



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Renewal of Military Canteen Retail Licence

(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 Military Canteen Retail Licence (F.L. 7) 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**.

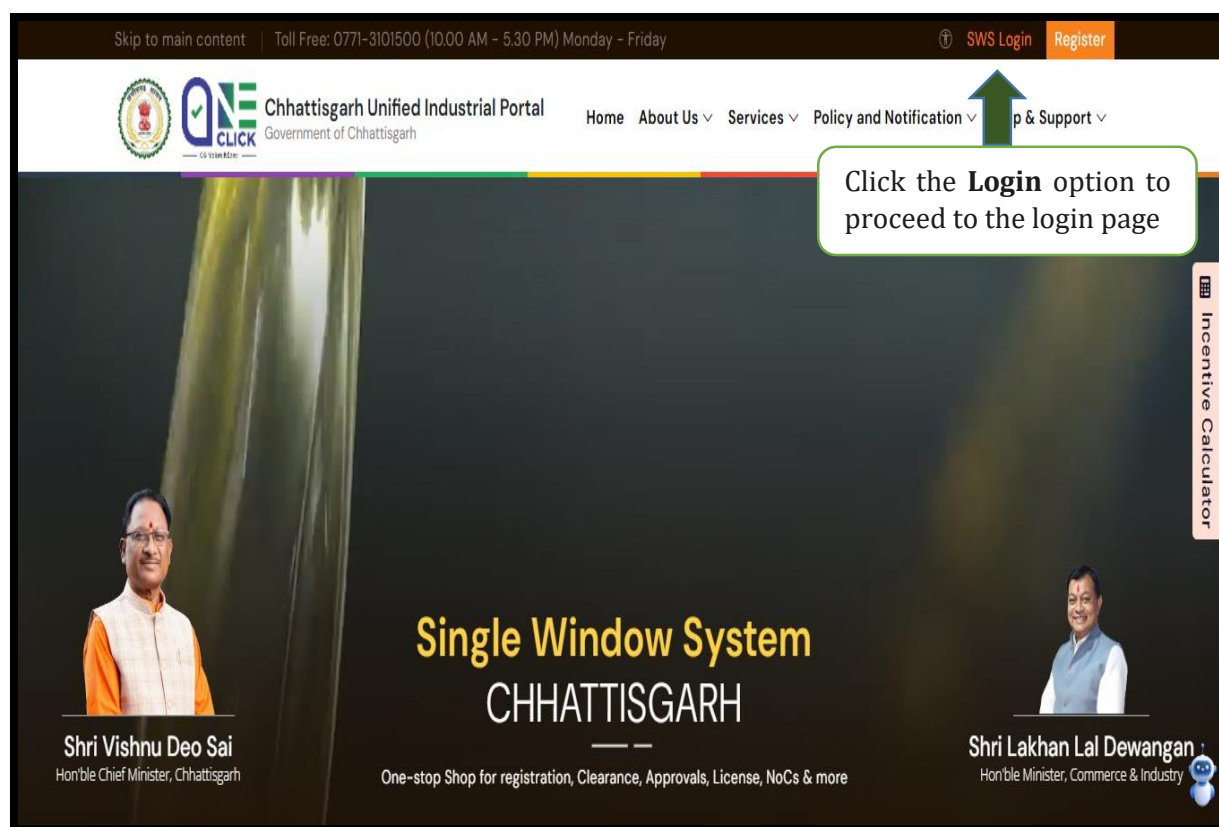


Figure 3.1: Homepage Screen



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.

Login

User Name

Captcha uh9Ur1 ↺

Next

[Forgot User Name?](#) [Register](#) [Back to Home](#)

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.

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Login

Login with Password

OR

Login with OTP

[Back to Login](#) [Forgot Password?](#)

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.



