



# singlewindow.jk.gov.in

PRIVATE LAND

Single Window System - J & K



## Private Land Module

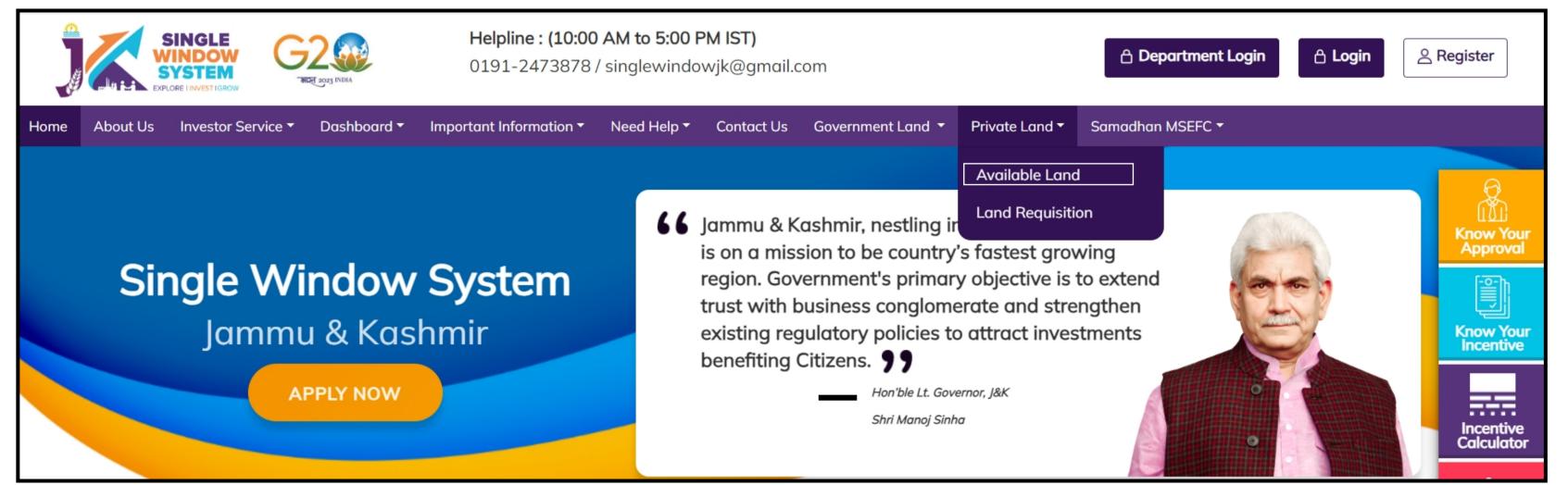
This user manual is for the efficient and accessible service pertaining to "Private Land" within the Single Window System of Jammu and Kashmir. This service addresses the pivotal aspect of land utilization, offering two distinct options: 'Available Land' and 'Requisition of Land.'

For those seeking to harness the potential of privately owned properties, the 'Available Land' option provides a streamlined process for individuals and businesses to register and make use of such land for various purposes. On the other hand, the 'Requisition of Land' option caters to those entities or initiatives that require specific private land for public or development purposes, outlining a straightforward procedure to formalize the requisition.

This user manual serves as your comprehensive guide, navigating through the intricacies of both options. Whether you are a landowner looking to register your available land or an entity seeking land for a purposeful initiative, discover the simplicity and transparency embedded in these processes, contributing to responsible and sustainable land use practices in the enchanting region of Jammu and Kashmir.

Non-logged in user can also access the **Available Private Land** and **Available Land Request** under the homepage navigation bar. Here, users can have information about these two.

Access the Website: Open your web browser and visit the official website: https://singlewindow.jk.gov.in/



