
User Manual for Availing Services

Single Roof Clearances System

Facilitates prospective investors to obtain regulatory clearances online through Haryana Enterprise Promotion Board under Empowered Executive Committee.



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User Manual to Avail Services

1. Single Roof Clearances System Login

1. To avail the services required by industrial users, log onto “investharyana.in”.
2. In case of “First time user”, to enter the *Single Roof Clearance System* click on “Register Here”

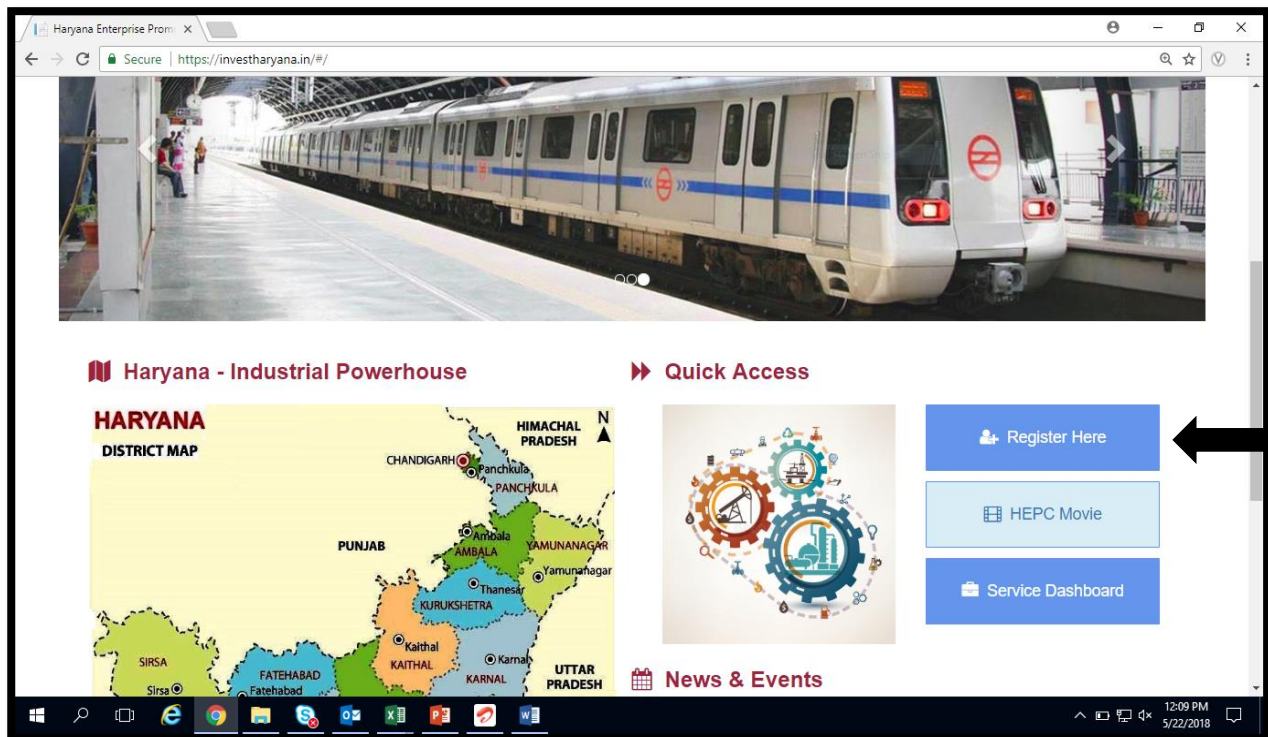


Figure 1: Single Roof Clearance System

2 (a). New User Registration

1. Fill the following details for creating a new user ID
2. Please ensure Email and Mobile phone details are correct as the account will be verified via Email and registered mobile number.
3. After filling all details please click on “Register”.
4. Use the same “Username” registered here to log into the portal afterwards.

Registration

First Name
ABA

Last Name
XYZ

Username
ABA

E-mail
aba@gmail.com

New password

Password strength: █

New password confirmation

Mobile
7807805269

Address
#127, Sector-26-b, Chandigarh

Register

Figure 2: New User Registration

5. If the investor registers with an existing email id or username, a failure as below will be displayed on the screen.

Registration

Login name already registered! Please choose another one.

First Name
khyati

Last Name
kant

Username
khyati

E-mail
khyatikant@kpmg.com

New password

Figure 3: If the registration fails

- **Registration Confirmation**

1. If the registration is successful, the application will be saved and a confirmation regarding the same will appear on the screen.

