



# **Chhattisgarh Unified Industrial Portal**

Government of Chhattisgarh

***User Manual***

***For***

***Entity Vault***

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## 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.

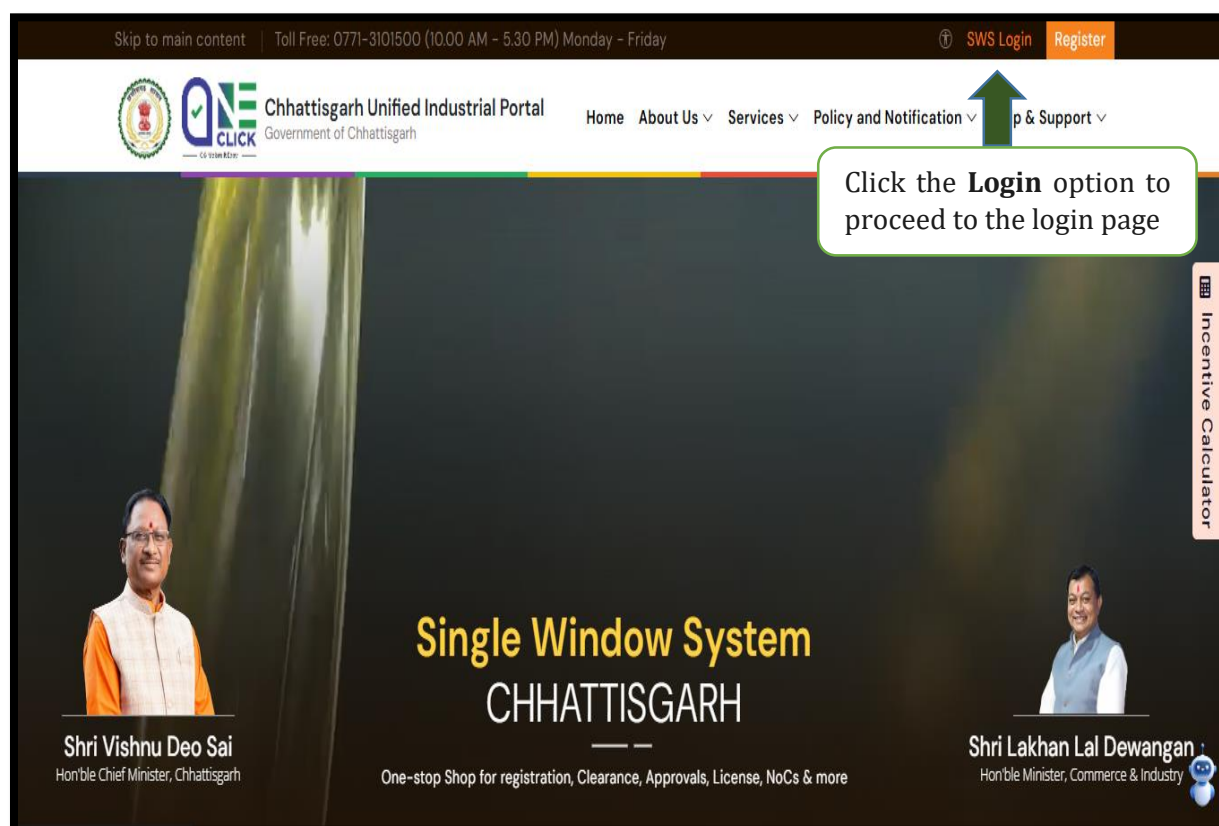
**Purpose:** This document serves as a step-by-step guide for using the module, which functions as a centralized digital repository for securely storing, managing, and retrieving enterprise-specific documents and operational data. It enables users to access key records related to their industrial unit 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**



**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](#)

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.

