



singlewindow.jk.gov.in

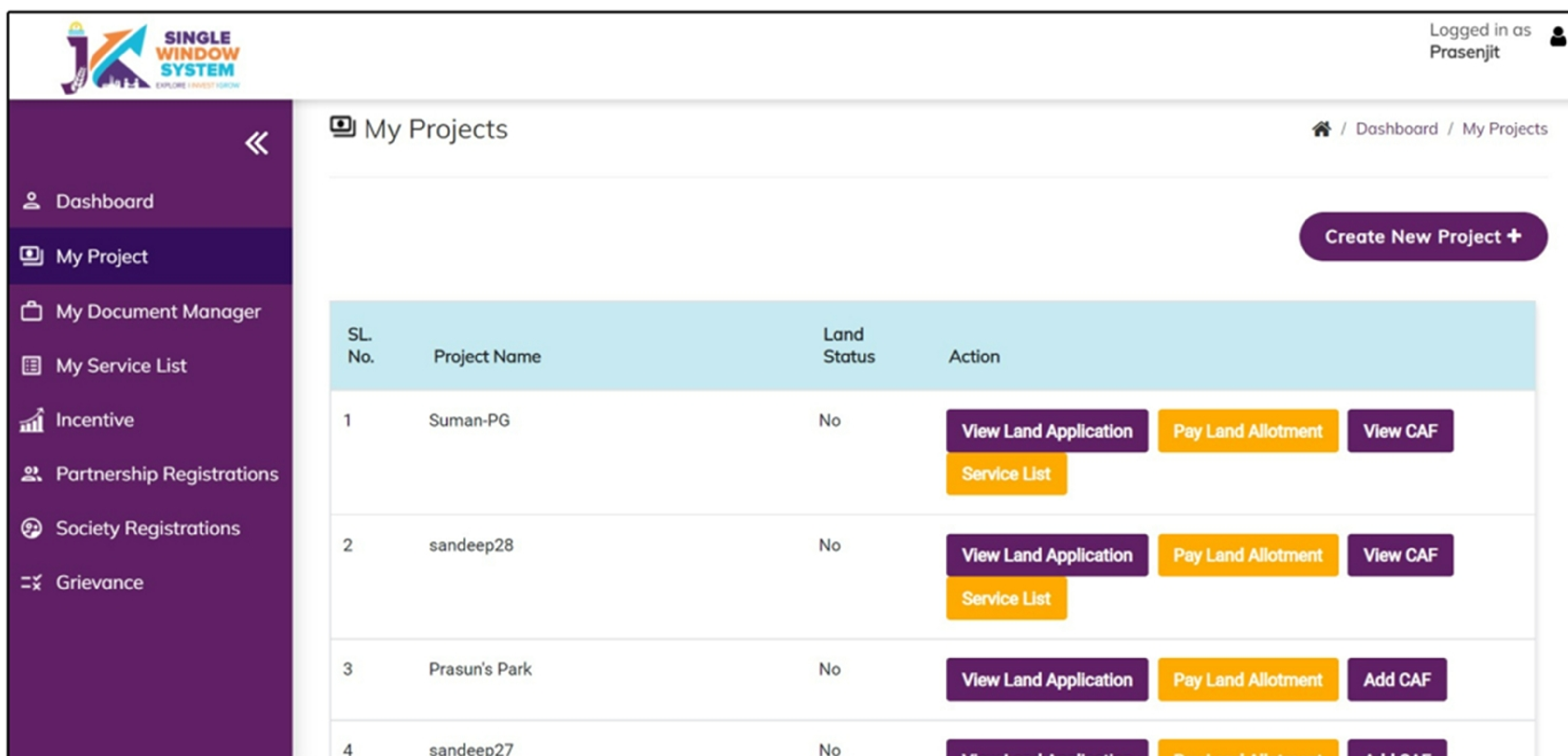
Merger of Units

Single Window System - J & K

NOTE

Please Create Project before applying for any services

