



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)

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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



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)



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



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**.

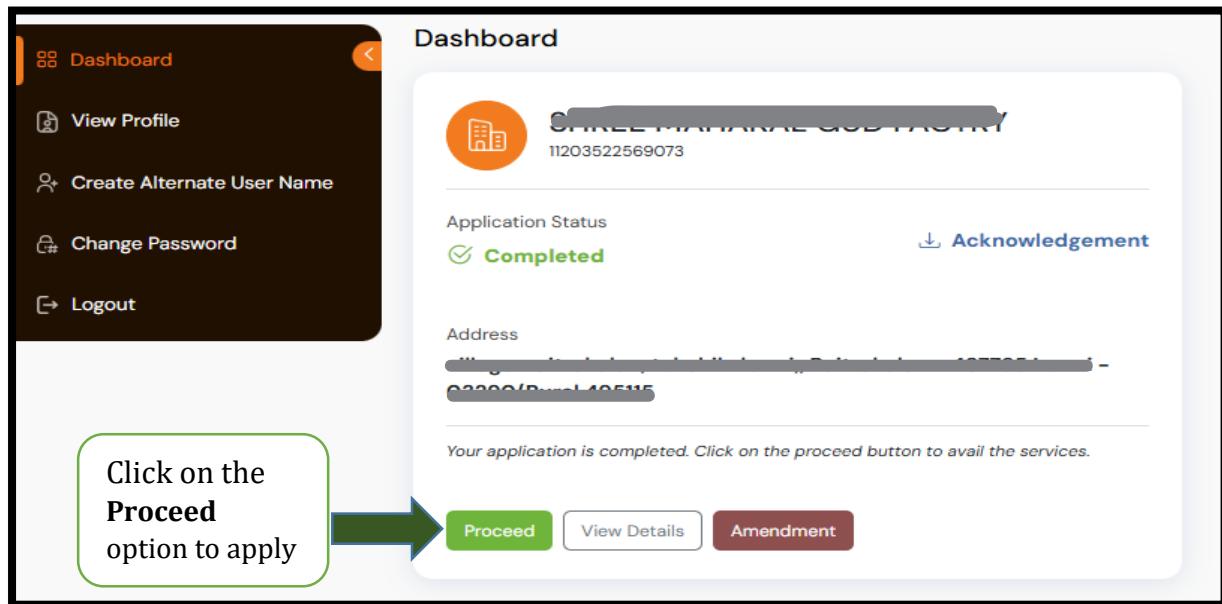


Figure 4.1: Dashboard

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.

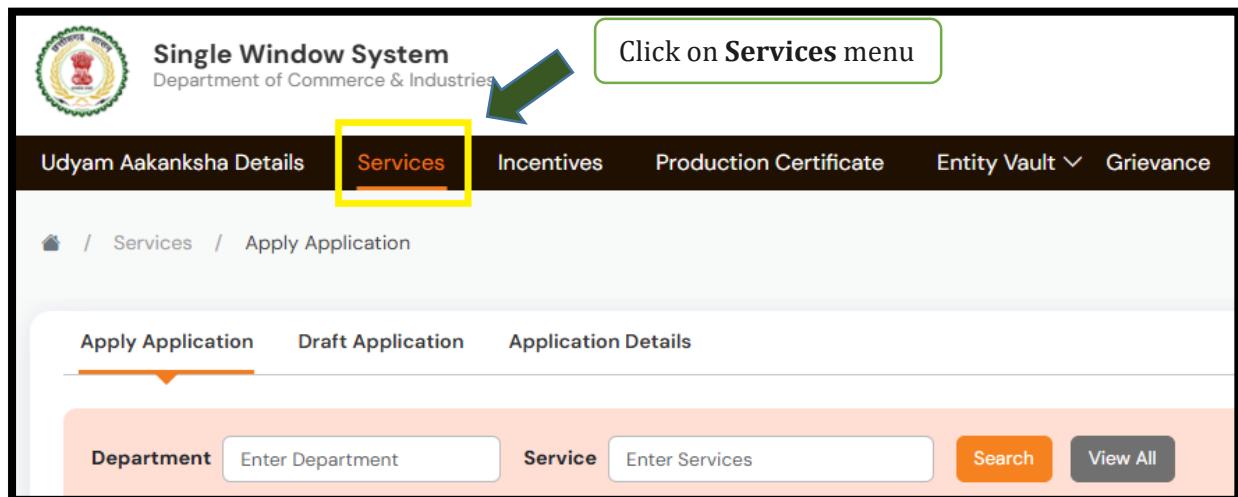


Figure 5.1: Services Page



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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).