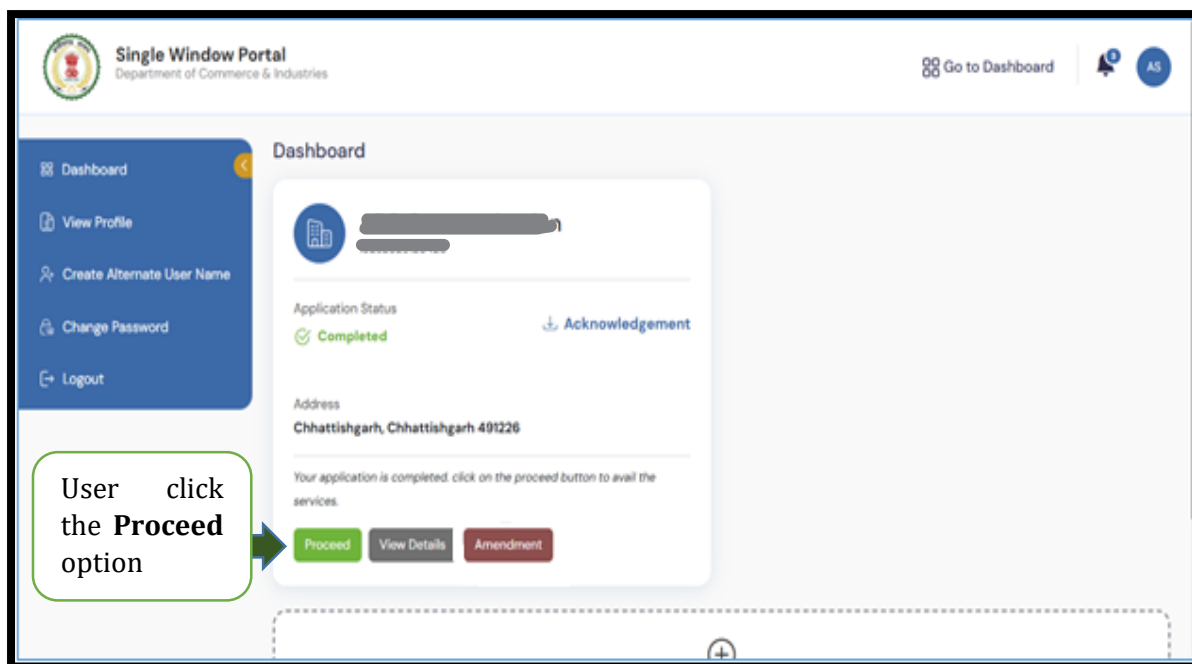


Figure 4.1: Dashboard Screen

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

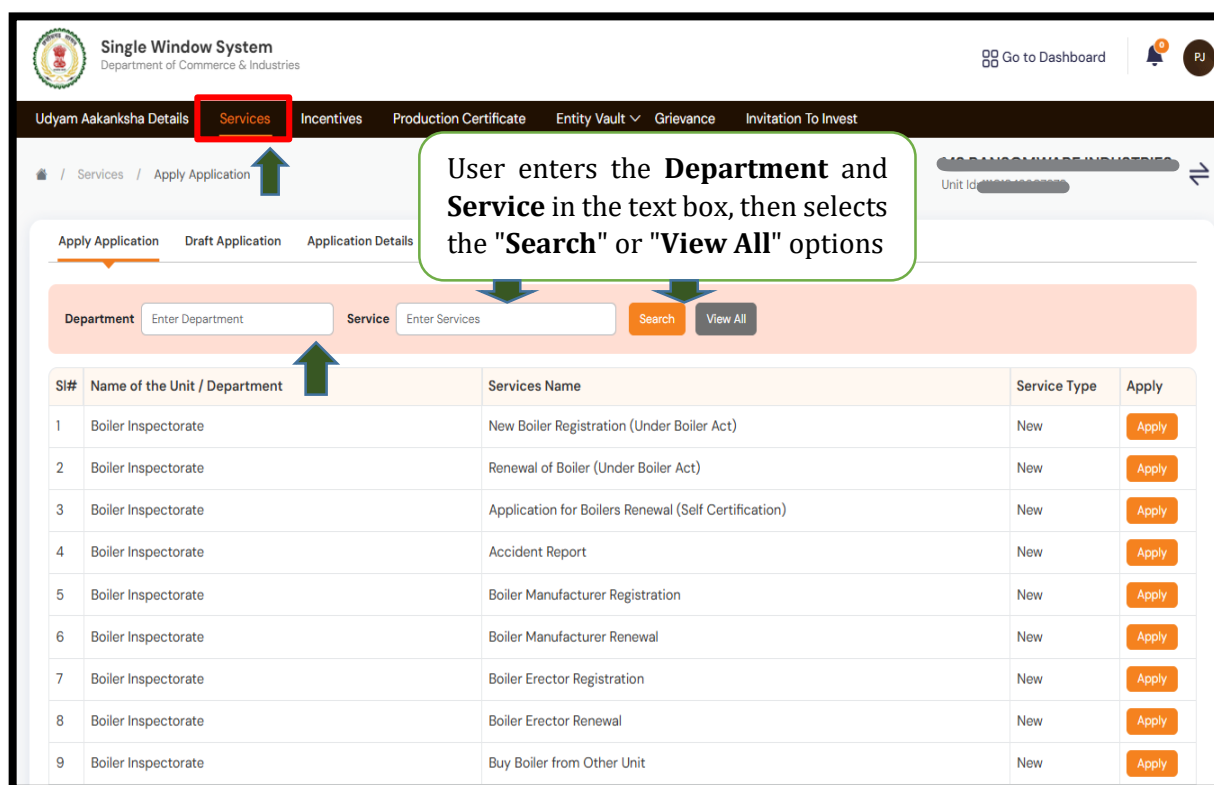


Figure 4.2: Services Screen

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



Single Window System
Department of Commerce & Industries

Go to Dashboard

Udyam Aakanksha Details Services Incentives Production Certificate Entity Vault Grievance Invitation To Invest

