



singlewindow.jk.gov.in

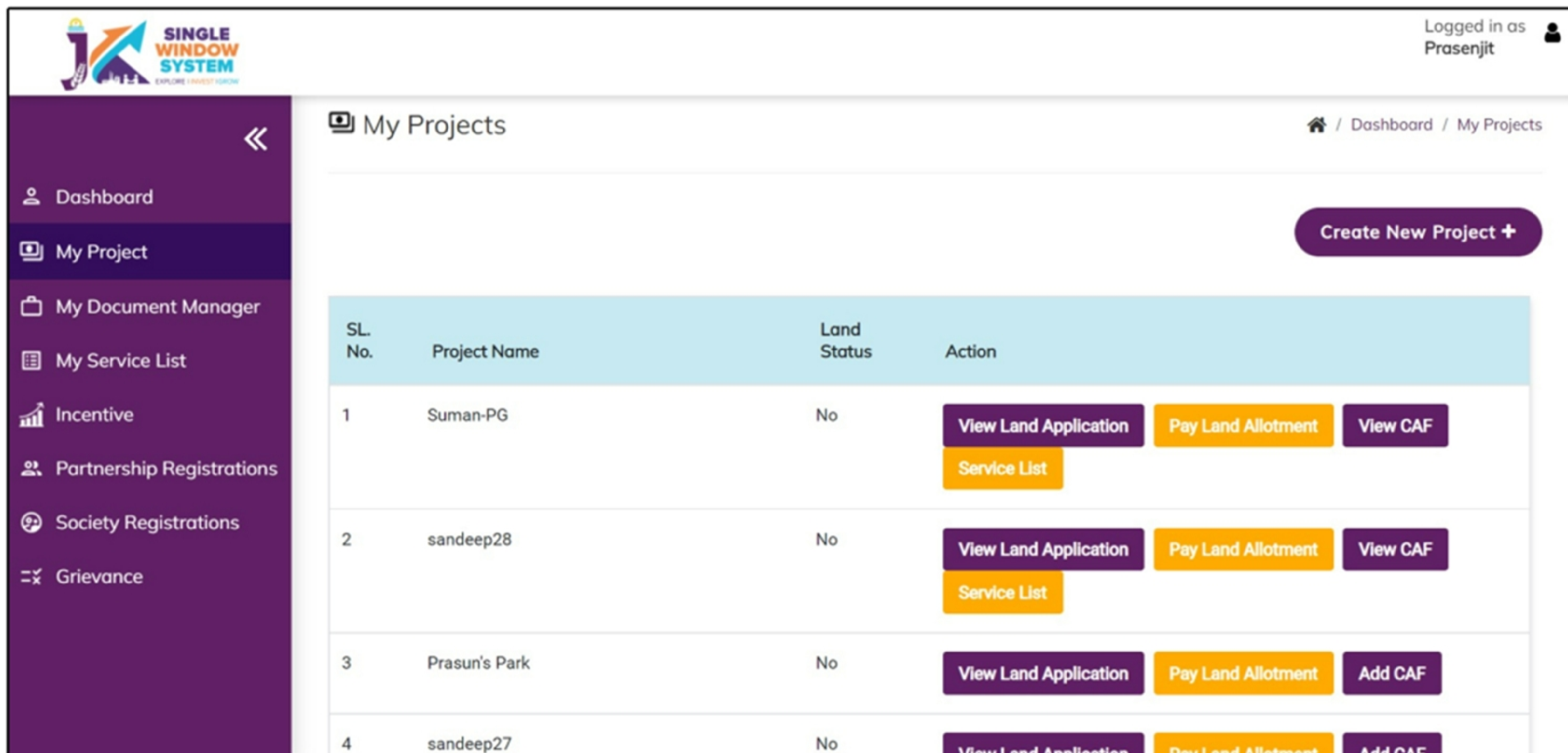
Filing of Annual Returns under Trade Union Act 1926

