



# **Chhattisgarh Unified Industrial Portal**

Government of Chhattisgarh

## ***User Manual***

### ***For***

## ***Country Liquor Composite Shop License (CL FL Composite) Renew***

### ***(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.

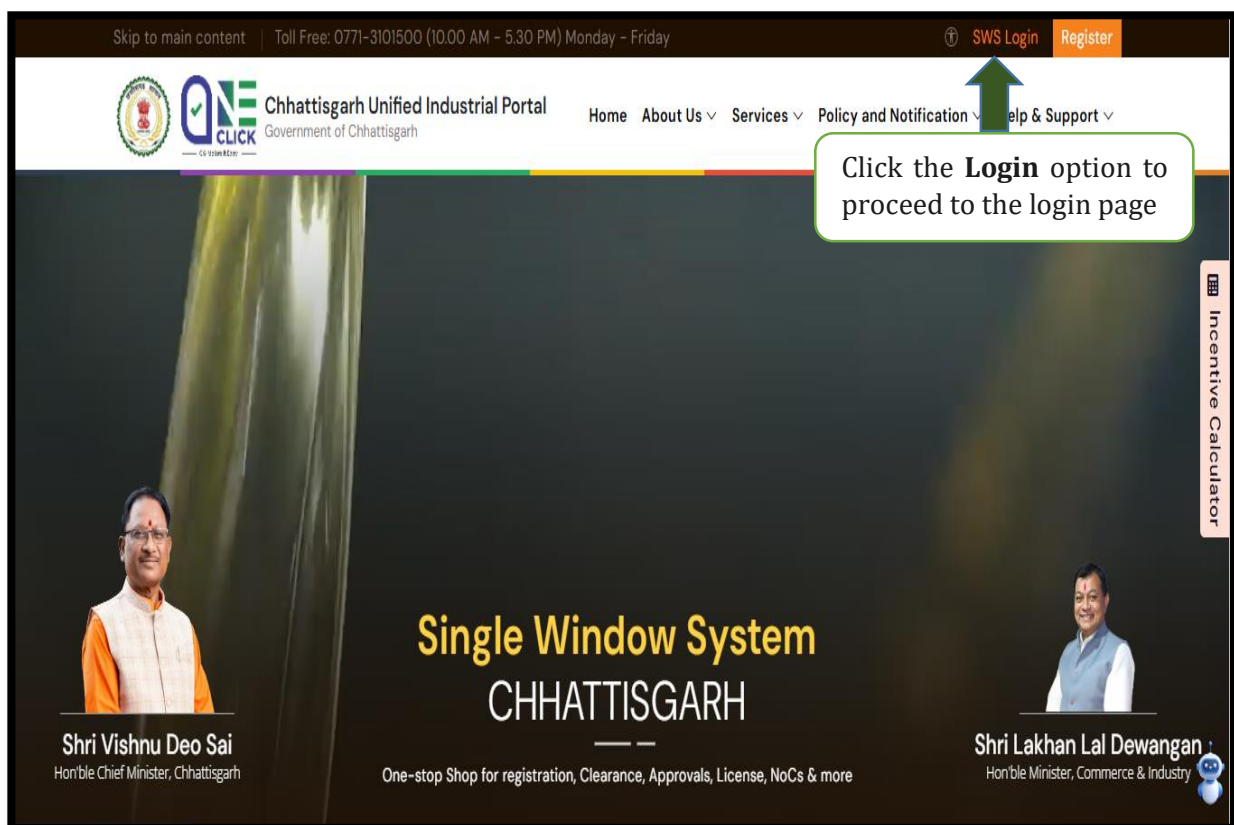
**Purpose:** This document gives easy, step-by-step instructions for industrial users to apply for **Country Liquor Composite Shop License (CL FL Composite) Renew** service through the Department of Commerce and Industries using the **Single Window Portal**. It helps authorized users understand how to 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

[Forgot User Name?](#) [Register](#) [Back to Home](#)

[Next](#)

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.

