Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Project Report Subsidy

(Post- Production Incentives)

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1. Overview

The Single Window System is a centralized digital platform designed to streamline and simplify the process of obtaining approvals, clearances, and services required by businesses and industries. It enables faster decision-making, improves transparency, and reduces delays by allowing applicants to submit and track applications through a single interface.

Purpose: This document serves as a step-by-step guideline for industrial users and departmental officers navigating the Project Report Subsidy 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**.

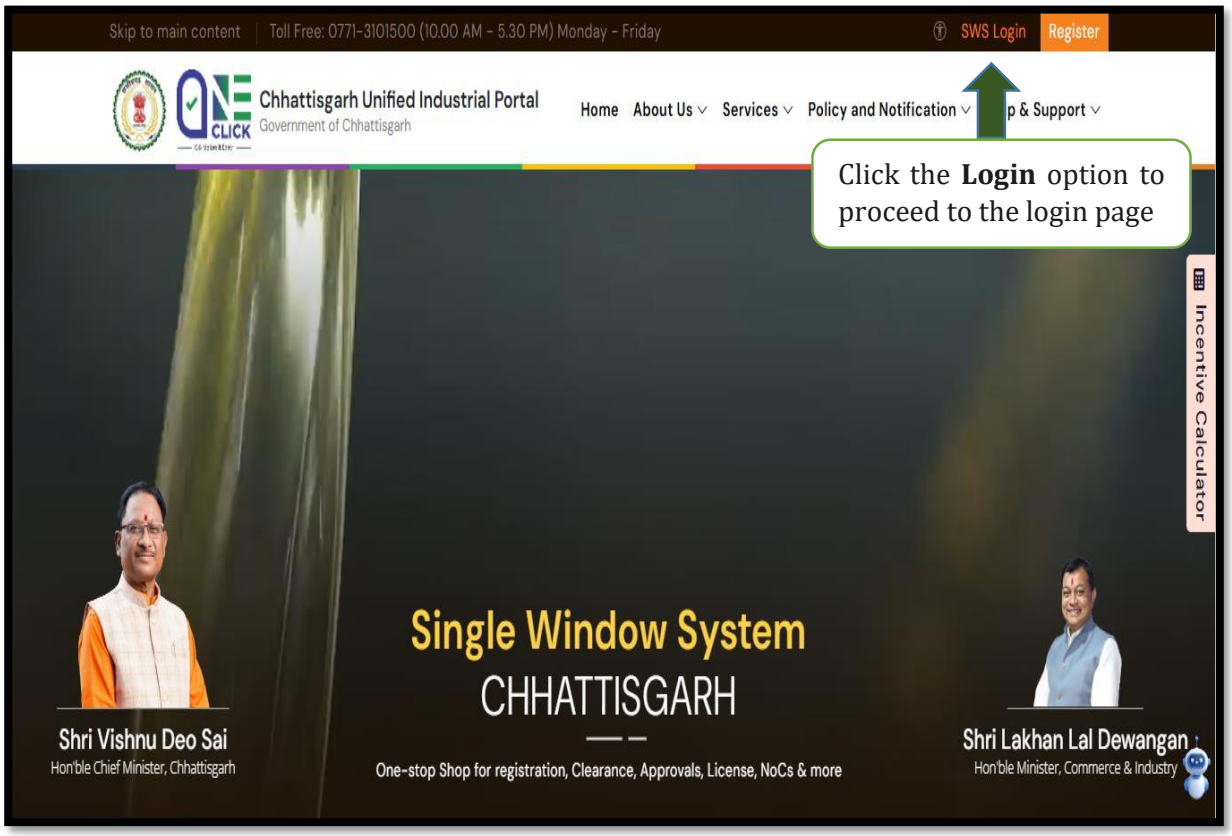

Figure 3.1: Homepage Screen

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 adding new unit details.

