



TAMIL NADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Renewal of Recognition as Erector/Repairer of Boiler and
Boiler Components**

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 must complete the Registration process.

Steps for Registration is given below:

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

**Register on
TNSWP**

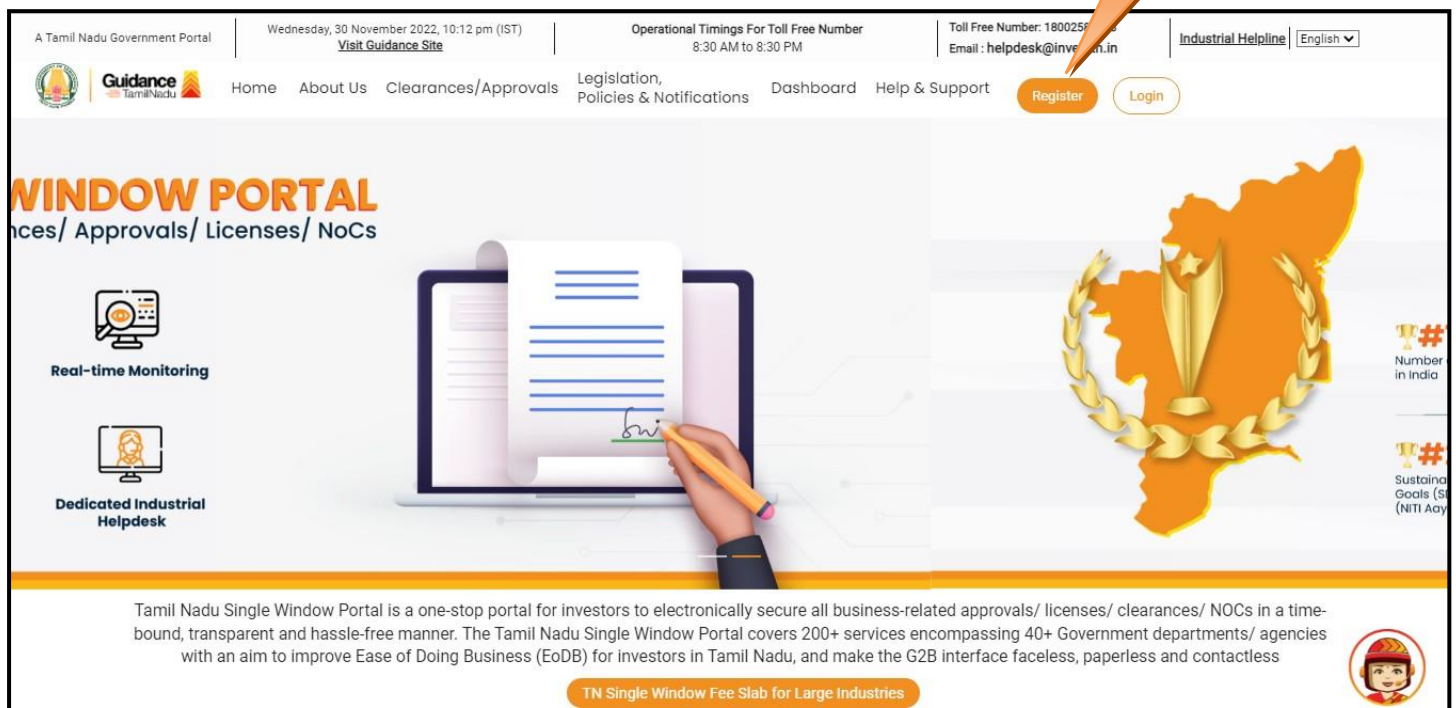


Figure 2. Register

- 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 applicant hovers the cursor on these icons.

New Registration

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

Applicant First Name

Applicant Last Name

Designation of the Applicant

Date of Birth

PAN Number of Company

Name of Company

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

Figure 3. Registration Form

Mobile Number

Email ID

User Name

Password

Confirm Password

Captcha

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

Register

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

Figure 4. Registration Form Submission

- 6) The Email ID would be the applicant's 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.

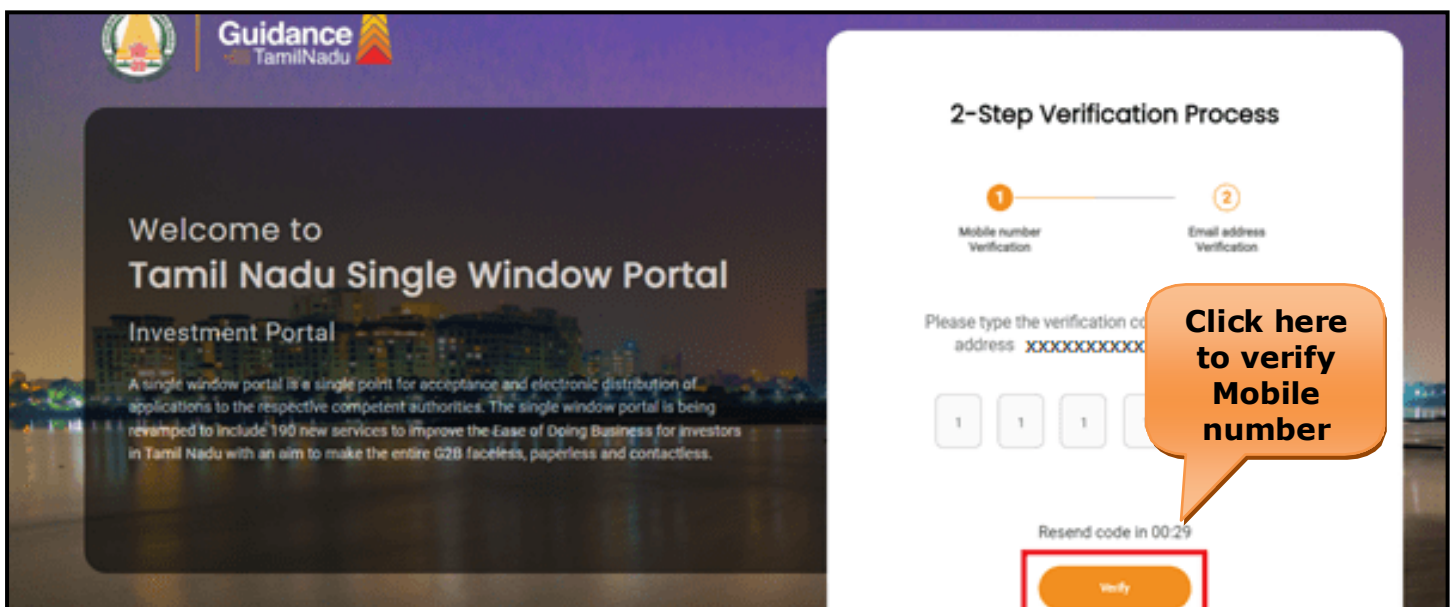


Figure 5. Mobile Number Verification

- **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.

