Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Production Certificate

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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 **Production Certification** 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

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 displays all your units and includes an option to add new unit details at the end.

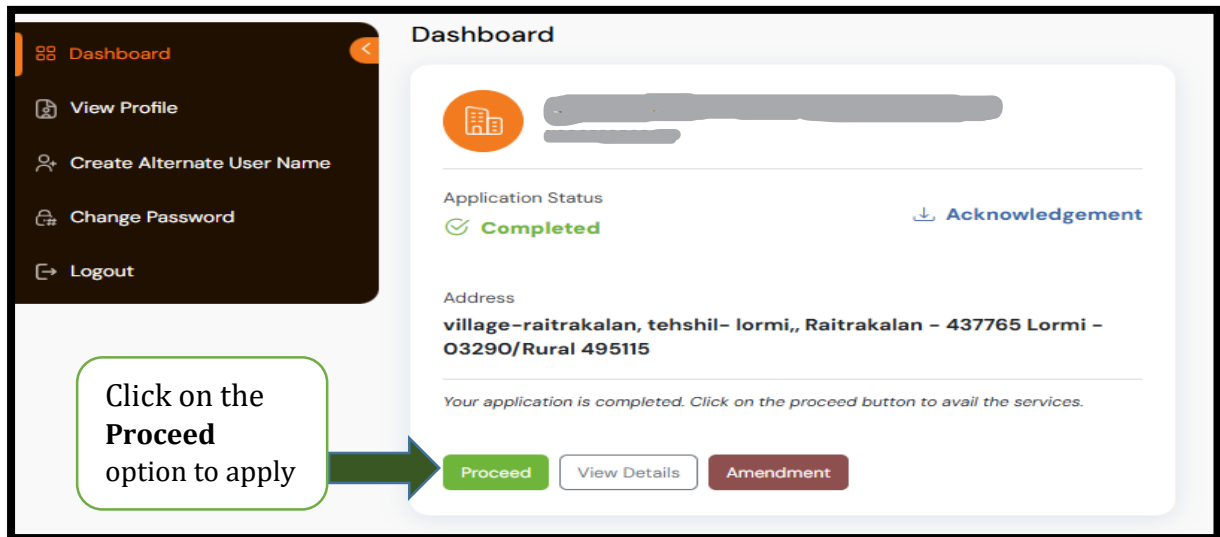Now, click on the Proceed option to apply for services.

Figure 4.1: Dashboard

5. Apply for Production Certificate

Now, click on the Production Certificate menu at the top of the page (see Fig. 5.1). You will see Services Name to Apply for **Production Certificate** & **Production Continuity Certificate.** Click on **Apply** next to the relevant service (see Fig. 5.1).
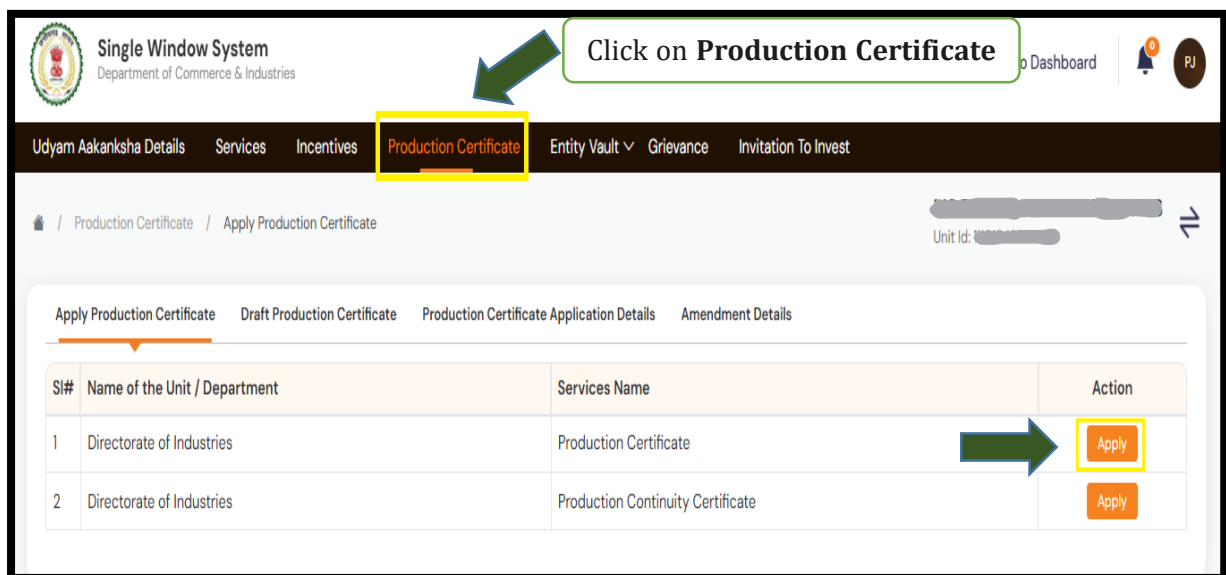
Figure 5.1: Production Certificate Page

