User Guide

Purpose of the Document

This document will explain how to apply for "Availing Various State Incentives" on Single Window Portal in a language non-technical person can understand.



Procedure for Availing Incentives

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PROCEDURE FOR APPLICATION SUBMISSION

Step-1: Visit the official website of Department of Industries Himachal Pradesh by clicking on the below link <u>http://emerginghimachal.hp.gov.in/.</u>

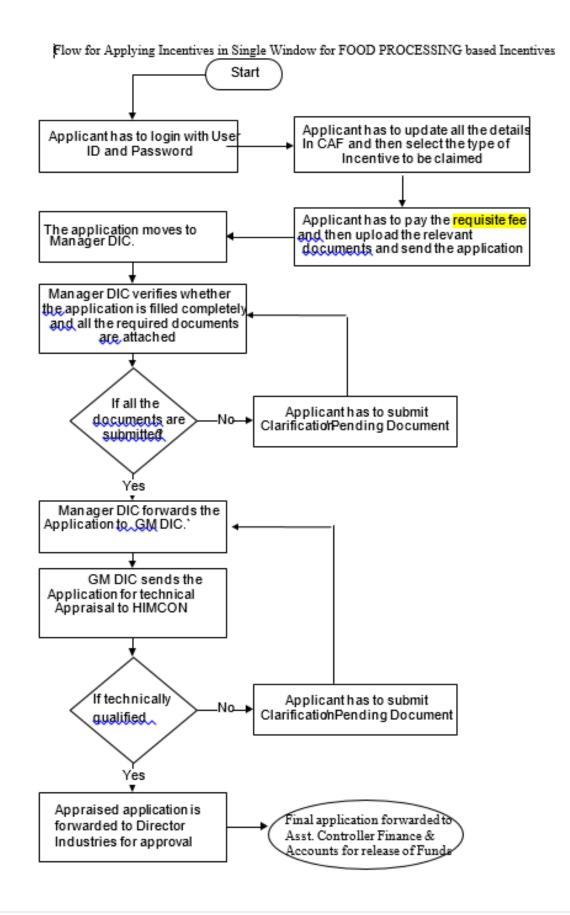
Step-2: Now, create your user account by registering yourself with Single Window Clearance System. Go-to "Investor Sign-up" and get your registered credentials after filling all the mandatory information.

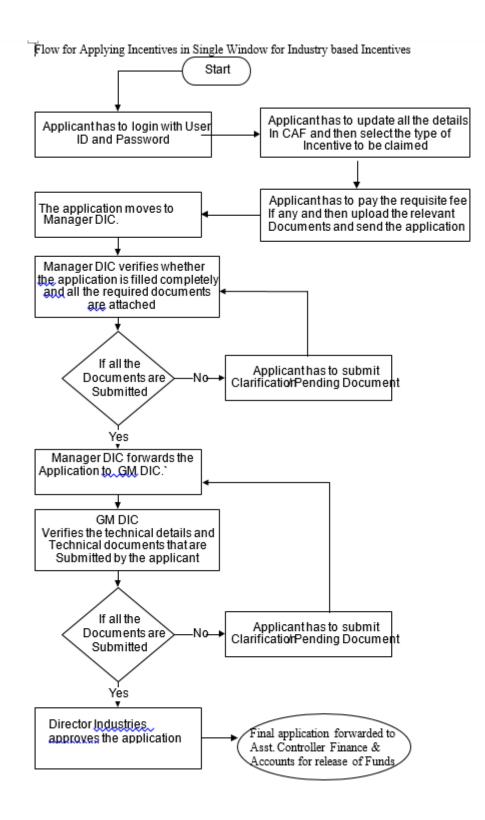
Step-3: After successful registration on SWCS, user will get an acknowledgment on both email and registered mobile.

Step-4: Now, fill the mandatory application form and upload the scanned copy of documents enlisted in checklist for Registration of Partnership Firm.

Step-5: After successful entries of mandatory fields and uploading of scanned documents, user can make online payment.

Step-6: After payment is done successfully, user can finally submit the application to the department.

