

VOL  
01

# SINGLE WINDOW CLEARANCE SYSTEM



उत्तराखण्ड राज्य

User Manual for CAF

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*"COME AS A VISITOR.  
STAY AS AN INVESTOR"*

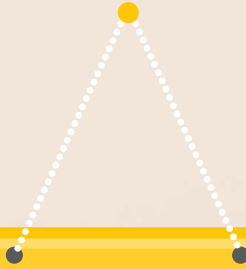
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DEPARTMENT OF INDUSTRIES,  
GOVERNMENT OF UTTARAKHAND

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- Intended Audience
- Purpose
- Steps for filling CAF

Intended Audience



**Investor**

Purpose

This User Manual is a brief document that describes the process of CAF.



# Common Application Form

- When the user opens 'Common Application Form', he/she sees Step 1 of CAF as shown below (Figure 1).

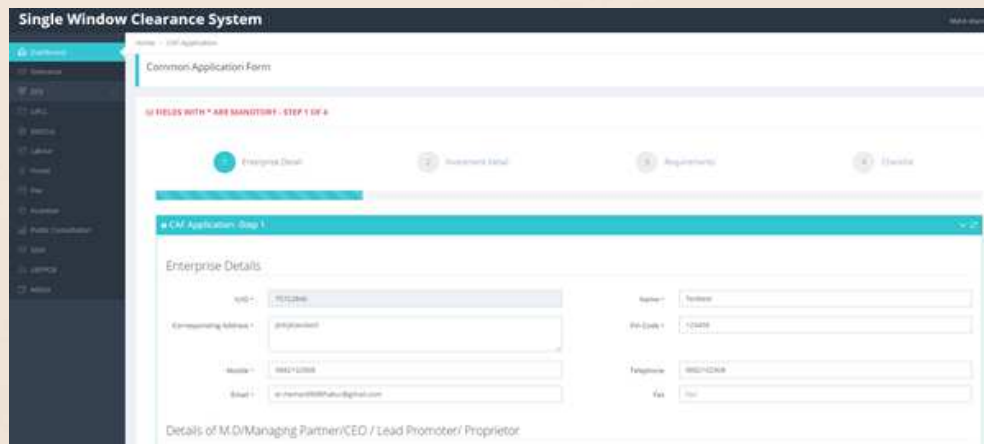


Figure 1 Common Application Form (CAF) - Step 1 of 4

- The user is required to enter Enterprise Details, Details of MD/Managing Partner/CEO, Authorized Coordinator person, Financial Indicators of enterprise, Organization details.
- Please note the details of Authorized coordinator person would be automatically auto populated.
- After adding details, the user should click on “Continue” button to proceed to step 2 of CAF (Figure 2).

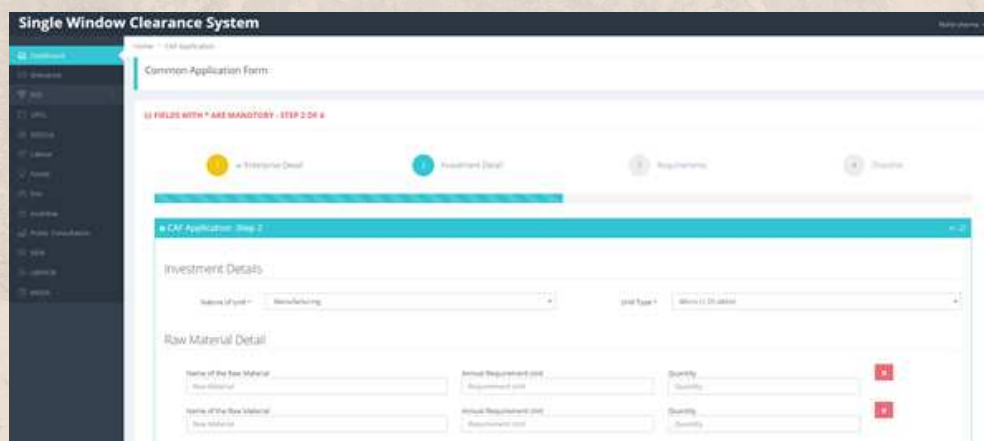


Figure 2 Common Application Form (CAF) - Step 2 of 4

- On this screen user can enter the details of  
a) Nature of Unit:- Manufacturing or Service

# Common Application Form

- b) Unit Type: - Micro, Small, Medium & Large on the basis of Investment in Plant & Machinery or Equipment.
- c) If user selects Nature of Unit “Manufacturing” then following details are required:
  - i. Raw Material Details. In case there are multiple multiple entries that need to be entered for 'Raw material' text field, then user should click on 'ADD' button and enter the details.
  - ii. Products to be Manufactured Details. In case there are multiple entries that need to be entered for 'manufacturing' text field, then user should click on 'ADD' button and enter the details.
- d) If user selects Nature of Unit “Services” then following details are required:
  - i. Proposed Product/Service Name. In case there are multiple entries that need to be entered for 'Service Name', user should click on ADD button and enter the details
- Process description
  - a) Type of Industry
    - i. Green
    - ii. Orange
    - iii. Red
  - b) Expected date of Commercial Production
  - c) Brief description of process
- Details of Investment (in Crores)
  - a) Land
  - b) Building
  - c) If user selects 'Plant & Machinery' under 'Manufacturing' or 'Equipment' under 'Service'.
  - d) Capital Margin
  - e) Other
- After entering all the details, use should click on ‘Save & Continue’ button to proceed to Step 3 of CAF (Figure 3).



