



singlewindow.jk.gov.in

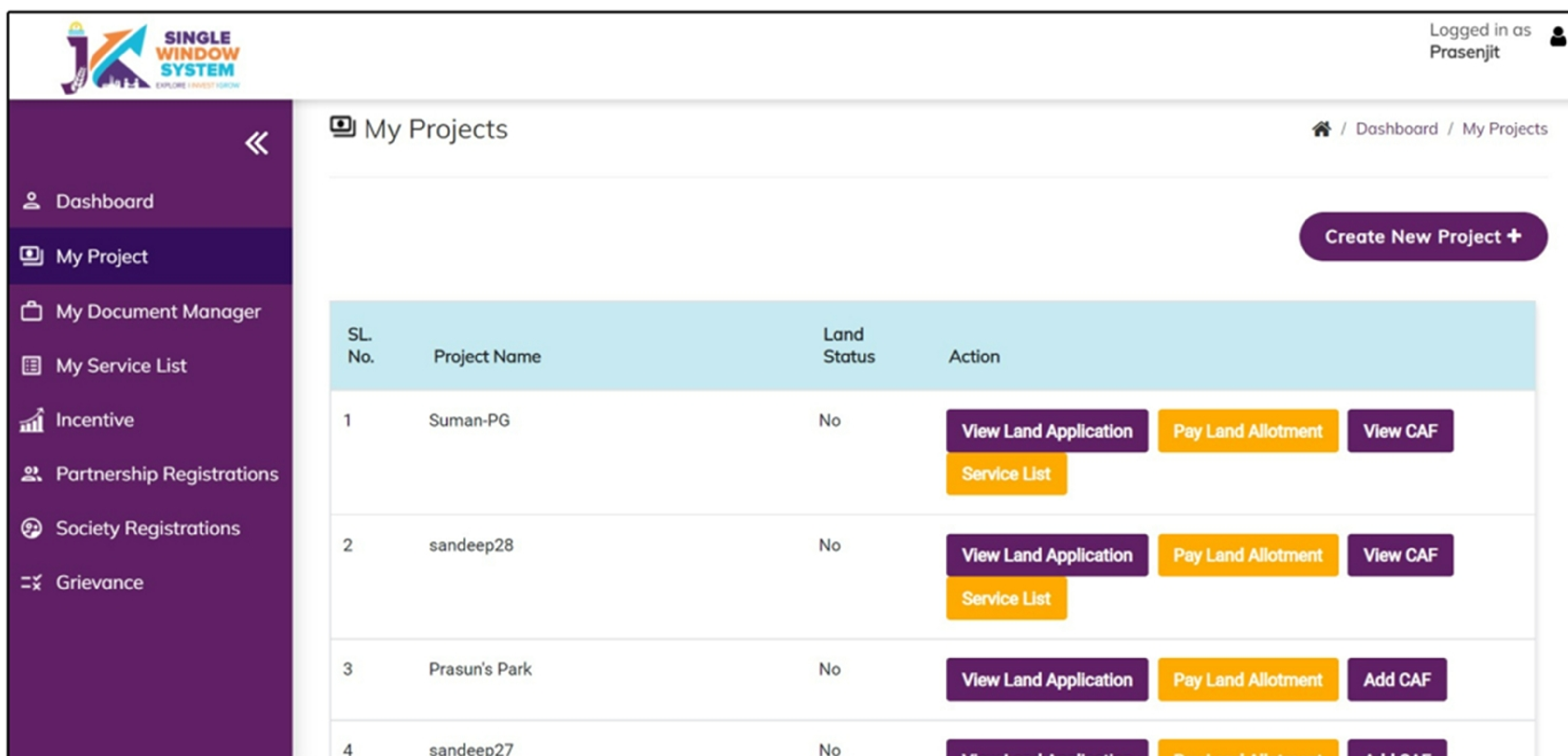
Change in Location

Single Window System - J & K

NOTE

Please Create Project before applying for any services

