Ease Of Doing Business in Assam

Single Window Clearance System

Government of Assam

User Manual

Ver 2.0

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Log In

Open any of the following Internet Browsers on your Computer.

| Internet Explorer 11 and above | Mozilla Firefox 45 and above | Apple Safari 9.1.3 and above | Opera 34 and above | Google Chrome 52.0 and above |

Step 1: Type easeofdoingbusinessinassam.in to navigate to Homepage

Ease Of Doing Business in Assam

Step 2: Login Window

Step 3: Official Login

Ease of Doing Business in Assam
Government of Assam

Home   About Us   Online Services   EODB▾   Contact Us   Log In▾

Employee Login

1. Enter User name → fr

2. Enter Password → •••••

Inspectorate of Factories ← **3. Select Department**

4. Click on Sign in → Sign in

Forgot Username/Password ? Click here ← **In case of forgotten Username or Password, click here**

Ease Of Doing Business in Assam

Step 4: Successful Login - Dashboard

DASHBOARD

Applications

My Applications

Queried Applications

Under process Applications

Approved Applications

Rejected Applications

Courier Receipts

Common Application Forms

My Activities

Log Reports

1. **Click to Open the Applications Sub-Menu**

Applications to be Processed

Application where Query has been raised

Under Process Applications

Approved Applications

Rejected Applications

Track User Enter UBIN/UAIN   My Applications   Bhanita Sharma

E OF FACTORIES

Ease of Doing Business

48
Total Applications

18
Under Process
View All

7
Approved
View All

23
Rejected
View All

Recent Application Forms

UAIN	Enterprise's Name	Received Date
LEDF/F1/CH/000796/01/2017	ENTERPRISE	06-01-2017
LEDF/F1/DM/000797/01/2017	ENTERPRISE	12-01-2017
LEDF/F2/DM/000039/01/2017	ENTERPRISE	12-01-2017
LEDF/F4/DM/000034/01/2017	ENTERPRISE	12-01-2017

View All

Applications to be processed are shown here, however applications send by courier are not shown here until the courier is received in the courier section.

For reference, see Courier Section

Step 4: Successful Login – Dashboard (Contd...)

Profile Management

Refer this section for information on how to View / Edit User Profile, Change Password and Sign Out from System.

Step 1: Successful Login – Dashboard

Step 2: View Profile

DASHBOARD ☰   Track User Enter UBIN/UAIN   📑 My Applications   👤 Bhanita Sharma

Sidebar
- Applications 👤
- Courier Receipts 👤
- Common Application Forms 👤
- My Activities 👤
- Log Reports 🔗

User Profile

Full Name	Bhanita Sharma	Username	fr
Role	Facilitator	Designation	Facilitator
Contact Number	+91 -		

View Jurisdiction

View Assigned User Rights

User Rights

- Query (Application Form)
- Reject (Application Form)
- Forward (Application Form)
- View & Receive Courier

Jurisdiction (Dist)

BAKSA | BARPETA | BISWANATH | BONGAIGAON | CACHAR | CHARAIDEO | CHIRANG | DARRANG | DHEMAJI | DHUBRI | DIBRUGARH | DIMA HASAO | GOALPARA | GOLAGHAT | HAILAKANDI | HOJAI | JORHAT | KAMRUP (RURAL) | KAMRUP METROPOLITAN | KARBI ANGLONG | KARIMGANJ | KOKRAJHAR | LAKHIMPUR | MAJULI | MORIGAON | NAGAON | NALBARI | SIVASAGAR | SONITPUR | SOUTH SALMARA-MANKACHAR | TINSUKIA | UDALGURI | WEST KARBI ANGLONG |

Step 3: Edit Profile

🏠 **DASHBOARD** ☰

Track User Enter UBIN/UAIN 📑 My Applications 👤 Facilitator

Applications 👤

Courier Receipts

My Activities 👤

Log Reports

Edit Profile

1. Edit Full Name

2. Edit Phone Number

3. Edit Date of Joining

4. Edit Email ID

Full Name	Facilitator	Username	fr
	Facilatator Regional Office	Designation	Facilitator
Contact Number	8876201614	Email-id	chiranjit@avantikain.com
Date of Joining		Address	

