



WINDOW SYSTEN EXPLORE I INVESTIGROW

singlewindow.jk.gov.in

Merger of Units

Single Window System - J & K



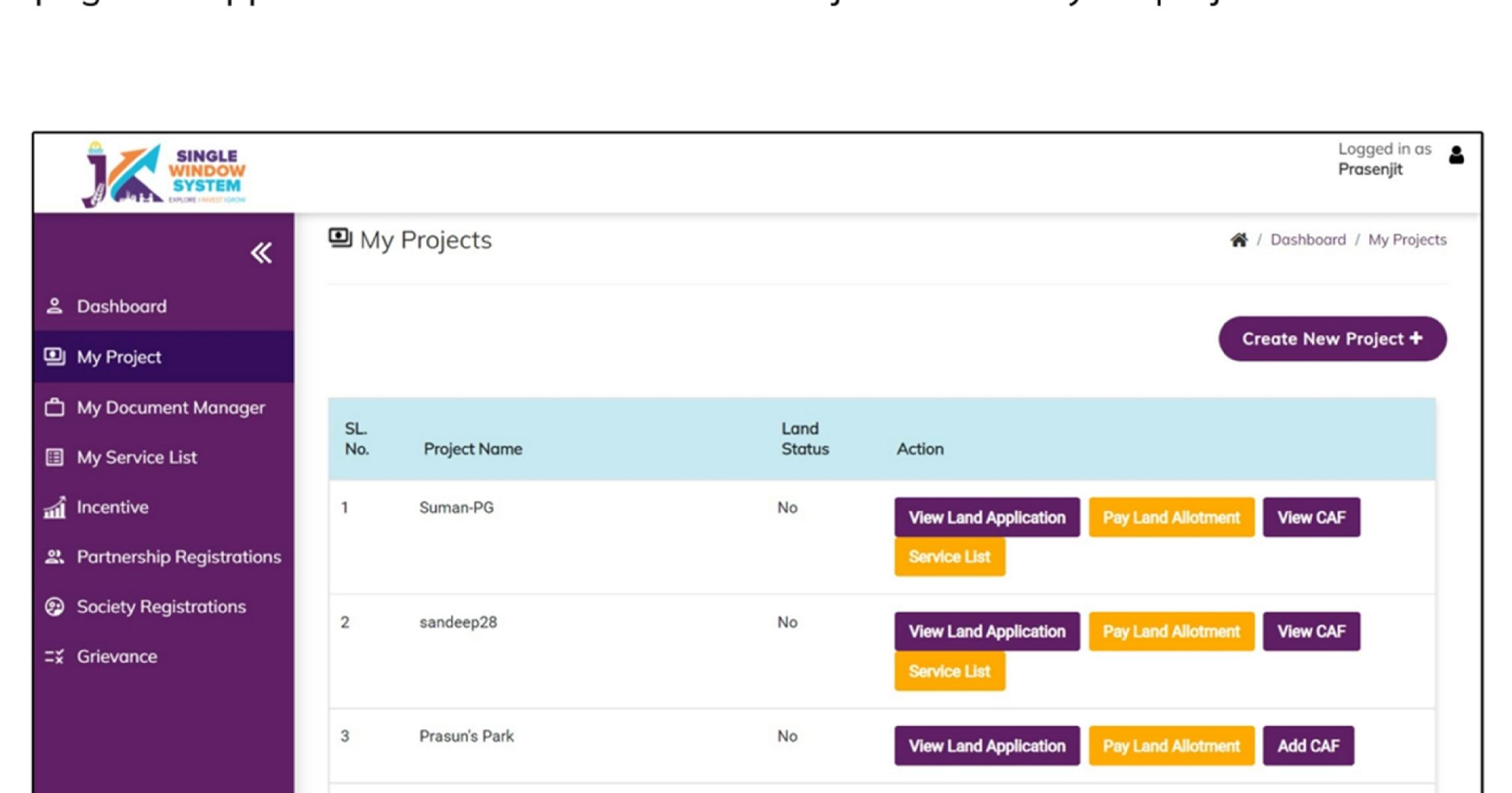






Please Create Project before applying for any services

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.



