



# **Chhattisgarh Unified Industrial Portal**

Government of Chhattisgarh

***User Manual***

***For***

***Employment Subsidy***

***(Post- Production Incentives)***

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## 1. Overview

The Single Window System is a centralized digital platform designed to streamline and simplify the process of obtaining approvals, clearances, and services required by businesses and industries. It enables faster decision-making, improves transparency, and reduces delays by allowing applicants to submit and track applications through a single interface.

**Purpose:** This document serves as a step-by-step guide for eligible industrial units to apply for financial assistance based on the number of local workers employed. The incentive promotes local employment and supports sustainable industrial development under the state's industrial promotion policy.

## 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

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

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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**Login**

OR

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

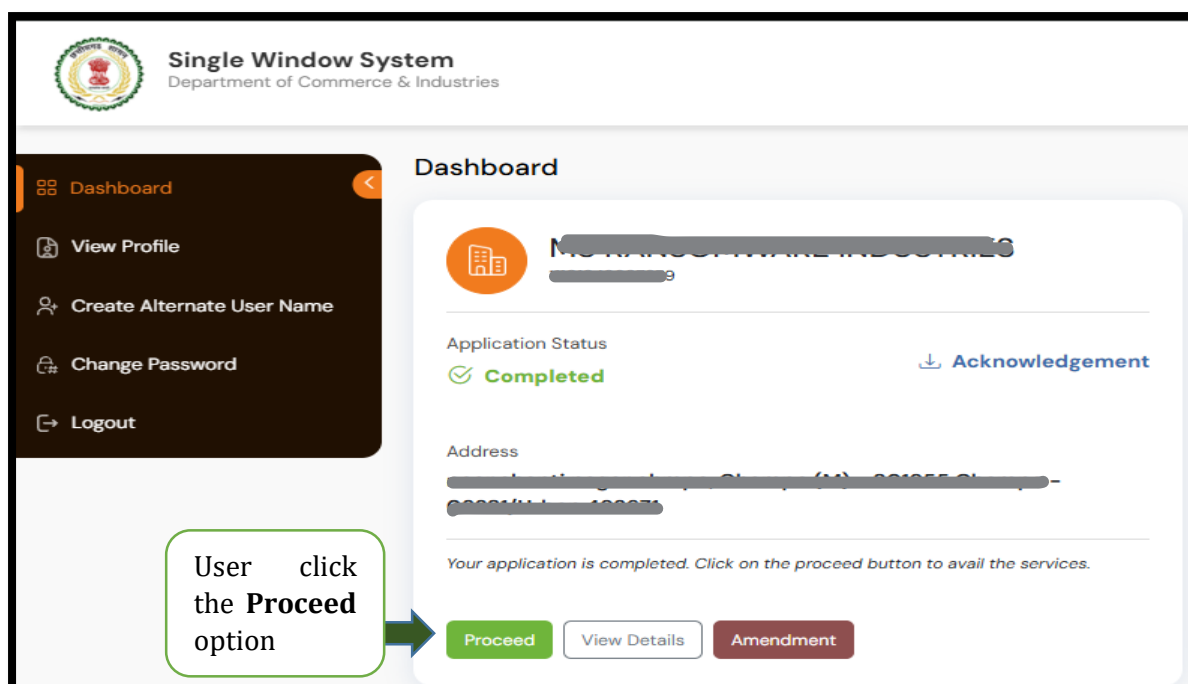
For technical support please contact us at [invest-support@cg.gov.in](mailto:invest-support@cg.gov.in)

