

# **User Manual**

Version 1.0

For

## **Ease of Doing System – Single Windows System**

Prepared by

NATIONAL INFORMATICS CENTRE

Ministry of Electronics & Information Technology

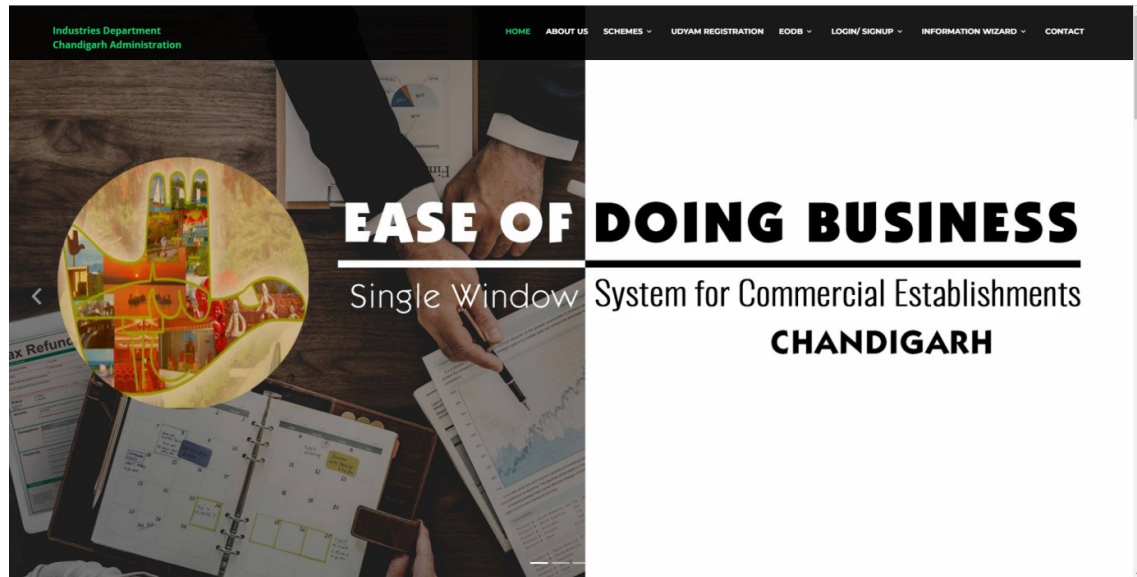
Chandigarh U.T. Centre

Room No. 222, 2<sup>nd</sup> Floor, U.T Secretariat Building Sector -09, Chandigarh 160009

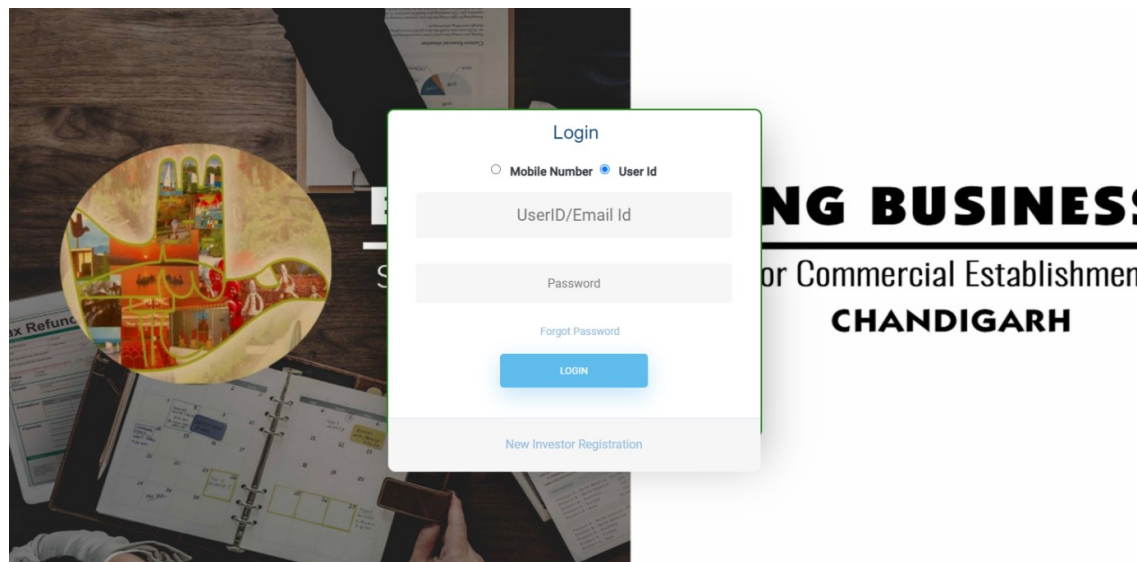
Ease of Doing System – Single Windows System is a One Stop platform for Investors to know about the approvals or licenses, required to setup a Industry or a business in Chandigarh. All department of Chandigarh Administration are connected to EODB – Single Windows System to provide all G2B services online. So, if you already have a business in Chandigarh, then you can also apply here for the renewal of your licenses and other G2B services.

