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**.
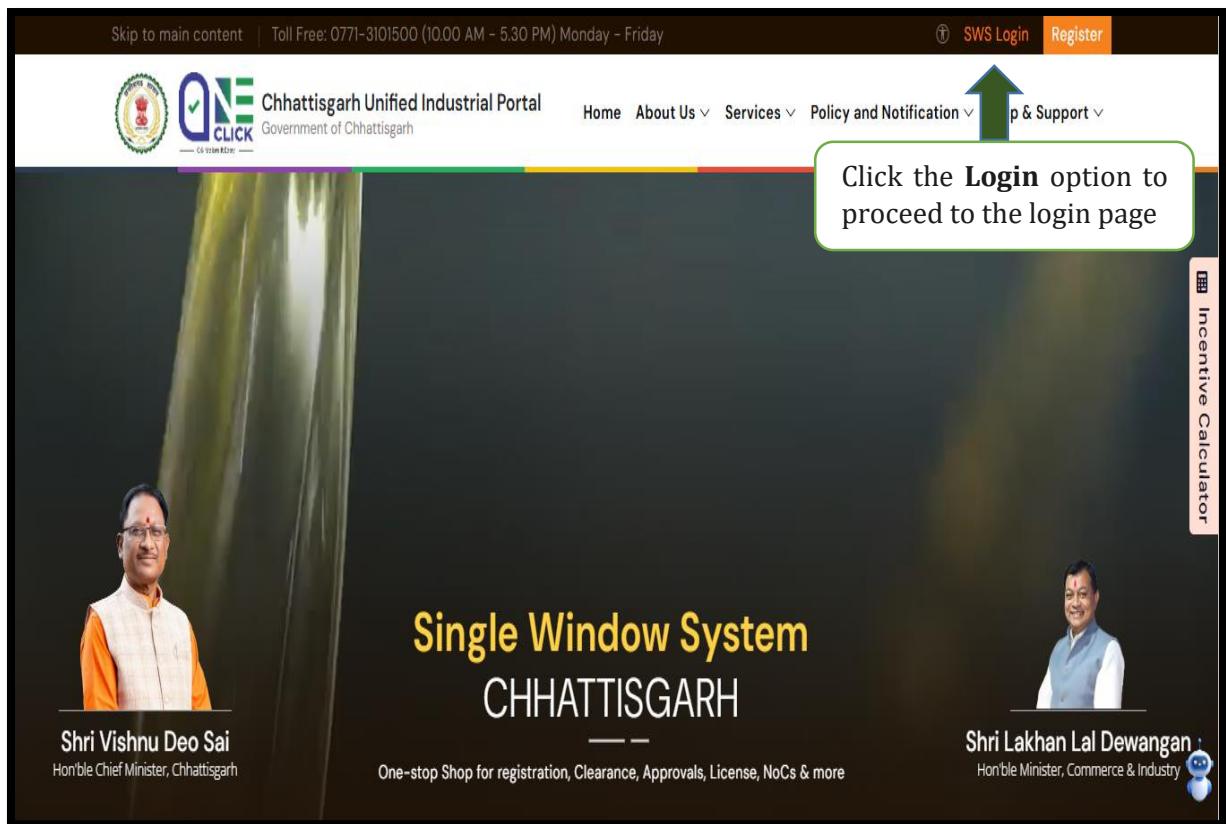

