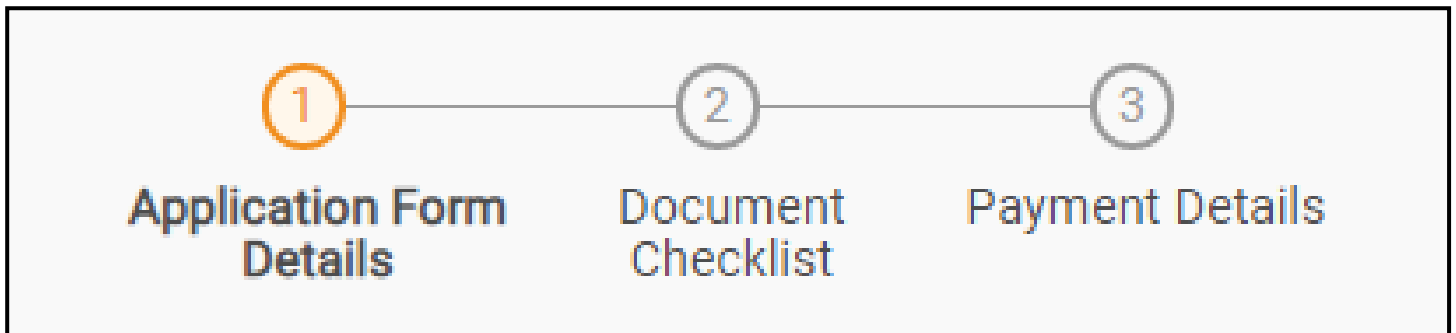
## 8. Filling the Application Form

- 1) Applicants need to fill all the details under the following 3 sections to complete the application.

### A. Application form details

### B. Document checklist

### C. Payment Details



**Figure 16. Three Sections of Application form**

### B. Document checklist

- 1) The following supporting documents need to be uploaded by the user as per the notes given.
- 2) Maximum 10 MB Allowed (Only .DOC, .PDF, .XLS, .BMP, .GIF, .JPEG, .PNG, .PPTX, .DOCX, .XLSX, .ZIP, .KML are allowed).
- 3) In case of multiple documents, please upload them in zip format.
  1. Firm Registration Details
  2. Land Ownership Document (Rent /Lease/Owned)
  3. Partnership Document, if applicable
  4. Factory Site Layout
  5. Tools and Machinery Details (Name and Capacity)
  6. Manpower Details
  7. Self-Declaration Letter
  8. Last issued Recognition/Renewal Letter
  9. Welder Certificate
- 4) After Uploading all the supporting document click on 'Next' to go 'Payment details' screen.














**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"/> Firm Registration Details                   | <br>SAMPLE SUPPORTING DOC (1).pdf <span style="background-color: #0070C0; color: white; padding: 2px;">100%</span> |
| 2       | <input checked="" type="checkbox"/> Land Ownership Document (Rent /Lease/Owned) | <br>SAMPLE SUPPORTING DOC (1).pdf   |
| 3       | <input checked="" type="checkbox"/> Partnership Document, if applicable         | <br>SAMPLE SUPPORTING DOC (1).pdf  |
| 4       | <input checked="" type="checkbox"/> Factory Site Layout                         | <br>SAMPLE SUPPORTING DOC (1).pdf  |

|   |  |   |
|---|--|---|
| 5 | <input checked="" type="checkbox"/> Tools and Machinery Details(Name and Capacity) | <br>SAMPLE SUPPORTING DOC (1).pdf  |
| 6 | <input checked="" type="checkbox"/> Manpower Details                               | <br>SAMPLE SUPPORTING DOC (1).pdf  |
| 7 | <input checked="" type="checkbox"/> Self-Declaration Letter                        | <br>SAMPLE SUPPORTING DOC (1).pdf  |
| 8 | <input checked="" type="checkbox"/> Last issued Recognition/Renewal Letter         | <br>SAMPLE SUPPORTING DOC (1).pdf  |
| 9 | <input checked="" type="checkbox"/> Welder Certificate                             | <br>SAMPLE SUPPORTING DOC (1).pdf |

**Figure 17. Document Checklist**

## C. Payment details

- 1) Payment amount would be auto populated.
- 2) Click on '**Save and Pay**' button to save the application and to make the payment.

The screenshot displays a web application interface for 'Payment Details'. At the top, a progress bar shows three steps: 1. Application Form Details, 2. Document Checklist, and 3. Payment Details (highlighted). The main form area is titled 'Payment Details' and contains a 'Payment Amount' field with the value '4000'. Below the form, there are several buttons: 'Previous', 'Next', 'Close', 'Save As Draft', 'Save and Pay', and 'Reset'. An orange callout bubble with the text 'Click on 'Save and Pay'' points to the 'Save and Pay' button. On the left side, there is a sidebar menu with options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, Digilocker, and Virtual Meeting.

