



# **Investor Guide on Handloom and Handicraft**

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## Overview of Jammu and Kashmir

The former state of Jammu & Kashmir has been reorganized as the Union Territory of Jammu and Kashmir on 31st October 2019. Popular by the sobriquet "Heaven on Earth", the State is located in the extreme north of the country, with China in the north, Punjab and Himachal Pradesh in the south, and Pakistan in the west. The economy of Jammu and Kashmir primarily relies on agriculture and related sectors, with a significant portion of the population engaged in agricultural and allied activities.

UT Capital	<ul style="list-style-type: none"><li>▶ Jammu (Winter)</li><li>▶ Srinagar( Summer)</li></ul>
Geographic Area	<ul style="list-style-type: none"><li>▶ 1,20,355 sq. km</li></ul>
Population (Census 2011)	<ul style="list-style-type: none"><li>▶ 12.5 Million</li></ul>
Total Road Length (2019)	<ul style="list-style-type: none"><li>▶ 1,20,034 (km)</li></ul>
Industrial Estates	<ul style="list-style-type: none"><li>▶ 64( Developed)</li><li>▶ 46( under development)</li></ul>

## Advantages of Jammu and Kashmir

- ▶ Hydroelectric Power Potential of 14,867 MW
- ▶ 7.6 lakh + MSME units
- ▶ 6th in Solar Power Installed Capacity
- ▶ Known as the Fruit Bowl of India
- ▶ Home to World's Finest Saffron . J&K is the largest and the ONLY producer of Saffron (one of the most expensive spices) in India
- ▶ Successful in the cultivation of high-quality basmati, saffron, cumin (jeera), and commercial floriculture
- ▶ One of the lowest Industrial Land Rates among neighbouring States

## Local Handicraft and Handloom Ecosystem

Jammu and Kashmir's (J&K) oldest traditional cottage industry is the handloom industry. It is known for the weaving of fabrics, such as Rafal, Pashmina, cotton, and silk sarees. Since it has a vast potential for income and employment generation, the handloom industry has exceptional socio-economic implications. Weaving by hand is centuries-old tradition and is one of the main characteristics of the cultural heritage of J&K. The

handloom industry is highly labour-intensive coupled with a low capital formation. Weaving is a totally pollution-free activity, and therefore, the handloom industry is also eco-friendly in nature.

In contemporary times, there is a special place for the handloom industry in J&K's economy as a result of its momentous potential as far as income, output, and employment are concerned. In the beginning of the 21st century, the growth rate of the handloom industry was little less than 30%, which then decreased for some years and again saw a rise after a brief period of decline. But, after COVID-19, like other industries, handloom weaving also experienced a profound crunch in J&K. Lockdowns and social distancing resulted in a severe economic shock to its economy and the handloom industry was no exception. This industry gives employment mostly to the uneducated and dropouts, and only 5% of the total workforce associated with this industry are educated.

### **Handicraft:**

Handicrafts activities occupy an important position in the economic structure of J&K UT. The handicrafts activities are best suited to the UT as these activities are more labour intensive and less capital intensive in nature, therefore having scope for employment generation opportunities at large scale. J&K handicrafts products have won world wide fame for their attractive designs, functional utility and high quality craftsmanship. Handicrafts has remained a key economic activity from the time immemorial. The nimbleness and dexterity of local artisans coupled with their artistic imagination reflected through a wide range of products has delighted the connoisseurs the world over for centuries. Craft like embroidery, shawls, crewels, namda, chain stitch, wood carving, papier machie, costume, jewelry, kanishwals and carpets hold a significant share in the overall production and export of the UT. Silken carpets in particular constitute a specialty having no parallel in quality and design at national level and, therefore, occupy an important position in the international market. The handicraft sector of the UT has great contribution towards foreign exchange earnings to the country in and our UT in particular.

J&K UT has a well established Directorate working under the industries and commerce department for promoting handicrafts activities by way of forming co-operative societies to get the artisans gainfully absorbed..The department promotes sale of handicraft goods by organizing expose/exhibition/craft bazaars within and outside the UT. It also organizes exhibition at international level also skills are imparted trainees annually for which it has a structure of training centres (including centers of carpet scheme).

### **Handloom:**

The Handloom sector in J&K UT is centuries old and is known for weaving of fabrics like Pashmina, Raffal, Silk Sarees and Cotton items. The industry occupies a significant place in the socio-economic structure of J&K. It plays a crucial role in employment generation for weaker sections of the society. It is a labour intensive cottage Industry. The Handloom Dev. Department plays a catalytic role in modernization of Handloom Sector in the UT

through skill up-gradation of weavers by providing modernized looms, training in design and weaving, marketing of Handloom products through marketing incentives and by fostering participation of weavers in National, UT and District level Handloom Expos and Melas.

## SWOT Analysis of Handloom and Handicraft products

Strengths	Weakness
<ul style="list-style-type: none"> <li>▶ Availability of skilled workforce particularly artisans</li> <li>▶ Ever-growing large international market</li> <li>▶ Traditional Handicraft, hand-weaving done in the craft.</li> <li>▶ Abundant and cheap labour hence can compete on price</li> <li>▶ Aesthetic and functional qualities</li> <li>▶ New unexplored international markets</li> <li>▶ Direct link with "Make in India" programme</li> <li>▶ Use of environmentally friendly raw materials</li> <li>▶ Large no of exporters catering to international market.</li> <li>▶ Silk Carpet of Srinagar has a G.I.Tag</li> <li>▶ High market demand all over the world.</li> <li>▶ Availability of antique carpets.</li> <li>▶ Presence of National Institutes like IICT Srinagar</li> </ul>	<ul style="list-style-type: none"> <li>▶ Poor working conditions</li> <li>▶ Dependent upon middlemen for trade</li> <li>▶ Lack of technological upgradation (</li> <li>▶ Unawareness of international standards like ISO 16000-25:2011, ISO PAS 11856, ASTM D2859, ASTM D 7339 etc.</li> <li>▶ Negligible financial assistance from financial institutions</li> <li>▶ Traditional method of production</li> <li>▶ No change in design, lack of product diversification</li> <li>▶ Higher machinery cost</li> <li>▶ Marketing is done traditionally (offline), online presence is negligible.</li> <li>▶ Major Raw Materials like silk is being imported from China; domestically from Bangalore, Ludhiana, Surat.</li> <li>▶ Low technical expertise on processing wool, dyeing, cutting, cleaning, packing of H&amp;H Products</li> <li>▶ Finishing and washing facilities are not sufficient.</li> <li>▶ Minimum G.I Tag Marketing thus losing the market to counterfeits.</li> <li>▶ No Common Facility Centre (CFC) or Flatted factory infrastructure having advanced technology or job -related work catering to cluster.</li> <li>▶ Over reliance of Traditional Design thus not catering to modern designs/current designs in the market.</li> <li>▶ Jammu and Kashmir exporters are at</li> </ul>

	<p>disadvantage as there is no ICDs in the Union Territory.</p> <ul style="list-style-type: none"> <li>▶ No NABL Accredited Testing Laboratory in J&amp;K.</li> </ul>
Opportunities	Threats
<ul style="list-style-type: none"> <li>▶ Rising appreciation for Kashmir Handloom and handicraft worldwide.</li> <li>▶ Widespread novelty seeking</li> <li>▶ Change of preference from oriental design to abstract design</li> <li>▶ Large discretionary income at disposal of consumer from developed countries</li> <li>▶ Various Central and State Government Schemes for benefit of Weavers/artisans</li> <li>▶ Huge Export Potential</li> <li>▶ Opportunity to use E-Commerce Platforms like Flipkart, Amazon.</li> <li>▶ ICDs being developed in the UT.</li> <li>▶ Promoting Awareness and Marketing of GI Tag both domestically and internationally.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Competition from machine made products of China, Turkey etc which are being mistaken as “Hand-made products”</li> <li>▶ Competition with other clusters manufacturing similar items</li> <li>▶ Better terms of trade by competing countries</li> <li>▶ Change in Government policies such as imposition of GST</li> <li>▶ Strict international standards</li> </ul>

## Key Handicraft and Handloom Highlights

**Pashmina Shawls:** Jammu and Kashmir are famous for their exquisite Pashmina shawls, made from the wool of the Changthangi breed of goats. These shawls are renowned for their softness, warmth, and intricate craftsmanship.

