



**Integrated Excise
Supply Chain Management System (IESCMS) for
Department of Excise, Government of Uttar Pradesh**

RFP Ref.No. IESCMS/002, May 2020

UPExcise IESCMS - Nivesh Mitra Document



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1. Nivesh Mitra Process

EXCISE SERVICE DELIVERY WITH SINGLE WINDOW NIVESH MITRA							
#	Service Name	URL	Required Documents	Required Fee	Timeline for renewal	Process	Approving Authority
1	Application for License of Industrial Alcohol.	https://niveshmitra.up.nic.in/		1,00,000			
2	Application to Establish a Distillery.	https://niveshmitra.up.nic.in/					
3	License for running a Distillery.	https://niveshmitra.up.nic.in/					
4	Application to Establish a Brewery.	https://niveshmitra.up.nic.in/					
5	License for running a Brewery.	https://niveshmitra.up.nic.in/					
6	Renewal of HBR	https://niveshmitra.up.nic.in/					
7	Registration of premium retail shops	https://niveshmitra.up.nic.in/					
8	Registration of FL50 unit	https://niveshmitra.up.nic.in/					
9	Application for registration of wholesalers	https://niveshmitra.up.nic.in/					

10	Application for registration of Custom Bond	https://niveshmitra.up.nic.in/					
11	Application for registration of master warehouse	https://niveshmitra.up.nic.in/					
12	Application for establishment of micro-brewery	https://niveshmitra.up.nic.in/					
13	Application for running a micro-brewery	https://niveshmitra.up.nic.in/					
14	Application for Issue of Permits to Hospitals/ Institutes for Purchase of Spirit	https://niveshmitra.up.nic.in/					
15	Application for Event Bar Licence	https://niveshmitra.up.nic.in/					
16	Application for chemist for new NDLC license	https://niveshmitra.up.nic.in/					
17	Application for renewal of chemist's NDLC	https://niveshmitra.up.nic.in/					
18	Application from dealers/ manufacturers for NDLD license	https://niveshmitra.up.nic.in/					
19	Application for import of narcotic drugs	https://niveshmitra.up.nic.in/					
20	Application for export of narcotic drugs	https://niveshmitra.up.nic.in/					
21	Application by NDLC/ NDLD license holder for transport permit (NDT)	https://niveshmitra.up.nic.in/					

22	Application for import of sacramental wine	https://niveshmitra.up.nic.in/					
23	Hotel Bar License	https://niveshmitra.up.nic.in/					
24	License to establish a Vintinery	https://niveshmitra.up.nic.in/					
25	Liquor Import from other State.	https://niveshmitra.up.nic.in/					
26	Liquor import from other Countries.	https://niveshmitra.up.nic.in/					
27	Export of IMFL.	https://niveshmitra.up.nic.in/					
28	ENA export.	https://niveshmitra.up.nic.in/					
29	ENA import.	https://niveshmitra.up.nic.in/					
30	Brand-Label registration.	https://niveshmitra.up.nic.in/					
31	Renewal of Brand-Label.	https://niveshmitra.up.nic.in/					
32	Application for NDO-2 permit for scientific/medical purpose	https://niveshmitra.up.nic.in/					
33	Application for NDO-2 permit for scientific/medical purpose	https://niveshmitra.up.nic.in/					

1.1. Service 1: Application for License of Industrial Alcohol

1.1.1. Documents Required

1.1.1.1. License FL 40/FL 41/FL 39

S.No	List of Upload Document	File type	File size
1	Applicant Photo Verification	PNG/JPG/JPEG,	upto 2 MB
2	Pan Card Verification	PNG/JPG/JPEG/PDF	upto 2 MB
3	Affidavit Document	PNG/JPG/JPEG/PDF	upto 2 MB
4	ITR Document	PDF	upto 2 MB
5	Character Certificate Verification	PNG/JPG/JPEG/PDF	upto 2 MB
6	Valid copy of the License of the unit	PDF	upto 2 MB
7	ITR of Unit	PDF	upto 2 MB
8	GSTIN document	PDF	upto 2 MB
9	Building layout plan	PDF	upto 2 MB
10	Fire safety NoC. (other relevant documents in this regard)	PNG/JPG/JPEG/PDF	upto 2 MB
11	NOC pollution control	PNG/JPG/JPEG/PDF	upto 2 MB

1.1.2. Fees Required

1.1.2.1. License FL 41

S.No	Type of fee	Amount
1	License Fees	Rs. 1,000/- (Rupees One Thousand Only)

1.1.2.2. License FL 40, FL 39

1. Fees - Not Applicable

1.1.3. Approval Flow

1.1.3.1. License FL41- Outside

S.No	Approval Flow Levels	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEC distribution	Reject	Clarify	Approve
3	DEC distribution	Digital Sign		

1.1.3.2. License FL 40/FL 41-Inside/FL 39

S.No	Approval Flow Levels	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	Forward with Approval	Forward without Approval	
3	DEC (Charge)	Forward with Approval	Forward without Approval	
4	Office Assistant HQ	Forward with Approval	Forward without Approval	

5	Sr Technical Officer	Forward with Approval	Forward without Approval	
6	Additional Commissioner Admin	Clarify	Recommend	
7	Excise Commissioner	Revert	Reject	Approve
8	Sr Technical Officer	Digital Sign		

1.2. Service 2: Application to Establish a Distillery

1.2.1. Documents Required

S.No	List of Upload Document	File type	File size
1	Applicant Photo Verification.	PNG/JPG/JPEG,	upto 2 MB
2	Pan Card Verification.	PNG/JPG/JPEG/PDF	upto 2 MB
3	Ownership/Lease/Rent Document.	PNG/JPG/JPEG/PDF	upto 2 MB
4	Blueprint of Unit.	PNG/JPG/JPEG/PDF	upto 2 MB
5	Land Document.	PNG/JPG/JPEG/PDF	upto 2 MB
6	MOA of the Company with List of Directors.	PNG/JPG/JPEG/PDF	upto 2 MB
7	NOC Fire Department.	PDF	upto 2 MB
8	Ethanol Storage License from PESO (if Ethanol Production).	PNG/JPG/JPEG/PDF	upto 2 MB
9	IEM (Industrial Entrepreneur Memorandum) to the Ministry of Industries, GOI.	PNG/JPG/JPEG/PDF	upto 2 MB
10	Application submitted for Central Pollution Control Board.	PNG/JPG/JPEG/PDF	upto 2 MB
11	Environment clearance for environment forest and climate change ministry Govt of India and	PNG/JPG/JPEG/PDF	upto 2 MB

	forest department Govt of U.P.		
12	Details of Molasses Storage Tank/Grain Storage/ Cane Juice/Cane Juice Syrup.	PNG/JPG/JPEG/PDF	upto 2 MB
13	Details of Plants and Machineries in the form of A B C D (attached) as prescribed by the Excise Department. In the case of Alcohol Production, Milling and liquefaction details are required (In case Of Grain-based).	PNG/JPG/JPEG/PDF	upto 2 MB
14	Information as per notification no. 7184/Pravidhik Niti/PD-1 and 2/2018 dated 02.03.2019 for the potable distillery. (See the Policy)	PNG/JPG/JPEG/PDF	upto 2 MB
15	Document for Calculation of capacity of the distillery on the basis of Fermentation House and Distillation House.	PNG/JPG/JPEG/PDF	upto 2 MB
16	Document depicting Flow Diagram of each and every section.	PNG/JPG/JPEG/PDF	upto 2 MB
17	Detail of alcohol receiver tank with Dimension.	PNG/JPG/JPEG/PDF	upto 2 MB
18	Detail of Storage tank with Dimension.	PNG/JPG/JPEG/PDF	upto 2 MB
19	Blueprint of fermentation and distillation section. i.e, Cooling tower, MB 6, Boilers, APU, Tubewell, etc.	PNG/JPG/JPEG/PDF	upto 2 MB
20	Document detailing utility of distillery with blueprint.	PNG/JPG/JPEG/PDF	upto 2 MB
21	Notarized Affidavit declaring that No Government Dues are pending and Not penalised in cognizant offence.	PNG/JPG/JPEG/PDF	upto 2 MB
22	No Dues Certificate from District Collector office of the concerned district.	PNG/JPG/JPEG/PDF	upto 2 MB
23	In case of production of Liquor, details of Blending tank, Bottling tanks, Bottling line, Tetra Pack machine, Finished goods Godown with Drawing of exact position and Dimension.	PNG/JPG/JPEG/PDF	upto 2 MB
24	ITR Document.		upto 2 MB
25	GST Registration Certificate.	PDF	upto 2 MB
26	Application submitted for Pollution Control Board of UP.	PNG/JPG/JPEG/PDF	upto 2 MB

1.2.2. Fees Required

S.No	Type of fee	Amount
1	License Fees	Rs. 5,00,000/- (Rupees Five Lacs Only)

1.2.3. Approval Flow

S.No	Approval Flow Levels	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	Forward with Approval	Forward without Approval	Clarify/Reject
3	Sr Technical Officer	Forward with Approval	Forward without Approval	Clarify/Reject
4	Additional Commissioner (Admin)	Reject	Clarify	Recommend
5	Excise Commissioner	Reject	Revert	Approve
6	Sr Technical Officer	Digital Sign		

