

User Guide

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)

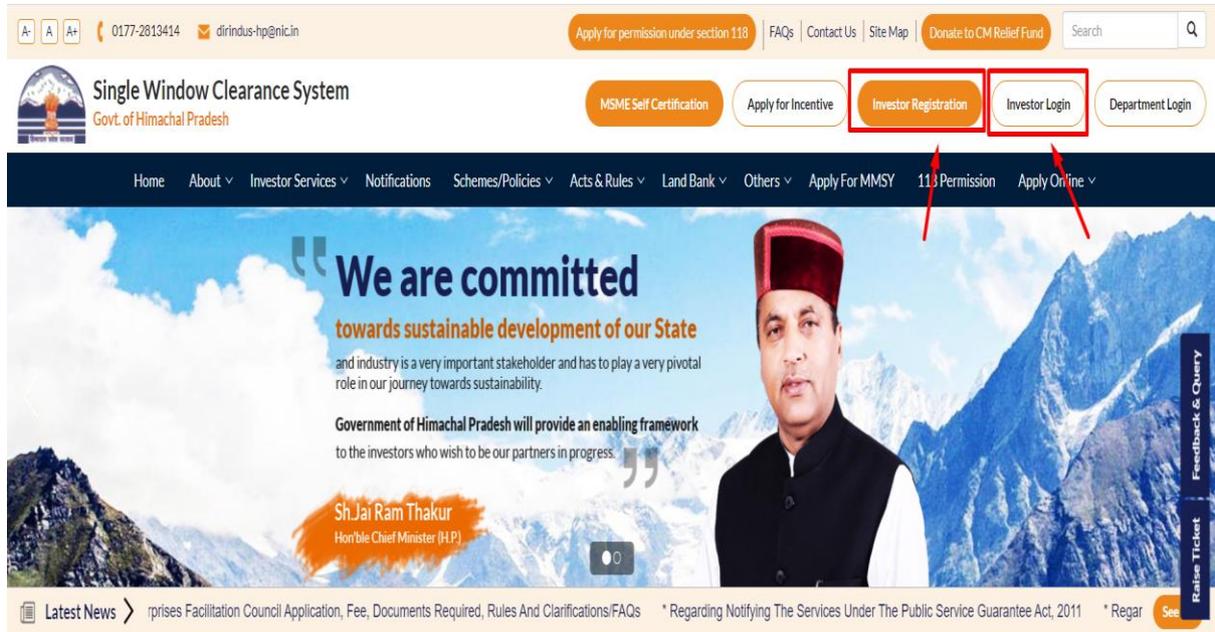


Single Window Clearance System: Common Application Form (CAF)

Step-1: 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:

Investor Registration

| | |
|---|--|
| <p>Email ID *</p> <input type="text" value="Valid Email ID"/> | <p>Mobile Number *</p> <input type="text" value="Mobile Number"/> |
| <p>Choose Password *</p> <input type="password" value="Password"/> | <p>Re-Type Password *</p> <input type="password" value="Re-type Password"/> |

Personal Information

| | |
|--|--|
| <p>First Name *</p> <input type="text" value="First Name"/> | <p>Last Name *</p> <input type="text" value="Last Name"/> |
| <p>Address *</p> <input type="text" value="Address"/> | |

zeturwj Get a new code

Please enter the letters as they are shown in the image above *

(Letters are not case-sensitive)

REGISTER

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

Investor Login

IUID/Email ID *

Password *

puzbprj Get a new code

Please enter the letters as they are shown in the image Above *

(Letters are not case-sensitive)

[Forgot Password?](#) [Resend Activation Mail](#)

LOGIN

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:

The screenshot shows the 'Single Window' dashboard for user 'Vikrant Chandel'. The top navigation bar includes 'HOME', 'GENERAL', and 'Know Your Approvals'. The main dashboard displays application status metrics: 0 Incomplete, 1 Pending, 0 Forwarded, 0 Approved, and 0 Rejected. A sidebar on the left contains a menu with 'Apply for Project Approval (Industries)' highlighted in red. The main content area shows 'CAF Applications' with a table of pending applications.

