

**Application for
Departmental Services**

User Manual V 1.0

Contents

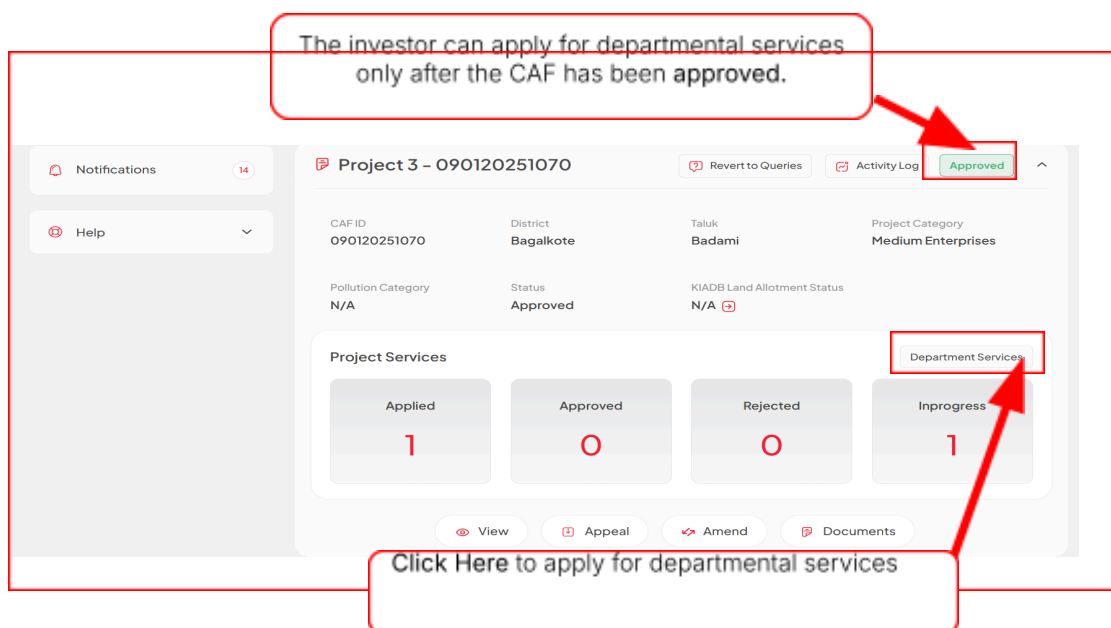
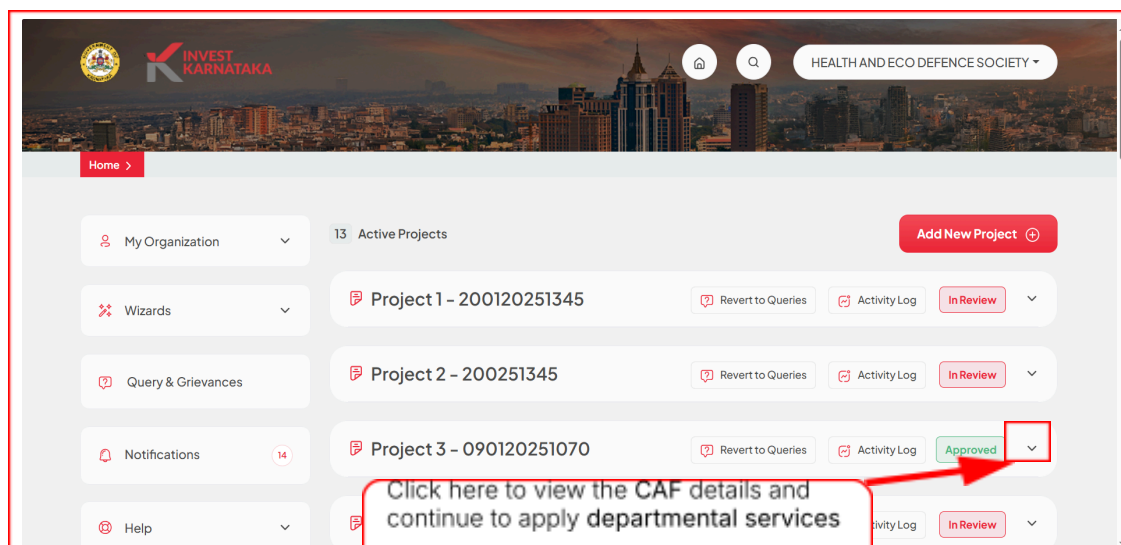
1.Introduction.....	3
2.Departmental Services.....	3
2.1 State Department Services:.....	4
2.2 Central Department Services:.....	6

1.Introduction

The **Application for Department level Services** functionality allows investors to access various departmental services (approvals/clearances/NOCs) seamlessly. To apply for a service, the investor must have received an in-principle approval for their project by having their Combined Application Form (CAF) approved by the relevant committee (SHLCC/SLSWCC/DLSWCC). Once CAF is approved, the investor can select the required department services, add them to their services application list, and then proceed with the submission. The system ensures a smooth and structured process for availing business-related approvals and clearances.