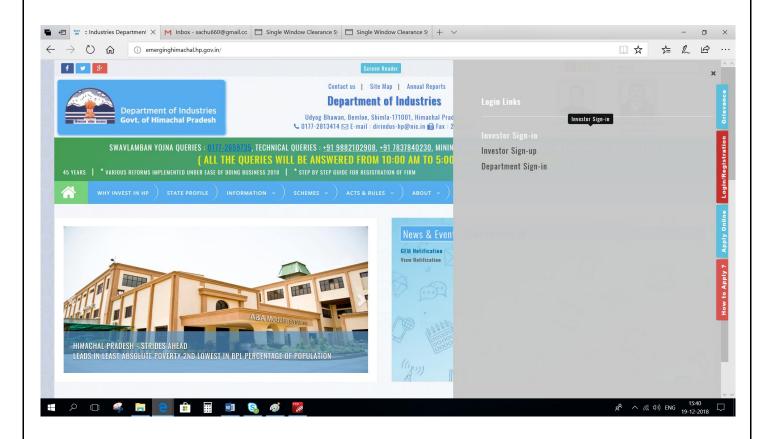




1. Home Page

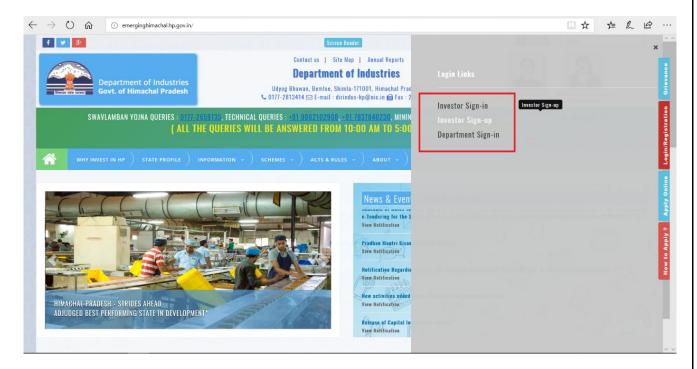
The Govt. of Himachal Pradesh has launched Single Window Portal for Investors. Every investor who intends to invest in Himachal Pradesh and existing Investor who want to apply for various approvals can access the portal by using below mentioned link.

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



2. Investor Registration/Login

1. To register as Investor Click on "Investor Sign-up" button.



2. Following page is displayed on clicking "Investor Sign-up" where user is require to click on "Register" button.



3. Following page is displayed on clicking "Register" where user is require to fill all the requisite details. After submission of details click on "Register" button as highlighted below.

Investor Registration		a.
ENTER VALID EMAIL ID		
E-mail Address		
CHOOSE PASSWORD		
Password		
RE-TYPE PASSWORD		
Password		
Personal Information		
ENTER FIRST NAME	ENTER LAST NAME	
First Name	Last Name	
ENTER PAN	ENTER ADHAAR	
PAN Card No	Adhaar No	
ENTER ADDRESS		
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SELECT COUNTRY		
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State		× -
SELECT CITY	SELECT DISTRICT	
City Name	District Name	
ENTER PIN CODE	ENTER MOBILE	
PIN Code	Mobile Number	
QOyanxe Get a new code	Enter text shown in image	
re enter the letters as they are shown in the image above rs are not case-sensitive.		

4. User will receive "One Time Password" on his mobile number that he has entered in last screen. User need to enter this OTP in following screen and click on Verify OTP.

< HP-HPGOVT	e.		
SMS/MMS		Verify your Secret Code Please Entered the OTP that you have received on your mobile	Q,
2 1:17 PM		ENTER YOUR SECRET CODE	
Your verification code for Single Window Clearance System Himal	hcə	→ 90089	
Pradesh i <u>s</u> 90089.		VERIFY OTP	

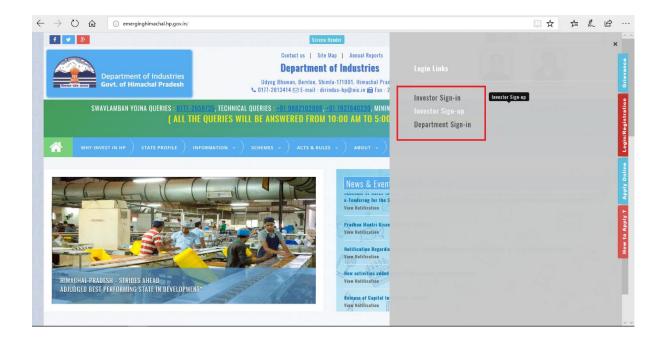
5. After successful verification of OTP, an activation link is sent to the resisted email id.

