



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



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 adding new unit details.



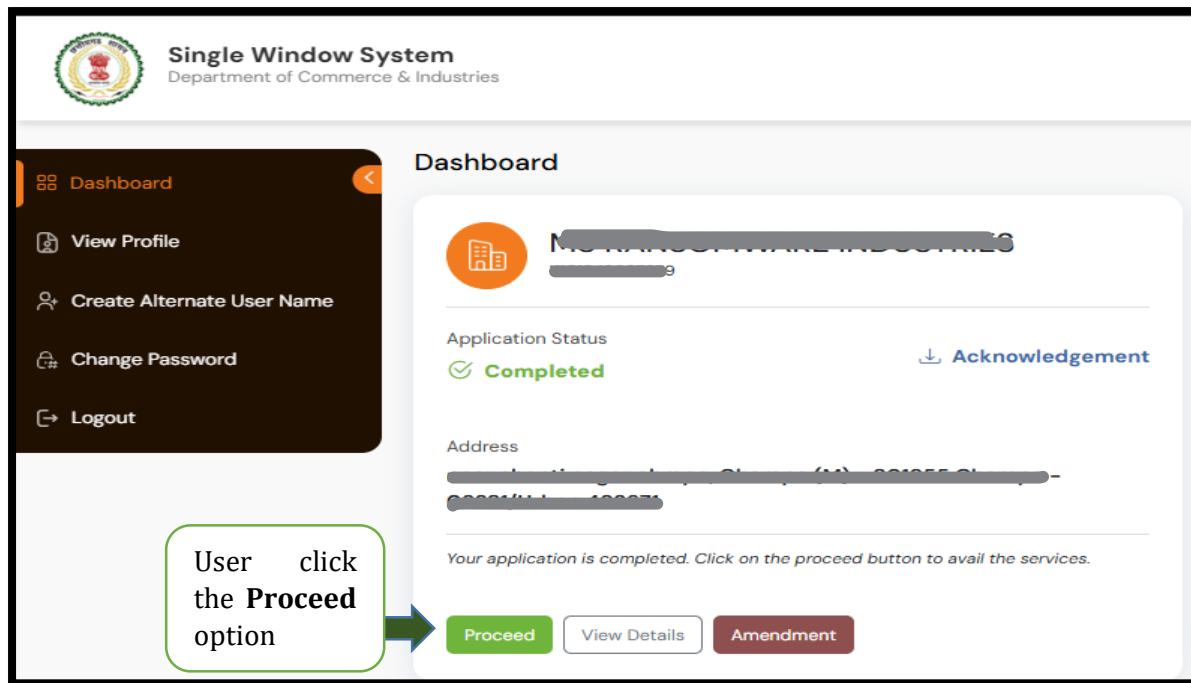


Figure 4.1: Dashboard Screen

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.

