



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

***Renewal of Military Canteen Wholesale
Licence***

(Excise Department)

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1. Overview

The Single Window Portal is envisioned as a unified digital platform that facilitates investors, entrepreneurs, and businesses in accessing various industrial services and approvals through a simplified, transparent, and time-bound process.

Purpose: This document serves as a step-by-step guideline for industrial users and departmental officers navigating the Renewal of Military Canteen Wholesale Licence (F.L. 6) process within the Department of Commerce and Industries, Chhattisgarh, through the Single Window Portal.

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.**

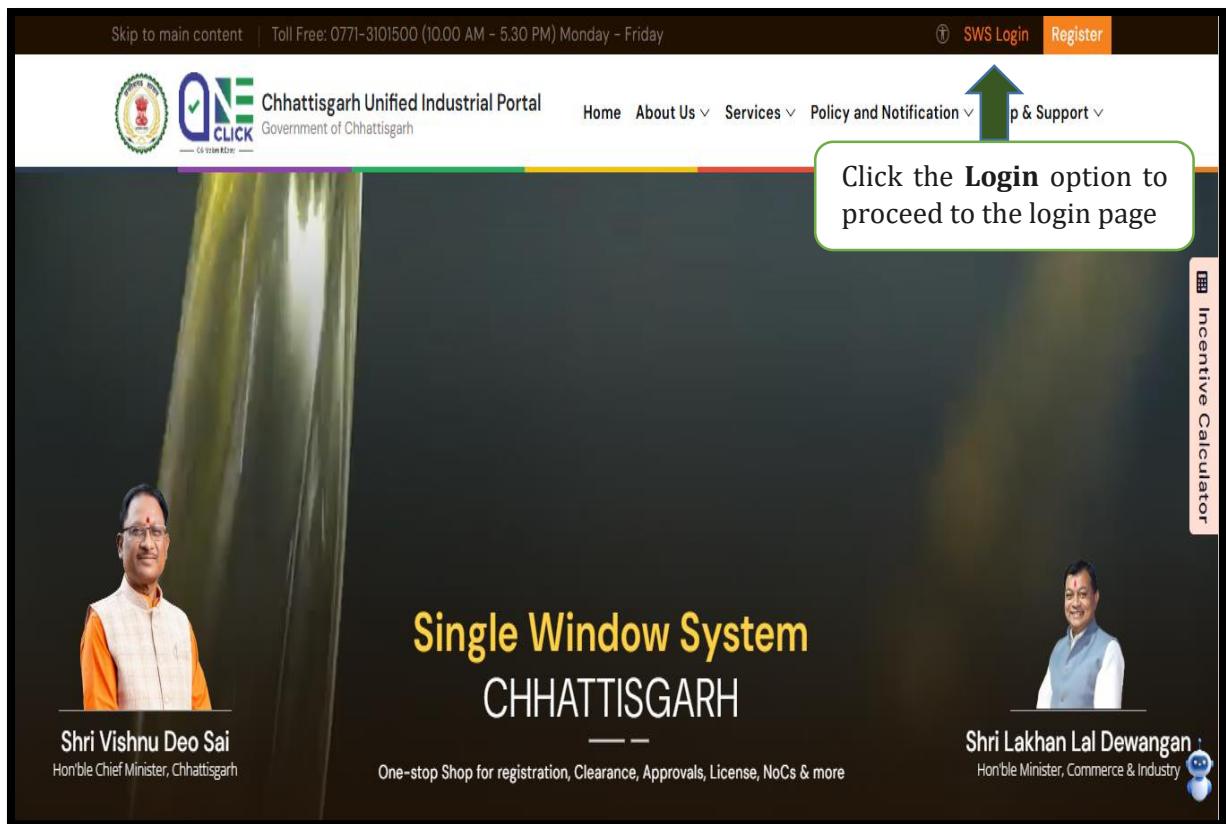


Figure 3.1: Homepage Screen



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



Enter the registered User Name

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

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.

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 includes step-by-step instructions for applying services.



