



## **Chhattisgarh Unified Industrial Portal**

Government of Chhattisgarh

### ***User Manual***

***For***

***Bottling of Indian Made Foreign Liquor by  
Franchisee 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.

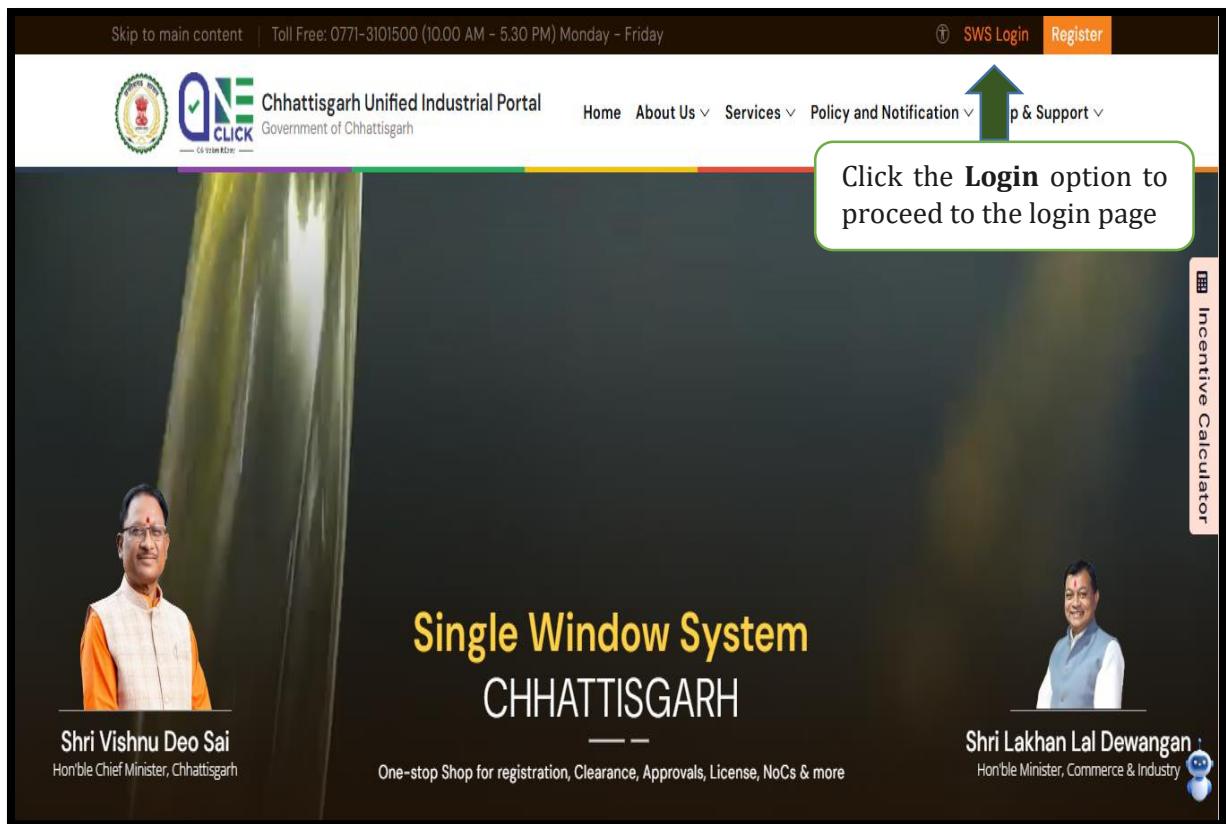
**Purpose:** This document serves as a step-by-step guideline for industrial users and departmental officers navigating the Bottling of Indian made foreign liquor by Franchisee License (F.L. 9-A) process within the Department of Commerce and Industries, Chhattisgarh, through the Single Window Portal.

## 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>)



Enter the registered User Name

Enter the Captcha, which is shown on the side and click Next option

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.

