



[singlewindow.jk.gov.in](http://singlewindow.jk.gov.in)

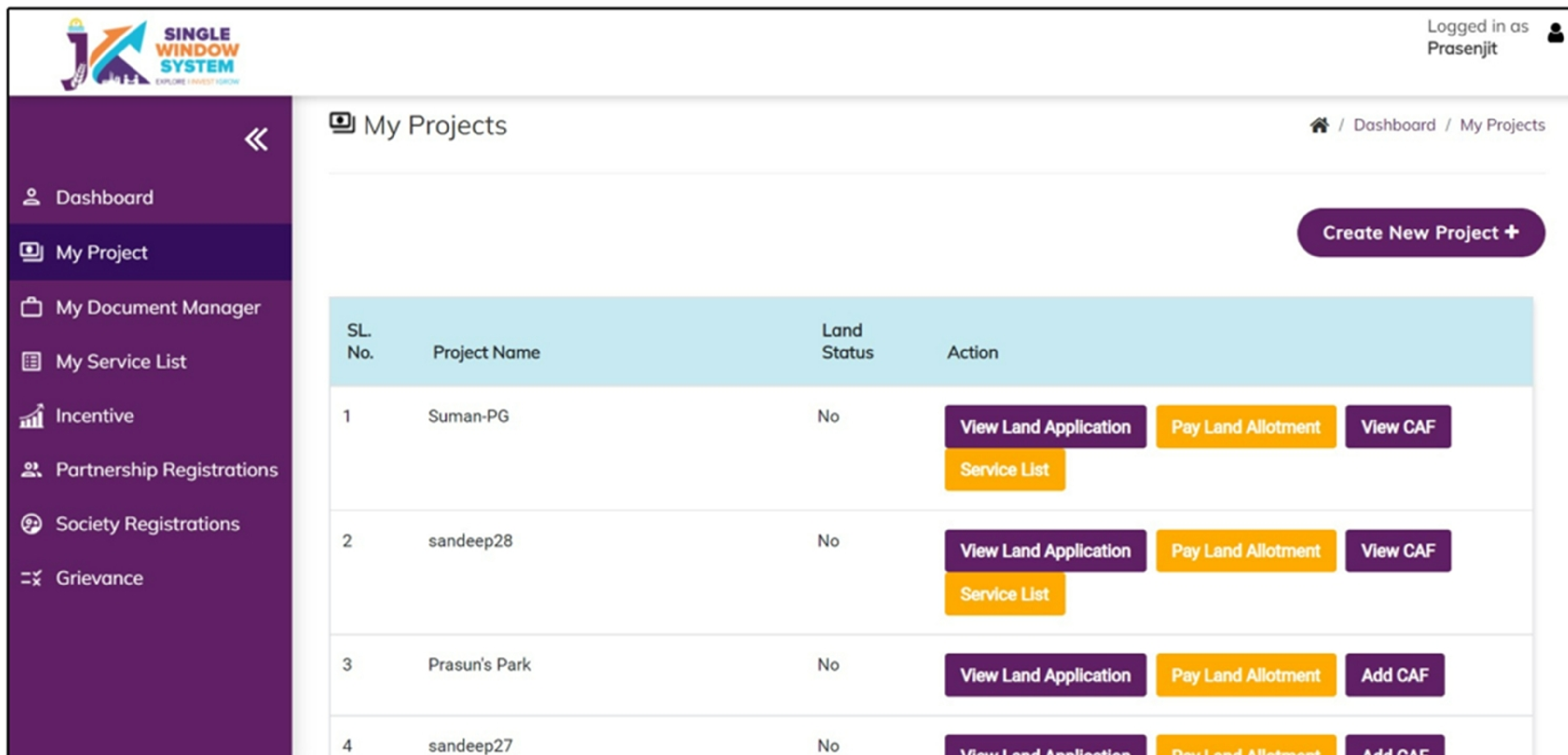
# **Registration of Timber Sale Depot**

Single Window System - J & K

# NOTE

## Please Create Project before applying for any services

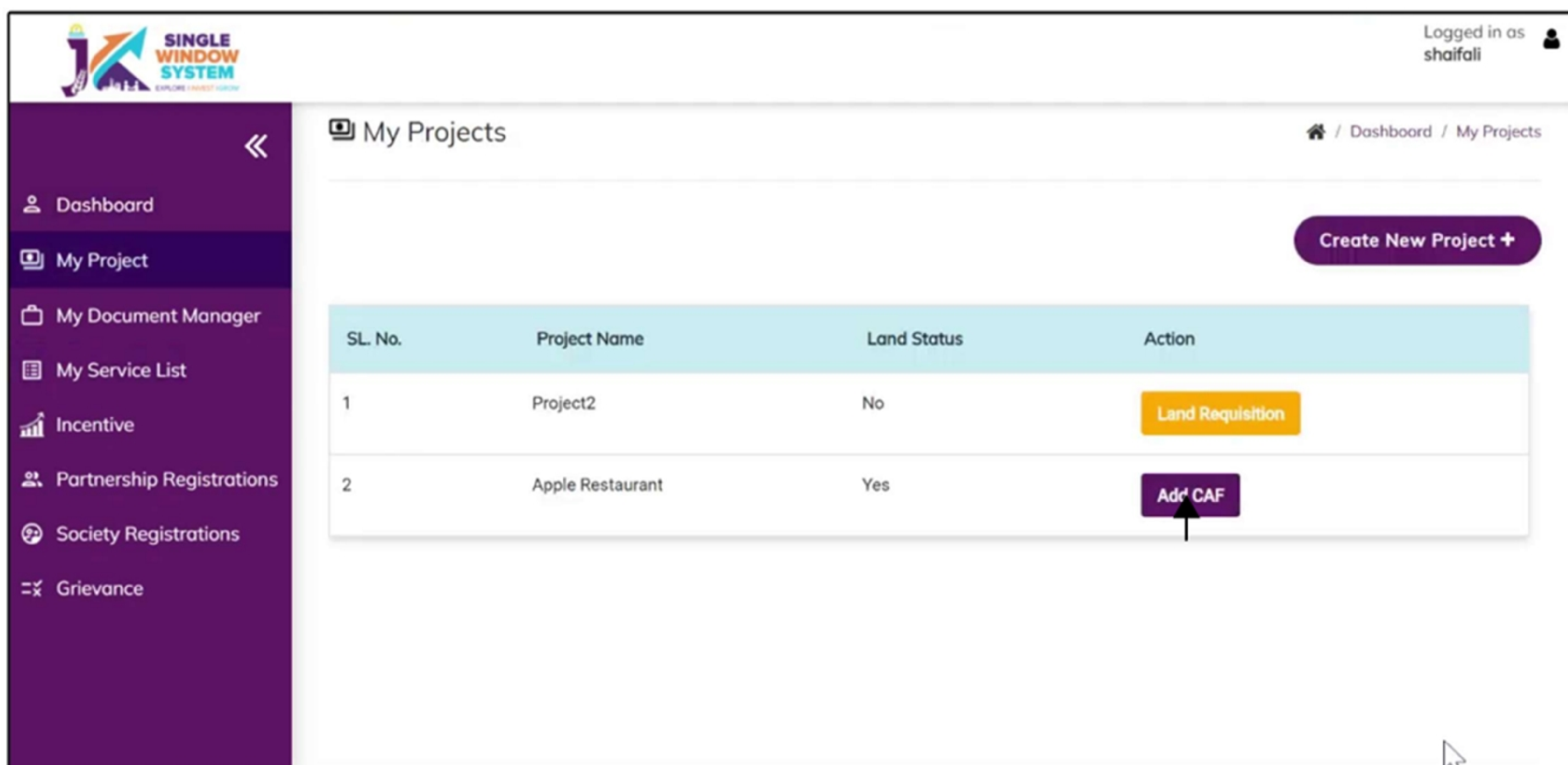
After login into the website, select My Project from the side menu. Then following page will appear. Click on the Create New Project to create your project.



| 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.

