

GOVERNMENT OF JAMMU & KASHMIR
OFFICE OF THE EXCISE COMMISSIONER, J&K
EXCISE & TAXATION COMPLEX, RAILHEAD COMPLEX, JAMMU
Tel No: 0191-2477977 & E-mail: excise.commr@jk.gov.in

Sub: Ease of Doing Business in the UT of J&K-Notification of timelines for various services provided by J&K Excise Department thereof.

Ref: Finance Department's letter No. DED2/43/2021-06 Dated: 01-07-2022.

ORDER NO: 127-EC of 2022


DATED: 23 -07-2022

Whereas, the Excise Department in Union Territory of Jammu & Kashmir in principle is committed to adopt a prohibitive policy in conformity with the Directive Principles enshrined in the Constitution of India and total prohibition in Union Territory in isolation also proves counterproductive, therefore, it is expedient to provide for restrictive and regulated trade in liquors.

Whereas, the laws relating to import, export, transport, manufacture, sale and possession of liquor and intoxicating drugs are already codified and the procedures well defined in the rules formulated to give effect to the statutory provisions, the timelines issued hereinafter have the limited purpose of ensuring uniformity and transparency in processing of all such cases for issuance of License/ Permits/ Passes.

Whereas, the need for restricted and regulated authorisation is considered imperative to address the menace of spurious liquors, arrest bootlegging, prevent interstate smuggling thereof into the UT and service the requirement of Tourism, the Public sensitivity have to be of paramount consideration in deciding the grant of License/ Permits in favour of the applicant.

Now, therefore, subject to the Laws, Rules and Regulations applicable on the subject, the Excise Department hereby notifies timelines as per **Annexure** to this notification for grant of various types of License/ Permit/ Passes for manufacture, sale and transport of liquor in the UT.


23.07.22
Pankaj Kumar Sharma (JKAS)
Excise Commissioner, J&K

Dated: 23-07-2022

No: EC/EODB/2022-23/ 3175-82

Copy to the:

1. Financial Commissioner (Additional Chief Secretary), Finance Department, Civil Secretariat, J&K, Srinagar for kind information.
2. Deputy Excise Commissioner, Executive, Jammu.
3. Deputy Excise Commissioner, Distilleries, Jammu.
4. Deputy Excise Commissioner, Executive, Kashmir.
5. Principal, Excise & Taxation Training Institute, Nagrota.
6. Deputy Excise Commissioner, Accounts, Jammu.
7. All Excise & Taxation Officers for information.
8. Programmer, Excise Department for information and uploading on the official website.
9. Office Order File.

ANNEXURE

S no	Name of service	No of days	Check List of documents to be submitted	Designated Officer who is supposed to dispose of the application	Remarks	Appellate Authority
1	Wholesale trade licence- JKEL-1- Liquor Trade Licence (Local)	70 days (Under J&K Excise Act & Liquor License and Sales Rules)	<ol style="list-style-type: none"> 1. Application for grant of Licence to the Excise Commissioner. 2. Preliminary report along with potential/feasibility for grant of Trade license in light of existing Excise Policy by the ETO concerned. 3. Documents Required at Processing Level: <ol style="list-style-type: none"> a. Clearance certificate from State Taxes Department. b. Fixation of Notice at the proposed premises for objections, if any. c. Publication of Notice as per Rule 30 of J&K Liquor License and Sales Rules 1984. d. Blue Prints of the premises (5 Nos.) e. Prescribed proforma report by the Excise Inspector. f. Copy of Rent Agreement or proof of ownership of proposed premises. g. Character certificate of applicant. h. Age and Qualification certificate of applicant. i. Health Certificate. j. Financial position certificate by Bank. k. Affidavit from the applicant on account of arrears of Excise/Sales and no conviction or any offence under the J&K Excise Act Svt, 1958 and rules framed thereunder. 4. Documents Required at approval Level: <ol style="list-style-type: none"> a. Prescribed license fee. b. Bank Guarantee amounting to Rs. One lakh only. c. Surety Bond of Rs. One lakh on non-judicial paper. d. Counterpart Agreement. e. Six photographs of Applicant. f. Treasury Receipt of License Fee deposited. 	Deputy Excise Commissioner Excise Commissioner as case may be	If all codal formalities are complete. In case codal formalities are not complete deficiency list to be generated and communicated to the applicant within the same day.	Excise Commissioner

