



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.**

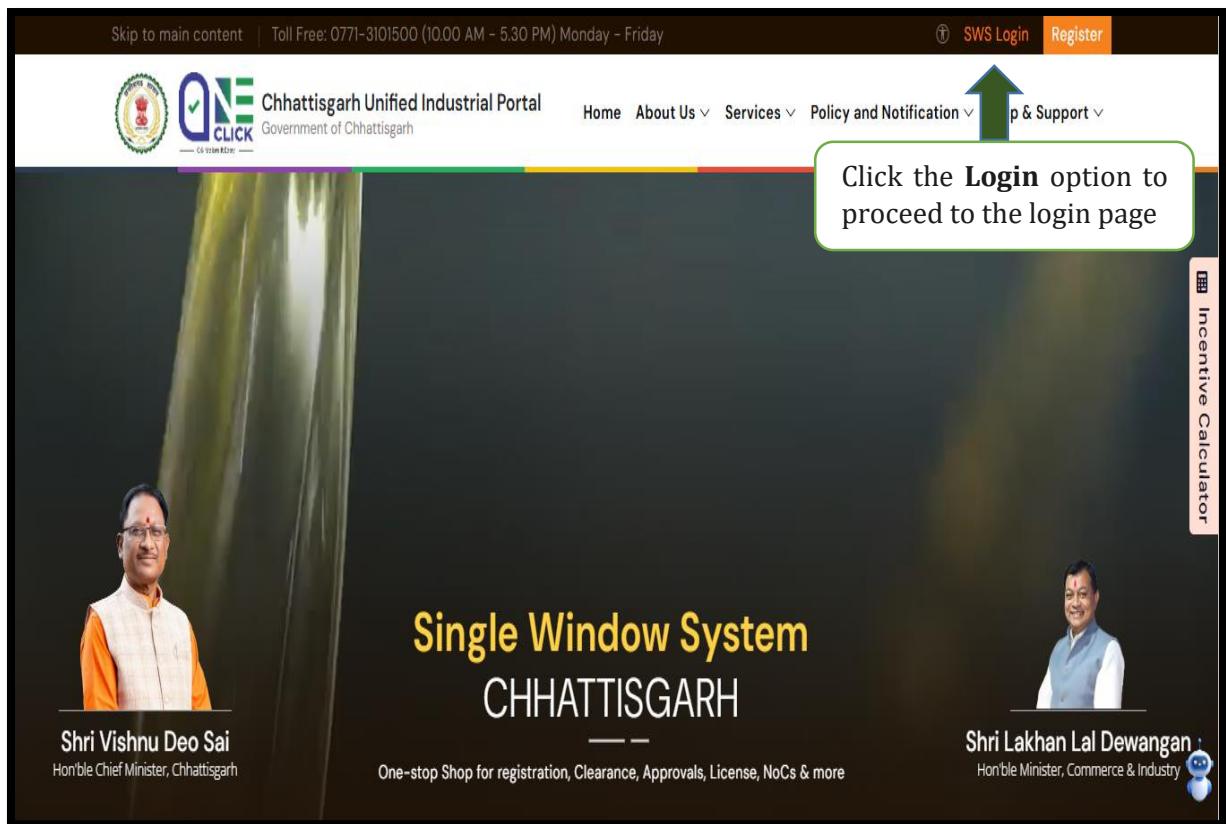


Figure 3.1: Homepage Screen



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)

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.



