

ORDERS BY THE GOVERNOR OF ASSAM

NOTIFICATION

No.Ex.150/2016/226

Dated Dispur the 29<sup>th</sup> Dec. 2020

In pursuance of the Assam Right to Public Service Act (ARTPS), 2012 (ASSAM ACT No. IX OF 2012), the Governor of Assam is hereby pleased to notify the services alongwith the stipulated time limits for rendering service as per Annexure-I enclosed herewith.

As per Rule 407, 408, 409(1), 409(2), 410 and 411 of the Assam Excise Rules, 2016 (as amended) enclosed at Annexure-II are also notified as required under Section-4 of the ARTPS Act, 2012

Encl: As stated above

Sd/- (Nandita Dutta, ACS)  
Secretary to the Govt. of Assam  
Excise Department

Memo. No.Ex150/2016/226-A

Dated Dispur the 29<sup>th</sup> Dec. 2020

Copy to:

1. P.S to Hon'ble Minister, Excise Department, Assam for kind appraisal of Hon'ble Minister
2. S.O to Chief Secretary, Assam for kind appraisal of the Chief Secretary
3. The Chief Executive Officer, Single Window Agency, Department of Industries & Commerce, Udyog Bhavan, MRD Road, Bannuimaidam, Ghy-21, Assam
4. P.S to Principal Secretary to the Govt. of Assam, Administrative Reforms and Training Department for kind appraisal of Principal Secretary
5. P.S to Principal Secretary to the Govt. of Assam, Excise Department for kind appraisal of Principal Secretary
6. P.S to Commissioner & Secretary to the Govt. of Assam, Industries & Commerce Department for kind appraisal of Commissioner & Secretary
7. The Commissioner of Excise, Housefed Complex, Dispur, Ghy-06, Assam
8. State Informatics, Officer, NIC, Assam State Unit, Dispur, Ghy-06

Joint Secretary to the Govt. of Assam  
Excise Department

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ANNEXURE - I

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Sl.	Categories of services	Type of License	List of Documents	Production capacity	Applicable fees			Process flow	Timeline for approval
					Application fees	License fees	Security deposit		
a	Wholesale vendor licenses	Application for grant of Wholesale warehouse license	Annexure A1		1,00,000.00	5,00,000.00		ANNEXURE A2	60 days
		Application for grant of Wholesale vend of IMFL	do		1,00,000.00	5,00,000.00		Do	
		Application for grant of Wholesale vend of denatured spirit	do		5000	10,000		Do	
		Application for grant of Wholesale vend of Country spirit	do		30000	50000	50000	Do	
		Application for grant of Wholesale vend of heritage Alcoholic beverage	do		15000	15000	15000	do	
		Application for grant of Wholesale vend of IMFL by Cooperative Societies /associations	do					do	
		Application for grant of Wholesale vend of IMFL by canteen store department(Wholesale warehouse)	do					do	
		Application for grant of license to a private bonded warehouse for deposit and storage of ENA	do						
b	Import permits	Application for import or transport of IMFL( tenable by holder of bonded warehouse license and license for Wholesale vend of IMFL)						Annexure B2	2 days
		Application for import or transport of IMFL( tenable by holder of license for retail vend of IMFL either OFF or ON the premise)							2 days
		Application for transport of IMFL( tenable by holder of bonded warehouse license and license for Wholesale vend of IMFL)							2 days
		Application for export of IMFL, rectified spirit,							7 days

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		denatured spirit and spirituous preparation manufactured in Assam							
		Application for import or transport of Country Spirit							2 days
		Application for export or transport of Country Spirit							2 days
c	License for retail sale	Application for grant of license for retail vend of denatured spirit		5000	5000				60 days
		Application for grant of license for retail vend of Country spirit		10000	20000	20000			
		Application for grant of license for retail vend of heritage alcoholic beverages		5000	5000	5000			
		Application for grant of temporary bar license		10000	10000				
		Application for grant of license for retail vend of IMFL for consumption off the premises		100000	Urban- Rs. 200000 Rural- Rs.100000	Equivalent to license fee			
		Application for grant of license for retail vend of IMFL in a hotel for consumption on the premises		100000	Urban- 250000 Rural 100000	do			
		Application for grant of license for retail vend of IMFL in a restaurant for consumption on the premises		100000	Urban- 250000 Rural 100000	do			
		Application for grant of license for retail vend of rectified spirit (including absolute alcohol)		5000	5000				
		Application for grant of license for retail vend of IMFL at Military canteen establishments under the canteen tenant system		5000	Supply to a regiment- 10000 Supply to smaller unit 7000				