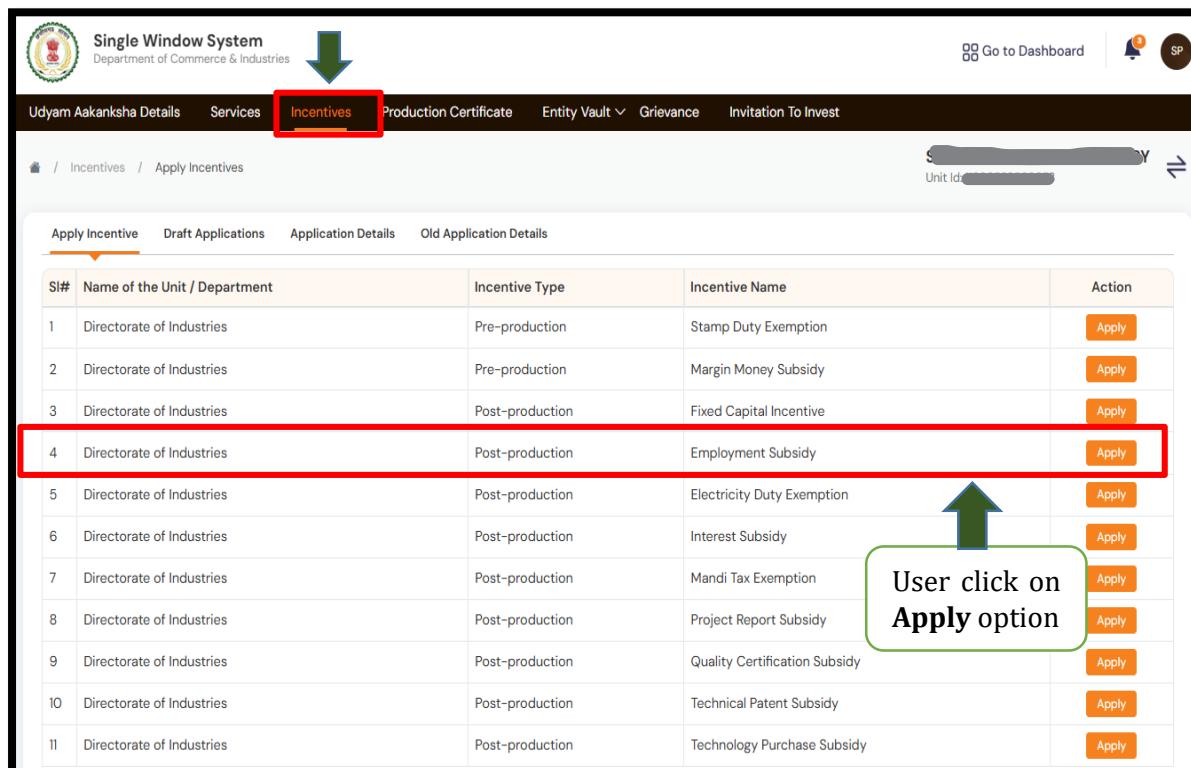


Figure 4.2: Incentives Screen



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.

Figure 5.1: Employment Subsidy Application

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




Single Window System
 Department of Commerce & Industries

 / Incentives / Employment Subsidy Apply
Unit Id:


Application for Employment Subsidy
(*) Indicated fields are mandatory 

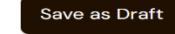
Basic Information

Udyam Aakanksha / Unit No.	<input type="text"/>	
Name of Enterprise	Type of Organization	Industry Type
<input type="text"/>	Private Limited Company	New
Industrial Policy	Classification of Industry	Category of Enterprise
2024-30	General	Large
Production Certificate No.	Production Certificate Issue Date	Production Continuity Certificate No.
<input type="text"/> 1	14-07-2025	NA
Production Continuity Certificate Issue Date	Block Category	ESI Registration Number
NA	NA	NA
CIN Number	GST Number	Category of Entrepreneur
NA	NA	Women
Is it StartUp Industry? *		
<input checked="" type="radio"/> Yes <input type="radio"/> No		
StartUp Certificate No. *	StartUp Certificate Issue Date *	Certificate Issued By *
<input type="text"/> 123456	01-Jul-2024 	Government of Chhattisgarh 

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

Unskilled *	Skilled *	Management *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Unskilled 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) *
<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0

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

 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.




Single Window System
 Department of Commerce & Industries

SWS
 Unit Id: XXXXXXXXXX



Application for Employment Subsidy

Basic Information

Udyam Aakanksha / Unit No.	[REDACTED]	S	
Name of Enterprise	Type of Organization	Industry Type	
SWS	Private Limited Company	New	
Industrial Policy 2024-30	Classification of Industry	Category of Enterprise	
Production Certificate No. 1	Production Certificate Issue Date 14-07-2025	Production Continuity Certificate No. NA	
Production Continuity Certificate Issue Date NA	Block Category	ESI Registration Number NA	
CIN Number NA	GST Number	Category of Entrepreneur Women	
Is it StartUp Industry? Yes	StartUp Certificate Number 123455	StartUp Certificate Issue Date 01-07-2024	Certificate Issued By Government of Chhattisgarh

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

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

Entrepreneur Details

SI#	Entrepreneur Name	Gender	Category	Equity Participation in Percent
1	[REDACTED]	Female	Women	100%

Location of Unit

SI#	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

SI#	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:

1. 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.
2. 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.
3. 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.
4. That the plant/machinery in the industrial unit is installed and operational as per the requirement of current production.
5. 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.
6. 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%.
7. 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.

