



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Sale of manufactured Coca Leaf Drug

License (N.D. 1) Renew

(Excise Department)

Table of Contents

1. Overview	1
2. How to Get Started	1
3. How to login	1
4. Dashboard	3
5. Apply for Services	3
5.1. Search for Services – Sale of Manufactured Coca Leaf Drug License (N.D. 1) Renew	4
5.2. Apply for Licence	4
5.3. Pay Licence Fees	10

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 **Sale of Manufactured Coca Leaf Drug License (N.D.1) 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)



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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**.

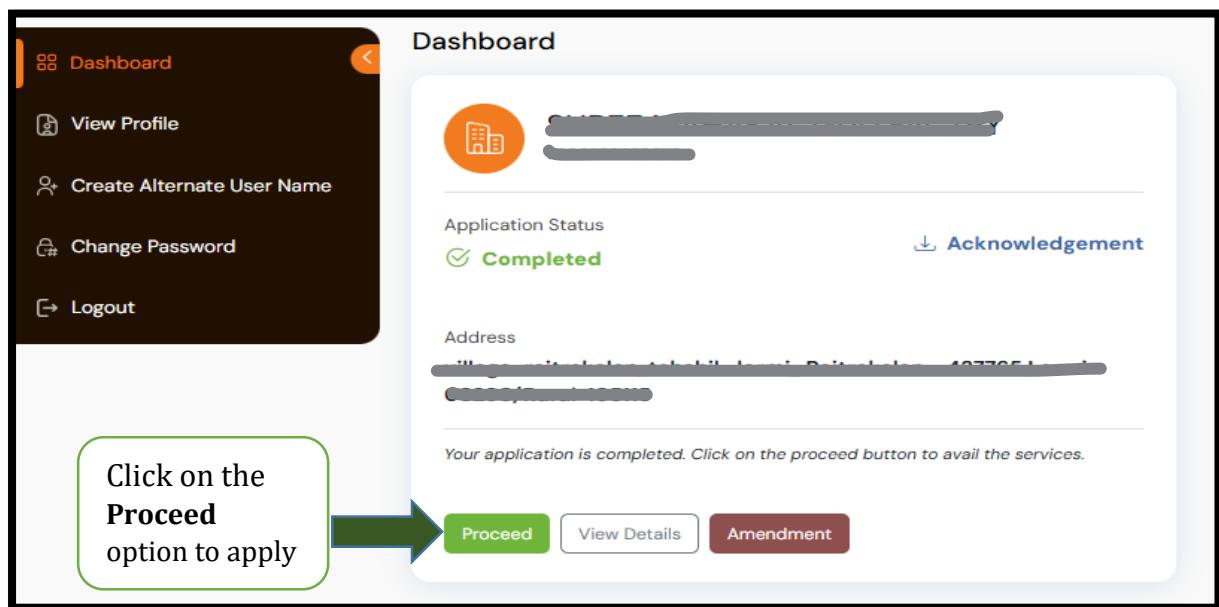


Figure 4.1: Dashboard

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.

