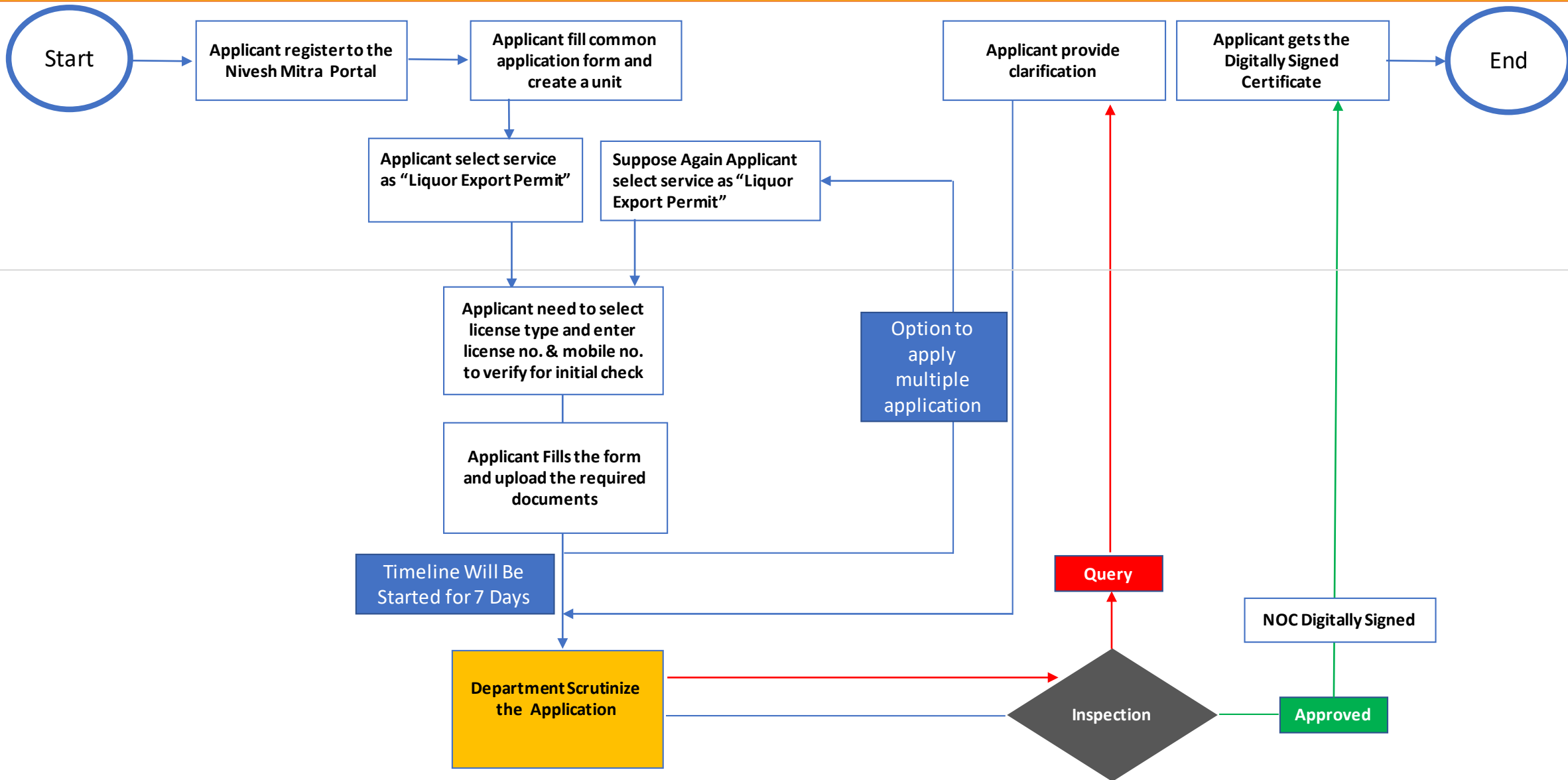


# Process Flow for Liquor Export Permit

Nivesh Mitra

Directorate of Excise



## Checklist

|   |                        |  |
|---|------------------------|--|
| 1 | Name of Permit/NOC     | <b>Apply For Liquor Export Permit</b>  |
| 2 | Competent Authority    | <b>Department of Excise</b>  |
| 3 | Applicability Criteria | <b>Excise Commissioner</b>   |
| 4 | Stage                  | <b>Post-Establishment</b>  |
| 5 | SLA/ Number of Days    | <b>14</b>  |
| 6 | Documents Required     | <b>Copy of PI</b>  |
| 7 | Form Submission        | <b><a href="http://niveshmitra.up.nic.in">http://niveshmitra.up.nic.in</a></b> |
| 8 | Fee & Mode of Payment  | <b>No Fee<br/>Adjusted from Advance Account</b>                                |

# Process Flow for Apply for Liquor Export Permit

## Steps for Liquor Export Permit

- a) The applicant will open the Online Single Window Portal using the address “<http://niveshmitra.up.nic.in>”
  - b) Register with Online portal using their personal Details and Contact Details.
  - c) A user id and password will be generated and sent through Email/SMS.
  - d) Applicant should verify email id and mobile no.
  - e) Now using the User id and Password, user is able to login to Nivesh Mitra portal.
2. After logging into the Nivesh Mitra portal, the Applicant has to fill the **Common Application Form** and create a new **Unit**.
3. Click **Apply for Permission**, select unit from dropdownlist, Now select Department as **Excise** and service as “**Apply for Liquor Export Permit**” then click on proceed button.
4. Applicant need to select **license type , Unit Id. and registered mobile no.** then click on verify. Verified Applicant will go ahead and submit the application form for respective services.
5. Applicant submit the application then tracker will be start, Now applicant can track the status from Dashboard.
6. User has option to apply multiple permit using same service simultaneously.
7. Department officials **Scrutinizes** the application and if there is any **query** then department will raise the query otherwise they will start inspection process.
8. Applicant has to respond on the queries raised by Department within **7 working days**.
9. On the basis of scrutiny and inspection report, department uploads the permit which is visible in applicant login.
10. Applicant open **Certificate/ NoC Issued** tab and click link to download the certificate.
11. Here applicant has to share his **feedback** before downloading the digitally signed NoC.
12. Applicant Downloads **the digitally signed License** from Nivesh Mitra login.