

Public Interface- Response Time

Time frame for Disposal of Various Matters received under various Acts Administered by H.P Excise & Taxation Department at Different Administrative Level.

Sr. No.	Activities	Time Frame	Checklist of documents to be submitted	Remarks
A	HP VAT Act, 2005 and CST Act, 1956			
1.	Registration of Dealer/ Disposal of Application	14-Days (7-Days at ETI Level for report and 3-days ETO Circle and 4-days in AETC Office)	<p>Dealer will submit the following forms at the time of registration:</p> <p>1. Form VAT-I: Application for the grant of VAT/GENERAL registration under section 14 of the Himachal Pradesh Value Added Tax Act, 2005 Along with Form VAT-I, dealer will attach the following annexure:</p> <p>1) Annexure-I : Information about Proprietor, Manager (duly authorized), each Partner (in case of partnership business)/Director (in case of Private Company) separately, Karta of Hindu Undivided Family</p> <p>2) Annexure-II : Details of additional places of business</p> <p>3) Annexure-III: List of goods required to be purchased for use in manufacture, telecommunication, generation or distribution of electricity or other form of power, packing of goods and use as capital goods.</p> <p>4) Annexure-IV : Details of Security Furnished Along with this, the following required attachments shall also be presented:</p> <ul style="list-style-type: none"> • Registration fee in the form of a deposit receipt in Form VAT-II for Rs. 100. • Personal bond with two solvent sureties on a non judicial stamp paper of appropriate value to the satisfaction of the appropriate Assessing Authority and executed in Form VAT-III. And if Assessing Authority wants to get the security from dealer then assessing authority may ask for the security as mentioned below: • Security in the form of cash deposit or Post Office Saving Account or Scheduled Banks Saving Bank Account or Fixed deposit receipt duly pledged to the Assessing Authority or Bank Guarantee from a scheduled bank. • Three Passport Size photographs. 	<p>If all codal formalities are complete.</p> <p>In case codal formalities are not complete deficiency list to be generated and communicated to the applicant within a period of 4-5 Days by the department</p>

			<ul style="list-style-type: none"> • Affidavit of the applicant. Vakalatnama or Authorization in case the application is moved by an advocate or relative or whole time employee or any other authorized person. • Proof of Permanent Accountant Number (PAN) under Income Tax Act.(Photocopy) • Identity proof in the form of EVC, Driving License, PAN Card, Passport, Identity Card(Photocopy) • Address proof (Permanent and Temporary) in the form of Ration Card, Telephone Bill; Electricity bill etc. • Proof of ownership of proposed business premises, if self owned. Rent deed, agreement, lease deed, rent receipt, if hired premises. • Partnership deed, Memorandum of Articles of Association or other document in support of constitution of business. • Rough sketches of the proposed premises. • Import bill in case the basis for registration is import of goods for sale. • First sale bill after import for determination of date of liability. • Detailed project reports in case of registration of Industrial Unit • The application form should be filled complete and signed by the concerned person. • Enlistment certificate or proof from the concerned department in case of registration of Government contractors. 	
2.	Amendment in the R.C. i.e. Addition/ Deletion of Godown, Partners, Premises, Name and Style of the firm and commodities	7 Days (5 Days at ETI level for report and 2-days ETO Circle)	<p>Dealer will submit the following details at the time of amendment:</p> <p>1) Application for amendment specifying the amendment required.</p>	-----Do-----

			<p>2) Court fee stamps worth Rs.25 to be affixed on application.</p> <p>3) Original Registration Certificates or attested copies, if any to be submitted.</p> <p>4) Affidavit, No objection certificates, or any other document depending upon the kind of amendment sought.</p>	
3.	Issuance of Duplicate Registration Certificate	3- Days	Application for issuance for the duplicate RC.	
4.	Cancellation of Registration Certificate	7 Days (5-days at ETI level for report and 2-days at ETO Circle)	<ul style="list-style-type: none"> • Application for cancellation to the appropriate assessing authority duly signed. • Registration certificates in Original along with attested copies, if any. • All the unused statutory Forms to be appended. • Detail of used statutory Forms to be submitted. • Return, if any remaining to be submitted. • Statement of stock or goods manufactured /imported during the 2 immediate preceding years • Details of Plant and machineries if the dealer deals in manufacturing • A statement of closing stock. 	-do-
5.	Grant of permission to casual dealer	3-Days	<p>1) Non-refundable Fee: A casual dealer shall apply in Form VAT-VIII to the appropriate Assessing Authority and pay into Government treasury a non-refundable fee of one hundred rupees by means of a Challan in Form VAT-II and append the treasury receipt with his/her application.</p> <p>2) Sale bill book(s) and Account books for authentication and list of commodities imported and to be sold: The casual dealer along with the application in Form VAT-VIII furnish to the appropriate Assessing Authority sale bill book(s) and account books for authentication and shall append the list of commodities to be sold.</p> <p>a) The application in Form VAT-VIII</p>	

