



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

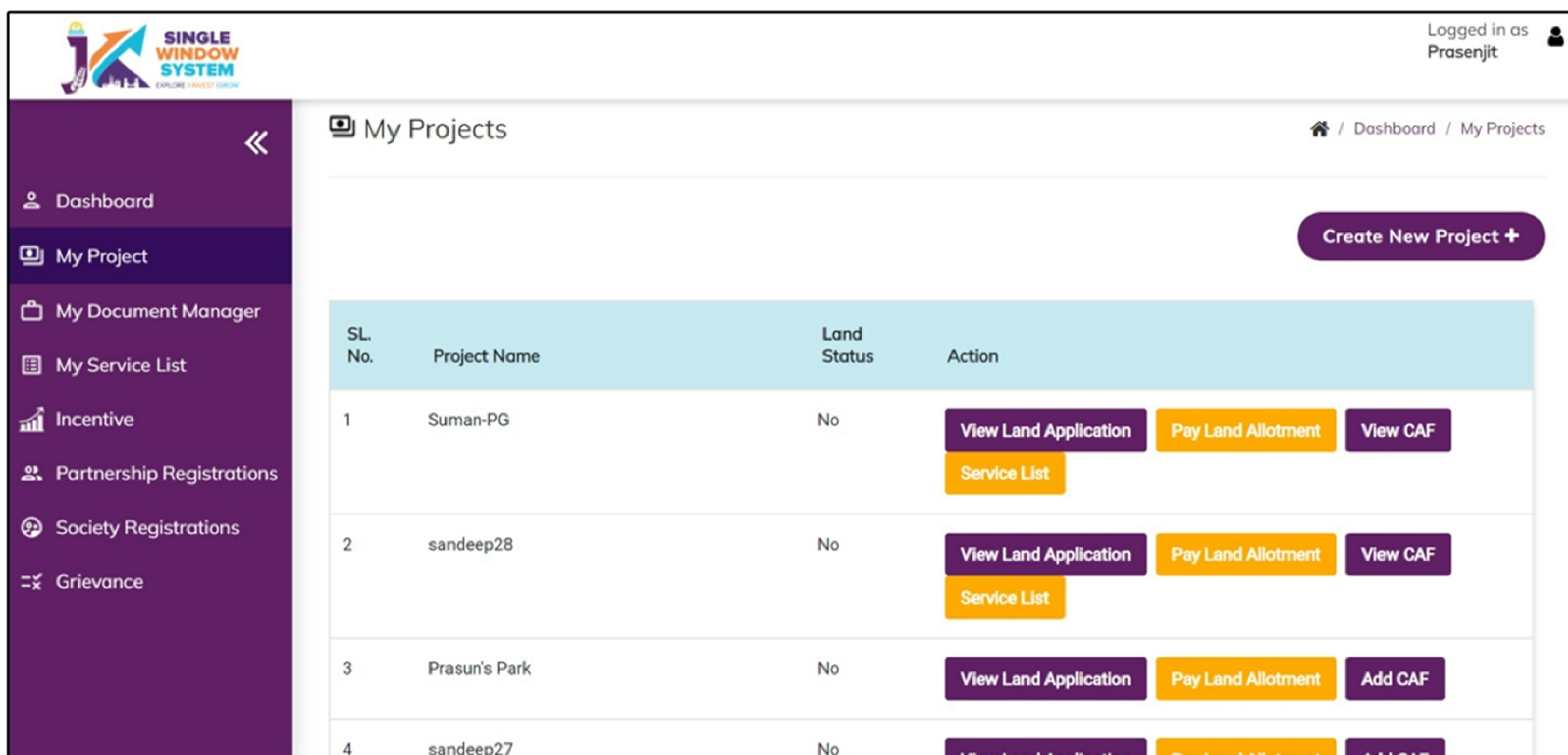
# **Registration under The Trade Unions Act, 1926**

