

Dated: 04-2-16

CIRCULAR

Subject: **Renewal of L-15/L-15F and L-16/L-16F Licenses for the Licensing Year 2016-17.**

All the Licensee (s) holding license in form L-15/L-15F and L-16/L-16F are hereby directed to submit the following information/documents online (ESCIMS portal) along with applicable License Renewal Fee, for renewal of respective licenses for the Year 2016-17 latest by 29.02.2016 without fail.

- i. Undertaking/Affidavit as per Annexure-I
- ii. Application for license renewal alongwith licence fee as mentioned below:

The Govt. of NCT of Delhi vide Notification No. F.12(4)/Fin(Rev-1)/15-16/ds-VI/587 dated: 22.07.2015 has made amendments in Column 5 of Sl. No.17, 19 of sub rule (2) of Rule 154 under the Delhi Excise Rules, 2010 which is reproduced below:

“(b) In column No. 5 at S.NO.17, for the existing entries, the following entries shall be substituted, namely:-

S.No.	Hotels and Guest Houses having rooms	Licence Fee (in Rs.)
17	upto 25 rooms	82,500
	26 to 50 rooms	1,10,000
	51 to 100 rooms	2,20,000
	101 to 200 rooms	3,30,000
	201 to 300 rooms	4,40,000
	301 to 400 rooms	5,50,000
	401 and above	6,60,000
		Note: The annual license fee shall be increased 10% every year, automatically.

“(C) In column No. 5 at S.NO.19, for the existing entries, the following entries shall be substituted, namely:-

S.No.	Hotels and Guest Houses having rooms	Upto 75 covers (in Rs.)	Above 75 covers (in Rs.)
19	Budget Hotel	4,40,000	6,05,000
	1 Star	4,67,500	6,87,500
	2 Star	5,77,500	7,97,500
	3 Star	6,32,500	8,80,000
	4 Star	6,87,500	9,35,000
	5 Star	8,25,000	11,55,000
	Above 5 Star	9,90,000	13,20,000

	Motels Delux	7,70,000	9,90,000
	Motels First Class	6,60,000	8,80,000
	Note: The annual license fee shall be increased 10% every year, automatically.		

Accordingly details of License fee for 2016-17 are given as under:

FEE STRUCTURE FOR L-15/L15F LICENSES

S.No.	No. of Rooms in Hotel/Guest House	Fee (in Rs.)	Fee for IFL (in Rs.)	Fee including IFL (in Rs.)
	Hotel having upto 25 rooms	90,750/-	9,075/-	99,825/-
2	Hotel having 26 to 50 rooms	1,21,000/-	12,100/-	1,33,100/-
3	Hotel having 51 to 100 rooms	2,42,000/-	24,200/-	2,66,200/-
4	Hotel having 101 to 200 rooms	3,63,000/-	36,300/-	3,99,300/-
5	Hotel having 201 to 300 rooms	4,84,000/-	48,400/-	5,32,400/-
6	Hotel having 301 to 400 rooms	6,05,000/-	60,500/-	6,65,500/-
7	Hotel having rooms 401 and above	7,26,000/-	72,600/-	7,98,600/-

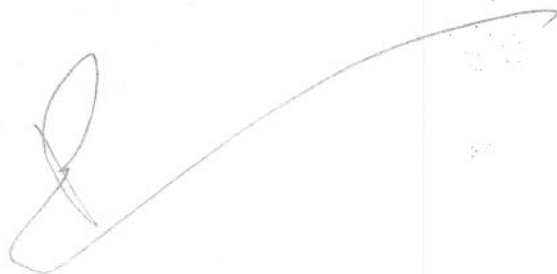
FEE STRUCTURE FOR L-16/L-16F LICENSES

Sr. No.	Category	Licence fee upto 75 covers	Licence fee for IFL	Total	Licence fee for above 75 covers	IFL	Total
1	Above 5 Star	10,89,000	1,08,900	11,97,900	14,52,000/-	1,45,200	15,97,200
2	5 Star	9,07,500	90,750	9,98,250	12,70,500/-	1,27,050	13,97,550
3	4 Star	7,56,250	75,625	8,31,875	10,28,500/-	1,02,850	11,31,350
4	3 Star	6,95,750	69,575	7,65,325	9,68,000/-	96,800	10,64,800
5	2 Star	6,35,250	63,525	6,98,775	8,77,250/-	87,725	9,64,975
6	1 Star	5,14,250	51,425	5,65,675	7,56,250/-	75,625	8,31,875
7	Budget Hotel	4,84,000	48,400	5,32,400	6,65,500/-	66,550	7,32,050
8.	Motels						
	(i)Delux	8,47,000	84,700	9,31,700	10,89,000/-	1,08,900	11,97,900
	(ii)First Class	7,26,000	72,600	7,98,600	9,68,000/-	96,800	10,64,800

