



# **Chhattisgarh Unified Industrial Portal**

Government of Chhattisgarh

## ***User Manual***

### ***For***

***Special Restaurant Bar license (F.L.-3-B)***

***Renew***

***(Excise Department)***

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## 1. Overview

As part of Chhattisgarh's overarching promise of "Business Made Easy," OneClick is the state's new single-window portal that brings speed, simplicity, and transparency to the business environment. From approvals and clearances to bill payments, land allotment, and compliance — everything an entrepreneur or investor needs is now just one click away.

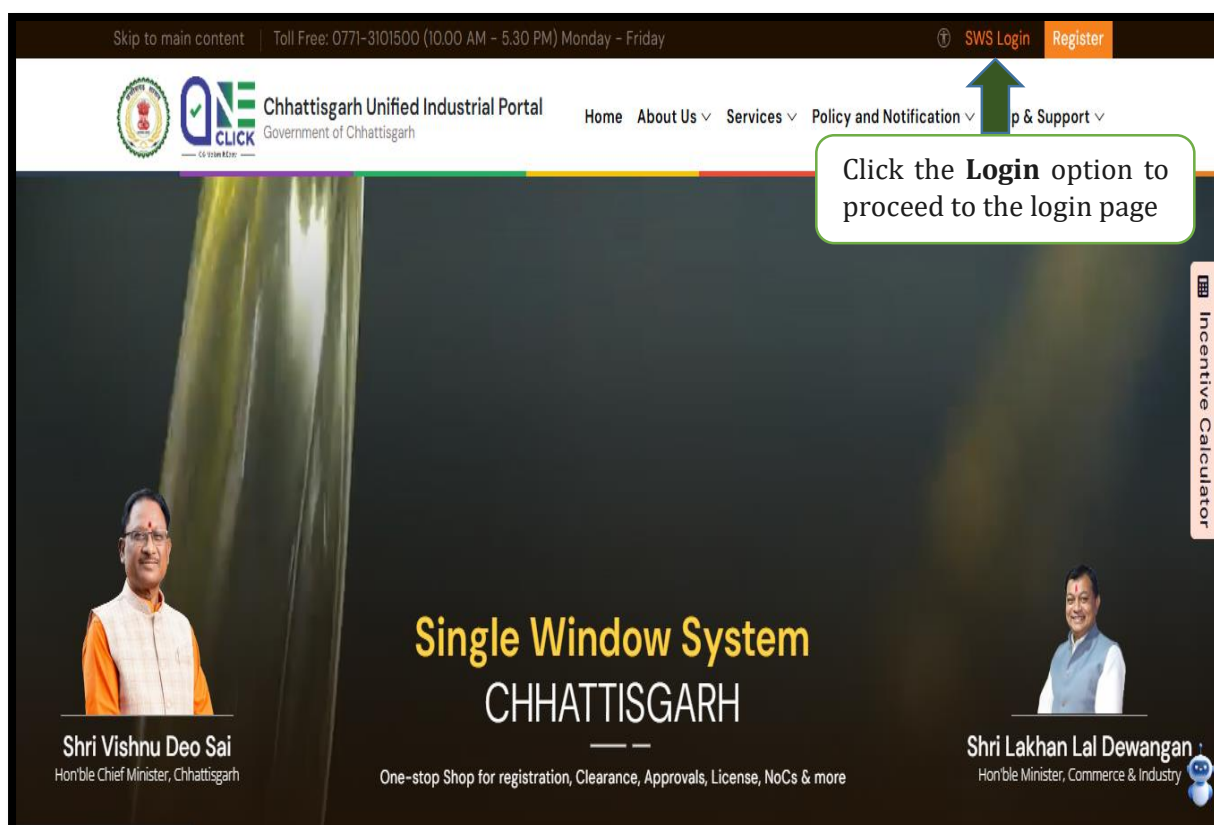
**Purpose:** This document gives easy, step-by-step instructions for industrial users to apply for **Special Restaurant Bar license (F.L.-3-B) Renew** service through the Department of Commerce and Industries using the **Single Window Portal**. It helps authorized users understand how to use the right links and sections.

## 2. How to Get Started

Enter the application URL (<https://oneclick.cgstate.gov.in>) in the browser and the page navigates to the Home page of the SWS application.

## 3. How to login

The user to login with the credentials into the application in the home and login page as a **Figure 3.1 & 3.2**.



**Figure 3.1: Homepage Screen**



Department of Commerce & Industries  
Government of Chhattisgarh

■ The Department of Commerce and Industries, Government of Chhattisgarh is a pivotal body responsible for the promotion and development of trade, commerce, and industrial growth within the state of Chhattisgarh, India.

■ Established with the aim of enhancing the economic landscape of the state, the department focuses on creating a conducive environment for businesses and industries to thrive, thereby contributing to the overall prosperity and employment generation for the people of Chhattisgarh.

For technical support please contact us at  
[invest-support@cg.gov.in](mailto:invest-support@cg.gov.in)

**Login**

User Name

Captcha  uh9Ur1

[Forgot User Name?](#) [Register](#) [Back to Home](#)

Enter the registered User Name

Enter the Captcha, which is shown on the side and click Next option

**Figure 3.2: Login Screen (A)**

The Login page (as shown in **Fig. 3.3**) offers two login methods: **Login with Password** or **Login with OTP**. Choose your preferred option, then enter either your password or the OTP number to proceed.