Figure 3.1: Homepage Screen
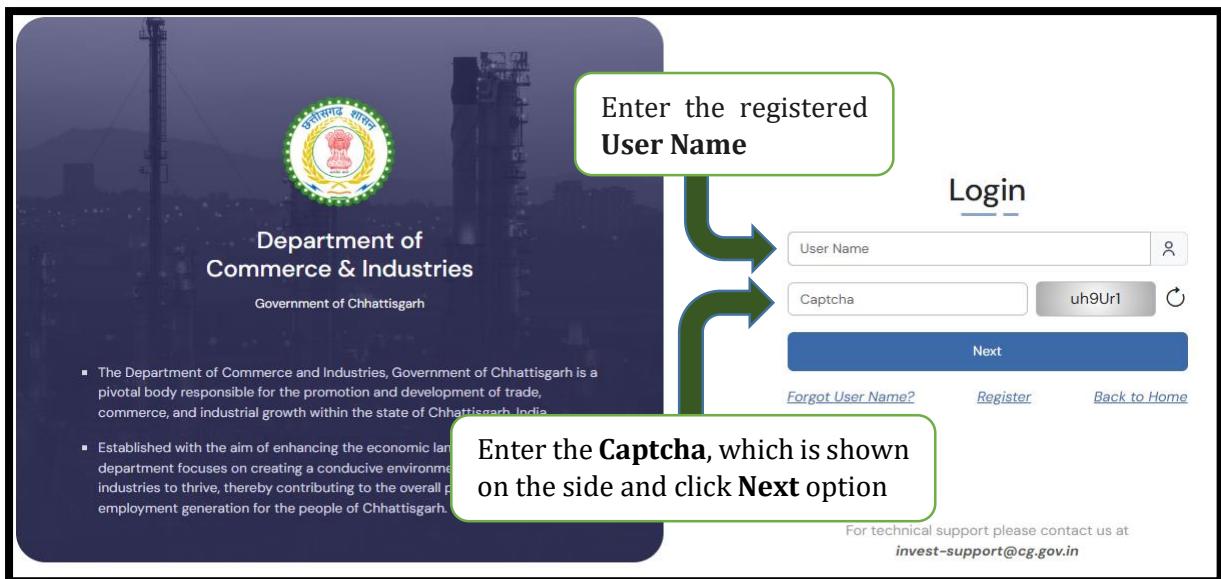
Figure 3.2: Login Screen (A)

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.
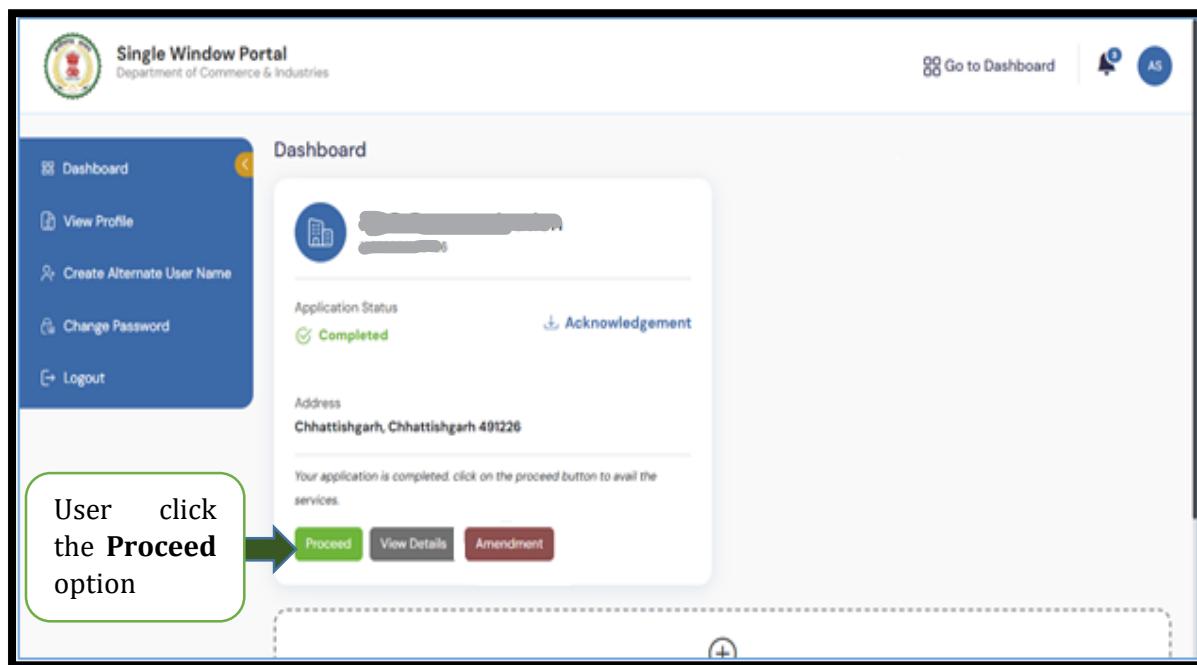
Figure 4.1: Dashboard Screen

