



Business Reform Action Plan 2022 – Jammu & Kashmir

Area: Employment Exchange

Sub Area: Employment Registration & Renewal

Interface: Citizen

Office/ Department Concerned	Labour and Employment Department-
	Directorate of Employment
Service/Policy/Act	The Employment Exchange Act, 1959
Service/ Sub Area	Employment Registration & Renewal
DPIIT Point/ Serial Number	279
Recommendation:	Ensure that the following services are provided through the online single window system - Registration & Renewal of job seekers on employment exchange
Home Page	https://singlewindow.jk.gov.in/
Direct Link for Login	https://singlewindow.jk.gov.in/investor/lo gin
Information Wizard link	 New Job Notification is posted on Home Page wherein Eligibility and Document Checklist along with other requirements are listed http://jakemp.nic.in/ USER Guide is available on the website: <u>http://jakemp.nic.in/manual/usermanual</u> <u>J.pdf</u> Single Window System Information Wizard Link: <u>https://singlewindow.jk.gov.in/informatio</u> <u>n_wizard/index</u>
Direct link to Online Only Notification	https://singlewindow.jk.gov.in/uploads/files/ act_0065608001648627556.pdf
Direct link to PSGA Notification	Notification on J&KPSGA, 2011 Timeline_ SRO 229_16.07.2012- https://singlewindow.ik.gov.in/uploads/fil
	es/act_0007156001655724180.pdf
Direct Link to Dashboard	https://singlewindow.jk.gov.in/mis_dash
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Compliance Remarks	JOD SEEKER WIII DE ADIE TO TIII UP, UPIOAD
	documents and submit the application
	form online and lees payment is done





online. Processing and approval by each approving department/ agency is done online and Online tracking system of application status. SMS gateway and emails integrated, so that the Job Seeker gets notifications at critical stages of application processing – application and guary submission application approval
or rejection at various levels, query
approved the user can obtain the
registration certificate online through the
Single Window portal.





Online Only Mandate

Circular No 52-GAD of 2018 Dated 14-12-2018



Government of Jammu and Kashmir General Administration Department Civil Secretariat, Jammu

Subject: Business Reform Action Plan (BRAP), 2018 under Ease of Doing Business (EoDB) and inclusion of services thereof (Online only).

Circular No. 52-GAD of 2018 Dated: 14-12-2018

In order to provide transparent, efficient and hassle free services to the citizens of the State and to regulate business environment in the Government Departments, various services have been notified as public services from time to time under the Jammu and Kashmir Public Services Guarantee Act, 2011. Such notified public services have to be provided to the eligible citizens of the state within the specified time period.

Further, in line with the stated policy of Government to facilitate business environment in the State, the Government has taken various measures which include framing of regulations as would make services accessible to the citizens.

To provide a conducive business environment under the Business Reforms Action Plan 2018 (BRAP), the Government has decided to provide services having direct bearing on the business environment in **'Online Mode'**, to the extent possible, so that the stake holders can avail such services in a hassle free manner. The concerned Departments have already notified through Government Order the details of the service(s) which shall be provided in **'Online Mode'** indicating therein also the documents/formalities required to be fulfilled to avail the service.

Now, therefore, it is notified for information of all concerned that the services forming Annexure to this Circular shall be provided solely 'Online Mode only' by the Departments as indicated against each service.

Sd/-(Hilal Ahmad)IAS Commissioner/Secretary to Government

Dated: 14-12-2018

No:- GAD/PSGA/01/2018 Copy to the:-1. All Financial Commissioners.