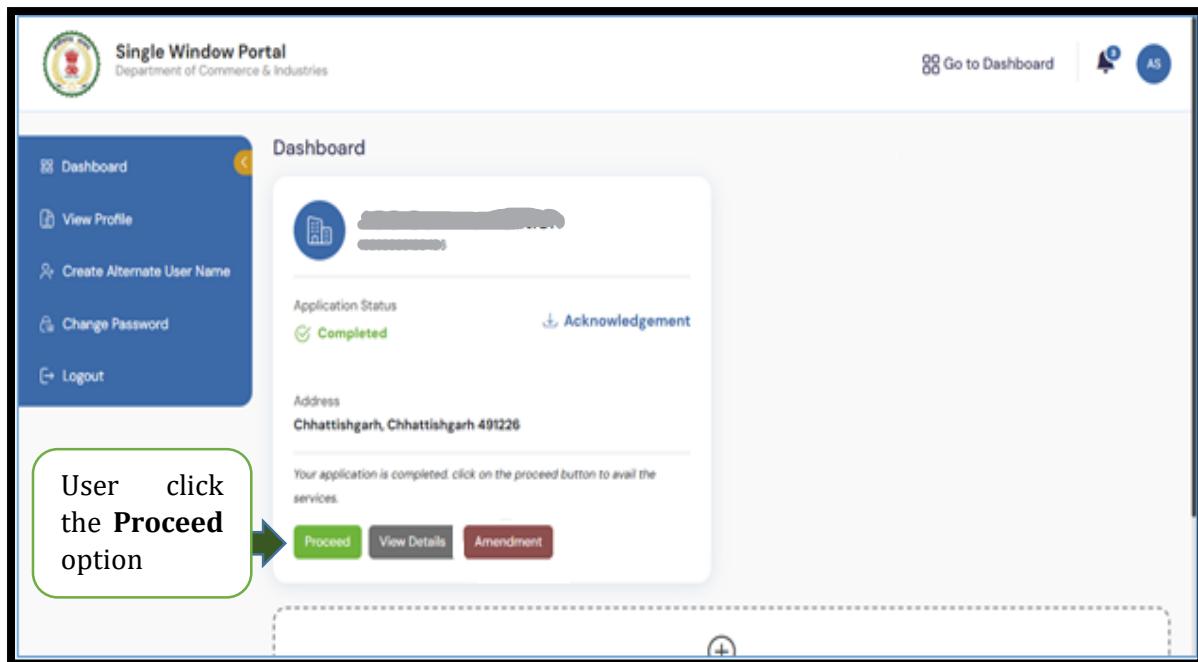
For technical support please contact us at [invest-support@cg.gov.in](mailto:invest-support@cg.gov.in)