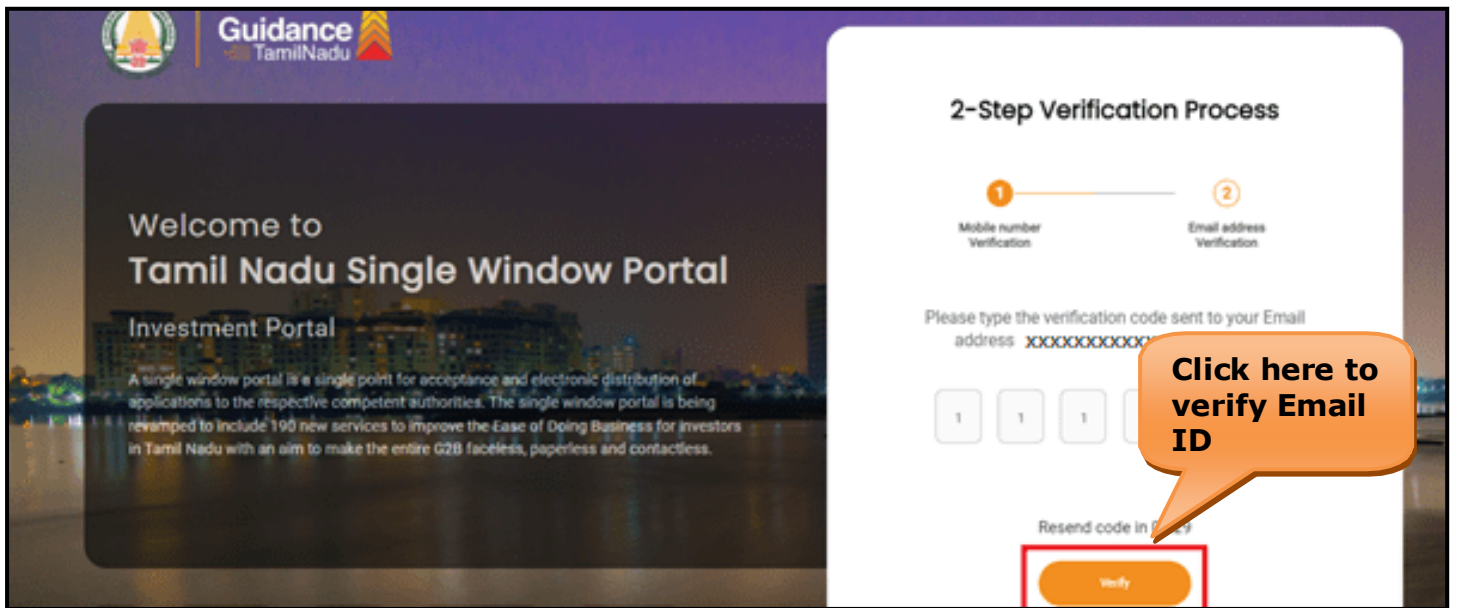


Figure 1. Email ID Verification

- 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.



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.

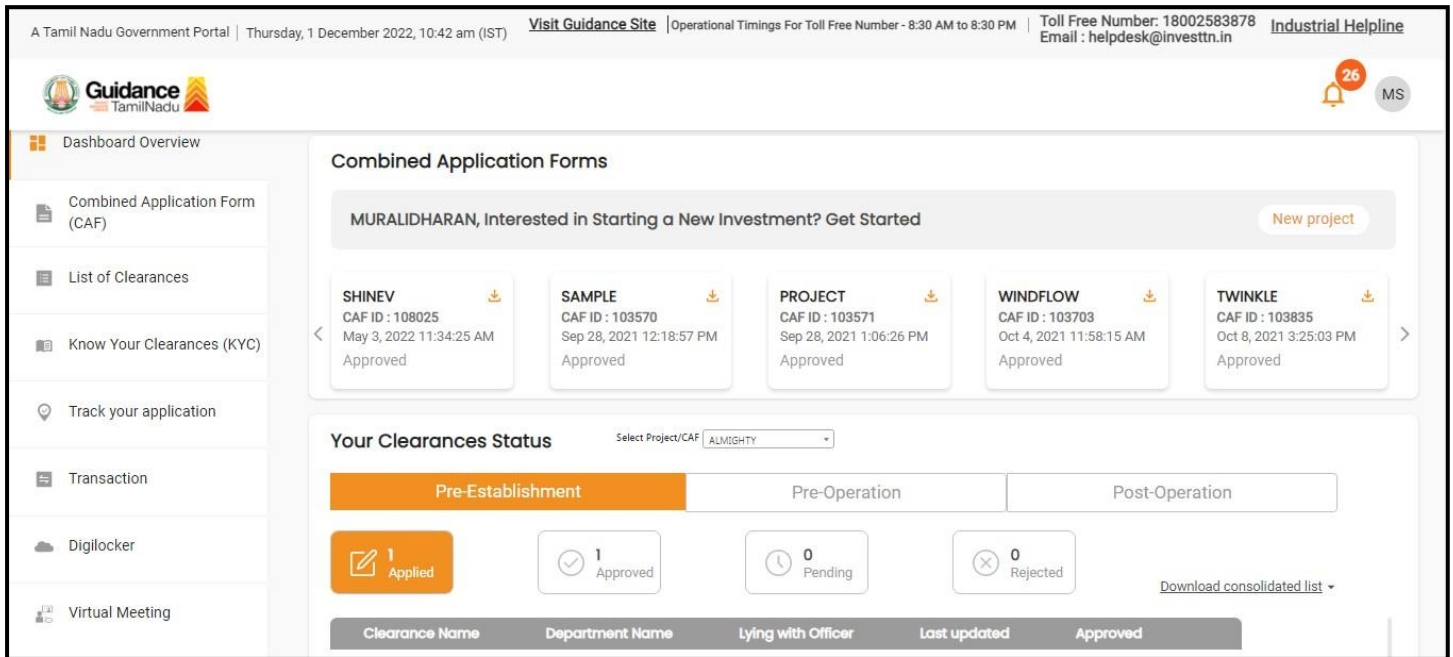
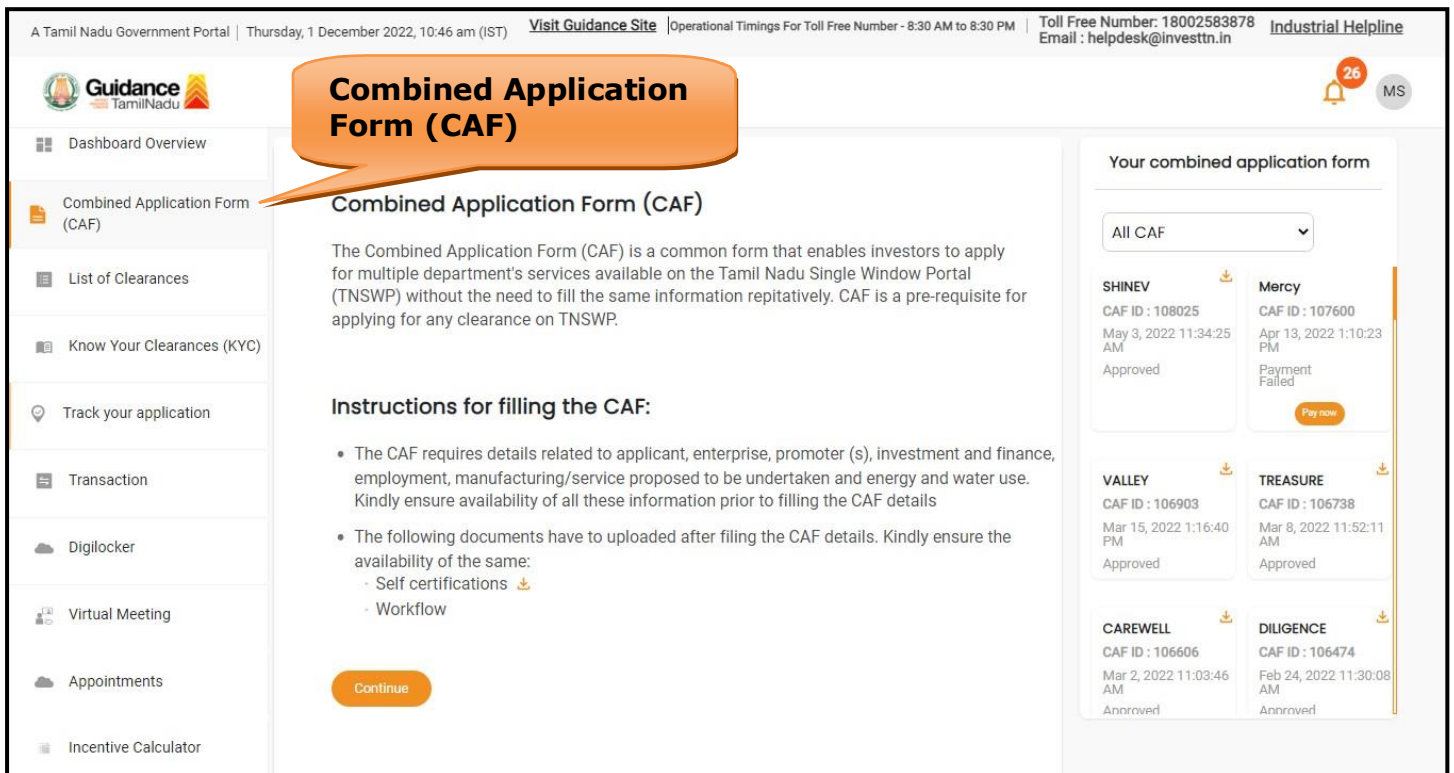


