

Purpose of the Document

This document will explain how to apply for “Land Essentiality Certificate” on Single Window Portal in a language non-technical person can understand.

User Guide



Land Essentiality Certificate Through Single Window

Contents

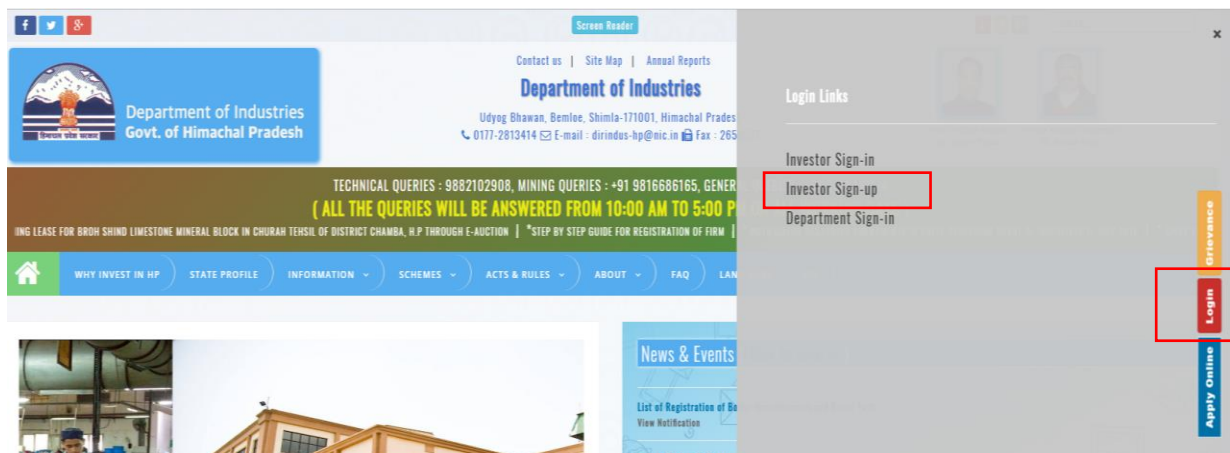
1. HOME PAGE	2
2. REGISTRATION/LOGIN	3
3. INVESTOR SIGN-IN	5
4. APPLY FOR ESSENTIALITY CERTIFICATE.	7

1. Home Page

Department of Industries, Himachal Pradesh has launched the “Land Essentiality Certificate” for setting up of Industry on Private Land or Govt. Essentiality certificate is required for Investors who needs Land, which falls outside the Industrial Area. This guide gives step by step instructions for online application of Land Essentiality Certificate” without any physical touch point. User will download the final digitally signed certificate from Single Window portal.

Website URL: <http://emerginghimachal.hp.gov.in/>

Click on “Login” button on right hand side of the screen.



Click on “Investor Sign-up” button if not already registered.

2. Registration/Login

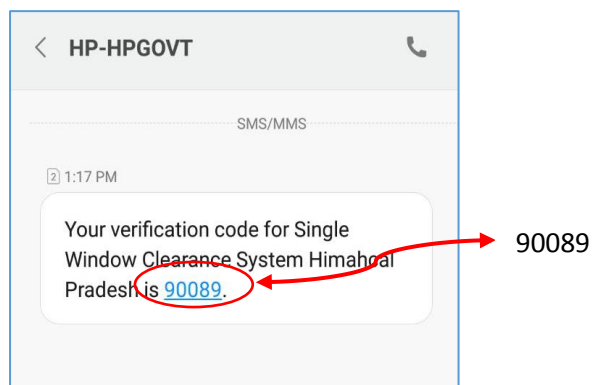
1. To register click on “Investor Sign-up” button.
2. Click on “Register” button on next screen.



