

ANNEXURE-II

120/c

1. Name of the Service : Licence for possession of liquor at home in excess of individual possession limit.(L-30)
2. Category : G to B
3. Documents/fees required for the above service: 10,000/- for 3 years
20,000/- for 5 years

Two latest postal size photographs in the L-30 permit format with cross signature	Renew
Other Documents	Fresh
Other Documents	Renew
Affidavit duly attested and notarised on stamps Rs.10	Fresh
Residential proof	Fresh
Copy of Income Tax and Permanent Account Number (PAN) number	Fresh
Two latest postal size photographs in the L-30 permit format with cross signature	Fresh
Affidavit duly attested and notarised on stamps Rs.10	Renew
Residential proof	Renew
Copy of Income Tax and Permanent Account Number (PAN) number	Renew

4. Steps performed internally form the service Time for each step/task.

A	Central Diary to Dealing Assistant	Enter the application in Diary Register and mark diary number and handover to concerned dealing assistant	1 ½ days
B	Dealing Asstt.	Checking of documents and making file with noting and corresponding side	7 days
C	Superintendent	Cross checking of documents and noting also in regard to relevant rule postition	2 days
D	Assistant Commissioner	Checking of documents and proposal also in regard to relevant rule position	2 ½ days
E	Dy. Commissioner	grant of license.	2days

Total service delivery time- 15 days

5. Pain areas / difficulties experienced by stakeholders for the above service:

The Applicant may have difficulties while applying for Licence online. However, a dedicated helpline has been set-up for all possible assistance and the number of help line for every help is available on ESCIMS window

6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name: Rajesh Kumar

email id:acimflexcise.delhi@nic.in

Designation: AC (IMFL)

Mob. No: 9958673811

Signature: 

Name & Designation of Nodal Officer
VEERAJ SEM
I.A.
Commissioner, Excise & Taxation
Entt. & Luxury Tax
Govt. of NCT of Delhi
Vikas Bhawan, New Delhi

ANNEXURE-II

1. Name of the Service : Licence for Warehouse for storage of Indian Liquor.(L-31)

2. Category : G to B

3. Documents/fees required for the above service

Bonded Ware House Fees from 9:00 AM to 5:00 PM = 50,000/-

From 8:00 AM to 8:00 PM =1,00,000/-

Rent Agreement/ Lease Deed	Fresh
Ownership Proof of Premises	Fresh
Affidavit/NOC from Land Lord	Fresh
Site plan as per rule 86 of DER ,2010	Fresh
Fire Safety measures taken in the proposed premises	Fresh

4.

Steps performed internally form the service Time for each step/task

a	Central Diary to Dealing Assistant	Enter the application in Diary Register and mark diary number and handover to concerned dealing assistant	1 ½ days
b	Dealing Asstt.	Checking of documents and making file with noting and corresponding side	3 days
c	Supdt.	Cross checking of documents and noting also	2 days
d	Asstt. Commissioner	Checking of documents and proposal	1 ½ days
e	Dy. Commissioner(Excise)	Acceptance of proposal according to rule and Constitution of inspection team	3 days
f	DA, SUPDT., A.C.	Prepared & signed Order for inspection of	5 days

		proposed BWH	
g	Inspection Team	For inspection of BWH & submit the report	4 days
h	DA	for examining the Report and put up for approval	2 days
i	Supdt., A.C., D.C. & Commissioner	For approval of BWH	6 days

Total service delivery time 4 weeks

- 5. Pain areas / difficulties experienced by stakeholders for the above service:
- 6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name: Rajesh Kumar email id:acimflexcise.delhi@nic.in

Designation: AC (IMFL) Mob. No: 9958673811

Signature: 

Name & Designation of HOD:
NEERAJ SEMWAL
I.A.S.
Commissioner, Excise
Entt. & Luxury Tax
Govt. of NCT of Delhi
Vikas Bhawan, New Delhi-2

ANNEXURE-II

116/c

1. Name of the Service: Licence for Warehouse for storage of Foreign Liquor.(L-32)
2. Category : G to B
3. Documents/fees required for the above service: 10,000/-

Site plan	Fresh
Lease Deed	Fresh
Affidavit of fire extinguisher	Fresh

4.

