



## **Chhattisgarh Unified Industrial Portal**

Government of Chhattisgarh

***User Manual***

***For***

***Registration of Principal Employers  
Establishment***

***(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.

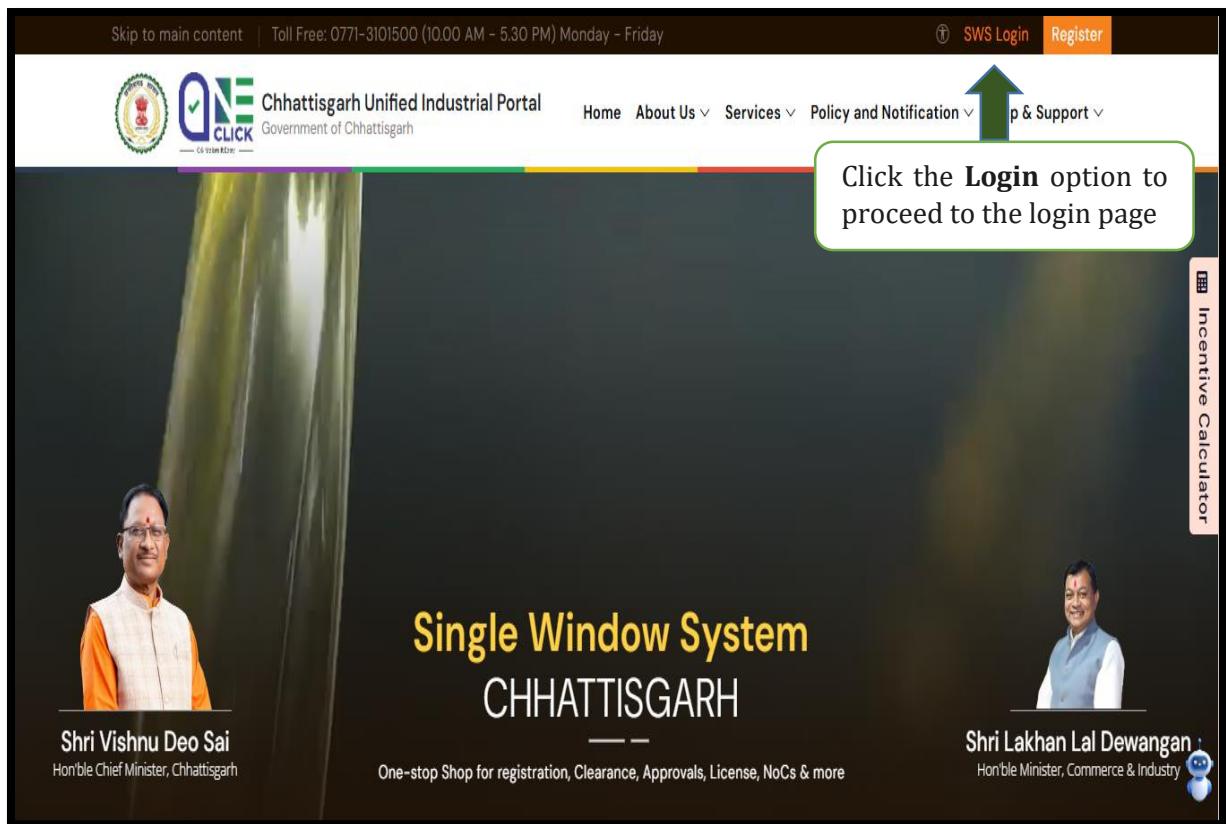
**Purpose:** This document serves as a step-by-step guideline for industrial users and departmental officers navigating the Registration of principal employer's establishment process within the Department of Commerce and Industries, Chhattisgarh, through the Single Window Portal.

