



## **Chhattisgarh Unified Industrial Portal**

Government of Chhattisgarh

***User Manual***

***For***

***Electricity Duty Exemption  
(Post- Production Incentives)***

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## 1. Overview

The Single Window Portal is a unified digital platform designed to provide investors, entrepreneurs, and businesses with simplified, transparent, and time-bound access to a wide range of industrial services and approvals.

**Purpose:** This document serves as a step-by-step guide for eligible industrial units to apply for exemption from electricity duty, as per the provisions of the Chhattisgarh Industrial Policy. This incentive provides a streamlined, transparent, and user-friendly digital interface for investors to submit applications, upload supporting documents, track application status, and receive exemption certificates.

## 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



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



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

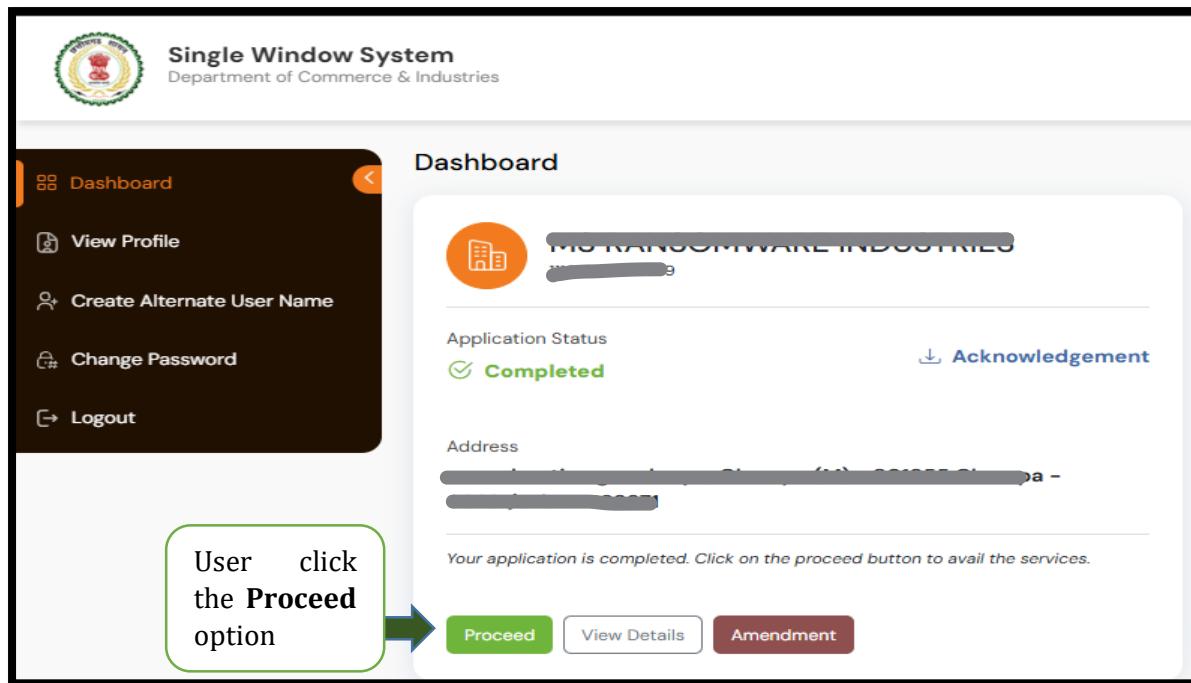
The Login page (as shown in **Fig. 3.3**) offers two login methods: **Login with Password** or **Login with OTP**. Choose your preferred option, then enter either your password or the OTP number to proceed.

