



singlewindow.jk.gov.in

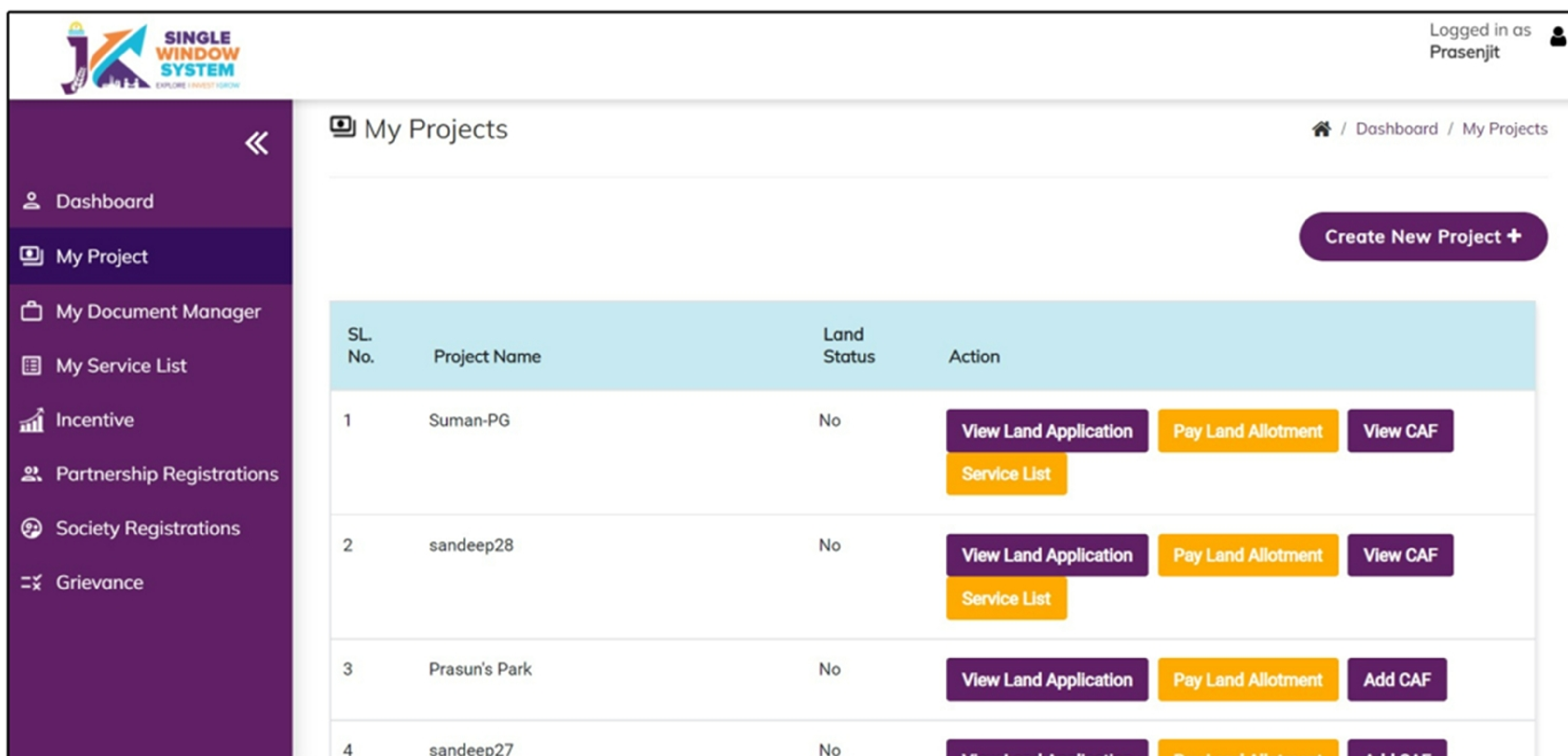
Registration under Motor Transport Workers Act 1961

