



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.**

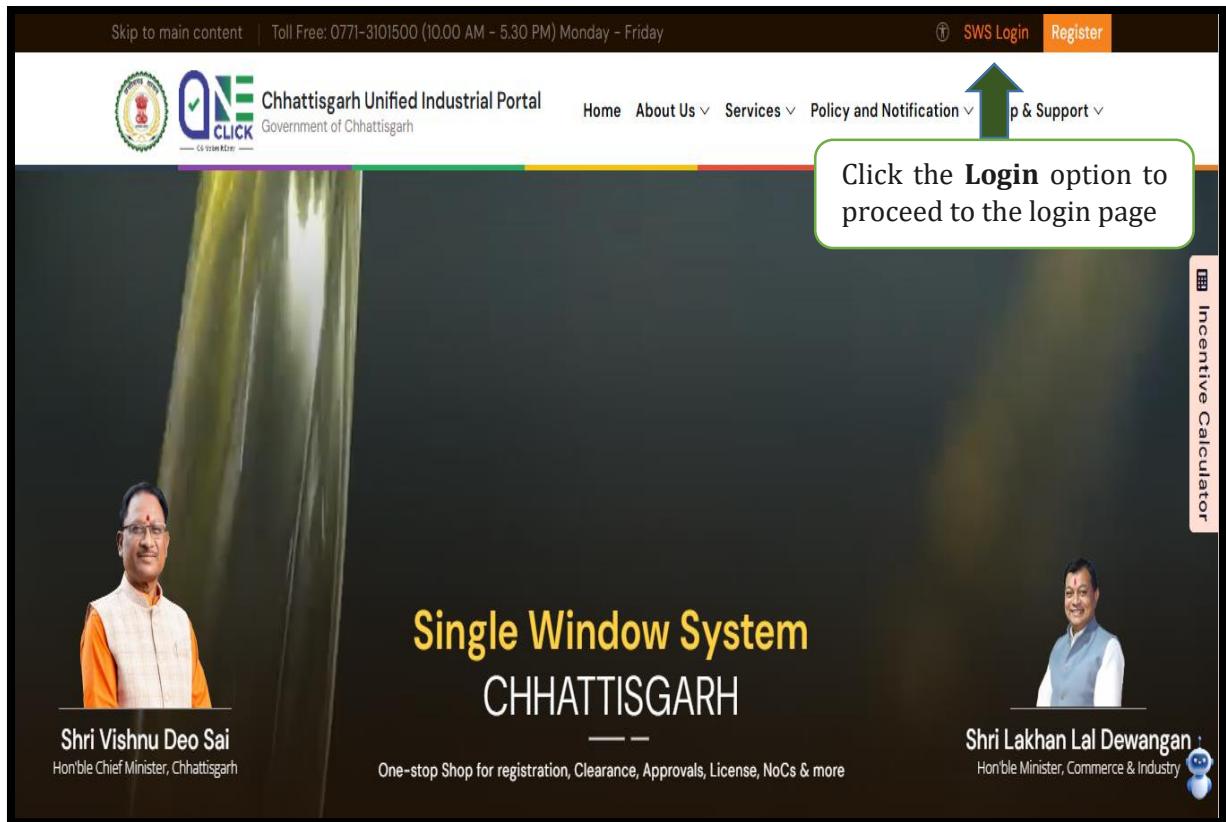


Figure 3.1: Homepage Screen



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 applying services.



