



# **Chhattisgarh Unified Industrial Portal**

Government of Chhattisgarh

## ***User Manual***

### ***For***

***Foreign Liquor Composite Shop License***

***(CL FL Composite)***

***(Excise Department)***

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## 1. Overview

As part of Chhattisgarh's overarching promise of "Business Made Easy," OneClick is the state's new single-window portal that brings speed, simplicity, and transparency to the business environment. From approvals and clearances to bill payments, land allotment, and compliance — everything an entrepreneur or investor needs is now just one click away.

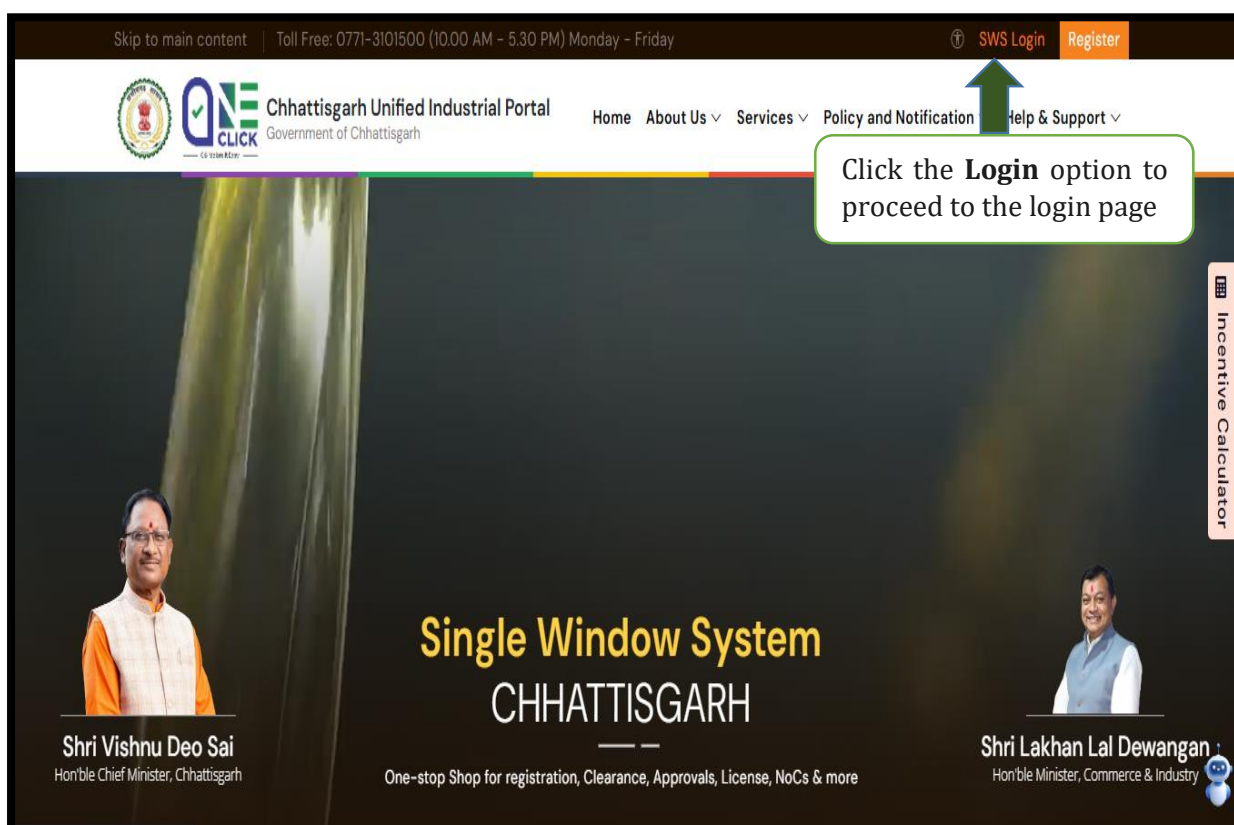
**Purpose:** This document gives easy, step-by-step instructions for industrial users to apply for **Foreign Liquor Composite Shop License (CL FL Composite)** service through the Department of Commerce and Industries using the **Single Window Portal**. It helps authorized users understand how to use the right links and sections.

