



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

***Sale of manufactured Coca Leaf Drug
License (N.D. 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 Manufactured Coca Leaf Drug License (N.D. 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 Manufactured Coca Leaf Drug License (N.D.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**.

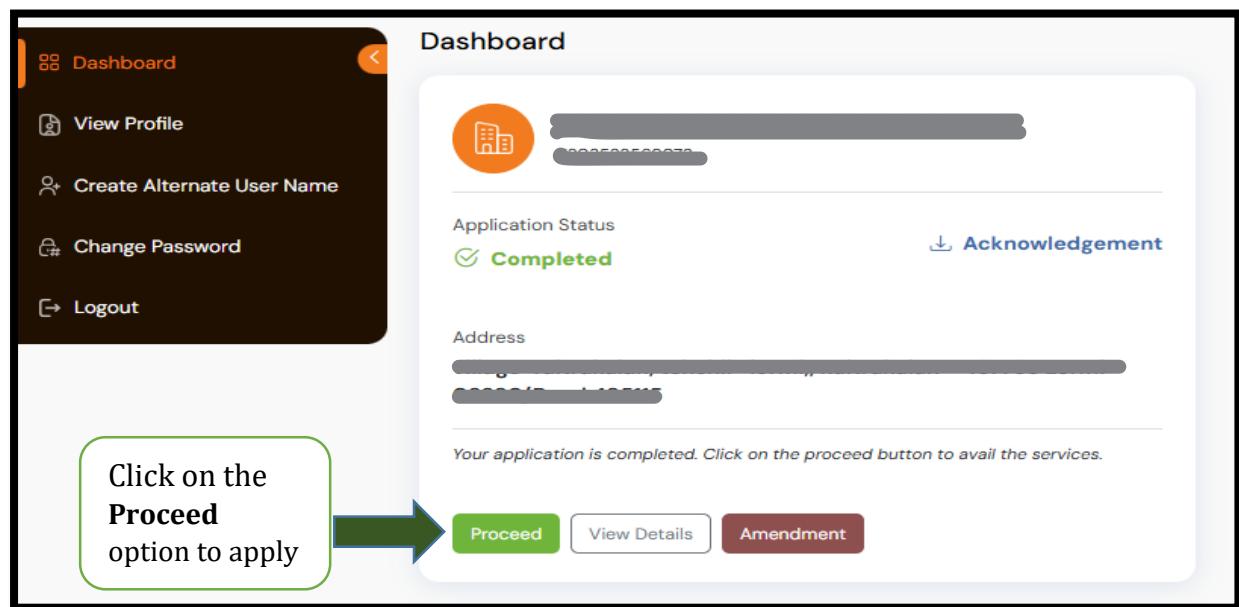


Figure 4.1: Dashboard

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.

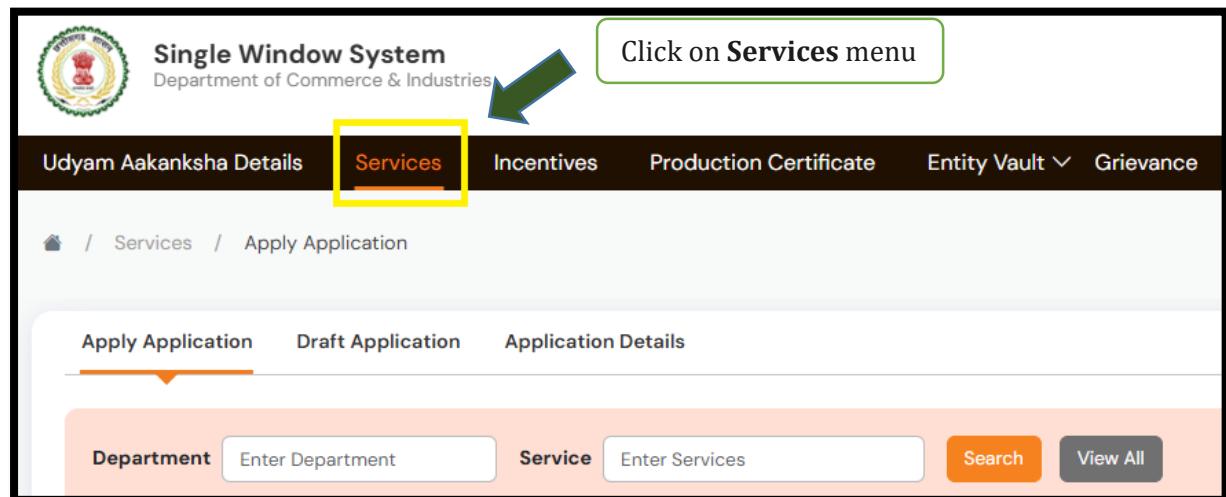


Figure 5.1: Services Page



5.1. Search for Services – Sale of Manufactured Coca Leaf Drug License (N.D. 1)

In the Search field, enter **coca leaf drug 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 Manufactured Coca Leaf Drug License (N.D. 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 Manufactured Coca Leaf Drug License (N.D. 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

Licensee Applicant Master

Applicant Details

Company Name *: Designation *:

PAN Number *: AISC54321P

Unit Name: Unit District *: --Select-- Unit Tehsil*:

Unit Address:

Contact Detail

Street Address*: Building Number*: Land mark*:

District*: Tehsil Name*: Police Station Name*:

Rural/Urban Area*: Urban Rural Village/City Name *:

City WardNo*: City WardName*: Pincode*:

E-Mail ID*: abcd@gmail.com Mobile Number *: 9869611111

Affiliate Under *: Working Since When* [mm/dd/yyyy]:

Proposed License Premises borders

North: South: East: West:

Rank Wise Details

| S.No. | Rank | Strength | Permission | Total | Add/Delete |
|-------|----------------------|----------------------|----------------------|----------------------|--|
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="Add [+]"/> |