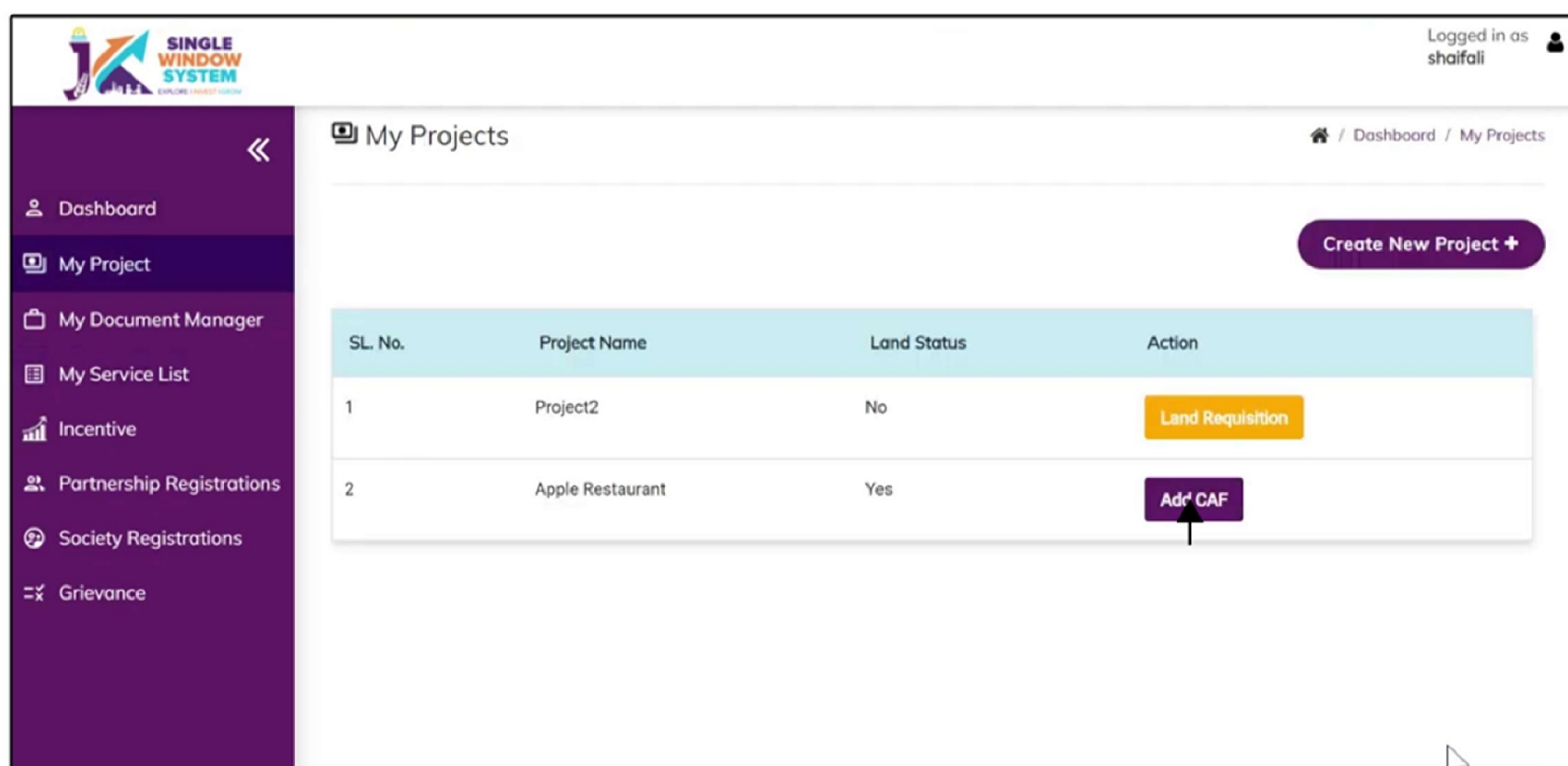
After login into the website, select My Project from the side menu. Then following page will appear. Click on the Create New Project to create your project.



