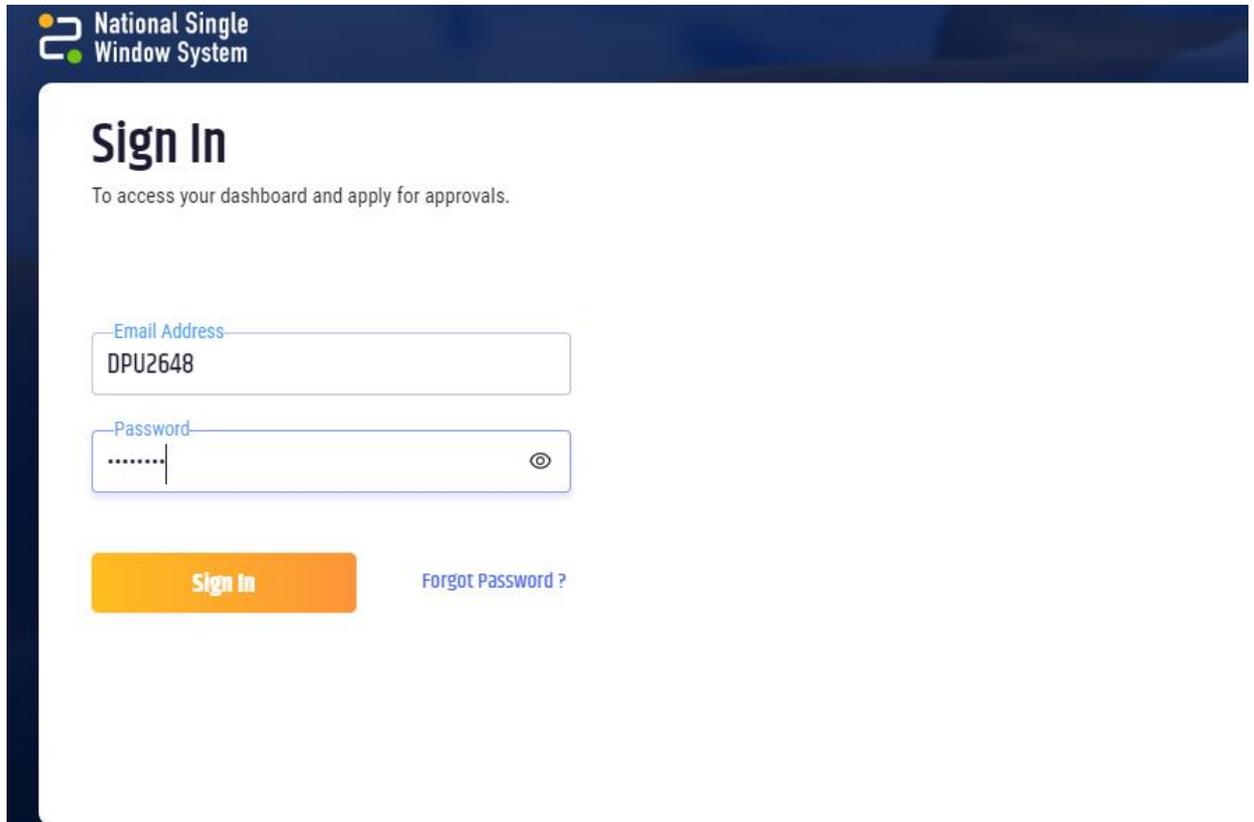


## Department User Flow on NSW

### **SDLC User Flow:**

After an application is submitted by the applicant (farmer), it always goes to the concerned SDLC. The SDLC uses their credentials to log into their NSW account to review the submitted applications. The SDLC does the following to process the submitted application:

1. SDLC goes to the NSW website, clicks on “Login” and selects “Ministry User Login”.
2. SDLC enters their credentials and logs into their account.



The screenshot shows the 'Sign In' page of the National Single Window System. The page has a dark blue header with the logo and text 'National Single Window System'. Below the header, the title 'Sign In' is displayed in a large, bold font. Underneath the title, there is a subtitle: 'To access your dashboard and apply for approvals.' The main content area contains two input fields: 'Email Address' with the value 'DPU2648' and 'Password' with a masked password '.....'. To the right of the password field is an eye icon for toggling visibility. Below the input fields is an orange 'Sign In' button and a blue link for 'Forgot Password?'. The entire form is set against a white background with a dark blue border on the left and top.

