

J&K GOVERNMENT EXCISE DEPARTMENT

CHECK LIST FOR GRANT/RENEWAL OF LIQUOR LICENSES IN J&K STATE

FORMALITIES/PROCEDURE PRESCRIBED FOR GRANT OF :

BAR WITH RESTAURANT LICENSES-(JKEL-4)

- 1/ Application from applicant addressed to the Excise Commissioner for grant of License.
- 2/ The Excise Commissioner, J&K Govt. endorses the application to Deputy Excise Commissioner (Executive), Jammu/Srinagar for further endorsement to Excise and Taxation Officer concerned for preliminary report in terms of Excise Order No. 414 of 2005 dated 11-10-2005 and existing Excise Policy
- 3/ Preliminary report alongwith Bio-data Form filled by the applicant and TR amounting to Rs.1000/- (non-refundable) as processing fee, and report as to whether the proposed premises fulfill the Criteria fixed by the Excise Commissioner, J&K Govt. in terms of **Excise order no. 414 of 2005 dated; 11/10/2005 submitted by the Concerned Excise and Taxation Officer.**
- 4/ The preliminary report alongwith potential/feasibility report submitted by the ETO concerned is placed before the Committee constituted in terms of **Excise order no. 131 of 2009 dated; 29-6-2009** for its consideration.
- 5/ The Committee of officers recommends further processing of case or rejection of the case in light of report of ETO concerned.
- 6/ In view of report of committee, the cases which do not fall within the purview of Excise order no. 414 of 2005 dated; 11/10/2005 are recommended to the Excise Commissioner, J&K Government for its rejection, and, which come within the purview of said Excise order 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.
- 7/ While processing the case for grant of bar with restaurant license, below mentioned documents are obtained from the concerned:-
 - a. Notice got affixed by the ETO concerned at the proposed premises for objections if any.
 - b. Notice got published in three leading News Papers for information of General Public for objections if any.
 - c. Blue Prints of the proposed premises (5 Nos.)
 - d. Photographs of the proposed premises.

- e. Prescribed proforma report filled by the Inspector Excise concerned.
 - f. Copy of Rent Agreement or proof of ownership of proposed premises.
 - g. Character certificate of the applicant.
 - h. Age and Qualification certificate of applicant.
 - i. Health Certificate.
 - j. Financial position certificate issued by any Bank in favour of applicant.
 - k. Affidavit from the applicant to the effect that there is nothing outstanding against him on account of arrears of Excise/Sales and he is not convicted or committed any offence under the J&K Excise Act, Svt 1958 and rules framed thereunder.
 - l. NOC from District Magistrate concerned.
 - m. NOC from Sr. Superintendent of Police concerned.
 - n. NOC from Civic authority concerned.
 - o. Clearance certificate in respect of Applicant from Commercial taxes Department.
- 8/ 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.
- 9/ The case is submitted to the Excise Commissioner, J&K Government, if committee recommend for grant of bar license, alongwith all documents/reports in original.
- 10/ After scrutinizing the case, the Excise Commissioner, J&K Government issue orders/Approval for grant of bar with restaurant license 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 Licence Fee deposited under Head MH-0039
- 11/ The Criteria fixed by the Excise Commissioner, J&K Government in terms of Excise order no. 414 of 2005 dated; 11-10-2005 in respect of **Bar with Restaurant** license is captioned as under:-

"In Cities of Jammu & Srinagar (within Municipal Limits):

- (1) Restaurant means an eating place provided with good quality of chairs, tables, crockery, cutlery and linen to accommodate a minimum of **40 customers** properly seated at a given time where '**A-LA-CARTE**' meals are served. **The restaurant must have a separate hygienically maintained kitchen with modern equipment as well as separate toilet.**

- (2) The restaurant in Jammu City should be fully air-conditioned whereas in case of Srinagar City it must have reasonable heating arrangement during winters.

In Muffassil Areas:

- (1) In Muffassil areas, the bar with restaurant licenses in form JKEL- 4 shall be granted as per policy guidelines at tourist Spots only.
- (2) In these areas the restaurant means an eating place provided with chairs, tables, crockery, cutlery and linen to accommodate a minimum of **30 customers** properly seated at a given time where **'A-LA-CARTE'** meals are served. **The restaurant must have a separate hygienically maintained kitchen and toilet."**