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.

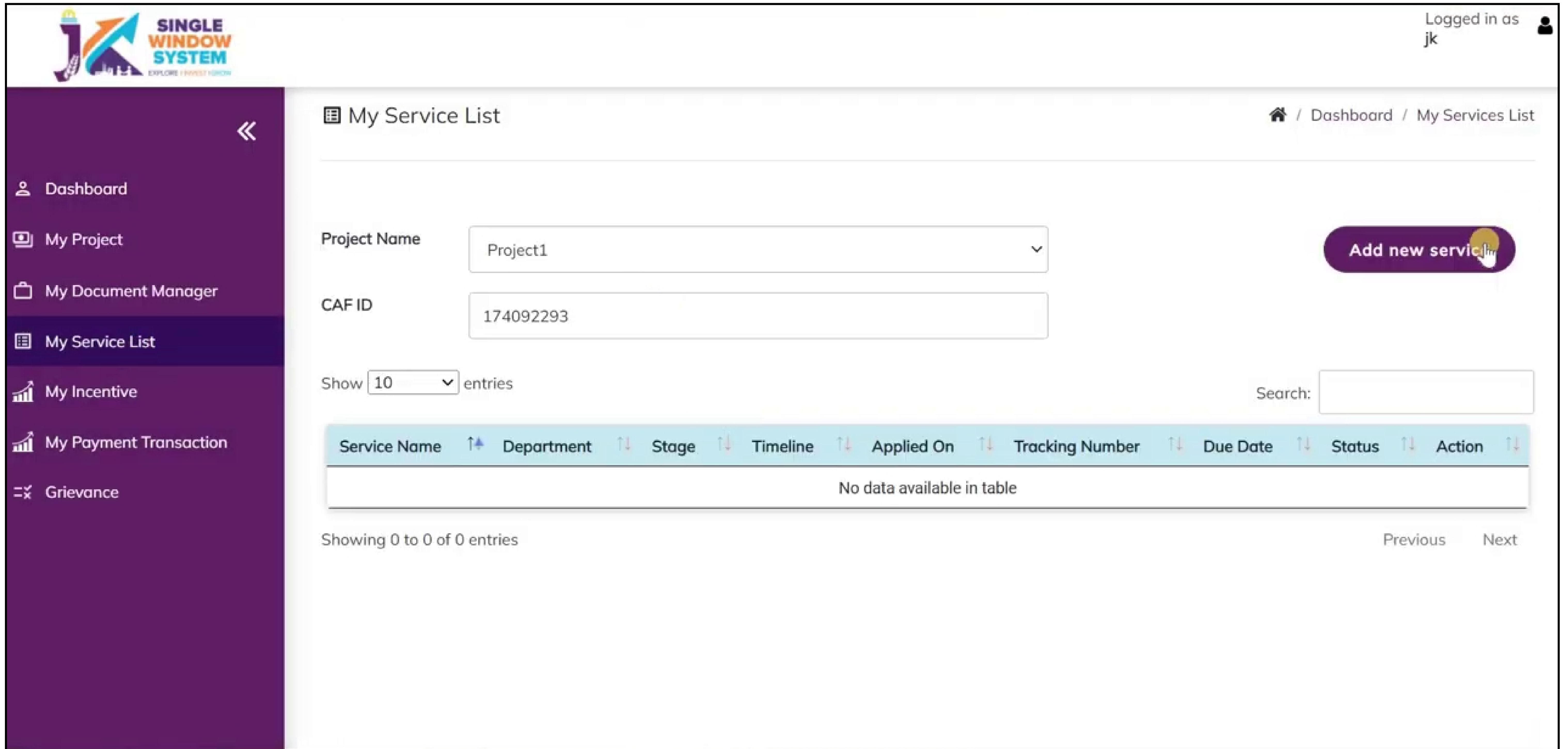


SL. No.	Project Name	Land Status	Action
1	Project2	No	Land Requisition
2	Apple Restaurant	Yes	Add CAF

