



# **Chhattisgarh Unified Industrial Portal**

Government of Chhattisgarh

***User Manual***

***For***

***Renewal under Factories Act***

***(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.

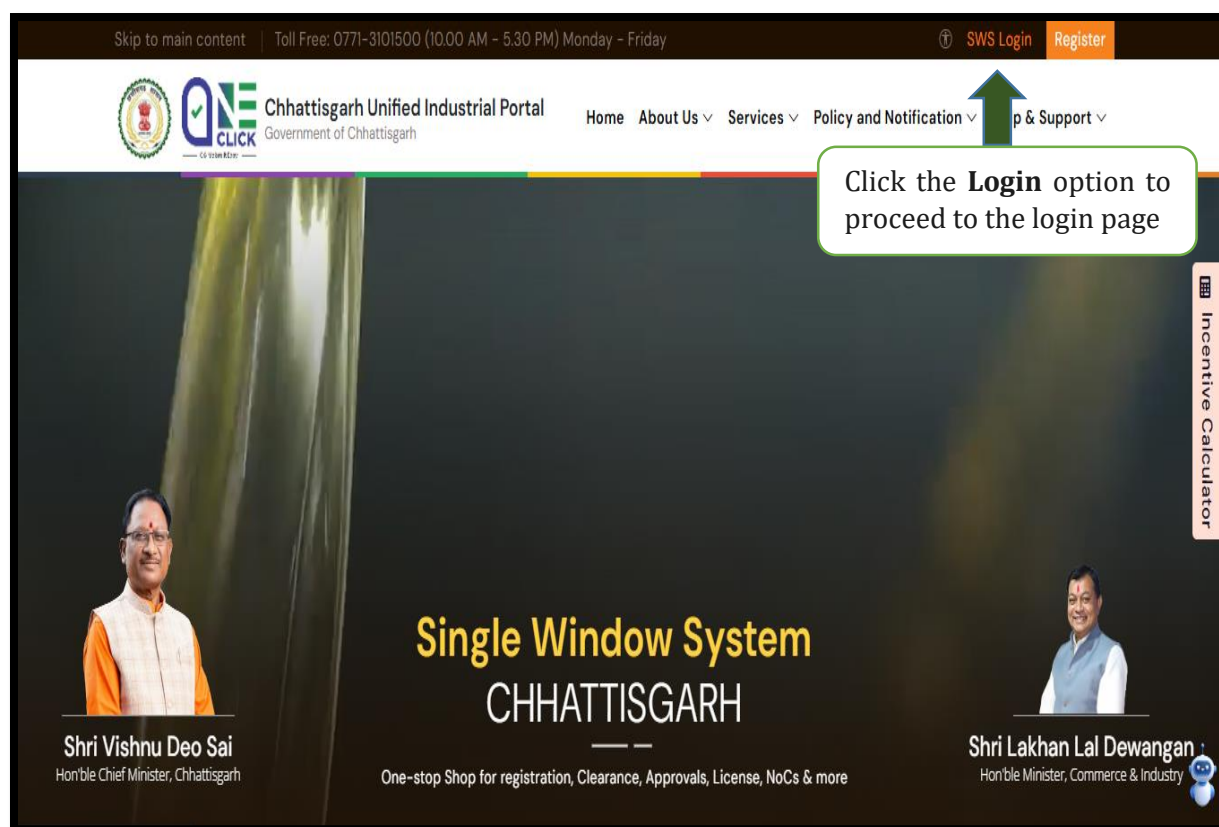
**Purpose:** This document serves as a step-by-step guideline for industrial users and departmental officers navigating the Renewal under Factories Act process within the Department of Commerce and Industries, Chhattisgarh, through the Single Window Portal.