3. Fill all the requisite details. After submission of details click on “Register” button as highlighted below.

A screenshot of the "Investor Registration Form" on a website. The form is divided into two main sections. The left section, titled "Investor Registration Form" with a sub-header "Please fill the detail:", contains fields for "ENTER VALID EMAIL ID" (E-mail Address), "CHOOSE PASSWORD" (Password), and "RE-TYPE PASSWORD" (Password). Below these are "Personal Information" fields: "ENTER FIRST NAME" (First Name), "ENTER LAST NAME" (Last Name), "ENTER PAN" (PAN Card No), "ENTER ADHAAR" (Adhaar No), and "ENTER ADDRESS" (Address). The right section contains dropdown menus for "SELECT COUNTRY" (Country), "SELECT STATE" (State), "SELECT CITY" (City Name), and "SELECT DISTRICT" (District Name). It also has input fields for "ENTER PIN CODE" (PIN Code), "ENTER MOBILE" (Mobile Number), and a CAPTCHA area with the text "gajrat Get a new code" and "Please enter the letters as they are shown in the image above. Letters are not case-sensitive." At the bottom right of the form is a blue button labeled "REGISTER", which is highlighted with a red rectangular box.

4. User will receive “One Time Password” on mentioned mobile number.



5. User need to enter this OTP in next screen and click on Verify OTP.

A screenshot of a web application interface. The top section has a blue header with the text 'Verify your Secret Code' and a key icon. Below the header, it says 'Please Entered the OTP that you have received on your mobile'. Underneath, there is a section titled 'ENTER YOUR SECRET CODE' with a text input field containing the placeholder 'Enter your OTP'. At the bottom left of this section is a blue button labeled 'VERIFY OTP'.

6. After successful verification of OTP, an activation link is sent to the registered email id. Click on “[Activate Account](#)” in order to activate Single Window Account.

Please Activate Your Account in order to Login into Single Window Clearance System.

