



**CITIZEN'S CHARTER**  
**STATE EXCISE DEPARTMENT**  
**GOVERNMENT OF UTTRAKHAND**

**PREAMBLE:-**

The objective of this Charter is to provide information regarding the services rendered by the State Excise Department. In order to improve the delivery of the services, the Department has decided to formulate this Citizen's Charter.

**Organizational Structure:-**

State Excise Department is headed by Excise Commissioner, Uttarakhand. The Commissionerate function under the Excise Department of Government of Uttarakhand.

Office of Excise Commissioner has its headquarter at Tehsil Chock, 15/1, Gandhi Road, Dehradun. Commissioner is the head of Department and is assisted by officials ranging from Additional Commissioner to Excise Inspector, Sub Inspector and Excise Constable. The Commissionerate is further organized in two mandals that is Kumaun and Garhwal headed by Joint Commissioner and two regions that is Dehradun/Haridwar region and Nainital/Udhamsinghnagar headed by Deputy Commissioner. There are 13 districts in which Assistant Excise Commissioner posted as District Excise Officer with the prime role of enforcement and collection of excise revenue.

S.NO.	Post Name	Sanction Post
1.	Commissioner, IAS	1

2.	Additional Excise Commissioner, Administration, PCS	1
3.	Additional Excise Commissioner, Departmental	2
4.	Joint Excise Commissioner	4
5.	Senior Finance Officer	1
6.	Deputy Excise Commissioner	6
7.	Assistant Excise Commissioner	23
8.	Technical Officer	1
9.	Chief Administrative Officer	3
10.	Senior Administrative Officer	4
11.	Administration Officer	4
12.	Personal Officer	1
13.	Excise Inspector	73
14.	Senior Personal Officer	2
15.	Senior Auditor	1
16.	Accountant	1
17.	Chief Assistant	9
18.	Junior Observer	1
19.	Assistant Accountant	15
20.	Sub Excise Inspector	62
21.	Senior Assistant	14
22.	Personal Assistant	2
23.	Head Excise Constable	81
24.	Junior Assistant	17
25.	Vehicle Driver	21
26.	Excise Constable	200
27.	Excise field Constable	24
28.	Lab Assistant	01
29.	Peon (Dead Cadre)	51

**MISSION:-**

1. To provide an efficient and transparent Mechanism for collection of Excise Revenue.

h

2. To achieve targets given by Government.
3. Implementation of Excise Policies with pragmatic manner.
4. Facilitation of trade and industry by streamlining and simplifying process.
5. Ensure safe Liquors to consumers according to their demands and choices.
6. Ensure all Remaining Revenues to be collected as procedure established by the Law.

### **Commitments:-**

1. To bring Transparency in Departmental procedures.
2. Empowering License through dissemination of information.
3. To Strengthen the Grievance Redresses.
4. Combating Revenue evasion.
5. To continuously upgrade skills and build a professional and motivated workforce.
6. To continuously enhance service delivery system.
7. To carry out the assigned functions with integrity and judiciousness.

### **OUR KEY FUNCTIONS AND SERVICES:-**

1. The U.P Excise Act- 1910
2. The Narcotic Drugs and Psychotropic Substance Act 1985.
3. U.P Narcotic Drug Rules 1986.
4. U.P Sheera Niyantaran Adhinyam 1964.
5. U.P Sheera Niyantaran Niyamawali 1974.
6. Excise Policy.
7. Others.

### **COMPLAINTS AND GRIEVANCES:-**

1. 24x7 Helpline/Control Room has been established for the redresses of any complaints regarding illicit Liquors, Over rating etc.

h



2. Toll Free Numbers- 18001804253, 01352656229

WEBSITE- [uttrakhandexcise.org.in](http://uttrakhandexcise.org.in)

Mail Id for communication-[utkexcise@gmail.com](mailto:utkexcise@gmail.com)

OUR RETAIL VENDS & PROCEDURE OF ALLOTMENT AND TIMELINE FOR - Retail Vends for foreign liquor (FL-5D) / Country liquor (CL-5C) & license for the Retail vends of Imported liquor in Mall/ Departmental Store (FL-5DS, FL-5M) Retail vends of Shops are allotted in accordance with rules/excise policy framed and declared State Government and Target fix by government for achieve Revenue.

S.No.	<u>DETAILS OF LICENSE</u>	<u>TIMELINE</u>
1	Restaurant Bar/Hotel Bar/	35
2	Department Store	30
3	Vintnery	30
4	Micro Pub/Brewery	60
5	FL-11 Registration	03
6	FL-11 license	02
7	FLM-2 license for Establishment of Bottling Plant	60
8	Hemp	15
9	FL-9/9A license for the Defence and Paramilitary Force	03
10	FL-2 Registration	07
11	FL-2/2(S)/2B/2W Wholesaler (New/Renewal for IMFL/Imported	03

L

	liquor)	
12	BWFL-2/2(S)/2B/2W Wholesaler (New/Renewal for IMFL/Imported liquor)	15
13	Distillery/ Brewery	60

**OUR ONLINE SERVICES:-**

1. Distillery
2. Bonded Warehouse
3. FL-2/2(S) Wholesaler (New/Renewal for IMFL/Imported liquor)
4. FL-2B/2B(I)/2W Wholesaler (New/Renewal for Beer/Wine /Imported Wine)
5. FL-2A CSD Wholesaler (New/Renewal)
6. FL-9A CSD Unit (New/Renewal)
7. Restaurant Bar/Hotel Bar/Department Store
8. Brewery
9. Bottling Plant
10. Vintnery
11. Foreign Liquor/IMFL Label Registration
12. Country Liquor Brand Registration
13. Application to get the Occasional/One day Bar License
14. FL-43 Purified Alcohol License (New/Renewal)
15. NDLD License (New/Renewal)
16. e-Challan Service
17. M.A.-4 Methyl Alcohol
18. Excise Verification Certificate

**REVENUE TARGET & ACHIEVED:-**

Financial year	Target of Revenue (Cr.)	Achieved Revenue (Cr.)
2001-2002	222-38	231-69
2002-2003	255-36	246-46

h

2003-2004	286-05	273-69
2004-2005	292-76	292-09
2005-2006	357-96	292-81
2006-2007	360-00	372-84
2007-2008	417-00	441-71
2008-2009	501-00	528-32
2009-2010	598-21	703-71
2010-2011	686-93	755-98
2011-2012	727-67	843-57
2012-2013	942-00	1117-80
2013-2014	1150-00	1268-95
2014-2015	1500-00	1486-74
2015-2016	1800-00	1736-60
2016-2017	2100-00	1905-72
2017-2018	2310-00	2262-05
2018-2019	2650-00	2705-38
2019-2020	3047-50	2729-15
2020-2021	3461-37	3017-34
2021-2022	3202-00	3260-35
2022-2023	3600-00	1432-28 (01 April 2022 to 02 September 2022)

### Appeal and Revision

U.P. Excise Act 1910 (as adapted in Uttarakhand) section-11 provided the opportunity to aggrieved person appeal before the appellate authority that is Excise Commissioner, under proceeding by collector and every other excise officer and State Government may examine and review the proceedings under this act.

h