

## Easy Steps for the M&TP (P-5) License application

### P-5(Permit for possession of rectified spirit to educational institutions)

#### Step 1:- New User will enter his citizen user Login Credentials

delhi.gov.in  
Govt. of NCT of Delhi

Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi

**ESCIMS**  
Excise Supply Chain Information Management System

Click Here to download Internet Explorer 8.0  
Click Here to download Adobe Reader XI

Adobe Reader is required to view the content in pdf format.

**User Login**

Username: NEWUSER@GMAIL.COM  
Password: \*\*\*\*\*

Submit Reset

Register | Forgot Password?

Please Click Here to view communications from Excise Department regarding Office Orders/Training Plan/ESCIMS Changes etc.  
Click Here to view User Manual for Event Registration (Form 5, 6 & 14) through ESCIMS.  
Click Here P-10 Premise List  
Click Here for feedback

Site best viewed in Microsoft Internet Explorer 8.0 in 1

#### Step 2:- After login user will select “Apply License” option in the License Menu

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Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi

Manage Profile | Change Password | Log Out

Welcome NITIN PAWAR  
NITIN PAWAR, CITIZEN  
Last Login : 28/4/2023 1:32 PM IST  
Password Expires : 1/1/2023  
Session timeout in : 19 : 52

Track Application Licence Permit P-10A Grievance Duty Free Transport Permit Payments Permit P-10/P-10E Permit P-11

Reports View L7Z Details Upload Label Dtlis M&TP Worklist Dealer Registration **Apply Licence** Apply Renew CL WorkList HCR WorkList Configure Manufacturer Details View Uploaded Documents Retail Vend/CSDIL30 Work List Track Licence Application Dealer WorkList Wholesale Vend WorkList

WELCOME TO ESCIMS  
**ESCIMS**  
Excise Supply Chain Information Management System

Activate Windows

#### Step 3:- Fill the details as per step 4 below and submit, then Apply License Details form will open

delhi.gov.in  
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Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi

Manage Profile | Change Password | Log Out

Welcome ANKIT KUMAR  
ANKIT KUMAR, CITIZEN  
Last Login : 20/3/2023 6:38 PM IST  
Password Expires : 1/1/2023  
Session timeout in : 19 : 52

Track Application Licence Permit P-10A Grievance Duty Free Transport Permit Payments Permit P-10/P-10E Permit P-11


Reports FAQs & Manuals Luxury Tax Registration Monitoring & Regulation Entertainment Tax Betting Tax License Raise Ticket

**Apply Licence**

Category: --Please Select--  
Licence Type: --Please Select--  
Licence Description:  
Excise Year: --Please Select--

Submit Cancel


## Step 4:- Select Category= 'M&TP', License Type = 'P5', Excise Year= 2023-2024

		<a href="#">Manage Profile</a>   <a href="#">Change Password</a>   <a href="#">Log Out</a>					
Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi		Welcome TILAKRAJ CHAWALA TILAKRAJ CHAWALA, CITIZEN Last Login : 25/9/2014 8:24 PM IST Password Expires : 1/1/2023 Session timeout in 19 : 49					
Track Application	Licence	Permit P-10A	Grievance	Duty Free Transport Permit	Payments	Permit P-10/P-10E	Permit P-11
Reports	FAQs & Manuals	Luxury Tax Registration	Monitoring & Regulation	Entertainment Tax	Betting Tax License	Raise Ticket	

### Apply Licence

Category	M & TP
Licence Type	P-5
Licence Description	Permit for possession of rectified spirit to educational institutions.
Excise Year	2023-2024

## Step 5:- After Submission, Fill the application form for the Grant of License

		<a href="#">Manage Profile</a>   <a href="#">Change Password</a>   <a href="#">Log Out</a>							
Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi		Welcome TILAKRAJ CHAWALA TILAKRAJ CHAWALA, CITIZEN Last Login : 25/9/2014 8:24 PM IST Password Expires : 1/1/2023 Session timeout in 19 : 44							
Track Application	Licence	Permit P-10A	Grievance	Duty Free Transport Permit	Payments	Permit P-10/P-10E	Permit P-11	Reports	FAQs & Manuals
Luxury Tax Registration	Monitoring & Regulation	Entertainment Tax	Betting Tax License	Raise Ticket					

### APPLICATION FOR GRANT OF POSSESSION PERMIT IN FORM P-5 FOR THE YEAR 2023-2024

Fields marked with (\*) are mandatory.