			<p>b) Security Amount:</p> <p>i. The appropriate Assessing Authority on receipt of the application under rule 27 shall, keeping in view the quantum of business undertaken or likely to be undertaken, determine the amount of security which shall not exceed one lakh rupees.</p> <p>ii. Every casual dealer shall furnish the security for the amount determined under sub-rule (1) which shall be in the form of bank guarantee from a local Scheduled Bank or a demand draft in favour of the Appropriate Assessing Authority.</p> <p>iii. The appropriate Assessing Authority at any stage during the currency of the casual business event may, demand additional security, if he is satisfied that the security already obtained is inadequate provided that the total amount of security including the additional security shall not exceed rupees one lakh.</p> <p>c) Authentication of cash memos (to be signed by AA)</p> <p>d) Proof of Permanent Accountant Number (PAN) under Income Tax Act.(Photocopy)</p> <p>e) Identity proof in the form of EVC, Driving License, PAN Card, Passport, Identity Card(Photocopy)</p> <p>f) Address proof (Permanent and Temporary) in the form of Ration Card, Telephone Bill; Electricity bill etc</p> <p>g) NOC of the place (where dealer would start their business)</p> <p>h) Three Passport Size photographs</p>	
6.	Issuance of statutory form i.e. Form C, H, F, 26A, E1 and E2	Same day	Utilization Statements where dealer has already obtained any statutory declaration forms.	

7.	Issuance of Tax Clearance Certificate	2-Days		
8.	Permission to conduct door-to-door sales and authentication of bill books and challan	Same day		
9.	Refund under HP VAT Act	One Month-Total One Week – at ETO Level One Week – at AETC Level One Week – at DETC Level One Week – at ETC Level		
B	HP PGT Act, 1955			
1.	Registration of Vehicle/ Disposal of Application i.e PGT-2 and PGT-6	7-Days (In the event of failure to procedure the attachments required for registration by the dealer the period shall be extended for further 7-days to make the necessary compliance)	<p>Dealer will submit the registration form P.G.T. 1 along with the attachments as mentioned below:</p> <ul style="list-style-type: none"> • Application Form should be duly signed by the owner along with the VAT TIN No, if applicable. • Accompanied by the treasury receipt of Re. 10 in Form PGT 3. • Security in the shape of cash deposit in Government Treasury, National Saving Certificate, • Post office saving bank account duly pledged in the name of appropriate assessing authority or Bank Guarantee from a scheduled bank, or furnishing personal bond in form PGT-5-B with two solvent sureties on a non judicial paper of Rs.25/- .The security shall not exceed Rs. 20,000/- • Photocopy of the Registration Certificate under M.V. Act. • Photocopy of Route Permit. • Inspection Note Book in Form PGT-6. 	
2.	Amendments in the Registration Certificate i.e. Addition/ Deletion of Vehicles, Change of address and ownership	3-days	<p>Dealer needs to submit the amendment application in form PGT 3 to concerned district office.</p> <p>Following are the assumed applications and documents:</p> <p>An application by dealer carrying the business is to be made within a period of 30 days from the date of occurrence of such contingency or events.</p> <ul style="list-style-type: none"> • Other documents as required by the authority. • Registration Certificate. 	If all codal formalities

