



singlewindow.jk.gov.in

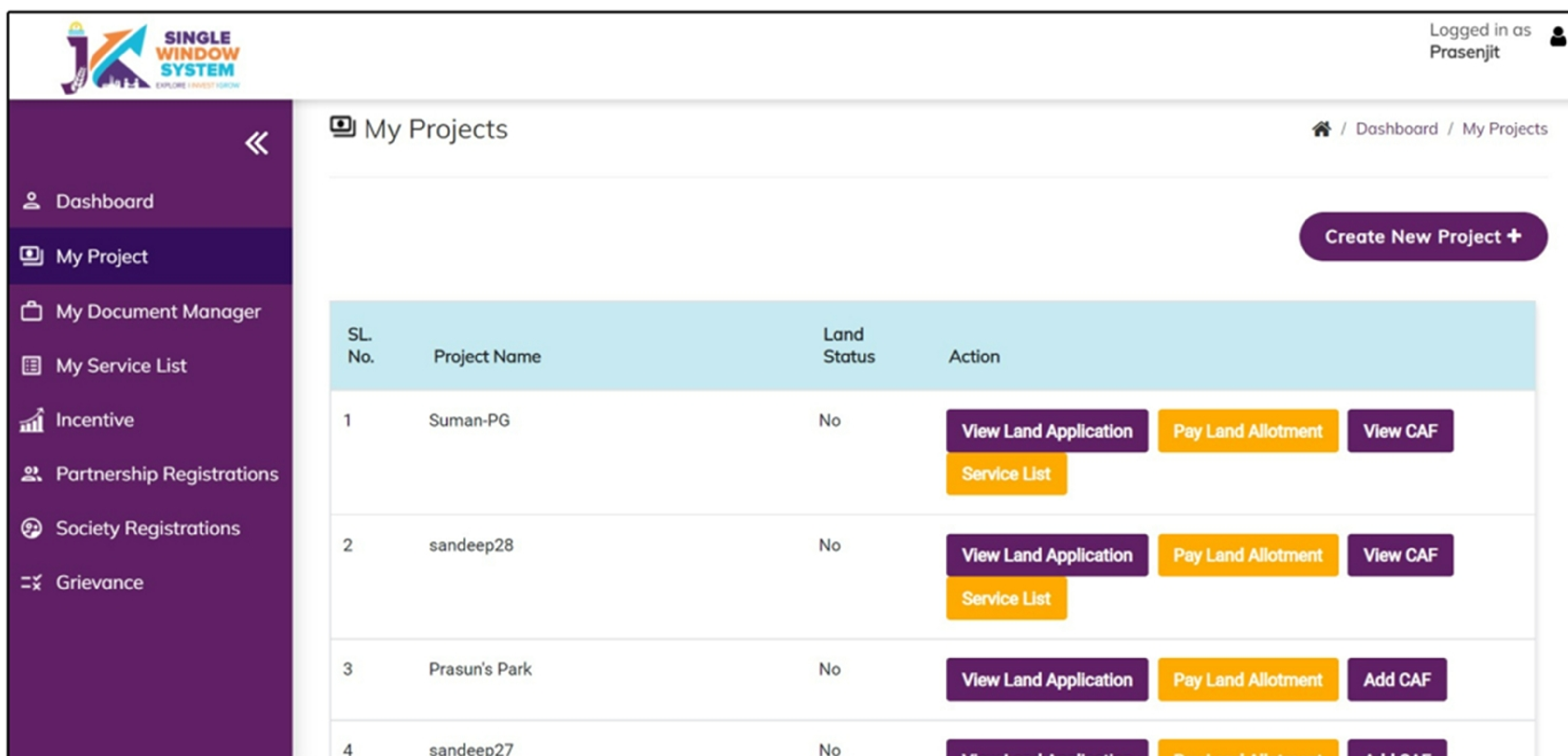
Letter for Distance from Forest

Single Window System - J & K

NOTE

Please Create Project before applying for any services