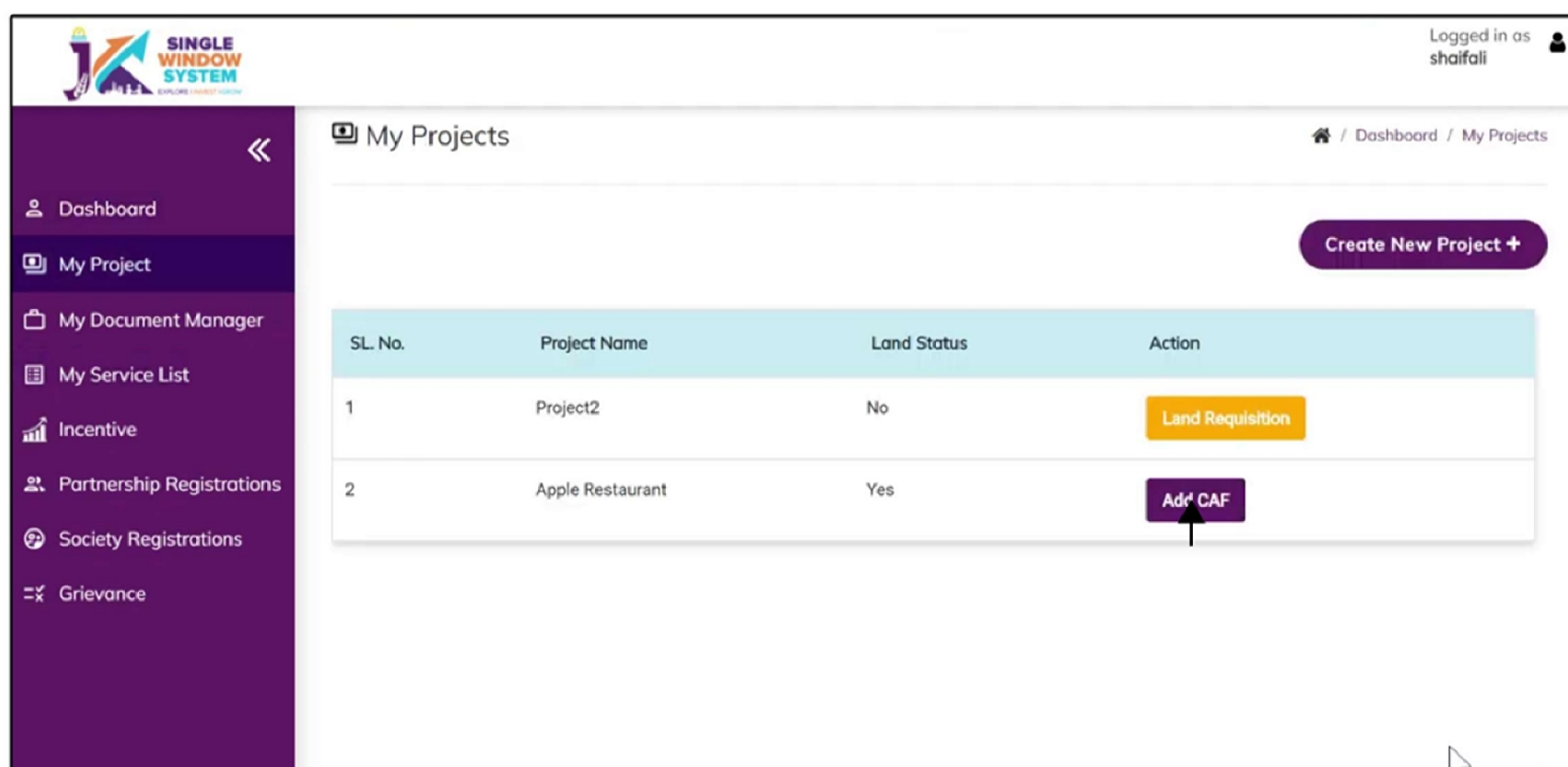
After login into the website, select My Project from the side menu. Then following page will appear. Click on the Create New Project to create your project.



