



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Special Restaurant Bar license (F.L.-3-B)

(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 – Special Restaurant Bar license F.L.-3-B	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 **Special Restaurant Bar license (F.L.-3-B)** 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**.

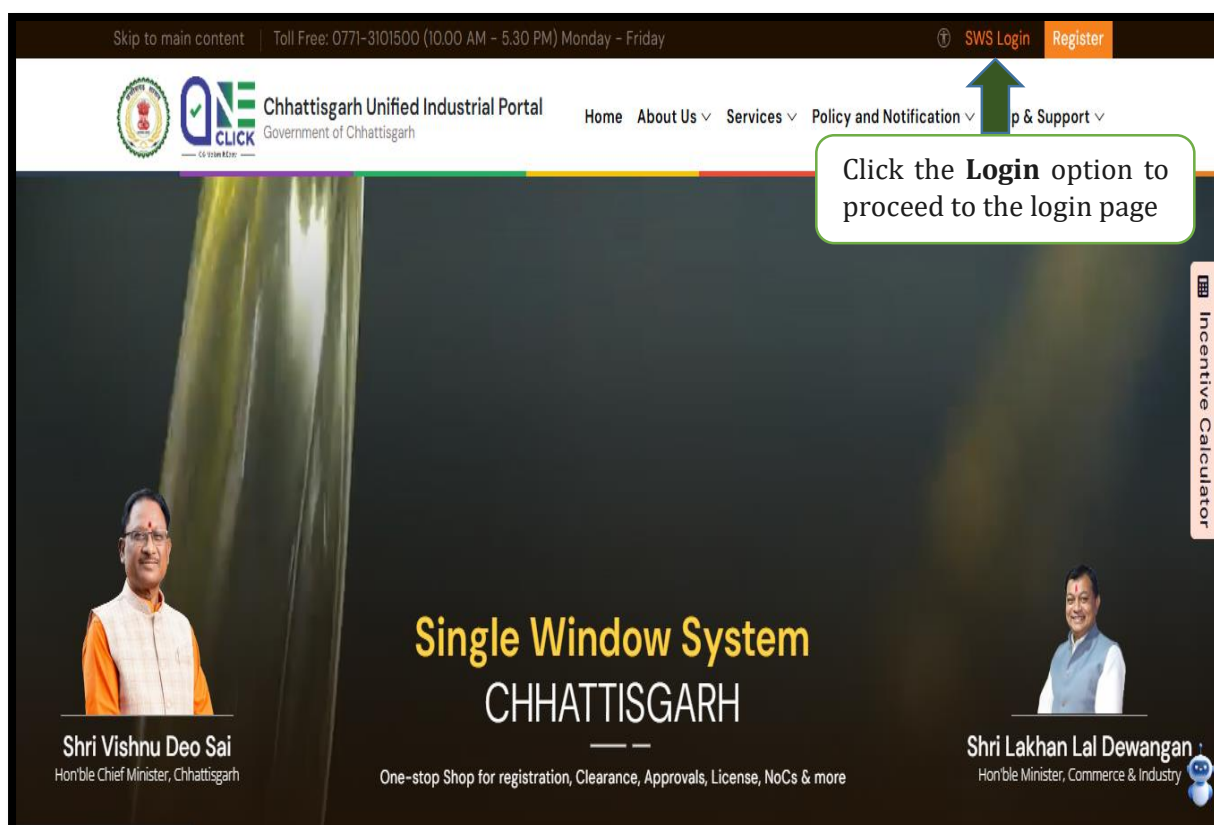


Figure 3.1: Homepage Screen



Enter the registered User Name

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

Login

User Name

Captcha

uh9Ur1

Next

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

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.

Login

Login with Password

OR

Login with OTP

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

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 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**.

