



TAMIL NADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Self-Certification of Boilers through Boiler Engineers

Directorate of Boilers



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1. Home Page

1) The Journey of the new applicant starts with Tamil Nadu Single WindowPortal (TNSWP) homepage that can be accessed through <https://tnswp.com> website wherein it gives various information’s, useful links, and functionalities about TNSWP.

2) Applicant can reach the helpdesk Toll free number – 1800-258-3878 and Helpdesk Email.

TNSWP website
(www.tnswp.com)

Toll free number
and Mail Id



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**

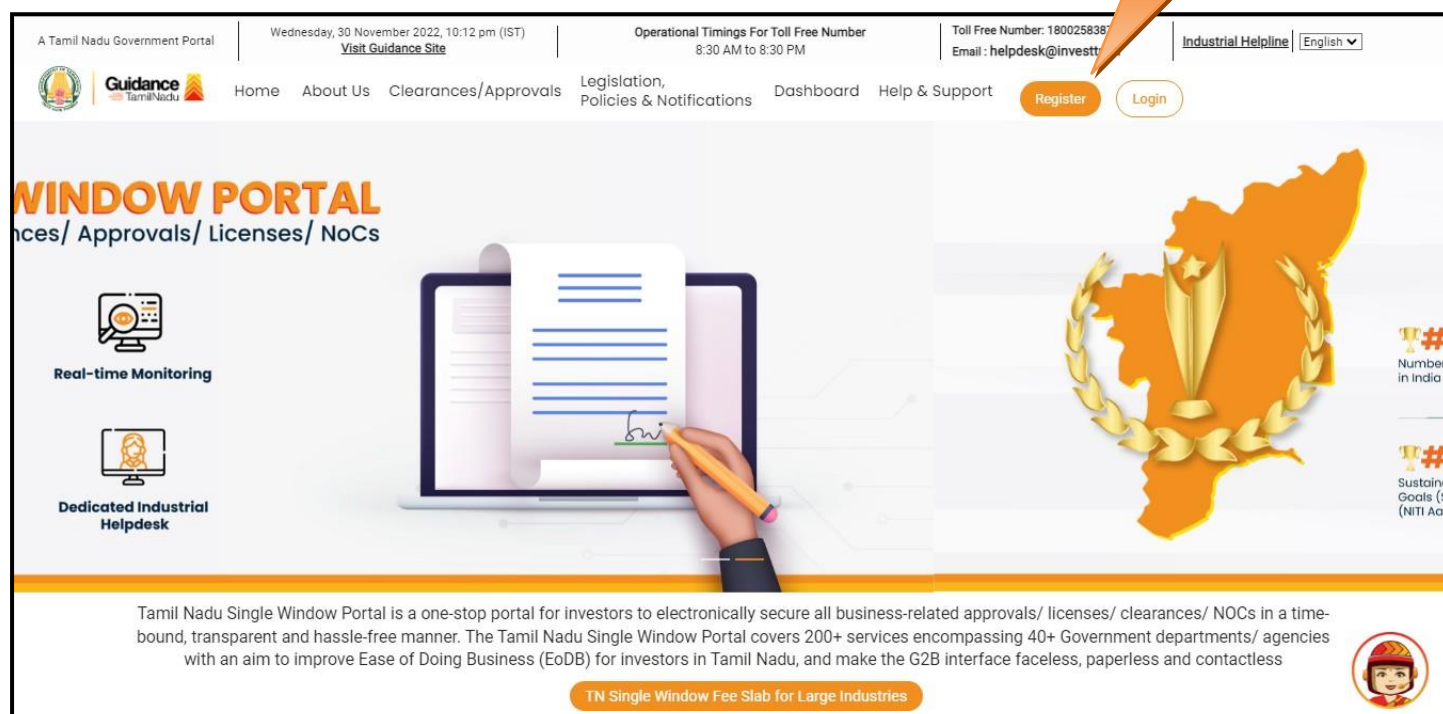

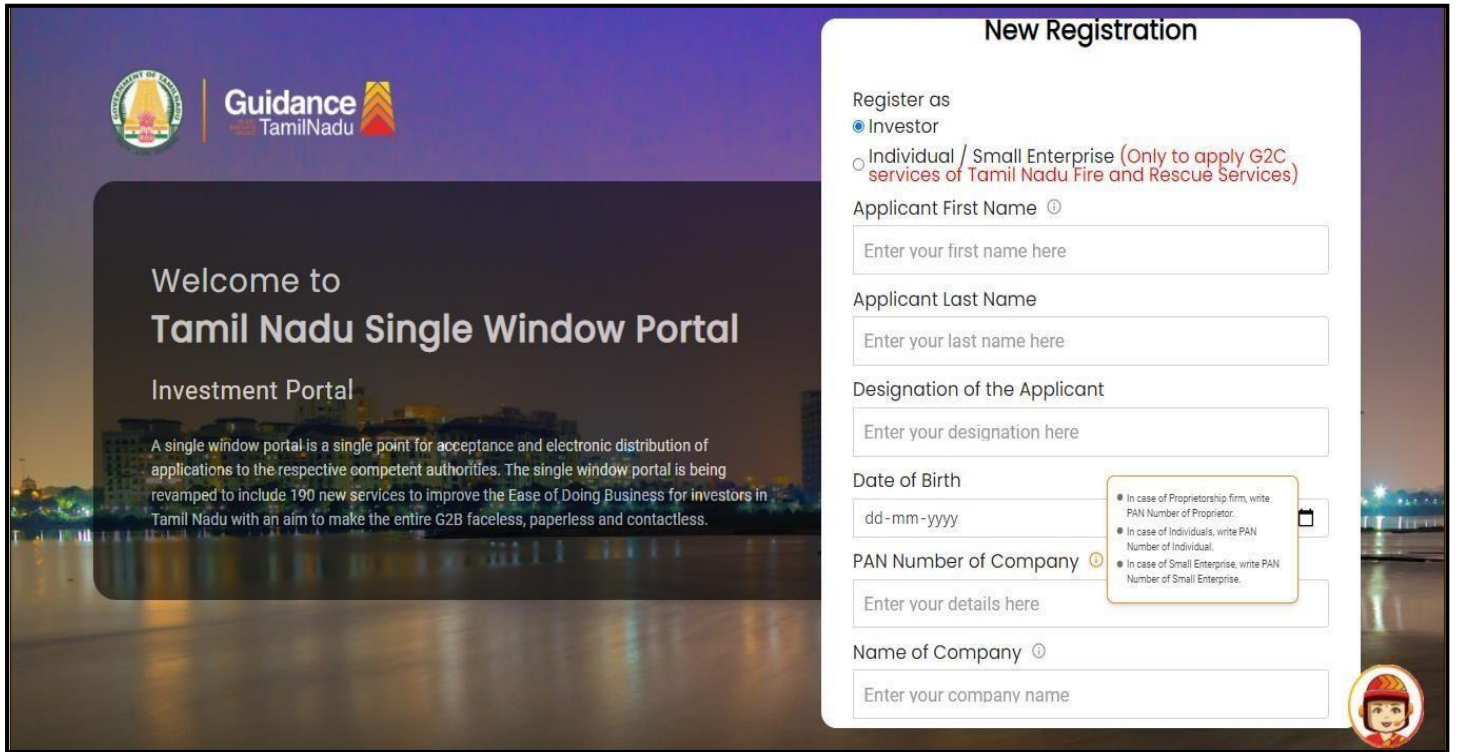



Figure 2. Register

- 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 a brief description about the fields when the applicant 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

