

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
OFFICE OF THE COMMISSIONER OF EXCISE, ENTT. & L.TAX DEPTT.  
L & N BLOCK I.P. ESTATE: VIKAS BHAWAN, NEW DELHI**

No.F./Ex/M&TP/Misc./2018-19/204-209

Dated: 1-10-2018

**CIRCULAR**

During processing the application for renewal of licenses in form of P-2, P-3, P-5, P-6, L-4, L-5, L-25, L-34, L-35, DD-9, DD-10, DD-11, DD-5 and A.P. it has been observed that all details in online application form are not filled up by the applicants while applying for renewal of licence on ESCIMS portal which are liable to be rejected due to incomplete details.

In view of above, all the licensees in form of P-2, P-3, P-5, P-6, L-4, L-5, L-25, L-34, L-35, DD-9, DD-10, DD-11, DD-5 and A.P. are hereby directed to ensure that all details are completely filled in application form while applying renewal of licences on ESCIMS portal failing which incomplete applications will be rejected without any further notice.

This issues with the prior approval of Commissioner (Excise)

  
(LALIT MITTAL)

**Asstt. Commissioner (M&TP)**

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Copy for information and necessary action to:

1. All licensees P-2, P-3, P-5, P-6, L-4, L-5, L-25, L-34, L-35, DD-9, DD-10, DD-11, DD-5, A.P. through online ESCIMS portal by M/s TCS/IA.
2. P.S to Commissioner Excise
3. P.A to Deputy Commissioner of Excise.
4. AC (ESCIMS) with the request to make all fields in the application form mandatory so that no incomplete application can be submitted by the applicant.
5. Notice Board
6. System Analyst, Dept. 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)).

  
(LALIT MITTAL)

**Asstt. Commissioner (M&TP)**