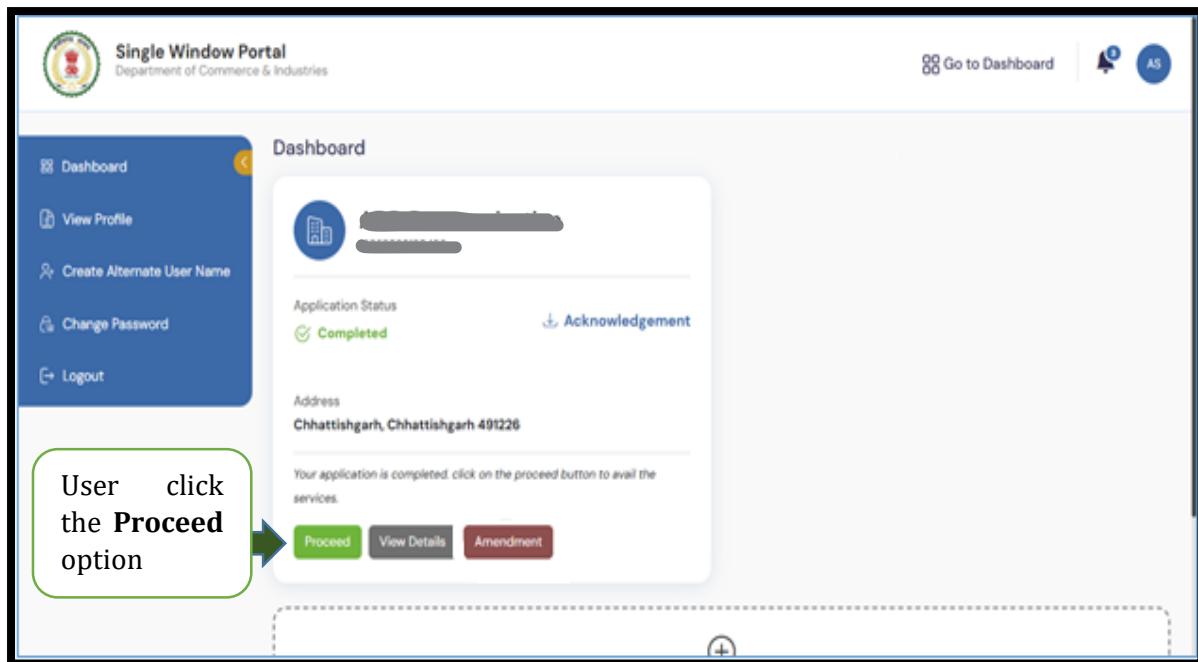


Figure 4.1: Dashboard Screen

In the services page, refer to **Fig. 4.2** and the Department or Services options in the Services section.

