



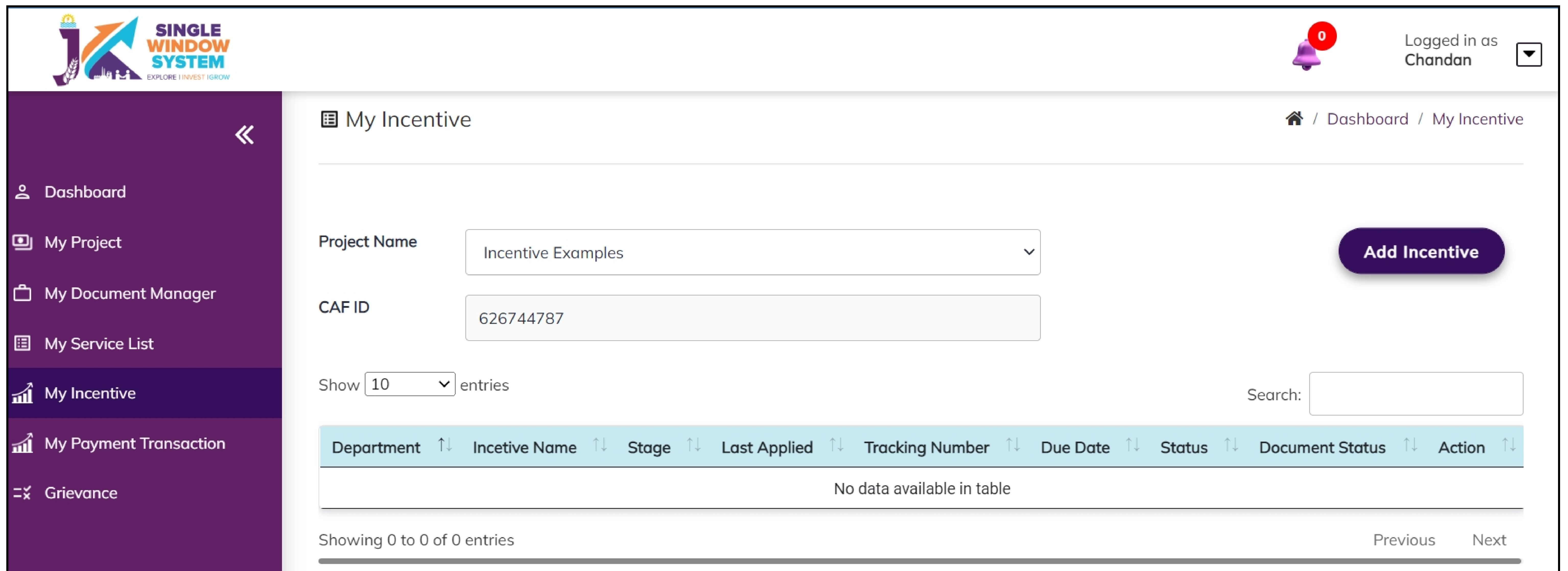
singlewindow.jk.gov.in

Support on participation in UT level and national level exhibitions

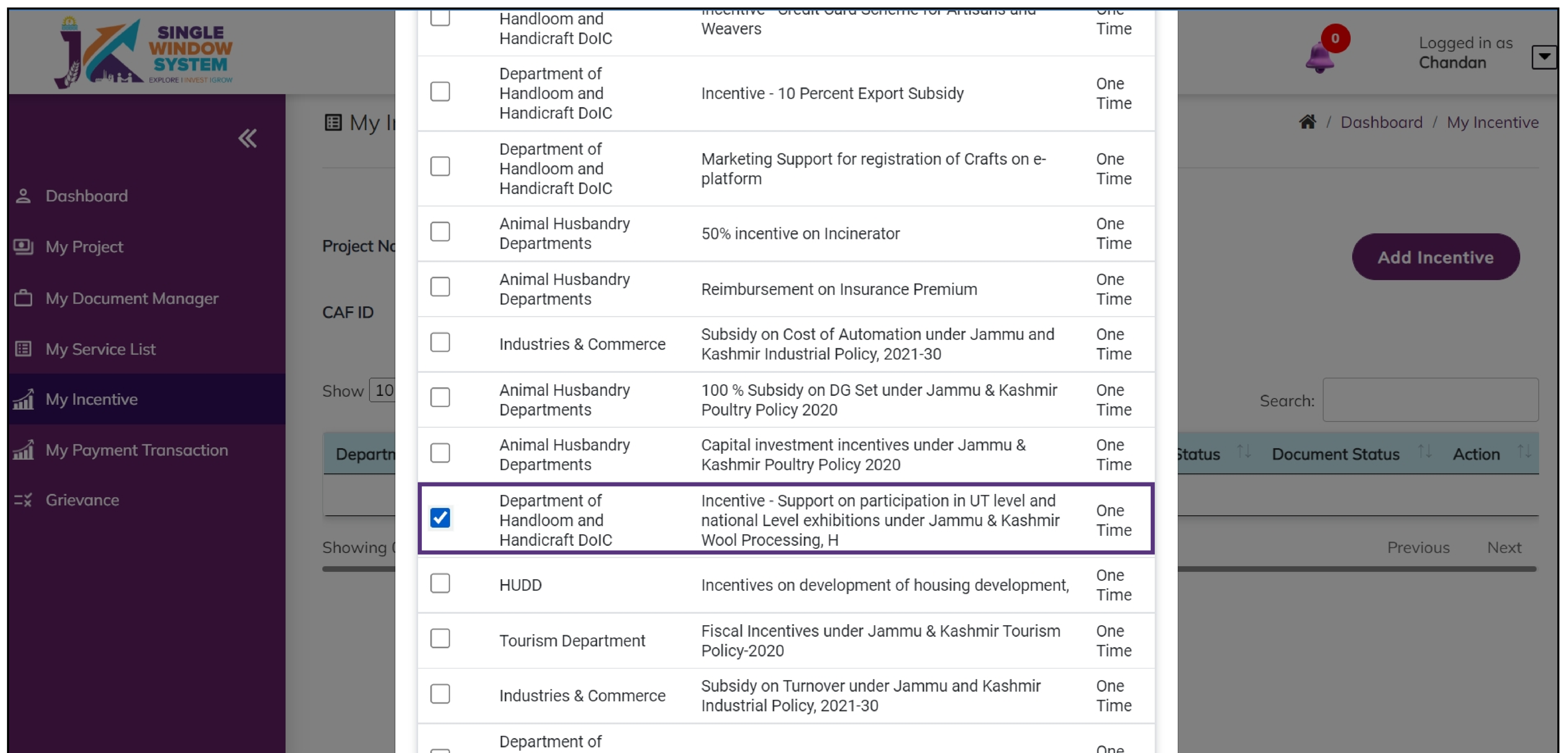
Single Window System - J & K

Incentive - Support on Participation

After login, select **My Incentive** from the left side menu. After selecting your Project name from the dropdown list, click on **Add Incentive**.