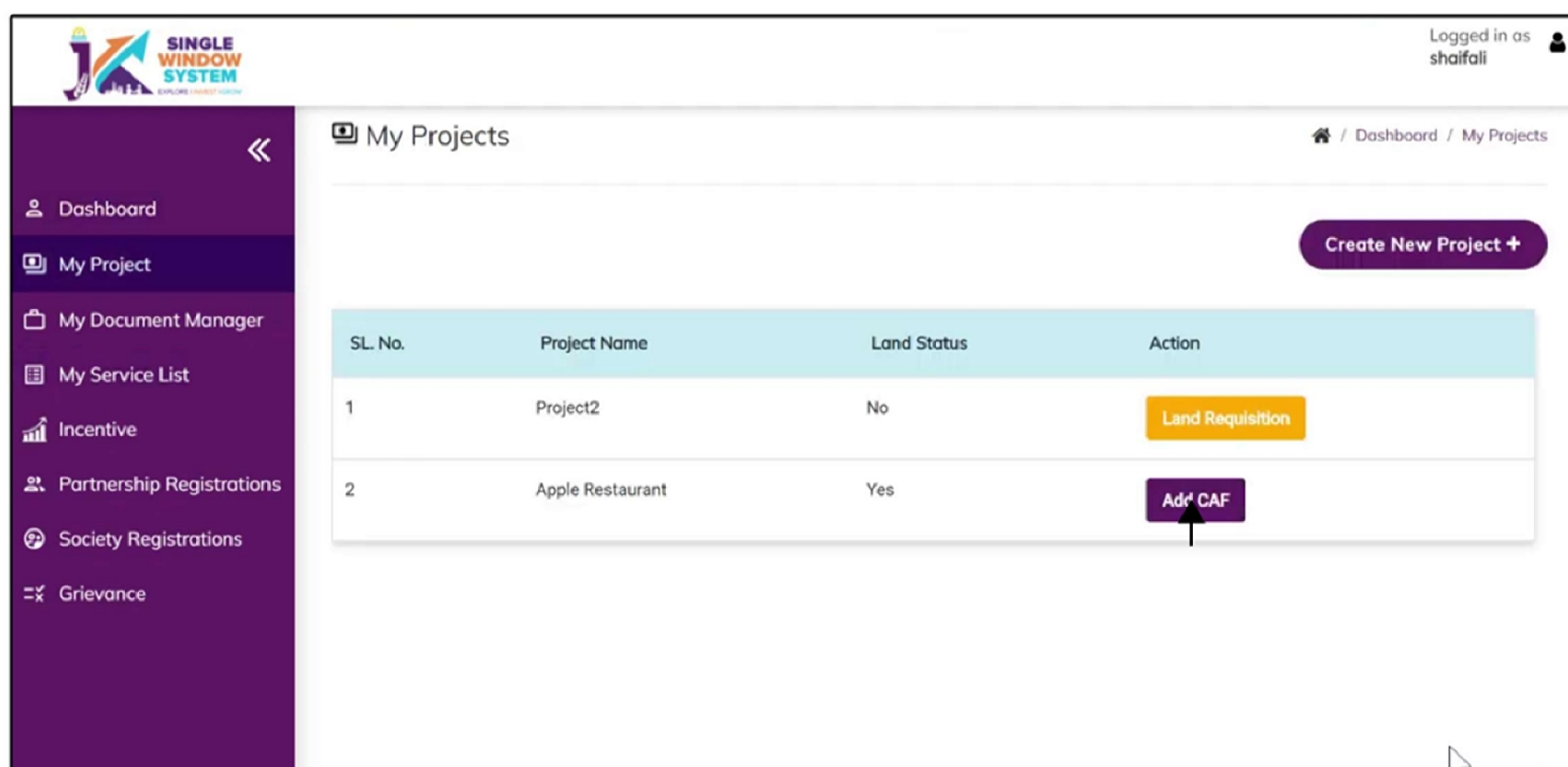
After login into the website, select My Project from the side menu. Then following page will appear. Click on the Create New Project to create your project.



