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)

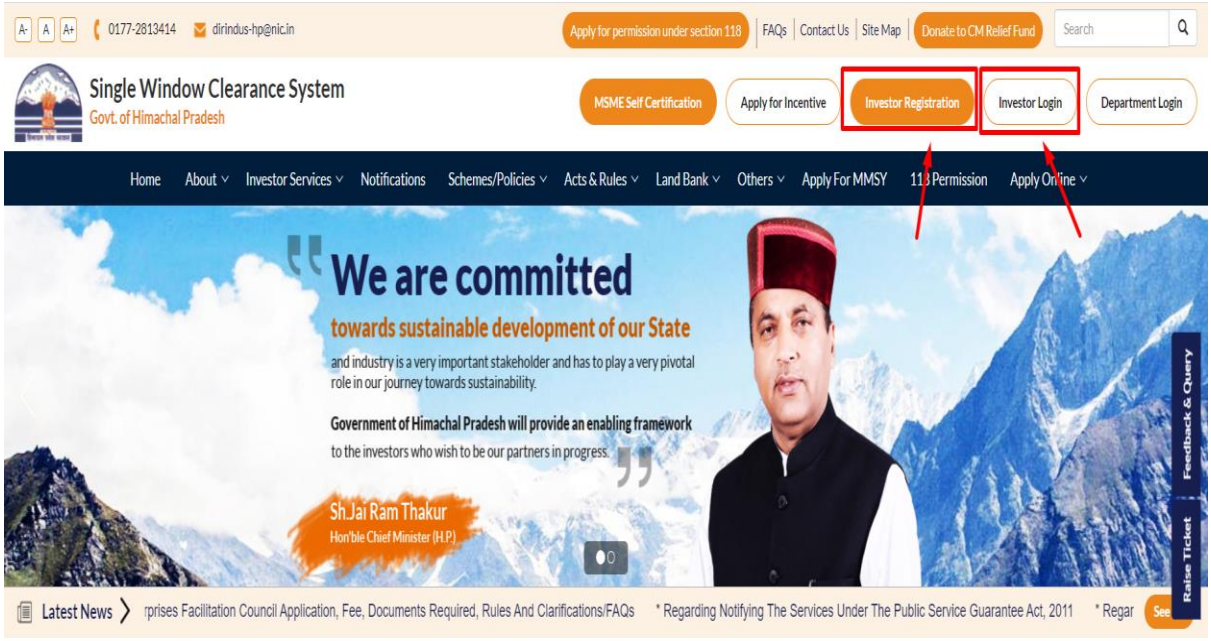
सत्यमेव जयते
हिमाचल प्रदेश सरकार

Single Window Clearance System: Common Application Form (CAF)

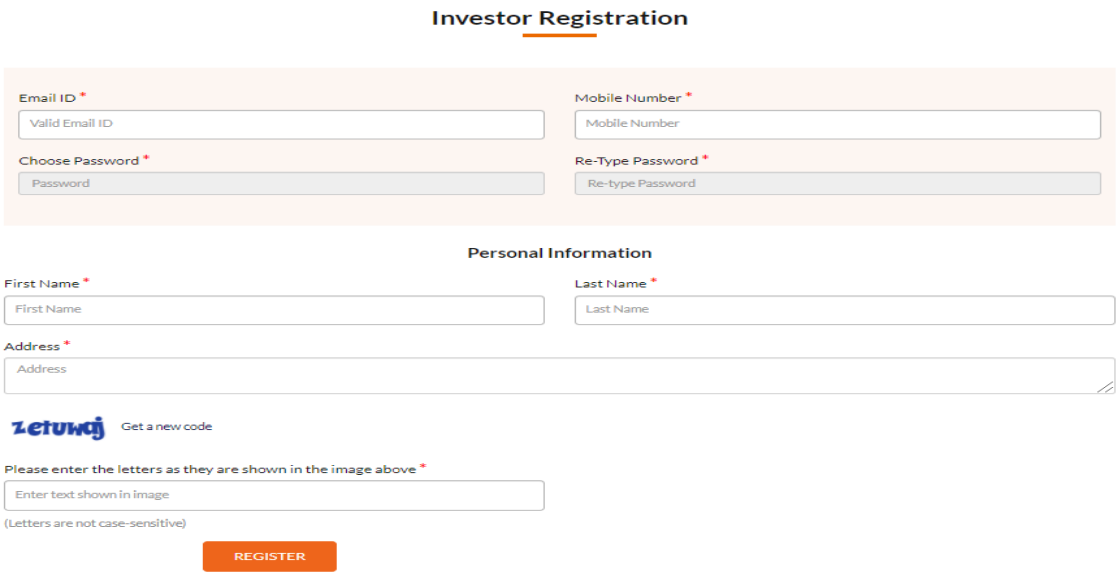
Step-1: Visit the Department's website following the link