1.3. Service 3: License for running a Distillery

1.3.1. Documents Required

S.No	List of Upload Document	File type	File size
1	Applicant Photo Verification.	PNG/JPG/JPEG,	upto 2 MB
2	Pan Card Verification.	PNG/JPG/JPEG/PDF	upto 2 MB

3	Ownership/Lease/Rent Document.	PNG/JPG/JPEG/PDF	upto 2 MB
4	Blueprint of Tanks.	PNG/JPG/JPEG/PDF	upto 2 MB
5	Flow Diagrams.		
6	Elevation Plans.	PDF	upto 6 MB
7	NOC from Pollution Control Board of U.P to operate the distillery.	PNG/JPG/JPEG/PDF	upto 2 MB
8	Environmental clearance for the environment, forest and climate change Ministry Govt of India.	PNG/JPG/JPEG/PDF	upto 2 MB
9	NOC Fire department.	PDF	upto 2 MB
10	Ethanol Storage License from PESO (if Ethanol Production).	PNG/JPG/JPEG/PDF	upto 2 MB
11	Environment clearance for environment forest and climate change ministry Govt of India and forest department Govt of U.P.	PNG/JPG/JPEG/PDF	upto 2 MB
12	NOC from the Fire Department.	PDF	upto 2 MB

1.3.2. Fees Required

S.No	Type of fee	Amount
1	License Fees	Rs. 5,00,000/- (Rupees Five Lacs Only)
2	Security Amount	Rs. 5,00,000/- (Rupees Five Lacs Only)

1.3.3. Approval Flow

S.No	Approval Flow Levels	Button 1	Button 2	Button 3
1	Applicant	Submit		

2	DEO	Forward With Approval	Forward Without Approval	Reject/Clarify
3	Sr Technical Officer	Forward With Approval	Forward Without Approval	Reject/Clarify
4	Additional Commissioner (Admin)	Reject	Revert	Approve
5	Sr Technical Officer	Digital Sign		

1.4. Service 4: Application to Establish a Brewery

1.4.1. Documents Required

S.No	List of Upload Document	File type	File size
1	Applicant Photo verification	PNG/JPEG	upto 2 MB
2	Pan Card Verification	PNG/JPEG/PDF	upto 2 MB
3	ITR Document verification	PDF	upto 2 MB
4	Ownership/Lease/Rent Document verification	PDF	upto 2 MB
5	NOC from Pollution Control Board and Fire department	PDF	upto 2 MB
6	NOC Fire department	PDF	upto 2 MB
7	Blue Print Showing all building/plant/machinery with Longitude and Latitude of site of proposed brewery	PDF	upto 2 MB
8	Copy of Blueprint of plan and elevation of fermentation section	PDF	upto 2 MB
9	GST No. Verification	PDF	upto 2 MB
10	Copy of MOA of the Company with list of Directors	PDF	upto 2 MB
11	Detailed Document of Plants and Machineries prescribed by Excise Department.	PDF	upto 2 MB

12	Document depicting Flow Diagram of each and every section.	PDF	upto 2 MB
13	Document detailing the Land, where Plant is to be installed	PDF	upto 2 MB
14	Document detailing utility of brewery with blue print	PDF	upto 2 MB
15	Document for Calculation of capacity of brewery on the basis of Fermentation House	PDF	upto 2 MB
16	Notarized Affidavit declaring that No Government Dues are pending and Not penalised in cognizant offence	PDF	upto 2 MB
17	Unit PAN Document	PNG/JPEG/PDF	upto 2 MB
18	Affidavit Document verification	PNG/JPEG/PDF	upto 2 MB
19	Applicant Photo Verification	PNG/JPEG	upto 2 MB
20	ITR Document	PDF	upto 2 MB
21	Ownership/Lease/Rent Document	PDF	upto 2 MB
22	GST Registration Certificate	PDF	upto 2 MB
23	Document depicting Flow Diagram of each and every section.	PDF	upto 2 MB
24	Document for Calculation of capacity of Winery on the basis of Fermentation House	PDF	upto 2 MB
25	Affidavit Document	PNG/JPEG/PDF	upto 2 MB
26	Security Details	PDF	upto 2 MB
27	License Fees	PDF	upto 2 MB

1.4.2. Fees Required

S.No	Type of fee	Amount
1	License Fees	Rs. 2,50,000/- (Rupees Two Lacs Fifty Thousand Only)

1.4.3. Approval Flow

S.No	Approval Flow Levels	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	Forward with Approval	Forward without Approval	Reject/Clarify
3	Sr Technical Officer	Forward with Approval	Forward without Approval	Reject/Clarify
4	Additional Commissioner (Admin)	Reject	Clarify	Recommend
5	Excise Commissioner	Reject	Revert	Approve
6	Sr Technical Officer	Digital Sign		

1.5. Service 5: License for running a Brewery

1.5.1. Documents Required

S.No	List of Upload Document	File type	File size
1	Applicant Photo verification	PNG/JPEG	upto 2 MB
2	Pan Card Verification	PNG/JPEG/PDF	upto 2 MB
3	ITR Document verification	PDF	upto 2 MB
4	Ownership/Lease/Rent_document	PDF	upto 2 MB
5	NOC from Local Authority	PDF	upto 2 MB
6	Applicant Photo Verification	PNG/JPEG	upto 2 MB

7	Ownership/Lease/Rent Document	PDF	upto 2 MB
8	ITR Document	PDF	upto 2 MB

1.5.2. Fees Required

S.No	Type of fee	Amount
1	License Fees	Rs. 2,50,000/- (Rupees Two Lacs Fifty Thousand Only)

1.5.3. Approval Flow

S.No	Approval Flow Levels	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	Forward with Approval	Forward without Approval	Reject/Clarify
3	Sr Technical Officer	Forward with Approval	Forward without Approval	Reject/Clarify
4	Additional Commissioner (Admin)	Reject	Revert	Approve
5	Sr Technical Officer	Digital Sign		

1.6. Service 6: Renewal of HBR

1.6.1. Documents Required

1.6.1.1. License FL 6

S.No	List of Upload Document	File type	File size
1	Pan Card Verification	PNG/JPG/JPEG/PDF	upto 2 MB
2	Applicant Photo verification	PNG/JPG/JPEG/PDF	upto 2 MB
3	Ownership/Lease/Rent Document verification	PDF	upto 2 MB
4	The Boundaries (chauhaddi) Verification		
5	ITR Document verification	PDF	upto 2 MB
6	Fire safety NoC	PDF	upto 2 MB
7	Certification of Incorporation Verification	PDF	upto 2 MB
8	Memorandum of Association Verification	PDF	upto 2 MB
9	Resolution of Authorization	PDF	upto 2 MB
10	Registration Certificate Verification	PDF	upto 2 MB
11	List of directors/partner Verification	PDF	upto 2 MB
12	Copy of Trade License Verification	PDF	upto 2 MB
13	NoC for Law and Order	PDF	upto 2 MB
14	Proof of parking place	PDF	upto 2 MB
15	Cancelled Cheque verification	PNG/JPG/JPEG	upto 2 MB

16	Applicant Photo Verification	PNG/JPG/JPEG/PDF	upto 2 MB
17	Ownership/Lease/Rent Document	PDF	upto 2 MB
18	ITR Document	PDF	upto 2 MB
19	Fire safety NoC. (other relevant documents in this regard)	PDF	upto 2 MB
20	Cancelled Cheque	PNG/JPG/JPEG	upto 2 MB
21	ATTACHMENT_CERTIFICATION_OF_INCORPORATION_DOC	PDF	upto 2 MB
22	ATTACHMENT_MEMORANDUM_OF_ASSOCIATION_DOC	PDF	upto 2 MB
23	ATTACHMENT_REGISTRATION_CERTIFICATE_OF_FIRM_DOC	PDF	upto 2 MB
24	ATTACHMENT_COPY_OF_TRADE_LICENCE_DOC	PDF	upto 2 MB
25	ATTACHMENT_LAW_AND_ORDER_DOC	PDF	upto 2 MB
26	ATTACHMENT_PROOF_OF_PARKING_DOC	PDF	upto 2 MB
27	ATTACHMENT_LIST_OF_DIRECTORS_AND_PARTNERS_DOC	PDF	upto 2 MB

1.6.1.2. License FL 7

S.No	List of Upload Document	File type	File size
1	Applicant Photo verification	PNG/JPG/JPEG/PDF	upto 2 MB
2	Pan Card Verification	PNG/JPG/JPEG/PDF	upto 2 MB
3	Ownership/Lease/Rent Document verification	PDF	upto 2 MB
4	The Boundaries (chauhaddi) Verification	PDF	upto 2 MB
5	ITR Document verification	PDF	upto 2 MB

