

### EXCISE SERVICE DELIVERY WITH SINGLE WINDOW NIVESH MITRA

Sno	Services	URL	Required Documents	Required Fee	Timeline	Process	Approving Authority
1	Application for Establishment of New Distillery	<a href="https://niveshmitra.up.nic.in">https://niveshmitra.up.nic.in</a>	Described on <a href="#">Page 2</a>	500000.00	30 Days	Described on Page 8 & 10	Government
2	Application for Establishment of New Brewery	<a href="https://niveshmitra.up.nic.in">https://niveshmitra.up.nic.in</a>	Described on <a href="#">Page 3</a>	250000.00	30 Days	Described on Page 8 & 11	Government
3	Application for Running of New Distillery	<a href="https://niveshmitra.up.nic.in">https://niveshmitra.up.nic.in</a>	Described on <a href="#">Page 4</a>	25.00 per KL of Installed Capacity	15 Days	Described on Page 8 & 12	Excise Commissioner
4	Application for Running of New Brewery	<a href="https://niveshmitra.up.nic.in">https://niveshmitra.up.nic.in</a>	Described on <a href="#">Page 4</a>	150000.00 onwards Described on Page 4	15 Days	Described on Page 8 & 13	Excise Commissioner
5	Application to Industry Industrial Alcohol Licence	<a href="https://niveshmitra.up.nic.in">https://niveshmitra.up.nic.in</a>	Described on <a href="#">Page 5</a>	No Fee	15 Days	Described on Page 8 & 14	Excise Commissioner
6	Application for Brand-Label registration	<a href="https://niveshmitra.up.nic.in">https://niveshmitra.up.nic.in</a>	Described on <a href="#">Page 5</a>	Described on Page 7	14 Days	Described on Page 18	Excise Commissioner
7	Application for Import of Narcotic Drugs	<a href="https://upexciseportal.in">https://upexciseportal.in</a>	Described on <a href="#">Page 6</a>	No Fee	7 Days	Described on Page 21	Excise Commissioner
8	Application for Export of Narcotic Drugs	<a href="https://upexciseportal.in">https://upexciseportal.in</a>	Described on <a href="#">Page 6</a>	No Fee	7 Days	Described on Page 21	Excise Commissioner
9	Application for Issue of Permits to Hospitals / Institutes for Purchase of Spirit	<a href="https://upexciseportal.in">https://upexciseportal.in</a>	Described on <a href="#">Page 7</a>	No Fee	7 Days	Described on Page 20	Dy Excise Commissioner/ Jt. Excise Commissioner
10	Application for Occasional Bar Licence	<a href="https://upexciseportal.in">https://upexciseportal.in</a>	No Document	Private : 4000.00 Commercial : 11000.00	2 Days	Described on Page 19	District Excise Officer
10	Application for Issue of Permits for Import of Liquor from Other Indian States	<a href="https://upexciseportal.in">https://upexciseportal.in</a>	No Documents Required	No Fee Adjusted from Advance Account	7 Days	Described on Page 16	District Excise Officer
11	Application for issue of Permits for import of liquor from Other Countries	<a href="https://niveshmitra.up.nic.in">https://niveshmitra.up.nic.in</a>	No Documents Required	No Fee Adjusted from Advance Account	7 Days	Described on Page 16	District Excise Officer
12	Application for issue of Permit for export of Liquor to other countries	<a href="https://niveshmitra.up.nic.in">https://niveshmitra.up.nic.in</a>	Copy of PI	No Fee Adjusted from Advance Account	14 Days	Described on Page 17	Excise Commissioner
13	Import of ENA	<a href="https://niveshmitra.up.nic.in">https://niveshmitra.up.nic.in</a>	Consent Letter of Importing Unit	No Fee	7 Days	Described on Page 18	AddIn Excise Commissioner-L&D
14	Export of ENA	<a href="https://niveshmitra.up.nic.in">https://niveshmitra.up.nic.in</a>	Sale Agreement	No Fee	14 Days	Described on Page 18	AddIn Excise Commissioner-L&D

