

महाराष्ट्र शासन

गृह विभाग

शासन निर्णय क्रमांक :- एमआयएस ०६२६/प्र.क्र.१२९/राउशु-२ (E-१७२७५३६)

मादाम कामा मार्ग, हुतात्मा राजगुरु चौक,

मंत्रालय, मुंबई - ४०० ०३२.

दिनांक :- २२ जुलै, २०२६.

वाचा:-

- १) गृह विभाग, शासन अधिसूचना क्र. एमआयएस १०१७/प्र.क्र.२२९/राउशु-२, दि. १४.११.२०२४.
- २) सामान्य प्रशासन विभाग, शासन परिपत्रक क्र. संकीर्ण १७२५/प्र.क्र. १२६/मातं, दि. ३०.०५.२०२५.
- ३) मा. मुख्यमंत्री सचिवालयाचे पत्र, क्र. CMO/SD/०४२६/F-१९४, दि.१५.०४.२०२६.
- ४) आयुक्त, राज्य उत्पादन शुल्क कार्यालयाचे पत्र क्र. संकीर्ण ११२०२५/५५९०१५६/०२/२-क, दि. ११.०५.२०२६.
- ५) आयुक्त, राज्य उत्पादन शुल्क कार्यालयाचे पत्र क्र. संकीर्ण ११२०२५/५५९०१५६/०२/२-क, दि. २३.०६.२०२६.
- ६) गृह विभाग, शासन अधिसूचना क्र. बीपीए ०१२६/प्र.क्र.१४/राउशु-२, दि. १८.०२.२०२६.
- ७) शासन पत्र, क्र. एमआयएस ०६२६/प्र.क्र.१२९/राउशु-२, दि. ०८.०७.२०२६.

प्रस्तावना :-

मा. मुख्यमंत्री यांनी दिलेल्या निर्देशानुसार राज्यात १०० दिवसांचा कृती आराखडा यशस्वीपणे राबविण्यात आल्यानंतर संदर्भ क्र. २ येथील शासन परिपत्रकान्वये १५० दिवसांचा कृती आराखडा निश्चित करण्यात आला होता. त्याअनुषंगाने ई-प्रशासन सुधारणा उपक्रम चांगल्या प्रकारे अंमलात आणण्यासाठी शासनाच्या विविध सेवा अधिक पारदर्शक, सुलभ, कालबद्ध, नागरिकाभिमुख व पूर्णतः डिजिटल स्वरूपात उपलब्ध करून देण्यासाठी शासन प्रक्रिया पुनर्रचना (GPR) राबविण्याबाबत सर्व विभागांना निर्देश दिले होते. त्यानुसार राज्य उत्पादन शुल्क विभागामार्फत प्रदान करण्यात येत असलेल्या परवाने/ अनुज्ञप्त्या मंजूरी, अनुज्ञप्ती नूतनीकरण, अनुज्ञप्ती हस्तांतरण, अनुज्ञप्ती स्थलांतर, ब्रँड व लेबल मंजूरी इ. विषयक संदर्भ क्र.१ अन्वये अधिसूचित करण्यात आलेल्या विविध सेवांचा अभ्यास करून शिफारस करण्यासाठी क्षेत्रीय स्तरावरील अधिका-यांचे विविध कार्यगट गठित करण्यात आले होते.

२. राज्य उत्पादन शुल्क विभागाच्या कार्यगटाने केलेल्या सदर शिफारशींचे पुनर्विलोकन करण्यासाठी मा. मुख्यमंत्री सचिवालयाने संदर्भ क्र. ३ अन्वये पुनर्विलोकन समिती गठित केली होती. सदर समितीने, विभागाच्या कार्यगटाने केलेल्या शिफारशींचे पुनर्विलोकन करून नागरिकांना सेवा मिळण्यास होणारा प्रशासकीय विलंब टाळण्यासाठी तसेच ऑनलाईन प्रणालीमार्फत सेवा उपलब्ध करून देण्याच्या अनुषंगाने काही सुधारणा सूचित केल्या होत्या. सदर बाबी विचारात घेऊन संदर्भाधीन क्र. ४ व ५ अन्वये प्राप्त प्रस्तावास अनुसरून राज्य उत्पादन शुल्क विभागाच्या सेवा अधिक कार्यक्षम, पारदर्शक, उत्तरदायी व नागरिकाभिमुख करण्याच्या अनुषंगाने सेवांमध्ये सुधारणा करण्याची बाब शासनाच्या विचाराधीन होती. त्यानुसार खालीलप्रमाणे निर्णय घेण्यात येत आहे.

शासन निर्णय:-

राज्य उत्पादन शुल्क विभागामार्फत देण्यात येणा-या सेवांचे सुसूत्रीकरण करण्याबाबत तसेच कामकाजातील कार्यक्षमता वाढविण्यासाठी GPR प्रणाली अंतर्गत खालीलप्रमाणे सुधारित स्वरूपात सेवा प्रदान करण्यास शासन मान्यता देण्यात येत आहे.

१. सेवांचे सुसूत्रीकरण (Service Rationalisation) (परिशिष्ट अ प्रमाणे)

राज्य उत्पादन शुल्क विभागाच्या सेवा हमी कायद्यांतर्गत अधिसूचित करण्यात आलेल्या सेवांचे सुसूत्रीकरण करून समान स्वरूपाच्या सेवांचे एकत्रीकरण (Merging), सेवा गटबद्धीकरण (Bundling), अनावश्यक सेवा वगळणे (Elimination) तसेच प्रक्रियांचे सुलभीकरण करून विभागाच्या संदर्भ क्र. १ अन्वये अधिसूचित केलेल्या सेवांची संख्या १३४ वरून १०२ इतकी सुधारित करण्यास मान्यता देण्यात येत आहे.

सेवा प्रकार	GPR पूर्वी सेवा संख्या	GPR नंतर सेवा संख्या
शासन ते नागरिक (G2C)	५	५
शासन ते शासन (G2G)	२	२
शासन ते व्यवसायिक (G2B)	१२७	९५
एकूण	१३४	१०२

उक्त सेवांपैकी G2C व G2G या सेवा आपले सरकार पोर्टलद्वारे (<https://aaplesarkar.maharashtra.gov.in>) तर G2B या सेवा मैत्री पोर्टलद्वारे (<https://maitri.maharashtra.gov.in>) प्रदान करण्यात येणार आहेत. त्याअनुषंगाने, उपरोक्त सेवा प्रदान करताना संदर्भ क्र. ६ अन्वये राज्यातील अबकारी अनुज्ञप्तीच्या प्रकारनिहाय निश्चित नुतनीकरण शुल्क

व दरवर्षी त्यामध्ये होणाऱ्या वाढीस अनुसरून तसेच, मुंबई दारुबंदी (विशेषाधिकार शुल्क) नियम, १९५४ मधील सेवेच्या प्रकारानुसार (स्थलांतर, हस्तांतर, भागीदार घेणे/वगळणे, मालकी हक्क बदल इत्यादी) निश्चित शुल्कानुसार देय राहिल.

२. सेवा मंजूरी प्रक्रियेतील डेस्क संख्या/ टप्पे कमी करणे व अधिकार प्रत्यार्पण करणे. (Minimizing Desk) (परिशिष्ट ब प्रमाणे)

विभागाच्या परिशिष्ट अ मधील सेवा मंजूर करताना प्रशासकीय गतिमानता येण्याच्या दृष्टीने खालीलमाणे निर्णय घेण्यात येत आहे.

- १) सद्यस्थितीत अनुज्ञप्ती सेवा प्रक्रियेमध्ये ज्या ज्या ठिकाणी दुहेरी पडताळणी आहे त्या ठिकाणी एकेरी पडताळणी करावी.
- २) निर्मिती घटकांच्या प्रस्तावावर तात्काळ निर्णय होण्याकरिता शासनस्तरावरील गौण बाबी ज्यामुळे घटकाच्या आस्थापनेमध्ये, क्षमतेमध्ये बदल होत नाही अशा गौण बाबीमध्ये निर्णय घेण्याचे अधिकार आयुक्त स्तरावर प्रदान करण्यात यावेत.
- ३) देशी मद्य घाऊक विक्रीची अनुज्ञप्ती (सीएल-२) मंजूर करण्याचे अधिकार शासन स्तरावरून आयुक्त स्तरावर प्रदान करण्यात यावेत.
- ४) मुंबई शहर व मुंबई उपनगर या जिल्ह्यांमध्ये इतर जिल्ह्याप्रमाणे मद्य किरकोळ विक्री अनुज्ञप्ती (एफएल-२ व सीएल-३) स्थलांतर मान्यतेचे शासनाचे अधिकार एका तालुक्यातून दुस-या तालुक्यात स्थलांतर करण्यासाठी आयुक्त स्तरावर प्रदान करण्यात यावेत व तालुका अंतर्गत स्थलांतर करण्यासाठी जिल्हाधिकारी स्तरावर प्रदान करण्यात यावेत.
- ५) मूळ सेवांशी संलग्नीत सेवा Automated करण्यात याव्यात (उदा. एफएल-२ अनुज्ञप्ती मध्ये देशी मद्यविक्री).

३. कागदपत्रांची संख्या कमी करणे. (Minimizing Documents) (परिशिष्ट क प्रमाणे)

विभागाच्या सेवा मंजूरी प्रक्रियेत नागरिकांना सुलभता येणाऱ्या दृष्टीने खालीलप्रमाणे कार्यपद्धती राबविण्यात यावी.

- १) नागरिकांना सेवा सुलभतेने उपलब्ध करून देण्यासाठी शासनाच्या इतर प्रणालीमध्ये उपलब्ध असलेली अथवा विभागाकडे पूर्वीच उपलब्ध असलेली माहिती पुन्हा अर्जदाराकडून मागविण्यात येऊ नये.
- २) शक्य तेथे प्रणालीदरम्यान माहितीची देवाणघेवाण (System Integration) करण्यात यावी.
- ३) अनावश्यक कागदपत्रे मागविण्यात येऊ नयेत.

४. प्रतिज्ञापत्रांचे सुसूत्रीकरण करणे. (Affidavit Rationalisation)

राज्य उत्पादन शुल्क विभागामार्फत देण्यात येणा-या सेवांमध्ये ज्या बाबींकरिता कायदेशीर तरतूद नाही अशा बाबींसाठी प्रतिज्ञापत्राऐवजी आवश्यकतेनुसार स्वयंघोषणापत्र घेण्यात यावे .

५. स्थळ पाहणी (Physical Verification)

राज्य उत्पादन शुल्क विभागातील मद्यविषयक नवीन अनुज्ञप्ती मंजूर करताना मद्य अनुज्ञप्तीपासून शैक्षणिक व धार्मिक संस्था, बस स्थानके, राष्ट्रीय महापुरुषांचे पुतळे इ. पर्यंत कायदेशीर अंतराचे निर्बंध पाळणे आवश्यक आहे. तसेच मद्य अनुज्ञप्तीच्या किमान क्षेत्रफळाची तपासणी करण गरजेचे आहे, यास्तव स्थळपाहणी (Physical Verification) करण्यात यावी.

६. अंतिम प्रमाणपत्रे सुसूत्रीकरण (Output Certificate)

राज्य उत्पादन शुल्क विभागाने सर्व सेवांकरिता ऑनलाइन प्रणाली विकसित केलेली आहे. या प्रणालीद्वारे सर्व सेवा, अंतिम प्रमाणपत्रे ऑनलाइन पद्धतीनेच देण्यात यावेत.

७. आयुक्त, राज्य उत्पादन शुल्क, महाराष्ट्र राज्य, मुंबई यांनी उपरोक्त शासन धोरणास अनुसरून शासन निर्णयाच्या प्रभावी अंमलबजावणीसाठी मानक कार्यपद्धती (SOP) निश्चित करून आवश्यक त्या मार्गदर्शक प्रशासकीय सूचना निर्गमित कराव्यात.

८. सदर शासन निर्णयाशी विसंगत असलेल्या यापूर्वीच्या सर्व सूचना, आदेश व परिपत्रके या शासन निर्णयान्वये अधिक्रमित करण्यात येत आहेत.

सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक २०२६०७२२१८१४४०५३२९ असा आहे. हा शासन निर्णय डिजीटल स्वाक्षरीने सांक्षातीत करून काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

(रविंद्र औटे)

उप सचिव, महाराष्ट्र शासन

प्रत,

१. मा.मुख्यमंत्री यांचे प्रधान सचिव, मंत्रालय, मुंबई.
२. मा.उप मुख्यमंत्री (नगरविकास) यांचे सचिव, मंत्रालय, मुंबई.
३. मा.उप मुख्यमंत्री (राउशु) यांचे सचिव, मंत्रालय, मुंबई.
४. मा. मुख्य सचिव, यांचे वरिष्ठ स्वीय सहायक, मंत्रालय, मुंबई.

५. सचिव, राज्य उत्पादन शुल्क यांचे स्वीय सहायक, मंत्रालय, मुंबई.
६. आयुक्त, राज्य उत्पादन शुल्क, महाराष्ट्र राज्य, मुंबई.
७. सर्व विभागीय उप आयुक्त, राज्य उत्पादन शुल्क, महाराष्ट्र राज्य, मुंबई.
८. सर्व अधीक्षक, राज्य उत्पादन शुल्क.
९. कक्ष अधिकारी (राउशु-३), गृह विभाग, मंत्रालय, मुंबई.
१०. निवडनस्ती (राउशु-२).

शासन निर्णय क्र. एमआयएस-०६२६/प्र.क्र.१२९/राउशु-२, दि.२२ जुलै, २०२६ यासोबतचे परिशिष्ट अ

Service Rationalisation

Service Type	Sr.No	Pre-GPR RTS No	Name of Service (Pre- GPR)	Post-GPR RTS No	Name of Service (Post- GPR)
G2C	1	116	Premises Registration	1	Premises Registration
	2	117	F.L.IV-A	2	F.L.IV-A
	3	118	F.L.X.C	3	F.L.X.C
	4	119	F.L.F	4	F.L.F
	5	120	C.L.C	5	C.L.C
G2G	6	54	FL.II CSD Grant	6	FL.II CSD Grant
	7	55	FL.II CSD Renewal	7	FL.II CSD Renewal
G2B	8	1	Grant of M I	8	Grant of M I
	9	2	Renewal of M I	9	Renewal of M I
				10	Services related to M I
	10	3	Transfer of M I	a.	Transfer of M I
	11	4	Addn/Deln from M I	b.	Addn/Deln from M I
	12	5	Grant of M II	11	Grant of M II
	13	6	Renewal of M II	12	Renewal of M II
				13	Services related to MII
	14	7	Transfer of M II	a.	Transfer of M II
	15	8	Addn/Deln from M II	b.	Addn/Deln from M II
	16	9	Grant of M III	14	Grant of M III
	17	10	Renewal of M III	15	Renewal of M III
				16	Services related to M III
	18	11	Transfer of M III	a.	Transfer of M III
	19	12	Addn/Deln from M III	b.	Addn/Deln from M III
	20	13	Grant of M III A	17	Grant of M III A
	21	14	Renewal of M III A	18	Renewal of M III A
				19	Services related to MIII A
	22	15	Transfer of M III A	a.	Transfer of M III A
	23	16	Addn/Deln from M III A	b.	Addn/Deln from M III A
	24	17	Grant of M IV	20	Grant of M IV
	25	18	Grant of M V	21	Grant of M V
	26	19	Renewal of Form I	22	Renewal of Form I
	27	20	Renewal of PLL	23	Renewal of PLL
	28	21	Renewal of CL I	24	Renewal of CL I
				25	Services related to CL I
	29	22	Transfer of CL I	a.	Transfer of CL I
	30	23	Addn/Deln from CL I	b.	Addn/Deln from CL I
	31	24	Renewal of BRL Brewery	26	Renewal of Brewery
	32	25	LOI for Microbrewery	27	Grant of LOI and approval of Microbrewery License
	33	26	Grant of BRL Microbrewery		<i>Merged in service no. 27</i>
	34	27	Renewal of Microbrewery	28	Renewal of Microbrewery
				29	Services related to Microbrewery
	35	28	Transfer of Microbrewery	a.	Transfer of Microbrewery

36	29	Shifting of Microbrewery		<i>De-Notified</i>
37	30	Addn/Deln from Microbrewery	b.	Addn/Deln from Microbrewery
38	31	LOI for Winery	30	Grant of LOI and Approval of winery License
39	32	Grant of BRL Winery		<i>Merged in service no. 30</i>
40	33	Renewal of Winery	31	Renewal of Winery
			32	Services related to Winery
41	34	Transfer of Winery	a.	Transfer of Winery
42	35	Shifting of Winery		<i>De-Notified</i>
43	36	Addn/Deln from Winery	b.	Addn/Deln from Winery
44	37	Grant of DS I	33	Grant of DS I
45	38	Renewal of DS I	34	Renewal of DS I
46	39	Grant of FL I	35	Grant of FL I
47	40	Renewal of FL I	36	Renewal of FL I
			37	Services related to FL I
48	41	Transfer of FL I	a.	Transfer of FL I
49	42	Shifting of FL I (Within Taluka)	b.	Shifting of FL I (Within Taluka)
50	43	Shifting of FL I (Within District)	38	Shifting of FL I (Within District)
51	44	Renewal of CL II	39	Renewal of CL II
			40	Services related to CL II
52	45	Transfer of CL II	a.	Transfer of CL II
53	47	Shifting of CL II (Within District)	b.	Shifting of CL II (Within District)
54	48	Addn/Deln from CL II	c.	Addn/Deln from CL II
55	46	Shifting of CL II (Within Taluka)	41	Shifting of CL II (Within Taluka)
56	49	Grant of F.L.W.I	42	Grant of F.L.W.I
57	50	Renewal of F.L.W.I	43	Renewal of F.L.W.I
			44	Services related to F.L.W.I
58	51	Transfer of FLW I	a.	Transfer of FLW I
59	52	Shifting of FLW I	b.	Shifting of FLW I
60	53	Addn/Deln from FLW I	c.	Addn/Deln from FLW I
61	56	Grant of F.L.W.II	45	Grant of F.L.W.II
62	57	Renewal of F.L.W.II	46	Renewal of F.L.W.II
			47	Services related to F.L.W.II
63	58	Transfer of FLW II	a.	Transfer of FLW II
64	59	Shifting of FLW II	b.	Shifting of FLW II
65	60	Addn/Deln from FLW II	c.	Addn/Deln from FLW II
66	61	Grant of F.L.BR.II	48	Grant of F.L.BR.II
67	62	Renewal of F.L.BR.II	49	Renewal of F.L.BR.II
			50	Services related to FL.BR II
68	63	Transfer of FLBR II	a.	Transfer of FLBR II
69	64	Shifting of FLBR II (Within District)	b.	Shifting of FLBR II (Within District)
70	65	Addn/Deln from FLBR II	c.	Addn/Deln from FLBR II
71	66	Grant of FL.III	51	Grant of FL.III
72	67	Renewal of F.L.III	52	Renewal of F.L.III
			53	Services related to FL III
73	68	Transfer of FL III	a.	Transfer of FL III
74	69	Shifting of FL III (Within District)	b.	Shifting of FL III (Within District)