Department of Commerce & Industries  
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**Login**

[Login with Password](#)

OR

[Login with OTP](#)

[Back to Login](#) [Forgot Password?](#)

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

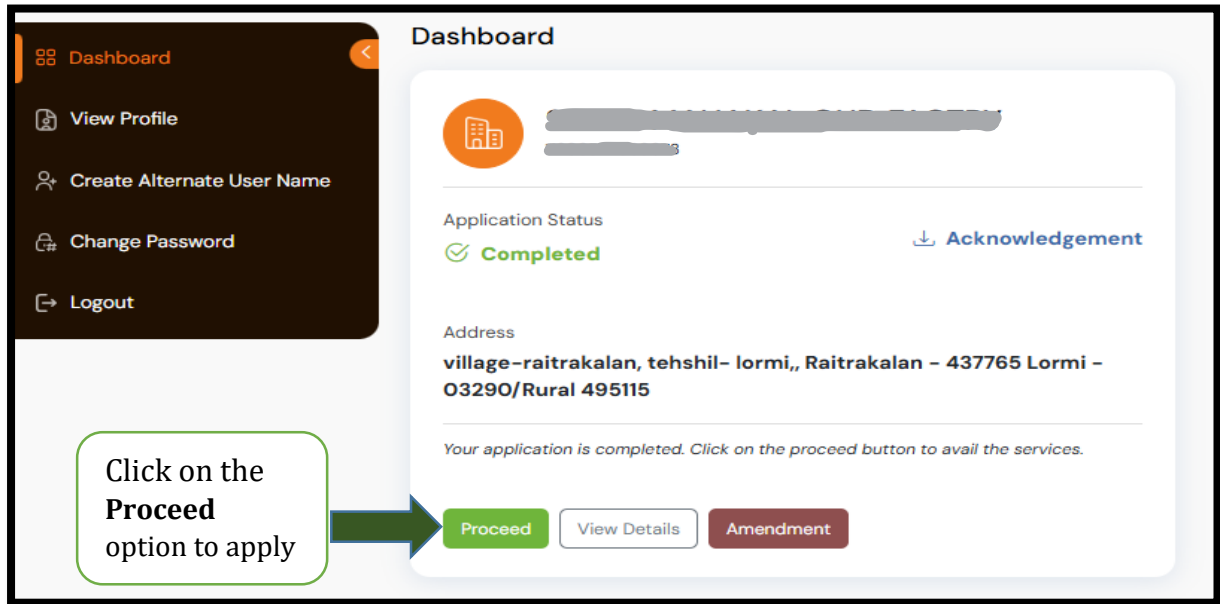
**Figure 3.3: Login Screen (B)**



## 4. Dashboard

After a successful login, the page navigates to the Investor Dashboard (refer to Fig. 4.1), which displays all your units and includes an option to add new unit details at the end.

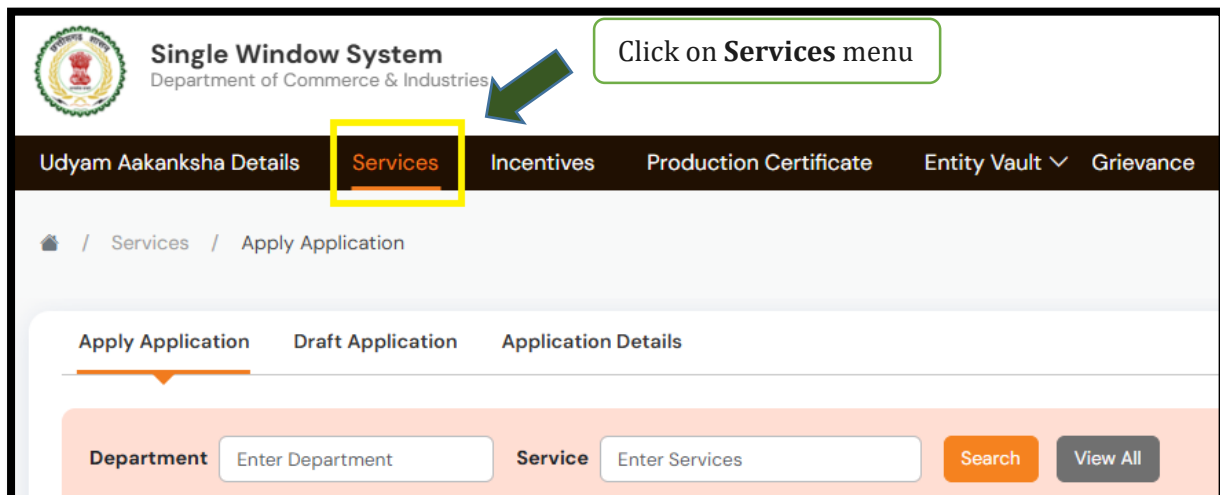
Now, click on the **Proceed** option to apply for **services**.