Figure 9. Dashboard Overview

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.



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 | Email : helpdesk@investtn.in | [Industrial Helpline](#)

Combined Application Form (CAF)

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

SHINEV CAF ID : 108025 May 3, 2022 11:34:25 AM Approved	Mercy CAF ID : 107600 Apr 13, 2022 1:10:23 PM Payment Failed Pay now
VALLEY CAF ID : 106903 Mar 15, 2022 1:16:40 PM Approved	TREASURE CAF ID : 106738 Mar 8, 2022 11:52:11 AM Approved
CAREWELL CAF ID : 106606 Mar 2, 2022 11:03:46 AM Approved	DILIGENCE CAF ID : 106474 Feb 24, 2022 11:30:08 AM 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)

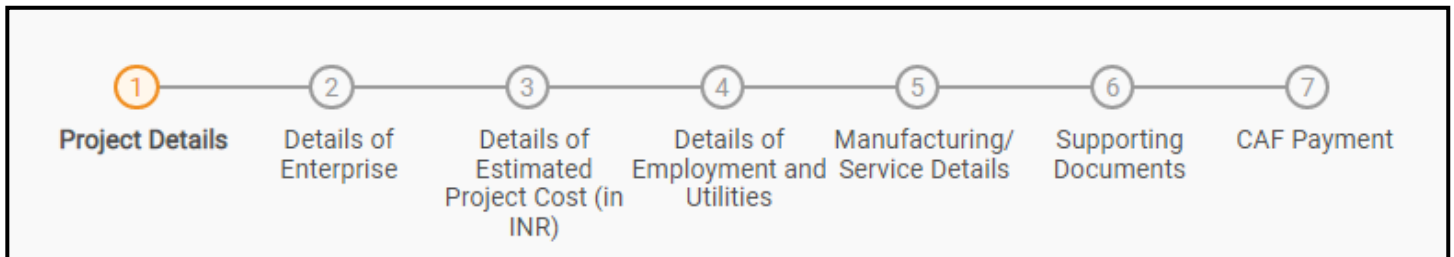


Figure 11. Section of Combined Application Form (CAF)

- 2) After filling the CAF details, the user 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. The top navigation bar includes the logo and a notification bell with '309' and 'YC'. A progress bar at the top shows seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Manufacturing Utilities, 5. Details of Manufacturing, 6. Supporting Documents, and 7. CAF Payment (highlighted). The main content area is titled 'Payment Details' and features a confirmation message: 'Information: Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF.' Below the message, users can choose a fee slab (Lump sum or à la carte) and enter the amount to be paid (500000, Five Lakh). A 'Calculate Fee' button is present. At the bottom, there are buttons for 'Previous', 'Next', 'Pay Later', 'Pay Now', 'Review & Submit', and 'Submit'.

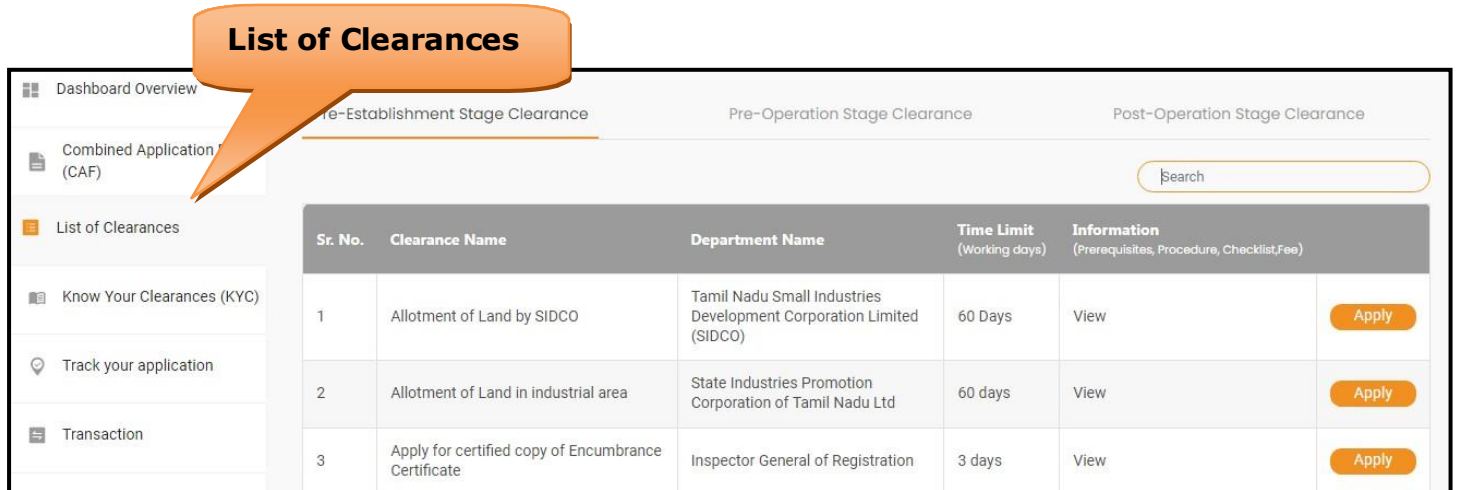
Figure 12. Combined Application Form (CAF)- Confirmation Message

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 as Erector / Repairer of Boiler and Boiler Components

1) Click on "List of Clearances"