3. To check the freshly submitted applications to the SDLC, the SDLC goes to “New Applications”.

**National Single Window System**

Ministry of Fisheries, Animal Husbandry & Dairying

Contact Us FAQ A+ A+

### Applications

Assigned to Me(8) **New Applications(142)** Total Applications(329)

Select **Filters**

New request ✕ View All Clear All

Approval Name	App Id	Organisation Name	Date of Submission	Pending With	Application Status
Registration for coastal aquac...	FRGA00135	CHANGE	04-10-2024	Hema Dep...	New Request
Registration for coastal aquac...	FRGA00104	Reliance	05-08-2024	Hema Dep...	New Request
Registration for coastal aquac...	FRGA00103	Reliance	05-08-2024	Hema Dep...	New Request
Registration for coastal aquac...	FRGA00102	TESTING	05-08-2024	Hema Dep...	New Request

- SDLC opens the application that they want to process by clicking on the Approval Name.

**National Single Window System**

App ID: FRGA00135 SWS ID: SW2405599379 Applied on: 04-10-2024

Form-1 for... Document Communications Payment Audit Log

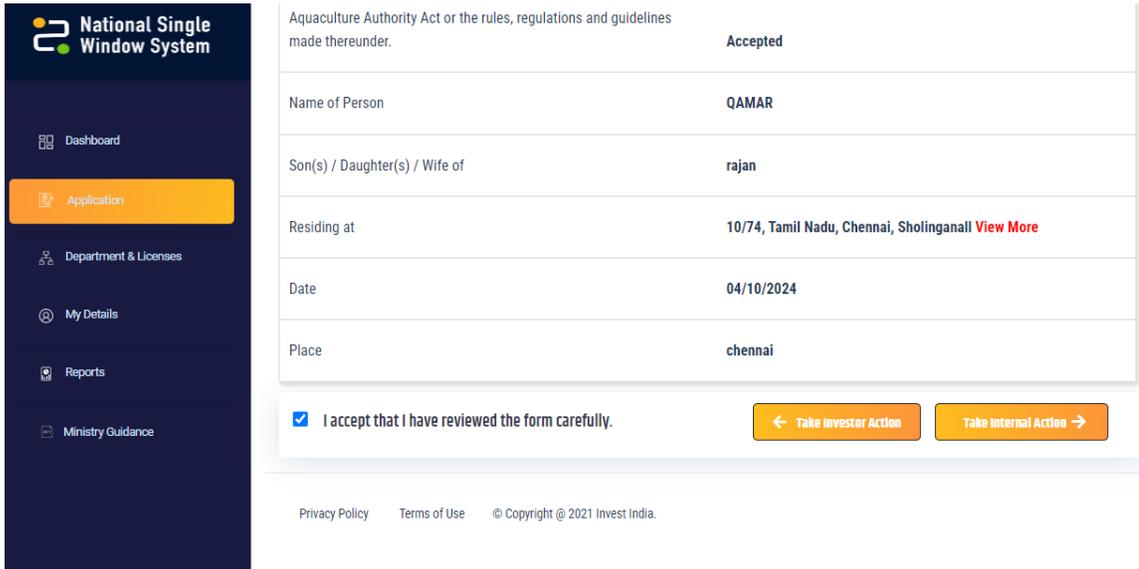
#### 1. Applicant Details

Constitution of Business	Individual
(a) Name of the Applicant/Authorized Person (In BLOCK LETTERS)	QAMAR
(i) Name of Registered Company / Establishment (Sentence case)	CHANGE
(ii) Passport size Photograph of the applicant	<a href="#">samp1.jpg</a>
(iii) Scanned copy of signature of the applicant	<a href="#">sampl.jpg</a>
(iv) Father's/Husband's Name	

PROCESSING STATUS

- The SDLC can review the application form details in the first tab as displayed above. The SDLC can check the following other details pertaining to the application:
  - Uploaded Documents under “Document” tab.
  - Internal and Applicant communications under “Communications” tab.
  - Payment receipt and details under the “Payment” tab.
  - All actions taken on the application with remarks under the “Audit Log” tab.
- To act on the application, the SDLC must scroll to the bottom of the application form tab, click on the checkbox “I accept that I have reviewed the application form carefully” and click on either one of the two buttons, “Take Investor Action” to

scrutinize the application or request for additional information, or “Take Internal Action” to forward the application to the next officer (DLC) or reject the application.



