

DEPARTMENT OF EXCISE, ENTERTAINMENT AND LUXURY TAX
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
L & N BLOCK, VIKAS BHAWAN, I. P. ESTATE, NEW DELHI – 110002.

No. F.11/28/Ex/H/2011-12/ 521

Dated: 26 /08/2015

CIRCULAR

Sub: Updation of process for renewal of Hotel/Club licenses in ESCIMS.

It has been desired by Competent Authority that the renewal of Hotel/Clubs license will henceforth be processed through ESCIMS only and the physical movement of files is stopped.

The new process of renewal of Hotels/ Clubs licenses will be undertaken as under:

1. Dealing Assistants put the renewal case in ESCIMS after deposit of license fee through ESCIMS and checking/completion of documents.
2. Assistant Commissioner (Hotel/Club) process/forward the renewal in ESCIMS portal after checking on file.
3. Deputy Commissioner (Excise) may approve/reject where competent authority for renewal/ forwarded to Commissioner (Excise) in ESCIMS where Commissioner (Excise) is competent authority.
4. Commissioner (Excise) may approve/reject in ESCIMS portal.
5. After approval by Commissioner (Excise)/Dy. Commissioner (Excise) in ESCIMS, Dealing Assistant notifies the renewal in ESCIMS. An online intimation of the same will be sent through ESCIMS to licensee
6. After notification of renewal process on ESCIMS, ESCIMS generated licenses will be signed by Assistant Commissioner (Hotel/Club) on behalf of the licensing Authority and complete the renewal process.

This issued with the approval of Commissioner (Excise)..


ASSISTANT COMMISSIONER (HOTEL/CLUB)
GOVT. OF NCT OF DELHI.

No. F.11/28/Ex/H/2011-12/

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Copy to:-

1. P.S to Commissioner (Excise).
2. AC (Escims)/System Analyst, for uploading the same on website.