



singlewindow.jk.gov.in

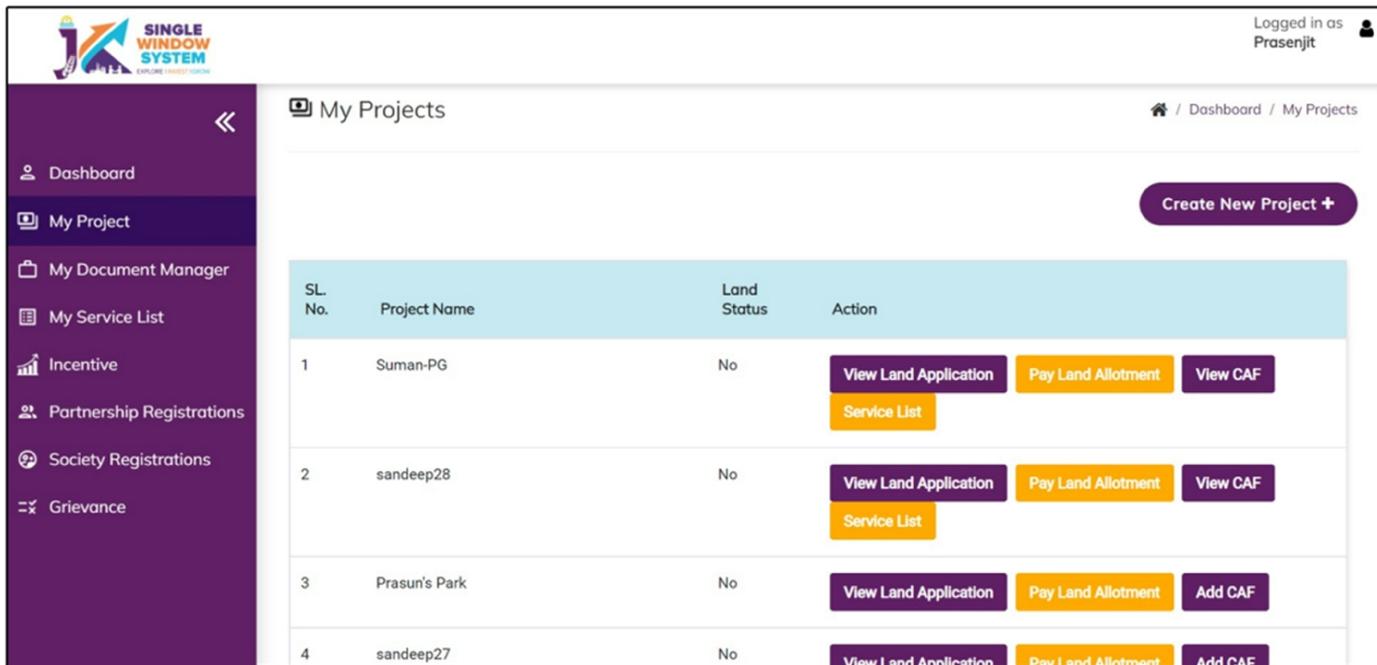
De-Registration of Units

Single Window System - J & K

NOTE

Please Create Project before applying for any services

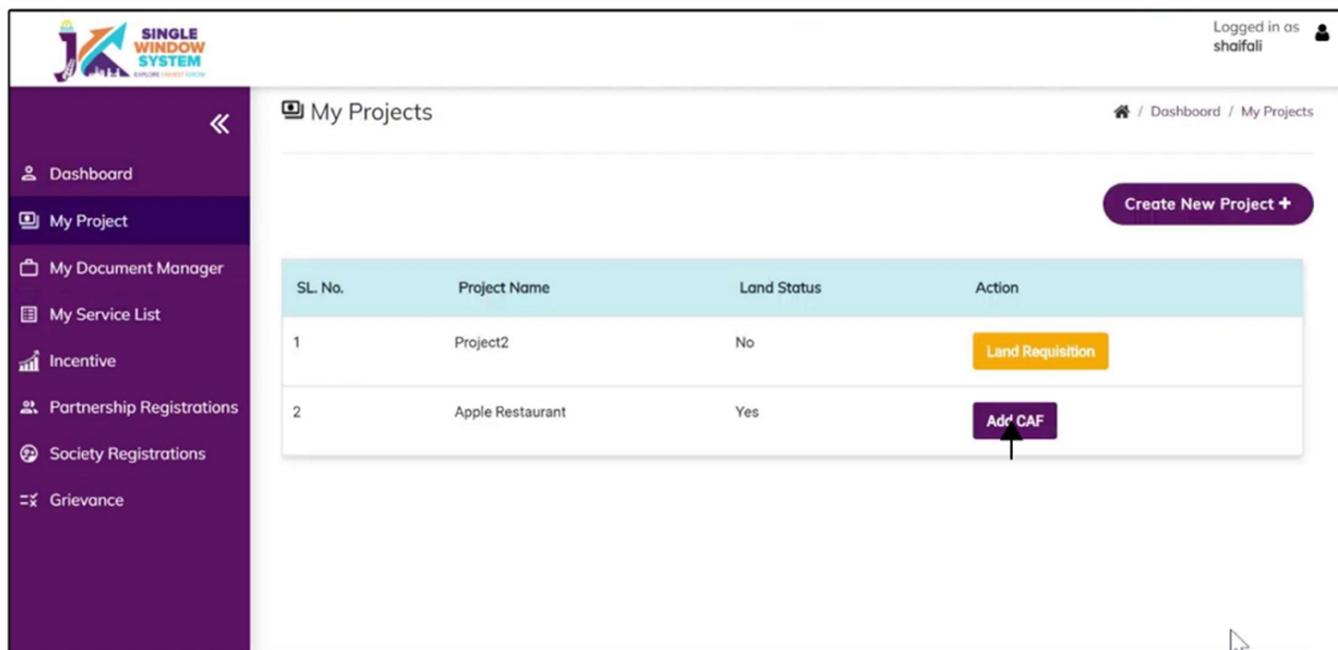
After login into the website, select My Project from the side menu. Then following page will appear. Click on the Create New Project to create your project.



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.

