



singlewindow.jk.gov.in

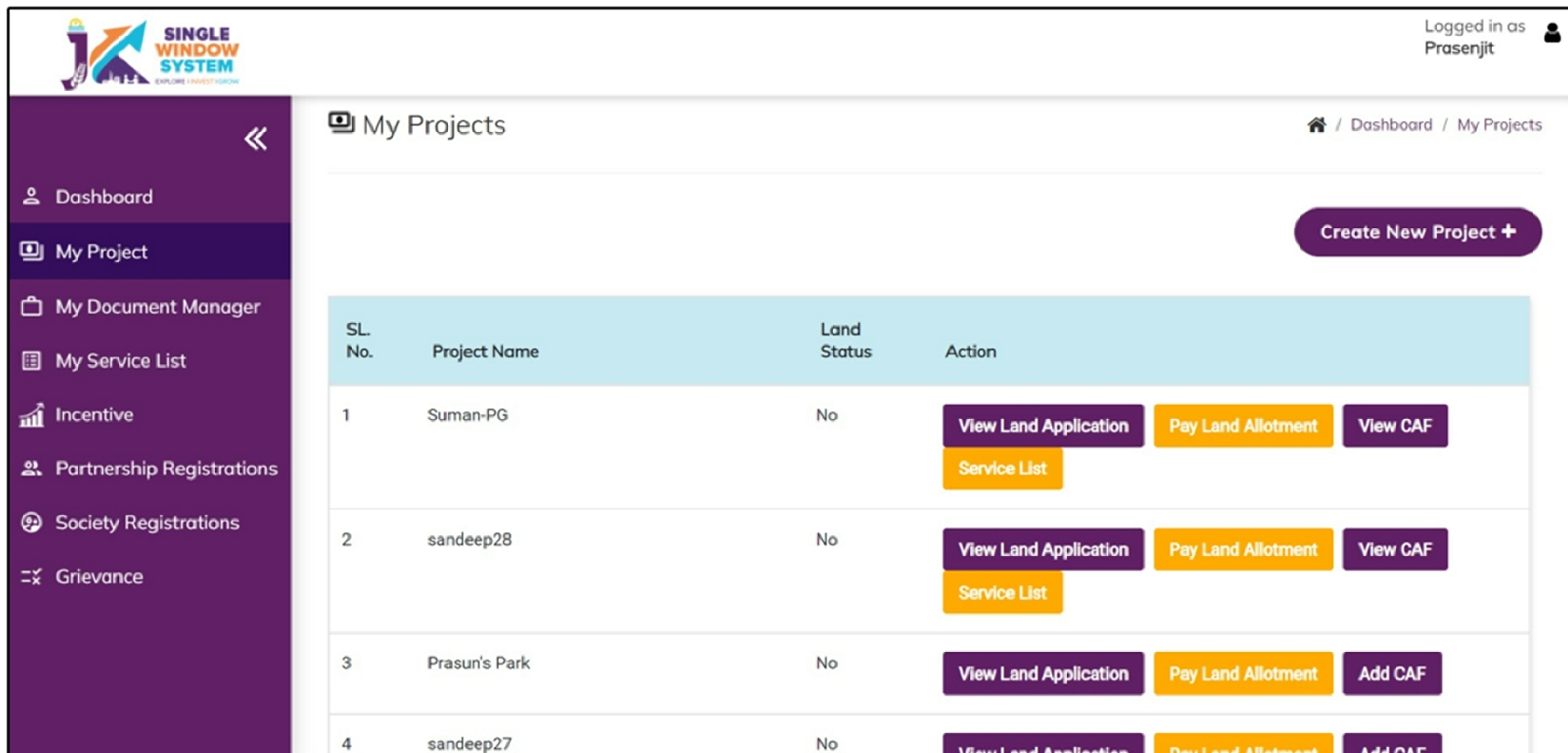
Registration of Establishment under the Inter State Migrant Workmen

