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OFFICE OF THE COMMISSIONER OF EXCISE, ENTERTAINMENT AND LUXURY TAX
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
L & N BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI - 110002

STANDARD OPERATING PROCEDURE (SOP) FOR ISSUANCE OF FRESH HCR LICENSES

Under ease of doing business initiatives and for time bound disposal of license application under e-SLA, henceforth the Standard Operating Procedure (SOP) for issuance of fresh HCR licenses will as under:-

SN	Existing Process	Proposed Process
1.	On receipt of online application, in case of complete documents, the file is being placed before Licensing Authority/ Deputy Commissioner (Excise) for deputing inspection team to check the suitability of proposed HCR premises.	On receipt of online application, in case of complete documents, the file shall be placed before Licensing Authority/ Deputy Commissioner (Excise) for approval:- 1) to depute inspection team to check the suitability of proposed HCR premises. and
2.	Inspection report placed before Licensing Authority/ Deputy Commissioner (Excise), if the premises found suitable, the file is being processed for affixation of notice u/r 24 (2) of Delhi Excise Rule, 2010.	2) If the premises found suitable, approval for affixation of notice u/r 24 (2) of Delhi Excise Rule, 2010 may be obtain simultaneously to minimize the time. The Inspection report may be placed before Assistant Commissioner (HCR) to sign the notice to be pasted.
3.	After completion of notice period and in case of non-receipt of any objections, the file is being processed for initiation of offer letter before Licensing Authority/ Deputy Commissioner (Excise). After approval on file, ARN is being moved through ESCIMS portal from Dealing Assistant (DA) to Licensing Authority /Deputy Commissioner (Excise) through work flow of Section Officer (HCR) and Assistant Commissioner (HCR) and the same is being sent to the applicant by the D.A.	After completion of notice period and in case of non-receipt of any objections, the file shall be placed before Licensing Authority/ Deputy Commissioner (Excise) for approval of:- 1) Initiation of offer letter and 2) On receipt of license fee payment for issuance and generation of HCR license simultaneously. After approval on file, ARN shall be moved through ESCIMS portal from Dealing Assistant (DA) to

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4.	<p>On receipt of the payment of proposed license fee, the file is being again placed before Licensing Authority/ Deputy Commissioner (Excise) for final approval for issuance of license.</p> <p>On receipt of approval, DA through ESCIMS portal issue and notify the license online. The applicant through registered mail received copy of license, login and password to operate their license.</p>	<p>Licensing Authority / Deputy Commissioner (Excise) through work flow of Section Officer (HCR) and Assistant Commissioner (HCR).</p> <p>On receipt of the payment online through ESCIMS portal after examining that payment received as per offer letter or any other adverse information, Assistant Commissioner (HCR)/SO (HCR) will notify the license online on same day positively.</p> <p>The applicant will receive copy of license, login and password through registered mail to operate their license.</p>
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This issues with prior approval of Commissioner (Excise).

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20/7/23

(VED PRAKASH JHA)
(ASSISTANT COMMISSIONER, HCR)