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.



Haryana Enterprises Promotion Centre, Bays No: - 63-66, Level- II, Sector-2, Panchkula

Toll Free No: - 1800-180-2132, For Other Inquiries: - 0172-2587101-105

Email: - hepc.hepldesk@gmail.com

## Contents

1. Single Roof Clearances System Login	. 2
2 (a). New User Registration	. 3
Registration Confirmation	. 4
Verification Confirmation	. 4
2 (b). Investor Login/ Existing user-Login	. 6
3. Creating CAF Pin	. 7
4. Applying for services	11

# **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"

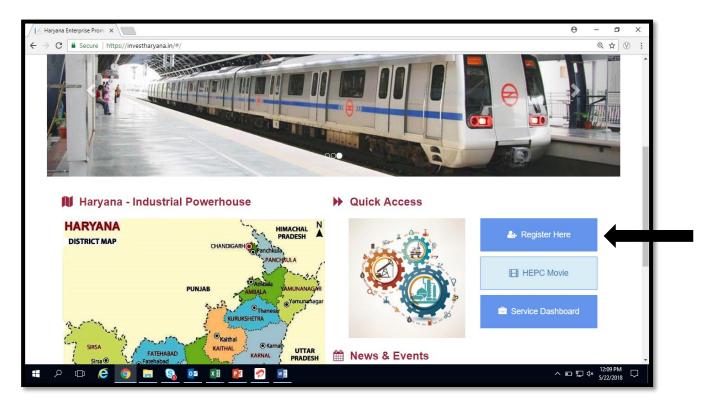


Figure 1: Single Roof Clearance System

## 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.comn	
New password	
Password strength:	
New password confirmation	
Mobile	
7807805269	
Address	
#127, Sector-26-b, Chandigarh	7

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 ×		0 – 0 ×
	investharyana.in/#/register	®. •• ☆ ♡ :
Home About Us 👻	Haryana + Investor Service + Information + Minutes of Meetings + Acts & Notifications + News & Gallery	🔍 Track Licenses
Building Plan Status	Account - EODB Contact Us	
	Registration	
	Login name already registered! Please choose another one.	
·	First Name	
	khyati	
	Last Name	
	kant	
	Username	
	khyati	
	E-mail	
	khyatikant@kpmg.com	
	New password	
4		► 12:12 PM
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Figure 3: If the registration fails Version 1 (28<sup>th</sup> May, 2018)

User Manual

Page 3 | 13

#### • Registration Confirmation

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

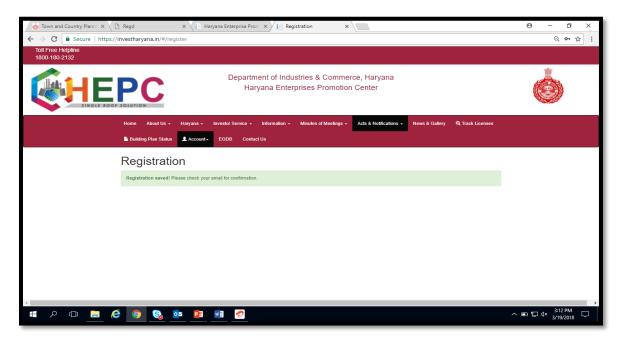


Figure 4: Registration Successful

#### • 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.

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Google	Click here to enable desktop notifications for Gmail. Learn more Hide	III O K
Gmail -	←	· • • •
COMPOSE	Investhry account activation Index x	0.0
Inbox (36) Starred Sent Mail	hepchry@gmail.com yia sendgrid.net to me •	Feb 27 📩 🔸 💌
Drafts (4) More -	Dear khyati kant Your investhry account has been created, please click on the URL below to activate it:	
	https://investharyana.in/#/activate?key=69212322066157055444 Regards,	
Khyati - +	investiny Team.	
	Click here to Reply or Forward	
No Hangouts contacts Find someone	0.55 GB (3%) of 15 GB used Terms - Privacy. Li Managa	sst account activity: 55 minutes ago <u>Details</u>

Figure 5: Email Confirmation

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User Manual Versi
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Version 1 (28<sup>th</sup> May, 2018) Page 4 | 13