The Motel already classified by, Govt. of India, Ministry of Tourism, shall pay license fee on the basis of that classification until their re-classification.

24X7 SCHEME

All the Five Star & Above Category hotels who have already taken permission for opening one or more L-16/L-16F unit, round the clock (24X7) have to apply for the permission afresh for the next Licensing Year. The scheme is open to all the Hotels classified under Five Star and above Five Star Category.



License fee for 24x7

For: - Motel (Delux) Rs.20,00,000/-

Up to 5 star category Rs 30,00,000/- and

Above 5 star (5 star Dx.) category Rs. 40,00,000/-

The above mentioned License fee for L-15/L-15F and L-16/L-16F 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.

Further Vide Notification F.10(3)/fin(Rev-1)/2013-14 dated 06.08.2013 the following amendment in Rule 41 has been done.

“3 Amendment of rule41:-In the Delhi Excise Rules, 2010for rule 41, the following shall be substituted namely:-

“All applications....

“Provided.....

Provided further that in case of license in form L-15/L-15F, L-16/L-16F, L-17/L-17/f and L-18/L-18F and L-18A/L-18F, 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 additional fee of 25% of 1st installment shall be payable till 31st March and beyond that double the amount 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.”

Besides above, the existing licencees are also directed to submit online the detailed information/documents, as per annexure-II, for the purpose of preparation of data base for Hotel.

However, it is clarified that onus of obtaining the linked license from concerned Deptt remains with the licensee. In case any of the linked license/NOC is withdrawn/cancelled/terminated, the Excise license shall also be liable for cancellation/termination without prejudice to action as per provisions of Delhi Excise Act 2009, rules framed there under and administrative instructions issued from time to time.

It is also clarified that cases will be considered for renewal only when complete fees is received along with undertaking in the prescribed format (Annexure-I).


All applications for renewal with license fee must be submitted online latest by 29/02/2016, failing which penal action as provided in Rule 41 of Delhi Excise Rules, 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 licences may also lead to Non-renewal of licences/suspension of issuance of transport permits.



The license fee is as per the current order and any upward revision in fees could be reviewed and the Licensee shall be liable to pay the difference in fee from the date of such notification.

The Department reserves the right to review the terms and conditions of renewal of licenses and any change in this regard shall be binding on the licensees.


(PRAVEEN MISHRA)
Dy. COMMISSIONER (EXCISE)/
LICENSING AUTHORITY

Encl:

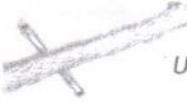
1. Annexure-I & II

Copy to for compliance:-

1. All the licensee holders in form of L-15/L-15F & L-16/L-16 F

Copy to for information:-

1. PS To the Commissioner (Excise), NCT of Delhi, L-Block Vikas Bhawan Delhi.
2. PA to Dy. Commissioner (Excise) for information please.
3. Project incharge, TCS to upload the Circular on ESCIMIS website and also requested to update the license fee according in system.
4. The System Analyst, Computer Branch to upload the notice on the official web-site.
5. Notice Board