75	70	Addn/Deln from FL III	c.	Addn/Deln from FL III
			d	Grant of Sealed beer sale in FL III
76	71	Grant of FL.IV	54	Grant of FL.IV
77	72	Renewal of F.L.IV	55	Renewal of F.L.IV
78	73	Grant of Form- E	56	Grant of Form- E
79	74	Renewal of Form E	57	Renewal of Form E
80	75	Grant of Form- E 2	58	Grant of Form- E 2
81	76	Renewal of Form E 2	59	Renewal of Form E 2
82	77	Grant of MF-I	60	Grant of MF-I
83	78	Renewal of MF I	61	Renewal of MF I
84	79	Transfer of MF I	62	Transfer of MF I
85	80	Grant of MF-II	63	Grant of MF-II
86	81	Renewal of MF II	64	Renewal of MF II
87	82	Transfer of MF II	65	Transfer of MF II
88	83	Grant of N III	66	Grant of N III
89	84	Renewal of N III	67	Renewal of N III
90	85	Addn/Deln from N III	68	Addn/Deln from N III
91	86	Grant of N IV		<i>De-Notified</i>
92	87	Renewal of N IV		<i>De-Notified</i>
93	88	Grant of RS II	69	Grant of RS II
94	89	Renewal of RS II	70	Renewal of RS II
95	90	Grant of RS VI	71	Grant of RS VI
96	91	Renewal of RS VI	72	Renewal of RS VI
97	92	Grant of RS VI-A	73	Grant of RS VI-A
98	93	Renewal of RS VI A	74	Renewal of RS VI A
99	94	Addn/Deln from RS VI A	75	Addn/Deln from RS VI A
100	95	Grant of RS VII	76	Grant of RS VII
101	96	Renewal of RS VII	77	Renewal of RS VII
102	97	Grant of CL.FL.TOD-3	78	Grant of CL.FL.TOD-3
103	98	Renewal of CL.FL.TOD 3	79	Renewal of CL.FL.TOD 3
104	99	Transfer of CL.FL.TOD 3		<i>Merged in service number 84</i>
105	100	Addn/Deln from CL.FL.TOD 3		
106	101	Renewal of CL III	80	Renewal of CL III
107	102	Shifting of CL III(Within Taluka)	81	Services related to CL III
108	103	Shifting of CL III(Within District)	a.	Transfer of CL III
109	104	Transfer of CL III	b.	Addn/Deln from CL III
110	105	Addn/Deln from CL III	c.	Shifting of CL III(Within Taluka)
			d	Grant of Sealed beer sale in CL III
			82	Shifting of CL III(Within District)
111	106	Renewal of FL II	83	Renewal of FL II
112	107	Shifting of FL II(Within Taluka)	84	Services related to FL II
113	108	Shifting of FL II(Within District)	a.	Transfer of FL II/CL.FL.TOD 3
114	109	Transfer of FL II	b.	Addn/Deln from FL II/CL.FL.TOD 3
115	110	Addn/Deln from FL II	c.	Shifting of FL II/CL.FL.TOD 3 (Within Taluka)
			85	Shifting of FL II/CL.FL.TOD 3 (Within District)

116	111	Form L Registration	86	Form L Registration
117	112	Form K Registration	87	Form K Registration
118	113	Brand Label of State Manufactories	88	Brand Label of State Manufactories
119	114	Label under Form L	89	Label under Form L
120	115	Label under Form K	90	Label under Form K
121	121	Transport Pass Form II	91	Transport Pass Form II
122	122	Transport Pass PL-XI	92	Transport Pass PL-XI
123	123	Transport Pass BR-IX	93	Transport Pass BR-IX
124	124	Transport Pass CL-VI	94	Transport Pass CL-VI
125	125	Transport Pass CL-XIV	95	Transport Pass CL-XIV
126	126	Import Permit Form B	96	Import Permit Form B
127	127	Export Permit Form B	97	Export Permit Form B
128	128	Export Permit Form I	98	Export Permit Form I
129	129	Through Transport Pass	99	Through Transport Pass
130	130	Grant of New FL II in PLL	100	Grant of New FL II in PLL
131	131	Grant of Sealed beer sale in FL III		<i>Merged in 53</i>
132	132	Grant of Sealed beer sale in CL III		<i>Merged in 81</i>
133	133	Grant of TD 1	101	Grant of TD 1
134	134	T.D.5	102	T.D.5
	Total	134 (G2C-5, G2G-2, G2B-127)	Total	102 (G2C-5, G2G-2, G2B-95)

शासन निर्णय क्र. एमआयएस-०६२६/प्र.क्र.१२९/राउशु-२, दि.२२ जुलै, २०२६ यासोबतचे परिशिष्ट ब

Sr. No	Service Name	RTS Timeline	No of Desk	Desk 1 Official	Functions of Desk 1	Desk 2 Official	Functions of Desk 2	Desk 3 Official	Functions of Desk 3	Desk 4 Official	Functions of Desk 4	Desk5 Official	Functions of Desk 5	Desk6 Official	Functions of Desk 6	Desk 7	Functions of Desk 7	Desk 8	Functions of desk 8
1	Premises Registration	7 working days	4	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	OS	Noting	SP	Approver								
2	FL-IV-A	7 working days	4	Clerk/ Sr.Clerk/Sp	Receiver	SI/IP	Field report	OS	Verification	SP	Approver								
3	F.L.X.C	5 working days	1	SI/IP/SP	Verification, Approver														
4	FL.F	Realtime																	
5	CL.C	Realtime																	
6	Grant of FL-II CSD	30 working days	7	Clerk/ Sr.Clerk/Sp	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Submits the proposal	Clerk /Sr.Clerk/ OS/AC	Verification	DC Inspection as HOD	Final remarks	Commissioner	Approver		
7	Renewal of FL-II CSD	15 working days	3	SI/IP	Receiver, Field Report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver (On behalf of Collector)										
8	Grant of M I	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Final remarks	Collector	Approver						
8	Renewal of M I	15 working days	3	SI/IP	Receiver, Field Report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver (On behalf of Collector)										
10.a	Transfer of MI	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Final remarks	Collector	Approver						
10.b	Addition/ Deletion Partners in M I	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Final remarks	Collector	Approver						
11	Grant of M II	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Final remarks with committee recommendation	Collector	Approver						
12	Renewal of M II	15 working days	3	SI/IP	Receiver, Field Report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver (On behalf of Collector)										
13.a	Transfer of M II	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Final remarks	Collector	Approver						
13.b	Addition/ Deletion Partners in M II	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Final remarks	Collector	Approver						
14	Approval of M III	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Final remarks	Collector	Approver						
15	Renewal of M III	15 working days	3	SI/IP	Receiver, Field Report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver (On behalf of Collector)										
16.a	Transfer of M III	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Final remarks	Collector	Approver						
16.b	Addition/ Deletion of Partners in M III	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Final remarks	Collector	Approver						
17	Approval of M IIIA	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Final remarks	Collector	Approver						
18	Renewal of M III A	15 working days	3	SI/IP	Receiver, Field Report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver (On behalf of Collector)										
19.a	Transfer of M IIIA	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Final remarks	Collector	Approver						
19.b	Addition/ Deletion of Partners in M IIIA	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Final remarks	Collector	Approver						

Sr. No	Service Name	RTS Timeline	No of Desk	Desk 1 Official	Functions of Desk 1	Desk 2 Official	Functions of Desk 2	Desk 3 Official	Functions of Desk 3	Desk 4 Official	Functions of Desk 4	Desk5 Official	Functions of Desk 5	Desk6 Official	Functions of Desk 6	Desk 7	Functions of Desk 7	Desk 8	Functions of desk 8
20	Grant of M IV	7 working days	3	SI/IP	Receiver, Field Report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver (On behalf of Collector)										
21	Grant of M V	7 working days	3	SI/IP	Receiver, Field Report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver (On behalf of Collector)										
22	Renewal of Form I	30 working days	7	SI/IP	Receiver, In-Charge officer report	Clerk/ Sr.Clerk/ OS	Verification	SP	Submits proposal	Clerk/ Sr.Clerk/ OS	Receiver and Noting	AC /DC	Verification	JC as HOD	Final remarks	Commissioner	Approver		
23	Renewal of PLL	30 working days	7	SI/IP	Receiver, In-Charge officer report	Clerk/ Sr.Clerk/ OS	Verification	SP	Submits proposal	Clerk/ Sr.Clerk/ OS	Receiver and Noting	AC /DC	Verification	JC as HOD	Final remarks	Commissioner	Approver		
24	Renewal of CL I	30 working days	7	SI/IP	Receiver, In-Charge officer report	Clerk/ Sr.Clerk/ OS	Verification	SP	Submits proposal	Clerk/ Sr.Clerk/ OS	Receiver and Noting	AC /DC	Verification	JC as HOD	Final remarks	Commissioner	Approver		
25.a	Transfer of CL I	30 working days	7	SI/IP	Receiver, In-Charge officer report	Clerk/ Sr.Clerk/ OS	Verification, Noting	SP	Submits proposal	Clerk/ Sr.Clerk/ OS	Receiver and Noting	AC /DC	Verification	JC as HOD	Final remarks	Commissioner	Approver		
25.b	Addition/ Deletion of Partners in CL I	30 working days	7	SI/IP	Receiver, In-Charge officer report	Clerk/ Sr.Clerk/ OS	Verification, Noting	SP	Submits proposal	Clerk/ Sr.Clerk/ OS	Receiver and Noting	AC /DC	Verification	JC as HOD	Final remarks	Commissioner	Approver		
26	Renewal of BRL Brewery	30 working days	7	SI/IP	Receiver, In-Charge officer report	Clerk/ Sr.Clerk/ OS	Verification, Noting	SP	Submits proposal	Clerk/ Sr.Clerk/ OS	Receiver and Noting	AC /DC	Verification	JC as HOD	Final remarks	Commissioner	Approver		
27	Grant of Microbrewery	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Final remarks	Collector	Approver						
28	Renewal of Microbrewery	15 working days	3	SI/IP	Receiver, In-Charge officer report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver (On behalf of Collector)										
29.a	Transfer of Microbrewery	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	In-Charge officer report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Final remarks	Collector	Approver						
29.b	Addition/ Deletion of Partners in Microbrewery	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	In-Charge officer report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Final remarks	Collector	Approver						
30	Grant of Winery	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Final remarks	Collector	Approver						
31	Renewal of Winery	15 working days	3	SI/IP	Receiver, In-Charge officer report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver (On behalf of Collector)										
32.a	Transfer of Winery	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	In-Charge officer report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Final remarks	Collector	Approver						
32.b	Addition/ Deletion of Partners in Winery	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	In-Charge officer report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Final remarks	Collector	Approver						
33	Grant of DS 1	30 working days	7	SI/IP	Field Report	Clerk/ Sr.Clerk/ OS	Verification, Noting	SP	Submits proposal	Clerk/ Sr.Clerk/ OS	Receiver and Noting	AC/DC	Verification	JC as HOD	Final remarks	Commissioner	Approver		
34	Renewal of DS I	15 working days	7	SI/IP	Field Report	Clerk/ Sr.Clerk/ OS	Verification, Noting	SP	Submits proposal	Clerk/ Sr.Clerk/ OS	Receiver and Noting	AC/DC	Verification	JC as HOD	Final remarks	Commissioner	Approver		
35	Approval of FL I	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Approver						
36	Renewal of FL I	15 working days	3	SI/IP	Receiver, In-Charge officer report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver										
37.a	Transfer of FL I	30 working days	4	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	In-Charge officer report	Clerk/ Sr.Clerk/ Os	Noting, Verification	SP	Approver								
37 b	Shifting FL-1 licence (Within Taluka)	30 working days	4	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk/ Os	Noting, Verification	SP	Approver								
38	Shifting FL-1 licence (One Taluka to Other Taluka within District)	30 working days	7	Clerk/ Sr.Clerk/Sp	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Submits the proposal	Clerk /Sr.Clerk/ OS	Noting, Verification	DC Inspection as HOD	Final remarks	Commissioner	Approver		

Sr. No	Service Name	RTS Timeline	No of Desk	Desk 1 Official	Functions of Desk 1	Desk 2 Official	Functions of Desk 2	Desk 3 Official	Functions of Desk 3	Desk 4 Official	Functions of Desk 4	Desk5 Official	Functions of Desk 5	Desk6 Official	Functions of Desk 6	Desk 7	Functions of Desk 7	Desk 8	Functions of desk 8
39	Renewal of CL II	30 working days	7	Clerk/ Sr.Clerk/Sp	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Submits the proposal	Clerk /Sr.Clerk/ OS	Noting, Verification	DC Inspection as HOD	Final remarks	Commissioner	Approver		
40.a	Transfer of CL II	30 working days	7	Clerk/ Sr.Clerk/Sp	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Submits the proposal	Clerk /Sr.Clerk/ OS	Noting, Verification	DC Inspection as HOD	Final remarks	Commissioner	Approver		
40.b	Shifting CL-II licence (From One Taluka to Other Within District)	30 working days	7	Clerk/ Sr.Clerk/Sp	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Submits the proposal	Clerk /Sr.Clerk/ OS	Noting, Verification	DC Inspection as HOD	Final remarks	Commissioner	Approver		
40.c	Addition/ Deletion of partners in CL II	30 working days	7	Clerk/ Sr.Clerk/Sp	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Submits the proposal	Clerk /Sr.Clerk/ OS	Noting, Verification	DC Inspection as HOD	Final remarks	Commissioner	Approver		
41	Shifting of CL II License (Within Taluka)	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk/ OS	Noting, Verification	SP	Submits the proposal	Collector	Approver						
42	Grant of FL.W.I	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Approver						
43	Renewal of FL.W.I	15 working days	3	SI/IP	Receiver, Field Report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver										
44.a	Transfer of FL.W.I	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Approver						
44.b	Shifting of FL.W- I (Within district)	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Approver						
44.c	Addition/ Deletion of Partners in FL.W.I	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Approver						
45	Grant of FL.W.II	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Approver						
46	Renewal of FL.W.II	15 working days	3	SI/IP	Receiver, Field Report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver										
47.a	Transfer of FL.W.II	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Approver						
47.b	Shifting of FLW- II (Within District)	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Approver						
47.c	Addition/ Deletion of Partners in FL.W.II	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Approver						
48	Grant of FL.BR.II	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Approver (DDC prior approval)						
49	Renewal of FL.BR.II	15 working days	3	SI/IP	Receiver, Field Report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver										
50.a	Transfer of FL.BR.II	30 working days	6	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Approver						
50.b	Shifting of FL.BR II (within district)	30 working days	6	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Approver						
50.c	Addition/ Deletion of Partners in FL.BR.II	30 working days	6	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Approver						
51	Grant of FL III	45 working days	6	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Final remarks	Collector	Approver considering Committee recommendation				
52	Renewal of FL III	15 working days	3	SI/IP	Receiver, Field Report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver (on behalf of Collector)										
53.a	Transfer of FL III	30 working days	6	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Final remarks	Collector	Approver				

