



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Registration under Factories Act

(Labour 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 Registration under Factories Act 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.**

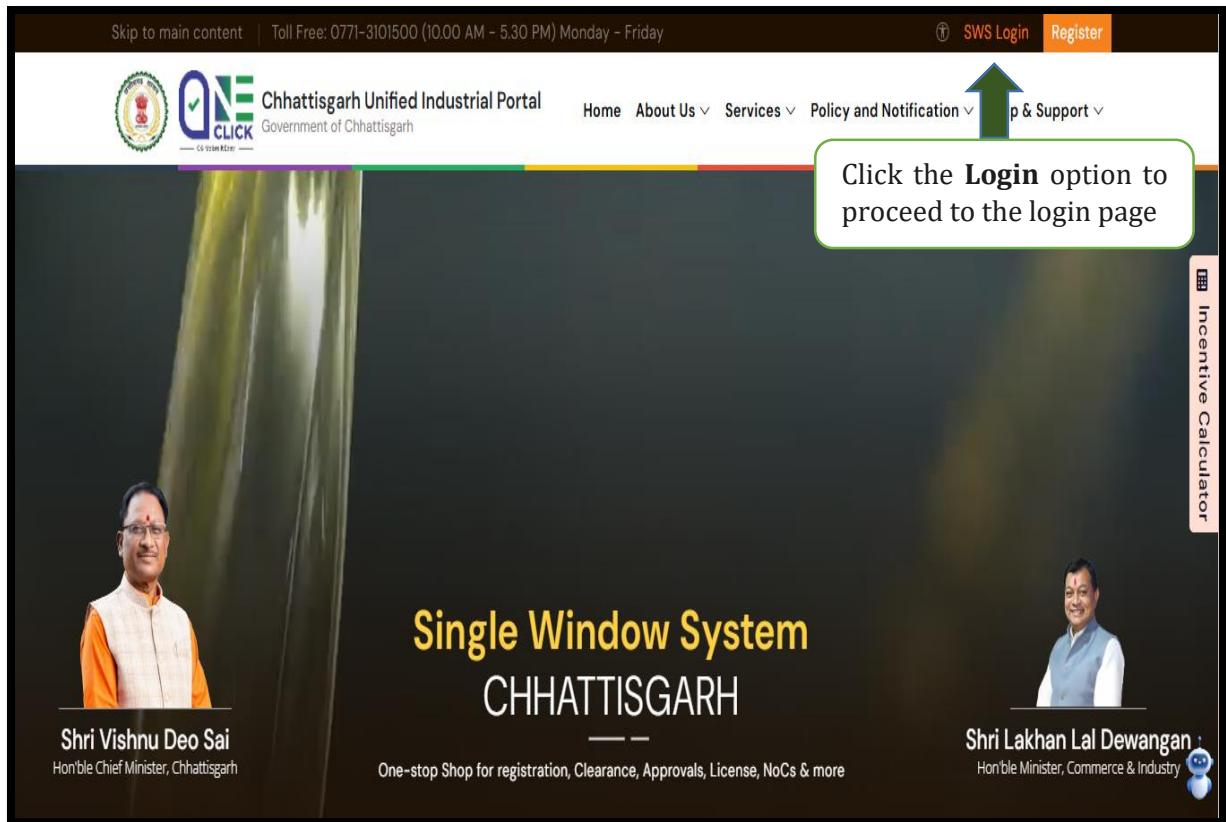


Figure 3.1: Homepage Screen



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



Enter the registered User Name

Enter the Captcha, which is shown on the side and click Next option

For technical support please contact us at
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.

For technical support please contact us at
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 includes step-by-step instructions for applying services.