The EODB webportal can be accessed in any web browser with Internet.

1. Go to <http://eodb.chd.gov.in>



2. Any person interested in setting up your new business project in Chandigarh can use 'Know your Approvals' option under EODB. Investor can add basic details of his/her business in this form and get the list of various Approvals would be required by him to set up his business.
3. To apply for any service/approval/clearance/renewal, Click on "Login/Signup" option. You will get the below Login form.

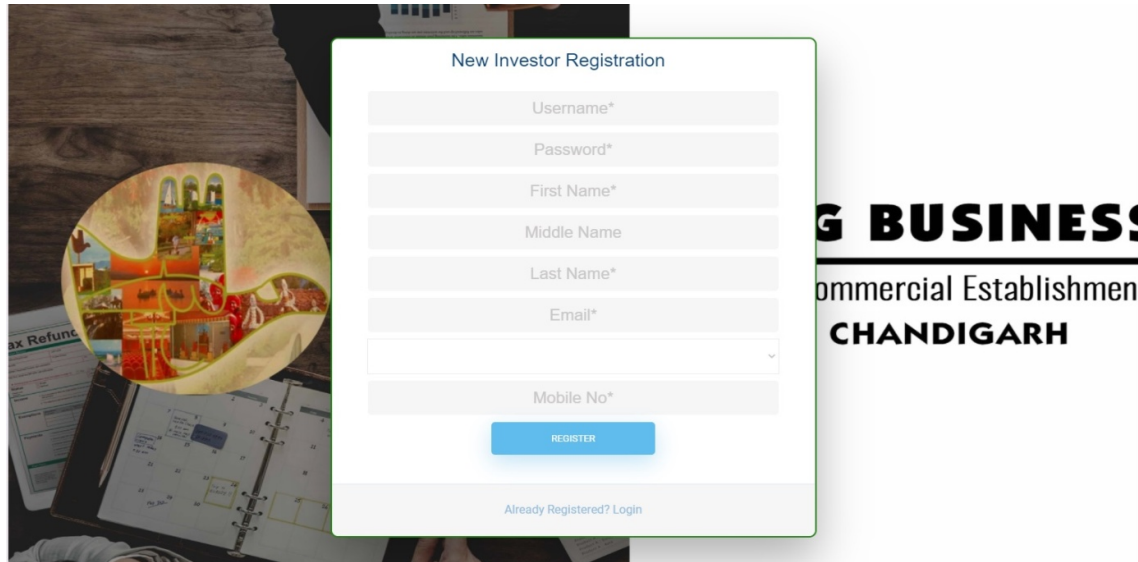


If you are a new user then Click on "New Investor Registration" option and Register yourself.



Enter Username, Password, Name, Email, Mobile Number in the below form and verify your Mobile Number through OTP.

*Important - Please create Username with the business name and do not create it by the owner or employee's name. Because if the person is not available it can't be changed where as the Password or the mobile number can be updated to allow access to the new owner or the employee.*



