

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

The screenshot shows a web browser window with the URL <https://easeofdoingbusinessinassam.in>. The page header features the Government of Assam logo and the text "Ease of Doing Business in Assam". The main banner is titled "ADVANTAGE ASSAM" and lists four key features: Investor Friendly Investment Policy, Rich in Natural Resources, Competent Human Resource, and Enabling Business Environment. A green arrow points upwards, symbolizing growth. A map of Assam is visible in the background, and a portrait of a man in a white shirt is on the right. The footer mentions the North East Industrial & Investment Promotion Policy 2007 and the Assam Industrial Policy 2014. The Windows taskbar at the bottom shows the date as 16-04-2017 and the time as 15:10.

Ease of Doing Business in Assam
Government of Assam

Home About Us Online Services EODB Contact Us Log In

ADVANTAGE ASSAM


- ✓ Investor Friendly Investment Policy
- ✓ Rich in Natural Resources
- ✓ Competent Human Resource
- ✓ Enabling Business Environment


North East Industrial & Investment Promotion Policy 2007
Assam Industrial Policy 2014

Unique Locational Advantage
Gateway to South East Asian Countries


Transferring data from easeofdoingbusinessinassam.in... a platform for providing best support towards the prospective and existing business community in the state and drives for

Step 2: Login Window

 **Ease of Doing Business in Assam**
Government of Assam

Tuesday April 11 2017 12:35:30 AM 


[Home](#) [About Us](#) [Online Services](#) [EODB](#) [Contact Us](#) [Log In](#)



[Sign In \(Existing User\)](#) [Sign Up \(New User\)](#)

1. Click here for Log In Window

2. Click here for Official Log In



Email Address or Username

Password

[Forgot Password?](#)

[Sign in](#)


☐ Keep me logged-in


New User? [Register Here](#)

[Employee Login](#)

Think Investment. Think Assam.


Step 3: Official Login


 **Ease of Doing Business in Assam**
Government of Assam


Tuesday April 11 2017 03:44:29 PM 


[Home](#) [About Us](#) [Online Services](#) [EODB ▾](#) [Contact Us](#) [Log In ▾](#)

Employee Login



1. Enter User name → 

2. Enter Password → 

3. Select Department →  ▾

4. Click on Sign in →

[Forgot Username/Password ? Click here](#) ← In case of forgotten Username or Password, click here

Step 4: Successful Login - Dashboard

The screenshot shows the dashboard of the 'Ease of Doing Business in Assam' portal. The top navigation bar includes a 'DASHBOARD' header, a menu icon, and user information for 'Bhanita Sharma'. A search bar for 'Track User' with 'Enter UBIN/UAIN' is present. The left sidebar contains links to 'Applications', 'My Applications', 'Queried Applications', 'Under process Applications', 'Approved Applications', 'Rejected Applications', 'Courier Receipts', 'Common Application Forms', 'My Activities', and 'Log Reports'. The main content area features a 'Total Applications' bar chart with 48 total, 18 under process, and 7 approved. Below this is a 'Recent Application Forms' table. Annotations with arrows point to various elements: '1. Click to Open the Applications Sub-Menu' points to the 'Applications' link; 'Applications to be Processed' points to the 'Under process Applications' bar; 'Application where Query has been raised' points to the 'Queried Applications' link; 'Under Process Applications' points to the 'Under process Applications' bar; 'Approved Applications' points to the 'Approved Applications' bar; 'Rejected Applications' points to the 'Rejected Applications' bar; and a detailed note points to the 'Received Date' column in the table.

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

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

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...)

Dashboard Overview:

- Header:** DASHBOARD, Return to Dashboard, Track User (Enter UBIN/UAIN), My Applications, Bhanita Sharma
- Left Sidebar:** Applications, My Applications, Queried Applications, Under process Applications, Approved Applications, Rejected Applications, Courier Receipts, Common Application Forms, My Activities, Log Reports
- Main Content:**
 - INSPECTOR**
 - Track Business or Application**
 - Statistics:**
 - 48 Total Applications
 - 18 Under Process
 - 7 Approved
 - 23 Rejected
 - Courier Receipts Section**
 - User Activities Section**
 - Log Reports Section**

Recent Application Forms Table:

Application ID	Enterprise Name	Received Date
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](#)

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

The screenshot shows a dashboard for a user named Bhanita Sharma. The interface includes a left sidebar with navigation links, a top header with a dashboard icon and menu, and a main content area with application statistics and a table of recent application forms. Five yellow callout boxes with numbered steps are overlaid on the dashboard, with orange arrows pointing to specific UI elements.