**Kashmiri Carpets:** Hand-knotted carpets from Kashmir are renowned globally for their quality and intricate designs. The skilled artisans use traditional techniques, creating masterpieces that often feature Persian and Kashmiri motifs.

**Paper Mache:** The art of paper mache is deeply rooted in Kashmiri culture. Skilled artisans craft beautiful and ornate items such as vases, bowls, and decorative pieces using a combination of paper pulp and traditional paints.

**Kani Shawls:** Kani shawls are another specialty of the region, featuring intricate patterns woven with the 'Kani' needle. These shawls often depict nature, flora, and fauna, showcasing the artisan's attention to detail.

**Kashmiri Embroidery:** Renowned for its detailed and fine embroidery work, Kashmir offers a variety of traditional styles such as Aari, Sozni, and Tilla. This intricate needlework is often found on shawls, suits, and other clothing items.

**Walnut Wood Carving:** Jammu and Kashmir are known for their exquisite walnut wood carvings. Artisans craft furniture, decorative items, and intricate wooden boxes using this traditional craft.

**Namda Rugs:** The region produces Namda rugs, made from felted wool. These rugs are not only functional but also feature colorful and intricate designs, often depicting scenes from daily life.

**Crewel Embroidery:** Crewel embroidery is a traditional craft involving the use of chain stitch on fabric. This technique is commonly used to create vibrant and beautiful patterns on rugs, cushion covers, and curtains.

**Basketry:** The traditional art of basket weaving is prevalent in Jammu and Kashmir. Skilled artisans use locally available materials to craft a variety of baskets, mats, and other utility items.

**Numdha Craft:** Numdha is a traditional felted rug, often embroidered with colorful threads. This craft not only serves functional purposes but also adds a touch of traditional artistry to homes.

## Handloom and Handicraft Artisan Base

S. No.	Handicraft/ Handloom	Craft	Srinagar	Budgam	Baramulla	Kupwara	Bandipora	Ganderbal	Pulwama	Shopian	Kulgam	Anantnag	Total
1	Handicraft	Sozni	15811	29618	17716	1538	11699	13189	574	1655	404	800	93004
2	Handicraft	Crewel	14173	3806	1450	2792	200	279	4747	308	3647	11859	43261
3	Handicraft	Stapple	4820	2389	1173	1325	799	47	1562	143	74	43	12375
4	Handicraft	Paper Machie	2216	245	91	0	50	37	81	0	17	121	2858
5	Handicraft	Tapestry	242	185	219	3	1	15	0	1	3	48	717
6	Handicraft	Chain Stitch	238	78	99	349	31	71	484	842	367	8633	11192
7	Handicraft	Leather	4	10	0	0	0	0	0	0	0	0	14
8	Handicraft	Zari	603	2540	1398	1294	1117	407	2493	3784	1345	2364	17345
9	Handicraft	Namdha	225	34	0	68	0	0	27	0	0	3	357
10	Handicraft	Kani Shawl	1523	840	548	6	206	92	145	4	6	19	3389
11	Handicraft	Copper Ware	183	12	131	0	16	5	45	0	0	4	396
12	Handicraft	Silver Ware	12	3	0	0	0	0	0	0	0	0	15
13	Handicraft	Fur & Leather	755	0	0	0	0	0	0	0	0	5	760
14	Handicraft	Carpet	7405	13174	8743	798	12812	1170	5195	258	3554	2940	56049
15	Handicraft	Gabba	0	0	148	527	634	0	0	0	17	146	1472
16	Handicraft	Khatamband	122	6	0	4	0	0	0	0	0	0	132
17	Handicraft	Wood Carving	434	33	161	211	31	29	62	0	12	48	1021
18	Handicraft	Darning	0	0	1	0	0	0	0	0	0	1	2
19	Handicraft	Sakhta Making	123	1	0	0	0	0	0	0	0	0	124
20	Handicraft	Willow Wicker	19	365	37	88	99	709	29	29	477	112	1964
21	Handicraft	Custom Jewellery	24	0	2	0	0	0	0	0	0	0	26
22	Handicraft	Innovative Craft	16	0	0	0	0	0	0	0	0	0	16
23	Handicraft	Filigree / Taleem	19	0	0	0	0	0	0	0	0	0	19
24	Handicraft	Wagu /Tracing	13	0	0	0	0	0	0	0	0	0	13
25	Handicraft	Raffugari	10	0	0	0	0	0	0	0	0	0	10
26	Handicraft	Hand Knitting	4	0	0	0	0	0	0	0	1	0	5
27	Handicraft	Namdha Felt	34	0	0	0	0	0	0	0	31	0	65
28	Handicraft	Potter	3	57	0	0	0	0	65	27	3	1	156
29	Handicraft	Meenakari	0	1	0	0	0	16	0	0	0	0	17
30	Handicraft	Calcico Printing	0	0	31	32	0	3	0	0	0	0	66
31	Handicraft	Pashmina	0	0	2	3	12	0	0	0	4	6	27
32	Handicraft	Fancy Items	0	0	0	1	0	0	0	0	0	0	1
33	Handicraft	Pattu Weaving	0	0	0	0	13	0	0	0	0	0	13
34	Handloom	Raffle, Pattu weavers	9630	2423	0	2818	2928	1211	1548	259	988	1037	22842
35	Handloom	Cutting & tailoring	8026	4703	3178	1615	2817	1658	832	862	4067	3015	30773
36	Handloom	Pashmina spinning	5121	2745	528	72	882	2611	2029	637	704	1148	16477
<b>Total</b>			<b>71808</b>	<b>63268</b>	<b>35656</b>	<b>13544</b>	<b>34347</b>	<b>21549</b>	<b>19918</b>	<b>8809</b>	<b>15721</b>	<b>32353</b>	<b>316973</b>



## Major Development Initiatives

- New Central Sector Scheme notified in 2021 for the Industrial Development of J&K, with an outlay of INR. 28,400 crores
- Jammu & Kashmir received a proposed investment of worth ₹ 87,923 Cr
- Highest-ever Incentive to Industry @ 400% on P&M
- Major Infrastructure Development - Rail and Road connectivity, PFT, Industrial land and CFCs
- Prime Minister's Development Package: 39 Infra projects ongoing/in pipeline
- 5.9 million tonnes of lithium reserves have been found for the first time in the UT

### Policy Initiatives:

- J&K Industrial Policy 2021
- J&K Industrial Land Allotment Policy 2021
- J&K Private Industrial Estate Policy 2021
- J&K Ayush Policy 2020
- J&K Health Investment policy 2019
- J&K FDI Policy 2022
- J&K Film Policy 2021
- J&K IT & ITeS policy 2020
- J&K Poultry Policy 2020
- J&K Tourism Policy 2020
- J&K Township & Housing Policy 2020
- J&K Wool Processing, Handloom and Handicraft Policy 2020
- Change of Land use
- Logistic Policy, Export Policy, Startup Policy, Private Industrial Estate Policy(Drafted)