Single Window System - J & K

# NOTE

## Please Create Project before applying for any services

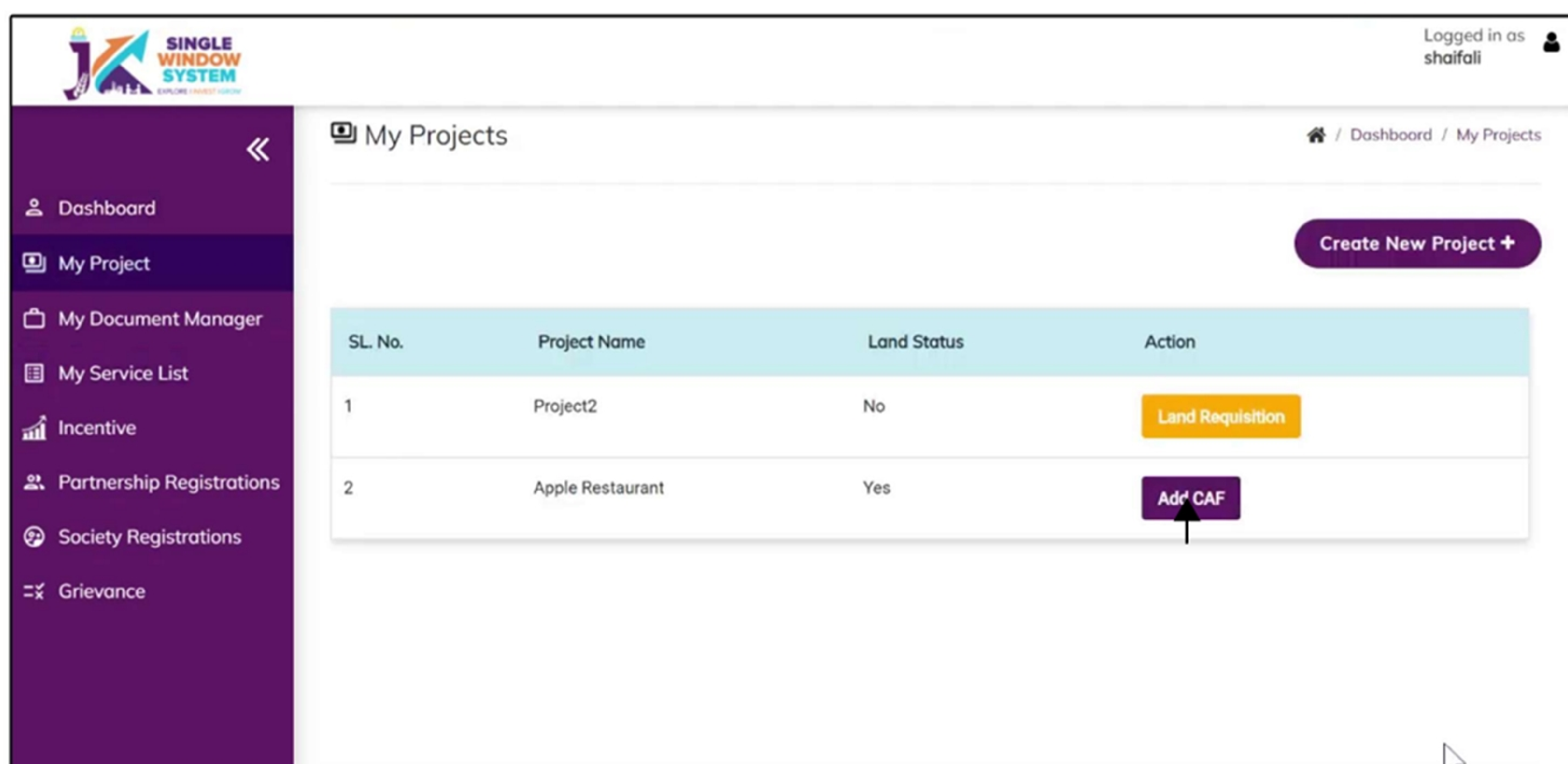
After login into the website, select My Project from the side menu. Then following page will appear. Click on the Create New Project to create your project.



