



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

***Supplier Distribution and Control License
for Foreign Liquor 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 Supplier Distribution and Control License for Foreign Liquor License (F.L.10) 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.**

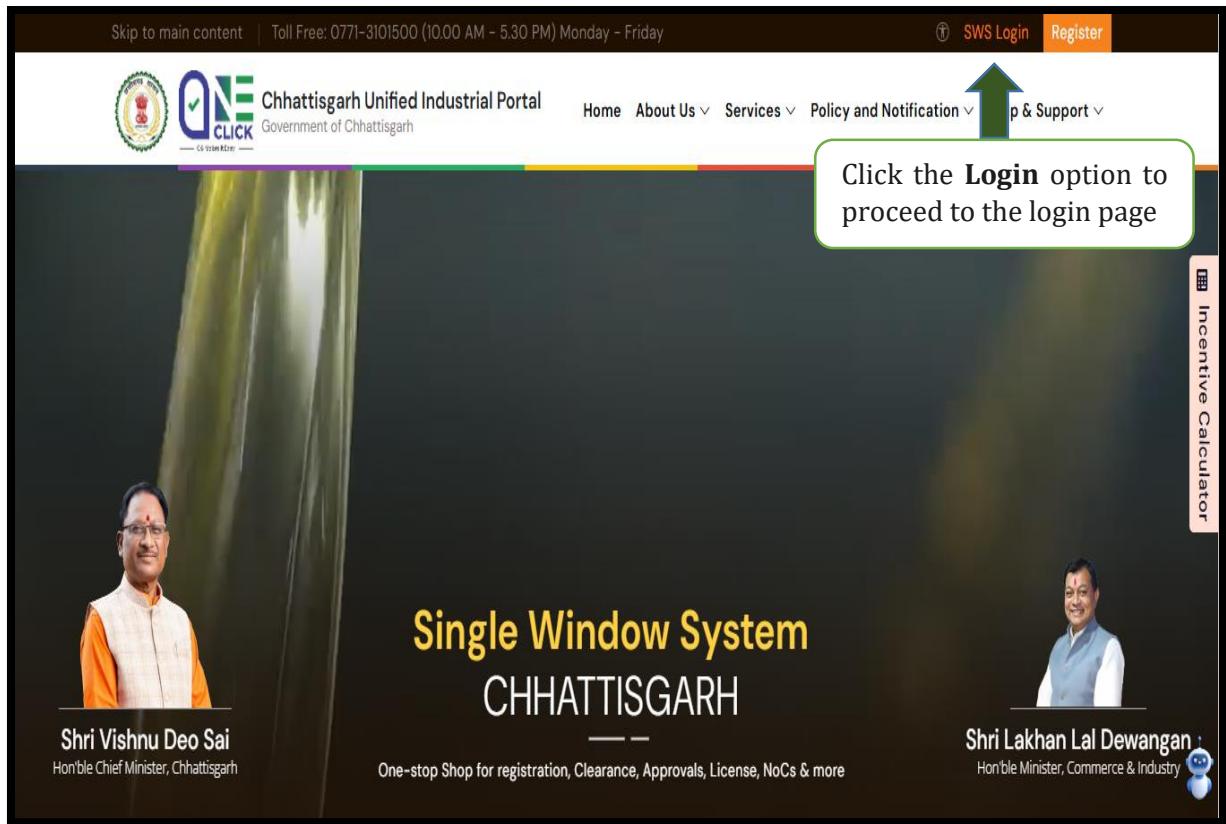


Figure 3.1: Homepage Screen



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



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.

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.



