



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

***Sale of coca leaf and manufactured drugs
other than opium manufactured by drug
manufacturers License (N.D. 2)***

(Excise Department)

Table of Contents

1. Overview	1
2. How to Get Started	1
3. How to login	1
4. Dashboard	3
5. Apply for Services	3
5.1. Search for Services – Sale of coca leaf and manufactured drugs other than opium manufactured by drug manufacturers License (N.D. 2)	4
5.2. Apply for Licence	4
5.3. Pay Licence Fees	10

1. Overview

As part of Chhattisgarh's overarching promise of "Business Made Easy," OneClick is the state's new single-window portal that brings speed, simplicity, and transparency to the business environment. From approvals and clearances to bill payments, land allotment, and compliance — everything an entrepreneur or investor needs is now just one click away.

Purpose: This document gives easy, step-by-step instructions for industrial users to apply for **Sale of coca leaf and manufactured drugs other than opium manufactured by drug manufacturers License (N.D.2)** service through the Department of Commerce and Industries using the **Single Window Portal**. It helps authorized users understand how to use the right links and sections.

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**.

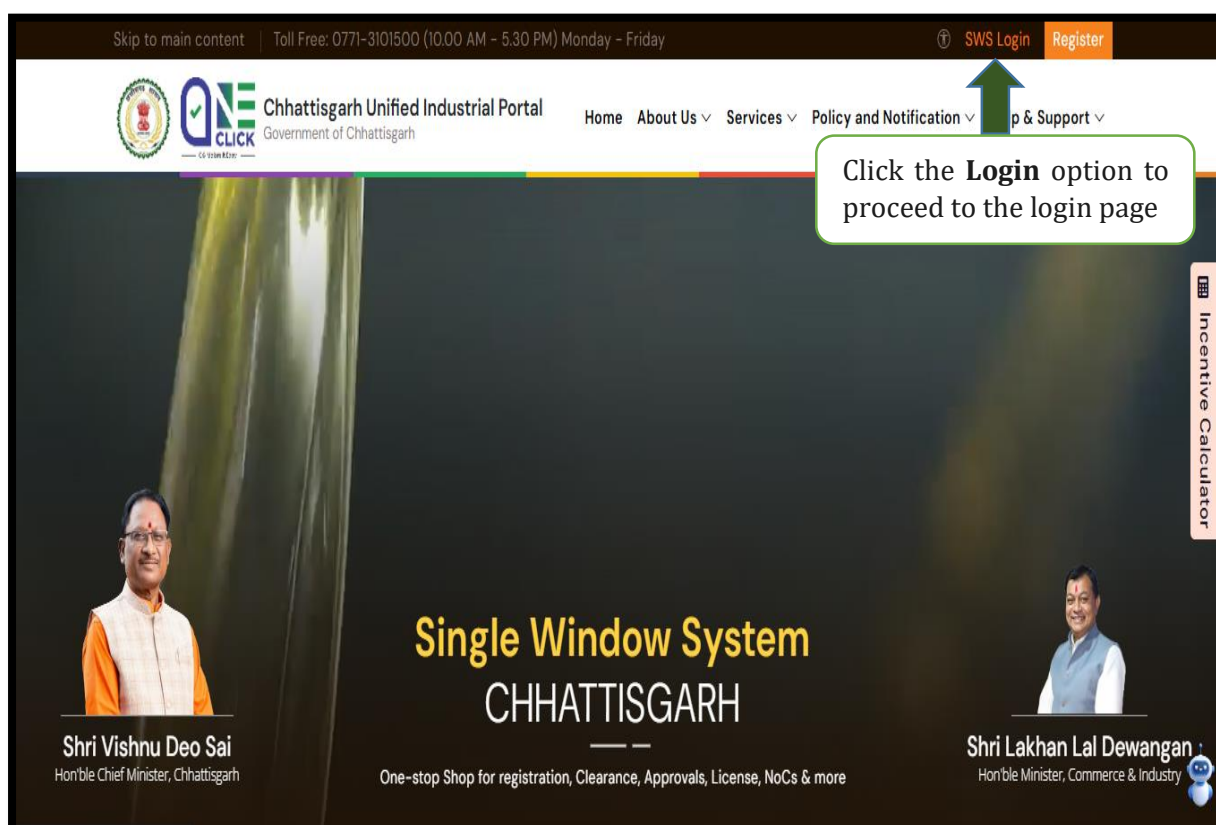


Figure 3.1: Homepage Screen



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 uh9Ur1

[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.