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

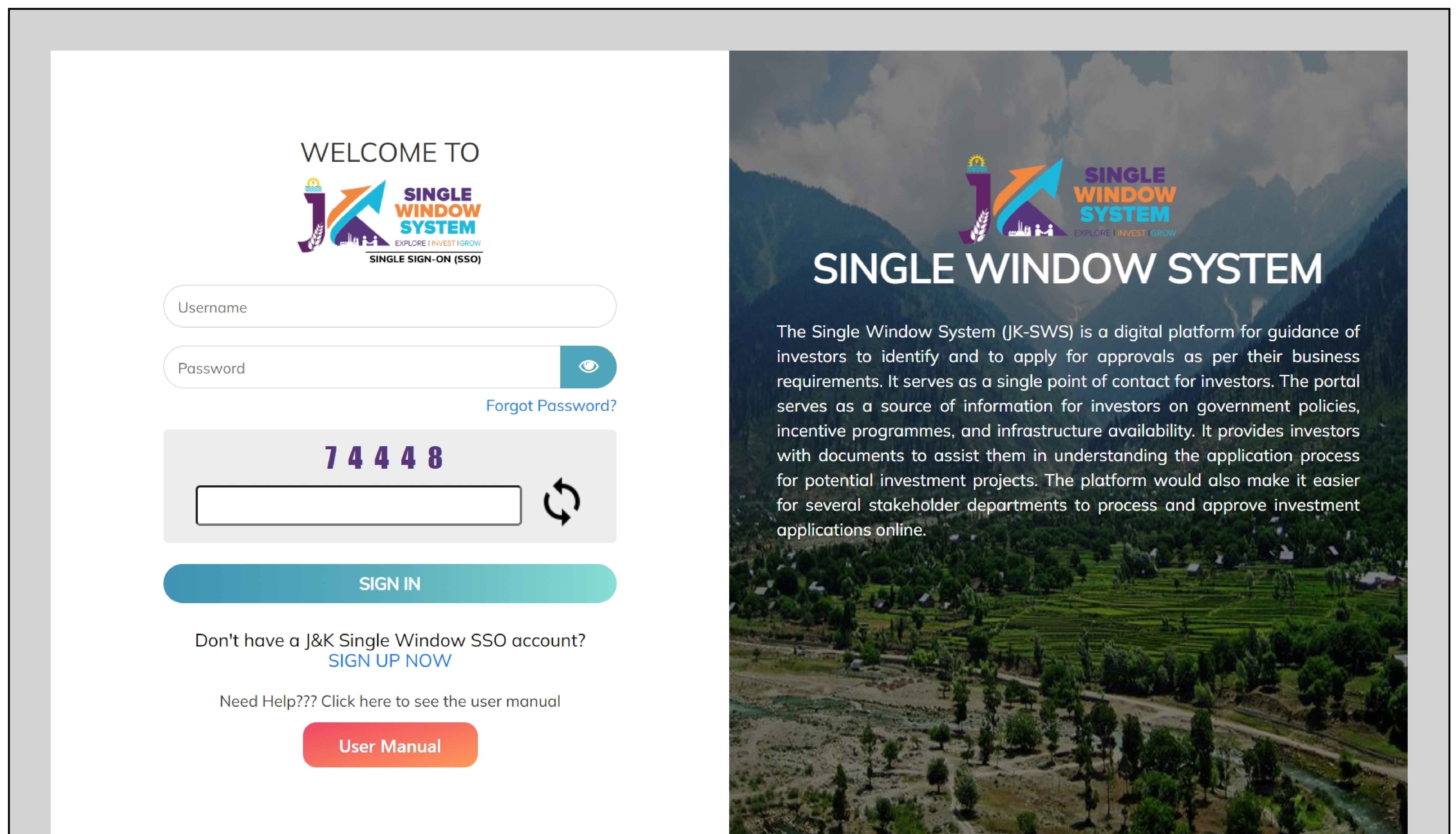
For more details on how to create project and add CAF, visit the following link:  
[https://singlewindow.jk.gov.in/user\\_manual](https://singlewindow.jk.gov.in/user_manual)

# Registration under The Trade Unions Act, 1926

This user manual for "Registration under The Trade Unions Act of 1926" within Jammu and Kashmir's Single Window System. This guide simplifies the process, enabling trade unions to register efficiently, reinforcing labor rights, and promoting collective worker interests. Whether you're an experienced union representative or new to this endeavor, explore the user-friendly system as we navigate the registration process, ensuring transparency and compliance. This manual is your trusted companion for registering under The Trade Unions Act, 1926, in the picturesque Jammu and Kashmir region.