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

## 4. Dashboard

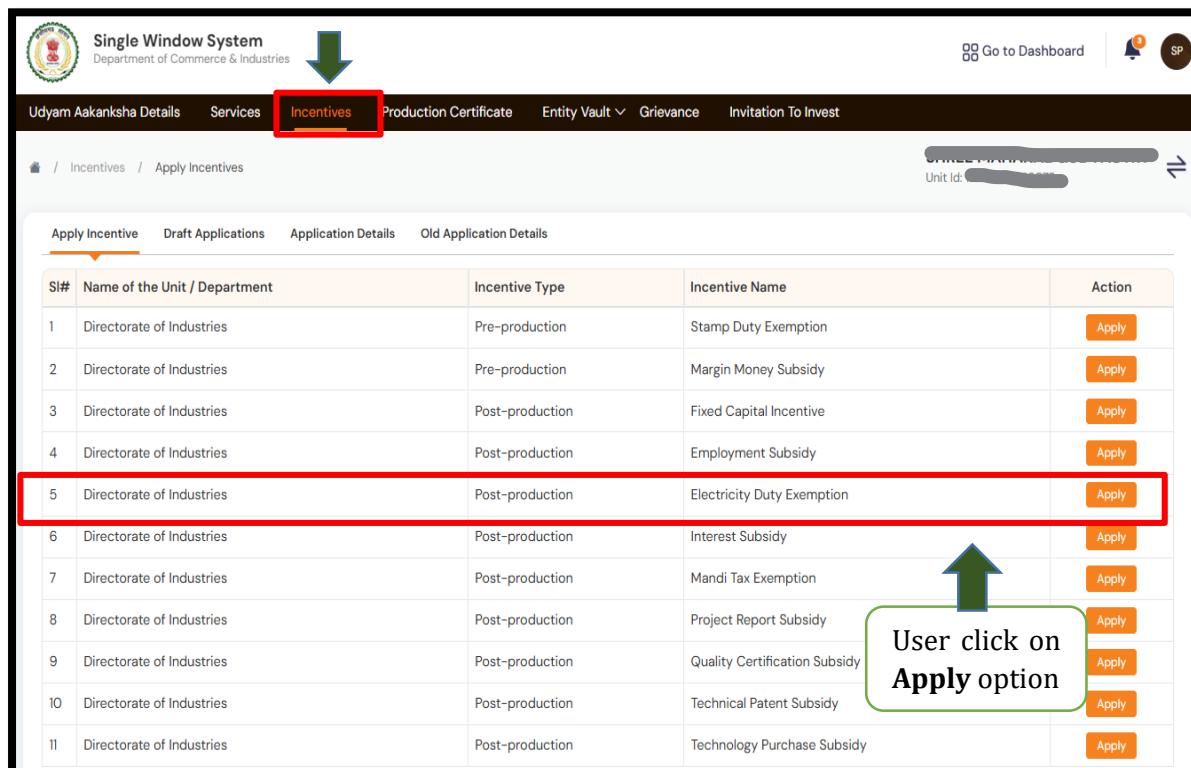
After a successful login, the page navigates to the Investor Dashboard (refer to **Fig. 4.1**), which includes step-by-step instructions for adding new unit details.





**Figure 4.1: Dashboard Screen**

On the Incentives page, refer to **Figure 4.2**, which displays all incentives. In the Application section, select the option to apply for Electricity Duty Exemption.



