



# **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.

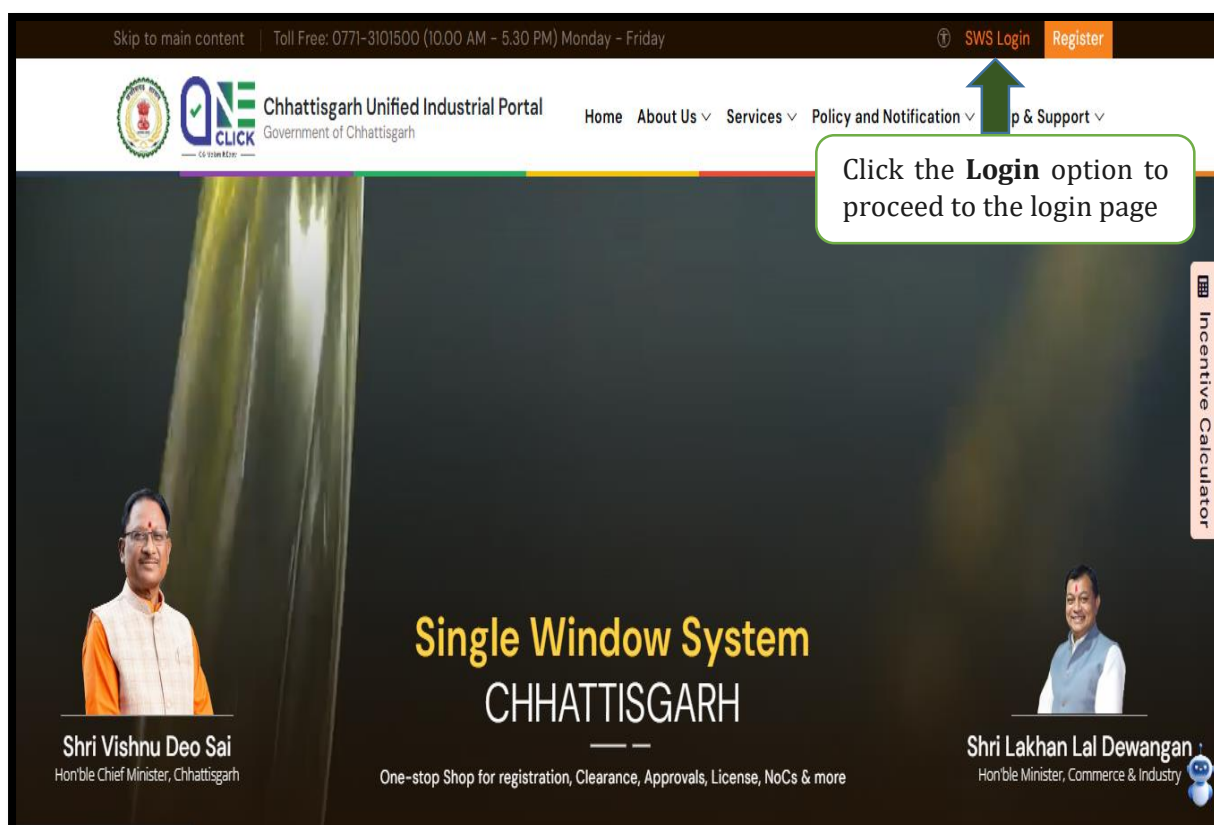
**Purpose:** This document gives easy, step-by-step instructions for industrial users to apply for **Bar license for Tourism Board (F.L.-3-C) Renew** service through the Department of Commerce and Industries using the **Single Window Portal**. It helps authorized users understand how to use the right 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**



Department of Commerce & Industries  
Government of Chhattisgarh

The Department of Commerce and Industries, Government of Chhattisgarh is a pivotal body responsible for the promotion and development of trade, commerce, and industrial growth within the state of Chhattisgarh, India.

Established with the aim of enhancing the economic landscape of the state, the department focuses on creating a conducive environment for businesses and industries to thrive, thereby contributing to the overall prosperity and employment generation for the people of Chhattisgarh.

