# TAMIL NADU SINGLE WINDOW PORTAL

## APPLICANT MANUAL

## Provisional Registration 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)**
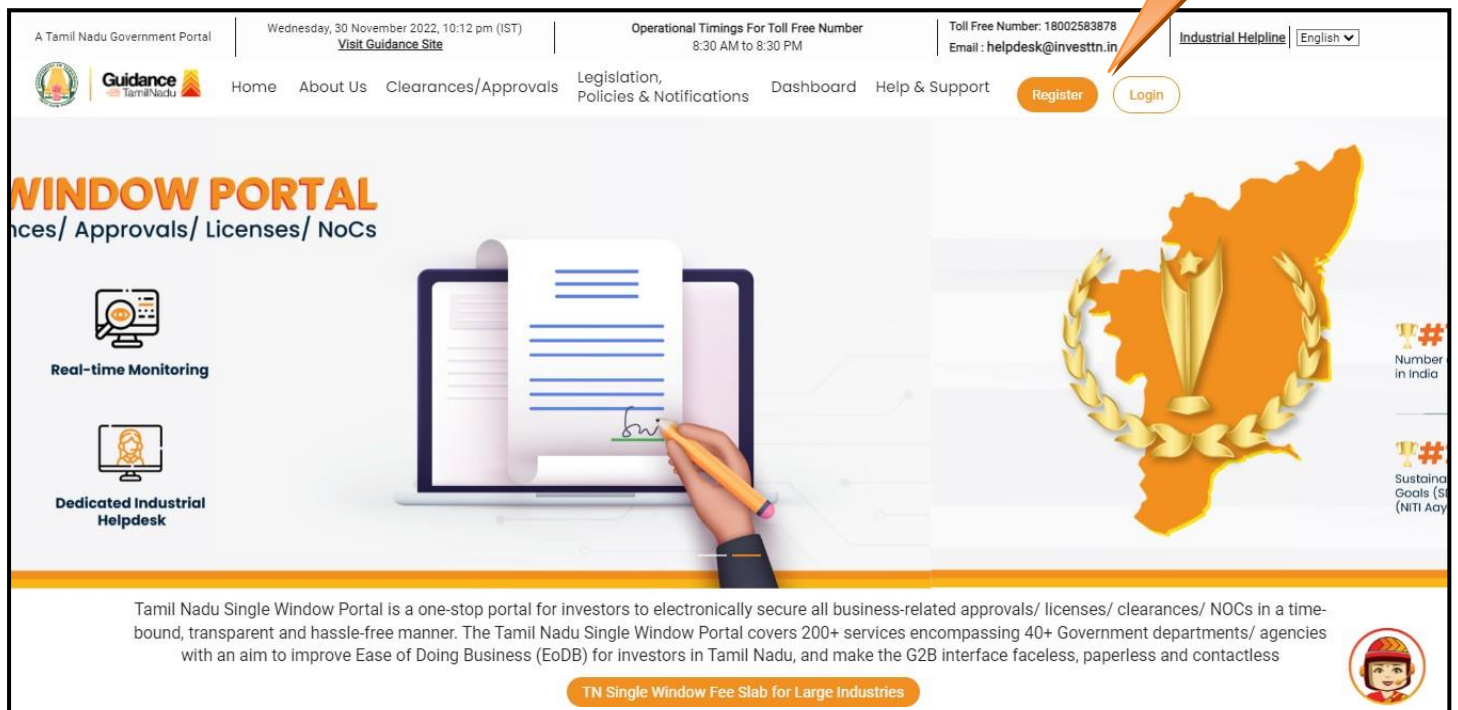
> **Toll free number and Mail Id**



**Figure 1. Single Window Portal Home Page**

## 2. Registration

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

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

**Register on TNSWP**



**Figure 2. Register**

2) New Investor Registration page will appear (Refer Figure 3 & 4)

3) Select the 'Investor' option and continue with the Registration   process.

4) Only for applying Government to Citizen (G2C) fire clearances, click on option **'G2C clearances of Tamil Nadu fire and rescue clearances under the category individual/small enterprise'**.

5) The information icon ⓘ gives a brief description about the fields when the applicant hovers the cursor on these icons.

**Figure 3. Registration Form**



**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.
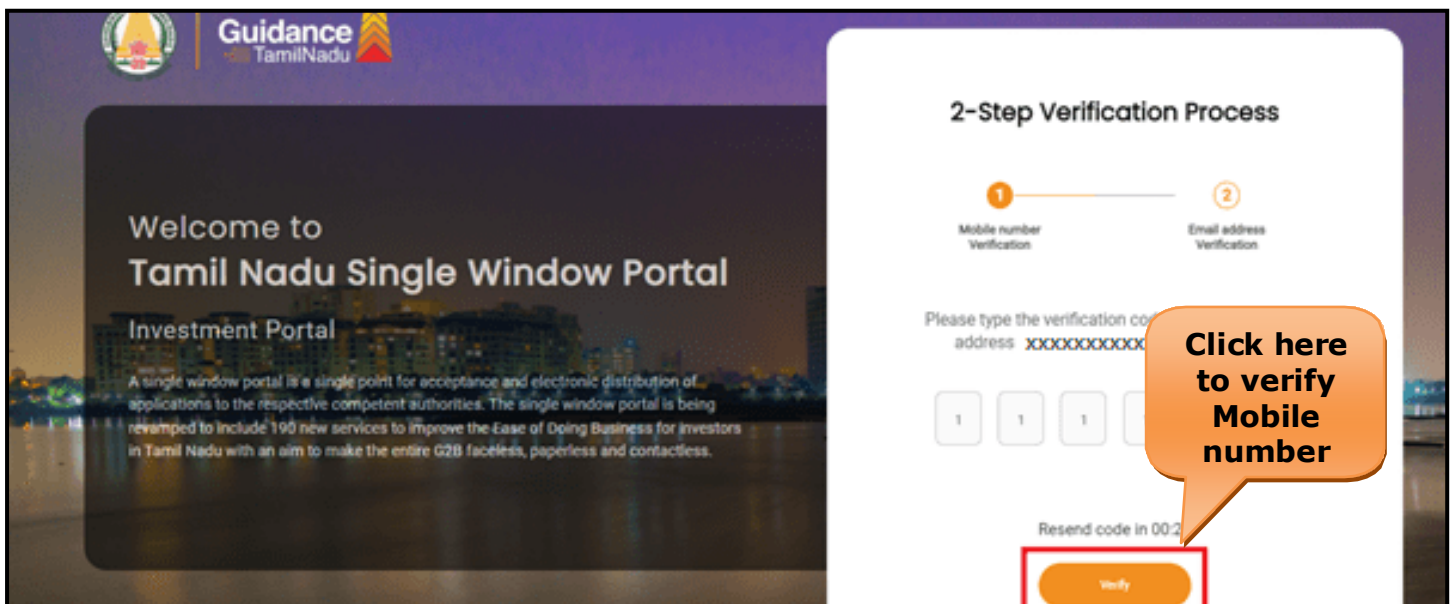


**Figure 5. Mobile Number Verification**

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 confirmationmessage 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

