



EASE OF DOING BUSINESS

Single Window System for Commercial Establishments

CHANDIGARH

EASE OF DOING BUSINESS
CHANDIGARH

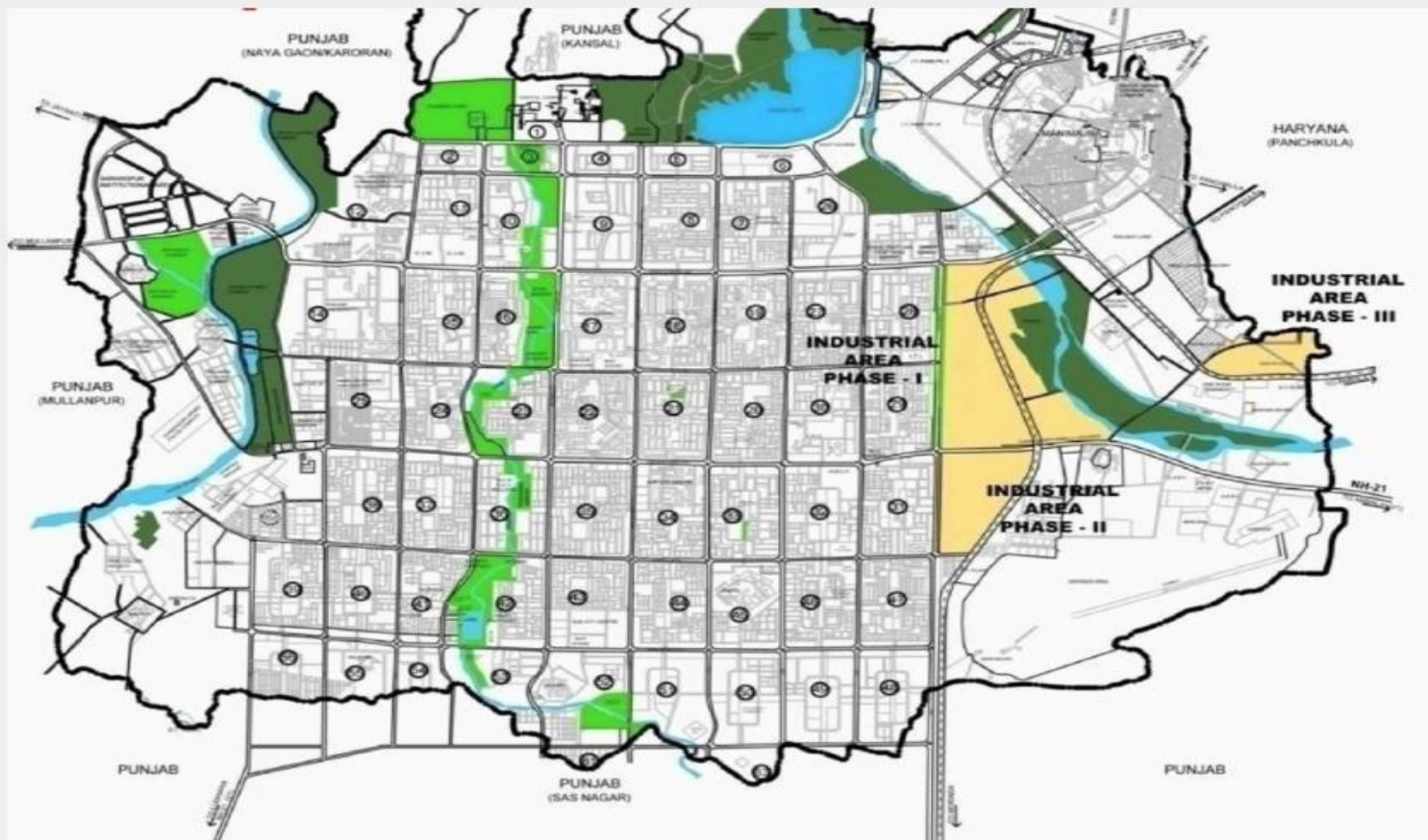
User Manual

ABOUT US

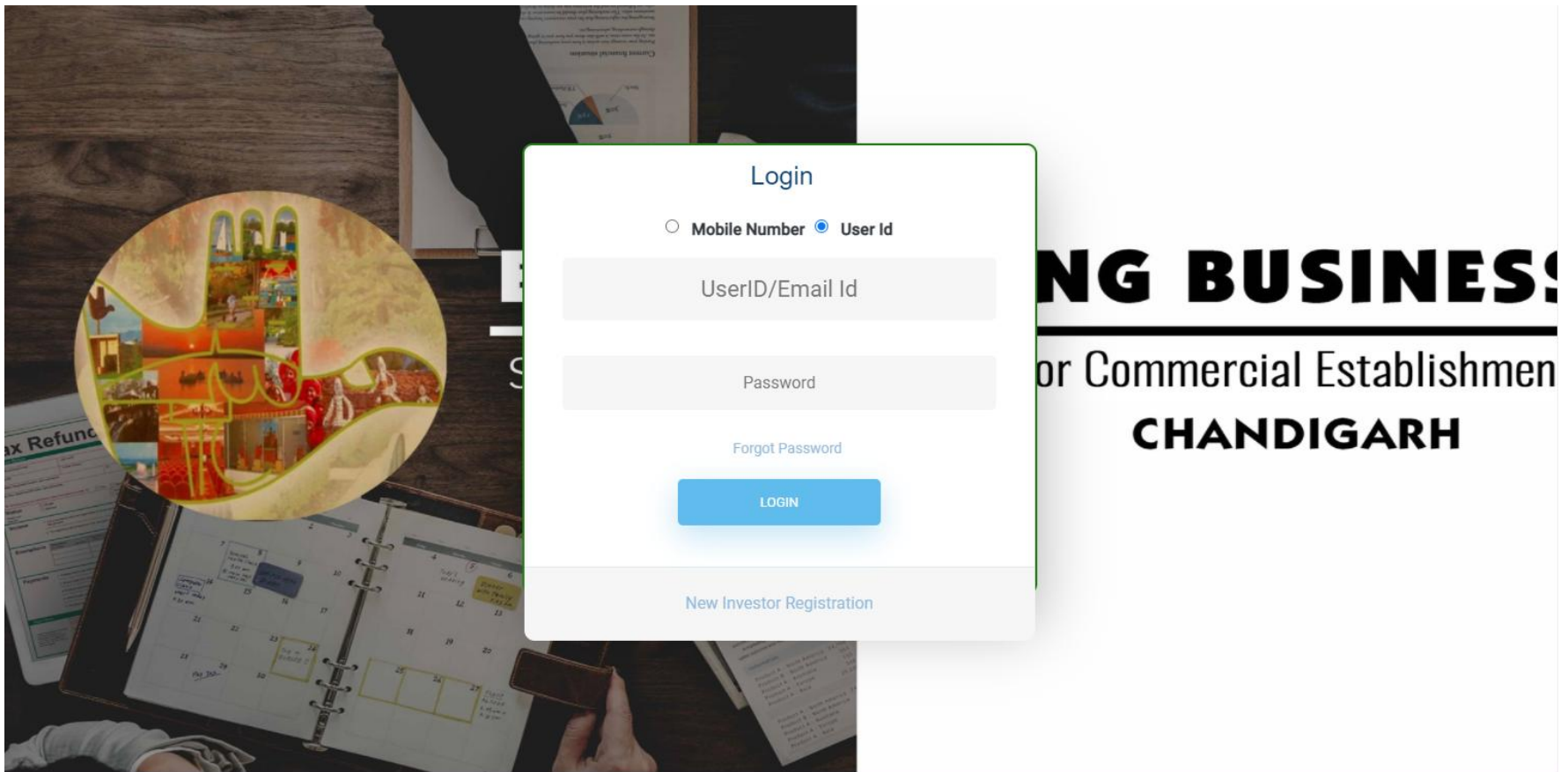
Chandigarh Industrial Area is located on the South – Eastern side of the city. Proximity to the Railway Station and the National Highway also prevents the movement of heavy vehicles within the city.

Industrial Area has been developed over 1200 acres in two phases, the Phase – I has an area of 776.14 acres and Phase – II has an area of 486 acres. While Phase – I and Phase – II are fully developed, Phase – III with an area of 153 acres is yet to be developed.

A total of 1966 plots have been planned in Phase I and Phase II. Smaller plots in the area ranging from 5 marla to 1 kanal constitute maximum number of plots in Phase I whereas in Phase II there are all small Industrial plots and with no large Industry.