**National Single Window System**

Dashboard

Application

Department & Licenses

My Details

Reports

Ministry Guidance

Aquaculture Authority Act or the rules, regulations and guidelines made thereunder. Accepted

Name of Person QAMAR

Son(s) / Daughter(s) / Wife of rajan

Residing at 10/74, Tamil Nadu, Chennai, Sholinganall [View More](#)

Date 04/10/2024

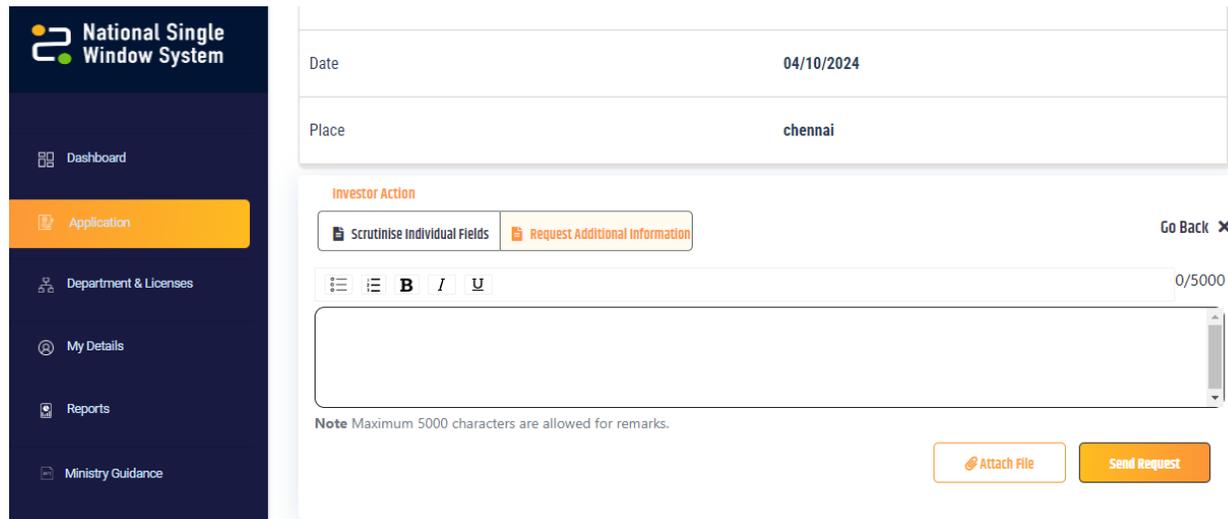
Place chennai

I accept that I have reviewed the form carefully.

[← Take Investor Action](#) [Take Internal Action →](#)

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7. If SDLC clicks on “Take Investor Action”, two options will be visible to the SDLC to choose from: “Scrutinize Individual Fields” or “Request Additional Information”.
  - a. If the SDLC clicks on “Request Additional Information”, they will be allowed to ask for additional information from the applicant. After adding comments and Sending the request to the applicant, the applications gets assigned back to the applicant and the SDLC will not be allowed to take any further action.



**National Single Window System**

Dashboard

Application

Department & Licenses

My Details

Reports

Ministry Guidance

Date 04/10/2024

Place chennai

**Investor Action**

[Scrutinise Individual Fields](#) [Request Additional Information](#) [Go Back](#) ✕

0/5000

**Note** Maximum 5000 characters are allowed for remarks.

[Attach File](#) [Send Request](#)

- b. If the SDLC clicks on “Scrutinise Individual Fields”, the SDLC will be allowed to select fields that they want to scrutinize individually, add their remarks to guide the applicant to modify submitted details and submit the scrutiny. The