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.

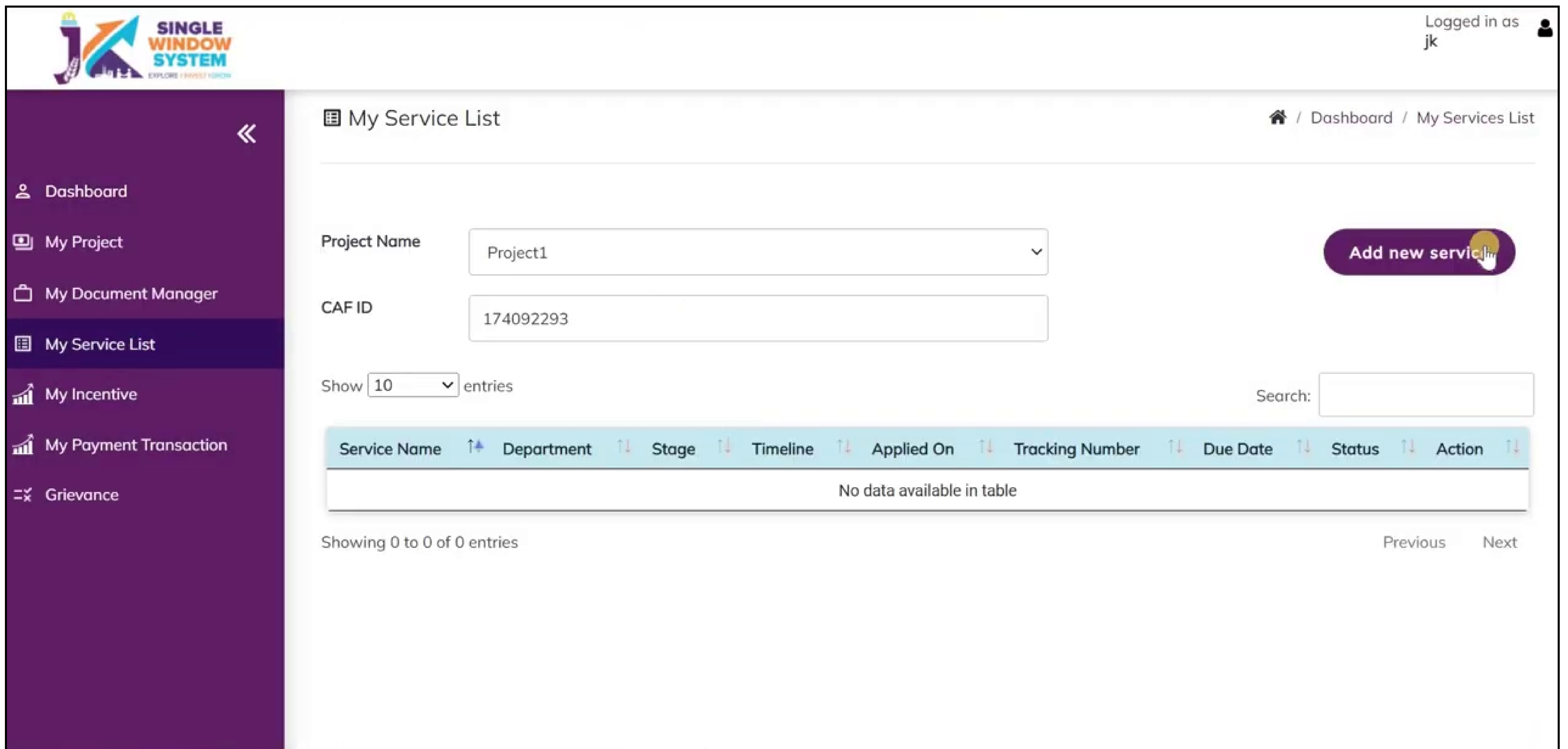


SL. No.	Project Name	Land Status	Action
1	Project2	No	Land Requisition
2	Apple Restaurant	Yes	Add CAF