**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.

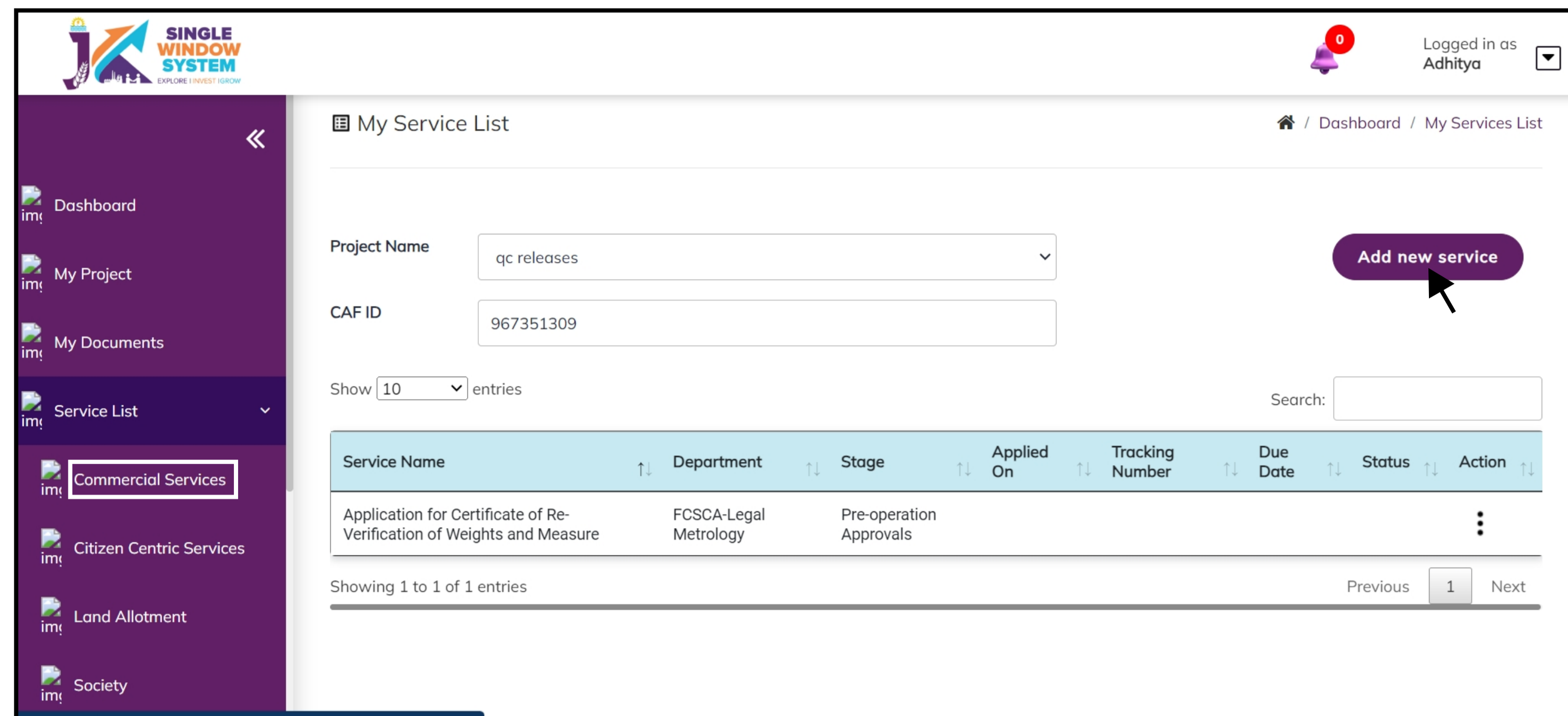


The screenshot displays the login interface of the Single Window System. On the left, a white panel contains the text "WELCOME TO" above the logo. Below the logo are input fields for "Username" and "Password", with a "Forgot Password?" link. A CAPTCHA field shows the number "74448" with a refresh button. A teal "SIGN IN" button is positioned below. At the bottom, there are 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.