Single Window System - J & K

NOTE

Please Create Project before applying for any services

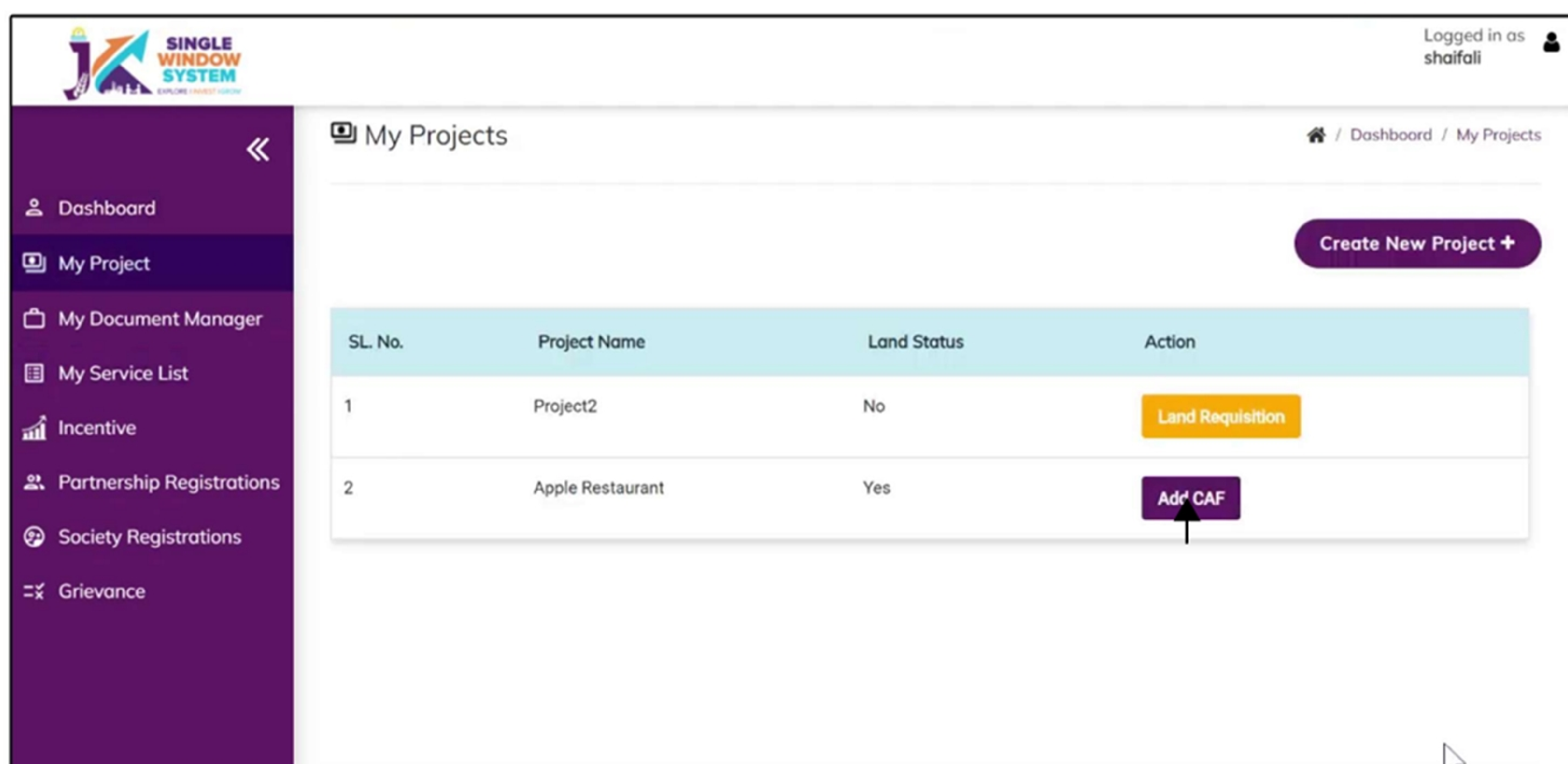
After login into the website, select My Project from the side menu. Then following page will appear. Click on the Create New Project to create your project.