(Signature)

2	<p>(i) Wholesale trade licence- JKEL-1A – Wholesale trade licence Manufacturer Outside state</p> <p>(ii) Wholesale Trade Licence-1B- Wholesale licence for Foreign Liquor Brand/ BIO</p> <p>(iii) Wholesale Trade Licence-1W- Wholesale licence for Wine Indian/ BIO-Bottle in Origin</p>	70 days J&K Excise Act & Liquor License and Sales Rules)	<ol style="list-style-type: none"> Application for grant of Licence to the Excise Commissioner. Preliminary report along with potential/feasibility for grant of Trade licence in light of existing Excise Policy by the ETO concerned. Documents Required at Processing Level: <ol style="list-style-type: none"> Clearance certificate from State Taxes Department. Fixation of Notice at the proposed premises for objections, if any. Publication of Notice as per Rule 30 of J&K Liquor License and Sales Rules 1984. Blue Prints of the premises (5 Nos.) Prescribed proforma report by the Excise Inspector. Copy of Rent Agreement or proof of ownership of proposed premises. Character certificate of applicant. Age and Qualification certificate of applicant. Health Certificate. Financial position certificate by Bank. Affidavit from the applicant on account of arrears of Excise/Sales and no conviction or any offence under the J&K Excise Act Syt. 1958 and rules framed thereunder. Documents Required at approval Level: <ol style="list-style-type: none"> Prescribed license fee. Bank Guarantee amounting to Rs. One lakh only. Surety/ Bond of Rs. One lac on non-judicial paper. Counterpart Agreement. Six photographs of applicant. Treasury Receipt of License Fee deposited. 	Deputy Excise Commissioner/ Excise Commissioner as case may be	If all codal formalities are complete. In case codal formalities are not complete deficiency list to be generated and communicated to the applicant within the same day.	Excise Commissioner
3	Application for seeking license for Retail Shop- JKEL-2- Liquor Wine Shop License		List of documents required for issuance of JKEL-2 License is notified in the annual Excise Policy issued by the Finance Department		JKEL-2 licence is being granted through e-auction.	
4	(i) Bar License- JKEL-3- Bar with Hotel License	70 days	<ol style="list-style-type: none"> Application for grant of Licence to the Excise Commissioner. Preliminary report along with Bio-data Form filled by the applicant and fee amounting to Rs.75000/- (non-refundable) 	Deputy Excise Commissioner/ Excise	If all codal formalities are complete.	Excise Commissioner