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

## 4. Dashboard

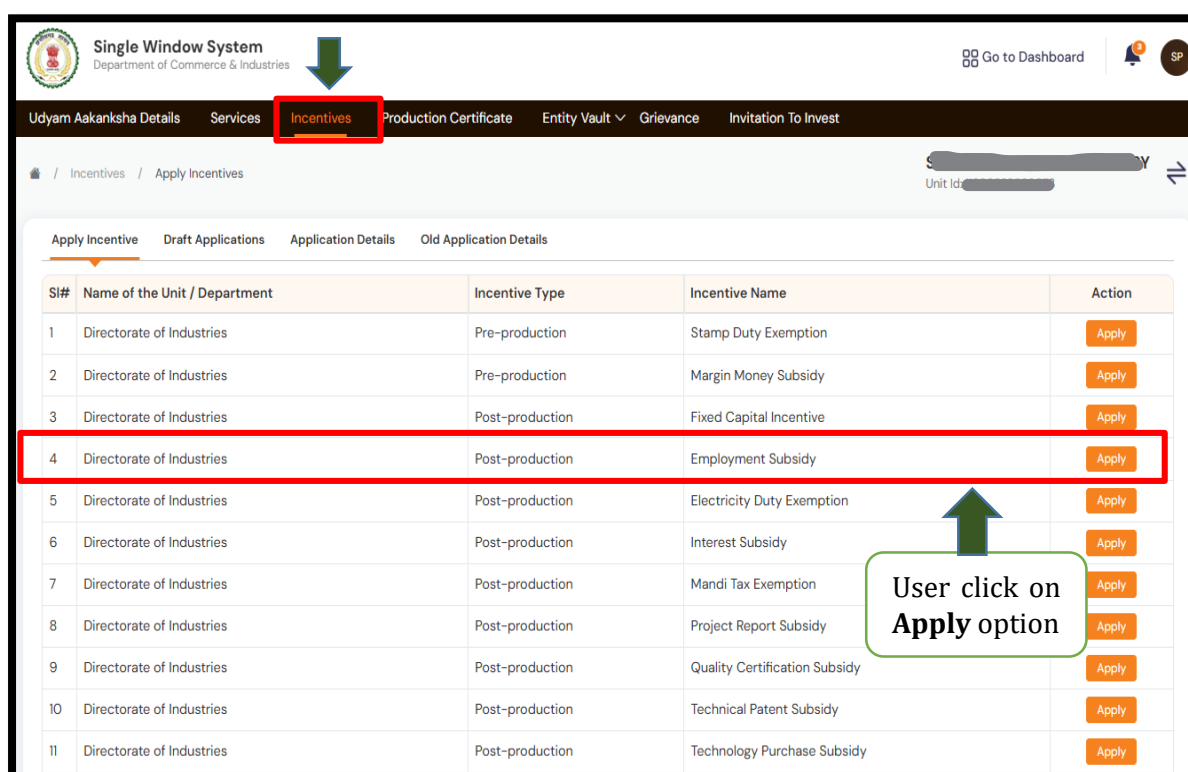
After a successful login, the page navigates to the Investor Dashboard (refer to **Fig. 4.1**), which includes step-by-step instructions for adding new unit details.





**Figure 4.1: Dashboard Screen**

On the Incentives page, refer to **Figure 4.2**, which displays all incentives. In the Application section, select the option to apply for Employment Subsidy.



**Figure 4.2: Incentives Screen**



## 5. Employment Subsidy

- The user can apply for the Employment Subsidy only after obtaining a valid Production Certificate.
- This incentive can be availed multiple times, irrespective of any conditions.
- The "Priority Sector" field will appear only if the "Category of Entrepreneur" is set to "Thrust".
- If the required document has not been uploaded, the user must upload it in the Entity Vault.
- The user cannot edit any information retrieved from the Production Certificate form on this page.
- If any changes are required, the user must amend the details directly in the Production Certificate form.

### 5.1. Employment Subsidy Application Form

After clicking the 'Apply' option, the 'Application for Employment Subsidy' screen is displayed, as shown in Figure 5.1.

**Single Window System**  
Department of Commerce & Industries

Go to Dashboard

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

Incentives / Employment Subsidy

SWS  
Unit ID: [redacted]

**Application For Employment Subsidy**  
Checklist for Application

**Note:**—The following documents will be auto-fetched from entity vault. Please update documents in entity vault if any document is expired or not uploaded.

1. Commercial Production / Service Activity Certificate
2. Paid Salary Details for Employment Subsidy
3. Certificate from the Competent Authority Regarding Employment of the Employee in note.
4. Certificate Regarding Universal Account Number (UAN) from EPFO Office.

☐ I Agree ☐ I Don't Agree

**Click on I Agree option and Proceed for application process**


**Or, click on I Don't Agree option and then Proceed**

**Proceed**

**Figure 5.1: Employment Subsidy Application**

Upon agreeing, the basic information is automatically fetched from Production Certificate as shown in **Figure 5.2**.





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 Department of Commerce & Industries

/ Incentives / Employment Subsidy Apply

Unit Id:

### Application for Employment Subsidy

(\*) Indicated fields are mandatory

#### Basic Information

Udyam Aakanksha / Unit No.