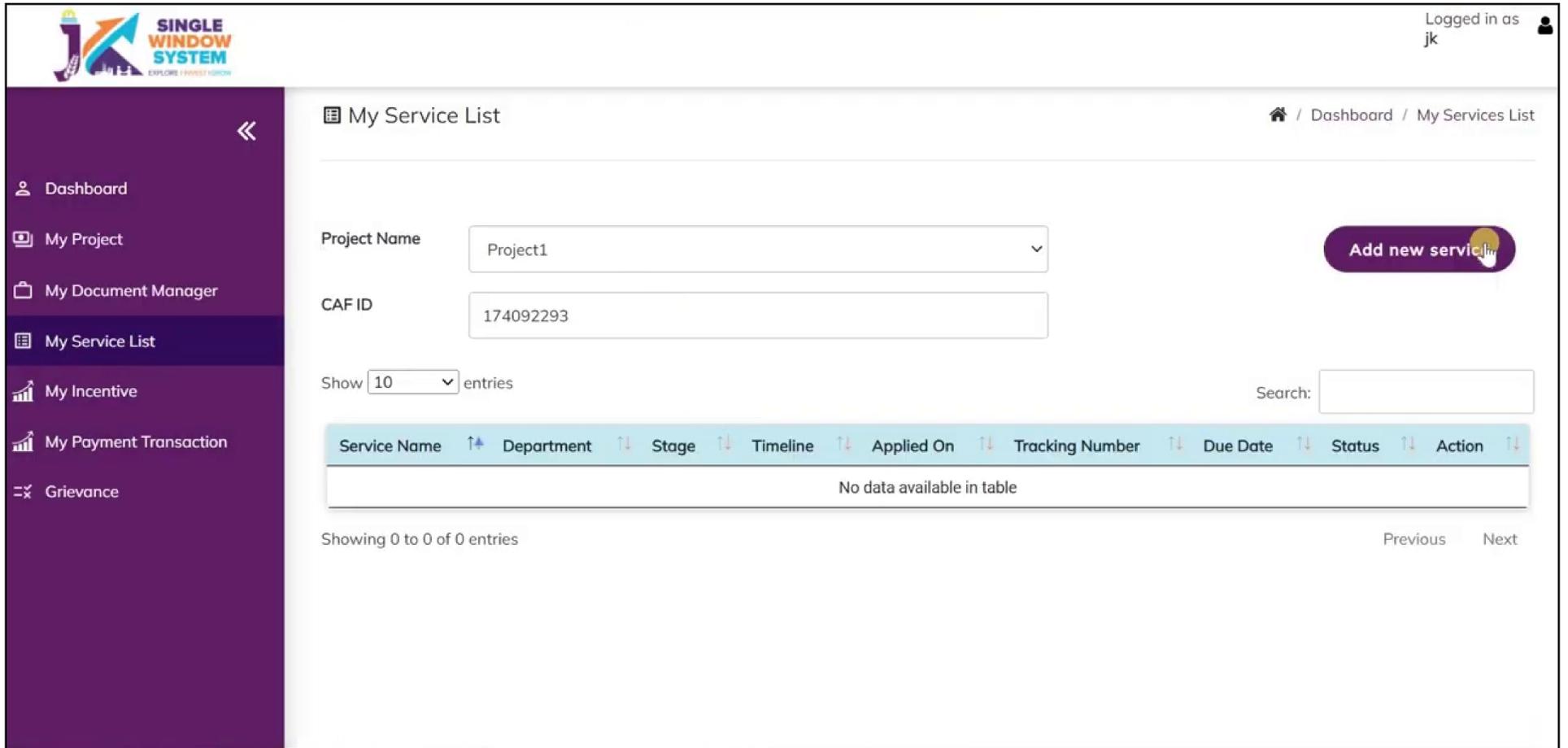


SL. No.	Project Name	Land Status	Action
1	Project2	No	Land Requisition
2	Apple Restaurant	Yes	Add CAF

