



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Renewal of Non Commercial Club License

(Excise 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 Renewal of Non Commercial Club License (F.L. 4) 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**.

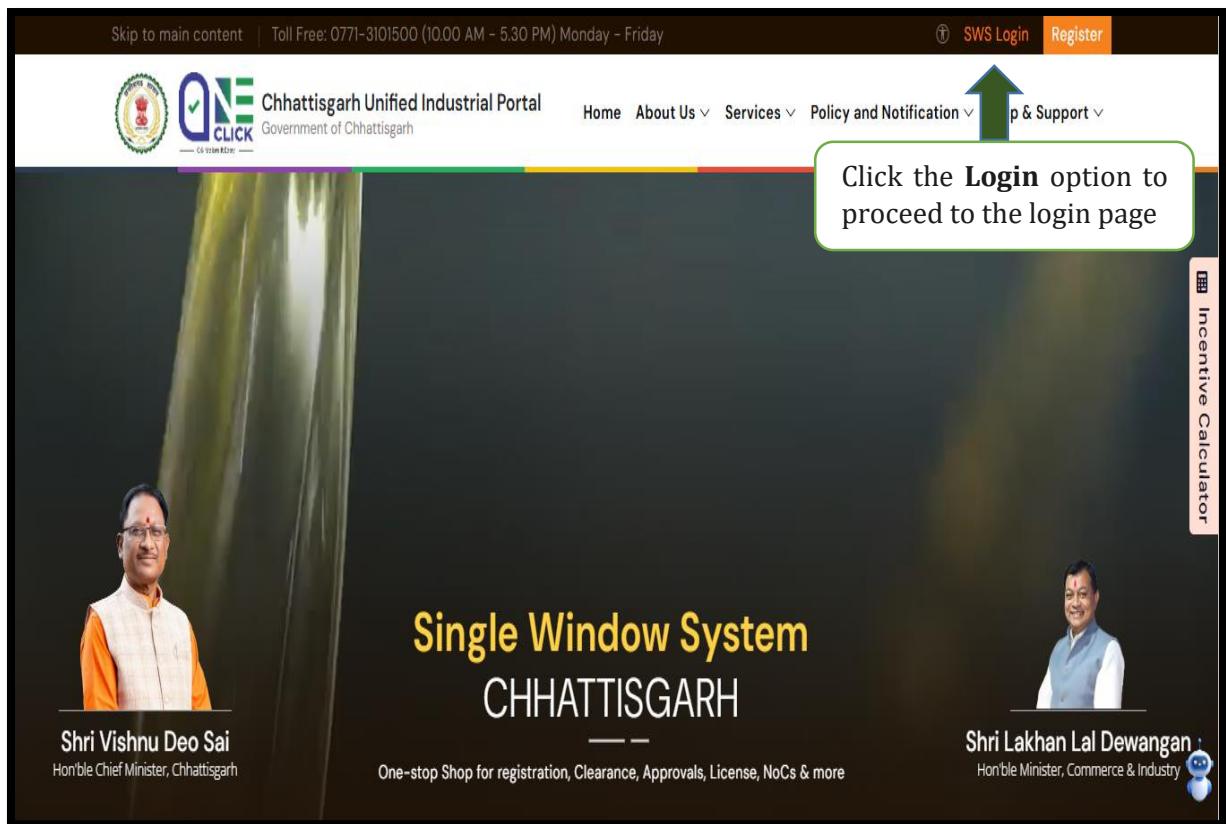


Figure 3.1: Homepage Screen



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



Enter the registered User Name

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

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.

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.



