

J&K GOVERNMENT EXCISE DEPARTMENT

FORMALITIES/PROCEDURE PRESCRIBED FOR GRANT OF :

TRADE LICENSES-(JKEL-1A)

- 1/ Application from Company through Attorney Holder addressed to the Excise Commissioner.
- 2/ Application endorsed to the Deputy Excise Commissioner (Executive) Jammu/Kashmir by the Excise Commissioner, J&K Govt.
- 3/ Application endorsed to the ETO concerned by the Deputy Excise Commissioner (Executive) Jammu/Kashmir for preliminary report.
- 4/ ETO concerned submit preliminary report in light of existing Excise Policy.
- 5/ The preliminary report submitted by the ETO concerned is placed before the Committee constituted in terms of **Excise order no. 338 of 2006 dated; 1/7/2006** for its consideration.
- 6/ The Committee of officers recommends further processing or rejection of the case in light of report of ETO concerned.
- 7/ In view of report of committee, the cases which do not fall within the purview of Excise Policy or norms prescribed by the Excise Department recommended to the Excise Commissioner, J&K Government for their rejection, and, which come within the purview of said Excise Policy referred to the concerned ETOs for further processing under J&K Liquor License and Sales Rules, 1984/Excise Policy/norms and procedure prescribed by the Excise Department.
- 8/ While processing the case for grant of Trade license in form JKEL-1A, below mentioned documents are obtained from the concerned:-
 - a. Copy of Power of Attorney duly registered by the Competent Court.
 - b. Clearance certificate in respect of Attorney Holder/Company from Commercial taxes Department.
 - c. Notice got affixed by the ETO concerned at the proposed premises for objections, if any. .
 - d. Notice got published in three leading News Papers for information of general public for objections, if any.
 - e. Blue Prints of the proposed premises (5 Nos.)
 - f. Prescribed proforma report filled by the Inspector Excise concerned.
 - g. Copy of Rent Agreement or proof of ownership of proposed premises.
 - h. Character certificate of Attorney Holder.
 - i. Age and Qualification certificate of Attorney Holder.
 - j. Health Certificate of Attorney Holder.

- k. Affidavit from the Attorney Holder to the effect that there is nothing outstanding against him on account of arrears of Excise/Sales and he has not been convicted or has not committed any offence under the J&K Excise Act Svt, 1958 and rules framed thereunder. Besides, he is not holding any other liquor license.
 - l. Memorandum and Articles of Association of Company (in case of Limited Company).
- 09/ After completion of above formalities, the case is again placed before the committee constituted in terms of **Excise order no. 131 of 2009 dated 29-6-2009** for its consideration.
- 10/ The case is submitted to the Excise Commissioner, J&K Government, if committee recommend for grant of Trade license in form JKEL-1, along with all documents/reports in original.
- 11/ After scrutinizing case, the Excise Commissioner, J&K Government issue Orders/Approval for grant of Trade License in form JKEL-1A on the production of following documents from the applicant:-
- (A) Prescribed license fee.
 - (B) Bank Guarantee amounting to Rs. One lac only.
 - (C) Surety Bond of Rs. One lac on non-judicial paper.
 - (D) Counterpart agreement.
 - (E) Six photographs of applicant.
 - (F) Treasury Receipt of License Fee deposited under Head MH-0039