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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 displays all your units and includes an option to add new unit details at the end.

Now, click on the **Proceed** option to apply for **services**.

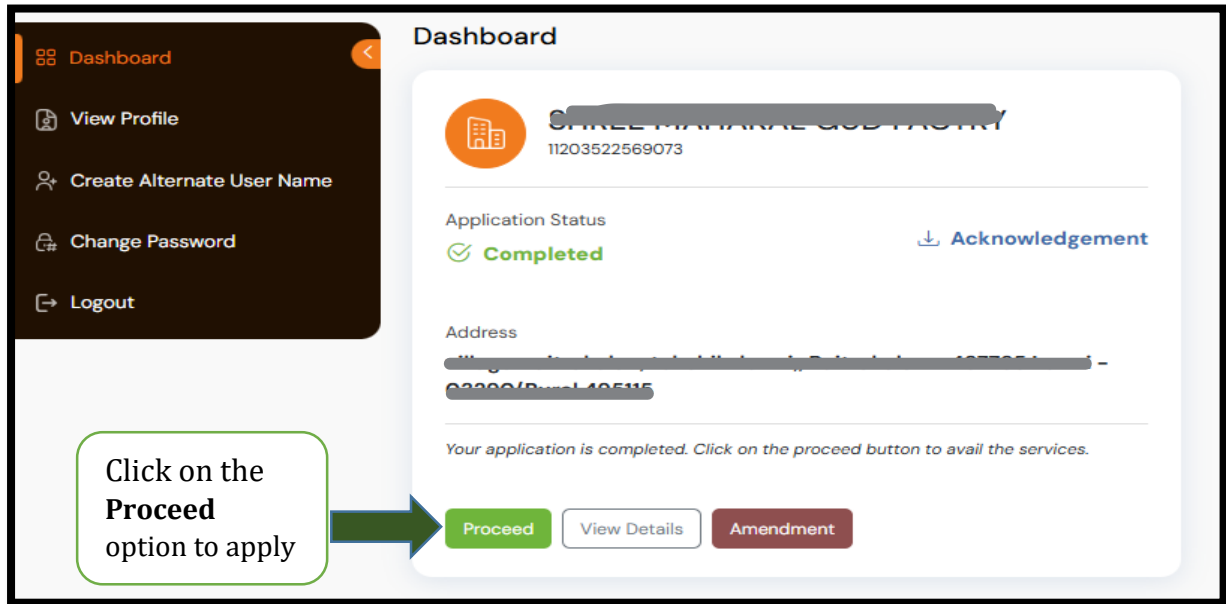


Figure 4.1: Dashboard

5. Apply for Services

Now, click on the **Services** menu at the top of the page (see Fig. 5.1). You will see a list of all available services.