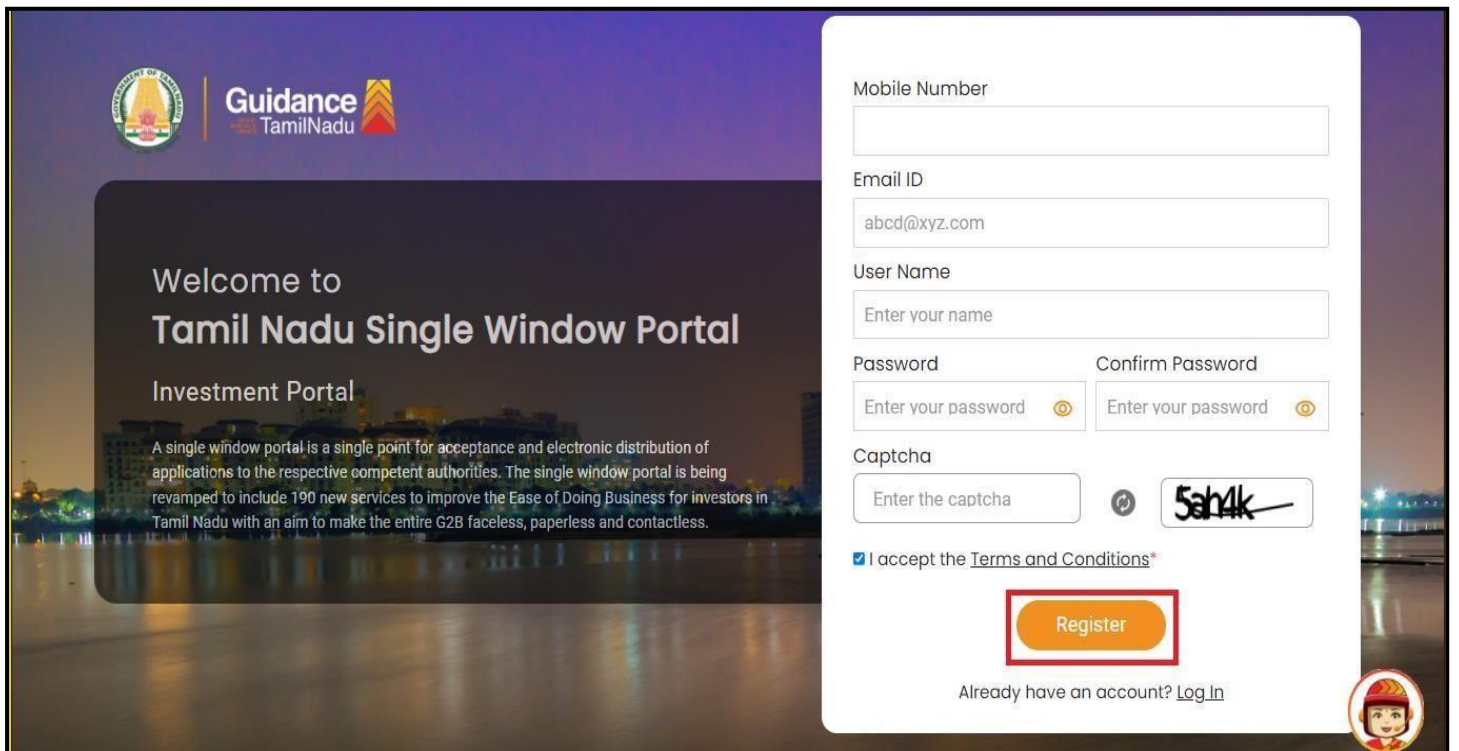
Date of Birth


PAN Number of Company

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





Guidance
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Welcome to Tamil Nadu Single Window Portal

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Mobile Number

Email ID

User Name

Password Confirm Password

Captcha 

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

Register

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

Figure 4. Registration Form Submission

- 6) The Email ID would be the Username to login the TNSWP.
- 7) Future communications would be sent to the registered mobile number and Email ID of the applicant.
- 8) Create a strong password and enter the Captcha code as shown.
- 9) The applicant must read and accept the terms and conditions and click on **'Register'** button.

3. Mobile Number / Email ID – 2-Step Verification Process

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

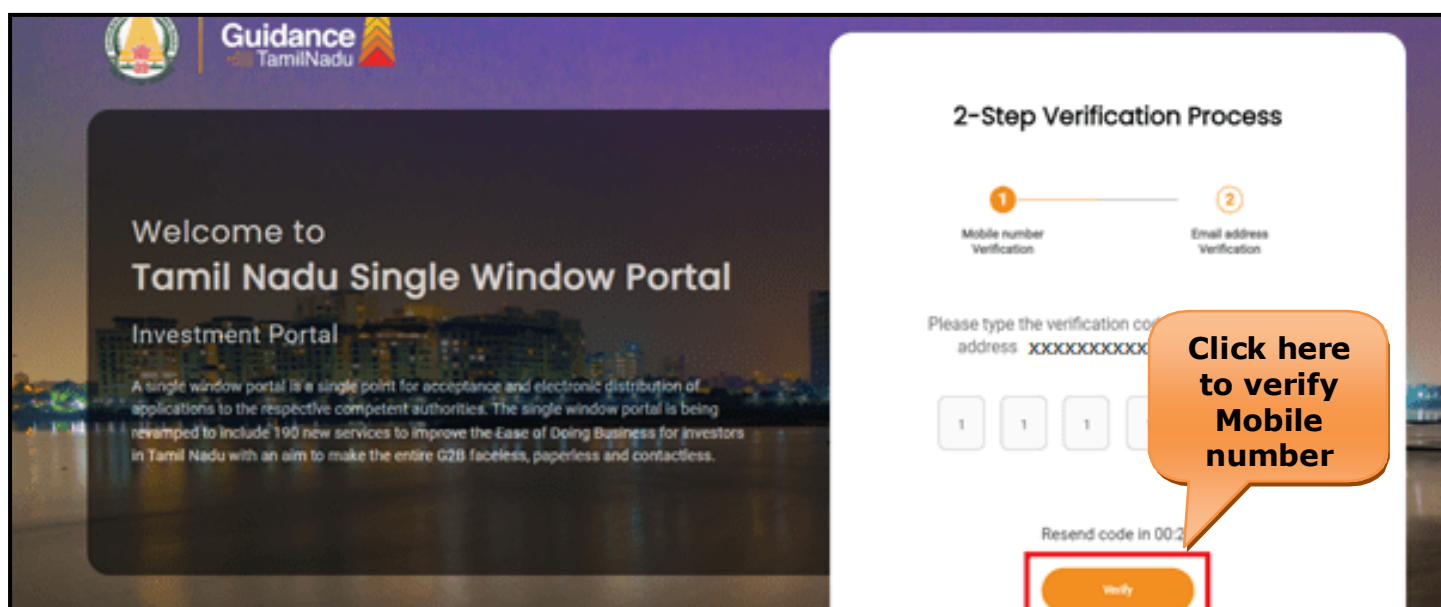


Figure 5. Mobile Number Verification

- o **Email ID Verification**

- 1) For verifying the Email ID, the verification code will be sent to the given Email ID.
- 2) Enter the verification code and click on the '**Verify**' button.

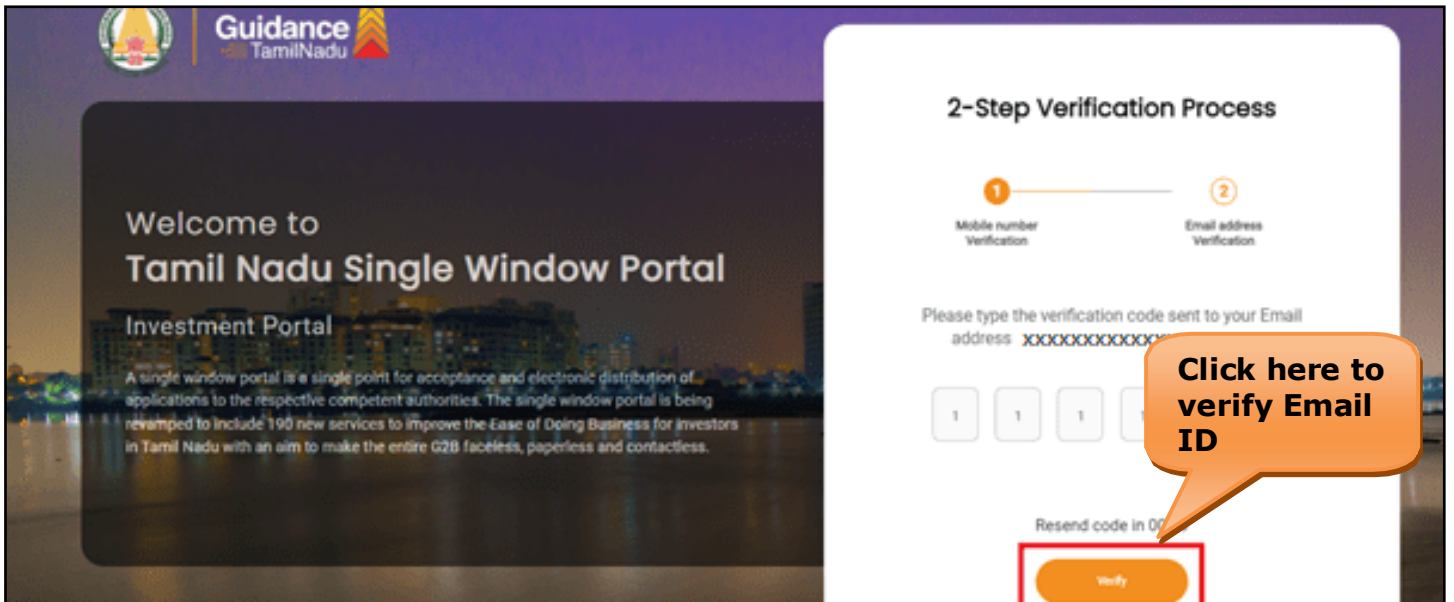


Figure 6. Email ID Verification

- 3) After completion of 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.