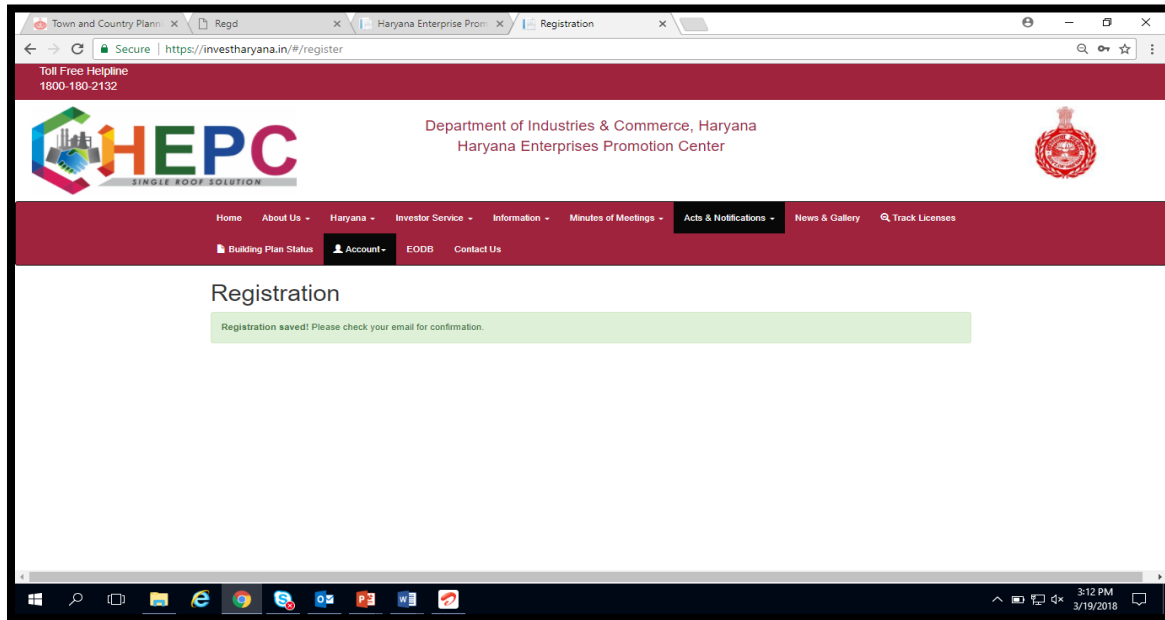


Figure 4: Registration Successful

- **Verification Confirmation**

2. Please keep Email and Mobile phone accessible as after clicking on “Register” a verification link (as shown below) will be send on your Email ID and Mobile phone.
3. Click on the link send on the Email ID to complete the verification.

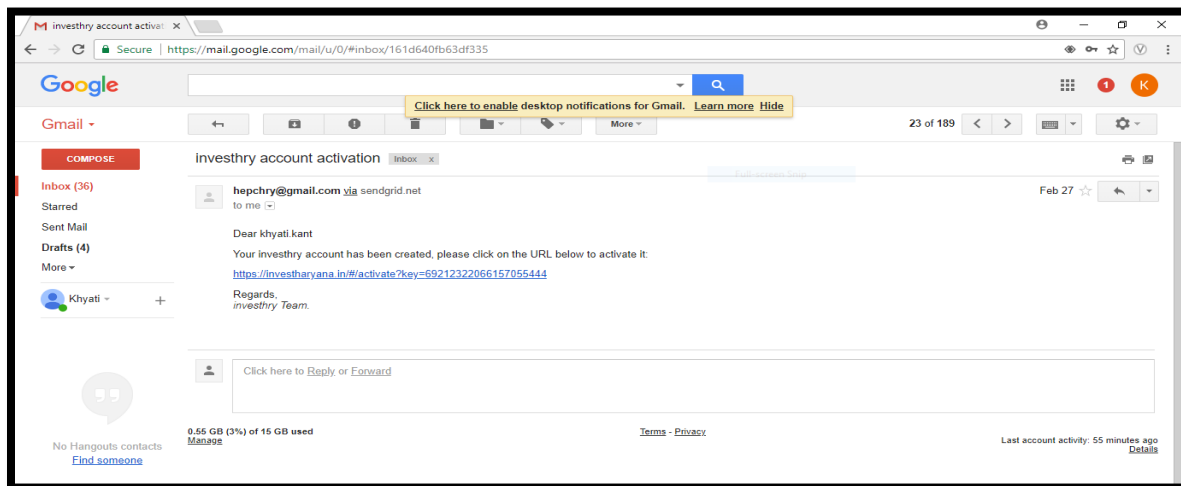
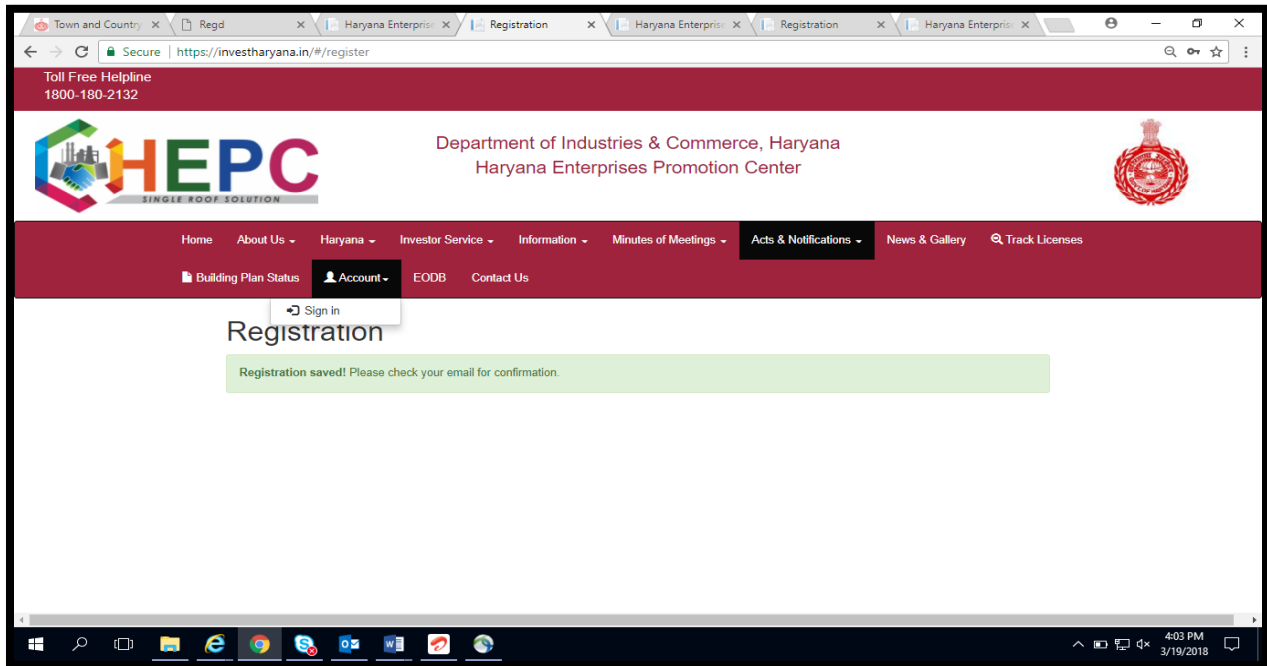