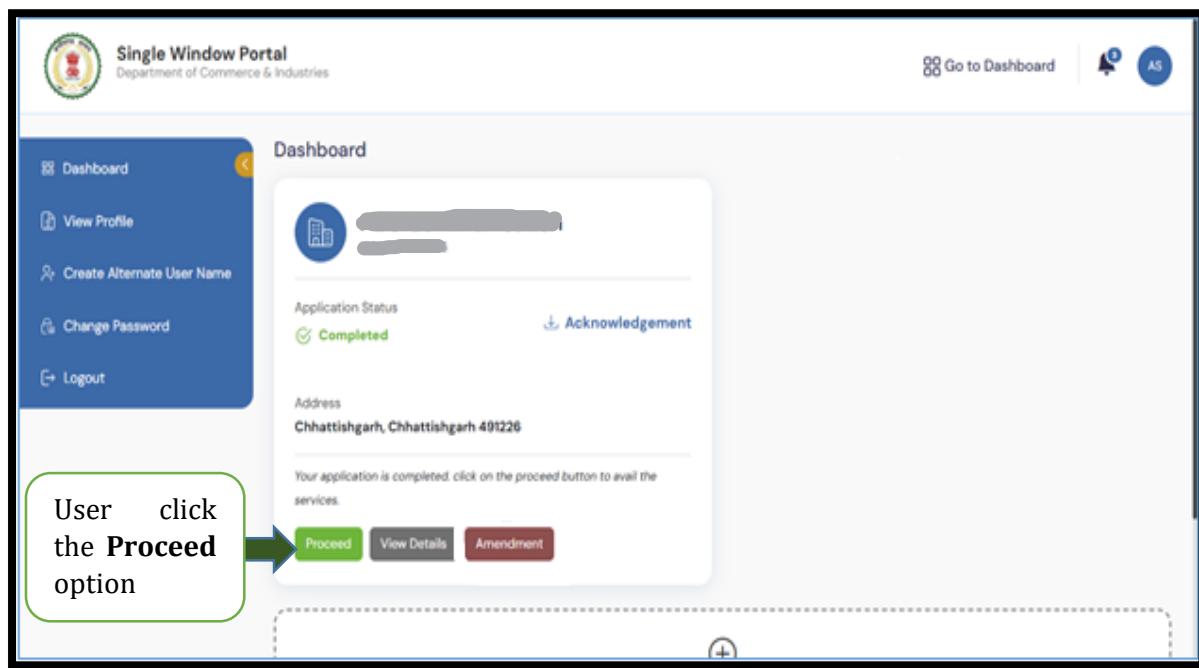


Figure 4.1: Dashboard Screen

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

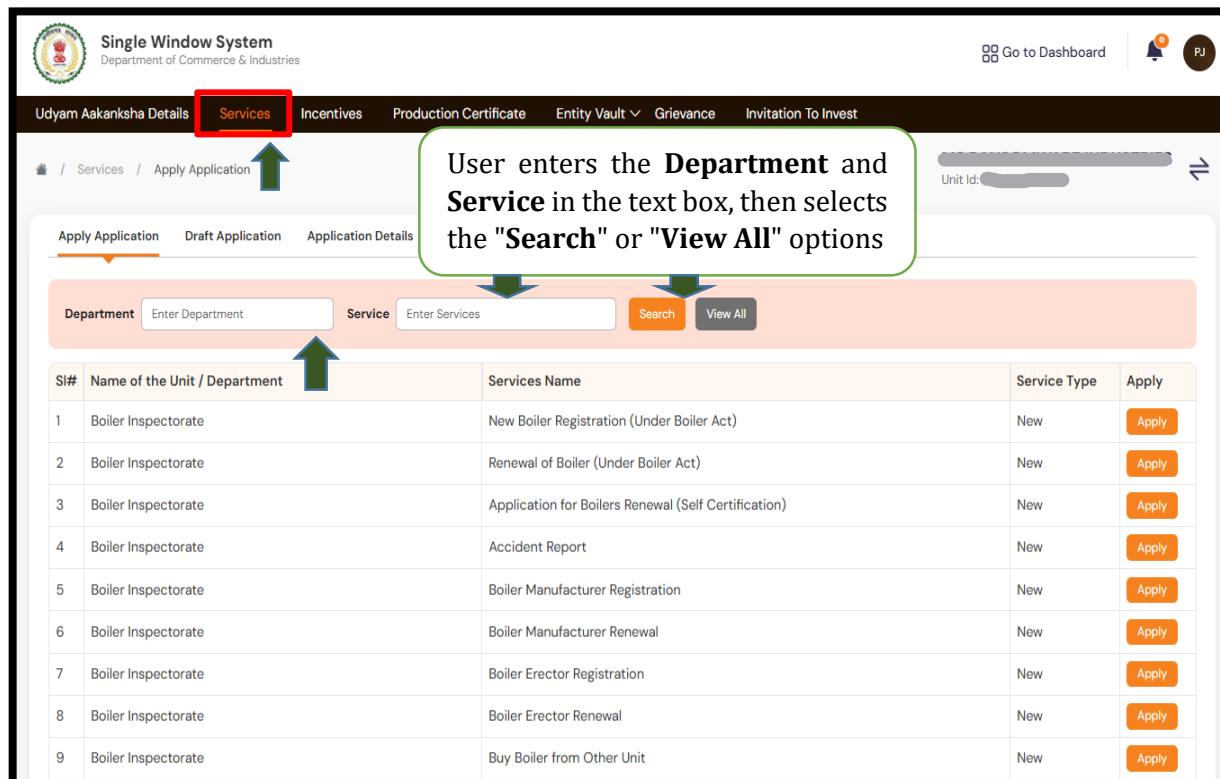


Figure 4.2: Services Screen

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



Single Window System
Department of Commerce & Industries

Udyam Aakanksha Details Services Incentives Production Certificate Entity Vault Grievance Invitation To Invest

Go to Dashboard Unit Id: ↗

Apply Application Draft Application Application Details

Department: labour Service: Enter Services Search View All

Sl#	Name of the Unit / Department	Services Name	Service Type	Apply
1	Labour	Factory building plan approval' (under the Factories Act, 1948)	New	Apply
2	Labour	Permission for engaging contractor for labour	New	Apply
3	Labour	Registration Certificate of Establishment Inter State Migrant Workmen	New	Apply
4	Labour	Registration of principal employers establishment		Apply
5	Labour	Registration under Factories Act		Apply
6	Labour	Renewal under Factories Act		Apply
7	Labour	Registration under The Building and Other Construction Workers Act, 1996	New	Apply
8	Labour	The building and other construction worker welfare cess act, 1996	New	Apply

Previous 1 Next

Figure 4.3: Labour Services Screen

4.1. Registration under Factories Act

After clicking the "Apply" option, the screen will redirect to the **Chhattisgarh State Labour Department** website. Complete Form 4 for factory registration by entering accurate information. Once all details are filled in, click the "Save & Proceed" button at the bottom of the page as shown in **Figure 4.4**.



छत्तीसगढ़ शासन श्रम विभाग

Welcome:- Date:- 02/06/2016

License for the Year

Year

1) FACTORY DETAILS

a) Full Name of Factory* :

2) FACTORY ADDRESS

(a) Full Postal Address and Situation of Factory.* :

Plot No. : District : Pin Code :

(Same As Full Postal Address)

(b) Full Postal Address to which communication relating to factory should be sent.* :

Pin Code :

3) NATURE OF MANUFACTURING PROCESS

AAC BLOCKS (FLY ASH BRICKS)(A)

AAC BLOCKS (FLY ASH BRICKS)(A)