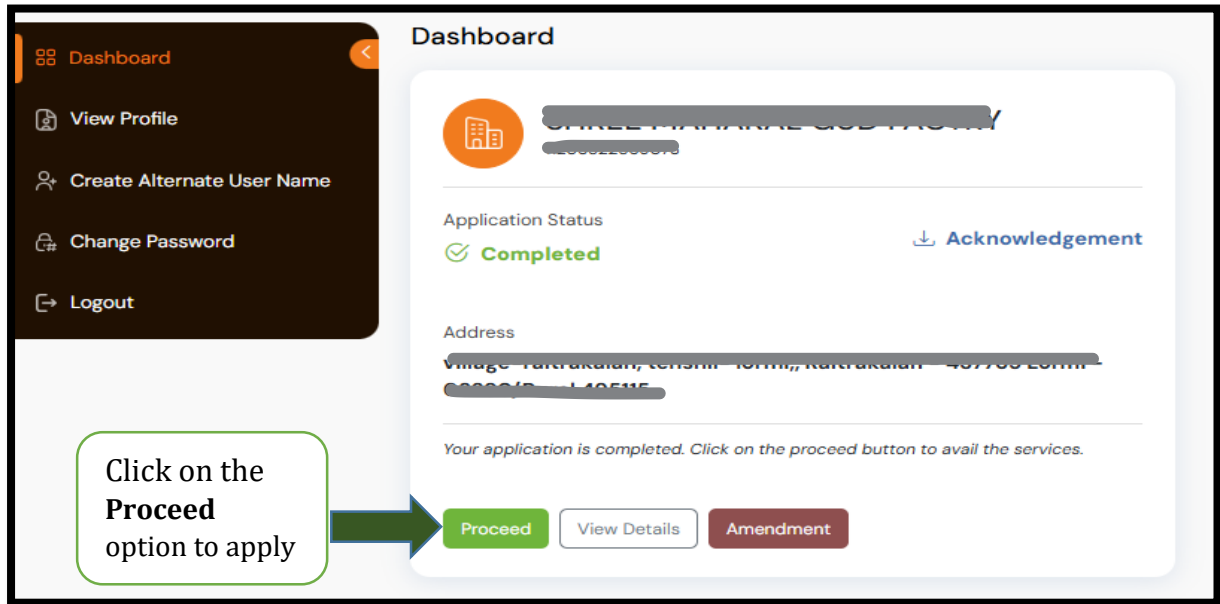


Figure 4.1: Dashboard

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.

