

# **TAMIL NADU SINGLE WINDOW PORTAL**

### **APPLICANT MANUAL**

**Final Registration of Boilers** 

# **DIRECTORATE OF BOILERS**





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### 1. Home Page

- The journey of the new applicant starts with Tamil Nadu Single Window Portal (TNSWP) home page that can be accessed through <a href="https://tnswp.com">https://tnswp.com</a> website wherein it gives various information's, useful links, and functionalities about TNSWP.
- Applicant can reach the helpdesk Toll free number 1800-258-3878 and Helpdesk email.

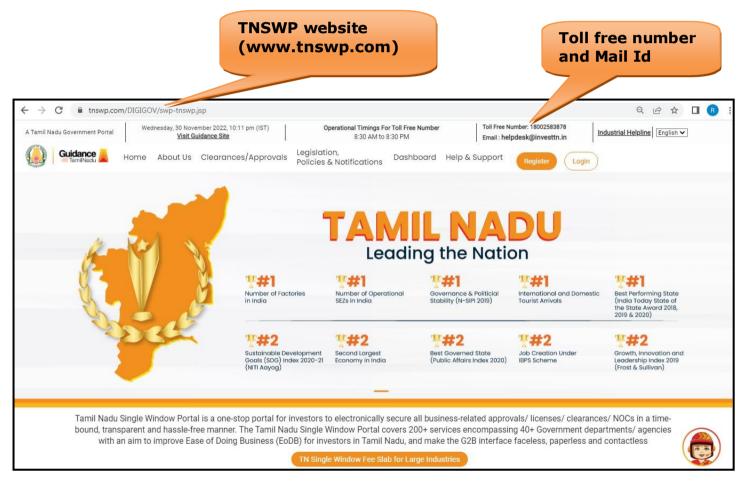


Figure 1. Single Window Portal Home Page



# 2. Registration

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

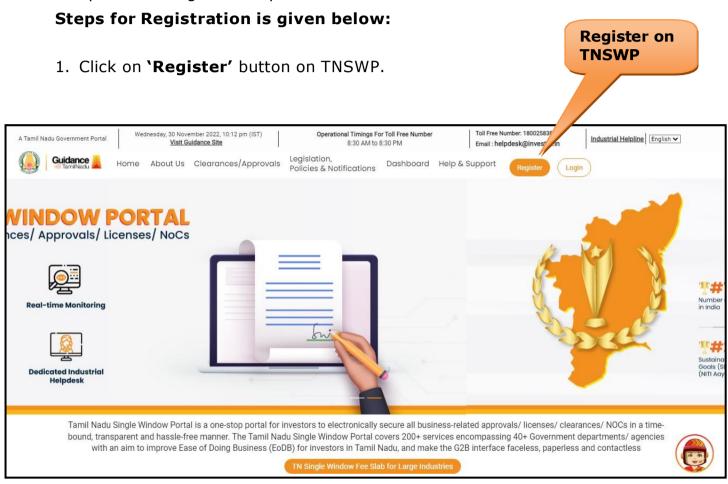


Figure 2. Register

- 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 igives brief description about the fields when the applicant hovers the cursor on these icons.



