



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Airport Restaurant Bar Licence F.L.3D

(Excise Department)

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1. Overview

As part of Chhattisgarh's overarching promise of "Business Made Easy," OneClick is the state's new single-window portal that brings speed, simplicity, and transparency to the business environment. From approvals and clearances to bill payments, land allotment, and compliance — everything an entrepreneur or investor needs is now just one click away.

Purpose: This document gives easy, step-by-step instructions for industrial users to apply for **Airport Restaurant Bar Licence F.L.3D** service through the Department of Commerce and Industries using the **Single Window Portal**. It helps authorized users understand how to use the right links and sections.

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)



Single Window System (<https://oneclick.cgstate.gov.in>)



4. Dashboard

After a successful login, the page navigates to the Investor Dashboard (refer to Fig. 4.1), which displays all your units and includes an option to add new unit details at the end.

Now, click on the **Proceed** option to apply for **services**.

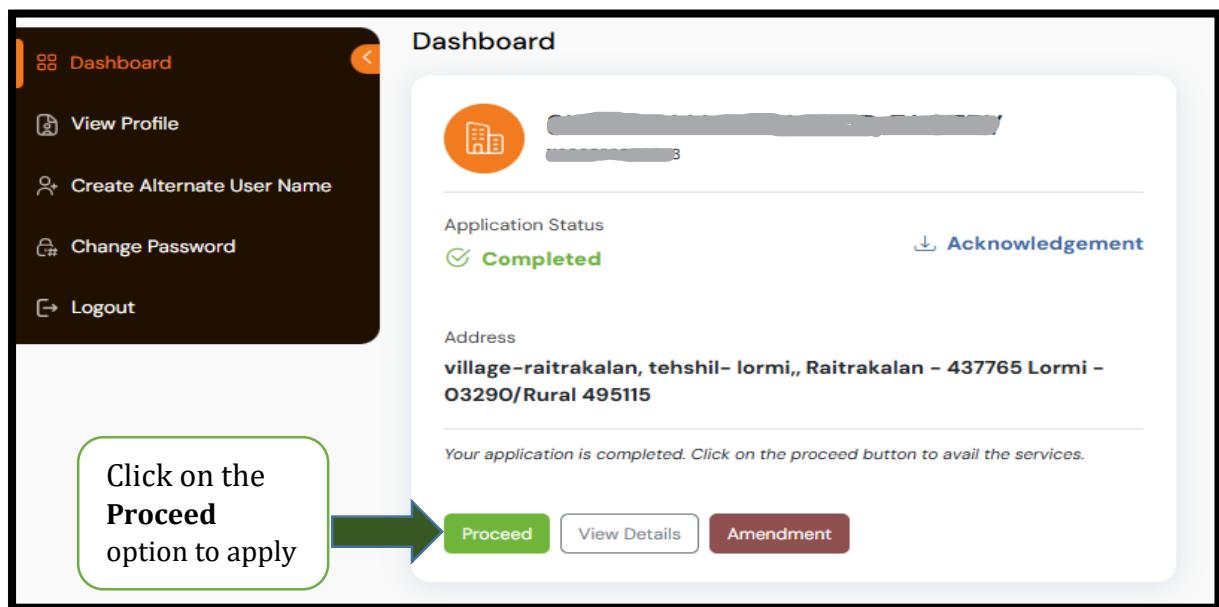


Figure 4.1: Dashboard

5. Apply for Services

Now, click on the **Services** menu at the top of the page (see Fig. 5.1). You will see a list of all available services.