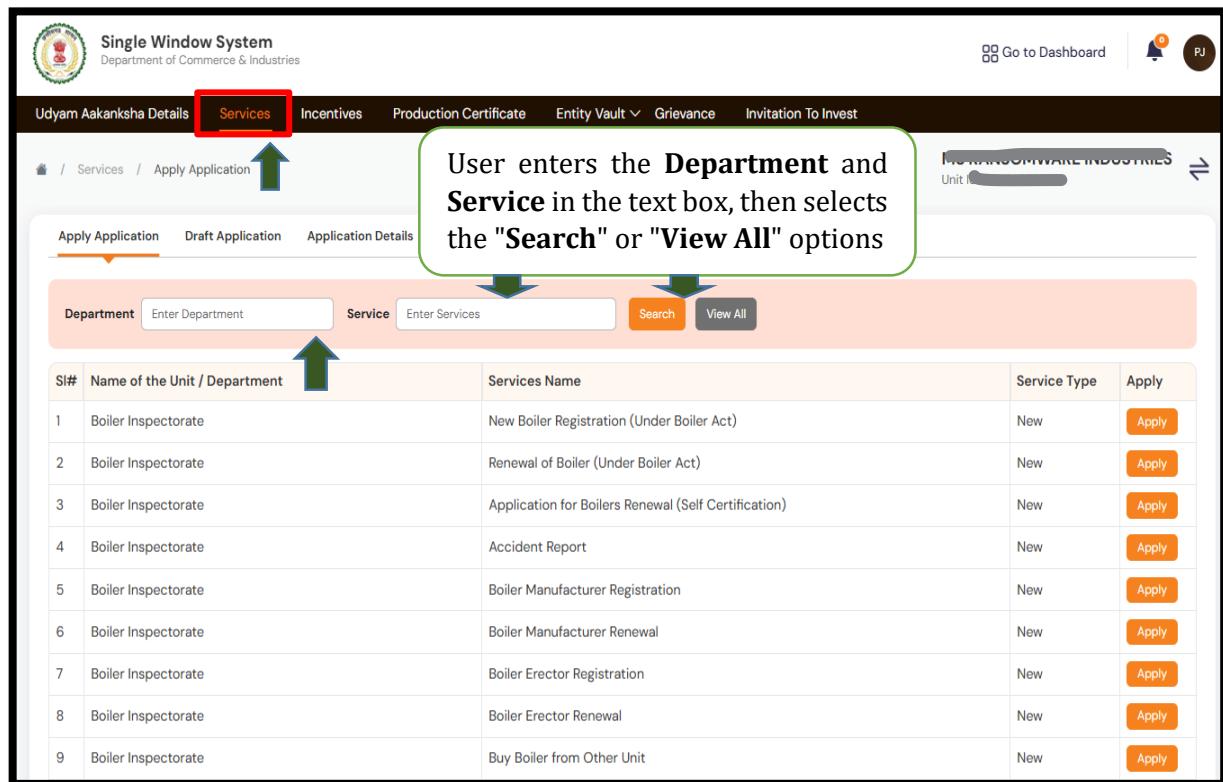
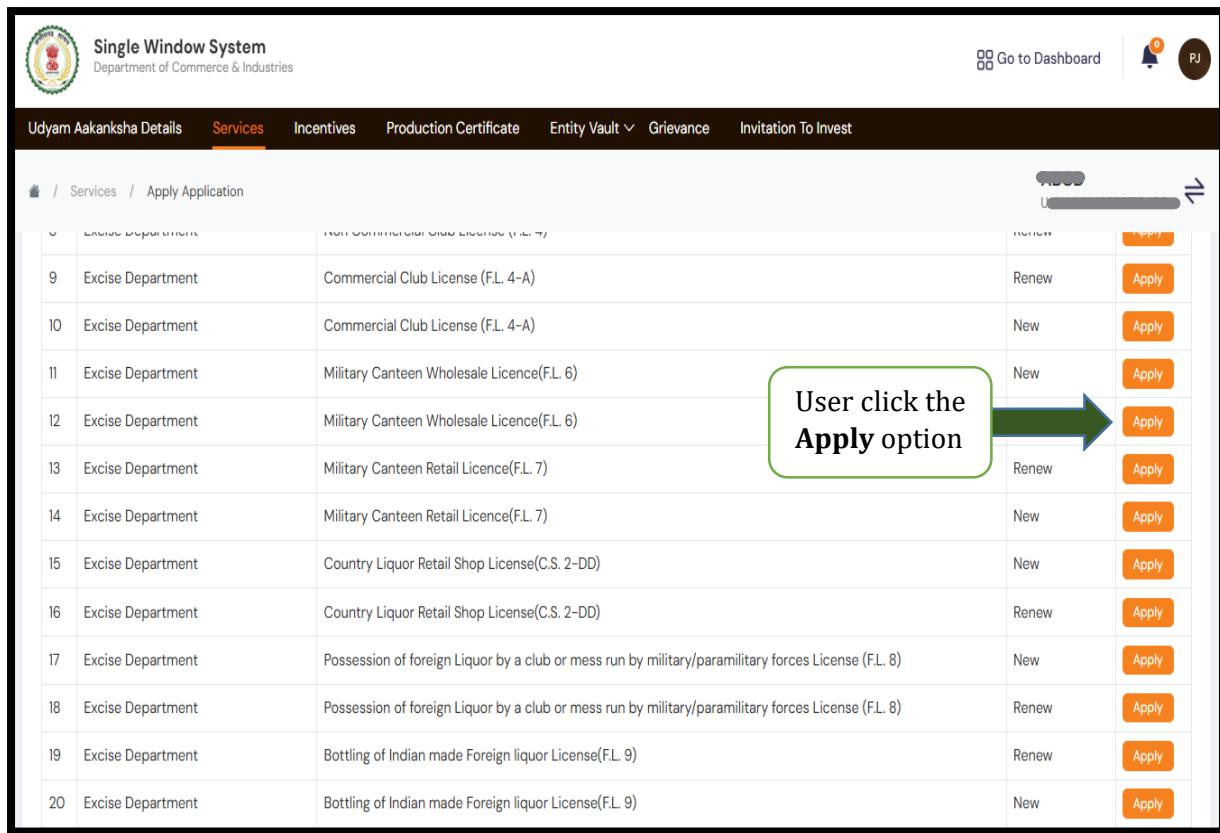