## 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.**

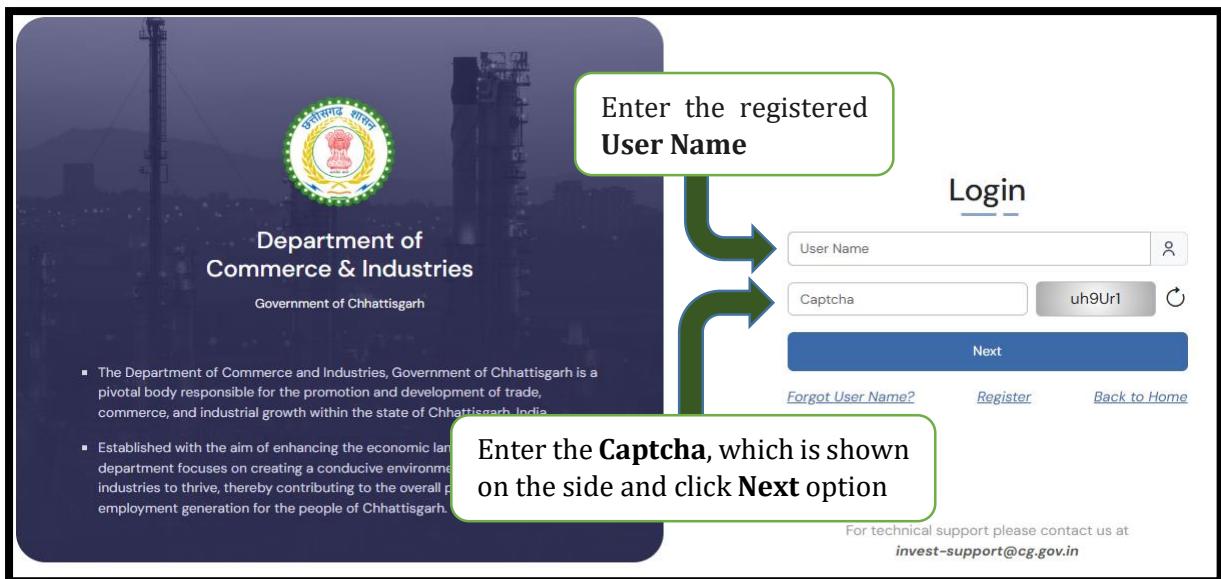


**Figure 3.1: Homepage Screen**



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.

