



संघ प्रदेश दादरा एवं नगर हवेली और दमण एवं दीव प्रशासन,  
U.T. Administration of Dadra & Nagar Haveli and Daman & Diu,  
आबकारी सहायक आयुक्त का कार्यालय, आबकारी विभाग, दमण  
O/o. The Assistant Commissioner of Excise, Excise Department, Daman



No. 3/1717/EXC-ADM/2022-23/850

Dated: 16 FEB 2023

Read: Administrative Order No. 3/1717/EXC-ADM/2019-20/433 dated 04/12/2020.

### Administrative Order

In suppression to the order mentioned in preamble, the approval of Commissioner of Excise, DNH & DD is hereby conveyed for documents required to be uploaded with the application on the website [www.ddnexcise.gov.in](http://www.ddnexcise.gov.in) or to be submitted for the following services provided by the Excise Department for time bound delivery of services to the general public and license holders.

Sr. No.	Name of Application	Documents Required to be Uploaded / Submitted with Application
1	Local Transport Permit (IMFL/CL/BER/FL)	Excise duty challan.
		Bottling fees challan.
		Any other necessary document as and when required.
2	Local Transport Permit (Spirit)	Excise duty challan.
		Alcohol performa.
		Purchase order.
		Any other necessary document as and when required.
3	NOC (Spirit)	Consigner consent letter.
		Alcohol performa.
		Any other necessary document as and when required.
4	Import Permit (IMFL/CL/BER/FL)	Authorized letter from the sender.
		Excise duty challan.
		Import fees challan.
		Any other necessary document as and when required.
5	Import Permit (Spirit)	Authorized letter from the sender.
		NOC issued by Excise Department.
		Import fees challan.
		Any other necessary document as and when required.
6	Export Permit (IMFL/CL/BER/FL)	Import permit issued by respective excise department.
		Export fees challan.
		Bottling fees challan.
		Confirmation letter from respective excise department.
		Purchase order.
		Any other necessary document as and when required.
7	Export Permit (Spirit)	Import permit issued by respective excise department.
		Export fess challan.
		Any other necessary document as and when required.
8	Brand/Label Registration	Authorized letter by distillery/brewery/wholesaler for wholesalers.
		Bonded warehouse license renewal copy in case of foreign liquor brands.
		Cost card for MRP.
		Distillery/brewery/wholesaler license renewal copy.
		Food safety and standard authority certificate for distillery/brewery.
		GS-1 barcode verification report.
		Brand/label document.
		Any other necessary document as and when required.



9	<b>Renewal of Licenses</b>	Original Aadhar Card of all owners.
		Original Voter Id Card of all owners.
		Original Pan Card of all owners.
		Latest passport-size photo of all owners.
		Character certificate issued by Mamlatdar showing detail about the conviction of all owners under any law. This certificate also includes detail about the citizenship of all owners.
		Excise license along with last renewal certificate.
		Restaurant license for Bar & Restaurant.
		Hotel license along with last renewal certificate.
		Any other necessary document as and when required.
10	<b>Transfer of Premises</b>	An application addressed to the Commissioner of Excise, DNH & DD.
		An affidavit filed by the licensee requesting the transfer of premises citing the reason.
		An affidavit of the owner of the premises on which the license is to be transferred giving NOC for such transfer if owner of proposed premises is not licensee.
		Plan of the proposed premises showing sitting arrangement, kitchen, toilet, warehouse and whole premises.
		A copy of form No. I & XIV or Form B showing the survey number and name of the owner.
		A Completion / Occupancy certificate of the premises issued by Competent Authority
		NOC on sanitary point of view issued by the Director of Medical & Health Services.
		NOC from concerned Municipality / Gram Panchayat issued by Competent Authority.
		NOC from the Fire and Emergency Services.
		Copy of license.
Any other necessary document as and when required.		
11	<b>Registration of Godown</b>	An application addressed to the Commissioner of Excise, DNH & DD.
		An affidavit submitted by the licensee citing reason for additional warehouse.
		An approved plan of the proposed premises in which liquor is to be stored.
		An affidavit of the owner of the premises on which the liquor to be stored giving NOC for such transfer if owner of proposed premises is not licensee.
		A copy of form No. I & IVX or Form B showing the survey Number and name of the land owner on which the premises is constructed.
		A plan of the premises showing the exact location of the premises having shown all four directions of the said premises.
		NOC from the Competent Authority of concerned Municipality/Gram Panchayat.
		A copy of NOC from Fire & Emergency Department for allowing the storage of liquor on such premises.
		A copy of license.
		Any other necessary document as and when required.

