



singlewindow.jk.gov.in

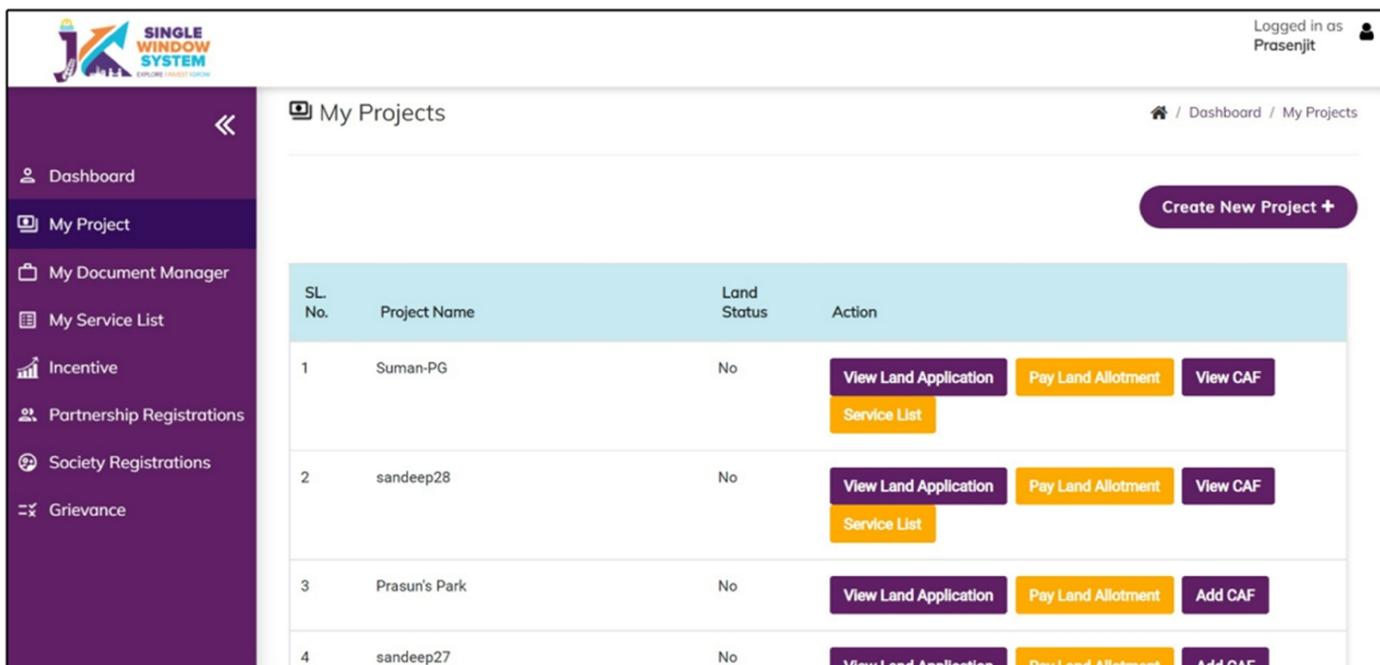
**Registration of Principal Employers
Establishment under Provision of the
Contracts Labour**