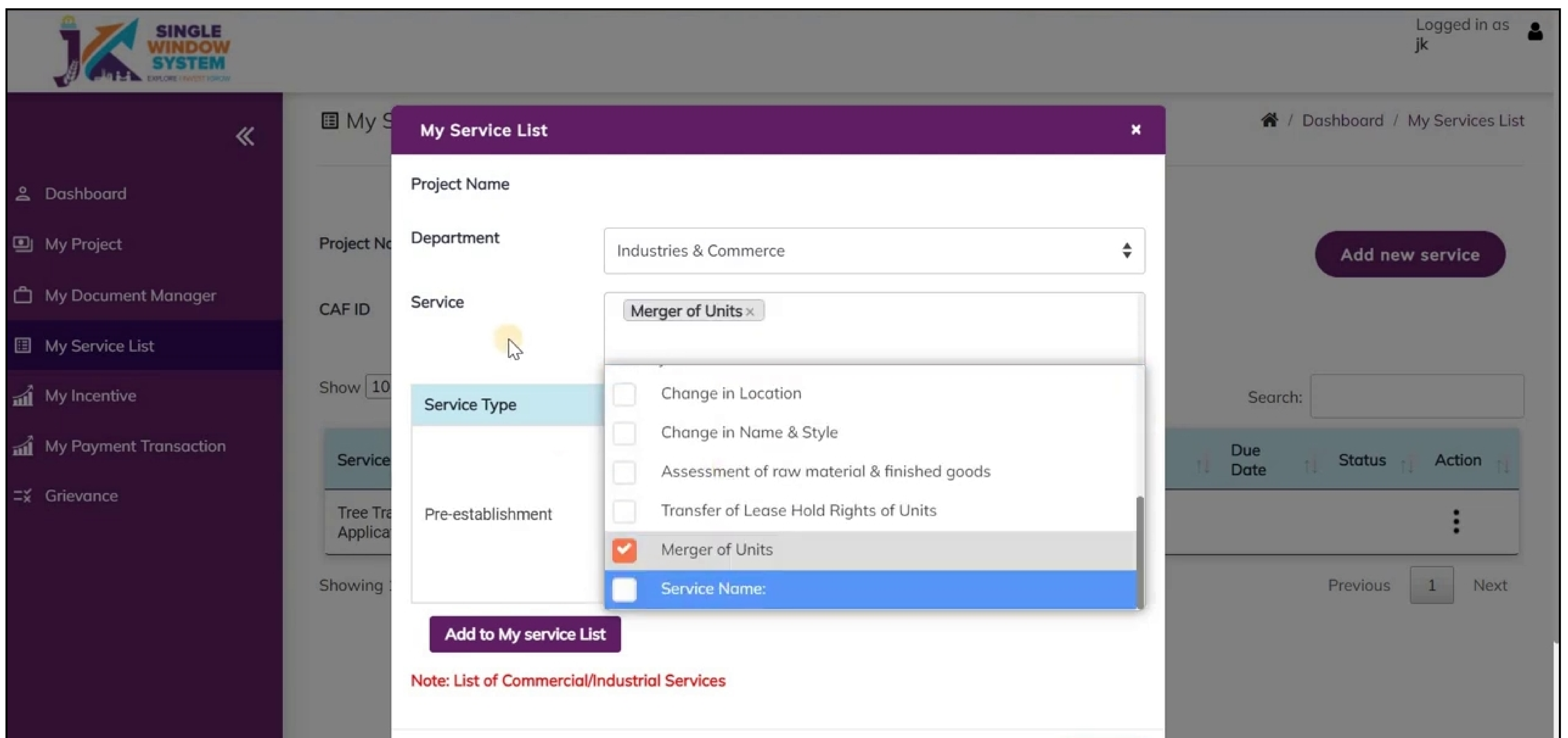
For more details on how to create project and add CAF, visit the following link:
https://singlewindow.jk.gov.in/user_manual