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

🧑 Town and Country 🗙 🕻 Regd	i ×	📔 Haryana E	nterprise 🗙 🖊 📑 Reg	gistration ×	Haryana Enterprise 🛪	Registration	× Haryana Er	nterprise 🗙 📃	θ - σ	×
$\leftarrow$ $\rightarrow$ C $\blacksquare$ Secure   https://in	nvestharyana.in	/#/register							୍ଦ	☆ :
Toll Free Helpline 1800-180-2132										
					stries & Commer prises Promotion	•			٢	
Home	About Us 👻	Haryana 🚽	Investor Service -	Information -	Minutes of Meetings +	Acts & Notifications -	News & Gallery	Q Track Licenses		
🖺 Build	ing Plan Status	L Account -	EODB Conta	ct Us						
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- 7. Once the user clicks on Sign in, a window as shown below will appear.
- 8. Enter username and password to sign in.

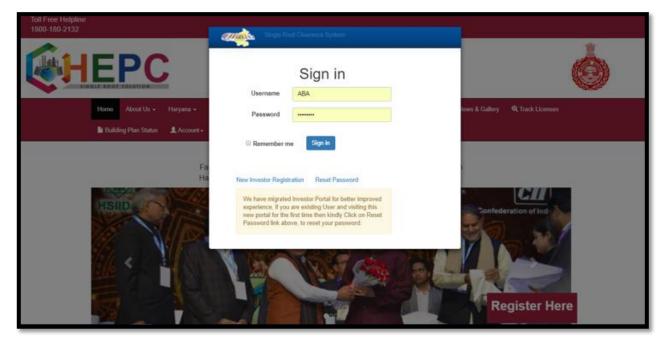


Figure 6: Account Sign-in Version 1 (28<sup>th</sup> May, 2018) Page 5 | 13

User Manual

## 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.

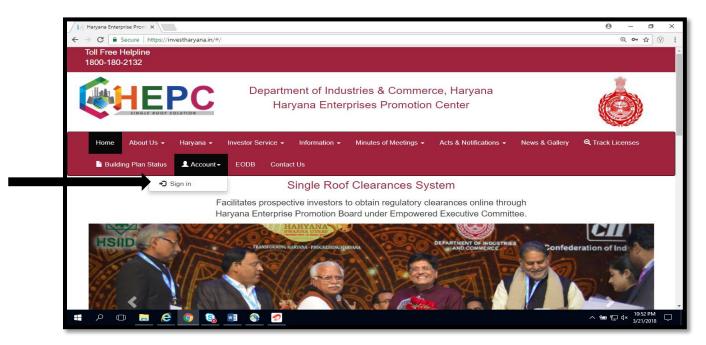
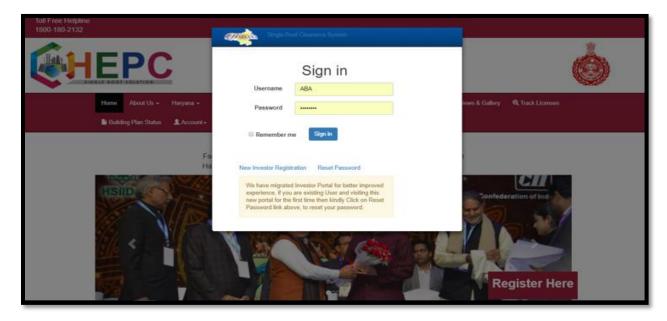


Figure 7: Existing User Login

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

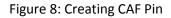


User Manual Version 1 (28<sup>th</sup> May, 2018) Page 6 | 13

### 3. Creating CAF Pin

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

Toll Free Helpline 1800-190-2132										Welcome, ABA ABA I
	A Conservation	PC				es & Commerc es Promotion (				Ó
		ne 🔸 Add CAF	Q View CAFs	+ My Grievances	My Incentives	Q Track Licenses	Building Plan Sta	his 💄 Account •	EODB	
	Search						Q			
	* (	AF Pin F	M Info 1	otal Project Cost	Propos	ed Employment	Busin	ess Entity	District	



- 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 Entreprise/Expansion/Diversification-If the investor is a new user (wants service for a new firm) or is expanding its existing entreprise 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.

Toll Free Helpline			Welcome, ABA ABA I
1800-180-2132	Select Project Type		
	New Enterprise/Expansion/Diversification	Services	A
<b>HEP</b>	Renew of Factory Registration / CTO / Boiler /BMW     /HVM	Services	
SINGLE ROOF SOLUTIO	Shop Registration/Renew	Services	
Home 🕂 Ad	Land Requirement CAF		ЮВ
Contact Us	Communication and Connectivity Permissions	Services	

- 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.

