



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Mandi Tax Exemption

(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 guideline for industrial users and departmental officers navigating the Mandi Tax Exemption 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

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

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.



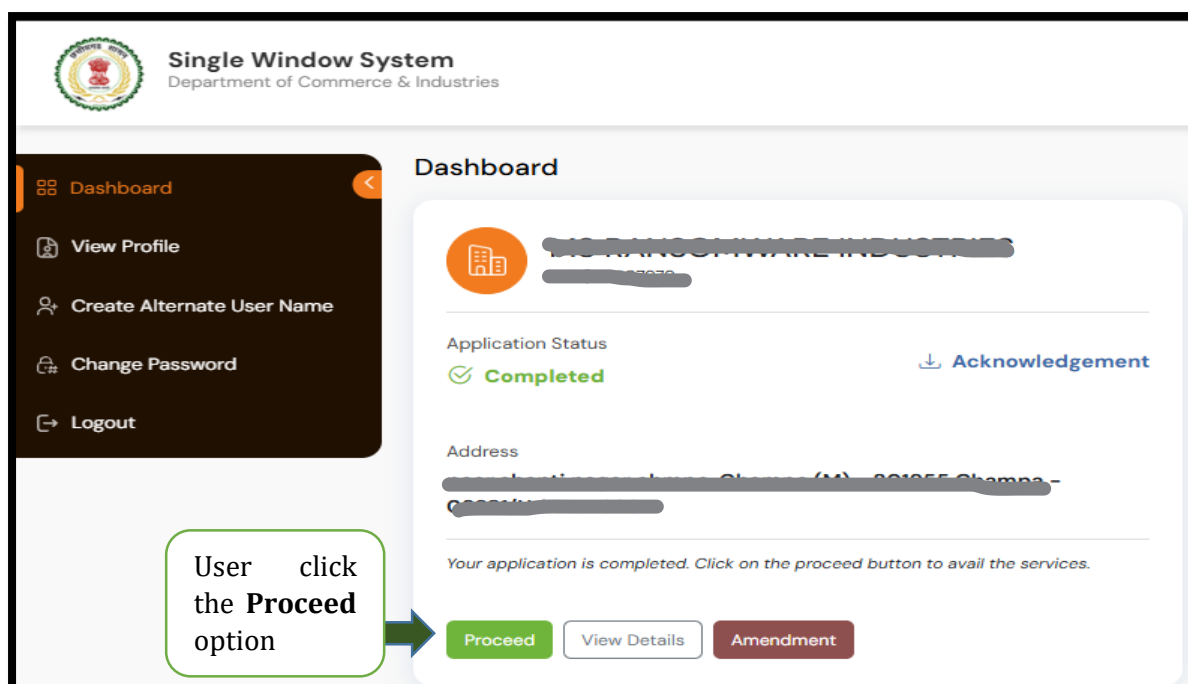


Figure 4.1: Dashboard Screen

On the Incentives page, refer to **Figure 4.2**, which displays all incentives. In the Application section, select the option to apply for Mandi Tax Exemption.