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

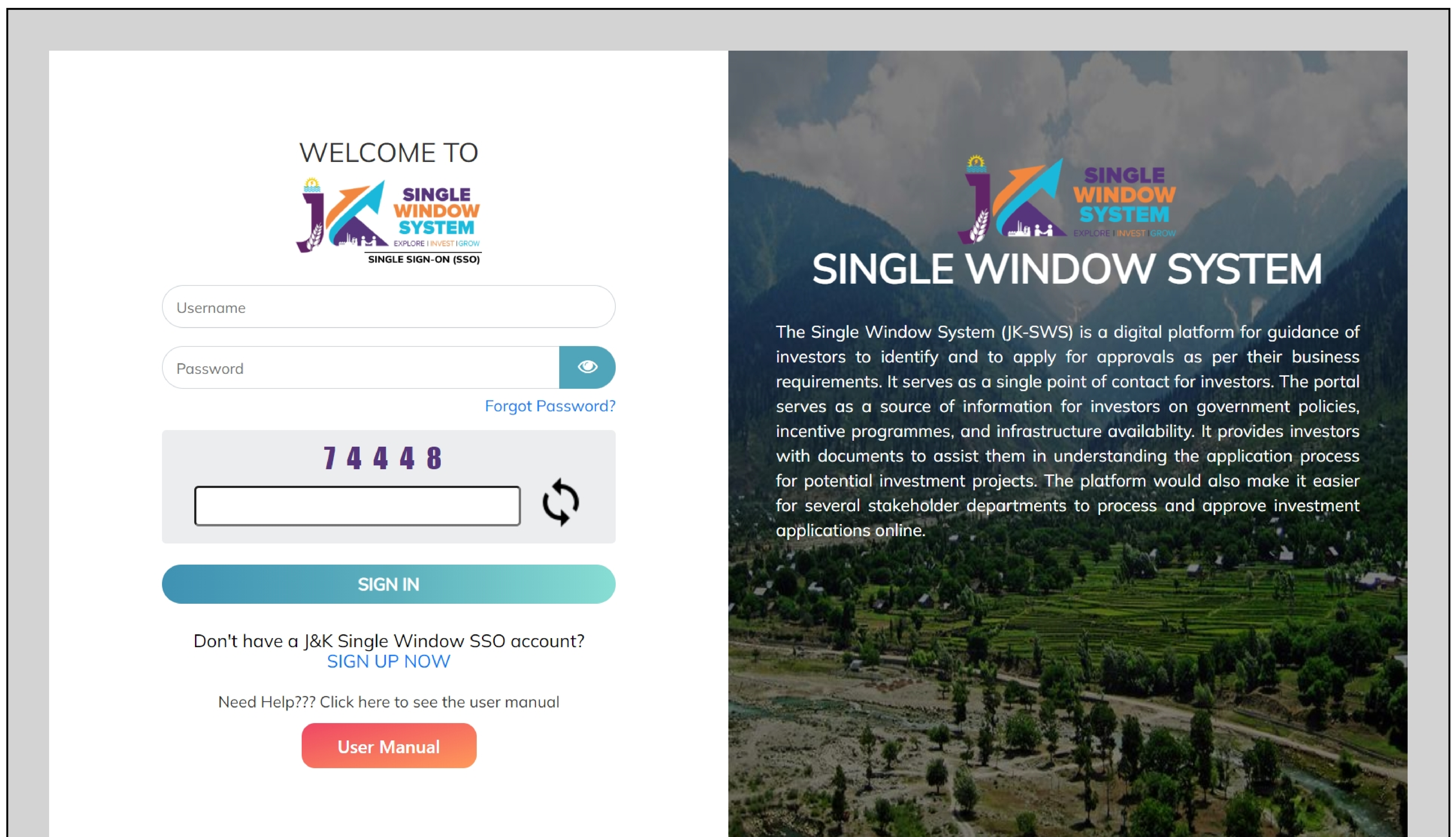
Registration under Motor Transport Workers Act 1961

This user manual is for the seamless and efficient process of "Registration under the Motor Transport Workers Act of 1961" within the framework of the Single Window System in the picturesque region of J & K. This service marks our commitment to simplifying administrative procedures and ensuring compliance with the regulatory framework governing the welfare of motor transport workers.

We break down the intricacies of the registration process. Designed to empower businesses and individuals alike, this user manual serves as your trusted companion in understanding and completing the vital task of Registration under the Motor Transport Workers Act of 1961 in the enchanting landscape of J&K.