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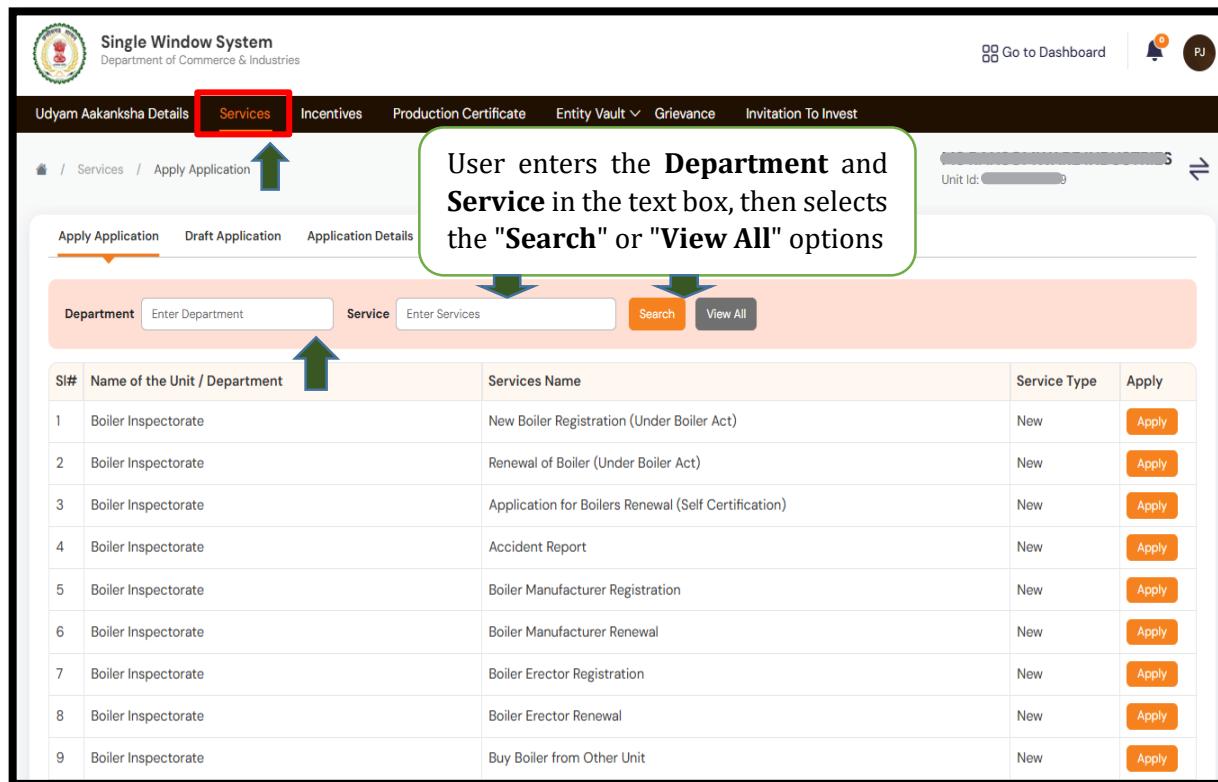

Figure 4.2: Services Screen

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

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

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:

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.

