



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Country Liquor Composite Shop License

(CL FL Composite)

(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 **Country Liquor Composite Shop License (CL FL Composite)** 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**.

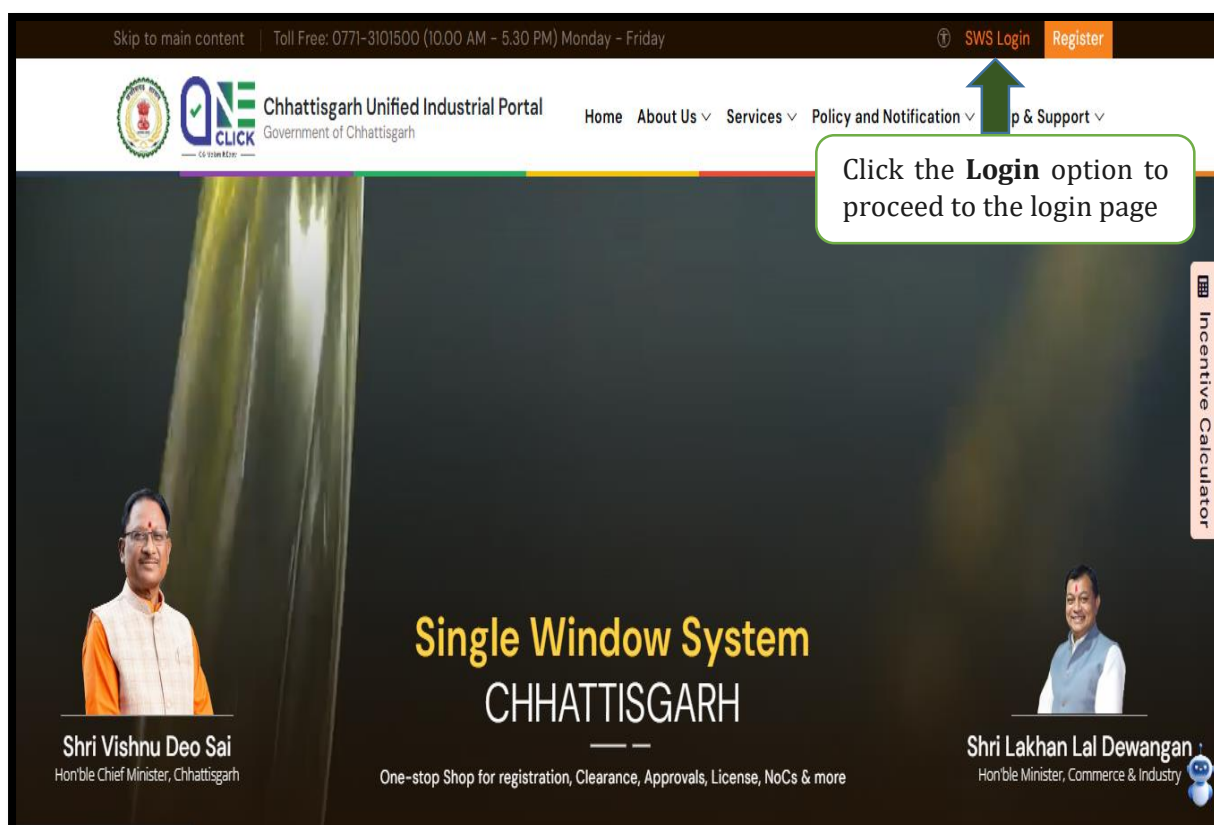


Figure 3.1: Homepage Screen



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](#)

[Next](#)

For technical support please contact us at 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

[Login with Password](#)

OR

[Login with OTP](#)

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

For technical support please contact us at 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 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**.