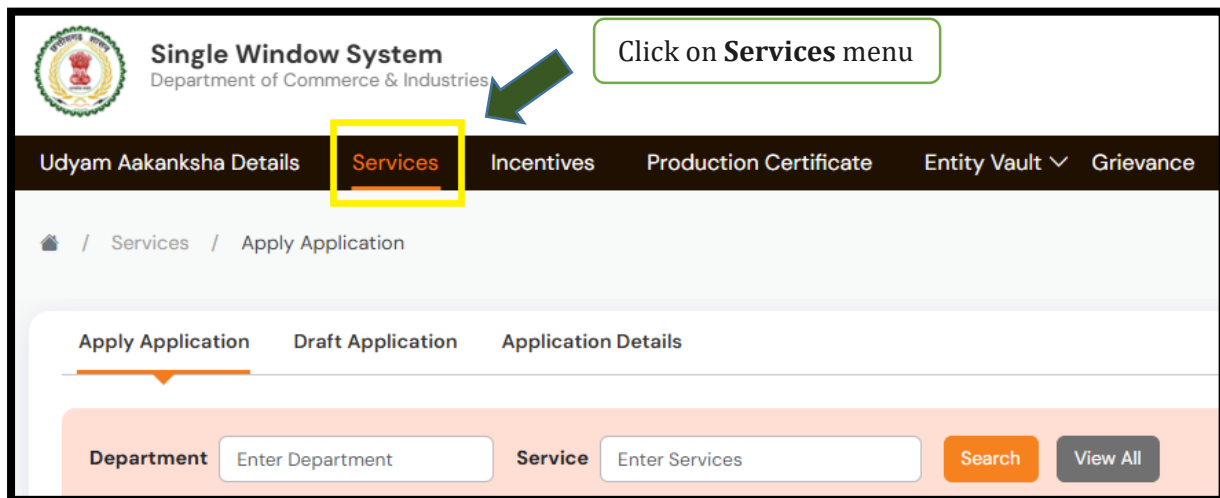


Figure 5.1: Services Page



5.1. Search for Services – Special Restaurant Bar license F.L.-3-B

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

The screenshot shows a search interface with a text input field containing 'special restaurant bar license' and a 'Search' button. Below the search bar, there are two service cards. The first card is labeled 'New' and 'Special Restaurant Bar license (F.L. 3-B)' under the 'Excise Department'. It shows 'Processing Time: --' and 'Fee: ₹0'. An 'Apply' button is highlighted with a green box and an arrow pointing to it from a label 'Click on Apply'. The second card is labeled 'Renew' and 'Special Restaurant Bar license (F.L. 3-B)' under the 'Excise Department'. It also shows 'Processing Time: --' and 'Fee: ₹0' with an 'Apply' button. Above the search bar, there are two green boxes with arrows pointing to the search field and the 'Search' button, labeled 'Enter: special restaurant bar license' and 'Click on Search' respectively.

Figure 5.2: Filtered list of Services – Special Restaurant Bar license F.L.-3-B

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

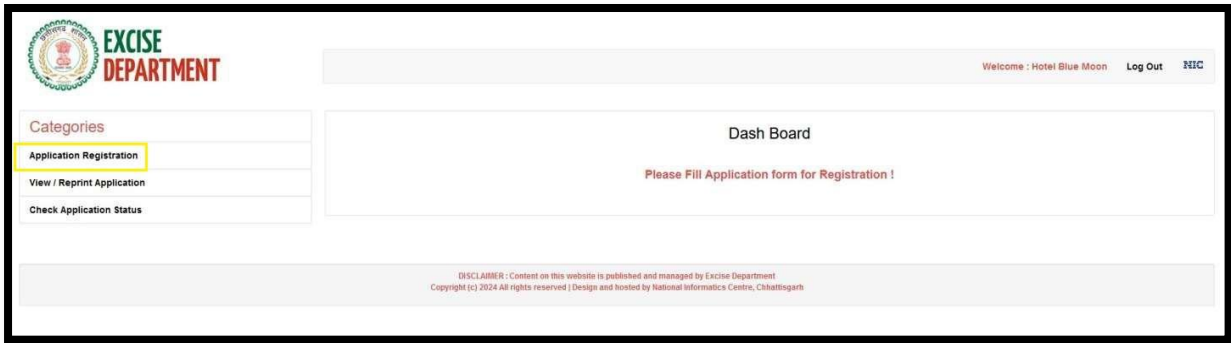
5.2. Apply for Licence

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

The screenshot shows the 'Apply for License' form on the Excise Department website. The form has a header with the Excise Department logo and a 'Log Out' link. The form fields include: 'Select Licence Type' (F.L. 3-B), 'Licence Financial Year' (2023-2024), 'Unit Name' (AAOCB33610), 'Authorized person's Mobile No.' (9999999999), 'Email' (accounts@cgil.com), 'Enter Udyam Aakanksha No.' (68606666666666), 'Licence Mode' (New/Renewal), and 'Unit District Name' (Raipur - 410). There is a checkbox for 'I have read all the documents and accept the terms and conditions'. At the bottom, there are 'SUBMIT' and 'Close' buttons. A disclaimer at the bottom states: 'DISCLAIMER:- Content on this website is published and managed by Excise Department. Copyright ©2024 All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh'.