6	Fire safety NoC	PDF	upto 2 MB
7	Certification of Incorporation Verification	PDF	upto 2 MB
8	Memorandum of Association Verification	PDF	upto 2 MB
9	Article of Association Verification	PDF	upto 2 MB
10	Registration Certificate Verification	PDF	upto 2 MB
11	List of directors/partner Verification	PDF	upto 2 MB
12	NoC for Law and Order	PDF	upto 2 MB
13	Proof of parking place	PDF	upto 2 MB
14	Cancelled Cheque verification	PNG/JPG/JPEG	upto 2 MB
15	Applicant Photo Verification	PNG/JPG/JPEG/PDF	upto 2 MB
16	Ownership/Lease/Rent Document	PDF	upto 2 MB
17	Upload the Boundaries (Chauddhi)	PDF	upto 2 MB
18	ITR Document	PDF	upto 2 MB
19	Fire safety NoC. (other relevant documents in this regard)	PDF	upto 2 MB
20	Cancelled Cheque	PNG/JPG/JPEG	upto 2 MB
21	ATTACHMENT_CERTIFICATION_OF_INCORPORATION_DOC	PDF	upto 2 MB
22	ATTACHMENT_MEMORANDUM_OF_ASSOCIATION_DOC	PDF	upto 2 MB
23	ATTACHMENT_REGISTRATION_CERTIFICATE_OF_FIRM_DOC	PDF	upto 2 MB
24	ATTACHMENT_LAW_AND_ORDER_DOC	PDF	upto 2 MB
25	ATTACHMENT_PROOF_OF_PARKING_DOC	PDF	upto 2 MB
26	ATTACHMENT_LIST_OF_DIRECTORS_AND_PARTNERS_DOC	PDF	upto 2 MB

1.6.1.3. License FL 7A

S.No	List of Upload Document	File type	File size
1	Pan Card Verification	PNG/JPG/JPEG/PDF	upto 2 MB
2	Applicant Photo verification	PNG/JPG/JPEG/PDF	upto 2 MB
3	Ownership/Lease/Rent Document verification	PDF	upto 2 MB
4	The Boundaries (chauhaddi) Verification	PDF	upto 2 MB
5	ITR Document verification	PDF	upto 2 MB
6	Fire safety NoC	PDF	upto 2 MB
7	Certification of Incorporation Verification	PDF	upto 2 MB
8	Memorandum of Association Verification	PDF	upto 2 MB
9	Article of Association Verification	PDF	upto 2 MB
10	Registration Certificate Verification	PDF	upto 2 MB
11	List of directors/partner Verification	PDF	upto 2 MB
12	Copy of Trade License Verification	PDF	upto 2 MB
13	NoC for Law and Order	PDF	upto 2 MB
14	NoC of premises	PDF	upto 2 MB
15	Proof of parking place	PDF	upto 2 MB
16	Cancelled Cheque verification	PNG/JPG/JPEG	upto 2 MB
17	President and Office Bearers Verification	PDF	upto 2 MB
18	Copy of Rules of Membership Verification	PDF	upto 2 MB
19	Applicant Photo Verification	PNG/JPG/JPEG/PDF	upto 2 MB

20	Ownership/Lease/Rent Document	PDF	upto 2 MB
21	Upload the Boundaries (Chauddhi)	PDF	upto 2 MB
22	ITR Document	PDF	upto 2 MB
23	Fire safety NoC. (other relevant documents in this regard)	PDF	upto 2 MB
24	NOC by Defence Ministry (if Military) / NOC by IG (if Para Military)	PDF	upto 2 MB
25	ATTACHMENT_CERTIFICATION_OF_INCORPORATION_DOC	PDF	upto 2 MB
26	ATTACHMENT_MEMORANDUM_OF_ASSOCIATION_DOC	PDF	upto 2 MB
27	ATTACHMENT_REGISTRATION_CERTIFICATE_OF_FIRM_DOC	PDF	upto 2 MB
28	ATTACHMENT_COPY_OF_TRADE_LICENCE_DOC	PDF	upto 2 MB
29	ATTACHMENT_LAW_AND_ORDER_DOC	PDF	upto 2 MB

1.6.1.4. License FL 8

S.No	List of Upload Document	File type	File size
1	Applicant Photo verification	PNG/JPG/JPEG/PDF	upto 2 MB
2	Pan Card Verification	PNG/JPG/JPEG/PDF	upto 2 MB
3	ITR Document verification	PDF	upto 2 MB
4	Certification of Incorporation Verification	PDF	upto 2 MB
5	Registration Certificate Verification	PDF	upto 2 MB
6	List of directors/partner Verification	PDF	upto 2 MB
7	Cancelled Cheque verification	PNG/JPG/JPEG	upto 2 MB
8	Applicant Photo Verification	PNG/JPG/JPEG/PDF	upto 2 MB

9	ITR Document	PDF	upto 2 MB
10	Cancelled Cheque	PNG/JPG/JPEG	upto 2 MB
11	ATTACHMENT_CERTIFICATION_OF_INCORPORATION_DOC	PDF	upto 2 MB
12	ATTACHMENT_REGISTRATION_CERTIFICATE_OF_FIRM_DOC	PDF	upto 2 MB
13	ATTACHMENT_LIST_OF_DIRECTORS_AND_PARTNERS_DOC	PDF	upto 2 MB

1.6.1.5. License FL AL1

S.No	List of Upload Document	File type	File size
1	Applicant Photo verification	PNG/JPG/JPEG/PDF	upto 2 MB
2	Pan Card Verification	PNG/JPG/JPEG/PDF	upto 2 MB
3	ITR Document verification	PDF	upto 2 MB
4	Fire safety NoC	PDF	upto 2 MB
5	Certification of Incorporation Verification	PDF	upto 2 MB
6	Memorandum of Association Verification	PDF	upto 2 MB
7	Article of Association Verification	PDF	upto 2 MB
8	Resolution of Authorization	PDF	upto 2 MB
9	Registration Certificate Verification	PDF	upto 2 MB
10	List of directors/partner Verification	PDF	upto 2 MB
11	Copy of Trade License Verification	PDF	upto 2 MB
12	Certificate for Commercial Usage of Premises Verification	PDF	upto 2 MB
13	Cancelled Cheque verification	PNG/JPG/JPEG	upto 2 MB

14	Applicant Photo Verification	PNG/JPG/JPEG/PDF	upto 2 MB
15	ITR Document	PDF	upto 2 MB
16	Fire safety NoC. (other relevant documents in this regard)	PDF	upto 2 MB
17	Cancelled Cheque	PNG/JPG/JPEG	upto 2 MB
18	ATTACHMENT_CERTIFICATION_OF_INCORPORATION_DOC	PDF	upto 2 MB
19	ATTACHMENT_MEMORANDUM_OF_ASSOCIATION_DOC	PDF	upto 2 MB
20	ATTACHMENT_REGISTRATION_CERTIFICATE_OF_FIRM_DOC	PDF	upto 2 MB
21	ATTACHMENT_COPY_OF_TRADE_LICENCE_DOC	PDF	upto 2 MB
22	ATTACHMENT_LIST_OF_DIRECTORS_AND_PARTNERS_DOC	PDF	upto 2 MB

1.6.2. Fees Require

1.6.2.1. License FL 6/FL 7/FL 7A/ FL 8/ FL AL1

S.No	Type of fee	Amount
1	Renewal License Fee	Rs. 1,000/- (Rupees One Thousand Only)
2	Renew Processing Fee	Rs. 1,000/- (Rupees One Thousand Only)

1.6.3. Approval Flow

1.6.3.1. License FL 6/FL 7/FL 7A/ FL 8/ FL AL1

S.No	Approval Flow Levels	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	Approve	Reject	Clarify
3	DEO	Digital Sign		

1.7. Service 7: Registration of premium retail shops

1.7.1. Documents Required

1.7.1.1. License FL4C

S.No	List of Upload Document	File type	File size
1	Applicant Photo Verification	PNG/JPG/JPEG	upto 2 MB
2	Pan Card Verification	PNG/JPG/JPEG	upto 2 MB
3	Affidavit Document	PDF	upto 2 MB
4	Solvency certificate or Property certificate	PDF	upto 2 MB
5	Validity of Solvency certificate/certificate of Property Verification	PDF	upto 2 MB
6	ITR Document	PDF	upto 2 MB
7	Cancelled Cheque	PNG/JPG/JPEG	upto 2 MB
8	EMD Document	PNG/JPG/JPEG	upto 2 MB
9	Processing Fees and license Fees	PNG/JPG/JPEG	upto 2 MB

1.7.2. Fees Require

S.No	Type of fee	Amount
1	License Fees	Rs. 2500000/- (Rupees Twenty Five Lacs Only)
2	Processing Fees	Rs. 50000 /- (Rupees Fifty Thousand Only)
3	Security Fees	Rs. 625000/- (Rupees Six Lacs Twenty Five Thousand Only)

1.7.3. Approval Flow

S.No	Approval Flow Levels	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	Approve	Reject	Clarify
3.	DEO	Digital Sign		

1.8. Service 8: Registration of FL50 unit

1.8.1. Documents Required

S.No	List of Upload Document	File type	File size
1	Ownership/Lease/Rent Document	PNG/JPG/JPEG/PDF	upto 2 MB
2	NOC from Fire Department	PNG/JPG/JPEG/PDF	upto 2 MB

