



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**.

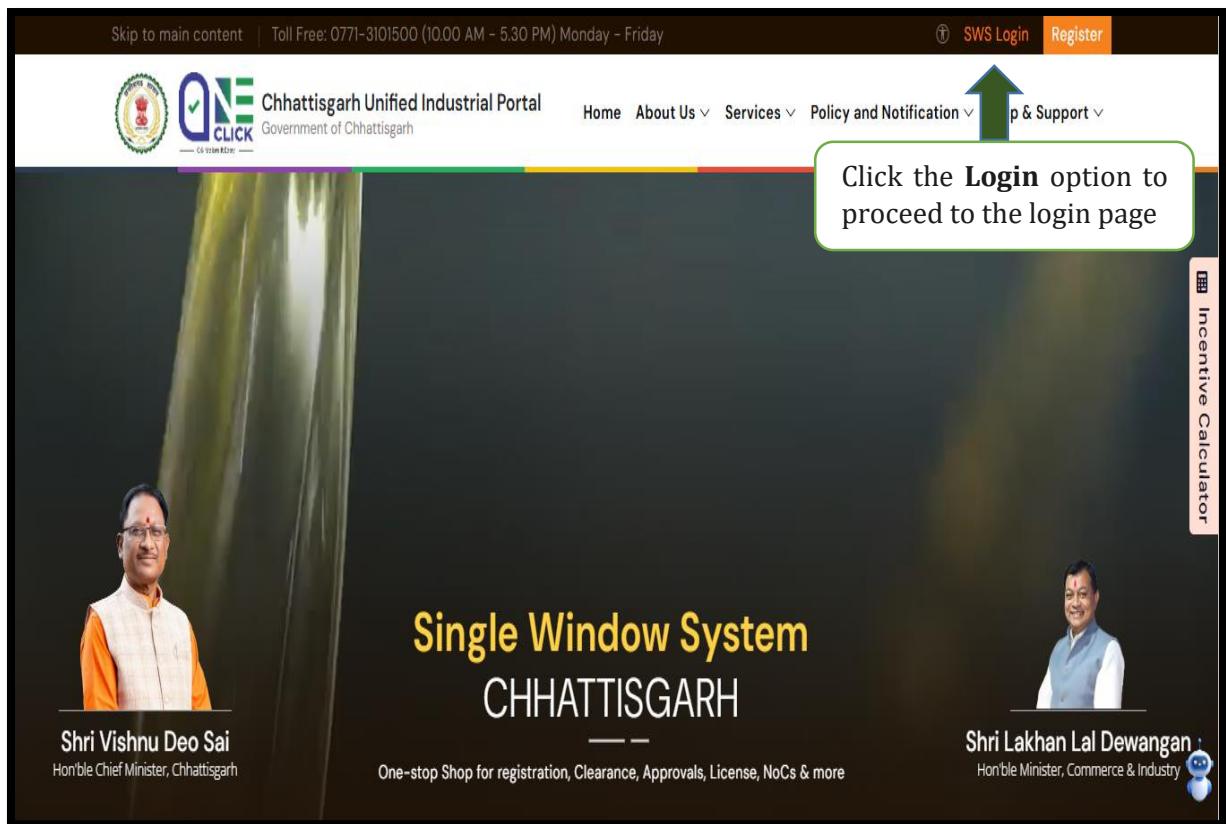


Figure 3.1: Homepage Screen



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.