User has to open <http://eodb.chd.gov.in/> Web Portal. Click on left site link “Login/Signup” for Registration of new Investor. If you have already registered then you can Login with your user id and password.



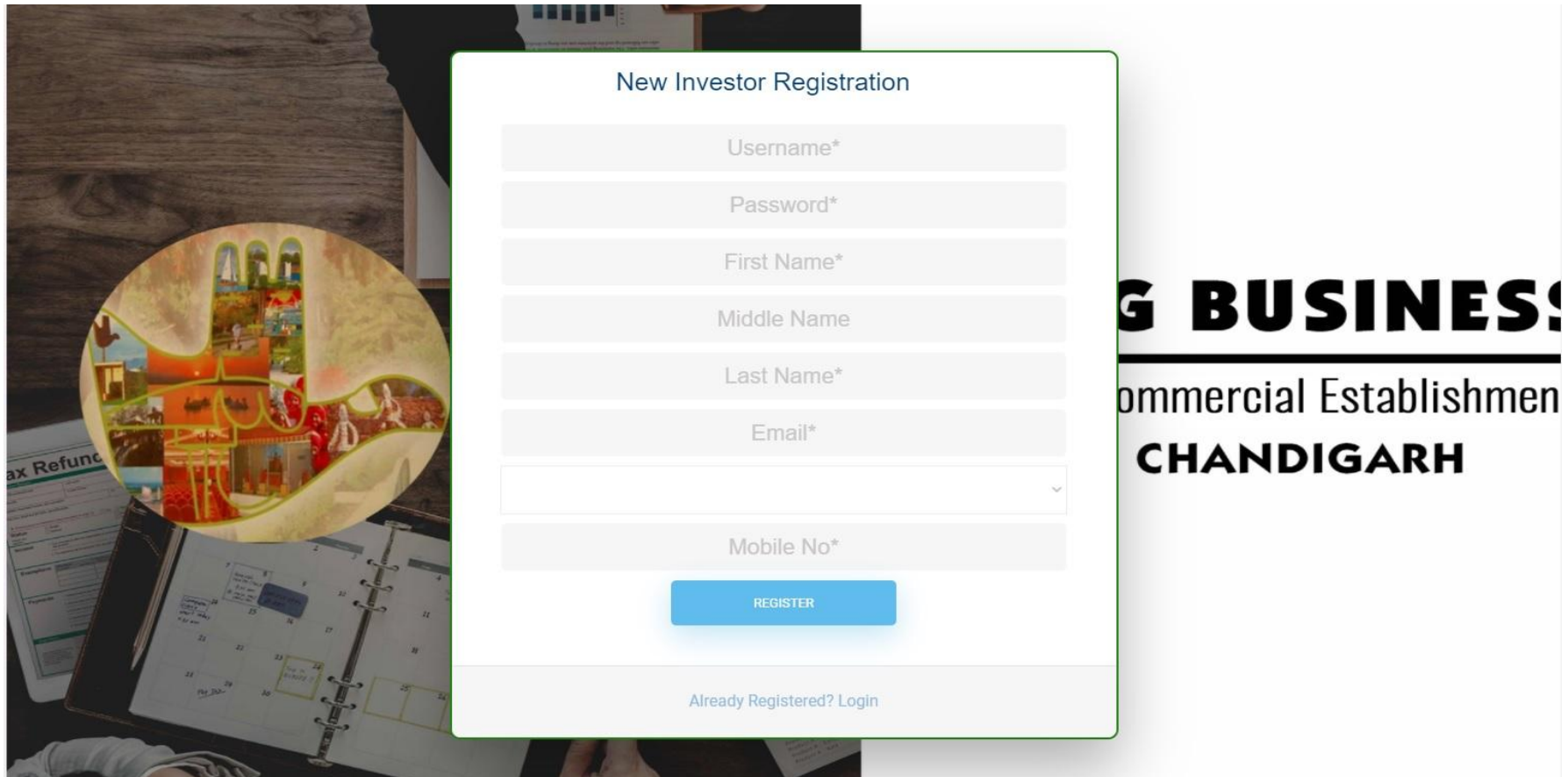
The image is a composite graphic. In the center, there is a white login form with a green border. The form has a title "Login" and two radio buttons: "Mobile Number" (unselected) and "User Id" (selected). Below these are two input fields: "UserID/Email Id" and "Password". There is a "Forgot Password" link and a blue "LOGIN" button. At the bottom of the form is a link for "New Investor Registration". The background consists of a dark wood-grain texture, a circular collage of various business and industrial scenes, and several documents, including one titled "Tax Refund" and another with a calendar grid. To the right, there is a large, bold, black text overlay that reads "NG BUSINESS" on the top line, "or Commercial Establishmen" on the middle line, and "CHANDIGARH" on the bottom line.

