



COMMON APPLICATION FORM (CAF)

USER MANUAL

Department of Industries,
Government of Andhra Pradesh

COMMON APPLICATION FORM (CAF) 1 USER MANUAL

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

COMMON APPLICATION FORM(CAF-I)

1.1 Name & Address of the Promoter/Industrial Undertaking

Name of the Industrial Undertaking*
Taru Enterprises

Name of the Promoter/ Partner with surname first*
[]

Sex/D/o/Wife*
[]

Age*
[]

Gender*
 Male Female

Occupation*
[]

UID (Aadhaar) No :
[] - [] - []

1.2 Address for Communication :

House No.*
[]

Street Name*
[]

Village/Town*
[]

Mandal*
[]

District*
[]

Pincode*
[]

Email ID*
[]

Fax
[]

Telephone (incl. STD code)*
[]

2. Nature of Organisation

2.0 Nature of Organisation* Proprietary

2.1 Proprietary unit belong to* -Select-

Save & Continue

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 displays the 'COMMON APPLICATION FORM (CAF)' interface at 'Step 2 of 4'. The form is organized into several sections:

- 5.1 List of Line of Manufacture:** A table with columns for 'Item Description', 'Units', and 'Quantity', featuring an 'Add' button.
- List of Raw Materials used in process:** A similar table with 'Add' button.
- 5.2 Details of Plant & Machinery:** A section with a 'Choose File' button and the text 'No file chosen'.
- 5.4 Brief description of manufacturing process:** A section with a 'Choose File' button and the text 'No file chosen'.
- 5.5 Type and Nature of wastes and effluents:** A section with a 'Choose File' button and the text 'No file chosen'.
- 6 Project Cost:** A section containing:
 - 6.0 Estimated Project Cost:** Radio buttons for 'New Unit', 'Substantial Expansion', and 'Diversification'. Fields for '6.1 Land (in Lakhs)?' and '6.2 Building (in Lakhs)?'.
 - 6.3 Plant and Machinery (in Lakhs)?** A text input field.
 - 6.4 Total cost of (5.1 + 5.2) (in Lakhs)?** A text input field.
- 7.0 Probable Employment Potential: (In No. of persons to be employed):** A section with:
 - 7.1 Direct (On unit's payroll):** Radio buttons for 'Male' and 'Female'.
 - 7.2 Indirect (On factory premises):** Radio buttons for 'Male' and 'Female'.

A 'Save & Continue' button is located at the bottom center of the form.

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

COMMON APPLICATION FORM(CAF)-B

8.0 Details of existing Approvals of Factories dept Gram Panchayat / Municipality / Electricity / Water, if any

Reference No. _____ Date _____

9.0 Proposed location of the factory

9.0 Proposed factory Type Industrial Estate Industrial Development Area Special Economic Zone Private Estate Others _____

9.1 Location (Name of IE/IDA/EZ/PE) _____

Factory Location

Survey No. _____ Extent (in Sq.Mts) _____ Street Name _____

District: Kurnool _____ Mandal: --Select-- _____ Village/Town _____

Pincode _____ Telephone No. _____ Nearest Telephone No. _____

10.0 Power required for the unit

Does your Contracted Load is <= 200 HP (LT) > 200 HP (HT)

10.1 Contracted Load/Maximum Demand in HP _____

Contracted Load/Maximum demand in KVA _____ 10.2 Connected load _____ --SELECT-- _____

10.3 Aggregate installed capacity of the transformer in case of HIT (in HP) _____ 10.4 Proposed maximum working hours _____ 10.5 Expected month and year of trial production _____
 Select Month _____ Select Year _____

10.6 Probable date of requirement of power supply (DD/MM/YYYY) _____ 10.7 Total HP of the machinery proposed to be installed _____

Installation Type Fresh Installations Addition or Alteration _____ Installation Voltage _____
 Above 132 KV _____

[Save & Continue](#)

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

COMMON APPLICATION FORM(CAF)-B

11.0 Water and Sewer connection Details

11.1 Water Requirement:

Water Supply from _____ Drinking Water Quantity (in KL / Day) _____ Water for Processing Quantity (in KL / Day) _____
 --SELECT-- _____

Size of Water Supply connection applied for 15mm(1/2) 25mm(1) 40mm(1 1/2) 50mm(2) Others _____

Size of sewer connection applied for 15mm(1/2) 25mm(1) 40mm(1 1/2) 50mm(2) Others _____

12 Permission to draw water

Agency Ground Water Irrigation Other Sources _____

Area of Survey (in Acres) _____ Requirement of Water Quantity (in KL / Day) _____

[Save](#)

Declaration

I declare that the particulars given above are true to the best of my knowledge and beliefs shall obey the rules and regulations in force. If any deviation is found suitable action may be initiated.

[Submit Application Form](#)

Figure 4: Common Application Form (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 5).
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 5).



Figure 5: Link to Payment of Fees