Undertaking

1. Declaration will include following points: Renewal applications of following Excise Licences for 2016-17
 - L15/L15F
 - L15/L15F – Motel
 - L16/L16F
 - L16/L16F – Motel
 - L17/L17F
 - L18/L18F
 - L19/L19F
 - L20/L20F
 - L21/L21F
 - L28/L28F
 - L29/L29F
 - 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 of liquor.
 - h. The company/firm has applied for renewal of licenses with FSSAI / MCD / NDMC / Delhi Police / Department of Tourism / Delhi Fire Services and these licenses have not been cancelled by any of the concerned authority.
 - i. There is no change in constitution of company/firm. The Directors / Partners / Proprietor of the company is same.
 - j. The company/firm is registered with DVAT and Income Tax Department and the due returns have been filed with the concerned authority.
 - k. The Directors/Partners/Proprietors of the company/firm shall abide by any instructions / orders issued by the Excise Department issued from time to time.
 - l. All stock of liquor shall be received and sold through ESCIMS only.
 - m. I will abide by the terms and conditions of the new policy to be decided by the government for 2016-2017.
 - n. This is subject to the fact that if any of the linked licences / permissions are cancelled, the licence will be deemed cancelled.
- 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.
 3. A confirmation alert will be occurred at time of submitting renewal application stating that "Do you want to proceed?"
 4. Original Licence Start Date cannot be current date and future date.

Screen Parameters for Provide Details – HCR

S.No	Field Name	Type	Mandatory	Validation
1.	Constitution Type	Radio Button	Yes	Reference Values: <ul style="list-style-type: none"> • Company • LLP • Partnership Firm • Proprietorship Firm
2.	Company/Firm PAN No	Text Box	Yes	Valid PAN format
3.	Company/Firm PAN No	Attachment	Yes	-
4.	VAT/TIN No	Text Box	Yes	Alphanumeric. Valid VAT Format
5.	VAT/TIN No	Attachment	Yes	-
List of All Directors/Partners/Proprietors (as in MCA Portal as per provision of Companies Act of 2013)				
6.	Name	Text Box	Yes	25 Characters long. Alphabets and special character dot is allowed.
7.	Percentage Share	Text Box	Yes	Enabled only for Constitution Type – Partnership Firm. 2 digit long. Numeric only.
8.	PAN No	Text Box	Yes	Valid PAN format
9.	Upload PAN	Attachment	Yes	System will map the uploaded PAN with the corresponding Name.
10.	Address Proof	Drop Down	Yes	Reference Values: <ul style="list-style-type: none"> • Aadhar Card • Passport • DL • Voter ID
11.	Upload Address Proof	Attachment	Yes	System will map the uploaded Address Proof with the corresponding Name.
12.	Excise Nominee	Check Box	No	Only one can be checked at a time. No selection is allowed.
13.	Select	Check Box	-	-
14.	Excise Nominee is any other than the Directors of the Company	Radio Button	Yes	Cannot be Yes if Excise Nominee check box is checked against any of the names in the List of All Directors/Partners/Proprietors.
15.	Name of Excise Nominee	Text Box	Yes	Is enabled only when the Excise Nominee is any other than the Directors of the Company. 25 Characters long. Alphabets and special character dot is allowed.
16.	Address of Excise Nominee	Text Box	Yes	Is enabled only when the Excise Nominee is any other than the Directors of the Company. 50 Characters long. Alphabets and Special characters hyphen, forward slash, brackets, comma, and dot are allowed.

S.No	Field Name	Type	Mandatory	Validation
17.	Copy of Board Resolution	Attachment	Yes	Is enabled only when the Excise Nominee is any other than the Directors of the Company
18.	Email Address	Text Box	Yes	Valid Email format
19.	Mobile No.	Text Box	Yes	Valid Mobile No. Format
20.	Passport Size Photo	Attachment	Yes	-
21.	In case of Partnership Firm, fill the Partnership Deed details:	Label		
22.	Volume No	Text Box	Yes	<p>Enabled only for Constitution Type – Partnership Firm.</p> <p>15 characters long. Alpha Numeric. Special characters allowed are hyphen, forward slash, brackets, comma, and dot.</p>
23.	Registration No (of deed in SR)	Text Box	Yes	<p>Enabled only for Constitution Type – Partnership Firm</p> <p>15 characters long. Alpha Numeric. Special characters allowed are hyphen, forward slash, brackets, comma, and dot.</p>
24.	Date of Registration	Date	Yes	Enabled only for Constitution Type – Partnership Firm. Past Dates are allowed.
25.	Upload Partnership Deed	Attachment	Yes	Enabled only for Constitution Type – Partnership Firm.
26.	In case of Company:	Label	-	
27.	CIN No	Text Box	Yes	<p>Enabled only for Constitution Type – Company.</p> <p>15 characters long. Alpha Numeric. Special characters allowed are hyphen, forward slash, brackets, comma, and dot.</p>
28.	Upload certificate of Incorporation	Attachment	Yes	Enabled only for Constitution Type – Company.
29.	In case of LLP:	Label	-	
30.	LLPIN No	Text Box	Yes	<p>Enabled only for Constitution Type – LLP</p> <p>15 characters long. Alpha Numeric. Special characters allowed are hyphen, forward slash, brackets, comma, and dot.</p>
31.	Upload certificate of Incorporation	Attachment	Yes	Enabled only for Constitution Type – LLP
32.	Original Licence Grant Date	Date	Yes	Past Dates are allowed.

