

# Entrepreneur Guide

SWICP - Single Window Industrial Clearance Portal  
Department of Industries & Commerce, Punjab



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Single Window Industrial Clearance Portal  
Department of Industries & Commerce, Punjab



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## **1. About the Manual**

The entrepreneur guide of Composite Application Form (CAF) comprehensively covers the use and behavior of Single Window Industrial Clearance Portal (SWICP) categorically intended for Industry user.

### **1.1. Objective**

The Government of Punjab has introduced the Single Window Industrial Clearance Service in the state, with the intention of expediting the issue of various clearances for new industrial projects and expansion of existing industrial projects.

The objective of this guide is to assist entrepreneur user about how they can use the single window industrial clearance portal for filing of online composite application form.

### **1.2. Scope**

The scope of this document is to list out the functionalities available in the single window industrial clearance portal for entrepreneur user.

### **1.3. Audience**

This guide is intended to assist entrepreneur users for the single window industrial clearance service. Entrepreneur should be familiar with general computer use, web browsers and PDF file format.

### **1.4. Document Organization**

As the portal provides a number of features to the entrepreneur so this document is organized to describe all these features individually in separate sections.

## **2. Minimum Hardware & Software Requirement**

- 1) Web Browser Application – Internet Explorer 7/Mozilla Firefox 3.
- 2) Internet connection with bandwidth 512 KB/s or higher.
- 3) Tool to open the PDF files such as Acrobat PDF Reader.

### 3. Home Page

Open internet explorer and in address box type the URL of web portal like <http://www.pbindustries.gov.in/swicp>

In the home page there is an overview of Single Window Industrial Clearance Service.

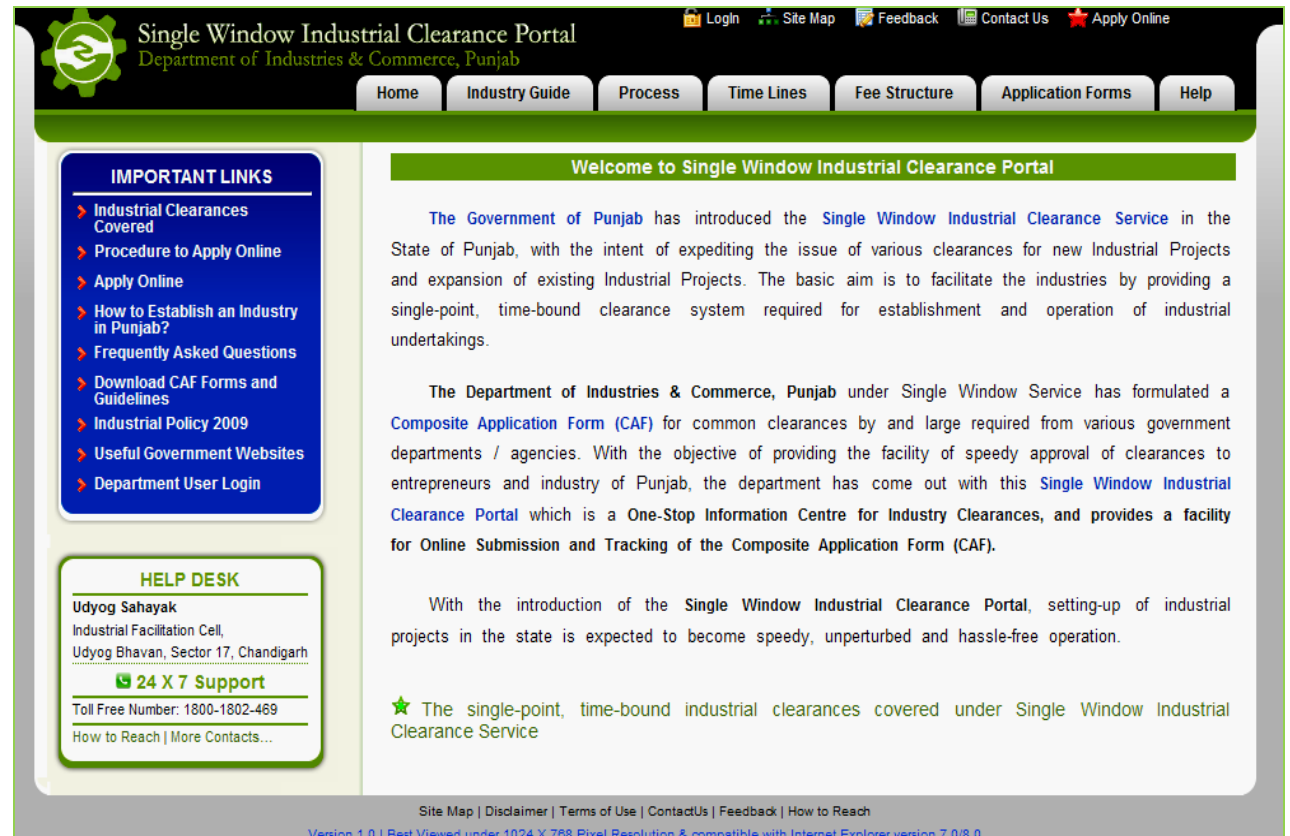


Figure 3.1 - Home Page

### 4. Entrepreneur User Panel

Entrepreneur User panel is the area provided to Entrepreneur. Entrepreneur has to prove his authentication to access this area.

Entrepreneurs' first have to register themselves on the portal after going through a small and easy registration process to get the login credentials.

Entrepreneur scope of work

- 1) Entrepreneur can view and edit his/her profile.
- 2) Entrepreneur can change the password for portal generated by the system, according to their convenience.
- 3) Entrepreneur can download the portal guide.
- 4) Entrepreneur can go through the CAF general guidelines, CAF FAQs, CAF Steps

etc.

- 5) Entrepreneur can fill Composite Application Form along with relevant departmental forms online.

#### 4.1. Entrepreneur Registration

Click on the 'Industry User Registration' link in the left panel to register as an entrepreneur. Here you have to fill the login and personal details, correspondence address, registration verification details according to the instructions given with the fields.

New Entrepreneur Registration

Note: All Yellow fields are mandatory. Please read the [instructions](#) and [guidelines](#) before you start filling registration form.


**Your Login & Personal Details:**

1.	User ID	<input style="background-color: yellow;" type="text"/>	between 8-35 characters & A-Z, a-z, 0-9, _ , . @ are allowed
2.	First Name	<input style="background-color: yellow;" type="text"/>	between 2-35 characters & A-Z, a-z are allowed
3.	Middle Name	<input type="text"/>	between 1-35 characters & A-Z, a-z are allowed
4.	Last Name	<input style="background-color: yellow;" type="text"/>	between 2-35 characters & A-Z, a-z characters only are allowed
5.	Gender	<input style="background-color: yellow;" type="text" value="Select Gender"/>	select gender from dropdown list only
6.	Email Address	<input style="background-color: yellow;" type="text"/>	please make sure you provide a valid email address as your user account details shall be sent to this address
7.	Confirm Email Address	<input style="background-color: yellow;" type="text"/>	
8.	Telephone Number	<input type="text"/>	between 6-20 characters & 0-9, -, + are allowed
9.	Mobile Number	<input type="text"/>	between 6-20 characters & 0-9, -, + are allowed
10.	Fax Number	<input type="text"/>	between 6-20 characters & 0-9, -, + are allowed
11.	Website	<input type="text"/>	between 3-63 characters & A-Z, a-z, 0-9, /, - and .(dot) are allowed

**Your Correspondence Address: (Please provide correct details for any correspondence purpose)**

12.	Address Line1	<input style="background-color: yellow;" type="text"/>	
13.	Address Line2	<input style="background-color: yellow;" type="text"/>	each address line between 02-60 characters
14.	Address Line3	<input type="text"/>	
15.	Country	<input style="background-color: yellow;" type="text" value="Select"/>	select the country from dropdown list only
16.	State	<input style="background-color: yellow;" type="text" value="Select"/>	state is must if country is 'India' otherwise state is not required
17.	Postal Index Number	<input type="text"/>	of 6 digits and [0-9] are allowed only

**Verification Code:**

18.		<input style="background-color: yellow;" type="text"/>	Enter the code shown left
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19.  I agree to the [Terms of Use](#) of this portal and continue.