**Figure 18. Payment Details**

## 9. Payment process

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

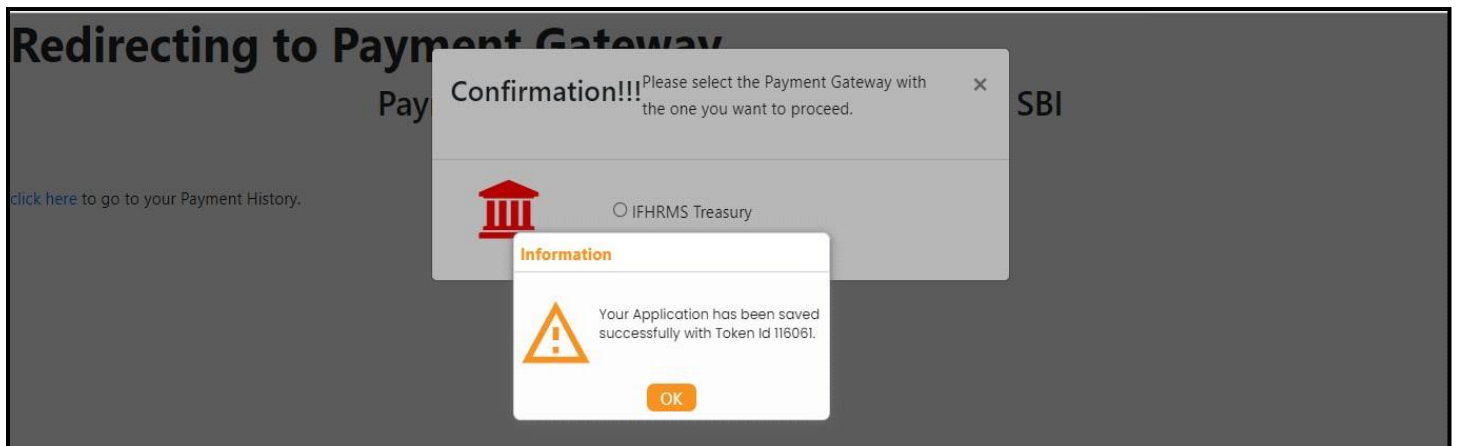


Figure 19. Token Id

- 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 the Radio button '**IFHRMS Treasury**'.

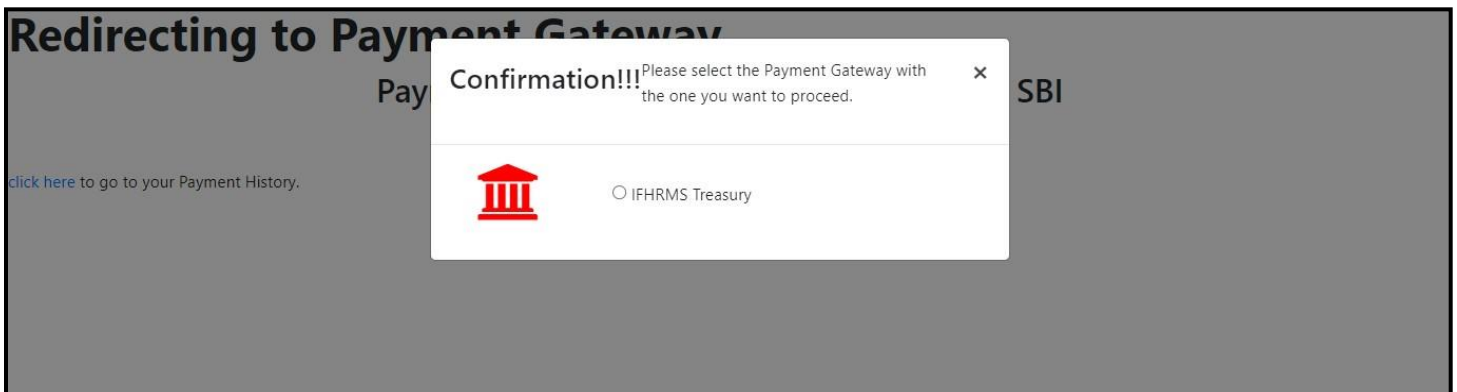
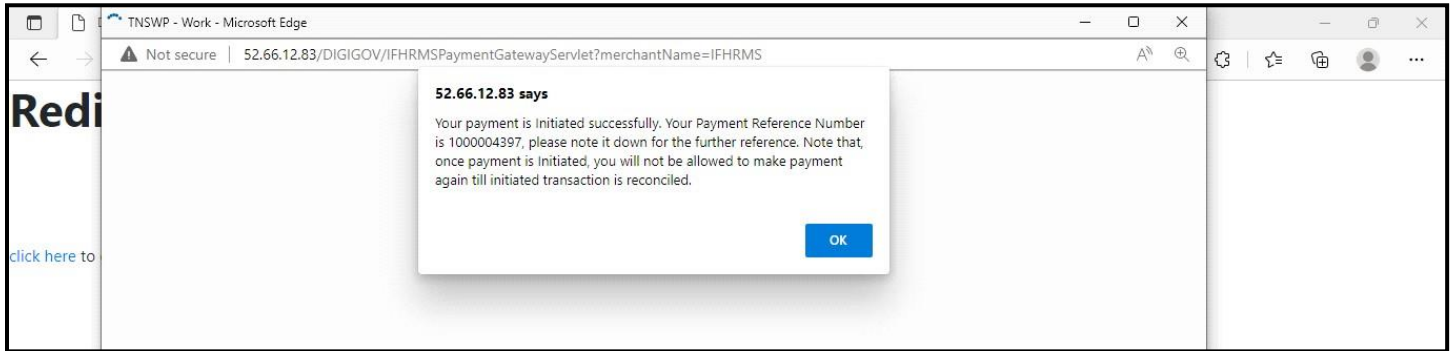