Department of Commerce & Industries  
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■ Established with the aim of enhancing the economic landscape of the state, the department focuses on creating a conducive environment for businesses and industries to thrive, thereby contributing to the overall prosperity and employment generation for the people of Chhattisgarh.

For technical support please contact us at  
[invest-support@cg.gov.in](mailto:invest-support@cg.gov.in)

**Login**

OR

[Back to Login](#) [Forgot Password?](#)

Enter the registered User Name

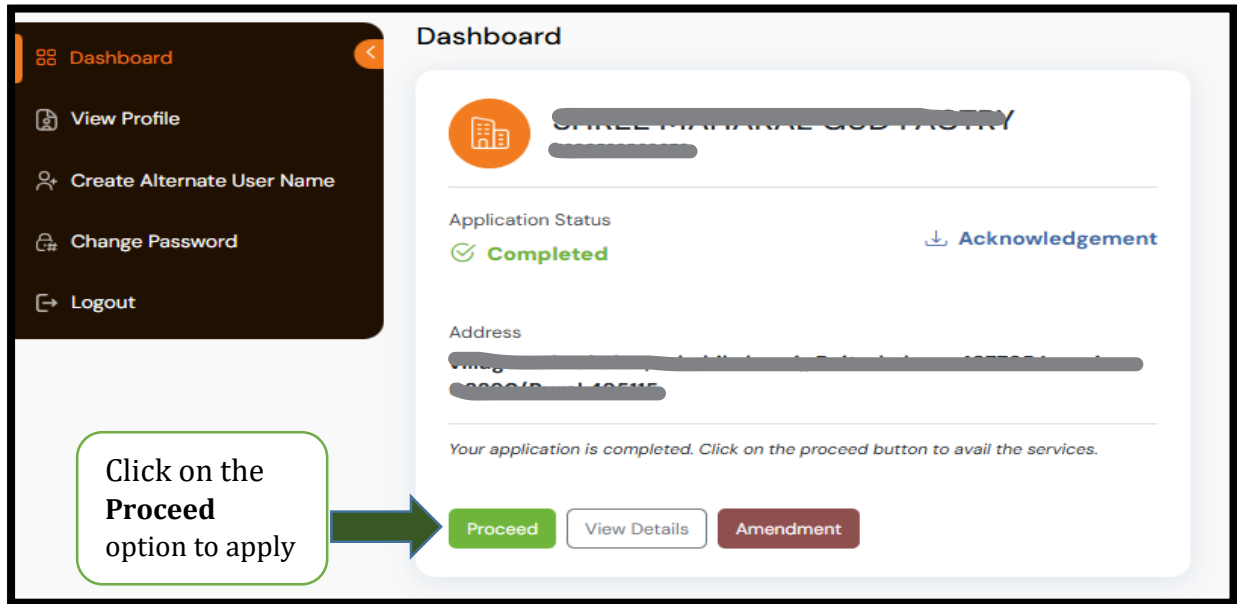
**Figure 3.3: Login Screen (B)**



## 4. Dashboard

After a successful login, the page navigates to the Investor Dashboard (refer to Fig. 4.1), which displays all your units and includes an option to add new unit details at the end.

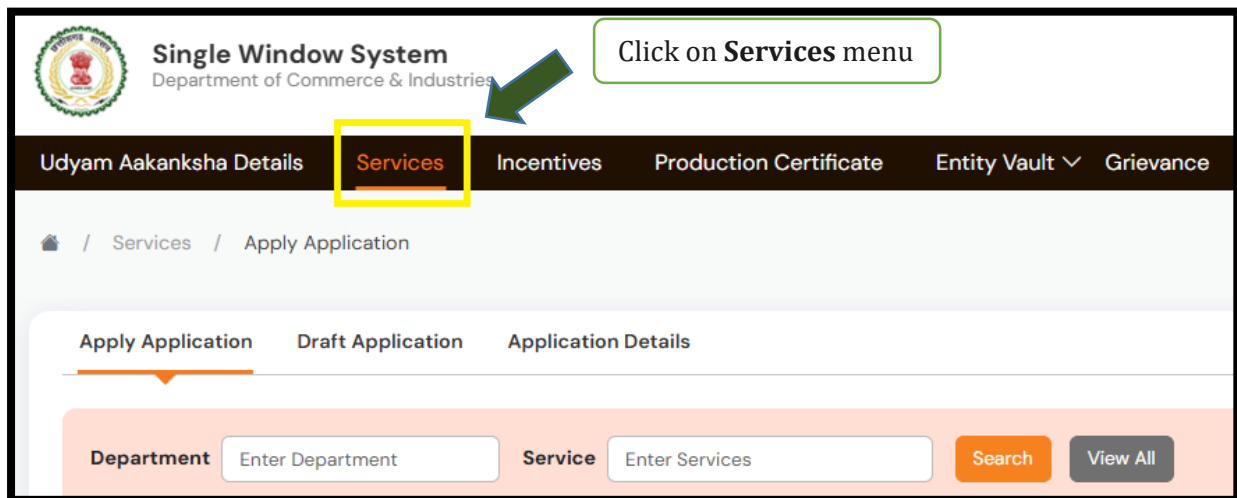
Now, click on the **Proceed** option to apply for **services**.