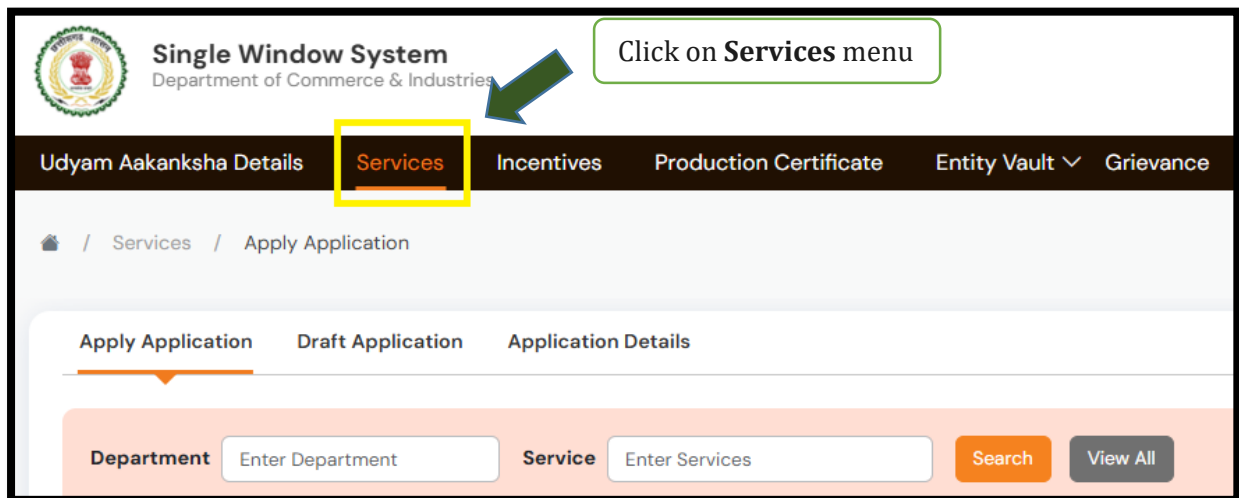


Figure 5.1: Services Page



5.1. Search for Services – Sale of coca leaf and manufactured drugs other than opium manufactured by drug manufacturers License (N.D. 2)

In the Search field, enter **manufactured by drug** and click the **View All** button. A filtered list of services will appear—click **Apply** next to the relevant service (see Fig. 5.2).

The screenshot shows a search interface with a search bar containing 'manufactured by drug' and a 'View All' button. Below the search bar, there are two service cards. The first card is labeled 'New' and the second is labeled 'Renew'. Both cards display the service name 'Sale of coca leaf and manufactured drugs other than opium manufactured by drug manufacturers License (N.D. 2)', the department 'Excise Department', and the processing time and fee. An 'Apply' button is present on each card, with a green arrow pointing to it from the text 'Click on Apply'.

Figure 5.2: Filtered list of Services – Drug Manufactures License (N.D.2)

You will now be redirected to the official website of the **EXCISE DEPARTMENT, GOVT. OF CHHATTISGARH**, where you can apply for the **Drug Manufactures License (N.D. 2)**.

5.2. Apply for Licence

Please fill the required details, accept the terms and conditions and click on **Submit**.

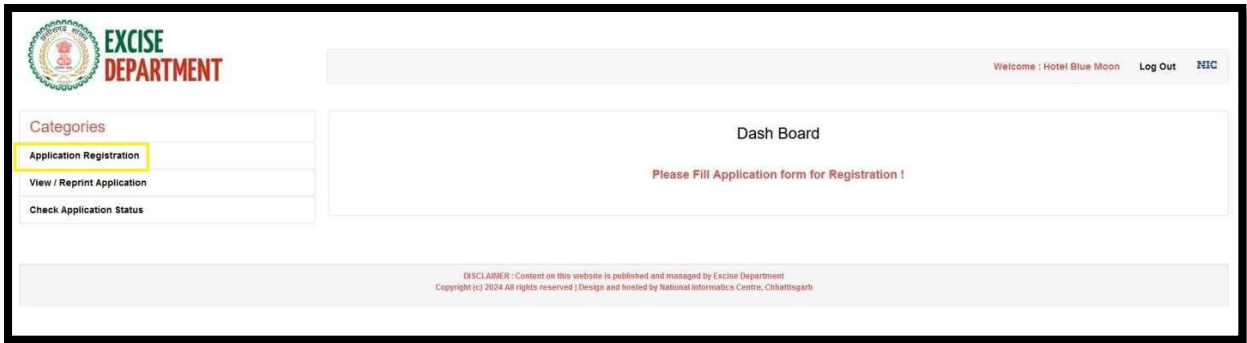
The screenshot shows the 'Apply for License' form on the Excise Department website. The form includes the following fields and options:

- Select Licence Type***: N.D. 2 (dropdown)
- Licence Financial Year***: 2021-2022 (dropdown)
- Unit Name ***: ND2
- Email***: abcd@gmail.com
- Authorized person's Mobile No.***: 9869611111
- Enter Udyam Aakanksha No :-**: 124536969666
- Licence Mode***: ☒ New ☐ Renewal
- Unit District Name**: Raipur
- ☐ I have read all the documents and accept the terms and conditions
- SUBMIT** and **Close** buttons

At the bottom, there is a disclaimer: 'DISCLAIMER : Content on this website is published and managed by Excise Department Copyright ©2021 All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh'.



