



## **Chhattisgarh Unified Industrial Portal**

Government of Chhattisgarh

***User Manual***

***For***

***Entity Vault***

## Table of Contents

1. Overview.....	1
2. How to Get Started.....	1
3. How to Login .....	1
4. Dashboard .....	2
5. Entity Vault .....	4
5.1. Upload Documents .....	4
5.2. Raw Material, Production & Sale Details .....	5
5.2.1. Add Raw Material, Production & Sale Details .....	6
5.2.2. View Raw Material, Production & Sale Details .....	7

## 1. Overview

The Single Window System is a streamlined process for industrial investments that consolidates necessary approvals, permissions, and consents within specified timeframes. It simplifies the application process through integrated forms and a "Single Sign-On" system, accepting self-certified documents. This system ensures efficient and timely processing of enterprise applications.

**Purpose:** This document serves as a step-by-step guide for using the module, which functions as a centralized digital repository for securely storing, managing, and retrieving enterprise-specific documents and operational data. It enables users to access key records related to their industrial unit in one place, supports integration with various departmental services, and enhances transparency, compliance, and ease of access.

## 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**.

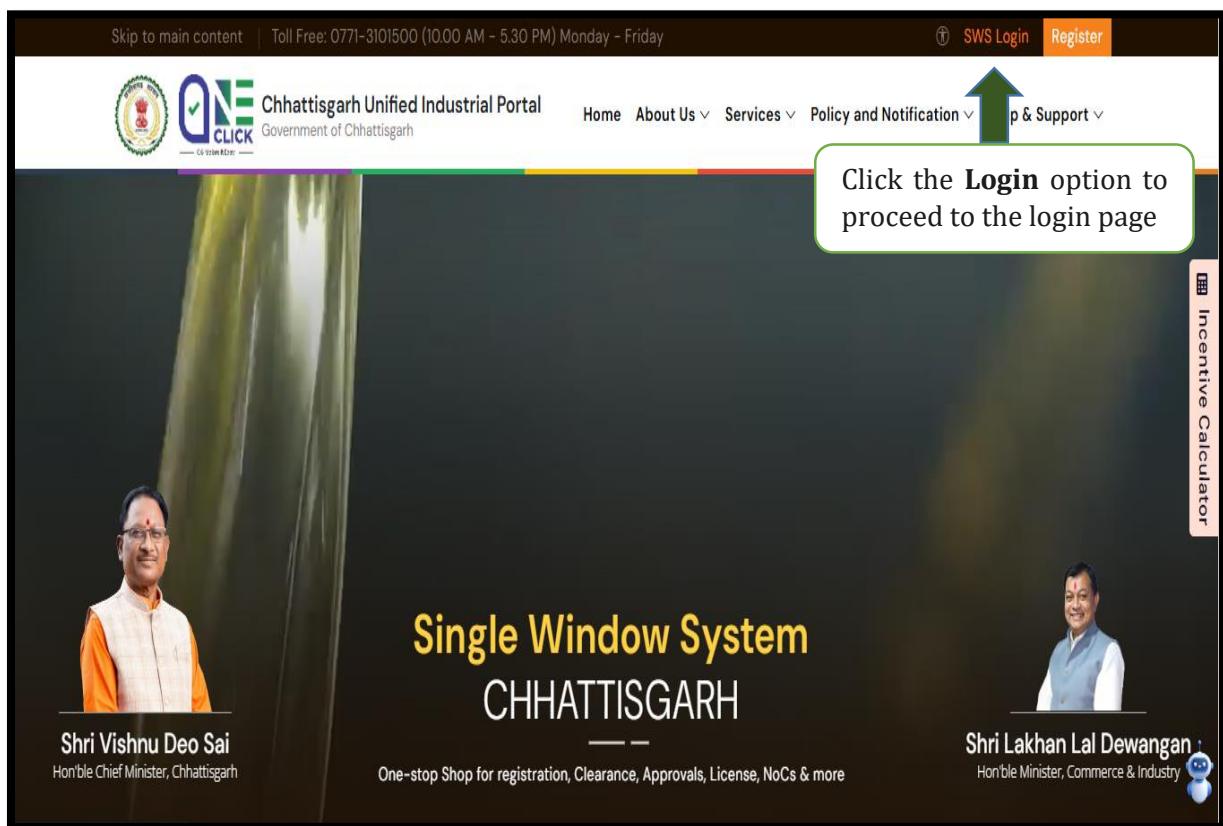
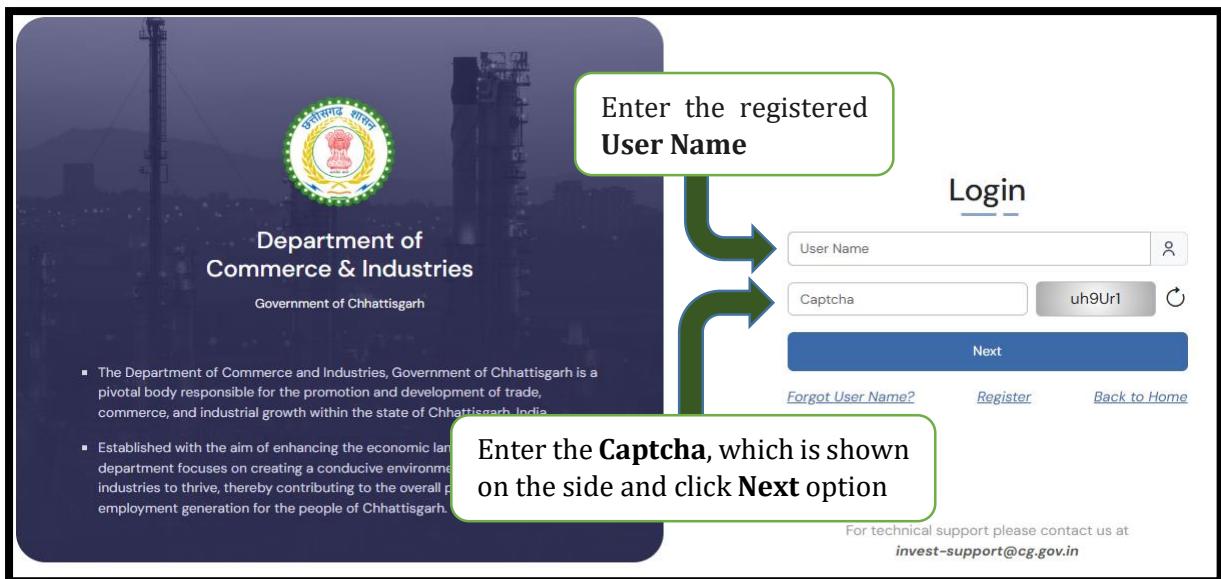


Figure 3.1: Homepage Screen



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.