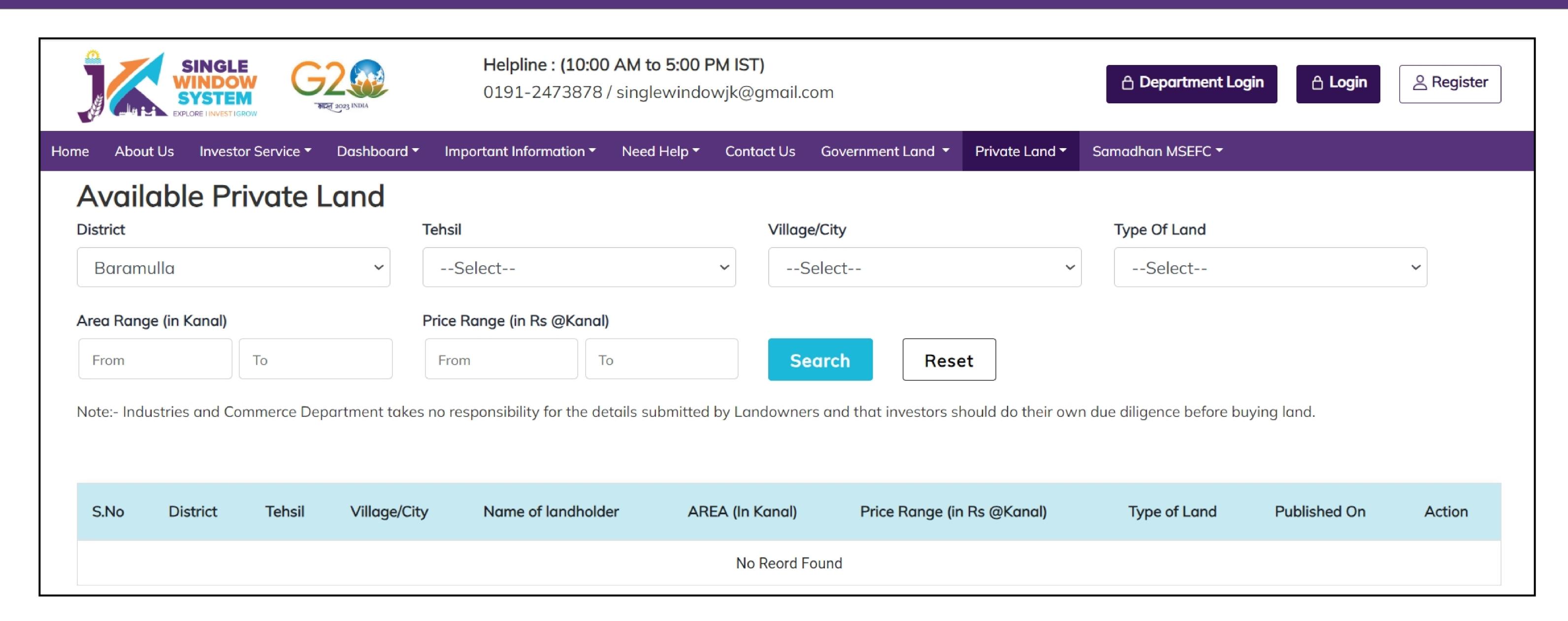
## Private Land Module

Non Logged in User

Welcome to the 'Available Land' service within the Private Land section of the Single Window

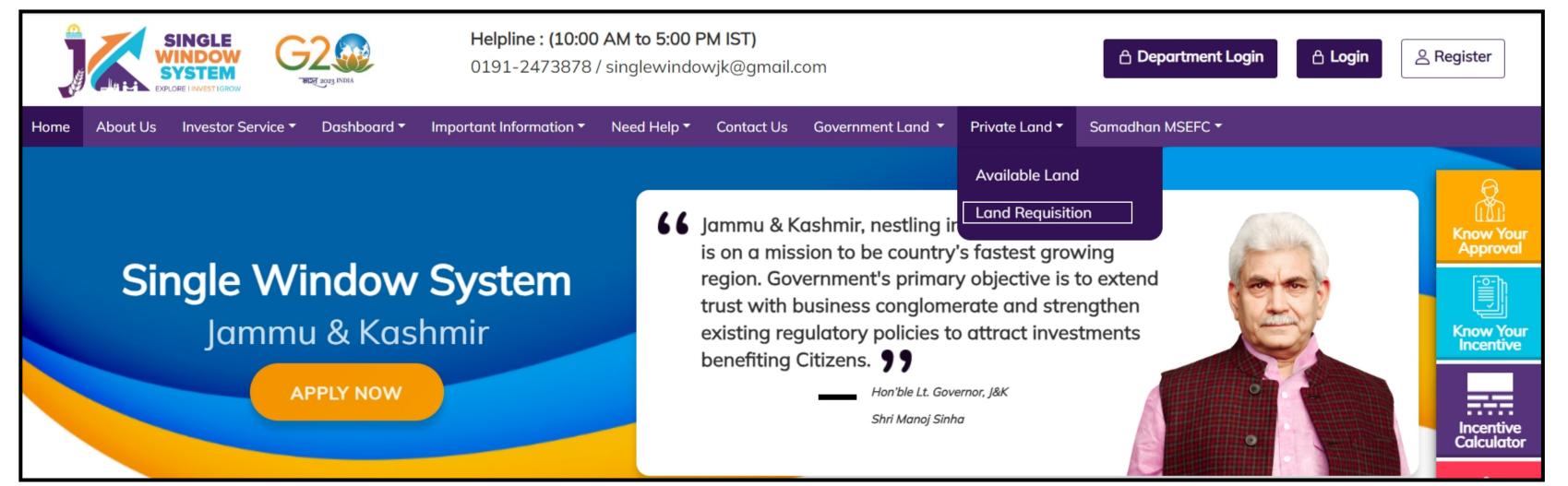
System in Jammu and Kashmir, tailored for non-logged-in users seeking accessible and transparent land opportunities. This streamlined platform allows you to explore and discover available lands without the need for a user login.





Upon clicking the 'Available Land' option, a user-friendly page unfolds, featuring essential fields such as District, Tehsil, Village/City, Type of Land (offering choices between Agriculture and Commercial), Area Range (in Kanal), and Price Range (in Rs @Kanal). These parameters empower you to tailor your search based on specific criteria.

Once you've filled in the desired fields, a quick search initiates, presenting a comprehensive table showcasing vital details, including District, Tehsil, Village/City, Name of Landholder, Area (in Kanal), Price Range (in Rs @Kanal), Type of Land, and the date of publication. This intuitive interface ensures that non-logged-in users can effortlessly navigate through available land options, facilitating informed decisions in the dynamic landscape of Jammu and Kashmir.



