



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Renewal Of

License Hotel Bar License

(Excise 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 of License Hotel Bar License (F.L. 3) 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**.

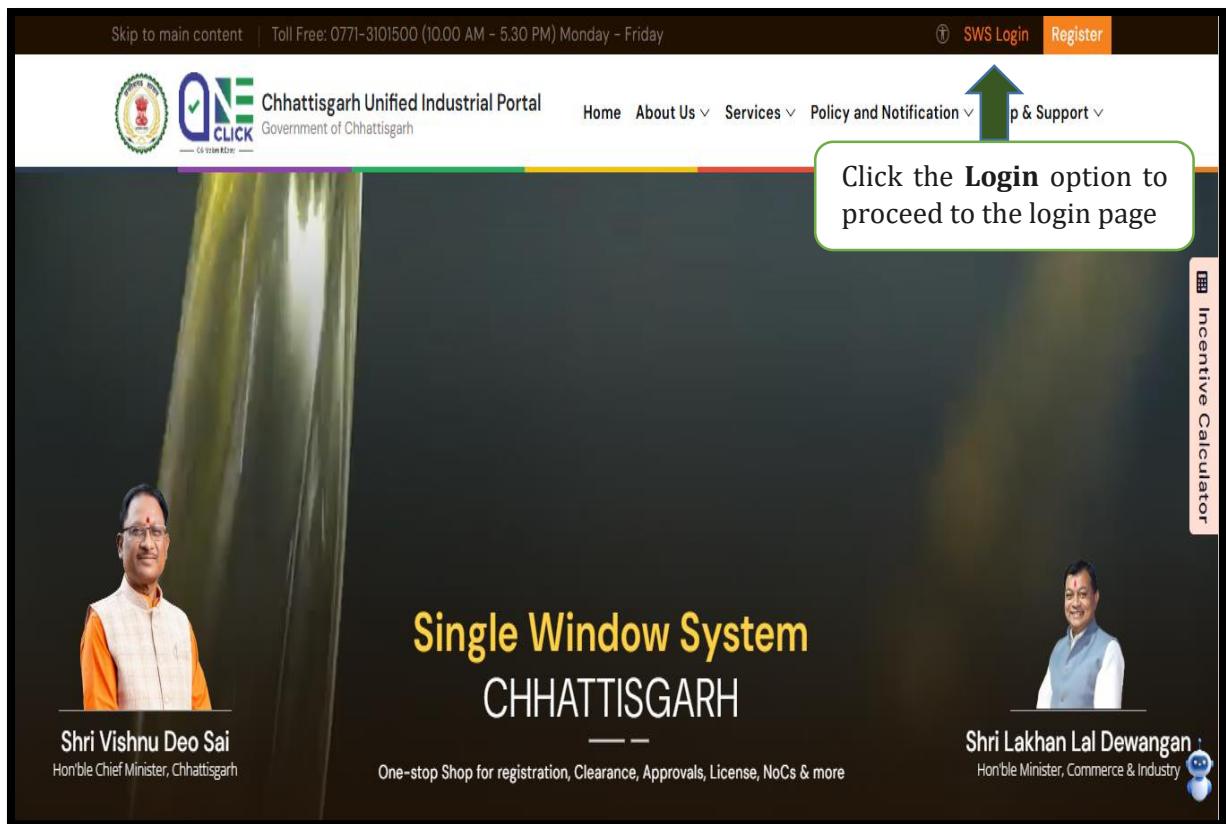


Figure 3.1: Homepage Screen



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.