1.8.2. Fees Require

S.No	Type of fee	Amount
1	License Fees	Rs. 5,000/- (Rupees Five Thousand Only)
2	Security Amount	Rs. 10,000/- (Rupees Ten Thousand Only)

1.8.3. Approval Flow

S.No	Approval Flow Levels	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	Forward with Approval	Forward without Approval	
3	Sr Technical Officer	Forward with Approval	Forward without Approval	
4	Additional Commissioner L & ID	Clarify	Recommend	
5	Excise Commissioner	Reject	Revert	Approve
6	Sr Technical Officer	Digital Sign		

1.9. Service 9: Application for registration of wholesalers

1.9.1. Documents Required

1.9.1.1. License CL2

S.No	List of Upload Document	File type	File size
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1	Applicant Photo Verification	PNG/JPG/JPEG	upto 2 MB
2	Affidavit Document verification	PDF	upto 2 MB
3	Cancelled Cheque verification	PNG/JPG/JPEG	upto 2 MB
4	ITR Document verification	PDF	upto 2 MB
5	Pan Card Verification	PNG/JPG/JPEG	upto 2 MB
6	Solvency Certificate / Property certificate by Authorize Income tax valuer	PDF	upto 2 MB
7	Affidavit Document	PDF	upto 2 MB
8	Cancelled Cheque	PNG/JPG/JPEG	upto 2 MB
9	ITR Document	PDF	upto 2 MB

1.9.1.2. License FL2

S.No	List of Upload Document	File type	File size
1	Pan Card Verification	PNG/JPG/JPEG	upto 2 MB
2	Solvency Certificate / Property certificate by Authorize Income tax valuer	PDF	upto 2 MB
3	ITR Document verification	PDF	upto 2 MB
4	Cancelled Cheque verification	PNG/JPG/JPEG	upto 2 MB
5	Applicant Photo verification	PNG/JPG/JPEG	upto 2 MB
6	Affidavit Document verification	PDF	upto 2 MB
7	Upload the Boundaries (Chauddhi)	PDF	upto 2 MB
8	ITR Document	PDF	upto 2 MB
9	Cancelled Cheque	PNG/JPG/JPEG	upto 2 MB

10	Applicant Photo Verification	PNG/JPG/JPEG	upto 2 MB
11	Affidavit Document	PDF	upto 2 MB

1.9.1.3. License FL2B

S.No	List of Upload Document	File type	File size
1	Pan Card Verification	PNG/JPG/JPEG	upto 2 MB
2	Affidavit Document verification	PDF	upto 2 MB
3	Applicant Photo verification	PNG/JPG/JPEG	upto 2 MB
4	Cancelled Cheque verification	PNG/JPG/JPEG	upto 2 MB
5	ITR Document verification	PDF	upto 2 MB
6	Ownership/Lease/Rent Document verification	PDF	upto 2 MB
7	Solvency/Property certificate verification	PDF	upto 2 MB
8	Affidavit Document	PDF	upto 2 MB
9	Applicant Photo Verification	PNG/JPG/JPEG	upto 2 MB
10	Cancelled Cheque	PNG/JPG/JPEG	upto 2 MB
11	ITR Document	PDF	upto 2 MB
12	Ownership/Lease/Rent Document	PDF	upto 2 MB
13	Solvency Certificate / Property certificate by Authorize Income tax valuer	PDF	upto 2 MB

1.9.2. Fees Require

1.9.2.1. License CL2

S.No	Type of fee	Amount
1	License Fees	Rs. 1,000/- (Rupees One Thousand Only)
2	Security Amount	Rs.1,000/- (Rupees One Thousand Only)
3	Processing Fee	Rs. 1,50,000/- (Rupees One Lacs and Fifty Thousand Only)

1.9.2.2. License FL2

S.No	Type of fee	Amount
1	License Fees	Rs. 1,000/- (Rupees One Thousand Only)
2	Security Amount	Rs.500/- (Rupees Five Hundred Only)
3	Processing Fee	Rs. 1,50,000/- (Rupees One Lacs and Fifty Thousand Only)

1.9.2.3. License FL2B

S.No	Type of fee	Amount
1	License Fees	Rs. 2.0/- (Rupees Two Only)
2	Security Amount	Rs.2.0/- (Rupees Two Only)
3	Processing Fee	Rs. 2.0/- (Rupees Two Only)

1.9.3. Approval Flow

1.9.3.1. License CL2/FL2/FL2B

S.No	Approval Flow	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	Forward with Approval	Forward without Approval	
3	Office Assistant HQ	Forward with Approval	Forward without Approval	
4	DEC (Licensing)	Forward with Approval	Forward without Approval	
5	Joint HQ	Forward with Approval	Forward without Approval	
6	Additional Commissioner (L&ID)	Clarify	Recommend	
7	Excise Commissioner	Approve	Reject	Revert
8	DEC (Licensing)	Digital Sign		

1.10. Service 10: Application for registration of Custom Bond

1.10.1. Documents Required

S.No	List of Upload Document	File type	File size
1	Photograph of the Applicant	PNG/JPG/JPEG	upto 2 MB
2	Upload PAN	PNG/JPG/JPEG	upto 2 MB
3	Premises Photo	PNG/JPG/JPEG	upto 2 MB
4	Space Allocation Letter (from Custom Bond)	PNG/JPG/JPEG/PDF	upto 2 MB

1.10.2. Fees Require

1. Not Applicable

1.10.3. Approval Flow

1. Not Applicable

1.11. Service 11: Application for registration of master warehouse

1.11.1. Documents Required

S.No	List of Upload Document	File type	File size
1	Applicant Photo Verification	PNG/JPG/JPEG	Upto 2MB
2	Pan Card Verification	PNG/JPG/JPEG/PDF	Upto 2MB
3	Premises layout	PNG/JPG/JPEG	Upto 2MB
4	Cancelled Cheque	PNG/JPG/JPEG	Upto 2MB
5	GSTIN document	PDF	Upto 2MB

1.11.2. Fees Require

S.No	Type of fee	Amount
1	Registration Fees	Rs. 2,00,000/- (Rupees Two Lacs Only)
2	Renew Registration Fees	Rs. 2,00,000/- (Rupees Two Lacs Only)

1.11.3. Approval Flow

S.No	Approval Flow	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	CheckList	Fwd Without Approval	Fwd With Approval
3	Office Assistant Zone	CheckList	Fwd Without Approval	Fwd With Approval
4	DEC (Licensing)	CheckList	Is Digital Signed	Fwd Without Approval / Fwd With Approval
5	Additional Commissioner (L&ID)	Is Sendback	Is Recommend	
6	Excise Commissioner	Is Reject	Is Revert	

1.12. Service 12: Application for establishment of micro-brewery

1.12.1. Documents Required

S.No	List of Upload Document	File type	File size
1	Applicant Photo Verification	PNG/JPG/JPEG	Upto 2MB
2	Pan Card Verification	PNG/JPG/JPEG/PDF	Upto 2MB

1.12.2. Fees Require

S.No	Type of fee	Amount
1	License Fees	Rs. 2,00,000/- (Rupees Two Lacs Only)

2	Security Amount	Rs. 1,00,000/- (Rupees One Lacs Only)
3	Renew License Fees	Rs. 2,00,000/- (Rupees Two Lacs Only)

1.12.3. Approval Flow

S.No	Approval Flow	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	CheckList	Fwd Without Approval	Fwd With Approval
3	Office Assistant HQ	CheckList	Fwd Without Approval	Fwd With Approval
4	Sr Technical Officer	CheckList	Digital Signature	Fwd Without Approval / Fwd With Approval
5	Additional Commissioner (Admin)	Is Sendback	Is Recommend	
6	Excise Commissioner	Is Reject	Is Revert	

1.13. Service 13: Application for running a micro-brewery

1.13.1. Documents Required

S.No	List of Upload Document	File type	File size
1	Applicant Photo Verification	PNG/JPG/JPEG	Upto 2MB
2	Pan Card Verification	PNG/JPG/JPEG/PDF	Upto 2MB
3	Character Certificate Verification	PDF	Upto 2MB
4	BluePrint & Layout Of microbrewery	PDF	Upto 2MB
5	Declaration in form MB 3	PDF	Upto 2MB

6	Non Judicial Stamp	PDF	Upto 2MB
7	Existing Bar License	PDF	Upto 2MB

1.13.2. Fees Require

S.No	Type of fee	Amount
1	License Fees	Rs. 50,000/- (Rupees Fifty Thousand Only)
2	Processing Fees	Rs. 50,000/- (Rupees Fifty Thousand Only)
3	Renew License Fees	Rs. 50,000/- (Rupees Fifty Thousand Only)
4	Renew Processing Fees	Rs. 50,000/- (Rupees Fifty Thousand Only)

1.13.3. Approval Flow

S.No	Approval Flow	Button 1	Button 2	Button 3
1	Applicant	Submit	Proceed to Payment	
2	DEO	Fwd Without Approval		
3	DEC (Charge)	Fwd Without Approval		
4	Sr Technical Officer	Digital Signature	Fwd Without Approval	Fwd With Approval
5	Additional Commissioner (Admin)	Is Sendback	Is Recommend	
6	Excise Commissioner	Is Reject	Is Revert	