Transfer of Lease Hold Rights of Units

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

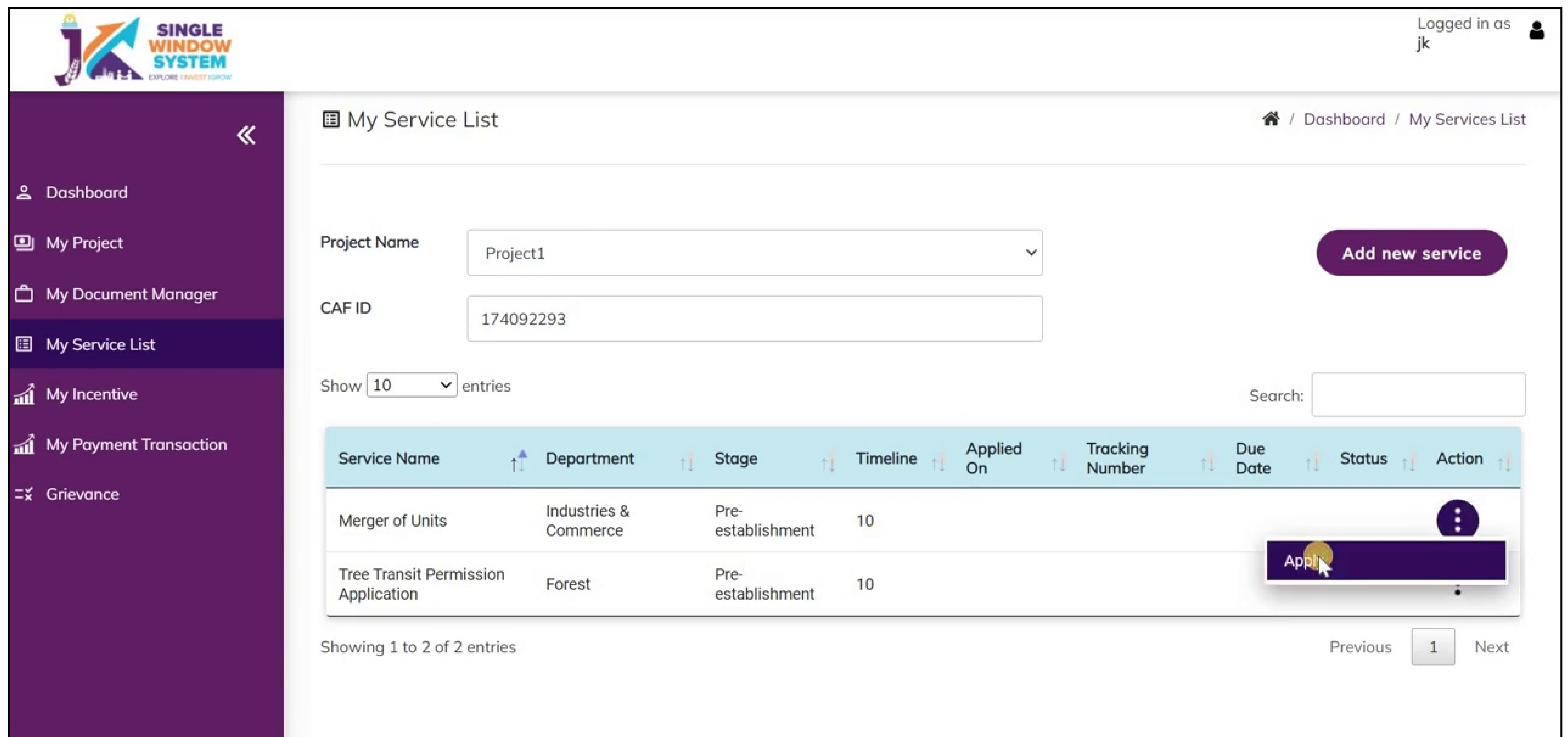


After clicking on **Add new service**, **My Service List** pop-up will appear.