Create My Account
Reset

'Create My Account' button will be activated on accepting the Terms of Use.

On successful completion of Entrepreneur Registration:  
 1. Acknowledgement for your kind information is displayed on a new page.  
 2. A confirmation email along-with password is sent on your email address.

Figure 4.1 - Entrepreneur Registration

- 1) In the User Id column you have to type in User ID of your choice. Also you can't skip this as it is required to login to the portal. It can be a minimum of 8 and a maximum of 35 characters long. It can consist of [A-Z, a-z, 0-9, \_ (underscore), .(dot), @ ] characters only. Spaces are not allowed in User ID.
- 2) In the First Name column you have to type your First Name and you can't skip this column as it is mandatory. It can be a minimum of 2 and a maximum of 35 characters long. It can consist of [A-Z, a-z, & white space] Characters only.
- 3) In the Middle Name column, you have to provide your Middle Name. You may leave this column blank as it is an optional field. It can be a minimum of 3 and a maximum of 35 characters long. It can consist of [A-Z, a-z, & whitespace] characters only.
- 4) In the Last Name column you have to type your Last Name and you can't skip this column as it is mandatory. It is actually your Surname and you have to provide relevant information here. It can be a minimum of 2 and a maximum of 35 characters long. It can consist of [A-Z, a-z, & white space] Characters only.
- 5) Gender is a mandatory field and you have to select your sex/gender from the dropdown list.
- 6) Email Address is the heart of this form and you must provide a valid Email ID only since your registration confirmation and other login credentials to access this portal shall only be sent on this Email Address. It can be a minimum of 6 and a maximum of 35 characters long. It can consist of [A-Z, a-z, 0-9, \_ (underscore), - (hyphen), . (dot), @] characters only.
- 7) In the Confirm Email Address column just re-type your Email Address you entered in Column 6. You should not furnish here any other Email Address as system will not accept that.
- 8) In the Telephone Number column you have to provide your Telephone Number with area code for the purpose of contacting you, if required. You may leave this column blank as it is an optional field. It can be a minimum of 06 and a maximum of 20 characters long. It can consist of [0-9, (comma)', - (hyphen), +] characters only.
- 9) In the Mobile Number column you have to provide your Mobile Number for the purpose of contacting or sending you SMS, if required. You may leave this column blank as it is an optional field. It can be a minimum of 06 and a maximum of 20 characters long. It can consist of [0-9, (comma)', - (hyphen), +] characters only.
- 10) In the Fax Number column you have to provide your Fax Number, if required. You may leave this column blank as it is an optional field. It can be a minimum of 06 and a maximum of 20 characters long. It can consist of [0-9, (comma)', - (hyphen), +] characters only.

- 11) In the Website Address column you may type in here a valid address (Universe Resource Locator) of the website, if your organization has published/hosted its website. It can be a minimum of 06 and a maximum of 63 characters long. It can consist of [A-Z, a-z, 0-9, - (hyphen), .(dot)] characters only.
- 12) In the Address Line1 column you have to type in here the 1st line of your communication address you want to be. Also you can't skip this column as it is mandatory. It can be a minimum of 02 and a maximum of 60 characters long.
- 13) In the Address Line2 column you have to type in here the 2nd line of your communication address. Also you can't skip this column as it is mandatory. It can be a minimum of 02 and a maximum of 60 characters long.
- 14) In the Address Line3 column you have to type in here the 3rd line of your communication address. You can skip this column as it is not mandatory. It can be a minimum of 02 and a maximum of 60 characters long.
- 15) Country is a mandatory column and you have to select the Country from the dropdown list only.
- 16) State is a mandatory column if country is 'India' otherwise state is not required. If Country you selected is 'India' select the State from the dropdown list only.
- 17) In the Post Index Number (PIN Code) column, you should furnish Post Index Number. PIN Code is not a mandatory column but if provided must be of 6 digits [0-9].
- 18) In the verification code enter the randomly displayed system generated registration verification code in the box provided. Registration code to be entered by you is shown in a distorted image to the left side.
- 19) It is mandatory for you to accept the terms of use to create your account. You can view the terms of use by clicking on the link 'Terms of Use' and select/mark the check to accept the terms of use. On accepting Terms to Use, Create My Account button got activated.
- 20) The button 'Create My Account' is not active by default. Once you select the Terms to Use, the button 'Create My Account' will be active. When you click on this button, system will check if you have provided all mandatory information. If you have not provided mandatory information, system will ask you to provide the mandatory information. If you have provided the mandatory information, the acknowledgement for successful registration will be displayed on a new page and a confirmation email along with password will be sent on your email address.
- 21) Click on 'Reset' button to clears the data of columns.

## 4.2. Entrepreneur User - Login Page

Open internet explorer and in address bar type the URL of web portal like <http://www.pbindustries.gov.in/swicp/CAF/frmApplyOnline.aspx> or open the home page and click on the link of 'Apply Online' in the blue block of left panel.

**Apply Online**

To submit **Composite Application Form (CAF)** online for getting any or all clearance(s) covered in Single Window Industrial Clearance portal for your industrial unit, you first require registering yourself with the portal. If you already having an account on this portal, you can start availing the portal services. You also need to login to the portal to track the status of your application(s), already submitted. For more information read **Procedure for Online Submission of Composite Application Form**.

To register yourself on the portal click on **Are You A New Entrepreneur? Register here!** link.

**New Entrepreneur Registration :: Existing Entrepreneur Login Corner**

Note: All Yellow fields are mandatory.

**Existing Entrepreneur :: Login here !**

User Id

Password

Verification Code:

W V M 8 V

Enter the code shown above:

**Login**

**Are You A New Entrepreneur?**

Register here!

**Cannot Access Account?**

Forgot Password? Click here!

Forgot User ID? Click here!

Figure 4.2 - Entrepreneur - Login Page

To submit Composite Application Form (CAF) online you have to login to the portal by providing your User ID and Password. You also need to login to the portal to track status of your application, if it is already submitted.

- 1) Enter the User Id, Password and Verification code and click on the login button to enter into the entrepreneur area.
- 2) If you are not registered then you can register by clicking on the link 'Register here' in the right block.



- 3) You can retrieve the password by clicking on the 'Forgot Password' link; it will ask your user id and email address. If the information is correct then it will send a new system generated password on your email address.
- 4) You can retrieve the user id by clicking on the 'Forgot User ID' link. The user id will be sent to the entrepreneur's email id.

After your authentication is proved, you will be redirected to SWICP entrepreneur user panel.

**NOTE: It is recommended that you change your password immediately after first login to ensure that information/data you are providing remains safe.**

### 4.3. Entrepreneur – Welcome Page

After successful login, at first you will see the welcome page. This page there is the brief information about what an entrepreneur can do on the portal after login. Different steps of online CAF are also defined here. After reading this helpful information user can start filling CAF online by clicking on the link provided ‘in STEP-1’ or ‘FILL CAF ONLINE’ at the bottom of the page. Some useful links at the right top and in left menu panel are also provided to the entrepreneur to view profile, to change password and to follow the CAF filing process with the guidelines.

**Single Window Industrial Clearance Portal**  
 Department of Industries & Commerce, Punjab  
 Online Composite Application Form

Welcome Naresh | My Profile | Change Password | Logout

**IMPORTANT LINKS**

- General Guidelines
- Steps to Fill CAF Online
- FAQs

**HELP DESK**

- CAF General Guidelines
- CAF Steps
- CAF FAQs
- Contact Us

**Welcome to Online Composite Application Form Submission Section!**

Before you actually start with this section, better you have a look what all this section offers:

- You can fill **Composite Application Form** along with relevant departmental forms online.
- You can generate **Portable Document Format (PDF)** of your filled up **Composite Application Form** to review its data and also to generate its hardcopy.
- You can correct or modify the **Composite Application Form** data before you finally submit it to **Nodal Officer** of the **Industry Facilitation Cell, Department of Industries & Commerce, Punjab**.
- You can track the **status** of your **Composite Application Form**.
- You can view and print **acknowledgement** of **Composite Application Form**.
- You can **change particulars of your profile**.
- You can **change password** of your account.