12	<b>New License for retail sale for consumption on the premises of "A" and "B" category Hotel</b>	An application addressed to the Commissioner of Excise, DNH & DD.
		An affidavit of the applicant stating that he/she does not hold any kind of liquor license and other conditions as per Rules.
		An approved plan of the proposed hotel showing the restaurant premises and warehouse.
		A layout plan of the sitting arrangement in the restaurant.
		A copy of I & XIV or Form B showing the survey number of the land on which the hotel is constructed.
		If a hotel is a limited company, application and affidavit duly executed by an authorized person.
		If it is a company, a consent to establish and to operate from Pollution Control Committee, DD & DNH, Daman.
		If it is a company a copy of resolution passed by board of directors of company.
		If it is a company a certificate of incorporation of hotels.
		Copy of completion / occupancy certificate issued by Competent Authority.
		A certificate of registration of hotel issued by the Director of Tourism, Daman & Diu under Tourist Trade Act.
		NOC from the Director of Medical & Health Service on sanitary point of view by competent authority.
		NOC from concerned Municipality/Gram Panchayat issued by Competent Authority.
		A medical fitness certificate of the applicant issued by Medical Officer/Health Officer.
13	<b>License for Possession and Use of Spirit /Alcohol / Denatured Spirit and like excisable article potentially fit for human consumption for Industrial purpose</b>	Character certificate issued by Mamlatdar showing detail about conviction of all owners under any law. This certificate also include detail about citizenship of all owners.
		NOC from the Fire and Emergency Services.
		A copy of registration in Vat Department.
		A copy of Aadhar card, Voter id card and PAN card of applicant.
		Any other necessary document as and when required.
		An application addressed to the Commissioner of Excise, DNH & DD.
		Ethanol requirement calculation sheet.
		A copy of product license issued by Drugs Licensing Authority, Daman/Diu.
		A copy of the site plan of the proposed premises showing the main plant area.
		Flowchart showing the manufacture of the product.
		A copy of additional products approved by the Drug Licensing Authority, DNH & DD
		A certified true copy of the resolution passed by the Board of Directors if it is a company.
		A copy of a list of the competent technical staff of the company.
		A list showing the working experience of technical staff.
Copies of Authorization for handling hazardous waste issued by the Pollution Control Committee, DD & DNH, Daman.		
Permission for the construction of the factory is granted by the concerned authority.		
NOC from Fire Department.		
NOC from Industries Department.		
Provision for storage of alcohol.		

