

Standard Operating Procedure and Checklist

Name of Department	Excise Registration Taxation Stamps Department
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1. Standard Operating Procedure for Applicant

Application for	<ol style="list-style-type: none"> 1. Bottling Plant 2. Distillery Plant
Mandatory supporting documents required for Provisional Recognition	<ol style="list-style-type: none"> 1. Noc From Local Area Authority 2. NoC from: <ol style="list-style-type: none"> a. Municipal Board (if within municipal area) b. From Market/ Bazaar Committee (if within market bazaar area) 3. Professional tax clearance certificate (From Autonomous District Council) 4. Sales tax clearance Certificate (From Meghalaya Taxation Department) 5. Income tax return for last three year 6. Land Documents (Sales Deed/ Lease Deed/ Gift deed, etc.) 7. Financial Capacity Certificate (From any bank or financial institution) 8. Age Proof (Birth Certificate/ School leaving Certificate) 9. Proof of Residence (EPIC or Certificate issued by village/ Town committee/ Nokma/ HimaSyiemship/ any other Competent authority) 10. Identity Proof (EPIC, etc.) 11. Educational Qualification Certificates 12. Marriage Certificate (If Married) 13. Scheduled Tribe/ Caste Certificate 14. Trade Licence/ Factories Licence 15. Non-Encumbrance Certificate 16. Excise licence held individually/jointly for one/multiple shop/s (Current and Previous) 17. Excise licence held by direct family member/ dependant individually/jointly for one/multiple shop/s (Current and Previous) 18. Meghalaya Pollution Control Board Clearance 19. Single Window Agency Clearance 20. Detailed Project Report

Process description	<ul style="list-style-type: none"> ➤ Step 1: Dealing Assistant verifies the application and Forwards to AC/SE ➤ Step 2: AC/SE verifies the application and assigns Inspector (District Level/ Sub Divisional) Inspector for conducting spot Inspection ➤ Step 3: Inspection by Inspector and Approval from Public (Head Man, Village Committee, etc) ➤ Step 4: AC/SE recommends application and forwards to Deputy Commissioner District ➤ Step 5: Deputy Commissioner recommends the application to Commissioner Excise, Meghalaya ➤ Step 6: Commissioner takes the approval of Government and provides final approval ➤ Step 7: License is issues to applicant, available for download
Procedure for Fees payment	Stamp of Rs.25
List of Reference Documents	Meghalaya Excise Rules
Timeline for completing the process	N. A
Checking of Application Status	Application status can be tracked through Single window portal
Departmental Workflow	Dealing Assistant (DC Office) > Assistant Commissioner (DC Officer)/ Superintendent Excise (Dc Office) > (District/ Sun Divisional) Inspector > Assistant Commissioner (DC Officer)/ Superintendent Excise (Dc Office) > Deputy Commissioner Excise > Commissioner Excise (State)

2. InspectionProcedure:

A. Inspection

1. Inspection shall be made during regular working hours of the establishment except when special circumstances indicate otherwise.
2. At the beginning of the inspection, the inspector shall locate representative of the School Managing Committee (SMC) and inform about the purpose of the proposed inspection.
3. The inspector shall inspect the following:
 - a. Location and Site
 - b. Landarea
 - c. Infrastructure
 - d. Furniture and Equipment
 - e. Electricity
 - f. Fund Finance
 - g. Staff
4. The Inspector should collect photographic evidence if any non-compliance has been observed.

5. The Inspector may seek information / clarifications or documentary evidence from the representative to ascertain the correctness of the application.
6. If applicant wilfully delays or obstructs the inspection, the same shall be recorded in the inspection report for taking further necessary action in the matter.
7. At the end of the inspection, the Inspector may inform the representative of the industry about apparent non-compliance observed during inspection so that may initiate necessary corrective action wherever required.

C. Post Inspection

1. Inspection report should be submitted within 48 hours of completion of the inspection and a copy of the same should be issued to the applicant.
2. All observations of the inspection along with photographic evidence of non-compliance should be included as part of the report.
3. Noncompliance areas should be listed in the report along with additional measures that need to be taken by the applicant to ensure compliance.
4. Noncompliance areas should be listed along with the relevant section of the Act/Rule or G.O. which is violated.

B. Checklist of Documents for Inspection

- Application Form
- Mandatory Documents