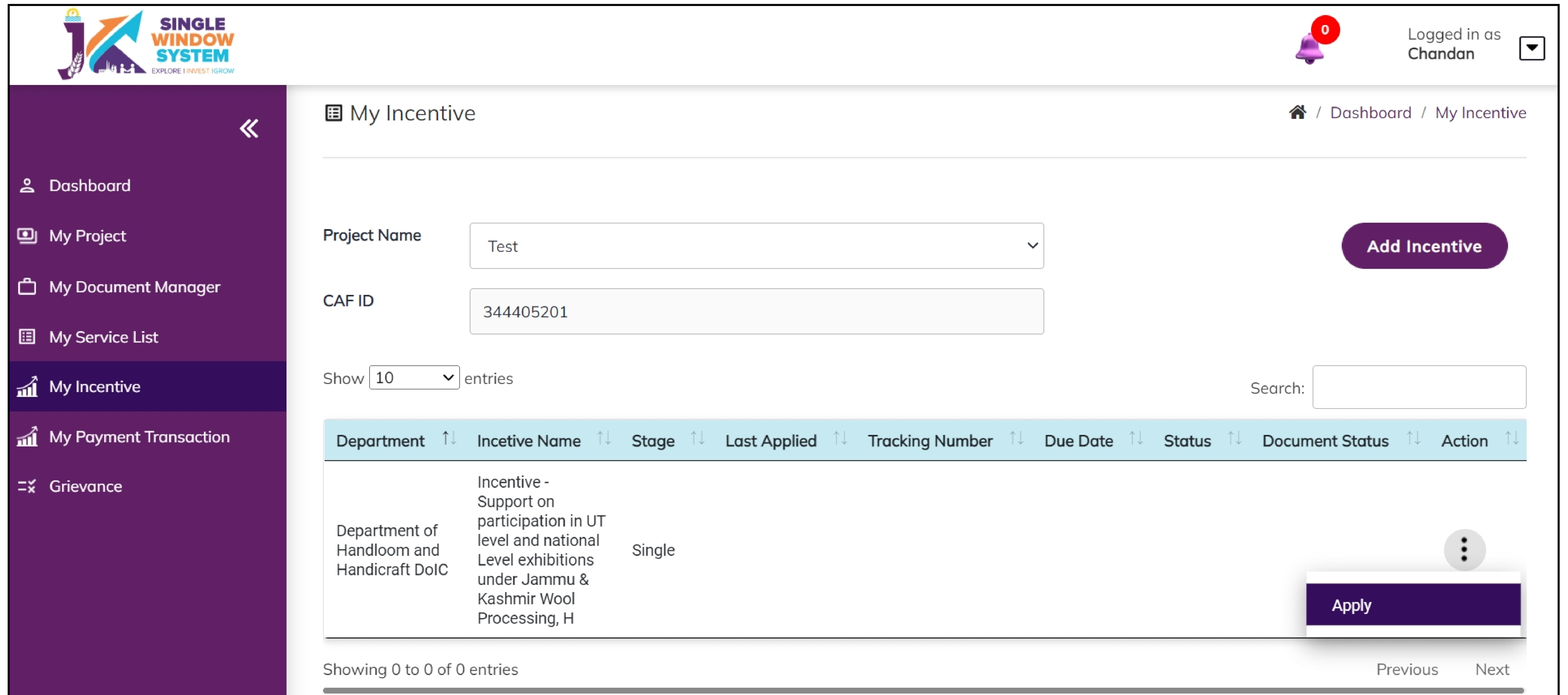


After clicking on **Add Incentive**, **Add Incentive** pop-up will appear.