Figure 5: Email Confirmation

- Once the investor clicks on the sent link, the user will be redirected to HEPC Portal.
- Once the link is verified, following message appears in the pop up window.
- Click on Account, then Sign in.



- Once the user clicks on Sign in, a window as shown below will appear.
- Enter username and password to sign in.

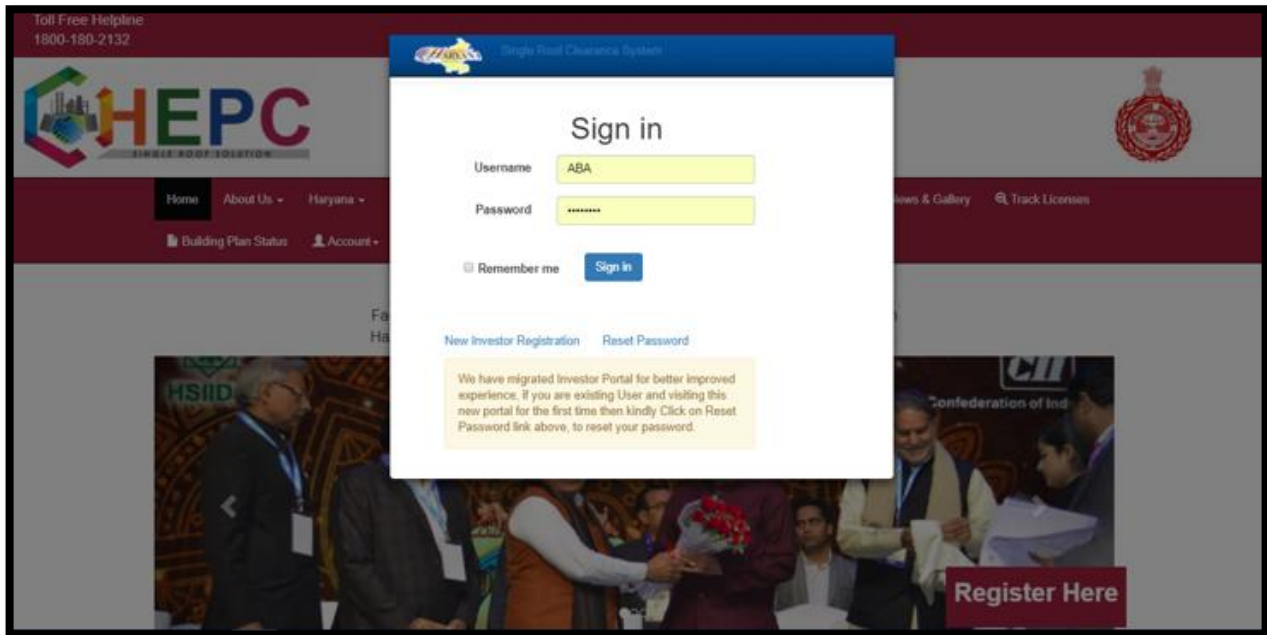


Figure 6: Account Sign-in

2 (b). Investor Login/ Existing user-Login

1. In case the investor (User) is already registered on the portal, he/she should go to “Account” then “Sign in” to access the portal.