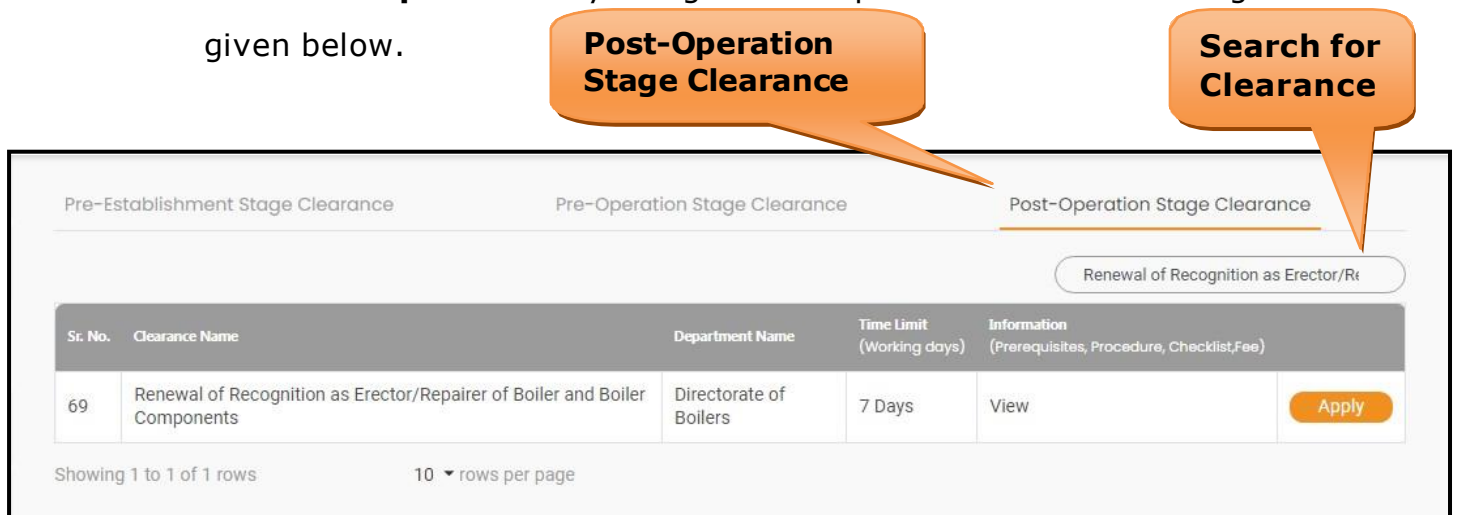
Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)
1	Allotment of Land by SIDCO	Tamil Nadu Small Industries Development Corporation Limited (SIDCO)	60 Days	View
2	Allotment of Land in industrial area	State Industries Promotion Corporation of Tamil Nadu Ltd	60 days	View
3	Apply for certified copy of Encumbrance Certificate	Inspector General of Registration	3 days	View

Figure 13. List Of Clearances

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

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

3) Select 'Post-Operation Stage Clearance' and find the clearance 'Renewal of Recognition as Erector/Repairer of Boiler and Boiler Components' 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)
69	Renewal of Recognition as Erector/Repairer of Boiler and Boiler Components	Directorate of Boilers	7 Days	View

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.

View Information

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)
69	Renewal of Recognition as Erector/Repairer of Boiler and Boiler Components	Directorate of Boilers	7 Days	View

Showing 1 to 1 of 1 rows 10 rows per page

Apply for Clearance

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

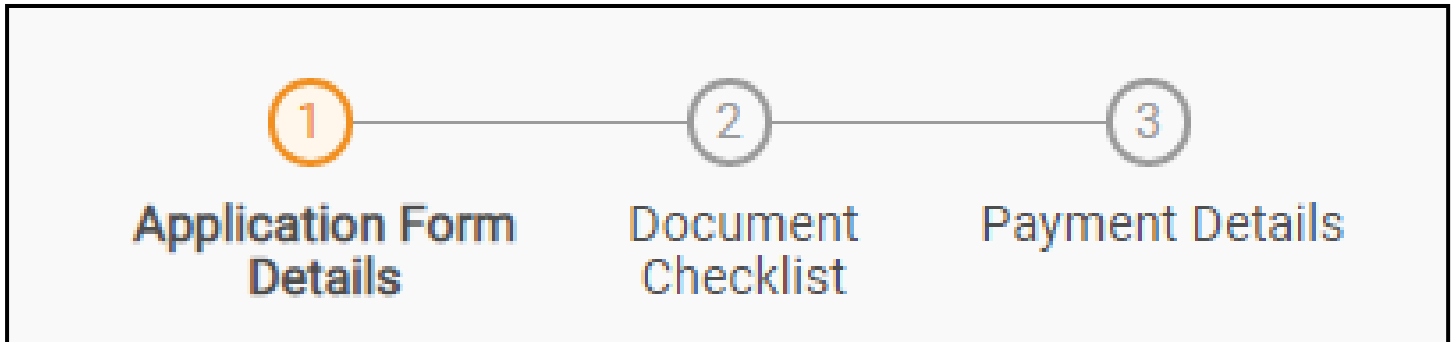


Figure 16. Three Sections of Application Form

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 them in zip format.
 1. Last issued Recognition/Renewal Letter copy
 2. Copy of Welder Certificate
- 4) After Uploading all the supporting document click on 'Next' to go 'Payment details' screen.

Checklist Documents

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"/> Last issued Recognition/Renewal Letter copy	 SAMPLE SUPPORTING DOC (1).pdf
2	<input checked="" type="checkbox"/> Copy of Welder Certificate	 SAMPLE SUPPORTING DOC (1).pdf

Figure 17. Document Checklist

C. Payment details

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

1 — 2 — 3
Application Form Details Document Checklist **Payment Details**

Payment Details

Payment Amount *

5000

Click on 'Submit'

Previous Next RESET Save As Draft **SUBMIT**

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.

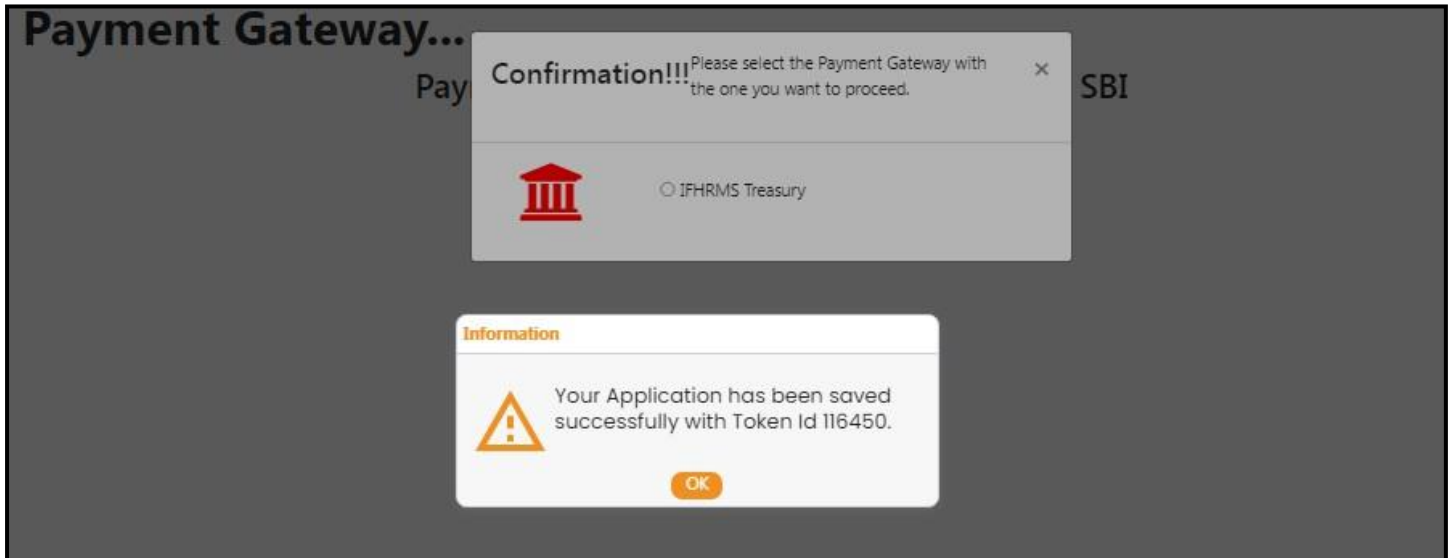


Figure 19. Token Id Generated

- 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**'.

