



# Standard Operating Procedure (SOP)

Service: Jharkhand Excise Licensing

Sub Service: License for License For  
Setting Up A Bar and Restaurant (Form  
No 9,10)

ACT – Jharkhand Excise Act, 1915

**Sub Service: License for Setting Up A Bar & Restaurant**

**(Excise Form-  
9,10)**

**Timeline** – 35 Working Days

**Basis for approval:** Jharkhand Excise Act, 1915

Steps	Verificati on	Documents/Informa tion 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
		❖ Name of Applicant		

Fill the required details by the Applicant

- ❖ Father's Name of the applicant
- ❖ Local & Permanent Address of Applicant.
- ❖ E-mail Address.
- ❖ Mobile No.
- ❖ Name of style of business.
- ❖ Whether applicant is income tax assessee or not
- ❖ Name of Proposed area of the district where applicant wants to set up the Hotel, Bar & Restaurant

District Excise Officer of Concerned District

**In case of Company**

- Memorandum & Article of Association.
- Resolution passed by the Board of Directors regarding proposed set-up A Bar & Restaurant
- List of Directors with DIN No. supported by Form-32 issued by Company Registrar.
- Certificate issued by Company Registrar regarding

Documents Required

- Company not in liquidation.
- Income Tax Return of Company (previous years)
- Balance-Sheet of Company.
- Self-Declaration about sound Character
- Rent Agreement Deed of Proposed Site or if own relevant papers.
- Affidavit for the following:-
  - ❖ No dues of excise or any other Government Department.
  - ❖ Company not black listed in any state.
  - ❖ Company or applicant has not punished under N.D.P.S., Excise Act, Molasses Act, I.P.C
- PDF copy of the proposed site design
- GST Certificate

**In case of Partnership Firm**

- Registered Partnership Deed.
- Joint consent of every partners regarding

		<p>establishment Of A Bar &amp; Restaurant</p> <ul style="list-style-type: none"> <li>➤ List of Partners with Local &amp; Permanent Address Proof.</li> <li>➤ Income Tax Return of Partnership Firm (previous years)</li> <li>➤ Balance-Sheet of Firm.</li> <li>➤ Self-Declaration about sound Character</li> <li>➤ Declaration of Firm's Partner that who will represent in Excise Department.</li> <li>➤ Affidavit for the following:- <ul style="list-style-type: none"> <li>❖ No dues of excise or any other Government Department.</li> <li>❖ Company not black listed in any state.</li> <li>❖ Company or applicant has not punished under N.D.P.S., Excise Act, Molasses Act, I.P.C</li> </ul> </li> <li>➤ GST Certificate</li> <li>➤ PDF copy of the proposed site design</li> </ul> <p style="text-align: center;"><b><u>In case of</u></b> <b><u>Proprietorship</u></b> <b><u>Firm</u></b></p>		
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		<ul style="list-style-type: none"> <li>➤ Registered Proprietorship Deed.</li> <li>➤ Local &amp; Permanent Address Proof.</li> <li>➤ Income Tax Return of Proprietorship Firm (Three years)</li> <li>➤ Balance-Sheet of Firm.</li> <li>➤ Self-Declaration about sound Character</li> <li>➤ Declaration of Firm's Proprietor that who will represent in Excise Department.</li> <li>➤ Affidavit for the following:- <ul style="list-style-type: none"> <li>❖ No dues of excise or any other Government Department.</li> <li>❖ Firm not black listed in any state.</li> <li>❖ Firm or applicant has not punished under N.D.P.S., Excise Act, Molasses Act, I.P.C</li> </ul> </li> <li>➤ GST Certificate</li> <li>➤ PDF copy of the proposed site design</li> </ul> <p style="text-align: center;"><b><u>In case of Individual</u></b></p>		
		<ul style="list-style-type: none"> <li>➤ Income Tax Return of</li> </ul>		

		<p>Applicant. (previous years)</p> <ul style="list-style-type: none"> <li>➤ Self-Declaration about sound Character</li> <li>➤ Affidavit for the following:- <ul style="list-style-type: none"> <li>❖ No dues of excise or any other Government Department.</li> <li>❖ Applicant has not punished under N.D.P.S., Excise Act, Molasses Act, I.P.C</li> </ul> </li> <li>➤ GST Certificate</li> <li>➤ PDF copy of the proposed site design</li> </ul>		
Applicant submit his Application form in online mode				District Excise Officer of concerned District
Any officer will verify the document submitted by Applicant, If any discrepancy in document than DEO/authorized officer will raise the query to Applicant within 7 Working days			<b>7 working Days</b>	District Excise Officer of concerned District
If all document are fine than DEO/authorized officer by him will do site inspection and upload the inspection report with his remarks				District Excise Officer of concerned District
DEO will send the detail report to Deputy Commissioner along with his remarks/recommendation			<b>7 Working Days</b>	District Excise Officer of concerned District

Getting detail report from the DEO, Deputy Commissioner will send his recommendation to Excise Commissioner for Granting or Rejection			<b>7 Working Days</b>	Deputy Commissioner of concerned District.
Commissioner will verify the submitted report			<b>7 Working Days.</b>	Excise Commissioner
After the satisfactory report commissioner will grant sanction letter to the Deputy Commissioner for issuing License to the Applicant			<b>5 Working Days</b>	Excise Commissioner
After getting the sanction letter from Excise Commissioner, Deputy commissioner will issue the License to the Applicant. Applicant can download the license from the portal after depositing advance license fee.			<b>2 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 Approved License from the Single Window/Dept. 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