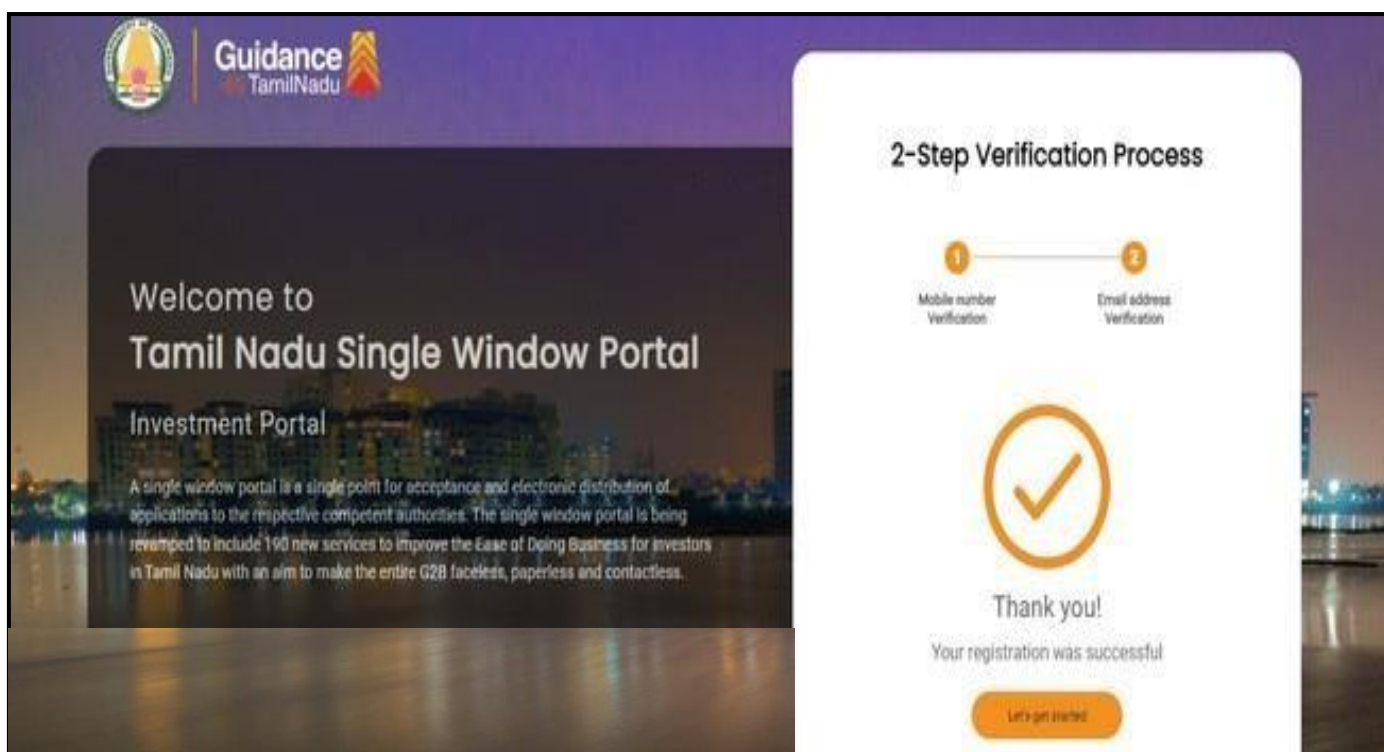


Figure 7. Registration Confirmation Pop-Up

4. Login

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

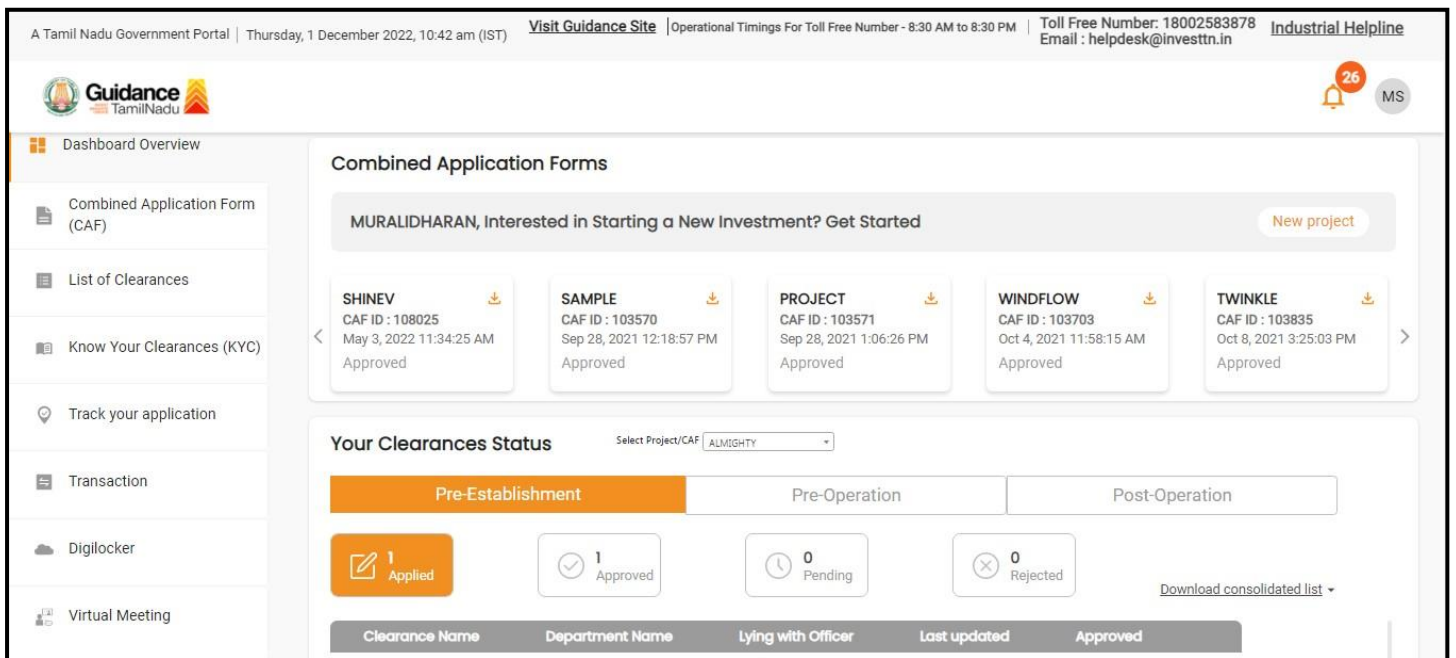


Figure 9. Dashboard Overview

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.

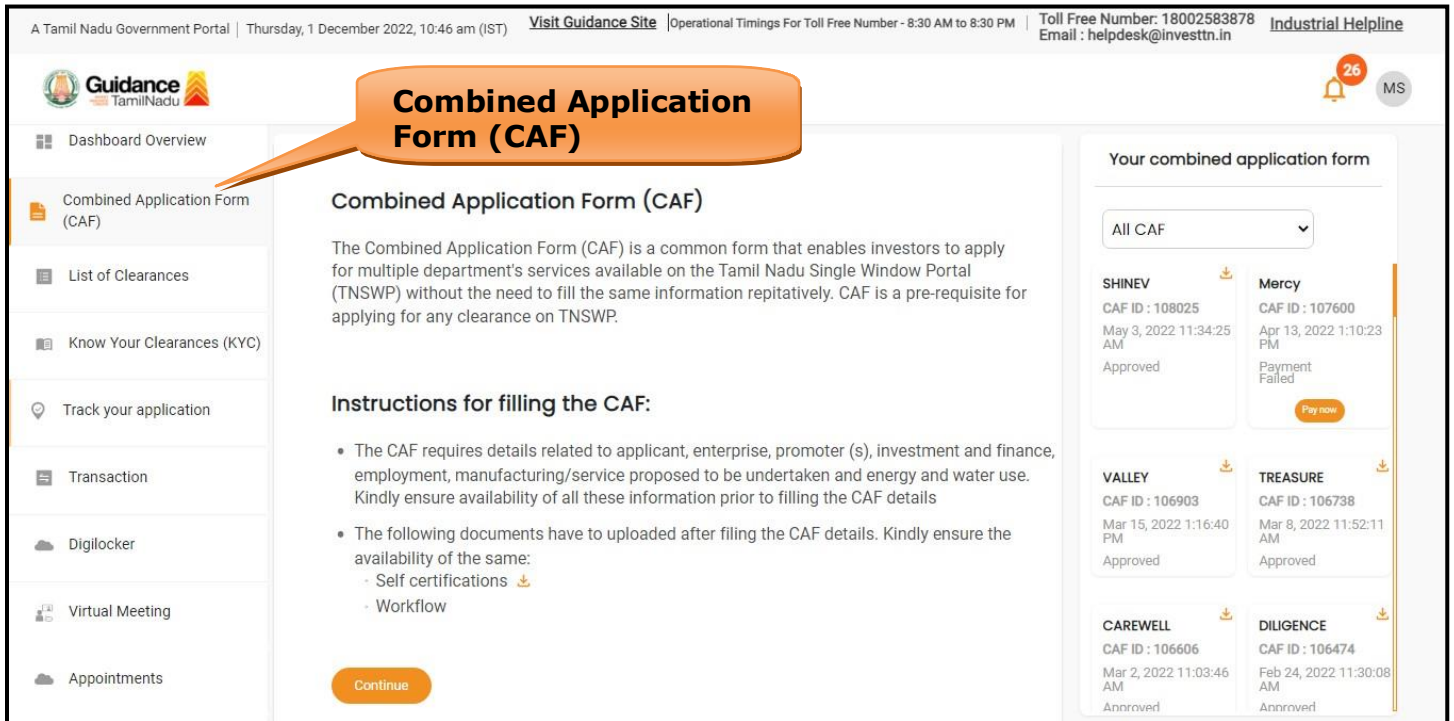


Figure 10. Combined Application Form (CAF)

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).