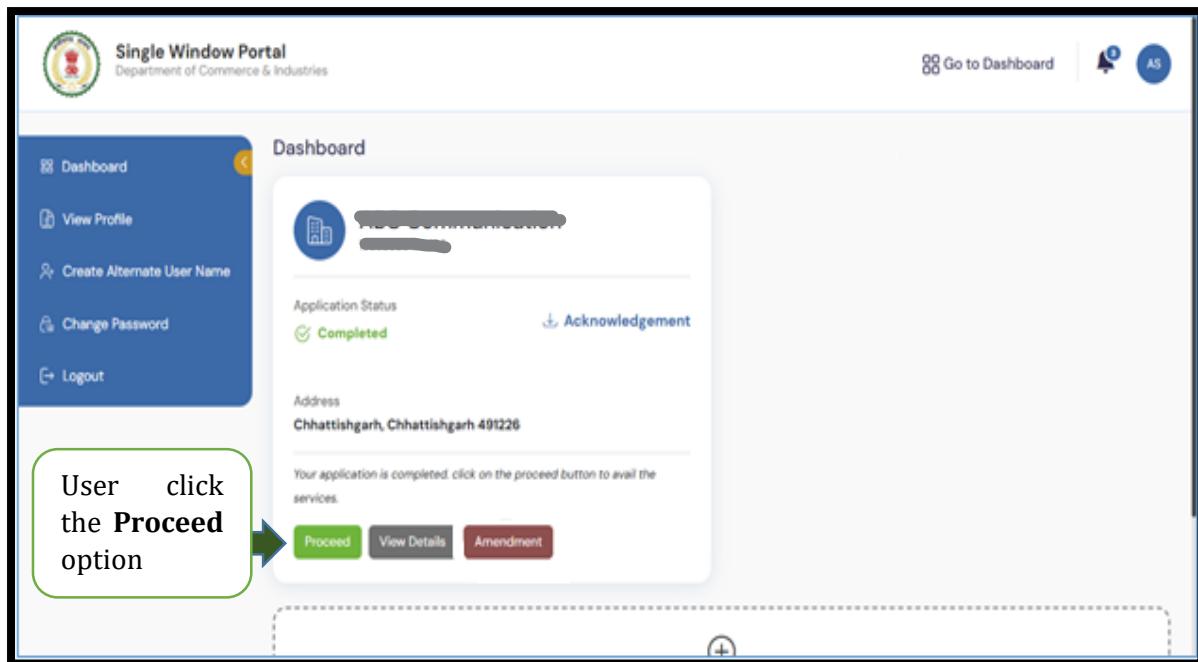


Figure 4.1: Dashboard Screen

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

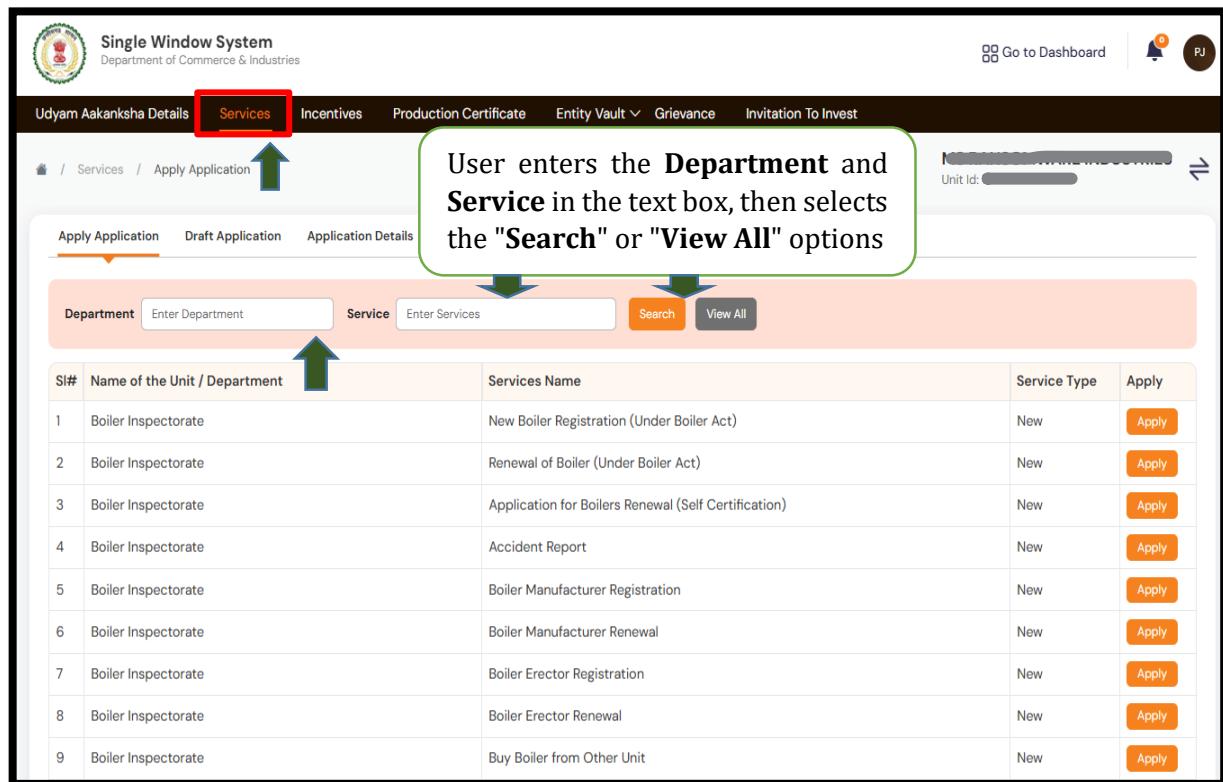


Figure 4.2: Services Screen

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



SI#	Name of the Unit / Department	Services Name	Service Type	Apply
1	Excise Department	Foreign Liquor Retail Shop License (F.L. 1-DD)	New	Apply
2	Excise Department	Foreign Liquor Retail Shop License (F.L. 1-DD)	Renew	Apply
3	Excise Department	Hotel Bar License(F.L. 3)	New	Apply
4	Excise Department	Renewal of License Hotel Bar License(F.L. 3)	New	Apply
5	Excise Department	Renewal of Bar License in Shopping Mall License (F.L. 3-A)	Renew	Apply
6	Excise Department	Bar in Shopping Mall License (F.L. 3-A)	New	Apply
7	Excise Department	Non Commercial Club License (F.L. 4)	New	Apply
8	Excise Department	Non Commercial Club License (F.L. 4)	Renew	Apply
9	Excise Department	Commercial Club License (F.L. 4-A)	Renew	Apply

Figure 4.3: Excise Services Screen

4.1. Renewal of License Hotel Bar License (F.L. 3)

After clicking the "Apply" option, the screen will redirect to the **Excise Department** website. User the select License Type, Enter Unit Name, Udyam No. and other details as shown in the **Figure 4.4**.

Apply for Licence

Select Licence Type: F.L. 3

Unit Name:

Authorized person's Mobile No.: 9898989898

Email: cte@cgstate.gov.in

Enter Udyam Akansha No:

License Mode: New / Renewal

I have read all the documents and accept the terms and conditions

SUBMIT **Close**

DISCLAIMER: Content on this website is published and managed by Excise Department
