



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Sale of Rectified Spirit License (R.S. 1)

(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 Rectified Spirit License (R.S. 1)	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 Rectified Spirit License (R.S.1)** 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**.

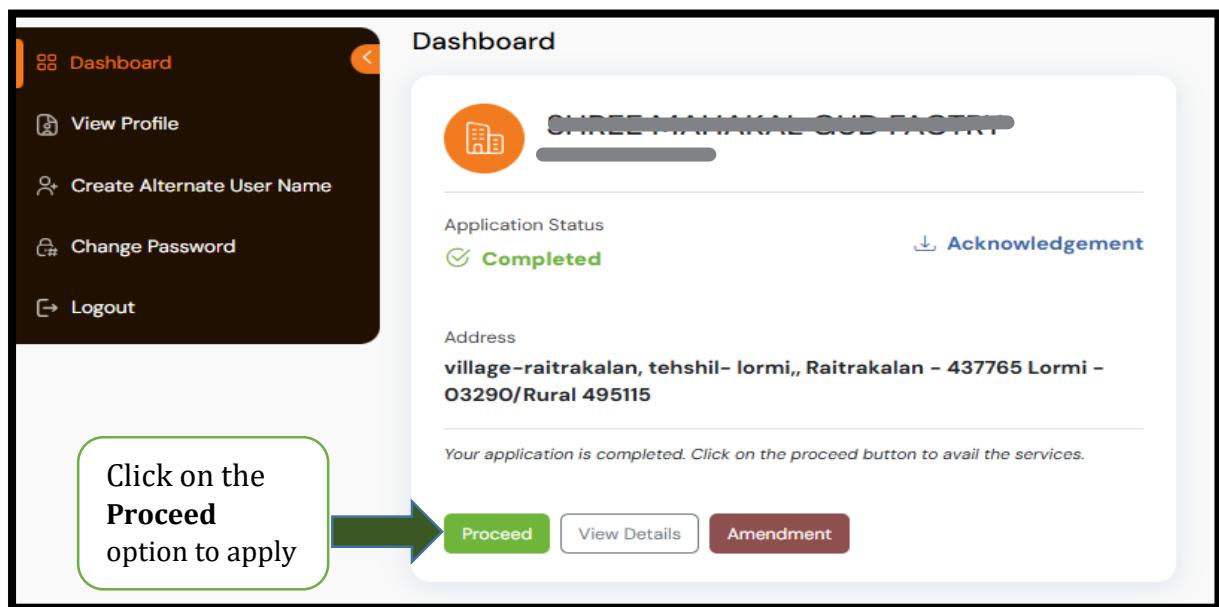


Figure 4.1: Dashboard

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.

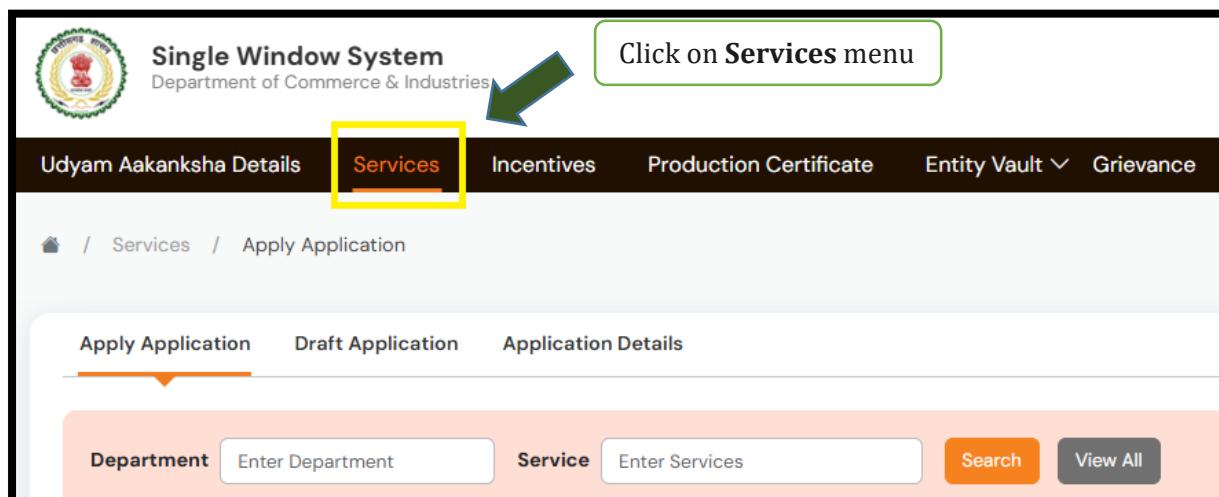


Figure 5.1: Services Page



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



5.1. Search for Services – Sale of Rectified Spirit License (R.S. 1)

In the Search field, enter **rectified spirit 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).

Enter: rectified spirit license

Click on View All

Click on Apply

The screenshot shows a search interface with a search bar containing 'rectified spirit license', a 'Search' button, and a 'View All' button. Below the search bar, there are two service options: 'Possession of Rectified Spirit License (R.S. 2 A)' and 'Sale of Rectified Spirit License (R.S. 1)'. The 'Sale of Rectified Spirit License (R.S. 1)' service is highlighted with a green box and an arrow pointing to its 'Apply' button.

Figure 5.2: Filtered list of Services – Sale of Rectified Spirit License (R.S.1)

You will now be redirected to the official website of the **EXCISE DEPARTMENT, GOVT. OF CHHATTISGARH**, where you can apply for the **Sale of Rectified Spirit License (R.S. 1)**.