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<p>(ii) Bar License- JKEL-3A- Bar with Hotel & Banquet license</p> <p>(iii) Bar License- JKEL-4- Bar with Restaurant license</p> <p>(iv) Bar License- JKEL-4C- Bar with Banquet hall license</p>	<p>(Under J&K Excise Act & Liquor License and Sales Rules)</p>	<p>as processing fee, and whether the proposed premises fulfil the Criteria fixed in terms of Excise Order No. 414 of 2005 dated: 11-10-2005 and existing Excise Policy.</p> <p>3. Documents Required at Processing Level:</p> <ol style="list-style-type: none"> Clearance certificate from State Taxes Department. Fixation of Notice at the proposed premises for objections, if any. Publication of Notice as per Rule 30 of J&K Liquor License and Sales Rules 1984. Blue Prints of the premises (5 Nos.) Prescribed proforma report by the Excise Inspector. Copy of Rent Agreement or proof of ownership of proposed premises. Character certificate of applicant. Age and Qualification certificate of applicant. Health Certificate. Financial position certificate by Bank. Affidavit from the applicant on account of arrears of Excise/Sales and no conviction or any offence under the J&K Excise Act Svt. 1958 and rules framed thereunder. Registration certificate from the Tourism Department. NOC from District Magistrate concerned. NOC from Sr. Superintendent of Police concerned. NOC from Civic authority concerned. Aadhaar Number. Domicile Certificate. <p>4. Documents Required at Approval Level:</p> <ol style="list-style-type: none"> Prescribed license fee. Bank Guarantee amounting to Rs. One lac only. Surety Bond of Rs. One lac on non-judicial paper. Counterpart agreement. Six photographs of applicant. Treasury Receipt of Licence Fee deposited under Head MH-0039 	<p>Commissioner as case may be</p>	<p>In case codal formalities are not complete deficiency list of be generated and communicated to the applicant within the same day.</p>
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5	Bar License- JKEL-7- Bar with Club license	70 days (Under Excise Act & JK & Liquor License and Sales Rules)	<ol style="list-style-type: none"> 1. Application for grant of Licence to the Excise Commissioner. 2. Preliminary report along with Bio-data Form filled by the applicant and fee amounting to Rs.75000/- (non-refundable) as processing fee, and whether the proposed premises fulfil the Criteria fixed in terms of Excise Order No. 414 of 2005 dated: 11-10-2005 and existing Excise Policy. 3. Documents Required at Processing Level: <ol style="list-style-type: none"> 1. Prescribed Proforma Report by Excise Inspector. 2. Report/ recommendation of concerned ETO and Deputy Excise Commissioner (Executive). 3. Five copies of blueprints of the proposed premises, verified by Inspector Excise / ETO and countersigned by the Deputy Excise Commissioner, (Executive). 4. Bank certificate. 5. Copy of rent deed/ ownership papers of the proposed premises. 6. Copy of PAN & Aadhar of Hony. Secretary. 7. Receipt of Processing fee remitted by the applicant. 8. Copy of Public Notice pasted at the proposed premises for objection, if any, from the residents of the locality. 9. Notice published under Rule 30 of JK& Liquor License and Sales Rules 1984. 4. Documents Required at approval Level: <ol style="list-style-type: none"> 1. Prescribed License Fee. 2. Passport Size photographs of Hony. Secretary of the Club. 3. Bank Guarantee of Rs 1.00 Lakh. 4. Surety Bond of Rs 1.00 Lakh. 5. Counterpart Agreement 6. Treasury Receipt of license fee remitted by the applicant. 	Deputy Excise Commissioner/ Excise Commissioner as case may be	If all codal formalities are complete. In case formalities are not complete deficiency list to be generated and communicated to the applicant within the same day.	Excise Commissioner
6	Social occasion of Temporary license – Permit to serve liquor on social	2 days Notified under JKPSGA	<ol style="list-style-type: none"> 1. Aadhar card 2. Proof of Function 	Deputy Excise Commissioner/ Excise Commissioner as case may be	If all codal formalities are complete. In case codal formalities are not	Excise Commissioner

	occasions at private places				complete deficiency list to be generated and communicated to the applicant within the two days.	Excise Commissioner
7	Social occasions or Temporary License –Permit to serve liquor on social occasions at banquet halls/ party halls/ restaurants etc.	2 days Notified under JKPSGA	<ol style="list-style-type: none"> 1. Aadhar card 2. Proof of Function 	Deputy Excise Commissioner/ Excise Commissioner as case may be	If all codal formalities are complete. In case codal formalities are not complete deficiency list to be generated and communicated to the applicant within the two days.	Excise Commissioner
8	Canteen- JKEL-5 Wholesale vend of foreign liquor in a military canteen including unit run military canteen or those run by para military forces	10 days (Under J&K Excise Act & Liquor License and Sales Rules)	<ol style="list-style-type: none"> 1. Application by the Commanding Officer/Commandant for issuance of liquor license. 2. Report/Recommendation of the concerned ETO and Deputy Excise Commissioner (Executive). 3. License Surrender certificate from the Excise Authorities where from the Unit has moved (original). 4. Change of Dependency of URC from the CSD Mumbai (attested copy). 5. NOC from the CSD Depot where the unit was previously drawing the liquor (attested copy). <p>After approval by the Licensing Authority</p> <ol style="list-style-type: none"> 1. Receipt of License fee deposited by the unit. 2. Counterpart agreement. 	Deputy Excise Commissioner/ Excise Commissioner as case may be	If all codal formalities are complete. In case codal formalities are not complete deficiency list to be generated and communicated to the applicant within the same day.	Excise Commissioner
9	Canteen- JKEL-5A - Retail vend of foreign liquor in a military canteen including unit run military canteen or those run by para military forces	10 days (Under J&K Excise Act & Liquor License and Sales Rules)	<ol style="list-style-type: none"> 1. Application by the Commanding Officer/Commandant for issuance of liquor license. 2. Report/Recommendation of the concerned Deputy Excise Commissioner (Executive). 3. License Surrender certificate from the Excise Authorities where from the unit has moved (original). 4. Change of Dependency of URC from the CSD Mumbai (attested copy). 	Deputy Excise Commissioner/ Excise Commissioner as case may be	If all codal formalities are complete. In case codal formalities are not complete deficiency list to be generated and communicated to the	Excise Commissioner

