



USER MANUAL

KNOW YOUR CLEARANCES

Single Window Portal

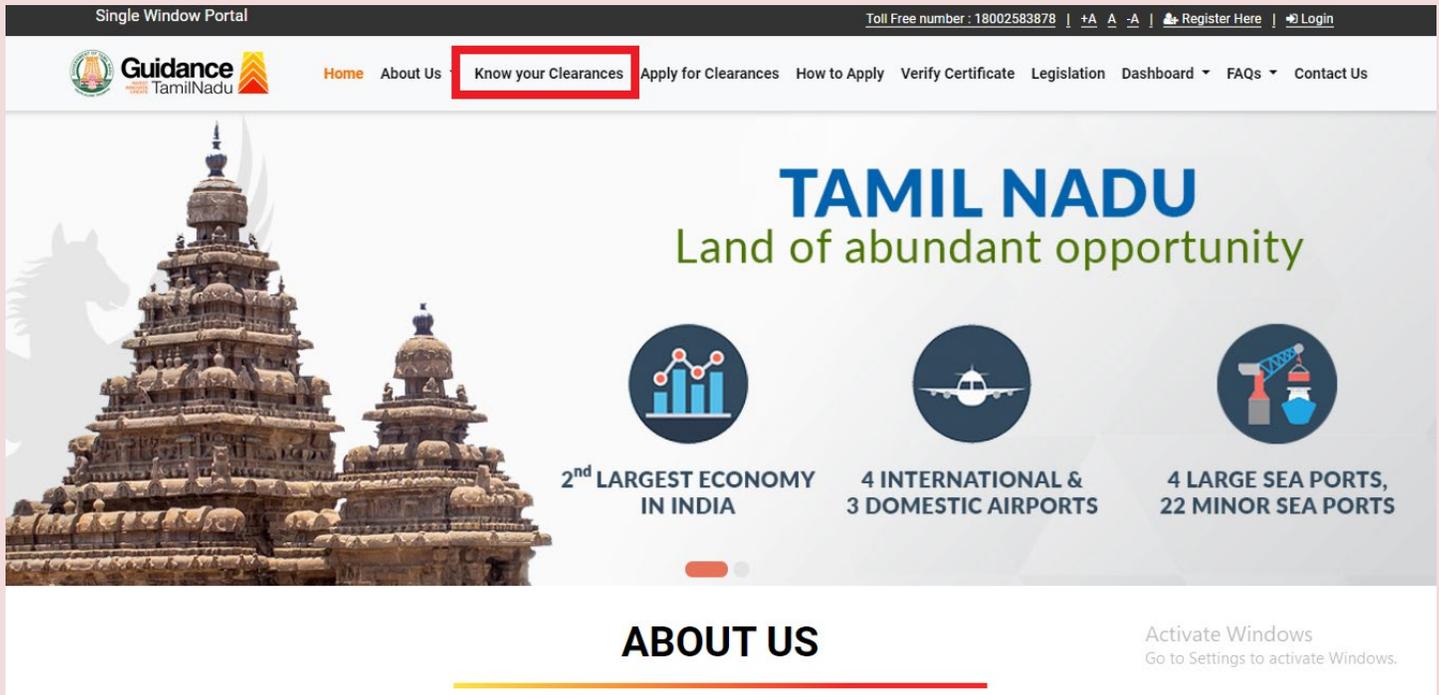
GOVERNMENT OF TAMILNADU

Table of Contents

Step-1: Know Your Clearances	3
Step-2: Information Wizard Form	4
Step-3: Fill the necessary details	5
Step-4: List of clearances to Apply in Pre-Establishment stage	8
Step-5: List of clearances to Apply in Pre-operation stage	9
Step-6: List of clearances to Apply in Post-operation stage	10
Step-7: Apply for clearances	11

Step-1: Know Your Clearances

- Go to the website <https://tnswp.com> Home Page would appear
- Click on “Know your clearances”, in order to know the list of clearances to apply for a particular project.