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Figure 4.4: License Form Screen



- Login using login details send in email.

Excise Department

Services Under Excise for Existing User

User ID:

Password:

OK Single Window Login Log In

Single Window Login

NEW Service Under Single Window login
(For License Application)
"FL-3 / FL-3(A) / FL-4 / FL-4(A) / FL-9 / FL-9(A) / D-1 / CS-1 / CS-1B / B-1 / W-3"

Services Under Single Window Login
PL-2 / PL-2(A) / PL-8 / PL-8(A) / PL-9 / PL-9(A) / D-1 / CS-1 / CS-1B / B-1 / W-3

Categories

Log In Using Login Details Send in Email

- After login Applicant Dashboard is open.

Log Out

Excise Department

Categories

Application Registration

View / Reprint Application

Check Application Status

Log In

Dash Board

Please Fill Application form for Registration !

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Click Application Registration For Fill Application

Click Reprint Application to Print Application after Submission

Check Application Status



- Applicant fill form for Registration of Application

(A) License Category Individual



Select License Mode (New Or Renew)

Fill Application Form By Filling All the details

- 1. Licence Mode**
New or Renew
- 2. Licence Category**
- 3. Licence Financial Year**
- 4. Applicant Name Details**
- 5. Present Contact Details**
- 6. Permanent Contact Details**

License Applicant Master

License Type: F.L.I. Current Financial Year: 2018-2019

License Mode: New / Renewal Establishment Date:

License Category: Individual Company Firm H.U.P A.G.P Hotel Category: 0 Star or Above - No Star

Address Details Owner Details Authorised Person Details Inn/Hotel Details Upload Documents