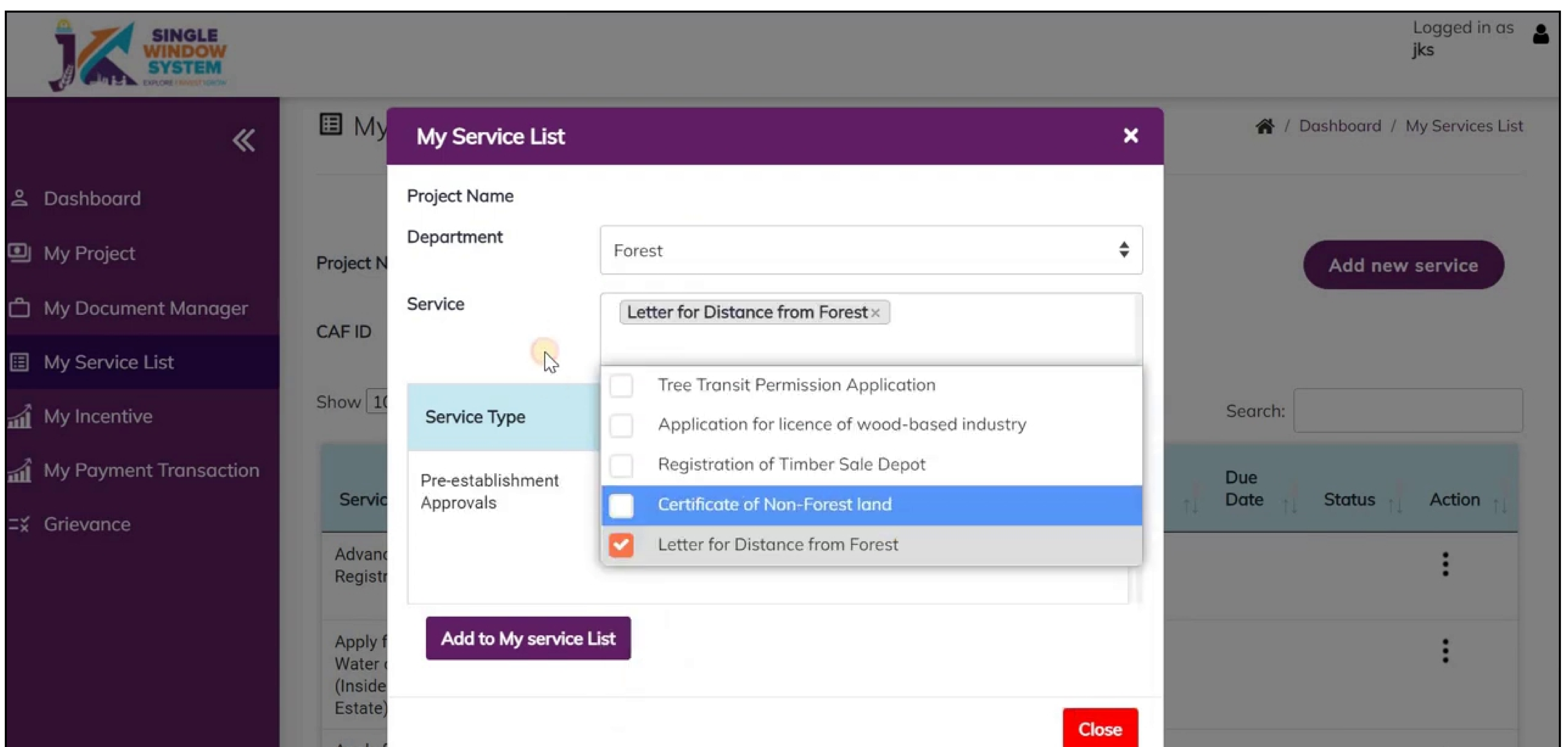
For more details on how to create project and add CAF, visit the following link:
https://singlewindow.jk.gov.in/user_manual

Letter for Distance from Forest

After login, select **My Service List** from the left side menu. Click on **Add New Service**.