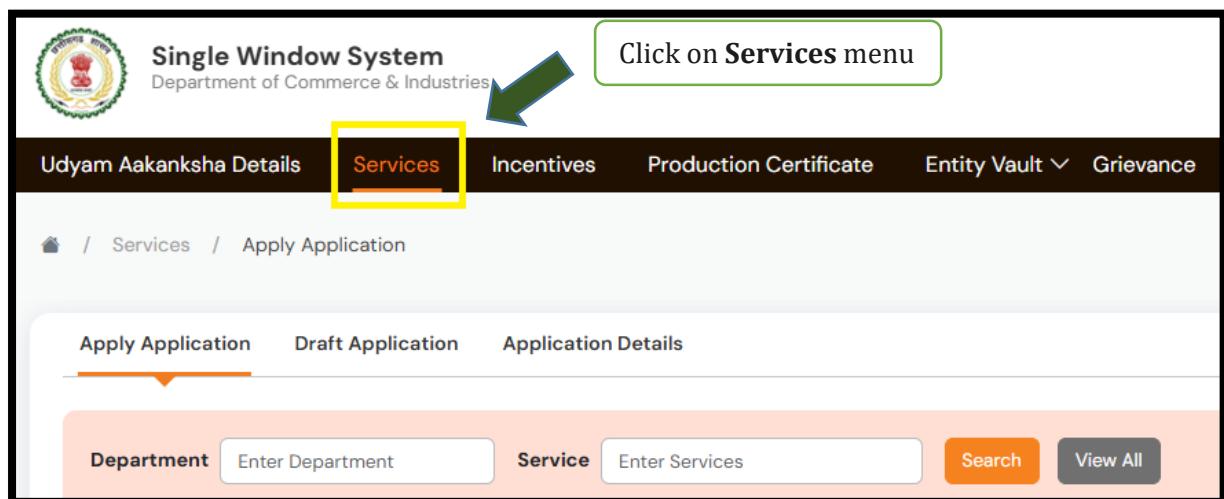


Figure 5.1: Services Page



Single Window System (<https://oneclick.cgstate.gov.in>)



5.1. Search for Services – Airport Restaurant Bar Licence F.L.3D

In the Search field, enter **airport restaurant bar** and click the **Search** button. A filtered list of services will appear—click **Apply** next to the relevant service (see Fig. 5.2).

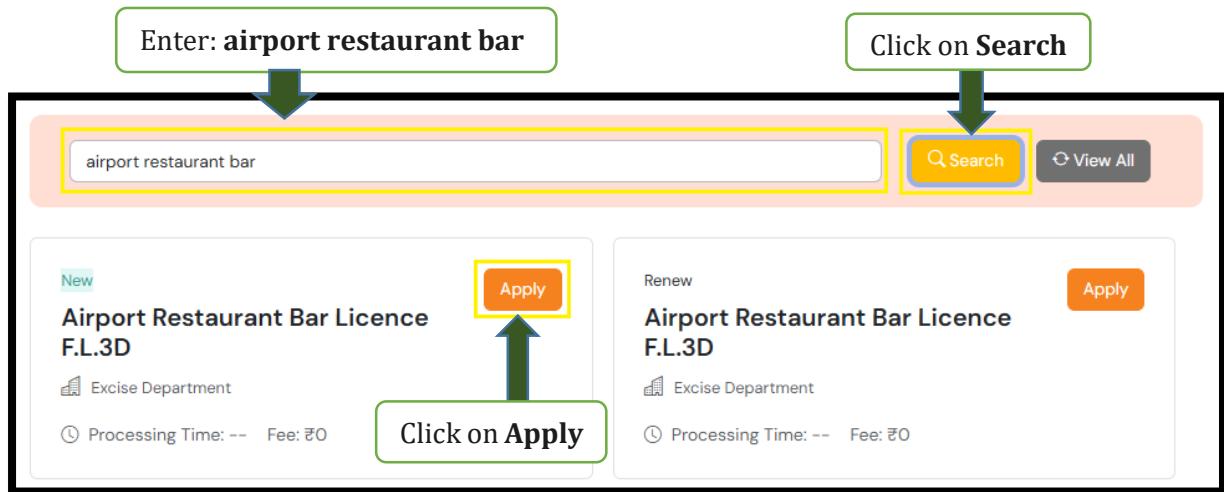


Figure 5.2: Filtered list of Services –Airport Restaurant Bar Licence F.L.3D

You will now be redirected to the official website of the **EXCISE DEPARTMENT, GOVT. OF CHHATTISGARH**, where you can apply for the **Airport Restaurant Bar Licence F.L.3D**.



Single Window System (<https://oneclick.cgstate.gov.in>)



5.2. Required Documents & Affidavit Format

Please have the required documents ready before applying for the services.