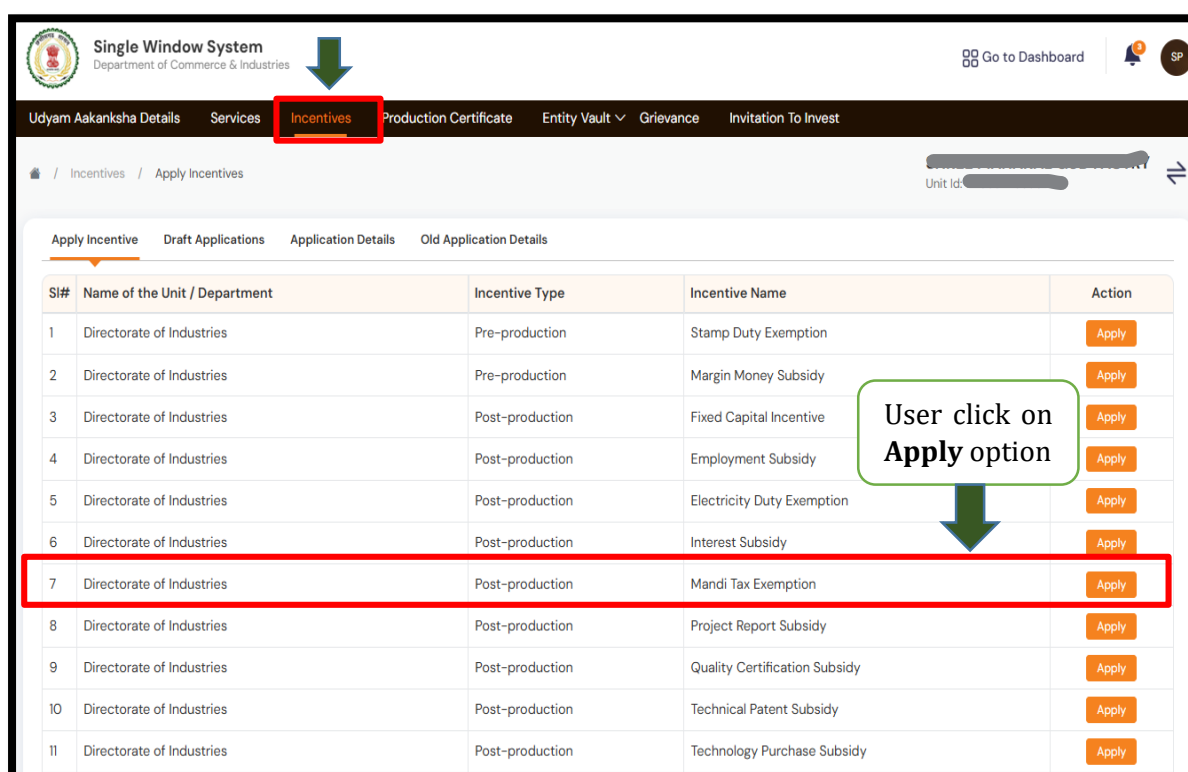


Figure 4.2: Incentives Screen



5. Mandi Tax Exemption

- The user can apply for the Mandi Tax Exemption only after obtaining a Production Certificate.
- This incentive can be availed only once.
- The "Priority Sector" field will be displayed only if the "Category of Entrepreneur" is selected as "Thrust."
- If not already uploaded, the user must upload the required documents to the Entity Vault.
- Information retrieved from the Production Certificate form on this page is non-editable. To make any changes, the user must update the original Production Certificate form.

5.1. Mandi Tax Exemption Application Form

After clicking the 'Apply' option, the 'Application for Mandi Tax Exemption' screen is displayed, as shown in Figure 5.1.

Single Window System
Department of Commerce & Industries

Incentives / Mandi Tax Exemption

Unit Id: [Redacted]

Application For Mandi Tax Exemption

Checklist for Application

Note:- The following documents will be auto-fetched from entity vault. Please update documents in entity vault if any document is expired or not uploaded.

1. Chartered Engineer Certificate
2. Chartered Accountant Certificate for Mandi Tax Exemption
3. Proof of Organization (MoA, AoA, Certificate of Incorporation / Partnership Deed with Firm Registration Certificate)
4. Land Diversion Certificate
5. Approved Factory Layout
6. Fixed Capital Investment
7. Certificate & List of Mandi Shulk Payment
8. Detailed Project Report
9. NOC of Gram Panchayat / Nagar Nigam / Nagar Pallia

☐ I Agree ☐ I Don't Agree

Proceed


Click on **I Agree** option and **Proceed** for application process

Or, click on **I Don't Agree** option and then **Proceed**

Figure 5.1: Mandi Tax 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 / Mandi Tax Exemption Apply

SWS
 Unit Id:

Application for Mandi Tax Exemption (*) Indicated fields are mandatory

Basic Information

Udyam Aakanksha / Unit No.

Name of Enterprise SWS	Type of Organization Private Limited Company	Industry Type New
Industrial Policy 2024-30	Classification of Industry General	Category of Enterprise Large
Production Certificate No. 	Production Certificate Issue Date 14-Jul-2025	Production Continuity Certificate No. NA
Production Continuity Certificate Issue Date NA	Block Category NA	ESI Registration Number NA
CIN Number NA	GST Number NA	Category of Entrepreneur Women

Is it StartUp Industry? *

☒ Yes ☐ No

StartUp Certificate No. *
 StartUp Certificate Issue Date * dd-mmm-yyyy
 Certificate Issued By *

StartUp Certificate No is required.

Product Details

SI#	Product Name	Mandi Tax Required For	Activity Code	Capacity	Unit of Measurement	Product D
No Raw Material Details Used in Manufacturing Process.						

