



singlewindow.jk.gov.in

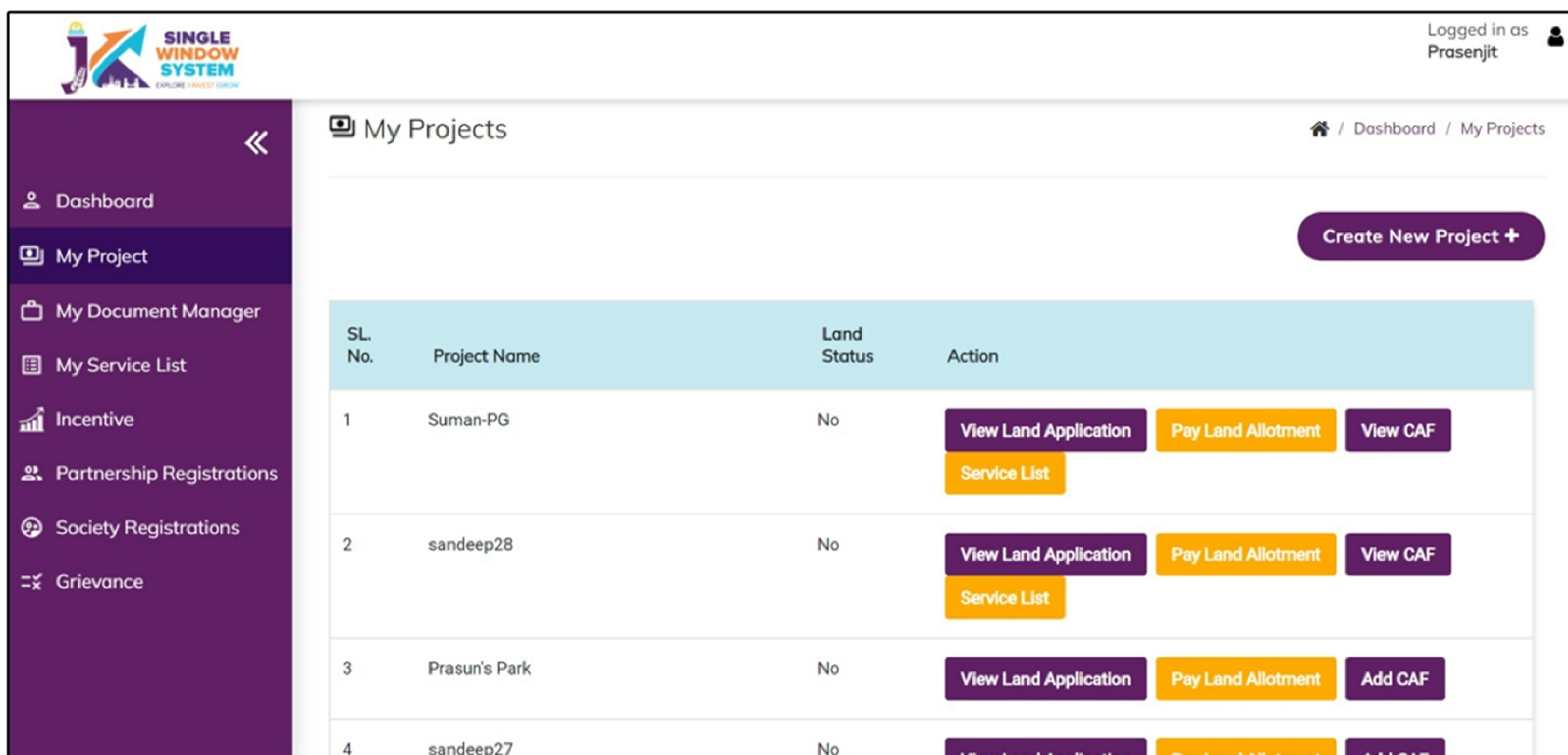
Renewal of License under The Factories Act, 1948

