



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



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**.

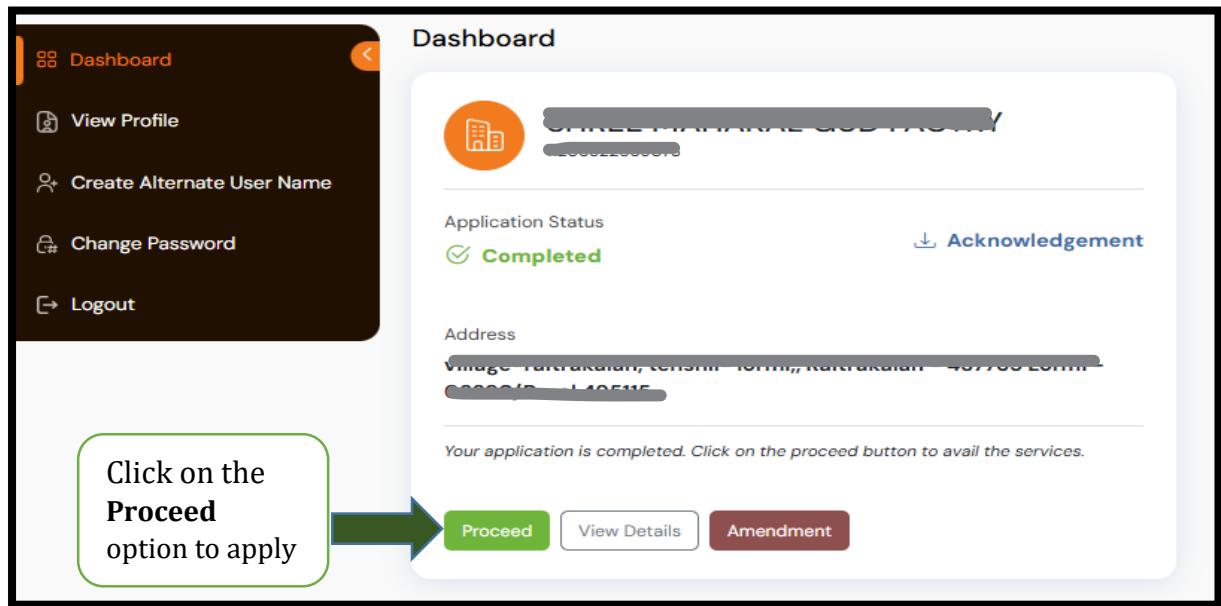


Figure 4.1: Dashboard

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.