Procedure to Create a User ID

If you are new Investor then , Click on “**New Investor Registration**” Link given on below Login Button of the page.

By clicking on that you will get the following form then fill and submit the form.

After submitting this form you will get your user id and password.



New Investor Registration

Username*

Password*

First Name*

Middle Name

Last Name*

Email*

Mobile No*

REGISTER

Already Registered? Login

G BUSINESS

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CHANDIGARH

Procedure to fill the Common Application Form

After Successful login, first you have dashboard please click on “Add New Project” .The common application form will be displayed. There are six sections(On Next Page) of the forms to be filled. it will show screen as shown below:-

The dashboard for Himesh Sharma displays the following information:

- Search:** Search projects
- Dashboard :- Himesh Sharma**
- New Application:** 1 (Add New Project)
- Renewals Applied:** 1 (Apply Renewal)
- Renewals Due (in 3 Months):** 5 (View Details)
- Project Status Table:**

Project Number/Name	Business Entity	Site Address	Application Date	View	Status	Action
58 / Himesh Sharma	IT Company	#13 , Chandigarh, Chandigarh, Chandigarh	2020-10-05T11:01:33.612Z	View	View Status	Edit

- Renewal Status Table:**

Project Number/Name	Business Entity	Site Address	Application Date	View	Status
4171 / Himesh Sharma	Business Entity	#13 , Chd, Chd, Chandigarh	2020-09-03T11:41:40.376Z	View	Renewal CAF Filled

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Provide Applicant Details

In this section Enter the name of person who is authorised to apply on behalf of the company, designation and address of the authorised person, name of proprietor, name of business. Once the all information is entered, click on save & next button.

Dashboard :- Himesh Sharma

Common Application Form (CAF)

1 Applicant Details 2 Site Detail 3 Project Detail 4 Fixed Capital Investment 5 Manufacturing Data 6 Others

1. Applicant For

Application For *

2. Applicant Detail

First Name *

Middle Name

Last Name *

+ ATTACH PHOTO

3. Correspondence Address

Country *

State *

City *

PinCode *

Address Line 1 *

Address Line 2 *

Address Line 3

Mobile Number *

Phone Number

Email *

Alternate Email

Fax Number

Aadhar Number *

PAN Number *

+ ATTACHMENT

4. Firm Details

Name of Proprietor/MD *

Designation *

Name Of Business Entit...

Type Of Business Ent...

Number of Directors/Pr...

+ ATTACHMENT

Passport Number

Applicant is NRI?*

Yes No

GST Number

+ ATTACHMENT

MoU/Partnership Deed + ATTACHMENT

Certificate of Company Incorporation/Registration

+ ATTACHMENT

UAM/EM-II/SSI Certific...

Save & Next

Site Details

In this section enter the proposed site details plot number, area, upload rent deed, upload NOC from owner etc. Once the all information is entered, click on save & next button. it will show screen as shown below:-

Dashboard :- Himesh Sharma

Common Application Form (CAF)

Applicant Details Fill Required Fields | Site Detail | 3 Project Detail | 4 Fixed Capital Investment | 5 Manufacturing Data | 6 Others

5. Proposed Site Detail

Plot Number * Area *

City *

Total Proposed Project ... Total Built-up Area *

Certified Copy of freehold Ownership Applicable Not Applicable

Certified Copy of Leasehold Ownership Applicable Not Applicable


Rent Deed(tenancy) Applicable Not Applicable

Certified copy of Rent Deed (tenancy) Noc from Owner


Site/Layout Plan Attachment Linear Strip Plan Attachment


Project Details


In this section enter the project details sector, project purpose, project type, size of industry, category of project, country etc. Once the all information is entered, click on save & next button. it will show screen as shown below:-


 Dashboard :- Himesh Sharma


Common Application Form (CAF)