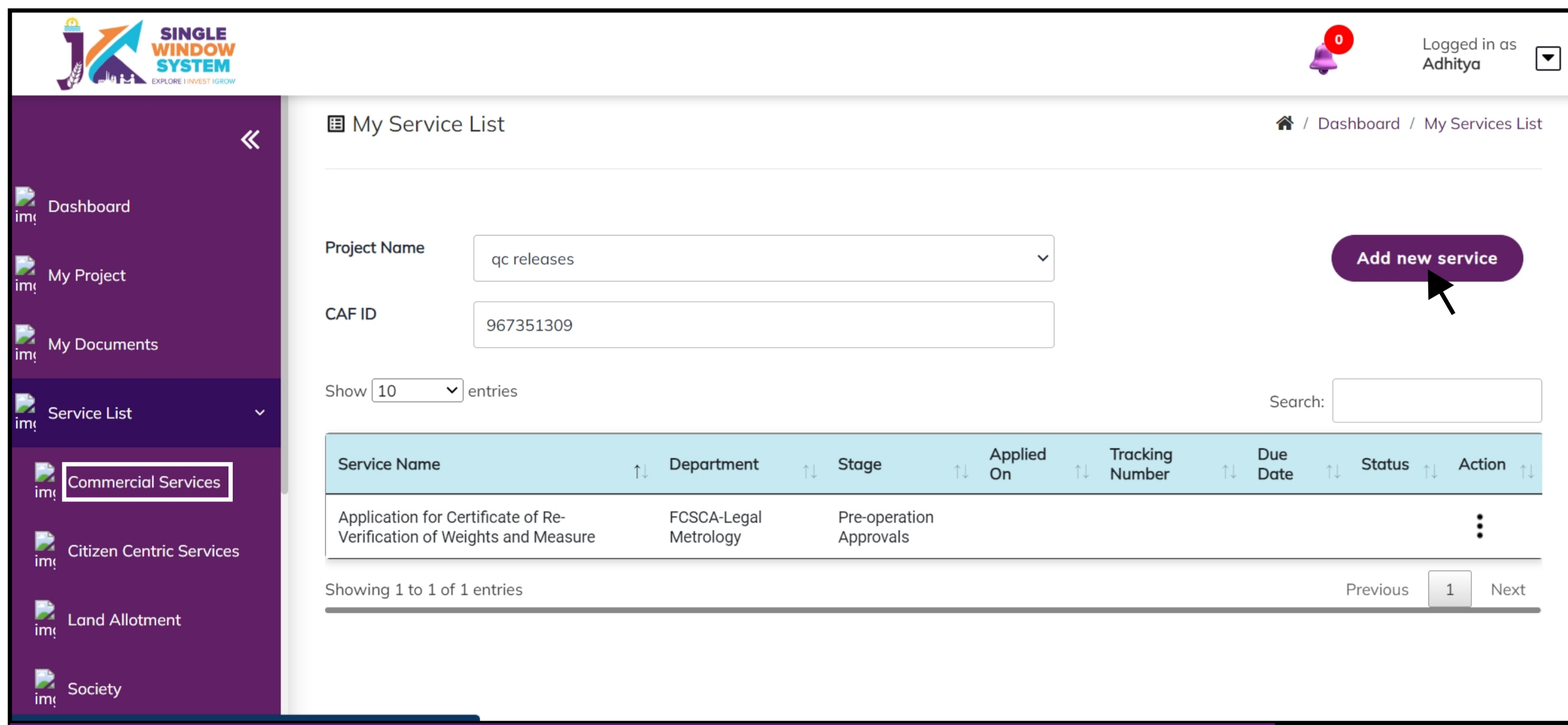
Access the Website: Open your web browser and visit the official website:
<https://singlewindow.jk.gov.in/>

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.

