Uttarakhand Single Window Clearance System

User Manual: Application for In-Principle Approval (CAF)
Uttarakhand Single Window Clearance System

In-Principle Approval Process Workflow

Investor intents to establish enterprise in Uttarakhand

Investor visits Single Window

Investor registers, followed by two factor authentication

Investor starts applying for In-Principle Approval (New / Expansion / Diversification)

Investor uploads supporting documents

Investor fills Enterprise, Location, Activity, Emp. & Inv. Details

CAF verifier receives application for verification (MSME – District Level / Large – Directorate Level)

Application submitted successfully

CAF Verifier verifies application & documents

Verifier forwards the application to Nodal officers of concerned departments

Nodal officers of concerned dept. provides comments for In-Principle

Verifier consolidated comments of line dept. and prepares agenda for Empowered Committee

Empowered Committee reviews proposal & comments to take final decision
1. Investor needs to provide Name, Email, Phone Number & Address.

2. Two Step authentication is in place i.e. Email & Mobile No. verification
1. Link for Investors to register

2. Investor needs to submit their login credential to access the account

3. Quick links to recover password & resend email activation
Common Application Form (CAF)
Uttarakhand Single Window – CAF Investor Dashboard

1. Investor can click on Apply for Departmental Services

2. Apply for New/Existing Enterprise undergoing Expansion
1. Investor can click on Apply for In-Principle Approval (CAF)
Application form is further divided in 5 Sections i.e. Enterprise Details, Unit Details, Investment Details, Statutory Registration Details and Declaration.

2. System will auto populate the Registration details of investor in application form.
1. System prompts an interface to investor to provide Organisation Information comprises of Name of the Organisation, Nature of Organisation Information and Brief description of organisation
1. System prompts an interface to investor to provide Organisation Information comprises of Incorporation Type, Head Quarter Information and Brief description of organisation.
1. System prompts an interface to investor to provide information of Authorised Coordinator

2. In case if Authorised coordinator is same i.e. Registered User then by selecting the option, system populates the information from registration details
1. System prompts an interface to investor to provide information of proposed land i.e. Requirement, Availability and Nature of Ownership

2. System prompts an interface to investor to submit information of proposed location for project
1. System prompts an interface to enter information of Proposed Location for Project / Business
1. Investor apply for unit details for micro, small, medium, & large on the basis of investment in plant & machinery or equipment.
1. System prompts an interface to provide the information of Skilled and Unskilled Employees.
1. Investor can also provide the details of category-wise Skilled Employees
1. Investor is required to read the guidelines for Investment details and provide their confirmation.
1. System prompts an interface to investor to provide Investment and finance details.

2. Investment and finance details provided by Investor must be in lakhs.
1. System prompts an interface to investor to provide the information of Financial Indicators of Enterprise for last 3 Financial Years
1. Investor checks the details of proposed new investment details
Common Application Form (CAF)
Uttarakhand Single Window – CAF (Statutory Registration Details)

1. System provides an interface to investor for providing Statutory Registration Details where investor has to select name of department, Approval-name, certificate reference number.

2. Investor can add multiple Certificate/approvals/clearances required
1. Investor is required to add Department(s) and related service(s) for which he requires approval.

2. Investor can add multiple department approval for services.
Common Application Form (CAF)
Uttarakhand Single Window – CAF (Declaration)

1. System displays the Declaration message that investor needs to go through
2. Investor needs to agree with declaration by accepting it
3. Post acceptance, investor can submit the application
4. Click Back button to update details
Common Application Form (CAF)
Uttarakhand Single Window – CAF Investor Dashboard

1. System provides Document Checklist for Investor
2. Investor is required to upload relevant document for each document-type
1. Investor is required to upload all supporting documents against each document-type.
1. Investor is required to upload all necessary documents, as per the checklist.
2. After all uploads, investor would proceed by clicking Continue & Apply.
1. Post document upload, Investor is required to pay fee (not applicable in case of Micro industry)
1. On submission of required documents/fee payment, system will navigate investor to his Dashboard and Application status would be set to ‘Pending’.
CAF Nodal Officer would login with his/her credentials and check pending applications in his/her Dashboard.

CAF Nodal officer would review application-details from View action.
1. After GM DIC approval, the application status would be updated on the system and same can be viewed by the Investor in his/her login.

2. Investor can Download Certificate

3. Investor can View Timeline history
1. When user clicks View timeline link, detailed history of actions performed on same application would be visible to Investor.