



singlewindow.jk.gov.in

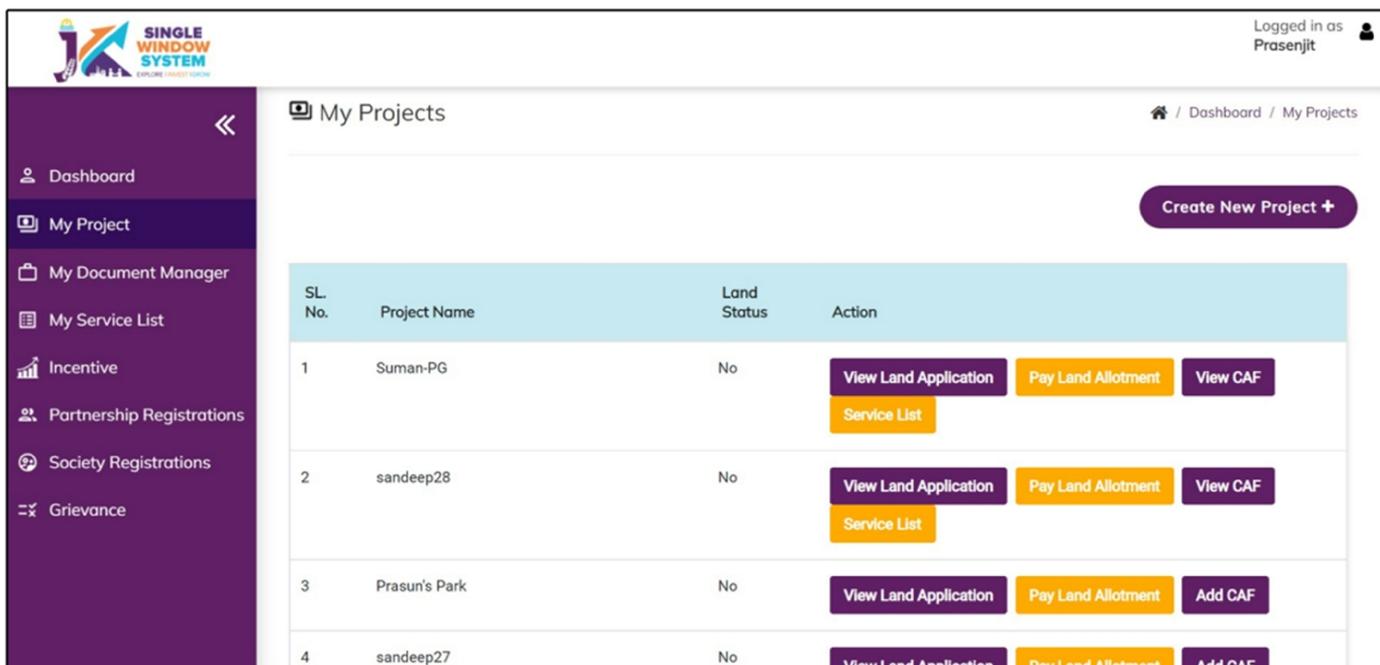
Transfer of Lease Hold Rights of Units

Single Window System - J & K

NOTE

Please Create Project before applying for any services

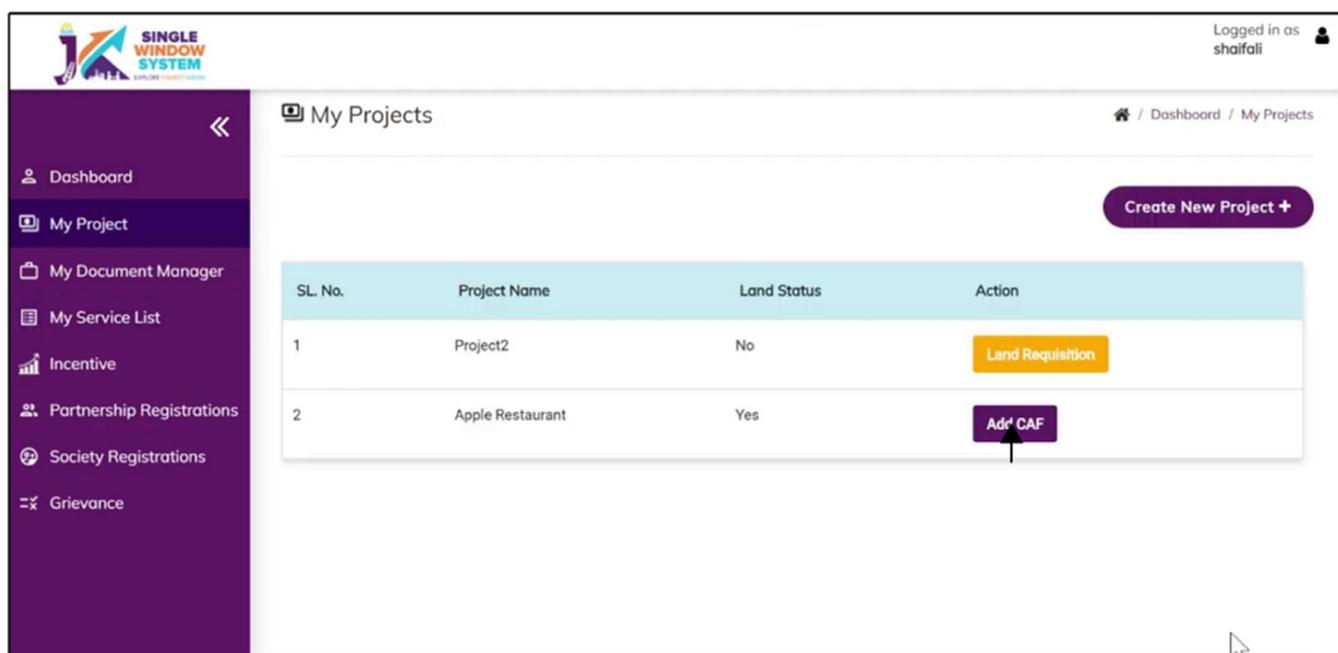
After login into the website, select My Project from the side menu. Then following page will appear. Click on the Create New Project to create your project.



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.