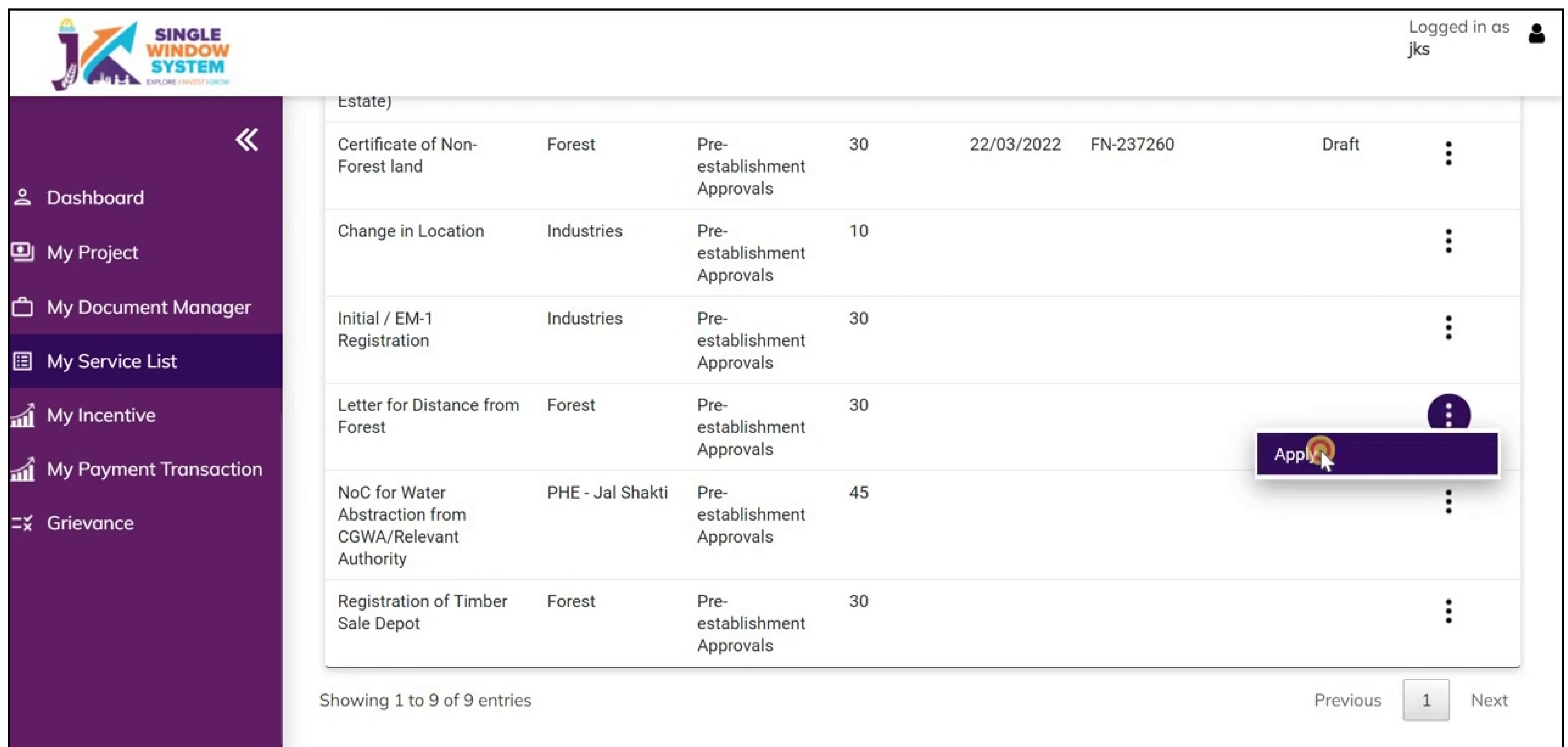


After clicking on **Add new service**, **My Service List** pop-up will appear.