3.	Issue of duplicate RC	3-Days	Registered dealer deposits a fee of Re.1 in the appropriate Government Treasury and is acknowledged for the duplicate copy of the RC.	-----do-----
4.	Cancellation of Registration Certificate	One Week	<ul style="list-style-type: none"> • Cancellation Application and Registration Certificate • Reason for Cancellation: The Dealer will have to state the reason for cancelling the current registration number 	-----do-----
5.	Issuance of Challan and application form	Same Day		
6.	Issuance of Tax Clearance Certificate	Two days		
7.	Refund	One Week at AETC Office		
C	HP Tax on Luxuries (In Hotels and Lodging Houses) Act, 1979			
1.	Registration/ Disposal of Application	One Week	<p>Dealer will submit the registration form and the attachments as mentioned below:</p> <ul style="list-style-type: none"> • Application Forms LT XII along with the fee receipt of Rs. 25 • Two personal sureties bond of One Lac each on a stamp paper Rs. 15/- each • Security can be National Saving Certificate (NSC) or Bank Guarantee • Rent deed (If Hotel / Lodging House is rented) • Site map • Partnership deed (If (If Hotel / Lodging House is in partnership) • Income Tax PAN Number photo copy • Residence proof copy • Enlistment copy of Registration (If Hotel / lodging house is in contracting). 	-----do-----
2.	Issue of Challan and Application Form	Same day		
3.	Issue of tax clearance certificate	Same day		
4.	Refund of excess luxury tax paid	Two weeks		

D	Certain goods Carried by Road Act, 1999			
1.	Disposal of miscellaneous application	One week	<p>Following forms shall be required to be submitted by the dealer.</p> <ol style="list-style-type: none"> 1. Form T-11 - Application for the grant of VAT. 2. These forms shall be accompanied by a deposit receipt, in Form T-2 of a fee of fifty rupees in the appropriate Government Treasury or to the taxing authority of the district through which the goods are carried. 3. VAT TIN, if applicable 4. Address Proof 5. Site plan 6. PAN card 	
2.	Issue of Challan and Application Form	Same day		
3.	Refund of excess luxury tax paid	Two weeks		
E	Excise Act			
1.	Issue of permit	To be issued Same day upto maximum of two days	<ul style="list-style-type: none"> • Application Form stating the kind of liquor which is to be imported from the duty paid/out of duty paid storage space. • Challan Form – in form M-45A. <p>A licensee applying for import of liquor from Duty Paid Storage or Out of Duty paid stock to Wholesaler /Retailer premises. He will have to submit the application alongwith following attachment as mentioned below :-</p> <ul style="list-style-type: none"> • Application alongwith Challan showing the levies paid and the kind of liquor to be imported/transported. 	
2.	Issue of Pass	Same day	<ul style="list-style-type: none"> • Application Form stating the description of the goods which are to be transported from the duty paid storage or out of duty paid storage space. <p>A licensee applying for the transport of liquor from Duty Paid Storage or Out of Duty Paid Storage to a Wholesaler/Retailer premises will have to submit the application alongwith following attachments as mentioned below</p>	