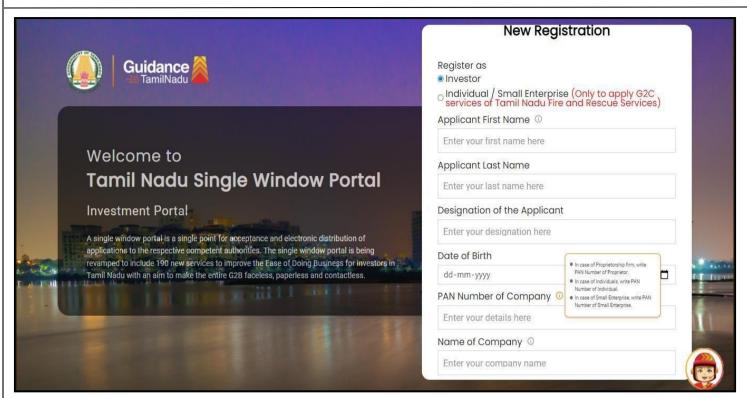


Figure 3. Registration Form

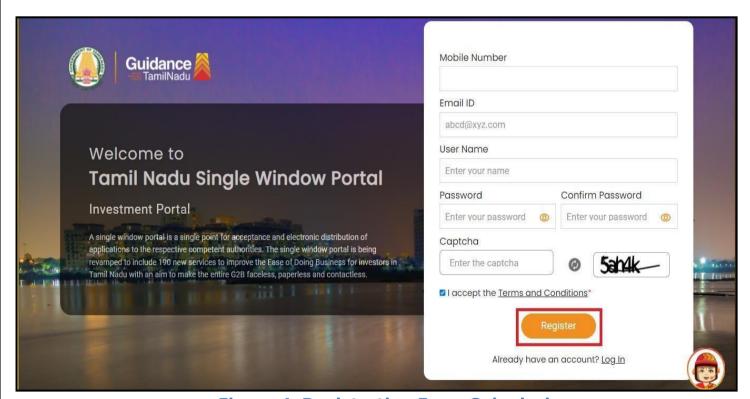


Figure 4. Registration Form Submission



- 6. The Email ID would be the 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 'Verify' button.

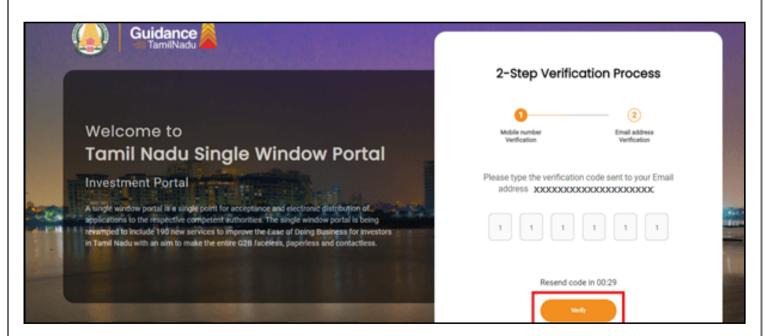


Figure 5. Mobile Number Verification



### 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.

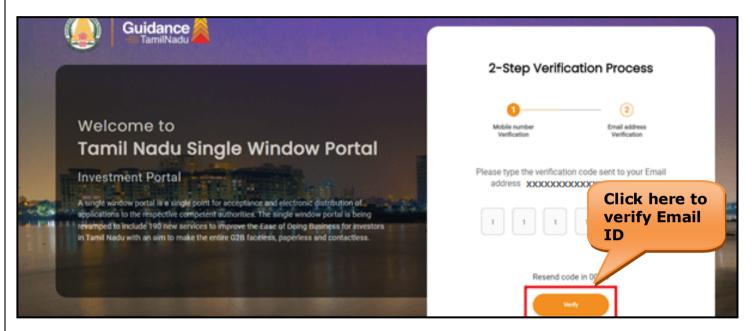


Figure 1. Email ID Verification



- 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.

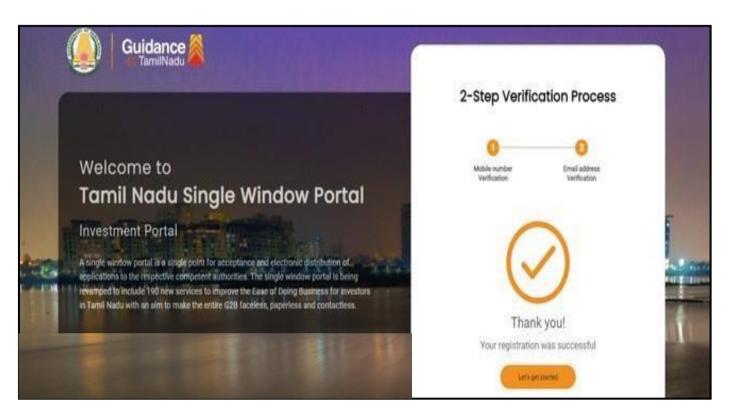


Figure 7. Registration Confirmation Pop-Up



## 4. Login

- 1. The applicant can login to TNSWP with the Username and password created during the registration process.
- Login to 2. Click on login button to enter TNSWP. **TNSWP** Q B ☆ Wednesday, 30 November 2022, 10:11 pm (IST)

