



# **Chhattisgarh Unified Industrial Portal**

Government of Chhattisgarh

## ***User Manual***

### ***For***

***Sale of manufactured Coca Leaf Drug***

***License (N.D. 1)***

***(Excise Department)***

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## 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.

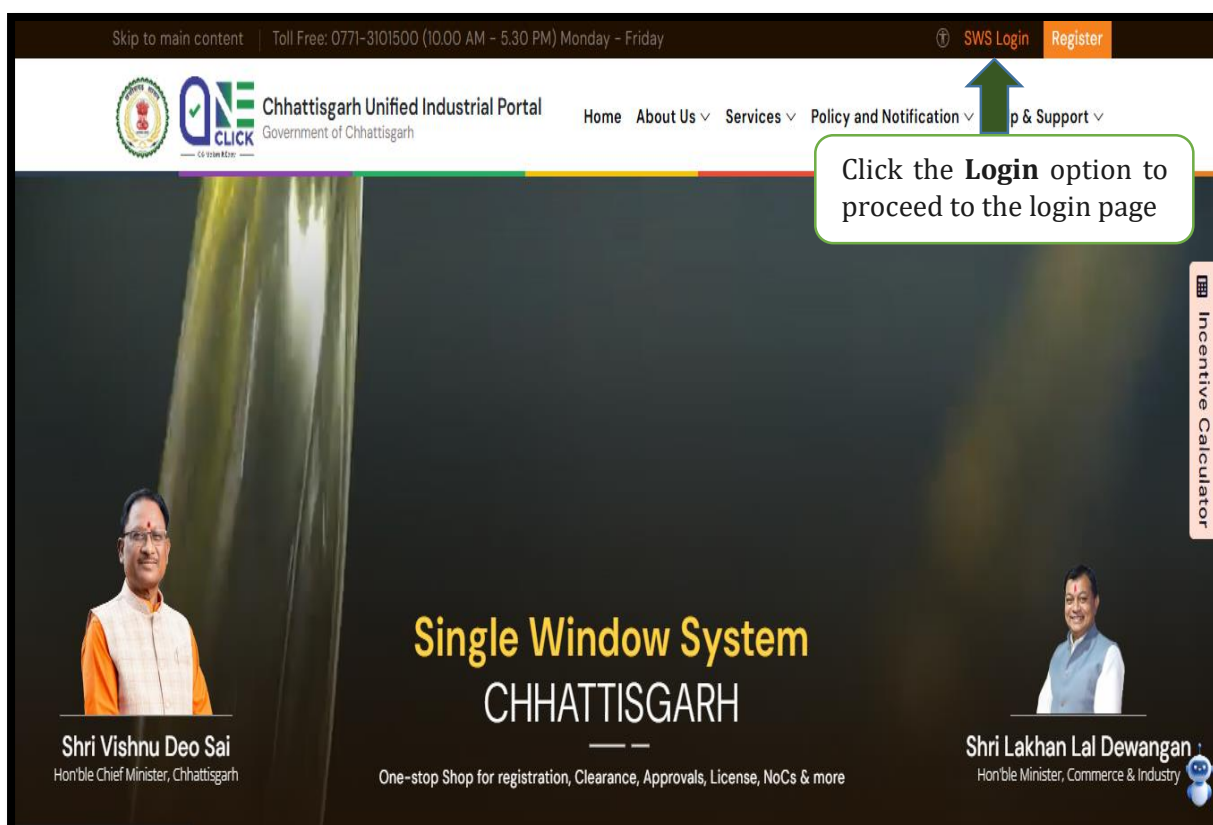
**Purpose:** This document gives easy, step-by-step instructions for industrial users to apply for **Sale of Manufactured Coca Leaf Drug License (N.D.1)** service through the Department of Commerce and Industries using the **Single Window Portal**. It helps authorized users understand how to use the 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**



Department of Commerce & Industries  
Government of Chhattisgarh

Enter the registered User Name

Enter the Captcha, which is shown on the side and click Next option

uh9Ur1

Next

[Forgot User Name?](#) [Register](#) [Back to Home](#)

For technical support please contact us at  
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.

