



Dte of Excise (Finance):

**License under State
Excise for local sale,
Import and export
permit of Spirit and
Indian-made foreign
liquor (IMFL)**

*Provided as a service
through 'SilpaSathi', the
Online Single Window portal
of the State (West Bengal)*

User Manual

User Manual

License under State Excise for local sale, Import and export permit of Spirit and Indian-made foreign liquor (IMFL)

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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Introduction

This document is intended to serve as a User Manual for grant of the service “**License under State Excise for local sale, Import and export permit of Spirit and Indian-made foreign liquor (IMFL)**” by **Dte of Excise (Finance), Govt. of West Bengal** through Single window of the State, 'SilpaSathi'. The service is integrated with the Single Window (SilpaSathi) and can be accessed through the SilpaSathi portal. This document has been designed as a user-friendly guide to assist applicants in filling their application forms. It will help them to familiarise with the entire procedure in a seamless manner for successful submission of application and download final Approval certificate from the SilpaSathi portal without the requirement of physical visit to the Department(s).

Salient Features of Silpasathi Portal:

- The Single Window Portal of the State of West Bengal (SilpaSathi) allows seamless integration with portals of different government departments thereby providing single login credential for various applications, eliminating the need to provide common information multiple times in different forms of various Departments, and ensuring all clearances are available from a single portal.
- It serves as a digital gateway for providing the necessary statutory compliances under the applicable Acts, Rules, Policies and Schemes of the Govt of West Bengal from a single portal.
- Business Entrepreneurs can get certificates and licences required for setting up and operating business in the State in a smooth and time-bound manner, smooth and time-bound manner, without the need to visit any government department or office.

About the Service

License under State Excise for local sale, Import and export permit of Spirit and Indian-made foreign liquor (IMFL)” by **Dte of Excise (Finance), Govt. of West Bengal** is required operating a business in the liquor industry in India t. The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

Comprehensive Checklist of Documents to be submitted online

The applicant is required to submit the following documents in order to apply for the service:

#	Documents Required	Detailed Description
1.	Self-Attested Photocopy of Nationality Proof (Voter Card/Passport/PAN Card/PIO)	Self-Attested Photocopy of Nationality Proof

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#	Documents Required	Detailed Description
2.	Self-Attested photocopy of proof of Date of Birth (Birth Certificate, Admit Card of Madhyamik Pariksha or equivalent secondary school level examination/PAN Card)	Self-Attested photocopy of proof of Date of Birth
3.	Self-Attested photocopy in support of highest educational Qualification	Self-Attested photocopy in support of highest educational Qualification
4.	Declaration regarding medical fitness in the form of an Affidavit	A medical fitness declaration is a statement that confirms a person's medical fitness
5.	Affidavit affirmed by the individual before the competent Authority regarding his/her non-conviction by a criminal court in a non bailable offence	An Affidavit of Non-Conviction is a legal document that certifies an individual has not been convicted of a non-bailable offense by a criminal court

Timeline (WBRTPS)

"License under State Excise for local sale, Import and export permit of Spirit and Indian-made foreign liquor (IMFL)" by Dte of Excise (Finance), Govt. of West Bengal has an WBRTPS timeline of 15 days for export and 15 days for export till approval by the authorities.

Instructions related to the application form

Sl. No.	Field Name	Instructions
Apply for Verification		
1.	Trader's Name	Enter Trader's Name
2.	PAN No.	Enter Trader's Name
3.	Aadhar No.	Enter Aadhar No.
4.	Village / Street	Enter Village / Street
5.	Post Office	Enter Post Office
6.	Pin	Enter Pin

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Sl. No.	Field Name	Instructions
7.	Mobile Number	Enter Mobile Number
8.	Email	Enter Email
9.	District	Enter District
10.	Police Station	Enter Police Station
11.	ILM Unit	Enter ILM Unit
12.	Types of Weights	Enter Types of Weights

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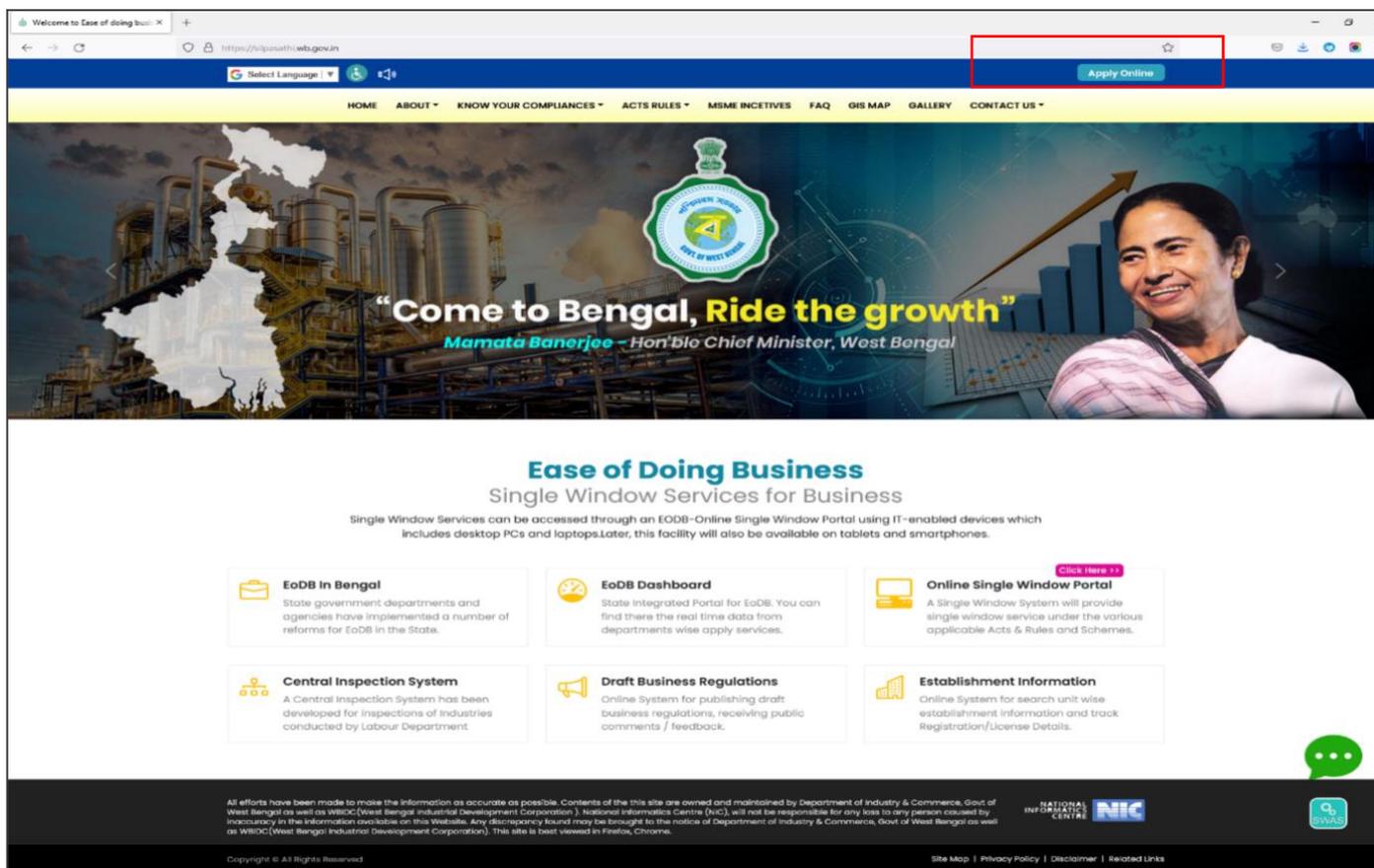
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Application Process through SilpaSathi

1. Online Application submission along with online submission of documents

In order to complete the user registration, the applicant has log on to <https://silpasathi.wb.gov.in/> and click on 'Apply online' button.

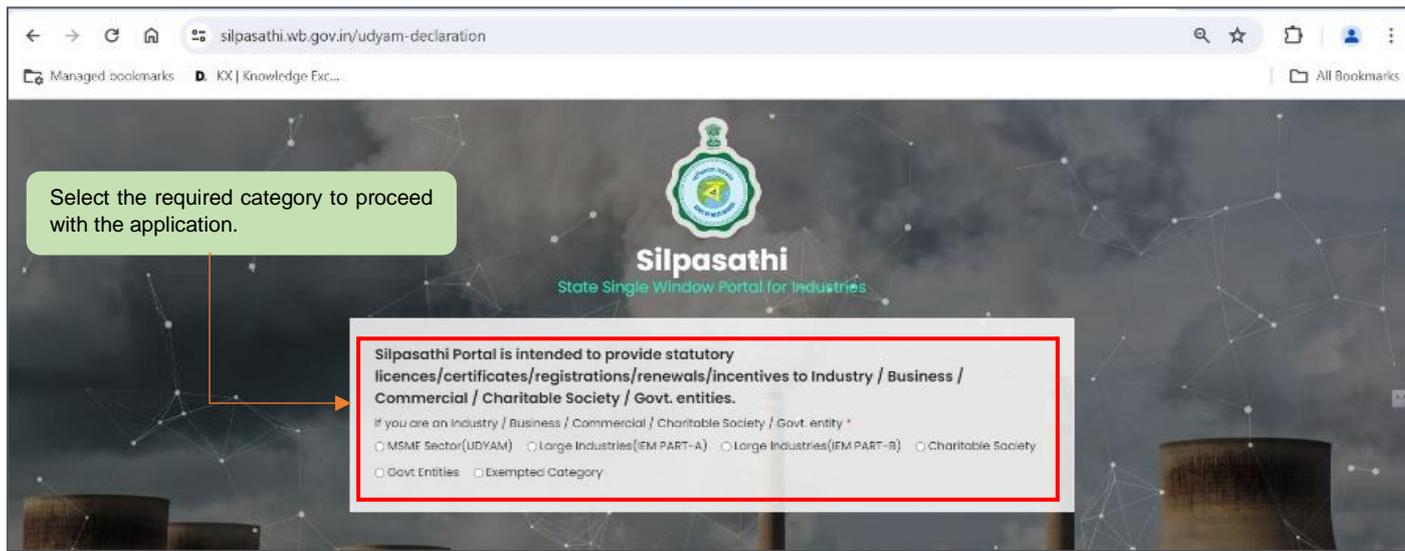


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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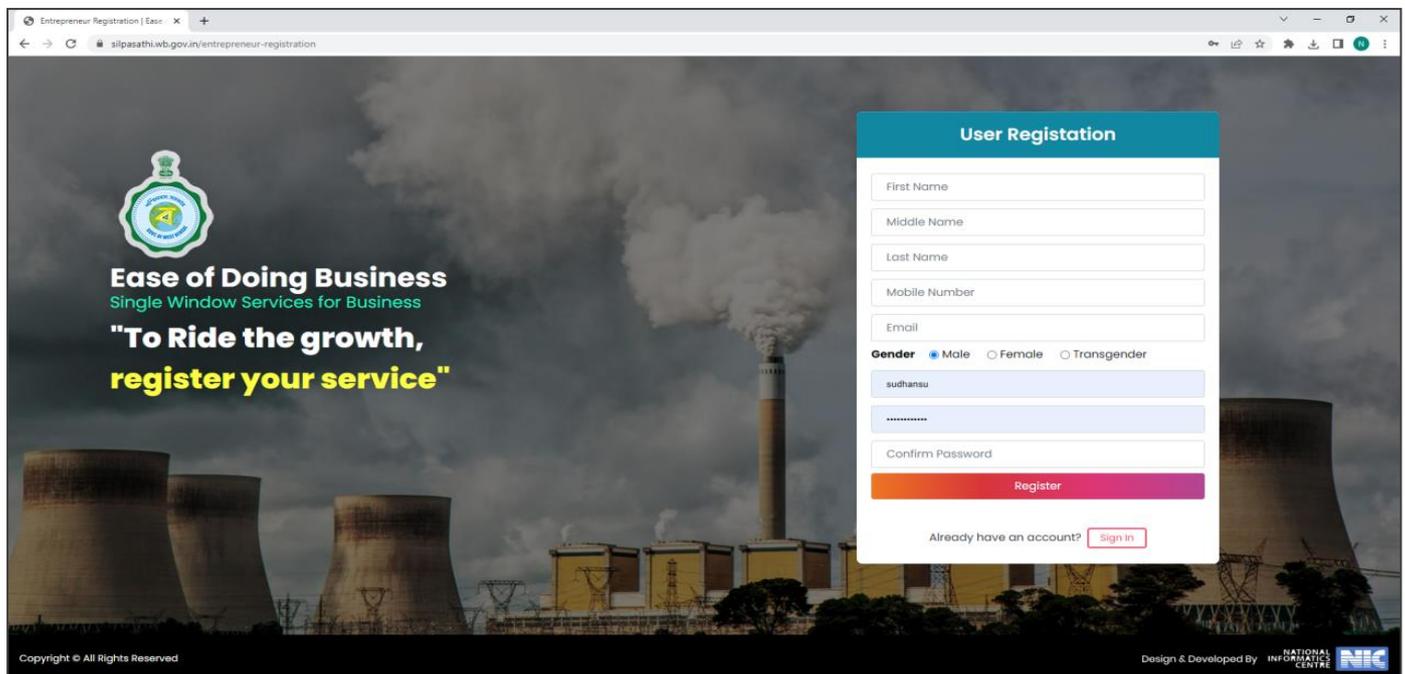
License under State Excise for local sale, Import and export permit of Spirit and Indian-made foreign liquor (IMFL)

