



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Renewal of Distillery 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 Distillery License (D. 1) 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.**

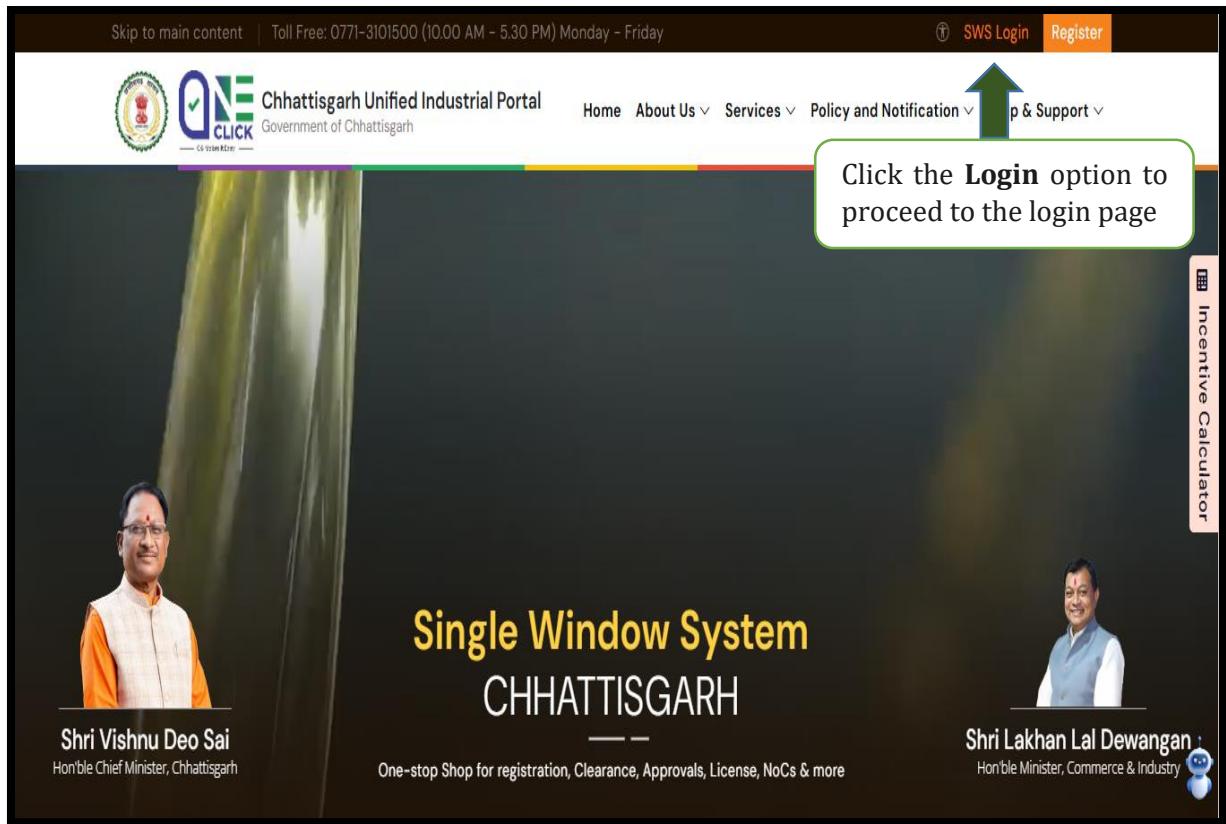


Figure 3.1: Homepage Screen



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 applying services.