Select **Forest** in department field and on services, check the **Letter for Distance from Forest** and click on the **Add to My Service List** button.

Now, the **My Service List** page will appear as follow:



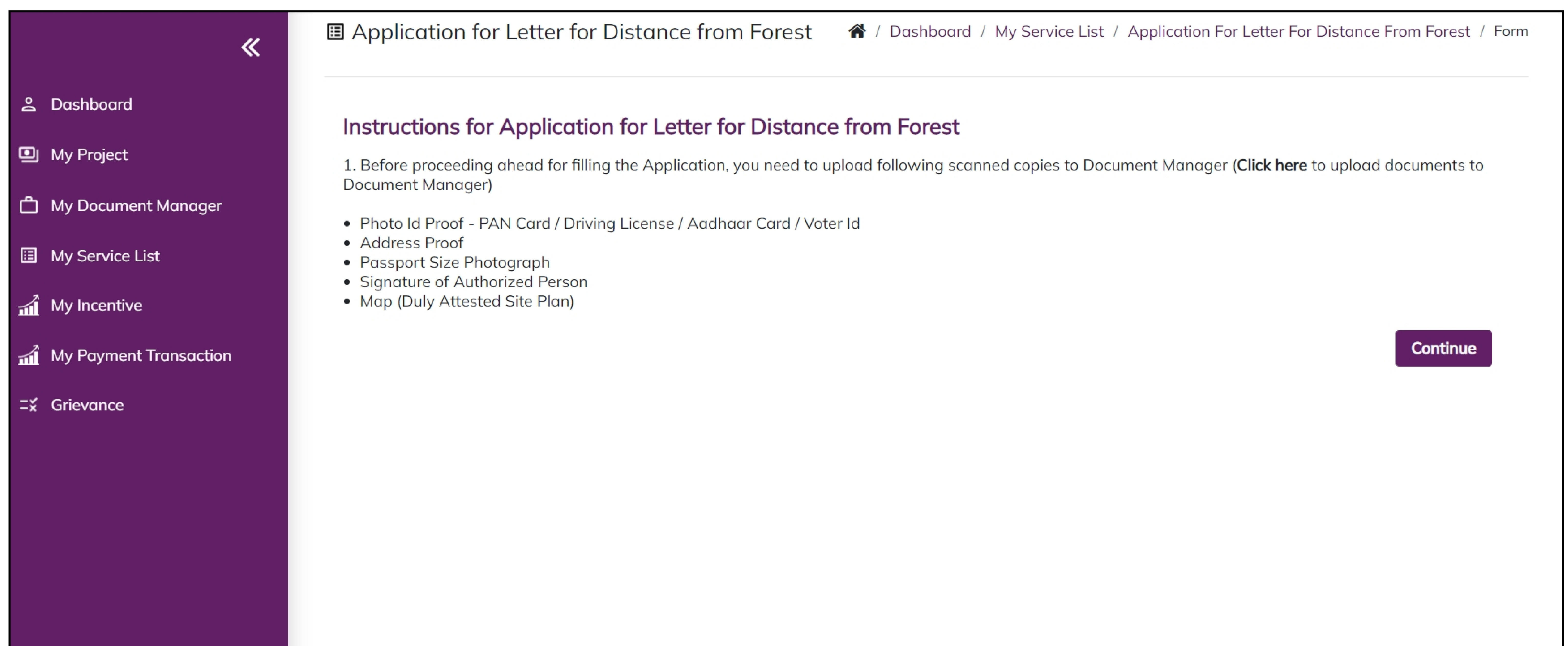
Logged in as jks

Service Name	Category	Type	Value	Date	Reference No.	Status	Action
Certificate of Non-Forest land	Forest	Pre-establishment Approvals	30	22/03/2022	FN-237260	Draft	⋮
Change in Location	Industries	Pre-establishment Approvals	10				⋮
Initial / EM-1 Registration	Industries	Pre-establishment Approvals	30				⋮
Letter for Distance from Forest	Forest	Pre-establishment Approvals	30				⋮
