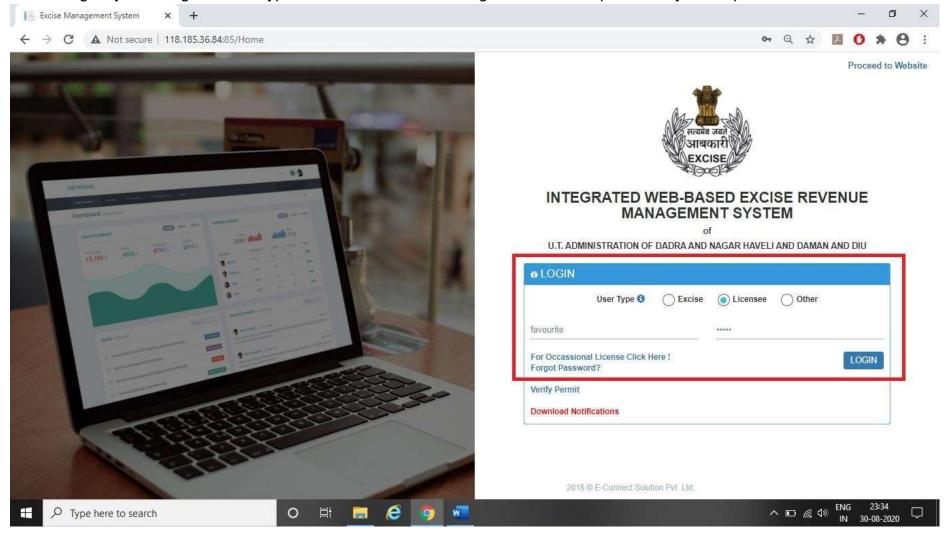
## The Dadra & Nagar Haveli and Daman & Diu Excise Duty Act, 1964 AND The Dadra & Nagar Haveli and Daman & Diu Excise Duty Rules, 2020

_	Name of Approval /	Online Single Window System for Renewal of Licenses (Distilleries/Brewery/Wholesalers/Retailers/Hotels)		
1	NoC/ Licence/ Registration			
2	Competent Authority	Commissioner of Excise		
3	Deemed Approval Authority	Assistant Commissioner of Excise		
4	Applicability Criteria	Must have obtained license issued by the Excise Department		
5	Stage	Post-Establishment		
6	SLA/ Number of Days	30 Days		
	•	Aadhar card		
	<b>D</b>	Election card		
7	Documents Required	Pan card		
		Renewal fees challan		
		Any other necessary document as and when required		
8	Form Submission	https://ddnexcise.gov.in/Home		
		Licensee (User) to has login into the IERMS portal		
8	Procedure for getting license	<ul> <li>(https://www.ddnexcise.gov.in) using the user id and password provided by the Excise Department</li> <li>User must click on the LM MODULE</li> <li>Licensee has to select License Renewal Application under Application</li> <li>The Licensee has to select the license which he/she need to be renewed</li> <li>The Licensee has to proceed by saving the existing details by clicking at Save[Draft] and then clicking at Save &amp; Final</li> <li>The Licensee is required to upload all the documents required in the portal</li> <li>Post-Approval, the status of which can be checked online, the Licensee ahs to click on 'Generate &amp; Print Challan' to make the payment for the fee.</li> <li>Licensee to pay the fee online using the Online Payment Gateway</li> <li>The licensee has to upload the paid Challan</li> </ul>		
		Post-approval the Digitally signed permit can be downloaded		
9	Fee& Mode of Payment	Fee: As per notification no. 2/19/EXC-ADM/2017-18/52 dated 19th April 2018		
		Mode of Payment: Online		

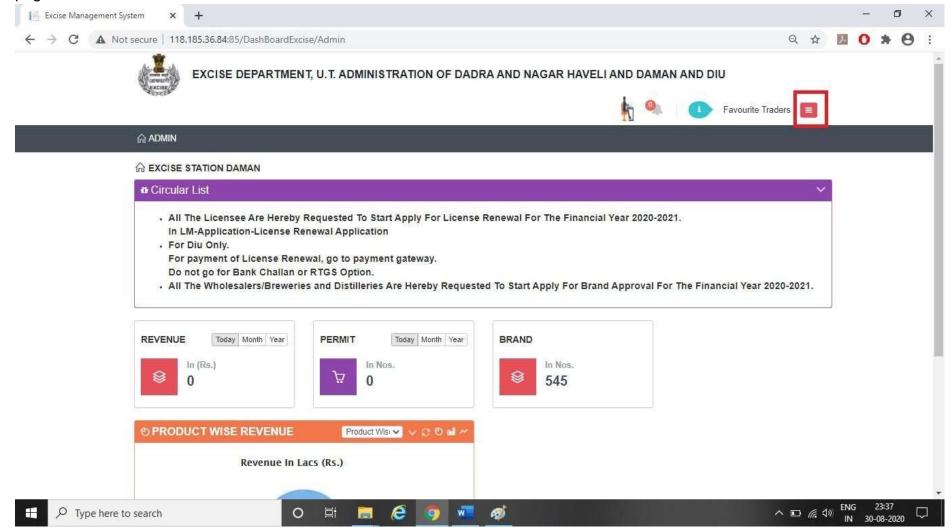
- **170.** Online single window system with following features without the requirement of physical visit to the Department for License Renewal
  - Submission of Application
  - Payment of Application Fees
  - Track Status of Application
  - Download the Final Signed Certificate
  - 1. Licensee can login through website <a href="https://www.ddnexcise.gov.in">https://www.ddnexcise.gov.in</a>. After clicking the URL following webpage will be opened.