Raw Material Details Used in Manufacturing Process ^①

Material Details *	Quantity Per Annum *	Unit *
	0	Select

⊕ Add

SI#	Material Details	Quantity	Unit	Action
No Raw Material Details Used in Manufacturing Process.				

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

Back
Save
Save as Draft

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Figure 5.2: Mandi Tax Exemption



5.1.1 User enter the Basic Information

- The user selects the incentive they want to apply for, such as Interest Subsidy or Zero Waste Incentive, in the "Whether You Applied For" section.
- Basic information, such as Udyam Aakanksha Number, Name of Enterprise, etc., is automatically fetched from the Production Certificate.
- 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.

5.1.2 User enter the Loan Details


- User selects **Yes** or **No** to indicate whether this is their first interest subsidy claim.
- User selects the **type of financial institution** from which the loan was taken
- User selects the **name of the bank or financial institution** from the dropdown list.
- User enters the **name of the branch** where the loan was sanctioned.
- User enters the **IFSC code** (for banks) or **RBI registration number** (for financial institutions).
- User enters their **Term Loan Account Number**.
- User selects the **date on which the loan was sanctioned**.
- User enters the **sanctioned loan amount** in lakhs.
- User selects the **date of the first loan disbursement**.
- User enters the **total loan amount disbursed** in lakhs.
- User uploads the **Bank Certificate** issued by the financial institution.
- User uploads the **Bank Statement** reflecting the loan disbursement and repayment details.
- User uploads the **Loan Sanction Letter** received from the bank or financial institution.
- User selects the **start date of the claim period**.
- User selects the **end date of the claim period**.
- User selects **Yes** or **No** to indicate whether the loan was taken over by another financial institution.
- If **Yes** is selected, the user must select the **date of loan takeover**.

5.1.3 User enter the Present Interest Subsidy Claim Details

- User enters the **details of the current interest subsidy claim**, including the claimed amount and any relevant information.
- User selects **Yes** or **No** to indicate whether the industrial unit is located in a **designated industrial area**.
- If **Yes** is selected in the previous step, the user must **select the specific land location** from the dropdown list.
- 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.


Single Window System
 Department of Commerce & Industries

/ Incentives / Mandi Tax Exemption Apply

Unit Id:

Application for Mandi Tax Exemption

(*) Indicated fields are mandatory

Basic Information

Udyam Aakanksha / Unit No.

Name of Enterprise	Type of Organization Partnership	Industry Type New
Industrial Policy 2024-30	Classification of Industry Negative	Category of Enterprise Small
Production Certificate No.	Production Certificate Issue Date NA	Production Continuity Certificate No. NA
Production Continuity Certificate Issue Date NA	Block Category NA	ESI Registration Number
GST Number	Category of Entrepreneur General	

Is it StartUp Industry? *

☒ Yes ☐ No

StartUp Certificate No. *	StartUp Certificate Issue Date *	Certificate Issued By *
123589	07-Aug-2024	Government of Chhattisgarh: ▾

Product Details

Sl#	Product Name	Mandi Tax Required For	Activity Code	Capacity	Unit of Measurement	Product D
1	3-chloro 4-fluoro aniline	<input type="checkbox"/>	34150	123	Square Metre/Annum	ok

Raw Material Details Used in Manufacturing Process ⁱ

Material Details *
 Quantity Per Annum *
 Unit *

Select ▾

⊕ Add

Sl#	Material Details	Quantity	Unit	Action
1	Mild Steel Sheets	5000	Kilogram/Annum	

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

Back
 Save
 Save as Draft

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Figure 5.3: Mandi Tax Exemption Application




In Figure 5.3,

- 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 5.4** 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

[Incentives](#) / [Mandi Tax Exemption Preview](#)
Unit id: [REDACTED]

Application for Mandi Tax Exemption

Basic Information

Udyam Aakanksha / Unit No. [REDACTED]

Name of Enterprise [REDACTED]

Type of Organization
Partnership

Industry Type
New

Industry Sub Type
NA

Industrial Policy
2024-30

Classification of Industry
Negative

Category of Enterprise
Small

Production Certificate No. [REDACTED]

Production Certificate Issue Date
NA

Production Continuity Certificate No.
NA

Production Continuity Certificate Issue Date
NA

Block Category
NA

ESI Registration Number [REDACTED]