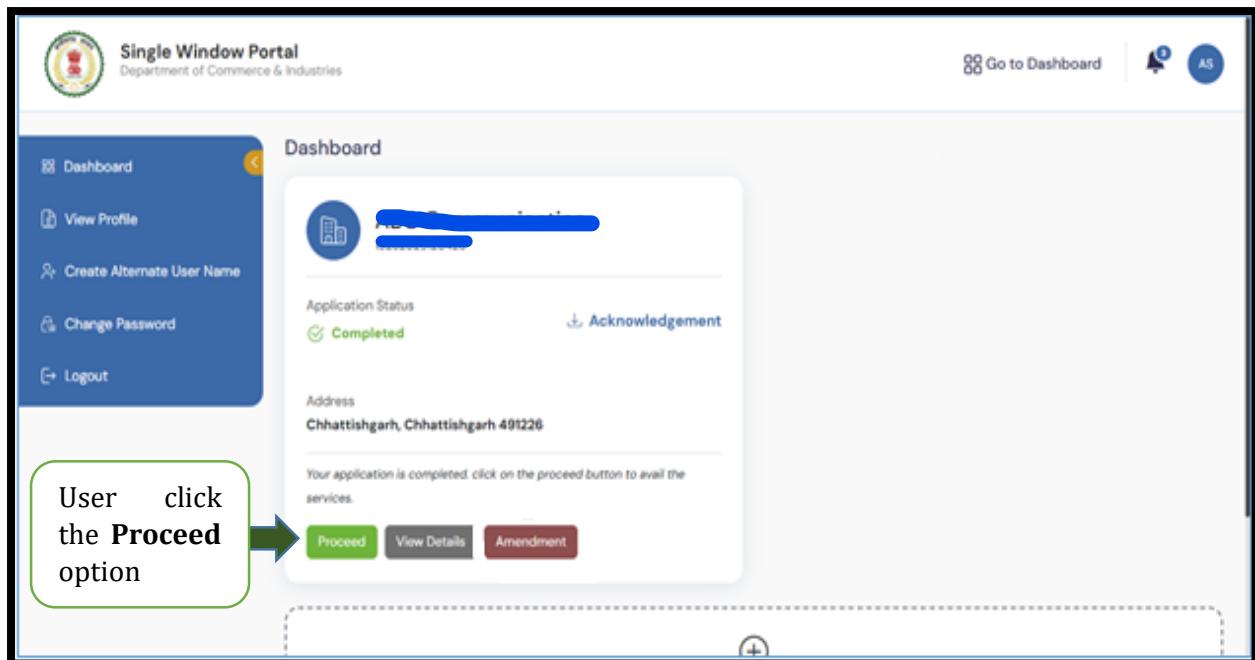


**Figure 3.3: Login Screen (B)**

## 4. Dashboard

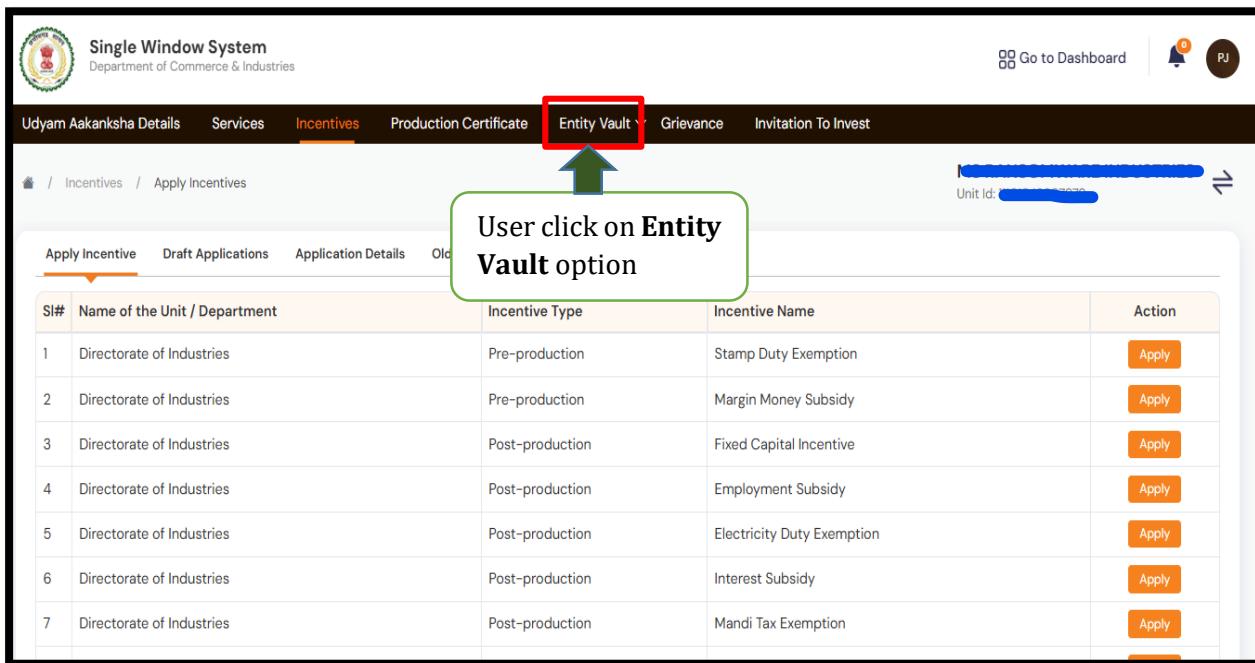
After a successful login, the page navigates to the Investor Dashboard (refer to **Fig. 4.1**), which includes step-by-step instructions for adding new unit details.