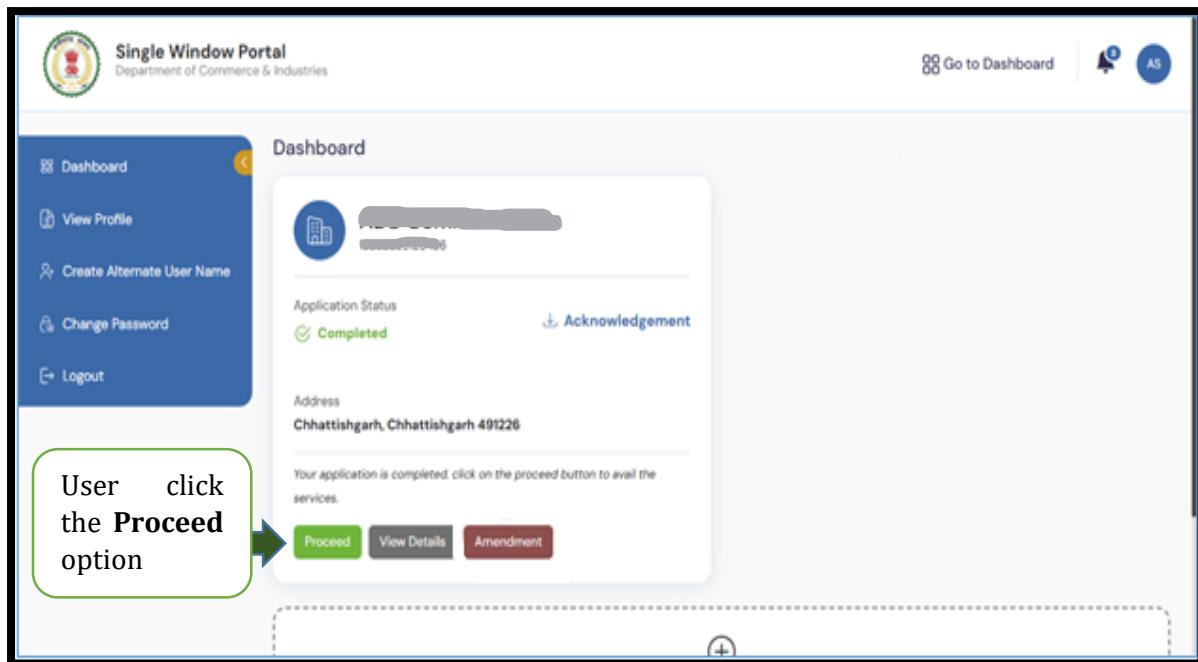


Figure 4.1: Dashboard Screen

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

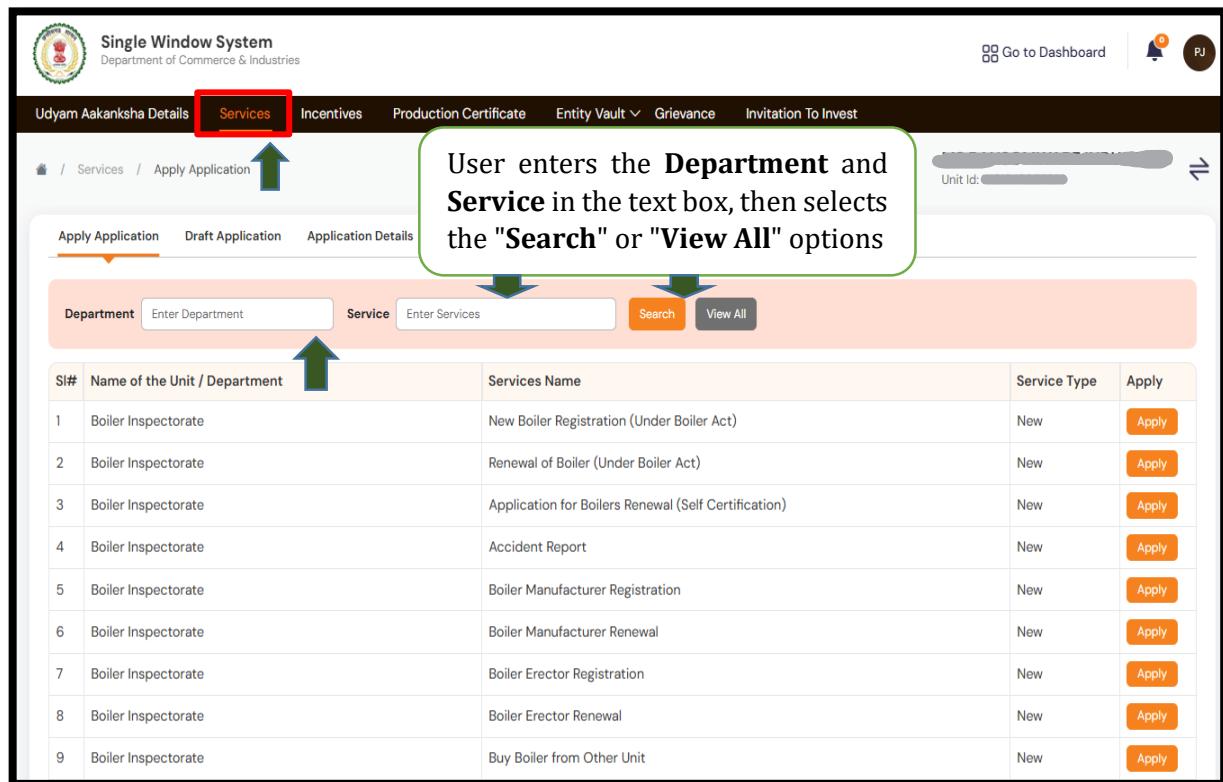


Figure 4.2: Services Screen

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



17	Excise Department	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
21	Excise Department	Bottling of Indian made foreign liquor by Franchisee License (F.L. 9-A)	New	Apply
22	Excise Department	Bottling of Indian made foreign liquor by Franchisee License (F.L. 9-A)	Renew	Apply
23	Excise Department	Supplier Distribution and Control License for Foreign Liquor License (F.L. 10)	New	Apply
24	Excise Department	Supplier Distribution and Control License for Foreign Liquor License (F.L. 10)	Renew	Apply
25	Excise Department	Supply Country Liquor (sealed bottle) to retail licensee (C.S. I License)	New	Apply

Previous 1 2 3 Next

Figure 4.3: Excise Services Screen

4.1. Supplier Distribution and Control License for Foreign Liquor License (F.L. 10)

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 & 4.5**.

Apply for License

Select Licence Type*

Shop Name *

Authorized person's Mobile No.

Email*

Enter Udyam Aakanksha No.:-

Enter Udyam Aakanksha No.:-

License Mode* New Renewal

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

SUBMIT **Close**

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Figure 4.4: License Form Screen (For new Application)



Figure 4.5: License Form Screen (For Renewal - Select Already registered shop)

4.1.1. User Registration for the Application

After clicking Submit option, the screen will redirect to the Dashboard as shown Figure 4.6.

Figure 4.6: Dash Board Screen

4.1.2. User enter the Application Form

The user enters details into the Licensee Application Master, including Applicant Details, Contact Details, Unit Details, and other relevant information, and then clicks the 'Save' option, as shown in Figure 4.7.



Licensee Applicant Master

Licence Type	C.S. 2-D	Current Financial Year	2020-2021
