



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Renewal of Supplier Distribution and Control License for 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 Supplier Distribution and Control License for Foreign Liquor License (F.L.10) 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**.

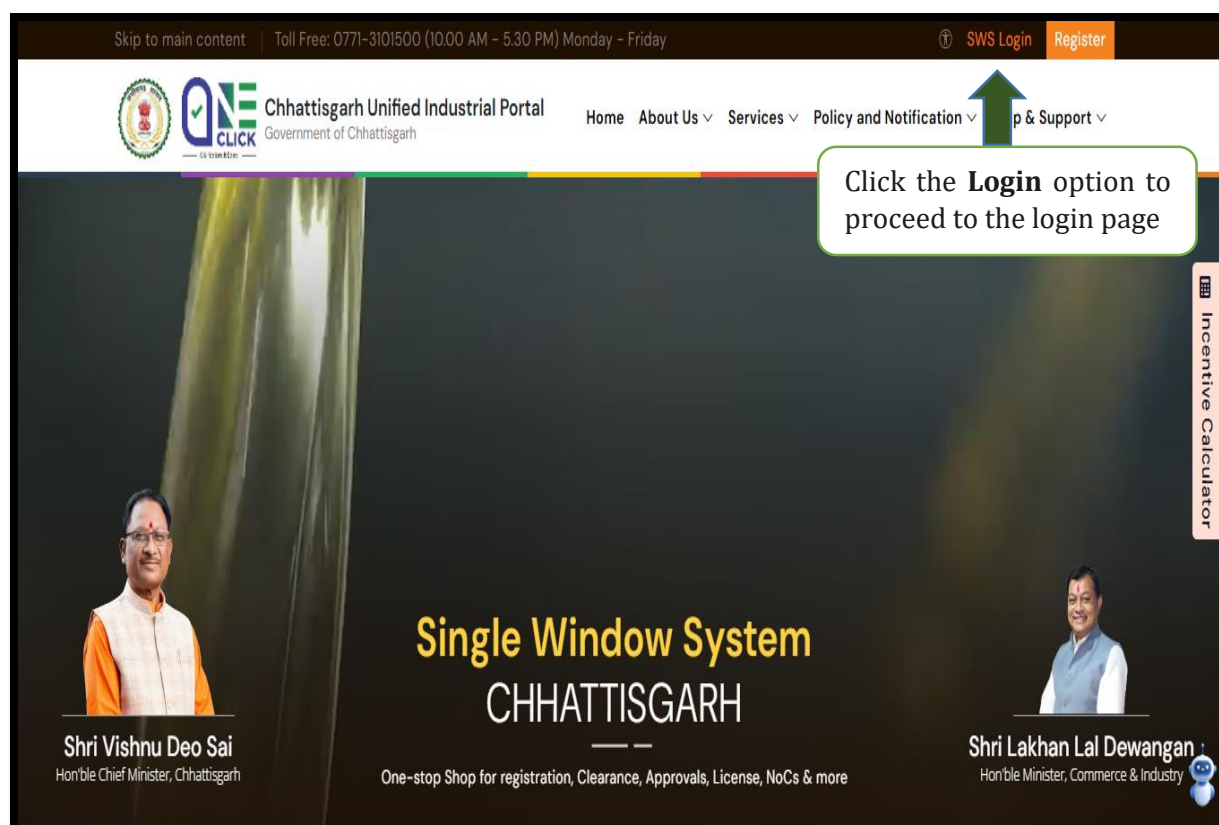


Figure 3.1: Homepage Screen



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.

Department of Commerce & Industries
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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

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 applying services.



