

**USER MANUAL**  
for  
**License Request For Factory Owners**

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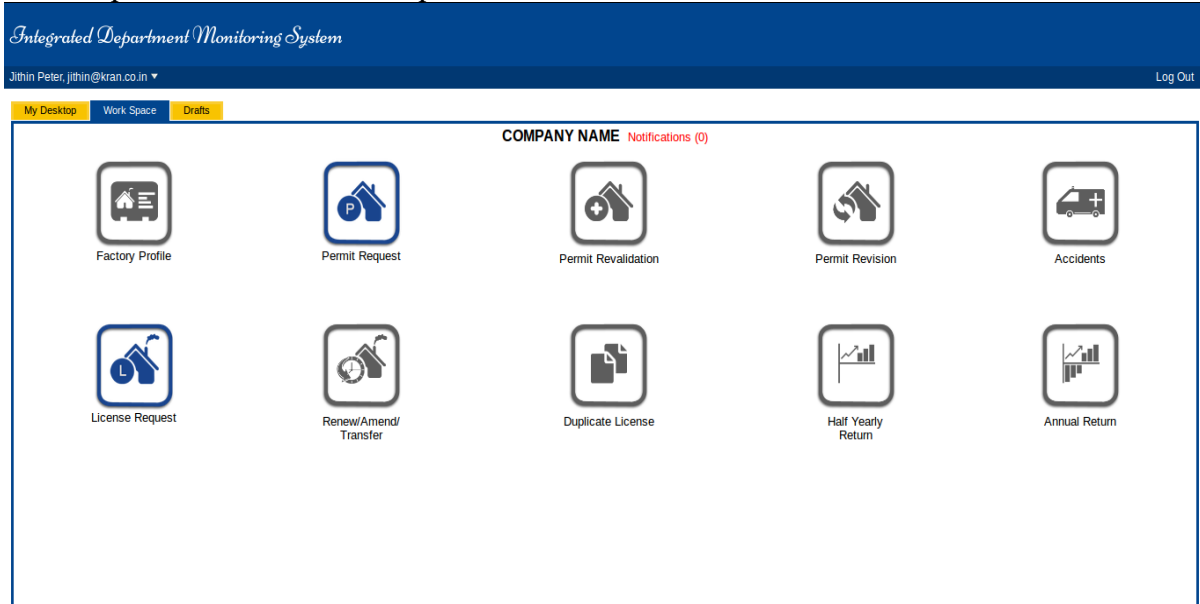
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# License Request

# 1. License Request

## 1.1 License request

For License request click on license request button.



Version 3.5, Dated 2<sup>nd</sup> September 2015

## 1.2 Factory details

On clicking the license request the following page will be displayed. In Factory Details form - Fill up all the details of the factory in the below form. Mandatory fields are marked using \*.

After filling the details click on **Continue** button to proceed.

The screenshot shows a web application interface for the 'Integrated Department Monitoring System'. The user is logged in as 'Jithin Peter, jithin@kran.co.in'. The navigation menu includes 'My Desktop', 'Work Space', and 'Drafts'. The main content area is titled 'License Request Factory Details' and contains a form with the following fields:

Factory Name *	<input type="text"/>	Factory Address *	<input type="text"/>
Owner Name *	<input type="text"/>	Owner Address *	<input type="text"/>
Email	<input type="text"/>	Mobile	<input type="text"/>
Region *	---Select---	Division *	---Select---
District *	---Select---	Taluk *	---Select---
Village *	<input type="text"/>	<input checked="" type="radio"/> Panchayath <input type="radio"/> Corporation <input type="radio"/> Municipality*	---Select---
Survey No *	<input type="text"/>	Select Category <input type="checkbox"/> MAH <input type="checkbox"/> 2(cb) <input type="checkbox"/> Sec.87 <input type="checkbox"/> Cashew <input type="checkbox"/> Cashew Packing Centre <input type="checkbox"/> Hazardous <input type="checkbox"/> Non Hazardous <input type="checkbox"/> Others	
Power *	<input type="text"/> KW	Stand By *	<input type="text"/> KVA
Male Workers *	<input type="text"/>	Female Workers *	<input type="text"/>
Sector *	---Select---		

At the bottom of the form is a 'Continue' button.