एफ.एल.2(क) स्तरीय रेस्टोरेन्ट बार अनुज्ञाप्ति, एफ.एल.3 होटल बार अनुज्ञाप्ति, एफ.एल.3(क)
शॉपिंग मॉल रेस्टोरेन्ट बार अनुज्ञाप्ति, एफ.एल.3(ख) विशेष रेस्टोरेन्ट बार अनुज्ञाप्ति, एफ.एल.3(ग)
पर्यटन बार अनुज्ञाप्ति, एफ.एल.3(घ) विमानपत्तन रेस्टोरेन्ट बार अनुज्ञाप्ति, एफ.एल.4 असैनिक
विनोद-गृह, एफ.एल.4(क) व्यवसायिक क्लब लायर्सेंस हेतु आवेदन के साथ अपलोड किये जाने
वाले दस्तावेज

नवीन/नवीनीकरण आवेदन :-

1. आवेदक का पासपोर्ट साईज का फोटोग्राफ (आवेदक यदि कंपनी या फर्म है तो प्राधिकृत व्यक्ति का फोटोग्राफ)
2. आवेदक का आचरण अच्छा होना चाहिए एवं किसी संगीन अपराध में दण्डित नहीं होना चाहिए। (जिला पुलिस अधीक्षक का प्रमाण-पत्र)
3. आवेदक यदि कंपनी या फर्म है तो कंपनी या फर्म का नाम का पंजीयन प्रमाण पत्र तथा पार्टनरशिप डीड। (स्व-प्रमाणित)
4. होटल/रेस्टोरेन्ट का नगर निगम, नगर पालिका/ग्राम पंचायत का पंजीयन/अनापत्ति। (नगर निगम/नगर पालिका का प्रमाण पत्र/ग्राम पंचायत की अनापत्ति)
5. होटल जिस भूमि पर बना है, भूमि स्वामी का नाम एवं मकान का नक्शा जो नगर निगम या नगर एवं ग्राम निवेश से पास हो, की प्रति। यदि किराये पर लिया गया हो, तो पंजीकृत किरायानामा।
6. आवेदक का पेन कार्ड पंजीयन प्रमाण पत्र।
7. आवेदक का जी.एस.टी. पंजीयन प्रमाण पत्र।
8. भारतीय खाद्य सुरक्षा और मानक प्राधिकरण (FSSAI) द्वारा जारी लायर्सेंस का स्व प्रमाणित प्रमाण पत्र।
9. होटल के सामने एवं अंदर के भाग सम्पूर्ण वीडियोग्राफी का एक वीडियो आवेदक द्वारा ऑन लाईन आवदेन करते समय अपलोड किया जाना अनिवार्य है।
10. आवेदक द्वारा निर्धारित प्रारूप में शपथ पत्र अपलोड किया जावेगा।

Figure 5.3 Required Document details



Single Window System (<https://oneclick.cgstate.gov.in>)



Affidavit Format:

एफ.एल.2(क) स्तरीय रेस्टोरेन्ट बार अनुज्ञाप्ति, एफ.एल.3 होटल बार अनुज्ञाप्ति, एफ.एल.3—क शॉपिंग मॉल रेस्टोरेन्ट बार अनुज्ञाप्ति, एफ.एल.3(ख) विशेष रेस्टॉरेंट बार अनुज्ञाप्ति, एफ.एल.3(ग) पर्यटन बार अनुज्ञाप्ति, एफ.एल.3(घ) विमानपत्तन रेस्टोरेन्ट बार अनुज्ञाप्ति, एफ.एल.4 असैनिक विनोद—गृह एवं एफ.एल.4(क) व्यवसायिक क्लब अनुज्ञाप्ति के नवीन/नवीनीकरण हेतु आवेदन के साथ प्रस्तुत एवं अपलोड किये जाने वाले शपथ—पत्र का प्रारूप

मैं स्वयं (नाम) एवं लायरेंस का नाम जन्म दिनांक आयु (आवेदन दिनांक की स्थिति में) वर्ष माह दिन (पिता/पति का नाम) निवासी (पता) आधार नम्बर/अन्य पहचान नम्बर शपथपूर्वक सत्यनिष्ठा से कथन करता/करती हूँ कि :—