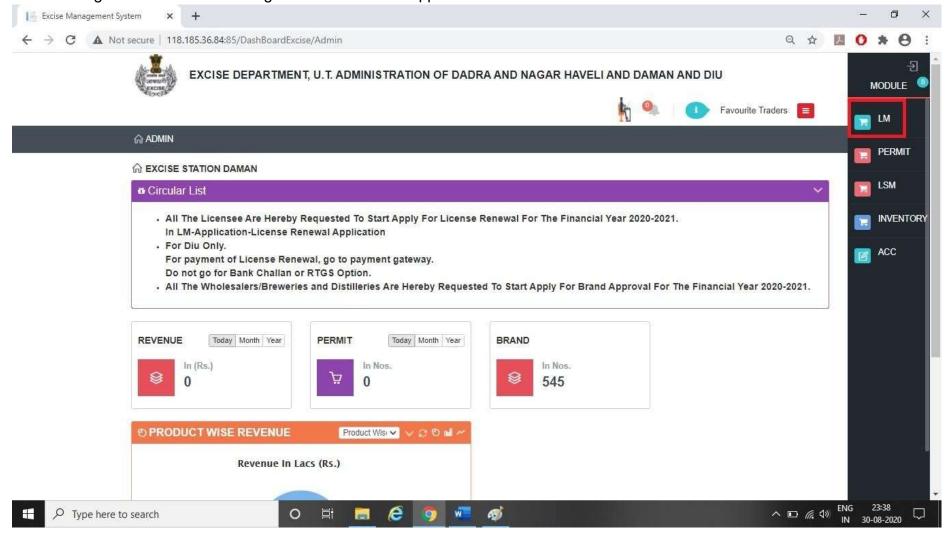
2. After opening the website Licensee should click on Login into IERMS ERP. The following page will be opened and Licensee have to login by selecting Licensee type "**Licensee**" " and entering Id & Password provided by the Department.



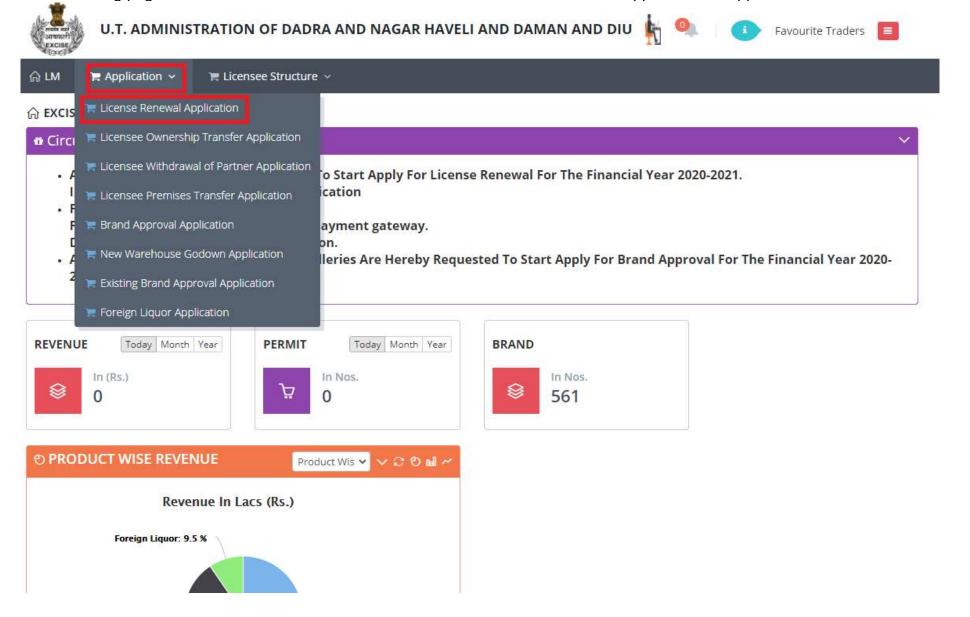
3. After clicking the login button following page will be opened where Licensee has to click on red button displayed in following page.