## 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

[Forgot User Name?](#) [Register](#) [Back to Home](#)

[Next](#)

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.

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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](mailto:invest-support@cg.gov.in)

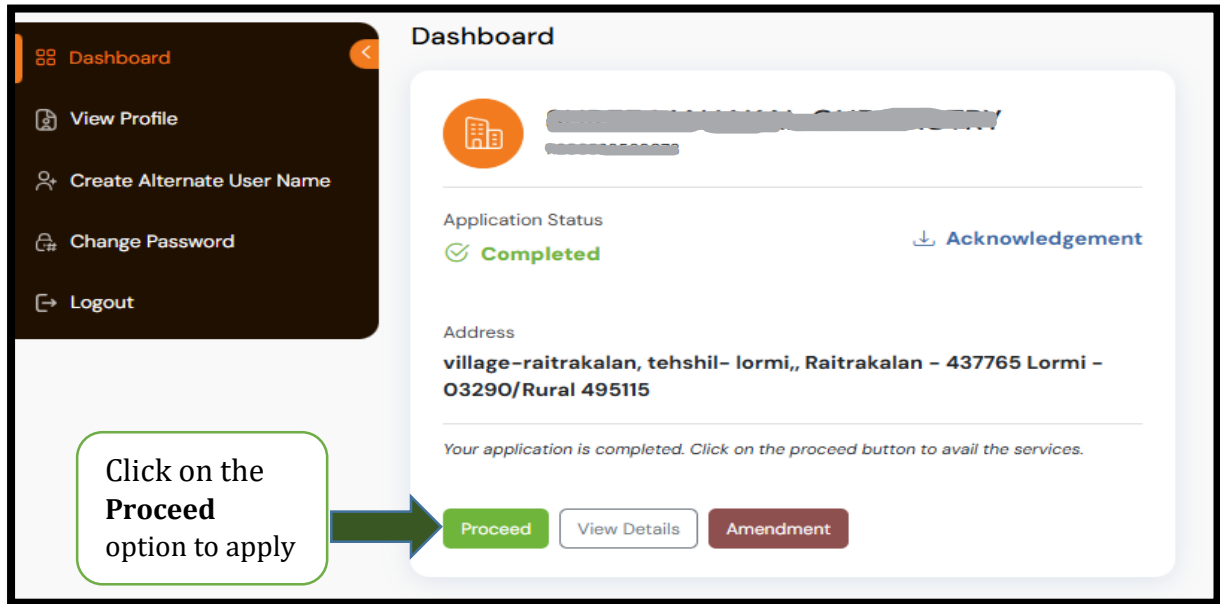
**Figure 3.3: Login Screen (B)**



## 4. Dashboard

After a successful login, the page navigates to the Investor Dashboard (refer to Fig. 4.1), which displays all your units and includes an option to add new unit details at the end.

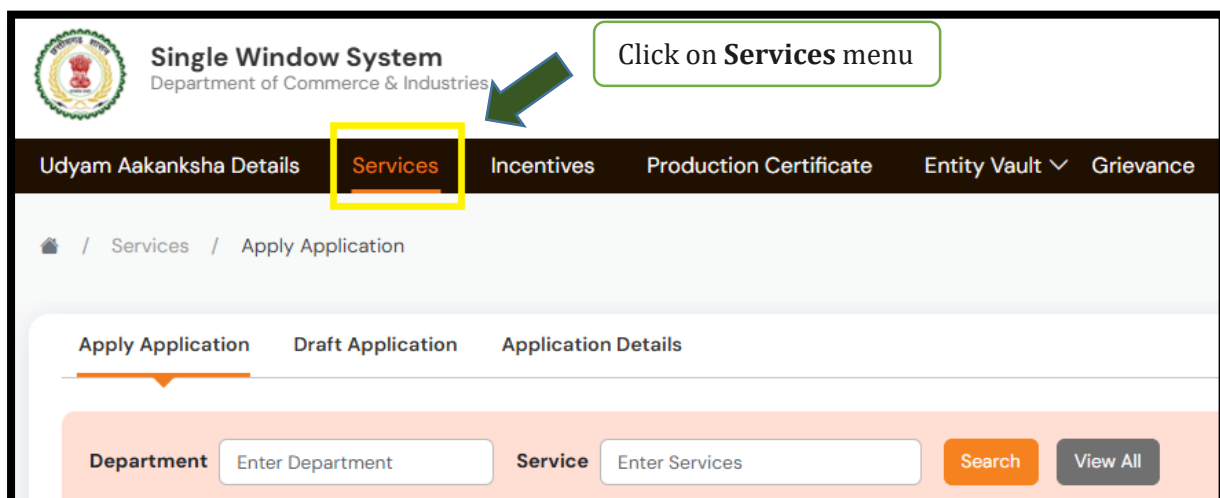
Now, click on the **Proceed** option to apply for **services**.