Single Window System - J & K

NOTE

Please Create Project before applying for any services

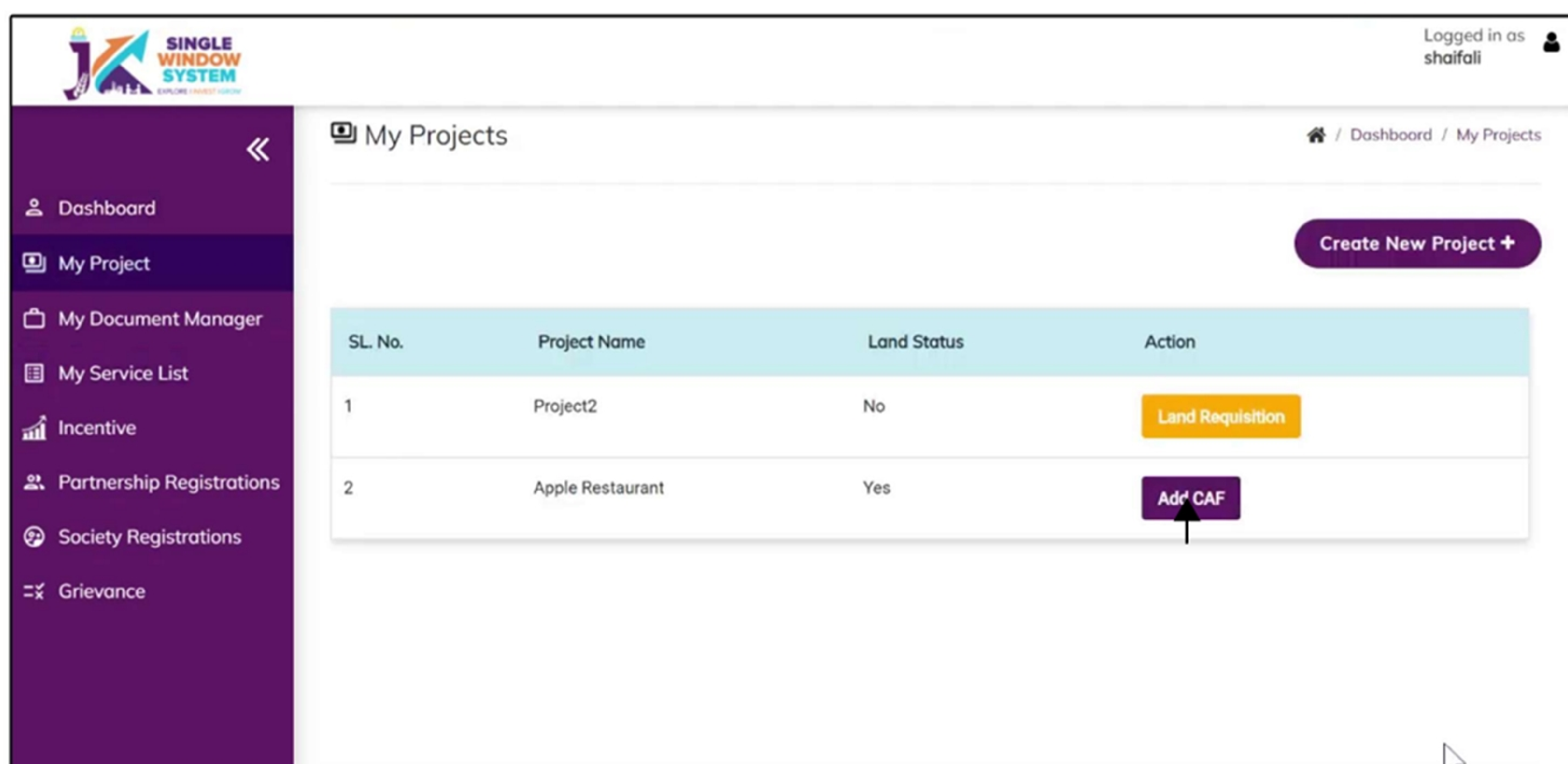
After login into the website, select My Project from the side menu. Then following page will appear. Click on the Create New Project to create your project.



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

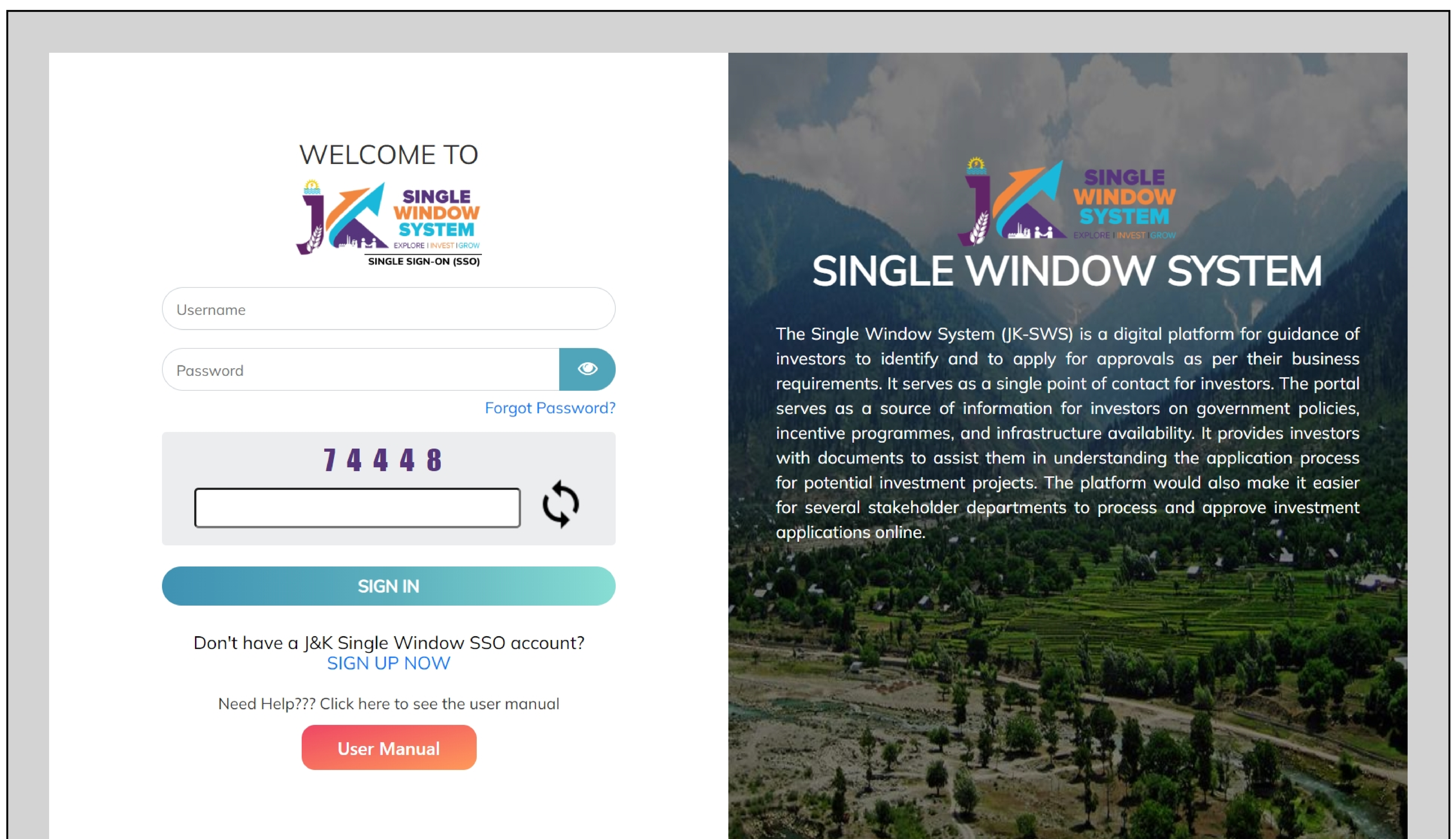
Renewal of license under the Factories Act, 1948

