

INSPECTION FORM-IV

Checklist for the Inspection of Liquor Shops

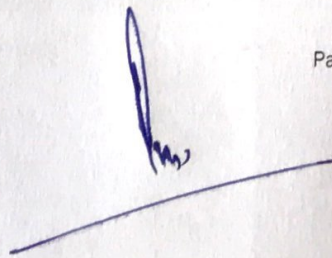
Name of the Licensee:

License No:

Location:

Date of Inspection:

S. No	Conditions	Compliance	YES/NO
1.	Has the licensee maintained an authenticated inspection notebook under rule?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is the licensee fit to conduct the license himself and he is not running it by proxy?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Has the licensee hung up his license in a conspicuous place within the licensed premises?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Whether the standard stamped measures approved by the competent authority are available with the licensee?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Has the licensee executed a counterpart agreement as per the provision of Section 21 of the Jammu and Kashmir Excise Act, 1958?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Has the licensee kept any other item of business other than the liquor/wine in the licensed premises?	<input type="checkbox"/>	<input type="checkbox"/>
7.	If yes, is the owner been booked or put to notice by the department?	<input type="checkbox"/>	<input type="checkbox"/>

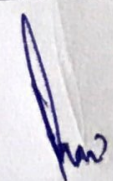


8. Has the licensee stored any other liquor in the licensed premises for which he is not authorized by the department?
9. Is the licensee having any other license of JKEL-2 in individual capacity at some other place?
10. Whether the licensee possesses any other license in the partnership?
11. Whether the licensee has any other license in partnership with his own family members like brother, sister, son, daughter?
12. Is the premises owned by the licensee?
13. Is the premises leased out in favour of the licensee?
14. Has the licensee kept the premises neat and clean?
15. If any photographs of great personalities are found exhibited during inspection?

Details:

16. Has the licensee exhibited a sign board containing his name, license number and trade name?
17. Whether exhibited in English and Urdu?
18. Is there any complaint received by the department about opening of shop by the licensee beyond the fixed hour?
19. Is there any complaint of opening of shop on dry days?
20. Is there any complaint for having sold liquor to any soldier in uniform?
21. Is there any complaint against licensee for having sold liquor to any family member of the soldier?
22. Is there any complaint about the licensee for having sold liquor deliberately to policeman?

23. Is there any complaint about the licensee for having sold liquor deliberately to Excise Officer?
24. Is there any complaint about the licensee for having sold liquor intentionally to a railway servant on duty?
25. Is there any complaint about the licensee for having sold liquor deliberately to any person who is in a state of intoxication?
26. Is there any complaint against the licensee for selling liquor to any person below the age of 21 years?
27. Is there any complaint against the licensee for selling liquor to any student?
28. Whether the licensee has employed any woman?
29. Has the licensee employed any person who is convicted of any non-bailable offence?
30. Is any person found having been employed at the premises suffering from any contagious disease?
31. Is there any case of distribution of liquor to any customer as a free dole?
32. Has any case of gift or loan between licensee and Excise Officer noticed?
33. Is any case of entertainment or playing of musical instruments carried on his licensed premises?
34. Has the licensee displayed anti-drinking slogans prominently at his business premises?
35. Has the licensee employed the salesman approved by the competent authority?
36. Has the licensee employed any person to assist him in his business under the age of 21 years?
37. Whether the license is duly renewed under Rule?
38. Is there any outstanding against the licensee?
39. If yes, the amount due _____



40. Whether the licensee has installed dustbins in the premises?
41. Whether paid holidays are being granted to employees?
42. Has the licensee maintained CCTV in the premises?
43. Is the CCTV functional?
44. Has the licensee maintained cash memorandum in Form E-11?
45. Has the licensee maintained brand wise receipts in Form E-12?
46. Has the licensee maintained Form E-14 and Form E-19?
47. Has the licensee maintained Form E-15 and form E-20?
48. Has the licensee maintained Form E-16 and form E-20?
49. Last inspection carried if any _____
Date of Inspection _____
50. Has the Licensee has maintained the physical condition of the store/shop up to mark?
51. Has the Licensee displayed sign-board showing "No Smoking Area"?

General observations of the Inspecting Officer:

Name of the Inspecting Officer:
 Designation:
 Contact No.

