

National Single Window System

User Guide:

Understanding NSWS dashboard and document
repository

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How to access the Dashboard

उद्योग संवर्धन और आंतरिक व्यापार विभाग
DEPARTMENT FOR PROMOTION OF INDUSTRY AND INTERNAL TRADE

INVEST INDIA

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National Single Window System

CENTRAL APPROVALS Issued by Central Ministries

STATE APPROVALS Issued by States and Union Territories

GOVERNMENT SCHEMES Avail the benefits of Govt Incentives

LOGIN

Investor Login

Ministry Login

Access over **599 Central Approvals** and **4050 State Approvals**

Explore, Apply and Get all the approvals required to start your business in India

Central Approvals Search Approvals EXPLORE ALL

Don't know which approvals are required? [Click Here & Know Your Approvals](#)

"We are laying a red carpet for all global companies to come and establish their presence in India. Very few countries will offer the kind of opportunities India does today."

Hon'ble Prime Minister Narendra Modi

Sign In

To access your dashboard and apply for approvals.

Email Address*
[redacted]@gmail.com

Password
[redacted]

Sign In [Forgot Password?](#)

Don't have an account? [Sign Up Now](#)

We have

32 Ministries 16 States

Registered users can enter their login credentials and click on 'Sign In'

New users can click on 'Sign Up Now' to register



What are the Dashboard features

Click here to add and view members associated with your account

Click here to view or edit your profile details

Click here to filter approvals based on status

Click here to apply for the same approval multiple times

My Dashboard
Manage and track the status of your application

1 My Central Approvals

2 My State Approvals

Central Approvals in List (1 approvals)

0 Not Applied 1 In Progress 0 Query Raised 0 Approved 0 Rejected

Add More Approvals

Approval Name	Applied on	Applied by	Status	Application fees	Action
Registration of jewellers for selling Hallmarked Jewellery/artefacts			In Progress	Applied	NIL

+ New Application

Click here to see your added state approvals

Click here to open the State Registration Form

My Dashboard
Manage and track the status of your application

2 My State Approvals

State approvals in list (2 States - 2 Approvals)

Add More Approvals

Punjab

0 Not Applied 0 In Progress 0 Query Raised 0 Approved 0 Rejected

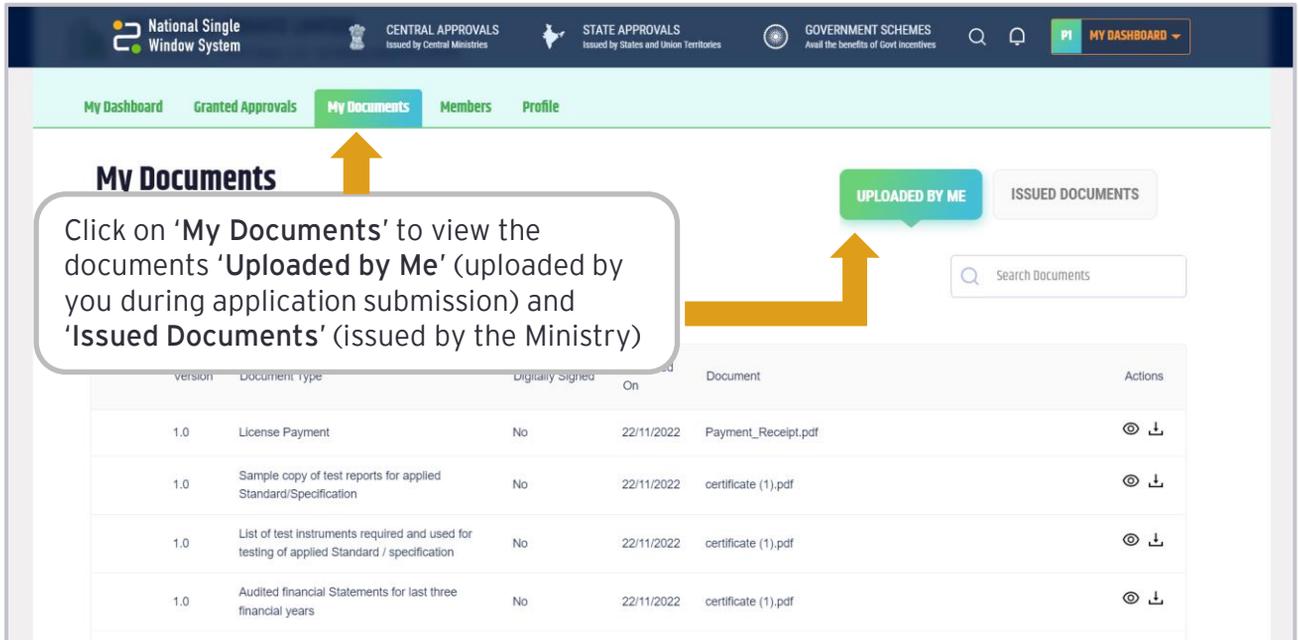
Andhra Pradesh

1 Not Applied 0 In Progress 0 Query Raised 0 Approved 0 Rejected

Approval Name	Applied On	Assigned to Department	Application status	Application fees	Action
State Registration Form (Mandatory to fill)	-	Andhra Pradesh	Not Applied		Apply SRF
NOC for Explosives License	-	Andhra Pradesh Industrial Infrastructure Corporation	Not Applied		



