



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

Non Commercial Club License

(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 Non Commercial Club License (F.L. 4) 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**.

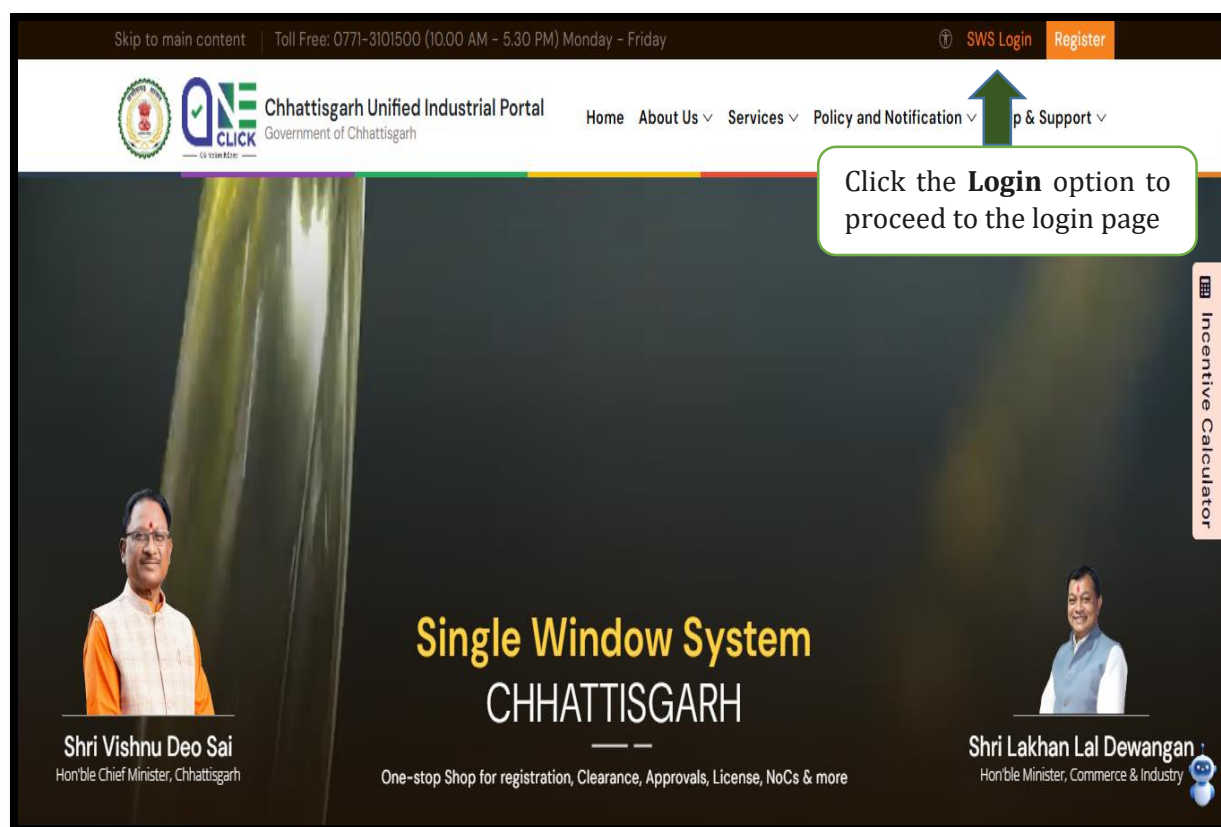


Figure 3.1: Homepage Screen



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

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?](#)

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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.



