



Standard Operating Procedure (SOP)

Service: Jharkhand Excise Licensing

Sub Service: License OCCASIONAL BAR
LICENCE (OCCASIONAL BAR LICENCE)
ACT – Jharkhand Excise Act, 1915

Sub Service: OCCASIONAL BAR LICENCE (OCCASIONAL BAR LICENCE)

Timeline – 35 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://jelons.jharkhand.gov.in/login.aspx				District Excise Officer of Concerned District
Fill the required details by the Applicant		<ul style="list-style-type: none"> ❖ Name of 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 assesee 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
		<p align="center"><u>In case of Company</u></p> <ul style="list-style-type: none"> ➤ ADDRESS PROOF. ➤ AFFIDAVIT 		

Documents Required		<p>REGARDING NO DUES OF ANY GOVERNMENT DEPARTMENT AND NON PENDENCY OF ANY IRREGULARITY.</p> <ul style="list-style-type: none"> ➤ SELF-SIGNED APPLICATION WITH FULL DETAILS OF AREA AND PURPOSE OF LICENCE. <p><u>In case of Partnership Firm</u></p> <ul style="list-style-type: none"> ➤ ADDRESS PROOF. ➤ AFFIDAVIT REGARDING NO DUES OF ANY GOVERNMENT DEPARTMENT AND NON PENDENCY OF ANY IRREGULARITY. ➤ SELF-SIGNED APPLICATION WITH FULL DETAILS OF AREA AND PURPOSE OF LICENCE <p><u>In case of Proprietorship</u></p>		
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		LICENCE.		
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			5 working Days	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			5 Working Days	District Excise Officer of concerned District
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.			2 Working Days	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