2.Departmental Services

Once an investor logs in, they should see a list of all the Combined Application Forms (CAFs) they have applied for. This provides them with an overview of their application status.



2.1 State Department Services:

Once the investor clicks on "Add Service," the selected services will be added to this list.

The screenshot shows the 'Selected Services' interface. At the top, there is a table with one entry: '1' in the 'Sl.No' column, 'Directorate Of Municipal Administration (DMA)' in the 'Department' column, and 'Payment of water bill' in the 'Service' column. Below this table is a 'Select Department Services' section. It features a dropdown menu set to 'Post Operation' and a 'Select Department' dropdown. Below these is a search bar and a table of services. The first row in this table is 'Payment of water bill', which has a red 'Add S' button next to it. Other services listed include 'Trade License Renewal (Auto-renewal)', 'Renewal of Signage License for Advertisements', and 'Label Brand Approval for Distillery/Brewery/ Winery (Perpetual)'. A red arrow points from the 'Add S' button to a callout box.

The investor can filter services based on the selected stage of project and department name

Click here to add service

The screenshot shows the 'Selected Services' interface with two entries in the table. The first entry is 'New Tap/Water Connection' and the second is 'Renewal of Signage License for Advertisements'. The 'Renewal of Signage License for Advertisements' entry has a red circle around the 'Apply' button (represented by a person icon) in the 'Action' column. A red arrow points from this button to a callout box.

Click apply service to start filling the department service form

Post applying service, Investor will be able to see status of their service application as shown below.

The screenshot shows a table titled "Selected Services" with columns: Department, Service, Timeline, SOP, Fee, Document List, and Application No. Two rows are visible. The second row has a red circle around the "View" icon in the Application No. column. A red arrow points from a callout box to this icon.

Department	Service	Timeline	SOP	Fee	Document List	Application No
Directorate Of Municipal Administration (DMA)	New Tap/Water Connection	30	👁️	👁️	👁️	DI-👁️🗑️
Directorate Of Municipal Administration (DMA)	Renewal of Signage License for Advertisements		👁️	👁️	👁️	DI-👁️🗑️

of 2 entries

Previous 1 Next

Click "View" to view the status and details of the application

The screenshot shows a modal window titled "Project Details" with a "Close" button. It contains two sections: "Project Details" and "Service Details". At the bottom of the modal are four buttons: "Timeline", "Service procedure", "Fee Details", and "List of documents". Red arrows point from callout boxes to each of these buttons.

Project Details

Unit Name	HEALTH AND ECO DEFENCE SOCIETY	Authorized Person Name	Promoter One	Email ID	aditya1@gmail.com
Mobile No	8899887788	District	Bagalkote	State	Karnataka

Service Details

Service Name	Renewal of Signage License for Advertisements	Department Name	Directorate Of Municipal Administration (DMA)	GSC No. (Sakala)	
Submitted on	2025-01-28	Status		SWS Application ID	DI-280120251066

Timeline Service procedure Fee Details List of documents

Previous 1 Next

Click on "Timeline" to view the application's journey.

Click to View the service Procedure

Click to View the Fee Details

"Timeline" to view the application's journey.

Click here to access the list of documents shared by the department.

Service Name
Renewal of Signage License for Advertisements

Submitted on
2025-01-28

Department Name
Directorate Of Municipal Administration (DMA)

Status

GSC No. (Sakala)

SWS Application ID
DI-280120251066

Timeline
Service procedure
Fee Details
List of documents

Timeline

S.No.	Action Taken on	Assigned To	Status	Remarks	Time Taken by Officer	Timeline for Officer
If your status seems outdated, please press refresh.						
<div style="display: flex; justify-content: center; gap: 20px;"> Refresh </div>						

After selecting the timeline, the investor can view the application status. If the status is not the latest, click "Refresh" to get the latest update.

2.2 Central Department Services:

Select Other/Central Services

Post Operation

Select Department

Search:

Service	Action
Certificate of Registration as Portfolio Manager	Apply Service
Certificate of Registration to commence / carry on the business of a Non-Banking Financial Company (NBFC) - under Section 45-IA of the Reserve Bank of India Act, 1934	Apply Service
Employee State Insurance Code	Apply Service
Licence for Performances, Events (Playing Live or Recorded Music) at Different Venues	Apply Service
Membership of Credit Information Companies (CICs) - TransUnion CIBIL Limited (Formerly known as Credit Information Bureau (India) Limited) (CIBIL)	Apply Service
Public Performance of Music	Apply Service
Registration of Reporting Entity (RE) and Registration of Principal Officer with Financial Intelligence Unit (FIU-IND)	Apply Service
Saathi Self Certification	Apply Service

To apply for central services, the investor must click "Apply Service," which will redirect them to the service form on the respective department's website or the NSWs.