

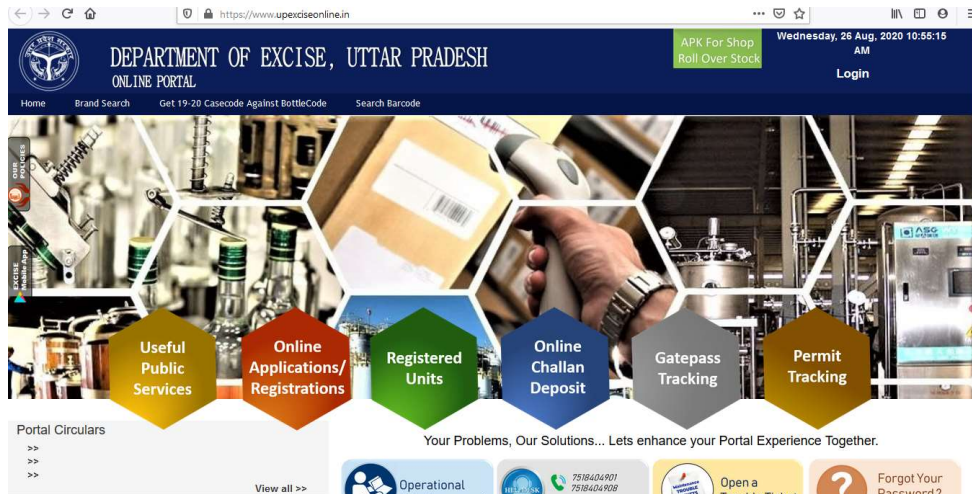
INSTRUCTIONS FOR PUBLIC UTILITY SERVICES

Department of Excise, Uttar Pradesh has provided facility to submit online Applications for various services of Public Use. These Applications may be filed from Anywhere at Anytime and get the same processed without visiting the Excise Offices. These services are :

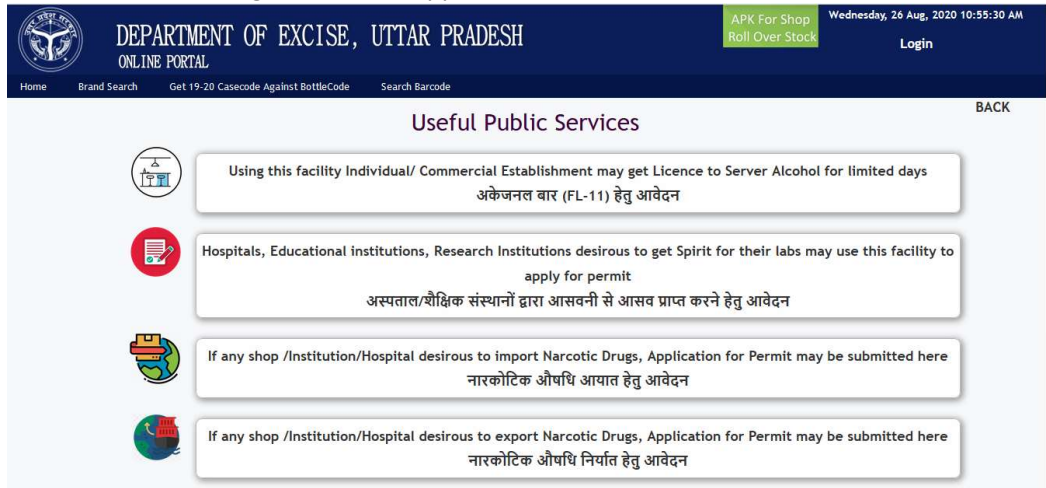
1. Getting Occasion Bar Licence for serving Liquor during any Event/ Party
2. Getting Permit for Duty Free/ Duty paid Spirit for Schools/ Hospitals/ Research Institutes
3. Getting Permit for Import or Export of Narcotic Drugs for Medicinal purposes
4. Getting Sacramental Wine

To submit online Application for any of the above services, one can use the facility provided on **U.P. Excise Web Portal** or visit a nearby **CSC (Jan Suvidha Kendra)** as these services are integrated with e-District services.

For submitting the Application on U.P. Excise Online Portal, one has to open <https://www.upexciseonline.in> URL and the following home page shall appear

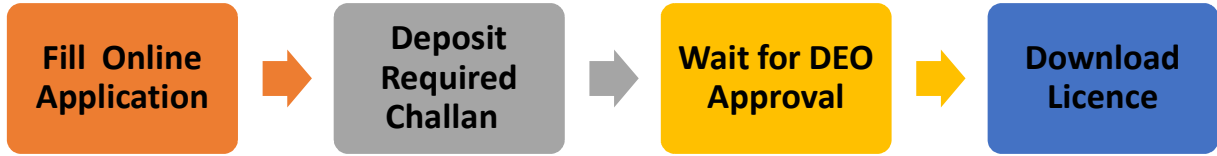


On the homepage, the first hexagonal icon is for consuming the Public Utility Services and when the same is clicked, the following screen shall appear



FOR OCCASIONAL BAR LICENCE

Follow the 4 Step Process as



Time Limit : The Application for Occasion bar may be submitted till 2:00 PM of the Day of Event. After that the Applications shall not be allowed to be submitted. The final decision on the Application shall be taken before the Event Date

Charges : For getting the Occasional bar for one day Rs. 4000.00 is to be submitted as Fee in case the Event is organized by individual at a Private Place else the Fee shall be Rs. 11000.00

Process

- For Occasional Bar Licence, one has to select the first option provided on the above page, which shall give option for Submitting the Application and later checking the Status of their Application.
- The Application can be filed till 2:00 PM of the Event Date
- The Application may be filed by an Individual or by the Event Manager/ Hotel/ Club Etc.
- The Application shall be treated as non-commercial individual use, if the same is filed by the Individual and the party location is the non-commercial residential location, else it shall be treated as commercial application and charges for the commercial use will be applicable
- Once the Application is filed and the due charges are paid online, the application shall be finally treated as finalized application.
- The concerned District Excise Officer (the DEO of the District, where event is planned) shall review the Application and Approve or reject the same
- If the Applicant checks the status of his / her application, it shall be shown as Pending Payment or Pending for Approval or Approved or Rejected.
- If the Status is “ Approved “ , a link shall be available for the Applicant to download the FL11 Licence

For Spirit Permits

Follow the Following Steps







Time Limit : The Application shall be processed within 4 working days from the date of Submission.