Single Window System - J & K

NOTE

Please Create Project before applying for any services

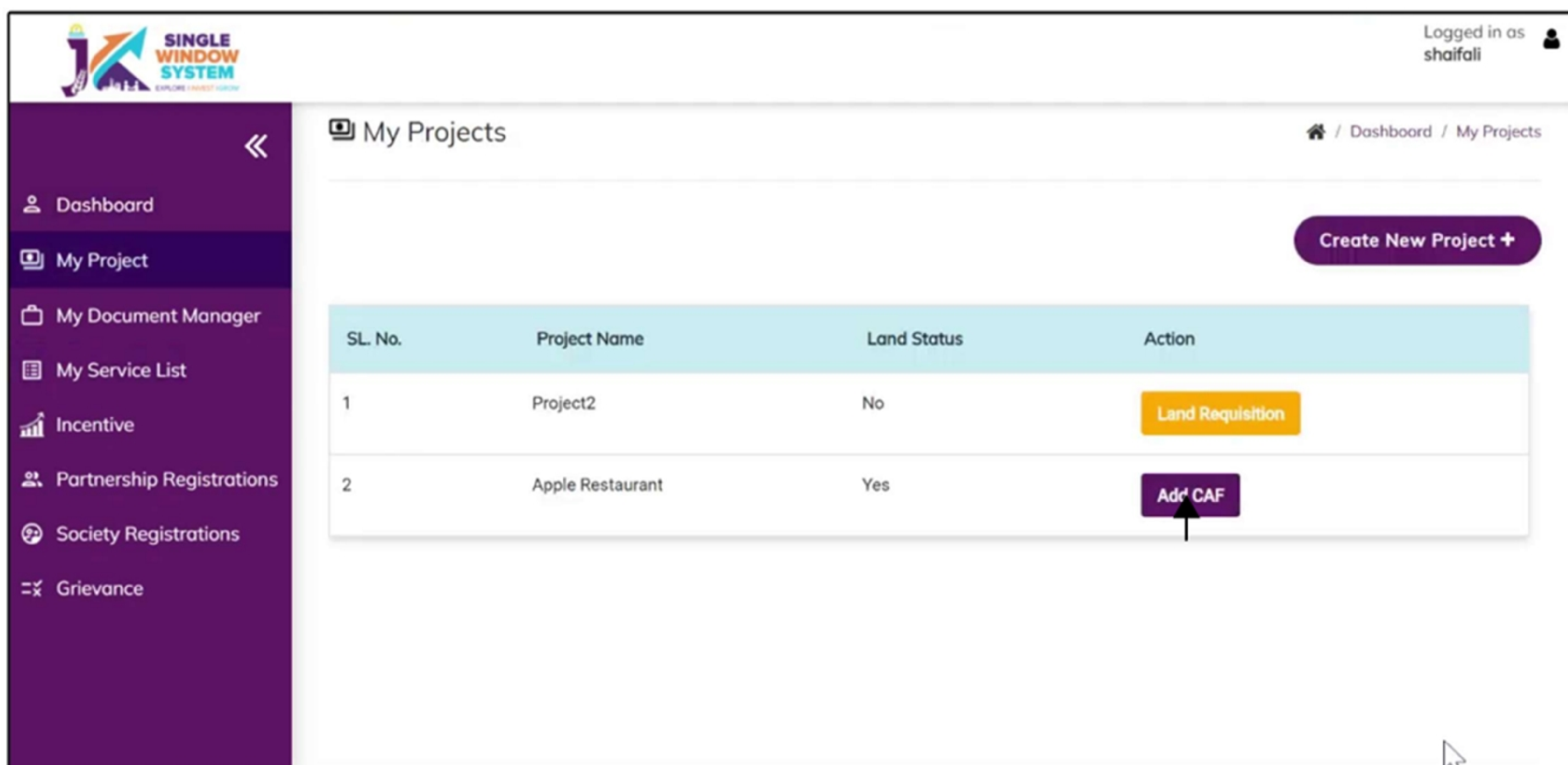
After login into the website, select My Project from the side menu. Then following page will appear. Click on the Create New Project to create your project.



SL. No.	Project Name	Land Status	Action
1	Suman-PG	No	View Land Application, Pay Land Allotment, View CAF, Service List
2	sandeep28	No	View Land Application, Pay Land Allotment, View CAF, Service List
3	Prasun's Park	No	View Land Application, Pay Land Allotment, Add CAF
4	sandeep27	No	View Land Application, Pay Land Allotment, Add CAF

Please Add CAF to Start Applying for Services

After login, select **My Project** from the side menu and click on **Add CAF** action button from the project list. Note: Add CAF button will not come if land requisition payment is incomplete.