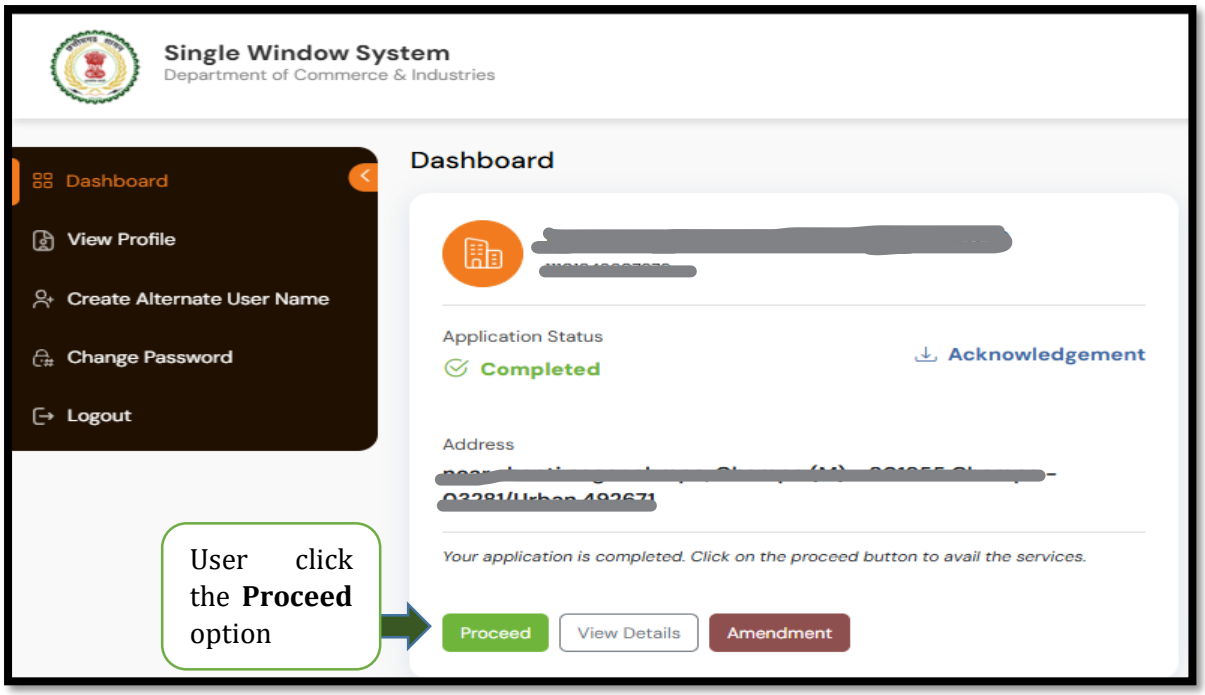

Figure 4.1: Dashboard Screen

On the Incentives page, refer to **Figure 4.2**, which displays all incentives. In the Application section, select the option to apply for Project Report Subsidy.

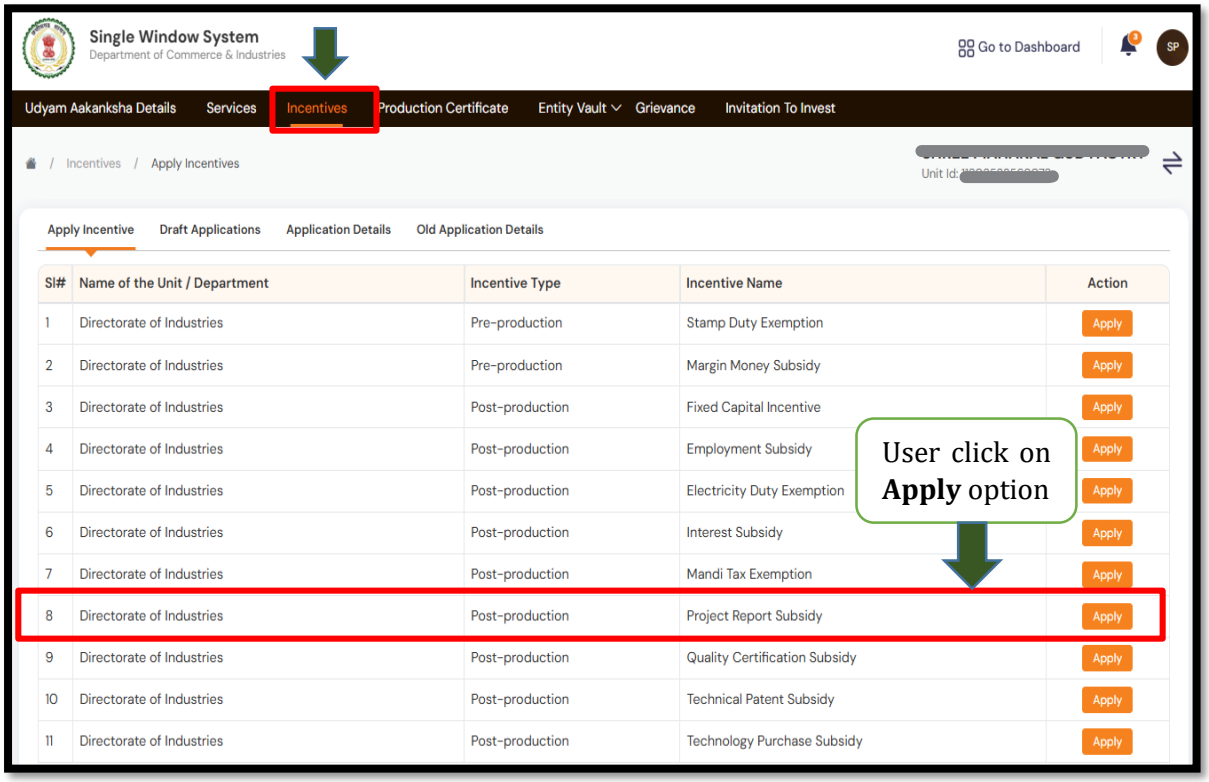

Figure 4.2: Incentives Screen

5. Project Report Subsidy

- The user can apply for the Project Report Subsidy only after obtaining a Production Certificate.
- This incentive can be availed only once.
- The "Priority Sector" field will be displayed only if the "Category of Entrepreneur" is selected as "Thrust."
- If not already uploaded, the user must upload the required documents to the Entity Vault.
- Information retrieved from the Production Certificate form on this page is non-editable. To make any changes, the user must update the original Production Certificate form.

5.1. Project Report Application Form

After clicking the 'Apply' option, the 'Application for Project Report Subsidy' screen is displayed, as shown in Figure 5.1.

