

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

No.F.1.(Excise)/Club/2010-2011/732

Dated: 6-2-16

CIRCULAR

Sub: Renewal of L-28/L-28F/L-29/L-29F license for the period 2016-2017

All the licensed Clubs having licenses in form of L-28/L-28F & L-29/L-29F 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 i.e. 01.04.2016 to 31.03.2017 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 license fee for L-28/L-28F and L-29/L-29F licenses has been revised vide notification No. F.12(4)/Fin(Rev-1)/15-16/ds-VI/587 dated: 22.07.2015.

Accordingly the details of license fee for L-28/L-28F for 2016-17 is given as under:-

S.No.	Number of Members	Fee (In/Rs.) L-28	Fee for IFL (In Rs.) 10% of normal license fee (L-28F/L-29F)	Total fee including IFL (L-28/L-28F)
1.	Up to 800 members	90,750/-	9,075/-	99,825
2.	801 to 1500 members	1,21,000/-	12,100/-	1,33,100
3.	1501 members and above	2,42,000/-	24,200/-	2,66,200

The details of license fee for L-29/L-29F is given as under:-

	Description of License	For L-29	For L-29F	Total
1.	L-29 License	11,000	1,100	12,100

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 club.



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 In case any of the linked license/NOC is withdrawn/cancelled/terminated, the Excise license shall also be liable for cancellation/termination without prejudice to action as per provisions of Delhi Excise Act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 declaration in the prescribed format (Annexure-I). The Department reserves the right to review the terms & conditions of license renewal & fee. In case the same is increased, the licensee shall be liable to pay increased amount within the stipulated time period failing which suitable action including stopping of transport permit shall be taken.

All applications for renewal alongwith 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.

Encl: 1. Annexure-I & II

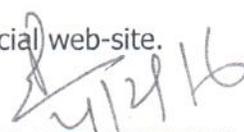

(PRAVEEN MISHRA)
DY. COMMISSIONER(EXCISE)/
LICENSING AUTHORITY

Copy to for compliance:-

1. All the license holders in form of L-28/L-28F & L-29/L-29 F

Copy to for information:-

1. PS To the Commissioner (Excise),NCT of Delhi,L-Block Vikas Bhawan Delhi.
2. PA to the Dy. Commissioner (Excise),NCT of Delhi,L-Block Vikas Bhawan Delhi
3. Project Incharge, TCS to upload the circular in ESCIMS website and update the lic. fee accordingly.
4. The System Analyst, Computer Branch to upload the notice on the official web-site.
5. Notice Board


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

~~XXXXXXXXXX~~
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.

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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	Enabled only for Constitution Type – Partnership Firm. 15 characters long. Alpha Numeric. Special characters allowed are hyphen, forward slash, brackets, comma, and dot.
23.	Registration No (of deed in SR)	Text Box	Yes	Enabled only for Constitution Type – Partnership Firm 15 characters long. Alpha Numeric. Special characters allowed are hyphen, forward slash, brackets, comma, and dot.
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	Enabled only for Constitution Type – Company. 15 characters long. Alpha Numeric. Special characters allowed are hyphen, forward slash, brackets, comma, and dot.
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	Enabled only for Constitution Type – LLP 15 characters long. Alpha Numeric. Special characters allowed are hyphen, forward slash, brackets, comma, and dot.
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,

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 AButton		Reference Values: <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 User can select only one of the above.
51.	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.
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 AButton		Reference Values: <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 User can select only one of the above.
57.	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.
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	Only enabled for Licence Premises Type – Licensed by Govt. 15 characters long. Alpha Numeric. Special characters allowed are hyphen, forward slash, brackets, comma, and dot.
75.	Valid From	Date	Yes	Only enabled for Licence Premises Type – Licensed by Govt. Only Past Dates are allowed.
76.	Valid upto	Date	Yes	Only enabled for Licence Premises Type – Licensed by Govt. Should be More than Valid from and Current date.
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	Enabled only when Additional Area is checked Yes. 5 digit long. Numeric
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	Reference Values: <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 – Upload	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	-	-