**SERVICE 1 : APPLICATION FOR ESTABLISHMENT OF NEW DISTILLERY**

**Documents Required :**

1. Blue print showing all building/plant/machinery with Longitude and Latitude of site of proposed distillery.
2. Document detailing the Land, where Plant is to be installed
3. Copy of MOA of the Company with List of Directors
4. Copy of GST Registration Certificate
5. Copy of application for seeking NOC from fire department and in case of Ethenol manufacturing license for storage tank required from petroleum and explosive safety organisation.
6. Copy of IEM (Industrial Entrepreneur Memorandum) to Ministry of Industries, GOI
7. Action taken by applicant environmental clearance for environment, forest and climate change Ministry Govt of India and Pollution Control Board
8. Detail of molasses storage tank/grain storage tank
9. Detailed Document of Plants and Machineries in form of A B C D (attached) as prescribed by Excise Department
10. Information as per notification no. 7184/Pravidhik Niti/PD-1 & 2/2018 dated 02.03.2019 for potable distillery.
11. Document for Calculation of capacity of distillery on the basis of Fermentation House and Distillation House.
12. Document depicting Flow Diagram of each and every section.
13. Detail of alcohol receiver tank and storage tank.
14. Copy of Blue print of plan and elevation of fermentation and distillation section.
15. Document detailing utility of distillery with blue print
16. Notarized Affidavit declaring that No Government Dues are pending and Not penalized in cognizant offence

**Fee Required :**

Fixed Fee of Rs. 5,00,000/= ( Rupees Five Lacs Only ) along with the Application

**SERVICE 2 : APPLICATION FOR ESTABLISHMENT OF NEW BREWERY****Documents Required :**

1. Document detailing the Land, where Plant is to be installed
2. Blue print showing all building/plant/machinery with Longitude and Latitude of site of proposed brewery.
3. Detailed Document of Plants and Machineries in prescribed by Excise Department .
4. Copy of MOA of the Company with List of Directors
5. Copy of GST Registration Certificate
6. Action taken by applicant regarding environmental clearance for environment, forest and climate change Ministry Govt of India, Pollution Control Board and Fire department.
7. Document for Calculation of capacity of Brewery on the basis of Fermentation House.
8. Document depicting Flow Diagram of each and every section.
9. Copy of Blue print of plan and elevation of fermentation section.
10. Document detailing utility of brewery with blue print
11. Notorised Affidavit declaring that No Government Dues are pending and Not penalised in cognizant offence

**Fee Required :**

Fixed Fee of Rs. 2,50,000/= ( Rupees Two Lacs Fifty Thousand Only ) along with the Application

### **SERVICE 3 : APPLICATION FOR RUNNING OF NEW DISTILLERY**

#### **Documents Required :**

1. Copy of Final NOC from Pollution Control Board
2. Copy of Final NOC from Fire Department
3. Copy of Ethanol Storage License from PESO ( In Case of Ethanol Production )
4. Document Detailing the gauge chart of Molasses Storage Tanks installed in volume.
5. Document Detailing the gauge chart of yeast vessel, PreFermentor, Fermentor, Alcohol Receiver, Alcohol Storage, Denaturation and Issue Tanks
6. Document Detailing the gauge chart Blending and Bottling Tanks ( In case of potable Distillery )
7. Copy of Security to be Submitted
- 8.

#### **Fee Required :**

Fee shall be calculated based on the requested Installed Capacity as Rs. 25/= per KL along with the Application

### **SERVICE 4 : APPLICATION FOR RUNNING OF NEW BREWERY**

#### **Documents Required :**

1. Copy of Final NOC from Pollution Control Board
2. Copy of Final NOC from Fire Department
3. Document Detailing the Fermentor, Maturation, Wort Kettale and Bottling Tanks with gauge chart
4. Copy of Security to be Submitted

#### **Fee Required :**

Fee shall be calculated based on the requested Installed Capacity as

- Installed Capacity upto 500 KL - Fee shall be Rs. 1,00,000.00
- Installed Capacity more than 500 KL less than or equal to 1000 KL- Fee shall be Rs. 2,00,000.00
- Above 1000 KL Fee of Rs. 20 per KL shall be added ove Rs. 2,00,000.00

### **SERVICE 5 : APPLICATION TO INDUSTRY INDUSTRIAL ALCOHOL LICENCE**

**Documents Required :**

1. Registration Certificate of Company or Partnership Firm
2. Copy of Map of the Unit Sanctioned by Competent Authority
3. Document depicting List of Products alongwith their Constitution
4. Copy of Final NOC from Pollution Control Board
5. Copy of Final NOC from Fire Department
6. Flow Chart of Manufacturing Process alongwith the Plant/ Machinery Details
7. Document Detailing the gauge chart Tanks

**Fee Required :**

No Fee is Required to be submitted

**SERVICE 6 : APPLICATION FOR BRAND-LABEL REGISTRATION**
**Documents Required :**

1. Copy of Brand Registration of Last Year ( If any )
2. Copy of Label Registration of Last Year ( If Any )
3. Notorised Affidavit in prescribed format
4. Copy of Trademark
5. Certificate for Brand Ownership
6. All Labels in Jpg format