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A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

The 'User Registration' window will appear with the relevant fields that the applicant needs to fill accurately and click on 'Register' as shown by the below screenshot. In case the applicant already has an account, click on the 'Sign In' button and login using valid User ID, password and Captcha.

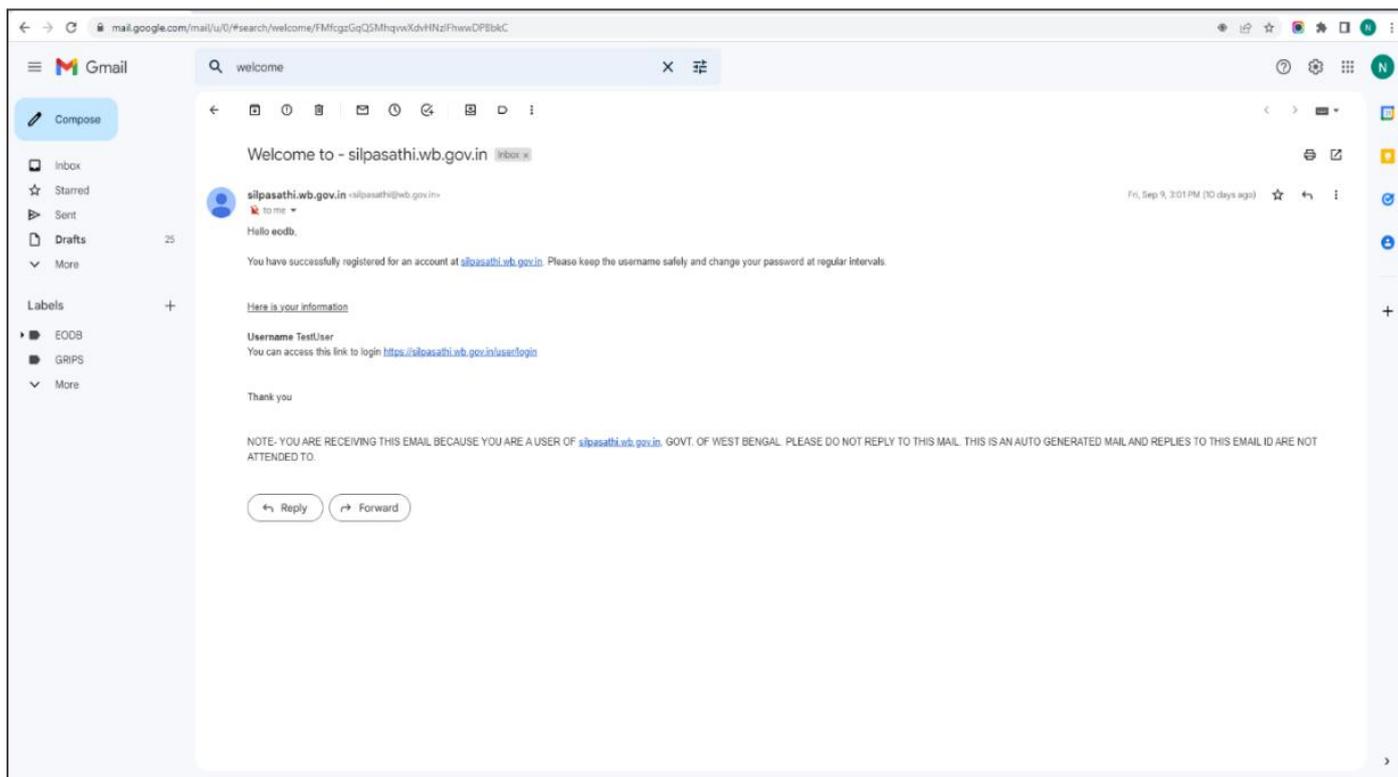


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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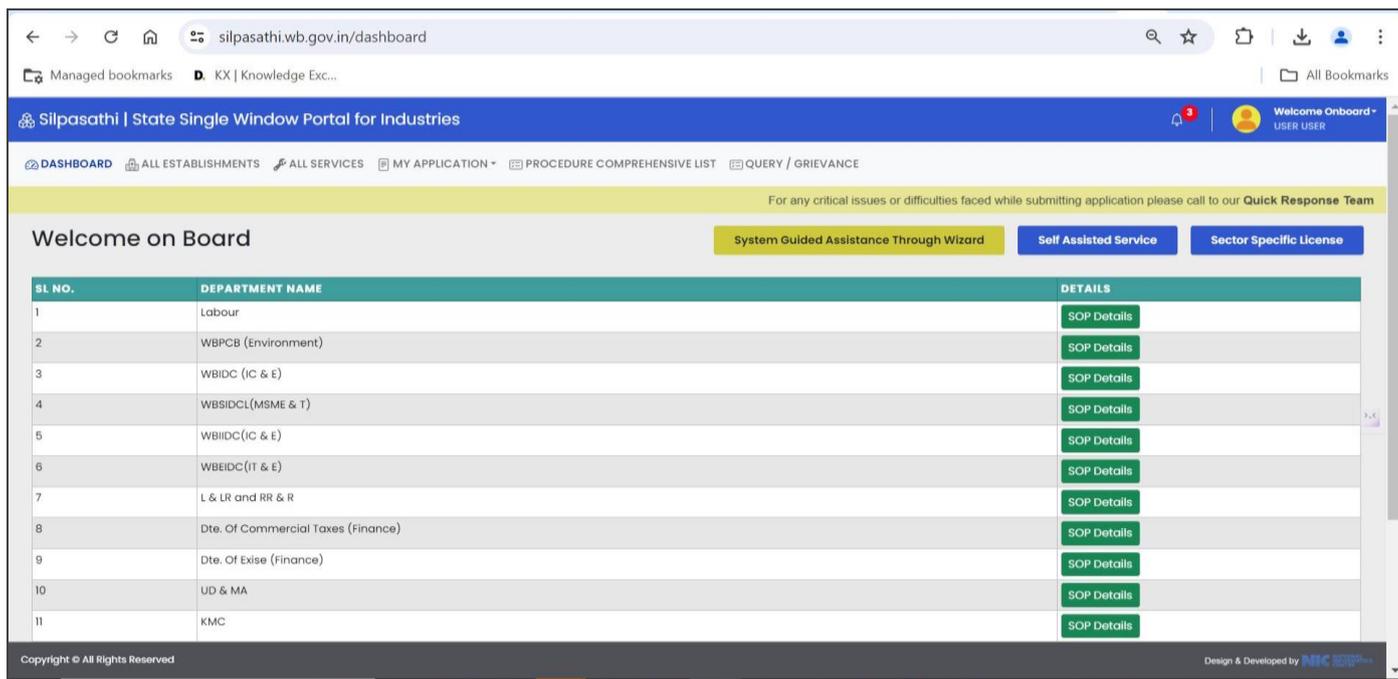
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Online Application submission

Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.