Update

5. Edit Address

6. Save Changes after Editing

Sunday April 16 2017 05:04:49 PM

© 2016 All Rights Reserved. Developed By AIPL

Step 4: Change Password

DASHBOARD

Track User   My Applications   Bhanita Sharma

Applications

Common Application Forms

Chnage Password   ×

Old Password
Old Password

New Password
New Password

Confirm Password
Retype New Password

Submit

Close

1. Enter Old Password

2. Enter New Password

3. Confirm New Password

4. Submit & Confirm Changes

23
Rejected

View All ○

Recent Appli

UAIN

06-01-2017

12-01-2017

LEDF/F2/DM/000039/01/2017   ENTERPRISE   12-01-2017

LEDF/F4/DM/000034/01/2017   ENTERPRISE   12-01-2017

View All

Step 5: Sign Out

Ease of Doing Business in Assam
Government of Assam

Home   About Us   Online Services   EODB ▾   Contact Us   Log In ▾

Employee Login

	fr
	•••••
	Inspectorate of Factories ▾

Sign in

Forgot Username/Password ? Click here

Back to Login Page after successful sign out

Track Activities

Refer this section for information on how to View / Track activities done from current user login. Any and all action taken with regard to application forms by the user can be tracked here along with date and time of action taken.

Step 1: Successful Login - Dashboard

Step 2: My Activities Section

Click to return to Dashboard

Track User   Enter UBIN/UAIN   📑 My Applications   👤 Bhanita Sharma

Applications 👤

Courier Receipts 👤

Common Application Forms 👤

My Activities 👤

Log Reports 🔗

Previous Activities of User are displayed here (date-wise)

My Activities

#	UAIN	Processes	Process Date	Process Time	Remark	Document
1	LEDF/F4/CH/000033 /01/2017	Application Sent on Query	10-04-2017	03:03 PM	asd	No file uploaded
2	LEDF/F4/DI/000031 /01/2017	Application Forwarded	03-04-2017	05:25 PM	ok	No file uploaded
3	LEDF/F2/DI/000032 /01/2017	Application Forwarded	03-04-2017	05:08 PM	forward	No file uploaded
4	LEDF/F1/DI/000794 /01/2017	Application Rejected	03-04-2017	05:07 PM	reject	No file uploaded
5	LEDF/F4/DI/000030 /12/2016	Application Rejected	03-04-2017	05:06 PM	reject	No file uploaded
6	LEDF/F4/DM/000021 /12/2016	Application Rejected	03-04-2017	05:05 PM	reject	No file uploaded
7	LEDF/F4/BO/000020 /12/2016	Application Rejected	03-04-2017	05:05 PM	reject	No file uploaded
8	LEDF/F4/CH/000017 /12/2016	Application Rejected	03-04-2017	05:04 PM	reject	No file uploaded

Log Reports

Refer this section for information on how to View / Track Log Records of the user. Any and all logins by the user can be tracked here along with date and time of login and IP / Browser / Operating System of the computer which was used to login to the system.

Step 1: Successful Login - Dashboard

Step 2: Log Reports Section

DASHBOARD ← ☰ **Click to return to Dashboard**

Track User Enter UBIN/UAIN 🗐 My Applications 👤 Bhanita Sharma

Applications 👤

Courier Receipts 👤

Common Application Forms 👤

My Activities 👤

Log Reports 🔗

Log Reports

Sl.No	Login Date	Login Time	Logout Time	System Information
1	11-04-2017	02:46:20 PM		192.168.88.9, Firefox, Windows 7
2	11-04-2017	01:12:14 PM		192.168.88.9, Firefox, Windows 7
3	11-04-2017	10:18:31 AM		192.168.88.7, Firefox, Windows 7
4	10-04-2017	02:51:54 PM		192.168.88.139, Firefox, Windows 7
5	10-04-2017	01:11:54 PM		192.168.88.139, Firefox, Windows 7
6	08-04-2017	06:04:11 PM		192.168.88.5, Firefox, Windows 7
7	08-04-2017	04:03:19 PM		192.168.88.5, Firefox, Windows 7
8	03-04-2017	05:39:19 PM		192.168.88.4, Firefox, Windows 7
9	03-04-2017	05:24:42 PM		192.168.88.8, Firefox, Windows 7
10	03-04-2017	04:58:44 PM		192.168.88.7, Firefox, Windows 7

< 01 02 03 >

Previous Logins are displayed here (date-wise)

IP Address, Browser, OS is displayed here

Courier Receipts

Refer this section for information on how to View applications sent by courier and to enter receipt of courier on the system to allow subsequent processing of the application.