## Policy Ecosystem

### New Central Sector Scheme for Industrial Development of J&K

- ▶ This scheme was notified on 19.2.2021 by the Department for Promotion of Industry & Internal Trade (DPIIT) to bring about radical transformation in the existing industrial ecosystem of J&K, thereby enabling Jammu and Kashmir to compete nationally with other leading industrially developed States/ UTs of the country
- ▶ The Scheme aims to give fresh thrust to industry and services led development of J&K with emphasis on job creation, skill development and sustainable development

by attracting new investment and nurturing the existing one, The scheme is for the duration of 2021-22 to 2036-37 with total financial out lay of Rs. 28,400 crore and envisages four types of incentives namely

- ▶ Capital investment incentive (CII)
  - For Zone A - CII @30% of investment, maximum up to INR 5 Cr
  - For Zone B - CII @50% of investment, maximum up to INR 7.5 Cr
- ▶ Capital interest Subvention (CIS)
  - CIS at the annual rate of 6% for maximum 7 years on loan amount up to INR 500 Cr for investments
- ▶ GST Linked Incentive (GSTL)
  - GSTL Incentive equal to 100% of the gross GST for 10 years maximum upto 300% of eligible value of investment.
- ▶ Working Capital Interest Subvention (WCIS)
  - WCIS is 5% Interest subsidy for existing units on working capital loan for 5 years, maximum up to INR 1 Cr

#### **Jammu and Kashmir Industrial Policy**

- ▶ Policy is effective from Apr-21 and will remain in force for 10 years
- ▶ Policy to provide incentives to New, Existing units and Existing units undertaking substantial expansion
- ▶ New units to get 100% exemption of stamp duty
- ▶ Units to be incentivised for investment in pollution control equipment and adopting environment friendly production technologies
  - 60% of the cost of Pollution Control Devices maximum of INR 50 lakhs
  - 50% subsidy on the expenditure incurred
- ▶ Additional support to existing units
  - Turnover incentive for 5 years of 3% for Micro and 2% for small, medium and large units
  - Net SGST reimbursement for 10 years

#### **J&K Industrial Land Allotment Policy**

- ▶ The 'Industrial Land Allotment Policy 2021-30' was approved to pave way for investments in health institutions, medicities, educational institutions and edu-cities in the UT
- ▶ The adoption of the J&K Industrial Land Allotment Policy 2021-30 was approved to evolve a highly structured industrial land bank for promoting equitable industrial growth in the union territory

## Policy for promotion of Foreign Investment in J&K

- ▶ The Jammu and Kashmir administration approved the first-ever foreign direct investment (FDI) policy for the union territory in Feb-22, based on the guiding framework on FDI issued by the Government of India through the Reserve Bank of India (RBI) and the Department for Promotion of Industry and Internal Trade (DPIIT), it will be valid for 10 years
- ▶ The policy would aid foreign investments of over Rs. 100 crore with a minimum stake of 51 percent for the foreign entity
- ▶ It will pave the way for identifying parcels of land in various industrial estates "to be given exclusively to industries with foreign investments, including vertical rise premises in the form of multi-purpose buildings, complexes, with plug-and-play facilities

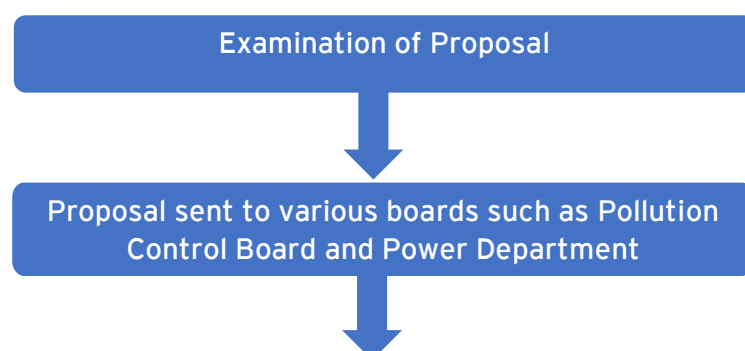
## J&K Poultry Policy

- ▶ Policy to be effective from 11.03.2020 and will remain in force for 10 years
- ▶ Capital Investment Incentive for access to credit @30% max up to INR 50 lakh
- ▶ 100% subsidy on DG sets max up to INR 4.5 lakh
- ▶ Capital Interest Incentive @3% on working capital for 5 years on substantial expansion
- ▶ 50% subsidy on incinerator max up to INR 1lakh
- ▶ 100% reimbursement of insurance premium paid on P&M for 5 years
- ▶ All new/existing units, farmers, entrepreneurs, NGOs. SHGs, JLGs etc are eligible

## Single-window clearance mechanism

APCC, a high-power clearance committee, has been set up to rapidly clear projects under the chairmanship of the Chief Secretary of the UT. The committee serves as a single-window clearance system for projects related to all cases of export-oriented units and prestigious units

### Process Flow:



Proposal sent for review to APCC, which is chaired by the Chief Secretary of UT and relevant secretaries

Land allotment and provisional registration

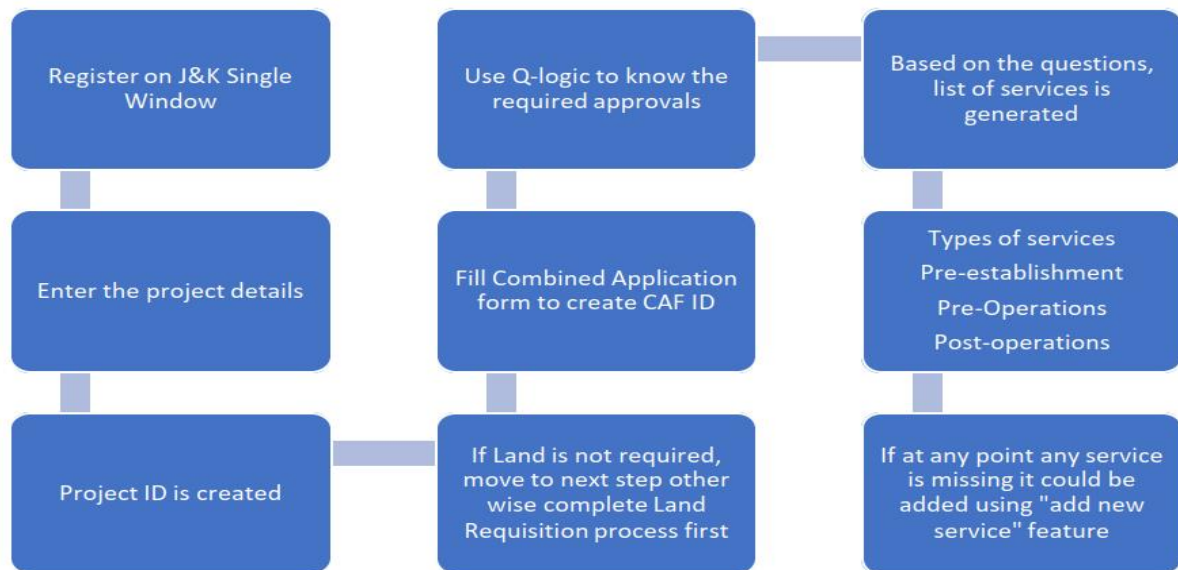
The entire procedure is completed within a maximum time-frame of two months

## State Single Window Portal

J&K has come up with State Single Window Portal (InvestJK) for providing ease of application to investors, who are looking to start a business in the UT. Applicants/Investors can submit application through Single Sign On(SSO) for all the services/NoCs required from stakeholder departments. All respective departments are integrated with Single Window Clearance system (InvestJK) to enable single point access for all the functionalities like tracking application, MIS Dashboard access, Grievance redressal, feedback etc.