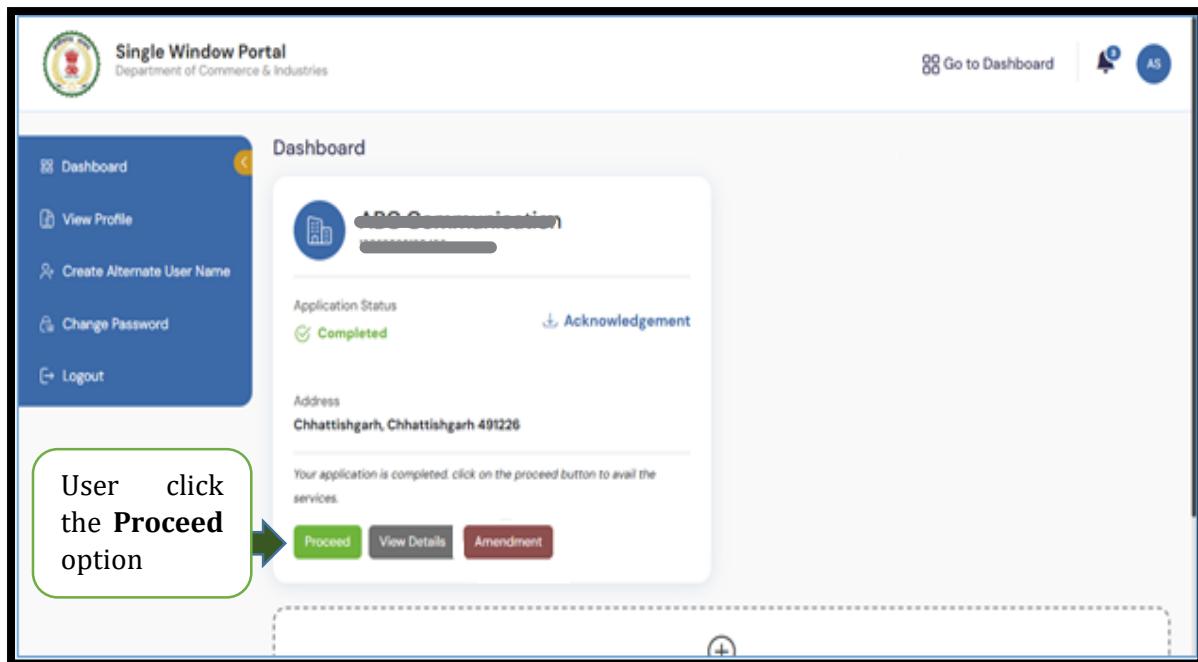


Figure 4.1: Dashboard Screen

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

