



[singlewindow.jk.gov.in](http://singlewindow.jk.gov.in)

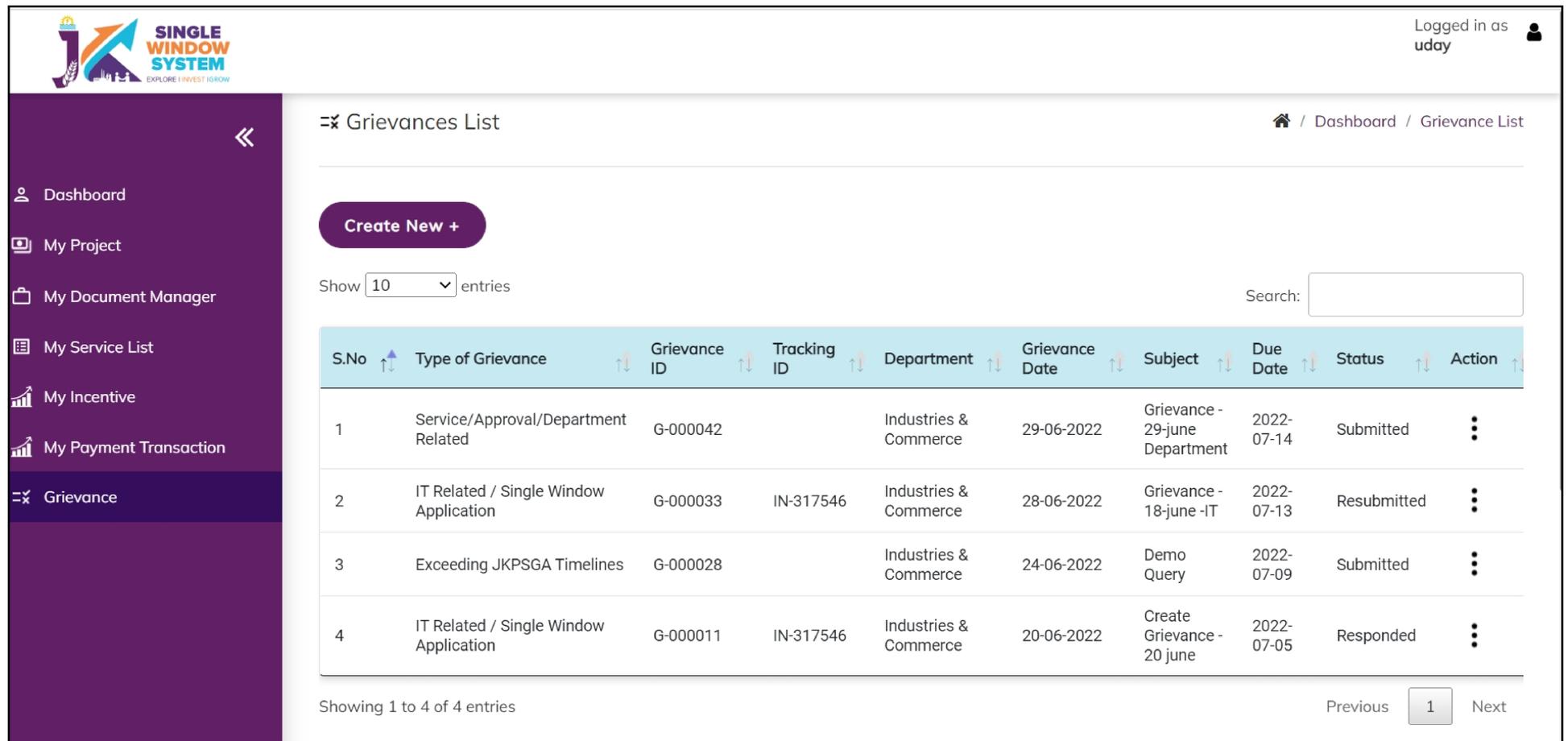
**Grievance for Investors**

Single Window System - J & K

\* Project creation is mandatory before creating any grievance .

# Create New Grievance

After login, select **Grievance** from the left side menu and click on the **Create New** button.