The SSO provides ease to Investors and he/she doesn't need to visit different department portals for different services and everything gets governed and submitted through State Single Window Portal.

**Process flow for an investor looking to start a business in J&K**



## Steps involved

- ▶ Register and login
- ▶ Document upload
- ▶ Society Registration
- ▶ Partnership Registration
- ▶ Project Creation
- ▶ Land Requisition
- ▶ CAF ID creation
- ▶ Applying for services
- ▶ Services Available
- ▶ Available Incentives

### Your Approval List

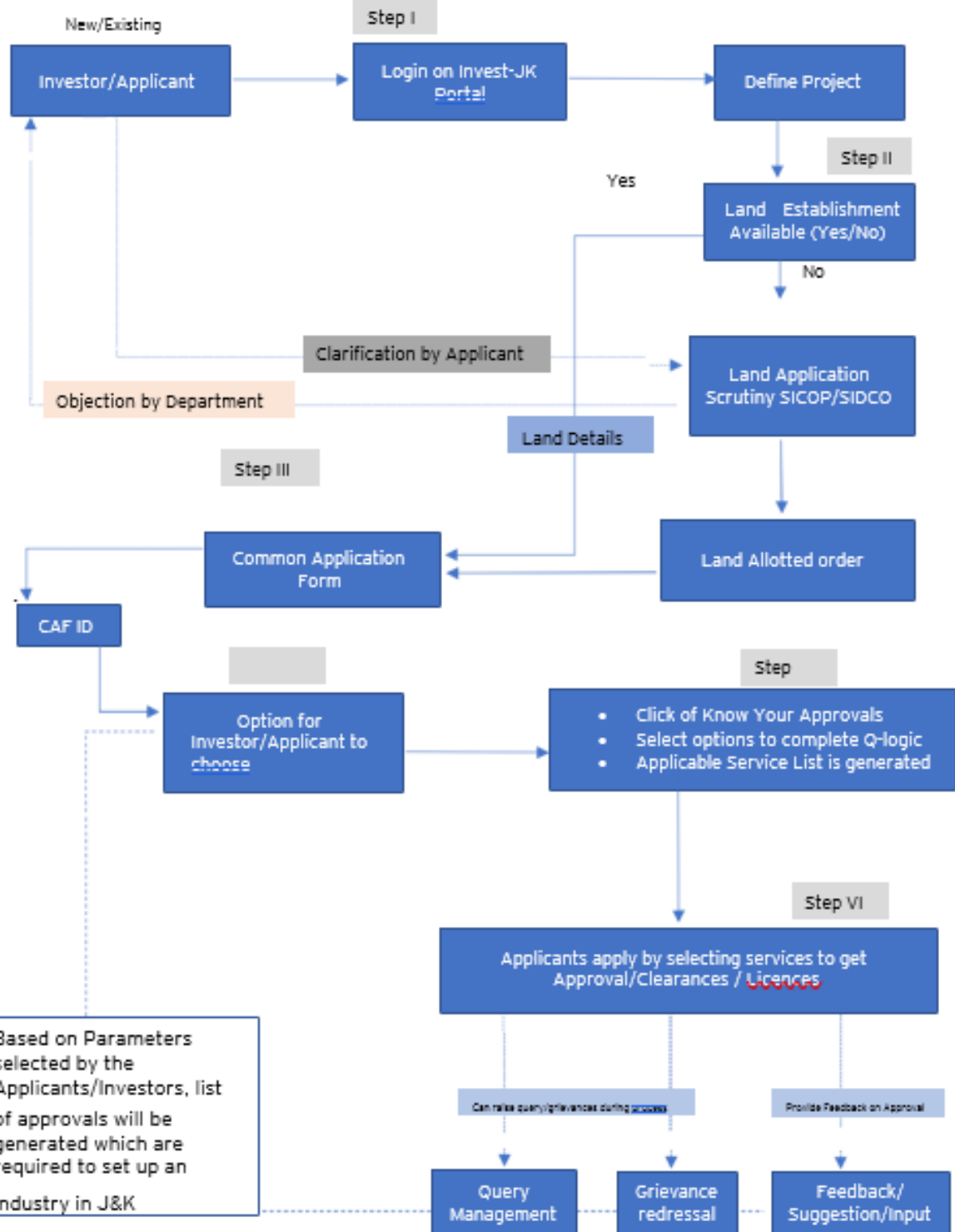
Sr. No.	Service Type	Service Department	Service Name	TimeLine	SOP
1	Pre-establishment Approvals	Industries & Commerce Department	Advanced/ EM-2 Registration	15	<a href="#">View/download</a>
2	Pre-establishment Approvals	Industries & Commerce Department	Assessment of raw material & finished goods	30	<a href="#">View/download</a>
3	Pre-establishment Approvals	Industries & Commerce Department	Change in Location	30	<a href="#">View/download</a>
4	Pre-establishment Approvals	Industries & Commerce Department	Change in Name & Style	30	<a href="#">View/download</a>
5	Pre-establishment Approvals	Industries & Commerce Department	De-registration of Units	21	<a href="#">View/download</a>
6	Pre-establishment Approvals	Industries & Commerce Department	Initial / EM-1 Registration	30	<a href="#">View/download</a>
7	Pre-establishment Approvals	Industries & Commerce Department	Land Allotment Application	30	<a href="#">View/download</a>
8	Pre-establishment Approvals	Industries & Commerce Department	Prior Permission for additional products	30	<a href="#">View/download</a>
9	Pre-establishment Approvals	Industries & Commerce Department	Prior Permission for substantial- Expansion Additional Line of Activity	30	<a href="#">View/download</a>
10	Pre-establishment Approvals	Industries & Commerce Department	Registration of Partnership firm	30	<a href="#">View/download</a>
11	Pre-establishment Approvals	Industries & Commerce Department	Transfer of Lease Hold Rights of Units	30	<a href="#">View/download</a>
12	Pre-establishment Approvals	Labour Department	Registration under The Shops and Establishment Act	30	<a href="#">View/download</a>
13	Pre-operation Approvals	Industries & Commerce Department	Merger of Units	30	<a href="#">View/download</a>
14	Pre-operation Approvals	Labour Department	Registration of Establishments Employing Contract Labour under Contract Labour Act	30	<a href="#">View/download</a>

## Workflow procedure

Investors will create login credentials at <https://www.investjk.in/> (OTP enabled)