Department of Commerce & Industries  
Government of Chhattisgarh

Login

Login with Password

OR

Login with OTP

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

For technical support please contact us at  
invest-support@cg.gov.in

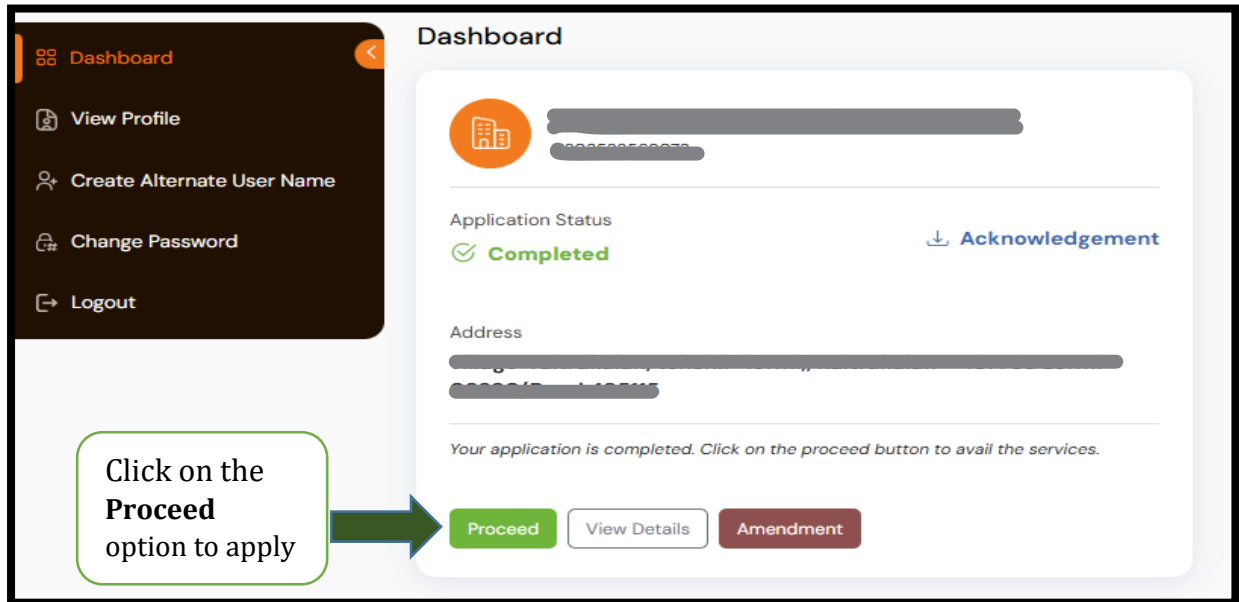
**Figure 3.3: Login Screen (B)**



## 4. Dashboard

After a successful login, the page navigates to the Investor Dashboard (refer to Fig. 4.1), which displays all your units and includes an option to add new unit details at the end.

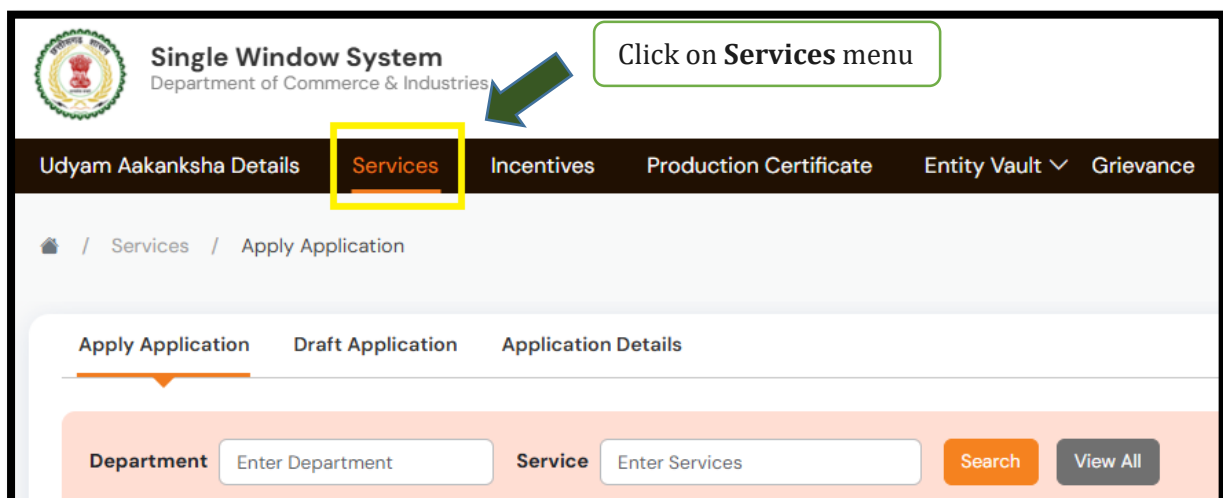
Now, click on the **Proceed** option to apply for **services**.