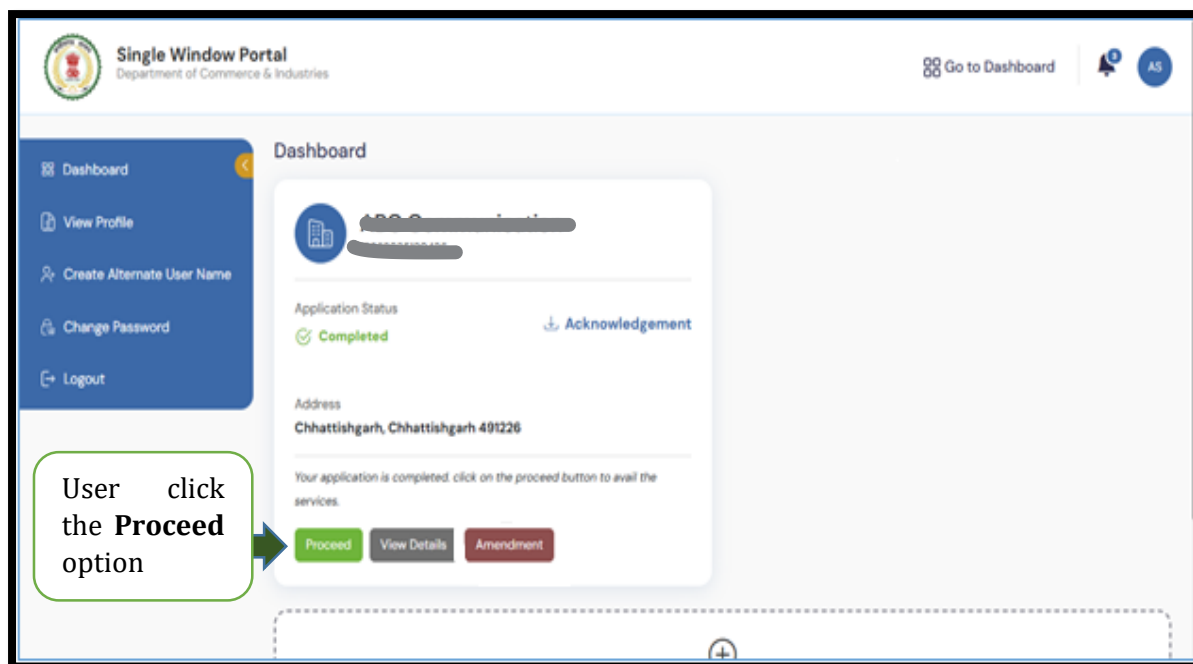


Figure 4.1: Dashboard Screen

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

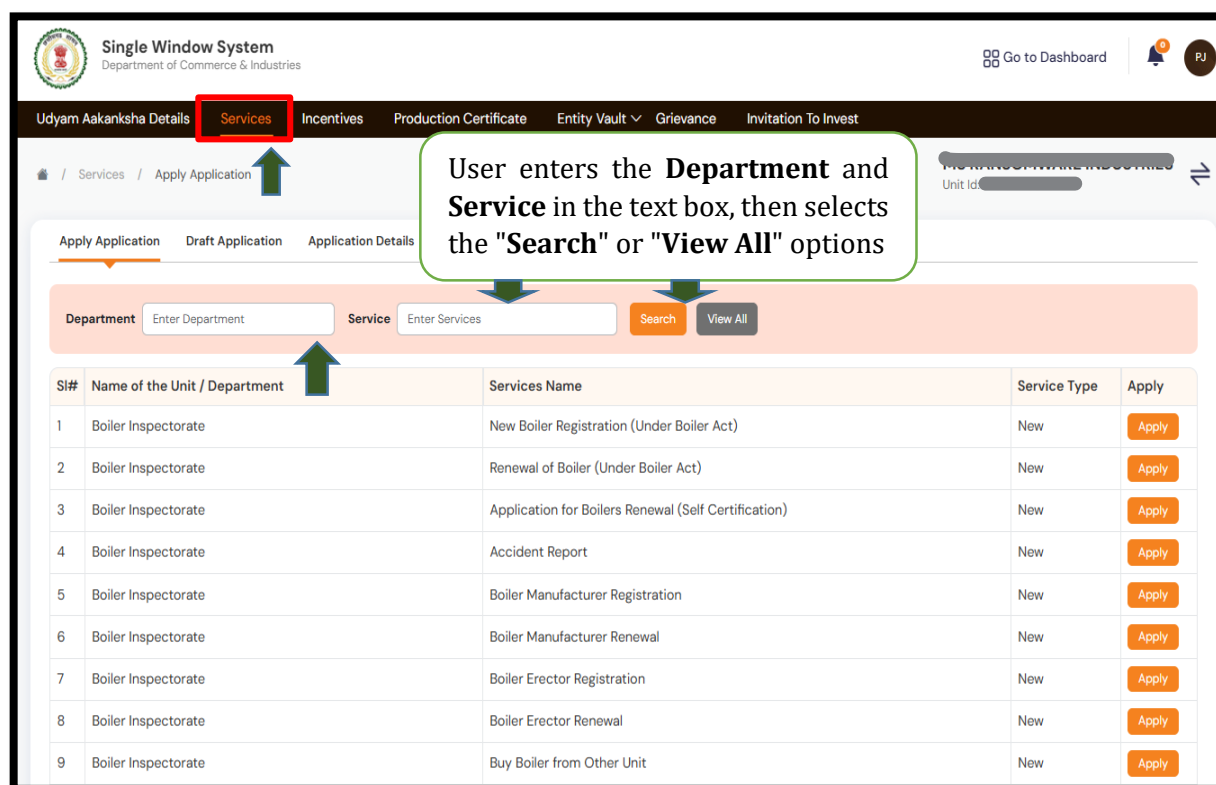


Figure 4.2: Services Screen

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



