



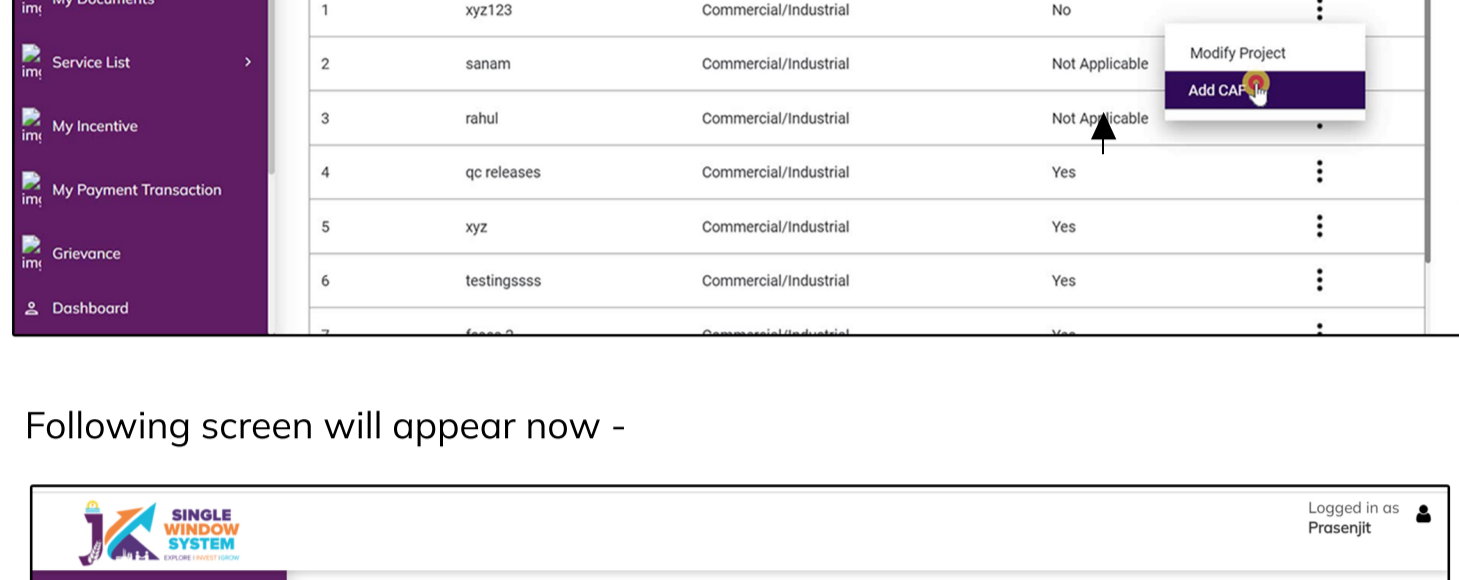
singlewindow.jk.gov.in

COMMON APPLICATION FORM (CAF)