4) Name, quantities and values of finished products manufactured during the last 12months (in the case of factories already in existence) *

Manufactured Process Name	Quantity	Value
1) <input type="text"/>	<input type="text"/> ---Select---	<input type="text"/>
2) <input type="text"/>	<input type="text"/> ---Select---	<input type="text"/>
3) <input type="text"/>	<input type="text"/> ---Select---	<input type="text"/>



5) Workers Strength		
a) Maximum number of workers proposed to be employed on any day during the year.*	b) Maximum number of workers employed on any one day during the last twelve months (in the case of factories already in existence)	c) Number of workers to be ordinarily employed in the factory
<input type="text" value="20"/>	<input type="text"/>	<input type="text"/>
6) Nature and total amount of Power		
i) Installed* <input type="text"/> <input type="button" value="Select..."/>	ii) Proposed to be installed in the year* <input type="text"/> <input type="button" value="Select..."/>	
(7) Manager of the factory for the purposes of the Act.*		
Full Name : <input type="text"/>	Residential Address : <input type="text"/>	
House No : <input type="text"/>	Pin Code : <input type="text"/>	
Mobile No. : <input type="text"/>	Email ID : <input type="text"/>	
8) Full Name and Residential Address of the Occupier, i.e. Address of the Occupier, i.e.		
OCCUPIER DETAILS *		
Occupiers Name : <input type="text"/>	Residential Address : <input type="text"/>	
House No : <input type="text"/>	Pin Code : <input type="text"/>	
Mobile Number : <input type="text"/>	Email ID : <input type="text"/>	
Is Minor : <input type="radio"/> Yes <input type="radio"/> No		
A) PARTNER / PROPRIETOR OF THE FACTORY IN CASE OF A PRIVATE FIRM OR PROPRIETARY CONCERN.		
&nb		
Full Name : <input type="text"/>	Residential Address : <input type="text"/>	
House No : <input type="text"/>	Pin Code : <input type="text"/>	
Mobile Number : <input type="text"/>	Email ID : <input type="text"/>	
Is Minor : <input type="radio"/> Yes <input type="radio"/> No		
<input type="button" value="AddMore"/>		