Sr. No	Service Name	RTS Timeline	No of Desk	Desk 1 Official	Functions of Desk 1	Desk 2 Official	Functions of Desk 2	Desk 3 Official	Functions of Desk 3	Desk 4 Official	Functions of Desk 4	Desk5 Official	Functions of Desk 5	Desk6 Official	Functions of Desk 6	Desk 7	Functions of Desk 7	Desk 8	Functions of desk 8
53.b	Shifting of FL III (within district)	30 working days	6	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Final remarks	Collector	Approver				
53.c	Addition/ Deletion of Partners in FL III	30 working days	6	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Final remarks	Collector	Approver				
53.d	Sale of Beer in FL III	30 working days	6	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Final remarks	Collector	Approver				
54	Grant of FL IV	45 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Approver						
55	Renewal of FL IV	15 working days	3	SI/IP	Receiver, Field Report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver										
56	Grant of form E	45 working days	6	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Final remarks	Collector	Approver considering Committee recommendation				
57	Renewal of form E	15 working days	3	SI/IP	Receiver, Field Report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver (on behalf of Collector)										
58	Grant of form E2	45 working days	6	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Final remarks	Collector	Approver considering Committee recommendation				
59	Renewal of form E2	15 working days	3	SI/IP	Receiver, Field Report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver (on behalf of Collector)										
60	Grant of MF I	30 working days	6	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Final remarks	Collector	Approver				
61	Renewal of MF I	15 working days	3	SI/IP	Receiver, Field Report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver (on behalf of Collector)										
62	Transfer of MF I	30 working days	6	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Final remarks	Collector	Approver				
63	Grant of MF II	30 working days	6	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Final remarks	Collector	Approver				
64	Renewal of MF II	15 working days	3	SI/IP	Receiver, Field Report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver (on behalf of Collector)										
65	Transfer of MF II	30 working days	6	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Final remarks	Collector	Approver				
66	Grant of NIII	30 working days	6	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Final remarks	Collector	Approver				
67	Renewal of N III	15 working days	3	SI/IP	Receiver, Field Report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver (on behalf of Collector)										
68	Addition/ Deletion of N III	30 working days	6	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Final remarks	Collector	Approver				
69	Grant of RS II	30 working days	6	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Final remarks	Collector	Approver				
70	Renewal of RS II	15 working days	3	SI/IP	Receiver, Field Report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver (on behalf of Collector)										
71	Grant of RS VI	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Approver						
72	Renewal of RS VI	15 working days	3	SI/IP	Receiver, Field Report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver										
73	Grant of RS VI A	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Approver						
74	Renewal of RS VI A	15 working days	3	SI/IP	Receiver, Field Report	Clerk/ Sr.Clerk/ OS	Verification	SP	Approver										
75.a	Addition/ Deletion of Partners in RS VI A	30 working days	5	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Approver						
76	Grant of RS VII	30 working days	6	Clerk/ Sr.Clerk/SP	Receiver	SI/IP	Field report	Clerk/ Sr.Clerk	Noting	OS/DySP	Verification	SP	Final remarks	DDC	Approver				

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शासन निर्णय क्र. एमआयएस-०६२६/प्र.क्र.१२९/राउशु-२, दि.२२ जुलै, २०२६ यासोबतचे परिशिष्ट क

RTS No.	Service Name	Pre GPR required Documents with Application	Post GPR required Documents with Application
1	Premises Registration for Temporary one day License	1) Common Application Form with Court fees Stamp ₹5/- 2) Address, Identity proof of Applicant 3) Ownership documents related to the place or property 4) Lease agreement (In case applicant is not owner) 5) Plan of the proposed premises showing details 6) NOC of Premises Owner (In case applicant is not owner)	1) Application in prescribed format 2) Address, Identity proof of Applicant 3) Ownership documents related to the place or property 4) Lease agreement (In case applicant is not owner) 5) Plan of the proposed premises showing details/Blueprint 6) NOC of Premises Owner (In case applicant is not owner)
2	F.L.IV-A	1) Prescribed application 2) Identity and address proof of the applicant 3) Challan of required fee 4) License details from where liquor will be purchased	1) Prescribed application 2) Identity and address proof of the applicant 3) Challan of required fee 4) License details from where liquor will be purchased 5) Police NOC (Only required for Commercial Function)
3	F.L.X.C	1) Identity proof of applicant 2) Address proof of applicant 3) Age proof of applicant 4) Challan of required fee	1) Identity proof of applicant 2) Address proof of applicant 3) Age proof of applicant 4) Challan of required fee
4	F.L.F	AADHAR number required	AADHAR number required
5	C.L.C	AADHAR number required	AADHAR number required
6	FL-II Licence for CSD only	1) Application by concerned authority of the URC (Unit Run Canteen) 2) Letter of approval of URC from competent authority. 3) Authorisation of Ministry of Defence regarding sale of liquor through URC 4) Letter mentioning the number of defence personnel in the respective area availing the facilities of the URC. 5) Self-Declaration from URC that they will supply liquor to defence personnel only 6) Ownership documents related to the place or property 7) Premises blueprints with details 8) Authorised Construction Certificate 9) Self-declaration to abide by the provisions of the MPA,1949 from the applicant	1) Application by concerned authority of the URC (Unit Run Canteen) 2) Letter of approval of URC from competent authority. 3) Authorisation of Ministry of Defence regarding sale of liquor through URC 4) Letter mentioning the number of defence personnel in the respective area availing the facilities of the URC. 5) Ownership documents related to the place or property 6) Premises blueprints with details 7) Authorised Construction Certificate 8) Single Self-declaration to abide by the provisions of the MPA,1949 from the applicant and URC will supply liquor to defence personnel only
7	Renewal of FL-II Licence for CSD only	1) Renewal Application in prescribed format 2) Self-declaration for no change in the premises 3) Original license	1) Renewal Application in prescribed format 2) Self-declaration for no change in the premises 3) Original license

8	Approval of M-I	1) Application with Photograph and Signature of Applicant 2) Identity Proof, Address proof of Applicant(s) 3) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 4) Solvency Certificate/Bank guarantee of the applicant 5) Ownership documents related to the place or property 6) Detailed plan of proposed licence premises 7) Copy of Sugar Commissioner's approval for crushing 8) Gauging Certificates 9) Self- declaration stating no government dues 10) NOC from Pollution Control Board.	1) Application in prescribed format 2) Identity and address proof of the applicant (s) 3) Copy of Sugar Commissioner's approval for crushing sugarcane. 4) Detailed plan of proposed licence premises with the molasses storage tanks highlighted 5) Solvency certificate/Bank guarantee of the applicant 6) Gauging certificates 7) Single self- declaration in given format 8) Antecedent report from Police (Not required for Co-operative unit.)
9	Renewal of Form-M-I	1) Renewal Application in prescribed format 2) GRAS Challan for payment of Application and renewal fees 3) Original License 4) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 5) Self-declaration / Affidavit regarding no change in the entity 6) Self-declaration / Affidavit regarding no dues pending related to Breach cases 7) Self-declaration / Affidavit regarding no change in the approved premises of the license	1) Renewal application in prescribed format 2) Grass Challan for payment of application and renewal fees 3) Original license. 4) Single self- declaration in given format
10	Services related to MI		
a)	Transfer of Form M-I	1) Application for transfer of license 2) Original license copy of the M I 3) Address and identity proof of incoming person 4) Approval of name transfer from Sugar Commissioner 5) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 6) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 7) Self-declaration / Affidavit regarding no change in the entity 8) Self-declaration / Affidavit regarding no dues pending related to Breach cases 9) Self-declaration / Affidavit regarding no change in the approved premises of the license 10) Relinquishment Deed 11) Solvency certificate/Bank guarantee of the applicant 12) NOC of Premises Owner (In case applicant is not owner)	1) Application in prescribed format 2) Original license copy of the M I 3) Address and identity proof of incoming person 4) Approval of name transfer from Sugar Commissioner 5) Antecedent report from Police (Not required for Co-operative unit.) 7) Single self-declaration in given format 8) Solvency certificate/Bank guarantee of the applicant

b)	Addition and Deletion of Partner/s for M-I license	1) Application for transfer of license 2) Original license copy of the M I 3) Address and identity proof of incoming person 4) Approval of name transfer from Sugar Commissioner 5) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 6) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 7) Self-declaration / Affidavit regarding no change in the entity 8) Self-declaration / Affidavit regarding no dues pending related to Breach cases 9) Self-declaration / Affidavit regarding no change in the approved premises of the license 10) Relinquishment Deed 11) Solvency certificate/Bank guarantee of the applicant 12) NOC of Premises Owner (In case applicant is not owner)	1) Application in prescribed format 2) Original license copy of the M I 3) Address and identity proof of incoming person 4) Approval of name transfer from Sugar Commissioner 5) Antecedent report from Police (Not required for Co-operative unit.) 7) Single self-declaration in given format 8) Solvency certificate/Bank guarantee of the applicant
11	Approval of M-II	1) Application with court fee stamp Rs.5/- 2) Identity and address proof of the applicant 3) Purpose of M-II (Use of molasses) 4) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 5) Detail project report with quantity of molasses required 6) Storage arrangements for molasses with capacity 7) Calibration / Gauging charts 8) Self-declaration regarding molasses will not be misuse 9) Self-declaration for no dues of income tax, sale tax 10) Ownership Documents related to land/property 11) Lease agreement if property is on lease. 12) Details of premises/Blueprint 4 copies 13) Solvency certificate/Bank guarantee of the applicant 14) NOC of Premises Owner (In case applicant is not owner)	1) Application in prescribed format 2) Identity and address proof of the applicant 3) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 4) Detail project report with quantity of molasses required 5) Storage arrangements for molasses with capacity 6) Calibration / Gauging charts 7) Single Self-declaration in given format 8) Ownership Documents related to land/property 9) Lease agreement if property is on lease. 10) Details of premises/Blueprint 4 copies 11) Solvency certificate/Bank guarantee of the applicant 12) NOC of Premises Owner (In case applicant is not owner)
12	Renewal of Form-M-II	1) Renewal Application in prescribed format 2) GRAS Challan for payment of Application and renewal fees 3) Original License 4) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 5) Self-declaration / Affidavit regarding no change in the entity 6) Self-declaration / Affidavit regarding no dues pending related to Breach cases 7) Self-declaration / Affidavit regarding no change in the approved premises	1) Renewal application in prescribed format 2) Grass Challan for payment of application and renewal fees 3) Original license. 4) Single self- declaration in given format

13	Services related to MI		
a)	Transfer of Form M-II	1) Application for transfer of license 2) Original MII license 3) Address and identity proof of incoming person 4) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 5) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 6) Self-declaration / Affidavit regarding no change in the entity 7) Self-declaration / Affidavit regarding no dues pending related to Breach cases 8) Self-declaration / Affidavit regarding no change in the approved premises of the license 9) Relinquishment Deed 10) Solvency certificate/Bank guarantee of the applicant 11) NOC of Premises Owner (In case applicant is not owner)	1) Application in prescribed format 2) Original MII license 3) Address and identity proof of incoming person 4) Antecedent report from Police (Not required for Co-operative unit.) 5) Single self-declaration in given format 6) Solvency certificate/Bank guarantee of the applicant 7) NOC of Premises Owner (In case applicant is not owner)
b)	Addition and Deletion of Partner/s for M-II licence	1) Application for transfer of license 2) Original MII license 3) Address and identity proof of incoming person 4) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 5) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 6) Self-declaration / Affidavit regarding no change in the entity 7) Self-declaration / Affidavit regarding no dues pending related to Breach cases 8) Self-declaration / Affidavit regarding no change in the approved premises of the license 9) Relinquishment Deed 10) Solvency certificate/Bank guarantee of the applicant 11) NOC of Premises Owner (In case applicant is not owner)	1) Application in prescribed format 2) Original MII license 3) Address and identity proof of incoming person 4) Antecedent report from Police (Not required for Co-operative unit.) 5) Single self-declaration in given format 6) Solvency certificate/Bank guarantee of the applicant 7) NOC of Premises Owner (In case applicant is not owner)
14	Approval of M-III	1) Application with court fee stamp Rs.5/- 2) Identity and address proof of the applicant 3) Molasses storage arrangements with Capacity 4) Calibration / Gauging charts 5) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 6) Solvency certificate/Bank guarantee of the applicant 7) Self-declaration about molasses will not be misused 8) Self-declaration for no dues of income tax, sale tax	1) Application in prescribed format 2) Identity and address proof of the applicant 3) Molasses storage arrangements with Capacity 4) Calibration / Gauging charts 5) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 6) Solvency certificate/Bank guarantee of the applicant 7) Single self-declaration in given format 8) Antecedent report from Police department.

		9) Ownership documents related to land/property 10) Lease agreement if property is on lease. 11) Premises details/ Blueprint 4 Copies 12) NOC of Premises Owner (In case applicant is not owner)	9) Ownership documents related to land/property 10) Lease agreement if property is on lease. 11) Premises details/ Blueprint 4 Copies 12) NOC of Premises Owner (In case applicant is not owner)
15	Renewal of Form-M-III	1) Renewal Application in prescribed format 2) GRAS Challan for payment of Application and renewal fees 3) Original License 4) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 5) Self-declaration / Affidavit regarding no change in the entity 6) Self-declaration / Affidavit regarding no dues pending related to Breach cases 7) Self-declaration / Affidavit regarding no change in the approved premises of the license	1) Renewal application in prescribed format 2) Grass Challan for payment of application and renewal fees 3) Original license. 4) Single self- declaration in given format
16	Services related to MIII		
a)	Transfer of Form M-III	1) Application with Photograph and Signature of Applicant(s) 2) Identity and address proof of incoming person 3) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 4) Original M III License 5) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 6) Relinquishment Deed 7) NOC of Premises Owner (In case applicant is not owner) 8) Solvency certificate/Bank guarantee of the applicant	1) Application in prescribed format 2) Identity and address proof of incoming person 3) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 4) Original M III License 5) Single Self-declaration in given format 6) Solvency certificate/Bank guarantee of the applicant 7) NOC of Premises Owner (In case applicant is not owner)
b)	Addition and Deletion of Partner/s for M-III licence	1) Application with Photograph and Signature of Applicant(s) 2) Identity and address proof of incoming partners 3) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 4) Original M III License 5) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 6) Relinquishment Deed 7) NOC of Premises Owner (In case applicant is not owner) 8) Solvency certificate/Bank guarantee of the applicant	1) Application in prescribed format 2) Identity and address proof of incoming partners 3) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 4) Original M III License 5) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 6) Solvency certificate/Bank guarantee of the applicant 7) NOC of Premises Owner (In case applicant is not owner)
17	Approval of M- IIIA	1) Application with court fee stamp Rs.5/- 2) Identity proof and address proof of applicant 3) No. of Cattles	1) Application in prescribed format 2) Identity proof and address proof of applicant 3) No. of Cattles

		4) Quantity of molasses required per month 5) Storage arrangements for molasses with capacity 6) Calibration / Gauzing charts 7) Self-declaration about molasses will not be misused 8) Self-declaration for no dues of income tax, sale tax 9) Details of premises/Blueprint 4 copies 10) Ownership Documents related to land/property 11) NOC of Premises Owner (In case applicant is not owner)	4) Quantity of molasses required per month 5) Storage arrangements for molasses with capacity 6) Single self-declaration in given format 7) Ownership Documents related to land/property 8) NOC of Premises Owner (In case applicant is not owner) 9) Antecedent report from the police department
18	Renewal of Form-M-III A	1) Renewal Application in prescribed format 2) GRAS Challan for payment of Application and renewal fees 3) Original License 4) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 5) Self-declaration / Affidavit regarding no change in the entity 6) Self-declaration / Affidavit regarding no dues pending related to Breach cases 7) Self-declaration / Affidavit regarding no change in the approved premises of the license	1) Renewal application in prescribed format 2) Grass Challan for payment of application and renewal fees 3) Original license 4) Single self- declaration in given format
19	Services related to M-III A		
a)	Transfer of Form M-III A	1) Application with Photograph and Signature of Applicant(s) 2) Address and Identity proof of the applicant 3) Original M III A License 4) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 5) Relinquishment Deed 6) NOC of Premises Owner (In case applicant is not owner)	1) Application in prescribed format 2) Address and Identity proof of the applicant 3) Original M III A License 4) Single self-declaration in given format 5) Antecedent report of the applicant
b)	Addition and Deletion of Partner/s for M- IIIA licence	1) Application with Photograph and Signature of Applicant(s) 2) Address and Identity proof of the applicant 3) Original M III A License 4) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 5) Relinquishment Deed 6) NOC of Premises Owner (In case applicant is not owner)	1) Application in prescribed format 2) Address and Identity proof of the applicant 3) Original M III A License 4) Single self-declaration in given format 5) Antecedent report of the applicant
20	Approval of M-IV	1) Application along with License details 2) Quantity of molasses to be imported 3) Details of the unit from where import is going to be done 4) Export permit of respective state 5) Route of transport	1) Application along with License details 2) Quantity of molasses to be imported 3) Details of the unit from where import is going to be done 4) Export permit of respective state 5) Route of transport

21	Approval of M-V	1) Application along with License details 2) Quantity of molasses to be Exported 3) Details of the unit where Export is going to be done 4) Import permit of respective state 5) Route of transport 6) Copy of agreement with the exporting unit 7) EVC of previous exports 8) Self-declaration that he is ready to pay export fee difference if export fee increased.	1) Application along with License details 2) Quantity of molasses to be Exported 3) Details of the unit where Export is going to be done 4) Import permit of respective state 5) Route of transport 6) Copy of agreement with the exporting unit 7) EVC of previous exports 8) Self-declaration that he is ready to pay export fee difference if export fee increased.
22	Renewal of Form I	1) Renewal Application along with Court Fee Stamp of Rs.5/- 2) GRAS Challan for payment of Application fees 25/- Rs and renewal fees as per Quota. 3) Original License copy. 4) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 5) Sales Tax No dues Certificate if license is enlisted in the list provided by Sales Tax Department till 15th February 6) Details of any pending action against Unit. 7) Certificate of in charge officer regarding No dues pending related to any Breach cases, Supervision Charges or other dues. 8) Spirit production statement of last year	1) Renewal Application in prescribed format 2) GRAS Challan for payment of application and renewal fees 3) Original License copy. 4) Spirit production statement of last year 5) Singal self-declaration in given format 6) Certificate of In-charge Officer regarding No dues pending related to any Breach cases, Supervision Charges or other dues.
23	Renewal of PLL	1) Renewal Application along with Court Fee Stamp of Rs.5/- 2) GRAS Challan for payment of Application fees 25/- Rs and renewal fees as per Quota. 3) Original License copy. 4) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 5) Sales Tax No dues Certificate if license is enlisted in the list provided by Sales Tax Department till 15th February 6) Details of any pending action against Unit. 7) Certificate of in charge officer regarding No dues pending related to any Breach cases, Supervision Charges or other dues. 8) Liquor production statement of last year	1) Renewal Application in prescribed format 2) GRAS Challan for payment of application and renewal fees 3) Original License copy. 4) Liquor production statement of last year 5) Singal self-declaration in given format 6) Certificate of In-charge Officer regarding No dues pending related to any Breach cases, Supervision Charges or other dues.
24	Renewal of CL 1	1) Renewal Application along with Court Fee Stamp of Rs.5/- 2) GRAS Challan for payment of Application fees 25/- Rs and renewal fees as per Quota. 3) Original License copy. 4) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other	1) Renewal Application in prescribed format 2) GRAS Challan for payment of application and renewal fees 3) Original License copy. 4) Liquor production statement of last year 5) Singal self-declaration in given format