**Figure 4.2: Incentives Screen**

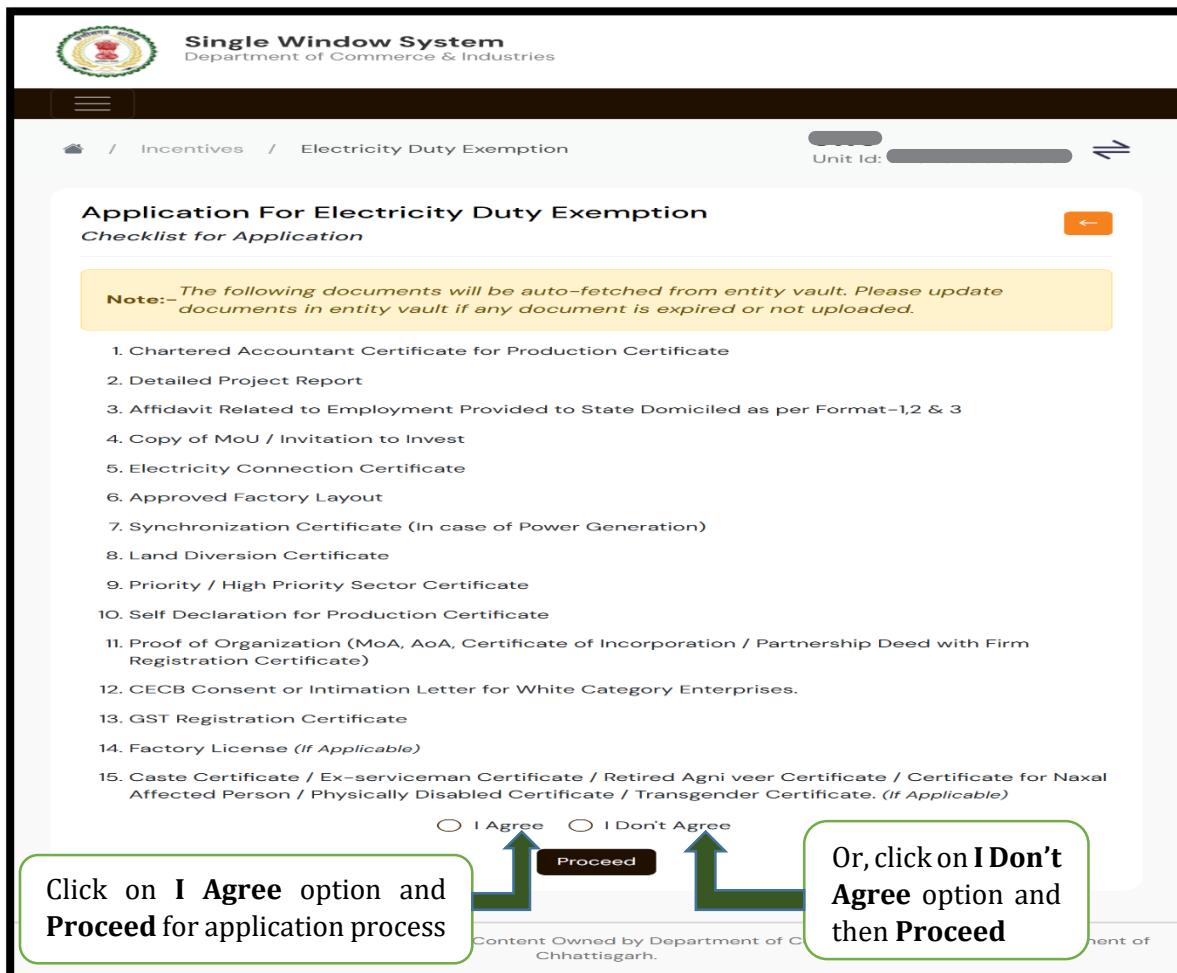


## 5. Electricity Duty Exemption

- The user can apply for Electricity Duty Exemption only after obtaining a valid Production Certificate.
- This incentive can be availed only once.
- The "Priority Sector" field will appear only if the "Category of Entrepreneur" is set to "Thrust".
- If the required document has not been uploaded, the user must upload it in the Entity Vault.
- The user cannot edit any information retrieved from the Production Certificate form on this page.
- If any changes are required, the user must update the details directly in the Production Certificate form.

### 5.1. Electricity Duty Exemption Application Form

After clicking the 'Apply' option, the 'Application for Electricity Duty' screen is displayed, as shown in Figure 5.1.



The screenshot shows the 'Application For Electricity Duty Exemption' page. At the top, there is a header with the 'Single Window System' logo and the text 'Department of Commerce & Industries'. Below the header, the URL 'Incentives / Electricity Duty Exemption' is visible, along with a 'Unit Id' field and a back arrow. The main title is 'Application For Electricity Duty Exemption Checklist for Application'. A note at the top of the checklist area states: 'Note:- The following documents will be auto-fetched from entity vault. Please update documents in entity vault if any document is expired or not uploaded.' The checklist contains 15 items, each preceded by a radio button. The items are: 1. Chartered Accountant Certificate for Production Certificate, 2. Detailed Project Report, 3. Affidavit Related to Employment Provided to State Domiciled as per Format-1,2 & 3, 4. Copy of MoU / Invitation to Invest, 5. Electricity Connection Certificate, 6. Approved Factory Layout, 7. Synchronization Certificate (In case of Power Generation), 8. Land Diversion Certificate, 9. Priority / High Priority Sector Certificate, 10. Self Declaration for Production Certificate, 11. Proof of Organization (MoA, AoA, Certificate of Incorporation / Partnership Deed with Firm Registration Certificate), 12. CECB Consent or Intimation Letter for White Category Enterprises, 13. GST Registration Certificate, 14. Factory License (If Applicable), and 15. Caste Certificate / Ex-serviceman Certificate / Retired Agni veer Certificate / Certificate for Naxal Affected Person / Physically Disabled Certificate / Transgender Certificate. (If Applicable). Below the checklist, there are two radio buttons: 'I Agree' and 'I Don't Agree', with a 'Proceed' button in the center. A green box on the left says 'Click on I Agree option and Proceed for application process'. A green box on the right says 'Or, click on I Don't Agree option and then Proceed'.