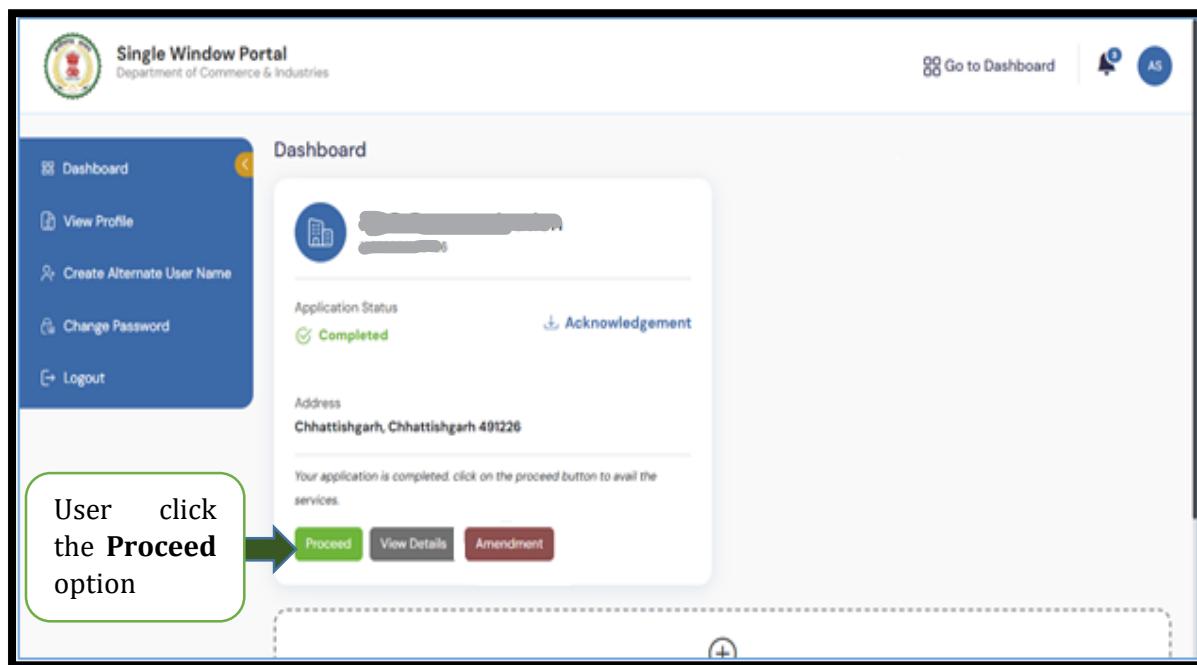


**Figure 3.3: Login Screen (B)**

## 4. Dashboard

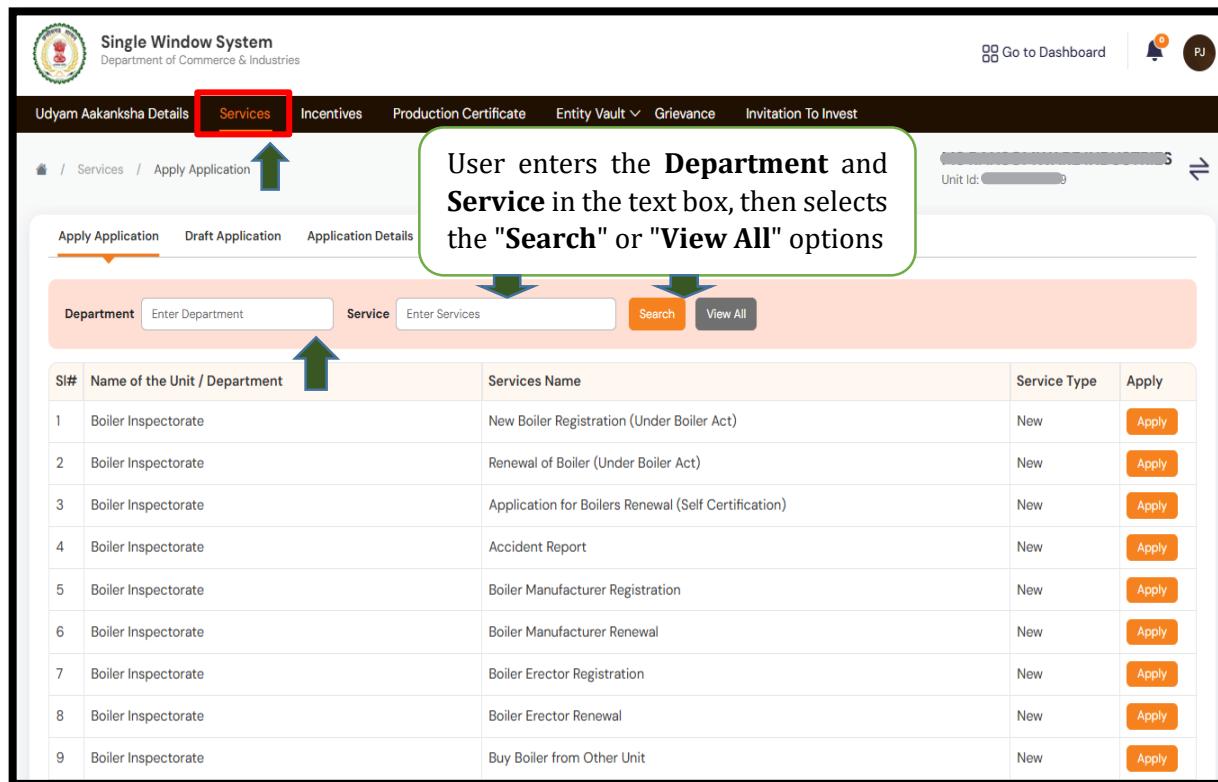
After a successful login, the page navigates to the Investor Dashboard (refer to **Fig. 4.1**), which includes step-by-step instructions for applying services.