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

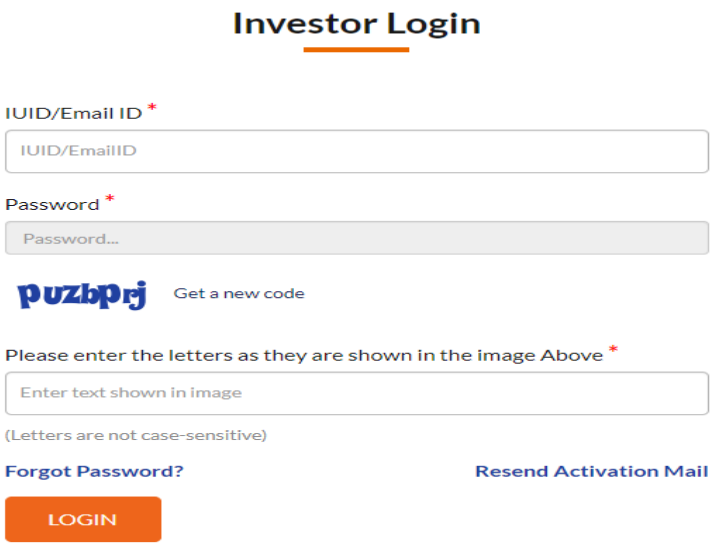
The new user can register (one time registration for new user) and registered users can login.



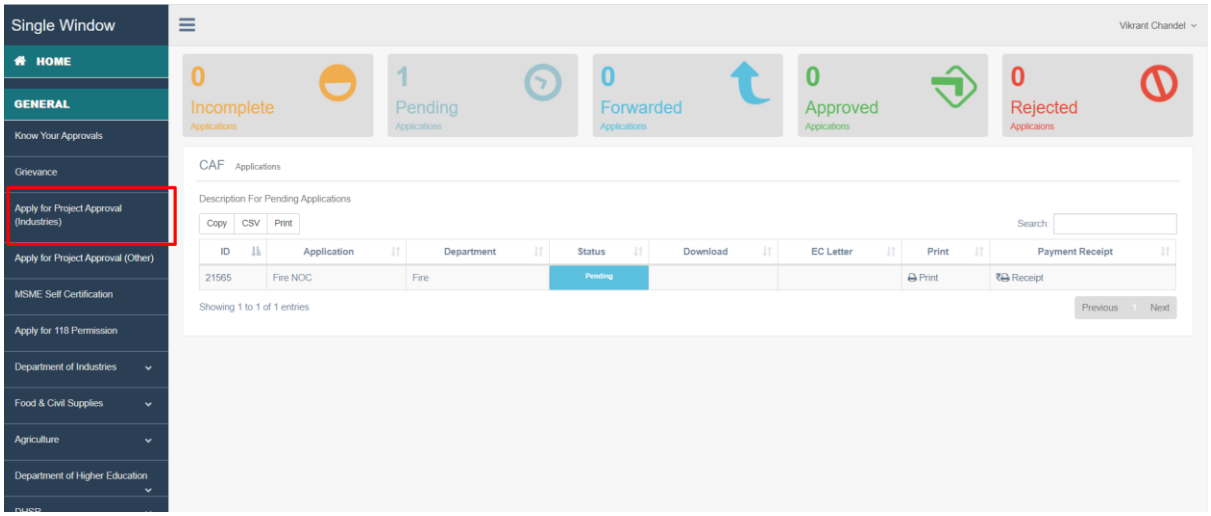
Step-2: User can register by filling the information below:



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

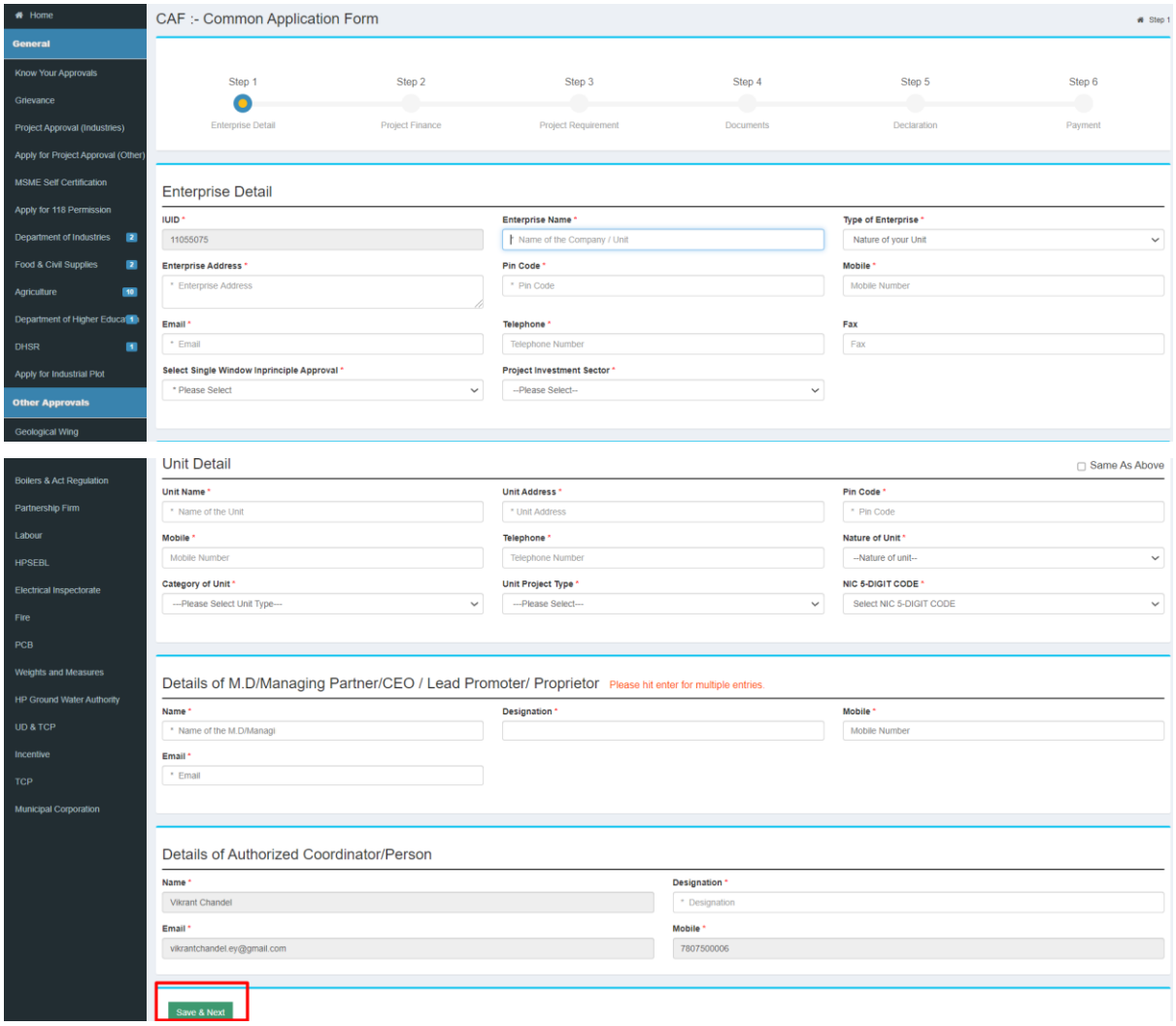


Step-4: Following page is displayed after login. User may select the **"Apply for project Approvals"** tab on the left column. User may click here to proceed:

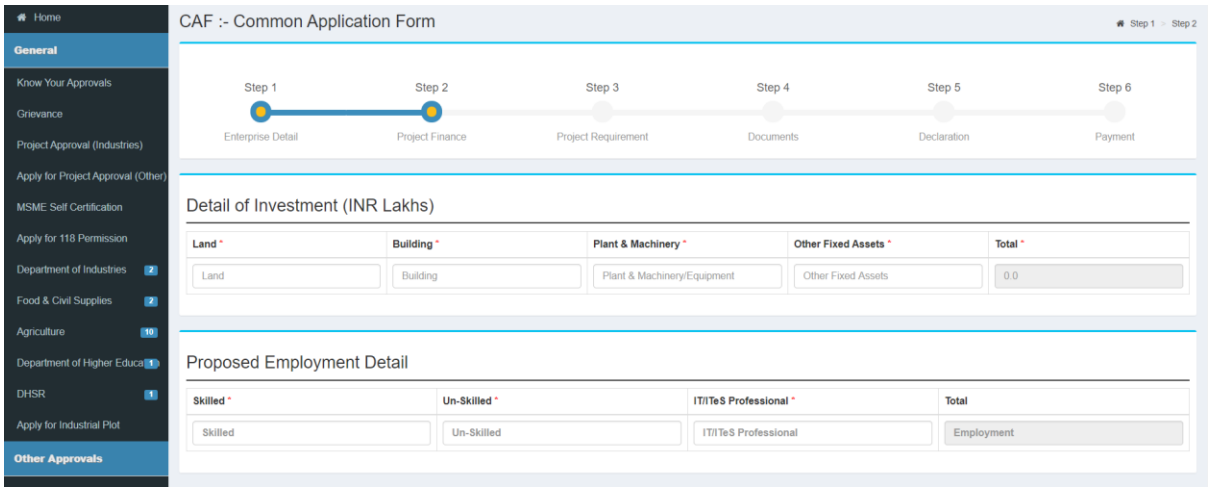


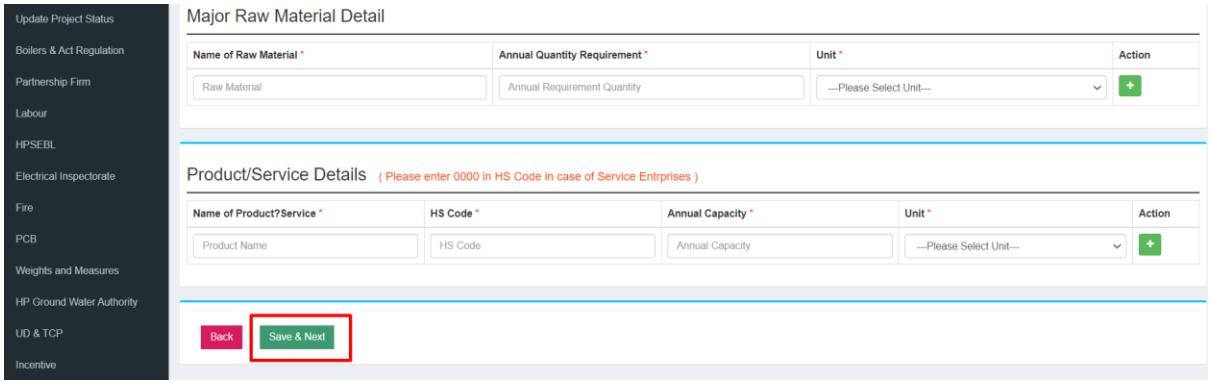
Step-5: Following page is displayed where the user is required to submit the requisite details listed in the "**Common Application Form"** below:

Step -5.1: Enterprise Details

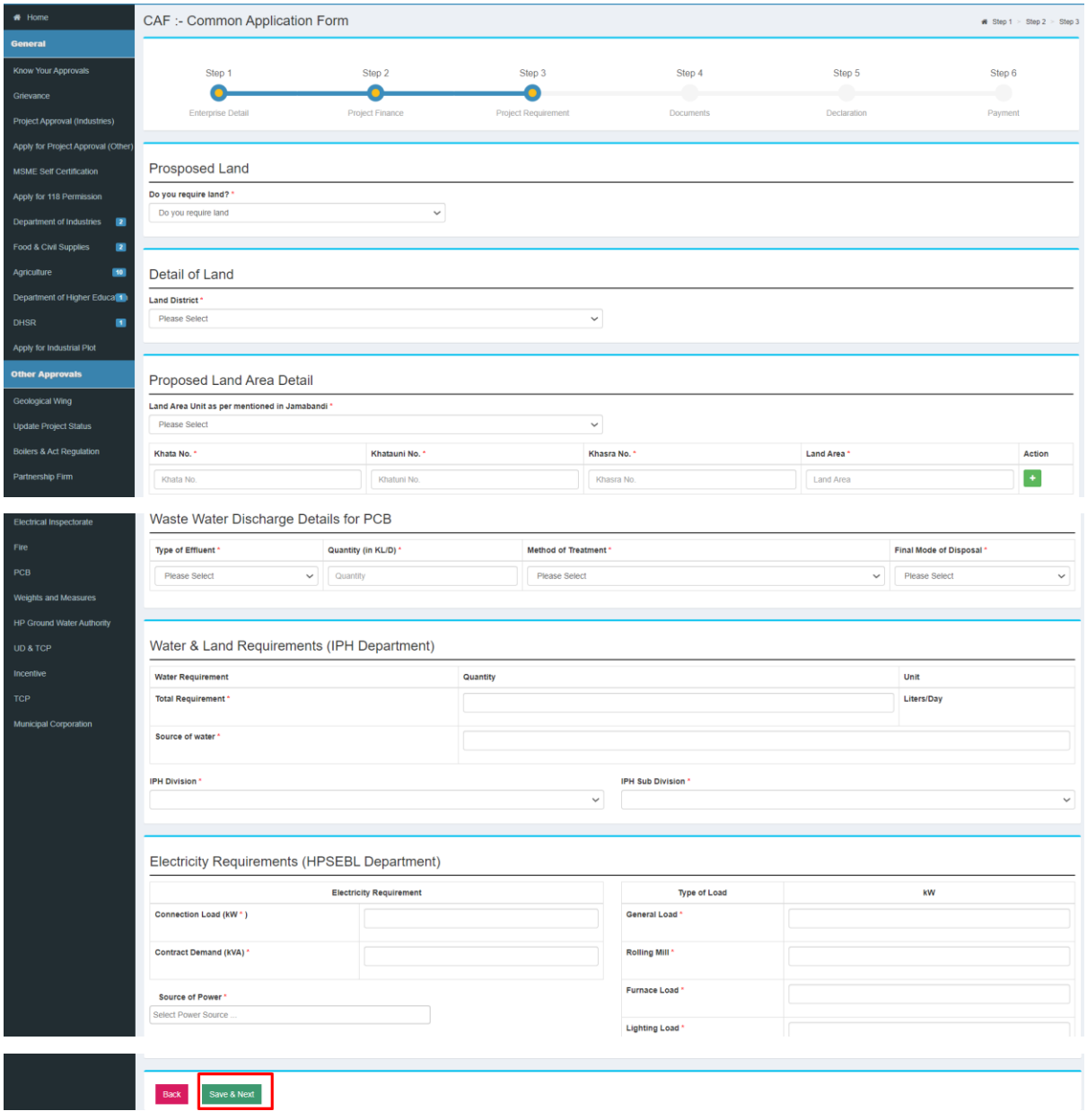


Step -5.2: Project Finance

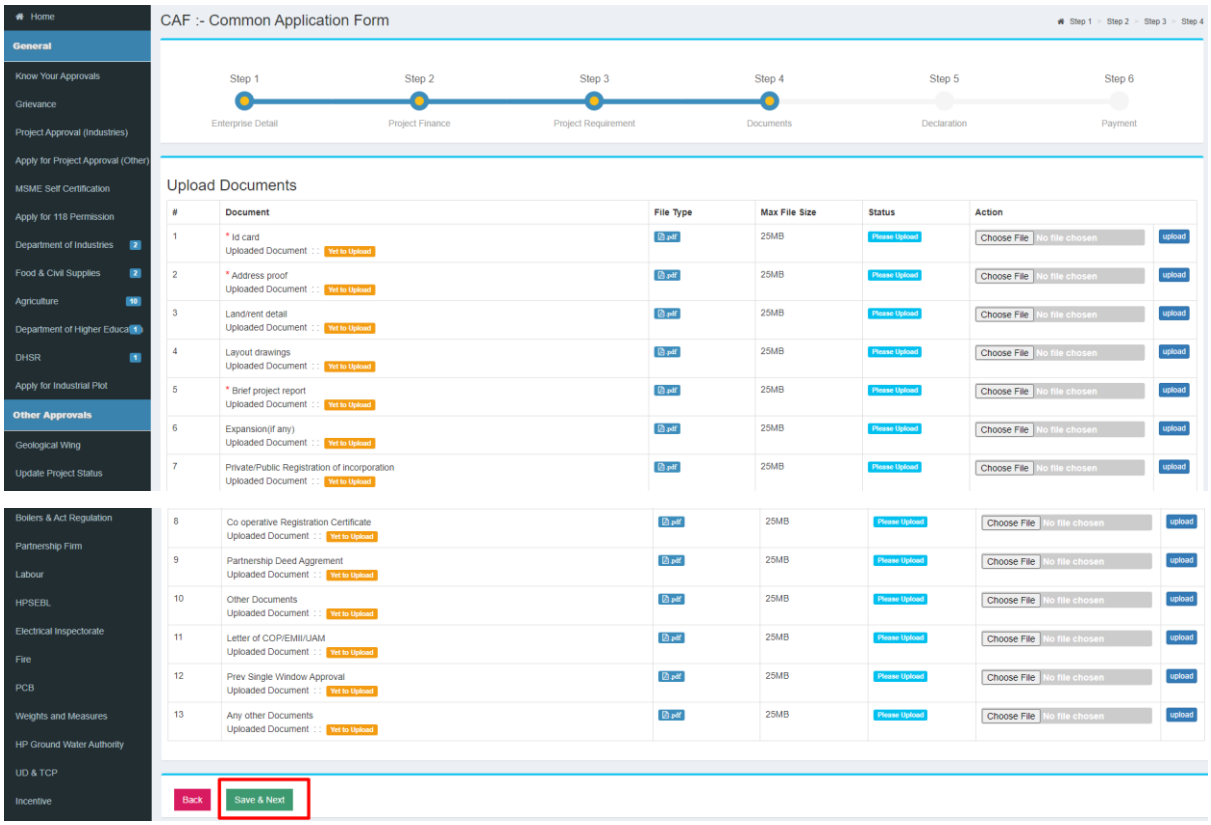




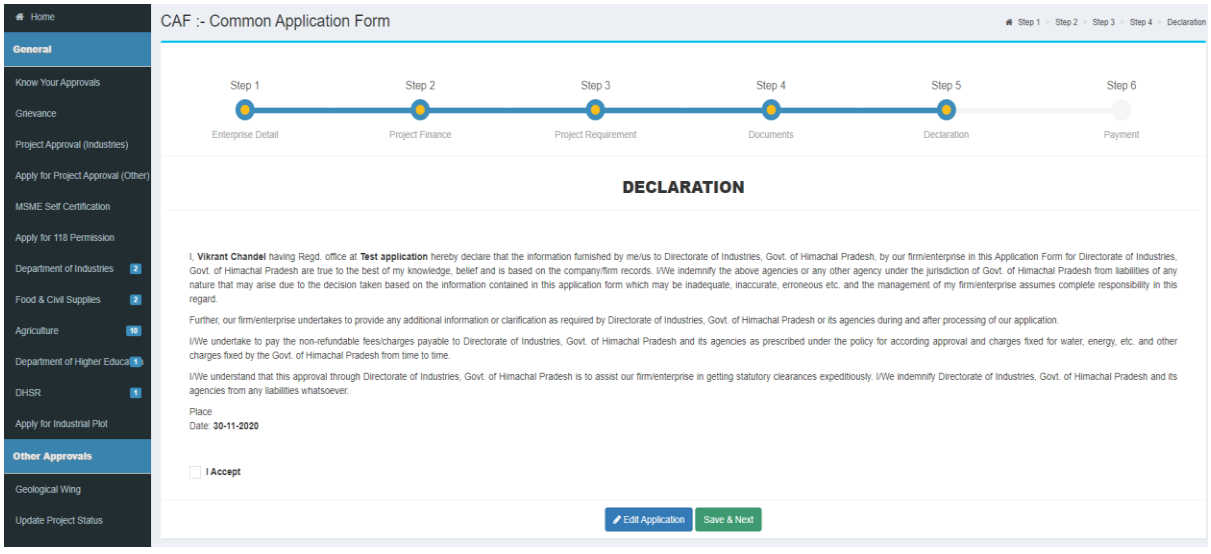
Step -5.3: Project Requirement

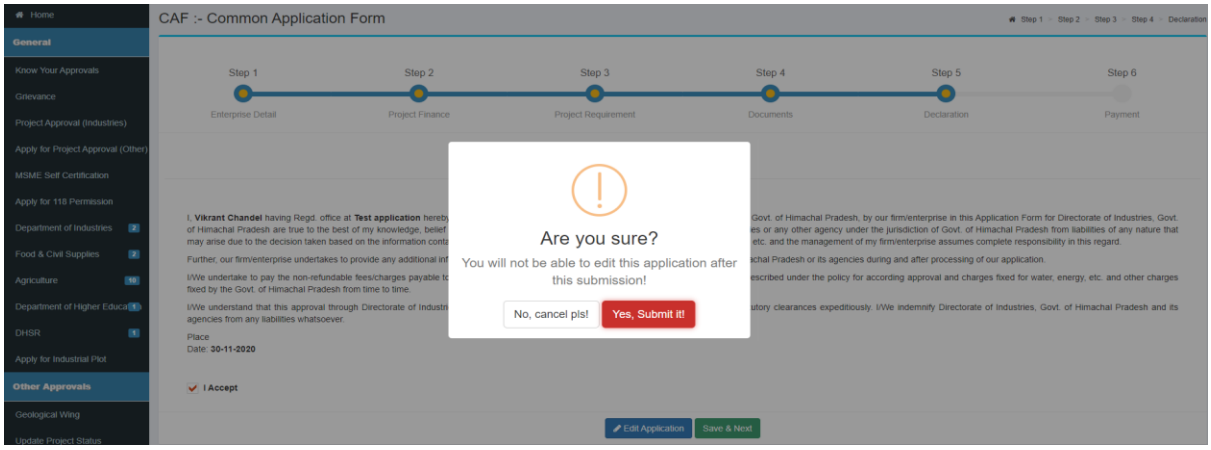


Step -5.4: Documents

