



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Permission for Engaging Contractor for Labour

(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 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**.

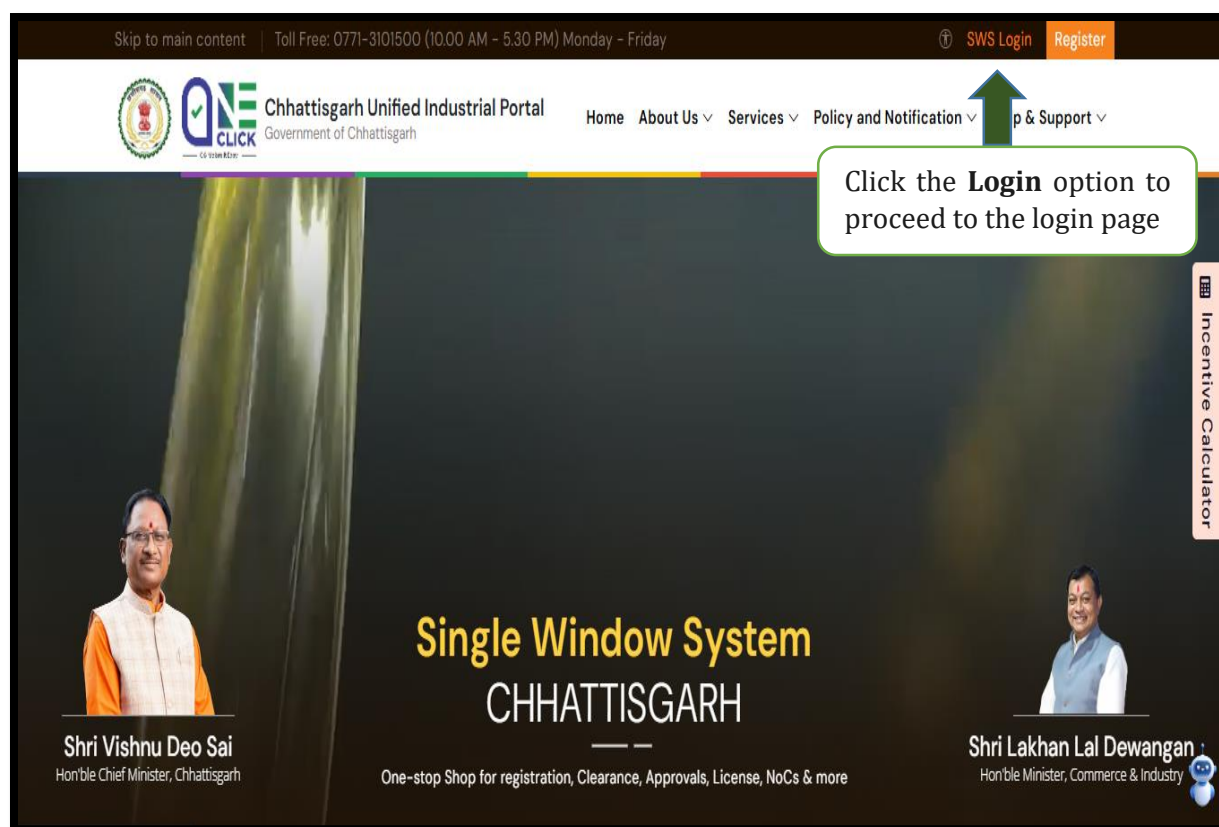


Figure 3.1: Homepage Screen



Department of Commerce & Industries
Government of Chhattisgarh

- The Department of Commerce and Industries, Government of Chhattisgarh is a pivotal body responsible for the promotion and development of trade, commerce, and industrial growth within the state of Chhattisgarh, India.
- Established with the aim of enhancing the economic landscape of the state, the department focuses on creating a conducive environment for businesses and industries to thrive, thereby contributing to the overall prosperity and employment generation for the people of Chhattisgarh.

Login

User Name

Captcha [uh9Ur1](#) [Refresh](#)

[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.

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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 includes step-by-step instructions for applying services.



