



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

***Store and distribution of Country Liquor
License (C.S. 1C)***

(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 **Store and distribution of Country Liquor License (C.S. 1C)** 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



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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)



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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**.

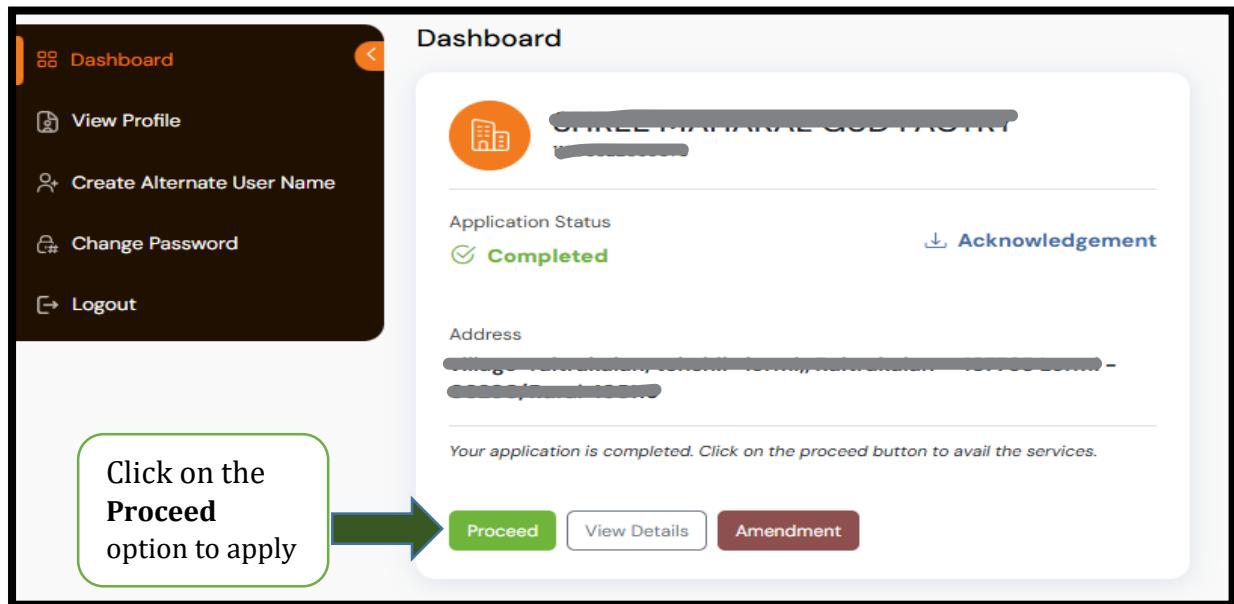


Figure 4.1: Dashboard

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.

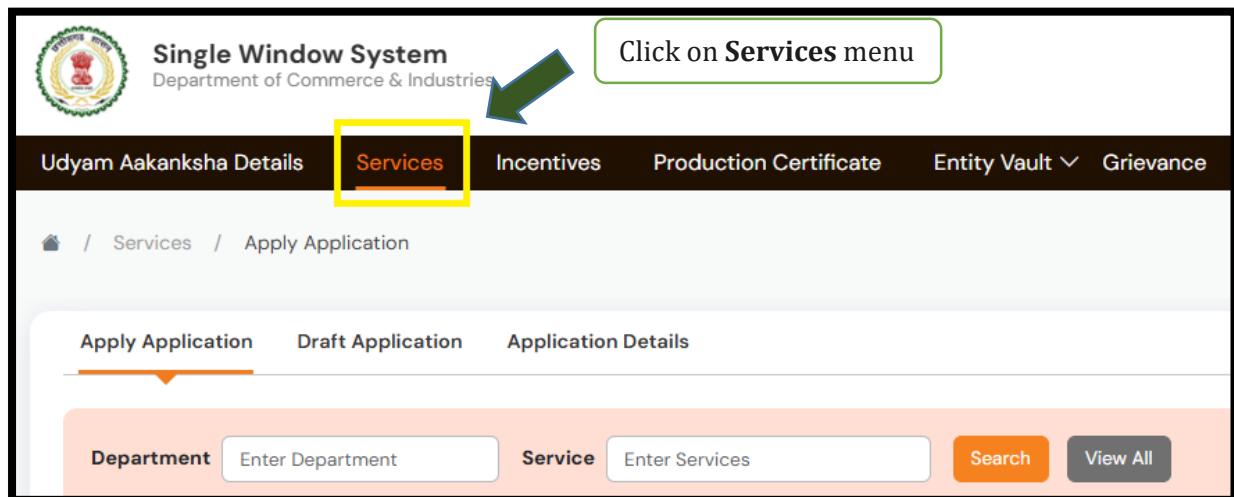


Figure 5.1: Services Page



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5.1. Search for Services - Store and distribution of Country Liquor License