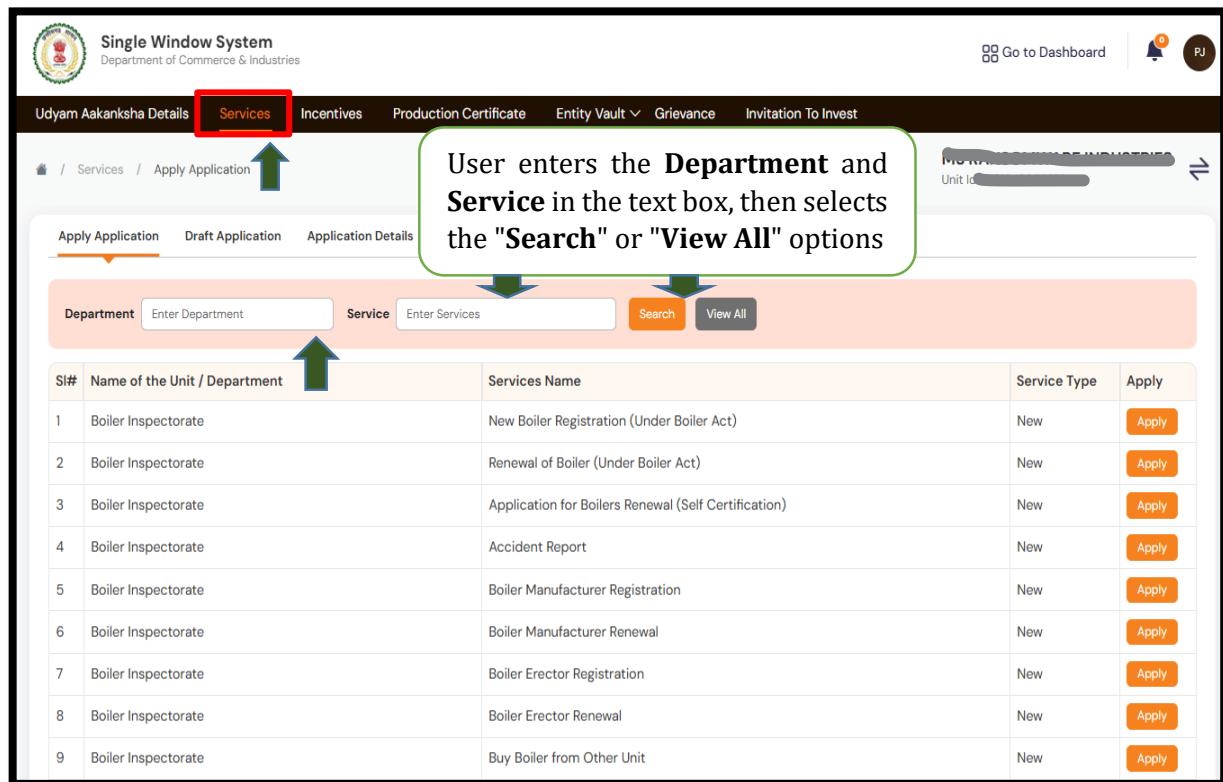
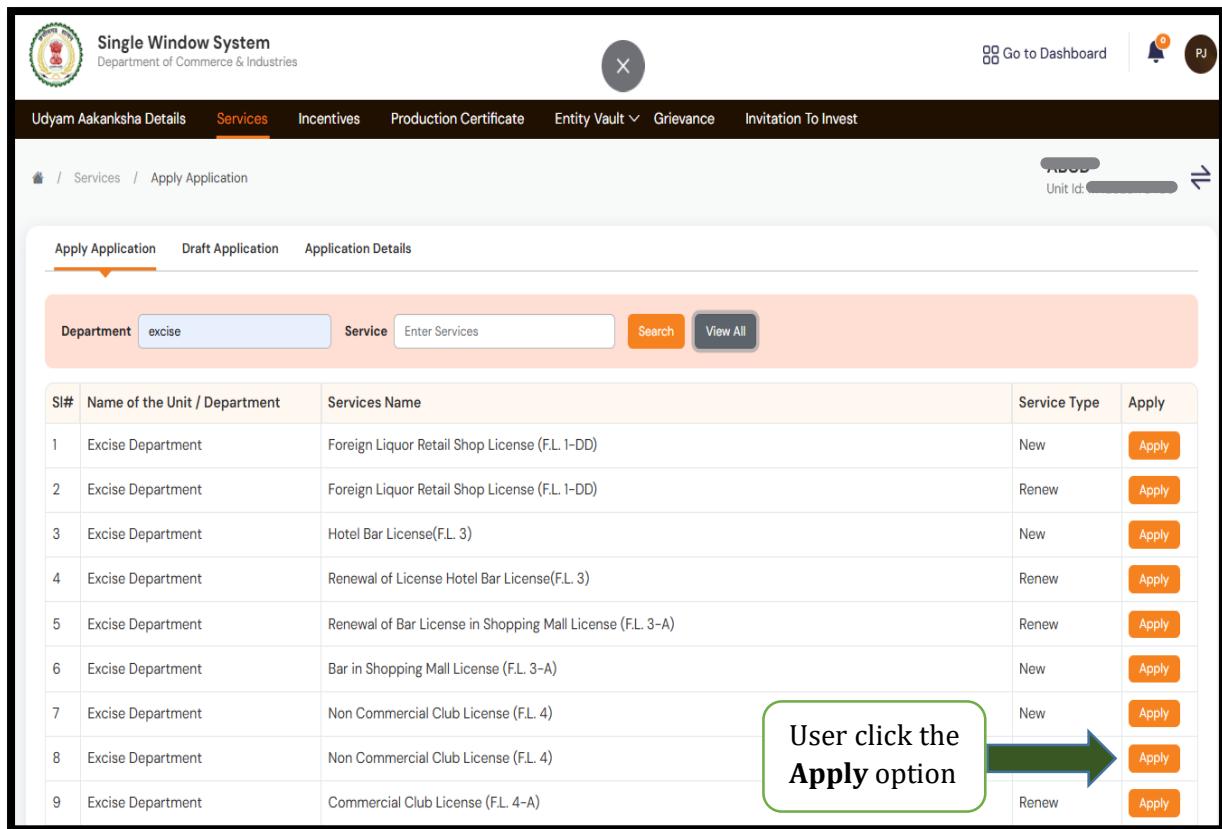


