# GOVERNMENT OF ASSAM EXCISE DEPARTMENT DISPUR, GUWAHATI-06

# ORDERS BY THE GOVERNOR OF ASSAM

### **NOTIFICATION**

### No.Ex.150/2016/225

Dated Dispur the 29th Dec. 2020

In pursuance of the Assam Ease of Doing Business Act, 2016 (Assam Act V. 2016), the Governor of Assam is hereby pleased to notify the list of Approvals (as per attached Annexure I) for the following services with respect to the Excise department as required under the Ease of Doing Business

- 1. Wholesale Vendor Licenses
- 2. Import Permits
- 3. Licenses for Retail Sale
- 4. Licenses for setting up of Distilleries
- 5. Licenses for Setting up of Bottling Plant

The Checklist of documents to be submitted along with the application form, the process flow, the timeline for approval and the relevant duty and fee structure are also notified as given in the attached Annexure-I

This will come into force with immediate effect

Enclo: As stated above

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

Memo. No.Ex150/2016/225-A

Copy to:

Dated Dispur the 29th Dec, 2020

- 1. P.S to Hon'ble Minister, Excise Department, Assam for kind appraisal of Hon'ble Minister
- 2. S.O to Chief Secretary to the Govt. of Assam for kind appraisal of Chief Secretary
- 3. The Chief Executive Officer, Single Window Agency, Department of Industries & Commerce, Udyog Bhavan, MRD Road, Bamunimaidam, 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

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Joint Secretary to the Govt. of Assam Excise Department

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ANNEXURE - I

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Type of License	List of	Production		fees		Process flow	Timeline
,	Documents	capacity	Application fees	License fees	Security deposit		for
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				1 1000	do	
Application for grant of license to a private bonded warehouse for deposit and storage of	do						
Application for import or transport of IMFL( tenable by holder of bonded warehouse			•			Annexure B2	2 days
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IMEL either OFF or ON the premise)					8		2 day
holder of bonded warehouse license and							7 day
license for Wholesale vend of IMFL)  Application for export of IMFL, rectified spirit							· / ua
	Application for grant of Wholesale warehouse license  Application for grant of Wholesale vend of IMFL  Application for grant of Wholesale vend of denatured spirit  Application for grant of Wholesale vend of Country spirit  Application for grant of Wholesale vend of heritage Alcoholic beverage  Application for grant of Wholesale vend of IMFL by Cooperative Societies /associations  Application for grant of Wholesale vend of IMFL by canteen store department(Wholesale warehouse)  Application for grant of license to a private bonded warehouse for deposit and storage of ENA  Application for import or transport of IMFL( tenable by holder of bonded warehouse license and license for Wholesale vend of IMFL)  Application for import or transport of IMFL( tenable by holder of license for retail vend of IMFL either OFF or ON the premise)  Application for transport of IMFL( tenable by holder of bonded warehouse license and license for Wholesale vend of IMFL)	Application for grant of Wholesale 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	5000	5000	5000		Application for grant of license for retail vend of heritage alcoholic beverages	
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	10000	,	beverage microbrewery license
	10000	10000	Application for grant of heritage alcoholic
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### **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
- Approve

33. Create Item List

34. Apply <u>Transport Permit</u>
35. Select Consignor Name

37. Assign Consignment No 36. Put Transport Route

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

Manufactory Submit for Endorsement

Consignor Manufactory Officer Endorsed It

Warehouse Officer Receipt it

Warehouse Office Submit EVC

EVC Application Pending In SE Office

EVC Pending Manufactory Officer

EVC Receipt By Manufactory Officer

### **ANNEXURES B2**

# **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

# ANNEXURE B2

# 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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### **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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