



## **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\*](#)

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# 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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# 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)

## 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. The West Bengal Excise (Foreign Liquor) Rules, 1998, state that no foreign liquor can be manufactured, sold, or offered for sale in West Bengal unless the brand names are registered with the Excise Commissioner (EC). 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.

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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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## **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
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 import and 15 days for export till approval by the authorities.**

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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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## **Instructions related to the application form**

Sl. No.	Field Name	Instructions
1.	Mobile Number	Enter valid phone number

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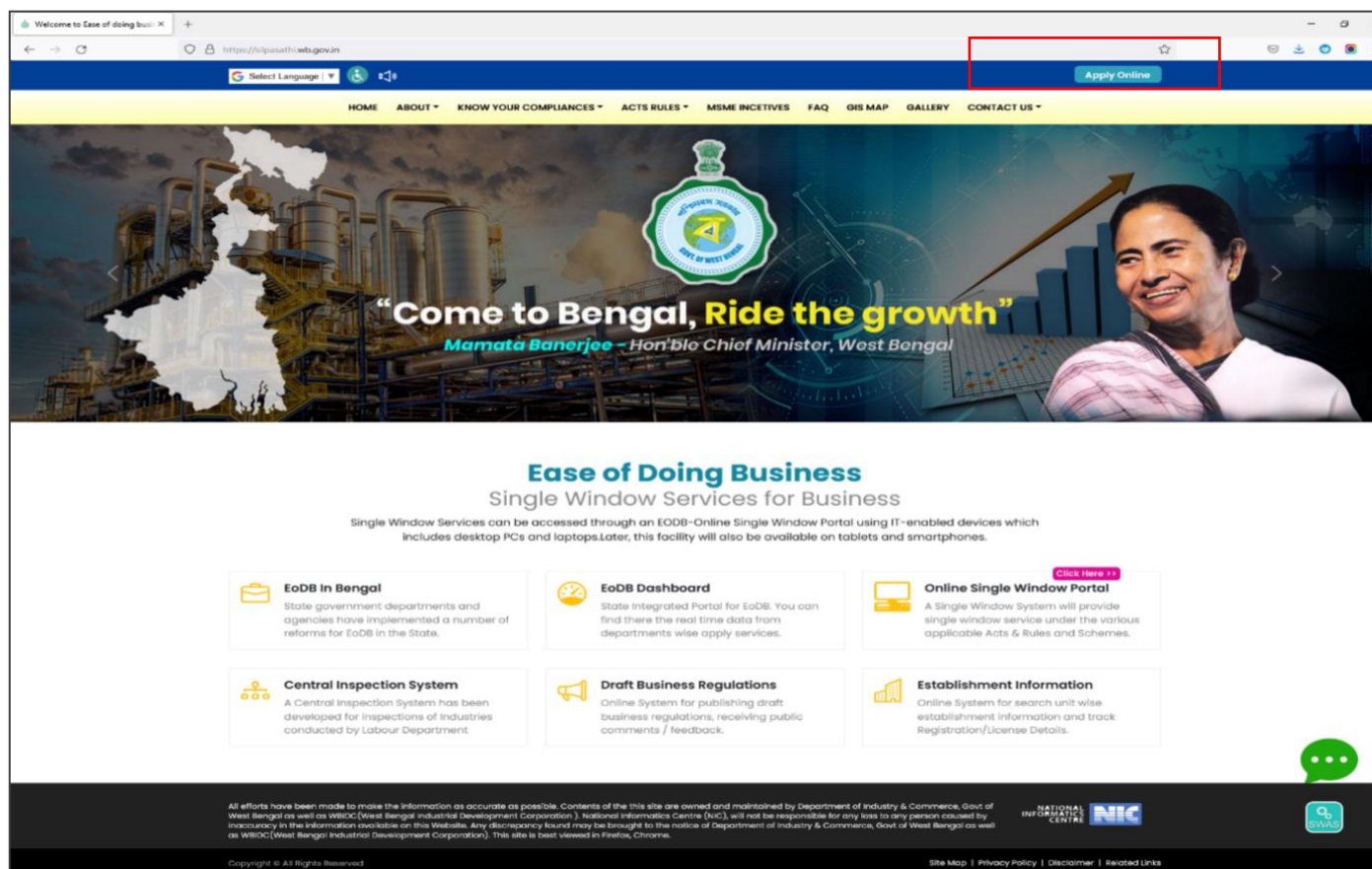
## License under State Excise for local sale, Import and export permit of Spirit and Indian-made foreign liquor (IMFL)

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

## 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.

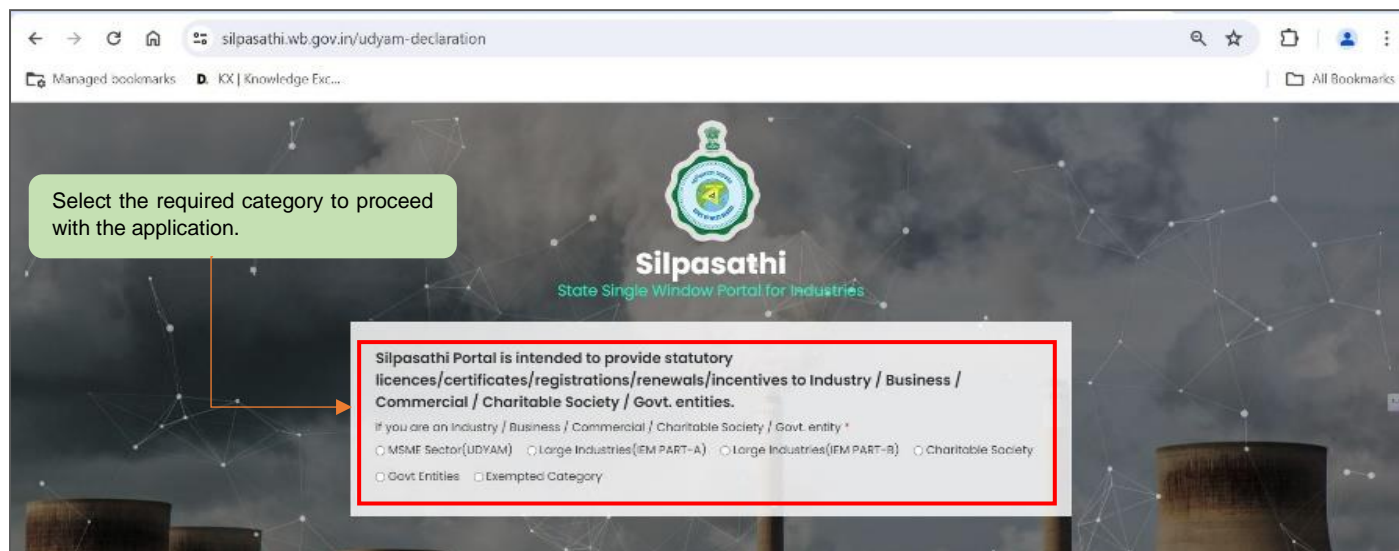


**Applicant Log-in:** The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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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**.

