Purpose of the Document

This document will explain how to apply for **"Common Application Form (CAF)"** for setting up of **New unit / Expansion of existing unit** on SingleWindow Portal. It will guide the Investor in understanding below mentioned functionalities:

- > To register as Investor
- To apply for Common Application Form (CAF)

User Guide



Single Window Clearance System: Common Application Form (CAF)

<u>Step-1</u>: Visit the Department's website following the link

https://emerginghimachal.hp.gov.in/

The new user can register (one time registration for new user) and registered users can login.



Step-2: User can register by filling the information below:

Valid Email ID			Mobile Number					
Valid Email 1D								
Choose Password *			Re-Type Passwo	rd *				
Password			Re-type Passwo	rd				
		Personal	Information					
irst Name *			Last Name *					
First Name			Last Name					
ddress *								
Address								
						/		
lease enter the letters as the	ey are shown in the image a	bove *						
Enter text shown in image								
Enter text shown in image etters are not case-sensitive)								
Enter text shown in image etters are not case-sensitive)	REGISTER							
Enter text shown in image etters are not case-sensitive)	REGISTER							
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Enter text shown in image etters are not case-sensitive)	REGISTER							
Enter text shown in image etters are not case-sensitive)	REGISTER							
Enter text shown in image etters are not case-sensitive)	REGISTER							

Step-3: User can login by entering their Login ID and Password (after verification):

IUID/Email ID*	k	
IUID/EmailID		
Password *		
Password	Cata pow codo	
Password PUZDPrj Please enter th	Get a new code e letters as they are show	n in the image Above *
Password PUZbPrj Please enter th Enter text show	Get a new code e letters as they are show m in image	n in the image Above *
Password PUZDPrj Please enter th Enter text show (Letters are not c	Get a new code e letters as they are show m in image ase-sensitive)	n in the image Above *

Step-4: Following page is displayed after login. User may select the **"Apply for project Approvals"** tab on the left column. User may click here to proceed:

Single Window	≡							Vikrant Chandel 🗸
希 НОМЕ	0	1	O 0	+	0		0	δ
GENERAL	Incomplete	Pending	For	warded	Approved		Rejected	U
Know Your Approvals			Applica	ions	Appications		Applicaions	
Grievance	CAF Applications							
Apply for Project Approval (Industries)	Description For Pending Applicatio	15					Search:	
Apply for Project Approval (Other)	ID Jk Applicat	on 👫 Department	J† Status	Jî Download Jî	EC Letter 11	Print 11	Payment Receipt	
MSME Self Certification	21565 Fire NOC Showing 1 to 1 of 1 entries	Fire	Pending			➡ Print	Receipt Previous	1 Next
Apply for 118 Permission								
Department of Industries 🗸								
Food & Civil Supplies 🗸 🗸								
Agriculture 🗸								
Department of Higher Education								

Step-5: Following page is displayed where the user is required to submit the requisite details listed in the "**Common Application Form**" below:

Step -5.1: Enterprise Details

General Step 1 Step 2 Step 3 Step 4 Step 5 Grevance Image: Contract state	W Step 1
Know Your Approvals Step 1 Step 2 Step 3 Step 4 Step 5 Gitevance Image: Comparison of Compari	
Grevance Step 1 Step 2 Step 3 Step 4 Step 5	Char C
	Step 6
Project Approval (industries) Enterprise Detail Project Finance Project Requirement Documents Declaration	Payment
Apply for Project Approval (Other)	
MSME Self Certification	
Apply for 118 Permission	
Pepartment of Industries 20 11050075 https://www.unit.com/anti-c	~
Food & ChV Supples 2 Enterprise Address * Pin Code * Mobile *	
Agriculture 19 * Enterprise Address * Pin Code Mobile Number	
Department of Higher Educa 1	
pisse 📦 - Email registrone Vietname Fax	
Arryh de Hodwrhal Eryd Seilet Single Window Inprinciple Approval * Project Investment Sector *	
Please Select · Please Select ·	
Ceorgical Wing	
Unit Detail	Same As Above
Unit Address * Pin Code *	
A subcary series and the Unit	
Laboo Mobie Mobie Telephone Number Statute of Unit *	~
HPSEEL Category of Unit " Unit Project Trae " Nic & Policit CODE "	
Electrical inspectorale	~
Fie	
PCB	
Westes and Measures Details of M.D/Managing Partner/CEO / Lead Promoter/ Proprietor Please hit enter for multiple entries.	
HP Ground Water Authority	
UD & TCP * Name of the M. DManagi Mobile Number	
Incentive Email*	
TCP * Email	
Municipal Corporation	
Details of Authorized Coordinator/Person	
Details of Authorized Coordinator/Person Name* Designation*	
Details of Authorized Coordinator/Person Name* Designation* Vikrant Chandel * Designation	
Details of Authorized Coordinator/Person Name* Vikrant Chandel Vikrant Chandel Email* Wobile* VikrantChandel ev/shonal com VikrantCh	
Details of Authorized Coordinator/Person Name* Designation* Varant Chandel * Designation Email* Mobile* vikrantChandel ey@gmail.com 7807500006	

