Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Permission for Engaging Contractor for Labour

(Labour Department)

Table of Contents

1. Overview 1
2. How to Get Started 1
3. How to Login 1
4. Dashboard 2
4.1. Permission for Engaging Contractor For Labour 4
4.1.1. Online Fee Payment via e-Challan 5
4.1.2. Selecting Payment Details and Bank 6
4.1.3. Completing Your Payment 7
4.1.4. Download of the Certificates 8
4.1.5. Format of License for Contractors 8

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 permission for engaging contractor for labour 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**.

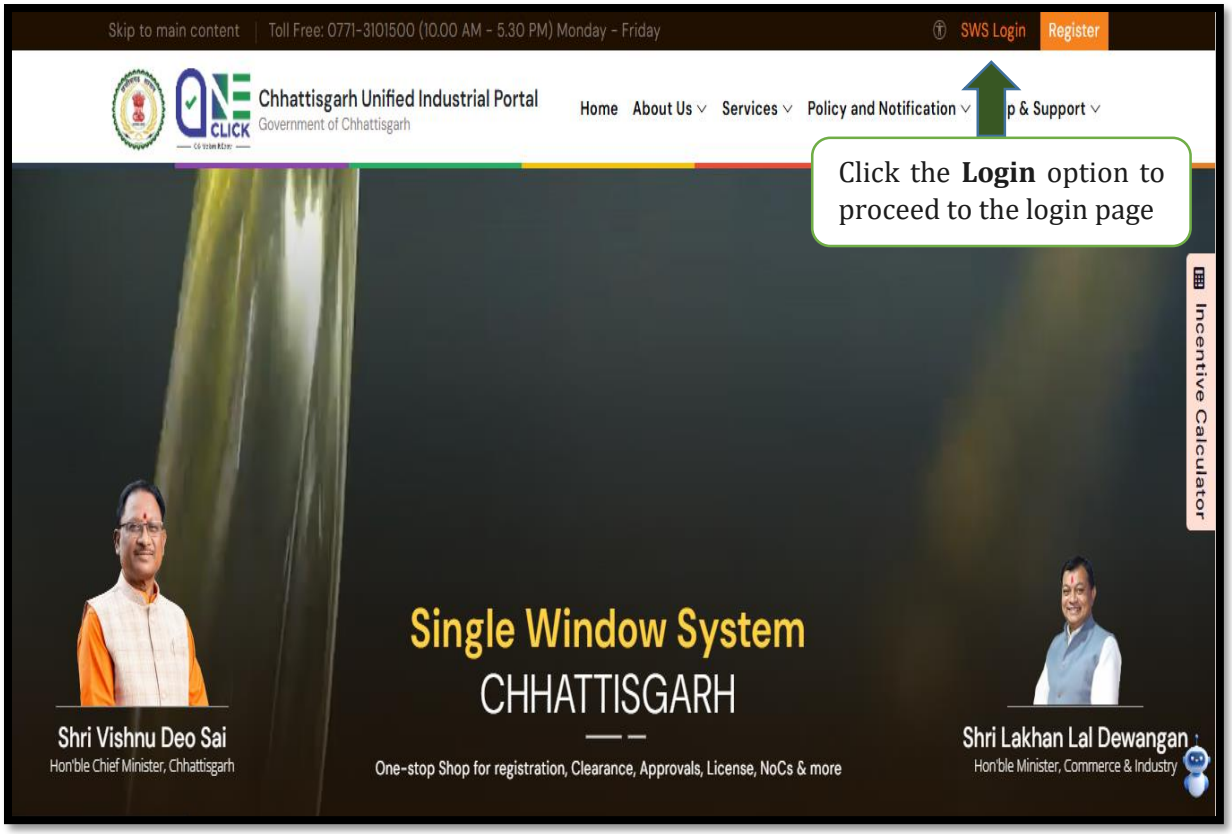


Figure 3.1: Homepage Screen

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)

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.

