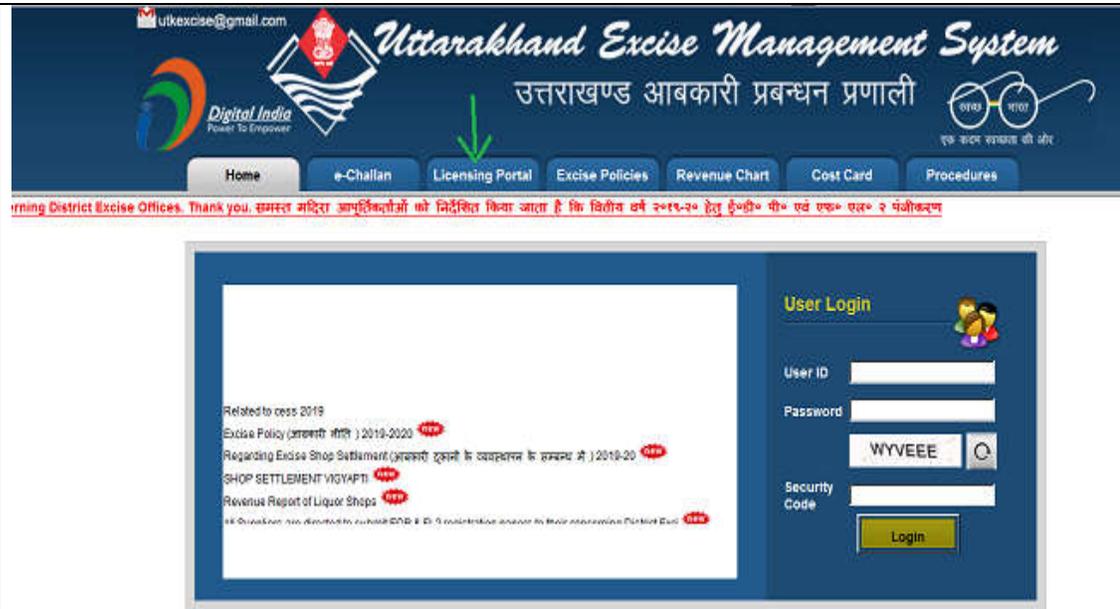# User Manual for Uttarakhand Excise Licensing Portal

One time Registration : This functionality will allow users to register themselves with the portal. And it is one time registration process. Once the user get registered with the portal they can apply for various licenses with the same registered User ID.
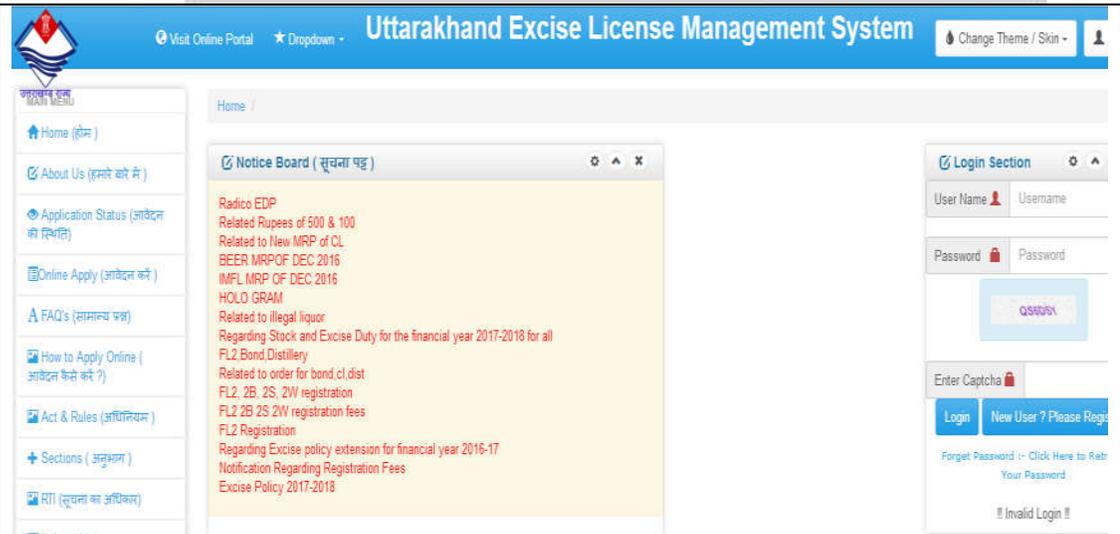
Visit website "**Uttrakhandexcise.org.in**" As shown in the image Click on the "**Licensing Portal**" tab. After Clicking on the tab it will redirect to another URL.	
Screen will be appear like this. Click on the "**New User ? Please Register**" button on the right side under "**Login Section**"for one time registration process.	