Name of the Applicant(Vend/Manufacturer/Company) *		<input type="text"/>	
Name of Authorised Person *		<input type="text"/>	
Business Address(N.B. - Attested copy of house tax/rent receipt/proof of lawful possession of premise should be attached)			
Address Line 1 *	<input type="text"/>	Address Line 2	<input type="text"/>
City *	<input type="text"/>	District *	--Please Select--
State *	--Please Select--	Pincode *	<input type="text"/>
Landline Number	<input type="text"/>	Mobile Number *	<input type="text"/>
Fax Number	<input type="text"/>	Email ID	<input type="text"/>
Residential Address			
Address Line 1 *	<input type="text"/>	Address Line 2	<input type="text"/>
City *	<input type="text"/>	District *	<input type="text"/>
State *	--Please Select--	Pincode *	<input type="text"/>
Landline Number	<input type="text"/>	Mobile Number *	<input type="text"/>
Fax Number	<input type="text"/>	Email ID	<input type="text"/>
Trade/Occupation/Profession of the Applicant *	--Please Select--		
Whether the applicant is already engaged in any manufacturing industries*	<input type="radio"/> Yes <input type="radio"/> No		
Nature of Trade	<input type="text"/>		

Location of Premises			
Address Line 1 *	<input type="text"/>	Address Line 2	<input type="text"/>
City *	<input type="text"/>	District *	<input type="text"/>
State *	--Please Select--	Pincode *	<input type="text"/>
Landline Number	<input type="text"/>	Mobile Number *	<input type="text"/>
Fax Number	<input type="text"/>	Email ID	<input type="text"/>
Whether the applicant is registered under the shops establishment act, if yes, attested copy to be filled*	<input type="radio"/> Yes <input type="radio"/> No		
Whether the applicant is registered with the value added tax department. If so, state the number*	<input type="radio"/> Yes <input type="radio"/> No		
VAT Number *	<input type="text"/>		
Whether the applicant is payer of income tax, if so, his permanent account number*	<input type="radio"/> Yes <input type="radio"/> No		
Permanent Account Number(PAN)*	<input type="text"/>		
Address of the premises to be used for the manufacturing purpose: document as in Business Address above attached.However, if the premises for the purpose of this column are the same as for Business Address this space may be leftblank*	<input type="radio"/> Yes <input type="radio"/> No		
Address of the premises to be used for the manufacturing purpose*	<input type="text"/>		
Nature: Whether Proprietorship/Partnership/Society/Company, If partnership an attested copy of the premises deed on rupees three stamp paper; if private limited company, copy of memorandum and article of association; if society, copy of bye laws and list of members of should be enclosed *	--Please Select--		
Any other information considered relevant	<input type="text"/>		

Activate Windows  
Go to Settings to activate Windows.

Activate Windows  
Go to Settings to activate Windows.

**Step 6:- Press Save Button after filling all Mandatory Details, The ARN number will generated**

The screenshot shows the user interface of the Delhi Excise portal. At the top, there is a navigation bar with the Delhi logo and 'delhi.gov.in' on the left, and links for 'Manage Profile', 'Change Password', and 'Log Out' on the right. The main header identifies the user as 'Welcome TILAKRAJ CHAWALA, TILAKRAJ CHAWALA, CITIZEN' with login details and session timeout information. Below the header is a menu with categories like 'Track Application', 'Licence', 'Permit P-10A', etc. A central message states: 'Application saved successfully against the ARN: ARN0000079174. Please add the material details using 'Add Raw Material Details' Link.'

**Step 7:- Now click on link present below "Fill Raw Materials Details" after filling the form Save the Raw Material Detail & Close the form**

This screenshot displays the 'Save Raw Materials Details' form. It includes a note: 'Please enter 0 in case of annual/ one-time quota/ quantity/ weight etc. is not applicable'. The form is divided into two sections: 'Raw Materials Against Current Application' and 'Add New Raw Materials'. The first section shows a table with columns for S.No., Excise Year, Raw Material Name, Annual Limit, One Time Limit, Quantity, Balance Quota, and Select, with a message 'No data Exist'. The second section is a form to add new materials with similar columns and a dropdown menu for 'Raw Material Name'. At the bottom, there are 'Save' and 'Close' buttons, along with 'Add Row' and 'Delete Row' options.

**Step 8:- Now Submit Application Form for the Grant of License by pressing Submit Button**

The screenshot shows the 'Print Application and Checklist' confirmation page. It features the same header and navigation as the previous steps. The main content area displays: 'Application is Successfully Submitted', 'Application Reference No. : ARN0000079099', and 'A Copy of Application Form has been sent to the registered email ID'. A note at the bottom states: 'Note: Date of application will be reckoned from the date of submission of the complete documents in the Excise Department.' A 'Print Application Form and Checklist' button is located at the bottom center.

**Step 9:- Your Application is submitted successfully to Department for approval**

**Step 10:- After approval from all Department Level email intimation will be received on registered email then respective ARN will be visible under M&TP Worklist for Payment**

This screenshot shows the 'M&TP Worklist' menu in the Delhi Excise portal. The menu is open, showing options like 'Upload Label Dts', 'M&TP Worklist', 'Dealer Registration', 'Apply Licence', 'Apply Renew', 'CL WorkList', 'HCR WorkList', 'Configure Manufacturer Details', 'View Uploaded Documents', 'Retail Vendor/SOL/30 Work List', 'Track Licence Application', 'Dealer WorkList', and 'Wholesale Vendor WorkList'. The background features a large graphic with the text 'WELCOME TO ESCIMS' and 'Excise Supply Chain Information Management System'.

