



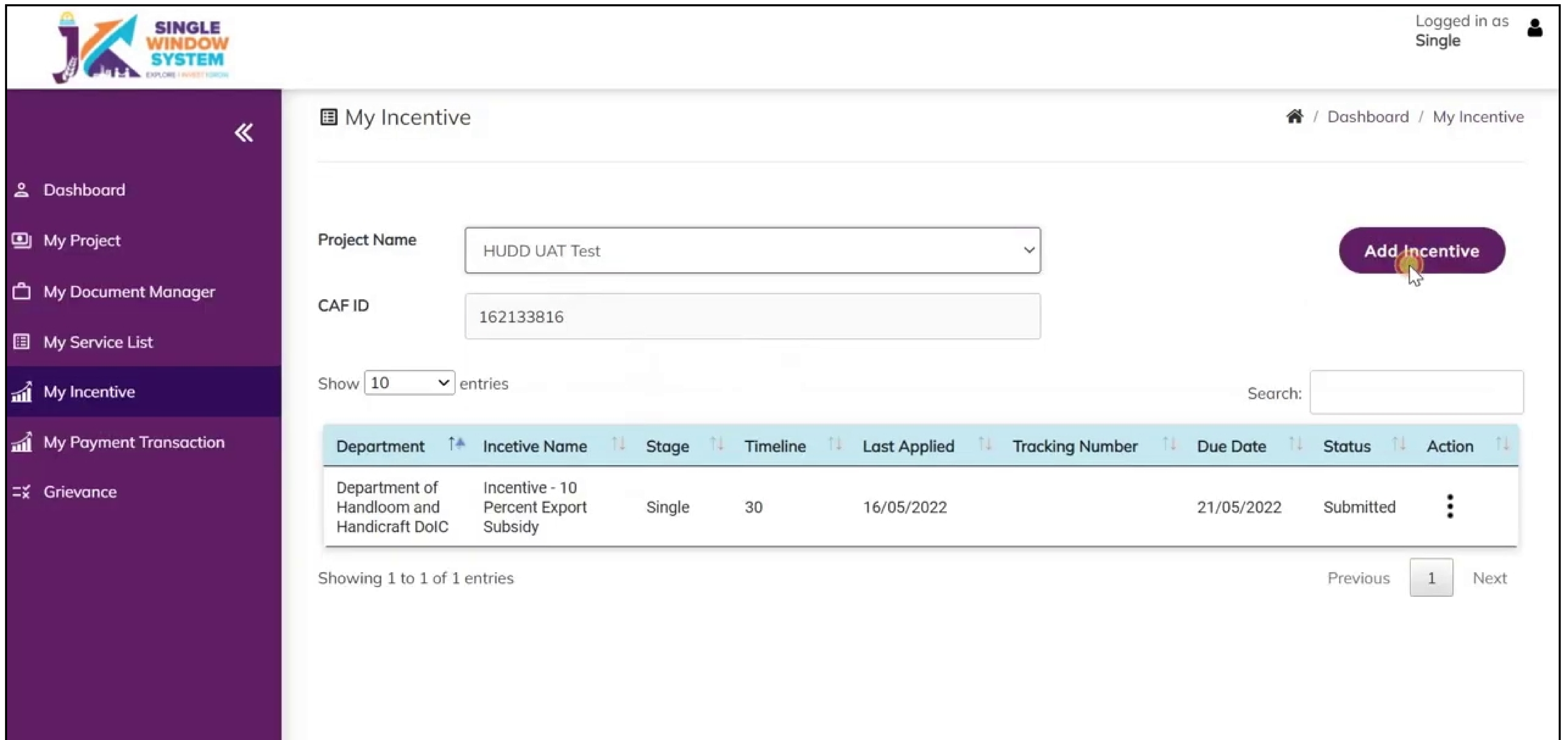
singlewindow.jk.gov.in

Credit Card Scheme for Artisans and Weavers

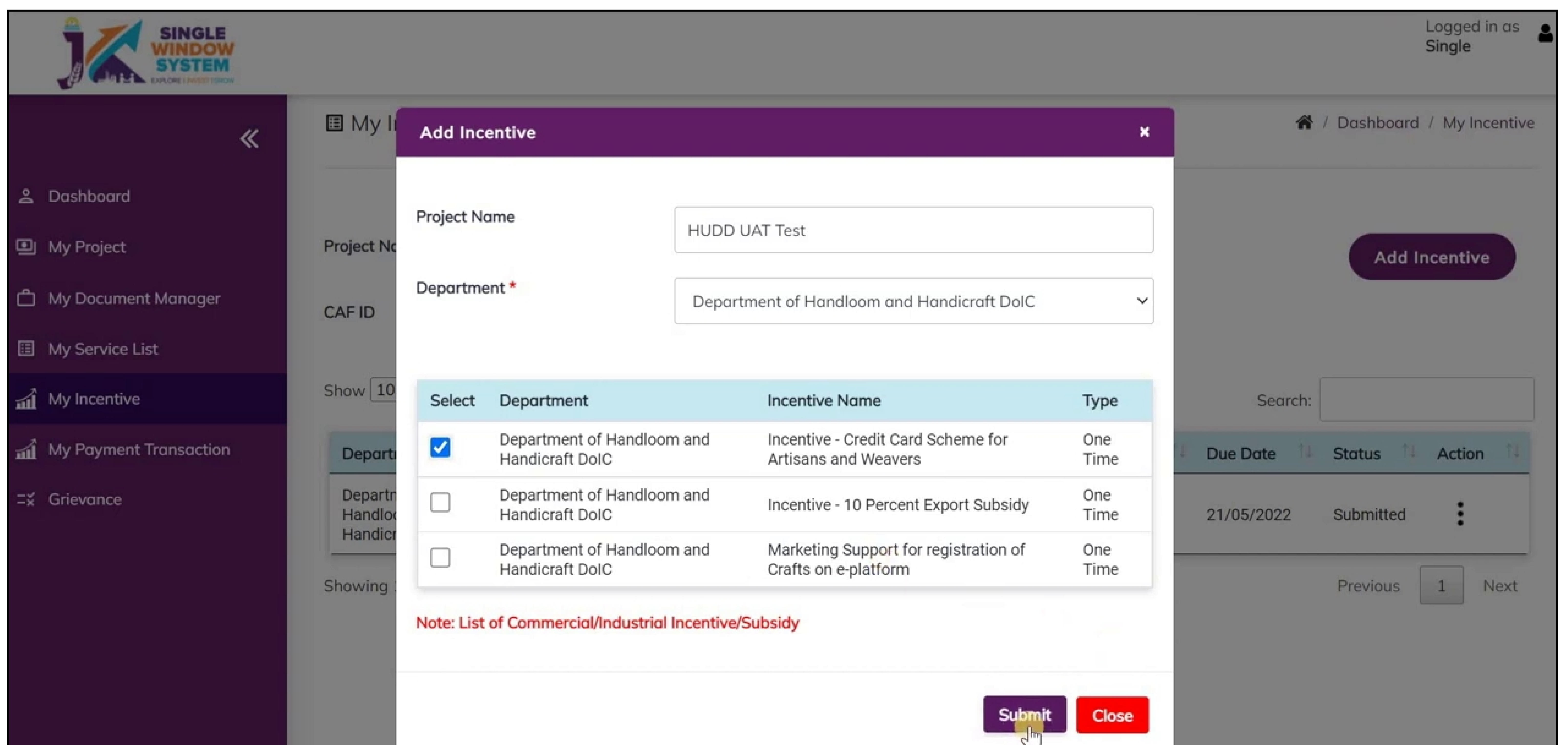
Single Window System - J & K

Credit Card Scheme for Artisans and Weavers

After login, select **My Incentive** from the left side menu. Click on **Add Incentive**.