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	Application for grant of license for retail vend of IMFL for paramilitary force		5000	Supply to a regiment- 10000 Supply to smaller unit 7000		
	Application for grant of license for retail vend of IMFL in non-proprietary club		100000	As may be prescribed by the State Govt.		
	Application for grant of license for retail vend of IMFL in proprietary club		100000	As may be prescribed by the State Govt.		
	Application for grant of license for retail vend of IMFL in railway refreshment room for consumption on the premise		100000	As may be prescribed by the State Govt.		
	Application for grant of license for retail vend of IMFL in steamer, dining car or kitchen car for consumption on the premise		100000	As may be prescribed by the State Govt.		
	Application for grant of license for retail vend of IMFL in dak bungalow/guest house for consumption on the premise		100000	As may be prescribed by the State Govt.		
	Application for grant of license for retail vend of IMFL by cooperative societies/		100000	As may be prescribed by the State Govt.		
	Application for bar license		100000	Same as IMFL ON in Hotel/restaurant		
d	License for setting up Distilleries	Application for grant of permission for sub-lease of distillery, brewery, compounding and blending unit and bottling unit				120 days
		Application for grant of distillery license	500000	Upto 30 lakh LPL per annum- 20,00,000 From 30 lakh to 60 lakh LPL-40,00000 Above 60 lakh LPL per annum- 50,00000		
e	License for setting up Bottling plant	Application for letter of intent for manufacturing of country spirit				120 days
		Application for grant of brewery license	500000	Upto 80 lakh BL per annum-2000000 & bottling		

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				fee- 300000 per annum Above 80lakh BL per annum-3000000 & bottling fee- 400000 per annum			
Application for grant of distillery license							
Application for grant of heritage alcoholic beverage manufacturing license			25000	25000			
Application for grant of license for compounding blending of IMFL			100000	300000			
Application for grant of license for bottling of IMFL			100000	300000			
Application for grant of heritage alcoholic beverage microbrewery license			10000	10000			
Application for grant of license for manufacturing of country spirit			100000	Bonded warehouse within manufactory-100000 reduction of ENA for manufacture of country spirit-50000per annum Bottling fee Rs. 2.00 per case			
Application for grant of license for reduction of ENA for manufacture of country spirit and deposit and storage of manufactured country spirit			100000	150000			
Application for grant of license for bottling of country spirit				Bottling fee Rs. 2.00 per case			
Application for grant of permission for sub-lease of distillery, brewery, compounding and blending unit and bottling unit							

2016

ANNEXURE A1

1. Application in prescribed form with court fee of Rs.24.75
2. Site Plan
3. House Rent Agreement (in case of rented house)
4. Age Certificate
5. Educational Qualification Certificate wherever applicable
6. Caste Certificate
7. Land Revenue Clearance Certificate
8. Bakijai Tax Clearance Certificate
9. Up-to-date Income Tax Reports (wherever applicable)
10. Sales Tax Clearance Certificate
11. Financial Soundness Certificate
12. N.O.C. from G.M.C/Municipality Board...../Gaon Panchayat
  
13. Medical Certificate
14. Police Verification Report
15. Affidavit for no any liquor license in applicant's and in the name of his/her family
16. Enquiry Report
  
17. D.C./SE Comments/ Recommendation
18. Photograph of Premises
19. N.O.C of local Public
20. Original receipt Challan of prescribed application fees
21. Trade License (Wherever applicable)
22. Any other document furnished
23. Whether the proposal fulfils all criteria as required under the Rules.

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ANNEXURE A2

1. Application by applicant
2. Make the payment of application fees
3. Application received by SE office/DC
4. Inspection by enquiry officer
5. Submission of the report to SE/DSE
6. Proposal forwarded from SE office to Commissionerate of excise office
7. Proposal forwarded to govt.
8. Govt. accords approval and forwards to Commissioner of Excise office/DC office
9. Issuance of license by CE/DC

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EXPORT PERMIT APPLICATION

APPLY STEP

1. Login (Consignee)
2. Upload Import Application
3. Import Permit Pending For Verification In Consignor Officer In charge
4. Forward To SE Office
5. SE Office Forward to CE Office
6. DA Send Geniuses Request To Consignee State Excise Department
7. After Getting Geniuses From Consignee State Excise Department
8. DO Approve To Apply Export

Check Point .01

9. Login (Manufactory)
10. Create Item List
11. Apply Export Permit Against Approved Import Permit
12. Put Transport Route
13. Assign Consignment No
14. Apply
15. Pay All Duty

Check Point .01

1. SE/DSE Office
2. CE Office
3. DA Review it
4. Forward To DO
5. Approve

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TRANSPORT PERMIT APPLICATION

APPLY STEP

- 32. Login (Wholesale)
- 33. Create Item List
- 34. Apply Transport Permit
- 35. Select Consignor Name
- 36. Put Transport Route
- 37. Assign Consignment No
- 38. Apply
- 39. Pay All Duty

Check Point .01

- 16. Warehouse Officer Confirm It
- 17. SE/DSE Office
- 18. CE Office
- 19. DA Review it
- 20. Forward To DO
- 21. Approve

Check Point .02

- 1. Manufactory Submit for Endorsement
- 2. Consignor Manufactory Officer Endorsed It
- 3. Warehouse Officer Receipt it
- 4. Warehouse Office Submit EVC
- 5. EVC Application Pending In SE Office
- 6. EVC Pending Manufactory Officer
- 7. EVC Receipt By Manufactory Officer

