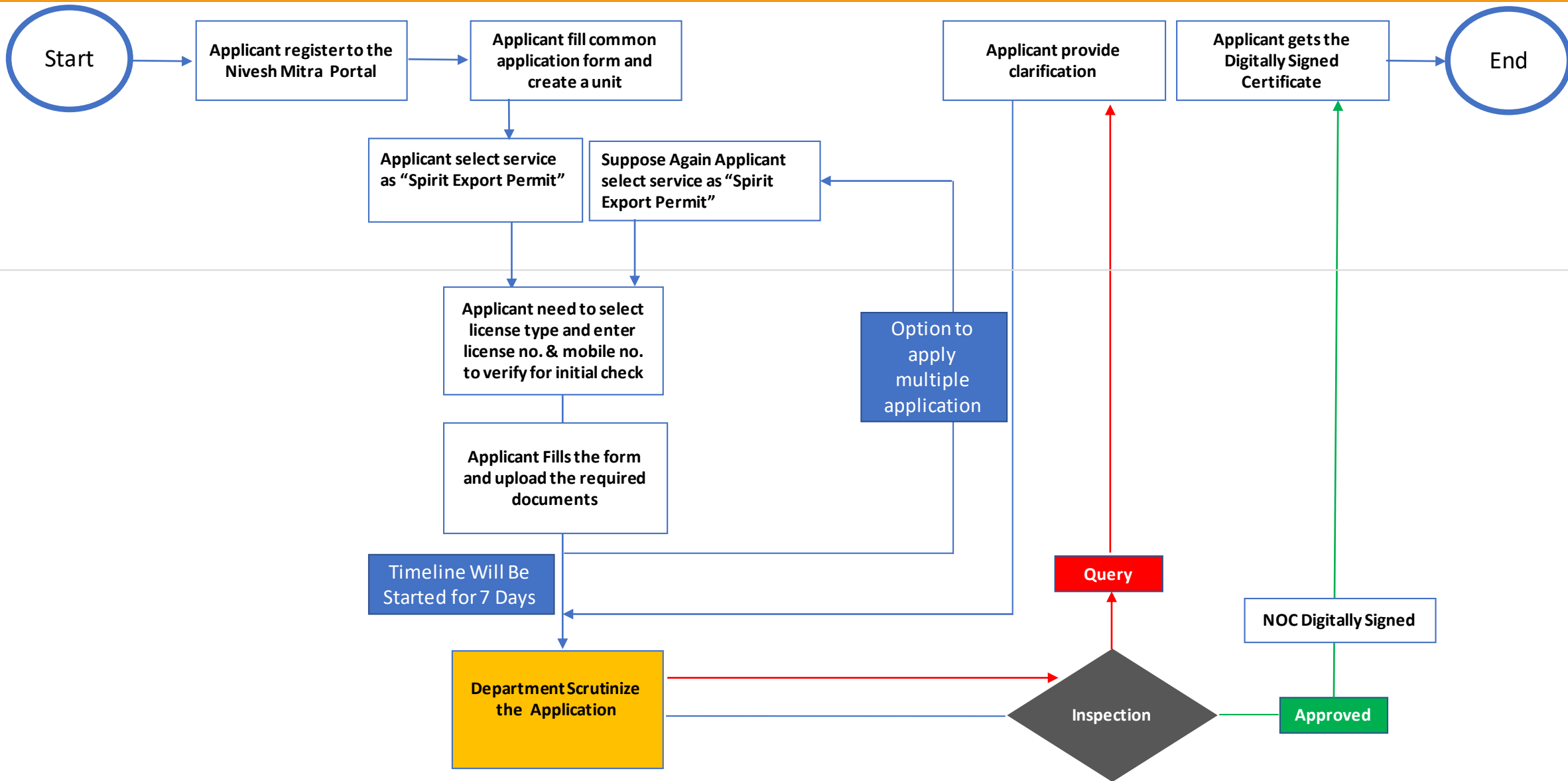


Process Flow for Spirit Export Permit

Nivesh Mitra

Directorate of Excise



Checklist

1	Name of Permit/NOC	Apply For Spirit Export Permit
2	Competent Authority	Department of Excise
3	Applicability Criteria	Excise Commissioner
4	Stage	Post-Establishment
5	SLA/ Number of Days	14
6	Documents Required	Sale Agreement
7	Form Submission	http://niveshmitra.up.nic.in
8	Fee & Mode of Payment	No Fee

Process Flow for Apply for Spirit Export Permit

Steps for Spirit 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 Spirit Export Permit**” then click on proceed button.
4. Applicant need to select **license type , license no. and registered mobile no.** then click on verify. Verified Applicant will go ahead and submit the application form for respective services.
5. On Application submission 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 permit which is visible on applicant login.
10. Applicant open **Certificate/ NoC Issued** tab and click download the permit.
11. Here applicant has to share his **feedback** before downloading the digitally signed permit.
12. Applicant Downloads **the digitally signed permit** from Nivesh Mitra login.