In the **Service** field, enter **country liquor 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: country liquor license

Click on View All

Renew
Manufacture and bottling of Country Liquor License (C.S. 1B)
Apply

Excise Department
Processing Time: -- Fee: ₹0

New
Manufacture and bottling of Country Liquor License (C.S. 1B)

Excise Department
Processing Time: -- Fee: ₹0

Renew
Store and distribution of Country Liquor License (C.S. 1C)

Excise Department
Processing Time: -- Fee: ₹0

New
Store and distribution of Country Liquor License (C.S. 1C)

Excise Department
Processing Time: -- Fee: ₹0

Click on **View All**

Click on **Apply**

Figure 5.2: Filtered list of Services - Store and distribution of Country Liquor License

You will now be redirected to the official website of the **EXCISE DEPARTMENT, GOVT. OF CHHATTISGARH**, where you can apply for the **Store and distribution of Country Liquor License**.

5.2. Apply for Licence

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



[Log Out](#)

Apply for License

Select Licence Type*

Licence Financial Year*

Shop Name*

Authorized person's Mobile No.*

Email*

Enter Udyam Aakanksha No :-

Licence Mode*

New Renewal

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

SUBMIT

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After form submission, dashboard will open. Now, click on **Application Registration**.

1. License Applicant Master



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2. Fill Directors Details:

Applicant Details Directors Details Authorized Personal Detail Signatory Detail Upload Documents

Owner Personal Detail

OwnerName*	MR.	RAJAT SHARMA	Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female	
MaritalStatus*	<input checked="" type="radio"/> Single <input type="radio"/> Married	Father / Husband Name*	PRAKASH SHARMA	Relationship*	Father
Date Of Birth* [mm/dd/yyyy]	05/02/1993	Age	27 (Years) 1 (Month) 14 (Days)	Nationality	Indian
Designation*	Individual	PAN Number*	APUPA9977D		

Present Contact Detail

Street Address*	ASHWANI NAGAR	House Number*	44	Land mark*	TEMPLE
District*	RAIPUR	Tehsil Name*	Raipur	Police Station Name*	shanti nagar
Rural/Urban Area*	<input checked="" type="radio"/> Urban <input type="radio"/> Rural	Village/City Name *	Raipur	Parishad *	Nagar Nigam
Parishad Name *		City WardNo*	66	City WardName*	Shanti Nagar
Pincode*	492001	Telephone Number		Mobile Number*	8669855898
E-MailID*	testscreengmail.com				

Check here if Permanent Contact Detail is Same as Present

Street Address	ASHWANI NAGAR	House Number	44	Land mark	TEMPLE
District	RAIPUR	Tehsil Name*	Raipur	Police Station Name*	shanti nagar
Rural/Urban Area*	<input checked="" type="radio"/> Urban <input type="radio"/> Rural	Village/City Name *	Raipur	Parishad *	Nagar Nigam
Parishad Name *		City WardNo*	66	City WardName*	Shanti Nagar
Pincode*	492001	Telephone Number		Mobile Number*	8669855898
E-MailID*	testscreengmail.com				

Add

3. Fill Authorized Person Detail:

Applicant Details Directors Details Authorized Personal Detail Signatory Detail Upload Documents

Authorized Personal Detail

Check here if Last Owner Details are same as Authorized Person Details

Authorized Person Name*	MR.	RAJAT SHARMA	Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female	
Nationality	<input checked="" type="radio"/> Indian <input type="radio"/> Non-Indian	Father / Husband Name*	PRAKASH SHARMA	Relationship*	Father
Date Of Birth* [mm/dd/yyyy]	05/02/1993	Age	27 (Years) 1 (Month) 14 (Days)		
Designation*	Individual	PAN Number*	APUPA9977D		

Contact Detail

Street Address*	ASHWANI NAGAR	Land mark*	TEMPLE	District*	RAIPUR
Tehsil Name*	Raipur	Pincode*	492001	Police Station Name*	shanti nagar
Rural/Urban Area*	<input checked="" type="radio"/> Urban <input type="radio"/> Rural	Village/City Name *	Raipur	Parishad *	Nagar Nigam
Parishad Name *		City WardNo*	44	City WardName*	Shanti Nagar
E-MailID*	testscreengmail.com			Mobile Number*	8669855898

Save & Proceed



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



4. Fill Signatory Details:

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

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

5.3. Pay Licence Fees

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



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



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

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[Reprint Challan](#)

Dash Board

List of Challan for Application, Please Submit first !!

Select Challan No	Fees	Fees Type	District Name
EX050620000191	20000.0000	License Fees	RAIPUR
Total	0		

[Final Submission](#)

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