The screenshot shows the 'User Registration' form on the SilpaSathi portal. The form is titled 'User Registration' and includes the following fields: 'First Name', 'Middle Name', 'Last Name', 'Mobile Number', 'Email', 'Gender' (with radio buttons for Male, Female, and Transgender), a text field for 'sadhansu', a password field, and a 'Confirm Password' field. A red 'Register' button is at the bottom of the form. Below the button, there is a link: 'Already have an account? [Sign in](#)'. The background of the page shows industrial smokestacks and the text 'Ease of Doing Business Single Window Services for Business "To Ride the growth, register your service"'. The footer includes 'Copyright © All Rights Reserved' and 'Design & Developed By NATIONAL INFORMATICS CENTRE NIC'.

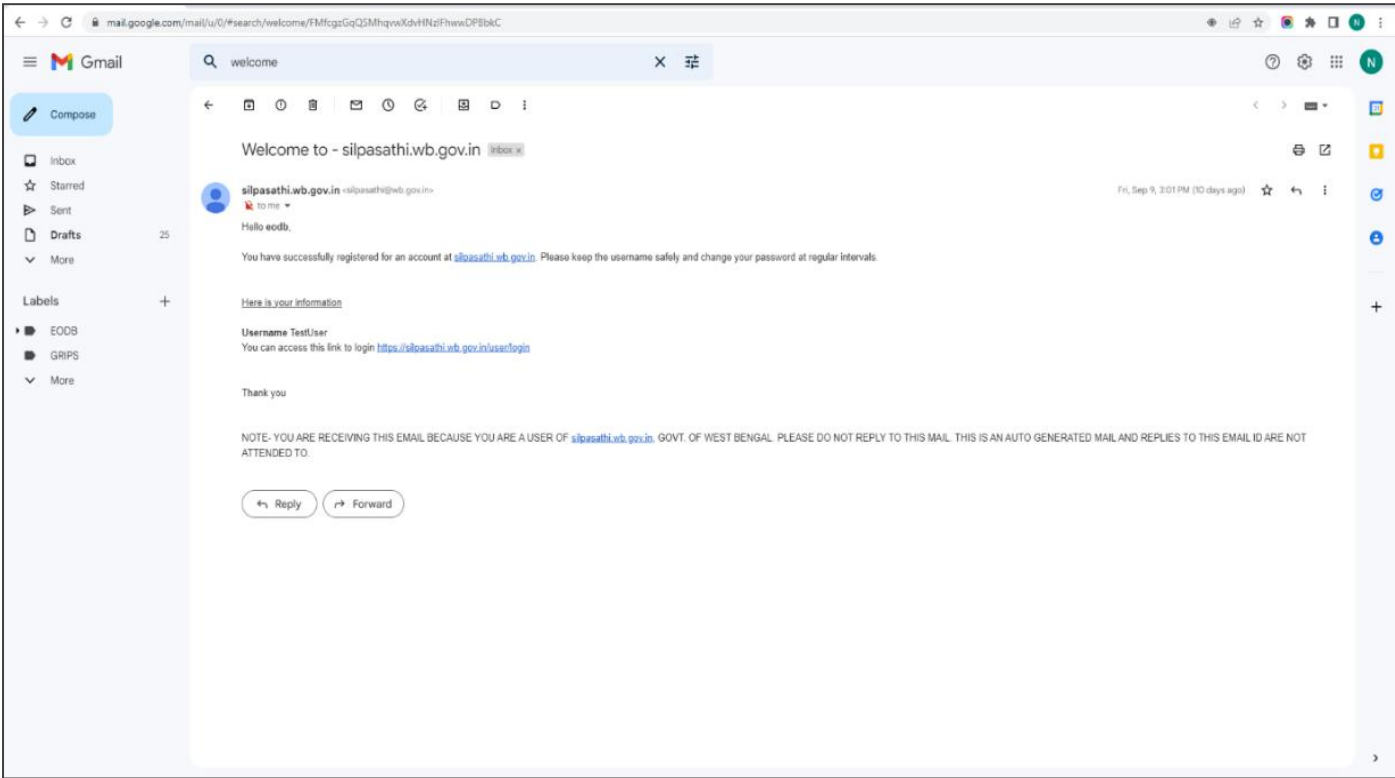
Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:



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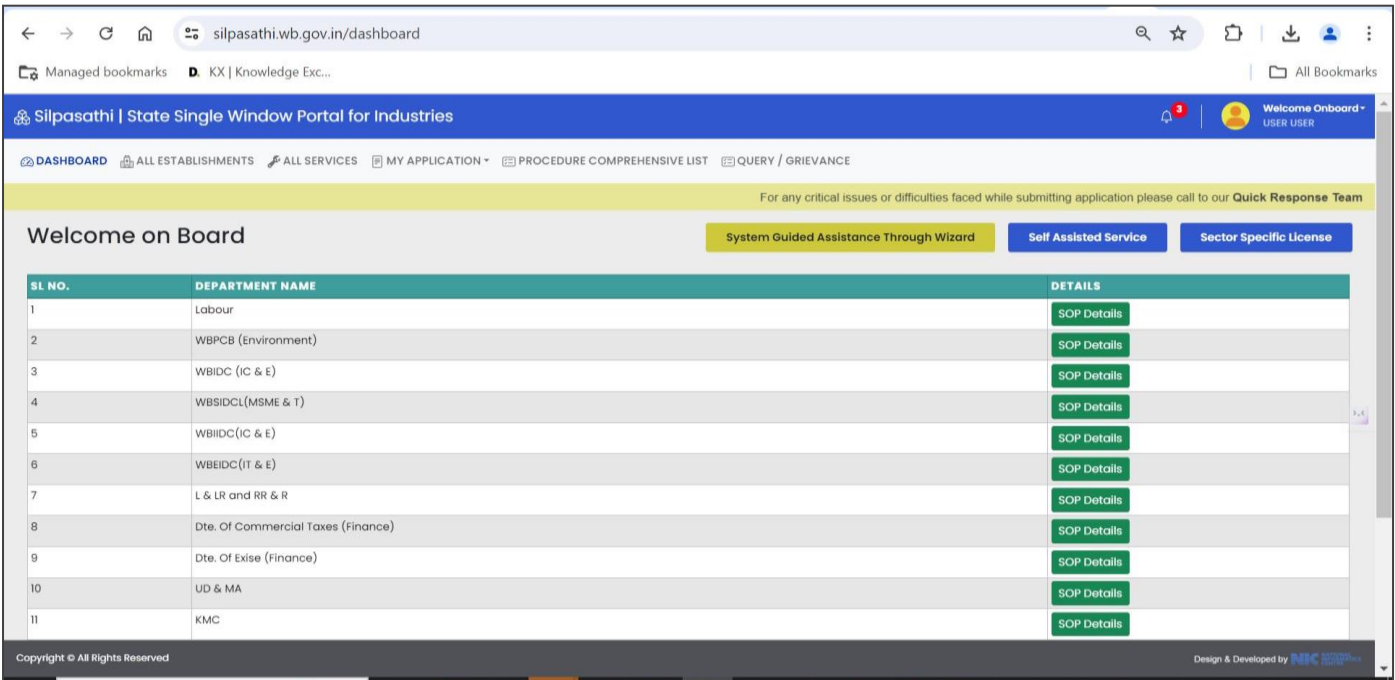
## License under State Excise for local sale, Import and export permit of Spirit and Indian-made foreign liquor (IMFL)

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## Online Application submission