Single Window System - J & K

NOTE

Please Create Project before applying for any services

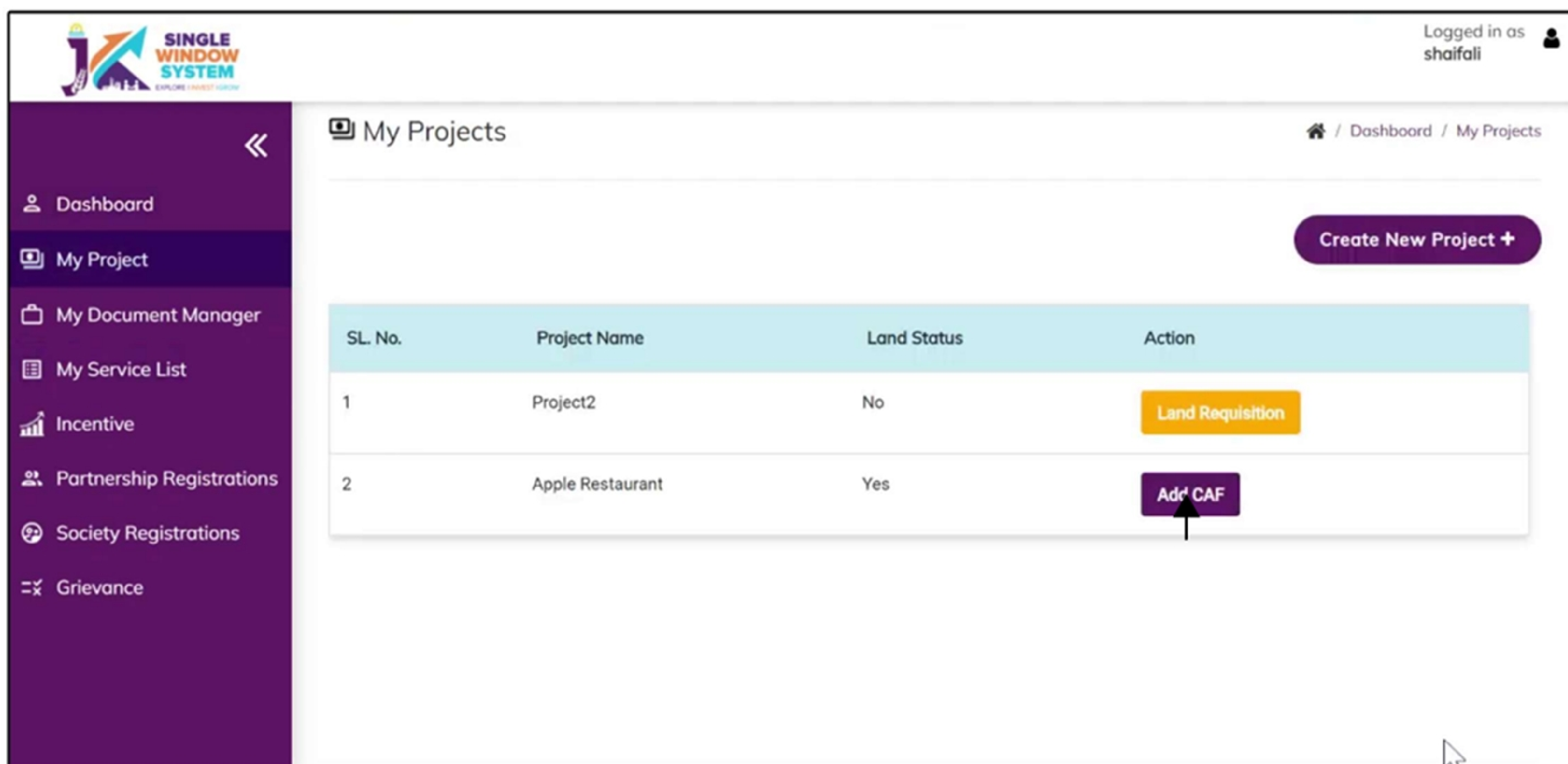
After login into the website, select My Project from the side menu. Then following page will appear. Click on the Create New Project to create your project.