 Applicant Details
Fill Required Fields

 Site Detail
Fill Required Fields

 Project Detail

 Fixed Capital Investment

 Manufacturing Data

 Others

6. Project Detail

Sector *	Project Purpose *	Size of Industry *	Project Type *
<input type="text"/>	<input type="text"/>	Select Any One <input type="text"/>	Select Any One <input type="text"/>
Category Of Project *	Country *	Detailed Project Report (DPR) <input type="button" value="+ ATTACHMENT"/>	
Select Any One <input type="text"/>	<input type="text"/>		

Fixed Capital Investment

In this section enter the fixed capital investment details Land cost, building cost, proposed employment details, product category etc. Once the all information is entered, click on save & next button. it will show screen as shown below:-

Dashboard :- Himesh Sharma

Common Application Form (CAF)

Applicant Details Fill Required Fields | Site Detail Fill Required Fields | Project Detail Fill Required Fields | **Fixed Capital Investment** | Manufacturing Data | Others

7. Proposed Fixed Capital Investment (In Lakhs)

NOTE: 1 = 1 lakh 0.02 = 2 thousand 1.02 = 1 lakh and 2 thousand 34.39 = 34 lakh and 39 thousand

Land Cost *	Building Cost *	Plant & Machinery Cost *	Cost of Miscellaneous ...
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Means of Finance (In Lakh)

FDI, If Applicable

If FDI, Name of Coun...

Foreign Funding Resources *

9. Proposed Employment

Direct Male *	Indirect Male *	Total Male
<input type="text"/>	<input type="text"/>	<input type="text"/>
Direct Female *	Indirect Female *	Total Female
<input type="text"/>	<input type="text"/>	<input type="text"/>

10. Proposed Project Schedule

Start of Project Construction * mm/dd/yyyy <input type="text"/>	Start of Commercial Activity * mm/dd/yyyy <input type="text"/>	Implementation Date * mm/dd/yyyy <input type="text"/>
Phase * <input type="text"/>	Product Category * <input type="text"/>	FCI * <input type="text"/>

Manufacturing Data

In this section enter the manufacturing details like raw material, quantity, main product, manufacturing process flow etc. it will show screen as shown below:-

Dashboard :- Himesh Sharma

Common Application Form (CAF)

Applicant Details Fill Required Fields | Site Detail Fill Required Fields | Project Detail Fill Required Fields | Fixed Capital Investment Fill Required Fields | **Manufacturing Data** | Others

11.1 Manufacturing Details(all major raw Material..)

Raw Material *	Quantity *	Units * Select Any One	Main Product *	Quantity *	Units * Select Any One
----------------	------------	---------------------------	----------------	------------	---------------------------

11.2. Manufacturing Process Flow

Upload Manufacturing Process? + ATTACHMENT

Step 1	Step 2	Step 3	Step 4
Step 5	Step 6	Step 7	Step 8

12. Environment Impact Data

Category *
Select Any One

Raw Water & Effluent Details - S...
Select Any One

Particulars	Process	Cooling	Domestic	Other
Water Usage (cube metre[m ³]) per day*				
Waste Water Generation (cube metre[m ³]) per day*				
Waste Water Treatment Enclosed Attachment for details*	Select Any One	Select Any One	Select Any One	

+ ATTACHMENT

Manufacturing Data

Once the all information is entered, click on save & next button. it will show screen as shown below:-

Mode of disposal of Discharge *

Select Any One ▾

Emission Data (Please add atleast one item from each BOILER, FURNACE, PROCESS EMISSION, DG SET)

Emission Type *

Select Any One ▾

Capacity (Ton Per Hour...)

Type Of Fuel *

Select Any One ▾

Air Pollution Control Device *

Select Any One ▾

Solid Waste Generation Details

Source Of Generation *

Nature/Type*

Select Any One ▾

Quantity (Tons per Day) *

Mode Of Disposal *

Select Any One ▾

Back Save & Next

Others Details

In this section enter the others details like electrical power requirements, water requirements and attached related documents. it will show screen as shown below:-

Common Application Form (CAF)



13. Electrical Power Requirements

13.1 Temporary Connection* During Construction* Enclose bill copy in case of existing connection

+ ATTACHMENT

Load Required if applicable fill b...

Select Any One

Existing Connection

Yes No

Account Number *

Existing Load Demand (...)

Existing Load Demand (...)

New Load Demand (KW...

New Load Demand (KV...

Demand Date *

mm/dd/yyyy

Load Required if applicable fill b...