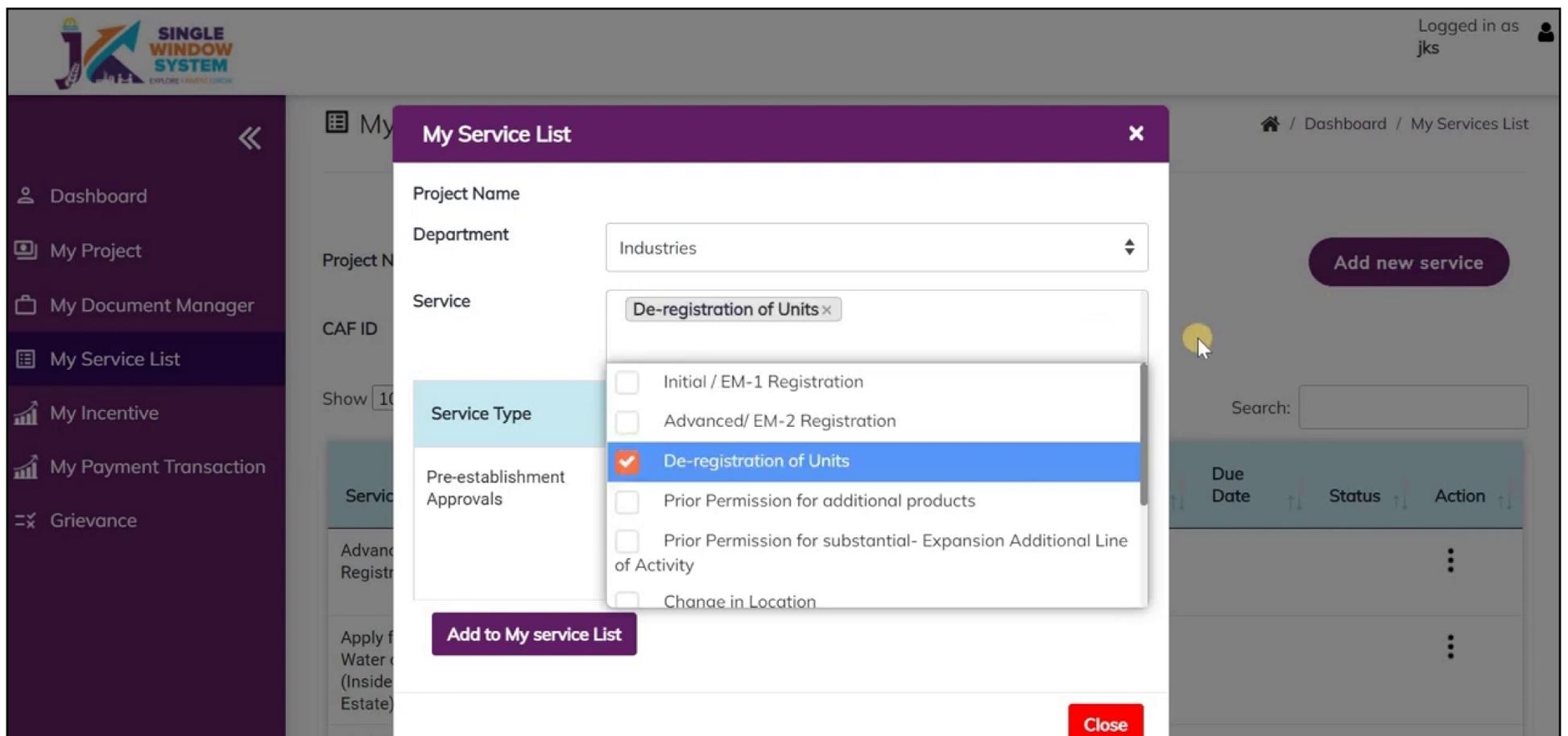
For more details on how to create project and add CAF, visit the following link:
https://singlewindow.jk.gov.in/user_manual