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



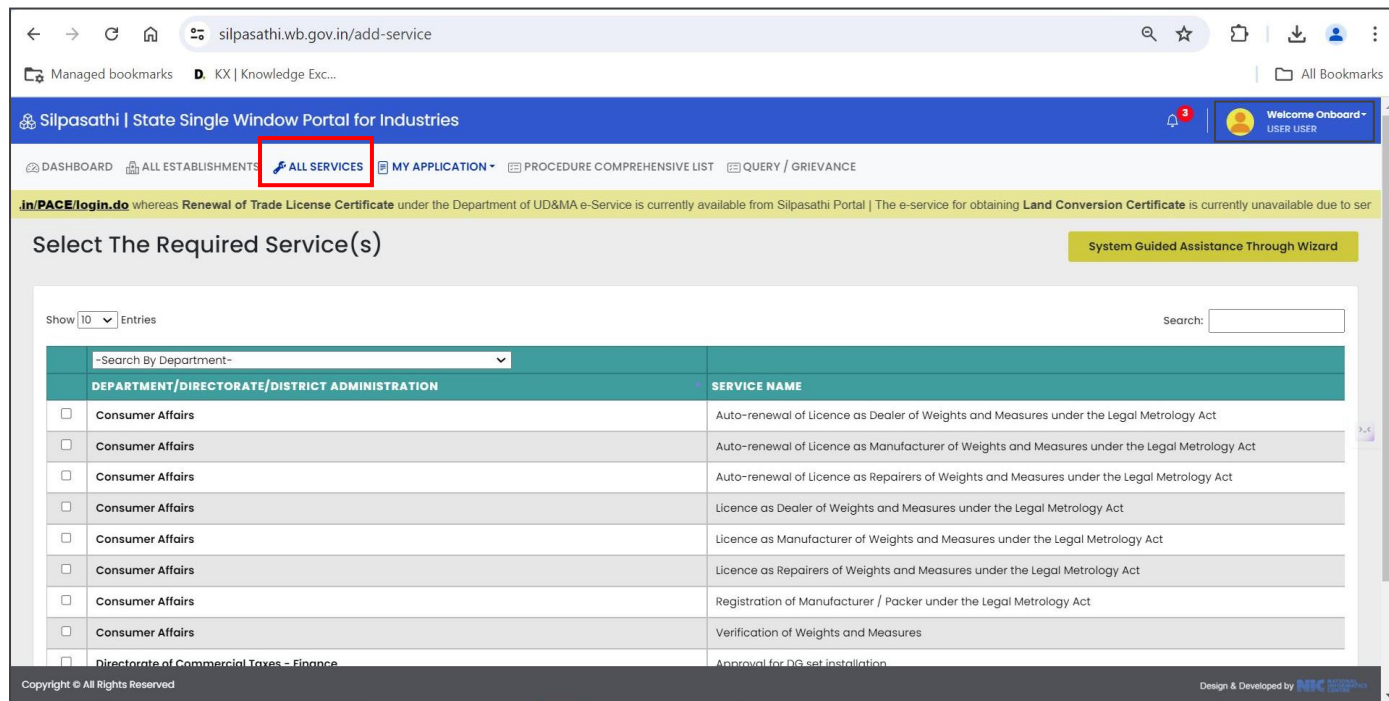


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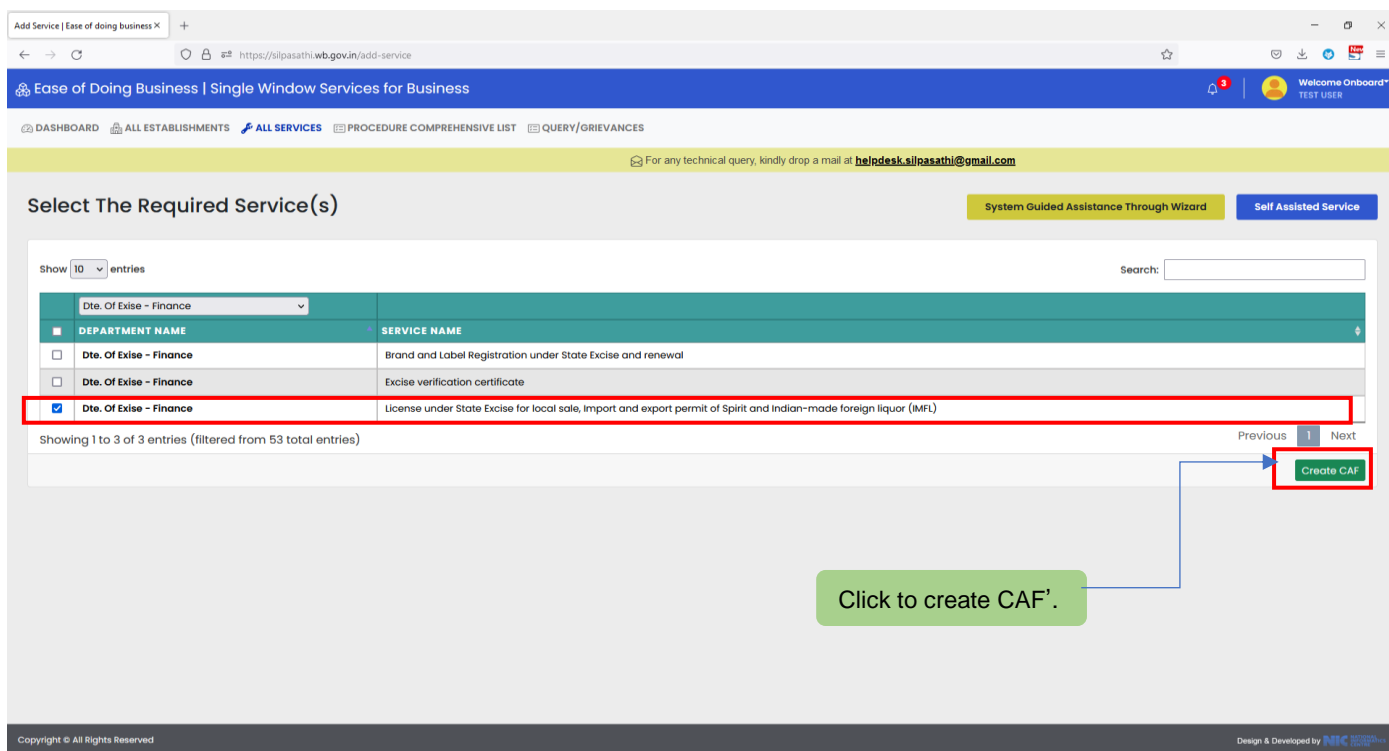
## License under State Excise for local sale, Import and export permit of Spirit and Indian-made foreign liquor (IMFL)

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



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

### Applicant's Dashboard

**CAF ID generated.**

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

The screenshot displays the 'Ease of Doing Business | Single Window Services for Business' dashboard. A green banner at the top states 'Service Added Successfully'. Below this, there are six service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Licenses For Tourism Industry', 'Query Submission / Tracking', and 'Your Profile'. The 'Your Selected Service(s)' section is highlighted, showing a table with one service: 'License under State Excise for local sale, Import and export permit of Spirit and Indian-made foreign liquor (IMFL)'. The table has columns for 'SL NO.', 'SERVICE', and 'ACTION'. The 'ACTION' column contains an 'Apply Online' button. A red box highlights the 'Apply Online' button, and another red box highlights the '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)	Apply Online

Below the table, there are three rows of 'BUSINESS REFERENCE ID' with corresponding 'Check Status' or 'Apply Online' buttons.