Licence Mode	<input checked="" type="radio"/> New <input type="radio"/> Renewal	Establishment Date* [mm/dd/yyyy]	
Licence Category	<input type="radio"/> Individual <input checked="" type="radio"/> Company <input type="radio"/> Firm <input type="radio"/> H.U.F <input type="radio"/> A.O.P	Licence Financial Year	2020-2021
Applicant Details Directors Details Authorized Personal Detail Signatory Detail Upload Documents			
Applicant Detail			
Designation*	Company	PAN Number*	<input type="text"/>
Company Name*	<input type="text"/>	Date of Incorporation* [mm/dd/yyyy]	<input type="text"/>
GST Number*	<input type="text"/>	TIN Number*	<input type="text"/>
Applicant Contact Details			
Applicant Street Address*	<input type="text"/>	Land mark*	<input type="text"/>
State*	<input type="text"/>		
District*	<input type="text"/>	Pincode*	<input type="text"/>
E-Mail ID*	<input type="text"/>		Mobile Number*
Unit Details			
Unit Name*	Bhatagaon	Street Address*	<input type="text"/>
Tehsil Name*	<input type="text"/>		
District*	<input type="text"/>		
Details of Place Adjoining to Unit Place			
North*	<input type="text"/>	South*	<input type="text"/>
East*	<input type="text"/>	West*	<input type="text"/>
Declaration			
<p>The above details are completely truthful in my / our knowledge. If the above details are found to be false or incorrect , then my / our application will be abrogated. If the above details are found false or incorrect after issuance of license, then my / our / license fees and the amount of security will also be seized. I / We are aware of this fact that giving false or incorrect description is a punishable offense..*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>			
<input type="button" value="Save"/>			

Figure 4.7: Application Form

4.1.3. User enter the Directors Details

The user enters details into the Directors Details including Owner Personal Details, Present Contact Details and other relevant information, as shown in Figure 4.8.