De-Registration of Units

After login, select **My Service List** from the left side menu. Click on **Add New Service**.

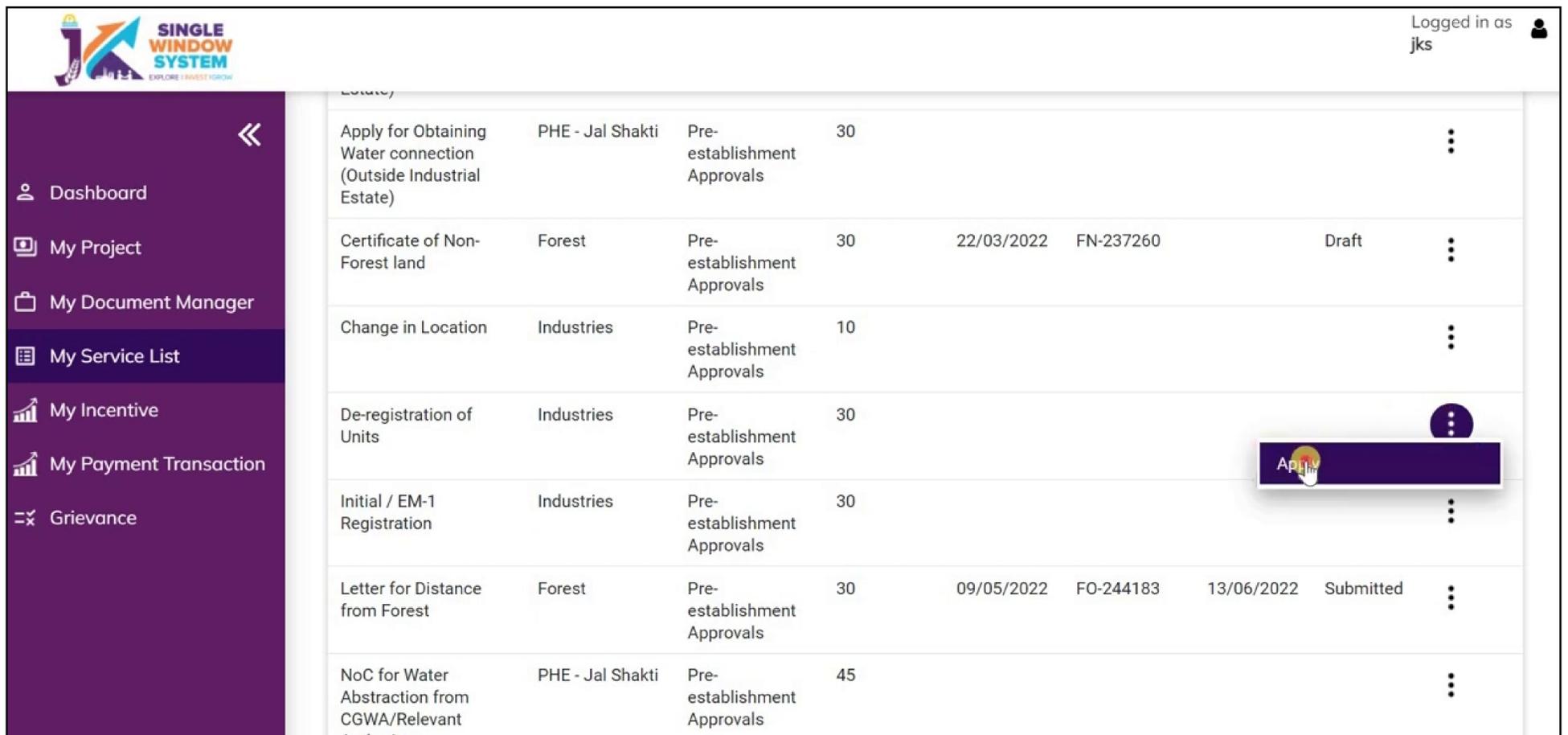


After clicking on **Add new service**, **My Service List** pop-up will appear.