Annexure to Circular No.52-GAD of 2018

Name of departments	Name of the Service	S.No
Tourism Department	Registration of Hotels, Guest Houses etc	1,
-do-	Registration of dealers	2.
-do-	Registration of Travel Agents etc.	3.
Agriculture Production Department	Issuance/Renewal License for selling & storage of seed (Retail/Wholesale).	4.
-do-	Issuance/renewal of License for Fertilizers (Retail/Wholesale)	5.
-do-	Certificate of Registration for manufacturing of Physical/Granulated Mixture of Macro & Micro- Nutrient Fertilizers, Organic Fertilizers and Bio- Fertilizers.	6.
-do	Issuance/Renewal of License to manufacture/Sell/Storage of Pesticides/Insecticides/Fertilizers.	7.
Department of Food Civil Supplies and Consumer Affairs	Issuance/Renewal of License to Manufacturer of Weights and Measures	8.
-do-	Issuance/Renewal of License to dealer of weights and measures	9.
-do-	Issuance/Renewal of License to repair of weights and measures	10.
-do	Registration as Manufacturer/Packer/Importers Under Package Commodity Rules	11.
Labour and Employment Department	Registration certificates/licenses/cards, financial assistances, notices, challans, fines, penalties, inspection/verification reports etc as also the returns filed by the occupiers/unit holders/employers, applications/payments/fees made by the applicants.	12.
Forest Ecology and	Grant of permission to transport timber/firewood	13.
Environment Departmen	obtained from trees felled during the course of establishment of an industrial unit w.e.f 30-09-2018	116975
Housing and Urban Development Departmen	Change in land use (CLU) for conversion to industrial use for land outside of Industrial Parks/Estates/Industrial Development Corporations (IDC)	14.
-do-	Accreditation Programs for professional including Architects and Structural Engineers	15.
-do-	Construction Permits/Permissions	16.
-do-	Inspection by Building Proposal Office/relevant agency as part of Building Plan Approval Process	17.
-do	Inspection by Building Proposal Office/relevant agency as part of obtaining certificate, if any, for Plinth Level Inspection	18.
-do-	Completion and Occupancy Certificate and Inspection by Building Proposal Office/relevant agency as part of obtaining Occupancy/Completion Certificate	19.





Step by step procedure for Employment Registration & Renewal through JK Single Window Portal

Step-1: - Visit the official website as mentioned below: https://singlewindow.jk.gov.in/





Step-2: - Applicant will click on Information Wizard button under investor services tab:







Step 3: Now Applicant will select the department, service and Stages of approval and click on search. Applicant will now be able to download and view Form Field, Document Checklist, fees/Levies/Charges, Inspection Checklist & Procedure, Complete SoP and User Manual for the particular service.

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Step-4: - After assessing all the information through Information Wizard, Applicant can register themselves by clicking on the register button. After registration one can access all the investment facility







Step-5: - After Clicking on the register, Registration page will appear as above in which user have to fill all the necessary details. After Filling E-mail address user will get an OTP in his/her e-mail. After entering the OTP and filling all the mandatory fields user can successfully register themselves:

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Step-6: - After registration is successful, user can login with their credentials and now user can access the application and can avail the benefits of single window system -J&K. There are two logins one for the investors and other is the department login. User can click any of them accordingly and the following screen will appear. User have to fill their credentials accordingly to proceed.







Step- 7: - During login if a user forgets his/her password then he can change the password by clicking on the forgot password link on the login page:

WELCOME TO	SINGLE WINDOW SYSTEM
Jeswei00@gmail.com	The National Single Window System (NSWS) 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 partial serves as a source of information for investors on government policies, incentive programmels and infrastructure evolubility. It provides
8 6 6 5 2 Q	Investors with documents to assist them in understanding the application proteins for polanital investment projects. The plotform yould align rapprove reasing for several stakeholder departments to process and approve investment applications online. It alian instants the provide a consolidated library of lector-specific investments in State and Government programmes, and to provide high-quality and rapid service to investors.
Don't have an account? SIGN UP NOW	TE THE PART OF

Step-8: After clicking on the forgot password, following screen will appear. Enter your registered e-mail ID or registered mobile number. After entering, click on the 'Click to Generate OTP' and the OTP will be generated. Enter the OTP received on your e-mail/mobile number and then click on the Submit button to continue. Now check on you e-mail for the new password

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Step 9: After entering the new password provided in the e-mail, login using that password. As you will successfully login with your new password, following screen will appear suggesting changing your password:

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Now, enter your old password i.e., the password provided on your e-mail. Enter the new password and after confirming your new password press the Submit button. Now, your password is successfully changed and you can login with your new credentials

Step 10: After login, select My Document Manager from the left side menu. Here you can upload all the necessary documents needed for the project creation:

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Step 11: Click on the Add New + Button to upload your documents. After you click on the Add New + button following screen / popup will appear –

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Here you can add new document. The descriptions for each fields are as follows : **Name -** Mention the name of the document that you are uploading. For example, if you are uploading your PAN Card, write PAN Card or similar name in name field to keep your documents organised.