Save & Proceed



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 | <input checked="" type="radio"/> New <input type="radio"/> Renewal | Establishment Date* | (mm/dd/yyyy) |
| Licence Category | <input checked="" type="radio"/> Individual <input type="radio"/> Company <input type="radio"/> Firm <input type="radio"/> H.U.F <input type="radio"/> A.O.P | Licence Financial Year | 2021-2022 |
| Applicant Details Owner Details Authorized Person Details Upload Documents | | | |
| Company Name* | <input type="text"/> Designation* <input type="text"/> | | |
| PAN Number* | <input type="text"/> कंपनी(Company) <input type="text"/> | | |
| Unit Name | Test RS 2A | Unit District* | <input type="text"/> --Select-- <input type="text"/> |
| Unit Address | <input type="text"/> | | |
| Contact Detail | | | |
| Street Address* | <input type="text"/> | Building Number* | <input type="text"/> |
| Land mark* | <input type="text"/> | | |
| District* | <input type="text"/> --Select-- <input type="text"/> | Tehsil Name* | <input type="text"/> <input type="text"/> |
| Police Station Name* | <input type="text"/> | | |
| Rural/Urban Area* | <input checked="" type="radio"/> Urban <input type="radio"/> Rural | Village/City Name* | <input type="text"/> |
| City Ward No* | <input type="text"/> | City Ward Name* | <input type="text"/> |
| Pincode* | <input type="text"/> | | |
| E-Mail ID* | <input type="text"/> abcd@gmail.com | Mobile Number* | <input type="text"/> 9896111111 |
| Proposed License Premises borders | | | |
| North* | <input type="text"/> | South* | <input type="text"/> |
| East* | <input type="text"/> | West* | <input type="text"/> |
| <input 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* [mmddyyyy] | Age | Designation* | |

Contact Detail

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

Licencee Details

| | |
|-------------------|---|
| Type Of Licencee* | Manufacture under bond for payment of duty <input style="width: 100px; padding: 2px; border: 1px solid #ccc; border-radius: 5px; font-size: 0.8em;" type="button" value="Add"/> |
|-------------------|---|

Licence Purpose Detail

| S.No. | Purpose for which licence is required | Licence fee per annum | Add/Delete |
|------------|---|-----------------------|--|
| 1 | Allopathic medicinal preparations and toilet preparations containing alcohol (pure alcohol content is more than 2250) | 400 | Delete <input style="width: 50px; padding: 2px; border: 1px solid #ccc; border-radius: 5px; font-size: 0.8em;" type="button" value="Add"/> |
| --Select-- | | | <input style="width: 50px; padding: 2px; border: 1px solid #ccc; border-radius: 5px; font-size: 0.8em;" type="button" value="Add"/> |



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

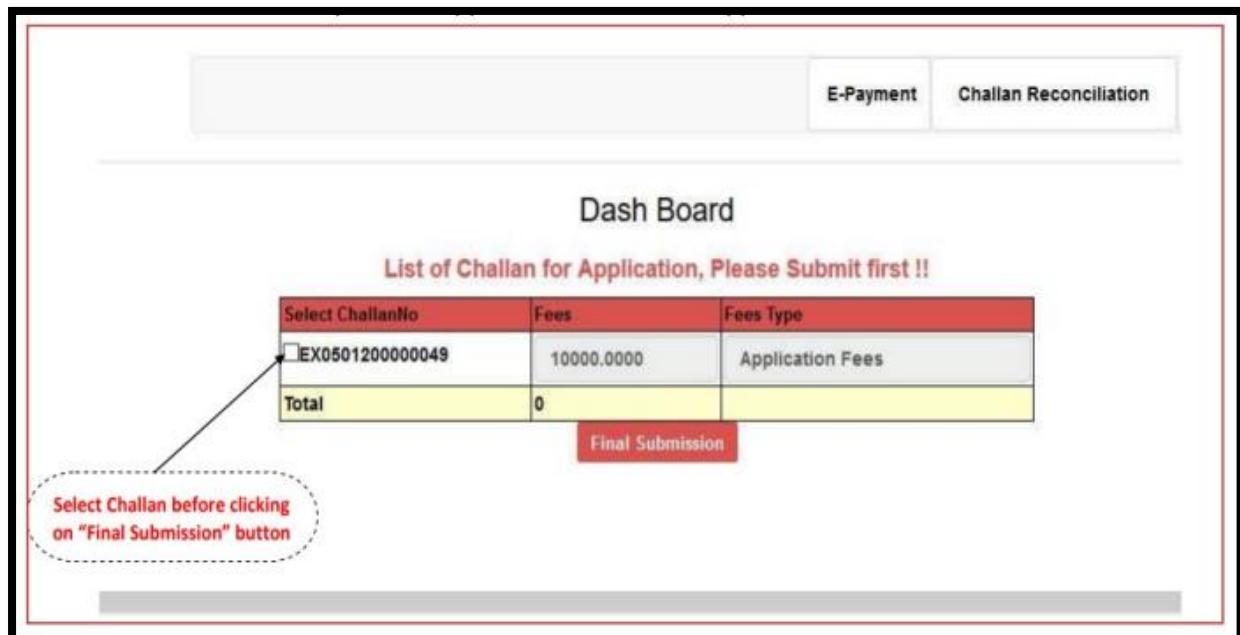
Click on, **Generate New Challan** Button and then fill challan form:



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



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



Dash Board

List of Challan for Application, Please Submit first !!

| Select ChallanNo | Fees | Fees Type |
|------------------|------------|------------------|
| EX050120000049 | 10000.0000 | Application Fees |
| Total | 0 | |

Final Submission

Select Challan before clicking on "Final Submission" button



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