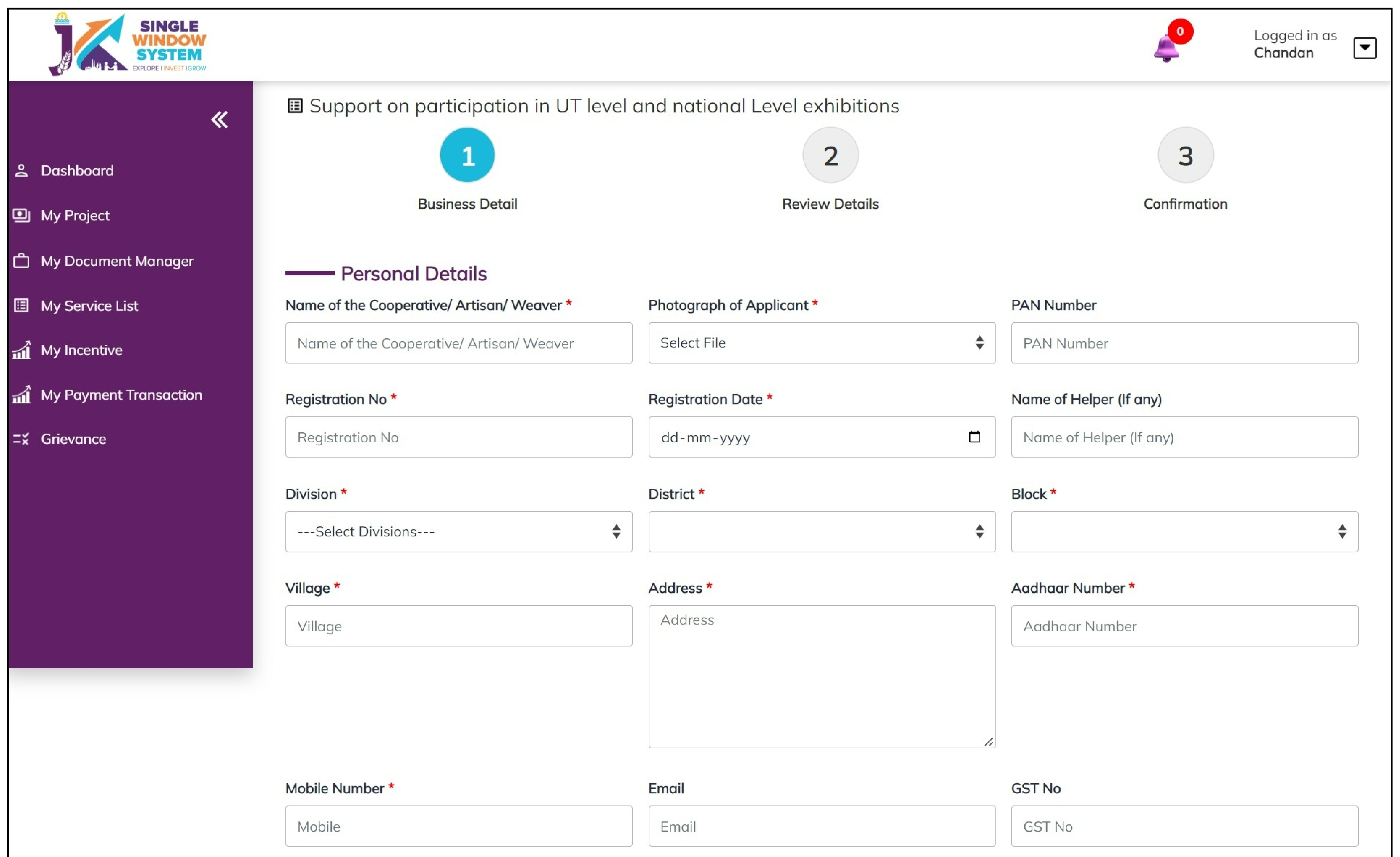
Select Department of Handloom and Handicraft DoIC in **Department** field and on Incentive Name, check the **Incentive - Support on participation in UT level and national Level exhibitions under Jammu & Kashmir Wool Processing, H** and click on the **Submit** button to proceed.

Now, the following screen will appear, click on apply to apply the incentive.



The screenshot shows the 'My Incentive' page. On the left is a navigation menu with options: Dashboard, My Project, My Document Manager, My Service List, My Incentive (selected), My Payment Transaction, and Grievance. The main content area has a breadcrumb trail: Home / Dashboard / My Incentive. Below this, there are input fields for 'Project Name' (with a dropdown menu showing 'Test') and 'CAF ID' (with the value '344405201'). An 'Add Incentive' button is located to the right of these fields. Below the input fields, there is a 'Show 10 entries' dropdown and a search box. A table with the following columns is displayed: Department, Incentive Name, Stage, Last Applied, Tracking Number, Due Date, Status, Document Status, and Action. The table contains one entry: Department of Handloom and Handicraft DoIC, Incentive - Support on participation in UT level and national Level exhibitions under Jammu & Kashmir Wool Processing, H, Single. An 'Apply' button is overlaid on the right side of the table. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' navigation links.