**Fee Required : Brand Registration**

- |                               |                 |
|-------------------------------|-----------------|
| 1. UP Manufactured CL         | Rs. 1,00,000.00 |
| 2. FL Manufactured in India   | Rs. 1,25,000.00 |
| 3. Beer Manufactured in India | Rs. 75,000.00   |
| 4. LAB Manufactured in India  | Rs. 10,000.00   |
| 5. Wine Manufactured in India | Rs. 10,000.00   |
| 6. FL from Other Countries    | Rs. 1,50,000.00 |
| 7. Beer from Other Countries  | Rs. 75,000.00   |
| 8. LAB from Other Countries   | Rs. 10,000.00   |
| 9. Wine from Other Countries  | Rs. 10,000.00   |
| 10. Export Brands             | No Fee          |

**Fee Required : Label Registration**

1. UP Manufactured CL & FL :- (FL) Rs. 1,00,000.00 per Label,(CL) Rs. 125000.00 per Label

2. UP Manufactured Beer	Rs. 75,000.00 per Label
3. UP Manufactured LAB	Rs. 10,000.00 per Label
4. UP Manufactured Wine	Rs. 10,000.00 per Label
5. Liquor from Other States	Same as in case of U.P. Produced Liquor
6. Liquor from Other Countries	No Label Fee
7. Export Brands FL	Rs. 6,00,000.00 per Brand
8. Export Brand Beer	Rs. 6,00,000.00 per Brand
9. Export Brand LAB	Rs. 6,00,000.00 per Brand

**SERVICE 7 : APPLICATION FOR IMPORT PERMIT OF NARCOTIC DRUGS**

**Documents Required :**

1. Copy of NDLC Licence or Copy of DM's Certificate authorizing for sale of Narcotic Drugs
2. Verified copy of previous Receipt and sale of Narcotic drugs
3. Previous sale of Narcotic Medicines on Doctor's prescription verified by Excise Inspector
4. Copy of demand letter issued by CMO, Civil Surgeon or Superintendent Surgeon

**Fee Required :**

No Fee is Required to be submitted

**SERVICE 8 : APPLICATION FOR IMPORT EXPORT OF NARCOTIC DRUGS**

**Documents Required :**

1. Drug Manufacturing Licence
2. Copy of Import Permit or NOC
3. Copy of demand letter issued by CMO, Civil Surgeon or Superintendent Surgeon
4. Copy of Demand letter of Importing Unit

**Fee Required :**

No Fee is Required to be submitted

**SERVICE 9 : APPLICATION FOR PERMIT PURCHASE OF SPIRIT****Documents Required :**

1. Copy of Previous Permit
2. Copy of Previous PD25 Gatepass
3. Certified page of Stock register depicting the Last Balance
4. Copy of Application Countersigned by Competent Authority

**Fee Required :**

No Fee is Required to be submitted

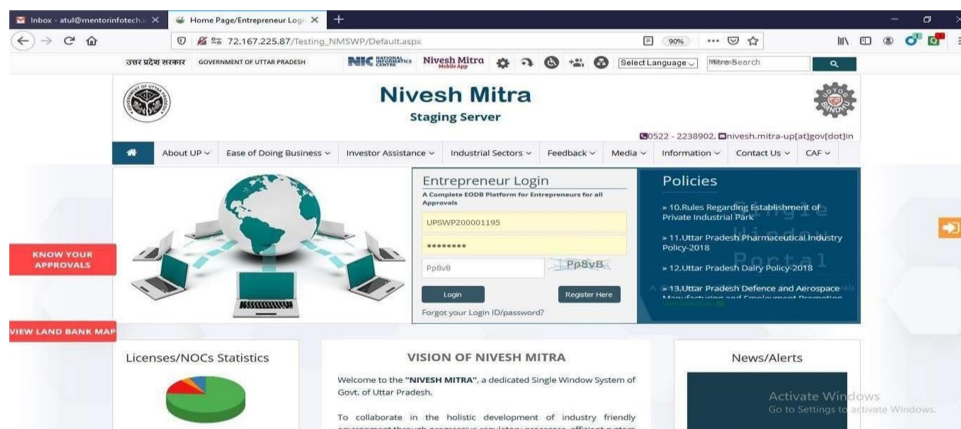
## PROCEDURE TO BE ADOPTED FOR APPLYING FOR EXCISE SERVICES USING NIVESH MITRA

State Government of Uttar Pradesh has created a Single Window Platform for the Entrepreneurs, willing to avail services of Government Departments/ Establishments of Uttar Pradesh. This helps the Entrepreneur to have access to multiple Departmental Services over a single window using the Departmental service delivery gateways. Department of Excise , GoUP has also integrated such service deliveries with Nivesh Mitra portal. These Services are :