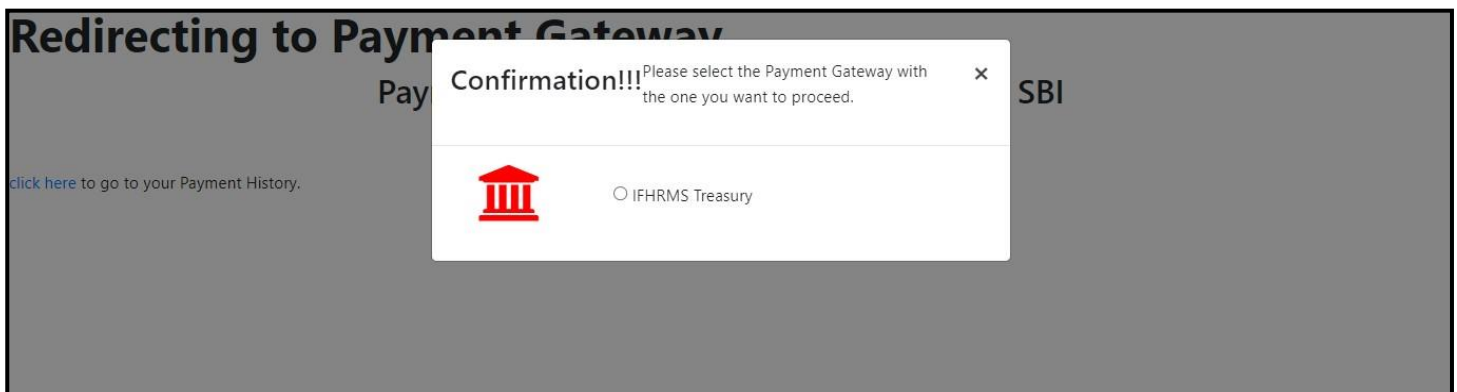


Figure 20. Payment Process (Contd.)

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 the payment.

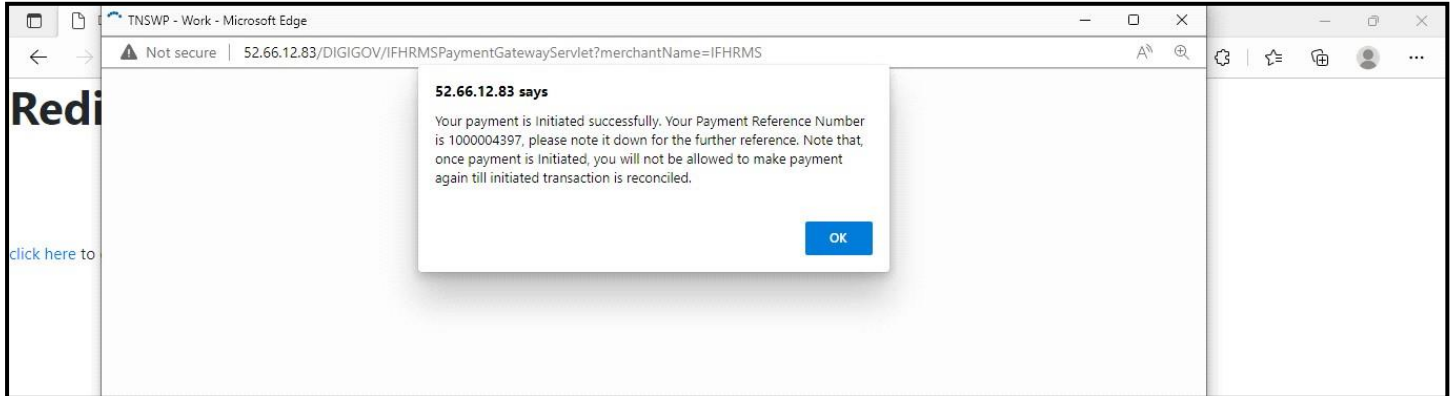


Figure 21. Payment reference number

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 you application → Select the CAF from the Dropdown → All details**