*Figure 4.1: Dashboard*

## 5. Apply for Services

Now, click on the **Services** menu at the top of the page (see Fig. 5.1). You will see a list of all available services.



*Figure 5.1: Services Page*



## 5.1. Search for Services – Foreign Liquor Composite Shop License

In the Search field, enter **foreign liquor composite shop license** and click the **View All** button. A filtered list of services will appear—click **Apply** next to the relevant service (see Fig. 5.2).

The screenshot shows a search interface with a text input field containing 'foreign liquor composite shop license'. To the right of the input field are 'Search' and 'View All' buttons. Below the search bar, there are two service cards. The first card is labeled 'New' and the second 'Renew'. Both cards are for 'Foreign Liquor Composite Shop License (FL CL Composite)' under the 'Excise Department'. Each card shows 'Processing Time: --' and 'Fee: ₹0'. An 'Apply' button is present on each card. Annotations with arrows point to the search input, the 'View All' button, and the 'Apply' button on the 'New' card.

**Figure 5.2: Filtered list of Services – Foreign Liquor Composite Shop License**

You will now be redirected to the official website of the **EXCISE DEPARTMENT, GOVT. OF CHHATTISGARH**, where you can apply for the **Foreign Liquor Composite Shop License**.

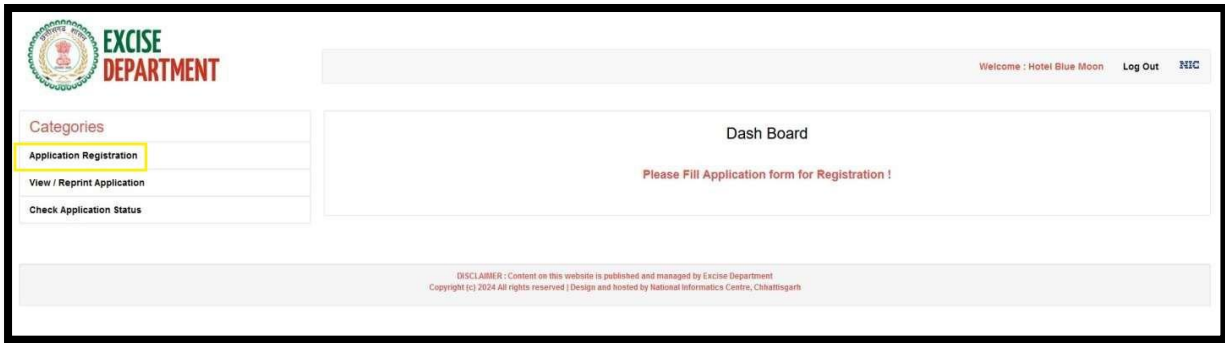
## 5.2. Apply for Licence

Please fill the required details, accept the terms and conditions and click on **Submit**.

The screenshot shows the 'Apply for License' form on the Excise Department website. The form includes fields for 'Select Licence Type' (C.S. 2-0), 'Licence Financial Year' (2020-2021), 'Shop Name', 'Email', 'Authorized person's Mobile No.', and 'Enter Udyam Aakanksha No.'. There is a 'Licence Mode' section with radio buttons for 'New' and 'Renewal'. A checkbox for 'I have read all the documents and accept the terms and conditions' is present. At the bottom, there are 'SUBMIT' and 'Close' buttons. The Excise Department logo is in the top left corner, and a 'Log Out' link is in the top right corner. A disclaimer at the bottom states: 'DISCLAIMER - Content on this website is published and managed by Excise Department. Copyright ©2020 All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh'.