Single Window System - J & K

NOTE

Please Create Project before applying for any services

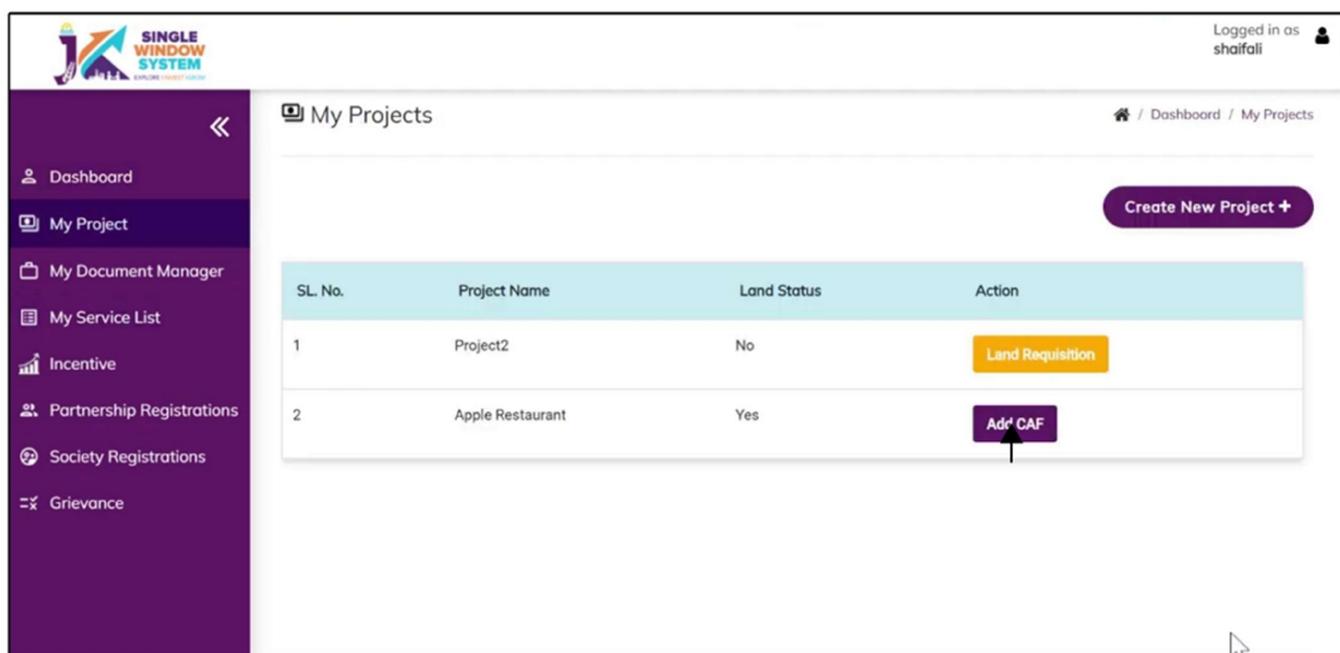
After login into the website, select My Project from the side menu. Then following page will appear. Click on the Create New Project to create your project.



SL. No.	Project Name	Land Status	Action
1	Suman-PG	No	View Land Application, Pay Land Allotment, View CAF, Service List
2	sandeep28	No	View Land Application, Pay Land Allotment, View CAF, Service List
3	Prasun's Park	No	View Land Application, Pay Land Allotment, Add CAF
4	sandeep27	No	View Land Application, Pay Land Allotment, Add CAF

Please Add CAF to Start Applying for Services

After login, select **My Project** from the side menu and click on **Add CAF** action button from the project list. Note: Add CAF button will not come if land requisition payment is incomplete.



SL. No.	Project Name	Land Status	Action
1	Project2	No	Land Requisition
2	Apple Restaurant	Yes	Add CAF

For more details on how to create project and add CAF, visit the following link:
https://singlewindow.jk.gov.in/user_manual