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$\leftarrow$ $\rightarrow$ C $$ Secure   https://investharyana.in/#	/addCAFnew	୍ 🕶 🕁 🗄
Save Draft		
Mandatory Fields		_
Applicant Name*	ABA Middle Name ABA	
Email *	aba@gmail.comn Secondary Email	
Contact Number*	9872656454 Phone Number	
Business Entity (W/s)*	ABC Full-screen Spip	
Site Address *	ABC Enterprises District* Panchkula •	
Total Proposed Project Area*	2 acres 0 kanal 0 marta	
Land Zone Use Type*	Industrial v	
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	
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		∧ ⊡ 및 4× 3/19/2018 ↓

Figure 9: Application Form

G Sign in - Google Accou	unt 🗙 🖉 History	×	Haryana Ent	terprise Prom	< \			θ	- 0	×
$\leftarrow$ $\rightarrow$ C $\blacksquare$ Secure	https://investharyana.in/#/	addCAFnew							ର୍ଦ-ନ୍	:
	1. Investor									^
	Investor									
	Country	India		*						
	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 ch	nosen						l
	2. Company Detail									
	Company Detail									
	Business E	Entity Type	Private I	Limited		T				1
	Promoter / ME	) / Director	Enter Na	me		Ente	er Designation			
	No. of Directors/ Prome	oters /MDs /CEO								
	PA	N Number	Enter PA	N Number						
	Aadh	ar Number	Enter Aa	dhar Number						-
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	PAN Number	Enter PAN Number			
	Aadhar Number	Enter Aadhar Number			
	GST Number	Enter GST Number			
	UAM Number	Enter UAM Number			
	Size of Industry	Select v			
	3. Terms & Conditions				
	TERMS AND CONDITIONS				
	<ol> <li>I/We ABA, hereby undertake that a false and nothing has been concear</li> </ol>	all the information furnished above is true led therein.	and correct to the best of my/our kn	weldge and belief. No part of the information is	
	2. All the required attachments have I	been completely and legibly attached to t	his form.		
	I Accept Terms and Conditions				
			Applicant Signature	Choose File No file chosen	
			Place	Click here to enter text	
$\rightarrow$	Submit Complete Form				
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- 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:



	count × (4) History ire   https://investhar		Haryana Enterprise Pror	m × \					Θ         -         □         ×           Q         φ         ★         :
Toll Free Helpline 1800-180-2132	2			yana.in says					Welcome, ABA ABA I
<b>E</b>		C	CAF Saved	<del>ана спістрнос</del>	รางทางแงกาง	ok na			Ó
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	Contact Us								
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	# CAF Pin	RM Info	Total Project Cost 6.0203	Proposed Emp	oloyment	Business Entity	District Panchkula	_	
	1 8200233681		6.0203	5		ABC	Рапспкија	Details	

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

## 4. Applying for services

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

G Sign in - Google Acco	unt X 🖓 History	× 🖉 📑 Ha	aryana Enterprise Prom 🗙 🔪			Θ – ፬ ×
$\leftrightarrow$ $\rightarrow$ C $\blacksquare$ Secure	https://investharyana.in	/#/projectdetailjist/	aa308654-5cd2-4652-94e	8-43867f04effb		♀ ☞☆ :
	CAF Summary					•
	Application For	R	egulatory Approvals & Servic	es Sector	Auto, Auto Components and Light Engineering	-
	CAF PIN	83	200233681	Application Date	19-03-2018	-
	Business Entity	A	BC	Site Detail	ABC Enterprises,Panchkula,	
	Project Cost	6.	0203 Crores	MOU (Year)		
	Relationship Manager	Μ	lamta Joshi, 8558829220	Investor Info	ABA, 9872656454	
	CAF Active	Y	es			
					View Form	
	Project Acceptance				Common Construction Permit Approval For	n
	Clearance	Sta	tus	Action		
	CAF	Pro	ject Submitted	Service Cle	earance	
	Project Log					
	Action Taken	Action By	Action Date	Description		
	CAF Added	ABA	19-03-2018	The CAF has been added by ABA on dated	I 19-Mar-2018	
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2. Then go to "View Service Required", for selecting the services that is required.