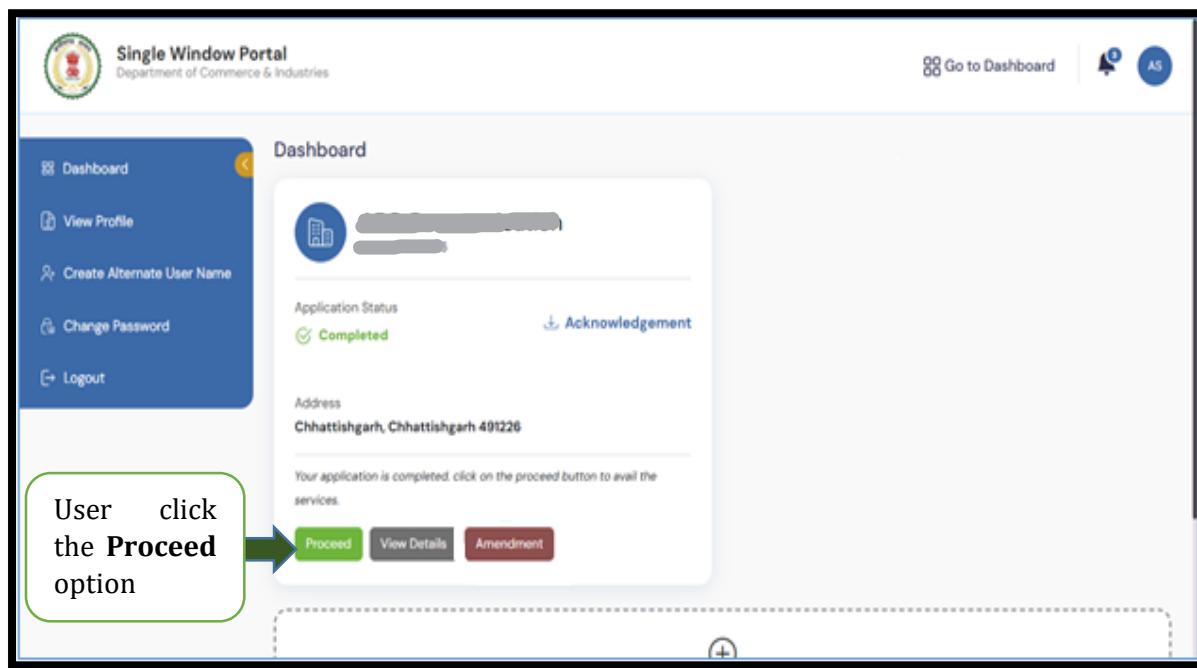


Figure 4.1: Dashboard Screen

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

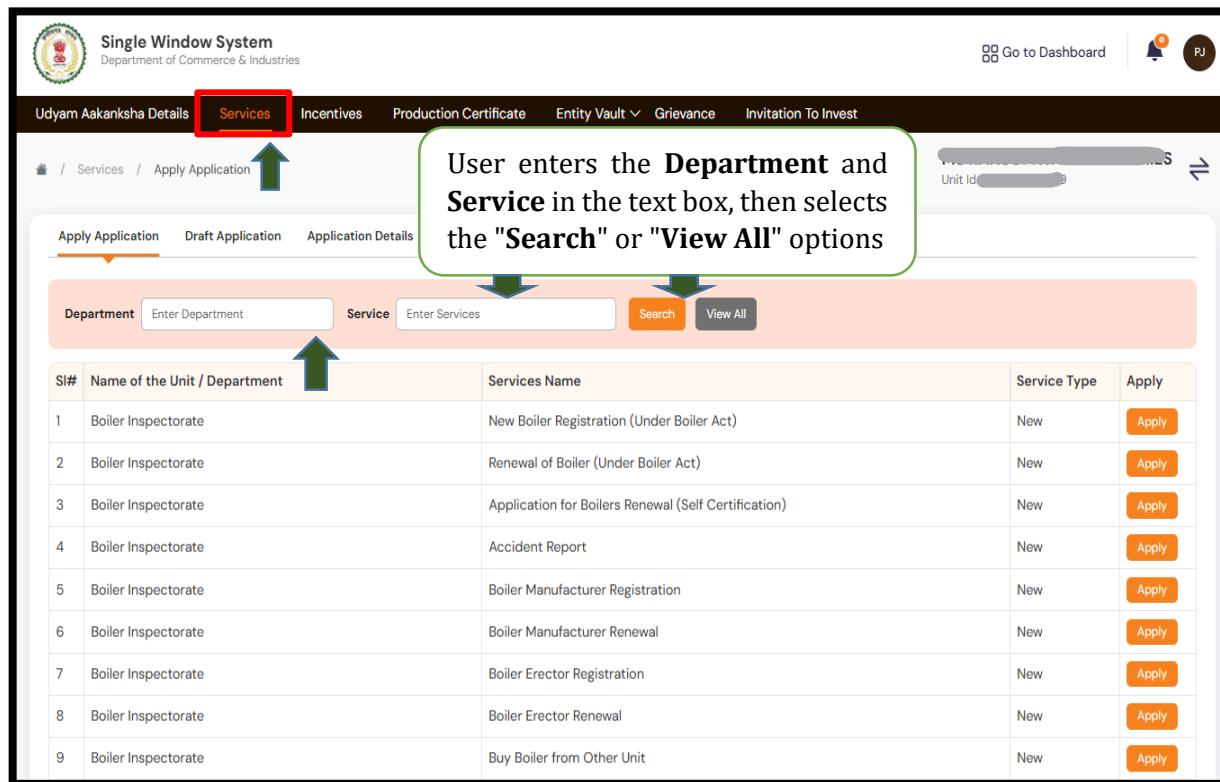


Figure 4.2: Services Screen

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



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	New	Apply
6	Labour	Renewal under Factories Act	New	Apply
7	Labour	Registration under The Building and Other Construction Workers Act, 1996	New	Apply
8	Labour	The building and other construction worker welfare cess act, 1996	New	Apply

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

1) FACTORY DETAILS

a) Full Name of Factory*: : Response

b) Licence Number : Awaited

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
Lancing Pipes

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

Black Pipes
Lancing Pipes

NIC-Code: 01111

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	(i)	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

Acrylic Acid

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

Occupier's Name :	Pratik Chandrakar	Residential Address :	ddddddd
House No :	ddddddd	Pin Code :	492001
Mobile Number :	9893283691	Email ID :	pratik.chandrakar@nic.in
Is Minor :	<input type="radio"/> Yes <input type="radio"/> No		

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

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:



User pratik512

[List of Departments](#)

[List of Heads of Account](#)

[ePayments](#)

[Challan History](#)

[Modify User Details](#)

[Change Password](#)

[SignOut](#)

Select Department

Agriculture Co-operation
 Commerce and Industries Commercial Tax
 Culture Energy Department
 Excise Finance
 Food and Civil Supplies Forest
 Higher Education Home
 Jail Labour
 Mineral Resources Panchyat & Rural Development
 Public Health & Family Welfare Public Health Engineering
 Public Works Revenue
 School Education Sports & Youth Welfare
 Stamps and Registration Water Resources Department
 Women and Child Development
 Other Departments