| ID | Application | Department | Status | Download | EC Letter | Print | Payment Receipt |
|-------|-------------|------------|---------|----------|-----------|-------|-----------------|
| 21565 | Fire NOC | Fire | Pending | | | Print | Receipt |

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

CAF :- Common Application Form
Step 1

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

Enterprise Detail Project Finance Project Requirement Documents Declaration Payment

Home

General

Know Your Approvals

Grievance

Project Approval (Industries)

Apply for Project Approval (Other)

MSME Self Certification

Apply for 118 Permission

Department of Industries

Food & Civil Supplies

Agriculture

Department of Higher Education

DHSR

Apply for Industrial Plot

Other Approvals

Geological Wing

Enterprise Detail

| | | |
|---|---|--|
| IUID * <input type="text" value="11055075"/> | Enterprise Name * <input type="text" value="Name of the Company / Unit"/> | Type of Enterprise * <input type="text" value="Nature of your Unit"/> |
| Enterprise Address * <input type="text" value="* Enterprise Address"/> | Pin Code * <input type="text" value="* Pin Code"/> | Mobile * <input type="text" value="Mobile Number"/> |
| Email * <input type="text" value="* Email"/> | Telephone * <input type="text" value="Telephone Number"/> | Fax <input type="text" value="Fax"/> |
| Select Single Window inprinciple Approval * <input type="text" value="* Please Select"/> | Project Investment Sector * <input type="text" value="--Please Select--"/> | |

Unit Detail

Same As Above

| | | |
|--|---|--|
| Unit Name * <input type="text" value="* Name of the Unit"/> | Unit Address * <input type="text" value="* Unit Address"/> | Pin Code * <input type="text" value="* Pin Code"/> |
| Mobile * <input type="text" value="Mobile Number"/> | Telephone * <input type="text" value="Telephone Number"/> | Nature of Unit * <input type="text" value="--Nature of unit--"/> |
| Category of Unit * <input type="text" value="--Please Select Unit Type--"/> | Unit Project Type * <input type="text" value="--Please Select--"/> | NIC 5-DIGIT CODE * <input type="text" value="Select NIC 5-DIGIT CODE"/> |

Details of M.D/Managing Partner/CEO / Lead Promoter/ Proprietor

Please hit enter for multiple entries.

| | | |
|---|--|--|
| Name * <input type="text" value="* Name of the M.D/Managi"/> | Designation * <input type="text" value=""/> | Mobile * <input type="text" value="Mobile Number"/> |
| Email * <input type="text" value="* Email"/> | | |

Details of Authorized Coordinator/Person

| | | |
|---|---|---|
| Name * <input type="text" value="Vikrant Chandel"/> | Designation * <input type="text" value="* Designation"/> | Mobile * <input type="text" value="7807500006"/> |
| Email * <input type="text" value="vikrantchandel.ey@gmail.com"/> | | |

Save & Next

Step -5.2: Project Finance

CAF :- Common Application Form
Step 1 - Step 2

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

Enterprise Detail Project Finance Project Requirement Documents Declaration Payment

Home

General

Know Your Approvals

Grievance

Project Approval (Industries)

Apply for Project Approval (Other)

MSME Self Certification

Apply for 118 Permission

Department of Industries

Food & Civil Supplies

Agriculture

Department of Higher Education

DHSR

Apply for Industrial Plot

Other Approvals

Detail of Investment (INR Lakhs)

| Land * | Building * | Plant & Machinery * | Other Fixed Assets * | Total * |
|-----------------------------------|---------------------------------------|--|---|----------------------------------|
| <input type="text" value="Land"/> | <input type="text" value="Building"/> | <input type="text" value="Plant & Machinery/Equipment"/> | <input type="text" value="Other Fixed Assets"/> | <input type="text" value="0.0"/> |