Account Activation Email Inbox x	
■ swcshp@gmail.com <u>via</u> sg2plcpnl0024.prod.sin2.secureserver.net to me Activate Your Account n order to login into SWCS. click in this <u>link</u> to activa e your account.	

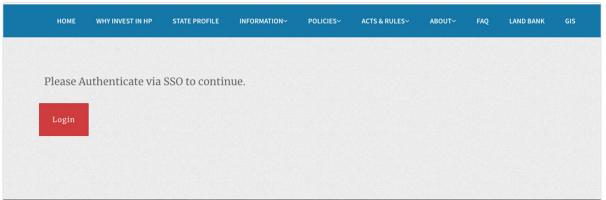
6. Click on link in order to activate Single Window Account.

3. Investor Sign-in

1. Visit the website as mentioned by following the link <u>http://emerginghimachal.hp.gov.in/</u> Click on Investor "Investor Sign-in" in order to login.



2. Click on "Login" to proceed to login screen.

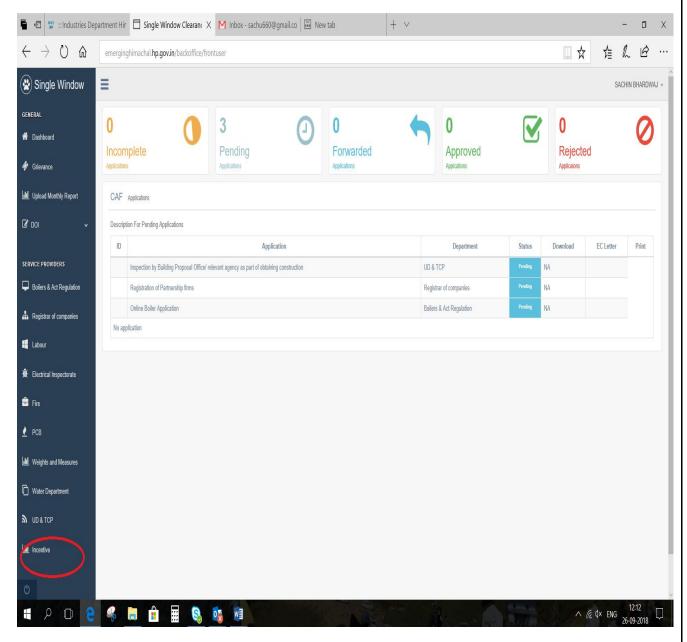


3. Enter User name & Password on the following screen and click on "LOG IN". Username can be registered email id & IUID that user will receive after registration on Email as well as mobile SMS.

Enter your username and pas	gin sword to log on:	~*
58704922		
Password		
bWwfbek Get a new code	bwwfbek	
ase enter the letters as they are shown in th ers are not case-sensitive.	ne image above.	
and Your Password		

4. Apply for Registration for availing Incentives

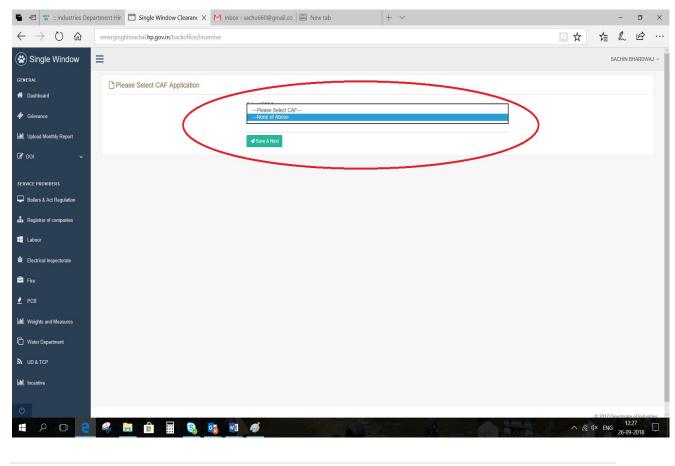
 Login to the website as mentioned in step 3. Following screen will be the dashboard of the user. "Incomplete applications" will show the applications not completed by the applicant, "Pending applications" will show the applications pending with the department for approval, "Approved applications" will show approved applications of the investor and "Rejected applications" will show applications rejected by the department. Click on "Incentives" in the left panel of the screen as mentioned in the below screenshot to proceed.