File - Click on the button **Choose File** to browse and upload your document. Select your document and click on the **Submit button** to upload the document.

Step 12: After uploading all the documents successfully the message 'Success ! Document Added Successfully' will be displayed and now you can see all the documents uploaded listed under my documents and also you can download it by clicking on the download button next to the file uploaded

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Step 13: 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:

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Step 14: When a user click on Create New Project, A pop up window will appear asking the type of project user want to create whether Commercial/Industrial or Citizen Centric. For this service we will select Commercial/Industrial and Project details page will be displayed. By this page we can create our new project in single window system - J&K.

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Step 15: After selecting Citizen Centric, Project details screen will appear as below. Here we can enter all the details of the project:

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On project details page we have to fill the following details:

Name of Unit: In this text box, user have to fill the name of the Unit that We want to create.

Project Description: Here we will enter the project details/overview like what Is the project all about and all its related details

Profile Photo: Here Applicant must upload his photograph

Step 16: After creating new project, click on Service List under Action:

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Business Reform Action Plan 2022 Step 17: Here User will click on Add New Service:

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Step 18: User will select the department , select the service Employment Registration and click on Add to My Service List:

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Step 19: Service will be added to the Project and User will click on Apply under Action:

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Step- 20: - User will be redirected to Application form on Departmental Portal. Enter all the details carefully by selecting details. Ensure that the district selected in the login registration time should be selected from the combo box and accordingly other unit should also be selected:

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Step-21: Enter Qualification detail by pressing continue button or selecting the option available in left panel. Similarly fill all the trailing forms one after another and press Continue:

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Step 22: After filling all the forms following Dashboard will appear. The user is required to Check the declaration and Press final Submit. After submitting the application will be forwarded to concerned District Centre who will verify the application and then allot NCO code from DECC login:

Job Seeker	Goverment of Jammu & Kashmir, Department of Employment	133
DashBoard	Application Status Timeline	
RegistrationForm		
Add Qualification		
Add Experience	Registration Qualification Experience OtherDetails	
Ø Other Details		
Tob Notifications	Please Note Your Application No for Your Reference :22006222092	
	Declaration	
	Check me	
	I hereby declare that all the information contained in this Form is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.	
	Final Submit	





Step 23: After processing is completed the Employment Card will be available for downloading in the user account. Your will login into their account, following screen will appear in account and he can print the card by selecting Print Card button from the Dashboard:



The jobseeker is required to check his account regularly for accessing job Notifications posted by various employers by selecting Job Notification option from the Menu panel.

After expiry of the Card after 3 years a option for Renewal will be available in the Jobseeker login. He can update the education details and submit the application online for renewal. The renewed Card will be available after the processing by concerned DECC is completed.

Step-24: - Third Party verification is also allowed wherein user can click on Search Application button under Investor Services Tab on the home page:







Step-25: - User can search the application by providing CAF ID or Tracking ID or Registration No:

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Departmental Flow

Basic Process for Department - Home Page

Home Page

A home page is a very first webpage of a website. This page is always shown in web browser when the application starts. Our website's link is

https://www.singlewindow.jk.gov.in/ and when clicked, the following home page will appear:



Basic Process for Department – Login

18 | Page





Department user can login with their credentials and can access the application of single window system - J&K.

There are two logins one for the investors and other is the department login.

Department Users can click on the Department Login from the home page.



Now, the following screen will appear. Department User must fill there credentials accordingly to proceed.

Password Field Deportment User needs to enter their possword here DEPARTMENT LOGIN	where Field transft User to enter their some have
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SIGN IN	programmies and to provide high-quality and rapid service to investors

Forget Password

During login if a user forgets his/her password then he can change the password





by clicking on the forgot password link on the login page.