		Government department 5) Sales Tax No dues Certificate if license is enlisted in the list provided by Sales Tax Department till 15 th February 6) Details of any pending action against Unit. 7) Certificate of in charge officer regarding No dues pending related to any Breach cases, Supervision Charges or other dues. 8) Liquor production statement of last year	6) Certificate of In-charge Officer regarding No dues pending related to any Breach cases, Supervision Charges or other dues.
25	Services related to CL 1		
a)	Transfer of CL 1 from one name to another	1) Application in form C.L.A with challan of 500/- 2) Original license copy of CL 1 3) Photograph and Signature of Applicant(s) 4) Address, Identity Proof of the applicant 5) Solvency certificate/Bank guarantee of the applicant 6) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 7) Self-declaration / Affidavit regarding no change in the entity 8) Self-declaration / Affidavit regarding no dues pending related to Breach cases 9) Self-declaration / Affidavit regarding no change in the approved premises of the license 10) Solvency certificate/Bank guarantee of the applicant 11) NOC of Premises Owner (In case applicant is not owner) 12) Relinquishment deed	1) Application in prescribed format 2) Original license copy of CL 1 3) Address, Identity Proof of the incoming person 4) Solvency certificate/Bank guarantee of incoming person 5) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 6) Antecedent Report from Police Department 7) Single Self-declaration in given format
b)	Addition or Deletion of Partner to CL 1 license.	1) Application in form C.L.A with challan of 500/- 2) Original license copy of CL 1 3) Photograph and Signature of Applicant(s) 4) Address, Identity Proof of the applicant 5) Solvency certificate/Bank guarantee of the applicant 6) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 7) Self-declaration / Affidavit regarding no change in the entity 8) Self-declaration / Affidavit regarding no dues pending related to Breach cases 9) Self-declaration / Affidavit regarding no change in the approved premises of the license 10) Solvency certificate/Bank guarantee of the applicant 11) NOC of Premises Owner (In case applicant is not owner) 12) Relinquishment deed	1) Application in prescribed format 2) Original license copy of CL 1 3) Address, Identity Proof of the incoming person 4) Solvency certificate/Bank guarantee of incoming person 5) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 6) Antecedent Report from Police Department 7) Single Self-declaration in given format

26	Renewal of BRL license	1) Renewal Application in Form BRA along with Court Fee Stamp of Rs.5/- 2) GRAS Challan for payment of Application fees 25/- Rs and renewal fees as per Quota. 3) Original BRL License copy 4) FDA licence copy 5) Certificate of In-charge Brewery/Manufactory Officer regarding No dues pending related to any Breach cases, Supervision Charges or other dues. 6) Self-declaration / Affidavit regarding no change in the entity 7) Self-declaration / Affidavit regarding no dues pending related to Breach cases 8) Self-declaration / Affidavit regarding no change in the approved premises of the license 9) Details of last 3 years production, sale and revenue.	1) Renewal Application in prescribed format 2) GRAS Challan for payment of Application fees and renewal fees. 3) Original License copy. 4) Certificate of In-charge Brewery/Manufactory Officer regarding No dues pending related to any Breach cases, Supervision Charges or other dues. 5) Beer production statement of last year 6) Single self-declaration in given format
27	Approval Letter of Intent (LOI) and License approval for Microbrewery.	1) Application in Form BRA along with Court Fee Stamp of Rs.5/- 2) GRAS Challan for payment of Application fees 500/- Rs 3) Photograph and Signature of Applicant, Address proof, Identity Proof of Applicant(s) 4) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 5) Solvency Certificate /Bank Guarantee - 50% of Licence Fees. 6) Documents related to the place or property 7) Documents of Lease/Rent agreement 8) Completion or Occupancy Certificate of competent authority. 9) NOC OF GRAMSABHA/ NAGAR PALIKA/ NAGAR PANCHAYAT/ NAGAR PARISHAD 10) Certificate from Industries department for the project 12) Layout/ blue print of the project including details of equipment 13) Industrial N.A Certificate from concern authority 14) Manufacturing Process of Beer 15) NOC from pollution of control board 16) Affidavit regarding NON-Defaulter of Income Tax/Sales tax 17) Copy of valid Licence FL-3/E-Licence. (If applicable) 18) NOC from Fire Dept. 19) Details of Foreign Investment (if any) 20) Details Project Report (Including availability of RAW Material) 21) The amount of capital proposed to be invested in the venture	1) Application in prescribed format 2) GRAS Challan for payment of application fees 3) Proof for supply of electricity and water. 4) Detailed Project Report 5) Land Ownership documents 6) Consent to establish from MPCB 7) NOC of Gram Panchayat if not in industrial area 8) Company registration details 9) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 10) Details about investment / promoters 11) Companies PAN card, TAN card 12) Directors PAN card, DIN 13) Antecedent report from Police Department. (Not required if applicant is co-operative unit) 14) Blueprint 4 copies 15) Single self-declaration in given format 16) I.E.M/Industries department certificate 17) Solvency certificate/Bank guarantee of applicant 18) NOC of Premises Owner (In case applicant is not owner)

		22) Approximate date from which the Applicant desires to commence the brewery / manufactory 23) Details of Electric supply for project 24) Details of Water supply of project 25) Solvency certificate/Bank guarantee of applicant 26) NOC of Premises Owner (In case applicant is not owner)	
28	Renewal of Microbrewery	1) Renewal Application in Form BRA along with Court Fee Stamp of Rs.5/- 2) GRAS Challan for payment of Application fees 25/- Rs and renewal fees as per Quota. 3) Original BRL License copy. 4) FDA licence copy 5) Details of any pending action against Unit. 6) Certificate of In-charge Brewery/Manufactory Officer regarding No dues pending related to any Breach cases, Supervision Charges or other dues. 6) Self-declaration / Affidavit regarding no change in the entity 7) Self-declaration / Affidavit regarding no dues pending related to Breach cases 8) Self-declaration / Affidavit regarding no change in the approved premises of the license 9) Details of last 3 years production, sale and revenue.	1) Renewal Application in prescribed format 2) GRAS Challan for payment of application and renewal fees. 3) Original License copy. 4) Certificate of In-charge Brewery/Manufactory Officer regarding No dues pending related to any Breach cases, Supervision Charges or other dues. 5) Beer production statement of last year 6) Single self-declaration in given format
29	Services related to Microbrewery		
a)	Transfer of Microbrewery	1) Application with court fee stamp in form BRA with challan of 25/- Rs. 2) Original license copy of BRL Licence 3) Photograph and Signature of Applicant(s) 4) Address, Identity Proof of incoming person 5) Company Documents: a. Memorandum of Association - MOA b. Articles of Association - AOA c. Certificate of Incorporation - COI d. PAN Card and GST no e. List of Directors f. Directors Character certificate g. Company Master Data on MCA h. Shop Act License for the said premises i. MVAT (Maharashtra Value Added Tax) Certificate j. Food and Drug Administration Licence copy 6) Solvency Certificate /Bank Guarantee of the incoming person	1) Application in prescribed format 2) Original license copy of BRL Licence 3) Photograph and Signature of Applicant(s) 4) Address and Identity Proof of incoming person 5) Company Documents: a. Memorandum of Association - MOA b. Articles of Association - AOA c. Certificate of Incorporation - COI d. PAN Card and GST no e. List of Directors f. Directors Character certificate g. Company Master Data on MCA 6) Antecedent Report from Police Department 7) Solvency certificate of incoming person 8) Single Self-declaration in given format

		7) Self-declaration / Affidavit regarding no change in the entity 8) Self-declaration / Affidavit regarding no dues pending related to Breach cases 9) Self-declaration / Affidavit regarding no change in the approved premises of the license 10) Relinquishment Deed 11) NOC of Premises Owner (In case applicant is not owner)	
b)	Addition/Deletion of Parntner in Microbrewery	1) Application with court fee stamp in form BRA with challan of 25/- Rs. 2) Original license copy of BRL Licence 3) Photograph and Signature of Applicant(s) 4) Address Proof Identity Proof 5) Documents related to type of entity: a. Memorandum of Association - MOA b. Articles of Association - AOA c. Certificate of Incorporation - COI d. PAN Card and GST no e. List of Directors f. Directors Character certificate g. Company Master Data on MCA 6) Shop Act License for the said premises 7) MVAT (Maharashtra Value Added Tax) Certificate 8) Food and Drug Administration Licence copy 9) Solvency Certificate /Bank Guarantee of the incoming person 10) Self-declaration / Affidavit regarding no change in the entity 11) Self-declaration / Affidavit regarding no dues pending related to Breach cases 12) Self-declaration / Affidavit regarding no change in the approved premises of the license 13) Relinquishment Deed 14) NOC of Premises Owner (In case applicant is not owner)	1) Application in prescribed format 2) Original license copy of BRL Licence 3) Photograph and Signature of Applicant(s) 4) Address Proof Identity Proof 5) Documents related to type of entity: a. Memorandum of Association - MOA b. Articles of Association - AOA c. Certificate of Incorporation - COI d. PAN Card and GST no e. List of Directors f. Directors Character certificate g. Company Master Data on MCA 6) Antecedent Report from Police Department 7) Solvency Certificate /Bank Guarantee of incoming person 8) Single Self-declaration in given format
30	Approval Letter of Intent (LOI) and License approval for Winery	1) Application in Form BRA along with Court Fee Stamp of Rs.5/- 2) GRAS Challan for payment of Application fees 500/- Rs 3) Photograph and Signature of Applicant, Address proof, Identity Proof of Applicant(s) 4) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 5) Solvency Certificate /Bank Guarantee of the applicant 6) Documents related to the place or property 7) Documents of Lease/Rent agreement	1) Application in prescribed format 2) GRAS Challan for payment of Application fee 3) Proof for supply of electricity and water. 5) Detailed Project Report 6) Land Ownership documents 7) Consent to establish from MPCB 8) NOC of Gram Panchayat if not in industrial area 9) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 10) Details about investment / promoters

		8) Completion or Occupancy Certificate of competent authority. 9) NOC of Gramsabha / Local Self-Government 10) Certificate from Industries department for the project 11) Layout/ blue print of the project including details of equipment 12) Industrial N.A Certificate from concern authority 13) Manufacturing Process of Beer 14) NOC from pollution control board 15) Affidavit regarding NON-Defaulter of Income Tax/Sales tax 16) NOC from Fire Dept. 18) Details of Foreign Investment (if any) 19) Details Project Report (Including availability of RAW Material) 20) The amount of capital proposed to be invested in the venture 21) Approximate date from which the Applicant desires to commence the brewery / manufactory 22) Details of Electric supply for project 23) Details of Water supply of project 24) NOC of Premises Owner (In case applicant is not owner)	11) Companies PAN card, TAN card 12) Directors PAN card, DIN 13) Antecedent report from Police Department. (Not required if applicant is co-operative unit) 14) Blueprint 4 copies 15) Single self-declaration in given format 16) I.E.M/Industries department certificate
31	Renewal of Winery	1) Renewal Application in Form BRA along with Court Fee Stamp of Rs.5/- 2) GRAS Challan for payment of Application fees 25/- Rs and renewal fees as per Quota. 3) Original BRL License copy. 4) FDA licence copy 6) Certificate of In-charge Brewery/Manufactory Officer regarding No dues pending related to any Breach cases, Supervision Charges or other dues. 7) Self-declaration / Affidavit regarding no change in the entity 8) Self-declaration / Affidavit regarding no dues pending related to Breach cases 9) Self-declaration / Affidavit regarding no change in the approved premises of the license 10) Details of last 3 years production, sale and revenue.	1) Renewal Application in prescribed format 2) GRAS Challan for payment of Application fees 25/- Rs and applicable renewal fees. 3) Original License copy. 4) Certificate of In-charge Brewery/Manufactory Officer regarding No dues pending related to any Breach cases, Supervision Charges or other dues. 5) Wine production statement of last year 6) Single self-declaration in given format
32	Services Related to Winery		
a)	Transfer of Winery	1) Application with court fee stamp in form BRA with challan of 25/- Rs. 2) Original license copy of BRL Licence 3) Photograph and Signature of Applicant(s) 4) Address and Identity Proof of incoming person	1) Application in prescribed format 2) Original license copy of BRL Licence 3) Photograph and Signature of Applicant(s) 4) Address and Proof Identity Proof of incoming person

		5) Documents related to type of entity: a) Memorandum of Association - MOA b) Articles of Association - AOA c) Certificate of Incorporation - COI d) PAN Card and GST no e) List of Directors f) Directors Character certificate g) Company Master Data on MCA 6) Shop Act License for the said premises 7) MVAT (Maharashtra Value Added Tax) Certificate 8) Food and Drug Administration Licence copy 9) Solvency Certificate /Bank Guarantee - 50% of Licence Fees. 10) Self-declaration / Affidavit regarding no change in the entity 11) Self-declaration / Affidavit regarding no dues pending related to Breach cases 12) Self-declaration / Affidavit regarding no change in the approved premises of the license 13) Relinquishment Deed	5) Documents related to type of entity : a) Memorandum of Association - MOA b) Articles of Association - AOA c) Certificate of Incorporation - COI d) PAN Card and GST no e) List of Directors f) Directors Character certificate g) Company Master Data on MCA 6) Antecedent Report from Police Department 7) Single Self-declaration in given format
b)	Addition or Deletion of Partner in Winery	1. Application with court fee stamp in form BRL A with challan of 25/- Rs. 2. Original license copy of BRL(Microbrewery) Licence 3. Photograph and Signature of Applicant(s) 4. Address Proof Identity Proof (Any-one) 5. Documents related to type of entity : a) Memorandum of Association - MOA b) Articles of Association - AOA c) Certificate of Incorporation - COI d) PAN Card and GST no e) List of Directors f) Directors Character certificate g) Company Master Data on MCA 6) Shop Act License for the said premises 7) MVAT (Maharashtra Value Added Tax) Certificate 8) Food and Drug Administration Licence copy 9) Solvency Certificate /Bank Guarantee - 50% of Licence Fees. 10) Character Verification Report from Police Department 11) EMD in the form of Saving Certificate equal to annual license fee 12) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department	1) Application in prescribed format 2) Original license copy of BRL Licence 3) Photograph and Signature of Applicant(s) 4) Address Proof Identity Proof (Any-one) 5) Documents related to type of entity : a) Memorandum of Association - MOA b) Articles of Association - AOA c) Certificate of Incorporation - COI d) PAN Card and GST no e) List of Directors f) Directors Character certificate g) Company Master Data on MCA 6) Shop Act License for the said premises 7) Antecedent Report from Police Department 8) Self-declaration in given format

		13) Relinquishment Deed 14) Details of any pending action.	
33	Grant of Form DS I	1) Application along with Court Fee Stamp of Rs.5/- 2) Form I license copy 3) Consent to Establish/operate of Maharashtra Pollution Control Board 4) The final map approved for the unit by Commissioner, State Excise, Maharashtra State, Mumbai. 5) Original copy of Bond (FORM A) on stamp paper of Rs.500/- 6) Certificate of Incorporation 7) I. E. M. Certificate. 8) Documents of land/Property 9) No Objection Certificate dated from Village Development Officer/Sarpanch, Gram Panchayat 10) A separate room for the storage of denaturant 11) NOC of Maharashtra Fire Service Directorate 12) Certificate regarding completion of distillery project 13) Self -declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 14) Affidavit regarding no change in the entity, Director Board, no change in Event 15) Affidavit regarding no change in the approved premises of the license 16) List of Director Board 17) PESO certificate 18) Registration certificate from the GST department. 19) Photocopy of the PAN card of the entity	1) Application in prescribed format 2) Form I license copy or RS-II licence copy 3) Blue print showing separate room for the storage of denaturant and separate room for denaturation. 4) Single self-declaration in given format 5) Affidavit regarding bonafide use of denatured spirit
34	Renewal of DS I	1) Renewal Application in prescribed format 2) GRAS Challan for payment of Application and renewal fees 3) Original License 4) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 5) Self-declaration / Affidavit regarding no change in the entity 6) Self-declaration / Affidavit regarding no dues pending related to Breach cases 7) Self-declaration / Affidavit regarding no change in the approved premises of the license	1) Renewal application in prescribed format 2) Grass Challan for payment of application and renewal fees 3) Original license 4) Single self- declaration in given format