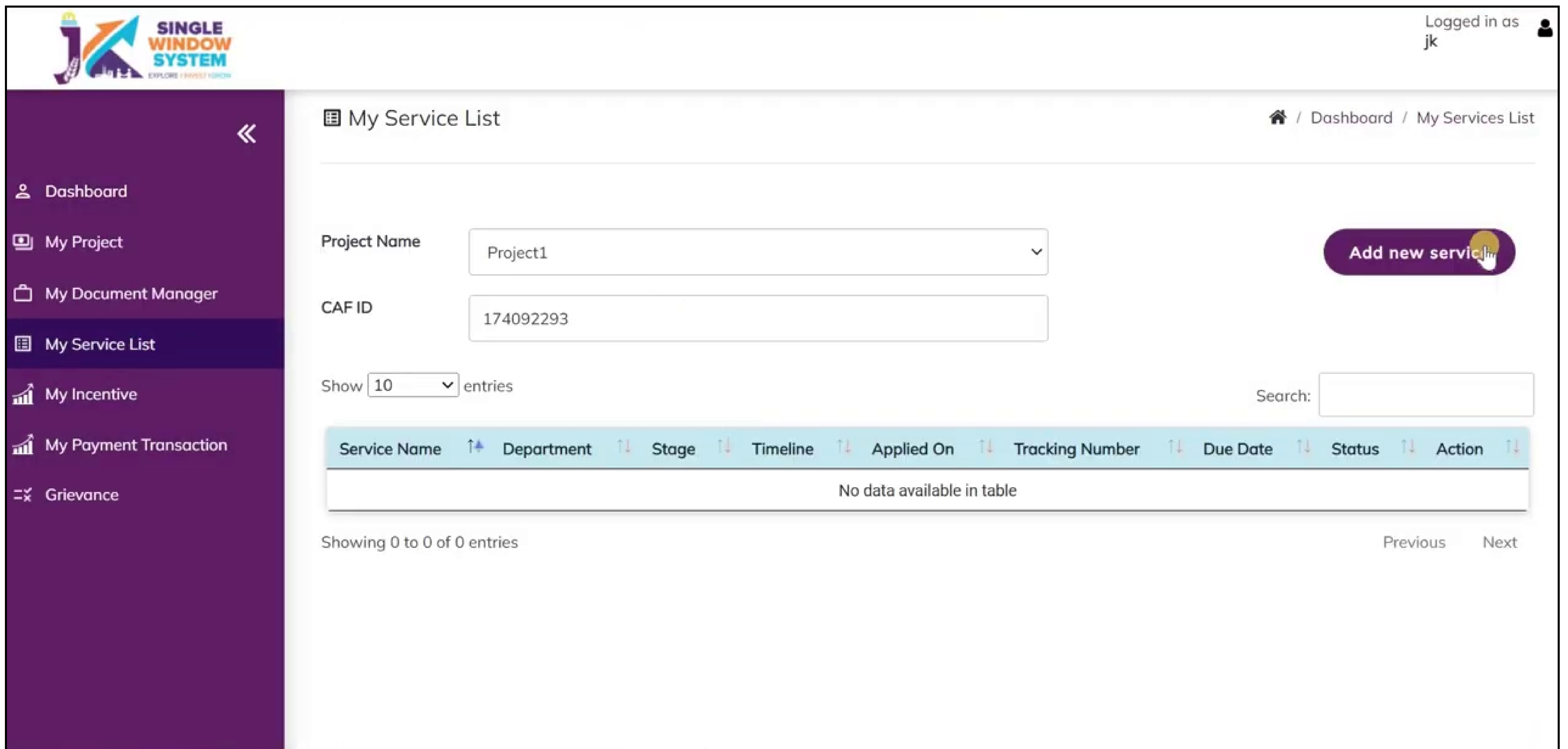


| SL. No. | Project Name     | Land Status | Action           |
|---------|------------------|-------------|------------------|
| 1       | Project2         | No          | Land Requisition |