# Common Application Form

Figure 3 Common Application Form (CAF) - Step 3 of 4

- On this screen, the user would be required to provide the following information:
  - a) Proposed Land /space details
    - i. SIIDCUL Land
    - ii. Notified Land
    - iii. DI Land
    - iv. Rented Space
    - v. Own Land/Space
    - vi. Other Purchase
  - b) Details of Land
    - i. Land in Sq. Meters
    - ii. Address
    - iii. Tehsil
    - iv. District
- In Other requirement user can enter the details of Water Requirements and Source of Power.
- Existing Approval details (If any)
  - a) Name of Department
  - b) Name of Approval
  - c) Reference Number
  - d) Date of Approval

In case there are multiple lines of Existing Approval, user should click on ADD button and enter the details.

# Common Application Form

- Required Approval (If any)
  - a) Name of Department
  - b) Name of ApprovalIn case there are multiple lines of Required Approval, user should click on ADD button and enter the details
- After entering all the details, user should click on 'Save & Continue' button to proceed to Step 4 of 4 of CAF (Figure 4).

Document Type	Document Name	File Type	Document Size	Document Status	Action
Photo Card	...PAN Card_S1010.jpg	Image/JPEG	10,000	Upload	Not Action Required
Address Proof	...PAN Card_S1010.jpg	Image/JPEG	10,000	Upload	Not Action Required
Partnership Deed	Please select	File Type	10,000 KB	Upload	Upload
Licence/Deed		File Type	10,000 KB	Upload	Upload
Licence/Deed		File Type	10,000 KB	Upload	Upload

Figure 4 Common Application Form (CAF) - Step 4 of 4

- On this screen, the user would be required to provide the following documents:
  - a) Identity Proof (any one)
    - i. Copy of PAN Card
    - ii. Copy of Aadhar Card
  - b) Copy of Address Proof
  - c) Documents related to Firm / Organization (as applicable)
    - i. Copy of Partnership Deed
    - ii. Copy of Society Registration Certificate
    - iii. Copy of Memorandum of Association and Articles of Association
    - iv. Copy of Certificate of Incorporation
  - d) Copy of Land Ownership Document / Rental Agreement (as applicable)
  - e) Copy of Layout Drawings
  - f) Copy of brief Project Report
  - g) Copy of Khasra Khatauni
  - h) For units undertaking expansion (as applicable)
    - i) Copy of IEM Part B
    - ii) Copy of UAM
    - iii) Copy of EM II



# Common Application Form

- After attaching documents, user should click on 'Finish' button.
- Once the application is submitted, the user would be required to pay processing fee to the Department of Industries.
- Please note that without payment of fee the process cannot move forward
- The payment page is available on the below figure.

Figure 5

- User is required to pay specific amount for each application form to obtain In-Principle approval through online payment based on the Unit Category in Figure - 5

S.no	Unit Category	Processing Fees
1	Micro	No fees
2	Small	Rs 1,000
3	Medium	Rs 5,000
4	Large	Rs 10,000

Figure 6

- After successful payment, he/she would be required to check the Declaration and click on check box "I Accept" then submit the application form.

I, **Mohit sharma ( team )** of M/s **test** having Regd. office at **test** hereby declare that the information furnished by me/us to Directorate of Industries, Govt. of Uttarakhand, by our firm/enterprise in this Application Form for Directorate of Industries, Govt. of Uttarakhand are true to the best of my knowledge, belief and is based on the company/firm records. I/We indemnify the above agencies or any other agency under the jurisdiction of Govt. of Uttarakhand from liabilities of any nature that may arise due to the decision taken based on the information contained in this application form which may be inadequate, inaccurate, erroneous etc. and the management of my firm/enterprise assumes complete responsibility in this regard.

Further, our firm/enterprise undertakes to provide any additional information or clarification as required by Directorate of Industries, Govt. of Uttarakhand or its agencies during and after processing of our application.

I/We undertake to pay the fees/charges payable to Directorate of Industries, Govt. of Uttarakhand and its agencies as prescribed under the policy for according approval and charges fixed for water, energy, etc. and other charges fixed by the Govt. of Uttarakhand from time to time.

I/We understand that this approval through Directorate of Industries, Govt. of Uttarakhand is to assist our firm/enterprise in getting statutory clearances expeditiously. I/We indemnify Directorate of Industries, Govt. of Uttarakhand and its agencies from any liabilities whatsoever.

Place **teratrst**  
Date: **2016-04-28**

I Accept .

**Submit**

Figure 7