Screen will be appear like this . Now fill up the details . Here user can make their UserID themself. if that userid is already taken by another person it will prompt the message that userid already exist. Note: Remember that the mobile no. Should be correct. OTP will come to that mobile no. And the registration proces will complete with the correct OTP.	**Welcome to Uttarakhand Excise Online Licensing Portal** ~Registration Process ~ Please register here Name of Applicant Enter UserId Password Confirm Password Mobile No. Register Already Registered ? Please Login
After successfull registration process, login with your userName and password which you created.	**Uttarakhand Excise License Management System** Visit Online Portal ★ Dropdown ▾ Change Theme / Skin ▾ MAIN MENU Home / Home (होम) About Us (हमारे बारे में) Application Status (आवेदन की स्थिति) Online Apply (आवेदन करें) FAQ's (सामान्य प्रश्न) How to Apply Online (आवेदन कैसे करें ?) Act & Rules (अधिनियम) Sections (अनुभाग) RTI (सूचना का अधिकार) Notice Board (सूचना पट्ट) Radico EDP Related Rupees of 500 & 100 Related to New MRP of CL BEER MRPOF DEC 2016 IMFL MRP OF DEC 2016 HOLO GRAM Related to illegal liquor Regarding Stock and Excise Duty for the financial year 2017-2018 for all FL2,Bond,Distillery Related to order for bond,cl.dist FL2, 2B, 2S, 2W registration FL2 2B 2S 2W registration fees FL2 Registration Regarding Excise policy extension for financial year 2016-17 Notification Regarding Registration Fees Excise Policy 2017-2018 Login Section User Name Username Password Password QSADSX Enter Captcha Login New User ? Please Regs Forget Password :- Click Here to Retr Your Password !! Invalid Login !!
After Successfull login. User Dashboard will appear. Now to applying for a excise license click on the "**Online Apply**" button on the left corner.	**Uttarakhand Excise Licensing Portal** Visit Site ★ Dropdown ▾ Change Theme / Skin ▾ MAIN MENU Home / DASHBOARD Dashboard Online Apply Application Status Incomplete Application Change Password Logout 6 कुल आवेदित आवेदनों की संख्या एवं सूची (16) 4 विलम्बित आवेदनों की संख्या एवं सूची (15) 34 स्वीकृत आवेदनों की संख्या एवं सूची (1) अस्वीकृत आवेदनों की संख्या

