



**Chhattisgarh Unified Industrial Portal**

Government of Chhattisgarh

***User Manual***

***For***

***Factory Building Plan Approval***

***(Labour 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.

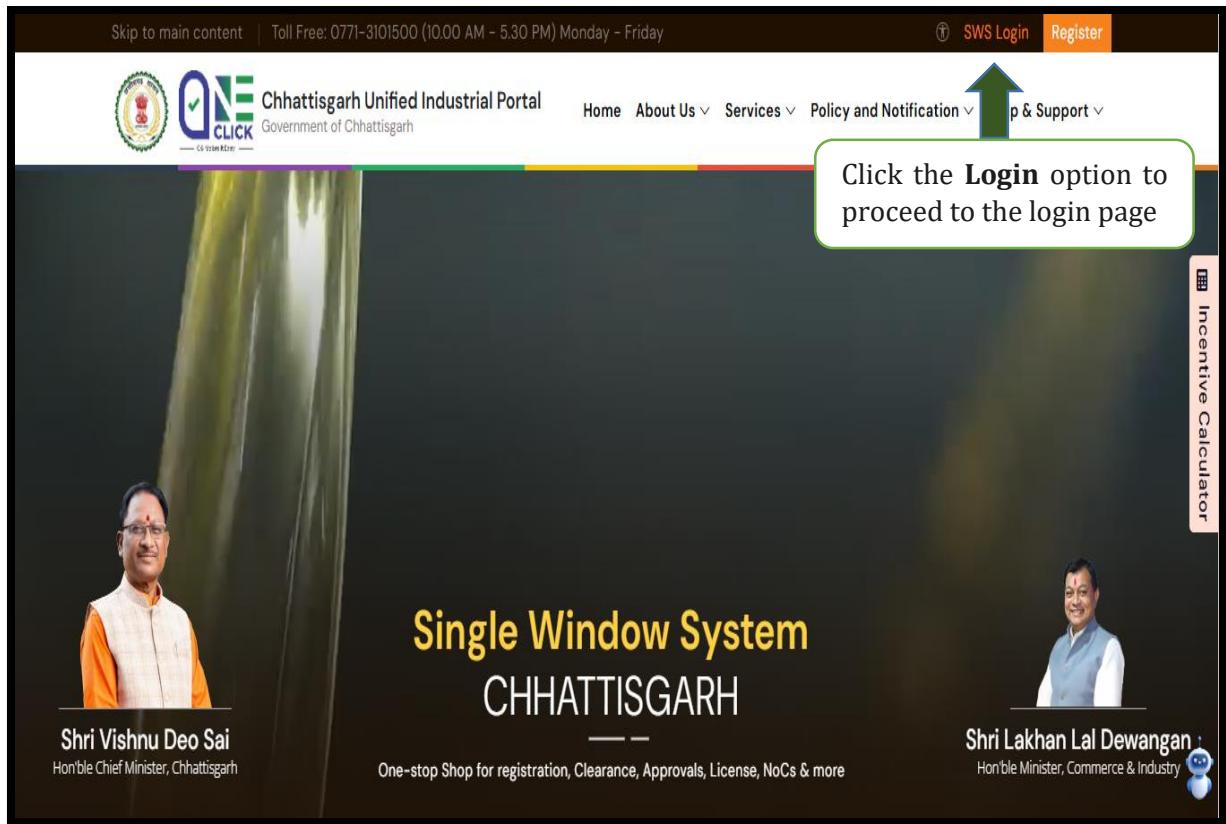
**Purpose:** This document serves as a step-by-step guideline for industrial users and departmental officers navigating the Factory Building Plan Approval process within the Department of Commerce and Industries, Chhattisgarh, through the Single Window Portal.