How to access uploaded or issued documents



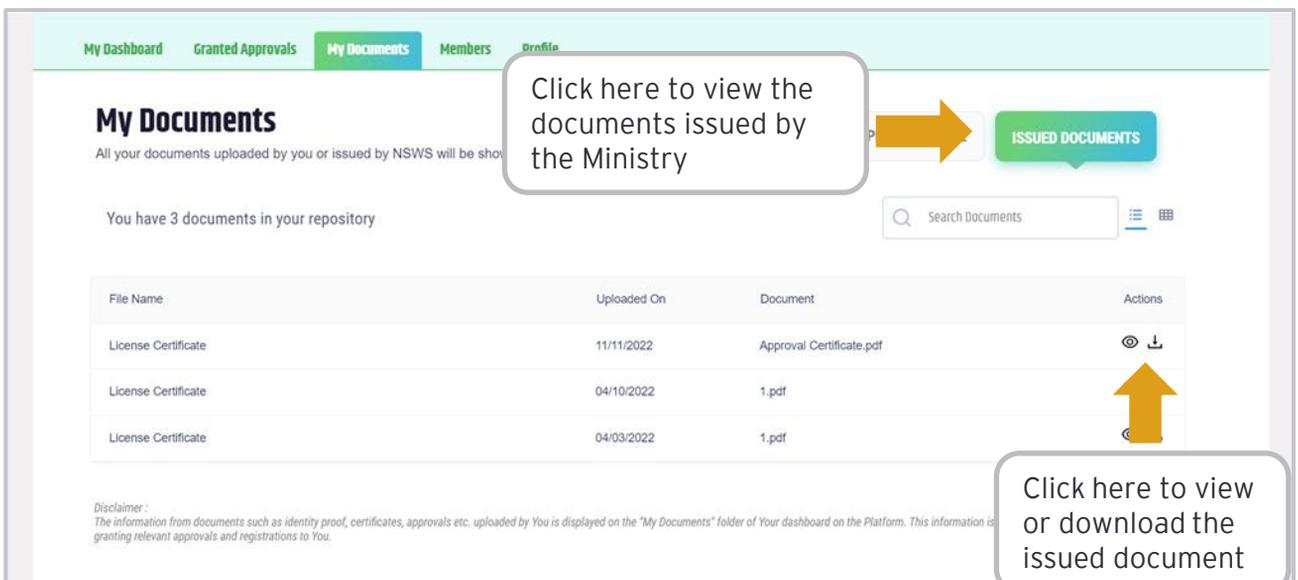
My Documents

Click on 'My Documents' to view the documents 'Uploaded by Me' (uploaded by you during application submission) and 'Issued Documents' (issued by the Ministry)

UPLOADED BY ME ISSUED DOCUMENTS

Search Documents

Version	Document Type	Digitally Signed	On	Document	Actions
1.0	License Payment	No	22/11/2022	Payment_Receipt.pdf	👁️ ⬇️
1.0	Sample copy of test reports for applied Standard/Specification	No	22/11/2022	certificate (1).pdf	👁️ ⬇️
1.0	List of test instruments required and used for testing of applied Standard / specification	No	22/11/2022	certificate (1).pdf	👁️ ⬇️
1.0	Audited financial Statements for last three financial years	No	22/11/2022	certificate (1).pdf	👁️ ⬇️



My Documents

All your documents uploaded by you or issued by NSWS will be shown here.

You have 3 documents in your repository

Search Documents

ISSUED DOCUMENTS

Click here to view the documents issued by the Ministry

File Name	Uploaded On	Document	Actions
License Certificate	11/11/2022	Approval Certificate.pdf	👁️ ⬇️
License Certificate	04/10/2022	1.pdf	👁️ ⬇️
License Certificate	04/03/2022	1.pdf	👁️ ⬇️

Click here to view or download the issued document

Disclaimer :
The information from documents such as identity proof, certificates, approvals etc. uploaded by You is displayed on the "My Documents" folder of Your dashboard on the Platform. This information is not to be used for granting relevant approvals and registrations to You.