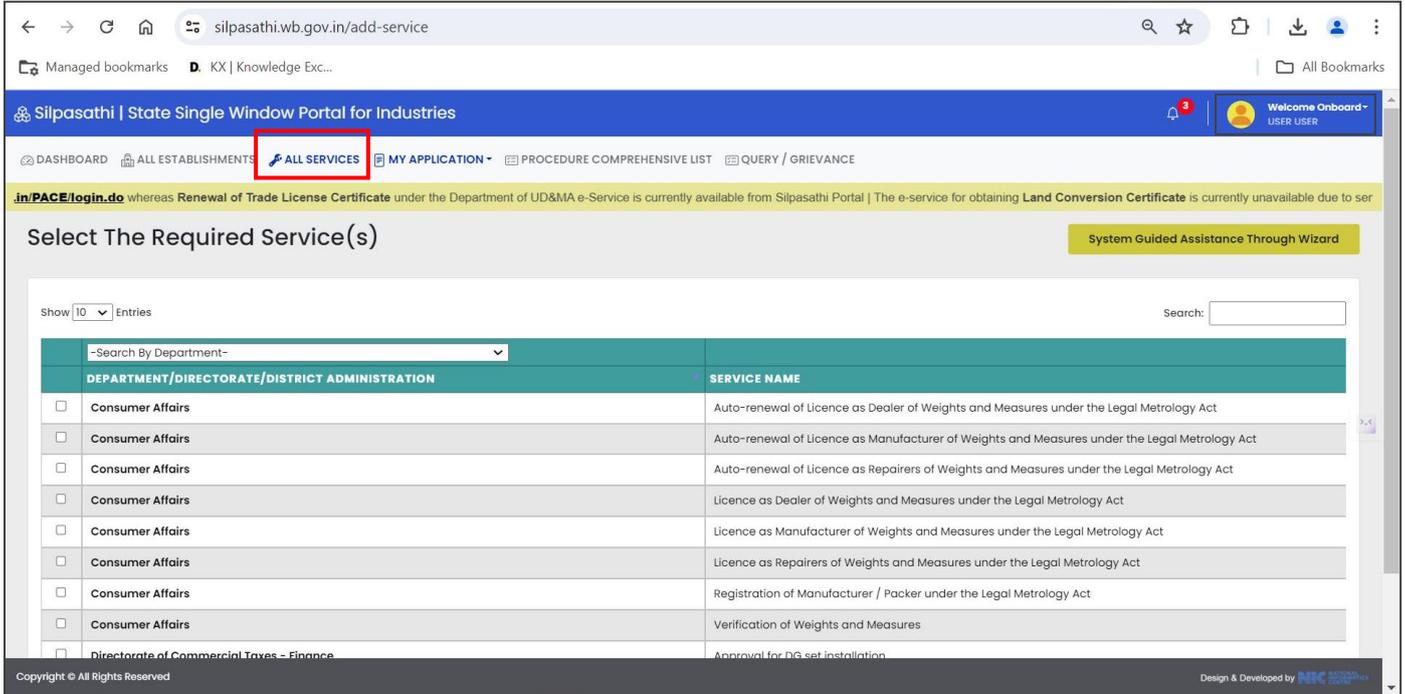


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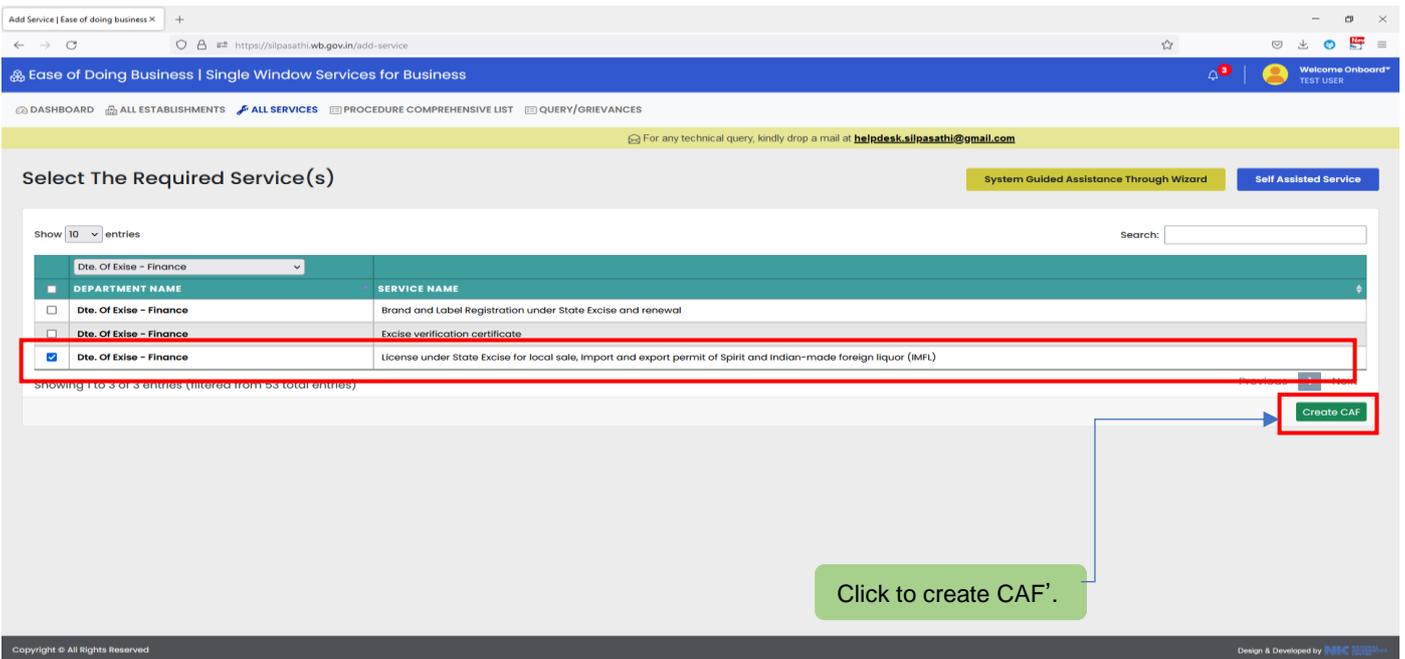
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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named '**HDA Water Connection- UD&MA.**



After selecting the service **HDA Water Connection – UD&MA**, the applicant has to click on '[Create CAF](#)'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

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Applicant's Dashboard

CAF ID generated.

Click on 'Apply Online' to proceed with the application.

Establishment | Ease of doing business | +

https://silpasathi.wb.gov.in/dashboard

Ease of Doing Business | Single Window Services for Business

WELCOME ONBOARD TEST USER

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at helpdesk.silpasathi@gmail.com

Service Added Successfully

Add Establishment System Guided Assistance Through Wizard Self Assisted Service Licenses For Tourism Industry Query Submission / Tracking Your Profile

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000658

SL NO.	SERVICE	ACTION
1	License under State Excise for local sale, Import and export permit of Spirit and Indian-made foreign liquor (IMFL) (WBRTPS Timeline: Import - 15 days, Export - 15 days, Local Sale - Not Issued) Mobile No Saved Application Submission / Application Track Status / Download Certificate	Apply Online

BUSINESS REFERENCE ID : CAF2022000643 Check Status

BUSINESS REFERENCE ID : CAF2022000623 Check Status

BUSINESS REFERENCE ID : CAF2022000607 Apply Online

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After clicking on 'Apply Online' option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below):

Common Application Form | Ease of doing business | +

https://silpasathi.wb.gov.in/caf/application/55/SfFaVXR6VU80Tm4ZKOGRTQXFDZz09/RghTQWF2S9udS9GYIXZFBHjFKQT09

Ease of Doing Business | Single Window Services for Business

WELCOME ONBOARD TEST USER

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at helpdesk.silpasathi@gmail.com

Common Application Form - CAF2022000658

Process Start 10%

Mobile No *
8998999889

<< Back Save & Continue >>

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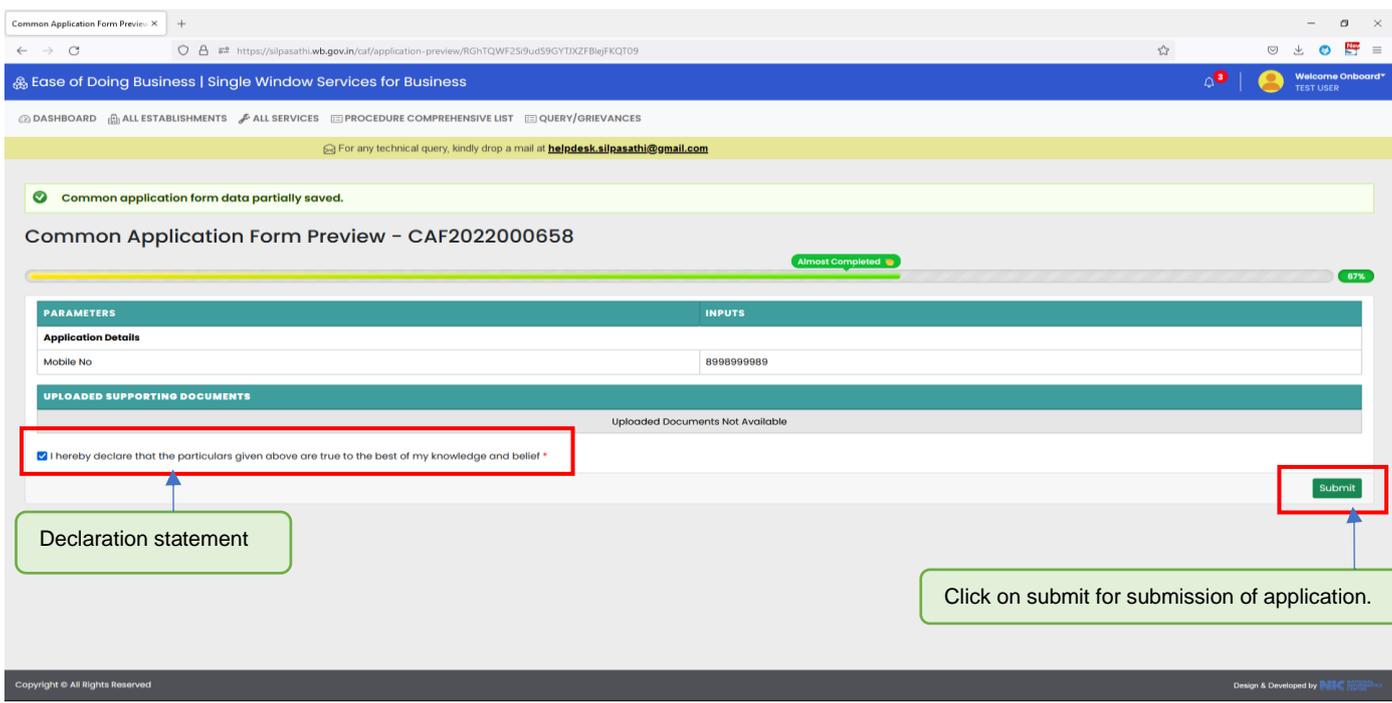
License under State Excise for local sale, Import and export permit of Spirit and Indian-made foreign liquor (IMFL)

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Upon completion of the application process along with document submission, the applicant clicks on the '**Submit**' button for final submission of the application.

The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to '**Submit**' button, as illustrated in the screenshots below.

Application Form



On clicking on '**Submit**' link, the following webpage appears post submission of application with updated Status.

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The screenshot shows the SilpaSathi portal interface. At the top, there's a navigation bar with 'DASHBOARD', 'ALL ESTABLISHMENTS', 'ALL SERVICES', 'MY APPLICATION', 'PROCEDURE COMPREHENSIVE LIST', 'QUERY / GRIEVANCE', and 'USER MANUAL'. Below this, a yellow banner provides contact information for the Quick Response Team and a link to the e-Service for Trade License Certificate (New). The main content area displays 'CAF2024694644 - Current Status' with a table:

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
License under State Excise for local sale, Import and export permit of Spirit and Indian-made foreign liquor (IMFL)	Mobile No Saved	Completed	
	Application Submission/Application Track Status/Download Certificate	Pending	

A green callout box with the text 'Application status updated.' has an arrow pointing to the 'Application Submission' row in the table.

The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.

The top part shows an SMS from 'VM-WBGOVT' with the following text: 'Application submitted. Status can also be checked online at any time through the Applicant Dashboard by logging into the Silpasathi Portal. Please keep this CAF number saved for future reference. CAF No.: CAF2024XXXXXX Dt.: 22-07-2024 14:03:05 - Silpa Sathi SWP, Govt. of WB'. A green callout box points to the SMS with the text 'Application status notified through SMS.'

The bottom part shows an email from 'silpasathi.wb.gov.in' with the subject 'Common Application Submitted - silpasathi.wb.gov.in'. The email body contains: 'Application submitted. Please check your status at regular intervals for taking necessary action as guided by the system. Keep this number for future reference. CAF No. : CAF2022000481 Dt: 22-09-2022 11:07:11 Silpa Sathi SWP, Govt. of WB'. A green callout box points to the email with the text 'Application status notified through email.'

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2. Online Payment of fees

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. The navigation bar includes 'DASHBOARD', 'ALL ESTABLISHMENTS', 'ALL SERVICES', 'PROCEDURE COMPREHENSIVE LIST', and 'QUERY/GRIEVANCES'. A notification bell icon shows 3 alerts, and a 'Welcome Onboard' message is visible for 'TEST USER'. A yellow banner provides contact information: 'For any technical query, kindly drop a mail at helppdesk.silpasathi@gmail.com'. The main content area features six service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Licenses For Tourism Industry', 'Query Submission / Tracking', and 'Your Profile'. Below this, the 'Your Selected Service(s)' section displays a table of services. The first row is expanded, showing details for 'License under State Excise for local sale, Import and export permit of Spirit and Indian-made foreign liquor (IMFL)'. The table includes columns for 'SL NO.', 'SERVICE', and 'ACTION'. The service description includes a note: '(WBRTPS Timeline: Import - 15 days, Export - 15 days, Local Sale - Not issued)'. The 'ACTION' column contains a 'Click to Proceed' button. Below the table, there are four other service entries with their respective 'BUSINESS REFERENCE ID' and 'ACTION' buttons: 'Check Status', 'Check Status', 'Apply Online', and 'Apply Online'. The footer contains 'Copyright © All Rights Reserved' and 'Design & Developed by NIC'.

SL NO.	SERVICE	ACTION
1	License under State Excise for local sale, Import and export permit of Spirit and Indian-made foreign liquor (IMFL) (WBRTPS Timeline: Import - 15 days, Export - 15 days, Local Sale - Not issued) Mobile No Saved Application Submission / Application Track Status / Download Certificate	Click to Proceed
BUSINESS REFERENCE ID : CAF2022000658		Check Status
BUSINESS REFERENCE ID : CAF2022000643		Check Status
BUSINESS REFERENCE ID : CAF2022000623		Check Status
BUSINESS REFERENCE ID : CAF2022000607		Apply Online
BUSINESS REFERENCE ID : CAF2022000590		Apply Online

The screenshot shows the 'View Details' page for an application. The navigation bar is identical to the dashboard. A yellow banner provides contact information: 'For any technical query, kindly drop a mail at helppdesk.silpasathi@gmail.com'. The main content area is titled 'APPLICATION DETAILS' and contains a table with the following information:

APPLICATION DETAILS	
CAF ID NO	CAF2022000658
Mobile No	8998999989

Below the table, there are two buttons: 'Submit Application' and 'View - Track Application Status / Download Certificate'. The footer contains 'Copyright © All Rights Reserved' and 'Design & Developed by NIC'.