			<p>:-</p> <ul style="list-style-type: none"> • Application showing the kind of liquor and quantity to be transported from the specific place i.e. L-1,L-1B, L-1BB, L-1C, S1A ,S-1B and L-13 etc. as the case may be • Challan in form of M-45A showing the amount of levies paid into the Government Treasury. 	
3.	Issue of permit L-50 and L-50A	2-days	<p>L-50 : Application mentioning the reasons for the grant of possession permit alongwith the Challan in Form M-45A as proof of deposit of permit fee into the Govt.treasury.</p> <p>L-50-A : Application alongwith the challan in Form M-45A as proof of deposit of permit fee into the Govt. treasury and Invitation Card/other relevant proof in respect of the celebration of such occasion.</p>	
4.	Renewal of Licenses	AETC to submit within 7-days to the collector-cum-Addl./Dy. Excise & Taxation Commissioner of the respective Zone and Zonal in-charge within 7-days	<p>The following documents are generally needed to be submitted for the renewal of various licensdes:</p> <ul style="list-style-type: none"> • Application alongwith Challan in Form M-45A as proof of deposit of renewal fee with court fee duly affixed. • Original copy of the license. • Recommendation of the concerned District/Zonal I/Cs alongwith detailed report about the dues etc. • Any other document as may be required by the Financial Commissioner (Excise) / the granting authority. 	
5.	Addition/ Alteration in the licensed premises	AETC to submit within 7-days to the collector-cum-Addl./Dy. Excise & Taxation Commissioner of the respective Zone and Zonal in-charge within 7-days	<ul style="list-style-type: none"> • Application required to be sent to the concerned AETC I/C of the District alongwith the site plan showing the addition/alteration required to be made. • Site Plan duly verified by the ETI I/C and AETC I/C of the district concerned. • Detailed report of the concerned ETI I/C of the licensed premises mentioning the reasons for this purpose. • Recommendation letter of the District/Zonal I/Cs. 	
6.	Approval of Manager	AETC to submit within 7-days to the collector-cum-Addl./Dy. Excise & Taxation Commissioner of the respective Zone and Zonal in-charge within 7-days	<ul style="list-style-type: none"> • Application from the management/applicant • Copy of Resolution / Power of Attorney as the case may be. • Affidavit of the concerned person as per Rules. • Attested copy of the signatures of the proposed Manager by the applicant. • Medical Fitness Certificate. 	
7.	Grant of Licenses	AETC to submit within 7-days to the collector-cum-Addl./Dy. Excise	<p>List of documents to be submitted generally along-with the application:</p> <p><u>L-I License:</u></p>	

		<p>& Taxation Commissioner of the respective Zone and Zonal in-charge within 7-days</p>	<ol style="list-style-type: none"> 1. Application for grant of License with court fee duly affixed. 2. Site plan of the premises in triplicate duly verified by the ETI I/C of Circle and AETC I/C of district concerned . 3. Proof of the ownership of premises, if self owned. 4. Rent deed, rent agreement, rent receipt etc. if taken on rent. 5. Partnership Deed, Memorandum and Articles of Association etc. in case the applicant is not a sole proprietor concern. 6. Affidavit of the Sole Proprietor/Manager or authorized signatory as the case may be. 7. Any other document as may be required by the Financial Commissioner (Excise)/the granting authority. <p><u>L-IA License:</u> Supplementary license required to be given alongwith main license i.e. D-2, B-1, BWH-2 as the case may be.</p> <p><u>L-IB License:</u></p> <ol style="list-style-type: none"> 1. Application for grant of License with court fee duly affixed. 2. Site plan of the premises in triplicate duly signed. 3. Proof of the ownership of premises, if self owned 4. Rent deed, rent agreement, rent receipt etc. if taken on rent. 5. Proof of being holder of a license of a Distillery or Brewery or Bonded Warehouse as the case may be outside the state of Himachal Pradesh. 6. Proof that he is selling his brands in at least three states / Union Territories other than H.P and that his brands are of repute. 6. License fee to be deposited after grant of permission. 7. Security in any shape including FDR/Bank Guarantee as may be required by the Financial Commissioner (Excise)/Granting Authority. 8. Affidavit of the owner/authorized signatory as the case may be alongwith specimen signatures of the applicant who is applying duly attested. 9. Any other document as may be required by the Financial Commissioner (Excise)/Granting Authority. <p><u>L-IBB License</u></p> <ol style="list-style-type: none"> 1. Application for grant of License with court fee duly affixed. 2. Site plan of the premises in triplicate duly signed. 3. Proof of ownership of premises, if self owned 4. Rent deed, rent agreement, rent receipt etc. if taken on rent. 5. Authorization Certificate of the manufacturer to sell the brands of Imported Foreign Liquor. 6. License fee to be deposited after grant of permission. 7. Security in any shape including FDR/Bank Guarantee as may 	
--	--	---	---	--