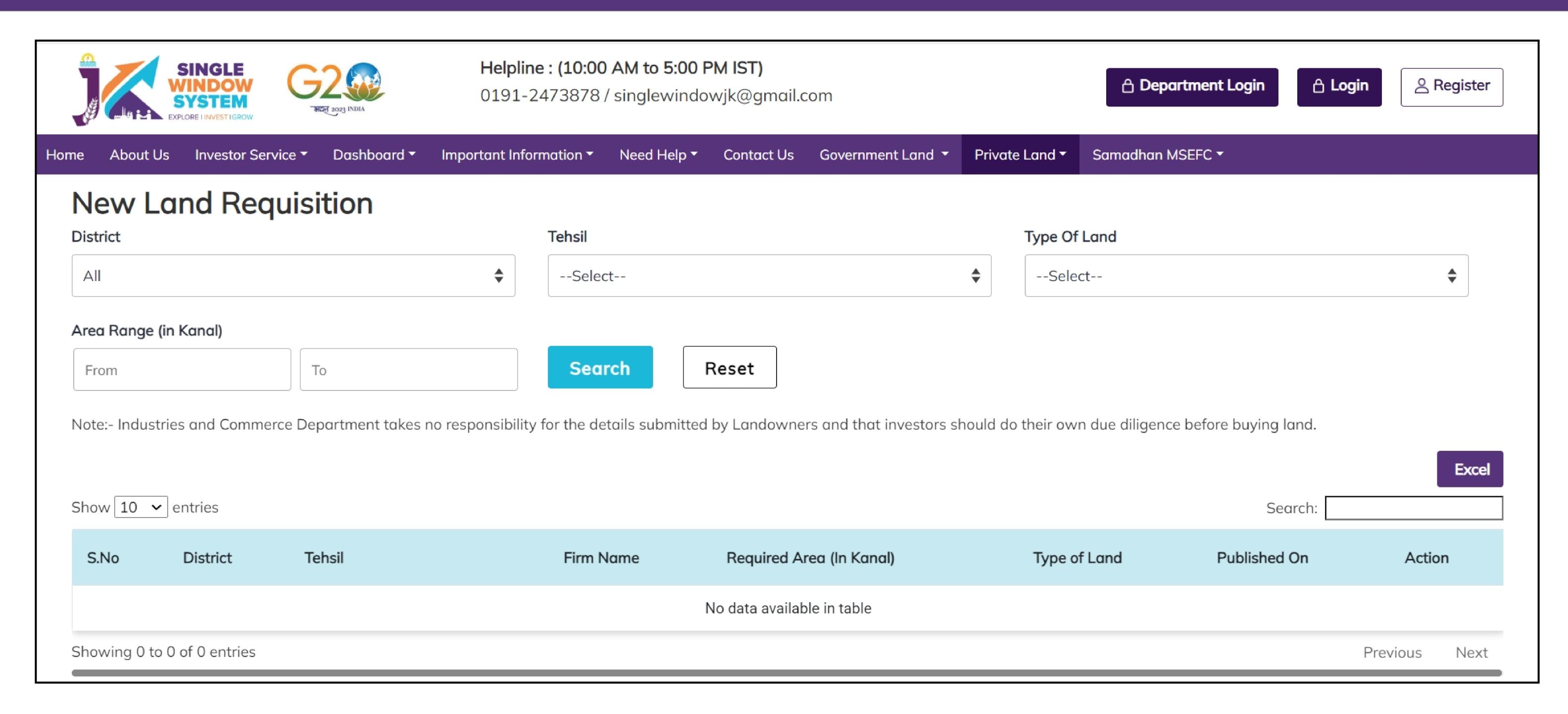
## Land Requisition

Non Logged in User

Welcome to the 'Land Requisition' service within the Private Land section of the Single Window

System in Jammu and Kashmir, designed to cater to non-logged-in users seeking specific land for requisition. This user-friendly platform allows you to explore and express your land requisition requirements effortlessly, without the need for a user login.





Upon selecting **'Land Requisition'** a comprehensive page unfolds, featuring essential fields including District, Tehsil, Type of Land (with options for Agriculture and Commercial), Area Range (in Kanal), and Price Range (in Rs @Kanal). These fields provide you with the flexibility to tailor your requisition search based on specific criteria.

Once you've filled in the desired fields, a simple search initiates, presenting a well-organized table displaying critical details such as District, Tehsil, Firm Name, Required Area (in Kanal), Type of Land, and the date of publication. Additionally, the 'Action' column empowers you to take the necessary steps based on your requisition needs.

Moreover, to enhance convenience, the system allows you to export the table output as an Excel file, providing a versatile format for further analysis and documentation. This intuitive interface ensures that non-logged-in users can seamlessly navigate the land requisition process, contributing to streamlined processes in the dynamic landscape of Jammu and Kashmir.

