Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Registration of Foreign Liquor Retail Shop License

(Excise Department)

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1. Overview

The Single Window Portal is envisioned as a unified digital platform that facilitates investors, entrepreneurs, and businesses in accessing various industrial services and approvals through a simplified, transparent, and time-bound process.

Purpose: This document serves as a step-by-step guideline for industrial users and departmental officers navigating the Registration of Foreign Liquor Retail Shop License (F.L. 1-DD) process within the Department of Commerce and Industries, Chhattisgarh, through the Single Window Portal.

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**.

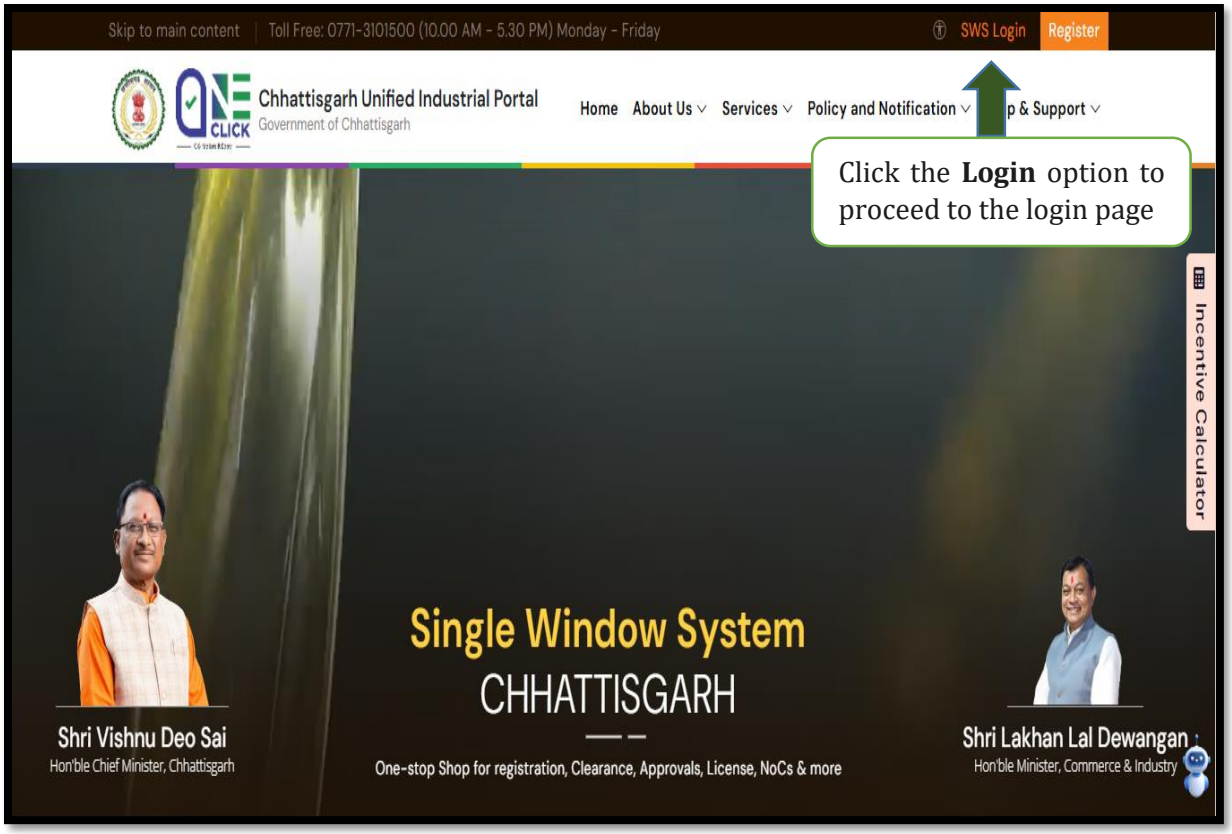


Figure 3.1: Homepage Screen

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.

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 includes step-by-step instructions for applying services.

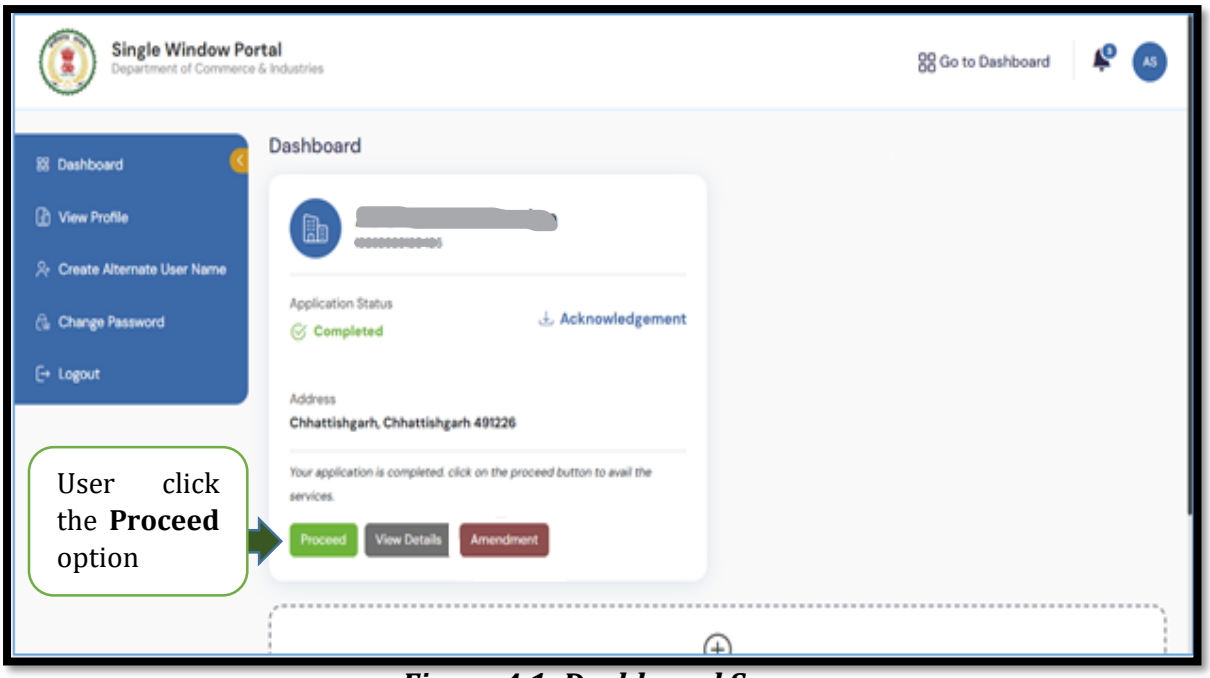


Figure 4.1: Dashboard Screen

In the services page, refer to **Fig. 4.2** and the Department or Services options in the Services section.

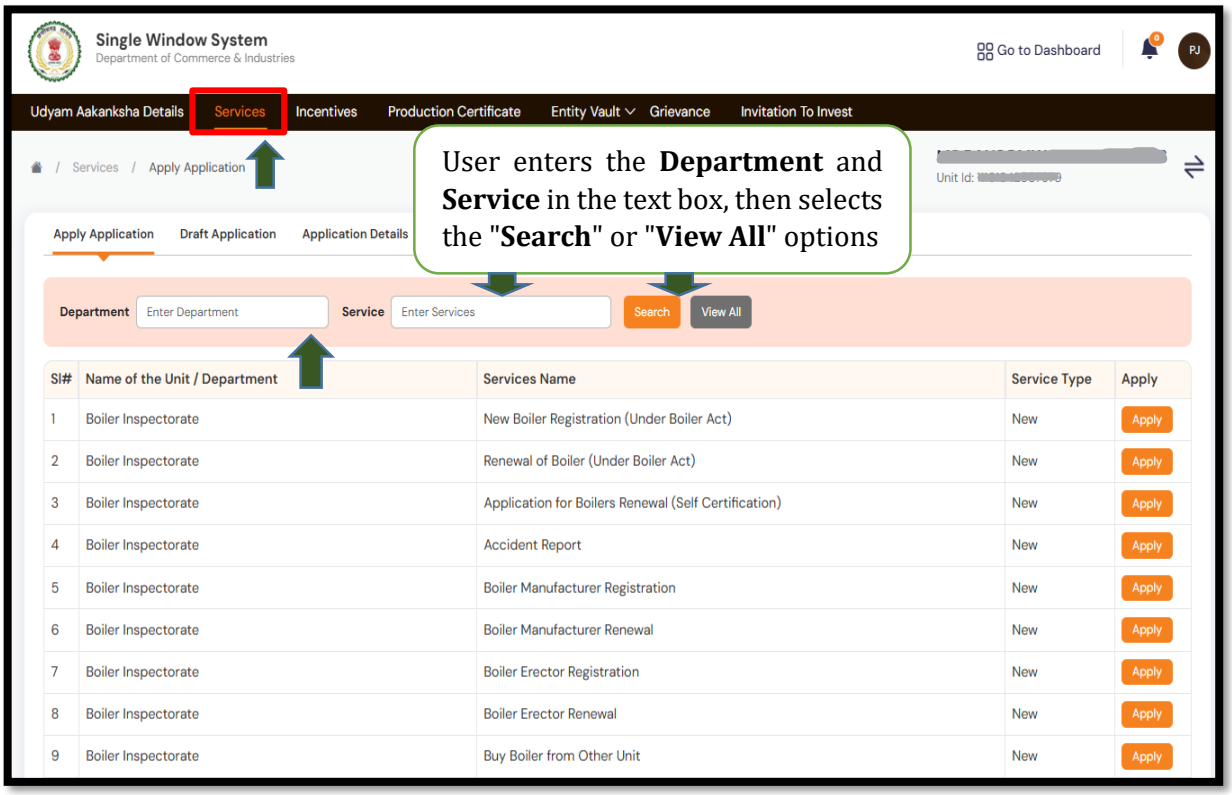


Figure 4.2: Services Screen

After clicking the search or view all options, all Excise services are displayed, as shown in **Figure 4.3.**

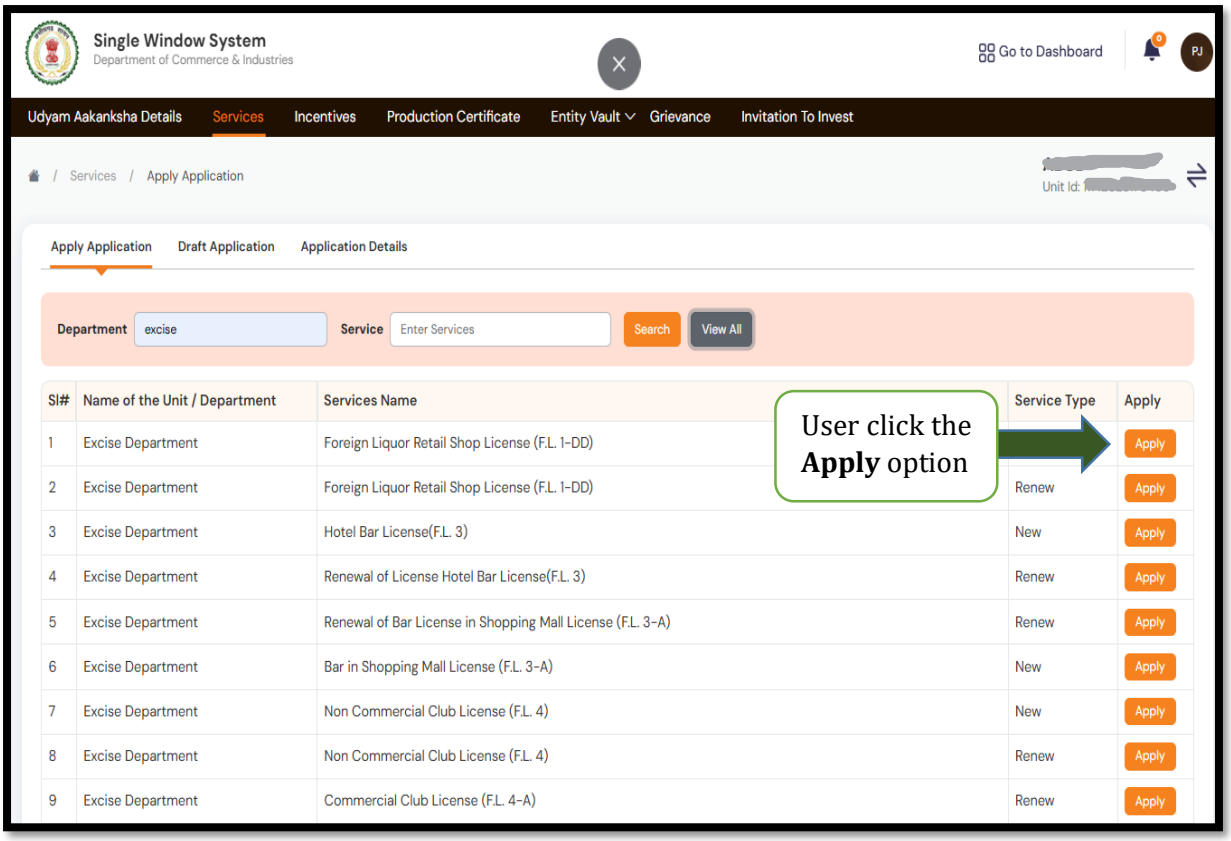


Figure 4.3: Excise Services Screen

4.1. Registration of Foreign Liquor Retail Shop License (F.L. 1-DD)

After clicking the "**Apply**" option, the screen will redirect to the **Excise Department** website. User the select License Type, Enter Unit Name, Udyam No. and other details as shown in the **Figure 4.4 & 4.5.**