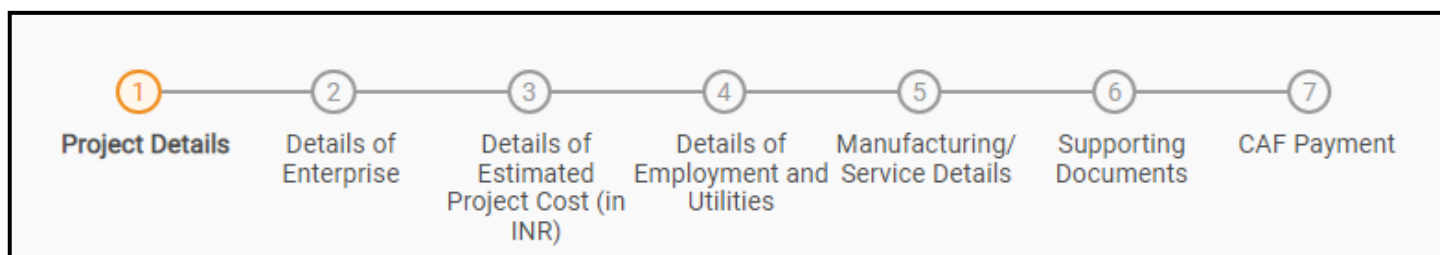


Figure 11. Section of Combined Application Form (CAF)

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

- **Self-Certification:**

- 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).

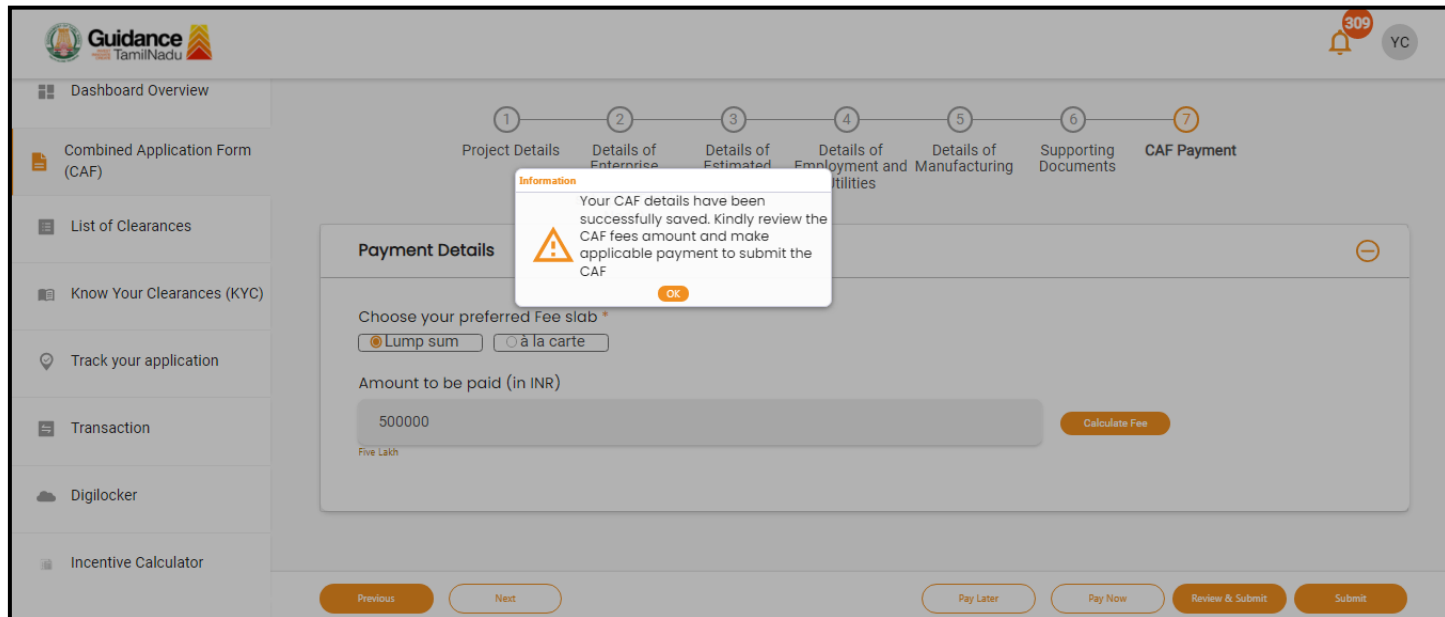


Figure 12. Combined Application Form (CAF)- Confirmation Message

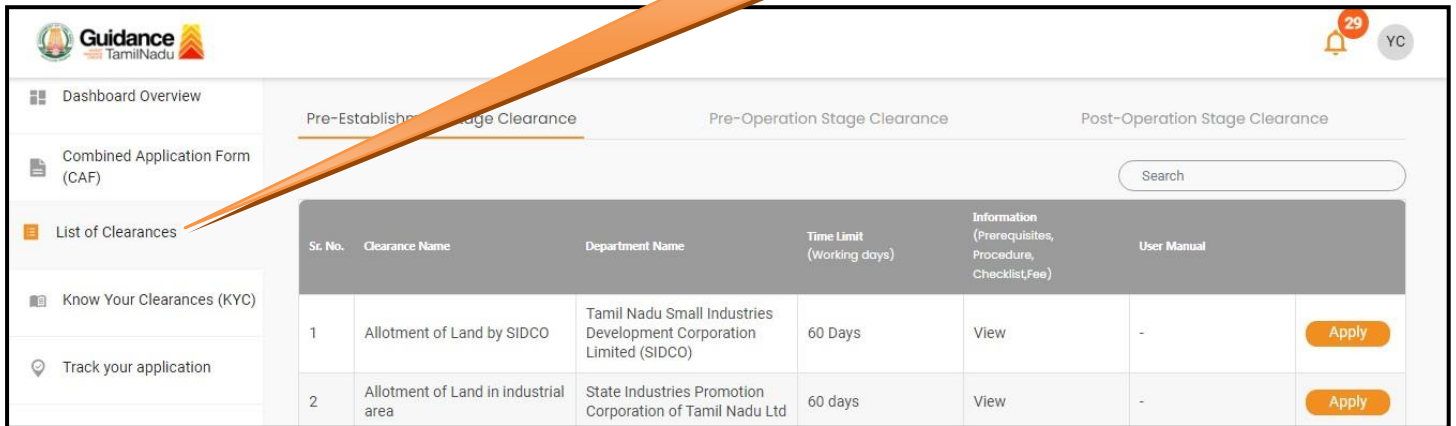
Note:

If the applicant belongs to large industry, single window fee would be applicable according to the investment in Plant & Machinery or Turnover amount. [Click here](#) to access the Single Window Fee Slab.

7. Apply for Self-Certification of Boilers through Boiler Engineers

1. Click on "List of Clearances"

List of Clearances



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
1	Allotment of Land by SIDCO	Tamil Nadu Small Industries Development Corporation Limited (SIDCO)	60 Days	View	-	Apply
2	Allotment of Land in industrial area	State Industries Promotion Corporation of Tamil Nadu Ltd	60 days	View	-	Apply

Figure 13. List of Clearances

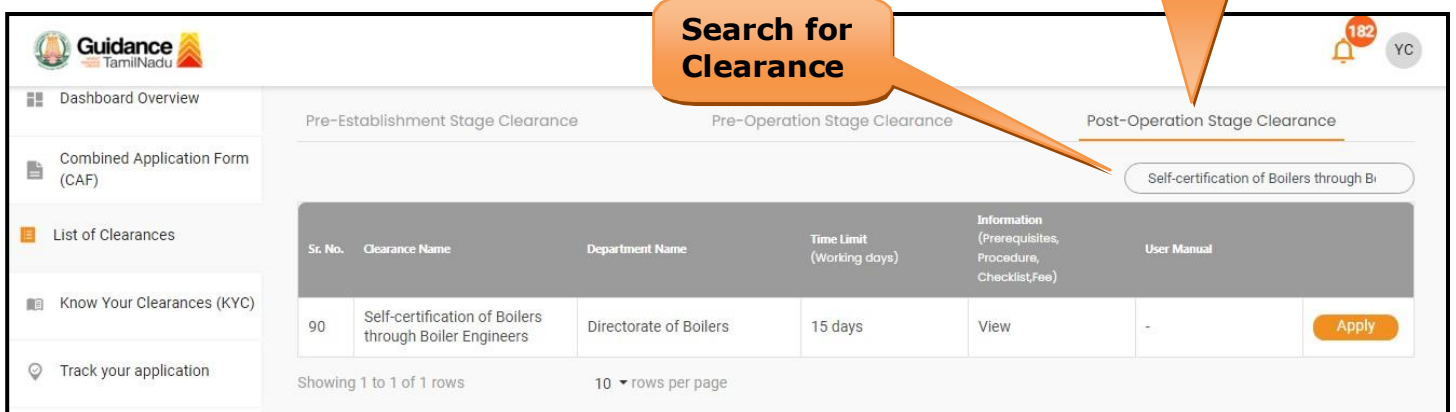
2. The list of clearances is segregated into three stages.