1. Licence for Establishment of Distillery ( PD – 33 )
2. Licence for Establishment of Brewery ( B – 20 )
3. Licence for Running of Distillery ( PD – 2 )
4. Licence for Running of Brewery ( B – 2 )
5. Licence for Industrial Alcohol units ( FL – 39, FL – 40, FL – 41 )

For availing these services from Nivesh Mitra platform, one has to have registered on Nivesh Mitra Portal and should have authenticated login credentials to access these services from Nivesh Mitra portal.

Nivesh Mitra Users may login onto the Nivesh Mitra portal as





From User's dashboard, one has to use the menu link of "Apply For Permissions/NOCs/Licenses/Incentives. As depicted in the screen below, user has to select "Department of Excise" from the dropdown list of Department and select the appropriate services from the Service Name Drop Down .

**Nivesh Mitra** | UPSWP200001195

**Apply For Permissions/NOCs/Licenses/Incentive**

Select Enterprise/Unit for which Departments Permissions/NOCs /Licenses/Certificates/Incentive etc. are needed: UPSWP20000119542 - MENTOR

Select Department Name: Department of Excise | Select Service Name: Application to establish distillery...

Buttons: View Applied Application, New Application, Home

Sr.No.	Department	Form Name																
1.	Department of Excise	<table border="1"> <thead> <tr> <th>Sr.No.</th> <th>Service Name</th> <th>Application ID</th> <th>Form Status</th> <th>Status Change Date</th> <th>Current Remarks</th> <th>Print Form</th> <th>Fill/View Form</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Application to establish distillery</td> <td>200001195421800050001</td> <td>SAVE AS DRAFT</td> <td>NA</td> <td>New Request Initiated</td> <td></td> <td></td> </tr> </tbody> </table>	Sr.No.	Service Name	Application ID	Form Status	Status Change Date	Current Remarks	Print Form	Fill/View Form	1.	Application to establish distillery	200001195421800050001	SAVE AS DRAFT	NA	New Request Initiated		
Sr.No.	Service Name	Application ID	Form Status	Status Change Date	Current Remarks	Print Form	Fill/View Form											
1.	Application to establish distillery	200001195421800050001	SAVE AS DRAFT	NA	New Request Initiated													

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After selection of the Department and the desired Service, the Nivesh Mitra shall show a screen as

**Nivesh Mitra**  
Single Window Portal, Govt. of Uttar Pradesh  
Uttar Pradesh Excise Department

Buttons: Go Back, Proceed

Activate Windows | Go to Settings to activate Windows.

When Proceed button is clicked, it shall transfer the control to the Excise Department's Portal for filling up and submission of the Required form.

## **SERVICE 1 : APPLICATION FOR ESTABLISHMENT OF DISTILLERY**

1. User has to fill up the complete form
2. Upload all the required documents
3. System shall show the Required Fee to be deposited
4. User has to pay the Fee using online payment option or through e-challan
5. Once the above steps are completed, the Application shall be submitted and the first check point shall be the District Excise Officer of the concerned District
6. The DEO shall conduct the Ground Inspection and prepare an Inspection Report, which shall be uploaded on portal by the concerned DEO before forwarding it further
7. After Forwarding from DEO, the Application is forwarded to Technical Officer of Excise Department for scrutiny of documents and feasibility Analysis.
8. The Technical Officer may raise Objection/ Query or demand further details or documents. In such cases, the Query Status shall be shown to the Applicant on the Nivesh Mitra portal.
9. The User may reply to the query and/or submit more documents by uploading the same in response of the query raised by the Department.
10. Based on the initial application and documents/facts further provided in response of the query, the Technical Officer shall prepare a recommendation note and forward the same to Excise Commissioner through Addition Excise Commissioner
11. The Excise Commissioner shall put down the Final recommendations and send the proposal to Government for Final Approval.
12. The movement from Office of Excise Commissioner to Government shall be a manual process. However the details are recorded on portal for the movement of proposal and receipt of the Approvals
13. After Final Approval from the Government, the PD – 33 Licence is generated by Excise Commissioner and is digitally signed
14. Once the Licence is digitally signed on Excise portal, the applicant may download the same from the Nivesh Mitra portal

