

Online applying Steps for Lease Deed

1. For **Single Window Clearance System** or **Single Sign On** Browse the URL <http://swcs.rajasthan.gov.in/> or <http://sso.rajasthan.gov.in/> respectively.
2. Click on Sign In tab.
3. Enter your SSOID and Password.
4. If you are the New User of Single Window Clearance System Application (SWCS) then fill up the details of ENTREPRENEUR / INVESTOR / INDIVIDUAL REGISTRATION (ONE-TIME) otherwise you are directed to the Dashboard page.
5. On the Dashboard click on hyperlink (I want to submit a new application) select the appropriate option.
6. Click on I will select the service option.
7. List of all the services are available you can click on filter link to filter the services on the basis of department.
8. Click on Apply button of the specific service of the department i.e. for applying Lease Deed Application click on " **Lease Deed** ".
9. Fill the form.
10. Select the appropriate Authorize Officer details to route your Application to the concerned Authority.