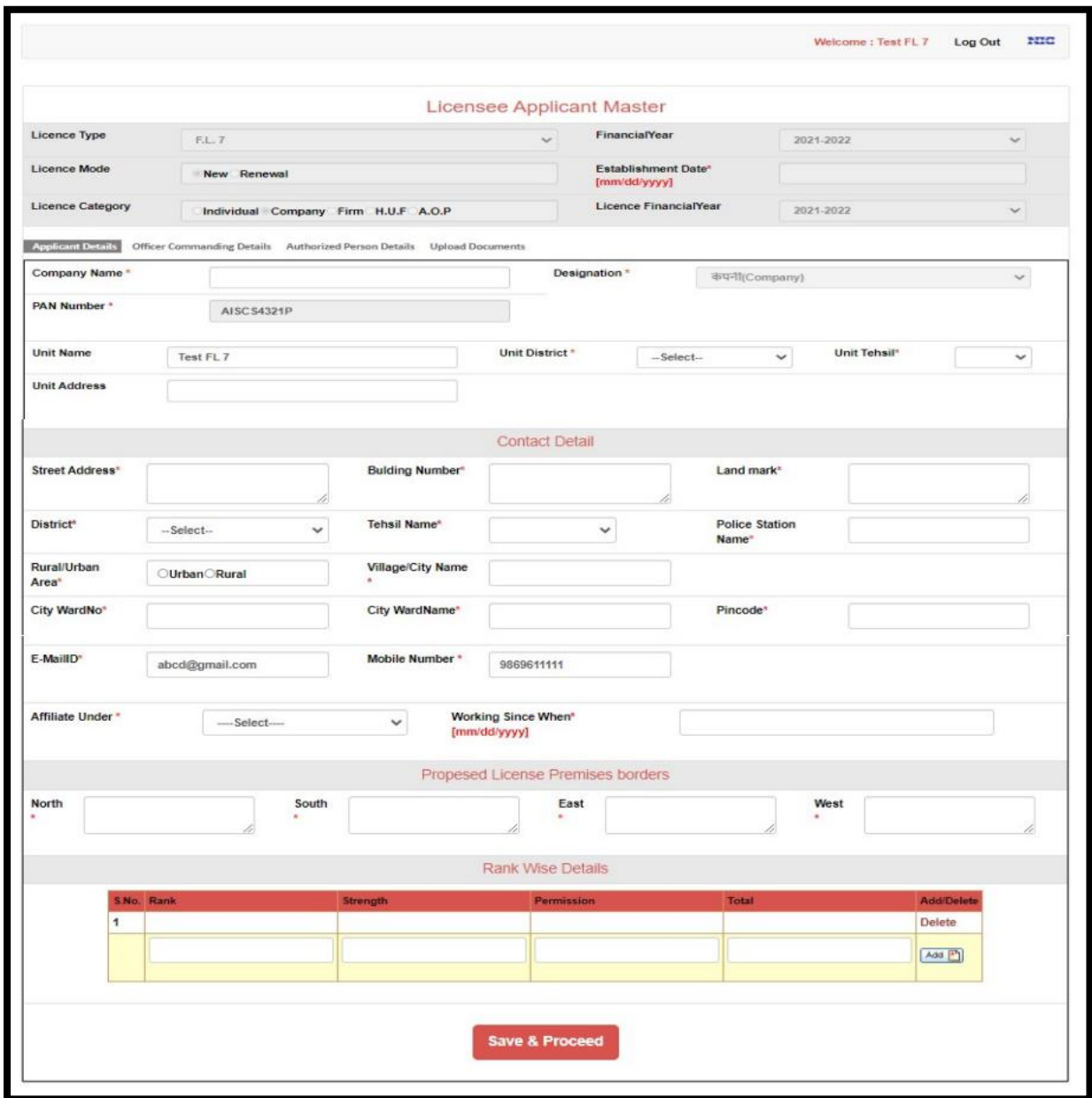
After form submission, dashboard will open. Now, click on **Application Registration**.



The screenshot shows the Excise Department Dashboard. On the left, there is a sidebar with the Excise Department logo and a 'Categories' menu. The 'Application Registration' option is highlighted in yellow. The main area displays 'Dash Board' and a message: 'Please Fill Application form for Registration !'. At the bottom, there is a disclaimer: 'DISCLAIMER : Content on this website is published and managed by Excise Department Copyright (c) 2024 All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh'.