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

3. Select 'Post-Operation Stage Clearance' and find the clearance 'Self-certification of Boilers through Boiler Engineers' by using Search option as shown in the figure given below.

Post-Operation Stage Clearance

Search for Clearance



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
90	Self-certification of Boilers through Boiler Engineers	Directorate of Boilers	15 days	View	-	Apply

Showing 1 to 1 of 1 rows 10 rows per page

Figure 14. Search for Clearances

4. Applicant can view information on workflow, checklist of supporting documents to be uploaded by the applicant and fee details. Click on 'view' to access the information (Refer Figure 15)
5. To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 15).
6. The Applicant can apply to obtain license for more than 1 establishment using a single login, but the applicant must create multiple Combined Application Form (CAF) for each of the establishment.

View Information**Apply for Clearance**

The screenshot shows the 'List of Clearances' section of the Guidance TamilNadu dashboard. The table displays the following data:

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
90	Self-certification of Boilers through Boiler Engineers	Directorate of Boilers	15 days	View	-

Buttons for 'View' and 'Apply' are visible in the table row. The 'Apply' button is highlighted with an orange callout box labeled 'Apply for Clearance'. The 'View' button is highlighted with an orange callout box labeled 'View Information'.

Figure 15. Apply for Clearances

8. Filling the Application Form

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

A. Application Details

B. Checklist







Figure 16. Two Sections of Application Form

B. Document Checklist

- 1) The following supporting documents need to be uploaded by the applicant as per the notes given.
- 2) Maximum 10 MB Allowed (Only .DOC, .PDF, .XLS, .BMP, .GIF, .JPEG, .PNG, .PPTX, .DOCX, .XLSX, .ZIP, .KML are allowed).
- 3) In case of multiple documents, please upload them in zip format.

Checklist

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"/> Boiler Operation Engineer Certificate of Boiler Engineer engaged.	 RL_84.pdf
2	<input checked="" type="checkbox"/> Educational degree certificate of Boiler Engineer engaged.	 RL_84.pdf
3	<input checked="" type="checkbox"/> Experience certificate of Boiler Engineer engaged.	 RL_84.pdf
4	<input checked="" type="checkbox"/> Last issued Certificate for the boiler.	 RL_84.pdf

Click on 'Submit button'

Previous Next Save As Draft **SUBMIT** Close Reset

Figure 17. Document Checklist

9. Payment Process

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

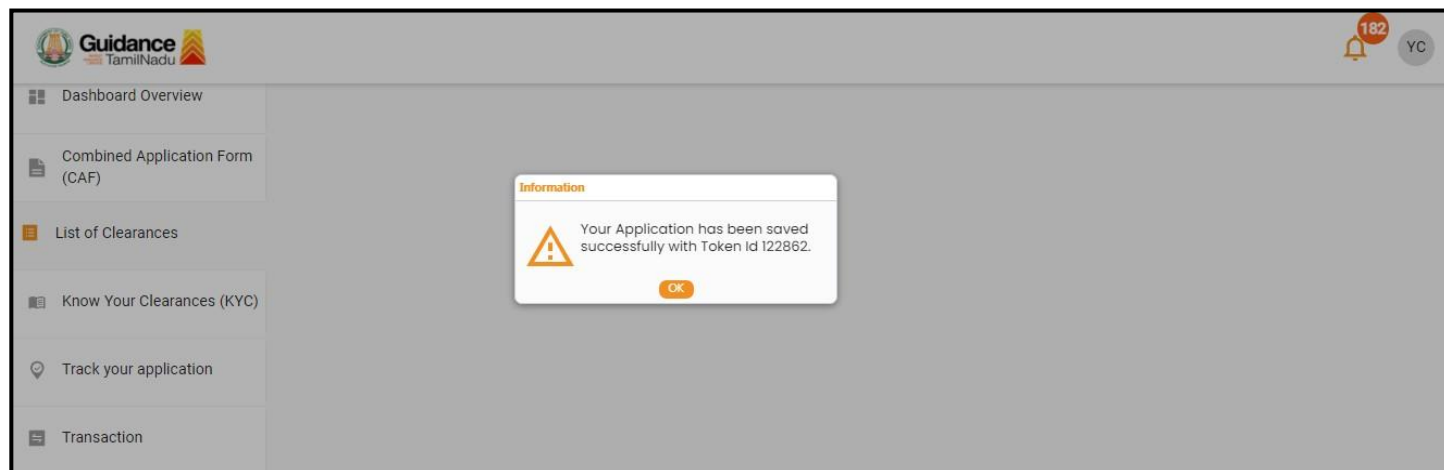


Figure 18. Token ID Generated

- 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**'.