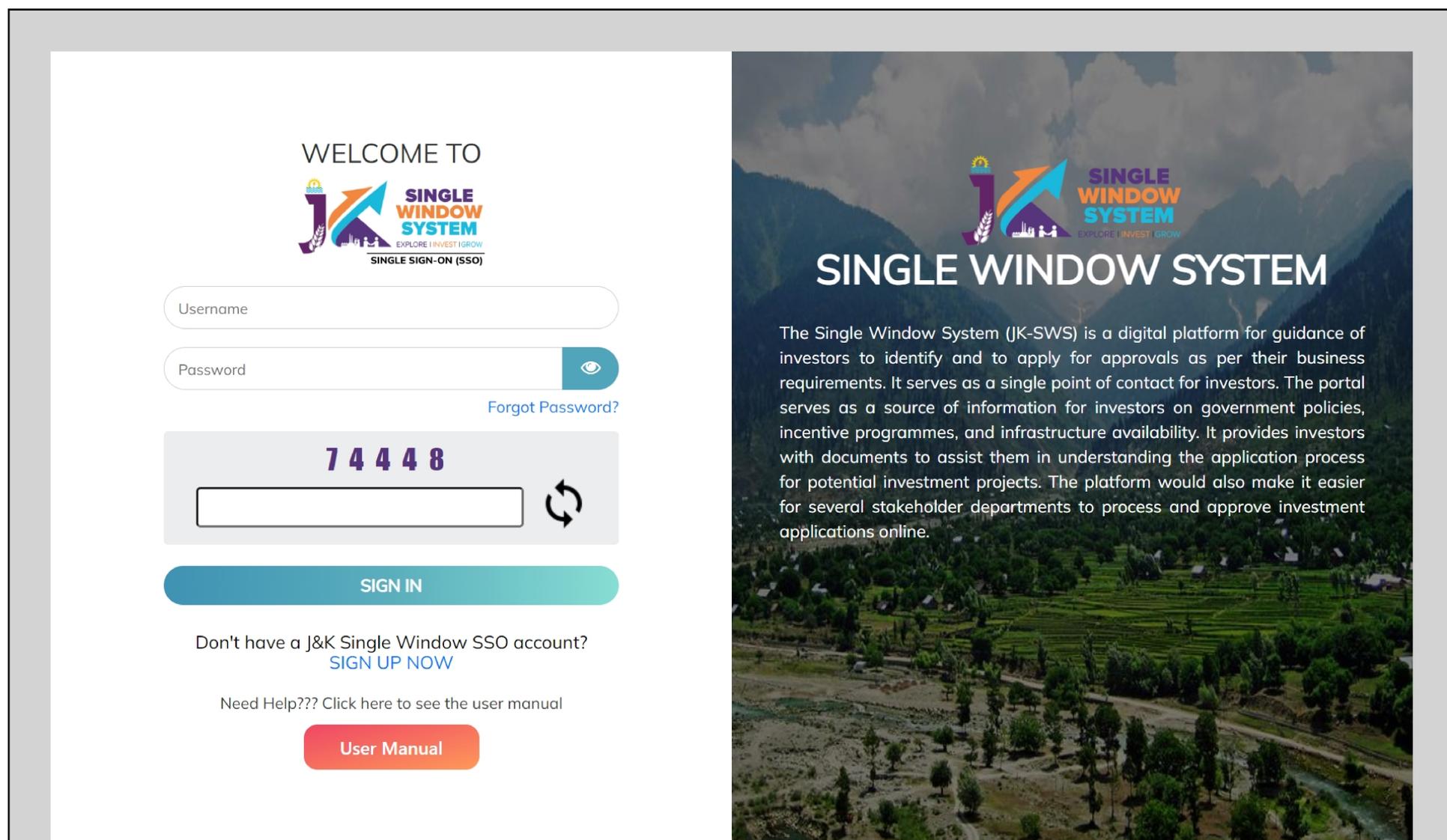
Registration of Principal Employers Establishment under Provision of the Contracts Labour

Welcome to the user manual for the seamless and essential service of "Registration of Principal Employers Establishment under Provision of the Contracts Labour" within the Single Window System of Jammu and Kashmir. This manual is your guide to a straightforward and efficient registration process.

Through this user manual, explore the intuitive interface of the Single Window System, where the registration process is designed to be user-friendly, transparent, and in alignment with the regulatory framework.

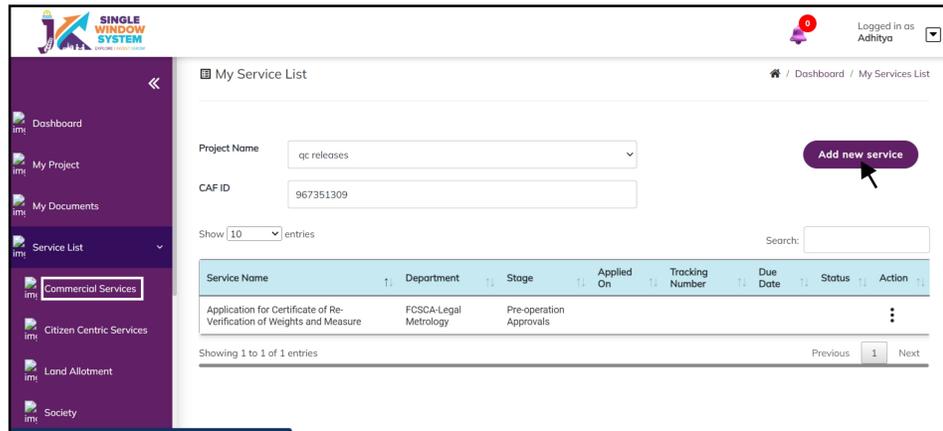
Access the Website: Open your web browser and visit the official website: <https://singlewindow.jk.gov.in/>

