

singlewindow.jk.gov.in

COMMON APPLICATION FORM (CAF)

Single Window System - J & K

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HOW TO AVAIL CAF

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.

					ڊ 😜
«	🕒 My Proje	ects		1	🏠 / Dashboard / My Projects
🙀 My Project	Create Ne	ew Project +			
Private Land	SL. No.	Project Name	Project Type	Land Status	Action
My Documents	1	xyz123	Commercial/Industrial	No	:
Service List >	2	sanam	Commercial/Industrial	Not Applicable	ify Project
My Incentive	3	rahul	Commercial/Industrial	Not Aprilicable	CAF
My Payment Transaction	4	qc releases	Commercial/Industrial	Yes	:
	5	хуz	Commercial/Industrial	Yes	:
Rrievance 🦳	6	testingssss	Commercial/Industrial	Yes	:
음 Dashboard					

ard		
	1 .	

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Following screen will appear now -

						Logged in as Prasenjit
≪ ≗ Dashboard	Common Appli	cation Form				🎇 / Add CAF
My Project	General	Address	Project Cost	Employment	Line of Activity	
🗂 My Document Manager						
My Service List	PAN Number *		Aadhaar No *		Unit Name *	
ncentive						
. Partnership Registrations	Name of Promoter *					
Society Registrations	Prasenjit Gupta					
≕ ¥ Grievance	SAVE AS DRAFT	SAVE				

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CAF form consists of five different tabs i.e, General, Address, Project Cost, Employment and Line of Activity.

General Tab (CAF)

PAN Number - Here investor have to enter the PAN Number.

Aadhaar Number - Here investor have to enter the Aadhaar Number.

Unit Name - Name of the unit has to be specified here.

Name of Promoter - Mention the name of the promoter.

Address Tab (CAF)

*						倄 / Add CAF
ළ Dashboard	Common Appl	ication Form				
My Project	General	Address	Project Cost	Employment	Line of Activity	
🗂 My Document Manager						
My Service List	House Number *		Street Name *		Village /Town *	
f Incentive	House No.		Street Name		Village/Town	
2. Partnership Registration	s State *		District *		Mobile Number *	
Society Registrations	Select state	\$	Select	\$	9830622415	
≒ ¥ Grievance	Pin Code *		Telephone Number *		E-Mail ID *	
	Pin Code		Telephone		prasenjit.gupta@optimizei	systems.com
	SAVE AS DRAFT	SAVE				

House Number - Here the investor enters the house number of the address.

Street Name - Here the investor enters the street name.

Village /Town - Here investor enter their village/town.

State - Here investor enter their state name.

District - Enter the district name here.

Mobile Number - Enter the mobile number here.

Pin Code - Enter the pin code here.

Telephone Number - Enter the telephone number here.

E-Mail ID - Enter your E-Mail Aaddress here.

Project Cost Tab (CAF)

General	Address	Project Cost	Employment	Line of Activity	
	Existi	ng Investment	Expansion Investment	Total Investment	
Land Value *					
Building Value *					
Plant and Machinery	v Value *				
Total Value *					

Project cost tab consist of **land value**, **building value** and **plant and machinery value**. For each section, the investor have to mention the existing investment and expansion investment respectively. **Total investment** and **Total value** will be calculated accordingly. Investor can evaluate their total project cost here and save it for the furtur process.

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Employment Tab (CAF)

General	Address	Project Cost	Employmer	nt	Line	e of Activity	
			Skilled	Unsk	illed	Total	
Male *						0	
Female *						0	

Under **Employment** tab of CAF, Investor have to mention employment details regarding the project. Here investor have to specify the number of skilled and unskilled male and female employees in the project.

Line of Activity Tab (CAF)

Common Appl	ication Form					
General	Address	Project Cost		Employment	Lin	e of Activity
ine of Activity *						
Activities Search						
Search Activities						
Activity of Enterprise * Manufacturing (VIC 2 Digit Code *Select) Service		\$			
NIC 4 Digit Code *			_			
Select			\$			
IIC 5 Digit Code *			\$			
Add NIC +			•			
Activity Type		NIC 2	NIC 4	٢	NIC 5	Action
List of Raw Ma Add Raw Materia	aterials to be Us	sed				
Name of Raw Mater	ial *					Action
SAVE AS DRAFT	SAVE					

In Line of Activity tab, investor have to fill all the information regarding the line of activity of the project. All the fields here are mandatory.

Line of Activity - Investor have to specify the line of activity of the project.

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Activities Search - Investor can select the activity from the dropdown list. The dropdown list is dynamic so it will help user with the search by just typing a keyword. While typing, after 3 character system searches in NIC 5 digit description and show investors options to select.

Activities Search	<u>ר</u>
wool	
13113 - Preparation and spinning of wool, including other animal hair and blended* wool including other animal hair	Example: If user types wool in the Activities Search box then activities
13123 - Weaving, manufacture of wool and wool mixture fabrics.	regarding wool will start appearing
13133 - Finishing of wool and blended wool textiles.	respective NIC code of that activity li 13123 - Weaving, manufacture of w
13912 - Manufacture of knitted and crocheted woolen fabrics	and wool mixture fabrics.
13932 - Manufacture of carpets and other floor coverings made of wool	Same is shown with the help of scree
23102 - Manufacture of glass fibre (including glass-wool) and yarn of glass fibre; nonwoven glass fabrics, mats, boards and similar non-woven products	to the left of this example text.

Activities of Enterprise - Manufacturing or Service (*Radio Button*) - Investor specifies the type of activity weather it is manufacturing or service.

NIC Code - The NIC Code is a classification system that enables one to classify the business activities. It is a numeric code in the form of a 2 to 3 digit code, a four-digit code, and a five-digit code. NIC 2 Digit Code, NIC 4 Digit Code and NIC 5 Digit Code are mandatory fields that are automatically populated as we enter the activity by search activities. Investors can also manually enter these fields. After, all the mandatory fields are filled the investor have to click on **Add NIC** + and the selected fields will now displayed in a tabular form as shown in the following screenshot as an example:

Add NIC +				
Activity Type	NIC 2	NIC 4	NIC 5	Action
manufacturing	13 - Manufacture of textiles	1311 - Spinning, weaving and finishing of textiles Preparation and spinning of textile fibres	13113 - Preparation and spinning of wool, including other animal hair and blended* wool including other animal hair	Delete

Similarly investor can add raw material by clicking on the button Add Raw Material +.

Now, User can save or save as draft(In case of furthur entry or edit) and now CAF has been added successfully.