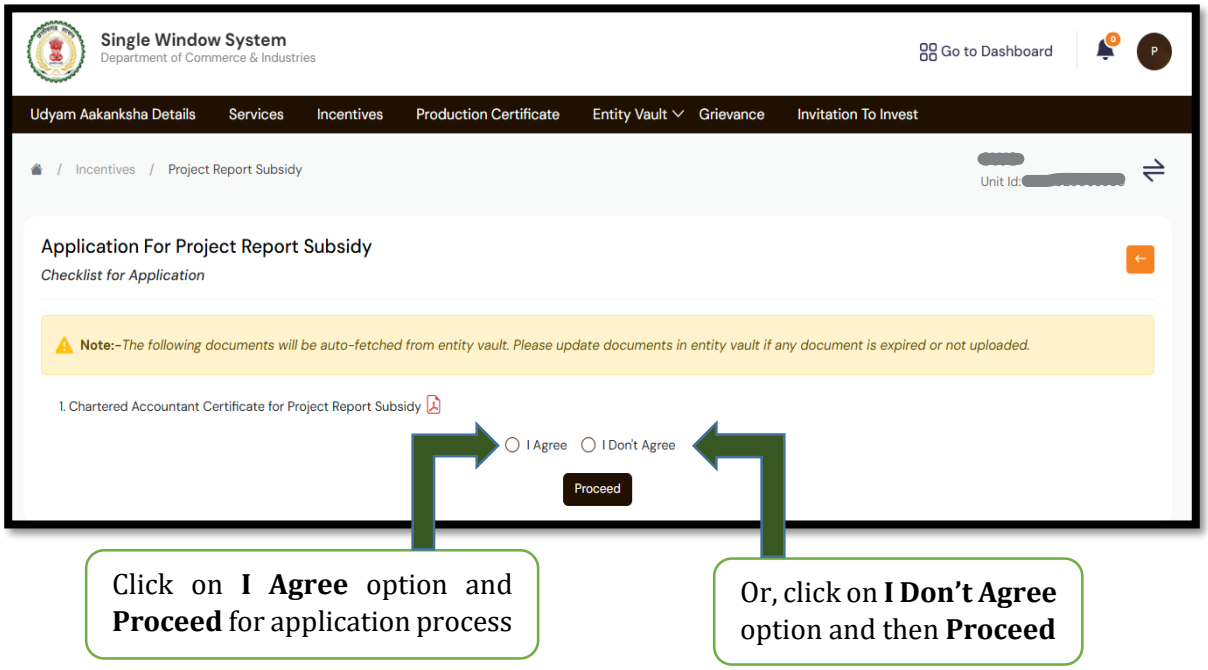

Figure 5.1: Project Report Application

Upon agreeing, the basic information is automatically fetched from Production Certificate as shown in **Figure 5.2**.