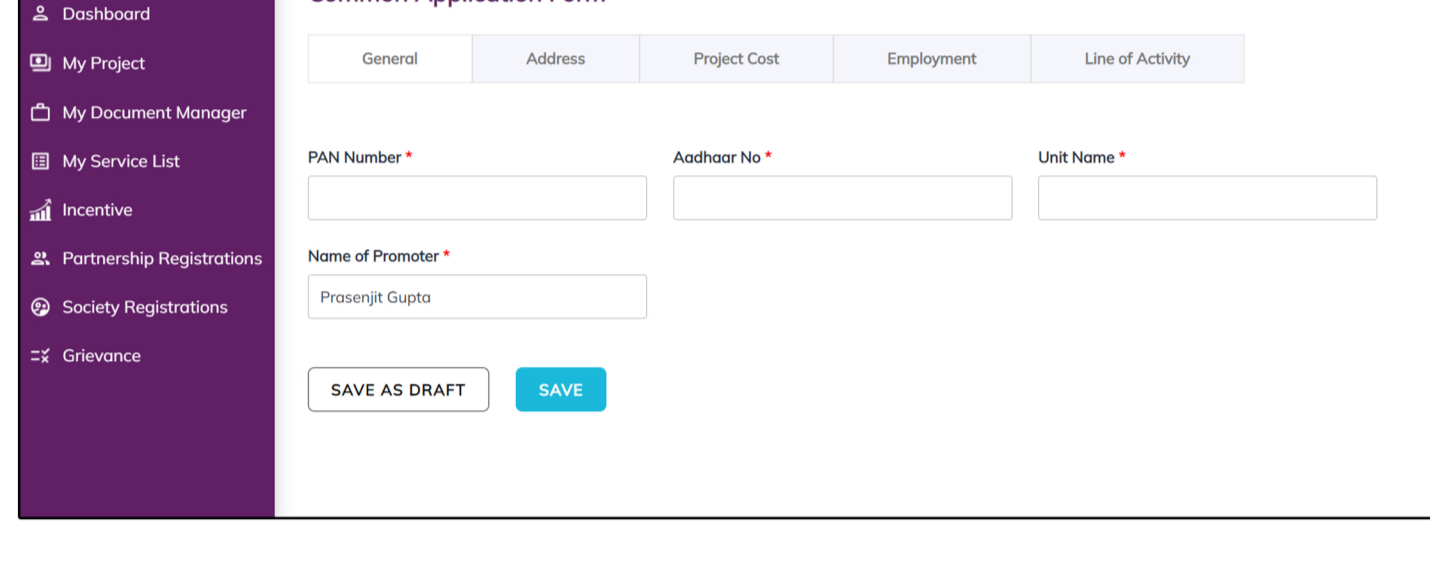
Single Window System - J & K

HOW TO AVAIL CAF

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.



Following screen will appear now -



CAF form consists of five different tabs i.e. General, Address, Project Cost, Employment and Line of Activity.

General Tab (CAF)

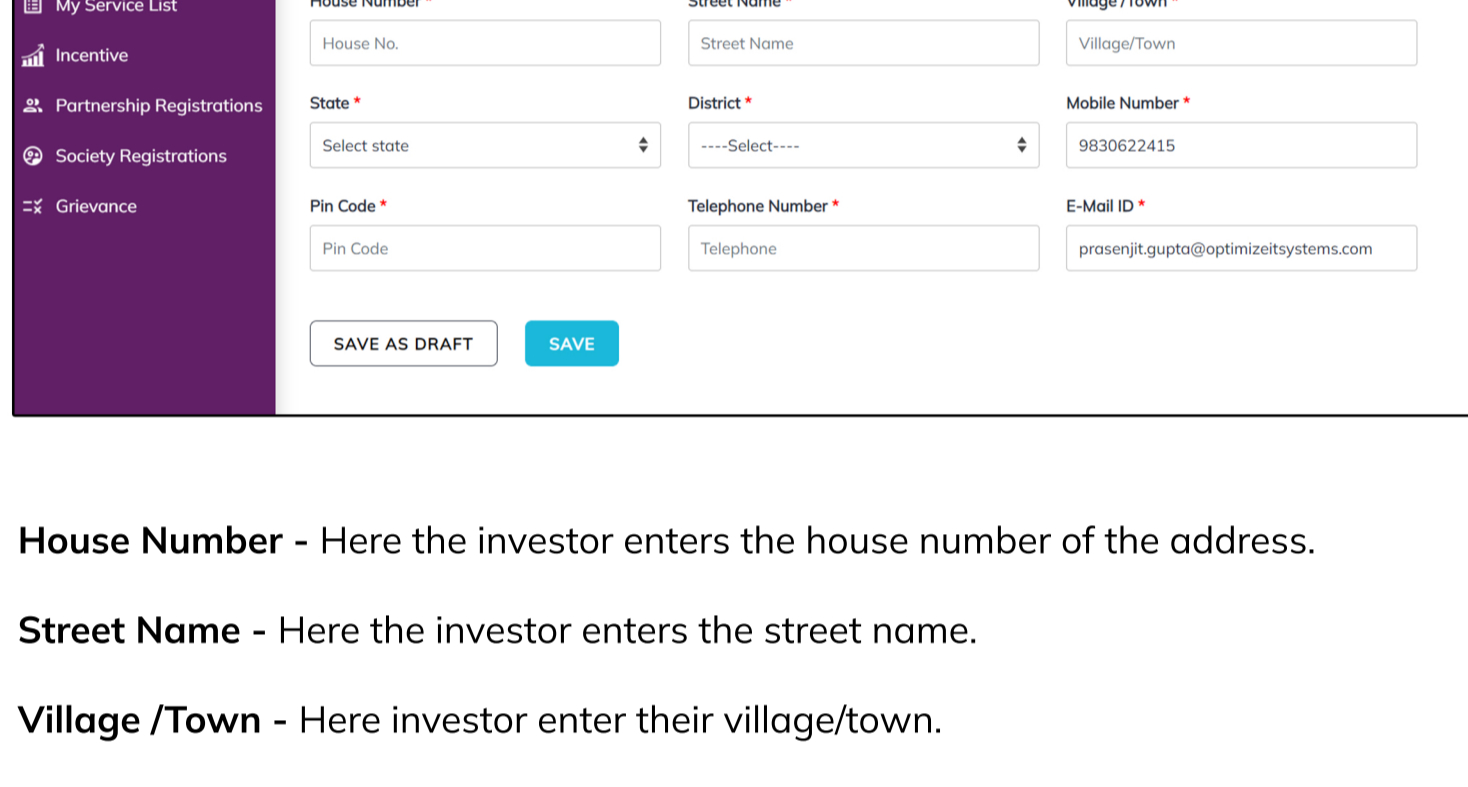
PAN Number - Here investor have to enter the PAN Number.