*Figure 4.1: Dashboard*

## 5. Apply for Services

Now, click on the **Services** menu at the top of the page (see Fig. 5.1). You will see a list of all available services.



*Figure 5.1: Services Page*



## 5.1. Search for Services – Special Restaurant Bar license F.L.-3-B Renew

In the Search field, enter **special restaurant bar license** and click the **Search** button. A filtered list of services will appear—click **Apply** next to the relevant service (see Fig. 5.2).

Enter: special restaurant bar license

Click on Search

special restaurant bar license

Search View All

New Special Restaurant Bar license (F.L. 3-B)

Excise Department

Processing Time: -- Fee: ₹0

Apply

Renew Special Restaurant Bar license (F.L. 3-B)

Excise Department

Processing Time: -- Fee: ₹0

Apply

Click on Apply

**Figure 5.2: Filtered list of Services – Special Restaurant Bar license F.L.-3-B Renew**

You will now be redirected to the official website of the **EXCISE DEPARTMENT, GOVT. OF CHHATTISGARH**, where you can apply for the **Special Restaurant Bar license (F.L.-3-B) Renew**.

## 5.2. Apply for Licence

Please fill the required details, accept the terms and click on **Submit**.

EXCISE DEPARTMENT

Log Out

Apply for License

Select Licence Type\* F.L. 3-B

Licence Financial Year\* 2023-2024

Unit Name\* AAQCB3381Q

Authorized person's Mobile No.\* 9999999999

Email\* accounts@cgil.com

Enter Udyam Aatanksha No.\* 6960606060606

Licence Mode\* New/Renewal

Unit District Name Raipur - 410

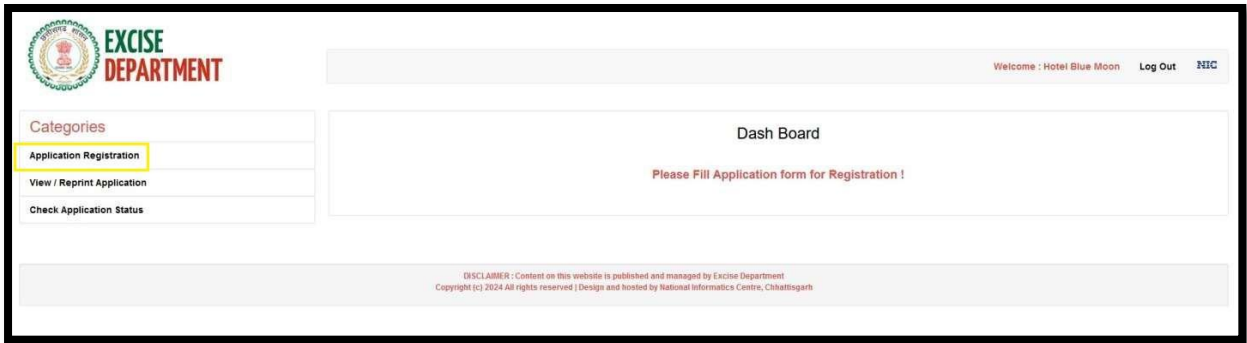
☒ I have read all the documents and accept the terms and conditions

SUBMIT Close

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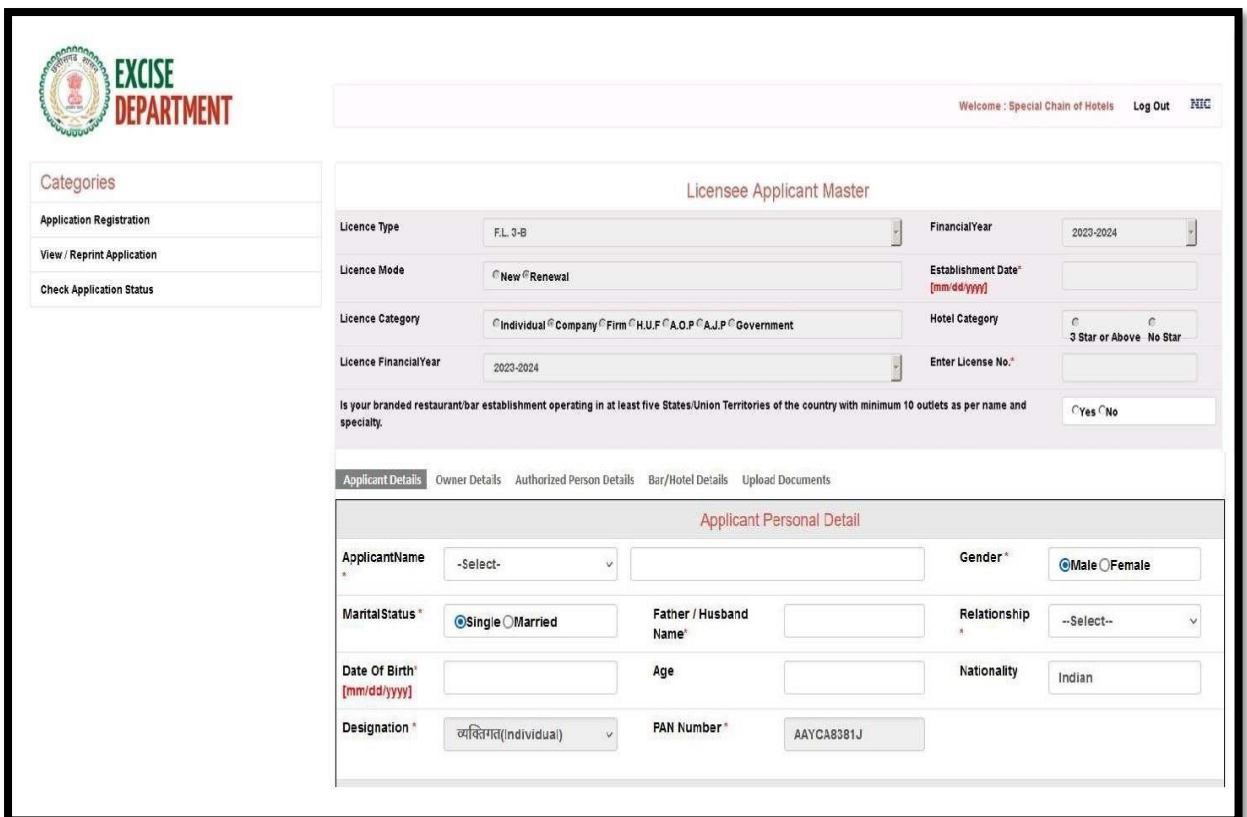


