
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”

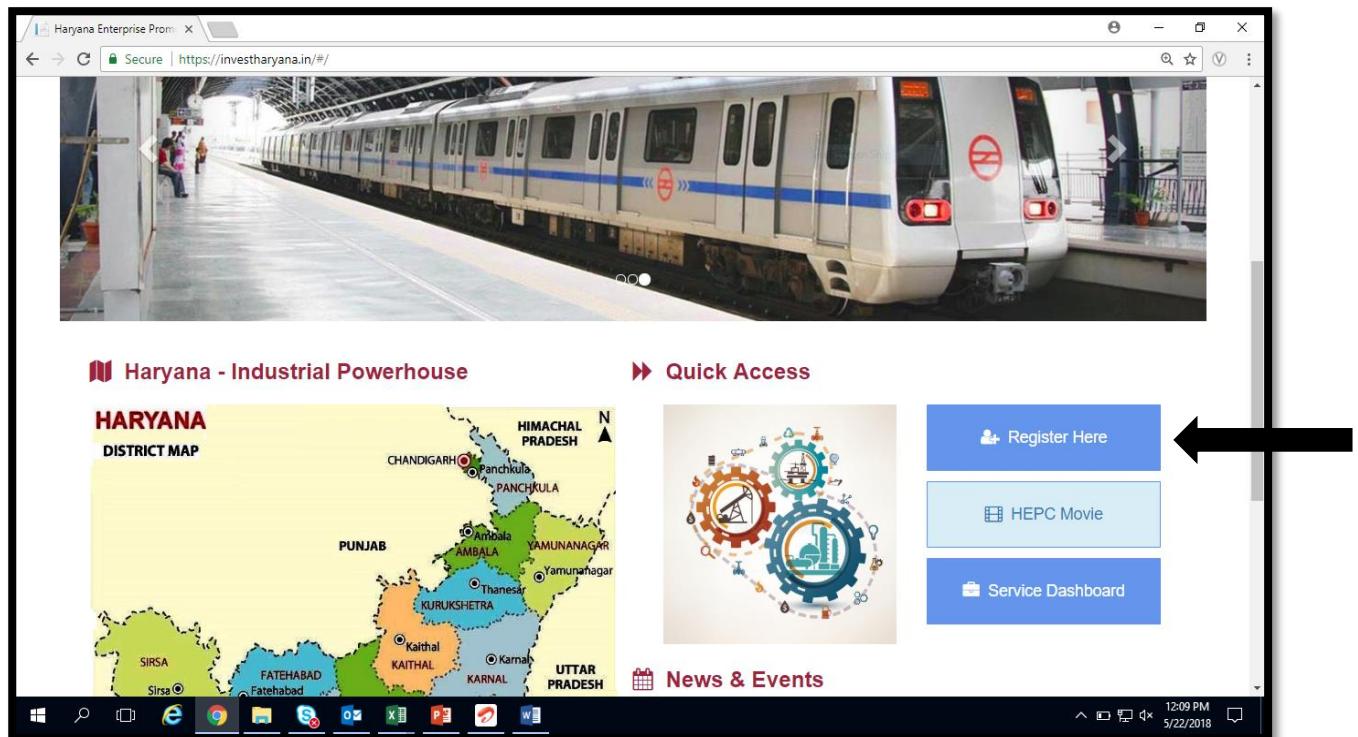
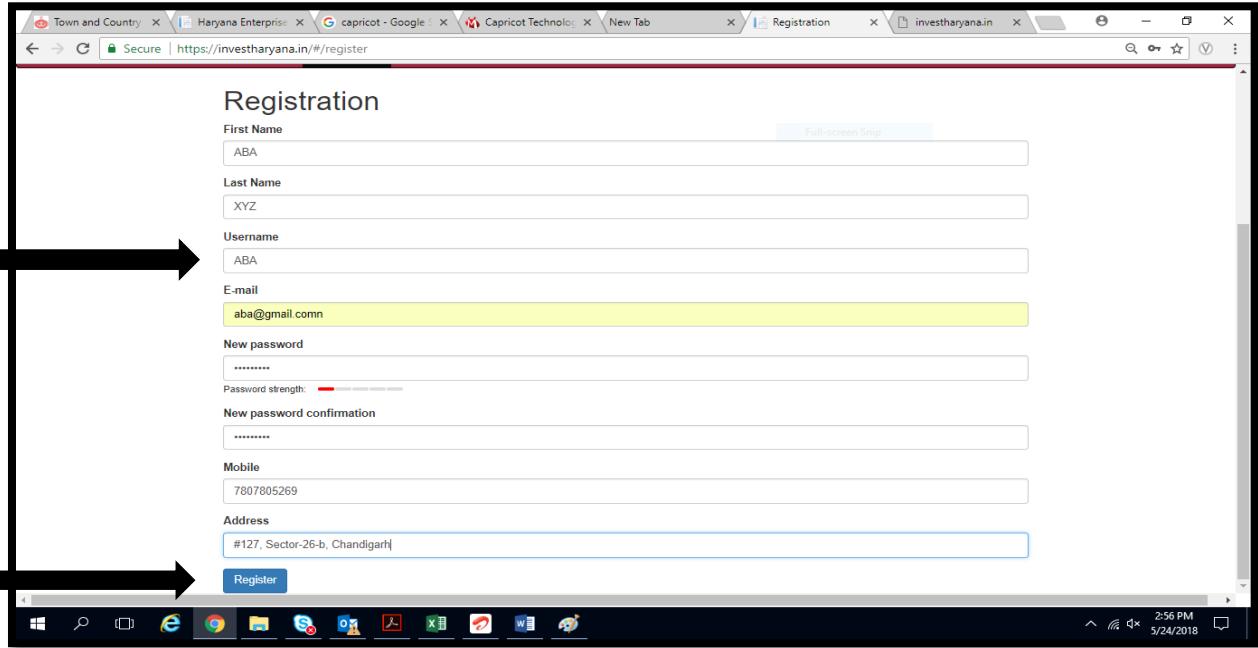