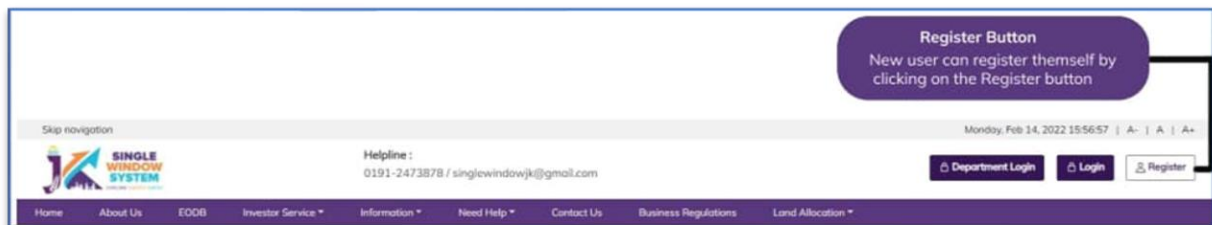
- ▶ Applicant/Investor will first define project details and enter information “Whether Land/Establishment is required or not”
- ▶ If applicants don't have any Establishment/Land, he/she can apply for Land Availability Application and submit the application
- ▶ Application will be scrutinized at SICOP/SIDCO, after that permission will be granted
- ▶ Once the applicants receive Land Allotment order, they will fill Common Application Form for one time after which CAF ID will be generated
- ▶ If applicants have land, they will fill the required details and proceed for CAF as defined above
- ▶ After the issuance of CAF ID, the Applicants will be asked to fill Q-Logic (set of questions)/Select Department services based on which number of approvals will be viewed which needs to be applied with line departments
- ▶ Existing Applicants who have already filled CAF don't require to opt for Q logic as they can directly add/select service from the drop-down list
- ▶ Once the applicant applies for the service, department will ensure that service will be given within prescribed timelines
- ▶ All the applications integrated with different department will be routed/applied through Single Window Clearance System only
- ▶ Integrated department functioning will remain unchanged and same, but all the activities performed will be tracked by applicant through Single Window Portal only
- ▶ There would be only one portal for applicants to track down the status of applied Applications
- ▶ Applicants can also view MIS Dashboard status, put Grievance if any through Single Window portal
- ▶ Applicants can track down the status of multiple clearances through Single CAF ID

## Detailed Workflow



## New User Registration

Investor can register themselves by clicking on the register button. After registration one can access all the investment facility



The screenshot shows the "Register a new account" form. The form is titled "Register a new account" and includes a link for "Already Signed Up? Click Sign In to login your account." The form fields are as follows:

First Name *	Last Name *	Gender *
Prasun	Saurav	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other
Email Address *	Mobile No. *	Date of Birth *
mailme@gmail.com <a href="#">Click to Generate OTP</a>	9999999999	17-12-1991
Address of Communication (AOC) *	State *	Pin Code *
2800 Johnston St, Phalga Road, Jammu	Jammu Kashmir	180010

In the above Registration page user will need to fill in all the details.

User must generate and enter the OTP by specifying his/her e-mail ID. Once the OTP is entered and all the mandatory fields are filled, user will be successfully registered.

## Login Page

After registration is successful, user can login with their credentials and access the application to avail the benefits of single window system-J&K.





## Document Manager

After login, users will land on to the below page. In the left-hand side menu users need to select “My Document Manager”, here they can upload all the necessary documents needed for project creation.

## Society Registration

After login, select My Project from the left side menu. From project list in My Project, click on the Action button next to your project name and select Add Society Registrations.

The screenshot shows the 'My Projects' page. The left sidebar has a purple background with a white arrow pointing left. The main content area has a white background. At the top right, it says 'Logged in as jks'. Below the header, there is a 'Create New Project +' button. The table below has the following data:

SL. No.	Project Name	Land Status
1	AWS Restaurant3	Yes
2	AWS Restarant 2	Yes
3	AWS Restaurant	No

## Partnership Registration

After login, select My Project from the left side menu. From project list in My Project, click on the Action button next to your project name and select Add Partnership Registrations.

The screenshot shows the 'My Projects' page. The left sidebar has a purple background with a white arrow pointing left. The main content area has a white background. At the top right, it says 'Logged in as jks'. Below the header, there is a 'Create New Project +' button. The table below has the following data:

SL. No.	Project Name	Land Status
1	AWS Restaurant3	Yes
2	AWS Restarant 2	Yes
3	AWS Restaurant	No

After clicking on Add Partnership Registrations. Instructions for Firm Registration under J&K Partnership Act, 1996 page will appear. After reading the instructions, click on the continue button

Below page opens on clicking continue

Dashboard / Firm Registration

1 Business Detail 2 Review Details 3 Fee Payment 4 Confirmation

Firm Name \*

Type of Firm \*  
 Self Help Group  FIRM (Other than Self Help Group)

Resolution duly signed by all Partners \* Letter from District Employment Center \*  
Select File Select File

Qualification Certificate \* NOC from Education Department \*  
Select File Select File

Division \*  
 Jammu  Kashmir

### Details to be filled

- ▶ Firm Name - Enter the name of the firm here.
- ▶ Type of Firm - Select the type of firm whether it is a Self Help Group firm or Firm other than self help group.
- ▶ Resolution duly signed by all Partners - From the dropdown list, select the file of resolution which is duly signed by all the partners.

SINGLE WINDOW SYSTEM

Logged in as Prasenjit

Dashboard / Firm Registration

### Instructions for Firm Registration under J&K Partnership Act, 1996

1. Firm name cannot have words like: **J&K, India, Indian, Emperor, Vigilance, Anti-Corruption**. Applications with any such word in the Firm Name shall be outrightly rejected.

2. Before proceeding ahead for filling the Form for Firm Registration under J&K Partnership Act, 1996, you need to upload following files to Document Manager ([Click here](#) to upload documents to Document Manager)

- Partnership deed duly registered before Sub-Registrar
- Rent deed \ ownership \ lease deed duly registered before Sub-Registrar
- Scanned Photograph of each Partner (separate file for each partner)
- Scanned Signature of each Partner (separate file for each partner)
- Self Attested copy of Permanent Residence Certificate of each partner (separate file for each partner)
- Self ID proof
- PAN Card of the firm
- In case of self help group in addition to above ADD Recommendation from concerned District Employment Center OMIT qualification certificate.

3. The Application Fees is Rs.10 (Rupees Ten Only) which can be paid only using payment options like Net Banking, Credit Card, Debit Card, etc

Continue

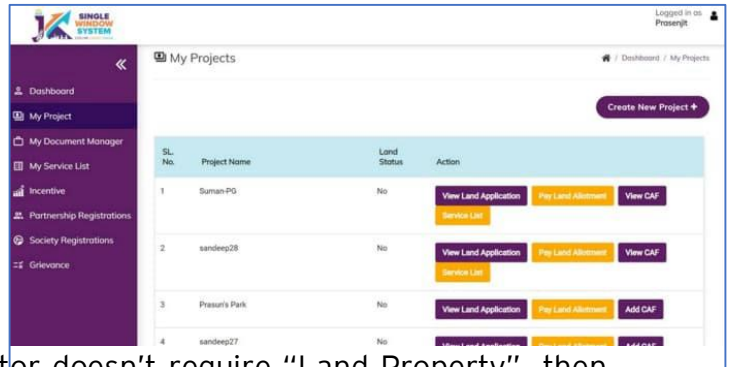
- ▶ Letter from District Employment Center - From the dropdown list, select the letter from district employment center.
- ▶ Qualification Certificate - From the dropdown list, select the qualification certificate.
- ▶ NOC from Education Department - From the dropdown list, select the NOC from Education Department.
- ▶ Division - Select the division whether it is Jammu or Kashmir
- ▶ Under the list of Partners Information in Partner 1 Details, Enter the following details of the member -
  - Name of Partner - Enter the Partner's name here.
  - Partner Share in Percentage - Enter the partner's share in percentage here.
  - Permanent Address - Enter the permanent address here.
  - Date of Joining - Enter the date of joining of the partner.
  - Age - Enter the age of the partner.
  - Religion - Enter the religion of the partner.
  - Scanned Photograph - From the dropdown list, select the file having a scanned photograph of the member
  - Scanned Signature - From the dropdown list, select the file having a scanned signature of the member.
  - Self Attested copy of State Subject Certificate - From the dropdown list, select the Self Attested copy of State Subject Certificate.
  - Select File Self Attested copy of Ration Card or Election Card or Aadhar Card or Passport or Driving License or PAN Card - From the dropdown list, select File Self Attested copy of Ration Card or Election Card or Aadhar Card or Passport or Driving License or PAN Card

