SINGLE WINDOW CLEARANCE SYSTEM

User Manual for CAF

"COME AS A VISITOR.
STAY AS AN INVESTOR"

DEPARTMENT OF INDUSTRIES,
GOVERNMENT OF UTTARAKHAND
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Intended Audience

Investor

Purpose

This User Manual is a brief document that describes the process of CAF.
When the user opens ‘Common Application Form’, he/she sees Step 1 of CAF as shown below (Figure 1).

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).

On this screen user can enter the details of
a) Nature of Unit:- Manufacturing or Service
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 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, user should click on ‘Save & Continue’ button to proceed to Step 3 of CAF (Figure 3).
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 Approval
  In case there are multiple lines of Required Approval, user should click on ADD button and enter the details

- After entering all the details, use should click on ‘Save & Continue’ button to proceed to Step 4 of 4 of CAF (Figure 4).

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
• 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.

![Image of payment page]

**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

<table>
<thead>
<tr>
<th>S.no</th>
<th>Unit Category</th>
<th>Processing Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Micro</td>
<td>No fees</td>
</tr>
<tr>
<td>2</td>
<td>Small</td>
<td>Rs 1,000</td>
</tr>
<tr>
<td>3</td>
<td>Medium</td>
<td>Rs 5,000</td>
</tr>
<tr>
<td>4</td>
<td>Large</td>
<td>Rs 10,000</td>
</tr>
</tbody>
</table>

![Image of fee table]

**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.

![Image of declaration]

**Figure 7**