



singlewindow.jk.gov.in

**DEPARTMENT
BASIC PROCESSES**

Single Window System - J & K

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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:



Skip to Main Content | Skip navigation Wednesday, Jul 6, 2022 10:43:14 | A- | A | A+

SINGLE WINDOW SYSTEM
EXPLORE | INVEST | GROW

Helpline :
0191-2473878 / singlewindowjk@gmail.com

[Department Login](#) [Login](#) [Register](#)

Home | About Us | EODB | Investor Service | Information | Need Help | Contact Us | Business Regulations | Land Allocation

Single Window System Jammu & Kashmir

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“ Jammu & Kashmir, nestling in the lap of Himalayas, is on a mission to be country's fastest growing region. Government's primary objective is to extend trust with business conglomerate and strengthen existing regulatory policies to attract investments benefiting Citizens. ”

*Hon'ble Lt. Governor, Jammu & Kashmir
Shri Manoj Sinha*

Welcome to J&K Single Window Clearance System

- ACT & RULES
- SINGLE WINDOW AGENCY
- KNOW YOUR APPROVALS
- LAND NOTICE & CIRCULAR
- FOCUSED SECTORS







Website Policies
 Disclaimer
 Privacy Policy
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 How to Setup A Business

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 About Us
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Useful Links
digitalindia.gov.in
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commerce.gov.in
startupjk.com/india.gov.in
investindia.gov.in