Submit
Edit
Cancel

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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**.

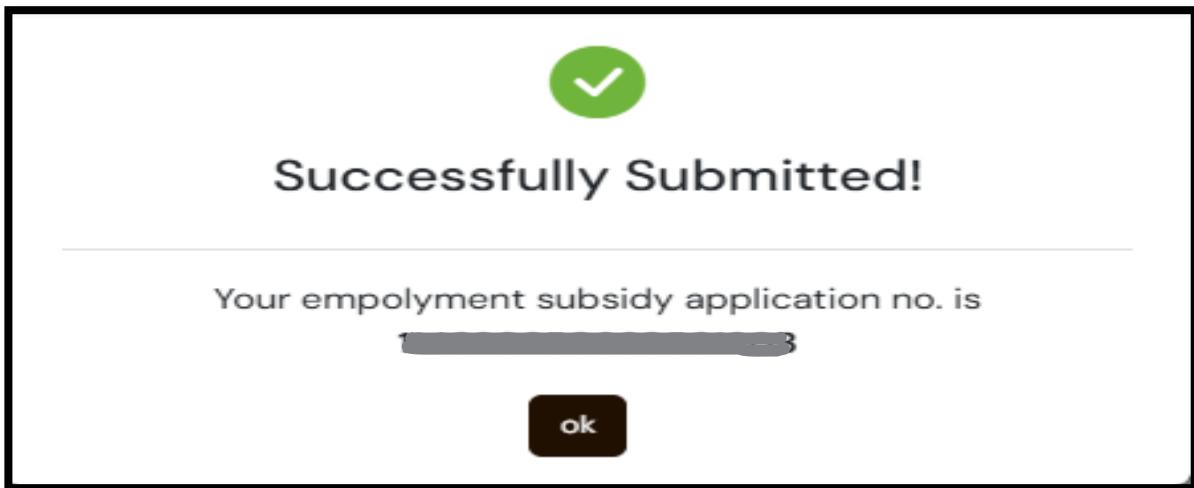


Figure 5.4: Successful Pop-up Screen

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.