*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 – Country Liquor Composite Shop License Renew

In the Search field, enter **country liquor composite shop license** 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 text input field containing 'country liquor composite shop license'. To the right of the input field are 'Search' and 'View All' buttons. Below the search bar, two service cards are displayed. The first card is labeled 'Renew' and the second is labeled 'New'. Both cards show the service name 'Country Liquor Composite Shop License (CL FL Composite)', the department 'Excise Department', and details like 'Processing Time: --' and 'Fee: ₹0'. An 'Apply' button is present on each card. Annotations with arrows point to the search input, the 'View All' button, and the 'Apply' button on the 'Renew' card.

**Figure 5.2: Filtered list of Services – Country Liquor Composite Shop License Renew**

You will now be redirected to the official website of the **EXCISE DEPARTMENT, GOVT. OF CHHATTISGARH**, where you can apply for the **Country Liquor Composite Shop License Renew**.

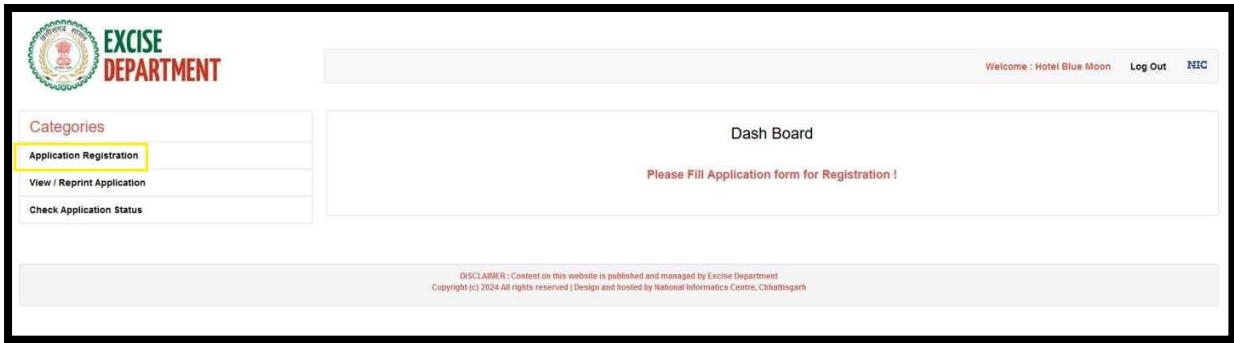
## 5.2. Apply for Licence

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 fields for 'Select Licence Type' (set to 'C.S. 2-D'), 'Licence Financial Year' (set to '2020-2021'), 'Shop Name', 'Email', 'Authorized person's Mobile No.', and 'Enter Udyam Aakanksha No.'. There is a 'Licence Mode' section with radio buttons for 'New' and 'Renewal'. A checkbox for 'I have read all the documents and accept the terms and conditions' is present. At the bottom, there are 'Submit' and 'Close' buttons. A disclaimer at the very bottom states: 'DISCLAIMER - Content on this website is published and managed by Excise Department, Copyright ©2020 All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh'.