NoC for Water Abstraction from CGWA/Relevant Authority	PHE - Jal Shakti	Pre-establishment Approvals	45				⋮
Registration of Timber Sale Depot	Forest	Pre-establishment Approvals	30				⋮

Showing 1 to 9 of 9 entries

Previous 1 Next

Now, click on **Apply** from action next to the service name Letter for Distance from Forest. After clicking on apply, Letter for Distance from Forest Instructions page will appear. Read the instructions carefully and then click on the **continue** button.



Application for Letter for Distance from Forest

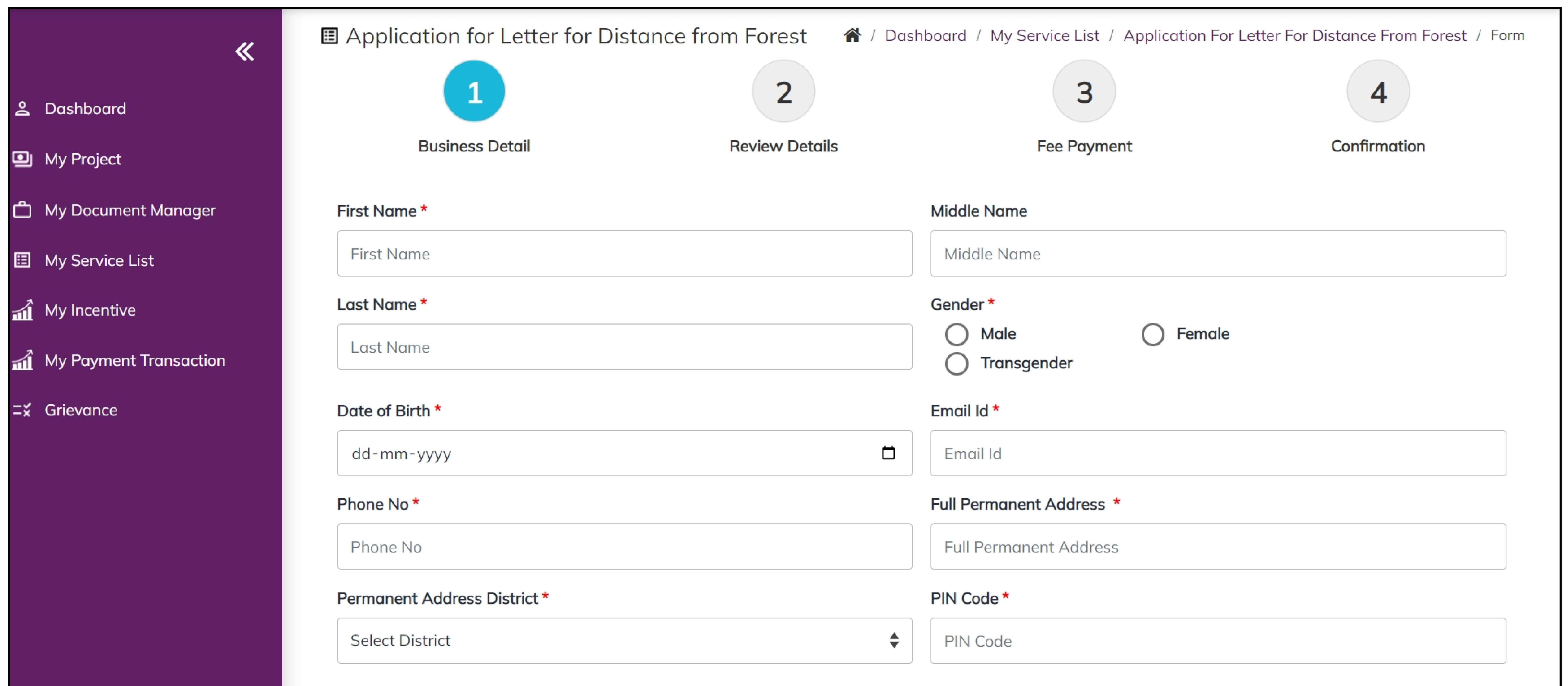
Instructions for Application for Letter for Distance from Forest