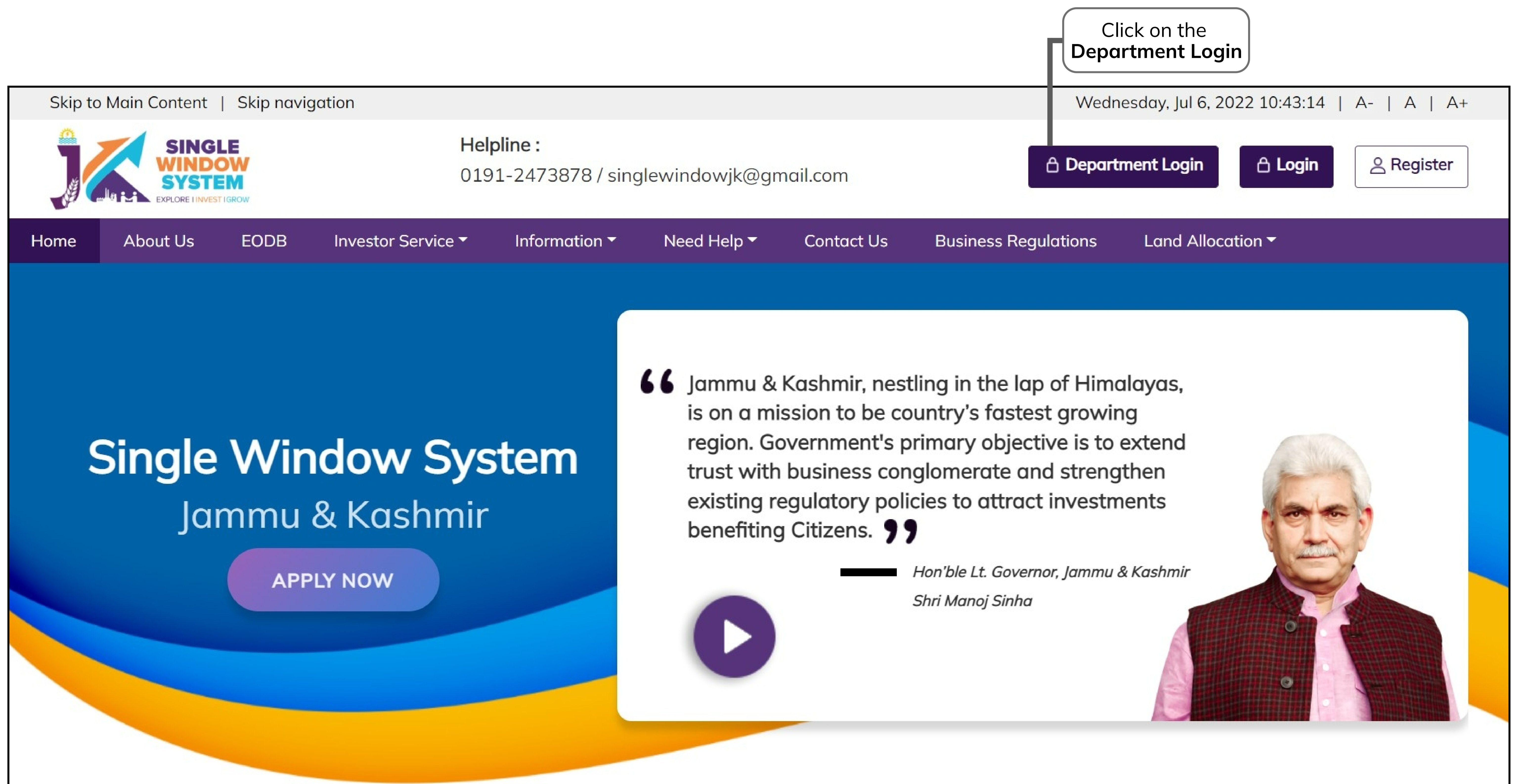

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Department Login

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

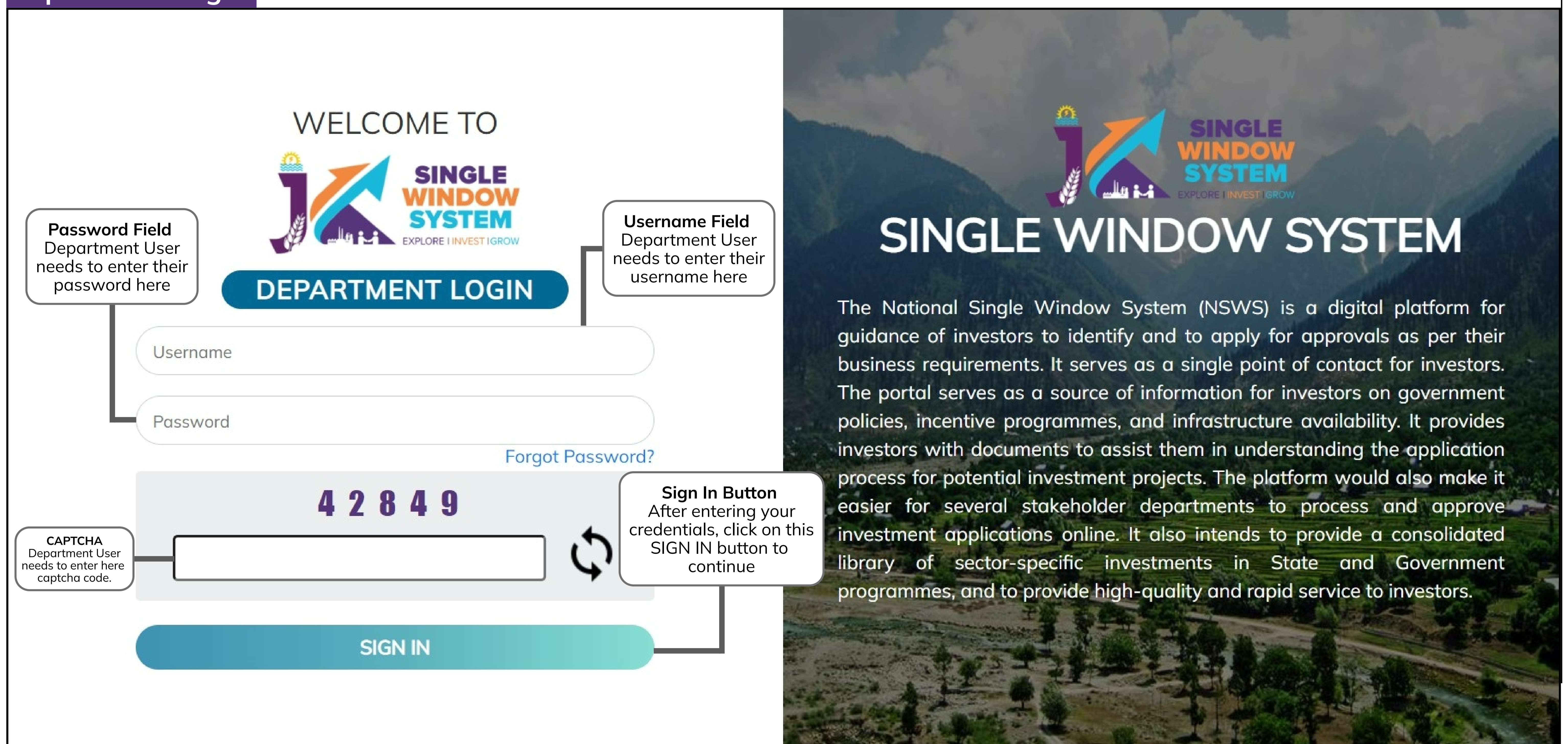
There are two logins one for the investors and other is the department login.

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



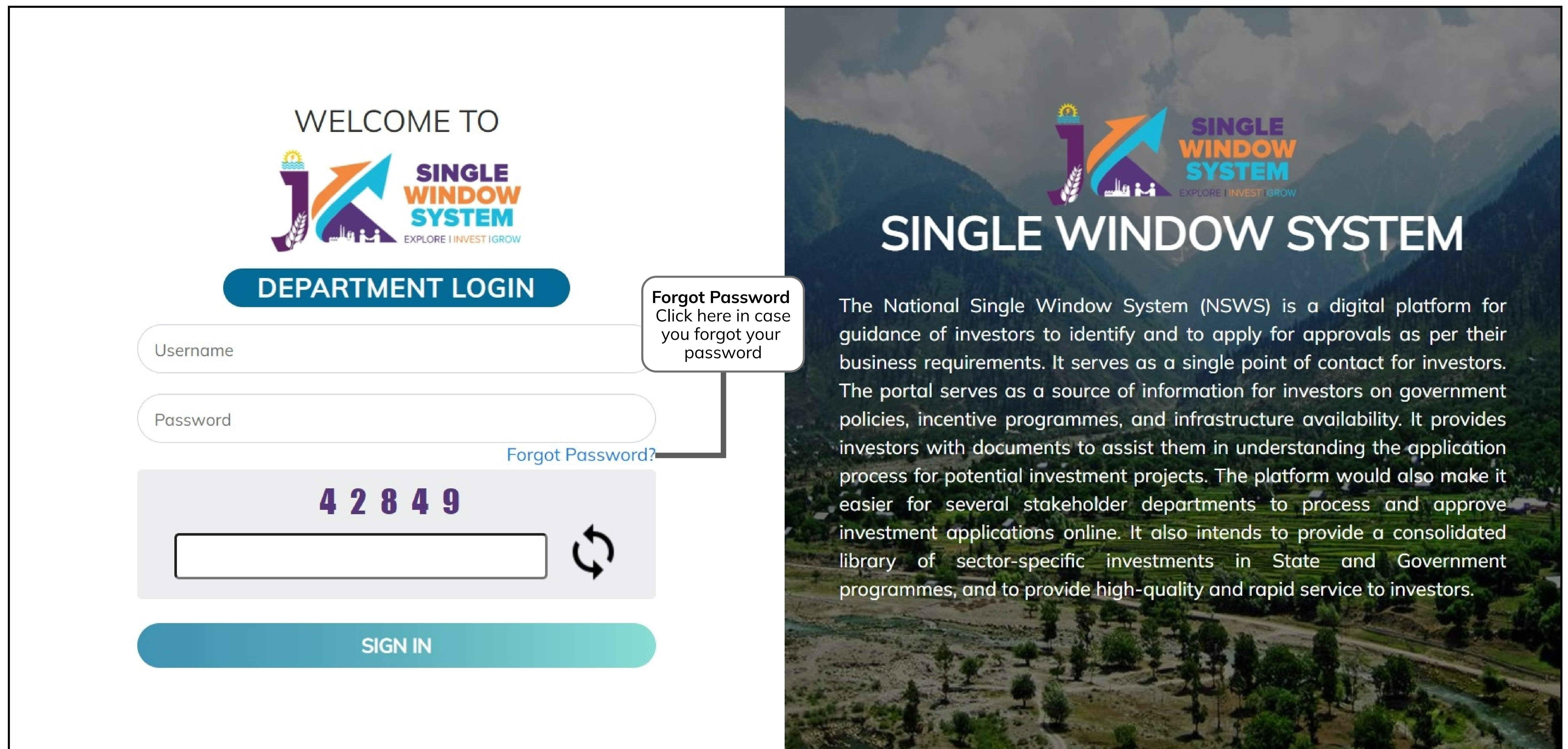
Now, the following screen will appear. Department User have to fill their credentials accordingly to proceed.