| 2       | Apple Restaurant | Yes         | Add CAF          |

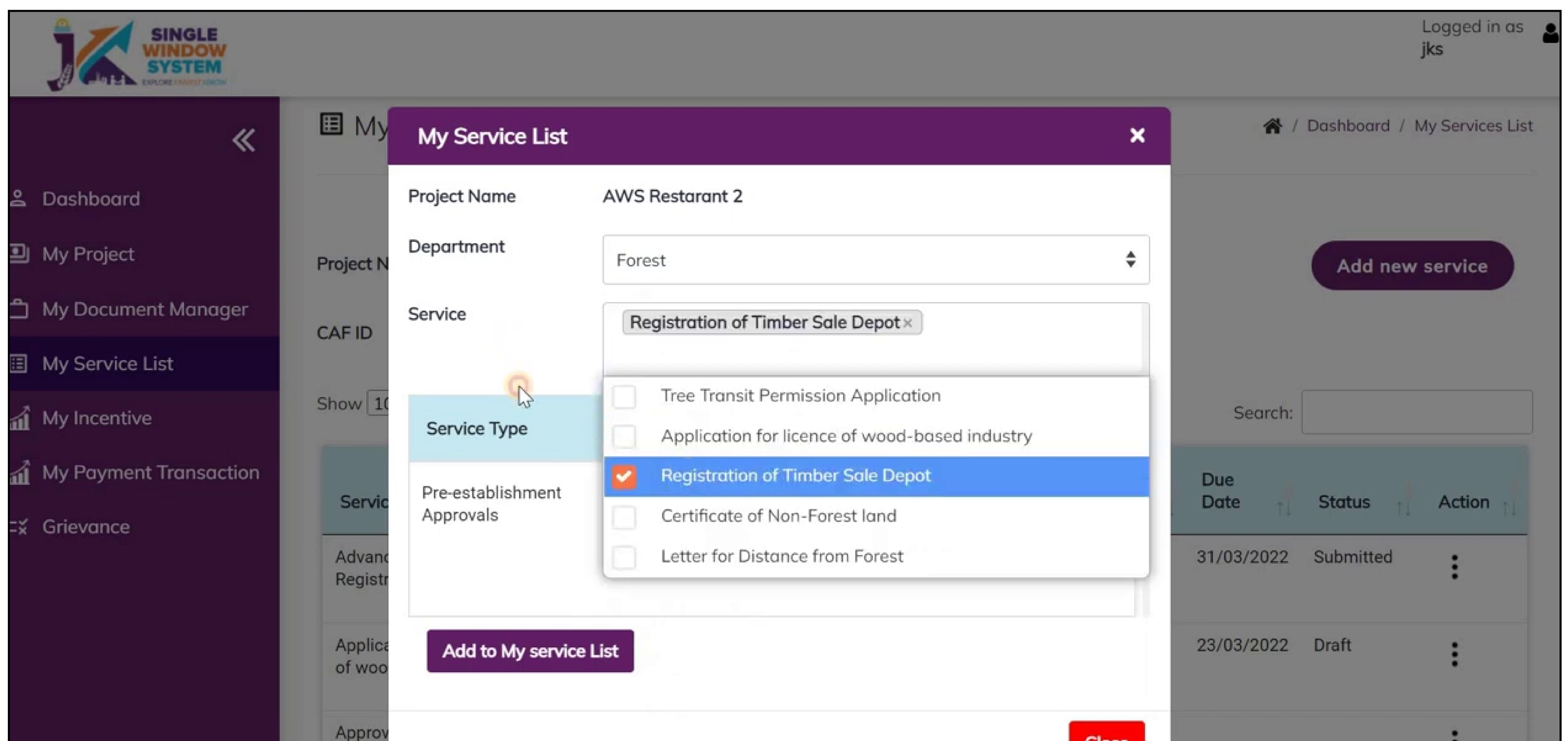
For more details on how to create project and add CAF, visit the following link:  
[https://singlewindow.jk.gov.in/user\\_manual](https://singlewindow.jk.gov.in/user_manual)

