



# **Chhattisgarh Unified Industrial Portal**

Government of Chhattisgarh

## ***User Manual***

### ***For***

### ***Sale of Rectified Spirit License (R.S. 1)***

### ***Renew***

### ***(Excise Department)***

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## 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.

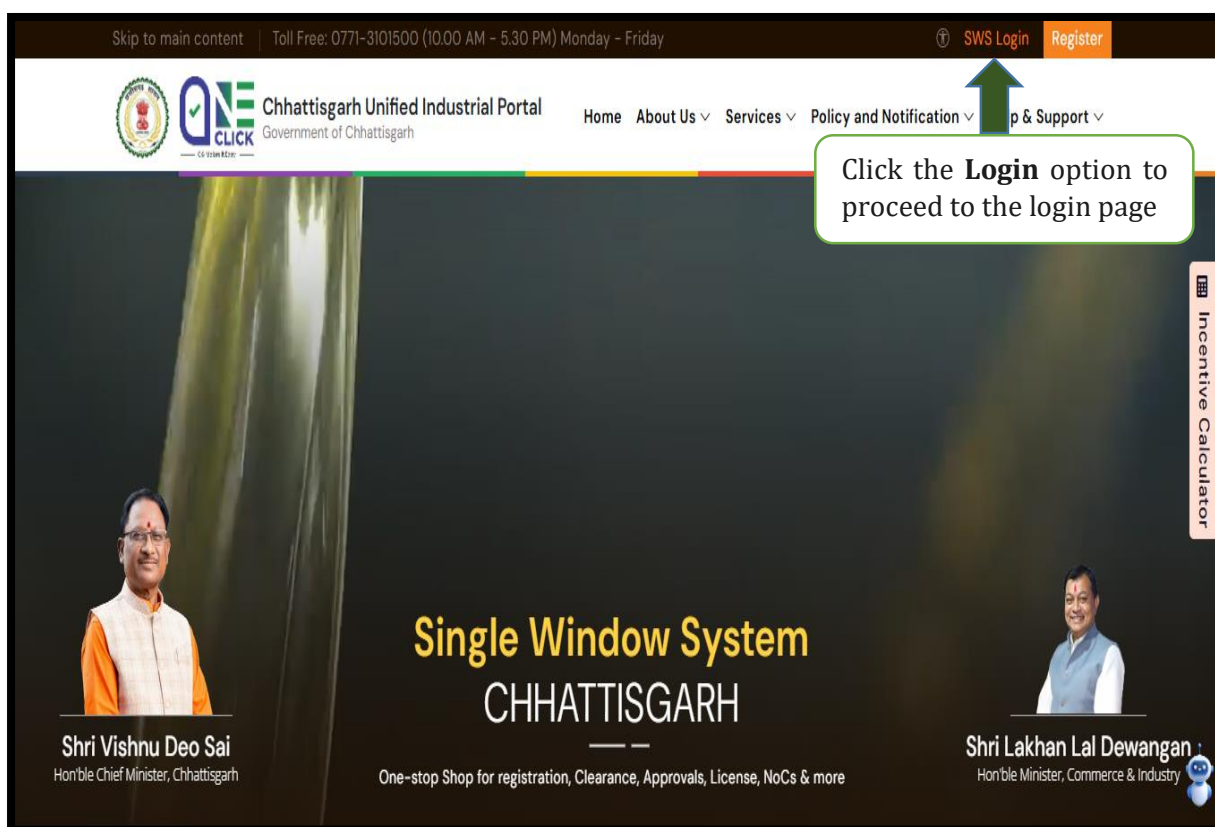
**Purpose:** This document gives easy, step-by-step instructions for industrial users to apply for **Sale of Rectified Spirit License (R.S.1) Renew** service through the Department of Commerce and Industries using the **Single Window Portal**. It helps authorized users understand how to use the right 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**



Enter the registered User Name

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

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.