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TAMIL NADU
Land of abundant opportunity

2nd LARGEST ECONOMY IN INDIA

4 INTERNATIONAL & 3 DOMESTIC AIRPORTS

4 LARGE SEA PORTS, 22 MINOR SEA PORTS

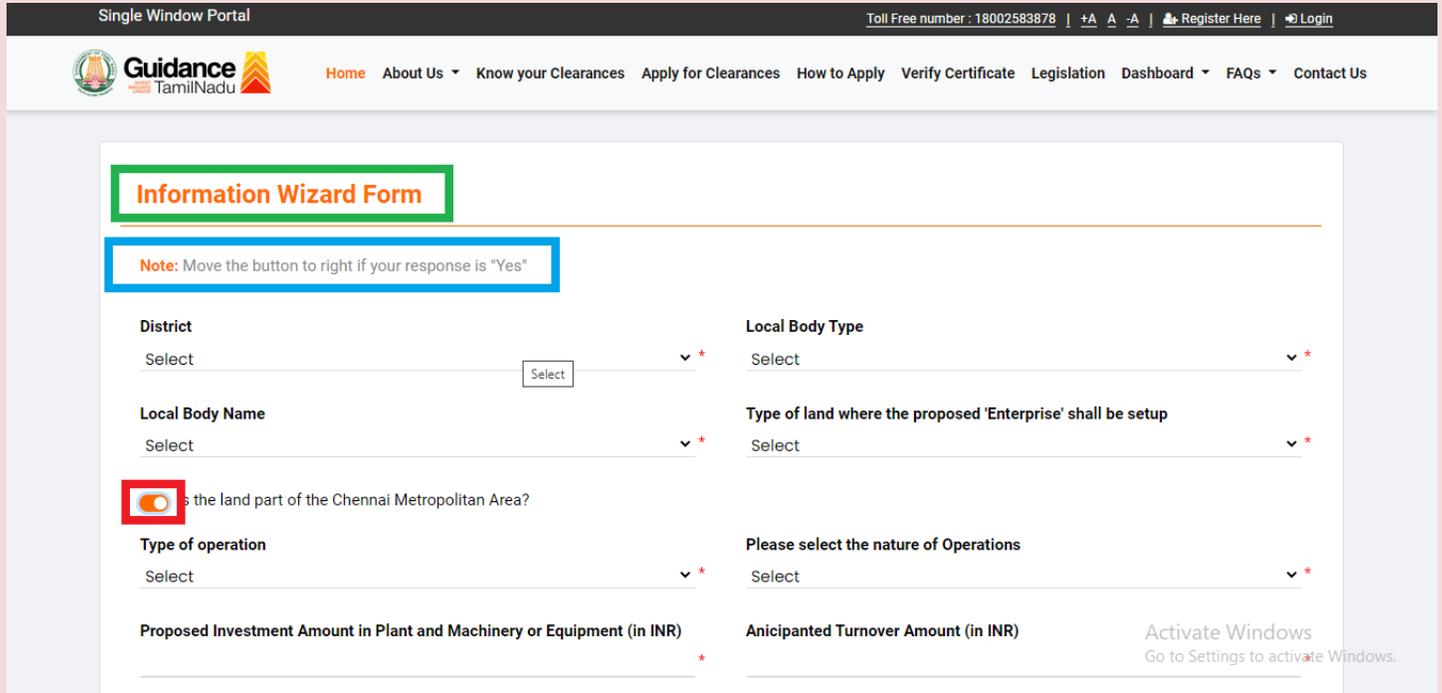
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Figure 1 : Know Your Clearances

Step-2: Information Wizard Form

- Once you click on “Know your clearances”, Information wizard form page would appear.
- **Note:** Move the button to right if your response is “Yes”.



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Information Wizard Form

Note: Move the button to right if your response is “Yes”

District Select <input type="button" value="Select"/> <input type="checkbox"/> *	Local Body Type Select <input type="checkbox"/> *
Local Body Name Select <input type="checkbox"/> *	Type of land where the proposed 'Enterprise' shall be setup Select <input type="checkbox"/> *
<input checked="" type="checkbox"/> Is the land part of the Chennai Metropolitan Area?	
Type of operation Select <input type="checkbox"/> *	Please select the nature of Operations Select <input type="checkbox"/> *
Proposed Investment Amount in Plant and Machinery or Equipment (in INR) *	Anticipated Turnover Amount (in INR) Activate Windows Go to Settings to activate Windows.

Figure 2: Information Wizard Form

Step-3: Fill the necessary details

- Based on your project, please fill the necessary fields shown in Figure:3 wherever applicable.
- After filling the necessary fields, click on “Submit” button.

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Information Wizard Form

Note: Move the button to right if your response is "Yes"

District Chennai ▼ *	Local Body Type CORPORATION ▼ *
CORPORATION CHENNAI ▼ *	Type of land where the proposed 'Enterprise' shall be setup Private Land ▼ *

Is the land part of the Chennai Metropolitan Area?

Nature of Land
Industrial ▼ *

Does the proposed site falls within the Air Funnel Zone/Vicinity of any of the Airports?

Is the proposed site located within 100 m to 300m in all directions from the protected monuments as notified under the Archaeological Monuments and Ancient Sites and Remains Act 2010?