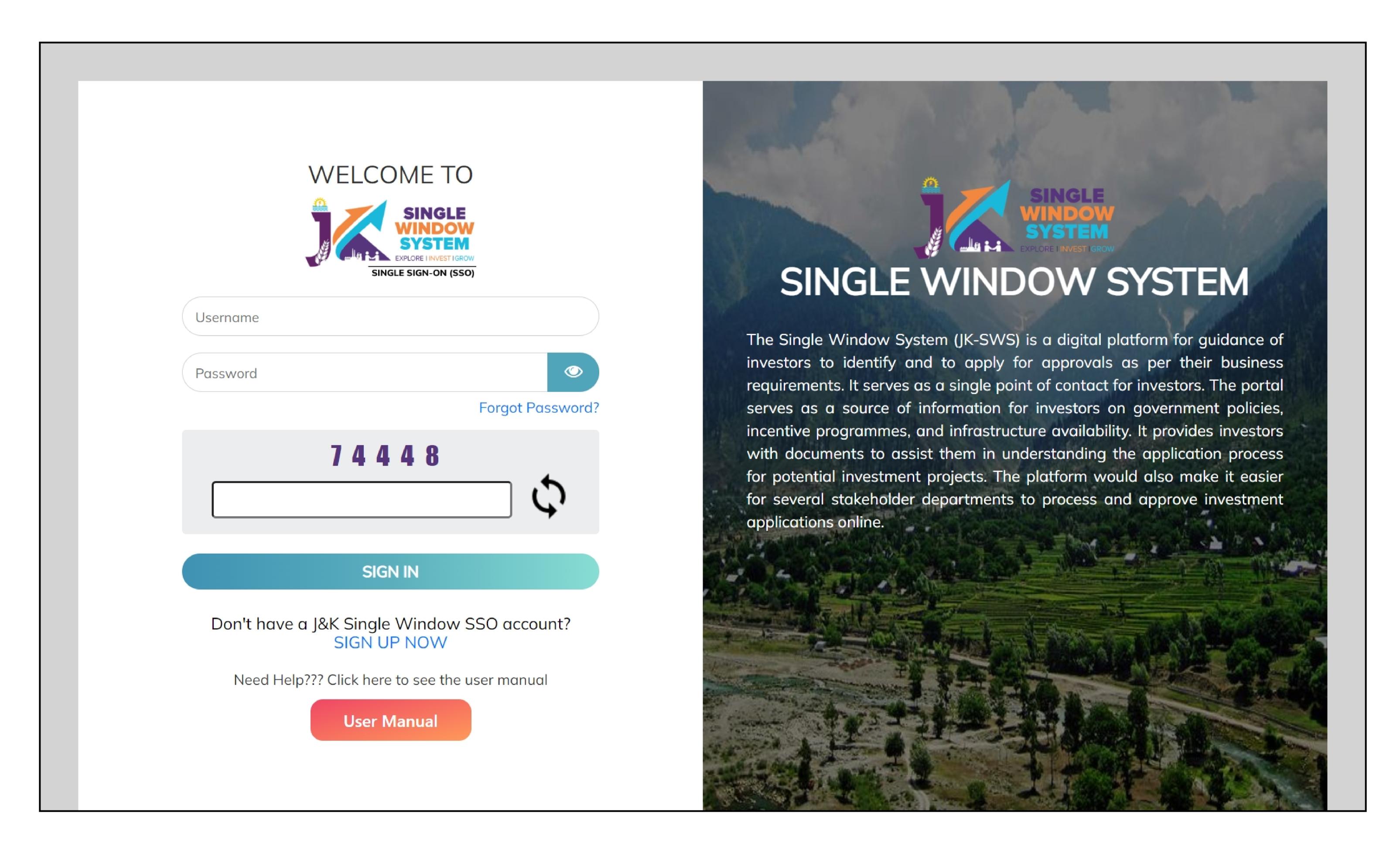


## Private Land Module

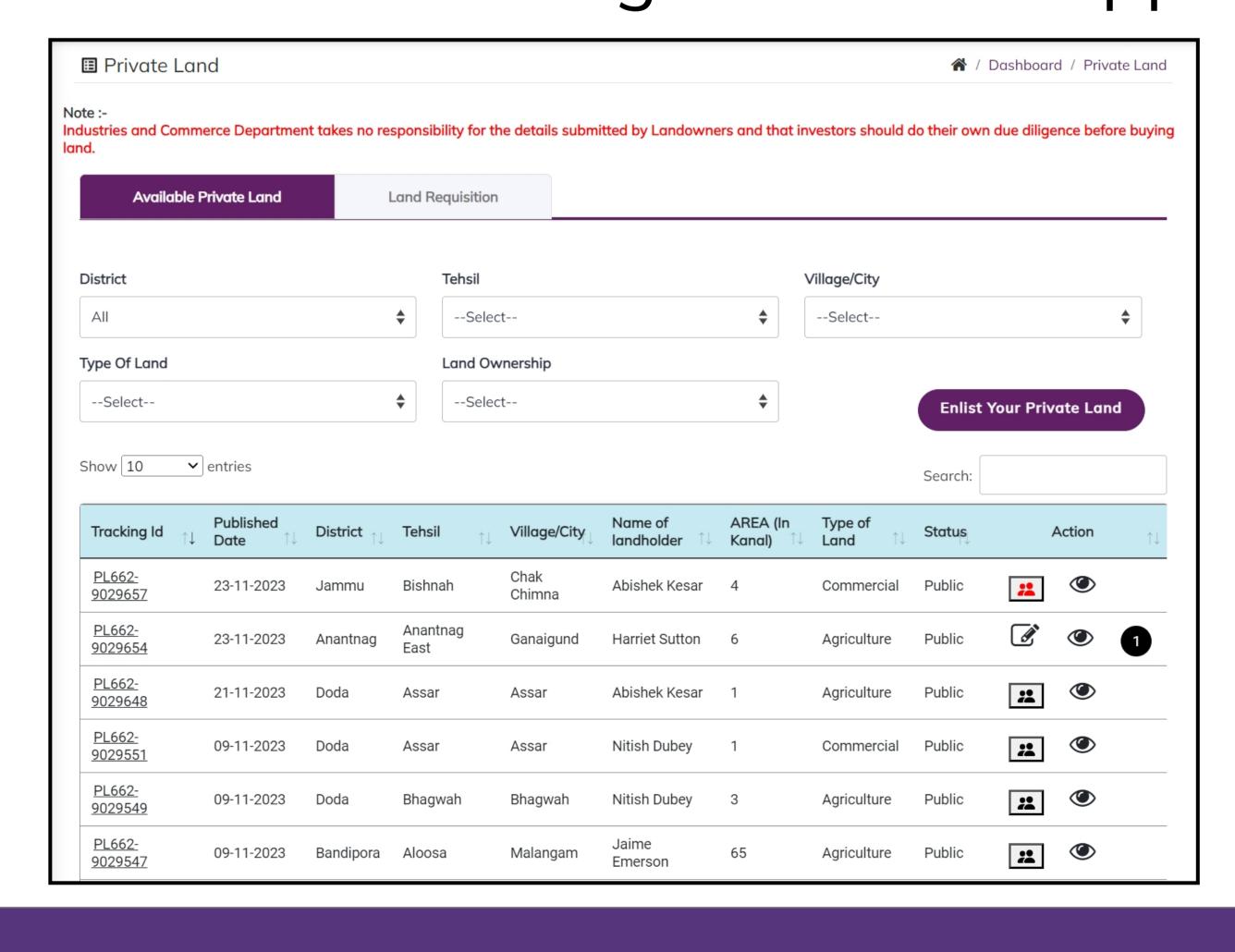
Logged in User

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.



Log in with your credentials and select the Private Land option from the left-side menu. Then, click on the Private Land option and select the