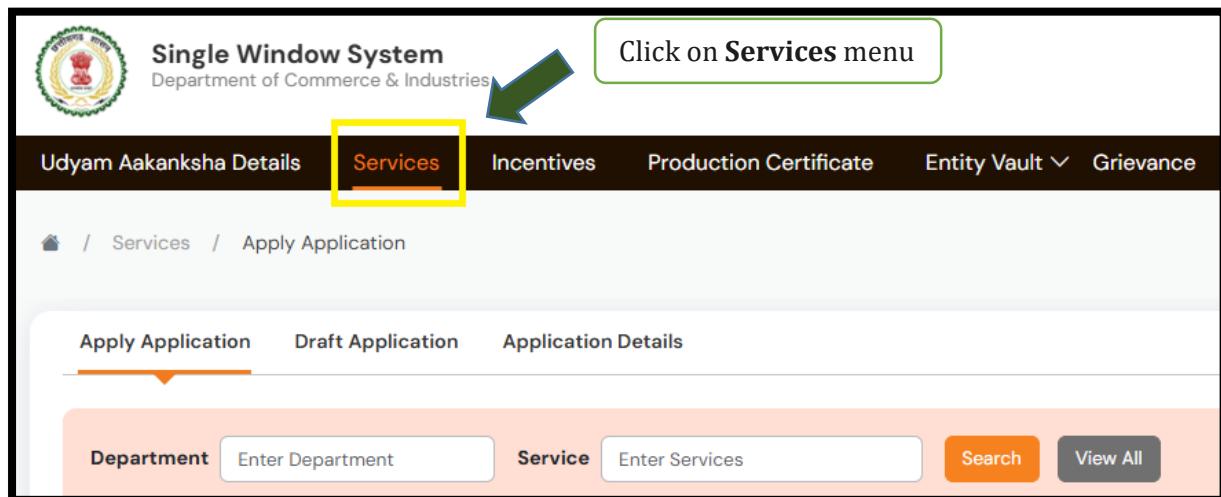


Figure 5.1: Services Page



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).

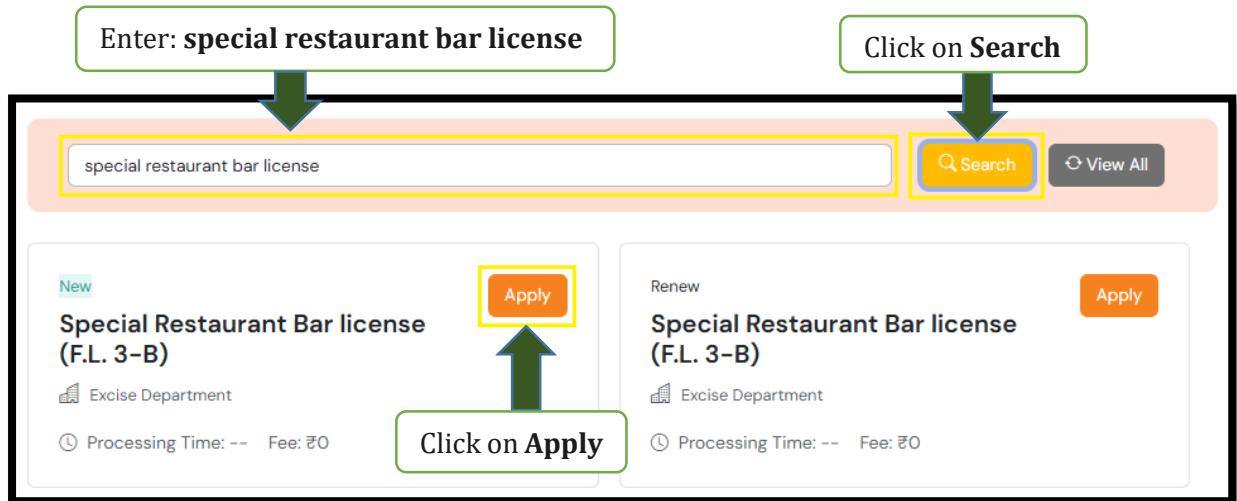


Figure 5.2: Filtered list of Services - Special Restaurant Bar license F.L.-3-B

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**.



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**

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					
Licence Financial Year	2023-2024					
Enter License 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 speciality. <input type="radio"/> Yes <input type="radio"/> No						
Applicant Details Owner Details Authorized Person Details Bar/Hotel Details Upload Documents						
Company Name*	Designation*	[Company]				
PAN Number*	Date of Incorporation* [mm/dd/yyyy]	Registration Number				
Present Contact Detail						
Street Address*	Building Number*	Land mark*				
District*	Tehsil Name*	Police Station Name*				
Rural/Urban Area*	<input checked="" type="radio"/> Urban <input type="radio"/> Rural	Village/City Name*	Parishad*			
Parishad Name*	[Select]					
Pincode*	City Ward No*	City Ward Name*				
E-Mail ID*	Telephone Number	Mobile Number*	9999999999			
<input type="checkbox"/> 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*	<input checked="" type="radio"/> Urban <input type="radio"/> Rural	Village/City Name*	Parishad*			
Parishad Name*	[Select]					
Pincode*	City Ward No*	City Ward Name*				
E-Mail ID*	Telephone Number	Mobile Number*				
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. If Yes then Location Details and LicenseNumber						
State/UT	Location /Address	Liquor Licence Number	Gumasta Number	Food Licence Number	GST Number	Add/ Delete
[Select]						[Select]
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, Chhattisgarh