Figure 4.2: Services Screen

After clicking the search or view all options, all Excise services are displayed, as shown in **Figure 4.3**.



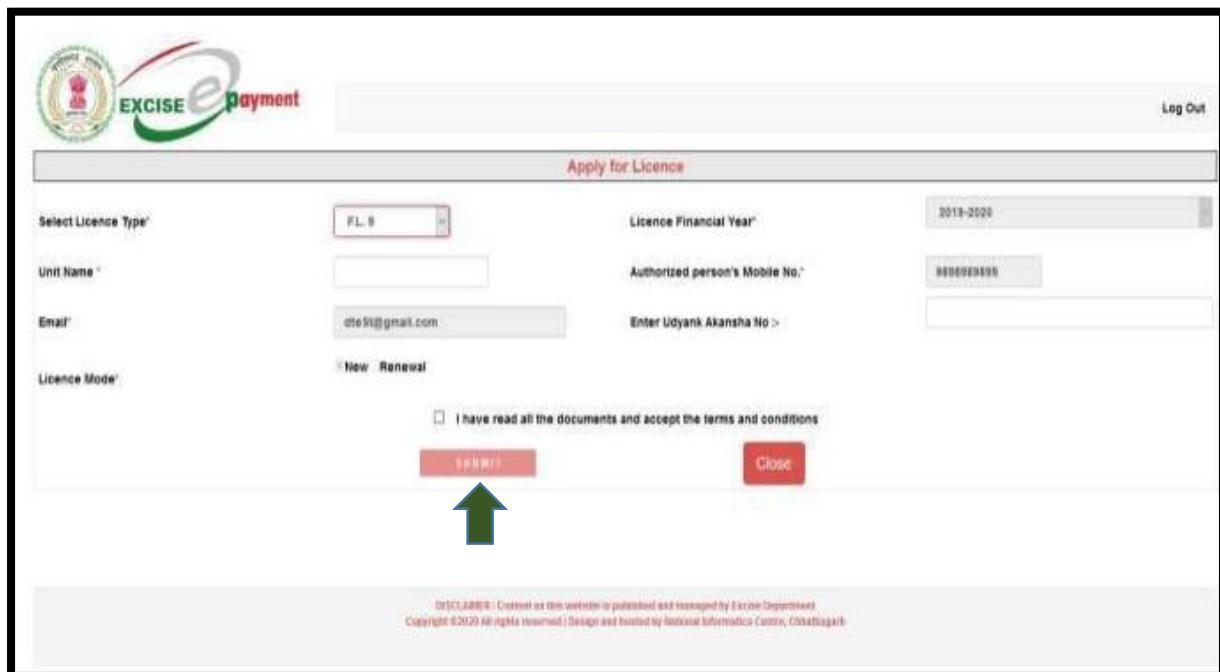


Excise Department		Excise Commercial Club License (F.L. 4)	Number	Action
9	Excise Department	Commercial Club License (F.L. 4-A)		Renew Apply
10	Excise Department	Commercial Club License (F.L. 4-A)		New Apply
11	Excise Department	Military Canteen Wholesale Licence(F.L. 6)		New Apply
12	Excise Department	Military Canteen Wholesale Licence(F.L. 6)		New Apply
13	Excise Department	Military Canteen Retail Licence(F.L. 7)		Renew Apply
14	Excise Department	Military Canteen Retail Licence(F.L. 7)		New Apply
15	Excise Department	Country Liquor Retail Shop License(C.S. 2-DD)		New Apply
16	Excise Department	Country Liquor Retail Shop License(C.S. 2-DD)		Renew Apply
17	Excise Department	Possession of foreign Liquor by a club or mess run by military/paramilitary forces License (F.L. 8)		New Apply
18	Excise Department	Possession of foreign Liquor by a club or mess run by military/paramilitary forces License (F.L. 8)		Renew Apply
19	Excise Department	Bottling of Indian made Foreign liquor License(F.L. 9)		Renew Apply
20	Excise Department	Bottling of Indian made Foreign liquor License(F.L. 9)		New Apply