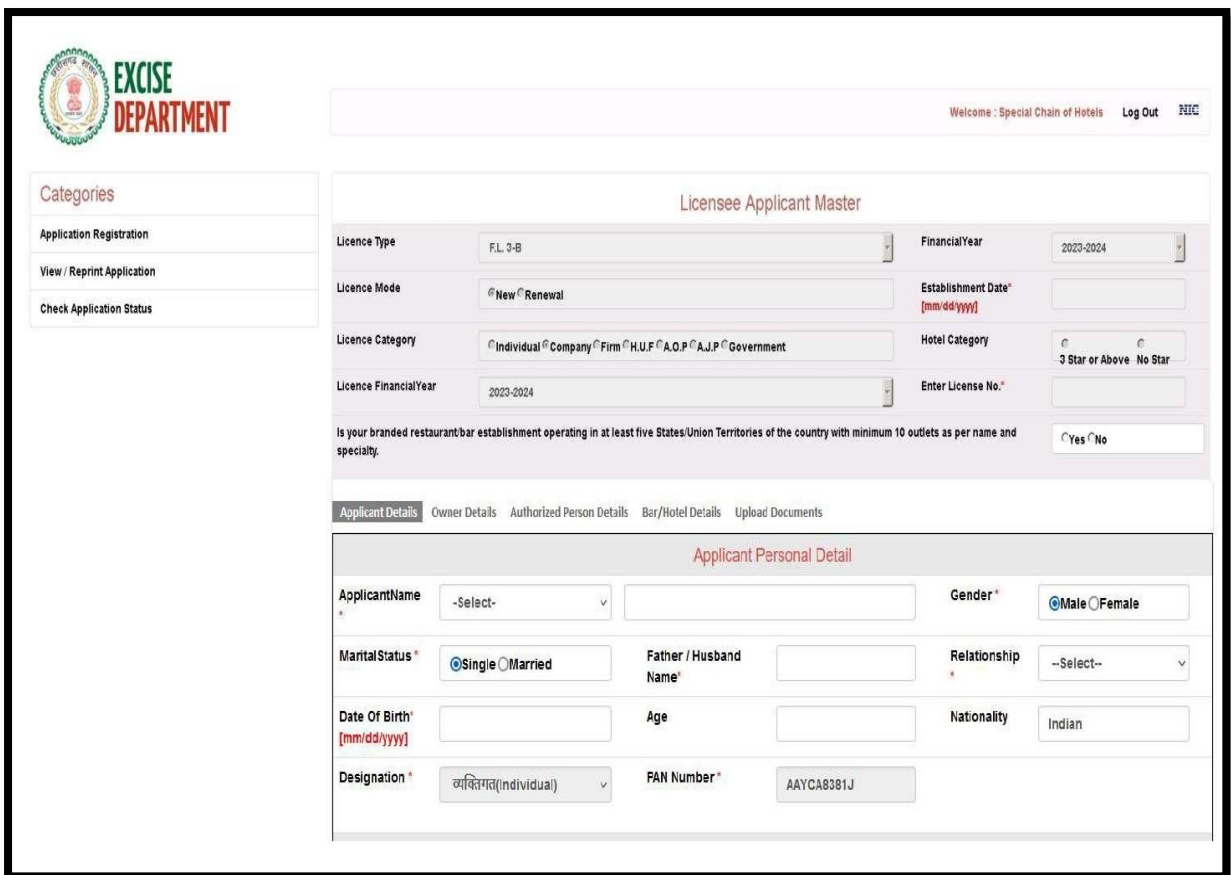


After form submission, dashboard will open. Now, click on **Application Registration**.



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 message 'Please Fill Application form for Registration!'. At the top right, it says 'Welcome : Hotel Blue Moon' with 'Log Out' and 'NIC' links. 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 left sidebar has 'Application Registration' selected. The form fields include: Licence Type (F.L. 3-B), Financial Year (2023-2024), Licence Mode (New/Renewal), Establishment Date (mm/dd/yyyy), Licence Category (Individual/Company/Firm/H.U.F./A.O.P./A.J.P./Government), Hotel Category (3 Star or Above/No Star), Licence Financial Year (2023-2024), Enter Licence No., and a checkbox for 'Is your branded restaurant/bar establishment operating in at least five States/Union Territories of the country with minimum 10 outlets as per name and specialty.' Below these are tabs for 'Applicant Details', 'Owner Details', 'Authorized Person Details', 'Bar/Hotel Details', and 'Upload Documents'. The 'Applicant Personal Detail' section contains fields for Applicant Name (dropdown), Gender (Male/Female), Marital Status (Single/Married), Father/Husband Name, Relationship (dropdown), Date of Birth (mm/dd/yyyy), Age, Nationality (Indian), Designation (dropdown), and FAN Number (AAYCA8381J).