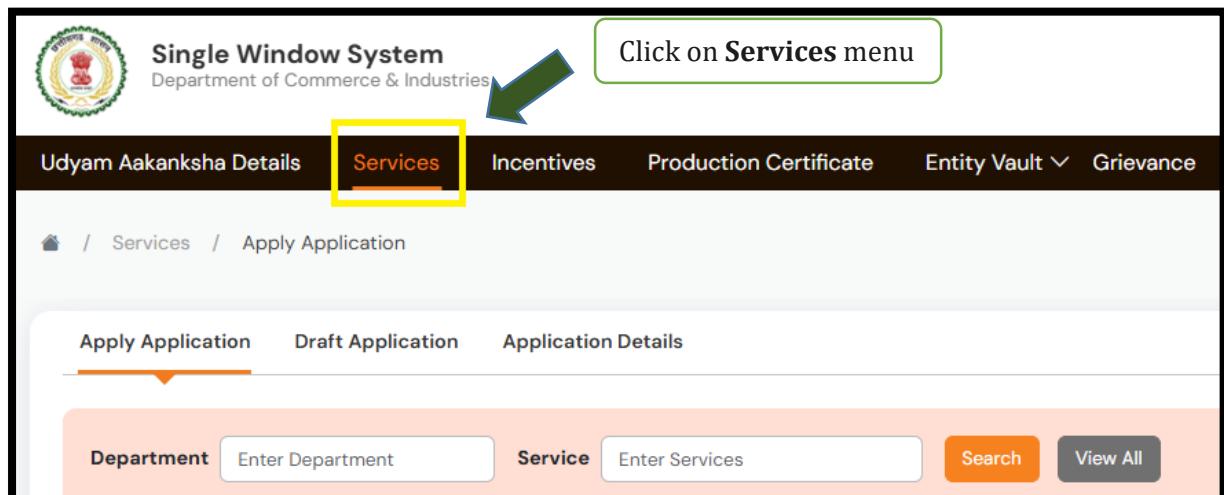


Figure 5.1: Services Page



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5.1. Search for Services – Sale of Manufactured Coca Leaf Drug License (N.D. 1) Renew

In the Search field, enter **coca leaf drug license** and click the **View All** button. A filtered list of services will appear—click **Apply** next to the relevant service (see Fig. 5.2).

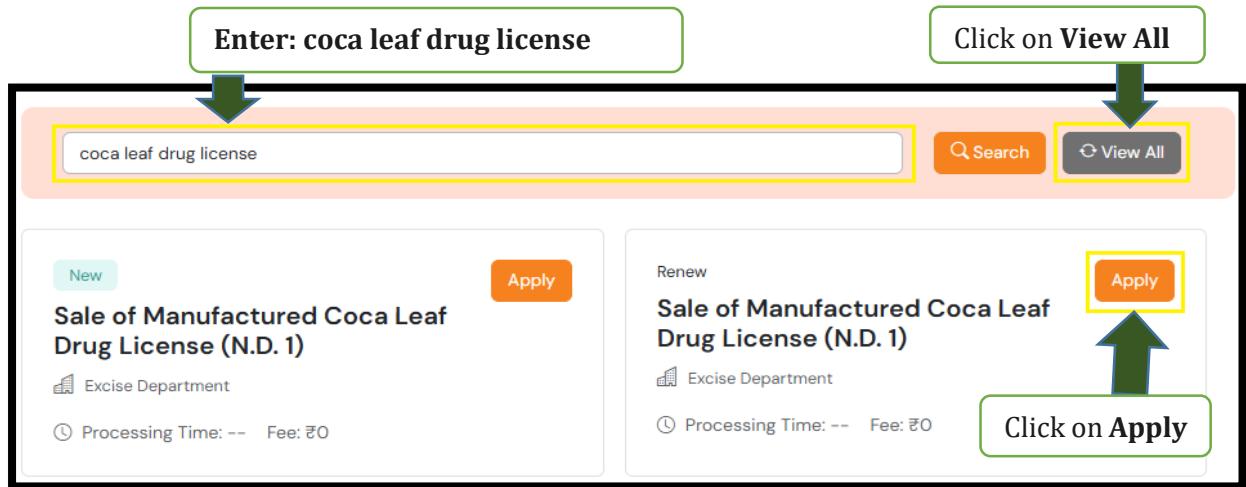


Figure 5.2: Filtered list of Services – Sale of Manufactured Coca Leaf Drug License (N.D.1) Renew

You will now be redirected to the official website of the **EXCISE DEPARTMENT, GOVT. OF CHHATTISGARH**, where you can apply for the **Sale of Manufactured Coca Leaf Drug License (N.D. 1) Renew**.