## **SERVICE 2 : APPLICATION FOR ESTABLISHMENT OF BREWERY**

1. User has to fill up the complete form
2. Upload all the required documents
3. System shall show the Required Fee to be deposited
4. User has to pay the Fee using online payment option or through e-challan
5. Once the above steps are completed, the Application shall be submitted and the first check point shall be the District Excise Officer of the concerned District
6. The DEO shall conduct the Ground Inspection and prepare an Inspection Report, which shall be uploaded on portal by the concerned DEO before forwarding it further
7. After Forwarding from DEO, the Application is forwarded to Technical Officer of Excise Department for scrutiny of documents and feasibility Analysis.
8. The Technical Officer may raise Objection/ Query or demand further details or documents. In such cases, the Query Status shall be shown to the Applicant on the Nivesh Mitra portal.
9. The User may reply to the query and/or submit more documents by uploading the same in response of the query raised by the Department.
10. Based on the initial application and documents/facts further provided in response of the query, the Technical Officer shall prepare a recommendation note and forward the same to Excise Commissioner through Addition Excise Commissioner
11. The Excise Commissioner shall put down the Final recommendations and send the proposal to Government for Final Approval.
12. The movement from Office of Excise Commissioner to Government shall be a manual process. However the details are recorded on portal for the movement of proposal and receipt of the Approvals
13. After Final Approval from the Government, the B-20 Licence is generated by Excise Commissioner and is digitally signed
14. Once the Licence is digitally signed on Excise portal, the applicant may download the same from the Nivesh Mitra portal

### **SERVICE 3 : APPLICATION FOR RUNNING OF DISTILLERY**

1. User has to fill up the complete form
2. Upload all the required documents
3. System shall show the Required Fee to be deposited
4. User has to pay the Fee using online payment option or through e-challan
5. Once the above steps are completed, the Application shall be submitted and the first check point shall be the District Excise Officer of the concerned District
6. The DEO shall conduct the Ground Inspection and prepare an Inspection Report, which shall be uploaded on portal by the concerned DEO before forwarding it further
7. After Forwarding from DEO, the Application is forwarded to Technical Officer of Excise Department for scrutiny of documents and feasibility Analysis.
8. The Technical Officer may raise Objection/ Query or demand further details or documents. In such cases, the Query Status shall be shown to the Applicant on the Nivesh Mitra portal.
9. The User may reply to the query and/or submit more documents by uploading the same in response of the query raised by the Department.
10. Based on the initial application and documents/facts further provided in response of the query, the Technical Officer shall prepare a recommendation note and forward the same to Excise Commissioner through Addition Excise Commissioner
11. The Excise Commissioner shall put down the Final decision in terms of Rejection or Approval
12. the details are recorded on portal for the movement of proposal and receipt of the Approvals
13. After Final Approval from the Government, the PD – 2 Licence is generated by Excise Commissioner and is digitally signed
14. Once the Licence is digitally signed on Excise portal, the applicant may download the same from the Nivesh Mitra portal

#### **SERVICE 4 : APPLICATION FOR RUNNING OF BREWERY**

1. User has to fill up the complete form
2. Upload all the required documents
3. System shall show the Required Fee to be deposited
4. User has to pay the Fee using online payment option or through e-challan
5. Once the above steps are completed, the Application shall be submitted and the first check point shall be the District Excise Officer of the concerned District
6. The DEO shall conduct the Ground Inspection and prepare an Inspection Report, which shall be uploaded on portal by the concerned DEO before forwarding it further
7. After Forwarding from DEO, the Application is forwarded to Technical Officer of Excise Department for scrutiny of documents and feasibility Analysis.
8. The Technical Officer may raise Objection/ Query or demand further details or documents. In such cases, the Query Status shall be shown to the Applicant on the Nivesh Mitra portal.
9. The User may reply to the query and/or submit more documents by uploading the same in response of the query raised by the Department.
10. Based on the initial application and documents/facts further provided in response of the query, the Technical Officer shall prepare a recommendation note and forward the same to Excise Commissioner through Addition Excise Commissioner
11. The Excise Commissioner shall put down the Final Approval or Rejection
12. After Final Approval from the Government, the B-1 Licence is generated by Excise Commissioner and is digitally signed
13. Once the Licence is digitally signed on Excise portal, the applicant may download the same from the Nivesh Mitra portal

