



## **Chhattisgarh Unified Industrial Portal**

Government of Chhattisgarh

***User Manual***

***For***

***Bar License for Tourism Board (F.L.-3-C)***

***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 **Bar license for Tourism Board (F.L.-3-C) 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.**

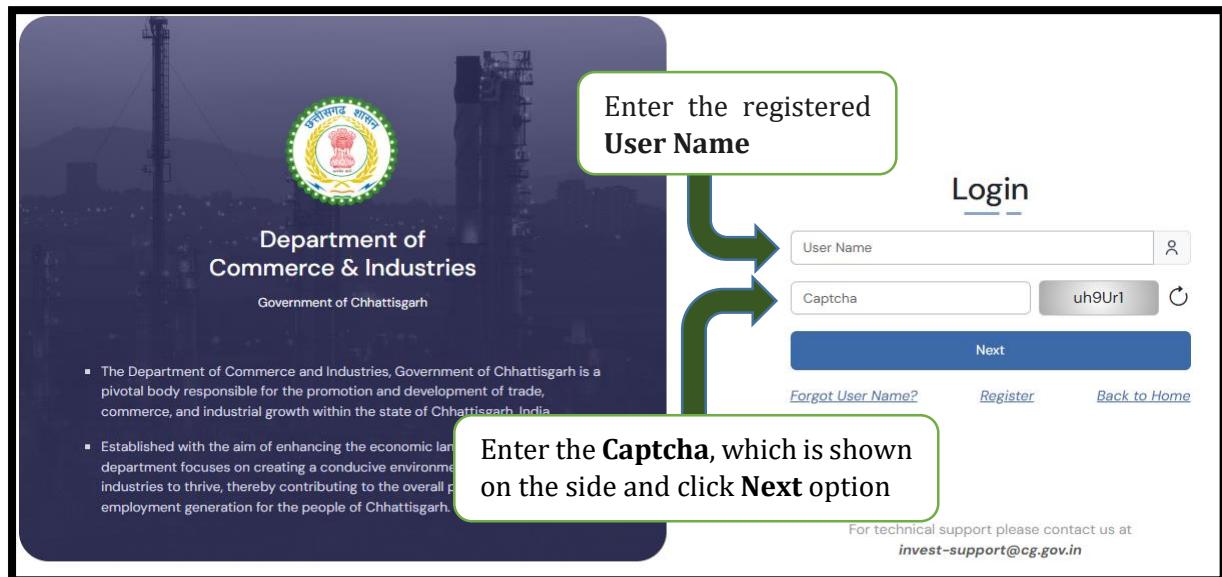


*Figure 3.1: Homepage Screen*



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)**



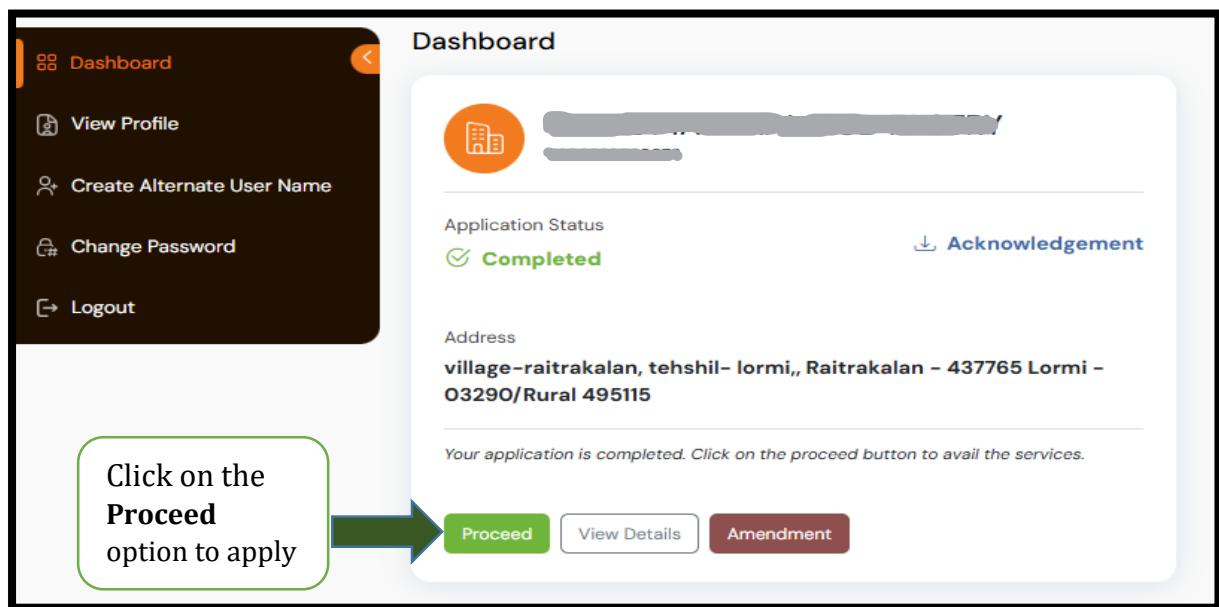
Single Window System (<https://oneclick.cgstate.gov.in>)