Aadhaar Number - Here investor have to enter the Aadhaar Number.

Unit Name - Name of the unit has to be specified here.

Name of Promoter - Mention the name of the promoter.

Address Tab (CAF)



House Number - Here the investor enters the house number of the address.

Street Name - Here the investor enters the street name.

Village /Town - Here investor enter their village/town.

State - Here investor enter their state name.

District - Enter the district name here.

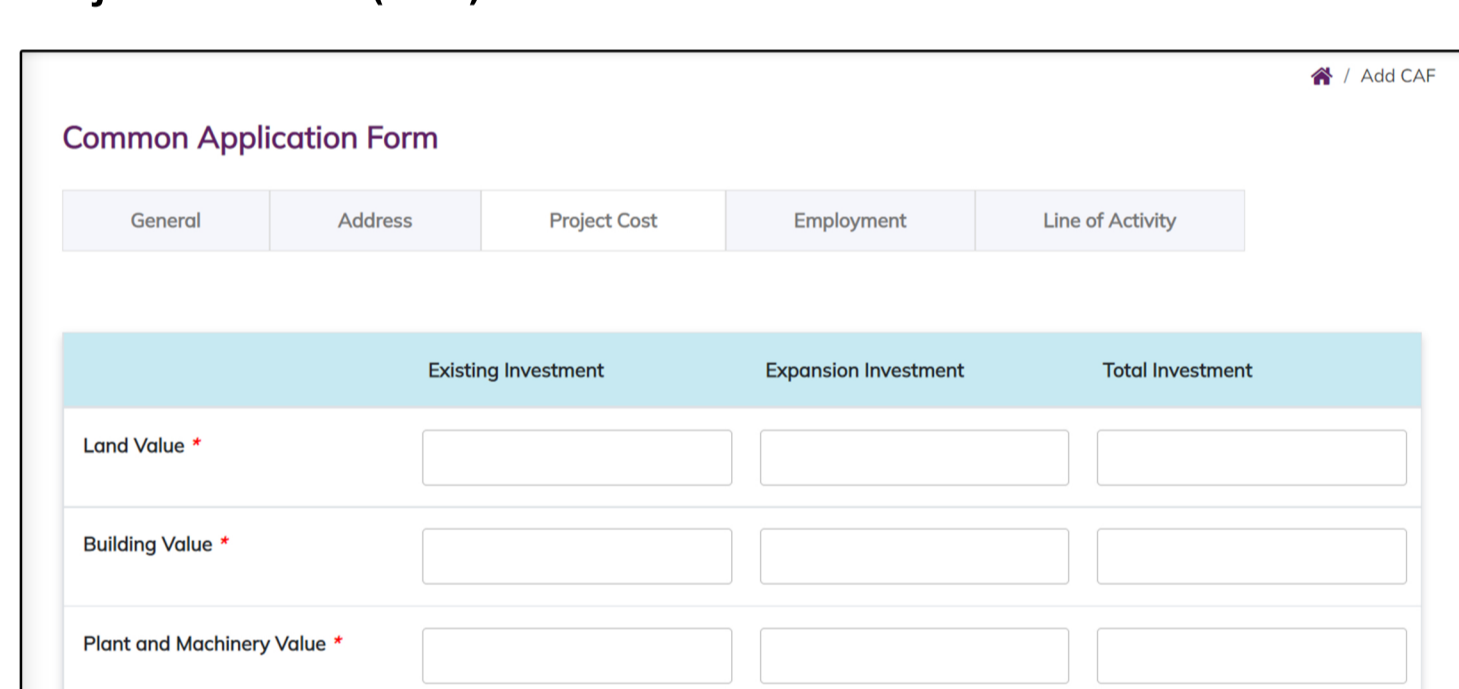
Mobile Number - Enter the mobile number here.