1. यह कि शपथकर्ता भारत का नागरिक है।
2. मैं स्वयं अथवा फर्म/कम्पनी की स्थिति में (फर्म/कम्पनी का नाम) की ओर से अधिकार पत्र ग्रहीत हूँ।
3. मैं स्वयं अथवा फर्म/कम्पनी की दशा में सभी भागीदार/संचालक, लायरेंस का नाम के वर्ष के लिए नवीन आवेदन पत्र के माध्यम से लायरेंस प्राप्त करने की कार्यवाही में आवेदन देने के हेतु अपात्र नहीं हूँ/है।
4. मेरी आयु वर्ष है, जो कि संबंधित आबकारी/स्वापक औषधियाँ तथा मनोत्तेजक पदार्थ अधिनियम के अंतर्गत लायरेंस सुविधा के आवेदन के लिये नियमानुसार प्राप्त होनी चाही दी जाती है।
5. मेरे द्वारा बांधित सहपत्र अपलोड कर दिये गये हैं, जो कि सत्य एवं पूर्ण है।
6. यह कि वर्ष 2025—26 के लिये शासन द्वारा होटल बार/क्लब के संबंध में जारी निर्देश में निर्धारित मापदण्डों के बिन्दु क्रमांक से तक की पूर्ति मेरे द्वारा की गई है।
7. मुझे यह ज्ञात है कि आबकारी विभाग के लायरेंस संचालन के लिये निर्धारित क्षेत्र में आपत्तिरहित स्थल पर लायरेंस स्थापित व संचालित करने का दायित्व मेरा स्वयं का है। अर्थात् अनुज्ञाप्त परिसर सामान्य प्रयोग के नियम 1 के अनुसार आपत्तिरहित स्थल पर रिथत है।
8. मेरा मोबाइल नम्बर है, जिससे किसी भी स्थिति में मुझसे दूरभाष पर सम्पर्क किया जा सके। मेरा ई—मेल एड्रेस है, जिससे किसी भी प्रकार की कार्यालयीन सूचना/कारण बताओं सूचना पत्र आदि का निर्वहन मुझे ई—मेल के माध्यम से किया जा सके। मैं यह भी घोषणा करता/करती हूँ कि लायरेंस अवधि में मेरा मोबाइल नम्बर एवं ई—मेल यही रहेगा। यदि इसमें कोई परिवर्तन होता है, तो मैं तत्काल संबंधित जिला आबकारी कार्यालय में इसकी लिखित सूचना प्रस्तुत करूँगा/करूँगी।
9. वर्ष के लिए स्वीकृत लायरेंस व्यवस्था में लायरेंस अवधि के दौरान राज्य शासन यथा आवश्यक परिवर्तन कर सकेगा तथा मुझे मान्य होगा।
10. मेरा नाम आबकारी विभाग के काली सूची, एवं व्यतिक्रमी सूची में दर्ज नहीं है।
11. मेरे ऊपर शासन के आबकारी राजस्व का कोई बकाया नहीं है।
12. यह कि शपथकर्ता का नैतिक चरित्र अच्छा है और कोई अपराधिक पृष्ठभूमि नहीं है तथा शपथकर्ता को छत्तीसगढ़ आबकारी अधिनियम 1915, स्वापक औषधि और मनप्रभावी पदार्थ नियम 1985 तथा किसी संज्ञेय एवं गैर जमानती अपराध में दण्डित नहीं किया गया है।



13. यह कि मेरे द्वारा प्रस्तुत की गई समस्त जानकारी सही है एवं शासन द्वारा निर्धारित मापदण्डों की पूर्ति मेरे द्वारा की गई है। किसी भी स्तर पर अनियमितता प्राप्त होती है तो मेरी अनुज्ञाप्ति निरस्तीकरण के दायित्वाधीन होगी।

14. यह कि लायसेंसी के द्वारा किसी ऐसे व्यक्ति को कार्य पर नियोजित नहीं जावेगा, जिसकी कोई अपराधिक पृष्ठभूमि हो, संक्रामक या छुआछूत रोग से ग्रसित हो, 21 वर्ष से कम आयु का हो।

15. आवेदक का हित देशी मदिरा के सी.एस.1, सी.एस.1ख एवं सी.एस.1खख अथवा एफ.एल. 1(घघ), एफ.एल.1(घघ-कम्पोजिट), एफ.एल.9 व एफ.एल.9(क), सी.एस.2 (ग-अहाता), सी.एस.2 (ग-कम्पोजिट अहाता), एफ.एल.1(ख-अहाता), एफ.एल.1(ख-कम्पोजिट अहाता) के कारोबार से कोई संबंध नहीं होना चाहिए।

16. यह कि मेरे द्वारा प्रस्तुत की गई समस्त जानकारी सही है एवं शासन द्वारा निर्धारित मापदण्डों की पूर्ति मेरे द्वारा की गई है। किसी भी स्तर पर अनियमितता प्राप्त होती है तो मेरी अनुज्ञाप्ति निरस्तीकरण के दायित्वाधीन होगी।

हस्ताक्षर

स्थान

दिनांक.....