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		<p>5. NOC from the CSD Depot where the unit was previously drawing the liquor (attested copy).</p> <p>After approval by the Licensing Authority</p> <ol style="list-style-type: none"> 1. Receipt of License fee deposited by the unit. 2. Counterpart agreement. 		<p>applicant within the same day.</p>	
<p>10</p> <p>Canteen- JKEL-7B- Officers Mess/ Club.</p>	<p>25 days</p> <p>(Under J&K Excise Act & Liquor License and Sales Rules)</p>	<ol style="list-style-type: none"> 1. Application by the concerned with particulars of the Office In charge. 2. Email Id and Phone No. 3. Blueprint of the proposed premises duly attested by the Civic Authority (Municipality/Blocks) 4. NOC from Police Authorities. 5. Aadhar 6. Headquarter verification report to be obtained by Deputy Excise Commissioner (Executive), Jammu/Kashmir. 7. Counterpart Agreement (Notarized) 	<p>Deputy Excise Commissioner/ Excise Commissioner as case may be</p>	<p>If all codal formalities are complete.</p> <p>In case codal formalities are not complete deficiency list to be generated and communicated to the applicant within the same day.</p>	<p>Excise Commissioner</p>
<p>11</p> <p>(i) Manufacturing Plants- JKEL-6 Establishing a Bottling Plant for Foreign Liquor</p> <p>(ii) Manufacturing Plants- B1 Establishing a Brewery Bottling Unit</p> <p>(iii) Manufacturing Plants - D2- Establishing a Distillery Unit</p>	<p>117 days</p> <p>(Under J&K Excise Act & Liquor License and Sales Rules)</p> <p>Recommendation to Govt. for approval for issuance of LOI= 90</p> <p>Issuance of LOI = 7</p> <p>Verification + Report = 20</p>	<ol style="list-style-type: none"> 1. Application to Excise Commissioner for establishing Bottling plant/Distillery/Brewery. 2. Excise Commissioner shall forward application to Deputy Excise Commissioner (Distilleries) for report regarding feasibility/potential in light of Excise Policy. 3. Applicant shall submit project report, documents about land where unit is to be established to Deputy Excise Commissioner. (Distilleries). 4. Report of Deputy Excise Commissioner (Distilleries) to Excise Commissioner. 5. Excise Commissioner to Deputy Excise Commissioner (Distilleries) for processing of case for obtaining letter of intent. 6. Applicant shall be asked by Deputy Excise Commissioner (Distilleries) to submit following documents. <ul style="list-style-type: none"> (A) Land allotment/ownership. (B) Certificate from Civic authorities that land in question is neither in residential area nor in area earmarked for development of residential colony and authorities have not objection if unit is established. 	<p>Deputy Excise Commissioner/ Excise Commissioner as case may be</p>	<p>If all codal formalities are complete.</p> <p>In case codal formalities are not complete deficiency list to be generated and communicated to the applicant within the same day.</p>	