After clicking on the forgot password, following screen will appear. Enter your registered e-mail ID or registered mobile number. After entering, click on the 'Click to Generate OTP' and the OTP will be generated. Enter the OTP received on your e-mail/mobile number and then click on the Submit button to continue. Now check on you e-mail for the new password.

WELCOME TO	SINGLE WINDOW SYSTEM
Forgot Password	The National Single Window System (NSWS) 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
jkswcs00@gmail.com	The portal serves as a source of information for investors on government
Click to Generate (B) Please enter a valid email address OR	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
Enter Registered Mobile Number	easier for several stakeholder departments to process and approve investment applications online. It also intends to provide a consolidated
SUBMIT	programmes, and to provide high-quality and rapid service to investors.
Back to Login Page	

After entering the new password provided in the e-mail, login using that password. As you will successfully login with your new password, following screen will appear suggesting changing your password.

20 | Page





				Jugged in ma Ju
	« Doshboord	Change Password		🖷 / Dootboord
Dashboord My Project	8 Services Appli	WELCOME TO	1 Services Heat	7 Pending with
Ny Cocument Manager Ny Service List		As you are new user to the system, you need to change the possword.		Vew Details:
🚽 Wy Payment Transaction 😅 Griesance	Services Need	Enter New Password Enter Confirm New paseword	500	x
	Cepartment Hume-Fire and Sine Services	Submit	Status 002 Clarification Required	Provide 2 Next

Now, enter your old password i.e., the password provided on your e-mail. Enter the new password and after confirming your new password press the Submit button. Now, your password is successfully changed and you can login with your new credentials.

Change Password

After login, user can change password by clicking on the top-right menu and selecting the change password from the drop-down list as shown in the following image:



After clicking on the change password, the following screen will appear:





				iopyed in es jes
	& Doshboord	Change Password		f Dathord
L Destiloard ⊇ My Project C My Document Manager	8 Services Appli	WELCOME TO SINGLE WINDOW SYSTEM	1 Services Need Action	7 Panding with Department
My Service List My Inservice My Inservice	+ Vex Details Services Need	As you are new user to the system, you need to change the possword.	+ Vex Details	+ Vew Details
ti Griesence	Stow 10 v a	Enter Confirm New password	Ser Status E22 Caritation Regime	Characteria

Now, enter your old password i.e., the password you entered while login to the website. Enter the new password and after confirming your new password press the Submit button.

Now, your password is successfully changed and you can login with your new credentials.

Logout

If you have to logout from the website, In the bottom right corner, click the down-arrow next to user username and then click on logout. Following is the image for reference.

SINGLE WINDOW SYSTEM	_				Logged in as Industry Nadal
«	& Dashboard				My Profile Q Change Password
2 Dashboard	1			-	🕒 Logout
Application List	342	49	1	265	27
🛃 Grievance	Total Applications	Approved	Rejected	Pending	Pending with Investor
G Query/Feedback	♦ View Details	♦ View Details	♦ View Details	♦ Vew Details	v Vew Details
🗐 Report 🔹 🤉	_	-	_		-
🖬 Otters	1				

Note: If you're using a public or shared computer, make sure to logout from the website before leaving the computer.

Basic Process for Department – Dashboard





Level – 1

After department login, user will see the following screen appear. This is also called Level - 1 of the dashboard.

*	& Doshboard				🖷 / Duittee
Doshboard					
Application List	353	49	1	276	27
Grievance	Total Applications	Approved	Rejected		Pending with Investor
Query/Feedback	+ Vev Details	+ Vex Detab	+ Vex Ditals	+ Vex Details	+ Vex Details
Report		_	_	_	-

Here, we can see the 5 sections i.e., Total Application, Approved, Rejected, Pending and Pending with Investor. Here, departmental User will be able to view these sections as per their department is concerned.

Total Applications- Here total number of applications received is reflected.

Approved- Here total number of applications approved is reflected.

Rejected- Here total number of applications rejected is reflected.

Pending- Here total number of applications pending with department is reflected.

Pending with Investor- Here total number of applications pending with investor is

reflected.

All the five sections are clickable and when clicked, displays the data accordingly.