Figure 1: Single Roof Clearance System

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:

New password confirmation:

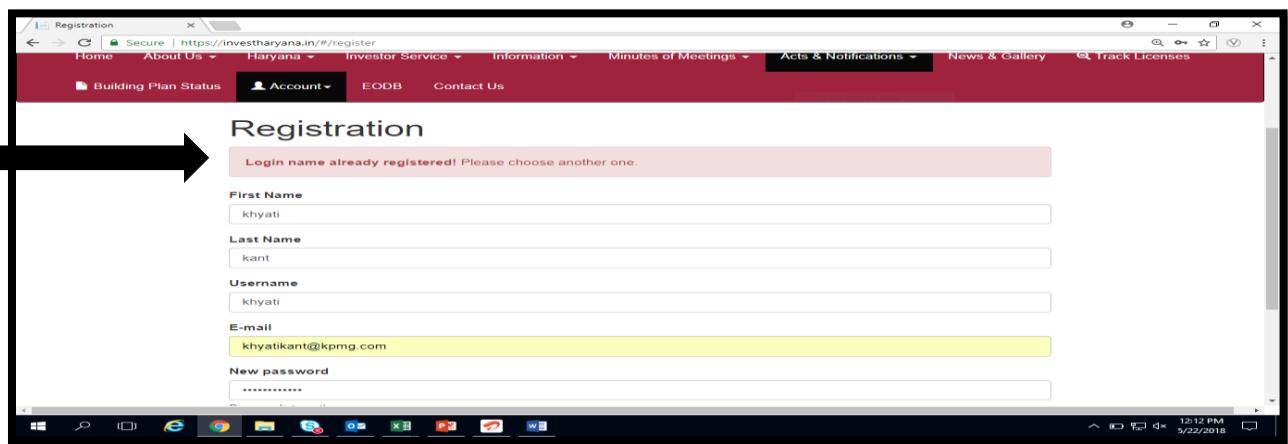
Mobile: 7807805269

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

First Name: khyati

Last Name: kant

Username: khyati

E-mail: **khyati.kant@kpmg.com**

New password:

Login name already registered! Please choose another one.

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.