CIN Number
NA

GST Number [REDACTED]

Category of Entrepreneur
General

Priority Certificate Number
NA

Priority Certificate Issue Date
NA

Is it StartUp Industry?
Yes

StartUp Certificate Number
1234567

StartUp Certificate Issue Date
01-07-2024

Certificate Issued By
Government of Chhattisgarh

Entrepreneur Details

Sl#	Entrepreneur Name	Gender	Category	Equity Participation in Percent
1	[REDACTED]	Male	General	10%

Location of Unit

Sl#	Address 1	Address 2	District	Block	Area	ULB	Tehsil	Village / Town	PIN Code
1	Bhubaneswar	Cuttack	Bilaspur	Masturi	Rural		Ratanpur	Bhadha	751010

Product Details

Sl#	Product Name	Mandi Tax Required For	Activity Code	Annual Capacity	Unit of Measurement	Product Description	Product Date
1	3-chloro 4-fluoro aniline	<input type="checkbox"/>	34150	123	Square Metre/Annum	ok	10-Jun-2025

Raw Material Details Used in Manufacturing Process ^①

Sl#	Material Details	Quantity	Unit
1	Mild Steel Sheets	5000	Kilogram

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:

- 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.
- 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.
- 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.
- That the plant/machinery in the industrial unit is installed and operational as per the requirement of current production.
- 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.
- 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%.
- 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 5.4: Mandi Tax Exemption Application



Upon successful submission of your application, a confirmation pop-up will appear on your screen, as shown in **Figure 5.5**.

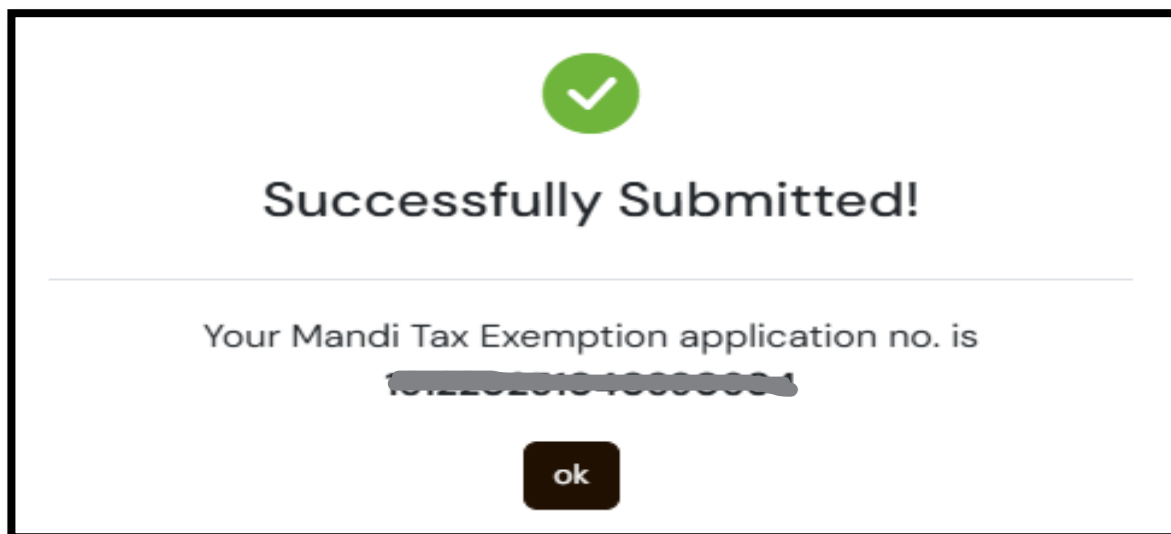


Figure 5.5: Successful Pop-up Screen

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.

Single Window System
Department of Commerce & Industries

Go to Dashboard

Share Your Feedback

How would you rate the ease of navigation and the usability of portal's interface

★★★★★

How likely you are to recommend our portal to others?

★★★★★

How was your overall experience on our portal

★★★☆☆

After submitting your application, did you receive a confirmation notification?

☒ Yes ☐ No

Additional Comments, Suggestions or Feedback

Submit Skip

Figure 5.6: Share Your Feedback



5.2. Mandi Tax Exemption View Application

Get navigated back to the dashboard section.