  <u>Visit Guidance Site</u> Toll Free Number: 18002583878 Industrial Helpline English V 8:30 AM to 8:30 PM Email: helpdesk@investtn.in Legislation,
  Policies & Notifications
  Dashboard Help & Support Home About Us Clearances/Approvals Leading the Nation **##1** Governance & Politicial Stability (N-SIPI 2019) Best Performing State (India Today State of the State Award 2018, 2019 & 2020) International and Domestic Tourist Arrivals **##2** Growth, Innovation and Leadership Index 2019 (Frost & Sullivan) Best Governed State (Public Affairs Index 2020) Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a timebound, 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

Figure 8. Login



### 5. Dashboard Overview

- 1. When the applicant logs into TNSWP, the dashboard overview page will appear.
- 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.

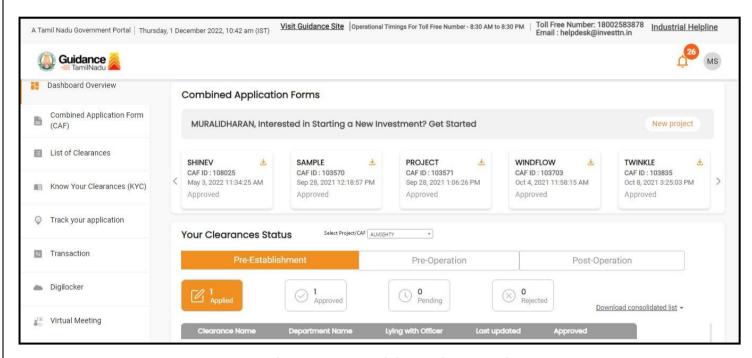


Figure 9. Dashboard Overview



# 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.

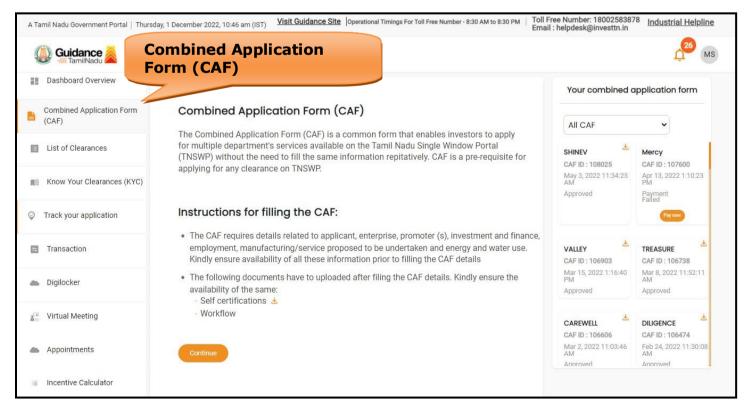


Figure 10. Combined Application Form (CAF)



### **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).

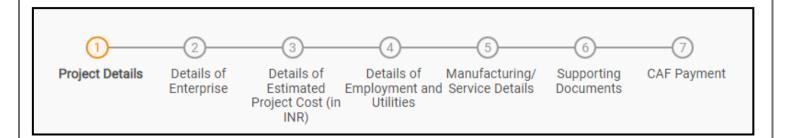


Figure 11. Section of Combined Application Form (CAF)

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

### • Self-Certification:

- 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).



