

USER APPLICATION PROCESS

LOG IN AS REGISTERED USER



SELECT THE FORM



APPLY ONLINE

(Fill up all the Information correctly and Fields with (*) mark is mandatory)



UPLOAD SUPPORTING DOCUMENTS

(Upload Scan Copy of Supporting Documents in PDF/JPEG Format)



MAKE PAYMENT

(As specified either through Treasury Challan Offline or Online payment through EGRAS/Bill Desk)



SUBMIT THE ONLINE FORM



GET ACKNOWLEDGEMENT



FILL UP COMMON APPLICATION FORM

(Only to be filled by First Time User)



1. Read all the Instruction & Procedures carefully.
2. Scan and keep ready all necessary supporting documents in a PDF format for online submission.
3. Read the payment information and keep your banking details ready for online payment (EGRAS/Bill Desk)

ONLINE PAYMENT

Pay through EGRAS/Bill Desk payment mode.

OFFLINE PAYMENT

Generate your challan online, reconfirm the head of account and other details are filled correctly. Print 4 copies of the challan and go to the nearest treasury for approval. Now pay in the nearest designated Bank. Upload a copy of the paid challan along with the online form and submit the same.



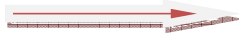
Once all the supporting documents and payment details are submitted online, an Acknowledgement will be generated with Application Reference Number. This will be your id for all future correspondence and for tracking of your application form to know the status.

PROCESS FLOW FOR OFFICIALS

SUBMITTED ONLINE APPLICATION



RECEIVED BY FACILITATOR



1. Checks and verifies the information given in the form.
2. Verifies all the necessary supporting documents.
3. Verifies the payment (if specified)
4. After verification process is done, forwards to next level for further processing.



PROCESSING BY OFFICIAL/INSPECTOR



1. Raise query/clarification (Send information to the Applicant online with details).
2. Schedule Inspection (Send information to the Applicant online, with date of inspection).
3. Upload Inspection Report.
4. Forward to next level for further processing.



APPROVAL BY APPROVING AUTHORITY



5. Issues Registration & Renewal Certificate.
6. Reject Application (With valid reasons given to the Applicant online with all details).