			<p>be required by the Financial Commissioner (Excise)/Granting Authority.</p> <ol style="list-style-type: none">8. Affidavit of the owner/authorized signatory as the case may be alongwith specimen signatures of the applicant who is applying duly attested.9. Any other document as may be required by the Financial Commissioner (Excise)/Granting Authority. <p><u>LI-C License:</u> Supplementary license required to be given alongwith main license i.e. D-2, B-1, BWH-2 as the case may be.</p> <p><u>L-2A License:</u></p> <ol style="list-style-type: none">1. Application for the grant of License.2. Site plan of the premises in triplicate.3. License fee to be deposited only after approval of the licence. <p><u>L3-4-5 License:</u></p> <ol style="list-style-type: none">1. Application for the grant of License with court fee duly affixed alongwith detailed report of the ETI I/C. of Circle/Area.2. Site Plan of the proposed premises in triplicate.3. Proof of ownership of premises, if self owned.4. Rent deed, rent agreement, rent receipt etc. if taken on rent.5. Partnership deed, memorandum and articles of association etc. in case the applicant is not a sole proprietor.6. Registration Certificate from the Tourism Department as a proof of registration of Hotel showing the number of rooms in the Hotel .7. No Objection Certificate from the Deputy Commissioner.8. No Objection Certificate from Superintendent of Police.9. No objection Certificate from the Local body.10. License fee to be deposited after approval of Financial Commissioner (Excise)/Granting Authority.11. Affidavit of the applicant/authorized signatory as the case may be, as per Rules.12. Any other document as required by the Financial Commissioner (Excise)/Granting Authority. <p><u>L- 3A-4A-5A License:</u></p> <ol style="list-style-type: none">1. Application for the grant of License with court fee duly affixed alongwith detailed report of the ETI I/C. of Circle/Area.2. Site Plan of proposed premises in triplicate.3. Proof of ownership of premises, if self owned.4. Rent deed, rent agreement, rent receipt etc. if taken on rent.	
--	--	--	---	--

			<p>5. Partnership deed, memorandum and articles of association etc. in case the applicant is not a sole proprietor.</p> <p>6. Registration Certificate from the Tourism Department as proof of registration of the Hotel showing the number of rooms in the Hotel .</p> <p>7. No Objection Certificate from the Deputy Commissioner.</p> <p>8. No Objection Certificate from Superintendent of Police.</p> <p>9. No objection Certificate from Local body.</p> <p>10. License fee to be deposited after approval of Financial Commissioner (Excise)/Granting Authority.</p> <p>11. Affidavit of the applicant/authorized signatory as the case may be, as per Rules.</p> <p>12. Any other document as required by the Financial Commissioner (Excise)/Granting Authority.</p> <p><u>L-6 License: (Not in operation at present).</u></p> <p>1. Application for the grant of License.</p> <p>2. License fee to be deposited after grant thereof.</p> <p>3. Affidavit of the applicant as per Rules.</p> <p>4. Any other document as required by the Collector (Excise) concerned as per provisions of H.P.Liquor License Rules.</p> <p><u>L-7 License: (Not in operation at present)</u></p> <p>1. Application for the grant of License.</p> <p>2. License fee to be deposited after the grant thereof.</p> <p>3. Affidavit of the applicant as per Rules.</p> <p><u>L-8 License: (Not in operation at present).</u></p> <p>1. Application for the grant of License.</p> <p>2. Challan in Form M-45A in proof of deposit of License fee into the Government treasury.</p> <p>3. Any other document as required by the Collector (Excise) of the zone concerned.</p> <p><u>L-9 License:</u></p> <p>1. Application for the grant of License with court fee duly affixed alongwith authorization certificate of the Army Authority.</p> <p>2. Blue print of the proposed premises in triplicate.</p> <p>3. Consent of competent military or ITBP authority.</p> <p>4. Challan in Form M-45A as proof of deposit of License fee after approval of the competent authority.</p> <p>5. Any other document as required by the Collector (Excise) of concerned zone.</p> <p><u>L-9A License:</u></p> <p>1. Application for the grant of License alongwith authorization of the Army Authority showing the places of disbursement of liquor and grosary item through Mobile Canteen attached to the concerned L-9 premises.</p>	
--	--	--	---	--