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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):

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## 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)

Common Application Form | Ease of Doing Business | Single Window Services for Business

For any technical query, kindly drop a mail at [helndesk.silpasathi@gmail.com](mailto:helndesk.silpasathi@gmail.com)

Common Application Form - CAF2022000658

Process Start 10%

Mobile No \* 8998999989

<< Back Save & Continue >>

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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

Common Application Form Preview - CAF2022000658

Almost Completed 67%

PARAMETERS INPUTS

Application Details

Mobile No 8998999989

UPLOADED SUPPORTING DOCUMENTS

Uploaded Documents Not Available

☒ I hereby declare that the particulars given above are true to the best of my knowledge and belief \*

Submit

Declaration statement

Click on submit for submission of application.

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

The screenshot shows the Silpasathi website interface. At the top, there is a navigation bar with the Silpasathi logo and the text 'State Single Window Portal for Industries'. Below this, there is a header with various links: DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, MY APPLICATION, PROCEDURE COMPREHENSIVE LIST, QUERY / GRIEVANCE, and USER MANUAL. A yellow banner below the header contains information about submitting applications and the e-Service for Trade License Certificate. The main content area displays the application status for CAF2024694644. It features a table with four columns: NAME OF THE SERVICES, STATUS TITLE, CURRENT STATUS, and ACTION TAKEN DATE. The first row shows the license status as 'Completed' (green box). The second row shows the application submission status as 'Pending' (red box). A blue arrow points from the 'Completed' status to the 'Pending' status. A green box with the text 'Application status updated.' is positioned below the table, with a blue arrow pointing to the 'Pending' status.

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	

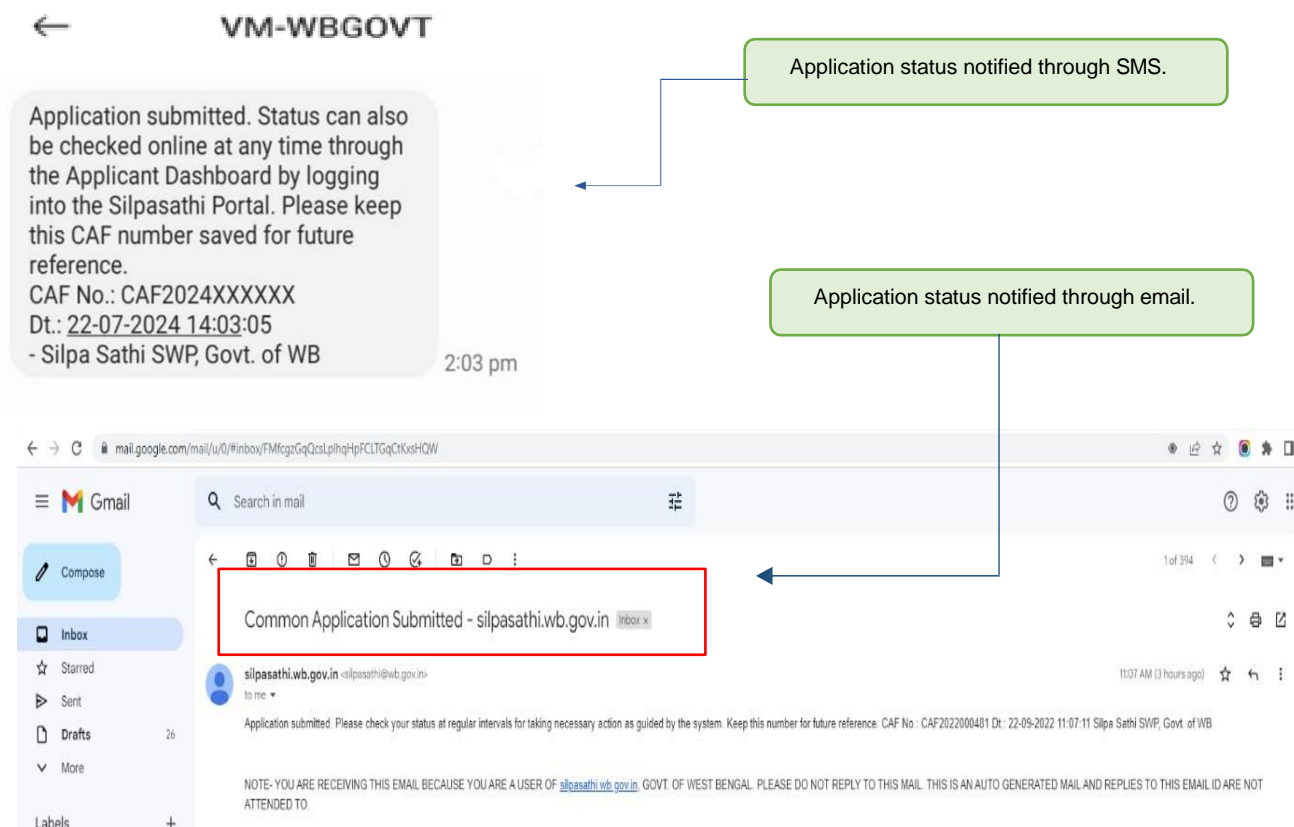
Application status updated.

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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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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.



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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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## 2. Online Payment of fees

The applicant has to click on '**Click to Proceed**' to start with the payment procedure.

Establishment | Ease of doing business X

← → ↻ https://silpasathi.wb.gov.in/dashboard

Ease of Doing Business | Single Window Services for Business

🔔 1 🧑 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](mailto:helpdesk.silpasathi@gmail.com)

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

Check Status

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 : CAF2022000643

Check Status

📋 BUSINESS REFERENCE ID : CAF2022000623

Check Status

📋 BUSINESS REFERENCE ID : CAF2022000607

Apply Online

📋 BUSINESS REFERENCE ID : CAF2022000590

Apply Online

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View Details | Ease of doing business X

← → ↻ https://silpasathi.wb.gov.in/viewdetails/55/SaFaVXR6VU80TtV4Z2ZKOGRTQXFDZz09/RGhTQWF2S9ud59GYTIXZFBieJKQT09

Ease of Doing Business | Single Window Services for Business

🔔 1 🧑 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](mailto:helpdesk.silpasathi@gmail.com)

APPLICATION DETAILS

CAF ID NO	CAF2022000658
Mobile No	8998999989

Submit Application

View - Track Application Status / Download Certificate

Applicant can click here to track application status and download certificate.