After clicking on apply, following form will appear:



The screenshot shows a multi-step form titled 'Support on participation in UT level and national Level exhibitions'. The form is divided into three steps: 1. Business Detail, 2. Review Details, and 3. Confirmation. The 'Personal Details' section includes the following fields: Name of the Cooperative/ Artisan/ Weaver (required), Photograph of Applicant (required, file upload), PAN Number, Registration No (required), Registration Date (required, dd-mm-yyyy), Name of Helper (If any), Division (required, dropdown), District (required, dropdown), Block (required, dropdown), Village (required), Address (required, text area), Aadhaar Number (required), Mobile Number (required), Email (required), and GST No (required).

Personal Details :

Name of the Cooperative/ Artisan/ Weaver- Enter name of the Cooperative/ Artisan/ Weaver here.

Photograph of Applicant- Select the photograph of the applicant from the dropdown list.

PAN Number- Enter the valid PAN Number here.

Registration No- Enter here the registration number.

Registration Date- Enter here the date of registration.

Name of Helper (If any)- Enter here the name of helper, if any.

Division- Select the division from the dropdown list.

District- Select the district from the dropdown list.

Block- Select the block from the dropdown list.

Village- Enter here the name of the village in this field.

Address- Enter the full address here.

Aadhaar Number- Enter here your valid Aadhaar Number.

Mobile Number- Enter here your valid Mobile Number.

Email- Enter here your valid Email ID.

GST No- Enter the GST number here.

Craft Details

Craft *	Import Export Code (IEC)	Handloom Mark No
<input type="text" value="Craft"/>	<input type="text" value="Import Export Code (IEC)"/>	<input type="text" value="Handloom Mark No"/>

Exhibition Details Add Row

Place Name *	Craft Name *	Sale (in RS) *
<input type="text" value="Place Name"/>	<input type="text" value="Craft Name"/>	<input type="text" value="Sale (in RS)"/>

Finished Goods Details Add Row

Craft Name *	Detail Description *	Quantity *
<input type="text" value="Craft Name"/>	<input type="text" value="Detail Description"/>	<input type="text" value="Quantity"/>

Unit *	Approximate cost *
<input type="text" value="Unit"/>	<input type="text" value="Approximate cost"/>

Whether inventory of goods available *

Yes * No *

Award Add Row

Category of Award	Award Name	Certificate
<input type="text" value="--Select --"/>	<input type="text" value="Award Name"/>	<input type="text" value="Select File"/>

Attachments

Upload Documents

Registration Certificate *	Craft Description *	Quantity and Value of Product *
<input type="text" value="Select File"/>	<input type="text" value="Select File"/>	<input type="text" value="Select File"/>

GST Certificate	PAN *
<input type="text" value="Select File"/>	<input type="text" value="Select File"/>

Address Proof *	Aadhaar Card *
<input type="text" value="Select File"/>	<input type="text" value="Select File"/>

Submit

Craft Details :

Craft- Enter here the craft.

Import Export Code (IEC)- Enter Import Export Code (IEC) here.

Handloom Mark No- Enter here the Handloom Mark No.

Exhibition Details :

Place Name- Enter the place name here.

Craft Name- Enter exhibition's craft name here.

Sale (In Rs)- Enter here the sale amount in rupees.

Finished Goods Details :

Craft Name- Enter finished good's craft name here.

Detail Description- Enter the detailed description about the finished goods here.

Quantity- Enter here the quantity if the finished goods.

Unit- Enter the unit of the finished goods here.

Approximate Cost- Enter here the approximate cost of the finished goods here.

Select **yes** or **no** **whether inventory of goods available.**

Award :

Category of Award- Select the category of award from the dropdown menu.

Award Name- Enter the award name here.

Certificate- Select the valid certificate from the dropdown menu.

Attachments :

In the Attachment 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 and your document will be then showing under the dropdown menu. After filling all the required fields, click on the **Submit** button to proceed.