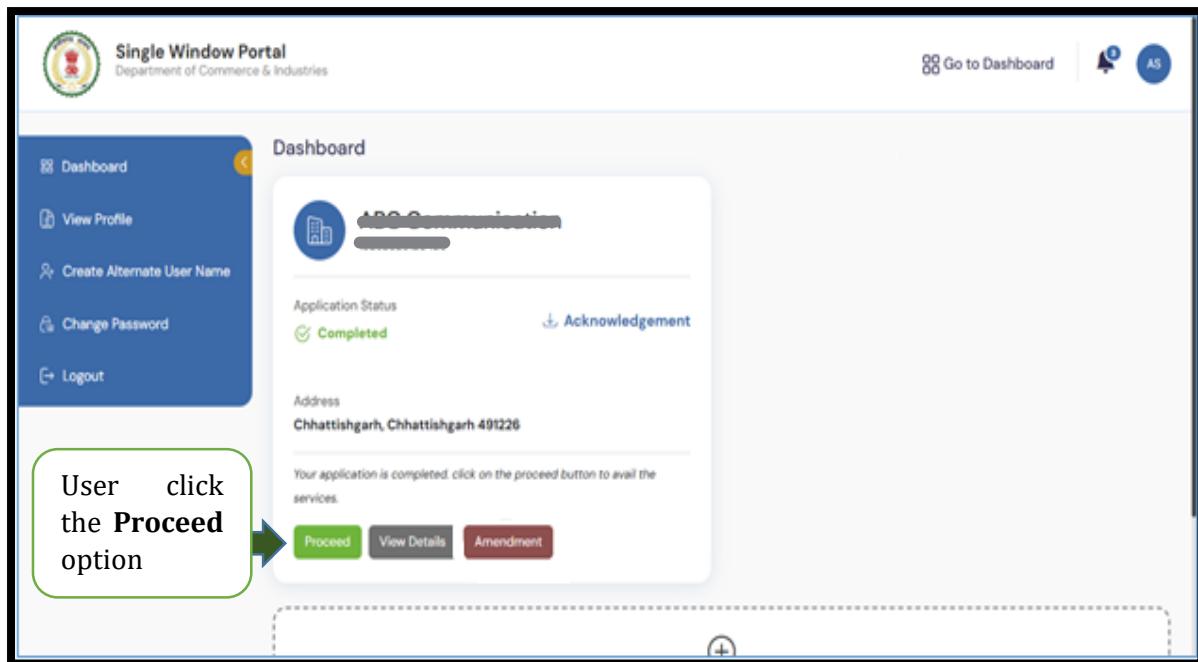


Figure 4.1: Dashboard Screen

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

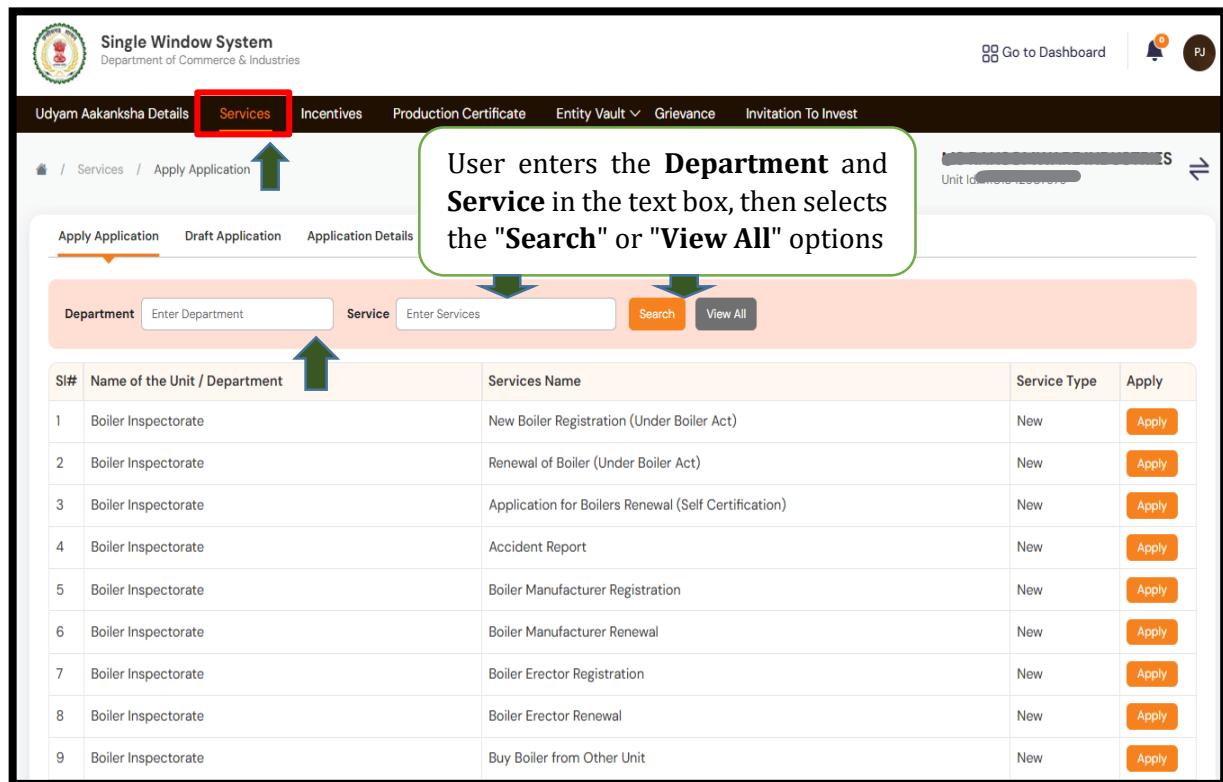


Figure 4.2: Services Screen

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



| Excise Department | License Type | Action | 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 | New | 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) | New | Apply |

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**.

Apply for Licence

Select Licence Type* Licence Financial Year*

Unit Name* Authorized person's Mobile No.*

Email* Enter Udyank Akansha No :-

License 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.

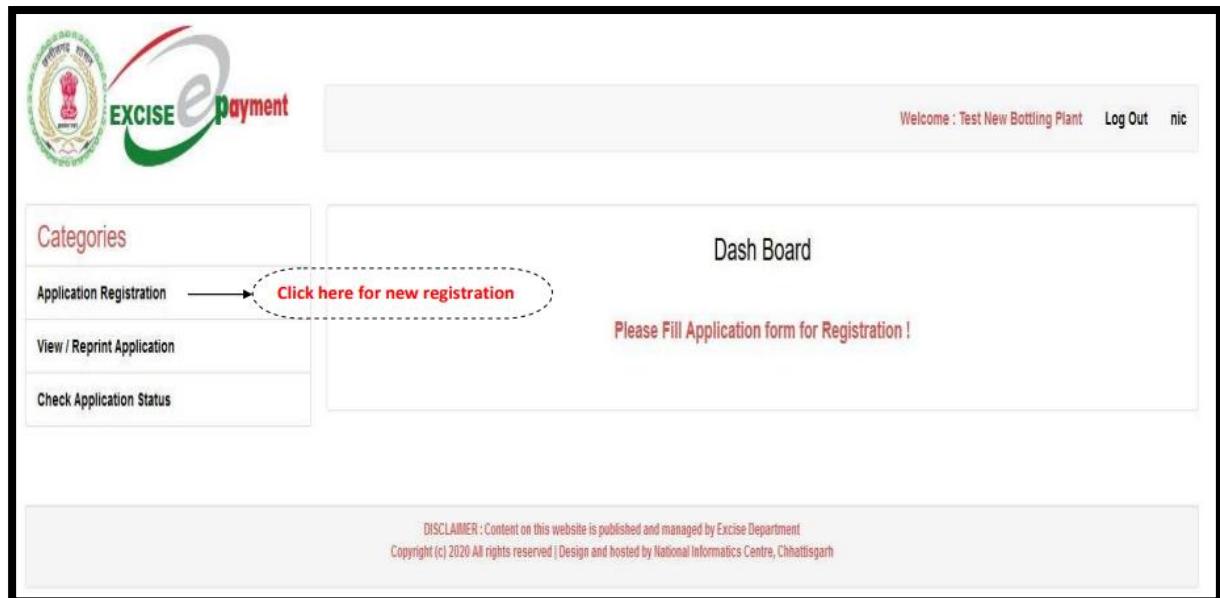


Figure 4.5: Dashboard Screen

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

| | | | |
|--|---|--------------------------------------|--|
| License Type | C.S. 18 | Current Financial Year | 2019-2020 |
| If Applicant has Already FLS Licence* | <input type="radio"/> Yes <input type="radio"/> No | Enter License No.* | |
| License Mode | <input type="radio"/> New <input type="radio"/> Renewal | Establishment Date* [mmddyyyy] | |
| License Category | <input type="radio"/> Individual <input type="radio"/> Company <input type="radio"/> Firm <input type="radio"/> K.U.F <input type="radio"/> A.O.P | License Financial Year | —Select— |
| <input type="radio"/> Applicant Details <input type="radio"/> Authorized Personal Detail <input type="radio"/> Upload Documents | | | |
| Applicant Detail | | | |
| Designation* | कंपनी(Company) | PAN Number* | ATJCA999A |
| Company Name* | | Date of Incorporation* [mmddyyyy] | |
| Applicant Contact Details | | | |
| Applicant Street Address* | | Land mark* | |
| District* | | Pincode* | |
| E-Mail* | abc@gmail.com | Mobile Number* | 9856989899 |
| Unit Details | | | |
| Unit Name* | | Street Address* | |
| Tehsil Name* | | District* | —Select— |
| Brewery | | | |
| Previous Experience* | | Proposed Amount* | 0 |
| Production Capacity (in Bottles)* | 0 | Number of Employee* | |
| Foreign currency requirement* | | Raw material Details and resource* | |
| 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 type="radio"/> No |
| 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 | | | |
| <input type="button" value="Save"/> | | | |