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. It includes fields for 'Select Licence Type' (N.D. 2), 'Licence Financial Year' (2021-2022), 'Unit Name' (ND2), 'Authorized person's Mobile No.' (9869611111), 'Email' (abcd@gmail.com), 'Enter Udyam Aadhar No.' (124536969666), 'Licence Mode' (New), 'Unit District Name' (Raipur), and a checkbox for accepting terms and conditions. The form also features 'SUBMIT' and 'Close' buttons.



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



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

For New License: -

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



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*

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 Address

Unit Tehsil*

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="checkbox"/>	(Pure Medicine) Morphin,dicetel Morphin Or 0.2 % Morphin Or Any Government or non-gover	Add
--------------------------	---	---------------------

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



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	New / Renewal	Establishment Date* (mm/dd/yyyy)	
Licence Category	Individual / Company / Firm / H.U.F / A.O.P	Licence Financial Year	2021-2022
Applicant Details Owner Details Authorized Person Details Upload Documents			
Company Name*	<input type="text"/> Designation* <input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;" type="text"/> कंपनी(Company) <input style="width: 20px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="button" value="Select"/>		
PAN Number*	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>		
Unit Name	Test RS 2A	Unit District*	-Select- <input style="width: 20px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="button" value="Select"/>
Unit Address	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>		
Contact Detail			
Street Address*	Building Number*	Land mark*	
<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
District*	-Select- <input style="width: 20px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="button" value="Select"/>	Tehsil Name*	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
Rural/Urban Area*	<input type="radio"/> Urban <input type="radio"/> Rural	Village/City Name*	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
City Ward No*	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>	City Ward Name*	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
E-Mail ID*	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>	Mobile Number*	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
Proposed License Premises borders			
North*	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>	South*	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
East*	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>	West*	<input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="text"/>
<input style="width: 200px; height: 30px; background-color: #e64a19; color: white; border: 1px solid #e64a19; border-radius: 5px;" 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*	--Select--	Gender*	@Male <input type="checkbox"/> Female <input type="checkbox"/>
Father / Husband Name*	--Select--	Relationship*	--Select--
Date Of Birth* [mm/dd/yyyy]	Age	Designation*	Indian

Contact Detail

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

Licence Details

Type Of Licencee*	Manufacture under bond for payment of duty
-------------------	--

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
	--Select--		Add <input type="checkbox"/>

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

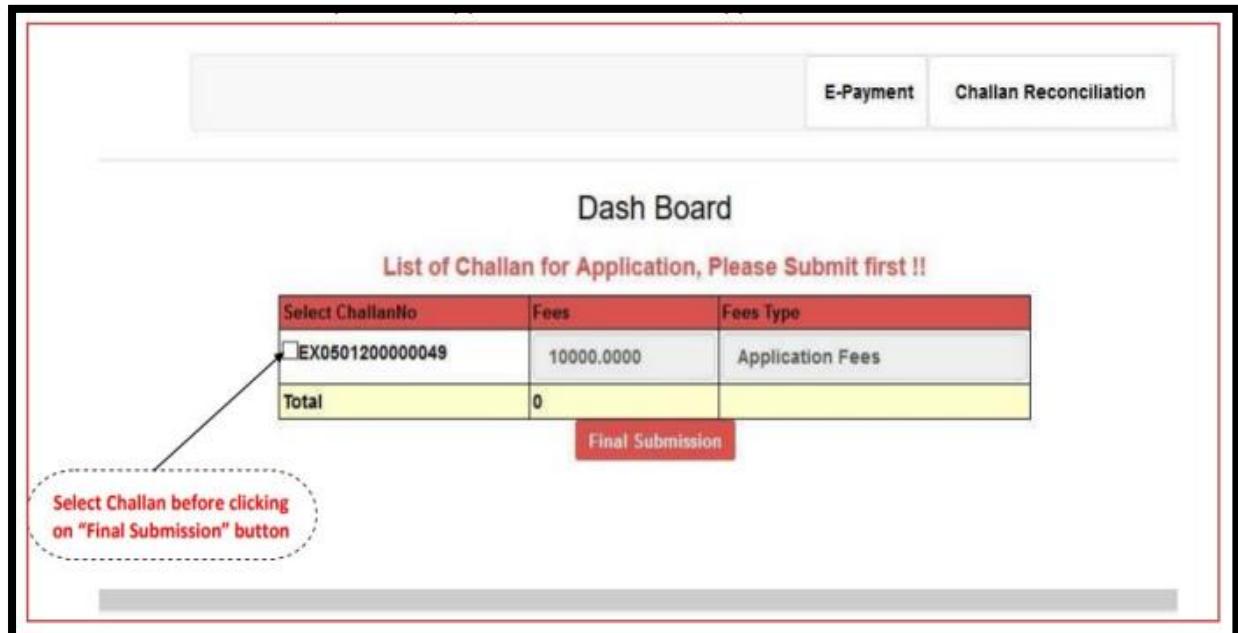
Click on, **Generate New Challan** Button and then fill challan form:



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



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



The screenshot shows a web-based application interface. At the top, there are two buttons: "E-Payment" and "Challan Reconciliation". Below this is a section titled "Dash Board" with a sub-instruction: "List of Challan for Application, Please Submit first !!". A table displays application fees:

Select ChallanNo	Fees	Fees Type
EX0501200000049	10000.0000	Application Fees
Total	0	

A red button labeled "Final Submission" is located at the bottom right of the table. A red callout box with the text "Select Challan before clicking on \"Final Submission\" button" has an arrow pointing to the "Select ChallanNo" column of the table.



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