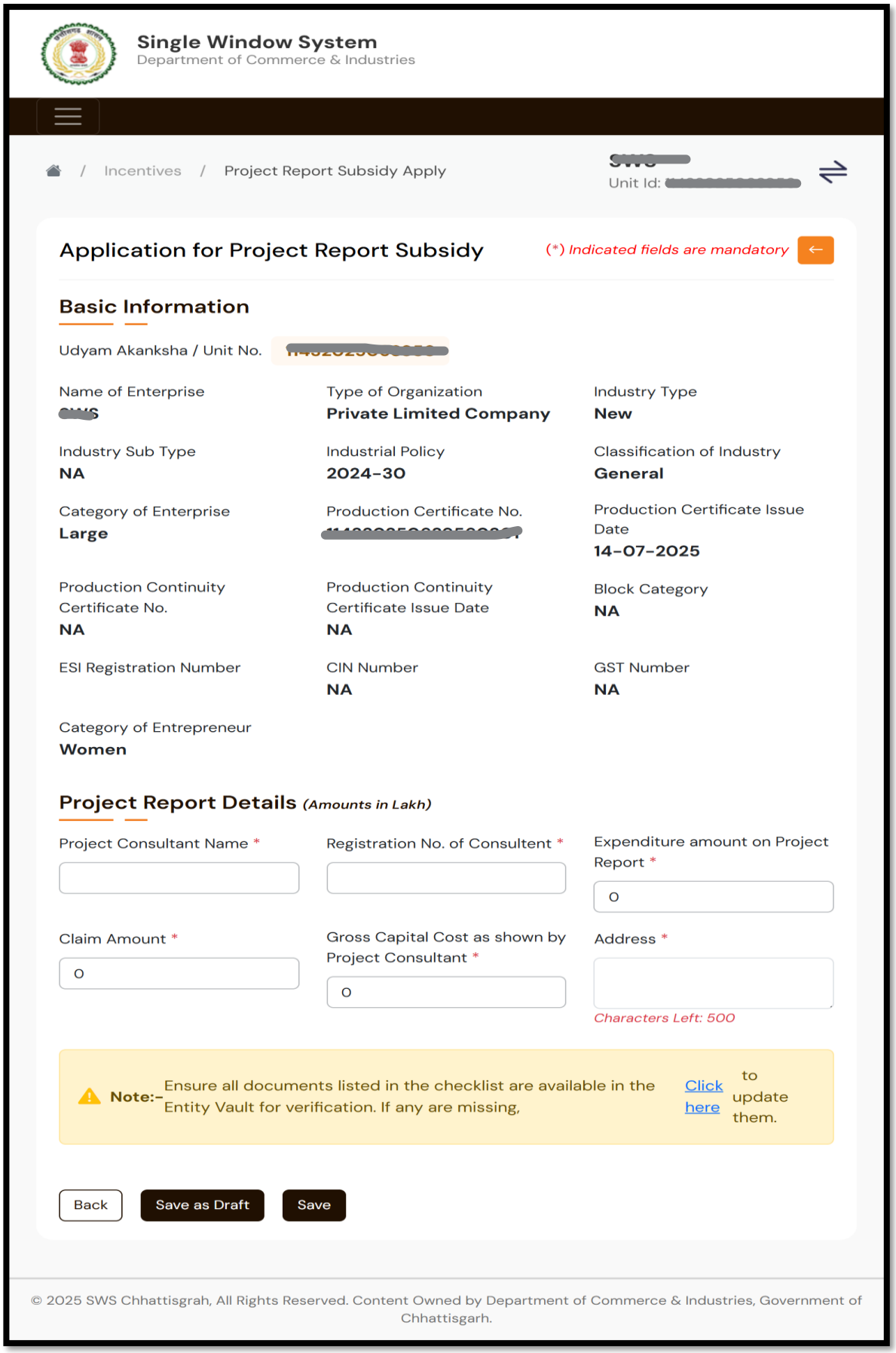

Figure 5.2: Project Report Subsidy

5.1.1 User enter the Project Report Details

- **Project Consultant Name**: User enter the full name of the project consultant.
- **Registration No. of Consultant**: User provide the consultant's registration number.
- **Expenditure amount on Project Report (In Lakh)**: Input the total expenditure amount for the project report, in lakhs.
- **Claim Amount (In Lakh)**: User enter the total claim amount you are requesting, in lakhs.
- **Gross Capital Cost as shown by Project Consultant (in Lakh)**: User fill in the gross capital cost as stated by the project consultant, in lakhs.
- **Address**: User enter the complete address.

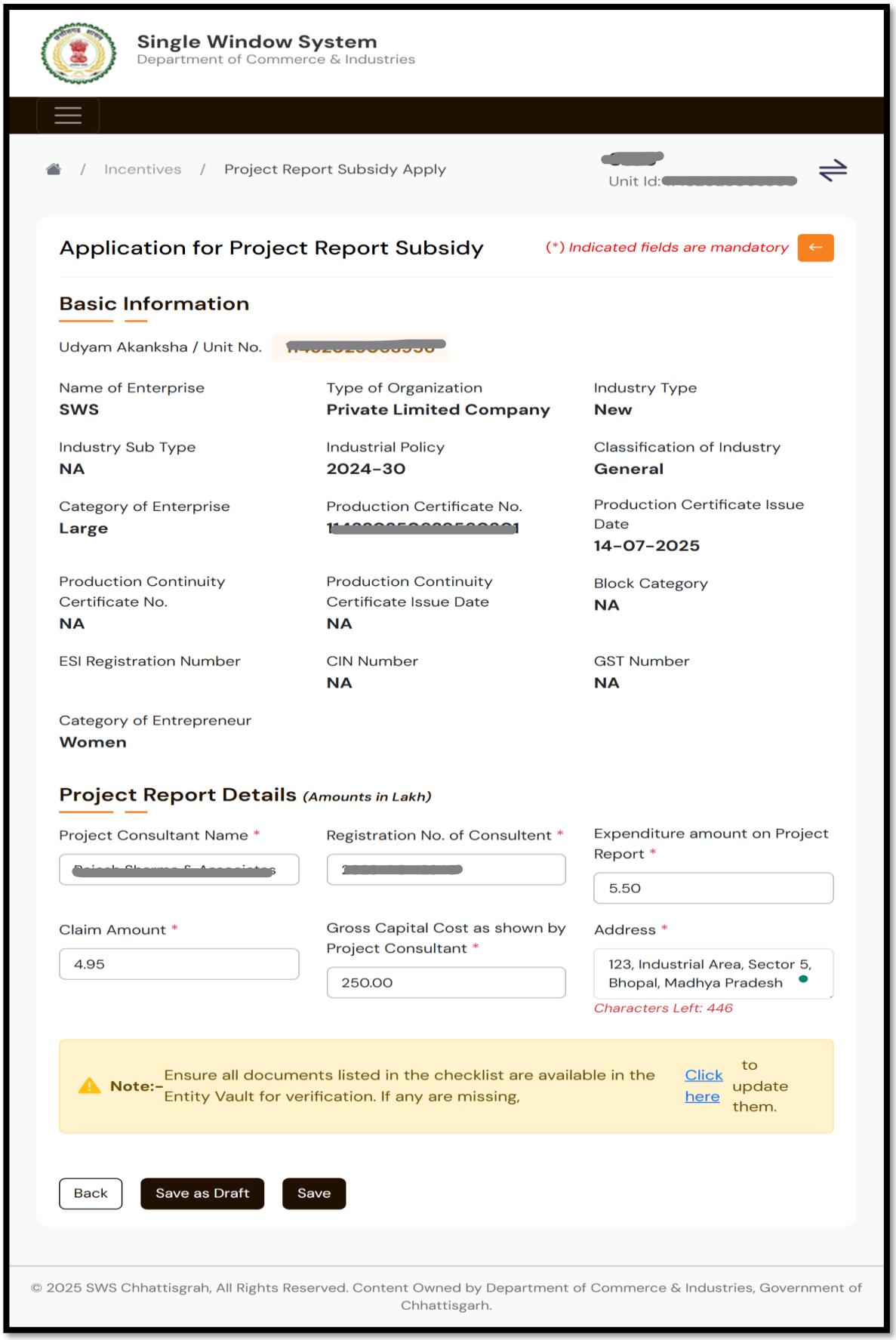

Figure 5.3: Project Report Subsidy Application

In Figure 5.3,

- The user clicks the **Back** option to return to the previous page.
- To save the details in draft format and submit them later, the user clicks the **Save as Draft** option.
- The user clicks the **Save** option to save the entered details.