## 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](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.

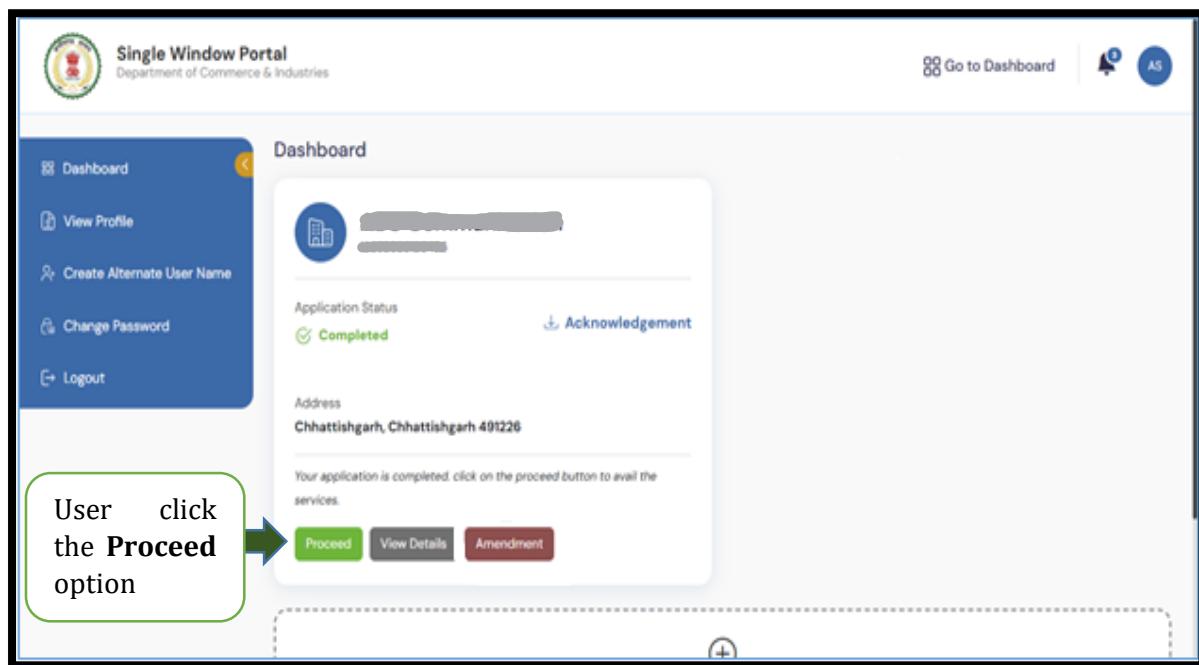
For technical support please contact us at [invest-support@cg.gov.in](mailto:invest-support@cg.gov.in)

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

## 4. Dashboard

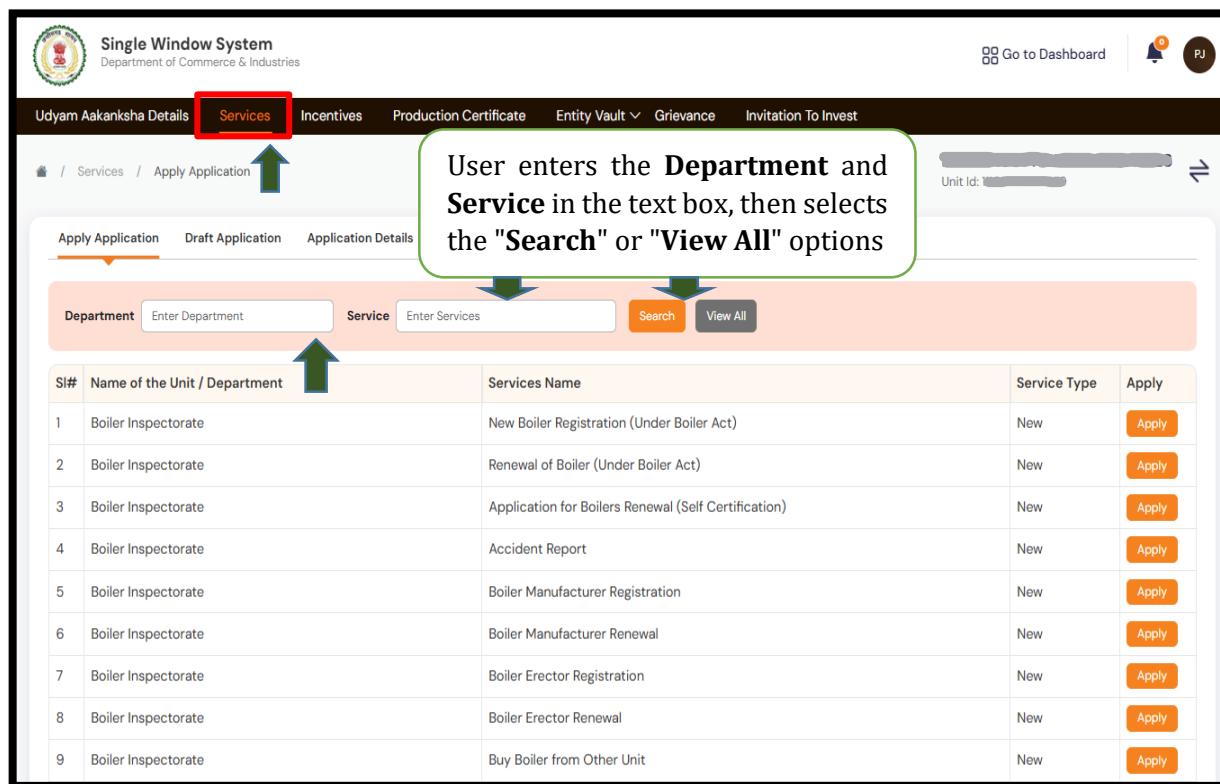
After a successful login, the page navigates to the Investor Dashboard (refer to **Fig. 4.1**), which includes step-by-step instructions for applying services.