## 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

[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?](#)

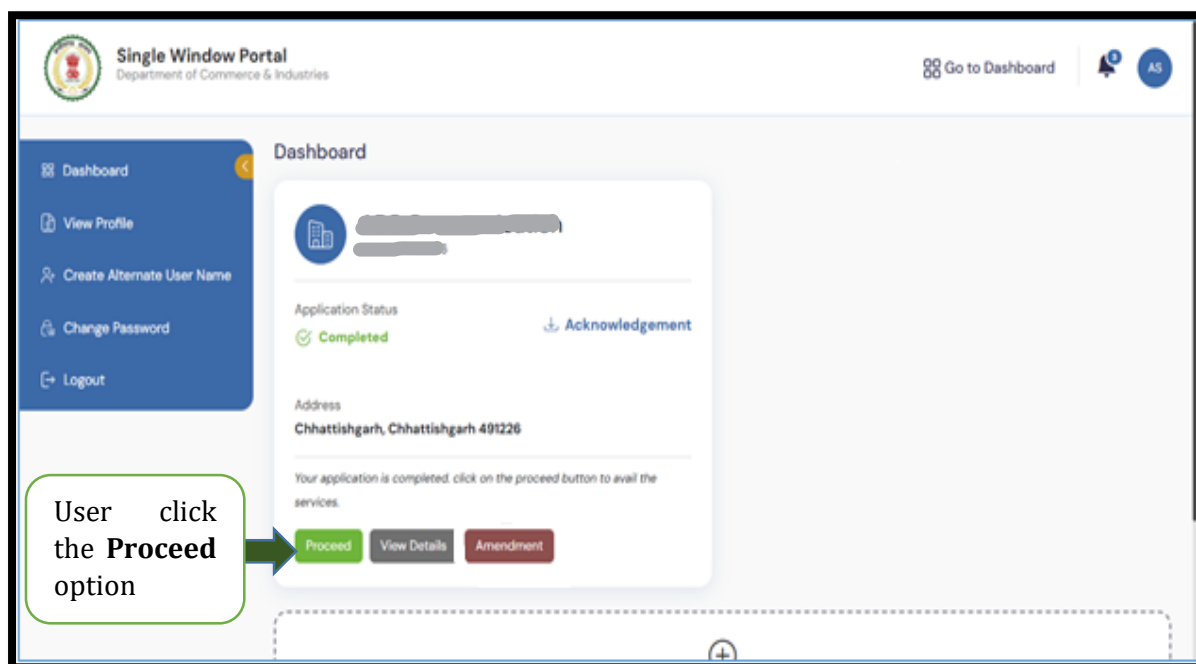
For technical support please contact us at [invest-support@cg.gov.in](mailto:invest-support@cg.gov.in)