Applicant Personal Detail

Visername: <input type="text" value="Select"/>	Gender: <input type="radio"/> Male <input checked="" type="radio"/> Female	
status: <input type="radio"/> Single <input checked="" type="radio"/> Married	Father / Husband Name: <input type="text"/>	Relationship: <input type="text" value="Select"/>
Date Of Birth: <input type="text" value="1999-01-01"/>	Age: <input type="text"/>	Nationality: <input type="text" value="Indian"/>
Designation: <input type="text" value="Businessman/Individual"/>	Pin Number: <input type="text"/>	

Present Contact Details

Street Address: <input type="text"/>	Building Number: <input type="text"/>	Land mark: <input type="text"/>
Block: <input type="text" value="Select"/>	Taluk Name: <input type="text"/>	Police Station Name: <input type="text"/>
Road/Urban Area: <input type="text" value="Urban/Urban"/>	Village/City Name: <input type="text"/>	Panchayat: <input type="text" value="Select"/>
Postcode: <input type="text"/>	City Ward: <input type="text"/>	City Wardline: <input type="text"/>
Postbox: <input type="text"/>	Telephone Number: <input type="text"/>	Mobile Number: <input type="text"/>
E-mail: <input type="text"/>	State: <input type="text" value="Select"/>	

Check here if Permanent Contact Detail is Same as Present

Street Address: <input type="text"/>	Building Number: <input type="text"/>	Land mark: <input type="text"/>
Block: <input type="text" value="Select"/>	Taluk Name: <input type="text"/>	Police Station Name: <input type="text"/>
Road/Urban Area: <input type="text" value="Urban/Urban"/>	Village/City Name: <input type="text"/>	Panchayat: <input type="text" value="Select"/>
Postcode: <input type="text"/>	City Ward: <input type="text"/>	City Wardline: <input type="text"/>
Postbox: <input type="text"/>	Telephone Number: <input type="text"/>	Mobile Number: <input type="text"/>
E-mail: <input type="text"/>	State: <input type="text" value="Select"/>	

Save & Proceed

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



CG Makes It Easy

(B) License Category Company

Licensee Applicant Master

Categories

Application Registration
View / Reprint Application
Check Application Status

License Type: P.L. 44 **Financial Year:** 2018-2019

License Mode: New/Renewal **Establishment Date:** 2018-01-01

License Category: Individual/Company Hotel/Cafe/Bar

Hotel Category: 3 Star or Above - No Star

Applicant Details: [View Details](#) [Edit Details](#) [Delete Details](#) [Upload Documents](#)

Company Name:	Designation:	if Company:
PAN Number:	Date of Incorporation:	Registration Number:
Present Contact Details:		
Street Address:	Building Number:	Landmark:
District:	Taluk Name:	Police Station Name:

1. Licence Mode New or Renew
2. Licence Category (Company)
3. Licence Financial Year
4. Company Name Details
5. Present Contact Details
6. Permanent Contact Details



- Fill Owners Details – (In Owner's Tab)

Categories

[Application Registration](#)

[View / Reprint Application](#)

[Check Application Status](#)

(If Licence Mode Company and Company has Multiple Partners then add all partners Details)

Licenses Applicant Master

License Type	PL 2	Financial Year	2012-2013
License Mode	<input checked="" type="radio"/> New / Renewal	Establishment Date	<input type="text" value="1990-01-01"/>
License Category	<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Company <input type="checkbox"/> Other <input type="checkbox"/> A.O.P	Hotel Category	3 Star or Above - No Star

[View Details](#) [Edit Details](#) [View/Print Details](#) [Save/Reset Details](#) [Upload Documents](#)

Owner Personal Detail

Check here if Applicant Details is Owner as Present

Owner 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*	<input type="text"/>
Date Of Birth*	<input type="text" value="1990-01-01"/>	Age	<input type="text"/>
Designation*	<input type="text" value="Owner/Proprietor"/>	PAN Number*	<input type="text"/>

Present Contact Detail

Street Address*	<input type="text"/>	House Number*	<input type="text"/>	Land mark*	<input type="text"/>
Block*	<input type="text" value="Select"/>	Police Station Name*	<input type="text"/>		
Rural/Urban Area*	<input type="text" value="Urban/Central"/>	Village/City Name*	<input type="text"/>	Post/Office*	<input type="text" value="Select"/>
Post/Office*	<input type="text"/>	City Ward/Block*	<input type="text"/>	City Ward/Block*	<input type="text"/>
Pincode*	<input type="text"/>	Telephone Number	<input type="text"/>	Mobile Number*	<input type="text"/>
E-Mail ID*	<input type="text"/> [a]	<input type="text" value="Select"/>			