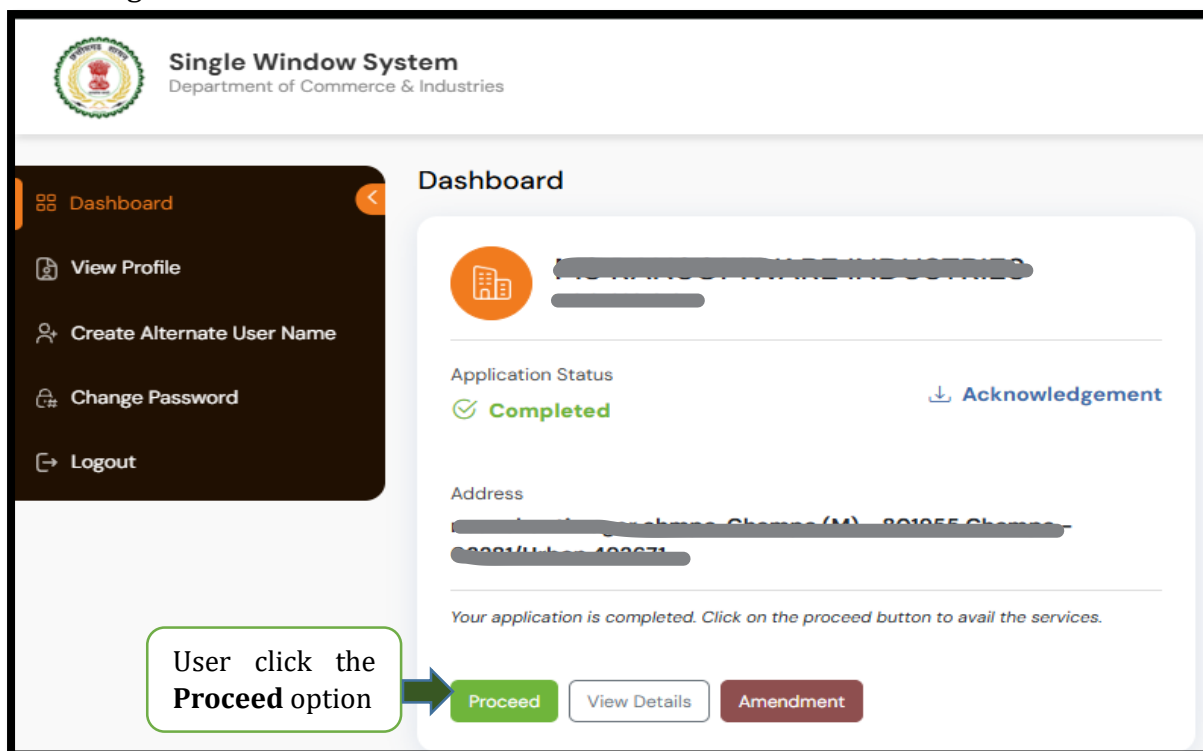


Figure 5.7: Dashboard Screen

On the Incentives page (refer to Figure 5.8), all incentives are displayed. The user can check the submitted application details.

