



Standard Operating Procedure (SOP)

Service: Jharkhand Excise Licensing

Sub Service: Renewal Of Bar &
Restaurant (FORM NO 9,10)

ACT – Jharkhand Excise Act, 1915

Sub Service: Renewal of Bar & Restaurant

(Excise Form- 9 , 10)

Timeline – 10 Working Days

Basis for approval: Jharkhand Excise Act, 1915

Steps	Verification	Documents/Information Needed At The Time of Application	Time-Lines	Contact Person
Applicant Should visit the portal https://jharkhandutpad.nic.in/excise/				District Excise Officer of Concerned District
		❖ Name of Applicant & Attested Photo.		

<p>Fill the required details by the Applicant</p>	<ul style="list-style-type: none"> ❖ Father's Name of the applicant ❖ Local Address of Applicant with address proof. ❖ Permanent address of applicant with proof. ❖ E-mail Address. ❖ Name of style of business. ❖ Whether applicant is income tax assesee or not ❖ Name of Proposed area of the district where applicant wants to set up A Bar & Restaurant ❖ Applicant must give declaration that he is ready to pay the annual license fee in advance. 		<p>District Excise Officer of Concerned District</p>
	<p><u>In case of Company</u></p> <ul style="list-style-type: none"> ➤ Resolution passed by the Board of Directors regarding renewal of licence. ➤ General Power of Attorney to the applicant by the Authorized director of 		

<p>Documents Required</p>		<p>Board to the Applicant for Excise Purpose.</p> <ul style="list-style-type: none"> ➤ List of Present Directors with DIN No. supported by Form-32 issued by Company Registrar. ➤ Certificate issued by Company Registrar regarding Company not in liquidation. ➤ Income Tax Assessment Certificate. ➤ Affidavit regarding no dues of excise or any other Government Department. ➤ Enquiry report of Excise Officer. Regarding performance of Licensee during the year. 		
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Applicant submit his Application form in online mode				District Excise Officer of concerned District
District Excise officer will verify the document submitted by Applicant, If any discrepancy in document than DEO will raise the query to Applicant within 7 Working days otherwise DEO/Concerned official will do inspection and recommend DC for granting/rejection of Renewal license			7 working Days	District Excise Officer of concerned District
After getting the recommendation from DEO/Concerned Official, Deputy commissioner will issue the License to the Applicant. Applicant can download the Renewal license from the portal after depositing advance license fee.			3 Working Days	Deputy Commissio ner & District Excise Officer

Note:-

Do's

1. Ensure that relevant document as mentioned in the Standard Operating Procedure is uploaded at appropriate place
2. Reply at the earliest or in 7 days to the clarification raised by the Dept. for the Application
3. Raise grievances on Single Window, if Approval is not granted within specified timeline
4. Download your Approval certificate/ License/Registration etc. from the portal only

Don't

1. There is no need to visit the Dept. for approval or any clarification.
2. Don't submit any physical hard copy of document to the Dept.
3. Don't upload irrelevant documents in the Application which is not mentioned in the SOP