Applicant Details Directors Details Authorized Personal Detail Signatory Detail Upload Documents

Owner Personal Detail

OwnerName *	MR.	Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
MaritalStatus *	<input checked="" type="radio"/> Single <input type="radio"/> Married	Father / Husband Name *	
Date Of Birth* [mm/dd/yyyy]	05/02/1993	Age	27 (Years) 1 (Month) 14 (Days)
Designation *	Individual	PAN Number *	APUPA9977D

Present Contact Detail

Street Address*	ASHWANI NAGAR	House Number*	44	Land mark*	TEMPLE
District*	RAIPUR	Tehsil Name*	Raipur	Police Station Name*	shanti nagar
Rural/Urban Area*	<input checked="" type="radio"/> Urban <input type="radio"/> Rural	Village/City Name *	Raipur	Parishad *	Nagar Nigam
Parishad Name *		City WardNo*	66	City WardName*	Shanti Nagar
Pincode*	492001	Telephone Number		Mobile Number *	
E-MailID*	ashwani@gmail.com				

Check here if Permanent Contact Detail is Same as Present

Street Address	ASHWANI NAGAR	House Number	44	Land mark	TEMPLE
District	RAIPUR	Tehsil Name*	Raipur	Police Station Name*	shanti nagar
Rural/Urban Area*	<input checked="" type="radio"/> Urban <input type="radio"/> Rural	Village/City Name *	Raipur	Parishad *	Nagar Nigam
Parishad Name *		City WardNo*	66	City WardName*	Shanti Nagar
Pincode*	492001	Telephone Number		Mobile Number *	
E-MailID*	ashwani@gmail.com				

Add

Figure 4.8: Directors Form

4.1.4. User enter the Authorized Person Details

The user enters details into the Authorized Person Details including Contact Detail and other relevant information, and then click the **Save & Proceed** option as shown in Figure 4.9.

Applicant Details Directors Details Authorized Personal Detail Signatory Detail Upload Documents

Authorized Personal Detail

<input checked="" type="checkbox"/> Check here if Last Owner Details are same as Authorized Person Details			
Authorized Person Name*	MR.	Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Nationality	<input checked="" type="radio"/> Indian <input type="radio"/> Non-Indian	Father / Husband Name *	
Date Of Birth* [mm/dd/yyyy]	05/02/1993	Age	27 (Years) 1 (Month) 14 (Days)
Designation *	Individual	PAN Number *	

Contact Detail

Street Address*	ASHWANI NAGAR	Land mark*	TEMPLE	District*	RAIPUR
Tehsil Name*	Raipur	Pincode*	492001	Police Station Name*	shanti nagar
Rural/Urban Area*	<input checked="" type="radio"/> Urban <input type="radio"/> Rural	Village/City Name *	Raipur	Parishad *	Nagar Nigam
Parishad Name *		City WardNo*	44	City WardName*	Shanti Nagar
E-MailID*	ashwani@gmail.com				