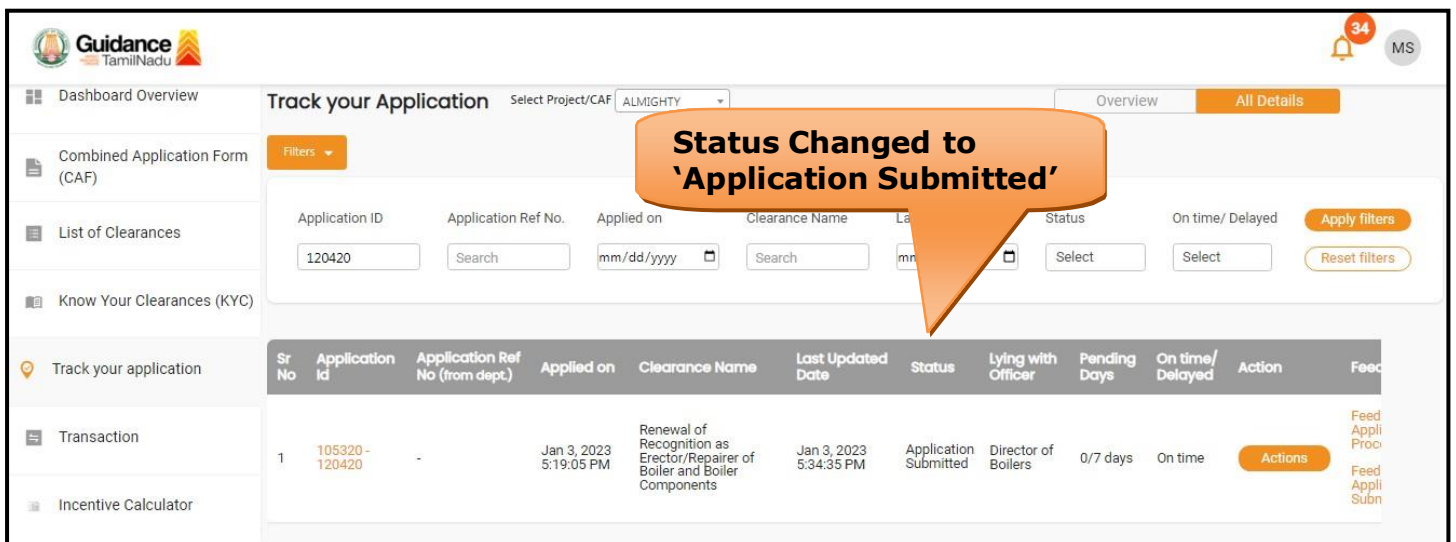


Figure 22. Application Submitted

10. Track Your Application

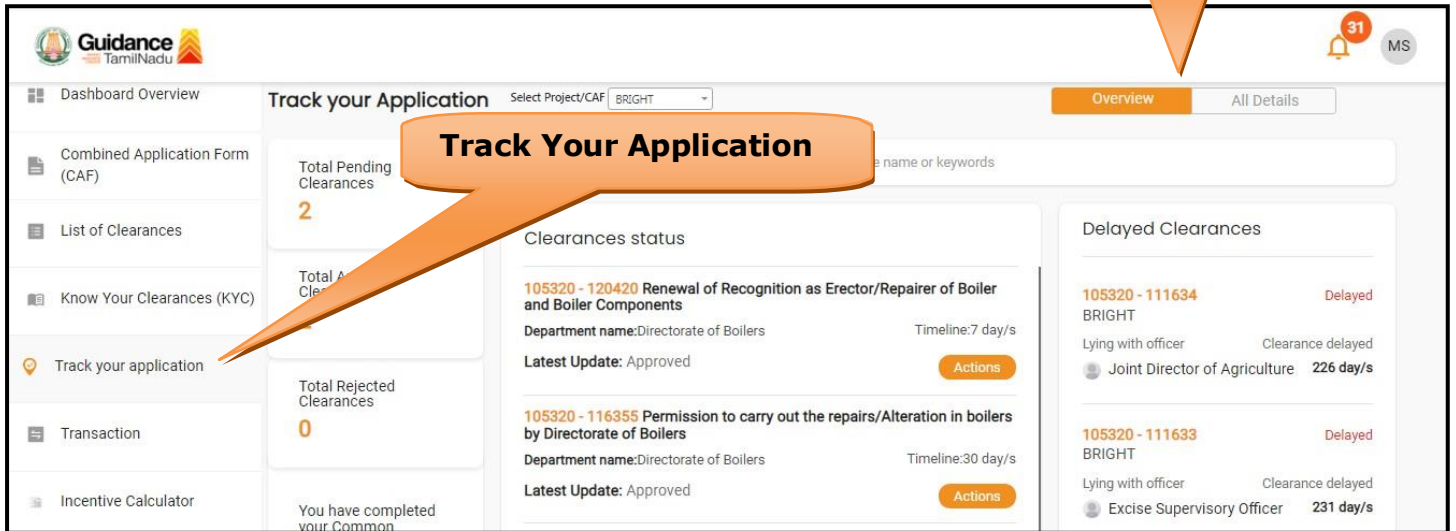
- 1) After submitting the application, unique 'token ID' would be generated. Using the 'Token ID' the Applicant can track the status of clearances by clicking on 'Track your application' option.'
- 2) Applicant to choose the name of the project created during CAF from the dropdown 'Select project / CAF'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

Overview of applications Applied



Application ID	Description	Department name	Timeline	Latest Update	Action
105320 - 120420	Renewal of Recognition as Erector/Repairer of Boiler and Boiler Components	Directorate of Boilers	7 day/s	Approved	Actions
105320 - 116355	Permission to carry out the repairs/Alteration in boilers by Directorate of Boilers	Directorate of Boilers	30 day/s	Approved	Actions

Application ID	Name	Officer	Clearance Status	Timeline
105320 - 111634	BRIGHT	Joint Director of Agriculture	Delayed	226 day/s
105320 - 111633	BRIGHT	Excise Supervisory Officer	Delayed	231 day/s

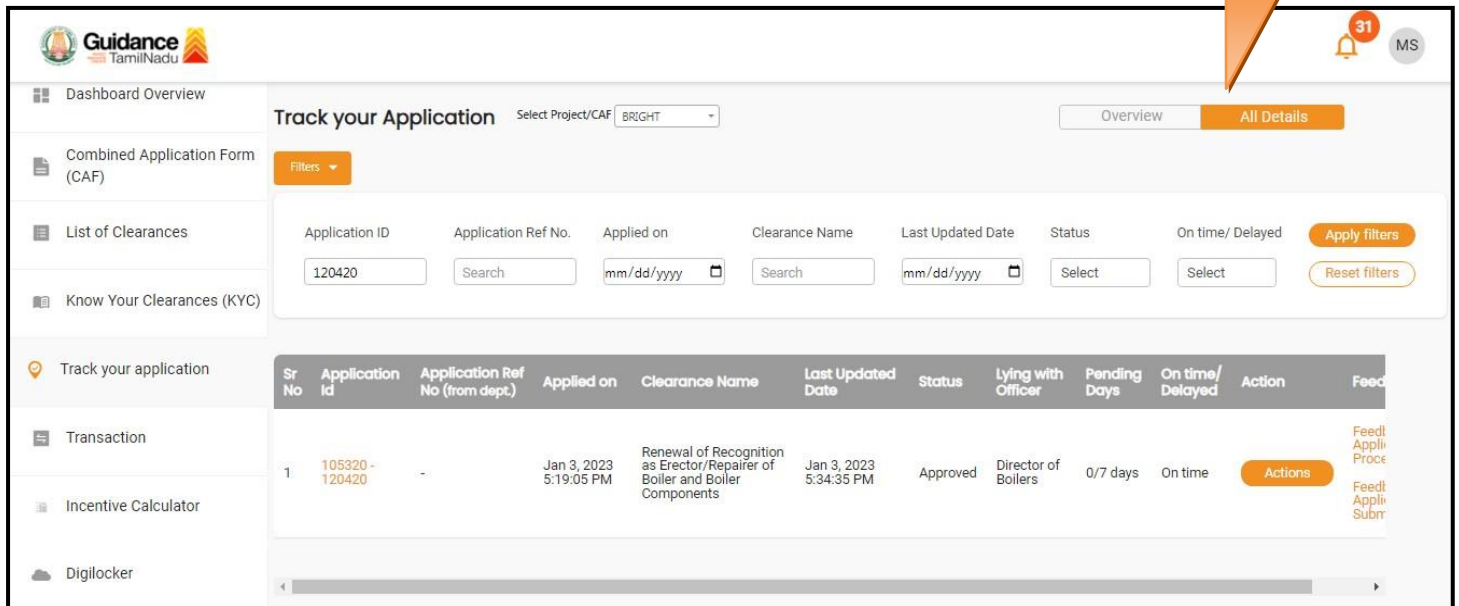
Figure 23. Track your Application

- **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



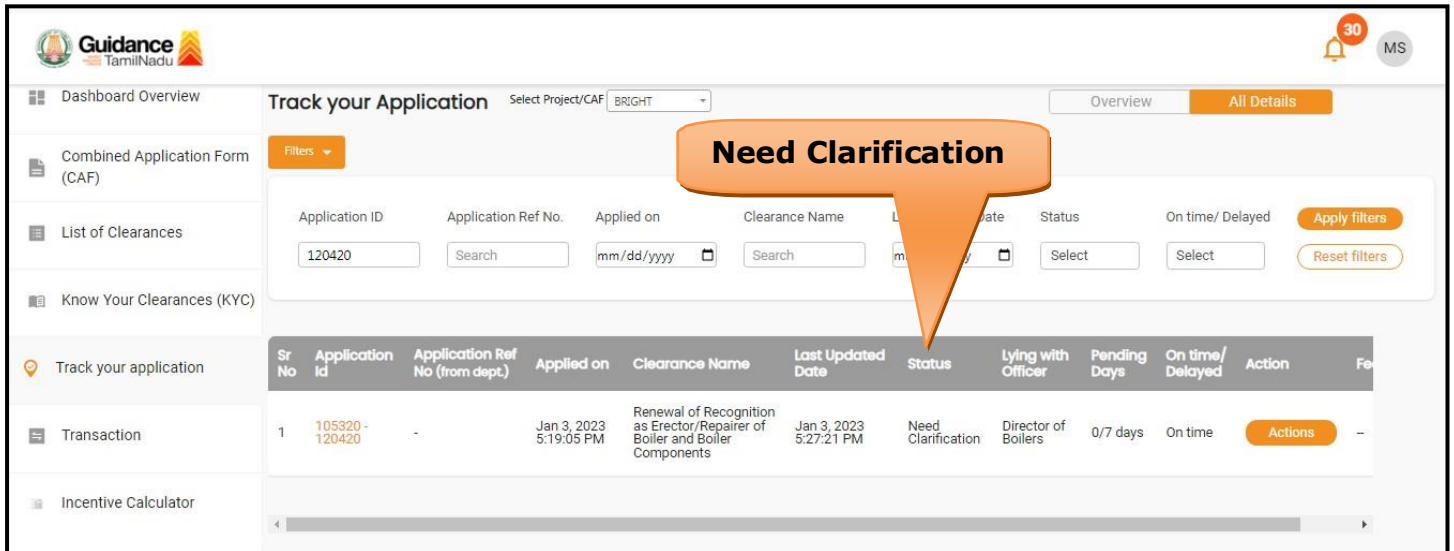
The screenshot displays the 'Track your Application' page with the 'All Details' tab selected. The interface includes a sidebar with navigation options and a main content area with a search filter and a table of application records.