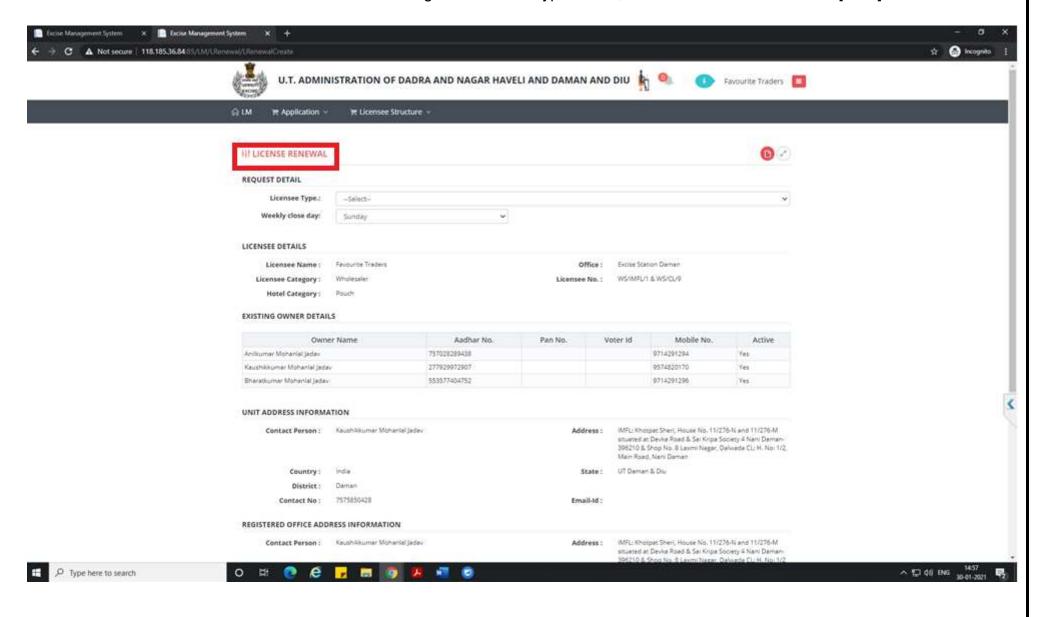
4. After clicking the red button following module button will appear. Licensee has now to click on "LM Module"

