

OFFICE OF THE COMMISSIONER OF EXCISE ENT. & LUXURY TAX  
GOVT OF NCT OF DELHI  
L-BLOCK, VIKAS BHAWAN, IP ESTATE, NEW DELHI

No. F-10(62)/Ex/IMFL/10-11/1340

Dated 19/12/2011

CIRCULAR

The Excise Year 2011-12 is ending on 31<sup>st</sup> March 2012. As provided under Rule 41, Delhi Excise Rules, 2010, all applications for the **renewal of licences** and permits shall be received in the office of the Deputy Commissioner **before the end of February** each year along with licence or permit fee, payable for renewal of licence or permit. In case of delay, the deputy Commissioner may admit such application before the expiry of the licence or permit, provided that there are good and sufficient reasons for the delay **on payment of additional fee of twenty five percent** of the prescribed licence or permit fee:

Provided that the application for renewal of licence or permit may be admitted **after the expiry** of the licence or permit, if there are good and sufficient reasons for the delay **on payment of double the amount of licence or permit fee** payable, and the licence or permit may be renewed with the approval of the Excise Commissioner.

In view of the above all holders of licences in form of L-6(old-L-2), L-6F, L-7(old L-52), L-7F, L-9(old- L-52D), L-10(old-L-56), L-22(old-L-6A), L-23(old L-7), are required to submit their requests for renewal of their licences for the year 2012-13 before 28.02.2012.

The following documents are required to be submitted alongwith the renewal application:-

1. Licence fee to be paid in the Excise Head 0039, sub head 01, Branch code 'IMFL' with their respective payee Codes.
2. No due certificate in original stating that the applicant is not a defaulter in respect of VAT/ST from Trade & Taxes Deptt. Govt of NCT of Delhi.
3. Copy of Rent agreement valid upto 31.3.2013 duly attested .
4. Sale figure from 01.4.2011-31.01.2012 duly signed by the licensee.
5. Original Licence
6. Undertaking/documents with regard to land use of the premises.
7. An affidavit stating that .
  - (i) The applicant is not a defaulter in respect of VAT/ST
  - (ii) He is in lawful physical possession of the shop /premises in respect of which the licence is granted.
  - (iii) That the licensee is not ineligible inter-alia under the provision of section 13 of Delhi Excise Act,2009 and Delhi Excise Rules,2010.

8. The licensee should ensure that the licensed premises shall be duly insured against fire and natural hazards. The licensee shall keep the premises thoroughly clean and dry and shall comply with the orders issued by the Department of Excise for removal of defects in the building.
9. The shop must have air cooling/air-conditioning facilities (where ever applicable e.g.L-7,L-9& L-10) as per the existing Terms & Conditions under which the licence was granted.
10. Refrigeration facilities for storages of beer shall be mandatory for holders of retail licences.
11. The licensee must ensure to install I.T. infrastructure at its licensed premises to integrate with the Excise Supply Chain Information Management System as soon as it is developed by the Implementing Agency.
12. Installation of CCTV cameras systems having coverage of minimum 50 meters and archival period of 30 days in good working condition.
13. Facility of scanner and automatic billing system.
14. Facility of self service to the customers in the vend premises.
15. Must be complying with the T & C on which the Licence was issued and the provisions of Delhi Excise Act & Rules made there under.
16. The Government reserves the right to review the manner of levying license fee and amount of license fee etc to be paid/payable. In case any of the fees are revised, the same shall be payable and recoverable from the licensees.

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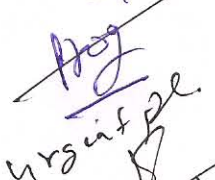
(R.P.GUPTA)

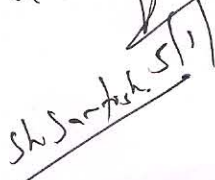
ASSISTANT COMMISSIONER(IMFL)

Copy to :-

1. All L-6(old-L-2),L-6F,L-7(old L-52),L-7F,L-9(old- L-52D),L-10(old-L-56), L-22(old-L-6A)and L-23(old L-7) Licensees by Registered Post.
2. P.S to Commissioner Excise.
3. PA to Deputy Commissioner of Excise.
4. Notice Board.
5. System Analyst, Deptt of Excise, with the request to upload this circular on the official website of the Department.([www.excise.delhigovt.nic.in](http://www.excise.delhigovt.nic.in))

  
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