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<p>12</p> <p>Narcotics- Sale by Drugists Psychotropic Substance</p>	<p>NP-5- Licensed of and</p>	<p>7 days (Under Excise Act & Liquor License and Sales Rules)</p>	<p>(C) Character Certificate of applicant from the concerned District Magistrate. (D) Consent to establish the unit from State Pollution Control Board. 7. Case shall be submitted to Excise Commissioner 8. Excise Commissioner to Finance Department for issuance of letter of intent. 9. After letter of intent is issued applicant shall be asked to submit following documents: (A) Blue prints (5 Copies) of civil structure of plant & machinery to be installed. (B) Complete list of plant & machinery. 10. Case shall be forwarded to Excise Commissioner for approval of blue prints and granting permission for starting the civil work/installation of plant and machinery. 11. After completion of civil structure/installation of machinery, report is sent to Excise Commissioner alongwith following documents:- (A) Health & Fitness Certificate of applicant. (B) NOC from State Taxes Department. (C) Affidavit that he shall abide by provisions of J&K Excise Act and Distilleries Rules. 12. Final order from Excise Commissioner for grant of license after remittance of fee/security and counterpart agreement.</p>	<p>1. Allotment made and NOC for obtaining the permit from the Controller Drugs and Food Control Organisation J&K 2. Requisition Letter for Road permit for Narcotics drugs. 3. Purchase order of narcotics drugs 4. Copy of Licensed vendor supplying the drugs to the licensee</p>	<p>Deputy Excise Commissioner/ Excise Commissioner as case may be</p>	<p>If all codal formalities are complete. In case codal formalities are not complete deficiency list to be generated and communicated to the applicant within the same day.</p>	<p>Excise Commissioner</p>
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13	JKEL-12- Possession and Wholesale Or Retail sale of Denatured Spirit Special denatured methylated Rectified Plain Spirit.	10 days (Under Excise Act & J&K Liquor License and Sales Rules)	<p>1. Documents Required at Preliminary Level</p> <ol style="list-style-type: none"> 1. Date of Birth Proof 2. PAN Card 3. Aadhaar Card 4. Address Proof (Driving License/Ration Card/Passport /Voter Id/certificate issued by the competent authority) 5. Qualification Proof 6. Domicile Certificate 7. Certificate of Incorporation/Registration issued by the competent Authority/ Partnership Deed duly registered by the court of law. 8. Copy of proof of ownership/Rent Agreement/Lease Deed of the proposed premises duly registered. 9. Blue Print of the proposed premises. 10. Building Permission Certificate from competent Authority. 11. Photograph of the proposed site. 12. Details of Kind and Quantity of Spirit required per annum. 13. Source of purchase of Spirit. 14. GST Registration Certificate. 15. Any other document sought by the Excise Department <p>2. Documents Required at Processing Level after approval of preliminary report by the department.</p> <ol style="list-style-type: none"> 1. Character Certificate of applicant (S). 2. Medical Fitness Certificate of applicant (S). 3. Solvency Certificate issued by Tehsildar. 4. Certificate regarding operational account issued by the bank. 5. Affidavit duly attested by Judicial Magistrate to the effect whether the applicant has ever been convicted under the JK Excise Act/NDPS act or any other Criminal act of the state and Country. 6. Affidavit from the applicant to the effect that there is nothing outstanding against him on account of arrears of Excise State Taxes. 7. NOC from Additional commissioner state Taxes department (Administration and enforcement), Jammu in respect of Applicant/Firm. 	Deputy Excise Commissioner/Excise Commissioner as case may be	If all codal formalities are complete. In case codal formalities are not complete deficiency list to be generated and communicated to the applicant within the ten days.	Excise Commissioner
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		<ol style="list-style-type: none"> 8. Prescribed License Fee for the current Year. 9. Any other document sought by the Excise Department 3. <u>Documents Required after Approval of Application</u> 1. Counterpart agreement. 2. Bank Guarantee. 3. Surety Bond. 4. Any other document sought by the Excise Department 			
<p>14 JKEL-13- Possession and Use of Absolute Alcohol, Denatured Spirit, Denatured Spirit, Rectified & Plain Spirit for Industrial Use</p>	<p>Total = 10 days (Under J&K Excise Act & Liquor License and Sales Rules)</p>	<ol style="list-style-type: none"> 1. <u>Documents Required at Preliminary Level</u> 1. Date of Birth Proof 2. PAN Card 3. Aadhaar Card 4. Address Proof (Driving License/Ration Card/Passport/Voter Id/certificate issued by the competent authority) 5. Qualification Proof 6. Domicile Certificate 7. Certificate of Incorporation/Registration issued by the competent Authority/ Partnership Deed duly registered by the court of law. 8. Copy of proof of ownership/Rent Agreement/Lease Deed of the proposed premises duly registered. 9. Blue Print of the proposed premises. 10. Building Permission Certificate from competent Authority. 11. Photograph of the proposed site. 12. Memorandum and Articles of Association 13. Power of Attorney. 14. Resolution of Board of Directors for Authorized Signatory 15. GST Registration Certificate. 16. Permanent registration (EM-I & II) issued by competent Authority. 17. License for Manufacturing issued by competent authority. 18. Drug license issues by competent Authority. 19. Assessment of raw material by competent Authority. 20. Any other document sought by the Excise Department 2. <u>Documents Required at Processing Level after approval of preliminary report by the department.</u> 1. Character Certificate of applicant (s). 	<p>Deputy Excise Commissioner/ Excise Commissioner as case may be</p>	<p>If all codal formalities are complete. In case formalities are not complete deficiency list to be generated and communicated to the applicant within the same day.</p>	<p>Excise Commissioner</p>