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.

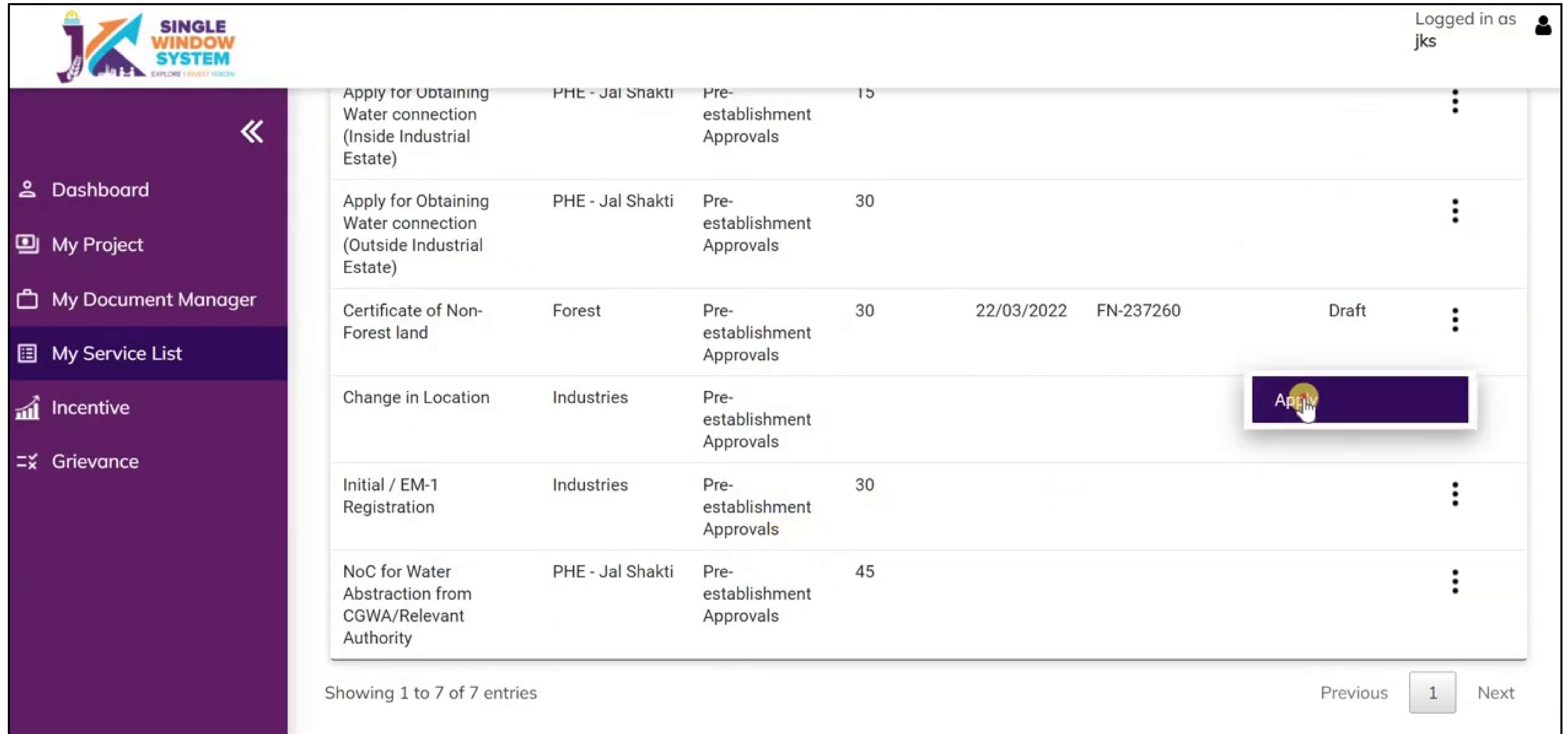


SL. No.	Project Name	Land Status	Action
1	Project2	No	Land Requisition
2	Apple Restaurant	Yes	Add CAF

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

Change in Location

After login, select **My Service List** from the left side menu. From the service name column, Apply for **Change in Location**.