Proposed Employment Detail

| Skilled * | Un-Skilled * | ITI/TeS Professional * | Total |
|--------------------------------------|---|---|---|
| <input type="text" value="Skilled"/> | <input type="text" value="Un-Skilled"/> | <input type="text" value="ITI/TeS Professional"/> | <input type="text" value="Employment"/> |

Update Project Status

Boilers & Act Regulation

Partnership Firm

Labour

HPSEBL

Electrical Inspectorate

Fire

PCB

Weights and Measures

HP Ground Water Authority

UD & TCP

Incentive

Major Raw Material Detail

| Name of Raw Material * | Annual Quantity Requirement * | Unit * | Action |
|---|--|---|---|
| <input type="text" value="Raw Material"/> | <input type="text" value="Annual Requirement Quantity"/> | <input type="text" value="---Please Select Unit---"/> | <input style="background-color: #27ae60; color: white; border: none; padding: 2px 5px; border-radius: 3px;" type="button" value="+"/> |

Product/Service Details (Please enter 0000 in HS Code in case of Service Entrprises)

| Name of Product?Service * | HS Code * | Annual Capacity * | Unit * | Action |
|---|--------------------------------------|--|---|---|
| <input type="text" value="Product Name"/> | <input type="text" value="HS Code"/> | <input type="text" value="Annual Capacity"/> | <input type="text" value="---Please Select Unit---"/> | <input style="background-color: #27ae60; color: white; border: none; padding: 2px 5px; border-radius: 3px;" type="button" value="+"/> |

Step -5.3: Project Requirement

Home

General

Know Your Approvals

Grievance

Project Approval (Industries)

Apply for Project Approval (Other)

MSME Self Certification

Apply for 11B Permission

Department of Industries 2

Food & Civil Supplies 2

Agriculture 10

Department of Higher Education 1

DHSR 1

Apply for Industrial Plot

Other Approvals

Geological Wing

Update Project Status

Boilers & Act Regulation

Partnership Firm

Electrical Inspectorate

Fire

PCB

Weights and Measures

HP Ground Water Authority

UD & TCP

Incentive

TCP

Municipal Corporation

CAF :- Common Application Form Step 1 - Step 2 - Step 3

Proposed Land

Do you require land? *

Detail of Land

Land District *

Proposed Land Area Detail

Land Area Unit as per mentioned in Jamabandi *

| Khata No. * | Khatuni No. * | Khasra No. * | Land Area * | Action |
|--|--|---|--|---|
| <input type="text" value="Khata No."/> | <input type="text" value="Khatuni No."/> | <input type="text" value="Khasra No."/> | <input type="text" value="Land Area"/> | <input style="background-color: #27ae60; color: white; border: none; padding: 2px 5px; border-radius: 3px;" type="button" value="+"/> |

Waste Water Discharge Details for PCB

| Type of Effluent * | Quantity (in KL/D) * | Method of Treatment * | Final Mode of Disposal * |
|--|---------------------------------------|--|--|
| <input type="text" value="Please Select"/> | <input type="text" value="Quantity"/> | <input type="text" value="Please Select"/> | <input type="text" value="Please Select"/> |

Water & Land Requirements (IPH Department)

| Water Requirement | Quantity | Unit |
|---------------------|----------------------|------------|
| Total Requirement * | <input type="text"/> | Liters/Day |
| Source of water * | <input type="text"/> | |

IPH Division *

IPH Sub Division *

Electricity Requirements (HPSEBL Department)

| Electricity Requirement | Type of Load | kW |
|-------------------------|-----------------|----------------------|
| Connection Load (kW) * | General Load * | <input type="text"/> |
| Contract Demand (kVA) * | Rolling Mill * | <input type="text"/> |
| Source of Power * | Furnace Load * | <input type="text"/> |
| Select Power Source ... | Lighting Load * | <input type="text"/> |

Step -5.4: Documents

CAF :- Common Application Form
Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

Step 1
Enterprise Detail
Step 2
Project Finance
Step 3
Project Requirement
Step 4
Documents
Step 5
Declaration
Step 6
Payment