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**Login**

OR

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

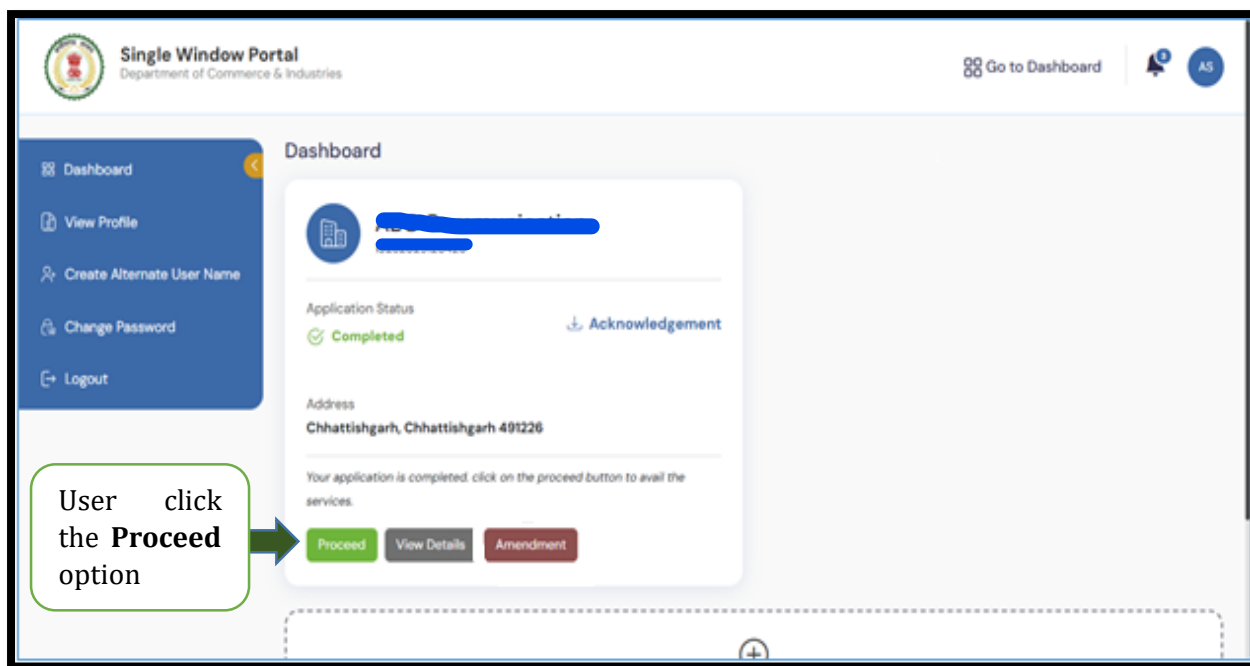
For technical support please contact us at [invest-support@cg.gov.in](mailto:invest-support@cg.gov.in)

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

## 4. Dashboard

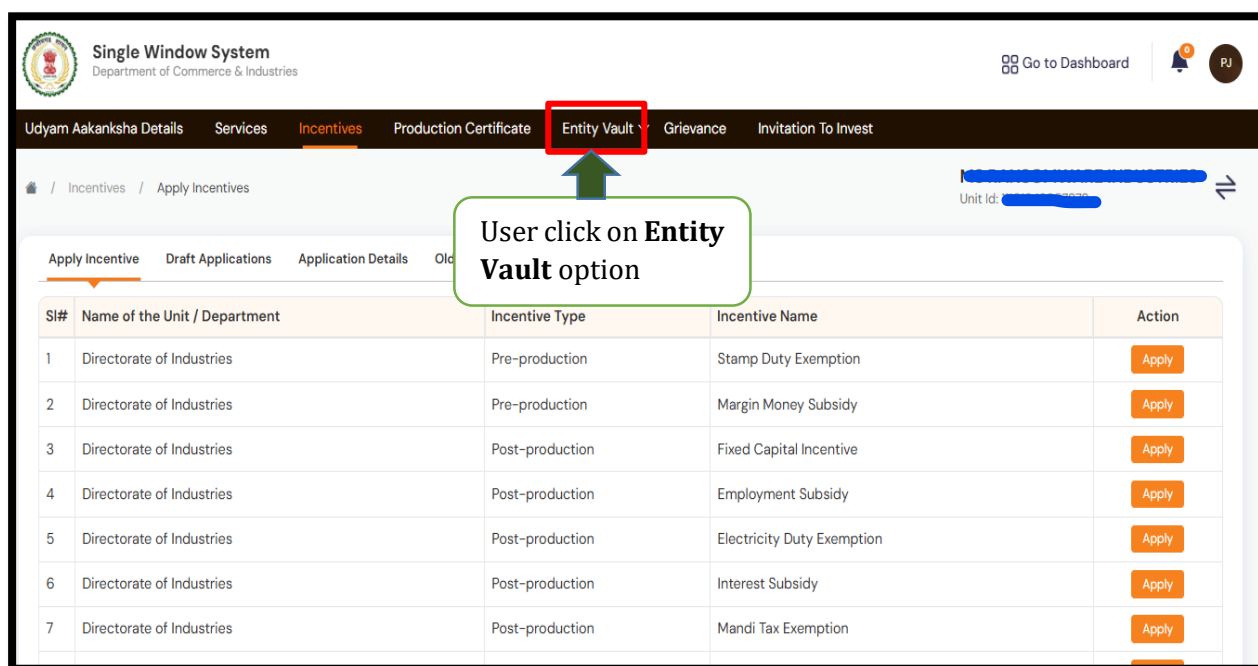
After a successful login, the page navigates to the Investor Dashboard (refer to **Fig. 4.1**), which includes step-by-step instructions for adding new unit details.