COUNTRY SPIRIT TRANSPORT PERMIT APPLICATION

APPLY STEP

- 40. Login (Wholesale)
- 41. Create Item List
- 42. Apply Country Spirit Transport Permit
- 43. Select Consignor Name
- 44. Put Transport Route
- 45. Assign Consignment No
- 46. Apply
- 47. Pay All Duty

Check Point .01

- 22. Warehouse Officer Confirm It
- 23. SE/DSE Office
- 24. CE Office
- 25. DA Review it
- 26. Forward To DO
- 27. Approve

Check Point .02

- 8. Manufactory Submit for Endorsement
- 9. Consignor Manufactory Officer Endorsed It
- 10. Warehouse Officer Receipt it
- 11. Warehouse Office Submit EVC
- 12. EVC Application Pending In SE Office
- 13. EVC Pending Manufactory Officer
- 14. EVC Receipt By Manufactory Officer

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TRANSPORT PERMIT (CUSTOM BOND)

APPLY STEP

- 48. Login
- 49. Create Item List
  - 1. Apply Transport Permit (Custom Bond)
- 50. Select Consignor Name
- 51. Put Transport Route
- 52. Assign Consignment No
  - 2. Apply
  - 3. Pay Duty

Check Point

- 28. Pending SE/DSE Office
- 29. Approve

TRANSPORT PERMIT (UNDER BOND)

APPLY STEP

- 53. Login
- 54. Create Item List
- 55. Apply Transport Permit (Under Bond)
- 56. Select Consignor Name
- 57. Put Transport Route
- 58. Assign Consignment No
- 4. Apply

Check Point .01

- 30. SE/DSE Office
- 31. Approve

Check Point .02

- 15. Company Bond Submit for Endorsement
- 16. Consignor Company Bond Officer Endorsed It
- 17. Warehouse Officer Receipt it
- 18. Warehouse Office Submit EVC
- 19. EVC Application Pending In SE Office
- 20. EVC Pending Company Bond Officer
- 21. EVC Receipt By Company Bond Officer

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TRANSPORT PERMIT (UNDER BOND)

APPLY STEP

- 53. Login
- 54. Create Item List
- 55. Apply Transport Permit (Under Bond)
- 56. Select Consignor Name
- 57. Put Transport Route
- 58. Assign Consignment No
- 4. Apply

Check Point .01

- 30. SE/DSE Office
- 31. Approve

Check Point .02

- 15. Company Bond Submit for Endorsement
- 16. Consignor Company Bond Officer Endorsed It
- 17. Warehouse Officer Receipt it
- 18. Warehouse Office Submit EVC
- 19. EVC Application Pending In SE Office
- 20. EVC Pending Company Bond Officer
- 21. EVC Receipt By Company Bond Officer

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ENA TRANSPORT PERMIT APPLICATION

APPLY STEP

- 59. Login (Manufactory)
- 60. Create Item List
- 61. Apply Transport Permit
- 62. Select Consignor Name
- 63. Put Transport Route
- 64. Assign Consignment No
- 65. Apply
- 66. Pay All Duty

Check Point .01

- 32. Distillery Officer Confirm It
- 33. SE/DSE Office
- 34. CE Office
- 35. DA Review it
- 36. Forward To DO
- 37. Approve

Check Point .02

- 22. Distillery Submit for Endorsement
- 23. Consignor Distillery Officer Endorsed It
- 24. Bottling Plant Officer Receipt it
- 25. Bottling Plant Office Submit EVC
- 26. EVC Application Pending In SE Office
- 27. EVC Pending Distillery Officer
- 28. EVC Receipt By Distillery Officer

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IMPORT PERMIT APPLICATION

APPLY STEP

- 16. Login (Wholesale)
- 17. Create Item List
- 18. Apply Import Permit
- 19. Select Consignor Name
- 20. Put Transport Route
- 21. Assign Consignment No
- 22. Apply
- 23. Pay All Duty

Check Point .01

- 6. SE/DSE Office
- 7.. CE Office
- 8. DA Review it
- 9. Forward To DO
- 10. Approve

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## APPEALS AND REVISION

407. An appeal against the order of the Excise Commissioner, a District Collector, a Collector other than a District Collector or an authority prescribed in the Rules in respect of revenue matter shall lie to the Assam Board of Revenue.
408. Every memorandum of appeal must be presented within one month from the date of the order appealed against; provided that the time required for obtaining a copy of the order shall be excluded from the calculation of the period of one month.
- 409 (1) Every memorandum of appeal shall be accompanied by a certified copy of the order appealed against, unless the omission to produce such a copy is explained to the satisfaction of the Appellate Authority.
- (2) Every memorandum of appeal shall bear a court fee stamp of Rs.24.75 or an amount as may be specified by the Government from time to time in schedule provided under the Court Fees Act, 1870 for affixing on such appeal petition.
410. The Assam Board of Revenue while entertaining the appeal may stay execution of the order appealed against and pass such interim order as it may consider expedient.
411. In hearing appeal the Assam Board of Revenue may call for the concerned proceedings held by any of the officers or authorities as mentioned in the Rule 407 above and pass such order or orders thereon as it thinks fit.

Note : The above rules regarding appeals do not apply in appeals by departmental officers. Appeals by them are governed by the rules applicable to other Government servants.