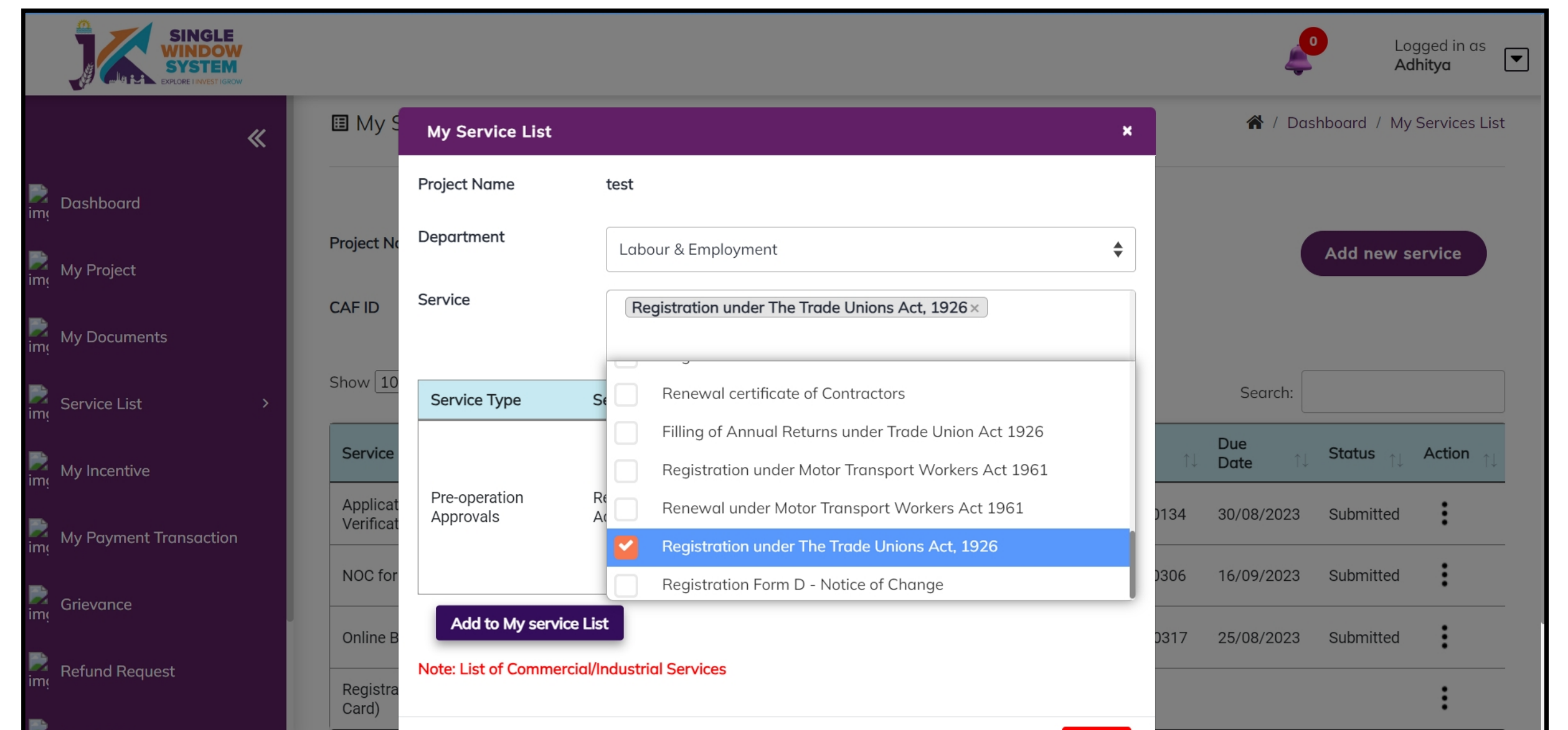
**SINGLE WINDOW SYSTEM**

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.