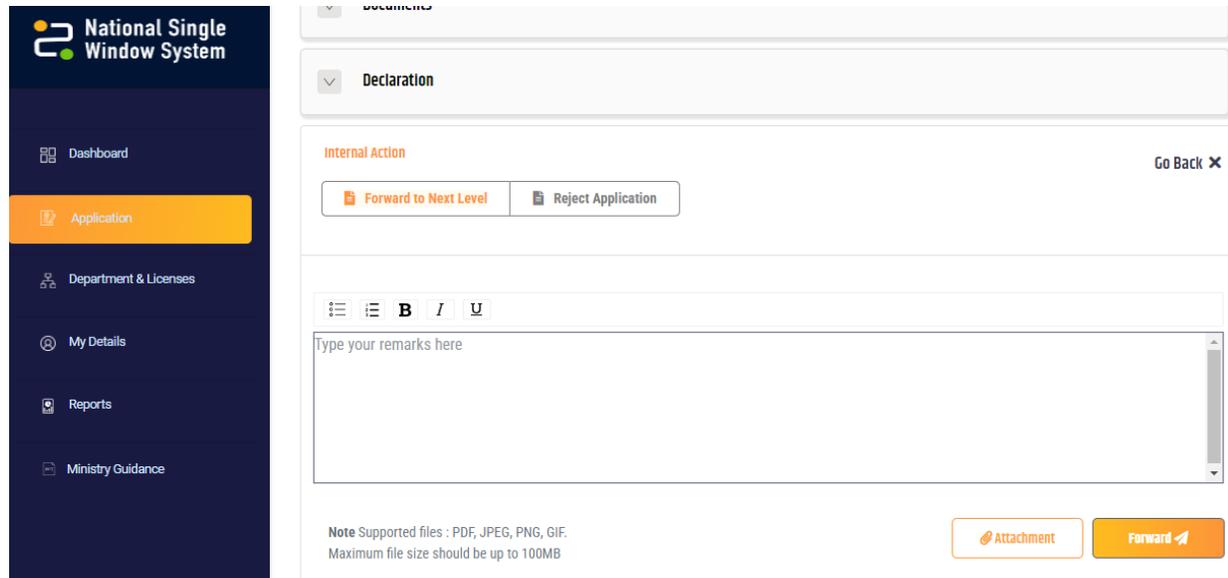
application will be assigned to the applicant and the SDLC will not be able to take any further actions.

The screenshot shows the National Single Window System interface. On the left is a dark blue sidebar with navigation options: Dashboard, Application (highlighted in orange), Department & Licenses, My Details, Reports, and Ministry Guidance. The main content area is titled '(c) Address for Communication' and contains a form with the following fields: 'Door No. and Street Name' (value: 10/74), 'State' (value: Tamil Nadu), 'District' (value: Chennai), and 'Taluk/Mandal' (value: Sholinganallur). A modal dialog box is overlaid on the 'Door No. and Street Name' field, containing the text 'Please correct the Door No and Street Name and resubmit the application' and 'Cancel' and 'Save' buttons. At the bottom of the form are buttons for 'Add Generic Remarks', 'Submit Scrutiny', and a close icon.

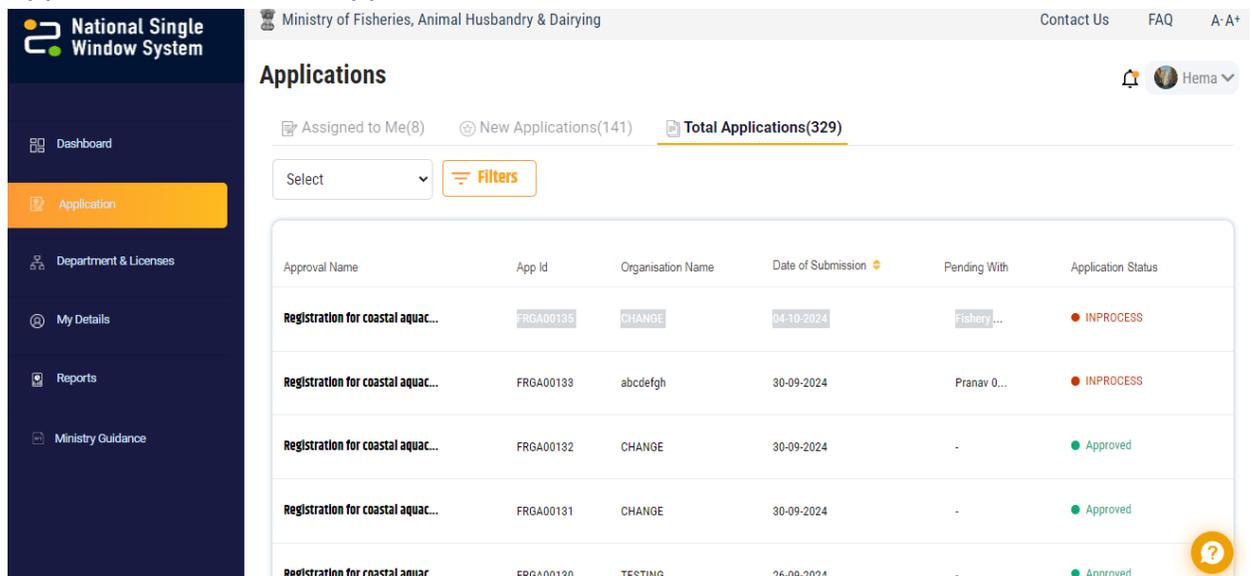
8. If the SDLC clicks on “Take Internal Action”, they will have an option to select either one of the two actions, “Forward to Next Level” or “Reject Application”.
  - a. If the SDLC clicks on “Reject Application”, they will be allowed to enter a mandatory remark and proceed to permanently reject the application. The application will be rejected and closed permanently.