**Above detail is to be filled by all the Partners**

- ▶ Partnership deed duly registered before Sub-Registrar - From the dropdown list, select the partnership deed duly registered before Sub-Registrar.
- ▶ Affidavit - From the dropdown list, select the affidavit.
- ▶ Rent deed duly registered before Sub-Registrar - From the dropdown list, select the rent deed duly registered before Sub-Registrar.
- ▶ PAN Card of the Firm - From the dropdown list, select the PAN Card of the Firm.
- ▶ NOC/Business License, if any, required under an law for the time being in force - From the dropdown list, select the NOC/Business License, if any, required under an law for the time being in force.
- ▶ After filling the required field, click on the Submit button to proceed. Now, you can view all the filled details. To change/modify any details click on
- ▶ Edit button, else click on the Continue button. Now proceed with payment and after the successful payment the Partnership Registration is completed

## Project Creation

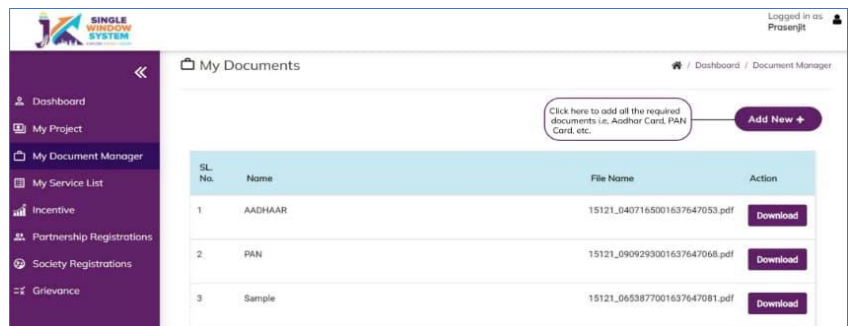
After logging in to the website, users need to select "My Project" in the left side menu. Here they will click on "Create New Project" to create their project.



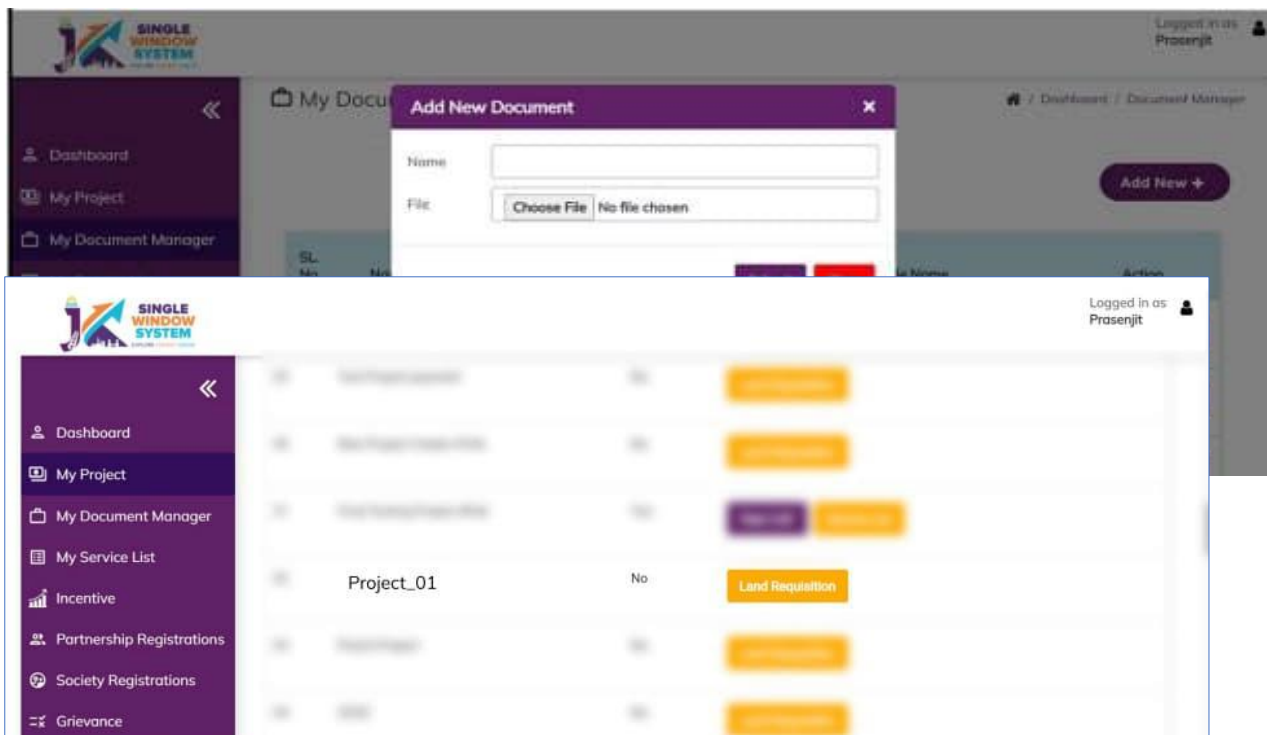
## Land Requisition

After creating the project, if the investor doesn't require "Land Property", then they will have to fill the "Add CAF" but if the investor has requirement for "Land Property" then the investor has to fill the "Land Requisition" form. Here we will discuss the second case when the investor requires land property.

**STEP 01-** Upload the required document in "My Document Manager". Select My document manager from side menu and click on "Add New" button to add your documents.



After clicking on Add New, following screen will appear to upload all the documents.



Clicking on the Land Requisition button will open the instruction page, which will have the instructions regarding Land Allotment Application.

Home / Land Availability

1 Business Detail 2 Review Details 3 Fee Payment 4 Confirmation

### Land Allotment Application Instructions

1. The Application Fees is as per below criteria. Application Fees can be paid only using payment options like Net Banking, Credit Card, Debit Card, etc.  
Up to 1 Acre (8 Kanals) - Rs.10,000  
Above 1 Acre (8 Kanals) to 5 Acre (40 Kanals) - Rs.25,000  
Above 5 Acres (40 Kanals) - Rs.50,000

2. Following files are required to be submitted during the application process. Kindly upload these files (in PDF file format) in Document Manager before proceeding ahead. [Click here](#) to upload required files before beginning the Form Filling Process.

- Scanned copy of PAN Card
- Document for certifying constitution type of the applicant
- Scanned Copy of DPR (Detailed Project Report)

Continue

After reading the instruction users will click on “Continue” button to proceed to “Business Details” page in which all the required fields are needed to be filled. The page will appear followed by all the field’s description:

#### BUSINESS DETAIL

- ▶ Name of Unit-Enter the name of unit.
- ▶ Address-Enter here the full address.
- ▶ Industrial Estate-Specify the industrial estate for your business.
- ▶ District Name-Specify the district name of your business.
- ▶ Division-Specify the division your business comes under.
- ▶ Zone-Specify the zone your business comes under.