Department Login

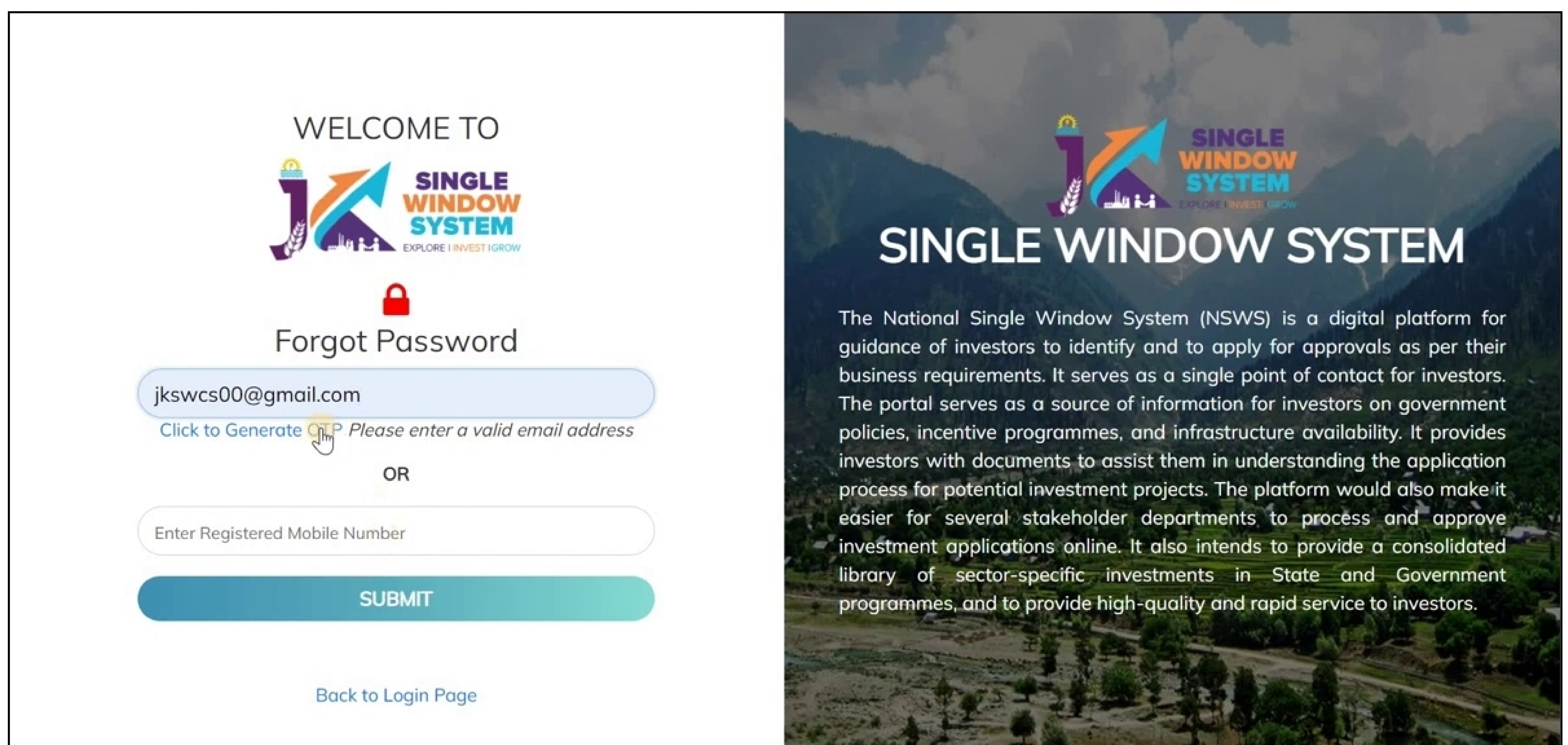


Forget Password

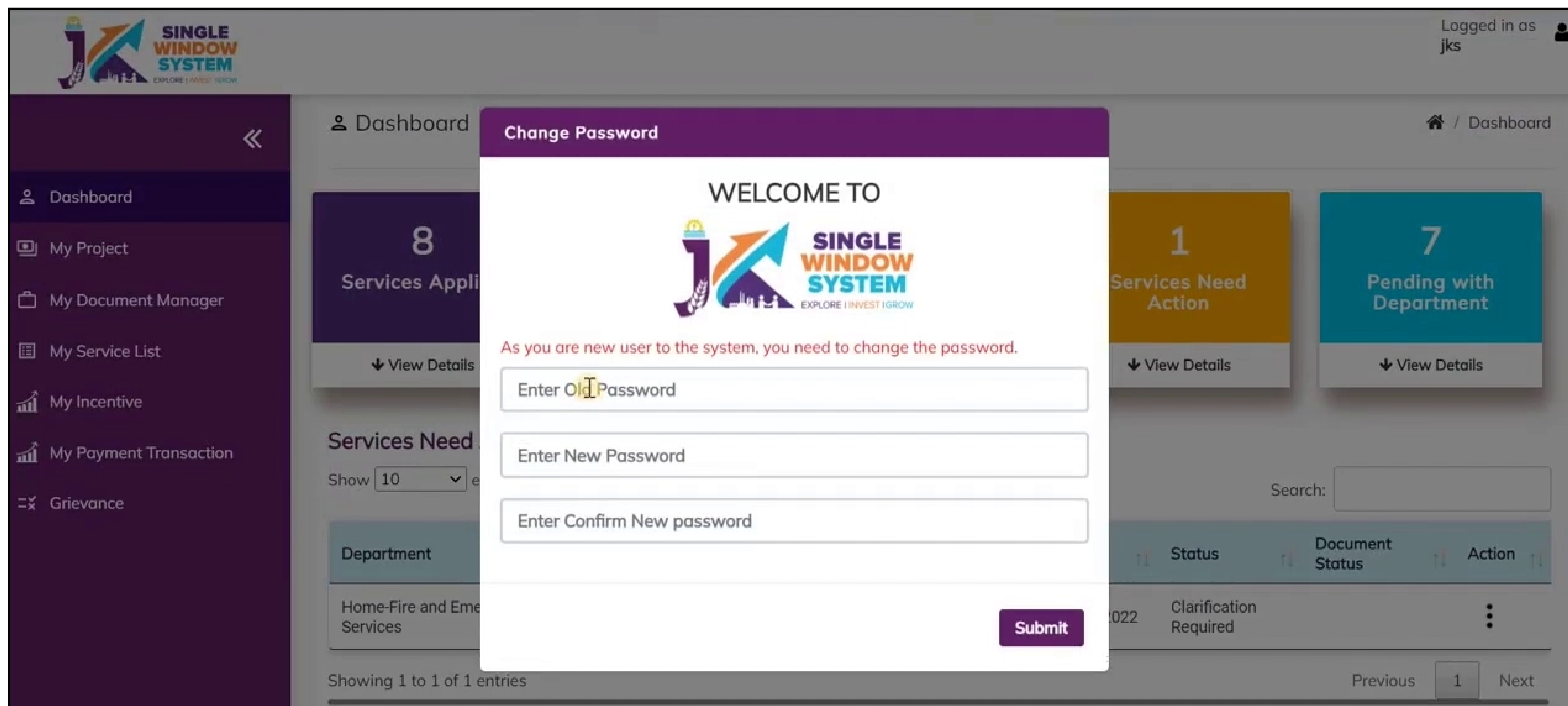
During login if a user forgets his/her password then he can change the password by clicking on the forgot password link on the login page.