5.2. Apply for Licence

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

The screenshot shows the 'Apply for License' form. It includes fields for Select Licence Type (N.D. 2), Licence Financial Year (2021-2022), Unit Name (ND2), Authorized person's Mobile No. (9869611111), Email (abcd@gmail.com), Enter Udyam Aadhar No. (124536986666), Licence Mode (New), Unit District Name (Raipur), and a checkbox for accepting terms and conditions. The 'SUBMIT' button is highlighted.



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

For Renew License: -

1. For license FL 6/ FL 7/FL 8



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



2. Applicant Personal Details Form for License ND 1/ND 2:

[Welcome : Test ND 2](#) [Log Out](#) [NIC](#)

Licensee Applicant Master

Licence Type

Financial Year

Licence Mode New Renewal

Establishment Date*

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

Licence Financial Year

[Applicant Details](#)
[Owner Details](#)
[Authorized Person Details](#)
[Upload Documents](#)

Company Name*

Designation*

PAN Number*

Unit Name

Unit District*

Unit Tehsil*

Unit Address

Contact Detail

Street Address*

Bulding Number*

Land mark*

District*

Tehsil Name*

Police Station Name*

Rural/Urban Area* Urban Rural

Village/City Name

City WardNo*

City WardName*

Pincode*

E-Mail ID*

Mobile Number*

Licencee Details

Type Of Licencee*

Licencee Drugs Detail

S.No.	Type Of Drug	Name Of Drug	Quantity(Mg)	Add/Delete
1	Medicinal cannabis (B. cannabis tincture)	fentyle	56700	Delete
2	Pethidine hydrochloride	fentyle 12	144000	Delete

	<input type="text" value="coca products and coca leaf"/>	Add
	<input type="text" value="Medicinal cannabis (A. cannabis essence)"/>	
	<input type="text" value="Medicinal cannabis (B. cannabis tincture)"/>	
	<input type="text" value="Medicated opium or tincture opium"/>	
	<input style="background-color: #e67e22; color: white; border: 1px solid black; padding: 2px;" type="text" value="("/> Pure Medicine) Morphin,dicetel Morphin Or 0.2 % Morphin Or Any Government or non-gover	
	<input style="background-color: #e67e22; color: white; border: 1px solid black; padding: 2px;" type="text" value="("/> Medicinal cannabis (A. cannabis essence)	
	<input style="background-color: #e67e22; color: white; border: 1px solid black; padding: 2px;" type="text" value="("/> Medicinal cannabis (B. cannabis tincture)	
	<input style="background-color: #e67e22; color: white; border: 1px solid black; padding: 2px;" type="text" value="("/> Medicated opium or tincture opium	
	<input style="background-color: #e67e22; color: white; border: 1px solid black; padding: 2px;" type="text" value="("/> (" style="background-color: #e67e22; color: white; border: 1px solid black; padding: 2px;"/>Pure Medicine) Morphin,dicetel Morphin Or 0.2 % Morphin Or Any Government or non-government formulations containing dicetel morphine	
	<input style="background-color: #e67e22; color: white; border: 1px solid black; padding: 2px;" type="text" value="("/> (" style="background-color: #e67e22; color: white; border: 1px solid black; padding: 2px;"/>Alkaloids Mixture) Morphin,dicetel Morphin Or 0.2 % Morphin Or Any Government or non-government formulations containing dicetel morphine	
	<input style="background-color: #e67e22; color: white; border: 1px solid black; padding: 2px;" type="text" value="("/> Pethidine hydrochloride	



