

ANNEXURE-II

1. Name of the Service : Service of Indian Liquor in a bar/dining car in a luxury train. (L-20)
2. Category : G to B
3. Documents/fees required for the above service: 1,00,000

Other Documents	Fresh
Other Documents	Renew
Payment details/ Challan	Fresh
Payment details/ Challan	Renew
Undertaking to the effect that the licensee shall serve Indian liquor or IFL for consumption "on" the premises only to bonafied passengers boarding the train.	Renew
Undertaking to the effect that the licensee shall serve Indian liquor or IFL for consumption "on" the premises only to bonafied passengers boarding the train.	Fresh
Undertaking to the effect that licensee shall not purchase India from any person other than the person holding license in Forms L-1 and L-1F without the permission of the Excise Commissioner	Renew
Original Licence	Renew
Certificate in favour of Authorised Signatory with Specimen signature and Contact details	Fresh
Statement of Consumption	Renew
Authority Letter	Renew
Certificate in favour of Authorised Signatory with Specimen signature and Contact details	Renew
Other Documents	Renew
Other Documents	Fresh

4.

Steps performed internally form the service	Time for each step/task
a. Processing of Application	Five days for fresh
b. Inspection by Excise Team	Five days for fresh
c. Pasting of Notice at Site	15 days for fresh

d. Online Approval/ Approval

2 days

e. Issuance of license

1 day

Total service delivery time 4 weeks

5. Pain areas / difficulties experienced by stakeholders for the above service: Time lag between online submission of application and physical submission of documents.
6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name: Adeshwar kant

email id: achotelsexcise.delhi@nic.in

Designation: AC (Hotel)

Mob. No: 9868103602

Signature: 

Name & Designation of HOD:
NEERAJ SEMWAL
I.A.S.
Commissioner, Excise
Entt. & Luxury Tax
Govt. of NCT of Delhi
Vikas Bhawan, New Delhi-2

ANNEXURE-II

1. Name of the Service : Service of Foreign Liquor in bar/dining car in a luxury train to the holder of licence in Form (L-20F)
2. Category : G to B
3. Documents/fees required for the above service
Ten per cent of licence fee applicable for L-20 licence

Other Documents	Fresh
Other Documents	Renew
Payment details/ Challan	Fresh
Payment details/ Challan	Renew
Statement of Consumption	Renew
Original Licence	Renew
Certificate in favour of Authorised Signatory with Specimen signature and Contact details	Fresh
Statement of Consumption	Renew
Authority Letter	Renew
Certificate in favour of Authorised Signatory with Specimen signature and Contact details	Renew
Other Documents	Renew
Other Documents	Fresh

4. _____

Steps performed internally form the service	Time for each step/task
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- | | |
|------------------------------|---------------------|
| a. Processing of Application | Five days for fresh |
| b. Inspection by Excise Team | Five days for fresh |
| c. Pasting of Notice at Site | 15 days for fresh |
| d. Online Approval/ Approval | 2 days |
| e. Issuance of license | 1 day |

Total service delivery time 4 weeks

- 5. Pain areas / difficulties experienced by stakeholders for the above service: Time lag between online submission of application and physical submission of documents.
- 6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name: Adeshwar kant

email id: achotelsexcise.delhi@nic.in

Designation: AC (Hotel)

Mob. No: 9868103602

Signature: 

Name & Designation: **NEERAJ SHARMA**
I.A.S.
Commissioner, Excise
Entt. & Luxury Tax
Govt. of NCT of Delhi
Vikas Bhawan, New Delhi-2

ANNEXURE-II

1. Name of the Service : Round the clock service/sale of Indian Liquor in a bar attached to a hotel located either in arrival or departure area of International Airport (L-21)
2. Category : G to B
3. Documents/fees required for the above service

Category	Upto 75 covers	Above 75 covers
4 Star	14,00,000	18,00,000
5 Star and above	15,00,000	20,00,000