*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).

The screenshot shows a search interface with a search bar containing 'coca leaf drug license' and a 'View All' button. Below the search bar, there are two service cards. The first card is titled 'Sale of Manufactured Coca Leaf Drug License (N.D. 1)' and is marked as 'New'. It includes the 'Excise Department' logo, 'Processing Time: --', 'Fee: ₹0', and an 'Apply' button. The second card is titled 'Sale of Manufactured Coca Leaf Drug License (N.D. 1)' and is marked as 'Renew'. It also includes the 'Excise Department' logo, 'Processing Time: --', 'Fee: ₹0', and an 'Apply' button. Green arrows and boxes highlight the search process: 'Enter: coca leaf drug license' points to the search bar, 'Click on View All' points to the 'View All' button, and 'Click on Apply' points to the 'Apply' button on the first service card.

**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)**.

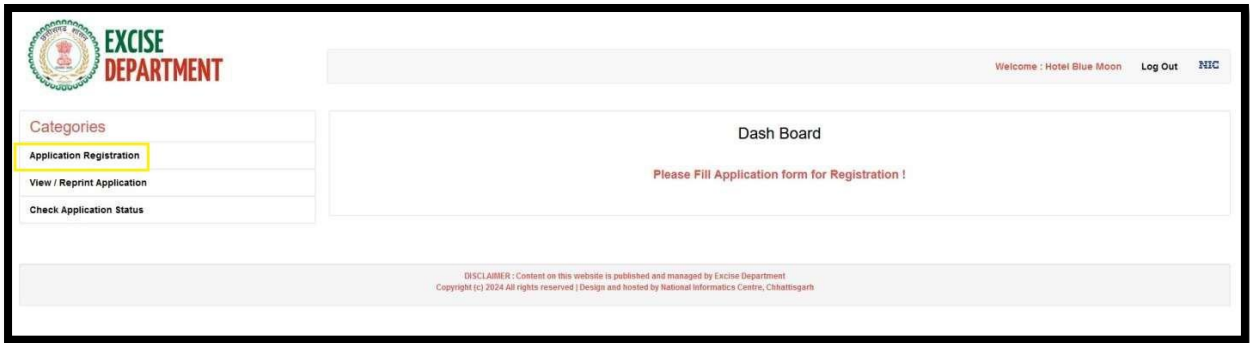
## 5.2. Apply for Licence

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

The screenshot shows the 'Apply for License' form on the Excise Department website. The form includes the following fields: '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 Aakanksha No :-' (124536969666), 'Licence Mode\*' (New/Renewal), and 'Unit District Name' (Raipur). There is a checkbox for 'I have read all the documents and accept the terms and conditions'. The form has 'SUBMIT' and 'Close' buttons. The footer contains a disclaimer: 'DISCLAIMER : Content on this website is published and managed by Excise Department Copyright ©2021 All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh'.