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



Welcome : Special Chain of Hotels Log Out [NEC](#)

Categories

Application Registration

View / Reprint Application

Check Application Status

Licensee Applicant Master

Licence Type : F.L 3-B

Licence Mode : ☒ New ☐ Renewal

Licence Category : ☒ Individual ☐ Company ☐ Firm ☐ H.U.F ☐ A.O.P ☐ A.J.P ☐ Government

Licence Financial Year : 2023-2024

Financial Year : 2023-2024

Establishment Date* : [mm/dd/yyyy]

Hotel Category : ☐ 3 Star or Above ☒ No Star

Enter Licence No.* :

Is your branded restaurant/bar establishment operating in at least five States/Union Territories of the country with minimum 10 outlets as per name and specialty. ☐ Yes ☒ No

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

Company Name * : **Designation *** :

PAN Number * : AAACA3351G **Date of Incorporation*** : [mm/dd/yyyy] **Registration Number** :

Present Contact Detail

Street Address* : **Building Number*** : **Land mark*** :

District* : --Select-- **Tehsil Name*** : **Police Station Name*** :

Rural/Urban Area* : ☐ Urban ☒ Rural **Village/City Name *** : **Parishad *** : --Select--

Parishad Name * : **City WardNo*** : **City WardName*** :

Pincode* : **Telephone Number** : **Mobile Number *** : 9999999999

E-MailID* : [at] --Select--

☐ Check here if Permanent Contact Detail is Same as Present

Street Address : **Building Number** : **Land mark** :

District : --Select-- **Tehsil Name*** : **Police Station Name*** :

Rural/Urban Area* : ☐ Urban ☒ Rural **Village/City Name *** : **Parishad *** : --Select--

Parishad Name * : **City WardNo*** : **City WardName*** :

Pincode* : **Telephone Number** : **Mobile Number *** :

E-MailID* : [at] --Select--

Is your branded restaurant/bar establishment operating in at least five States/Union Territories of the country with minimum 10 outlets as per name and specialty. If Yes then Location Details and LicenseNumber

State/UT	Location /Address	Liquor Licence Number	Gumata Number	Food Licence Number	GST Number	Add/ Delete
--Select--						Delete
						Add [x]


Save & Proceed

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, Chandigarh



Fill Owner OR Director OR Partner Details:



Welcome : Special Chain of Hotels Log Out [NIC](#)

Categories

Application Registration

View / Reprint Application

Check Application Status

Licensee Applicant Master

Licence Type	F.L 3-B	Financial Year	2023-2024
Licence Mode	<input checked="" type="radio"/> New <input type="radio"/> Renewal	Establishment Date*	<input type="text" value="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 <input type="radio"/> A.J.P <input type="radio"/> Government	Hotel Category	<input checked="" type="radio"/> 3 Star or Above <input type="radio"/> No Star
Licence Financial Year	2023-2024	Enter Licence No.*	<input type="text"/>

Is your branded restaurant/bar establishment operating in at least five States/Union Territories of the country with minimum 10 outlets as per name and speciality.

☐ Yes ☒ No

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

Owner Personal Detail

OwnerName *	<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*	<input type="text"/>
Date Of Birth* <small>(mm/dd/yyyy)</small>	<input type="text"/>	Relationship *	<input type="text" value="--Select--"/>
Age	<input type="text"/>	Nationality	<input type="text" value="Indian"/>
Designation *	<input type="text" value="अतिरिक्त(Individual)"/>	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" value="--Select--"/>	Tehsil Name*	<input type="text"/>	Police Station Name*	<input type="text"/>
Rural/Urban Area*	<input checked="" type="radio"/> Urban <input type="radio"/> Rural	Village/City Name *	<input type="text"/>	Parishad *	<input type="text" value="--Select--"/>
Parishad Name *	<input type="text"/>	City WardNo*	<input type="text"/>	City WardName*	<input type="text"/>
Rural/Urban Area*	<input checked="" type="radio"/> Urban <input type="radio"/> Rural	Village/City Name *	<input type="text"/>	Parishad *	<input type="text" value="--Select--"/>
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" value="--Select--"/>		