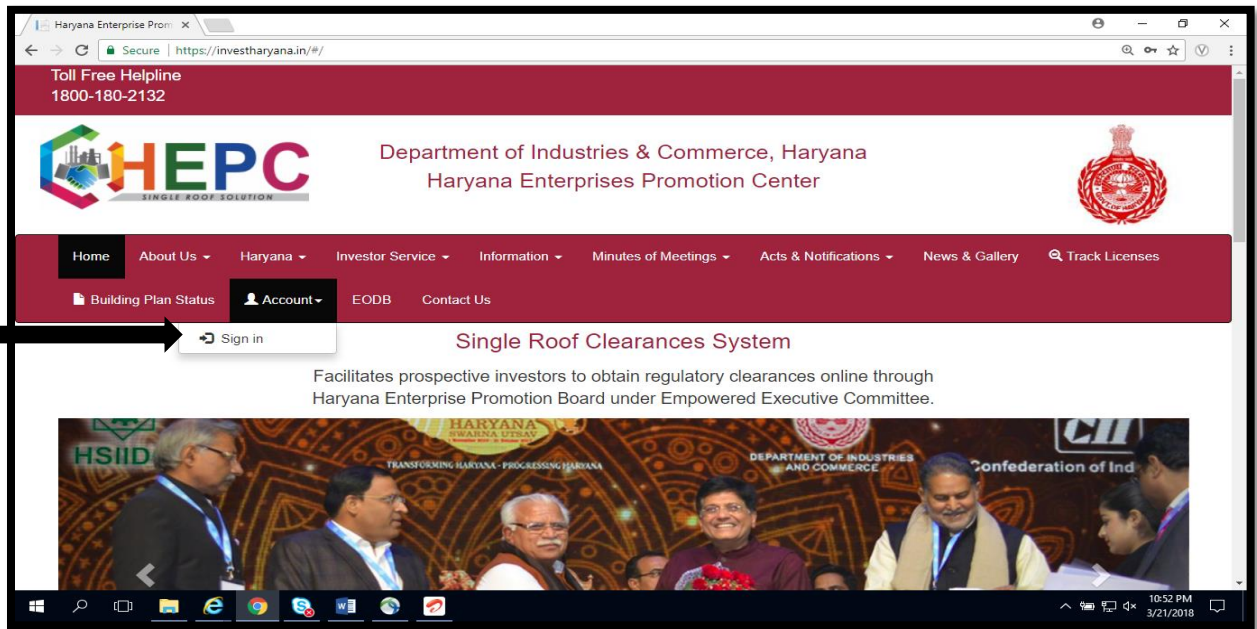
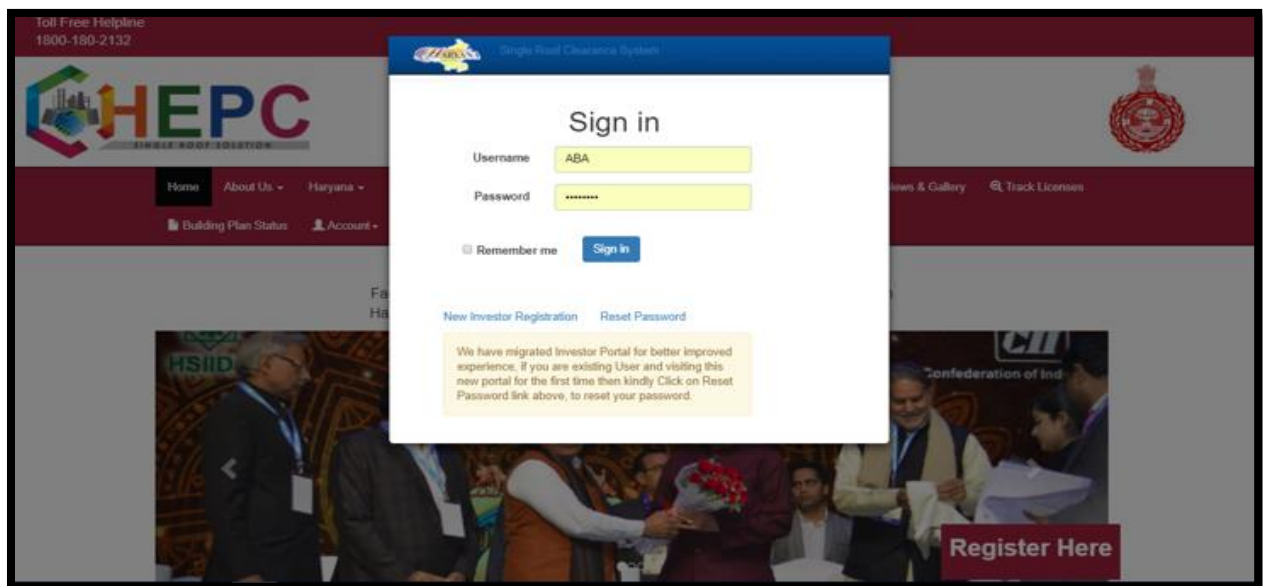