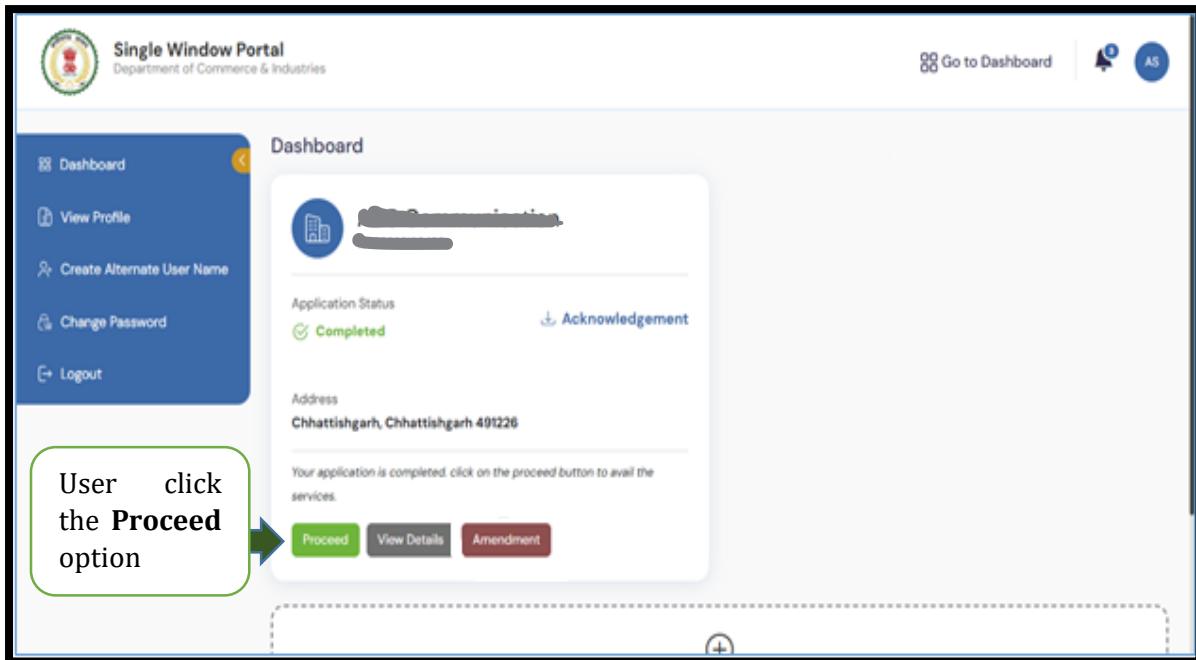


Figure 4.1: Dashboard Screen

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

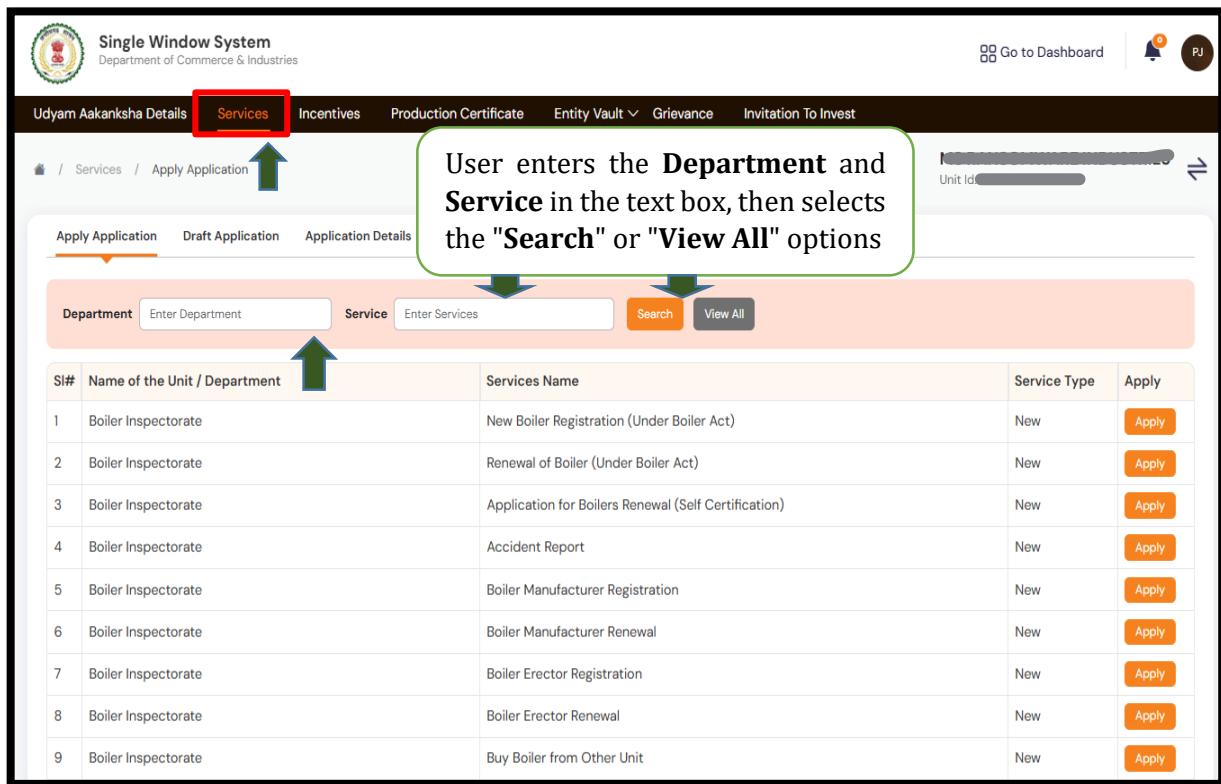


Figure 4.2: Services Screen

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



Sl#	Name of the Unit / Department	Services Name	Service Type	Apply
26	Excise Department	Distillery License (D.1)	New	Apply
27	Excise Department	Distillery License (D.1)	Renew	Apply
28	Excise Department	Winery License (W 3)	New	Apply
29	Excise Department	Winery License (W 3)	Renew	Apply
30	Excise Department	Manufacture and bottling of Country Liquor License (C.S. IB)	Renew	Apply
31	Excise Department	Manufacture and bottling of Country Liquor License (C.S. IB)	New	Apply
32	Excise Department	Brewery License (B-I)	New	Apply
33	Excise Department	Brewery License (B-I)	Renew	Apply
34	Excise Department	Possession of Rectified Spirit License (R.S. 2 A)	New	Apply
35	Excise Department	Possession of Rectified Spirit License (R.S. 2 A)	Renew	Apply

Figure 4.3: Excise Services Screen

4.1. Renewal of Distillery License (D. 1)

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**.

Apply for Licence

Select Licence Type* F.L. 9 Licence Financial Year* 2019-2020

Unit Name* Authorized person's Mobile No.* 9898989899

Email* Enter Udyank Akansha No :- dteSt@gmail.com

Licence Mode* New **Renew**

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

SUBMIT **Close**

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Figure 4.4: License Screen



4.1.1. User Registration for the Application

After submission, the webpage will automatically redirect you to the Excise e-Pay Dashboard. From there, click on Application Registration.

