



# **Chhattisgarh Unified Industrial Portal**

Government of Chhattisgarh

## ***User Manual***

### ***For***

***Renewal of Bottling of Indian Made***

***Foreign Liquor 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.

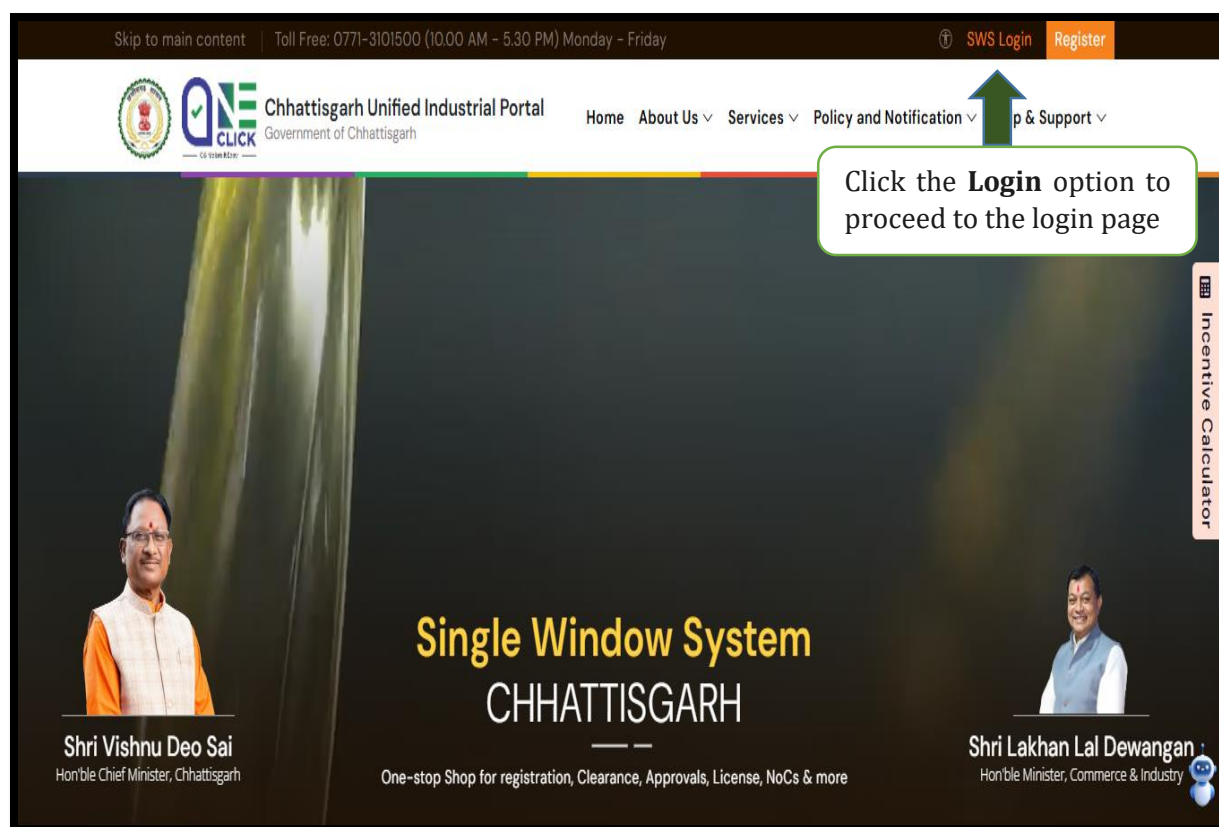
**Purpose:** This document serves as a step-by-step guideline for industrial users and departmental officers navigating the Renewal of Bottling of Indian Made Foreign Liquor License (F.L. 9) process within the Department of Commerce and Industries, Chhattisgarh, through the Single Window Portal.