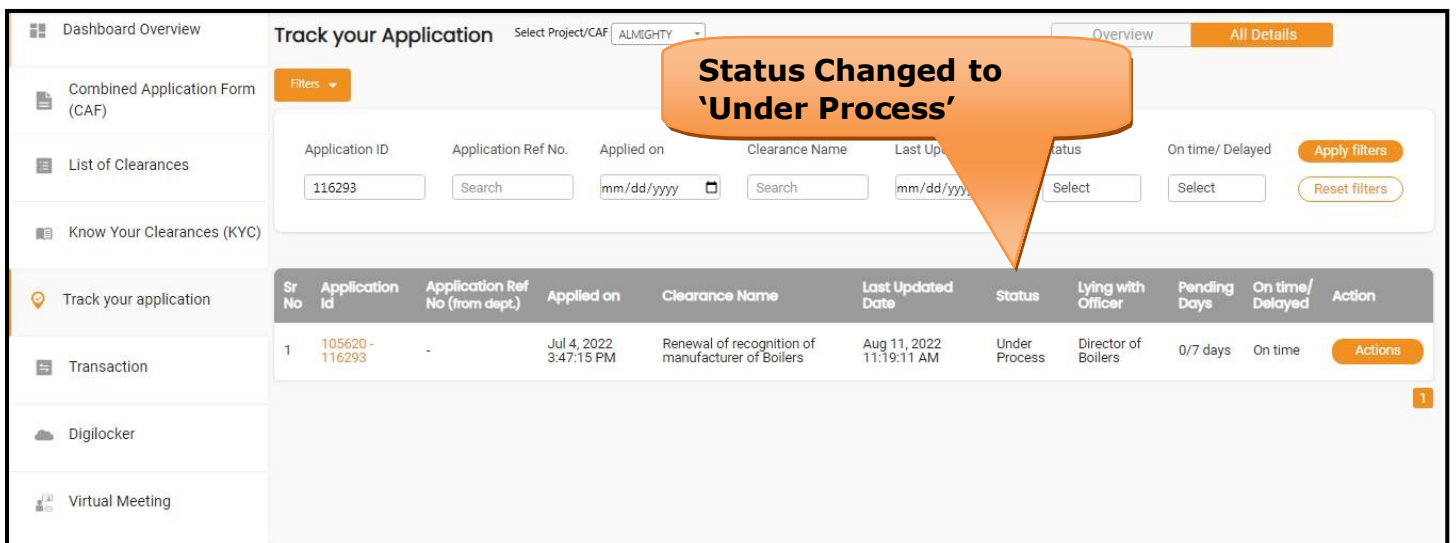
Figure 20. Payment Process (Contd.)

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



**Figure 21. Payment reference number**

- 6) After the payment is made by the applicant, the application gets submitted to the department and the status would reflect as "**Under Process**".