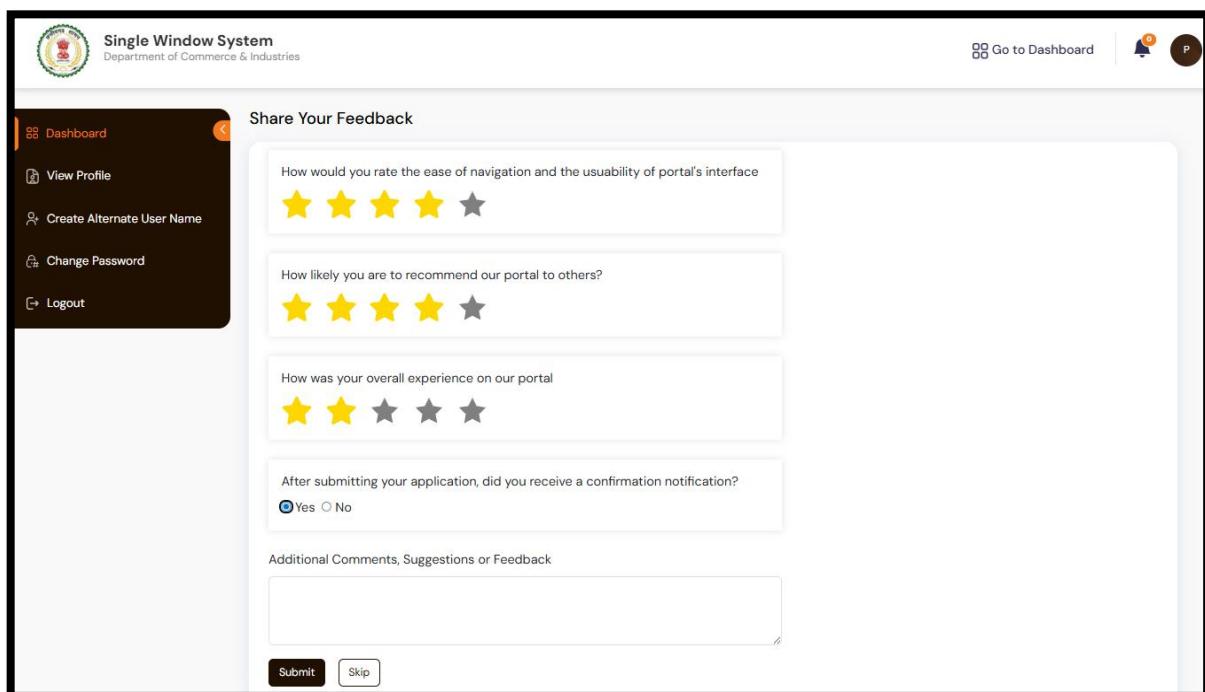


Figure 5.5: Share Your Feedback



5.2. Employment Subsidy View Application

Get navigated back to the dashboard section.