Welcome to the user manual for the seamless and essential service of "**Renewal of license under The Factories Act, 1948**" within the Single Window System of Jammu and Kashmir. This manual is your guide to a straightforward and efficient registration process.


Through this user manual, explore the intuitive interface of the Single Window System, where the registration process is designed to be user-friendly, transparent, and in alignment with the regulatory framework.

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, a white login form is overlaid on a background image of a valley. The form includes a 'WELCOME TO' message with the system logo, a 'SINGLE SIGN-ON (SSO)' label, and input fields for 'Username' and 'Password'. A 'Forgot Password?' link is positioned below the password field. A CAPTCHA challenge with the digits '74448' and a refresh icon is located below the password field. A teal 'SIGN IN' button is at the bottom of the form. Below the button, there is a link for users without an account: 'Don't have a J&K Single Window SSO account? SIGN UP NOW'. At the very bottom, a link for the user manual is provided: 'Need Help??? Click here to see the user manual' with a red 'User Manual' button.

WELCOME TO
 SINGLE WINDOW SYSTEM
EXPLORE | INVEST | GROW
SINGLE SIGN-ON (SSO)

Username

Password 

[Forgot Password?](#)

7 4 4 4 8 

SIGN IN

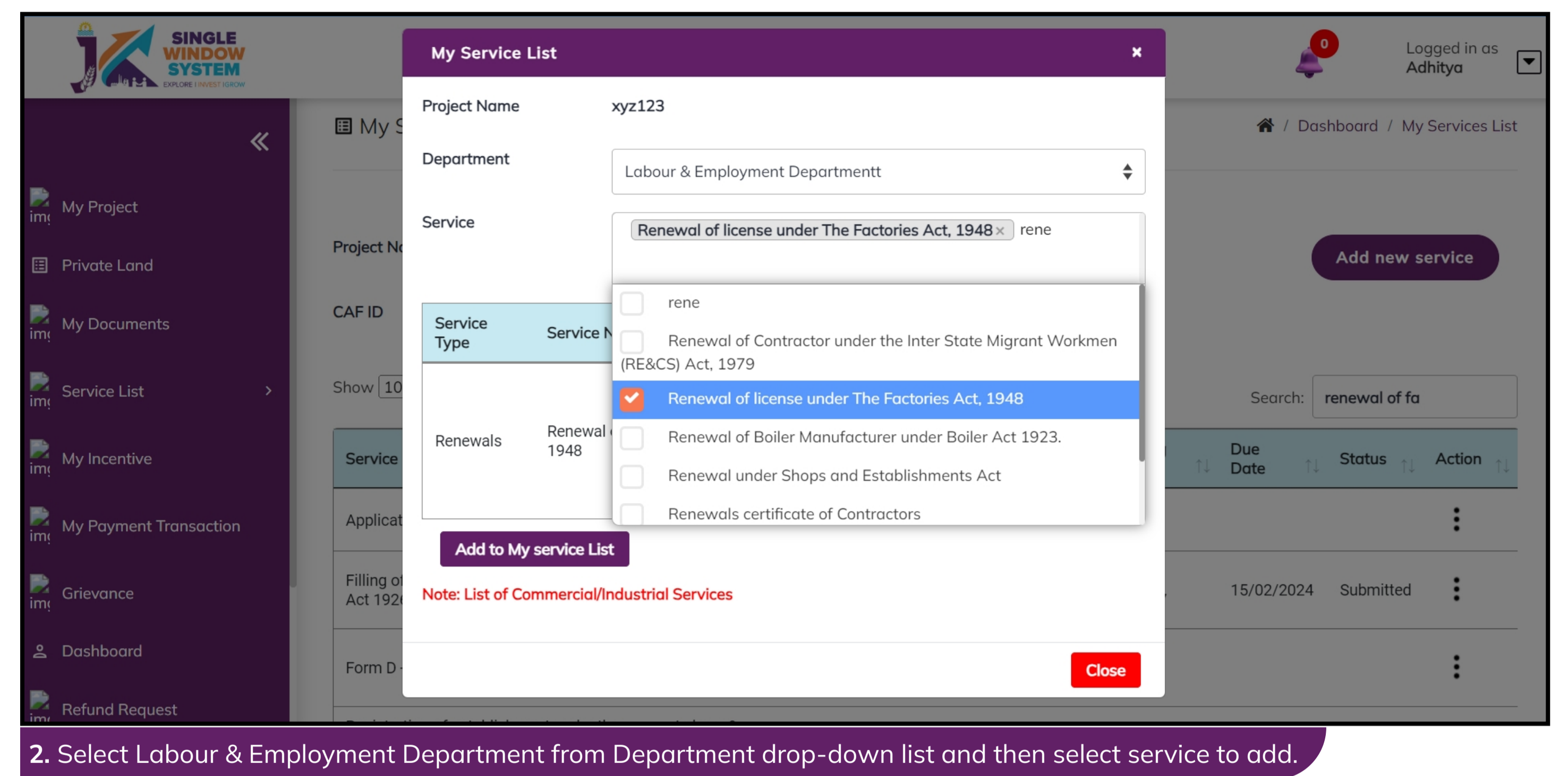
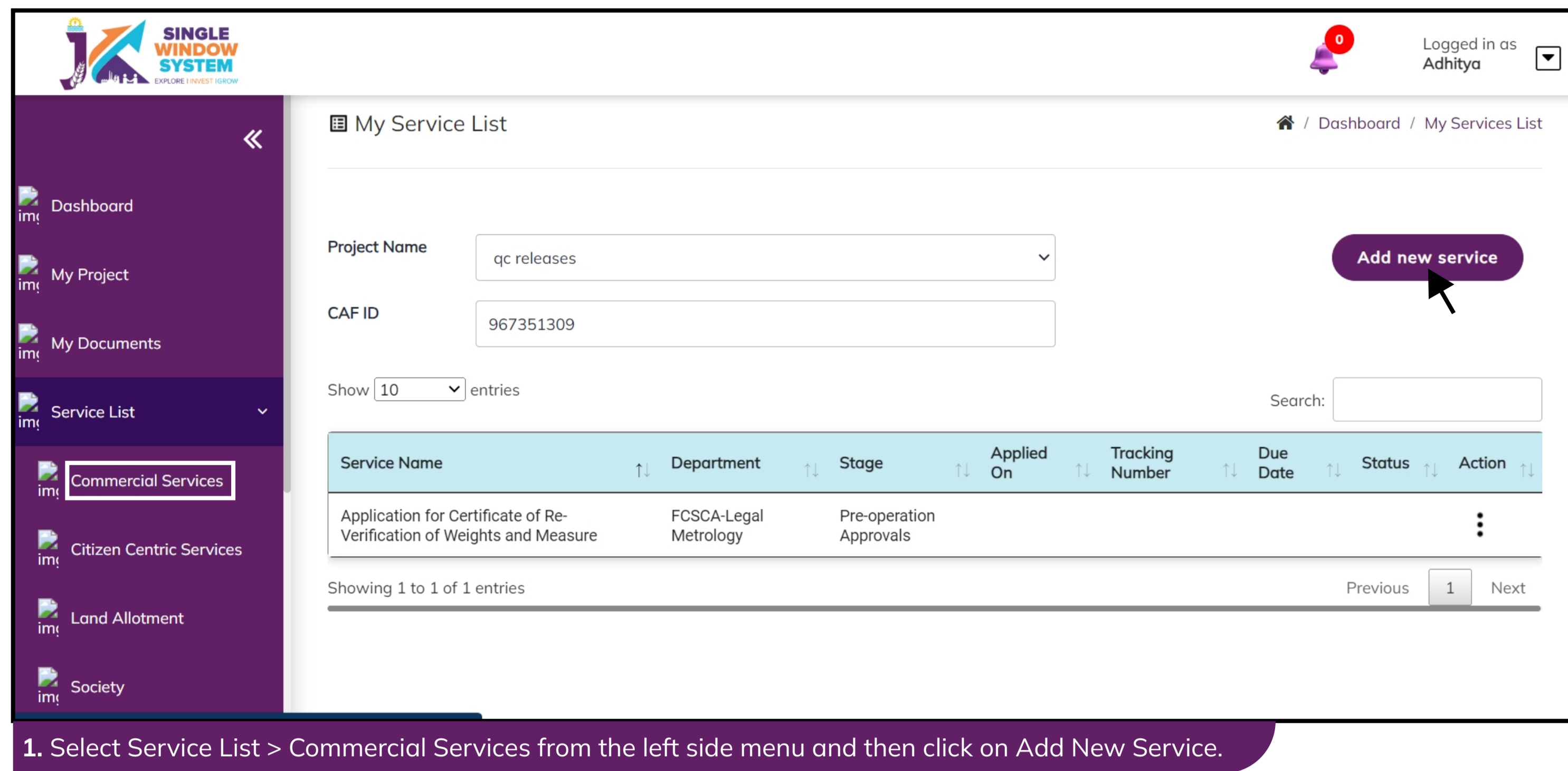
Don't have a J&K Single Window SSO account?
[SIGN UP NOW](#)

Need Help??? Click here to see the user manual
[User Manual](#)