Figure 5.1: Electricity Duty Application



Upon agreeing, the basic information is automatically fetched from Production Certificate as shown in **Figure 5.2**.



**Single Window System**  
Department of Commerce & Industries

≡

/
Incentives
/
Electricity Duty Exemption Apply

[REDACTED]
Unit Id: [REDACTED]
↗

**Application for Electricity Duty Exemption** (\* Indicated fields are mandatory) ←

**Basic Information**

Udyam Akanksha / Unit No. [REDACTED]

Name of Enterprise <b>SWS</b>	Type of Organization <b>Private Limited Company</b>	Industry Type <b>New</b>
Industry Sub Type <b>NA</b>	Industrial Policy <b>2024-30</b>	Classification of Industry <b>General</b>
Category of Enterprise <b>Large</b>	Production Certificate No. [REDACTED]	Production Certificate Issue Date <b>14-07-2025</b>
Production Continuity Certificate No. <b>NA</b>	Production Continuity Certificate Issue Date <b>NA</b>	Development Block Category <b>NA</b>
ESI Registration Number <b>NA</b>	CIN Number <b>NA</b>	GST Number <b>NA</b>
Category of Entrepreneur <b>Women</b>	Priority Certificate No. <b>NA</b>	Priority Certificate Issue Date <b>NA</b>

Is it StartUp Industry? \*

Yes  No

StartUp Certificate No. \* [REDACTED]

StartUp Certificate Issue Date \* dd-mmm-yyyy [REDACTED]

Certificate Issued By \* Select

**Note:-** Ensure all documents listed in the checklist are available in the Entity Vault for [Click here](#) verification. If any are missing,

Back
Save
Save as Draft

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**Figure 5.2: Electricity Duty Exemption**

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

**Q** **CLICK**  
CG Makes It Easy

In Figure 5.2,

- The user selects Yes or No to indicate whether the unit is a **Startup**.
- If Yes is selected, the user enters the **Startup Certificate Number**.
- If Yes is selected, the user selects the issue date of the **Startup Certificate**.
- If Yes is selected, the user selects the issuing authority of the **Startup Certificate**.
- The user clicks the **Back** option to return to the previous page.
- To save the details in draft format and submit them later, the user clicks the **Save as Draft** option.
- The user clicks the **Save** option to save the entered details.

After clicking the **Save** option, the dashboard shown in **Figure 5.3** displays all the details and information submitted by the user. The user should carefully read the declaration points before ticking the declaration checkbox.

- 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.




**Single Window System**  
 Department of Commerce & Industries

Unit Id: XXXXXXXXXX

Application for Electricity Duty Exemption

**Basic Information**

Udyam Akanksha / Unit No.	Type of Organization	Industry Type
SWS	<b>Private Limited Company</b>	<b>New</b>
Industrial Policy <b>2024-30</b>	Classification of Industry <b>General</b>	Category of Enterprise <b>Large</b>
Production Certificate Number <span style="background-color: #ccc; border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px;">XXXXXXXXXX</span>	Production Certificate Issue Date <b>14-07-2025</b>	Production Continuity Certificate No. <b>NA</b>
Production Continuity Certificate Issue Date <b>NA</b>	Development Block Category <b>NA</b>	ESI Registration Number <b>NA</b>
CIN Number <b>NA</b>	GST Number <b>NA</b>	Category of Entrepreneur <b>Women</b>
Priority Certificate Number <b>NA</b>	Priority Certificate Issue Date <b>NA</b>	
Is it StartUp Industry? <b>Yes</b>	StartUp Certificate Number <span style="background-color: #ccc; border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px;">XXXXXXXXXX</span>	StartUp Certificate Issue Date <b>28-07-2025</b>
		Certificate Issued By <b>Government of Chhattisgarh</b>