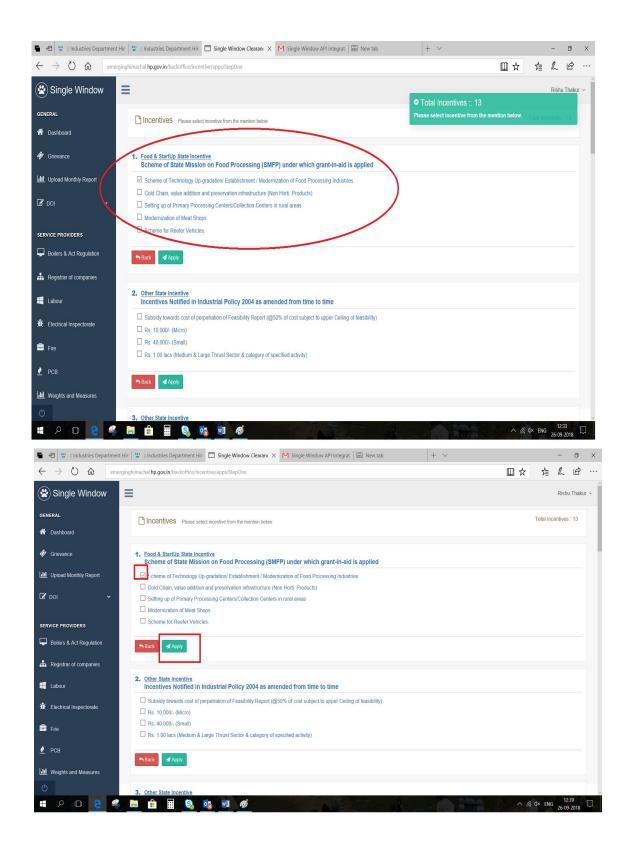
2. After clicking on the Incentive tab below mentioned page will appear in which two options will be provided for an investor to select.

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$\leftarrow \rightarrow \circlearrowright$	emerginghimachal hp.gov.in /backoffice/incentive	
😵 Single Window		SACHIN BHARDWAJ ~
GENERAL M Dashboard	Please Select CAF Application	
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SERVICE PROVIDERS		
Boilers & Act Regulation		
Registrar of companies		
🚝 Labour		
* Electrical Inspectorate		
🚔 Fire		
👲 РСВ		
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Water Department		
M UD & TCP		
Lite Incentive		
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		○ 2017 Directorate of Industries 12:27 26-09-2018

2.1 Investors who wants to file Incentive through pre-approved CAF can select their respective CAF others can proceed by selecting "None of the above" option as shown.



3. One next page List of Various State Incentives will appear. Investor can click on the Related Incentive he/she wants to avail and click on apply button as shown below.



4. 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.

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Lill Upload Monthly Report	Applicant Detail	Project Detail	Document Cheklist	4 Payment/Declaration		
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	Detail of Authorized Person / Appl	icant			_	
SERVICE PROVIDERS	IUID*		Name of Applicant / Organization*			
Boilers & Act Regulation	84014613		Rishu Thakur			
Registrar of companies	Aadhaar Number of Applicant *		PAN Number *			
Eabour	123456789012		DNDPK4940Q			
Electrical Inspectorate	E-mail *		Mobile Number *			
💼 Fire	er.hemant908thakur@gmail.com		9882102908			
👱 РСВ	Landline Number		Fax Number			
	9882102908		Fax Number			
Weights and Measures	Category of Entrepreneur*	~	Designation *			
0	General	~	Operation			
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	Correspondence Address *		Correspondence Address District *			
	Village Pamlahi Po Thandhar		Shimla		~	
	Correspondence Address City *		Correspondence Address Pin No *			
	Shimla		172030			
	Organisation Details				_	
	Nature *		Project Status *			
	Nature of your Organization	V	Please Select		~	
	CAF/Single Window Number *					
	CAF/ SW Number					
	Description *					
	* Brief Description (Activities of the Ente	rprise)				
	Back Save & Next					
C				© 2017 Directora	ate of Indus	stries

 Click on "Select File" the upload respective documents and then click on "Upload" to upload the documents. The documents type marked with * are mandatory to upload. After uploading all the required documents click on "Submit" to proceed to Payment.