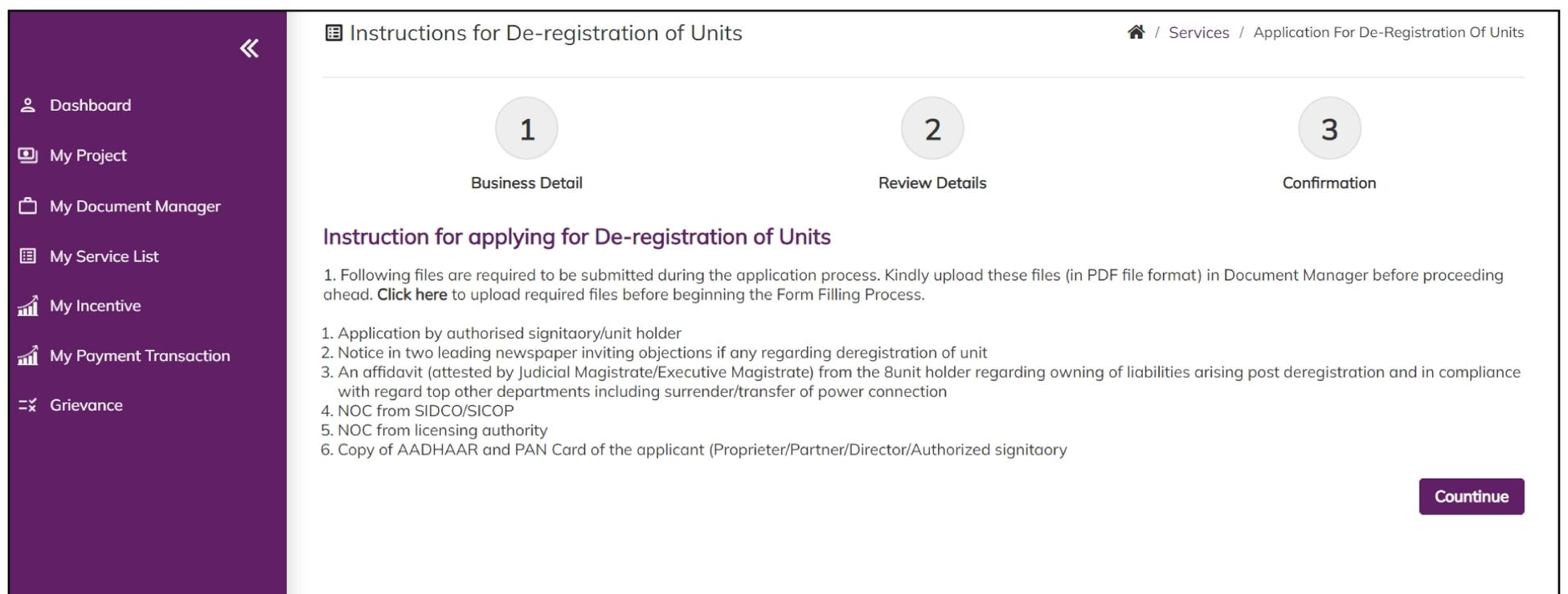
Select **Forest** in department field and on services, check the **De-Registration of Units** from **Industries** and click on the **Add to My Service List** button.

