

MODEL FORM OF CHECKLIST CUM REPORT TO BE USED IN RESPECT OF GRANT IMFL/BEER"OFF"/"ON" LICENCES

Name/ Name of Applicant/ Applicants.....

Proposed Site.....

Kind of license.....

	Required Particulars	Particulars found on verification
I.	<u>Application</u> 1) Application in prescribed form with court fee stamp of Rs.24.75	
II.	<u>Personnel Information</u> 1) Age of applicantyears
	2) Educational Qualification	
	3) Proof of residence/EPIC Card/Census copy of Voter list attached or not	
	4) Police Report on character, antecedents of the applicant attached or not	
	5) Whether the applicant is a citizen of India as defined in the Article 5 to 8 of the Constitution of India.	
	6) Present & past occupation of the applicant and monthly income	
	7) Financial soundness certificate for a minimum of Rs.5.00 (Five) lakh only from Bank Manager of the bank where applicant or his financer has an account, if the applicant concerned is an unemployed educated youth as per specification of Rule 1945/2 years bank statement/ PAN Card No.	
	8) Whether the applicant is directly or indirectly involved in the manufacture or sale of any intoxicant.	
	9) Affidavit for no any wine licence in the name of his/ her family.	
III.	<u>Site Information</u> 1) Site plan duly prepared by a technically competent person not below the rank of SDO,PWD Deptt.	
	2) Land revenue clearance certificate.	

	3) Distance of the proposed site from Educational Institution/hospital/public worship as per Govt. Notification No.EX.131/2013/2013/42 Dated 30-12-2014.	
	4) Photograph of premises with seal & signature of enquiry officer.	
	5) Distance of the proposed site from the National Highway as per Govt. Notification No.EX-131/2013/2013/42 Dated 30-12-2014	
	6) Whether a reputed Restaurant/Hotel is functioning or not in the proposed site as per Govt. letter No.Ex.429/2001/Pt-I/6 Dated 6 th Oct.2003.	
	7) Whether own building or rented building. If rented valid registered rent agreement.	
	8) Distance from nearest ‘‘OFF’’/’’ON’’ shop as per Rule 182 of the Assam Excise Rules 1945 (amendment 2005)	
	9) Minimum requirement of size of proposed licence premises,’’OFF’’-200 square feet,’’ON’’-600 square feet.	
	10) Number of existing licensed shop in the area.	
	11) Number of population, the shop to cover.	
IV.	<u>Supporting Information</u>	
	1) Bakijai clearance certificate	
	2) Income Tax clearance certificate	
	3)Sales Tax clearance certificate	
	4)N.O.C. from G.M.C/Municipality Board...../Gaon Panchayat.	
	5) No objection certificate of local Public.	
V.	Any other information	
VI.	Comment of enquiry officer:	Recommended/Not Recommended

Signature with date/seal & name of Enquiry officer with designation.

Remark of the Superintendent of Excise
Commissioner

Recommended/Not Recommended

Remark of the Deputy

Recommended/Not Recommended

Countersigned by

Name:-

Designation:-Superintendent of Excise,.....

Countersigned by

Name:-

Designation:-Deputy

Commissioner