## 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.

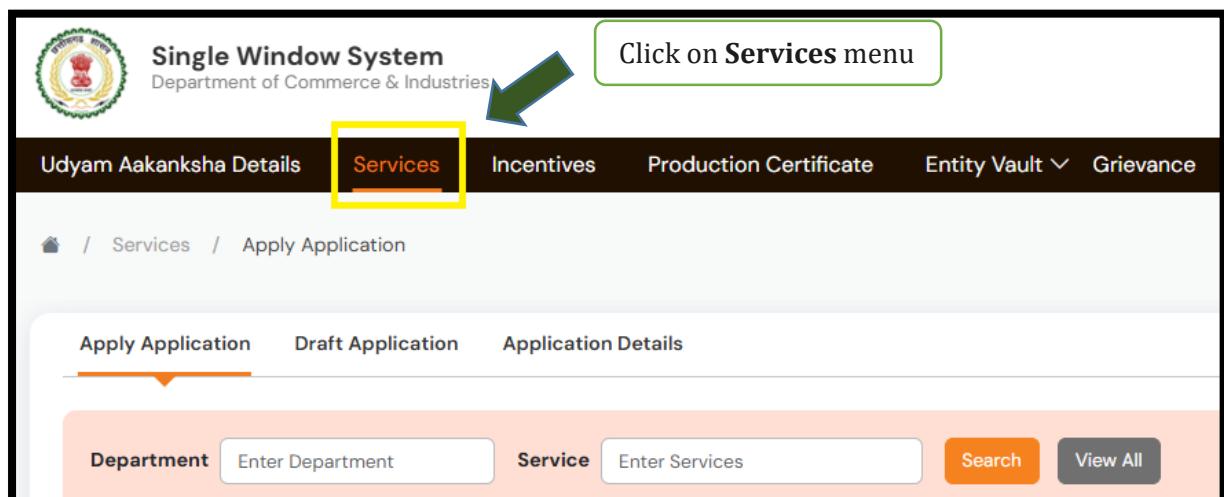
Now, click on the **Proceed** option to apply for **services**.



*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*



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



## 5.1. Search for Services - Bar license for Tourism Board F.L.-3-C Renew

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

**Figure 5.2: Filtered list of Services - Bar license for Tourism Board F.L.-3-C Renew**

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

## 5.2. Apply for Licence

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



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



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

In Case of Applicant Category (Individual):-



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



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

Excise Department

Welcome : Paryatan Mandal Raipur Log Out NTC

**Categories**

- Application Registration
- View / Reprint Application
- Check Application Status

**Licensee Applicant Master**

**Applicant Details**

Owner Details    Authorized Person Details    Bar/Hotel Details    Upload Documents

Company Name \*  Designation \*  कंपनी(Company)

PAN Number \*  Date of Incorporation \*  [mm/dd/yyyy] Registration Number

Present Contact Detail

Street Address \*  Building Number \*  Landmark \*

District \*  Tehsil Name \*  Police Station Name \*

Rural/Urban Area \*  Urban  Rural Village/City Name \*  Parishad \*

Parishad Name \*  City WardNo \*  City WardName \*

Pincode \*  Telephone Number  Mobile Number \*  700291252

E-MailID \*  [x]  —Select—

Check here if Permanent Contact Detail is Same as Present

Street Address  Building Number  Landmark

District  Tehsil Name \*  Police Station Name \*

Rural/Urban Area \*  Urban  Rural Village/City Name \*  Parishad \*

Parishad Name \*  City WardNo \*  City WardName \*

Pincode \*  Telephone Number  Mobile Number \*

E-MailID \*  [x]  —Select—

**Save & Proceed**



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



## Fill Owner OR Director OR Partner Details:

Application Registration

[View / Reprint Application](#)