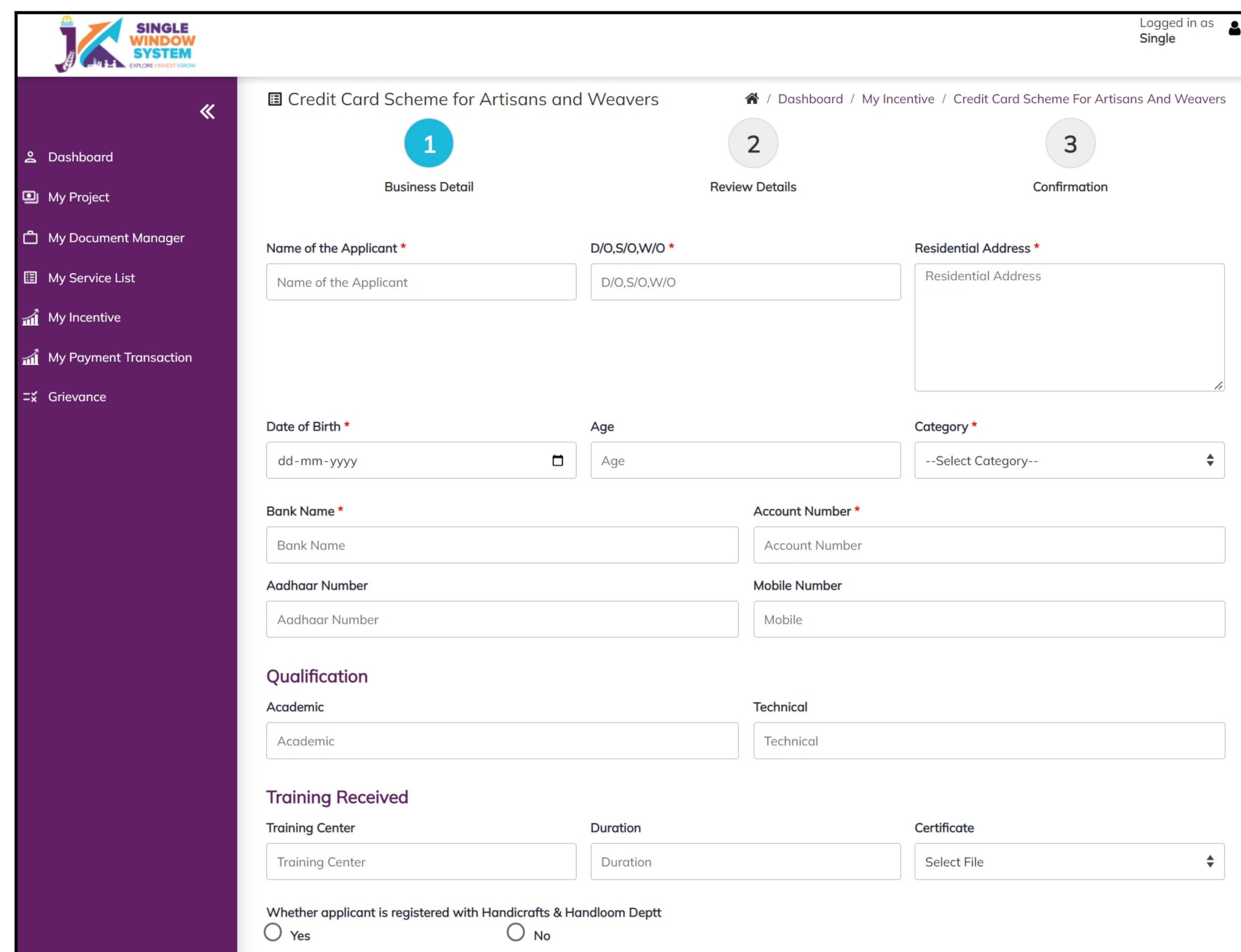


After clicking on **Add Incentive**, **Add Incentive** pop-up will appear.