Step -5.2: Project Finance

🗰 Home	CAF :- Common Application Form							🕷 Step 1 > Step 2	
General									
Know Your Approvals	Step 1	Step 2		Step 3	Step 4	i ::	Step 5		Step 6
Grievance	0								
Project Approval (Industries)	Enterprise Detail	Project Finance	e Projec	t Requirement	Docume	nts De	eclaration		Payment
Apply for Project Approval (Other)									
MSME Self Certification	Detail of Investment (INR	Lakhs)							
Apply for 118 Permission	Land *	Building *		Plant & Machinery		Other Fixed Assets *		Total *	
Department of Industries	Land	Building		Plant & Machinery	Equipment	Other Fixed Assets		0.0	
Food & Civil Supplies									
Agriculture 10									
Department of Higher Educa	Proposed Employment De	etail							
DHSR 🗾	Skilled *	Un-S	Skilled *		IT/ITeS Professiona	•	Total		
Apply for Industrial Plot	Skilled	Ur	n-Skilled		IT/ITeS Profession	al	Employ	yment	
Other Approvals									

t Status	Major Raw Material Detail							
Regulation	Name of Raw Material *		Annual Quantity Requirement *		Unit *			Action
m	Raw Material		Annual Requirement Quantity		Please Selec	t Unit	~	+
ectorate	Product/Service Details (Please	enter 0000 ir	n HS Code in case of Service En	rprises)				
torate	Product/Service Details (Please Name of Product?Service *	e enter 0000 ir HS Code *	n HS Code in case of Service En	rprises) Annual Capacity *		Unit *		Action
torate	Product/Service Details (Please Name of Product?Service *	e enter 0000 ir HS Code * HS Code	n HS Code in case of Service En	rprises) Annual Capacity * Annual Capacity		Unit *Please Select Unit		Action
ctorate	Product/Service Details (Please Name of Product?Service * Product Name	HS Code •	n HS Code in case of Service En	rprises) Annual Capacity * Annual Capacity		Unit *Please Select Unit		Action
ectorate Aeasures	Product/Service Details (Please Name of Product?Service * Product Name	HS Code *	n HS Code in case of Service En	nprises) Annual Capacity * Annual Capacity		Unit *Please Select Unit		Action

