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**GOVERNMENT OF ASSAM  
EXCISE DEPARTMENT  
DISPUR, GUWAHATI-06**

**ORDERS BY THE GOVERNOR OF ASSAM**

**NOTIFICATION**

**No.Ex.150/2016/225**

Dated Dispur the 29<sup>th</sup> 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

Encl: As stated above


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

Memo. No.Ex150/2016/225-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 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

  
Joint Secretary to the Govt. of Assam  
Excise Department

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ANNEXURE - I

Categories of services	Type of License	List of Documents	Production capacity	Applicable fees			Process flow	Timeline for approval
				Application fees	License fees	Security deposit		
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						
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								2 days
	Application for import or transport of Country Spirit								2 days
	Application for export or transport of Country Spirit								
	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				
	Application for grant of license for retail vend of heritage alcoholic beverages			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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License for setting up Distilleries	Application for grant of license for retail vend of IMFL for paramilitary force			5000	Supply to a regiment- 10000				
	Application for grant of license for retail vend of IMFL in non-proprietary club			100000	Supply to smaller unit 7000				
	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				120 days
	Application for grant of permission for sub-lease of distillery, brewery, compounding and blending unit and bottling unit			500000	Upto 30 lakh LPL per annum- 20,00,000				
	Application for grant of distillery license			500000	From 30 lakh to 60 lakh LPL-40,00000				
License for setting up Bottling plant	Application for letter of intent for manufacturing of country spirit			500000	Above 60 lakh LPL per annum- 50,00000				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			
Application for grant of distillery license					Above 80 lakh BL per annum- 3000000 & bottling fee- 400000 per annum			
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-50000 per 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								

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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
5. Approve



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

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## 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



## 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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ANNEXURE B2

## 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

*[Handwritten signature]*