Select Any One

Existing Connection

13.2 Regular Connection* During Commercial Activity* Enclose bill copy in case of existing connection

+ ATTACHMENT

In this all information is entered

+ ATTACHMENT

Select Any One ▾

Existing Connection

Yes No

Customer Type *

Select Any One ▾

Account Number *

Existing Load Demand (...)

Existing Load Demand (...)

New Load Demand (KW...)

New Load Demand (KV...)

Demand Date *

mm/dd/yyyy

14. Water Requirements

14.1 Temporary Connection During Construction* Enclose bill copy in case of existing connection + ATTACHMENT

Connection Required *

Select Any One ▾

Existing Connection

Yes No

14.2 Regular Connection During Construction* Enclose bill copy in case of existing connection + ATTACHMENT

Connection Required *

Select Any One ▾

Existing Connection

Once the all information is entered, click on save application. it will show screen as shown below: -

	Existing Connection <input type="radio"/> Yes <input type="radio"/> No
14.2 Regular Connection During Construction* Enclose bill copy in case of existing connection + ATTACHMENT	Connection Required * Select Any One ▼ Existing Connection <input type="radio"/> Yes <input type="radio"/> No
15. Self Certifications	
<p>1. I _____, Proprietor/Partner/Director/Managing Director of M/s _____ hereby declare that the information given by my firm to Industries Department, Chandigarh in this Common Application Form (C.A.F) , is true to the very best of my knowledge, belief and Record.</p> <p>2. Management of my firm assumes complete responsibility related to Liabilities of any nature that may arise due to the decision taken based on the information provided and contained in C.A.F form which may be inadequate, inaccurate, erroneous etc.</p> <p>3. Further my company undertake to provide any additional information or clarification as required by Industries Department, Chandigarh Administration or its agencies during and after processing our application.</p> <p>4. I, understand that this Single Window Approval facility , through industries Department is to assist our firm in obtaining statutory Approvals expeditiously.</p> <p>5. I _____, Proprietor/Partner/Director/Managing Director on behalf of my firm indemnify the Government Authority on any matter which is later deemed/declared incorrect or inappropriate and all further punitive/penalty acts shall be taken under the jurisdiction of Chandigarh Administration.</p>	
<input type="checkbox"/> I Accept Terms and Conditions	
Application Date 12/18/20	Applicant Name Himesh Sharma
Place *	Signature* + ATTACHMENT
Back Reset All Form Save Application Submit and Lock Application	

Project Status

When CAF form all information entered and save application successfully after generate CAF application in **Project Status** section on dashboard. it will show screen as shown below:-

Project Status						
Project Number/Name	Business Entity	Site Address	Application Date	View	Status	Action
58 / Himesh Sharma	IT Company	#13, Chandigarh, Chandigarh, Chandigarh	2020-10-05T11:01:33.612Z	View	View Status	Edit

Application Status

Investor can able to View Status our application . It will show screen as shown below:

You Need To Fill Following Forms

Select any form to fill it.

Froms Name	Processing Time	Stage	Select	Status	Approved
Registration in GST	30.00	Pre Establishment	<input type="checkbox"/>		
Approval of Building Plans of factories under the Factories Act, 1948	15.00	Pre Establishment	<input type="checkbox"/>		
Factory License under the Factories Act, 1948	15.00	Pre Operational	<input type="checkbox"/>		
Renewal of Factory License under the Factories Act, 1948	15.00	Pre Operational	<input type="checkbox"/>		
Registration Certificate under the Motor Transport Workers Act, 1961	15.00	Pre Operational	<input type="checkbox"/>		
Renewal of Registration Certificate under the Motor Transport Workers Act, 1961	15.00	Pre Operational	<input type="checkbox"/>		
Registration Certificate to the Principal Employer under the Contract Labour Act, 1970	15.00	Pre Operational	<input type="checkbox"/>		
Renewal of Registration Certificate to the Principal Employer under the Contract Labour Act, 1970	15.00	Pre Operational	<input type="checkbox"/>		
License to Contractors under the Contract Labour Act, 1970	15.00	Pre Operational	<input type="checkbox"/>		
Registration of Contractors under the Building and Other Construction Workers Act, 1996	15.00	Pre Operational	<input type="checkbox"/>		
Grant of benefits under various Welfare Schemes under the PUnjab Labour Welfare Fund Act, 1965	15.00	Pre Operational	<input type="checkbox"/>		
Mandate online filing of single integrated return under all the labour laws applicable in the State/UT	15.00	Pre Operational	<input type="checkbox"/>		
Registration of establishment under the Inter State Migrant Workmen Act, 1979	15.00	Pre Operational	<input type="checkbox"/>		
Shops and Commercial Establishments under the Punjab Shops and Commerical Establishment Act, 1958	15.00	Pre Operational	<input type="checkbox"/>		
Renewal of Shops and Commercial Establishments under the Punjab Shops and Commerical Establishment Act, 1958	15.00	Pre Operational	<input type="checkbox"/>		