SL. No.	Project Name	Land Status	Action
1	Project2	No	Land Requisition
2	Apple Restaurant	Yes	Add CAF

For more details on how to create project and add CAF, visit the following link:
https://singlewindow.jk.gov.in/user_manual

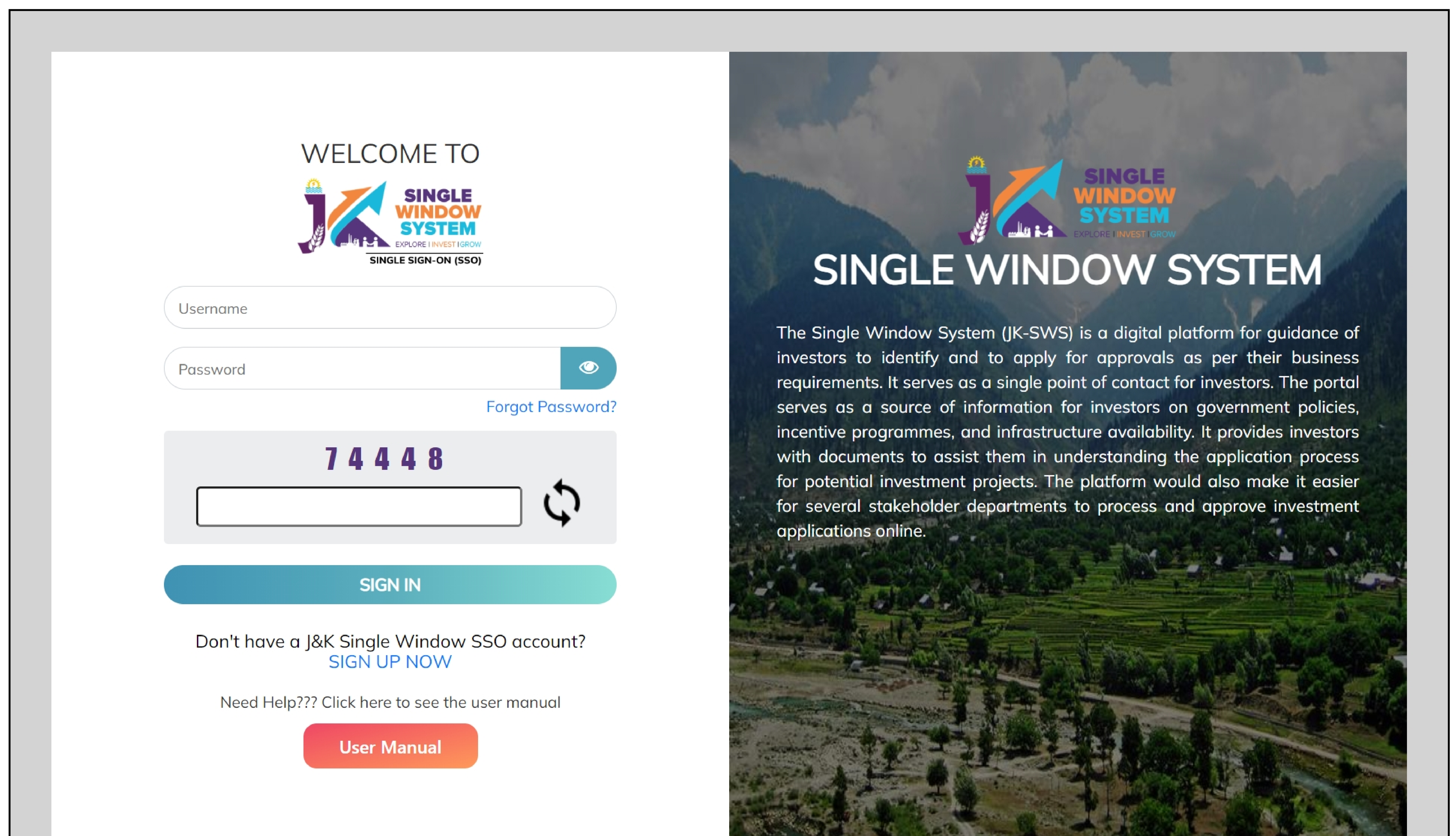
Filing of Annual Returns under Trade Union Act 1926

Welcome to the user manual for the streamlined and efficient process of "Filing of Annual Returns under the Trade Union Act of 1926" within the ambit of the Single Window System in the enchanting region of Jammu and Kashmir.