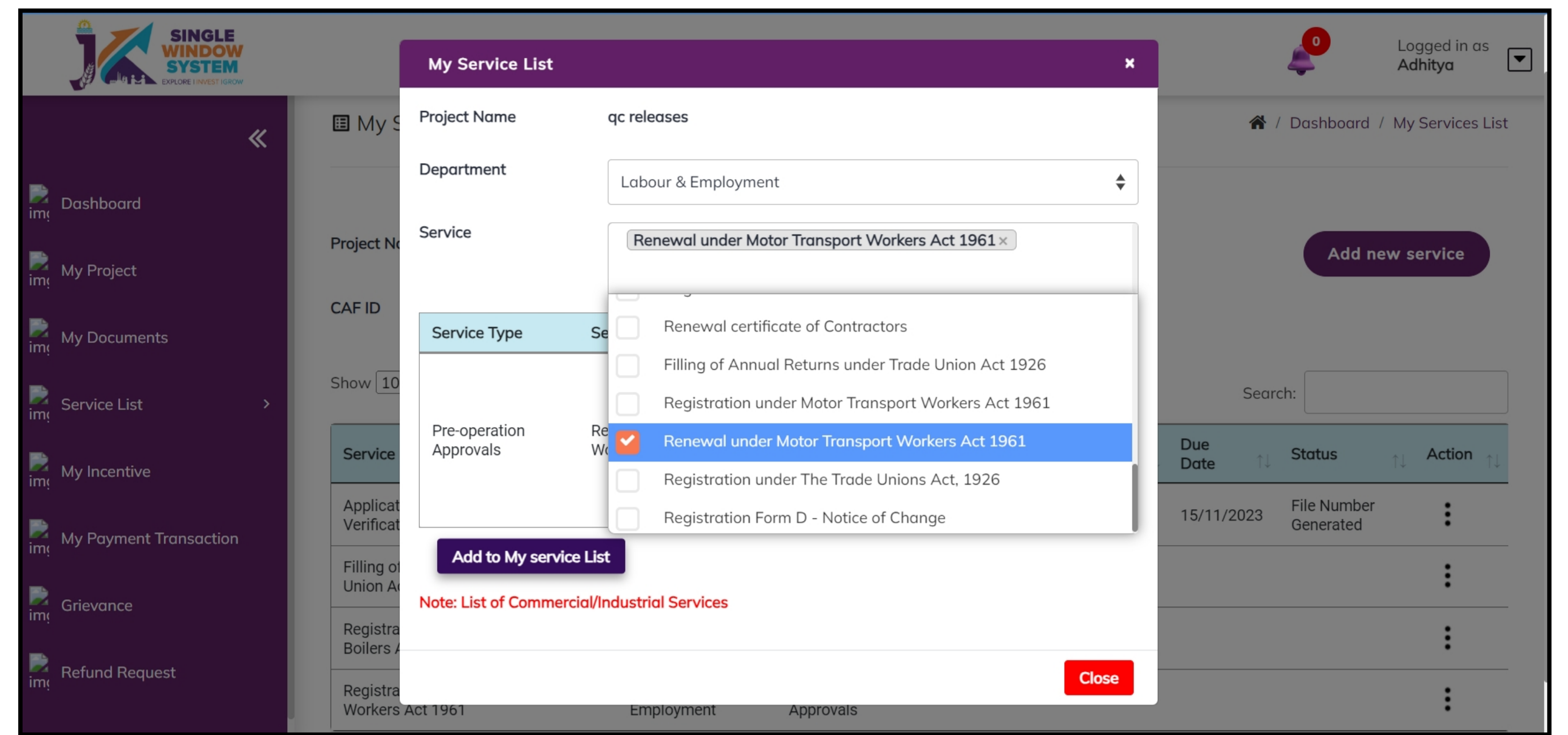


The screenshot displays the login interface of the Single Window System (JK-SWS). On the left, there is a white login form with the following elements: a header "WELCOME TO" above the logo and "SINGLE WINDOW SYSTEM EXPLORE | INVEST | GROW SINGLE SIGN-ON (SSO)"; input fields for "Username" and "Password" (with a toggle for visibility); a "Forgot Password?" link; a CAPTCHA field showing "74448" 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 "User Manual" button. On the right, a banner features a scenic mountain landscape with the text "SINGLE WINDOW SYSTEM" and a descriptive paragraph: "The Single Window System (JK-SWS) is a digital platform for guidance of investors to identify and to apply for approvals as per their business requirements. It serves as a single point of contact for investors. The portal serves as a source of information for investors on government policies, incentive programmes, and infrastructure availability. It provides investors with documents to assist them in understanding the application process for potential investment projects. The platform would also make it easier for several stakeholder departments to process and approve investment applications online."

Now, the following page will appear.