सत्यापन लेख

मैं, (नाम) पिता/पति का नाम श्री/श्रीमति/सुश्री शपथ पूर्वक घोषणा करता/करती हूँ कि इस घोषणा पत्र में समस्त वर्णित जानकारी मेरे निजी ज्ञान से सत्य एवं सही है। इसमें कोई बात छिपायी नहीं गई है। यदि मेरे द्वारा कोई गलत जानकारी दी गई है, तो मुझे स्वीकृत लायसेंस को निरस्त किया जा कर जमा समस्त प्रकार की राष्ट्रीय को राजसात किये जाने में मुझे कोई आपत्ति नहीं होगी।

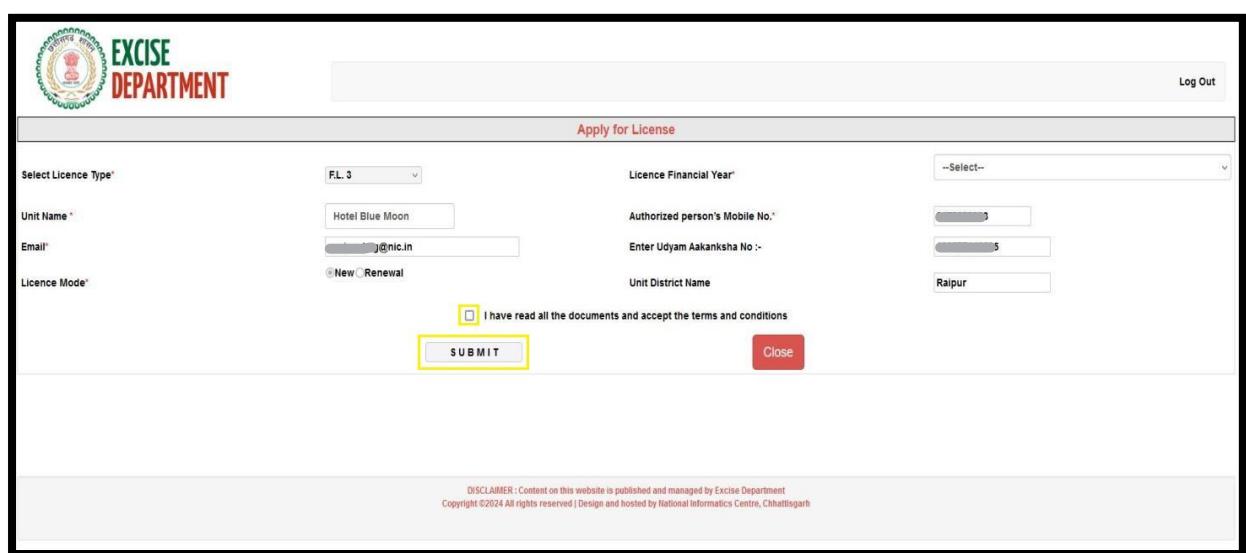
हस्ताक्षर

स्थान

दिनांक.....

Figure 5.3: Affidavit Form details**5.3. Apply for Licence**

Please fill the required details, accept the terms and click on **Submit**.



The screenshot shows the 'Apply for License' form. At the top, there is the 'EXCISE DEPARTMENT' logo and a 'Log Out' button. The main form area has several input fields and dropdowns. The 'Select Licence Type' dropdown is set to 'F.L. 3'. The 'Licence Financial Year' dropdown is empty. The 'Unit Name' field contains 'Hotel Blue Moon'. The 'Authorized person's Mobile No.' field is empty. The 'Email' field contains a redacted email address. The 'Enter Udyam Aakanksha No.' field contains '5'. The 'Licence Mode' radio buttons are set to 'New'. The 'Unit District Name' field contains 'Raipur'. Below the form, there is a checkbox with the text 'I have read all the documents and accept the terms and conditions' and a 'SUBMIT' button with a yellow border. At the bottom of the page, there is a 'DISCLAIMER' section and a copyright notice: 'DISCLAIMER: Content on this website is published and managed by Excise Department. Copyright ©2024 All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh'.



Single Window System (<https://oneclick.cgstate.gov.in>)



After form submission, dashboard will open. Now, click on **Application Registration**.