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Applicant successfully migrates to the Excise Directorate portal.



Application Type : Individual Multiple Individual Company / Corporation / Firm / Co-operative Society



User can choose the **application type** from here as per their requirement.

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Prerequisite Documents

The screenshot displays the 'e-আবগারি' (e-Abgari) portal of the Government of West Bengal. The header includes the logo, the state emblem, and the date 'Tuesday, June 16 2020, 3:11:34 PM'. The navigation menu contains 'Home', 'Application for New License', 'Application Status', and 'Flow Chart'. The main heading is 'Application by an Individual for Grant of a License for the Retail Sale of Liquor and Other Intoxicants'. The central content area, titled 'What to do?', lists the following requirements:

- Soft Copies (".jpg") of following items will be required to Submit Application :-**
 - Passport Size Photograph of Applicant
- Applicant Specific Documents (".doc", ".docx", ".pdf", ".PDF", ".DOC", ".jpg", ".JPG"):-**
 - Self Attested Photocopy of Nationality Proof (Voter Id Card or Passport or PAN Card) / P.I.O. Status (Certificate from Competent Authority).
 - Self Attested Photocopy of Proof of Date of Birth (Birth Certificate / Admit Card of Madhyamik Pariksha or Equivalent Secondary School level Examination / PAN Card).
 - Self Attested Photocopy in support of Highest Educational Qualification.
 - Declaration regarding medical fitness in the form of an affidavit.
 - Affidavit affirmed by the Individual before the Competent Authority regarding his/her Non-Conviction by a Criminal Court in a Non-Bailable Offence.
- Proposed Site Specific Documents (".doc", ".docx", ".pdf", ".PDF", ".DOC", ".jpg", ".JPG"):-**
 - Copy of Record of Rights (ROR) of Land / Parchal/ Sale Deed/ Title Deed/ Conveyance Deed/ Lease Deed/ Tenancy Deed/ Property Tax Receipt.
 - Copy of NOC/ Suitable Document of Land Owner/ Competent Authority if the Offered Site is not owned by the Applicant.
 - Document in Support of Commercial use of Land / Copy of application for commercial conversion if character of land not yet converted for commercial use.
 - Site Plan Prepared by Approved Surveyor (Signature with Seal) and duly Signed by the Applicant(s).
 - Copy of Current Food License issued by Competent Authority (FSSAI) , if applicable.
 - Affidavit declaring that if any of the documents / information furnished against the online application if found false, the license shall be liable to be cancelled.
- Application Fee**

Payment Details of Application fee paid Online through GRIPS

[Click To Proceed](#) [Return](#)

At the bottom of the page, a footer states: 'Contents provided by the Excise Directorate, Government of West Bengal. Site Designed, hosted and maintained by National Informatics Centre. Best viewed in Internet Explorer 10.0 / 11.0 or later. Legal Disclaimer'.

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Registration Process

OTP Based Log-in

Login with OTP



The screenshot shows the 'e-আবগারি' portal for the Government of West Bengal. The header includes the logo, the state emblem, and the date 'Tuesday, June 16 2020, 3:42:14 PM'. The navigation menu contains 'Home', 'Application for New License', 'Application Status', and 'Flow Chart'. The main heading is 'Application by an Individual for Grant of a License for the Retail Sale of Liquor and Other Intoxicants'. The central form has a label 'Enter Your Mobile No' followed by an input field containing 'Enter Mobile No' and a red note '(*OTP will be Sent to this Number)'. A 'Request for One Time Password(OTP)' button is on the right. The footer contains copyright information and browser requirements.

Fig :

Give Applicant's mobile number for further procedure



This screenshot shows the next step in the registration process. The 'Request for One Time Password(OTP)' button from the previous step is now disabled. A 'Resend Code' button has appeared. Below, there is a label 'Please Enter the Code Sent to Your Mobile No:' followed by an input field containing the code '195496' and a 'Submit' button. The rest of the page layout remains the same as in the previous screenshot.

Click on Submit button for entering the registration page.

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- If user will not be getting an OTP, then they can click on Resend button for further getting an OTP.

Attention!

- User must have to put the mobile number in correct format.
- Put the correct OTP for further proceed.

The screenshot shows a web application interface for the Government of West Bengal. The main window is titled "Write Up for Online Application Module". It contains a declaration: "I have read and understood the processes and procedures for grant of excise licenses at new sites as stated above and I am willing to proceed to make an application for a new license. My application shall be subject to the extant rules and provisions and in case of any change of the existing provisions during the pendency of my application the same shall be subject to such changes." Below this is a checkbox labeled "Did you already obtain LOI?" with "Yes" selected. Other fields include "Name of the Excise District" (Jalpaiguri), "Date of the grant of LOI" (24/04/2022), and "Browse LOI (upload the LOI copy in pdf)" (Form-15H.pdf). Buttons for "Save as Draft" and "Click To Proceed" are visible. A blue arrow points from a text box below to the "Did you already obtain LOI?" checkbox.

Fig:

Click on to this check box for further proceed and Save Draft then Submit.

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After approve the LOI by District Superintendent of Excise, this will appear at licensee end for further proceed.

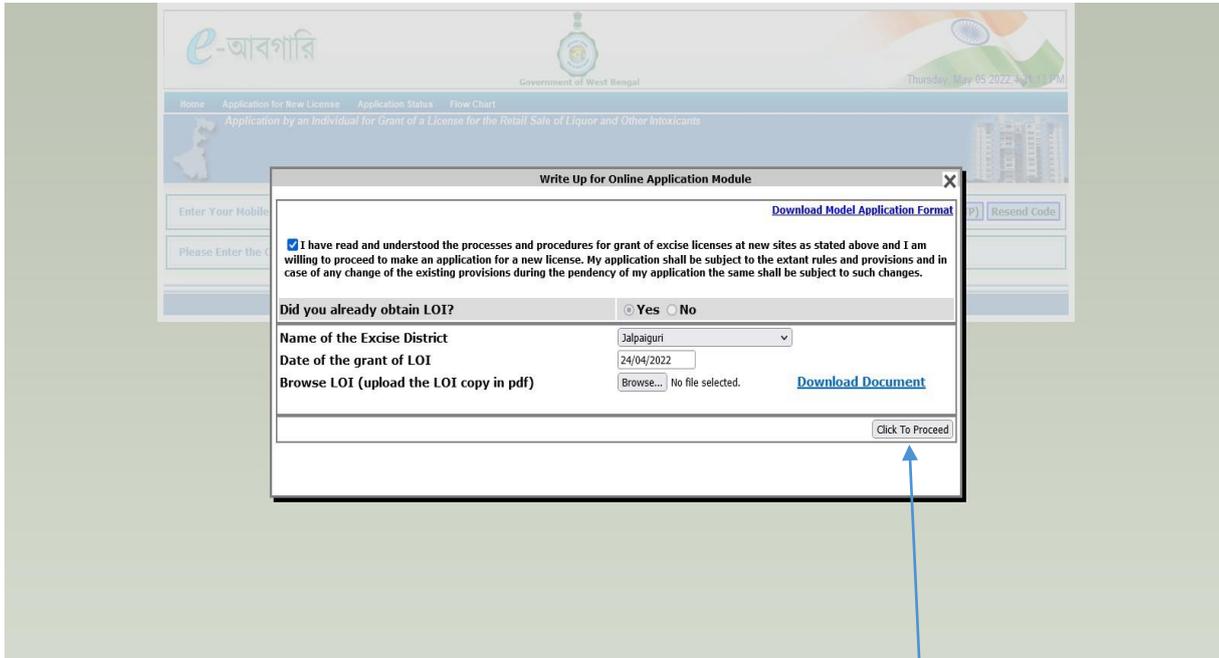


Fig:

Click to Proceed.

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Process of making an Application

Application for New License Application Status Flow Chart
Application by an Individual for Grant of a License for the Retail Sale of Liquor and Other Intoxicants

IP Address of your Computer : 10.17.200.50 Logged as : 706377742

Basic Information
 Category of License Applied for : Retail - Restaurant cum Bar Restaurant-cum-Bar
 Name & Style of the Premises / Site : ABC RCB
 Do you want to apply for any Additional Bar(s) in addition to the Main Bar? Yes No
 Location District/ Site District : Kolkata Site Type : New Existing

Enter Applicant Details
 Name : PANKAJ Enter Middle Name : JHA
 Father's / Husband's Name : PARIMAL JHA Date of Birth : 25/12/1988 (*21 not eligible)
 Nationality : Indian Residential Status : Resident Email Id :
 Address : 12/3 K. C. GHOSH ROAD, KOLKATA-700004 Present and Permanent Address are Same
 Highest Educational qualification : B. SC Occupation :
 Annual Income (Rs.) : 800000.00 Whether the Applicant holds PAN ? Yes No PAN No. : AWBPR2343B
 How the Applicant will Arrange the Capital Necessary for Financing the Business Property :
 Business/ Sales Experience, if any, with Full Particulars :
 Whether the Applicant holds or held any Excise license(s) in West Bengal/ in any other State of India : Yes No
 Whether the Applicant is holding or ever held any Temporary Bar License : Yes No
 Whether the Applicant is involved , either Directly or Indirectly in the Manufacture or Sale of any Intoxicant in a Foreign Territory or any State Bordering upon the State of West Bengal : Yes No
 Whether the Applicant holds or held a License for the sale of foreign liquor by wholesale : Yes No
 Whether any of the following Relatives hold any Excise License in West Bengal :
 Spouse
 Father/Mother
 Dependent Son / Dependent Daughter / Dependent Daughter-in-law
 None of the Above
 Whether the Applicant was ever convicted by a criminal court for a non-bailable offence : Yes No
 Whether the Applicant will be in a position to attend and manage the Business Personally and Independently in his/her own Interest : Yes No
 Special Claim, if any :
 Upload Photo (Passport Size) : No file selected. Photo Uploaded Successfully

Applicant's Document	Click To
Self Attested Photocopy of Nationality Proof (Voter Id Card or Passport or PAN Card) / P.I.D. Status Certificate from Competent Authority	View Delete
Self Attested Photocopy of Proof of Date of Birth (Birth Certificate / Admit Card of Madhyamik Pariksha or equivalent Secondary School level Examination / PAN Card)	View Delete
Self Attested Photocopy in support of Highest Educational Qualification	View Delete
Declaration regarding medical fitness in the form of an affidavit.	View Delete
Affidavit affirmed by the Individual before the Competent Authority regarding his/her Non-Conviction by a Criminal Court in a Non-Bailable Offence	View Delete

Proceed to Enter Site Details
 Location Category : Municipal Corporation of Siliguri, Kolkata, Howrah
 Name of Building/ Premises (if applicable) :
 Holding No : 1234 Name of Street : K.C.GHOSH ROAD
 Location Details : Ward No : 3 Name of Munc/Corp. : KOLKATA
 Name of P.O. : COSSIPORE PIN : 700002
 Name of PS : COSSIPORE District : Kolkata(North)
 Co-ordinates of the site offered :
 Longitude : 88.321230 Latitude : 22.616135
 Do you have a Valid Food License for the Proposed site ? (If Applicable) : Yes No
 Is the Proposed Site Owned by the Applicant : Yes No
 If No, Whether NOC/ Suitable Document from the Land Owner/ Competent Authority regarding use of Premises to run the Excise License Applied for, has been obtained : Yes No
 Whether Commercial Conversion Certificate in respect of Land has been obtained : Yes No
 Whether the Proposed Site is situated within an IT/ Electronics Park : Yes No
 Estimated Amount of Monthly sales of Foreign Liquor as assessed by the Applicant :
 (Liters) * 300
 (Liters) *

Site Detail Document	Click To
Copy of Record of Rights (ROE) of Land / Purchase/ Sale Deed/ Title Deed/ Conveyance Deed/ Lease Deed/ Tenancy Deed/ Property Tax Receipt	View Delete
Copy of NOC/ Suitable Document of Land Owner/ Competent Authority if the Offered Site is not owned by the Applicant	View Delete
Document in Support of Commercial use of Land / Copy of application for commercial conversion if character of land not yet converted for commercial use	View Delete
Site Plan Prepared by Approved Surveyor (Signature With Seal) and duly Signed by the Applicant(s).	View Delete
Copy of Current Food License issued by Competent Authority (FSSAI) - If applicable	View Delete
Affidavit declaring that if any of the documents / information furnished against the online application if found false, the license shall be liable to be cancelled.	View Delete

I declare the information provided above is true to the best of my knowledge and believe if any information particulars furnished in the application is subsequently found to be false, inaccurate or incomplete, the license, if any, granted on the basis of the application, will be liable to be withdrawn without prejudice to other action that may be taken.
 You are applying for Retail - Restaurant-cum-Bar in a Municipal Corporation of Siliguri, Kolkata, Howrah. The requisite non-refundable application fee is Rs./- 150000
 Go to GRIPS Site for Payment

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IP Address of your Computer : 10.17.200.60 Logged as : .