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

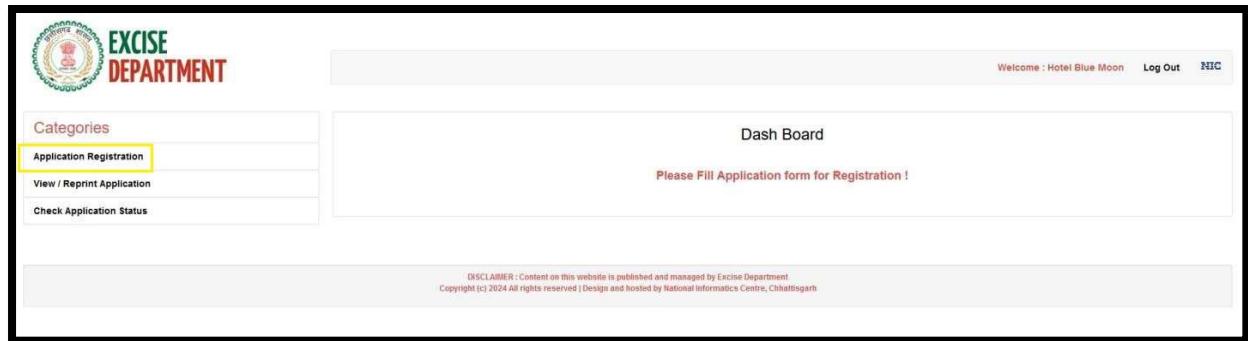
Please fill the required details, accept the terms and conditions and click on **Submit**.