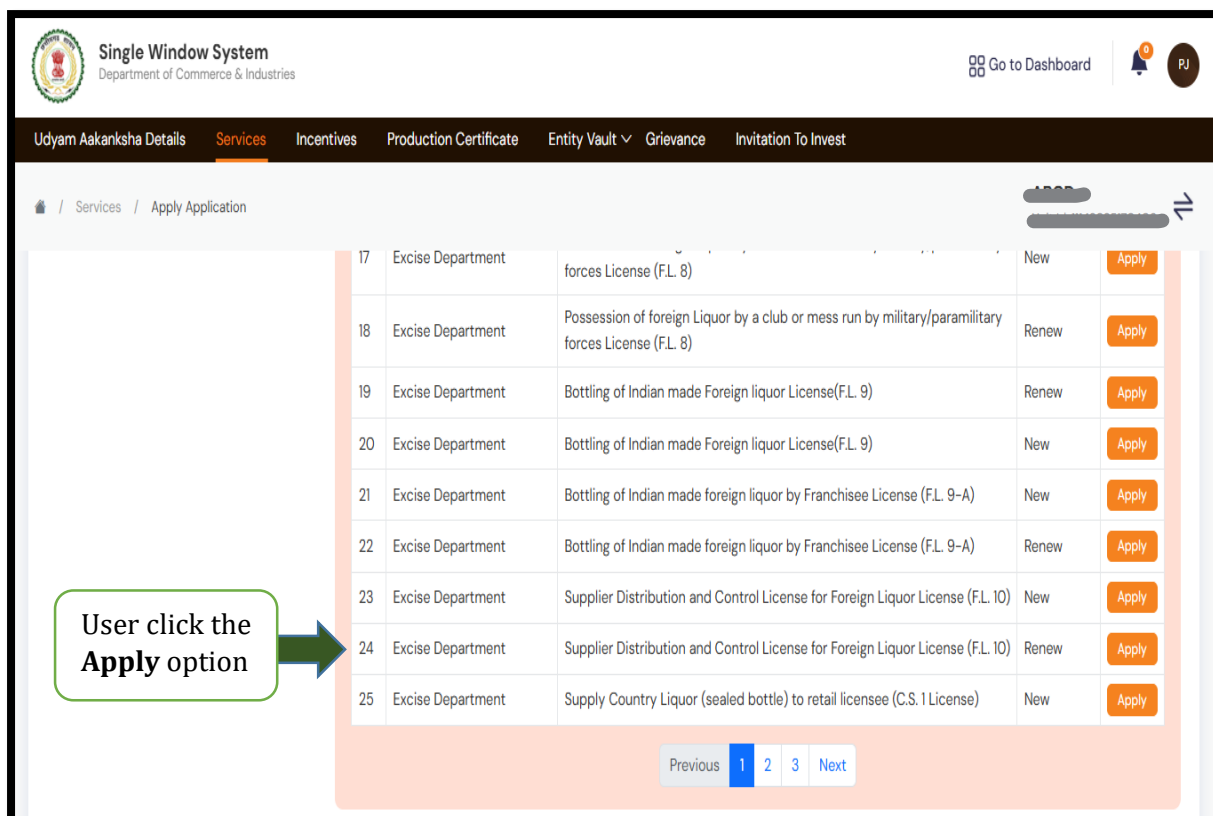


Figure 4.3: Excise Services Screen

4.1. Renewal of Supplier Distribution and Control License for Foreign Liquor License (F.L. 10)

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 & 4.5**.