Figure 4.2: Services Screen

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



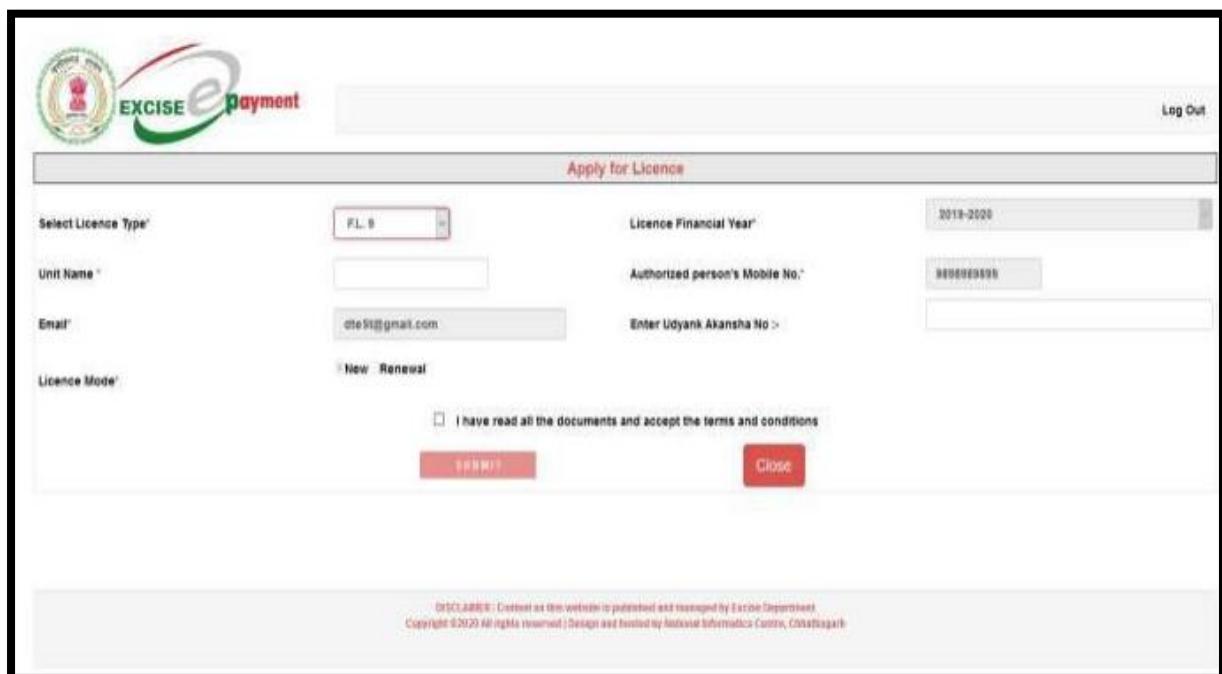


The screenshot shows the 'Single Window System' interface. At the top, there is a logo and the text 'Single Window System' and 'Department of Commerce & Industries'. The top navigation bar includes links for 'Udyam Aakarshana Details', 'Services', 'Incentives', 'Production Certificate', 'Entity Vault', 'Grievance', and 'Invitation To Invest'. On the right, there are buttons for 'Go to Dashboard', a bell icon with '0' notifications, and a profile icon with 'PJ'. Below the navigation, a breadcrumb trail shows 'Services / Apply Application'. A unit ID 'ABCD' and a 'Unit Id.' dropdown are also present. The main content area is titled 'Apply Application' with tabs for 'Draft Application' and 'Application Details'. A search bar allows filtering by 'Department' (set to 'excise') and 'Service' (set to 'Enter Services'), with 'Search' and 'View All' buttons. A table lists 9 rows of service details, each with a 'Service Type' column and an 'Apply' button. A callout box with a green border and a blue arrow points to the 'Apply' button in the 8th row, with the text 'User click the Apply option'.

Figure 4.3: Excise Services Screen

4.1. Renewal of Non Commercial Club License (F.L. 4)

After clicking the "Apply" option, the screen will redirect to the **Excise Department** website. User the select License Type, Enter Unit Name, Udyam No. and other details as shown in the **Figure 4.4**.



The screenshot shows the 'Excise e-payment' application. At the top, there is a logo and the text 'EXCISE e-payment'. On the right, there is a 'Log Out' button. The main form is titled 'Apply for Licence'. It includes fields for 'Select Licence Type' (set to 'F.L. 4'), 'Licence Financial Year' (set to '2018-2020'), 'Unit Name' (empty), 'Authorized person's Mobile No.' (empty), 'Email' (set to 'cte@cgstate.gov.in'), 'Enter Udyank Akashan No.' (empty), 'Licence Mode' (radio buttons for 'New' and 'Renewal' with 'Renewal' selected), and 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 footer note at the bottom of the page reads: 'DISCLAIMER: Content on this website is published and managed by Excise Department. Copyright ©2020 All rights reserved | Design and Hosted by Andhra Informatics Centre, Chaitanya Park'.