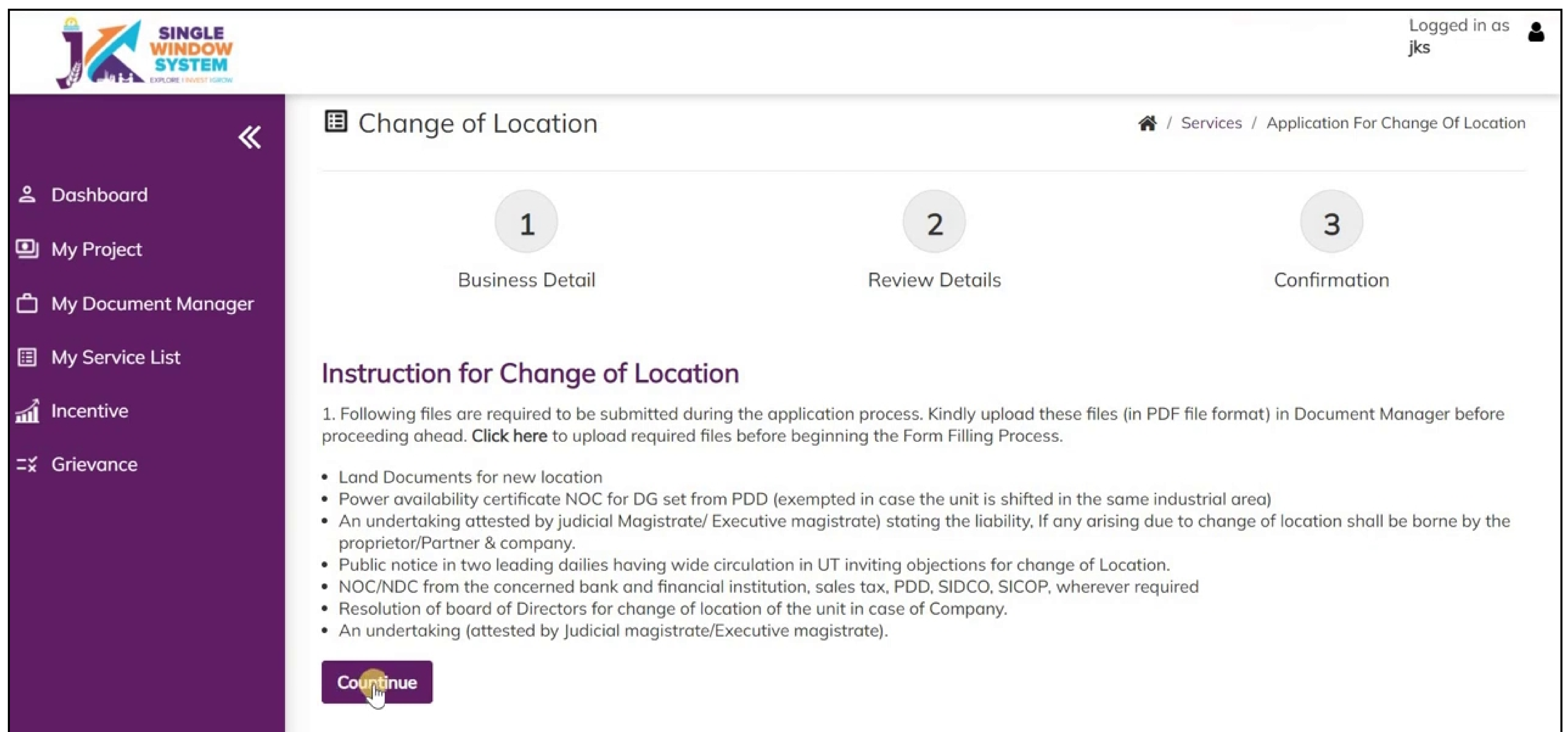


Service Name	Category	Type	Status	Other Info
Apply for Obtaining Water connection (Inside Industrial Estate)	PHE - Jal Shakti	Pre-establishment Approvals	15	
Apply for Obtaining Water connection (Outside Industrial Estate)	PHE - Jal Shakti	Pre-establishment Approvals	30	
Certificate of Non-Forest land	Forest	Pre-establishment Approvals	30	22/03/2022 FN-237260 Draft
Change in Location	Industries	Pre-establishment Approvals		
Initial / EM-1 Registration	Industries	Pre-establishment Approvals	30	
NoC for Water Abstraction from CGWA/Relevant Authority	PHE - Jal Shakti	Pre-establishment Approvals	45	

Showing 1 to 7 of 7 entries

Previous 1 Next

After clicking on apply, **Change in Location** page / Instructions page will appear. Read the instructions carefully and then click on the **continue** button.