Upload Documents

| # | Document | File Type | Max File Size | Status | Action |
|----|---|-----------|---------------|---|---|
| 1 | * Id card Uploaded Document : : Not to Upload | id.pdf | 25MB | Please Upload | Choose File No file chosen upload |
| 2 | * Address proof Uploaded Document : : Not to Upload | id.pdf | 25MB | Please Upload | Choose File No file chosen upload |
| 3 | Land/rent detail Uploaded Document : : Not to Upload | id.pdf | 25MB | Please Upload | Choose File No file chosen upload |
| 4 | Layout drawings Uploaded Document : : Not to Upload | id.pdf | 25MB | Please Upload | Choose File No file chosen upload |
| 5 | * Brief project report Uploaded Document : : Not to Upload | id.pdf | 25MB | Please Upload | Choose File No file chosen upload |
| 6 | Expansion/(f any) Uploaded Document : : Not to Upload | id.pdf | 25MB | Please Upload | Choose File No file chosen upload |
| 7 | Private/Public Registration of Incorporation Uploaded Document : : Not to Upload | id.pdf | 25MB | Please Upload | Choose File No file chosen upload |
| 8 | Co operative Registration Certificate Uploaded Document : : Not to Upload | id.pdf | 25MB | Please Upload | Choose File No file chosen upload |
| 9 | Partnership Deed Agreement Uploaded Document : : Not to Upload | id.pdf | 25MB | Please Upload | Choose File No file chosen upload |
| 10 | Other Documents Uploaded Document : : Not to Upload | id.pdf | 25MB | Please Upload | Choose File No file chosen upload |
| 11 | Letter of COP/EMILUAM Uploaded Document : : Not to Upload | id.pdf | 25MB | Please Upload | Choose File No file chosen upload |
| 12 | Prev Single Window Approval Uploaded Document : : Not to Upload | id.pdf | 25MB | Please Upload | Choose File No file chosen upload |
| 13 | Any other Documents Uploaded Document : : Not to Upload | id.pdf | 25MB | Please Upload | Choose File No file chosen upload |

Back
Save & Next

Step – 5.5: Declaration

CAF :- Common Application Form
Step 1 Step 2 Step 3 Step 4 Declaration Step 6

Step 1
Enterprise Detail
Step 2
Project Finance
Step 3
Project Requirement
Step 4
Documents
Step 5
Declaration
Step 6
Payment

DECLARATION

I, **Vikrant Chandel** having Regd. office at **Test application** hereby declare that the information furnished by me/us to Directorate of Industries, Govt. of Himachal Pradesh, by our firm/enterprise in this Application Form for Directorate of Industries, Govt. of Himachal Pradesh are true to the best of my knowledge, belief and is based on the company/firm records. I/We indemnify the above agencies or any other agency under the jurisdiction of Govt. of Himachal Pradesh from liabilities of any nature that may arise due to the decision taken based on the information contained in this application form which may be inadequate, inaccurate, erroneous etc. and the management of my firm/enterprise assumes complete responsibility in this regard.

Further, our firm/enterprise undertakes to provide any additional information or clarification as required by Directorate of Industries, Govt. of Himachal Pradesh or its agencies during and after processing of our application.