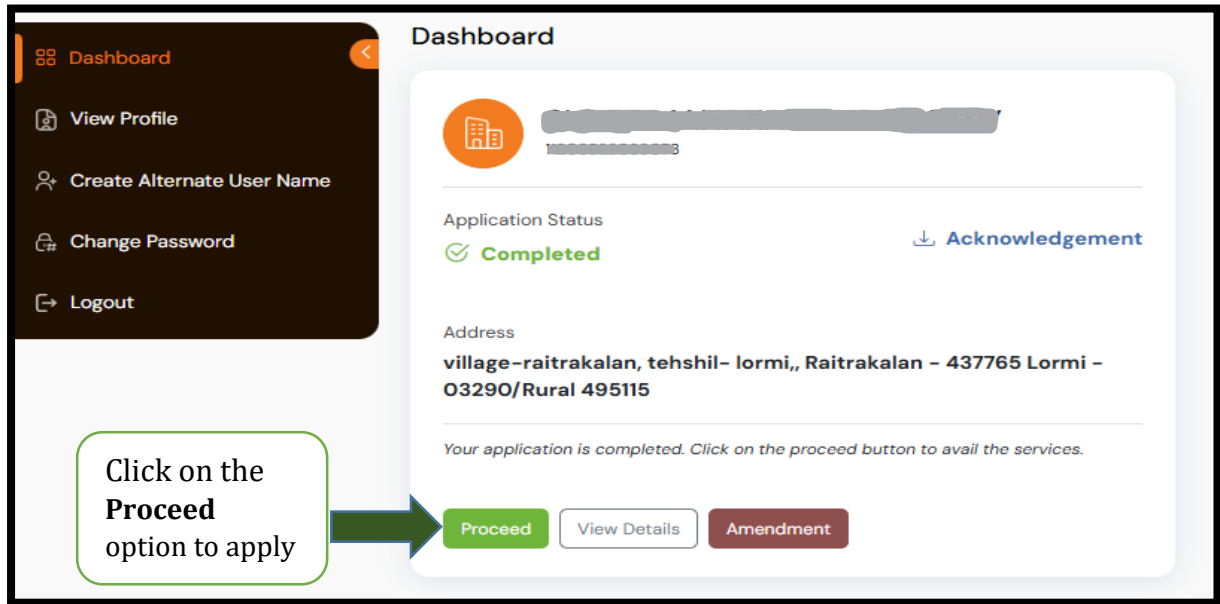


Figure 4.1: Dashboard

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.

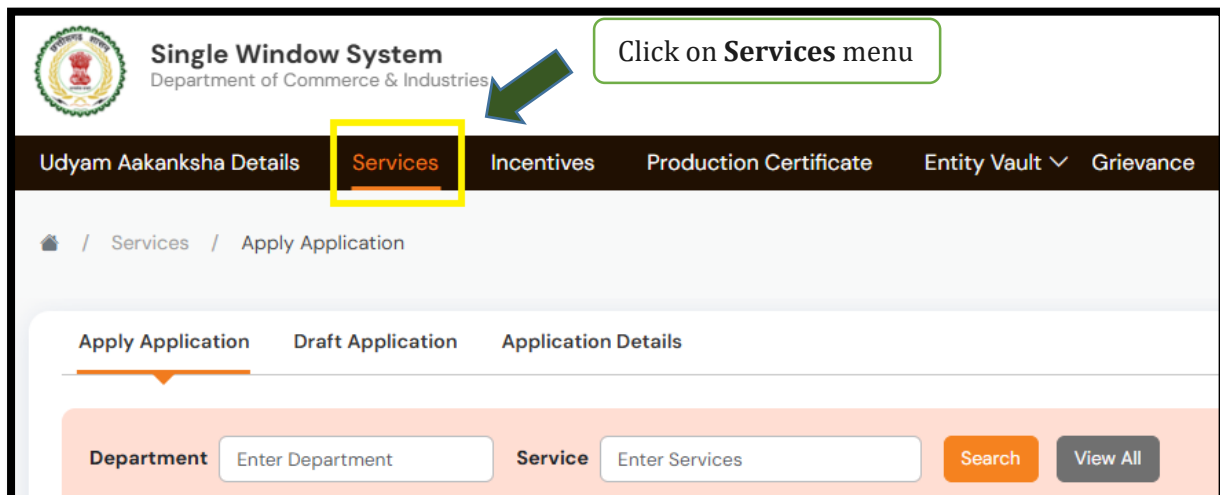


Figure 5.1: Services Page



5.1. Search for Services – Country Liquor Composite Shop License

In the Search field, enter **country liquor composite shop license** and click the **View All** button. A filtered list of services will appear—click **Apply** next to the relevant service (see Fig. 5.2).