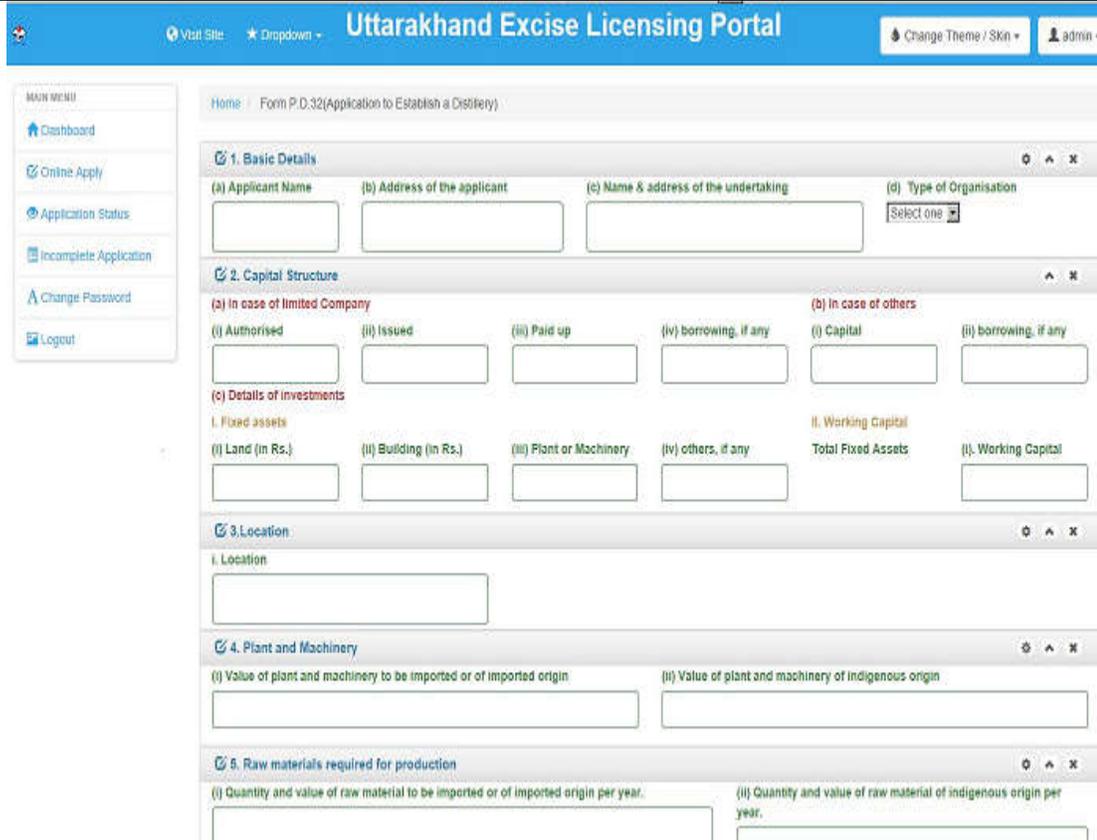|	
Select the type of license you are applying for. Every license has the different application form.	
Fill all the details.	
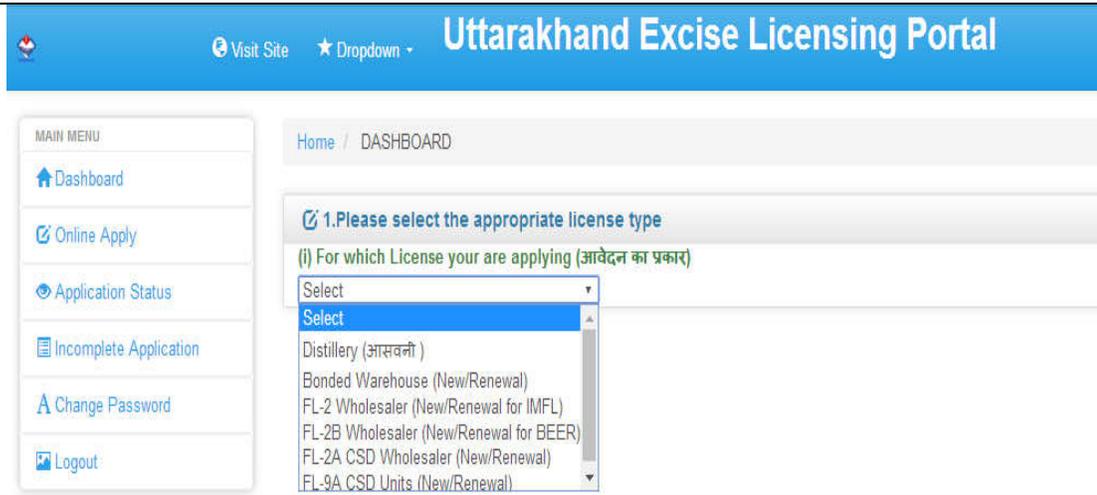
4. Plant and Machinery

(i) Value of plant and machinery to be imported or of imported origin

(ii) Value of plant and machinery of indigenous origin

5. Raw materials required for production

(i) Quantity and value of raw material to be imported or of imported origin per year.

