

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI.
OFFICE OF THE COMMISSIONER OF EXCISE
L & N BLOCK; VIKAS BHAWAN; NEW DELHI.

No.Ex/M&TP/ESCIMS/2014/133 M&TP

Dated 11/08/2015

CIRCULAR

Sub.: Updation of process for renewal of M&TP license in ESCIMS.

It has been desired by Competent Authority that the renewal of M&TP licenses/permits will henceforth be processed through ESCIMS only and the physical movement of files is stopped.

The new process of renewal of M&TP Branch Licenses/Permits will be undertaken as under:

1. Physical verification of stock register and other documents by Excise Inspector, M&TP.
2. Dealing Assistant put the renewal case in ESCIMS after deposit of license fee through ESCIMS and checking/completion of documents.
3. Assistant Commissioner (M&TP) process/forward the renewal in ESCIMS portal after checking on file.
4. Deputy Commissioner (Excise) may approve/reject where competent authority for renewal /forwarded to Commissioner (Excise) in ESCIMS where Commissioner (Excise) is competent authority.
5. Commissioner (Excise) may approve/reject in ESCIMS portal.
6. After approval by Commissioner (Excise)/Dy. Commissioner (Excise) in ESCIMS, Dealing Assistant notifies the renewal in ESCIMS.
7. After notification of renewal process on ESCIMS, manual endorsement of renewal entry will be made by Dealing Assistant and signed by Assistant Commissioner (M&TP) on behalf of the Licensing Authority and complete the renewal process.

This issues with the prior approval of Commissioner (Excise).

ASSITANT COMMISSIONER (M& TP)
GOVT. OF NCT OF DELHI

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Copy forwarded to TCS with the request to upload the circular on ESCIMS portal.