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

## 4. Dashboard

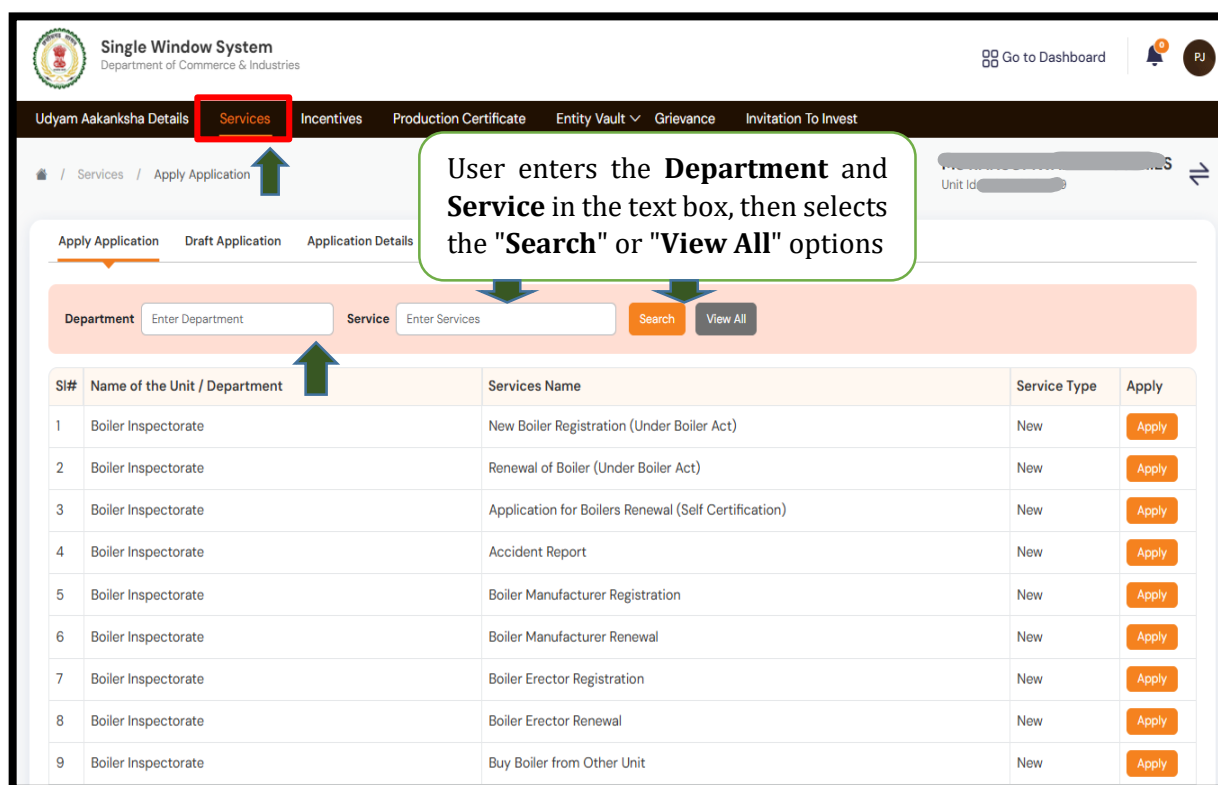
After a successful login, the page navigates to the Investor Dashboard (refer to **Fig. 4.1**), which includes step-by-step instructions for applying services.





**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  
Department of Commerce & Industries

Go to Dashboard

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

/ Services / Apply Application

Unit Id: [Redacted]

Apply Application Draft Application Application Details

Department: labour Service: Enter Services Search View All

Sl#	Name of the Unit / Department	Services Name	Service Type	Apply
1	Labour	Factory building plan approval' (under the Factories Act, 1948)	New	Apply
2	Labour	Permission for engaging contractor for labour	New	Apply
3	Labour	Registration Certificate of Establishment Inter State Migrant Workmen	New	Apply
4	Labour	Registration of principal employers establishment	New	Apply
5	Labour	Registration under Factories Act		Apply
6	Labour	Renewal under Factories Act		Apply
7	Labour	Registration under The Building and Other Construction Workers Act, 1996		Apply
8	Labour	The building and other construction worker welfare cess act, 1996	New	Apply

Previous 1 Next


User click the Apply option

**Figure 4.3: Labour Services Screen**

## 4.1. Renewal under Factories Act

After clicking the "Apply" option, the screen will redirect to the **Chhattisgarh State Labour Department** website. A form will open. Fill in the required details, attach the scanned documents, and click on the "Submit" button as shown in **Figure 4.4**.




**छत्तीसगढ़ शासन श्रम विभाग**

---

Welcome:-
Date:- 02/06/2016

[License for the Year](#)

Licence | Apply for Year 2016 | Year From  | UpTo  | Date of Last Renewal 01/01/1900 ☐  
 Year: 2016 Full View | Apply Date

**1)FACTORY DETAILS**

a) Full Name of Factory\* : 
 b) Licence Number :

**3) NATURE OF MANUFACTURING PROCESS**

**a) Carried on in the factory in the last 12 months (in the case of factory already in existence)**

☐ Black Pipes
 ☐ Landing Pipes
 ☐ M.C. Pipes

**b) To be carried on in the factory during the next twelve months (in the case of all factories) \***

☐ Black Pipes
 ☐ Landing Pipes
 ☐ M.C. Pipes

Remove

NIC-Code

**Worker Strength**

Schedule Type	Maximum number of workers proposed to be employed on any day during the year.	Maximum number of workers employed on any one day during the last twelve months (in the case of factories already in existence)	Number of workers to be ordinarily employed in the factory