1. Click on Profile Name (points to the user name 'Bhanita Sharma' in the top right)

2. View Profile (points to the 'My Profile' link in the dropdown menu)

3. Edit Profile (points to the 'Edit Profile' link in the dropdown menu)

4. Change Password (points to the 'Change Password' link in the dropdown menu)

5. Sign Out (points to the 'Sign Out' link in the dropdown menu)

Dashboard Statistics:

- 48 Total Applications
- 18 Under Process
- 7 Approved
- 23 Rejected

Recent Application Forms Table:

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 Profile

DASHBOARD

Applications

Courier Receipts

Common Application Forms

My Activities

Log Reports

Track User

Enter UBIN/UAIN

My Applications

Bhanita Sharma

User Profile

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

View Assigned User Rights

User Rights

Query (Application Form)

Reject (Application Form)

Forward (Application Form)



View & Receive Courier



View Jurisdiction

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** **My Applications**  **Facilitator**

Applications 
Courier Receipts
My Activities 
Log Reports

Edit Profile

Full Name	<input type="text" value="Facilitator"/>	Username	<input type="text" value="fr"/>
	<input type="text" value="Facilitator Regional Office"/>	Designation	<input type="text" value="Facilitator"/>
Contact Number	<input type="text" value="8876201614"/>	Email-id	<input type="text" value="chiranjit@avantikain.com"/>
Date of Joining	<input type="text"/>	Address	<input type="text"/>

1. Edit Full Name → **2. Edit Phone Number** → **3. Edit Date of Joining** → **4. Edit Email ID** → **5. Edit Address** → **6. Save Changes after Editing**

Sunday April 16 2017 05:04:49 PM

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Step 4: Change Password

Chnage Password

1. Enter Old Password → Old Password

2. Enter New Password → New Password

3. Confirm New Password → Retype New Password

4. Submit & Confirm Changes → Submit

Close

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](#)

23 Rejected

[View All](#)


Step 5: Sign Out


 **Ease of Doing Business in Assam**
Government of Assam


Tuesday April 11 2017 03:44:29 PM 


[Home](#) [About Us](#) [Online Services](#) [EODB](#) [Contact Us](#) [Log In](#)

Employee Login









[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

The dashboard is titled "INSPECTORATE OF FACTORIES" and features a sidebar with navigation options: Applications, My Applications, Queried Applications, Under process Applications, Approved Applications, Rejected Applications, Courier Receipts, Common Application Forms, My Activities, and Log Reports. The main content area displays four statistics cards: Total Applications (48), Under Process (18), Approved (7), and Rejected (23). Below these is a section for "Recent Application Forms" with a table listing application details.

Applications

- My Applications
- Queried Applications
- Under process Applications
- Approved Applications
- Rejected Applications

Courier Receipts

Common Application Forms

My Activities ← Click on My Activities

Log Reports

INSPECTORATE OF FACTORIES

48 Total Applications

18 Under Process

7 Approved



23 Rejected






Recent Application Forms

Sl No	Enterprise 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: My Activities Section

[DASHBOARD](#)  [Click to return to Dashboard](#) [Track User](#) [My Applications](#)  Bhanita Sharma

[Applications](#) 
[Courier Receipts](#) 
[Common Application Forms](#) 
[My Activities](#) 
[Log Reports](#) 

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

#	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

The dashboard is titled "INSPECTORATE OF FACTORIES" and features a sidebar with navigation options: Applications, My Applications, Queried Applications, Under process Applications, Approved Applications, Rejected Applications, Courier Receipts, Common Application Forms, My Activities, and Log Reports. The main content area displays four status cards: Total Applications (48), Under Process (18), Approved (7), and Rejected (23). Below these is a section for "Recent Application Forms" with a table listing UAIN, Enterprise's Name, and Received Date. An orange arrow points to the "Log Reports" option in the sidebar, with a yellow box containing the text "Click on Log Reports" overlaid on the table.