## **SERVICE 5 : APPLICATION FOR INDUSTRIAL ALCOHOL LICENSE**

1. User has to fill up the complete form
2. Upload all the required documents
3. System shall show the Required Fee to be deposited
4. User has to pay the Fee using online payment option or through e-challan
5. Once the above steps are completed, the Application shall be submitted and the first check point shall be the District Excise Officer of the concerned District
6. The DEO shall conduct the Ground Inspection and prepare an Inspection Report, which shall be uploaded on portal by the concerned DEO before forwarding it further
7. After Forwarding from DEO, the Application is forwarded to Technical Officer of Excise Department for scrutiny of documents and feasibility Analysis.
8. The Technical Officer may raise Objection/ Query or demand further details or documents. In such cases, the Query Status shall be shown to the Applicant on the Nivesh Mitra portal.
9. The User may reply to the query and/or submit more documents by uploading the same in response of the query raised by the Department.
10. Based on the initial application and documents/facts further provided in response of the query, the Technical Officer shall prepare a recommendation note and forward the same to Excise Commissioner through Addition Excise Commissioner
11. The Excise Commissioner shall put down the Final Approval or Rejection
12. After Final Approval from the Government, the B-1 Licence is generated by Excise Commissioner and is digitally signed
13. Once the Licence is digitally signed on Excise portal, the applicant may download the same from the Nivesh Mitra portal

## SERVICE 6 : APPLY FOR BRAND AND LABEL REGISTRATION

The Brand – Label Approval Application may be submitted by

- Distilleries of U.P. for Brand and Label of Country Liquor, Foreign Liquor, LAB being manufactured by them whether it is to be sold in U.P. or Outside U.P. or outside India
- Distilleries located in India outside U.P., who intend to sell their Product in U.P. from Licensed Bonds in U.P.
- Principal Importer of Liquor imported from other Countries

For Submitting the Application following process is to be adopted :

1. Select the Service for Brand-Label Registration on Nivesh Mitra Dashboard
2. Select the Unit Type from the Dropdown and provide the Unit Id and Registered Mobile Number when asked for
3. First of all Fill up the Application Form defining the Brand Details and the Pack Sizes of each requested Brands
4. Once this is done, define the Labels to be used in each type of Brand-Pack ( SKU )
5. Upload the required documents in pdf format and Labels in Jpg format
6. After uploading the Labels and Documents, the Application submission part is over and user may proceed for the payment
7. When payment option is selected, the system displays both the fee separately as Brand Registration Fee Required and Label Fee Required
8. User has to submit two different e-challans for these Fee.
9. Once the Application is Freezed and e-Challan is submitted successfully, it shall be forwarded to concerned AEC of the Distillery in case it is initiated from Distillery of U.P else it is sent to DC Licence for further action
10. Keep Checking the Status using the Status Check link provided, which shall display the current proceeding and in case objection is raised on your application, it shall also be displayed.
11. In case of Objection User may respond to the queries or upload additional document , if required.
12. Finally when the Status shows as Approved, it shall provide a link to download the Digitally Signed Brand-Lable Approval Order

### **SERVICE 7 : APPLY FOR LIQUOR IMPORT PERMIT FROM OTHER STATES**

The request for import of liquor from other State may be submitted by the Bond holders located in U.P. District, as authorized representative of the Distillery/Brewery of any other State of India. The Import Permit may be requested for the Brand of the other State Distillery/ Brewery, which has been registered by U.P. Excise for sale in U.P.

For the sale of Liquor in State of Uttar Pradesh following Fee shall be applicable and the Bond holder has to ensure that sufficient balance amount is present in the advance duty register of the Bond Licence holder.

1. Permit Fee
2. Special Fee
3. Duty
4. Additional Special Fee
5. Track and Trace Charges

For Submitting the Application following process is to be adopted :

1. Select the Service for Permit for Import of IMFL from Other States on Nivesh Mitra Dashboard
2. Select the Unit Type from the Dropdown and provide the Unit Id and Registered Mobile Number when asked for
3. First of all Fill up the Application Form defining the Brand Details , the Pack Sizes an quantity required
4. System shall calculate the required Fee in all Heads and also shows the balance amount in advance duty register of each head
5. In case of sufficient balance, user may save the request and forward the same to concerned DEO
6. DEO shall review the application and finally approve or reject the application
7. Once it is approved, the concerned BWFL and the parent Distillery/ Brewery of BWFL can download the Digitally Signed permit

### **SERVICE 8 : APPLY FOR LIQUOR IMPORT PERMIT FROM OTHER COUNTRIES**

The request for import of liquor from other Countries may be submitted by the F2D Bond holders located in U.P. District. The Bond holder has to define in their application the Name of Importing Unit and the Name of Custom Bond from where the liquor shall be taken.

For the sale of Liquor in State of Uttar Pradesh following Fee shall be applicable and the Bond holder has to ensure that sufficient balance amount is present in the advance duty register of the Bond Licence holder.