## 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](mailto: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?](#)

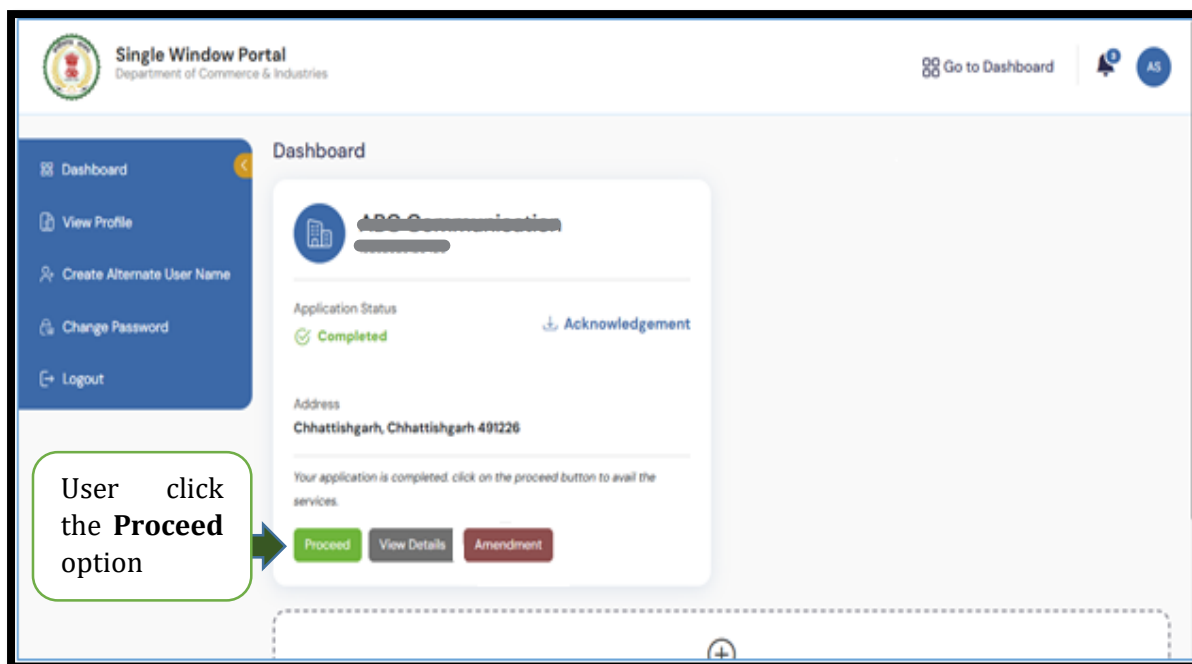
For technical support please contact us at [invest-support@cg.gov.in](mailto:invest-support@cg.gov.in)