**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**.



Sl#	Name of the Unit / Department	Services Name	Service Type	Apply
1	Labour	Factory building plan approval' (under the Factories Act, 1948)	New	<span style="background-color: orange; color: white; border-radius: 5px; padding: 2px 5px;">Apply</span>
2	Labour	Permission for engaging contractor for labour	New	<span style="background-color: orange; color: white; border-radius: 5px; padding: 2px 5px;">Apply</span>
3	Labour	Registration Certificate of Establishment Inter State Migrant Workmen		<span style="background-color: orange; color: white; border-radius: 5px; padding: 2px 5px;">Apply</span>
4	Labour	Registration of principal employers establishment		<span style="background-color: orange; color: white; border-radius: 5px; padding: 2px 5px;">Apply</span>
5	Labour	Registration under Factories Act		<span style="background-color: orange; color: white; border-radius: 5px; padding: 2px 5px;">Apply</span>
6	Labour	Renewal under Factories Act	New	<span style="background-color: orange; color: white; border-radius: 5px; padding: 2px 5px;">Apply</span>
7	Labour	Registration under The Building and Other Construction Workers Act, 1996	New	<span style="background-color: orange; color: white; border-radius: 5px; padding: 2px 5px;">Apply</span>
8	Labour	The building and other construction worker welfare cess act, 1996	New	<span style="background-color: orange; color: white; border-radius: 5px; padding: 2px 5px;">Apply</span>

**Figure 4.3: Labour Services Screen**

#### 4.1. Registration of Principal Employers Establishment

After clicking the "Apply" option, the screen will redirect to the **Chhattisgarh State Labour Department** website. The form is automatically filled with information from the application. The user should enter the remaining details as shown in **Figure 4.4**.



**Figure 4.4: Application for Registration of Principal Employers Establishment 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  
     

Select the department and click on "Submit" button below

**Figure 4.5: 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

REG NO./ID NO. 452211

DISTRICT 10-Durg

OFFICE ADDRESS 1016001-DIVISIONAL EMPLOYMENT OFFICER DURG

NAME OF PAYER\* Pratik chandrakar

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: Select ----- Bank

E MAIL: ALLAHABAD BANK  
CENTRAL BANK OF INDIA  
DENA BANK  
HDFC BANK  
ICICI BANK  
IDBI BANK  
Punjab National Bank  
State Bank Of India  
Union Bank of India

If you are facing any problem Back Clear

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

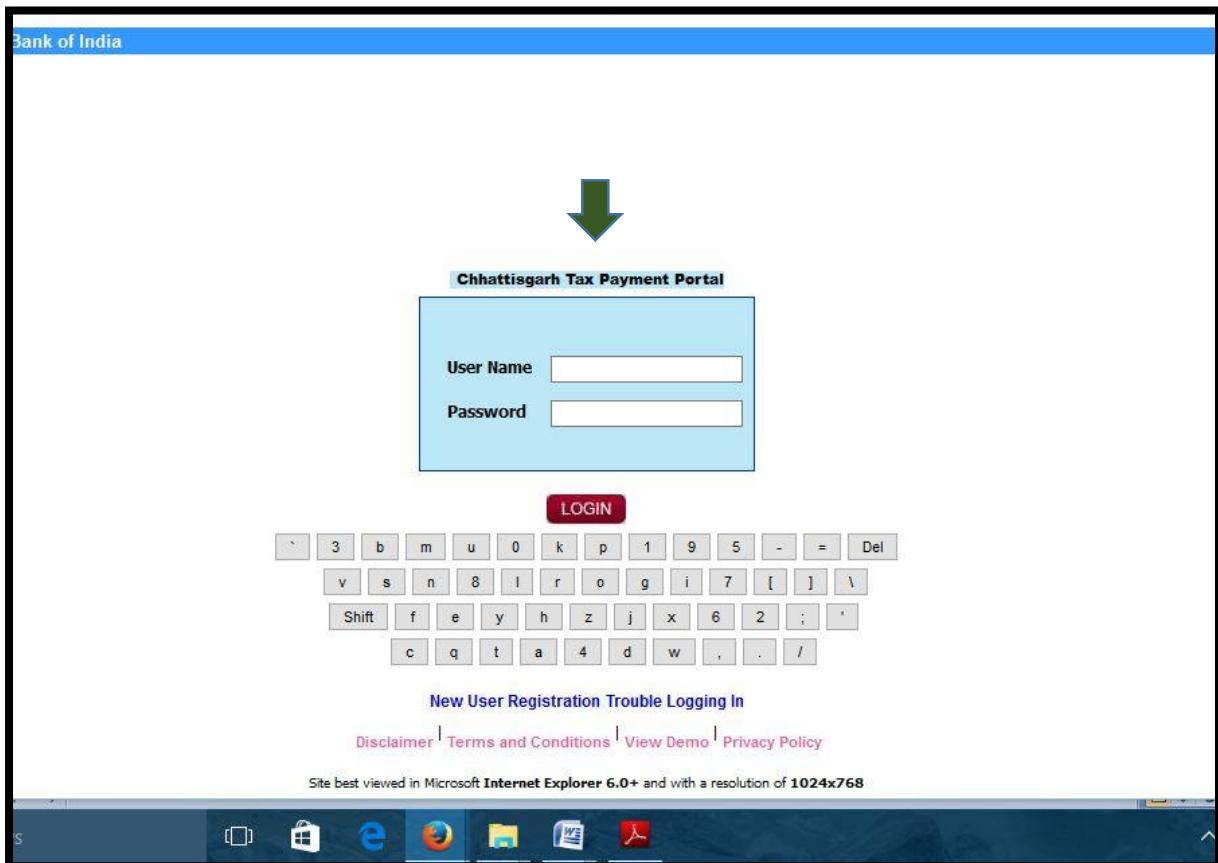
All fields marked with \* are mandatory.