B) DIRECTORS, IN CASE OF A COMPANY OR FIRM, IN CASE OF A COMPANY OR FIRM.											
Full Name	:	Raipur - 410	Is Minor : <input type="radio"/> Yes <input checked="" type="radio"/> No								
<input type="button" value="AddMore"/>											
C) THE PERSON'S APPOINTED TO MANAGE THE AFFAIRS OF THE FACTORY BY THE CENTRAL GOVERNMENT OR THE LOCAL AUTHORITY IN CASE OF A FACTORY OWNED BY GOVERNMENT OR THE LOCAL AUTHORITY IN CASE OF A FACTORY OWNED BY GOVT. OR LOCAL AUTHORITY. OF A FACTORY OWNED BY GOVT. OR LOCAL AUTHORITY.											
Full Name	:	Mobile No.	Mobile No. :								
EmailID	:	Is Minor	: <input type="radio"/> Yes <input checked="" type="radio"/> No								
<input type="button" value="AddMore"/>											
9) Full Name of the owner of the premises or building (including the precinal there of) referred to in Sec. 83. inals there of) referred to in Sec. 83. inals there of) referred to in Sec. 83.											
Full Name	:	Address	:								
Mobile No.	:	EmailID	:								
10), (11), (12)											
10)	11)	(12)									
Reference number (a) and date of Approval/allotment of whether for old or new building & construction or extension of factory by the state govt.											
Reference Number and Date of Approval of the arrangements if any, made for the disposal of trade waste and effluent and Name of Authority granting such approval											
Reference Number	:	36	Reference Number	:	36	Reference Number	:	36	Description	:	
Date of Approval	:		Date of Approval	:		Date of Approval	:				
a) Reference Numbers's and b) Description of the factory premises approved as above 3 of C.G. factories rules 1962 and which consist of C.G.											



10), (11), (12)																														
10)	11)	(12)																												
Reference number (a) and date of Approval/allotment of whether for old or new building & of construction or extension of factory by the state govt. Reference Number and Date of Approval of the arrangements if any, made for the disposal of trade waste and effluent and Name of Authority granting such approval																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Reference Number</td> <td style="width: 50%;">:</td> <td style="width: 50%; text-align: center;">36</td> <td style="width: 50%;"></td> </tr> <tr> <td>Date of Approval</td> <td>:</td> <td colspan="2"></td> </tr> </table>	Reference Number	:	36		Date of Approval	:			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Reference Number</td> <td style="width: 50%;">:</td> <td style="width: 50%; text-align: center;">36</td> <td style="width: 50%;"></td> </tr> <tr> <td>Date of Approval</td> <td>:</td> <td colspan="2"></td> </tr> <tr> <td colspan="4" style="text-align: center;">Name</td> </tr> </table>	Reference Number	:	36		Date of Approval	:			Name				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Reference Number</td> <td style="width: 50%;">:</td> <td style="width: 50%; text-align: center;">36</td> <td style="width: 50%;"></td> </tr> <tr> <td>Date of Approval</td> <td>:</td> <td colspan="2"></td> </tr> </table>	Reference Number	:	36		Date of Approval	:		
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Description																														
13)																														
a)	Amount of fee paid *	:																												
E-Challan	2)Challan Number *	:																												
Help for e-challan																														
Correspondent Address																														
Full Name	:	[REDACTED]																												
Mobile No.	:	[REDACTED]1																												
Address	:	[REDACTED]																												
Remark																														
Remark : <input style="width: 100%;" type="text"/>																														
MANAGE																														
<input type="button" value="SAVE"/> <input type="button" value="RESET"/>																														
NOTES																														
1) If power is not used at the time of filling this form, but is introduced later, the fact should be communicated to the Chief Inspector of factories immediately. 2) If any of the persons named against item is minor, the fact should be clearly stated.																														