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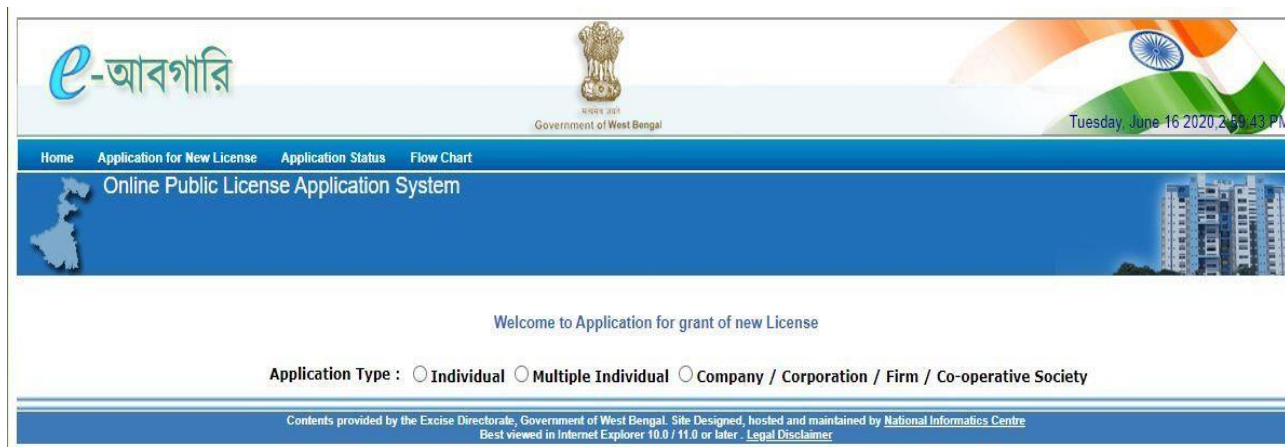
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## User Manual

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Applicant successfully migrates to the Excise Directorate portal.



The screenshot shows the 'e-আবগারি' (e-Abgari) portal for the Government of West Bengal. The header includes the state emblem and the date 'Tuesday, June 16 2020 2:59:43 PM'. The navigation bar has links for 'Home', 'Application for New License', 'Application Status', and 'Flow Chart'. The main heading is 'Online Public License Application System'. Below this, a welcome message reads 'Welcome to Application for grant of new License'. The 'Application Type' section features three radio buttons: 'Individual', 'Multiple Individual', and 'Company / Corporation / Firm / Co-operative Society'. At the bottom, a footer note 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'.

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



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

## Prerequisite Documents



The screenshot displays the 'What to do?' section of the e-Abgari portal. It lists the documents required for application submission:

- 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 / Parcha/ 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

At the bottom of the list, there are two buttons: 'Click To Proceed' and 'Return'. The footer of the page is identical to the one in the previous screenshot.



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## Registration Process

### OTP Based Log-in

Login with OTP:

Enter Your Mobile No :  (\*OTP will be Sent to this Number) [Request for One Time Password\(OTP\)](#)

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Enter mobile number to log in to the portal.

The applicant needs to click on **Submit** button for entering the registration page.

If the user fails to receive any OTP, he can click on Resend button for receiving the same.

#### Note

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

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The screenshot shows the 'Write Up for Online Application Module' form. The form includes a checkbox for the user's declaration, a dropdown for the Excise District (Jalpaiguri), a date field for the grant of LOI (24/04/2022), and a file upload field for the LOI copy (Form-15H.pdf). The 'Save as Draft' button is highlighted with a blue arrow.

**Write Up for Online Application Module**

[Download Model Application Format](#)

☒ 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.

Did you already obtain LOI? ☒ Yes ☐ No

Name of the Excise District: Jalpaiguri

Date of the grant of LOI: 24/04/2022

Browse LOI (upload the LOI copy in pdf):  Form-15H.pdf

Click on 'Save as Draft' to save the application in draft mode.

**After approval of the application by District Superintendent of Excise, this will appear at licensee's end for further procedure.**

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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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The screenshot shows the 'Write Up for Online Application Module' form. The form includes a checkbox for reading and understanding the processes, a dropdown for 'Name of the Excise District' (Jalpaiguri), a date field for 'Date of the grant of LOI' (24/04/2022), and a file upload section for 'Browse LOI (upload the LOI copy in pdf)'. A 'Click To Proceed' button is at the bottom right of the form. A blue arrow points from this button to a separate box at the bottom of the page.

**Write Up for Online Application Module**

☒ 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.

**Did you already obtain LOI?** ☒ Yes ☐ No

**Name of the Excise District** Jalpaiguri

**Date of the grant of LOI** 24/04/2022

**Browse LOI (upload the LOI copy in pdf)**  No file selected. [Download Document](#)

Click to Proceed.

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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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### Application Process

The applicant has to fill the relevant details and proceed for payment.

**Basic Information**

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

Name & Style of the Premises / Site: ABC-REB

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 Date of Birth: 25/12/1988 (x21 not eligible)

Father's / Husband's Name: PANKAJA JHA Nationality: Indian Residential Status: ☒ Resident ☐ Non-Resident

Address: 12/3 R.C. GHOSH ROAD, KOLKATA-700054

Highest Educational qualification: B.A. Occupation: ☐ Part-time Occupation ☒ Full-time Occupation

Annual Income(Rs.): 800000.00 Whether the Applicant holds PAN? ☒ Yes ☐ No PAN No: AXPBR2343B

How the Applicant will Arrange the Capital Necessary for Financing the Business Property: Text:.....

Business/Trades Experience, if any, with Full Particulars: Text:.....

**Declaration**

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/Husband ☐ 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: Enter Special Claim

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

**Applicant's Document**

Document	File Name	Click To
Self Attested Photocopy of Nationality Proof (Voter ID Card or Passport or PAN Card) / P.I.D. / State 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 / Adult 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

**Proceed to Enter Site Details**

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

Name of Building / Premises (if applicable): Yes

Holding No.: 1234 Name of Street: R.C. GHOSH ROAD

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

Name of P.O.: COSSPORE PIN: 700002

Name of PS: COSSPORE District: Kolkata(North)

**Co-ordinates of the Site offered:**

Longitude: 88.371258 Latitude: 22.616335

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 RDC/ 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: 100 (Liters) \* 200 (Liters)

**Site Detail Documents**

Document	File Name	Click To
Copy of Record of Rights (ROR) of Land / Panchaj / 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 RDC/ 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 is found false, the license shall be liable to be cancelled.	<input type="button" value="Browse"/> No file selected.	View Delete

**Save Draft Application View Draft Application**

**Submit Application**

**Proceed to Enter Payment Details**

**Go to GRPS Site for Payment**

Click to proceed for payment.

## 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)

The applicant has to add relevant details.

The screenshot shows the 'e-আবগারি' (e-Avbari) portal for the Government of West Bengal. The header includes the portal name, the state emblem, and the date 'Saturday, June 13 2020 3:41:25 PM'. The navigation bar contains links: Home, Application for New License, Application Status, and Flow Chart. Below this, a banner reads 'Application by an Individual for Grant of a License for the Retail Sale of Liquor and Other Intoxicants'. A status bar shows the IP address '10.17.200.60' and 'Logged as :'. The 'Basic Information' section contains the following fields:

- Category of License Applied for: Retail - Restaurant-cum-Bar (selected), Restaurant-cum-Bar (dropdown)
- 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 (selected), Site Type: ☒ New ☐ Existing

Basic Information

Category of License Applied for-

The screenshot shows a dropdown menu for 'Category of License Applied for'. The options are:

- Select--
- Select--
- Retail - Club, theatre, public resort etc
- Retail - Departmental Store
- Retail - Hotel graded 3-star or 4-star (highlighted)
- Retail - Hotel graded 5-star or above
- Retail - Hotel-cum-bar
- Retail - Hotel-cum-restaurant-cum-bar below 3-star
- Retail - Restaurant-cum-Bar

The applicant needs to add name of the premises. He can apply for additional details as required.