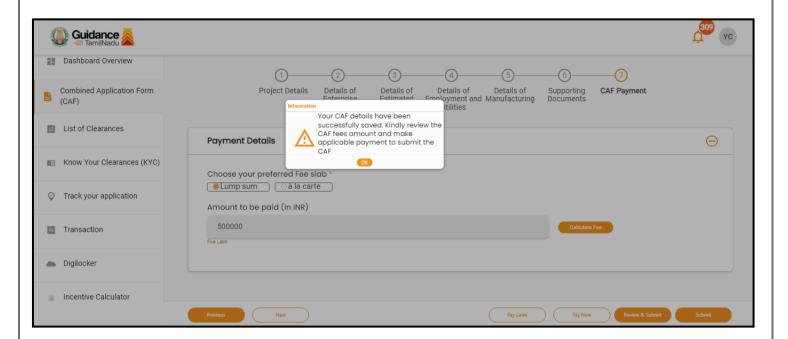


Figure 12. Combined Application Form (CAF) - Confirmation Message

### Note:

If the applicant belongs to large industry, single window fee would be applicable according to the investment in Plant & Machinery or Turnover amount. <u>Click here</u> to access the Single Window Fee Slab.



# 7. Apply for Final Registration of Boiler

1. Click on "List of Clearances"

List of



Figure 13. List of Clearances

Inspector General of Registration

3 days

View

- 2. The list of clearances is segregated into three stages.
  - Pre-Establishment Stage Clearance

Apply for certified copy of Encumbrance

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

  Search for
  Post-Operation



Figure 14. Search for Clearance



- 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.

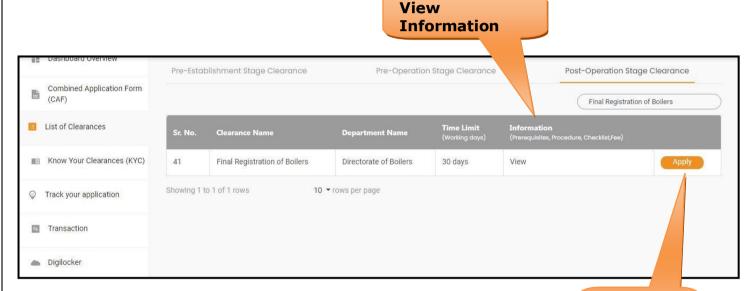


Figure 15. Apply for Clearance

**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 Form Details
  - **B. Document Checklist**



Figure 16. Two Sections of Application Form

#### **B.** Checklist

- 1) The following supporting documents need to be uploaded by the user as per the notes given.
- 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.
  - 1. Copy of Last issued Provisional Order for the boiler.
  - Boiler Attendants Certificate Copy issued to the in charge of boiler (in case of small boilers) or Boiler Operation Engineers Certificate Copy issued to the in charge of boilers (in case of big boilers)
     \*These certificates are issued by Directorate of Boilers to In charge of Boilers after qualifying the mandatory examination.



4) After Uploading all the supporting documents, click on 'Save' button and token ID will get generated.

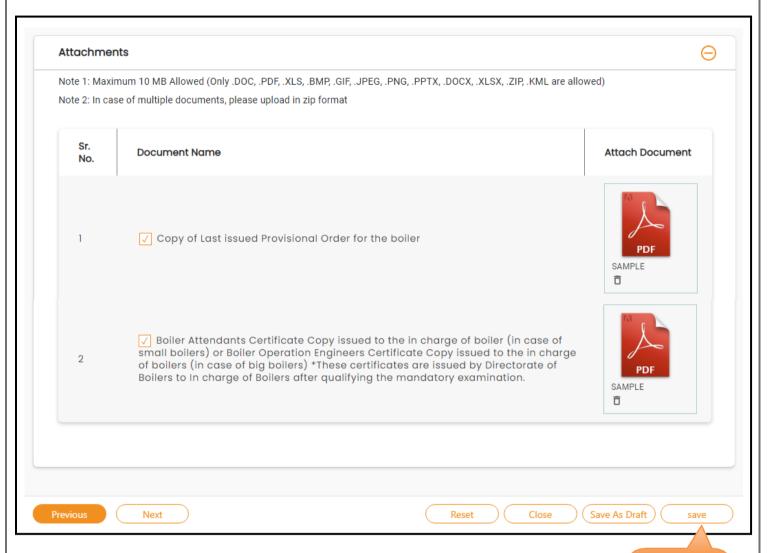


Figure 17. Checklist

Click on 'Save'

• Click on 'Save' button and token ID will get generated.