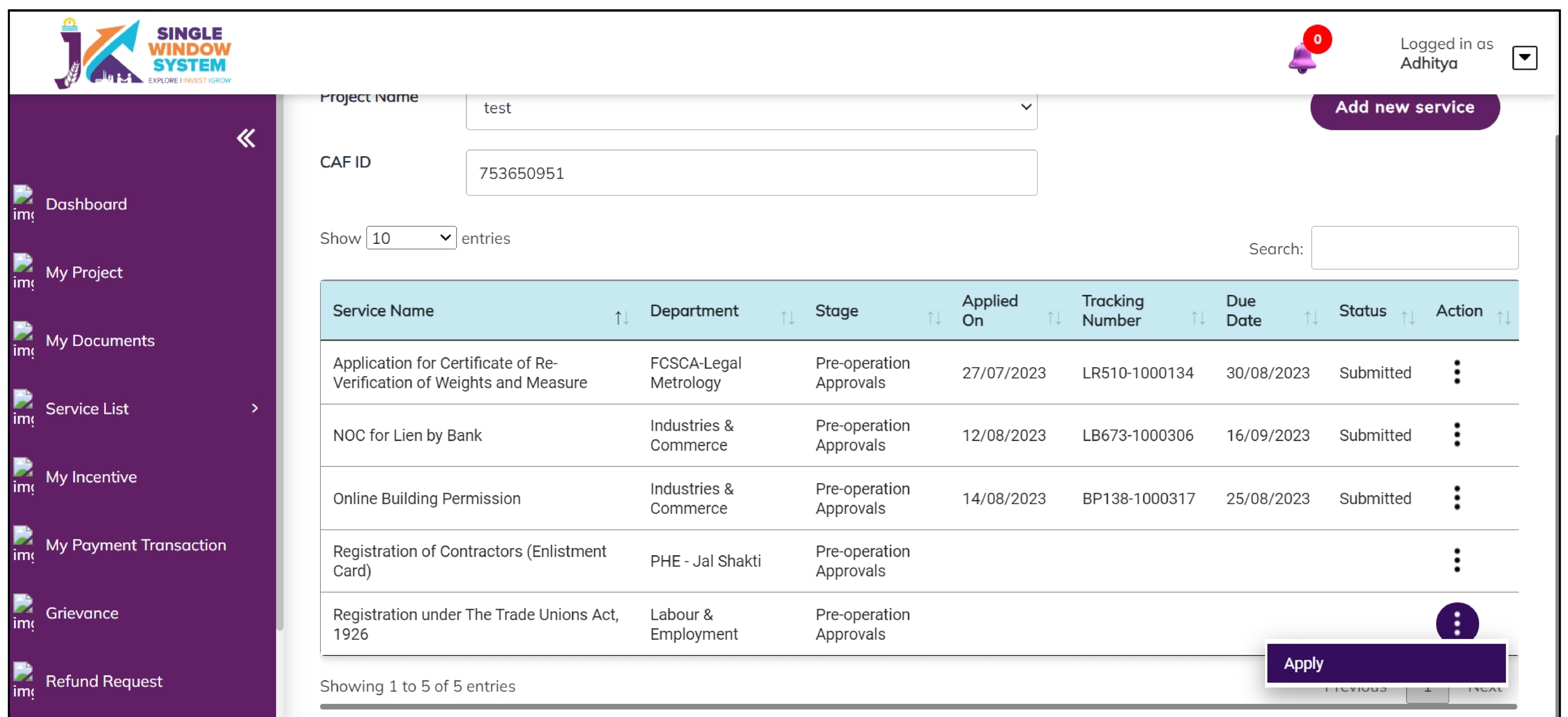


1. Select Service List > Commercial Services from the left side menu and then click on Add New Service.

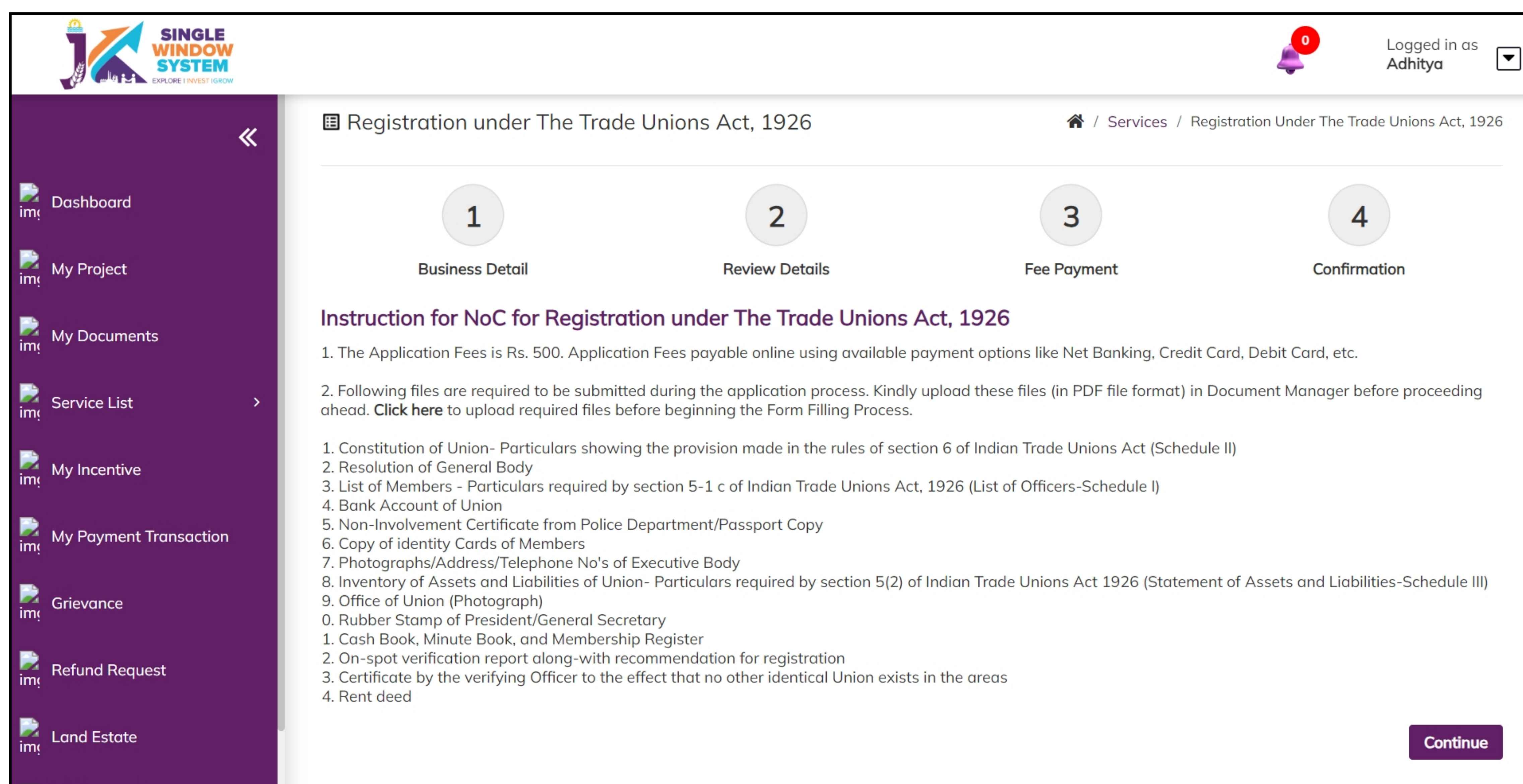


2. Select Labour & Employment from Department