In Case of Applicant Category (Individual):-



Single Window System (<https://oneclick.cgstate.gov.in>)



In case of Applicant Category (Company /Firm /AOP etc):-



**EXCISE
DEPARTMENT**

Categories

Application Registration

View / Reprint Application

Check Application Status

Welcome : PLJD Airport Bar SERVICES [Log Out](#) [NIC](#)

Licensee Applicant Master

License Type	F.L. 3-D	Financial Year	2024-2025
License Mode	<input checked="" type="radio"/> New / Renewal	Establishment Date	(mm/dd/yyyy)
License Category	<input checked="" type="radio"/> Individual <input type="radio"/> Company <input type="radio"/> Firm <input type="radio"/> H.U.F. <input type="radio"/> A.O.P. <input type="radio"/> A.J.P. <input type="radio"/> Government		
License Financial Year	2024-2025		
		Enter License No.	

Applicant Details

Company Name*	Designation*	कंपनी(Company)
PAN Number*	AAAC2111A	Date of Incorporation* (mm/dd/yyyy)
Registration Number		

Present Contact Detail

Street Address*	Building Number*	Land mark*
District*	Tehsil Name*	Police Station Name*
Rural/Urban Area*	Village/City Name*	Parishad*
Parishad Name*	City Ward No*	City Ward Name*
Pincode*	Telephone Number	Mobile Number*
E-Mail ID*	[at]	—Select—

Check here if Permanent Contact Detail is Same as Present

Street Address	Building Number	Land mark
District	Tehsil Name	Police Station Name
Rural/Urban Area	Village/City Name	Parishad
Parishad Name	City Ward No	City Ward Name
Pincode	Telephone Number	Mobile Number
E-Mail ID	[at]	—Select—

Save & Proceed

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Single Window System (<https://oneclick.cgstate.gov.in>)



Fill Owner OR Director OR Partner Details:



**EXCISE
DEPARTMENT**

Categories

Application Registration

View / Reprint Application

Check Application Status

Welcome : FL3D Airport Bar SERVICES [Log Out](#) [NIC](#)

Licensee Applicant Master	
Licence Type	F.L. 3-D
Licence Mode	<input checked="" type="radio"/> New <input type="radio"/> Renewal
Licence Category	<input type="radio"/> Individual <input checked="" type="radio"/> Company <input type="radio"/> Firm <input type="radio"/> H.U.F <input type="radio"/> A.O.P <input type="radio"/> A.J.P <input type="radio"/> Government
Licence Financial Year	2024-2025
Establishment Date*	[mm/dd/yyyy]
Enter License No.*	

Applicant Details [Owner Details](#) Authorized Person Details Bar/Hotel Details Upload Documents

Owner Personal Detail			
OwnerName *	<input type="text"/> Select	Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Marital Status *	<input checked="" type="radio"/> Single <input type="radio"/> Married	Father / Husband Name*	
Date Of Birth*	[mm/dd/yyyy]	Age	
Designation *	प्राप्तिकारी[Individual]	PAN Number *	

Present Contact Detail			
Street Address*	<input type="text"/>	House Number*	<input type="text"/>
District*	<input type="text"/> Select	Tehsil Name*	<input type="text"/>
Rural/Urban Area*	<input type="radio"/> Urban <input checked="" type="radio"/> Rural	Village/City Name*	<input type="text"/>
Parishad Name *	<input type="text"/>	City WardNo*	<input type="text"/>
Rural/Urban Area*	<input type="radio"/> Urban <input checked="" type="radio"/> Rural	Village/City Name*	<input type="text"/>
Parishad Name *	<input type="text"/>	City WardNo*	<input type="text"/>
Pincode*	<input type="text"/>	Telephone Number	<input type="text"/>
E-Mail ID*	<input type="text"/>	[at] <input type="text"/> Select	<input type="text"/>

Check here if Permanent Contact Detail is Same as Present

Street Address	<input type="text"/>	House Number	<input type="text"/>	Land mark	<input type="text"/>
District	<input type="text"/> Select	Tehsil Name*	<input type="text"/>	Police Station Name*	<input type="text"/>
Rural/Urban Area*	<input type="radio"/> Urban <input checked="" type="radio"/> Rural	Village/City Name*	<input type="text"/>	Parishad *	<input type="text"/> Select
Parishad Name *	<input type="text"/>	City WardNo*	<input type="text"/>	City WardName*	<input type="text"/>
Pincode*	<input type="text"/>	Telephone Number	<input type="text"/>	Mobile Number *	<input type="text"/>
E-Mail ID*	<input type="text"/>	[at] <input type="text"/> Select	<input type="text"/>	Add	