	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.

					Logged in as shaifali
*	My Projects			倄 / Dasl	hboord / My Projects
2 Dashboard					
My Project				Create	New Project +
My Document Manager	SL. No.	Project Name	Land Status	Action	
My Service List	1	Project2	No	Land Reguisition	



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





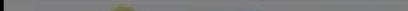


Transfer of Lease Hold Rights of Units

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

SINGLE WINDOW SYSTEM		Logged in as jk
≪	My Service List	🏠 / Dashboard / My Services List
ය Dashboard		
My Project	Project Name	Add new service
My Document Manager	CAFID 174092293	
My Service List	IT TOOLLOO	
My Incentive	Show 10 v entries	Search:
My Payment Transaction	Service Name 1 Department 1 Stage 1 Timeline 1 Applied On 1 Tracking Number	Due Date 🚺 Status 🗍 Action 🗍
≓¥ Grievance	No data available in table	
	Showing 0 to 0 of 0 entries	Previous Next

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





🗉 My S A / Dashboard / My Services List My Service List 13 * Project Name 2 Dashboard Department Project No My Project Industries & Commerce \$ Add new service My Document Manager Service CAFID Merger of Units × 2 My Service List Show 10 Change in Location My Incentive Search: Service Type Change in Name & Style My Payment Transaction Due Service Status Action Date Assessment of raw material & finished goods ≓¥ Grievance Transfer of Lease Hold Rights of Units Tree Tra Pre-establishment Applica Merger of Units Showing Previous Service Name:



Select Industries & Commerce in department field and on services, check the Merger of Units. Click on the Add to My Service List button.



Next



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

SINGLE WINDOW SYSTEM EXPLORE INVEST 164004				Logged in asjk
≪	I My Service	e List		希 / Dashboard / My Services List
ය Dashboard				
My Project	Project Name	Project1	~	Add new service
My Document Manager	CAFID	174092293		

My Service List

My Incentive

- My Payment Transaction
- ⊒¥ Grievance

Service Name	Department	Stage	Timeline Applied Tracking On Number	Due Date 1 Status 1 Action
Merger of Units	Industries & Commerce	Pre- establishment	10	(3)
Tree Transit Permission Application	Forest	Pre- establishment	10	

Now, click on Apply from action next to the service name Merger of Units. After clicking on apply, Merger of Units Instructions page will appear. Read the instructions carefully and then click on the continue button.

2 Dashboard

My Project

My Document Manager

«

My Service List

My Incentive

My Payment Transaction

Ξ¥ Grievance

Application for Merger of units

倄 / Dashboard / My Projects

Continue

Instruction for Assessment of Merger of units

Following files are required to be submitted during the application process. Kindly upload these files (in PDF file format) in Document Manager before proceeding ahead. Click here to upload required files before beginning the Form Filling Process.

1. NOC from SIDCO

2. NOC from State Taxes Department

3. Affidavit regarding owning of liabilities due to merger of units

4. NOC from PDD regarding merger

5. NOC from bank

6. Copy of Lease deed of both the units

7. Public notice in two leading dailies having wide circulation in UT inviting objections in Merger





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

				Logged in a Prasenjit 1
«	Application for Merger	of units	倄 / Dash	board / My Projects / Application For Merger Of Units / Fo
Dashboard				
J My Project			2	3
] My Document Manager	Business Detail		Review Details	Confirmation
My Service List	Details of owner/Authoris	ed Representative		
My Incentive	a. Name *		b. Gender *	
	Name of the owner/Authorised Re	presentative	Select Gender	
My Payment Transaction	c. Mobile Number *		d. Email *	
Grievance	Mobile Number		Email	
	Address of Owner/Author	ised Representative		
	a. District *	b. Block	*	c. Street No/Road name/Area/Colony *
	Select District	♦ Block		Street No/Road name/Area/Colony

Details of Owner/ Authorized Representative:

Name – Enter the name of the owner or the Authorized Representative here.