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

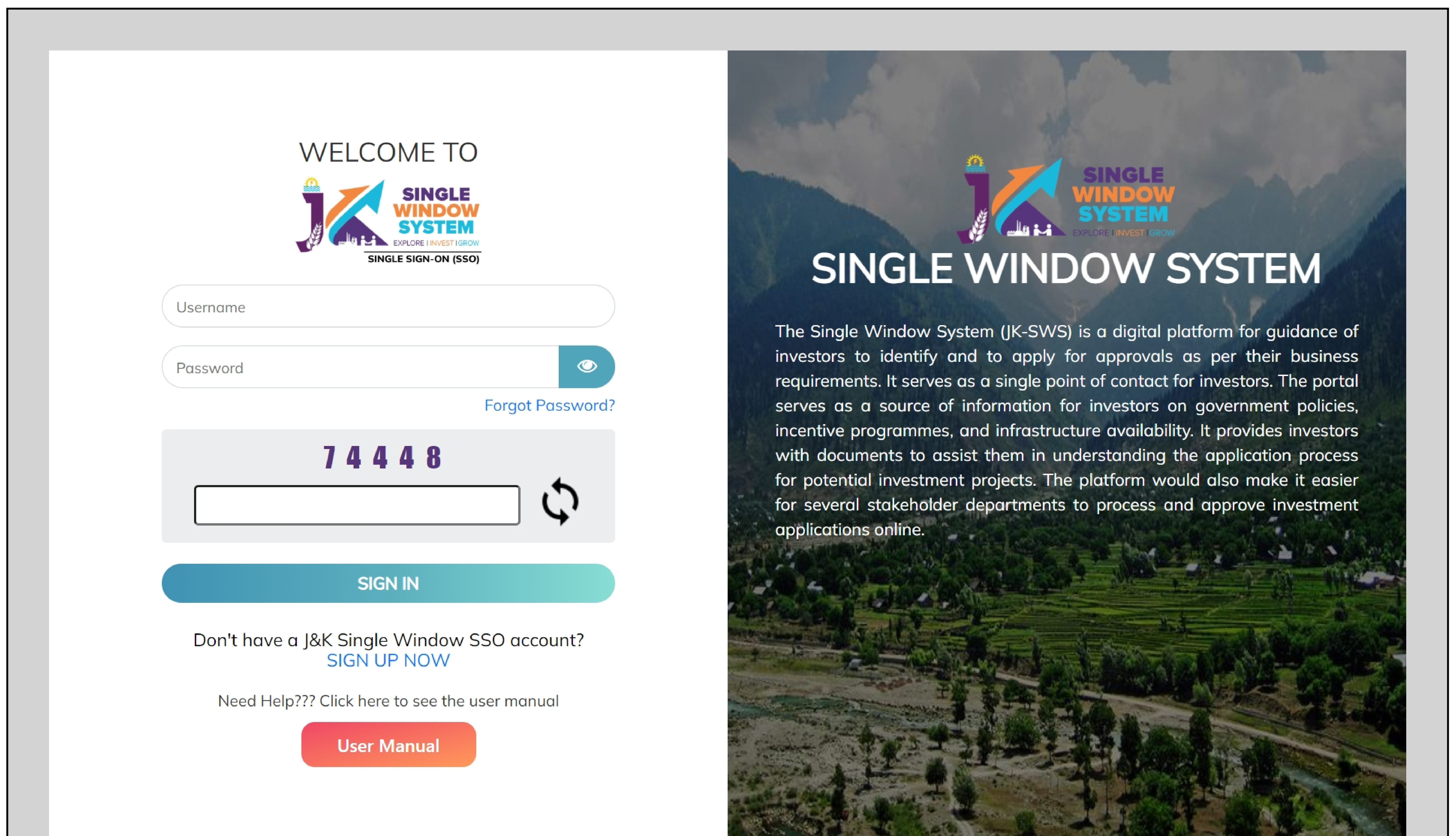
Registration of Establishment under the Inter State Migrant Workmen

Welcome to the user manual for the seamless and essential service of "Registration of Establishment under the Inter State Migrant Workmen" within the Single Window System of Jammu and Kashmir. This manual is your guide to a straightforward and efficient registration process.

Through this user manual, explore the intuitive interface of the Single Window System, where the registration process is designed to be user-friendly, transparent, and in alignment with the regulatory framework.

