

# J&K GOVERNMENT EXCISE DEPARTMENT

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

### FORMALITIES/PROCEDURE PRESCRIBED FOR GRANT OF :

## **I. TRADE LICENSES-(JKEL-1)**

- 1/ Application from applicant, 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 submits preliminary report along with potential/feasibility for grant of Trade license 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 the 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-1, below mentioned documents are obtained from the concerned:-
  - a. Clearance certificate in respect of Applicant from Commercial taxes Department.
  - b. Notice got affixed by the ETO concerned at the proposed premises for objections, if any.
  - c. Notice got published in three leading News Papers for information of general public for objections, if any .
  - d. Blue Prints of the proposed premises (5 Nos.)
  - 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 applicant.
- h. Age and Qualification certificate of applicant.
- i. Health Certificate.
- j. Financial position certificate issued by 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 has not been convicted or has not committed any offence under the J&K Excise Act Svt, 1958 and rules framed thereunder.

- 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 recommends 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-1 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.