**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.



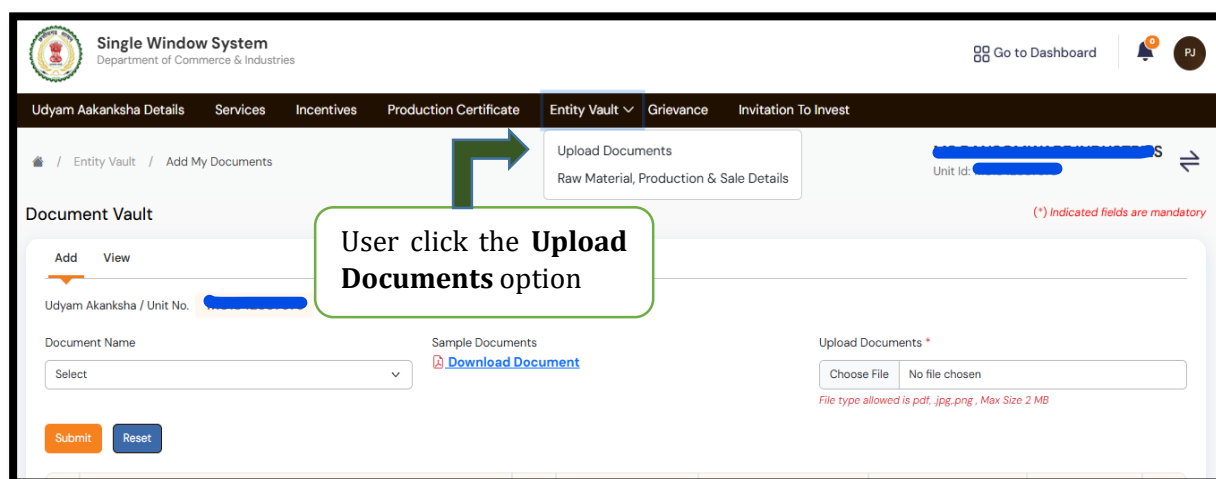
**Figure 4.2: Menu Section Screen**



## 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

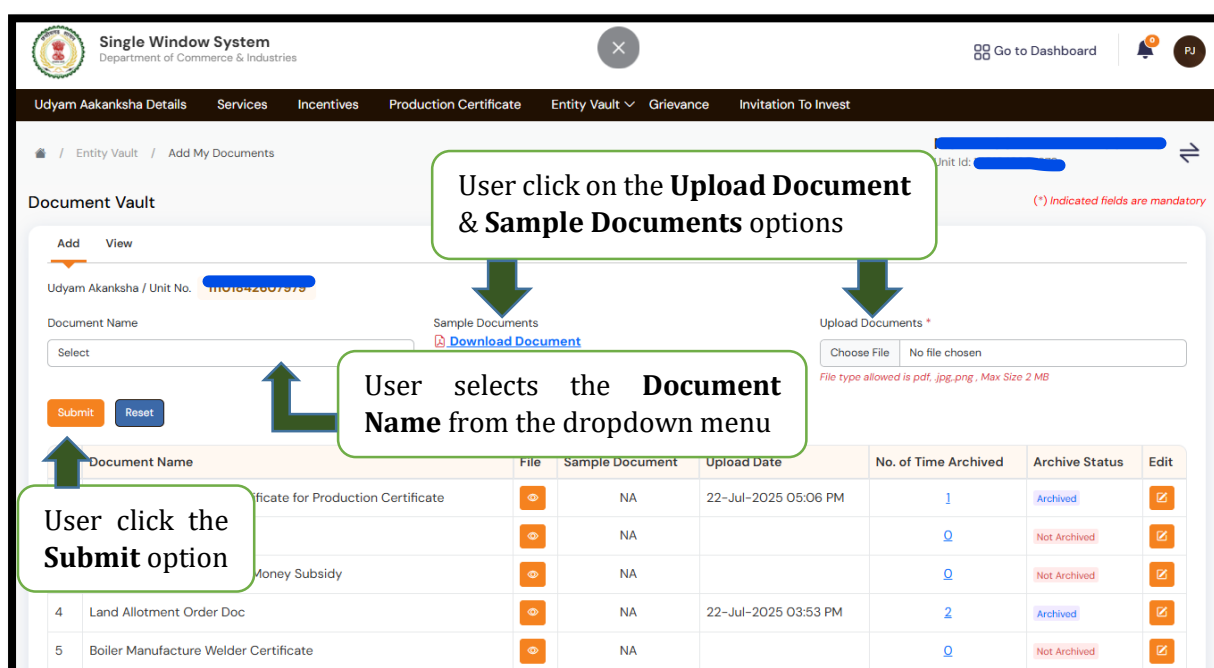
When a user clicks on the **Entity Vault** section, two options will be displayed: **Upload Documents** and **Raw Material, Production & Sale Details**, as shown in Figure 5.1.



**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.



**Figure 5.2: Document Screen (A)**



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

The screenshot shows a table with the following columns: Sl#, Document Name, File, Sample Document, Upload Date, No. of Time Archived, Archive Status, and Edit. The table contains six rows of data. Annotations with arrows point to specific elements:

- 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

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	

**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.

The screenshot shows the 'Entity Vault' screen with a navigation bar at the top. The 'Raw Material, Production & Sale Details' option is highlighted in the navigation bar. A callout box points to this option with the text: "User click the Raw Material, Production & Sale Details option".

The form contains the following fields:

- Udyam Aakanksha / Unit No. (text field)
- Bill Year \* (dropdown menu)
- Production Quantity \* (text field)
- Consumption in Unit (In case of Captive Power Plant / Jindal Power Plant / Bhilai Power Plant) \* (text field)
- Quantity Sold \* (text field)
- Sale Value (As per book of Account) in Lakhs \* (text field)
- Primary Raw Material Used (As per Purchased Bill) \* (text field)

The form also includes a 'Submit' button at the bottom left.

**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.

**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

Unit Id: [Redacted]

**Add View**

Udyam Aakanksha / Unit No. [Redacted]

Bill Year \* 2024 Bill Month \* 07 Primary Raw Material Used (As per Purchased Bill) \* 2 Tonne

Production Quantity \* 1 Tonne Quantity Sold \* 1 Tonne Sale Value (As per book of Account) In Lakhs \* 12

Consumption in Unit (In case of Captive Power Plant / Jindal Power Plant / Bhilai Power Plant)\* 24

**Submit**

**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**

Sl#	Bill Year	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)
	2024	07	2	Tonne	1	Tonne	1	Tonne	12	24

**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.

**Confirm Submission**

Are you sure you want to submit this form?