# Registration of Timber Sale Depot

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

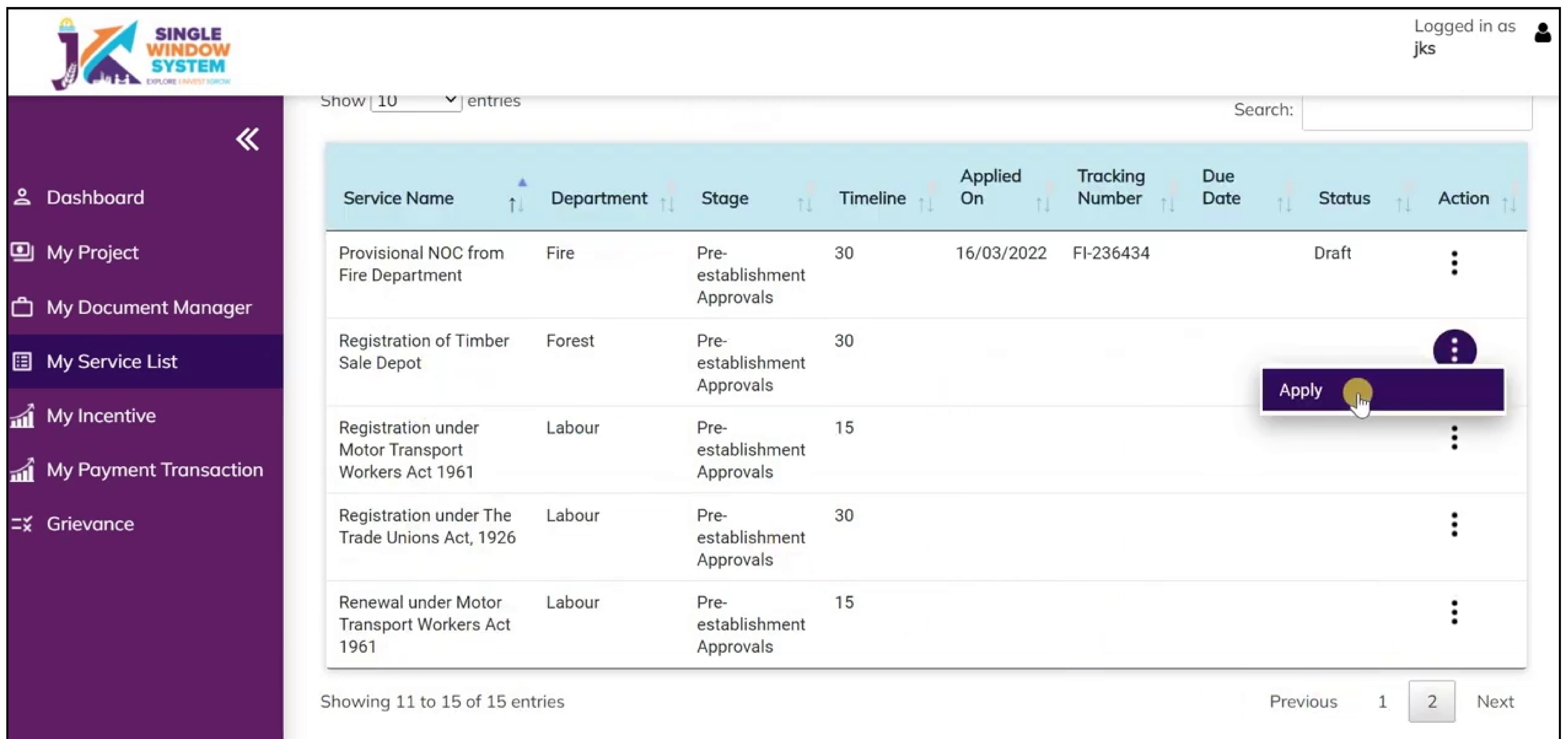


After clicking on **Add new service**, **My Service List** pop-up will appear.



Select **Forest** in department field and on services, check the **Registration of Timber Sale Depot** and click on the **Add to My Service List** button.

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

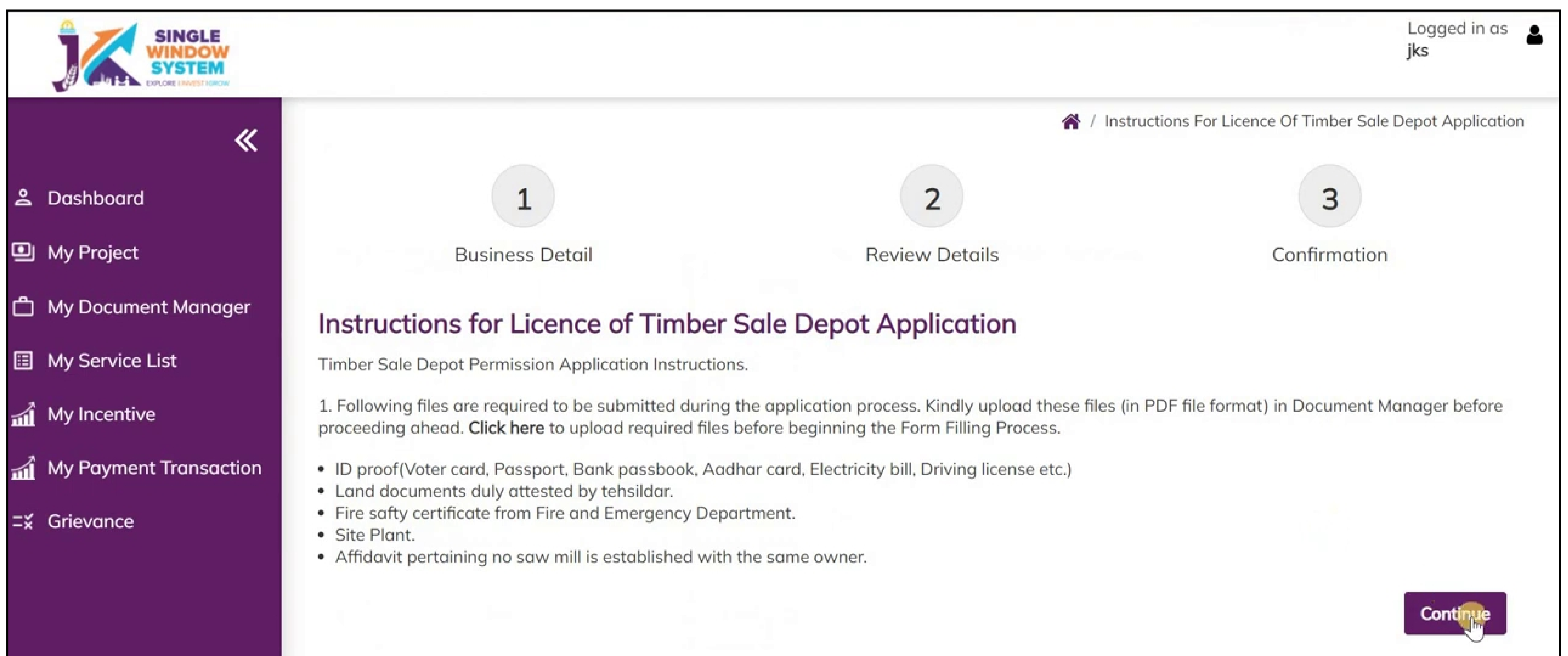


The screenshot shows the 'My Service List' page with a table of services. The 'Registration of Timber Sale Depot' service is highlighted, and the 'Apply' button is being clicked.