Figure 7: Existing User Login

2. A pop up window like below will open up, enter Username and password and Sign in to access the dashboard.



3. Creating CAF Pin

1. Once, the new investor sign in, a window as below will appear.
2. Next go to “Add CAF”.

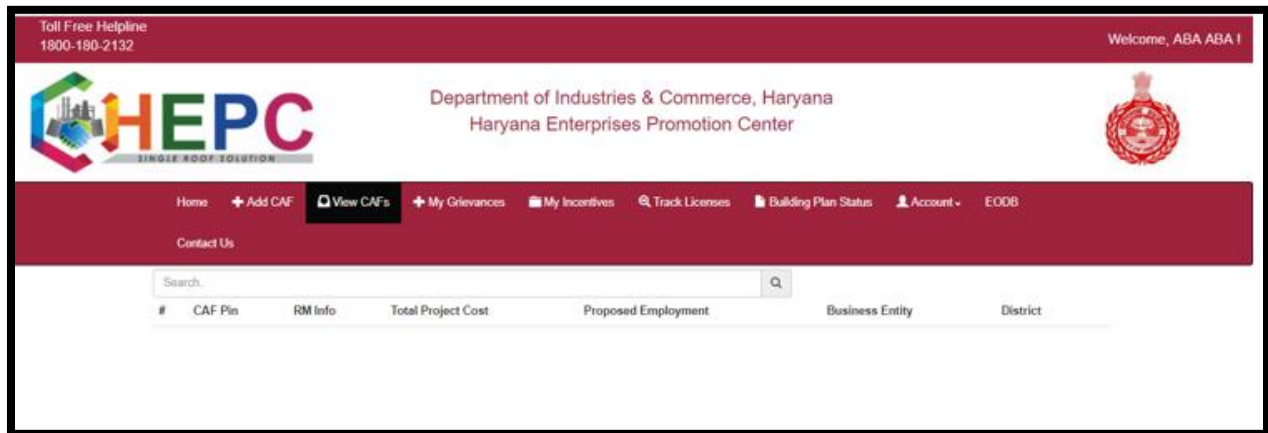
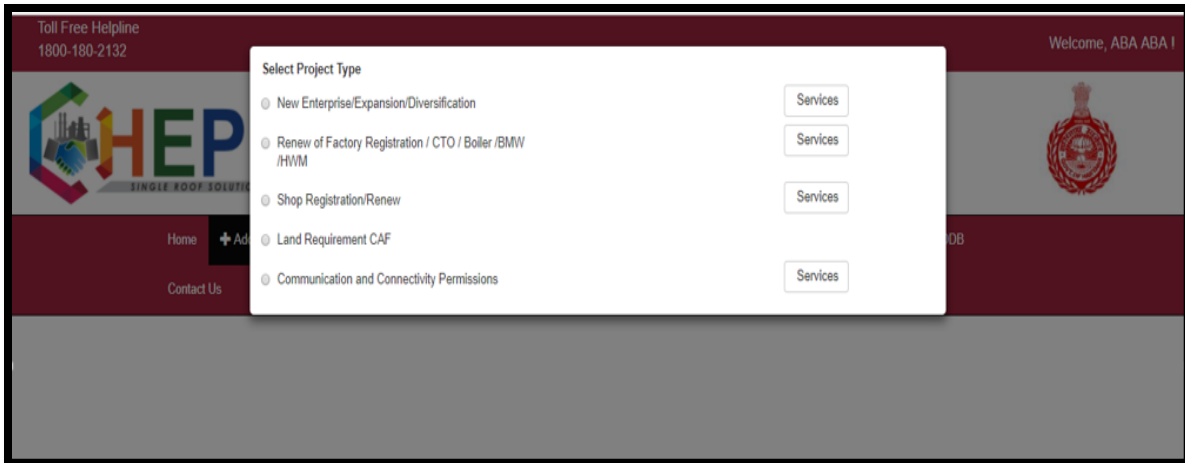


Figure 8: Creating CAF Pin

3. After clicking on Add CAF, a pop like below will appear, in which the investor should select the type of CAF according to their requirement.
 - (a) [New Enterprise/Expansion/Diversification](#)-If the investor is a new user (wants service for a new firm) or is expanding its existing enterprise and wants service for the same.
 - (b) [Renew of Factory Registraion/CTO/ Boiler/BMW/HWM](#)- If the investor wants to renew any of the service.
 - (c) [Shop Registraion/ Renew](#)- If the investor wants services regarding Shops (new or renewal).
 - (d) [Land Requirement CAF](#)- If the investor does not have a land of its own and wants to buy a land from Government of Haryana.
 - (e) [Communication and Connectivity Permissions](#)- If the investor wants a service relating to Tower CAF.



4. Once the project type is selected, a form as below will appear on the screen.
5. Fill the form with correct and valid details.

Save Draft

Mandatory Fields

Applicant Name* ABA Middle Name ABA

Email* aba@gmail.com Secondary Email

Contact Number* 9872656454 Phone Number

Business Entity (M/s)* ABC

Site Address* ABC Enterprises District* Panchkula

Total Proposed Project Area* 2 acres 0 kanal 0 marla

Land Zone Use Type* Industrial

Total Proposed Project Cost (in Crore)* 6 crores 2 lacs 3 thousands

Total Proposed Project Employment* 5 Product* Warehouse

CLU Required Required *Check if CLU is required.