Pin Code - Enter the pin code here.

Telephone Number - Enter the telephone number here.

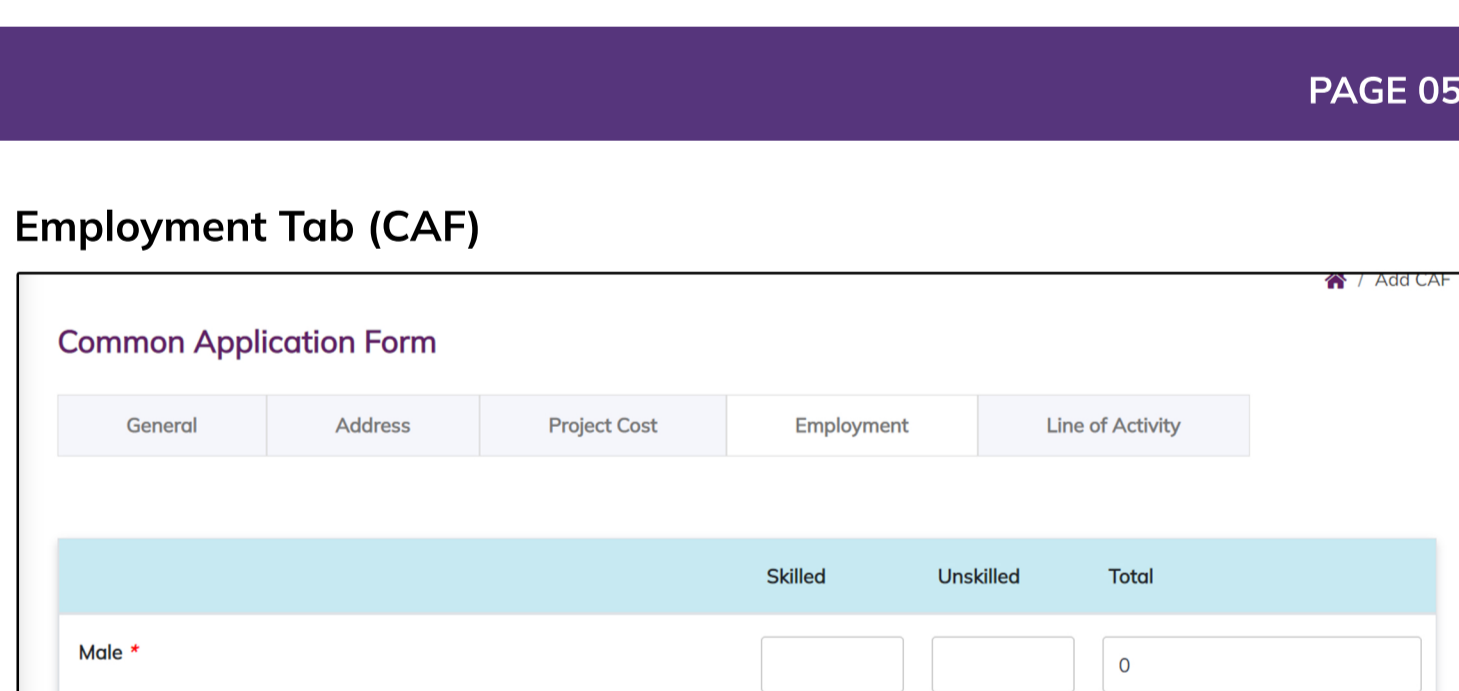
E-Mail ID - Enter your E-Mail Address here.