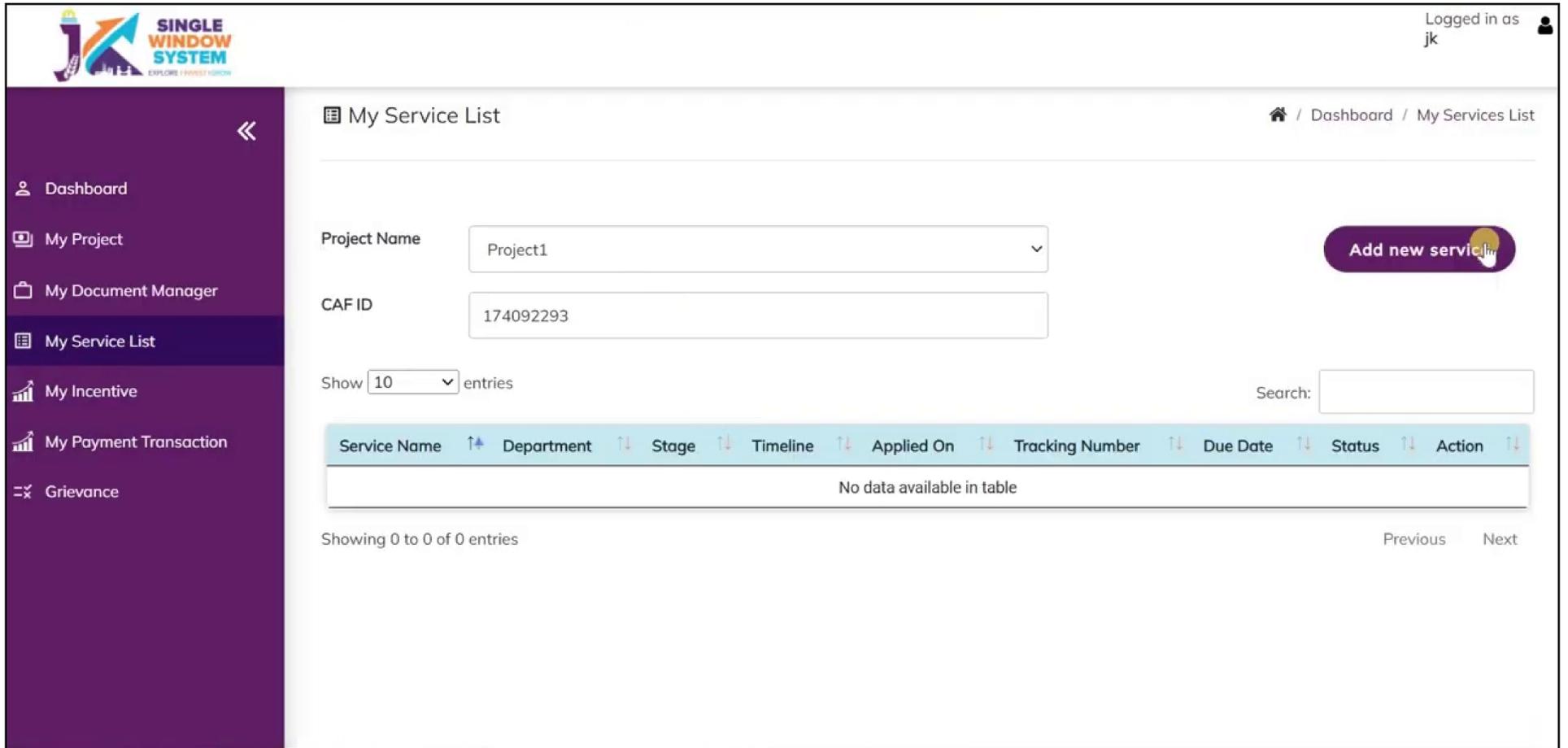


SL. No.	Project Name	Land Status	Action
1	Project2	No	Land Requisition
2	Apple Restaurant	Yes	Add CAF