EXCISE DEPARTMENT

Log Out

Apply for License

Select Licence Type: C.S. 2-D Licence Financial Year: 2020-2021

Shop Name: Authorized person's Mobile No.: 9826365963

Email: APUCAS999A@gmail.com Enter Udyam Aakanksha No. :-

Licence Mode: ☒ New ☐ Renewal

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

SUMMIT **Close**

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Figure 4.4: License Form Screen (For new Application)



EXCISE DEPARTMENT

Log Out

Apply for License

Select Licence Type* FL 1-D Licence Financial Year* 2020-2021

Shop Name* Bhatagaon Authorized person's Mobile No.* 9826365963

Email* APUCA9999A@gmail.com Enter Udyam Aakanksha No. :-

Licence Mode* ☐ New ☒ Renewal

Shop Detail* FL2144 Bhatagaon

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

SUBMIT **Close**

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Figure 4.5: License Form Screen (For Renewal - Select Already registered shop)

4.1.1. User Registration for the Application

After clicking Submit option, the screen will redirect to the Dashboard as shown Figure 4.6.

EXCISE DEPARTMENT

Welcome : Bhatagaon Log Out nic

Categories

- Application Registration
- View / Reprint Application
- Check Application Status

Dash Board

Please Fill Application form for Registration !

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Figure 4.6: Dash Board 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. 2-D	Current Financial Year	2020-2021
Licence Mode	<input type="radio"/> New <input 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"/> H.U.F <input type="radio"/> A.O.P	Licence Financial Year	2020-2021
Applicant Details Directors Details Authorized Personal Detail Signatory Detail Upload Documents			
Applicant Detail			
Designation *	Company	PAN Number *	APUCA9999A
Company Name *		Date of Incorporation* [mm/dd/yyyy]	
GST Number*		TIN Number*	
Applicant Contact Details			
Applicant Street Address*		Land mark*	
District*		Pincode*	
E-MailID*	APUCA9999A@gmail.com	Mobile Number *	9826365963
Unit Details			
Unit Name *	Bhatagaon	Street Address*	
Tehsil Name*		District*	--Select--
Details of Place Adjoining to Unit Place			
North *		South *	
East *		West *	
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"/>			

Figure 4.7: Application Form

4.1.3. User enter the Directors Details

The user enters details into the Directors Details including Owner Personal Details, Present Contact Details and other relevant information, as shown in Figure 4.8.



Applicant Details Directors Details Authorized Personal Detail Signatory Detail Upload Documents

Owner Personal Detail

OwnerName * MR. RAJAT SHARMA Gender * ☒ Male ☐ Female

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

Date Of Birth * 05/02/1993 Age 27 (Years) 1 (Month) 14 (Days) Nationality Indian

Designation * Individual PAN Number * APUPA9977D

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 * 6669855898

E-MailID * testscree@gmail.com

☒ 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 6669855898

E-MailID testscree@gmail.com

Add

Figure 4.8: Directors Form

4.1.4. User enter the Authorized Person Details

The user enters details into the Authorized Person Details including Contact Detail and other relevant information, and then click the **Save & Proceed** option as shown in Figure 4.9.

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. RAJAT SHARMA Gender * ☒ Male ☐ Female

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

Date Of Birth * 05/02/1993 Age 27 (Years) 1 (Month) 14 (Days)

Designation * Individual PAN Number * APUPA9977D

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 * testscree@gmail.com Mobile Number * 6669855898

Save & Proceed



Figure 4.9: Authorized Person Form

4.1.5. User enter the Signatory Details

The user enters details into the Signatory Details including Contact Detail and other relevant information, and then click the **Save & Proceed** option as shown in Figure 4.10.

The screenshot displays the 'Signatory Detail' form within a web application. The form is divided into two main sections: 'Signatory Personal Detail' and 'Contact Detail'. The 'Signatory Personal Detail' section includes fields for Signatory Name (MR. RAJAT SHARMA), Gender (Male), Nationality (Indian), Father/Husband Name (PRAKASH SHARMA), Relationship (Father), Date Of Birth (05/02/1993), Age (27 Years 1 (Month) 14 (Days)), Designation (Individual), and PAN Number (APUPA9977D). The 'Contact Detail' section includes fields for Street Address (ASHWANI NAGAR), Land mark (TEMPLE), District (RAIPUR), Tehsil Name (Raipur), Pincode (492001), Police Station Name (Shanti Nagar), Rural/Urban Area (Urban), Village/City Name (Raipur), Parishad Name (Nagar Nigam), Parishad Name (Shanti Nagar), City WardNo (44), City WardName (Shanti Nagar), E-MailID (testscreen@gmail.com), and Mobile Number (6668855212). A 'Save & Proceed' button is located at the bottom of the form.