The screenshot shows the National Single Window System interface. On the left is a dark blue sidebar with navigation options: Dashboard, Application (highlighted in orange), Department & Licenses, My Details, Reports, and Ministry Guidance. The main content area is titled 'Internal Action' and contains a form with the following sections: 'Documents', 'Declaration', and 'Internal Action'. The 'Internal Action' section has buttons for 'Forward to Next Level' and 'Reject Application'. Below these buttons is a text area for entering remarks, a note about supported file formats (PDF, JPEG, PNG, GIF) and maximum file size (100MB), and buttons for 'Attachment' and 'Reject Application'.

- b. If the SDLC clicks on “Forward to Next Level”, the SDLC will be allowed to enter their remarks for the DLC and forward application to the DLC.



9. After the SDLC enters their remarks and forwards the application to the DLC, they will see a notification on the portal and the application will be moved to “Total Applications” tab in the application list.



**Note:** The SDLC will forward the application to the DLC if the Water Spread Area in the application form is greater than 5 hectares whereas, the SDLC will forward the application to CAA Junior Clerk if the Water Spread Area in the application form is less than 5 hectares.

**Note:** The DLC has the same action options to process the application in their login as the SDLC.

### CAA Level 1 Officer (Junior Clerk) User Flow:

After the application is forwarded by the SDLC/DLC, the Junior Clerk will see the application in the “Assigned to Me” tab in the application list.

1. The Junior Clerk opens the application to be reviewed by clicking on the Approval Name.
2. All tabs and their functionalities are the same as explained above in the case of SDLC.
3. To act on the application, the Junior Clerk must scroll to the bottom of the page in the application form tab and select the checkbox “I accept that I have reviewed the form carefully”.
4. For Junior Clerk, only “Take Internal Action” button will be activated and the Junior Clerk will only have one option to forward the application to next level.

The screenshot displays the National Single Window System interface. On the left is a dark blue sidebar with navigation options: Dashboard, Application (highlighted in orange), Department & Licenses, My Details, Reports, and Ministry Guidance. The main content area shows a 'Declaration' section with a dropdown arrow. Below this is an 'Internal Action' section containing a 'Forward to Next Level' button and a 'Go Back' link with a close icon. A rich text editor follows, with a toolbar showing list, bullet, bold, italic, and underline icons. The text area contains the placeholder text 'Please process further.'. At the bottom, there is a note: 'Note Supported files : PDF, JPEG, PNG, GIF. Maximum file size should be up to 100MB'. To the right of the note are two buttons: 'Attachment' and 'Forward' with a right-pointing arrow.

5. After entering remarks and forwarding the application to CAA Level 2 Officer, the Junior Clerk will receive a successful notification, and the application will be moved to the “Total Applications” tab in the application list.

Ministry of Fisheries, Animal Husbandry & Dairying

**Applications**

Assigned to Me(8) New Applications(47) Total Applications(143)

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Application has been forwarded successfully to Pranav 1 Khanna - Accounts and Statistical Assistant

Ministry of Fisheries, Animal Husbandry & Dairying

Contact Us FAQ A- A+

**Applications**

Assigned to Me(7) New Applications(47) Total Applications(143)

Select Filters

Approval Name	App Id	Organisation Name	Date of Submission	Pending With	Application Status
Registration for coastal aquac...	FRGA00135	CHANGE	04-10-2024	Pranav 1...	INPROCESS
Registration for coastal aquac...	FRGA00133	abcdefgh	30-09-2024	Pranav 0...	INPROCESS
Registration for coastal aquac...	FRGA00132	CHANGE	30-09-2024	-	Approved
Registration for coastal aquac...	FRGA00131	CHANGE	30-09-2024	-	Approved
Registration for coastal aquac...	FRGA00130	TESTING	26-09-2024	-	Approved

**Note:** CAA Level 2, 3 and 4 officers have the same user flow to process applications as in the case of CAA Level 1 officer.

### CAA Level 5 (Member Secretary) User Flow:

After the application is forwarded to the Member Secretary, they can again follow steps 1 to 9 in the SDLC/DLC flow mentioned above, and forward the application to the CAA Level 3 officer for entering the Meeting details, if the application is recommended by the CAA and must be approved.

### CAA Level 3 User Flow after the Application is Recommended:

Once the CAA Level 3 officer receives the application recommended by the CAA, they can follow the steps 1 to 3 mentioned in the **CAA Level 1 (Junior Clerk) User Flow**.