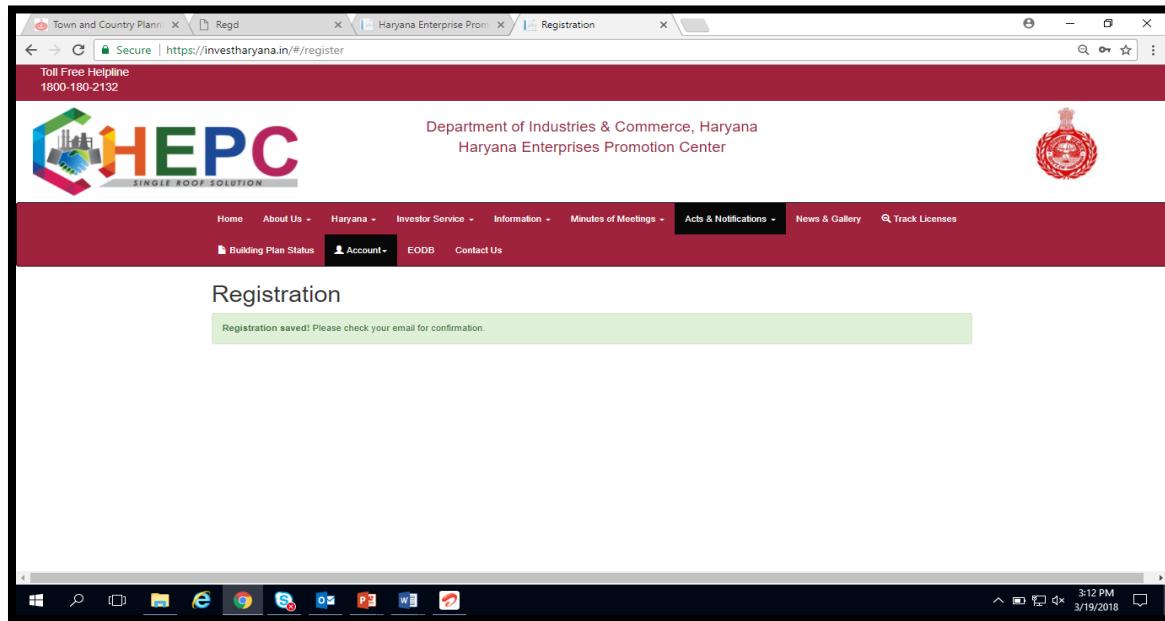


Figure 4: Registration Successful

- **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.

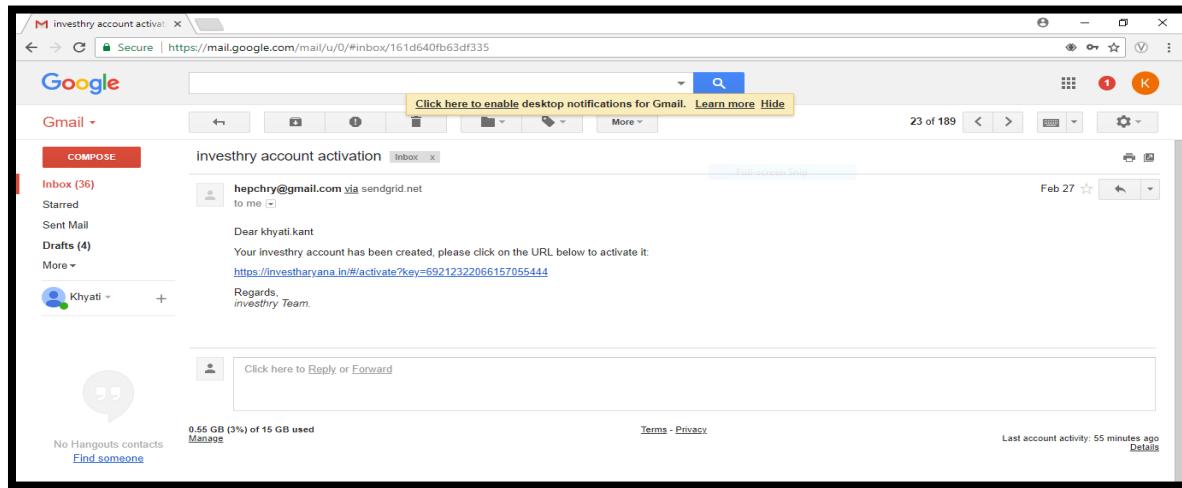
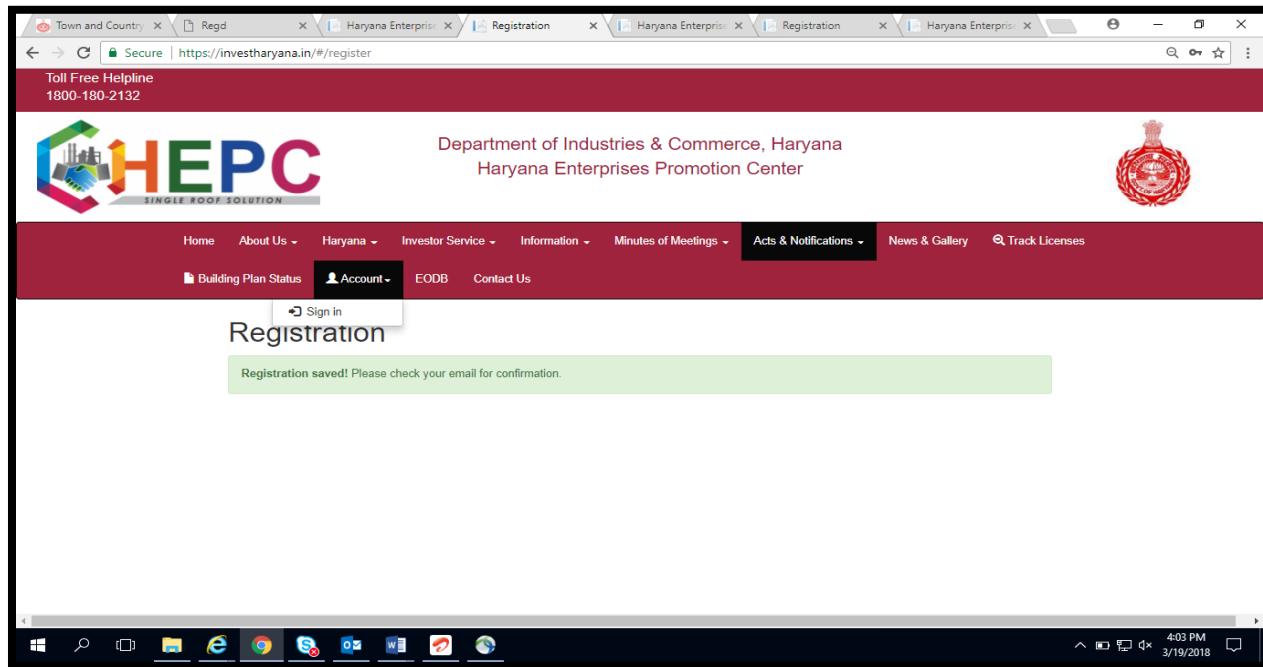