How to upload documents during application submission

Sugar Mill Application for Export Release Order (EROs) from the Directorate of Sugar_1

Sugar Mill Details

Sugar Stock Details: (Qty in MT)

Exporter/Importer Details

Attachment Details

1 Contract / sale-purchase agreement with exporter or Direct contract / sale-purchase agreement with foreign buyer for export

Attachment 1 * ⓘ

Select Document Type Browse File

Contract / sale-purchase agre... Browse File

Select Document Type Browse File

Supported files are PDF

Current Status of exports under the contract mentioned above ⓘ

Select Document Type Browse File

Supported files are PDF

Select from the different document types

Click on 'Browse File' to upload from the supported file types

Click on the 'i' icon to view additional information about the document

My Computer My Document Library

Choose File

Please choose a file from your computer.

Click 'Choose File' to upload documents from your computer

My Computer My Document Library

Search Document

Document Type	Version	Digitally Signed	Uploaded On	Document	Ac
NSWS TESTING SAMPLE PDF FILE.pdf	2.0 (Latest)	No	03/02/2022	NSWS TESTING SAMPLE PDF FILE.pdf	👁️ ⬇️
TESTING SAMPLE PDF FILE.pdf				TESTING SAMPLE PDF FILE.pdf	👁️ ⬇️

Click on 'My Document Library' to choose a file previously uploaded on NSWS

Click here to upload this file directly to the form

Click on the eye icon to preview the document



How to view the submitted application

My Dashboard
Manage and track the status of your application

1 My Central Approvals 2 My State Approvals

Central Approvals in List (1 approvals)

0 Not Applied 1 In Progress 0 Query Raised 0 Approved 0 Rejected

Search by Approval Name Add More Approvals

Approval Name	Applied on	Applied by	Assigned to	Status	Sub Status	Application fees	Action
Registration of jewellers for selling Hallmarked jewellery/artefacts + New Application	16/11/2022	GAURAV KASHYAP	Ministry of Consumer Affairs, Food and Public Distribution	In Progress	Applied	NIL	View approval details View application form

Click on the three dots to view your submitted application form

Registration of jewellers for selling Hallmarked jewellery
In Progress

Go Back Save PDF Approval Details

Applied on 16/11/2022 | 12:00 am

Department of Consumer Affairs
Ministry of Consumer Affairs, Food and Public Distribution

Processing Details

- 16/11/2022 | 4:08 pm
Application Status: Applied
- 16/11/2022 | 4:08 pm
Application Status: Initiated

FORM 1 DOCUMENTS PAYMENT

Form 1 - Registration of Jeweller se...

User Details

Registration Details

Click here to read more about the approval

Click here to see the documents uploaded in the current form

Expand the section to review your submitted data



सत्यमेव जयते

How to access Multiple Projects

Use this menu to add, manage and switch amongst different projects

Central Approvals in List (1 approvals)

0 Not Applied, 1 In Progress, 0 Query Raised, 0 Approved, 0 Rejected

Project 1 (Project No. - SW6389657823_1), Project 2 (Project No. - SW6389657823_2)

ADD NEW PROJECT, MANAGE PROJECT

Important Details about the Multiple Project Feature

- Users can add multiple projects in a single NSWS account and apply for a different set of approvals under each project
- On log-in, users will land on the default project (last created)
- Project-specific approvals can be added from the 'All Approvals' page or KYA (Central and State) or from an existing project
- Messaging window will be project specific to respond to the clarification raised by any ministry/department
- Approval specific payments will be managed under respective projects
- Documents uploaded during application submission will be common / global for all projects registered under one account and would be available to access across all projects created

Application Status	Description
Initiated	If an applicant has already submitted the filled application from NSWS portal and due to some temporary/ technical glitch the application does not integrate with the Ministry system, the status will temporarily reflect as Initiated.
Query Raised	If the processing authority has asked for further inputs from you, it will change your application status to "query raised".
Rejected	If an application is rejected, that will be shown in the Application Status. The applicant can make a fresh application again.
Approved	Once approved, the application status will reflect that, and the applicant can download a copy of the approval from the document repository.
Re-Initiated Self	Ministry specific status (For CDSCO under Ministry of Health & Family Welfare, if the user is uploading additional documents post submission (apart from pre-requisite documents required for specified approval); status will change to re-initiated self)



What are the technical Requirements for NSWS

System Requirements for National Single Window Portal

- Windows OS (XP or higher)
- MAC OS (X 10.9 or higher with latest updates)
- **View/ Download Pdf:** Download the pdf reader to view and download the pdf files from the link: <https://get.adobe.com/reader/>
- Platform requires a minimum screen size of 976px wide , but using 1024px or higher is recommended
- **Digital Signature Certificate (DSC):** Latest version of emBridge software need to be installed in the system which acts a connecting link/driver between the NSWS and DSC

Web browsers best suited for National Single Window System

- Google Chrome
- Mozilla Firefox
- Apple Safari

Have any further questions?

Please submit your queries and feedback on:

<https://www.nsws.gov.in/contact-us>

Email: contactus-nsws@investindia.org.in

Ph: 1800 102 5841

(Monday - Saturday, 9am - 6pm)

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