## Step 11:- Click on the ARN for making payment



Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi

Manage Profile | Change Password | [Log Out](#)

Welcome TILAKRAJ CHAWALA  
TILAKRAJ CHAWALA, CITIZEN  
Last Login : 1/5/2023 5:05 PM IST  
Password Expires : 1/1/2023  
Session timeout in 19 : 57

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Track Application

Licence ▾

Permit P-10A ▾

Grievance ▾

Duty Free Transport Permit ▾

Payments ▾

Permit P-10/P-10E ▾

Permit P-11 ▾

Reports ▾

FAQs & Manuals

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Luxury Tax Registration ▾

Monitoring & Regulation ▾

Entertainment Tax ▾

Betting Tax License ▾

Raise Ticket

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**M&TP Work List**

Application Reference Number

Search

OR

Applicant Name

Search

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S.No.	Applicant Name/Name of the Company	Applicant Address	Application Reference Number	Status	Licence Type	Application Type	Last Updated On (DDMM/YYYY)	Pending Since (In Days)
1	MEHTA COMPANY/UO INDUSTRIAL TYPE	DELHI,DELHI,ARUNACHAL PRADESH	ARN0000079174	Offer Letter issued and Payment Awaied	P-5	Fresh	01/05/2023	0

Cancel

## Step 12:- Click on 'Make Payment', Payment gateway will get opened for processing



Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi

Manage Profile | Change Password | [Log Out](#)

Welcome TILAKRAJ CHAWALA  
TILAKRAJ CHAWALA, CITIZEN  
Last Login : 1/5/2023 5:05 PM IST  
Password Expires : 1/1/2023  
Session timeout in 19 : 27

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Track Application

Licence ▾

Permit P-10A ▾

Grievance ▾

Duty Free Transport Permit ▾

Payments ▾

Permit P-10/P-10E ▾

Permit P-11 ▾

Reports ▾

FAQs & Manuals

---

Luxury Tax Registration ▾

Monitoring & Regulation ▾

Entertainment Tax ▾

Betting Tax License ▾

Raise Ticket

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**Licence Details**

Application Reference Number	ARN0000079174	Status	Offer Letter issued and Payment Awaied
Applicant Name	MEHTA COMPANY	Licence Type	P-5
Business Address	DELHI,DELHI,NEW DELHI,ARUNACHAL PRADESH		
Hours of Sale	10A.M. TO 7P.M.	Required FDR Amount	<input type="text" value="0.00"/>


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**Payment Details**

Licence Fee(₹)	250.00	Total Payment Amount(₹)	250.00
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Make Payment
Cancel

## Step 13:- Download Payment Receipt after Successful payment



Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi

Manage Profile | Change Password | [Log Out](#)

Welcome ANKIT KUMAR  
ANKIT KUMAR, CITIZEN  
Last Login : 27/4/2023 3:52 PM IST  
Password Expires : 1/1/2023  
Session timeout in 19 : 51

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Track Application

Licence ▾

Permit P-10A ▾

Grievance ▾

Duty Free Transport Permit ▾

Payments ▾

Permit P-10/P-10E ▾

---

Permit P-11 ▾

Reports ▾

FAQs & Manuals

Luxury Tax Registration ▾

Monitoring & Regulation ▾

Entertainment Tax ▾

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Betting Tax License ▾

Raise Ticket

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NOTE : If amount has been deducted from your account and payment is still pending or failure Then Please use [Payments -> Track / Update Payment Status](#) Or contact with your respe

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**Payment Status**

Payment Successful

Challan No is : 27042312448

Generate Acknowledgement

**Step 14:- After payment confirmation license will be granted by the Department and new License credentials For 'P-5 License' will be e-mailed to user's registered e-mail ID**

**Step 15:-Now Login with your New generated License Credentials**

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Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi

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Excise Supply Chain Information Management System

Click Here to download Internet Explorer 8.0

Click Here to download Adobe Reader XI

**User Login**

Username

Password

**Submit** **Reset**

[Register](#) | [Forgot Password?](#)

Please [Click Here](#) to view communications from Excise Department regarding **Office Orders/Training Plan/ESCIMS Changes** etc.

[Click Here](#) to view User Manual for Event Registration (Form 5, 6 & 14) through ESCIMS.

[Click Here](#) P-10 Premise List

[Click Here](#) for feedback

**Step 16:- Download the License letter for "P5 M&TP" License from 'Print Letters' option under License Menu.**

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Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi

Manage Profile | Change Password | [Log Out](#)

Welcome SHREE CHANDRA PHARMACY  
SHREE CHANDRA PHARMACY, WHOLESALE VEND  
Last Login : 28/4/2023 2:54 PM IST  
Password Expires : 1/1/2023  
Session timeout in 19 : 53

Track Application | Licence ▾ | Grievance ▾ | Payments ▾ | FAQs & Manuals | Monitoring & Regulation ▾ | DRF ▾ | PERMIT FEE STATEMENT ▾

Raise Ticket

**Print Letters**

Search Licence

Licence Id  OR ARN Number  **Search**

**Cancel**