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



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



Welcome : Hotel Blue Moon Log Out NIC

Categories

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

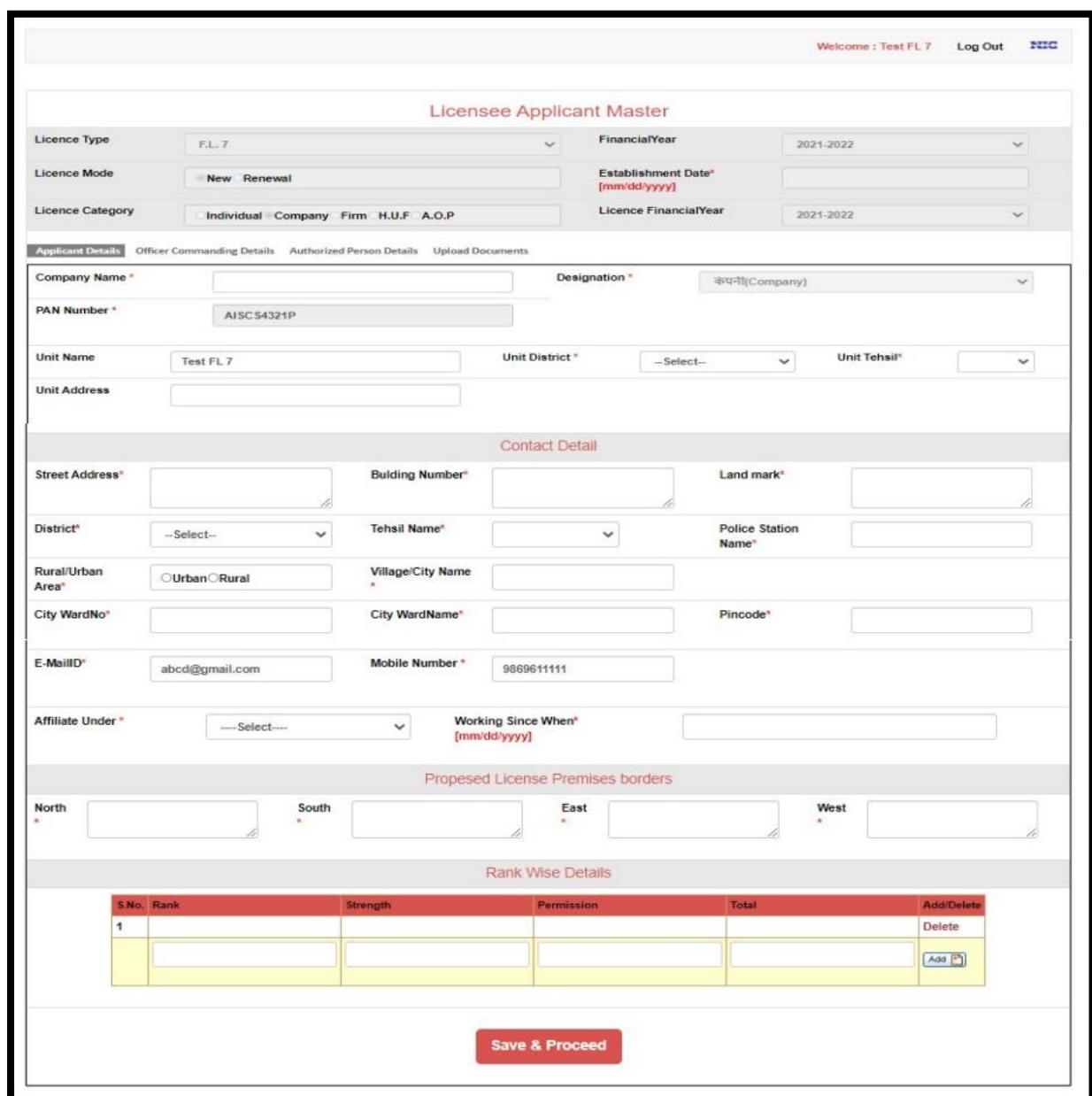
Dash Board

Please Fill Application form for Registration !

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For New License: -

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



Welcome : Test FL 7 Log Out NIC

Licensee Applicant Master

Licence Type: F.L. 7 Financial Year: 2021-2022

Licence Mode: New Establishment Date*: [mm/dd/yyyy]

Licence Category: Individual Company Firm H.U.F A.O.P Licence Financial Year: 2021-2022

Applicant Details Officer Commanding Details Authorized Person Details Upload Documents

Company Name*: [] Designation*: [] कंपनी(Company)

PAN Number*: AISC54321P

Unit Name: Test FL 7 Unit District*: ---Select--- Unit Tehsil*: ---Select---

Unit Address: []

Contact Detail

Street Address*: [] Building Number*: [] Land mark*: []

District*: ---Select--- Tehsil Name*: [] Police Station Name*: []

Rural/Urban Area*: [] Urban [] Rural [] Village/City Name*: []

City Ward No*: [] City Ward Name*: [] Pincode*: []

E-Mail ID*: abcd@gmail.com Mobile Number*: 9869611111

Affiliate Under*: ---Select--- Working Since When*: [mm/dd/yyyy]

Proposed License Premises borders

North: [] South: [] East: [] West: []

Rank Wise Details

S.No.	Rank	Strength	Permission	Total	Add/Delete
1	[]	[]	[]	[]	<input type="button" value="Delete"/> <input type="button" value="Add"/>

Save & Proceed



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



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

[Welcome : Test ND 2](#) [Log Out](#) [NIC](#)

Licensee Applicant Master

Licence Type

Financial Year

Licence Mode New Renewal

Establishment Date*
[mm/dd/yyyy]

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

Licence Financial Year

[Applicant Details](#)
[Owner Details](#)
[Authorized Person Details](#)
[Upload Documents](#)

Company Name*

Designation*

PAN Number*

Unit Name

Unit District*

Unit Tehsil*

Unit Address

Contact Detail

Street Address*

Building Number*

Land mark*

District*

Tehsil Name*

Police Station Name*

Rural/Urban Area* Urban Rural

Village/City Name*

City Ward No*

City Ward Name*

Pincode*

E-Mail ID*

Mobile Number*

Licencee Details

Type Of Licencee*

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

<input type="text" value="coca products and coca leaf"/> <input type="text" value="Medicinal cannabis (A. cannabis essence)"/> <input type="text" value="Medicinal cannabis (B. cannabis tincture)"/> <input type="text" value="Medicated opium or tincture opium"/> <input type="text" value="Pethidine hydrochloride"/>	
---	--



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

Licensee Applicant Master

Licence Type	R.S. 2 A	Financial Year	2021-2022
Licence Mode	<input checked="" type="radio"/> New <input type="radio"/> Renewal	Establishment Date*	(mm/dd/yyyy)
Licence Category	<input checked="" 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	2021-2022
Applicant Details Owner Details Authorized Person Details Upload Documents			
Company Name*	<input type="text"/>	Designation*	<input type="text"/> कंपनी(Company)
PAN Number*	<input type="text"/> AISC54321P		
Unit Name	Test RS 2A	Unit District*	<input type="text"/> -Select-
Unit Address	<input type="text"/>		
Contact Detail			
Street Address*	<input type="text"/>	Building Number*	<input type="text"/>
Land mark*	<input type="text"/>		
District*	<input type="text"/> -Select-	Tehsil Name*	<input type="text"/>
		Police Station Name*	<input type="text"/>
Rural/Urban Area*	<input checked="" type="radio"/> Urban <input type="radio"/> Rural	Village/City Name*	<input type="text"/>
City Ward No*	<input type="text"/>	City Ward Name*	<input type="text"/>
Pincode*	<input type="text"/>		
E-Mail ID*	<input type="text"/> abcd@gmail.com	Mobile Number*	<input type="text"/> 9896111111
Proposed License Premises borders			
North*	<input type="text"/>	South*	<input type="text"/>
East*	<input type="text"/>	West*	<input type="text"/>
<input type="button" value="Save & Proceed"/>			