Name of Enterprise	Type of Organization <b>Private Limited Company</b>	Industry Type <b>New</b>
Industrial Policy <b>2024-30</b>	Classification of Industry <b>General</b>	Category of Enterprise <b>Large</b>
Production Certificate No.	Production Certificate Issue Date <b>14-07-2025</b>	Production Continuity Certificate No. <b>NA</b>
Production Continuity Certificate Issue Date <b>NA</b>	Block Category <b>NA</b>	ESI Registration Number <b>NA</b>
CIN Number <b>NA</b>	GST Number <b>NA</b>	Category of Entrepreneur <b>Women</b>

Is it StartUp Industry? \*

☒ Yes ☐ No

StartUp Certificate No. *	StartUp Certificate Issue Date *	Certificate Issued By *
	01-Jul-2024	Government of Chhattisgarh

#### Number of Permanent Job given to Disabled Persons / Retired Agniveer / Surrendered Naxalist

Unskilled *	Skilled *	Management *
		0
Unskilled is required.	Skilled is required.	

Total *	Annual Net Payment Paid on Permanent Job given to Disabled Persons / Retired Agniveer / Surrendered Naxalist (in Lakh) *	Claim Amount of Grant (in Lakh) *
0	0	0

**Note:-** Ensure all documents listed in the checklist are available in the Entity [Click here](#) to update Vault for verification. If any are missing, [here](#) them.

Back

Save

Save as Draft

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**Figure 5.2: Employment Subsidy**

In Figure 5.2,


- The user selects Yes or No to indicate whether the unit is a **Startup**.
- If Yes is selected, the user enters the **Startup Certificate Number**.
- If Yes is selected, the user selects the issue date of the **Startup Certificate**.
- If Yes is selected, the user selects the issuing authority of the **Startup Certificate**.
- User enter required details in **number of permanent job** section.
- The user clicks the **Back** option to return to the previous page.
- To save the details in draft format and submit them later, the user clicks the **Save as Draft** option.
- The user clicks the **Save** option to save the entered details.

After clicking the **Save** option, the dashboard shown in **Figure 5.3** displays all the details and information submitted by the user. The user should carefully read the declaration points before ticking the declaration checkbox.

- User click on **Submit** option to submit the details.
- To update any changes, click on the **Edit** option.
- To cancel the submission, click on the **Cancel** option.






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 Department of Commerce & Industries

Incentives / Employment Subsidy Preview
 

SWS  
 Unit Id:

### Application for Employment Subsidy

#### Basic Information

Udyam Aakanksha / Unit No. **5**

Name of Enterprise <b>SWS</b>	Type of Organization <b>Private Limited Company</b>	Industry Type <b>New</b>
Industrial Policy <b>2024-30</b>	Classification of Industry <b>General</b>	Category of Enterprise <b>Large</b>
Production Certificate No. <b></b>	Production Certificate Issue Date <b>14-07-2025</b>	Production Continuity Certificate No. <b>NA</b>
Production Continuity Certificate Issue Date <b>NA</b>	Block Category <b>NA</b>	ESI Registration Number <b>NA</b>
CIN Number <b>NA</b>	GST Number <b>NA</b>	Category of Entrepreneur <b>Women</b>
Is it StartUp Industry? <b>Yes</b>		
StartUp Certificate Number <b>123455</b>	StartUp Certificate Issue Date <b>01-07-2024</b>	Certificate Issued By <b>Government of Chhattisgarh</b>

**Number of Permanent Job given to Disabled Persons / Retired Agniveer / Surrendered Naxalist**

Unskilled <b>4</b>	Skilled <b>5</b>	Management <b>2</b>
Total <b>11</b>	Annual Net Payment Paid on Permanent Job given to Disabled Persons / Retired Agniveer / Surrendered Naxalist (in Lakh) <b>3</b>	Claim Amount of Grant (in Lakh) <b>2</b>

#### Entrepreneur Details

Sl#	Entrepreneur Name	Gender	Category	Equity Participation in Percent
1		Female	Women	100%

#### Location of Unit

Sl#	Address 1	Address 2	District	Block	Area	ULB	Tehsil	Village / Town	PIN Code	Kh No.
1	BBSR	BBSR	Balod	Balod	Rural		Arjunda	Admabad	753001	2C