**Entrepreneur Details**

SI#	Entrepreneur Name	Gender	Category	Equity Participation in Percent
1	<span style="background-color: #ccc; border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px;">XXXXXXXXXX</span>	Female	Women	100%

**Location of Unit**

SI#	Address 1	Address 2	District	Block	Area	ULB	Tehsil	Village / Town	PIN Code	Kh No
1	BBSR	BBSR	Balod	Balod	Rural		Arjunda	Admabad	753001	2C

**Product Details**

SI#	Product Name	Activity Code	Annual Capacity	Unit of Measurement	Product Description	Product Date
1	T sections	4125109	100	Grams/Annum	T sections	

**Investment and Employment Details**

**Power Requirement Details**

**Registration and Document Details**

I/We, hereby solemnly affirm and declare that:

1. The information provided in the application form is true to the best of my/our knowledge and nothing has been concealed. I/We fully agree that if any information given by me/us is found to be incorrect or false, then I/we shall be liable for action as per the law.
2. That all necessary statutory clearances/ no objection certificates from local bodies/required approvals for the establishment/operation of the proposed activity have been obtained by me/us under the prevailing laws, rules, and applicable regulations.
3. That wherever necessary, the required registration/licenses and land use conversion permissions have also been obtained by me/us under the relevant laws, rules, or applicable orders for operating the said industrial activity.
4. That the plant/machinery in the industrial unit is installed and operational as per the requirement of current production.
5. That if any amendments or changes are required from time to time in relation to this unit, I/we shall duly inform/intimate the competent authority in the District Trade and Industries Centre/ Directorate of industries within 15 days of such change or amendment.
6. That if the submitted report, documents, or information for obtaining the Commercial Production/Service Activity Certificate and availing benefits under the Industrial Investment Promotion are found to be incorrect, false, or misleading, I/We shall be liable to refund all financial assistance, incentives, or benefits availed under the said scheme to the State Government along with simple interest at an annual rate of 12.50%.
7. That I/We shall comply with all terms and conditions, and the competent authority shall have the right to cancel the production/service activity certificate and take appropriate action under relevant laws and rules if any violation is found.

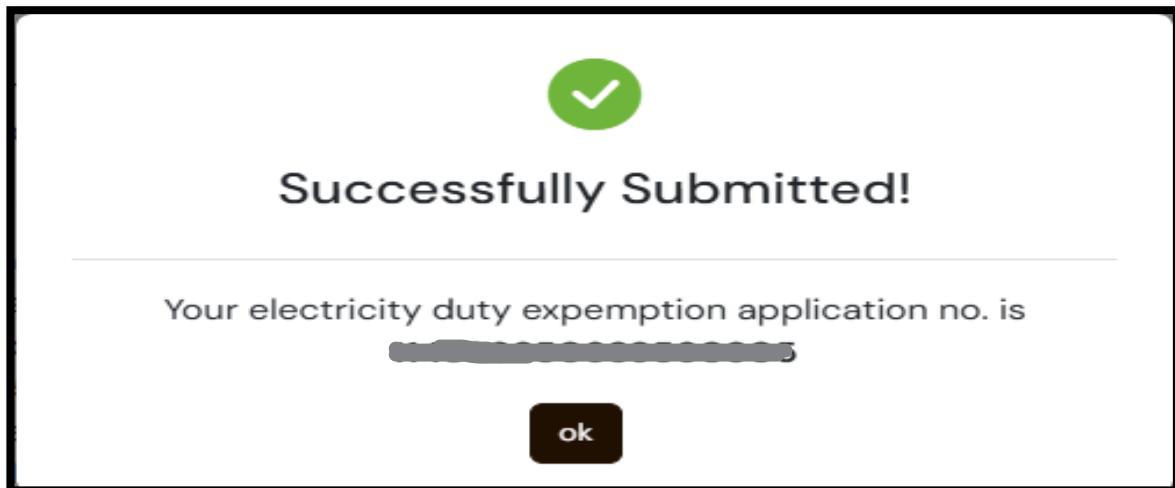
Submit
Edit
Cancel

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**Figure 5.3: Electricity Duty Application**



Upon successful submission of your application, a confirmation pop-up will appear on your screen, as shown in **Figure 5.4**.