Figure 4.3: Excise Services Screen

4.1. Renewal of Military Canteen Wholesale Licence (F.L. 6)

After clicking the "Apply" option, the screen will redirect to the **Excise Department** website. User the select License Type, Enter Unit Name, Udyam No. and other details as shown in the **Figure 4.4**.



Apply for Licence

Select Licence Type: F.L. 6

Unit Name:

Email: cte@cgstate.gov.in

Authorised person's Mobile No.: 9898989898

Enter Udyam Akansha No:

Renewal Mode: New - Renewal

I have read all the documents and accept the terms and conditions

SUBMIT Close

Figure 4.4: License Form Screen



- After submission, the webpage will automatically redirect you to the Excise e-Pay Dashboard. From there, click on Application Registration.

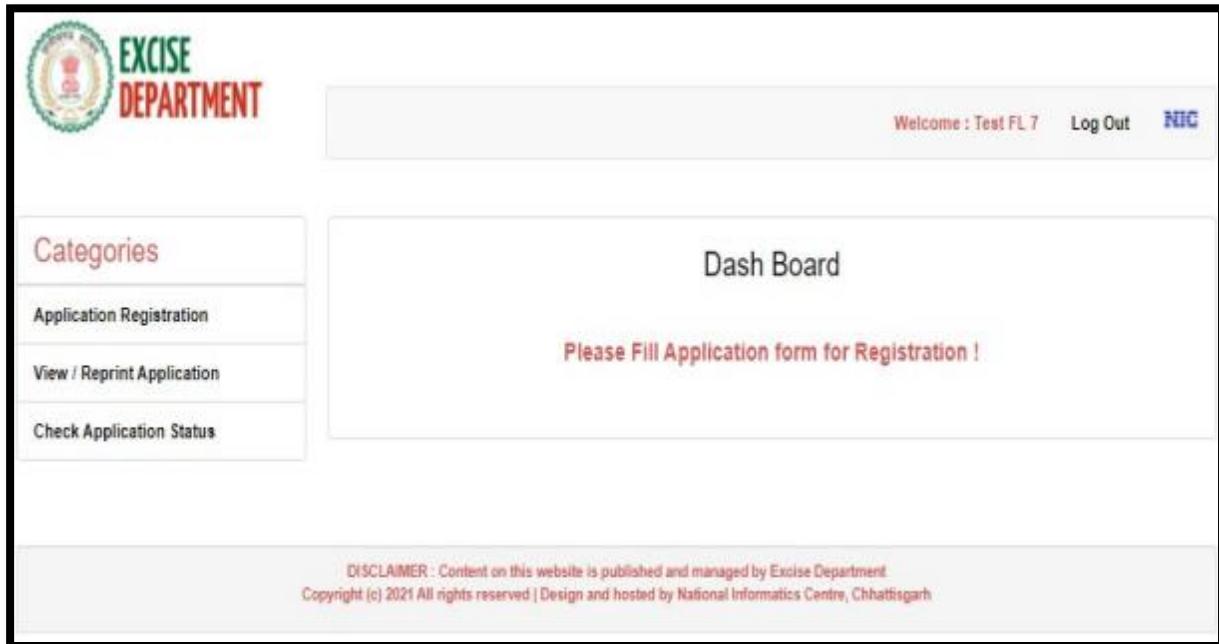


Figure 4.5: Dashboard Screen



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



- For a new license, users carefully complete the application form.
- (A) First Form for Applicant Personal Details
 - i. For license FL 6/ FL 7/FL 8