[Check Application Status](#)

Licence Type: F.L. 3-C

Licence Mode:  New  Renewal

Licence Category:  Individual  Company  Firm  H.U.F  A.O.P

Licence Financial Year: 2022-2023

Financial Year: 2022-2023

Establishment Date: [mm/dd/yyyy]

Hotel Category:  3 Star or Above  No Star

Enter License No.:

Applicant Details

Owner Details

Authorized Person Details

Bar/Hotel Details

Upload Documents

Owner Personal Detail

Owner Name *	<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 *
Date Of Birth *	[mm/dd/yyyy]	Age
Designation *	व्यक्तिमत्ता(Individual)	PAN Number *

Present Contact Detail

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

Check here if Permanent Contact Detail is Same as Present

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

Add

<

Save And Next



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



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

**Categories**

- [Application Registration](#)
- [View / Reprint Application](#)
- [Check Application Status](#)

**Licensee Applicant Master**

Licence Type	F.I. 3-C	Financial Year	2022-2023																									
Licence Mode	<input type="checkbox"/> New <input type="checkbox"/> Renewal	Establishment Date*	<input style="width: 100px; border: 1px solid #ccc; height: 20px;" type="text"/>																									
Licence Category	<input type="checkbox"/> Individual <input type="checkbox"/> Company <input type="checkbox"/> Firm <input type="checkbox"/> H.U.F <input type="checkbox"/> A.O.P	Hotel Category	<input type="checkbox"/> 3 Star or Above <input type="checkbox"/> No Star																									
Licence Financial Year	<input style="width: 150px; border: 1px solid #ccc; height: 20px;" type="text"/> 2022-2023																											
<a href="#">Applicant Details</a> <a href="#">Owner Details</a> <b>Authorized Person Details</b> <a href="#">Bar/Hotel Details</a> <a href="#">Upload Documents</a>																												
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<input style="background-color: #e64a19; color: white; border: 1px solid #e64a19; padding: 5px; border-radius: 5px;" type="button" value="Save &amp; Proceed"/>																												

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

## Fill Unit Details and Upload Supporting Document:

**Categories**

- [Application Registration](#)
- [View / Reprint Application](#)
- [Check Application Status](#)

**Licensee Applicant Master**

Licence Type	F.L. 3-C	Financial Year	2022-2023
Licence Mode	<input type="radio"/> New <input type="radio"/> Renewal	Establishment Date*	[mm/dd/yyyy]
Licence Category	Individual <input type="radio"/> Company <input type="radio"/> Firm <input type="radio"/> H.U.F. <input type="radio"/> A.O.P.	Hotel Category	<input type="radio"/> 3 Star or Above <input type="radio"/> No Star
Licence Financial Year	2022-2023	Enter License No.*	

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

**Hotel / Bar / Club Detail**

Paryantan Mandal Name*	Paryantan Manda	PAN Number		GST Number*	
Food Licence Number*		Street Address*		Landmark*	
Hotel / Bar Name(NickName)		Thana Name*		Excise Mandal Name*	
Excise Circle Name*		Revenue SubDivision Name*		Tribal/Non-Tribal Area*	<input checked="" type="radio"/> Non-Tribal <input type="radio"/> Tribal
Rural/Urban Area*	<input type="radio"/> Urban <input type="radio"/> Rural	Parishad*	—Select—	Parishad Name*	
City Ward No*		City/Village Ward Name*		Block Name*	
District Name*	—Select—	Tehsil Name*		Pincode*	
Vidhan Sabha*		Lok Sabha*		Population	NA

Bar/Hotel Contact Number\*   Bar/Hotel Email   **Range**   Population according to 2011 census\*

**Adjoining Place Detail**

North		South		East		West	
-------	--	-------	--	------	--	------	--

**Save**

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**Categories**

- [Application Registration](#)
- [View / Reprint Application](#)
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**Licensee Applicant Master**