Save & Proceed



Figure 4.9: Authorized Person Form

4.1.5. User enter the Signatory Details

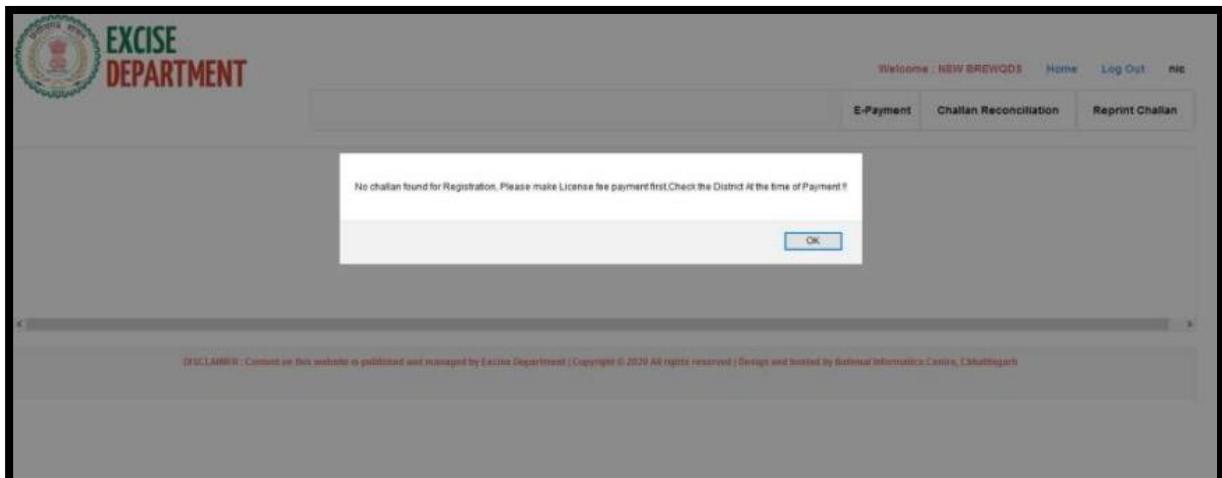
The user enters details into the Signatory Details including Contact Detail and other relevant information, and then click the **Save & Proceed** option as shown in Figure 4.10.

Figure 4.10: Signatory Form

4.1.6. User Upload Document Details



4.1.7. For Composite Shop (License Fees Payment)



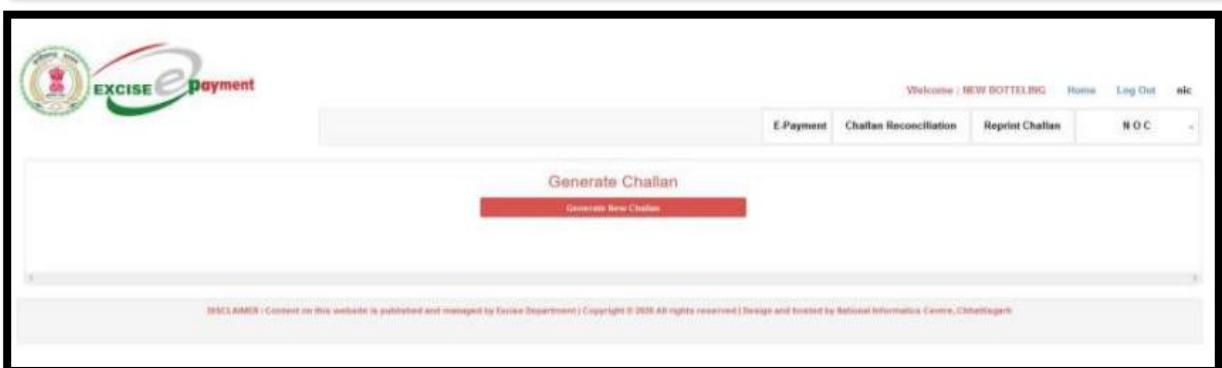
Welcome : NEW BREWQDS Home Log Out nic

E-Payment Challan Reconciliation Reprint Challan

No challan found for Registration. Please make License fee payment first. Check the District at the time of Payment!