Only for Users having Courier Receipt Rights

Step 1: Successful Login - Dashboard

Dashboard interface:

- **DASHBOARD**
- Track User — Enter UBIN/UAIN
- My Applications
- Bhanita Sharma

Left navigation menu:
- **Applications**
  - My Applications
  - Queried Applications
  - Under process Applications
  - Approved Applications
  - Rejected Applications
- Courier Receipts ← **Click on Courier Receipts**
- Common Application Forms
- My Activities
- Log Reports

INSPECTORATE OF FACTORIES

Ease of Doing Business

48 Total Applications	18 Under Process	7 Approved	23 Rejected
	View All	View All	View All

Recent Application Forms

UAIN	Enterprise's Name	Received Date
LEDF/F1/CH/000796/01/2017	ENTERPRISE	06-01-2017
LEDF/F1/DM/000797/01/2017	ENTERPRISE	12-01-2017
LEDF/F2/DM/000039/01/2017	ENTERPRISE	12-01-2017
LEDF/F4/DM/000034/01/2017	ENTERPRISE	12-01-2017

View All

Step 3: Courier Receipts Section

Click to return to Dashboard

Date of Sending of courier

Courier Receipts

#	UAIN	Enterprise Name	Courier Details	Courier Date	View
01	LEDF/F1/KM/000613/12/2016	BHANITA8	Courier Name : First Flight Courier Limited. Reference No. 676ty	14-12-2016	Receive
02	LEDF/F1/KU/000712/12/2016	BHANITA9	Courier Name : Blue Dart Express Limited. Reference No. 56fgf	15-12-2016	Receive
03	LEDF/F1/KM/000716/12/2016	BHANITA9	Courier Name : FedEx India. Reference No. 5fd	15-12-2016	Receive
04	LEDF/F1/KM/000788/12/2016	ENTERPRISE	Courier Name : The Professional Courier Network Limited. Reference No. 3	31-12-2016	Receive
05	LEDF/F1/SV/000795/01/2017	ENTERPRISE	Courier Name : Blue Dart Express Limited. Reference No. 20	31-01-2017	Receive
06	LEDF/F1/BO/000802/01/2017	ENTERPRISE	Courier Name : Overnite Express Limited. Reference No. 45	31-01-2017	Receive
07	LEDF/F1/DR/000807/02/2017	BHANITA4	Courier Name : Not Found! Reference No. Not Found!	Not Found!	Receive
08	LEDF/F1/GP/000808/02/2017	BHANITA4	Courier Name : First Flight Courier Limited. Reference No. 454rtr	17-02-2017	Receive
09	LEDF/F1/KU/000809/03/2017	BHANITA6	Courier Name : Not Found!	Not Found!	Receive

DASHBOARD — Track User — Enter UBIN/UAIN — My Applications — Bhanita Sharma

Applications

Courier Receipts

Common Application Forms

My Activities

Log Reports

UAIN of Applications where some or all documents have been sent by courier

Name of the Enterprise

Courier Details

Click on Receive once the Courier has been received in the office.

Ease Of Doing Business in Assam

Application Processing

Refer this section for information on how to View Applications, Forward Applications, Schedule Inspection, Upload Inspection Reports, Approve Applications and Issue Certificates/Approvals.

Step 1: Successful Login - Dashboard

DASHBOARD

Track User Enter UBIN/UAIN   My Applications   Bhanita Sharma

Applications

1. Click on Applications

My Applications

2. Click on My Applications / View All

Queried Applications

Under process Applications

Approved Applications

Rejected Applications

Courier Receipts

Common Application Forms

My Activities

Log Reports

INSPECTORATE OF FACTORIES

Ease of Doing Business

48 Total Applications	18 Under Process	7 Approved	23 Rejected
	View All	View All	View All

Recent Application Forms

UAIN	Enterprise's Name	Received Date
LEDF/F1/CH/000796/01/2017	ENTERPRISE	06-01-2017
LEDF/F1/DM/000797/01/2017	ENTERPRISE	12-01-2017
LEDF/F2/DM/000039/01/2017	ENTERPRISE	12-01-2017
LEDF/F4/DM/000034/01/2017	ENTERPRISE	12-01-2017