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

## 4. Dashboard

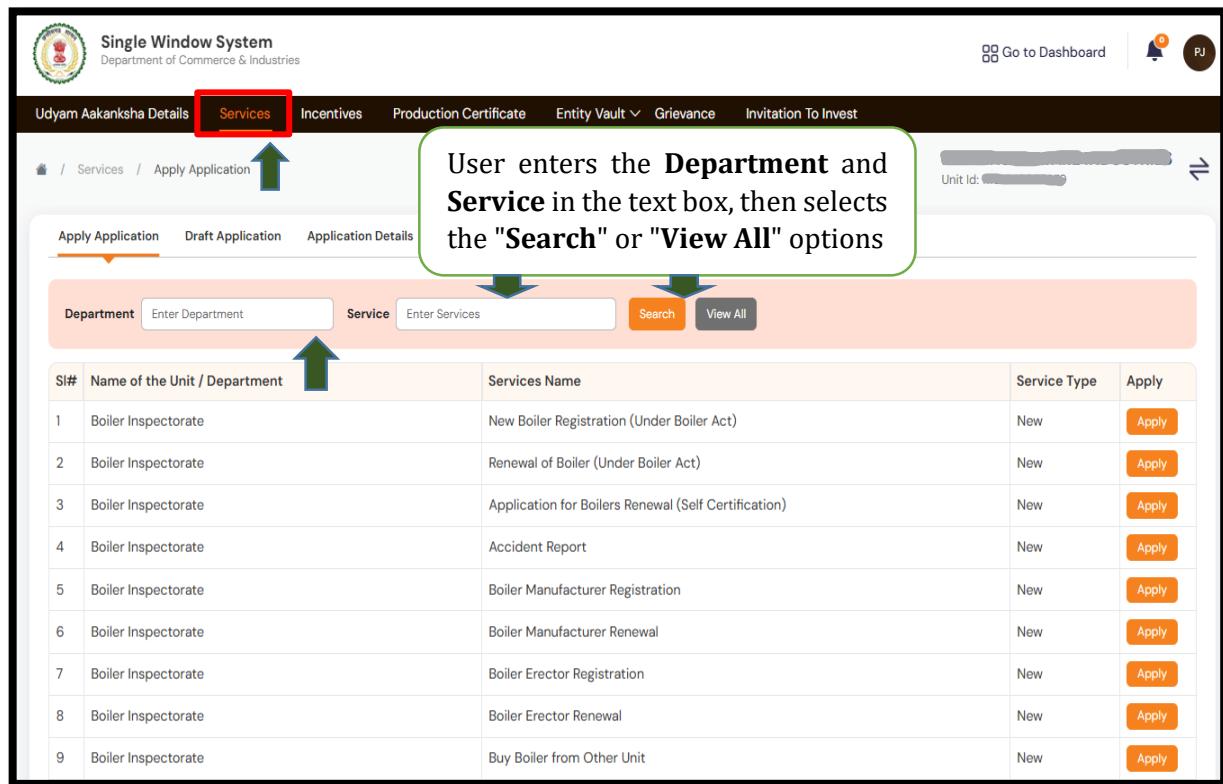
After a successful login, the page navigates to the Investor Dashboard (refer to **Fig. 4.1**), which includes step-by-step instructions for applying services.