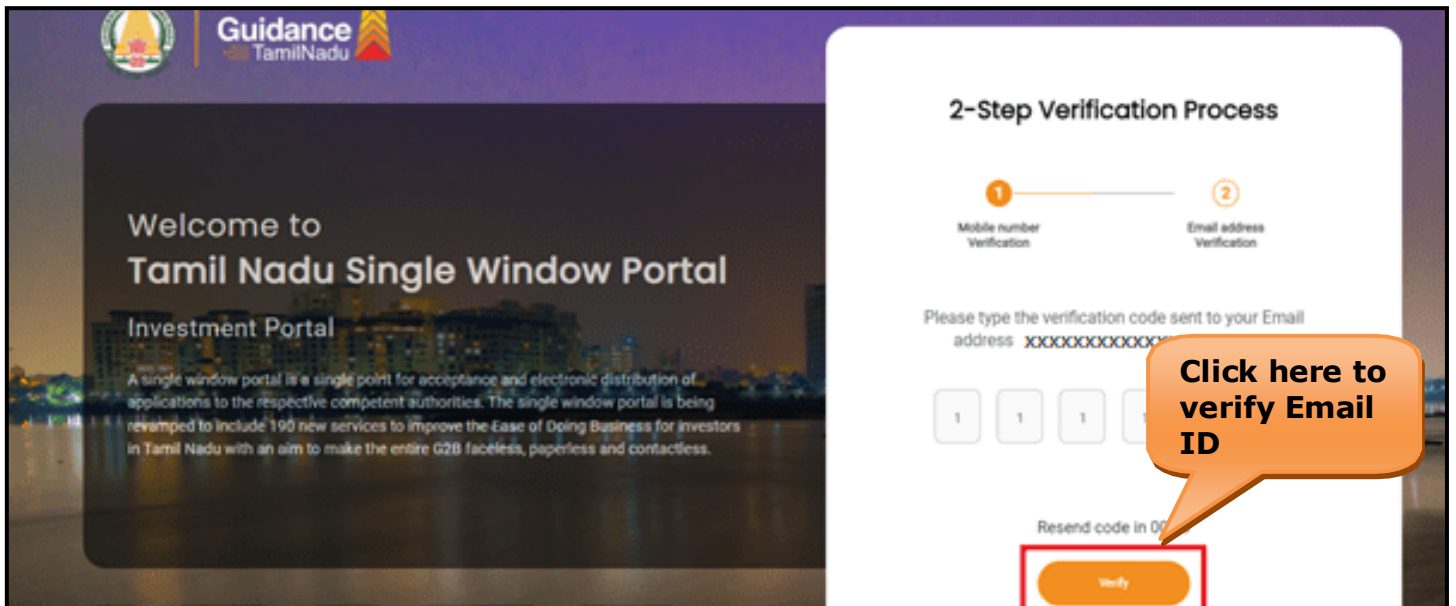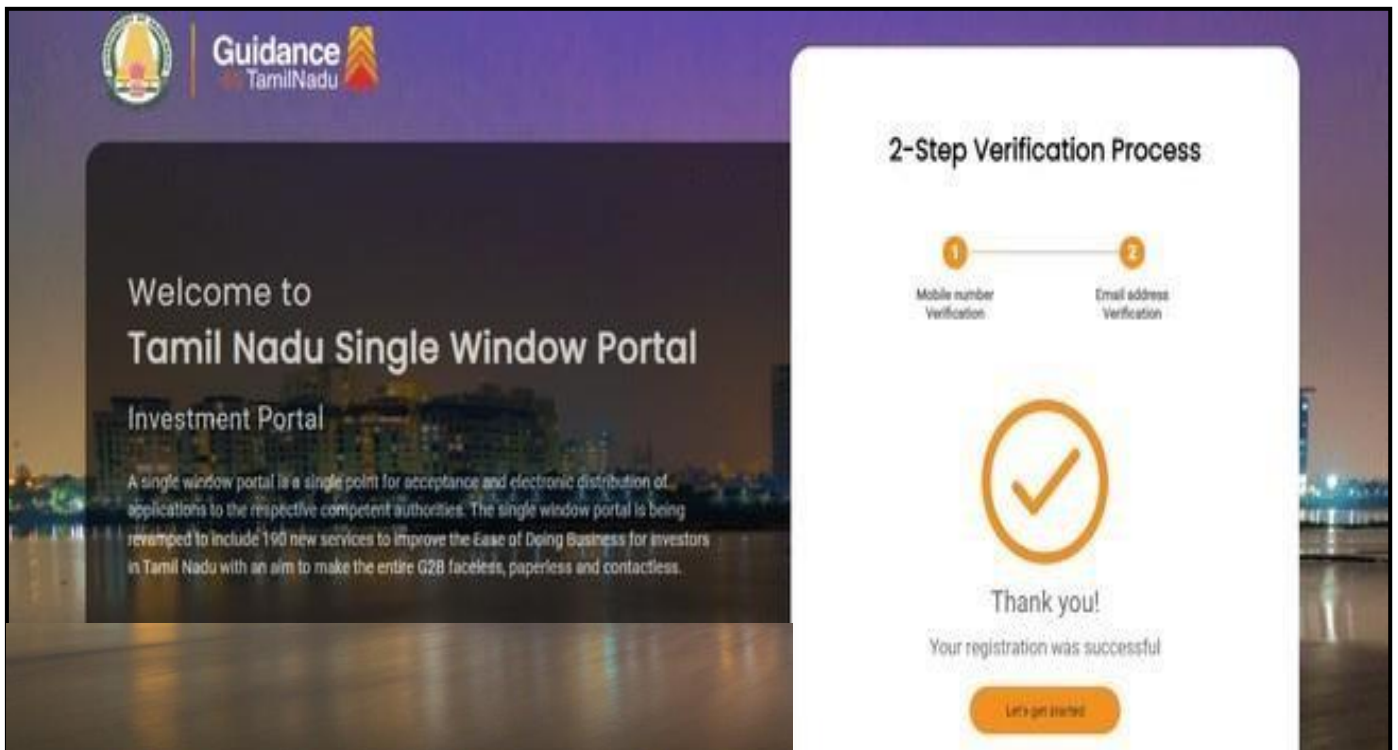1) The applicant can login to TNSWP with the Username and Password created during the registration process.

2) Click on login button to enter TNSWP.

**Login to TNSWP**



**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 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.



**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).
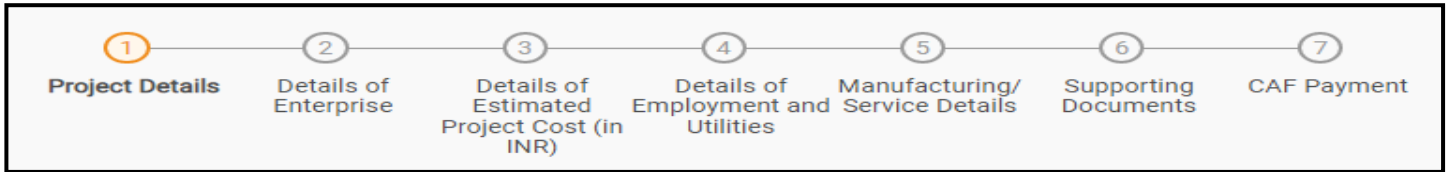


**Figure 11. Section of Combined Application Form (CAF)**

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

- **Self-Certification:**
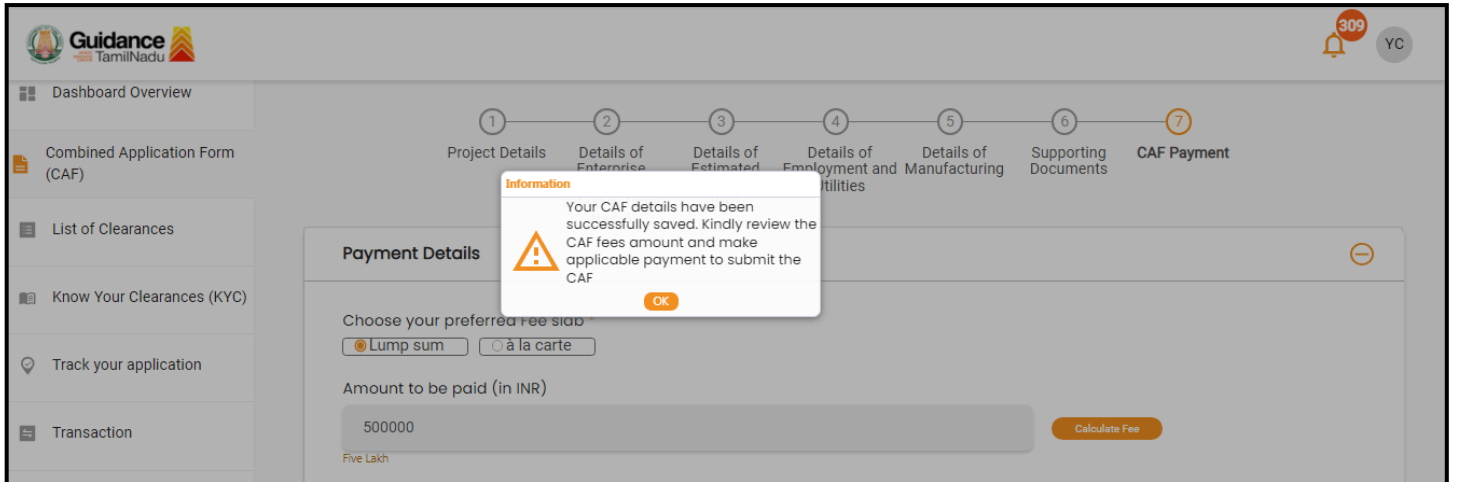
  o  Download the template.

