

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
OFFICE OF THE COMMISSIONER OF EXCISE, ENT. & L. TAX DEPTT.  
L & N BLOCK I.P. ESTATE: VIKAS BHAWAN, NEW DELHI**

No.F.11/28/Ex/H/2011-12/18

Dated: 09.01.2013

Memorandum

**Subject: Renewal of L-15/L-15F and L-16/L-16F Licenses for the Licensing Year 2013-14.**

All the Licenses holding license in form L-15/L-15F and L-16/L-16F are directed to furnish the following information/documents (duly attested by a Gazetted Officer) along with applicable License Renewal Fee, for renewal of respective licenses for the Year 2012-13 latest by 28.02.2013 without fail.

S. No.	Name of the document
1.	Approval of DOT, GOI with regard to star classification
2.	Health & Trade License from MCD/NDMC/local Body
3.	Lodging House License from MCD/NDMC/local Body
4.	Eating House License from DCP(L)
5.	Lodging House License from DCP (L)
6.	NOC from Delhi Fire Service that licensed premises is safe from fire point of view
7.	Latest Income Tax Return
8.	Latest VAT Return/ No dues certificate
9.	Undertaking regarding use of IFL
10.	Affidavit to the effect that there has been no change in the licensed premises without permission.
11.	Liquor Consumption statement for last three quarters
12.	Original L-15/L-16 Licenses.
13.	Original Copy of T.R. of deposit of License Fee
14.	Certificate in favour of Authorized Signatory with specimen signatures and contact details

**Details of License fee is given as under**

**FEE STRUCTURE FOR L-15/L15F LICENSES**

S.No.	No. of Rooms in Hotel/Guest House	Fee (in Rs.)	Fee for IFL	Fee including IFL
	Hotel having upto 25 rooms	Rs.75,000/-	Rs. 7,500/-	Rs. 82,500/-
2	Hotel having 26 to 50 rooms	Rs.1,00,000/-	Rs. 10,000/-	Rs. 1,10,000/-
3	Hotel having 51 to 100 rooms	Rs.2,00,000/-	Rs. 20,000/-	Rs. 2,20,000/-
4	Hotel having 101 to 200 rooms	Rs.3,00,000/-	Rs. 30,000/-	Rs. 3,30,000/-
5	Hotel having 201 to 300 rooms	Rs.4,00,000/-	Rs. 40,000/-	Rs.4,40,000/-
6	Hotel having 301 to 400 rooms	Rs.5,00,000/-	Rs. 50,000/-	Rs.5,50,000/-
7	Hotel having rooms 401 and above	Rs. 6,00,000/-	Rs. 60,000/-	Rs.6,60,000/-

## FEE STRUCTURE FOR L-16/L-16F LICENSES

Sr.No.	Category	Licence fee upto 75 covers	Licence fee for IFL	Total	Licence fee for above 75 covers	IFL	Total
1	Above 5 Star	9,00,000	90,000	9,90,000	12,00,000	1,20,000	13,20,000
2	5 Star	7,50,000	75,000	8,25,000	10,50,000	1,05,000	11,55,000
3	4 Star	6,25,000	62,500	6,87,500	8,50,000	85,000	9,35,000
4	3 Star	5,75,000	57,500	6,32,500	8,00,000	80,000	8,80,000
5	2 Star	5,25,000	52,500	5,77,500	7,25,000	72,500	7,97,500
6	1 Star	4,25,000	42,500	4,67,500	6,25,000	62,500	6,87,500
7	Budget Hotel	4,00,000	40,000	4,40,000	5,50,000	55,000	6,05,000

### 24X7 SCHEME

All the Five Star & Above Category hotels who have already taken permission for opening one or more L-16/L-16F unit, round the clock (24X7) have to apply for the permission afresh for the next Licensing Year. The scheme is open to all the Hotels classified under Five Star and above Five Star Category.

#### **License fee for 24x7**

**For: - Up to 5 star category Rs 30,00,000/- and**

**Above 5 star (5 star Dx.) category Rs. 40,00,000/-**

The above mentioned License fee for L-15/L-15F and L-16/L-16F licenses are the same as applicable as on date and in case of any increase thereof for the next Licensing Year i.e. 2013-14, the difference shall be recovered subsequently.

All the documents, required, for renewal of license, along with the application form for renewal and the applicable license fee for the year 2013-14 **must be submitted latest by 28.02.2013**. Failure to deposit the License fee by 28.02.2013 shall be liable to penal action as provided in the Rule 41 of Delhi Excise Rules, 2010.

It may be noted that failure to adhere to the above schedule for applying for renewal of licenses may also lead to Non-renewal of licenses/Suspension of issuance of transport permits.