| Service Name  | Department | Stage                       | Timeline | Applied On | Tracking Number | Due Date | Status | Action |
|---|------------|-----------------------------|----------|------------|-----------------|----------|--------|--------|
| Provisional NOC from Fire Department                | Fire       | Pre-establishment Approvals | 30       | 16/03/2022 | FI-236434       |          | Draft  | ⋮      |
| Registration of Timber Sale Depot                   | Forest     | Pre-establishment Approvals | 30       |            |                 |          |        | ⋮      |
| Registration under Motor Transport Workers Act 1961 | Labour     | Pre-establishment Approvals | 15       |            |                 |          |        | ⋮      |
| Registration under The Trade Unions Act, 1926       | Labour     | Pre-establishment Approvals | 30       |            |                 |          |        | ⋮      |
| Renewal under Motor Transport Workers Act 1961      | Labour     | Pre-establishment Approvals | 15       |            |                 |          |        | ⋮      |

Showing 11 to 15 of 15 entries

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



The screenshot shows the 'Instructions for Licence of Timber Sale Depot Application' page. It features a progress bar with three steps: 1. Business Detail, 2. Review Details, and 3. Confirmation. The 'Continue' button is highlighted.

### Instructions for Licence of Timber Sale Depot Application

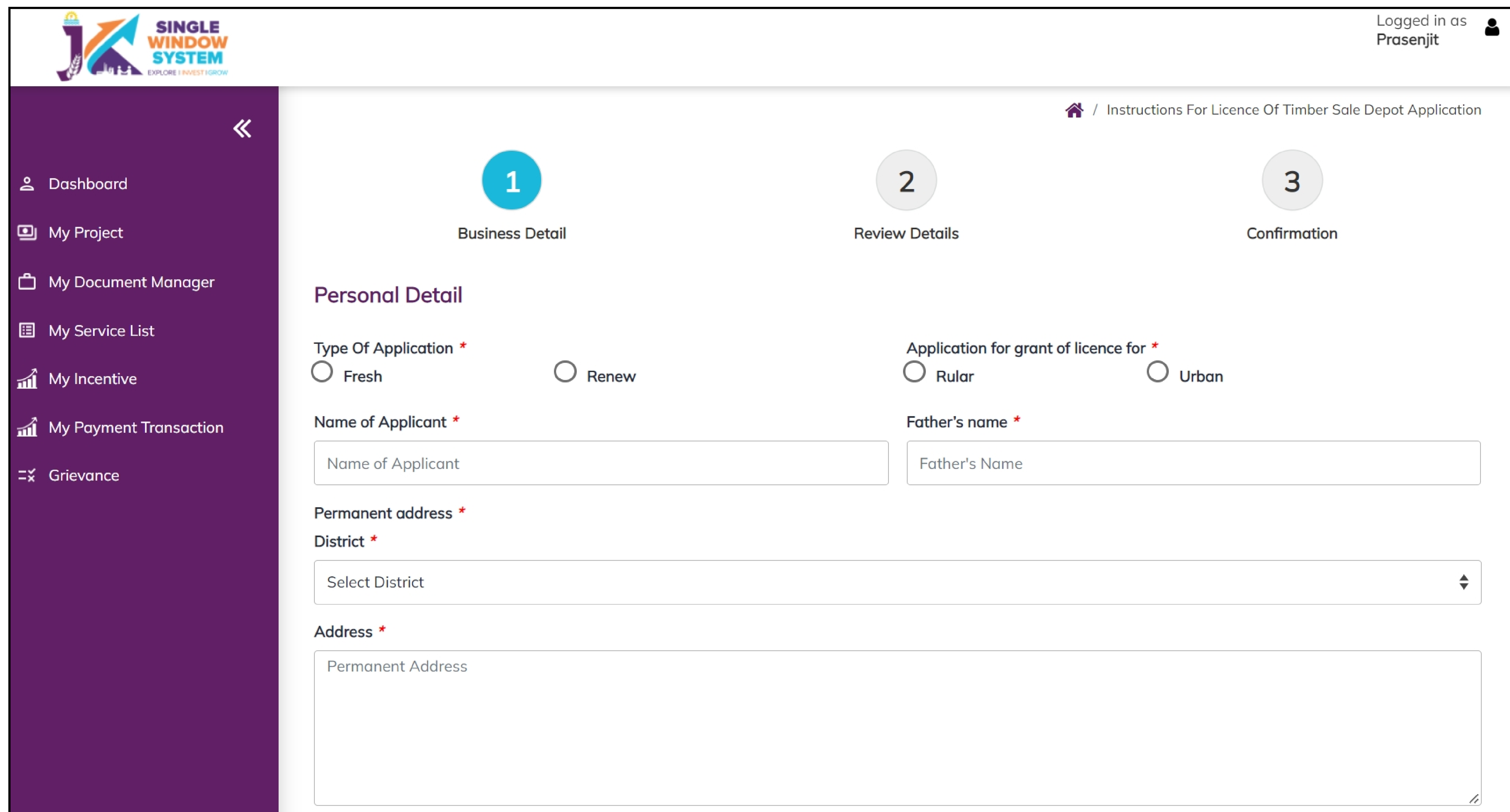
Timber Sale Depot Permission Application Instructions.