Figure 5: Email Confirmation

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.



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

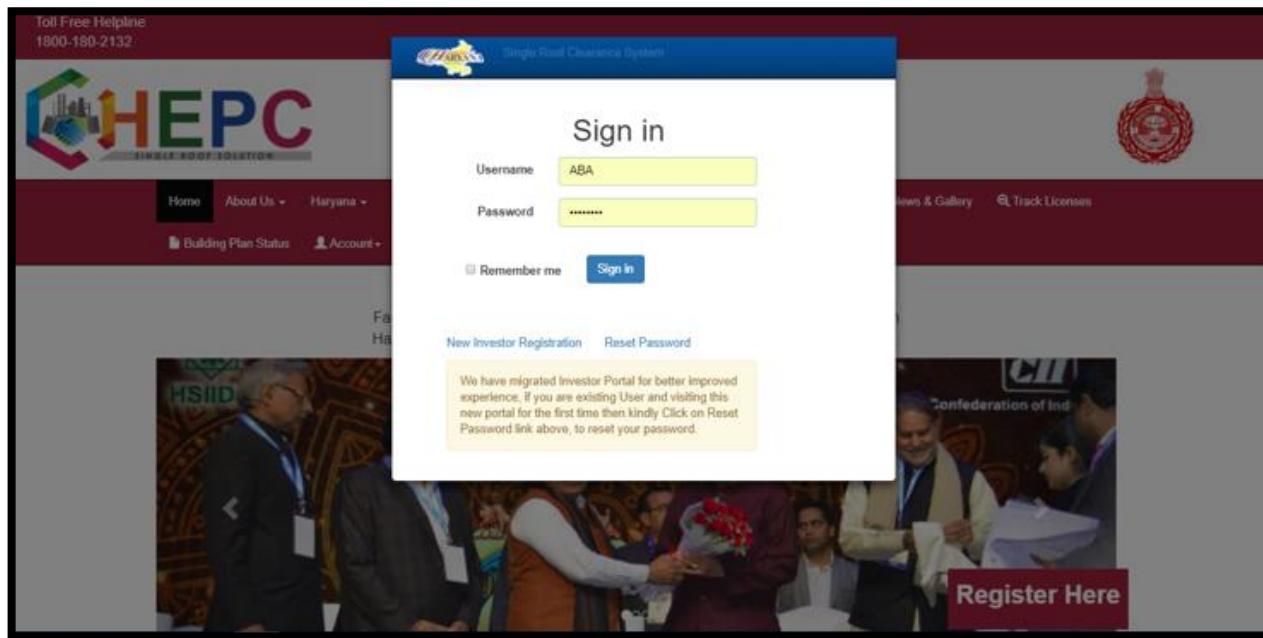


Figure 6: Account Sign-in
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2 (b). Investor Login/ Existing user-Login

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.