6. Application for Production Certificate

Checklist for Application

Please keep the required documents ready and click **Proceed**

Application For Production Certificate
Checklist for Application

1. Chartered Accountant Certificate for Production Certificate 📄
2. Chartered Engineer Certificate 📄
3. Aadhaar Card of the Industrialist / Authorized Representative to Aadhaar Card of the Entrepreneur / Authorized Representative.
4. Land-Related Document / Lease Deed.
5. First Raw Material Purchase and Sales Invoice.
6. Electricity Connection Certificate
7. Synchronization Certificate (In case of Power Generation)
8. Affidavit Related to Employment Provided to State Domiciled as per Format-1,2 & 3 📄
9. Caste Certificate / Ex-serviceman Certificate / Retired Agni veer Certificate / Certificate for Naxal Affected Person / Physically Disabled Certificate / Transgender Certificate.
10. CECB Consent or Intimation Letter for White Category Enterprises.
11. Factory License
12. Approved Factory Layout
13. Vikalp Certificate.
14. Acknowledgement letter in case of Expansion / Diversification / Modernization / Substitution
15. Detailed Project Report
16. EPF Registration Certificate
17. Mandi Registration Certificate.
18. Proof of Organization (MoA,AoA,Certificate of Incorporation/Partnership Deed with Firm Registration Certificate)

Proceed

Figure 6.1: Application For Production Certificate

6.1. Industrial Unit

Inside Industrial Unit, please fill

- Industrial Policy
- Classification of Industry

Figure 6.2: Industrial Unit

6.2. Entrepreneur Details

Inside Entrepreneur Details, please fill

- Entrepreneur Name
- Gender
- Category
- Equity Participation (In Percentage)

Now, click on **Add More**

Figure 6.3: Entrepreneur Details

Single Window System (https://oneclick.cgstate.gov.in)

6.3. Location of Unit

Please enter Unit Location details and click on **Add More**

Figure 6.4: Entrepreneur Details

6.4. Corporate/Communication Address Details

Figure 6.5: Corporate/Communication Address Details

6.5. Product Details

Please enter Product details and click on **Add More**

Figure 6.6: Product Details

6.6. Capital Investment (₹ in Lakh)

Please enter details of Land (including land development), Shed/Building, Plant & Machinery, and all other category as per your requirement. Now, click on **Save & Continue**

Note: The amount should be entered in lakhs. For example, if the value is ₹5,00,000, you need to enter 5 only.

