

OFFICE OF THE COMMISSIONER, EXCISE, ENTT. & LUXURY TAX  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
L&N BLOCK, VIKAS BHAWAN, IP RSTATE NEW DELHI

No. F. 2(128)/Ex/R/2017-18/ 1336

Dated: 12-2-18

CIRCULAR

Subject: Renewal of License in form of L-28/L-28F and L-29/L-29F for the year 2018-19.

All the licensees holding licenses in form of L-28/L-28F and L-29/L-29F are hereby directed to submit their license renewal application as per the provisions of Rule 41 of the Delhi Excise Rules 2010 according to which the application for the renewal of licence required to be submitted by February end alongwith license fee, the same is enumerated hereunder:

*"Application for the renewal of licence and permit to be received by February end along with licence fee. 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 the 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 including those granted in the month of March 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:*

*Provided further that in case of license in Form L-15/L-15F, L-16/L-16F, L-17/L-17F/L-18/L-18F and L-18A/L-18AF, the license fee is payable in two equal installments after completion of all documentary requirements. First installment of 50% of the license fee should be paid before end of February each year, failing which*

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additional fee of 25% of 1st Installment shall be payable. Second Installment of remaining balance amount of license fees should be paid before 30th September each year alongwith interest @12% per annum, failing which double the amount of 2nd installment shall be payable".

Keeping in view the above, all the licensees of L-28/L-28F and L-29/L-29F, are hereby directed to submit their application for renewal of license online by accessing their account in ESCIMS portal through their I.D. and password along with the applicable license renewal fee for the year 2018-19 by providing the requisite information and payment of renewal license fee latest by 28.02.2018 without fail.

1. Application for license renewal.
2. The license fee which has been increased by 10% from the last year license fee in compliance to the Notification No. F.12(4)/Fin(Rev-I)/15-16/dsvi/587 dated 22.07.2015 issued by Finance Department, GNCT of Delhi and accordingly the revised license fee for the year 2018-19 will be as under:

**FEE STRUCTURE FOR L-28/L-28F LICENSES (Rounded off to nearest Rupee)**

Srl. No.	Number of Members	Fee (In/Rs.) L-28 (Rs.)	Fee for IFL (In Rs.) 10% of normal license fee (L-28F) (Rs.)	Total fee including IFL (L-28/L-28F, (Rs.)
1.	Up to 800 members	1,09,808/-	10,981/-	120789/-
2.	801 to 1500 members	1,46,410/-	14,641/-	1,61,051/-
3.	1501 members and above	2,92,820/-	29,282/-	3,22,102/-

**FEE STRUCTURE FOR L-29/L-29F LICENSES (Rounded off to nearest Rupee)**

Srl no.	Description of License	For L-29	For L-29F	Total
1.	L-29 License	13,310/-	1,331/-	14,641/-

*Handwritten signature/initials*

The above mentioned License fee for L-28/28F and L-29/29F licenses are the same as applicable as on date, the Department reserved the right to review the license fee and in case the same is increased, the licensee shall be liable to pay the increased amount within the stipulated time period failing which the Department shall have the right to stop the transport permit of the unit or take other suitable action.

It is further to inform that there will be no workflow for approval of Club Renewal ARN. After the payment is successful, the status of the Renewal ARN will change to "Deemed Renewed".

- The following message will be shown to Club Licensee post successful payment of Renewal fee -

"Your License has been deemed renewed for the Excise Year <Excise Year Value>, subject to verification of Additional Details as per Department's Requirement. Please fill and complete the 'Provide Additional Details' form by going to the following link: License → Provide Additional Details."

- Also post successful payment of Renewal Fee, Club Licensee will be able to download the deemed Renewed License copy by going to the following link: License → Print Letters.

In case Club Licensee makes successful payment of Renewal fee before 16th Feb 2018, then system will show an additional message to Licensee on screen- "Please print your deemed renewed License Letter after 16th Feb by going to: License → Print Letters."

Besides above, the existing licensees are required to fill and complete the 'Provide Additional Details' form by going to the following link: License → Provide Additional Details."

Only the following documents will be mandatory to upload by Club Licensees in 'Provide Additional Details' in addition to affidavit form which will have to be filled and completed by the Club Licensees as part of the 'Provide Additional Details' functionality by 15th April 2018:

1. Copy of Insurance against Fire & Natural Hazard.

*Handwritten signature*

2. Fire NOC (mandatory for 50 seat covers and above),

Rest all of the documents will be optional to be uploaded by Club Licensees in 'Provide Additional Details' functionality.

In case Licensee, who has made renewal payment successfully, does not submit 'Provide Additional Details' application by 15th April 2018, a batch process will run on 15th April@11:30pm, which will check and mark the licensee status as STOP TP.

To activate the license:

- For Licensee's who have made renewal payment successfully- Such licensees will have to login and apply for provide additional details. When the provide additional details application will get approved by Dept in system, it's License will get enabled.
- For Licensee's who have not made renewal payment - Such licensees will have to make License Renewal payment first and then apply for provide additional details. When the provide additional details application will get approved by Dept in system, it's License will get enabled.

All applications for renewal with license fee must be submitted online latest by 28.02.2017, failing which penal action as provided in Rule 41 of Delhi Excise Rules, 2010 (enumerated above), shall be taken. The licensee should submit renewal application with fee by due date accessing their account in ESCIMS portal through their I.D. and password.

It may be noted that failure to adhere to the above schedule for applying for renewal of licenses would lead to Non-renewal of licenses/suspension of issuance of transport permit.

This issues with the prior approval of Licensing Authority.

*Neeraj Gupta*  
12/02/2018

(NEERAJ GUPTA)  
ASSTT. COMMISSIONER (EXCISE)

Copy for compliance:

**All the licenses in form of L-28/L-28F and L-29/L-29F.**

**Copy for information to:**

1. PS to the Commissioner (Excise), GNCT of Delhi.
2. PA to Deputy Commissioner (Excise-I)/Deputy Commissioner (Excise-II), GNCT of Delhi.
3. Project Incharge, TCS to upload the circular on ESCIMS web-site and also to update the license fee accordingly. He is further directed to send the e.mail/SMS/Pop up to the licensee (10 days in advance) who will link documents of fire/insurance (which are going to be expired) .
4. The System Analyst, Computer Branch to upload the notice on the official web-site.
5. Notice Board.

*Handwritten signature and date: 12/02/2018*

(NEERAJ GUPTA)  
ASSTT. COMMISSIONER (EXCISE)