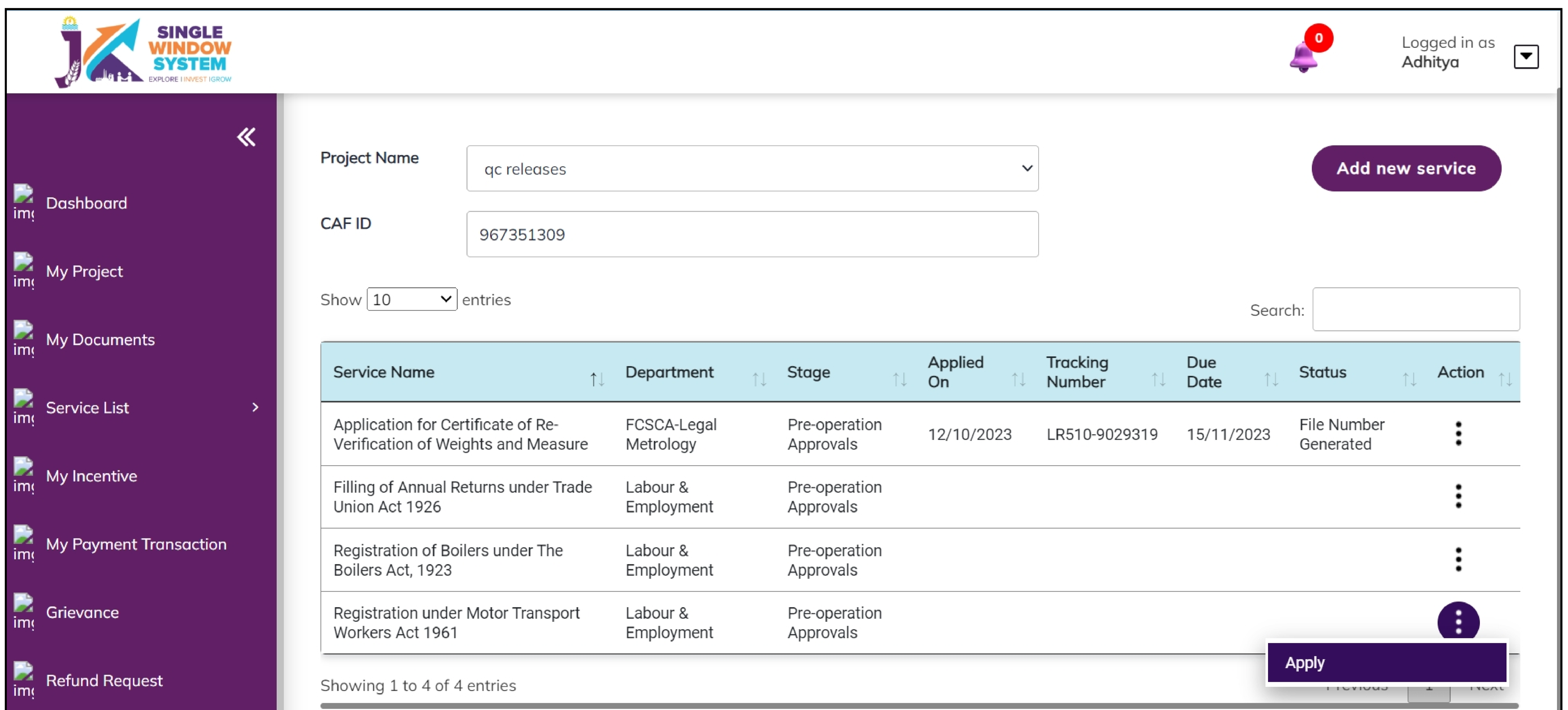


1. Select Service List > Commercial Services from the left side menu and then click on Add New Service.

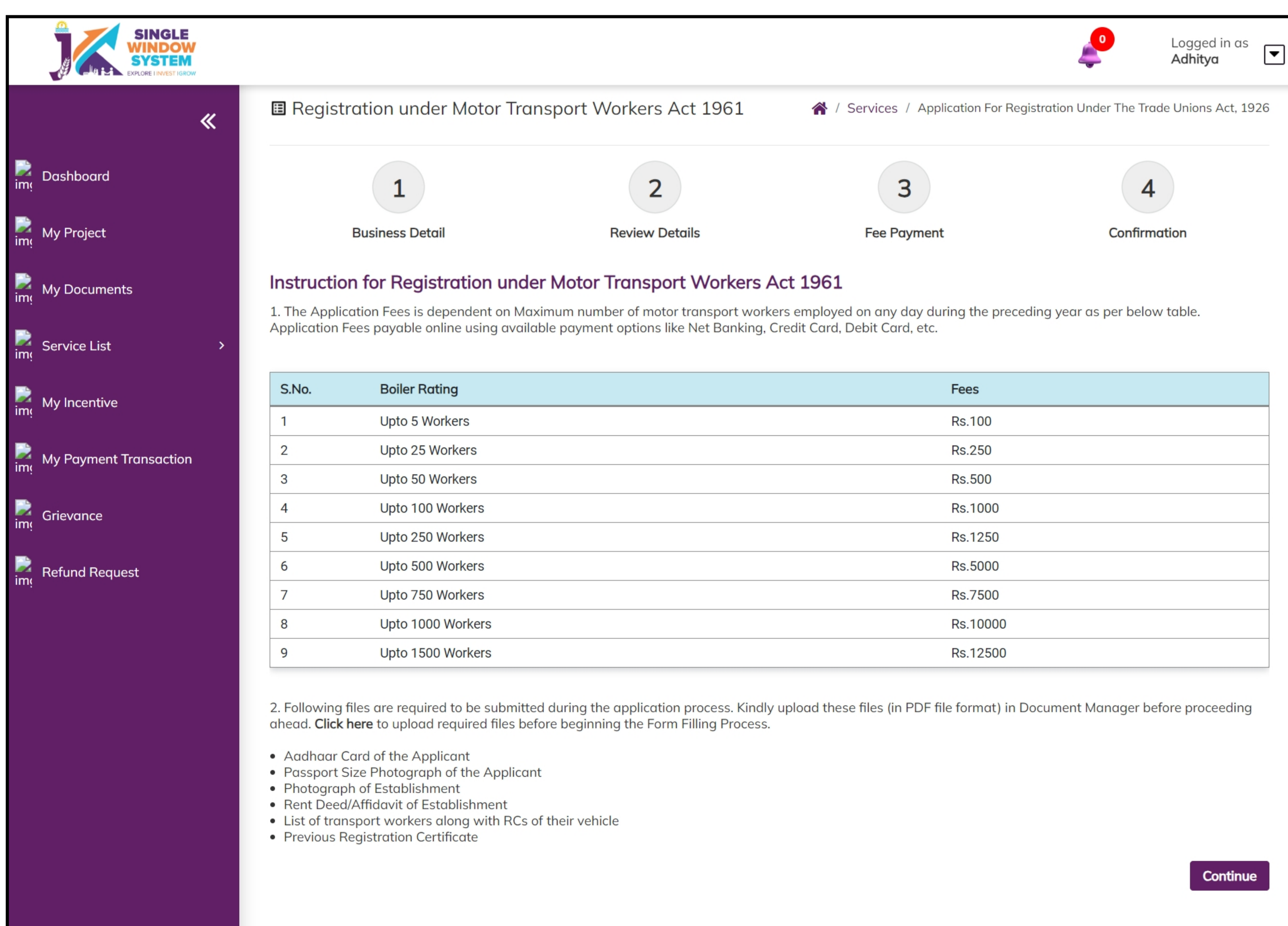


2. Select Labour & Employment from Department