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Upload Monthly Report		Applicant Detail Project Detail		Document	Cheklist	Payment	Declaration			
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Registrar of companies	1	Detailed Project Report (DPR) *	pdf	25MB	Rejected by Dept	B	rowse	upload		
Eabour	2	Sanction letter of term loan from bank / financial institution. Sanction of term loan of atleast 10% of the project cost from bank/financial institutions is mandatory. *	pdf	25MB	Pending for Verification	Remove Document				
Electrical Inspectorate	3	Blue Print of the Building Plan *	pdf	25MB	Pending for Verification	Remove Document				
🖶 Fire	4	Appraisal report from Bank/Financial Institution *	pdf	25MB	Pending for Verification	Remove Document				
▲ PCB	5	Certificate of incorporation/ registration of the organization, Memorandum and Articles of Association and Bye laws of the society (if applicable)/ partnership deed etc. *	pdf	25MB	Pending for Verification	Remove Document				
Weights and Measures				05140						
Ů	6	Marketing Strategy *	pdf	25MB	Pending for Verification	Remove Document				

6. Following screen will show the application and it can be edited by clicking on "Edit Application" button. Click on "Pay Now" to continue with payment.

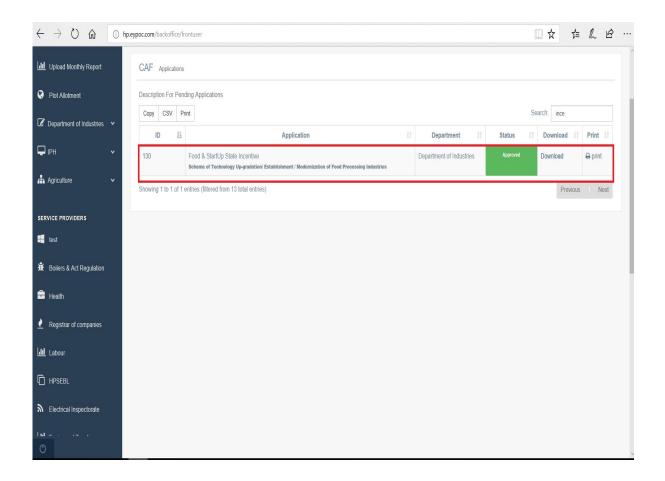
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GENERAL				
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🛷 Grievance	Order #	Grand Total	Order Date & Time	
upload Monthly Report	153765267596772	₹ 6886	2010 00 20 14:00 15	
	Billng Name	Billng Address	Contact numbe	
🕑 DOI 🗸 🗸	Sentiss Pharma Pvt_td		9882102908	
	Payment To	Directorate of Indu	stries, Govt. of H.P.	
Boilers & Act Regulation		Pay Now		
Registrar of companies				
Habour				
1 Electrical Inspectorate				
💼 Fire				
👱 РСВ				
Weights and Measures				
C				

7. After successful payment, Tick on "I accept" to accept the declaration and submit the application.

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☑ boi ~	DECLARATION							
🖵 Agriculture 🗸	declare that the information furnishe	rma Pvt Ltd having Regd. office at Village Bo ad by me/us to Directorate of Industries, Govi sh are true to the best of my knowledge, belie	of Himachal Pradesh, by our firm/enterpri	se in this Application Form for Directora	le of			
SERVICE PROVIDERS	other agency under the jurisdiction of	of Govt. of Himachal Pradesh from liabilities of a inadequate, inaccurate, erroneous etc. and th	any nature that may arise due to the decis	ion taken based on the information conta				
👪 test	Further, our firm/enterprise underta agencies during and after processing	kes to provide any additional information or g of our application.	clarification as required by Directorate of	Industries, Govt. of Himachal Pradesh o	r its			
Boilers & Act Regulation		rges payable to Directorate of Industries, Go r, energy, etc. and other charges fixed by the G			ding			
🗘 Health		hrough Directorate of Industries, Govt. of Hima ries, Govt. of Himachal Pradesh and its agenci		in getting statutory clearances expeditio	usly.			
Registrar of companies	Place Shimla Date: Wednesday, 26-09-2018							
🛃 Labour	I Accept							
HPSEBL	Submit 🗸	J						
Electrical Insoectorate								

5. Download approval certificate.

 After the approval of application by the department, download link for the certificate will be activated. To download the certificate click on "Download".