Step -5.3: Project Requirement

# Home	CAF :- Common Application	Form					🕷 Step 1	1 > Step 2 > Step 3
General								
Know Your Approvals	Step 1	Step 2		Step 3	Step 4	Step 5	Step	6
Grievance	•			-0				
Project Approval (Industries)	Enterprise Detail	Project Finance	Proje	ct Requirement	Documents	Declaration	Payme	ent
Apply for Project Approval (Other)								
MSME Self Certification	Prosposed Land							
Apply for 118 Permission	Do you require land? *							
Department of Industries	Do you require land	~	•					
t originations	Detail of Land							
Agriculture	Detail of Land							
Department of Higher Educa	Land District *							
DHSR 🚺	Flease Select							
Apply for Industrial Plot								
Other Approvals	Proposed Land Area Deta	1						
Geological Wing	Land Area Unit as per mentioned in Jamal	bandi *						
Update Project Status	Please Select			~				
Boilers & Act Regulation	Khata No. *	Khatauni No. *		к	hasra No. *	Land Area *		Action
Partnership Firm	Khata No.	Khatuni No.			Khasra No.	Land Area		•
Electrical Inspectorate	Waste Water Discharge D	etails for PCB						
Fire	Type of Effluent *	Quantity (in KL/D) ^		Method of Treatme	ent *		Final Mode of Disposal	
РСВ	Please Select	Quantity		Please Select		~	Please Select	
Weights and Measures								
HP Ground Water Authority								
UD & TCP	Water & Land Requiremer	ts (IPH Department)						
Incentive		× 1 7						
TOD	Water Requirement		Quantity				Unit	
	lotal Requirement						Liters/Day	
Municipal Corporation	Source of water *							
	IPH Division *				IPH Sub Division *			
				`	•			~
	Electricity Requirements (HPSEBL Department))					
		Electricity Requirement			Type of Load		kW	
	Connection Load (kw -)				General Load			
	Contract Demand (KVA) *				Rolling Mill *			
	Source of Power*				Furnace Load *			
	Select Power Source				Lighting Load *			
	Back Save & Next							

Step -5.4: Documents

# Home	CAF :- C	common Applicatior	Form					₩ Step 1 > Step 2 > Step 3 > Ste	ep 4
General									-
Know Your Approvals		Step 1	Step 2	Step 3		Step 4	Step 5	Step 6	
Grievance		0				-0			
Project Approval (Industries)	E	nterprise Detail	Project Finance	Project Requirement	[Documents	Declaration	Payment	
Apply for Project Approval (Other)									-
MSME Self Certification	Upload	Documents							
Apply for 118 Permission	#	Document			File Type	Max File Size	Status	Action	
Department of Industries	1	* Id card Uploaded Document :: Yet to	Upload		() pdf	25MB	Please Upload	Choose File No file chosen upload	
Food & Civil Supplies 2	2	* Address proof Uploaded Document :: Yet to	Upload		(d) pelf	25MB	Please Upload	Choose File No file chosen upload	
Agriculture 🔟	3	Land/rent detail			() pdf	25MB	Please Upload	Choose File No file chosen upload	
Department of Higher Educa	4	Layout drawings			() pat	25MB	Please Upload	Choose File No file chosen upload	
Apply for Industrial Plot	5	* Brief project report	Upload		(D) with	25MB	Please Unicad	Chorse File No file chorses	
Other Approvals		Uploaded Document :: Yet to	Upload					Choose The Prosen	
Geological Wing	6	Expansion(if any) Uploaded Document :: Yet to	Uplead		() pdf	25MB	Please Upload	Choose File No file chosen upload	
Update Project Status	7	Private/Public Registration of in Uploaded Document :: Yet to	ncorporation Upload		() pdf	25MB	Please Upload	Choose File No file chosen upload	
Boilers & Act Regulation	8	Co operative Registration Cer Uploaded Document ::	ificate Upload		(D) perf	25MB	Please Upload	Choose File No file chosen upload	đ
Labour	9	Partnership Deed Aggrement Uploaded Document :: Yett	• Uplicad		(2) per	25MB	Please Upload	Choose File No file chosen upload	
HPSEBL	10	Other Documents Uploaded Document :: Yets	Upload		D peff	25MB	Please Upfoad	Choose File No file chosen upload	1
Electrical Inspectorate	11	Letter of COP/EMII/UAM	s United		(2) petr	25MB	Please Upload	Choose File No file chosen upload	đ
Fire	12	Prev Single Window Approval			(2) per	25MB	Please Upload	Choose File No file chosen upload	1
Weights and Measures	13	Any other Documents			(2) per	25MB	Please Upload	Choose File. No file chosen upload	8
HP Ground Water Authority		Uploaded Document :: Yet	Upload						
UD & TCP									
Incentive	Back	Save & Next							