**Figure 3.3: Login Screen (B)**

## 4. Dashboard

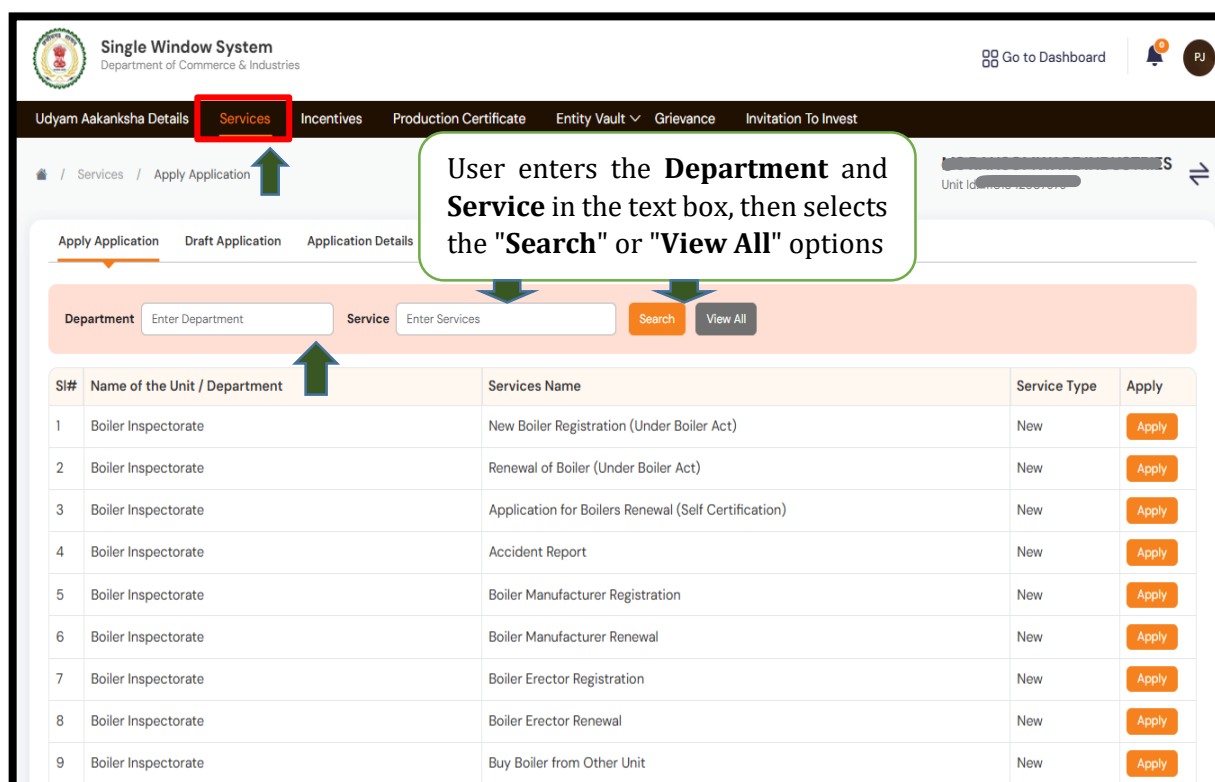
After a successful login, the page navigates to the Investor Dashboard (refer to **Fig. 4.1**), which includes step-by-step instructions for applying services.





**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**.



Single Window System  
Department of Commerce & Industries

Go to Dashboard

Udyam Aakanksha Details Services Incentives Production Certificate Entity Vault Grievance Invitation To Invest

Services / Apply Application

Sl. No.	Excise Department	License Name	Status	Action
9	Excise Department	Commercial Club License (F.L. 4-A)	Renew	Apply
10	Excise Department	Commercial Club License (F.L. 4-A)	New	Apply
11	Excise Department	Military Canteen Wholesale Licence(F.L. 6)	New	Apply
12	Excise Department	Military Canteen Wholesale Licence(F.L. 6)	Renew	Apply
13	Excise Department	Military Canteen Retail Licence(F.L. 7)	Renew	Apply
14	Excise Department	Military Canteen Retail Licence(F.L. 7)	New	Apply
15	Excise Department	Country Liquor Retail Shop License(C.S. 2-DD)	New	Apply
16	Excise Department	Country Liquor Retail Shop License(C.S. 2-DD)	Renew	Apply
17	Excise Department	Possession of foreign Liquor by a club or mess run by military/paramilitary forces License (F.L. 8)	New	Apply
18	Excise Department	Possession of foreign Liquor by a club or mess run by military/paramilitary forces License (F.L. 8)	Renew	Apply
19	Excise Department	Bottling of Indian made Foreign liquor License(F.L. 9)	New	Apply
20	Excise Department	Bottling of Indian made Foreign liquor License(F.L. 9)	Renew	Apply

User click the **Apply** option

**Figure 4.3: Excise Services Screen**

#### 4.1. Renewal of Bottling of Indian Made Foreign Liquor License (F.L. 9)

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**.