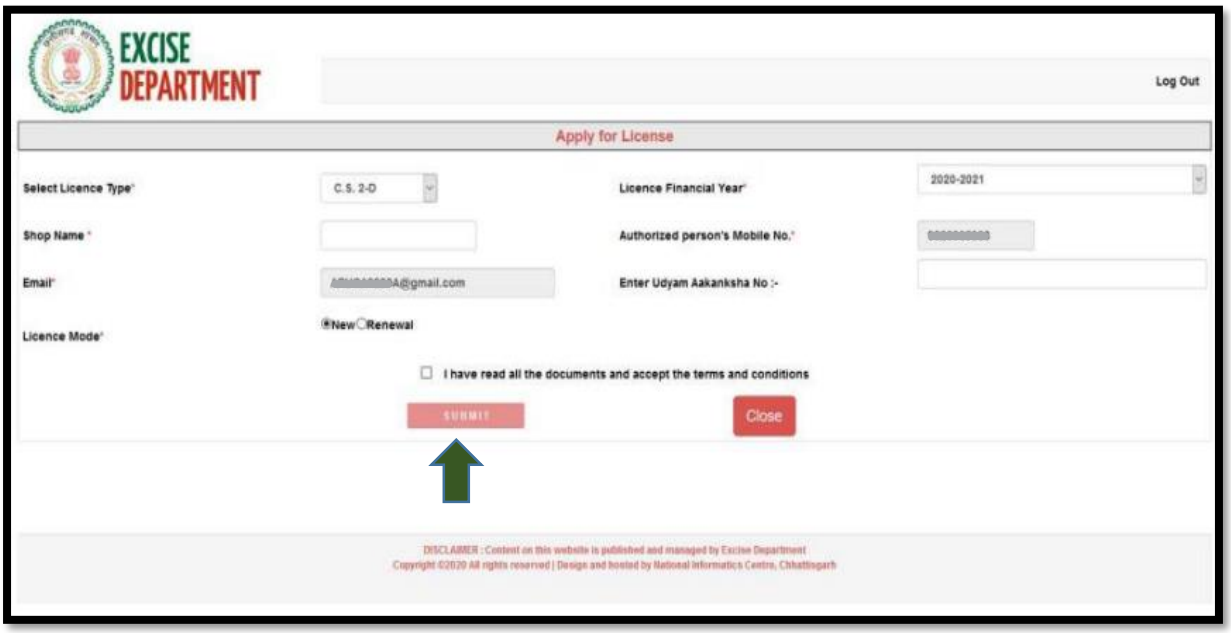


Figure 4.4: License Form Screen (For new Application)

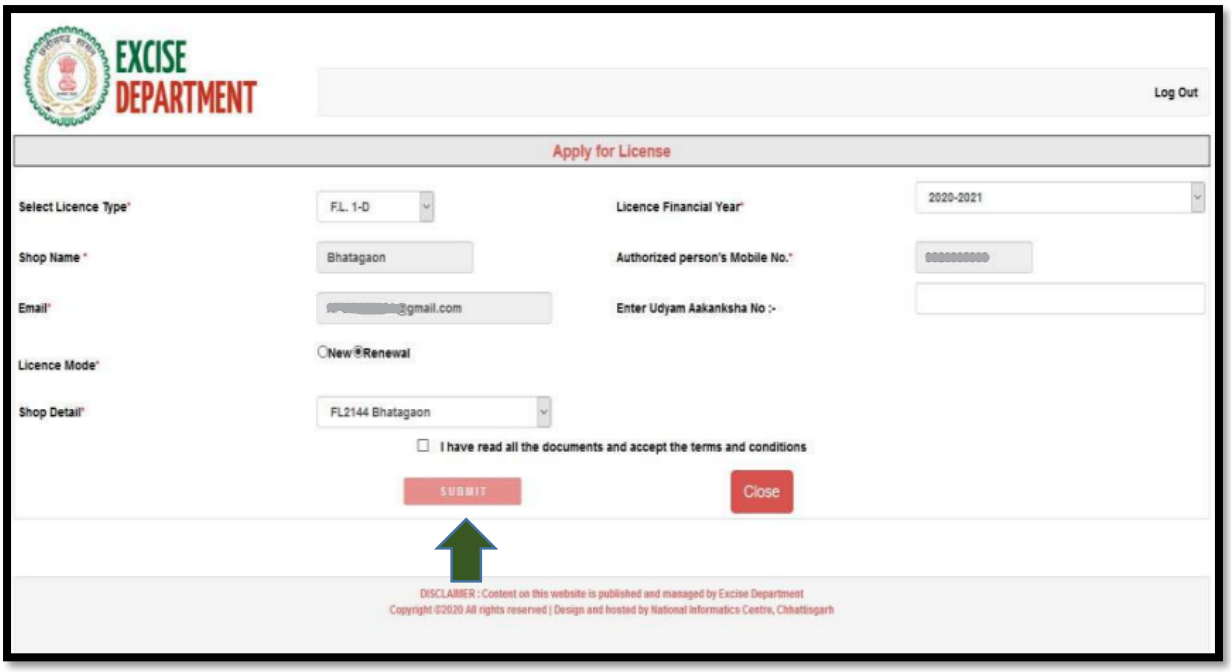


Figure 4.5: License Form Screen (For Renewal -Select Already registered shop)

4.1.1. User Registration for the Application

After clicking Submit option, the screen will redirect to the Dashboard as shown Figure 4.6.

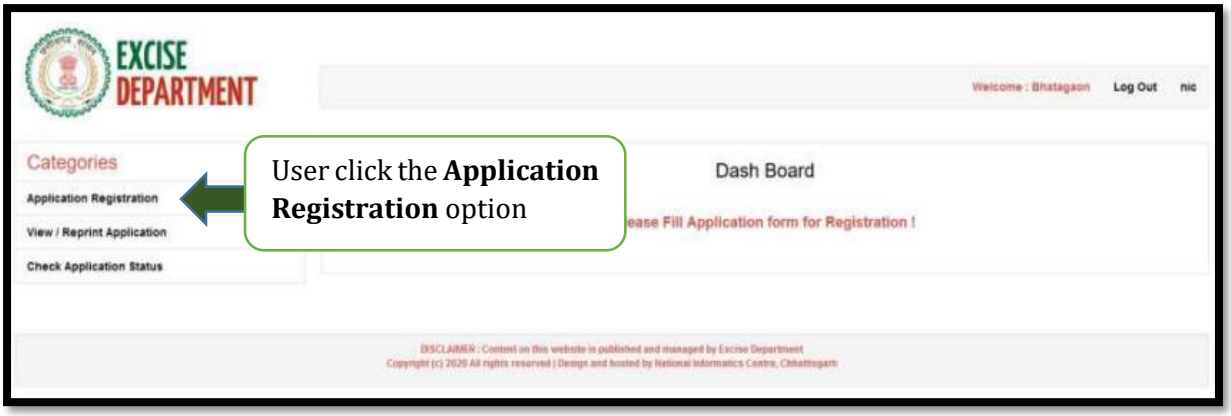


Figure 4.6: Dash Board Screen

4.1.2. User enter the Application Form

The user enters details into the Licensee Application Master, including Applicant Details, Contact Details, Unit Details, and other relevant information, and then clicks the '**Save**' option, as shown in Figure 4.7.

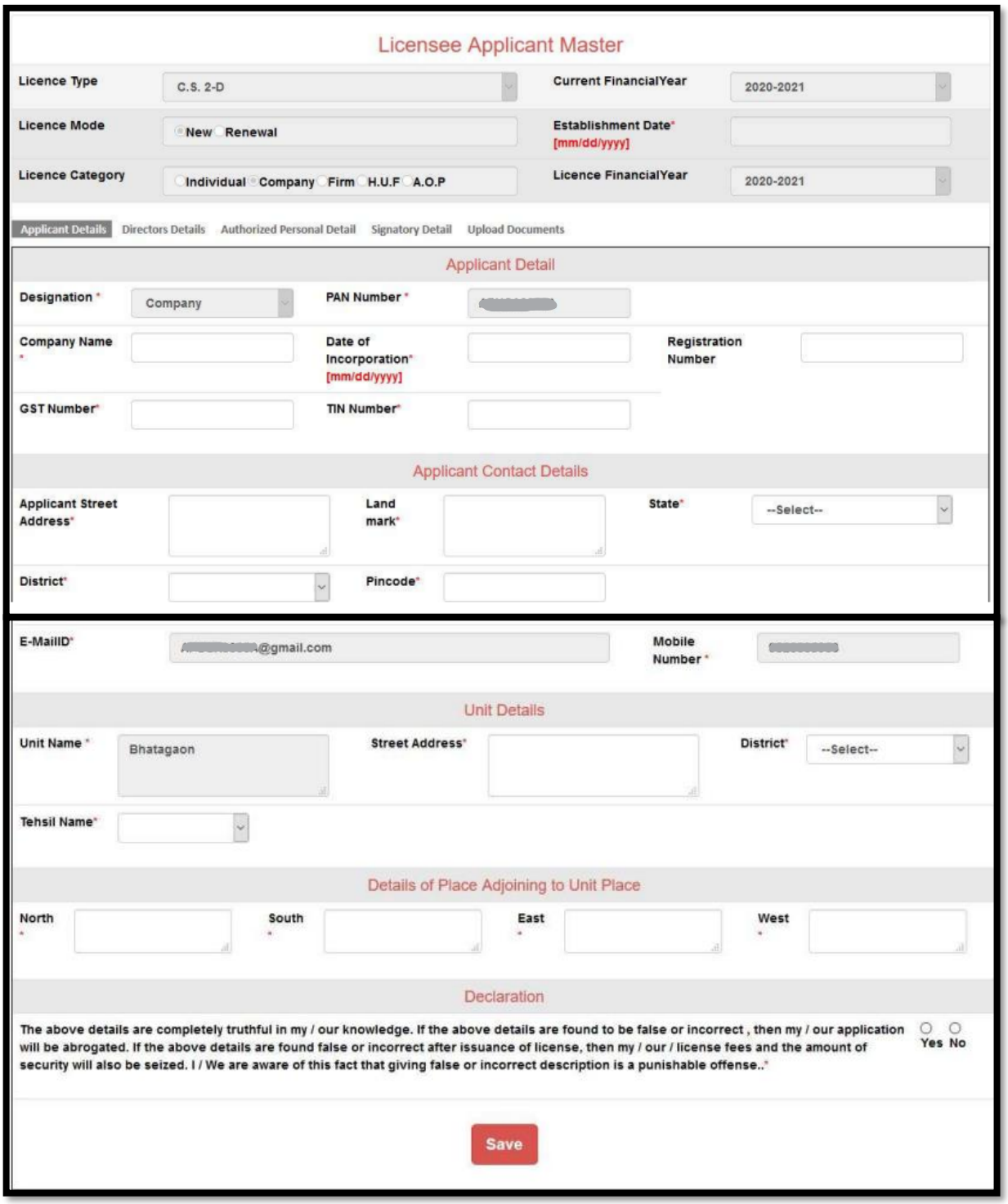


Figure 4.7: Application Form

4.1.3. User enter the Directors Details

The user enters details into the Directors Details including Owner Personal Details, Present Contact Details and other relevant information, as shown in Figure 4.8.

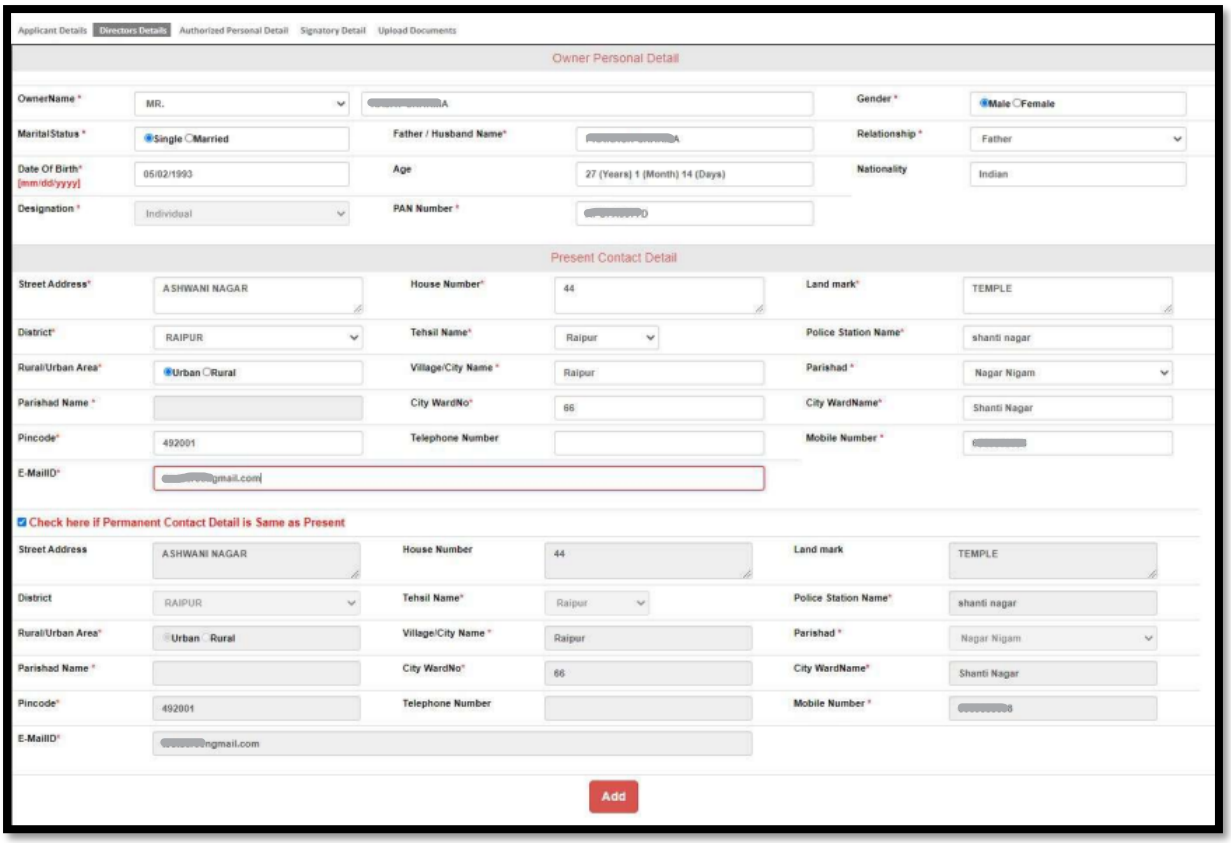


Figure 4.8: Directors Form

4.1.4. User enter the Authorized Person Details

The user enters details into the Authorized Person Details including Contact Detail and other relevant information, and then click the **Save & Proceed** option as shown in Figure 4.9.