Step – 5.5: Declaration

# Home	CAF :- Common Application Form							
General								
Know Your Approvals	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
Grievance	•	•	•		0			
Project Approval (Industries)	Enterprise Detail	Project Finance	Project Requirement	Documents	Declaration	Payment		
Apply for Project Approval (Other)			DECLAR	ATION				
MSME Self Certification								
Apply for 118 Permission								
Department of Industries	Govt. of Himachal Pradesh are true	to the best of my knowledge, belief and it rision taken based on the information con	at the information furnished by merus to Directo is based on the company/firm records. I/We ind ntained in this application form which may be in	prate of industries, Govt. of Himachai Prac emnify the above agencies or any other a padequate inaccurate erroneous etc. and	tesh, by our firmienterprise in this Application gency under the jurisdiction of Govt. of Him I the management of my firmienterprise assi	achal Pradesh from liabilities of any mes complete responsibility in this		
Food & Civil Supplies	regard.	usion taken based on the information con	named in this application form which may be in	adequate, maccurate, enoneous etc. and	The management of my infinence prise assi	intes comprete responsioning in titls		
Agriculture 👥	Further, our firm/enterprise undertake	is to provide any additional information or idable fees/charges payable to Directoral	clantication as required by Directorate of Industi te of Industries, Govt. of Himachal Pradesh an	nes, Govt. of Himachal Pradesh or its agen d its agencies as prescribed under the po	icies during and after processing of our applic plicy for according approval and charges fixe	ation. ad for water, energy, etc. and other		
Department of Higher Educa	charges fixed by the Govt. of Himach	al Pradesh from time to time.	Himachail Pradesh is to assist our firmienteroris	e in getting statutory clearances expedition	usly I/We indemnify Directorate of Industries	Govf of Himachal Pradesh and its		
DHSR 🚺	agencies from any liabilities whatsoe	ver.	,		,			
Apply for Industrial Plot	Date: 30-11-2020							
Other Approvals	Láccent							
Geological Wing								
Update Project Status			Edit Application	Save & Next				

# Home	CAF :- Common Application	on Form			# Ste	0 1 ≥ Step 2 ≥ Step 3 ≥ Step 4 ≥ Declaration
General						
Know Your Approvals	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Grievance	0		•			
Project Approval (Industries)	Enterprise Detail	Project Finance	Project Requirement	Documents	Declaration	Payment
Apply for Project Approval (Other)						
MSME Self Certification						
Apply for 118 Permission			(!)			
Department of Industries	 Vikrant Chandel having Regd. office of Himachal Pradesh are true to the I 	e at Test application hereby best of my knowledge, belief		Govt. of Himachal Prades es or any other agency un	h, by our firm/enterprise in this Application Founder the jurisdiction of Govt. of Himachal Prad	m for Directorate of Industries, Govt. esh from liabilities of any nature that
Food & Civil Supplies	Further, our firm/enterprise undertake	ased on the information conta	Are you sure:	etc. and the management - achal Pradesh or its agenci	of my firm/enterprise assumes complete resp ies during and after processing of our applicati	onsibility in this regard.
Agriculture 10	I/We undertake to pay the non-refund fixed by the Govt. of Himachai Prades	table fees/charges payable to sh from time to time.	this submission!	escribed under the policy t	for according approval and charges fixed for v	vater, energy, etc. and other charges
Department of Higher Educa	I/We understand that this approval th agencies from any liabilities whatsoey	arough Directorate of Industri-	No, cancel pls! Yes, Submit it!	utory clearances expeditio	ously. I/We indemnify Directorate of Industries	, Govt. of Himachal Pradesh and its
DHSR	Place					
Apply for Industrial Plot	Date: 30-11-2020					
Other Approvals	V I Accept					
Geological Wing				_		
Update Project Status			✓ Edit Application Save 8	Next		

On submission of declaration, user is directed for **online payment of fees**:

# Home	CAF :- Common Applica	CAF :- Common Application Payment # Step 1 - Step 2 - Step 3 - Step 4 - Declaration - Payment							
General	i NOTE : Pay your Single V	/indow Fee.							
Know Your Approvals									
Grievance									
Project Approval (Industries)	Common Application	Payment Detail			Date: 30/11/2020 00:58 AM				
Apply for Project Approval (Other)									
MSME Self Certification	From: Test application		To: Single Window Cleareance System						
Apply for 118 Permission	Address: Test application, 111111 Phone: 1234567890 Email: Test application		Udyog Bhawan, Bemloe, Shimla-H P. 171001						
Department of Industries	Linux approaction		Summerce, tribor						
Food & Civil Supplies 🛛 🛛	S.No.	Submission ID	Application Name		Amount				
Agriculture 19	1	21700	Common Application Form		2500				
Department of Higher Educa	Payment Methods:			Payment Date : 30/11/2020 00:5	58 AM				
DHSR 🚺				Subtotal:	INR 2500				
Apply for Industrial Plot				Tax (0%)	INR 0				
Other Approvals				Total:	INR 2500				
Geological Wing									
Update Project Status			Pay Now						

Step 6: Online payment gateway:

Director of Indu	ustries			Reference No : 64440 Amount : 2500.00
	EMI	CARDS		
	Please Note: Applicable Bank charges : Debit Cards-Upto Rs 1000 to Rs.2000 : 0.25% Debit Cards Rs.1000 to Rs.2000 : 0.5 Debit Cards Above Rs.2000 : 1.00% Credit Card - MasterCard : 1.00% Convenience Fee of Rs 199 + GST ap Pay using VISA 200 for Exploy Do For Maestro cards, please enter Exploy Do Select Credit Card Option :	0% plicable for EMI transactions on HDF ** ate and CVV no. If available or eise ignore © Credit card Debit card Select PAY NOW <u>Cancel</u>	C Bank Cards.	

Step 7: On payment submission, the application is reflected in the Dashboard with the pending status. On clicking the ID, following page is displayed with the **event-wise information**.

Single Window	≡												Hemant T	'hakur v
GENERAL	4.4		<u> </u>	20		0		45		\wedge	0			
希 Dashboard	14			30	\bigcirc	0)	15		F	U		E)
🇳 Grievance				Applications		Applications		Appications	s S		Applica	Jectec aions	1	
upload Monthly Report	CAF A	pplications												
Upload Land Registry Details	Description	n For Pending A	Applications											
Plot Allotment	Сору	CSV Print								-	Search	h: 334		
•	ID 🔱			Applicatio	n		Depart	ment 👘	Status ↓†	Download	J† Pr	rint 🔱	Action	
Apply for Project Approval	334	CAF					Department of	of Industries	Pending		8	Print	Apply for Other Approvals	
Inspections	Showing 1	to 1 of 1 entrie	es (filtered from)	67 total entries)								P	revious Ne	xt
Self Certification														

Step 8: Once the application is approved the status changes to "**Approved**". User can check/ track the status as well as the events by clicking on the application ID and can also download the certificate by clicking on "**Download**" tab.

GENERAL 14 0 38 0 0 6 0 0 Rejected 0 Rejected 0 Rejected Aptications 0 No No </th <th>Single Window</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>Hemant</th>	Single Window						Hemant
Image: Destribuard Image: De	GENERAL	14 0	20	0	10	1	0
Incomplete Pending Ponvarided Approved Approved Approved Applications Applications Applications Applications Applications Upload Land Registry Details CAF Applications Environment Search: 334 Plot Alorment ID In Application II Department Search: 334	A Dashboard		30 (V)	U			Defected
Likil Upload Monthly Report CAF Applications O Upload Land Registry Details Description For Pending Applications Plot Altornent Copy ID It Application It Department Status ID Application	🛷 Grievance	Applications	Applications		Approved		Applicaions
O Upload Land Registry Details Description For Pending Applications O Plot Allotment Copy CSV Print Search: 334 ID ID Application If Department Status Download If Print Action	Upload Monthly Report	CAF Applications					
Plot Allotment Copy Csv Print Search: 334 ID IL Application II Department Status Download If Print Action	S Upload Land Registry Details	alis Description For Pending Applications					
ID 12 Application	Plot Allotment	Copy CSV Print					Search: 334
Apply for Project Approval 334 CAF Department of Industries Approved Download 🖨 Print Apply for Othe Approval	Apply for Project Approval	ID IA 334 CAF	Application		Department Status Department of Industries	Download Download	It Print Action Print Apply for Other Approvale
Inspections Showing 1 to 1 th entries (filtered from 68 total entries) Previous 1	Inspections	Showing 1 to 1011 entries (filtered from	n 68 total entries)				Previous 1 N