35	Approval of FL-1 License	1) Application with Photograph and Signature of Applicant(s) 2) Address and Identity of Applicant(s) 3) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 4) Solvency certificate/Bank Guarantee of applicant 5) Premises Details The area of the proposed store should be minimum 100 square meters or enough to store 5000 cases of foreign liquor at a time 6) Documents related to the place or property a) Documents of Ownership b) Lease agreement 7) Completion or Occupancy Certificate of Competent authority. 8) Plan of the proposed premises showing following details. a) Detailed plan of proposed licence premises. b) Location/site plan c) Boundaries (North, south, East, west) of proposed licence premises d) Schedule Of Area 9) Licence type & Trade Name under which the applicant wishes to operate his business. 10) Consent letter from PLL to appoint Applicant's firm as authorised Liquor Wholesaler. 11) Affidavit regarding Income Tax / Sales Tax for not having any arrears of this Department and as well as not having any Arrears of this Department and not holding any scheduled Licence 12) Shop & Establishment Act, form "D" licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village)	1) Application in prescribed format 2) Address and Identity of Applicant(s) 3) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 4) Solvency certificate/Bank Guarantee of applicant 5) Premises Details The area of the proposed store should be minimum 100 square meters or enough to store 5000 cases of foreign liquor at a time 6) Documents related to the place or property. a) Documents of Ownership b) Lease agreement 7) Completion or Occupancy Certificate of Competent authority. 8) Plan of the proposed premises showing following details. a) Detailed plan of proposed licence premises. b) Location/site plan c) Boundaries (North, south, East, west) of proposed licence premises d) Schedule Of Area 9) Antecedent report from Police Department 10) Single self-declaration in given format 11) Consent letter from PLL to appoint Applicant's firm as authorised Liquor Wholesaler
36	Renewal of FL-1	1) Renewal Application in prescribed format 2) GRAS Challan for payment of Application and renewal fees 3) Original License 4) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 5) Self-declaration / Affidavit regarding no change in the entity 6) Self-declaration / Affidavit regarding no dues pending related to Breach cases 7) Self-declaration / Affidavit regarding no change in the approved premises of the license 8) Last year liquor sale statement	1) Renewal application in prescribed format 2) Grass Challan for payment of application and renewal fees 3) Original license 4) Single self- declaration in given format 5) Last year liquor sale statement as per circular guidelines 6) Statement regarding previous years renewal fee adjustment

37	Services related to FL 1		
a)	Transfer of FL-1 License from One Name to another name	1) Application for transfer of license 2) Photograph and Signature of Applicant(s) 3) Address and Identity proof of Applicant 4) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 5) Solvency certificate/Bank Guarantee of the incoming person 6) Premises Details 7) Documents related to the place or property Documents of Ownership On Lease agreement 8) Self-declaration / Affidavit regarding no change in the entity 9) Self-declaration / Affidavit regarding no dues pending related to Breach cases 10) Self-declaration / Affidavit regarding no change in the approved premises of the license 11) Shop & Establishment Act, form “D” licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village. 12) Copy of FL-1 License with renewal entries(s) 13) NOC of Premises Owner (In case applicant is not owner)	1) Application in prescribed format 2) Address Proof / Identity proof of Applicant 3) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 4) Solvency certificate/ Bank Guarantee of the incoming person 5) Single self-declaration in the given format 6) Copy of License with renewal entries(s) 7) Antecedent report from police Department required
b)	Shifting of FL-1 license within Taluka	1) Application with Photograph and Signature of Applicant(s) 2) Address, Identity Proof of the Applicant 3) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 4) Premises Details The area of the proposed store should be minimum 100 square meters or enough to store 5000 cases of foreign liquor at a time 5) Documents related to the place or property a) Documents of Ownership b) On Lease agreement 6) Completion or Occupancy Certificate of Competent authority. 7) Plan of the proposed premises showing following details. a) Detailed plan of proposed licence premises. b) Location/site plan c) Boundaries(North, south, East, west) of proposed licence premises d) Schedule Of Area	1) Application in prescribed format 2) Address, Identity Proof of the Applicant 3) Premises Details The area of the proposed store should be minimum 100 square meters or enough to store 5000 cases of foreign liquor at a time 4) Documents related to the place or property. a) Documents of Ownership b) On Lease agreement 5) Authorised construction certificate/Completion or Occupancy Certificate of Competent authority. 6) Plan of the proposed premises showing following details. a) Detailed plan of proposed licence premises. b) Location/site plan c) Boundaries (North, south, East, west) of proposed licence premises d) Schedule Of Area 7) Single self-declaration in given format 8) Original license

		8) Licence type & Trade Name under which the applicant wishes to operate his business. 9) Self-declaration / Affidavit regarding no change in the entity 10) Self-declaration / Affidavit regarding no dues pending related to Breach cases 11) Shop & Establishment Act, form “D” licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village. 12) Property Tax receipt / Assessment Bill regarding the land authorization 13) Original license 14) Statement of liquor sale	
38	Shifting of FL-1 license (From one taluka to other within district)	1) Application with Photograph and Signature of Applicant(s) 2) Address, Identity Proof of the Applicant 3) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 4) Premises Details The area of the proposed store should be minimum 100 square meters or enough to store 5000 cases of foreign liquor at a time 5) Documents related to the place or property a) Documents of Ownership b) On Lease agreement 6) Completion or Occupancy Certificate of Competent authority. 7) Plan of the proposed premises showing following details. a) Detailed plan of proposed licence premises. b) Location/site plan c) Boundaries(North, south, East, west) of proposed licence premises d) Schedule Of Area 8) Licence type & Trade Name under which the applicant wishes to operate his business. 9) Self-declaration / Affidavit regarding no change in the entity 10) Self-declaration / Affidavit regarding no dues pending related to Breach cases 11) Shop & Establishment Act, form “D” licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village. 12) Property Tax receipt / Assessment Bill regarding the land authorization 13) Original license 14) Statement of liquor sale	1) Application in prescribed format 2) Address, Identity Proof of the Applicant 3) Premises Details The area of the proposed store should be minimum 100 square meters or enough to store 5000 cases of foreign liquor at a time 4) Documents related to the place or property. a) Documents of Ownership b) On Lease agreement 5) Authorised construction certificate/Completion or Occupancy Certificate of Competent authority. 6) Plan of the proposed premises showing following details. a) Detailed plan of proposed licence premises. b) Location/site plan c) Boundaries (North, south, East, west) of proposed licence premises d) Schedule Of Area 7) Single self-declaration in given format 8) Original license

39	Renewal of CL-II License	1) Renewal Application in prescribed format 2) GRAS Challan for payment of Application and renewal fees 3) Original License 4) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 5) Self-declaration / Affidavit regarding no change in the entity 6) Self-declaration / Affidavit regarding no dues pending related to Breach cases 7) Self-declaration / Affidavit regarding no change in the approved premises of the license 8) Last year liquor sale statement	1) Renewal application in prescribed format 2) Grass Challan for payment of application and renewal fees 3) Original license 4) Single self- declaration in given format 5) Last year liquor sale statement as per circular guidelines 6) Statement regarding previous years renewal fee adjustment
40	Services related to CL II		
a)	Transfer of CL-II License From One Name to another name	1) Application for name transfer 2) Photograph and Signature of Applicant(s) 3) Address Proof, Identity of Applicant(s) 4) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 5) Solvency certificate/ Bank Guarantee of the incoming person 6) premises Details 7) Documents related to the place or property Documents of Ownership On Lease agreement NOC of the owner for running Liquor business in his/her property 8) Self-declaration / Affidavit regarding no change in the entity 9) Self-declaration / Affidavit regarding no dues pending related to Breach cases 10) Self-declaration / Affidavit regarding no change in the approved premises of the license 11) Food & Drugs administration of Department License (form “C” certificate) 12) Shop & Establishment Act, form “D” licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village. 13) Original License	1) Application in prescribed format 2) Identity and Address proof of the applicant 3) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 4) Solvency certificate/ Bank Guarantee of the incoming person 5) Single self-declaration in given format 6) Antecedent report from police Department. 7) Identity and address proof 8) Single self-declaration in given format 9) Original License
b)	Shifting of CL-II License from one taluka to other within District	1) Application with Photograph and Signature of Applicant(s) 2) Address Proof, Identity Proof of Applicant(s) 3) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 4) Premises Details ➤ The area of the proposed store should be minimum 45 square meters or	1) Application in prescribed format 2) Premises Details The area of the proposed premises should be minimum 45 square meters or enough to store 2500 cases of foreign liquor at a time 3) Documents related to the place or property. a) Documents of Ownership b) Lease agreement

		enough to store 2500 cases of country liquor at a time 5) Documents related to the place or property Documents of Ownership On Lease agreement 6) Completion or Occupancy Certificate of Competent authority. 7) Plan of the proposed premises showing details. 8) Affidavit regarding Income Tax / Sales Tax for not having any arrears of this Department 9) Food & Drugs administration of Department License (form “C” certificate) 10) Shop & Establishment Act, form “D” licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village. 11) Property Tax receipt / Assessment Bill regarding the land authorization 12) Copy of CL-II License with renewal entries(s) Statement of liquor sale	4) Completion or Occupancy Certificate of Competent authority. 5) Plan of the proposed premises showing following details. a)Detailed plan of proposed licence premises. b)Location/site plan c)Boundaries (North, south, East, west) of proposed licence premises d)Schedule Of Area 6) Shop & Establishment Act, form “D” licence (Wherever its applicable)
c)	Addition/ Deletion of Partner/s for CL-II License	1) Application with Photograph and Signature of Applicant(s) 2) Address Proof, Identity of Applicant(s) 3) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 4) Solvency certificate/ Bank Guarantee of the incoming person 5) Premises Details 6) Documents related to the place or property Documents of Ownership On Lease agreement NOC of the owner for running Liquor business in his/her property 7) Consent letter of present licence holder 8) Consent letter of proposed licence holder 9) Affidavit regarding Income Tax / Sales Tax for not having any arrears of this Department and as well as not having any Arrears of this Department and not holding any scheduled Licence 10) Food & Drugs administration of Department License (form “C” certificate) 11) Shop & Establishment Act, form “D” licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village. 12) Copy of CL-II License with renewal entries(s) 13) Antecedent report from police Department required	1) Application in prescribed format 2) Address Proof / Identity proof of Applicant 3) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 4) Solvency certificate/ Bank Guarantee of the incoming person 5) Premises Details- On Lease agreement 6) Single self-declaration for no govt. dues. 7) Copy of CL-2 License with renewal entries(s) 8) Antecedent report from police Department required 9) Form CL 20 10) Identity and address proof 11) Single self-declaration in given format
41	Shifting of CL II (Within Taluka)	1) Application in given format with Photograph and Signature of Applicant(s) 2) Address Proof, Identity Proof of Applicant(s) 3) Documents related to type of Entity (Resolution of Board of directors, Certificate of	1) Application in prescribed format 2) Premises Details The area of the proposed premises should be minimum 45 square

		company registration and Certificate of Incorporation) 4) Premises Details ➤ The area of the proposed store should be minimum 45 square meters or enough to store 2500 cases of country liquor at a time 5) Documents related to the place or property Documents of Ownership On Lease agreement 6) Completion or Occupancy Certificate of Competent authority. 7) Plan of the proposed premises showing details. 8) Affidavit regarding Income Tax / Sales Tax for not having any arrears of this Department 9) Food & Drugs administration of Department License (form “C” certificate) 10) Shop & Establishment Act, form “D” licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village. 11) Property Tax receipt / Assessment Bill regarding the land authorization 12) Copy of CL-II License with renewal entries(s) Statement of liquor sale	meters or enough to store 2500 cases of foreign liquor at a time 3) Documents related to the place or property. a) Documents of Ownership b) On Lease agreement 4) Completion or Occupancy Certificate of Competent authority. 5) Plan of the proposed premises showing following details. a) Detailed plan of proposed licence premises. b) Location/site plan c) Boundaries (North, south, East, west) of proposed licence premises d) Schedule Of Area 6) Shop & Establishment Act, form “D” licence (Wherever its applicable)
42	Approval of FL/W-1 License	1) Application with Photograph and Signature of Applicant(s) 2) Address and Identity of Applicant(s) 3) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 4) Solvency certificate/Bank Guarantee of applicant 5) Premises Details The area of the proposed store should be minimum 100 square meters or enough to store 5000 cases of foreign liquor at a time 6) Documents related to the place or property a) Documents of Ownership b) Lease agreement 7) Completion or Occupancy Certificate of Competent authority. 8) Plan of the proposed premises showing following details. a. Detailed plan of proposed licence premises. b. Location/site plan c. Boundaries (North, south, East, west) of proposed licence premises 9) Licence type & Trade Name under which the applicant wishes to operate his business. 10) Consent letter from PLL to appoint Applicant’s firm as authorised Liquor Wholesaler. 11) Affidavit regarding Income Tax / Sales Tax for not having any arrears of this	1) Application in prescribed format 2) Address and Identity of Applicant(s) 3) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 4) Solvency certificate/Bank Guarantee of applicant 5) Premises Details The area of the proposed store should be minimum 100 square meters or enough to store 5000 cases of foreign liquor at a time 6) Documents related to the place or property. a) Documents of Ownership b) Lease agreement 7) Completion or Occupancy Certificate of Competent authority. 8) Plan of the proposed premises showing following details. e) Detailed plan of proposed licence premises. f) Location/site plan g) Boundaries (North, south, East, west) of proposed licence premises h) Schedule Of Area 9) Antecedent report from Police Department 10) Single self-declaration in given format 11) Consent letter from PLL to appoint Applicant’s firm as authorised Liquor Wholesaler

		Department and as well as not having any Arrears of this Department and not holding any scheduled Licence 12) Shop & Establishment Act, form “D” licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village	
43	Renewal of F.L.W 1 License	1) Renewal Application in prescribed format 2) GRAS Challan for payment of Application and renewal fees 3) Original License 4) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 5) Self-declaration / Affidavit regarding no change in the entity 6) Self-declaration / Affidavit regarding no dues pending related to Breach cases 7) Self-declaration / Affidavit regarding no change in the approved premises of the license 8) Last year liquor sale statement	1) Renewal application in prescribed format 2) Grass Challan for payment of application and renewal fees 3) Original license 4) Single self- declaration in given format 5) Last year liquor sale statement
44	Services related to F.L.W 1		
a)	Transfer of FL.W.1 License from One Name to another name	1) Application with Photograph and Signature of Applicant(s) 2) Address Proof identity proof of Applicant 3) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 4) Solvency Certificate/Bank Guarantee of the applicant 5) Premises Details 6) Documents related to the place or property Documents of Ownership 7) On Lease agreement 8) Affidavit regarding Income Tax / Sales Tax for not having any arrears of this Department and as well as not having any Arrears of this Department and not holding any scheduled Licence 9) Shop & Establishment Act, form “D” licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village. 10) Copy of F.L.W 1 License with renewal entries(s) 11) Antecedent report from police Department required	1) Application in prescribed format 2) Photograph and Signature of Applicant(s) 3) Address Proof / Identity proof of Applicant 4) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 5) Solvency Certificate/Bank Guarantee of the applicant 6) Copy of License 7) Antecedent report from police Department required 8) Single self-declaration in given format
b)	Shifting of FL.W-1 license within district	1) Application with Photograph and Signature of Applicant(s) 2) Address Proof of Applicant, Identity Proof 3) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 4) Premises Details	1) Application in prescribed format 2) Premises Details The area of the proposed store should be minimum 100 square meters or enough to store 5000 cases of foreign liquor at a time 3) Documents related to the place or property.

		The area of the proposed store should be minimum 100 square meters or enough to store 5000 cases of foreign liquor at a time 5) Documents related to the place or property a) Documents of Ownership b) Lease agreement 6) Completion or Occupancy Certificate of Competent authority. 7) Plan of the proposed premises showing following details. a) Detailed plan of proposed licence premises. b) Location/site plan c) Boundaries(North, south, East, west) of proposed licence premises d) Schedule Of Area e) Licence type & Trade Name under which the applicant wishes to operate his business. f) Detailed address of proposed licence premises g) North Direction 8) Affidavit regarding Income Tax / Sales Tax for not having any arrears of this Department 9) Shop & Establishment Act, form “D” licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village. 10) Property Tax receipt / Assessment Bill regarding the land authorization 11) Copy of FL.W-1 License with renewal entries(s) 12) Statement of liquor sale	a)Documents of Ownership b) Lease agreement 4) Completion or Occupancy Certificate of Competent authority. 5) Plan of the proposed premises showing following details. a)Detailed plan of proposed licence premises. b)Location/site plan c)Boundaries (North, south, East, west) of proposed licence premises d)Schedule Of Area 6) Shop & Establishment Act, form “D” licence (Wherever its applicable)
c)	Addition/Deletion of Partner/s for FL/W-1 License	1) Application with Photograph and Signature of Applicant(s) 2) Address Proof identity proof of Applicant 3) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 4) Solvency Certificate/Bank Guarantee of the applicant 5) Premises Details 6) Documents related to the place or property i) Documents of Ownership ii) Lease agreement 7) Affidavit regarding Income Tax / Sales Tax for not having any arrears of this Department and as well as not having any Arrears of this Department and not holding any scheduled Licence 8) Shop & Establishment Act, form “D” licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for	1) Application in prescribed format 2) Photograph and Signature of Applicant(s) 3) Address Proof / Identity proof of Applicant 4) Documents related to type of Entity (Resolution of Board of directors, Certificate of company registration and Certificate of Incorporation) 5) Solvency Certificate/Bank Guarantee of the applicant 6) Copy of License 7) Antecedent report from police Department required 8) Single self-declaration in given format

		the village. 9) Copy of F.L.W 1 License with renewal entries(s)	
45	Approval of FL / W-II License	1) Application in Form of F.L.W/A-I along with Court Fee Stamp of ₹5/- and application fee of ₹100/- 2) Identity proof, address proof of applicant 3) Proof of the Applicant's entity type – 4) Premises Details a. Ownership documents b. Premises blueprints with details 5) Authorized Construction Certificate 6) Shop and Establishment license (if applicable) 7) Antecedent report from Police department. 8) Plan of the proposed premises showing following details. 9) Schedule Of Area 10) Single self-declaration in given format 11) Completion or Occupancy Certificate of Competent authority 12) Solvency Certificate/Bank Guarantee of the applicant	1) Application in prescribed format 2) Identity proof, address proof of applicant 3) Solvency Certificate/Bank Guarantee of the applicant 4) Documents related to the place or property. a) Documents of Ownership b) On Lease agreement 5) Completion or Occupancy Certificate of Competent authority. 6) Plan of the proposed premises showing following details/Blueprints. 7) Antecedent report from Police Department 8) Single self-declaration in given format
46	Renewal of FL / W-II licence	1) Renewal Application along with Court Fee Stamp of Rs. 5/- 2) GRAS Challan for payment of Application fees and renewal fees 3) Original License 4) Valid Food & Drugs administration form “C” certificate 5) Valid Shop & Establishment Act, form “D” licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village. 6) Self-declaration for no dues of Income Tax, Sales Tax or any other Government department 7) Sales Tax No dues Certificate if license is enlisted in the list provided by Sales Tax Department till 15 th February 8) Self-declaration regarding no change in the entity 9) No dues pending related to Breach cases 10) Self- declaration regarding no change in the approved premises of the license	1) Renewal Application along with Court Fees Stamp of Rs. 5/- 2) GRAS Challan for payment of Application fees and applicable renewal fees 3) Original License Copy 4) Single self-declaration in given format
47	Services related to FL/W II		
a)	Transfer of FL / W-II licence	1. Application with Photo and Signature of Applicant(s) 2. Address Proof, Identity Proof 3. Proof of the Applicant's entity type	1) Application in prescribed format 2) Identity proof, address proof of applicant 3) Solvency Certificate /Bank Guarantee of the proposed person