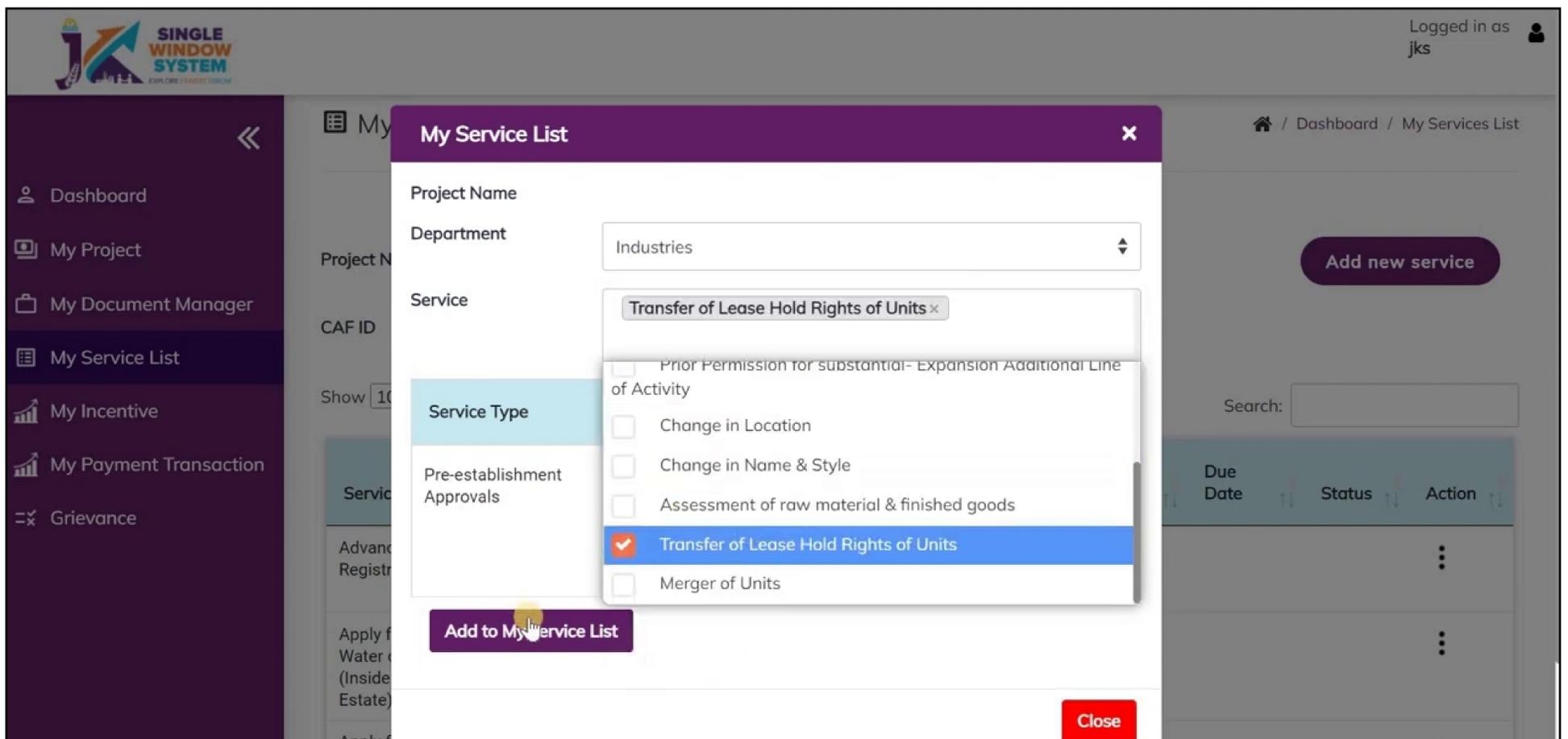
For more details on how to create project and add CAF, visit the following link:
https://singlewindow.jk.gov.in/user_manual