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



Fill Owner OR Director OR Partner Details:



**EXCISE
DEPARTMENT**

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 checked="" type="radio"/> No Star
Licence Financial Year	2023-2024	Enter License 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: <input type="radio"/> Yes <input checked="" type="radio"/> No			

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

Owner Personal Detail			
Owner 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]	Age	<input type="text"/>
Designation*	<input type="text"/>	PAN Number*	<input type="text"/>
Present Contact Detail			
Street Address*	<input type="text"/>	House Number*	<input type="text"/>
District*	<input type="text"/>	Tehsil Name*	<input type="text"/>
Rural/Urban Area*	<input type="radio"/> Urban <input checked="" type="radio"/> Rural	Village/City Name*	<input type="text"/>
Parishad Name*	<input type="text"/>	City WardNo*	<input type="text"/>
Rural/Urban Area*	<input type="radio"/> Urban <input checked="" type="radio"/> Rural	Village/City Name*	<input type="text"/>
Parishad Name*	<input type="text"/>	City WardNo*	<input type="text"/>
Pincode*	<input type="text"/>	Telephone Number	<input type="text"/>
E-Mail ID*	<input type="text"/> [at] <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Check here if Permanent Contact Detail is Same as Present			
Street Address	<input type="text"/>	House Number	<input type="text"/>
District	<input type="text"/>	Tehsil Name*	<input type="text"/>
Rural/Urban Area*	<input type="radio"/> Urban <input checked="" type="radio"/> Rural	Village/City Name*	<input type="text"/>
Parishad Name*	<input type="text"/>	City WardNo*	<input type="text"/>
Pincode*	<input type="text"/>	Telephone Number	<input type="text"/>
E-Mail ID*	<input type="text"/> [at] <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add"/>			
<input type="button" value="Save And Next"/>			



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



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



**EXCISE
DEPARTMENT**

Categories

Application Registration

View / Reprint Application

Check Application Status

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

Licensee Applicant Master

Licence Type	FL-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 checked="" type="radio"/> 3 Star or Above <input type="radio"/> No Star
Licence Financial Year	2023-2024	Enter License 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.

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

Authorized Personal Detail

Authorized Person Name*	<input type="text"/> -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* [mm/dd/yyyy]	<input type="text"/>	Age	<input type="text"/>
Designation*	<input type="text"/> अधिकारी(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"/> -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"/> -Select-
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"/> -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"/> -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"/> -Select-
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"/> -Select-		

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



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



Fill Unit Details and Upload Supporting Document:



**EXCISE
DEPARTMENT**

Categories

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

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

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 checked="" type="radio"/> 3 Star or Above <input type="radio"/> No Star
Licence Financial Year	2023-2024	Enter License 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](#)

Hotel / Bar / Club Detail

Bar Name*	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 checked="" type="radio"/> Urban <input type="radio"/> Rural	Parishad* <input type="radio"/> Select	Parishad Name*
City Ward No*	City/Village Ward Name*	Block Name*
District Name* <input type="radio"/> Select	Tehsil Name* <input type="radio"/> Select	Pincode*
Vidhan Sabha*	Lok Sabha*	Population Range* NA <input type="radio"/> Select
Bar/Hotel Contact Number*	Bar/Hotel Email	[at] <input type="radio"/> Select
Population according to 2011 census*		

Adjoining Place Detail

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

Categories

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

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

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 checked="" type="radio"/> 3 Star or Above <input type="radio"/> No Star
Licence Financial Year	2023-2024	Enter License 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](#)

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 Then 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 Then 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 Then 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 Then 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 Then 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 Then 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"/>

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>)