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.



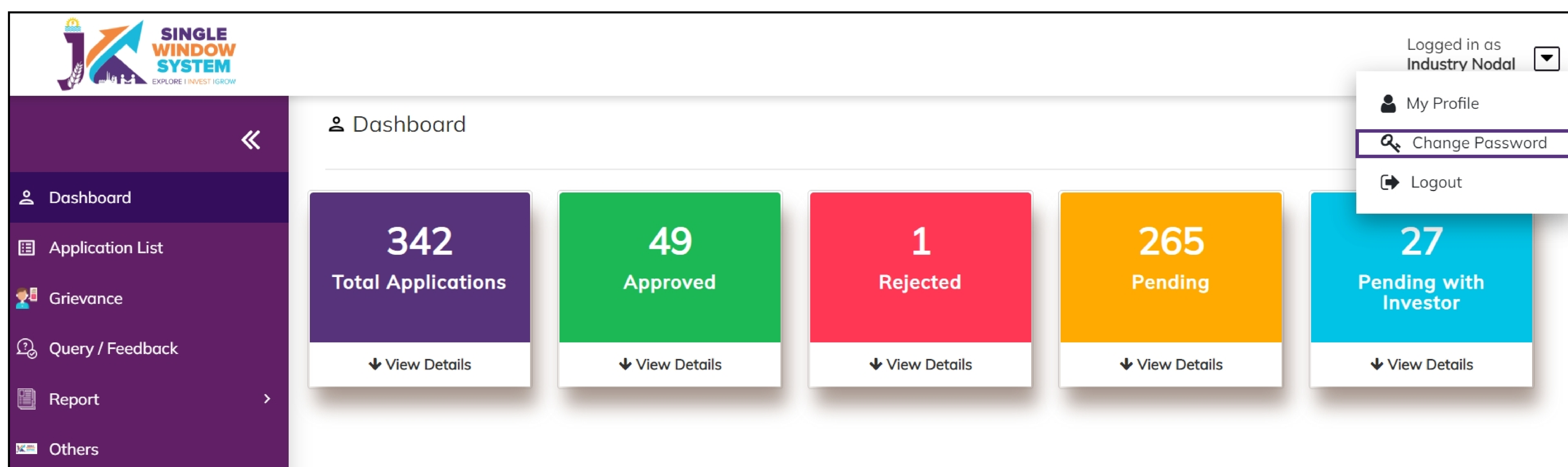
After entering the new password provided in the e-mail, login using that password. As you will successfully login with your new password, following screen will appear suggesting to change your password.



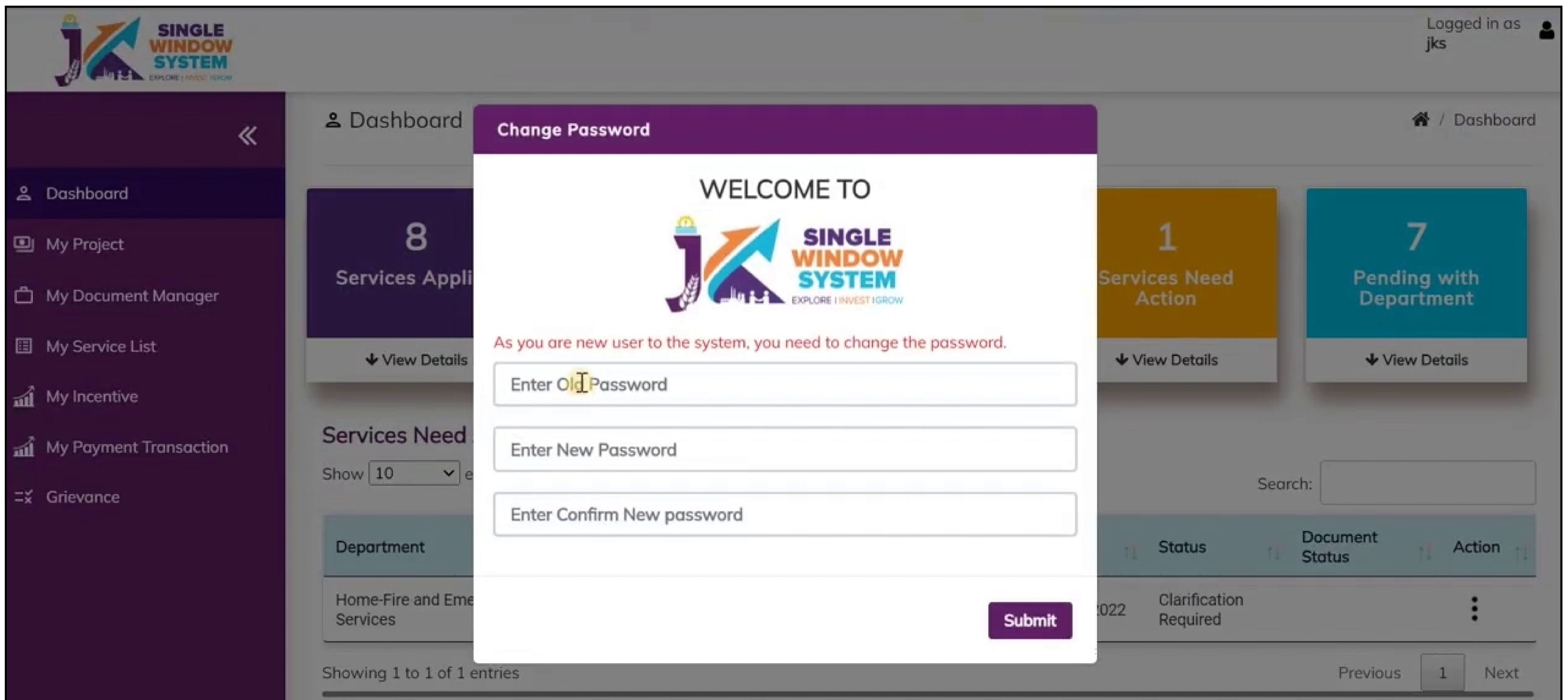
Now, enter your old password i.e., the password provided on your e-mail. Enter the new password and after confirming your new password press the Submit button. Now, your password is successfully changed and you can login with your new credentials.