The screenshot shows a dropdown menu for 'Location District/ Site District'. The options are:

- Select--
- Select--
- Alipurduar
- Bankura
- Birbhum
- Coochbehar
- Dakshin Dinajpur
- Darjeeling
- Hooghly
- Howrah
- Jalpaiguri
- Jhargram
- Kalimpong
- Kolkata
- Maldia
- Murshidabad
- Nadia
- North 24-Parganas
- Paschim Bardhaman
- Paschim Midnapore
- Purba Bardhaman

## 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)

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 :	Enter Email Id *
<input checked="" type="checkbox"/> 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 *		<b>Occupation</b> Past Occupation Present Occupation			
Annual Income(Rs.)	:	8000000.00 *	Whether the Applicant holds PAN ?	<input checked="" type="radio"/> Yes <input type="radio"/> No PAN No. AVNPR2343B *		
<b>How the Applicant will Arrange the Capital Necessary for Financing the Business Properly</b> Test..... *						
Business/Sales Experience, if any, with Full Particulars	:	Test..... *				

### Enter Application Details:

- **Name-** Fill up the applicant's First Name and Last Name
- **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-** Enter the Highest Qualification details.
- **Occupation-** Occupation details.
- **Business/Sales Experience-** Experience details required.



## 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)

Whether the Applicant holds or held any Excise license(s) in West Bengal/in any other State of India :	<input type="radio"/> Yes <input checked="" type="radio"/> No
Whether the Applicant is holding or ever held any Temporary Bar License :	<input type="radio"/> Yes <input checked="" type="radio"/> 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 :	<input type="radio"/> Yes <input checked="" type="radio"/> No
Whether the Applicant holds or held a License for the sale of foreign liquor by wholesale :	<input type="radio"/> Yes <input checked="" type="radio"/> No
Whether any of the following Relatives hold any Excise License in West Bengal :	<input type="checkbox"/> Spouse <input type="checkbox"/> Father/Mother <input type="checkbox"/> Dependant Son / Dependant Daughter / Dependant Daughter-in-law <input type="checkbox"/> None of the Above
Whether the Applicant was ever convicted by a criminal court for a non-bailable offence :	<input type="radio"/> Yes <input checked="" type="radio"/> No
Whether the Applicant will be in a position to attend and manage the Business Personally and Independently in his/her own Interest :	<input type="radio"/> Yes <input checked="" type="radio"/> No
Special Claim, if any :	<input type="text" value="Enter Special Claim"/>
Upload Photo (Passport Size) : <input type="button" value="Browse..."/>	No file selected. * <b>Photo Uploaded Successfully</b>

#### Note:

- 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.



## 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)

(* 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.	<a href="#">View</a> <a href="#">Delete</a>
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.	<a href="#">View</a> <a href="#">Delete</a>
Self Attested Photocopy in support of Highest Educational Qualification	<input type="button" value="Browse..."/> No file selected.	<a href="#">View</a> <a href="#">Delete</a>
Declaration regarding medical fitness in the form of an affidavit.	<input type="button" value="Browse..."/> No file selected.	<a href="#">View</a> <a href="#">Delete</a>
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.	<a href="#">View</a> <a href="#">Delete</a>

- 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.*

# 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)

### Enter Site Details

Proceed to Enter Site Details

Location Category :  \*

Name of Building/ Premises (if applicable) :

Holding No :  \*      Name of Street :  \*

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

Name of P.O. :  \*      PIN :  \*

Name of PS :  \*      District :  \*

Co-ordinates of the site offered :

Longitude :  \*      Latitude :  \*

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) \*

- 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 land has 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.

## 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)

#### Upload Supporting Documents

(* 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.	<a href="#">View</a> <a href="#">Delete</a>
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.	<a href="#">View</a> <a href="#">Delete</a>
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.	<a href="#">View</a> <a href="#">Delete</a>
Site Plan Prepared by Approved Surveyor (Signature With Seal) and duly Signed by the Applicant(s).	<input type="button" value="Browse..."/> No file selected.	<a href="#">View</a> <a href="#">Delete</a>
Copy of Current Food License issued by Competent Authority (FSSAI) , if applicable	<input type="button" value="Browse..."/> No file selected.	<a href="#">View</a> <a href="#">Delete</a>
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.	<a href="#">View</a> <a href="#">Delete</a>

☒ 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](#)

#### Site Details Documents-

Upload all site details documents which are mentioned here. Documents should be visible and of good quality.

*All the documents are mandatory. Kindly upload all documents for further procedure*

# 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)

### 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**.
- ✓ View Draft Application.
- ✓ Click on to check box and proceed for payment.
- ✓ Click on to **Grips Site for payment**.



# 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)




The screenshot shows the top header of the iFMS Integrated Financial Management System for West Bengal, with the GRIPS logo and Finance Department Government of West Bengal. The main content area is titled 'Payment through GRIPS PORTAL' and contains a form with the following fields:

- Department/Directorate Easy Search:
- Select Department/Directorate:\*
- Select Service:\*

Below the form are two buttons: 'PROCEED' and 'CANCEL'. At the bottom of the page, there is a navigation bar with links: 'Payment of Taxes & Non-taxes Revenue', 'Reprint of Challan', 'GRN Status', 'Search your Challan', and 'Departmental Activities'. The footer states 'Site Maintained by Tata Consultancy Services Ltd.'.

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



The screenshot shows the top header of the iFMS Integrated Financial Management System for West Bengal, with the GRIPS logo and Finance Department Government of West Bengal. The main content area is titled 'Payments through GRIPS portal' and contains a form with the following fields:

- Depositor's Name:\*
- Phone No:
- Mobile No:\*
- Address:\*
- E-Mail:
- User Type:\*
- Excise District:\*
- Payment Mode:\*
- Other Payment Mode:\*

Below the form are two buttons: 'PROCEED' and 'CANCEL'. A note at the bottom of the form states: '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.' At the bottom of the page, there is a navigation bar with links: 'Payment of Taxes & Non-taxes Revenue', 'Reprint of Challan', 'GRN Status', 'Search your Challan', and 'Departmental Activities'. The footer states 'Site Maintained by Tata Consultancy Services Ltd.'.



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- Put the **Depositor's Name**.
- **Mobile Number**
- **Address**
- **User Type** (For New Applicant, Choose Others for old applicant)
- Click on to **Proceed** button for entering next step.
- **Choose Payment Mode**



**IFMS** Integrated Financial Management System **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: PANUJ DHA Phone No: Mobile No: Address: 12/3 R.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	0039-00-150-001-27	150000
<b>TOTAL AMOUNT:</b>			150000

**SUBMIT** **CANCEL**

## 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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#### Challan Details-

- ✓ Put the Establishment Name.Site Address.
- ✓ Put the Date range.
- ✓ Payment details should be entered properly.
- ✓ Click on **Submit** button for further proceed.



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CONFIRM FOLLOWING INFORMATION

Directorate 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*	SBI 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	0038-00-150-001-27	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 correct, then click on **Confirm**.


## 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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Integrated Financial Management System





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

Submit

CANCEL

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](#)

Put the activated GRN in it and details will be automatically fetched.