- Encl: 1.Format for renewal application form.  
2. Terms & Conditions for L-15/L-15F & L-16/L-16 F

  
**Dy. COMMISSIONER**  
(EXCISE)

Copy to for compliance:-

1. All the licensee holders in form of L-15/L-15F & L-16/L-16 F

Copy to for information:-

1. PS To the Commissioner (Excise),NCT of Delhi,L-Block Vikas Bhawan Delhi.
2. The System Analyst, Computer Branch to upload the notice on the official web-site.

APPLICATION FORM FOR THE RENEWAL OF L-15/L-16 LICENCE UNDER DELHI EXCISE ACT 2009 AND DELHI EXCISE RULES 2009 AND DELHI EXCISE RULES 2010 AMENDED FROM TIME TO TIME FOR THE SERVICES OF IMFL AND BEER IN AN INDEPENDENT RESTAURANT.

S.No.	Details	Remarks
1.	Name, Address and Designation of Applicant.	
2.	Name and Address of Restaurant/ Bar with seat covers	
3.	Constitution (whether Proprietorship/ Partnership deed or Memorandum & Article of Association in support of the constitution	
4.	Approval of DOT, GOI with regard to star classification with star category. (Attach Attested Copy)	
5.	Health & Trade License from MCD/NDMC/ Local Body. (Attach Attested Copy)	
6.	Lodging House License from MCD/NDMC/ Local Body. (Attach Attested Copy)	
7.	Is there any change in support of ownership and /or lease at the restaurant premises? (Attach Attested Copy)	
8.	Whether the applicant holds L-15/L-16 license or any other Excise license in any form of any other premises (if so, details thereof)	
9.	Latest return of DVAT/ No dues certificate by Trade and Taxes Department. (Attach Attested Copy)	
10.	Latest return of Income Tax. (Attach Attested Copy)	
11.	Copy of the valid Eating House with DCP (Licensing). (Attach Attested Copy)	
12.	Lodging House License from DCP (L) (Attach Attested Copy)	
13.	NOC from Delhi Fire Service that licensed premises is safe from fire point of view. (Attach Attested Copy)	
14.	Statement of Liquor consumption report in the previous year: Yes/NO	
15.	Affidavit in support of seating capacity.	
16.	Affidavit in support of no change at the L-15/L-16	
17.	Original L-15/L-16 Licenses.	
18.	Certificate in favour of Authorized Signatory with specimen signatures and contact details.	
19.	Details of license fee deposited: T.R. No, date & Amount.	

I/We have gone through the Delhi Excise Act 2009 and Delhi Excise rules 2010 and understood the same.

I / We have also understood that the application for the renewal of L-15/L-16 license shall be considered by the competent authority under the Delhi Excise rules 2010 and other relevant Excise rules for the renewal of L-15/L-16 license.

Note: I/ We further clearly understand, the application/ license is liable to be rejected/ cancelled for furnishing incomplete/ incorrect particular and for any reasons whatsoever by the appropriate / competent authority. We understood that no compensation whatsoever on this account or on any other account shall be payable by the Delhi Administration in the event of non-renewal / cancellation of L-15/L-16 License by the appropriate Competent Authority.

(Signature of Applicant)

Certified that the information given above is true and correct on the basis of the facts on record and to the best of my knowledge and belief.

(Signature of Applicant)

BB

CONTIONS FOR L-15/L-15F LICENSE

1. A license in form L-15 is granted for service of liquor in the hotel to the residents in their room.
2. No liquor shall be served by the licenses to any persons except to the order of a genuine resident.
3. No liquor shall be served by the I licensee at anyplace other than the room in which the person ordering it resides for the time being.
4. The licensee shall possess a certificate of recommendation from the Department of Tourism of the Central Government.
5. The licensee shall not purchase, buy liquor from any person other than a person holding a license in Form L-1 without the permission of the Commissioner
6. Special duty unless such duty has been paid by the wholesaler shall be payable by the licensee before grant of Transport Pass for any liquor purchased by him.
7. The licensee shall not carry out any business connected with his license or store any liquor to be sold or otherwise deal with under his license except in the premises specified in his license hereinafter called the "Licensed premises".
8. The premises licensed for sale and storage of liquor shall not be used for any other business.
9. The licensee shall keep the premise thoroughly clean and dry.
10. Sale is permitted during the hours prescribed on the license.
11. Pictures & photographs of prominent national leaders, freedom fighters, saints, gods & goddesses shall not be exhibited on the licensed premises.
12. There shall be no sale of liquor on "Dry Days" (except under L-16 license).
13. The business premises of a licensee shall be kept closed on all dry days.
14. The licensee shall not permit any professional entertainment or dancing or the playing of musical instruments or signing by professionals to be carried on his premises in such a way as to attract the general attention of his customers.
15. The licensee shall in respect of liquor sold by him issue cash memo and keep a counter foil thereof.
16. The licensee shall maintain the registers prescribed for under the license and shall submit all prescribed returns regularly and maintain true accounts from day to day in ink.
17. The licensee shall not permit the entry into his licensed premises of person, in respect of whom there is a reason to be believed to be habitual criminals.
18. The licensee shall at any time produce for inspection on demand of any Excise Officer his registers stock and premises by the said officer.
19. The licensee shall maintain inspection Note Book.
20. No sale of liquor shall be made by any measures other than standard stamped measures approved by the Collector