Procedure to fill the Renewal Common Application Form

After Successful login, first you have dashboard please click on “Apply Renewal” .The Renewal common application form will be displayed(On Next Slide) of the forms to be filled.

Dashboard :- Himesh Sharma

New Application
1
Add New Project

Renewals Applied
1
Apply Renewal

Renewals Due (in 3 Months)
5
View Details

Project Status

Project Number/Name	Business Entity	Site Address	Application Date	View	Status	Action
58 / Himesh Sharma	IT Company	#13, Chandigarh, Chandigarh, Chandigarh	2020-10-05T11:01:33.612Z	View	View Status	Edit

Renewal Status

Project Number/Name	Business Entity	Site Address	Application Date	View	Status
4171 / Himesh Sharma	Business Entity	#13, Chd, Chd, Chandigarh	2020-09-03T11:41:40.376Z	View	Renewal CAF Filled

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Provide Applicant Details-Renewal

In this section Enter the name of person who is authorised to apply on behalf of the company, designation and address of the authorised person, name of proprietor, name of business. Once the all information is entered

Common Application Form - Renewal

 Renewal Form

1. Applicant Detail

First Name *

Middle Name

Last Name *

[+ ATTACH PHOTO](#)

Mobile Number *

2. Correspondence Address

Country *

State *

City *

PinCode *

Address Line 1 *

Address Line 2 *

Address Line 3

Fax Number

3. Firm Details

Name of Proprietor/MD *

Designation *

Name Of Business Entit..

Type Of Business Ent..

Number of Directors/Pr...

Passport Number

Applicant is NRI?*

Site Details-Renewal

In this section enter the proposed site details plot number, area, upload rent deed, upload NOC from owner etc. Once the all information is entered, it will show screen as shown below:-

Name of Propretor/MD *	Designation *	Name Of Business Entit...	Type Of Business Ent...
Number of Directors/Pr...	+ ATTACHMENT	Passport Number	Applicant is NRI?* <input type="radio"/> Yes <input type="radio"/> No
Aadhar Number *	PAN Number *	+ ATTACHMENT	
GST Number	+ ATTACHMENT	MoU/Partnership Deed + ATTACHMENT	Certificate of Company Incorporationa/Registration + ATTACHMENT
UAM/EM-II/SSI Certific...			

4. Site Detail

Plot Number *	Industrial Area *	Sector *	Size of Industry * Select Any One
Total Proposed Project ...	Total Built-up Area *		
Certified Copy of freehold Ownership <input type="radio"/> Applicable <input type="radio"/> Not Applicable	+ ATTACHMENT	Certified Copy of Leasehold Ownership <input type="radio"/> Applicable <input type="radio"/> Not Applicable	+ ATTACHMENT
Rent Deed(tenancy) <input type="radio"/> Applicable <input type="radio"/> Not Applicable	Certified copy of Rent Deed (tenancy) + ATTACHMENT	Noc from Owner + ATTACHMENT	