View All

Step 2: View Application

Step 2: View Application (Contd…)

DASHBOARD

Track User [Enter UBIN/UAIN]   My Applications   Facilitator

- Applications
- Courier Receipts
- My Activities
- Log Reports

Business Details

UBIN	Enterprise Name	Enterprise Address	Unit Type
AA01162/AAACE5778N/03/2017	EVEREADY INDUSTRIES INDIA LTD.	EVEREADY INDUSTRIES INDIA LTD. , MORNOI , GOALPARA	Factory

UAIN: PCB/F50/GP/000007/03/2017

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GOVERNMENT OF ASSAM

Renewal for Consent to Operate (under Water Act, 1974 and Air Act, 1981)

From :	ANAND MOHAN JHA FLAT NO. 4, SAILA VILLAGE APARTMENT 559, LASKARHAT, TAGORE PARK,KOLKATA KOLKATA,700039
Sir,	I / We hereby apply for * (i) Consent to Operate of consent under section 25 and 26 of the Water (Prevention and Control of Pollution) Act, 1974, as amended. (ii) Consent to Operate of consent under Section 21 of the Air (Prevention and Control of Pollution) Act, 1981, as amended. (iii) Authorisation of authorisation under rule 5 of the Hazardous Wastes (Management and Handling) Rules, 1989, as amended in connection with my / our existing / proposed / altered / additional manufacturing / processing activity from the premises as per the details given below.

Part A : General

1. Name, designation, office address with telephone, e-mail of the Applicant

| Name | ANAND MOHAN JHA |

This is the Application View

Ease Of Doing Business in Assam

Step 3: Process Application

Click on Process

Step 3: Process Application (Contd…)

Select Relevant Process from Drop Down Menu

1. Forward Application

2. Physical Verification

3. Reject Application

4. Approve Application

5. Issue Certificate

Note: The available processes in the drop down depends upon the rights assigned to the current user.

1. Forward Application

1. Select Forward Application in the Drop Down Menu

2. Enter Remarks (if any) for the next user. Similar to Note Sheet

3. Upload file (if any).

4. Select Office to which application is to be forwarded

5. Select Officer from the selected Office to whom application is to be forwarded

6. Click on Forward.

Note: Application can be forwarded to any officer within the department by Selecting Relevant Office and then selecting Concerned Officer within the selected Office.

2. Physical Verification

1. Select Physical Verification in the Drop Down Menu

2. Enter Remarks (if any) for the applicant. Requirements of Inspection maybe mentioned here

4. Select Date of Inspection

3. Upload file (if any). Eg. Inspection Letter etc.

5. Click on Submit.

Note: Once inspection is scheduled, the application is sent to the Verification Schedule section and will no longer be shown in My Applications section until the Verification Report is Uploaded / Entered.

3. Reject Application

4. Approve Application

DASHBOARD

Track User `Enter UBIN/UAIN`   My Applications   ho

- Applications
- Upload Certificates
- Common Application Forms
- My Activities
- Log Reports

View Business Details   **View Form Details**

Please select an option   `Approve Application ▼`

1. Select Approve Application in the Drop Down Menu

APPROVE APPLICATION

| Department Name | INSPECTORATE OF ELECTRICITY | District/Ward Nos. | BAKSA,BARPETA,BISWANATH,BONGAIGAON,CA... HASAO,GOALPARA,GOLAGHAT,HAILAKANDI,HOJAI,JORHAT,KAMRUP (RURAL),KAMRUP METROPOLITAN,KARBI ANGLONG,KARIMGANJ,KOKRAJHAR,LAKHIMPUR,MAJULI,MORIGAON,NAGAON,NALBARI |
| Designation | Inspector | Date | 19-04-2017 16:43:44 |

Details of Fees to be Paid

Regular Fees For the Year*	1st January of 2017 to 31st December 2018		₹ RUPEES
Arrear Fees For the Year	Select an year ▼ - Select an year ▼		₹ RUPEES
Penalty/other charges	₹	Total Fees	₹
Remarks (If Any)	Your Remarks	Upload File	Choose File

3. Upload file (if any). Eg. Approval Letter etc.

2. Enter Approval Details

Approve

4. Click on Approve.

Note: Applications must be approved before issue of Certificate. The Approval details entered here are crucial as they will be displayed in the final certificate.

