

# J&K GOVERNMENT EXCISE DEPARTMENT

## CHECK LIST FOR GRANT/RENEWAL OF LIQUOR LICENSES IN J&K STATE

### FORMALITIES/PROCEDURE PRESCRIBED FOR GRANT OF :

## **BAR WITH HOTEL LICENSES-(JKEL-3)**

- 1/ Application from applicant addressed to the Excise Commissioner for grant of License.
- 2/ The Excise Commissioner, J&K Government. Endorses the application to Deputy Excise Commissioner (Executive), Jammu/Srinagar for further endorsement to Excise and Taxation Officer concerned for preliminary report in terms of Excise Order No. 414 of 2005 dated 11-10-2005 and existing Excise Policy.
- 3/ Preliminary report along with Bio-data Form filled by the applicant and TR amounting to Rs.1000/- (non-refundable) as processing fee, and, furnish report as to whether the proposed premises fulfill the Criteria fixed by the Excise Commissioner, J&K Government in terms of **Excise order no. 414 of 2005 dated; 11/10/2005 submitted by the Concerned Excise and Taxation Officer.**
- 4/ The preliminary report alongwith potential/feasibility report submitted by the ETO concerned is placed before the Committee constituted in terms of **Excise order no. 131 of 2009 dated; 29-6-2009** for its consideration.
- 5/ The Committee of officer's recommend further processing of case or rejection of the case in light of report of ETO concerned.
- 6/ In view of report of committee, the cases which do not fall within the purview of Excise order no. 414 of 2005 dated; 11/10/2005 are recommended to the Excise Commissioner, J&K Government for its rejection, and, which come within the purview of said Excise order referred to the concerned ETOs for further processing under J&K Liquor License and Sales Rules, 1984/Excise Policy/norms and procedure prescribed by the Excise Department.
- 7/ While processing the case for grant of bar with hotel license, below mentioned documents obtained from the concerned:-
  - a. Notice got affixed by the ETO concerned at the proposed premises.
  - b. Notice got published in three leading News Papers.
  - c. Blue Prints of the proposed premises (5 Nos.)
  - d. Photographs of the proposed premises.
  - e. Prescribed proforma report filled by the Inspector Excise concerned.

- f. Copy of Rent Agreement or proof of ownership of proposed premises.
  - g. Character certificate of applicant.
  - h. Age and Qualification certificate of applicant.
  - i. Health Certificate.
  - j. Financial position certificate issued by Bank in favour of applicant.
  - k. Affidavit from the applicant to the effect that there is nothing outstanding against him on account of arrears of Excise/Sales and he has not convicted or has not committed any offence under the J&K Excise Act Svt, 1958 and rules framed thereunder
  - l. Registration certificate from the Tourism Department.
  - m. NOC from District Magistrate concerned.
  - n. NOC from Sr. Superintendent of Police concerned.
  - o. NOC from Civic authority concerned.
  - p. Clearance certificate in respect of Applicant from Commercial taxes Department.
- 8/ After completion of above formalities, the case is again placed before the committee constituted in terms of **Excise order no. 131 of 2009 dated 29-6-2009** for its consideration.
- 9/ The case is submitted to the Excise Commissioner, J&K Government, if committee recommend for grant of bar license, along with all documents/reports in original.
- 10/ After scrutinizing the case, the Excise Commissioner, J&K Government issue Orders/Approval for grant of Bar with Hotel license in form JKEL-3 on the production of following documents from the applicant:-
- (A) Prescribed license fee.
  - (B) Bank Guarantee amounting to Rs. One lac only.
  - (C) Surety Bond of Rs. One lac on non-judicial paper.
  - (D) Counterpart agreement.
  - (E) Six photographs of applicant.
  - (F) Treasury Receipt of Licence Fee deposited under Head MH-0039
- 11/ The Criteria fixed by the Excise Commissioner, J&K Government in terms of Excise order no. 414 of 2005 dated; 11-10-2005 in respect of **Bar with Hotel** license is captioned as under:-

**"In Cities of Jammu & Srinagar (within Municipal Limits):**

- (1) Hotel means a boarding and lodging unit having **ten rooms** with fully furnished beds in double or single rooms each attached with sanitary fitted toilets and bath rooms, with adequate reception and parking area.
- (2) The bar counter shall be in restaurant/dining hall and having accommodation of minimum of **40 customers** properly seated. **There shall be a separate kitchen and toilet facilities with modern equipment and in good hygienic condition.**

- (3) The bar premises in places of hot climate like Jammu should be fully Air conditioned whereas in places of cold climate like Srinagar it must have reasonable heating arrangement during winters.
- (4) **The hotel shall be registered by the Tourism Department.**

**In Muffassil Areas:**

- (1) Hotel means a boarding and lodging unit having **ten rooms in tourist spot and twenty five rooms in non-tourist spot** with fully furnished beds in double or single rooms each attached with sanitary fitted toilets and bath rooms, with adequate reception and parking area.
- (2) The bar counter shall be in restaurant/dining hall having accommodation of minimum of **30 customers** properly seated. **There shall be separate kitchen and toilet facilities with modern equipment and in good hygienic condition.**
- (3) **The hotel shall be registered by Tourism Department.**