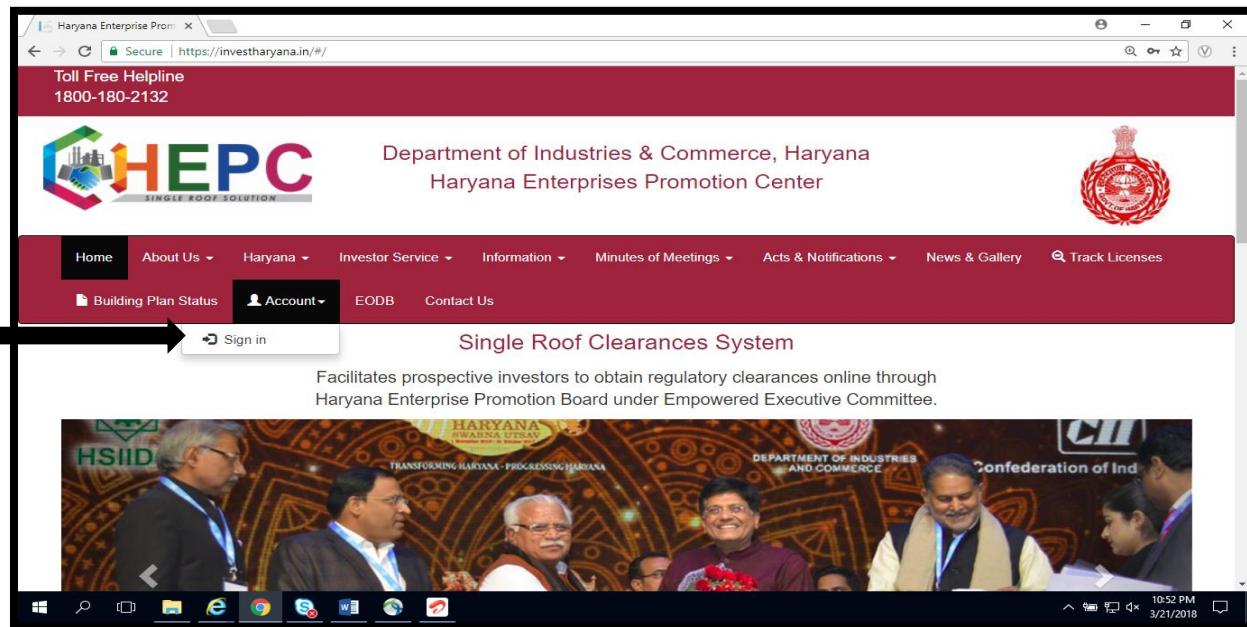
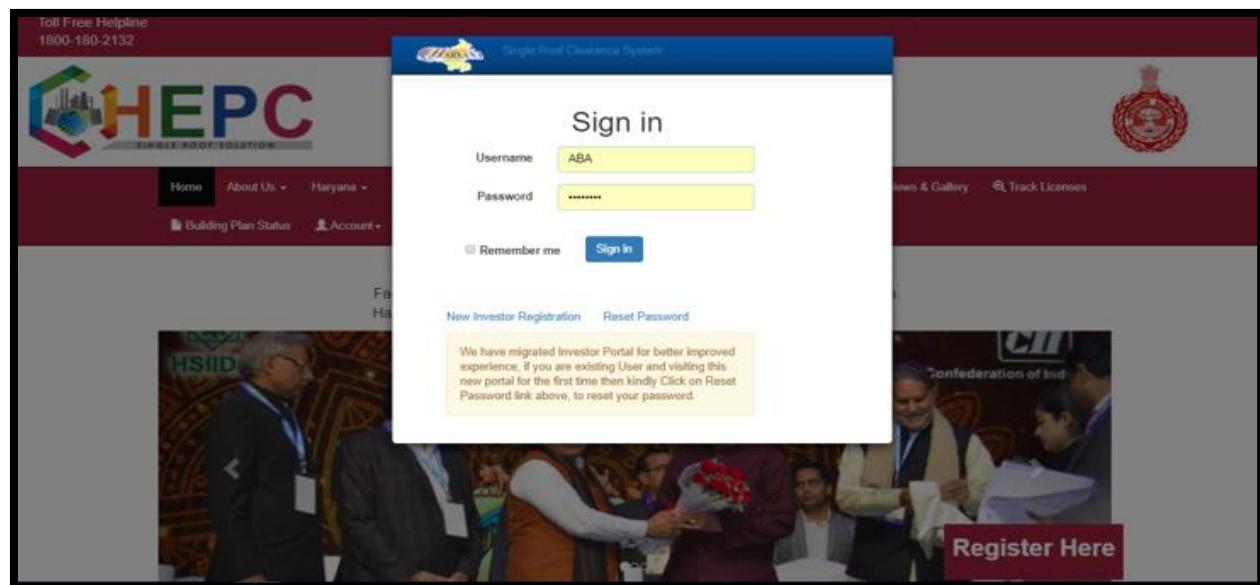