Is the proposed site located within 500m distance from the boundary of Defence Areas / Military Establishments as identified by Ministry of Defence?

Is the proposed site located in coastal regulation zone?

Is the proposed site located within 30 m from the boundary of Railway property as prescribed by Indian Railways?

Type of operation Manufacturing ▼ *	Please select the nature of Operations NIC Code 202: Manufacture of other chemical products ▼ *
Proposed Investment Amount in Plant and Machinery or Equipment (in INR) 1000000000 *	Anticipated Turnover Amount (in INR) 3000000000 *

Is the proposed manufacturing process listed under Section 85 of the 'Factories Act,1948'? ⓘ

Is the proposed manufacturing process carried out with the aid of power?

Enter total number of 'Employees' to be employed by your Enterprise 500 *	Select the type of ownership of the proposed Enterprise Private Limited
------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------

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Do you intend to apply for a temporary Power Connection?

Select the type of Permanent Power Connection required.

HT *

Enter the height of the proposed building (in metres)

10 *

Enter the number of basements

1 *

Is there any multi-storeyed building with height 'more than 15 m' that shall be constructed within the premises of the proposed Enterprise?

Enter the number of 'Building Workers' proposed to be employed in any building or other construction works?

20 *

Enter the number of such 'Building and Other Construction Workers' who are Contractual Workmen?

10 *

Enter the number of such 'Building and Other Construction Workers' who are Inter-State Migrant Workmen?

0 *

Enter the number of Contractual Workmen proposed to be employed in your Enterprise for running the day-to-day operations post-establishment?

5 *

Enter the number of Inter-State Migrant Workmen proposed to be employed in your Enterprise for running the day-to-day operations post-establishment?

0 *

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Is your manufacturing process connected with the making, of beedi or cigar or both?

Do you intend to use any land (with of size 5 or more hectares) for growing tea, coffee, rubber,(cinchona or cardamom)?

Do you intend to apply for Water Supply from Tamil Nadu Water Supply And Drainage Board (TWAD)?

Do you intend to apply for Water Supply Connection for domestic usage within the premises of the Enterprise?

Do you intend to sink wells to draw ground water for industrial/commercial use?

Choose the category of your Enterprise? ⓘ

Green *

Is your project or activity listed under Category A or Category B of the Schedule 'List of Projects or Activities requiring prior Environmental Clearance' published by the Ministry of Environment & Forests (MoEF)? ⓘ

Yes, listed in Category A *

Do you intend to handle, generate, collect, store, pack, transport, use, treat, process, recycle, recover, pre-process, co-process, utilize, offer for sale, transfer or dispose hazardous and other wastes?

Do you intend to handle Bio-Medical Wastes in any form?

Does you intend to manufacture carry bags or recycle plastic bags or multilayered packaging?

Do you intend to manufacture, sell, transfer, purchase, collect, store and process e-waste or electrical and electronic equipment?

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- Do you intend to process/recycle/treat and dispose solid waste except industrial waste, hazardous waste, hazardous chemicals, bio medical wastes, e-waste, lead acid batteries and radio-active waste?
- Do you intend to process/recycle/treat and dispose solid waste except industrial waste, hazardous waste, hazardous chemicals, bio medical wastes, e-waste, lead acid batteries and radio-active waste?
- Does the proposed manufacturing process involves operation of boiler(s)?
- Does you firm intend to undertake manufacturing of Boiler?
- Do you intend to possess and use Rectified Spirit /Absolute Alcohol for Industrial Purpose?
- Do you intend to possess and sell Rectified Spirit, Malt Spirit, Topioca Spirit, Absolute Alcohol?
- Do you intend to possess and use Rectified Spirit, Malt Spirit, Topioca Spirit/ Absolute Alcohol in a bonafide clinical, dispensary, scientific educational, research and laboratory purposes?
- Do you intend to manufacture Indian-made Foreign Spirits?
- Do you intend to manufacture beer / setup a brewery?
- Do you intend to manufacture wine or mass wine?
- Do you intend to manufacture Medicinal / Toilet Preparations?
- Do you intend to possess and use of liquor for Scientific, Industrial or such like purposes?
- Do you intend to export or import any restricted preparations?

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- Do you intend to export or import any manufactured drugs (Narcotic Drugs)?
- Do you intend to acquire, store and / or sell Naphtha?
- Do you intend to acquire, store or sell Solvents, Raffinates, Slops or their equivalent and other products?
- Do you intend to manufacture, repair and/ or deal with Weights or Measures?
- Do you intend to pre-pack or import any commodity for sale, distribution or delivery?
- Will you be deducting or collecting tax at source on behalf of Income Tax Department?

Do you intend to import or export goods or services?