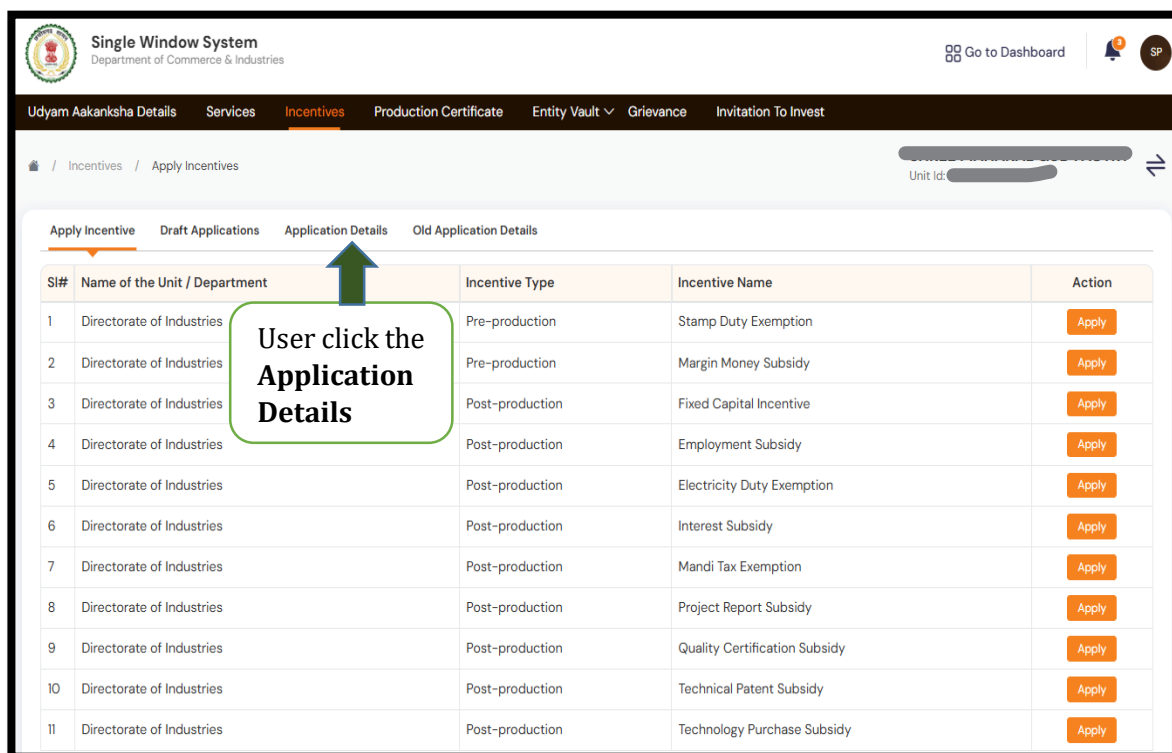
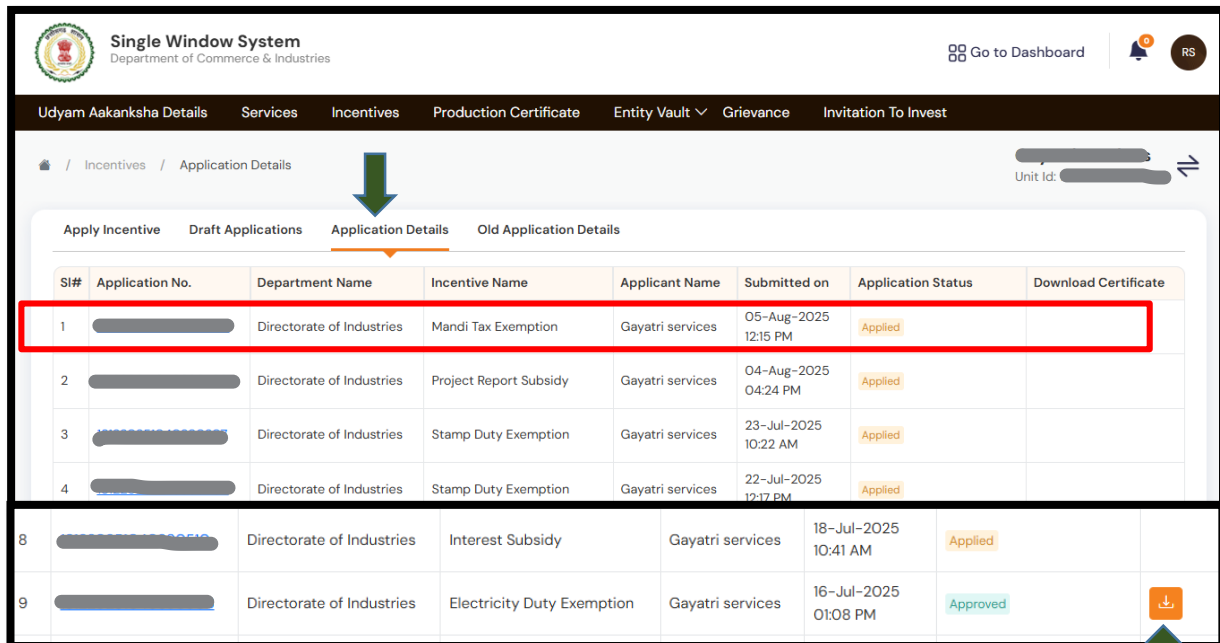


Figure 5.8: Incentives Screen



In the **Application Details** section, the user can view the list of incentives they have applied for and select the Mandi Tax application to check the submitted application, track its status, and download the certificate after approval.