New Investor Registration

Username\*

Password\*

First Name\*

Middle Name

Last Name\*

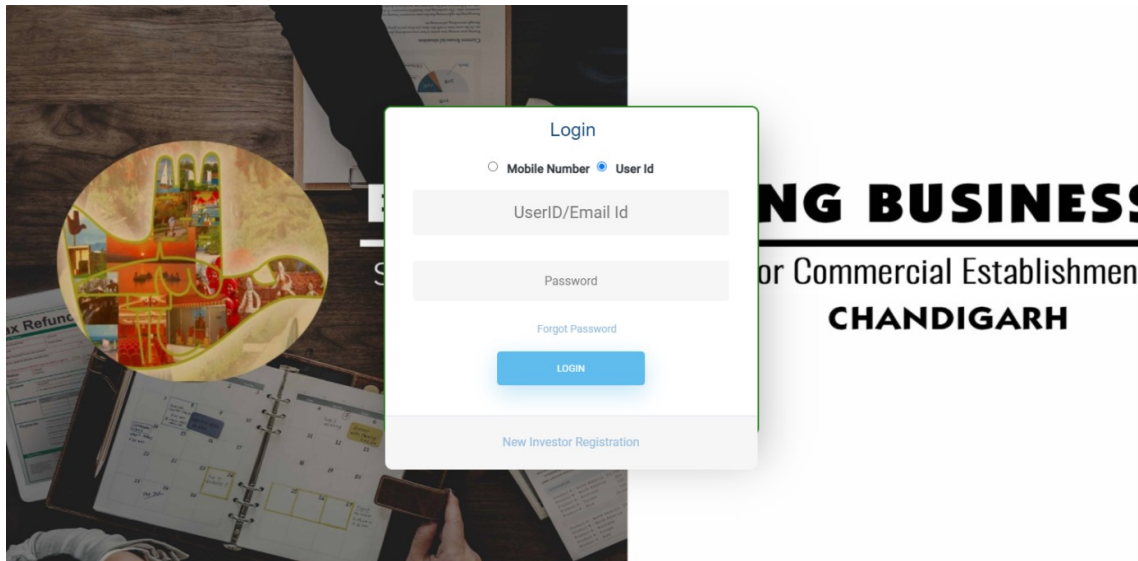
Email\*

Mobile No\*

REGISTER

[Already Registered? Login](#)

Once registered, you can again click on “Login/Signup” option and login to EODB-Single Windows System of Chandigarh with your username & password OR with Registered Mobile number & OTP.



Login

☐ Mobile Number ☒ User Id

UserID/Email Id

Password

[Forgot Password](#)

LOGIN

[New Investor Registration](#)

Login to EODB-Single Windows System of Chandigarh with your username & password OR with Registered Mobile number & OTP.

#### 4. User will land on the following Dashboard

Dashboard - Himesh Sharma

Projects 1 | Regulatory Clearances | Fiscal Incentives | Startup

Apply For Services in Existing Project | Add New Project

PIN & Date Applicant Name & Mobile No	Project Name Address Project Sector	Project Purpose	Type	Action
479369199 & Himesh Sharma &	HimTech Address 1 Address 2 Address 2, 1	HimTech	S-CAF	<a href="#">Login</a> <a href="#">Details</a> <a href="#">Edit</a>

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You need to add your business project to avail any Government services.

Click on “Apply for Services in Existing Project” to apply online for clearance/renewals required in existing business project.

Fill the S-CAF (Short Common Application Form) form and Submit.

#### S-CAF

Dashboard - Himesh Sharma

Applicant Profile

1. Applicant Detail

First Name \* | Middle Name | Last Name \*

2. Correspondence Address

Country \* | State \* | City \* | PinCode \*

Address Line 1 \* | Address Line 2 | Address Line 3 | Address Line 4

Mobile Number \* | Phone Number \* | Email \* | Alternate Email

Fax Number \* | PAN Number \* | [ATTACHMENT](#)

3. Firm Details

Name of Proprietor/MD \* | Designation \* | Name Of Business Ent. | Type Of Business Ent. \*

Number of Directors (R.) | GST Number | UAN/EM/ISD Certifc.

[Reset](#) [Submit](#)

Now you will get list of various department's Services available.

Click on “Add New Project” to add a new Business project in Chandigarh from initial level. Fill CAF (Common Application Form). There are six sections of the CAF form to be filled for complete plan of the project, upload all the documents required to apply for various clearances to enable you to get various approvals online.

**CAF - Application detail -** In this section Enter the name of person who is authorised to apply on behalf of the company, designation and address of the authorised person, name of proprietor, name of business. Once the all information is entered, click on save & next button.

**CAF - Site Detail -** In this section enter the proposed site details plot number, area, upload rent deed, upload NOC from owner etc. Once the all information is entered, click on save & next button.