**Figure 5.4: Successful Pop-up Screen**

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

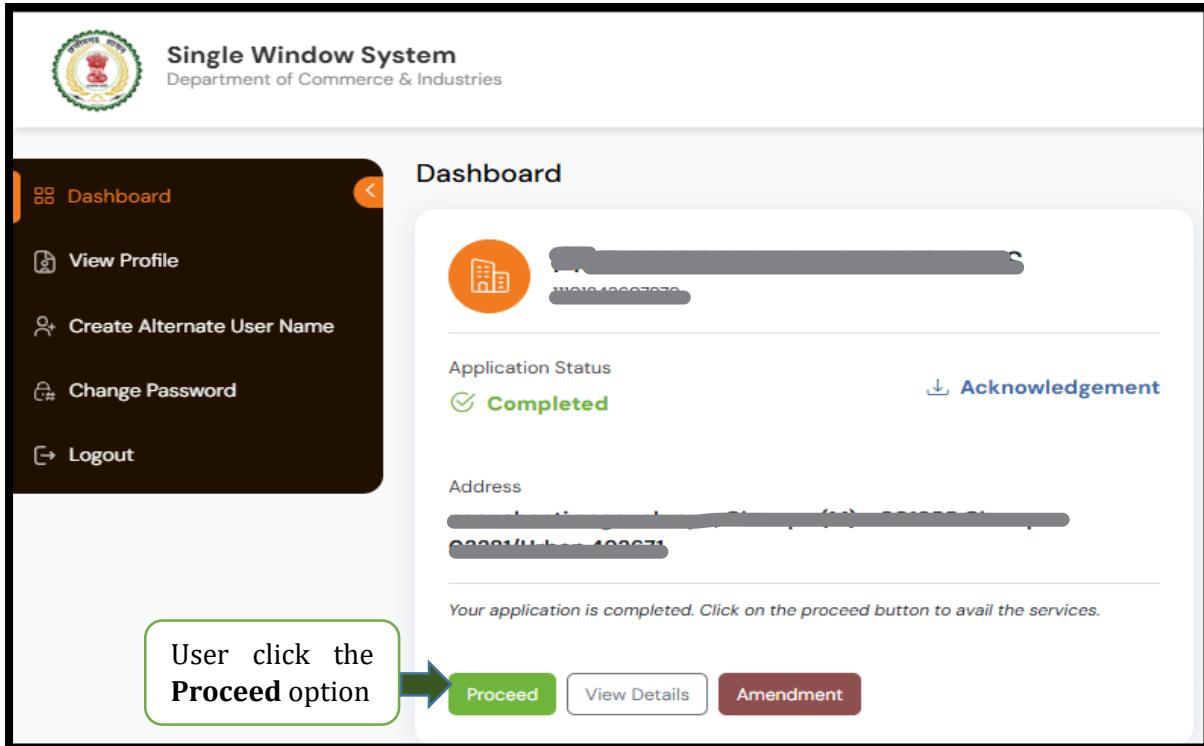
- Rate the facilities availed by clicking on the Stars provided.
- Select from either **Yes** or **No** option and confirm whether after submitting the application, a confirmation message is received or not.
- Add additional comment or feedback if any, in the textbox.
- Click on **Submit** button.
- On clicking the submit button, the response is submitted.

**Figure 5.5: Share Your Feedback**



## 5.2. Electricity Duty Exemption View Application

Get navigated back to the dashboard section.