Documents	
Memorandum of Articles and Association/partnership deed/trust deed	Fresh
Documentary proof regarding legal status of applicant such as an individual/a body incorporated under the companies act, 1956/a society registered under the cooperative societies act/partnership firm or a limited liability partnership firm registered under limited liability partnership act, 2008	Fresh
Identity proof , address proof and pan card of Proprieter/Partners/Directors/in case of a cooperative society of president, secretary and treasurer	Fresh
Completion Certificate from MCD/DDA	Fresh
Location Plan of bars and Restaurant	Fresh
Approved site Plan	Fresh
Liquor Store location Plan	Fresh
Documents pertaining to lease agreement	Fresh
Documents regarding ownership	Fresh
Certificate of Lodging from DCP(L)	Fresh
Certificate of an eating house from DCP (L)	Fresh

Health & Trade License from MCD/NDMC/ Airport Health Org, if any.	Fresh
Lodging House certificate from MCD/NDMC	Fresh
Approval from DOT, Govt of India dept with regard of star classification.	Fresh
Affidavit/NOC from Fire Department	Fresh
Registration Certificate from Sales Tax Deptt./No dues certificate	Fresh
PAN Card No./ITR filed if any	Fresh
Name of the Authorized person who deal with Excise matter and his specimen signature.	Fresh
Affidavit under Regarding Excise Act & Rules	Fresh
Site plan & outline map of the Hotel/Guest House indicating sitting area segment wise bathroom/toilet facilities separately for gents and ladies, kitchen area etc.	Fresh
Staff Strength of the Hotel	Fresh
Provision for store and service counter of liquor indicate area provided for the same in sq. ft.	Fresh
Original Copy of T.R. of deposit of License Fee	Fresh
DOT Certificate	Fresh
Original Copy of T.R. of deposit of License Fee	Fresh
Other documents	Fresh
Approval of DOT, GOI with regard to star classification	Renew
Health & Trade License from MCD/NDMC/ Airport Health Org, if any.	Renew
Lodging House License from MCD/NDMC/local Body	Renew
Lodging House License from DCP (L)	Renew
Certificate of an eating house from DCP (L)	Renew

NOC from Delhi Fire Service that licensed premises is safe from fire point of view	Renew
Pan No./Latest Income Tax Return	Renew
Latest VAT Return/ No dues certificate	Renew
DOT Certificate	Renew
Undertaking regarding use of IFL	Renew
Affidavit to the effect that there has been no change in the licensed premises without permission.	Renew
Liquor Consumption statement for last three quarters	Renew
Original Licenses.	Renew
Original Copy of T.R. of deposit of License Fee	Renew
Certificate in favor of Authorized Signatory with specimen signatures and contact details	Renew
Other documents	Renew
Health & Trade License issued by NDMC/MCD/ Airport Health Org, if any.	Maintain
Certificate of Registration for Eating House License to DCP (Licensing), if any	Maintain
NOC/ Affidavit regarding fire safety, if any.	Maintain
Copy of PAN card / Latest Income Tax Return, if any	Maintain
Copy of DVAT Registration Certificate, if any	Maintain
Other Documents	Maintain

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4.

Steps performed internally form the service	Time for each step/task
a. Processing of Application	Five days
b. Inspection by Excise Team	Five days
c. Pasting of Notice at Site	15 days
d. Online Approval/ Approval	2 days
e. Issuance of license	1 day

Total service delivery time 4 weeks

5.

Pain areas / difficulties experienced by stakeholders for the above service: **Time lag between online submission of application and physical submission of documents. Applicant take time to submit various approvals/licenses from the concerned departments such as MCD/NDMC/DDA/Tourism ect, which are required for grant of fresh license/ renewal of license in Excise Department, attributes to delays in process of issuance/renewal of liquor license by Excise Department.**

6.

Details of the Nodal Officer who shall lead the change agenda for the above service:

Name: Adeshwar kant

email id: acimflexcise.delhi@nic.in

Designation: AC (Hotel)

Mob. No: 9868103602

Signature: 

Name & Designation: **NEERAJ SEMWAL**
I.A.S.
Commissioner, Excise
Entt. & Luxury Tax
Govt. of NCT of Delhi
Vikas Bhawan, New Delhi-2

ANNEXURE-II

1. Name of the Service : Round the clock service/sale of Foreign Liquor in a bar attached to a hotel located either in arrival or departure area of International Airport to the holder of licence in Form (L-21F)
2. Category : G to B
3. Documents/fees required for the above service
Ten per cent of licence fee applicable for L-21 Licence