Log in using your provided credentials. If you do not have an account yet, you will need to register to avail of our services. For registration assistance, please refer to our registration guide or contact our support team.

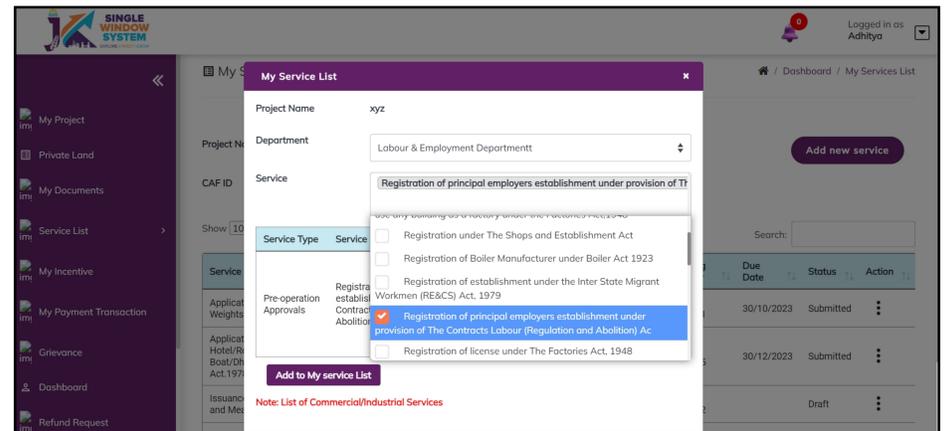


The screenshot displays the login interface of the Single Window System. On the left, there is a white login form with the following elements: a header "WELCOME TO" above the logo; input fields for "Username" and "Password" (with a toggle for visibility); a "Forgot Password?" link; a CAPTCHA area showing "74448" and a refresh button; a teal "SIGN IN" button; a link for "Don't have a J&K Single Window SSO account? SIGN UP NOW"; and a "Need Help??? Click here to see the user manual" link with a "User Manual" button. On the right, a banner features the logo and the text "SINGLE WINDOW SYSTEM" over a scenic background, with a descriptive paragraph about the system's purpose.

Now, the following page will appear.