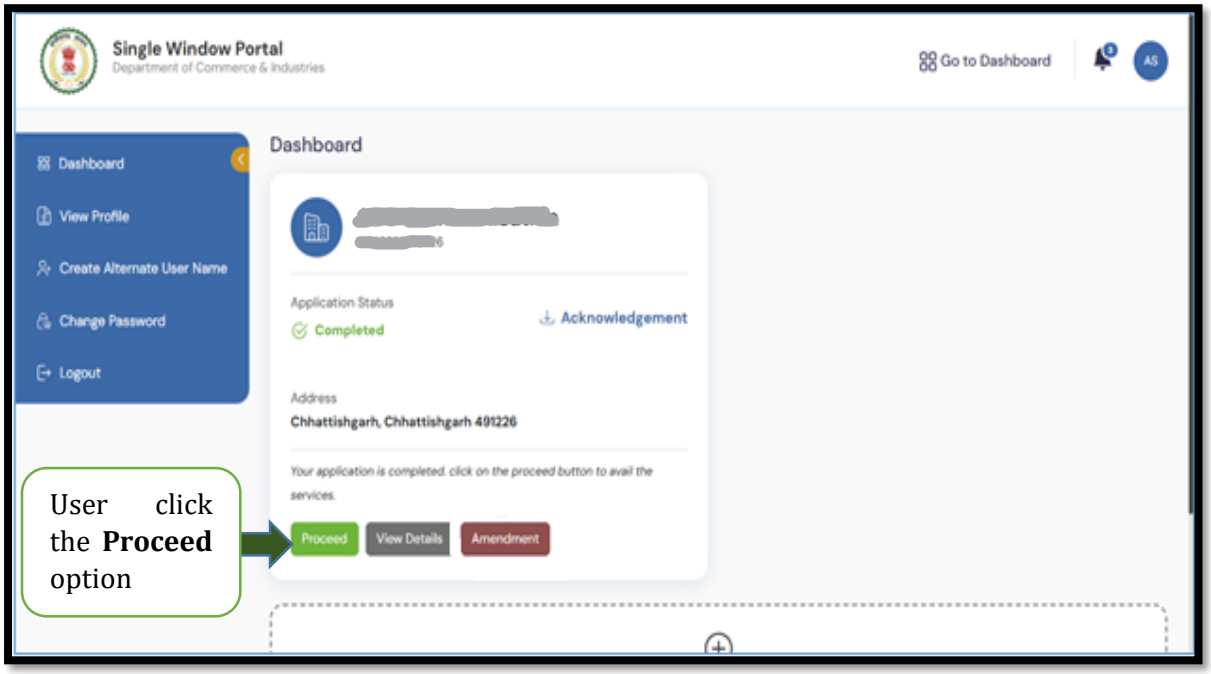


Figure 4.1: Dashboard Screen

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

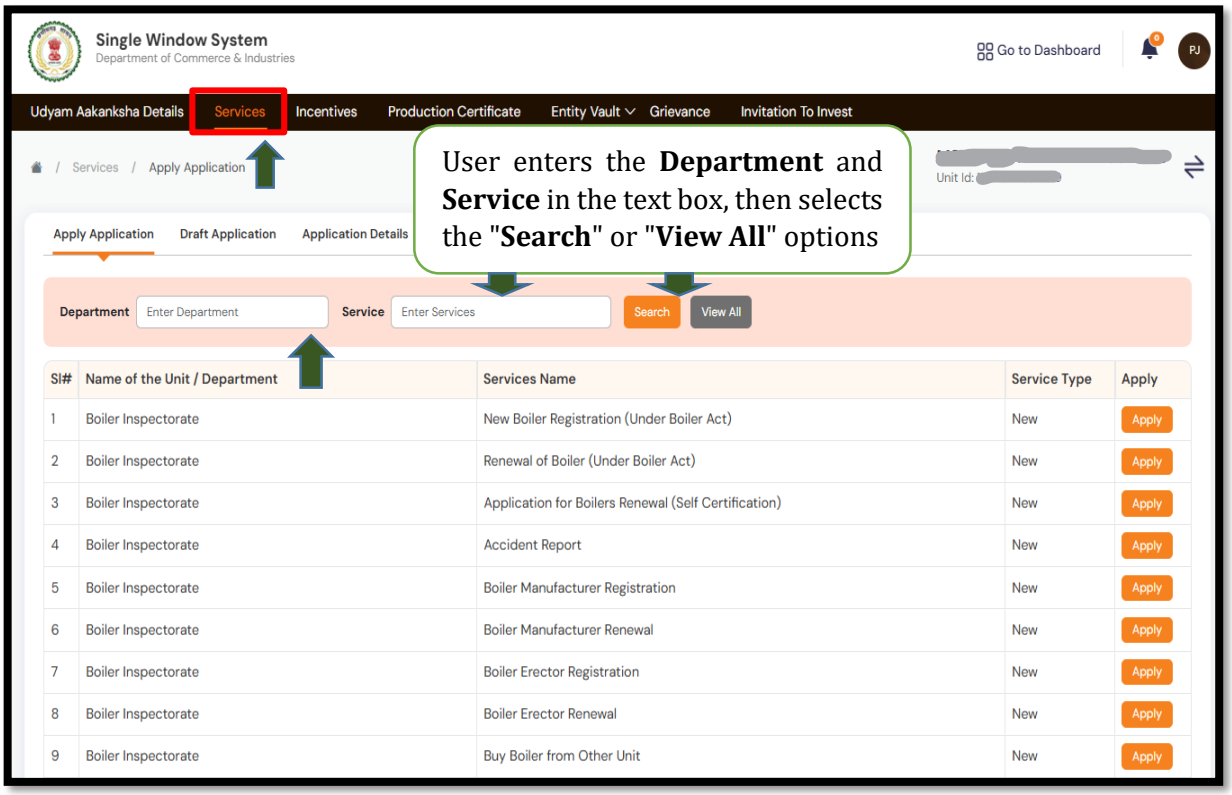


Figure 4.2: Services Screen

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

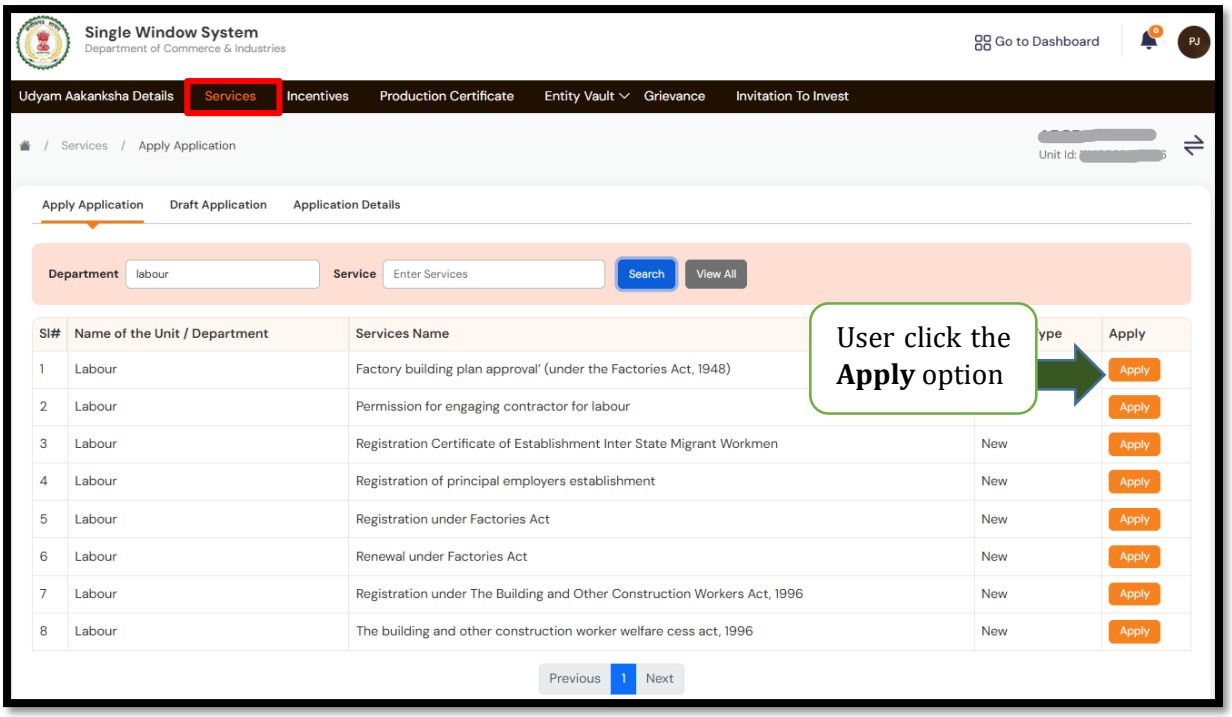


Figure 4.3: Labour Services Screen

4.1. Permission for Engaging Contractor For Labour

After clicking the "**Apply**" option, the screen will redirect to the **Chhattisgarh State Labour Department** website. A form will open. Fill in the required details, attach the scanned documents, and click on the "Submit" button as shown in **Figure 4.4.**