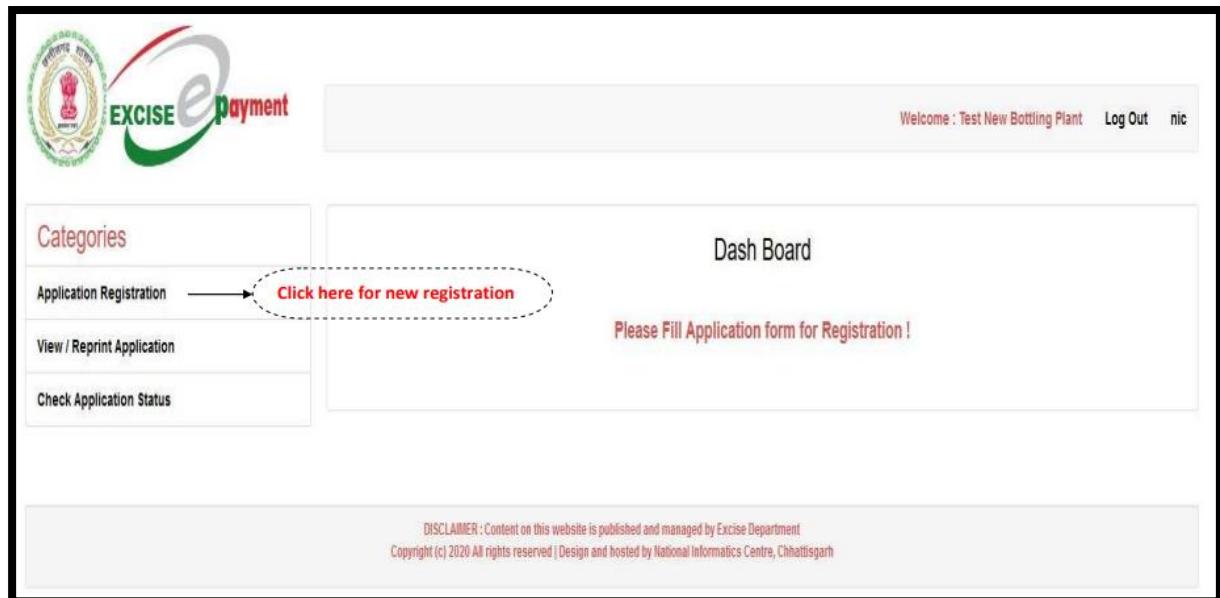


Figure 4.5: Dashboard Screen

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.



Licensee Applicant Master

License Type	C.S. 18	Current Financial Year	2019-2020
If Applicant has Already FLS Licence*	<input type="radio"/> Yes <input type="radio"/> No	Enter License No.*	
License Mode	<input type="radio"/> New <input type="radio"/> Renewal	Establishment Date* [mmddyyyy]	
License Category	<input type="radio"/> Individual <input type="radio"/> Company <input type="radio"/> Firm <input type="radio"/> K.U.F <input type="radio"/> A.O.P	License Financial Year	—Select—
<input type="radio"/> Applicant Details <input type="radio"/> Authorized Personal Detail <input type="radio"/> Upload Documents			
Applicant Detail			
Designation *	कंपनी(Company)	PAN Number *	ATJCA999A
Company Name *		Date of Incorporation* [mmddyyyy]	
Applicant Contact Details			
Applicant Street Address*		Land mark*	
District*		Pincode*	
E-Mail*	abc@gmail.com	Mobile Number *	9856989899
Unit Details			
Unit Name *		Street Address*	
Tehsil Name*		District*	—Select—
Brewery			
Previous Experience*		Proposed Amount*	0
Production Capacity (in Bottles)*	0	Number of Employee*	
Foreign currency requirement*		Raw material Details and resource*	
Setup Time*		Other Details*	
There is a need for some special facility from the government*		Project report attached (yes or no)*	<input type="radio"/> Yes <input type="radio"/> No
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.			
<input type="radio"/> Yes <input type="radio"/> No			
<input type="button" value="Save"/>			



C. S. 1B

Organization Type*	<input type="button" value="--Select--"/>						
Capital Structure*							
In Case of Limited Company							
Authorized*	0	Issued*	0	Paid-up*	0	Borrowing (if any)*	0
In Case of others							
Capital*	0	Borrowing (if any)*	0	Investment Details*			0
Fixed Asset							
Land*	0	Building*	0	Plant and machineries*	0	Other (if any)*	0
Total* 0							
Working Capital*	0	Annual Production Capacity*	0				
Plant and machinery :-*	Value of imported source plant and machinery:		0	Value of Native source plant and machinery:		0	
Raw Material required for production :-*	Quantity of Imported source raw material per year:		0	Price of Imported source raw material per year:		0	
	Quantity of Native source raw material per year:		0	Price of Native source raw material per year:		0	
Water and electricity required :-*	Required Information:		0	Has the necessary permission been obtained?:		<input type="radio"/> Yes	<input type="radio"/> No
Employment oriented skills*							
Supervisors:	0	Skilled worker:	0	Non-skilled worker:	0		
Particular of Requirements*							
Dilution of Spirit:	0	Washing of Bottles:			Drinking & Other Misc:	0	
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..							
<input type="radio"/> Yes <input type="radio"/> No							