Available Private Land tab. The following screen will appear:



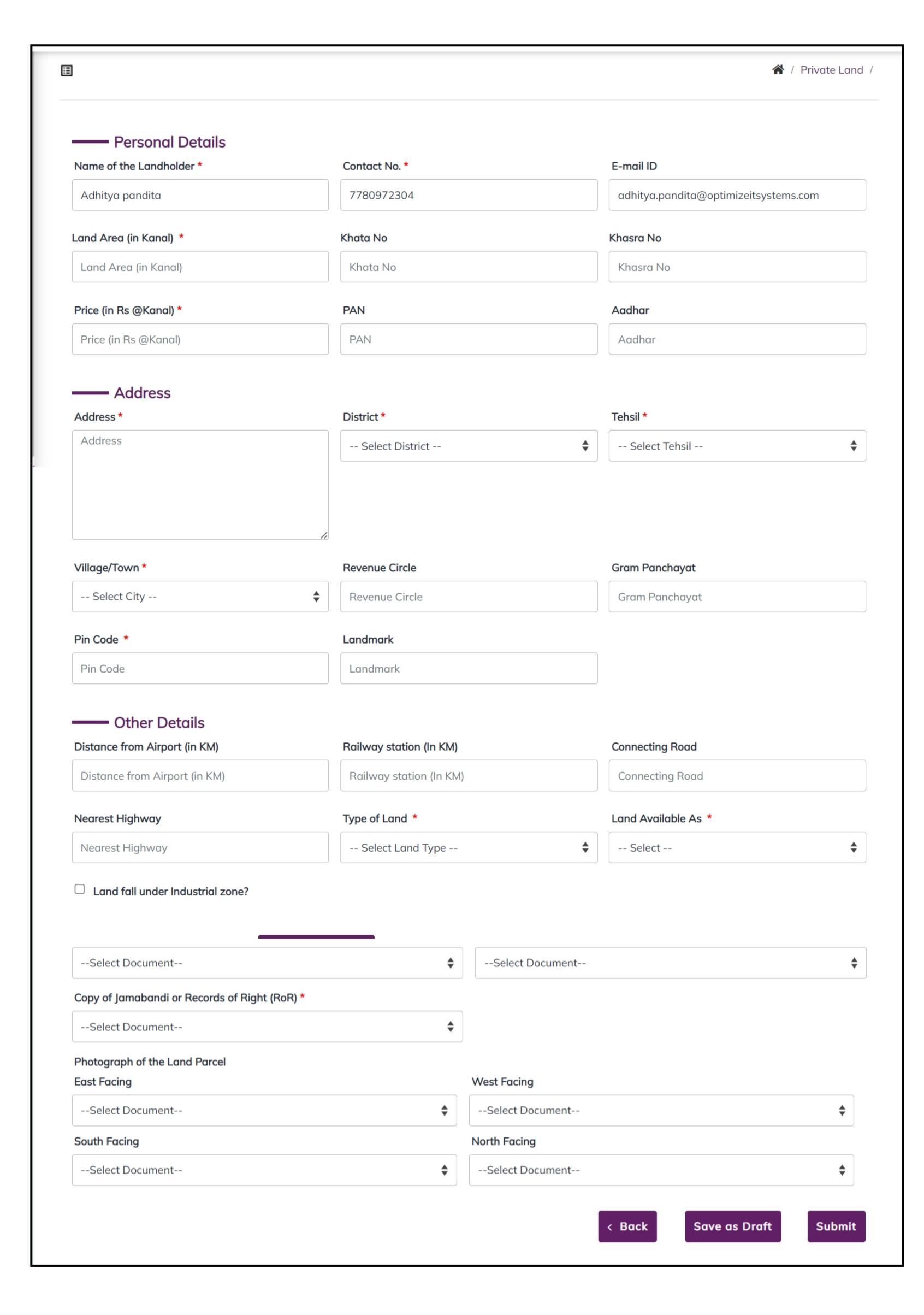
Available Private Land service within the Private Land section of the Single Window System in Jammu and Kashmir for our loggedin users empowers to explore and discover private lands with heightened precision and convenience.