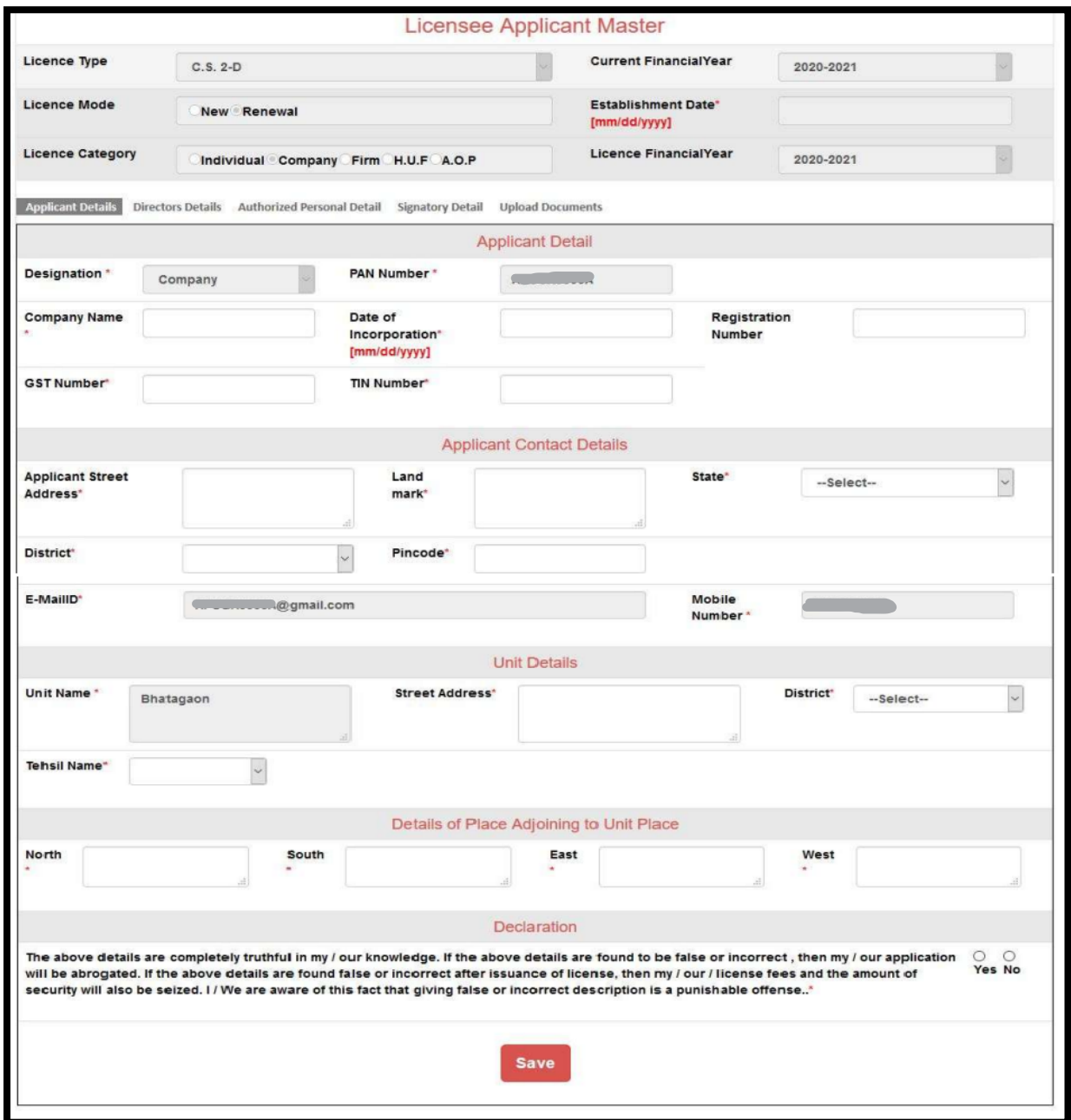


After form submission, dashboard will open. Now, click on **Application Registration**.



The screenshot shows the Excise Department Dashboard. On the left, under 'Categories', 'Application Registration' is highlighted. The main area displays 'Dash Board' with a message: 'Please Fill Application form for Registration !'. At the top right, it says 'Welcome : Hotel Blue Moon' with 'Log Out' and 'REG' links. A disclaimer at the bottom states: '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'.