**CAF Steps:**  
 There are 4 steps to complete CAF and you will have to start with STEP - 1

<p><b>STEP - 1</b></p> <p>Fill Common Information Sheet. Common Information Sheet is further classified into four sub steps:</p> <ol style="list-style-type: none"> <li>General Information</li> <li>Project Information</li> <li>Products/Raw Material Related Information (optional for some projects)</li> <li>Clearances Checklist</li> </ol> <p><a href="#">Click here to continue...</a></p>	<p><b>STEP - 2</b></p> <p>Fill Departmental Application Form for every clearance according to Clearances Checklist prepared under CAF Step-1. That means fill application form of every clearance you are applying for.</p>
<p><b>STEP - 3</b></p> <p>Fill CAF Processing &amp; Clearance(s) Fee Detail Sheet.</p>	<p><b>STEP - 4</b></p> <p>Last step is to verify &amp; give undertaking and finally submit online CAF.</p>

Note: Other Steps will be active only after successfully completion of Step - 1

To start filling CAF Online Click **FILL CAF ONLINE**

Home | Site Map | Disclaimer | Terms of Use | ContactUs | Feedback | How to Reach  
 Version 1.0 | Best Viewed under 1024 X 768 Pixel Resolution & compatible with Internet Explorer version 7.0/8.0

Figure 4.3 - Entrepreneur - Welcome Page

#### 4.4. Entrepreneur – View Profile

A link 'My Profile' is provided at the right top of every page to the registered entrepreneur to view the information provided as their profile. Entrepreneur can edit this information for any update at any time. There is a button 'Edit' is provided at the end of the page for the purpose.

Entrepreneur Profile - Read Only		
<b>Note:</b> Click on Edit button to make the changes in your Profile.		
<b>Your Login &amp; Personal Details:</b>		
1.	User ID	naresh.thakur
2.	First Name	Naresh
3.	Middle Name	
4.	Last Name	Thakur
5.	Gender	Male
6.	Email Address	naresh.thakur@eoninfotech.com
7.	Telephone Number	
8.	Mobile Number	9316222942
9.	Fax Number	
10.	Website	
<b>Your Correspondence Address:</b>		
11.	Address Line1	#3077
12.	Address Line2	Sec 71, Mohali
13.	Address Line3	
14.	Country	India
15.	State	Punjab
16.	Postal Index Number	160071
<input type="button" value="Edit"/>		<a href="#">Click on 'Edit' button to make the changes in your Profile.</a>

Figure 4.4 - Entrepreneur Profile

## 4.5. Entrepreneur – Change Password

A link 'Change Password' is provided at the right top of every page to an entrepreneur user to maintain the secrecy of his/her password. Registered entrepreneur users can change their password anytime according to their convenience.

**Change Password**

Note: All Yellow fields are mandatory

Old Password  between 8-35 characters & A-Z, a-z, 0-9, \_ are allowed

New Password  between 8-35 characters & A-Z, a-z, 0-9, \_ are allowed

Confirm New Password  must be same as new password

Verification Code:

26F7Z

Enter the code shown left

**Figure 4.5 - Entrepreneur – Change Password**

On clicking 'Change Password' link at the right top of the page entrepreneur gets the change password form with all mandatory fields to fill.

- 1) You have to provide your old password in 'Old Password' field and it should exactly match the database entry.
- 2) You can type your new password in 'New Password' field. It can be a minimum of 08 and a maximum of 35 characters long. It can consist of [A-Z, a-z, 0-9, - (hyphen) and . (dot)] characters only.
- 3) A field is provided to confirm newly selected password by retyping it in 'Confirm New Password' box. It must be same as the new password. If a red colored asterisk appears then the new password needs a retype.
- 4) In the verification code enter the randomly displayed system generated registration verification code in the box provided. Registration code to be entered by you is shown in a distorted image to the left side.
- 5) When you click on 'Submit' button, system will check if you have provided all

mandatory information. Then a system generated acknowledgement for successful password change will be displayed on a new page and a confirmation email will be sent on your email address.

- 6) On clicking 'Ok' on acknowledgement system will redirect you to the login page.

#### 4.6. Entrepreneur – Left Panel

It is the left menu panel of Entrepreneur user. It contains some important links which keep on changing dynamically as we proceed with the filing of CAF online on the SWICP portal. Links of general guidelines and step instructions are also provided throughout the CAF filing process.

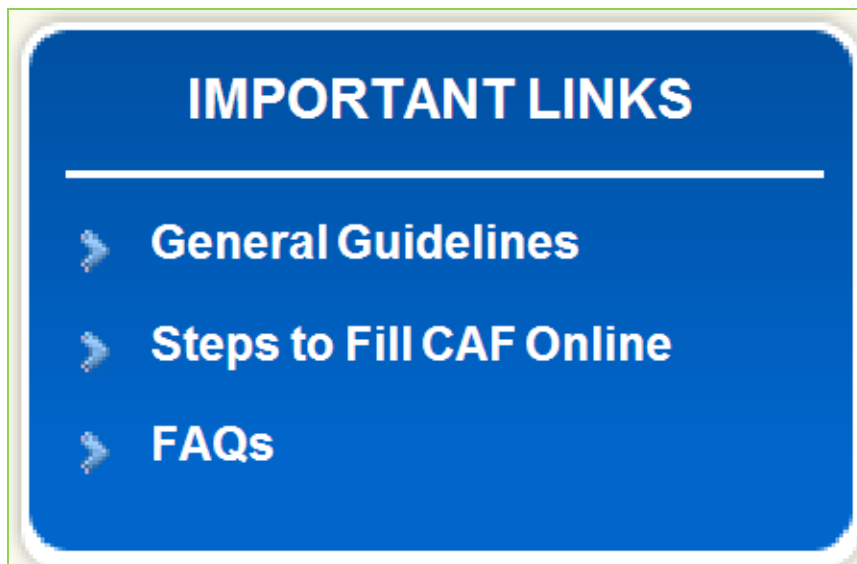


Figure 4.6 - Entrepreneur – Left Panel

#### 4.7. CAF Step - 1: Common Information Sheet

To fill CAF online user must fill common information sheet which is step-1 of CAF. The Composite Application Form primarily consists of two major sections namely Common Information Sheet and Departmental Application Forms. A Common Information Sheet covers general information such as contact details, project details, product and raw material details, clearances details etc. The information contained in Common Information Sheet is shared among all the concerned departments.

##### Steps to fill Common Information Sheet

The Common Information Sheet is basically Step 1 of 4 of CAF. And this Step 1 is further divided into 4 small sections which are as under:

##### **Section A: General Information:**

In this section, you have to provide general information of the project and contact details for the project.

##### **Section B: Project Information:**

Under this section you provide costing details, location of project etc.

##### **Section C: Products/Raw Material Related Information:**

In this section you provide details of products to be manufactured and raw material which is to be used. This section is not applicable to multiplex projects.

##### **Section D: Clearances Checklist:**

In this section you prepare a checklist of the clearances, you must apply for. In Step 2 of CAF, you have to fill departmental application forms for all the clearances available in the list.

#### 4.8. CAF Step – 1: Section-A

In this section, you have to provide general information of the project and contact details for the project.

Composite Application Form :: Step 1 of 4

Common Information Sheet :: Section A – General Information

Note: All Yellow fields are mandatory. Please read the general guidelines before you start filling registration form.