Basic Information

Category of License Applied for : Retail - Restaurant-cum-Bar Restaurant-cum-Bar

Name & Style of the Premises / Site : ABC RCB

Do You want to apply for any Additional Bar(s) in addition to the Main Bar? Yes No

Location District / Site District : Kolkata Site Type New Existing

Basic Information

- Category of License Applied for-

--Select--

--Select--

Retail - Club, theatre, public resort etc

Retail - Departmental Store

Retail - Hotel graded 3-star or 4-star

Retail - Hotel graded 5-star or above

Retail - Hotel-cum-bar

Retail - Hotel-cum-restaurant-cum-bar below 3-star

Retail - Restaurant-cum-Bar

- **Name & style of the premises/site-** Mentioned the name of the premises.
- **Apply for any additional bar** – User can apply the additional bar with the main bar, select as per their requirement.

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- - **Location District/Site District-** User can select the district, where the establishment is placed

 - **Site Type-** select the site type New or Existing.
-

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The screenshot shows a web form titled "Enter Applicant Details". The form contains the following fields and values:

- Name:** PANKAJ, Enter Middle Name, JHA
- Father's /Husband's Name:** PARIMAL JHA
- Date of Birth:** 25/12/1988 (* <21 not eligible)
- Nationality:** Indian
- Residential Status:** Resident
- Email Id:** Enter Email Id
- Present and Permanent Address are Same
- Address:** 12/3 K.C.GHOSH ROAD, KOLKATA-700054; 12/3 K.C.GHOSH ROAD, KOLKATA-700002
- Highest Educational qualification:** B, SC
- Occupation:** Past Occupation, Present Occupation
- Annual Income(Rs.):** 8000000.00
- Whether the Applicant holds PAN?:** Yes (selected), No
- PAN No.:** AWNPR2343B
- How the Applicant will Arrange the Capital Necessary for Financing the Business Properly:** Test.....
- Business/Sales Experience, if any, with Full Particulars:** Test.....

Fig: 15

Enter Application Details-

- **Name-** Fill up the applicant's First Name and Last Name(Middle exist)
- **Father's/Husband's name-** Put Father's /Husband's Name
- **Nationality-** Choose the Nationality from here.
- **Residential Status-** Choose the residential status. **Email Id-** Applicant's email Id is required.
- **Address-** Applicant's full address.
- **Highest Educational Qualification-** Fill up the Highest Educational Qualification.
- **Occupation-** Fill up the Past and Present Occupation.
- **Annual Income(Rs.)-** Fill up the Annual Income(Rs.).
- **Whether the Applicant holds PAN? -** Select Yes or No.
- **PAN No. -** Fill up the PAN No.
- **How the Applicant will Arrange the Capital Necessary for Financing the Business Properly -** Fill up the details.
- **Business/Sales Experience, if any, with Full Particulars -** Fill up the details.

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Whether the Applicant holds or held any Excise license(s) in West Bengal/in any other State of India : Yes No

Whether the Applicant is holding or ever held any Temporary Bar License : Yes No

Whether the Applicant is involved , either Directly or Indirectly in the Manufacture or Sale of any Intoxicant in a Foreign Territory or any State Bordering upon the State of West Bengal : Yes No

Whether the Applicant holds or held a License for the sale of foreign liquor by wholesale : Yes No

Whether any of the following Relatives hold any Excise License in West Bengal : Spouse
 Father/Mother
 Dependant Son / Dependant Daughter / Dependant Daughter-in-law
 None of the Above

Whether the Applicant was ever convicted by a criminal court for a non-bailable offence : Yes No

Whether the Applicant will be in a position to attend and manage the Business Personally and Independently in his/her own Interest : Yes No

Special Claim, if any :

Upload Photo (Passport Size) : No file selected. * **Photo Uploaded Successfully**

Fig: 15

- Choose **YES or NO** whether the applicant have any Excise License(s) in WEST BENGAL or any other state of INDIA.
- Choose **YES or NO** whether the applicant have any Temporary Bar License.
- Choose **YES or NO** whether the applicant is involved, either directly or indirectly in the Manufacturer or sale any Intoxicant in a Foreign Territory or any State Bordering upon the state of West Bengal.
- Choose **YES or NO** whether the applicant holds any license of foreign liquor wholesale.
- Choose any of the following relatives hold any Excise license in West Bengal.
- Choose **YES or NO** whether the applicant was ever convicted by a court for a non-bailable offence.
- Choose **YES or NO** whether the applicant will be in a position to attend and manage the Business personally and independently in his/her own interest.
- Upload applicant's photo in passport size. Uploaded photo should be clear and visible.

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(* All Applicant Documents are Mandatory)

Applicant's Document		Click To
Self Attested Photocopy of Nationality Proof (Voter Id Card or Passport or PAN Card) / P.I.O. Status (Certificate from Competent Authority)	<input type="button" value="Browse..."/> No file selected.	View Delete
Self Attested Photocopy of Proof of Date of Birth (Birth Certificate / Admit Card of Madhyamik Pariksha or Equivalent Secondary School level Examination / PAN Card)	<input type="button" value="Browse..."/> No file selected.	View Delete
Self Attested Photocopy in support of Highest Educational Qualification	<input type="button" value="Browse..."/> No file selected.	View Delete
Declaration regarding medical fitness in the form of an affidavit.	<input type="button" value="Browse..."/> No file selected.	View Delete
Affidavit affirmed by the Individual before the Competent Authority regarding his/her Non-Conviction by a Criminal Court in a Non-Bailable Offence	<input type="button" value="Browse..."/> No file selected.	View Delete

Fig: 16

- Upload Self attested photocopy of **Nationality proof (Voter Id /Passport/PAN)/P.I.O** status certificate from Competent Authority).
- Upload Attested Photocopy of proof of **Date of birth (Birth Certificate/Admit Card of Madhyamik Pariksha or equivalent Secondary School level Examination/PAN Card)**
- Upload a self-attested photocopy of Highest Education.
- Upload a declaration copy regarding medical fitness in the form of an affidavit.
- Upload a copy of an affidavit affirmed by the Individual before the competent authority regarding his/her Non-Conviction by a criminal court in a Non-Bailable offence.

**** -** All fields are mandatory in this portion, so applicant should upload all the documents with correct format.

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Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Enter Site Details

Proceed to Enter Site Details

Location Category : Municipal Corporation of Siliguri, Kolkata, Howrah *

Name of Building/ Premises (if applicable) : Test

Holding No : 1234 * Name of Street : K.C.GHOSH ROAD *

Location Details : Ward No : 3 * Name of Munc/Corp. : KOLKATA *

Name of P.O. : COSSIPORE * PIN : 700002 *

Name of PS : COSSIPORE * District : Kolkata(North) *

Co-ordinates of the site offered :

Longitude : 88.371258 * Latitude : 22.616135 *

Do you have a Valid Food License for the Proposed Site ? (If Applicable) : Yes No

Is the Proposed Site Owned by the Applicant : Yes No

If No, Whether NOC/ Suitable Document from the Land Owner/ Competent Authority regarding use of Premises to run the Excise License Applied for, has been obtained : Yes No

Whether Commercial Conversion Certificate in respect of Land has been obtained : Yes No

Whether the Proposed Site is situated within an IT/ Electronics Park : Yes No

Estimated Amount of Monthly sales of Foreign Liquor as assessed by the Applicant : (Liters) * (Liters) *

Fig: 17

- Choose **Location category** where the establishment set up.
- Put the Name of **Building/Premises** (If applicable).
- Put the **Holding Number**.
- Put the **Ward Number**.
- Name of the **Municipality/Corporation**.
- Name of **P.O.**
- Name of the **Police Station**.
- Put the **Longitude and Latitude** of the proposed site.
- Choose **YES or NO** whether the applicant have any food license for the proposed site.(if applicable)
- Choose **YES or NO** whether the applicant is the owner of the proposed site.
- Choose **YES or NO** whether the applicant have commercial conversion certificate in respect of landhas been obtained.
- Choose **YES or NO** whether the proposed site is situated in any IT/Electronics park.
- Put the **estimated monthly sell of foreign liquor (in liters)** assessed by the applicant.

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(* All Site Documents are Mandatory)

Site Detail Documents		Click To
Copy of Record of Rights (ROR) of Land / Parcha/ Sale Deed/ Title Deed/ Conveyance Deed/ Lease Deed/ Tenancy Deed/ Property Tax Receipt	<input type="button" value="Browse..."/> No file selected.	View Delete
Copy of NOC/ Suitable Document of Land Owner/ Competent Authority if the Offered Site is not owned by the Applicant	<input type="button" value="Browse..."/> No file selected.	View Delete
Document in Support of Commercial use of Land / Copy of application for commercial conversion if character of land not yet converted for commercial use	<input type="button" value="Browse..."/> No file selected.	View Delete
Site Plan Prepared by Approved Surveyor (Signature With Seal) and duly Signed by the Applicant(s).	<input type="button" value="Browse..."/> No file selected.	View Delete
Copy of Current Food License issued by Competent Authority (FSSAI) , if applicable	<input type="button" value="Browse..."/> No file selected.	View Delete
Affidavit declaring that if any of the documents / information furnished against the online application if found false, the license shall be liable to be cancelled.	<input type="button" value="Browse..."/> No file selected.	View Delete

I declare the information provided above is true to the best of my knowledge and believe if any information particulars furnished in the application is subsequently found to be false, inaccurate or incomplete, the license, if any, granted on the basis of the application, will be liable to instant withdrawal without prejudice to other action then may be taken.

You are applying for Retail - Restaurant-cum-Bar in a Municipal Corporation of Siliguri, Kolkata, Howrah . The requisite non-refundable application fee is Rs./- 150000

[Go to GRIPS Site for Payment](#)

Upload Supporting Documents

Site Details Documents-

- ✓ Upload all site details documents which is mentioned here. Documents should be visible and good quality.

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Attention!

All the documents are mandatory. Kindly upload all documents for further proceed.

Payment of Registration Fees

Payment Process through GRIPS portal

Attention!

This payment is applicable for those retailer who are not allowed for Lol.

Payment of Registration Fees-

- ✓ Applicant can proceed the application to click on **Save Draft Application**. If want then click on to
- ✓ View Draft Application.
- ✓ Click on to check box and proceed for payment.
- ✓ Click on to **Grips Site for payment**.



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Fig:



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- ✓ Choose the **Department/Directorate**.
- ✓ Choose the **Service**.
- ✓ Click on to **Proceed** button.

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- ✓ Put the **Depositor's Name**.
- ✓ **Mobile Number**
- ✓ **Address**
the dropdown list).
- ✓ Choose **Payment Mode** (which is convenient for the applicant).
- ✓ Click on to **Proceed** button for entering next step.