**Figure 4.1: Dashboard Screen**

After clicking the **Proceed** option, refer to **Figure 4.2**, which displays various options such as Udyam Aakansha Details, Services, Incentives, Production Certificate, Entity Vault, Grievance and Invitation to Invest. In the menu section, select the Entity Vault option to apply.



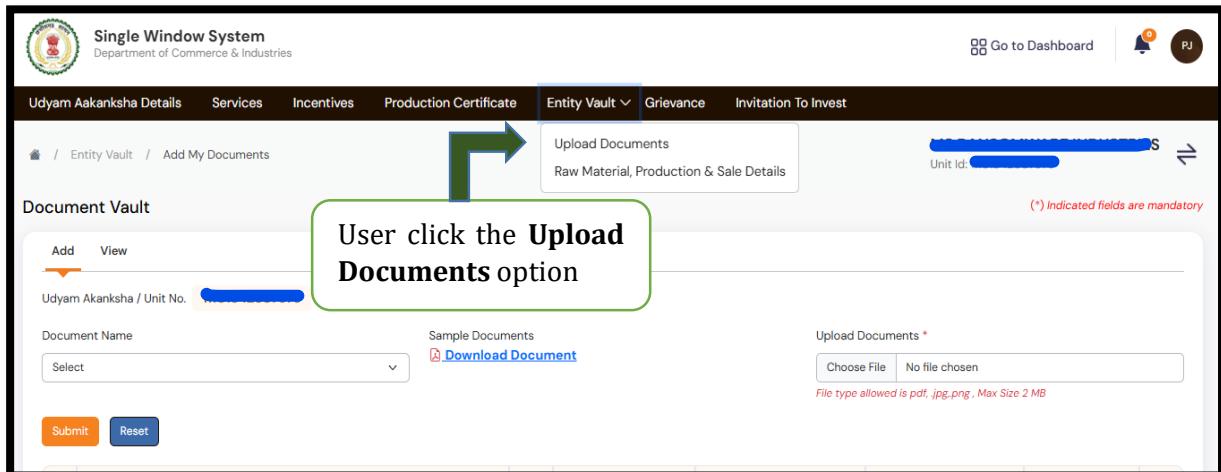
**Figure 4.2: Menu Section Screen**



## 5. Entity Vault

Upon successful completion or approval of any service (such as subsidy approval or license issuance), the system automatically generates a digitally signed document or certificate

When a user clicks on the **Entity Vault** section, two options will be displayed: **Upload Documents** and **Raw Material, Production & Sale Details**, as shown in Figure 5.1.