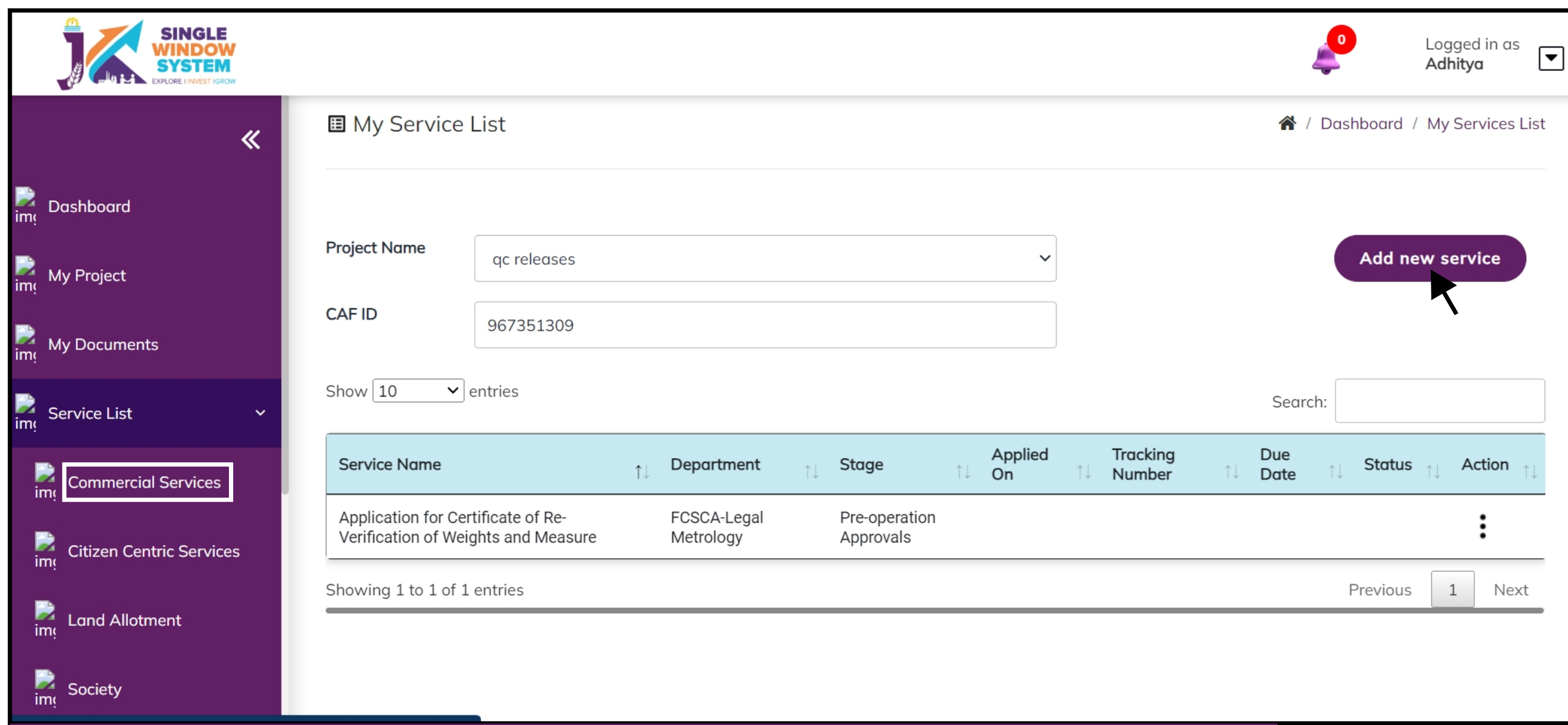
Access the Website: Open your web browser and visit the official website: <https://singlewindow.jk.gov.in/>

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.