**Figure 22. Application Status after Payment processing**

## 10. Track Your Application

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

- **Track your application– Overview Option**

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

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

Overview of applications Applied

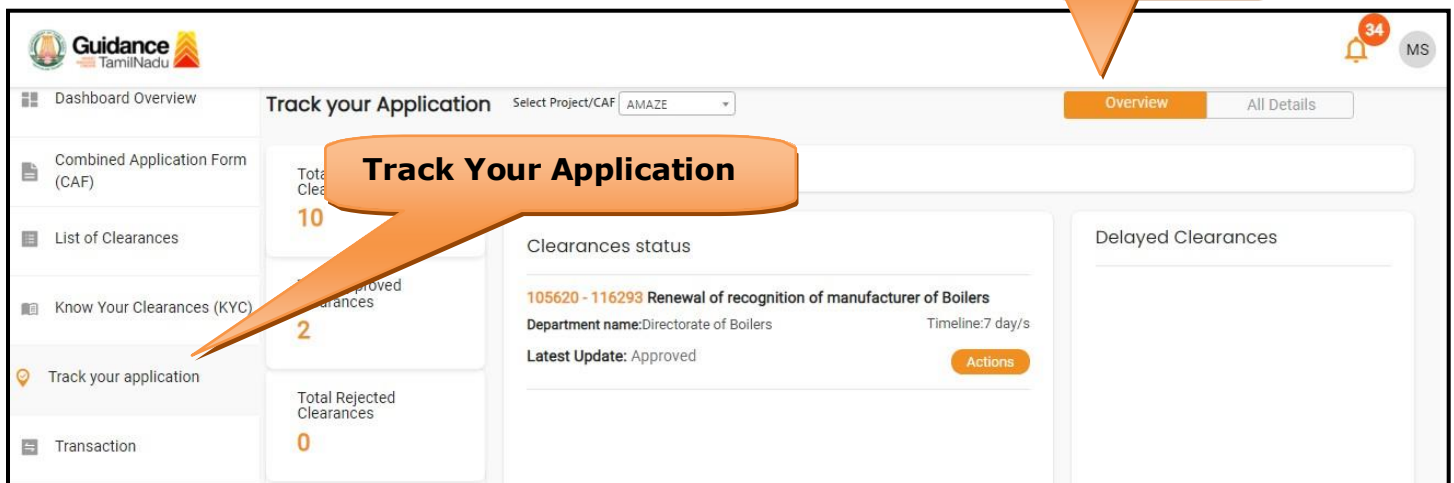
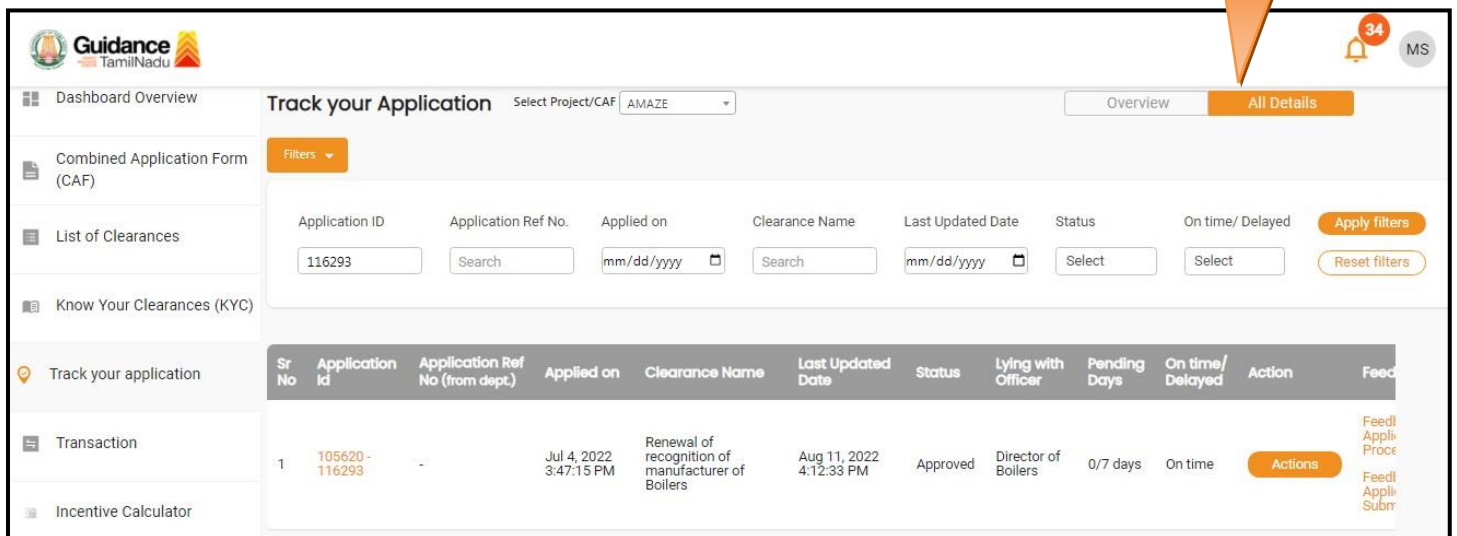