**Login**

User Name

Captcha  uh9Ur1

[Forgot User Name?](#) [Register](#) [Back to Home](#)

For technical support please contact us at [invest-support@cg.gov.in](mailto:invest-support@cg.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.

Department of Commerce & Industries  
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Established with the aim of enhancing the economic landscape of the state, the department focuses on creating a conducive environment for businesses and industries to thrive, thereby contributing to the overall prosperity and employment generation for the people of Chhattisgarh.

**Login**

OR

[Back to Login](#) [Forgot Password?](#)

For technical support please contact us at [invest-support@cg.gov.in](mailto:invest-support@cg.gov.in)

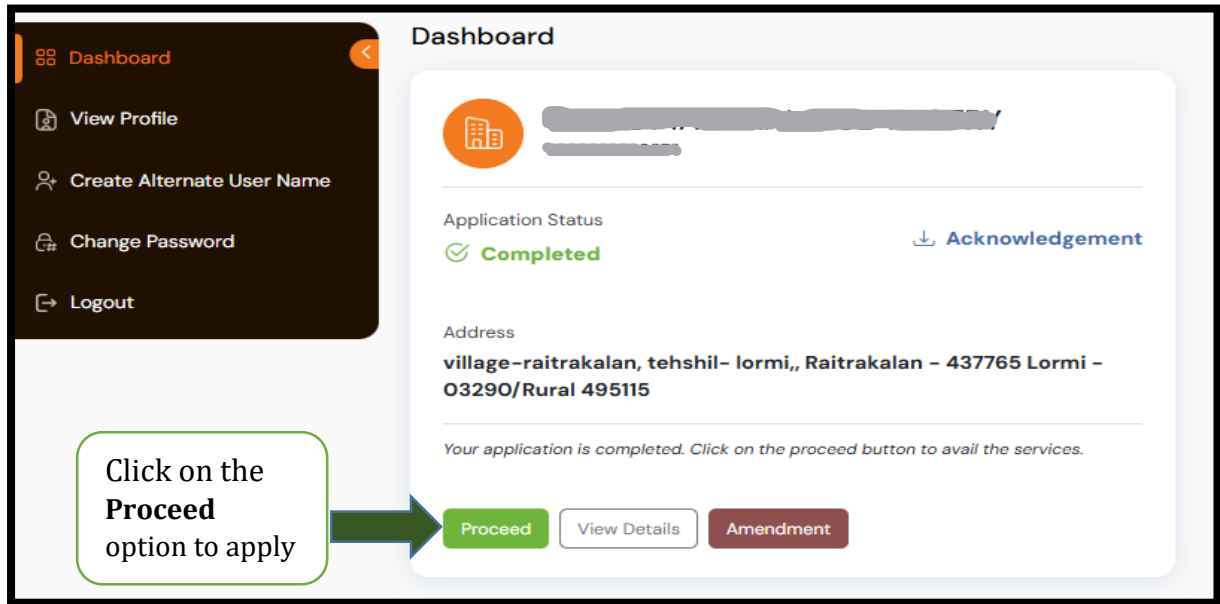
**Figure 3.3: Login Screen (B)**



## 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.

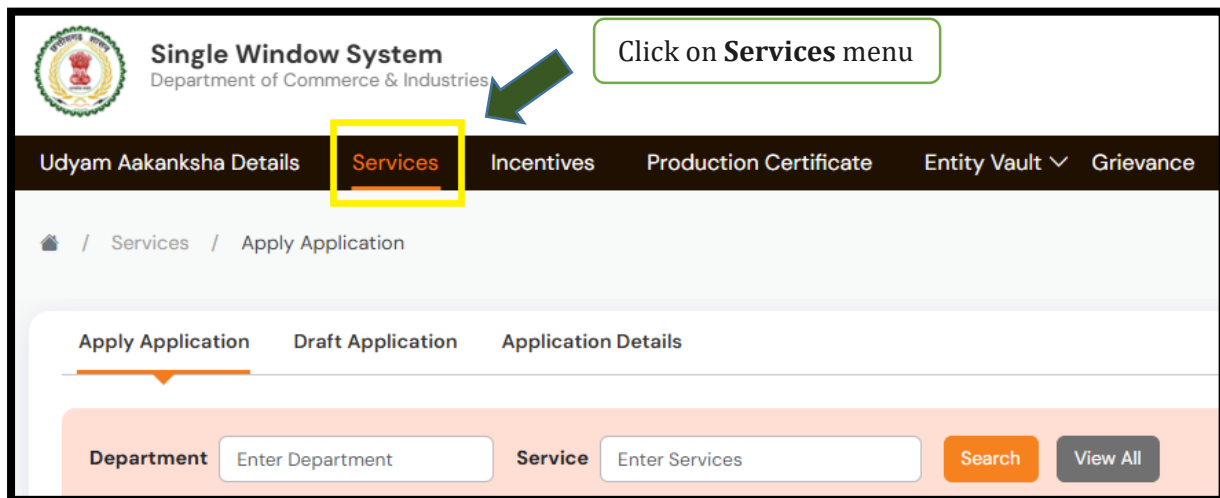
Now, click on the **Proceed** option to apply for **services**.