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

Owner Personal Detail

Check here if Applicant Detail is Owner as Present

Owner Name *	<input type="text" value="Select"/>	<input type="text"/>	Gender *
Father / Husband Name*	<input type="text"/>	Relationship *	<input type="text" value="Select"/>
Date Of Birth* (mm/dd/yyyy)	<input type="text"/>	Age	<input type="text"/>
		Designation *	<input type="text"/>

Contact Detail

Street Address*	<input type="text"/>	House Number*	<input type="text"/>
District*	<input type="text" value="Select"/>	Tehsil Name*	<input type="text" value="Select"/>
Rural/Urban Area*	<input checked="" type="radio"/> Urban <input type="radio"/> Rural	Village/City Name *	<input type="text"/>
City WardNo*	<input type="text"/>	City WardName*	<input type="text"/>
Telephone Number	<input type="text"/>	Mobile Number *	<input type="text"/>
		Pincode*	<input type="text"/>
		E-MailID*	<input type="text"/>

Licence Details

Type Of Licencee *	<input type="text" value="Manufacture under bond for payment of duty"/>
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Licence Purpose Detail

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

Save & Proceed



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

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

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



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



5.3. Pay Licence Fees

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

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 Then 1 MB

Upload & Make Payment

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


**EXCISE
DEPARTMENT**

Welcome : RAJKESH APPLICANT [Home](#) [Log Out](#) [Help](#)

Generate Challan

[Generate New Challan](#)

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Generate Challan

* | Mark fields are mandatory

Financial Year *

License Type *

District *

Shop Name *

Licensee Name *

Licensee Address *

Designation *

Pan Number *

Pincode *

Mobile No. *

Email *

Fees Type *

Fees Name *

Pay Head *

Total Amount *

Month *

Year *

Remarks/Service/No. etc. *

Group Name *

XNnc6A

Enter above code

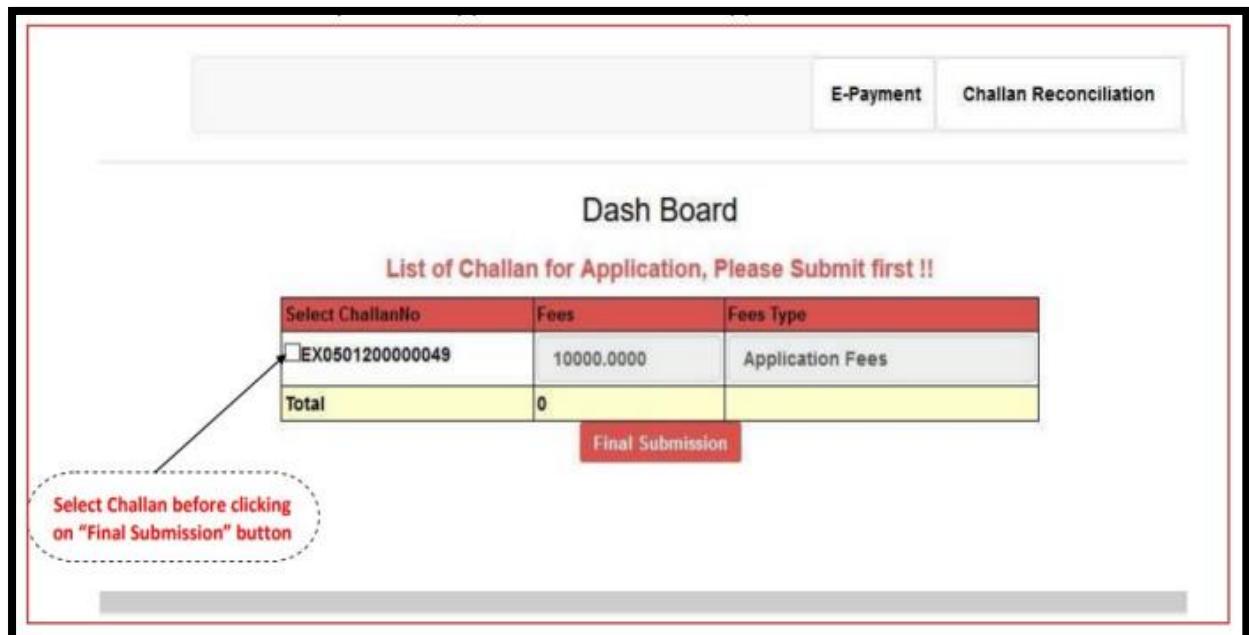


[Resend](#)

[PROCEED](#)



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



Dash Board

List of Challan for Application, Please Submit first !!

Select ChallanNo	Fees	Fees Type
EX050120000049	10000.0000	Application Fees
Total	0	

Final Submission

Select Challan before clicking on "Final Submission" button



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

