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**HOW TO APPLY FOR SERVICES**

Single Window System - J & K

# How to Apply for Services (Citizen Centric)

After login, select 'Service List' then 'Citizen Centric Services' from the left side menu and click on 'Apply' button respective to the services for which you need to apply for as shown in the following screenshot.

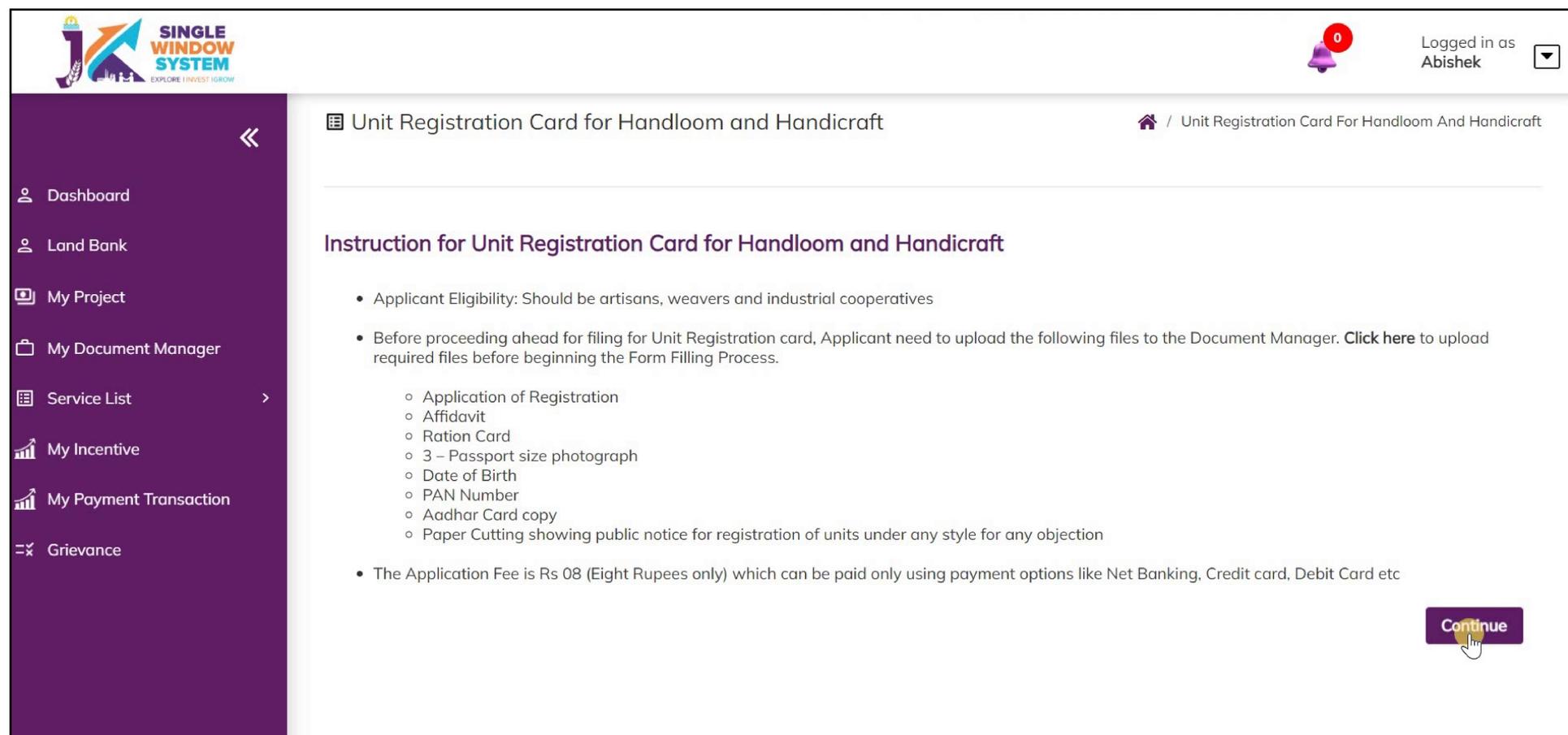


The screenshot shows the 'Service List' page in the Single Window System. The left sidebar contains a menu with 'Service List' selected, and 'Citizen Centric Services' is highlighted. The main content area displays a table of services:

Service Name	Department	Applied On	Tracking Number	Due Date	Status	Document Status	Action
Artisan Registration Card	Department of Handloom and Handicraft	04/11/2022	AR-242891	10/12/2022	Submitted	NA	⋮
Application for Issuance of Death Certificate							⋮
Extra Payment for existing service							⋮
Property Registration							⋮
Social Occasions or Temporary Licence - JKEL-4D - Permit to serve liquor on social occasions at private places							⋮
Social Occasions or Temporary Licence - JKEL-4E - Permit to serve liquor on social occasions at banquet halls / part halls / restaurants etc							⋮
Unit Registration Card							⋮

At the bottom of the table, there is a pagination bar with 'Showing 1 to 7 of 7 entries' and a blue 'Apply' button with a hand cursor over it.

After clicking on the apply button, instruction page will appear. Read all the Instructions carefully and click on the continue button to proceed.



The screenshot shows the 'Instruction for Unit Registration Card for Handloom and Handicraft' page. The left sidebar contains a menu with 'Service List' selected, and 'Unit Registration Card' is highlighted. The main content area displays the following instructions:

- Applicant Eligibility: Should be artisans, weavers and industrial cooperatives
- Before proceeding ahead for filing for Unit Registration card, Applicant need to upload the following files to the Document Manager. [Click here](#) to upload required files before beginning the Form Filling Process.
  - Application of Registration
  - Affidavit
  - Ration Card
  - 3 - Passport size photograph
  - Date of Birth
  - PAN Number
  - Aadhar Card copy
  - Paper Cutting showing public notice for registration of units under any style for any objection
- The Application Fee is Rs 08 (Eight Rupees only) which can be paid only using payment options like Net Banking, Credit card, Debit Card etc

At the bottom right of the page, there is a blue 'Continue' button with a hand cursor over it.

That is how we apply for the services.