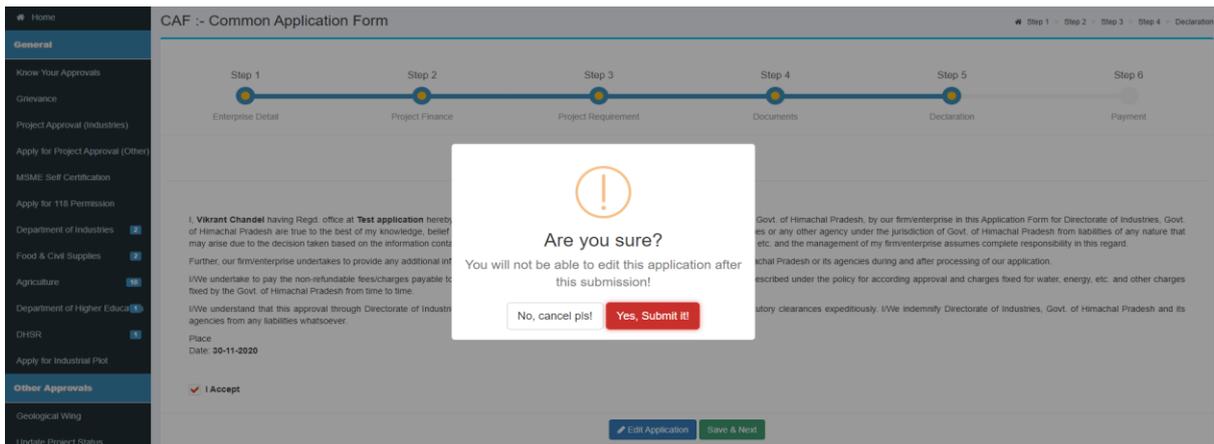
I/We undertake to pay the non-refundable fees/charges payable to Directorate of Industries, Govt. of Himachal Pradesh and its agencies as prescribed under the policy for according approval and charges fixed for water, energy, etc. and other charges fixed by the Govt. of Himachal Pradesh from time to time.

I/We understand that this approval through Directorate of Industries, Govt. of Himachal Pradesh is to assist our firm/enterprise in getting statutory clearances expeditiously. I/We indemnify Directorate of Industries, Govt. of Himachal Pradesh and its agencies from any liabilities whatsoever.