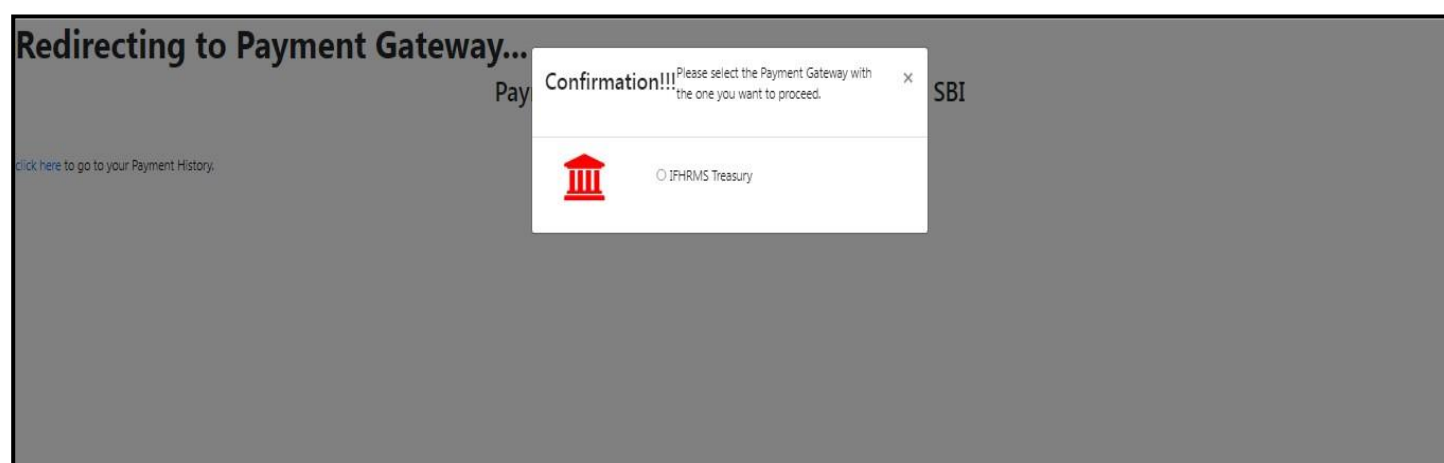


Figure 19. Payment Process

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

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

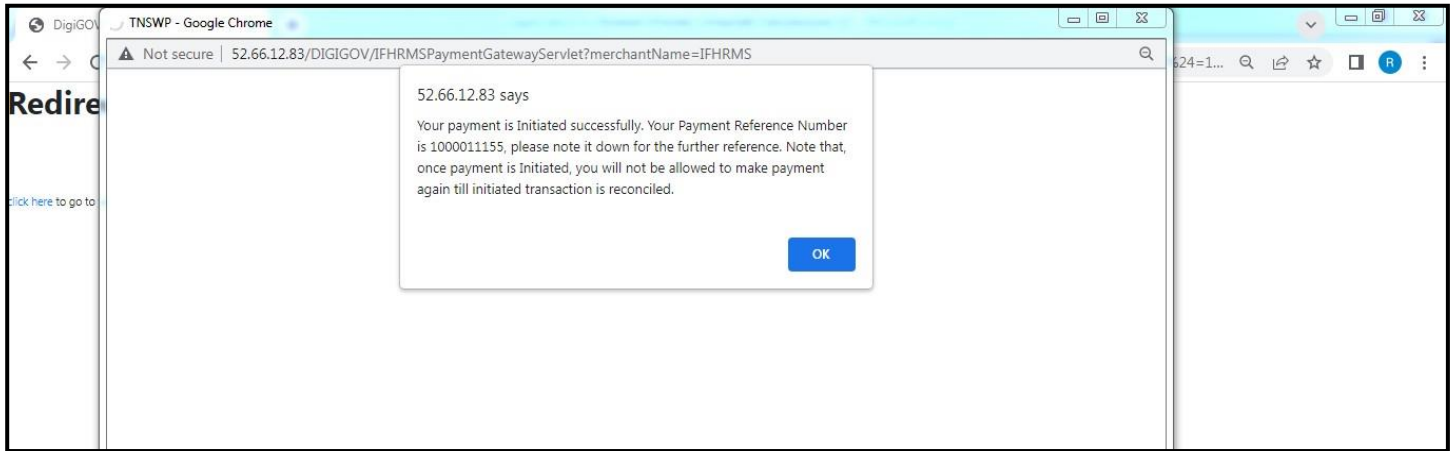


Figure 20. Payment Reference Number

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**

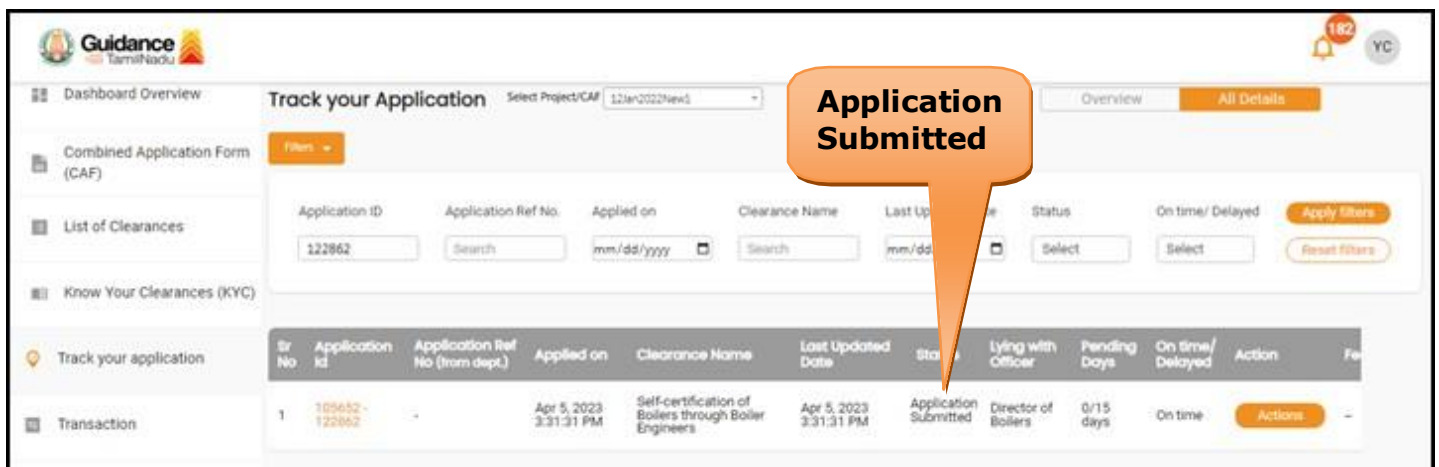


Figure 21. Application Submitted Successfully

10. Track Your Application

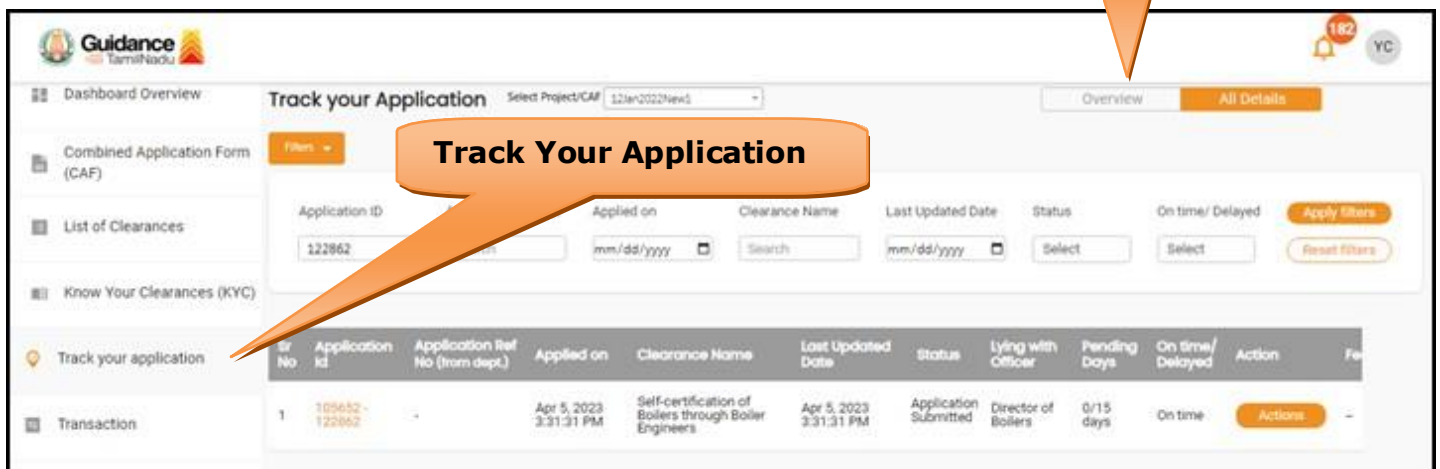
- 1) After submitting the application, a unique 'token ID' would be generated. Using the 'Token ID' the Applicant can track the status of clearances by clicking on 'Track your application' option.'
- 2) Applicant to choose the name of the project created during CAF from the dropdown 'Select project /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



Track Your Application

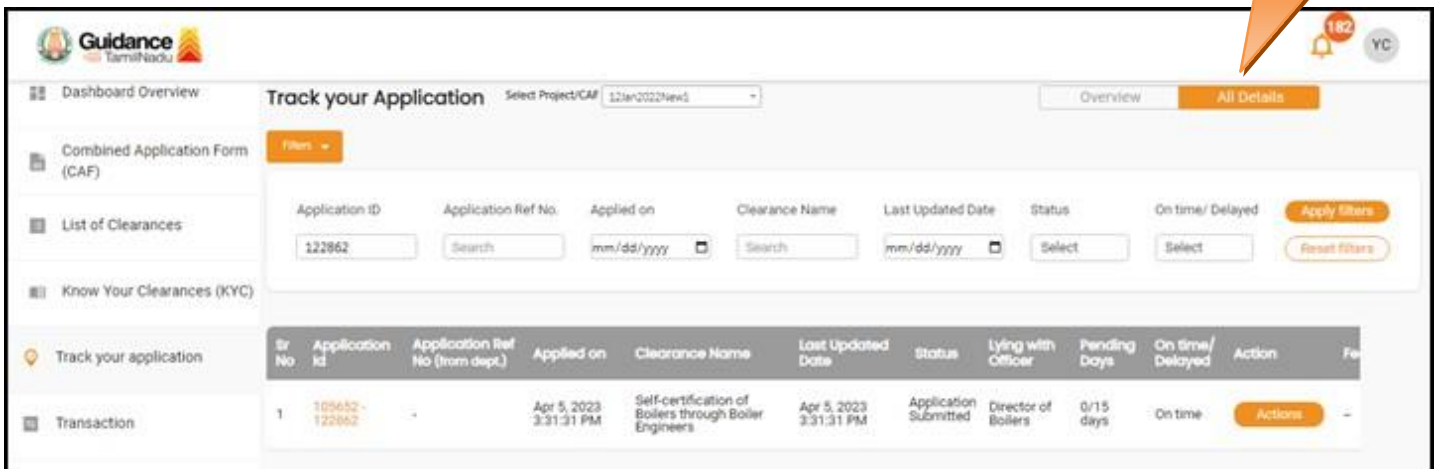
Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with officer	Pending Days	On time/ Delayed	Action
1	109642-122862	-	Apr 5, 2023 3:31:31 PM	Self-certification of Boilers through Boiler Engineers	Apr 5, 2023 3:31:31 PM	Application Submitted	Director of Boilers	0/15 days	On time	Actions

Figure 22. 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**

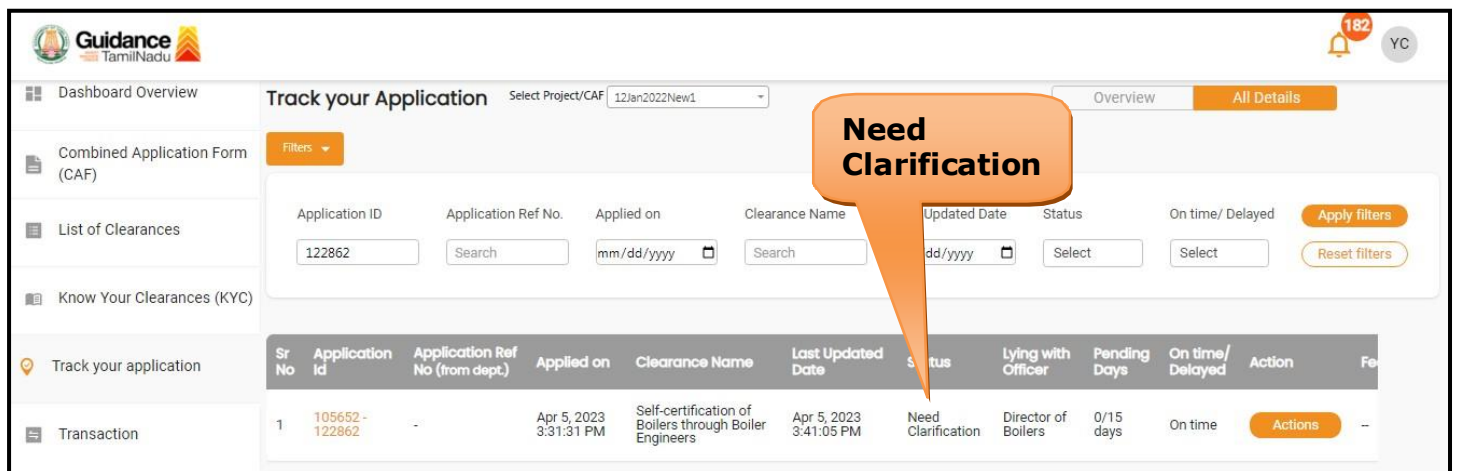



Sr No	Application Id	Application Ref No (From dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	109652-122862	-	Apr 5, 2023 3:31:31 PM	Self-certification of Boilers through Boiler Engineers	Apr 5, 2023 3:31:31 PM	Application Submitted	Director of Boilers	0/15 days	On time	Actions

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.