1. After selecting the checkbox, the CAA Level 3 officer will only be able to select “Take Internal Action”.
2. The CAA Level 3 officer will see an additional option “Ministry Details” which they can click on to enter the meeting details in which the application was recommended. They can enter the “Meeting Number”, “Agenda Number”, and “Meeting Name” and save the details.

3. Once saved, the details will become disabled and no further changes can be made to the entered meeting details. The same would be visible in the “Processing Details” and “Audit Log” tabs.

4. The CAA Level 3 officer can now forward the application to the Member Secretary to approve the application and generate the Registration Certificate and ID Card of the applicant.

**CAA Level 5 User Flow after Meeting Details are entered:**

After the application is forwarded to the Member Secretary post addition of meeting details, the member secretary can open the application like before and navigate to the “Take Internal Action” button. On clicking the button, the member secretary will have 4 options:

1. Ministry Details – To view the meeting details entered by the previous level officer.
2. Approve Application – To approve the application and send the generated Registration certificate to the applicant.
3. Issue Document – To generate and DSC sign the ID card.
4. Generate Permission/License – To generate and DSC sign the Registration Certificate.

**Note:** To Approve the application, the sequence of actions to be taken by the Member secretary is as follows:

1. **Generate Permission/License** – The member secretary must first generate the Registration certificate and DSC sign it.
2. **Issue Document** – The member secretary must next generate the ID card, DSC sign it and issue it to the applicant.
3. **Approve Application** – The member secretary can, at this moment, approve the application. The generated Registration certificate is automatically attached and issued to the applicant in this step.

To generate the Registration Certificate, the member secretary must click on the action button “Generate Permission/License”, and click on:

1. **Generate Draft Permission/License** to generate a draft version of the Registration certificate.

The screenshot displays the National Single Window System interface. On the left is a dark blue sidebar with the logo and navigation menu: Dashboard, Application (highlighted in orange), Department & Licenses, My Details, Reports, and Ministry Guidance. The main content area shows a 'Declaration' section with a dropdown arrow. Below it is the 'Internal Action' section, which includes a 'Go Back' link and four buttons: Ministry Details, Approve Application, Issue Document, and Generate Permission/License (highlighted in orange). Underneath these are two buttons: Generate Draft Permission License (highlighted in orange) and Generate Final Permission License. Below the buttons are two input fields: 'State' with the value 'Goa' and 'RegistrationNumber' with the value 'GA-IV-2024(100093)'. At the bottom right, there are two buttons: 'Cancel' and 'Generate Draft Permission License' (highlighted in orange).

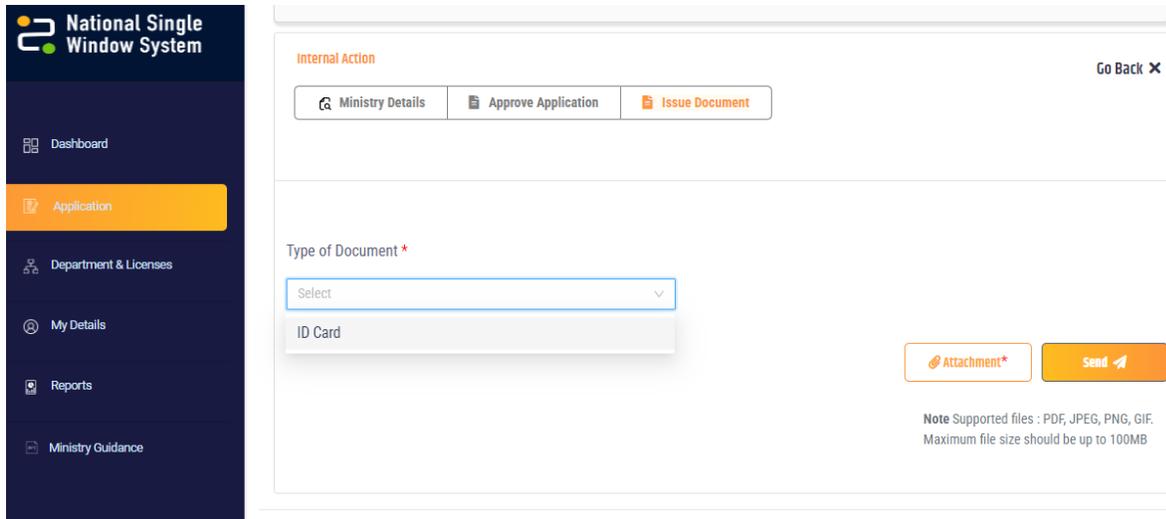
2. **Generate Final Permission/License** to generate the Registration Certificate which will be DSC signed and issued to the applicant.