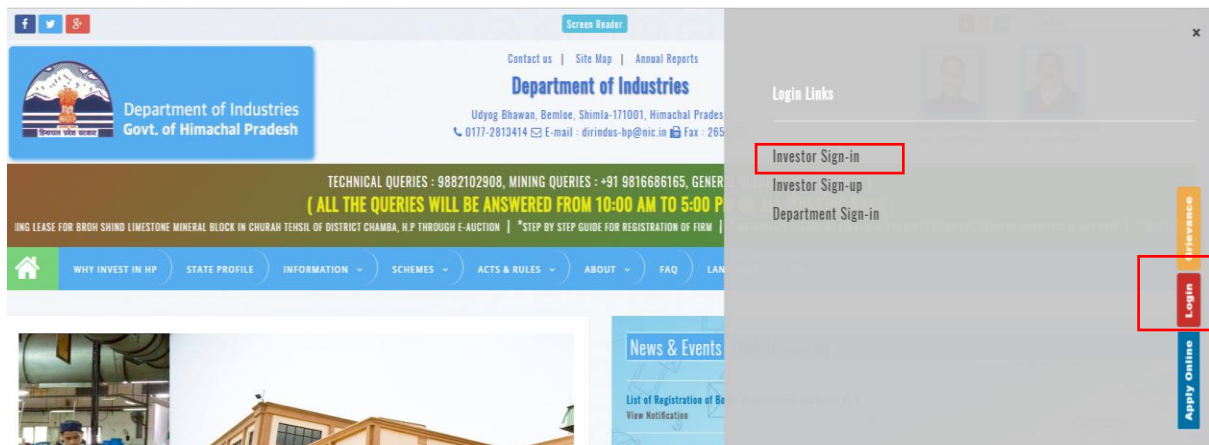
Activate Account



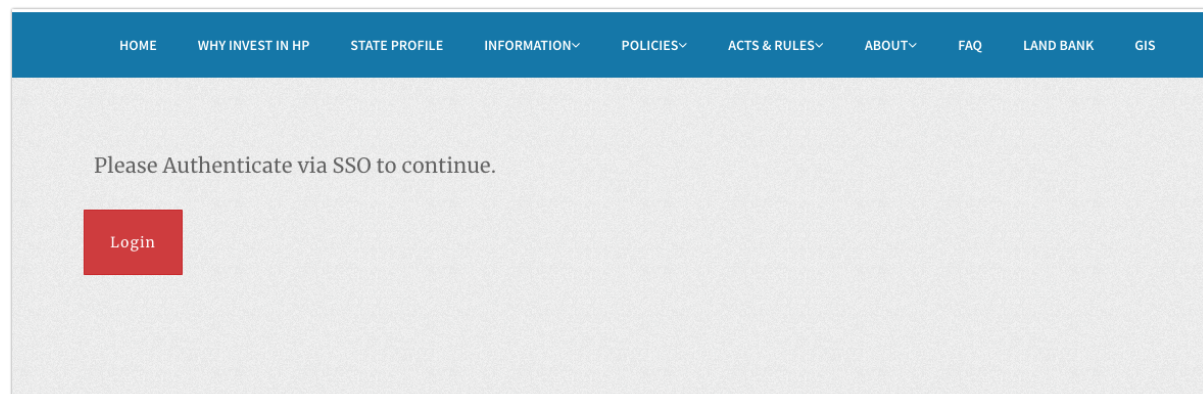
3. Investor Sign-in

1. Visit the website by following the link <http://emerginghimachal.hp.gov.in/>

Click on “Login” button on right hand side of the screen and then choose “Investor Sign-in” Option.



2. Click on “Login” to proceed to login screen.



3. Enter IUID/Email ID and *Password & Captcha Code (displaying in the image)* on the following screen and click on “LOG IN”.

The image shows the 'Investor Login' interface. At the top is a blue header with the text 'Investor Login' and a key icon. Below the header, it says 'Enter your username and password to log on:'. There are three input fields: the first contains '58704922', the second is labeled 'Password...', and the third contains 'bwwfbek'. Below the third field is a link 'Get a new code'. Underneath these fields, it says 'Please enter the letters as they are shown in the image above. Letters are not case-sensitive.' There is a link 'Forgot Your Password' and two buttons: 'LOG IN' (highlighted with a blue circle and an arrow) and 'Register'.

IUID is “Unique Investor Identification Number” which is sent to the registered mobile number and Email ID after Successful Registration.

4. Apply for Essentiality Certificate.

1. After Successful Login to the website, User dashboard will be appear on Investors screen. "Incomplete applications" will show the applications not completed by the applicant, "Pending applications" will show the applications pending with the department for approval, "Approved applications" will show approved applications of the investor and "Rejected applications" will show applications rejected by the department.

The screenshot shows the 'Single Window' dashboard for Hemant Thakur. The top navigation bar includes links for GENERAL (Dashboard, Grievance, Upload Monthly Report, Plot Allotment), Department of Industries, CAF, Essential Certificate, Swavlamban Yojana, IPH, Agriculture, SERVICE PROVIDERS (Test, Boilers & Act Regulation), and a user profile dropdown. The main content area displays application status statistics: 2 Incomplete, 3 Pending, 1 Forwarded, 7 Approved, and 0 Rejected. Below this is a table titled 'CAF Applications' with columns for Application, Department, Status, Download, and Print. The table lists various applications, including 'Essential Certificate' and 'Trade License', with their respective statuses and download links.

Application	Department	Status	Download	Print
CAF	Department of Industries	Approved		print
roc	ROC	Pending		print
41 Essential Certificate	Department of Industries	Approved	Download	print
57 Essential Certificate	Department of Industries	Approved		print
59 Essential Certificate	Department of Industries	Approved	Download	print
79 Trade License	Trade License	Approved	Download	print
101 Swavlamban Yojana	Department of Industries	Pending		print
130 Food & StartUp State Incentive Scheme of Technology Up-gradation/ Establishment / Modernization of Food Processing Industries	Department of Industries	Approved	Download	print
138 Plot Allotment	Department of Industries	Approved		print
145 Plot Allotment	Department of Industries	Pending		print

2. Click on "Department of Industries" in the left panel of the screen and then Click on "Essentiality Certificate". Select your approved "Common Application form" from the dropdown list. In case don't have the CAF approval in the system select "Proceed without CAF".