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:

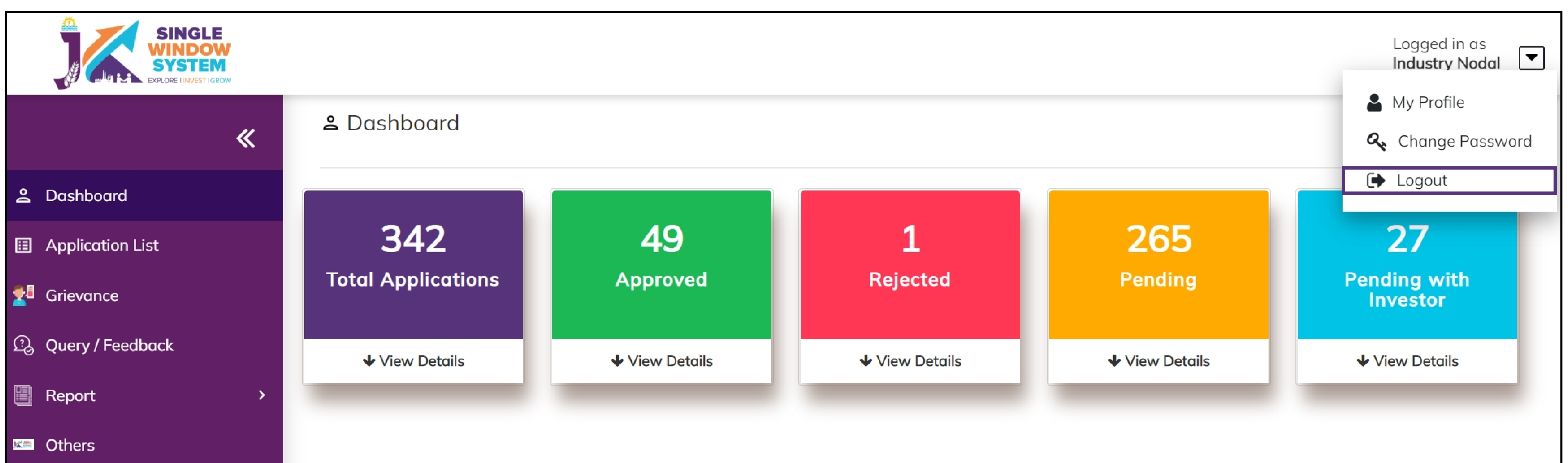


Now, enter your old password i.e., the password you entered while login to the website. Enter the new password and after confirming your new password press the Submit button.

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.

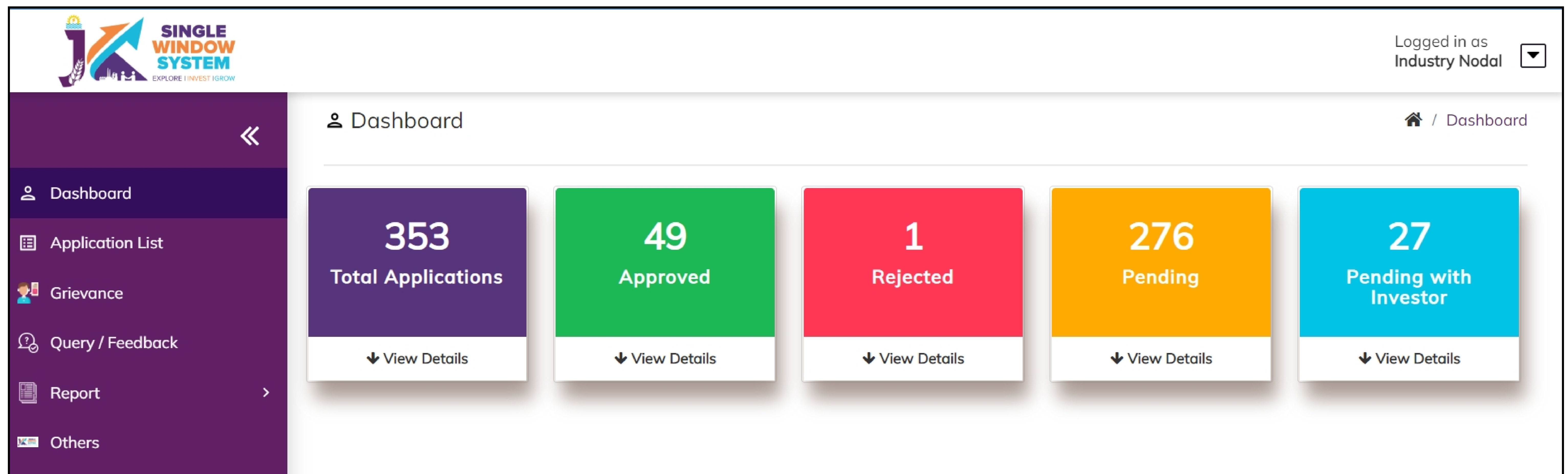


Note: If you're using a public or shared computer, make sure to logout from the website before leaving the computer.

Dashboard

Level - 1

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



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.