1. 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.

- ID proof(Voter card, Passport, Bank passbook, Aadhar card, Electricity bill, Driving license etc.)
- Land documents duly attested by tehsildar.
- Fire safty certificate from Fire and Emergency Department.
- Site Plant.
- Affidavit pertaining no saw mill is established with the same owner.

[Continue](#)

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



Logged in as Prasenjit

Instructions For Licence Of Timber Sale Depot Application

**1 Business Detail**      **2 Review Details**      **3 Confirmation**

**Personal Detail**

Type Of Application \*  
 Fresh       Renew

Application for grant of licence for \*  
 Rular       Urban

Name of Applicant \*

Father's name \*

Permanent address \*  
 District \*

Address \*

**Type of Application** - Select the type of application whether fresh or renew. If you are applying for the first time, select fresh or select renew if you have already applied and want to renew the same.

**Application for grant of licence for** - Select application for grant licence is for rular or urban.

**Name of Applicant** - Enter here the Applicant's name.

**Father's Name** - Enter here the Father's name of the applicant.

**District** - Select the district here.

**Address** - Enter the full address here.

Location and complete address of place/site where the industry is to be established/continued/expand/relocated (location map to be annexed with this application) \*

a. Select Circle \*      b. Select Division \*      c. Select Range \*      d. District \*

Select Circle      Select Division      Select Range      Select District

Industry Address \*      Industry Geo coordinates Lat./Long      Title and kind of Primary wood-based industry (Saw Mill/Joinery/Plywood/Veneer/other) \*

Address      Geo coordinates Lat./Long      Title and kind of Primary wood-based industry (Saw Mill/Joinery/Plywood/Veneer/other)

Whether machinery and power etc. require for the industry to establish/continue/expand/relocate are available \*

Yes       No

Sales Tax Number \*      Income tax PAN \*      Value Added tax TIN No

Sales Tax Number      Pan Number      Value Added tax TIN No

Power Connection Number \*      Proposed installed capacity of the industry \*      Type and kind of machinery \*

Power Connection Number      Proposed installed capacity of the industry      Type and kind of machinery

(i). Species/raw material to be used \*      (ii). Source of timber/raw material \*

Species/raw material to be used      Source of timber/raw material

Registration with Industries Department, if any      Details of registration with Industries Department \*

Provisional registration with Industries Department      Details of registration with Industries Department

Other details, if any      Dates of submission of annual returns to be submitted as per the conditions of the licence \*

Other details      dd-mm-yyyy

**Circle** - Select the circle where industry is to be established.

**Division** - Select the division where industry is to be established.

**Range** - Select the range where industry is to be established.

**Industry Address** - Enter the complete industry address here.

**Industry Geo coordinates Lat./ Long** - Enter here the Geo coordinates Lat./Long of the industry which is to be established.

**Title and kind of Primary wood-based industry (Saw Mill / Joinery / Plywood / Veneer / other)** - Enter here the details about the title and mention the kind of Primary wood-based industry (Saw Mill / Joinery / Plywood / Veneer / other).

**Whether machinery and power etc. require for the industry to establish/continue/expand/relocate are available** - Mention whether machinery and power etc. require for the industry to establish/continue/expand/relocate are available.