D-1

Organization Type*	<input type="button" value="--Select--"/>						
Capital Structure*							
In Case of Limited Company							
Authorized*	0	Issued*	0	Paid-up*	0	Borrowing (if any)*	0
In Case of others							
Capital*	0	Borrowing (if any)*	0	Investment Details*			0
Fixed Asset							
Land*	0	Building*	0	Plant and machineries*	0	Other (if any)*	0
Total* 0							
Working Capital*	0	Annual Production Capacity*	0				
Plant and machinery :-*	Value of imported source plant and machinery:		0	Value of Native source plant and machinery:		0	
Raw Material required for production :-*	Quantity of Imported source raw material per year:		0	Price of Imported source raw material per year:		0	
	Quantity of Native source raw material per year:		0	Price of Native source raw material per year:		0	
Water and electricity required :-*	Required Information:		0	Has the necessary permission been obtained?:		<input type="radio"/> Yes	<input type="radio"/> No
Technical support:-*	Is there any foreign collaboration or technical:		<input type="radio"/> Yes <input type="radio"/> No	The idea of acquiring knowledge is yes, how much foreign exchange is required:			0
Time forecast:-*	Time required to obtain land, building and other place on issuance of letter of intent (In Months):		0	Required time for completion of construction work, installation of machinery and unit enforcement (In Months):			0
Employment oriented skills*							
Supervisors:	0	Skilled worker:	0	Non-skilled worker:	0		
About Government Facilities :-*					Special facilities required from the government:		
					Specific feature of the scheme, if any:		
Row Number	Item of Manufacture	Annual Quantity(in Metric)	Capacity Value	Estimated Annual Production			
1	0	0	0	0	<input type="button" value="Add New Row"/>		



FL-8

Organization Type*	<input type="button" value="Select..."/>						
Capital Structure							
In Case of Limited Company							
Authorized *	0	Issued *	0	Paid-up *	0	Borrowing (if any)*	0
In Case of others							
Capital *	0	Borrowing (if any)*	0	Investment Details *			0
Fixed Asset							
Land *	0	Building *	0	Plant and machineries *	0	Other (if any)*	0
Total* 0							
Working Capital*	0	Annual Production Capacity*	0				
Plant and machinery :-*	Value of imported source plant and machinery:		0	Value of Native source plant and machinery:			0
Raw Material required for production :-	Quantity of Imported source raw material per year:		0	Price of Imported source raw material per year:			0
	Quantity of Native source raw material per year:		0	Price of Native source raw material per year:			0
Water and electricity required :-*	Required Information:		0	Has the necessary permission been obtained?:			<input type="radio"/> Yes <input type="radio"/> No
Employment oriented skills*							
Supervisors:	0	Skilled worker:	0	Non-skilled worker:			0
Particular of Requirements*							
Dilution of Spirit:	0	Washing of Bottles:	0	Drinking & Other Misc:			0
Declaration							
<p>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..*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>							

FL-8A

Organization Type*	<input type="button" value="Select..."/>						
Capital Structure							
In Case of Limited Company							
Authorized *	0	Issued *	0	Paid-up *	0	Borrowing (if any)*	0
In Case of others							
Capital *	0	Borrowing (if any)*	0	Investment Details *			0
Fixed Asset							
Land *	0	Building *	0	Plant and machineries *	0	Other (if any)*	0
Total* 0							
Working Capital*	0	Annual Production Capacity*	0				
Plant and machinery :-*	Value of imported source plant and machinery:		0	Value of Native source plant and machinery:			0
Raw Material required for production :-	Quantity of Imported source raw material per year:		0	Price of Imported source raw material per year:			0
	Quantity of Native source raw material per year:		0	Price of Native source raw material per year:			0
Water and electricity required :-*	Required Information:		0	Has the necessary permission been obtained?:			<input type="radio"/> Yes <input type="radio"/> No
Employment oriented skills*							
Supervisors:	0	Skilled worker:	0	Non-skilled worker:			0
Particular of Requirements*							
Dilution of Spirit:	0	Washing of Bottles:	0	Drinking & Other Misc:			0
Declaration							
<p>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..*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>							