Documents	
Memorandum of Articles and Association/partnership deed/trust deed	Fresh
Documentary proof regarding legal status of applicant such as an individual/a body incorporated under the companies act, 1956/a society registered under the cooperative societies act/partnership firm or a limited liability partnership firm registered under limited liability partnership act, 2008	Fresh
Identity proof , address proof and pan card of Proprietor/Partners/Directors/in case of a cooperative society of president, secretary and treasurer	Fresh
Completion Certificate from MCD/DDA	Fresh
Location Plan of bars and Restaurant	Fresh
Approved site Plan	Fresh
Liquor Store location Plan	Fresh
Documents pertaining to lease agreement	Fresh
Documents regarding ownership	Fresh
Certificate of Lodging from DCP(L)	Fresh
Certificate of an eating house from DCP (L)	Fresh
Health & Trade License from MCD/NDMC/ Airport Health Org, if any.	Fresh

Lodging House certificate from MCD/NDMC	Fresh
Approval from DOT, Govt of India dept with regard of star classification.	Fresh
Affidavit/NOC from Fire Department	Fresh
Registration Certificate from Sales Tax Deptt./No dues certificate	Fresh
PAN Card No./ITR filed if any	Fresh
Name of the Authorized person who deal with Excise matter and his specimen signature.	Fresh
Affidavit under Regarding Excise Act & Rules	Fresh
Site plan & outline map of the Hotel/Guest House indicating sitting area segment wise bathroom/toilet facilities separately for gents and ladies, kitchen area etc.	Fresh
Staff Strength of the Hotel	Fresh
Provision for store and service counter of liquor indicate area provided for the same in sq. ft.	Fresh
Original Copy of T.R. of deposit of License Fee	Fresh
DOT Certificate	Fresh
Other documents	Fresh
Approval of DOT, GOI with regard to star classification	Renew
Health & Trade License from MCD/NDMC/ Airport Health Org, if any.	Renew
Lodging House License from MCD/NDMC/local Body	Renew
Lodging House License from DCP (L)	Renew
Certificate of an eating house from DCP (L)	Renew
NOC from Delhi Fire Service that licensed premises is safe from fire point of view	Renew
Pan No./Latest Income Tax Return	Renew

Latest VAT Return/ No dues certificate	Renew
DOT Certificate	Renew
Undertaking regarding use of IFL	Renew
Affidavit to the effect that there has been no change in the licensed premises without permission.	Renew
Liquor Consumption statement for last three quarters	Renew
Original L-15/L-16 Licenses.	Renew
Original Copy of T.R. of deposit of License Fee	Renew
Certificate in favor of Authorized Signatory with specimen signatures and contact details	Renew
Other documents	Renew
Health & Trade License issued by NDMC/MCD/ Airport Health Org, if any.	Maintain
Certificate of Registration for Eating House License to DCP (Licensing), if any	Maintain
NOC/ Affidavit regarding fire safety, if any.	Maintain
Copy of PAN card / Latest Income Tax Return, if any	Maintain
Copy of DVAT Registration Certificate, if any	Maintain
Other Documents	Maintain

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Steps performed internally form the service	Time for each step/task
a. Processing of Application	Five days
b. Inspection by Excise Team	Five days
c. Pasting of Notice at Site	15 days
d. Online Approval/ Approval	2 days

e. Issuance of license

1 day

Total service delivery time 4 weeks

5. Pain areas / difficulties experienced by stakeholders for the above service: **Time lag between online submission of application and physical submission of documents. Applicant take time to submit various approvals/licenses from the concerned departments such as MCD/NDMC/DDA/Tourism ect, which are required for grant of fresh license/renewal of license in Excise Department, attributes to delays in process of issuance/renewal of liquor license by Excise Department.**
6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name: Adeshwar kant

email id: acimflexcise.delhi@nic.in

Designation: AC (Hotel)

Mob. No: 9868103602

Signature: 

Name & Designation of HoB: **NEERA SEHWAL**
I.A.S
Commissioner, Excise
Entt. & Luxury Tax
Govt. of NCT of Delhi
Vikas Bhawan, New Delhi