**Sales Tax Number** - Enter here the sales tax number.

**Income tax PAN** - Enter here your income tax pan number.

**Value Added tax TIN No** - Enter here the value added tax TIN number.

**Power Connection Number** - Enter here the power connection number.

**Proposed installed capacity of the industry** - Enter here the proposed installed capacity of the industry.

**Type and kind of machinery** - Mention here the type and kind of machinery.

**Species/raw material to be used** - Mention here the species/raw material to be used -

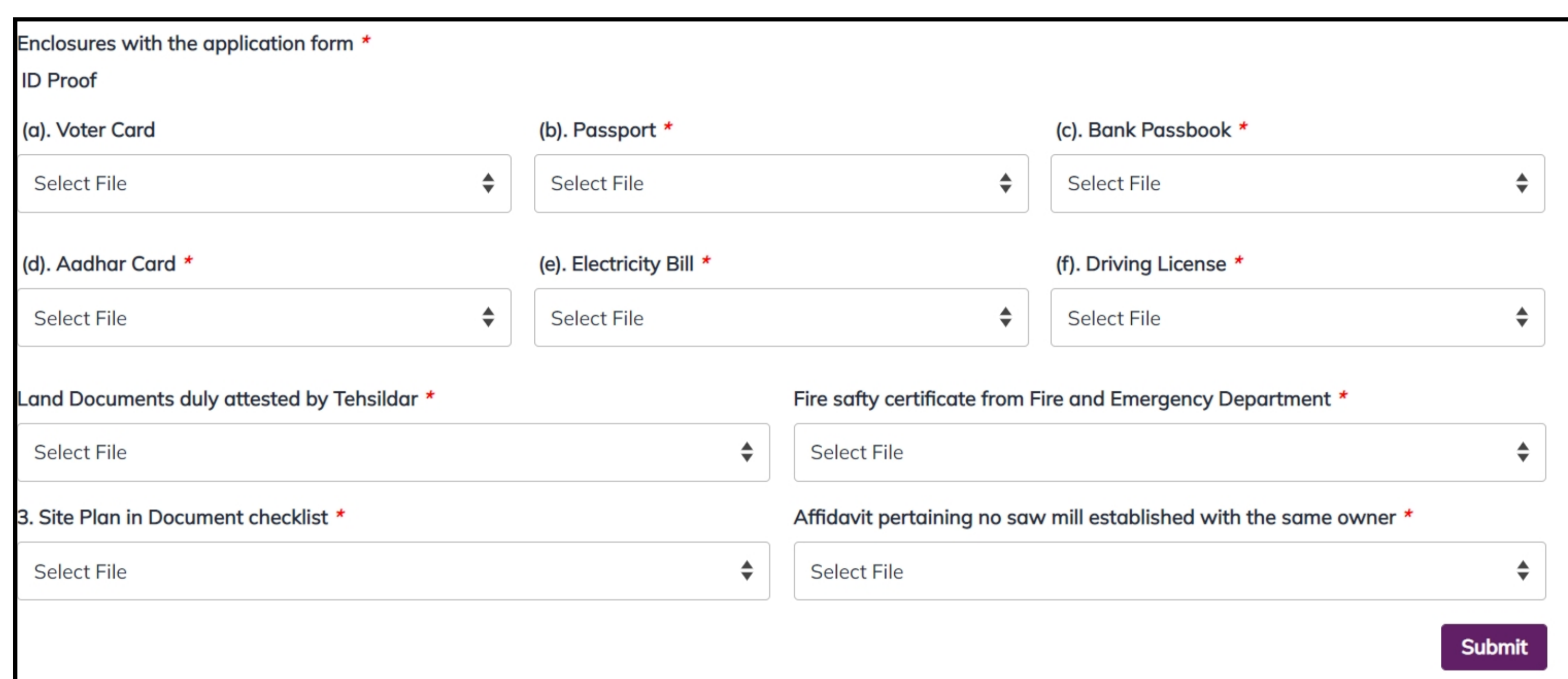
**Source of timber/raw material** - Enter here the source of timber/raw material.

**Registration with Industries Department, If any** - Mention here the registration with Industries Department, If any.

**Details of registration with Industries Department** - Enter here the details of registration with Industries Department.

**Other Details, if any** - In case of any other details if any, mention that here.

**Dates of submission of annual returns to be submitted as per the conditions of the licence** - Enter the date of submission of annual returns to be submitted as per the conditions of the licence.



The screenshot shows a web form titled "Enclosures with the application form". It contains several dropdown menus for selecting files:
 

- ID Proof** section:
  - (a) Voter Card
  - (b) Passport
  - (c) Bank Passbook
  - (d) Aadhar Card
  - (e) Electricity Bill
  - (f) Driving License
- Land Documents** section:
  - Land Documents duly attested by Tehsildar
  - Fire safety certificate from Fire and Emergency Department
- Site Plan** section:
  - Site Plan in Document checklist
  - Affidavit pertaining no saw mill established with the same owner

 A "Submit" button is located at the bottom right of the form area.

Under the **Enclosure with the application form**, select the **ID Proof**. Select your **voter card, passport, bank passbook, aadhar card, electricity bill and driving licence** under their respective dropdown.

**Land Documents duly attested by Tehsildar** - Select the land documents duly attested by Tehsildar

**Fire safety certificate from Fire and Emergency Department** - Select the fire safety certificate from Fire and Emergency Department.

**Site Plan in Document checklist** - Select the site Plan in Document checklist.

**Affidavit pertaining no saw mill established with the same owner** - Select the affidavit pertaining no saw mill established with the same owner.

After filling all the 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, Registration of Timber Sale Depot is completed.