After clicking the **Save** option, the dashboard shown in **Figure 5.4** displays all the details and information submitted by the user. The user should carefully read the declaration points before ticking the declaration checkbox.

- User click on **Submit** option to submit the details.
- To update any changes, click on the **Edit** option.
- To cancel the submission, click on the **Cancel** option.

Single Window System
Department of Commerce & Industries

/ Incentives / Project Report Subsidy Preview

Unit Id: [redacted]

Application for Project Report Subsidy

Basic Information

Udyam Akanksha / Unit No. [redacted]

Name of Enterprise **SWS**	Type of Organization **Private Limited Company**	Industry Type **New**
Industrial Policy **2024-30**	Classification of Industry **General**	Category of Enterprise **Large**
Production Certificate No. [redacted]	Production Certificate Issue Date **14-07-2025**	Production Continuity Certificate No. **NA**
Production Continuity Certificate Issue Date **NA**	Block Category **NA**	ESI Registration Number
CIN Number **NA**	GST Number **NA**	Category of Entrepreneur **Women**
Project Consultent Name [redacted]a & **Associates**	Registration No. of Consultent **2023-PC-12345**	Expenditure amount on Project Report (In Lakh) **5.5**
Claim Amount (In Lakh) **4.95**	Gross Capital Cost (in Lakh) **250**	Address [redacted], **Sector 5, Bhopal, Madhya Pradesh**

Entrepreneur Details

Sl#	Entrepreneur Name	Gender	Category	Equity Participation in Percent
1	[redacted]	Female	Women	100%

Location of Unit

Sl#	Address 1	Address 2	District	Block	Area	ULB	Tehsil	Village / Town	PIN Code	Kh Nu
1	BBSR	BBSR	Balod	Balod	Rural		Arjunda	Admabad	753001	2C

Product Details

Sl#	Product Name	Activity Code	Annual Capacity	Unit of Measurement	Product Description	Product Date
1	T sections	4125109	100	Grams/Annum	T sections	10-Jul-2025

Investment and Employment Details

Power Requirement, Raw Material, Production, Sale and Electricity Details

Registration and Document Details

I/We, hereby solemnly affirm and declare that:

1. The information provided in the application form is true to the best of my/our knowledge and nothing has been concealed. I/We fully agree that if any information given by me/us is found to be incorrect or false, then I/we shall be liable for action as per the law.
2. That all necessary statutory clearances/ no objection certificates from local bodies/required approvals for the establishment/operation of the proposed activity have been obtained by me/us under the prevailing laws, rules, and applicable regulations.
3. That wherever necessary, the required registration/licenses and land use conversion permissions have also been obtained by me/us under the relevant laws, rules, or applicable orders for operating the said industrial activity.
4. That the plant/machinery in the industrial unit is installed and operational as per the requirement of current production.
5. That if any amendments or changes are required from time to time in relation to this unit, I/we shall duly inform/intimate the competent authority in the District Trade and Industries Centre/ Directorate of industries within 15 days of such change or amendment.
6. That if the submitted report, documents, or information for obtaining the Commercial Production/Service Activity Certificate and availing benefits under the Industrial Investment Promotion are found to be incorrect, false, or misleading, I/We shall be liable to refund all financial assistance, incentives, or benefits availed under the said scheme to the State Government along with simple interest at an annual rate of 12.05%.
7. That I/We shall comply with all terms and conditions, and the competent authority shall have the right to cancel the production/service activity certificate and take appropriate action under relevant laws and rules if any violation is found.

Submit | Edit | Cancel

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Figure 5.4: Project Report Subsidy Application

Upon successful submission of your application, a confirmation pop-up will appear on your screen, as shown in **Figure 5.5.**