## 1. License Applicant Master



The screenshot shows the 'Licensee Applicant Master' form. It includes fields for Licence Type (C.S. 2-D), Current Financial Year (2020-2021), Licence Mode (New/Renewal), Establishment Date, Licence Category (Individual/Company/Firm/H.U.F/A.O.P), and Licence Financial Year (2020-2021). The form is divided into sections: Applicant Details (Designation, Company Name, GST Number, PAN Number, Date of Incorporation, TIN Number, Registration Number), Applicant Contact Details (Address, Land mark, State, District, Pincode, E-Mail ID, Mobile Number), Unit Details (Unit Name, Street Address, District, Tehsil Name), and Details of Place Adjoining to Unit Place (North, South, East, West). A Declaration section at the bottom states: '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..'. A 'Save' button is at the bottom.





## 2. Fill Directors Details:

Applicant Details **Directors Details** Authorized Personal Detail Signatory Detail Upload Documents

### Owner Personal Detail

OwnerName \* MR. [REDACTED] Gender \* ☒ Male ☐ Female

MaritalStatus \* ☒ Single ☐ Married Father / Husband Name \* [REDACTED] Relationship \* Father

Date Of Birth \* [mm/dd/yyyy] 05/02/1993 Age 27 (Years) 1 (Month) 14 (Days) Nationality Indian

Designation \* Individual PAN Number \* [REDACTED]

### Present Contact Detail

Street Address \* ASHWANI NAGAR House Number \* 44 Land mark \* TEMPLE

District \* RAIPUR Tehsil Name \* Raipur Police Station Name \* shanti nagar

Rural/Urban Area \* ☒ Urban ☐ Rural Village/City Name \* Raipur Parishad \* Nagar Nigam

Parishad Name \* City WardNo \* 66 City WardName \* Shanti Nagar

Pincode \* 492001 Telephone Number Mobile Number \* [REDACTED]

E-MailID \* [REDACTED]@gmail.com

☒ Check here if Permanent Contact Detail is Same as Present

Street Address ASHWANI NAGAR House Number 44 Land mark TEMPLE

District RAIPUR Tehsil Name Raipur Police Station Name shanti nagar

Rural/Urban Area ☐ Urban ☒ Rural Village/City Name Raipur Parishad Nagar Nigam

Parishad Name City WardNo 66 City WardName Shanti Nagar

Pincode 492001 Telephone Number Mobile Number [REDACTED]

E-MailID [REDACTED]@gmail.com

Add

## 3. Fill Authorized Person Detail:

Applicant Details Directors Details **Authorized Personal Detail** Signatory Detail Upload Documents

### Authorized Personal Detail

☒ Check here if Last Owner Details are same as Authorized Person Details

Authorized Person Name \* MR. [REDACTED] Gender \* ☒ Male ☐ Female

Nationality ☒ Indian ☐ Non-Indian Father / Husband Name \* [REDACTED] Relationship \* Father

Date Of Birth \* [mm/dd/yyyy] 05/02/1993 Age 27 (Years) 1 (Month) 14 (Days)

Designation \* Individual PAN Number \* [REDACTED]

### Contact Detail

Street Address \* ASHWANI NAGAR Land mark \* TEMPLE District \* RAIPUR

Tehsil Name \* Raipur Pincode \* 492001 Police Station Name \* shanti nagar

Rural/Urban Area \* ☒ Urban ☐ Rural Village/City Name \* Raipur Parishad \* Nagar Nigam

Parishad Name \* City WardNo \* 44 City WardName \* Shanti Nagar

E-MailID \* [REDACTED]@gmail.com Mobile Number \* [REDACTED]

Save & Proceed





#### 4. Fill Signatory Details:

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

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


#### 5.3. Pay Licence Fees

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



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

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 **EXCISE  
DEPARTMENT**

Welcome : NEW BREWQDS   Home   Log Out   nic

E-Payment   Chalan Reconciliation   Reprint Chalan

**Dash Board**

List of Chalan for Application, Please Submit first !!

Select ChalanNo	Fees	Fees Type	District Name
1	20000.0000	License Fees	RAIPUR
<b>Total</b>	<b>0</b>		

**Final Submission**

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