**CAF - Project Detail** - In this section enter the project details sector, project purpose, project type, size of industry, category of project, country etc. Once the all information is entered, click on save & next button.

**CAF - Fixed Capital Investment** - In this section enter the fixed capital investment details Land cost, building cost, proposed employment details, product category etc. Once the all information is entered, click on save & next button.

**CAF - Manufacturing Data** - In this section enter the manufacturing details like raw material, quantity, main product, manufacturing process flow etc.

**CAF - Others** - Once the all information is entered, click on save & next button.





Search projects

Himesh Sharma

### Short Application Form

#### 1. Applicant Detail

Applicant Name: Himesh Sharma

#### 2. Correspondence Address

2.1	Country	1
2.2	State	5
2.3	City	
2.4	Pin Code / Zip Code	160018
2.5	Address Line 1	Address 1
2.6	Address Line 2	Address 2
2.7	Address Line 3	
2.8	Phone Number	123456789
2.9	Mobile Number	9896336739
2.10	Fax Number	12345
2.11	Email Address	admin@himeshsharma.com
2.12	Alternate Email Address	

#### 3. Firm Details

3.1	Name of Proprietor / MD	
3.2	Designation	Director
3.3	Name of Business Entity	HimTech
3.4	Type of Business Entity	1
3.5	Number of Directors/ Proprietor/MD/CEO	1
3.6	PAN Number	CCCP0445N
3.7	AADHAAR Number	

☐ I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purposes of availing of the Ease Of Doing Business (EODB) of Industries Department

[Click to View Attachment](#)

7. To edit the application click 'Edit' and Save the form.

Search projects

Himesh Sharma

### Dashboard - Himesh Sharma

#### Applicant Profile

☒ Applicant Details

##### 1. Applicant Detail

First Name: Himesh Middle Name: Sharma Last Name: Sharma

##### 2. Correspondence Address

Country: 1	State: 5	City: Chandigarh	Pincode: 160018
Address Line 1: Address 1	Address Line 2: Address 2	Address Line 3: Address 3	Address Line 4: Address 4
Mobile Number: 9896336739	Phone Number: 123456789	Email: admin@himeshsharma.com	Alternate Email:
Fax Number: 12345	PAN Number: CCCP0445N		

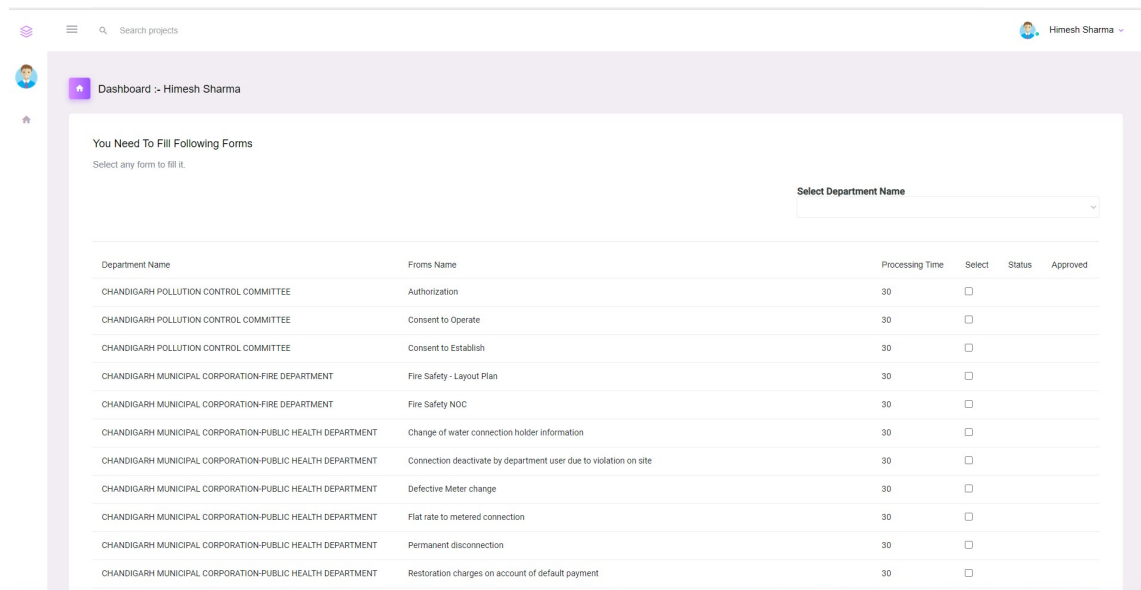
[Print Application](#)