☐ 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" value="--Select--"/>	Tehsil Name*	<input type="text"/>	Police Station Name*	<input type="text"/>
Rural/Urban Area*	<input checked="" type="radio"/> Urban <input type="radio"/> Rural	Village/City Name *	<input type="text"/>	Parishad *	<input type="text" value="--Select--"/>
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" value="--Select--"/>		



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



**EXCISE
DEPARTMENT**

Welcome : Special Chain of Hotels Log Out NTC

Categories

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

Licensee Applicant Master

Licence Type	F.L. 3-B	Financial Year	2023-2024
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. <input type="radio"/> A.J.P. <input type="radio"/> Government	Hotel Category	<input type="radio"/> 3 Star or Above <input type="radio"/> No Star
Licence Financial Year	2023-2024	Enter Licence No.*	

Is your branded restaurant/bar establishment operating in at least five States/Union Territories of the country with minimum 10 outlets as per name and specialty. ☐ Yes ☐ 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"/>	Relationship *	<input type="text"/>
Designation *	<input type="text"/>	Nationality	Indian
	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 Ward No*	<input type="text"/>	City Ward Name*	<input type="text"/>
Pincode*	<input type="text"/>	Telephone Number	<input type="text"/>	Mobile Number *	<input type="text"/>
E-Mail ID*	<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"/>	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 Ward No*	<input type="text"/>	City Ward Name*	<input type="text"/>
Pincode*	<input type="text"/>	Telephone Number	<input type="text"/>	Mobile Number *	<input type="text"/>
E-Mail ID*	<input type="text"/>	[at]	<input type="text"/>		

Save & Proceed

DISCLAIMER: Content on this website is published and managed by Excise Department.
Copyright (c) 2022 All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh



Fill Unit Details and Upload Supporting Document:



Welcome : Special Chain of Hotels [Log Out](#) [Help](#)

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

Licensee Applicant Master

Licence Type	F.L. 3-B	Financial Year	2023-2024
Licence Mode	<input checked="" type="radio"/> New <input type="radio"/> Renewal	Establishment Date*	<input type="text" value="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 <input type="radio"/> A.J.P <input type="radio"/> Government	Hotel Category	<input type="radio"/> 3 Star or Above <input type="radio"/> No Star
Licence Financial Year	2023-2024	Enter Licence No.*	<input type="text"/>
Is your branded restaurant/bar establishment operating in at least five States/Union Territories of the country with minimum 10 outlets as per name and specialty.			<input type="radio"/> Yes <input type="radio"/> No

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

Hotel / Bar / Club Detail

Bar Name *	<input type="text" value="Special Chain c"/>	PAN Number	<input type="text"/>	GST Number*	<input type="text"/>
Food Licence Number*	<input type="text"/>	Street Address*	<input type="text"/>	Landmark*	<input type="text"/>
Hotel / Bar Name(NickName)	<input type="text"/>	Thana Name*	<input type="text"/>	Excise Mandal Name*	<input type="text"/>
Excise Circle Name*	<input type="text"/>	Revenue SubDivision Name*	<input type="text"/>	Tribal/Non-Tribal Area*	<input type="radio"/> Non-Tribal <input type="radio"/> Tribal
Rural/Urban Area*	<input type="radio"/> Urban <input type="radio"/> Rural	Parishad *	<input type="text" value="--Select--"/>	Parishad Name *	<input type="text"/>
City WardNo*	<input type="text"/>	City/Village WardName*	<input type="text"/>	Block Name*	<input type="text"/>
District Name*	<input type="text" value="--Select--"/>	Tehshil Name*	<input type="text" value="--Select--"/>	Pincode*	<input type="text"/>
Vidhan Sabha*	<input type="text"/>	Lok Sabha*	<input type="text"/>	Population Range*	<input type="text" value="NA"/>
Bar/Hotel Contact Number*	<input type="text"/>	Bar/Hotel Email	<input type="text"/>	[+91] <input type="text" value="--Select--"/>	
Population according to 2011 census *	<input type="text"/>				