3. Applicant Personal Details Form – For License RS 1/ RS 2A:

Licensee Applicant Master

Licence Type	R.S. 2 A	Financial Year	2021-2022
Licence Mode	<input checked="" type="radio"/> New <input type="radio"/> Renewal	Establishment Date*	(mm/dd/yyyy)
Licence Category	<input checked="" type="radio"/> Individual <input type="radio"/> Company <input type="radio"/> Firm <input type="radio"/> H.U.F <input type="radio"/> A.O.P	Licence Financial Year	2021-2022
Applicant Details Owner Details Authorized Person Details Upload Documents			
Company Name*	<input type="text"/> Designation* <input type="text" value="कंपनी(Company)"/>		
PAN Number*	<input type="text" value="AISC54321P"/>		
Unit Name	Test RS 2A	Unit District*	<input type="text" value="--Select--"/>
Unit Address	<input type="text"/>		
Contact Detail			
Street Address*	<input type="text"/>	Building Number*	<input type="text"/>
District*	<input type="text" value="--Select--"/>	Tehsil Name*	<input type="text"/>
Rural/Urban Area*	<input checked="" type="radio"/> Urban <input type="radio"/> Rural	Village/City Name*	<input type="text"/>
City Ward No*	<input type="text"/>	City Ward Name*	<input type="text"/>
E-Mail ID*	<input type="text" value="abcd@gmail.com"/>	Mobile Number*	<input type="text" value="9896111111"/>
Proposed License Premises borders			
North*	<input type="text"/>	South*	<input type="text"/>
East*	<input type="text"/>	West*	<input type="text"/>
<input type="button" value="Save & Proceed"/>			



After submission of applicant details, Fill Form for Owner Persons Details:

Applicant Details
Owner Details
Authorized Person Details
Upload Documents

Owner Personal Detail

Check here if Applicant Detail is Owner as Present

Owner Name*	--Select--	Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female
Father / Husband Name*	--Select--	Relationship*	--Select--
Date Of Birth* [mm/dd/yyyy]	Age	Designation*	Indian

Contact Detail

Street Address*	House Number*	Land mark*	
District*	--Select--	Tehsil Name*	--Select--
Rural/Urban Area*	<input checked="" type="radio"/> Urban <input type="radio"/> Rural	Village/City Name*	
City WardNo*	City WardName*	Pincode*	
Telephone Number	Mobile Number*	E-MailID*	

Licencee Details

Type Of Licencee*	Manufacture under bond for payment of duty
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Licencee Purpose Detail

S.No.	Purpose for which licence is required	Licence Fee per annum	Add/Delete
1	Alliopathic medicinal preparations and toilet preparations containing alcohol (pure alcohol content is more than 2250)	400	Delete
	--Select--		<input style="background-color: #c00000; color: white; border: 1px solid #c00000; padding: 2px 10px; border-radius: 5px; width: 100px;" type="button" value="Add"/>



After submission of Owner Details, Fill Form for Authorized Person Details:

After Successful Submission of Authorized Person Details Form, Please Upload Required Documents on specified size and type: -

Note: Please wait for department verification process by officers. After successful department verification process the **Generate challan panel** will open for applicants.



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



5.3. Pay Licence Fees

Upload required documents with specific size and type than click on upload & make payment button

Applicant Details Officer Commanding Details Authorized Person Details **Upload Documents**

File Name	File Type	View Documents	File Size
Pan, TIN, GST Copy	Pdf Only	Choose File	No file chosen
		Upload	File size Less Then 1 MB

Upload & Make Payment

Click on, **Generate New Challan** Button and then fill challan form:

Generate Challan

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Generate Challan

** | Mark Fields are mandatory

Financial Year *	2021-2022
License Type *	F.I. 2
District *	RAIPUR
Shop Name *	Military 12 Battalion
Licensee Name *	RAJESH APPLICANT
Licensee Address *	SELTARA LAND MARK
Designation *	SGT/LT/LTCPL/NDCP
Pan Number *	AISPA12345A
Pincode *	492001
Mobile No. *	9896969046
Email *	raju@gmail.com
Fee Type *	<input checked="" type="radio"/> Fees/Challan
Fees Name *	
Pay Head *	
Total Amount *	
Month *	—Select—
Year *	2021
Remarks (If any/else to fill)	
Group Name *	

XNnc6A
Enter above code
 Verify

PROCEED



After Successful Payment of Application Fees, Click on **Final Submission**

[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	

[Final Submission](#)

Select Challan before clicking on "Final Submission" button



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