Sector* Auto, Auto Components and Light Engineering

Figure 9: Application Form

The screenshot shows the 'Investor' section with the following fields:

- Country: India (dropdown)
- Foreign Direct Investment, If any: Crores, crores, lacs, lacs, thousands, thousands
- NRI Investment, If any: Crores, crores, lacs, lacs, thousands, thousands
- Address: Hissar
- Applicant Photo: Choose File, No file chosen

The 'Company Detail' section includes:

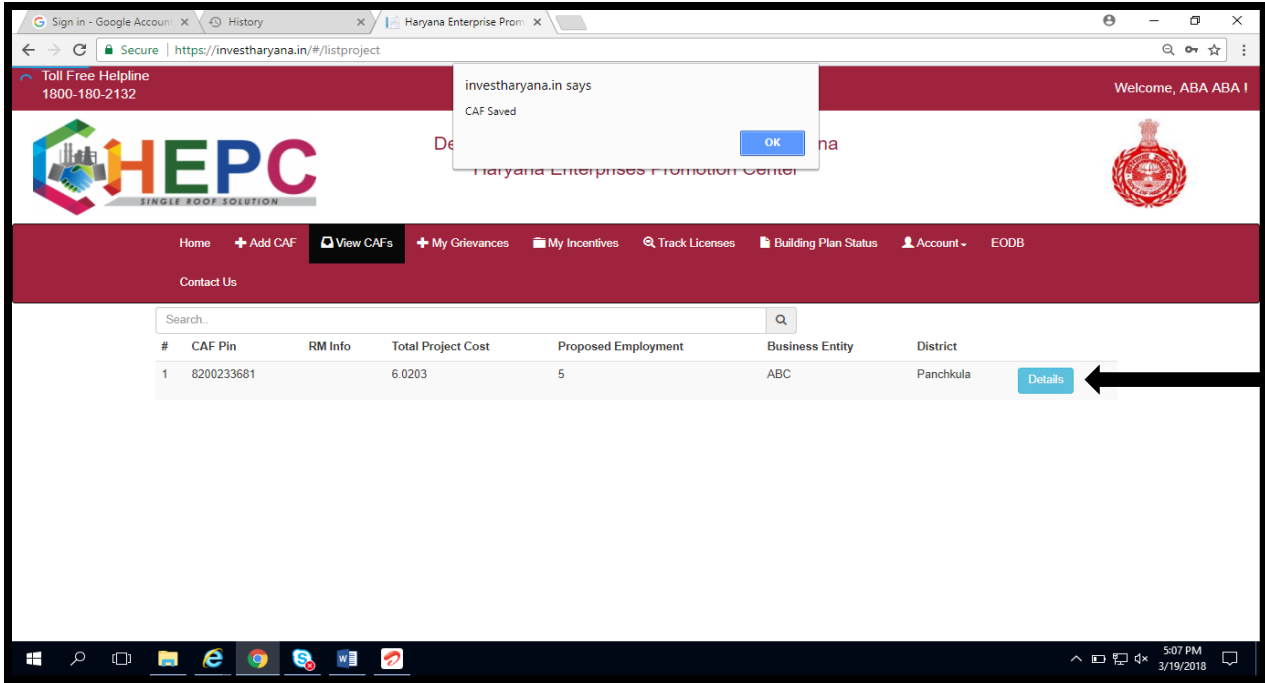
- Business Entity Type: Private Limited (dropdown)
- Promoter / MD / Director: Enter Name, Enter Designation
- No. of Directors/ Promoters /MDs /CEO: [Empty field]
- PAN Number: Enter PAN Number
- Aadhar Number: Enter Aadhar Number

The screenshot shows the 'Terms & Conditions' section with the following elements:

- TERMS AND CONDITIONS (green header)
- 1. I/We ABA, hereby undertake that all the information furnished above is true and correct to the best of my/our knowledge and belief. No part of the information is false and nothing has been concealed therein.
- 2. All the required attachments have been completely and legibly attached to this form.
- I Accept Terms and Conditions
- Applicant Signature: Choose File, No file chosen
- Place: Click here to enter text
- Submit Complete Form (blue button)

Two black arrows point to the 'I Accept Terms and Conditions' checkbox and the 'Submit Complete Form' button.

6. Enable the "Accept Terms and Conditions" tab.
7. Once the form is completed, press on "Submit Complete Form" to submit the form.
8. After the form is filled, the investor gets a pop up stating the CAF has been saved, shown as below:



9. To open and view the form, click on “Details”.

4. Applying for services

1. To apply for the services, click on “Service Clearance”.

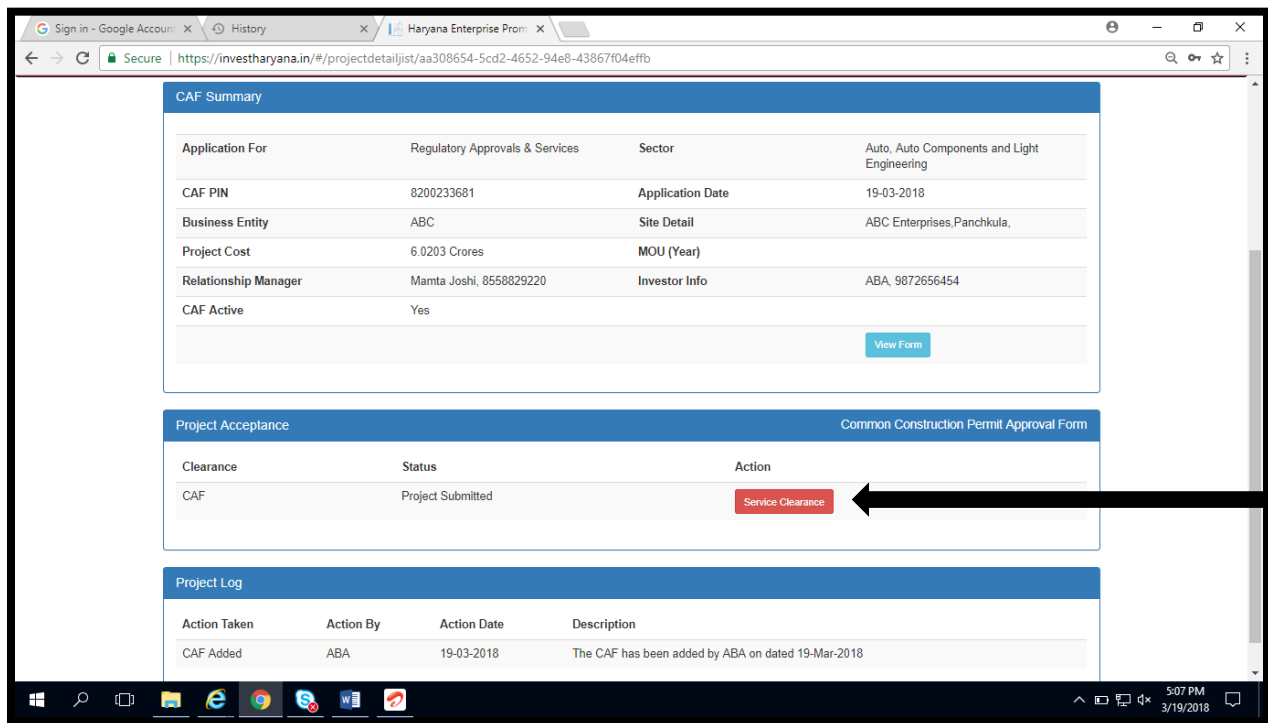
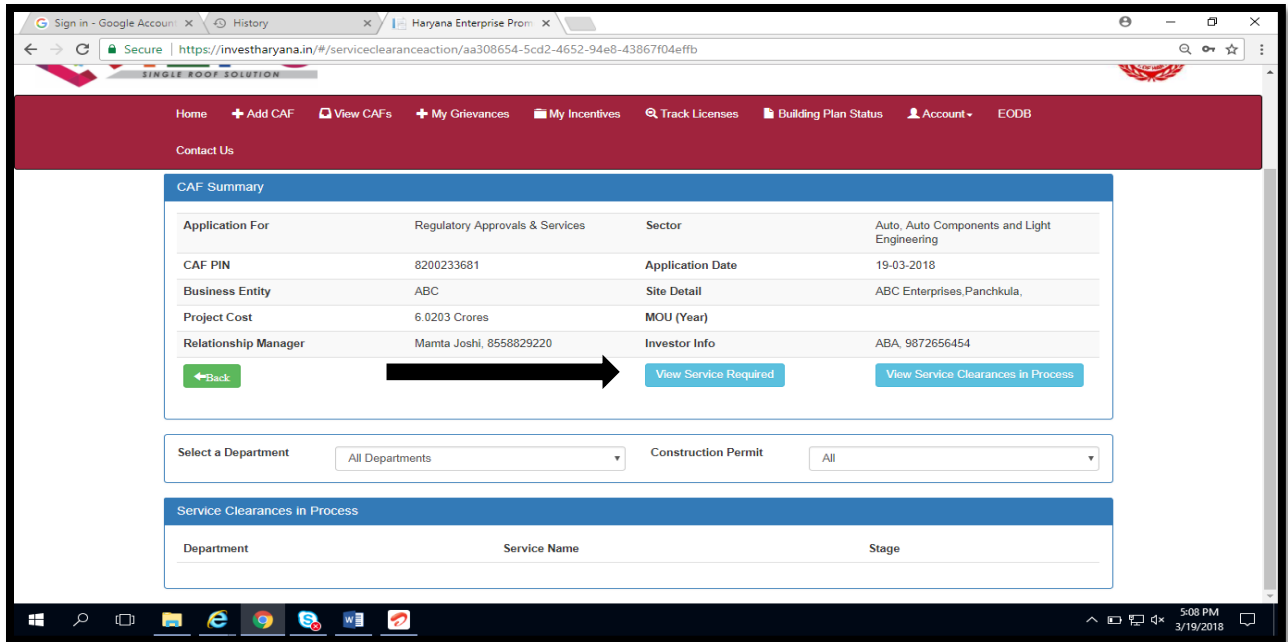


Figure 10: Applying for Services

2. Then go to “View Service Required”, for selecting the services that is required.



3. A window (as below) will appear, showing all the services department wise that are available on HEPC Portal. The investor should click on “Required” against the service that is required.