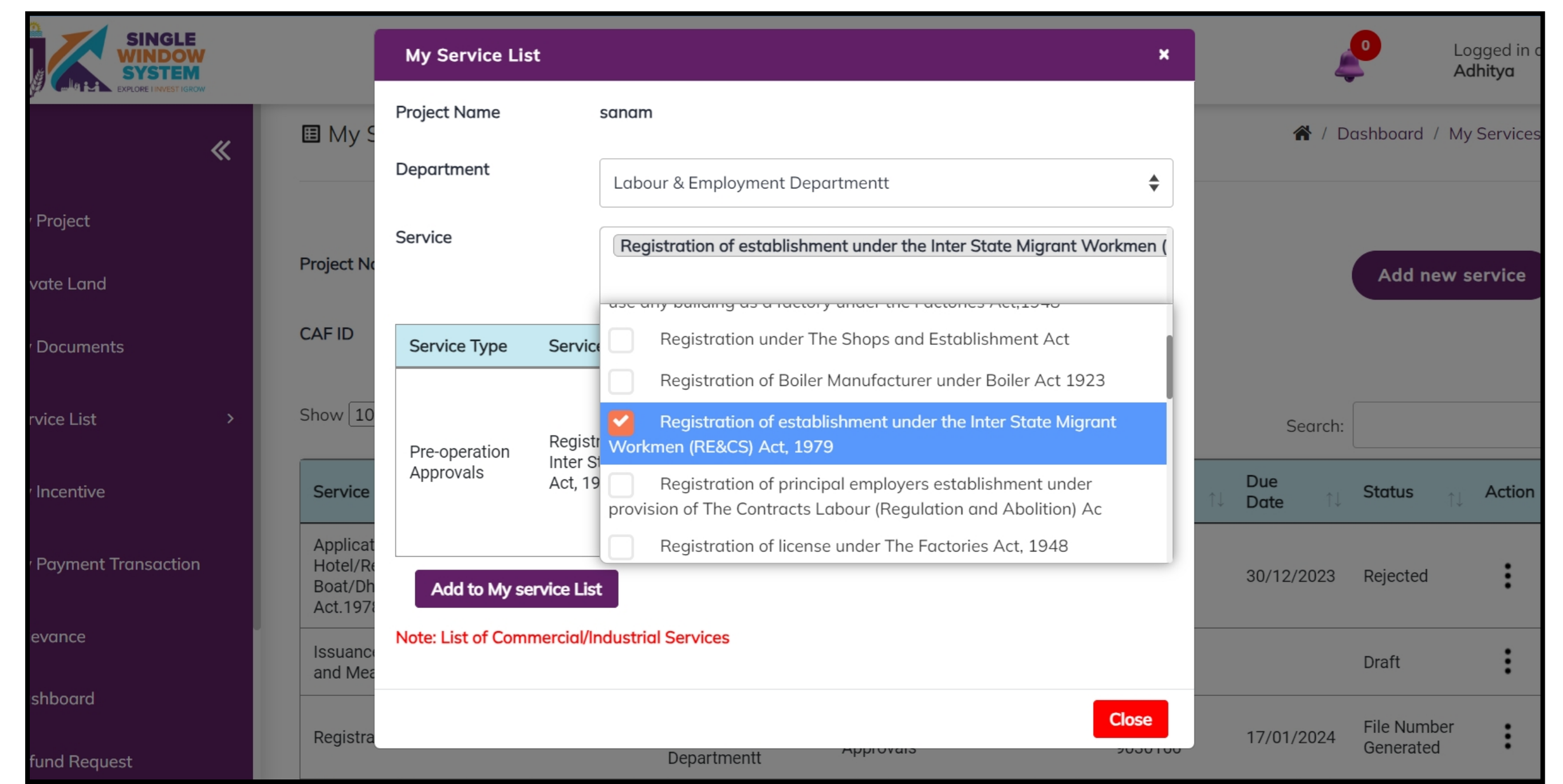


The screenshot displays the login interface of the Single Window System (JK-SWS). On the left, a white login form is shown with the following elements: a "WELCOME TO" header, the "SINGLE WINDOW SYSTEM" logo, a "SINGLE SIGN-ON (SSO)" label, a "Username" input field, a "Password" input field with a toggle for visibility, a "Forgot Password?" link, a CAPTCHA field with the number "74448" and a refresh icon, a teal "SIGN IN" button, a link for "Don't have a J&K Single Window SSO account? SIGN UP NOW", and a link for "Need Help??? Click here to see the user manual" with a red "User Manual" button. On the right, a banner features a scenic mountain landscape with the "SINGLE WINDOW SYSTEM" logo and a descriptive paragraph: "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.