**Figure 4.6: 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.

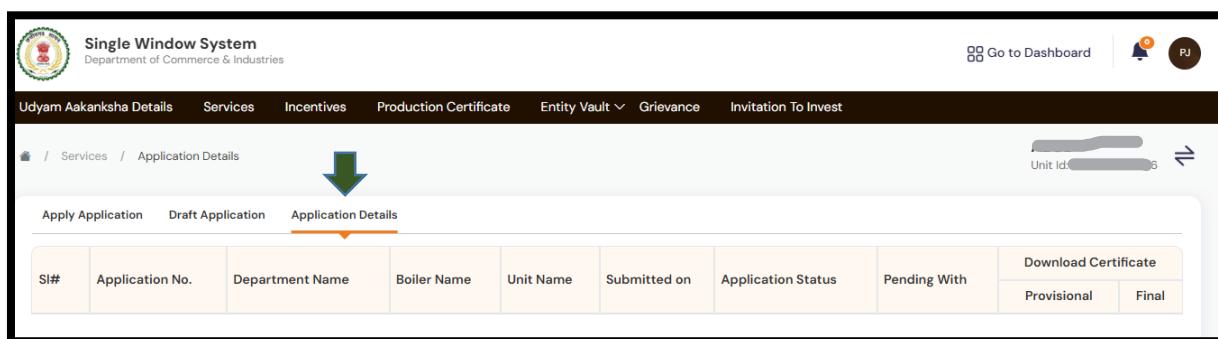




**Figure 4.7: Payment Screen**

#### **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.



**Figure 4.8: Application Details Screen**

#### **4.1.5. Format of Approval Certificate**

Figure 4.9 displays a sample format for the Approval Certificate. Refer to this figure for details.



**FORM II**  
[See Rule 18(1)]

Certificate of Registration

No. [REDACTED] Date : **17/05/2016**

**GOVERNMENT OF CHHATTISGARH**  
Office of the Registration Officer

A certificate of Registration containing the following particulars is hereby granted under sub-section (2) of Section 7 of the Contract labour (Regulation and Abolition) Act,1970, and the rules made thereunder, to:-

1. Nature of work carried on in the establishment.	निर्माण कमल देवांगन / मिलाई
2. Name and address of contractors	निर्माण
3. Nature of work in which contract labour is employed or is to be employed	50
4. Maximum No of contract labour to be employed on any day through each contractor	50
5. Other Particulars relevant to the employment of contract labour	

Date : **17/05/2016** Signature of Registering Officer with seal.  
Place :  
नोट: यह प्रमाण पत्र विभाग की वेबसाइट [www.cglabour.nic.in](http://www.cglabour.nic.in) में कंप्यूटर के माध्यम से दिया गया है, और इस कार्यालय की वेबसाइट से या विभाग से ही इस बात की पुष्टि कर सकते हैं।

**Figure 4.9: Certificate of Registration**