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	105320 - 120420	-	Jan 3, 2023 5:19:05 PM	Renewal of Recognition as Erector/Repairer of Boiler and Boiler Components	Jan 3, 2023 5:34:35 PM	Approved	Director of Boilers	0/7 days	On time	Actions	Feedl Appli Proce Feedl Appli Subm

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 shows the 'Track your Application' interface. A callout box points to the 'Need Clarification' status in the table. The table has the following data:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	105320 - 120420	-	Jan 3, 2023 5:19:05 PM	Renewal of Recognition as Erector/Repairer of Boiler and Boiler Components	Jan 3, 2023 5:27:21 PM	Need Clarification	Director of Boilers	0/7 days	On time	Actions

Figure 25. Need Clarification (Contd.)

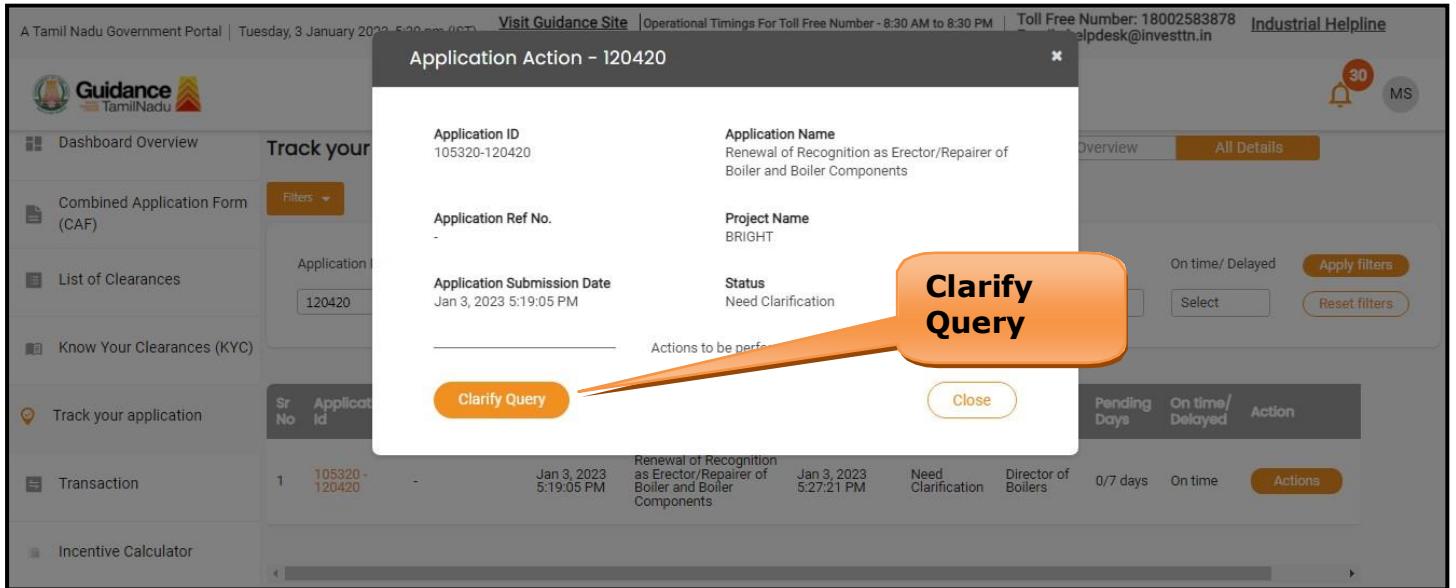


Figure 26. Clarify Query

- 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.