Yes *

Indicate number of employees who would be earning wages less than INR 15,000 per month

10 or more (in a manufacturing industry that uses power) *

Indicate number of employees who would be earning wages less than INR 15,000 per month

10 or more (in a manufacturing industry that uses power) *

- Do you intend to install lift in your premises?
- Do you intend to install generator in your premises?
- Do you intend to erect hoarding/signage?
- Do you require road cutting permission?

Figure 3: Information Wizard form Fields

Step-4: List of clearances to Apply in Pre-Establishment stage

- Once when you click on “Submit” button in the information wizard form, you would get the list of clearances to apply.
- The list of clearances is segregated into three stages:
 - Pre-Establishment stage clearance
 - Pre-operation stage
 - Post-operation stage
- Pre-Establishment stage clearance are listed below.

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Home
About Us
Know your Clearances
Apply for Clearances
How to Apply
Verify Certificate
Legislation
Dashboard
FAQs
Contact Us

APPLY CLEARANCES

Pre-Establishment Stage Clearance						Pre-Operation Stage Clearance						Post-Operation Stage Clearance					
Sr No	Name of the Clearance	Department Name	Online Links	Time Limit (Working Days)	Procedure												
1	Consent to Establish (CTE)	Tamil Nadu Pollution Control Board	Apply	Green - 30 days Orange - 30 days Red Small - 30 days Red Medium and Large - 45 days													
2	Factory Plan Approval	Directorate of Industrial Safety and Health	Apply	14 days													
3	HT New Connection	Tamil Nadu Generation and Distribution Corporation Limited	Apply	(a) Involving Extension & Improvement - 44 days (b) Involving enhancement of Power Transformers/ Addition of Power Transformers - 88 days (c) Involving commissioning of new substation - 132 days													
4	NOC for Building Plan and Installation	Department of Public Health and Preventive Medicine	Apply	15 days													
5	No Objection Certificate (NOC) for construction in the vicinity of Heritage Sites	National Monumental Authority	Apply	30 days													
6	No Objection Certificate (NoC) for Multi Storied Buildings (MSB)	Fire and Rescue Services Department	Apply	30 days													
7	Registration of Establishments for Employing Building and Other Construction Workers	Directorate of Industrial Safety and Health	Apply	7 days													
8	Water Connection for Industries	Chennai Metropolitan Water Supply and Sewerage Board	Apply	For issue of Sanction Order - 7 days For effecting Connection - 21 days													

Figure 4: List of clearances to apply in pre-establishment stage clearance

Step-5: List of clearances to Apply in Pre-operation stage

- Pre-operation stage clearance are listed below.

APPLY CLEARANCES

Pre-Establishment Stage Clearance		Pre-Operation Stage Clearance	Post-Operation Stage Clearance		
Sr No	Name of the Clearance	Department Name	Online Links	Time Limit (Working Days)	Procedure
1	CTO	Tamil Nadu Pollution Control Board	Apply	Green - 30 days Orange - 30 days Red Small - 30 days Red Medium and Large - 45 days	
2	Fire License for Multi Storied Buildings (MSB)	Fire and Rescue Services Department	Apply	30 days	
3	Multi Storied Building (MSB) Compliance Certificate	Fire and Rescue Services Department	Apply	30 days	
4	New Trade License Request	CHENNAI	Apply	15 days	
5	Registration of Diesel Generator set installation	Electrical Inspectorate - Government of Tamil Nadu	Apply	30 days	 Activate Windows Go to Settings to activate Windows.

Figure 5: List of clearances to apply in pre-operation stage clearance

Step-6: List of clearances to Apply in Post-operation stage

- Post-operation stage clearance is listed below.

APPLY CLEARANCES

Sr No	Name of the Clearance	Department Name	Online Links	Time Limit (Working Days)	Procedure
1	New assessment request-profession tax	CHENNAI	Apply	On the spot	

Figure 6: List of clearances to apply in post-operation stage clearance

Step-7: Apply for clearances

- After getting the list of clearances, click on “Apply” button to avail the services.
- Before availing the services, the investor has to register in single window portal (SWP).
(Kindly refer the registration manual for registration process).

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Home
About Us
Know your Clearances
Apply for Clearances
How to Apply
Verify Certificate
Legislation
Dashboard
FAQs
Contact Us

APPLY CLEARANCES

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

Sr No	Name of the Clearance	Department Name	Online Links	Time Limit (Working Days)	Procedure
1	Consent to Establish (CTE)	Tamil Nadu Pollution Control Board	Apply	Green - 30 days Orange - 30 days Red Small - 30 days Red Medium and Large - 45 days	

Figure 7: Apply for clearances