#### Product Details

Sl#	Product Name	Activity Code	Annual Capacity	Unit of Measurement	Product Description	Product Date
1	T sections	4125109	100	Grams/Annum	T sections	10-Jul-2025

#### Investment and Employment Details

#### Power Requirement, Raw Material, Production, Sale and Electricity Details

#### Registration and Document Details

☒ I/We, hereby solemnly affirm and declare that:

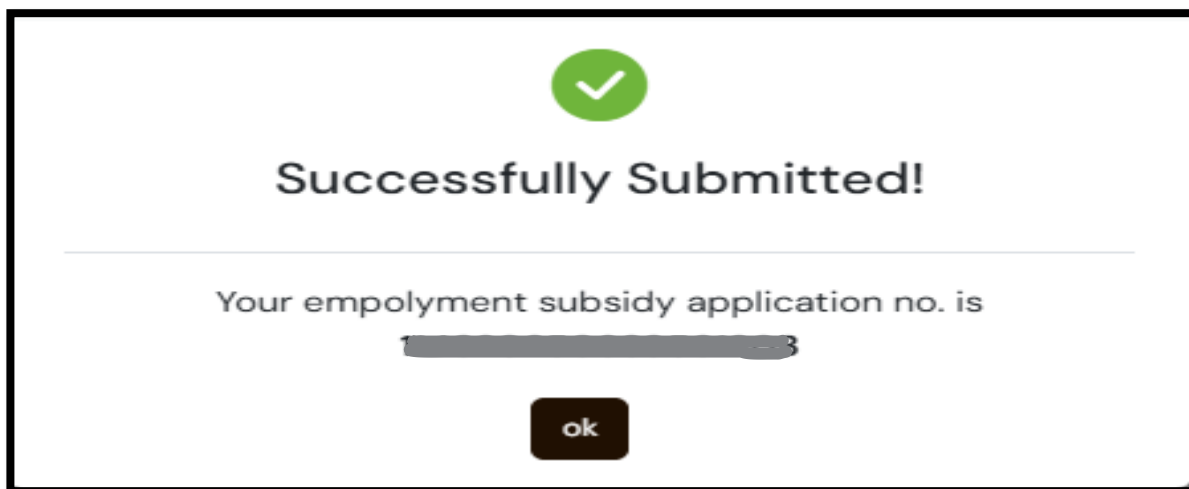
- The information provided in the application form is true to the best of my/our knowledge and nothing has been concealed. I/We fully agree that if any information given by me/us is found to be incorrect or false, then I/we shall be liable for action as per the law.
- That all necessary statutory clearances/ no objection certificates from local bodies/required approvals for the establishment/operation of the proposed activity have been obtained by me/us under the prevailing laws, rules, and applicable regulations.
- That wherever necessary, the required registration/licenses and land use conversion permissions have also been obtained by me/us under the relevant laws, rules, or applicable orders for operating the said industrial activity.
- That the plant/machinery in the industrial unit is installed and operational as per the requirement of current production.
- That if any amendments or changes are required from time to time in relation to this unit, I/we shall duly inform/intimate the competent authority in the District Trade and Industries Centre/ Directorate of Industries within 15 days of such change or amendment.
- That if the submitted report, documents, or information for obtaining the Commercial Production/Service Activity Certificate and availing benefits under the Industrial Investment Promotion are found to be incorrect, false, or misleading, I/We shall be liable to refund all financial assistance, incentives, or benefits availed under the said scheme to the State Government along with simple interest at an annual rate of 12.50%.
- That I/We shall comply with all terms and conditions, and the competent authority shall have the right to cancel the production/service activity certificate and take appropriate action under relevant laws and rules if any violation is found.

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**Figure 5.3: Employment Subsidy Application**



Upon successful submission of your application, a confirmation pop-up will appear on your screen, as shown in **Figure 5.4**.