Figure 7: Existing User Login

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”.

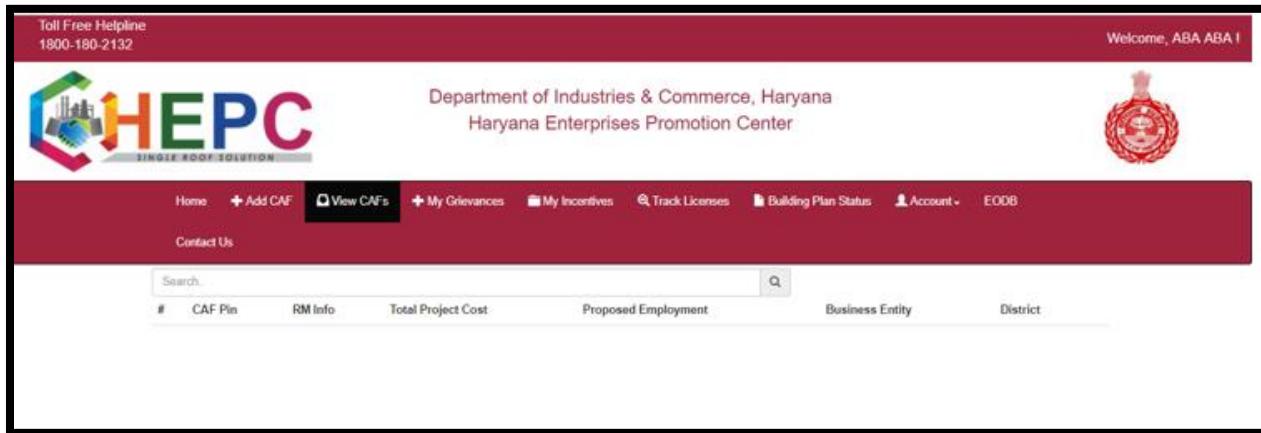
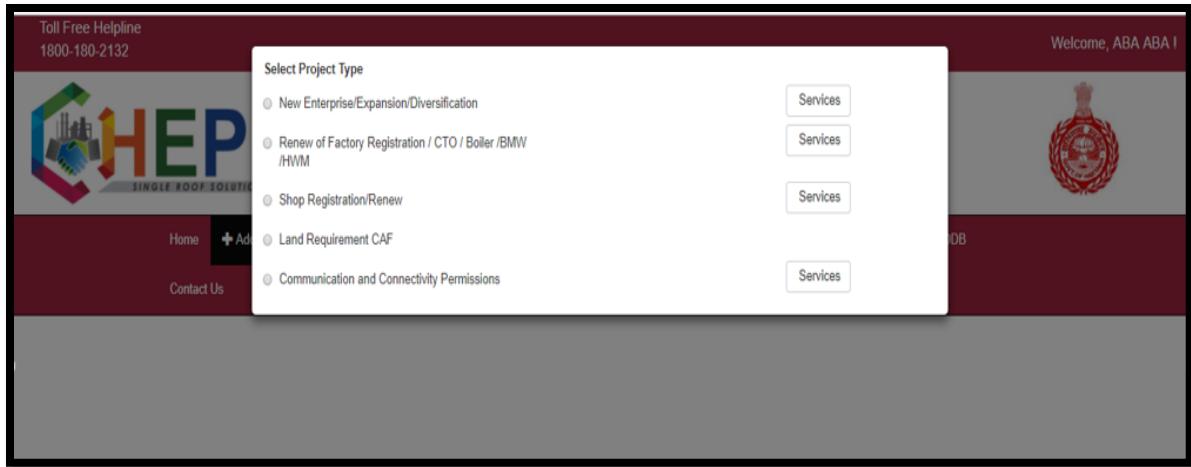


Figure 8: Creating CAF Pin

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 Registration/CTO/ Boiler/BMW/HWM**- If the investor wants to renew any of the service.
 - (c) **Shop Registration/ 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.