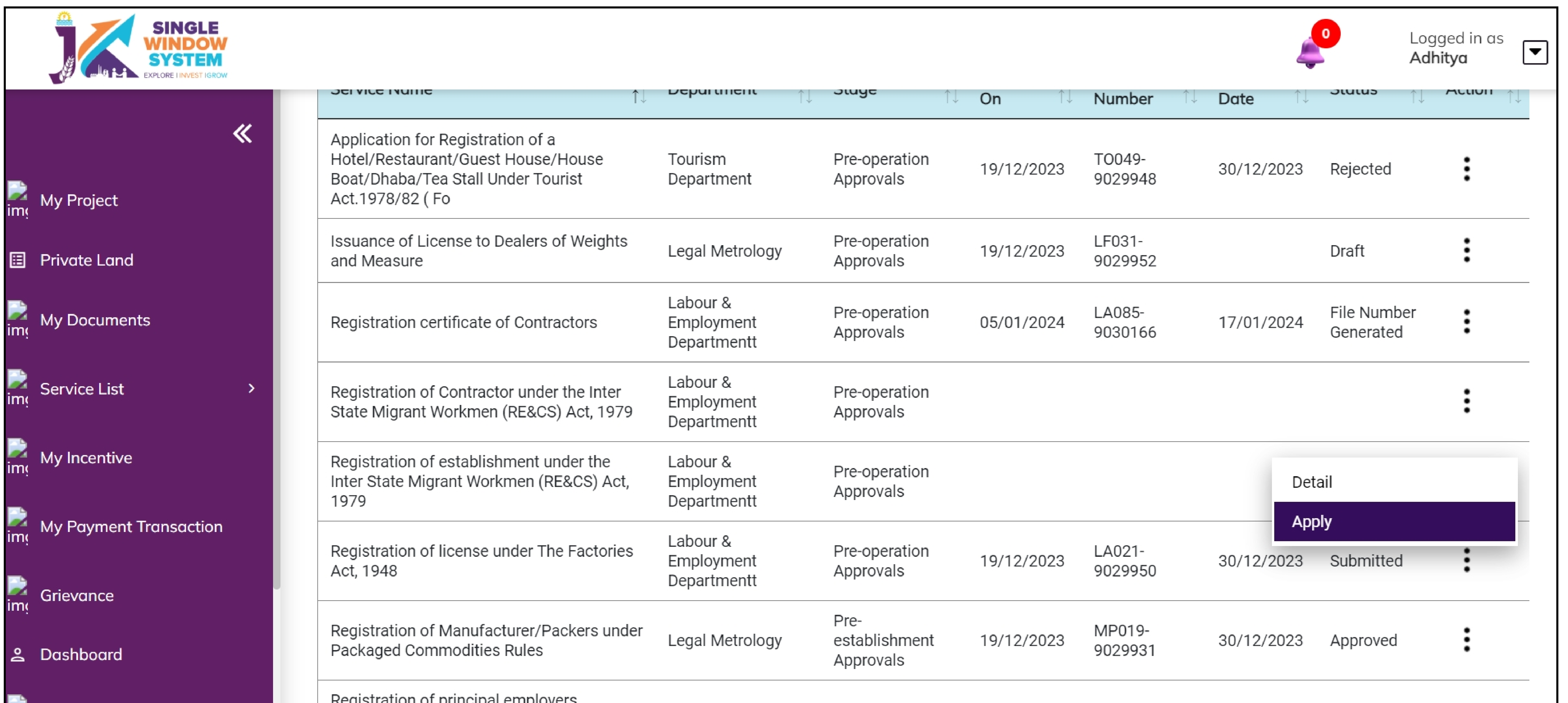


1. Select Service List > Commercial Services from the left side menu and then click on Add New Service.

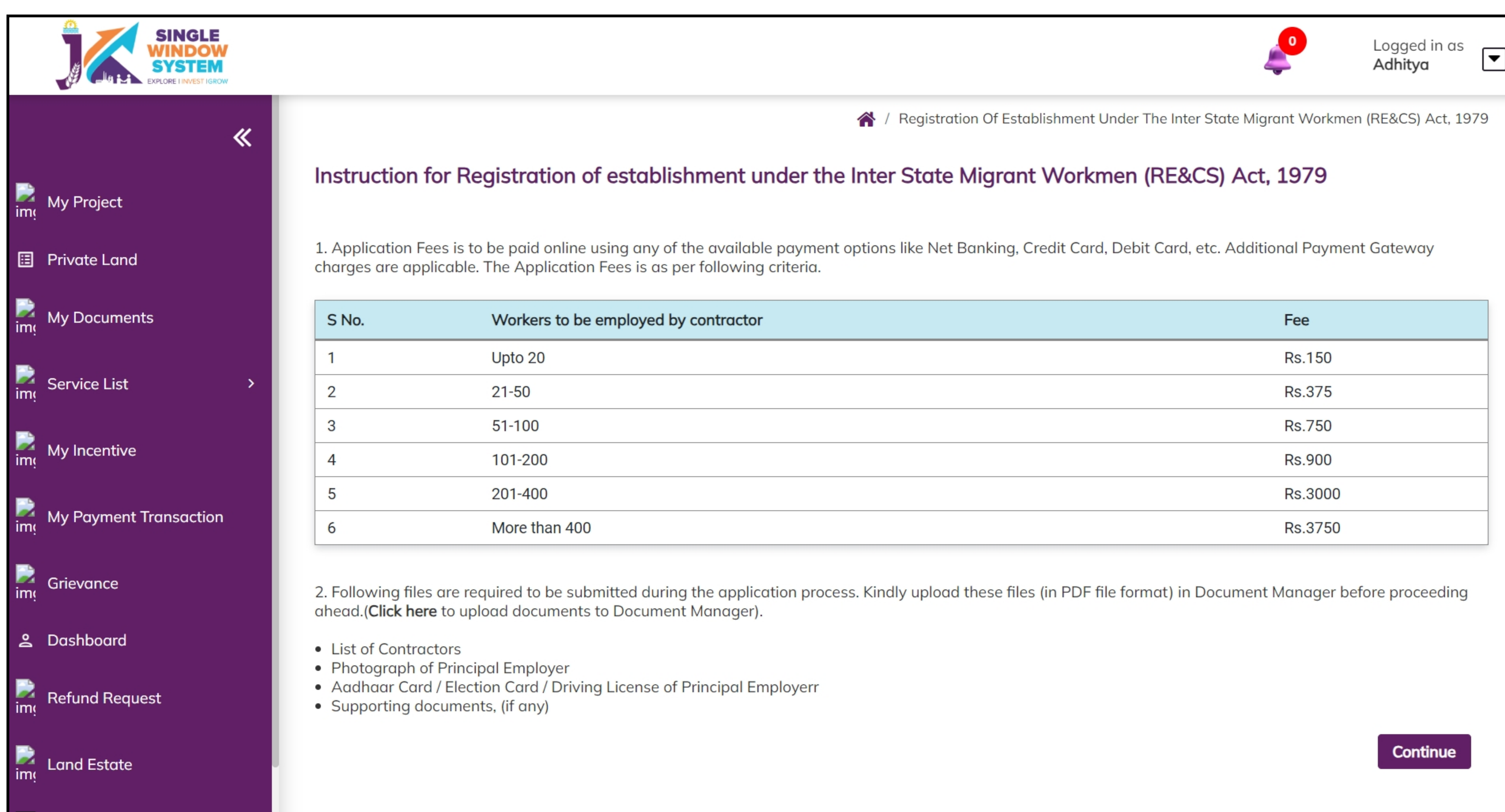


2. Select Labour & Employment Department from Department drop-down list and then select service to add.

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:



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



Now, the following page will appear.

Registration of establishment under the Inter State Migrant Workmen (RE&CS) Act, 1979

Home / Services
/ Registration Of Establishment Under The Inter State Migrant Workmen (RE&CS) Act, 1979

1

Business Detail

2

Review Details

3

Fee

4

Confirmation

Establishment Details

Name of the establishment *

Location of the establishment *

Postal Address of the Establishment

Address 1 *

Division *

District *

Block *

City *

Pincode *

Establishment Details-

Name of the Establishment: Enter the official name or title of your business or establishment.

Location of the Establishment: Enter the location of the Establishment

Postal Address of the Establishment-

Address: Specify the physical location address of the establishment.

Division: Choose the appropriate division from the dropdown menu.

District: Choose the appropriate district from the dropdown menu.