The screenshot shows a form titled 'Please Select Your Approved Common Application Form (CAF) to Apply Essential Certificate'. It contains a dropdown menu labeled 'Select Your Approved Common Application Form (CAF)*'. The dropdown list is open, showing options: 'Select Your Common Application Form (CAF)', 'Select Your Common Application Form (CAF)', '#5 --- Test enterprise', '#103 --- Knox Life Sciences', and 'Proceed Without CAF'.

3. In case of “Proceed without CAF”, Enter details into the corresponding fields. Fields marked with * are mandatory and cannot be left blank. Click on “Save & Next” to proceed to next step.

Details of Authorized Coordinator/Person

Name *	Hemant Thakur	Designation *	Partner
Email *	er.hemant908thakur@gmail.com	Mobile *	9881202908
Telephone *	01795645433	Fax	-

Enterprise Detail

Name *	Knox Life Sciences	Enterprise Address *	Gularwala, Baddi, Solan
Pin Code *	173205	Mobile *	9218530019
Telephone	01795645433	Email *	knoxbaddi@yahoo.com
Fax	Fax		

Enterprise Detail

Name of Enterprise *	Knox Life Sciences	Enterprise Address *	Gularwala, Baddi, Solan
Pin Code *	173205	Mobile *	9218530019
Telephone	01795645433	Email *	knoxbaddi@yahoo.com
Fax	Fax		

Details of M.D/Managing Partner/CEO / Lead Promoter/ Proprietor

Name *	Sandeep Vijh	Designation *	Managing Partner
Mobile *	9218530019	Email *	knoxbaddi@yahoo.com
Telephone	Telephone Number	Fax	FAX
Category *	GENERAL		

Organisation Details

Nature *	Partnership	Project Status *	Expansion
Description *	We are Already engaged in the business for the manufacturing of Pharmaceutical goods and now wants to expand the business.		
	Prev. SW Number 02/009/1/2/70815		

Investment Details

Nature of unit *	Manufacturing	Unit Type *	Small (More than 25 Lakhs < 5 Crore)
Investment in Plant and Machinery.			

Product Detail

Name of the Product	Excise Code	Existing Annual Capacity	Adl. Annual Capacity Req.	Total Annual Capacity	Unit	
InInjectable Dry Powder	3004	2250000	5625000	7875000	No's	

Raw Material Detail

Name of the Raw Material	Annual Quantity Requirement	Adl. Annual Qty. Req.	Total Annual Qty	Unit	
--------------------------	-----------------------------	-----------------------	------------------	------	--

Details of Employment

Category	Existing							Additional	Total
	Male	Female	Total	HP	Non-HP	Contractual			
						Male	Female		
Skilled	10	5	15	12	3	Male	Female	5	20
Unskilled	10	11	21	16	5	Male	Female	8	29
IT/TeS Professional	8	5	13	10	3	Male	Female	Additional	13
Total	28	21	49	38	11	Total	Total	13	62

Process Description

Type of Industry *	Orange	Expected date of commercial production *	Invalid date
Previous Existing Date *	Invalid date	Description	NIC 5 Digit Code *
		There will be five section in the factory in manufacturing area , the manufacturing operation will be carried out under the supervision of competent technical staff. Testing of raw material, selection , weighing and measuring of raw material.	x 21002-Manufacture of allopathic pharmaceutical preparations

Details of Investment (INR Lacs)

Investment	Existing	Additional Proposed	Total
Land	18.64	25	43.64
Building	92.19	10	102.19
Plant & Machinery	218.4	10	228.4
Other Fixed Assets	79.42	2	81.42
Total	408.65	47	455.65

Details of Intellectual Investment (INR Lacs)

Investment	Existing	Additional Proposed	Total
Other Soft Assets	0	0	0

Plant & Machinery Detail

Plant & Machinery Detail

1 as per lay out plan

Area for Plan & Machinery (Sq.Mt.)