For technical support please contact us at  
[invest-support@cg.gov.in](mailto: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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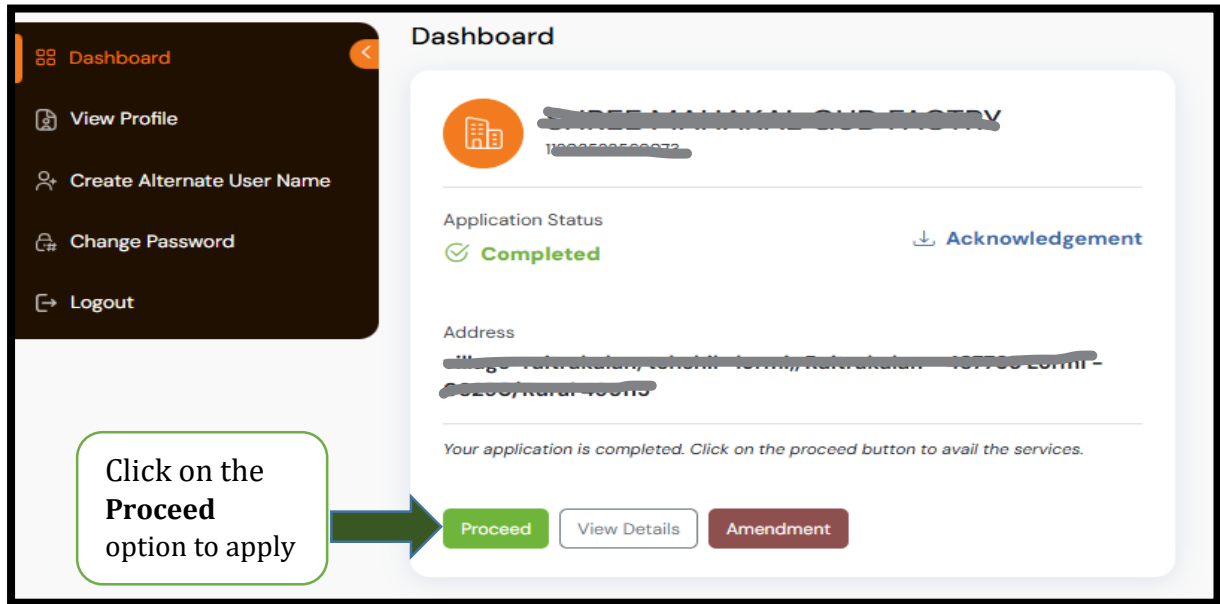
**Figure 3.3: Login Screen (B)**



## 4. Dashboard

After a successful login, the page navigates to the Investor Dashboard (refer to Fig. 4.1), which displays all your units and includes an option to add new unit details at the end.

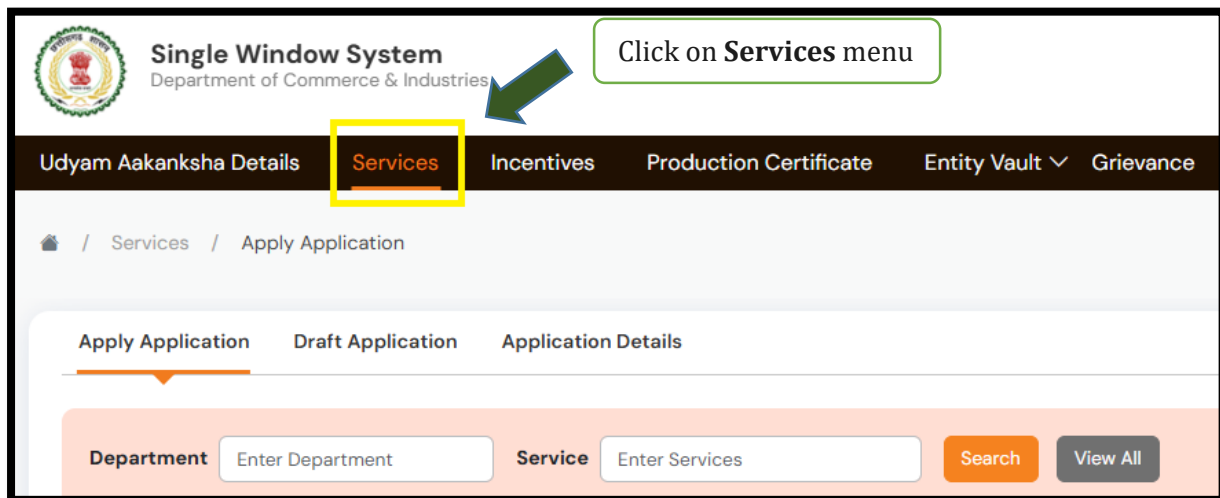
Now, click on the **Proceed** option to apply for **services**.