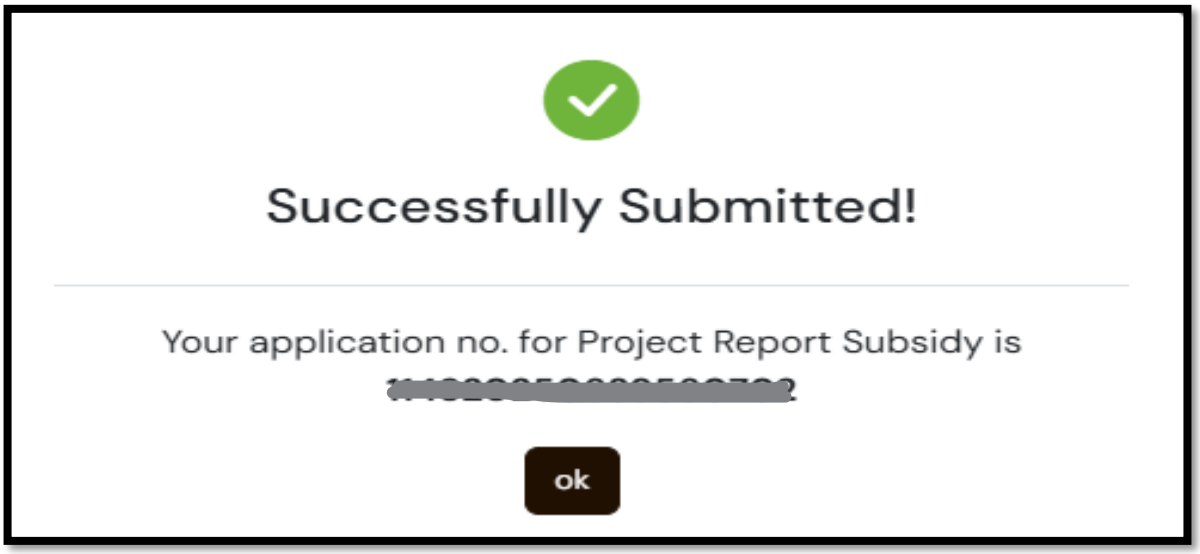

Figure 5.5: Successful Pop-up Screen

For the services availed, click on **Please Share Your Feedback** to share your feedback and responses if any.

- Rate the facilities availed by clicking on the Stars provided.
- Select from either **Yes or No** option and confirm whether after submitting the application, a confirmation message is received or not.
- Add additional comment or feedback if any, in the textbox.
- Click on **Submit** button.
- On clicking the submit button, the response is submitted.

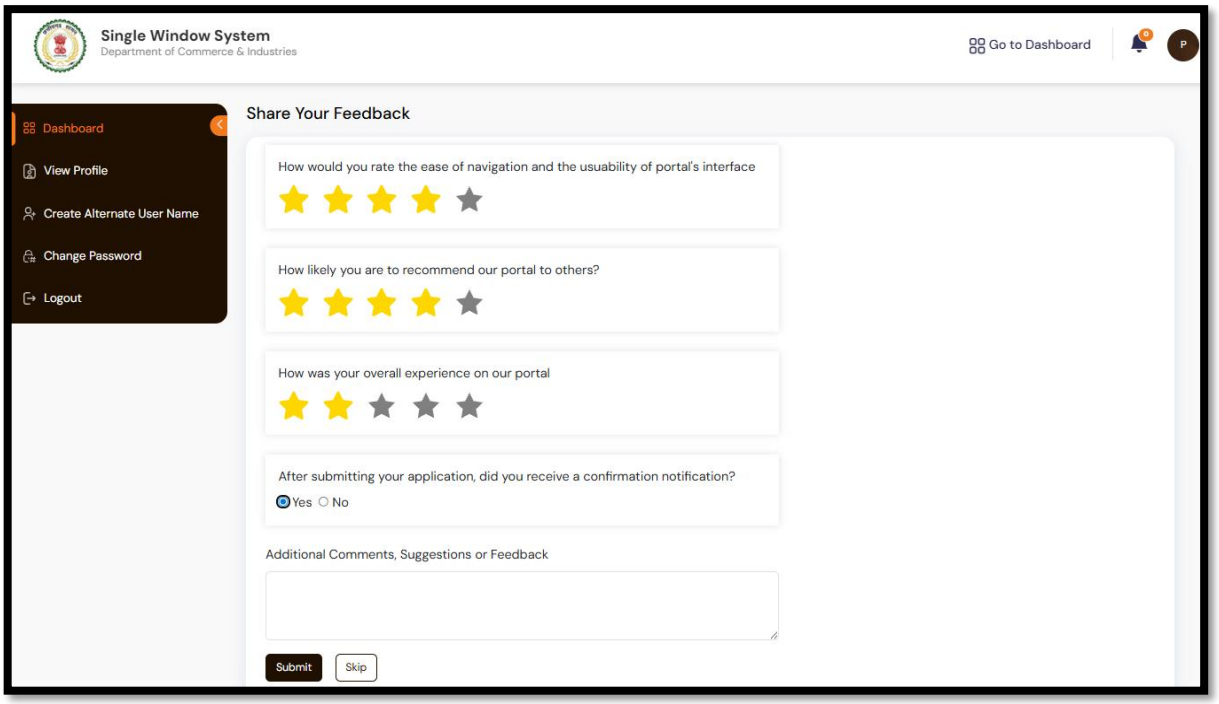

Figure 5.6: Share Your Feedback

5.2. Project Report View Application

Get navigated back to the dashboard section.