			<p>2. Challan in Form M-45A as proof of deposit of License fee after approval of the competent authority.</p> <p><u>L-10BB License:</u></p> <ol style="list-style-type: none"> 1. Application for the grant of License alongwith recommendation of the ETI I/C of the Circle/Area and concerned AETC I/C of the District. 2. Site plan of premises in triplicate duly signed. 3. Proof of ownership of the departmental store. 4. Proof of registration under the HPVAT Act, 2005. 5. Proof of turnover. 6. Challan in Form M-45A as proof of deposit of license into the Govt. Treasury after approval by the competent authority. <p><u>L-11 License:</u> Required to be issued supplementary with main license i.e.D-2, BHW-2, B-1 as the case may be free of cost.</p> <p><u>L-12 License:</u></p> <ol style="list-style-type: none"> 1. Application with duly affixed court fee stamp. 2. Authorization Certificate to sell Medicated Wine from the competent authority. 3. Challan in Form M-45A as proof of deposit of license fee after approval of the competent authority. <p><u>L-12-A License:</u></p> <ol style="list-style-type: none"> 1. Application with duly affixed court fee stamp showing the occasion and period of license. <p><u>L-12-AA License:</u></p> <ol style="list-style-type: none"> 1. Application with duly affixed court fee stamp. 2. Challan in Form M-45A as proof of deposit of license fee after approval by the competent authority. 3. Affidavit of the applicant as per Rules. 4. Purpose of the occasion of celebration with proof thereof. <p><u>L-12-B License:</u></p> <ol style="list-style-type: none"> 1. Application with duly affixed court fee stamp. 2. Proof of the special occasion of celebration with proof thereof.. <p><u>L-12 C License:</u></p> <ol style="list-style-type: none"> 1. Application for the grant of license with duly affixed court fee stamp. 2. Site plan of premises in triplicate duly signed. 3. Proof of ownership of premises, if owned by club. 4. Rent deed or agreement if premises are taken on rent. 5. List of the members of the club duly sign by the Registering 	
--	--	--	---	--

			<p>Authority.</p> <p>6. Authorization in favor of the authorized signatory by the applicant to apply for license.</p> <p>7. License fee after approval by the competent authority.</p> <p>8. Registration Certificate from the concerned SDM/Registering Authority.</p> <p><u>L-12D License.</u></p> <p>Granted free on application to the concerned Church authority on application</p> <p><u>L-13 License:</u></p> <p>1. Application for the grant of License with duly affixed court fee stamp.</p> <p>2. Proof of being a manufacturer of Country Liquor in H.P. having a licence.</p> <p>3. Site plan of the proposed premises in triplicate duly verified by the concerned ETI I/C/District I/Cof the area..</p> <p>4. Rent deed or agreement, if taken on rent.</p> <p>6. Security in the shape of FDR or Bank Guarantee as may be required by the Granting Authority.</p> <p>7. Challan in Form M-45A as proof of deposit of license fee into the Government treasury after approval by the competent authority.</p> <p><u>L-15 License:</u> Required to be granted supplementary with main license i.e. D-2, D-2A and BWH-2 only.</p> <p><u>L-14C License:</u></p> <p>1. Application for the grant of License with duly affixed court fee stamp.</p> <p>2. Site plan of premises in triplicate duly verified by the ETI I/C/ District I/C of the area concerned.</p> <p>3. Challan in Form M-45A as proof of deposit of license fee after approval by the competent authority.</p> <p>Licenses in From L-16 to L-21 are granted on application from the concerned quarter and on payment of requisite fee as per directions of the Competent Authority.</p>	
8.	Amendment in the Licenses	Through AETC within 7-days to the Collector-cum-Addl./ Dy. Excise & Taxation Commissioner of the respective Zone and to the ETC, HP	Application with duly affixed court fee stamp alongwith proof of the amendment made by the Registrar of Companies in the Memorandum and Article of Association. Or as the case may be & detailed report/recommendation made by the concerned ETI I/C of the Circle/Area as well as of the District/Zonal I/Cs.	
9.	Permission for the Import/	The ETO/ETI incharge of Plants will	1. Application with duly affixed court fee stamp showing the kind	