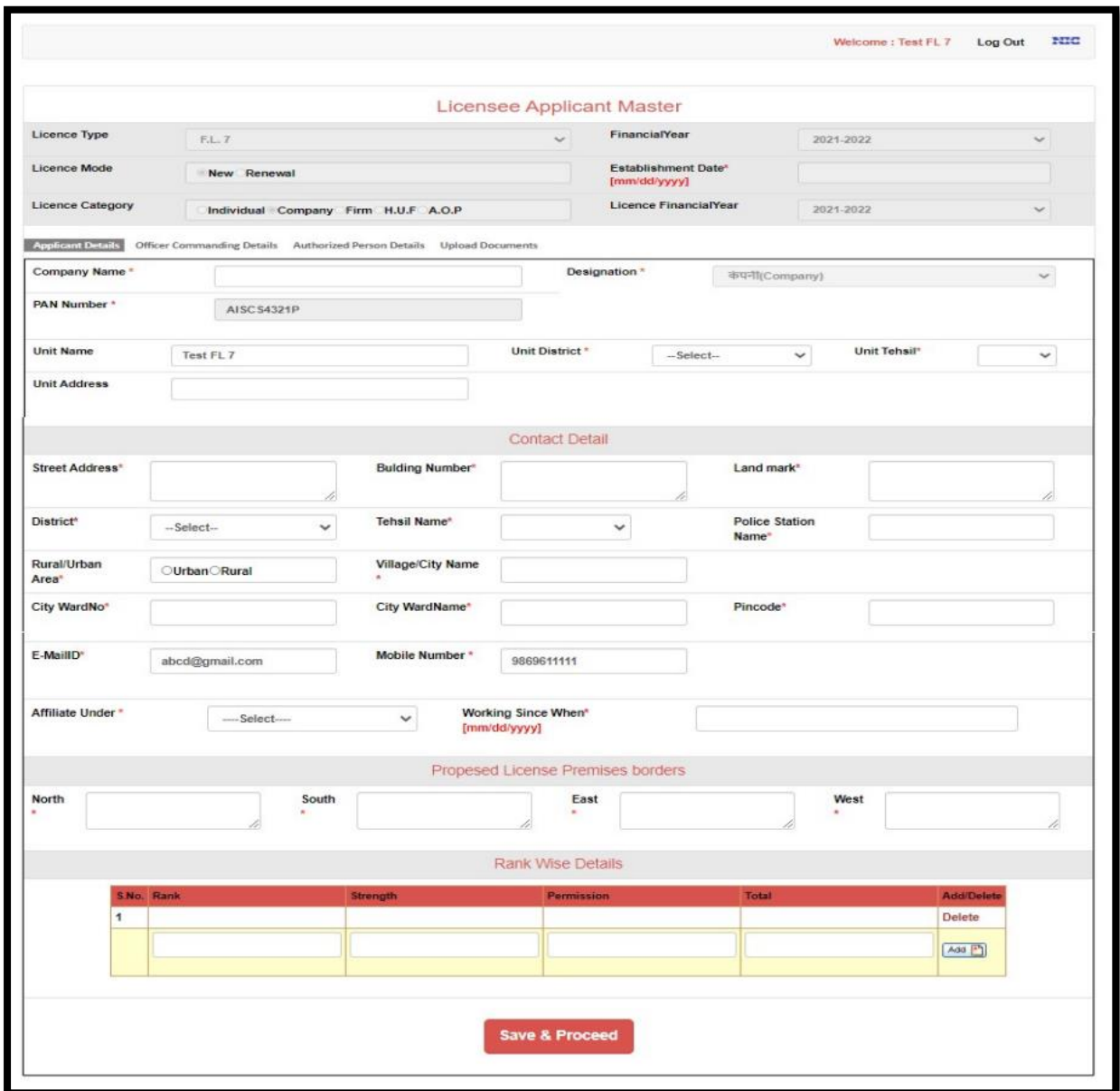
After form submission, dashboard will open. Now, click on **Application Registration**.



The screenshot shows the Excise Department Dashboard. On the left, there is a sidebar with the Excise Department logo and a 'Categories' menu. The 'Application Registration' option is highlighted in yellow. The main area displays a 'Dash Board' with a message: 'Please Fill Application form for Registration!'. At the bottom, there is a disclaimer: 'Disclaimer: Content on this website is published and managed by Excise Department. Copyright (c) 2024 All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh'.

**For New License: -**

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



The screenshot shows the 'Licensee Applicant Master' form. It includes fields for Licence Type (F.L. 7), Financial Year (2021-2022), Licence Mode (New/Renewal), Establishment Date, Licence Category (Individual/Company/Firm/H.U.F./A.O.P), and Licence Financial Year (2021-2022). Below these are tabs for Applicant Details, Officer Commanding Details, Authorized Person Details, and Upload Documents. The 'Applicant Details' tab is active, showing fields for Company Name, PAN Number (AISC54321P), Designation (Company), Unit Name (Test FL 7), Unit District, Unit Tehsil, Unit Address, Street Address, Building Number, Land mark, District, Tehsil Name, Police Station Name, Rural/Urban Area, Village/City Name, City Ward No, City Ward Name, Pincode, E-Mail ID (abcd@gmail.com), Mobile Number (9869611111), Affiliate Under, and Working Since When. Below these are fields for Proposed License Premises borders (North, South, East, West) and a table for Rank Wise Details. The table has columns for S.No., Rank, Strength, Permission, Total, and Add/Delete. The first row shows S.No. 1, Rank, Strength, Permission, Total, and Add/Delete. A 'Save & Proceed' button is at the bottom.