**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**.



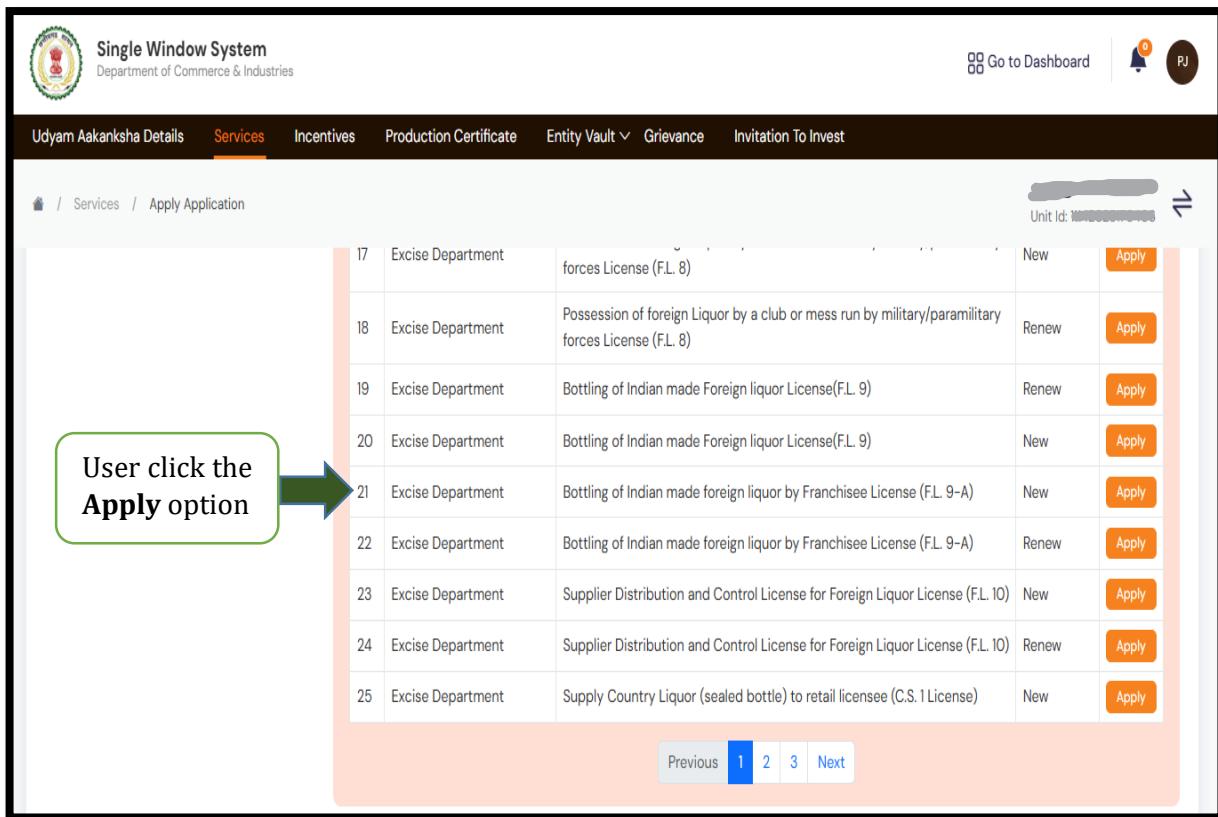


Figure 4.3: Excise Services Screen

#### 4.1. Bottling of Indian Made Foreign Liquor by Franchisee License (F.L. 9-A)

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. 9

Unit Name\*

Email\* @gmail.com

Authorized person's Mobile No.\*

Enter Udyank Akansha No :-

License Financial Year\* 2019-2020

License Mode\* New  Renewal

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

**SUBMIT** **Close**

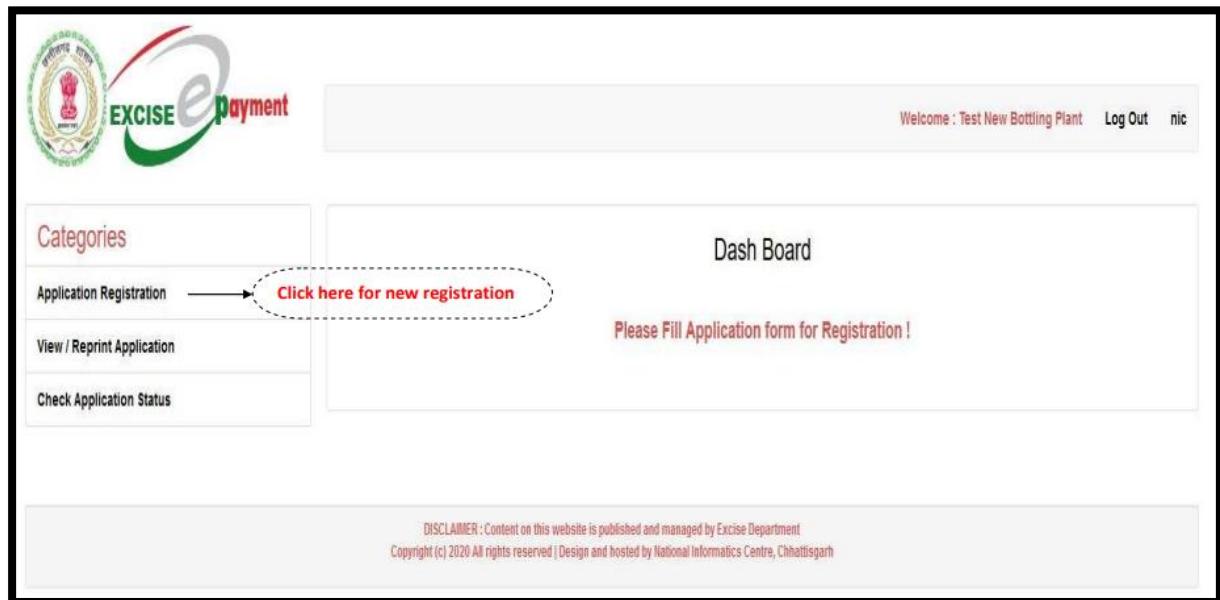
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Figure 4.4: License Screen