Figure 23. Track your application

- **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**

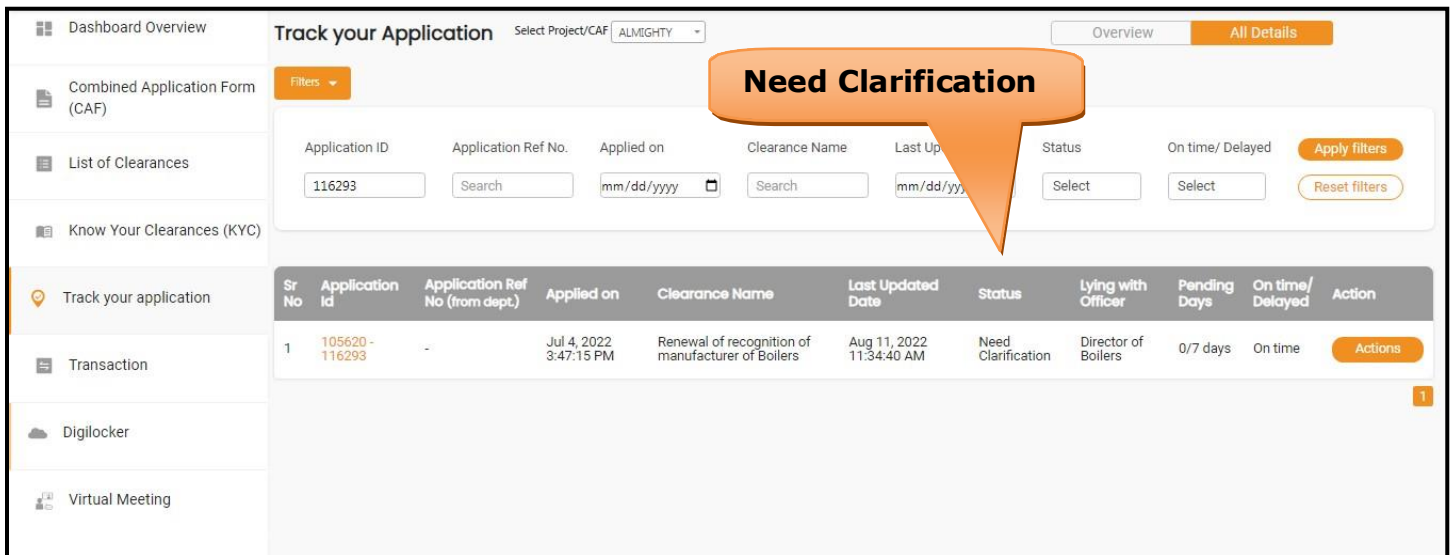



| Sr No | Application Id | Application Ref No (from dept.) | Applied on             | Clearance Name                                    | Last Updated Date       | Status   | Lying with Officer  | Pending Days | On time/Delayed | Action  | Feed                                |
|-------|----------------|---------------------------------|------------------------|---|-------------------------|----------|---------------------|--------------|-----------------|---------|-------------------------------------|
| 1     | 105620-116293  | -                               | Jul 4, 2022 3:47:15 PM | Renewal of recognition of manufacturer of Boilers | Aug 11, 2022 4:12:33 PM | Approved | Director of Boilers | 0/7 days     | On time         | Actions | Feed Appli Proce<br>Feed Appli Subr |

**Figure 24. 'All details' tab**

## 11. Query Clarification

- 1) After submitting the application to the Boiler department, the concerned officer reviews the application and if there are any clarifications required, the concerned officer would raise a query to the applicant.
- 2) Applicant would receive an alert message on 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.