Manufacturing Data-Renewal

Once the all information is entered. it will show screen as shown below:-

Rent Deed(tenancy) <input type="radio"/> Applicable <input type="radio"/> Not Applicable	Get linked copy of Rent Deed (tenancy) + ATTACHMENT	NOG FROM OWNER + ATTACHMENT
Site/Layout Plan Attachment + ATTACHMENT	Linear Strip Plan Attachment + ATTACHMENT	
5. No. of Workers		
Direct Male * _____	Indirect Male * _____	Total Male _____
Direct Female * _____	Indirect Female * _____	Total Female _____
6. Manufacturing Data		
Raw Material * _____	Quantity * _____	Units * Select Any One
		Manufacturing Process Flow + ATTACHMENT
Self Certifications		
<p>1. I _____ Proprietor/Partner/Director/Managing Director of M/s _____ hereby declare that the information given by my firm to Industries Department, Chandigarh in this Common Application Form (C.A.F) , is true to the very best of my knowledge, belief and Record.</p> <p>2. Management of my firm assumes complete responsibility related to Liabilities of any nature that may arise due to the decision taken based on the information provided and contained in C.A.F form which may be inadequate, inaccurate, erroneous etc.</p> <p>3. Further my company undertake to provide any additional information or clarification as required by industries Department, Chandigarh Administration or its agencies during and after processing our application.</p> <p>4. I understand that this Single Window Approval facility , through industries Department is to assist our firm in obtaining statutory Approvals expeditiously.</p> <p>5. I _____ Proprietor/Partner/Director/Managing Director on behalf of my firm indemnify the Government Authority on any matter which is later deemed/declared incorrect or inappropriate and all further punitive/penalty acts shall be taken under the jurisdiction of Chandigarh Administration.</p>		
<input type="checkbox"/> I Accept Terms and Conditions	Application Date 12/29/20	Applicant Name Himesh Sharma
Place * _____		Signature* + ATTACHMENT
Submit		

Project Renewal Status

When Renewal CAF form all information entered and save application successfully after generate Renewal CAF application in **Renewal Status** section on dashboard. it will show screen as shown below:-

Renewal Status

Project Number/Name	Business Entity	Site Address	Application Date	View	Status	Action
4171 / Himesh Sharma	Business Entity	Chandigarh , Chd, Chd, Chandigarh	2020-09-03T11:41:40.376Z	View	View Status	Edit

Renewal View Status

Investor can able to View Status our renewal application . It will show screen as shown below:

You Need To Fill Following Forms

Select any form to fill it.

Froms Name	Processing Time	Stage	Select	Status	Approved
Shops and Commercial Establishments under the Punjab Shops and Commerical Establishment Act, 1958	15.00	Pre Operational	<input type="checkbox"/>		
Renewal of Shops and Commercial Establishments under the Punjab Shops and Commerical Establishment Act, 1958	15.00	Pre Operational	<input type="checkbox"/>		
Factory License under the Factories Act, 1948	15.00	Pre Operational	<input type="checkbox"/>		
Renewal of Factory License under the Factories Act, 1948	15.00	Pre Operational	<input type="checkbox"/>		
Registration Certificate under the Motor Transport Workers Act, 1961	15.00	Pre Operational	<input type="checkbox"/>		
Renewal of Registration Certificate under the Motor Transport Workers Act, 1961	15.00	Pre Operational	<input type="checkbox"/>		
Registration Certificate to the Principal Employer under the Contract Labour Act, 1970	15.00	Pre Operational	<input type="checkbox"/>		
Renewal of Registration Certificate to the Principal Employer under the Contract Labour Act, 1970	15.00	Pre Operational	<input type="checkbox"/>		
License to Contractors under the Contract Labour Act, 1970	15.00	Pre Operational	<input type="checkbox"/>		
Registration of Contractors under the Building and Other Construction Workers Act, 1996	15.00	Pre Operational	<input type="checkbox"/>		
Grant of benefits under various Welfare Schemes under the PUnjab Labour Welfare Fund Act, 1965	15.00	Pre Operational	<input type="checkbox"/>		
Mandate online filing of single integrated return under all the labour laws applicable in the State/UT	15.00	Pre Operational	<input type="checkbox"/>		
Registration of establishment under the Inter State Migrant Workmen Act, 1979	15.00	Pre Operational	<input type="checkbox"/>		
Grant of Permission for Operation of new Unit under Air Act & Water Act.	30.00	Pre Operational	<input type="checkbox"/>		
Grant of Renewal Permission for Operation of already existingUnitunder Air Act & Water Act.	30.00	Pre Operational	<input type="checkbox"/>		
Grant of permission to operate health care facility (Bedded/Non-Bedded)	30.00	Pre Operational	<input type="checkbox"/>		

Renewal Edit Application

Investor can able to **Edit** our renewal application . It will show screen as shown below:

Renewal Status

Project Number/Name	Business Entity	Site Address	Application Date	View	Status	Action
4171 / Himesh Sharma	Business Entity	Chandigarh , Chd, Chd, Chandigarh	2020-09-03T11:41:40.376Z	View	View Status	Edit