C. S. 1B

| | | | | | | | |
|---|--|-----------------------------|---|---|------------------------|---------------------------|--------------------------|
| Organization Type* | <input type="button" 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 | | | | | | | |

D-1

| | | | | | | | |
|--|---|-----------------------------|----------------|---|--|---------------------------|--------------------------|
| Organization Type* | <input type="button" 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 |
| Technical support:-* | Is there any foreign collaboration or technical: | | | <input type="radio"/> Yes | The idea of acquiring knowledge is yes, how much foreign exchange is required: | | |
| Time forecast:-* | Time required to obtain land, building and other place on issuance of letter of intent (In Months): | | | 0 | Required time for completion of construction work, installation of machinery and unit enforcement (In Months): | | |
| Employment oriented skills* | | | | | | | |
| Supervisors: | 0 | Skilled worker: | 0 | Non-skilled worker: | 0 | | |
| About Government Facilities :-* | | | | | 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 | <input type="button" value="Add New Row"/> | | |



FL-8

| | | | | | | | |
|--|--|-----------------------------|---|---|---|---------------------|--|
| Organization Type* | <input type="button" 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: | 0 | Drinking & Other Misc: | 0 | | |
| 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> | | | | | | | |
| <input type="radio"/> Yes <input type="radio"/> No | | | | | | | |

FL-9A

| | | | | | | | |
|--|--|-----------------------------|---|---|---|---------------------|--|
| Organization Type* | <input type="button" 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: | 0 | Drinking & Other Misc: | 0 | | |
| 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> | | | | | | | |
| <input type="radio"/> Yes <input type="radio"/> No | | | | | | | |



W-3

| | | | | | | | |
|--|---------------------|---|----------------|--|--|---------------------|--|
| Organization Type* | --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 |
| 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: | | |
| Time forecast:-* | | Time required to obtain land, building and other place on issuance of letter of intent (In Months): | | 0 | Required time for completion of construction work, installation of machinery and unit enforcement (In Months): | | |
| Employment oriented skills:-* | | Supervisors: | | 0 | Skilled worker: | 0 | Non-skilled worker: |
| About Government Facilities :-* | | Special facilities required from the government: | | 0 | 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 | 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.P. A.O.P | | Licence Financial Year | 2019-2020 | | | | | | | | |
| Applicant Details Authorized Personal Detail Upload Documents <table border="1" style="margin-top: 10px;"> <tr> <td>File Name</td> <td>File Type</td> <td>View Documents</td> <td>File Size</td> </tr> <tr> <td>Pan Card</td> <td>Pdf Only</td> <td>Browse...</td> <td>No file selected.</td> </tr> </table> | | | | | File Name | File Type | View Documents | File Size | Pan Card | Pdf Only | Browse... | No file selected. |
| File Name | File Type | View Documents | File Size | | | | | | | | | |
| Pan Card | Pdf Only | Browse... | No file selected. | | | | | | | | | |

Click here to upload document in pdf format

Upload And Make Payment

 Welcome : NEW BOTTLING Home Log Out

E-Payment Challan Reconciliation Reprint Challan B.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* | dteSt@gmail.com |
| Fees Type * | <input checked="" type="radio"/> Fees <input type="radio"/> Penalties |
| Fees Name* | Application Fees |
| Pay Head* | 0761-Other Receipts-000-0039- |
| Total Amount* | ← |
| Month * | ← Select - |
| Year * | 2020 |
| Remarks(VehicleNo etc.) | |
| Group Name | |

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 |
| Total | 0 | |

Final Submission

Select Challan before clicking on "Final Submission" button

Figure 4.9: Dashboard Screen