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## 1.3 Form 2

Here **Form2** details need to be filled up. Mandatory fields are marked using \* . Also you can take print out of the same. Click on **Save/Continue** to proceed.

The screenshot shows a web-based form for license registration. The form is titled "Application for Registration and for Issuance of License and other documents". It is divided into several sections:

- 1. Applicant Information:** Includes fields for Name, Address, and Contact Information.
- 2. Business Information:** Includes fields for Business Name, Type, and Location.
- 3. License Information:** Includes fields for License Type, Duration, and Fee.
- 4. Declaration:** A large text area for the applicant to provide details.
- 5. Signature:** Includes fields for Name, Date, and a signature line.
- 6. Remarks:** A text area for additional comments.

The form includes a "Print" button and a "Save/Continue" button at the bottom right.

## 1.4 Document enclosed

Here you need to attach the Documents in the given drop down list **Documents to be Attached**. The documents can be browsed and attached by clicking **Upload File** button. Mandatory fields are marked using \* . The attached documents can be viewed in the below **Document View** list. After attaching the documents click on **Continue** to proceed.

The screenshot shows the 'Integrated Department Monitoring System' interface. At the top, there is a header with the system name and user information: 'Jithin Peter, jithin@kran.co.in' and a 'Log Out' link. Below the header, there are navigation tabs: 'My Desktop', 'Work Space', and 'Drafts'. The main content area is titled 'License Request Documents Enclosed' and contains a form with the following fields: 'Documents to be attached' (a dropdown menu with '--Select--'), 'Any Other Specify' (a text input field), and 'Date & No of Approval' (a date picker and a text input field). Below these fields, there is a 'Browse...' button, the text 'No file selected.', and an 'Upload File' button. Underneath the form is a 'Document View' table with columns for 'Sl. No', 'Attachment Name', and 'File'. A 'Continue' button is located at the bottom right of the table area.

Sl. No	Attachment Name	File
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## 1.5 Permit Details

In this page you can view all the details of your license request and permit details and also the payment details.

The screenshot displays the 'Integrated Department Monitoring System' interface. At the top, there is a blue header with the system name and a user profile for 'Prellief P. prellief@kran.co.in' with a 'Log Out' option. Below the header, there are navigation tabs: 'My Desktop', 'Work Space', and 'Drafts'. The main content area is titled 'License Request Permit Details' and contains several sections:

- Navigation:** 'Factory Details', 'Form 2', 'Documents Enclosed', 'Permit Details', and 'License Fee Details'.
- License Request Permit Details:** A section with fields for 'Permit Number', 'Permit Date', 'Valid Upto', and 'Permit Issued By :'. The 'Permit Issued By :' field is currently empty.
- Payment Details:** A table with the following columns: 'Sl. No', 'Chalan Number', 'Chalan Date', 'Name Of Treasury', and 'Amount'. The table is currently empty.

At the bottom of the screenshot, a horizontal scrollbar is visible, indicating that the content is wider than the browser window.



## 1.6 License fee details

Click on License Fee details, enter the year and number of years for which license is requested. The Fee displayed can be paid online by clicking the button **Proceed With E-Payment**. Click on **Save** to save the details.

The screenshot displays the 'Integrated Department Monitoring System' interface. At the top, there is a blue header with the system name and a user profile for 'Preliel P. preliel@kran.co.in' with a 'Log Out' link. Below the header, there are navigation tabs: 'My Desktop', 'Work Space', and 'Drafts'. The main content area shows a breadcrumb trail: 'Factory Details > Form 2 > Documents Enclosed > License Fee Details'. The 'License Request Fee Details' form is the central focus, containing the following fields and controls:

- Year \* (YYYY Format):** A text input field containing '2015'.
- For \*:** A dropdown menu set to '1 Year'.
- Fee to paid \*:** A text input field containing '1500'.
- Manufacturing Process & NIC Code:** A section with two input fields for 'Manufacturing Process' and 'NIC Code', followed by '[Add]', '[View]', and '[Delete]' buttons. To the right of these fields are two empty rectangular boxes.
- Buttons:** A 'Proceed With E-Payment' button is centered below the input fields. At the bottom of the form, there are '[Preview]' and 'Save' buttons.

Version 1.0, Dated 23<sup>rd</sup> June 2014