Figure 6.7: Product Details

Single Window System (https://oneclick.cgstate.gov.in)

7. Employee Details

Please enter employee details for:

- Managerial / Administrative
- Skilled
- Unskilled

Figure 7.1: Employee Details

7.1. Power Requirement Details

Please select Connection Type and other required details

Figure 7.2: Power Requirement Details

7.2. Consumption Details

Please enter consumption details as below and click **Add More**

Note: Enter last 6 months consumption in format YYYY/MM (e.g., 2025/09). Consumer No. & Bill Amount not needed for DG Set, Solar, Waste Heat Recovery.

Figure 7.3: Consumption Details

7.3. Registration No. (As Applicable)

Please enter required details

Figure 7.4: Registration No.

7.4. Document Details

Please upload the required certificates, check the declaration (I/We hereby solemnly affirm and declare), and click **Save**.

Figure 7.5: Document Details

7.5. Production Certificate Preview

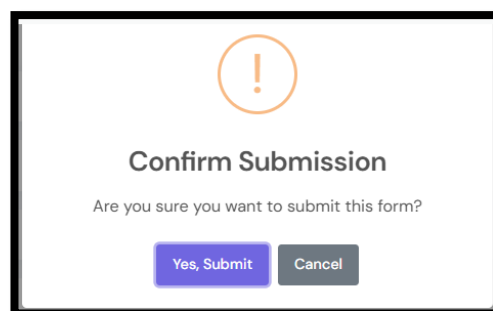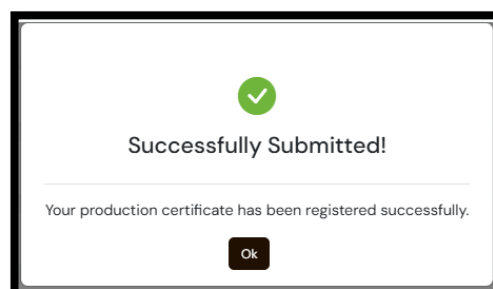Please review all details in Preview. If changes are needed, click Edit; otherwise, click Submit

Figure 7.6: Production Certificate Preview

7.6. Confirm Submission

Please click on **Yes, Submit**, then you will see, Successfully Submitted!

Single Window System (https://oneclick.cgstate.gov.in)

7.7. Download Production Certificate

To download the Production Certificate, go to *Production Certificate Application Details*. You will see the status as Applied/Approved. Once the certificate is approved, the download option will be available.
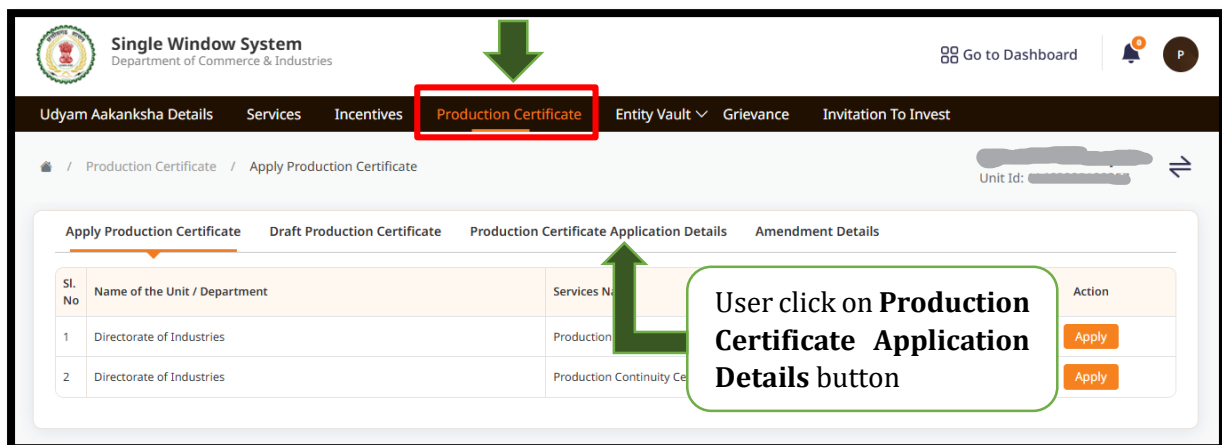

Figure 7.8: Download Production Certificate

8. Amendment of Production Certificate

In the Dashboard section, clicking the Proceed button displays the menu bar. The user then selects the Production Certificate section and clicks the Production Certificate Application Details to apply for an Amendment application.