Transfer of Lease Hold Rights of Units

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

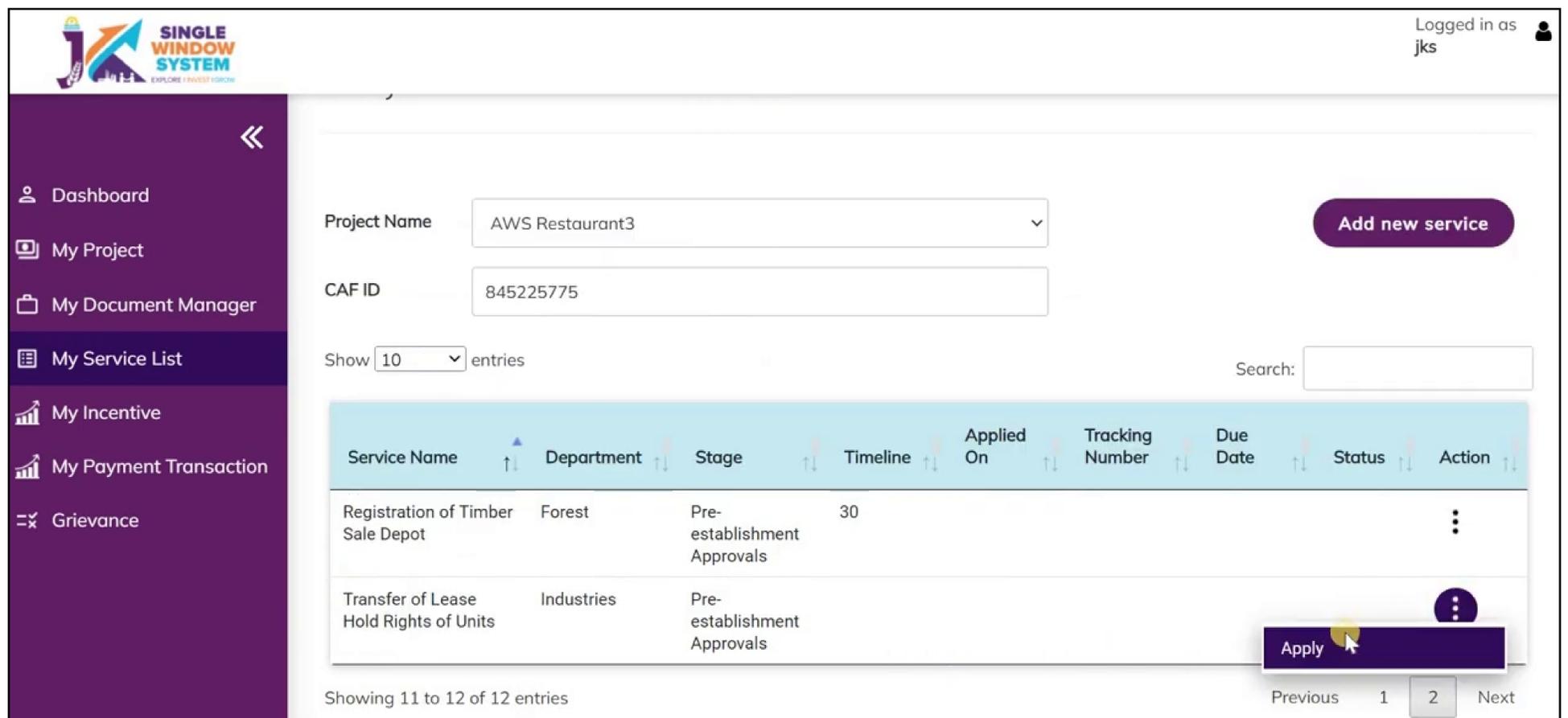


After clicking on **Add new service**, **My Service List** pop-up will appear.



Select **Industries** in department field and on services, check the **Transfer of Lease Hold Rights of Units** from **Industries** and click on the **Add to My Service List** button.