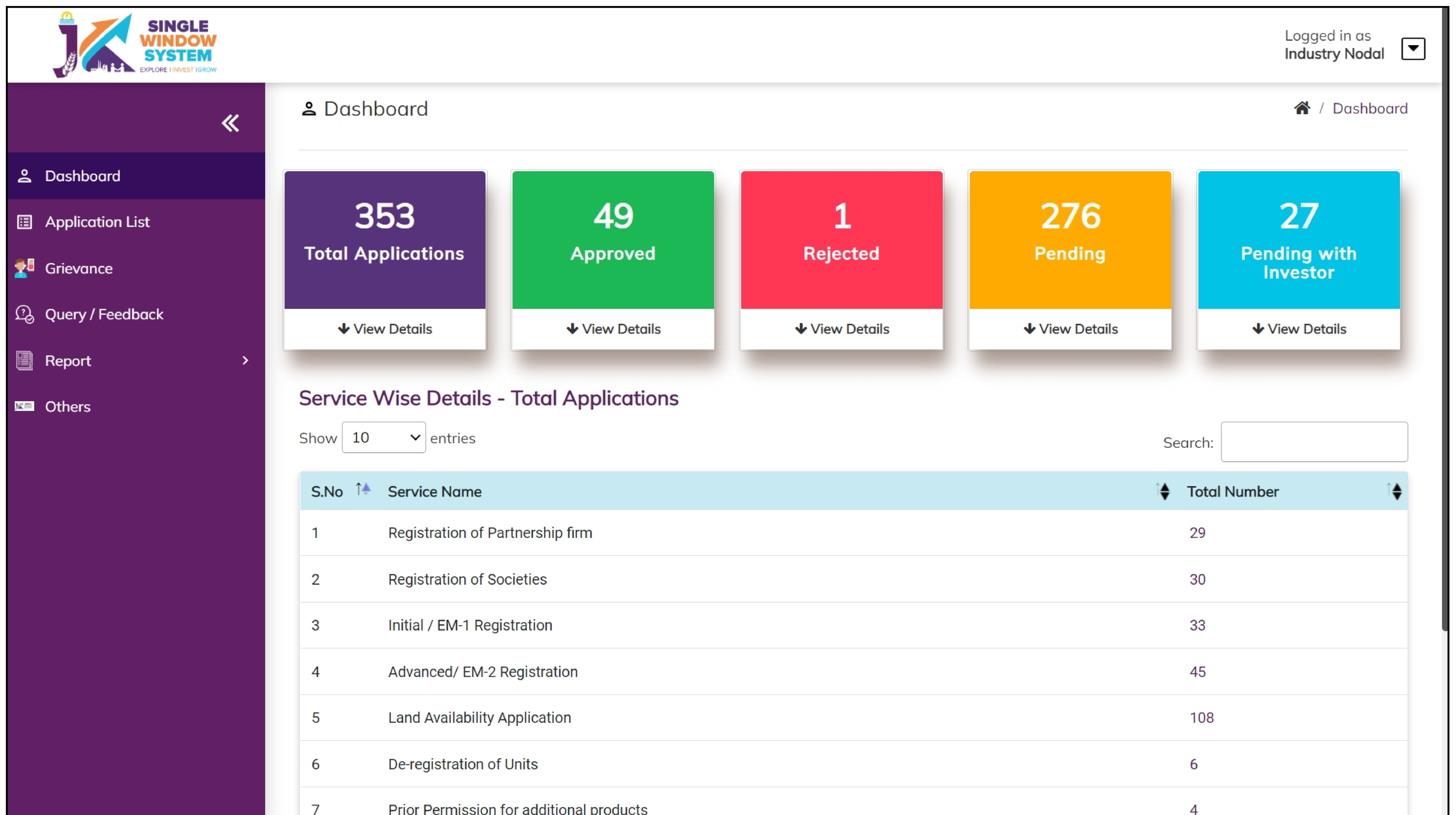
Pending with Investor- Here total number of applications pending with investor is reflected.

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

Dashboard

Level - 2

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:



The dashboard displays the following statistics:

- Total Applications: 353
- Approved: 49
- Rejected: 1
- Pending: 276
- Pending with Investor: 27

Service Wise Details - Total Applications

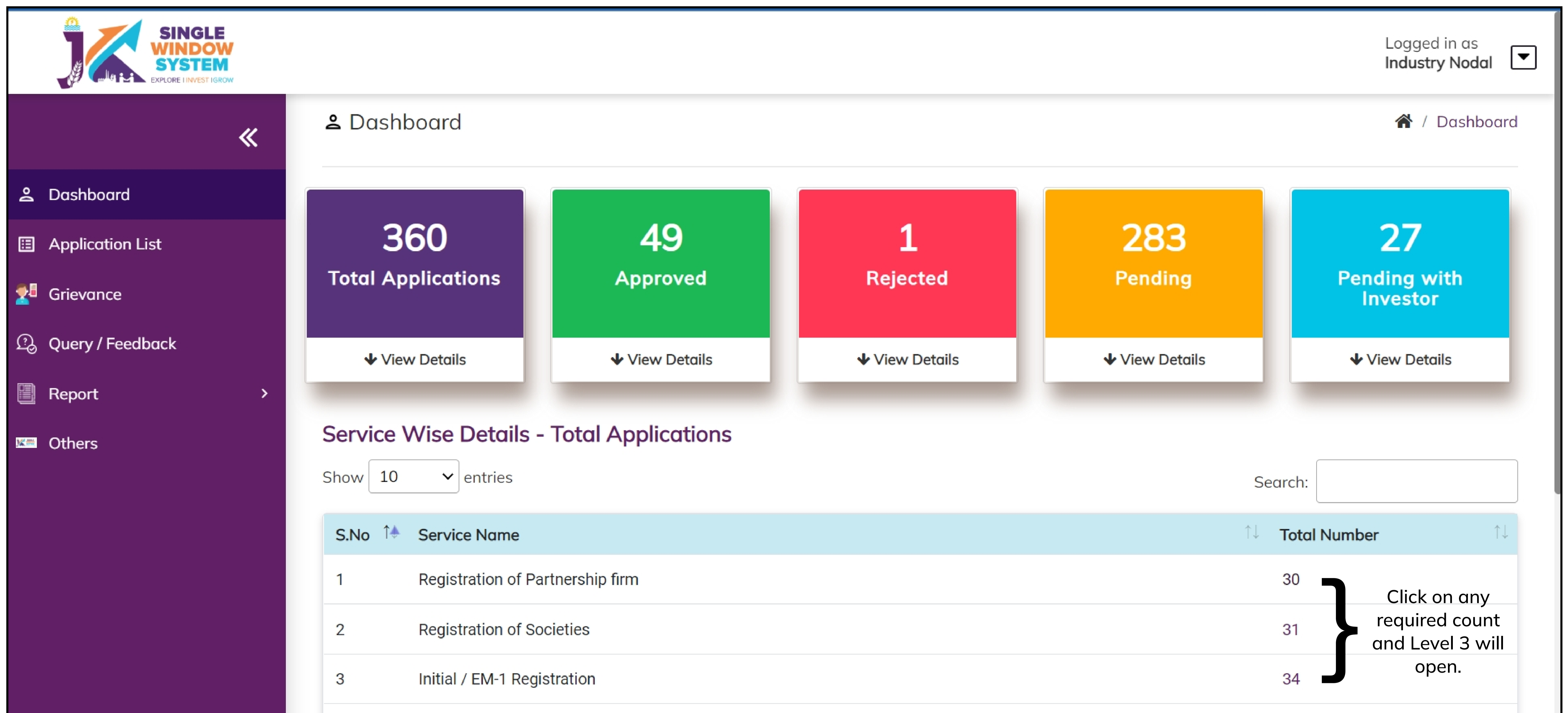
Show 10 entries

| S.No | Service Name | Total Number |
|------|--|--------------|
| 1 | Registration of Partnership firm | 29 |
| 2 | Registration of Societies | 30 |
| 3 | Initial / EM-1 Registration | 33 |
| 4 | Advanced/ EM-2 Registration | 45 |
| 5 | Land Availability Application | 108 |
| 6 | De-registration of Units | 6 |
| 7 | Prior Permission for additional products | 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 Level - 3