Upon selecting 'Available Private Land,' a set of refined search criteria unfolds, including District, Tehsil, Village/City, Type of Land (with options for Agriculture and Commercial), and Land Ownership (providing choices between 'My Land' and 'Public Land'). These parameters enable you to customize your search according to your preferences.

Upon selecting your search criteria, the system generates a detailed tabular output, displaying crucial information such as Tracking ID, Published Date, District, Tehsil, Village/City, Name of Landholder, Area (in Kanal), Type of Land, Status, and actionable buttons under the 'Action' column for further interaction.

To further enhance the system's user-centric approach, investors have the option to enlist their private land seamlessly. By clicking on the 'Enlist Your Private Land' button following screen will appear:



#### - Personal Details -

Name of the Landholder- Enter the name of the landholder here.

Contact No- Enter your contact number here.

E-mail ID- Enter your E-mail ID here.

Land Area (in Kanal) - Enter here the area of land in terms of Kanal.

Khata No- Enter your khata number here.

Khasra No- Enter the khasra number here.

Price (in Rs @Kanal) - Enter here the price here in as per kanal.

PAN- Enter your PAN card number here.

Aadhaar- Enter the applicant's Aadhaar Card Number here.



#### - Address -

Name of the Landholder- Enter the name of the landholder here.

District- Select the district form the dropdown list.

Tehsil- Select the tehsil form the dropdown list.

Village/Town- Select your city form the dropdown list.

**Revenue Circle-** Please provide the name of the revenue circle or municipality where the address is located. The revenue circle is a local administrative unit to manage revenue collection and other administrative tasks.

Gram Panchayat- Enter your gram panchayat here.

**Pin Code-** Please enter the 6-digit postal code (also known as a ZIP code) for the address. This code helps to identify the specific location and facilitates efficient delivery of mail and parcels to the intended recipient.

**Landmark-** Please provide any nearby landmark or prominent feature that can assist in locating your address easily, such as a famous building, park, or monument."

#### - Other Details -

**Distance from Airport (in KM)-** Please enter the approximate distance in kilometers from the nearest airport to the provided address. This information helps in determining the proximity of the address to the airport and can be useful for logistical and transportation planning purposes.

**Railway station (In KM):** Please enter the approximate distance in kilometers from the nearest railway station to the provided address. This information helps in determining the proximity of the address to the railway station and can be useful for logistical and transportation planning purposes.

**Connecting Road-** Please provide the name of the connecting road or highway that provides access to the address. This information helps in identifying the specific location and can be useful for navigation and transportation planning purposes.

**Nearest Highway-** Please provide the name or number of the nearest highway or major roadway to the provided address. This information helps in determining the proximity of the address to the highway and can be useful for navigation and transportation planning purposes.

**Type of Land-** Please select the appropriate option from the dropdown menu to indicate the type of land at the provided address. Choose 'Commercial' if the land is primarily used for business or commercial purposes, or select 'Agriculture' if the land is used for farming or other agricultural activities.



Land Available As- Please select the appropriate option from the dropdown menu to indicate how the land at the provided address is available. Choose 'Sale' if the land is available for purchase, or select 'Lease' if the land is available for rent or lease. This information helps in identifying the availability and terms of the land for interested parties.

Land fall under Industrial zone?- Please check this box if the land at the provided address is located within an industrial zone or area. An industrial zone is an area designated by local authorities for industrial or manufacturing activities. This information can be useful for businesses or investors interested in locating industrial or manufacturing facilities.

### - Document Upload -

In the **Document Upload** section select the documents from the drop down menu. All documents to be selected from Document Manager so make sure to upload all the required document in the document manager. 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.

After filling up the form as explained, we will have three options at the bottom of the page namely Back, Save as Draft and Submit.

