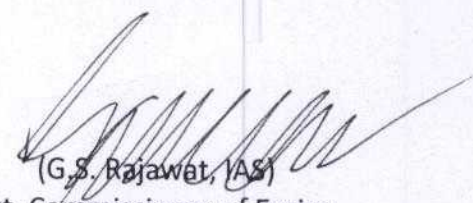


Excise Department , Daman.
Citizen Charter

Sr. No.	Service Rendered	Procedure	Time Limit	Penalties	To Whom to Contact	Remarks
1	2	3	4	5	6	7
15.1	Permit for transport of duty paid liquor in Form E-7	Application in Form E-1	Same day	Permit may be cancelled	Excise Inspector and Excise Sub Inspector	
15.2	Import Permit in Form E-2	Application in Form E-1	Within Three Days	Court fee Stamp of ₹. 10/-	Asstt. Commissioner of Excise/Excise Inspector	
15.3	Export Permit in Form E-4	Application in Form E-3	Within Three Days	Court Fee Stamp of ₹. 10/-	Asstt. Commissioner of Excise/Excise Inspector	
15.4	Liquor License for retail sale of liquor for consumption purpose in Form E-25	Application in Form E-28 with relevant documents	One month	Licence fee ₹. 1,00,000/- for A Grade and ₹. 50,000/- for B Grade Hotels	Asstt. Commissioner of Excise/Excise Inspector	New licences are granted to only A and B category Hotels for consumption purpose.
15.5	Transfer of liquor licensed premises	Application with relevant documents under Rule 104	One month	Category wise fee as prescribed under the notification dated 17/07/2013	Commissioner of Excise	
15.6	Partnership in liquor licence	Application with relevant documents under Rule 104	One month	Category wise fee as prescribed under the notification dated 17/07/2013	Commissioner of Excise	
15.7	Permit for possession of liquor in Form E-9	Application in Form E-8	Within three days	----	Commissioner of Excise	
15.8	Licence for tapping tree in from E-19	Application in Form E-17	Within a week	₹. 5 per tree annum	Excise Guard and Excise Inspector	
15.9	Recording of Labels of different brands of Liquor/Beer	Application with relevant Documents as per rule 16	Within 07 days	Recording fee of ₹. 6655/- per label of brands imported by wholesaler	Commissioner of Excise	
16.0	Permissio for serving liquor for Wedding Occasion	Application with relevant Documents	Within 07 days	₹ 2500/- per 24 Hours as per notification dated 17/07/2013	Commissioner of Excise	


 (G.S. Rajawat, IAS)
 Asstt. Commissioner of Excise,
 Daman