##### 3. Firm Details

Name of Proprietor/MD: Himesh Sharma	Designation: Director	Name of Business Entity: HimTech	Type Of Business Ent.: 1
Number of Directors/Proprietor: 1			
GST Number: GST			
UIN/EDB/ISO Certificate: UIN			

[Reset](#) [Submit](#)

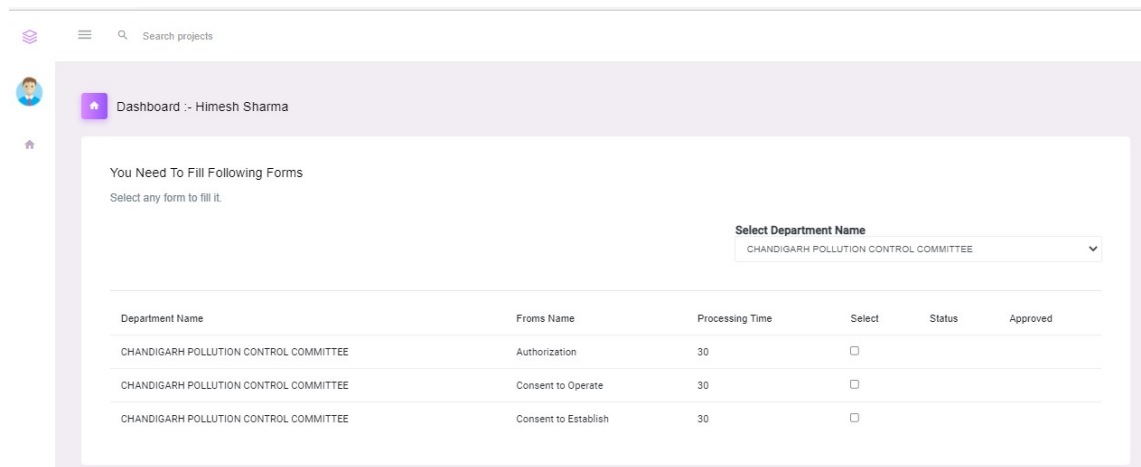
8. To get the list of various services of a departments. Click on “Details” button on screen shot attached in Point No.4



The screenshot shows a dashboard for Himesh Sharma. It features a search bar at the top and a sidebar with a home icon. The main content area is titled "You Need To Fill Following Forms" and includes a subtext "Select any form to fill it." Below this is a dropdown menu labeled "Select Department Name". The main table lists various forms with columns for Department Name, Froms Name, Processing Time, Select, Status, and Approved.

Department Name	Froms Name	Processing Time	Select	Status	Approved
CHANDIGARH POLLUTION CONTROL COMMITTEE	Authorization	30	<input type="checkbox"/>		
CHANDIGARH POLLUTION CONTROL COMMITTEE	Consent to Operate	30	<input type="checkbox"/>		
CHANDIGARH POLLUTION CONTROL COMMITTEE	Consent to Establish	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-FIRE DEPARTMENT	Fire Safety - Layout Plan	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-FIRE DEPARTMENT	Fire Safety NOC	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-PUBLIC HEALTH DEPARTMENT	Change of water connection holder information	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-PUBLIC HEALTH DEPARTMENT	Connection deactivate by department user due to violation on site	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-PUBLIC HEALTH DEPARTMENT	Defective Meter change	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-PUBLIC HEALTH DEPARTMENT	Flat rate to metered connection	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-PUBLIC HEALTH DEPARTMENT	Permanent disconnection	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-PUBLIC HEALTH DEPARTMENT	Restoration charges on account of default payment	30	<input type="checkbox"/>		

9. Select Department name from the drop down list (if you want to see all services of a department, only).



The screenshot shows the same dashboard as before, but the dropdown menu "Select Department Name" is now set to "CHANDIGARH POLLUTION CONTROL COMMITTEE". The table below shows only the forms associated with this department.