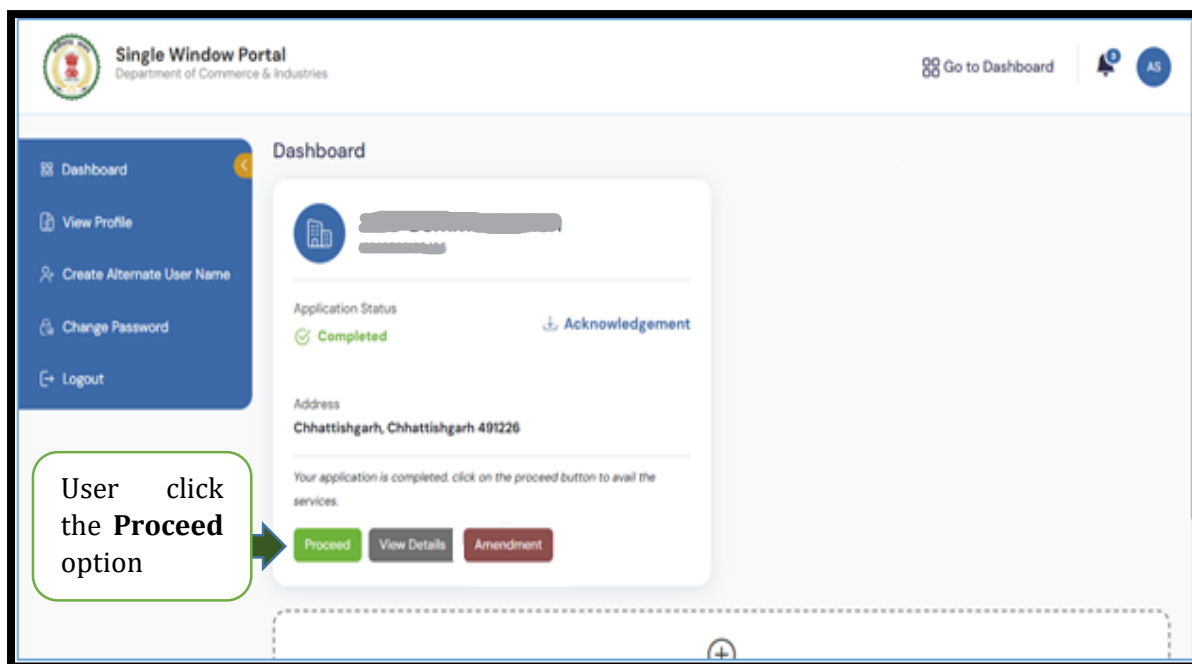


Figure 4.1: Dashboard Screen

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

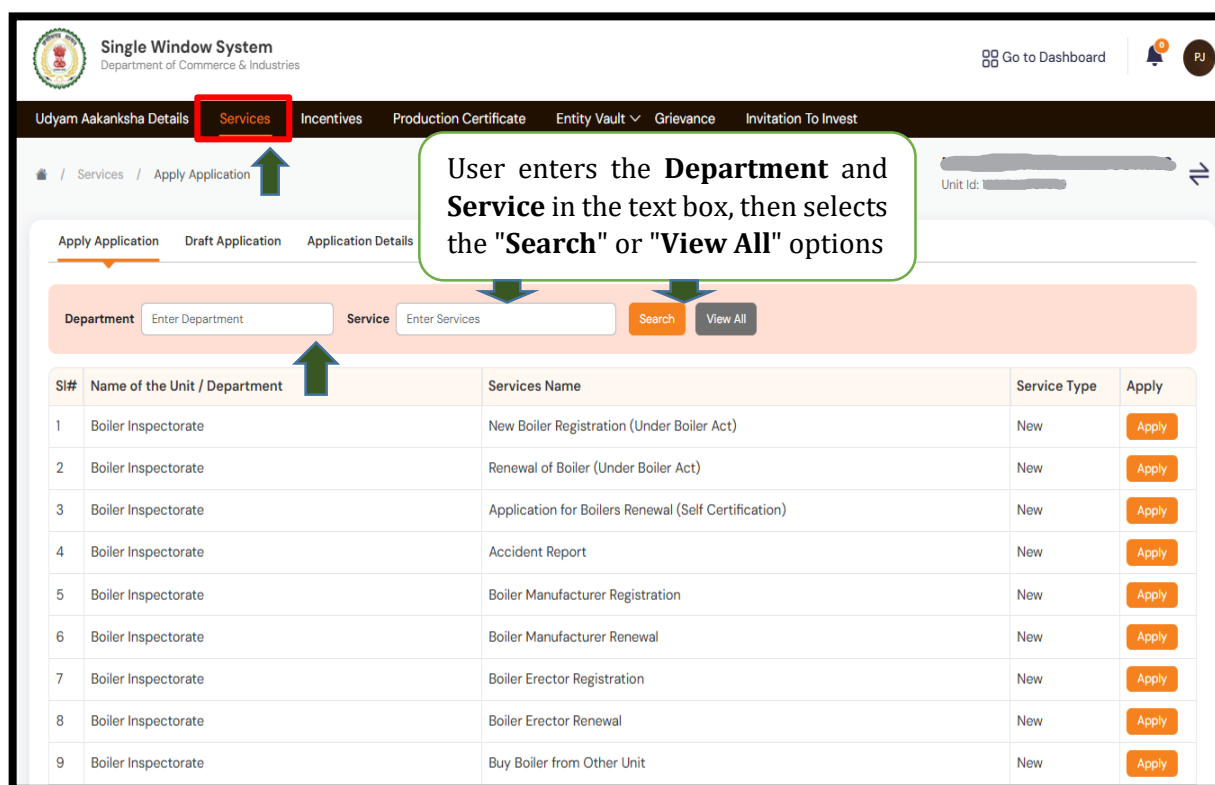


Figure 4.2: Services Screen

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



Sl#	Name of the Unit / Department	Services Name	Service Type	Apply
1	Excise Department	Foreign Liquor Retail Shop License (F.L. 1-DD)	New	Apply
2	Excise Department	Foreign Liquor Retail Shop License (F.L. 1-DD)	Renew	Apply
3	Excise Department	Hotel Bar License(F.L. 3)	New	Apply
4	Excise Department	Renewal of License Hotel Bar License(F.L. 3)	Renew	Apply
5	Excise Department	Renewal of Bar License in Shopping Mall License (F.L. 3-A)	Renew	Apply
6	Excise Department	Bar in Shopping Mall License (F.L. 3-A)	New	Apply
7	Excise Department	Non Commercial Club License (F.L. 4)	New	Apply
8	Excise Department	Non Commercial Club License (F.L. 4)	Renew	Apply
9	Excise Department	Commercial Club License (F.L. 4-A)	Renew	Apply

Figure 4.3: Excise Services Screen

4.1. Non Commercial Club License (F.L. 4)

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**.