Dashboard Overview:

- Applications:** 48 Total Applications, 18 Under Process, 7 Approved, 23 Rejected.
- Recent Application Forms:**

UAIN	Enterprise's Name	Received Date
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

Click on Log Reports

Step 2: Log Reports Section

[DASHBOARD](#) 

Click to return to Dashboard

Track User

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

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

The dashboard is titled "INSPECTORATE OF FACTORIES" and features a sidebar with navigation options: Applications, My Applications, Queried Applications, Under process Applications, Approved Applications, Rejected Applications, Courier Receipts, Common Application Forms, My Activities, and Log Reports. The main content area displays four statistics cards: Total Applications (48), Under Process (18), Approved (7), and Rejected (23). A yellow callout box with an arrow points to the "Courier Receipts" link in the sidebar, with the text "Click on Courier Receipts". Below the statistics, there is a section titled "Recent Application Forms" containing a table with columns for UAIN, Enterprise's Name, and Received Date. A "View All" button is located at the bottom of the table.

Dashboard Statistics:


- Total Applications: 48
- Under Process: 18
- Approved: 7
- Rejected: 23

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

[DASHBOARD](#) [Click to return to Dashboard](#) [Track User](#) [My Applications](#)  Bhanita Sharma

Applications

Courier Receipts

Common Application Forms

My Activities

Log Reports

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

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.

Date of Sending of courier

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

The dashboard interface for the 'EASE OF DOING BUSINESS' system. It features a top navigation bar with a 'DASHBOARD' header, a 'Track User' section with a search input for 'UBIN/UAIN', and a user profile for 'Bhanita Sharma'. A left sidebar contains various menu items: 'Applications', 'My Applications', 'Queried Applications', 'Under process Applications', 'Approved Applications', 'Rejected Applications', 'Courier Receipts', 'Common Application Forms', 'My Activities', and 'Log Reports'. The main content area displays four large colored cards representing application statistics: '48 Total Applications' (blue), '18 Under Process' (orange), '7 Approved' (green), and '23 Rejected' (red). Below these cards is a section titled 'Recent Application Forms' containing a table with columns for 'UAIN', 'Enterprise's Name', and 'Received Date'. An orange arrow points from the 'Applications' menu item to the 'View All' button at the bottom of the 'Recent Application Forms' section.

1. Click on Applications

2. Click on My Applications / View All

INSPECTORATE OF FACTORIES

Ease of Doing Business

48 Total Applications

18 Under Process

7 Approved

23 Rejected

Recent Application Forms

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

View All

Step 2: View Application

DASHBOARD

Applications

My Applications

Queried Applications

Under process Applications

Approved Applications

Rejected Applications

Upload Verification Report

Verification Schedule

Common Application Forms

My Activities

Log Reports

Track User

Enter UBIN/UAIN

E-Inspection

My Applications

Abhinav Roy

My Applications

UAIN	DATE	FORM NAME	OPERATION
LEDF/F1/CH/000796/01/2017	06-01-2017	PERMISSION TO CONSTRUCT, EXTEND A FACTORY	<div>ViewProcessQuery</div>

<0102>

Click on View

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Step 2: View Application (Contd...)

DASHBOARD

Applications

Courier Receipts

My Activities

Log Reports

Track User

Enter UBIN/UAIN


My Applications

Facilitator

Business Details

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

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



অসম চৰকাৰ
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

Step 3: Process Application

DASHBOARD

Applications

My Applications

Queried Applications

Under process Applications

Approved Applications

Rejected Applications

Upload Verification Report

Verification Schedule

Common Application Forms

My Activities

Log Reports

Track User

Enter UBIN/UAIN

E-Inspection

My Applications

Abhinav Roy

My Applications

UAIN	DATE	FORM NAME	OPERATION
LEDF/F1/CH/000796/01/2017	06-01-2017	PERMISSION TO CONSTRUCT, EXTEND A FACTORY	<div>ViewProcessQuery</div>

<0102>

Click on Process

Tuesday April 11 2017 04:20:49 PM

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Step 3: Process Application (Contd...)