*Figure 4.1: Dashboard*

## 5. Apply for 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*



## 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).

Enter: **bar license for tourism board**

Click on **Search**

bar license for tourism board

Search View All

**New**

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

Excise Department

Processing Time: -- Fee: ₹0

**Apply**

**Renew**

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

Excise Department

Processing Time: -- Fee: ₹0

**Apply**

Click on **Apply**

**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**.

**EXCISE DEPARTMENT**

Log Out

**Apply for License**

Select Licence Type\* F.L. 3-C

Licence Financial Year\* 2022-2023

Unit Name\* Raipur

Authorized person's Mobile No.\* 982

Email\* ACCORDPREMIER.COM

Enter Udyam Aakanksha No.\* 0

Licence Mode\* ☐ New ☒ Renewal

Unit District Name Raipur - 410

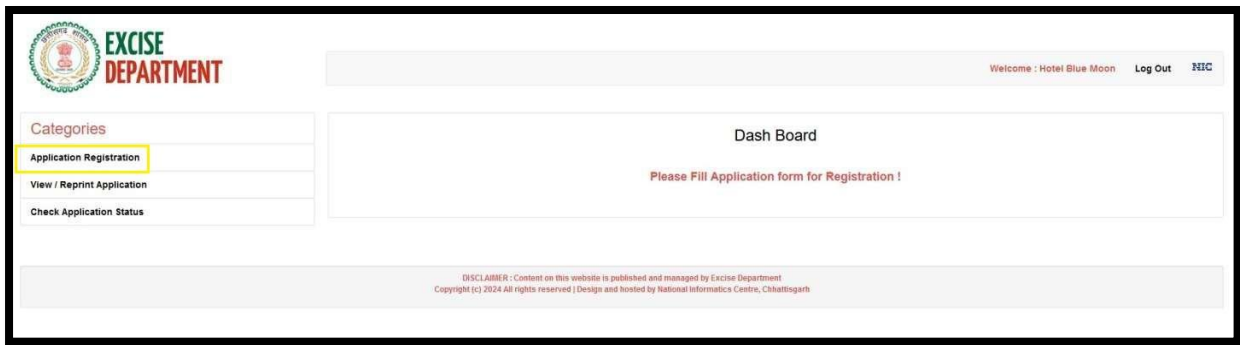
☒ I have read all the documents and accept the terms and conditions