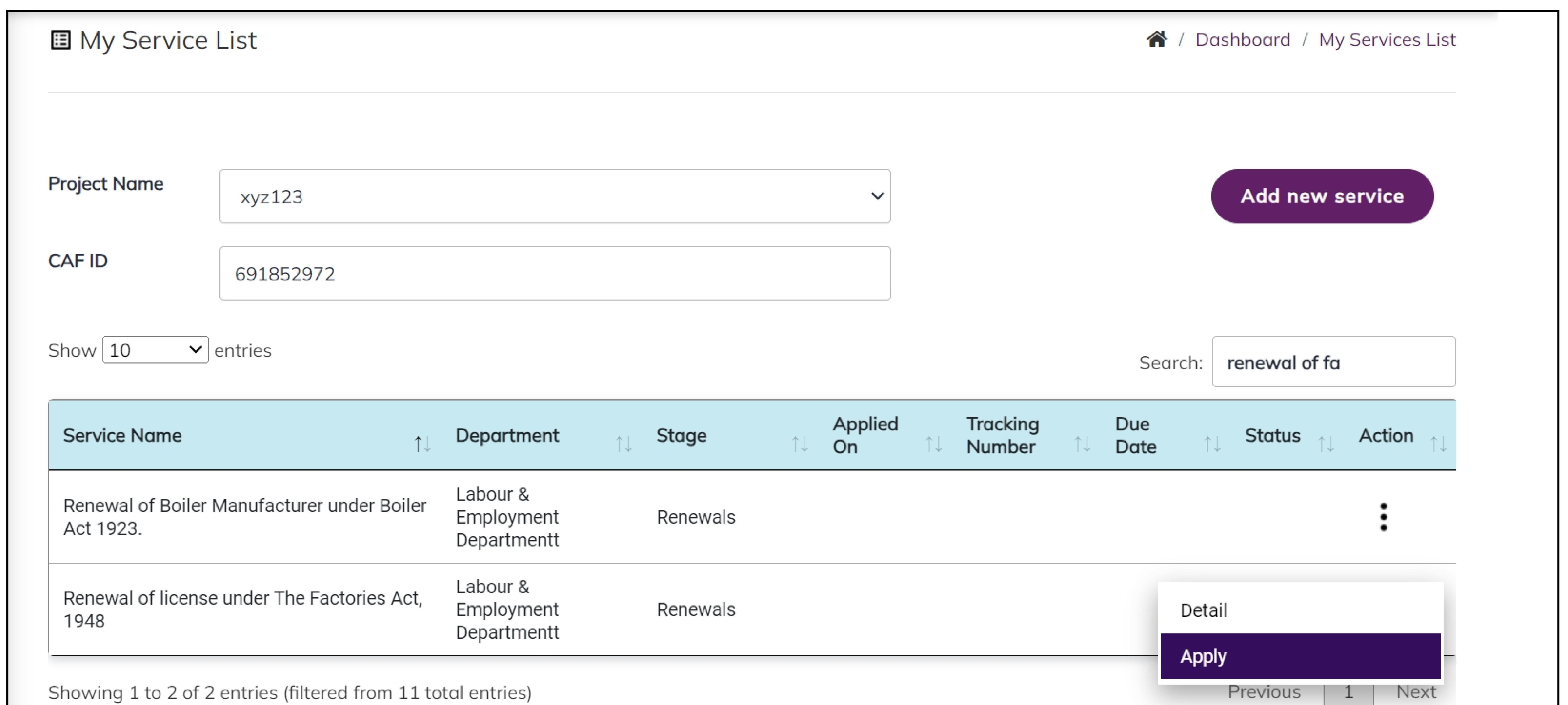
SINGLE WINDOW SYSTEM
EXPLORE | INVEST | GROW

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.



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:



As you embark on the "Renewal of License under The Factories Act, 1948," we urge you to carefully review the following instructions. The application fees are exclusively payable online, and various payment options, such as Net Banking, Credit Card, Debit Card, etc., are available for your convenience. Additionally, specific fee structures are outlined for both Electricity Consuming and Electricity Generating Factories, considering factors like installed horsepower, minimum workers employed, and total capacity of the electricity generating plant. It is crucial to familiarize yourself with these tables to accurately determine the applicable fees for licensing and annual renewal. Following online payment, retain the confirmation details for future reference during the application submission process. Your adherence to these instructions will ensure a seamless and efficient application experience. For further assistance, refer to the contact information provided in the application portal.