**Click on the Yes, Submit option**

**Yes, Submit**

**Cancel**

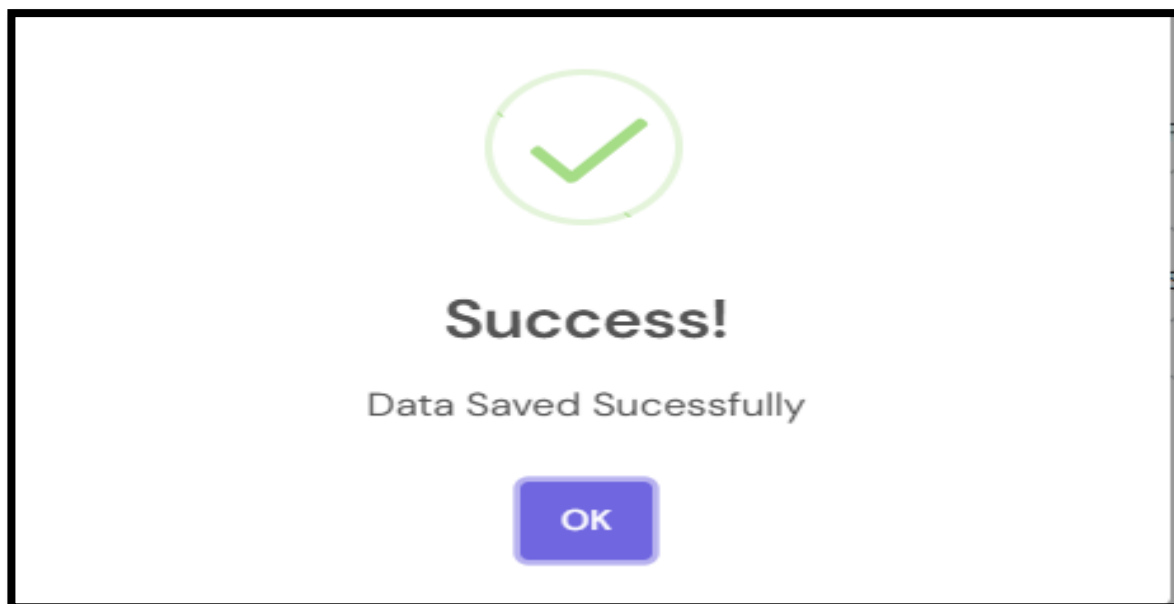
**Or to cancel, click on the Cancel option**

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





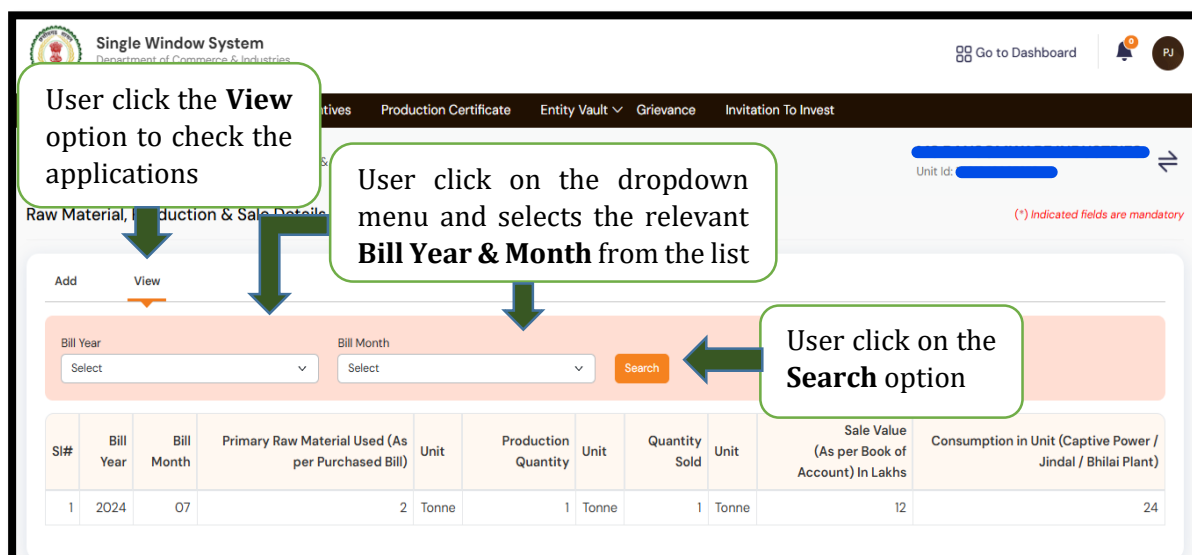
Upon successful submission of your application, a confirmation pop-up will appear on your screen, as shown in **Figure 5.7**.



**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.



**Figure 5.8: View Details Screen**