Block: Select the relevant block from the dropdown menu.

City: Provide the name of the city where the establishment is located.

Pincode: Enter the postal code or PIN code of the establishment's location.

Full name and address of the principal employer.

Full Name * <input type="text" value="Full Name"/>	Father's / Husband's Full Name * <input type="text" value="Father's / Husband's Full Name"/>	Address 1 * <input type="text" value="Address"/>
Division * <input type="text" value="Select Division"/>	District * <input type="text" value="--Select District--"/>	City * <input type="text" value="City"/>
Pincode * <input type="text" value="Pin"/>		

Partner/Member/Director/Share Holder Information, (if any)

Member Details Add Member

Member 1

Full Name <input type="text" value="Rooney Hyde"/>	Share Percentage <input type="text" value="37"/>	Permanent Address <input type="text" value="Animi debitis repre"/>
Designation <input type="text" value="Consequatur similiq"/>		

Full name and address of the Manager or person responsible for the supervision and control of the establishment

Full Name * <input type="text" value="Full Name"/>	Designation * <input type="text" value="Designation"/>	
Address 1 * <input style="width: 100%; height: 50px;" type="text"/>		
Address 2 <input style="width: 100%; height: 50px;" type="text"/>		
Division * <input type="text" value="Select Division"/>	District * <input type="text" value="--Select District--"/>	City * <input type="text" value="City"/>
Pincode * <input type="text" value="Pin"/>	Nature of work carried on the establishment * <input type="text" value="Nature of business"/>	Total number of Workers to be Employed * <input type="text" value="Number of Wokers"/>

Full name and address of the principal employer-

Full Name: Enter full name of the principal employer.

Father's/ Husband's Full Name: Enter the Father's Name or Husband's Name of the principal employer, whichever applicable.

Address: Enter the address of the principal employer.

Division: Choose the appropriate division from the dropdown menu.

District: Choose the appropriate district from the dropdown menu.

City: Enter the city name from where the principal employer belongs.

Pincode: Enter the postal code or PIN code of the location.

Partner/Member/Director/Shareholder Information (if any)-

Full Name: Enter the complete name of the partner, member, director, or shareholder associated with the establishment.

Share in Percentage: Specify the percentage share held by the partner, member, director, or shareholder in the establishment.

Permanent Address: Provide the permanent address of the partner, member, director, or shareholder.

Designation: Specify the designation or role of the partner, member, director, or shareholder in the establishment.

Click on **Add Member** button to add multiple rows for entering information about additional member details.

Full name and address of the Manager or person responsible for the supervision and control of the establishment-

Full Name: Enter the complete name of the Manager or person responsible for the supervision and control of the establishment.

Designation: Provide the official designation or role of the Manager or person responsible for the supervision and control of the establishment.

Address: Enter the full address.

Division: Choose the appropriate division from the dropdown menu.

District: Choose the appropriate district from the dropdown menu.

City: Enter the city of residence or official location of the Manager or person responsible for the supervision and control of the establishment.

Pincode: Enter the postal code or PIN code.

Nature of work carried on the establishment: Specify the nature of work carried on the establishment.

Total number of Workers to be Employed: Enter the total number of workers to be employed.

Document

[Upload Documents](#)

<p>List of Contractors *</p> <div style="border: 1px solid #ccc; padding: 5px; width: 90%; margin-bottom: 5px;">--Select Document--</div>	<p>Photograph of Principal Employer *</p> <div style="border: 1px solid #ccc; padding: 5px; width: 90%; margin-bottom: 5px;">--Select Document--</div>	<p>Aadhaar Card / Election Card / Driving License of Principal Employer *</p> <div style="border: 1px solid #ccc; padding: 5px; width: 90%; margin-bottom: 5px;">--Select Document--</div>
<p>Supporting documents, (if any)</p> <div style="border: 1px solid #ccc; padding: 5px; width: 90%; margin-bottom: 5px;">--Select Document--</div>		

[< Back](#)

 [Continue](#)

Documents :

In the Documents section 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 or you can click on "**Upload Documents**" and your document will be then showing under the dropdown menu. After filling all the required fields, read the declaration carefully and tick the checkbox of declaration. Now, 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 the payment page will appear. After the successful payment the process is completed.