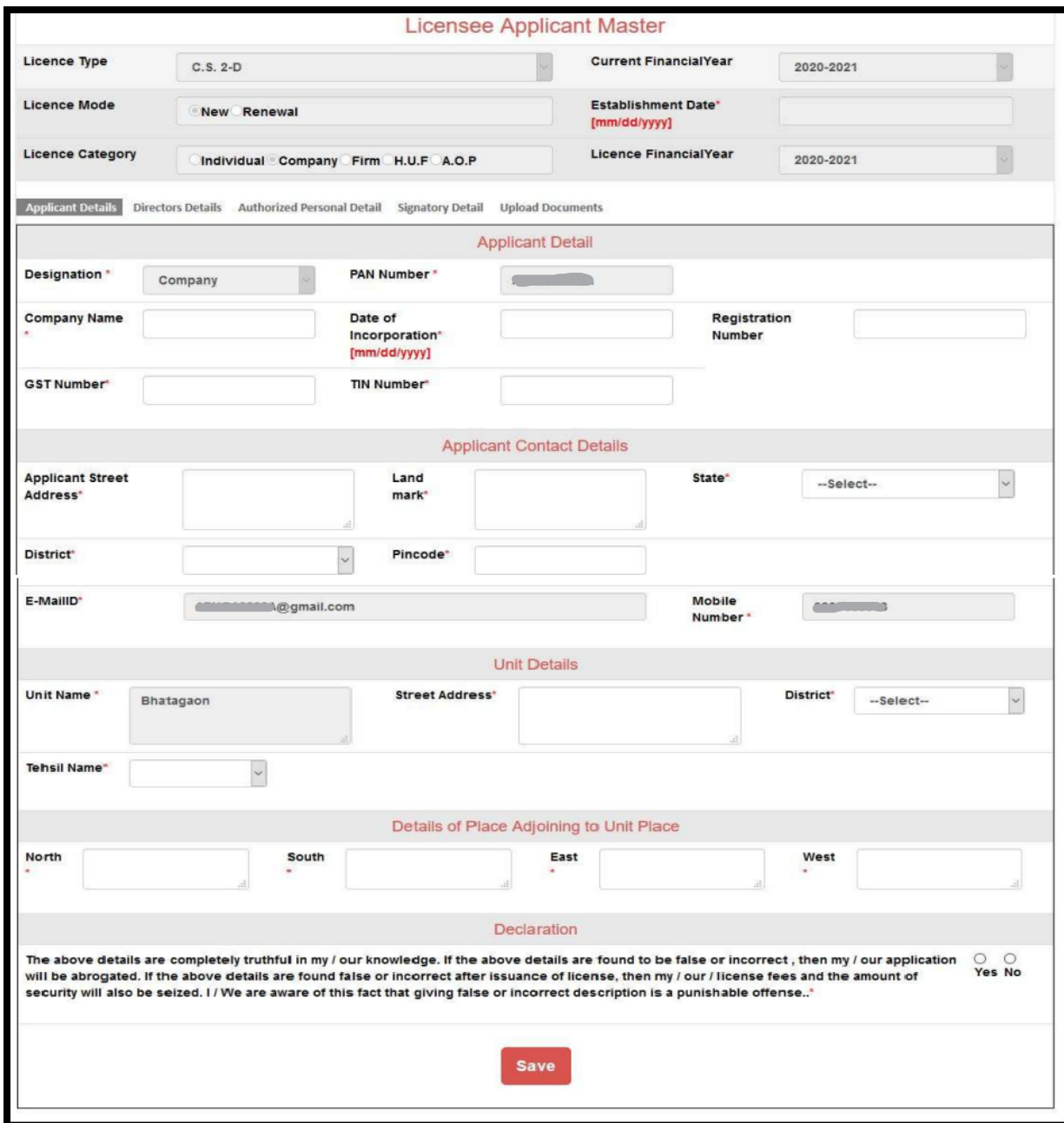


After form submission, dashboard will open. Now, click on **Application Registration**.