Sign in - Google Accou	Inttps://investharyana.in/#/serviceclear	Haryana Enterprise Prom ×	R867f0/affb		<del>0</del> – ୮ ୦.୦୦ ୪
	GLE ROOF SOLUTION				Cher (Aller)
	Home 🕂 Add CAF 🚨 View CAFs	🛨 My Grievances 🛛 葿 My Incentives	🔍 Track Licenses 🛛 🖹 Building Plan St	tatus 👤 Account - EODB	
	Contact Us				
	CAF Summary				
	Application For	Regulatory Approvals & Services	Sector	Auto, Auto Components and Light Engineering	
	CAF PIN	8200233681	Application Date	19-03-2018	
	Business Entity	ABC	Site Detail	ABC Enterprises, Panchkula,	
	Project Cost	6.0203 Crores	MOU (Year)		
	Relationship Manager	Mamta Joshi, 8558829220	Investor Info	ABA, 9872656454	
	←Back		View Service Required	View Service Clearances in Process	
	Select a Department All Depart	tments •	Construction Permit All	v	
	Service Clearances in Process				
	Department	Service Name		Stage	
م	<b>=</b> @ 🧕 😪 🖬 🔮	2		^	E→ 1 √× 5:08 PM 3/19/2018

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.

🔒 Sec	cure https://investharyana.in/#/serviceclearanceaction/aa30		ର୍ଦ 🕁
	Food and Drug Administration	Drug License for Allopathic Medicine	Stage- III
	Food and Drug Administration	Drug Manufacturing License for Biological & Non Biological Drugs	Stage- Required
	HARYANA STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD	Approval of Building Plan	Stage- II
	HARYANA STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD	Occupation Certificate (Form BR-IVA) - Institutional and Commercial	Stage- Required
	HARYANA STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD	Occupation Certificate (Form BR-IVB) - Industrial	Stage- Required
	HARYANA STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD	Release of Permanent Water Connection	Stage- II
	HARYANA STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD	Sewerage Connection	Stage- Required
	HARYANA STATE POLLUTION CONTROL BOARD	Authorization under Bio Medical Waste	Stage- Required
	HARYANA STATE POLLUTION CONTROL BOARD	Authorization under e-Waste	Stage- III
	HARYANA STATE POLLUTION CONTROL BOARD	Authorization Under Hazardous Waste Rules	Stage- Required
	HARYANA STATE POLLUTION CONTROL BOARD	Consent to Operate - Air/Water	Stage- Required
	HARYANA STATE POLLUTION CONTROL BOARD	CTE	Stage- I
	HARYANA STATE POLLUTION CONTROL BOARD	CTE-Renewal	Stage- III Required
	HARYANA STATE POLLUTION CONTROL BOARD	Registration under Plastic Manufacture, Sale and Usage	Stage- Required

Figure 11: Department wise services available on HEPC Portal

4. 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.

G Sign in - Google Accou → C		× Haryana Enterprise Prom ×	4652-94e8-43	8867f04effb			0 -	□ 2 •• ☆	×
	Business Entity	ABC		Site Detail	AB	C Enterprises,Panchkula,			•
	Project Cost	6.0203 Crores		MOU (Year)					
	Relationship Manager	Mamta Joshi, 8558829220		Investor Info	AB	A, 9872656454			
	<b>Here Back</b>			View Service Required	V	iew Service Clearances in Process			
	Select a Department All	Departments	¥	Construction Permit	I	¥	]		
	Service Clearances in Process								
	Department		Service Na	me	Stage				
	HARYANA STATE INDUSTRIAL & DEVELOPMENT CORPORATION		Occupation and Comme	Certificate (Form BR-IVA) - Institutiona ercial	II Stage- III	View Service Log Comment Fill Service Form			ł
	HARYANA STATE POLLUTION CO	ONTROL BOARD	CTE		Stage- I	View Service Log Comment Fill Service Form			
	LABOUR DEPARTMENT - FACTORY WING		Registration Construction	under the Building and Other n Workers Act	Stage- II	View Service Log Comment Fill Service Form			
	UTTAR HARYANA BIJLI VITRAN I	NIGAM	Regular Ele	ctricity Connection (UHBVN)	Stage- III	View Service Log Comment Fill Service Form			
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5. Fill the forms completely for each service that has been required and submit the respective forms.