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S.No	Field Name	Type	Mandatory	Validation
33.	Other Mandatory Licences	Label	-	
34.	FSSAI Licence	Attachment	Yes	-
35.	Licence No.	Text Box	Yes	15 characters long. Alpha Numeric. Special characters allowed are hyphen, forward slash, brackets, comma, and dot.
36.	Licence Start Date	Date	Yes	Only Past Dates will be allowed.
37.	Licence End Date	Date	Yes	Should be more than Start Date.
38.	FSSAI Licence	Radio AButton		<p>Reference Values:</p> <ul style="list-style-type: none"> The details provided above are of the licence renewed for the current year I have applied for renewal of the above licence and attaching proof of licence renewal in process <p>User can select only one of the above.</p>
39.	Proof of Renewal	Attachment	Yes	Enabled only when 'I have applied for renewal of the above licence and attaching proof of licence renewal in process' is selected.
40.	Approval from Department of Tourism	Attachment	Yes	-
41.	Licence No.	Text Box	Yes	15 characters long. Alpha Numeric. Special characters allowed are hyphen, forward slash, brackets, comma, and dot.
42.	Licence Start Date	Date	Yes	Only Past Dates will be allowed.
43.	Licence End Date	Date	Yes	Should be more than Start Date.
44.	Approval from Department of Tourism	Radio AButton		<p>Valid only for L15 and L16</p> <p>Reference Values:</p> <ul style="list-style-type: none"> The details provided above are of the licence renewed for the current year I have applied for renewal of the above licence and attaching proof of licence renewal in process <p>User can select only one of the above.</p>
45.	Proof of Renewal	Attachment	Yes	Enabled only when 'I have applied for renewal of the above licence and attaching proof of licence renewal in process' is selected.
46.	Health & Trade Licence	Attachment	Yes	-
47.	Licence No.	Text Box	Yes	15 characters long. Alpha Numeric. Special characters allowed are hyphen, forward slash,

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S.No	Field Name	Type	Mandatory	Validation
				brackets, comma, and dot.
48.	Licence Start Date	Date		Only Past Dates will be allowed.
49.	Licence End Date	Date		Should be more than Start Date.
50.	Health & Trade Licence	Radio ABut-ton		Reference Values: <ul style="list-style-type: none"> The details provided above are of the li-cence renewed for the current year I have applied for renewal of the above licence and attaching proof of licence re-newal in process User can select only one of the above.
51.	Proof of Renewal	Attachment	Yes	Enabled only when 'I have applied for re-natural of the above licence and attaching proof of licence renewal in process' is selected.
52.	NOC from Fire Department	Attachment	Yes	
53.	Licence No.	Text Box	Yes	15 characters long. Alpha Numeric. Special characters allowed are hyphen, forward slash, brackets, comma, and dot.
54.	NOC Start Date	Date	Yes	Only Past Dates will be allowed.
55.	NOC End Date	Date	Yes	Should be more than Start Date.
56.	NOC from Fire Department	Radio ABut-ton		Reference Values: <ul style="list-style-type: none"> The details provided above are of the li-cence renewed for the current year I have applied for renewal of the above licence and attaching proof of licence re-newal in process User can select only one of the above.
57.	Proof of Renewal	Attachment	Yes	Enabled only when 'I have applied for re-natural of the above licence and attaching proof of licence renewal in process' is selected.
58.	Bank Details	Label		
59.	Account No	Text Box	Yes	Numeric. 20 digits
60.	Bank Name	Text Box	Yes	30 Characters long. Alphabets and special character dot is allowed.
61.	IFSC Code	Text Box	Yes	15 Characters long. Alphanumeric.
62.	Licence Premise	Label		
63.	Whether Licence Premise is	Radio But-	Yes	Reference Values:

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S.No	Field Name	Type	Mandatory	Validation
		ton		<ul style="list-style-type: none"> Owned Leased Licensed by Govt.
64.	Upload Sale Deed	Attachment	Yes	Only enabled for Licence Premises Type – Owned.
65.	Volume No of Sale Deed	Text Box	Yes	Only enabled for Licence Premises Type – Owned. 15 characters long. Alpha Numeric. Special characters allowed are hyphen, forward slash, brackets, comma, and dot.
66.	Registration No. of Sale Deed	Text Box	Yes	Only enabled for Licence Premises Type – Owned. 15 characters long. Alpha Numeric. Special characters allowed are hyphen, forward slash, brackets, comma, and dot.
67.	Date of Registration	Date	Yes	Only enabled for Licence Premises Type – Owned. Only Past Dates are allowed.
68.	Upload Lease Deed (Registered last deed executed in favor of the licensee)	Attachment	Yes	Only enabled for Licence Premises Type – Leased.
69.	Volume No. of Lease Deed	Text Box	Yes	Only enabled for Licence Premises Type – Leased. 15 characters long. Alpha Numeric. Special characters allowed are hyphen, forward slash, brackets, comma, and dot.
70.	Registration No. of Lease Deed	Text Box	Yes	Only enabled for Licence Premises Type – Leased. 15 characters long. Alpha Numeric. Special characters allowed are hyphen, forward slash, brackets, comma, and dot.
71.	Valid From	Date	Yes	Only enabled for Licence Premises Type – Leased. Only Past Dates are allowed.
72.	Valid upto	Date	Yes	Only enabled for Licence Premises Type – Leased. Should be More than Valid from and Current date.
73.	Licence L&DO/MCD/NDMC by	Attachment	Yes	Only enabled for Licence Premises Type – Licensed by Govt.

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S.No	Field Name	Type	Mandatory	Validation
74.	Licence No.	Text Box	Yes	<p>Only enabled for Licence Premises Type – Licensed by Govt.</p> <p>15 characters long. Alpha Numeric. Special characters allowed are hyphen, forward slash, brackets, comma, and dot.</p>
75.	Valid From	Date	Yes	<p>Only enabled for Licence Premises Type – Licensed by Govt.</p> <p>Only Past Dates are allowed.</p>
76.	Valid upto	Date	Yes	<p>Only enabled for Licence Premises Type – Licensed by Govt.</p> <p>Should be More than Valid from and Current date.</p>
77.	Upload Layout Plan/Site Plan	Attachment	Yes	-
78.	Certified Architect Registration No	Text Box	Yes	15 characters long. Alpha Numeric. Special characters allowed are hyphen, forward slash, brackets, comma, and dot.
79.	No. of Rooms	Text Box	Yes	4 digit long. Numeric
80.	Total Super Area of Licence Premise (in Sq. ft)	Text Box	Yes	5 digit long. Numeric
81.	Total Carpet Area of Licence Premise (in Sq. ft)	Text Box	Yes	5 digit long. Numeric
82.	Additional Area	Radio Button	Yes	5 digit long. Numeric
83.	Additional Area (in Sq. ft)	Text Box	Yes	<p>Enabled only when Additional Area is checked Yes.</p> <p>5 digit long. Numeric</p>
84.	No. of Seat Covers	Text Box	Yes	4 digit long. Numeric
85.	No. of Members	Text Box	Yes	4 digit long. Numeric
86.	Star Category	Drop Down	Yes	<p>Reference Values:</p> <ul style="list-style-type: none"> • Budget Hotel • 2 Star Hotel • 3 Star Hotel • 4 Star Hotel • 5 Star Hotel • Above 5 Star Hotel
87.	Upload any other document	Label		
88.	Document Description	Text Box	No	30 characters long. Alpha Numeric. Special characters allowed are hyphen, forward slash, brackets, comma, and dot.

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S.No	Field Name	Type	Mandatory	Validation
89.	Document Description – Up-load	Attachment	No	Its mandatory if document description has been entered.
90.	Uploaded Documents	Label	-	
91.	S.NO	Label	-	Serial
92.	Document Description	Label	-	As entered by User
93.	Document	Label	-	Attachment Name
94.	Size (in MB)	Label	-	Size of document uploaded.
95.	Select	Check Box	-	-