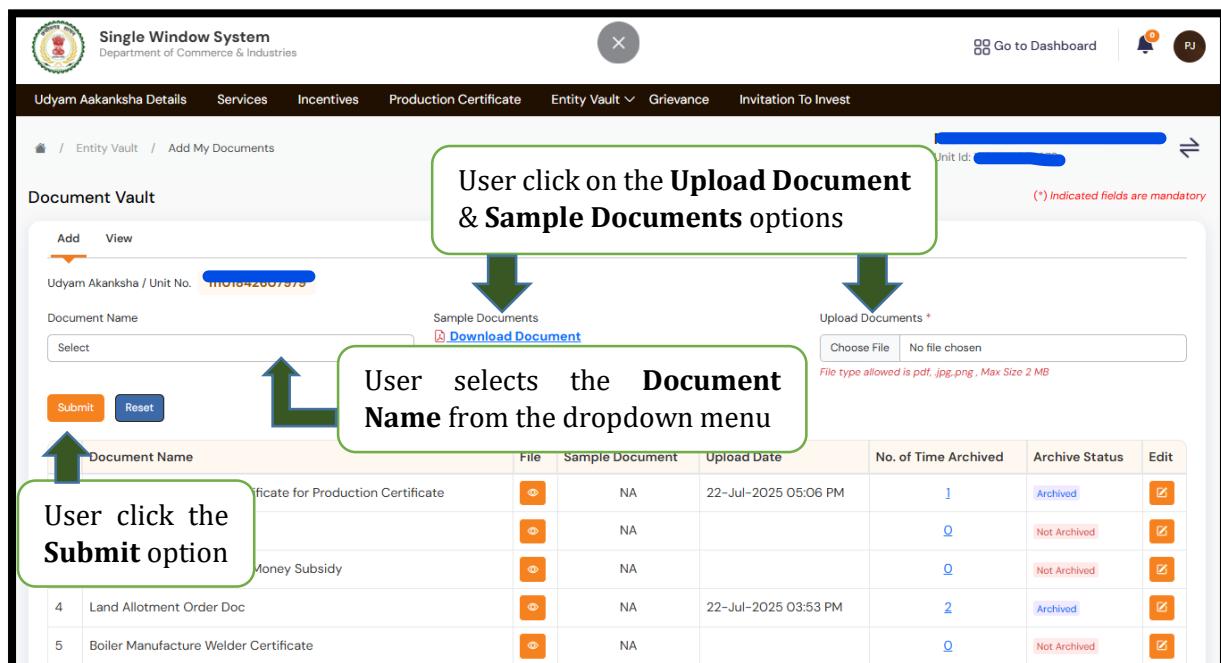


The screenshot shows the 'Entity Vault' section of the Single Window System. A green callout box highlights the 'Upload Documents' option, which is a button in a dropdown menu. Another green callout box highlights the 'Raw Material, Production & Sale Details' option, which is also in the same dropdown menu. The dropdown menu is open, and the text '(\* Indicated fields are mandatory' is visible at the bottom right of the menu.

Figure 5.1: Entity Vault Screen

### 5.1. Upload Documents

User-uploaded documents may include items such as project reports, CA certificates, or other required files. Department-issued documents include certificates, approvals, and other official records generated through various services.



The screenshot shows the 'Document Vault' section of the Single Window System. A green callout box highlights the 'Upload Document' and 'Sample Documents' options, which are buttons in a dropdown menu. Another green callout box highlights the 'Document Name' dropdown menu, with the text 'User selects the Document Name from the dropdown menu' below it. A third green callout box highlights the 'Submit' button, with the text 'User click the Submit option' below it. The dropdown menu also includes 'Download Document' and 'Choose File' options. The table below shows a list of uploaded documents with columns for File, Sample Document, Upload Date, No. of Time Archived, Archive Status, and Edit.

Document Name	File	Sample Document	Upload Date	No. of Time Archived	Archive Status	Edit
Certificate for Production Certificate		NA	22-Jul-2025 05:06 PM	1	Archived	
Money Subsidy		NA		0	Not Archived	
Land Allotment Order Doc		NA	22-Jul-2025 03:53 PM	2	Archived	
Boiler Manufacture Welder Certificate		NA		0	Not Archived	

Figure 5.2: Document Screen (A)



After submitting documents, users can view, track, and edit them as needed.