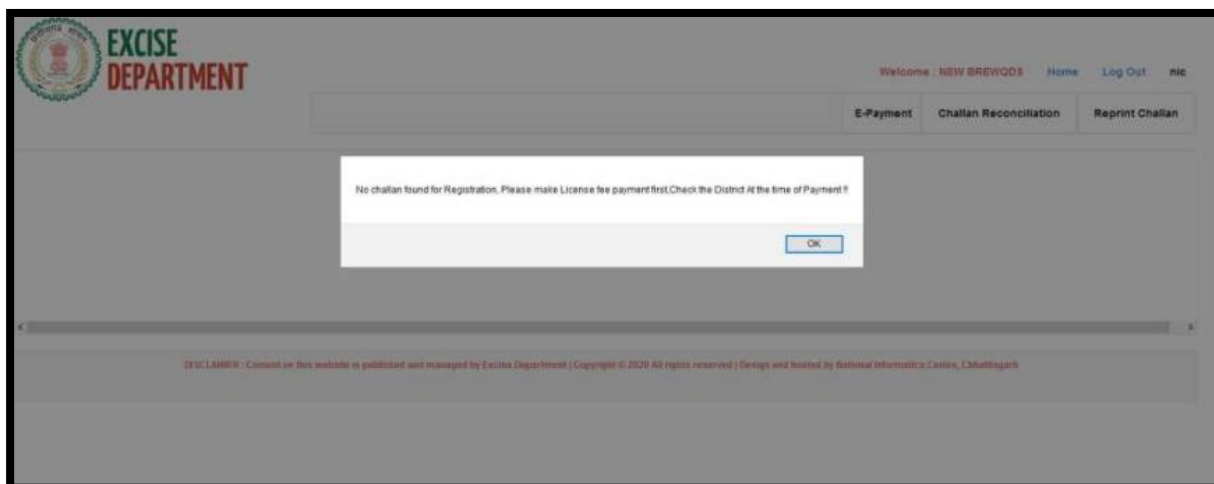
Figure 4.10: Signatory Form

4.1.6. User Upload Document Details

The screenshot displays the 'Licensee Applicant Master' form. It includes fields for Licence Type (CS 2D), Current Financial Year (2020-2021), Licence Mode (New/Renewal), Establishment Date, Licence Category (Individual/Company/Firm/H.U.F./A.O.P.), and Licence Financial Year (2020-2021). Below these fields, there is a section for document upload with a table showing the upload status. The table has columns for File Name, File Type, View Documents, and File Size. The first row shows 'Pan Card Copy' with a file type of 'Pdf Only', a 'Choose File' button, and a status of 'No file chosen'. The file size limit is specified as 'File size Less Than 1 MB'. An 'Upload And Make Payment' button is located at the bottom of the form.



4.1.7. For Composite Shop (License Fees Payment)



EXCISE DEPARTMENT

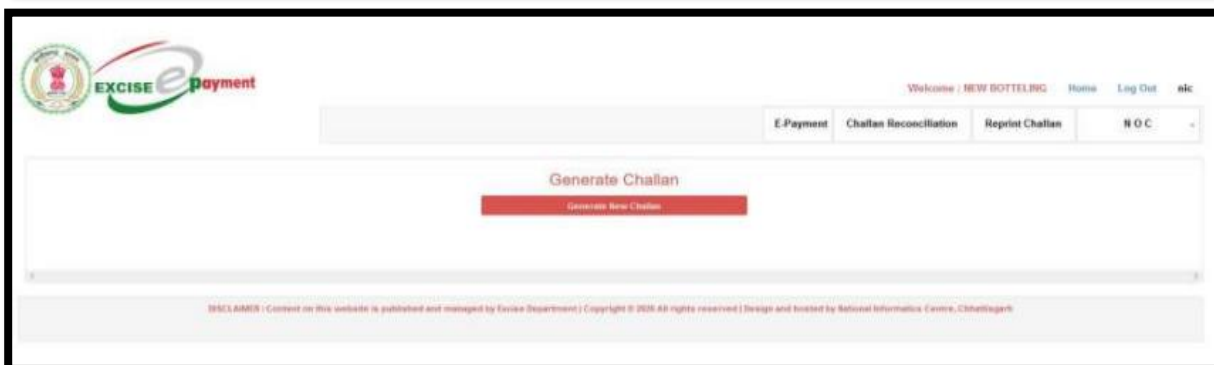
Welcome : NEW BREWQDS Home Log Out nic

E-Payment Challan Reconciliation Reprint Challan

No challan found for Registration. Please make License fee payment first. Check the District at the time of Payment !!