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"/>
Block*	<input type="text" value="Select"/>	Police Station Name*	<input type="text"/>		
Rural/Urban Area*	<input type="text" value="Urban/Central"/>	Village/City Name*	<input type="text"/>	Post/Office*	<input type="text" value="Select"/>
Post/Office*	<input type="text"/>	City Ward/Block*	<input type="text"/>	City Ward/Block*	<input type="text"/>
Pincode*	<input type="text"/>	Telephone Number	<input type="text"/>	Mobile Number*	<input type="text"/>
E-Mail ID*	<input type="text"/> [a]	<input type="text" value="Select"/>			

Add



- Fill Authorized Person Details (If Applicant License Category is not individual)

Application Registration
View / Register Application
Check Application Status

Licence Type: ४४, १
Licence Valid: २५/०८/२०१९
Establishment Date: (Incomplete)

Licence Category: Individual Company Other DCL/CL/CLP
Hotel Category: ३ Star or Above - No Star

[Published Details](#) [Owner Details](#) [Authorized Person Details](#) [Accommodation Details](#) [Vehicle Details](#)

Authorized Person Detail

Authorized Person Name* <input type="text" value="Select"/>	Gender* <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Marital Status* <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married	Father / Husband Name* <input type="text"/>
Date Of Birth* <input type="text" value="19/08/1985"/>	Age* <input type="text"/>
Designation* <input type="text" value="Software Developer"/>	PAN Number* <input type="text"/>

Present Contact Detail

Street Address* <input type="text"/>	House Number* <input type="text"/>	Land mark* <input type="text"/>
District* <input type="text" value="Select"/>	Taluk Name* <input type="text"/>	Police Station Name* <input type="text"/>
Rural/Urban Area* <input type="text" value="Urban Area"/>	Village/City Name* <input type="text"/>	Postcode* <input type="text" value="Select"/>
Parishad Name* <input type="text"/>	City Ward No* <input type="text"/>	City Name* <input type="text"/>

Pincode* Telephone Number* Mobile Number*

E-Mail ID*

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" value="Select"/>	Taluk Name* <input type="text"/>	Police Station Name* <input type="text"/>
Rural/Urban Area* <input type="text" value="Urban Area"/>	Village/City Name* <input type="text"/>	Postcode* <input type="text" value="Select"/>
Parishad Name* <input type="text"/>	City Ward No* <input type="text"/>	City Name* <input type="text"/>

Pincode* Telephone Number* Mobile Number*

E-Mail ID*

Save & Proceed

(If Licence Mode Company and Company Authorized Person's Details)

1. Authorized Person's Details

2. Present Contact Details

3. Permanent Contact Details



- Fill Bar/ Hotel / Club Details as per License Type

(A) For Bar

Hotel / Bar / Club Detail

Food Licence Number*	PAN Number	GST Number*
Hotel / Bar Name(NickName)*	Street Address*	Landmark*
Excise Circle Name*	Thana Name*	Excise Mandal Name*
Revenue SubDivision Name*	Tribal/Non-Tribal Area* <input checked="" type="radio"/> Non-Tribal <input type="radio"/> Tribal	
Rural/Urban Area* <input checked="" type="radio"/> Urban <input type="radio"/> Rural	Parished* <input type="button" value="Select..."/>	Parished Name* <input type="button" value="Select..."/>
City WardNo*	City/Village WardName*	Block Name*
District Name* <input type="button" value="Select..."/>	Pincode* <input type="button" value="Select..."/>	
Vidhan Sabha*	Lok Sabha*	Population Range* <input type="button" value="Select..."/>
Bar/Hotel Contact Number*	Bar/Hotel Email <input type="button" value="Add"/>	<input type="button" value="Select..."/>
Adjoining Place Detail		
North <input type="button" value="Select..."/>	South <input type="button" value="Select..."/>	East <input type="button" value="Select..."/>
		West <input type="button" value="Select..."/>

Fill All the details of (Bar or Club or Hotels)

1. Bar/ Club/ Hotel name
2. Pan Number (If Business has Pan card)
3. GST Number
4. Food Licence Number
5. Nick Name (Bar /Club /Hotel) etc.