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



Logged in as jks

Project Name: AWS Restaurant3 Add new service

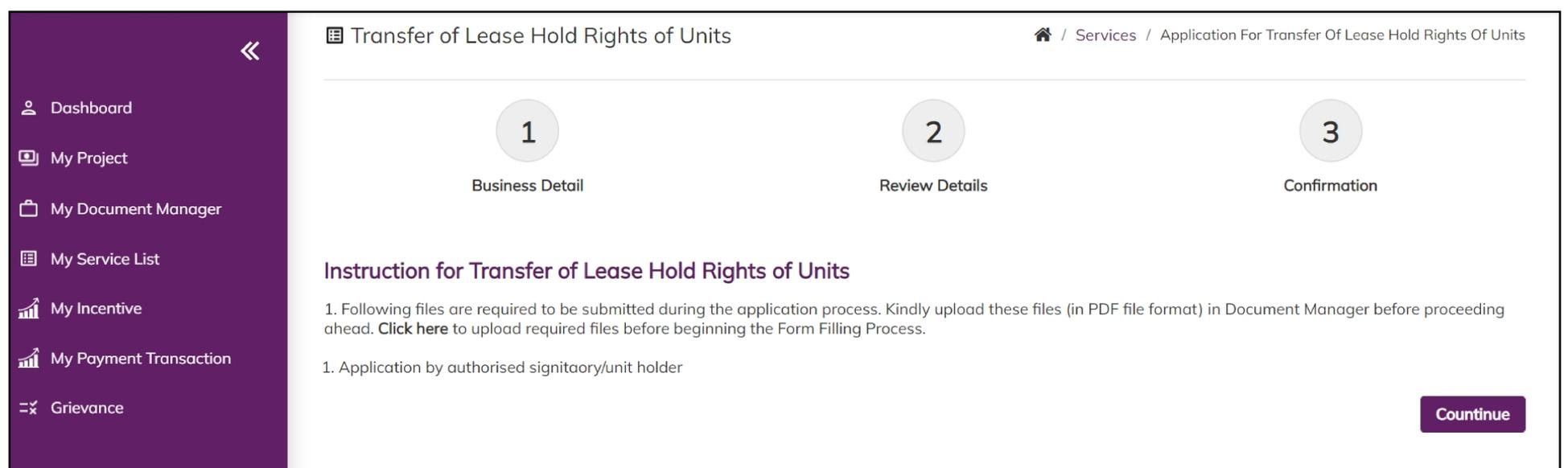
CAF ID: 845225775

Show 10 entries Search:

Service Name	Department	Stage	Timeline	Applied On	Tracking Number	Due Date	Status	Action
Registration of Timber Sale Depot	Forest	Pre-establishment Approvals	30					⋮
Transfer of Lease Hold Rights of Units	Industries	Pre-establishment Approvals						⋮ Apply

Showing 11 to 12 of 12 entries Previous 1 2 Next

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



Transfer of Lease Hold Rights of Units Home / Services / Application For Transfer Of Lease Hold Rights Of Units