5. Issue Certificate

Process Applications

View Business Details | View Form Details

Please select an option: **Issue Certificate** ▾

1. Select Issue Certificate in the Drop Down Menu

ISSUE CERTIFICATE

Department Name	INSPECTORATE OF ELECTRICITY	District/Ward Nos.	BAKSA,BARPETA,BISWANATH,BONGAIGAON,CACHAR,CHARAIDEO,CHIRANG,DARRANG,DHEMAJI,DHUBRI,DIBRUGARH,DIMA HASAO,GOALPARA,GOLAGHAT,HAILAKANDI,HOJAI,JORHAT,KAMRUP (RURAL),KAMRUP METROPOLITAN,KARBI ANGLONG,KARIMGANJ,KOKRAJHAR,LAKHIMPUR,MAJULI,MORIGAON,NAGAON,NALBARI
Designation	ho	Date	19-04-2017 16:50:50
License Number		Validity Date	-to-

Submit

2. Enter Certificate Details

3. Click on Approve.

Note: Applications must be approved before issue of Certificate. The Certificate details entered here are crucial as they will be displayed in the final certificate.

5. Issue Certificate

Issued Certificate contains UBIN and UAIN

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GOVERNMENT OF ASSAM

INSPECTORATE OF FACTORIES

(GOVERNMENT OF ASSAM)

UBIN : **AA00367/CCCCC1111C/12/2016**   UAIN : **LEDF/F1/CH/000796/01/2017**

LETTER OF PERMISSION

This permission is hereby granted to ENTERPRISE on 11-04-2017 for construction of building/ extension of building/ taking in to any existing building as a factory located at STREET 1 , STREET 2 , CHIRANG.

(This approval is the subject to proper execution of the given details and specifications at the time of seeking this approval. Any mismatch may attract legal obligation and lead to cancellation of this approval).

Place of issue : GUWAHATI

Date of issue : 11-04-2017

TAPAN SARMA
Authorized Signatory

Issued Certificate also contains encrypted QR code which ensures authenticity

Print Certificate

Click on Print Certificate to take a print out.

Query System

Refer this section for information on how to Send Queries and Types of Query. Whenever a Query is done, the application is sent back to the applicant for his/her action. The form is returned back to processing section once the applicant has carried out the intended action or has replied to the query.

Step 1: Locate Application under My Applications

Step 2: Select Type of Query

Application Query ✕

Subject

Please select ▾

Message

Type your message here

Submit

Close

Select Type of Query

1. General Query

2. Fees & Payments related Query

3. Documents related Query

1. Send General Query

Application Query ✕

Subject

General Query ▼

← **1. Select General Query**

Message

Type your message here

← **2. Enter Message / Query for the applicant**

Submit

3. Click on Submit

Close

2. Send Fees and Payments related Query

1. Select Fees and Payments Related

2. Enter Message / Details of Fees, Arrears, Penalty to be paid by the Applicant

3. Enter Total Amount to be paid (Fees + Arrears + Penalty)

3. Click on Submit

3. Send Documents related Query

Application Query

Subject

Documents Related ▼

← **1. Select Documents Related**

Message

Type your message here

← **2. Enter Message / Details documents to be attached and query.**

Sl No	Description of the document to be uploaded
1	
2	
3	
4	
5	

3. Enter documents that are required.

Submit

3. Click on Submit

Close

Physical Verification

Refer this section for information on how to upload verification reports and to view inspection schedule.

Only for Users having Physical Verification Rights

Physical Verification View / Report

1. Upload Verification Report

Note: Only Inspections of past dates and / or current date is shown in this Section. Inspection reports may be uploaded or entered on the system if the same has been digitized by the department.

1. Upload Verification Report

1. Enter Remarks (if any) with respect to the Inspection carried out.

2. Upload Inspection Report (mandatory)

3. Click on Upload Report

Note: Once report is uploaded successfully, the application is automatically moved back to My Applications Section.

1. View Inspection Schedule

Click on View to view the form details.

Date on which Inspection has been scheduled is shown here

Note: Only Inspections scheduled on future dates are shown here. Inspection of past dates and / or current date is shown in the Upload Verification Report Section.

HELP DESK

For any further clarifications / queries please contact Technical Support at:

Phone: +91 70860 44425
Email: eodb.assam@gmail.com