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

- **Workflow**:

  o  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**
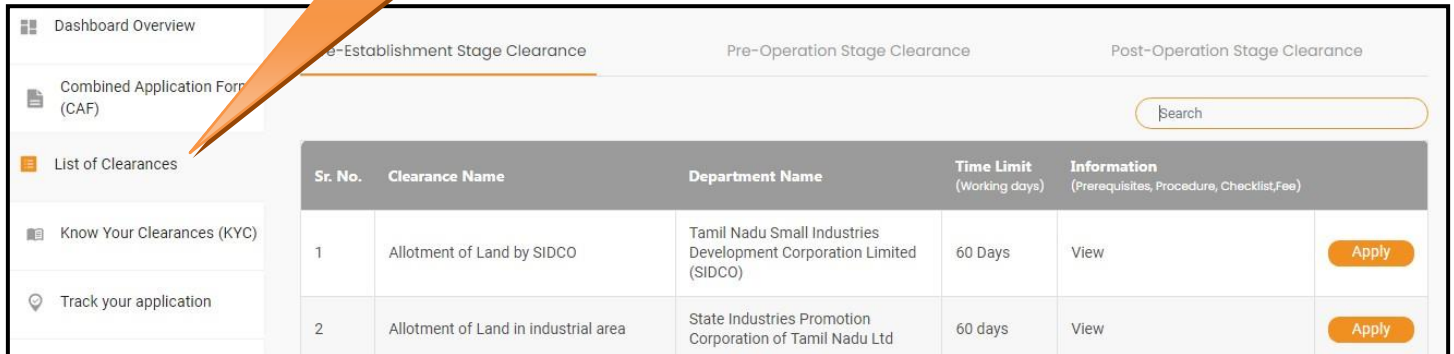
**Note:**

*If the applicant belongs to 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 Provisional Registration of Boiler

1. Click on "List of Clearances"



**Figure 13. List of Clearances**
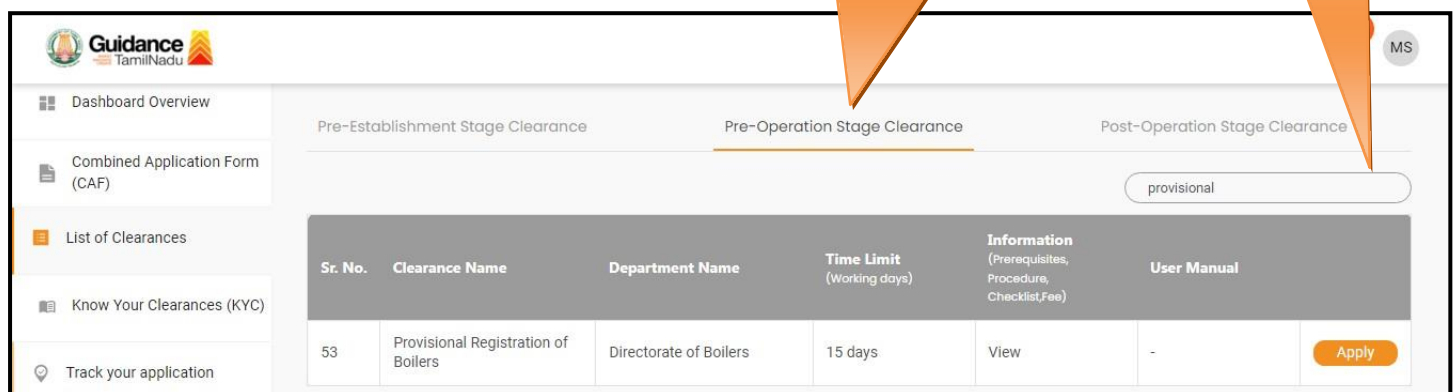
2. The list of clearances is segregated into three stages.

- **Pre-Establishment Stage Clearance**

- **Pre-Operation Stage Clearance**

- **Post-Operation Stage Clearance**

3. Select '**Pre-Operation Stage Clearance**' and find the clearance '**Provisional Registration of Boilers**' by using Search option as shown in the figure given below.
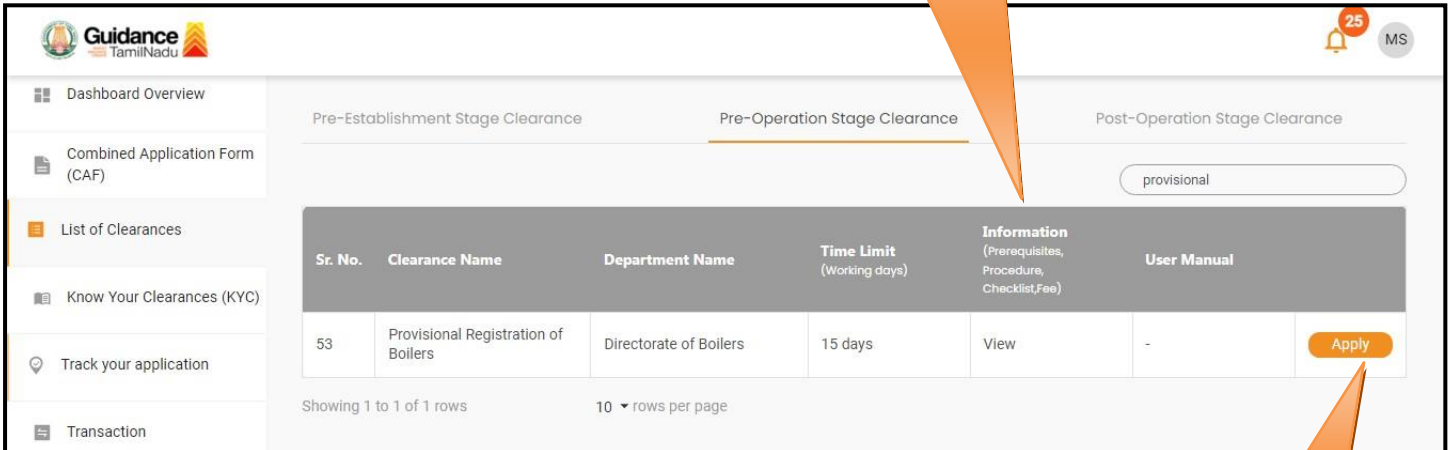


**Figure 14. Search for Clearance**

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. 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.



**Figure 15. 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 From**

## B. Document Checklist

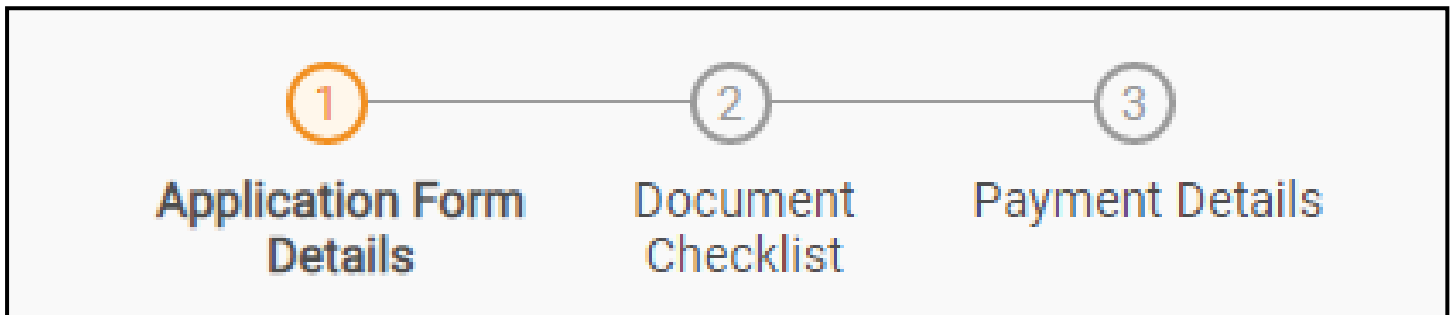1) The following supporting documents need to be uploaded by the applicant as per the notes given.

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 them in zip format.

   1. Form No. II or Form No. XVII
   2. Form No. III
   3. Form No. IIIA
   4. Form No. IIIB
   5. Form No. IIIC
   6. Form No. IV or IV A
   7. Main Assembly Drawing of Boiler
   8. Feed Piping/Blow Down Piping Drawing of Boiler
   9. Steam Pipeline Drawing

<div style="text-align:right">**Guidance**
TamilNadu
INVEST INNOVATE CREATE</div>

10.      Strength Calculation Sheets for Steam Pipeline

11.      Erector Engagement Letter

12.      Test Certificate for Steam Pipelines

4) After Uploading all the supporting documents click on 'Next' to go 'Payment details' screen.

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**Documents to be uploaded**                                                              ⊖