1.	Nature of Project	<input type="text" value="Industrial Manufacturing"/>	select nature of project from list only
2.	Whether Unit is existing or new	<input type="text" value="New Unit"/>	select type of unit (existing or new)
3.	Name of the Industrial Unit	<input type="text" value="T Steels"/>	between 2-100 characters & a-z, A-Z, 0-9, comma, dot and whitespace are allowed

**Site Location with Complete Address:**

4.	Location	<input type="text" value="Industrial Area"/>	provide complete address of site, between 2-150 characters & a-z, A-Z, 0-9, comma, dot, #, ) ( and whitespace are allowed
5.	District	<input type="text" value="Mohali"/>	select district from list only
6.	Tehsil	<input type="text" value="Mohali"/>	select tehsil from list only
7.	Nearby Town/ Village	<input type="text" value="Mohali"/>	If town/village not in list then select 'Other' from list and enter town/village name in the box given below

**Correspondence Address: [Pick from Registration]**

8.	Address Line 1	<input type="text" value="C 180, Phase 8B"/>	each address line between 02-60 characters
9.	Address Line 2	<input type="text" value="Industrial Area, Mohali"/>	each address line between 02-60 characters
10.	Address Line 3	<input type="text"/>	each address line between 02-60 characters
11.	Country	<input type="text" value="India"/>	select country from list only
12.	State	<input type="text" value="Punjab"/>	select state from list only
13.	Postal Index Number	<input type="text" value="160071"/>	of 6 characters & 0-9 are allowed

**Contact Details: [Pick from Registration]**

14.	First Name	<input type="text" value="Naresh"/>	between 2-35 characters & a-z and A-Z are allowed
15.	Middle Name	<input type="text"/>	between 2-35 characters & a-z, A-Z and whitespace are allowed
16.	Last Name	<input type="text" value="Thakur"/>	between 2-35 characters & a-z & A-Z are allowed
17.	Gender	<input type="text" value="Male"/>	select gender from list only
18.	Telephone Number	<input type="text"/>	between 6-20 characters and 0-9, -, +, comma(,) are allowed
19.	Mobile Number	<input type="text" value="9316222942"/>	between 6-20 characters and 0-9, -, + are allowed
20.	Fax Number	<input type="text"/>	between 6-20 characters and 0-9, -, + are allowed
21.	WebSite	<input type="text"/>	provide valid website address
22.	Email Address	<input type="text" value="naresh.thakur@eoninfotech.com"/>	provide a valid email address. This Email id shall be primary contact and registration email id (if different) alternative contact.
23.	Confirm Email Address	<input type="text" value="naresh.thakur@eoninfotech.com"/>	

Move to Next Step without Saving

**Figure 4.7 - CAF Step – 1: Section A**

- 1) Nature of project is a mandatory field and you have to select nature of project from the dropdown list. The nature of project can be Industrial Manufacturing, Industrial Park, Multiplex and Hotel.
- 2) Whether the unit is an existing or new is a mandatory field and you have to select whether unit is an existing or a new one from the dropdown list.

- 3) In the 'Industrial Unit Name' column you have to type in name of the industrial unit and you cannot skip this column as it is mandatory. It can be a minimum of 2 and a maximum of 100 characters long. It can consist of [A-Z, a-z, 0-9, \_ (underscore), .(dot), @ , whitespace] characters only.
- 4) In the Location column you have to type in location of site location and you cannot skip this column as it is mandatory. It can be multiline. You can enter more than one line of address in this column. It can be a minimum of 2 and a maximum of 150 characters long. It can consist of [A-Z, a-z, 0-9, \_ (underscore), .(dot), whitespace, comma, #, brackets] characters only.
- 5) District is a mandatory field and you have to select district from the dropdown list.
- 6) Tehsil is a mandatory field and you have to select tehsil from the dropdown list.
- 7) Town/Village is a mandatory field and you have to select Town/Village from the dropdown list. If it is not available in the list then select the other option. If you will select the other option then a text box will appear to enter the name of town/village.
- 8) In the Site Plan column you have to select site plan file through browse button from your computer/laptop.
- 9) In the Address Line 1 column of Correspondence Address you have to type 1st line of your communication address you want to be. Also you can't skip this column as it is mandatory. It can be a minimum of 02 and a maximum of 60 characters long.
- 10) In the Address Line 2 column of Correspondence Address you have to type 2nd line of your communication address you want to be. Also you can't skip this column as it is mandatory. It can be a minimum of 02 and a maximum of 60 characters long.
- 11) In the Address Line 3 column of Correspondence Address you have to type 3rd line of your communication address you want to be. Also you can skip this column as it is optional. It can be a minimum of 02 and a maximum of 60 characters long.
- 12) Country is a mandatory field and you have to select Country from the dropdown list.
- 13) State is a mandatory field, if India is selected as country otherwise it will be left blank and you have to select state from the dropdown list.
- 14) In the Postal Index Number (PIN Code) column, you should furnish PIN Code. PIN Code is not a mandatory column but if provided must be of 6 digits [0-9].
- 15) In the First Name column you have to type your First Name and you can't skip this column as it is mandatory. It can be a minimum of 2 and a maximum of 35 characters long. It can consist of [A-Z, a-z, & white space] Characters only.
- 16) In the Middle Name column, you have to provide your Middle Name. You may leave this column blank as it is an optional field. It can be a minimum of 3 and a maximum of 35 characters long. It can consist of [A-Z, a-z, & whitespace] characters only.
- 17) In the Last Name column you have to type your Last Name and you can't skip this

- column as it is mandatory. It is actually your Surname and you have to provide relevant information here. It can be a minimum of 2 and a maximum of 35 characters long. It can consist of [A-Z, a-z, & white space] Characters only.
- 18) Gender is a mandatory field and you have to select your sex/gender from the dropdown list.
  - 19) In the Telephone Number column you have to provide your Telephone Number with area code for the purpose of contacting you, if required. You may leave this column blank as it is an optional field. It can be a minimum of 06 and a maximum of 20 characters long. It can consist of [0-9, (comma)', - (hyphen), +] characters only.
  - 20) In the Mobile Number column you have to provide your Mobile Number for the purpose of contacting or sending you SMS. You can't skip this column as it is mandatory. It can be a minimum of 06 and a maximum of 20 characters long. It can consist of [0-9, (comma)', - (hyphen), +] characters only.
  - 21) In the Fax Number column you have to provide your Fax Number, if required. You may leave this column blank as it is an optional field. It can be a minimum of 06 and a maximum of 20 characters long. It can consist of [0-9, (comma)', - (hyphen), +] characters only.
  - 22) In the Website Address column you may type in here a valid address (Universe Resource Locator) of the website, if your organization has published/hosted its website. It can be a minimum of 06 and a maximum of 63 characters long. It can consist of [A-Z, a-z, 0-9, - (hyphen), .(dot)] characters only.
  - 23) Email Address is the heart of this form and you must provide a valid Email ID only since your registration confirmation and other login credentials to access this portal shall only be sent on this Email Address. It can be a minimum of 6 and a maximum of 35 characters long. It can consist of [A-Z, a-z, 0-9, \_ (underscore), - (hyphen), . (dot), @] characters only.
  - 24) In the Confirm Email Address column just re-type your Email Address you entered in Column 6. You should not furnish here any other Email Address as system will not accept that.
  - 25) On clicking on the 'Save and Move to Next Step' button system will check if you have provided all mandatory information. If you have not provided mandatory information, system will ask you provide the mandatory information. If you have provided the mandatory information, the page will move to Section B of the common information sheet.
  - 26) If you have already filled section A of the common information sheet then a link of 'Move to next step without saving' will appear. If you are here just to check your filled information or not want to save the changed information then you can click on

this link to move to next step.

#### 4.9. CAF Step – 1: Section-B

Under this section you provide costing details, location of project etc.

Composite Application Form:: Step 1 of 4												
Common Information Sheet:: Section B – Project Information												
<b>Note: All Yellow fields are mandatory. Please read the general guidelines before you start filling registration form.</b>												
1.	Industry Type	Medium Enterprises	select the industry from list only									
2.	Registration / Industrial Entrepreneur Memorandum(IEM) / Industrial Licence(IL) No.	681000345	between 2-50 & a-z, A-Z and 0-9, (dot), '/', '-' are allowed									
3.	Constitution of the firm/Company	Partnership	select the constitution of the firm/company									
4.	Name of the Partners/Directors	<table border="1"> <tr> <td></td> <td>Director</td> <td>+</td> </tr> <tr> <td>Prem Kumar</td> <td>Partners</td> <td>-</td> </tr> <tr> <td>Naresh Thakur</td> <td>Director</td> <td>-</td> </tr> </table>		Director	+	Prem Kumar	Partners	-	Naresh Thakur	Director	-	between 2-100 characters & a-z, A-Z and whitespace are allowed. select designation from list only. Click (+) button to add and (-) button to remove
	Director	+										
Prem Kumar	Partners	-										
Naresh Thakur	Director	-										
5.	Proposed date of commissioning	12-Mar-2010	select the proposed date of commissioning through calendar only									
6.	<b>Project Cost (Rs in Thousands):</b>											
a.	Land Cost	10000000	only numeric value allowed e.g. 1000, 1455									
b.	Building Cost	5400000	only numeric value allowed e.g. 1000, 1455									
c.	Plant & Machinery Cost	2500000	only numeric value allowed e.g. 1000, 1455									
7.	Areas of Land Proposed to acquire/already acquired	120.00	only numeric values upto 2 decimal places are allowed, select measurement unit from list only									
8.	<b>Land is Situated Under:</b>											
a.	Select Area	Municipal Jurisdiction	select the area of land from the list only									
b.	Area Details		between 2-100 characters & a-z, A-Z, 0-9, comma, dot and whitespace are allowed.									
9.	Power Load Requirements	100	between 1-4 characters & 0-9 are allowed									
10.	Employment	500	between 1-7 characters & 0-9 are allowed									
		<a href="#">Back to Previous Step</a> <a href="#">Save &amp; Move to Next Step</a> <a href="#">Move to Next Step without Saving</a>										