The screenshot shows the 'Single Window System' interface. The top navigation bar includes 'Udyam Aakanksha Details', 'Services', 'Incentives', 'Production Certificate', 'Entity Vault', 'Grievance', and 'Invitation To Invest'. The 'Incentives' section is active, and the 'Application Details' sub-section is selected. A table lists applied incentives:

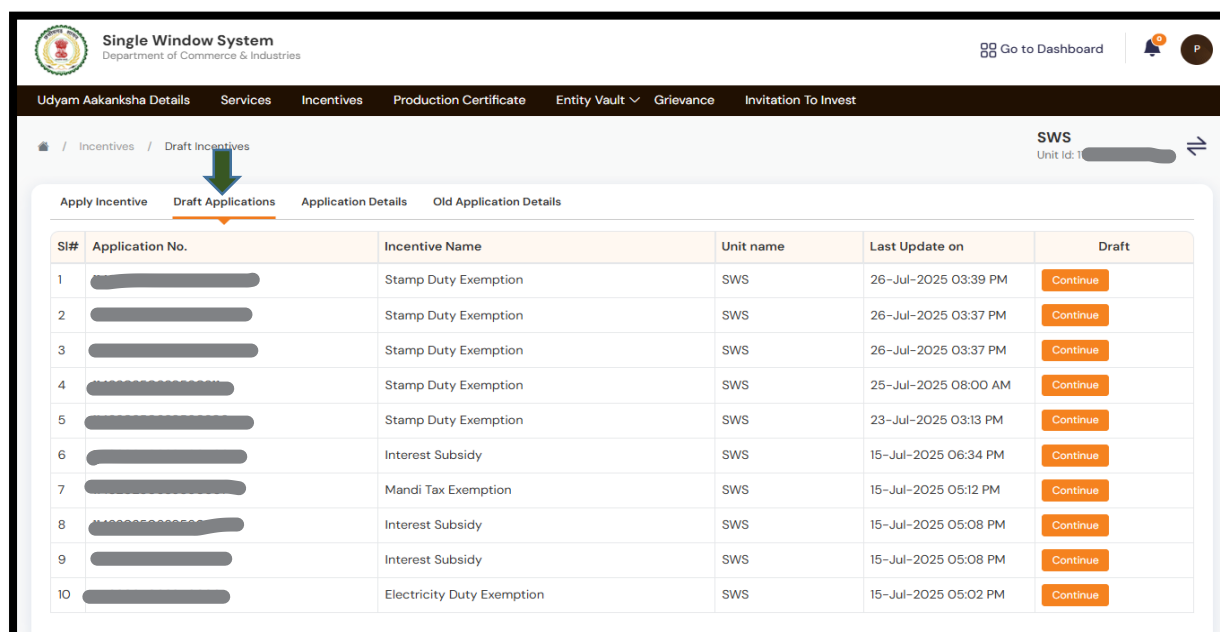
SI#	Application No.	Department Name	Incentive Name	Applicant Name	Submitted on	Application Status	Download Certificate
1	[Redacted]	Directorate of Industries	Mandi Tax Exemption	Gayatri services	05-Aug-2025 12:15 PM	Applied	[Download Icon]
2	[Redacted]	Directorate of Industries	Project Report Subsidy	Gayatri services	04-Aug-2025 04:24 PM	Applied	[Download Icon]
3	[Redacted]	Directorate of Industries	Stamp Duty Exemption	Gayatri services	23-Jul-2025 10:22 AM	Applied	[Download Icon]
4	[Redacted]	Directorate of Industries	Stamp Duty Exemption	Gayatri services	22-Jul-2025 12:17 PM	Applied	[Download Icon]
8	[Redacted]	Directorate of Industries	Interest Subsidy	Gayatri services	18-Jul-2025 10:41 AM	Applied	[Download Icon]
9	[Redacted]	Directorate of Industries	Electricity Duty Exemption	Gayatri services	16-Jul-2025 01:08 PM	Approved	[Download Icon]

Figure 5.9: Incentive View Application

User click the download icon to view and download the certificate

5.3. Mandi Tax Exemption Draft Application

In the **Draft Application** section, the user can view the list of incentives saved as drafts and select the Mandi Tax application to continue the partially filled form and submit the application.



The screenshot shows the 'Single Window System' interface. The top navigation bar is the same as in Figure 5.9. The 'Incentives' section is active, and the 'Draft Applications' sub-section is selected. A table lists draft applications:

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



Figure 5.10: Incentive Draft Application