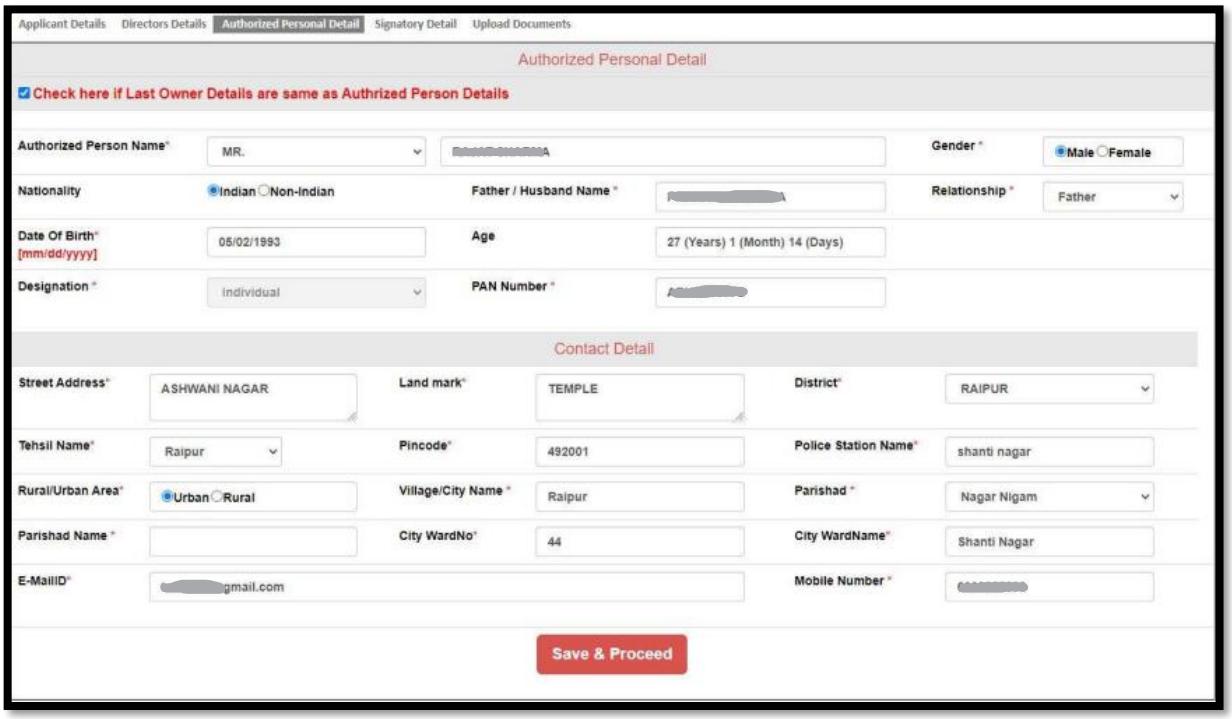


Figure 4.9: Authorized Person Form

4.1.5. User enter the Signatory Details

The user enters details into the Signatory Details including Contact Detail and other relevant information, and then click the **Save & Proceed** option as shown in Figure 4.10.

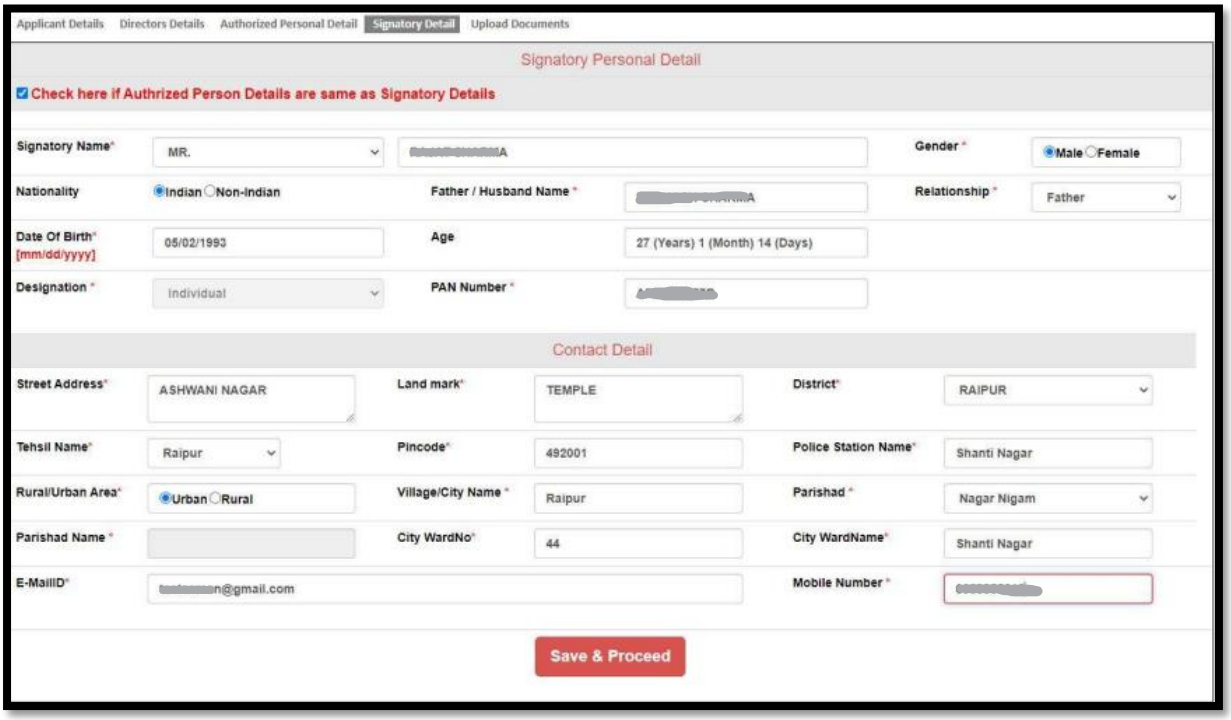
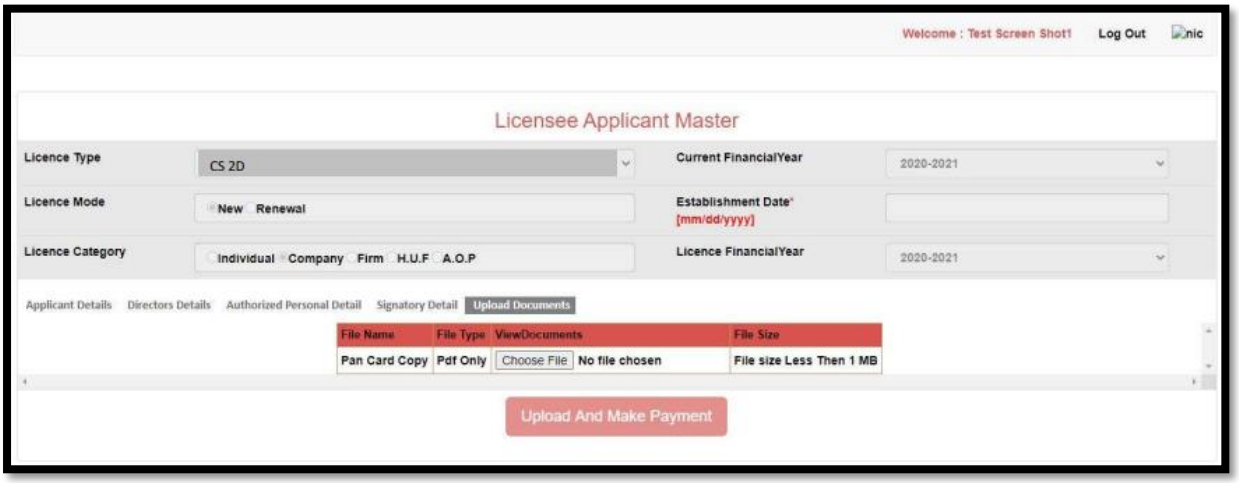
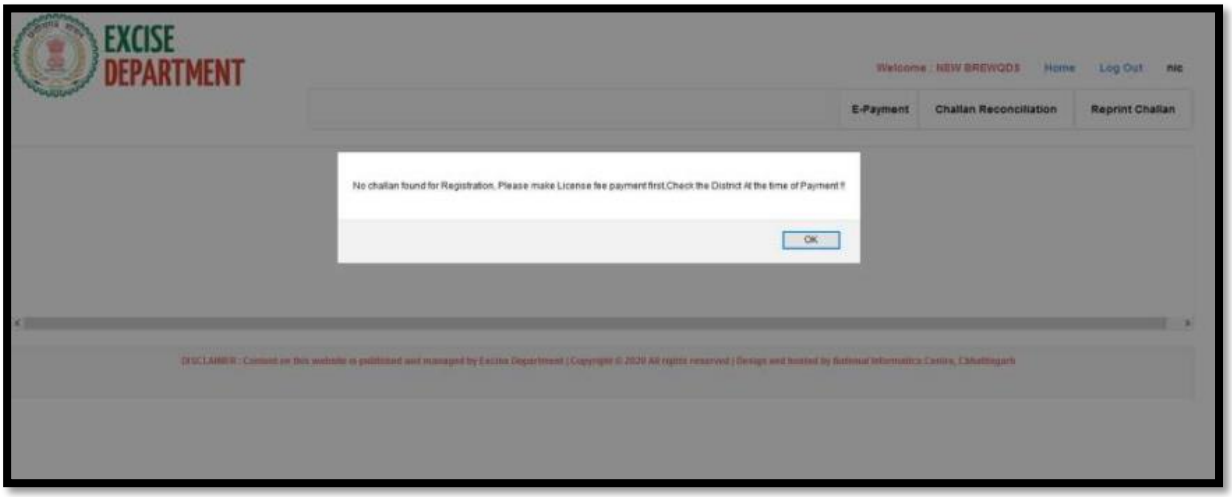