1.14. Service 14: Application for Industrial Alcohol FL32

1.14.1. Documents Required

S.No	List of Upload Document	File type	File size
1	Applicant Photo Verification	PNG/JPG/JPEG	Upto 2MB
2	Pan Card Verification	PNG/JPG/JPEG	Upto 2MB
3	Affidavit Document	PDF	Upto 2MB
4	ITR Document	PDF	Upto 2MB
5	Character Certificate Verification	PNG/JPG/JPEG	Upto 2MB
6	Valid copy of the License of the unit	PDF	Upto 2MB
7	ITR of Unit	PDF	Upto 2MB
8	GSTIN document	PDF	Upto 2MB
9	Building layout plan	PDF	Upto 2MB
10	Fire safety NoC. (other relevant documents in this regard)	PDF	Upto 2MB
11	NOC pollution control	PDF	Upto 2MB

1.14.2. Fees Require

S.No	Type of fee	Amount
1	License Fee	Rs. 5,00/- (Rupees Five Hundred Only)
2	Processing Fees	Rs. 1,000/- (Rupees One Thousand Only)

1.14.2.1. Fees Require of Industrial Alcohol FL32 for Government Hospitals/PG/Medical College

S.No	Type of fee	Amount
1	Processing Fees	Rs. 1,000/- (Rupees One Thousand Only)

1.14.3. Approval Flow

1.14.3.1. Approval Flow of Industrial Alcohol FL32 for Government & Non Government Institutions

S.No	Approval Flow	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	Clarify	Fwd Without Approval	Fwd With Approval
3	DEC (Charge)	Reject	Revert	Approve
4	DEC (Charge)	Digital Sign		

1.14.3.2. Approval Flow of Industrial Alcohol FL32 for Safety equipment Manufacturing Units

S.No	Approval Flow	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	Clarify	Fwd Without Approval	Fwd With Approval
3	DEC (Charge)	Reject	Revert	Approve
4	DEC (Charge)	Digital Sign		

1.14.3.3. Approval Flow of Industrial Alcohol FL32 for State Laboratory

S.No	Approval Flow	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	Clarify	Fwd Without Approval	Fwd With Approval
3	DEC (Charge)	Reject	Revert	Approve
4	DEC (Charge)	Digital Sign		

1.14.3.4. Approval Flow of Industrial Alcohol FL32 for Non-Government Hospitals

S.No	Approval Flow	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	Clarify	Fwd Without Approval	Fwd With Approval
3	DEC (Charge)	Reject	Revert	Approve
4	DEC (Charge)	Digital Sign		

1.14.3.5. Approval Flow of Industrial Alcohol FL32 for Educational Institutions (School/Colleges)

S.No	Approval Flow	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	Clarify	Fwd Without Approval	Fwd With Approval
3	JEC(ZONE)	Reject	Revert	Approve

4	JEC(ZONE)	Digital Sign		
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1.14.3.6. Approval Flow of Industrial Alcohol FL32 for Government Hospitals/PG/Medical College

S.No	Approval Flow	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	Clarify	Fwd Without Approval	Fwd With Approval
3	JEC(ZONE)	Reject	Revert	Approve
4	JEC(ZONE)	Digital Sign		

1.14.3.7. Approval Flow of Industrial Alcohol FL32 for Central Laboratory

S.No	Approval Flow	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	Clarify	Fwd Without Approval	Fwd With Approval
3	JEC(ZONE)	Reject	Revert	Approve
4	JEC(ZONE)	Digital Sign		

1.15. Service 15: Application for Event Bar Licence

1.15.1. Documents Required

S.No	List of Upload Document	File type	File size
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1	Applicant Photo verification	PNG/JPG/JPEG	Upto 2MB
2	Pan Card Verification	PNG/JPG/JPEG/ PDF	Upto 2MB
3	Applicant Photo Verification	PNG/JPG/JPEG	Upto 2MB

1.15.2. Fees Require

S.No	Type of fee	Amount
1	Event Bar Individual License Fee	Rs. 4,000/- (Rupees Four Thousand Only)
2	Event Bar Organization License Fee	Rs. 11,000/- (Rupees Eleven Thousand Only)
3	Event Bar Individual Commercial Fee	Rs. 11,000/- (Rupees Eleven Thousand Only)
4	Event Bar Individual Non Commercial Fee	Rs. 4,000/- (Rupees Four Thousand Only)
5	Event Bar Organization Commercial Fee	Rs. 11,000/- (Rupees Eleven Thousand Only)
6	Event Bar Organization Non Commercial Fee	Rs. 11,000/- (Rupees Eleven Thousand Only)

1.15.3. Approval Flow

S.No	Approval Flow Levels	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	Is Reject	Clarify	Is CheckList / Is Digital Signed

1.16. Service 16: Application for chemist for new NDLC license

1.16.1. Documents Required

S.No	List of Upload Document	File type	File size
1	Applicant Photo Verification	PNG/JPG/JPEG/ PDF	Upto 2MB
2	Pan Card Verification	PNG/JPG/JPEG	Upto 2MB

1.16.2. Fees Require

1. Not Applicable

1.16.3. Approval Flow

S.No	Approval Flow	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	Fwd Without Approval	Fwd With Approval	
3	DEC (Charge)	Fwd Without Approval	Fwd With Approval	
4	Office Assistant HQ	Fwd Without Approval	Fwd With Approval	
5	Sr Technical Officer	Fwd Without Approval	Fwd With Approval	
6	Sr Technical Officer	Digital Signature		
7	Additional Commissioner (Admin)	Clarify	Is Recommend	
8	Excise Commissioner	Is Reject	Is Revert	

1.17. Service 17: Application for renewal of chemist's NDLC

1.17.1. Documents Required

S.No	List of Upload Document	File type	File size
1	Applicant Photo Verification	PNG/JPG/JPEG/ PDF	Upto 2MB
2	Pan Card Verification	PNG/JPG/JPEG	Upto 2MB

1.17.2. Fees Require

1. Not Applicable

1.17.3. Approval Flow

S.No	Approval Flow	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	Fwd Without Approval	Fwd With Approval	
3	DEC (Charge)	Fwd Without Approval	Fwd With Approval	
4	Office Assistant HQ	Fwd Without Approval	Fwd With Approval	
5	Sr Technical Officer	Fwd Without Approval	Fwd With Approval	
6	Sr Technical Officer	Digital Signature		
7	Additional Commissioner (Admin)	Clarify	Is Recommend	
8	Excise Commissioner	Is Reject	Is Revert	

1.18. Service 18: Application from dealers/ manufacturers for NDLD license

1.18.1. Documents Required

S.No	List of Upload Document	File type	File size
1	Applicant Photo Verification	PNG/JPG/JPEG/ PDF	Upto 2MB
2	Pan Card Verification	PNG/JPG/JPEG	Upto 2MB

1.18.2. Fees Require

S.No	Type of fee	Amount
1	License Fees	Rs. 5,000/- (Rupees Five Thousand Only)
2	Security Amount	Rs. 25,000/- (Rupees Twenty Five Thousand Only)

1.18.3. Approval Flow

S.No	Approval Flow	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	Fwd Without Approval	Fwd With Approval	
3	Sr Technical Officer	Fwd Without Approval	Fwd With Approval	
	Sr Technical Officer	Digital Signature		
4	Additional Commissioner (Admin)	Is Reject	Fwd Without Approval	Fwd With Approval
5	Excise Commissioner	Reject	Clarify	Revert

1.19. Service 19: Application for import of narcotic drugs

1.19.1. Documents Required

S.No	List of Upload Document	File type	File size
1	Upload verified details of received of previously imported medicine	png/jpeg/jpg/pdf	Size 2MB
2	Upload details of previous sale of narcotic medicines on the prescription of doctor duly verified by concerned excise inspector	png/jpeg/jpg/pdf	Size 2MB
3	Upload Demand letter for Drug's, if any issued by CMO, civil surgeon or Superintendent of the civil veterinary hospital	png/jpeg/jpg/pdf	Size 2MB
4	Upload Quantity(in mg) of active narcotic substance in medicines stored at importing unit of applicant medicine wise detail with (Name of the drug, Quantity of drug, Gross quantity of narcotics(in mg)in the drug)	png/jpeg/jpg/pdf	Size 2MB
5	Drug license copy	png/jpeg/jpg/pdf	Size 2MB
6	Letter DEO Recommendation	png/jpeg/jpg/pdf	Size 2MB
7	Demand Letter From Hospital / Doctor Demand Letter From Hospital / Doctor	png/jpeg/jpg/pdf	Size 2MB
8	Upload copy of verified stock Register	png/jpeg/jpg/pdf	Size 2MB

1.19.2. Fees Require

1. Not Applicable

1.19.3. Approval Flow

S.No	Approval Flow	Button 1	Button 2	Button 3	Button 4
1	Applicant	Submit	Cancel		
2	DEO	Approve	Reject	Back	Request For Clarification
3	Sr Technical Officer	Approve	Reject	Back	Request For Clarification
4	Additional Commissioner (Admin)	Approve	Reject	Back	Request For Clarification
5	Excise Commissioner	Approve	Reject	Back	Request For Clarification
6	Sr Technical Officer - Digital Signature	Digital Signature	Back		