Fee : There is no Fee requirement for this type of Application

Documents Required to Be Submitted :

Following documents has to be submitted along with the Application

*** All Documents are mandatory and should be uploaded in .pdf format.**

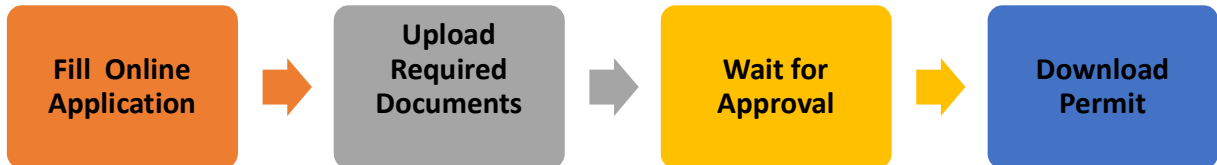
Upload Copy Of Previous Permit (If no permit has been issued please upload a declaration in this regard)	<input type="text" value="+ Add PDF"/>	
Upload Copy of previous pass PD 25 (If no permit has been issued please upload a declaration in this regard)	<input type="text" value="+ Add PDF"/>	
Upload Certified page of stock register where last updated balance is recorded	<input type="text" value="+ Add PDF"/>	
Upload application counter sign by competent Authority	<input type="text" value="+ Add PDF"/>	

Process :

- For Spirit Permits , one has to select the second option provided on the above page, which shall give option for Submitting Application or Checking the Status
- The Application may be submitted by Hospitals, Educational Institutes, Research Labs etc.
- The Applicant has to check his eligibility for Dutyfree condition and the Application should be filled accordingly for Duty Free or Duty Paid permits.
- The Applicant has to upload the following documents
- Copy of the Last Permit. In case this application is for the first permit upload a declaration on letterhead that no previous permit has been issued.
- Copy of the Gatepass through which spirit has been received last. In case no receipt has been taken in past upload a declaration on letter head
- Certified Copy of the Stock register
- A scanned copy of Application countersigned by the Competent Authority of the Institute/DM
- Once the Application is finally submitted after uploading of the required documents, the Status shall be shown as submitted.
- No Duty is to be paid during Application Process
- The successfully submitted Applications shall be visible to concerned District Excise Officer, who will put down his remarks and upload a inspection report, then the application shall be forwarded to concerned Dy Excise Commissioner of the Charge.
- The Dy Excise Commissioner is the final Authority for issue of the Digitally Signed Permit. In case the approval is required from the Jt. Excise Commissioner of the Zone, the same shall be done online before issuing the Permit
- After Digital Signature of the Dy. Excise Commissioner, the same shall be available to Applicant for downloading in the Status Check window.
- After Downloading the Permit, the Applicant may get the Spirit from the Distillery (applied for)

For Narcotic Drugs Import or Export Permits

Follow the Following Steps



Time Limit : The Application shall be processed within 10 working days from the date of Submission.

Fee : There is no Fee requirement for this type of Application

Documents Required to Be Submitted :

Following documents has to be submitted along with the Application

*** All Documents are mandatory and shall be uploaded in .pdf format.**

Copy Of NDLC License or Certificate of District Magistrate for Possession for sale of Narcotic Drugs	<input type="button" value="+ Add PDF"/>	
Upload Verified Details of Received/Sale of Previously Imported Medicines	<input type="button" value="+ Add PDF"/>	
Upload Details of Previous Sale of Narcotic Medicines on the prescription of Doctor duly verified by concerned Excise Inspector	<input type="button" value="+ Add PDF"/>	
Upload Demand letter for drug(s),if any issued by CMO,Civil Surgeon or Superintendent of the Civil Veterinary Hospital	<input type="button" value="+ Add PDF"/>	
Upload Quantity (in mg) of Active Narcotic Substance in Medicines Stored at Importing Unit of applicant.Medicine wise detail with (Name of the drug,Quantity of drug,Gross quantity of narcotics(in mg)in the drug)	<input type="button" value="+ Add PDF"/>	

Process :

- For Narcotic Drug Permits , one has to select the third/fourth option provided on the above page, which shall give option for Submitting Application or Checking the Status
- The Application form has to be completely filled by the applicant

- The mandatory fields are starred and these inputs can not be left as blank
- After filling all the relevant fields, the required documents are to be uploaded
- After uploading these documents, the applicant has to digitally sign the documents, then the application shall be treated as finalized.
- Once the Application is finalized, the same shall be reviewed by the District Excise Officer of the Applicant's District and forwarded to Excise HQ for Approval
- At Excise HQ, the application moves from Technical Officer to Additional Commissioner and then finally approved by Commissioner
- After approval of Commissioner, the same is digitally signed by Additional Commissioner
- Once it is signed by the Additional Commissioner, the User may download the same