Figure 4.4: Application for Registration under Factories Act Screen

4.1.1. Online Fee Payment via e-Challan

To pay the applicable fees online, follow these steps:

- Click on the "e-Challan" link.
- Upon clicking, a new page will appear, as shown below:



User pratik512

[List of Departments](#)

[List of Heads of Account](#)

[ePayments](#)

[Challan History](#)

[Modify User Details](#)

[Change Password](#)

[SignOut](#)

Select Department

Agriculture Co-operation
 Commerce and Industries Commercial Tax
 Culture Energy Department
 Excise Finance
 Food and Civil Supplies Forest
 Higher Education Home
 Jail Labour
 Mineral Resources Panchyat & Rural Development
 Public Health & Family Welfare Public Health Engineering
 Public Works Revenue
 School Education Sports & Youth Welfare
 Stamps and Registration Water Resources Department
 Women and Child Development
 Other Departments
 Submit Reset

Select the department and click on "Submit" button below

Figure 4.5: e-Challan Screen

4.1.2. Selecting Payment Details and Bank

To proceed with your payment:

- **Provide** the required details and **select** the applicable **Heads of Account**.
- From the drop-down list, **choose** your **bank**.
- Click the "**Submit**" button.



Figure 4.6: Payment & Bank Screen

4.1.3. Completing Your Payment

- After confirming your details, the page will redirect you to your **bank's online banking portal**.
- Complete your payment using **internet banking**. Once the payment is successful, you will receive a **treasury reference number**.
- Enter the **treasury reference number** in the field provided and your application will be submitted to the department.



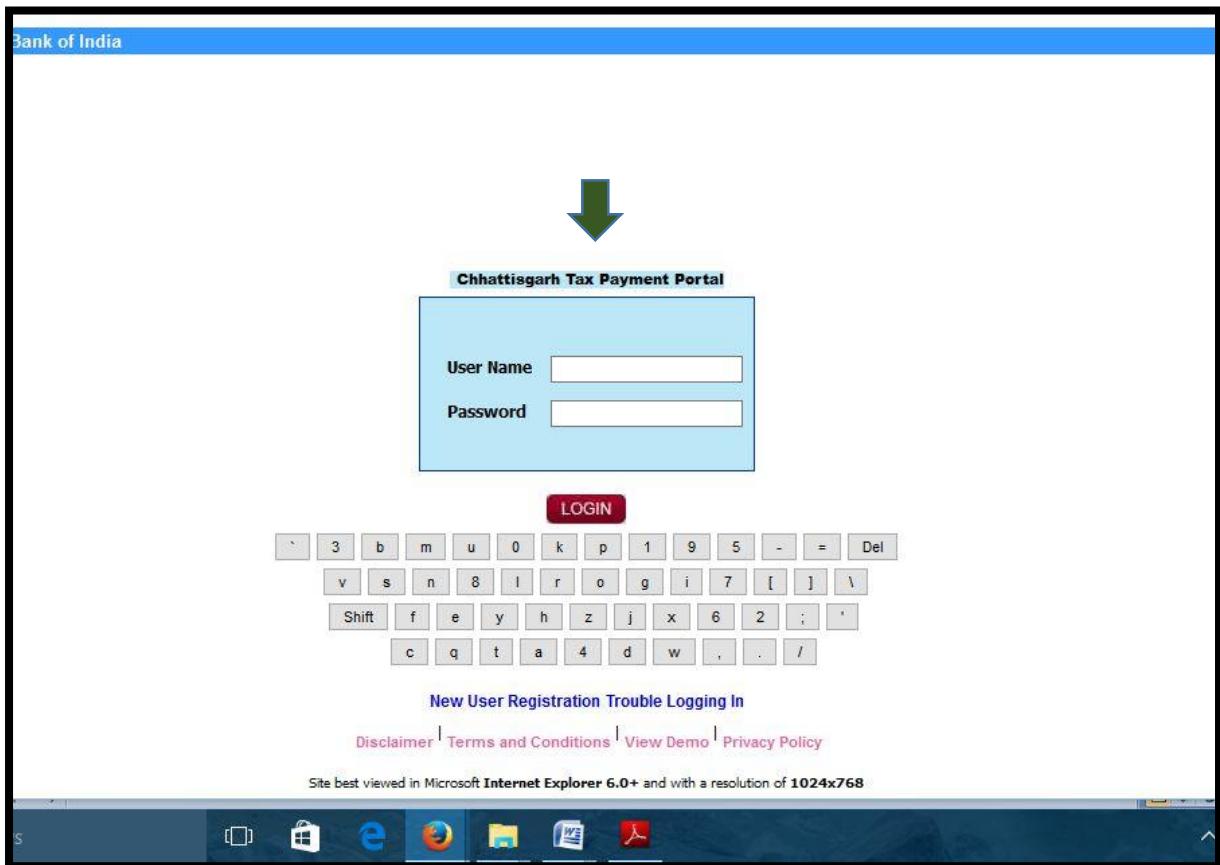


Figure 4.7: Payment Screen

4.1.4. Download of the Certificates

The application has been submitted successfully and the certificate can be downloaded from the Services section under Application Details in SWS portal, as shown in Figure 4.8.