*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 – Sale of Rectified Spirit License (R.S. 1) Renew

In the Search field, enter **rectified spirit license** and click the **View All** button. A filtered list of services will appear—click **Apply** next to the relevant service (see Fig. 5.2).

Enter: rectified spirit license

Click on View All

rectified spirit license

Search View All

New Possession of Rectified Spirit License (R.S. 2 A) Apply

Excise Department

Processing Time: -- Fee: ₹0

Renew Possession of Rectified Spirit License (R.S. 2 A) Apply

Excise Department

Processing Time: -- Fee: ₹0

New Sale of Rectified Spirit License (R.S. 1) Apply

Excise Department

Processing Time: -- Fee: ₹0

Renew Sale of Rectified Spirit License (R.S. 1) Apply

Excise Department

Processing Time: -- Fee: ₹0

Click on Apply

**Figure 5.2: Filtered list of Services – Sale of Rectified Spirit License (R.S.1) Renew**

You will now be redirected to the official website of the **EXCISE DEPARTMENT, GOVT. OF CHHATTISGARH**, where you can apply for the **Sale of Rectified Spirit License (R.S. 1) Renew**.

## 5.2. Apply for Licence

Please fill the required details, accept the terms and conditions and click on **Submit**.

EXCISE DEPARTMENT

Log Out

Apply for License

Select Licence Type\* N.D. 2 Licence Financial Year\* 2021-2022

Unit Name \* ND2 Authorized person's Mobile No.\* 9869611111

Email\* abcd@gmail.com Enter Udyam Aakanksha No :- 124536969666

Licence Mode\* New Renewal Unit District Name Raipur

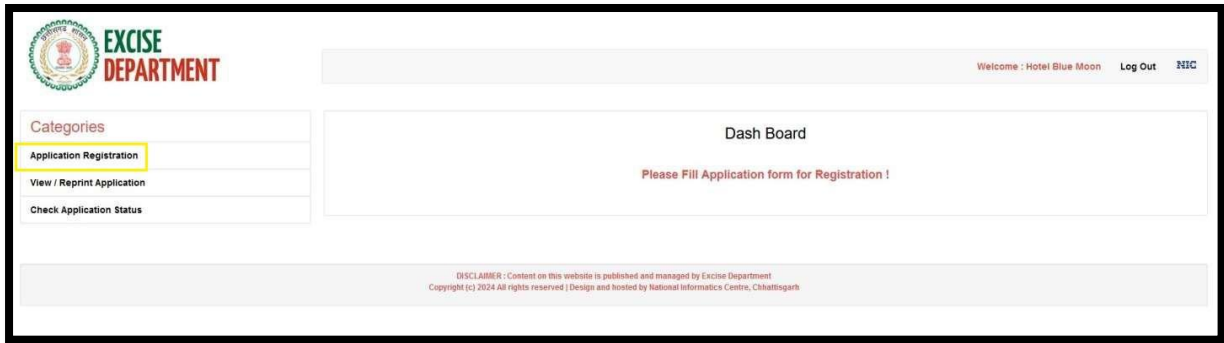
☐ I have read all the documents and accept the terms and conditions