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

Welcome : Test ND 2    Log Out

### Licensee Applicant Master

**Licence Type** N.D. 2

**Licence Mode** New    Renewal

**Licence Category** 
☐ Individual  
 ☐ Company  
 ☐ Firm  
 ☐ H.U.F  
 ☐ A.O.P

**FinancialYear** 2021-2022

**Establishment Date\*** [mm/dd/yyyy]

**Licence FinancialYear** 2021-2022

Applicant Details

Owner Details

Authorized Person Details

Upload Documents

**Company Name \***     **Designation \*** कंपनी(Company)

**PAN Number \*** AISC54321P

**Unit Name** Test ND 2    **Unit District \*** --Select--    **Unit Tehsil\***

**Unit Address**

#### Contact Detail

**Street Address\***

**District\*** --Select--

**Rural/Urban Area\*** 
☐ Urban  
 ☐ Rural

**City WardNo\***

**E-MailID\*** abcd@gmail.com

**Building Number\***

**Tehsil Name\***

**Village/City Name \***

**City WardName\***

**Mobile Number \*** 9869611111

**Land mark\***

**Police Station Name\***

**Pincode\***

#### Licencee Details

**Type Of Licencee \*** Drug Dealer

#### 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

(Pure Medicine) Morphin,dicetel Morphin Or 0.2 % Morphin Or Any Government or non-gove:

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

Add

Save & Proceed





### 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 type="radio"/> New <input type="radio"/> Renewal	Establishment Date* (mm/dd/yyyy)	
Licence Category	<input 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
<b>Applicant Details</b>   Owner Details   Authorized Person Details   Upload Documents			
Company Name *			Designation * केपनी(Company)
PAN Number *	AISC54321P		
Unit Name	Test RS 2A	Unit District *	--Select--
Unit Address			
<b>Contact Detail</b>			
Street Address *	Building Number *	Land mark *	
District *	--Select--	Tehsil Name *	
Rural/Urban Area *	<input type="radio"/> Urban <input type="radio"/> Rural	Village/City Name *	
City Ward No *	City Ward Name *	Pincode *	
E-Mail ID *	abcd@gmail.com	Mobile Number *	9869611111
<b>Proposed License Premises borders</b>			
North *	South *	East *	West *
<b>Save &amp; Proceed</b>			



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 \*  Gender \* ☒ Male ☐ Female

Father / Husband Name\*  Relationship \*  Nationality

Date Of Birth\*  Age  Designation \*

[mm/dd/yyyy]

### Contact Detail

Street Address\*  House Number\*  Land mark\*

District\*  Tehsil Name\*  Police Station Name\*

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

City WardNo\*  City WardName\*  Pincode\*

Telephone Number  Mobile Number \*  E-MailID\*

**Add**

### Licencee Details

Type Of Licencee \*

Manufature under bond for payment of duty

### Licencee 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 type="text"/>		<b>Add</b>

**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.



### 5.3. Pay Licence Fees

Upload required documents with specific size and type than click on upload & make payment button

File Name	File Type	View Documents	File Size
Pan, TIN, GST Copy	Pdf Only	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/> File size Less Than 1 MB

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

**EXCISE DEPARTMENT**

Welcome : RAKE SH APPLICANT [Home](#) [Log Out](#) [Logout](#)

**Generate Challan**

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**Generate Challan**

(\*) Mark Fields are mandatory

Financial Year *	2021-2022
License Type *	F.L. 2
District *	BAHAR
Shop Name *	Military 13 Battalion
Licensee Name *	RAKE SH APPLICANT
Licensee Address *	SILTARA LAND MARK
Designation *	INDIVIDUAL
Pan Number *	KZSP51234A
Pincode *	482001
Mobile No. *	9896090960
Email *	efm@gmail.com
Fees Type *	<input type="radio"/> Fees <input type="radio"/> Penalties
Fees Name *	
Pay Head *	
Total Amount *	
Month *	--Select--
Year *	2021
Remarks (Vehicle No. etc.)	
Group Name	

**XNnc6A**

Enter above code



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

E-Payment

Challan Reconciliation

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### Dash Board

List of Challan for Application, Please Submit first !!

Select ChallanNo	Fees	Fees Type
<input type="checkbox"/> EX0501200000049	10000.0000	Application Fees
<b>Total</b>	<b>0</b>	

Final Submission

Select Challan before clicking on "Final Submission" button