The screenshot displays the 'Track your Application' page. The status of the application is 'Need Clarification', highlighted by an orange callout bubble. The table below shows the application details:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	105652 - 122862	-	Apr 5, 2023 3:31:31 PM	Self-certification of Boilers through Boiler Engineers	Apr 5, 2023 3:41:05 PM	Need Clarification	Director of Boilers	0/15 days	On time	Actions

Figure 24. Need Clarification

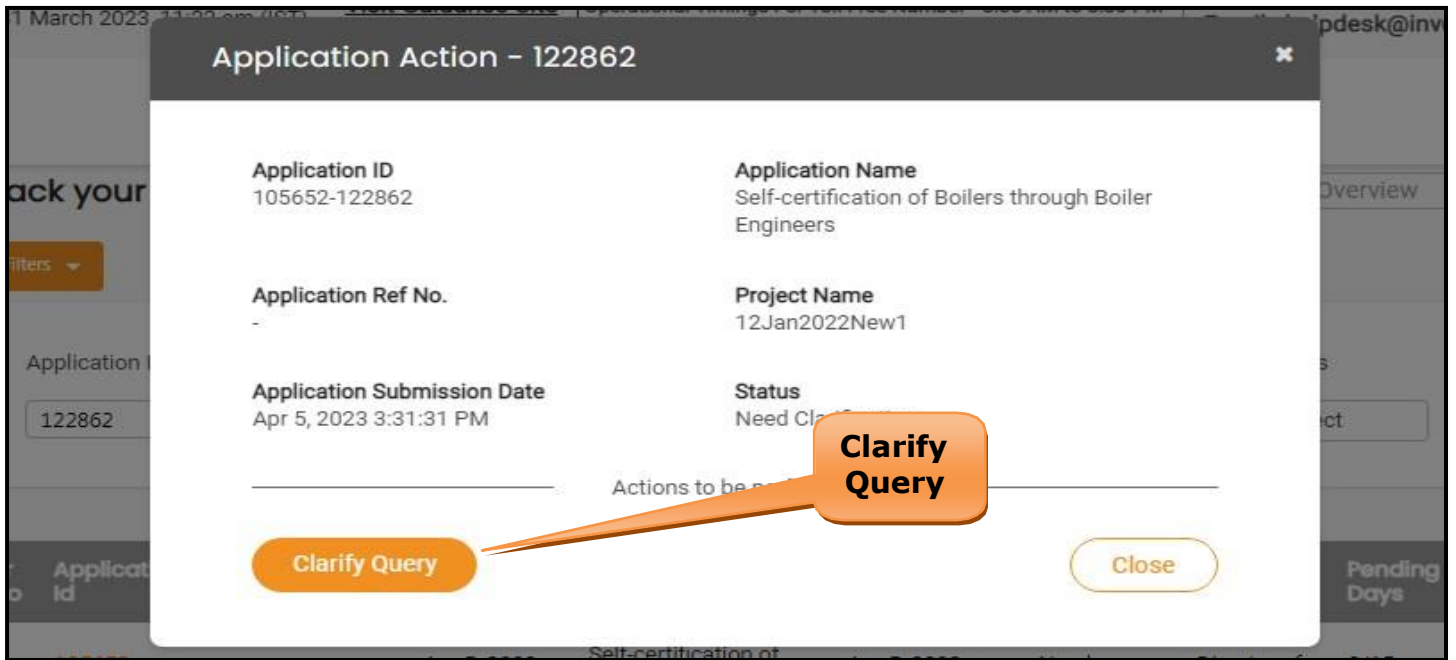


Figure 25. Clarify Query

- 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.

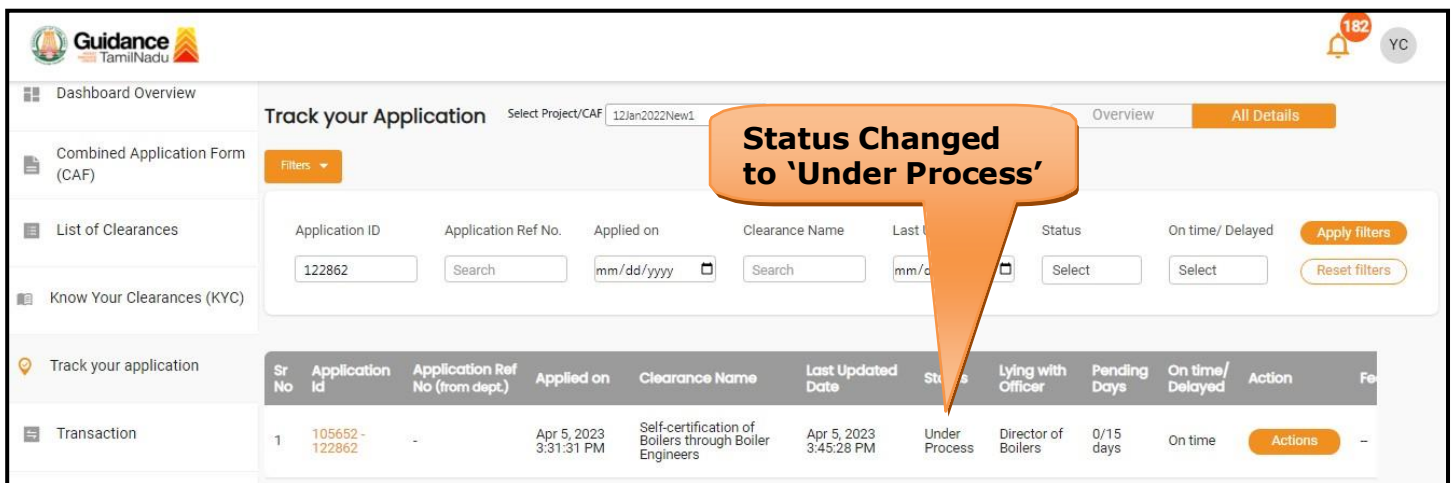


Figure 26. Application under Process

Inspection

The applicant clicks on **“Action”** button to view the **“Uploaded Inspection Report”**.

The screenshot shows the 'Track your Application' interface. A table lists application details. A callout bubble highlights the 'Upload Documents Status' column.

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	105652 - 122862	-	Apr 5, 2023 3:31:31 PM	Self-certification of Boilers through Boiler Engineers	Apr 5, 2023 4:00:26 PM	Upload Documents(s)	Deputy Director of Boilers	0/15 days	On time	Actions

The screenshot shows the 'Application Action - 122862' modal window. It displays application details and provides an 'Upload Inspection Report' button. A callout bubble highlights this button.

Application ID: 105652-122862
Application Name: Self-certification of Boilers through Boiler Engineers
Application Ref No.: -
Project Name: 12Jan2022New1
Application Submission Date: Apr 5, 2023 3:31:31 PM
Status: Upload Documents(s)

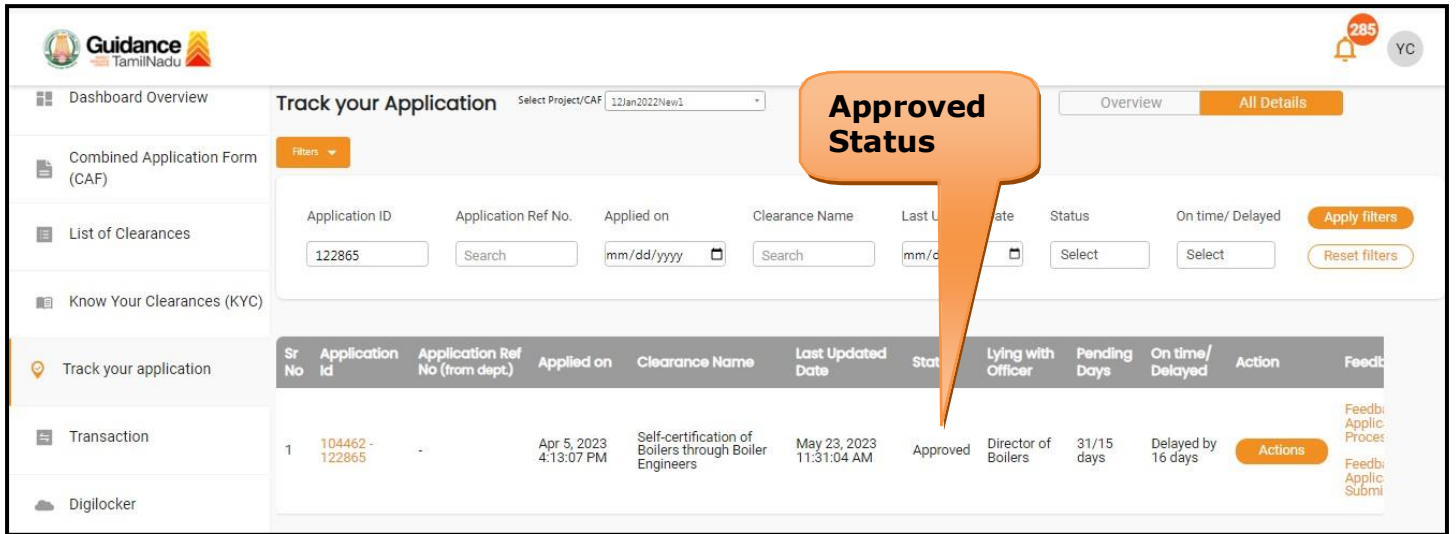
Actions to be performed:

- Upload Inspection Report
- Close

Figure 27. Upload Inspection Report

12. Application Processing

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



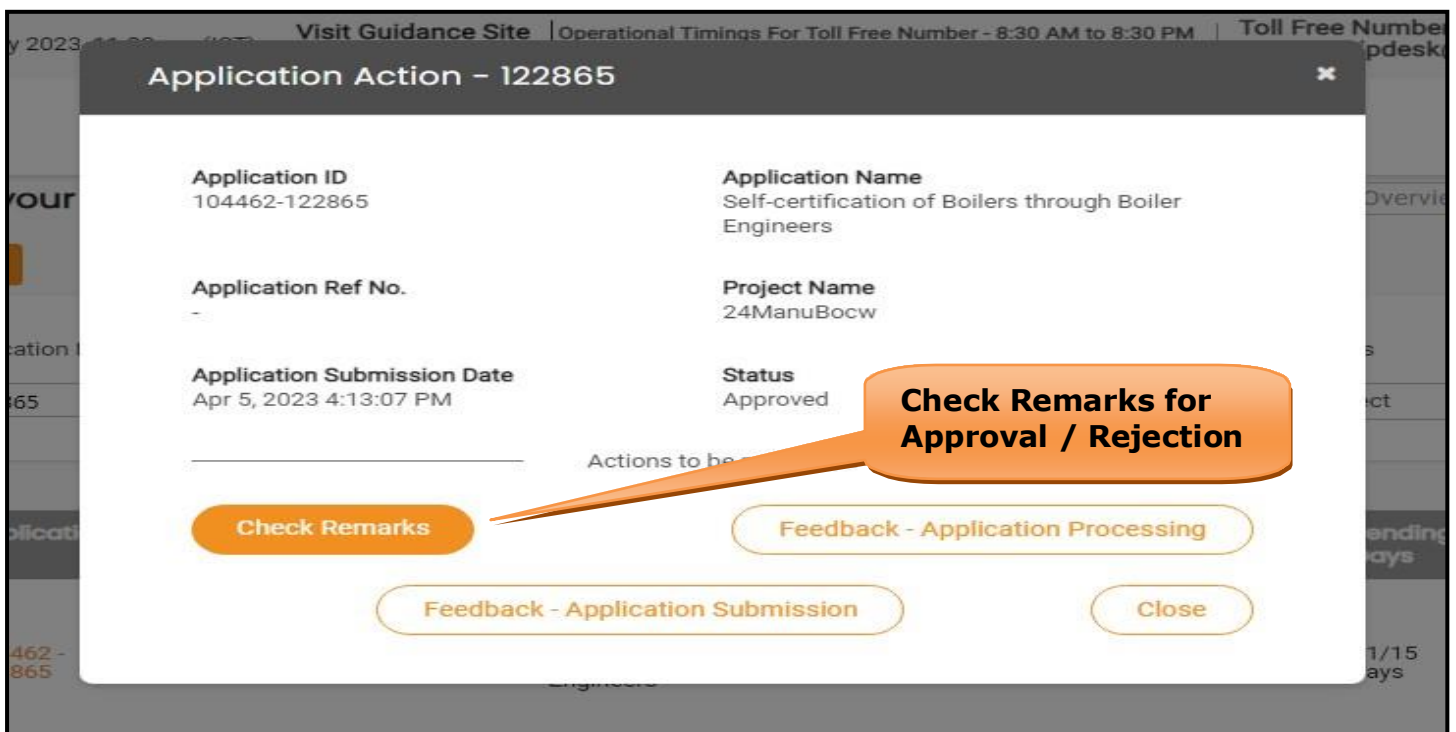
The screenshot shows the 'Track your Application' page. At the top, there's a search bar for 'Select Project/CAF' with '12Jan2022New1' selected. Below it, there are filters for 'Application ID' (122865) and 'Applied on' (mm/dd/yyyy). A table lists application details:

Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feedb
1	104462 - 122865	-	Apr 5, 2023 4:13:07 PM	Self-certification of Boilers through Boiler Engineers	May 23, 2023 11:31:04 AM	Approved	Director of Boilers	31/15 days	Delayed by 16 days	Actions	Feedb: Applic. Proces Feedb: Applic. Submi

An orange callout bubble points to the 'Approved' status in the table.

Figure 28. Application Processed

2) If the application is **‘Approved’** by the Department, the applicant can view Remarks under **‘Track your application – > ‘Action’ button –> Check Remarks** (Refer Figure 29)



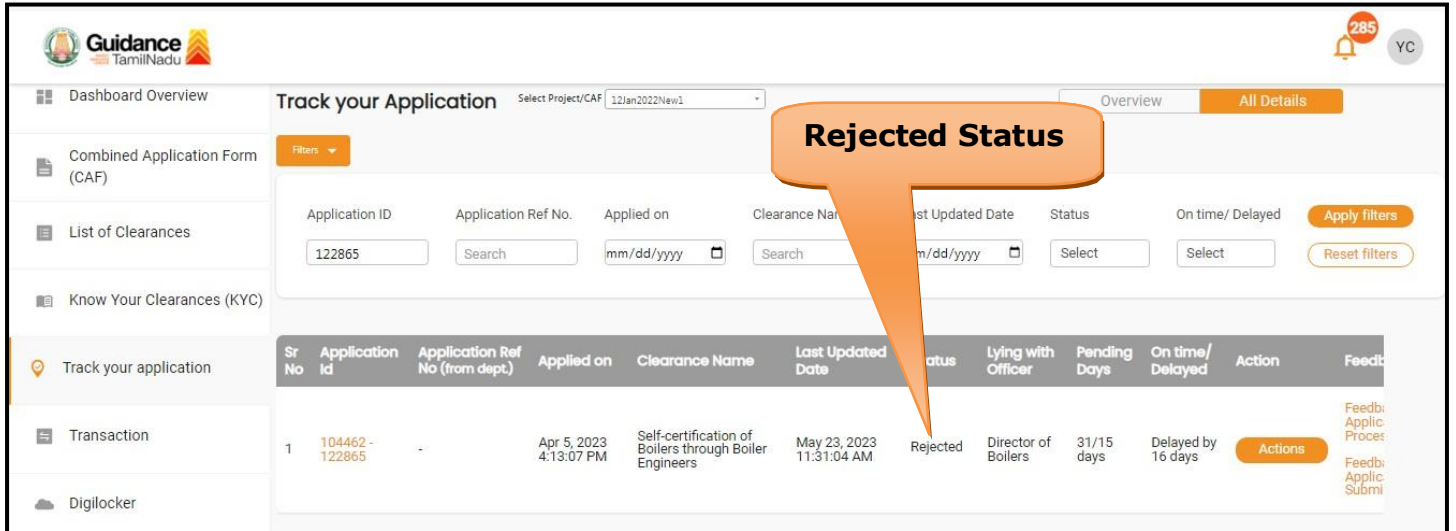
The screenshot shows a modal window titled 'Application Action - 122865'. It displays application details:

- Application ID:** 104462-122865
- Application Name:** Self-certification of Boilers through Boiler Engineers
- Application Ref No.:** -
- Project Name:** 24ManuBocw
- Application Submission Date:** Apr 5, 2023 4:13:07 PM
- Status:** Approved

Below the details, there are several buttons: 'Check Remarks', 'Feedback - Application Processing', 'Feedback - Application Submission', and 'Close'. An orange callout bubble points to the 'Check Remarks' button.

Figure 29. Check Remarks

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 with a table of application records. A callout bubble labeled 'Rejected Status' points to the 'Rejected' status in the table row.

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	Feedb
1	104462 - 122865	-	Apr 5, 2023 4:13:07 PM	Self-certification of Boilers through Boiler Engineers	May 23, 2023 11:31:04 AM	Rejected	Director of Boilers	31/15 days	Delayed by 16 days	Actions	Feedb: Applic: Proces: Feedb: Applic: Submi

Figure 30. Rejected Status

