



# 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 <a href="https://jelons.jharkhand.gov.in/login.aspx">https://jelons.jharkhand.gov.in/login.aspx</a> |              |   |            | District Excise Officer of Concerned District |
| Fill the required details by the Applicant  |              | <ul style="list-style-type: none"> <li>❖ Name of Applicant</li> <li>❖ Father's Name of the applicant</li> <li>❖ Local &amp; Permanent Address of Applicant.</li> <li>❖ E-mail Address.</li> <li>❖ Mobile No.</li> <li>❖ Name of style of business.</li> <li>❖ Whether applicant is income tax assessee or not</li> <li>❖ Name of Proposed area of the district where applicant wants to set up the Hotel, Bar &amp; Restaurant</li> </ul> |            | District Excise Officer of Concerned District |
|   |              | <p><b><u>In case of Company</u></b></p> <ul style="list-style-type: none"> <li>➤ ADDRESS PROOF.</li> <li>➤ AFFIDAVIT</li> </ul>   |            |   |

Documents Required

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NO DUES OF  
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IRREGULARI  
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- SELF-SIGNED  
APPLICATION  
WITH FULL  
DETAILS OF  
AREA AND  
PURPOSE OF  
LICENCE.

**In case of  
Partnership  
Firm**

- ADDRESS  
PROOF.
- AFFIDAVIT  
REGARDING  
NO DUES OF  
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AND NON  
PENDENCY  
OF ANY  
IRREGULARIT  
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- SELF-SIGNED  
APPLICATION  
WITH FULL  
DETAILS OF  
AREA AND  
PURPOSE OF  
LICENCE

**In case of  
Proprietorship**

|  |  |   |  |  |
|--|--|---|--|--|
|  |  | <p><b><u>Firm</u></b></p> <ul style="list-style-type: none"><li>➤ ADDRESS PROOF.</li><li>➤ AFFIDAVIT REGARDING NO DUES OF ANY GOVERNMENT DEPARTMENT AND NON PENDING OF ANY IRREGULARITY.</li><li>➤ SELF-SIGNED APPLICATION WITH FULL DETAILS OF AREA AND PURPOSE OF LICENCE.</li></ul> <p><b><u>In case of Individual</u></b></p> <ul style="list-style-type: none"><li>➤ ADDRESS PROOF.</li><li>➤ AFFIDAVIT REGARDING NO DUES OF ANY GOVERNMENT DEPARTMENT AND NON PENDING OF ANY IRREGULARITY.</li><li>➤ SELF-SIGNED APPLICATION WITH FULL DETAILS OF AREA AND PURPOSE OF</li></ul> |  |  |
|--|--|---|--|--|

|   |  | 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                                   |  |          | <b>5<br/>working<br/>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>5<br/>Working<br/>Days</b> | 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. |  |          | <b>2<br/>Working<br/>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