1. Before proceeding ahead for filling the Application, you need to upload following scanned copies to Document Manager (Click here to upload documents to Document Manager)

- Photo Id Proof - PAN Card / Driving License / Aadhaar Card / Voter Id
- Address Proof
- Passport Size Photograph
- Signature of Authorized Person
- Map (Duly Attested Site Plan)

Continue

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



Application for Letter for Distance from Forest / Dashboard / My Service List / Application For Letter For Distance From Forest / Form

1 Business Detail **2** Review Details **3** Fee Payment **4** Confirmation

First Name * **Middle Name**

Last Name * **Gender ***
 Male Female
 Transgender

Date of Birth * **Email Id ***

Phone No * **Full Permanent Address ***

Permanent Address District * **PIN Code ***

First Name - Enter here the first name.

Middle Name - Enter here the middle name.

Last Name - Enter here the last name.

Gender - Select the gender whether it is male, female or other.

Date of Birth - Enter the date of birth here.

Email ID - Enter here the Email ID.

Phone No. - Enter here the phone number.

Full Permanent Address - Enter here the full permanent address.

District - Select your district here.

PIN Code - Enter the PIN code here.

Property Details

<p>Select Circle *</p> <input type="text" value="Select Circle"/>	<p>Select Division *</p> <input type="text" value="Select Division"/>
<p>Select Range *</p> <input type="text" value="Select Range"/>	<p>District *</p> <input type="text" value="Select District"/>
<p>Tehsil *</p> <input type="text" value="Select"/>	<p>Block *</p> <input type="text" value="Select"/>
<p>Village *</p> <input type="text" value="Village"/>	<p>Survey Number *</p> <input type="text" value="Survey Number"/>
<p>Landmark *</p> <input type="text" value="Landmark"/>	<p>Police Station *</p> <input type="text" value="Police Station"/>
<p>PIN Code *</p> <input type="text" value="PIN Code"/>	<p>Purpose of Application *</p> <input type="text" value="Purpose of Application"/>

Supporting Documents

<p>Photo Id Proof - PAN Card / Driving License / Aadhaar Card / Voter Id *</p> <input type="text" value="Select File"/>	<p>Address Proof *</p> <input type="text" value="Select File"/>
<p>Passport Size Photograph *</p> <input type="text" value="Select File"/>	<p>Signature of Authorized Person *</p> <input type="text" value="Select File"/>
<p>Map (Site Plan) *</p> <input type="text" value="Select File"/>	

Declaration (I hereby declare that the above details are true to the best of my knowledge)

Submit

Circle - Select the circle.

Division - Select the division.

Range - Select the range.

District - Select the district.

Tehsil - Select the tehsil.

Block - Select the block.

Village - Enter the name of your village.

Survey Number - Enter here the survey number.

Landmark - Enter here your property's landmark.

Police Station - Enter here the details of police station near the property.

PIN Code - Enter here the PIN Code.

Purpose of Application - Enter here the purpose of application.

Select all the **Supporting Documents** of property. Select **Photo ID Proof, Address Proof, Passport Size Photograph, Signature of Authorized Person, Map(Site Plan)** in the respective field.

After filling all the mandatory fields, **click on the checkbox for Declaration** (I hereby declare that the above details are true to the best of my knowledge) and 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, Letter for Distance from Forest is completed.