Dashboard Level - 2

23 | P a g e





When a departmental user will click on any of the 5 sections i.e., Total Application, Approved, Rejected, Pending or Pending with Investor, the respective Service Wise Details will be displayed in spreadsheet as shown in the following figure:

SYNTEM					Langerd in its Industry Nodul
<	& Dashboard				🕷 / Duibbii
Development		-	-	-	-
Application List	353	49	1	276	27
Gitewance	Total Applications	Approved	Rejected	Pending	Pending with Investor
Query / Feedback	Vew Details	+ Vew Details	View Details	View Details	View Datalis
Neport .		-		-	
	Shine 10 w addies				nuich:
	1 Registration of Part	inership form			28
	2 Registration of Soc	urties .			
	3 Indial / EM-7 Regio	mahari			33
	4 Advanced/ EM 2 To	gainston			45
	5 Land Analiability Ap	plication			100
	6 De-registration of G	billa			
	2 Drive Derminance for	e antititional conducts			4

In the spreadsheet there are two columns named Service Name and Total Number. Here departmental user can see the service name and its corresponding values in total number. The numbers in the total number are clickable and once clicked, user can see it's further details accordingly.

Dashboard

24 | P a g e





When department user click on count of Level 2, level 3 opens.

					Logged in as Industry Nodal
*	🚨 Dashboard				🕷 / Dashboard
을 Dashboard					
Application List	360	49	1	283	27
28 Grievance	Total Applications	Approved	Rejected	Pending	Pending with Investor
요 Query / Feedback	↓ View Details	↓ View Details	↓ View Details	✓ View Details	✓ View Details
📓 Report 💦 💙	_		_	-	
SSI Others	Show 10 v entries	Total Applications		Se	earch:
	S.No 1* Service Name				Total Number
	1 Registration of Part	nership firm			30 Click on any
	2 Registration of Soc	ieties			31 required count and Level 3 will
	3 Initial / EM-1 Regist	Iration			34 J open.

When you click on the count for example, here Registration of Partnership firm count i.e., 30 has been clicked and the following page appears.

									Logged in as Industry Nodal
×	≗ Dashboard								or / Dashboard
은 Dashboard									
Application List	360		49		1		283		27
2ª Grievance	Total Application:	s /	Approved	Re	jected		Pending	Pen	ding with nvestor
🚇 Query / Feedback	✓ View Details		View Details	↓ Vi	ew Details		View Details		/iew Details
📓 Report 🔷 🔸	-	-	_	-		-		-	
Conters	Application Need	Action List						Search:	
	Application No 1	Application Date	Applicant Name	Unit Name	Service Name	District	Due Date	Status	Action
	IN-318333	08/03/2022	Prasenjit Gupta	sdfdsfsd	Registration of Partnership firm	Doda	16/03/2022	Submitted	:
	IN-318359	08/03/2022	uday sharma	UNIT NAME	Registration of Partnership firm	Doda	16/03/2022	Submitted	:
	IN-318370	09/03/2022	uday sharma	daulat enterprise	Registration of Partnership firm	Kathua	17/03/2022	Submitted	:
	IN-318446	10/03/2022	uday sharma	daulat	Registration of	Kathua	18/03/2022	Submitted	:

Details of Level 3 Count:

Application No- In this column, tracking Id of the applicant will appear.

Application Date- In this column, application date will appear.

25 | Page





Applicant Name- In this column, Name of the applicant will appear.

Unit Name- In this column, name of the unit will appear.

Service Name- In this column, service name will appear.

District- In this column, district will be shown.

Due Date- In this column, due date will be shown.

Status- In this column, status of application will appear as it is submitted, resubmitted or clarification required.

Action- In this column action as per work-flow will appear.