Figure 4.10: Signatory Form

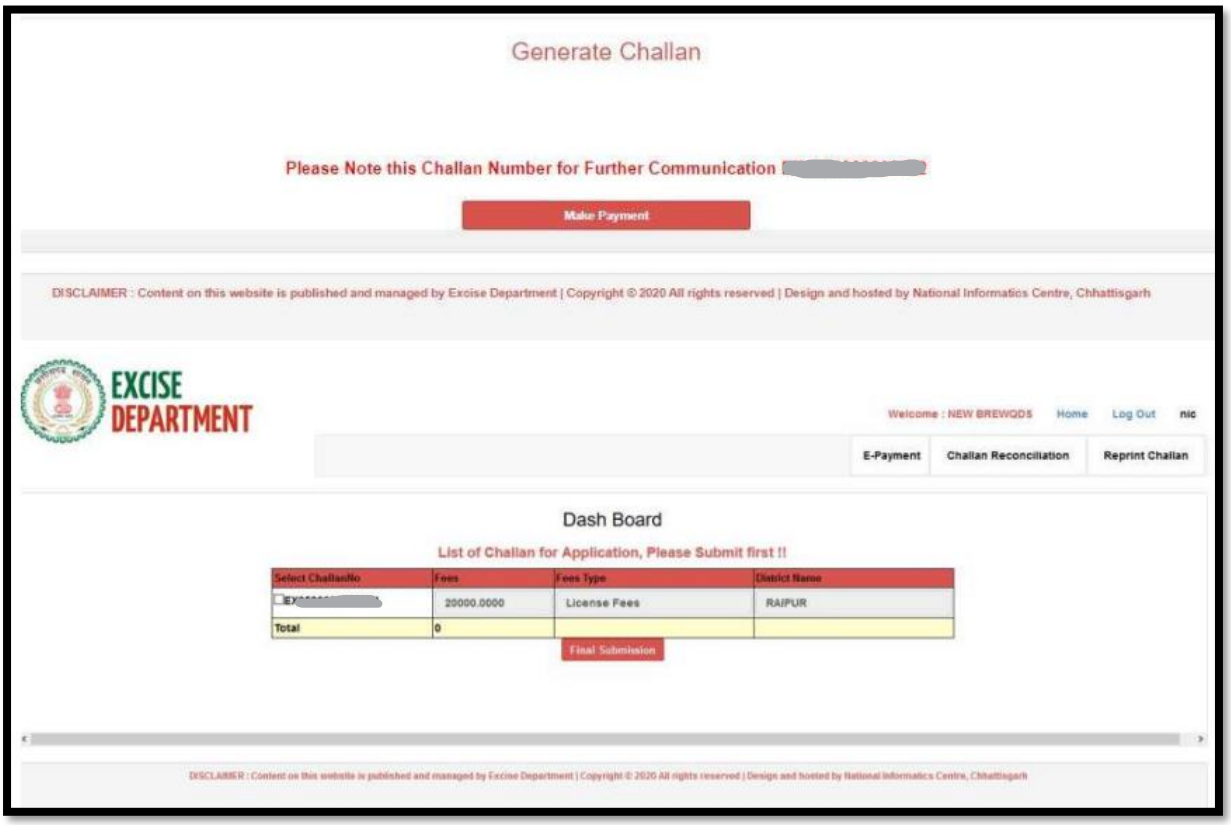
4.1.6. User Upload Document Details

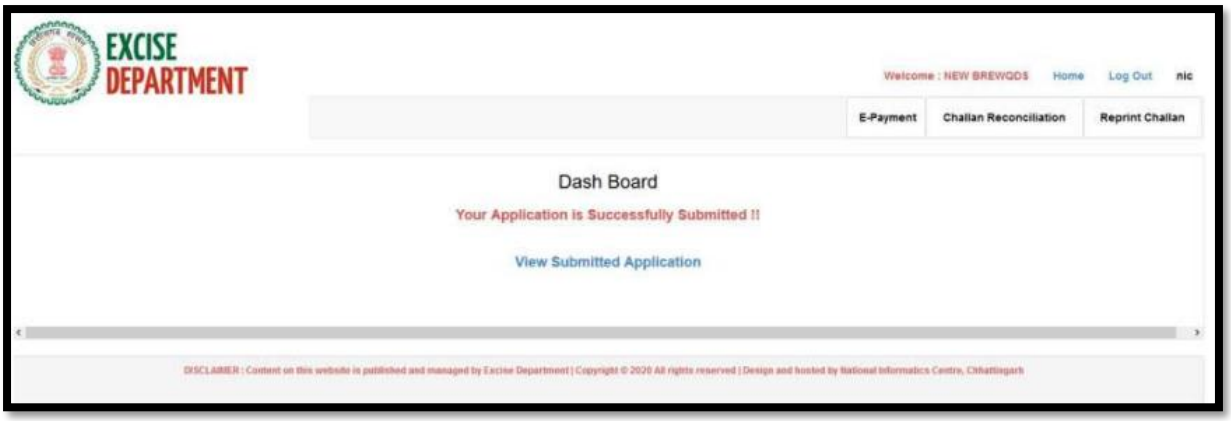


4.1.7. For Composite Shop (License Fees Payment)

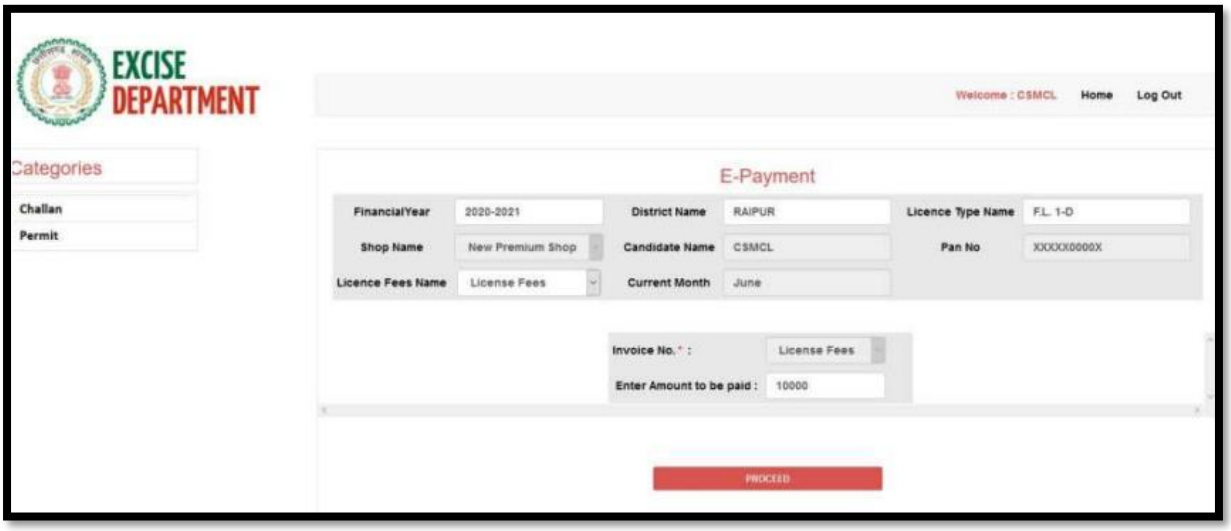

EXCISE DEPARTMENT
Welcome : NEW BREWQDS
Home
Log Out
nic
E-Payment
Challan Reconciliation
Reprint Challan
No challan found for Registration. Please make License fee payment first.Check the District At the time of Payment !!
OK

EXCISE ePayment
Welcome : NEW BOTTELING
Home
Log Out
nic
E-Payment
Challan Reconciliation
Reprint Challan
N O C
Generate Challan


Generate Challan
Please Note this Challan Number for Further Communication
Make Payment
DISCLAIMER : Content on this website is published and managed by Excise Department | Copyright © 2020 All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh
EXCISE DEPARTMENT
Welcome : NEW BREWQDS
Home
Log Out
nic
E-Payment
Challan Reconciliation
Reprint Challan
Dash Board
List of Challan for Application, Please Submit first !!
Select ChallanNo
Fees
Fees Type
District Name
20000.0000
License Fees
RAIPUR
Total
0
Final Submission

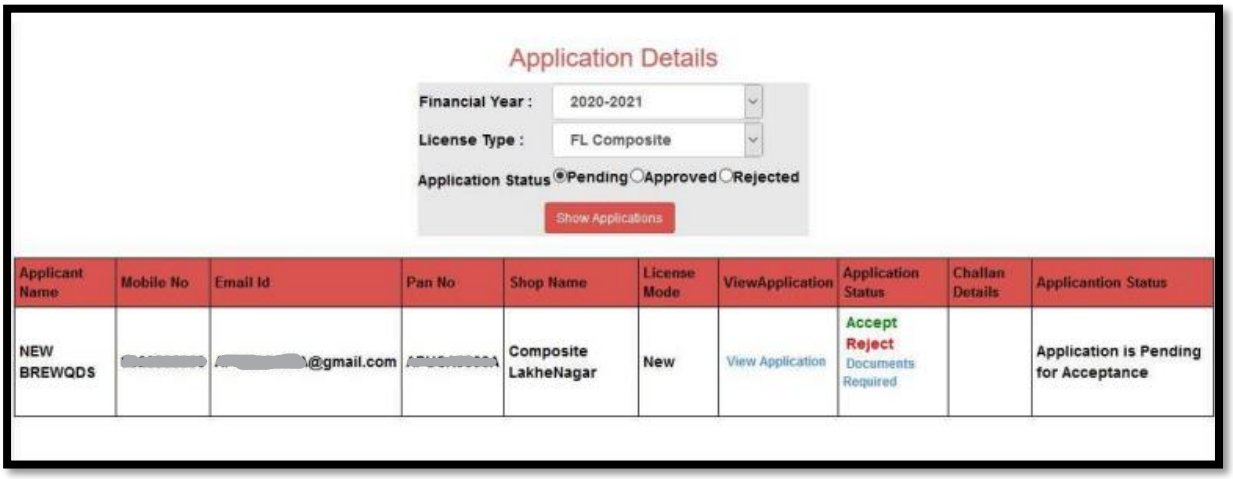


- For existing foreign liquor and country liquor shops (License Fees Payment).

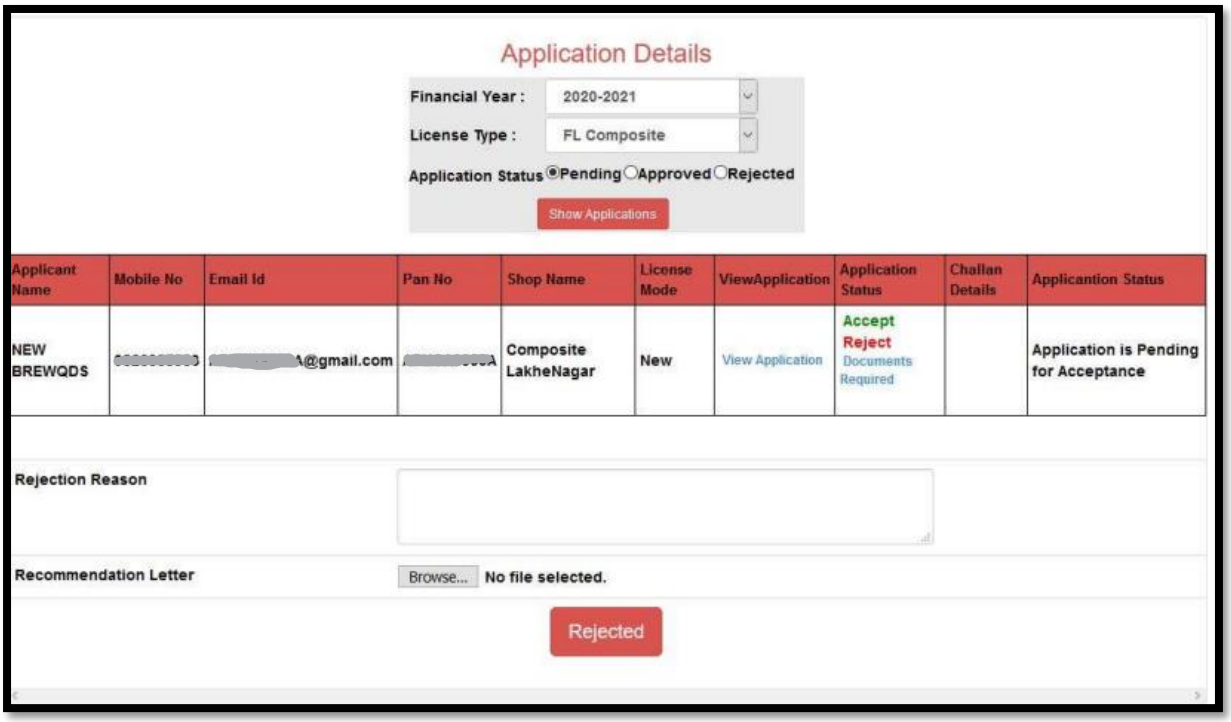


- Application Is Submitted Successfully and Display in Officer End: - Login.

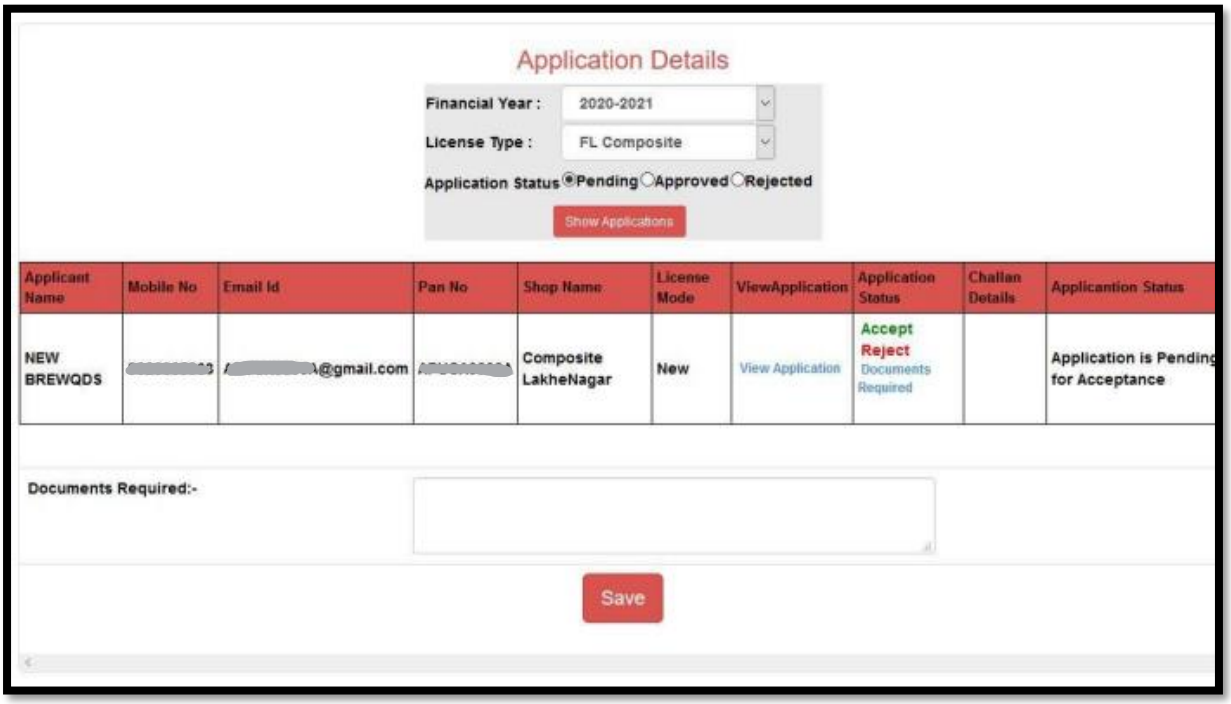
- After View the application “Accept / Reject / Document Required” options will show.



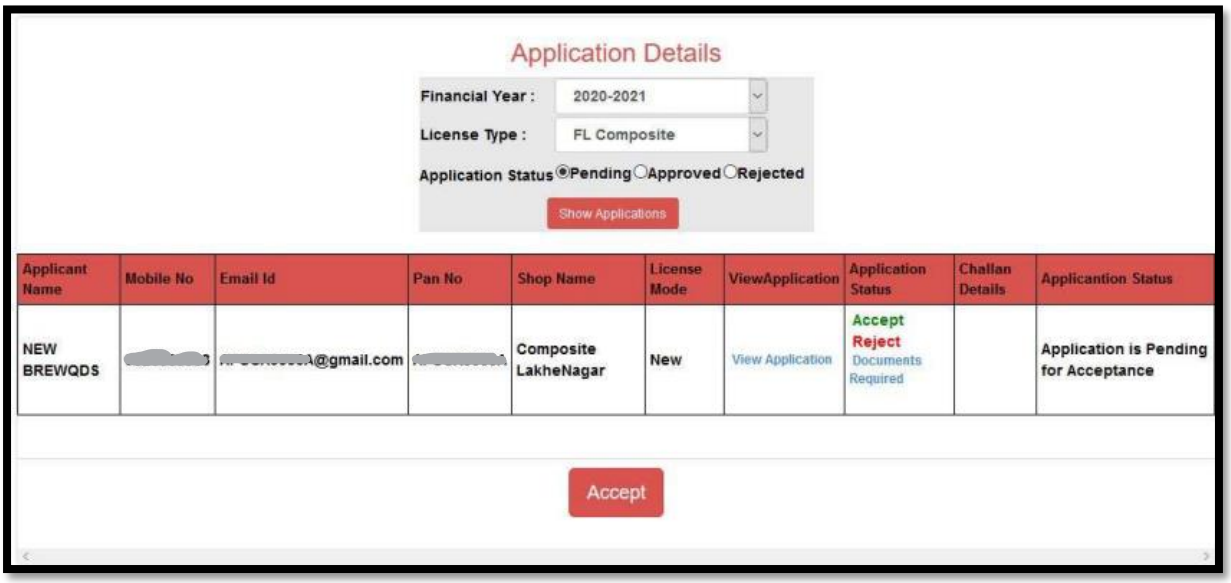
- Excise Officer can reject the Application with Rejection Reason and Recommendation Letter.



- Excise Officer can request for Missing Document.