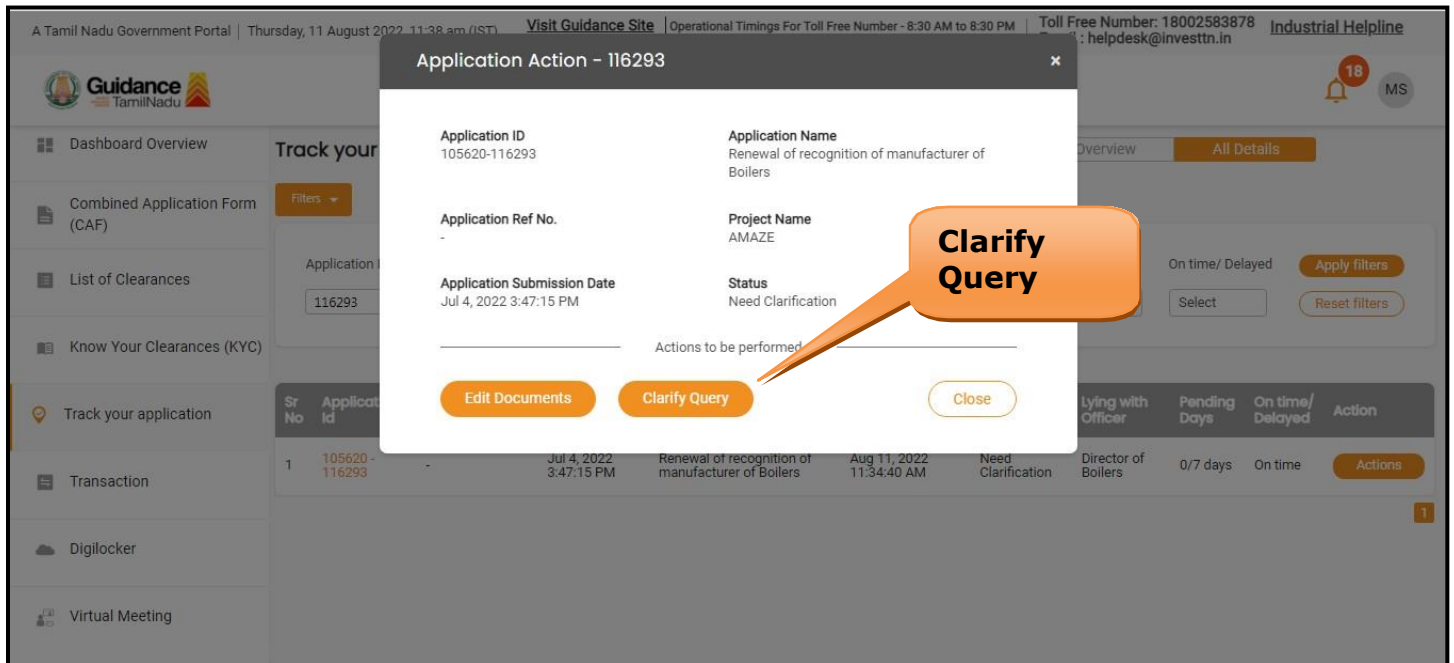


The screenshot displays the 'Track your Application' interface. At the top, there is a navigation bar with 'Dashboard Overview' and 'Track your Application' (selected). A dropdown menu for 'Select Project/CAF' is set to 'ALMIGHTY'. There are buttons for 'Overview' and 'All Details'. Below this is a search and filter section with fields for 'Application ID' (116293), 'Application Ref No.', 'Applied on', 'Clearance Name', and 'Last Updated Date'. A callout bubble points to the 'Status' column in the table below, which contains the text '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     | 105620 - 116293 | -                               | Jul 4, 2022 3:47:15 PM | Renewal of recognition of manufacturer of Boilers | Aug 11, 2022 11:34:40 AM | Need Clarification | Director of Boilers | 0/7 days     | On time          | Actions |