[Save And Next](#)

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In Case of Company and Others (Fill Authorized Person Details):



**EXCISE
DEPARTMENT**

Categories

Application Registration

View / Reprint Application

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Licensee Applicant Master

Licence Type	F.L. 3-D	Financial Year	2024-2025
Licence Mode	<input checked="" type="radio"/> New.. Renewal	Establishment Date	[mm/dd/yyyy]
Licence Category	<input checked="" type="radio"/> Individual <input type="radio"/> Company <input type="radio"/> Firm <input type="radio"/> H.U.F <input type="radio"/> A.O.P <input type="radio"/> A.J.P <input type="radio"/> Government		
Licence Financial Year	2024-2025	Enter License No.	

[Applicant Details](#)
[Owner Details](#)
Authorized Person Details
[Bar/Hotel Details](#)
[Upload Documents](#)

Authorized Personal Detail

Authorized Person Name*	<input type="text"/>	Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female
Marital Status*	<input checked="" type="radio"/> Single <input type="radio"/> Married	Father / Husband Name*	
Date Of Birth*	[mm/dd/yyyy]	Age	
Designation*	<input type="text"/>	PAN Number*	

Present Contact Detail

Street Address*	<input type="text"/>	House Number*	<input type="text"/>	Land mark*	<input type="text"/>
District*	<input type="text"/>	Tehsil Name*	<input type="text"/>	Police Station Name*	<input type="text"/>
Rural/Urban Area*	<input checked="" type="radio"/> Urban <input type="radio"/> Rural	Village/City Name*	<input type="text"/>	Parishad*	<input type="text"/>
Parishad Name*	<input type="text"/>	City WardNo*	<input type="text"/>	City WardName*	<input type="text"/>
Pincode*	<input type="text"/>	Telephone Number	<input type="text"/>	Mobile Number*	<input type="text"/>
E-MailID*	<input type="text"/> [at] <input type="text"/>	<input type="text"/>	<input type="text"/>		

Check here if Permanent Contact Detail is Same as Present

Street Address	<input type="text"/>	House Number	<input type="text"/>	Land mark	<input type="text"/>
District	<input type="text"/>	Tehsil Name*	<input type="text"/>	Police Station Name*	<input type="text"/>
Rural/Urban Area*	<input checked="" type="radio"/> Urban <input type="radio"/> Rural	Village/City Name*	<input type="text"/>	Parishad*	<input type="text"/>
Parishad Name*	<input type="text"/>	City WardNo*	<input type="text"/>	City WardName*	<input type="text"/>
Pincode*	<input type="text"/>	Telephone Number	<input type="text"/>	Mobile Number*	<input type="text"/>
E-MailID*	<input type="text"/> [at] <input type="text"/>	<input type="text"/>	<input type="text"/>		

Save & Proceed

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Fill Unit Details and Upload Supporting Document and Pay Process Fees:



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After Submission of Application Dashboard show Application Status:

Categories

Application Registration

View / Reprint Application

Check Application Status

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Dash Board

Your Application is Successfully Submitted !!

Note: Now, to view or reprint the application, click on **View/Reprint Application**

5.4. Pay Licence Fees

Once your licence get approved. You can generate Challan and Pay License Fees.

Generate Challan

(*) Mark fields are mandatory

Financial Year * : 2024-2025

License Type * : F.L. 3-D

District* : RAIPUR

Shop Name : FL3D Airport Bar SERVICES

Licencee Name* : TEST FL3D

Licencee Address* : STREET ADDRESS LANMARK

Designation* : कंपनी(Company)

Pan Number* : [REDACTED]

Pincode : 492001

Mobile No.* : [REDACTED]

Email* : [REDACTED]@nic.in

Fees Type* : Fees Penalties

Fees Name* : [REDACTED]

Pay Head* : [REDACTED]

Total Amount* : [REDACTED]

Month* : --Select--

Year* : 2024

Remarks(VehicleNo etc.) : [REDACTED]

Group Name : [REDACTED]

p3vq3Q



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