		Provision for storage of finished goods.
		Amount of capital proposed to be invested.
		Number of full descriptions of the Vats, steels and other permanent apparatus and machinery required to be installed.
		A project reports.
		Any other necessary document as and when required.
14	<b>Foreign Liquor License</b>	Affidavit for a foreign liquor license.
		A copy of the license.
		Any other necessary document as and when required.
15	<b>Occasional License</b>	Invitation card for an occasion.
		Identity proof document.
		Any other necessary document as and when required.
16	<b>Transfer of a license to legal heir (cum withdrawal of the deceased) on death of a current licensee.</b>	An application addressed to the Commissioner of Excise, DNH & DD.
		Death certificate of the deceased.
		Heirship certificate/Family certificate of the deceased, where in names of all the legal heirs shall be mentioned, issued by the Mamlatdar.
		Where a licensee leaves behind more than one legal heir, an affidavit/NOC nominating any one legal heir to retain the license, by all other legal heirs.
		NOC/declaration of no objection from the remaining legal heirs.
		Indemnity bond executed by the applicant giving full details of the license.
		Affidavit of the applicant stating that he/she does not hold any kind of liquor license and other conditions as per Rules.
		Medical fitness certificate of the applicant issued by Medical Officer/Health Officer.
		Character certificate issued by Mamlatdar showing details about the conviction of all owners under any law. This certificate shall also include detail about the citizenship of all owners.
		Copy of birth certificate of the applicant/nominated legal heir.
		Copy of Aadhar card, election card & PAN card of the applicant/ nominated legal heir.
		Copy of license.
		Any other necessary document as and when required.
17	<b>Transfer of a license to legal heir (cum withdrawal of the license holder) on licensee attaining the age of seventy years.</b>	An application addressed to the Commissioner of Excise, DNH & DD.
		Affidavit filed by the current licensee, citing his age (70 years, as per Rule) as a reason for withdrawal from the license and also nominating any one legal heir to retain the license.
		Heirship certificate/Family certificate of the deceased, wherein names of all the legal heirs shall be mentioned, issued by the Mamlatdar.
		NOC/declaration of no objection from the remaining legal heirs.
		Indemnity bond executed by the applicant giving full details of the license.
		Affidavit of the applicant stating that he/she does not hold any kind of liquor license and other conditions as per Rules.
		Medical fitness certificate of the applicant issued by Medical Officer/Health Officer.
		Character certificate issued by the Mamlatdar showing details about conviction of all owners under any law. This certificate shall also include detail about citizenship of all owners.
		Copy of birth certificate of the applicant/nominated legal heir.
		Copy of Aadhar card, election card & PAN card of the applicant/ nominated legal heir.





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O/o. The Assistant Commissioner of Excise, Excise Department, Daman



		Copy of license.
		Any other necessary document as and when required.
18	Voluntary withdrawal of partner from License wherein no transfer/addition of legal heir is to be made.	An application addressed to the Commissioner of Excise, DNH & DD.
		An affidavit of retiring partner with reasons for retirement from the license and also stating that he/she will not have any right to claim in the license after retirement.
		An affidavit from continuing partner stating that he/she does not have any objection if the retiring partner is granted permission for retirement/withdrawal from the license.
		Draft retirement deed.
		Copy of last partnership/retirement deed and/or contract, as approved by the Commissioner of Excise.
		Copy of license.
		Any other necessary document as and when required.
		19
B) In case of partnership, subject to the contract between the partners, the firm may stand dissolved (with reference to Section 42 of the Partnership Act, 1932). However, if the contract provides for the continuation of the partnership after the death of a partner(s), the living partners shall submit:		
a. An application to the Commissioner of Excise for removal of the name of the deceased.		
b. Death certificate of the deceased.		
c. An affidavit stating that there are no legal heirs/claimants of the deceased OR an affidavit from all legal heirs stating that they are not interested in getting themselves added in the partnership.		
d. Heirship certificate/Family certificate of the deceased issued by the Mamlatdar.		
e. An affidavit from continuing/living partner(s) stating that he/she does not have any objection if the retiring partner is accorded approval for retirement/withdrawal from the license.		
f. A Draft retirement deed.		
g. A Copy of last partnership/retirement deed and/or contract, as approved by the Commissioner of Excise.		
h. Copy of license.		
i. Any other necessary document as and when required.		

This is issued with the approval of the Commissioner of Excise, DNH & DD.

(Mohit Mishra)

Assistant Commissioner of Excise,  
Daman

Copy to:

1. Commissioner of Excise, DNH & DD
2. Deputy Commissioner of Excise, DNH / Daman / Diu.
3. Assistant Commissioner of Excise, DNH / Diu.