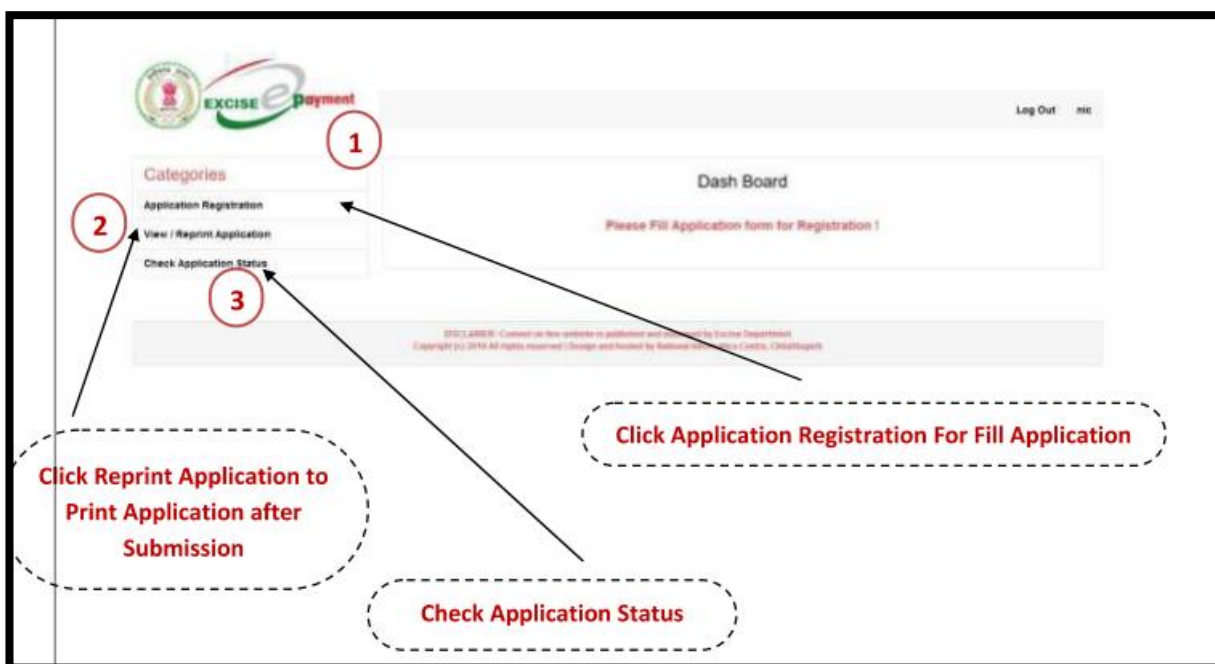
Figure 4.4: License Form Screen



- Login using login details send in email.



- After login Applicant Dashboard is open.



- Applicant fill form for Registration of Application

(A) License Category Individual

Select License Mode (New Or Renew)

Fill Application Form By Filling All the details

Select Licence Financial Year

1. Licence Mode New or Renew
2. Licence Category
3. Licence Financial Year
4. Applicant Name Details
5. Present Contact Details
6. Permanent Contact Details

EXCISE ePayment

Log Out | No

Categories

- Application Registration
- View / Reprint Application
- Check Application Status

Licence Applicant Master

Licence Type: F.L.S. | Current Financial Year: 2018-2019

Licence Mode: ☐ New ☐ Renewal

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

Licence Financial Year: --Select--

Establishment Date: (YYYYMMYY)

Hotel Category: ☐ 3 Star or Above ☐ No Star

Applicant Details | Owner Details | Authorized Person Details | Buy Product Details | Upload Documents

Applicant Personal Detail

Applicant Name: --Select-- | Gender: ☐ Male ☐ Female

Marital Status: ☐ Single ☐ Married | Father / Husband Name: | Relationship: --Select--

Date Of Birth: (YYYYMMYY) | Age: | Nationality: Indian

Designation: (No Service/Individual) | PAN Number:

Present Contact Detail

Street Address: | Building Number: | Land mark:

District: --Select-- | Taluk/Block: --Select-- | Police Station Name:

Road/Urban Area: ☐ Urban ☐ Rural | Village/City Name: | Pincode: --Select--

Parishad Name: | City Ward No: | City Ward Name:

Postcode: | Telephone Number: | Mobile Number:

E-Mail: | ☐ Yes ☐ No | --Select--

☐ Check here if Permanent Contact Detail is Same as Present

Permanent Contact Detail

Street Address: | Building Number: | Land mark:

District: --Select-- | Taluk/Block: --Select-- | Police Station Name:

Road/Urban Area: ☐ Urban ☐ Rural | Village/City Name: | Pincode: --Select--

Parishad Name: | City Ward No: | City Ward Name:

Postcode: | Telephone Number: | Mobile Number:

E-Mail: | ☐ Yes ☐ No | --Select--

Save & Proceed



(B) License Category Company

The screenshot shows the 'Licensee Applicant Master' form in the EXCISE ePayment system. The form is for a company license and includes the following fields:

- License Type:** P.L. 4-A
- License Mode:** New / Renewal
- License Category:** Individual / Company / Firm / LLP / A.O.P.
- Financial Year:** 2019-2020
- Establishment Date:** (mm/dd/yyyy)
- Hotel Category:** 3 Star or Above / No Star
- Company Name:** (with a dropdown for Designation: Ind / Company)
- Pin Number:** (with a dropdown for Date of Incorporation: (mm/dd/yyyy))
- Registration Number:**
- Present Contact Detail:**
 - Street Address
 - Building Number
 - Land mark
 - District (dropdown)
 - Telnet Name (dropdown)
 - Police Station Name

1. Licence Mode New or Renew
2. Licence Category (Company)
3. Licence Financial Year
4. Company Name Details
5. Present Contact Details
6. Permanent Contact Details



- Fill Owners Details – (In Owner's Tab)

Categories

- Application Registration
- View / Reprint Application
- Check Application Status

