**Services Provided by the Excise Department:**

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| **SL. NO.** | **CLIENT/ CITIZEN SERVICES RENDERED** | **SERVICE/PERFORMANCE STANDARDS** | **PROCESS/WORKFLOW** | **DOCUMENTS REQUIRED** | **LICENCE FEE** **(IF ANY)/application fee** | **CONTACT DETAILS OF OFFICER RESPONIBLE FOR THE SERVICE DELIVERY** |
| 1 | Sanction of Licences for Distilleries and Breweries | 30 days | Proposal to be submitted to the respective Deputy Commissioner of the district. After enquiry the proposal is sent to the Commissioner of Excise, Assam by the D.C. and after thorough scrutiny the same is submitted to the Govt. for sanction. On sanction by the State Govt. the licence is granted by the Excise Commissioner. | As mentioned in the Application format. | Upto 30 Lakhs LPL (P.A.) Rs. 20.00 Lakhs, 30 to 60 Lakhs LPL (P.A.) Rs. 40.00 Lakh and 60 Lakhs LPL(P.A.) & above Rs. 50.00 Lakhs | Shri. D.K.Handique,Joint Secretary of the Excise Department. |
| 2 | Sanction of IMFL Bonded warehouse | 15 days  | Same as above. | Same as above. | 4.5 Lakhs7.5 lakhs10 Lakhs | Same as above. |
| 3 | Sanction of IMFL wholesale | Same as above. | Same as above. License is granted by the Deputy Commissioner of the dist. | Same as above. | Licence Fee Rs.5 lakh. | Same as above. |
| 4 | Sanction of IMFL Compounding & Blending. | 30 days | Same as above. License is granted by the Deputy Commissioner of the dist. | Same as above. | License Fee Rs. 3 lakh. | Same as above. |
| 5 | Sanction of IMFL reduction & bottling. | 30 days | Same as above. License is granted by the Deputy Commissioner of the dist. | Same as above. | License Fee Rs. 3 lakh. | Same as above. |
| 6 | Sanction of IMFL “OFF” | 15 days  | Same as above. License is granted by the Deputy Commissioner of the dist. | Same as above. | License Fee Rs.3 lakh. | Same as above. |
| 7 | Sanction of IMFL “ON” | Same as above.  | Same as above. | Same as above. | License Fee 2\* and Above  Rs. 2 lakh for 5\* and above Rs. 4 lakhs , Hotel “ON” Rs. 2.5 lakhs and Restaurant “ON” Rs. 2.5 Lakhs  | Same as above. |
| 8 | Sanction of Beer “OFF” and Bar. | Same as above. | Same as above. | Same as above. |  License Fee Rs.1 Lakh | Same as above. |
| 9 | Sanction of Club “ON” | Same as above. | Same as above. | Same as above. | License Fee Rs.1.5 Lakh | Same as above. |
| 10 | Sanction of Temporary Bar | Same as above. | Same as above. | Same as above. | License Fee Rs.10 thousand per day upto 11 PM. | Same as above. |
| 11 | Granting of Earned Leave  | 30 days. | On receipt of application from C.E. the same will be sent to A.G. for leave admissibility report. | Leave application, Leave admissibility reports |  | Shri. D.K. Handique, Joint Secretary of the Excise Department  |
| 12 | Issue of Administrative Approval | 15 days. | From the date of receipt of Budget proposals from Commissionerate.  | a) Budgetb) Plan Estimatesc) Priority list |  | Shri. D.K. Handique,Joint Secretary of the Excise Department  |
| 13 | Renewal of IMFL Licences | 15 Days | Renewal proposal forwarded by the C.E | As applicable |  | Shri. D.K. Handique, Joint Secretary of the Excise Department |
| 14 | Issue Promotional Order | 30 days | Departmental Promotional Committee. | a) Vacancy b) Rosterc) ACR |  | Shri.D.K. Handique, Joint Secretary of the Excise Department |
| 15 | Issue Appointment Letter | 30 days | Advertisement, APSC List | a) Vacancy b) Rosterc) APSC List |  | Shri. D.K.Handique, Joint Secretary of the Excise Department |
| 16 | Sanction and retention of posts | Within 2 months of receipt of proposals for retention  |  | a) Creationb) Last years retention |  | Joint Secretary of the Excise Department |
| 17 | Confirmation of Incumbent | 3 months from the date of promotion. | On receipt of application from C.E. the same will be sent to APSC for confirmation of Service. |  |  | Joint Secretary of the Excise Department |
| 18 | Sending pension proposals to AG | 1 months |  | Form no.19, Form no.1A, Form no.12, Form no.16, Form no.(A commutation Pension), Last pay certificate.  |  |  |
| 19 | GPF | 30 Days |  | a) Application on(Form-i) With two copies of passport size photographb) Non-drawal certificate. |  |  |
| 20 | Issuing Information under RTI | 30 Days |  | a) Application on b) BPLcertificate for free service. | a) Rs.10b) Rs.2 per page. | SPIO, Shri. D.K.Handique, Joint Secretary of the Excise Department |
| 21 | Issuing information under RTPS | 30 Days |  |  |  |  |
| 22 | Issuing order for additional services under RTPS | 30 days  | Phasewise |  | monthly |  |