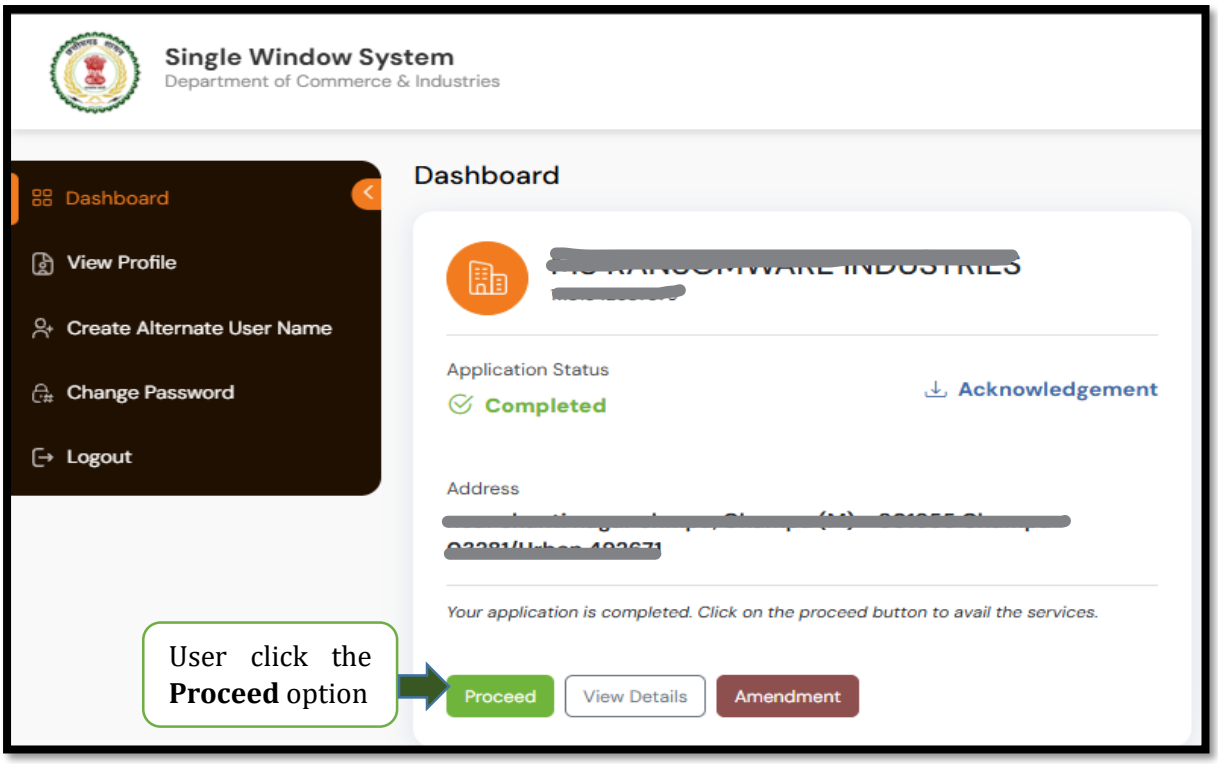

Figure 5.7: Dashboard Screen

On the Incentives page (refer to Figure 5.8), all incentives are displayed. The user can check the submitted application details.

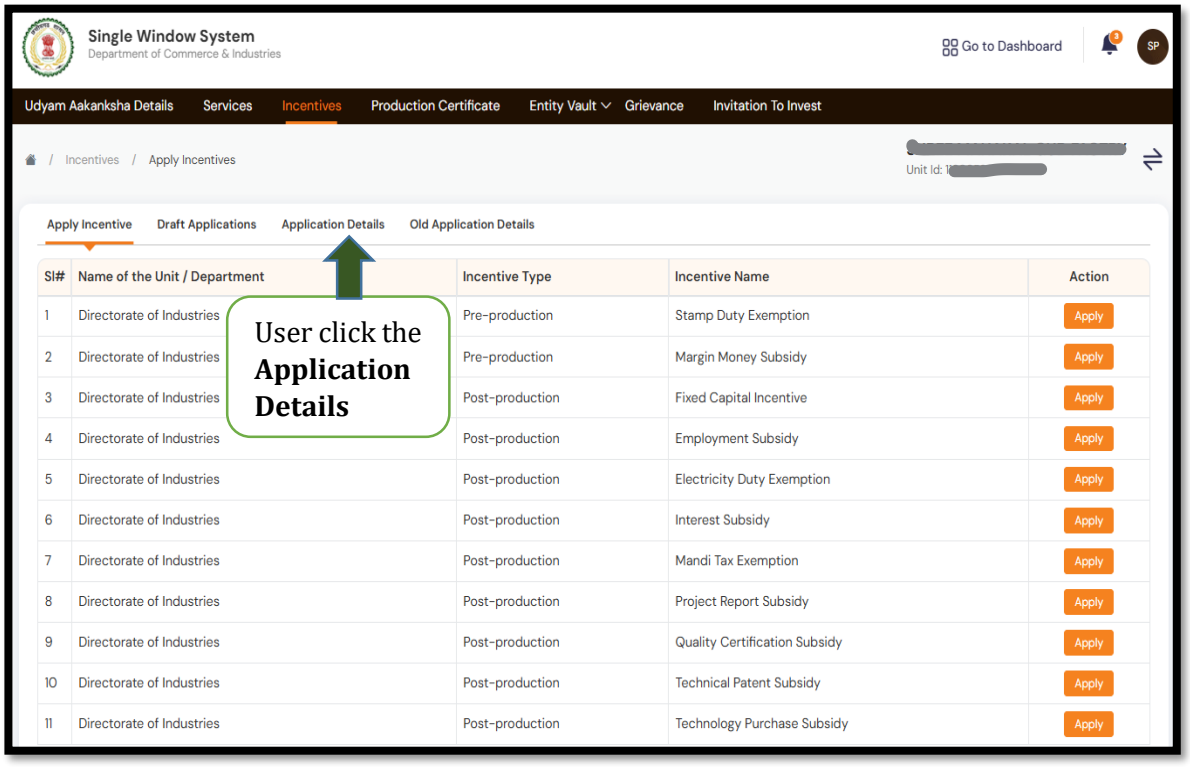

Figure 5.8: Incentives Screen

In the **Application Details** section, the user can view the list of incentives they have applied for and select the Project Report application to check the submitted application, track its status, and download the certificate after approval.

