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

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

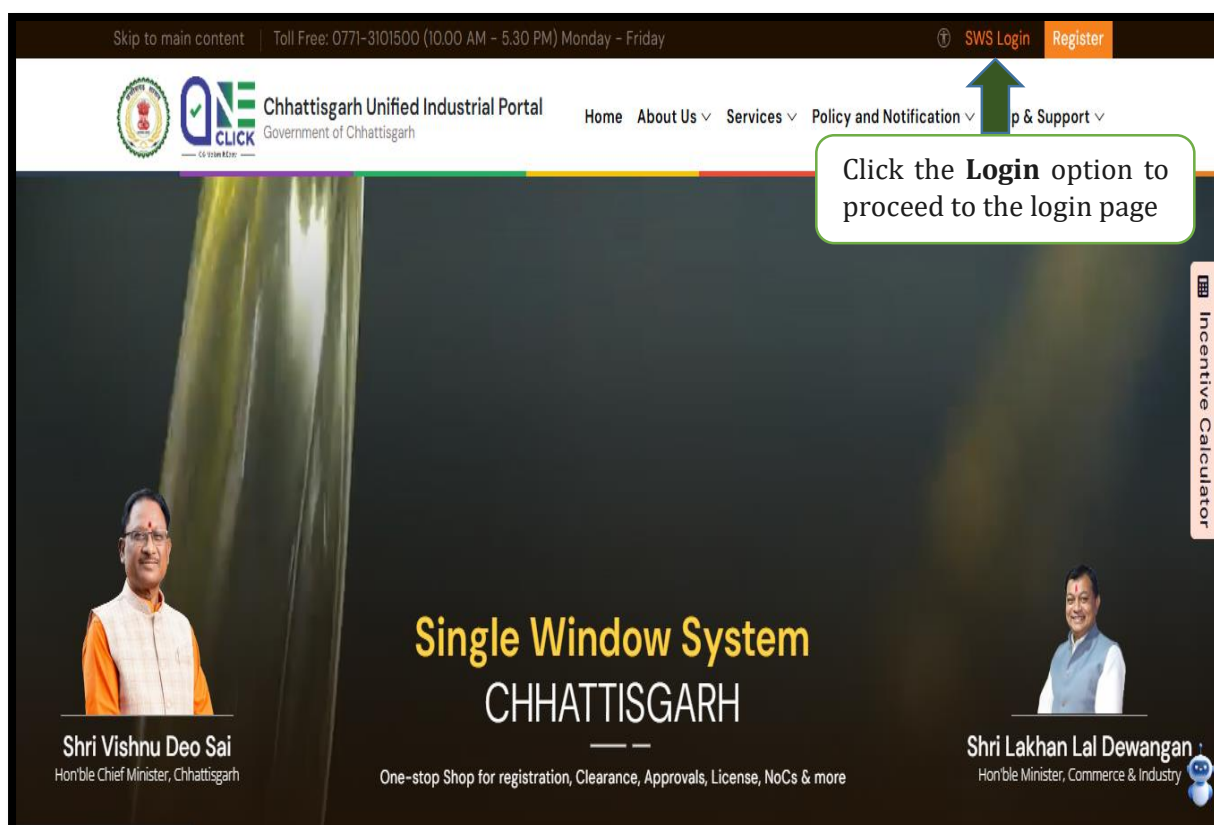The user to login with the credentials into the application in the home and login page as a **Figure 3.1 & 3.2**.

Figure 3.1: Homepage Screen

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.

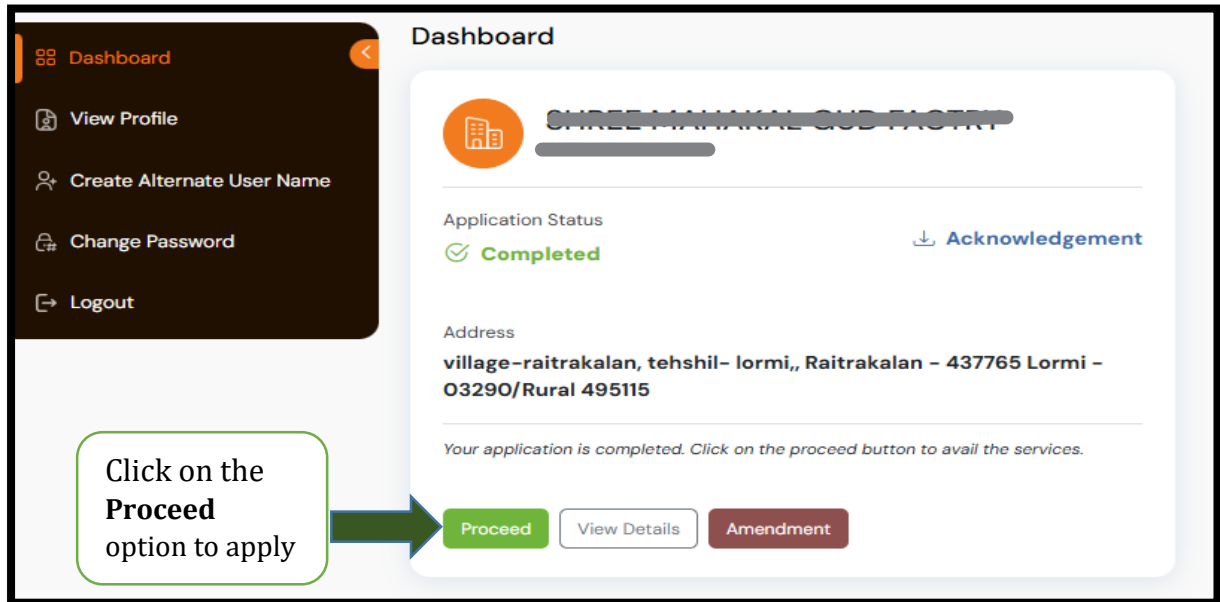Now, click on the **Proceed** option to apply for **services**.

