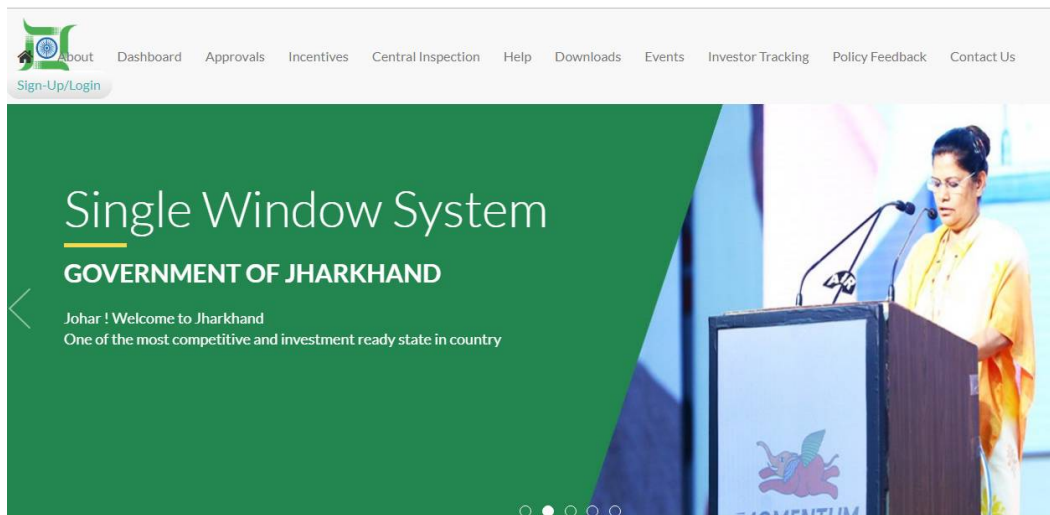


Registration User Manual Through Single Window System

Step 1: Go to eseva.jharkhandcomtax.gov.in and click on “New User? SignUP”

The screenshot shows the homepage of the eSewa portal. At the top, there is a navigation bar with links for Home, A A, Bookmark, Consignor, and Login Page. Below this, a welcome message states: "Welcome to the Department of Commercial Taxes, Jharkhand" and "continued from 01-Jul-2017 and 05-Jul-2017 respectively till further Notice." The main content area is divided into four sections: e Registration, e Return, e Payment, and e Road Permit & e CST Forms. Each section contains brief information about the respective service. On the right side, there is a "Sign In" form with fields for Login Id (with an example: xyz@mail.com) and Password. There is a checkbox for "Virtual KeyBoard" and a "Login" button. Below the form, there are links for "New User? SignUp" and "Forgot Password". A "Note" section provides additional instructions for users.

Step 2: Click on “Sign-Up/Login” and click on “New Registration”.



Step 3: Fill the Registration form and click on submit.

REGISTRATION

OTP for verification will be sent to the provided mobile number and email.

Step 4: Go to login page and enter User Name, Password and captcha code then click on Login button.

LOGIN

User Name

Password

Captcha

76hm98

Can't read the image? [click here to refresh.](#)

[New Registration](#)
[Forgot your password?](#)

Step 5: After login click on Apply CAF button.

The screenshot shows the 'Jharkhand Single Window Dashboard' for user Rohit Thakur. The top navigation bar includes links for About, Dashboard, Approvals, Incentives, Central Inspection, Land Bank, Policy Feedback, Help, Downloads, Contact Us, and Logout. The main dashboard area features four service tiles: CAF (red), Incentive (green), Grievance (orange), and Land (teal). Below these tiles, a section titled 'CAF and Service Information' contains the text: 'To create your Combined Application Form (CAF) and mandatory State approval list' followed by an 'Apply CAF' button.

Step 6: Select the service and click on submit.



Department of Industries

(Please answer below questions to get required State approvals for setting up & Starting of a business as per specific details of your Business)

[Click here to view list of all State approvals required for setting up & Starting of a business](#)

Q 1. Do you already know your services ?

- Yes (Select Department-Services list)
- No (Go through Detailed CAF)

Submit

Step 7: Fill the form and select the department and services and click on submit.



Self Service Selection

Location of the establishment where building or other construction work is to be carried on

Name of promoter* Enter the promoter name	Name of project* Enter name of the proposed project	Project address line 1* Project address line 1	Project address line 2 Project address line 2
Project address line 3 Project address line 3	Mobile number* Enter mobile number	Email ID* Enter mobile number	District* Select District
City* City of project	PIN Code* Pin Code of location	Primary product/service* Please select industry sector	Type of Land* Select Type of Land
Regional Office of JIADA* Select Regional Office	Type of business* Select Business Type	Total investment(INR in lakhs)* Please fill Total Investment(INR in lakhs)	Direct employment generation* Please fill Direct employment generation
Indirect employment generation* Please fill Indirect employment generation			

Please select the services department wise

Select Department* Select Department	Select Service* Add Row
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Submit