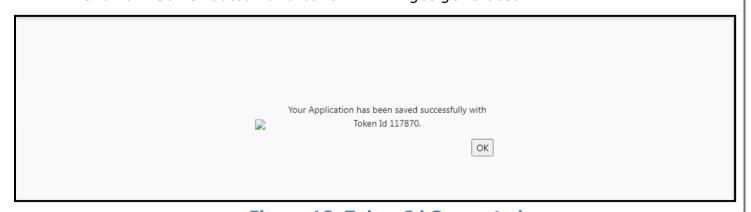
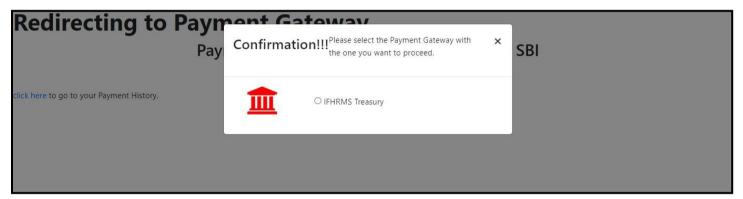


Figure 18. Token Id Generated



### 9. Payment process

- The Applicant has the provision to make the payment by using "IFHRMS Treasury" Payment gateway.
- 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 the instruction note as shown in the Figure.
- 4) Click on 'Ok' button and follow the payment process and make payment.

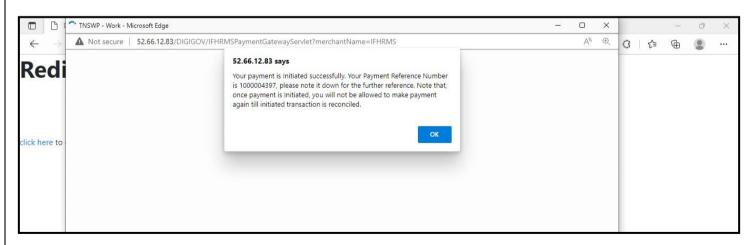


Figure 20. Payment reference number



5) 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

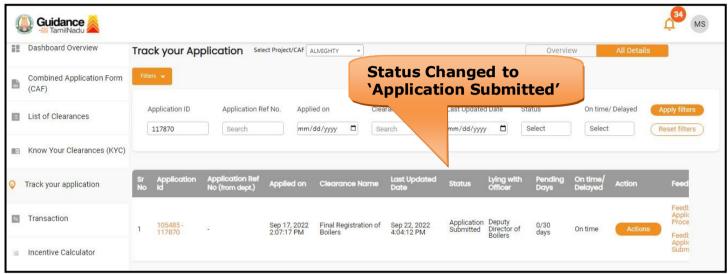


Figure 21. Application Submitted



### 10. Track Your Application

- 1) After submitting the application, unique 'token ID' would be generated.

  Using the 'Token ID' the Applicant can track the status of clearances by clicking on 'Track your application' option.'
- 2) Applicant to choose the name of the project created during CAF from the dropdown 'Select project / CAF' displayed at the top of the page.
- Track your application Overview Option

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

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

Applied Guidance Dashboard Overview Track your Application Select Project/CAF ALMIGHTY ➤ All Details Track Your Combined Application Form Total Pending 1 (CAF) **Application** Clearances List of Clearances Delayed Clearances Clearances status Total Ap 105485 - 117870 Final Registration of Boilers 105485 - 117322 Know Your Clearances (KYC) Delayed Timeline:30 day/s ALMIGHTY Latest Update: Approved Lying with officer Track your application Director of Boilers 14 day/s Total Rejected 105485 - 117643 Incentives Department State Industries Promotion Corporation of Tamil Timeline: 60 day/s Transaction 105485 - 115860 Delayed Nadu Ltd ALMIGHTY Latest Update: Draft Lying with officer Clearance delayed You have completed Section Officer 64 day/s 105485 - 117322 Renewal of Recognition as Erector/Repairer of Boiler your Common Application Form and Boiler Components Virtual Meeting Department name:Directorate of Boilers Timeline:7 day/s 105485 - 111949 Delayed 100 % 1 day ago ALMIGHTY Latest Update: Under Process Lying with officer Clearance delayed