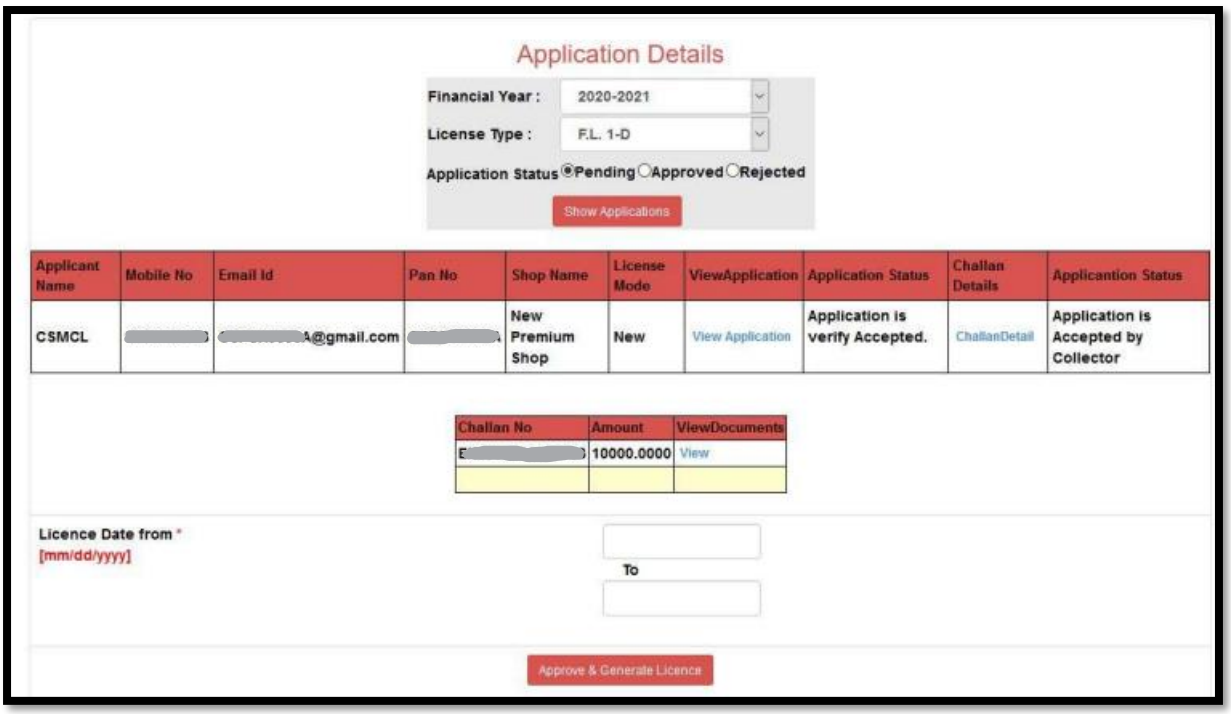


- Officers verify application and accept.



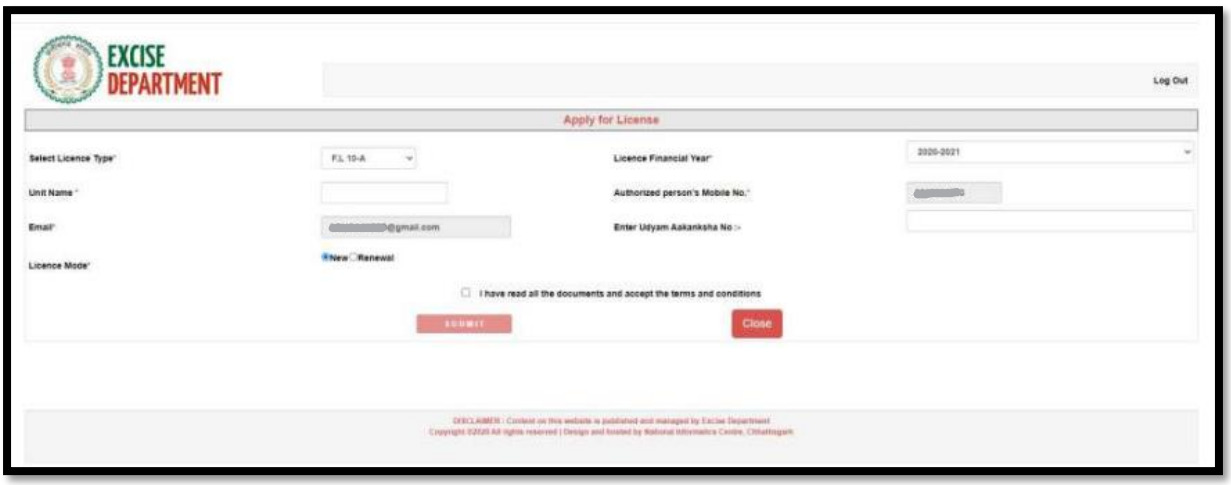
- After Acceptance of Application Status will update.

- License fees already paid so Officer View Challan Details and Enter License Date and approve License.

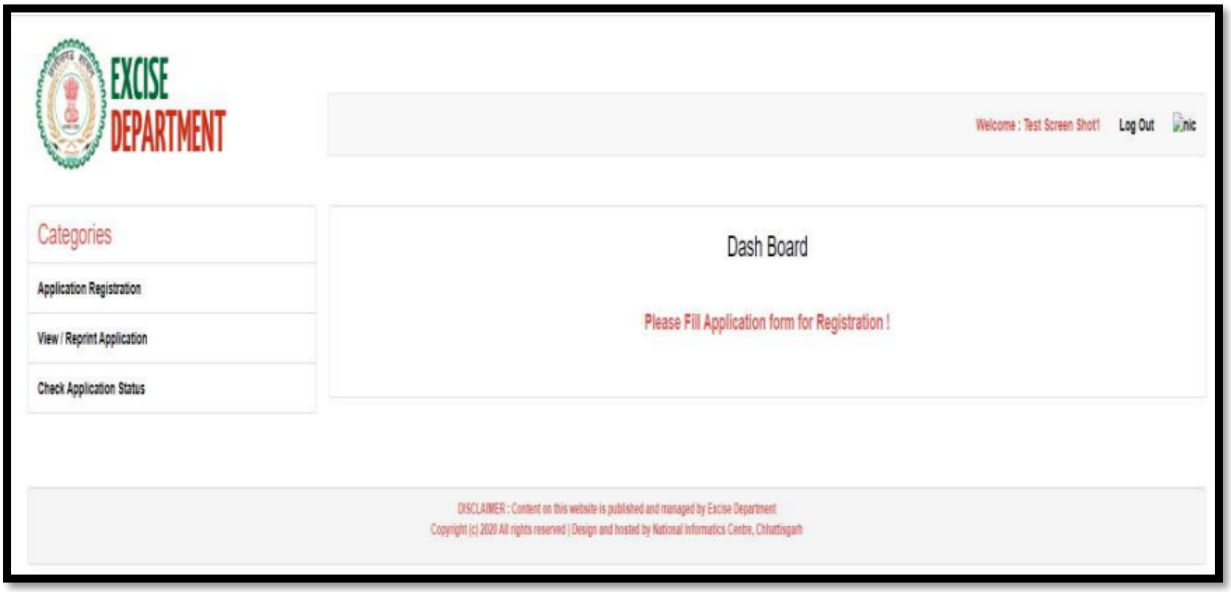


4.2. For FL10, FL 10A, FL 10B, CS 1C License

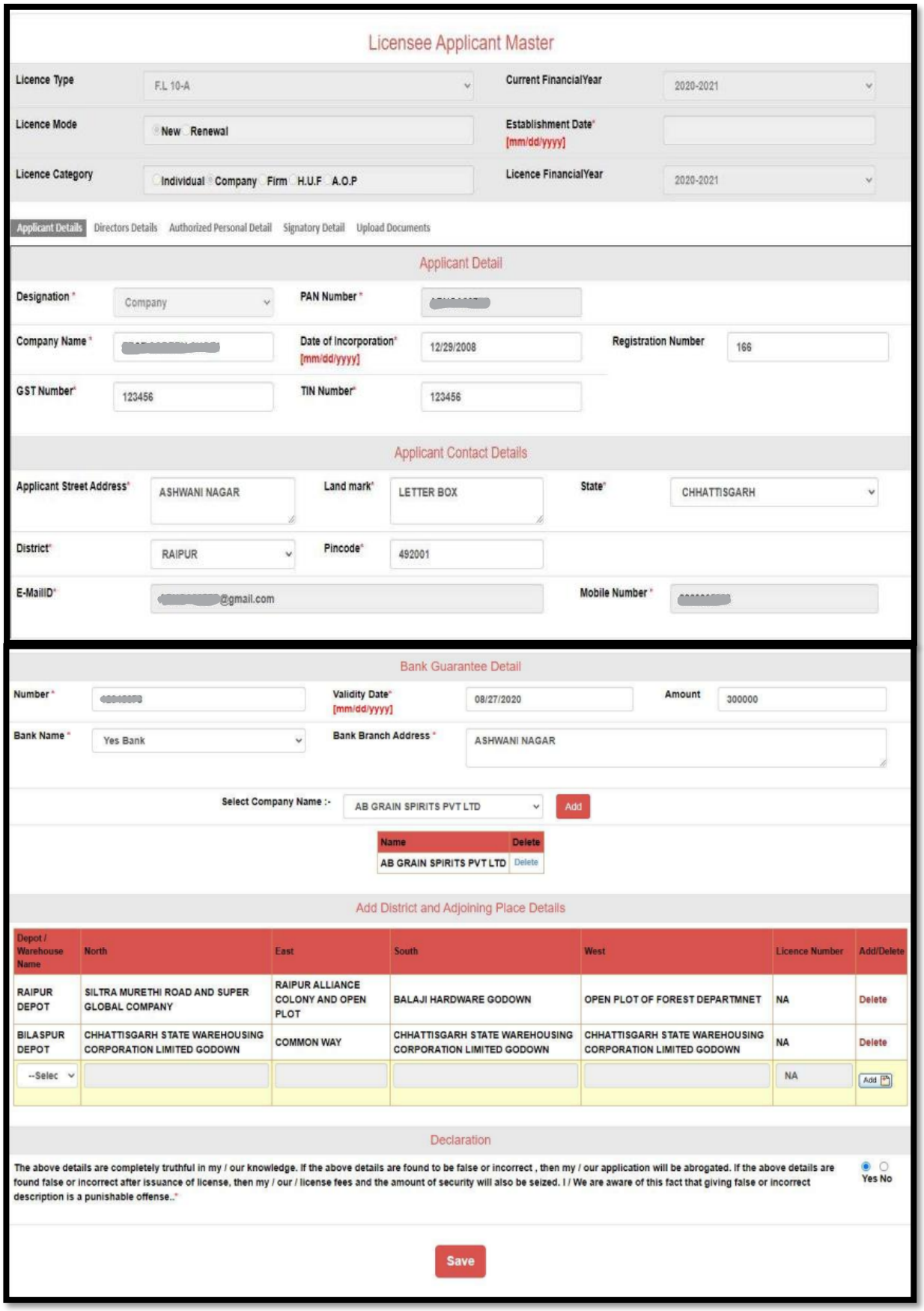
- Login by Using Single Window and Select License Type, Enter Unit Name, Udyam No etc.



- After Submission Redirect to Dashboard, Click Application Registration



- Fill Application Form



Licensee Applicant Master

Licence Type: F.L 10-A
Current FinancialYear: 2020-2021
Licence Mode: New / Renewal
Establishment Date* [mm/dd/yyyy]:
Licence Category: Individual / Company / Firm / H.U.F / A.O.P
Licence FinancialYear: 2020-2021

Applicant Details | Directors Details | Authorized Personal Detail | Signatory Detail | Upload Documents

Applicant Detail

Designation *: Company
PAN Number *: [redacted]
Company Name *: [redacted]
Date of Incorporation* [mm/dd/yyyy]: 12/29/2008
Registration Number: 166
GST Number*: 123456
TIN Number*: 123456

Applicant Contact Details

Applicant Street Address*: ASHWANI NAGAR
Land mark*: LETTER BOX
State*: CHHATTISGARH
District*: RAIPUR
Pincode*: 492001
E-MailID*: [redacted]@gmail.com
Mobile Number *: [redacted]

Bank Guarantee Detail

Number *: [redacted]
Validity Date* [mm/dd/yyyy]: 08/27/2020
Amount: 300000
Bank Name *: Yes Bank
Bank Branch Address *: ASHWANI NAGAR

Select Company Name :- AB GRAIN SPIRITS PVT LTD [Add]

