

S N	Purpose to be approached	W ho should approach	A uthorities A ddress		T im e fram e	R em arks
			A uthority to be approached			
1.	Tapping of coconut trees	Toddy Tapper	Excise Inspector of the Taluka		Four W orking days	Through Excise Guard
2.	L icence to manufacture palm liquor	Registered toddy tapper	Excise Inspector of the Taluka		Tw o W orking days	
3.	Extraction of Cashew juice	O w ner or tenant of cashew grove	Excise Inspector of the Taluka		F ive W orking days	Provided no dispute
4.	For distillation of cashew liquor	Prospective bidder/ tenderer/	Chairm an of the A uction C om m ittee/ C om m issioner of Excise		A s soon as bid is accepted/ tender is accepted/ paym ent of estim ated Excise D uty for M D .	Prospective bidder/ tenderer who declared successful by com m ittee com m issioner paym ent of estim ated excise duty.
5.	L icence to manufacture cashew liquor	B idder/tenderer	Excise Inspector of Taluka		F ive W orking days	Provided still licence fee is p
6.	L icence for retail sale/w holesale/ consumption/ packed bottles	A ny person of m ajor age subject to his antecedents/ m edical fitness w herever applicable	A pplicantm ay approach Excise Inspector of concerned Taluka and obtain a check lists of all docum ents		a) Excise Inspector may process the applications received by him as per check lists for obtaining NOC s from V illage Panchayats/ C ouncils/ H ealth Services w ithin five required and present days. b) Excise Inspects also sim ultaneously carry out of site inspection report and furnish the proposal on receipt of NOC s m entioned at (a) above to the O ffice of the C om m issioner of Excise w ithin five days. c) O ffice of the C om m issioner of Excise shall process the proposal received w ith all the required docum ents for obtaining antecedents from the police authorities and if necessary for clearance from Tourism D epartm ent from Tourist point of view w ithin	

five days.

d) On receiving the NOCs from the authorities at (c) above case regarding grant of licence may be processed for approval of the Commissioner or to the Government in terms of proviso to sub rule (4) if Rule 90 within four days. On approval of the case sanction may be conveyed within two days.

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| 7. Licence for establishment of distillery/Brewery/                               | Any person of major age including Firm/Company   | a) Applicant shall approach Superintendent of Excise for check as per Rule 41 and 85A as the case may be.<br>b) Thereafter may apply for such licence with all the required documents to Commissioner of Excise and present his application in the office of the Commissioner of Excise Panaji-Goa | a) Application will be processed for submission to the Commissioner of Excise in order to refer the same to the Government approval of the applications. On approval of the Commissioner the proposal will be submitted to the Government within two days.<br>b) On receipt of the approval from the Government, establishment licence with the approval of Commissioner will be issued within three days.  |
| 8. Licence for manufacture of IMFL/Beer/Wine/Country liquor/Rectified Spirit etc. | Licence during currency of establishment licence | a) Commissioner of Excise  | a) On receipt of the application from the licensee along with NOC of health Officer and full description of the changes if any, the same will be processed within four days for further action like inspection etc.<br>b) The Asst. Commissioner of Excise duty authorized by the Commissioner shall carry out inspection of the site and the building and furnish his report within five days for issue of the licence provided requisite formalities are fulfilled.<br>c) On receipt of the approval of |

			the Commissioner, the licensee may be asked to pay the licence fees for respective licence through concerned Excise Inspector.
			d) On receipt of the original copy of the challan, licence will be issued within two days.
			e) Other formalities viz furnishing bonds in Forms E-5, E-6 and E-11 shall be done by the licensee immediately without any delay.
9. Issue of under bond/pre-payment for importing liquor/exporting liquor	Importer/ licensee	Office of the Commissioner of Excise through Excise Inspector of concerned Taluka	On receipt of the application for import/Export of liquor the permit shall be issued within 48 hours.
10. Issue of NOC for procurement of raw material	—do—	—do—	—do—
11. Issue of permission for import of raw material	—do—	—do—	—do—
12. Issue of permits for possession of denatured spirit/Rectified Spirit etc. for industrial purpose.	S.S.I. Unit/ licensee along with the application for possession	Office of the Commissioner of Excise through Excise Inspector of concerned Taluka	On receipt of the application the licence for possession will be issued with the approval of the Commissioner after the applicant pays prescribed fees wherever applicable within five days.
13. For issue of occasional licences for ball room dances etc.	Any person	Applicant should approach Excise Inspector of concerned Taluka with proper application	On receiving the application concerned Excise inspector shall issue challan for payment of fees and on receipt of the copy of the challan licence will be issued on the same day.
14. Permit for private bonded warehouse	Any dealer/ manufacturer of liquors	Office of the Commissioner of Excise along with application in Form E-10 through concerned Taluka Inspector.	a) Excise Inspector on receipt of application in Form E-10, carry out inspection and submit his report along with the application to the Commissioner of Excise within three days. b) On receipt of the proposal from Excise Inspector, Office

			of the Commissioner shall process within two days for approval of the Commissioner.
			c) On receipt of the approval licence will be issued subject to payment of permit fee and execution of law .
			d) One day from the receipt of the application .
15. Permit to transport of liquor	Any person/ licensee/dealer	Excise Inspector of Taluka or manufacturing unit as the case may be.	On the spot on request made by any person subject to payment of fee of Rs.10/- each permit.
16. Permit to transport liquor for personnel consumption	Any person desiring to take liquor for his personnel consumption	a) Office of the Excise . b) Excise Inspector of Taluka. c) Office in charge of Excise check posts. d) Any retail Vendor in packed bottles.	
17. Licence to manufacture of Toilet and Medicinal preparations	Any person holding a licence to prepare such products issued by Directorate Food & Drugs Administration under Drugs & Cosmetic Act, 1940.	Commissioner of Excise	a) On receipt of application in Form A -2-1 along with copy of licence issued by Food and Drugs Administration Office of the Commissioner of Excise will process the same within four days for the approval of Commissioner. b) After obtaining sanction of Commissioner, the application may be required to execute bond in Form B -1, and furnish a security in the form of fixed Deposits etc c) On compliance of formalities mentioned at (b) herein above licence in Form L-1 will be issued within two days to the application .