SUBMIT Close

DISCLAIMER : Content on this website is published and managed by Excise Department  
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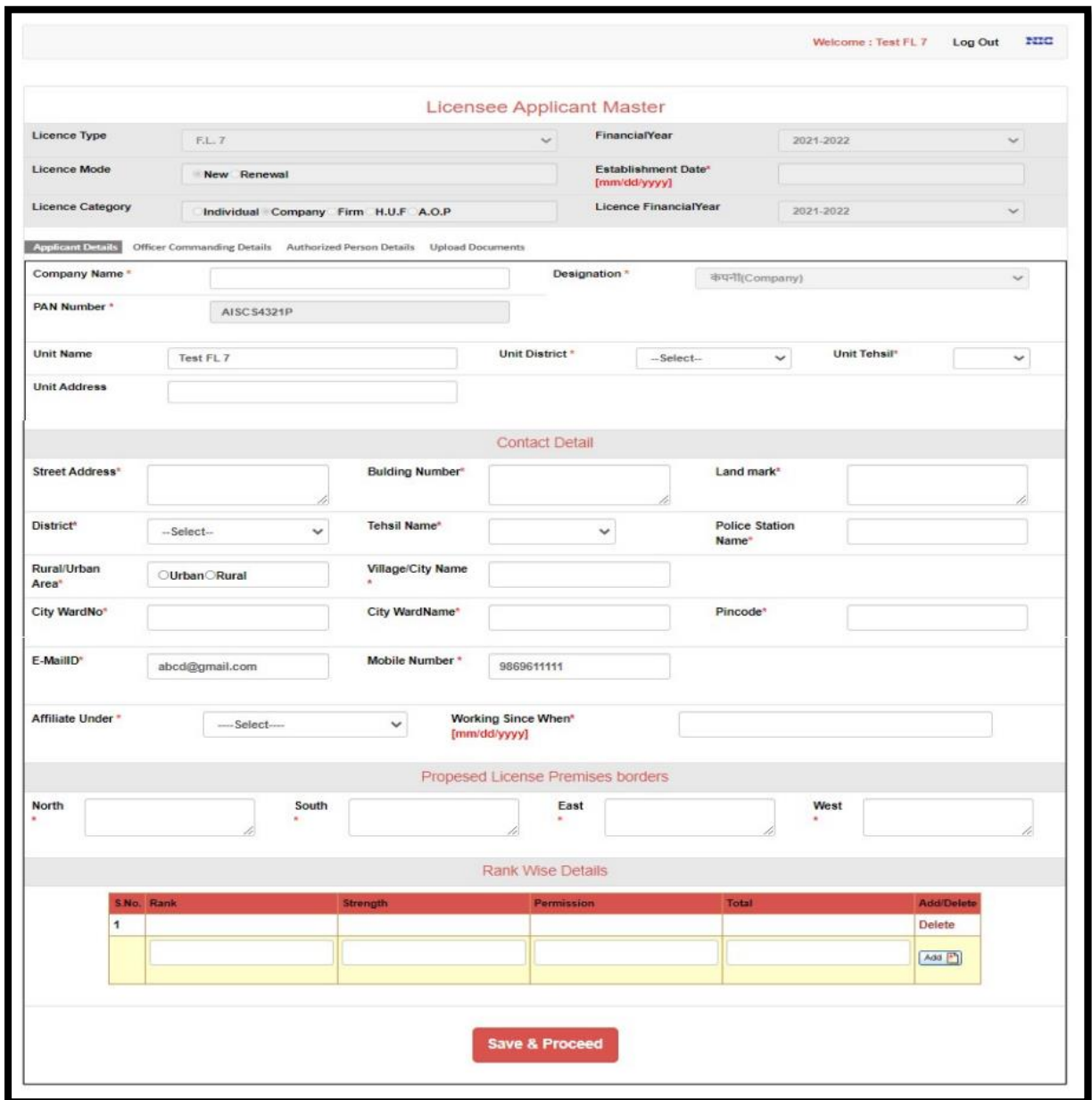
After form submission, dashboard will open. Now, click on **Application Registration**.



The screenshot shows the Excise Department Dashboard. On the left, there is a sidebar with the Excise Department logo and a 'Categories' menu. The 'Application Registration' option is highlighted in yellow. The main area displays a 'Dash Board' with a message: 'Please Fill Application form for Registration !'. At the bottom, there is a disclaimer: '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'.