Name	Delete
AB GRAIN SPIRITS PVT LTD	Delete

Add District and Adjoining Place Details

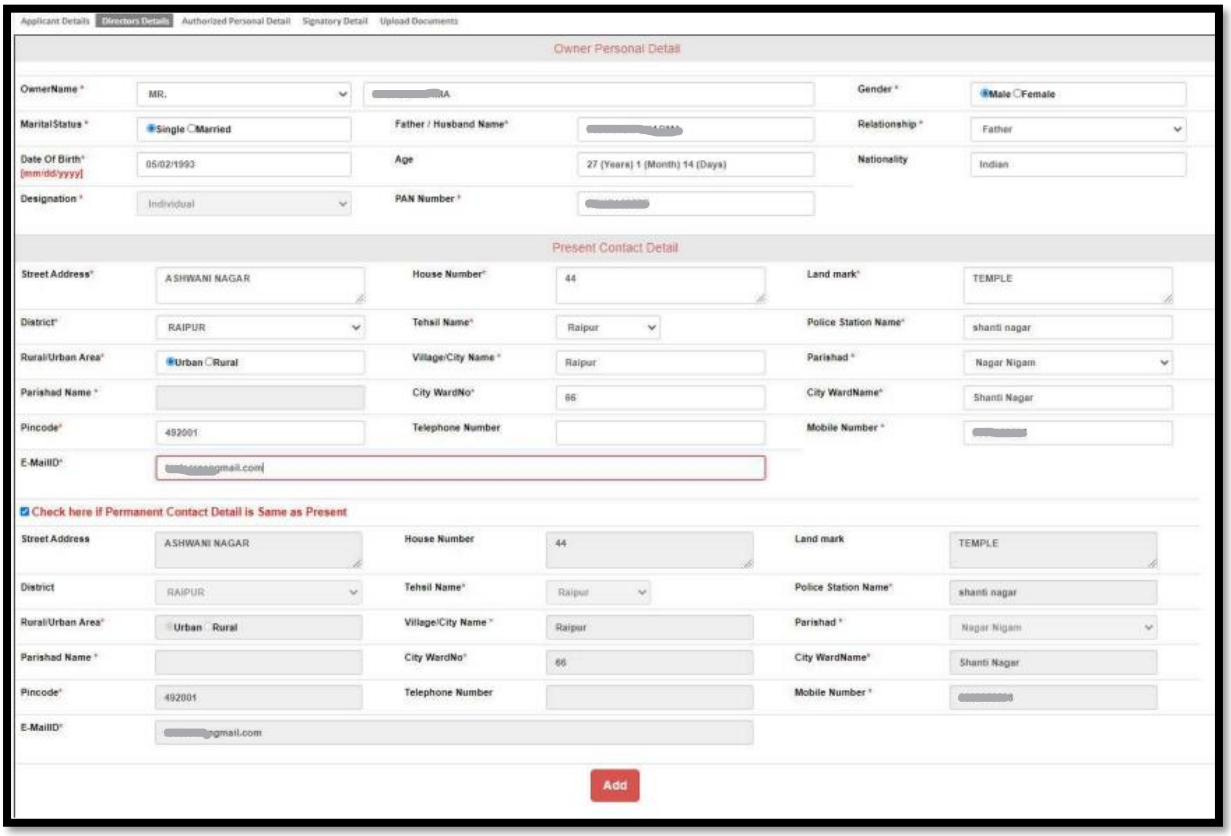
Depot / Warehouse Name	North	East	South	West	Licence Number	Add/Delete
RAIPUR DEPOT	SILTRA MURETHI ROAD AND SUPER GLOBAL COMPANY	RAIPUR ALLIANCE COLONY AND OPEN PLOT	BALAJI HARDWARE GODOWN	OPEN PLOT OF FOREST DEPARTMNET	NA	Delete
BILASPUR DEPOT	CHHATTISGARH STATE WAREHOUSING CORPORATION LIMITED GODOWN	COMMON WAY	CHHATTISGARH STATE WAREHOUSING CORPORATION LIMITED GODOWN	CHHATTISGARH STATE WAREHOUSING CORPORATION LIMITED GODOWN	NA	Delete
--Selec					NA	Add

Declaration

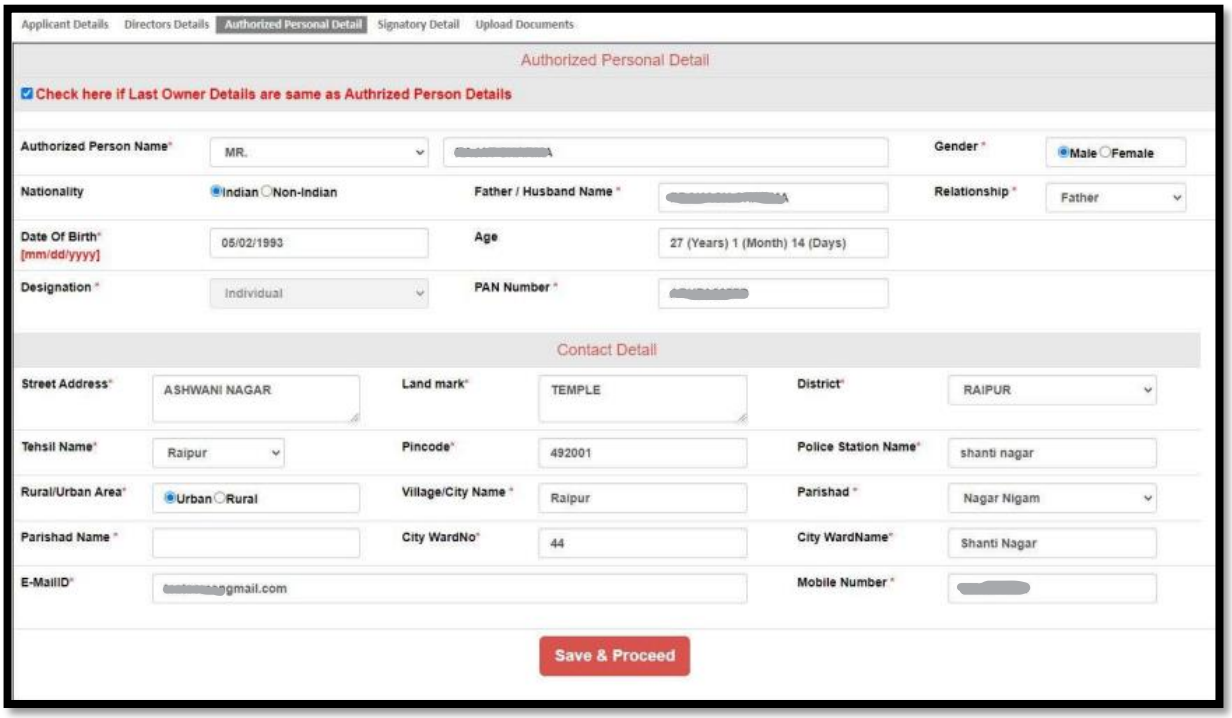
The above details are completely truthful in my / our knowledge. If the above details are found to be false or incorrect , then my / our application will be abrogated. If the above details are found false or incorrect after issuance of license, then my / our / license fees and the amount of security will also be seized. I / We are aware of this fact that giving false or incorrect description is a punishable offense..* Yes / No