(ii) Quantity and value of raw material of indigenous origin per year.

(iii) Quantity and value of the molasses required per year in the manufacture of the liquor proposed for manufacture.

(iv) Whether it is proposed to procure the molasses from private sources without the aid of the Government.

6. Water and power requirements

(i) Particulars of requirements

(ii) Whether necessary permission has been secured.

7. Process

(a) Brief process of manufacture

(b) Standard and quantity of products proposed to be manufactured.

[Browse...]

8. Technical Assistance

Whether any foreign collaboration or know how is envisaged and if so the foreign exchange involved.

9. Forecast of time factors

(a) Time required to secure land, building and other accommodation after P.D.33 licence is issued.

(b) Time required to erect machinery and start production after the licence is granted.

After fill up click on the "**Proceed**" button.

7. Process

(a) Brief process of manufacture

(b) Standard and quantity of products proposed to be manufactured.

[Browse...]

8. Technical Assistance

Whether any foreign collaboration or know how is envisaged and if so the foreign exchange involved.

9. Forecast of time factors

(a) Time required to secure land, building and other accommodation after P.D.33 licence is issued.

(b) Time required to erect machinery and start production after the licence is granted.

10. Item of manufacture

Annual Quantity(in metric measures)

Capacity Value

Estimated Annual Production

11. Employment potential

(i) Managerial

(ii) Supervisory

(iii) Skilled

(iv) Unskilled

12. Extra Facility & Feature

(a) Any special facilities required from the Government.

(b) Special feature, if any of the Scheme.

[Proceed]

Once the data saved the screen will appear like this. Here you have to click "**Download Application Form**" the application form will be downloaded. Than user has to upload the attachments by clicking the "**Upload Attachments**" button .	**Uttarakhand Excise Licensing Portal** MAIN MENU • Dashboard • Online Apply • Application Status • Incomplete Application • Change Password • Logout Home / Form P.D.32(Application to Establish a Distillery) **Information** Your application has been generated successfully with the reference no. UTK2019000012 Kindly note down the application reference no. for future. Thank you NOTE: Please download the application form & do your signature on that and before submit it into the District Excise Office upload it into the portal along with all the required attachments. Download Application Form Upload Attachments
Click on the "**Browse**" button for all the attachments one by one and attach the files. After uploading the files check on the checkbox named "**Please check have you uploaded all the attachment files** ?" after checking this the "**Submit**" button will appear. Click on the "**Submit**" button to save the data. Intimation message will be delivered to your mobile no along with the Application No.	**Uttarakhand Excise Licensing Portal** MAIN MENU • Dashboard • Online Apply • Application Status • Incomplete Application • Change Password • Logout Home / Form P.D.32(Application to Establish a Distillery) **Please attach all the required documents** 1. Application form (PD-32 Which you have recently filled) [Browse...] 1. Project Report 2. Memorandum and Articles of Association of the unit [Browse...] 3. Copy of Blue Print 4. List of Board of Director of the unit [Browse...] 5. PAN and TAN number 6. Flow Chart Plan [Browse...] 7. List of machines and tools 8. Attested copy of land document(Lease Deed/Registry) [Browse...] 9. Registration certificate of Commercial D 10. NOC of Pollution Control Board(PCB) [Browse...] 11. Registration certificate of District Indu 12. Boundary of premises of the unit [Browse...] 13. Copy of Challan of application fee 14. NOC of Fire Department [Browse...] 15. Any other related documents ☐ Please check have you uploaded all the attachment files?
Once form is submitted. You can track your application by clicking on "**Application Status**" tab on the left side bar.	**Uttarakhand Excise Licensing Portal** Change Theme / Skin • admin • MAIN MENU • Dashboard • Online Apply • Application Status • Incomplete Application • Change Password • Logout Home / Application Status (आवेदन पर की स्थिति) Please click on view to view the application you have submitted and its status. | Application No.(आवेदन संख्या)	Applicant Name (आवेदक का नाम)	Applicant's Father Name (आवेदक के पिता का नाम)	Type of License(लाइसेंस के लिए आवेदन)	View
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UTK2019000011	test		Distillery	View	