After form submission, dashboard will open. Now, click on **Application Registration**.



The screenshot shows the Excise Department Dashboard. On the left, under 'Categories', 'Application Registration' is highlighted. The main area is titled 'Dash Board' and contains the text 'Please Fill Application form for Registration !'. At the top right, it says 'Welcome : Hotel Blue Moon' with 'Log Out' and 'NIC' links. A disclaimer at the bottom states: 'DISCLAIMER : Content on this website is published and managed by Excise Department Copyright (c) 2024 All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh'.

In Case of Applicant Category (Individual):-



The screenshot shows the 'Licensee Applicant Master' form. The left sidebar has 'Categories' with 'Application Registration' selected. The form fields include:
 

- Licence Type: F.L. 3-B
- Financial Year: 2023-2024
- Licence Mode: ☒ New ☐ Renewal
- Establishment Date\*: [mm/dd/yyyy]
- Licence Category: ☒ Individual ☐ Company ☐ Firm ☐ H.U.F. ☐ A.O.P. ☐ A.J.P. ☐ Government
- Hotel Category: ☒ 3 Star or Above ☐ No Star
- Licence Financial Year: 2023-2024
- Enter License No.\*: [Text Field]
- Is your branded restaurant/bar establishment operating in at least five States/Union Territories of the country with minimum 10 outlets as per name and specialty: ☐ Yes ☒ No


 Below these are tabs: 'Applicant Details' (selected), 'Owner Details', 'Authorized Person Details', 'Bar/Hotel Details', and 'Upload Documents'. The 'Applicant Personal Detail' section includes:
 

- Applicant Name\*: -Select- [Dropdown]
- Gender\*: ☒ Male ☐ Female
- Marital Status\*: ☒ Single ☐ Married
- Father / Husband Name\*: [Text Field]
- Relationship\*: --Select-- [Dropdown]
- Date Of Birth\*: [mm/dd/yyyy] [Text Field]
- Age: [Text Field]
- Nationality: Indian
- Designation\*: व्यक्तिगत (Individual) [Dropdown]
- PAN Number\*: AAYCA8381J





In case of Applicant Category (Company /Firm /AOP etc):-



Welcome : Special Chain of Hotels    Log Out    NIC

**Categories**

Application Registration

View / Reprint Application

Check Application Status

### Licensee Applicant Master

Licence Type: F.L 3-B

Licence Mode: New ☐ Renewal ☒

Licence Category: Individual ☐ Company ☒ Firm ☐ H.U.F ☐ A.O.P ☐ A.J.P ☐ Government ☐

Licence Financial Year: 2023-2024

Financial Year: 2023-2024

Establishment Date: [mm/dd/yyyy]

Hotel Category: 3 Star or Above ☐ No Star ☐

Enter Licence No.:

Is your branded restaurant/bar establishment operating in at least five States/Union Territories of the country with minimum 10 outlets as per name and specialty. Yes ☐ No ☐

Applicant Details
Owner Details
Authorized Person Details
Bar/Hotel Details
Upload Documents

Company Name:     Designation: Company

PAN Number: AAACA3351G    Date of Incorporation: [mm/dd/yyyy]    Registration Number:

Present Contact Detail

Street Address:     Building Number:     Land mark:

District: --Select--    Tehsil Name:     Police Station Name:

Rural/Urban Area: Urban ☐ Rural ☐    Village/City Name:     Parishad: --Select--

Parishad Name:     City WardNo:     City WardName:

Pincode:     Telephone Number:     Mobile Number: 9999999999

E-MailID:     [at] --Select--

☐ Check here if Permanent Contact Detail is Same as Present

Street Address:     Building Number:     Land mark:

District: --Select--    Tehsil Name:     Police Station Name:

Rural/Urban Area: Urban ☐ Rural ☐    Village/City Name:     Parishad: --Select--

Parishad Name:     City WardNo:     City WardName:

Pincode:     Telephone Number:     Mobile Number:

E-MailID:     [at] --Select--

Is your branded restaurant/bar establishment operating in at least five States/Union Territories of the country with minimum 10 outlets as per name and specialty. If Yes then Location Details and LicenseNumber

State/UT	Location /Address	Liquor Licence Number	Gumasta Number	Food Licence Number	GST Number	Add /Delete
--Select--						Delete Add <input type="button" value="+"/>


Save & Proceed

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## Fill Owner OR Director OR Partner Details:



Welcome : Special Chain of Hotels    Log Out    NIC

**Categories**

Application Registration

View / Reprint Application

Check Application Status

**Licensee Applicant Master**

Licence Type	F.L. 3-B	Financial Year	2023-2024
Licence Mode	<input type="radio"/> New <input type="radio"/> Renewal	Establishment Date*	<input type="text" value="mm/dd/yyyy"/>
Licence Category	<input type="radio"/> Individual <input type="radio"/> Company <input type="radio"/> Firm <input type="radio"/> H.U.F. <input type="radio"/> A.O.P. <input type="radio"/> A.J.P. <input type="radio"/> Government	Hotel Category	<input type="radio"/> 3 Star or Above <input type="radio"/> No Star
Licence Financial Year	2023-2024	Enter Licence No.*	<input type="text"/>

Is your branded restaurant/bar establishment operating in at least five States/Union Territories of the country with minimum 10 outlets as per name and specialty. ☐ Yes ☐ No

Applicant Details
**Owner Details**
Authorized Person Details
Bar/Hotel Details
Upload Documents

Owner Personal Detail

OwnerName *	<input type="text" value="Select"/>	Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Marital Status *	<input checked="" type="radio"/> Single <input type="radio"/> Married	Father / Husband Name *	<input type="text"/>
Date Of Birth* <small>[mm/dd/yyyy]</small>	<input type="text"/>	Age	<input type="text"/>
Designation *	<input type="text" value="अभिनेता(Individual)"/>	Nationality	<input type="text" value="Indian"/>
PAN Number *	<input type="text"/>		

Present Contact Detail


Street Address*	<input type="text"/>	House Number*	<input type="text"/>	Land mark*	<input type="text"/>
District*	<input type="text" value="Select"/>	Tehsil Name*	<input type="text"/>	Police Station Name*	<input type="text"/>
Rural/Urban Area*	<input type="radio"/> Urban <input type="radio"/> Rural	Village/City Name *	<input type="text"/>	Parishad *	<input type="text" value="Select"/>
Parishad Name *	<input type="text"/>	City WardNo*	<input type="text"/>	City WardName*	<input type="text"/>
Rural/Urban Area*	<input type="radio"/> Urban <input type="radio"/> Rural	Village/City Name *	<input type="text"/>	Parishad *	<input type="text" value="Select"/>
Parishad Name *	<input type="text"/>	City WardNo*	<input type="text"/>	City WardName*	<input type="text"/>
Pincode*	<input type="text"/>	Telephone Number	<input type="text"/>	Mobile Number *	<input type="text"/>
E-MailID*	<input type="text"/>	[at]	<input type="text" value="Select"/>		

□ Check here if Permanent Contact Detail is Same as Present

Street Address	<input type="text"/>	House Number	<input type="text"/>	Land mark	<input type="text"/>
District	<input type="text" value="Select"/>	Tehsil Name*	<input type="text"/>	Police Station Name*	<input type="text"/>
Rural/Urban Area*	<input type="radio"/> Urban <input type="radio"/> Rural	Village/City Name *	<input type="text"/>	Parishad *	<input type="text" value="Select"/>
Parishad Name *	<input type="text"/>	City WardNo*	<input type="text"/>	City WardName*	<input type="text"/>
Pincode*	<input type="text"/>	Telephone Number	<input type="text"/>	Mobile Number *	<input type="text"/>
E-MailID*	<input type="text"/>	[at]	<input type="text" value="Select"/>		



In Case of Company and Others (Fill Authorized Person Details):



Welcome : Special Chain of Hotels    Log Out    [NIG](#)

**Categories**

Application Registration

View / Reprint Application

Check Application Status

### Licensee Applicant Master

Licence Type	F.L. 3-B	Financial Year	2023-2024
Licence Mode	<input checked="" type="radio"/> New <input type="radio"/> Renewal	Establishment Date*	[mm/dd/yyyy]
Licence Category	<input type="radio"/> Individual <input type="radio"/> Company <input type="radio"/> Firm <input type="radio"/> H.U.F. <input type="radio"/> A.O.P. <input type="radio"/> A.J.P. <input type="radio"/> Government	Hotel Category	<input type="radio"/> 3 Star or Above <input type="radio"/> No Star
Licence Financial Year	2023-2024	Enter Licence No.*	