		4. Solvency Certificate /Bank Guarantee of the proposed person 5. Lease agreement with new licensee. 6. Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 7. Relinquishment Deed	4) Antecedent report from police Department 5) Single self-declaration in given format 6) Documents related to type of entity
b)	Shifting FL / W-II Licence	1) Application with stamp 5/- 2) Photograph and Signature of Applicant(s) 3) Address Proof, Identity Proof 4) Document related to Premises 5) Completion or Occupancy Certificate of competent authority 6) Plan of the proposed premises showing details 7) Reason for shifting with required documents 8) NOC of Gramsabha /Nagarpanchayat/Nagarparishad Self-declaration / Affidavit regarding no change in the entity 9) Self-declaration / Affidavit regarding no dues pending related to Breach cases 10) Self-declaration / Affidavit regarding no change in the approved premises of the license 11) Food & Drugs administration of Department License (form “C” certificate) 12) Shop & Establishment Act, form “D” licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village.	1) Application in prescribed format 2) Document related to Premises a) Ownership documents b) Lease agreement 3) Completion or Occupancy Certificate of competent authority 4) Plan of the proposed premises showing details 5) NOC of the owner (in case not the owner) 6) Reason for shifting with required documents 7) NOC of Gramsabha /Nagarpanchayat/Nagarparishad 8) Food & Drugs administration of Department License (form “C” certificate) 9) Shop & Establishment Act, form “D” licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village. 10) Single self-declaration in given format
c)	Addition and Deletion of Partner/s for licence in FL / W-II	1) Application with Photo and Signature of Applicant(s) 2) Address Proof, Identity Proof 3) Proof of the Applicant’s entity type 4) Solvency Certificate /Bank Guarantee of the proposed person 5) Lease agreement with new licensee. 6) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 7) Relinquishment Deed	1) Application in prescribed format 2) Identity proof, address proof of applicant 3) Solvency Certificate /Bank Guarantee of the proposed person 4) Antecedent report from police Department 5) Single self-declaration in given format 6) Documents related to type of entity
48	Approval of FL / BR-2	1) Application with Photograph and Signature of Applicant(s) 2) Address Proof, Identity Proof (Any-one) 3) Documents related to Type of Entity 4) Solvency Certificate /Bank Guarantee of the proposed person 5) Document related to Premises (As applicable) 6) Document of Ownership 7) Lease Agreement 8) Completion or Occupancy Certificate of competent authority	1) Application in prescribed format 2) Identity and address proof 3) Solvency Certificate /Bank Guarantee of the proposed person 4) Documents related to the place or property. i. Documents of Ownership ii. Lease agreement/ NOC of owner(In case applicant is not owner) 5) Completion or Occupancy Certificate of Competent authority. 6) Plan of the proposed premises showing details.

		9) Plan of the proposed premises showing details 10) No Objection Certificate issued by the Gram Panchayat and Gram Sabha Resolution 11) Food & Drugs administration form “C” certificate 12) Shop & Establishment Act, form “D” licence 13) Character Verification Report from Police Department 14) EMD in the form of Saving Certificate equal to annual license fee 15) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department	7) Antecedent report from Police Department 8) No Objection Certificate issued by the Gram Panchayat and Gram Sabha Resolution 9) Single self- declaration in given format 10) Food & Drugs administration form “C” certificate 11) Shop & Establishment Act, form “D” licence
49	Renewal of FL / BR-2 licence	1) Renewal Application along with Court Fee Stamp of Rs.5/- 2) GRAS Challan for payment of Application fees and renewal fees 3) Original License 4) Self-declaration for no dues of Income Tax, Sales Tax or any other Government department 5) Affidavit regarding no change in the entity 6) No dues pending related to Breach cases 7) Affidavit regarding no change in the approved premises of the license 8) Food & Drugs administration form “C” certificate 9) Shop & Establishment Act, form “D” licence	1) Renewal Application form 2) GRAS Challan for payment of Application fees and applicable renewal fees 3) Original License Copy 4) Single self-declaration in given format 5) Food & Drugs administration form “C” certificate 6) Shop & Establishment Act, form “D” licence
50	Services related to FL/BR 2		
a)	Transfer of FL/BR-2 licence	1) Application with Photograph and signature of applicant(s) 2) Address Proof, Identity Proof (Any-one) 3) Documents related to Type of Entity 4) Solvency Certificate /Bank Guarantee of the incoming person 5) If the proposed licensee is not owner of the premises, then the owner should give his consent for him- • Document of Ownership • Lease Agreement 6) Food & Drugs administration form “C” certificate 7) Shop & Establishment Act, form “D” licence 8) Character Verification Report from Police Department 9) EMD in the form of Saving Certificate equal to annual license fee 10) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 11) Relinquishment Deed	1) Application in prescribed format 2) Identity and address proof 3) Solvency Certificate /Bank Guarantee of the incoming person 4) Antecedent report from police Department 5) Food & Drugs administration form “C” certificate 6) Shop & Establishment Act, form “D” licence 7) Single self-declaration in given format

b)	Shifting FL / BR-2 licence (Within District).	1) Application with curt fees stamp ₹5/- 2) Document related to Premises Document of Ownership Lease Agreement 3) Authorised Construction certificate 4) Completion or Occupancy Certificate of competent authority 5) Plan of the proposed premises showing details a) Location/site plan b) Boundaries (North, south, East, west) of proposed licence premises 6) No Objection Certificate issued by the Gram Panchayat and Gram Sabha Resolution 7) Single self-declaration in given format	1) Application in prescribed format 2) Identity and address proof 3) Documents related to the place or property. i. Documents of Ownership ii. Lease agreement 4) Completion or Occupancy Certificate of Competent authority. 5) Plan of the proposed premises showing details. 6) No Objection Certificate issued by the Gram Panchayat and Gram Sabha Resolution 7) Single self- declaration in given format 8) NOC of the owner (In case of owner) 9) Food & Drugs administration form “C” certificate 10) Shop & Establishment Act, form “D” licence
c)	Addition and Deletion of Partner/s for licence in FL / BR-2	1) Application with Photograph and signature of applicant(s) 2) Address Proof, Identity Proof (Any-one) 3) Documents related to Type of Entity 4) Solvency Certificate /Bank Guarantee of the incoming person 5) If the proposed licensee is not owner of the premises, then the owner should give his consent for him- • Document of Ownership • Lease Agreement 6) Food & Drugs administration form “C” certificate 7) Shop & Establishment Act, form “D” licence 8) Character Verification Report from Police Department 9) EMD in the form of Saving Certificate equal to annual license fee 10) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 11) Relinquishment Deed	1) Application in prescribed format 2) Identity and address proof 3) Solvency Certificate /Bank Guarantee of the incoming person 4) Antecedent report from police Department 5) Food & Drugs administration form “C” certificate 6) Shop & Establishment Act, form “D” licence 7) Single self-declaration in given format
51	Approval of FL-3 License	1) Application in Form F.L. A–1C along with Court Fee Stamp of ₹5/- and application fee of ₹1000/- 2) Common Application Form 3) Document related to the place or property o Documents of Ownership/ Lease agreement (NOC of the owner for liquor business) 4) Plan of the proposed premises (Proposed Premises Blueprint (4 copies)) 5) Hotel license issued by the local authority and FSSAI license 6) Shop and Establishment license (if applicable) 7) Solvency/bank guarantee of the applicant 8) Antecedent report from Police department	1) Application in prescribed format 2) Identity and address proof of applicant 3) Document related to the place or property i. Documents of Ownership ii. Lease agreement (NOC of the owner for liquor business) 4) Plan of the proposed premises (Proposed Premises Blueprint 5) Food & Drugs administration form “C” certificate/ Eating house license wherever applicable 6) Shop & Establishment Act, form “D” licence 7) Solvency/bank guarantee of the applicant

		9) Single self-declaration in given format 10) Identity and address proof	8) Antecedent report from Police department 9) Single self-declaration in given format
52	Renewal of FL-3 licence	1) Renewal Application along with Court Fee Stamp of Rs.5/- 2) GRAS Challan for payment of Application fees and renewal fees 3) Original License 4) Valid Food & Drugs administration form “C” certificate 5) Valid Shop & Establishment Act, form “D” licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village. 6) Self-declaration for no dues of Income Tax, Sales Tax or any other Government department 7) Sales Tax No dues Certificate if license is enlisted in the list provided by Sales Tax Department till 15 th February 8) Affidavit regarding no change in the entity 9) No dues pending related to Breach cases 10) Affidavit regarding no change in the approved premises of the license	1) Renewal Application in prescribed format 2) GRAS Challan for payment of application and renewal fees 3) Original License Copy 4) Food & Drugs administration form “C” certificate/Eating house license wherever applicable 5) Shop & Establishment Act, form “D” licence 6) Self-declaration for no dues in given format
53	Services related to FL 3		
a)	Transfer of FL-3 licence	1) Application with Photograph and Signature of Applicant(s) 2) Address Proof (Any-One) 3) Identity Proof (Any-one) 4) Solvency Certificate /Bank Guarantee of the proposed person 5) If the proposed licensee is not owner of the premises then the owner should give his consent for him- • Document of Ownership • Lease Agreement 6) Eating House Licence (wherever is applicable) 7) Food & Drugs administration form “C” certificate 8) Shop & Establishment Act, form “D” licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village. 9) Character Verification Report from Police Department 10) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 11) Relinquishment Deed	1) Application in prescribed format 2) Identity and address proof 3) Solvency Certificate /Bank Guarantee of the proposed person. 4) Food & Drugs administration form “C” certificate/ Eating House Licence (wherever is applicable) 5) Shop & Establishment Act, form “D” licence (Wherever is applicable) 6) Antecedent Report from Police Department. 7) Self-declaration in given format
b)	Shifting FL -3 licence	1) Application with Photograph and Signature of Applicant(s) 2) Address Proof, Identity Proof (Any-one) 3) Document related to Premises (As applicable)	1) Application in prescribed format 2) Document related to Premises (As applicable) • Document of Ownership

	(Within District)	• Document of Ownership • Lease Agreement 4) Completion or Occupancy Certificate of competent authority 5) Plan of the proposed premises showing all details 6) Eating House Licence (wherever is applicable) 7) Food & Drugs administration form “C” certificate 8) Shop & Establishment Act, form “D” license 9) Law & Order report of the proposed premise from Police Department	• Lease Agreement (NOC of the owner for liquor business) 3) Completion or Occupancy Certificate of competent authority 4) Plan of the proposed premises showing all details 5) Food & Drugs administration form “C” certificate/ Eating House Licence (wherever is applicable) 6) Shop & Establishment Act, form “D” licence. 7) Single self-declaration in given format
c)	Addition and Deletion of Partner/s for licence in FL -3	1) Photograph and Signature of Applicant(s) 2) Address Proof, Identity Proof 3) Solvency Certificate /Bank Guarantee of the proposed person. 4) Partnership Deed 5) Eating House Licence (wherever is applicable) 6) Food & Drugs administration form “C” certificate 7) Shop & Establishment Act, form “D” 8) Police Verification certificate of the incoming partner 9) Affidavits regarding No dues of Income Tax and Sales Tax department 10) Declaration regarding Scheduled Licence	1) Application in prescribed format 2) Identity and address proof 3) Solvency Certificate /Bank Guarantee of the proposed person. 4) Food & Drugs administration form “C” certificate/ Eating House Licence (wherever is applicable) 5) Shop & Establishment Act, form “D” licence (Wherever is applicable) 6) Antecedent Report from Police Department. 7) Self-declaration in given format
d)	Approval for sale of Beer in sealed bottles From FL-3 Licence	1) Application along with Court Fee Stamp of INR 5/- and application fee of INR 1000/- 2) Identity proof, Address proof of applicant 3) Proof of the Applicant’s type/Entity 4) Photograph & Signature of applicant 5) Premises Details 6) Plan of the proposed premises showing details 7) Proposed Premises Blueprint (4 copies).	As the Applicant is already holding FLIII license, hence only Application should be taken along with application fee. No other documents required. Only separate registers should be maintained by the licensee.
54	Approval of FL-4 Licence	1) Application in Form F.L. A–1D along with Court Fee Stamp of ₹5/- and application fee of ₹50/- 2) Identity proof, Address proof of applicant 3) Registration certification of the club under the Bombay Public Trust Act, 1950 4) Document related to the place or property Documents of Ownership: On Lease Agreement 5) Plan of the proposed premises showing details Proposed Premises Blueprint (4 copies) 6) Food license issued by the local authority and FSSAI license 7) Shop and Establishment license (if applicable)	1) Application in prescribed format 2) Identity proof, Address proof of applicant 3) Registration certification of the club under the Bombay Public Trust Act, 1950 4) Document related to the place or property Documents of Ownership: Lease Agreement (NOC of the owner for liquor business) 5) Plan of the proposed premises showing details Proposed Premises Blueprint (4 copies) 6) Food license issued by the local authority and FSSAI license/ Eating House Licence (wherever is applicable)

		8) Bank guarantee 50% license fee 9) Antecedent report	7) Shop and Establishment license (if applicable) 8) Solvency Certificate /Bank Guarantee 9) Antecedent report from police department
55	Renewal of FL-4 licence	1) Renewal Application along with Court Fee Stamp of Rs.5/- 2) GRAS Challan for payment of Application fees and renewal fees 3) Original License 4) Valid Food & Drugs administration form “C” certificate 5) Valid Shop & Establishment Act, form “D” licence 6) Self- declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 7) Sales Tax No dues Certificate if license is enlisted in the list provided by Sales Tax Department till 15 th February 8) Affidavit regarding no change in the entity 9) No dues pending related to Breach cases 10) Affidavit regarding no change in the approved premises of the license	1) Renewal Application in prescribed format 2) GRAS Challan for payment of Application fees and applicable renewal fees 3) Original License Copy 4) Food license issued by the local authority and FSSAI license/ Eating House Licence (wherever is applicable) 5) Shop and Establishment license (if applicable) 6) Self declaration in given format
56	Approval of Form-E Licence.	1) Application in Form F.L. A–1C along with Court Fee Stamp of ₹5/- and application fee of ₹1000/- 2) Common Application Form 3) Document related to the place or property o Documents of Ownership/ Lease agreement (NOC of the owner for liquor business) 4) Plan of the proposed premises (Proposed Premises Blueprint (4 copies)) 5) Hotel license issued by the local authority and FSSAI license 6) Shop and Establishment license (if applicable) 7) Solvency/bank guarantee of the applicant 8) Antecedent report from Police department 9) Single self-declaration in given format 10) Identity and address proof	1) Application in prescribed format 2) Identity and address proof of applicant 3) Document related to the place or property i. Documents of Ownership ii. Lease agreement (NOC of the owner for liquor business) 4) Plan of the proposed premises (Proposed Premises Blueprint 5) Food & Drugs administration form “C” certificate/Eating house license wherever applicable 6) Shop & Establishment Act, form “D” licence 7) Solvency/bank guarantee of the applicant 8) Antecedent report from Police department 9) Single self declaration in given format
57	Renewal of Form-E licence	1) Renewal Application 2) GRAS Challan for payment of renewal fees 3) Original License 4) Valid Food & Drugs administration form “C” certificate 5) Valid Shop & Establishment Act, form “D” licence 6) Self-declaration for no dues of Income Tax, Sales Tax or any other Government department 7) Sales Tax No dues Certificate if license is enlisted in the list provided by Sales Tax Department till 15 th February 8) Affidavit regarding no change in the entity	1) Renewal Application in prescribed format 2) GRAS Challan for payment of application and renewal fees 3) Original License Copy 4) Food & Drugs administration form “C” certificate/Eating house license wherever applicable 5) Shop & Establishment Act, form “D” licence 6) Self-declaration for no dues in given format