The screenshot shows a search interface with a text input field containing 'country liquor composite shop license'. To the right of the input field are 'Search' and 'View All' buttons. Below the search bar, there are two service cards. The left card is labeled 'Renew' and the right card is labeled 'New'. Both cards show the service name 'Country Liquor Composite Shop License (CL FL Composite)', the department 'Excise Department', and processing details. An 'Apply' button is present on each card. Annotations with arrows point to the search input, the 'View All' button, and the 'Apply' button on the 'New' card.

Figure 5.2: Filtered list of Services – Country Liquor Composite Shop License

You will now be redirected to the official website of the **EXCISE DEPARTMENT, GOVT. OF CHHATTISGARH**, where you can apply for the **Country Liquor Composite Shop License**.

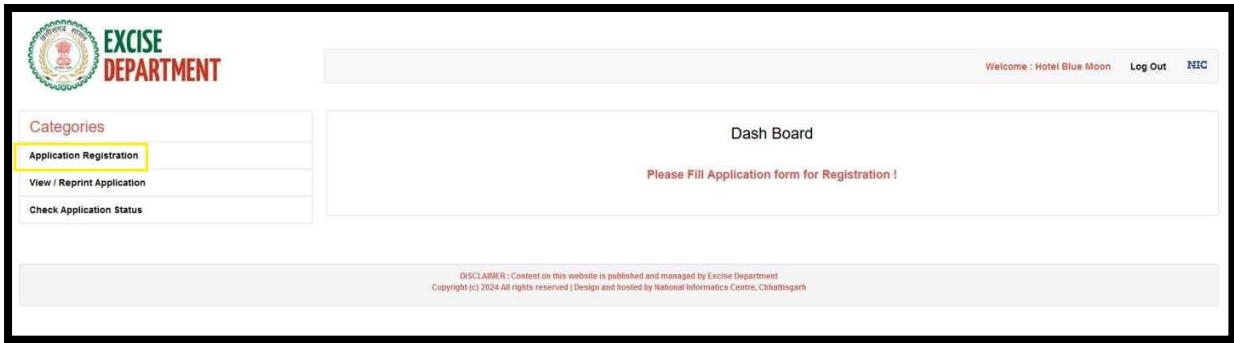
5.2. Apply for Licence

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

The screenshot shows the 'Apply for License' form on the Excise Department website. The form includes fields for 'Select Licence Type' (set to 'C.S. 2-D'), 'Licence Financial Year' (set to '2020-2021'), 'Shop Name', 'Authorized person's Mobile No.', 'Email', and 'Enter Udyam Aakanksha No.'. There are radio buttons for 'New' and 'Renewal' under 'Licence Mode'. A checkbox for 'I have read all the documents and accept the terms and conditions' is present. 'Submit' and 'Close' buttons are at the bottom. The Excise Department logo is in the top left, and a 'Log Out' link is in the top right.