1
Business Detail

2
Review Details

3
Confirmation

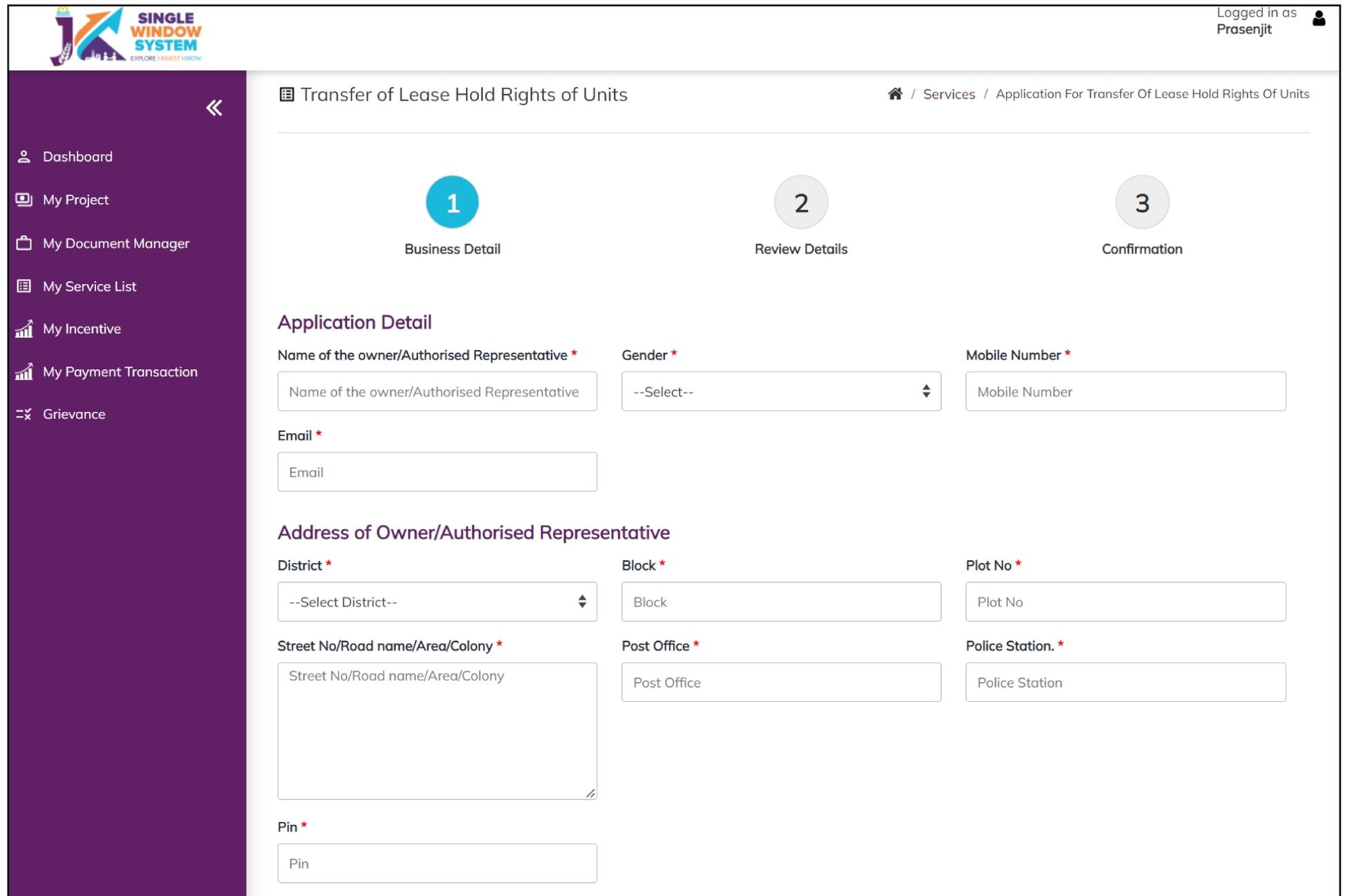
Instruction for Transfer of Lease Hold Rights of Units

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

[Continue](#)

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



The screenshot shows a web application interface for 'Transfer of Lease Hold Rights of Units'. The user is logged in as 'Prasenjit'. The page title is 'Transfer of Lease Hold Rights of Units' and the breadcrumb is 'Services / Application For Transfer Of Lease Hold Rights Of Units'. The form is divided into three steps: 1. Business Detail, 2. Review Details, and 3. Confirmation. The 'Application Detail' section includes the following fields:

- Name of the owner/Authorised Representative ***: Text input field.
- Gender ***: Dropdown menu with '--Select--'.
- Mobile Number ***: Text input field.
- Email ***: Text input field.
- Address of Owner/Authorised Representative**:
 - District ***: Dropdown menu with '--Select District--'.
 - Block ***: Text input field.
 - Plot No ***: Text input field.
 - Street No/Road name/Area/Colony ***: Text input field.
 - Post Office ***: Text input field.
 - Police Station. ***: Text input field.
- Pin ***: Text input field.

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.

Street No/RoadName/Area/Colony - Enter the Street No or RoadName or Area or Colony.

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"/>
Plot No *	Street No/Road name/Area/Colony *	Post Office *
<input type="text" value="Plot No"/>	<input type="text" value="Street No/Road name/Area/Colony"/>	<input type="text" value="Post Office"/>
Police Station. *	Pin *	Lease Start Date *
<input type="text" value="Police Station"/>	<input type="text" value="Pin"/>	<input type="text" value="dd-mm-yyyy"/>
Duration of Lease *	Remaining period of Lease *	
<input type="text" value="Duration of Lease"/>	<input type="text" value="Remaining period of Lease"/>	

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.

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

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

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.

Lease Start Date - Enter here the lease start date.

Duration of Lease - Enter here the duration of lease.

Remaining period of Lease - Enter here the remaining period of lease.

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, Transfer of Lease Hold Rights of Units is completed.