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



Dashboard

Logged in as Industry Nodal

Dashboard

360 Total Applications

49 Approved

1 Rejected

283 Pending

27 Pending with Investor

Service Wise Details - Total Applications

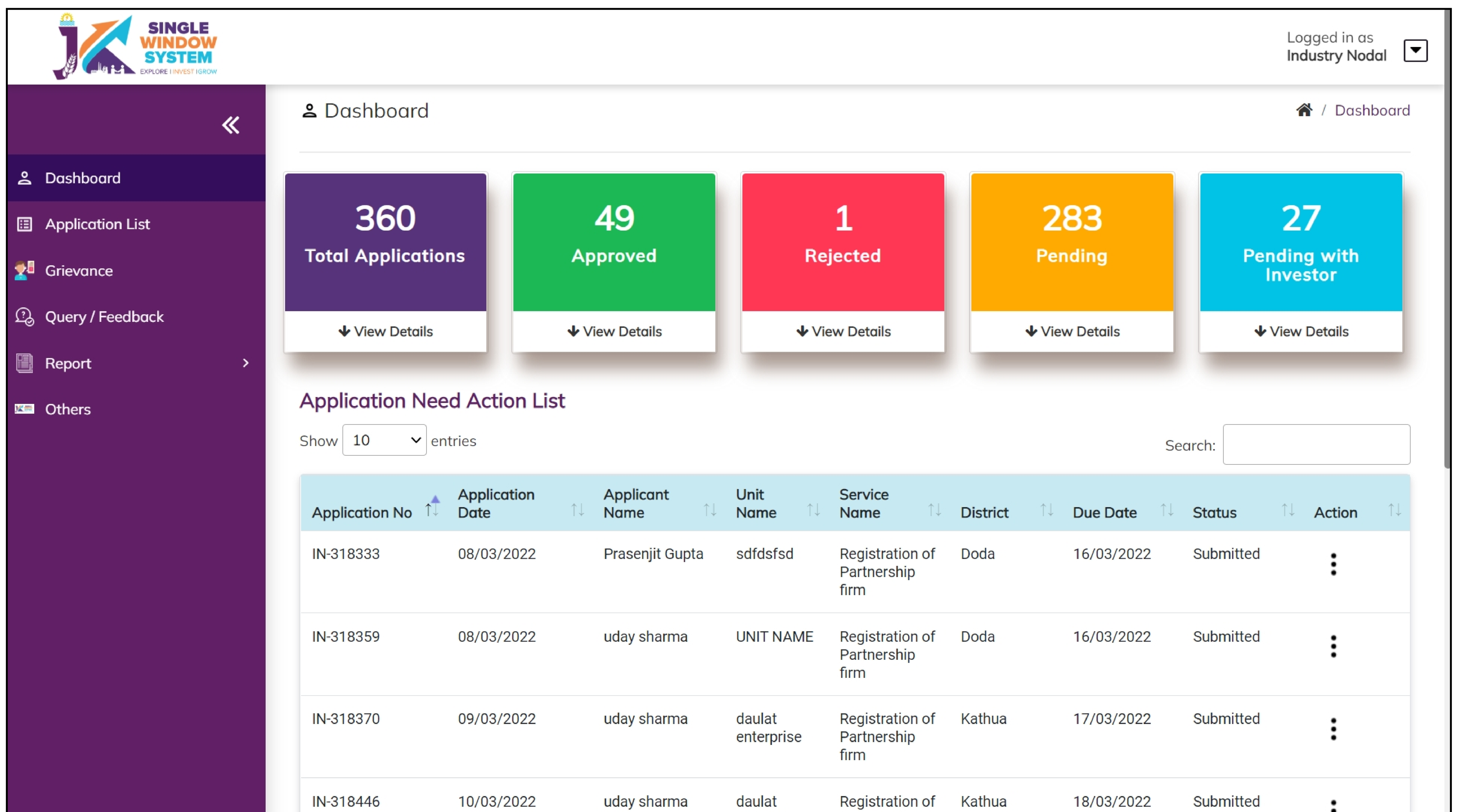
Show 10 entries

Search:

| S.No | Service Name | Total Number |
|------|----------------------------------|--------------|
| 1 | Registration of Partnership firm | 30 |
| 2 | Registration of Societies | 31 |
| 3 | Initial / EM-1 Registration | 34 |

Click on any required count and Level 3 will 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.



Dashboard

Logged in as Industry Nodal

Dashboard

360 Total Applications

49 Approved

1 Rejected

283 Pending

27 Pending with Investor

Application Need Action List

Show 10 entries

Search:

| Application No | 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 enterprise | Registration of Partnership firm | 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.

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 List

Show entries

| Application No | 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 | View |
| IN-318359 | 08/03/2022 | uday sharma | UNIT NAME | Registration of Partnership firm | Doda | 16/03/2022 | Submitted | View |
| IN-318370 | 09/03/2022 | uday sharma | daulat enterprise | Registration of Partnership firm | Kathua | 17/03/2022 | Submitted | View |
| IN-318446 | 10/03/2022 | uday sharma | daulat enterprises | Registration of Partnership firm | Kathua | 18/03/2022 | Submitted | View |

View

- Transaction History
- Show CAF
- Clarification Required
- Payment Transaction

View option in the action menu will view the submitted application in a 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:

| View Transaction ✕ | | | | | |
|---|-----------|-------------|-----------|---------|------------|
| Date Time | User Name | From Status | To Status | Comment | Attachment |
| 08/03/2022 | | Draft | Submitted | | |

[Close](#)

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.

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 *

Applicant Name *

Unit Name *

Attachment

No file chosen

Comments *

Here, Tracking ID, Application Date, Application Name, Unit Name will be auto populated 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.