Self Service Selection

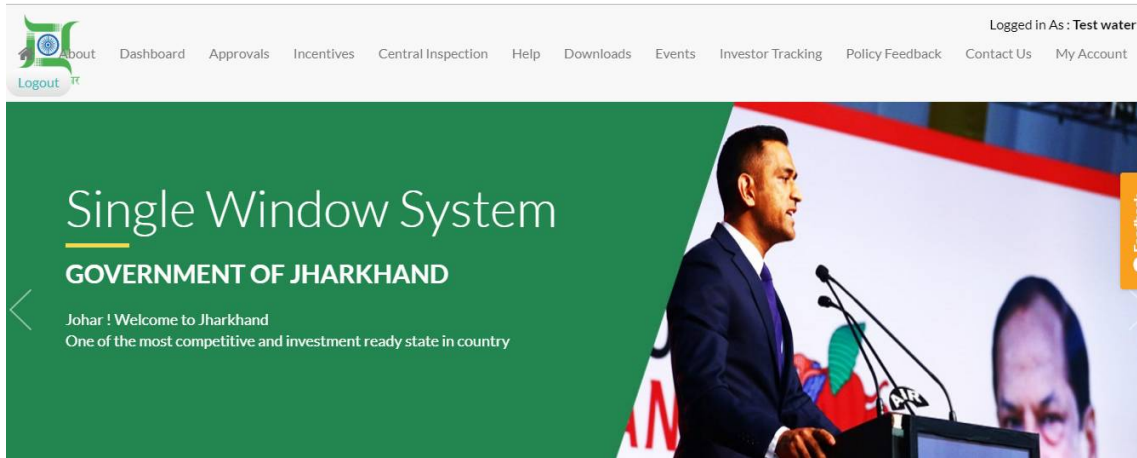
Location of the establishment where building or other construction work is to be carried on

Name of promoter* Enter the promoter name	Name of project* Enter name of the proposed project	Project address line 1* Project address line 1	Project address line 2 Project address line 2
Project address line 3 Project address line 3	Mobile number* Enter mobile number	Email ID* Enter mobile number	District* Select District
City* City of project	PIN Code* Pin Code of location	Primary product/service* Please select industry sector	Type of Land* Select Type of Land
Regional Office of JIADA* Select Regional Office	Type of business* Select Business Type	Total investment(INR in lakhs)* Please fill Total Investment(INR in lakhs)	Direct employment generation* Please fill Direct employment generation
Indirect employment generation* Please fill Indirect employment generation			

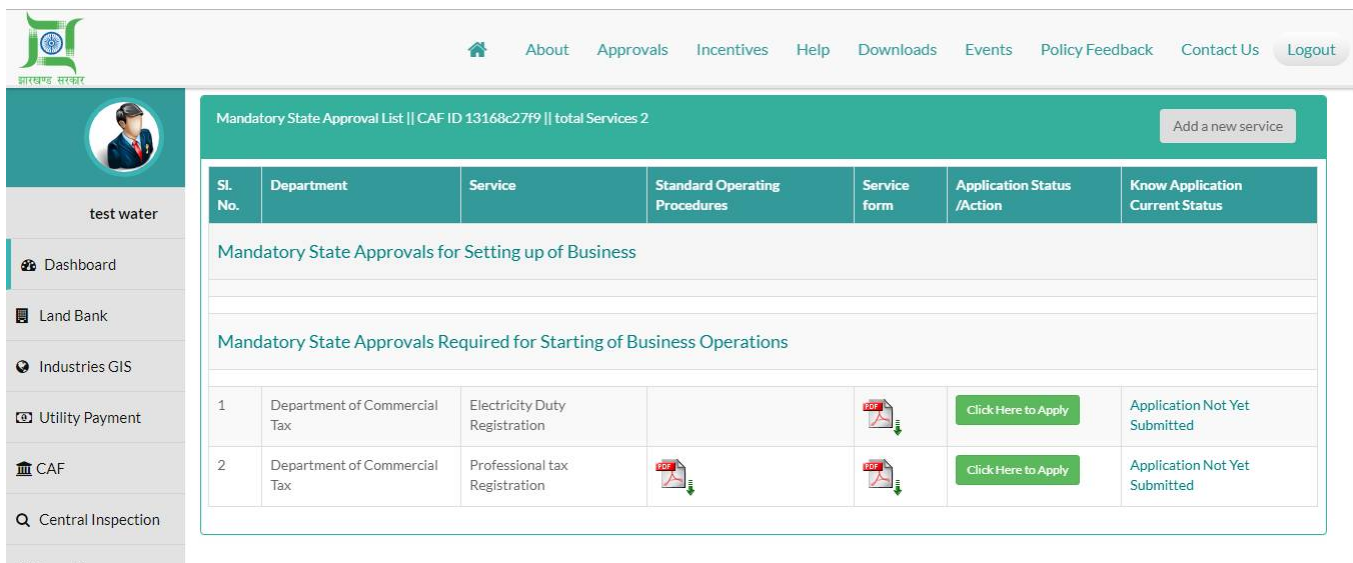
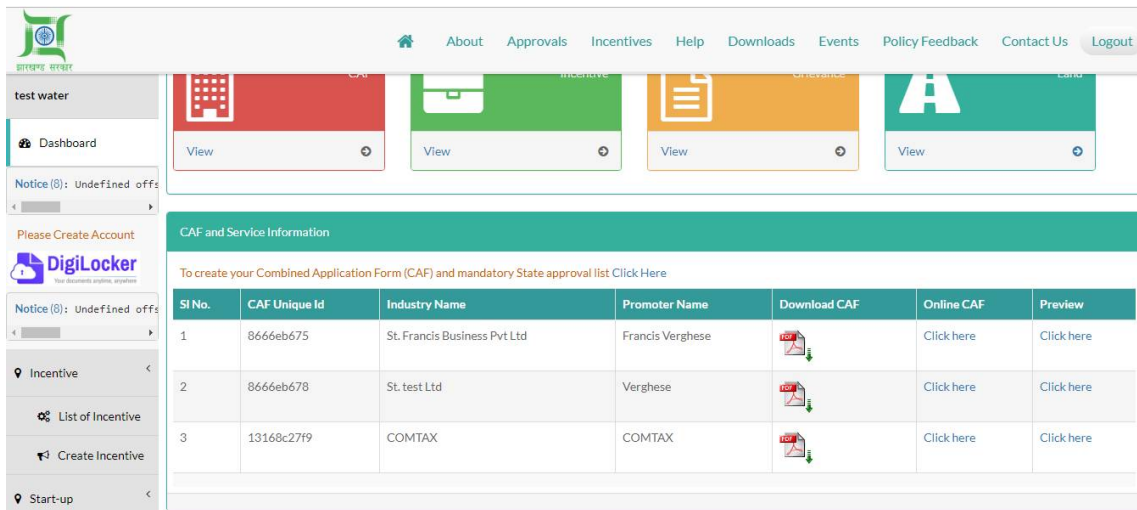
Please select the services department wise