1. Permit Fee
2. Special Fee
3. Import Fee
4. Additional Special Fee
5. Track and Trace Charges



For Submitting the Application following process is to be adopted :

1. Select the Service for Permit for Import From Other Countries on Nivesh Mitra Dashboard
2. Select the Unit Type from the Dropdown and provide the Unit Id and Registered Mobile Number when asked for
3. First of all Fill up the Application Form defining the Brand Details , the Pack Sizes and quantity required
4. System shall calculate the required Fee in all Heads and also shows the balance amount in advance duty register of each head
5. In case of sufficient balance, user may save the request and forward the same to concerned DEO
6. DEO shall review the application and finally approve or reject the application
7. Once it is approved, the concerned FL2D and the identified Custom Bond can download the Digitally Signed permit

#### **SERVICE 9 : APPLY FOR LIQUOR EXPORT PERMIT TO OTHER COUNTRIES**

The request for export of liquor to other Countries may be submitted by the Distilleries/ Breweries located in U.P. and have registered one or more brands for export to other countries

For Submitting the Application following process is to be adopted :

1. Select the Service for Export of IMFL to Other Countries on Nivesh Mitra Dashboard
2. Select the Unit Type from the Dropdown and provide the Unit Id and Registered Mobile Number when asked for
3. Fill up the form defining the Details of the Order Received from importing unit, Brands and quantity of liquor, the ICD through which the export is to be done etc.
4. Upload the copy of PI for the export material requested for
5. Save the Request and forward it to concerned AEC of the Distillery
6. The AEC Distillery after scrutiny of facts, recommend and forward the same to EC for approval through DEC- Distribution and Addln Commissioner L&D
7. In case of any query the same shall be reverted back to the Distillery, which can be replied and/or additional documents may be uploaded
8. After Approval and Digital Signature on the permit, the same can be downloaded by the Distillery
9. Distillery may also check the current Status of the Application at any point of time.

**SERVICE 10 : APPLY FOR ENA IMPORT PERMIT .**

The Distillery may procure ENA from other States of India. For this Distilleries has to obtain a Permit , against which the procurement may be done

For Submitting the Application following process is to be adopted :

1. Select the Service for Permit for ENA Import on Nivesh Mitra Dashboard
2. Select the Unit Type from the Dropdown and provide the Unit Id and Registered Mobile Number when asked for
3. Fill up the form defining all the Details .
4. Upload the copy of Consent Letter for the import material requested for
5. Save the Request and forward it to concerned AEC of the Distillery
6. The AEC Distillery after scrutiny of facts, recommend and forward the same to Addln Commissioner L&D for approval through DEC- Distribution
7. In case of any query the same shall be reverted back to the Distillery, which can be replied and/or additional documents may be uploaded
8. After Approval and Digital Signature on the permit, the same can be downloaded by the Distillery
9. Distillery may also check the current Status of the Application at any point of time.

**SERVICE 11 : APPLY FOR ENA EXPORT PERMIT**

The Distillery may export ENA to other States of India or to other Countries . For this Distilleries has to obtain a Permit , against which the export may be done

For Submitting the Application following process is to be adopted :

1. Select the Service for Permit for ENA Export on Nivesh Mitra Dashboard
2. Select the Unit Type from the Dropdown and provide the Unit Id and Registered Mobile Number when asked for
3. Fill up the form defining all the Details .
4. Upload the copy of Consent Letter for the import material requested for
5. Save the Request and forward it to concerned AEC of the Distillery
6. The AEC Distillery after scrutiny of facts, recommend and forward the same to Addln Commissioner L&D for approval through DEC- Distribution
7. In case of any query the same shall be reverted back to the Distillery, which can be replied and/or additional documents may be uploaded
8. After Approval and Digital Signature on the permit, the same can be downloaded by the Distillery
9. Distillery may also check the current Status of the Application at any point of time.

### **PROCEDURE TO BE ADOPTED FOR APPLYING FOR EXCISE SERVICES USING EXCISE PORTAL**

Department of Excise, GoUP has launched a Single Window Platform for all the Stakeholders of Excise Eco-System covering all the Services to be rendered in G2C & G2B model and monitoring of day to day activities related to the Excise Department. For using any of the Services, one has to visit the URL <https://www.upexciseportal.in>. For following G2C services, an option of USEFUL PUBLIC SERVICES has been provided :

1. Apply for Occasional Bar License for any Event/ Party
2. Apply for Spirit Procurement Permit for Hospitals, Institutes, Research Labs etc.
3. Apply for Import of Narcotic Drugs
4. Apply for Export of Narcotic Drugs