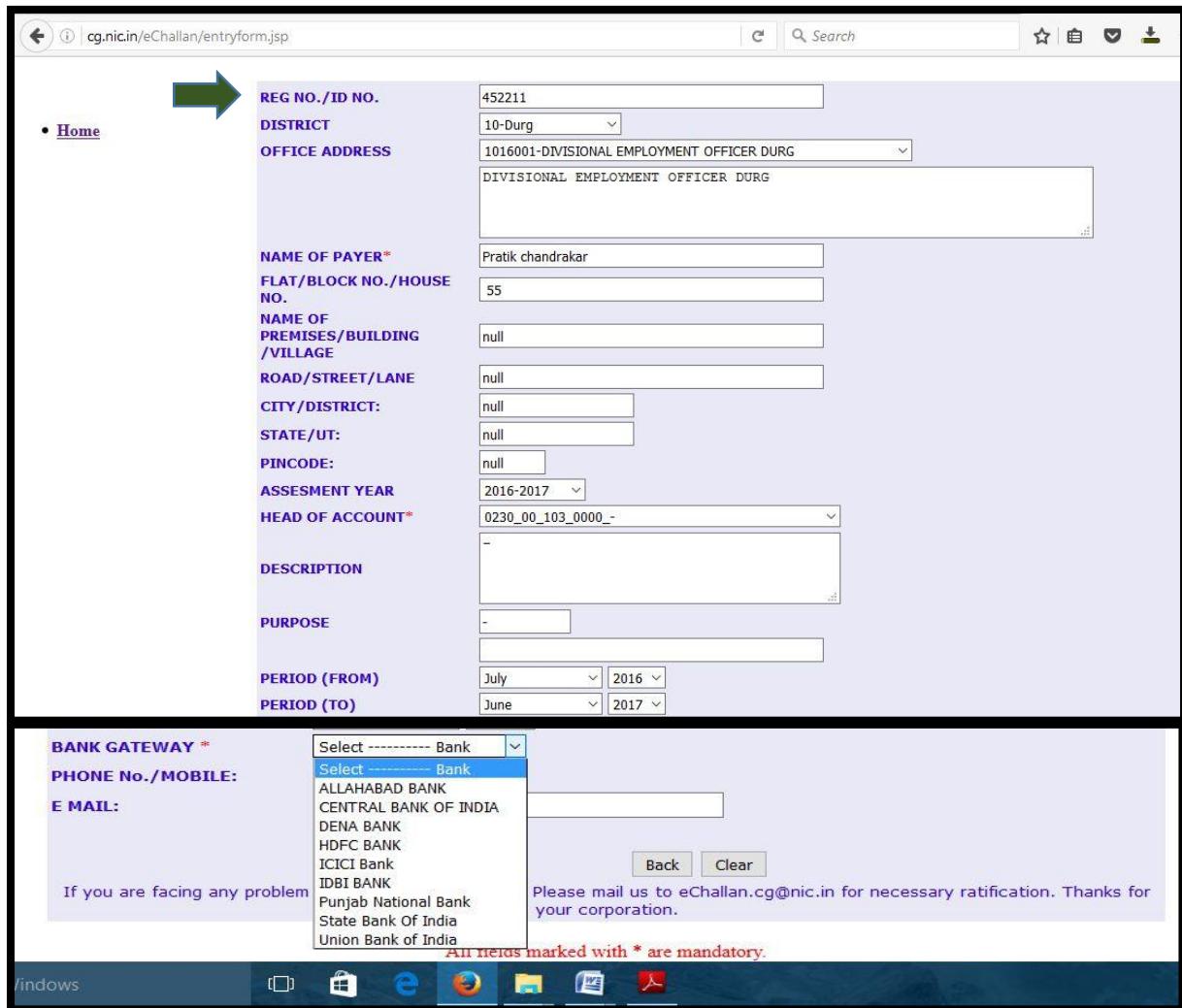
Figure 4.5: e-Challan Screen

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.





The screenshot shows a web-based application for filing an eChallan. The URL in the address bar is cg.nic.in/eChallan/entryform.jsp. The page is titled 'eChallan Entry Form'. A green arrow points to the 'REG NO./ID NO.' field, which contains the value '452211'. Other fields include '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' (null), 'PURPOSE' (null), 'PERIOD (FROM)' (July 2016), and 'PERIOD (TO)' (June 2017). Below the main form, there is a 'BANK GATEWAY *' section with a dropdown menu showing 'Select ----- Bank' and a list of banks: ALLAHABAD BANK, CENTRAL BANK OF INDIA, DENA BANK, HDFC BANK, ICICI BANK, IDBI BANK, Punjab National Bank, State Bank Of India, and Union Bank of India. A message at the bottom of this section says, 'If you are facing any problem, Please mail us to eChallan.cg@nic.in for necessary ratification. Thanks for your corporation.' A note at the bottom of the page states, '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.