**SUBMIT** **Close**

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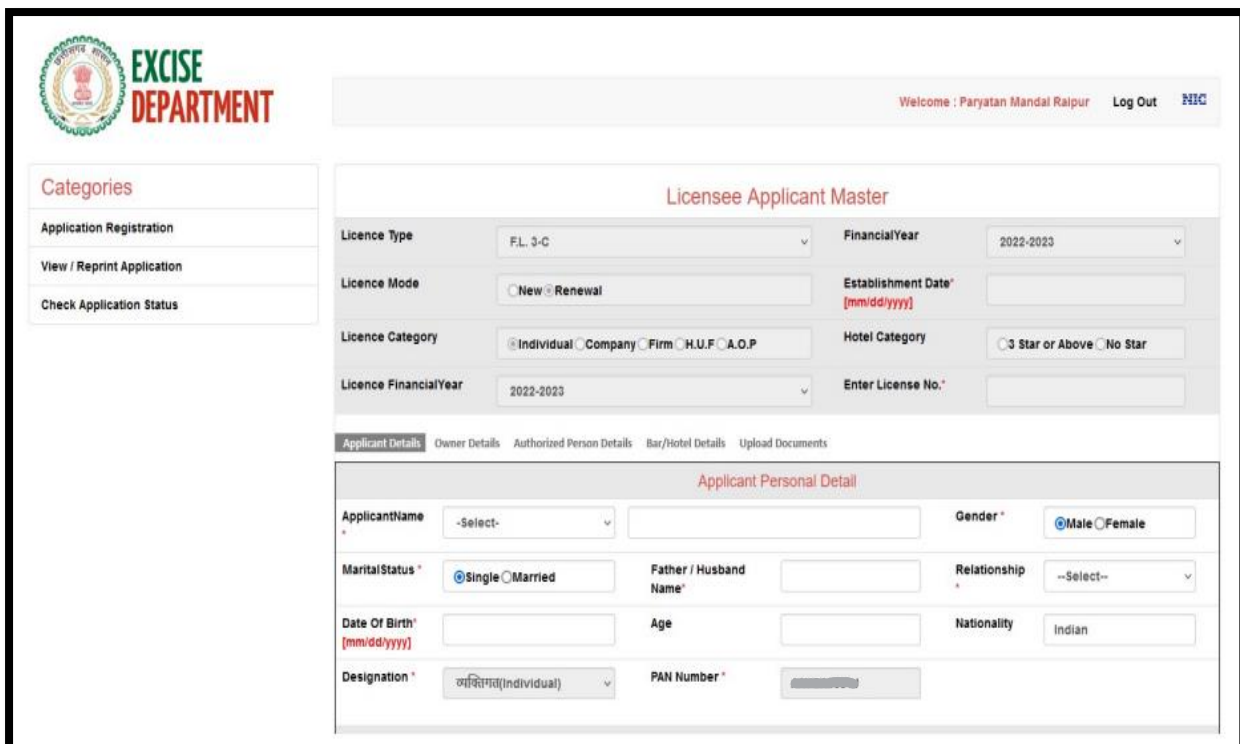


After form submission, dashboard will open. Now, click on **Application Registration**.



The screenshot shows the Excise Department Dashboard. On the left, under 'Categories', 'Application Registration' is highlighted. The main area is titled 'Dash Board' and contains the text 'Please Fill Application form for Registration!'. The top right shows a welcome message 'Welcome : Hotel Blue Moon' and links for 'Log Out' and 'NIC'. A disclaimer at the bottom states: 'DISCLAIMER : Content on this website is published and managed by Excise Department. Copyright (c) 2024 All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh'.

In Case of Applicant Category (Individual):-




The screenshot shows the 'Licensee Applicant Master' form. The top section includes fields for 'Licence Type' (F.L. 3-C), 'Financial Year' (2022-2023), 'Licence Mode' (New/Renewal), 'Establishment Date' (mm/dd/yyyy), 'Licence Category' (Individual/Company/Firm/H.U.F./A.O.P), 'Hotel Category' (3 Star or Above/No Star), and 'Licence Financial Year' (2022-2023). Below this is a tabbed interface with 'Applicant Details' selected. The 'Applicant Personal Detail' section includes fields for 'Applicant Name', 'Gender' (Male/Female), 'Marital Status' (Single/Married), 'Father / Husband Name', 'Relationship', 'Date Of Birth' (mm/dd/yyyy), 'Age', 'Nationality' (Indian), 'Designation' (अतिथिगर्ह (Individual)), and 'PAN Number'.





