

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
OFFICE OF THE COMMISSIONER OF EXCISE, ENTT. & LUXURY TAX  
L & N BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI  
(IMFL BRANCH)

No.F.L-10(62)/IMFL/Ex/2010-11/ 91 -

Dated: 10/02/16 -

CIRCULAR

Sub: Renewal of license of retail vends

Attention of all the licensees of the retail vends are hereby drawn towards Rule 41, Delhi Excise Rules, 2010, which states that "all applications for the **renewal of licenses** and permits for the year 2016-17 shall be received in the office of the Deputy Commissioner **before the end of February** along with licenses or permit fee, payable for renewal of licenses or permits. In case of delay, the Deputy Commissioner may admit such application before the expiry of the licenses or permit, provided that there are good and sufficient reason for the delay **on payment of additional fee of twenty five percent** of the prescribed licenses or permit fee.

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

2. All holders of licenses is form of L-6, L-6F, L-7, L-7F, L-8, L-9, L-10, L-12, L-14, L-22 & L-23 are required to submit their requests for renewal of their licenses for the year 2016-17 before 29.02.2016. For renewal of license, licensee has to apply in ESCIMS in the following manner:
  - a. Applicant will click on apply renew for 2016-2017
  - b. System will display the license details as per login in non-editable form.
  - c. User will provide the details against following non-mandatory fields:
    - i) Original license start date, ii) Applicant email address, iii) Applicant mobile no
  - d. User will accept the declaration (as per enclosed Proforma), make payment of fee and submit.
  - e. Upon successful realization of fee, the application will be processed by the Department and licensee will get digitally signed license online.
3. The licensee should be in legal possession of the premises, i.e., must possess duly stamped and registered rent/ lease deed and ensure that the licensed premises shall be duly insured against fire and natural hazard. 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.
4. The shop have must 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 license was granted.
5. Refrigeration facilities for storage of beer shall be mandatory for holders of retail licensees.
6. Installation of CCTV cameras systems having coverage of minimum 50 meters and archival period of 30 days in good working condition.

7. Must be complying with the Terms & Conditions on which the license was issued and the provision of Delhi Excise Act & Rules made there under.
8. The licensee shall abide by all instructions/orders of the Department relating to operation of L-7 vend, and any other instruction issued by the Department.
9. 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 and penalty amount as specified by Competent Authority shall be imposed for depositing amount after the stipulated time period.
10. The Government reserves the right to review the manner of renewal of licenses for retail vend of liquor.

  
ASSISTANT COMMISSIONER (IMFL)

Copy to:-

1. All L-6, L-6F, L-7, L-7F, L-8, L-9, L-10, L-14, L-22 and L-23 licensees by registered Post.
2. PS to Commissioner Excise.
3. PA to Deputy Commissioner of Excise.
4. Notice Board.
5. System Analyst, Department 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)).

  
ASSISTANT COMMISSIONER (IMFL)



**PROFORMA:**

The licensee shall have to give declaration in the attached Proforma:

**1. Declaration will include following points:**

- a. All the Directors/Partners/Proprietors of the company/firm are Citizens of India.
- b. None of the Directors/Partners/Proprietors of the company/firm have been disqualified under section 13 of Delhi Excise Act 2009.
- c. There are no criminal antecedents or cases pending against any of the Directors/Partners/Proprietors of the company/firm in any court of law.
- d. The company/firm has no government dues.
- e. The business premises have not been constructed in violation of any law and I/we are legally in possession of the same.
- f. The Directors/Partners/Proprietors of the company/firm do not indulge in any other business from same premises other than liquor for which license is being granted.
- g. The Directors/Partners/Proprietors of the company/firm do not possess any wholesale license or any other retail license of liquor. *(This point will not be valid for L9 license)*
- h. The licensed premise is duly insured against fire and natural hazard.
- i. Installation of CCTV cameras systems having coverage of minimum 50 meters and archival period of 30 days in good working condition.
- j. There is no change in constitution of company/firm. The Directors / Partners / Proprietor of the company is same.
- k. The company/firm is registered with DVAT and Income Tax Department and the due returns have been filed with the concerned authority.
- l. The Directors/Partners/Proprietors of the company/firm shall abide by all instructions / orders issued by the Excise Department.
- m. All stock of liquor shall be received & sold through ESCIMS only and stock take shall be performed on regular basis as per guidelines.
- n. I will abide by the terms and conditions of the new policy to be decided by the government for 2016-2017.
- o. 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 and penalty amount as specified by Competent Authority shall be imposed for depositing amount after the stipulated time period.

I certify that particulars stated above are correct to the best of my knowledge and non-material facts to be concealed. *(Checkbox declaration)*

2. Applicant will not be allowed to submit the renewal application without accepting the declaration.

*be*

3. A confirmation alert will be occurred at time of submitting renewal application stating that "Do you want to proceed?"
4. Original License Start Date cannot be current date and future date.
5. A following note on renewal screen will be displayed:  
In case of any change in the directors / partners / proprietors, information shall be updated in the ESCIMS prior filing of renewal.
6. The first page of renewal letter will display the following line:  
I undertake to submit the copy of duly stamped lease deed in support of legal possession of premise for current excise year.  
The Government reserves the right to review the manner of renewal of licenses for retail vend of liquor.  
The license shall be liable for cancellation if any document produced / placed on record or any point of declaration undertaken found to be false or forged.
7. Original license start date, Applicant email address, Applicant mobile no will not be captured for L6/L6FG/L6FE and L8/L14 licenses.
8. Undertaking accepted by licensee at the time of applying renewal will be printed on second page of renewal letter having header  
'The Renewal of Licence *type of licence ID* has been renewed after accepting following undertaking:'

**NOTE:**

Given false declaration/ information shall liable for cancellation of license and also panel action against the existing licensee.

A handwritten signature in blue ink, appearing to read "K. S. Kulkarni", is written over a horizontal line.