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	<ol style="list-style-type: none"> 2. Medical Fitness Certificate of applicant (s). 3. Solvency Certificate issued by Tehsildar. 4. Operational Account Certificate issued by the bank. 5. Affidavit duly attested by Judicial Magistrate to the effect whether the applicant has ever been convicted under the JK Excise Act/NDPS act or any other Criminal act of the state and Country. 6. Affidavit from the applicant to the effect that there is nothing outstanding against firm on account of arrear of Excise/State Taxes. 7. Affidavit from the applicant to the effect that the firm has not procured any alcohol/spirit from any source from manufacturing. 8. NOC from Additional Commissioner State Taxes Department (Administration and Enforcement), Jammu in respect of Applicant/Firm. 9. Consent to operate from J&K State Pollution Control Board (JKPCB). 10. Prescribed License Fee for the current Year. 11. Any other document sought by the Excise Department 		
<p>15 JKEL-14- Possession and Use Absolute Alcohol / Denatured/ rectified spirit/ plain spirit/ methylated spirit by Government Institutions, Educational and Scientific</p>	<p>Total = 10 days (Under J&K Excise Act & Liquor License and Sales Rules)</p> <p>Documents Required at Preliminary Level</p> <ol style="list-style-type: none"> 1. Application from authorized signatory for grant of license in form JKEL-14 2. PAN Card 3. Aadhaar Card 4. Address Proof (Driving License/Ration Card/Passport /Voter Id/certificate issued by competent authority) 5. Details of Kind and Quantity of Spirit required per annum. 6. Source of purchase of Spirit. 7. Blue Print of the proposed premises. 	<p>Deputy Excise Commissioner/ Excise Commissioner as case may be</p>	<p>If all codal formalities are complete. In case codal formalities are not complete deficiency list to be generated and communicated to the applicant within the same day.</p>




Research Organizations'		8. Photograph of the proposed site. 9. Blue Print of Storage Area. 10. Authorization letter from HOD. 11. Prescribed License Fee for the current Year. 12. Any other document sought by the Excise Department			
16 (i) JKEL-15- Export, Import, Transportation, Sale or Possession of Molasses other than manufacturer of Poultry and animal feed.	Total = 30 days (Under J&K Excise Act & Liquor License and Sales Rules)	1. Documents Required at Preliminary Level 1. Application from authorized signatory for grant of license in form JKEL-15 2. Date of Birth Proof 3. PAN Card 4. Aadhaar Card 5. Address Proof (Driving License/Ration Card/Passport /Voter ID/certificate issued by the Competent Authority) 6. Qualification Proof 7. Domicile Certificate 8. Certificate of Incorporation/Registration issued by the Competent Authority/ Partnership Deed duly registered by the court of law. 9. Copy of proof of ownership/Rent Agreement/Lease Deed of the proposed premises duly registered. 10. Blue Print of the proposed premises. 11. Building Permission Certificate from competent Authority. 12. Photograph of the proposed site. 13. GST Registration Certificate. 14. NoC from State Taxes Department. 15. Any other document sought by the Excise Department	Deputy Excise Commissioner/ Excise Commissioner as case may be	If all codal formalities are complete. In case codal formalities are not complete deficiency list to be generated and communicated to the applicant within the ten days.	Excise Commissioner
		2. Documents Required at Processing Level after approval of preliminary report by the department. 1. Character Certificate of applicant (s). 2. Medical Fitness Certificate of applicant (s). 3. Solvency Certificate issued by Tehsildar. 4. Operational Account Certificate issued by the bank. 5. Affidavit duly attested by Judicial Magistrate if applicant has ever been convicted under the JK Excise Act/NDPS act or any other Criminal act of the UT and Country.			