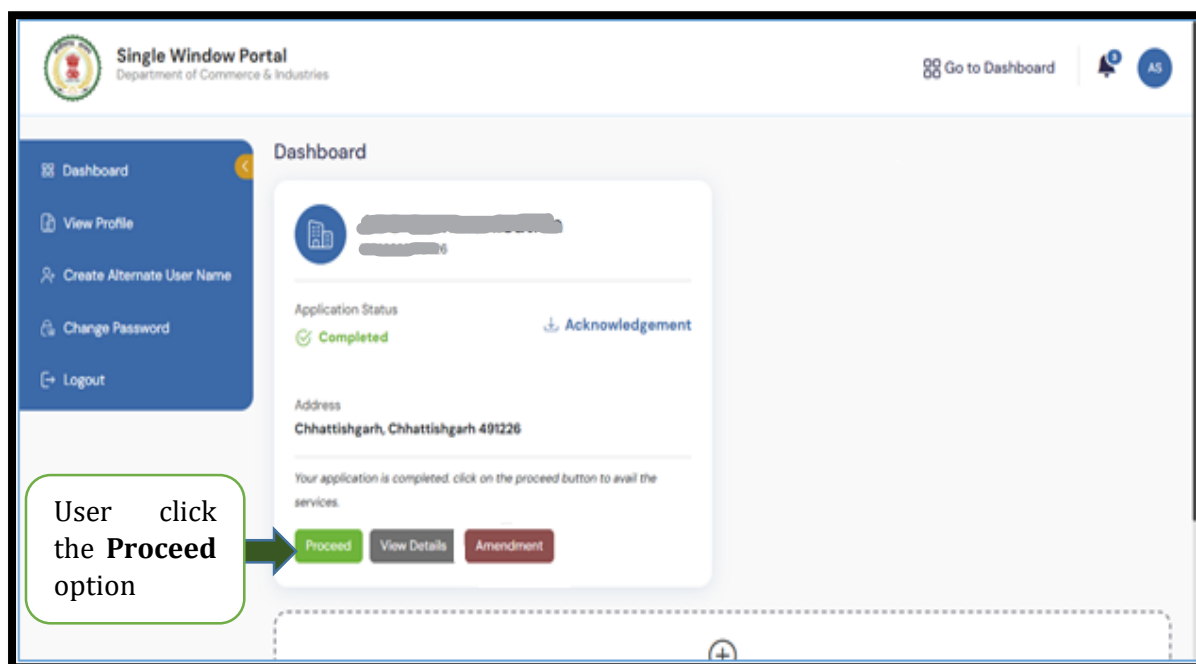


Figure 4.1: Dashboard Screen

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

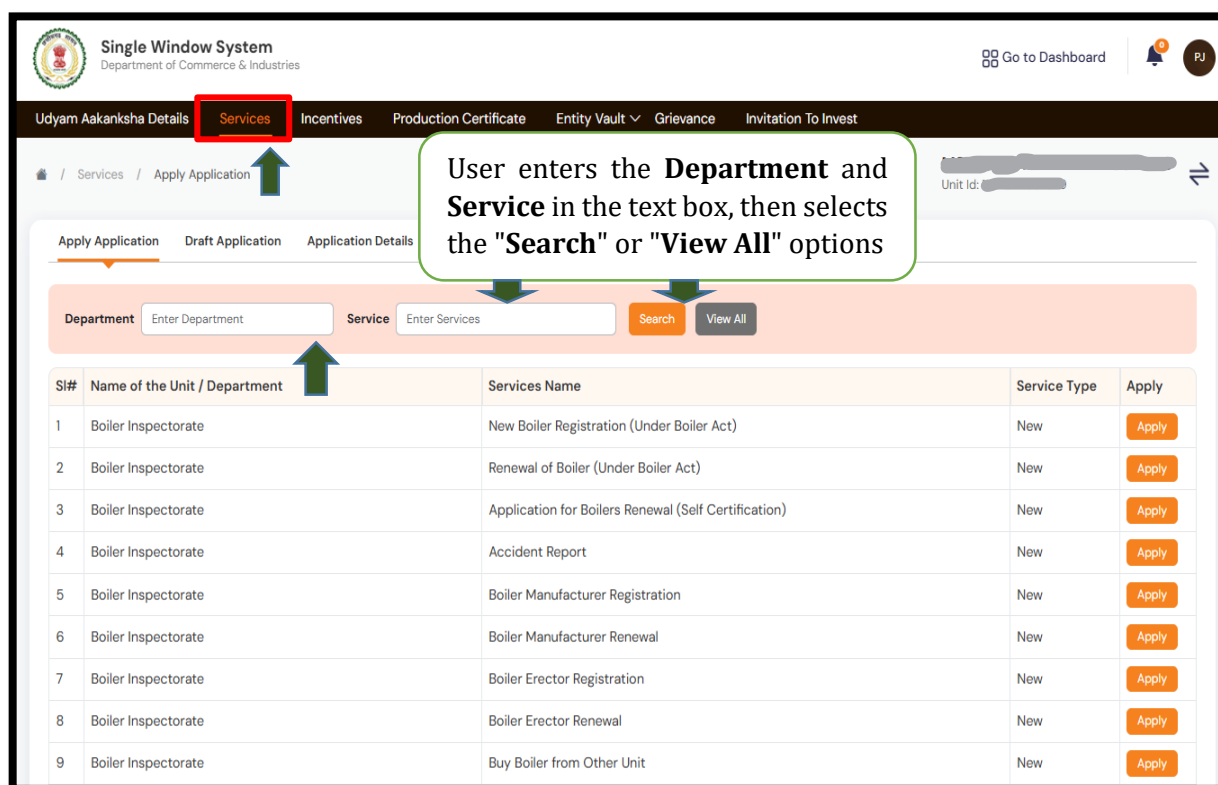


Figure 4.2: Services Screen

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

Go to Dashboard

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

/ Services / Apply Application

Unit Id: [REDACTED]