**Figure 5.4: Successful Pop-up Screen**

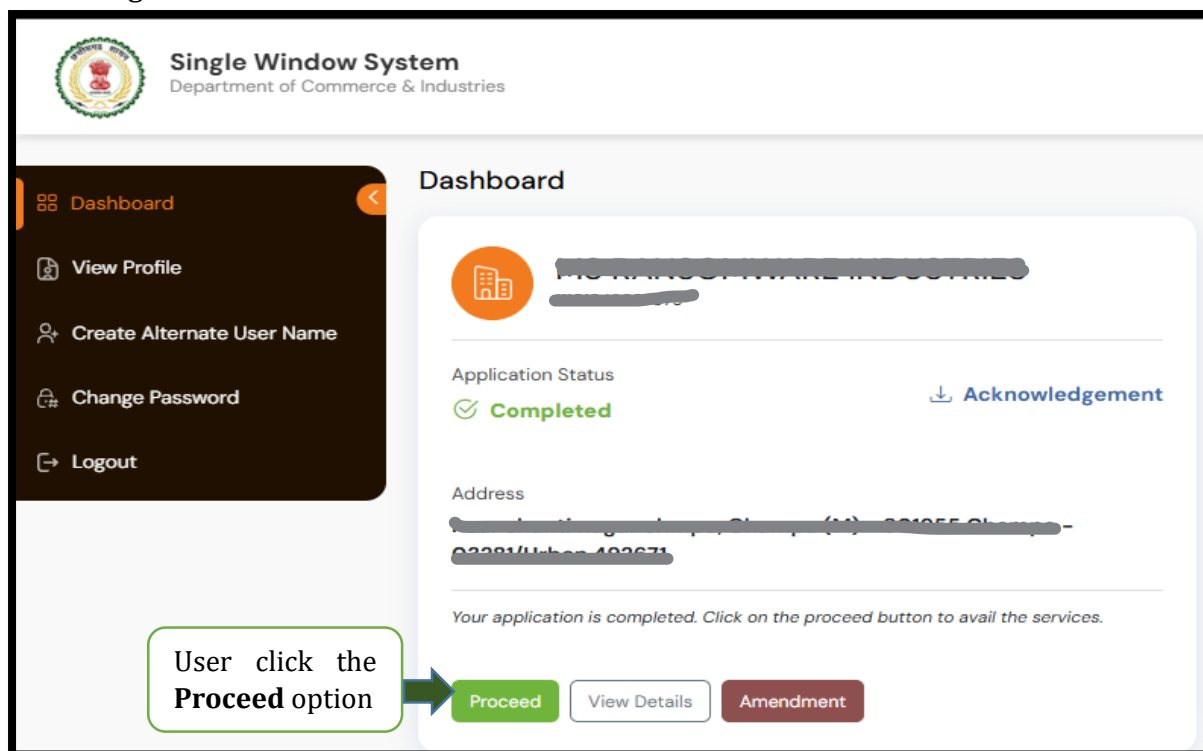
For the services availed, click on **Please Share Your Feedback** to share your feedback and responses if any.

- Rate the facilities availed by clicking on the Stars provided.
- Select from either **Yes or No** option and confirm whether after submitting the application, a confirmation message is received or not.
- Add additional comment or feedback if any, in the textbox.
- Click on **Submit** button.
- On clicking the submit button, the response is submitted.