### For Renew License: -

1. For license FL 6/ FL 7/FL 8



The screenshot shows the 'Licensee Applicant Master' form. The form is divided into several sections: 'Licence Type' (F.L. 7), 'Financial Year' (2021-2022), 'Licence Mode' (New/Renewal), 'Establishment Date' (mm/dd/yyyy), 'Licence Category' (Individual/Company/Firm/H.U.F./A.O.P), and 'Licence Financial Year' (2021-2022). Below these are tabs for 'Applicant Details', 'Officer Commanding Details', 'Authorized Person Details', and 'Upload Documents'. The 'Applicant Details' tab is active, showing fields for 'Company Name', 'Designation' (Company), 'PAN Number' (AISC54321P), 'Unit Name' (Test FL 7), 'Unit District' (Select), 'Unit Tehsil' (Select), 'Unit Address', 'Contact Detail' (Street Address, Building Number, Land mark, District, Tehsil Name, Police Station Name, Rural/Urban Area, Village/City Name, City Ward No, City Ward Name, Pincode, E-Mail ID, Mobile Number), 'Affiliate Under' (Select), 'Working Since When' (mm/dd/yyyy), 'Proposed License Premises borders' (North, South, East, West), and 'Rank Wise Details' table.

S No.	Rank	Strength	Permission	Total	Add/Delete
1					Delete
					Add

At the bottom of the form, there is a 'Save & Proceed' button.



## 2. Applicant Personal Details Form for License ND 1/ND 2:

Welcome : Test ND 2    Log Out    **NIC**

### Licensee Applicant Master

**Licence Type** N.D. 2

**FinancialYear** 2021-2022

**Licence Mode** New Renewal

**Establishment Date\***  
[mm/dd/yyyy]

**Licence Category** Individual Company Firm H.U.F. A.O.P

**Licence FinancialYear** 2021-2022

**Applicant Details**   Owner Details   Authorized Person Details   Upload Documents

**Company Name \***

**Designation \*** कंपनी(Company)

**PAN Number \*** AISC54321P

**Unit Name** Test ND 2

**Unit District \*** --Select--

**Unit Tehsil \***

**Unit Address**

#### Contact Detail

**Street Address\***

**Building Number\***

**Land mark\***

**District\*** --Select--

**Tehsil Name\***

**Police Station Name\***

**Rural/Urban Area\*** Urban Rural

**Village/City Name \***

**City WardNo\***

**City WardName\***

**Pincode\***

**E-MailID\*** abcd@gmail.com

**Mobile Number \*** 9869611111

#### Licencee Details

**Type Of Licencee \*** Drug Dealer

#### Licencee Drugs Detail

S.No.	Type Of Drug	Name Of Drug	Quantity(Mg)	Add/Delete
1	Medicinal cannabis (B. cannabis tincture)	fentyle	56700	Delete
2	Pethidine hydrochloride	fentyle 12	144000	Delete

**(Pure Medicine) Morphin,dicetel Morphin Or 0.2 % Morphin Or Any Government or non-gove:**

coca products and coca leaf  
 Medicinal cannabis (A. cannabis essence)  
 Medicinal cannabis (B. cannabis tincture)  
 Medicated opium or tincture opium  
 (Pure Medicine) Morphin,dicetel Morphin Or 0.2 % Morphin Or Any Government or non-government formulations containing dicetel morphine  
 (Alkaloids Mixture)Morphin,dicetel Morphin Or 0.2 % Morphin Or Any Government or non-government formulations containing dicetel morphine  
 Pethidine hydrochloride



### 3. Applicant Personal Details Form – For License RS 1/ RS 2A:

Licensee Applicant Master			
Licence Type	R.S. 2 A	Financial Year	2021-2022
Licence Mode	<input type="radio"/> New <input type="radio"/> Renewal	Establishment Date* (mm/dd/yyyy)	
Licence Category	<input type="radio"/> Individual <input type="radio"/> Company <input type="radio"/> Firm <input type="radio"/> H.U.F <input type="radio"/> A.O.P	Licence Financial Year	2021-2022
<b>Applicant Details</b>   Owner Details   Authorized Person Details   Upload Documents			
Company Name *			Designation * कंपनी (Company)
PAN Number *	AISC54321P		
Unit Name	Test RS 2A	Unit District *	--Select--
Unit Address			
<b>Contact Detail</b>			
Street Address *	Building Number *	Land mark *	
District *	--Select--	Tehsil Name *	
Rural/Urban Area *	<input type="radio"/> Urban <input type="radio"/> Rural	Village/City Name *	
City Ward No *	City Ward Name *	Pincode *	
E-Mail ID *	abcd@gmail.com	Mobile Number *	9869611111
<b>Proposed License Premises borders</b>			
North *	South *	East *	West *
<b>Save &amp; Proceed</b>			