Change of Location

Home / Services / Application For Change Of Location

- 1 Business Detail
- 2 Review Details
- 3 Confirmation

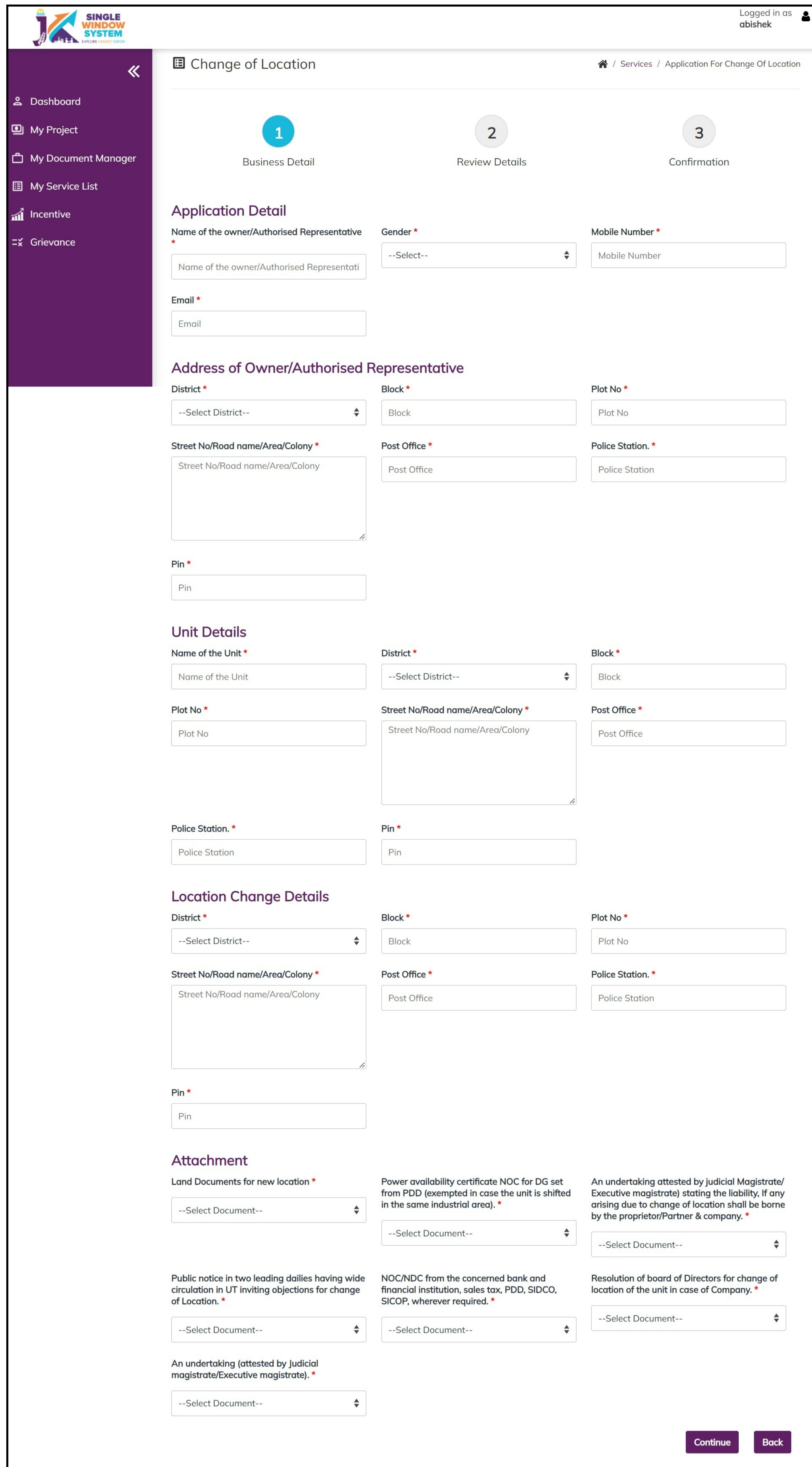
Instruction for Change of Location

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.

- Land Documents for new location
- Power availability certificate NOC for DG set from PDD (exempted in case the unit is shifted in the same industrial area)
- An undertaking attested by judicial Magistrate/ Executive magistrate) stating the liability, If any arising due to change of location shall be borne by the proprietor/Partner & company.
- Public notice in two leading dailies having wide circulation in UT inviting objections for change of Location.
- NOC/NDC from the concerned bank and financial institution, sales tax, PDD, SIDCO, SICOP, wherever required
- Resolution of board of Directors for change of location of the unit in case of Company.
- An undertaking (attested by Judicial magistrate/Executive magistrate).

[Continue](#)

Now, the following page will appear.



Application Detail:

Name of Owner/ Authorized Representative – 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 district where the property comes under.

Block - Select block where the property comes under.

Plot No - Specify the plot number here.

Street No/Road name/Area/Colony - Specify the street number, Road Name, Area or Colony of the owner or the authorized representative.

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.

Plot Number - Specify the plot number of the unit here.

Street No/Road name/Area/Colony - Specify the street number, Road Name, Area or Colony of the unit.

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.

Location Change Details

District - Select district according to location change.

Block - Select block according to location change.

Plot Number - Specify the according to location change.

Street No/Road name/Area/Colony - Specify the street number, Road Name, Area or Colony according to location change.

Post Office - Specify the post office according to location change.