The screenshot shows a web form titled 'Save Draft' for 'Add CAF'. The form is divided into sections for 'Mandatory Fields' and 'Optional Fields'.

Mandatory Fields:

- Applicant Name*: ABA
- Middle Name: ABA
- Email*: aba@gmail.comn
- Secondary Email: (empty)
- Contact Number*: 9872656454
- Phone Number: (empty)
- 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

The form is displayed in a browser window with a dark theme. The URL in the address bar is <https://investharyana.in/#/addCAFnew>. The bottom right corner of the screen shows the date and time as 3/19/2018 5:04 PM.

Figure 9: Application Form

1. Investor

Investor

Country: India

Foreign Direct Investment, If any

NRI Investment, If any

Address: Hissar

Applicant Photo: Choose File | No file chosen

2. Company Detail

Company Detail

Business Entity Type: Private Limited

Promoter / MD / Director: Enter Name | Enter Designation

No. of Directors/ Promoters /MDs /CEO

PAN Number: Enter PAN Number

Aadhar Number: Enter Aadhar Number

3. Terms & Conditions

TERMS AND CONDITIONS

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

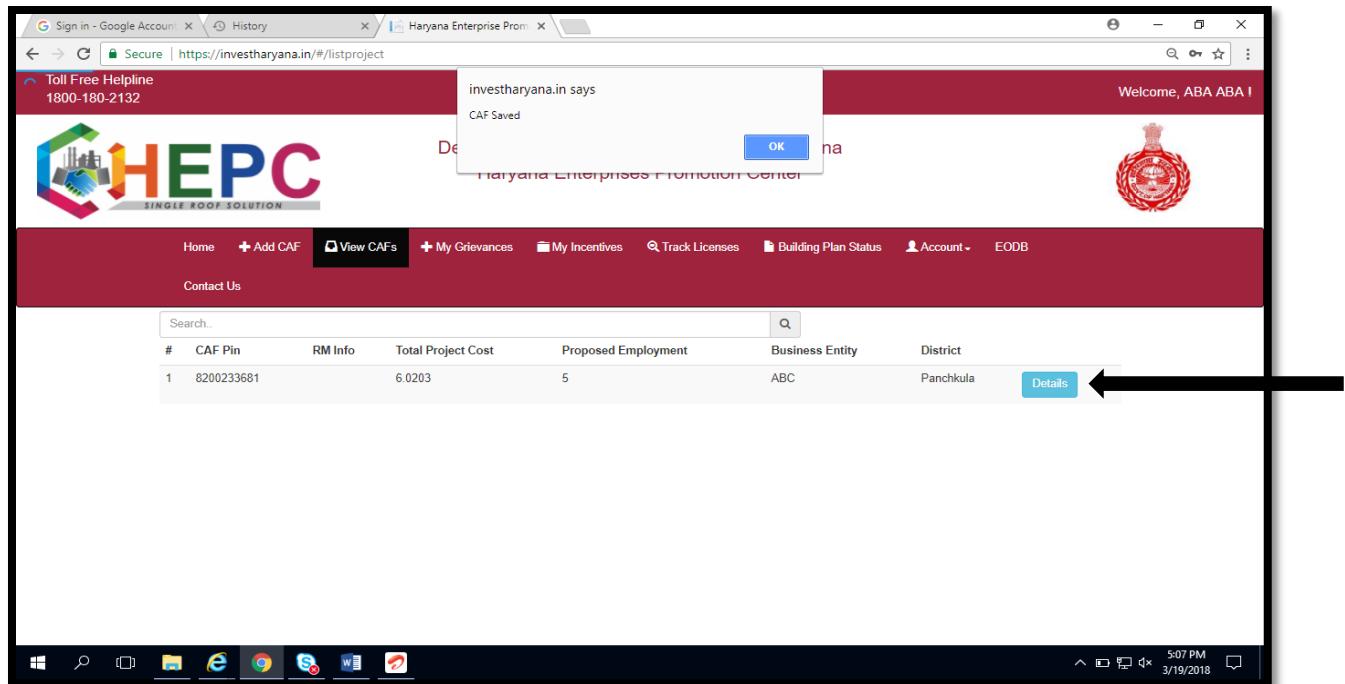
Place: Click here to enter text

Submit Complete Form

6. Enable the “Accept Terms and Conditions” tab.

7. Once the form is completed, press on “Submit Complete Form” to submit the form.

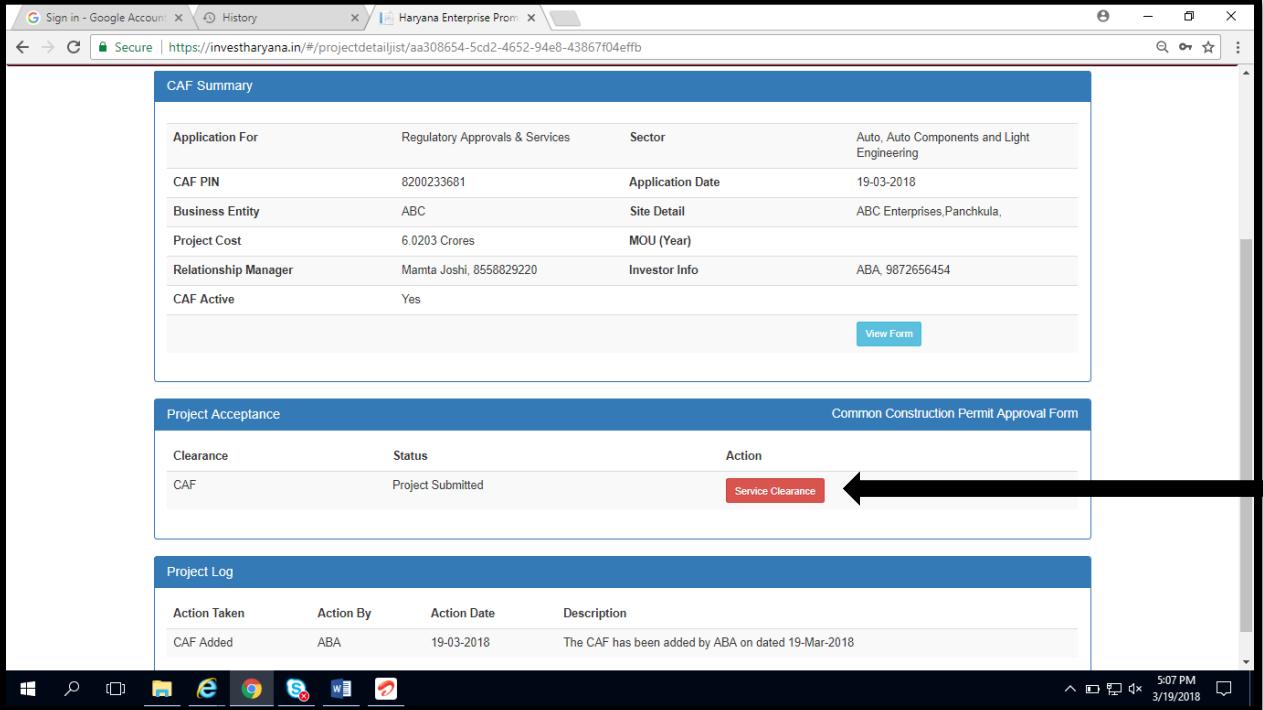
8. After the form is filled, the investor gets a pop up stating the CAF has been saved, shown as below:



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

4. Applying for services