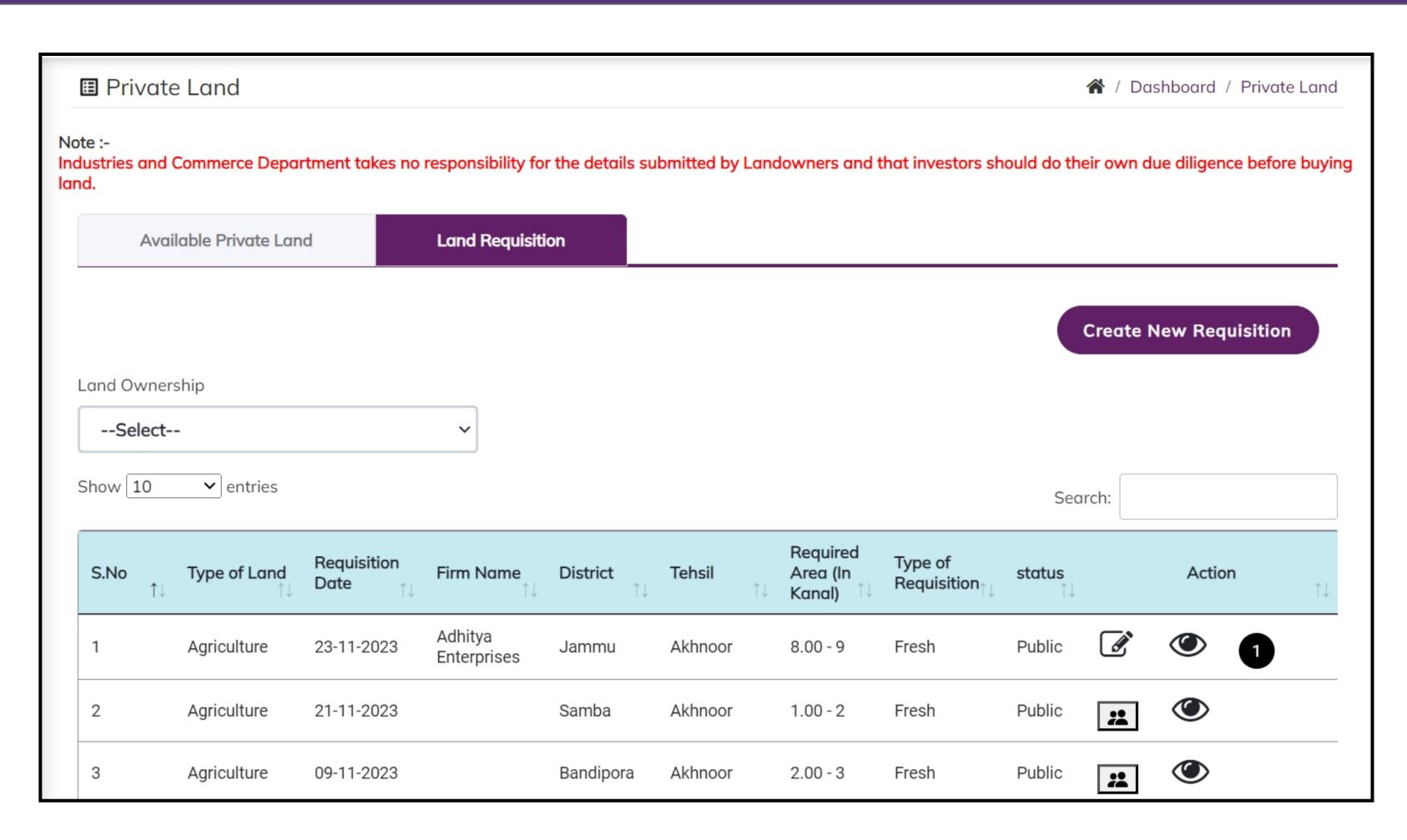
**Back:** Click this button to go back to the previous page and review or edit the information provided in the form.

**Save as Draft:** Click this button to save the information entered in the form as a draft. You can return to the form later to complete and submit it.

**Submit:** Click this button to submit the information entered in the form. Once submitted, you will not be able to make any changes to the information provided. Please ensure that all the information entered is accurate and complete before clicking this button.

After you submit, you can see your application listed under the Available Private Land which is in the tabular form. Here you also can view or edit your form.