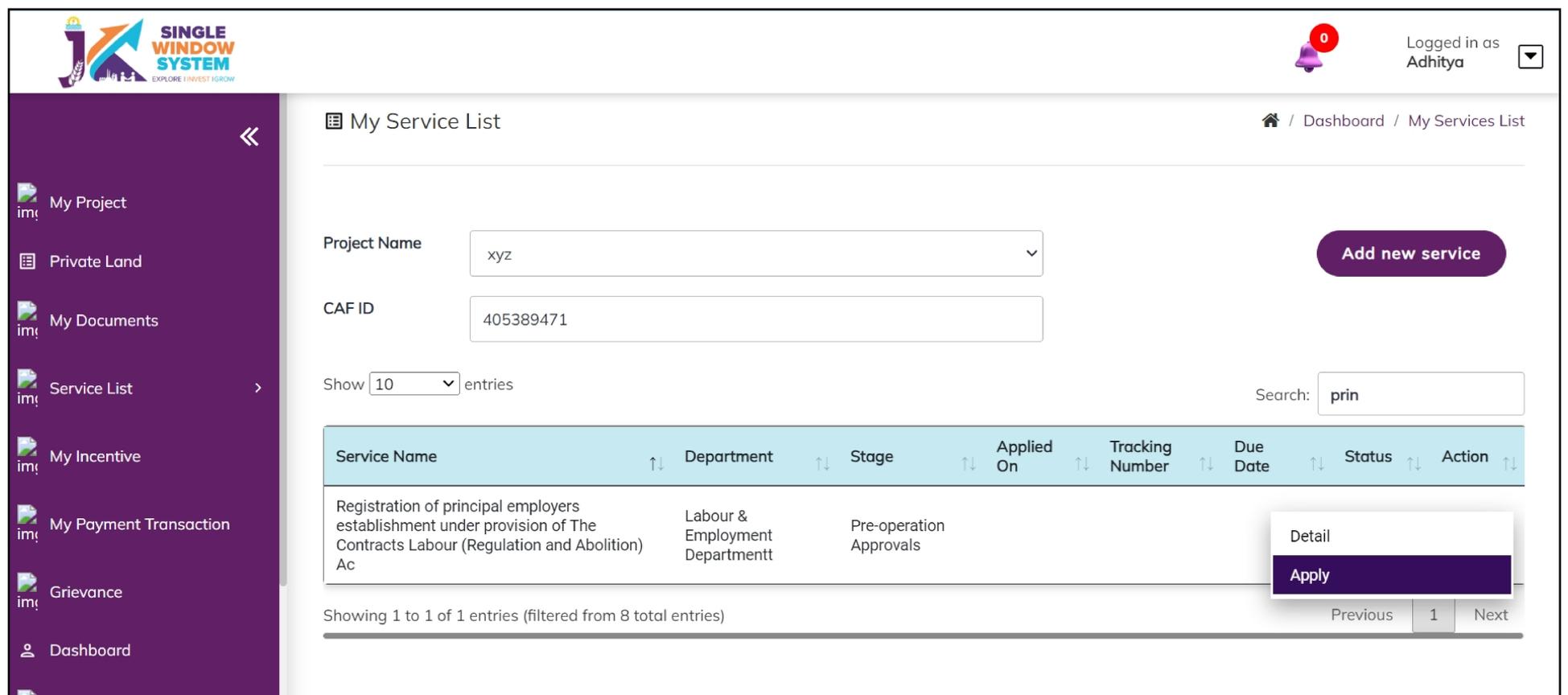


1. Select Service List > Commercial Services from the left side menu and then click on Add New Service.

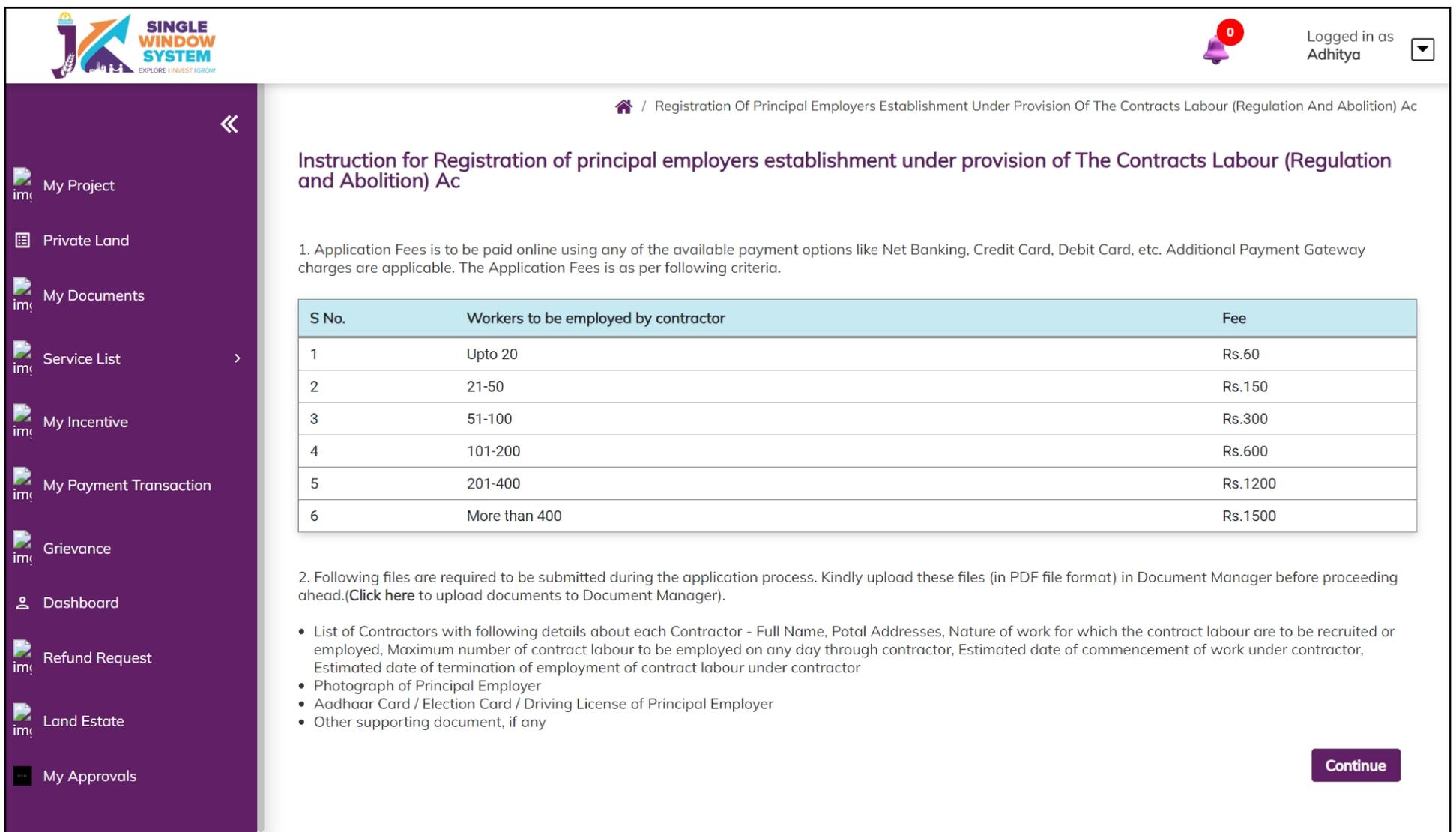


2. Select Labour & Employment Department from Department drop-down list and then select service to add.

After clicking on the 'Add to My service List button'. Now the service will be listed, click 'Apply' as shown in the screenshot below to proceed:



Before proceeding with the registration of your principal employer's establishment under The Contracts Labour (Regulation and Abolition) Act in the Jammu and Kashmir Single Window System, please note the following: Pay the application fees online, using options like Net Banking, Credit Card, Debit Card, etc., with additional Payment Gateway charges. During the application process, upload necessary files through the Document Manager, including a detailed list of contractors, a photograph of the Principal Employer, and a copy of the Aadhaar Card, Election Card, or Driving License. Ensure accuracy in providing information and documents for a successful registration.



Registration Of Principal Employers Establishment Under Provision Of The Contracts Labour (Regulation And Abolition) Ac

Instruction for Registration of principal employers establishment under provision of The Contracts Labour (Regulation and Abolition) Ac

1. Application Fees is to be paid online using any of the available payment options like Net Banking, Credit Card, Debit Card, etc. Additional Payment Gateway charges are applicable. The Application Fees is as per following criteria.