Figure 4.4: License Form Screen



- Login using login details send in email.

Excise Department

Services Under Excise for Existing User

User ID:

Password:

OK Single Window Login Log In

Single Window Login

NEW Service Under Single Window login
(For License Application)
"FL-3 / FL-3(A) / FL-4 / FL-4(A) / FL-9 / FL-9(A) / D-1 / CS-1 / CS-1B / B-1 / W-3"

Services Under Single Window Login
PL-2 / PL-2(A) / PL-8 / PL-8(A) / PL-9 / PL-9(A) / D-1 / CS-1 / CS-1B / B-1 / W-3

Categories

Log In Using Login Details Send in Email

- After login Applicant Dashboard is open.

Log Out

Excise Department

Categories

Application Registration

View / Reprint Application

Check Application Status

Log In Using Login Details Send in Email

1

2

3

Click Application Registration For Fill Application

Click Reprint Application to Print Application after Submission

Check Application Status



- Applicant fill form for Registration of Application

(A) License Category Individual



Select License Mode (New Or Renew)

Fill Application Form By Filling All the details

- 1. Licence Mode**
New or Renew
- 2. Licence Category**
- 3. Licence Financial Year**
- 4. Applicant Name Details**
- 5. Present Contact Details**
- 6. Permanent Contact Details**

License Applicant Master

License Type: F.L.I. Current Financial Year: 2018-2019

License Mode: New / Renewal Establishment Date:

License Category: Individual Company Firm H.U.P A.G.P Hotel Category: 0 Star or Above - No Star

Address Details Owner Details Authorised Person Details Inn/Hotel Details Upload Documents

Applicant Personal Detail

Viscename: <input type="text" value="Select"/>	Gender: <input type="radio"/> Male <input checked="" type="radio"/> Female	
status: <input type="radio"/> Single <input checked="" type="radio"/> Married	Father / Husband Name: <input type="text"/>	Relationship: <input type="text" value="Select"/>
Date Of Birth: <input type="text" value="1999-01-01"/>	Age: <input type="text"/>	Nationality: <input type="text" value="Indian"/>
Designation: <input type="text" value="Businessman/Individual"/>	Pin Number: <input type="text"/>	

Present Contact Details

Street Address: <input type="text"/>	Building Number: <input type="text"/>	Land mark: <input type="text"/>
Block: <input type="text" value="Select"/>	Taluk Name: <input type="text"/>	Police Station Name: <input type="text"/>
Road/Urban Area: <input type="text" value="Urban/Urban"/>	Village/City Name: <input type="text"/>	Panchayat: <input type="text" value="Select"/>
Postcode: <input type="text"/>	City Ward: <input type="text"/>	City Wardline: <input type="text"/>
Postbox: <input type="text"/>	Telephone Number: <input type="text"/>	Mobile Number: <input type="text"/>
E-mail: <input type="text"/>	State: <input type="text" value="Select"/>	

Check here if Permanent Contact Detail is Same as Present

Street Address: <input type="text"/>	Building Number: <input type="text"/>	Land mark: <input type="text"/>
Block: <input type="text" value="Select"/>	Taluk Name: <input type="text"/>	Police Station Name: <input type="text"/>
Road/Urban Area: <input type="text" value="Urban/Urban"/>	Village/City Name: <input type="text"/>	Panchayat: <input type="text" value="Select"/>
Postcode: <input type="text"/>	City Ward: <input type="text"/>	City Wardline: <input type="text"/>
Postbox: <input type="text"/>	Telephone Number: <input type="text"/>	Mobile Number: <input type="text"/>
E-mail: <input type="text"/>	State: <input type="text" value="Select"/>	

Save & Proceed

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



CG Makes It Easy

(B) License Category Company

Licensee Applicant Master

License Category

Licensee Details

Present Contact Detail

1. Licence Mode New or Renew
2. Licence Category (Company)
3. Licence Financial Year
4. Company Name Details
5. Present Contact Details
6. Permanent Contact Details



- Fill Owners Details – (In Owner's Tab)

(If Licence Mode Company and Company has Multiple Partners then add all partners Details)

- 1. Owner Details**
- 2. Present Contact Details**
- 3. Permanent Contact Details**