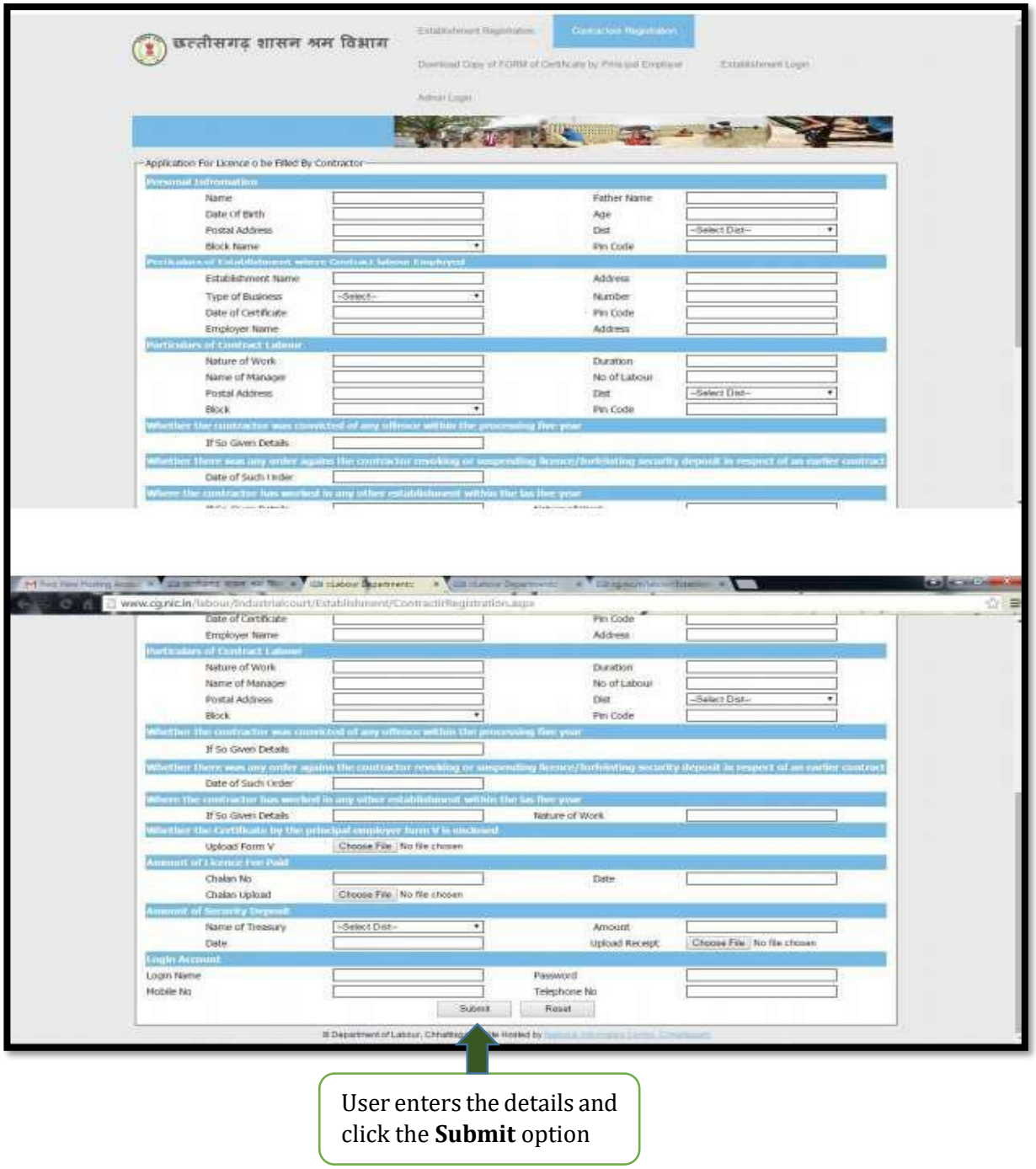


Figure 4.4: Permission for Engaging Contractor for Labour Form Screen

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:

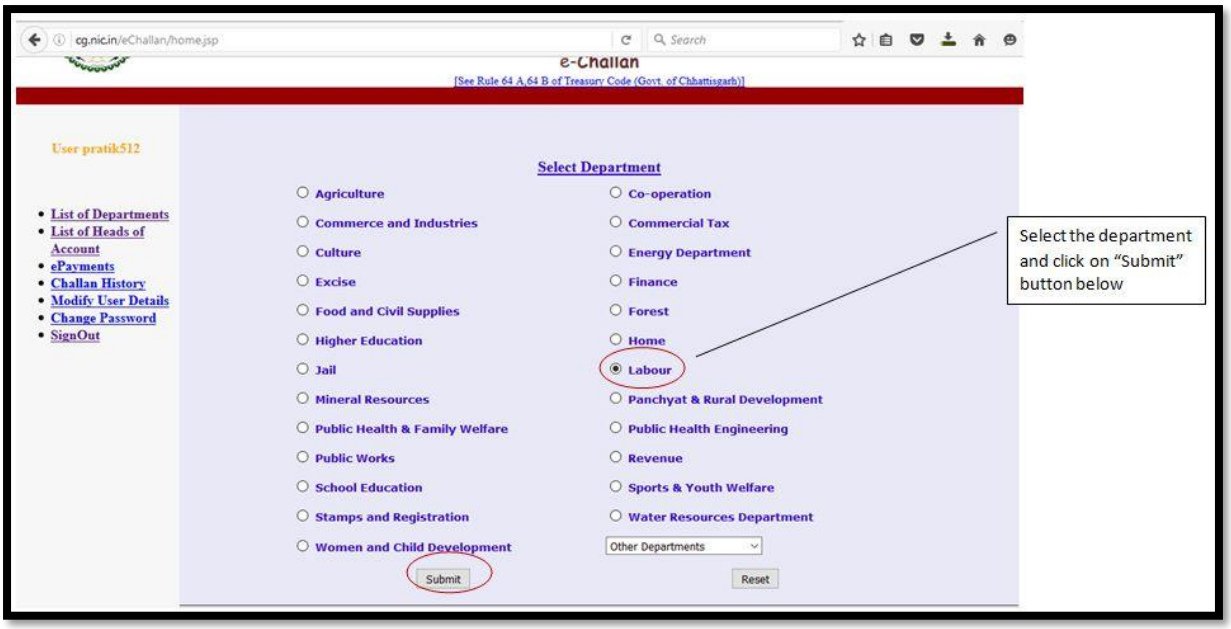


Figure 4.5: Permission for Engaging Contractor for Labour – e-Challan Screen

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.