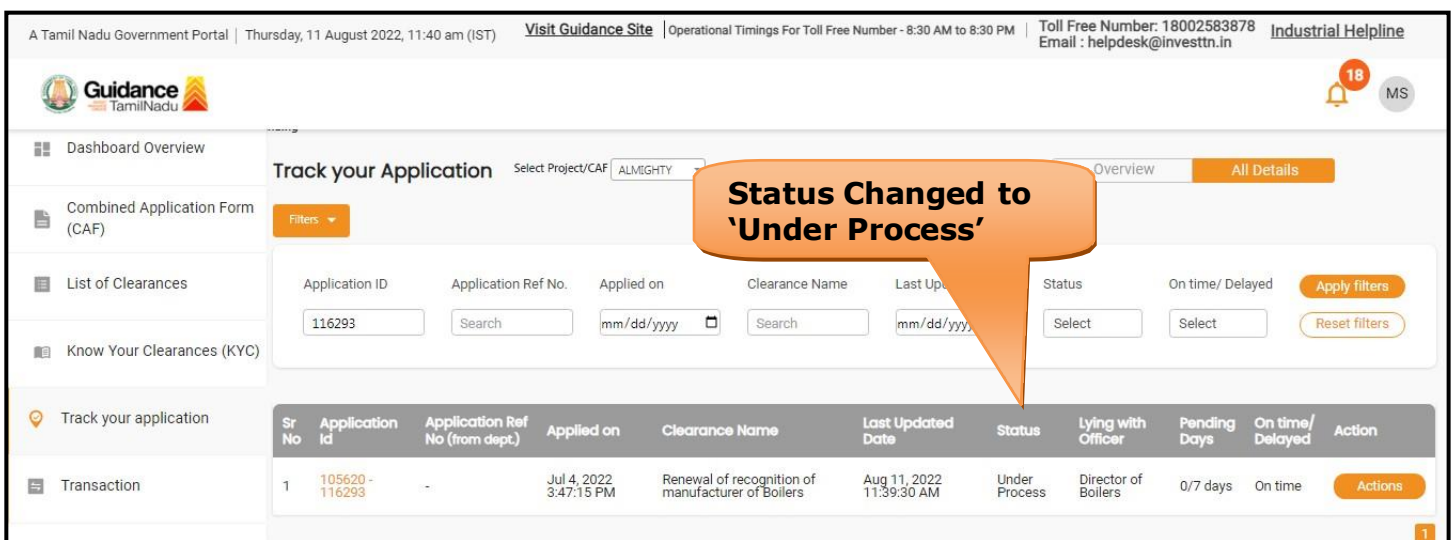
Figure 25. Need Clarification





**Figure 26. Need Clarification (Contd.)**

- 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. Application Processing

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

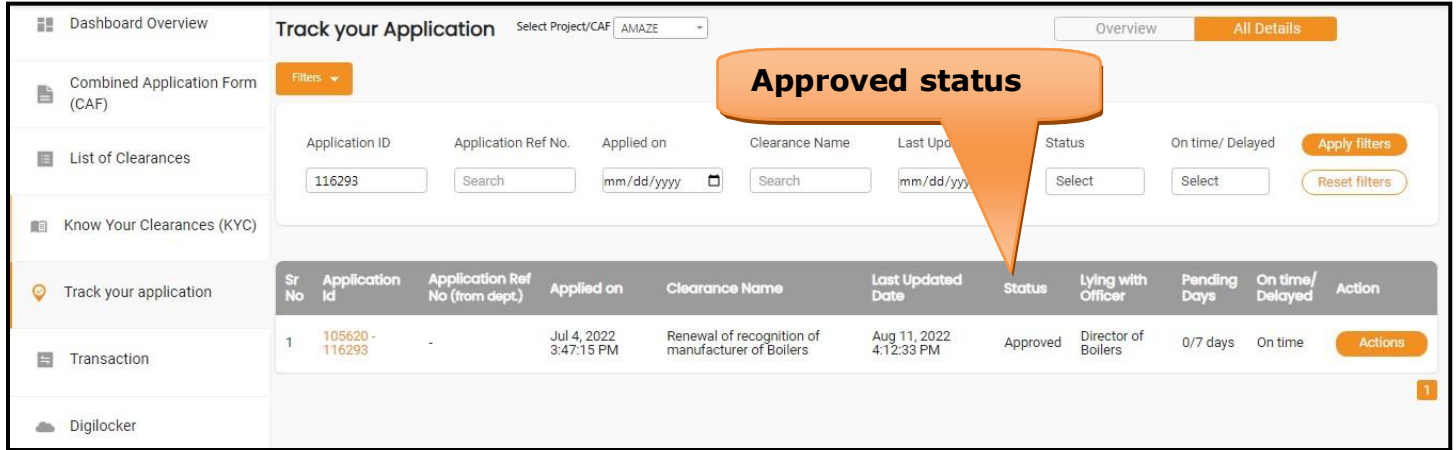


Figure 28. Application Processing

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 29)