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 checking all details then click on to **Submit Application** button.

## 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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Note down the application ID for tracking the application.

- **Applicant may take the printout of submitted application for reference.**

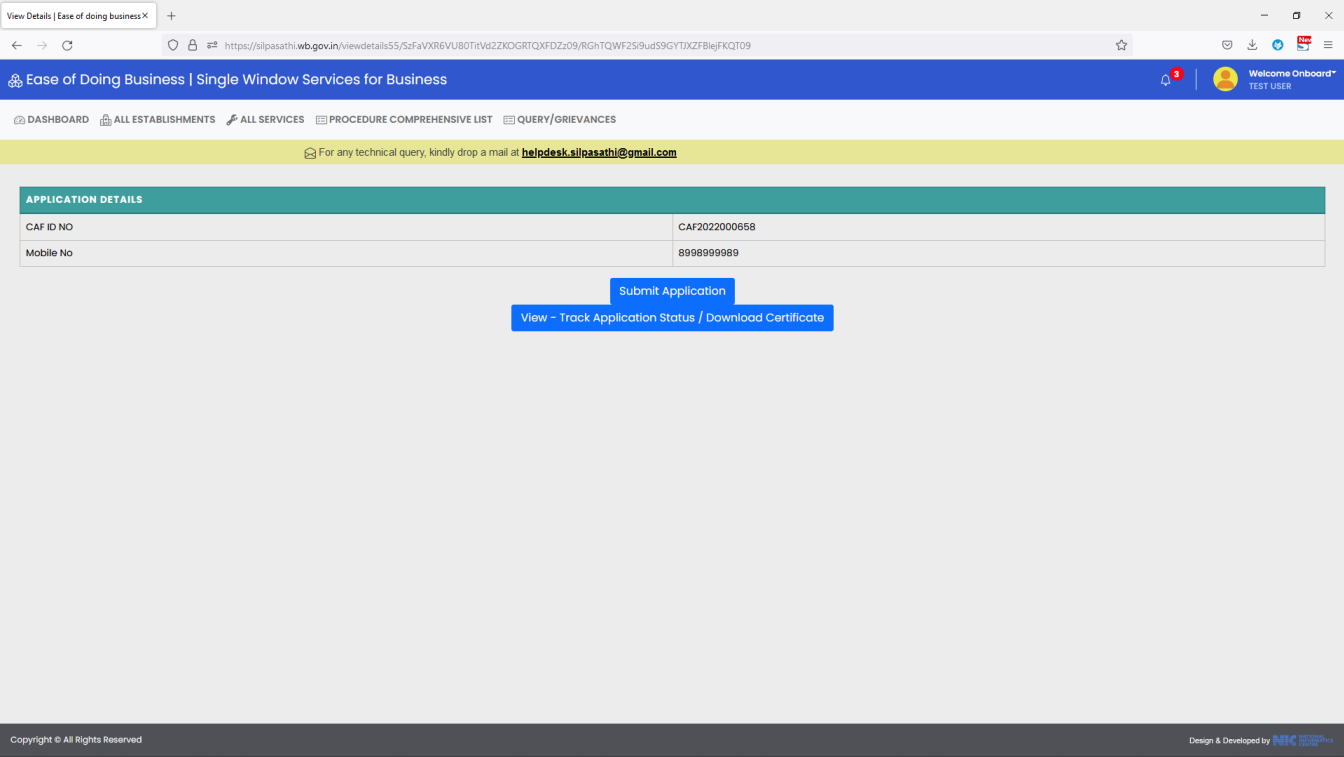
# User Manual

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

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### 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



## 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)

The screenshot shows the 'e-আবগারি' (e-Abgari) portal for the Government of West Bengal. The header includes the logo, the state emblem, and the date 'Monday, June 15 2020 3:34:39 PM'. The navigation bar contains links: Home, Application for New License, Application Status, and Flow Chart. The main section is titled 'Application Status' and features a map of West Bengal. Below this, there is a form for entering a mobile number. The form includes a label 'Enter Your Mobile No', a text input field with the placeholder 'Enter Mobile No', a note '(\*OTP will be Sent to this Number)', and two buttons: 'Request for One Time Password(OTP)' and 'Resend Code'. Below the input field, there is a label 'Please Enter the Code Sent to Your Mobile No', a text input field with the value '219', and a 'Submit' button. At the bottom, a footer contains the text: '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'.

- 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.



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← → ↻ excise.wb.gov.in/EODB\_PLA\_View\_Details.aspx?eodb\_id=123456789 🔍 ☆



#### 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	<a href="#">Life Cycle</a>	<a href="#">Application View Form II</a>	<a href="#">Attached Doc</a>	Licensee Id Generated Against Application ID <a href="#">License Copy (PDF)</a>

Applicant can download certificate from here

Application Status.  
Applicant can check the status from here.

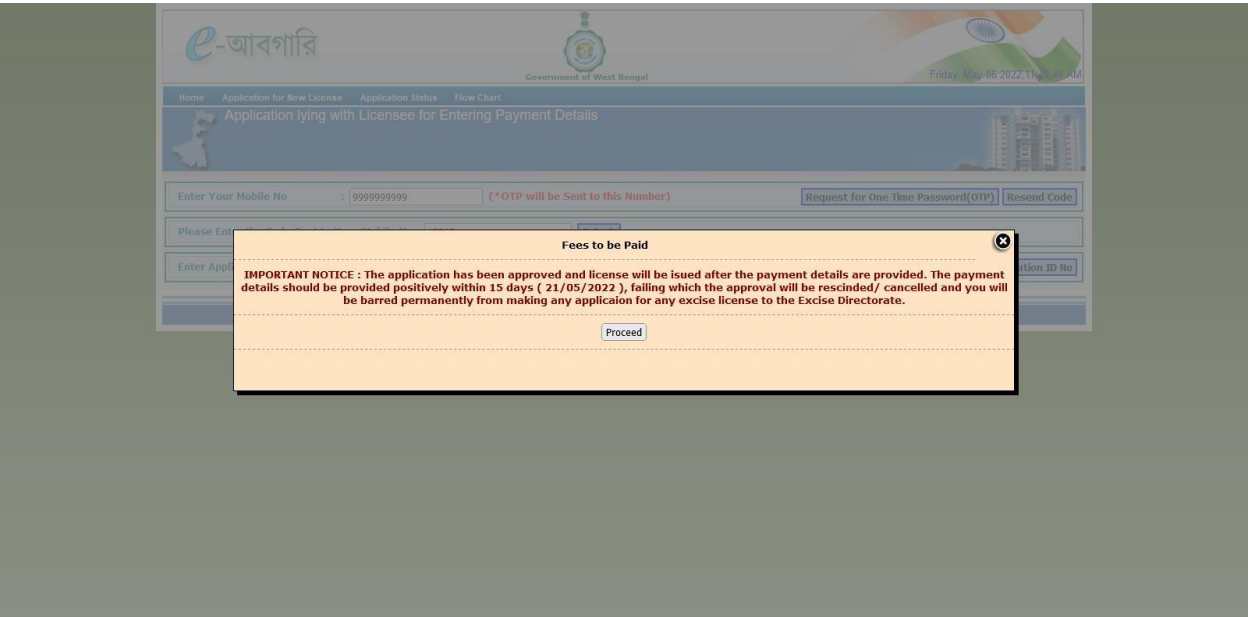
After approval the application from S.E. end this will appear at Licensee end for make payment.