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

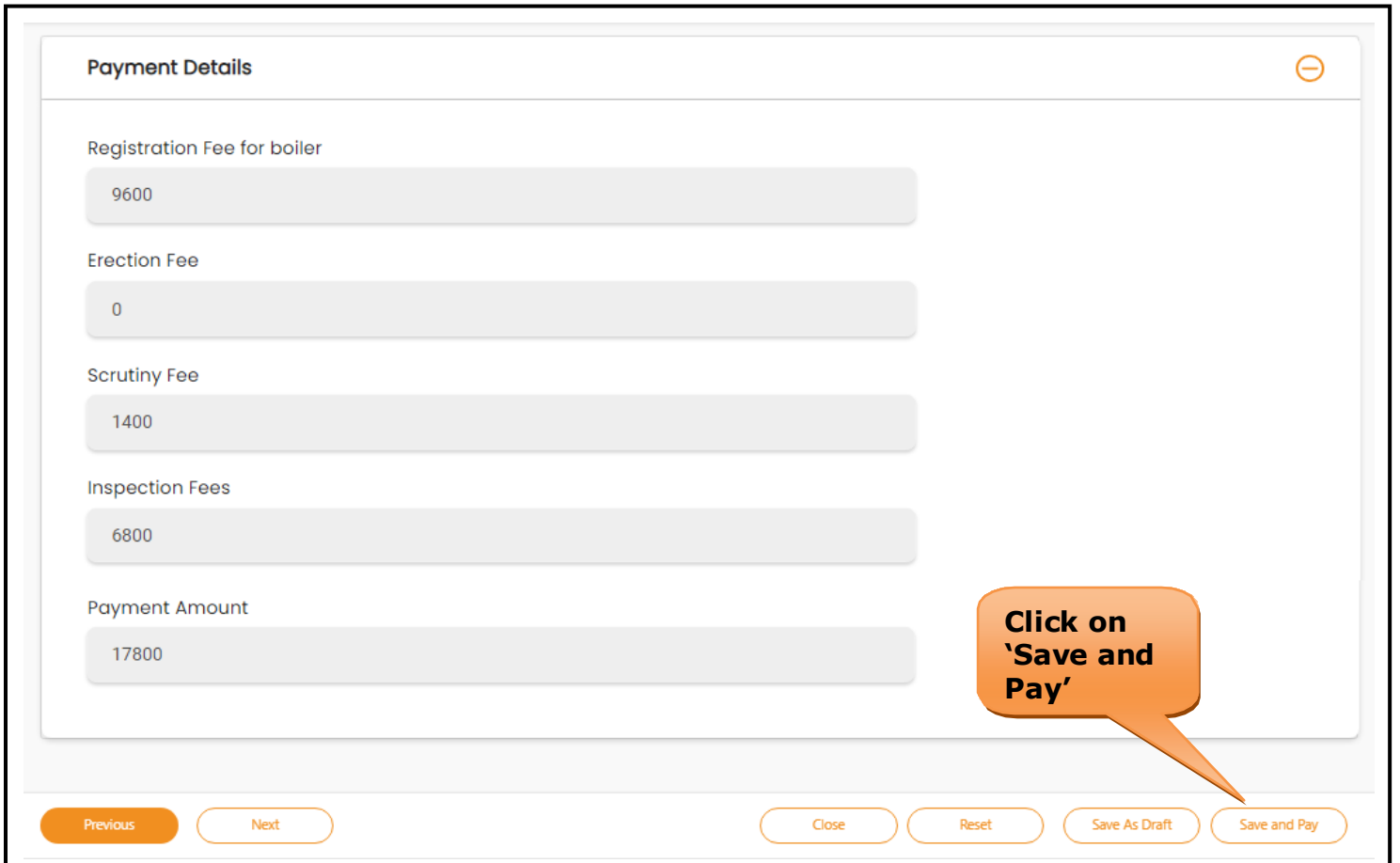| Sr. No. | Document Name | Attach Document |
|---------|---------------|-----------------|
| 1 | ☑ Form No. II or Form No. XVII | PDF □ SAMPLE SUPPORTING DOC (1).pdf |
| 2 | ☑ Form No. III | PDF □ SAMPLE SUPPORTING DOC (1).pdf |
| 3 | ☑ Form No. IIIA | PDF □ SAMPLE SUPPORTING DOC (1).pdf |
| 4 | ☐ Form No. IIIB | Drag & Drop  (Browse Files) (DigiLocker) |
| 5 | ☑ Form No. IIIC | PDF □ SAMPLE SUPPORTING DOC (1).pdf |
| 6 | ☑ Form No. IV or IV A | PDF □ SAMPLE SUPPORTING DOC (1).pdf |

7   ☑ Main Assembly Drawing of Boiler

PDF   🗑 SAMPLE SUPPORTING DOC (1).pdf

8   ☑ Feed Piping/Blow Down Piping Drawing of Boiler

PDF   🗑 SAMPLE SUPPORTING DOC (1).pdf

9   ☑ Steam Pipeline Drawing

PDF   🗑 SAMPLE SUPPORTING DOC (1).pdf

10   ☑ Strength Calculation Sheets for Steam Pipeline

PDF   🗑 SAMPLE SUPPORTING DOC (1).pdf

11   ☑ Erector Engagement Letter

PDF   🗑 SAMPLE SUPPORTING DOC (1).pdf

12   ☑ Test Certificate for Steam Pipelines

PDF   🗑 SAMPLE SUPPORTING DOC (1).pdf

Previous   Next   Close   Reset   Save As Draft   Save and Pay

**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.



**Figure 18. Payment Details**

## 9. Payment Process

1) After clicking on **'Save and Pay'** button a unique **'Token Id'** would begenerated with a pop-up message.
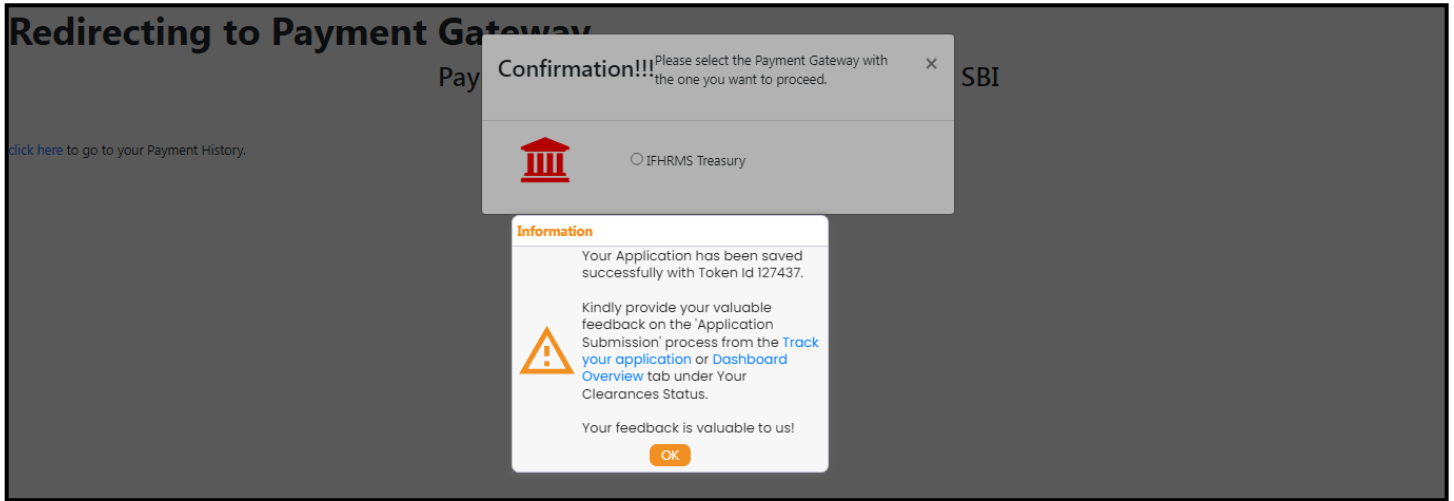


**Figure 19. Token ID Generated**

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'**.
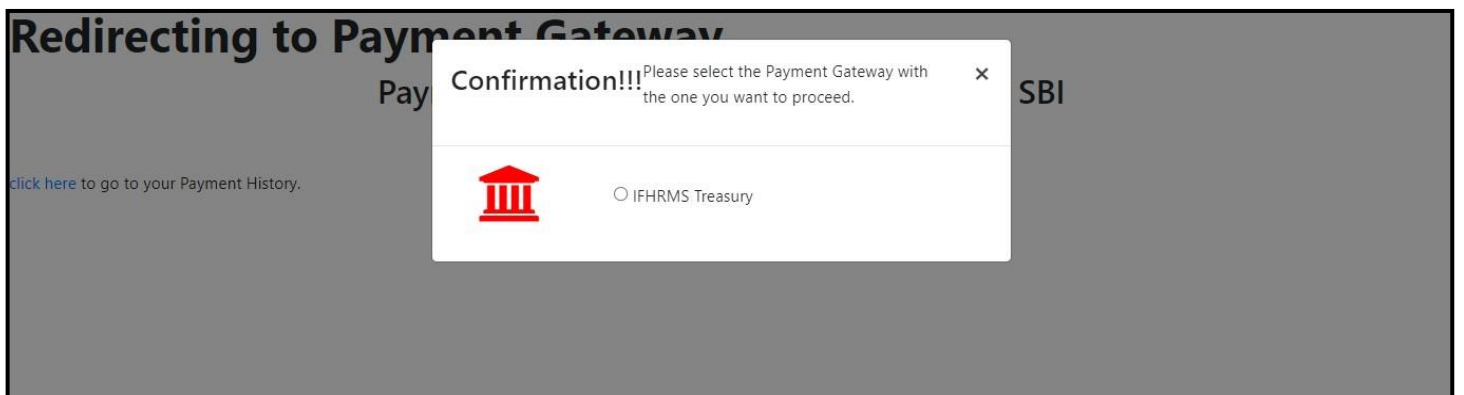