Project Cost Tab (CAF)



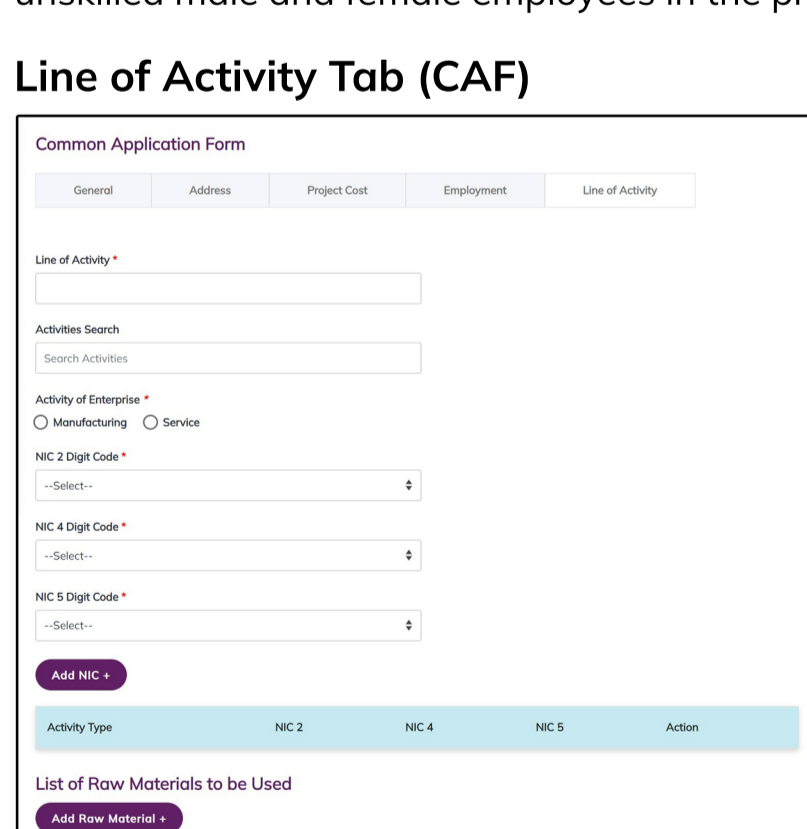
Project cost tab consist of **land value**, **building value** and **plant and machinery value**. For each section, the investor have to mention the existing investment and expansion respectively. **Total investment** and **Total value** will be calculated accordingly. Investor can evaluate their total project cost here and save it for the furthur process.

Employment Tab (CAF)



Under **Employment** tab of CAF, Investor have to mention employment details regarding the project. Here investor have to specify the number of skilled and unskilled male and female employees in the project.

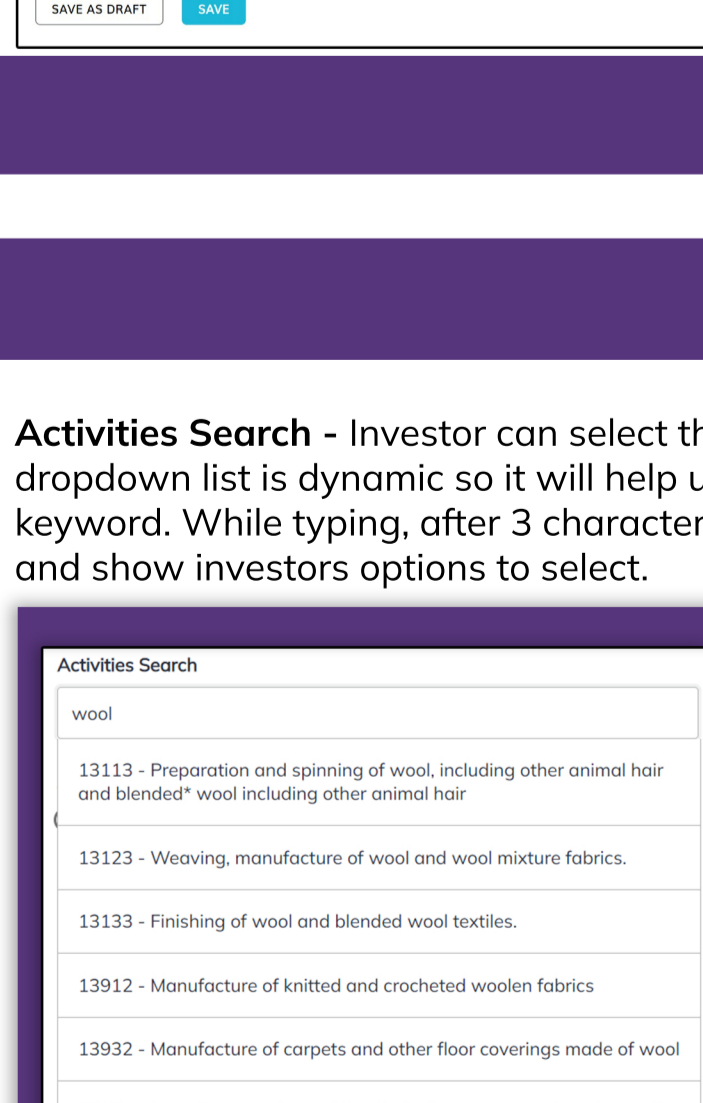
Line of Activity Tab (CAF)