The screenshot shows the Excise Department Dashboard. On the left, there is a sidebar with the Excise Department logo and a 'Categories' menu where 'Application Registration' is highlighted. The main area displays a 'Dash Board' with a message: 'Please Fill Application form for Registration!'. At the top right, there is a welcome message 'Welcome : Hotel Blue Moon' and links for 'Log Out' and 'NIC'. A disclaimer at the bottom states: 'DISCLAIMER : Content on this website is published and managed by Excise Department. Copyright (c) 2024 All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh'.

## 1. License Applicant Master



The screenshot shows the 'Licensee Applicant Master' form. It is divided into several sections:

- Licence Type:** C.S. 2-D
- Current FinancialYear:** 2020-2021
- Licence Mode:** ☒ New ☐ Renewal
- Establishment Date\*:** [mm/dd/yyyy]
- Licence Category:** ☐ Individual ☐ Company ☐ Firm ☐ H.U.F. ☐ A.O.P
- Licence FinancialYear:** 2020-2021

Below these are tabs for 'Applicant Details', 'Directors Details', 'Authorized Personal Detail', 'Signatory Detail', and 'Upload Documents'. The 'Applicant Details' tab is active, showing:

- Designation\*:** Company
- PAN Number\*:** [Redacted]
- Company Name\*:** [Empty]
- Date of Incorporation\*:** [mm/dd/yyyy]
- Registration Number:** [Empty]
- GST Number\*:** [Empty]
- TIN Number\*:** [Empty]

The 'Applicant Contact Details' section includes:

- Applicant Street Address\*:** [Empty]
- Land mark\*:** [Empty]
- State\*:** --Select--
- District\*:** [Empty]
- Pincode\*:** [Empty]
- E-MailID\*:** [Redacted]@gmail.com
- Mobile Number\*:** [Redacted]

The 'Unit Details' section includes:

- Unit Name\*:** Bhatagaon
- Street Address\*:** [Empty]
- District\*:** --Select--
- Tehsil Name\*:** [Empty]

The 'Details of Place Adjoining to Unit Place' section includes:

- North\*:** [Empty]
- South\*:** [Empty]
- East\*:** [Empty]
- West\*:** [Empty]

The 'Declaration' section contains a statement: '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..'. There are 'Yes' and 'No' radio buttons, with 'No' selected.

A 'Save' button is located at the bottom of the form.





## 2. Fill Directors Details:

Applicant Details **Directors Details** Authorized Personal Detail Signatory Detail Upload Documents

### Owner Personal Detail

OwnerName \* MR.  Gender \* ☒ Male ☐ Female

MaritalStatus \* ☒ Single ☐ Married Father / Husband Name \*  Relationship \* Father

Date Of Birth \* 05/02/1993 Age 27 (Years) 1 (Month) 14 (Days) Nationality Indian

Designation \* Individual PAN Number \*

### 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 \* ☒ Urban ☐ 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 \*

☒ 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 ☐ Urban ☒ 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

Add

## 3. Fill Authorized Person Detail:

Applicant Details Directors Details **Authorized Personal Detail** Signatory Detail Upload Documents

### Authorized Personal Detail

☒ Check here if Last Owner Details are same as Authorized Person Details

Authorized Person Name \* MR.  Gender \* ☒ Male ☐ Female

Nationality ☒ Indian ☐ Non-Indian Father / Husband Name \*  Relationship \* Father

Date Of Birth \* 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 \* ☒ Urban ☐ Rural Village/City Name \* Raipur Parishad \* Nagar Nigam

Parishad Name \* City WardNo \* 44 City WardName \* Shanti Nagar

E-MailID \*  Mobile Number \*

Save & Proceed





#### 4. Fill Signatory Details:

**Note:** Please wait for department verification process by officers. After successful department verification process the **Generate challan panel** will open for applicants.

Click on, **Generate New Challan** Button and then fill challan form:


#### 5.3. Pay Licence Fees

Upload required documents with specific size and type than click on upload & make payment button



After Successful Payment of Application Fees, Click on **Final Submission**

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 **EXCISE  
DEPARTMENT**

Welcome : NEW BREVVQDS   Home   Log Out   nic

E-Payment   Chailan Reconciliation   Reprint Chailan

**Dash Board**

List of Chailan for Application, Please Submit first !!

Select ChailanNo	Fees	Fees Type	District Name
	20000.0000	License Fees	RAIPUR
<b>Total</b>	0		

**Final Submission**

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