EXCISE Payment

Log Out

Apply for Licence

Select Licence Type: F.L. 9

Licence Financial Year: 2019-2020

Unit Name:

Authorized person's Mobile No.: 989898989

Email: dteSt@gmail.com

Enter Udyam Aakanksha No.:-

Licence Mode: New Renewal

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

SUBMIT Close

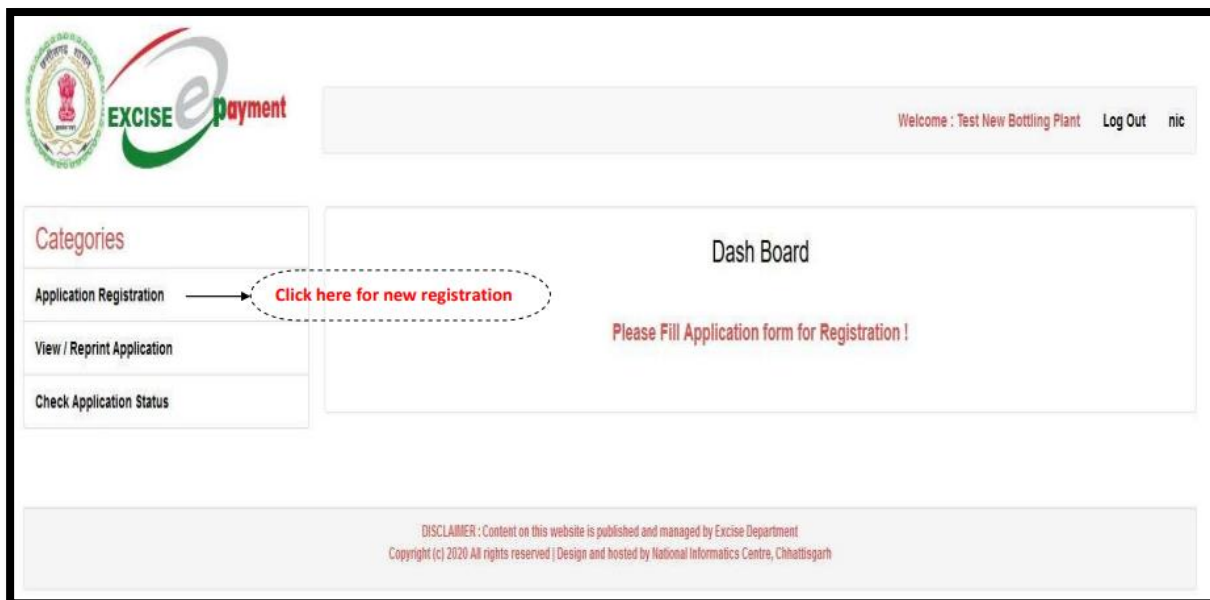
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**Figure 4.4: License Screen**



#### **4.1.1. User Registration for the Application**

After submission, the webpage will automatically redirect you to the Excise e-Pay Dashboard. From there, click on Application Registration.



***Figure 4.5: Dashboard Screen***

#### **4.1.2. User enter the Application Form**

The user enters details into the Licensee Application Master, including Applicant Details, Contact Details, Unit Details, and other relevant information, and then clicks the 'Save' option, as shown in Figure 4.7.

Licensee Applicant Master			
Licence Type	C.S. 18	Current Financial Year	2019-2020
If Applicant has Already FL9 Licence*	<input type="radio"/> Yes <input checked="" type="radio"/> No	Enter License No.*	
Licence Mode	<input type="radio"/> New <input checked="" type="radio"/> Renewal	Establishment Date* (mm/dd/yyyy)	
Licence Category	<input type="radio"/> Individual <input type="radio"/> Company <input type="radio"/> Firm <input type="radio"/> ILLP <input type="radio"/> A.O.P	Licence Financial Year	--Select--
<div>Applicant Details    Authorized Personal Detail    Upload Documents</div>			
Applicant Detail			
Designation *	केपनी(Company)	PAN Number *	ATJCA9999A
Company Name *		Date of Incorporation* (mm/dd/yyyy)	
		Registration Number	
Applicant Contact Details			
Applicant Street Address*		Land mark*	
		State*	--Select--
District*		Pincode*	
E-MailID*	abc@gmail.com	Mobile Number*	9056989096
Unit Details			
Unit Name *		Street Address*	
		District*	--Select--
Tehsil Name*			
Brewery			
Previous Experience*		Proposed Amount*	0
		Proposed place for brewery*	
Production Capacity (in Bottles)*	0	Number of Employee*	
		Foreign Help *	
Foreign currency requirement*		Raw material Details and resource*	
		Building Plan *	
Setup Time*		Other Details*	
There is a need for some special facility from the government*		Project report attached (yes or no)*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Declaration			
<p>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.*</p>			
<div>Save</div>			