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	<p>(ii) JKEL-15-Export, Import, Transportation, Sale or Possession of Molasses for Industrial units engaged manufacturer in poultry and animal feed.</p>	<p>Total = 10 days (Under J&K Excise Act & Liquor License and Sales Rules)</p>	<p>6. Affidavit from the applicant to the effect that there is nothing outstanding against him on account of arrear of Excise/State Taxes. 7. NOC from Additional Commissioner State Taxes department (Administration and enforcement), Jammu in respect of Applicant/Firm. 8. Payment of prescribed License Fee for the Year. 9. Any other document sought by the Excise Department</p> <p>3. Documents Required after Approval of Application</p> <ol style="list-style-type: none"> 1. Counterpart agreement. 2. Bank Guarantee. 3. Surety Bond. 4. Any other document sought by the Excise Department <p>1. Documents Required</p> <ol style="list-style-type: none"> 1. Storage Capacity of the Industrial Unit from DIC. 2. Certificate from Pollution Control Board. 3. Affidavit. 4. GST return. 5. Character Certificate. 6. Medical Certificate. 7. PAN Card. 8. DIC registration. 9. Aadhar Card. 10. Lease Deed. 11. Site Plan (6 copies) attested by SIDCO. 12. Requisition for procurement of Molasses. 13. Photographs of Plant (Indoor & Outdoor) 14. Verification report from ETO concerned. 	<p>Deputy Excise Commissioner/Excise Commissioner as case may be</p>	<p>If all codal formalities are complete. In case codal formalities are not complete deficiency</p>	<p>Excise Commissioner</p>
17	<p>Approval of Salesman/Barman</p>	<p>Total = 3 days (Under J&K Excise Act & Liquor License and Sales Rules)</p>	<ol style="list-style-type: none"> 1. Date of Birth Proof 2. Aadhar Card 3. Address Proof (Driving License/Ration Card/Passport/ Voter Id/Certificate by competent authority) 4. Character Certificate of applicant. (On Prescribed Format). 5. Health Certificate of applicant. 	<p>Deputy Excise Commissioner/Excise Commissioner as case may be</p>	<p>If all codal formalities are complete. In case codal formalities are not complete deficiency</p>	<p>Excise Commissioner</p>

			<ol style="list-style-type: none"> Affidavit (Judicial Magistrate) to the effect if the applicant has ever been convicted under the JK Excise Act/NIDPS act or any other Criminal act of the state and Country. Domicile certificate. 		list to be generated and communicated to the applicant within the same day.	
18	State Excise- Label Registration ELL1	Total = 10 days (Under J&K Excise Act & Liquor License and Sales Rules)	<ol style="list-style-type: none"> License Copy of Distillery/Botting/Brewery. Certificate of Registration for registration through renewal mode PAN Card GST Certificate Undertaking form Power of Attorney to Authorized Signatory of representative of Company Agreement between Plant & Brand owner Brand owner and Brand Marketing Head Agreement Affidavit- submit utilization certificate of holograms to the Dy. Commissioner of Excise every month Prescribed label fee paid during brand registration for the current year Legible copy of Label to be registered 	Deputy Excise Commissioner/ Excise Commissioner as case may be	If all codal formalities are complete. In case codal formalities are not complete deficiency list to be generated and communicated to the applicant within the same day.	Excise Commissioner
19	License for local sale, Import and Export Permit of Spirit and Indian made Foreign Liquor (IMFL)	Total = 7 days (Under J&K Excise Act & Liquor License and Sales Rules)	<ol style="list-style-type: none"> Self declaration of Stock Position of Liquor (IMFL/BIG-BII) and RTD/Beer/Wine by the Importing Licensee Vehicle Route description from consignor to final destination (Warehouse). Prescribed Import Duty and Excise Duty paid for the current year 	Deputy Excise Commissioner/ Excise Commissioner as case may be	If all codal formalities are complete. In case codal formalities are not complete deficiency list to be generated and communicated to the applicant within the same day.	Excise Commissioner
20	State Excise - Excise Verification Certificate	Total = 10 days (Under J&K Excise Act & Liquor License and Sales Rules)	Requisite Form of EVC along with permit executed.	Deputy Excise Commissioner/ Excise Commissioner as case may be	If all codal formalities are complete. In case codal formalities are not complete deficiency list to be generated and communicated to the	Excise Commissioner




21	State Excise- Brand Registration	Total = 10 days (Under J&K Excise Act & Liquor License and Sales Rules)	<ol style="list-style-type: none"> 1. Affidavit declaring EDP/EBP of adjoining states and last year sale of Brand(s) to be registered/classified. 2. Authority letter from the Importing Unit. 3. Copy of label having complete details/address. 4. Particulars of Brand Owner and Bottler. 5. Prescribed label fee for the year. 	Deputy Excise Commissioner/ Excise Commissioner as case may be	applicant within the same day. If all codal formalities are complete.	Excise Commissioner
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