

**Excise : Citizen Charter:**

Sl no.	Name of the license/Permit	Eligibility conditions	Documents to be produced along with application	Name of the licensing authority	To whom to apply	Lead Time	Remedy in case of non-service or deficiency in service
1	2.	3.	4.	5.	6.	7.	8.
1	License for wholesale/ retail vend of liquors/IMFL	Native of Puducherry	i. Application form ii. Residence Certificate iii. Fee remitted Chalan iv. Security Deposit v. Solvency Certificate	Deputy Commissioner (Excise) with the approval of Government	Deputy Commissioner (Excise)	----	-----
2.	Distillery License for manufacturing and bottling of liquor /Indian made foreign liquor for commercial sales.	Native of Puducherry	I. Application form ii. Industrial License Certificate iii. Trade License from Municipality/ Commune Panchayat iv. Spirit Allotment Order	Excise Commissioner with the approval of Government	Deputy Commissioner (Excise)	----	-----
3.	License for manufacturing of rectified spirit from molasses and manufacturing arrack from it.	Native of Puducherry	I. Application form ii. Industrial License Certificate iii. Trade License from Municipality/Commune Panchayat iv. Spirit Allotment Order	Excise Commissioner with the approval of Government	Deputy Commissioner (Excise)	-----	-----
4.	Brewery License for manufacture of beer	Native of Puducherry	I. Application form ii. Industrial License Certificate iii. Trade License from Municipality/Commune Panchayat iv. Spirit Allotment Order	Excise Commissioner with the approval of Government	Deputy Commissioner (Excise)	----	-----

5	Molasses License for industrial units	Native of Puducherry	I. Application form ii. Industrial License Certificate iii. Trade License from Municipality/Commune Panchayat	Deputy Commissioner (Excise)	Deputy Commissioner (Excise)	-----	Excise Commissioner
6.	Issue of export/transport permits for transporting liquor from one region to another region	Native of Puducherry holding the requisite license.	I. Application form ii. Fee remitted Chalan	Deputy Commissioner (Excise)	Deputy Commissioner (Excise)	3 Days	Excise Commissioner
7.	Permits for importing liquors/rectified spirit from other States.	Native of Puducherry holding the requisite license.	I. Application form ii. Fee remitted Chalan	Deputy Commissioner (Excise)	Deputy Commissioner (Excise)	7 Days	Excise Commissioner
8.	Issues of permits to hospitals/educational institutions/private firms for use of rectified spirits/denatured spirits	Bona fide eligible units	I. Application form ii. Fee remitted Chalan	Deputy Commissioner (Excise)	Deputy Commissioner (Excise)	7 Days	Excise Commissioner
9.	License for manufacturing medicinal and toilet preparations with alcoholic spirits	Registered industrial firms.	I. Application form ii. Industrial License Certificate iii. Trade License from Municipality/Commune Panchayat iv. Spirit Allotment Order.	Excise Commissioner	Deputy Commissioner (Excise)	----	Excise Commissioner
10.	Disposal of the right of retail vend of toddy and arrack	Native of Puducherry	i. Income Tax Certificate. ii. No Arrear Certificate iii. Conduct Certificate iv. Birth Certificate v. Solvency Certificate vi. EMD remittance Chalan. vii. Entrance Fee remittance Receipt.	Deputy Commissioner (Excise) with the approval of Government.	Deputy Commissioner (Excise)	Within a week from the date of completion of public auction subject to confirmation by Government.	