Application	Need Action Lis	st						
Show 10	✓ entries					9	View	
Application No	Application Date	Applicant Name	Unit Nome	Service Name	District	Due Dote	Transaction History	
IN-318333	08/03/2022	Prasenjit Gupta	sdfdsfsd	Registration of Partnership firm	Doda	16/03/202:	Clarification Required	
IN-318359	08/03/2022	uday sharma	UNIT NAME	Registration of Partnership firm	Doda	16/03/202	Payment Transaction	:
IN-318370	09/03/2022	uday sharma	daulat enterprise	Registration of Partnership firm	Kathua	17/03/2022	Submitted	:
IN-318446	10/03/2022	uday sharma	daulat enterprises	Registration of Partnership firm	Kathua	18/03/2022	Submitted	:

View option in the action menu will view the submitted application in an non-editable mode. Here user will have a option to download or print the application where user can download the filled application in pdf format can print the application.

Transaction History option in the action menu will enable departmental user to view the transaction history of the application chronologically. On clicking on this action, View Transaction pop-up will open as follows:

Date Time	User Name	From Status	To Status	Comment	Attachment
08/03/2022		Draft	Submitted		

In the tabular view of view transaction pop-up, following heads will be displayed:

Date & Time- Here you can see the date and time of the transaction.

User-Name- Here the username of investor or department will be displayed.

26	P	а	g	е	
----	---	---	---	---	--



From Status- Here previous status of transaction will be shown.

To Status- Here current status of the department will be shown.

Comment- Here comments will appear, if any.

Attachment- Here you can see the attachment.

Show CAF option in the action menu will open the CAF details of the selected applicant on new tab. Here user can see complete CAF form of the concerned applicant.

Clarification Required If department user wants some clarifications from applicant he can click the clarification required to do so. It is done by departmental user in case they need any clarification from the applicant regarding their application. When department user will click on the clarification required, the following screen will appear:

Clarification Required			×
Tracking ID *	Application Date * 01/01/1970	Applicant Name *	
Unit Name *	Attachment Choose File No file chosen		
Comments *			
Submit	1		
			Close

Here, Tracking ID, Application Date, Application Name, Unit Name will be autopopulated and department user have to add comments regarding the clarification required. Also, he/she can attach the clarification related document, if any. After that department have to click the submit button to submit the clarification.

Payment Transaction Here departmental user can see the payment transaction details.

		Government of Ja Business Reform	ammu & Kashmi Action Plan 202	r 2		
Payment	Transaction					*
Date	Payment Mode	Transaction Id	Bank Name	Amount	Status	

Here, Payment Date, Mode of Payment, Transaction ID, Bank Name, Amount and status will be displayed.

Application List

After department login, user can select Application List from the left menu and following screen will appear:

K	Services - Applications Received				🖸 / Dod	burt / Serios - Ap	plation Resided
2 Delitori	Submission Date From	Submission D	late To				
🗐 Application List	12-96-2022	0 12-67-20	11	٥			
🛃 Grievance	Department None*	Service."	Service."				
😥 Bashes Repiktors	Industries & Commente	Advanced	B4-2 Registration	\$	Apposed		+
G Quiry/Feedback	Reset						
📄 Reput 🔹 🔅							
🖬 Othes	Service - Advanced/EM-2 Registration					Search	Bol
	Tracking of Application of Applicant D d Date of Name	¢ Linit Name	4 Dates 4 Registration	¢ Dut	🕴 Status	Decament States	4 Action 4
	84968377 14766/2022 abitheti kesar	KESAR ENTERN	RSES Dada 76543	185	7/2022 Approved	84	:

Submission Date From and Submission Date to- Submission Date From and Submission Date To is the field where we have to fill the date range. In above example the date range entered is between 12-06-2022 to 12-07-2022.

Department Name- Here from the dropdown menu select the concerned department name. This is a mandatory field to enter. For example, in above example Industries and Commerce department is selected.

Service- It is a mandatory field in which you have to select the concerned service. For example in the above form Advance/ EM-2 Registration has been selected.

Status- Here user can select the application status like in above example Approved status is selected.

Now, after filling all the details click on search button to proceed else in case to reset all the fields to default click on the reset button.

After clicking on the search button, a tabular data will appear as shown in the above image. There are following table head in the table:

Tracking ID- Here Tracking ID of the applicant will appear.

Application Date- Here application's date will appear.





Applicant Name- Here name of the applicant will appear.

Unit Name- Here name of the unit will appear.

District- Here name of the district of applicant will appear.