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## 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)

### 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.

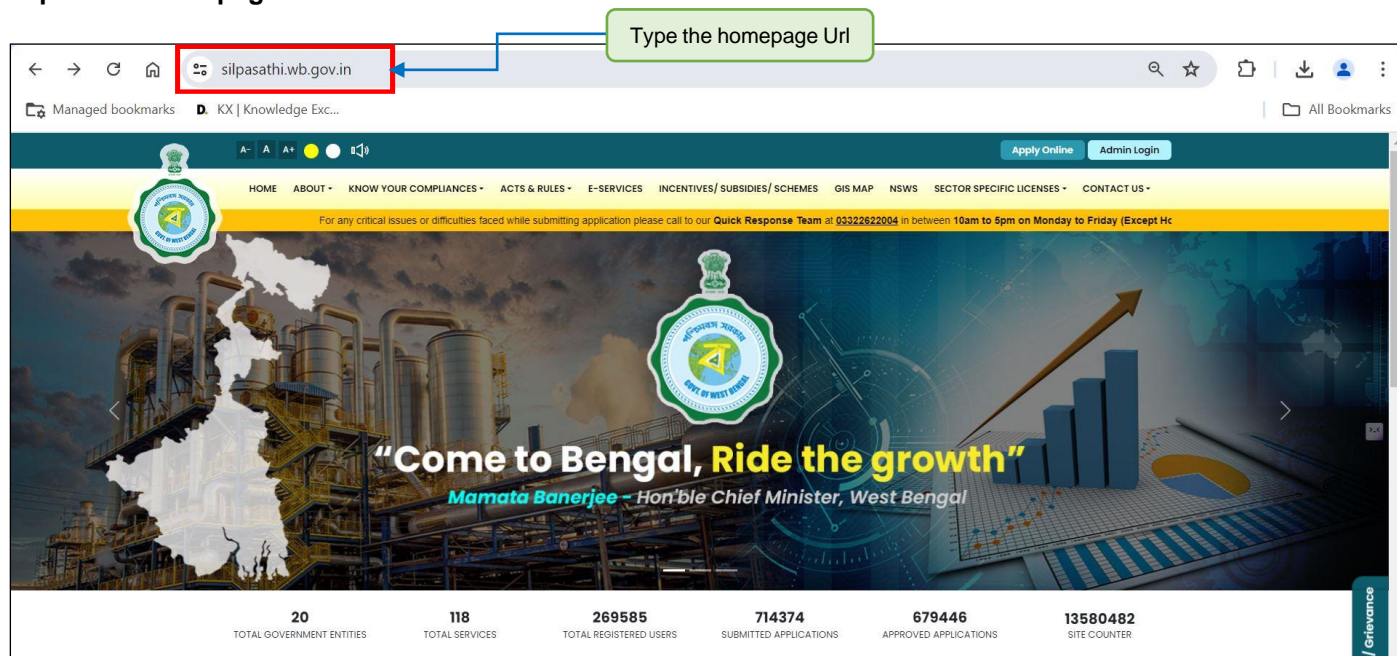
#### Third part verification process

The applicant or any user has to log in to [www.silpasathi.wb.gov.in](http://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)

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

**Silpasathi**  
The Revamped State Single Window Portal

Single Window Services can be accessed through an EODB-Online Single Window Portal using IT-enabled devices which includes desktop PCs and laptops. Later, this facility will also be available on tablets and smartphones.

- EoDB In Bengal**  
State government departments and agencies have implemented a number of reforms for EoDB in the State.
- EoDB Dashboard**  
State Integrated Portal for EoDB. You can find there the real time data from departments wise apply services.
- Online Single Window Portal**  
A Single Window System will provide single window service under the various applicable Acts & Rules and Schemes.
- Central Inspection System**  
A Central Inspection System has been developed for inspections of Industries conducted by Labour Department
- Draft Business Regulations And Final Notifications**  
Online System for publishing draft business regulations, receiving public comments / feedback.
- Third Party Verification**  
Online System for search unit wise establishment information and track Registration/License Details.

**Industrial Parks under WBIDC**  
Name & Drawings of Industrial Parks under WBIDC

**Notifications & Circulars**  
All the Notice, Circulars and Order

**User Manual**  
Service wise user manual

**GIS Map**  
Administrative Boundaries, Postal Agencies, Administrative Centre

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.

**Third Party Verification**

Track Registration/License details through **Silpasathi Portal**

Select Services \*  
Allotment of land in Industrial Area (WBIDC) - (Industry, C)

Registration Number / License Number / Others \*  
Search

Sl No.	Service Name	Department Name	Action
1	Brand/Label Registration	Finance (Excise Directorate)	Click Here >>
2	Building Plan Approval	UD&MA	Click Here >>
3	Issuance of approval post plinth inspection	UD&MA	Click Here >>
4	Issuance of Occupancy Certificate	UD&MA	Click Here >>

Enter Registration number/ License number to view details.

# User Manual

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Track Registration/License Details

Select Services \*  
Brand and Label Registration under State Excise and renew

Registration Number / License Number / Others \*  
REG-1234

Search

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

The third party can view the details as illustrated below:

EXCISE DIRECTORATE  
Finance Department  
Government Of West Bengal

REGISTERED BRANDS OF LIQUOR

Liquor Category: --Select--  
Liquor Kind:  
Liquor Type:  
Financial Year:

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# 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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**EXCISE DIRECTORATE**  
Finance Department  
Government Of West Bengal

**REGISTERED BRANDS OF LIQUOR**

Liquor Category: Foreign Liquor  
Liquor Kind: Overseas Liquor (OS)  
Liquor Type: Chamooane  
Financial Year: 2021-2022

Total Records: 23

Print To As: [Download Icon]

Brand Name	Measure	Strength	Legend	MRP(Rs.) * effect from 09.04.2020	Click To
Dom Perignon Cuvee Champagne	750 ML.	12.5 %v/v	WB/GEN	Without ST : 22130.00 With ST * : 22130.00 ( 16/02/2022 - 31/03/2022 )	View Image
	750 ML.	12.5 %v/v	WB/GEN	Without ST : 22130.00 With ST * : 22130.00 ( 16/02/2022 - 31/03/2022 )	View Image
	750 ML.	12.5 %v/v	WB/GEN	Without ST : 22130.00 With ST * : 22130.00 ( 07/02/2022 - 11/02/2022 )	View Image
	750 ML.	12.5 %v/v	WB/GEN	Without ST : 22130.00 With ST * : 22130.00 ( 07/02/2022 - 11/02/2022 )	View Image
	750 ML.	12.5 %v/v	WB/GEN	Without ST : 25015.00 With ST * : 25015.00 ( 01/04/2021 - 13/11/2021 )	View Image
Drappler Carte DOR Champagne	750 ML.	12 %v/v	WB/GEN	Without ST : 6910.00 With ST * : 6910.00 ( 21/02/2022 - 31/03/2022 )	View Image
	750 ML.	12 %v/v	WB/GEN	Without ST : 6910.00 With ST * : 6910.00 ( 19/11/2021 - 11/02/2022 )	View Image

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.