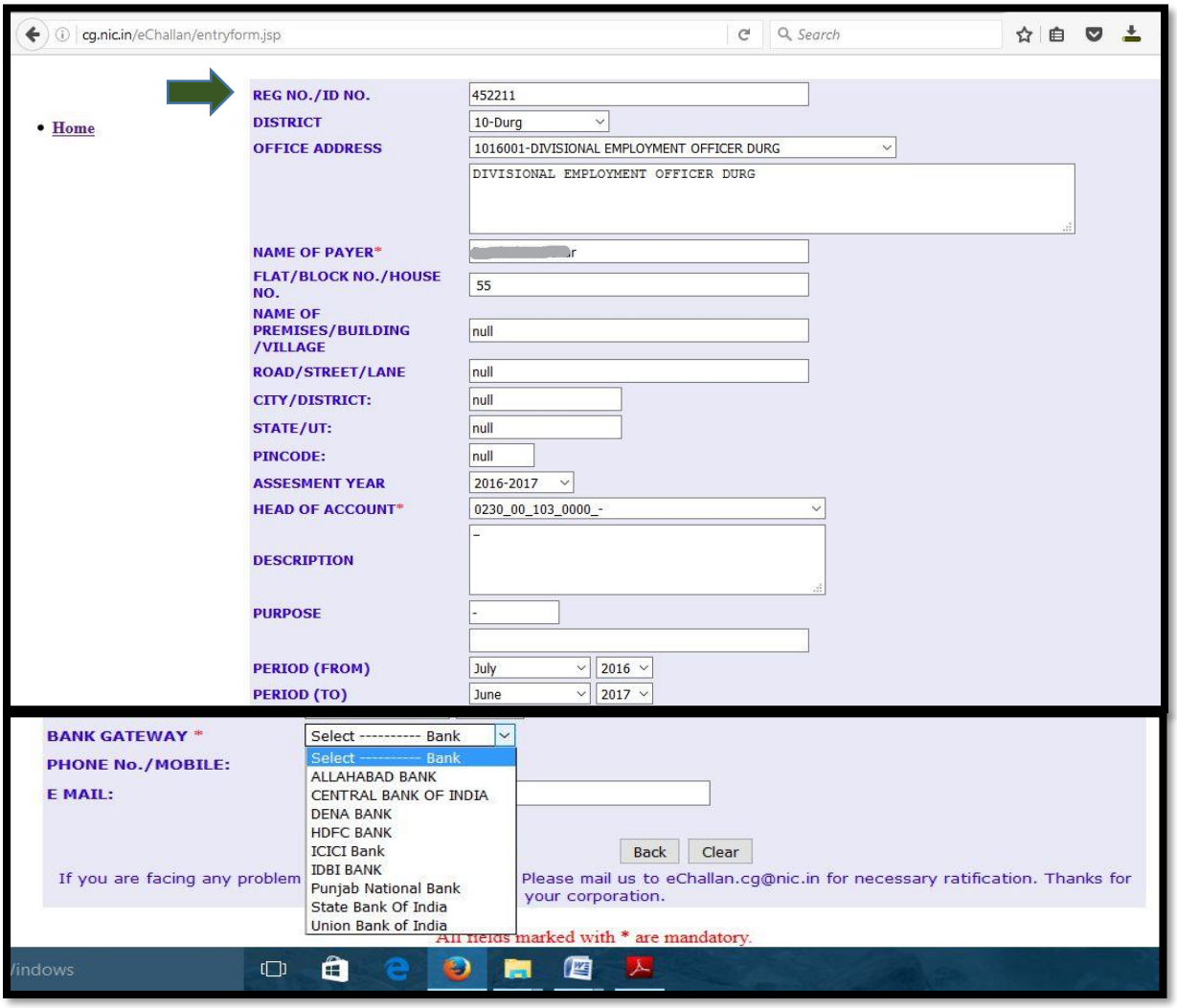


Figure 4.6: Permission for Engaging Contractor for Labour – Payment & Bank Screen

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.