Welcome : Test FL 7 Log Out 

Licensee Applicant Master

Licence Type	F.L. 7	Financial Year	2021-2022		
Licence Mode	New Renewal	Establishment Date*	[mm/dd/yyyy]		
Licence Category	Individual Company Firm H.U.F. A.O.P	Licence Financial Year			
Applicant Details Officer Commanding Details Authorized Person Details Upload Documents		2021-2022			
Company Name*	Designation*		कंपनी(Company)		
PAN Number*	AISC54321P				
Unit Name	Test FL 7	Unit District*	—Select—		
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 Ward No*	City Ward Name*	Pincode*			
E-Mail ID*	abcd@gmail.com	Mobile Number*	9869611111		
Affiliate Under*	—Select—	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					 
					

[Save & Proceed](#)

Figure 4.6: License Applicant Master



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

Welcome : Test ND 2 Log Out 

Licensee Applicant Master

License Type	N.D. 2	Financial Year	2021-2022	
License Mode	New - Renewal	Establishment Date* [mm/dd/yyyy]		
License Category	Individual Company Firm H.U.F A.O.P	License Financial Year	2021-2022	
Applicant Details Owner Details Authorized Person Details Upload Documents				
Company Name*	<input type="text"/> Designation* <input type="text"/> Phone(Company) <input type="text"/>			
PAN Number*	AISC54321P			
Unit Name	Test ND 2	Unit District*	—Select—	
Unit Address				
Contact Detail				
Street Address*	Building Number*	Land mark*		
District*	—Select—	Tehsil Name*	Police Station Name*	
Rural/Urban Area*	<input type="checkbox"/> Urban <input type="checkbox"/> Rural	Village/City Name		
City Ward No*	City Ward Name*		Pincode*	
E-Mail ID*	abcd@gmail.com	Mobile Number*	9898111111	
Licensee Details				
Type Of Licensee*	<input type="text"/> Drug Dealer <input type="text"/>			
Licensee Drugs Detail				
S.No.	Type Of Drug	Name Of Drug	Quantity(Mg)	Add/Delete
1	Medicinal cannabis (B. cannabis tincture)	fentyle	56700	
2	Pethidine hydrochloride	fentyle 12	144000	
<input style="width: 100%; height: 100%; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text"/>  (Pure Medicine) Morphine,dicetel Morphin Or 0.2 % Morphin Or Any Government or non-government formulations containing dicetel morphine (Alkaloids Mixture) Morphine,dicetel Morphin Or 0.2 % Morphin Or Any Government or non-government formulations containing dicetel morphine Pethidine hydrochloride				
Save & Proceed				

Figure 4.7: Applicant Details Screen



iii. 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"/> <small>(P.C.)(Company)</small>
PAN Number*	<input type="text"/> AISC54321P		
Unit Name	<input type="text"/> Test RS 2A	Unit District*	<input type="text"/> --Select--
Unit Address	<input type="text"/>		
Contact Detail			
Street Address*	<input type="text"/>	Building Number*	<input type="text"/>
District*	<input type="text"/> --Select--	Tehsil Name*	<input type="text"/>
Rural/Urban Areas*	<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"/>
E-Mail ID*	<input type="text"/> abcd@gmail.com	Mobile Number*	<input type="text"/> 9869611111
Proposed License Premises borders			
North	<input type="text"/>	South	<input type="text"/>
East	<input type="text"/>	West	<input type="text"/>
Save & Proceed			

Figure 4.8: Applicant Details Form Screen



(B) After submitting the applicant's details, enter information in the Owner Persons Detail form.

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*	<input type="radio"/> Male <input type="radio"/> Female
Father / Husband Name*		Relationship*	—Select—
Date Of Birth* (mm/dd/yyyy)		Age	
		Designation*	

Contact Detail

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

Licence Details

Type Of Licence*

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
	—Select—		<input type="button" value="Add"/>

Save & Proceed

Figure 4.9: Owner Details Form Screen



(C) After submitting the Owner Details, enter information in the Authorized Person Detail form.

Authorized Person Details

Authorized Personal Detail

Authorized Person Name* Gender* Male Female

Father / Husband Name* Relationship* Nationality Indian

Date Of Birth* (mm/dd/yyyy) Age Designation*

Contact Detail

Street Address* House Number* Land mark*

District* Tehsil Name* Police Station Name*

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

City WardNo* City WardName* Pincode*

Telephone Number Mobile Number* E-MailID*

Save & Proceed

Figure 4.10: Authorized Person Details Form Screen

(D) After successfully submitting the Authorized Person Details Form, the user uploads the required documents in the specified file size and format.