**Figure 5.6: Dashboard Screen**

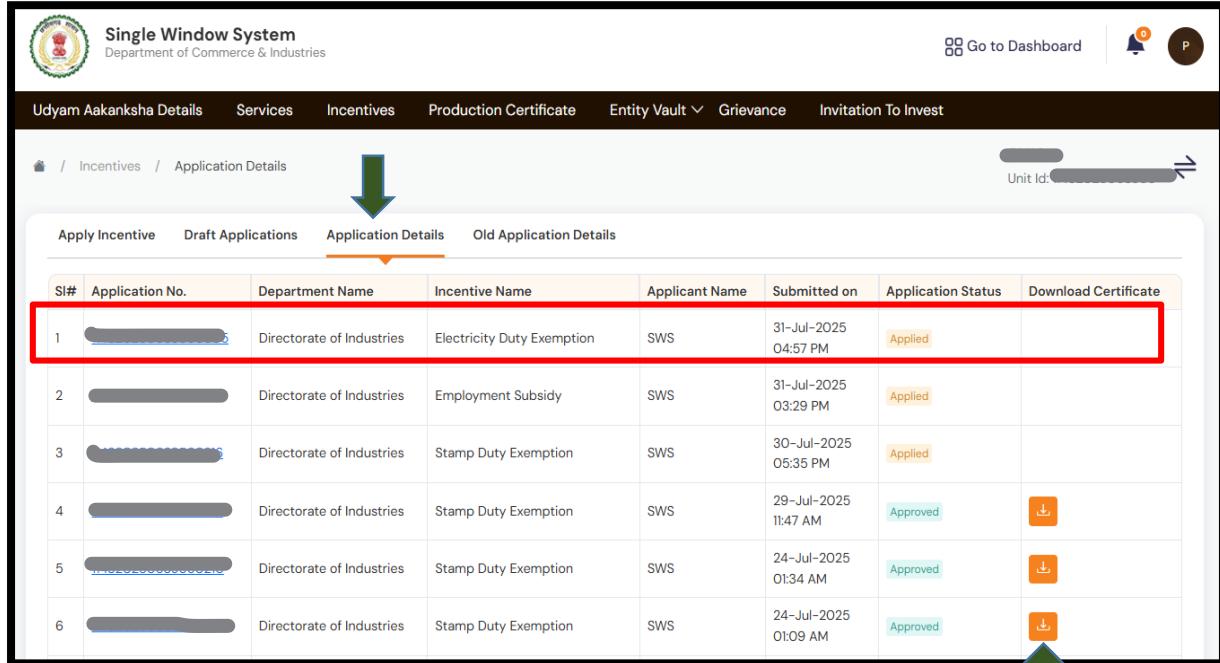
On the Incentives page (refer to Figure 5.7), all incentives are displayed. The user can check the submitted application details.

SL#	Name of the Unit / Department	Incentive Type	Incentive Name	Action
1	Directorate of Industries	Pre-production	Stamp Duty Exemption	<b>Apply</b>
2	Directorate of Industries	Pre-production	Margin Money Subsidy	<b>Apply</b>
3	Directorate of Industries	Post-production	Fixed Capital Incentive	<b>Apply</b>
4	Directorate of Industries	Post-production	Employment Subsidy	<b>Apply</b>
5	Directorate of Industries	Post-production	Electricity Duty Exemption	<b>Apply</b>
6	Directorate of Industries	Post-production	Interest Subsidy	<b>Apply</b>
7	Directorate of Industries	Post-production	Mandi Tax Exemption	<b>Apply</b>
8	Directorate of Industries	Post-production	Project Report Subsidy	<b>Apply</b>
9	Directorate of Industries	Post-production	Quality Certification Subsidy	<b>Apply</b>
10	Directorate of Industries	Post-production	Technical Patent Subsidy	<b>Apply</b>
11	Directorate of Industries	Post-production	Technology Purchase Subsidy	<b>Apply</b>

**Figure 5.7: Incentives Screen**



In the **Application Details** section, the user can view the list of incentives they have applied for and select the Electricity Duty application to check the submitted application, track its status, and download the certificate after approval.



