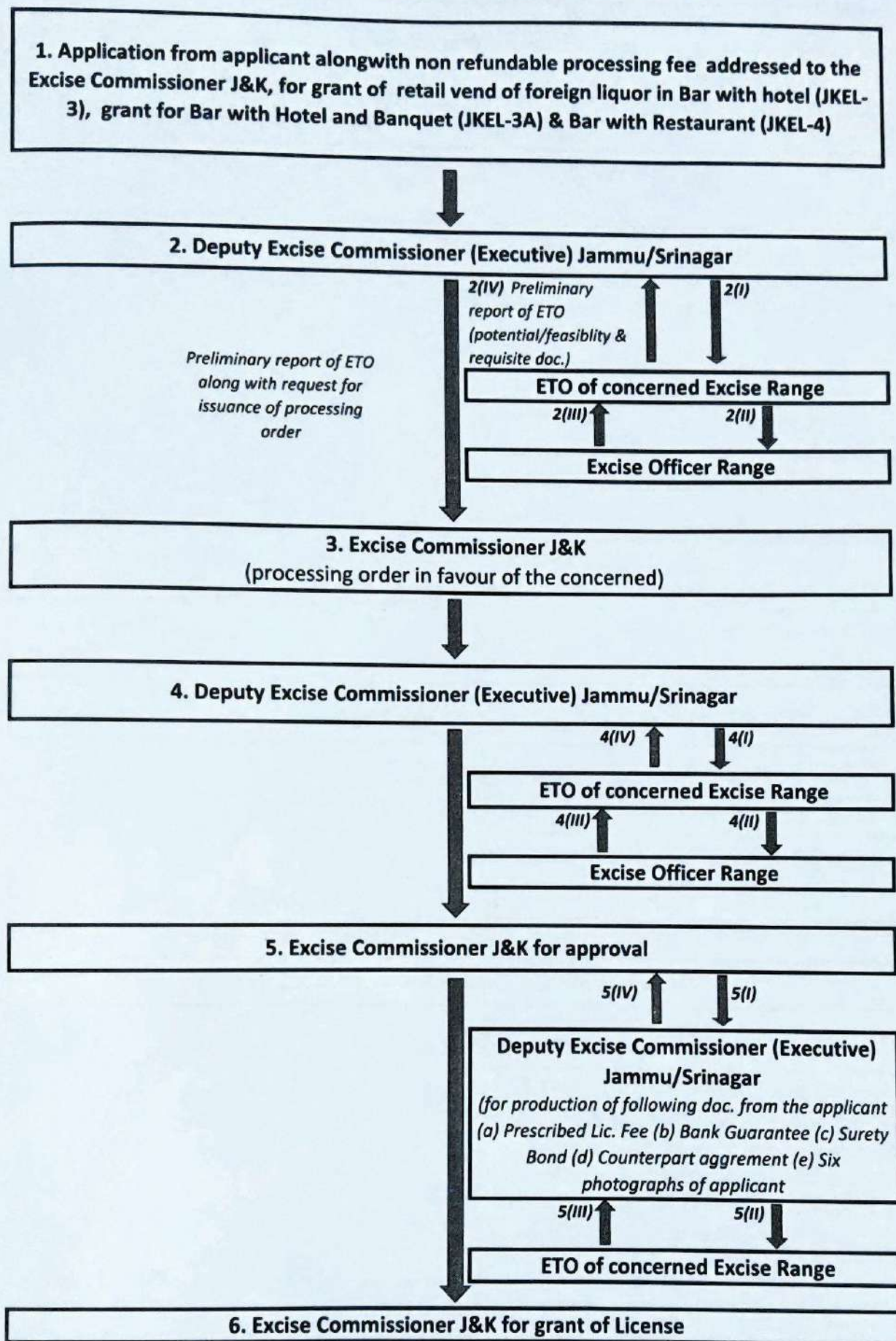


Process Flow of Bars JKEL-3, 3A, 4, 7, 7A, 7B



FORMALITIES/PROCEDURE PRESCRIBED FOR GRANT OF BAR LICENSE (JKEL-3, 3A, 4, 7, 7A, 7B)

Step-1

Application from applicant alongwith non refundable processing fee of Rs.75,000 (Rupees Seventy Five thousand only) in terms of Excise Policy 2022-23 addressed to the Excise Commissioner for grant of Bar with Restaurant License in the form JKEL-4.



Step-2

The Excise Commissioner, J&K Government endorse the application to the Deputy Excise Commissioner (Executive), Jammu/Srinagar with the direction to examine the same in accordance with existing rules/norms and furnish report/comments in the matter.



Step-2(I) to 2(IV)

The Deputy Excise Commissioner (Executive) Jammu/Srinagar further forwarded the application along with its enclosures to the concerned Excise and Taxation Officer with the advice to conduct survey, feasibility/potential of the area and furnish preliminary report along with specific recommendations as per rules/Excise Policy/Circular/Orders issued from time to time and also the directions issued by the Hon'ble Supreme Court of India in various judgments or any other Hon'ble Court.



Step-3

The preliminary report along with potential/feasibility & requisite documents submitted by the concerned Excise & Taxation Officer then the case forwarded to the Excise Commissioner, J&K Government for issuance of processing order in favour of the concerned.



Step-4

After receiving the processing order in favour of the concerned applicant/firm from the Excise Commissioner J&K Government, Jammu. The Deputy Excise Commissioner (Executive) Jammu/Srinagar forwarded the processing order to the concerned ETO for information and necessary action as desired by the Licensing Authority. Besides, DEC (Executive), Jammu issued letter to the following concerned authorities for NOC :-

1. District Magistrate concerned District.
2. Senior Superintendent of Police concerned District
3. Additional Commissioner State Taxes Department (Administration & Enforcement), Jammu.
4. Concerned Municipal Commissioner/Block Development Officer/CEO Municipal Committee.



Step-4(I) to 4(IV)

While processing the case for grant of bar with restaurant license, below mentioned documents are obtained from the concerned:-

- a) Notice got affixed by the ETO concerned at the proposed premises for objections if any.
- b) Notice got published in three leading News Papers for information of General Public for Objections if any.
- c) Blue Prints of the proposed premises duly verified by Excise Inspector concerned & attested by ETO concerned (5 Nos.)
- d) Photographs of the proposed premises.
- e) Prescribed Performa report filled by the Inspector Excise concerned.
- f) Copy of Rent Agreement or proof of ownership of proposed premises.
- g) Character certificate of the applicant.
- h) Age and Qualification certificate of applicant.
- i) Medical Certificate.
- j) Financial position certificate issued by any 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/State Taxes Department and he is not convicted or committed any offence under the J&K Excise Act, Svt 1958/NDPS Act, 1958 or any other criminal cases/he does not hold any excise license and in case he applies for 2nd license, he will inform the Excise Commissioner in writing duly attested by the Executive Magistrate 1st Class.
- l) NOC from District Magistrate concerned.
- m) NOC from Sr. Superintendent of Police concerned.
- n) NOC from Civic authority concerned.
- o) NOC from State Taxes Department, Jammu.
- p) Copy of license under Food Safety and Standards Act, 2006.



Step-5

After completion of above formalities, the case is submitted to the Excise Commissioner, J&K Government, for approval.



Step-5(I) to (VI)

After scrutinizing the case, the Excise Commissioner, J&K Government issue orders/Approval for grant of bar with restaurant license 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.