Apply Application Draft Application Application Details

Department: labour Service: Enter Services Search View All

Sl#	Name of the Unit / Department	Services Name	Type	Apply
1	Labour	Factory building plan approval' (under the Factories Act, 1948)		Apply
2	Labour	Permission for engaging contractor for labour		Apply
3	Labour	Registration Certificate of Establishment Inter State Migrant Workmen	New	Apply
4	Labour	Registration of principal employers establishment	New	Apply
5	Labour	Registration under Factories Act	New	Apply
6	Labour	Renewal under Factories Act	New	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

User click the Apply option

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**.



Application For Licence to be Filed By Contractor

Personal Information

Name: Father Name:
 Date of Birth: Age:
 Postal Address: Dist:
 Block Name: Pin Code:

Particulars of Establishment where Contractor Labour Employed

Establishment Name: Address:
 Type of Business: Number:
 Date of Certificate: Pin Code:
 Employer Name: Address:

Particulars of Contract Labour

Nature of Work: Duration:
 Name of Manager: No. of Labour:
 Postal Address: Dist:
 Block: Pin Code:

Whether the contractor was convicted of any offence within the preceding five year
 If So Given Details:

Whether there was any order against the contractor involving or suspending licence/forfeiting security deposit in respect of an earlier contract
 Date of Such Order:

Where the contractor has worked in any other establishment within the last five year
 If So Given Details:

Whether the Certificate by the principal employer form V is attached
 Upload Form V:

Amount of Licence Fee Paid

Chalan No: Date:
 Chalan Upload:

Amount of Security Deposit

Name of Treasury: Amount:
 Date: Upload Receipt:

Login Account

Login Name: Password:
 Mobile No: Telephone No:

User enters the details and click the **Submit** option

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.



cg.nic.in/eChallan/entryform.jsp

Home

REG NO./ID NO. 452211

DISTRICT 10-Durg

OFFICE ADDRESS 1016001-DIVISIONAL EMPLOYMENT OFFICER DURG

DIVISIONAL EMPLOYMENT OFFICER DURG

NAME OF PAYER* [redacted]

FLAT/BLOCK NO./HOUSE NO. 55

NAME OF PREMISES/BUILDING/VILLAGE null

ROAD/STREET/LANE null

CITY/DISTRICT: null

STATE/UT: null

PINCODE: null

ASSESSMENT YEAR 2016-2017

HEAD OF ACCOUNT* 0230_00_103_0000_-

DESCRIPTION

PURPOSE

PERIOD (FROM) July 2016

PERIOD (TO) June 2017

BANK GATEWAY* Select ----- Bank

PHONE No./MOBILE:

E MAIL:

If you are facing any problem

Back Clear

Please mail us to eChallan.cg@nic.in for necessary ratification. Thanks for your corporation.

All items marked with * are mandatory.

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.



Bank of India

Chhattisgarh Tax Payment Portal

User Name

Password

LOGIN

3 b m u o k p 1 9 5 - = Del

v s n 8 l r o g i 7 [] \

Shift f e y h z j x 6 2 ; '

c q t a 4 d w , . /

[New User Registration](#) [Trouble Logging In](#)

[Disclaimer](#) | [Terms and Conditions](#) | [View Demo](#) | [Privacy Policy](#)

Site best viewed in Microsoft Internet Explorer 6.0+ and with a resolution of 1024x768

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.

Single Window System
Department of Commerce & Industries

Go to Dashboard

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

Services / Application Details

Unit Id: [redacted]

Apply Application Draft Application **Application Details**

SI#	Application No.	Department Name	Boiler Name	Unit Name	Submitted on	Application Status	Pending With	Download Certificate	
								Provisional	Final

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. : <div style="background-color: #cccccc; width: 100px; height: 15px; margin-top: 5px;"></div>	Date : 17/05/2016	Fee Paid Rs. : 400.00
<u>Licence</u>		
Licence is hereby generated to शर्मा कौन्ड 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 Licensing 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

