

Excise Department

Standard Operating Procedures for Online Request for Hotel / Restaurant Bar License



सत्यमेव जयते

Government of Rajasthan

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Standard Operating Procedures of Excise Department

Following are the Standard Operating Procedures (SoPs) for Hotel / Restaurant Bar License:

Step No	Online Application and Approval Procedure
1	The applicant shall visit Excise Department's website https://rajexcise.gov.in
2	The applicant shall click on 'Apply for Bar License' button. In this section applicant will click on "Apply Online" link.
3	Upon clicking on the link, an application form opens wherein the applicant is required to enter applicant's personal details, Property related details etc.
4	Following documents need to be uploaded on the portal : <ol style="list-style-type: none">1. Copy of PAN2. Copy of GST No.3. Copy of TIN No.4. Food License5. MAP Approved by Local Authority6. Commercial Conversion Order of Property7. Police Verification8. Firm Registration Certificate (If, Partnership Firm)9. Partnership Deed (If, Partnership Firm)10. List of Directors (If, Company)11. Memorandum and Article of Association (If, Company)12. Authorization Resolution (If, Company)
5	Thereafter, the fees will be auto-calculated and applicant shall be given option to pay the requisite fee ONLINE through E-Gras or through E-Gras Challan for depositing the same into bank.
6	After depositing requisite payment by any chosen mode, applicant shall submit the Online Application to District Excise Officer (DEO) concerned for further processing.
7	The application shall be received by the DEO of the relevant district. DEO shall be review the received application, paid fee and the documents submitted / uploaded by the applicant. DEO may seek clarification from the applicant if, required.
8	On finding the application in order, the application shall be forwarded to the Excise Inspector of the jurisdiction concerned for verification purpose.
9	Excise Inspector will carry out verification and sends the report back to DEO

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	along with his / her recommendation.
10	If, Excise Inspector recommends that there are some shortcomings / social or legal compliance issues in the application, DEO sends the application back to the Applicant for resolving the shortcomings / compliance of Excise Inspector's observations.
11	If, Excise Inspector recommends that application is in order and may be processed further then, DEO sends the case to the Additional Excise Commissioner of the zone for inspection of the property by Zone Level Committee with his / her recommendations.
12	<p>The zone level committee comprising of Additional Excise Commissioner, DEO, Representative of District Collector and Representative of Tourism Department carries out the physical inspection of the property on decided schedule.</p> <p>If, the committee observes that there are some shortcomings / social or legal compliance issues in the application, the case is sent back to the Applicant through DEO for resolving the shortcomings / compliance of this committee observations.</p> <p>If, the Committee observe the application in order then, the case is moved to the Excise Commissioner with their recommendation for consideration.</p>
13	<p>The Excise Commissioner examines the application in light of the reports / comments / recommendations of DEO, Excise Inspector and State Level Committee and takes suitable decision as below:</p> <ul style="list-style-type: none"> • The Excise Commissioner may raise further queries • Application request may be rejected. • The hotel / bar license may be granted.
15	On approval of license, signed order shall be uploaded into the software which can be downloaded by the applicant.

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Note

- The applicant can view the movement of his / her application online on <https://rajexcise.gov.in> → Apply for Bar License → Track Application link.
- The Department has mandated that all applications shall be accepted online only.
- The timelines for deciding the application are 30 working days from the day on which DEO concerned verifies that the application is in order.
- The same has been mandated through the Rajasthan Guaranteed Delivery of Public Services Act, 2011