Figure 22. Track your Application

Overview of applications



**All Details** 

**Options** 

### 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

Guidance Dashboard Overview Track your Application Select Project/CAF ALMIGHTY Overview Combined Application Form (CAF) Application ID Application Ref No. Applied on Clearance Name Last Updated Date On time/ Delayed List of Clearances 117870 mm/dd/yyyy 🗖 Search mm/dd/yyyy 🗖 Man Know Your Clearances (KYC) Track your application Transaction Final Registration of Boilers 105485 -117870 Incentive Calculator

Figure 23. '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.

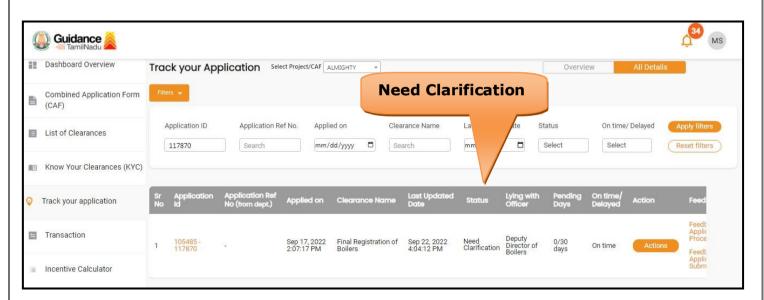


Figure 24. Need Clarification (Contd.)



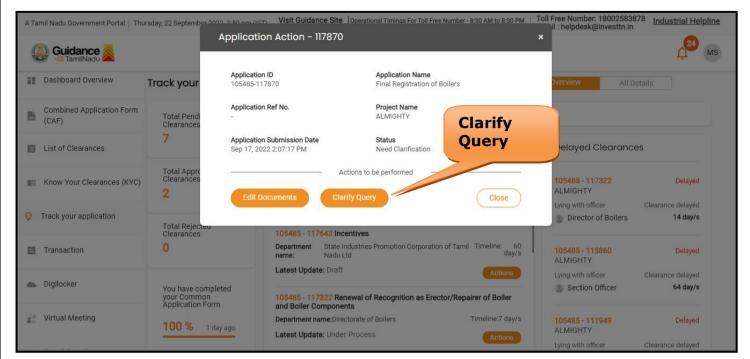


Figure 25. Need Clarification (Contd.)

- 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.

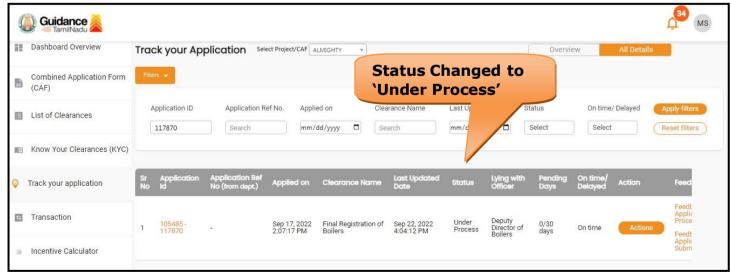


Figure 26. Status changed to 'Under Process'



## 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 gets completed, the Deputy Director of boiler submits the Inspection report.
- 3) The applicant has the provision to view the Scheduled Inspection details.