Submit    Reset

Sl#	Document Name	File	Sample Document	Upload Date	No. of Time Archived	Archive Status	Edit
1	Chartered Accountant Certificate for Production Certificate		NA	22-Jul-2025 05:06 PM	1	Archived	
2	Approved Factory Layout		NA		0	Not Archived	
3	Bank Certificate for Margin Money Subsidy		NA		0	Not Archived	
4	Land Allotment Order Doc		NA	22-Jul-2025 03:53 PM	2	Archived	
5	Boiler Manufacture Welder Certificate		NA		0	Not Archived	
6	Boiler Manufacture Technical Experience		NA		0	Not Archived	

**Eye Icon** allows user to view the content of an already submitted document

**No. of Times Archived** indicates how many times a particular document has been archived, offering a record of its previous versions

**Edit Icon** allows you to modify or replace a previously submitted document

**Figure 5.3: Document Screen (B)**

## **5.2. Raw Material, Production & Sale Details**

This section captures periodic data on raw materials, including quantities procured, consumed, and available in stock. The information can be manually entered by the user or automatically fetched from integrated service applications, enabling accurate tracking of resource usage and inventory.

Single Window System  
Department of Commerce & Industries

Go to Dashboard   

Udyam Aakanksha Details    Services    Incentives    Production Certificate    Entity Vault    Grievance    Invitation To Invest

Entity Vault / Add Raw Material, Production & Sale Details   

Raw Material, Production & Sale Details

User click the Raw Material, Production & Sale Details option

Add    View

Udyam Aakanksha / Unit No.

Bill Year \*

Production Quantity \*

Quantity Sold \*

Consumption in Unit (In case of Captive Power Plant / Jindal Power Plant / Bhilai Power Plant)\*

Submit

**Figure 5.4: Entity Vault Screen**



### 5.2.1. Add Raw Material, Production & Sale Details

This section allows you to record monthly details regarding your raw material usage, production output, and sales. Some information will be pre-filled for your convenience.

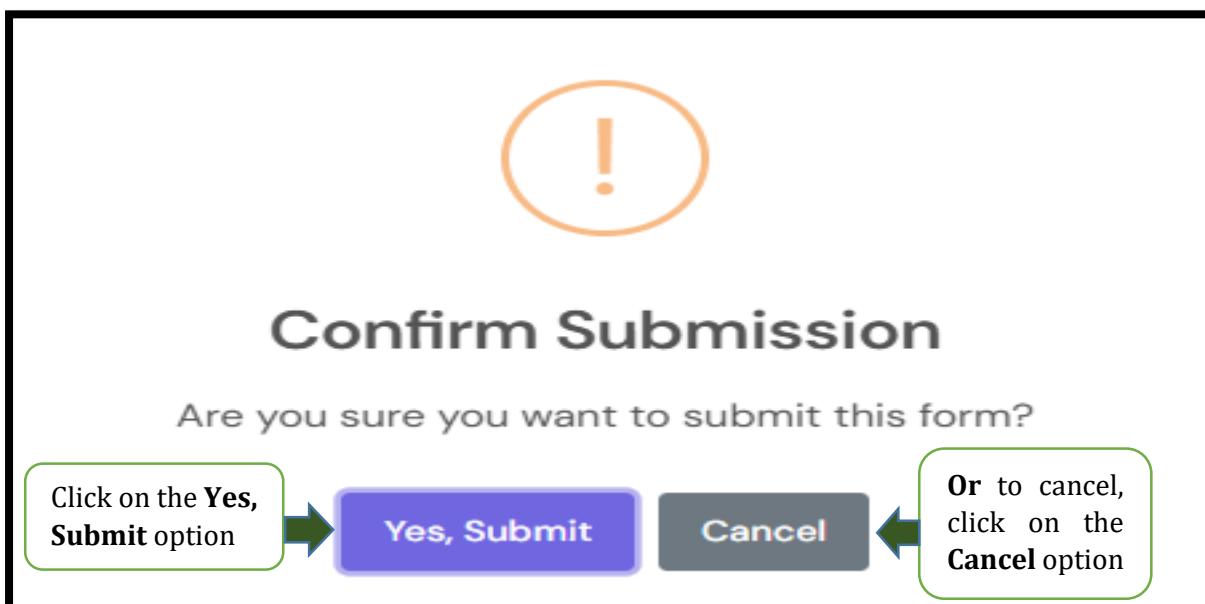
User click on the dropdown menu and selects the relevant **Bill Year & Month** from the list

