



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.**

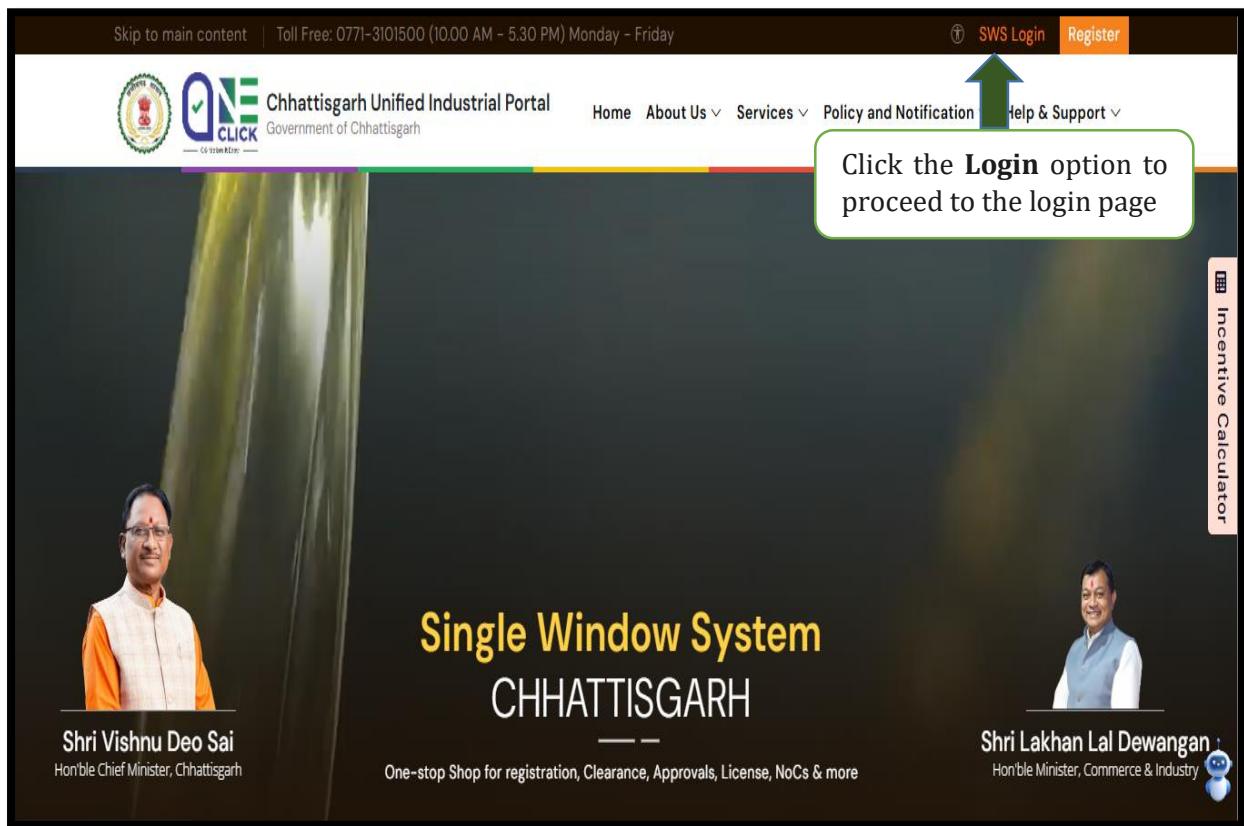


Figure 3.1: Homepage Screen



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)



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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**.

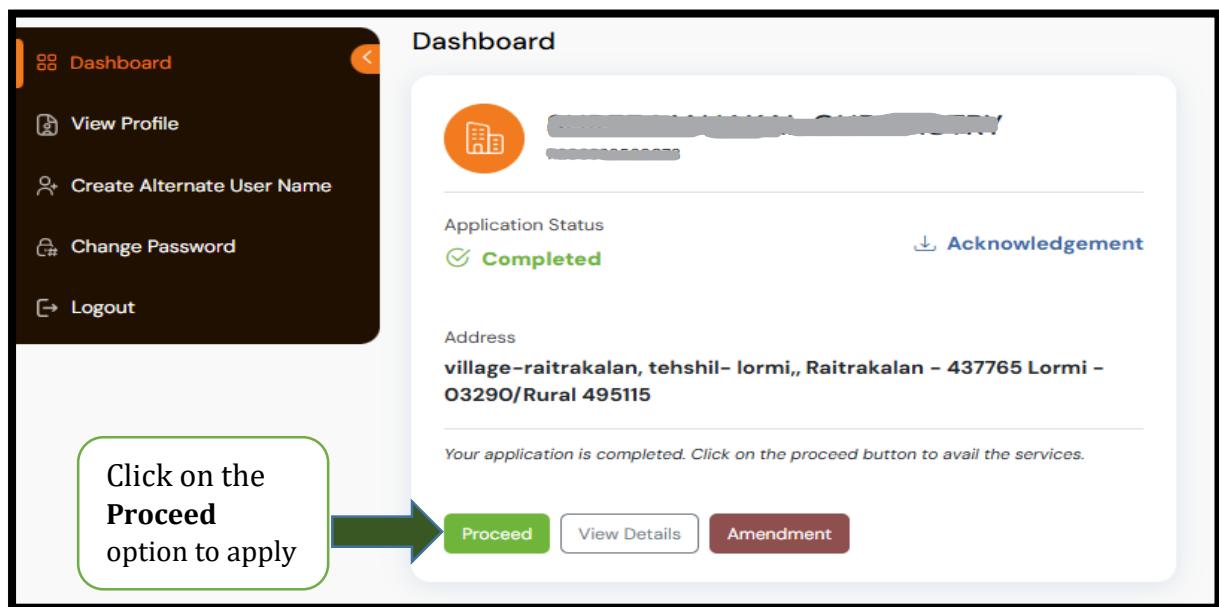


Figure 4.1: Dashboard

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.

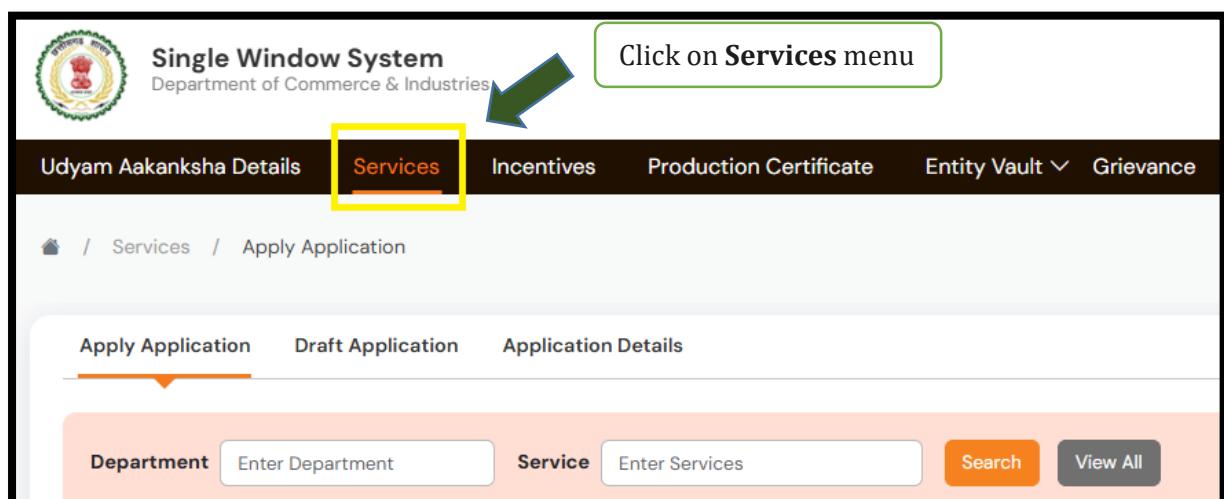


Figure 5.1: Services Page



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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).