#### PERSONAL DETAIL

- ▶ Contact Number-Enter your contact number for your business.
- ▶ Mobile Number-Specify your mobile number.
- ▶ Email ID-Specify your personal Email ID.
- ▶ PAN Number-Specify your PAN Number. Document-Select the required document. The list will show the documents available in document manager.
- ▶ Category of Enterprise-Select the scale of your business that whether your business set up is micro, small, medium, or large.
- ▶ Constitution Type-Specify the type of business to be established whether it is proprietor, Partnership, LLP, Company or Other.

#### PROPRIETOR'S DETAIL

- ▶ Name-Enter the proprietor's name.
- ▶ Address-Enter here the full proprietor's address.
- ▶ PAN-Specify proprietor's PAN Number.
- ▶ Type of Unit-Enter the unit type. i.e,-whether it is manufacturing unit or service unit.
- ▶ Area of Required Land (in kanals)-Specify the required land in kanals. Example-35kanal. Type of Industry-Specify the industry type, i.e, red, orange, white or green
- ▶ Power Requirement-Specify the power requirement.
- ▶ Power Unit-Specify the unit of the power consumption, i.e, KW or HP.

Proposed

## EMPLOYMENT DETAILS

- ▶ Management-Specify the number of management resources in the project.
- ▶ Skilled-Specify the number of skilled resources in the project.
- ▶ Semi-Skilled-Specify the number of semi-skilled resources in the project.
- ▶ Unskilled-Specify the number of unskilled resources in the project.
- ▶ Approximate Project Cost-Specify the approx. cost of the project.
- ▶ Upload DPR-Upload Detailed Project Report (DPR) of your project.

After filling all the details, click on the continue button. After clicking on the continue button, you can view the details. In view mode, you can edit the information if needed and then to proceed click on the continue button. On continuing you will be directed to the payment page where you can make the payment and now your project has been created successfully and you can also see the payment details

## Common Application Form

### HOW TO AVAIL CAF

After login, select My Project from the side menu and click on Add CA Faction button from the project list. Note: Add CAF button will not come if land requisition payment is incomplete.

The screenshot displays the 'My Projects' interface. On the left is a navigation menu with options: Dashboard, My Project, My Document Manager, My Service List, Incentive, Partnership Registrations, Society Registrations, and Grievance. The main content area shows a table with the following data:

SL. No.	Project Name	Land Status	Action
1	Project2	No	Land Requisition
2	Apple Restaurant	Yes	Add CAF

Additional elements include a 'Create New Project' button at the top right and a breadcrumb trail: / Dashboard / My Projects. The user is logged in as 'shailali'.

Following screen will appear

The screenshot shows the 'Common Application Form' interface. At the top left is the 'SINGLE WINDOW SYSTEM' logo. At the top right, it says 'Logged in as Prasenjit'. Below the logo is a purple sidebar menu with options: Dashboard, My Project, My Document Manager, My Service List, Incentive, Partnership Registrations, Society Registrations, and Grievance. The main content area has a title 'Common Application Form' and a navigation bar with tabs: General, Address, Project Cost, Employment, and Line of Activity. The 'General' tab is active. Below the tabs are three input fields: 'PAN Number \*', 'Aadhaar No \*', and 'Unit Name \*'. Below these is a 'Name of Promoter \*' field containing 'Prasenjit Gupta'. At the bottom are two buttons: 'SAVE AS DRAFT' and 'SAVE'.

## Project Cost Tab

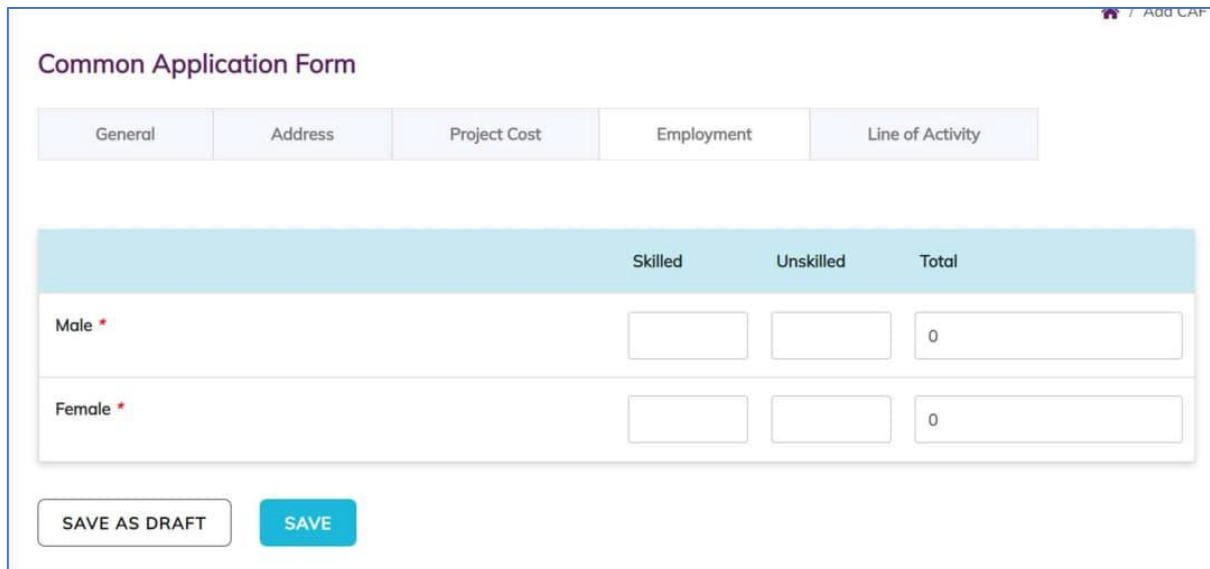
The screenshot shows the 'Common Application Form' interface with the 'Project Cost' tab selected. The navigation bar has tabs: General, Address, Project Cost, Employment, and Line of Activity. Below the tabs is a table with three columns: 'Existing Investment', 'Expansion Investment', and 'Total Investment'. The table has four rows: 'Land Value \*', 'Building Value \*', 'Plant and Machinery Value \*', and 'Total Value \*'. Each row has three input fields corresponding to the columns. At the bottom are two buttons: 'SAVE AS DRAFT' and 'SAVE'.

	Existing Investment	Expansion Investment	Total Investment
Land Value *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building Value *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Plant and Machinery Value *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Value *	<input type="text"/>	<input type="text"/>	<input type="text"/>

Project cost tab consist of land value, building value and plant and machinery value. For each section, the investor have to mention the existing investment and expansion investment respectively. Total investment and

Total value will be calculated accordingly. Investor can evaluate their total project cost here and save it for the further process.