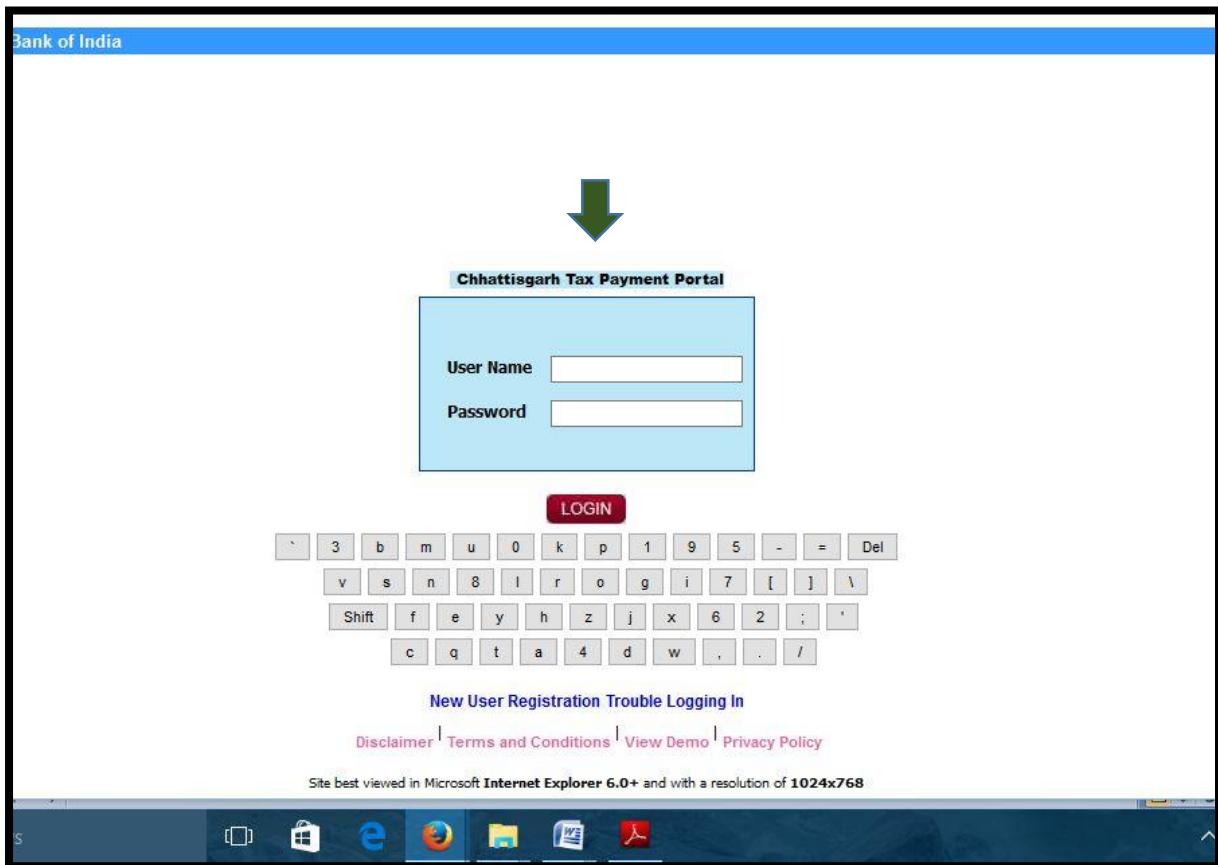


Figure 4.7: Payment Screen

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.

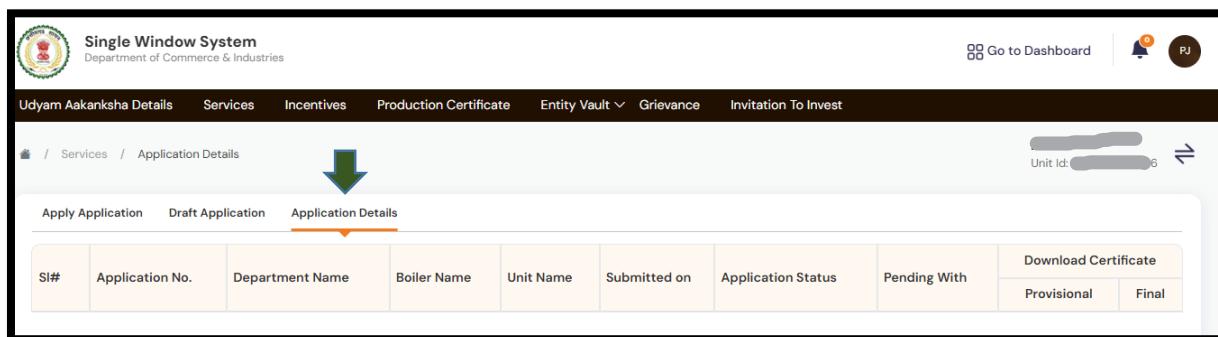


Figure 4.8: Application Details Screen

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/Factory/LicenceReprint.aspx?IndID=4086&Year=2014

GOVERNMENT OF CHHATTISGARH

Despatch No. : RPR9-651

Despatch :

Date :

Serial No. : 651

LICENCE TO WORK A FACTORY

(Form No.3 prescribed under Rule 5 of C.G. Factories Rules 1962)

Licence No. : 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. : 0000011, 00000819

Date : 11-11-2013, 21-11-2013

Treasury : SBI RAIPUR, SBI RAIPUR, SBI RAIPUR

License 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 Factories 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 incorporated in the C.G. Factories Rules, 1962) accompanied with the Original challan for adequate 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/Factory/LicenceReprint.aspx?IndID=4086&Year=2014

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Figure 4.9: Certificate of Registration