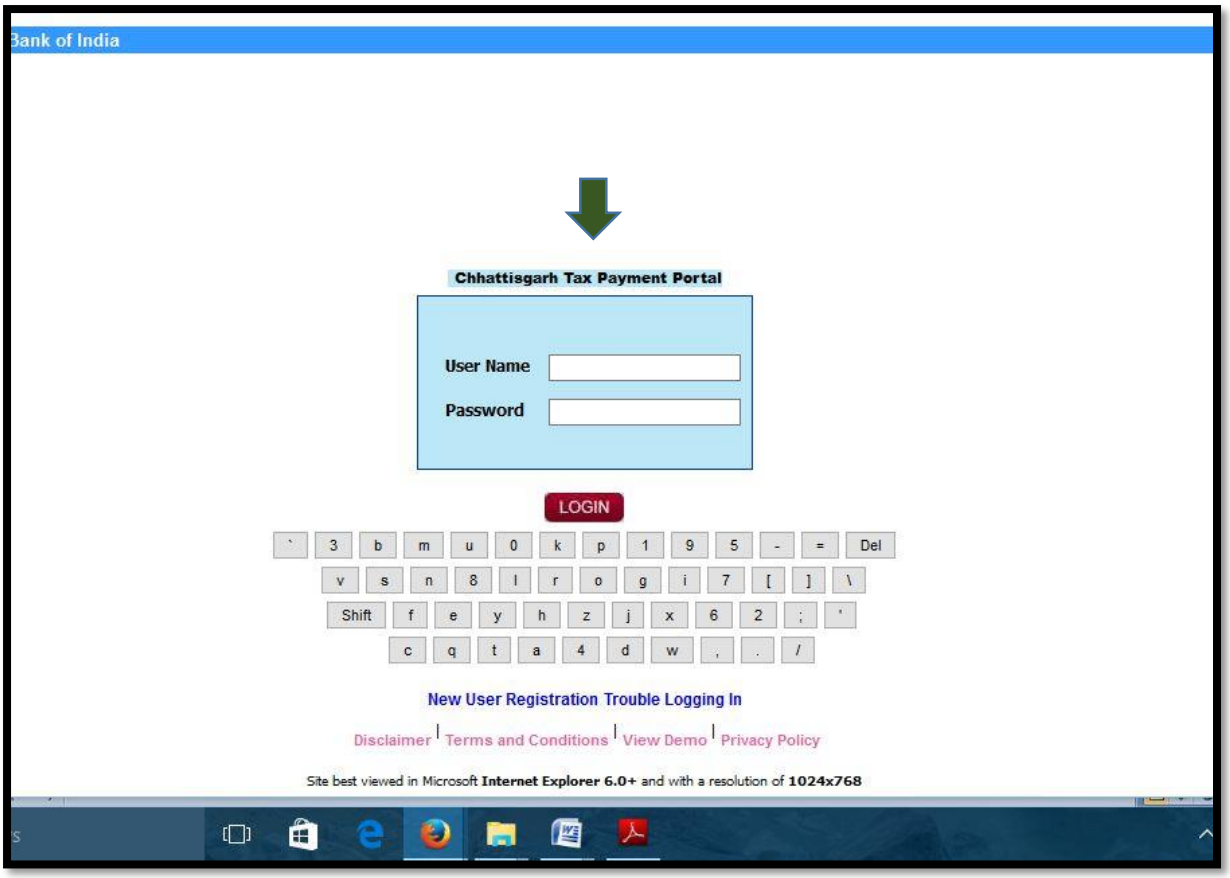


Figure 4.7: Permission for Engaging Contractor for Labour – Payment Screen

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.