21. The licensee shall not store for sale or sell any liquor which does not conform to the specifications required in an order made which does not conform to the specification laid down by the ISI.
22. "Integration with Excise Supply Chain Information Management System (ESCIMS) based on 1D and 2D Serialized Barcodes:
  - (a) Once the Implementing Agency develops the Excise Supply Chain Information System (ESCIMS) all the licensee of the Department of Excise, Entertainment and Luxury Tax of NCT of Delhi, shall be required to procure, install and make necessary arrangement of provision of barcode IT and Non IT infrastructure (Distillery, Bonded Warehouse, Private Vend, Hotel/Club/Restaurant and CSD) to implement as per the requirement to enable at licensed premises to integrate with ESCIMS application.
  - (b) The standard operating procedures for barcode implementation shall be made available to all licensees."

### CONDITIONS of L-16/L-16F LICENSE

- 1 A license in form L-16 is granted for service of foreign liquor in a Bar attached to a hotel.
- 2 The Licensee shall not sell or serve any foreign liquor at any part of the premises of his hotel other than the specified and endorsed on his license
- 3 The licensee shall not store any foreign liquor at any premises other than the store room and Bar specified and endorsed on his license.
- 4 The licensee shall serve liquor/beer or wine only in open bottles or in glasses only and other foreign liquor in the glasses and the quantity of other foreign liquor in the glasses shall not be less than 30 ml.
- 5 No licensee shall purchase any liquor from any person holding a license in Form L-1 without the permission of the Commissioner. There shall be seating arrangements in the restaurants for the customers.
- 6 Excise Special duty, unless such duty has been paid by the wholesaler shall be payable by the licensee before grant of Transport Pass for any liquor purchased by him.
- 7 The licensee shall not carry out any business connected with his license or store any liquor to be sold or otherwise deal with under his license except in the premises specified in his license hereinafter called the "Licensed premises".
- 8 No premises, licensed for sale and storage of liquor shall be used for any other business.
- 9 The licensee shall keep the premise thoroughly clean and dry.
- 10 Sale is permitted only during the licensed hours.
- 11 Pictures & photographs of prominent national leaders, freedom fighters, saints, gods & goddesses shall not be exhibited on the licensed premises.
- 12 There should be no sale of liquor on "Dry Days" (except as per the terms and conditions of L-15/L-15F license).
- 13 The licensed business premises shall be kept closed on all dry days.
- 14 The licensee shall not permit any professional entertainment or dancing or the playing of musical instruments or signing by professionals to be carried on his premises in such a way as to attract the general attention of his customers.
- 15 The licensee shall in respect of liquor sold by him issue cash memo and keep a counter foil thereof.
- 16 The licensee shall maintain the registers prescribed for under the license and shall submit all prescribed returns regularly and maintain true accounts from day to day in ink.
- 17 The licensee shall not permit the entry into his licensed premises to a person, in respect of whom there is a reason to believe to be habitual criminals He shall prevent going any disorderly conduct therein.
- 18 The licensee shall at any time produce for inspection on demand of any Excise Officer his registers stock and premises.
- 19 The licensee shall maintain inspection Note Book.
- 20 No sale of liquor shall be made by any measures other than standard stamped measures approved by the Collector

- 21 The licensee shall not store for sale or sell any liquor which does not conform to the specifications as laid down by the I.S.I.
- 22 "Integration with Excise Supply Chain Information Management System (ESCIMS) based on 1D and 2D Serialized Barcodes:
- 23 (a) Once the Implementing Agency develops the Excise Supply Chain Information System (ESCIMS) all the licensee of the Department of Excise, Entertainment and Luxury Tax of NCT of Delhi, shall be required to procure, install and make necessary arrangement of provision of barcode IT and Non IT infrastructure (Distillery, Bonded Warehouse, Private Vend, Hotel/Club/Restaurant and CSD) to implement as per the requirement to enable at licensed premises to integrate with ESCIMS application.
- 24 (b)The standard operating procedures for barcode implementation shall be made available to all licensees."