The Trade Union Act of 1926 mandates the submission of annual returns by registered trade unions, and this manual is your comprehensive guide to navigating this obligation effortlessly. Whether you are a seasoned union representative or a newcomer to the regulatory landscape, this manual will walk you through the steps of filing your annual returns, ensuring compliance with legal requirements.

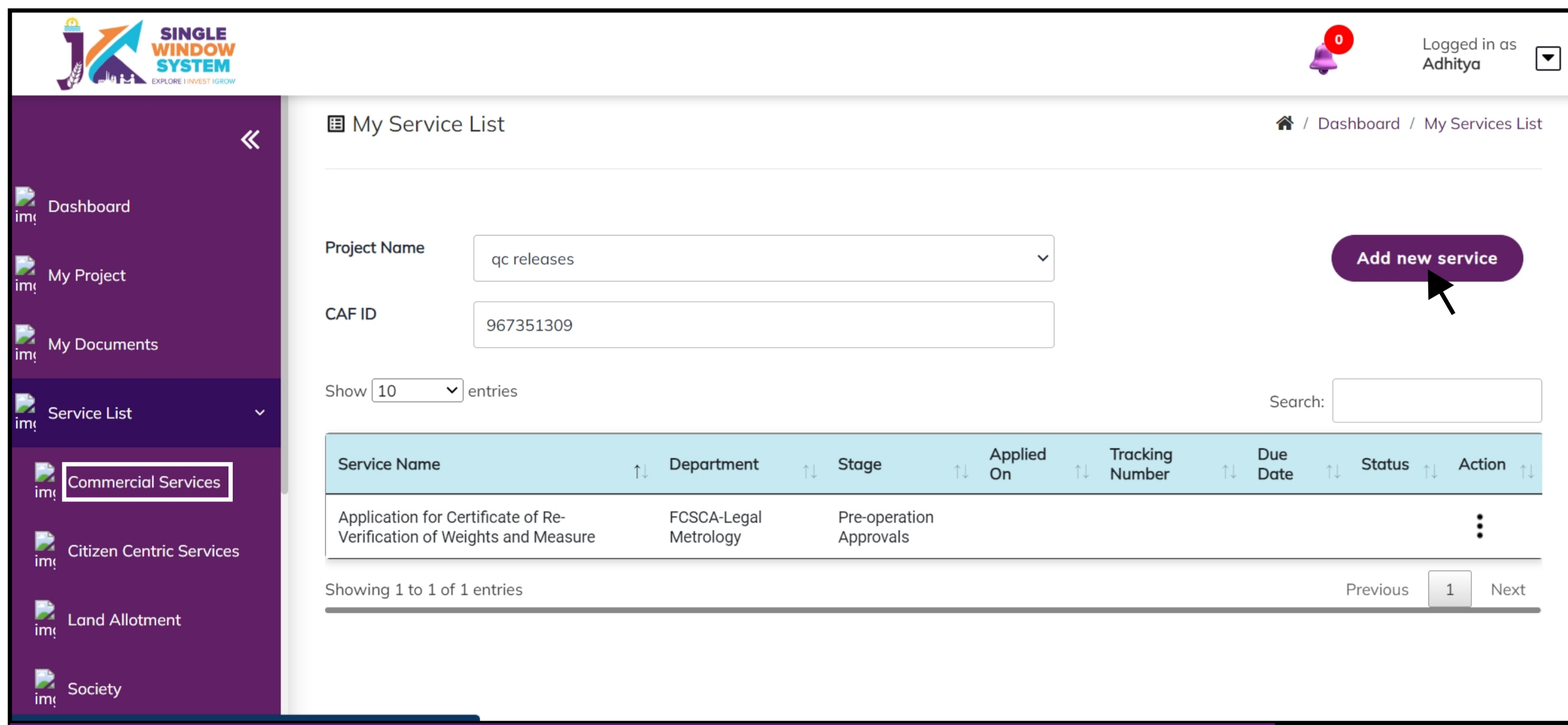
Access the Website: Open your web browser and visit the official website:
<https://singlewindow.jk.gov.in/>

Log in using your provided credentials. If you do not have an account yet, you will need to register to avail of our services. For registration assistance, please refer to our registration guide or contact our support team.