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



The screenshot shows a web browser window for the Haryana Enterprise Portal. The URL is <https://investharyana.in/#/projectdetaillist/aa308654-5cd2-4652-94e8-43867f04effb>. The page displays the following sections:

- 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
CAF Active	Yes		

[View Form](#)
- Project Acceptance**:

Clearance	Status	Action
CAF	Project Submitted	Service Clearance
- Project Log**:

Action Taken	Action By	Action Date	Description
CAF Added	ABA	19-03-2018	The CAF has been added by ABA on dated 19-Mar-2018

Figure 10: Applying for Services

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

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 Departments Construction Permit All

Service Clearances in Process

Department	Service Name	Stage

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.

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

Service Clearances in Process

Department	Service Name	Stage	
HARYANA STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD	Occupation Certificate (Form BR-IVA) - Institutional and Commercial	Stage-III	View Service Log Comment Fill Service Form
HARYANA STATE POLLUTION CONTROL BOARD	CTE	Stage-I	View Service Log Comment Fill Service Form
LABOUR DEPARTMENT - FACTORY WING	Registration under the Building and Other Construction Workers Act	Stage-II	View Service Log Comment Fill Service Form
UTTAR HARYANA BIJLI VITRAN NIGAM	Regular Electricity Connection (UHBVN)	Stage-III	View Service Log Comment Fill Service Form

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