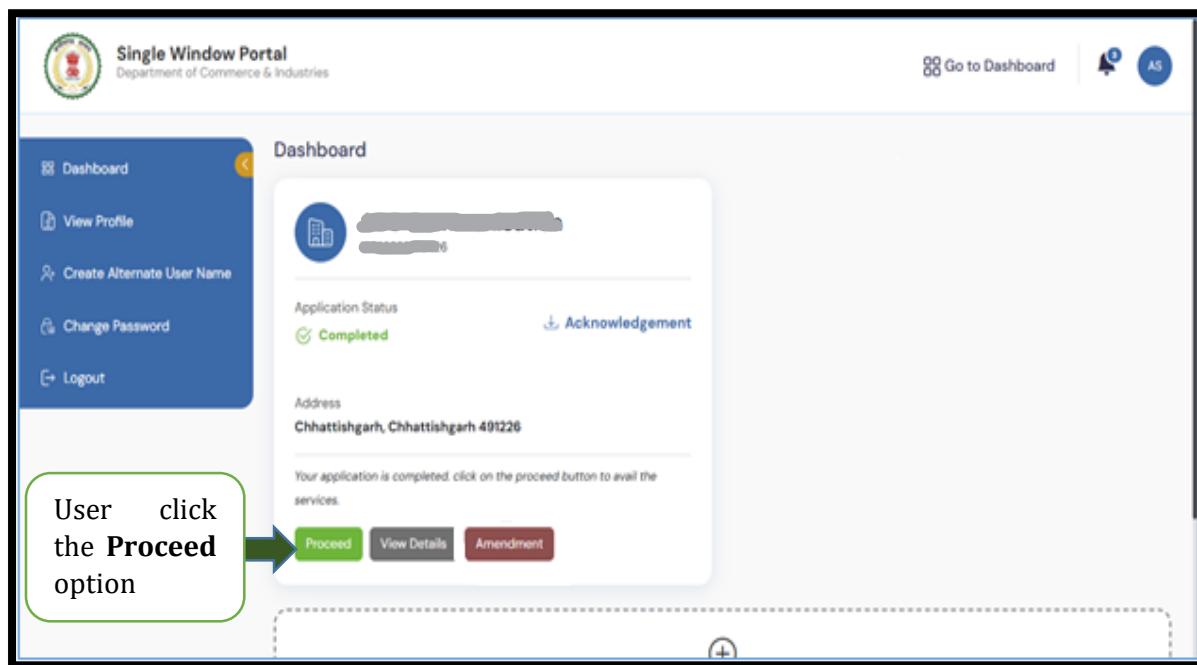


Figure 4.1: Dashboard Screen

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

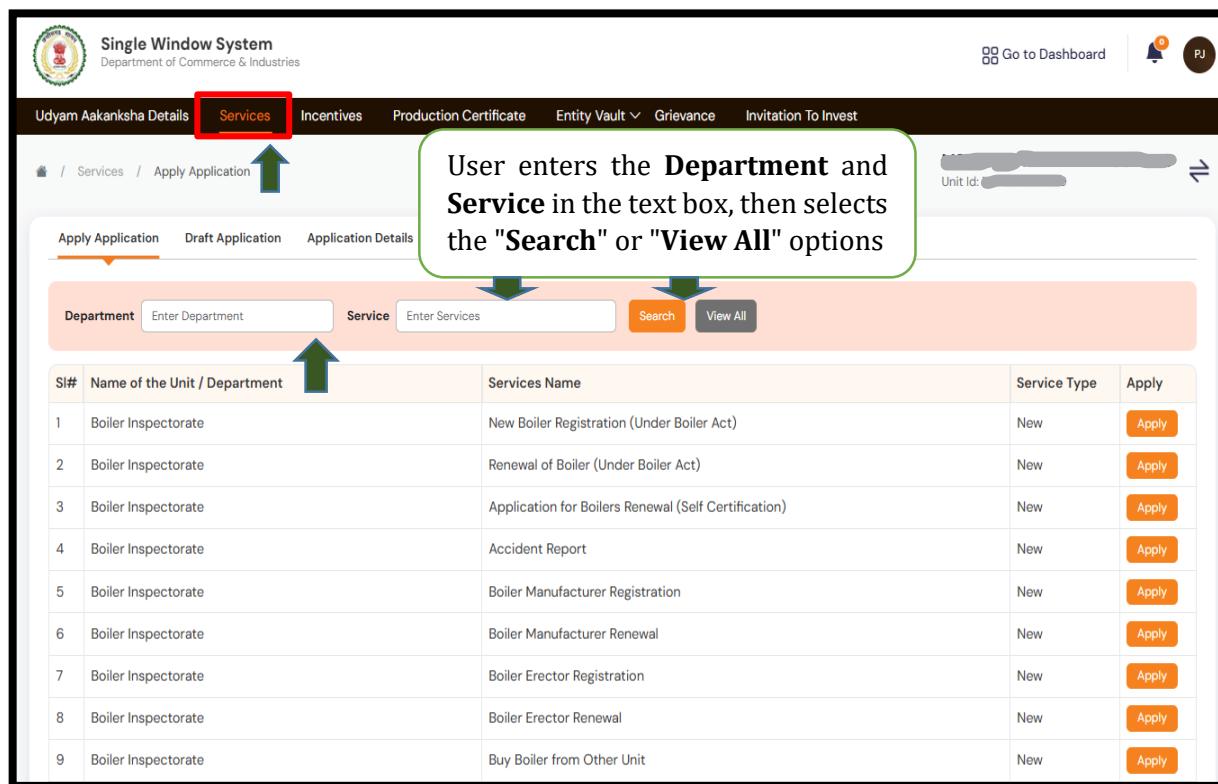
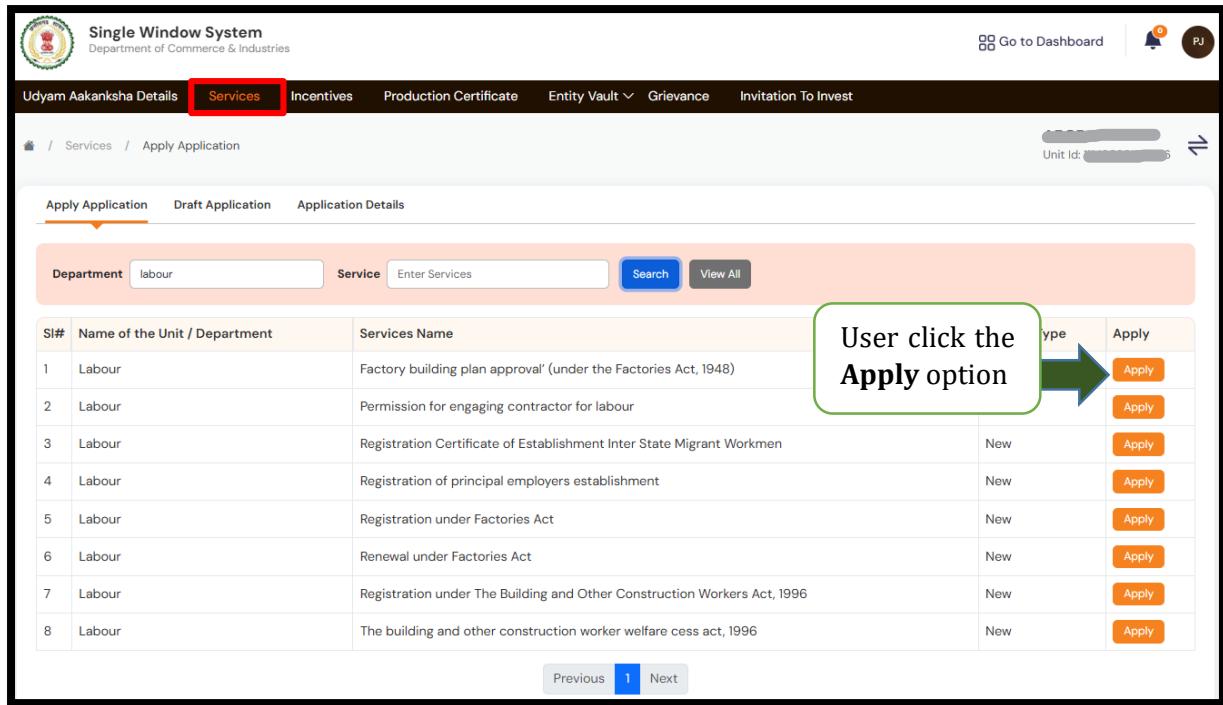


Figure 4.2: Services Screen

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: [REDACTED] ↵

Apply Application Draft Application Application Details

Department labour Service Enter Services Search View All

SI#	Name of the Unit / Department	Services Name	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	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

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**.