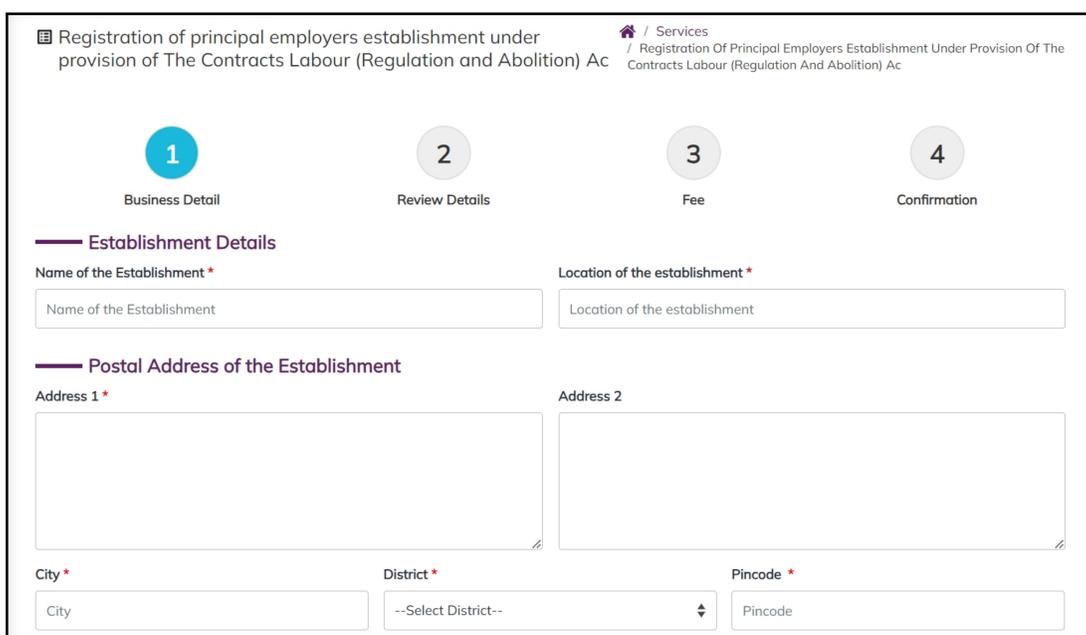
S No.	Workers to be employed by contractor	Fee
1	Upto 20	Rs.60
2	21-50	Rs.150
3	51-100	Rs.300
4	101-200	Rs.600
5	201-400	Rs.1200
6	More than 400	Rs.1500

2. Following files are required to be submitted during the application process. Kindly upload these files (in PDF file format) in Document Manager before proceeding ahead.(Click here to upload documents to Document Manager).

- List of Contractors with following details about each Contractor - Full Name, Potal Addresses, Nature of work for which the contract labour are to be recruited or employed, Maximum number of contract labour to be employed on any day through contractor, Estimated date of commencement of work under contractor, Estimated date of termination of employment of contract labour under contractor
- Photograph of Principal Employer
- Aadhaar Card / Election Card / Driving License of Principal Employer
- Other supporting document, if any

[Continue](#)

Now, the following page will appear.



Registration of principal employers establishment under provision of The Contracts Labour (Regulation and Abolition) Ac

1 Business Detail

Establishment Details

Name of the Establishment *

Location of the establishment *

Postal Address of the Establishment

Address 1 *

Address 2

City *

District *

Pincode *

Establishment Details-

Name of the Establishment: Enter the complete Establishment name.

Location of the Establishment: Enter the location of the

Postal Address of the Establishment-

Address 1: Provide the Establishment's address.

Address 2: Provide the second address of establishment in case it is.

City: Specify the city where the establishment is located.

District: Choose the district from the dropdown menu.

Pincode: Enter the pin code of establishment.

Full name and address of the principal employer.

Full Name * Father's / Husband's Full Name *

Address 1 * Address 2

City * District * Pincode *

Partner/Member/Director/Share Holder Information, (if any)

Member Details

Member 1

Full Name Share Percentage Permanent Address

Designation

Full name and address of the Manager or person responsible for the supervision and control of the establishment

Full Name * Designation *

Address 1 * Address 2

City * District * Pincode *

Nature of work carried on the establishment * Total number of Workers to be Employed *

Full name and address of the principal employer-

Full Name: Enter your full legal name.

Father's / Husband's Full Name: Provide the full name of your father or husband.

Address 1: Input the street address of your establishment.

Address 2: If applicable, provide additional address details.

City: Specify the city where your establishment is located.

District: Choose the district from the provided dropdown menu.

Pincode: Enter the postal code or PIN code of your establishment's location.

Member Details-

Full Name: Enter the full name of the member associated with your establishment.

Share Percentage: Indicate the percentage of shares owned by the member.

Permanent Address: Provide the permanent residential address of the member.

Designation: Specify the job title or role of the member.

Add Member Button: Click on this button to add multiple members

Full name and address of the Manager or person responsible for the supervision and control of the establishment-

Full Name: Enter the full name of the manager or person in charge.

Designation: Specify the job title or role of the manager or person in charge.

Address 1: Input the street address of the manager or person in charge.