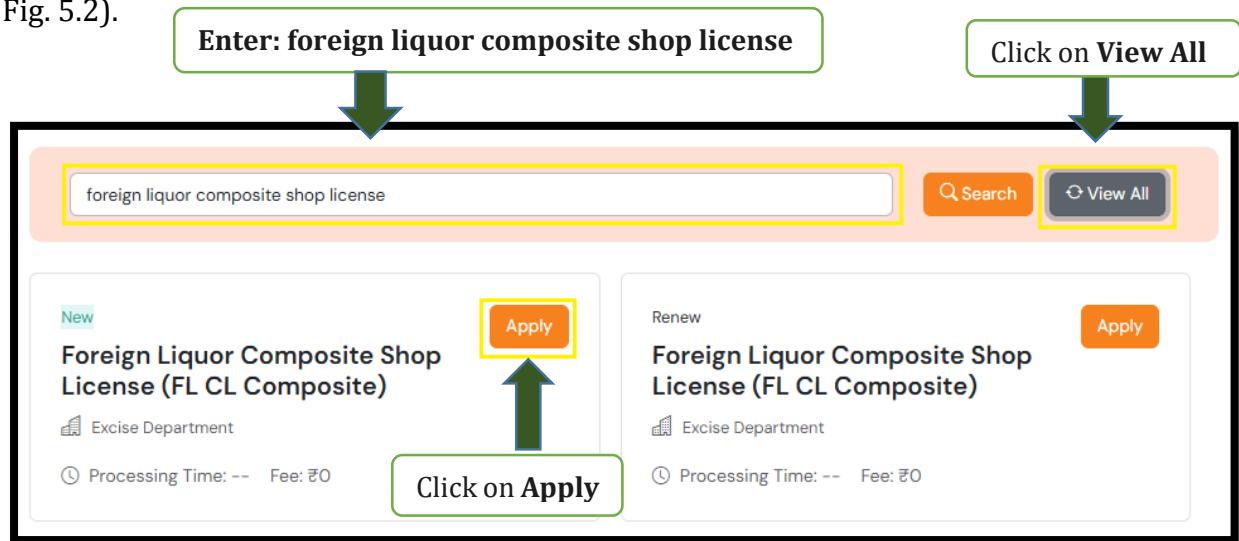


Figure 5.2: Filtered list of Services – Foreign Liquor Composite Shop License

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. It includes fields for 'Select Licence Type' (C.S. 2-D), 'Licence Financial Year' (2020-2021), 'Shop Name', 'Authorized person's Mobile No.', 'Email' (@gmail.com), 'Enter Udyam Aakanksha No.', 'Licence Mode' (radio buttons for New or Renewal), and a checkbox for accepting terms and conditions. The 'SUBMIT' button is highlighted in red.



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

1. License Applicant Master



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2. Fill Directors Details:

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 *	

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*	[REDACTED]@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*	[REDACTED]@gmail.com				

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. <input type="text" value="████████"/>	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)	05/02/1983	Age	27 (Years) 1 (Month) 14 (Days)
Designation*	Individual <input type="text" value="████████"/>	PAN Number*	AP-0123456789

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*	████████.gmail.com	Mobile Number*	████████		

Save & Proceed



4. Fill Signatory Details:

Signatory Personal Detail

Check here if Authorized Person Details are same as Signatory Details

Signatory 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*	████████@gmail.com	Mobile Number*	████████		

Save & Proceed

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:

Generate Challan

Generate New Challan

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5.3. Pay Licence Fees

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

Upload Documents

File Name	File Type	View Documents	File Size
Pan, TIN, GST Copy	PDF Only	<input type="button"/> Choose File	No file chosen
		<input type="button"/> Upload	File size Less Then 1 MB

Upload & Make Payment



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



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

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Dash Board

List of Challan for Application, Please Submit first !!

Select Challan No.	Fees	Fees Type	District Name
1234567890	20000.0000	License Fees	RAIPUR
Total	0		

[Final Submission](#)

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