**Figure 20. Payment Process**

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

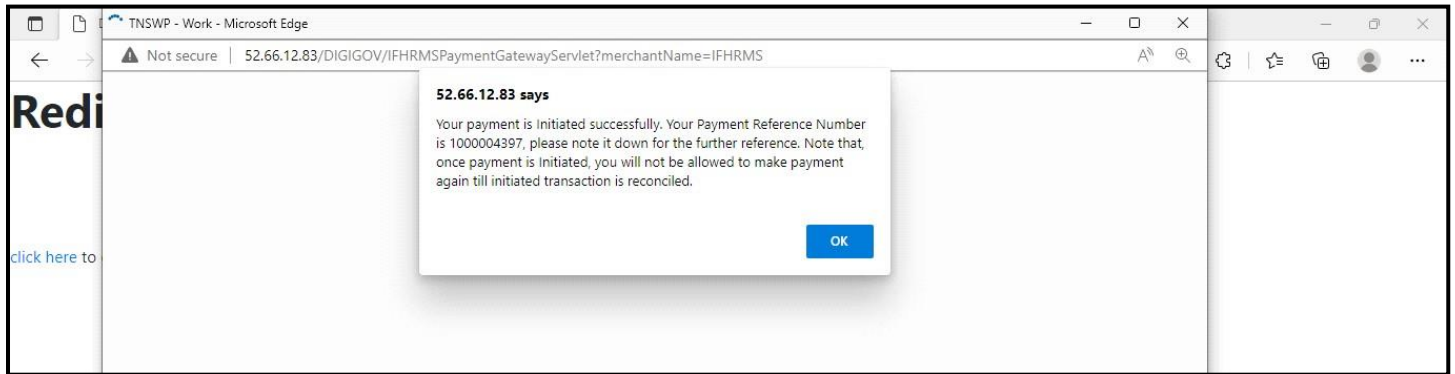5) Click on 'Ok' button, follow the payment process and make the payment.



**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**



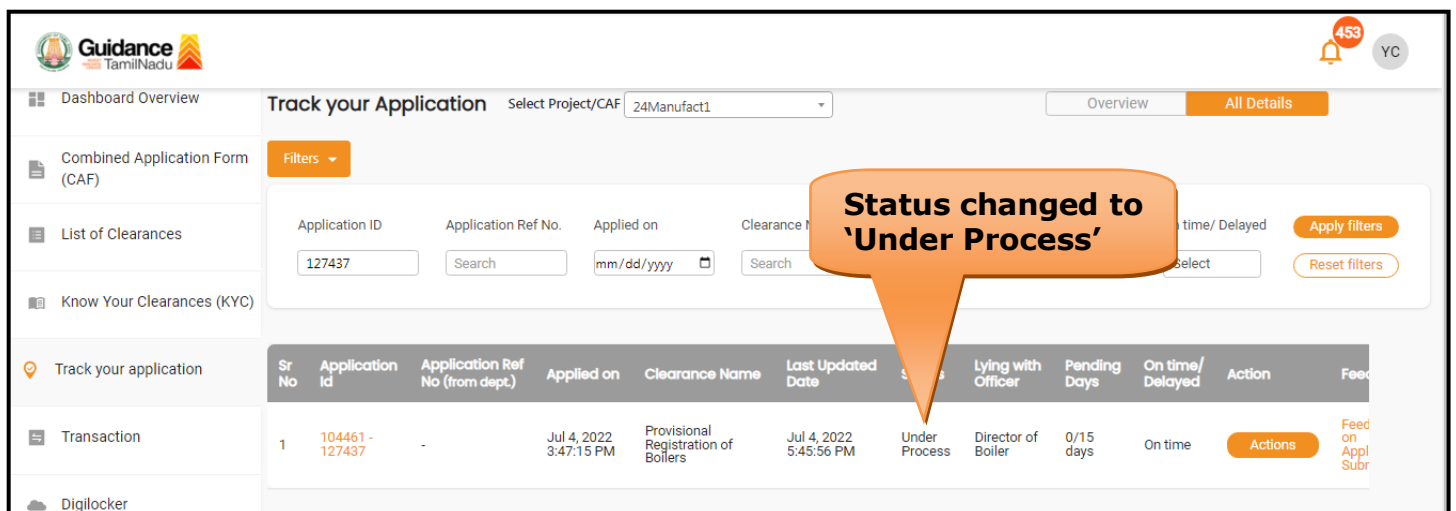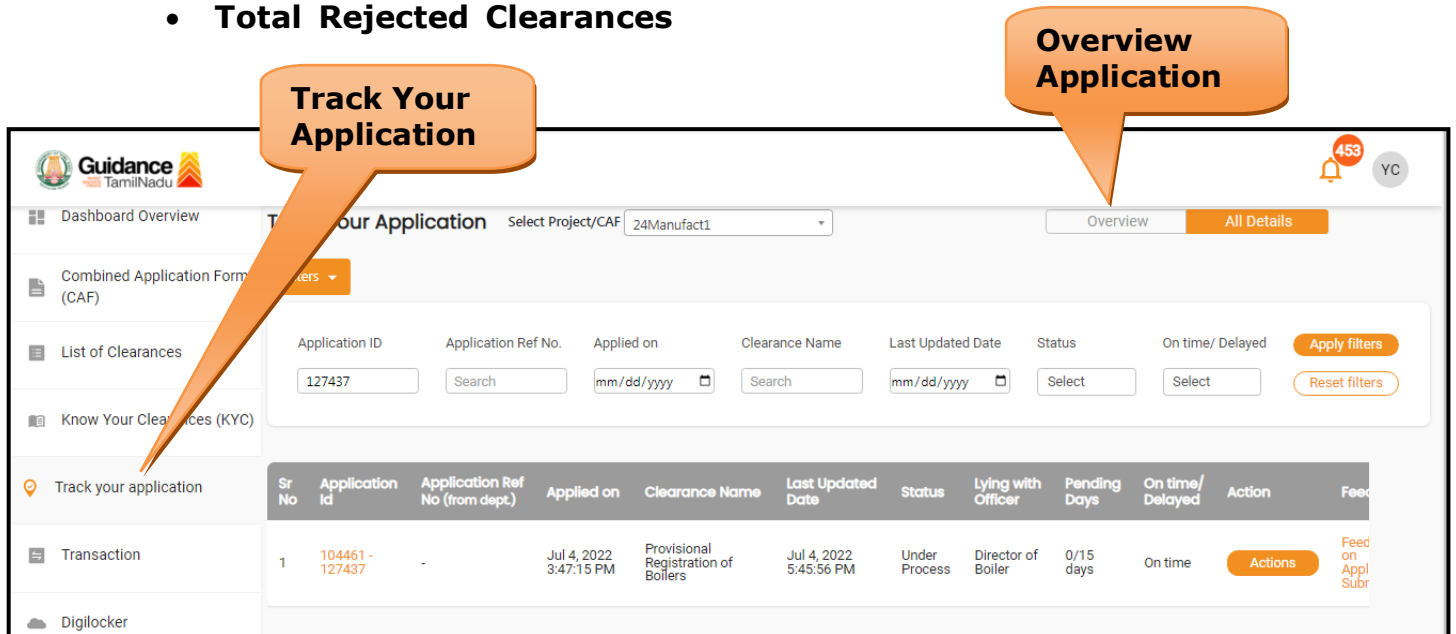**Figure 22. Under Process**

## 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 byclicking 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**
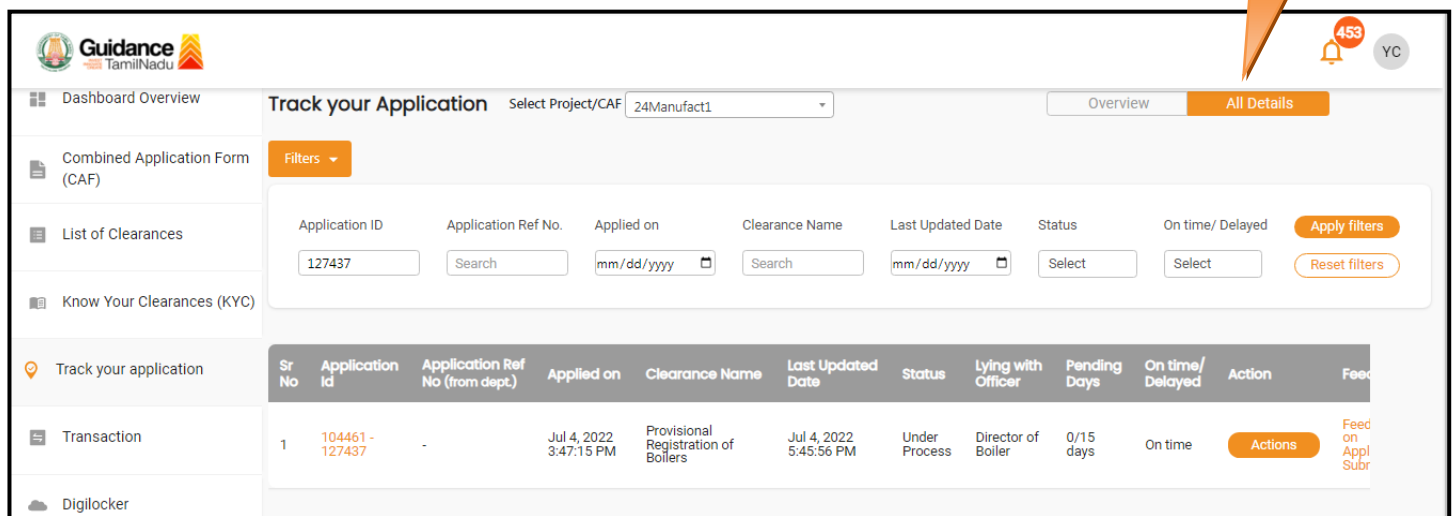  - **Total Rejected Clearances**