1.20. Service 20: Application for export of narcotic drugs

1.20.1. Documents Required

S.No	List of Upload Document	File type	File size
1	Upload verified details of received of previously imported medicine	png/jpeg/jpg/pdf	Size 2MB
2	Upload details of previous sale of narcotic medicines on the prescription of doctor duly verified by concerned excise inspector	png/jpeg/jpg/pdf	Size 2MB
3	Upload Demand letter for Drug's, if any issued by CMO, civil surgeon or Superintendent of the civil veterinary hospital	png/jpeg/jpg/pdf	Size 2MB
4	Upload Quantity(in mg) of active narcotic substance in medicines stored at importing unit of applicant medicine wise detail with (Name of the drug, Quantity of drug, Gross quantity of narcotics(in mg)in the drug)	png/jpeg/jpg/pdf	Size 2MB
5	Drug license copy	png/jpeg/jpg/pdf	Size 2MB

6	Letter DEO Recommendation	png/jpeg/jpg/pdf	Size 2MB
7	Demand Letter From Hospital / Doctor Demand Letter From Hospital / Doctor	png/jpeg/jpg/pdf	Size 2MB
8	Upload copy of verified stock Register	png/jpeg/jpg/pdf	Size 2MB

1.20.2. Fees Require

1. Not Applicable

1.20.3. Approval Flow

S.No	Approval Flow	Button 1	Button 2	Button 3	Button 4
1	Applicant	Submit	Cancel		
2	DEO	Approve	Reject	Back	Request For Clarification
3	Sr Technical Officer	Approve	Reject	Back	Request For Clarification
4	Additional Commissioner (Admin)	Approve	Reject	Back	Request For Clarification
5	Excise Commissioner	Approve	Reject	Back	Request For Clarification
6	Sr Technical Officer - Digital Signature	Approve		Back	

1.21. Service 21: Application by NDLC/ NDLD license holder for transport permit (NDT)

1.21.1. Documents Required

1. Not Applicable

1.21.2. Fees Require

1. Not Applicable

1.21.3. Approval Flow

S.No	Approval Flow	Button 1	Button 2	Button 3	Button 4
1	Applicant	Submit	Cancel		
2	DEO	Approve	Request For Clarification	Reject	Back
3	DEO - Digital Signature	Approve			Back

1.22. Service 22: Application for import of sacramental wine

1.22.1. Documents Required

S.No	List of Upload Document	File type	File size
1	Upload Order Copy	png/jpeg/jpg/pdf	Size 2MBs

1.22.2. Fees Require

S.No	Type of fee	Amount
1	FL 22 Import Permit Fee	Rate of Import fee per quart bottle 4 Rupees x No of Bottles

1.22.3. Approval Flow

S.No	Approval Flow	Button 1	Button 2	Button 3	
1	Applicant	Submit	Save and Draft	Cancel	
2	DEO	Approve	Reject	Back	Request For Clarification
3	Additional Commissioner (L & ID)	Approve	Reject	Back	Request For Clarification
4	DEO - Digital signature	Approve		Back	

1.23. Service 23: Hotel Bar License

1.23.1. Documents Required

1.23.1.1. License FL 6

S.No	List of Upload Document	File type	File size
1	Pan Card Verification	PNG/JPG/JPEG/PDF	upto 2 MB
2	Applicant Photo verification	PNG/JPG/JPEG/PDF	upto 2 MB
3	Ownership/Lease/Rent Document verification	PDF	upto 2 MB
4	The Boundaries (chauhaddi) Verification	PDF	upto 2 MB
5	ITR Document verification	PDF	upto 2 MB
6	Fire safety NoC	PDF	upto 2 MB
7	Certification of Incorporation Verification	PDF	upto 2 MB

8	Memorandum of Association Verification	PDF	upto 2 MB
9	Resolution of Authorization	PDF	upto 2 MB
10	Registration Certificate Verification	PDF	upto 2 MB
11	List of directors/partner Verification	PDF	upto 2 MB
12	Copy of Trade License Verification	PDF	upto 2 MB
13	NoC for Law and Order	PDF	upto 2 MB
14	Proof of parking place	PDF	upto 2 MB
15	Cancelled Cheque verification	PNG/JPG/JPEG	upto 2 MB
16	Applicant Photo Verification	PNG/JPG/JPEG/PDF	upto 2 MB
17	Ownership/Lease/Rent Document	PDF	upto 2 MB
18	ITR Document	PDF	upto 2 MB
19	Fire safety NoC. (other relevant documents in this regard)	PDF	upto 2 MB
20	Cancelled Cheque	PNG/JPG/JPEG	upto 2 MB
21	ATTACHMENT_CERTIFICATION_OF_INCORPORATION_DOC	PDF	upto 2 MB
22	ATTACHMENT_MEMORANDUM_OF_ASSOCIATION_DOC	PDF	upto 2 MB
23	ATTACHMENT_REGISTRATION_CERTIFICATE_OF_FIRM_DOC	PDF	upto 2 MB
24	ATTACHMENT_COPY_OF_TRADE_LICENCE_DOC	PDF	upto 2 MB
25	ATTACHMENT_LAW_AND_ORDER_DOC	PDF	upto 2 MB
26	ATTACHMENT_PROOF_OF_PARKING_DOC	PDF	upto 2 MB
27	ATTACHMENT_LIST_OF_DIRECTORS_AND_PARTNERS_DOC	PDF	upto 2 MB



1.23.1.2. License FL 7

S.No	List of Upload Document	File type	File size
1	Applicant Photo verification	PNG/JPG/JPEG/PDF	upto 2 MB
2	Pan Card Verification	PNG/JPG/JPEG/PDF	upto 2 MB
3	Ownership/Lease/Rent Document verification	PDF	upto 2 MB
4	The Boundaries (chauhaddi) Verification	PDF	upto 2 MB
5	ITR Document verification	PDF	upto 2 MB
6	Fire safety NoC	PDF	upto 2 MB
7	Certification of Incorporation Verification	PDF	upto 2 MB
8	Memorandum of Association Verification	PDF	upto 2 MB
9	Article of Association Verification	PDF	upto 2 MB
10	Registration Certificate Verification	PDF	upto 2 MB
11	List of directors/partner Verification	PDF	upto 2 MB
12	NoC for Law and Order	PDF	upto 2 MB
13	Proof of parking place	PDF	upto 2 MB
14	Cancelled Cheque verification	PNG/JPG/JPEG	upto 2 MB
15	Applicant Photo Verification	PNG/JPG/JPEG/PDF	upto 2 MB
16	Ownership/Lease/Rent Document	PDF	upto 2 MB
17	Upload the Boundaries (Chauddhi)	PDF	upto 2 MB
18	ITR Document	PDF	upto 2 MB
19	Fire safety NoC. (other relevant documents in this regard)	PDF	upto 2 MB

20	Cancelled Cheque	PNG/JPG/JPEG	upto 2 MB
21	ATTACHMENT_CERTIFICATION_OF_INCORPORATION_DOC	PDF	upto 2 MB
22	ATTACHMENT_MEMORANDUM_OF_ASSOCIATION_DOC	PDF	upto 2 MB
23	ATTACHMENT_REGISTRATION_CERTIFICATE_OF_FIRM_DOC	PDF	upto 2 MB
24	ATTACHMENT_LAW_AND_ORDER_DOC	PDF	upto 2 MB
25	ATTACHMENT_PROOF_OF_PARKING_DOC	PDF	upto 2 MB
26	ATTACHMENT_LIST_OF_DIRECTORS_AND_PARTNERS_DOC	PDF	upto 2 MB

1.23.1.3. License FL 7A

S.No	List of Upload Document	File type	File size
1	Pan Card Verification	PNG/JPG/JPEG/PDF	upto 2 MB
2	Applicant Photo verification	PNG/JPG/JPEG/PDF	upto 2 MB
3	Ownership/Lease/Rent Document verification	PDF	upto 2 MB
4	The Boundaries (chauhaddi) Verification	PDF	upto 2 MB
5	ITR Document verification	PDF	upto 2 MB
6	Fire safety NoC	PDF	upto 2 MB
7	Certification of Incorporation Verification	PDF	upto 2 MB
8	Memorandum of Association Verification	PDF	upto 2 MB
9	Article of Association Verification	PDF	upto 2 MB
10	Registration Certificate Verification	PDF	upto 2 MB
11	List of directors/partner Verification	PDF	upto 2 MB