The screenshot shows the National Single Window System interface. On the left is a dark blue sidebar with navigation options: Dashboard, Application (highlighted in orange), Department & Licenses, My Details, Reports, and Ministry Guidance. The main content area has a top navigation bar with 'Documents' and 'Declaration' dropdowns. Below this is an 'Internal Action' section with buttons for 'Ministry Details', 'Approve Application', 'Issue Document', and 'Generate Permission/License'. A secondary row of buttons includes 'Generate Draft Permission License' and 'Generate Final Permission License'. Below the buttons, there are input fields for 'State' (Goa) and 'RegistrationNumber' (GA-IV-2024(100093)). At the bottom right, there are 'Cancel' and 'Generate Final Permission License' buttons.

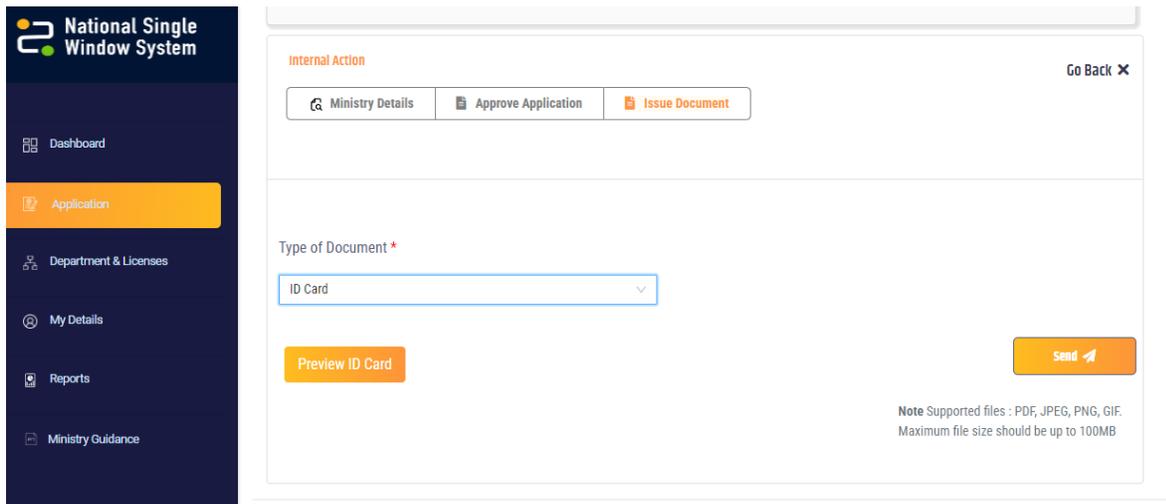
The screenshot displays a registration certificate from the Government of India, Ministry of Fisheries, Animal Husbandry and Dairying, Department of Fisheries, Coastal Aquaculture Authority. The certificate is titled 'प्रारूप-IV / FORM-IV' and '[नियम 12(1)(क)देखें] / [See rule 12(1)(a)]'. It contains the following information:

- नियम 9 के उप-नियम (2) के खंड (क) में निर्दिष्ट तटीय जल कृषि यूनिट या क्रियाकलाप के रजिस्ट्रीकरण का प्रमाण पत्र  
Certificate of registration of coastal aquaculture unit or activity referred to in clause (a) of sub-rule (2) of rule 9
- रजिस्ट्रीकरण सं. / Reg. No. GA-IV-2024(100093).. रजिस्ट्रीकरण की तारीख: / Date of registration: 08/10/2024
- श्री / श्रीमति/ सुश्री ..... पुत्र/ पुत्री/ पत्नी .....
- निवासी.....की तटीय जलकृषि यूनिट का तटीय जलकृषि प्राधिकरण की संख्या .....
- तारीख.....द्वारा रजिस्ट्रीकरण किया जाता है।
- The coastal aquaculture unit of Shri/ Smt/ M/s..... son/daughter/w/fe of QAMAR..... residing at ..... 10/74, demo, Sholinganallur, Tamil Nadu, 643202
- is registered by the Coastal Aquaculture Authority vide No.GA-IV-2024(100093).....dated 08/10/2024
- रजिस्ट्रीकृत तटीय जल कृषि यूनिट और अपनाई जाने वाली प्रौद्योगिकी के ब्यौरे  
Details of the coastal aquaculture unit registered and technology to be followed
- 1. तटीय जल कृषि का प्रकार / Type of coastal aquaculture unit :

To generate the ID Card, after generation is Registration certificate is successfully done, the Member Secretary must click on “Issue Document” and then click on “ID Card” in the dropdown option that appears.