Select Department* Department of Commercial Tax	Select Service* Add Row Select Service Select Service Electricity Duty Registration Professional tax Registration VAT Registration CST Registration GSTIN VAT Refund
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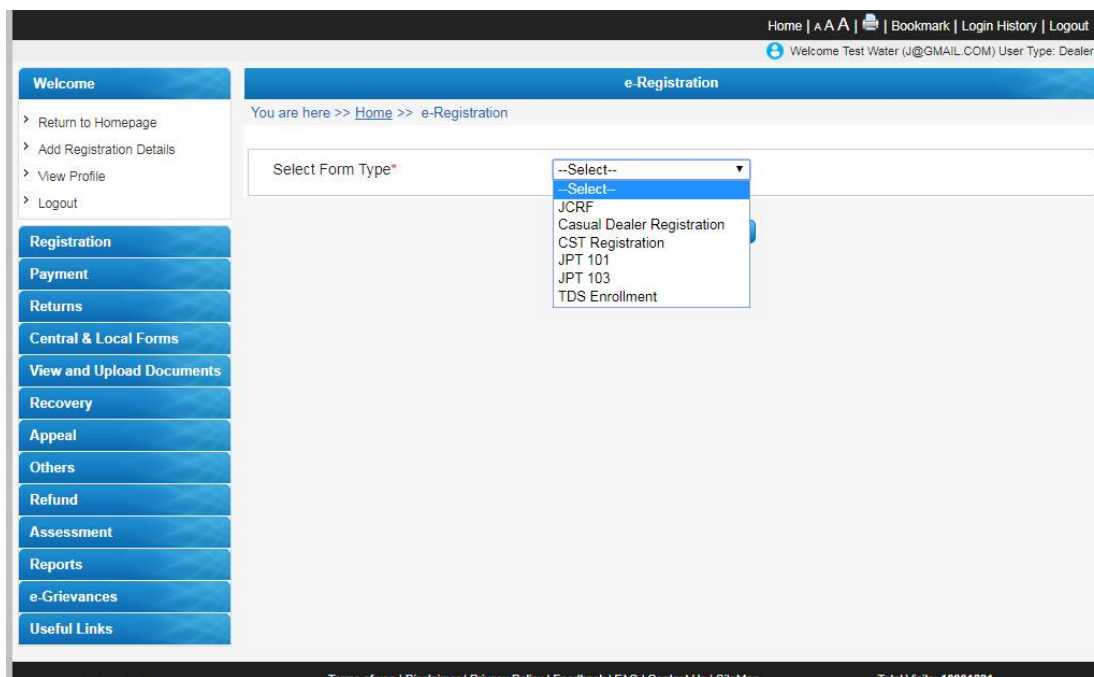
Step 7: After selection of department and services please go to My Account in home.



Step 9: Click on Online CAF "Click here" and select for which you want to register.



Step 10: Select the Form for which you want to register and click on submit.



Step 11: Fill the form which you have chosen and submit and upload the relevant documents for the same.

Note: After submission task for application approval will create at circle incharge (DCCT) end you need to contact the respective circle office for which you have applied for registration.

Thank You