12	Copy of Trade License Verification	PDF	upto 2 MB
13	NoC for Law and Order	PDF	upto 2 MB
14	NoC of premises	PDF	upto 2 MB
15	Proof of parking place	PDF	upto 2 MB
16	Cancelled Cheque verification	PNG/JPG/JPEG	upto 2 MB
17	President and Office Bearers Verification	PDF	upto 2 MB
18	Copy of Rules of Membership Verification	PDF	upto 2 MB
19	Applicant Photo Verification	PNG/JPG/JPEG/PDF	upto 2 MB
20	Ownership/Lease/Rent Document	PDF	upto 2 MB
21	Upload the Boundaries (Chauddhi)	PDF	upto 2 MB
22	ITR Document	PDF	upto 2 MB
23	Fire safety NoC. (other relevant documents in this regard)	PDF	upto 2 MB
24	NOC by Defence Ministry (if Military) / NOC by IG (if Para Military)	PDF	upto 2 MB
25	ATTACHMENT_CERTIFICATION_OF_INCORPORATION_DOC	PDF	upto 2 MB
26	ATTACHMENT_MEMORANDUM_OF_ASSOCIATION_DOC	PDF	upto 2 MB
27	ATTACHMENT_REGISTRATION_CERTIFICATE_OF_FIRM_DOC	PDF	upto 2 MB
28	ATTACHMENT_COPY_OF_TRADE_LICENCE_DOC	PDF	upto 2 MB
29	ATTACHMENT_LAW_AND_ORDER_DOC	PDF	upto 2 MB

1.23.1.4. License FL 8

S.No	List of Upload Document	File type	File size
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1	Applicant Photo verification	PNG/JPG/JPEG/PDF	upto 2 MB
2	Pan Card Verification	PNG/JPG/JPEG/PDF	upto 2 MB
3	ITR Document verification	PDF	upto 2 MB
4	Certification of Incorporation Verification	PDF	upto 2 MB
5	Registration Certificate Verification	PDF	upto 2 MB
6	List of directors/partner Verification	PDF	upto 2 MB
7	Cancelled Cheque verification	PNG/JPG/JPEG	upto 2 MB
8	Applicant Photo Verification	PNG/JPG/JPEG/PDF	upto 2 MB
9	ITR Document	PDF	upto 2 MB
10	Cancelled Cheque	PNG/JPG/JPEG	upto 2 MB
11	ATTACHMENT_CERTIFICATION_OF_INCORPORATION_DOC	PDF	upto 2 MB
12	ATTACHMENT_REGISTRATION_CERTIFICATE_OF_FIRM_DOC	PDF	upto 2 MB
13	ATTACHMENT_LIST_OF_DIRECTORS_AND_PARTNERS_DOC	PDF	upto 2 MB

1.23.1.5. License FL AL1

S.No	List of Upload Document	File type	File size
1	Applicant Photo verification	PNG/JPG/JPEG/PDF	upto 2 MB
2	Pan Card Verification	PNG/JPG/JPEG/PDF	upto 2 MB
3	ITR Document verification	PDF	upto 2 MB
4	Fire safety NoC	PDF	upto 2 MB
5	Certification of Incorporation Verification	PDF	upto 2 MB

6	Memorandum of Association Verification	PDF	upto 2 MB
7	Article of Association Verification	PDF	upto 2 MB
8	Resolution of Authorization	PDF	upto 2 MB
9	Registration Certificate Verification	PDF	upto 2 MB
10	List of directors/partner Verification	PDF	upto 2 MB
11	Copy of Trade License Verification	PDF	upto 2 MB
12	Certificate for Commercial Usage of Premises Verification	PDF	upto 2 MB
13	Cancelled Cheque verification	PNG/JPG/JPEG	upto 2 MB
14	Applicant Photo Verification	PNG/JPG/JPEG/PDF	upto 2 MB
15	ITR Document	PDF	upto 2 MB
16	Fire safety NoC. (other relevant documents in this regard)	PDF	upto 2 MB
17	Cancelled Cheque	PNG/JPG/JPEG	upto 2 MB
18	ATTACHMENT_CERTIFICATION_OF_INCORPORATION_DOC	PDF	upto 2 MB
19	ATTACHMENT_MEMORANDUM_OF_ASSOCIATION_DOC	PDF	upto 2 MB
20	ATTACHMENT_REGISTRATION_CERTIFICATE_OF_FIRM_DOC	PDF	upto 2 MB
21	ATTACHMENT_COPY_OF_TRADE_LICENCE_DOC	PDF	upto 2 MB
22	ATTACHMENT_LIST_OF_DIRECTORS_AND_PARTNERS_DOC	PDF	upto 2 MB

1.23.2. Fees Require

1.23.2.1. License FL 6/FL 7/FL 7A/ FL 8/ FL AL1

S.No	Type of fee	Amount
1	License Fees	Rs. 1,000/- (Rupees One Thousand Only)
2	Processing Fee	Rs. 1,000/- (Rupees One Thousand Only)

1.23.3. Approval Flow

1.23.3.1. License FL 6/FL 7/FL 7A/ FL 8/ FL AL1

S.No	Approval Flow Levels	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	Approves	Clarify	Reject
3	DEO	Digital Sign		

1.24. Service 24: License to establish a Vintinery

1.24.1. Documents Required

S.No	List of Upload Document	File type	File size
1	Applicant Photo Verification	PNG/JPG/JPEG	Upto 2MB
2	Pan Card Verification	PNG/JPEG/PDF	Upto 2MB
3	Affidavit Document	PNG/JPG/JPEG/PDF	Upto 2MB
4	Current ITR (Individual)		

5	Character Certificate Verification	PDF	Upto 2MB
6	Action taken by applicant regarding environmental clearance for environment , forecast and climate change Ministry Govt of India , Pollution Control Board and Fire department	PDF	Upto 2MB
7	Blueprint of Unit	PDF	Upto 2MB
8	Copy of Blueprint of plan and elevation of fermentation section	PDF	Upto 2MB
9	GST Registration Certificate	PDF	Upto 2MB
10	Copy of MOA of the Company with list of Directors	PDF	Upto 2MB
11	Detailed Document of Plants and Machineries prescribed by Excise Department.	PDF	Upto 2MB
12	Document depicting Flow Diagram of each and every section.	PDF	Upto 2MB
13	Document detailing the Land, where Plant is to be installed	PDF	Upto 2MB
14	Document detailing utility of Winery with blue print	PDF	Upto 2MB
15	Document for Calculation of capacity of Winery on the basis of Fermentation House	PDF	Upto 2MB
16	Notarized Affidavit declaring that No Government Dues are pending and Not penalized in cognizant offense	PDF	Upto 2MB
17	ITR Document		
18	Blue Print Showing all building/plant/machinery with Longitude and Latitude of site of proposed Winery	PDF	Upto 2MB
19	Copy of GST Registration Certificate	PDF	Upto 2MB
20	Notarized Affidavit declaring that No Government Dues are pending and Not penalised in cognizant offence	PDF	Upto 2MB

1.24.2. Fees Require

S.No	Type of fee	Amount
1	License Fees	Rs. 2,500/- (Rupees Two Thousand and Five Hundred Only)
2	Renew License Fees	Rs. 2,500/- (Rupees Two Thousand and Five Hundred Only)

1.24.3. Approval Flow

S.No	Approval Flow	Button 1	Button 2	Button 3
1	Applicant	Submit		
2	DEO	Is Reject	Clarify	Fwd Without Approval / Fwd With Approval
3	Sr Technical Officer	Is Reject	Clarify	Fwd Without Approval / Fwd With Approval
4	Sr Technical Officer	Digital Sign		
5	Additional Commissioner (Admin)	Is Reject	Clarify	Is Recommend
6	Excise Commissioner	Is Reject	Is Revert	

1.25. Service 25: Liquor Import from other State – bond warehouse

1.25.1. Documents Required

1. Not Applicable

1.25.2. Fees Require

S.No	Type of fee	Amount
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1	Special Fees(per pc)	Based on liquor type configuration
2	Import Permit	Based on liquor type configuration
3	Scanning Fees(per pc)	Rs. 0.35 /-(Thirty Five Paise Only) /Per Bottle
4	Consideration Fees	Based on brand EDP/EBP/EWP/ECP Registration
5	Additional Consideration Fees	Based on brand EDP/EBP/EWP/ECP Registration
6	Special Additional Consideration Fees(Include Covid Cess)	Based on brand EDP/EBP/EWP/ECP Registration
7	EAL Fee	Rs. 0.09/- paise/per Bottle

1.25.3. Approval Flow

S.No	Approval Flow	Button 1	Button 2	Button 3
1	Applicant	Submit	Cancel	
2	Bond Inspector	Approve	Reject	Download Import
3	DEO	Approve	Reject	Download Import
4	DEO - Digital signature	Download Digitally signed document	Download Import	Back

1.26. Service 26: Liquor import from other Countries - BIO

1.26.1. Documents Required

1. Not Applicable

1.26.2. Fees Require

S.No	Type of fee	Amount
1	Special Fees(per pc)	Based on liquor type configuration
2	Scanning Fees(per pc)	Rs. 0.35 /-(Thirty Five Paise Only) /Per Bottle
3	Consideration Fees	Based on brand EDP/EBP/EWP/ECP Registration
4	Additional Consideration Fees	Based on brand EDP/EBP/EWP/ECP Registration
5	Special Additional Consideration Fees(Include Covid Cess)	Based on brand EDP/EBP/EWP/ECP Registration
6	EAL Fee	Rs. 0.09/- paise/per Bottle