**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**



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 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.
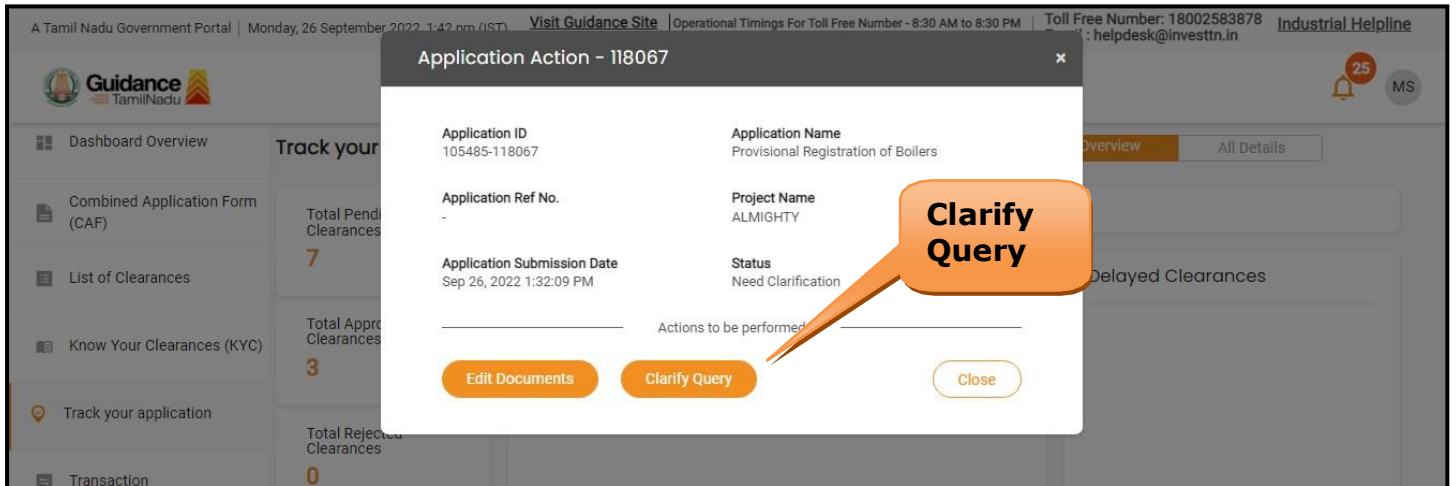


**Figure 25. Need Clarification**

**Figure 26. Query Clarify**

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.
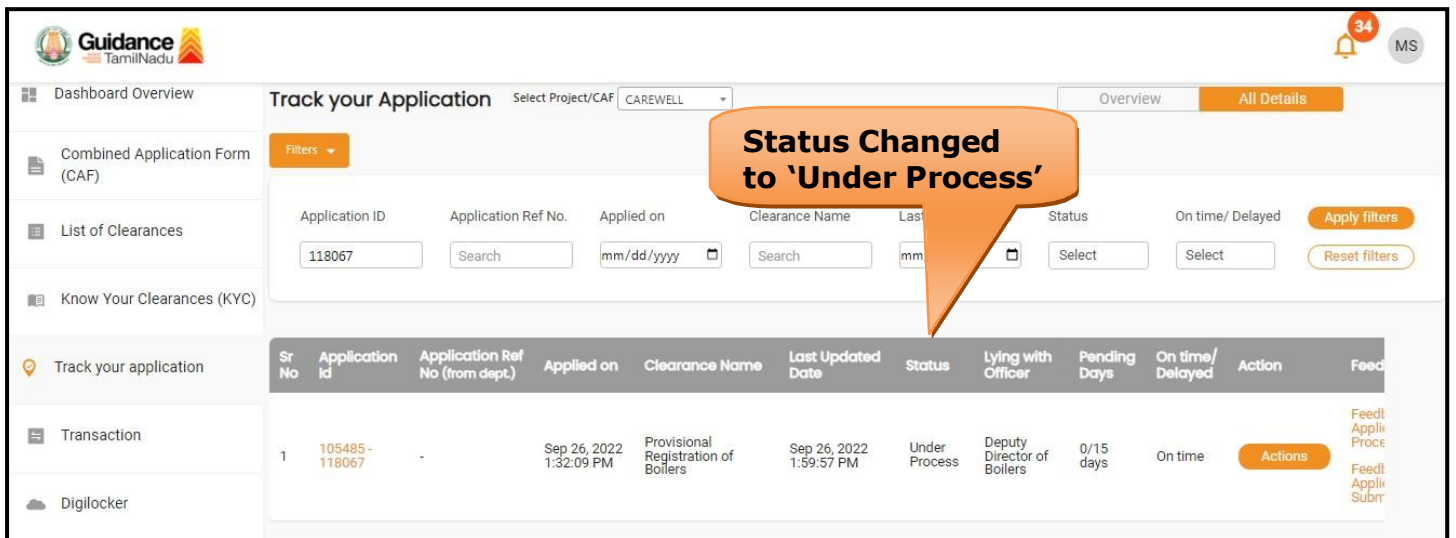


**Figure 27. Application under Process**

**Erector Clearance**

1) After submitting the application to the Boiler department, the concerned officer reviews the application and issues Erector Clearance.

2) Applicant would receive an alert message through Registered SMS/Email.

3) Applicant could go to **'Track your application'** option and view the query using action items under the **'All Details'** Tab.

4) Applicant could view the status as **'Download letters'** under the 'Status' column. Click on 'Action' button to respond the query as shown in the below figure.
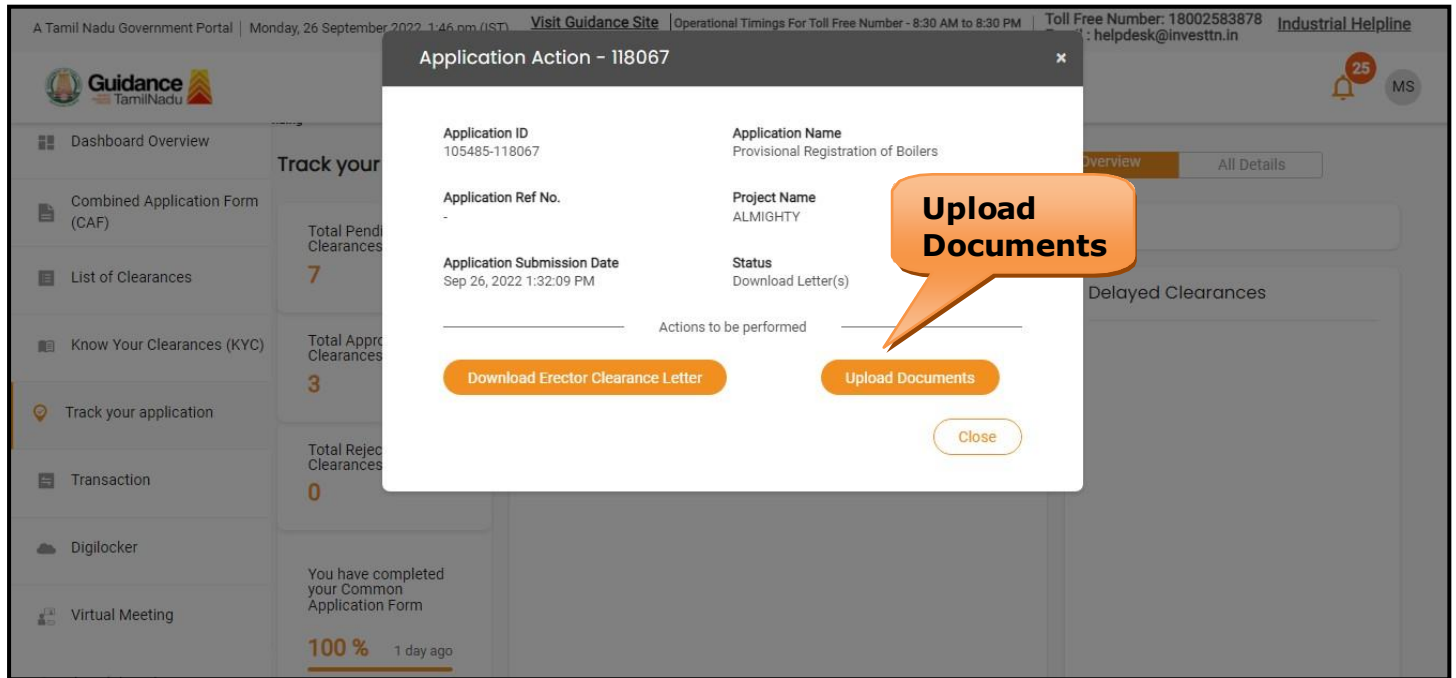