Department Name	Froms Name	Processing Time	Select	Status	Approved
CHANDIGARH POLLUTION CONTROL COMMITTEE	Authorization	30	<input type="checkbox"/>		
CHANDIGARH POLLUTION CONTROL COMMITTEE	Consent to Operate	30	<input type="checkbox"/>		
CHANDIGARH POLLUTION CONTROL COMMITTEE	Consent to Establish	30	<input type="checkbox"/>		

10. To select the required Service, check the square box of Select option in front of the Service Name.

Search projects

Dashboard - Himesh Sharma

You Need To Fill Following Forms  
Select any form to fill it.

Select Department Name

Department Name	Form Name	Processing Time	Select	Status	Approved
CHANDIGARH POLLUTION CONTROL COMMITTEE	Authorization	30	<input type="checkbox"/>		
CHANDIGARH POLLUTION CONTROL COMMITTEE	Consent to Operate	30	<input type="checkbox"/>		
CHANDIGARH POLLUTION CONTROL COMMITTEE	Consent to Establish	30	<input checked="" type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-FIRE DEPARTMENT	Fire Safety - Layout Plan	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-FIRE DEPARTMENT	Fire Safety NDC	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-PUBLIC HEALTH DEPARTMENT	Change of water connection holder information	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-PUBLIC HEALTH DEPARTMENT	Connection deactivate by department user due to violation on site	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-PUBLIC HEALTH DEPARTMENT	Defective Meter change	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-PUBLIC HEALTH DEPARTMENT	Flat rate to metered connection	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-PUBLIC HEALTH DEPARTMENT	Permanent disconnection	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-PUBLIC HEALTH DEPARTMENT	Restoration charges on account of default payment	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-PUBLIC HEALTH DEPARTMENT	Tariff change by the department user in case of violation on site	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-PUBLIC HEALTH DEPARTMENT	Tariff Type change 7-1	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-PUBLIC HEALTH DEPARTMENT	Apply for NDC - Cases other than Government houses	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-PUBLIC HEALTH DEPARTMENT	Conversion of Temporary billed water connection to Regular water connection	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-PUBLIC HEALTH DEPARTMENT	Meter testing	30	<input type="checkbox"/>		

- If you already have approval for the service from respective department, click 'YES' and enter the Certificate number along with the date of expiry, otherwise click 'NO'.

Form Approval Status

Want to add Previous Approval? ☒ Yes ☐ No

[Previous Approval Number](#)

Previous Approval Date: dd-mm-yyyy

Submit

CHANDIGARH POLLUTION CONTROL COMMITTEE	Consent to Operate RENEW under Air (Prevention & Control of Pollution) Act, 1981 & Water (Prevention & Control of Pollution) Act, 1974 & Authorization under Hazardous & Other waste (Management & Transboundary Movement) Rules, 2016	30	<input type="checkbox"/>		
CHANDIGARH POLLUTION CONTROL COMMITTEE	Consent to Operate	30	<input checked="" type="checkbox"/>		
CHANDIGARH POLLUTION CONTROL COMMITTEE	Consent to Establish	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-FIRE DEPARTMENT	Fire Safety - Layout Plan	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-FIRE DEPARTMENT	Fire Safety NDC	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-PUBLIC HEALTH DEPARTMENT	Change of water connection holder information	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-PUBLIC HEALTH DEPARTMENT	Connection deactivate by department user due to violation on site	30	<input type="checkbox"/>		
CHANDIGARH MUNICIPAL CORPORATION-PUBLIC HEALTH DEPARTMENT	Defective Meter change	30	<input type="checkbox"/>		

- You will be redirected to the department webportal home page or the integrated Service page to complete the application.
- The status of applications will be displayed as 'Pending' until the user will complete all requested forms and pay fee at department's portal on EODB portal.
- Once the completed application is submitted at department's portal and is under processing in department the status is updated as 'Under Process'.
- When the department Approve the application and issue the certificate, the status is updated as 'Approved' and link to download the certificate will be provided in EODB-User-Dashboard to download the Certificate.
- The software will automatically send SMS reminder when one month is left for the certificate expiry.
- User can simultaneously apply for multiple Service online by selecting each service from the list of services shown in point no.9

18. User can check what all Approvals may be required to set up your new business project in Chandigarh by using option 'Know your Approvals' under EODB
19. For any specific query or requirement you can also write to Industries department by using option Query/grievances under EODB.

For any help, please contact Department of Industries Chandigarh E-mail :dic-chd@chd.nic.in, Telephone No.:0172- 2653140