Save

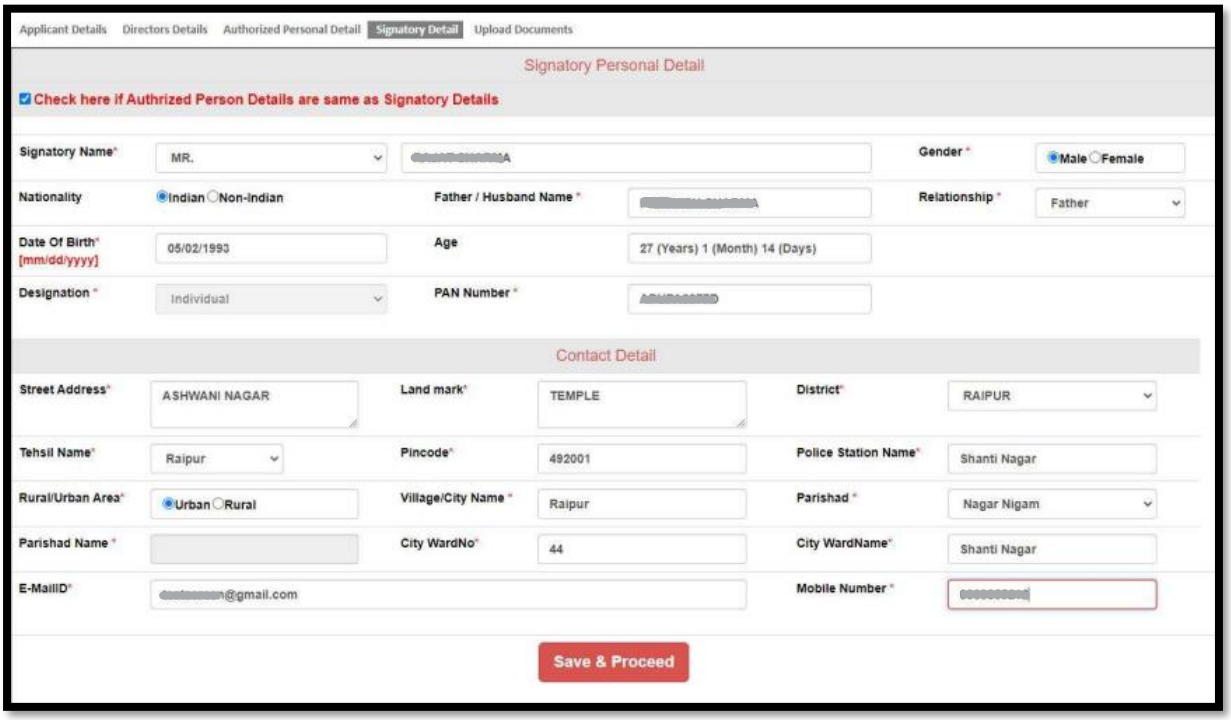
- Fill Directors Details



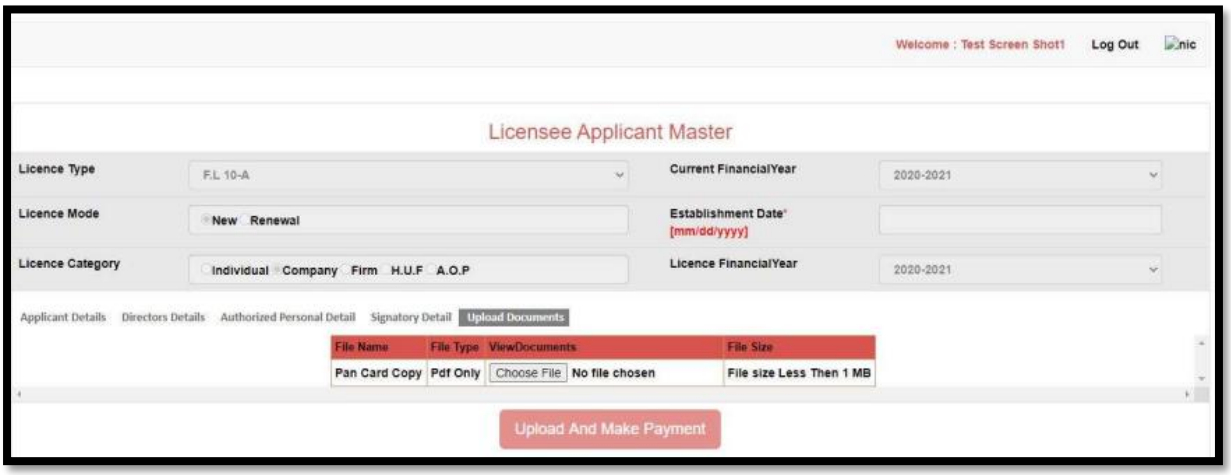
- Fill Authorized Person Detail



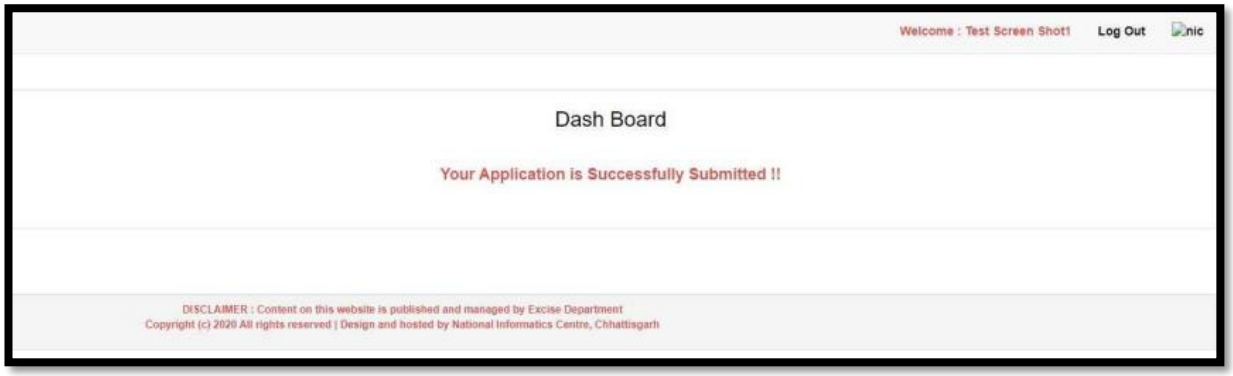
- Fill Signatory Details



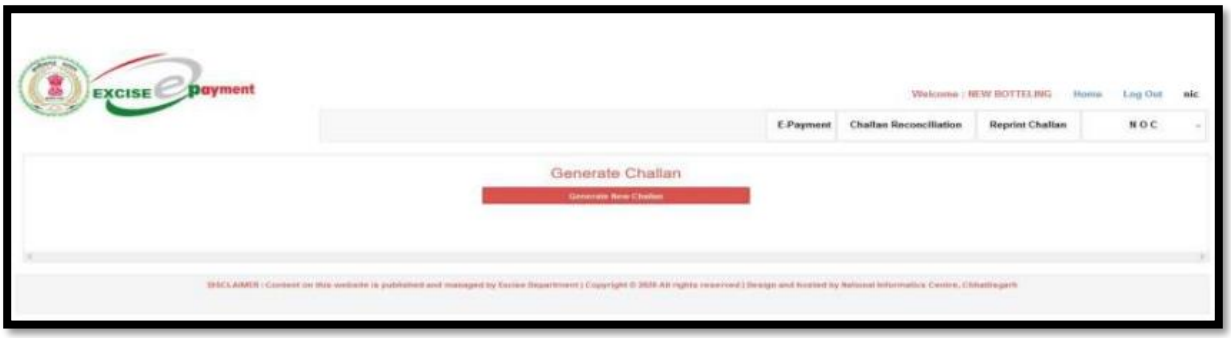
- Upload Document Details

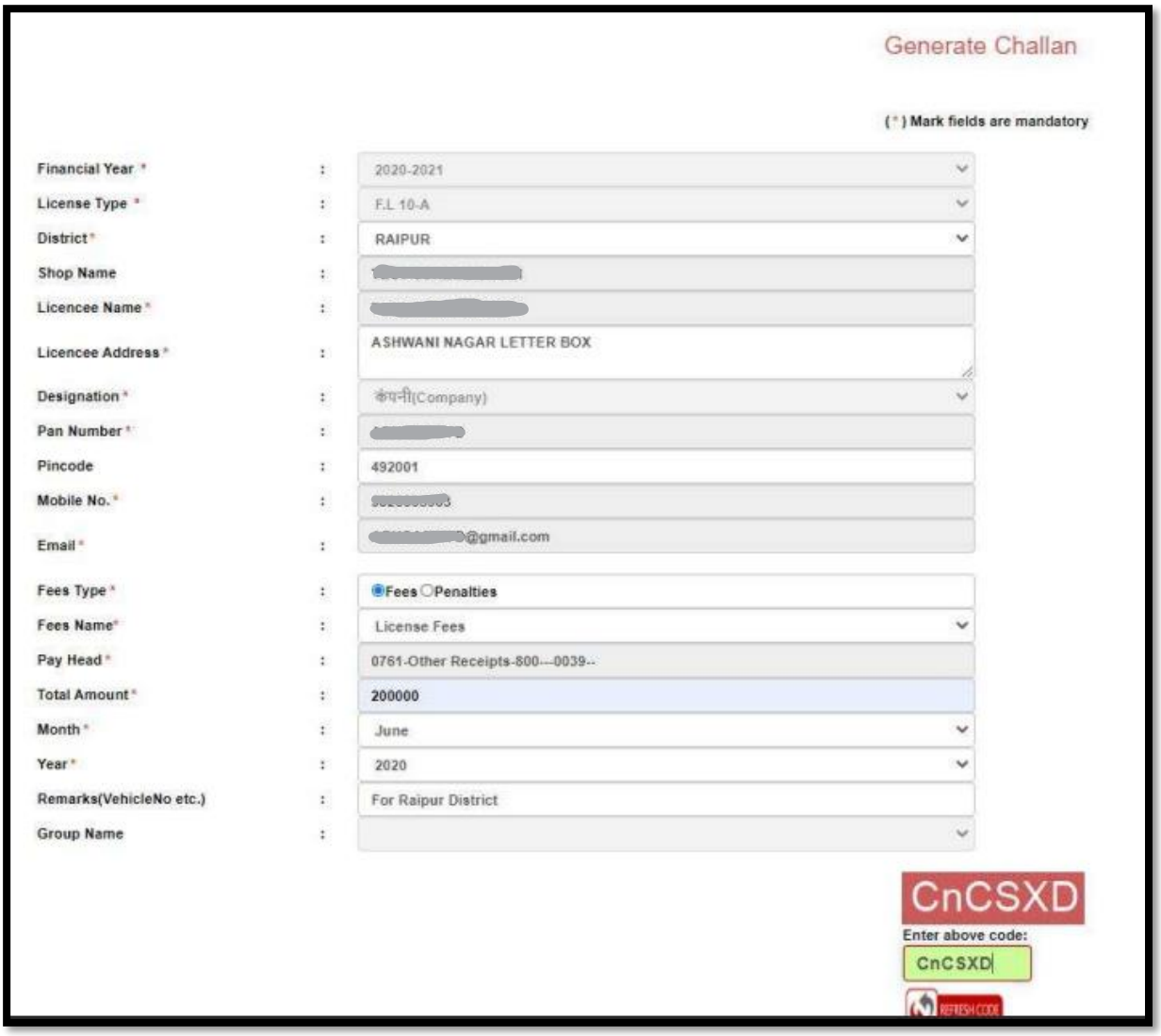


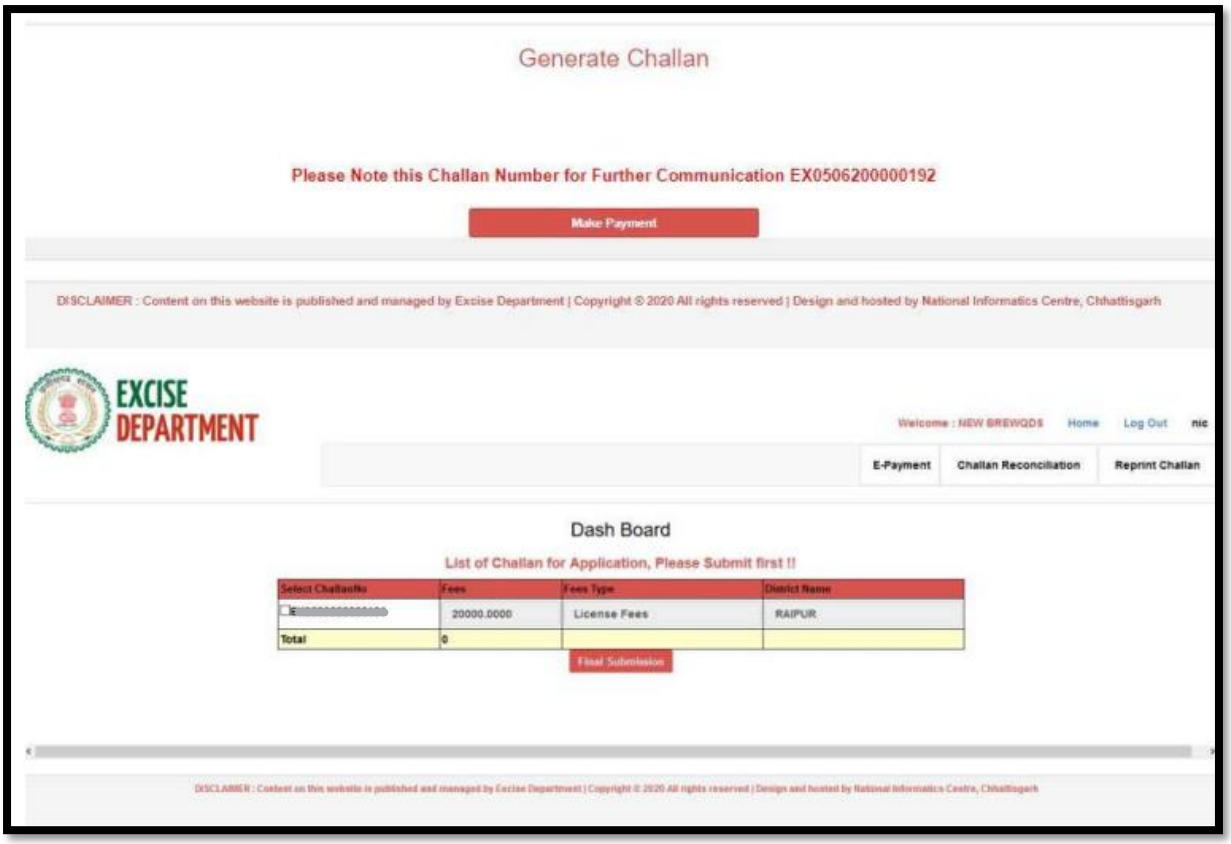
- **For New Application:** Application has been successfully submitted, License Fees will be submitted after Excise Commissioner Acceptance.

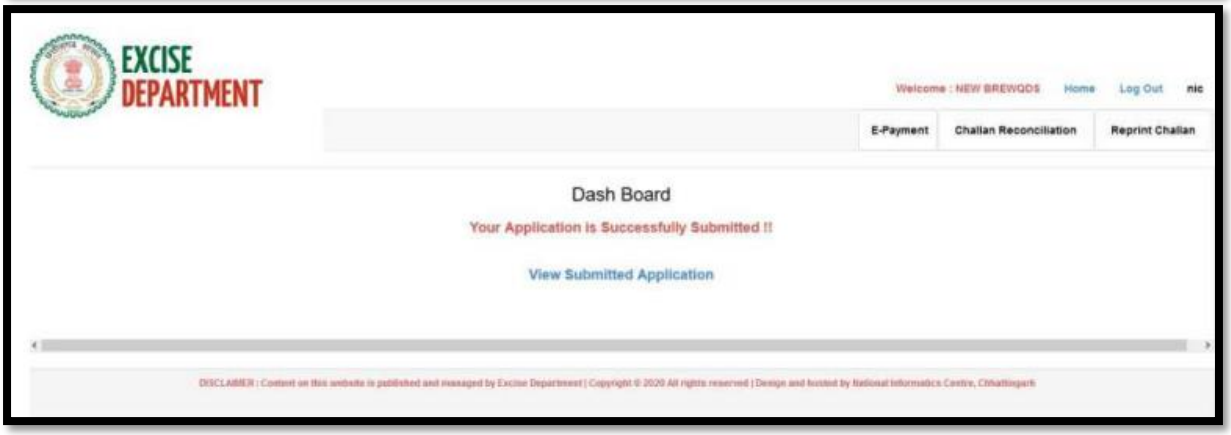


- **For Renew Application:** For renewal Pay the license fees for successful submission of application.

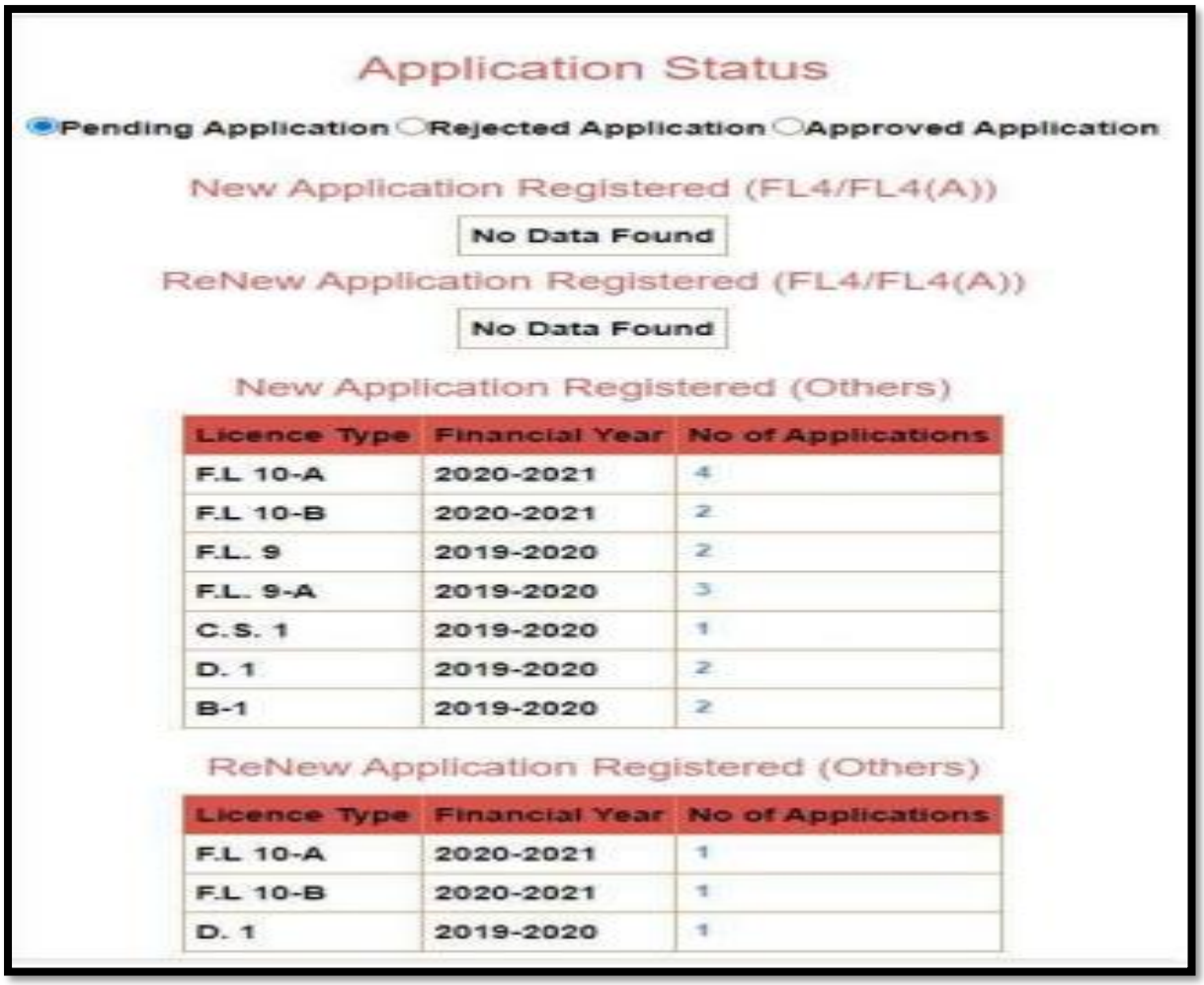





Generate Challan
Please Note this Challan Number for Further Communication EX0506200000192
Make Payment
DISCLAIMER : Content on this website is published and managed by Excise Department | Copyright © 2020 All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh
EXCISE DEPARTMENT
Welcome : NEW BREWQDS Home Log Out nic
E-Payment Challan Reconciliation Reprint Challan
Dash Board
List of Challan for Application, Please Submit first !!
Select Challanno Fees Fees Type District Name
20000.0000 License Fees RAIPUR
Total 0
Final Submission


EXCISE DEPARTMENT
Welcome : NEW BREWQDS Home Log Out nic
E-Payment Challan Reconciliation Reprint Challan
Dash Board
Your Application is Successfully Submitted !!
View Submitted Application
DISCLAIMER : Content on this website is published and managed by Excise Department | Copyright © 2020 All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh

- Application Is Submitted Successfully and Display in Officer End: - Login



Application Status

Pending Application Rejected Application Approved Application

New Application Registered (FL4/FL4(A))

No Data Found

ReNew Application Registered (FL4/FL4(A))

No Data Found

New Application Registered (Others)

Licence Type	Financial Year	No of Applications
F.L 10-A	2020-2021	4
F.L 10-B	2020-2021	2
F.L. 9	2019-2020	2
F.L. 9-A	2019-2020	3
C.S. 1	2019-2020	1
D. 1	2019-2020	2
B-1	2019-2020	2

ReNew Application Registered (Others)

Licence Type	Financial Year	No of Applications
F.L 10-A	2020-2021	1
F.L 10-B	2020-2021	1
D. 1	2019-2020	1