Figure 8.1: Production Certificate

In the Production Certificate Application Details section, the user sees the Amendment option to apply for an Amendment application, as shown in figure 8.2.

Figure 8.2: Production Certificate Application Details

In the Application for Production Certificate Amendment section shown below, update the necessary details as required. Once the updates are made, click the Save & Continue button to proceed.

Sl. No	Entrepreneur Name	Gender	Category	Equity Participation in Percent	Action
1		Female	Women	100.00 %	🗑
2		Female	Women	100.00 %	🗑
3		Female	Women	100.00 %	🗑
4		Female	Women	100.00 %	🗑

Location of Unit

Sl. No	Area	Address 1	Address 2	District	Block	ULB	Tehsil	Village / Town	PIN Code	Khasra Number	Land Mark	Land Area	Area Unit
1	Rural	BBSR	BBSR	Balod	Balod	NA	Arjunda	Admabad	753001	20/21	BBSR	India	Acre

Corporate / Communication Address Details

Address Line 1 *
20/06

Address Line 2
road street lane area locality

Country *
INDIA

State *
Chhattisgarh

District *
Raipur

Block *
Select Block

Tehsil *
Arang

Village / Town *
Select Village/Town

PIN Code *
492001

Mobile Number *
9827908524

Email ID *
mail.com

Product Details

Nature of Activity *
● Manufacturing ○ Service ○ Manufacturing & Service

Add Product Details (As per National Product Classification - 2011 defined by Ministry of Statistics and Implementation)
📄 View Product Details

Product Name *

Activity Code *

Capacity *
0

Unit of Measurement *
Select

Product Description

Production Date *
dd-mmm-yyyy

⊕ Add More

Sl. No	Product Name	Activity Code	Capacity	Unit of Measurement	Product Description	Production Date	Delete
1	T sections	4125109	20.00	Kilogram/Annum	NA	01-Sep-2025	🗑

Capital Investment (₹ in Lakh)

Sl. No	Category	New Unit		Total
		Till Date of Production	6 Months from Date of Production	
(1)	(2)	(3)	(4)	(7)
1	Land including land development	0	0	0
2	Shed / Building	0	0	0
3	Plant & Machinery / Equipment	2	3	5
4	Plant & Machinery / Equipment for Research & Development	0	0	0
5	Effluent Treatment Plant	0	0	0
6	Electricity Connection	0	0	0

Single Window System (https://oneclick.cgstate.gov.in)

7	Other Electricals	0	0	0
8	Water Installation	0	0	0
9	Water harvesting / recycling / zero waste	0	0	0
10	Others	0	0	0
11	**Total Capital Investment**	2	3	5

Category of Enterprise :- **Micro**

Save & Continue

Figure 8.3: Application for Production Certificate Amendment (1)

Update the necessary fields wherever required, then click the Save & Continue button to save the changes. After saving, user will be navigated to the Employment Details and Power Requirement Details section, as shown in Figure 8.4.

Figure 8.4: Application for Production Certificate Amendment (2)

The user reviews the Employment and Power Requirement details. The user should carefully read the declaration points before selecting the declaration checkbox and then clicking the Save option to submit the Production Certificate Amendment application, as shown in Figure 8.4