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



**EXCISE  
DEPARTMENT**

Welcome : Paryatan Mandal Raipur Log Out [NIC](#)

**Categories**

Application Registration

View / Reprint Application

Check Application Status

### Licensee Applicant Master

Licence Type	F.L. 3-G	Financial Year	2022-2023
Licence Mode	<input type="radio"/> New <input type="radio"/> Renewal	Establishment Date*	<input type="text" value="mm/dd/yyyy"/>
Licence Category	<input type="radio"/> 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 Licence No.*	<input type="text"/>

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

Company Name *	Designation *	<input type="text" value="कंपनी(Company)"/>	
PAN Number *	Date of Incorporation*	Registration Number	<input type="text" value="mm/dd/yyyy"/>

Present Contact Detail

Street Address*	Building Number*	Land mark*
District*	Tehsil Name*	Police Station Name*
Rural/Urban Area*	Village/City Name *	Parishad *
Parishad Name *	City WardNo*	City WardName*
Pincode*	Telephone Number	Mobile Number *
E-MailID*	[X] <input type="text" value="--Select--"/>	

☐ Check here if Permanent Contact Detail is Same as Present

Street Address	Building Number	Land mark
District	Tehsil Name*	Police Station Name*
Rural/Urban Area*	Village/City Name *	Parishad *
Parishad Name *	City WardNo*	City WardName*
Pincode*	Telephone Number	Mobile Number *
E-MailID*	[X] <input type="text" value="--Select--"/>	

Save & Proceed





## Fill Owner OR Director OR Partner Details:

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

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

### Owner Personal Detail

OwnerName* <input type="text"/>	Gender* <input checked="" type="radio"/> Male <input type="radio"/> Female
MaritalStatus* <input checked="" type="radio"/> Single <input type="radio"/> Married	Father / Husband Name* <input type="text"/>
Date Of Birth* [mm/dd/yyyy] <input type="text"/>	Age <input type="text"/>
Nationality <input type="text"/>	Indian
Designation* <input type="text"/>	PAN Number* <input type="text"/>

### Present Contact Detail

Street Address* <input type="text"/>	House Number* <input type="text"/>	Land mark* <input type="text"/>
District* <input type="text"/>	Tehsil Name* <input type="text"/>	Police Station Name* <input type="text"/>
Rural/Urban Area* <input type="text"/>	Village/City Name* <input type="text"/>	Parishad* <input type="text"/>
Parishad Name* <input type="text"/>	City WardNo* <input type="text"/>	City WardName* <input type="text"/>
Rural/Urban Area* <input type="text"/>	Village/City Name* <input type="text"/>	Parishad* <input type="text"/>
Parishad Name* <input type="text"/>	City WardNo* <input type="text"/>	City WardName* <input type="text"/>
Pincode* <input type="text"/>	Telephone Number <input type="text"/>	Mobile Number* <input type="text"/>
E-MailID* <input type="text"/>	[at] <input type="text"/>	<input type="text"/>

☐ Check here if Permanent Contact Detail is Same as Present

Street Address <input type="text"/>	House Number <input type="text"/>	Land mark <input type="text"/>
District <input type="text"/>	Tehsil Name* <input type="text"/>	Police Station Name* <input type="text"/>
Rural/Urban Area* <input type="text"/>	Village/City Name* <input type="text"/>	Parishad* <input type="text"/>
Parishad Name* <input type="text"/>	City WardNo* <input type="text"/>	City WardName* <input type="text"/>
Pincode* <input type="text"/>	Telephone Number <input type="text"/>	Mobile Number* <input type="text"/>
E-MailID* <input type="text"/>	[at] <input type="text"/>	<input type="text"/>

**Add**

**Save And Next**



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

Categories		Licensee Applicant Master	
Application Registration		Licence Type: F.L. 3-C	Financial Year: 2022-2023
View / Reprint Application		Licence Mode: <input type="radio"/> New <input checked="" type="radio"/> Renewal	Establishment Date*: [mm/dd/yyyy]
Check Application Status		Licence Category: <input type="radio"/> Individual <input checked="" 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 Licence No.*