#### **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**

Licence 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.*	
Licence Mode	<input type="radio"/> New <input type="radio"/> Renewal	Establishment Date* [mmddyyyy]	
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	<input type="radio"/> Select
<a href="#">Applicant Details</a> <a href="#">Authorized Personal Detail</a> <a href="#">Upload Documents</a>			
<b>Applicant Detail</b>			
Designation*	कंपनी(Company)	PAN Number*	
Company Name*		Date of Incorporation* [mmddyyyy]	Registration Number
<b>Applicant Contact Details</b>			
Applicant Street Address*		Land mark*	State* <input type="radio"/> Select
District*		Pincode*	
E-Mail ID*	<input type="radio"/> @gmail.com	Mobile Number*	
<b>Unit Details</b>			
Unit Name*		Street Address*	District* <input type="radio"/> Select
Tehsil Name*			
<b>Brewery</b>			
Previous Experience*		Proposed Amount*	<input type="radio"/> 0
Production Capacity (in Bottles)*	<input type="radio"/> 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
<b>Declaration</b>			
<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> <p><input type="radio"/> <input type="radio"/> Yes <input type="radio"/> No</p>			
<input type="button" value="Save"/>			



**C. S. 1B**

Organization Type*	<input type="button" value="--Select--"/>							
<b>Capital Structure*</b>								
<b>In Case of Limited Company</b>								
Authorized*	0	Issued*	0	Paid-up*	0	Borrowing (if any)*	0	
<b>In Case of others</b>								
Capital*	0	Borrowing (if any)*	0	Investment Details*			0	
<b>Fixed Asset</b>								
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
<b>Employment oriented skills*</b>								
Supervisors:	0	Skilled worker:	0	Non-skilled worker:	0			
<b>Particular of Requirements*</b>								
Dilution of Spirit:	0	Washing of Bottles:				Drinking & Other Misc:	0	
<b>Declaration</b>								
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--"/>							
<b>Capital Structure*</b>								
<b>In Case of Limited Company</b>								
Authorized*	0	Issued*	0	Paid-up*	0	Borrowing (if any)*	0	
<b>In Case of others</b>								
Capital*	0	Borrowing (if any)*	0	Investment Details*			0	
<b>Fixed Asset</b>								
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:			0
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):			0
<b>Employment oriented skills*</b>								
Supervisors:	0	Skilled worker:	0	Non-skilled worker:	0			
<b>About Government Facilities :-*</b>					Special facilities required from the government:			0
					Specific feature of the scheme, if any:			0
Row Number	Item of Manufacture	Annual Quantity(in Metric)	Capacity Value	Estimated Annual Production				
1	0	0	0	0	<input type="button" value="Add New Row"/>			



**FL-8**

Organization Type*	<input type="button" value="--Select--"/>						
Capital Structure							
<b>In Case of Limited Company</b>							
Authorized *	0	Issued *	0	Paid-up *	0	Borrowing (if any)*	0
<b>In Case of others</b>							
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		
<b>Declaration</b>							
<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> <p><input type="radio"/> Yes <input type="radio"/> No</p>							

**FL-9A**

Organization Type*	<input type="button" value="--Select--"/>						
Capital Structure							
<b>In Case of Limited Company</b>							
Authorized *	0	Issued *	0	Paid-up *	0	Borrowing (if any)*	0
<b>In Case of others</b>							
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		
<b>Declaration</b>							
<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> <p><input type="radio"/> Yes <input type="radio"/> No</p>							



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 <b>Upload Documents</b> <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**

EXCISE e Payment

Welcome : NEW BOTTLING Home Log Out nlc

Generate Challan

**Click and Pay Fees**

Generate New Challan

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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*	██████████
Pincode	492001
Mobile No.*	██████████
Email*	████@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	

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"/> E-██████████	10000.0000	Application Fees
Total	0	

Final Submission

Select Challan before clicking on "Final Submission" button

**Figure 4.9: Dashboard Screen**