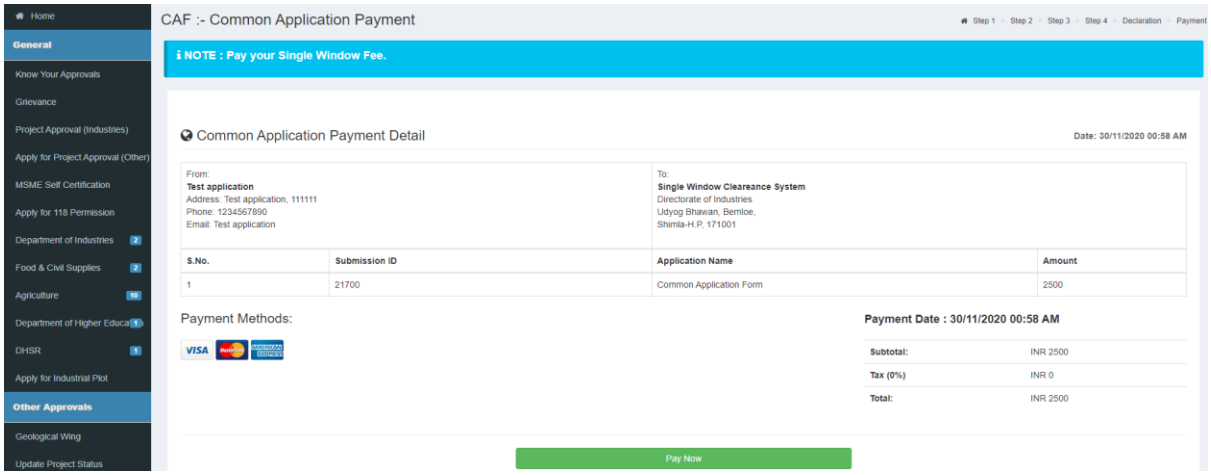


Step – 5.5: Declaration

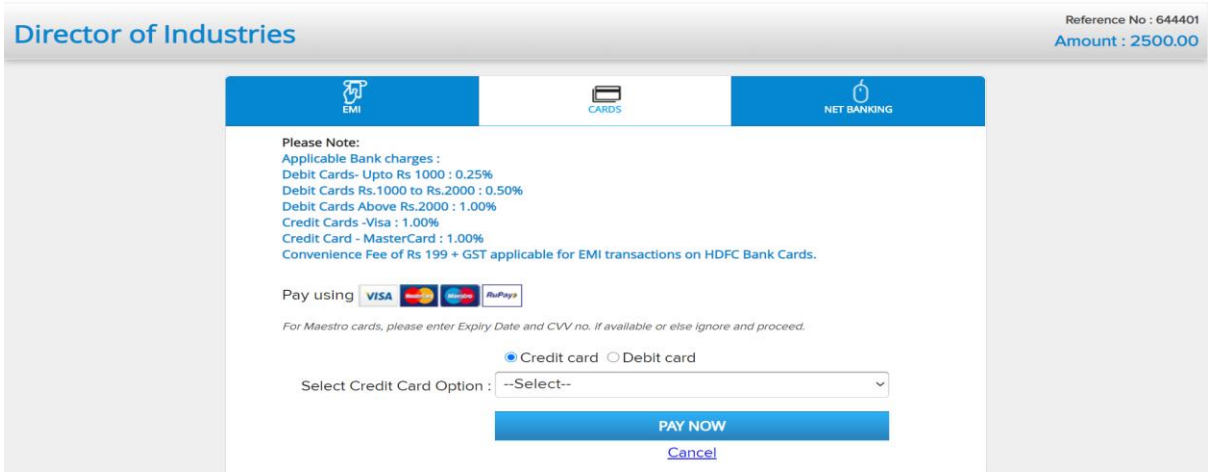




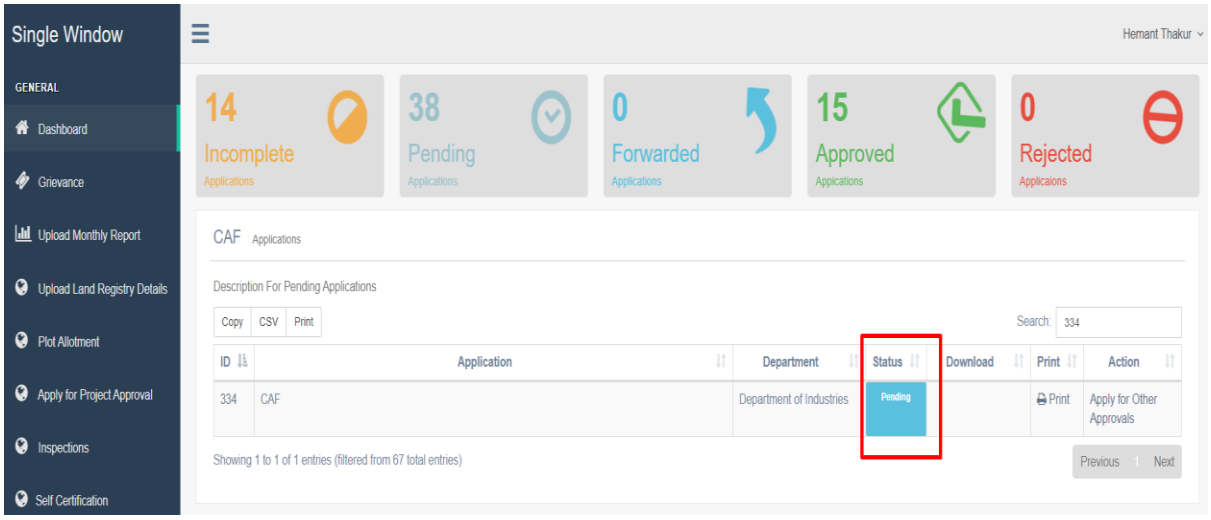
On submission of declaration, user is directed for **online payment of fees**:



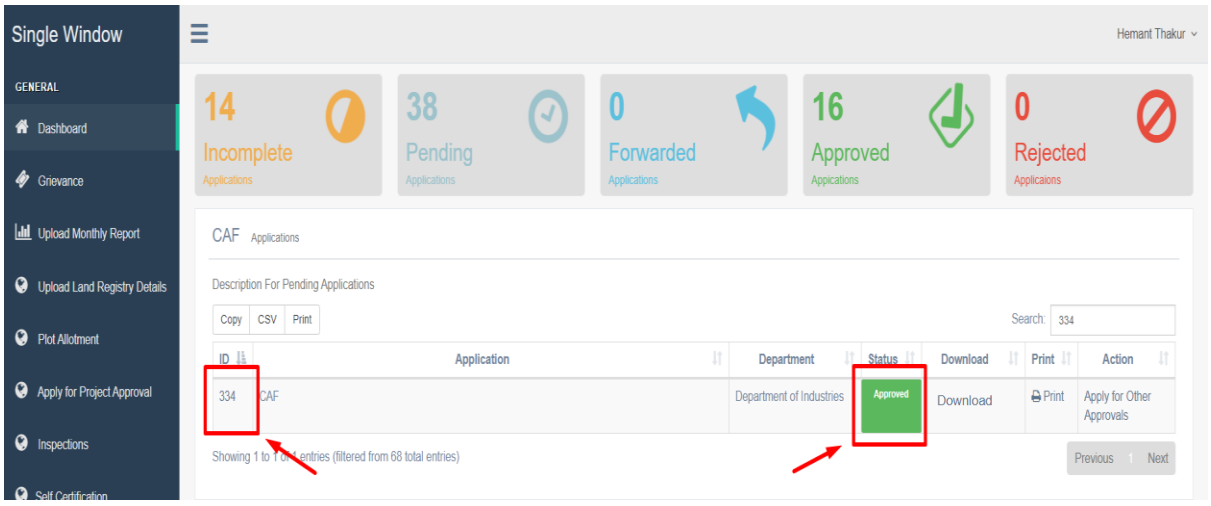
Step 6: Online payment gateway:



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**.



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.



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 filled 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 & 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	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:

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

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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,