DASHBOARD Track User Enter UBIN/UAIN E-Inspection My Applications Abhinav Roy

Please select an option Forward Application

Department Name INSPECTORATE OF FACTORIES

Designation Facilitator

Remarks (If Any) Your Remarks

Upload File Browse... No file selected

Select Relevant Process from Drop Down Menu

1. Forward Application
2. Physical Verification
3. Reject Application
4. Approve Application
5. Issue Certificate

Print Process Query

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

1. Forward Application

The screenshot shows a web application interface for forwarding an application. The top navigation bar includes a 'DASHBOARD' link, a 'Track User' search bar, and links for 'E-Inspection', 'My Applications', and a user profile for 'Abhinav Roy'. A left sidebar contains links for 'Applications', 'Upload Verification Report', 'Verification Schedule', 'Common Application Forms', 'My Activity', and 'Log Report'. The main content area is titled 'Please select an option' and features a 'Forward Application' dropdown menu. Below this, a form titled 'FORWARD APPLICATION' contains fields for 'Department Name' (INSPECTORATE OF FACTORIES), 'Office Name' (PMU), 'Designation' (Facilitator), and 'Date' (11-04-2017 16:21:37). The 'Forward to' field has two dropdowns: 'PMU (KAMRUP ME)' and 'Please Select'. A 'Your Remarks' text area is provided for input. Below the remarks area is an 'Upload File' section with a 'Browse...' button and the text 'No file selected.'. At the bottom of the form is a green 'Forward' button. Below the form are three buttons: 'Print', 'Process', and 'Query'. Six numbered yellow callout boxes with arrows point to specific form elements: 1. 'Select Forward Application in the Drop Down Menu' points to the 'Forward Application' dropdown. 2. 'Enter Remarks (if any) for the next user. Similar to Note Sheet' points to the 'Your Remarks' text area. 3. 'Upload file (if any).' points to the 'Browse...' button. 4. 'Select Office to which application is to be forwarded' points to the 'PMU (KAMRUP ME)' dropdown. 5. 'Select Officer from the selected Office to whom application is to be forwarded' points to the 'Please Select' dropdown. 6. 'Click on Forward.' points to the 'Forward' button.

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.





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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

DASHBOARD  **Track User** **E-Inspection** **My Applications**  **Abhinav Roy**

Applications 
Upload Verification Report 
Verification Schedule 
Common Application Forms 

Please select an option Physical Verification

VERIFY APPLICATION

Department Name	INSPECTORATE OF FACTORIES	Office Name	PMU
Designation	Inspector	Date	11-04-2017 16:25:47
Your Remarks		Date of Verification	

Upload File No file selected.

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1. Select Physical Verification in the Drop Down Menu

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



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






4. Select Date of Inspection

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

DASHBOARD  **Track User** **E-Inspection** **My Applications**  **Abhinav Roy**

Applications 
Upload Verification Report 
Verification Schedule 
Common Application Forms 
My Activities 

Please select an option

REJECT APPLICATION

Department Name	INSPECTORATE OF FACTORIES	Office Name	PMU
Designation	Inspector	Date	11-04-2017 16:25:47
Your Remarks		Upload File	<input type="button" value="Browse..."/> No file selected.

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1. Select Reject Application in the Drop Down Menu

2. Enter Reasons for Rejection (this field is mandatory)

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

4. Click on Reject.

Note: Once Rejected the application will be removed from My Applications Section and will be sent to the Rejected Applications List. This cannot be undone.

4. Approve Application

DASHBOARD Track User 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

APPROVE APPLICATION

Department Name	INSPECTORATE OF ELECTRICITY	District/Ward Nos.	BAKSA,BARPETA,BISWANATH,BONGAIGAON,CHITRAKOOT,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*	1 st January of 2017 to 31 st 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

Approve

1. Select Approve Application in the Drop Down Menu

2. Enter Approval Details

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

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

DASHBOARD

Applications

Upload Certificates

Common Application Forms

My Activities

Log Reports

Track User

Enter UBIN/UAIN

My Applications

ho

Process Applications

View Business Details

View Form Details

Please select an option

Issue Certificate

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	<input type="text"/>	Validity Date	<input type="text"/> -to- <input type="text"/>

Submit

1. Select Issue Certificate in the Drop Down Menu

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

অসম চৰকাৰ



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

DASHBOARD

Applications

My Applications

Queried Applications

Under process Applications

Approved Applications

Rejected Applications

Upload Verification Report

Verification Schedule

Common Application Forms

My Activities

Log Reports

Track User

Enter UBIN/UAIN

E-Inspection

My Applications

Abhinav Roy

My Applications

UAIN	DATE	FORM NAME	OPERATION
LEDF/F1/CH/000796/01/2017	06-01-2017	PERMISSION TO CONSTRUCT, EXTEND A FACTORY	<div>View</div> <div>Process</div> <div>Query</div>