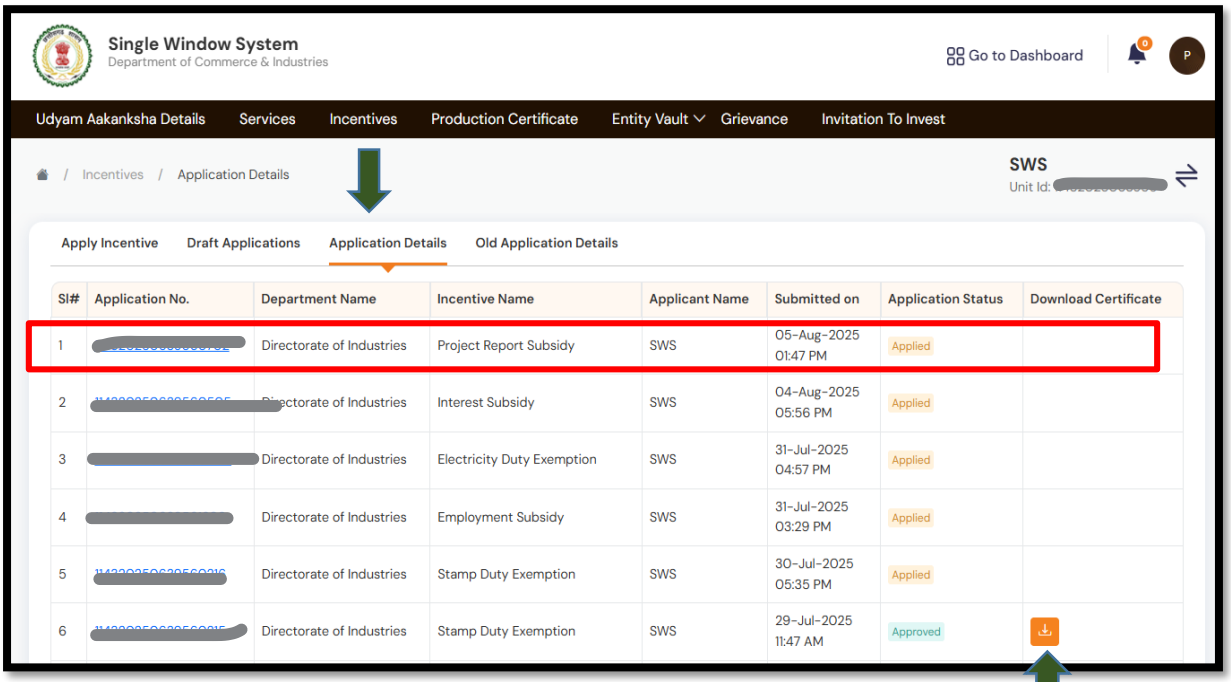

Figure 5.9: Incentive View Application

User click the download icon to view and download the certificate

5.3. Project Report Draft Application

In the **Draft Application** section, the user can view the list of incentives saved as drafts and select the Project Report application to continue the partially filled form and submit the application.

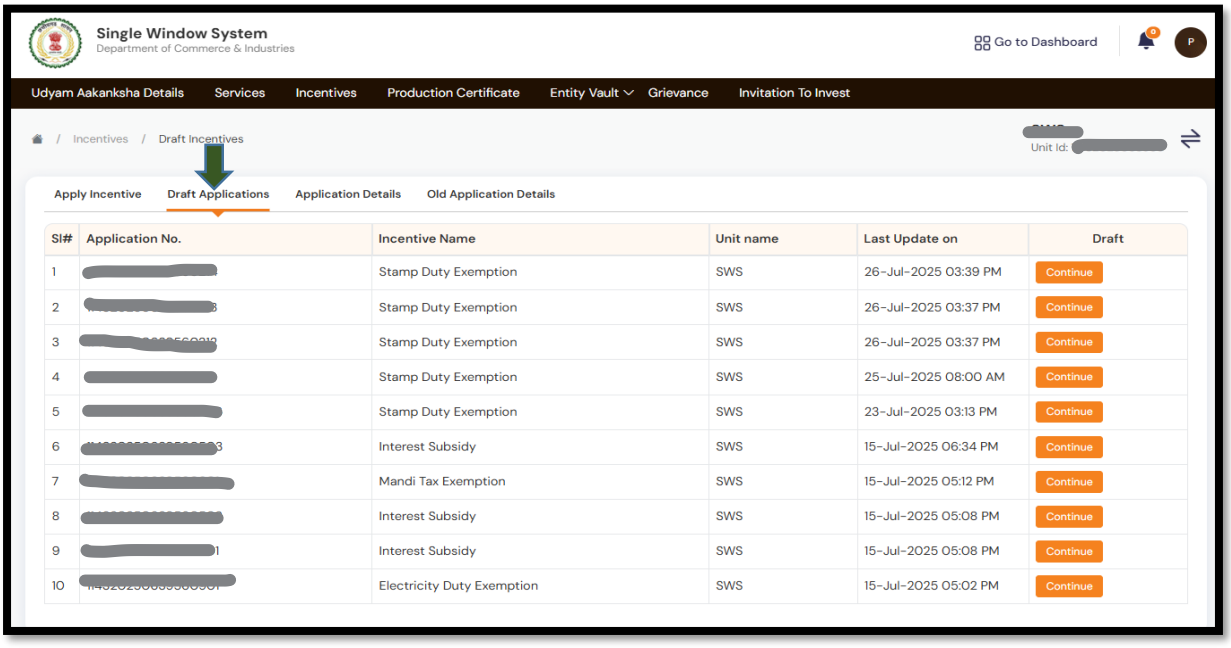

Figure 5.10: Incentive Draft Application