

DO No. 1/Camp Bengaluru.

Date: 27-06-2018

Dear Deputy Commissioner Revenue and  
Deputy Commissioners of Excise

In view of decision for **ONLINE** liquor licence renewal the following is issued-

1. Excise Online Licence Renewal System (EOLRS) has been rolled out. Daily follow up to ensure every licensee (except specifically ordered for manual renewal) applies ONLINE. The process is ON.
2. At the end of process of renewal, the 2018-19 Licence **in renewal shall be issued by digitally signing the licence by DC Revenue.** The Information Technology Act, 2000 under section 5 read with section 3 gives full legal recognition to such digital signatures. Hence, renewed licence issued under EOLRS is legally valid at par with physical or manual licence.
3. In order to keep a parallel paper track of the approvals as this new ONLINE system is being rolled out for the first time, for keeping a paper trail purposes, in addition to ONLINE processing and track, the following shall be done -
  - (i) Excise Inspector concerned shall open a file for each licensee **WITHOUT waiting for his application** and suo-moto keep in file up-to-date information as regards cases, pending remittances/fees, Court Order (if any) etc.
  - (ii) **Tag or attach** with file for renewal of licence for 2018-19, the previous year file of licence grant (2017-18) / renewal of licence for 2018-19, the previous year file of licence grant (2017-18)/ renewal (2017-18). Again this is done suo-moto by Excise Inspector.
  - (iii) The moment ONLINE application is received from a licensee for renewal the same be printed and kept in this manual file along with whatever documents applicant submits ONLINE.
  - (iv) Verify the deposit of licence renewal fee for 2018-19. Challan submitted ONLINE can be printed and kept in file.
- (v) **IN CASES WHERE THERE IS NO CHANGE WHATSOEVER IN 2018-19 AS COMPARED TO 2017-18 LICENCE**
  - (a) Take **Self declaration or affidavit** (as per choice of Licensee) that there is no change in anything of Licence for 2018-19 as compared to 2017-18 licence from the licensee.
  - (b) Once fee deposit for 2018-19 is verified then renewal can be recommended by Excise Officers and granted by DC Revenue (in case any document such as Trade Licence Renewal or FSSAI Certificate or such type of renewal certificates from other agencies/departments are pending then also licence can be recommended for conditional renewal provisionally subject to production of the said documents in 30 days

or 60 days as DC Revenue may decide). Further, In case of arrears etc the Excise Officers and DC Revenue can decide just as it used to be decided in previous years when manual renewal used to happen. Similarly, In case of pendency of cases on a licences the renewal shall be as per Excise Department norms as done in previous years.

(i) **IN CASES WHERE THERE IS A CHANGE (CHANGES) IN LICENCE FOR 2018-19 AS COMPARED TO EXISTING LICENCE OF 2017-18**

- (c) The change should be processed as per department rules and Excise Act and norms and then renewal done.
- (d) The aspect mentioned in (v)(b) above shall be mutatis mutandis followed.

(ii) As per above norms the manual file will also be processed while actual renewal and views will be ONLINE and final renewed licence shall be issued under digital signatures of DC Revenue.

Yours sincerely,

  
(MUNISH MOUDGIL)  
Excise Commissioner

To

DC Revenue & DC Excise