1.26.3. Approval Flow

S.No	Approval Flow	Button 1	Button 2	Button 3
1	Applicant	Submit	Cancel	
2	Wholesale Inspector	Approve	Reject	Download Import
3	DEO	Approve	Reject	Download Import
4	DEO - Digital signature	Download Digitally signed document	Download Import	Back

1.27. Service 27: Export of IMFL

1.27.1. Documents Required

S.No	List of Upload Document	File type	File size
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1	Upload Perform Invoice	PDF	upto 3MB
2	Upload PUC	PDF	upto 3MB
3	Upload Import/Purchase Order	PDF	upto 3MB

1.27.2. Fees Require

S.No	Type of fee	Amount
1	Export Fees on Dispatch of Bottled Liquor(Outside State)	Based on package size Rs. 3/- (Rupees Three Only)/BL (Bulk Litre)
2	Export Permit Processing Fees (outside County)	Rs. 2,000/- (Rupees Two Thousand Only)

1.27.3. Approval Flow

1.27.3.1. Export Permit for Outside State

S.No	Approval Flow	Button 1	Button 2	Button 3
1	Applicant	Submit	Cancel	
2	AEC	Approve	Reject	Request for Clarification

1.27.3.2. Export Permit for Outside Country

S.No	Approval Flow	Button 1	Button 2	Button 3
1	Applicant	Submit	Cancel	

2	AEC	Forward	Reject	Request for Clarification
3	DEC Distribution	Forward	Reject	Request for Clarification
4	Additional Commissioner (L & ID)	Forward	Reject	Request for Clarification
5	Excise Commissioner	Approve	Reject	Request for Clarification
6	DEC Distribution	Download Digitally signed document	Download Export	Back

1.28. Service 28: ENA export

1.28.1. Documents Required

S.No	List of Upload Document	File type	File size
1	Upload Document	PDF	
2	Upload Consent	pdf,jpeg,png,jpg,x-png	Size 6 MB

1.28.2. Fees Require

S.No	Type of fee	Amount
1	Export pass fee outside up	Rs. 2000/- (Rupees Two Thousand Only)
2	Export pass fee overseas	Based on Requested Bulk Litre Quantity
3	Export spirit Sub Fees(Rs)	Based on spirit type

1.28.3. Approval Flow

1.28.3.1. Export Spirit

S.No	Approval Flow	Button 1	Button 2	Button 3
1	Applicant	Submit	Save And Draft	Preview
2	AEC Distillery	Approve	Reject	Request For Clarification
3	DEC distribution	Approve	Reject	Request For Clarification
4	Additional Commissioner (L&ID)	Approve	Reject	Request For Clarification
5	DEC distribution - Digital signature	Approve	-	-

1.29. Service 29: ENA import

1.29.1. Documents Required

S.No	List of Upload Document	File type	File size
1	Upload Consent	pdf,jpeg,png,jpg,x-png	Size 6 MB

1.29.2. Fees Require

S.No	Type of fee	Amount
1	Processing Fee	Rs. 5000/- (Rupees Five Thousand Only)
2	Import Spirit Fees	For ENA/Grain ENA - RS. 12/- (Rupees Twelve Only)/BL(Bulk Litre)

1.29.3. Approval Flow

1.29.3.1. Import Order

S.No	Approval Flow	Button 1	Button 2	Button 3
1	Applicant	Submit	Save and Draft	Preview
2	AEC Distillery	Approve	Reject	Request for Clarification
3	DEC distribution	Approve	Reject	Request for Clarification
4	Additional Commissioner (L&ID)	Approve	Reject	Request for Clarification
5	DEC distribution - Digital signature	Approve	-	-

1.29.3.2. Import Permit

S.No	Approval Flow	Button 1	Button 2	Button 3	Button 4
1	Applicant	Submit	Save and Draft	Preview	Update Validity
2	AEC Distillery	Recommend	Reject	Request for Clarification	Update Validity
3	DEC Charge	Recommend		Back	Update Validity

1.30. Service 30: Brand-Label registration

1.30.1. Documents Required

S.No	List of Upload Document	File type	File size
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1	Upload TradeMark Registration	pdf,jpeg,png,jpg,x-png	Size 2 MB
2	Upload Affidavit	pdf,jpeg,png,jpg,x-png	Size 2 MB
3	Upload Brand Ownership Certificate	pdf,jpeg,png,jpg,x-png	Size 2 MB
4	Upload Labels	JPG/JPEG/PNG and PDF	Size 2.0 MB

1.30.2. Fees Require

S.No	Type of fee	Amount
1	Brand Fees FL(within UP)	Rs. 1,25,000 /-(Rupees One Lacs Twenty Five Thousand Only) based on registration for no. of years
2	Label Fees FL(within UP)	Rs. 1,25,000 /-(Rupees One Lacs Twenty Five Thousand Only) /Per label
3	Brand Fees CL(within UP)	Rs. 1,00,000 /-(Rupees One Lacs Only) based on registration for no. of years
4	Label Fees CL(within UP)	Rs. 1,00,000 /-(Rupees One Lacs Only) /Per label
5	Brand Fees FL(Outside UP/Overseas)	Rs. 0/- (Rupees Zero)
6	Label Fees CL(Outside UP /Overseas)	Rs. 600000 /-(Rupees Six Lacs Only)

1.30.3. Approval Flow

S.No	Approval Flow	Button 1	Button 2	Button 3	Button 4	Button 5
1	Applicant	Submit	Save And Draft	Preview	Next	Cancel
2	AEC Distillery	Recommend	Reject	Request For Clarification	Payment Receipt	Back

3	Excise HQ	Recommend	Reject	Request For Clarification	Payment Receipt	Back
4	DEC (Licensing)	Recommend	Reject	Request For Clarification	Payment Receipt	Back
5	JEC HQ	Recommend	Reject	Request For Clarification	Payment Receipt	Back
6	Additional Commissioner (L&ID)	Recommend	Reject	Request For Clarification	Payment Receipt	Back
7	Excise Commissioner	Approve	Reject	Request For Clarification	Payment Receipt	Back
8	DEC (Licensing)	Recommend	Payment Receipt	Back		

1.31. Service 31: Renewal of Brand-Label

1.31.1. Documents Required

S.No	List of Upload Document	File type	File size
1	Upload Labels	JPG/JPEG/PNG and PDF	2.0 MB
2	Affidavit	pdf,jpeg,png,jpg,x-png	2 MB
3	Trade Mark Registration	pdf,jpeg,png,jpg,x-png	2 MB
4	Brand Ownership Certificate	pdf,jpeg,png,jpg,x-png	2 MB

1.31.2. Fees Require

S.No	Type of fee	Amount
1	Brand Renew Fees FL(within UP)	Rs. 1,25,000 /-(Rupees One Lacs Twenty Five Thousand Only) based on registration for no. of years

2	Label Renew Fees FL(within UP)	Rs. 1,25,000 /-(Rupees One Lacs Twenty Five Thousand Only) /Per label
3	Brand Renew Fees CL(within UP)	Rs. 1,00,000 /-(Rupees One Lacs Only) based on registration for no. of years
4	Label Renew Fees CL(within UP)	Rs. 1,00,000 /-(Rupees One Lacs Only) /Per label
5	Brand Renew Fees FL(Outside UP/Overseas)	Rs. 0/- (Rupees Zero)
6	Label Renew Fees CL(Outside UP /Overseas)	Rs. 600000 /-(Rupees Six Lacs Only)

1.31.3. Approval Flow

S.No	Approval Flow	Button 1	Button 2	Button 3	Button 4	Button 5
1	Applicant	Submit	Cancel	Payment Receipt	-	-
2	AEC Distillery	Recommend	Reject	Request For Clarification	Back	Payment Receipt
3	Excise HQ	Recommend	Reject	Request For Clarification	Back	Payment Receipt
4	DEC (Licensing)	Recommend	Reject	Request For Clarification	Back	Payment Receipt
5	JEC HQ	Recommend	Reject	Request For Clarification	Back	Payment Receipt
6	Additional Commissioner (L&ID)	Recommend	Reject	Request For Clarification	Back	Payment Receipt
7	Excise Commissioner	Approve	Reject	Request For Clarification	Back	Payment Receipt
8	DEC (Licensing)	Recommend	Reject	Request For Clarification	Back	Payment Receipt

1.32. Service 32: Application for ND0-2 permit for scientific/medical purpose

1.32.1. Documents Required

1. Not Applicable

1.32.2. Fees Require

S.No	Type of fee	Amount
1	ND 02 Permit Payment	Based on user input

1.32.3. Approval Flow

S.No	Approval Flow	Button 1	Button 2	Button 3	Button4
1	Applicant	Submit	Save andDraft	Cancel	
2	DEO	Approve	Reject	Request For Clarification	Back
3	Sr Technical Officer	Approve	Reject	Request For Clarification	Back
4	Additional Commissioner (Admin)	Approve	Reject	Request For Clarification	Back
5	Excise Commissioner	Approve	Reject	Request For Clarification	Back
6	DEO - Digital Signature	Approve	Back		

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