(If Licence Mode Company and Company has Multiple Partners then add all partners Details)

1. Owner Details
2. Present Contact Details
3. Permanent Contact Details

Licensee Applicant Master

License Type	P.L. 2	Financial Year	2019-2020
License Mode	☐ New ☐ Renewal	Establishment Date	mm/dd/yyyy
License Category	☐ Individual ☐ Company ☐ Firm ☐ LLP ☐ A.O.P.	Hotel Category	3 Star or Above, No Star

Applicant Details: ☒ Present Details ☐ Permanent Details ☐ My Hotel Details

(Change Personal Detail)

☐ Check here if Applicant Detail is Owner as Present

Owner Name *		Gender *	☐ Male ☐ Female
Marital Status *	☐ Single ☐ Married	Father / Husband Name *	
Relationship *		Religion *	
Date of Birth *	mm/dd/yyyy	Age *	
Nationality *		Designation *	Self Employment
PAN Number *			

(Permanent Contact Detail)

Street Address *		House Number *		Land mark *	
------------------	----------------------	----------------	----------------------	-------------	----------------------

District *	--Select--	Police Station Name *	
Rural/Urban Area *	☐ Urban ☐ Rural	Village/City Name *	
Pincode *		Telephone Number *	
E-MailID *		Mobile Number *	

☐ Check here if Permanent Contact Detail is Same as Present

Street Address *		House Number *		Land mark *	
------------------	----------------------	----------------	----------------------	-------------	----------------------

District *	--Select--	Police Station Name *	
Rural/Urban Area *	☐ Urban ☐ Rural	Village/City Name *	
Pincode *		Telephone Number *	
E-MailID *		Mobile Number *	

Add



- Fill Authorized Person Details (If Applicant License Category is not individual)

Application Registration

[View / Reprint Application](#)

[Check Application Status](#)

Licence Type:

Licence Mode: ☐ New ☐ Renewal

Licence Category: ☐ Individual ☐ Company ☐ Firm ☐ LLP ☐ Co. OP

Financial Year: 2018-2019

Establishment Date:

Hotel Category: ☐ 5 Star or Above ☐ No Star

Application Details General Details **Authorized Person Details** Exchange Details Appeal/Reconsideration

Authorized Person Details

Authorized Person Name: Gender: ☐ Male ☐ Female

Marital Status: ☒ Single ☐ Married Father / Husband Name: Relationship:

Date Of Birth: Age: Nationality:

Designation: PAN Number:

Present Contact Details

Street Address: House Number: Land mark:

District: School Name: Police Station Name:

Rural/Urban Area: ☐ Urban ☐ Rural Village/City Name: Pincode:

Parishad Name: City Ward No: City Ward Name:

Pincode: Telephone Number: Mobile Number:

E-Mail: [M]

☐ Check here if Permanent Contact Detail is Same as Present

Street Address: House Number: Land mark:

District: School Name: Police Station Name:

Rural/Urban Area: ☐ Urban ☐ Rural Village/City Name: Pincode:

Parishad Name: City Ward No: City Ward Name:

Pincode: Telephone Number: Mobile Number:

E-Mail: [M]

Save & Proceed

(If Licence Mode Company and Company Authorized Person's Details)

1. Authorized Person's Details
2. Present Contact Details
3. Permanent Contact Details



- Fill Bar/ Hotel / Club Details as per License Type

(A) For Bar

Applicant Details Owner Details Authorized Person Details **Bar/Hotel Details** Upload Documents

Hotel / Bar / Club Detail

Food Licence Number*	PAR Number*	GST Number*
Hotel / Bar Name(NickName)*	Street Address*	Landmark*
Excise Circle Name*	Thana Name*	Excise Mandal Name*
Revenue SubDivision Name*	Tribal/Non-Tribal Area*	☒ Non-Tribal ☐ Tribal
Rural/Urban Area* ☐ Urban ☐ Rural	Parished* --Select--	Parished Name*
City WardNo*	City/Village WardName*	Block Name*
District Name* --Select--	Pincode*	
Vidhan Sabha*	Lok Sabha*	Population Range* NA
Bar/Hotel Contact Number*	Bar/Hotel Email*	[at] --Select--

Adjoining Place Detail

North*	South*	East*	West*
--------	--------	-------	-------

Fill All the details of (Bar or Club or Hotels)

1. Bar/ Club/ Hotel name
2. Pan Number (If Business has Pan card)
3. GST Number
4. Food Licence Number
5. Nick Name (Bar /Club /Hotel) etc.