2. The certificate will be downloaded as PDF as follows:



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

Approval Certificate

This is to inform you that your application for incentive as received on date 2018-09-29 10:39:33 under scheme



System Generated Application. Printed DateTime:2018-09-29 11:09:27 Page Number:1/1

6. Department Login

 Visit the website as mentioned by following the link <u>http://emerginghimachal.hp.gov.in</u>. Click on "Department Sign-in" in order to login as department official.

DEPARTMENT OF INDUSTRIES	Screen Reader Contact us Site Map Annual Reports Testing Server of Department of Industries Visit to http://emerginghimachal.hp.gov.in ♥ Phone : 0177-2813414 🗠 E-mail : dirindus-hp@nic.in 🖨 Fax : 265061	57
GENERAL QUERIES : +91 973656	7617 INVESTMENT QUERIES : +91 7004331063	TECHNICAL SUPPORT : 2653124/E-1:5
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2. Enter user credentials on the following screen and click on "LOG IN".

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Jsername *	
Password	
Log in	Lost your password?
New to site? Plea	se Contact Admin to register
✓Single V	/indow Clearance System
© 2017 Di	rectorate of Industries

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	ID Application N		Firm Name	Submission Date	Department	Status	Action
	123 F	Food & StartUp State Incentive		2018-09-18 05:03:57	@ROC	Pending	View

2. Check the documents as per the guidelines and either verify them or reject them.

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📥 Pending 🗸 🗸	43702837	Gaurav Ojha				
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	123124123123	AS1234QWER				
	E-mail	Mobile Number				
	gauravojha49@gmail.com	7837840230				
	Landline Number	Fax Number				
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	Category of Entrepreneur	Designation				
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1	Detailed Project Report (DPR)			🛃 Download	 ✓ Verified 			
2	Sanction letter of term loan from bank / financial project cost from bank/financial institutions is ma		f atleast 10% of the	Download	✓ Verified			
3	Blue Print of the Building Plan			🐣 Download	 ✓ Verified 			
4	Appraisal report from Bank/Financial Institution			A Download	 ✓ Verified 			
5	Certificate of incorporation/ registration of the org and Bye laws of the society (if applicable)/ partner		les of Association	Download	✓ Verified			
6	Process Flow Diagram			Download	✓ Verified			
7	Bio-data/background of the office bearers/ promo	ters of the organization.		A Download	✓ Verified			
8	Annual reports and Audited Statement of Accour Upgradation proposals/ cases only.	ts of last three years, in case of ex	kpansion/	Download	✓ Verified			
9	SSI/IEM Registration etc.			A Download	✓ Verified			
10	Notarized English Version of Land Document (in	case it is in any of the regional lan	iguages)	A Download	 ✓ Verified 			
11	Item wise and cost wise details of Technical civil Engineer (Civil).	works envisaged duly certified by	Chartered	Download	✓ Verified			
12	Item wise and cost wise details of Plant & Machin	erv envisaged duly certified by Ch	nartered Engineer	A Download	✓ Verified			

If all the documents are verified then click on "Approve" button or Revert back to Investor for any clarification needed from Investor.

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If there are any discrepancies in the application, it can be reverted back to the investor by clicking on "Revert back to Investor".

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Boilers & Act Regulation						
Health						
Registrar of companies						
Labour						

3. After the re-submission of application by closing the relevant inquiry of Manager DIC by investor, the application will appear in Manager DIC dashboard for approval.

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4. By clicking on the approve button the application will be forwarded to GM DIC for further scrutiny and approval.

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5. The application will appear in the dashboard of GM DIC for further scrutiny of application.