After saving, the user is navigated to the Production Certificate Amendment Preview section, as shown in Figure 8.5.
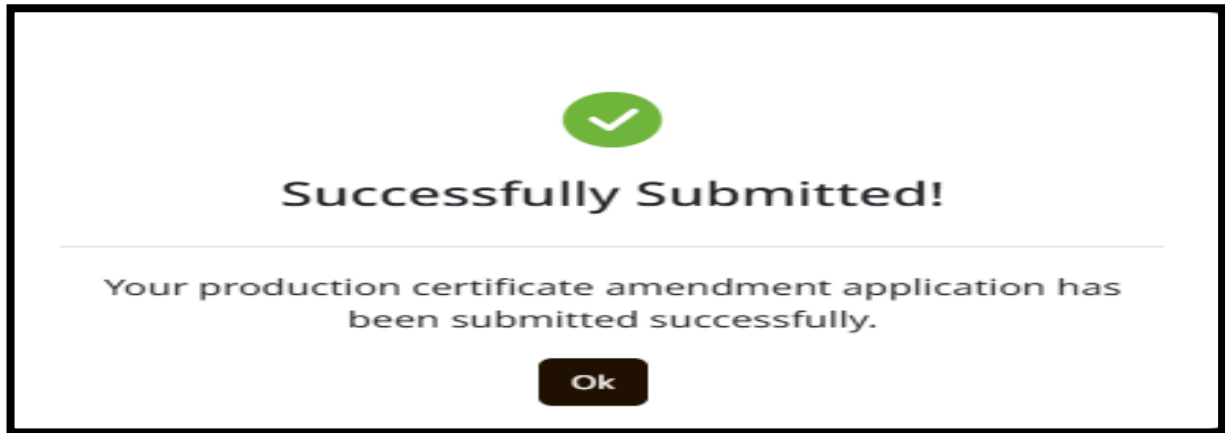

Figure 8.5: Production Certificate Amendment Preview

After clicking the **Save** option, the dashboard shown in **Figure 8.5** displays all the details and information submitted by the user.

- User click on **Submit** option to submit the details.
- To update any changes, click on the **Edit** option.
- To cancel the submission, click on the **Cancel** option.

Upon successful submission of your application, a confirmation pop-up will appear on your screen, as shown in Figure 8.6.

Figure 8.6: Successful Pop-up Screen
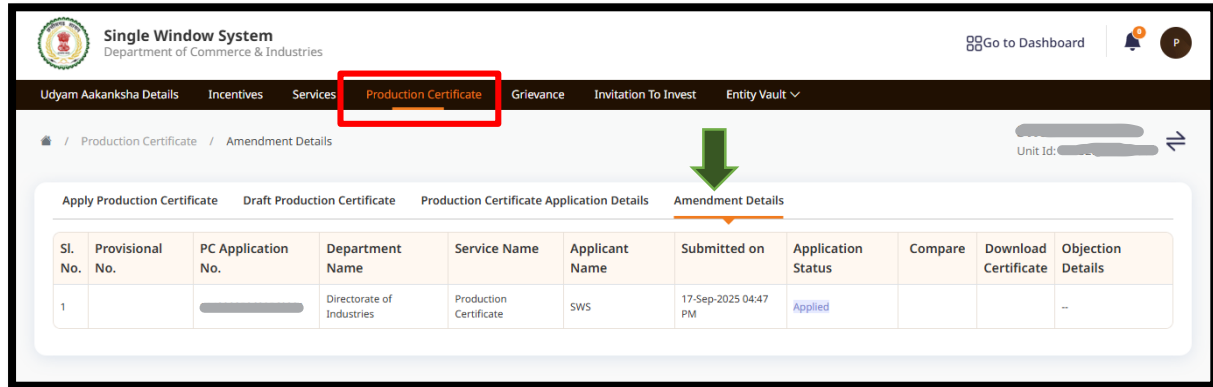
8.1. Share Your Feedback

For the services availed, click on **Please Share Your Feedback** to share your feedback and responses if any.

Figure 8.7: Share Your Feedback

8.2. View Production Certificate Amendment Application

Get navigated back to the dashboard section. Click the Proceed button to display the menu bar. Then select the Production Certificate section and click Amendment Details to view the submitted application, track its status, and download the certificate after approval.

Figure 8.8: View Application