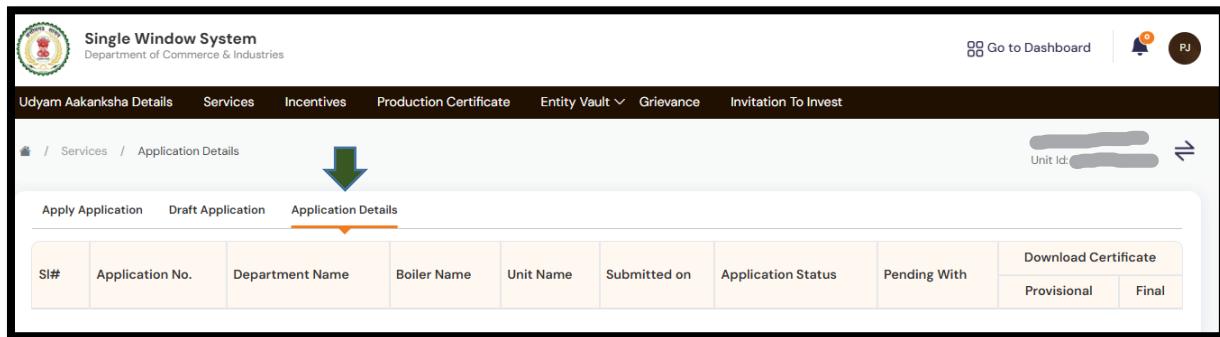


Figure 4.8: Application Details Screen

4.1.5. Format of Approval Certificate

Figure 4.9 displays a sample format for the Approval Certificate. Refer to this figure for details.



GOVERNMENT OF CHHATTISGARH

Despatch No. : RPR8-53 Serial No. : 53
 Despatch : 1192
 Date : 26/08/2015



LICENCE TO WORK A FACTORY

(Form No.3 prescribed under Rule 5 of C.G. Factories Rules, 1962.)

Licence No. :

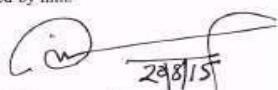
(Mention This Number invariably in all correspondences with this office)

Last Year Excess Fees : 0
Fees Paid Rs. : 33800
Challan No. : 1021073610
Date : 22-11-2014
Treasury : SBI TILDA NEWRA

License is hereby granted to **SHRI OM PRAKASH AGRAWAL**
occupier of AGRAWAL OIL EXTRACTION LIMITED
 located at **KHARORA ROAD, VILL.-TULSI, POST-NEORA, District RAIPUR**
 (Subject to the provisions of the Factories Act, 1948 and the rules made there under and the conditions annexed here with)

Valid only for the premises at the above location (as per the plans approved under the Factories Act and Rules) for use as a factory employing not more than 100 (in words **One Hundred Only**) workers on any one day during the year and having installed motive power not exceeding 2000 Horse Power (in words **Two Thousand Only**) where the manufacturing process of **SOLVENT PLANT** will be carried by him.

This licence shall remain in force till the **31st day of December, 2015**


 29/8/15

Excess Fees: 0
 Place : Raipur
 Date : 26/08/15

By Chief Inspector of Factories
DY. CHIEF INSPECTOR OF FACTORIES
 Govt. of Chhattisgarh, Raipur

(This licence shall be framed and exhibited in the factory and shall be made available to the factory Inspector on demand)

(1) Application for renewal of licence; in the prescribed form (form No. 4 as incorporated in the C.G. Factories Rules, 1962) accompanied with the Original challan for adequate fees, shall be made on or before the first day of December of the preceding year. For late submission of the application 25% of the scheduled licence fee shall be paid in addition.

Note: For calculating the maximum number of workers to be employed on any day during the year the total number of workers (in all shifts) employed on that day and the workers employed through all agencies also included in this total shall be taken.

(2) All fees shall be deposited under the following head of account. "0230-Labour and Employment", 104 Receipts is under the Factories Act, 1948" Care shall be taken to reproduce this head correctly on all challan forms and that the seal of the Treasury or the Bank is legibly affixed.

Figure 4.9: Certificate of Registration