User enters details such as **Primary Raw Material Used, Production Quantity, Quantity Sold, Sale Value, and Consumption (in units)**

User click the **Submit** option

**Figure 5.5: Raw Material, Production & Sale Details Screen**

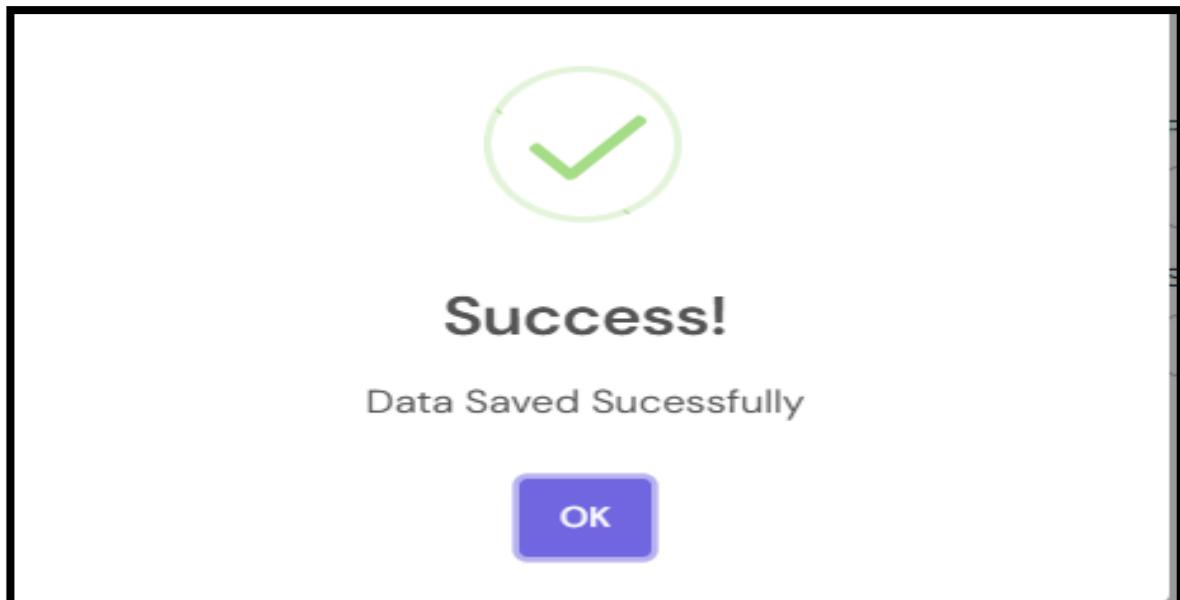
The user will receive a confirmation pop-up message in the application as shown in **Figure 5.6**.



**Figure 5.6: Confirmation Pop-up Screen**



Upon successful submission of your application, a confirmation pop-up will appear on your screen, as shown in **Figure 5.7**.



*Figure 5.7: Successful Pop-up Screen*

### **5.2.2. View Raw Material, Production & Sale Details**

This section allows user to retrieve and view previously submitted raw material, production, and sale details for a specific period.

SI#	Bill Year	Bill Month	Primary Raw Material Used (As per Purchased Bill)	Unit	Production Quantity	Unit	Quantity Sold	Unit	Sale Value (As per Book of Account) In Lakhs	Consumption in Unit (Captive Power / Jindal / Bhilai Plant)
1	2024	07		2 Tonne	1	Tonne	1	Tonne	12	24

*Figure 5.8: View Details Screen*