Licence Type	F.L. 3	Financial Year	2022-2023
Licence Mode	<input type="radio"/> New <input type="radio"/> Renewal	Establishment Date*	[mm/dd/yyyy]
Licence Category	Individual <input type="radio"/> Company <input type="radio"/> Firm <input type="radio"/> H.U.F. <input type="radio"/> A.O.P.	Hotel Category	<input type="radio"/> 3 Star or Above <input type="radio"/> No Star
Licence Financial Year	2022-2023	Enter License 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	<a href="#">Browse...</a> No file selected.	<a href="#">Upload</a>
Letter of Incorporation (In Single Pdf)	Pdf Only	<a href="#">Browse...</a> No file selected.	<a href="#">Upload</a> File size Less Then 1 MB
Company Permanent Address Proof (In Single Pdf)	Pdf Only	<a href="#">Browse...</a> No file selected.	<a href="#">Upload</a> File size Less Then 1 MB
Company Present Address Proof (In Single Pdf)	Pdf Only	<a href="#">Browse...</a> No file selected.	<a href="#">Upload</a> File size Less Then 1 MB
All Members Photo (In Single Pdf)	Pdf Only	<a href="#">Browse...</a> No file selected.	<a href="#">Upload</a> File size Less Then 1 MB
All Members Pan Card (In Single Pdf)	Pdf Only	<a href="#">Browse...</a> No file selected.	<a href="#">Upload</a> File size Less Then 1 MB
All Members Character Certificate Card (In Single Pdf)	Pdf Only	<a href="#">Browse...</a> No file selected.	<a href="#">Upload</a> File size Less Then 1 MB
Authorized Person Photo	Image Only	<a href="#">Browse...</a> No file selected.	<a href="#">Upload</a> Height < 280 px and Width < 260 px
Authorized Person Pan Card	Image Only	<a href="#">Browse...</a> No file selected.	<a href="#">Upload</a>

**Upload**

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



After Submission of Application Dashboard show Application Status:

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

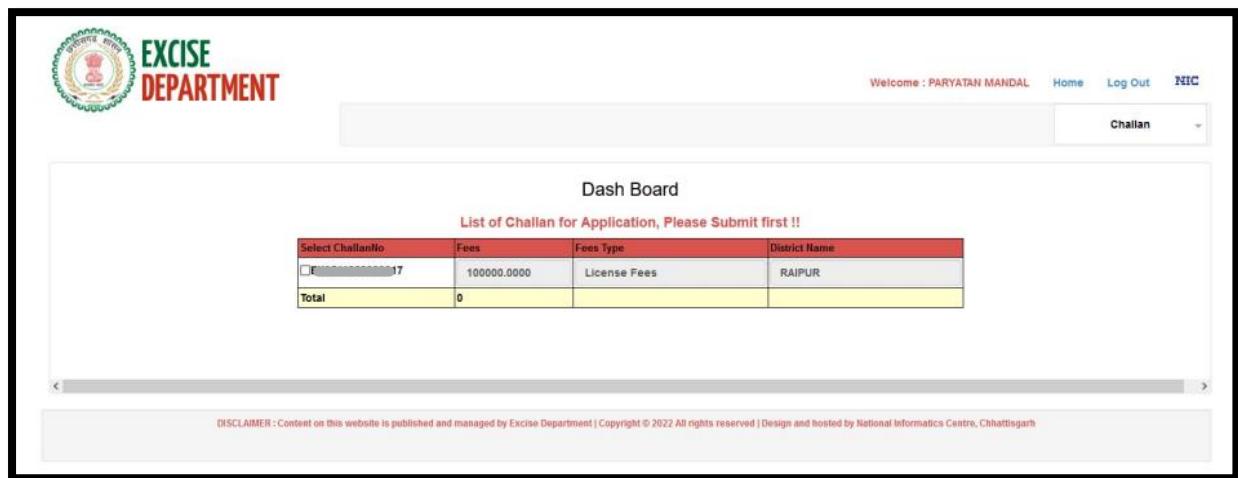
### 5.3. Pay Licence Fees

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



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





The screenshot shows the 'Dash Board' of the Excise Department's website. At the top, there is a logo of the Excise Department and the text 'EXCISE DEPARTMENT'. The top right corner displays a welcome message 'Welcome : PARYATAN MANDAL', navigation links 'Home', 'Log Out', and 'NIC', and a dropdown menu 'Challan'.

The main content area is titled 'Dash Board' and contains a message 'List of Challan for Application, Please Submit first !!'. Below this is a table with the following data:

Select ChallanNo	Fees	Fees Type	District Name
<input type="checkbox"/> EXXXXXXXXX17	100000.0000	License Fees	RAIPUR
<b>Total</b>	<b>0</b>		

At the bottom of the page, there is a disclaimer: 'DISCLAIMER : Content on this website is published and managed by Excise Department | Copyright © 2022 All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh'.



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