Logged in as uday

Dashboard / Grievance List

≡ Grievances List

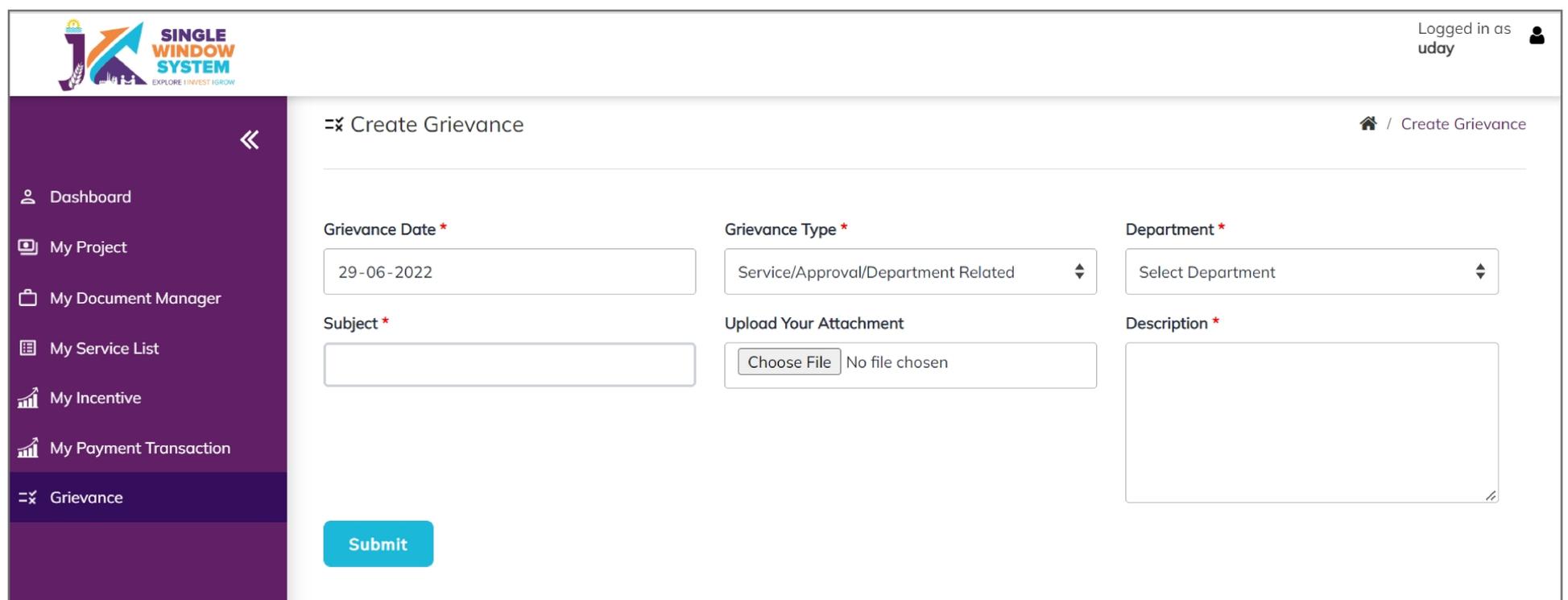
Create New +

Show 10 entries Search:

S.No	Type of Grievance	Grievance ID	Tracking ID	Department	Grievance Date	Subject	Due Date	Status	Action
1	Service/Approval/Department Related	G-000042		Industries & Commerce	29-06-2022	Grievance - 29-june Department	2022-07-14	Submitted	⋮
2	IT Related / Single Window Application	G-000033	IN-317546	Industries & Commerce	28-06-2022	Grievance - 18-june -IT	2022-07-13	Resubmitted	⋮
3	Exceeding JKPSGA Timelines	G-000028		Industries & Commerce	24-06-2022	Demo Query	2022-07-09	Submitted	⋮
4	IT Related / Single Window Application	G-000011	IN-317546	Industries & Commerce	20-06-2022	Create Grievance - 20 june	2022-07-05	Responded	⋮

Showing 1 to 4 of 4 entries Previous 1 Next

After Clicking on the create new button, following page will appear:



Logged in as uday

Dashboard / Create Grievance

≡ Create Grievance

Grievance Date \* 29-06-2022

Grievance Type \* Service/Approval/Department Related

Department \* Select Department

Subject \*

Upload Your Attachment Choose File No file chosen

Description \*

Submit

**Grievance Date** - Enter the date when you are creating the grievance.

**Grievance Type** - Select the grievance type from the dropdown list whether it is related to "IT Related / Single Window Application" or "Exceeding JKPSGA Timelines" or "Service/Approval/Department Related".

**Department** - Select the respective department from the dropdown list.

**Subject** - Write the subject or title of your grievance.

**Upload Your Attachment** - Upload your attachment related to your grievance.

**Description** - Enter the detailed description of your grievance.

After filling all the required fields, click on the **Submit** button to proceed. Now, the grievance has been created and it is displayed in the following table. You can click on withdraw to withdraw your grievance by clicking on the **withdraw** option under action button respective to your grievance.