

**OFFICE OF THE COMMISSIONER OF EXCISE ENT. & LUXURY TAX  
GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI  
L-BLOCK, VIKAS BHAWAN, IP ESTATE, NEW DELHI**

No. F-5/L-53/EX/2010-2011

Dated

C I R C U L A R

As provided under Rule 41, Delhi Excise Rules, 2010, "*All applications for the renewal of licences and permits shall be received in the office of the Deputy Commissioner before the end of February along with licence or permit fee, payable for renewal of licence or permit. In case of delay, the deputy Commissioner may admit such application before the expiry of the licence or permit, provided that there are good and sufficient reasons for the delay on payment of additional fee of twenty five percent of the prescribed licence or permit fee:*

*Provided that the application for renewal of licence or permit may be admitted after the expiry of the licence or permit, if there are good and sufficient reasons for the delay on payment of double the amount of licence or permit fee payable, and the licence or permit may be renewed with the approval of the Excise Commissioner".*

In view of the above all holders of licences in form of L-12/L-12F (old-L-53) are required to submit their requests for renewal of their licences for the year 2015-16 before 28.02.2015.

The following documents are required to be submitted along with the renewal application:

1. Licence fee to be paid online in the Excise Head 0039, sub head 01, Branch code 'L-12' with their respective payee Codes.
2. No due certificate in original stating that the applicant is not a defaulter in respect of VAT/ST from Trade & Taxes Deptt., Govt of NCT of Delhi.
3. Copy of Rent agreement valid up to 31.3.2016 duly attested.
4. Sale figure from 01.4.2014-31.01.2015 duly signed by the licensee.
5. Original Licence.
6. Documents/ Undertaking with regard to land use of the premises.
7. An affidavit stating that
  - (i) The applicant is not a defaulter in respect of VAT/ST
  - (ii) He is in lawful physical possession of the shop /premises in respect of which the licence is granted.
  - (iii) That the licensee is not ineligible inter-alia under the provision of section 13 of Delhi Excise Act,2009 and Delhi Excise Rules,2010.

- (vi) Undertaking in form of an affidavit that all necessary installation including broadband internet connection for implementation of ESCIMS shall be installed in the vend.
8. The licensee should ensure that the licensed premises shall be duly insured against fire and natural hazards. The licensee shall keep the premises thoroughly clean and dry and shall comply with the orders issued by the Department of Excise for removal of defects in the building.
  9. The licensee must ensure to install I.T. infrastructure at its licenced premises to integrate with the Excise Supply Chain Information Management System as soon as it is developed by the Implementing Agency.
  10. Installation of CCTV cameras systems having coverage of minimum 50 meters and archival period of 30 days in good working condition.
  11. Facility of scanner and automatic billing system.
  12. Must be complying with the T & C on which the License was issued and the provisions of Delhi Excise Act & Rules made there under.
  13. The licensee shall abide by all instructions/orders of the Department relating to operation of L-12 vend, and any other instructions issued by the Department. However, the sales performance of individual vend will be assessed before renewal.
  14. The Government reserves the right to review the L-12 licenses on the basis of the provisions of terms and condition for grant/renewal of L-12 licences in force for the year 2015-2016 . In case any of the fees of L-12 licences are revised, the same shall be payable and recoverable from the licencees and penalty amount as specified by Competent Authority shall be imposed for depositing of difference amount after the stipulated time period.

(KUMAR RAHUL)  
ASSISTANT COMMISSIONER (L-12)

Dated: 20/11/2015

No. F- F-5/L-53/EX/2010-2011/5672  
Copy to :-

1. All L-12 Licencees by Registered .
2. P.S to Commissioner Excise
3. PA to Deputy Commissioner of Excise
4. System Analyst, Deptt of Excise, with request to request to upload this circular on the official website of the Department ([www.excise.delhigovt.nic.in](http://www.excise.delhigovt.nic.in))
5. Notice Board

(KUMAR RAHUL)  
ASSISTANT COMMISSIONER (L-12)