(B) For Hotel (Including Star)

Licensee Applicant Master

License Type	F.L. 3	Financial Year	2018-2019
License Mode	☒ New ☐ Renewal	Establishment Date	[mm/dd/yyyy]
License Category	☒ Individual ☐ Company ☐ Firm ☐ LLP ☐ A.O.P.	Hotel Category	☒ Star or Above ☐ No Star

Applicant Details Owner Details Authorized Person Details **Hotel/Bar Details** Upload Documents

Hotel / Bar / Club Detail

Hotel Name*	FWR Number	GST Number*
Food Licence Number*	Street Address*	Landmark*
Hotel / Bar Name(NickName)	Theme Name*	Excise Mandal Name*
Excise Circle Name*	Revenue SubDivision Name*	Tribal/Non Tribal Area* ☒ Non-Tribal ☐ Tribal
Rural/Urban Area* ☐ Urban ☒ Rural	Parishad *	Parishad Name *
City WardNo*	City/Village WardName*	Block Name*
District Name*		Pincode*
Vidhan Sabha*	Lok Sabha*	Population Range* NA
Bar/Hotel Contact Number*	Bar/Hotel Email	[at]

Adjoining Place Detail

North	South	East	West
----------------------------	----------------------------	---------------------------	---------------------------

Hotel Details

No of Rooms	No of Staffs	Amenities Details
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Star Details

No of Stars	Star Validity Date* [mm/dd/yyyy]
----------------------------------	----------------------------------

Save

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Fill All the details of Hotels (including Stars)

1. Select No of Stars
2. Star validity date
3. Hotel details

- Documents are uploaded (as per License Type)

Licensee Applicant Master

Licence Type: Financial Year:
 Licence Mode: ☒ New ☐ Renewal Establishment Date*:
 Licence Category: ☒ Individual ☐ Company ☐ Firm ☐ H.U.F. ☐ A.O.P. Hotel Category: ☐ 3 Star or Above ☐ No Star

Applicant Details: Chassis Details: Authorized Person Details: Bar/Hotel Details: **Upload Documents**

Doc Name	File Type	View Documents	File Size
Applicant Photo	Image Only	Browse... No file selected.	Height < 531 and Width < 413
Applicant Pan Card	Image Only	Browse... No file selected.	Size (max 1 MB)
Applicant Medical Certificate	Image Only	Browse... No file selected.	Size (max 1 MB)
Applicant Character Certificate	Image Only	Browse... No file selected.	Size (max 1 MB)
Applicant Permanent Address Proof	Image Only	Browse... No file selected.	Size (max 1 MB)
Applicant Present Address Proof	Image Only	Browse... No file selected.	Size (max 1 MB)
All Members Photo (In Single Pdf)	Pdf Only	Browse... No file selected.	
All Members Pan Card (In Single Pdf)	Pdf Only	Browse... No file selected.	
All Members Character Certificate Card (In Single Pdf)	Pdf Only	Browse... No file selected.	
Gamasta Certificate	Image Only	Browse... No file selected.	
Food Licence (FSSAI)	Image Only	Browse... No file selected.	Size (max 1 MB)
Rent Agreement OR NOC	Image Only	Browse... No file selected.	Size (max 1 MB)
Bar Room Photograph	Image Only	Browse... No file selected.	Size (max 1 MB)
Bar Outer Elevation Photograph	Image Only	Browse... No file selected.	Size (max 1 MB)
Ladies/Gents Toilets Photograph	Image Only	Browse... No file selected.	Size (max 1 MB)

Select Upload Documents

Document Name
 Document Type
 Submit

- Print or View Application by Using View and Reprint Application
- After successfully submission of Application is submitted to DEO (District Excise Officer) Login.