OK

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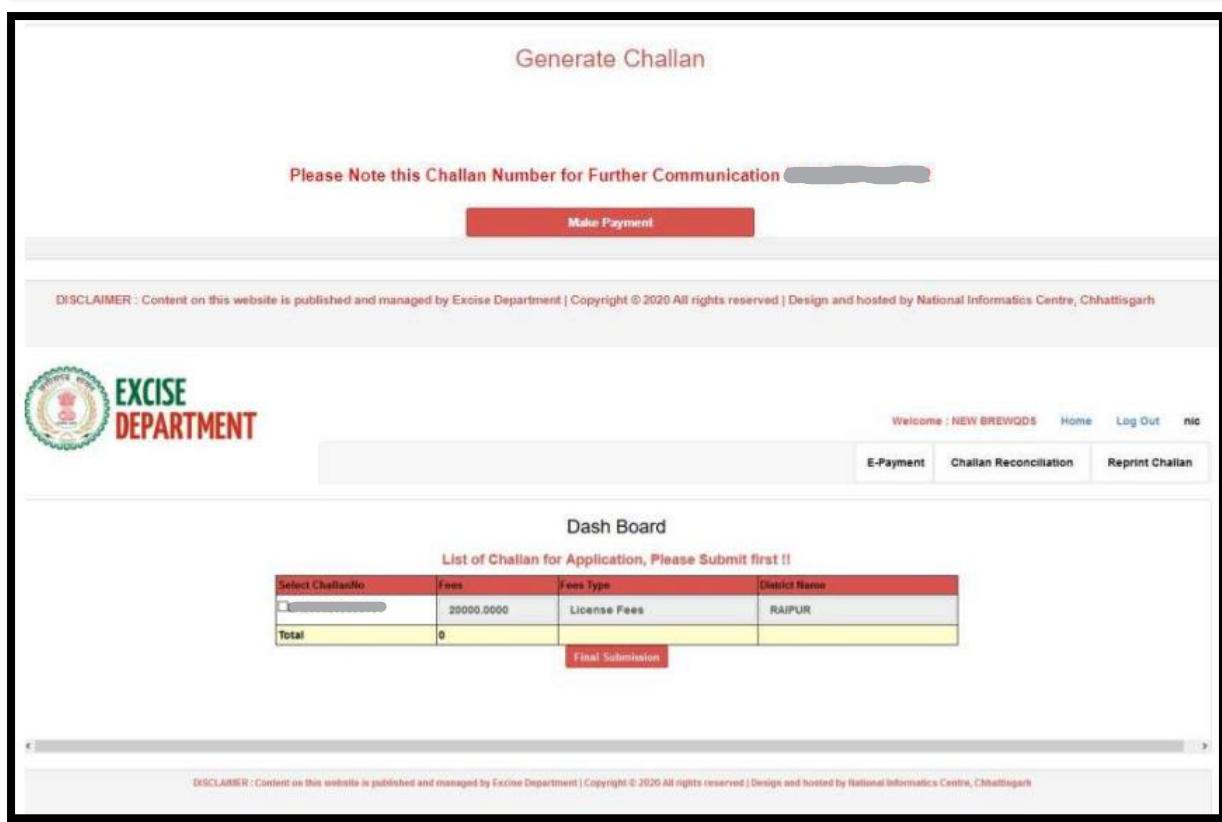
Welcome : NEW BOTTELING Home Log Out nic

E-Payment Challan Reconciliation Reprint Challan N O C

Generate Challan

Generate New Challan

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Generate Challan

Please Note this Challan Number for Further Communication [REDACTED]

Make Payment

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Welcome : NEW BREWQDS Home Log Out nic

E-Payment Challan Reconciliation Reprint Challan

Dash Board

List of Challan for Application, Please Submit first !!

Select Challan No	Fees	Fees Type	District Name
1	20000.0000	License Fees	RAJPUR
Total	0		

Final Submission

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





**EXCISE
DEPARTMENT**

Welcome : NEW BREWGDS Home Log Out nic

E-Payment Chalan Reconciliation Reprint Chalan

Dash Board
Your Application is Successfully Submitted !!
View Submitted Application

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- For existing foreign liquor and country liquor shops (License Fees Payment).



**EXCISE
DEPARTMENT**

Welcome : CSMCL Home Log Out

E-Payment

Financial Year	2020-2021	District Name	RAIPUR	Licence Type Name	FL 1-D
Shop Name	New Premium Shop	Candidate Name	CSMCL	Pan No	X000X0000X
Licence Fees Name	License Fees	Current Month	June		
Invoice No. * :			License Fees		
Enter Amount to be paid : 10000					

PROCEED