Apart from the above following Services are provided to the registered Licensee of Excise Department under G2B services. These services may be utilized by the Licensee after login onto the excise portal with their authenticated login credentials

1. Brand and Label Registration
2. Apply for Import Permit of Liquor from Other States of India
3. Apply for Import Permit of Liquor from Other Countries
4. Apply for Export Permit of Liquor to Other Countries

### **G2C SERVICE 1 : APPLY FOR OCCASIONAL BAR LICENSE**

If any alcoholic drinks are being served at any place outside the area prescribed in registered Hotel/Bar/Club Licensee, Occasional Bar Licence shall be required. The Application can be submitted by any individual for serving the Liquor at any Private Premises, which shall be for non-commercial activities, the charges shall be Rs. 4000.00 per day. And if the application is being submitted by any commercial establishment or the event is being organized at a commercial place, the per day charges shall be Rs. 11,000.00.

The Application may be submitted on or before the event date and on event date, the application shall be accepted till 2:00 PM only. For Submitting the Application following process is to be adopted :

1. Visit the Online portal of Excise Department, GoUP as <https://www.upexciseportal.in>

2. Or Visit the nearest CSC ( Jan Suvidha Kendra ) and apply with e-district interface
3. Select the option of Occasional Bar Licence, which shall show three icons as Register Your Request, Make Payment and Check Status
4. Select the Register Your Request Option and Fill up the complete Application Form
5. Be careful, while selecting the District, where the Event is to be organized. Please select the District of Party location not your hometown
6. Save the Application Form, which shall enable the payment option against the saved Application
7. Pay the required Fee online using Net Banking
8. Once the Payment is Successful, your application will be submitted to concerned DEO
9. Keep Checking the Status of Your Application
10. When the Application Status is shown as Approved, a link shall be displayed to download the Digitally signed Licence

## **G2C SERVICE 2 : APPLY FOR SPIRT PERMIT FOR HOSPITALS/ INSTITUTES ETC**

. For Submitting the Application following process is to be adopted :

1. Visit the Online portal of Excise Department, GoUP as <https://www.upexciseportal.in>
2. Or Visit the nearest CSC ( Jan Suvidha Kendra ) and apply with e-district interface
3. Select the option for Permit for Procurement of Spirit for Hospitals etc.
4. There shall be two icons. One for Registration and second for Checking the Status
5. Use Registration Icon for Applying for a Permit
6. Fill up the complete Application Form
7. Upload all Required documents
8. Save the Application form, which shall show a message “Saved Successfully “
9. Once the Application is saved, it shall be forwarded to concerned DEO for further action
10. Keep Checking the Status of Your Application
11. When the Application Status is shown as Approved, a link shall be displayed to download the Digitally signed Permit

### **G2C SERVICE 3 : APPLY FOR IMPORT OF NARCOTIC DRUGS**

. For Submitting the Application following process is to be adopted :

1. Visit the Online portal of Excise Department, GoUP as <https://www.upexciseportal.in>
2. Or Visit the nearest CSC ( Jan Suvidha Kendra ) and apply with e-district interface
3. Select the option for Import Permit of Narcotic Drugs.
4. There shall be three icons. One for Registration , second for Digitally Signing the uploaded documents and third for Checking the Status
5. Use Registration Icon for Applying for a Permit
6. Fill up the complete Application Form
7. Upload all Required documents and Digitally Sign the same
8. Freeze the Application Form and the documents uploaded
9. Once the Application is Freezed, it shall be forwarded to concerned DEO for further action
10. Keep Checking the Status of Your Application
11. When the Application Status is shown as Approved, a link shall be displayed to download the Digitally signed Permit

### **G2C SERVICE 4 : APPLY FOR EXPORT OF NARCOTIC DRUGS**

. For Submitting the Application following process is to be adopted :

1. Visit the Online portal of Excise Department, GoUP as <https://www.upexciseportal.in>
2. Or Visit the nearest CSC ( Jan Suvidha Kendra ) and apply with e-district interface
3. Select the option for Import Permit of Narcotic Drugs.
4. There shall be three icons. One for Registration , second for Digitally Signing the uploaded documents and third for Checking the Status
5. Use Registration Icon for Applying for a Permit
6. Fill up the complete Application Form
7. Upload all Required documents and Digitally Sign the same
8. Freeze the Application Form and the documents uploaded
9. Once the Application is Freezed, it shall be forwarded to concerned DEO for further action
10. Keep Checking the Status of Your Application
11. When the Application Status is shown as Approved, a link shall be displayed to download the Digitally signed Permit