Application Details

Financial Year : 2020-2021

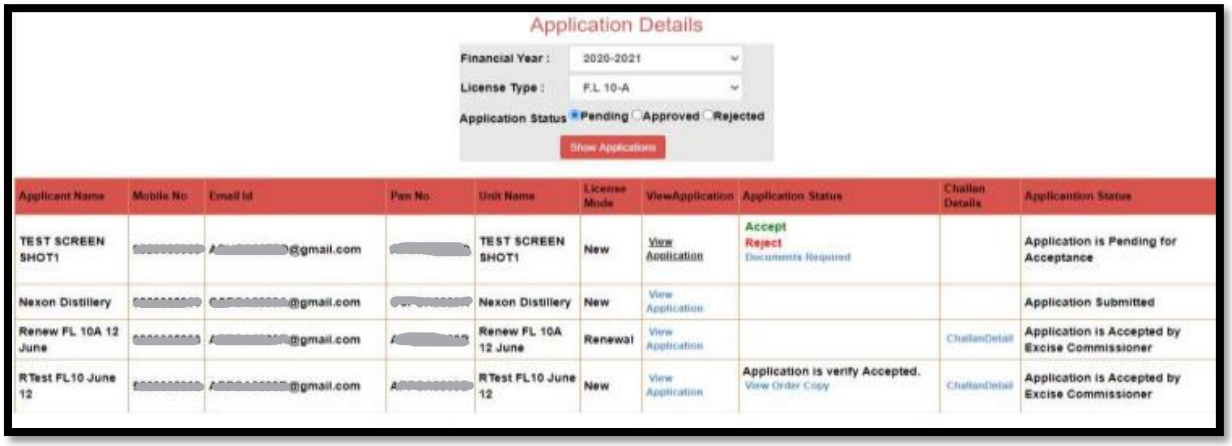
License Type : F.L 10-A

Application Status Pending Approved Rejected

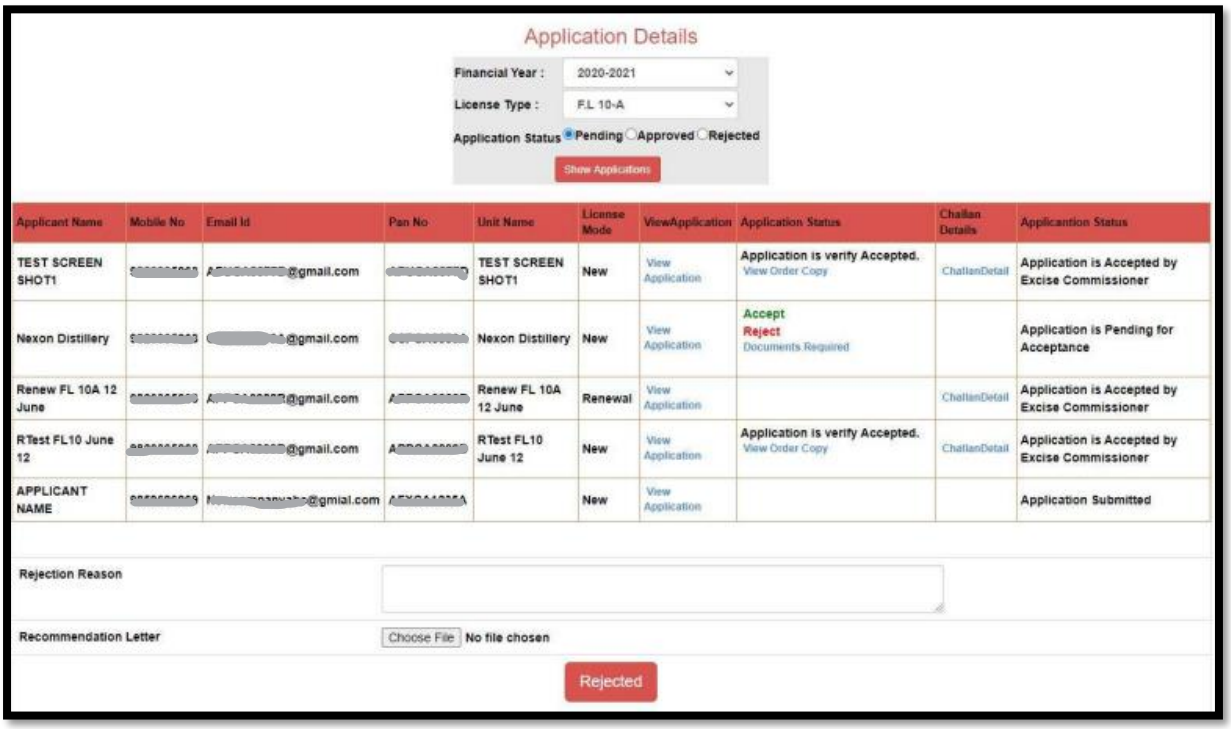
Show Applications

Applicant Name	Mobile No	Email Id	Pan No	Unit Name	License Mode	ViewApplication	Application Status	Challan Details	Applicantion Status
TEST SCREEN SHOT1	[redacted]	[redacted]@gmail.com	[redacted]	TEST SCREEN SHOT1	New	View Application			Application Submitted
Nexon Distillery	[redacted]	[redacted]@gmail.com	[redacted]	Nexon Distillery	New	View Application			Application Submitted
Renew FL 10A 12 June	[redacted]	[redacted]@gmail.com	[redacted]	Renew FL 10A 12 June	Renewal	View Application		ChallanDetail	Application is Accepted by Excise Commissioner
RTest FL10 June 12	[redacted]	[redacted]@gmail.com	[redacted]	RTest FL10 June 12	New	View Application	Application is verify Accepted. View Order Copy	ChallanDetail	Application is Accepted by Excise Commissioner

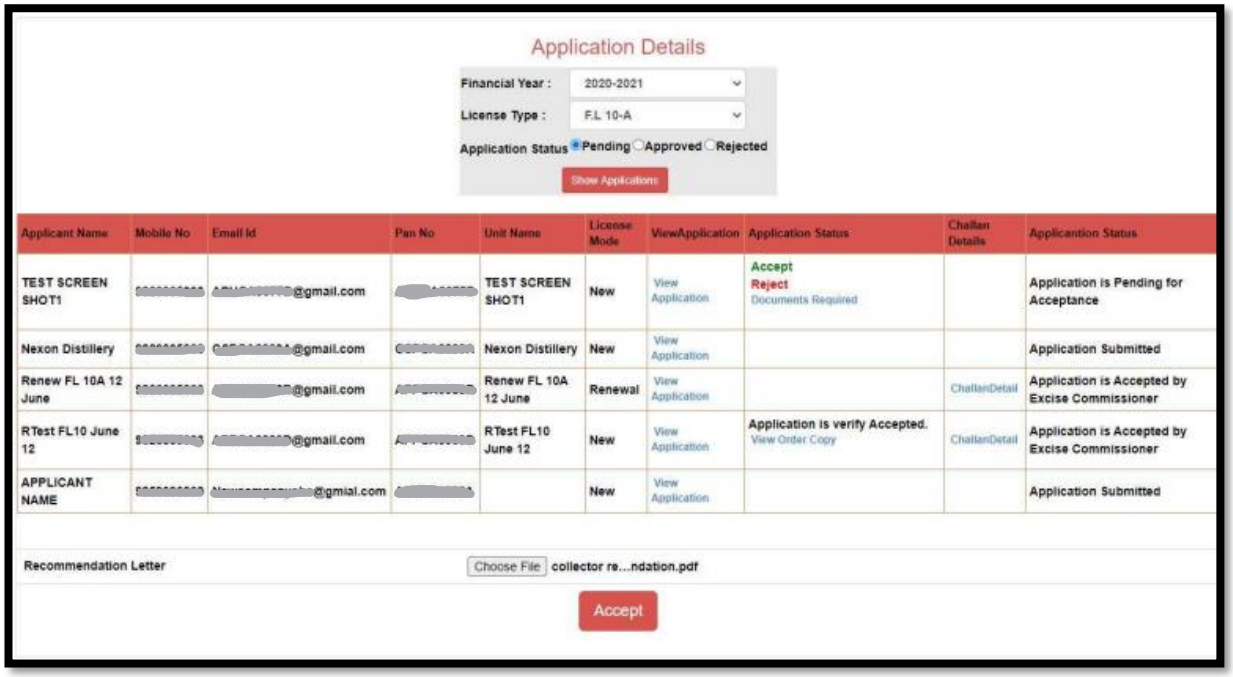
- After View the application “Accept / Reject / Document Required” options will show.



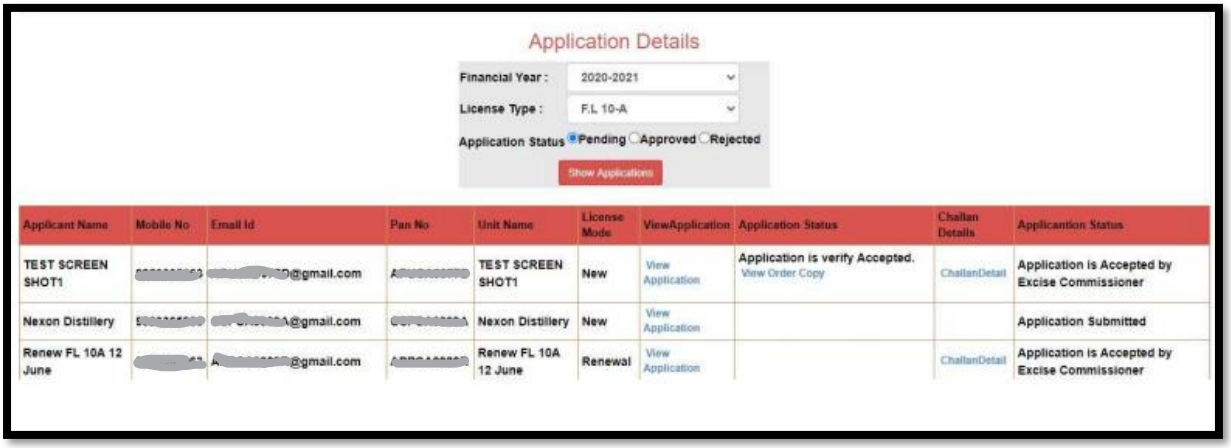
- Excise Officer can reject the Application with Rejection Reason and Recommendation Letter.



- Officer will upload the Recommendation Letter (For License Fees Payment for new application)



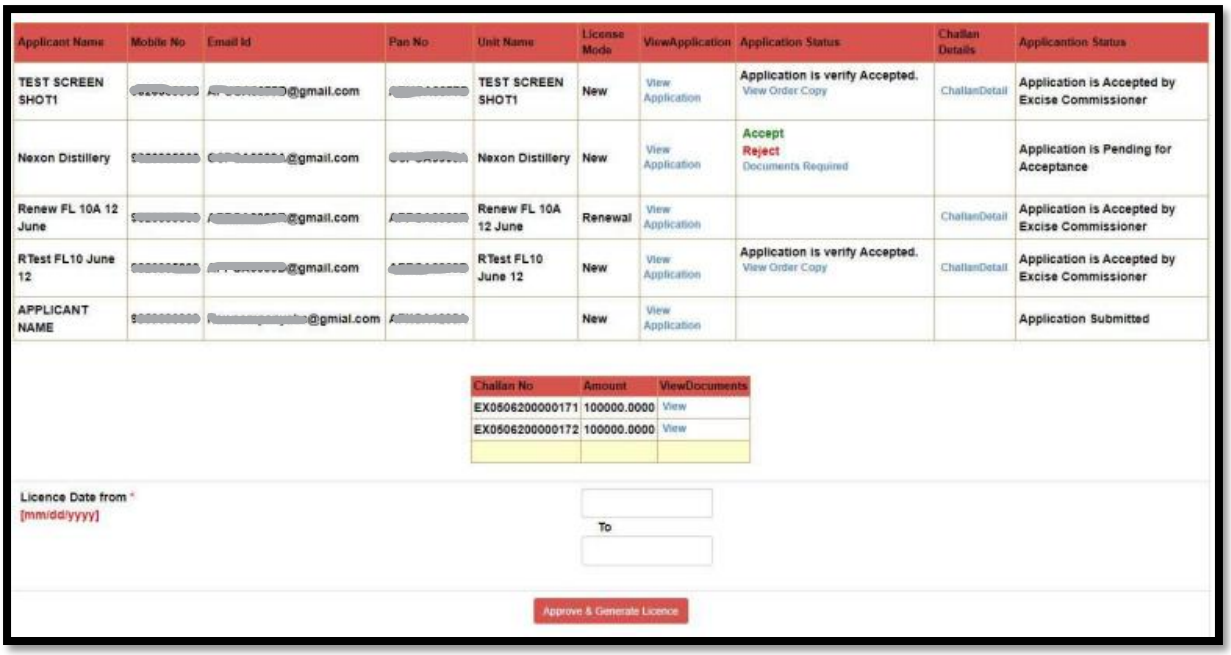
- After Acceptance of Application Status will update



After recommendation of Excise Commissioner Applicant pay license fees using his login credentials.

After successfully completion of License fees payment Challan Number Shown in Challan Details than Excise commissioner view challan Details and Enter License Date and approve License.

(For Renewal – License fees already paid so Excise commissioner view challan Details and Enter License Date and approve License.



Applicant Name	Mobile No	Email Id	Pan No	Unit Name	License Mode	ViewApplication	Application Status	Challan Details	Applicantion Status
TEST SCREEN SHOT1	[redacted]	[redacted]@gmail.com	[redacted]	TEST SCREEN SHOT1	New	View Application	Application is verify Accepted. View Order Copy	ChallanDetail	Application is Accepted by Excise Commissioner
Nexon Distillery	[redacted]	[redacted]@gmail.com	[redacted]	Nexon Distillery	New	View Application	Accept Reject Documents Required		Application is Pending for Acceptance
Renew FL 10A 12 June	[redacted]	[redacted]@gmail.com	[redacted]	Renew FL 10A 12 June	Renewal	View Application		ChallanDetail	Application is Accepted by Excise Commissioner
RTest FL10 June 12	[redacted]	[redacted]@gmail.com	[redacted]	RTest FL10 June 12	New	View Application	Application is verify Accepted. View Order Copy	ChallanDetail	Application is Accepted by Excise Commissioner
APPLICANT NAME	[redacted]	[redacted]@gmial.com	[redacted]		New	View Application			Application Submitted

Challan No	Amount	ViewDocuments
EX0506200000171	100000.0000	View
EX0506200000172	100000.0000	View

Licence Date from *
[mm/dd/yyyy]

To

Approve & Generate Licence