



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Plinth Certificate

(Town and Country Planning)

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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 **Plinth Certificate** 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**.

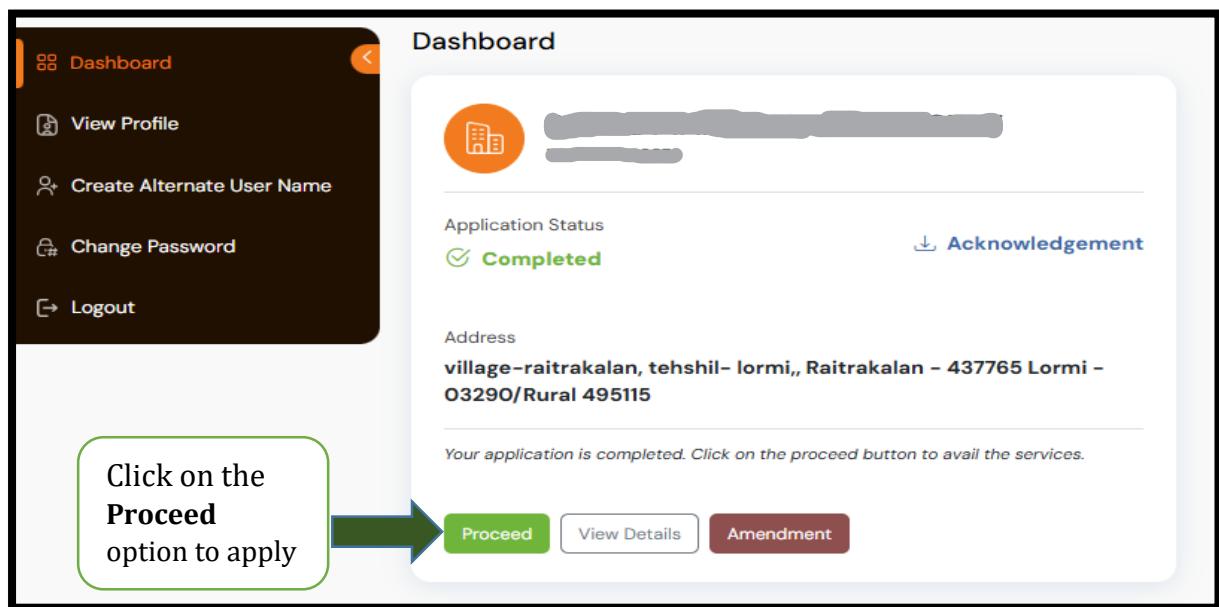


Figure 4.1: Dashboard

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.

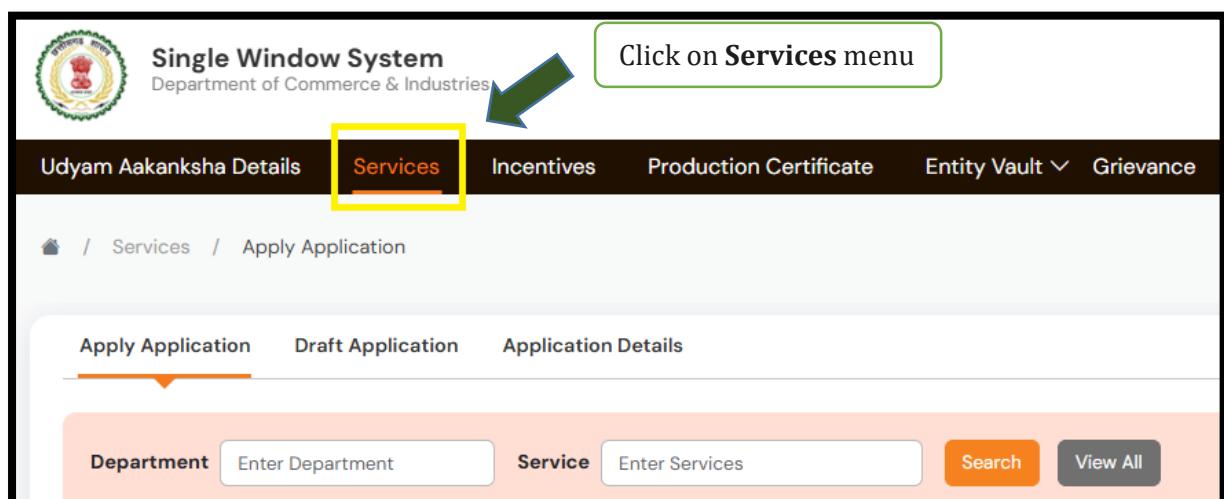


Figure 5.1: Services Page



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



5.1. Search for Services – Plinth Certificate

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

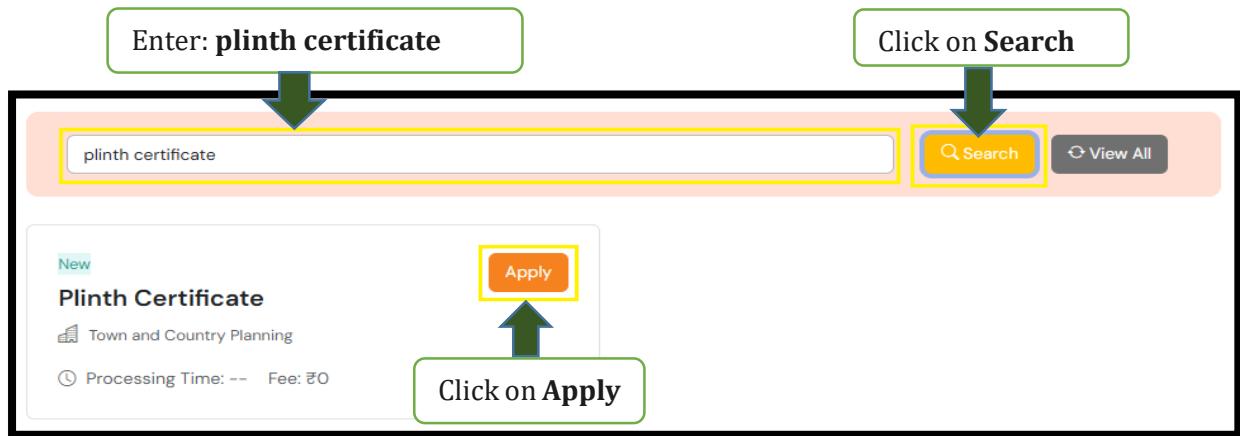


Figure 5.2: Filtered list of Services – Plinth Certificate

You will now be redirected to the official website of the **Directorate of Town & Country Planning** where you can apply for the **Plinth Certificate**.

5.2. Plinth Certificate

- **Receive the application.**
- **Notify the applicant** about the scheduled site inspection.
- **Officials** (Tracer, Surveyor, Investigator, ADM, etc.) **conduct the site inspection**.
- **Joint inspection** is done with the applicant. The **inspection report is submitted online within 48 hours**.
- The same officials **forward the case for final approval** to AD/DD/JD.
- **AD/DD/JD reviews** the file — if something is missing, they **reassign it**; otherwise, they **approve it**.
- Once approved, the **Plinth Certificate is issued within one day**.



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