Now, the **My Service List** page will appear as follow:



Service Name	Category	Type	Count	Date	File No.	Status	Action
Apply for Obtaining Water connection (Outside Industrial Estate)	PHE - Jal Shakti	Pre-establishment Approvals	30				⋮
Certificate of Non-Forest land	Forest	Pre-establishment Approvals	30	22/03/2022	FN-237260	Draft	⋮
Change in Location	Industries	Pre-establishment Approvals	10				⋮
De-registration of Units	Industries	Pre-establishment Approvals	30				⋮
Initial / EM-1 Registration	Industries	Pre-establishment Approvals	30				⋮
Letter for Distance from Forest	Forest	Pre-establishment Approvals	30	09/05/2022	FO-244183	13/06/2022 Submitted	⋮
NoC for Water Abstraction from CGWA/Relevant Authority	PHE - Jal Shakti	Pre-establishment Approvals	45				⋮

Now, click on **Apply** from action next to the service name Letter for De-Registration of Units. After clicking on apply, Letter for De-Registration of Units Instructions page will appear. Read the instructions carefully and then click on the **continue** button.



Instructions for De-registration of Units

1 Business Detail 2 Review Details 3 Confirmation

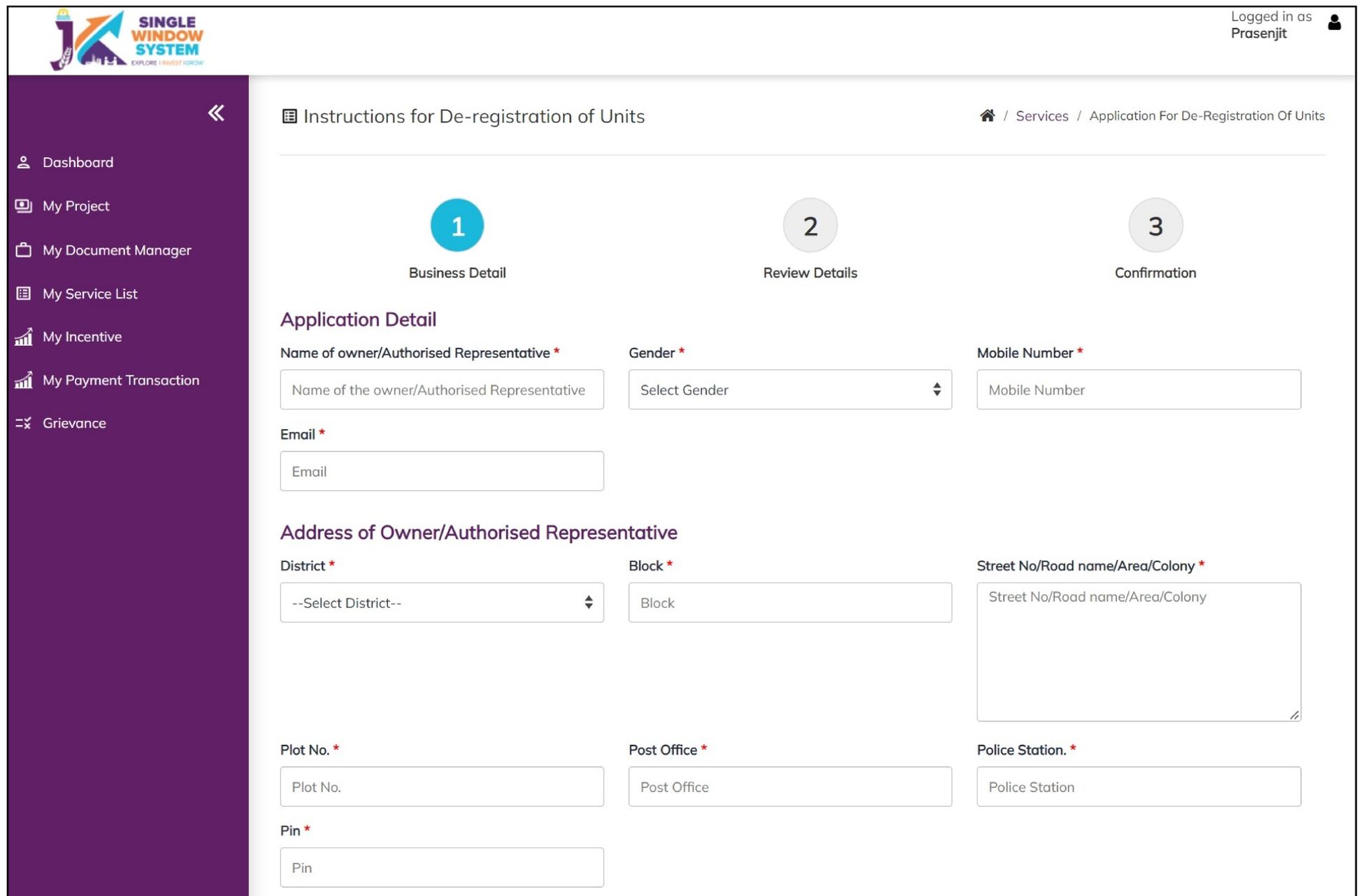
Instruction for applying for De-registration of Units