**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 Labour services are displayed, as shown in **Figure 4.3**.



Single Window System  
Department of Commerce & Industries

Udyam Aakanksha Details Services Incentives Production Certificate Entity Vault Grievance Invitation To Invest

Services / Apply Application

Unit Id: 1234567890

Apply Application Draft Application Application Details

Department: labour Service: Enter Services Search View All

SI#	Name of the Unit / Department	Services Name	Type	Apply
1	Labour	Factory building plan approval' (under the Factories Act, 1948)	New	<b>Apply</b>
2	Labour	Permission for engaging contractor for labour	New	<b>Apply</b>
3	Labour	Registration Certificate of Establishment Inter State Migrant Workmen	New	<b>Apply</b>
4	Labour	Registration of principal employers establishment	New	<b>Apply</b>
5	Labour	Registration under Factories Act	New	<b>Apply</b>
6	Labour	Renewal under Factories Act	New	<b>Apply</b>
7	Labour	Registration under The Building and Other Construction Workers Act, 1996	New	<b>Apply</b>
8	Labour	The building and other construction worker welfare cess act, 1996	New	<b>Apply</b>

Previous 1 Next

**Figure 4.3: Labour Services Screen**

## 4.1. Factory Building Plan Approval

After clicking the "Apply" option, the screen will redirect to the **Chhattisgarh State Labour Department** website. The form is automatically filled with information from the application. The user should enter the remaining details as shown in **Figure 4.4**.

छत्तीसगढ़ शासन श्रम विभाग

Welcome:- Date:- 29/06/2016

**FORM 1-A**  
(Prescribed under Rule 3A)

Application for approval of plans and for permission to construct/extend/or Take in to use any building as a factory.

- Applicant's Name & Post
- Address of applicant on which he desires to communicated in this regard
- Full Name and postal address of factory
- Situation of the factory to be located:Village-
- The manufacturing process:**
  - Carried on in the factory in the last 12 months (in the case of factory already in existence)
  - To be carried on in the factory during the next twelve months (in the case of all factories)
  - Whether it involves Hazardous process as interpreted under section 2[cb](give details)



c) Whether it involves Hazardous process as interpreted under section 2(c)(give details)

d) Whether it involves dangerous operation, wholly or partly, as declared under subrule(1) of the rule 107 under section 7(give details)

e) Whether any chemical substance as specified under second schedule of the Act, is used, handled, stored or processed there at.

**6. Number of workers to be employed in each room of the factory**

a) Whether provision of amenities and facilities required to all workers according to the act and rules made hereunder have been taken care of in the plans

7. Whether lifts/hoists/lifting devices of any kind installed/ to be installed in the plans.(give details)

8. (A) Whether any worker will be required to work at any different floors or at a height from where he is likely to fall or work at a congested place due to machines or fittings or in a confined space, pit or sumps? (give details)

(B) if so, Whether provision of arrangements to be made for access, escape and ensure safety, in accordance to the Act and Rules hereunder have been taken care of in the plans

9. Whether there is any possibility of escape of dangerous fume/gases or explosion? If so whether provisions on suitable arrangements to be made according to the Act and Rules hereunder have been taken care of in the plans?