Police Station - Specify the police station according to location change.

PIN - Enter the PIN Code according to location change.

Attachment

Land Documents for new location - From the dropdown list select the Land Documents for new location.

Power availability certificate NOC for DG set from PDD (exempted in case the unit is shifted in the same industrial area) - From the dropdown list select the Power availability certificate NOC for DG set from PDD (exempted in case the unit is shifted in the same industrial area).

An undertaking attested by judicial Magistrate/ Executive magistrate) stating the liability, If any arising due to change of location shall be borne by the proprietor/Partner & company - From the dropdown list select an undertaking attested by judicial Magistrate/ Executive magistrate) stating the liability, If any arising due to change of location shall be borne by the proprietor/Partner & company.

Public notice in two leading dailies having wide circulation in UT inviting objections for change of Location - From the dropdown list select the public notice in two leading dailies having wide circulation in UT inviting objections for change of Location

NOC/NDC from the concerned bank and financial institution, sales tax, PDD, SIDCO, SICOP, wherever required - From the dropdown list select the NOC/NDC from the concerned bank and financial institution, sales tax, PDD, SIDCO, SICOP, wherever required.

Resolution of board of Directors for change of location of the unit in case of Company - From the dropdown list select the resolution of board of Directors for change of location of the unit in case of Company.

An undertaking (attested by Judicial magistrate/Executive magistrate) - From the dropdown list select an undertaking (attested by Judicial magistrate/Executive magistrate).

After filling the required field, click on the continue button to proceed. Now, you can view all the filled details. To change/modify any details click on edit button, else click on the continue button.