Figure 4.8 - CAF Step – 1: Section B

- 1) Industry type is a mandatory field and you have to select your industry type from the dropdown list.
- 2) In the 'Registration/IEM/IL No.' column you have to type in Registration/IEM/IL No. and you cannot skip this column as it is mandatory. It can be a minimum of 2 and a maximum of 50 characters long. It can consist of [A-Z, a-z, 0-9, ,(dot), '/', '-'] characters only.
- 3) Constitution of the firm/company is a mandatory field and you have to select your constitution of the firm/company from the dropdown list.
- 4) In the 'Partners/Directors' column you have to type in Partners/Directors and you

- cannot skip this column as it is mandatory. It can be a minimum of 2 and a maximum of 100 characters long. It can consist of [A-Z, a-z, 0-9, \_ (underscore), .(dot), @ , whitespace] characters only. You have to select the designation from the dropdown list only. Click on the '+' button to add the partner/director name in the list. When you click on this button, system will check if you have provided name and designation as both are mandatory information.
- 5) In the 'Proposed Date of Commissioning' column, you have to select proposed date of commissioning through calendar button and you cannot skip this column as it is mandatory. You have to enter the date in the 'dd-Mon-yyyy' format. It is recommended that select the date from the calendar by clicking on the calendar button given on the right side of the box.
  - 6) In the 'Land Cost' column, you have to provide cost of land and you cannot skip this column as it is mandatory. It can be a minimum of 1 and a maximum of 20 characters long. It can consist of [0-9] characters only.
  - 7) In the 'Building Cost' column, you have to provide cost of building and you cannot skip this column as it is mandatory. It can be a minimum of 1 and a maximum of 20 characters long. It can consist of [0-9] characters only.
  - 8) In the 'Plant & Machinery Cost' column, you have to provide cost of plant & machinery and you cannot skip this column as it is mandatory. It can be a minimum of 1 and a maximum of 20 characters long. It can consist of [0-9] characters only.
  - 9) In the 'Area of Land' column, you have to provide area of land proposed to acquire or already acquired. It can be a minimum of 1 and a maximum of 20 characters long. It can consist of [0-9] characters only. Select the units of area from the dropdown list and you cannot skip this column as it is mandatory.
  - 10) You have to select the area in 'land is situated under' column from the dropdown list only and you cannot skip this column as it is mandatory.
  - 11) In the 'Area Details' in 'land is situated under' column, you have to provide details of area where your land of project is situated. It can be a minimum of 2 and a maximum of 100 characters. It can consist of [A-Z, a-z, 0-9, \_ (underscore), .(dot), @ , whitespace] characters only.
  - 12) In the 'Power Load Requirement' column, you have to provide the power load required for your project and you cannot skip this column as it is mandatory. It can be a minimum of 2 and a maximum of 20 characters long. It can consist of 0-9 characters only. You have to select the measurement from the dropdown list only.
  - 13) In the 'Employment' column, you have to provide the no. of employees required for your project and you cannot skip this column as it is mandatory. It can be a minimum of 2 and a maximum of 10 characters long. It can consist of 0-9 characters

only.

- 14) On clicking on the ‘Save and Move to Next Step’ button system will check if you have provided all mandatory information. If you have not provided mandatory information, system will ask you provide the mandatory information. If you have provided the mandatory information, the page will move to Section C of the common information sheet.
- 15) On clicking on the ‘Move to Previous Step’ link the page will move to Section A of the common information sheet.
- 16) If you have already filled section B of the common information sheet then a link of ‘Move to next step without saving’ will appear. If you are here just to check your filled information or not want to save the changed information then you can click on this link to move to next step.

#### 4.10. CAF Step – 1: Section C

In this section you have to provide details of products to be manufactured and raw material which is to be used. This section is optional so you can skip this section.

**Composite Application Form:: Step 1 of 4**

**Common Information Sheet:: Section C – Products/Raw Material Information**

Note: All fields are mandatory. Please read the general guidelines before you start filling registration form.

1. **List of Main Products proposed to be manufactured/produced with designed daily production capacity**

Main Product Name	Daily Production Capacity with units	
		+
T Steel	100 tonnes	-

between 2-100 characters. Click + to add and - to remove
2. **List of by-products proposed to be produced with daily production capacity**

By-Product Name	Daily Production Capacity with units	
		+

between 2-100 characters. Click + to add and - to remove
3. **List all raw-materials with daily consumption at full production capacity**

Raw Material Name	Full Consumption Capacity with units	
		+

between 2-100 characters. Click + to add and - to remove

Back to Previous Step
Save & Move to Next Step
Move to Next Step without Saving

**Figure 4.9 - CAF Step – 1: Section C**

- 1) In the ‘Main Products Information’ column you have to provide the main product name and its daily production capacity and you cannot skip this column as it is mandatory. It can be a minimum of 2 and a maximum of 100 characters long. It can consist of [A-Z, a-z, whitespace] characters only. Click on the ‘+’ button to add the

- main product information in the list. When you click on this button, system will check if you have provided name and designation as both are mandatory information.
- 2) In the 'By Products Information' column you have to provide the by-product name and its daily production capacity and you cannot skip this column as it is mandatory. It can be a minimum of 2 and a maximum of 100 characters long. It can consist of [A-Z, a-z, whitespace] characters only. Click on the '+' button to add the by-product information in the list. When you click on this button, system will check if you have provided name and designation as both are mandatory information.
  - 3) In the 'Raw Material Information' column you have to provide the raw material name and its daily consumption capacity and you cannot skip this column as it is mandatory. It can be a minimum of 2 and a maximum of 100 characters long. It can consist of [A-Z, a-z, whitespace] characters only. Click on the '+' button to add the by-product information in the list. When you click on this button, system will check if you have provided name and designation as both are mandatory information.
  - 4) On clicking on the 'Save and Move to Next Step' button system will check if you have provided all mandatory information. If you have not provided mandatory information, system will ask you provide the mandatory information. If you have provided the mandatory information, the page will move to Section D of the common information sheet.
  - 5) On clicking on the 'Back to Previous Step' link the page will move to Section B of the common information sheet.
  - 6) Click on the 'Skip' button to skip this section and move to Section D of the common information sheet.

#### **4.11. CAF Step – 1: Section D**

In this section you prepare a checklist of clearances you are applying for as in Step 2 of CAF, you have to fill departmental application forms for getting these clearances.