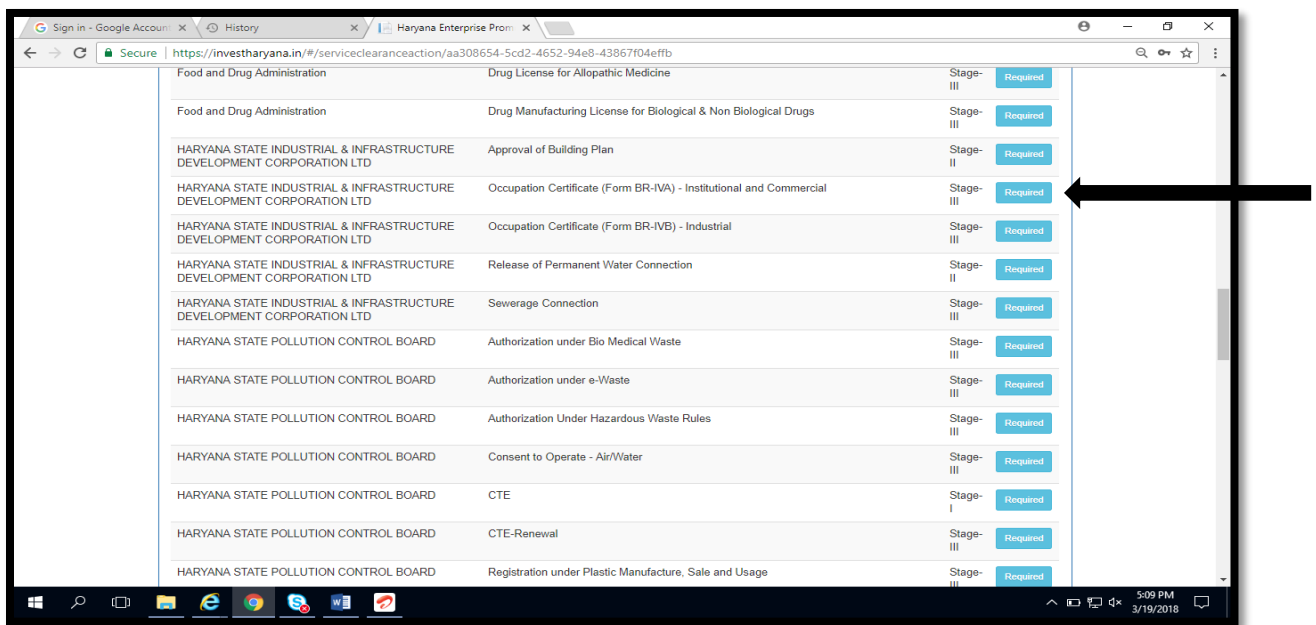
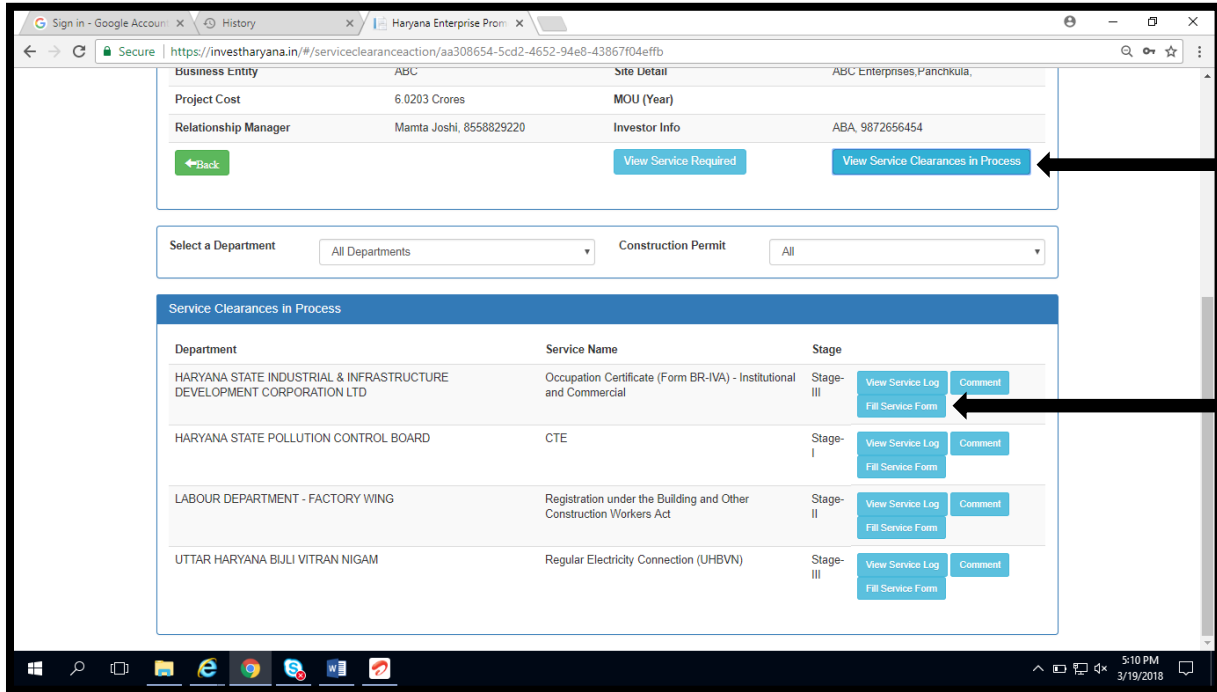


Figure 11: Department wise services available on HEPC Portal

- Once the required services are selected, go to “View Service clearance in process” to view the services that have been required and further click on “Fill Service Form” to complete the form for each service required.



- Fill the forms completely for each service that has been required and submit the respective forms.