C.S. 1B					
Organization Type* <input type="text" value="--Select--"/>					
Capital Structure*					
In Case of Limited Company					
Authorized* <input type="text" value="0"/>	Issued* <input type="text" value="0"/>	Paid-up* <input type="text" value="0"/>	Borrowing (if any)* <input type="text" value="0"/>		
In Case of others					
Capital* <input type="text" value="0"/>	Borrowing (if any)* <input type="text" value="0"/>	Investment Details* <input type="text" value="0"/>			
Fixed Asset					
Land* <input type="text" value="0"/>	Building* <input type="text" value="0"/>	Plant and machineries* <input type="text" value="0"/>	Other (if any)* <input type="text" value="0"/>		
Total* <input type="text" value="0"/>					
Working Capital* <input type="text" value="0"/>	Annual Production Capacity* <input type="text" value="0"/>				
Plant and machinery >*	Value of imported source plant and machinery: <input type="text" value="0"/>	Value of Native source plant and machinery: <input type="text" value="0"/>			
Raw Material required for production :*	Quantity of Imported source raw material per year: <input type="text" value="0"/>	Price of Imported source raw material per year: <input type="text" value="0"/>			
	Quantity of Native source raw material per year: <input type="text" value="0"/>	Price of Native source raw material per year: <input type="text" value="0"/>			
Water and electricity required :-*	Required Information: <input type="text" value="0"/>	Has the necessary permission been obtained?: <input type="radio"/> Yes <input type="radio"/> No			
Employment oriented skills*					
Supervisors: <input type="text" value="0"/>	Skilled worker: <input type="text" value="0"/>	Non-skilled worker: <input type="text" value="0"/>			
Particular of Requirements*					
Dilution of Spirit: <input type="text" value="0"/>	Washing of Bottles: <input type="text" value="0"/>	Drinking & Other Misc: <input type="text" value="0"/>			
Declaration					
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..*					
<input type="radio"/> Yes <input type="radio"/> No					

D-1					
Organization Type* <input type="text" value="--Select--"/>					
Capital Structure*					
In Case of Limited Company					
Authorized* <input type="text" value="0"/>	Issued* <input type="text" value="0"/>	Paid-up* <input type="text" value="0"/>	Borrowing (if any)* <input type="text" value="0"/>		
In Case of others					
Capital* <input type="text" value="0"/>	Borrowing (if any)* <input type="text" value="0"/>	Investment Details* <input type="text" value="0"/>			
Fixed Asset					
Land* <input type="text" value="0"/>	Building* <input type="text" value="0"/>	Plant and machineries* <input type="text" value="0"/>	Other (if any)* <input type="text" value="0"/>		
Total* <input type="text" value="0"/>					
Working Capital* <input type="text" value="0"/>	Annual Production Capacity* <input type="text" value="0"/>				
Plant and machinery >*	Value of imported source plant and machinery: <input type="text" value="0"/>	Value of Native source plant and machinery: <input type="text" value="0"/>			
Raw Material required for production :*	Quantity of Imported source raw material per year: <input type="text" value="0"/>	Price of Imported source raw material per year: <input type="text" value="0"/>			
	Quantity of Native source raw material per year: <input type="text" value="0"/>	Price of Native source raw material per year: <input type="text" value="0"/>			
Water and electricity required :-*	Required Information: <input type="text" value="0"/>	Has the necessary permission been obtained?: <input type="radio"/> Yes <input type="radio"/> No			
Technical support:-*	Is there any foreign collaboration or technical: <input type="radio"/> Yes <input type="radio"/> No	The idea of acquiring knowledge is yes, how much foreign exchange is required: <input type="text" value="0"/>			
Time forecast:-*	Time required to obtain land, building and other place on issuance of letter of intent (in Months): <input type="text" value="0"/>	Required time for completion of construction, installation of machinery and unit enforcement (in Months): <input type="text" value="0"/>			
Employment oriented skills*					
Supervisors: <input type="text" value="0"/>	Skilled worker: <input type="text" value="0"/>	Non-skilled worker: <input type="text" value="0"/>			
About Government Facilities >*					
Special facilities required from the government*: <input type="text" value="0"/>	Specific feature of the scheme, if any*: <input type="text" value="0"/>				
Row Number	Item of Manufacture	Annual Quantity(In Metric)	Capacity Value	Estimated Annual Production	
1		0	0		
					Add New Row