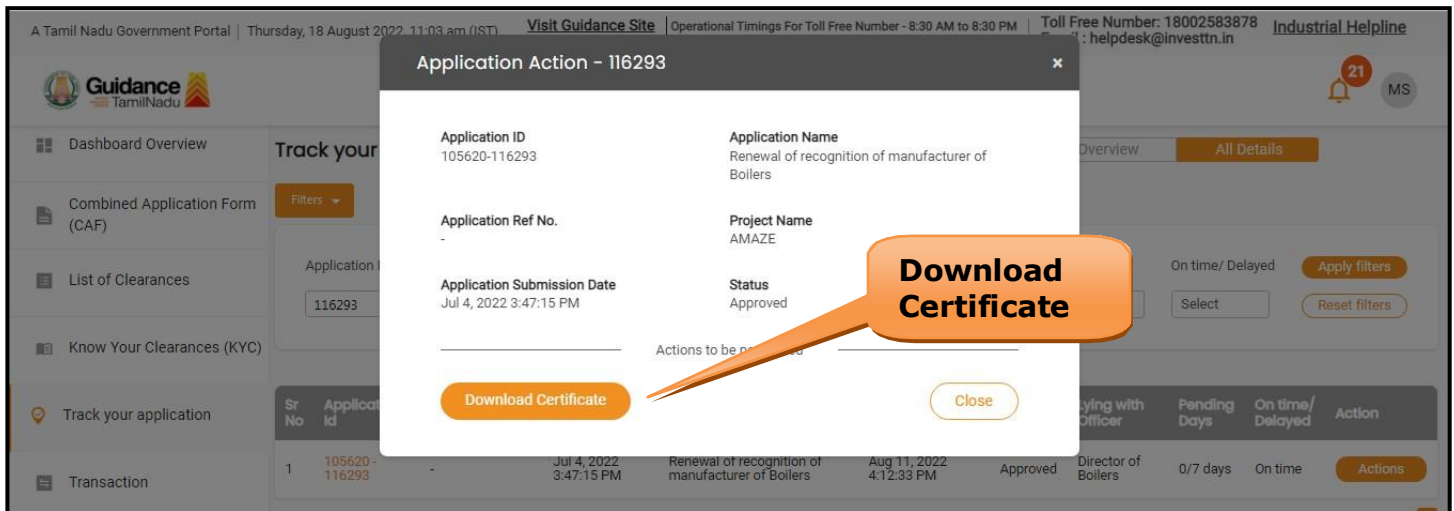
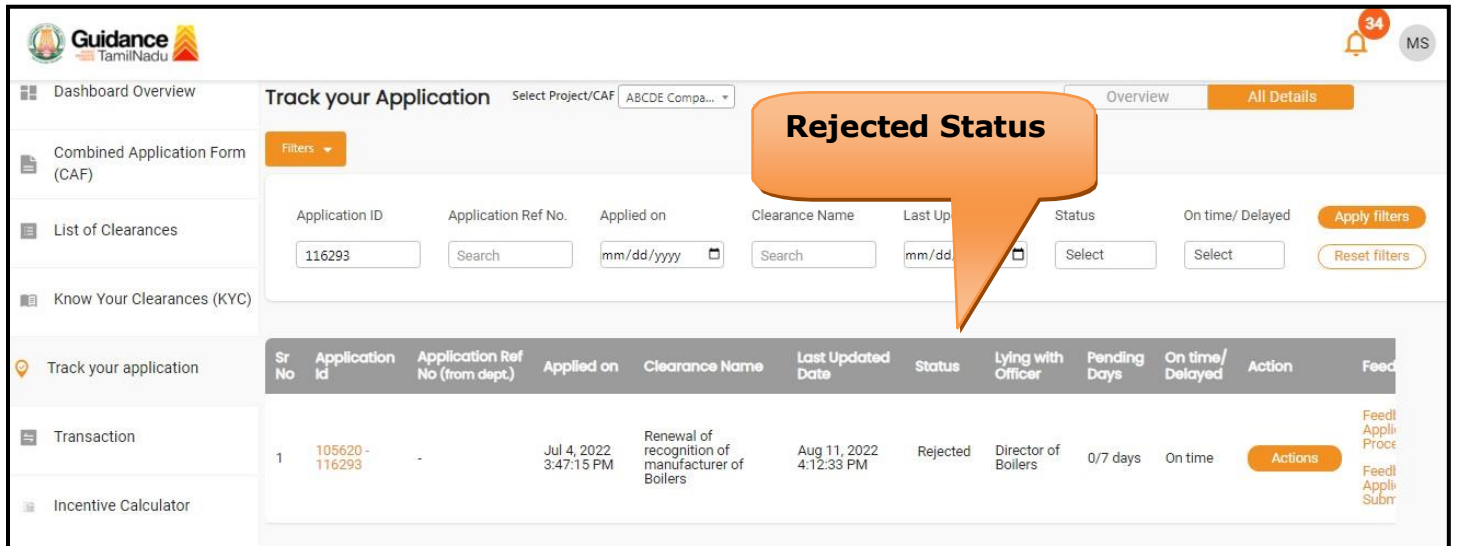


Figure 29. Download Certificate

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 30)



The screenshot displays the 'Track your Application' section of the Guidance TamilNadu portal. It features a search filter for 'Rejected Status' and a table of application records. The table includes columns for Sr No, Application Id, Application Ref No, Applied on, Clearance Name, Last Updated Date, Status, Lying with Officer, Pending Days, On time/Delayed, Action, and Feed. A specific application is highlighted with a '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     | 105620 - 116293 | -                               | Jul 4, 2022 3:47:15 PM | Renewal of recognition of manufacturer of Boilers | Aug 11, 2022 4:12:33 PM | Rejected | Director of Boilers | 0/7 days     | On time         | Actions | Feed! Appli Proc<br>Feed! Appli Subm |

**Figure 30. Rejected Status**