Is your branded restaurant/bar establishment operating in at least five States/Union Territories of the country with minimum 10 outlets as per name and specialty. ☐ Yes ☐ No

[Applicant Details](#)    [Owner Details](#)    **[Authorized Person Details](#)**    [Bar/Hotel Details](#)    [Upload Documents](#)

#### Authorized Personal Detail

Authorized Person Name*	<input type="text"/>	Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Marital Status *	<input checked="" type="radio"/> Single <input type="radio"/> Married	Father / Husband Name *	<input type="text"/>
Date Of Birth* [mm/dd/yyyy]	<input type="text"/>	Relationship *	<input type="text"/>
Designation *	<input type="text"/>	Nationality	Indian
	<input type="text"/>	PAN Number *	<input type="text"/>

#### Present Contact Detail

Street Address*	<input type="text"/>	House Number*	<input type="text"/>	Land mark*	<input type="text"/>
District*	<input type="text"/>	Tehsil Name*	<input type="text"/>	Police Station Name*	<input type="text"/>
Rural/Urban Area*	<input type="text"/>	Village/City Name *	<input type="text"/>	Parishad *	<input type="text"/>
Parishad Name *	<input type="text"/>	City Ward No*	<input type="text"/>	City Ward Name*	<input type="text"/>
Pincode*	<input type="text"/>	Telephone Number	<input type="text"/>	Mobile Number *	<input type="text"/>
E-Mail ID*	<input type="text"/>	[at]	<input type="text"/>		

☐ Check here if Permanent Contact Detail is Same as Present


Street Address	<input type="text"/>	House Number	<input type="text"/>	Land mark	<input type="text"/>
District	<input type="text"/>	Tehsil Name*	<input type="text"/>	Police Station Name*	<input type="text"/>
Rural/Urban Area*	<input type="text"/>	Village/City Name *	<input type="text"/>	Parishad *	<input type="text"/>
Parishad Name *	<input type="text"/>	City Ward No*	<input type="text"/>	City Ward Name*	<input type="text"/>
Pincode*	<input type="text"/>	Telephone Number	<input type="text"/>	Mobile Number *	<input type="text"/>
E-Mail ID*	<input type="text"/>	[at]	<input type="text"/>		

[Save & Proceed](#)

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## Fill Unit Details and Upload Supporting Document:



Welcome : Special Chain of Hotels    Log Out    NIC

**Categories**

Application Registration

View / Reprint Application

Check Application Status

### Licensee Applicant Master

Licence Type	F.L. 3-B	Financial Year	2023-2024
Licence Mode	<input type="radio"/> New <input type="radio"/> Renewal	Establishment Date*	<input type="text" value="mm/dd/yyyy"/>
Licence Category	<input type="radio"/> Individual <input type="radio"/> Company <input type="radio"/> Firm <input type="radio"/> H.U.F <input type="radio"/> A.O.P <input type="radio"/> A.J.P <input type="radio"/> Government	Hotel Category	<input type="radio"/> 3 Star or Above <input type="radio"/> No Star
Licence Financial Year	2023-2024	Enter Licence No.*	<input type="text"/>

Is your branded restaurant/bar establishment operating in at least five States/Union Territories of the country with minimum 10 outlets as per name and speciality. ☐ Yes ☐ No

Applicant Details    Owner Details    Authorized Person Details    **Bar/Hotel Details**    Upload Documents


#### Hotel / Bar / Club Detail

Bar Name *	Special Chain c	PAN Number	<input type="text"/>	GST Number*	<input type="text"/>
Food Licence Number*	<input type="text"/>	Street Address*	<input type="text"/>	Landmark*	<input type="text"/>
Hotel / Bar Name(NickName)	<input type="text"/>	Thana Name*	<input type="text"/>	Excise Mandal Name*	<input type="text"/>
Excise Circle Name*	<input type="text"/>	Revenue SubDivision Name*	<input type="text"/>	Tribal/Non-Tribal Area*	<input type="radio"/> Non-Tribal <input type="radio"/> Tribal
Rural/Urban Area*	<input type="radio"/> Urban <input type="radio"/> Rural	Parishad *	--Select--	Parishad Name *	<input type="text"/>
City WardNo*	<input type="text"/>	City/Village WardName*	<input type="text"/>	Block Name*	<input type="text"/>
District Name*	--Select--	Tehshil Name*	<input type="text"/>	Pincode*	<input type="text"/>
Vidhan Sabha*	<input type="text"/>	Lok Sabha*	<input type="text"/>	Population Range*	NA
Bar/Hotel Contact Number *	<input type="text"/>	Bar/Hotel Email	<input type="text"/>	[at]	--Select--
Population according to 2011 census *					

#### Adjoining Place Detail

North *	<input type="text"/>	South *	<input type="text"/>	East *	<input type="text"/>	West *	<input type="text"/>
---------	----------------------	---------	----------------------	--------	----------------------	--------	----------------------