			Gender - Select the gender Male
d. Plot No. *	¢	e. Post Office *	Female or Other from the dropdo
Plot No.		Post Office	
f. Police Station. *	ç	g. Pin *	list.
Police Station		Pin	
Name of the Unit d. Street No/Road name/Area/Colony *	Select District	Block	Mobile Number – Enter the mobi
d Street No/Road name/Area/Colony			
Street No/Road name/Area/Colony		e. Plot No. * Plot No.	number here.
-			number here. Email – Enter your Email ID here.

Address of Owner/Authorized Representative

District - Select the district.

Block - Select the block.

Street No/RoadName/Area/Colony - Enter the Street No or RoadName or Area or Colony.

Plot No - Specify the plot number here.

Post Office - Specify the post office of the owner or the authorized representative.

Police Station - Specify the police station of the owner or the authorized



Pin - Enter the PIN Code of the owner or the authorized representative.

Unit Details:

Name of the Unit - Enter the name of the unit





District - Select district where the property comes under.

Block - Select block where the property comes under.

Street No/Road name/Area/Colony - Specify the street number, Road Name, Area or Colony of the unit.

Plot Number - Specify the plot number of the unit here.

Post Office - Specify the post office of the unit.

Police Station - Specify the police station of the unit.

PIN - Enter the PIN Code of the unit.

After entering the above fields now enter the details of merged unit.

Merged Unit Details			
4. a. Applicant Details *			
a. Name *	b. Gender *	c. Mobile Number *	d. Email *
Name of the owner/Authorised Repr	Select Gender	Mobile Number	Email

Merged Unit Details:

4. b. Address of Owner/Authorised Rep	resentative					
a. District *		b. Block *			c. Street No	/Road name/Area/Colony *
Select District	\$	Block			Street No/	/Road name/Area/Colony
d. Plot No. *	e. Post Offic	e *	f. Police Station. *			g. Pin *
Plot No. Post Office		Police Station			Pin	
4. c. Unit Details *						
a. Name of the Unit. *		b. District *			c. Block *	
Name of the Unit		Select District	\$;	Block	
d. Street No/Road name/Area/Colony *			e. Plot No. *			
Street No/Road name/Area/Colony		Plot No.				
			4			
f. Post Office *		g. Police Station. *			h. Pin *	
Post Office		Police Station			Pin	
5. Document Upload *						
a. NOC from SIDCO*		b. NOC from state tax de	epartment*	_	c. Affidavit*	*
Select File	\$	Select File	\$;	Select File	e ::::::::::::::::::::::::::::::::::::

Name – Enter the name of the owner here.

Gender - Select the gender Male, Female or Other from the dropdown list.

Mobile Number – Enter the mobile number here.

Email – Enter the Email ID here.

d. NOC from PDD*	e. NOC from bank *	f. Copy of lease deed *	
Select File	Select File	Select File	\$
g. Public Notice *			
Select File	\$		
		Continu	ie





Address of Owner/Authorized Representative

District - Select the district.

Block - Select the block.

Street No/RoadName/Area/Colony - Enter the Street No or RoadName or Area or Colony.

Plot No - Specify the plot number here.

Post Office - Specify the post office of the owner or the authorized representative.

Police Station - Specify the police station of the owner or the authorized representative.

Pin - Enter the PIN Code of the owner or the authorized representative.

Unit Details of the Merged Unit:

Name of the Unit - Enter the name of the unit.

District - Select the district.

Block - Select the block.

Street No/Road name/Area/Colony - Specify the street number, Road Name, Area or Colony of the unit.

Plot Number - Specify the plot number of the merged unit here.

Post Office - Specify the post office of the merged unit.

Police Station - Specify the police station of the merged unit.

PIN - Enter the PIN Code of the merged unit.





Document Upload

NOC from SIDCO/SICOP - Select NOC from SIDCO/SICOP document.

NOC from state tax department - Select NOC from state tax department.

Affidavit - Select Affidavit.

NOC from PDD - Select NOC from PDD.

NOC from Bank - Select NOC from Bank.

Copy of Lease Deed - Select copy of Lease Deed.

Public Notice - Select Public Notice.

After filling all the mandatory fields, click on the **Continue** 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, Merger of Units is completed.