Services / Apply Application

Sl. No.	Excise Department	License Type	License Status	Action
9	Excise Department	Commercial Club License (F.L. 4-A)	Renew	Apply
10	Excise Department	Commercial Club License (F.L. 4-A)	New	Apply
11	Excise Department	Military Canteen Wholesale Licence (F.L. 6)	New	Apply
12	Excise Department	Military Canteen Wholesale Licence (F.L. 6)	Renew	Apply
13	Excise Department	Military Canteen Retail Licence (F.L. 7)	New	Apply
14	Excise Department	Military Canteen Retail Licence (F.L. 7)	Renew	Apply
15	Excise Department	Country Liquor Retail Shop License (C.S. 2-DD)	New	Apply
16	Excise Department	Country Liquor Retail Shop License (C.S. 2-DD)	Renew	Apply
17	Excise Department	Possession of foreign Liquor by a club or mess run by military/paramilitary forces License (F.L. 8)	New	Apply
18	Excise Department	Possession of foreign Liquor by a club or mess run by military/paramilitary forces License (F.L. 8)	Renew	Apply
19	Excise Department	Bottling of Indian made Foreign liquor License (F.L. 9)	New	Apply
20	Excise Department	Bottling of Indian made Foreign liquor License (F.L. 9)	Renew	Apply

User click the Apply option

Figure 4.3: Excise Services Screen

4.1. Renewal of Military Canteen Retail Licence (F.L. 7)

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**.

EXCISE payment

Log Out

Apply for Licence

Select Licence Type: F.L. 7

Licence Financial Year: 2018-2019

Unit Name:

Authorized person's Mobile No.:

Email: ote51@gmail.com

Enter Udyam Aakanksha No:

Licence Mode: New Renewal

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

SUMMIT Close

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Figure 4.4: License Form Screen



- After submission, the webpage will automatically redirect you to the Excise e-Pay Dashboard. From there, click on Application Registration.

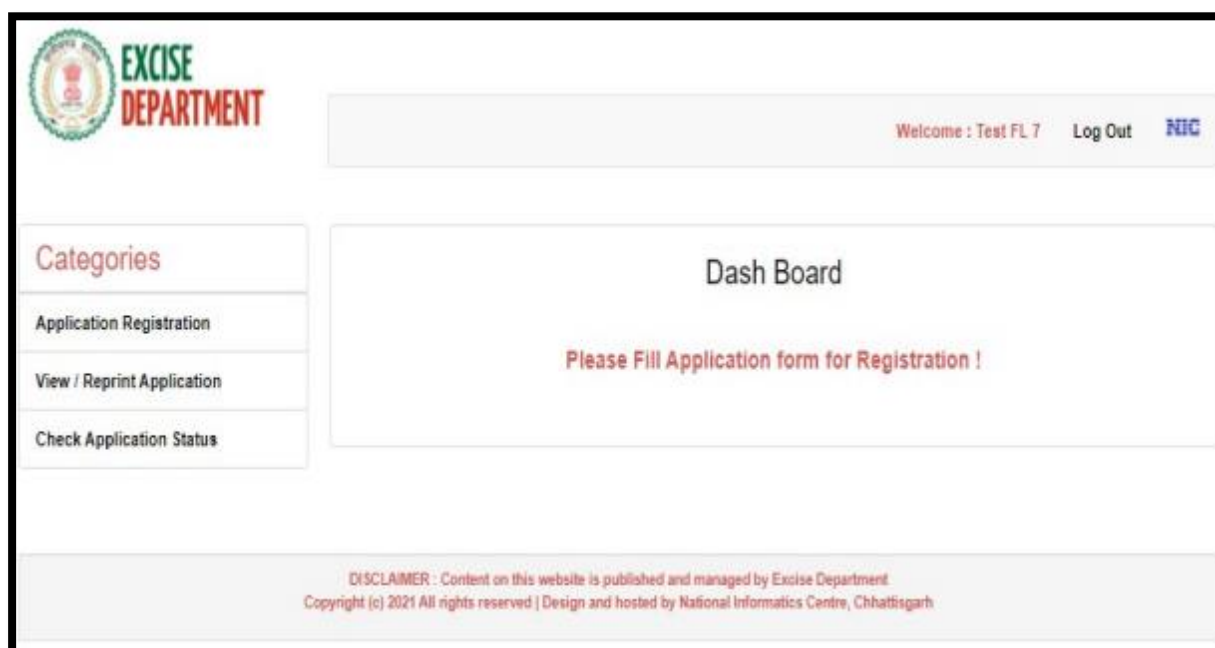


Figure 4.5: Dashboard Screen



- For a new license, users carefully complete the application form.
 - (A) First Form for Applicant Personal Details
 - i. For license FL 6/ FL 7/FL 8

