



# SINCLE WINDOW SYSTEM EXPLORE I INVEST IGROW

# singlewindow.jk.gov.in

# **Registration under The Trade Unions Act, 1926**

### Single Window System - J & K







### 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.



	4	sandeep27	No	View Land Application	Pay I and Allotment	Add CAE

### 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.

					Logged in as shaifali
*	My Projects			*	Dashboord / My Projects
2 Dashboard					
My Project				Cr	eate New Project +
My Document Manager	SL. No.	Project Name	Land Status	Action	
My Service List	1	Project2	No	Land Regulsition	



For more details on how to create project and add CAF, visit the folowing link: https://singlewindow.jk.gov.in/user\_mannual





## **Registration under The Trade Unions Act, 1926**

This user manual for "Registration under The Trade Unions Act of 1926" within Jammu and Kashmir's Single Window System. This guide simplifies the process, enabling trade unions to register efficiently, reinforcing labor rights, and promoting collective worker interests. Whether you're an experienced union representative or new to this endeavor, explore the user-friendly system as we navigate the registration process, ensuring transparency and compliance. This manual is your trusted companion for registering under The Trade Unions Act, 1926, in the picturesque Jammu and Kashmir region.

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.

#### WELCOME TO



#### Username

#### Password

Forgot Password?

### SINGLE WINDOW SYSTEM

The Single Window System (JK-SWS) is a digital platform for guidance of investors to identify and to apply for approvals as per their business requirements. It serves as a single point of contact for investors. The portal serves as a source of information for investors on government policies, incentive programmes, and infrastructure availability. It provides investors with documents to assist them in understanding the application process for potential investment projects. The platform would also make it easier for several stakeholder departments to process and approve investment applications online.







#### Now, the following page will appear.

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Dashboard Dashboard																
📄 My Project	Project Name	qc releases						~					Add n	ew service		
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Service List ~	Show 10 🗸	entries										Searc	h:			
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Citizen Centric Services	Application for C Verification of We	ertificate of Re- eights and Measure	FCS0 Metr	X-Legal ology		Pre-operation Approvals								:		
Land Allotment	Showing 1 to 1 of	1 entries											Previous	1	Next	
Society																





**2.** Select Labour & Employment 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:

	SINGLE SINGLE WINDOW SYSTEM EXPLORE LINVEST IGROW											Log Ad	gged in as <b>hitya</b>	▼
	~	Project Name	test						~			Add new s	ervice	
		CAF ID	753650951											
im	Dashboard	Show 10	ontrioc								ſ			
) im	My Project		entries								Search:			
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im		Application for Ce Verification of We	rtificate of Re- ights and Measure		FCSCA-Legal Metrology		Pre-operation Approvals		27/07/2023	LR510-1000134	30/08/2023	Submitted	:	
im	Service List >	NOC for Lien by B	ank		Industries &		Pre-operation		12/08/2023	LB673-1000306	16/09/2023	Submitted	:	

			Commerce	Approvals	, ,		, .,,		•
im	My Incentive	Online Building Permission	Industries & Commerce	Pre-operation Approvals	14/08/2023	BP138-1000317	25/08/2023	Submitted	:
<b>i</b> mدِ imدِ	My Payment Transaction	Registration of Contractors (Enlistment Card)	PHE - Jal Shakti	Pre-operation Approvals					:
<b>i</b> mږ	Grievance	Registration under The Trade Unions Act, 1926	Labour & Employment	Pre-operation Approvals					
ime	Refund Request	Showing 1 to 5 of 5 entries					Apply		INCAL

Now the instruction page will appear as shown in the screenshot below. Read the instructions carefully and click on the 'continue' button to proceed.