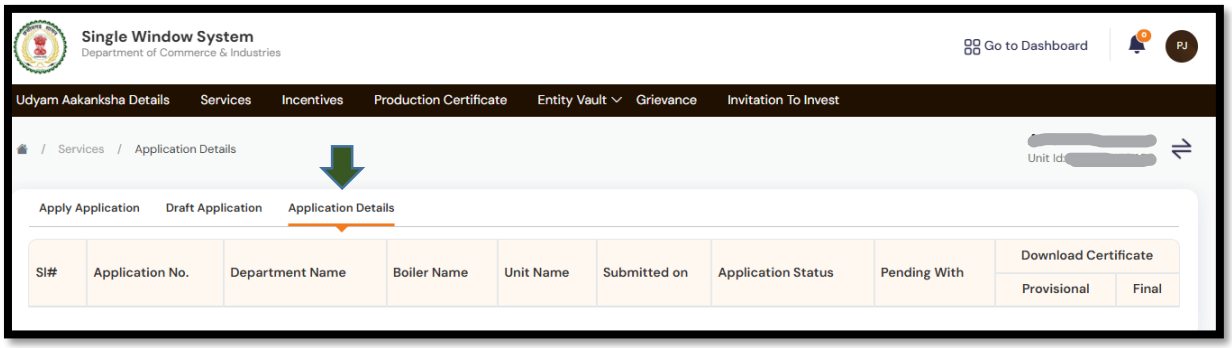
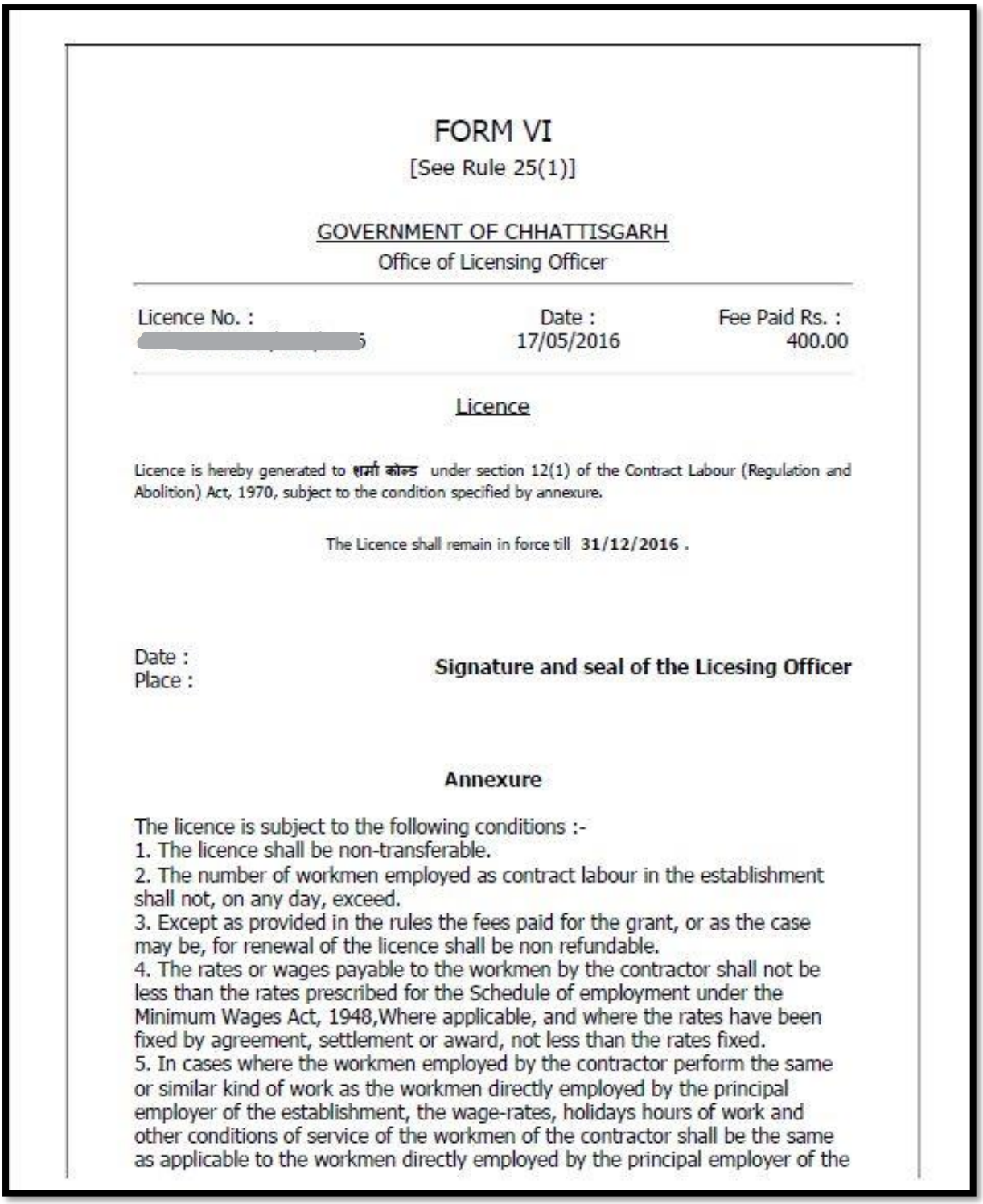


Figure 4.8: Permission for Engaging Contractor for Labour – Application Details Screen

4.1.5. Format of License for Contractors

Figure 4.9 displays a sample format for the Contractor License. Refer to this figure for details.



FORM VI

[See Rule 25(1)]

GOVERNMENT OF CHHATTISGARH

Office of Licensing Officer

Licence No. :	Date :	Fee Paid Rs. :
[redacted]5	17/05/2016	400.00

Licence

Licence is hereby generated to शर्मा कोन्ड under section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970, subject to the condition specified by annexure.

The Licence shall remain in force till **31/12/2016** .

Date :
Place :

Signature and seal of the Licesing Officer

Annexure

The licence is subject to the following conditions :-
1. The licence shall be non-transferable.
2. The number of workmen employed as contract labour in the establishment shall not, on any day, exceed.
3. Except as provided in the rules the fees paid for the grant, or as the case may be, for renewal of the licence shall be non refundable.
4. The rates or wages payable to the workmen by the contractor shall not be less than the rates prescribed for the Schedule of employment under the Minimum Wages Act, 1948,Where applicable, and where the rates have been fixed by agreement, settlement or award, not less than the rates fixed.
5. In cases where the workmen employed by the contractor perform the same or similar kind of work as the workmen directly employed by the principal employer of the establishment, the wage-rates, holidays hours of work and other conditions of service of the workmen of the contractor shall be the same as applicable to the workmen directly employed by the principal employer of the

Figure 4.9: Format for the Contractor License