IFMS Integrated Financial Management System WEST BENGAL

GRIPS

Finance Department Government of West Bengal

Payments through GRIPS portal
Directorate of Excise
Other Fees or Taxes

Note: (*)fields are mandatory

Depositor's Details

Depositor's Name: PANKAJ DHA Phone No: Mobile No:

Address: 12/3 W.C. GHOSH ROAD, KOLKATA-700054 E-Mail:

User Type: Others Excise District: Kolkata(North)

Payment Mode: Payment Gateway - SBI ePay

Other Payment Mode: Online Payment

PROCEED CANCEL

Use Payment Mode 'Payment Gateway-SBIePay' to make payment from Net Banking of most of the common banks or through Debit Card,Credit Card,Mobikwik wallet and BHIM UPI.

Challan Details

Establishment Name: ABC RCB Site Address: 2/3 K.C.GHOSH ROAD,KOLKATA-700054

From Date: 13/06/2020 To Date: 20/06/2020

Remarks: APPLYING FOR NEW EXCISE LICENSE

PAYMENT DETAILS			
SERVICE TYPE	HEAD OF ACCOUNT DESCRIPTION	HEAD OF ACCOUNT	AMOUNT[₹]
Other receipts	Other receipts	0019-00-150-001-27	150000
TOTAL AMOUNT:			150000

ADD ROW DELETE ROW

SUBMIT CANCEL

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Challan Details-

- ✓ Put the Establishment Name.
- ✓ Site Address.
- ✓ Put the Date range.
- ✓ Remarks.
- ✓ Payment details should be enter properly.

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Integrated Financial Management System



Finance Department
Government of West Bengal

CONFIRM FOLLOWING INFORMATION

Declarator of Excise		Other Fees or Taxes		
Depositor's Name*	PANIKAJ JHA			
Phone No				
Mobile No*				
Address*	12/3 K.C. GHOSH ROAD KOLKATA-70005			
Email				
Depositor's Type*	Others			
Establishment Name**	ABC RCB			
Excise Licence ID No./Excise District Code	N.A.			
From Date *	13/06/2020			
To Date **	20/06/2020			
Payment Mode*	SEI EPay Payment			
Site Address**	12/3 K.C. GHOSH ROAD KOLKATA-70005			
Excise District*	Kolkata(North)			
Remarks :	APPLYING FOR NEW EXCISE LICENSE			

Confirm Amount Details				
SERVICE TYPE	Excise Licence ID No./Excise District Code	HEAD OF ACCOUNT DESCRIPTION I	HEAD OF ACCOUNT	AMOUNT(₹)
Other receipts	N.A.	Other receipts	0039-00-150-001-27	150000
Total Amount:				150000

Payment of Taxes & Non-taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities

Fig:

If all the details are ok then click on to

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iFMS Integrated Financial Management System **GRIPS** Finance Department Government of West Bengal

(* Please carry this receipt to bank for counter payment)

Directorate of Excise				
Other Fees or Taxes				
Govt. Reference No(GRN) : 192020210011792798 (Please NOTE this GRN for future reference)				
Depositor's Name*	PANKAJ JHA	Phone No		
Mobile No*		Address*	12/3 K.C.GHOSH ROAD,KOLKATA-700054	
Email		Depositor's Type*	Others	
Establishment Name :*	ABC RCB	[Excise Licence ID No./Excise District Code]:	N.A.	
From Date :*	13/06/2020	To Date :*	20/06/2020	
Payment Mode*	SBI EPay Payment	Site Address :*	12/3 K.C.GHOSH ROAD,KOLKATA-700054	
Excise District*	Kolkata(North)			
Remarks :	APPLYING FOR NEW EXCISE LICENSE			

CONFIRM AMOUNT DETAILS

PAYMENT DETAILS				
SERVICE TYPE	[Excise Licence ID No./Excise District Code]	HEAD OF ACCOUNT DESCRIPTION	HEAD OF ACCOUNT	AMOUNT[₹]
Other receipts	N.A.	Other receipts	0039-00-150-001-27	150000
				Total Amount: 150000

Do Not Refresh The Page
Do not Click on The Back Button

Payment of Taxes & Non-Taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities

Site Maintained by Tata Consultancy Services Ltd.

- ✓ Check all the details and click on **submit** button.
- ✓ **GRN** number is generated in this phase, kindly note down it for further proceed.
- ✓ Applicant can do the payment in **online mode** or **counter payment from bank**.
- After activation of **GRN number**, applicant must visit to excise portal for further proceed.



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I declare the information provided above is true to the best of my knowledge and believe if any information particulars furnished in the application is subsequently found to be false, inaccurate or incomplete, the license, if any, granted on the basis of the application, will be liable to instant withdrawal without prejudice to other action then may be taken.

You are applying for Retail - Restaurant-cum-Bar in a Municipal Corporation of Siliguri, Kolkata, Howrah . The requisite non-refundable application fee is Rs./- 150000

[Proceed to Enter Payment Details](#) [Go to GRIPS Site for Payment](#)

Payment Mode : GRIPS

GRN :

Transaction Date :

Transaction Amount(Rs.) : [Save payment Details](#)

[Submit Application](#)

Fig:

Put the activated GRN in it and other

Payment Mode : GRIPS

GRN :

Transaction Date :

Transaction Amount(Rs.) : [Save payment Details](#)

Application Id	GRN & Transaction Date	Amount (Rs.)	Progressive Total (Rs.)
Draft Application	<input type="text"/> 92020210010378831 - 11/06/2020	1500000	1500000

[Save Draft Application](#) [View Draft Application](#) [Submit Application](#)

- Details have been shown in the box, applicant must have check the details.
- Click on to **Save Draft Application** button to save the all the details.
- To View the application, click on to **View Draft Application** button.
- After check all details then click on to **Submit Application** button.

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Fig:

Note down the application ID for track the

- Applicant may take the print out of submitted application for reference.

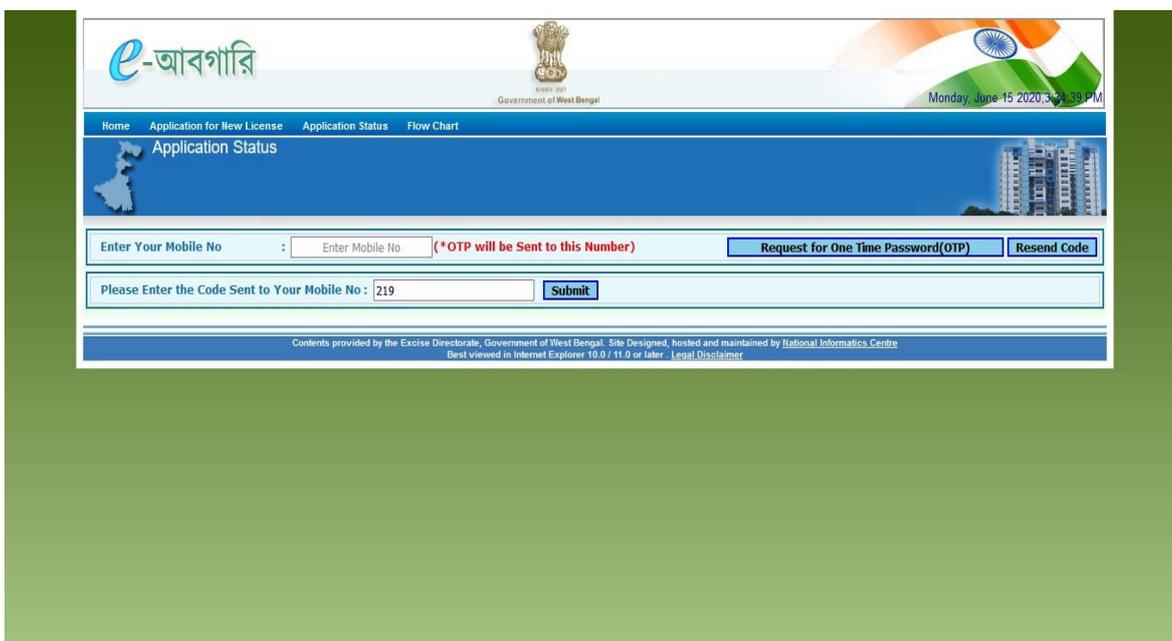
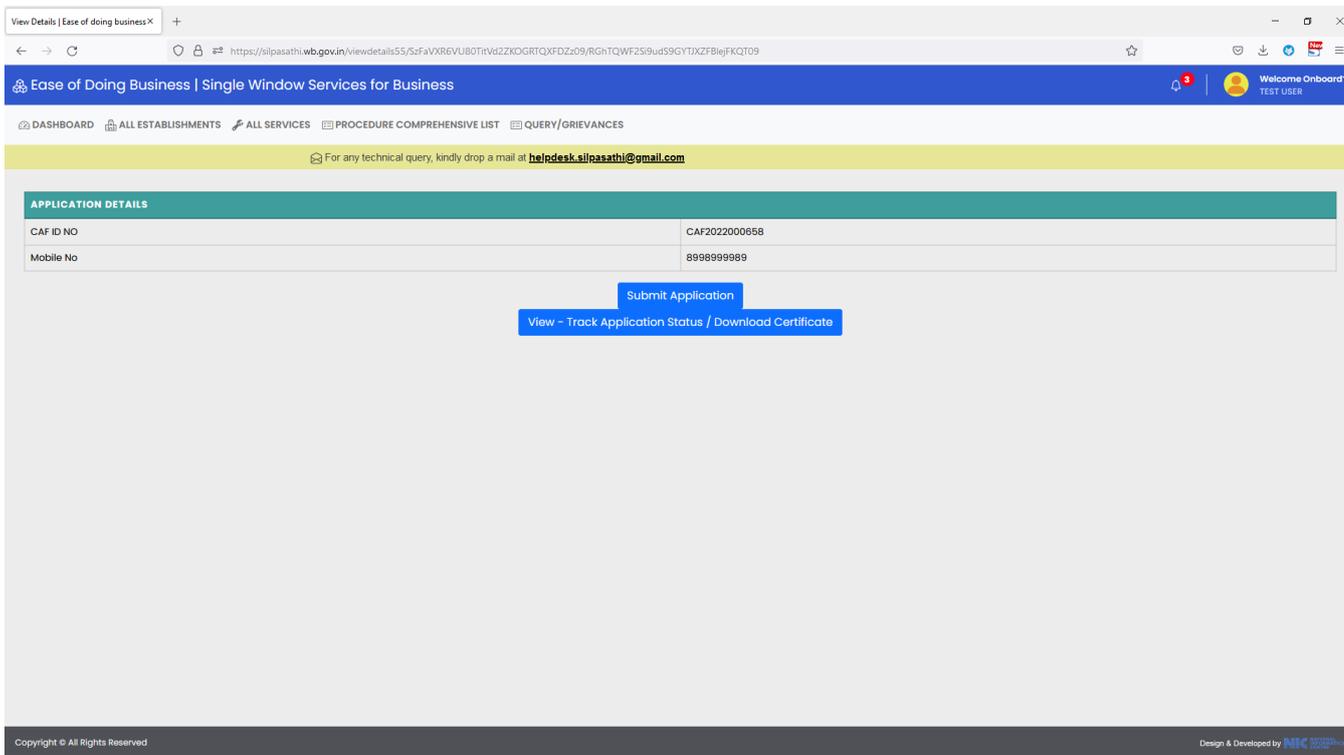
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3. Track Status of Application/Download Certificate

On clicking on the "View - Track Application Status / Download Certificate" button, applicant will migrate to Excise portal to check the status of application

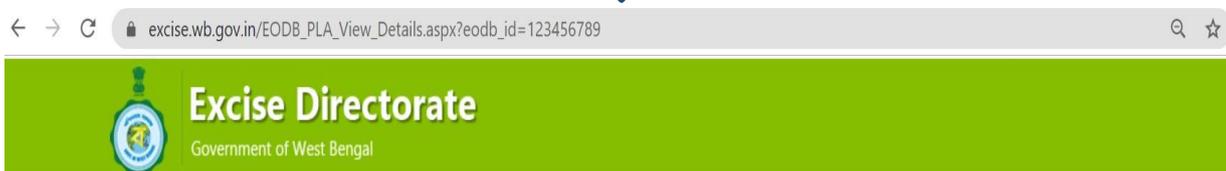


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- Enter the registered **mobile number**. (Which is used at the time of making application.)
- Put the **OTP** and click on Submit button for further proceed.