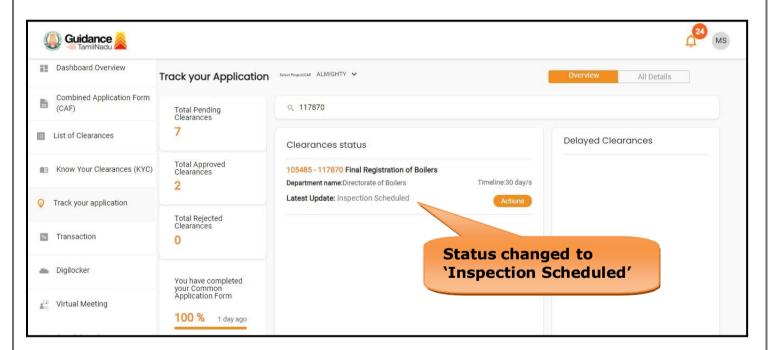


Figure 27. Inspection Scheduled



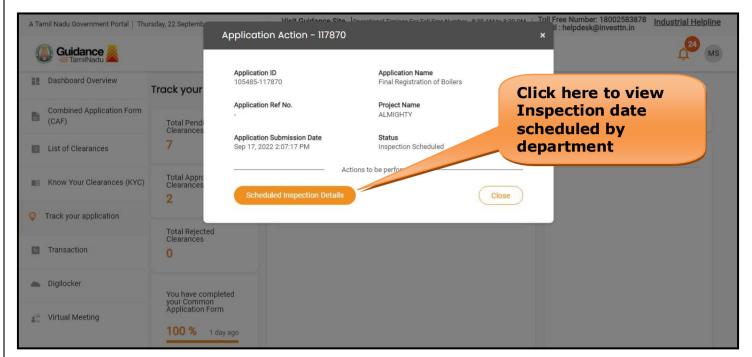


Figure 28. Scheduled Inspection Details



Figure 29. Scheduled Inspection Details (Contd.)



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

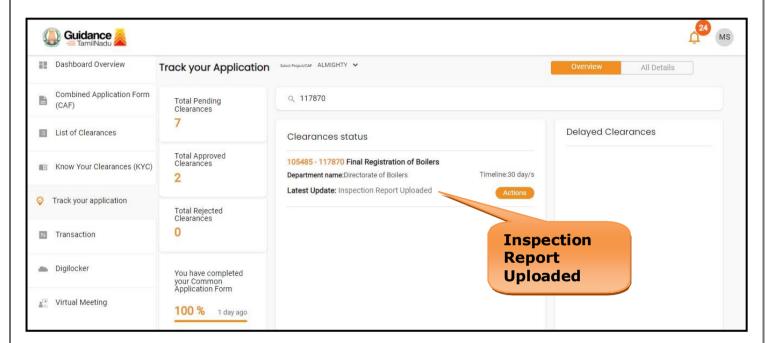


Figure 30. Inspection Report Uploaded



## 13. Application Processing

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

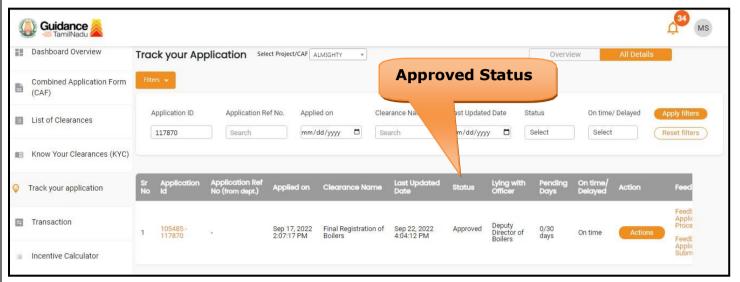


Figure 31. Application Processed

2) If the application is 'Approved' by the Department, the applicant can download the Approval Certificate under 'Track your application - > 'Action' button -> Download Certificate (Refer Figure 32)



Figure 32. 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 33)

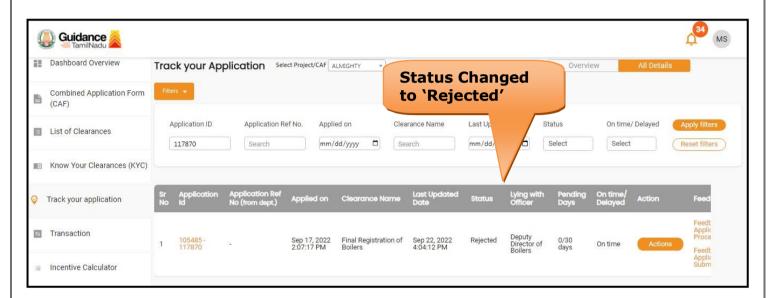


Figure 33. Rejected Status