Instruction for Renewal of license under The Factories Act, 1948

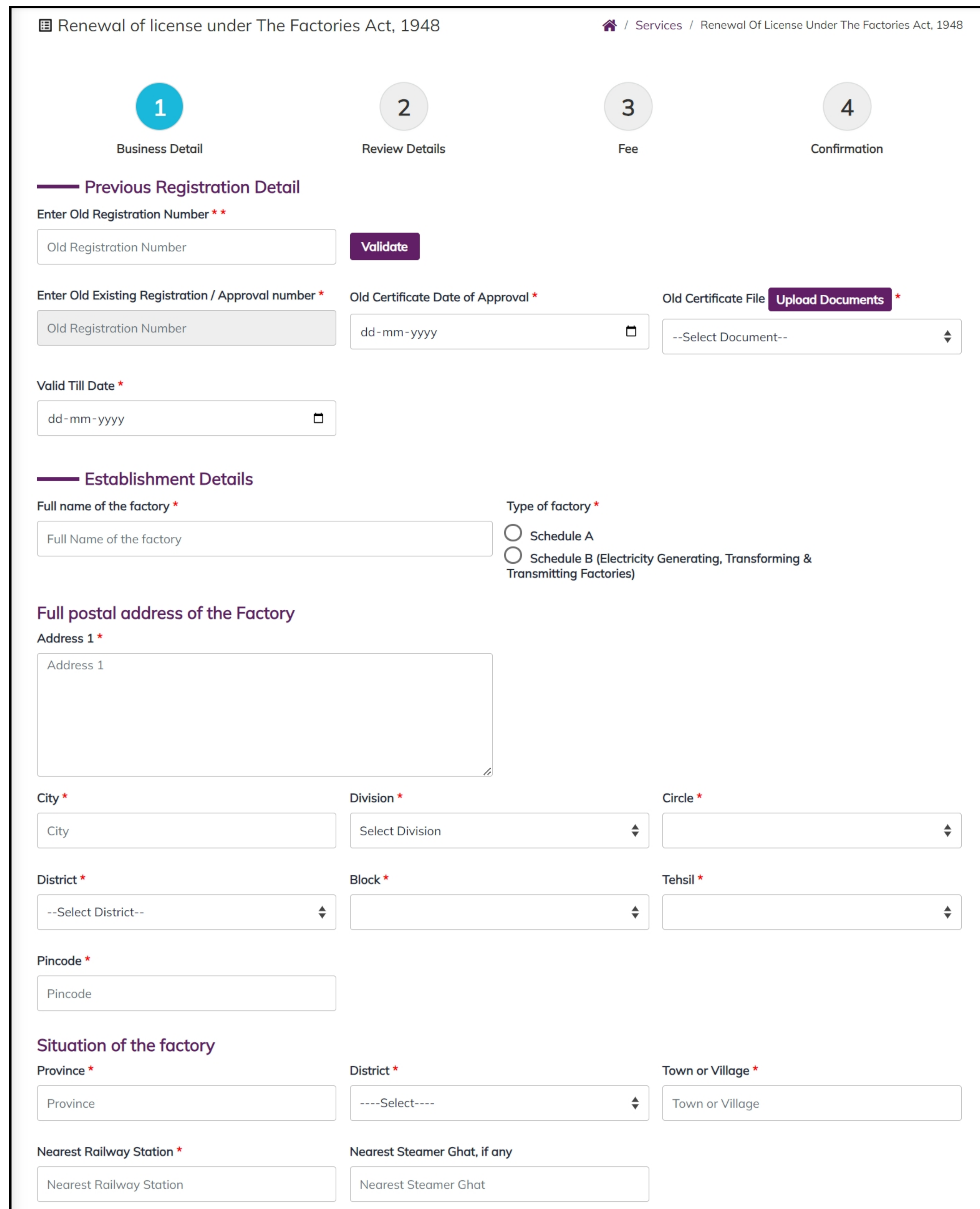
1. Application Fees is to be paid online using any of the available payment options like Net Banking, Credit Card, Debit Card, etc.

FEES PAYABLE FOR LICENSING AND ANNUAL RENEWAL OF LICENCES OF ELECTRICITY CONSUMING FACTORIES							
Quantity of H.P installed	Minimum number of workers employed on any day during the year						
	20	50	100	250	500	750	1000
Nil	200	380	680	1580	3080	4580	6080
10	250	430	730	163	313	463	613
50	450	630	930	1830	3330	4830	6330
100	700	880	1180	2080	3580	5080	6580
250	1450	1630	1930	2830	4330	5830	7330
500	2700	2880	3180	4080	5580	7080	8580
1000	5200	5380	5680	6580	8080	9580	11080
1500	7700	7880	8180	9080	10580	12080	13580
2000 & above	10200	10380	10680	11580	13080	14580	16080

FEES PAYABLE FOR LICENSING AND ANNUAL RENEWAL OF LICENCES OF ELECTRICITY GENERATING FACTORIES		
S.No.	Total Installed Capacity of the Electricity Generating Plant	Fees Payable (in Rs.)
A	50 kW or Hrs	25
B	Over 50 kW not over 100 kW	50
C	Over 100 kW not over 150 kW	75
D	Over 150 kW not over 300 kW	100
E	Over 300 kW not over 700 kW	150
F	Over 700 kW not over 1000 kW	225
G	Over 1000 kW but not over 5000 kW (5MW)	450
H	Over 5000 kW but not over 10000 kW (10MW)	750
I	Over 10000 kW but not over 50000 kW (50MW)	1250
J	Over 50000 kW but not over 60000 kW (60MW)	1500
K	Over 60000 kW but not over 80000 kW (80MW)	1750
L	Over 80000 kW but not over 100000 kW (100MW)	2000
M	Over 100000 kW but not over 150000 kW (150MW)	2500
N	Over 150000 kW but not over 200000 kW (200MW)	3000
O	Over 200000 kW but not over 300000 kW (300MW)	3500
P	Over 300000 kW (300 MW) without limit	4000

Continue

Now, the following page will appear.



Previous Registration Detail-

Enter Old Registration Number: Input the old registration number assigned to your factory.