drop-down list and then select service to add.

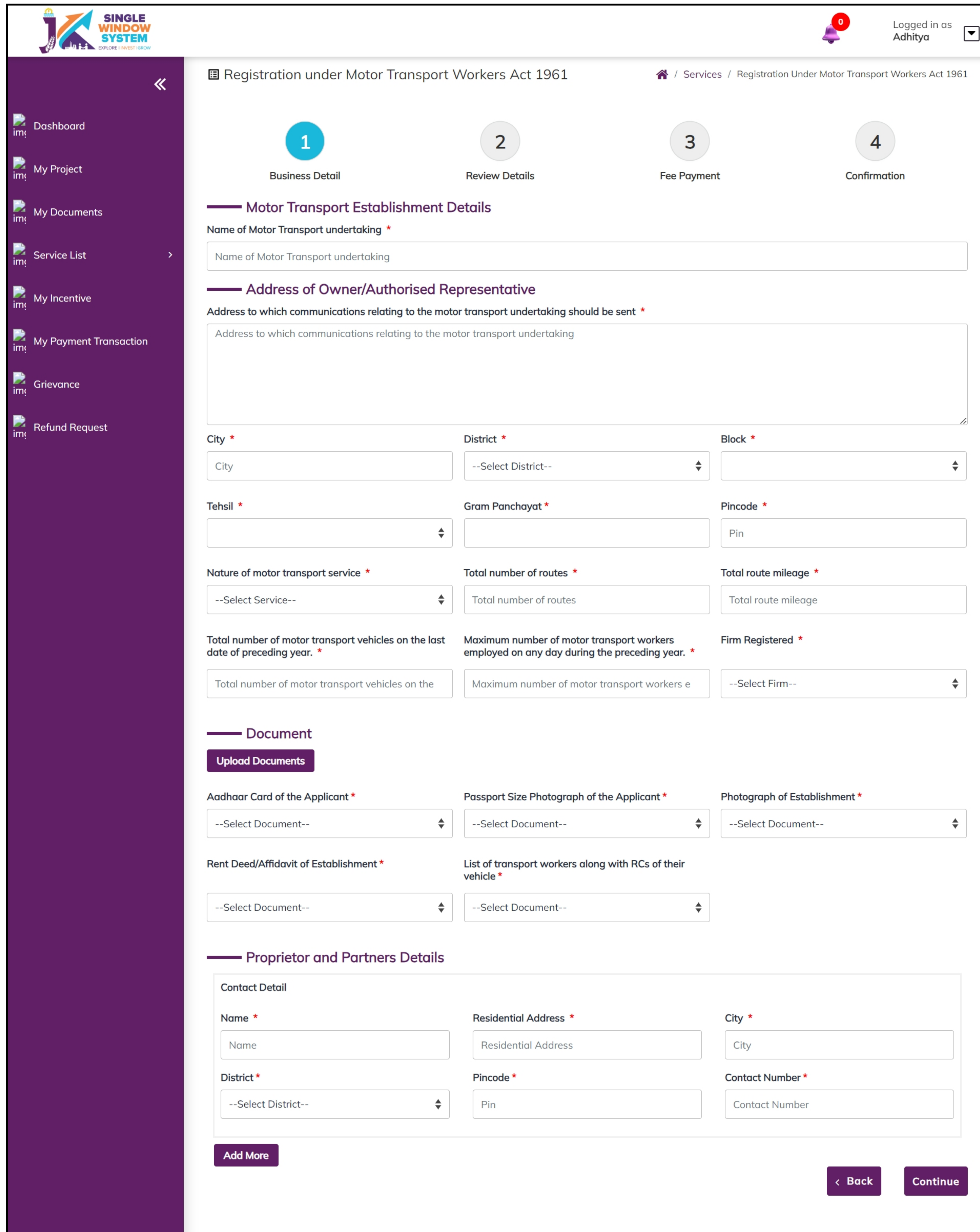
After clicking on the 'Add to My service List button'. Now the service will be listed, click 'Apply' as shown in the screenshot below to proceed:



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.



The screenshot shows a web application interface for the registration process. At the top, there is a navigation bar with the 'SINGLE WINDOW SYSTEM' logo and the user's name 'Adhitya'. Below the navigation bar, a progress indicator shows four steps: 1. Business Detail (highlighted), 2. Review Details, 3. Fee Payment, and 4. Confirmation. The main content area is titled 'Registration under Motor Transport Workers Act 1961' and contains several sections:

- Motor Transport Establishment Details:** A text input field for 'Name of Motor Transport undertaking'.
- Address of Owner/Authorised Representative:** A large text area for 'Address to which communications relating to the motor transport undertaking should be sent'.
- Location Fields:** Dropdown menus for 'City', 'District', and 'Block'. Below these are 'Tehsil' and 'Gram Panchayat' dropdowns, and a 'Pincode' input field.
- Service and Route Information:** A dropdown for 'Nature of motor transport service', and input fields for 'Total number of routes' and 'Total route mileage'.
- Vehicle and Worker Information:** Input fields for 'Total number of motor transport vehicles on the last date of preceding year', 'Maximum number of motor transport workers employed on any day during the preceding year', and a dropdown for 'Firm Registered'.
- Document Upload Section:** An 'Upload Documents' button followed by dropdowns for 'Aadhaar Card of the Applicant', 'Passport Size Photograph of the Applicant', 'Photograph of Establishment', 'Rent Deed/Affidavit of Establishment', and 'List of transport workers along with RCs of their vehicle'.
- Proprietor and Partners Details:** A 'Contact Detail' section with input fields for 'Name', 'Residential Address', 'City', 'District', 'Pincode', and 'Contact Number'. An 'Add More' button is located below this section.

At the bottom right of the form, there are 'Back' and 'Continue' buttons.

Under the **Motor Transport Establishment Details**, Enter the Name of Motor Transport undertaking.

Under the **Address of Owner/Authorised Representative**, Enter the following-

Address of Owner/Authorised Representative: Enter the address to which communications relating to the motor transport undertaking should be sent.

City - Specify the city where the owner or authorized representative 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.

Gram Panchayat - Specify the Gram Panchayat if applicable.

Pincode - Enter the postal code or PIN code of the owner's or authorized representative's location.

Nature of motor transport service - Choose the nature of the motor transport service from the dropdown menu. Options include City service, Long distance passenger service, or Long distance freight service.

Total number of routes - Specify the total number of routes covered by the motor transport service.

Total route mileage - Enter the total mileage covered by all routes.

Total number of motor transport vehicles on the last date of preceding year - Specify the total number of motor transport vehicles in operation on the last date of the preceding year.

Maximum number of motor transport workers employed on any day during the preceding year - Enter the maximum number of motor transport workers employed on any single day during the preceding year.

Firm Registered - Choose the appropriate option from the dropdown menu indicating the registration status of the firm.

These labels aim to capture essential information for the 'Address of Owner/ Authorised Representative' section, ensuring clarity and accuracy in the registration process.

In the '**Document**' 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 upload by clicking on '**Upload**' button, add that document in document manager and your document will be then showing under the dropdown menu.

Under the **Proprietor and Partners Details**, Enter the following-

Name - Enter the full name of the proprietor or partner.

Residential Address - Provide the residential address of the proprietor or partner.

City - Specify the city of residence

District - Choose the appropriate district of residence.

Pincode - Enter the postal code or PIN code of the residence.

Contact Number - Provide a contact number for the proprietor or partner.

Additional Note:

If there are multiple partners, the investor can add more partner details by clicking on the button '**Add More**' repeating the above fields for each additional partner. Please ensure that all partners' information is accurately and completely provided for the registration process.

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.