Chhattisgarh Shasan Abhiyan

Establishment Registration Contractor Registration Download Copy of FORM of Certificate by Principal Employer Establishment Login Admin Login

Application For Licence to be Filled By Contractor

Personal Information

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

Particulars of Establishment, where Contractor is 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 Give Details _____

Whether there was any order against the contractor revoking or suspending licence/borrowing 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 Give Details _____ Nature of Work _____

Whether the Certificate by the principal employer firm/s is enclosed
Upload Form Y _____

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. _____

Submit Reset

IS Department of Labour, Chhattisgarh is Hosted by CG State Single Window System

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:



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

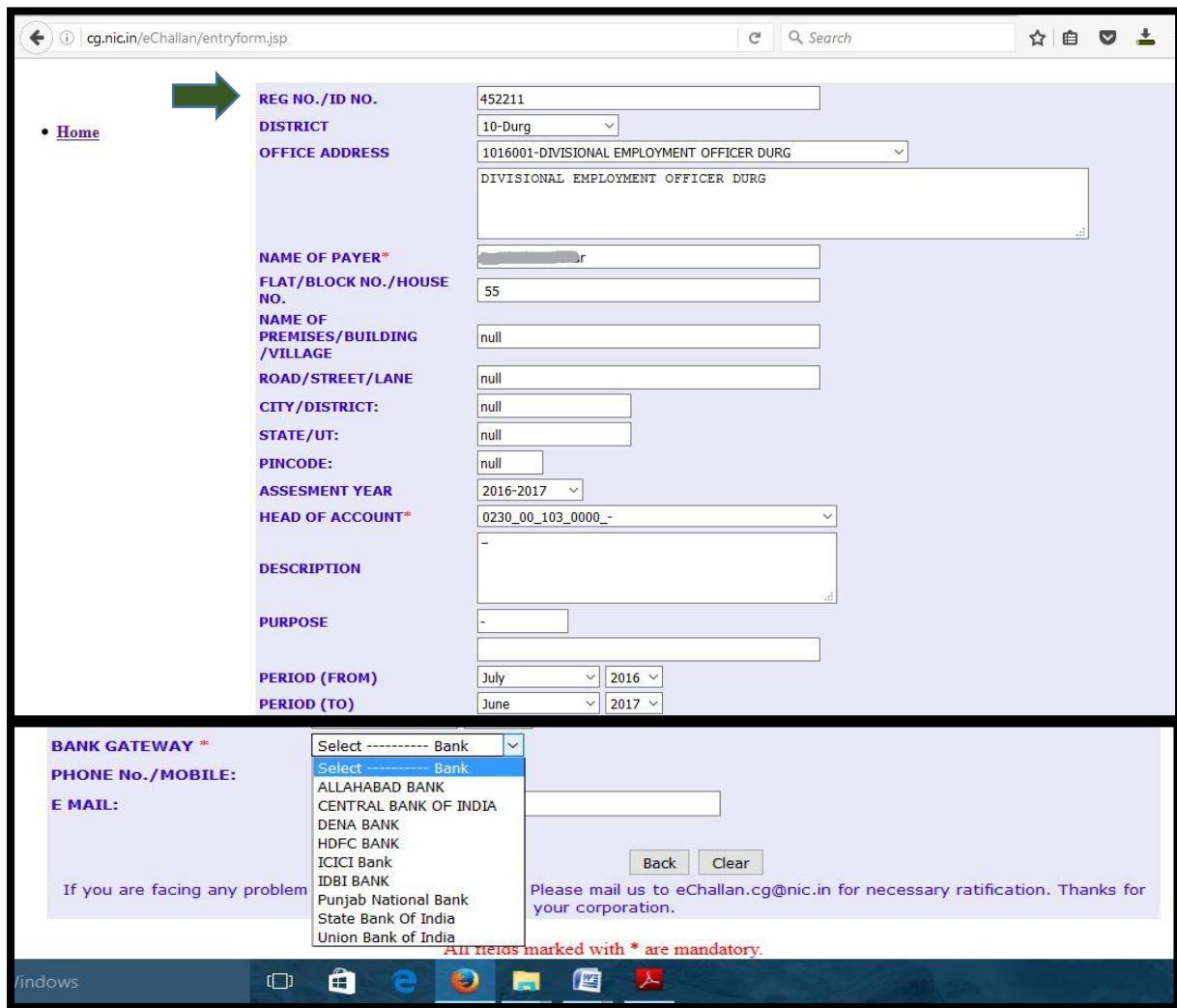
Figure 4.5: Permission for Engaging Contractor for Labour – e-Challan Screen