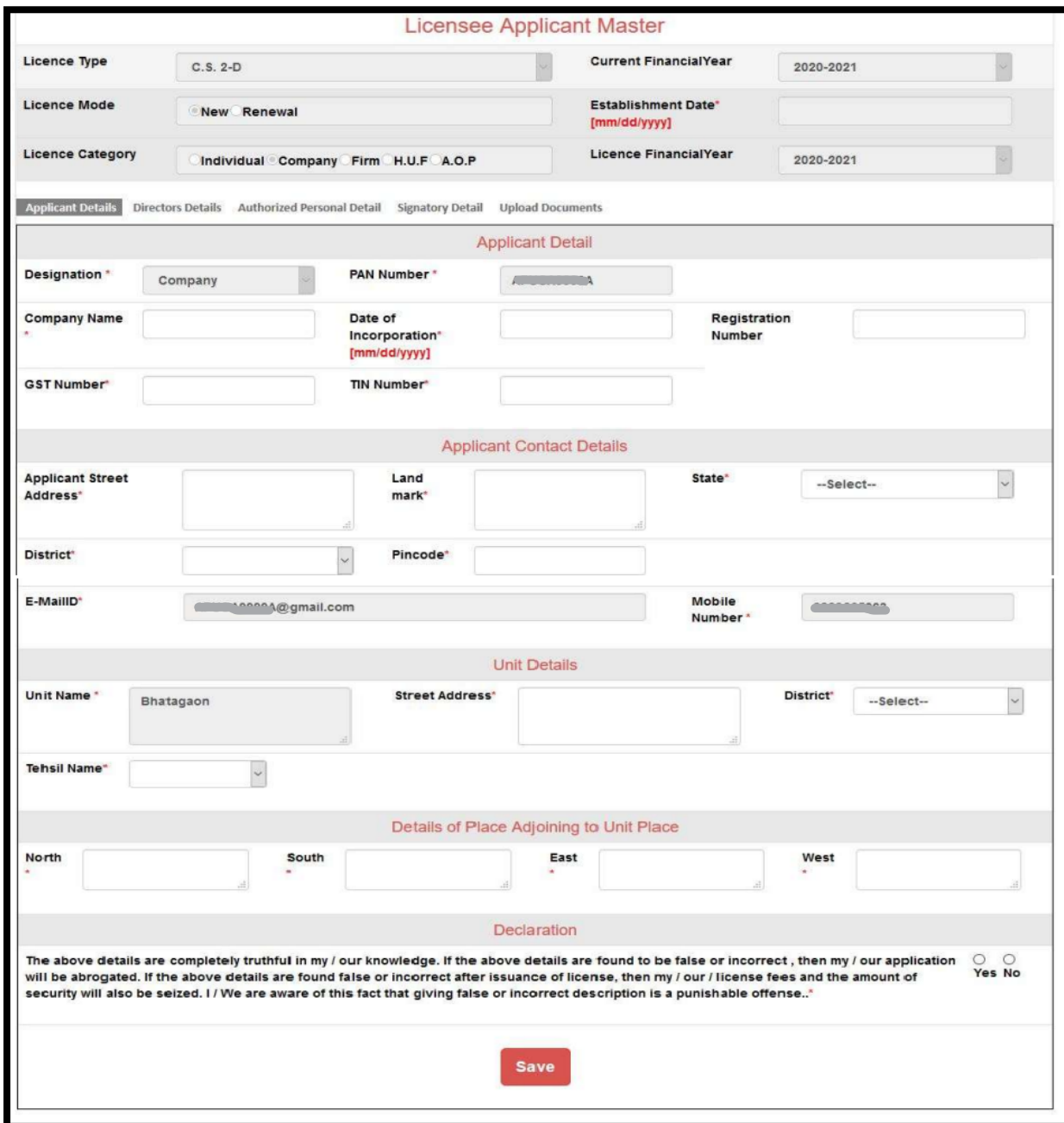


After form submission, dashboard will open. Now, click on **Application Registration**.



The screenshot shows the Excise Department Dashboard. On the left, there is a sidebar with the Excise Department logo and a 'Categories' menu where 'Application Registration' is highlighted. The main content area is titled 'Dash Board' and contains a message: 'Please Fill Application form for Registration !'. At the top right, there is a welcome message 'Welcome : Hotel Blue Moon' and links for 'Log Out' and 'NEC'. A disclaimer at the bottom states: 'DISCLAIMER : Content on this website is published and managed by Excise Department. Copyright (c) 2024 All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh'.

1. License Applicant Master



The screenshot shows the 'Licensee Applicant Master' form. It is divided into several sections:

- Licence Type:** C.S. 2-D
- Current Financial Year:** 2020-2021
- Licence Mode:** ☒ New ☐ Renewal
- Establishment Date* [mm/dd/yyyy]:** [Empty field]
- Licence Category:** ☐ Individual ☐ Company ☐ Firm ☐ H.U.F ☐ A.O.P
- Licence Financial Year:** 2020-2021

Below these are tabs for 'Applicant Details', 'Directors Details', 'Authorized Personal Detail', 'Signatory Detail', and 'Upload Documents'. The 'Applicant Details' tab is active, showing:

- Designation*:** Company
- PAN Number*:** [Empty field]
- Company Name*:** [Empty field]
- Date of Incorporation* [mm/dd/yyyy]:** [Empty field]
- Registration Number:** [Empty field]
- GST Number*:** [Empty field]
- TIN Number*:** [Empty field]

Next is the 'Applicant Contact Details' section:

- Applicant Street Address*:** [Empty field]
- Land mark*:** [Empty field]
- State*:** --Select--
- District*:** [Empty field]
- Pincode*:** [Empty field]
- E-MailID*:** [Empty field]
- Mobile Number*:** [Empty field]

Then is the 'Unit Details' section:

- Unit Name*:** Bhatagaon
- Street Address*:** [Empty field]
- District*:** --Select--
- Tehsil Name*:** [Empty field]

Then is the 'Details of Place Adjoining to Unit Place' section:

- North*:** [Empty field]
- South*:** [Empty field]
- East*:** [Empty field]
- West*:** [Empty field]

Finally, the 'Declaration' section contains a statement: 'The above details are completely truthful in my / our knowledge. If the above details are found to be false or incorrect , then my / our application will be abrogated. If the above details are found false or incorrect after issuance of license, then my / our / license fees and the amount of security will also be seized. I / We are aware of this fact that giving false or incorrect description is a punishable offense..'. There are 'Yes' and 'No' radio buttons, with 'No' selected.

A 'Save' button is located at the bottom of the form.



2. Fill Directors Details:

Applicant Details **Directors Details** Authorized Personal Detail Signatory Detail Upload Documents

Owner Personal Detail

OwnerName * MR. Gender * ☒ Male ☐ Female

MaritalStatus * ☒ Single ☐ Married Father / Husband Name * Relationship * Father

Date Of Birth * 05/02/1993 [mm/dd/yyyy] Age 27 (Years) 1 (Month) 14 (Days) Nationality Indian

Designation * Individual PAN Number *

Present Contact Detail

Street Address * ASHWANI NAGAR House Number * 44 Land mark * TEMPLE

District * RAIPUR Tehsil Name * Raipur Police Station Name * shanti nagar

Rural/Urban Area * ☒ Urban ☐ Rural Village/City Name * Raipur Parishad * Nagar Nigam

Parishad Name * City WardNo * 66 City WardName * Shanti Nagar

Pincode * 492001 Telephone Number Mobile Number *

E-MailID *

☒ Check here if Permanent Contact Detail is Same as Present

Street Address ASHWANI NAGAR House Number 44 Land mark TEMPLE

District RAIPUR Tehsil Name Raipur Police Station Name shanti nagar

Rural/Urban Area ☐ Urban ☒ Rural Village/City Name Raipur Parishad Nagar Nigam

Parishad Name City WardNo 66 City WardName Shanti Nagar

Pincode 492001 Telephone Number Mobile Number

E-MailID

Add

3. Fill Authorized Person Detail:

Applicant Details Directors Details **Authorized Personal Detail** Signatory Detail Upload Documents

Authorized Personal Detail

☒ Check here if Last Owner Details are same as Authorized Person Details

Authorized Person Name * MR. Gender * ☒ Male ☐ Female

Nationality ☒ Indian ☐ Non-Indian Father / Husband Name * Relationship * Father

Date Of Birth * 05/02/1993 [mm/dd/yyyy] Age 27 (Years) 1 (Month) 14 (Days)

Designation * Individual PAN Number *

Contact Detail

Street Address * ASHWANI NAGAR Land mark * TEMPLE District * RAIPUR

Tehsil Name * Raipur Pincode * 492001 Police Station Name * shanti nagar

Rural/Urban Area * ☒ Urban ☐ Rural Village/City Name * Raipur Parishad * Nagar Nigam

Parishad Name * City WardNo * 44 City WardName * Shanti Nagar

E-MailID * Mobile Number *

Save & Proceed



4. Fill Signatory Details:

Note: Please wait for department verification process by officers. After successful department verification process the **Generate challan panel** will open for applicants.

Click on, **Generate New Challan** Button and then fill challan form:


5.3. Pay Licence Fees

Upload required documents with specific size and type than click on upload & make payment button



After Successful Payment of Application Fees, Click on **Final Submission**

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 **EXCISE
DEPARTMENT**

Welcome : NEW BREWQDS Home Log Out nic

E-Payment Challan Reconciliation Reprint Challan

Dash Board

List of Challan for Application, Please Submit first !!

Select ChallanNo	Fees	Fees Type	District Name
1	20000.0000	License Fees	RAIPUR
Total	0		

Final Submission

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