In Line of Activity tab, investor have to fill all the information regarding the line of activity of the project. All the fields here are mandatory.

Line of Activity - Investor have to specify the line of activity of the project.

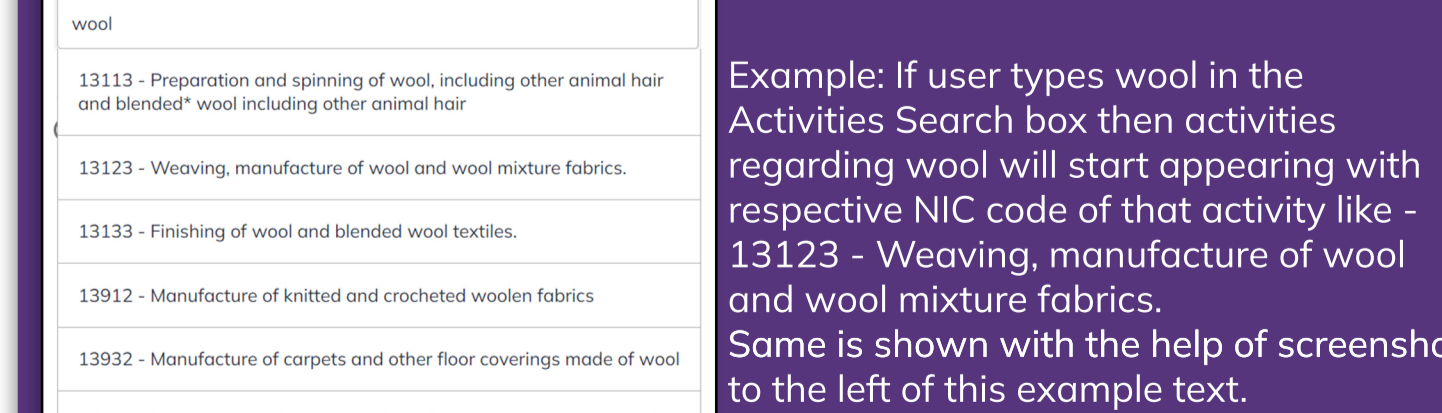
Activities Search - Investor can select the activity from the dropdown list. The dropdown list is dynamic so it will help user with the search by just typing a keyword. While typing, after 3 character system searches in NIC 5 digit description and show investors options to select.



Example: If user types **wool** in the Activities Search box then activities regarding wool will start appearing with respective NIC code of that activity like - 13123 - Weaving, manufacture of wool and wool mixture fabrics. Same is shown with the help of screenshot to the left of this example text.

Activities of Enterprise - Manufacturing or Service (Radio Button) - Investor specifies the type of activity weather it is manufacturing or service.

NIC Code - The NIC Code is a classification system that enables one to classify the business activities. It is a numeric code in the form of a 2 to 3 digit code, a four-digit code, and a five-digit code. NIC 2 Digit Code, NIC 4 Digit Code and NIC 5 Digit Code are mandatory fields that are automatically populated as we enter the activity by search activities. Investors can also manually enter these fields. After, all the mandatory fields are filled the investor have to click on **Add NIC +** and the selected fields will now displayed in a tabular form as shown in the following screenshot as an example:



Similarly investor can add raw material by clicking on the button **Add Raw Material +**.

Now, User can save or save as draft(In case of furthur entry or edit) and now CAF has been added successfully.