1. 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 required files before beginning the Form Filling Process.

1. Application by authorised signatory/unit holder
2. Notice in two leading newspaper inviting objections if any regarding deregistration of unit
3. An affidavit (attested by Judicial Magistrate/Executive Magistrate) from the Bunit holder regarding owning of liabilities arising post deregistration and in compliance with regard to other departments including surrender/transfer of power connection
4. NOC from SIDCO/SICOP
5. NOC from licensing authority
6. Copy of AADHAAR and PAN Card of the applicant (Proprietor/Partner/Director/Authorized signatory)

[Continue](#)

Now, the following form will open which you have to fill to proceed:



Instructions for De-registration of Units

Home / Services / Application For De-Registration Of Units

1 Business Detail 2 Review Details 3 Confirmation

Application Detail

Name of owner/Authorized Representative * Gender * Mobile Number *

Name of the owner/Authorized Representative Select Gender Mobile Number

Email *

Email

Address of Owner/Authorized Representative

District * Block * Street No/Road name/Area/Colony *

--Select District-- Block Street No/Road name/Area/Colony

Plot No. * Post Office * Police Station. *

Plot No. Post Office Police Station

Pin *

Pin

Application Detail:

Name of Owner/ Authorized Representative – Enter the name of the owner or the Authorized Representative here.

Gender - Select the gender Male, Female or Other from the dropdown list.

Mobile Number – Enter the mobile number here.

Email – Enter your Email ID here.

Address of Owner/Authorized Representative

District - Select district where the property comes under.

Block - Select block where the property comes under.

Plot No - Specify the plot number here.

Post Office - Specify the post office of the owner or the authorized representative.

Police Station - Specify the police station of the owner or the authorized representative.

Pin - Enter the PIN Code of the owner or the authorized representative.

Unit Details

Name of the Unit. *	District *	Block *
<input type="text" value="Name of the Unit"/>	<input type="text" value="--Select District--"/>	<input type="text" value="Block"/>
Street No/Road name/Area/Colony *	Plot No. *	Post Office *
<input type="text" value="Street No/Road name/Area/Colony"/>	<input type="text" value="Plot No."/>	<input type="text" value="Post Office"/>
Police Station. *	Pin *	
<input type="text" value="Police Station"/>	<input type="text" value="Pin"/>	

Document Upload

a. NOC from SIDCO/SICOP *	b. NOC from Licensing Authority *	c. Aadhar *
<input type="text" value="--Select Document--"/>	<input type="text" value="--Select Document--"/>	<input type="text" value="--Select Document--"/>
d. PAN *		
<input type="text" value="--Select Document--"/>		

Unit Details

Name of the Unit - Enter the name of the unit.

District - Select district where the property comes under.

Block - Select block where the property comes under.

Street No/Road name/Area/Colony - Specify the street number, Road Name, Area or Colony of the unit.

Plot Number - Specify the plot number of the unit here.

Post Office - Specify the post office of the unit.

Police Station - Specify the police station of the unit.

PIN - Enter the PIN Code of the unit.

Document Upload

NOC from SIDCO/SICOP - Select NOC from SIDCO/SICOP document.

NOC from Licensing Authority - Select NOC from Licensing Authority document.

Aadhar - Select your Aadhaar.

PAN - Select your PAN.

After filling all the mandatory fields, 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, De-Registration of Units is completed.