**Composite Application Form:: Step 1 of 4**

**Common Information Sheet:: Section D – Clearance Checklist**

Note: This list appears according to Nature of Project and Area.  
**Select the clearances you require and department concerned**

- Approval of Building Plan
  - Department of Local Government
  - Permission to Construct, Extend or take into use any Building as a Factory, By Director of Factories
- Sanction of Water and Sewerage Connection
  - MC
    - Water
    - Sewer
- Requisition / Sanction / Release of Power Connection
  - Clearance from Chief Electrical Inspector
  - Requisition for Industrial/Bulk Supply by Punjab State Electricity Board (for load exceeding 500 KW)
  - Sanction/Release of Power Connection (for load upto 500 KW)
  - Permission to Install Generator Set
- Consent to Establish (NOC)/ Operate/ Authorisation for Storage, Transport, Disposal of Hazardous Wastes
  - Consent to Establish (NOC)
  - Consent to Operate
  - Authorisation for Collection/ Reception/ Treatment/ Transport/ Storage/ Disposal of Hazardous Waste
  - For Grant of Environmental Clearance from CSA and Approval of Site from SAC
- Registration and Grant Renewal of License by Director of Factories
- Prior Approval under Section 2 of Forest Conservation Act 1980 of the Proposals by State Govt. and Other Authorities
- Registration under VAT

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**Applicant's Detail:**

Name	<input style="width: 95%;" type="text" value="Naresh Thakur"/>	between 2-100 characters & a-z, A-Z, 0-9 and spaces are allowed
Designation	<input style="width: 95%;" type="text" value="Director"/>	between 2-50 characters & a-z, A-Z, 0-9 and spaces are allowed
Address	<input style="width: 95%;" type="text" value="C 180, Phase 8B, Industrial Area, Mohali"/>	between 2-200 characters are allowed
Place	<input style="width: 95%;" type="text" value="Mohali"/>	between 2-50 characters are allowed

• Creating a consolidated Clearances Checklist is the last step of Common Information Sheet and this is what you do under this step.  
 • Here you carefully select all those clearances you required and their respective approving authorities.  
 • You do not fill the actual departmental application forms here, these forms are filled in Step 2 of CAF  
 • Hence, just create a Checklist of Clearances here.

Back
Save & Move to Next Step

**Figure 4.10 - CAF Step – 1: Section D**

- 1) Creating a consolidated Clearances Checklist is the last section of Common Information Sheet and this is what you do under this section. Here you carefully select all those clearances you required and their respective approving authorities. You do not fill the actual departmental application forms, these forms are filled in the in step 2 of CAF. Hence, just create a Checklist of Clearances here. You have to select at least one clearance here.
- 2) In the 'Applicant Name' column you have to type in the applicant's name and you cannot skip this column as it is mandatory. It can be a minimum of 3 and a

maximum of 100 characters long. It can consist of [A-Z, a-z, 0-9, whitespace] characters only.

- 3) In the 'Applicant Designation' column you have to type in the applicant's designation and you cannot skip this column as it is mandatory. It can be a minimum of 3 and a maximum of 50 characters long. It can consist of [A-Z, a-z, 0-9, whitespace] characters only.
- 4) In the 'Applicant Address' column you have to type in the applicant's address and you cannot skip this column as it is mandatory. It can be a minimum of 2 and a maximum of 200 characters long. You can write multiple lines here.
- 5) In the 'Applicant Place' column you have to type in the applicant's place and you cannot skip this column as it is mandatory. It can be a minimum of 2 and a maximum of 50 characters long. It can consist of [A-Z, a-z, 0-9, whitespace] characters only.
- 6) These applicant details will be used in all clearance applications you have applied so be careful about these details.
- 7) On clicking on the 'Save and Move to Next Step' button system will check if you have provided all mandatory information. If you have not provided mandatory information, system will ask you provide the mandatory information. If you have provided the mandatory information, the common information sheet will be completed and the page will move to Step-2 of the CAF where the links will be provided to fill the clearance applications which you are applied in common information sheet section D.
- 8) On clicking on the 'Back' button the page will move to Section C of the common information sheet.

#### 4.12. CAF Step - 2: Departmental Application Form

After successfully completion of CAF Step-1 the entrepreneur will navigate to the CAF Step-2. At this step the links are provided to fill application forms for clearances applied at CIS Section-D. User must have to fill Departmental Application Form for every clearance you are applying for.

**Composite Application Form:: Step 2 of 4**  
**Departmental Application Forms**

- CAF Step 2 - Application Form for Clearance
  - Approval of Building Plan
    - Department of Local Government :: Completed
  - Sanction of Water and Sewerage Connection
    - MC
      - Water :: Pending
      - Sewer :: Pending
  - Requisition / Sanction / Release of Power Connection
    - Clearance from Chief Electrical Inspector :: Pending
    - Sanction/Release of Power Connection (for load upto 500 KW) :: Pending
  - Consent to Establish (NOC)/ Operate/ Authorisation for Storage, Transport, Disposal of Hazardous Wastes
    - Authorisation for Collection/ Reception/ Treatment/ Transport/ Storage/ Disposal of Hazardous Waste :: Pending
    - Registration and Grant Renewal of License by Director of Factories :: Pending

**Figure 4.11 - CAF Step - 2: Departmental Application Form**

- 1) Here you can see the list of clearances you are applied for with the status of each at the end of the clearance name.
- 2) Each clearance name is the link of the application form for that clearance.
- 3) When the status of all clearances is 'Completed' then a link to move to CAF Step 3 will be appear in red color.
- 4) Click on the link 'Continue with CAF Step 3' to move to the CAF Step-3 that is Fee Details.
- 5) You can't move to 'CAF Step 3' before completing all the clearance application forms displayed here.

### 4.13. CAF Step - 3: Fee Detail

After successfully completion of CAF Step-2 the entrepreneur will navigate to the CAF Step-3. At this step fill the details of processing fee of Composite Application Form (CAF) and the clearances applied.

**Composite Application Form :: Step 3 of 4**  
**CAF Processing & Clearance(s) Fee Detail Sheet**

Note: All Yellow fields are mandatory. Please read the general guidelines before you start filling registration form.

**CAF :: CAF Application Processing Fee**

1.	Payment Mode :	<input type="text" value="Select"/>	select payment type from list
2.	Challan/PO/DD No :	<input type="text"/>	consist of upto 16 characters [0-9] are allowed
3.	Payment Date :	<input type="text"/>	select the Payment date through calendar only
4.	Issuing Authority :	<input type="text"/>	max length 100 characters are allowed.
5.	Amount (in Rupees) :	<input type="text" value="1000.00"/>	only characters [0-9] and [.] are allowed
attach copy of payment in portable document format(PDF) through browse button and click on upload button to save it. File size should be less than 2MB.			
6.	Upload Payment Copy : (Mandatory)	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
7.	Remarks :	<input style="width: 100%;" type="text"/>	
max length 500 characters are allowed.			

**Registration under VAT :: Fee for Registration under VAT**

1.	Payment Mode :	<input type="text" value="Select"/>	select payment type from list
2.	Challan/PO/DD No :	<input type="text"/>	consist of upto 16 characters [0-9] are allowed
3.	Payment Date :	<input type="text"/>	select the Payment date through calendar only
4.	Issuing Authority :	<input type="text"/>	max length 100 characters are allowed.
5.	Amount (in Rupees) :	<input type="text" value="0.00"/>	only characters [0-9] and [.] are allowed
attach copy of payment in portable document format(PDF) through browse button and click on upload button to save it. File size should be less than 2MB.			
6.	Upload Payment Copy : (Mandatory)	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
7.	Remarks :	<input style="width: 100%;" type="text"/>	
max length 500 characters are allowed.			

**Change of Land Use by Department of Local Government :: Fee for Change of Land Use by Department of Local Government**

1.	Payment Mode :	<input type="text" value="Select"/>	select payment type from list
2.	Challan/PO/DD No :	<input type="text"/>	consist of upto 16 characters [0-9] are allowed
3.	Payment Date :	<input type="text"/>	select the Payment date through calendar only

Figure 4.12 - CAF Step - 3: Fee Detail

- 1) In this section you can see the list of fee heads according to the clearances you are applied for. You have to provide fee details for each fee head listed.
- 2) In first column, you have to select the payment mode from a given list.

- 3) In the 'Challan/PO/DD No.' column, you have to provide the number of demand draft or po or challan which you are depositing to pay the CAF fee and you cannot skip this column as it is mandatory. It can be a minimum of 5 and a maximum of 7 characters long. It can consist of 0-9 characters only.
- 4) In the 'Payment Date' column, you have to provide the date of demand draft through calendar button and you cannot skip this column as it is mandatory. You have to enter the date in the 'dd-Mon-yyyy' format. It is recommended that select the date from the calendar by clicking on the calendar button given on the right side of the box.
- 5) In the 'Issuing Authority' column, you have to provide the name of the authority like bank who issued the DD/PO/Challan, you cannot skip this column as it is mandatory. It can be a minimum of 2 and a maximum of 10 characters long.
- 6) In the 'Amount' column, you have to provide the amount which you are depositing to pay the CAF fee and you cannot skip this column as it is mandatory. It can consist of 0-9 characters only.
- 7) In the 'Upload Payment Copy' column you have to select demand draft file through browse button from your computer/laptop and click on upload button.
- 8) You can put remarks in the 'Remarks' column up to 500 characters, if required.
- 9) On clicking on the 'Save Fee Details and Move Next' button system will check if you have provided all mandatory information. If you have not provided mandatory information, system will ask you to provide the mandatory information. If you have provided the mandatory information, the fee detail will be completed and the page will move to Step-4 of the CAF.
- 10) On clicking on the 'Back to CAF Step 2' link, the page will move to CAF Step-2.