drop-down list and then select service to add.

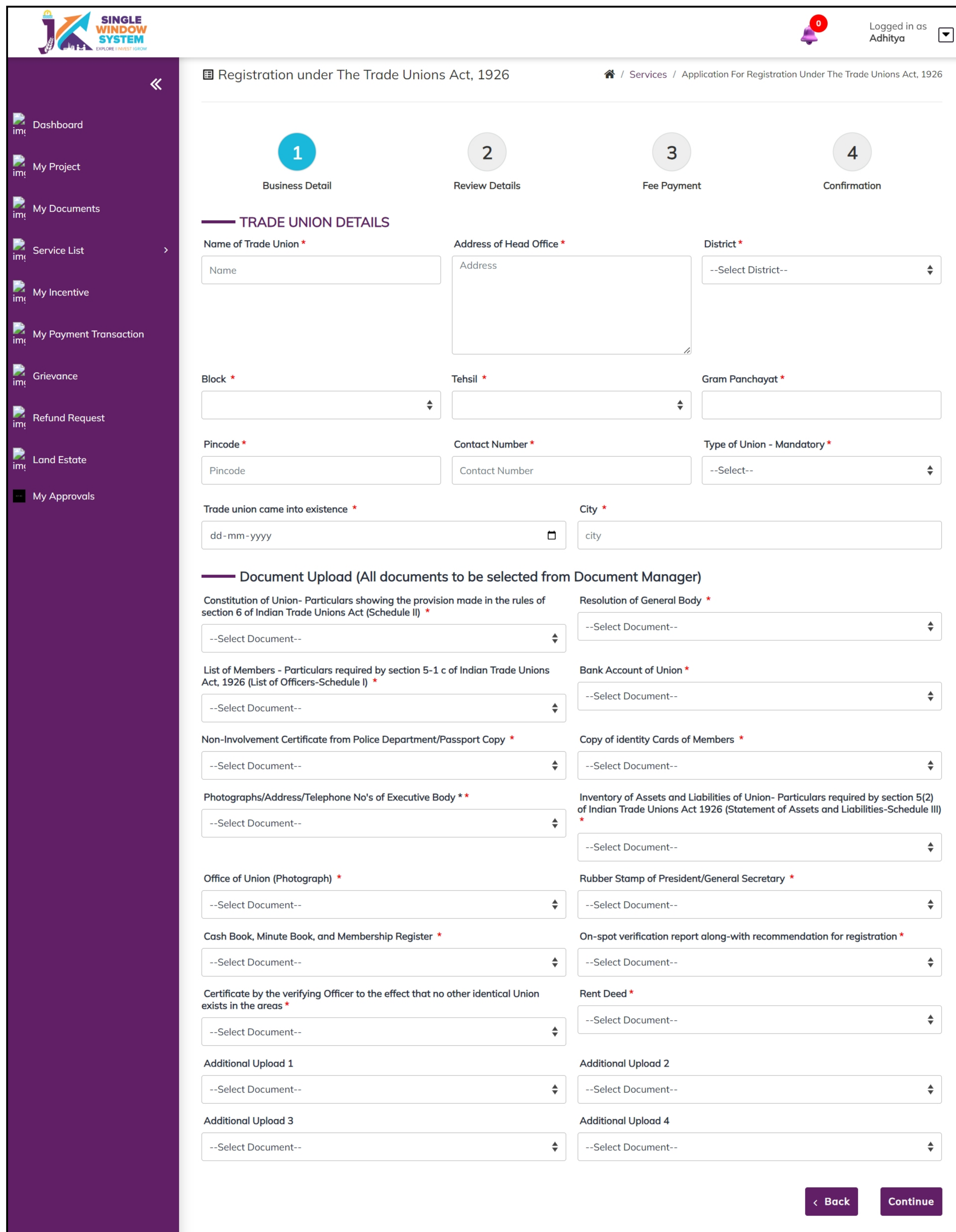
After clicking on the 'Add to My service List button'. Now the service will be listed, click 'Apply' as shown in the screenshot below to proceed:



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.



Registration under The Trade Unions Act, 1926

Services / Application For Registration Under The Trade Unions Act, 1926

Logged in as Adhitya

1 Business Detail 2 Review Details 3 Fee Payment 4 Confirmation

**TRADE UNION DETAILS**

Name of Trade Union \*

Address of Head Office \*

District \*

Block \*

Tehsil \*

Gram Panchayat \*

Pincode \*

Contact Number \*

Type of Union - Mandatory \*

Trade union came into existence \*

City \*

**Document Upload (All documents to be selected from Document Manager)**

Constitution of Union- Particulars showing the provision made in the rules of section 6 of Indian Trade Unions Act (Schedule II) \*

Resolution of General Body \*

List of Members - Particulars required by section 5-1 c of Indian Trade Unions Act, 1926 (List of Officers-Schedule I) \*

Bank Account of Union \*

Non-Involvement Certificate from Police Department/Passport Copy \*

Copy of identity Cards of Members \*

Photographs/Address/Telephone No's of Executive Body \*\*

Inventory of Assets and Liabilities of Union- Particulars required by section 5(2) of Indian Trade Unions Act 1926 (Statement of Assets and Liabilities-Schedule III) \*

Office of Union (Photograph) \*

Rubber Stamp of President/General Secretary \*

Cash Book, Minute Book, and Membership Register \*

On-spot verification report along-with recommendation for registration \*

Certificate by the verifying Officer to the effect that no other identical Union exists in the areas \*

Rent Deed \*

Additional Upload 1

Additional Upload 2

Additional Upload 3

Additional Upload 4

[Back](#) [Continue](#)

Under the **Trade Union Details**, Enter the following-

**Name of Trade Union** - Enter the official name or title of the trade union.

**Address of Head Office** - Provide the physical location address of the head office of the trade union.

**District** - Choose the appropriate district from the dropdown menu.

**Block** - Select the relevant block or neighborhood from the dropdown menu.

**Tehsil** - Choose the appropriate 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 head office's location.

**Contact Number** - Provide a contact number where the trade union can be reached.

**Type of Union** - Select the type of trade union from the dropdown menu. Options include Union of Employers, Union of workers engaged in a particular Industry, and Union of Profession.

**Trade union came into existence** - Enter the date when the trade union was established or came into existence.

**City** - Specify the city where the head office of the trade union is located.

Under the **Document Upload** section, all documents to be selected from document manager. Select the documents from the drop down menu. Select all the documents accordingly. If the document is not in the dropdown then you can add that document in document manager and your document will be then showing under the dropdown menu. 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.

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