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	123	Food & StartUp State Incentive		2018-09-18 05:03:57	@DOI	Pending	@ View
	64	CAF	ACB	2018-06-26 04:29:46	@DOI	Rejected	View
	64	CAF	ACB	2018-06-26 04:29:46	@DOI	Rejected	@ View

6. Check the documents as per the guidelines and either verify them or reject them.

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	Uploaded Documents				
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	1 Detailed Project Report (DPR) Image: Download V Verified				
	2 Sanction letter of term loan from bank / financial institution. Sanction of term loan of atleast 10% of the Download				
	project cost from bank/financial institutions is mandatory. 3 Blue Print of the Building Plan Verified Verified				
	4 Appraisal report from Bank/Financial Institution ♦ Download ✓ Verified				
	5 Certificate of incorporation/ registration of the organization, Memorandum and Articles of Associal on Download V Verified				
	and Bye laws of the society (if applicable)/ partnership deed etc. 6 Process Flow Diagram Verified Verified				
	7 Bio-data/background of the office bearers/ promoters of the organization.				
	8 Annual reports and Audited Statement of Accounts of last three years, in case of expansion/				
	Upgradation proposals/ cases only. 9 SSI/EM Registration etc.				
	Contain Registration Ca. Notarized English Version of Land Document (in case it is in any of the regional languages)				
	11 Item vise and cost wise details of Technical civil works enviseged duly certified by Chartered \[
	Engineer (Civil).				

If all the documents are verified then click on "approve" for approval to HIMCON for technical appraisal.

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7. After approval from GM DIC application is received at HIMCON dashboard for technical appraisal.

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	105	Food & StartUp State Inc	centive						

- \leftrightarrow \rightarrow \circlearrowright hp.eypoc.com/backoffice/admin/ApplicationView/applicationfulldetail/app_sub_id/123 □☆ ☆ ℓ ピ … 😤 Single Window ≡ ROC Nodal ~ GENERAL **Application View** Dashboard Application Name:- FOOD & STARTUP STATE INCENTIVE (Submission ID: 123) Grievance APPLICATIONS IUID Name of Applicant / Organization 43702837 Gaurav Ojha rending Aadhaar Number of Applicant PAN Number Archieve Data 123124123123 AS1234QWER E-mail Mobile Number 7837840230 gauravojha49@gmail.com Landline Number Fax Number 123123 <u>01795236988</u> Category of Entrepreneur Designation GENERAL Other Enterprise Name Enterprise Email test test@gmail.con \leftarrow \rightarrow \circlearrowright hp.eypoc.com/backoffice/admin/Application 四☆ たん ゆ … ew/applicationfulldetail/app_sub_id/12 202 40 321 200 1 Total Document Name Action Detailed Project Report (DPR) 🚯 Download 🗸 Verified Sanction letter of term loan from bank / financial institution. Sanction of term loan of atleast 10% project cost from bank/financial institutions is mandatory. Download ✓ Verified Blue Print of the Building Plan 🛃 De ✓ Verified Appraisal report from Bank/Financial Institution 🛃 De ✓ Verified Certificate of incorporation/ registration of the organization, Memorandum and Articles of As and Bye laws of the society (if applicable)/ partnership deed etc. Process Flow Diagram 🛃 Dow 6 ✓ Verified Bio-data/background of the office bearers/ promoters of the organization Download ✓ Verified Annual reports and Audited Statement of Accounts of last three years, in case of expansion/ Upgradation proposals/ cases only. 8 🕘 Downic ✓ Verified 0 SSI/IEM Registration etc 🛃 Dov ✓ Verified 10 Notarized English Version of Land Document (in case it is in any of the regional languages) 🛃 Do 11 Item wise and cost wise details of Technical civil works envisaged duly certified by Chartered Engineer (Civil). Download ✓ Verified
- 8. Check the documents as per the guidelines and either verify them or reject them.

26 | Page User Guide for Registration For Availing Incentives

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✓ Verified

Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer

If all the documents are verified then click on "approve" for final approval to Director Industries.

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9. After the approval from HIMCON the application will move to Director Industry's dashboard for last stage approval as shown below.

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10. After approval from Director Industries the application is moved to ACF (Accounts and Finance) for release of funds as per guidelines.

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Enter the OTP code received on mobile number to approve the application. After successful verification of OTP digitally signed certificate will be available on investor dashboard automatically.

Pl	Verify your Secret Code ease Entered the OTP that you have received on your mobile	0,
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