#### 4.14. CAF Step - 4: Undertaking

After successful completion of CAF Step-3 the entrepreneur will navigate to the CAF Step-4. This is last step for online submission of CAF. At this step entrepreneur have to give undertaking and finally submit online CAF to Nodal Agency.

**Composite Application Form:: Step 4 of 4**

**Composite Application Form Verification**

Select the checkbox corresponding to CIS/Clearance if data for that is complete and correct, otherwise correct the data before selecting

	Particular	Status	Edit	View
<input checked="" type="checkbox"/>	Common Information Sheet	Completed	Edit	View
<input checked="" type="checkbox"/>	Registration under VAT	Completed	Edit	View
<input checked="" type="checkbox"/>	Change of Land Use by Department of Local Government	Completed	Edit	View
<input checked="" type="checkbox"/>	CAF Processing Fee	Completed	Edit	View

**Applicant Undertaking**

I **Khushal Singh** S/o **B. R. Thakur** having address **P.No.C-180 Phase 8-B Industrial Area** who is the **Director** designation of **Thakur Infotech** hereby give the following undertaking:

1. I certify that the particulars furnished in the Common Application Form are true, and correct and complete to the best of our knowledge and undertake to adhere to the declarations made hereunder. The firm/Company shall be made liable for legal action as specified under the respective Acts/rules if the particulars furnished are found to be false/incorrect or incomplete.
2. The firm/company undertakes to comply with all the provisions of applicable Acts/rules/regulations to our industry.
3. Any losses to personal or public property caused due to wrong certification by the firm/company shall be liable to be borne by the firm/company.

Place: **Mohali**  
Date: 20-Mar-2009

For Thakur Infotech  
 Authorised Signatory  
 Name Khushal Singh  
 Designation Director

**For Industrial Help Desk User Only**

I am an Industry Help Desk User filling up this CAF Application on behalf of Applicant. My credentials are as follow:

\* Complete pending forms/clearance before submitting the application otherwise submit button will not be enabled.

Submit My Application

Figure 4.13 - CAF Step - 4: Undertaking

- 1) Here the list of all clearances filled with the common information sheet and CAF fee details.
- 2) Links are provided with each application in the list to edit and view the application.
- 3) Under this step, you are supposed to ensure before you give undertaking that all the information is correct.
- 4) It is advised that you review the information at least once you are going to submit by clicking on the view button.
- 5) If you find any discrepancy then you can correct that at this stage by clicking on the

edit button.

- 6) You have to tick all the check boxes in the list that you have verified all the information and it is correct.
- 7) Select the relation as 's/o, d/o, w/o' from the dropdown list and provide the name of the relative. You can't skip this as this is mandatory information. All other information will come from the common information sheet.
- 8) As you are the 'help desk user' so tick the check box at the bottom of the page. If it is checked the boxes for the user id and password will appear.
- 9) Enter your user id and password in the boxes to record that you had digitized this form.
- 10) On clicking on the 'Submit My Application' button system will check if you have provided all mandatory information. If you have not provided mandatory information, system will ask you provide the mandatory information. If you have provided the mandatory information, your application will be submitted to the department.
- 11) Once your Application has been submitted, an acknowledgement will be given to you with the application registration number (ARN) for the tracking of the application in future and you cannot make any changes to the data.

#### 4.15. Acknowledgement

Once your Application has been submitted, an acknowledgement will be given to you with the application registration number (ARN) for the tracking of the application in future.

**Acknowledgement of Composite Application Form**

**Dear Naresh,**

**Congratulations!**

**Your Composite Application Form has been submitted successfully** on this portal. Kindly note the system generated Application Number for your application is **ARN\_10020019**. You can use this number for tracking the status of your application. The same Application Number has also been sent on your email address.

We advise you keep visiting the portal for latest status update of your application. We also request you to check your email account regularly as you may get application status mailer from this portal. Also, the Nodal Officer may ask you for additional information which you will have to provide within the said time limit.

**The next immediate step for you is to:**

Submit CAF Processing Fee, and any other clearance specific fee if applicable at **Udyog Sahayak, Industrial Facilitation Cell, Chandigarh.**

[CLICK HERE TO GOTO APPLICANT PANEL](#)

**Regards,**  
**Team - Single Window Industrial Clearance Portal**

**Figure 4.14 – Acknowledgement of CAF**

- 1) Acknowledgement contains the confirmation of the successful submission of CAF.
- 2) Acknowledgement contains the system generated application number (ARN) for future references.
- 3) It also suggests frequent visiting of your email account mentioned in CAF and the portal for the status tracking of the submitted application(s).
- 4) Now onwards you won't be able to make any changes in application unless you are directed for the same by any of the department officers.
- 5) There is a link 'CLICK HERE TO GO TO APPLICANT PANEL' at the bottom of the acknowledgement to go to your application panel / dashboard.

#### 4.16. Application Panel

Now, after the submission of your CAF application and also on every successive login, you will immediately be redirected to the application status form i.e. your application panel/dashboard. Here you get two consolidated lists of all submitted and pending applications in grid form and can get the status of each component of every application just by clicking on it in the grid.

Once you are complete with one or more industry setup applications undertaking, you can

monitor the status of each application from here.

Consolidated Application Status			
<a href="#">Tips: Click on any application to view its more details</a>			
Submitted Application Forms			
Industry Name	App. No.	Sub. Date	Consolidated Status
Thakur Chariots	ARN_10020019	17-Feb-2010	Under Processing
Thakur Transports	ARN_10020009	06-Feb-2010	Under Processing
Thakur Soft	ARN_10020010	06-Feb-2010	Under Processing
ABC	ARN_10020012	06-Feb-2010	Under Processing
Pending (Not Submitted Yet)			
Industry Name			
ABC	<a href="#">Click here to continue filling this CAF</a>		

**Figure 4.15 – Application Panel**

- 1) Submitted Application Forms – a list of all submitted applications in a grid like view. A click on any of the list items will browse the 'General Details' , 'Enclosures' and status of each clearance on application status page.
- 2) Pending Application Forms – a list of all pending (not submitted yet) applications in a grid like view. A click on a pending application makes it to start exactly from the location where it was left earlier.

#### 4.17. Application Status Details

On a click on any application from the consolidated list of submitted application will redirect you to application status details view form. Here the status of each individual item can be checked and the details can be viewed just by clicking on that particular item.

Application Status :: AKS Info		
<a href="#">Click on application to retrieve more detail</a>		
<b>General Detail</b>		
Sr. No.	Description	
1	Common Information Sheet	
2	Undertaking (Soft Copy)	
3	Scanned copy of undertaking duly signed	
4	CAF Processing & Clearance(s) Fee Detail Sheet	
Enclosures:		
5	CAF Application Processing Fee	
6	Fee for Clearance from Chief Electrical Inspector for Sanction of Power Connection	
7	Fee for Sanction/Release of Power Connection (for load upto 500 KW)	
8	Fee for Permission to Install Generator Set from Punjab State Electricity Board	
<b>Clearances Detail</b>		
Sr. No.	Name of Clearance & Concerned Department	Status
1	Change of Land Use by Department of Housing and Urban Development	More Information Required
2	Approval of Layout Plan by Department of Housing and Urban Development	Rejected
3	Clearance from Chief Electrical Inspector for Sanction of Power Connection	Approved
4	Sanction/Release of Power Connection (for load upto 500 KW)	Submitted
5	Permission to Install Generator Set from Punjab State Electricity Board	More Information Required
<a href="#">Back to Previous Page</a>		

**Figure 4.16 - Application Status Details**

**General Details**

- 1) A list of documents in grid form containing the general details of CAF e.g. CIS, Fee Details and Enclosures etc.
- 2) A click on any of the list item browses the information provided in that particular item in Pdf format.