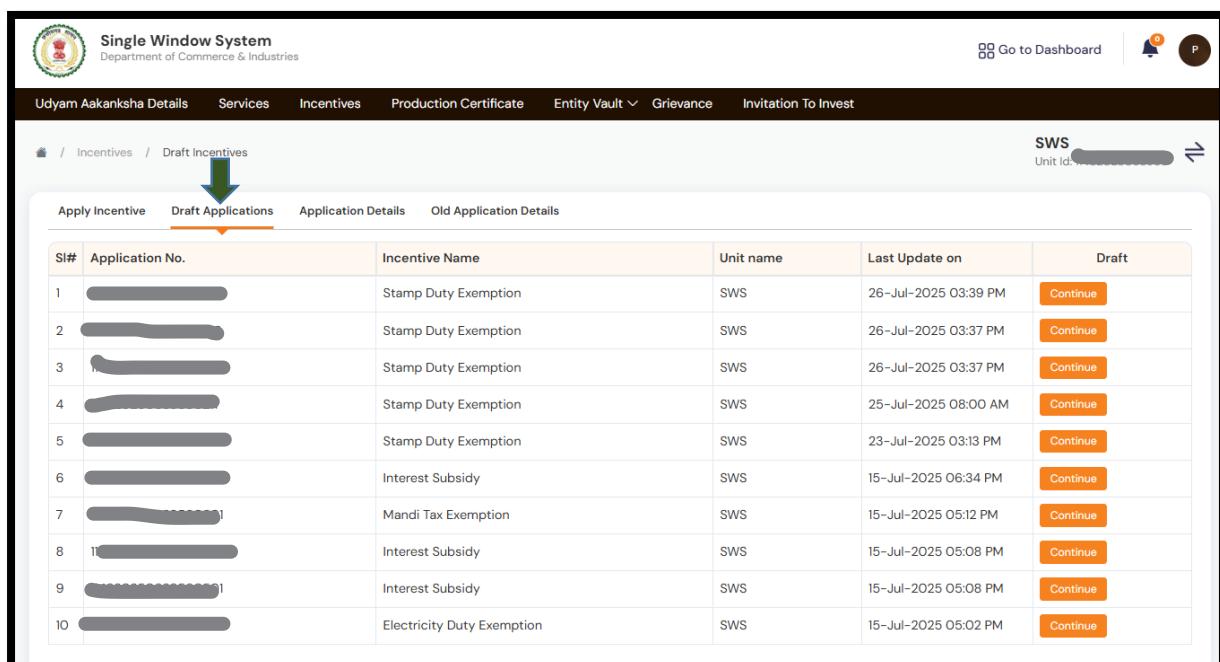
SI#	Application No.	Department Name	Incentive Name	Applicant Name	Submitted on	Application Status	Download Certificate
1	[REDACTED]	Directorate of Industries	Electricity Duty Exemption	SWS	31-Jul-2025 04:57 PM	Applied	[Download Icon]
2	[REDACTED]	Directorate of Industries	Employment Subsidy	SWS	31-Jul-2025 03:29 PM	Applied	[Download Icon]
3	[REDACTED]	Directorate of Industries	Stamp Duty Exemption	SWS	30-Jul-2025 05:35 PM	Applied	[Download Icon]
4	[REDACTED]	Directorate of Industries	Stamp Duty Exemption	SWS	29-Jul-2025 11:47 AM	Approved	[Download Icon]
5	[REDACTED]	Directorate of Industries	Stamp Duty Exemption	SWS	24-Jul-2025 01:34 AM	Approved	[Download Icon]
6	[REDACTED]	Directorate of Industries	Stamp Duty Exemption	SWS	24-Jul-2025 01:09 AM	Approved	[Download Icon]

**Figure 5.8: Incentive View Application**

User click the download icon to view and download the certificate

### 5.3. Electricity Duty Exemption Draft Application

In the **Draft Application** section, the user can view the list of incentives saved as drafts and select the Electricity Duty application to continue the partially filled form and submit the application.



SI#	Application No.	Incentive Name	Unit name	Last Update on	Draft
1	[REDACTED]	Stamp Duty Exemption	SWS	26-Jul-2025 03:39 PM	[Continue]
2	[REDACTED]	Stamp Duty Exemption	SWS	26-Jul-2025 03:37 PM	[Continue]
3	[REDACTED]	Stamp Duty Exemption	SWS	26-Jul-2025 03:37 PM	[Continue]
4	[REDACTED]	Stamp Duty Exemption	SWS	25-Jul-2025 08:00 AM	[Continue]
5	[REDACTED]	Stamp Duty Exemption	SWS	23-Jul-2025 03:13 PM	[Continue]
6	[REDACTED]	Interest Subsidy	SWS	15-Jul-2025 06:34 PM	[Continue]
7	[REDACTED]	Mandi Tax Exemption	SWS	15-Jul-2025 05:12 PM	[Continue]
8	[REDACTED]	Interest Subsidy	SWS	15-Jul-2025 05:08 PM	[Continue]
9	[REDACTED]	Interest Subsidy	SWS	15-Jul-2025 05:08 PM	[Continue]
10	[REDACTED]	Electricity Duty Exemption	SWS	15-Jul-2025 05:02 PM	[Continue]



**Figure 5.9: Incentive Draft Application**



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