Licensee Applicant Master

License Type	PL 2	Financial Year	2012-2013
License Mode	<input checked="" type="radio"/> New <input type="radio"/> Renewal	Establishment Date	<input type="text" value="1990-01-01"/>
License Category	<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Company <input type="checkbox"/> Other <input type="checkbox"/> A.O.P	Hotel Category	3 Star or Above - No Star

Personal Details

Check here if Applicant Details is Owner as Present

Owner Name*	<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*	<input type="text" value="1990-01-01"/>	Age	<input type="text"/>
Designation	<input type="text" value="Owner/Proprietor"/>	PAN Number*	<input type="text"/>

Present Contact Detail

Street Address*	House Number*	Land mark*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Block*	<input type="text"/>	Police Station Name*	<input type="text"/>
Rural/Urban Area*	Urban/Central	Village/City Name*	<input type="text"/>
Parishad Name*	<input type="text"/>	City Ward No*	<input type="text"/>
Pincode*	<input type="text"/>	Telephone Number	<input type="text"/>
E-Mail ID*	<input type="text"/> [a]	Mobile Number*	<input type="text"/>

Check here if Permanent Contact Detail is Same as Present

Street Address*	House Number*	Land mark*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Block*	<input type="text"/>	Police Station Name*	<input type="text"/>
Rural/Urban Area*	Urban/Central	Village/City Name*	<input type="text"/>
Parishad Name*	<input type="text"/>	City Ward No*	<input type="text"/>
Pincode*	<input type="text"/>	Telephone Number	<input type="text"/>
E-Mail ID*	<input type="text"/> [a]	Mobile Number*	<input type="text"/>

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

CG Makes It Easy

- Fill Authorized Person Details (If Applicant License Category is not individual)

Application Registration
View / Register Application
Check Application Status

Licence Type: ४४, १
Licence Valid: २५/०८/२०१९
Establishment Date: (Incomplete)

Licence Category: Individual Company Other DCL/CL/CLP
Hotel Category: ३ Star or Above - No Star

[Published Details](#) [Owner Details](#) [Authorized Person Details](#) [Accommodation Details](#) [Vehicle Details](#)

Authorized Person Detail

Authorized Person Name* <input type="text" value="Select"/>	Gender* <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Marital Status* <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married	Father / Husband Name* <input type="text"/>
Date Of Birth* <input type="text" value="19/08/1985"/>	Age* <input type="text"/>
Designation* <input type="text" value="Software Developer"/>	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"/>	Taluk Name* <input type="text"/>	Police Station Name* <input type="text"/>
Rural/Urban Area* <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural	Village/City Name* <input type="text"/>	Postcode* <input type="text" value="Select"/>
Parishad Name* <input type="text"/>	City Ward No* <input type="text"/>	City Name* <input type="text"/>

Permanent Contact Detail

Postcode* <input type="text"/>	Telephone Number* <input type="text"/>	Mobile Number* <input type="text"/>
E-Mail ID* <input type="text" value="[e]"/> <input type="button" value="Select"/>		
<input type="checkbox"/> 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"/>	Taluk Name* <input type="text"/>	Police Station Name* <input type="text"/>
Rural/Urban Area* <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural	Village/City Name* <input type="text"/>	Postcode* <input type="text" value="Select"/>
Parishad Name* <input type="text"/>	City Ward No* <input type="text"/>	City Name* <input type="text"/>
Postcode* <input type="text"/>	Telephone Number* <input type="text"/>	Mobile Number* <input type="text"/>
E-Mail ID* <input type="text" value="[e]"/> <input type="button" value="Select"/>		

Save & Proceed



- Fill Bar/ Hotel / Club Details as per License Type

(A) For Bar

Hotel / Bar / Club Detail

Food Licence Number*	PAN Number	GST Number*
Hotel / Bar Name(NickName)*	Street Address*	Landmark*
Excise Circle Name*	Thana Name*	Excise Mandal 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	Parished* <input type="button" value="Select..."/>	Parished Name* <input type="button" value="Select..."/>
City WardNo*	City/Village WardName*	Block Name*
District Name* <input type="button" value="Select..."/>	Pincode* <input type="button" value="Select..."/>	
Vidhan Sabha*	Lok Sabha*	Population Range* <input type="button" value="Select..."/>
Bar/Hotel Contact Number*	Bar/Hotel Email	[adj] <input type="button" value="Select..."/>
Adjoining Place Detail		
North <input type="button" value="Select..."/>	South <input type="button" value="Select..."/>	East <input type="button" value="Select..."/>
West <input type="button" value="Select..."/>		