1093

Proposed Land

Proposed Land /Space Detail *

Private Land

Proposed Land Type *

Owned

Detail of Land

Name of Owner *

Rajesh Girdhar x

Khasra No *

379,371,377

Total Land with Owner *

1.9

Bigha

Total Owned Land *

1.9

Bigha

Village *

* Village

Address *

Street/City Name

Tehsil *

* Tehsil

Land District *

Solan

Whether in Sinking/Sliding Zone *

No

Is Accessable from Road *

Yes

Width of Approach Road *

15

Meter

Distance from HT/LT Lines *

50

Meter

Land Detail				Total
Existing	Unit	Additional	Unit	
4.17	Bigha	1.9	Bigha	6.07

Total Land for Essential Certificate

Total Land with Owner *

1

Bigha

Total Land with Owner *

sds

Land Eariler Purchased ? *

Yes

Weather the Land is purchased by the seller under section 118 ? *

Yes

Whether under auctioned by Any Financial Institution ? *

Yes

Whether land owned exclusively by the seller ? *

No

Name of Joint Owner's *

dsjdksjdsk x Name of Joint Owner's

Press Enter for multiple entries.

Name of Occupant/Possessor/Kashtkar *

dsdsd x Name of Occupant/Posses:

Press Enter for multiple entries.

S.No.	Khata No.	Khatauni No.	Khasra No.	Land Area	Action
1	1222	8	100	10	✕ Remove

Khata No. *

Khata No.

Khatauni No. *

Khatauni No.

Khasra No. *

Khasra No.

Land Area (in Sq. Mtr.) *

Land Area

+ Add

Save & Next

Click on Add Button to add multiple Khasra Number. Click on Save & Next.

4. The next step will ask to upload the documents. Click on “Select File” to select respective documents and then click on “Upload” to upload the documents. The documents marked with * are mandatory. The type of soft copy of document should be same as mentioned under ‘File Type’.

1.	Detailed Project Report (DPR)	dummy_.pdf	application/pdf	1-25000	Pending
2.	Tafima in original (latest duly issued by Patwari)	application/pdf	1-24 MB	Select file	Upload
3.	Jamabandi in original (latest duly issued by Patwari)	dummy_.pdf	application/pdf	1-25000	Pending
4.	Utilization Certificate duly signed by Chartered Engineer	application/pdf	1-24 MB	Select file	Upload
5.	Layout Plan duly signed by Architect/Civil Engineer duly registered(including existing layout plan)	dummy_.pdf	application/pdf	1-25000	Pending
6.	Letter of permission under section 118 of H.P.Tenancy & Land Reforms Act,1972	application/pdf	1-24 MB	Select file	Upload
7.	Copy of Certificate of Incorporation under Companies Act/Registration of Firm/Registration of Society/Registration of Partnership Deed (as applicable).	application/pdf	1-24 MB	Select file	Upload
8.	Copy of Resolution passed by Board of Director's for authorization/purchase & sale of land etc	application/pdf	1-24 MB	Select file	Upload
9.	Certificate from Patwari that seller(s) will not become landless(in respect of seller)	application/pdf	1-24 MB	Select file	Upload
10.	NOC of Local Panchayat or Urban Local Body as applicable	application/pdf	1-24 MB	Select file	Upload
11.	No dues/Objection Certificate in case of land to sold has been purchased under 118 earlier	application/pdf	1-24 MB	Select file	Upload
12.	NOC of Financial Institution/Bank in case the Land Proposed to be purchased is mortgaged	application/pdf	1-24 MB	Select file	Upload
13.	NOC from the Joint Owner's	dummy_.pdf	application/pdf	1-25000	Pending
14.	NOC from the Occupant/Possessor/Kashitkar	dummy_.pdf	application/pdf	1-25000	Pending

Back Submit

Please upload the documents one by one. And click on Submit button.