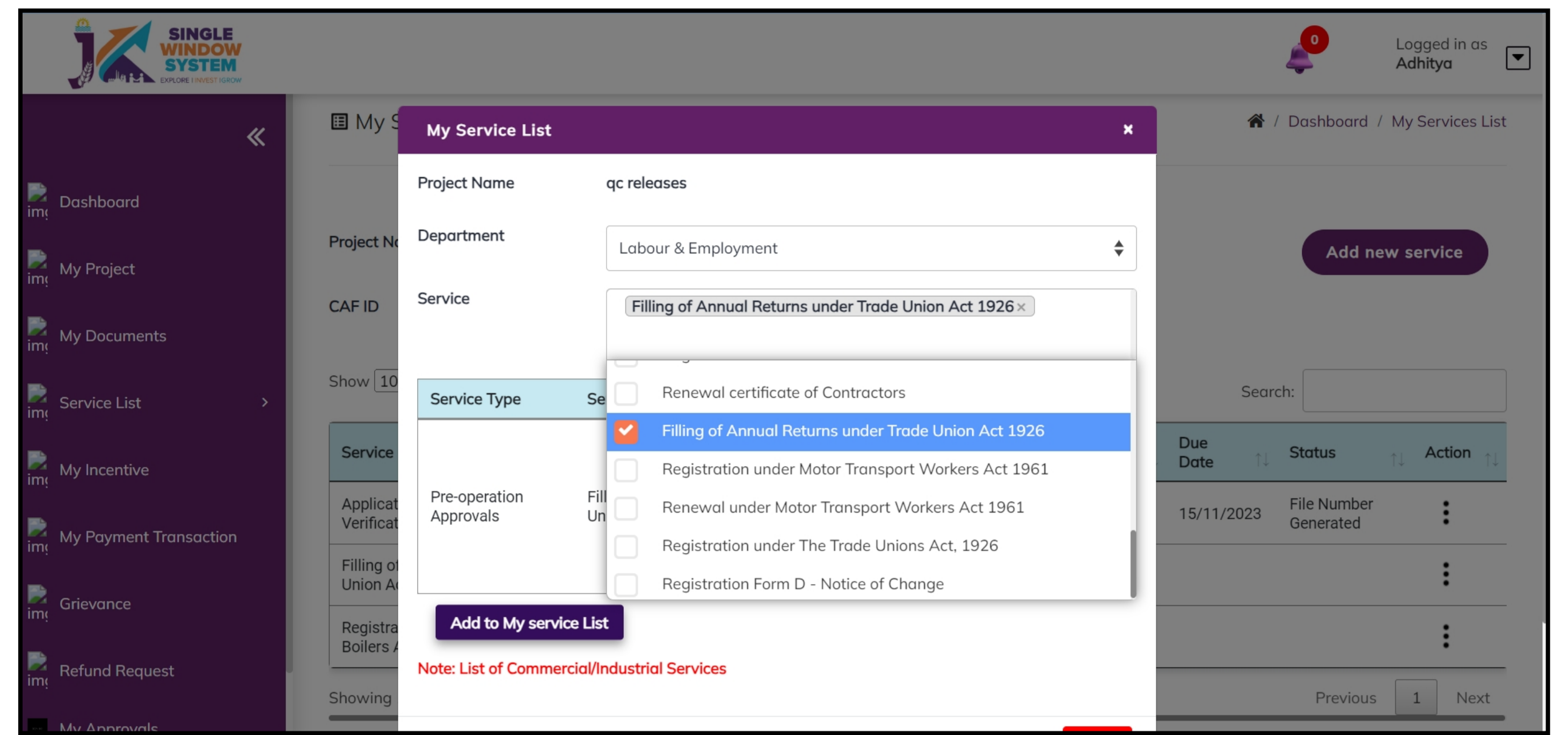


The screenshot displays the login interface for the Single Window System (JK-SWS). On the left, there is a white login form with the following elements: a header "WELCOME TO" above the logo; input fields for "Username" and "Password" (with a toggle for visibility); a "Forgot Password?" link; a CAPTCHA field showing "7 4 4 4 8" with a refresh button; a teal "SIGN IN" button; and links for "Don't have a J&K Single Window SSO account? SIGN UP NOW" and "Need Help??? Click here to see the user manual" with a corresponding "User Manual" button. On the right, a banner features the logo and the text "SINGLE WINDOW SYSTEM" over a scenic mountain landscape. Below the banner, a paragraph describes the system as a digital platform for investor guidance and approval applications.

Now, the following page will appear.