**10. What materials are used/to be used for construction of:**

a) Building(give details)

b) Roofing(give details)

**11. Particulars of the drawings submitted along with particulars of information submitted according to the requirement of Rules 3 A:**

1. Layout plan(3 Sets)

2. Details Map(3 Sets)

**Save**

↑

User enters the details and click the **Save** option

**Figure 4.4: Factory Building Plan Approval Form Screen**

#### 4.1.1. Online Fee Payment via e-Challan

To pay the applicable fees online, follow these steps:

- Click on the "e-Challan" link.
- Upon clicking, a new page will appear, as shown below:



User pratik512

[List of Departments](#)

[List of Heads of Account](#)

[ePayments](#)

[Challan History](#)

[Modify User Details](#)

[Change Password](#)

[SignOut](#)

**Select Department**

Agriculture       Co-operation  
 Commerce and Industries       Commercial Tax  
 Culture       Energy Department  
 Excise       Finance  
 Food and Civil Supplies       Forest  
 Higher Education       Home  
 Jail       Labour  
 Mineral Resources       Panchyat & Rural Development  
 Public Health & Family Welfare       Public Health Engineering  
 Public Works       Revenue  
 School Education       Sports & Youth Welfare  
 Stamps and Registration       Water Resources Department  
 Women and Child Development  
 Other Departments  
 Submit       Reset

Select the department and click on "Submit" button below

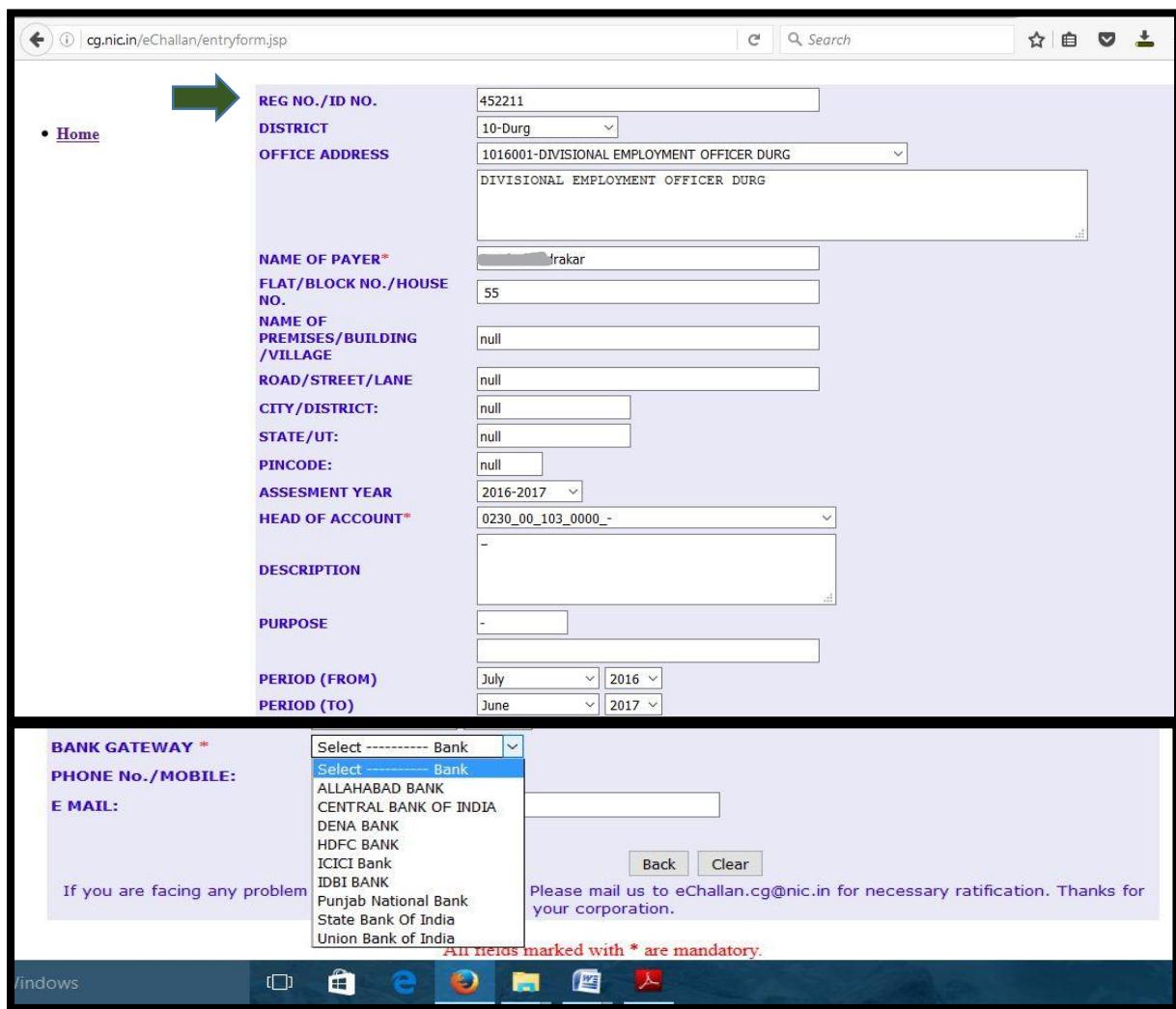
**Figure 4.5: Factory Building Plan Approval – e-Challan Screen**

#### **4.1.2. Selecting Payment Details and Bank**

To proceed with your payment:

- **Provide** the required details and **select** the applicable **Heads of Account**.
- From the drop-down list, **choose** your **bank**.
- Click the "**Submit**" button.





The screenshot shows a web-based application for entering a factory building plan application. The URL in the address bar is [cg.nic.in/eChallan/entryform.jsp](http://cg.nic.in/eChallan/entryform.jsp). The form is divided into several sections:

- REG NO./ID NO.:** 452211
- DISTRICT:** 10-Durg
- OFFICE ADDRESS:** 1016001-DIVISIONAL EMPLOYMENT OFFICER DURG
- NAME OF PAYER\*:** Trakar
- FLAT/BLOCK NO./HOUSE NO.:** 55
- NAME OF PREMISES/BUILDING /VILLAGE:** null
- ROAD/STREET/LANE:** null
- CITY/DISTRICT:** null
- STATE/UT:** null
- PINCODE:** null
- ASSESSMENT YEAR:** 2016-2017
- HEAD OF ACCOUNT\*:** 0230\_00\_103\_0000\_-
- DESCRIPTION:** null
- PURPOSE:** null
- PERIOD (FROM):** July 2016
- PERIOD (TO):** June 2017

**BANK GATEWAY \***: A dropdown menu is open, showing options like Select ----- Bank, ALLAHABAD BANK, CENTRAL BANK OF INDIA, DENA BANK, HDFC BANK, ICICI Bank, IDBI BANK, Punjab National Bank, State Bank Of India, and Union Bank of India. The text "Select ----- Bank" is highlighted.

**PHONE NO./MOBILE:** null

**E MAIL:** null

**If you are facing any problem:** null

**Please mail us to eChallan.cg@nic.in for necessary ratification. Thanks for your corporation.**

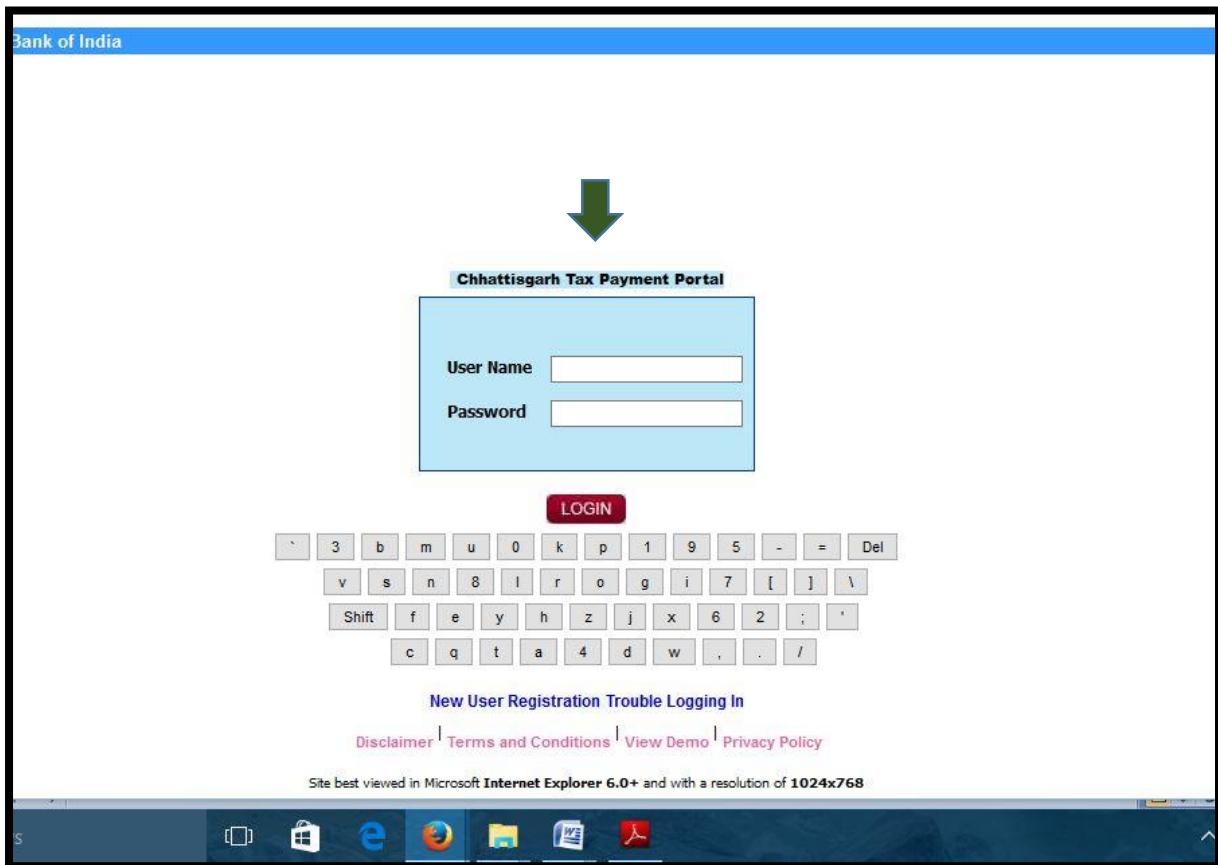
**All fields marked with \* are mandatory.**

**Figure 4.6: Factory Building Plan Approval – Payment & Bank Screen**

#### 4.1.3. Completing Your Payment

- After confirming your details, the page will redirect you to your **bank's online banking portal**.
- Complete your payment using **internet banking**. Once the payment is successful, you will receive a **treasury reference number**.
- Enter the **treasury reference number** in the field provided and your application will be submitted to the department.

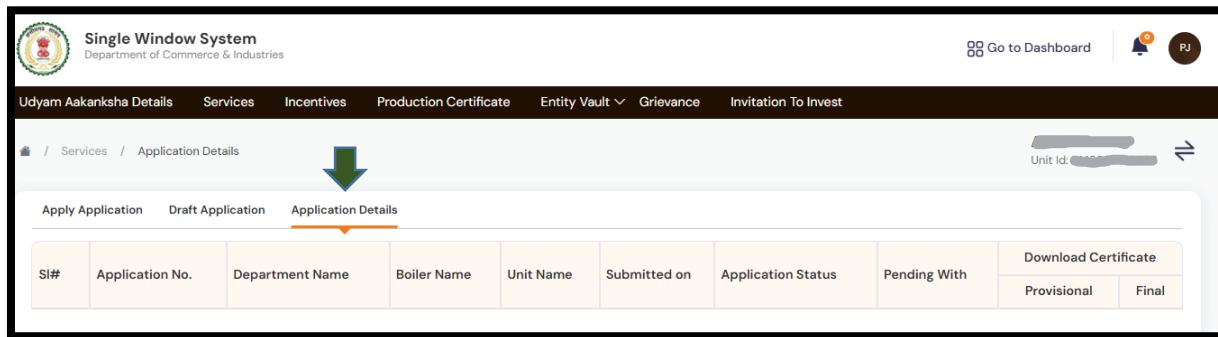




**Figure 4.7: Factory Building Plan Approval – Payment Screen**

#### **4.1.4. Download of the Certificates**

The application has been submitted successfully and the certificate can be downloaded from the Services section under Application Details in SWS portal, as shown in Figure 4.8.



**Figure 4.8: Factory Building Plan Approval – Application Details Screen**

#### **4.1.5. Format of Factory Plan Approval**

Referencing the Factor Plan Approval Sample **Figure 4.9**.



संचालनालय, औद्योगिक स्वास्थ्य एवं सुरक्षा, रायपुर, छत्तीसगढ़  
इलाकावाली भवन, ब्लॉक - लीन, डिलीच लल, नवा रायपुर  
e-mail - dihscc@gmail.com Ph. No. - 0771-2442360

क्रमांक / DY.CIF/NAKSHA/I(H)/VI/60/2015/ RPR/HQ/ 1223, रायपुर, दिनांक 31.12.2015

प्रति,

अधिभोगी / प्रबंधक  
मेसर्सी जय जगदन्दा पेपर हॉप्लस्ट्रीज़,  
खोन्ना- 463/29, उरला औद्योगिक क्षेत्र, रायपुर,  
जिला-रायपुर (छ0ग0)

विषय :- कारखाना भवन के नवशो अनुमोदन बाबत्।

—00—

उपरोक्त उल्लेखित कारखाने के नवशो की एक प्रति छ0ग0 कारखाना नियम 1962 के नियम 3A(1) के प्रावधानानुसार निम्न शर्तों के साथ अनुमोदित की जाकर इस पत्र के साथ भेजी जा रही है।

01. यह अनुमोदन कारखाने के साईट या स्थल का अनुमोदन नहीं है।
02. यह अनुमोदन जमीन संबंधी विस्तीर्णी भी दावे को प्रमाणित नहीं करता।
03. यह अनुमोदन किसी भी भवन, स्ट्रक्चर के डिजाईन तथा लोड बियरिंग केपेसिटी तथा किसी भी मशीन या उपकरण के डिजाईन तथा तकनीकी कामताओं आदि के लिए नहीं है।
04. यह अनुमोदन भवन निर्माण के लिए अध्या अन्य सामग्री प्रदाय करने के संबंध में गारंटी नहीं देता।
05. कारखाना अधिनियम 1946 तथा छ0ग0 कारखाना नियमावली 1962 के अंतर्गत आवश्यक व्यवस्थाएं जो इन नवशो में दर्शायी नहीं गई हैं से यह अनुमोदन आदेश, मुवित नहीं देता। उनका पूरा पालन किया जाना आवश्यक है।
06. कारखाने में एफल्यूएन्ट्र संबंधी योजना आपको रथानीय पब्लिक अधिकारी अध्या पब्लिक इंजीनियर, छत्तीसगढ़ शासन रायपुर, पर्यावरण संरक्षण मण्डल अथवा संबंधित अन्य विभागों से पूछक से नियमानुसार अनुमोदन कार्यवाही किया जाना आवश्यक है।
07. कारखाने के प्रागाण में मूत्रालय तथा सेंटिक टैक पद्धति से शौधालय की व्यवस्था करना पुरुष लघा नहिला अभिकों के उपयोग हेतु छ0ग0 कारखाना नियमावली 1962 के नियम 50 से 54 के अनुसार की जावेगी।
08. विनिर्माण प्रक्रिया बालू करने के पूर्ण निर्धारित प्रपत्र-2 रेटेविलिटी सर्टिफिकेट प्रस्तुत करें।

संलग्न-नवशो - 02 नग

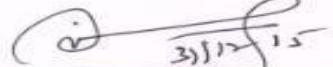
  
उप मुख्य कारखाना विभाग  
छत्तीसगढ़ शासन, रायपुर

Figure 4.9: Format of Factory Building Plan Approval