5. Click on checkbox to select “I accept” to accept the declaration and submit the application.

Home > Declaration

Declaration

DECLARATION

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

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

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

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

Place **Sunder Nagar**
Date: **03-12-2018**

☒ I Accept

Submit ✓

6. The submitted application will be seen on Investors' dashboard with the Pending status.

CAF Applications

Description For Pending Applications

ID	Application	Department	Status	Download	EC Letter	Print
2675	Trade License	Trade License	Pending		Download	print
2411	Essential Certificate	Department of Industries	Approved	Download	Download	print
2080	Swavlamban Yojana	Department of Industries	Reject		Download	print
285	Swavlamban Yojana	Department of Industries	Reject		Download	print
253	Firm Registration	ROC	Reverted Back		Download	print
46	Approval to Energise Transmission Lines	Electrical Inspectorate	Approved		Download	print
45	Approval to Energise Electrical Installation	Electrical Inspectorate	Approved		Download	print
28	Trade License	Trade License	Approved	Download	Download	print
1	CAF	Department of Industries	Approved	Download	Download	print

7. Click on Application ID (2411) as mentioned in screenshot to check the detailed real time status Monitoring.


Timeline

Application ID : 2411

Date	User	Action
Wednesday, 28-11-2018	Approver	approved test
Wednesday, 28-11-2018	TS Negi	test appli
Wednesday, 28-11-2018	Approver	approved Test.
Wednesday, 28-11-2018	TS Negi	inprinciple generated test
Wednesday, 28-11-2018	Rajesh Kumar	no issue test case...
Wednesday, 28-11-2018	Investor	Investor has submitted the application to the department

8. Once the Application get approved. Click on Download button in order to download the signed EC letter.

CAF Applications						
Description For Pending Applications						
ID	Application	Department	Status	Download	EC Letter	Print
2675	Trade License	Trade License	Pending		Download	
2411	Essential Certificate	Department of Industries	Approved	Download	Download	
2080	Swavlamban Yojana	Department of Industries	Reject		Download	
285	Swavlamban Yojana	Department of Industries	Reject		Download	
253	Firm Registration	ROC	Reverted Back		Download	
46	Approval to Energise Transmission Lines	Electrical Inspectorate	Approved		Download	
45	Approval to Energise Electrical Installation	Electrical Inspectorate	Approved		Download	
28	Trade License	Trade License	Approved	Download	Download	
1	CAF	Department of Industries	Approved	Download	Download	



Single Window Clearance System
Directorate of Industries(DOI)
Govt. of Himachal Pradesh

"ESSENTIALITY CERTIFICATE"
(Certificate No. EC/12/2411/2018)

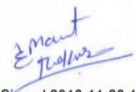
This is to certify that land measuring situated in Industrial Plot , & District Chamba as detailed below is required by **testasdasd, asdas** for the purpose of setting up of Industrial Unit for manufacturing of . The Project proposal of **M/S Testasdasd** stands approved by the Single Window Committee held on date 2018-01-24.

Detail of land is as under:-

Location of proposed land	Khasra Number	Area in Sq. Mtr.
& Disrict Chamba HP	12345	10

Terms & Conditions:-

1. This land is recommended for transfer/lease after ascertaining the eligibility of transferee as per the criteria laid down by the department.
2. This land is recommended for transfer / lease in favour of the enterprise as the same is essentially required for the aforesaid purpose. The aforesaid activities cannot be run in a lesser area.
3. This EC can be withdrawn/cancelled/amended at any time by the department, if any factual error/misrepresentation of facts /omission comes to the notice of the department.
4. You have to apply for permission under section 118 with revenue dept through concerned deputy commissioner



[Digitally Signed 2018-11-28 15:07:58]
Approver
Director of Industries
Himachal Pradesh

Final Sample Essentiality Certificate Letter.