Enter Old Existing Registration / Approval number: Provide the old existing registration or approval number associated with your factory.

Old Certificate Date of Approval: Specify the date of issuance of the old certificate of approval.

Old Certificate File: Upload the file containing the old certificate of approval.

Valid Till Date: Enter the expiration date of the old certificate.

Establishment Details-

Full name of the factory: Enter the complete legal name of the factory.

Type of factory: Choose the appropriate option (Schedule A or Schedule B) using the radio button.

Full Postal Address of the Factory-

Address 1: Provide the first line of the factory's address.

City: Specify the city where the factory is located.

District: Choose the district from the dropdown menu.

Block: Choose the block from the dropdown menu.

Circle: Choose the circle from the dropdown menu.

Tehsil: Choose the tehsil from the dropdown menu.

Pincode: Enter the postal code of the factory.

Situation of the Factory-

Province: Enter the province where the factory is situated.

District: Choose the district from the dropdown menu.

Town or Village: Specify whether the factory is in a town or village.

Nearest Railway Station: Specify the nearest railway station.

Nearest Steamer Ghat: Specify the nearest steamer ghat, if applicable.

Full address to which communication relating to the factory should be sent

Address 1 *

Address 1

City * Pincode * District *

City Pincode ----Select----

Block * Tehsil *

Block Tehsil

Carried on in the factory during the last 12 months

Carried on in the factory during the last 12 months

To be carried on in the factory during the next 12 months

To be carried on in the factory during the next 12 months

Names and value of principal products to be manufactured during the next 12 months *

Manufacturing * Service *

Trading *

NIC 2-digit Code

NIC 4-digit Code

--Select--

NIC 5-digit Code

--Select--

Add NIC +

NIC 2	NIC 4	NIC 5	Activity	Action

Number of workers to be ordinarily employed in the factory *

	Male	Female	Transgender	Total
Local	Male	Female	Transgender	0
Migrant	Male	Female	Transgender	0
Total	0	0	0	0

Maximum number of workers proposed to be employed on any one day during the year *

	Male	Female	Transgender	Total
Local	Male	Female	Transgender	0
Migrant	Male	Female	Transgender	0
Total	0	0	0	0

Whether Electricity Consuming Unit or Electricity Generating Unit? *

Electricity Consuming Electricity Generating

Full address for communication-

Address 1: Provide the first line of the address for communication.

City: Specify the city for communication.

Pincode: Enter the postal code for communication.

District: Choose the district from the dropdown menu.

Block: Choose the block from the dropdown menu.

Tehsil: Choose the tehsil from the dropdown menu.

Production Details-

Carried on in the factory during the last 12 months: Indicate the activities carried out in the last 12 months.

To be carried on in the factory during the next 12 months: Specify the planned activities for the next 12 months.

Names and value of principal products: Choose either Manufacturing, Service or trading using the radio button.

NIC Codes: Choose the appropriate NIC codes from the dropdown menus.

Worker Details-

Number of workers: Specify the number of workers (Male, Female, Transgender) for Local and Migrant categories.

Maximum number of workers proposed: Specify the maximum number of workers proposed for any one day.

Electricity Consumption-

Electricity Consuming or Generating Unit: Choose either Electricity Consuming or Electricity Generating using the radio button.

Full name and residential address of the person who shall be the manager of the factory for the purpose of the Act.

Full name of the person *

Full Name

Address 1 * **Address 2**

Address 1 Address 2

City * **District *** **Pincode ***

City -----Select----- Pincode

Full name and residential address of the occupier(s)

The proprietor of the factory case of private from Proprietary concern Directors, in case of public limited liability company/firm Where a Managing Agents has been appointed the name of managing Agents and Directors thereof Shareholders in case of Private Company where no managing agent have been appointed

Full Name * **Residential Address ***

Full Name Residential Address

Full name and address of the owner of the premises or building (including the precincts thereof)

Full name of the owner *

Full Name

Address 1 * **Address 2**

Address 1 Address 2

City * **District *** **Pincode ***

City -----Select----- Pincode

In the case of a factory constructed or extended after the date of the commencement of the Rules

Whether constructed or extended *

Constructed Extended

Reference number of approval of the plans for site whether for old or new building and or construction of extension of factory by the State Government/Chief Inspector * **Date of approval of the plans for site whether for old or new building and or construction of extension of factory by the State Government/Chief Inspector ***

dd-mm-yyyy

Reference number of approval of the arrangement if any made for the disposal of trade waste and effluent (NOC from JKPCB) * **Date of approval of the arrangement if any made for the disposal of trade waste and effluent (NOC from JKPCB) ***

dd-mm-yyyy

Name of the authority granting approval of the arrangement if any made for the disposal of trade waste and effluent (NOC from JKPCB) *

Industry Category

Choose Category based on your Industry *

Fertilizers, LPG (Bottling and Storage), Pesticides, Chemical and Pharmaceutical units and other red category units

Solvent extraction plants, Hydrogenating plants, Paper Mills using Chlorine, Distilleries, Breweries and Sugar Factories

Electroplating, Heat treatment plant, Rubber factories and factories covered under Section 85 of Factories Act, 1948

Paper Mills, Textile Mills, Ice Plants/Cold Storages, Thermal Power Stations and Primary Metallurgical producing units i.e. Zinc, Cadmium, Lead, Mercury, Nickel, Aluminium, Copper and Steel

Tanneries, Paper Mills not using Chlorine, Board Mills or Factories employing 20 or more workers excepting Brick Kiln, Electronic Goods, Printing Presses and Saw Mills

Not included in Categories 'A', 'B' and 'C' and also the factories manufacturing Bricks in Kilns, Printing Process and Saw Mills etc

Type of Industry *

White Green

Orange Red

Full name and residential address of the person who shall be the manager of the factory for the purpose of the Act-

Full name of the person: Enter the full name of the factory manager.