For New License: -

1. For license FL 6/ FL 7/FL 8



The screenshot shows the 'Licensee Applicant Master' form. The form is divided into several sections: 'Licence Type' (F.L. 7), 'Financial Year' (2021-2022), 'Licence Mode' (New, Renewal), 'Establishment Date' (mm/dd/yyyy), 'Licence Category' (Individual, Company, Firm, H.U.F., A.O.P), and 'Licence Financial Year' (2021-2022). Below these are tabs for 'Applicant Details', 'Officer Commanding Details', 'Authorized Person Details', and 'Upload Documents'. The 'Applicant Details' tab is active, showing fields for 'Company Name', 'PAN Number' (AISC54321P), 'Designation' (कंपनी/Company), 'Unit Name' (Test FL 7), 'Unit District' (Select), 'Unit Tehsil' (Select), 'Unit Address', 'Contact Detail' (Street Address, Building Number, Land mark, District, Tehsil Name, Police Station Name, Rural/Urban Area, Village/City Name, City WardNo, City WardName, Pincode, E-MailID, Mobile Number), 'Affiliate Under' (Select), 'Working Since When' (mm/dd/yyyy), 'Proposed License Premises borders' (North, South, East, West), and 'Rank Wise Details' table.

S.No.	Rank	Strength	Permission	Total	Add/Delete
1					Delete
					Add

At the bottom, there is a 'Save & Proceed' button.



2. Applicant Personal Details Form for License ND 1/ND 2:

Welcome : Test ND 2 Log Out

Licensee Applicant Master

Licence Type N.D. 2

Licence Mode New Renewal

Licence Category
☐ Individual
 ☐ Company
 ☐ Firm
 ☐ H.U.F
 ☐ A.O.P

FinancialYear 2021-2022

Establishment Date* [mm/dd/yyyy]

Licence FinancialYear 2021-2022

Applicant Details
 Owner Details
 Authorized Person Details
 Upload Documents

Company Name * **Designation *** कंपनी(Company)

PAN Number * AISC54321P

Unit Name Test ND 2 **Unit District *** --Select-- **Unit Tehsil ***

Unit Address

Contact Detail

Street Address*

District* --Select--

Rural/Urban Area*
☐ Urban
 ☐ Rural

City WardNo*

E-MailID* abcd@gmail.com

Building Number*

Tehsil Name*

Village/City Name *

City WardName*

Mobile Number * 9869611111

Land mark*

Police Station Name*

Pincode*

Licencee Details

Type Of Licencee * Drug Dealer

Licencee Drugs Detail

S.No.	Type Of Drug	Name Of Drug	Quantity(Mg)	Add/Delete
1	Medicinal cannabis (B. cannabis tincture)	fentyle	56700	Delete
2	Pethidine hydrochloride	fentyle 12	144000	Delete

(Pure Medicine) Morphin,dicetel Morphin Or 0.2 % Morphin Or Any Government or non-gove

coca products and coca leaf
 Medicinal cannabis (A. cannabis essence)
 Medicinal cannabis (B. cannabis tincture)
 Medicated opium or tincture opium
(Pure Medicine) Morphin,dicetel Morphin Or 0.2 % Morphin Or Any Government or non-government formulations containing dicetel morphine
 (Alkaloids Mixture)Morphin,dicetel Morphin Or 0.2 % Morphin Or Any Government or non-government formulations containing dicetel morphine
 Pethidine hydrochloride

Save & Proceed



3. Applicant Personal Details Form – For License RS 1/ RS 2A:

Licensee Applicant Master			
Licence Type	R.S. 2 A	FinancialYear	2021-2022
Licence Mode	<input type="radio"/> New <input type="radio"/> Renewal	Establishment Date*	<input type="text"/> (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 FinancialYear	2021-2022
Applicant Details Owner Details Authorized Person Details Upload Documents			
Company Name *	<input type="text"/>	Designation *	कंपनी(Company)
PAN Number *	AISC54321P		
Unit Name	Test RS 2A	Unit District *	--Select--
Unit Address	<input type="text"/>		
Contact Detail			
Street Address*	Building Number*	Land mark*	
District*	--Select--	Tehsil Name*	
Rural/Urban Area*	<input type="radio"/> Urban <input type="radio"/> Rural	Village/City Name *	
City WardNo*		City WardName*	
E-MailID*	abcd@gmail.com	Mobile Number *	9869611111
Proposed License Premises borders			
North *	South *	East *	West *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Save & Proceed"/>			