New License Application Details

Name COURTYARD BY MARRIOTT SILIGURI HOTEL
Address COURTYARD BY MARRIOTT SILIGURI HOTEL, PRADHAN NAGAR, 734003
Application ID No 2018-2019/04/000108 **Mobile No** 9835504118

Total Record(s) : 1

Sl.	Applicant info	Name and style of the site	Click To View	Click To View	Click To View	Click To
1	Appl.ID : 2018-2019/04/000108 Appl. Dt. : 16/02/2019 Mobile No. : 9835504118 Category : Retail - Hotel graded 5-star or above	COURTYARD BY MARRIOTT SILIGURI HOTEL	Life Cycle	Application View Form II	Attached Doc	Licensee Id Generated Against Application ID License Copy (PDF)

Fig: 31

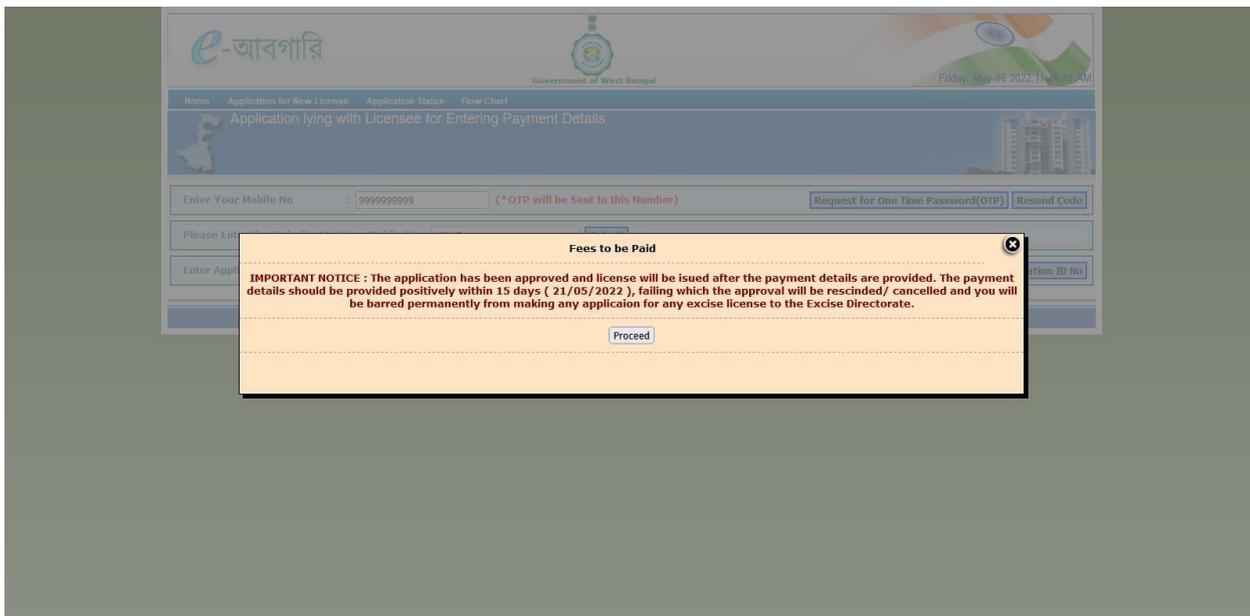
Application Status.
Applicant can check the status to follow this procedure.

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After approval the application from S.E. end this will appear at Licensee end for make payment.



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4. Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate without logging into the portal

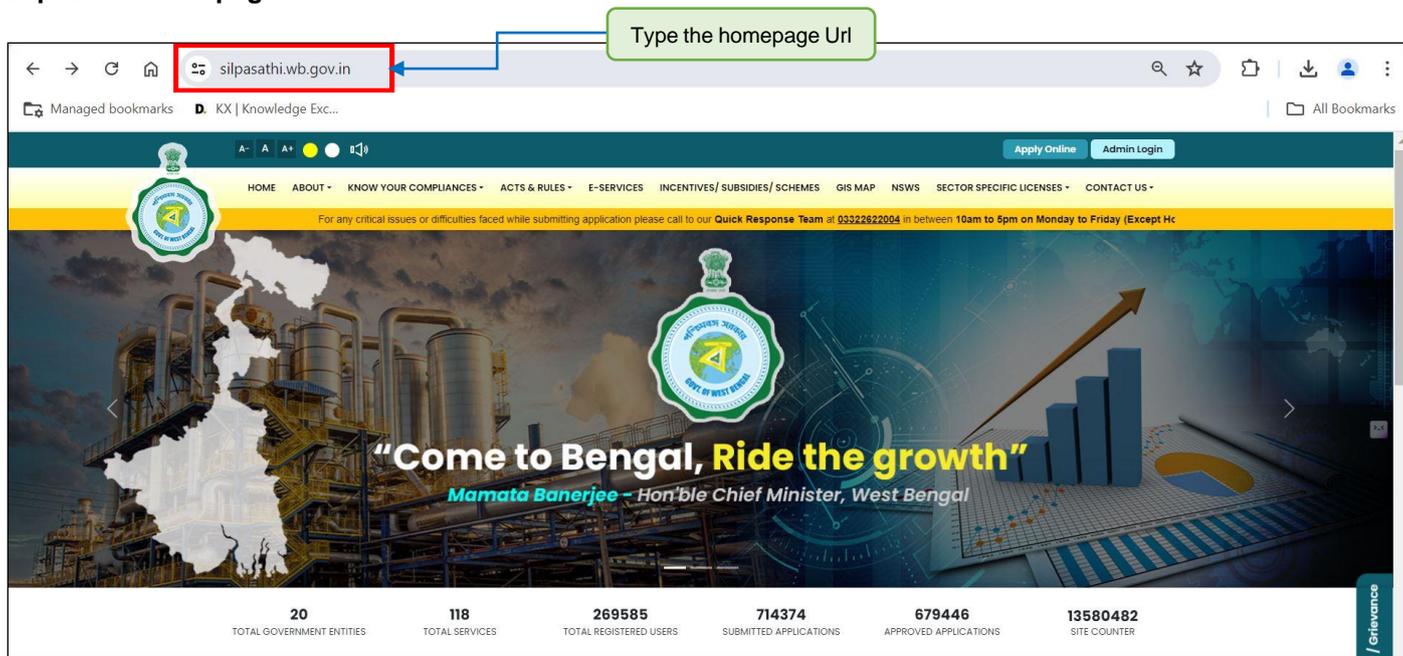
Third part verification process

The applicant or any user has to log in to www.silpasathi.wb.gov.in.

A user (any third party) needs to click on '*Third party Verification*' section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

(Screenshots below):

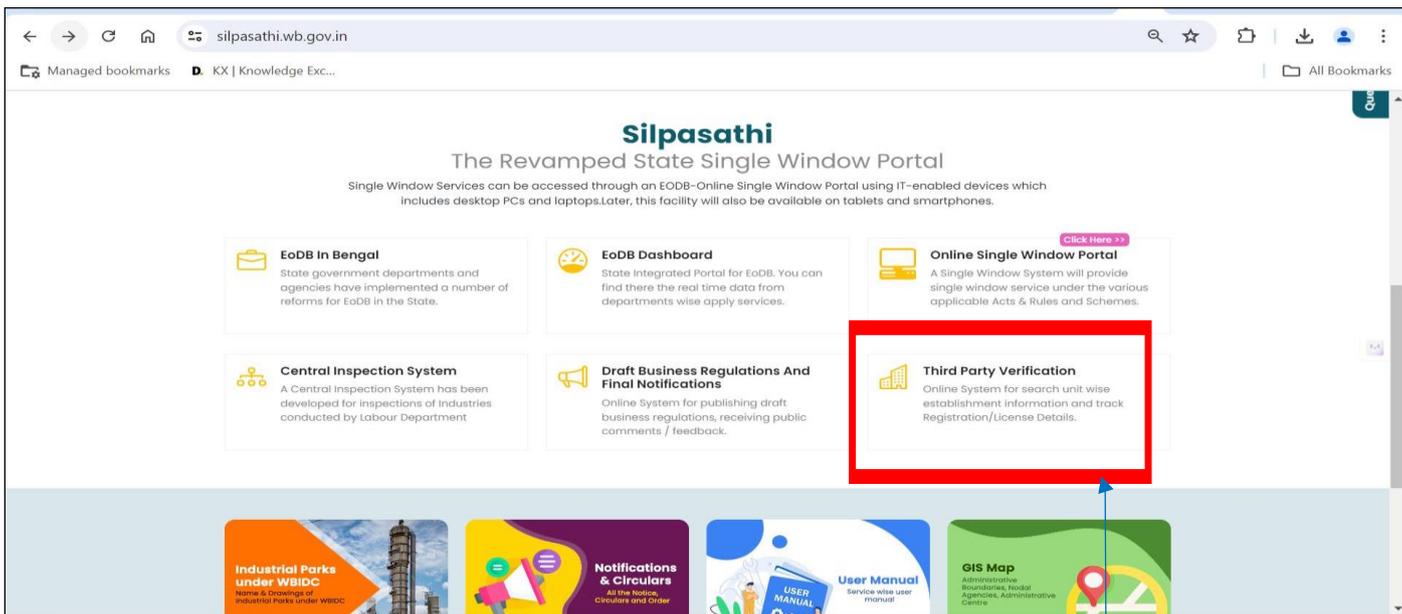
SilpaSathi Homepage



User Manual

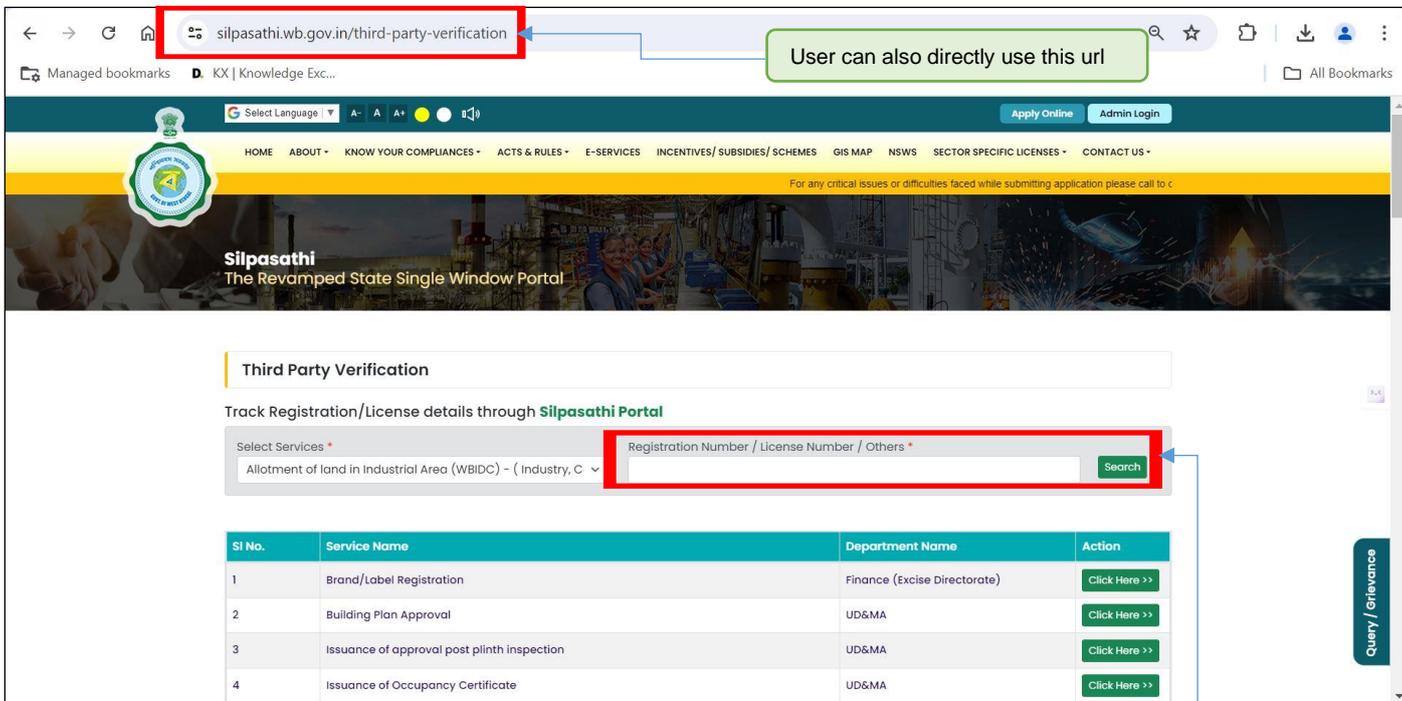
License under State Excise for local sale, Import and export permit of Spirit and Indian-made foreign liquor (IMFL)

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Select 'Third Party Verification'

Applicant selects the service and then enter the Certificate/ Approval number in the text box beside it and clicks on 'Search' to view details of certificate.