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Click on Query

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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

UAIN	DATE	DESCRIPTION	STATUS
LEDF/F2/DM/000039/01/2017	12-01-2017		
LEDF/F4/DM/000034/01/2017	12-01-2017		
LEDF/F4/BK/000002/12/2016	17-01-2017		
LEDF/F4/BK/000010/12/2016	17-01-2017		
LEDF/F4/BK/000035/01/2017	09-02-2017		
LEDF/F4/BP/000004/12/2016	09-02-2017		
LEDF/F4/BP/000018/12/2016	09-02-2017		
LEDF/F4/CA/000012/12/2016	09-02-2017	RENEWAL OF LICENCE	Please follow the queue
LEDF/F1/DU/000805/02/2017	10-02-2017	PERMISSION TO CONSTRUCT, EXTEND A FACTORY	Please follow the queue
LEDF/F1/KU/000612/12/2016	14-02-2017	PERMISSION TO CONSTRUCT, EXTEND A FACTORY	Please follow the queue
LEDF/F1/KM/000613/12/2016	12-04-2017	PERMISSION TO CONSTRUCT, EXTEND A FACTORY	Please follow the queue

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1. Send General Query

The screenshot shows a dashboard with a sidebar on the left containing 'Applications', 'My Applications', 'Queried Applications', 'Under process Applications', 'Approved Applications', 'Rejected Applications', 'Courier Receipts', 'Common Application Forms', 'My Activities', and 'Log Reports'. The main area displays a table of applications with columns for UAIN, DATE, and a description. An 'Application Query' modal is open in the center, featuring a 'Subject' dropdown menu set to 'General Query', a 'Message' text area with the placeholder 'Type your message here', a green 'Submit' button, and a 'Close' button. Three yellow callout boxes with orange arrows point to these elements: '1. Select General Query' points to the subject dropdown, '2. Enter Message / Query for the applicant' points to the message text area, and '3. Click on Submit' points to the submit button.

1. Select General Query

2. Enter Message / Query for the applicant

3. Click on Submit

UAIN	DATE	
LEDF/F2/DM/000039/01/2017	12-01	
LEDF/F4/DM/000034/01/2017	12-01	
LEDF/F4/BK/000002/12/2016	17-01	
LEDF/F4/BK/000010/12/2016	17-01	
LEDF/F4/BK/000035/01/2017	09-02	
LEDF/F4/BP/000004/12/2016	09-02	
LEDF/F4/BP/000018/12/2016	09-02	
LEDF/F4/CA/000012/12/2016	09-02-2017	RENEWAL OF LICENCE
LEDF/F1/DU/000805/02/2017	10-02-2017	PERMISSION TO CONSTRUCT, EXTEND A FACTORY
LEDF/F1/KU/000612/12/2016	14-02-2017	PERMISSION TO CONSTRUCT, EXTEND A FACTORY
LEDF/F1/KM/000613/12/2016	12-04-2017	PERMISSION TO CONSTRUCT, EXTEND A FACTORY

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2. Send Fees and Payments related Query

DASHBOARD Track User Enter UDIN/UAIN My Applications Bhanita Sharma

Applications

- My Applications
- Queried Applications
- Under process Applications
- Approved Applications
- Rejected Applications
- Courier Receipts
- Common Application Forms
- My Activities
- Log Reports

Application Query

Subject

Fees and Payment Related

Message

Type your message here

Please enter the amount here (in Rs.) INR

Submit Close

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

UAIN	DATE	
LEDF/F2/DM/000039/01/2017	12-01	
LEDF/F4/DM/000034/01/2017	12-01	
LEDF/F4/BK/000002/12/2016	17-01	
LEDF/F4/BK/000010/12/2016	17-01	
LEDF/F4/BK/000035/01/2017	09-02	
LEDF/F4/BP/000004/12/2016	09-02	
LEDF/F4/BP/000018/12/2016	09-02	
LEDF/F4/CA/000012/12/2016	09-02	
LEDF/F1/DU/000805/02/2017	10-02-2017	PERMISSION TO CONSTRUCT, EXTEND A FACTORY
LEDF/F1/KU/000612/12/2016	14-02-2017	PERMISSION TO CONSTRUCT, EXTEND A FACTORY
LEDF/F1/KM/000613/12/2016	12-04-2017	PERMISSION TO CONSTRUCT, EXTEND A FACTORY