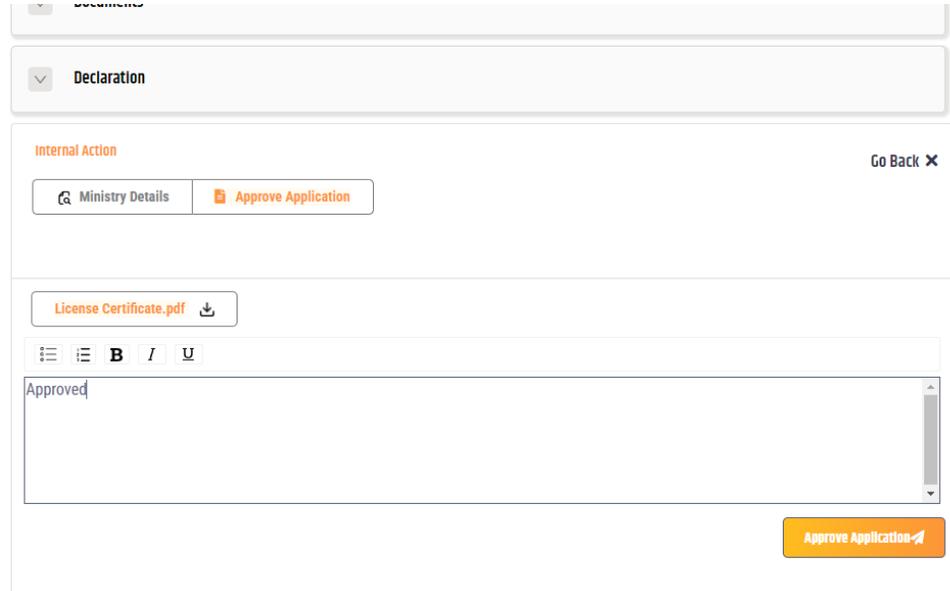
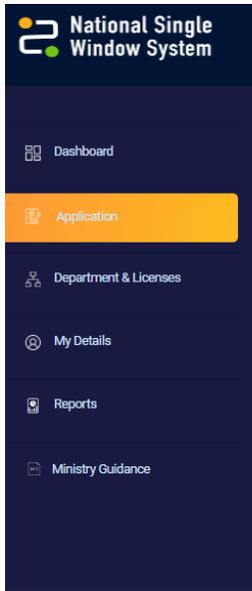


After ID Card is generated, it can be previewed by clicking on “Preview ID Card”.

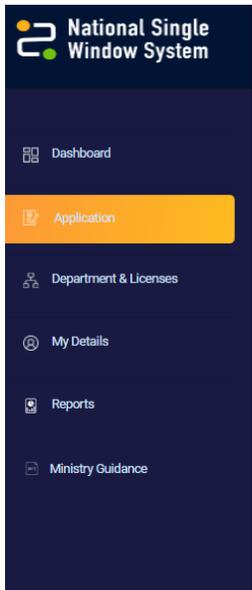


The ID Card can be issued to the applicant by clicking on “Send” button.

To finally approve the application, after ID Card has been issued to the applicant, the member secretary must click on “Approve Application” and clicking on “Approve Application” button at the bottom-right of the screen. (Note: The generated registration certificate can be seen in the screenshot above the remarks textbox).



After the application is approved, it will be moved to “Total Applications” tab in the application list. The application status would change to “Approved” as shown below.



Forward Registration for coastal aquac...	FRGA00135	CHANGE	04-10-2024	Pranav 0...	● Pending
Forward Registration for coastal aquac...	FRGA00133	abcdefgh	30-09-2024	Pranav 0...	● Pending
Registration for coastal aquac...	FRGA00132	CHANGE	30-09-2024	-	● Approved
Registration for coastal aquac...	FRGA00131	CHANGE	30-09-2024	-	● Approved
Registration for coastal aquac...	FRGA00130	TESTING	26-09-2024	-	● Approved
Registration for coastal aquac...	FRGA00127	TESTING	26-09-2024	-	● Approved
Registration for coastal aquac...	FRGA00129	vijay j	26-09-2024	-	● Approved
Registration for coastal aquac...	FRGA00128	TESTING	26-09-2024	Applican...	● QUERY RAISED