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

Upload

Figure 4.11: Upload Documents Screen

- For New License Applicants:** After successfully submitting the application, please wait for the department to complete the verification process conducted by the designated officers.
- Post Verification:** Once the verification is successfully completed by the department, the Generate Challan panel will be enabled for the applicant.



- Renewal License Process for Applicants (Upload Required Documents and Complete Payment).
(A) Upload the required documents in the specified size and format, then click the “Upload & Make Payment” button.

File Name	File Type	View Documents	File Size
Pan, TIN, GST Copy	Pdf Only	Choose File	No file chosen

Upload & Make Payment

Figure 4.12: Upload Documents Screen



(B) The Generate Challan panel will open. Click on the “Generate New Challan” button and fill out the challan form as prompted.

Generate Challan

Generate New Challan

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Generate Challan

(*) Mark fields are mandatory

Financial Year *	2021-2022
License Type *	F.L. 7
District *	RAJPIUR
Shop Name	Military 13 Batalan
Licensee Name *	RAKESH APPLICANT
Licensee Address *	SILTARA LAND MARK
Designation *	individual
Pan Number *	AISF51234A
Pincode	459001
Mobile No. *	9899999999
Email *	abc@gmail.com
Fee Type *	<input checked="" type="radio"/> Fees <input type="radio"/> Penalties
Fee Name *	
Pay Head *	
Total Amount *	
Month *	—Select—
Year *	2021
Remarks(VehicleNo etc.)	
Group Name	

XNnc6A

Enter above code:

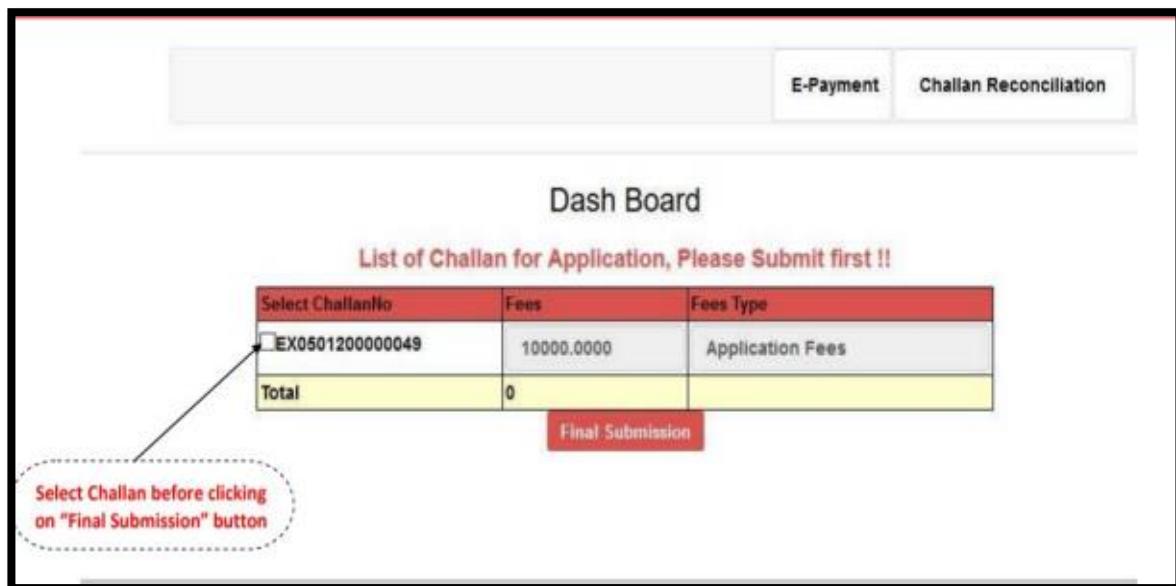
Show CAPTCHA

PROCEED

Figure 4.13: Challan Screen



(C) After successfully paying the application fees, proceed to submit the application.



The screenshot shows a dashboard with a table of fees. A callout box points to the table with the text: "Select Challan before clicking on 'Final Submission' button".

Select ChallanNo	Fees	Fees Type
EX0501200000049	10000.0000	Application Fees
Total	0	

Final Submission

Figure 4.14: Dashboard Screen