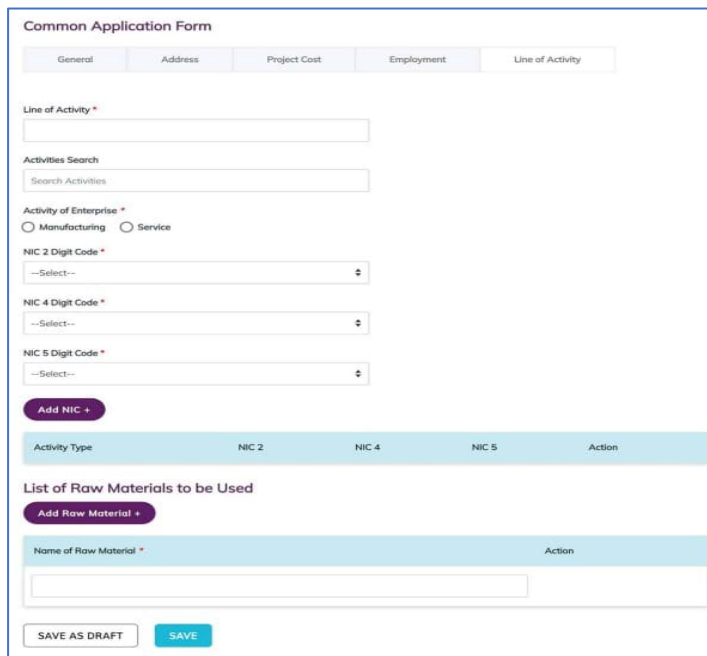
## Employment Tab



The screenshot shows the 'Employment' tab of the 'Common Application Form'. At the top, there are five tabs: 'General', 'Address', 'Project Cost', 'Employment', and 'Line of Activity'. Below the tabs is a table with three columns: 'Skilled', 'Unskilled', and 'Total'. There are two rows for 'Male' and 'Female'. Each row has three input fields. The 'Total' column shows a value of '0'. At the bottom, there are two buttons: 'SAVE AS DRAFT' and 'SAVE'.

	Skilled	Unskilled	Total
Male *	<input type="text"/>	<input type="text"/>	0
Female *	<input type="text"/>	<input type="text"/>	0

Under Employment tab of CAF, Investor have to mention employment details regarding the project. Here investor have to specify the number of skilled and unskilled male and female employees in the project.



The screenshot shows the 'Line of Activity' tab of the 'Common Application Form'. It contains several mandatory fields: 'Line of Activity \*', 'Activities Search' (with a search input), 'Activity of Enterprise \*' (with radio buttons for 'Manufacturing' and 'Service'), 'NIC 2 Digit Code \*', 'NIC 4 Digit Code \*', and 'NIC 5 Digit Code \*' (all dropdown menus). There is an 'Add NIC +' button. Below these is a table with columns: 'Activity Type', 'NIC 2', 'NIC 4', 'NIC 5', and 'Action'. Underneath is a section 'List of Raw Materials to be Used' with an 'Add Raw Material +' button and a table with columns 'Name of Raw Material \*' and 'Action'. At the bottom, there are two buttons: 'SAVE AS DRAFT' and 'SAVE'.

In Line of Activity tab, investor must fill all the information regarding the line of activity of the project. All the fields here are mandatory. Line of Activity- Investor must specify the line of activity of the project.

Activities Search-Investor can select the activity from the dropdown list. The dropdown list is dynamic so it will help user with the search by just typing a keyword.



Activities Search

- 13113 - Preparation and spinning of wool, including other animal hair and blended\* wool including other animal hair
- 13123 - Weaving, manufacture of wool and wool mixture fabrics.
- 13133 - Finishing of wool and blended wool textiles.
- 13912 - Manufacture of knitted and crocheted woolen fabrics
- 13932 - Manufacture of carpets and other floor coverings made of wool
- 23102 - Manufacture of glass fibre (including glass-wool) and yarn of glass fibre; nonwoven glass fabrics, mats, boards and similar non-woven products

Example: If user types wool in the Activities Search box then activities regarding wool will start appearing with respective NIC code of that activity like - 13123 - Weaving, manufacture of wool and wool mixture fabrics. Same is shown with the help of screenshot to the left of this example text.

Activities of Enterprise-Manufacturing or Service (Radio Button)-Investor specifies the type of activity whether it is manufacturing or service. NIC Code-The NIC Code is a classification system that enables one to classify the business activities. It is a numeric code in the form of a 2-to-3-digit code, a four-digit code, and a five-digit code. NIC 2 Digit Code, NIC 4 Digit Code and NIC 5 Digit Code are mandatory fields that are automatically populated as we enter the activity by search activities. Investors can also manually enter these fields. After, all the mandatory fields are filled the investor has to click on Add NIC and the selected fields will now be displayed in a tabular form as shown in the following screenshot as an example.

Add NIC +

Activity Type	NIC 2	NIC 4	NIC 5	Action
manufacturing	13 - Manufacture of textiles	1311 - Spinning, weaving and finishing of textiles Preparation and spinning of textile fibres	13113 - Preparation and spinning of wool, including other animal hair and blended* wool including other animal hair	Delete

Similarly, investor can add raw material by clicking on the button Add Raw Material. Now, User can save or save as draft (In case of further entry or edit) and now CAF has been added successfully.

### Apply for Services

After login, select My Service List from the left side menu and click on "Add New Service" button.

The screenshot shows the 'My Service List' page in a web browser. The browser address bar shows 'singlewindowjk.gov.in/approval\_module/service\_lists'. The user is logged in as 'jks'. The page features a sidebar with a navigation menu. The main content area has a form with the following fields:

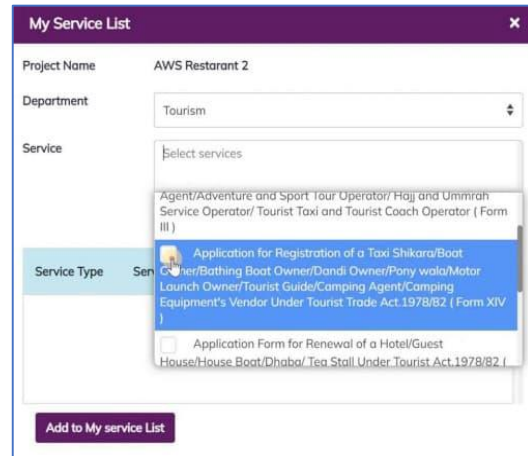
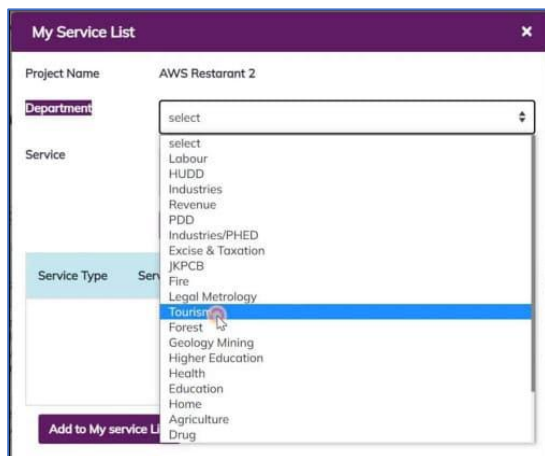
- Project Name: AWS Restarant 2
- CAF ID: 571857136
- Show: 10 entries
- Search: [input field]

Below the form is a table with the following data:

Service Name	Department	Stage	Timeline	Applied On	Tracking Number	Due Date	Status	Action
Application for Registration of a Hotel/Restaurant/Guest House/House Boat/Dhaba/Tea Stall Under Tourist Act.1978/82 ( Form II )	Tourism	Pre-operation approvals						⋮
Application for Registration of a Travel Agent/Excursion Agent/Adventure and Sport Tour Operator/ Hail and Umrah	Tourism	Pre-operation approvals						⋮

CAF ID is required to apply for services

Clicking on “Add New Service” will open My service list, here department will be selected from the dropdown list. Example-Tourism and then select the service from the service dropdown.



Now, click on Add button to add your service. And now click on Add to my Service List. Now you can see your added service on service list.

Selected services can be applied by clicking on “Apply” button.

### Apply for Incentives

In this tab investors can start applying for applicable incentives as per their business.