Select Department of Handloom and Handicraft DoIC in **Department** field and on Incentive Name, check the **Incentive - Credit Card Scheme for Artisans and Weavers** and click on the **Submit** button.

Now, the following form will open which you have to fill to proceed:



Name of Applicant - Enter the name of the applicant here.

D/O, S/O, W/O - Mention here the Daughter of/ Son of/ Wife of Name.

Residential Address - Enter the Applicant's address here.

Date of Birth - Enter the Date of Birth here.

Age - Enter your age here.

Category - Select the category of the applicant whether he/she is SC, ST, OBC or General.

Bank Name - Enter the bank name.

Account Number - Enter the account number.

Aadhaar Number - Enter the aadhaar number.

Mobile Number - Enter the mobile number here.

Qualification :

Academic - Enter here your academic qualification details.

Technical - Enter here your technical qualification details.

Training Received :

Training Center - Enter here the training center.

Duration - Enter here the duration of the training received.

Certificate - Enter here the details of the certificate.

Whether applicant is registered with Handicraft & Handloom Deptt - Select Yes or No whether applicant is registered with Handicraft & Handloom Deptt or not.

No. of program attended

Type	Name of Training	Source Department / Institution	Year of Training	Remarks
Handicraft & Handloom Department	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Through other departments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Privately	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Annual Production Unit Annual Turnover (RS.)

Loan any received from any agency
 Yes No

Grant & need received

Handicrafts & Handloom Department

Amount Remarks

Other Agency

Amount Remarks

Number of Program Attended :

Fill the details in the table. Mention the Name of training, Source Department/ Institution, Year of Training and remarks of the types accordingly.

Annual Production - Enter the annual production.

Unit - Enter the unit.

Annual Turnover(Rs.) - Mention here the annual turnover.

Mention here whether if any loan received from any agency. Select Yes or No.

Enter the details regarding **Grant and need received**. Enter the Amount and remarks received regarding Handicrafts & Handloom Department.

Enter the details regarding Grant and need received. Enter the Amount and remarks received from other agency.

Amount of loan required

Tools & Equipments

Amount: Remarks:

Other Fixed Assets

Amount: Remarks:

Working Capital

Amount: Remarks:

Margin money to be invested (Rs.)

Margin money to be invested (Rs.):

Whether loan taken from any Bank/Financial institution

Yes No

Attachments

AADHAAR Card * Ration Card * Domicile Certificate *

Qualification Certificate Date of Birth Certificate * Undertaking on prescribed format *

PAN Card * Artisan registration card * Bank Details *

Photograph of Artisan Unit *

Amount of Loan Required:

Tools and Equipments- Enter the amount and remarks of loan required for tools and equipments.

Other Fixed Assets- Enter the amount and remarks of loan required for other fixed assets.

Working Capital- Enter the amount and remarks of loan required for other working capital.

Margin money to be invested (Rs.)- Enter the margin money to be invested in rupees.

Mention **whether loan taken from any Bank/Financial institution**. Select Yes or No.

Attachments:

AADHAAR Card- Select your Aadhaar Card document from the dropdown.

Ration Card- Select your ration card document from the dropdown.

Domicile Certificate- Select your domicile certificate document from the dropdown.

Qualification Certificate- Select your qualification certificate document from the dropdown.

Date of Birth Certificate- Select your date of birth certificate document from the dropdown.

Undertaking on prescribed format- Select your undertaking on prescribed format document from the dropdown.

PAN Card- Select your PAN Card document from the dropdown.

Artisan registration card- Select your artisan registration card from the dropdown.

Bank Details- Select your bank details from the dropdown.

Photograph of Artisan Unit- Select your photograph of artisan unit from the dropdown.

After filling all the mandatory fields, click on the **Submit** button to proceed.

Now, you can view all the filled details. To change/modify any details click on the **Edit** button, else click on the **Continue** button. Now, incentive for Credit Card Scheme for Artisans and Weavers is successfully added.