Fill All the details of (Bar or Club or Hotels)

- 1. Bar/ Club/ Hotel name**
- 2. Pan Number (If Business has Pan card)**
- 3. GST Number**
- 4. Food Licence Number**
- 5. Nick Name (Bar /Club /Hotel) etc.**



(B) For Hotel (Including Star)

Licensee Applicant Master

License Type	CL-3	Financial Year	2018-2019
License Mode	<input checked="" type="radio"/> New <input type="radio"/> Renewal	Establishment Date	[www.clickcgstate.gov.in]
License Category	<input checked="" type="radio"/> Individual <input type="radio"/> Company <input type="radio"/> Firm <input type="radio"/> C.I.L.F <input type="radio"/> O.G.P	Hotel Category	<input checked="" type="radio"/> 3 Star or Above <input type="radio"/> No Star
Applied Details Owner Details Authorised Person Details Address Details National Licensee			
Hotel / Bar / Club Detail			
Hotel Name*	PIN 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*	Parishad*	Parishad Name*	
City Ward No*	City/Village Ward Name*	Block Name*	
District Name*	Post Code*	Pincode*	
Vidhan Sabha*	Lok Sabha*	Population Range*	NA
Bar/Hotel Contact Number*	Bar/Hotel Email	[at]	— Select —
Adjoining Places Detail			
North	South	East	West
Hotel Details			
No of Rooms	No of Guests	Amenities Details	
Star Details			
No of Stars	— Select —	Star Validity Date	[www.clickcgstate.gov.in]
<input type="button" value="Save"/>			

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Fill All the details of Hotels (including Stars)

1. Select No of Stars
2. Star validity date
3. Hotel details



- Documents are uploaded (as per License Type)

Licensee Applicant Master

License Type	F.I. 2	Financial Year	2018-2019
License Mode	<input checked="" type="radio"/> New <input type="radio"/> Renewal	Establishment Date	(mm/dd/yyyy)
License 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	Hotel Category	3 Star or Above No Star
Applicant Details Owner Details Authorized Person Details Stay/Hotel Details Upload Documents			
File Name	File Type	View Documents	File Size
Applicant Photo	Image Only	<input type="button" value="Browse..."/>	No file selected. Height < 531 and Width < 413
Applicant Pan Card	Image Only	<input type="button" value="Browse..."/>	No file selected. Size (max 1 MB)
Applicant Medical Certificate	Image Only	<input type="button" value="Browse..."/>	No file selected. Size (max 1 MB)
Applicant Character Certificate	Image Only	<input type="button" value="Browse..."/>	No file selected. Size (max 1 MB)
Applicant Permanent Address Proof	Image Only	<input type="button" value="Browse..."/>	No file selected. Size (max 1 MB)
Applicant Present Address Proof	Image Only	<input type="button" value="Browse..."/>	No file selected. Size (max 1 MB)
All Members Photo (In Single Pdf)	Pdf Only	<input type="button" value="Browse..."/>	No file selected.
All Members Pan Card (In Single Pdf)	Pdf Only	<input type="button" value="Browse..."/>	No file selected.
All Members Character Certificate Card (In Single Pdf)	Pdf Only	<input type="button" value="Browse..."/>	No file selected.
Gamaka Certificate	Image Only	<input type="button" value="Browse..."/>	No file selected.
Food Licence (FSSAI)	Image Only	<input type="button" value="Browse..."/>	No file selected. Size (max 1 MB)
Rest Agreement OR NOC	Image Only	<input type="button" value="Browse..."/>	No file selected. Size (max 1 MB)
Bar Room Photograph	Image Only	<input type="button" value="Browse..."/>	No file selected. Size (max 1 MB)
Bar Outer Elevation Photograph	Image Only	<input type="button" value="Browse..."/>	No file selected. Size (max 1 MB)
Ladies/Gents Toilets Photograph	Image Only	<input type="button" value="Browse..."/>	No file selected. Size (max 1 MB)

Select Upload Documents

Upload

Document Name

Document Type

Submit

- Print or View Application by Using View and Reprint Application
- After successfully submission of Application is submitted to DEO (District Excise Officer) Login.