**Clearances Details**

- 1) A list of all clearances applied for in a grid form with their status.
- 2) Status column reflects the status of the clearance with the particular department.
- 3) A click on any of the list item browses the details of the status/processing by the department along with guidelines for further action.

**4.18. Clearances Status**

All CAF clearances undergo routine processing from one or the other department and their status keep on changing accordingly, so you are suggested to keep visiting the portal and your email account on daily basis.

Clearance status changes depending upon the department processing to which it belongs. Here is a consolidated list of status statements. Each status signifies some unique message.

Clearances Detail		
Sr. No.	Name of Clearance & Concerned Department	Status
1	Change of Land Use by Department of Housing and Urban Development	More Information Required
2	Approval of Layout Plan by Department of Housing and Urban Development	Rejected
3	Clearance from Chief Electrical Inspector for Sanction of Power Connection	Approved
4	Sanction/Release of Power Connection (for load upto 500 KW)	Submitted
5	Permission to Install Generator Set from Punjab State Electricity Board	More Information Required

Figure 4.17 - Clearance – Status

### Clearance Status Statements

- 1) Under Processing: - Not yet taken into consideration or verified for the departmental processing.
- 2) Submitted: - The clearance has been forwarded to the department for processing after verification.
- 3) More Information Required: - Some additional information is required for further processing.
- 4) Approved: - The clearance has been approved by the concerned department and now the NOC can be collected from the department.
- 5) Rejected: - The clearance has been rejected due to some shortcomings or invalid data and no further action can be taken. You have to fill a fresh CAF in this case.

A click on any clearance browses the details of the status of that clearance.

**Application Status :: AKS Info**

[Click on application to retrieve more detail](#)

Sr. No.	Name of Document
1	Application Form :: Change of Land Use by Department of Housing and Urban Development
Enclosures:	
2	Details of Approvals granted by Government/Competent Authority
3	Location of Site Plan
4	Layout Plan prepared by Qualified Town Planner/Architect
5	Zoning Plan based on the demarcation plan
6	Infrastructure Plan, utilities & services Plan
7	Details of Approvals granted by Government/Competent Authority
8	Location of Site Plan
9	Layout Plan prepared by Qualified Town Planner/Architect
10	Zoning Plan based on the demarcation plan
11	Location plan

**Details of Information Requested from Applicant**

Information Requested By: Departmental Officer  
Date of Request: 17-Feb-2010  
Request Detail: Location plan should be in prescribed format, just make sure.

**CLICK HERE TO MODIFY THIS CLEARANCE APPLICATION**

[Back to Previous Page](#)

Figure 4.18 - Clearance Status Details – More Information Required

In case of 'More Information Required' status details, you are supposed to go through the

status details thoroughly and then click on link 'CLICK HERE TO MODIFY THIS CLEARANCE APPLICATION' at the end of the page to modify the information provided in the clearance application earlier according to the department request.

Application Status :: AKS Info	
<a href="#">Click on application to retrieve more detail</a>	
Sr. No.	Name of Document
1	Application Form :: Approval of Layout Plan by Department of Housing and Urban Development
Enclosures:	
2	Details of Approvals granted by Government/Competent Authority
3	Location of Site Plan
4	Layout Plan prepared by Qualified Town Planner/Architect
5	Zoning Plan based on the demarcation plan
6	Infrastructure Plan, utilities & services Plan
<b><u>Details for Rejection</u></b>	
Rejected By:	Departmental Officer
Date of Rejection:	17-Feb-2010
Rejection Detail:	Enclosures are not in proper format
<a href="#">Back to Previous Page</a>	

**Figure 4.19 - Clearance Status Details – Rejected**

In case of 'Rejected' status details, CAF processing gets terminated and nothing can be done further. Now all you need is to go through the details of the clearance status and fill a fresh CAF application, keeping all those reasons that caused the rejection of previous CAF clearance application in your mind.

## 5. Troubleshooting

If the problem is in visibility of the website then

- 1) Make sure the browser you are using is working fine.
- 2) Use internet explorer 7.0 with resolution 1024 \* 768 for better results.
- 3) Make sure the java script is not disabled in your browser.

## 6. Glossary

### **Ack. Slip (Acknowledgement Slip)**

Acknowledgement Slip provided to the entrepreneur on submission of composite application form online.

### **App. No. /ARN (Application Registration Number)**

Acknowledgement Slip provided to the entrepreneur on submission of composite application form online contains the application registration number. This number can be

used to track the status of the application.

### **Application Mode**

Application mode can be online or offline. If the entrepreneur submits the composite application form through portal then its mode is online or if he submits the hard copy of application at Udyog Sahayak office then application mode is offline.

### **Approved**

Approved is a status of the clearance application. If the concerned department approves the clearance application then its status becomes approved. So after that those clearance applications can be founded as the approved clearances.

### **Bandwidth**

Data sent to and from your account's machines.

### **CAF (Composite Application Form)**

An application form built by combining multiple clearance application forms required by different departments for the setup of industry in Punjab.

### **CAF Fee Detail**

It is clearance wise detail of fee submitted by the entrepreneur for the setup of industry in Punjab. All concerned departments can view fee detail.

### **Clearance Application/ Departmental Application Form**

It is an application of one clearance required by the concerned department for the setup of industry in Punjab. Composite application form is a collection of several clearance application forms.

### **Closed**

Closed is a status of composite application form. When the NOC for all clearances applied under composite application is issued the status of that composite application form will be closed automatically.

### **CIS (Common Information Sheet)**

Common information sheet contains the common information of the industry and entrepreneur required to all the concerned departments. All concerned departments can view common information sheet.

**Concerned Department**

Common information sheet contains the common information of the industry and entrepreneur required to all the concerned departments. All concerned departments can view common information sheet.

**Deemed Approval**

The failure of the competent authority to grant clearance or pass final orders within the period specified under sub-section 2 of the section 14 of the Act and as mentioned in notification no. US/CO/PSEB-2008/1092 dated 19-08-2008 of Department of Industries & Commerce Punjab shall be treated as deemed approval.

**Departmental Officer**

Departmental officer is the person of the concerned department who is authorized to take action on the clearance applications.

**Due for Deemed Approval**

The applications for which deemed approval is applicable and the competent authority fails to grant clearance or pass final orders within the period specified shall come under due for deemed approval.

**Help Desk User**

Help desk user is the person of the Department of Industries and Commerce Punjab who is authorized to view the information of submitted composite application forms and to digitize the offline composite application forms.

**More Information Required**

More Information Required is a status of the clearance application. If the concerned department asks for any change in the information provided or asks for additional information from the entrepreneur then the status of clearance application becomes more information required.

**NOC**

NOC is a document issued to the entrepreneur for each clearance as a proof of approval.

**Nodal Officer**

Nodal officer is the person of the Department of Industries and Commerce Punjab who is

authorized to take action on the clearance applications.

### **Offline CAF Applications**

CAF applications submitted as hard copy at Udyog Sahayak office are offline CAF applications.

### **PDF Files**

PDF files are files in portable document format.

### **Rejected**

Rejected is a status of the clearance application. If the concerned department rejects the clearance application then its status becomes rejected. So after that those clearance applications can be founded as the rejected clearances.

### **Sub. Date (Submission Date)**

It is the date on which CAF application is submitted at online by the entrepreneur.

### **Submitted**

Submitted is a status of the clearance application. If the concerned department takes no action on the clearance application then its status remains submitted.

### **SWICP**

Single Window Industrial Clearance Portal

### **SWICS**

Single Window Industrial Clearance Service

### **Under Processing**

Under Processing is a status of the CAF application and clearance applications. Under processing means the application is accepted by the department but not closed. If the nodal officer checks the CAF application in his new arrivals then it comes in under processing. If the concerned department verified and accepts the clearance application then its status becomes under processing.

### **URL (Uniform Resource Locator)**

URL is a technique for indicating the name and location of Internet resources. The URL specifies the name and type of the resource, as well as the computer, device and directory

where the resource may be found.

### **User Reply Awaited**

Applications having status more information required comes under user reply awaited.

### **Web Browser**

A browser is an application program that provides a way to look at and interact with all the information on the World Wide Web. The word "browser" seems to have originated prior to the Web as a generic term for user interfaces that let you browse (navigate through and read) text files online.