M/S. has filled Common Application expressing its intent to setup the Manufacturing enterprise as per following details:-

Nature of Organisati	on Type of Entern			rprise	Pro	ject Status		Industry Type		
Proprietary				1	1/12	New	iew		Red	
Proposed Location		////				1.42	1000			
Proposed Product &	1		s., "	4	Items	2 11	110			
Capacity Per Annum	Product Name Terminal Bush			Excise (Code	Code Quantity		Unit		
11				8507909	90					
	Vent Plugs			3926908	39269080		9000000		Number	
Detail of Investment(Rs. in lacs)	Land		Building		Plant & Machinary		Other Fixed Assets		Total	
	24.2		20		103.75		3.5		151.45	
Detail of Employment	Skilled		Unskilled		IT/ITeS Professional		Total			
	Male	Female	Male	Female	Male	Ferr	nale			
	06	গুলা হ	04	243	5	(CD)	C	1	15	
Requirement of Basic Infrastructure	Land		Power Connection Load(kW)		Power Contract Demand (kW)			Water (Ltrs/day)		
	2000 Sq. Mtr.		0		300			500		

State Level Single Window Committee has granted IN-PRINCIPLE approval in its 1st Meeting held on 28,03-2018 for establishment of enterprise in Himachal Pradesh. nu

The proposal is approved in Principle subject to the following conditions:

1. The firm will employ at all level at least 70% (or as prescribed from time to time) of total manpower, whether on regular/Contractual/Sub-contractual/daily basis/ or any other mode from amongst bonafide Himachalis.

2. The Pollution Control Board has concurred in in principle subject to condition that Unit will first seek the Consent to Establish from PCB before starting the work.

3. The HPSEBL concurred on proposal that power load of 300 kW with 333 kVA contract demand can be made available at 11 kV supply voltage from 33/11 kV Sub-Station Jeetpur Behari. The recovery of expenditure for supply of electricity shall be as per HPERC (Recovery of Expenditure for Supply of Electricity) Regulations, 419/2012. The action for issuance of PAC shall be initiated automatically by HPSEBL after clearance of proposal by SLSWC & MA after deposit of requisite charges by the consumer/unit. The supply of power after issuance of PAC/Load Sanction shall be governed by the Regulation/ Codes notified by HPERC and terms and conditions of HPSEBL.

4. The firm has to obtain Certificate of Registration from the HP ground Water Authority Shimla for use of Groundwater as per provisions under HP Ground Water Act, 2005 and should construct Rainwater harvesting structure for recharging of Groundwater.

5. 1% Cess on the actual cost of construction shall be deposited by the industrial unit under the Building and Other

System Generated Application. Printed DateTime:2018-05-03 12:05:00

Page Number:1/2



Single Window Clearance System Directorate of Industries(DOI) Govt. of Himachal Pradesh

Construction Workers Welfare Cess Act 1996.

6. The Site /location for setting up of the project should conform to the sitting criteria and other environmental considerations as prescribed by the concerned State/ Centre Govt. Departments/ Organizations. You are therefore advised to keep in mind all these requirements for setting up of the project.

This approval is valid for two years from today. If no effective steps are taken to establish the project within this time period, it will be presumed that you are not interested in establishing the project and the approval will lapse automatically without any further notice. We assure you of our full co-operation and wish you and your enterprise all the success.

aliga -

[Digitally Signed by Rajesh Sharma, IAS on 03-05-2018 12:35:51] Director of Industries, Govt. of Himachal Pradesh,

System Generated Application

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Page Number:2/2

Single Window Clearance System