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.
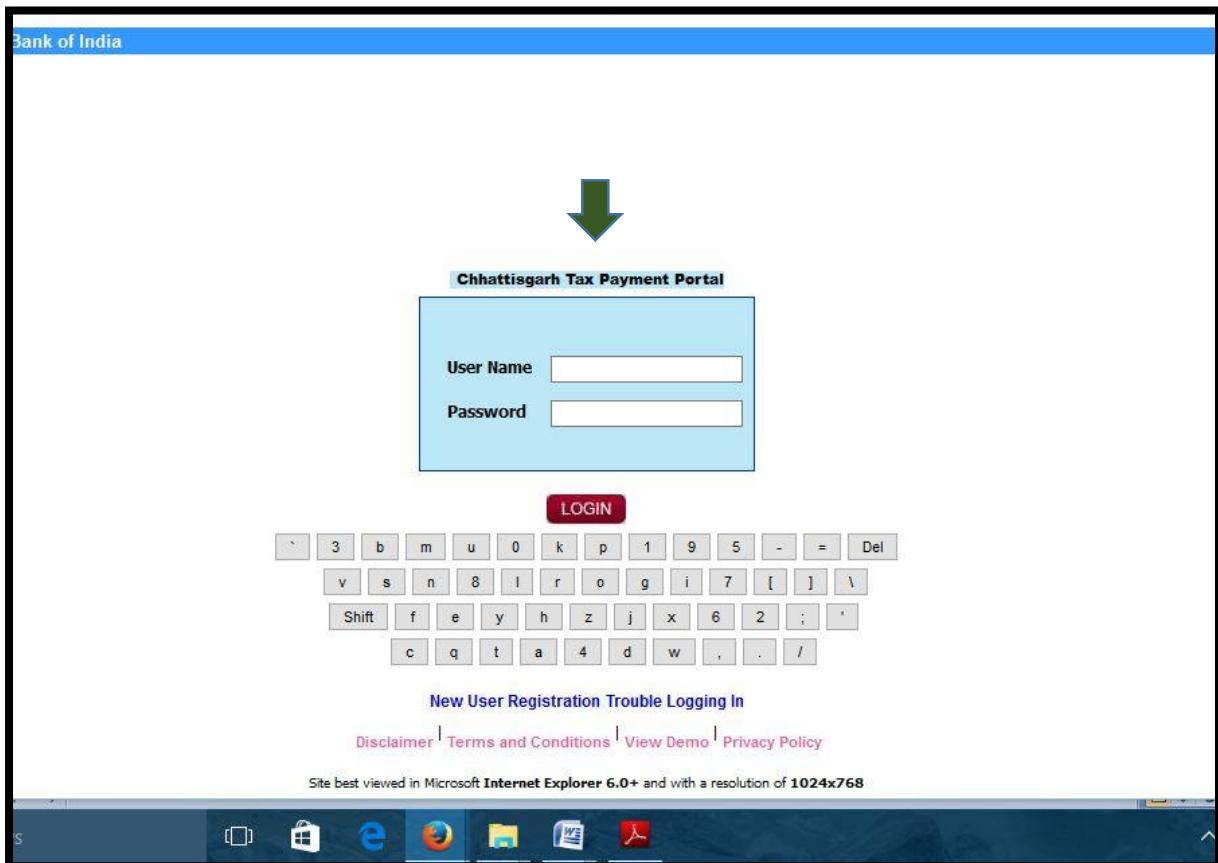
Figure 4.7: Payment Screen

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.
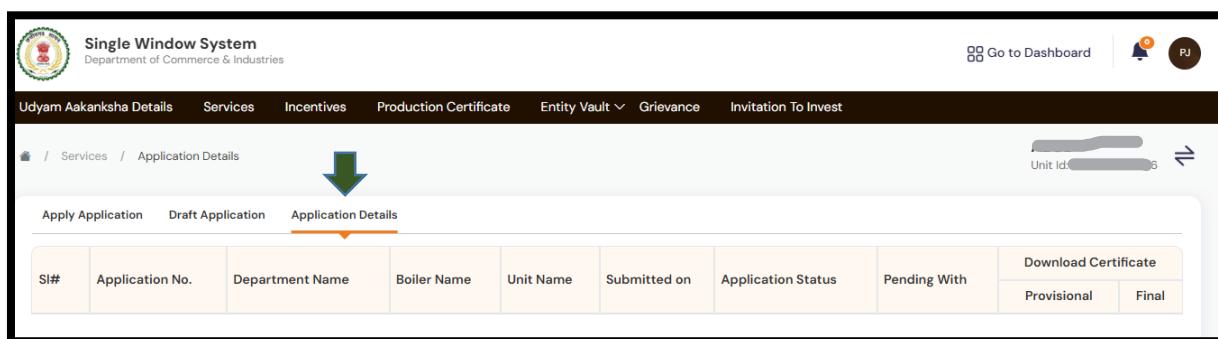
Figure 4.8: Application Details Screen

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. _____   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

2. Name and address of contractors   कमल देवांगन / भिलाई

3. Nature of work in which contract labour is employed or is to be employed   निर्माण

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 :
Place :   Signature of Registering Officer with seal.

नोट: यह प्रमाण पत्र विभाग की वेबसाइट 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