ime My Project		Business Detail	Review Details	Fee Payment	Confirmation
My Documents		<b>Instruction for NoC for Registra</b> 1. The Application Fees is Rs. 500. Applicat	tion under The Trade Unions on Fees payable online using available p	<b>Act, 1926</b> payment options like Net Banking, Credit C	Card, Debit Card, etc.
Service List	>	2. Following files are required to be submitted ahead. <b>Click here</b> to upload required files be	ed during the application process. Kindly fore beginning the Form Filling Process.	vupload these files (in PDF file format) in [	Document Manager before proceeding
My Incentive		<ol> <li>Constitution of Union- Particulars showing</li> <li>Resolution of General Body</li> <li>List of Members - Particulars required by</li> </ol>	ig the provision made in the rules of sect section 5-1 c of Indian Trade Unions Ac	tion 6 of Indian Trade Unions Act (Schedule t, 1926 (List of Officers-Schedule I)	e II)
My Payment Transa	ction	<ul> <li>4. Bank Account of Onion</li> <li>5. Non-Involvement Certificate from Police I</li> <li>6. Copy of identity Cards of Members</li> <li>7. Photographs/Address/Telephone No's of</li> </ul>	Department/Passport Copy Executive Body		
📄 Grievance		<ul> <li>8. Inventory of Assets and Liabilities of Unio</li> <li>9. Office of Union (Photograph)</li> <li>0. Rubber Stamp of President/General Secr</li> <li>1. Grade Deade Minute Deade and Manual Manual Secr</li> </ul>	on-Particulars required by section 5(2) a etary	of Indian Trade Unions Act 1926 (Statemer	nt of Assets and Liabilities-Schedule III)
Refund Request		<ol> <li>Cash Book, Minute Book, and Membershi</li> <li>On-spot verification report along-with re</li> <li>Certificate by the verifying Officer to the of</li> <li>Rent deed</li> </ol>	p Register commendation for registration effect that no other identical Union exists	s in the areas	
Land Estate					Continue





ime Land

My

#### Registration under The Trade Unions Act, 1926

#### Now, the following page will appear.



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Block *		Tehsil *	Gran	n Panchayat *	
	\$		\$		
Pincode *		Contact Number *	Туре	e of Union - Mandatory *	
Pincode		Contact Number	S	Select	\$
Trade union came into existence *			City *		
dd-mm-yyyy			city		
	All documents	s to be selected from	n Document Manager)		
Constitution of Union- Particulars sh	nowing the provisio	on made in the rules of	Resolution of General Body *		
Select Document		\$	Select Document		:
List of Members - Particulars require	ed by section 5-1 c	of Indian Trade Unions	Bank Account of Union *		
Act, 1926 (List of Officers-Schedule	l) *		Select Document		
Non Involvement Cartificate from Pa	lico Donartmont/P	▼	Convertidentity Cards of Membr	ore *	
Select Document	nice Department/P	assport Copy *	Select Document		
Photographs/Address/Telephone No	o's of Executive Boo	dy * *	Inventory of Assets and Liabilitie	es of Union- Particulars require	ed by section 5(2
Select Document		\$	of Indian Trade Unions Act 1926	(Statement of Assets and Liak	oilities-Schedule
			Select Document		
Office of Union (Photograph) *			Select Document Rubber Stamp of President/Gen	eral Secretary *	
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#### Under the Trade Union Details, Enter the following-

#### Name of Trade Union - Enter the official name or title of the trade union.

**Address of Head Office -** Provide the physical location address of the head office of the trade union.

**District -** Choose the appropriate district from the dropdown menu.

**Block -** Select the relevant block or neighborhood from the dropdown menu.





### **Tehsil -** Choose the appropriate tehsil (administrative division) from the dropdown menu.

### **Gram Panchayat -** Specify the Gram Panchayat if applicable.

**Pincode -** Enter the postal code or PIN code of the head office's location.

**Contact Number -** Provide a contact number where the trade union can be reached.

**Type of Union -** Select the type of trade union from the dropdown menu. Options include Union of Employers, Union of workers engaged in a particular Industry, and Union of Profession.

#### **Trade union came into existence -** Enter the date when the trade union was established or came into existence.

**City -** Specify the city where the head office of the trade union is located.

Under the **Document Upload** section, all documents to be selected from document manager. 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 and your document will be then showing under the dropdown menu. Now, click on the Submit 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.