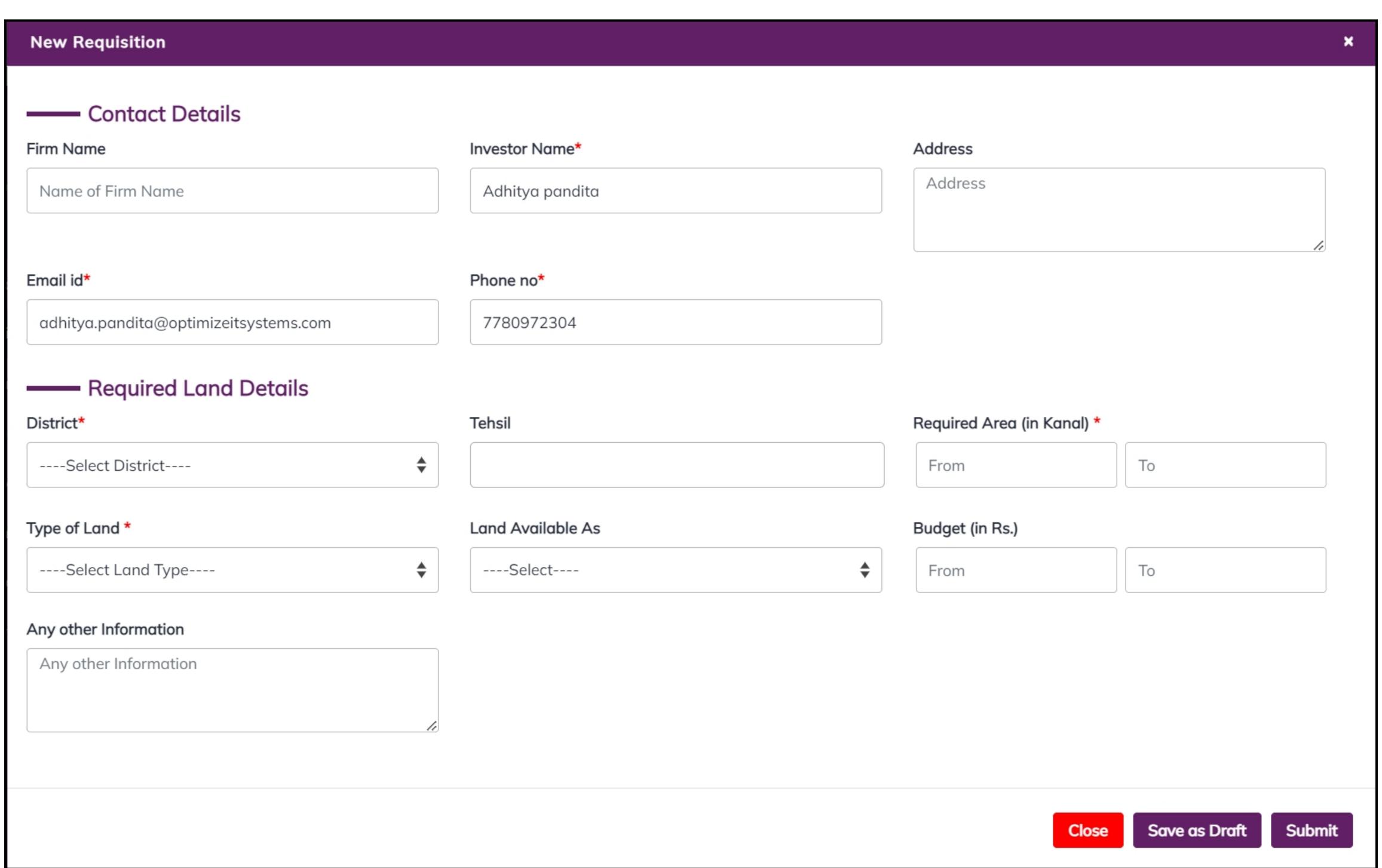


As shown in left side screenshot 'Land Requisition' service within the Private Land section is designed exclusively for our logged-in users.

Upon selecting 'Land Requisition,' a targeted set of search criteria unfolds, featuring 'Land Ownership' with options for 'My Land' and 'Public Land.' This streamlined approach allows you to refine your requisition search based on ownership preferences.

Once the search criteria are selected, the system generates a comprehensive tabular output, presenting vital details such as Type of Land, Requisition Date, Firm Name, District, Tehsil, Required Area (in Kanal), Type of Requisition, Status, and actionable buttons under the 'Action' column for further engagement.

To further empower users, the system provides the option to create a new requisition seamlessly. By clicking on the 'Create New Requisition' button, investors can initiate the requisition process, contributing to a dynamic and collaborative approach to land requisition in the vibrant landscape of Jammu and Kashmir. After clicking on 'Create New Requisition' button, following screen will appear:





#### - Contact Details -

Firm Name- Please enter the name of your firm or organization in this field.

**Investor Name-** Please enter your name as an investor or representative of the firm in this field.

Address- Please enter your complete postal address in this field.

**Email Id-** Please enter your email address in this field. We will use this address to communicate with you regarding your inquiry.

**Phone No.-** Please enter your phone number in this field. We may need to contact you via phone to discuss your inquiry or provide additional information.

#### - Required Land Details -

**District-** Please select the district where you are looking to acquire land from the dropdown menu.

**Tehsil-** Please enter the name of the tehsil or sub-district in which you are looking to acquire land.

**Required Area (in Kanal)-** Please enter the total land area you require in kanals. One kanal is equivalent to approximately 5,445 square feet or one-eighth acre.

**Type of Land-** Please select the appropriate option from the dropdown menu to indicate the type of land you are looking for. Choose 'Commercial' if you require land for business or commercial purposes, or select 'Agriculture' if you require land for farming or other agricultural activities.

Land Available As- Please select the appropriate option from the dropdown menu to indicate how you would like to acquire the land. Choose 'Sale' if you would like to purchase the land, or select 'Lease' if you would like to rent or lease the land.

**Budget (in Rs.)-** Please enter the total budget you have for acquiring the land in Indian Rupees.

Any other Information- Please provide any other relevant information or specific requirements you have for the land you are looking for in this field. This can include details such as proximity to transportation or specific infrastructure requirements.



After filling up the form as explained, we will have three options at the bottom of the page namely **Close**, **Save** as **Draft** and **Submit**.

**Close:** Click this button if you wish to close the form without saving any changes or submitting it. Your progress on the form will not be saved if you click this button.

**Save as Draft:** Click this button if you wish to save your progress on the form and come back to complete it at a later time. Your incomplete form will be saved as a draft, and you can access it again later by logging in and navigating to your draft submissions.

**Submit:** Click this button when you have completed the form and are ready to submit it for review. Once you submit the form, it will be sent for review and you will receive a confirmation message on the screen.

After you submit, you can see your application listed under the Land Requisition tab which is in the tabular form. Here you can also view or edit your form.

## **Show Interest**

Registered Land and Land Requisition

Logged-in users have the option to express their interest in a Registered Land by clicking on the 'Show Interest' action in the corresponding row of the table. This action signifies your interest in acquiring or learning more about the listed land. The system will record your interest, and it will be visible under the 'Interest Shown' column in the table. Following is the screenshot:

