



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



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 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.

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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 includes step-by-step instructions for applying services.



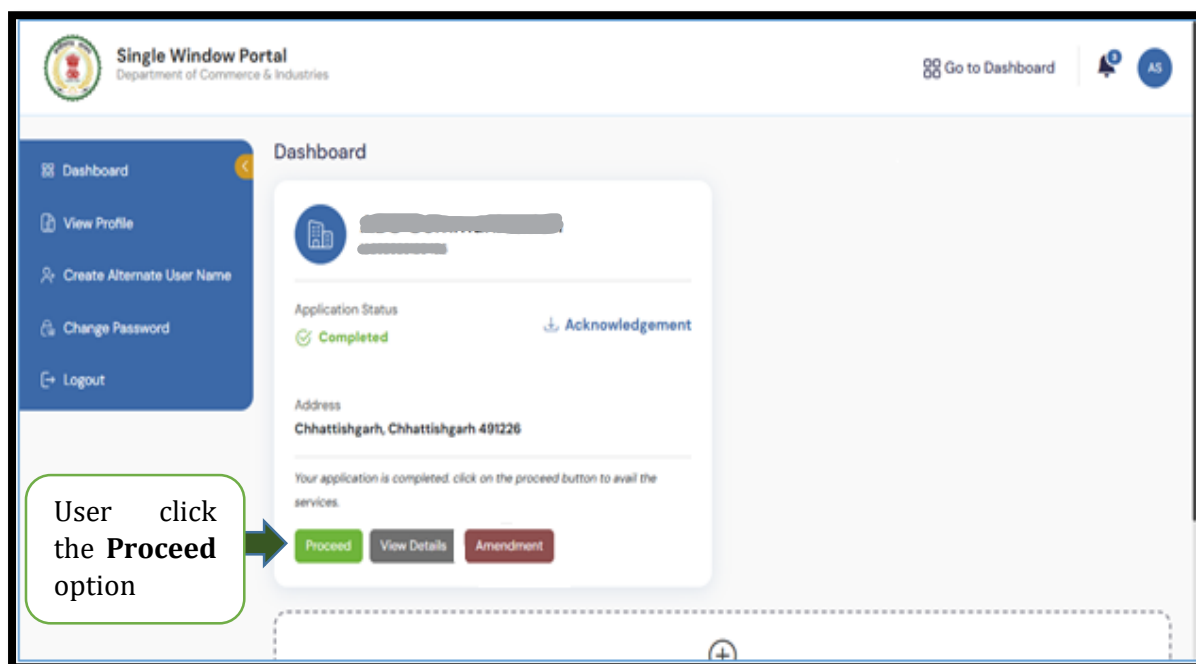


Figure 4.1: Dashboard Screen

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

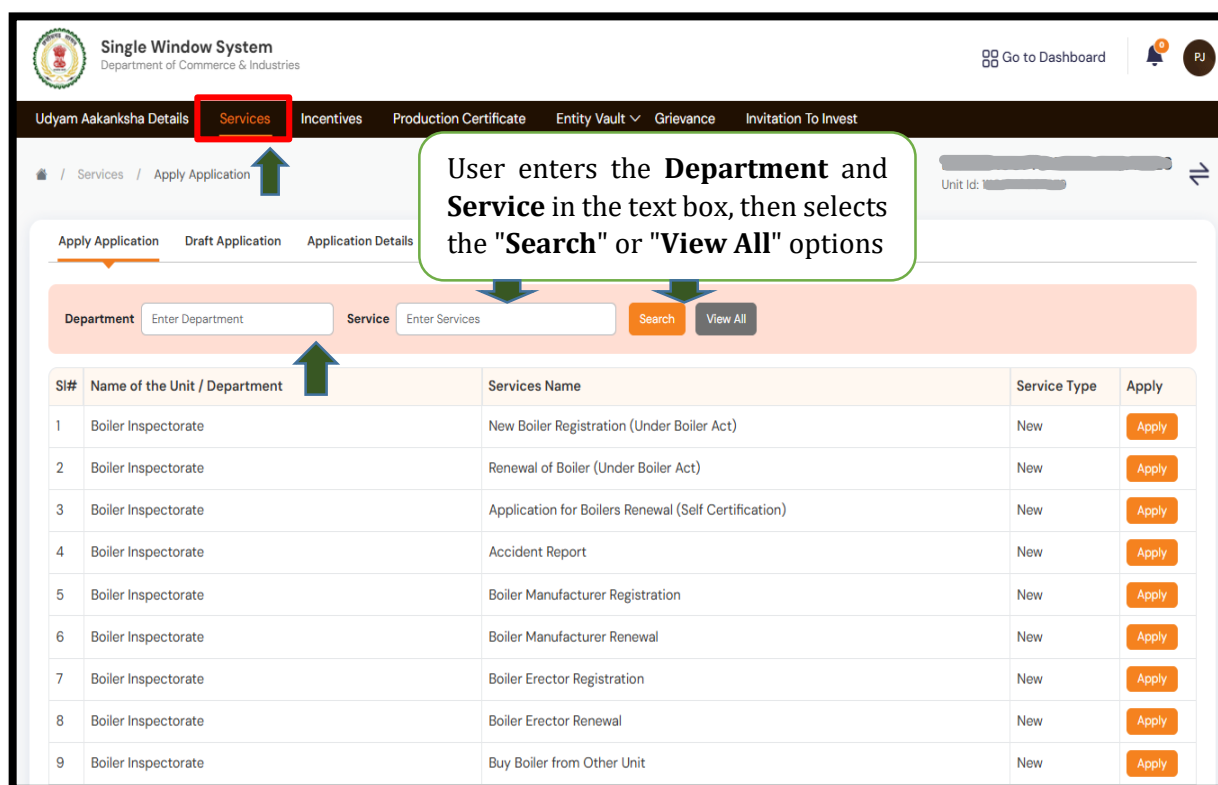


Figure 4.2: Services Screen

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

Go to Dashboard

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

Services / Apply Application

Unit Id: [redacted]

Apply Application Draft Application Application Details

Department: labour Service: Enter Services Search View All

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

Previous 1 Next

User click the Apply option

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.

1. Applicant's Name & Post: Mr. [redacted] Post: [redacted]

2. Address of applicant on which he desires to communicated in this regard: Raipur

3. Full Name and postal address of factory: [redacted] Raipur

4. Situation of the factory to be located: Village:- Raipur (M Corp. + OG) - 802034

Mobile No. [redacted] 85

Email-ID [redacted]

District रायपुर

5. The manufacturing process;

a) Carried on in the factory in the last 12 months (in the case of factory already in existence)

b) To be carried on in the factory during the next twelve months (in the case of all factories)

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



c) Whether it involves Hazardous process as interpreted under section 2(cb)(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 machines 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 floor 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 fumes/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:



cg.nic.in/eChallan/home.jsp

e-Challan
[See Rule 64 A, 64 B of Treasury Code (Govt. of Chhattisgarh)]

User: pratik512

- List of Departments
- List of Heads of Account
- ePayments
- Challan History
- Modify User Details
- Change Password
- SignOut

Select Department

☐ Agriculture
☐ Commerce and Industries
☐ Culture
☐ Excise
☐ Food and Civil Supplies
☐ Higher Education
☐ Jail
☐ Mineral Resources
☐ Public Health & Family Welfare
☐ Public Works
☐ School Education
☐ Stamps and Registration
☐ Women and Child Development

☐ Co-operation
☐ Commercial Tax
☐ Energy Department
☐ Finance
☐ Forest
☐ Home
☒ Labour
☐ Panchyat & Rural Development
☐ Public Health Engineering
☐ Revenue
☐ Sports & Youth Welfare
☐ Water Resources Department

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.



cg.nic.in/eChallan/entryform.jsp

Home

REG NO./ID NO. 452211

DISTRICT 10-Durg

OFFICE ADDRESS 1016001-DIVISIONAL EMPLOYMENT OFFICER DURG

NAME OF PAYER* Mr. Karar

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

PURPOSE

PERIOD (FROM) July 2016

PERIOD (TO) June 2017

BANK GATEWAY* Select ----- Bank

PHONE No./MOBILE:

E MAIL:

If you are facing any problem

Back Clear

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.



Bank of India

Chhattisgarh Tax Payment Portal

User Name

Password

LOGIN

3 b m u o k p 1 9 5 - = Del

v s n 8 l r o g i 7 [] \

Shift f e y h z j x 6 2 ; ' "

c q t a 4 d w , . /

New User Registration Trouble Logging In

Disclaimer | Terms and Conditions | View Demo | Privacy Policy

Site best viewed in Microsoft Internet Explorer 6.0+ and with a resolution of 1024x768

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.

Single Window System
Department of Commerce & Industries

Go to Dashboard

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

/ Services / Application Details

Unit Id: [redacted]

Apply Application Draft Application Application Details

Sl#	Application No.	Department Name	Boiler Name	Unit Name	Submitted on	Application Status	Pending With	Download Certificate
								Provisional Final

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
इण्ड्रावती भवन, ब्लॉक - तीन, द्वितीय तल, नया रायपुर
e-mail - dihscg@gmail.com Ph. No. - 0771-2442360

क्रमांक / DY.CIF/NAKSHA/I(H)/VI/60/2015/ RPR/HQ/ 1883, रायपुर, दिनांक 31.12.2015

प्रति,

अविभागी / प्रबंधक
मेसर्स जय जगदम्बा पेपर इण्डस्ट्रीज,
खण्ड- 463/29, उरला औद्योगिक क्षेत्र, रायपुर,
जिला-रायपुर (छ0ग0)

विषय :- कारखाना भवन के नक्शे अनुमोदन बाबत।

—00—

उपरोक्त उल्लेखित कारखाने के नक्शों 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 किसी भी दावे को प्रमाणित नहीं करता।
03. यह अनुमोदन किसी भी भवन, स्ट्रक्चर के डिजाईन तथा लोड बियरिंग कैपेसिटी तथा किसी भी मशीन या उपकरण के डिजाईन तथा तकनीकी क्षमताओं आदि के लिए नहीं है।
04. यह अनुमोदन भवन निर्माण के लिए अथवा अन्य सामग्री प्रदाय करने के संबंध में गारंटी नहीं देता।
05. कारखाना अधिनियम 1948 तथा छ0ग0 कारखाना नियमावली 1962 के अंतर्गत आवश्यक व्यवस्थाएँ जो इन नक्शों में दर्शायी नहीं गई हैं से यह अनुमोदन आदेश, मुक्ति नहीं देता। उनका पूरा पालन किया जाना आवश्यक है।
06. कारखाने में एफ्ट्यूएण्ड्स तथा ट्रेडवेस्ट संबंधी योजना आपको स्थानीय पब्लिक अधिकारी अथवा पब्लिक इंजीनियर, छत्तीसगढ़ शासन रायपुर, पर्यावरण संरक्षण मण्डल अथवा संबंधित अन्य विभागों से पृथक से नियमानुसार अनुमोदन कार्यवाही किया जाना आवश्यक है।
07. कारखाने के प्रांगण में मूत्रालय तथा सेप्टिक टैंक पद्धति से शौचालय की व्यवस्था करना पुरुष तथा महिला श्रमिकों के उपयोग हेतु छ0ग0 कारखाना नियमावली 1962 के नियम 50 से 54 के अनुसार की जावेगी।
08. विनिर्माण प्रक्रिया चालू करने के पूर्व निर्धारित प्रपत्र-2 स्टेबिलिटी सर्टिफिकेट प्रस्तुत करें।

संलग्न-नक्शे - 02 नग.

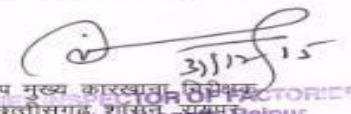

 उप मुख्य कारखाना निरीक्षक
 छत्तीसगढ़ शासन, रायपुर
 DY. CHIEF INSPECTOR OF FACTORIES
 Govt. of Chhattisgarh Raipur

Figure 4.9: Format of Factory Building Plan Approval