**Figure 5.5: Share Your Feedback**

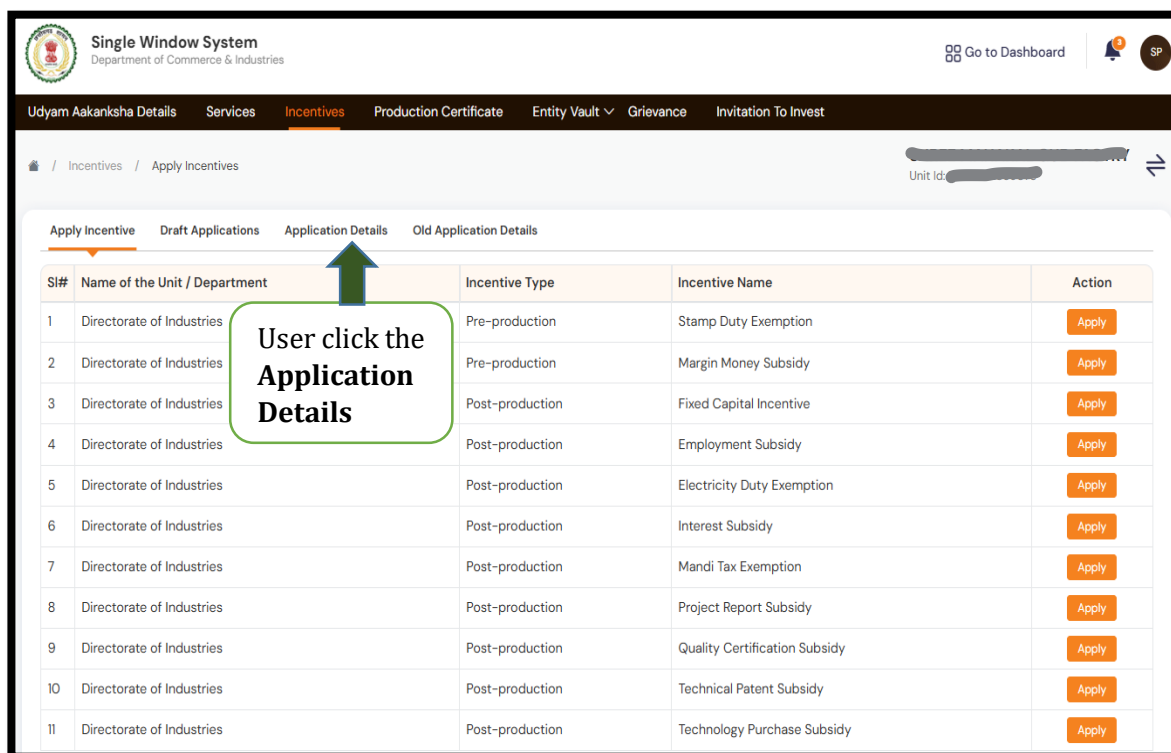
## 5.2. Employment Subsidy View Application

Get navigated back to the dashboard section.



**Figure 5.6: Dashboard Screen**

On the Incentives page (refer to Figure 5.7), all incentives are displayed. The user can check the submitted application details.



**Figure 5.7: Incentives Screen**



In the **Application Details** section, the user can view the list of incentives they have applied for and select the Employment Subsidy application to check the submitted application, track its status, and download the certificate after approval.

Single Window System  
Department of Commerce & Industries

Go to Dashboard

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

Incentives / Application Details

SWS Unit Id

Apply Incentive Draft Applications Application Details Old Application Details

Sl#	Application No.	Department Name	Incentive Name	Applicant Name	Submitted on	Application Status	Download Certificate
1		Directorate of Industries	Employment Subsidy	SWS	31-Jul-2025 03:29 PM	Applied	
2		Directorate of Industries	Stamp Duty Exemption	SWS	30-Jul-2025 05:35 PM	Applied	
3		Directorate of Industries	Stamp Duty Exemption	SWS	29-Jul-2025 11:47 AM	Approved	Download
4		Directorate of Industries	Stamp Duty Exemption	SWS	24-Jul-2025 01:34 AM	Approved	Download
5		Directorate of Industries	Stamp Duty Exemption	SWS	24-Jul-2025 01:09 AM	Approved	Download

**Figure 5.8: Incentive View Application**

User click the download icon to view and download the certificate

### 5.3. Employment Subsidy Draft Application

In the **Draft Application** section, the user can view the list of incentives saved as drafts and select the Employment Subsidy application to continue the partially filled form and submit the application.

Single Window System  
Department of Commerce & Industries

Go to Dashboard

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

Incentives / Draft Applications

SWS Unit Id

Apply Incentive Draft Applications Application Details Old Application Details

Sl#	Application No.	Incentive Name	Unit name	Last Update on	Draft
1		Stamp Duty Exemption	SWS	26-Jul-2025 03:39 PM	Continue
2		Stamp Duty Exemption	SWS	26-Jul-2025 03:37 PM	Continue
3		Stamp Duty Exemption	SWS	26-Jul-2025 03:37 PM	Continue
4		Stamp Duty Exemption	SWS	25-Jul-2025 08:00 AM	Continue
5		Stamp Duty Exemption	SWS	23-Jul-2025 03:13 PM	Continue
6		Interest Subsidy	SWS	15-Jul-2025 06:34 PM	Continue
7		Mandi Tax Exemption	SWS	15-Jul-2025 05:12 PM	Continue
8		Interest Subsidy	SWS	15-Jul-2025 05:08 PM	Continue
9		Interest Subsidy	SWS	15-Jul-2025 05:08 PM	Continue
10		Electricity Duty Exemption	SWS	15-Jul-2025 05:02 PM	Continue

**Figure 5.9: Incentive Draft Application**