Steps performed internally form the service Time for each step/task

A	Central Diary to Dealing Assistant	Enter the application in Diary Register and mark diary number and handover to concerned dealing assistant	1 ½ days
B	Dealing Asstt.	Checking of documents and making file with noting and corresponding side	10 days
C	Superintendent	Cross checking of documents and noting also in regard to relevant rule position	3 days
D	Assistant Commissioner	Checking of documents and proposal also in regard to relevant rule position	2 ½ days
E	Dy. Commissioner	Acceptance of proposal according to rules and deputing an inspection team to visit the proposed site for grant of L-32 license	3 days
F	Inspection team	Inspection of proposed premises in accordance with relevant rule position as mentioned in Delhi Excise Act, 2009, Delhi Excise Rules,2010 and terms & conditions mentioned for grant of L-32 license.	4 days
G	Commissioner	Approval of inspection report and grant of L-32 license	4 days

Total service delivery time 4 weeks

5. Pain areas / difficulties experienced by stakeholders for the above service:

The Applicant may have difficulties while applying for License online. However, a dedicated helpline has been set-up for all possible assistance and the number of help line for every help is available on ESCIMS window.


6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name: Rajesh Kumar

email id:acimflexcise.delhi@nic.in

Designation: AC (IMFL)

Mob. No: 9958673811

Signature: 

Name & Designation of HOD:
NEERAJ SEMWAL
 I.A.S.
 Commissioner, Excise
 Entt. & Luxury Tax
 Govt. of NCT of Delhi
 Vikas Bhawan, New Delhi-2

ANNEXURE-II

1. Name of the Service : Licence for Warehouse for storage of Country Liquor (L-33)
2. Category : G to B
3. Documents/fees required for the above service

The license fee for the licenses in Form L-33 shall be prescribed in the terms & conditions approved by the Government for each year.

The license fee for each additional sourcing for the approved brands of Indian Liquor shall be Rs. Rs.75,000/- per brand in addition to the prescribed license fee

Financial BID	Fresh
Other Documents	Fresh
True copy of Registration Certificate	Fresh
Copy of Attorney executed in favour of Agent	Fresh
Copy of notification/order of Ex Authority concerned in respect of Export pass fee and bottling fee	Fresh
Copy of PAN Card.	Fresh
Demand draft or pay order issued by nationalized Bank for Rs.30,00,000/ in favour of Commissioner of Excise	Fresh
No Dues Certificate in favour of the tenderer issued by the By Commissioner (Excise), Delhi	Fresh
An affidavit declaring that the information given in the tender form is true and correct	Fresh
True attested copy of valid distillery licence or bottling plant licence issued by the Competent Authority	Fresh
Document showing permitted installed capacity for the manufacture of country liquor.	Fresh
Statement indicating the actual production and supply of country liquor during the last 5 years duly authenticated by concerned excise commissioner.	Fresh
No Dues and Credibility certificate regarding past performance of production and supply from Excise Commissioner of the state.	Fresh
Consent of the Excise Commissioner of the State where distillery/ bottling plant is situated.	Fresh
A statement indicating the maximum quantity of country liquor that can be supplied to Delhi	Fresh
No dues Certificate from the Trade and Tax Department of NCT of Delhi.	Fresh
An affidavit declaring no violation of Clause 7 of the terms and conditions for the year 2012-13	Fresh
Dully filled Annexure- I	Fresh
Copy of Memorandum & Articles of Association/Partnership Deed	Fresh

Steps performed internally form the service

Time for each step/task

The L-3 license are issued after of process of tendering with the prior approval of Hon'ble LG. The process generally takes 4-6 weeks.

Total service delivery time 4 weeks

5. Pain areas / difficulties experienced by stakeholders for the above service:

6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name: Adeshwar kant

email id: ahotelsexcise.delhi@nic.in

Designation: AC (CL)

Mob. No: 9868103602

Signature: _____



Name & Designation: **NEERAJ SEMWAL**
I.A.S.
Commissioner, Excise
Entt. & Luxury Tax
Govt. of NCT of Delhi
Vikas Bhawan, New Delhi-2

ANNEXURE-II

1. Name of the Service : Licence for Warehouse for the storage of denatured spirit.(L-34)
2. Category : G to B
3. Documents/fees required for the above service: 20,000

Application Form in prescribed Performa	Fresh
Annual statement of receipt and consumption of denatured spirit verified by AEI	Fresh
Recommendation of AEI	Fresh
NOC from DFS	Fresh
Compliance regarding maintenances of fire safety in affidavit	Fresh
Affidavit under section 13 of Delhi Excise Act, 2009	Fresh
Application Form in prescribed Performa	Renew
Annual statement of receipt and consumption of denatured spirit verified by AEI	Renew
Recommendation of AEI	Renew
NOC from DFS	Renew
Compliance regarding maintenances of fire safety in affidavit	Renew
Affidavit under section 13 of Delhi Excise Act, 2009	Renew
Other Documents	Renew
Other Documents ie Ownership proof /lease deed/NOC/Rent agreement of licensed premises, PAN, Identity proof of applicant, Key/site plan	Fresh

4.

Steps performed internally form the service Time for each step/task

- | | |
|--|--------|
| a. Received complete documents after online application | 7 days |
| b. Inspection and documents verification by Excise Inspector | 7 days |
| c. Documents put up by Dealing Assistant | 7 days |
| d. File approved by Supdt./AC/DC/Commissioner | 5 days |
| e. Endorsement made by AC | 2 days |
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Total service delivery time 4 weeks

- 5. Pain areas / difficulties experienced by stakeholders for the above service:
- 6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name: Adeshwar kant email id: achotelsexcise.delhi@nic.in

Designation: AC (M&TP) Mob. No: 9868103602

Signature: 

Name & Designation: **NEERA SEHWAL**
I.A.S.
Commissioner, Excise
Entt. & Luxury Tax
Govt. of NCT of Delhi
Vikas Bhawan, New Delhi-2

ANNEXURE-II

1. Name of the Service : Licence for Warehouse for the storage of Rectified spirit.(L-35)
2. Category : G to B
3. Documents/fees required for the aboveservice: Rs.30,000/-

Application Form in prescribed Performa	Fresh
Annual statement of receipt and consumption of Rectified spirit verified by AEI	Fresh
Recommendation of AEI	Fresh
NOC from DFS	Fresh
Compliance regarding maintenances of fire safety in affidavit	Fresh
Affidavit under section 13 of Delhi Excise Act, 2009	Fresh
Application Form in prescribed Performa	Renew
Annual statement of receipt and consumption of rectified spirit verified by AEI	Renew
Recommendation of AEI	Renew
NOC from DFS	Renew
Compliance regarding maintenances of fire safety in affidavit	Renew
Affidavit under section 13 of Delhi Excise Act, 2009	Renew
Other Documents	Renew
Other Documents ie Ownership proof /lease deed/NOC/Rent agreement of licensed premises, PAN, Identity proof of applicant, Key/site plan	Fresh

4. _____
 Steps performed internally form the service Time for each step/task

- | | |
|--|--------|
| a. Received complete documents after online application | 7 days |
| b. Inspection and documents verification by Excise Inspector | 7 days |
| c. Documents put up by Dealing Assistant | 7 days |
| d. File approved by Supdt./AC/DC/Commissioner | 5 days |
| e. Endorsement made by AC | 2 days |

Total service delivery time 4 weeks

5. Pain areas / difficulties experienced by stakeholders for the above service:

6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name: Adeshwar kant email id: achotelsexcise.delhi@nic.in

Designation: AC (M&TP) Mob. No: 9868103602

Signature: 

Name & Designation of HOD:
NEERAJ SEMWAL
I.A.S.
Commissioner, Excise
Entt. & Luxury Tax
Govt. of NCT of Delhi
Vikas Bhawan, New Delhi-2

ANNEXURE-II (NO LICENSE ISSUED TILL DATE)

1. Name of the Service : Licence to a registered medical practitioner, a chemist/druggist for sale of Intoxicating Spirituous Preparations.(L-36)

2. Category : G to B

3. Documents/fees required for the above service: 5,000

4. _____
Steps performed internally form the service Time for each step/task

a. Received complete documents after online application	7 days
b. Inspection and documents verification by Excise Inspector	7 days
c. Documents put up by Dealing Assistant	7 days
d. File approved by Supdt./AC/DC	7 days
e. Endorsement made by AC	2 days

_____ Total service delivery time 30 days

5. Pain areas / difficulties experienced by stakeholders for the above service:

6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name: Adeshwar kant email id: achotelsexcise.delhi@nic.in

Designation: AC (M&TP) Mob. No: 9868103602

Signature: _____

Name & Designation of HOD:

ANNEXURE-II

1. Name of the Service : Licence for Hotel Management Institutes for Keeping liquor for the purpose of training (L-37)
2. Category : G to B
3. Documents/fees required for the above service: 25,000
4. **Presently, No license are being granted in form of L-37**

Total service delivery time 30 days

5. Pain areas / difficulties experienced by stakeholders for the above service:
6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name: Adeshwar kant email id: achotelsexcise.delhi@nic.in

Designation: AC (Hotel) Mob. No: 9868103602

Signature: _____

Name & Designation of HOD:

NEERAJ SEMWAL
Commissioner,
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Vikas Bhawan, New Delhi-2