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.
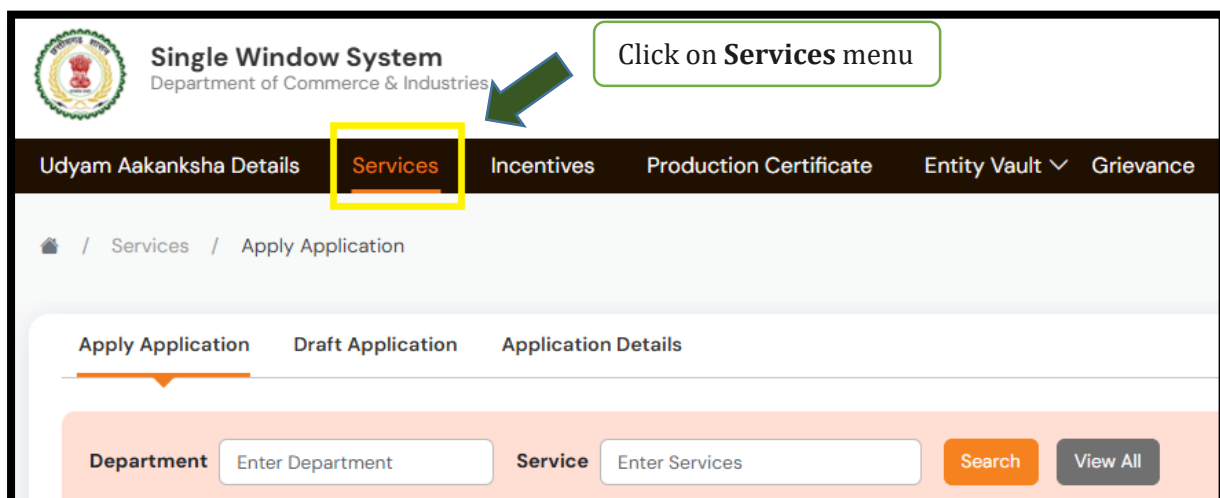

Figure 5.1: Services Page

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).

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)**.
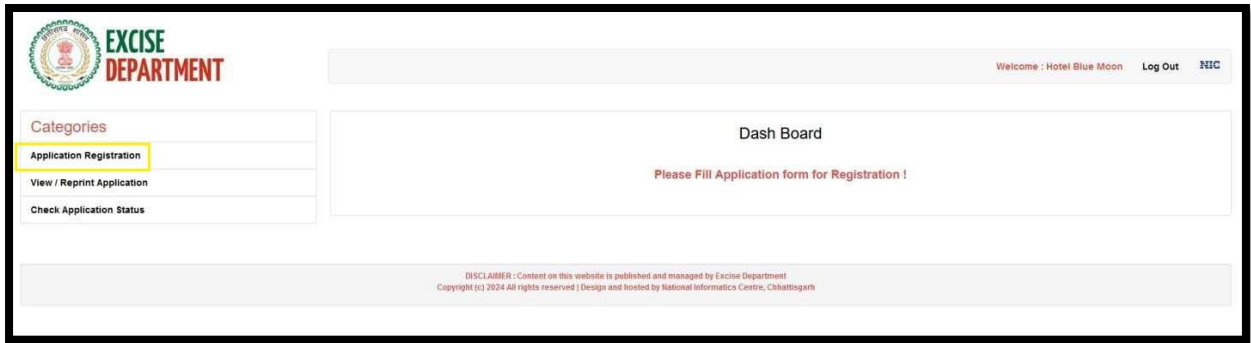
5.2. Apply for Licence