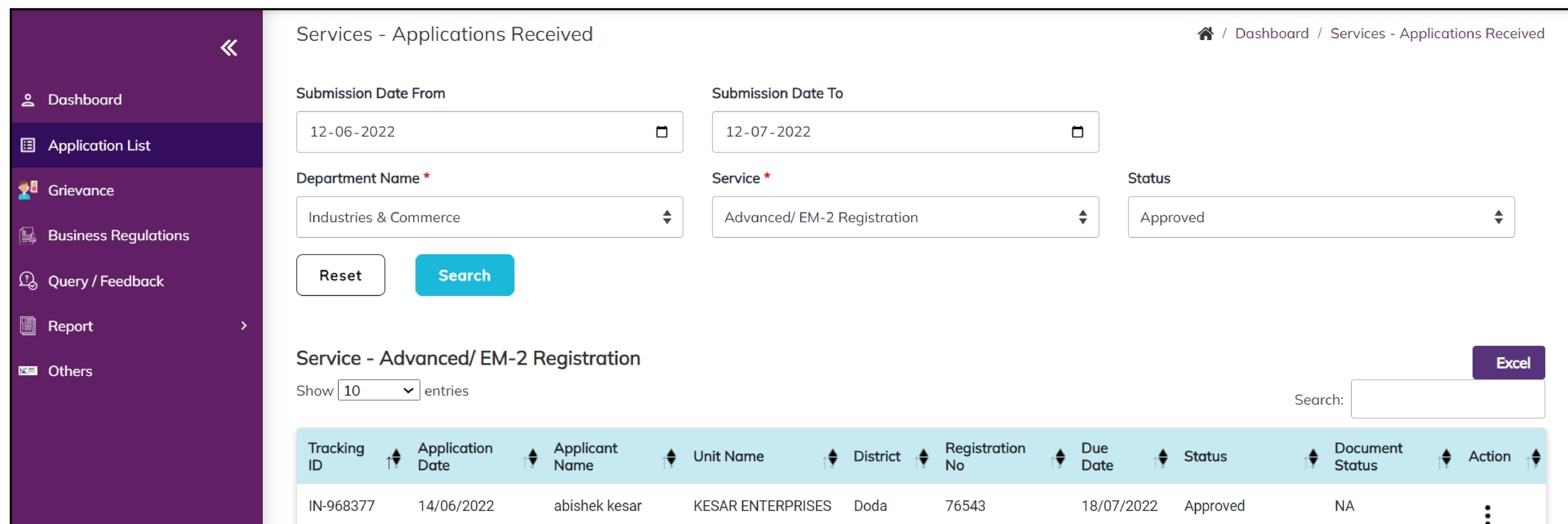
Payment Transaction ✕

| 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:



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

Service - Advanced/ EM-2 Registration Excel

Show entries Search:

| Tracking ID | Application Date | Applicant Name | Unit Name | District | Registration No | Due Date | Status | |
|-------------|------------------|----------------|-------------------|----------|-----------------|------------|----------|---|
| IN-968377 | 14/06/2022 | abishek kesar | KESAR ENTERPRISES | Doda | 76543 | 18/07/2022 | Approved | <ul style="list-style-type: none"> View Application Transaction History Show CAF Download Certificate |

Showing 1 to 1 of 1 entries

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

Service - Advanced/ EM-2 Registration Excel

Show entries Search:

| Tracking ID | Application Date | Applicant Name | Unit Name | District | Registration No | Due Date | Status | |
|-------------|------------------|----------------|-------------------|----------|-----------------|------------|----------|---|
| IN-968377 | 14/06/2022 | abishek kesar | KESAR ENTERPRISES | Doda | 76543 | 18/07/2022 | Approved | <ul style="list-style-type: none"> View Application Transaction History Show CAF Download Certificate |

Showing 1 to 1 of 1 entries

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:

| View Transaction ✕ | | | | | |
|---|---------------|-------------|-----------|----------|----------------------|
| Date Time | User Name | From Status | To Status | Comment | Attachment |
| 25/06/2022 | DIC Doda | Submitted | Approved | approved | View |
| 14/06/2022 | abishek kesar | Draft | Submitted | | |

[Close](#)

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.

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

| Service - Advanced/ EM-2 Registration Excel | | | | | | | |
|--|------------------|----------------|-------------------|----------|-----------------|------------|----------|
| Tracking ID | Application Date | Applicant Name | Unit Name | District | Registration No | Due Date | Status |
| IN-968377 | 14/06/2022 | abishek kesar | KESAR ENTERPRISES | Doda | 76543 | 18/07/2022 | Approved |

Showing 1 to 1 of 1 entries

Search:
 View Application
 Transaction History
Show CAF
 Download Certificate

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

Download Certificate

Service - Advanced/ EM-2 Registration Excel

Show entries Search:

| Tracking ID | Application Date | Applicant Name | Unit Name | District | Registration No | Due Date | Status | |
|-------------|------------------|----------------|-------------------|----------|-----------------|------------|----------|--|
| IN-968377 | 14/06/2022 | abishek kesar | KESAR ENTERPRISES | Doda | 76543 | 18/07/2022 | Approved | <ul style="list-style-type: none"> View Application Transaction History Show CAF <li style="background-color: #4a4a8a; color: white; padding: 2px;">Download Certificate |

Showing 1 to 1 of 1 entries

By clicking on the download certificate action, certificate issued can be viewed.

MIS Report

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

Service Status List Excel

| SL. No. | Department Name | Total Applications | Approved | Rejected | Under Process | |
|---------|--|--------------------|----------|----------|-------------------------|-----------------------|
| | | | | | Pending With Department | Pending With Investor |
| 1 | Animal Husbandry Departments | 43 | | 0 | 43 | 0 |
| 2 | Cooperative Societies | 23 | | 0 | 23 | 0 |
| 3 | DEPARTMENT OF FISHERIES | 3 | | 0 | 3 | 0 |
| 4 | Department of Handloom and Handicraft DoIC | 83 | 2 | 0 | 78 | 3 |
| 5 | Department of Information and Public Relations | 42 | | 0 | 35 | 7 |
| 6 | Excise & Taxation | 51 | 2 | 0 | 49 | 0 |
| 7 | FCSCA-Legal Metrology | 35 | | 0 | 35 | 0 |
| 8 | Forest | 324 | 1 | 0 | 309 | 14 |
| 9 | Forest-JKPCB | 8 | 7 | 0 | 0 | 0 |
| 10 | Geology and Mining | 4 | | 0 | 4 | 0 |
| 11 | Health & Medical Education | 1 | | 0 | 1 | 0 |
| 12 | Home Department | 58 | | 0 | 57 | 1 |

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.

Mis Report Logged in as Super Admin

Service Status List Excel

| SL. No. | Department Name | Service Name | PSGA Timelines | Min. Time Taken | Max. Time Taken | Avg. Time Taken | Median Time Taken | Total Applications | Pending with Investor | Approved | | Rejected | | Under Process | |
|---------|-----------------------|-------------------------------------|----------------|-----------------|-----------------|-----------------|-------------------|--------------------|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | | | | | | | | | | Within Timeline | Beyond Timeline | Within Timeline | Beyond Timeline | Within Timeline | Beyond Timeline |
| 1 | Cooperative Societies | Registration of Cooperative Society | 10 | 0 | 0 | 0.0000 | 0 | 23 | 0 | 0 | 0 | 0 | 0 | 0 | 23 |