**Power Strength**

Schedule Type	Installed	a)	Proposed to be installed in the year

**d) Whether it involves dangerous operation, wholly or partly, as declared under subrule(1) of the rule 107 under section 7(give details)**

☐ (I) Manufacture of aerated water and processes incidental thereto

☐ (II) Electrolytic plating or Oxidation of metal articles by use of an electrolyte containing chromic acid or other

**e) Whether any chemical substance as specified under second schedule of the Act, is used, handled, stored or processed there at.**

☐ ,

☐ 2-Butanone(Methyl-ethyl Ketone-MEK)

☐ Acetaldehyde

☐ Acetic Acid

**8) Full Name and Residential Address of the Occupier, i.e. Address of the Occupier, i.e.**

Occupiers Name : Pratik Chandrakar Residential Address : dddddd

House No : dddddd Pin Code : 492001

Mobile Number : 9893283691 Email ID : pratik.chandrakar@nic.in

Is Minor : ☐ Yes ☒ No

**Calculate Renewal Amount**

Calculate Renewal Amount

**13)**

a) Amount of fee to be paid : Inclusive of fine Rs [Fine SchA] Fine SchB] Fine SchC, Advance Amount : ; Schedule A : , Schedule B : , Schedule C :

**E-Challan** 2)Challan Number : Help for e-challan

Paid Amount :

**MANAGE)**

RENEW RESET

**Figure 4.4: Application for Renewal under Factories Act**

#### **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.



cg.nic.in/eChallan/entryform.jsp

Home

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:

E MAIL:

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.



19/08/2015 localhost:49854/Facory/LicenceReprint.aspx?IndID=4086&Yar=2014

**GOVERNMENT OF CHHATTISGARH**

Despatch No. : RPR9-651 Serial No. : 651  
Despatch :  
Date :



**LICENCE TO WORK A FACTORY**  
(Form No.3 prescribed under Rule 5 of C.G. Factories Rules 1962)

LicenceNo. : 1283/1283/B-10/RPR/2m(i)  
(Mention This Number invariably in all correspondences with this office)

Last Year Excess Fees : 0  
Fees Paid Rs. : 15600, 4680  
Challan No. : 11, 819  
Date : 11-11-2013, 21-11-2013  
Treasury : SBI RAIPUR, SBI RAIPUR, SBI RAIPUR

Licence is hereby granted to **SHRI SUJIT KUMAR ROY**  
occupier of **HINDUSTAN PETROLEUM CORPORATION LIMITED (LPG BOTTLING PLANT)**  
located at **MANDIR HASAUD District RAIPUR**  
(Subject to the provisions of the Factories Act, 1948 and the rules made there under and the conditions annexed here with)

Valid only for the premises at the above location ( as per the plans approved under the Fctories Act and Rules )  
for use as a factory employing not more than 250 ( in words *Two Hundred Fifty Only* ) workers on any one day  
during the year and having installed motive power not exceeding 500 Horse Power (in words *Five Hundred Only* )where the manufacturing process of **STORAGE OF LPG, BOTTLING OF CYLINDARS** will  
be carried by him.

This licence shall remain in force till the 31st day of December, 2014

Excess Fees: 0  
Place : Raipur  
Date :  
Dy. Chief Inspector of Factories  
Chhattisgarh

( This licence shall be framed and exhibited in the factory and shall be made available to the factory Inspector on demand )

(1) Application for renewal of licence; in the prescribed form (form No. 4 as in incorporated in the C.G. Factories Rules, 1962) accompanied with the Original challan for adequates fees, shall be made on or before the first day of December of the preceding year. For late submission of the application 25% of the scheduled licence fee shall be paid in addition.

Note: For calculating the maximum number of workers to be employed on any day during the year the total number of workers (in all shifts) employed on that day and the workers employed through all agencies also included in this total shall be taken.

(2) All fees shall be deposited under the following head of account. "0230-Labour and Employment". 104 Receipts is under the Factories Act, 1948" Care shall be taken to reproduce this head correctly on all

http://localhost:49854/Facory/LicenceReprint.aspx?IndID=4086&Yar=2014 1/2

**Figure 4.9: Certificate of Registration**