**Figure 28. Download Letter**
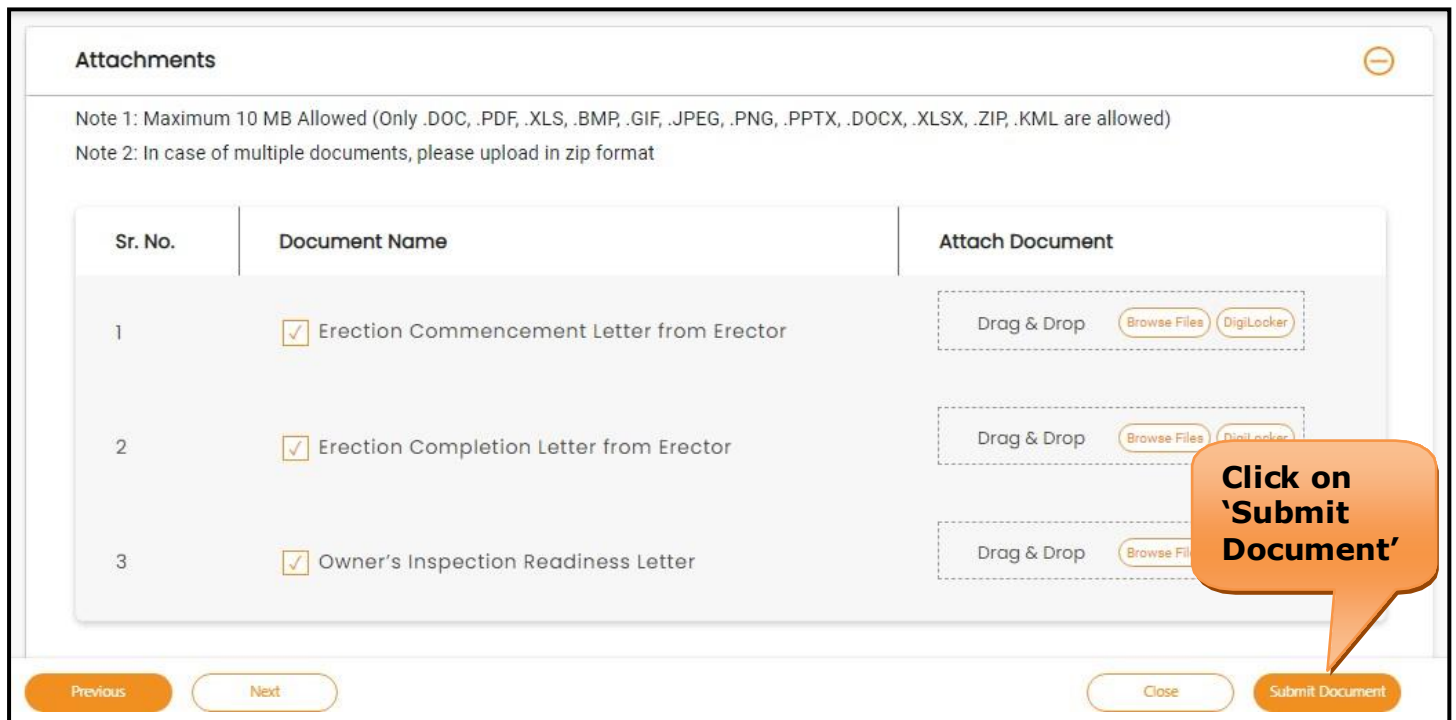
**Figure 29. Upload Documents**



**Figure 30. Erection Completion Letter**

## 12. Inspection Schedule

1) The Deputy Director of boiler schedules the date of appointment for inspection to be done for the specified institution.

2) After the Inspection is completed, the Deputy Director of boiler submits the Inspection report.

3) The Applicant has the provision to view the Scheduled Inspection details.
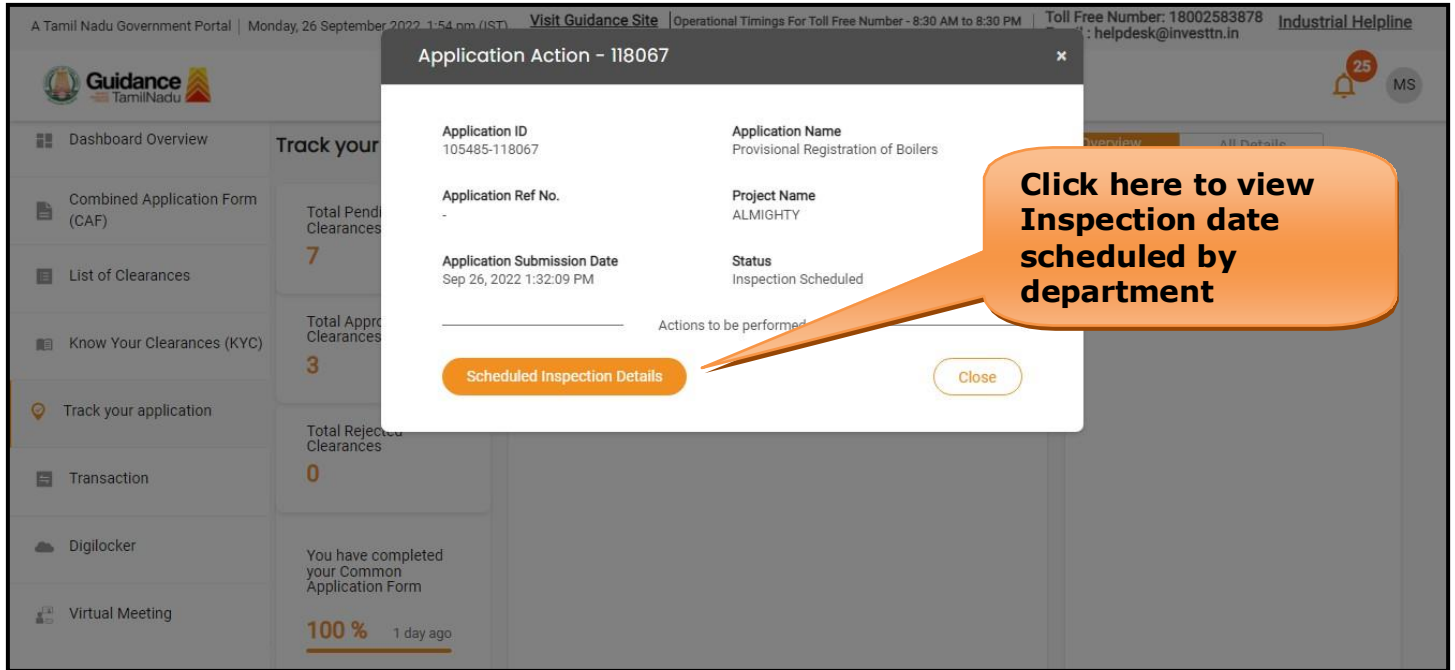