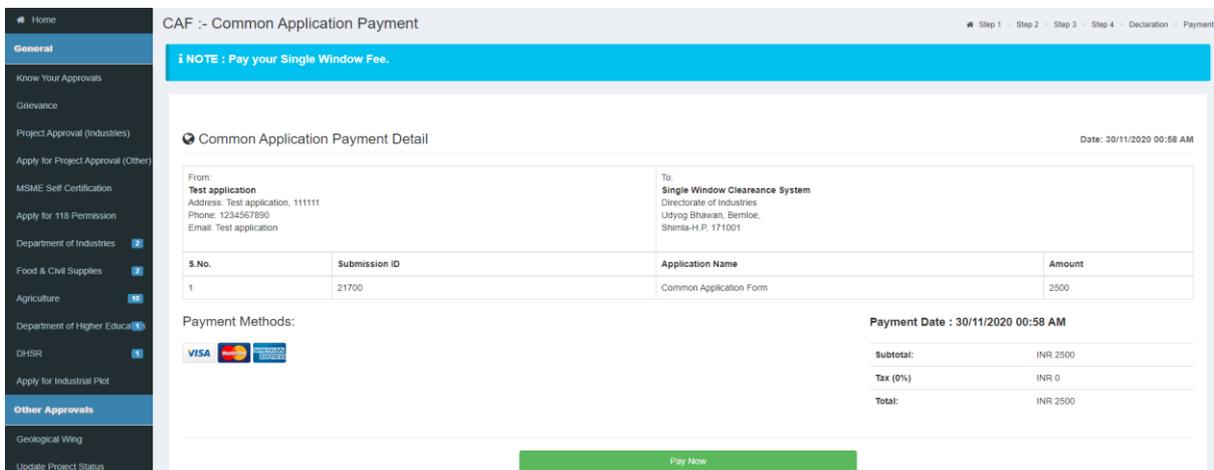
Place
Date: **30-11-2020**

I Accept

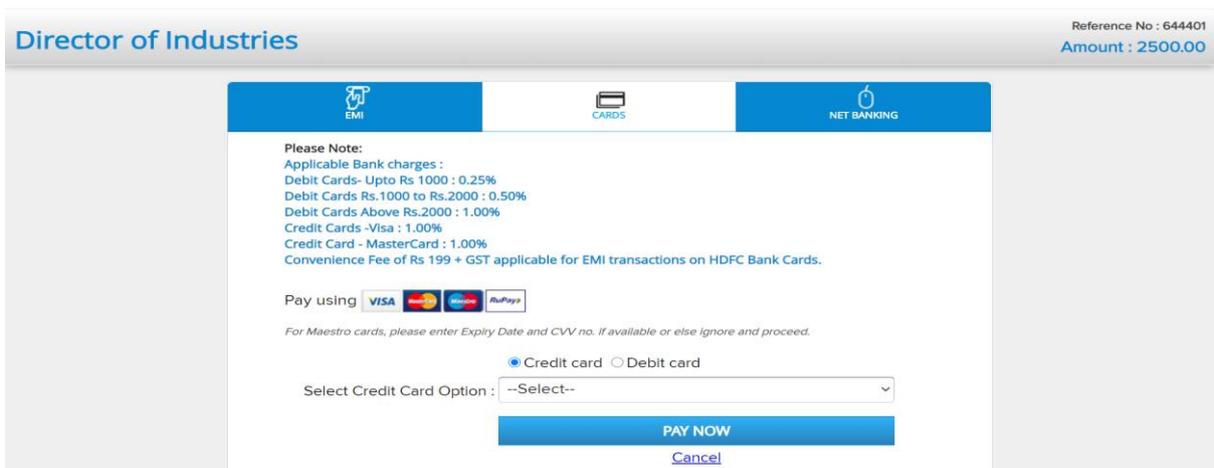
Edit Application
Save & Next



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



Step 6: Online payment gateway:



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**.

The screenshot shows the 'Single Window' dashboard. At the top, there are six summary cards: Incomplete (14), Pending (38), Forwarded (0), Approved (15), and Rejected (0). Below these is a section for 'CAF Applications'. A table lists pending applications, with ID 334 highlighted. The status for ID 334 is 'Pending', which is circled in red. The table columns are ID, Application, Department, Status, Download, Print, and Action.

| ID | Application | Department | Status | Download | Print | Action |
|-----|-------------|--------------------------|---------|----------|-------|---------------------------|
| 334 | CAF | Department of Industries | Pending | | Print | Apply for Other Approvals |

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.

The screenshot shows the 'Single Window' dashboard after the application has been approved. The summary cards now show: Incomplete (14), Pending (38), Forwarded (0), Approved (16), and Rejected (0). The table for 'CAF Applications' shows ID 334 with a status of 'Approved', which is circled in red. A red arrow points to the 'Download' button in the 'Action' column for ID 334. The table columns are ID, Application, Department, Status, Download, Print, and Action.

| ID | Application | Department | Status | Download | Print | Action |
|-----|-------------|--------------------------|----------|----------|-------|---------------------------|
| 334 | CAF | Department of Industries | Approved | Download | Print | Apply for Other Approvals |

Sample Approved certificate



Single Window Clearance System

Directorate of Industries(DOI)
Govt. of Himachal Pradesh

IN-PRINCIPLE APPROVAL

No.: [REDACTED]

Date of Issue: 03 May 2018

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

| Nature of Organisation | Type of Enterprise | | Project Status | | Industry Type | | |
|--|--------------------|----------------------------------|-----------------------------------|----------|-----------------------------|--------------|--------------|
| Proprietary | Small | | New | | Red | | |
| Proposed Location | [REDACTED] | | | | | | |
| Proposed Product & Capacity Per Annum | Items | | | | | | |
| | Product Name | | Excise Code | Quantity | Unit | | |
| | Terminal Bush | | 85079090 | 3000000 | Number | | |
| | Vent Plugs | | 39269080 | 9000000 | Number | | |
| Detail of Investment(Rs. in lacs) | Land | Building | Plant & Machinery | | 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 | Female | |
| | 06 | 04 | 5 | | | | 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.

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

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



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.

[Digitally Signed by Rajesh Sharma, IAS on 03-05-2018 12:35:51]

Director of Industries,
Govt. of Himachal Pradesh,