OK

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EXCISE ePayment

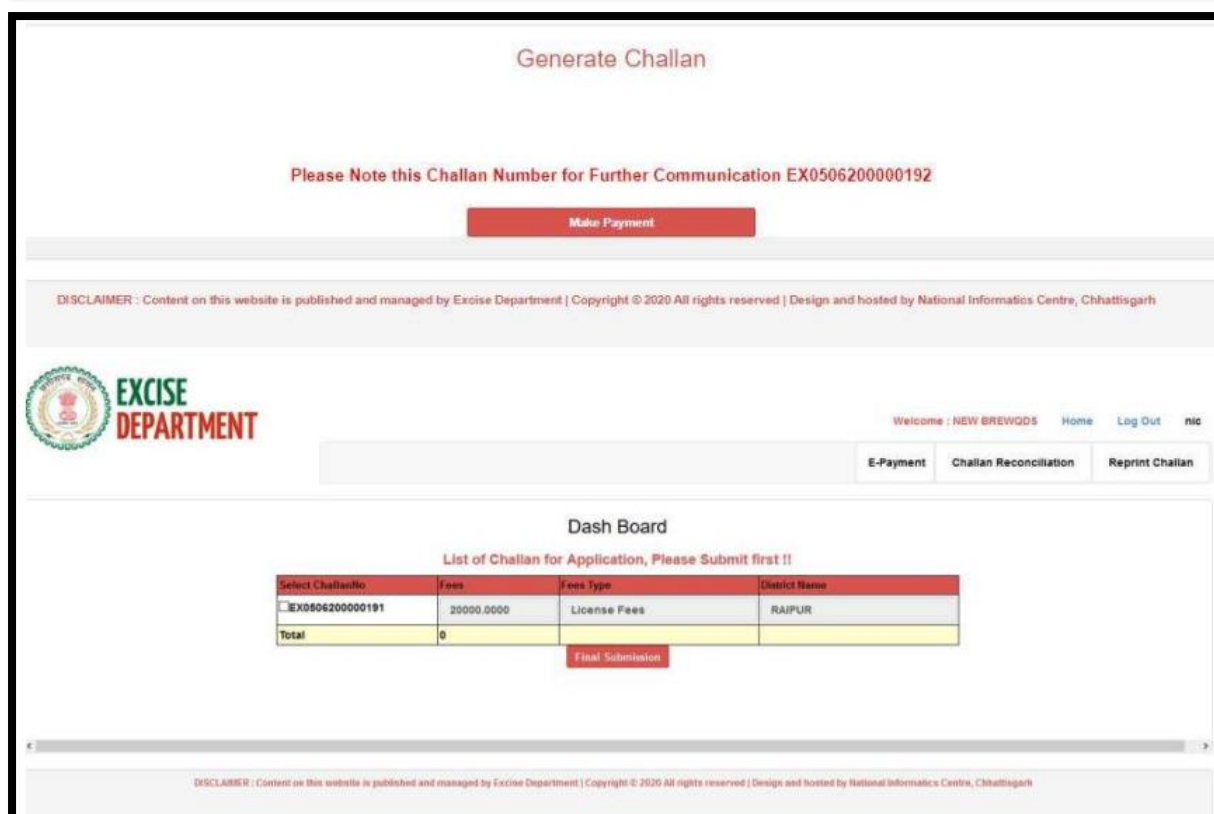
Welcome : NEW BOTTELING Home Log Out nic

E-Payment Challan Reconciliation Reprint Challan N O C

Generate Challan

Generate New Challan

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Generate Challan

Please Note this Challan Number for Further Communication EX0506200000192

Make Payment

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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 Challan No.	Fees	Fees Type	District Name
EX0506200000191	20000.0000	License Fees	RAIPUR
Total	0		

Final Submission

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EXCISE DEPARTMENT

Welcome : NEW BREWQDS Home Log Out nic

E-Payment Challan Reconciliation Reprint Challan


Dash Board

Your Application is Successfully Submitted !!

[View Submitted Application](#)

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- For existing foreign liquor and country liquor shops (License Fees Payment).



EXCISE DEPARTMENT

Welcome : CSMCL Home Log Out

Categories

Challan

Permit

E-Payment

Financial Year	2020-2021	District Name	RAIPUR	Licence Type Name	F.L. 1-D
Shop Name	New Premium Shop	Candidate Name	CSMCL	Pan No	XXXXX0000X
Licence Fees Name	License Fees	Current Month	June		

Invoice No. * : License Fees

Enter Amount to be paid : 10000

PROCEED