(B) For Hotel (Including Star)

Licensee Applicant Master

License Type	CL-3	Financial Year	2018-2019
License Mode	<input checked="" type="radio"/> New <input type="radio"/> Renewal	Establishment Date	[www.clickcgstate.gov.in]
License Category	<input checked="" type="radio"/> Individual <input type="radio"/> Company <input type="radio"/> Firm <input type="radio"/> U.P.T.O. <input type="radio"/> A.O.P.	Hotel Category	<input checked="" type="radio"/> 3 Star or Above <input type="radio"/> No Star
Applied Details Owner Details Authorized Person Details Address Details National Licensee			
Hotel / Bar / Club Detail			
Hotel Name*	PIN Number	GST Number*	
Food Licence Number*	Street Address*	Landmark*	
Hotel / Bar Name(Nick Name)*	Thana Name*	Excise Mandal Name*	
Excise Circle Name*	Revenue SubDivision Name*	Tribal Non Tribal Area*	<input checked="" type="radio"/> Non Tribal <input type="radio"/> Tribal
Rural/Urban Area*	Office* <input type="radio"/> Rural <input checked="" type="radio"/> Urban	Parishad*	Parishad Name*
City Ward No*	City/Village Ward Name*	Block Name*	
District Name*	...Select...	Pincode*	
Vidhan Sabha*	Lok Sabha*	Population Range*	NA
Bar/Hotel Contact Number*	Bar/Hotel Email	[at]	...Select...
Adjoining Places Detail			
North	South	East	West
Hotel Details			
No of Rooms	No of Guests	Amenities Details	
Star Details			
No of Stars	...Select...	Star Validity Date	[www.clickcgstate.gov.in]
Save			

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Fill All the details of Hotels (including Stars)

- 1. Select No of Stars**
- 2. Star validity date**
- 3. Hotel details**



- Documents are uploaded (as per License Type)

Licensee Applicant Master

License Type	F.I. 2	Financial Year	2018-2019
License Mode	<input checked="" type="radio"/> New <input type="radio"/> Renewal	Establishment Date	<input type="text"/> [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	Hotel Category	3 Star or Above <input type="radio"/> No Star <input type="radio"/>
Applicant Details Owner Details Authorized Person Details Stay/Hotel Details Upload Documents			
File Name	File Type	View Documents	File Size
Applicant Photo	Image Only	Browse... No file selected.	Height < 531 and Width <413
Applicant Pan Card	Image Only	Browse... No file selected.	Size (max 1 MB)
Applicant Medical Certificate	Image Only	Browse... No file selected.	Size (max 1 MB)
Applicant Character Certificate	Image Only	Browse... No file selected.	Size (max 1 MB)
Applicant Permanent Address Proof	Image Only	Browse... No file selected.	Size (max 1 MB)
Applicant Present Address Proof	Image Only	Browse... No file selected.	Size (max 1 MB)
All Members Photo (In Single Pdf)	Pdf Only	Browse... No file selected.	
All Members Pan Card (In Single Pdf)	Pdf Only	Browse... No file selected.	
All Members Character Certificate Card (In Single Pdf)	Pdf Only	Browse... No file selected.	
Gamaka Certificate	Image Only	Browse... No file selected.	
Food Licence (FSSAI)	Image Only	Browse... No file selected.	Size (max 1 MB)
Rest Agreement OR NOC	Image Only	Browse... No file selected.	Size (max 1 MB)
Bar Room Photograph	Image Only	Browse... No file selected.	Size (max 1 MB)
Bar Outer Elevation Photograph	Image Only	Browse... No file selected.	Size (max 1 MB)
Ladies/Gents Toilets Photograph	Image Only	Browse... No file selected.	Size (max 1 MB)

Select Upload Documents

Document Name

Document Type

Upload

Submit

- Print or View Application by Using View and Reprint Application
- After successfully submission of Application is submitted to DEO (District Excise Officer) Login.