**Figure 31. Inspection Scheduled**

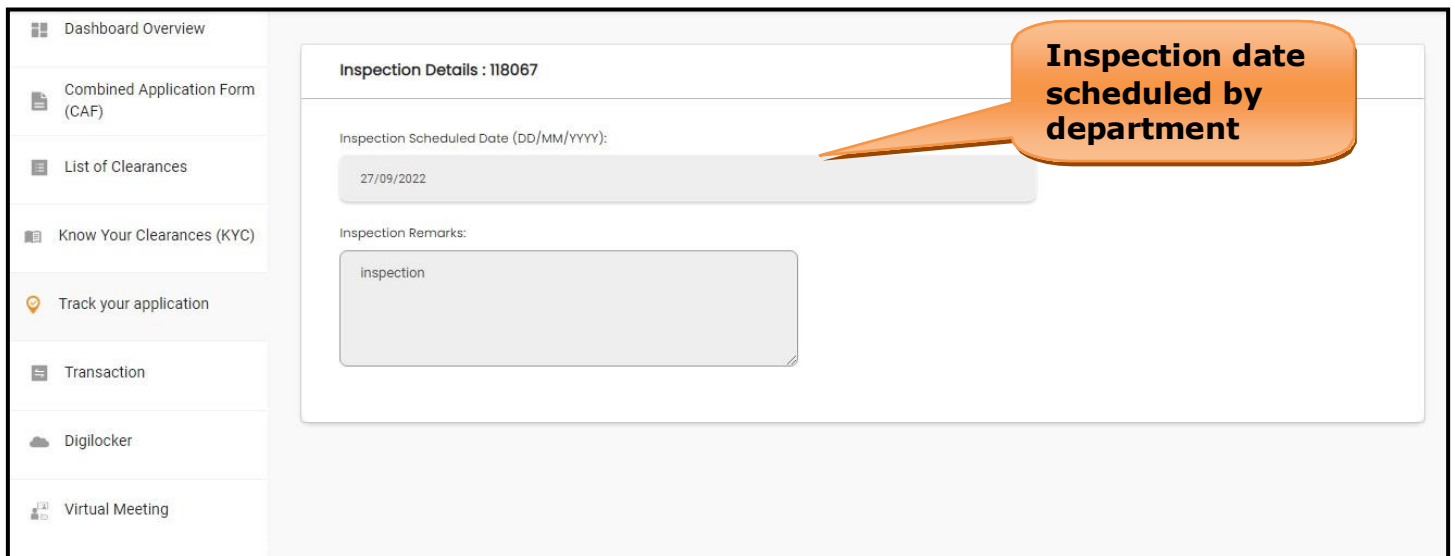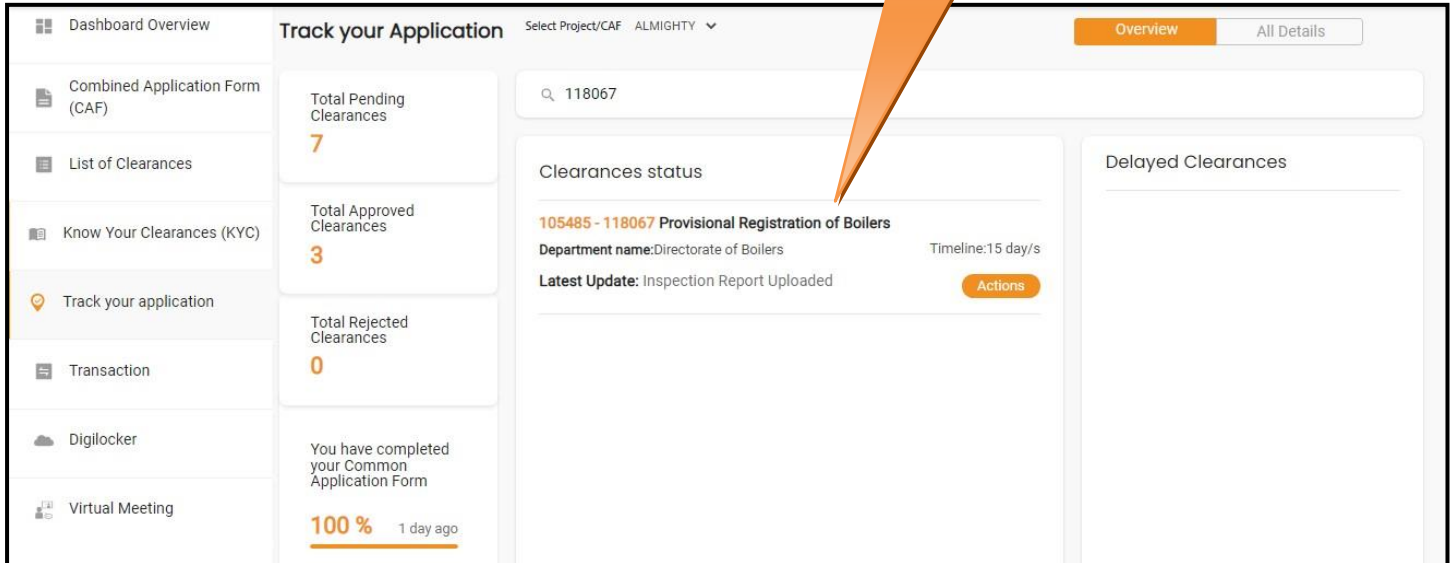**Figure 32. Scheduled Inspection Details**



**Figure 33. Scheduled Inspection Details (Contd.)**

4) After the Inspection schedule is done, the Deputy Director of Boilers uploads the inspection report and submits it to the department. The statuswould reflect as **"Inspection Report uploaded"**.



**Figure34. Inspection Report Uploaded**

## 13. Application Processing

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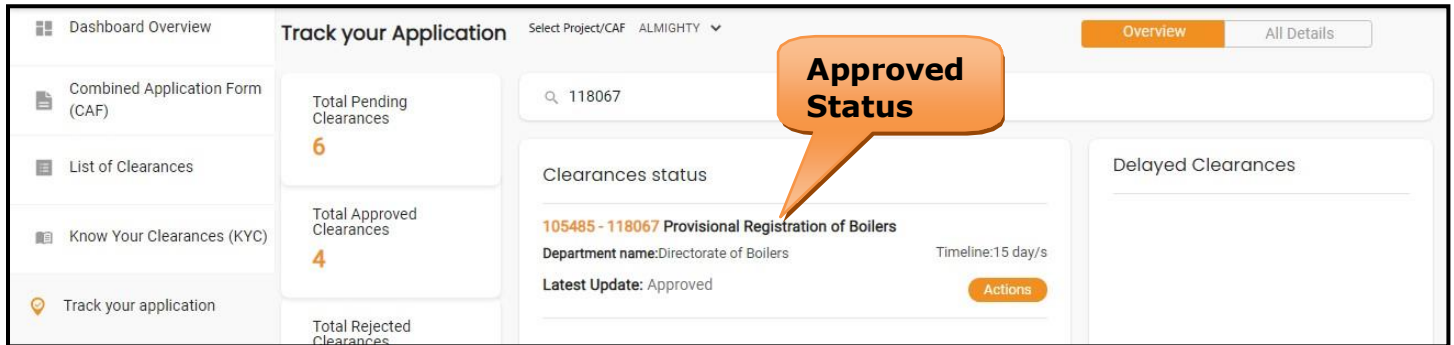


**Figure 35. Application Processed**

2) If the application is **'Approved'** by the Department, the applicant can download the Approval Certificate under **'Track your application – > 'Action' button -> Download certificate** (Refer Figure 36)
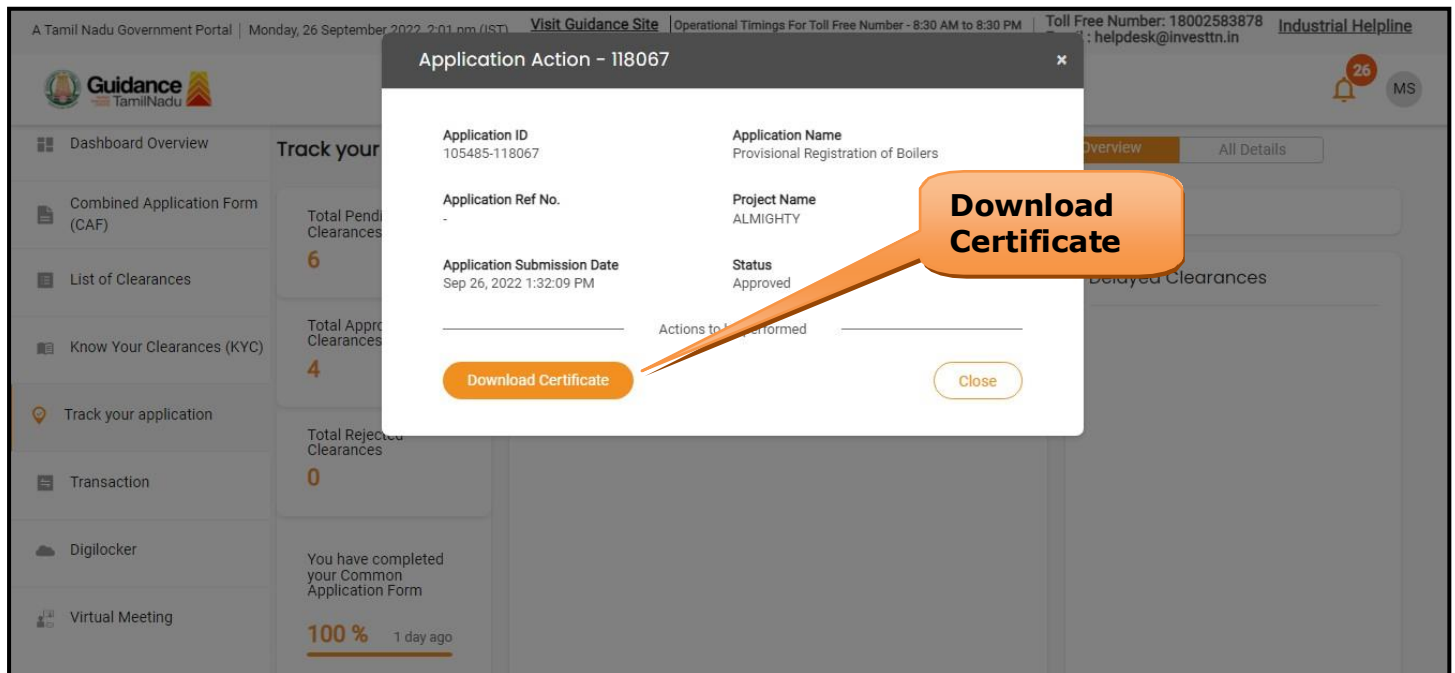


**Figure 36. Download the Approved Certificate**