	Export of spirit/ ENA	submit within 3 days direct to the Excise & Taxation Commissioner which is to be disposed off within 3-days by the ETC office.	of liquor, quantity of liquor required to be imported/exported. 2. Recommendation of the concerned AETC/Zonal I/C if required by the Permission/Granting Authority. 3. Consent letters of the consignor, consignee as well as approval/certificate of the Excise Authorities of the concerned States.	
10.	Approval of bottle/ Labels/ PP Seal/ Registration of Brand	The ETO/ETI incharge of Plants will submit within 3 days direct to the Excise & Taxation Commissioner which is to be disposed off within 3-days by the ETC office.	1. Application with duly affixed of court fee stamp. 2. Samples of Labels/Bottles/PP Seals six in number in each case duly certified by the AETO/ETI I/C of the plant. 3. Certificate of the AETO/ETI I/C about the measurement of the capacity of the bottles with a recommendation that the said bottle/labels/PP Caps/Registration is in accordance with the relevant Distillery/Brewery/Bonded Warehouse/Sweet Wine Rules and law applicable in this behalf. 4. Any other document which may be required by the Granting Authority.	
11.	Registration of Brands.	The ETO/ETI incharge of Plants will submit within 3 days direct to the Excise & Taxation Commissioner which is to be disposed off within 3-days by the ETC office.	1. Application with duly affixed of court fee stamp and showing the names of the brands to be registered. 2. Challan in Form M-45A as proof of deposit of the brand registration fee/renewal fee. 3. In the case of CSD, authorization letter from the competent Military Authority about the purchase of liquor from the concerned Distillery, Brewery and Bottling Plants. 4. A recommendation letter from the ETO/ETI I/C concerned for this purpose. 5. Any other document which may be required by the Granting Authority.	
12.	Refund	One Month	1. Application of the applicant with duly affixed court fee stamp mentioning the amount of refund and reasons thereof. 2. Detailed report/recommendation by the concerned ETI/ AETC/Zonal I/Cs alongwith M-25 Form duly verified by the concerned Treasury Officer and the AETC I/C of the District concerned. 3. In the case of M&TP Act, the copies of AR-4 duly verified by the Custom Authorities with the recommendation of the ETI I/C, District/Zonal I/Cs. 4. Any other document which may be required by the Granting Authority.	
13.	Grant of licenses under the M&TP and NDPS Act/Rules.	The ETO/ETI incharge of Plants will submit within 3 days direct to the Excise & Taxation Commissioner which is to be disposed off within 3-days by the ETC office.	Grant of Licenses in Form L-1 (M&TP) & MD-VI under NDPS Rules. 1. Application with duly affixed of court fee stamp 2. Affidavit of the applicant as per Rules. 3. Copy of the Drugs Licenses issued by the Drugs Controller, H.P. 4. List of products/medicines with detail of raw materials used	

			<p>duly authenticated by the Drugs Controller/Drug Licensing Authority. Photocopy should be duly attested by any competent authority.</p> <ol style="list-style-type: none"> 5. Site Plans in Quadruplicate showing the place of storage of raw material and excisable article duly verified by the ETI I/C of the area as well as by the AETC I/C of the concerned District. 6. Challan in Form M-45A as proof of deposit of license fee into the Government treasury after approval by the competent authority. 7. Project Report duly verified by the ETI I/C of the Circle/Area 8. ETI I/C's report along with the comments of the District/Zonal I/Cs 9. Security in the shape of FDR amounting to Rs.5000/- or as may be required by the Granting Authority duly pledged in favour of the Excise & Taxation Commissioner, Himachal Pradesh. 10. Memorandum & Article of Association or Partnership Deed or any other document as the case may be. 11. Any other document as may be required by the Granting Authority. 	
14.	Addition of new products and Alcohol etc. in the licenses in form L-1 (M&TP) and MD-VI.	The ETO/ETI incharge of Plants will submit within 3 days direct to the Excise & Taxation Commissioner which is to be disposed off within 3-days by the ETC office.	<ol style="list-style-type: none"> 1. Application with duly affixed court fee stamp. 2. Detailed report of ETI I/C of the Circle/Area alongwith recommendation by the AETC/Zonal I/C concerned. 3. Approval of the Drugs Controller showing the name of products and raw material to be used in the products duly verified by the Drug Licensing Authority. 4. Original copies of the licenses issued. 5. Any other document as may be required by the Granting Authority. 	
15.	Any clarification under all the Acts of the Department	15 days		

NOTE:- For more details, the provisions of the H.P. Liquor License Rules, 1986 alongwith other relevant laws may be consulted and the information may also be obtained from the concerned District/Zonal Incharges particularly pertaining to the licenses which are granted by them.