Please follow the queue

Please follow the queue

Please follow the queue

Please follow the queue

Please follow the queue

Please follow the queue

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3. Send Documents related Query

The screenshot shows a web application interface with a sidebar menu on the left containing 'Applications', 'My Applications', 'Queried Applications', 'Under process Applications', 'Approved Applications', 'Rejected Applications', 'Courier Receipts', 'Common Application Forms', 'My Activities', and 'Log Reports'. The main content area displays a table of applications with columns 'UAIN', 'DATE', and 'STATUS'. A modal window titled 'Application Query' is open in the center. It contains a 'Subject' dropdown menu with 'Documents Related' selected, a 'Message' text area with the placeholder 'Type your message here', and a table for document uploads. The table has two columns: 'Sl No' and 'Description of the document to be uploaded'. It contains five rows, each with a number and a text input field. At the bottom of the modal are 'Submit' and 'Close' buttons. Three yellow callout boxes with orange arrows provide instructions: '1. Select Documents Related' points to the subject dropdown, '2. Enter Message / Details documents to be attached and query.' points to the message text area, and '3. Enter documents that are required.' points to the document upload table. A fourth yellow box at the bottom says '3. Click on Submit' with an arrow pointing to the submit button.

1. Select Documents Related

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

3. Enter documents that are required.

3. Click on Submit

Sl No	Description of the document to be uploaded
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>

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

DASHBOARD

Applications

My Applications

Queried Applications

Under process Applications

Approved Applications

Rejected Applications

Upload Verification Report

Verification Schedule

Common Application Forms

My Activities

Log Reports

Track User

Enter UBIN/UAIN

E-Inspection

My Applications

Abhinav Roy

My Applications

UAIN	DATE	FORM NAME	OPERATION
LED/F1/CH/000796/01/2017	06-01-2017	PERMISSION TO CONSTRUCT, EXTEND A FACTORY	<div>View</div> <div>Process</div> <div>Query</div>

1. Click here for Uploading Verification Reports

2. Click here for Viewing Verification Schedule

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1. Upload Verification Report

The screenshot shows a web application interface for uploading verification reports. The top navigation bar includes a 'DASHBOARD' link, a 'Track User' search bar, and links for 'E-Inspection', 'My Applications', and the user profile 'Abhinav Roy'. The left sidebar contains a menu with 'Applications', 'My Applications', 'Queried Applications', 'Under process Applications', 'Approved Applications', 'Rejected Applications', 'Upload Verification Report' (highlighted), 'Verification Schedule', 'Common Application Forms', 'My Activities', and 'Log Reports'. The main content area is titled 'Upload Verification Report' and contains a table with the following data:

UAIN	DATE	FORM NAME	OPERATION
LEDF/F1/CH/000796/01/2017	11-04-2017	APPLICATION FOR PERMISSION TO CONSTRUCT, EXTEND OR TAKE INTO USE ANY BUILDING AS A FACTORY	View Upload Report

Below the table is a pagination control showing '< 01 02 >'. Two yellow callout boxes provide instructions: 'Click on View to view the form details.' with an arrow pointing to the 'View' button, and 'Click on Upload Report to enter / upload the Inspection report.' with an arrow pointing to the 'Upload Report' button. The footer shows the date 'Tuesday April 11 2017 05:07:07 PM' and the copyright notice '© 2016 All Rights Reserved. Developed By AIPL'.

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

Upload Report

Upload Verification Report

Designation	Inspector	Office Name	PMU
Date	11-04-2017 17:06:54	Upload File	Browse... Inspection report.pdf
Remarks (If Any)	Inspection report is satisfactory since it is complying with all the rules		

[Upload Report](#) [Close](#)

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

1. View Inspection Schedule

DASHBOARD Track User E-Inspection My Applications Abhinav Roy

Applications

- My Applications
- Queried Applications
- Under process Applications
- Approved Applications
- Rejected Applications

Upload Verification Report

Verification Schedule

Common Application Forms

My Activities

Log Reports

Verification Schedule

Search Table

SEARCH HERE

UAIN	Enterprise Name	Ver. Date	Action
LEDF/F1/DM/000797/01/2017	ENTERPRISE	13-04-2017	View

Click on View to view the form details.

Date on which Inspection has been scheduled is shown here

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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