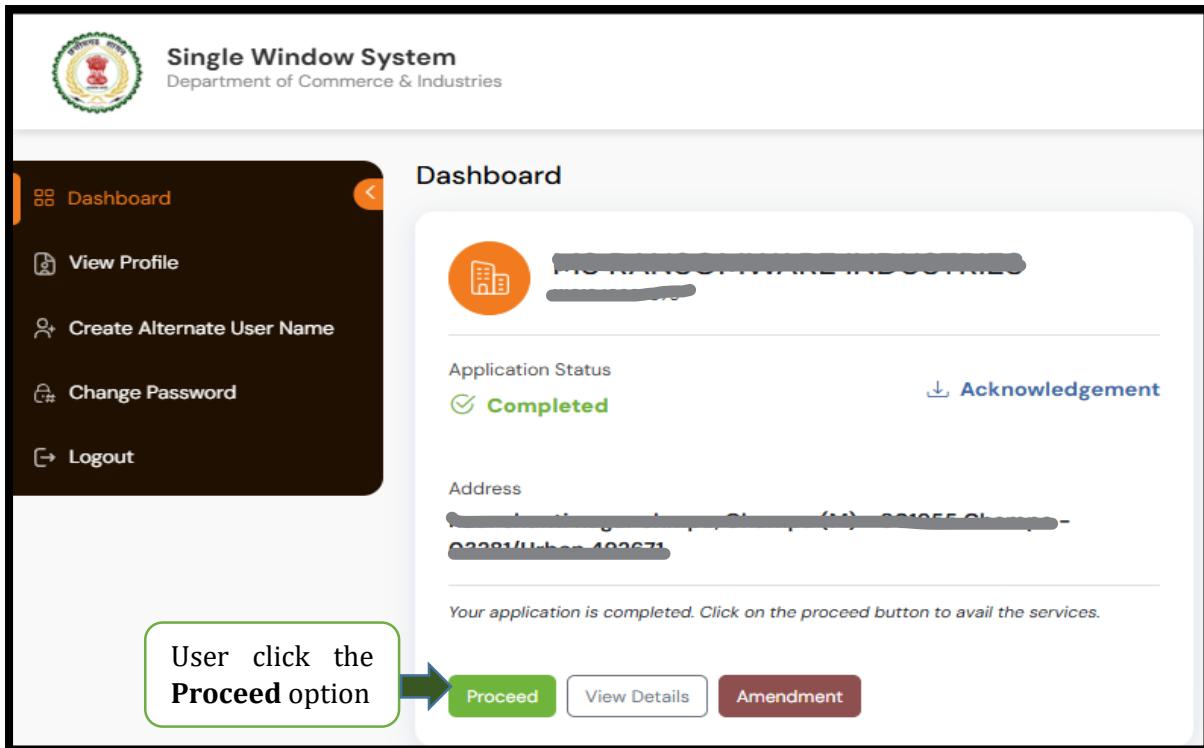


Figure 5.6: Dashboard Screen

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

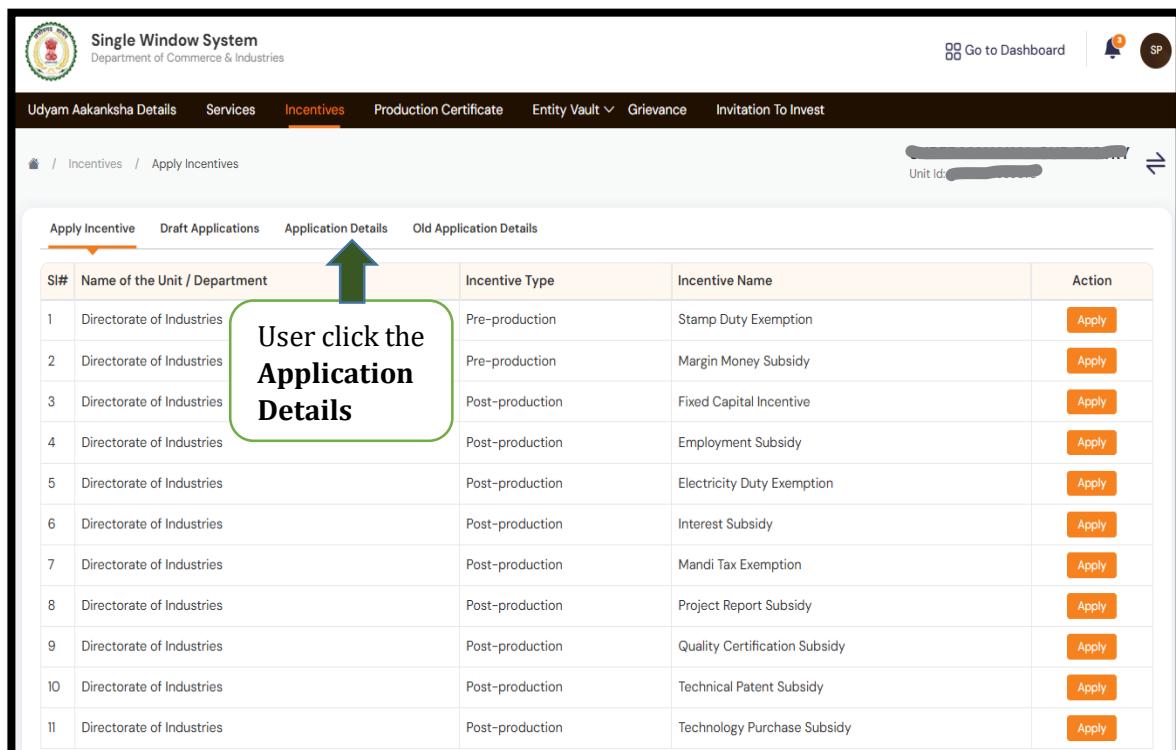


Figure 5.7: Incentives Screen



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.

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	
4	████████████████████████	Directorate of Industries	Stamp Duty Exemption	SWS	24-Jul-2025 01:34 AM	Approved	
5	████████████████████████	Directorate of Industries	Stamp Duty Exemption	SWS	24-Jul-2025 01:09 AM	Approved	

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.

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

Figure 5.9: Incentive Draft Application