		9) No dues pending related to Breach cases 10) Affidavit regarding no change in the approved premises of the license	
58	Approval of Form E-2 Licence	1) Application in Form F.L. A-1C along with Court Fee Stamp of ₹5/- and application fee of ₹1000/- 2) Document related to the place or property o Documents of Ownership/ Lease agreement (NOC of the owner for liquor business) 3) Plan of the proposed premises (Proposed Premises Blueprint (4 copies)) 4) Authorized Construction Certificate 5) Hotel license issued by the local authority and FSSAI license 6) Shop and Establishment license (if applicable) 7) Solvency/bank guarantee of the applicant 8) Antecedent report from Police department 9) Single self-declaration in given format 10) Identity and address proof	1) Application in prescribed format 2) Identity and address proof of applicant 3) Document related to the place or property i. Documents of Ownership ii. Lease agreement (NOC of the owner for liquor business) 4) Plan of the proposed premises (Proposed Premises Blueprint 5) Completion/occupancy certificate of competent authority. 6) Food & Drugs administration form “C” certificate/Eating house license wherever applicable 7) Shop & Establishment Act, form “D” licence 8) Solvency/bank guarantee of the applicant 9) Antecedent report from Police department 10) Single self declaration in given format
59	Renewal of Form-E -2 licence	1) Renewal Application 2) GRAS Challan for payment of renewal fees 3) Original License 4) Valid Food & Drugs administration form “C” certificate 5) Valid Shop & Establishment Act, form “D” licence 6) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 7) Sales Tax No dues Certificate if license is enlisted in the list provided by Sales Tax Department till 15 th February 8) Affidavit regarding no change in the entity 9) No dues pending related to Breach cases 10) Affidavit regarding no change in the approved premises of the license	1) Renewal Application in prescribed format 2) GRAS Challan for payment of application and renewal fees 3) Original License Copy 4) Food & Drugs administration form “C” certificate/Eating house license wherever applicable 5) Shop & Establishment Act, form “D” licence 6) Self-declaration for no dues in given format
60	Approval of MF-1	1) Application with Court Fee Stamp of INR 5/- and application fee of INR 50/- 2) Identity proof, Address proof of applicant 3) Documents related to TYPE OF ENTITY 4) Solvency Certificate /Bank Guarantee of the applicant 5) M.S.M.E certificate/ registration 6) Document related to the place or property Documents of Ownership: On Lease Agreement 7) Plan of the proposed premises showing details of machinery, working shed, storage structure, finished goods storage etc. (Proposed Premises Blueprint (4	1) Application in prescribed format 2) Identity proof, Address proof of applicant 3) Documents related to TYPE OF ENTITY 4) Solvency Certificate /Bank Guarantee of the applicant 5) M.S.M.E certificate/ registration 6) Document related to the place or property Documents of Ownership: Lease Agreement/ NOC of the owner 7) Plan of the proposed premises showing details of machinery, working shed, storage structure, finished goods storage etc.

		copies)) 8) Authorized Construction Certificate 9) Food license issued by the local authority and FSSAI license 10) Shop and Establishment license (if applicable) 11) Details of produce going to be manufactured 12) Manufacturing process 13) Antecedent report from the Police department.	(Proposed Premises Blueprint (4 copies)) 8) Authorized Construction Certificate 9) Food license issued by the local authority and FSSAI license 10) Shop and Establishment license (if applicable) 11) Details of produce going to be manufactured 12) Manufacturing process 13) Antecedent report from the Police department.
61	Renewal of MF-1	1) Renewal Application 2) GRAS Challan for payment of renewal fees 3) Original License 4) Valid Food & Drugs administration form “C” certificate 5) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 6) Affidavit regarding no change in the entity 7) No dues pending related to Breach cases 8) Affidavit regarding no change in the approved premises of the license	1) Renewal Application along with Court Fees Stamp of Rs. 5/- 2) GRAS Challan for payment of Application fees and applicable renewal fees 3) Original License Copy 4) Single self-declaration in given format 5) Food license issued by the local authority and FSSAI license
62	Services related to MF 1		
a)	Transfer of MF-1 from one name to other	1) Application with Court Fee Stamp of INR 5/- and application fee of INR 50/- 2) Identity proof, Address proof of applicant 3) Documents related to type of entity 4) Solvency Certificate /Bank Guarantee of the incoming person. 5) M.S.M.E certificate/ registration 6) Document related to the place or property Documents of Ownership: On Lease Agreement 7) Food license issued by the local authority and FSSAI license 8) Shop and Establishment license (if applicable) 9) Antecedent report from the Police department.	1) Application in prescribed format 2) Identity proof, Address proof of applicant 3) Documents related to type of entity 4) Solvency Certificate /Bank Guarantee of the incoming person. 5) M.S.M.E certificate/ registration 6) Food license issued by the local authority and FSSAI license 7) Antecedent report from the Police department.
63	Approval of MF-2	1) Application and challan 2) Identity and address proof 3) Proof of recognised body 4) Proof that location is in scheduled area 5) NOC of Grampanchayat 6) Storage godown documents 7) Document related to the place or property Documents of Ownership:	1) Application in prescribed format 2) Identity and address proof 3) Proof of recognised body with majority of members from the Scheduled tribe 4) Proof that location is in scheduled area 5) Gramsabha resolution if premises is owned by grampanchayat 6) Document related to the place or property Documents of Ownership:

		On Lease Agreement 8) Blueprint of proposed license site showing storage structures. 9) Single self declaration in given format	Lease Agreement/ NOC of the owner 7) Blueprint of proposed license site showing storage structures. 8) Single self declaration in given format
64	Renewal of MF-2	1) Renewal Application 2) GRAS Challan for payment of renewal fees 3) Original License 4) Self-declaration / Affidavit for no dues of Income Tax, Sales Tax or any other Government department 5) Affidavit regarding no change in the entity 6) No dues pending related to Breach cases 7) Affidavit regarding no change in the approved premises of the license	1) Renewal Application along with Court Fees Stamp of Rs. 5/- 2) GRAS Challan for payment of Application fees and applicable renewal fees 3) Original License Copy 4) Single-self declaration in given format
65	Transfer of MF II	1) Application and challan 2) Identity and address proof 3) Proof of recognised body 4) NOC of Previous licensee 5) Single self declaration in given format 6) Solvency Certificate /Bank Guarantee of the incoming person. 7) NOC of the owner of the premises as the case may be	1) Application and challan 2) Proof of recognised body in case of transfer of license to other such institute 3) NOC of Previous licensee 4) Single self declaration in given format 5) Antecedent report of police department 6) Solvency Certificate /Bank Guarantee of the incoming person. 7) NOC of the owner of the premises as the case may be
66	Approval of Form N-III	1) Application form 2) List of Neera Shops of the Society. 3) No of Neera trees available for tapping along with 7/12 4) Inspection report that trees are not used by other shops 5) Self-declaration that no adulteration will be done in Neera. 6) Food & Drugs administration form “C” certificate/Eating house license wherever applicable 7) Details of premises used for storage of Neera. 8) Antecedent report from Police department.	1) Application in prescribed format 2) Identity and address proof 3) List of Neera Shops of the Society. 4) No of Neera trees available for tapping along with 7/12 5) Inspection report that trees are not used by other shops 6) Self-declaration that no adulteration will be done in Neera. 7) Food & Drugs administration form “C” certificate/Eating house license wherever applicable 8) Details of premises used for storage of Neera.
67	Renewal of Form-N-III licence	1) Application form 2) Inspection report of Inspector 3) Self-declaration that no adulteration will be done in Neera. 4) Valid Food and drugs license	1) Application in prescribed format 2) GRAS Challan for payment of Application fees and applicable renewal fees 3) Original License Copy 4) Self declaration in given format

68	Services related to N III		
a)	Addition and Deletion of Partner/s for licence in Form- N-III licence	1) Application form 2) Photograph and Signature of Applicant(s) 3) Address Proof, identity Proof (Any-one) 4) Partnership Deed 5) Food & Drugs administration form “C” certificate 6) Self-declaration regarding No dues of Income Tax and Sales Tax department 7) Antecedent report from Police department.	1) Application in prescribed format 2) Address Proof, identity Proof 3) Food & Drugs administration form “C” certificate 4) Self-declaration regarding No dues of Income Tax and Sales Tax department 5) Antecedent report from Police department.
69	Grant of RS II	1. Application in prescribed format 2. Details of Storage 3. Gauging charts if quantity is more 4. Fire certificate if quantity is more than 50 litres 5. Bond in form A 6. List of final products 7. Documents related to place 8. Antecedent report of Applicant 9. District industries centre NOC	1) Application in prescribed format 2) Details of Storage 3) Gauging charts if quantity is more 4) Fire certificate if quantity is more than 50 litres 5) Bond in form A 6) List of final products 7) Documents related to place/property 8) Antecedent report of Applicant 9) District industries centre NOC
70	Renewal of RS II	1) Application form 2) Gras Challan 3) Original License Copy 4) Inspection report of Inspector 5) Self-declaration that no change is made in approved premises 6) Self-declaration for no govt. dues 7) Fire certificate if quantity is more than 50 litres	1) Application in prescribed format 2) GRAS Challan for payment of Application fees and applicable renewal fees 3) Original License Copy 4) Single Self-declaration in given format 5) Fire certificate if quantity is more than 50 litres
71	Grant of RS VI	1. Application with fee 10 Rs. 2. Details of Storage 3. Gauging charts 4. Fire certificate 5. Documents related to place 6. Detailed plan of premises 7. Antecedent report of applicant. 8. Single Self-declaration in given format	1. Application in prescribed format 2. Details of Storage 3. Gauging charts 4. Fire certificate 5. Documents related to place/property 6. Detailed plan of premises/Bleuprint 7. Antecedent report of applicant 8. Single Self-declaration in given format
72	Renewal of RS VI	1) Application form 2) Gras Challan 3) Original License Copy 4) Inspection report of Inspector 5) Self-declaration that no change is made in approved premises	1) Application in prescribed format 2) GRAS Challan for payment of Application fees and applicable renewal fees 3) Original License Copy 4) Fire certificate

		6) Self-declaration for no govt. dues 7) Fire certificate	5) Single Self-declaration in given format
73	Grant of RS VI-A	1. Application with fee 10 Rs. 2. Details of Storage 3. Gauging charts 4. Fire certificate 5. Documents related to place 6. Detailed plan of premises 7. Bottling unit details 8. Antecedent report of applicant	1. Application in prescribed format 2. Details of Storage 3. Gauging charts 4. Fire certificate 5. Documents related to place/Blueprint 6. Detailed plan of premises 7. Bottling unit details 8. Antecedent report of applicant
74	Renewal of RS VI A	1) Application form 2) Gras Challan 3) Original License Copy 4) Inspection report of Inspector 5) Self-declaration that no change is made in approved premises 6) Self-declaration for no govt. dues 7) Fire certificate	1) Renewal application in prescribed format 2) GRAS Challan for payment of Application fees and applicable renewal fees 3) Original License Copy 4) Self-declaration in given format 5) Fire certificate
75	Services related to RS VI A		
a)	Addn/Deln from RS VI A	1) Application form 2) Photograph and Signature of Applicant(s) 3) Address Proof, identity Proof (Any-one) 4) Partnership Deed 5) Self-declaration regarding No dues of Income Tax and Sales Tax department 6) Antecedent report from Police department.	1) Application form in prescribed format 2) Address Proof, identity Proof 3) Single self-declaration in given format 4) Antecedent report from Police department.
76	Grant of RS VII	1) Application form 2) Gras Challan 3) Original License Copy 4) Inspection report of Inspector 5) Self-declaration that no change is made in approved premises 6) Self-declaration for no govt. dues 7) Fire certificate	1) Application in prescribed format 2) GRAS Challan for payment of Application fees and applicable renewal fees 3) Original License Copy 4) Fire certificate 5) Single Self-declaration in given format
77	Renewal of RS VII	1) Application form 2) Gras Challan 3) Original License Copy 4) Inspection report of Inspector 5) Self-declaration that no change is made in approved premises Self-declaration for no govt. dues	1) Renewal Application in prescribed format 2) GRAS Challan for payment of Application fees and applicable renewal fees 3) Original License Copy 4) Self-declaration in given format

78	Approval of Form CL/FL/TOD-3 Licence	1) Application in Form F.L. A-1C along with Court Fee Stamp of INR 5/- and application fee of INR 1000/- 2) Identity proof of applicant 3) Address proof of applicant 4) Proof of the Applicant's entity type 5) Document related to the place or property Documents of Ownership: On Lease Agreement 6) Proposed Premises Blueprint (4 copies).	As the Applicant is already holding valid FL2 license, hence only Application should be taken along with application fee. No other documents required
79	Renewal of Form CL/FL/TOD-3	1) Renewal Application along with Court Fee Stamp of Rs. 5/- 2) GRAS Challan for payment of Application fees and renewal fees 3) Original License 4) Valid Food & Drugs administration form "C" certificate 5) Valid Shop & Establishment Act, form "D" licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village. 6) Self-declaration for no dues of Income Tax, Sales Tax or any other Government department 7) Sales Tax No dues Certificate if license is enlisted in the list provided by Sales Tax Department till 15th February 8) Self-declaration regarding no change in the entity 9) No dues pending related to Breach cases 10) Self-declaration regarding no change in the approved premises of the license	1) Renewal Application in prescribed format 2) GRAS Challan for payment of Application fees and applicable renewal fees 3) Original License Copy 4) Single self-declaration in given format
80	Renewal of CL-3 Licence	1) Renewal Application 2) GRAS Challan for payment of Application fees and renewal fees 3) Original License 4) Food & Drugs administration form "C" certificate 5) Shop & Establishment Act, form "D" licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village. 6) Self-declaration for no dues of Income Tax, Sales Tax or any other Government department 7) Sales Tax No dues Certificate if license is enlisted in the list provided by Sales Tax Department till 15th February 8) Self-declaration regarding no change in the entity 9) No dues pending related to Breach cases 10) Self-declaration regarding no change in the approved premises of the license	1) Renewal Application in prescribed format 2) GRAS Challan for payment of Application fees and applicable renewal fees 3) Original License Copy 4) Single self-declaration in given format 5) Food & Drugs administration form "C" certificate

81	Services related to CL III		
a)	Transfer of CL-3 Licence from one name to another	1) Application along with Photograph and Signature of Applicant(s) 2) Address Proof, Identity Proof 3) Solvency Certificate /Bank Guarantee of proposed person 4) Declaration regarding the Scheduled license 5) If the proposed licensee is not owner of the premises, then the owner should give his consent for him- • Document of Ownership • Lease Agreement 6) Food & Drugs administration form “C” certificate 7) Shop & Establishment Act, form “D” licence 8) Character Verification Report from Police Department 9) Self-declaration for no dues of Income Tax, Sales Tax or any other Government department 10) Declaration regarding Scheduled Licence 11) Relinquishment Deed	1) Application in given format 2) Address Proof, Identity Proof 3) Solvency Certificate /Bank Guarantee of proposed person 4) Antecedent from Police Department 5) Self-declaration in given format 6) Food & Drugs administration form “C” certificate 7) Shop & Establishment Act, form “D” licence 8) Documents related to type of entity
b)	Addition and Deletion of Partner/s for licence in CL-3 Licence	1) Application along with Photograph and Signature of Applicant(s) 2) Address Proof, Identity Proof 3) Solvency Certificate /Bank Guarantee of proposed person 4) Declaration regarding the Scheduled license 5) If the proposed licensee is not owner of the premises, then the owner should give his consent for him- • Document of Ownership • Lease Agreement 6) Food & Drugs administration form “C” certificate 7) Shop & Establishment Act, form “D” licence 8) Character Verification Report from Police Department 9) Self-declaration for no dues of Income Tax, Sales Tax or any other Government department 10) Declaration regarding Scheduled Licence 11) Relinquishment Deed	1) Application in given format 2) Address Proof, Identity Proof 3) Solvency Certificate /Bank Guarantee of proposed person 4) Antecedent from Police Department 5) Self-declaration in given format 6) Food & Drugs administration form “C” certificate 7) Shop & Establishment Act, form “D” licence 8) Documents related to type of entity
c)	Shifting of CL-3 Licence (Within Taluka)	1) Application along with Photograph and Signature of Applicant(s) 2) Address Proof (Any-One) 3) Identity Proof (Any-one) 4) Document related to Premises (As applicable) 5) Document of Ownership 6) Lease Agreement	1) Application in prescribed format 2) Address Proof, Identity Proof 3) Document related to Premises (As applicable) iii) Document of Ownership iv) Lease Agreement/(NOC of the owner for liquor business) 4) Completion or Occupancy Certificate of competent authority

		7) Authorised Construction Certificate 8) Completion or Occupancy Certificate of competent authority 9) No Objection Certificate 10) If proposed premises situated in Gram Panchayat area- No Objection Certificate issued by the Gram Panchayat and Gram Sabha Resolution 11) If situated elsewhere, No Objection Certificate issued by the Municipal Competent Authority 12) Plan of the proposed premises showing all details 13) Food & Drugs administration form “C” certificate 14) Shop & Establishment Act, form “D” licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village. 15) Reason for shifting with documents	5) No Objection Certificate a) If proposed premises situated in Gram Panchayat area- No Objection Certificate issued by the Gram Panchayat and Gram Sabha Resolution b) If situated elsewhere, No Objection Certificate issued by the Municipal Competent Authority 6) Plan of the proposed premises showing all details/Blueprints 7) Food & Drugs administration form “C” certificate 8) Reason for shifting with documents
d)	Approval for sale of Beer in sealed bottles From CL-3 Licence	1) Application along with Court Fee Stamp of INR 5/- and application fee of INR 1000/- 2) Identity proof of applicant 3) Address proof of applicant 4) Proof of the Applicant’s type 5) Photograph & Signature of applicant 6) Premises Details 7) Plan of the proposed premises showing details 8) Proposed Premises Blueprint (4 copies).	As the Applicant is already holding CL III license, hence only Application should be taken along with application fee. No other documents required. Only separate registers should be maintained by the licensee.
82	Shifting of CL-3 Licence (Within District)	1) Application with Photograph and Signature of Applicant(s) 2) Address Proof 3) Identity Proof 4) Document related to Premises (As applicable) 5) Document of Ownership 6) Lease Agreement 7) Authorised Construction Certificate 8) Completion or Occupancy Certificate of competent authority 9) No Objection Certificate 10) If proposed premises situated in Gram Panchayat area- No Objection Certificate issued by the Gram Panchayat and Gram Sabha Resolution 11) If situated elsewhere, No Objection Certificate issued by the Municipal Competent Authority 12) Plan of the proposed premises showing all details 13) Food & Drugs administration form “C” certificate 14) Shop & Establishment Act, form “D” licence (Wherever is applicable /	1) Application in prescribed format 2) Address Proof, Identity Proof 3) Document related to Premises (As applicable) a) Document of Ownership b) Lease Agreement/(NOC of the owner for liquor business) 4) Completion or Occupancy Certificate of competent authority 5) No Objection Certificate a) If proposed premises situated in Gram Panchayat area- No Objection Certificate issued by the Gram Panchayat and Gram Sabha Resolution b) If situated elsewhere, No Objection Certificate issued by the Municipal Competent Authority 6) Plan of the proposed premises showing all details/Blueprints 7) Food & Drugs administration form “C” certificate 8) Reason for shifting with documents

		Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village. 15) Reason for shifting with documents	
83	Renewal of FL -2 Licence	1) Renewal Application along with Court Fee Stamp of Rs. 5/- 2) GRAS Challan for payment of Application fees and renewal fees 3) Original License 4) Valid Food & Drugs administration form “C” certificate 5) Valid Shop & Establishment Act, form “D” licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village. 6) Self-declaration for no dues of Income Tax, Sales Tax or any other Government department 7) Sales Tax No dues Certificate if license is enlisted in the list provided by Sales Tax Department till 15th February 8) Self-declaration regarding no change in the entity 9) No dues pending related to Breach cases 10) Self- declaration regarding no change in the approved premises of the license	1) Renewal Application in prescribed format 2) GRAS Challan for payment of Application fees and applicable renewal fees 3) Original License Copy 4) Single self-declaration in given format 5) Food & Drugs administration form “C” certificate
84	Services related to FL II		
a)	Transfer of FL- 2/ CL.FL.TOD 3 Licence	1) Application with Photograph and Signature of Applicant(s) 2) Address Proof, Identity Proof 3) Solvency Certificate /Bank Guarantee of proposed person 4) Declaration regarding the Scheduled license 5) If the proposed licensee is not owner of the premises, then the owner should give his consent for him- • Document of Ownership • Lease Agreement 6) Food & Drugs administration form “C” certificate 7) Shop & Establishment Act, form “D” licence 8) Character Verification Report from Police Department 9) Self-declaration for no dues of Income Tax, Sales Tax or any other Government department 10) Declaration regarding Scheduled Licence 11) Relinquishment Deed	1) Application in given format 2) Address Proof, Identity Proof 3) Solvency Certificate /Bank Guarantee of proposed person 4) Antecedent from Police Department 5) Self-declaration in given format 6) Food & Drugs administration form “C” certificate 7) Shop & Establishment Act, form “D” licence 8) Documents related to type of entity
b)	Addition and Deletion of Partner/s for licence in	1) Application with Photograph and Signature of Applicant(s) 2) Address Proof, Identity Proof 3) Solvency Certificate /Bank Guarantee of proposed person 4) Declaration regarding the Scheduled license	1) Application in given format 2) Address Proof, Identity Proof 3) Solvency Certificate /Bank Guarantee of proposed person 4) Antecedent from Police Department

	FL- 2 / CL.FL.TOD 3 Licence	5) If the proposed licensee is not owner of the premises, then the owner should give his consent for him- • Document of Ownership • Lease Agreement 6) Food & Drugs administration form “C” certificate 7) Shop & Establishment Act, form “D” licence 8) Character Verification Report from Police Department 9) Self-declaration for no dues of Income Tax, Sales Tax or any other Government department 10) Declaration regarding Scheduled Licence 11) Relinquishment Deed	5) Self-declaration in given format 6) Food & Drugs administration form “C” certificate 7) Shop & Establishment Act, form “D” licence 8) Documents related to type of entity
c)	Shifting of FL-2 License (Within Taluka)	1) Application with Photograph and Signature of Applicant(s) 2) Address Proof 3) Identity Proof 4) Document related to Premises (As applicable) 5) Document of Ownership 6) Lease Agreement 7) Authorised Construction Certificate 8) Completion or Occupancy Certificate of competent authority 9) No Objection Certificate 10) If proposed premises situated in Gram Panchayat area- No Objection Certificate issued by the Gram Panchayat and Gram Sabha Resolution 11) If situated elsewhere, No Objection Certificate issued by the Municipal Competent Authority 12) Plan of the proposed premises showing all details 13) Food & Drugs administration form “C” certificate 14) Shop & Establishment Act, form “D” licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village. 15) Reason for shifting with documents	1) Application in prescribed format 2) Address Proof, Identity Proof 3) Document related to Premises (As applicable) a) Document of Ownership b) Lease Agreement/(NOC of the owner for liquor business) 4) Completion or Occupancy Certificate of competent authority 5) No Objection Certificate i. If proposed premises situated in Gram Panchayat area- No Objection Certificate issued by the Gram Panchayat and Gram Sabha Resolution ii. If situated elsewhere, No Objection Certificate issued by the Municipal Competent Authority 6) Plan of the proposed premises showing all details/Blueprints 7) Food & Drugs administration form “C” certificate 8) Reason for shifting with documents
85	Shifting of FL-2 License (Within District)	1) Application with Photograph and Signature of Applicant(s) 2) Address Proof 3) Identity Proof 4) Document related to Premises (As applicable) 5) Document of Ownership 6) Lease Agreement 7) Authorised Construction Certificate 8) Completion or Occupancy Certificate of competent authority	1) Application in prescribed format 2) Address Proof, Identity Proof 3) Document related to Premises (As applicable) a) Document of Ownership b) Lease Agreement/(NOC of the owner for liquor business) 4) Completion or Occupancy Certificate of competent authority 5) No Objection Certificate i. If proposed premises situated in Gram Panchayat area- No

		9) No Objection Certificate 10) If proposed premises situated in Gram Panchayat area- No Objection Certificate issued by the Gram Panchayat and Gram Sabha Resolution 11) If situated elsewhere, No Objection Certificate issued by the Municipal Competent Authority 12) Plan of the proposed premises showing all details 13) Food & Drugs administration form “C” certificate 14) Shop & Establishment Act, form “D” licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village. 15) Reason for shifting with documents	Objection Certificate issued by the Gram Panchayat and Gram Sabha Resolution ii. If situated elsewhere, No Objection Certificate issued by the Municipal Competent Authority 6) Plan of the proposed premises showing all details/Blueprints 7) Food & Drugs administration form “C” certificate 8) Reason for shifting with documents
86	Form L Registration	1) Online Application of Licensees for Form- L Registration Certificate 2) Gras Challan of License Fee 3) Certificate of Importer – Export Code (IEC) 4) Name and Address of the Distributors in the State of Maharashtra with his FL-1 License Copy, number and validity 5) Agent Trade and Import Licence with validity 6) Director / Partnership list with I card 7) Importing places 8) Declaration of projected sales for the current year 9) Sales report of previous year 10) Director’s pan Card 11) Declaration regarding no changes in previously approved brands and MRP 12) Previous Licence Granted year 13) Proof of applicant being authorized by the brand owner or overseas manufacturer 14) Original Label 15) Whether Brand imported are registered under Trade Mark 16) Trademark Copy 17) Cost card (manufacturing cost and maximum retail price (inclusive of all taxes and duties) of different packs and brands applied for registration) 18) Bill of Entry 19) Letter of Undertaking- Undertaking to abide by the conditions of the certificate of registration and the provision of the Maharashtra Prohibition Act (XXV of 1949) and rules, regulation and orders make there under	1) Online Application of Licensees for Form- L Registration Certificate 2) Gras Challan of License Fee 3) Certificate of Importer – Export Code (IEC) 4) Name and Address of the Distributors in the State of Maharashtra with his FL-1 License Copy, number and validity 5) Agent Trade and Import Licence with validity 6) Director / Partnership list with I card 7) Importing places 8) Declaration of projected sales for the current year 9) Sales report of previous year 10) Director’s pan Card 11) Declaration regarding no changes in previously approved brands and MRP 12) Previous Licence Granted year 13) Proof of applicant being authorized by the brand owner or overseas manufacturer 14) Original Label 15) Whether Brand imported are registered under Trade Mark 16) Trademark Copy 17) Cost card (manufacturing cost and maximum retail price (inclusive of all taxes and duties) of different packs and brands applied for registration) 18) Bill of Entry 19) Letter of Undertaking- Undertaking to abide by the conditions of the certificate of registration and the provision of the Maharashtra Prohibition Act (XXV of 1949) and rules, regulation and orders make there under

87	Form K Registration	1) Online Application of Licensees for Form- K Registration Certificate 2) Valid Manufacturing Licence copy of the Concerned State 3) Details of the Company, Memorandum of Articles and Articles of Association with Company Registration Certificate (ROC) in case of Limited or Privet Limited Company 4) Partnership Deed if Company is in Partnership 5) Full Name, Age and Address of Directors / Partners 6) Affidavit regarding no dues of Income Tax and Sales Tax 7) Trade Mark registration for then concerned Brand 8) FSSAI registered License copy 9) Statement regarding Manufacturing cost and MRP regarding brand of liquor 10) Labels in four sets	1) Online Application of Licensees for Form- K Registration Certificate 2) Valid Manufacturing Licence copy of the Concerned State 3) Details of the Company, Memorandum of Articles and Articles of Association with Company Registration Certificate (ROC) in case of Limited or Privet Limited Company 4) Partnership Deed if Company is in Partnership 5) Full Name, Age and Address of Directors / Partners 6) Affidavit regarding no dues of Income Tax and Sales Tax 7) Trade Mark registration for then concerned Brand 8) FSSAI registered License copy 9) Statement regarding Manufacturing cost and MRP regarding brand of liquor 10) Labels in four sets
88	Brand Label of State Manufactories	1) Online Application of Licensees for Label Registration 2) Original printed copy of label. Once the label copy is uploaded, the applicant needs to add the hexadecimal codes for the all the colours that exist in the label copy 3) Name of Brand and Trademark copy / Trademark Registration Approval 4) FSSAI Registration Certificate 5) Valid license Copy of concerned country 6) Affidavit regarding no dues of income tax and sales tax 7) MRP Section of Brand and Label 8) Agreement copy of Partnership by concerned excise authority 9) Colour copy of Label. Once the label copy is uploaded, the applicant needs to add the hexadecimal codes for all the colours that exist in the label copy 10) Exporting Country approval for the label (optional) 11) Current label image approved for use in Maharashtra	1) Online Application of Licensees for Label Registration 2) Original printed copy of label. Once the label copy is uploaded, the applicant needs to add the hexadecimal codes for the all the colours that exist in the label copy 3) Name of Brand and Trademark copy / Trademark Registration Approval 4) FSSAI Registration Certificate 5) Valid license Copy of concerned country 6) Affidavit regarding no dues of income tax and sales tax 7) MRP Section of Brand and Label 8) Agreement copy of Partnership by concerned excise authority 9) Colour copy of Label. Once the label copy is uploaded, the applicant needs to add the hexadecimal codes for all the colours that exist in the label copy 10) Exporting Country approval for the label (optional) 11) Current label image approved for use in Maharashtra
89	Label Registration (Form-L)	1) Online Application of Licensees for Label Registration 2) Original printed copy of label. Once the label copy is uploaded, the applicant needs to add the hexadecimal codes for the all the colours that exist in the label copy 3) Name of Brand and Trademark copy / Trademark Registration Approval 4) FSSAI Registration Certificate 5) Valid license Copy of concerned country 6) Affidavit regarding no dues of income tax and sales tax 7) MRP Section of Brand and Label	1) Online Application of Licensees for Label Registration 2) Original printed copy of label. Once the label copy is uploaded, the applicant needs to add the hexadecimal codes for the all the colours that exist in the label copy 3) Name of Brand and Trademark copy / Trademark Registration Approval 4) FSSAI Registration Certificate 5) Valid license Copy of concerned country 6) Affidavit regarding no dues of income tax and sales tax

		8) Agreement copy of Partnership by concerned excise authority 9) Colour copy of Label. Once the label copy is uploaded, the applicant needs to add the hexadecimal codes for all the colours that exist in the label copy 10) Exporting Country approval for the label (optional) 11) Current label image approved for use in Maharashtra	7) MRP Section of Brand and Label 8) Agreement copy of Partnership by concerned excise authority 9) Colour copy of Label. Once the label copy is uploaded, the applicant needs to add the hexadecimal codes for all the colours that exist in the label copy 10) Exporting Country approval for the label (optional) 11) Current label image approved for use in Maharashtra
90	Label Registration (Form-K)	1) Online Application of Licensees for Label Registration 2) Original printed copy of label. Once the label copy is uploaded, the applicant needs to add the hexadecimal codes for the all the colours that exist in the label copy 3) Name of Brand and Trademark copy / Trademark Registration Approval 4) FSSAI Registration Certificate 5) Valid license Copy of concerned country 6) Affidavit regarding no dues of income tax and sales tax 7) MRP Section of Brand and Label 8) Agreement copy of Partnership by concerned excise authority 9) Colour copy of Label. Once the label copy is uploaded, the applicant needs to add the hexadecimal codes for all the colours that exist in the label copy 10) Exporting Country approval for the label (optional) 11) Current label image approved for use in Maharashtra Tie-up Agreement	1) Online Application of Licensees for Label Registration 2) Original printed copy of label. Once the label copy is uploaded, the applicant needs to add the hexadecimal codes for the all the colours that exist in the label copy 3) Name of Brand and Trademark copy / Trademark Registration Approval 4) FSSAI Registration Certificate 5) Valid license Copy of concerned country 6) Affidavit regarding no dues of income tax and sales tax 7) MRP Section of Brand and Label 8) Agreement copy of Partnership by concerned excise authority 9) Colour copy of Label. Once the label copy is uploaded, the applicant needs to add the hexadecimal codes for all the colours that exist in the label copy 10) Exporting Country approval for the label (optional) 11) Current label image approved for use in Maharashtra Tie-up Agreement
91	Transport Pass Form II	Online System generated	Online System generated
92	Transport Pass PL-XI	Online System generated	Online System generated
93	Transport Pass BR-IX	Online System generated	Online System generated
94	Transport Pass CL-VI	Online System generated	Online System generated
95	Transport Pass CL-XIV	Online System generated	Online System generated
96	Import Permit Form B	Online System generated	Online System generated
97	Export Permit Form B	Online System generated	Online System generated

98	Export Permit Form I	Online System generated	Online System generated
99	Through Transport Pass	Online System generated	Online System generated
100	Grant of New FL II in PLL	1) Application with Photograph and Signature of Applicant(s) 2) Address Proof 3) Identity Proof 4) Document related to Premises (As applicable) 5) Document of Ownership 6) Lease Agreement 7) Authorised Construction Certificate 8) Completion or Occupancy Certificate of competent authority 9) No Objection Certificate 10) If proposed premises situated in Gram Panchayat area- No Objection Certificate issued by the Gram Panchayat and Gram Sabha Resolution 11) If situated elsewhere, No Objection Certificate issued by the Municipal Competent Authority 12) Plan of the proposed premises showing all details 13) Food & Drugs administration form “C” certificate 14) Shop & Establishment Act, form “D” licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village. 15) Resolution from PLL unit	1) Application in prescribed format 2) Address Proof, Identity Proof 3) Documents related to type of entity 4) Document related to Premises (As applicable) a) Document of Ownership b) Lease Agreement/(NOC of the owner for liquor business) 5) Completion or Occupancy Certificate of competent authority 6) No Objection Certificate i. If proposed premises situated in Gram Panchayat area- No Objection Certificate issued by the Gram Panchayat and Gram Sabha Resolution ii. If situated elsewhere, No Objection Certificate issued by the Municipal Competent Authority 7) Plan of the proposed premises showing all details/Blueprints 8) Food & Drugs administration form “C” certificate 9) Resolution from PLL unit 10) Antecedent report from the police department
101	Approval & Renewal of TD-1 Licence	Approval 1) Application along with Court Fee Stamp of INR 5/- 2) No of Toddy trees available for tapping along with 7/12 3) Inspection report that trees are not used by other shops 4) License Amount Challan. 5) Plan of the Toddy Shop premises showing details. 6) Food and drugs license 7) Form TD.2 8) Self-declaration for no govt. dues Renewal 1) Toddy renewal application fee and Toddy renewal fee Challan copy 2) NOC of Land owner. 3) No change in premises certificate from field inspector 4) Not registered criminal case against the licensee for mixing chloral hydrate. 5) Bank Guarantee	Approval 1) Application along with Court Fee Stamp of INR 5/- 2) No of Toddy trees available for tapping along with 7/12 3) Inspection report that trees are not used by other shops 4) License Amount Challan. 5) Plan of the Toddy Shop premises showing details. 6) Food and drugs license 7) Form TD.2 8) Self-declaration in given format 9) Lease agreement/ ownership documents 10) NOC of tree owner for tapping Renewal 1) Toddy renewal application fee and Toddy renewal fee Challan copy 2) NOC of Land owner. 3) No change in premises certificate from field inspector

		6) Self-declaration mentioning remaining fee will be submitted in time 7) Field inspector report	4) Not registered criminal case against the licensee for mixing chloral hydrate. 5) Bank Guarantee 6) Self-declaration mentioning remaining fee will be submitted in time 7) Field inspector report 8) NOC of tree owner for tapping
102	Approval of TD-5 Pass	1) Application in TD 4 format 2) License copy of TD 1 3) 7/12 of land having toddy trees 4) Consent of land owner for tapping toddy tree 5) Field inspector report mentioning number of toddy trees and trees are not given to any other shop.	While granting TD 1, 7/12 of land, consent of land owner and Scrutiny report of inspector is already taken. Hence while giving TD 5, only Application and License copy of TD 1 should be taken.

Note:- This revised enlisted documents are the documents required to be submitted with application. Procedural documents (e.g Law and order report, Gramsabha resolution verification report of concerned authority, Field visit report etc.) should be taken during the process of scrutiny of application.