

COMMON APPLICATION FORM (CAF)



USER MANUAL

Department of Industries,
Government of Andhra Pradesh

COMMON APPLICATION FORM (CAF) - 1

1. When the user opens Common Application Form – 1, he/she sees Step 1 of 4 of CAF-1 as shown below (Figure 1).

Figure 1: Common Application Form (CAF) – Step 1 of 4

2. The user would be required to enter Name and Address of Industrial Undertaking, Address for Communication and Nature of organization details.
3. Please note that if the user is being redirected from some other page, Industrial name and Nature of organization would be automatically populated.
4. After adding details, the user would click on 'Save & Continue' button to proceed to Step 2 of 4 of CAF-1 (Figure 2).
5. On this screen, User can enter the details of
 - Line of manufacture - In case there are multiple lines of manufacturing, user should click on ADD button and enter the details.
 - Raw materials Used in the process - In case there are multiple lines of manufacturing, user should click on ADD button and enter the details.
6. The user can also upload the documents for Machinery Plant details, brief description of manufacturing process and Type and Nature of wastes and effluents their Quantities and the methods of their disposal.
7. The user would be required to enter details of project cost and probable employment potential.
8. After entering all the details, use should click on 'Save & Continue' button to proceed to Step 3 of 4 of CAF-1 (Figure 3).

The screenshot shows the 'COMMON APPLICATION FORM(CAF-I)' interface. At the top, it displays the Department of Industries logo and 'GOVERNMENT OF ANDHRA PRADESH'. The user is logged in as 'Manasa reddy'. The navigation bar includes 'Home', 'Pre-Establishment', 'Pre-Operations', 'EM Part-II', 'Filled-in Applications', 'My Profile', and 'Change Password'. The current step is 'Step 2 of 4'. The form is divided into several sections:

- 5.1 List of Line of Manufacture:** A table with columns for 'Item Description', 'Unit(s)', and 'Quantity'. An 'Add' button is present below the table.
- List of Raw Materials used in process:** A table with columns for 'Item Description', 'Units', and 'Quantity'. An 'Add' button is present below the table.
- 5.3 Details of Plant & Machinery:** A 'Browse...' button.
- 5.4 Brief description of manufacturing process:** A 'Browse...' button.
- 5.6 Type and Nature of wastes and effluents their Quantities and the methods of their disposal:** A 'Browse...' button.
- 6 Project Cost:**
 - 6.0 Estimated Project Cost*:** Radio buttons for 'New Unit', 'Substantial Expansion', and 'Diversification'.
 - 6.1 Land (in Lakhs.)*:** Input field.
 - 6.2 Building (in Lakhs.)*:** Input field.
 - 6.3 Plant and Machinery (in Lakhs.)*:** Input field.
 - 6.4 Total cost of (6.1 + 6.2+6.3)(in Lakhs.)*:** Input field.
- 7.0 Probable Employment Potential : (In No. of persons to be employed):**
 - 7.1 Direct (On unit's payroll)*:** Input fields for 'Male' and 'Female'.
 - 7.2 Indirect (On factory premises)*:** Input fields for 'Male' and 'Female'.

A 'Save & Continue' button is located at the bottom of the form. The footer indicates 'Designed, Developed & Maintained by TATA CONSULTANCY SERVICES'.

Figure 2: Common Application Form (CAF) – Step 2 of 4

9. On this screen, the user would be required to provide following details:
 - Reference Number and Date of the existing approvals of Factories department Gram Panchayat/ Municipality/ Electricity/ Water, if any.
 - Proposed factory type and location of factory
 - Details of location of factory - Survey number, extent of land, address etc.
 - Power requirement for the unit
10. After entering all the details, use should click on 'Save & Continue' button to proceed to Step 4 of 4 of CAF-1 (Figure 4).
11. On this screen, the user would be required to provide following details:
 - Water and Sewage Connection details
 - Permission to draw the water

Figure 3: Common Application Form (CAF) – Step 3 of 4

Figure 4: Common Application Form (CAF) – Step 4 of 4

The screenshot shows the 'COMMON APPLICATION FORM(CAF-I)' interface. At the top, there is a navigation bar with 'Home', 'Pre-Establishment', 'Pre-Operations', 'EM Part-II', 'Filled-in Applications', 'My Profile', and 'Change Password'. Below this, there are step indicators for 'Step 1 of 4', 'Step 2 of 4', 'Step 3 of 4', and 'Step 4 of 4'. The main content area is titled '11.0 Water and Sewer connection Details' and '11.2 Water Requirement :'. It contains several input fields for 'Water Supply from*', 'Drinking Water Quantity (in KL / Day)*', and 'Water for Processing Quantity (in KL / Day)*'. There are also checkboxes for 'Size of Water Supply connection applied for' and 'Size of sewer connection applied for'. Below this is section '12 Permission to draw water' with radio buttons for 'Ground Water' and 'Irrigation', and fields for 'Area of Survey(in Acres)*' and 'Requirement of Water Quantity (in KL / Day)*'. A 'Save' button is located below the form fields. At the bottom, there is a 'Declaration' section with a checkbox and a 'Submit Application Form' button.

Figure 5: CAF - Declaration

12. When the user clicks on 'Save' button after entering all the details, he/she would be required to check the Declaration first and then submit the application form (Figure 5).
13. The user can download the submitted CAF from the next screen (Figure 6).
14. Once the application is submitted, the user would be required to pay processing fee to the Department of Industries for Pre-Establishment clearances.
15. Please note that without payment of fee the process cannot move forward.
16. Link to pay the fees is available on the screen (highlighted in red in Figure 6).

The screenshot shows a message box with the following text: 'You are required to pay processing fee to Department of Industries for Pre-Establishment clearance. Please Click here to pay the processing fee. Please Click here to download the submitted Common Application Form'. The 'Click here' link is highlighted in red. The background shows the same website header and navigation as Figure 5.

Figure 6: Link to Payment of Fees