

GOVERNMENT OF ASSAM
EXCISE DEPARTMENT
DISPUR, GUWAHATI-06

ORDERS BY THE GOVERNOR OF ASSAM

NOTIFICATION

No.Ex.150/2016/Vol-1/100

Dated Dispur the 31st May, 2022

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 following list of services in addition to the services which were notified earlier vide notification No. Ex 150/2016/225 dated 29/12/2020 with respect to the Excise Department as required under the Ease of Doing Business.

1. Brand/Label Registration including the renewal
2. Transit Pass

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

Encl: As stated above

(Sd/- Kamal Kr. Baishya, ACS)
Secretary to the Govt. of Assam
Excise Department

Memo. No. Ex.150/2016/Vol-1/100-A

Dated Dispur the 31st May, 2022

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, 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

o/c

Sl no	Category of services	List of documents	Registration/Renewal fees (in Rs)				Process flow	Timeline for approval
			Brand/Label		Mono carton			
			Registration fees	Renewal fees	Registration fees	Renewal fees		
1	Application for Brand/Label registration	Annexure A1	a. Rs. 1 Lakh for Whisky, Rum, Brandy b. Rs. 50 thousand for Wine, Vodka, Liqueurs, Gin, Champagne, cordials, and other similar potable alcohol preparation c. Rs. 50 thousand for Beer	a. Rs. 1 Lakh for Whisky, Rum, Brandy b. Rs. 50 thousand for Wine, Vodka, Liqueurs, Gin, Champagne, cordials, and other similar potable alcohol preparation c. Rs. 50 thousand for Beer	a. Rs. 1 Lakh for Whisky, Rum, Brandy b. Rs. 70 thousand for Wine, Vodka, Liqueurs, Gin, Champagne, cordials, and other similar potable alcohol preparation c. Rs. 70 thousand for Beer	a. Rs. 1 Lakh for Whisky, Rum, Brandy b. Rs. 70 thousand for Wine, Vodka, Liqueurs, Gin, Champagne, cordials, and other similar potable alcohol preparation c. Rs. 70 thousand for Beer	Annexure A3	14 days
2.	Profile Registration for registration/renewal of Brand/Label	Annexure A1	Rs. 5 Lakhs applicable in respect of registration/renewal of brand/labels for Import only				Annexure A3	14 days
3	Application for Transit pass	Annexure A2	Rs.500/-	NA	NA		Annexure A4	2 days

Annexure A1

List of documents for Brand Registration

1. PAN card
2. FSSAI Certificate
3. Trade license
4. Tie up Certificate
5. Copy of Manufactory License
6. Affidavit
7. Professional Tax Clearance Certificate
8. Cost card of the brand
9. Brand Production Authorisation Certificate
10. Certificate of Registration/Renewal of Brand/Label in the Importing state (applicable for Registration/Renewal of brand/Label for export)

Annexure A2

List of documents for Transit pass

1. Export permit of respective district
2. Import permit of respective district
3. Driving license of driver of the vehicle carrying the consignment.
4. Invoice
5. Export Pass

Annexure A3

Process Flow for Brand/Label Registration/Renewal

- BOTTLING UNIT/IMPORTER/COMPANY WHOLESALER will login into the Assam Excise portal and apply for Brand Label Registration (Added brand and submit).
- FORWARDED TO DEALING ASSISTANT: Will scrutinize the application.
- FORWARDED TO COMMISSIONER OF EXCISE /ADDL COMMISSIONER OF EXCISE : will verify and give payment link for the same.
- FORWARDED TO LICENSEE (for payment): Licensee will make payment against the applied brand.
- FORWARDED TO DEALING ASSISTANT: will verify the payment details.
- FORWARDED TO COMMISSIONER OF EXCISE/ADDL COMMISSIONER OF EXCISE for final approval.

Note : In respect of Registration/renewal of Brand/Label for import, the **profile registration fees** has to be deposited by the company

Annexure A4

Process Flow for Transit pass

- User will apply for transit pass in the Assam Excise portal and make online payment for the same.
- The application is approved at Head Office by the nominated Officer after necessary scrutiny of the application and related documents.
- In user login , status will be displayed as 'Approved' .
- During transit of the said consignment through the state of Assam, the Superintendent of Excise of the Entry district will verify the consignment at the entry point.
- During transit of the said consignment through the state of Assam ,the Superintendent of Excise of the Exit district will endorse the consignment at the exit point.