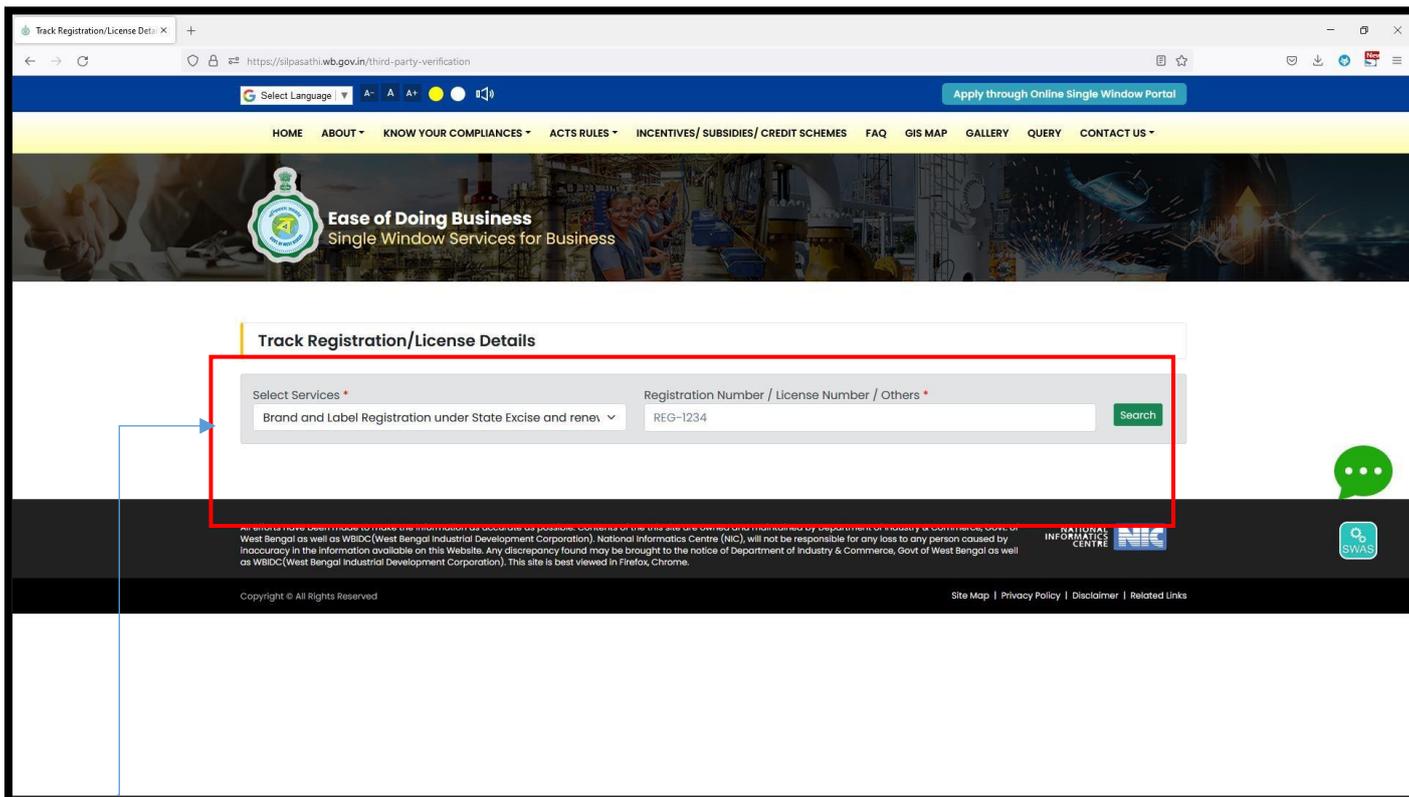


Enter Registration number/ License number to view details.

User Manual

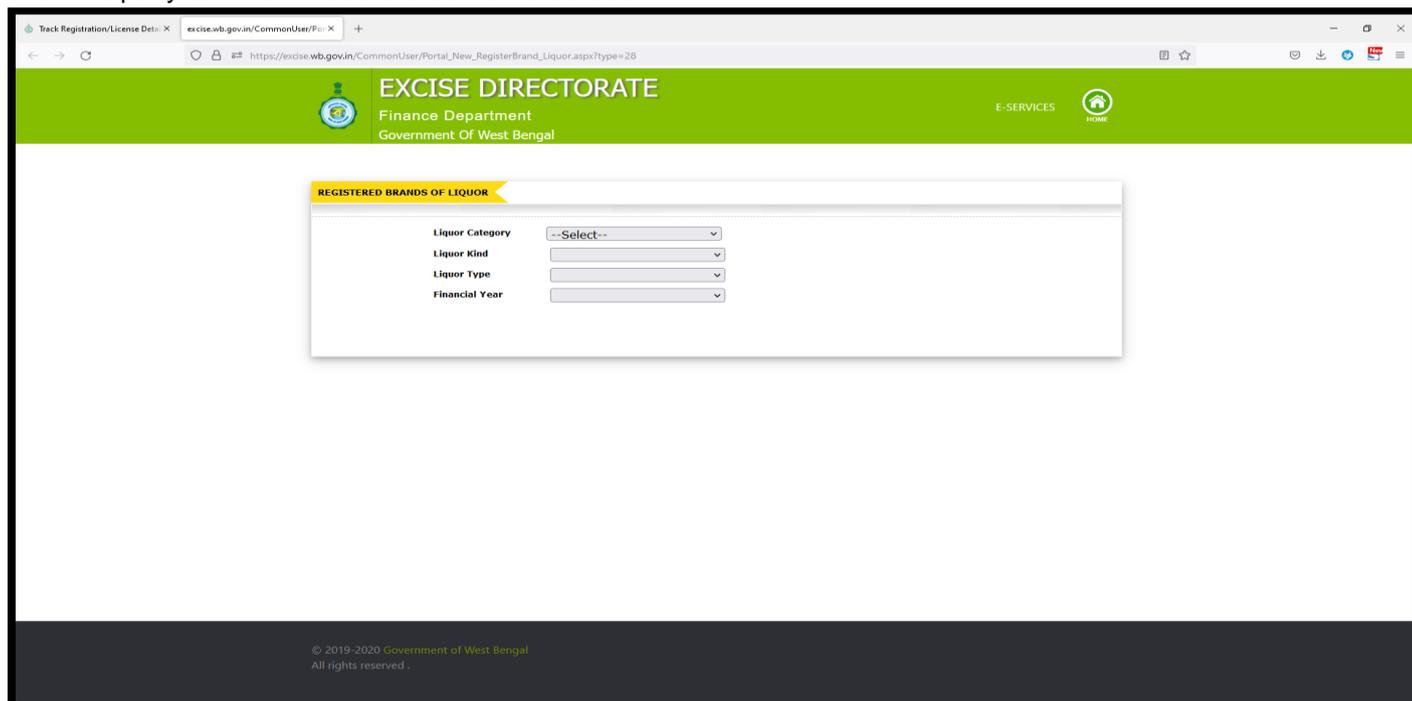
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Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



License details can be viewed after entering correct license number and clicking on Search.

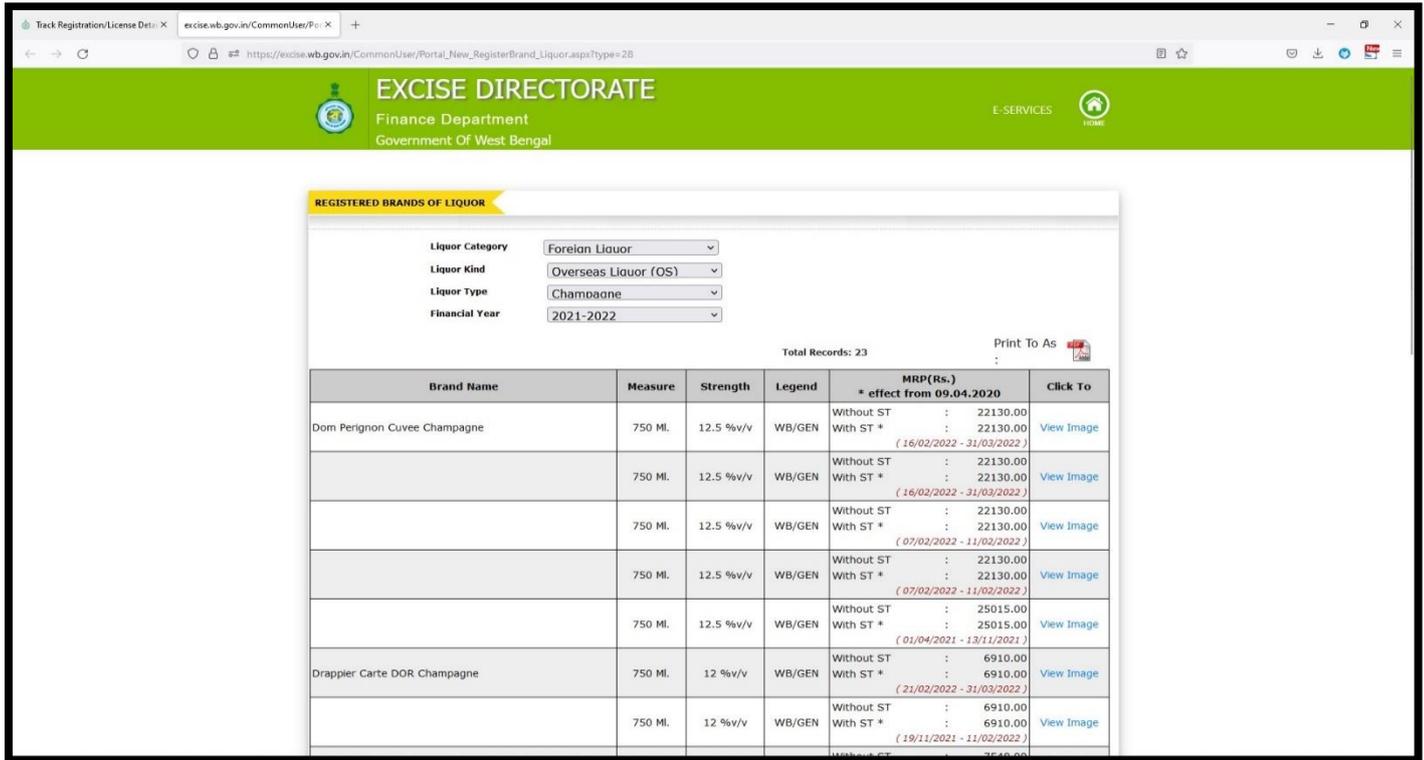
The third party can view the details as illustrated below:



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Anonymous user will land to "REGISTERED BRANDS OF LIQUOR" page in Excise portal.

Anonymous user has to select appropriate option from the dropdown fields to get the list of Brand Names Certified by Excise Department w.r.t "Brand and Label Registration under State Excise and renewal" service availed.