



# Standard Operating Procedure (SOP)

**Service: Jharkhand Excise Licensing**

**Sub Service: Renewal of License for  
Hotel, Bar & Restaurant**

**ACT – Jharkhand Excise Act, 1915**

**Sub Service: Renewal of License for Hotel, Bar & Restaurant**

**(Excise Form-8, 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 <a href="https://jharkhandutpad.nic.in/excise/">https://jharkhandutpad.nic.in/excise/</a>				District Excise Officer of Concerned District
		<ul style="list-style-type: none"><li>❖ Name of Applicant &amp; Attested Photo.</li><li>❖ Father's Name of the</li></ul>		

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

<p><b>Documents Required</b></p>		<p>Applicant for Excise Purpose.</p> <ul style="list-style-type: none"> <li>➤ List of Present Directors with DIN No. supported by Form-32 issued by Company Registrar.</li> <li>➤ Certificate issued by Company Registrar regarding Company not in liquidation.</li> <li>➤ Income Tax Assessment Certificate.</li> <li>➤ Affidavit regarding no dues of excise or any other Government Department.</li> <li>➤ Enquiry report of Excise Officer. Regarding performance of Licensee during the year.</li> <li>➤ GST Registration / GST Return.</li> </ul> <p><b><u>In case of Partnership Firm</u></b></p> <ul style="list-style-type: none"> <li>➤ Joint consent of every partners regarding renewal of licence.</li> <li>➤ List of Partners with present Local Address Proof.</li> <li>➤ Income Tax Assessment.</li> <li>➤ Declaration of Firm's Partner that who will represent in</li> </ul>		
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		<p>Excise Department.</p> <ul style="list-style-type: none"> <li>➤ Affidavit regarding no dues of excise or any other Government Department.</li> <li>➤ GST Registration / GST Return.</li> </ul> <p><b><u>In case of Proprietorship Firm</u></b></p> <ul style="list-style-type: none"> <li>➤ Present Local Address Proof.</li> <li>➤ Income Tax Assessment Certificate.</li> <li>➤ Declaration of Firm's Proprietor that who will represent in Excise Department.</li> <li>➤ Affidavit regarding no dues of excise or any other Government Department.</li> <li>➤ GST Registration / GST Return.</li> </ul> <p><b><u>In case of Individual</u></b></p> <ul style="list-style-type: none"> <li>➤ Income Tax Assessment Certificate.</li> <li>➤ In case of Non-assessee affidavit regarding it.</li> <li>➤ Affidavit regarding no dues of excise or any other Government Department.</li> </ul>		
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		<ul style="list-style-type: none"> <li>➤ GST Registration / GST Return.</li> <li>➤ Enquiry report of Excise Officer regarding performance during the year.</li> </ul>		
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			<b>7 working Days</b>	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.			<b>3 Working Days</b>	Deputy Commissioner & 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