FL-9				
Organization Type* <input type="text" value="--Select--"/>				
Capital Structure*				
In Case of Limited Company				
Authorized *	0	Issued *	0	Paid-up *
				0
Borrowing (if any)*				
				0
In Case of others				
Capital *	0	Borrowing (if any) *	0	Investment Details *
				0
Fixed Asset				
Land *	0	Building *	0	Plant and machineries *
				0
				Other (if any)*
				0
Total* 0				
Working Capital*	0	Annual Production Capacity *	0	
Plant and machinery :- *	Value of Imported source plant and machinery:		0	Value of Native source plant and machinery:
				0
Raw Material required for production :-	Quantity of Imported source raw material per year:		0	Price of Imported source raw material per year:
				0
	Quantity of Native source raw material per year:		0	Price of Native source raw material per year:
				0
Water and electricity required :- *	Required Information:		0	Has the necessary permission been obtained?: <input type="radio"/> Yes <input type="radio"/> No
Employment oriented skills*				
Supervisors:	0	Skilled worker:	0	Non-skilled worker:
				0
Particular of Requirements*				
Dilution of Spirit:	0	Washing of Bottles:		Drinking & Other Misc:
				0
Declaration				
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.*				
<input type="radio"/> Yes <input type="radio"/> No				

FL-9A				
Organization Type* <input type="text" value="--Select--"/>				
Capital Structure*				
In Case of Limited Company				
Authorized *	0	Issued *	0	Paid-up *
				0
Borrowing (if any)*				
				0
In Case of others				
Capital *	0	Borrowing (if any) *	0	Investment Details *
				0
Fixed Asset				
Land *	0	Building *	0	Plant and machineries *
				0
				Other (if any)*
				0
Total* 0				
Working Capital*	0	Annual Production Capacity *	0	
Plant and machinery :- *	Value of Imported source plant and machinery:		0	Value of Native source plant and machinery:
				0
Raw Material required for production :-	Quantity of Imported source raw material per year:		0	Price of Imported source raw material per year:
				0
	Quantity of Native source raw material per year:		0	Price of Native source raw material per year:
				0
Water and electricity required :- *	Required Information:		0	Has the necessary permission been obtained?: <input type="radio"/> Yes <input type="radio"/> No
Employment oriented skills*				
Supervisors:	0	Skilled worker:	0	Non-skilled worker:
				0
Particular of Requirements*				
Dilution of Spirit:	0	Washing of Bottles:		Drinking & Other Misc:
				0
Declaration				
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.*				
<input type="radio"/> Yes <input type="radio"/> No				



**W-3**

Organization Type: --Select--

**Capital Structure**

**In Case of Limited Company**

Authorized <sup>1</sup>:  Issued <sup>2</sup>:  Paid-up <sup>3</sup>:  Borrowing (if any)<sup>4</sup>:

**In Case of others**

Capital <sup>5</sup>:  Borrowing (if any)<sup>6</sup>:  Investment Details <sup>7</sup>:

**Fixed Asset**

Land <sup>8</sup>:  Building <sup>9</sup>:  Plant and machineries <sup>10</sup>:  Other (if any)<sup>11</sup>:

Total:

Working Capital<sup>12</sup>:  Annual Production Capacity <sup>13</sup>:

Plant and machinery <sup>14</sup>: Value of imported source plant and machinery:  Value of Native source plant and machinery:

Raw Material required for production <sup>15</sup>: Quantity of Imported source raw material per year:  Price of Imported source raw material per year:

Quantity of Native source raw material per year:  Price of Native source raw material per year:

Water and electricity required <sup>16</sup>: Required Information:  Has the necessary permission been obtained?: ☐ Yes ☐ No

Technical support: <sup>17</sup> Is there any foreign collaboration or technical: ☐ Yes ☐ No The idea of acquiring knowledge is yes, how much foreign exchange is required:

Time forecast: <sup>18</sup> Time required to obtain land, building and other place on issuance of letter of intent (in Months):  Required time for completion of construction work, installation of machinery and unit enforcement (in Months):

**Employment oriented skills**

Supervisors:  Skilled worker:  Non-skilled worker:

About Government Facilities <sup>19</sup>: Special facilities required from the government:  Specific feature of the scheme, if any:

Row Number	Item of Manufacture	Annual Quantity (in Metric)	Capacity Value	Estimated Annual Production
1		0	0	0
Add New Row				

**Figure 4.7: Application Form**

#### 4.1.3. User Upload Document Details

After successfully submitting the form, user upload the required documents and pay the application fees.

**Licensee Applicant Master**

Licence Type: F.L. S Current Financial Year: 2019-2020

Licence Mode: New Renewal Establishment Date\* [mm/dd/yyyy]

Licence Category: Individual Company Firm H.U.F. A.O.P Licence Financial Year: 2019-2020

Applicant Details Authorized Personal Detail **Upload Documents**

File Name	File Type	View Documents	File Size
Pan Card	Pdf Only	<a href="#">Browse...</a>	No file selected.

Click here to upload document in pdf format
Upload And Make Payment

Welcome : NEW BOTTLING Home Log Out etc.

E-Payment
Challan Reconciliation
Reprint Challan
N O C

**Generate Challan**  
Generate New Challan

Click and Pay Fees

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(\*) Mark fields are mandatory

Financial Year *	2019-2020
License Type *	F.L. 9
District *	RAIPUR
Shop Name	Test New Bottling Plant
Licencee Name *	NEW BOTTELING NEW BOTTELING
Licencee Address *	RAIPUR RAIPUR
Designation *	कंपनी (Company)
Pan Number *	PAPCS2222A
Pincode	492001
Mobile No. *	9898989899
Email *	dte SK@gmail.com
Fees Type *	<input checked="" type="radio"/> Fees <input type="radio"/> Penalties
Fees Name *	Application Fees
Pay Head *	0761-Other Receipts-800-0039-
Total Amount *	
Month *	-Select-
Year *	2020
Remarks (Vehicle No etc.)	
Group Name	

Pay Application Fees or License Fees

Enter Application fees in numbers

RU2HE3

Enter above code:

REFRESH CODE

**Figure 4.8: License Applicant Master**

#### 4.1.4. Challan Application

After the successful payment of application fees, proceed to submit the application.

E-Payment    Challan Reconciliation

**Dash Board**

List of Challan for Application, Please Submit first !!

Select	ChallanNo	Fees	Fees Type
<input type="checkbox"/>	EX0501200000049	10000.0000	Application Fees
<b>Total</b>		<b>0</b>	

Final Submission

Select Challan before clicking on "Final Submission" button

**Figure 4.9: Dashboard Screen**