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

Single Window System (https://oneclick.cgstate.gov.in)
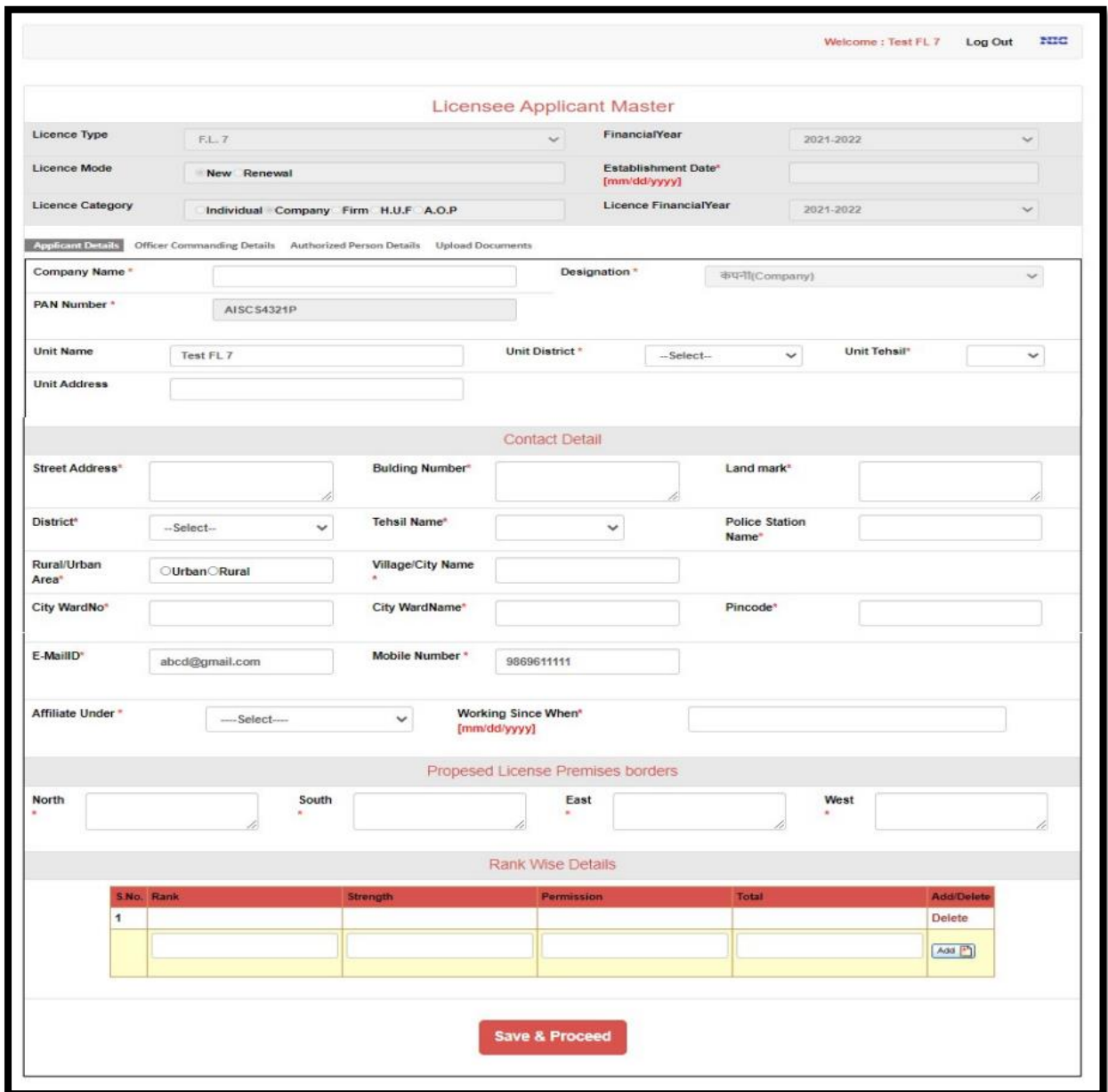
After form submission, dashboard will open. Now, click on **Application Registration**.

For New License: -

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

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

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	⦿ New ○ Renewal	Establishment Date* [mm/dd/yyyy]	
Licence Category	○ Individual ○ Company ○ Firm ○ H.U.F ○ A.O.P	Licence FinancialYear	2021-2022

Applicant Details Owner Details Authorized Person Details Upload Documents

Company Name *		Designation *	कंपनी(Company)
PAN Number *	AISCS4321P		
Unit Name	Test RS 2A	Unit District *	--Select--	Unit Tehsil*	
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 WardNo*		City WardName*		Pincode*	
E-MailID*	abcd@gmail.com	Mobile Number *	9869611111		

Proposed License Premises borders

North*		South*		East*		West*	

Save & Proceed

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

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:

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