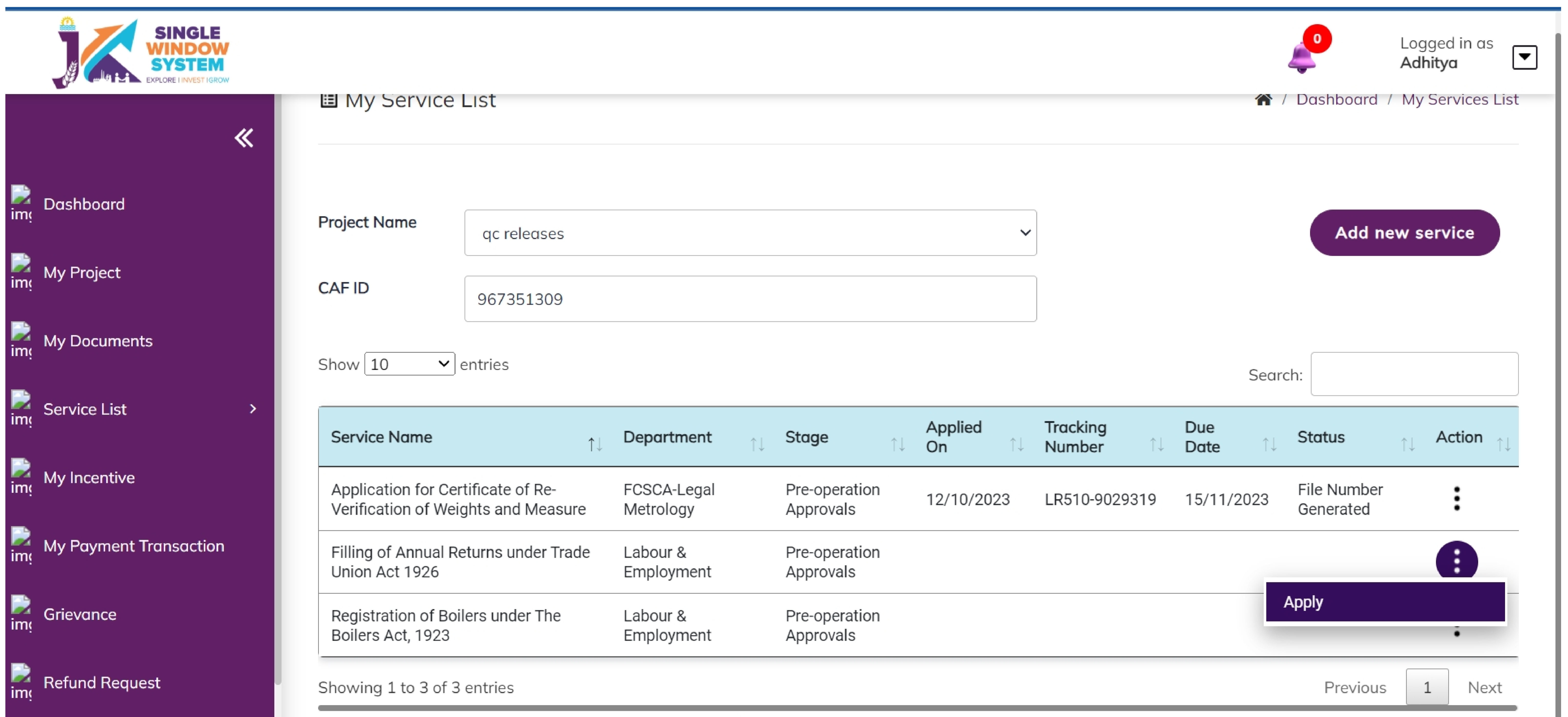


1. Select Service List > Commercial Services from the left side menu and then click on Add New Service.

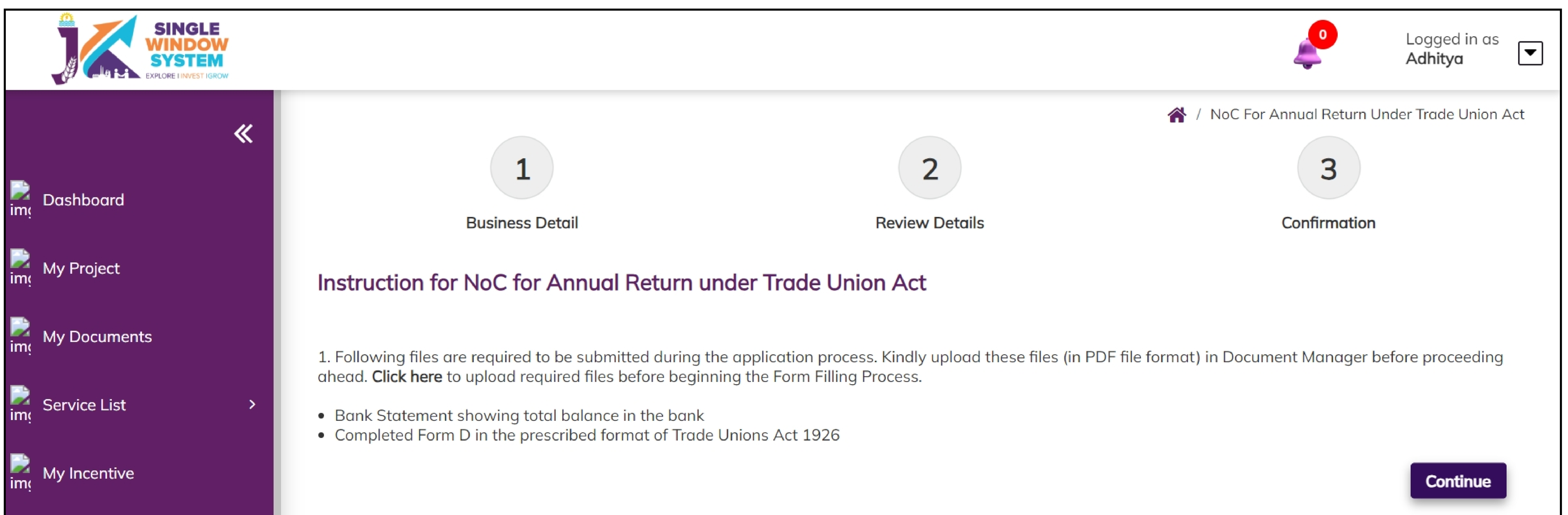


2. Select Labour & Employment from Department drop-down list and then select service to add.

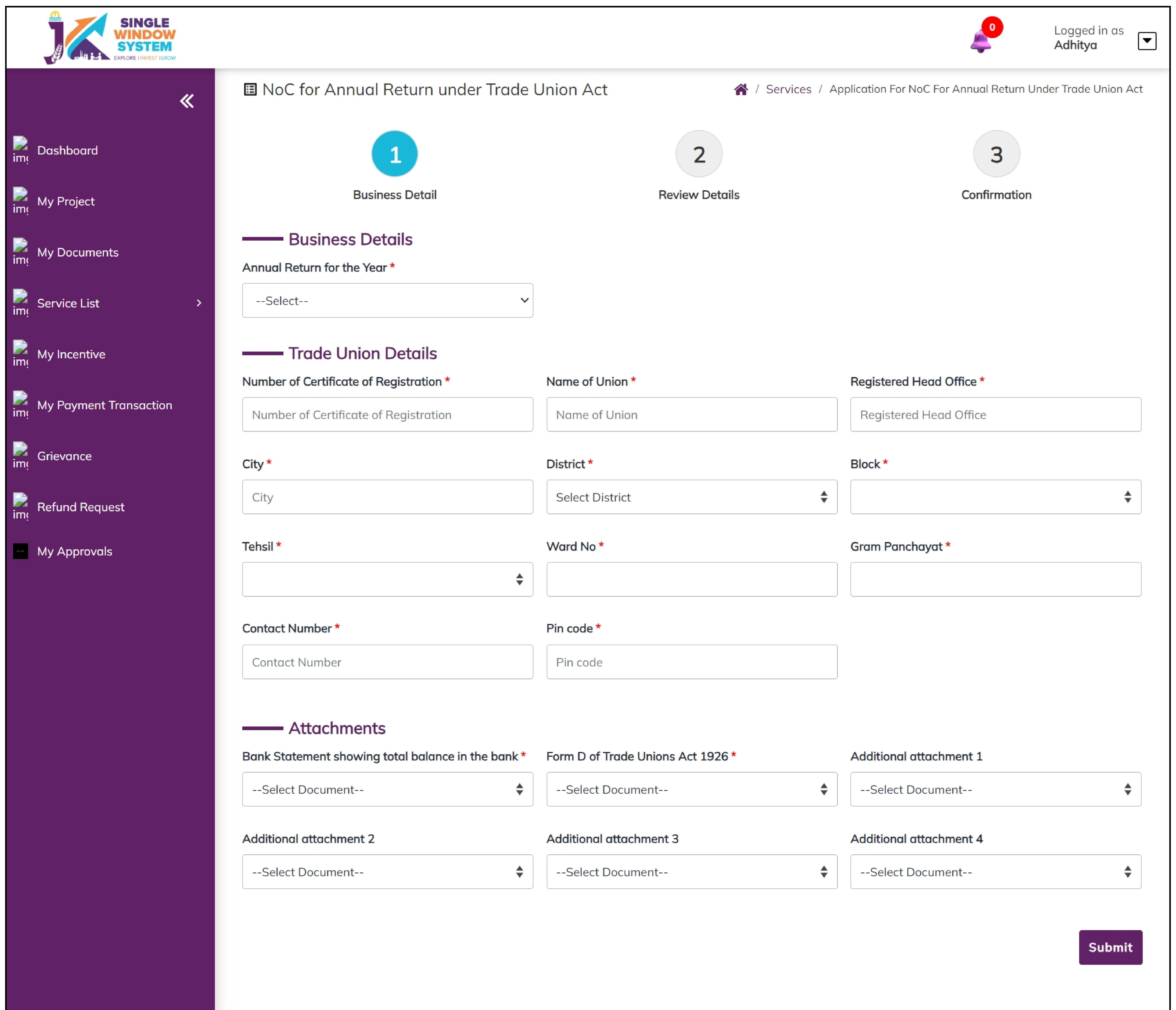
After clicking on the 'Add to My service List button'. Now the service will be listed, click 'Apply' as shown in the screenshot below to proceed:



Now the instruction page will appear as shown in the screenshot below. Read the instructions carefully and click on the 'continue' button to proceed.



Now, the following page will appear.



Under the **Business Details**, Enter the following-

Annual Return for the Year- Select the applicable year for which you are submitting the annual return from the dropdown menu. This label enables users to easily specify the reporting year for the annual return.

Under the **Trade Union Details**, Enter the following-

Number of Certificate of Registration: Enter the unique certificate of registration number issued to the trade union.

Name of Union: Provide the official name or title of the trade union.

Registered Head Office: Specify the official address of the registered head office.

City: Specify the city where the trade union is located.

District: Choose the appropriate district from the dropdown menu.

Block: Enter the block or neighborhood information if applicable.

Tehsil: Select the tehsil (administrative division) from the dropdown menu.

Ward No: Specify the ward number if applicable.

Gram Panchayat: Specify the Gram Panchayat if applicable.

Contact Number: Provide a contact number where the trade union can be reached.

Pin code: Enter the postal code or PIN code of the trade union's location.

These labels are designed to capture essential information for the 'Business Details' and 'Trade Union Details' sections, ensuring clarity and accuracy in the submission of annual returns under the Trade Union Act of 1926.

In the **Attachments** 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, read the declaration carefully and tick the checkbox of declaration. Now, 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 the payment page will appear. After the successful payment the process is completed.