W-3

Organization Type*	--Select--							
Capital Structure*								
In Case of Limited Company								
Authorized*	0	Issued*	0	Paid-up*	0	Borrowing (if any)*	0	
In Case of others								
Capital*	0	Borrowing (if any)*	0	Investment Details*			0	
Fixed Asset								
Land*	0	Building*	0	Plant and machineries*	0	Other (if any)*	0	
Total* 0								
Working Capital*	0	Annual Production Capacity*	0					
Plant and machinery :-*	Value of imported source plant and machinery:			0	Value of Native source plant and machinery:			0
Raw Material required for production :-*	Quantity of Imported source raw material per year:			0	Price of Imported source raw material per year:			0
	Quantity of Native source raw material per year:			0	Price of Native source raw material per year:			0
Water and electricity required :-*	Required Information:			0	Has the necessary permission been obtained?:			<input type="radio"/> Yes <input type="radio"/> No
Technical support:-*	Is there any foreign collaboration or technical:			<input type="radio"/> Yes <input type="radio"/> No	The idea of acquiring knowledge is yes, how much foreign exchange is required:			0
Time forecast:-*	Time required to obtain land, building and other place on issuance of letter of intent (In Months):			0	Required time for completion of construction work, installation of machinery and unit enforcement (In Months):			0
Employment oriented skills:-*	Supervisors: 0 Skilled worker: 0			0	Non-skilled worker: 0			0
About Government Facilities :-*	Special facilities required from the government:			Specific feature of the scheme, if any:				
Row Number	Item of Manufacture	Annual Quantity (in Metric)	Capacity Value	Estimated Annual Production				
1	0	0	0	Add New Row				

Figure 4.7: Application Form

4.1.3. User Upload Document Details

After successfully submitting the form, user upload the required documents and pay the application fees.

Licensee Applicant Master

Licence Type	F.L. S		Current Financial Year	2019-2020								
Licence Mode	New Renewal		Establishment Date* (mm/dd/yyyy)									
Licence Category	Individual Company Firm H.U.P. A.O.P		Licence Financial Year	2019-2020								
Applicant Details Authorized Personal Detail Upload Documents <table border="1" style="margin-top: 10px;"> <tr> <td>File Name</td> <td>File Type</td> <td>View Documents</td> <td>File Size</td> </tr> <tr> <td>Pan Card</td> <td>Pdf Only</td> <td>Browse...</td> <td>No file selected.</td> </tr> </table>					File Name	File Type	View Documents	File Size	Pan Card	Pdf Only	Browse...	No file selected.
File Name	File Type	View Documents	File Size									
Pan Card	Pdf Only	Browse...	No file selected.									

Click here to upload document in pdf format

Upload And Make Payment

EXCISE e Payment

Welcome : NEW BOTTLING Home Log Out nfc

Generate Challan

Click and Pay Fees

Generate New Challan

E-Payment Challan Reconciliation Reprint Challan B.O.C

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(*) Mark fields are mandatory

Financial Year *	2019-2020
License Type *	F.L. 9
District*	RAIPUR
Shop Name	Test New Bottling Plant
Licencee Name *	NEW BOTTELING NEW BOTTELING
Licencee Address *	RAIPUR RAIPUR
Designation*	कंपनी(Company)
Pan Number*	PAPCS2222A
Pincode	492001
Mobile No.*	9898989899
Email*	dteSt@gmail.com
Fees Type *	<input checked="" type="radio"/> Fees <input type="radio"/> Penalties
Fees Name*	Application Fees
Pay Head*	0761-Other Receipts-000-0039-
Total Amount*	←
Month *	← Select -
Year *	2020
Remarks(VehicleNo etc.)	
Group Name	

RU2HE3
 Enter above code:

Figure 4.8: License Applicant Master

4.1.4. Challan Application

After the successful payment of application fees, proceed to submit the application.

E-Payment Challan Reconciliation

Dash Board

List of Challan for Application, Please Submit first !!

Select ChallanNo	Fees	Fees Type
<input type="checkbox"/> EX0501200000049	10000.0000	Application Fees
Total	0	

Select Challan before clicking on "Final Submission" button

Figure 4.9: Dashboard Screen