After submission of applicant details, Fill Form for Owner Persons Details:

Applicant Details **Owner Details** Authorized Person Details Upload Documents

Owner Personal Detail

☐ Check here if Applicant Detail is Owner as Present

Owner Name * Gender * ☒ Male ☐ Female

Father / Husband Name* Relationship * Nationality

Date Of Birth* Age Designation*

Contact Detail

Street Address* House Number* Land mark*

District* Tehsil Name* Police Station Name*

Rural/Urban Area* Village/City Name*

City WardNo* City WardName* Pincode*

Telephone Number Mobile Number* E-MailID*

Add

Licencee Details

Type Of Licencee *

Licencee Purpose Detail

S.No.	Purpose for which licence is required	Licence fee per annum	Add/Delete
1	Allopathic medicinal preparations and toilet preparations containing alcohol (pure alcohol content is more than 2250)	400	Delete
	<input type="text"/>		Add

Save & Proceed



After submission of Owner Details, Fill Form for Authorized Person Details:

Applicant Details Owner Details **Authorized Person Details** Upload Documents

Authorized Personal Detail

Authorized Person Name* Gender* ☐ Male ☐ Female

Father / Husband Name* Relationship* Nationality Indian

Date Of Birth* Age Designation*

Contact Detail

Street Address* House Number* Land mark*

District* Tehsil Name* Police Station Name*

Rural/Urban Area* ☐ Urban ☐ Rural Village/City Name*

City WardNo* City WardName* Pincode*

Telephone Number Mobile Number* E-MailID*

Save & Proceed

After Successful Submission of Authorized Person Details Form, Please Upload Required Documents on specified size and type: -

Applicant Details Officer Commanding Details Authorized Person Details **Upload Documents**

File Name	File Type	View Documents	File Size
Pan, TIN, GST Copy	Pdf Only	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/> File size Less Than 1 MB

Upload

Note: Please wait for department verification process by officers. After successful department verification process the **Generate challan panel** will open for applicants.



5.3. Pay Licence Fees

Upload required documents with specific size and type than click on upload & make payment button

The screenshot shows the 'Upload Documents' tab selected in the top navigation bar. Below it, there is a table with the following columns: File Name, File Type, View Documents, and File Size. The first row contains the text 'Pan, TIN, GST Copy', 'Pdf Only', a 'Choose File' button, 'No file chosen', an 'Upload' button, and 'File size Less Than 1 MB'. Below the table, there is a large red button labeled 'Upload & Make Payment'.

Click on, **Generate New Challan** Button and then fill challan form:

The screenshot shows the 'Generate Challan' form in the Excise Department portal. The form is titled 'Generate Challan' and has a 'Generate New Challan' button. Below the button, there is a disclaimer: 'DISCLAIMER - Content on this website is published and managed by Excise Department | Copyright © 2021 All rights reserved | Design and hosted by National Informatics Centre, Chandigarh'. The form itself is titled 'Generate Challan' and has a note: '[*] Mark Fields are mandatory'. The form contains the following fields:

- Financial Year: 2021-2022
- Licence Type: F.L.T.
- District: BAPUR
- Shop Name: Military 13 Batalion
- Licencee Name: BAKSHI APPLICANT
- Licencee Address: SULTAN LAND MARK
- Designation: MD (MIS) (Individual)
- Pan Number: AGR11334A
- Pincode: 403001
- Mobile No.: 9800000000
- Email: shen@gmail.com
- Fees Type: Fees/Penalties
- Fees Name:
- Pay Head:
- Total Amount:
- Month: --Select--
- Year: 2021
- Remarks/Remarks No. etc.:
- Group Name:

Below the form, there is a red button labeled 'XNnc6A' and a green button labeled 'PROCEED'.



After Successful Payment of Application Fees, Click on **Final Submission**

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



Single Window System (<https://oneclick.cgstate.gov.in>)