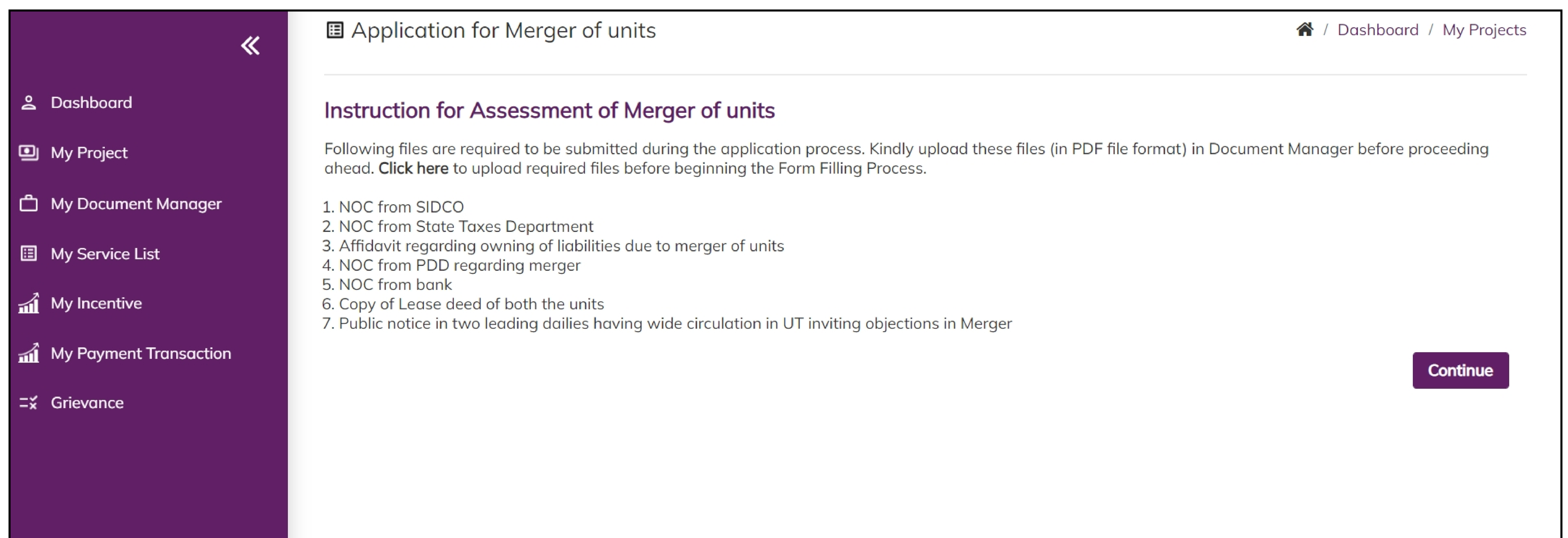


Select **Industries & Commerce** in department field and on services, check the **Merger of Units**. Click on the **Add to My Service List** button.