After submission of applicant details, Fill Form for Owner Persons Details:

Applicant Details **Owner Details** Authorized Person Details Upload Documents

### Owner Personal Detail

☐ Check here if Applicant Detail is Owner as Present

Owner Name \*  Gender \* ☒ Male ☐ Female

Father / Husband Name \*  Relationship \*  Nationality

Date Of Birth \*  Age  Designation \*

### Contact Detail

Street Address \*  House Number \*  Land mark \*

District \*  Tehsil Name \*  Police Station Name \*

Rural/Urban Area \*  Village/City Name \*

City WardNo \*  City WardName \*  Pincode \*

Telephone Number  Mobile Number \*  E-MailID \*

**Add**

### Licencee Details

Type Of Licencee \*

### Licencee Purpose Detail

S.No.	Purpose for which licence is required	Licence fee per annum	Add/Delete
1	Allopathic medicinal preparations and toilet preparations containing alcohol (pure alcohol content is more than 2250)	400	Delete
	<input type="text"/>		<b>Add</b>

**Save & Proceed**



**After submission of Owner Details, Fill Form for Authorized Person Details:**

Applicant Details   Owner Details   **Authorized Person Details**   Upload Documents

**Authorized Personal Detail**

Authorized Person Name\*  Gender\* ☐ Male ☐ Female

Father / Husband Name\*  Relationship\*  Nationality  Indian

Date Of Birth\*  Age  Designation\*

**Contact Detail**

Street Address\*  House Number\*  Land mark\*

District\*  Tehsil Name\*  Police Station Name\*

Rural/Urban Area\* ☐ Urban ☐ Rural Village/City Name\*

City WardNo\*  City WardName\*  Pincode\*

Telephone Number  Mobile Number\*  E-MailID\*

**Save & Proceed**

**After Successful Submission of Authorized Person Details Form, Please Upload Required Documents on specified size and type: -**

Applicant Details   Officer Commanding Details   Authorized Person Details   **Upload Documents**

File Name	File Type	ViewDocuments	File Size
Pan, TIN, GST Copy	Pdf Only	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/> File size Less Than 1 MB

**Upload**

**Note:** Please wait for department verification process by officers. After successful department verification process the **Generate challan panel** will open for applicants.



### 5.3. Pay Licence Fees

Upload required documents with specific size and type than click on upload & make payment button

The screenshot shows the 'Upload Documents' tab selected in a navigation bar. Below it is a table with columns: File Name, File Type, View Documents, and File Size. The first row contains 'Pan, TIN, GST Copy', 'Pdf Only', a 'Choose File' button, 'No file chosen', an 'Upload' button, and 'File size Less Than 1 MB'. Below the table is a large red button labeled 'Upload & Make Payment'.

Click on, **Generate New Challan** Button and then fill challan form:

The screenshot shows the 'Excise Department' portal. At the top, there's a 'Generate Challan' button. Below it, a 'Generate New Challan' button is visible. A disclaimer is present. The main form is titled 'Generate Challan' and includes a note: '[\*] Blank Fields are mandatory'. The form contains various fields for license details, including Financial Year, License Type, District, Shop Name, Licensee Name, Licensee Address, Designation, Pan Number, Pincode, Mobile No., Email, Fees Type, Fees Name, Pay Head, Total Amount, Month, Year, Remarks, and Group Name. A red box with the code 'XNnc6A' and a green box with the code 'Enter above code' are shown. A red 'PROCEED' button is at the bottom.



After Successful Payment of Application Fees, Click on **Final Submission**

E-Payment

Challan Reconciliation

### Dash Board

List of Challan for Application, Please Submit first !!

Select ChallanNo	Fees	Fees Type
<input type="checkbox"/> EX0501200000049	10000.0000	Application Fees
<b>Total</b>	<b>0</b>	

Final Submission

Select Challan before clicking on "Final Submission" button