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

Authorized Personal Detail			
Authorized Person Name*	<input type="text"/>	Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Marital Status *	<input checked="" type="radio"/> Single <input type="radio"/> Married	Father / Husband Name *	<input type="text"/>
Date Of Birth* [mm/dd/yyyy]	<input type="text"/>	Age	<input type="text"/>
Designation *	<input type="text"/>	Nationality	<input type="text"/>
	<input type="text"/>	PAN Number *	<input type="text"/>

Present Contact Detail			
Street Address*	<input type="text"/>	House Number*	<input type="text"/>
	<input type="text"/>	Land mark*	<input type="text"/>
District*	<input type="text"/>	Tehsil Name*	<input type="text"/>
	<input type="text"/>	Police Station Name*	<input type="text"/>
Rural/Urban Area*	<input type="text"/>	Village/City Name *	<input type="text"/>
	<input type="text"/>	Parishad *	<input type="text"/>
Parishad Name *	<input type="text"/>	City WardNo*	<input type="text"/>
	<input type="text"/>	City WardName*	<input type="text"/>
Pincode*	<input type="text"/>	Telephone Number	<input type="text"/>
	<input type="text"/>	Mobile Number *	<input type="text"/>
E-MailID*	<input type="text"/>	[at]	<input type="text"/>

☐ Check here if Permanent Contact Detail is Same as Present

Street Address	<input type="text"/>	House Number	<input type="text"/>
	<input type="text"/>	Land mark	<input type="text"/>
District	<input type="text"/>	Tehsil Name*	<input type="text"/>
	<input type="text"/>	Police Station Name*	<input type="text"/>
Rural/Urban Area*	<input type="text"/>	Village/City Name *	<input type="text"/>
	<input type="text"/>	Parishad *	<input type="text"/>
Parishad Name *	<input type="text"/>	City WardNo*	<input type="text"/>
	<input type="text"/>	City WardName*	<input type="text"/>
Pincode*	<input type="text"/>	Telephone Number	<input type="text"/>
	<input type="text"/>	Mobile Number *	<input type="text"/>
E-MailID*	<input type="text"/>	[at]	<input type="text"/>

**Save & 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	FinancialYear	2022-2023
Licence Mode	New Renewal	Establishment Date*	[mm/dd/yyyy]
Licence Category	Individual Company Firm H.U.F. A.O.P	Hotel Category	3 Star or Above No Star
Licence FinancialYear	2022-2023	Enter Licence No.*	

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

#### Hotel / Bar / Club Detail

Paryatan Mandal Name*	Paryatan Mand*	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*	Non-Tribal Tribal
Rural/Urban Area*	Urban Rural	Parishad *	--Select--	Parishad Name *	
City WardNo*		City/Village WardName*		Block Name*	
District Name*	--Select--	Tehsil Name*		Pincode*	
Vidhan Sabha*		Lok Sabha*		Population	NA

Bar/Hotel Contact Number *		Bar/Hotel Email		[at]	--Select--
Population according to 2011 census *					

#### Adjoining Place Detail

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

Save

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**Categories**  
Application Registration  
View / Reprint Application  
Check Application Status

### Licensee Applicant Master

Licence Type	F.L. 3	FinancialYear	2022-2023
Licence Mode	New Renewal	Establishment Date*	[mm/dd/yyyy]
Licence Category	Individual Company Firm H.U.F. A.O.P	Hotel Category	3 Star or Above No Star
Licence FinancialYear	2022-2023	Enter Licence No.*	