Save



Welcome : Special Chain of Hotels    Log Out    NIC

**Categories**

Application Registration

View / Reprint Application

Check Application Status

### Licensee Applicant Master

Licence Type	F.L. 3-B	Financial Year	2023-2024
Licence Mode	<input type="radio"/> New <input type="radio"/> Renewal	Establishment Date*	<input type="text" value="mm/dd/yyyy"/>
Licence Category	<input type="radio"/> Individual <input type="radio"/> Company <input type="radio"/> Firm <input type="radio"/> H.U.F <input type="radio"/> A.O.P <input type="radio"/> A.J.P <input type="radio"/> Government	Hotel Category	<input type="radio"/> 3 Star or Above <input type="radio"/> No Star
Licence Financial Year	2023-2024	Enter Licence No.*	<input type="text"/>

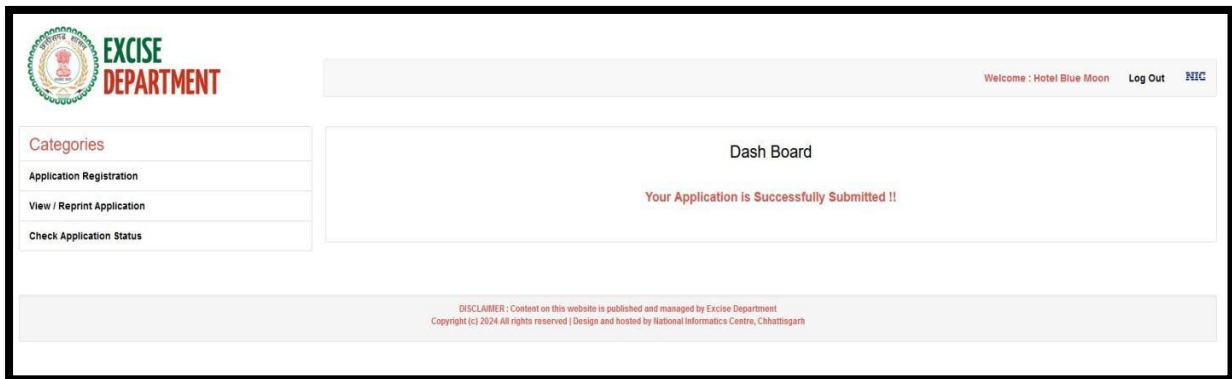
Is your branded restaurant/bar establishment operating in at least five States/Union Territories of the country with minimum 10 outlets as per name and speciality. ☐ Yes ☐ No

Applicant Details    Owner Details    Authorized Person Details    Bar/Hotel Details    **Upload Documents**

File Name	File Type	View Documents	File Size
Company Pan Card	Image Only	<span style="background-color: #f0f0f0; padding: 2px 5px;">Browse...</span> No file selected.	<span style="background-color: #f0f0f0; padding: 2px 5px;">Upload</span>
Letter of Incorporation (In Single Pdf)	Pdf Only	<span style="background-color: #f0f0f0; padding: 2px 5px;">Browse...</span> No file selected.	<span style="background-color: #f0f0f0; padding: 2px 5px;">Upload</span> File size Less Than 1 MB
Company Permanent Address Proof (In Single Pdf)	Pdf Only	<span style="background-color: #f0f0f0; padding: 2px 5px;">Browse...</span> No file selected.	<span style="background-color: #f0f0f0; padding: 2px 5px;">Upload</span> File size Less Than 1 MB
Company Present Address Proof (In Single Pdf)	Pdf Only	<span style="background-color: #f0f0f0; padding: 2px 5px;">Browse...</span> No file selected.	<span style="background-color: #f0f0f0; padding: 2px 5px;">Upload</span> File size Less Than 1 MB
All Members Photo (In Single Pdf)	Pdf Only	<span style="background-color: #f0f0f0; padding: 2px 5px;">Browse...</span> No file selected.	<span style="background-color: #f0f0f0; padding: 2px 5px;">Upload</span> File size Less Than 1 MB
All Members Pan Card (In Single Pdf)	Pdf Only	<span style="background-color: #f0f0f0; padding: 2px 5px;">Browse...</span> No file selected.	<span style="background-color: #f0f0f0; padding: 2px 5px;">Upload</span> File size Less Than 1 MB
All Members Character Certificate Card (In Single Pdf)	Pdf Only	<span style="background-color: #f0f0f0; padding: 2px 5px;">Browse...</span> No file selected.	<span style="background-color: #f0f0f0; padding: 2px 5px;">Upload</span> File size Less Than 1 MB
Authorized Person Photo	Image Only	<span style="background-color: #f0f0f0; padding: 2px 5px;">Browse...</span> No file selected.	<span style="background-color: #f0f0f0; padding: 2px 5px;">Upload</span> Height < 280 px and Width < 260 px
Authorized Person Pan Card	Image Only	<span style="background-color: #f0f0f0; padding: 2px 5px;">Browse...</span> No file selected.	<span style="background-color: #f0f0f0; padding: 2px 5px;">Upload</span>



After Submission of Application Dashboard show Application Status:

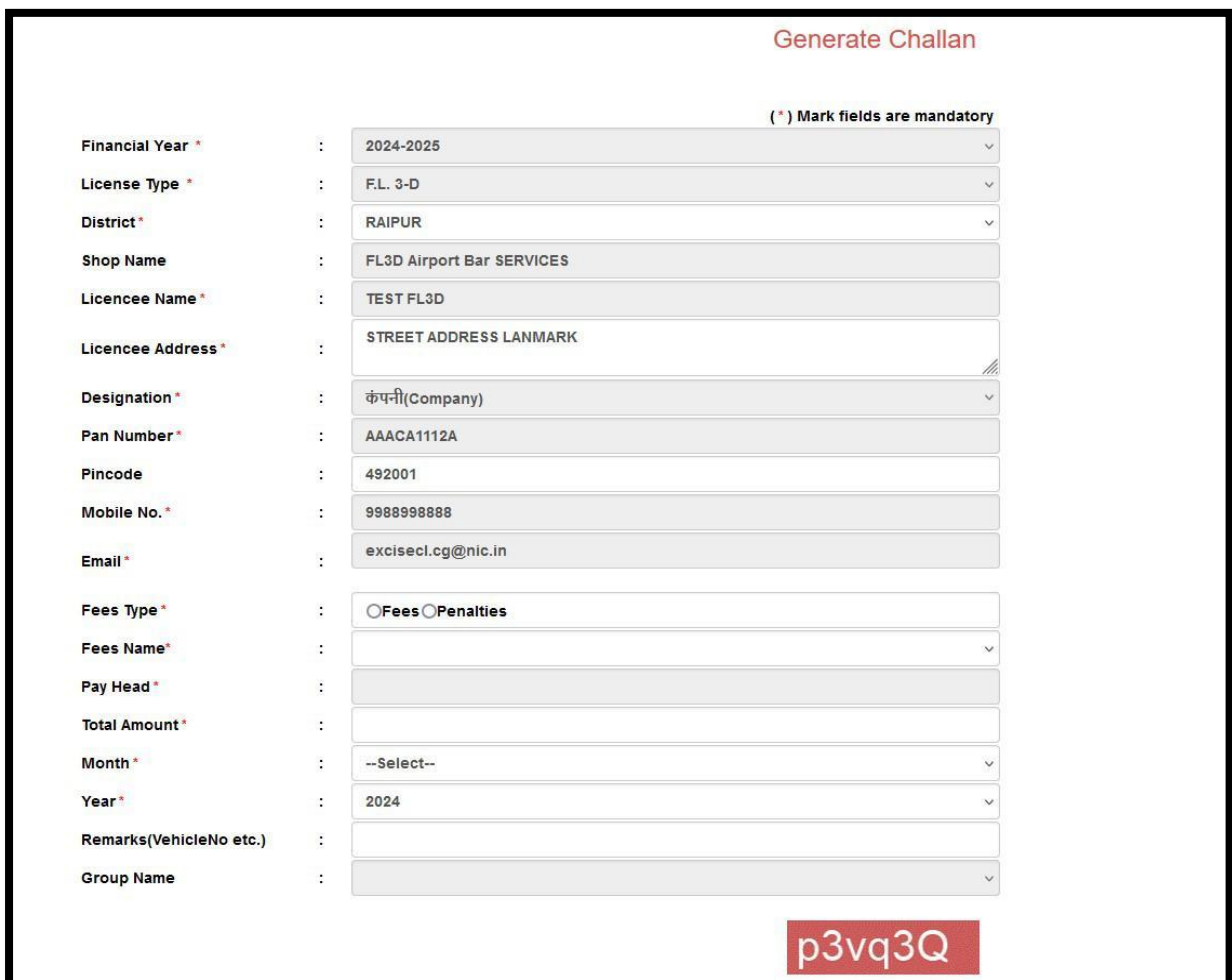


The screenshot shows the Excise Department Dashboard. On the left, there is a sidebar with the Excise Department logo and a 'Categories' menu containing 'Application Registration', 'View / Reprint Application', and 'Check Application Status'. The main content area is titled 'Dash Board' and displays a message: 'Your Application is Successfully Submitted !!'. At the top right, there is a user greeting 'Welcome : Hotel Blue Moon', a 'Log Out' link, and a 'NEIG' link. A disclaimer at the bottom states: 'DISCLAIMER: Content on this website is published and managed by Excise Department. Copyright (c) 2024 All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh'.

**Note:** Now, to view or reprint the application, click on **View/Reprint Application**

### 5.3. Pay Licence Fees

Once your licence get approved. You can generate Challan and Pay License Fees.



The screenshot shows the 'Generate Challan' form. At the top right, it says 'Generate Challan'. Below this, a note states '(\*) Mark fields are mandatory'. The form contains the following fields:

- Financial Year \*: 2024-2025
- License Type \*: F.L. 3-D
- District \*: RAIPUR
- Shop Name: FL3D Airport Bar SERVICES
- Licencee Name \*: TEST FL3D
- Licencee Address \*: STREET ADDRESS LANMARK
- Designation \*: कंपनी(Company)
- Pan Number \*: AAACA1112A
- Pincode: 492001
- Mobile No. \*: 9988998888
- Email \*: excisecl.cg@nic.in
- Fees Type \*: ☐ Fees ☐ Penalties
- Fees Name \*:
- Pay Head \*:
- Total Amount \*:
- Month \*: --Select--
- Year \*: 2024
- Remarks(VehicleNo etc.):
- Group Name:

At the bottom right, there is a red box containing the alphanumeric code 'p3vq3Q'.