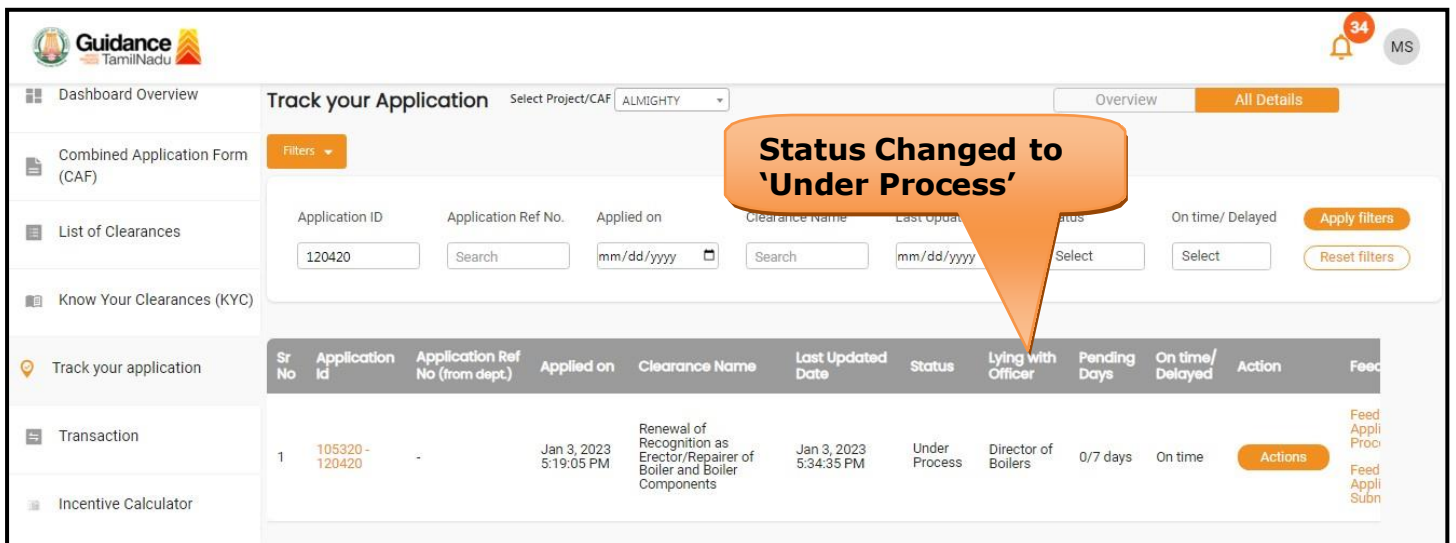


Figure 27. Status of the Application

12. Application Processing

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

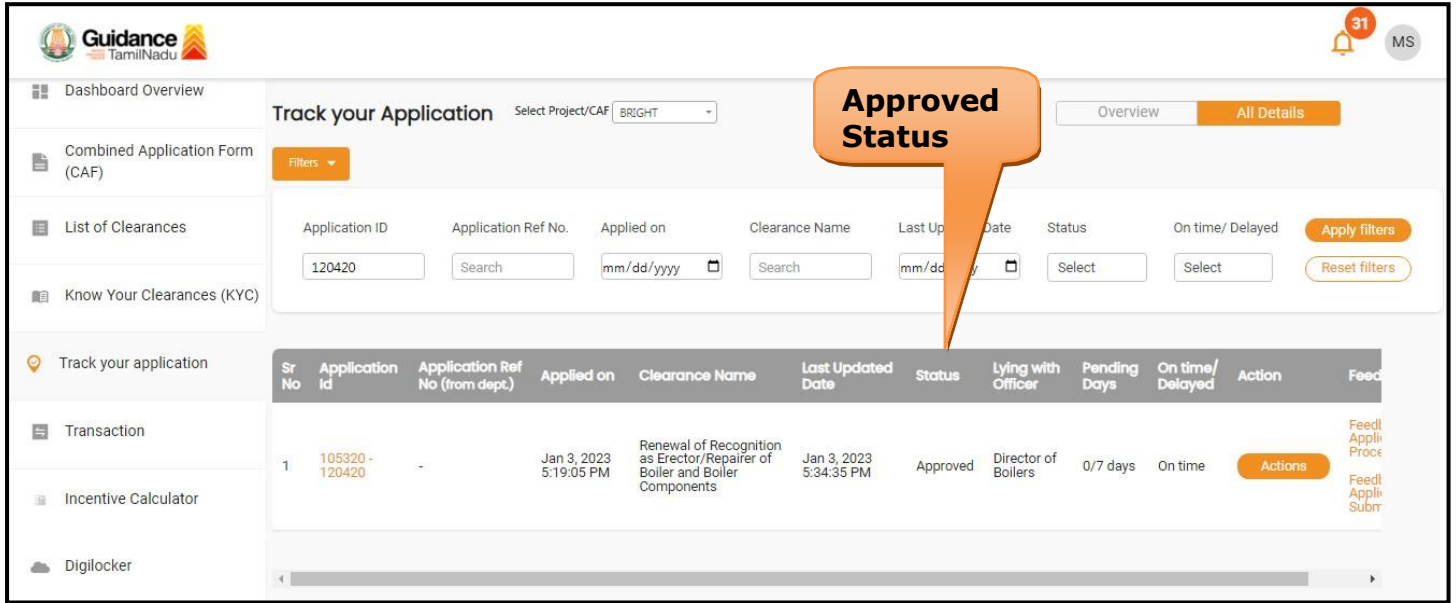


Figure 28. Application Processed

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 29)

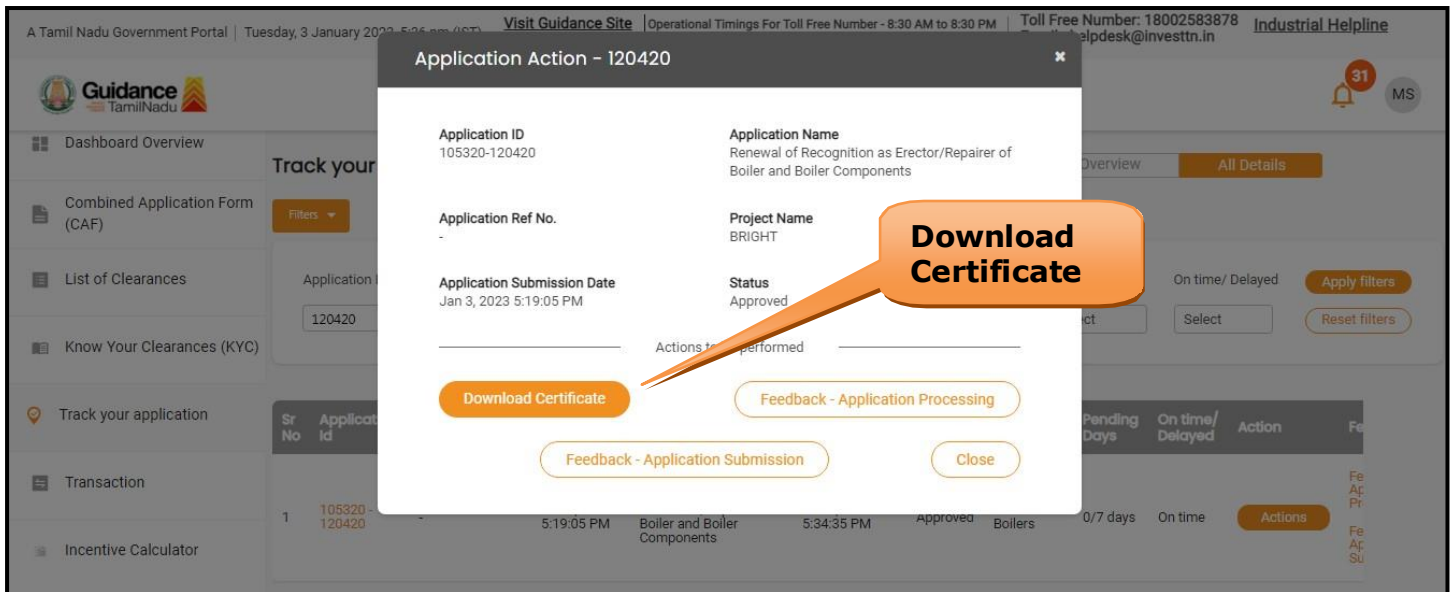
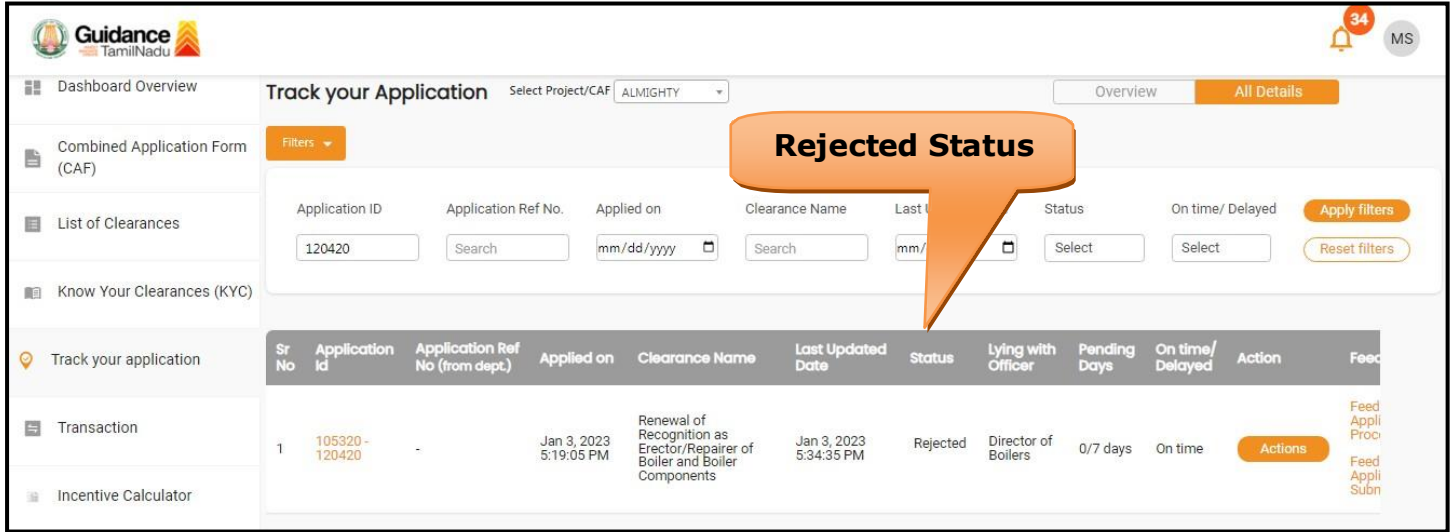


Figure 29. Download the Approved Certificate

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 30)



The screenshot shows the 'Track your Application' page. At the top, there are filters for 'Application ID' (120420) and 'Applied on' (mm/dd/yyyy). A table below lists the application details. An orange callout bubble labeled 'Rejected Status' points to the 'Rejected' 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	Feed
1	105320 - 120420	-	Jan 3, 2023 5:19:05 PM	Renewal of Recognition as Erector/Repairer of Boiler and Boiler Components	Jan 3, 2023 5:34:35 PM	Rejected	Director of Boilers	0/7 days	On time	Actions	Feed Appli Proc Feed Appli Subn

Figure 30. Rejected Status