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

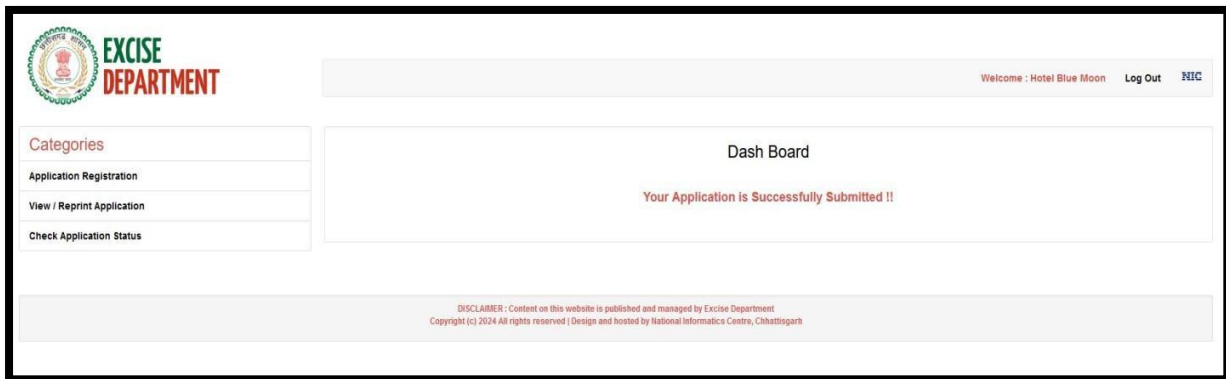
File Name	File Type	ViewDocuments	File Size
Company Pan Card	Image Only	Browse... No file selected.	Upload
Letter of Incorporation (In Single Pdf)	Pdf Only	Browse... No file selected.	Upload File size Less Than 1 MB
Company Permanent Address Proof (In Single Pdf)	Pdf Only	Browse... No file selected.	Upload File size Less Than 1 MB
Company Present Address Proof (In Single Pdf)	Pdf Only	Browse... No file selected.	Upload File size Less Than 1 MB
All Members Photo (In Single Pdf)	Pdf Only	Browse... No file selected.	Upload File size Less Than 1 MB
All Members Pan Card (In Single Pdf)	Pdf Only	Browse... No file selected.	Upload File size Less Than 1 MB
All Members Character Certificate Card (In Single Pdf)	Pdf Only	Browse... No file selected.	Upload File size Less Than 1 MB
Authorized Person Photo	Image Only	Browse... No file selected.	Upload Height < 280 px and Width < 260 px
Authorized Person Pan Card	Image Only	Browse... No file selected.	Upload

Upload

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After Submission of Application Dashboard show Application Status:



The screenshot shows the Excise Department Dashboard. On the left, there is a sidebar with the following categories:

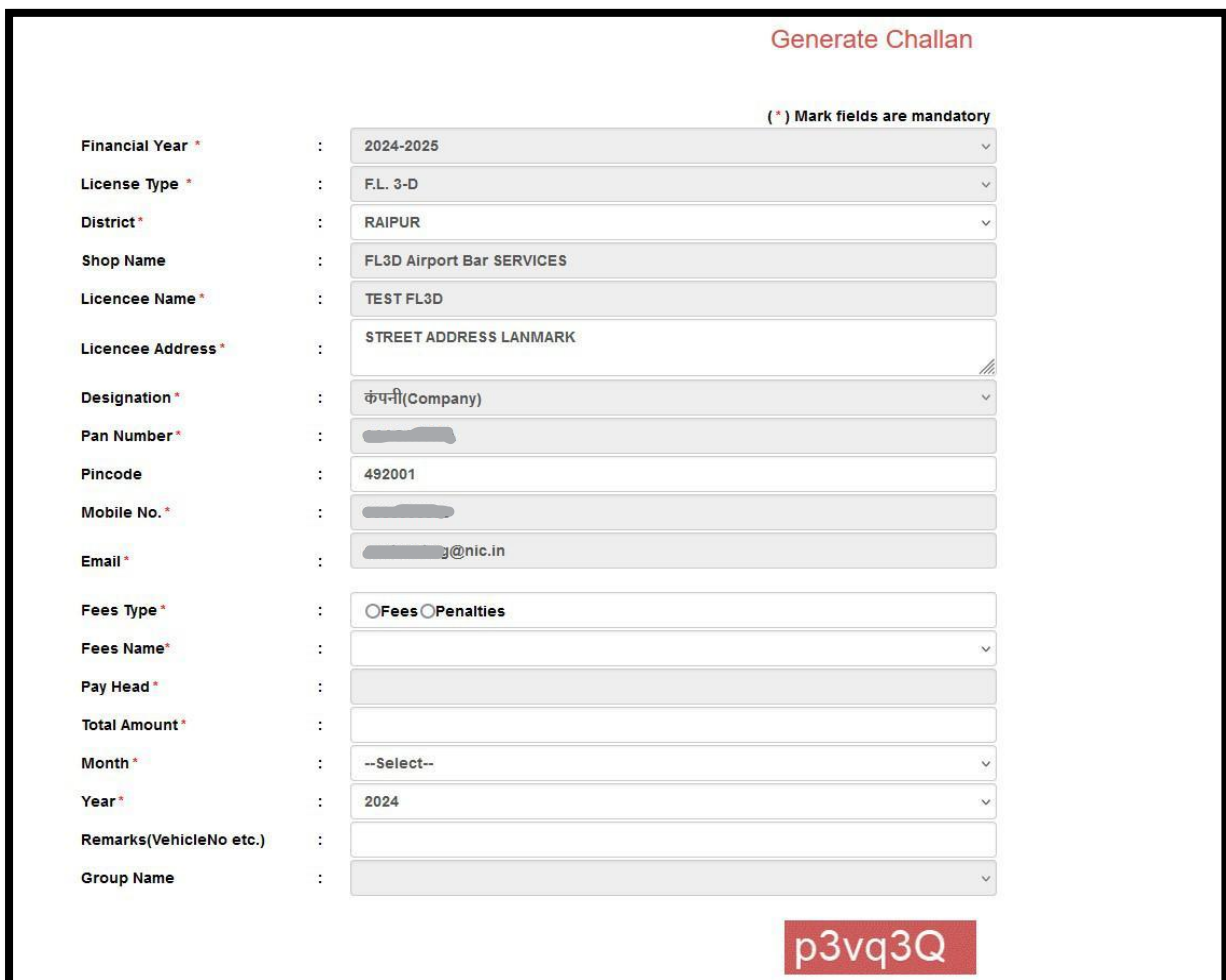
- Application Registration
- View / Reprint Application
- Check Application Status

The main content area displays a message: "Your Application is Successfully Submitted !!". At the top right, there is a welcome message: "Welcome : Hotel Blue Moon" and links for "Log Out" and "NIC". At the bottom, there is a disclaimer: "DISCLAIMER : Content on this website is published and managed by Excise Department. Copyright (c) 2024 All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh".

**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.




The screenshot shows the "Generate Challan" form. At the top right, it says "Generate Challan". Below this, there is a note: "(\*) Mark fields are mandatory". The form contains the following fields:

- Financial Year \*: 2024-2025
- License Type \*: F.L. 3-D
- District \*: RAIPUR
- Shop Name: FL3D Airport Bar SERVICES
- Licencee Name \*: TEST FL3D
- Licencee Address \*: STREET ADDRESS LANMARK
- Designation \*: कंपनी(Company)
- Pan Number \*: [Redacted]
- Pincode: 492001
- Mobile No. \*: [Redacted]
- Email \*: [Redacted]@nic.in
- Fees Type \*: ☐ Fees ☐ Penalties
- Fees Name \*: [Redacted]
- Pay Head \*: [Redacted]
- Total Amount \*: [Redacted]
- Month \*: --Select--
- Year \*: 2024
- Remarks(VehicleNo etc.): [Redacted]
- Group Name: [Redacted]

At the bottom right, there is a red box containing the alphanumeric code "p3vq3Q".





EXCISE

DEPARTMENT

Challan

Welcome : PARYATAN MANDAL   Home   Log Out   NIC

### Dash Board

List of Challan for Application, Please Submit first !!

Select ChallanNo	Fees	Fees Type	District Name
<input type="checkbox"/> 17	100000.0000	License Fees	RAIPUR
<b>Total</b>	<b>0</b>		

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