

Procedure for Applying Online Composite Application Form

It is the constant endeavor of the Udyog Sahayak, Industrial Facilitation Cell, Department of Industries & Commerce, Punjab to provide better facilities to the Industry in Punjab for speedy delivery of services. This Single Window Industrial Clearance Portal is one of the steps in this direction.

General Steps for Online Submission of Composite Application Form are as under:

1. Know about the Clearances you have to take for your unit and prepare a Checklist. For this, you should go through Industry Guide provided on this portal.
2. Know about the Clearance Authorities – Govt. Deptt/Board/Corporation/Committee. For this, you should go through Industry Guide and Timelines provided on this portal.
3. Once you are clear about the clearances required, read guidelines of the respective clearance carefully to know which forms & documents are required to submit to get the clearance.
4. Read the Common Information Sheet of CAF and Application Forms of all clearances you have to apply for. Here you will come to know what all information you have to provide.
5. Create either a consolidated or clearance-wise checklist of documents/proofs you have to enclose with the application and then create a softcopy of each of them. You can upload only Portable Document Format (PDF) documents not exceeding 2MB in size.
6. If you have gathered most of the information required for applying online for clearances, next step for you is to create an account on this portal for online submission of CAF and tracking its status. See Steps for Entrepreneur Registration.
7. Once you are a registered member of this portal, Login to this portal with your user Id and password.
8. Do Fill Common Information Sheet of CAF.
9. Do Fill Application Form of every clearance required.
10. Do fill CAF Processing & Clearance(s) Fee Details Sheet.
11. Verify the Common Information Sheet, Application Forms Fee Details Sheet. If there is any mistake, correct it at the stage of undertaking, since after undertaking you won't be able to make further change in the information you have provided in your CAF application.
12. Once you have verified all the information to the best and belief of your knowledge, complete your undertaking for the final submission of CAF to make it online available to Nodal Agency & other concerned approval authorities.
13. Submit CAF Processing Fee, and any other clearance specific fee if applicable at Udyog Sahayak, Monitoring & Controlling Agency for CAF, Chandigarh. See 'Contact Us' and 'How to Reach', and also Consolidated Fee Structure.
14. Keep visiting this portal for tracking latest status of your application. You will also get email alert on your email id you provide to us. Moreover, Authority may ask you to provide additional information or any clarification, if required.