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.





The screenshot shows a web-based application for filing an eChallan. The URL in the address bar is cg.nic.in/eChallan/entryform.jsp. The page is titled 'eChallan Entry Form'. A green arrow points to the 'REG NO./ID NO.' field, which contains the value '452211'. Other fields include 'DISTRICT' (10-Durg), 'OFFICE ADDRESS' (1016001-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' (null), 'PURPOSE' (null), 'PERIOD (FROM)' (July 2016), and 'PERIOD (TO)' (June 2017). Below these fields, there is a 'BANK GATEWAY *' section with a dropdown menu showing 'Select ----- Bank' and a list of banks: ALLAHABAD BANK, CENTRAL BANK OF INDIA, DENA BANK, HDFC BANK, ICICI BANK, IDBI BANK, Punjab National Bank, State Bank Of India, and Union Bank of India. A message box displays: 'If you are facing any problem' and 'Please mail us to eChallan.cg@nic.in for necessary ratification. Thanks for your corporation.' A note at the bottom states: 'All fields marked with * are mandatory.' The bottom of the screen shows a Windows taskbar with various icons.

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	0	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

Unit Id: [REDACTED]

Services / Application Details

Apply Application Draft Application Application Details

SII#	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.



<p style="text-align: center;">FORM VI</p> <p style="text-align: center;">[See Rule 25(1)]</p> <p style="text-align: center;">GOVERNMENT OF CHHATTISGARH</p> <p style="text-align: center;">Office of Licensing Officer</p> <hr/> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Licence No. :</td> <td style="width: 30%;">Date :</td> <td style="width: 40%;">Fee Paid Rs. :</td> </tr> <tr> <td style="text-align: center;">[REDACTED]</td> <td style="text-align: center;">17/05/2016</td> <td style="text-align: center;">400.00</td> </tr> </table> <hr/> <p style="text-align: center;"><u>License</u></p> <p>Licence is hereby generated to कमी कोट under section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970, subject to the condition specified by annexure.</p> <p style="text-align: center;">The Licence shall remain in force till 31/12/2016.</p> <hr/> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Date :</td> <td style="width: 80%; text-align: center;">Signature and seal of the Licing Officer</td> </tr> <tr> <td>Place :</td> <td></td> </tr> </table> <hr/> <p style="text-align: center;"><u>Annexure</u></p> <p>The licence is subject to the following conditions :-</p> <ol style="list-style-type: none"> 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 	Licence No. :	Date :	Fee Paid Rs. :	[REDACTED]	17/05/2016	400.00	Date :	Signature and seal of the Licing Officer	Place :	
Licence No. :	Date :	Fee Paid Rs. :								
[REDACTED]	17/05/2016	400.00								
Date :	Signature and seal of the Licing Officer									
Place :										

Figure 4.9: Format for the Contractor License