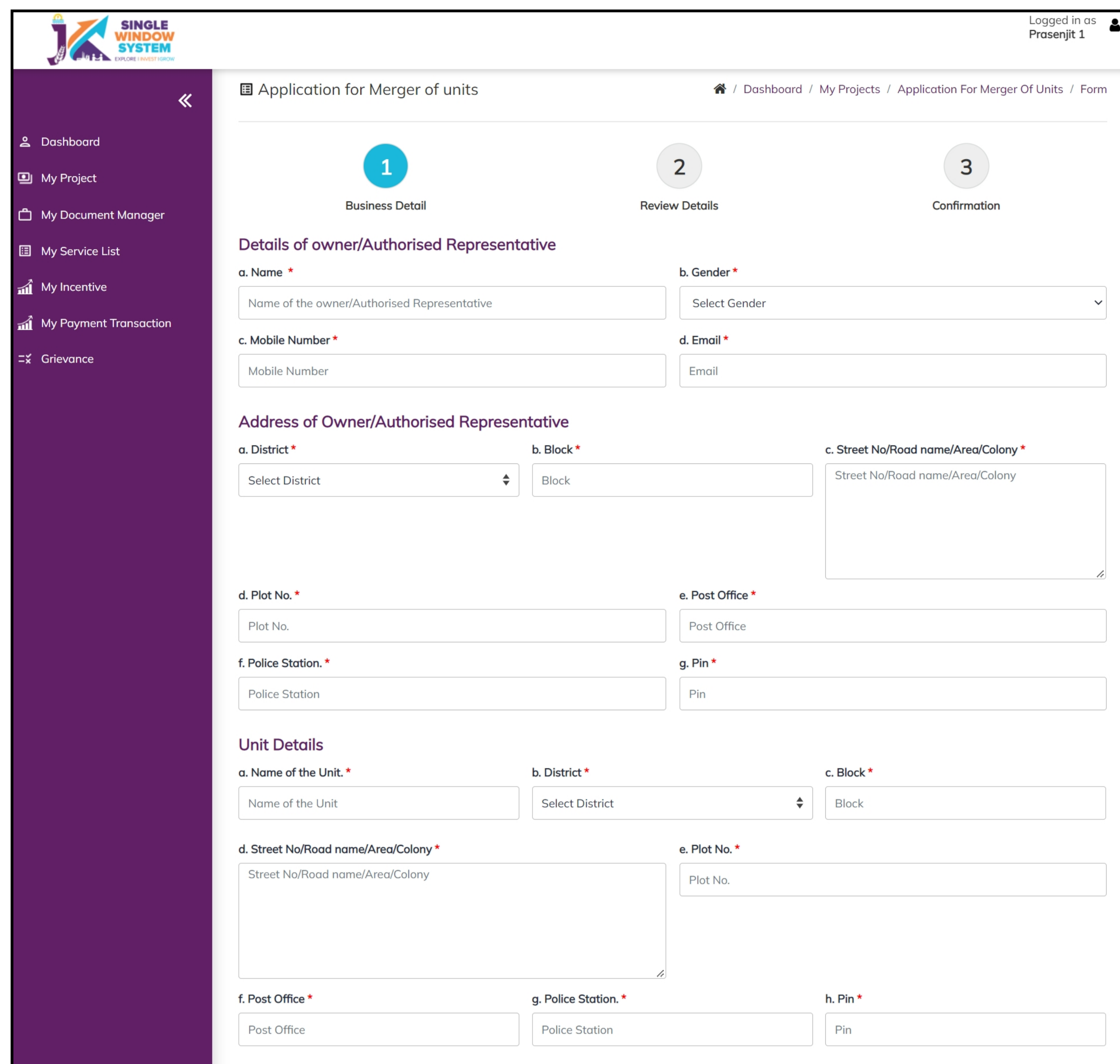
Now, the **My Service List** page will appear as follow:



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.



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



Details of Owner/ Authorized Representative:

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

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

Mobile Number – Enter the mobile 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 representative.

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 *

4. b. Address of Owner/Authorised Representative *

a. District * b. Block * c. Street No/Road name/Area/Colony *

d. Plot No. * e. Post Office * f. Police Station. * g. Pin *

4. c. Unit Details *

a. Name of the Unit. * b. District * c. Block *

d. Street No/Road name/Area/Colony * e. Plot No. * f. Post Office * g. Police Station. * h. Pin *

5. Document Upload *

a. NOC from SIDCO* b. NOC from state tax department* c. Affidavit*

d. NOC from PDD* e. NOC from bank * f. Copy of lease deed *

g. Public Notice *

[Continue](#)

Merged Unit Details:

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.

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.