National Single Window System

User Guide:

How to operate Know Your Approvals (KYA) feature on NSWS

National Single Window System

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Click on '**Know Your Approvals**' on the NSWS homepage

Click here to take the Central KYA journey

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Central KYA is divided into four sections. User may open any of the preferred sections

Answer the questions relevant to your business requirements. The section tab turns green to show progress

Click the '?' icon to view 'Additional Information' related to the question

How to operate the Central KYA features

'My Approvals' tab shows the number of approvals added/identified based of users' answers. Click this tab to view the list of added approvals **(shown below)**

Once all question within a section have been answered, a full green check mark will display

Click on **'Reset form'** to remove all previous responses to the questions

To save a draft of the KYA answers, users must be logged into NSWS

Select the desired option
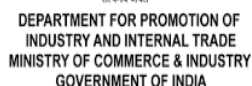
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How to submit the KYA and approval list based on user responses

Submit the KYA to end the current KYA session and view the list of approvals generated based on user responses

Click on '**Edit KYA**' to go back and edit responses

To add the list of approvals on the Dashboard, log into NSWS

Click on **'Know State Approvals'** to take the State KYA journey. Save the existing list of approvals in pdf format using **'Save PDF'**

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How to operate State KYA features

Click on 'Know Your Approvals' on the NSWS homepage

Click here to continue with the State KYA journey

How to select the preferred State

How to add/ remove states during the KYA journey

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How to submit State KYA

Know Your Approvals - State

MY APPROVALS 5

My Approvals X

...aman and Nicobar Islands   **Bihar**   Add / Edit State

STEP 1
Land And Utility

STEP 2
Business Related

If Selected 'Yes'
Is your property registered?

Yes   ⊘ No

Click on '**My Approvals**' to view the approvals added from all the State KYAs

STATE APPROVAL - Andaman and Nicobar Islands

Land and Utility

◆ Property Registration

◆ Diversion of forest land (upto 1 Ha.)

◆ Diversion of Land

Additional Information

STATE APPROVAL - Bihar

Land and Utility

◆ Conversion of Land from Agriculture to Non-Agriculture under The Bihar Land Conversion Act, 2010

STEP 2
Business Related

Andaman and Nicobar Islands   **Andhra Pradesh**   Add / Edit State

STEP 1
Land And Utility

STEP 2
Business Related

STEP 3
Sector Specific

1.3 If Selected 'Building related'
Are you planning to construct a new building for your unit?

Yes   No

Additional Information

Land, Building related, Water and Power

STEP 2
Business Related

STEP 3
Sector S...

Submit the KYA answers and view the consolidated list of approvals

Submit to Know Your Approvals   **Save as Draft**   **Reset Form**

National Single Window System

CENTRAL APPROVALS
Issued by Minitries of Govt. of India

STATE APPROVALS
Issued by States of Govt. of India

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🔍   **⊖ LOGIN**

Based on the information provided by you in the previous step, below is the list of approvals identified. This list of approvals is for guidance purposes only and does not constitute legal and/or official advice.

🖉 Edit KYA

STATE APPROVALS (3)

1 **Property Registration** ⓘ
   For Land and Utility ○ Andaman and Nicobar Islands

To add the list of approvals on the Dashboard, log into NSWS

Add In Dashboard

Know Central Approvals

2 **Diversion of Land** ⓘ
   For Land and Utility ○ Andaman and Nicobar Islands

📄 Save PDF

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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