Address 2: If applicable, provide additional address details.

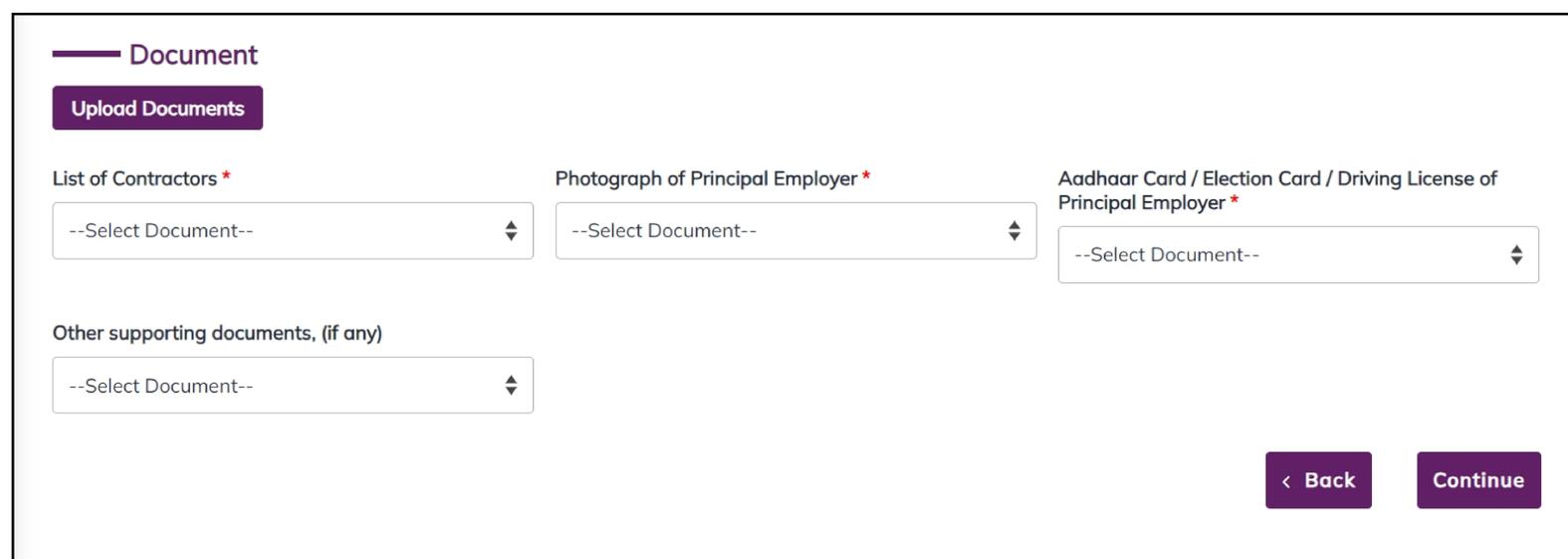
City: Specify the city where the manager or person in charge is located.

District: Choose the district from the provided dropdown menu.

Pincode: Enter the postal code or PIN code of the manager or person in charge's location.

Nature of work carried on the establishment: Briefly describe the type of work conducted in your establishment.

Total number of Workers to be Employed: Estimate the total number of workers expected to be employed in your establishment.



The screenshot shows a section titled "Document" with a purple "Upload Documents" button. Below it are four dropdown menus for selecting documents: "List of Contractors *", "Photograph of Principal Employer *", "Aadhaar Card / Election Card / Driving License of Principal Employer *", and "Other supporting documents, (if any)". Each dropdown menu currently displays "--Select Document--". At the bottom right of the section are two buttons: "< Back" and "Continue".

Documents :

In the Documents section select the documents from the drop down menu. Select all the documents accordingly. If the document is not in the dropdown then you can add that document in document manager or you can click on "**Upload Documents**" and your document will be then showing under the dropdown menu. After filling all the required fields, read the declaration carefully and tick the checkbox of declaration. Now, click on the **Continue** button to proceed.

Now, you can view all the filled details. To change/modify any details click on the Edit button, else click on the Continue button. Now the payment page will appear. After the successful payment the process is completed.