Welcome : Test FL 7 Log Out NIC

Licensee Applicant Master

Licence Type: FinancialYear:
 Licence Mode: Establishment Date*:
 Licence Category: Licence FinancialYear:

Applicant Details Officer Commanding Details Authorized Person Details Upload Documents

Company Name*: Designation*:
 PAN Number*:
 Unit Name: Unit District*: Unit Tehsil*:
 Unit Address:

Contact Detail

Street Address*: Building Number*: Land mark*:
 District*: Tehsil Name*: Police Station Name*:
 Rural/Urban Area*: Village/City Name*:
 City WardNo*: City WardName*: Pincode*:
 E-MailID*: Mobile Number*:
 Affiliate Under*: Working Since When*:
 [mm/dd/yyyy]

Proposed License Premises borders

North*: South*: East*: West*:

Rank Wise Details

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

Save & Proceed

Figure 4.6: License Applicant Master



ii. Applicant Personal Details Form for License ND 1/ND 2

Welcome : Test ND 2 Log Out

Licensee Applicant Master

Licence Type: N.D. 2 Financial Year: 2021-2022
 Licence Mode: New Renewal Establishment Date: [mm/dd/yyyy]
 Licence Category: Individual Company Firm H.U.F. A.O.P Licence Financial Year: 2021-2022

Applicant Details Owner Details Authorized Person Details Upload Documents

Company Name * Designation * [Company]
 PAN Number * AISC94321P
 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 Ward No * City Ward Name * Pincode *
 E-Mail ID * abcd@gmail.com Mobile Number * 9809811111

Licencee Details

Type Of Licence * 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			Add

Save & Proceed

Figure 4.7: Applicant Details Screen



iii. Applicant Personal Details Form – For License RS 1/ RS 2A

Licensee Applicant Master					
Licence Type	R.S. 2 A	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 *	કંપની(Company)	
PAN Number *	AISC54321P				
Unit Name	Test RS 2A	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		
Proposed License Premises borders					
North *		South *		East *	
West *					
Save & Proceed					

Figure 4.8: Applicant Details Form Screen



(B) After submitting the applicant's details, enter information in the Owner Persons Detail form.

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 * ☐ Urban ☐ Rural 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
	-Select-		Add

Save & Proceed

Figure 4.9: Owner Details Form Screen



(C) After submitting the Owner Details, enter information in the Authorized Person Detail form.

Figure 4.10: Authorized Person Details Form Screen

(D) After successfully submitting the Authorized Person Details Form, the user uploads the required documents in the specified file size and format.

Figure 4.11: Upload Documents Screen

- **For New License Applicants:** After successfully submitting the application, please wait for the department to complete the verification process conducted by the designated officers.
- **Post Verification:** Once the verification is successfully completed by the department, the Generate Challan panel will be enabled for the applicant.



- Renewal License Process for Applicants (Upload Required Documents and Complete Payment).
(A) Upload the required documents in the specified size and format, then click the “Upload & Make Payment” button.

File Name	File Type	View Documents	File Size
Pan, TIN, GST Copy	Pdf Only	Choose File No file chosen Upload	File size Less Than 1 MB

Figure 4.12: Upload Documents Screen

(B) The Generate Challan panel will open. Click on the “Generate New Challan” button and fill out the challan form as prompted.

EXCISE DEPARTMENT

Welcome : RAKESH APPLICANT Home Log Out

Challan

Generate Challan

Generate New Challan

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Generate Challan

(*) Mark fields are mandatory

Financial Year : 2021-2022

License Type : F.L. 7

District : RAIPUR

Shop Name : Military 13 Batsalan

Licensee Name : RAKESH APPLICANT

Licensee Address : SILTARA LAND MARK

Designation : INDIVIDUAL

Pan Number : A1SP51234A

Pincode : 492001

Mobile No. : 9893090909

Email : abc@gmail.com

Fee Type : ☐ Fees ☐ Penalties

Fee Name :

Pay Head :

Total Amount :

Month : --Select--

Year : 2021

Remarks (Vehicle No etc.) :

Group Name :

XNnc6A

Enter above code:

PROCEED

Figure 4.13: Challan Screen

(C) After successfully paying the application fees, proceed to submit the application.

E-Payment Challan Reconciliation

Dash Board

List of Challan for Application, Please Submit first !!

Select ChallanNo	Fees	Fees Type
☐ EX0501200000049	10000.0000	Application Fees
Total	0	

Final Submission

Select Challan before clicking on "Final Submission" button

Figure 4.14: Dashboard Screen