Registration No- Here registration number of the applicant will appear.

Due Date- Here due date of action to be taken appears. Department have to take

action within this due date.

Document Status- Status of the document appears here.

Action- According to the status we have actions listed when click on the three vertical dots. For example if the status is approved we can take the following actions:

View Application:

ow 10	~	entries										Se	arch:
Tracking D	+	Application Date	+	Applicant Name	÷	Unit Name	District 🔮	Registration No	+	Due Dote	•	Status 🛊	View Application
N-968377		14/06/2022		abishek kesar		KESAR ENTERPRISES	Doda	76543		18/07/2022	i.	Approved	Show CAF

View Application option in the action menu will view the submitted application in an non-editable mode. Here user will have a option to download or print the application where user can download the filled application in pdf format can print the application.

Transaction History:

iow 10	✓ entries						Se	arch:
Tracking D 1	Application Date	Applicant Name	🛊 Unit Name	District	Registration No	t Due t	Stotus 🔶	View Application
N-968377	14/96/2022	abishek kesar	KESAR ENTERPRISES	Doda	76543	18/07/2022	Approved	Show CAF

Transaction History option in the action menu will enable departmental user to view the transaction history of the application chronologically. On clicking on this action, View Transaction pop-up will open as follows:





State (nime)	User Name	From Status	To Status	Comment	Attochment
25/06/2022	DIC Doda	Submitted	Approved	approved	View
14/06/2022	abishek kesar	Draft	Submitted		
					and the second se
ow CAF					
ow CAF	M-2 Registration				

Clicking this option will open the CAF (Common Application Form) where department user can see the CAF details of the applicant.

Doda

76543

18/07/2022 Approved

Show CAF

Download Certificate

Download Certificate

14/06/2022

abishek kesar

KESAR

ENTERPRISES

IN-968377

Showing 1 to 1 of 1 entries

Service - A	dvanced/EM-2	Registration					Se	Excel
Tracking ID	Application Date	\$ Applicant Name	\$ Unit Name	🛊 District 🛊	Registration No	♦ Due Dote ♦	Status 🛊	View Application
IN-968377	14/06/2022	abishek kesar	KESAR ENTERPRISES	Doda	76543	18/07/2022	Approved	Show CAF
Showing 1 to :	l of I entries							Download Certificate

MIS Report





After department login, select Report > MIS Report from the left menu and following screen will appear:

<	Service S	Status List					50						
E Deifourd						Under Process							
Application List	SLNs.	Department Name	Total Applications	Approved	Rejected	Pending With Department	Pending With Investor						
Gierana	1	Anithe Hasherdry Departments	43		0	e	0						
	2	Corporative Societies	21		0	22	0						
Brokes repatiens	3	DEFAITMENT OF FISHERIES	3		0	3	0.1						
Report	4	Department of Handsom and Hundsorah Dod	ED.	2	0	78	3						
	5	Department of Information and Public Relations	12		5	15	S75						
Mis Report	6	Excert & Tailation	<u>8</u>	2	0	45							
	7	FCSCA-Legal Wetmange	35		0	35	5						
ours.	8	Earest	324	1	8	329	14						
	9	Exect_ARCI	1	7			0						
	10	Gestrep, and Mining	4		8.	4	0						
	11	Health & Wedical Education	T		0	1	0						
	12	Horse Department	58		0	57	. 3						

Here, Service Status List Detail is shown where department user can see all the information as show on the above image. We can also export all the information as an excel by clicking on the excel button on top right of the table. Department Name column is clickable. When departmental user clicks on a particular department name, for example Cooperative Societies has been selected and the detailed list of that department appear as follows and department user can see the detailed information of that particular department.

) X ===															inger i		1	
	A 1/10/	legest .																yiş haşartı.	
	Servic	e Status Lie															1	-	
	1000	a new process contract many process process process of the process of					-	Agreed by			April Unit-Press								
5		1	the branchers			1000	And have been	- Search	-		Nitte- Tatalan	Sure a	No.	And a	-	August of			
2.	2.5	Constraint by	anti Coperator Score	(I. m.	14	. •	4.848		18	- 18		1.8							_