Adjoining Place Detail

North *	<input type="text"/>	South *	<input type="text"/>	East *	<input type="text"/>	West *	<input type="text"/>
---------	----------------------	---------	----------------------	--------	----------------------	--------	----------------------

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

Licensee Applicant Master

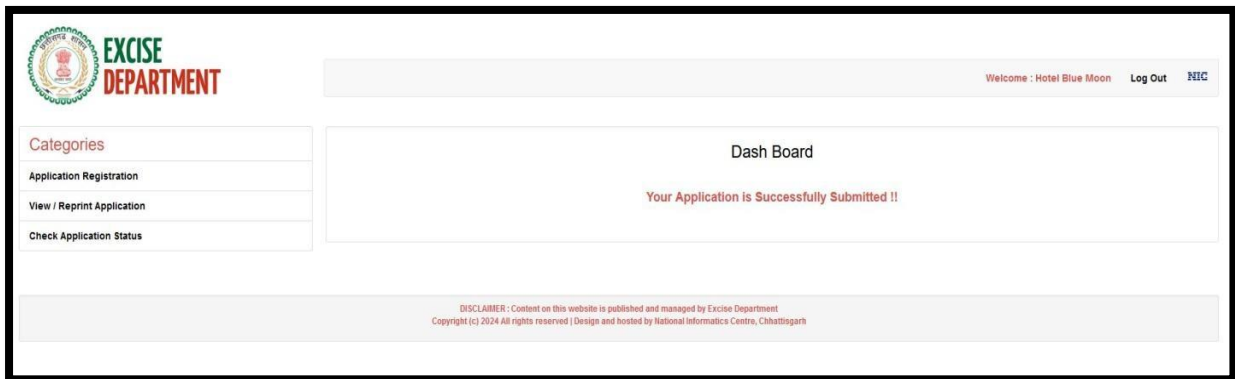
Licence Type	F.L. 3-B	Financial Year	2023-2024
Licence Mode	<input checked="" type="radio"/> New <input type="radio"/> Renewal	Establishment Date*	<input type="text" value="mm/dd/yyyy"/>
Licence Category	<input checked="" type="radio"/> Individual <input type="radio"/> Company <input type="radio"/> Firm <input type="radio"/> H.U.F <input type="radio"/> A.O.P <input type="radio"/> A.J.P <input type="radio"/> Government	Hotel Category	<input type="radio"/> 3 Star or Above <input type="radio"/> No Star
Licence Financial Year	2023-2024	Enter Licence No.*	<input type="text"/>
Is your branded restaurant/bar establishment operating in at least five States/Union Territories of the country with minimum 10 outlets as per name and specialty.			<input type="radio"/> Yes <input type="radio"/> 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	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>
Letter of Incorporation (In Single Pdf)	Pdf Only	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/> File size Less Than 1 MB
Company Permanent Address Proof (In Single Pdf)	Pdf Only	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/> File size Less Than 1 MB
Company Present Address Proof (In Single Pdf)	Pdf Only	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/> File size Less Than 1 MB
All Members Photo (In Single Pdf)	Pdf Only	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/> File size Less Than 1 MB
All Members Pan Card (In Single Pdf)	Pdf Only	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/> File size Less Than 1 MB
All Members Character Certificate Card (In Single Pdf)	Pdf Only	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/> File size Less Than 1 MB
Authorized Person Photo	Image Only	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/> Height < 280 px and Width < 260 px
Authorized Person Pan Card	Image Only	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>



After Submission of Application Dashboard show Application Status:

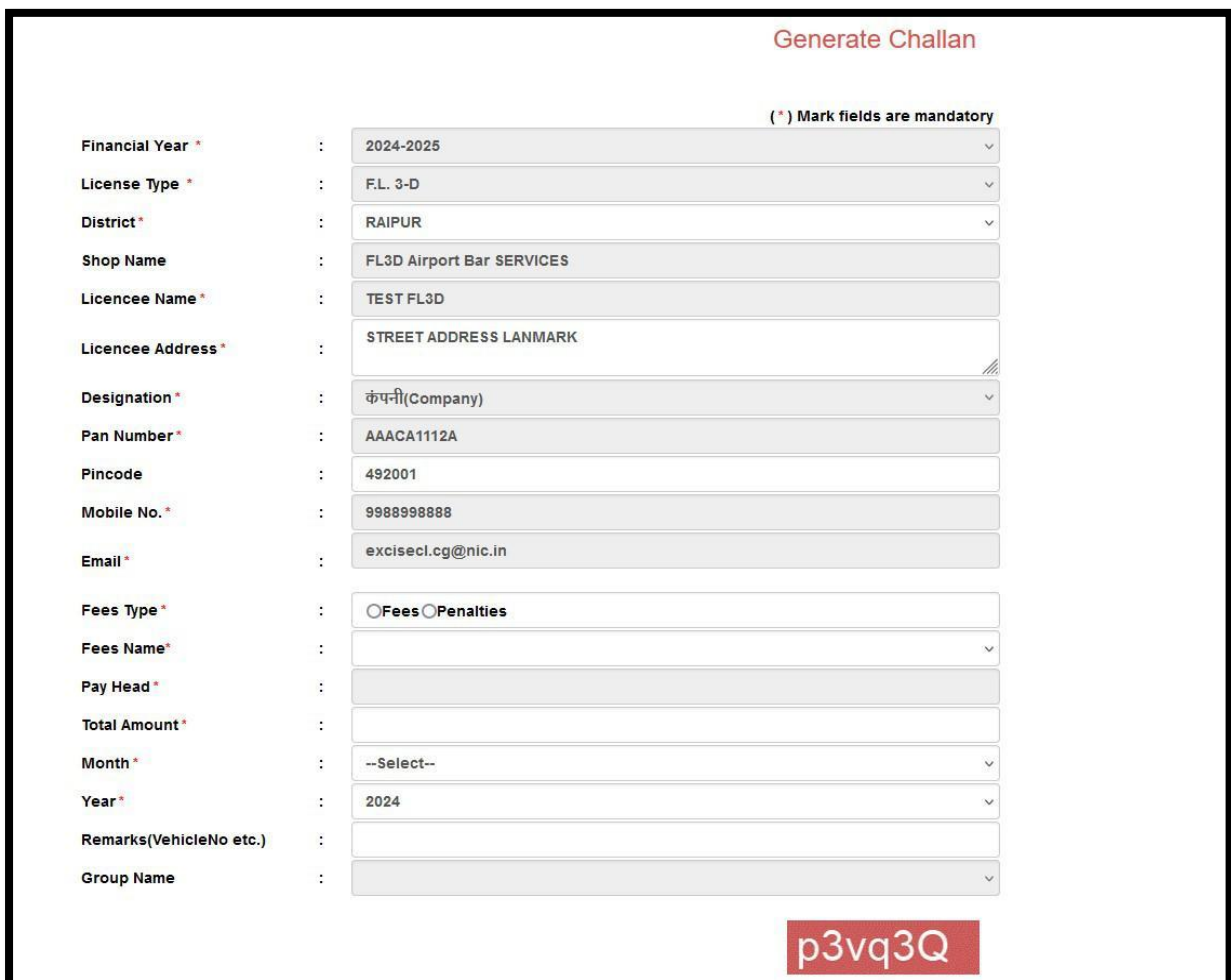


The screenshot shows the Excise Department Dashboard. On the left, there is a 'Categories' menu with options: 'Application Registration', 'View / Reprint Application', and 'Check Application Status'. The main content area displays 'Dash Board' and a message: 'Your Application is Successfully Submitted !!'. At the top right, there is a welcome message 'Welcome : Hotel Blue Moon' and links for 'Log Out' and 'NEIG'. 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'.

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, a note states '(*) 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 *: AAACA1112A
- Pincode: 492001
- Mobile No. *: 9988998888
- Email *: excisecl.cg@nic.in
- Fees Type *: ☐ Fees ☐ Penalties
- Fees Name *:
- Pay Head *:
- Total Amount *:
- Month *: --Select--
- Year *: 2024
- Remarks(VehicleNo etc.):
- Group Name:

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