Address 1 & 2: Provide the residential address of the manager.

City: Specify the city where the manager resides.

District: Choose the district from the dropdown menu.

Pincode: Enter the pin code of the manager's residence.

Full name and residential address of the occupier(s)

Full Name: Enter the full name of the occupier.

Residential Address: Provide the residential address of the occupier.

Owner Details-

Full name of the owner: Enter the full name of the premises or building owner.

Address 1 & 2: Provide the residential address of the owner.

City: Specify the city where the owner resides.

District: Choose the district from the dropdown menu.

Pincode: Enter the pin code of the owner's residence.

In the case of a factory constructed or extended after the date of the commencement of the Rules-

Constructed or Extended: Choose either Constructed or Extended using the radio button.

Reference number of approval: Enter the reference number of the approval of plans by the State Government/Chief Inspector.

Date of approval: Enter the date of approval of the plans.

Reference number of approval for waste disposal: Enter the reference number of approval for the disposal of trade waste and effluent (NOC from JKPCB).

Date of approval for waste disposal: Enter the date of approval for the disposal of trade waste and effluent (NOC from JKPCB).

Name of the approving authority: Enter the name of the authority granting approval.

Industry Category-

Industry Category: Choose the appropriate category using the radio button.

Type of Industry: Choose the industry type (White, Green, Orange, Red) using the radio button.

Four colour categorizations for industries as per the following Pollution Index (PI) score between 0 and 100:

Red category: Industries with Pollution Index score of 60 and above

Orange category: Industries with Pollution Index score of 41 to 59

Green category: Industries with Pollution Index score of 21 to 40

White category: Industries with Pollution Index score including and upto 20

Attachments

[Upload Documents](#)

<p>Certificate of consent to establish/operate from J&K State Pollution Control Board *</p> <p>--Select Document--</p>	<p>NOC/License from the concerned department/authority in case of saw mills, peeling of wood logs factories, explosive factory, arms and ammunition factory, drug and pharmaceuticals factory, brick kilns and stone crushers *</p> <p>--Select Document--</p>
<p>Authorization letter of manager from the occupier *</p> <p>--Select Document--</p>	<p>Copy of power sanction certificate from Power Development Department *</p> <p>--Select Document--</p>
<p>Copy of safety certificate in duplicate indicating the safety measures adopted in the factory *</p> <p>--Select Document--</p>	<p>Passport Size Photograph of applicant should be uploaded with Name and Designation *</p> <p>--Select Document--</p>
<p>Other Supporting document, if any</p> <p>--Select Document--</p>	<p>Other Supporting document, if any</p> <p>--Select Document--</p>
<p>Application on prescribed form no 1. *</p> <p>--Select Document--</p>	<p>Form 2 & 3 (combined) 1 copy every year. *</p> <p>--Select Document--</p>
<p>Copy of Jamabandhi/ Missal Haquiyat/Tatima of the site on which the factory is situated. If the factory is situated in rented premises, copy of rent deed may be submitted. In case of factory situated in industrial area, copy of allotment letter regarding plot may be submitted. If the factory is situated in leased premises, copy of leased deed may be submitted. *</p> <p>--Select Document--</p>	<p>Copy of approval from department of industries. (DIC Registration) *</p> <p>--Select Document--</p>
<p>List of machineries along with size (L*B) ft. *</p> <p>--Select Document--</p>	<p>Flow chart of manufacturing of process *</p> <p>--Select Document--</p>
<p>Project report of the factory *</p> <p>--Select Document--</p>	<p>Site plan of the factory, building including elevations, plan and cross sections and all the drawings are required to be signed by the occupier in triplicate as per sub rule 3 (b) *</p> <p>--Select Document--</p>
<p>Resolution passed by board of directors in which one of the director has been declared as occupier or resolution passed by partners in case of firms in which one of the partners have been declared as occupier or declaration of proprietor in case of proprietorship concerns on affidavit duly attested either by magistrate or notary *</p> <p>--Select Document--</p>	<p>List of directors /partners / parentage and completely registration address /partners may be clearly mentioned if applicable</p> <p>--Select Document--</p>
<p>Memorandum of articles of association in case of company. If applicable</p> <p>--Select Document--</p>	<p>Legible copy of partnership deeds duly attested either by magistrate or by notary in case of partnership concern.</p> <p>--Select Document--</p>
<p>Copy of excise department from excise department in case of alcohols units, if applicable.</p> <p>--Select Document--</p>	<p>Pan card of occupier. *</p> <p>--Select Document--</p>

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

Documents :

In the Documents 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 add that document in document manager or you can click on "**Upload Documents**" and your document will be then showing under the dropdown menu. After filling all the required fields, read the declaration carefully and tick the checkbox of declaration. Now, click on the **Continue** 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.