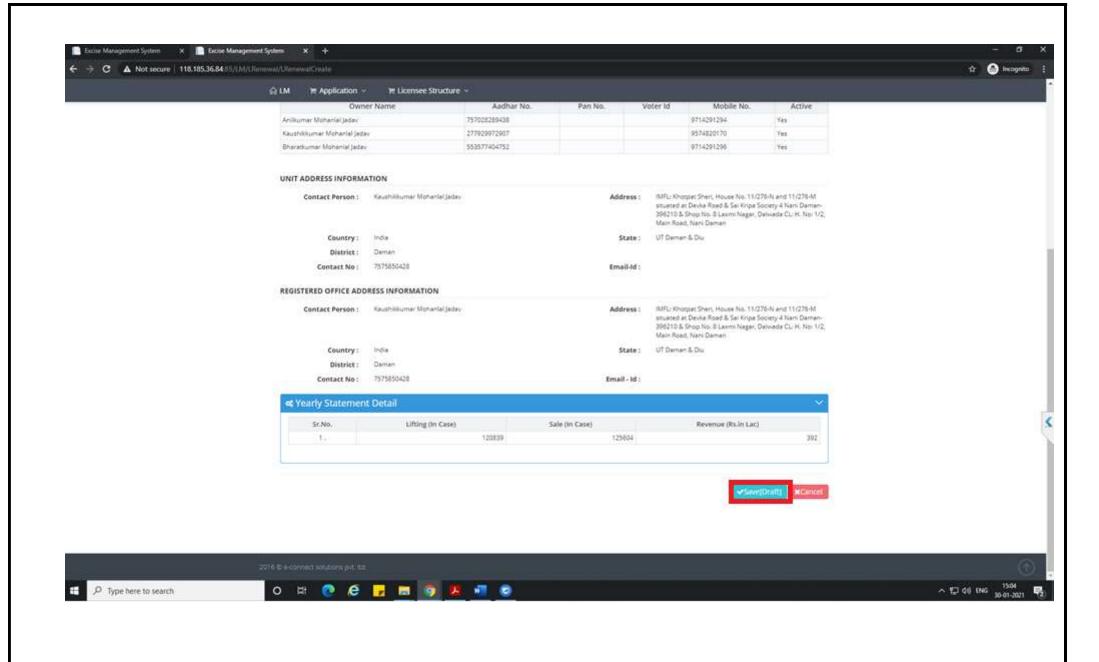


5. The following page will be seen. The Licensee now has to Select "License Renewal Application" in Application

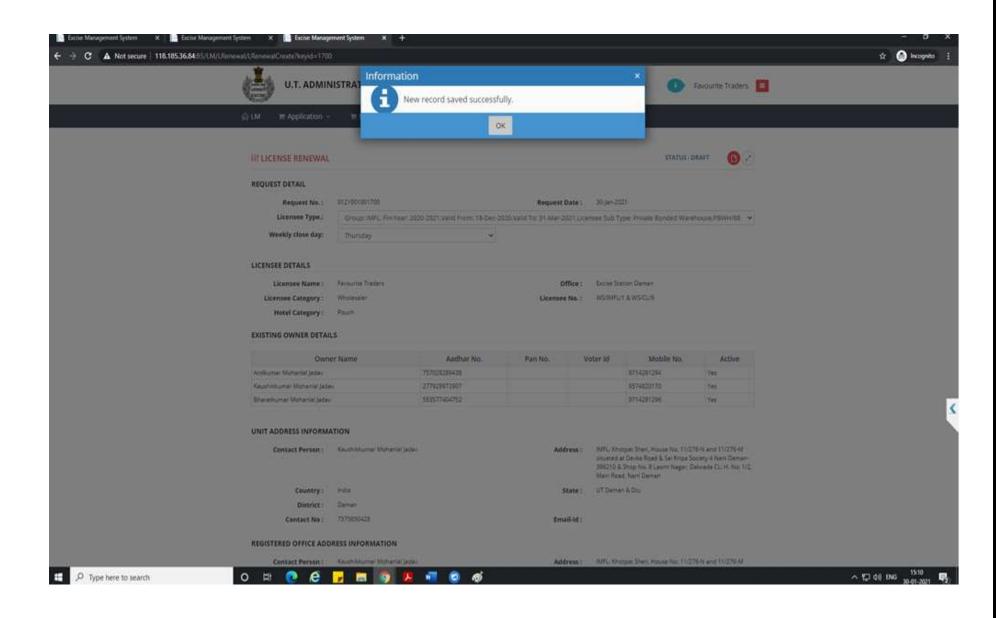


6. Licensee need to enter the details. After selecting the Licensee Type details, licensee has to click on "Save[Draft]" Button

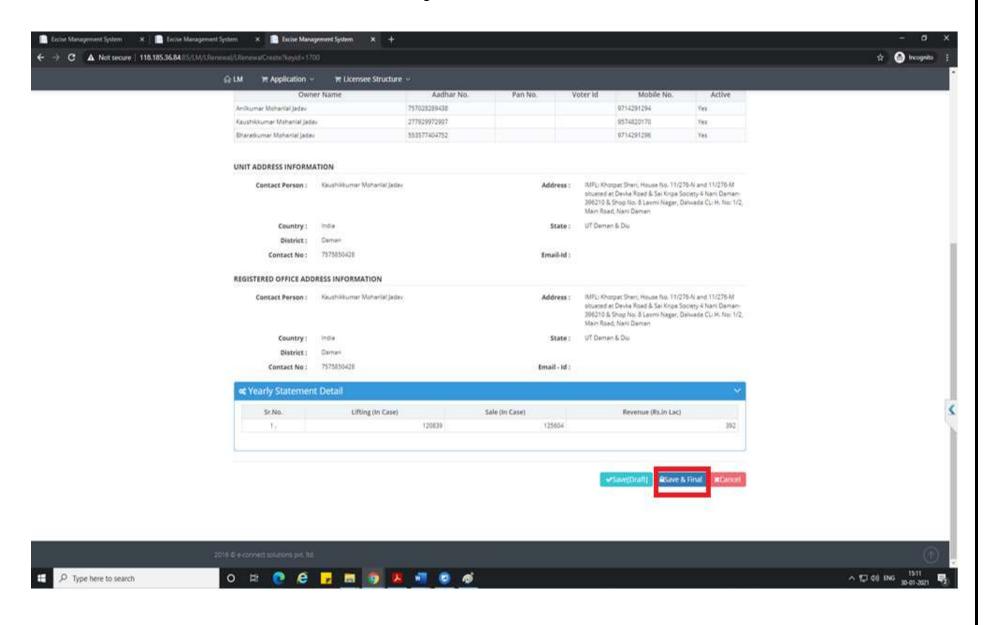




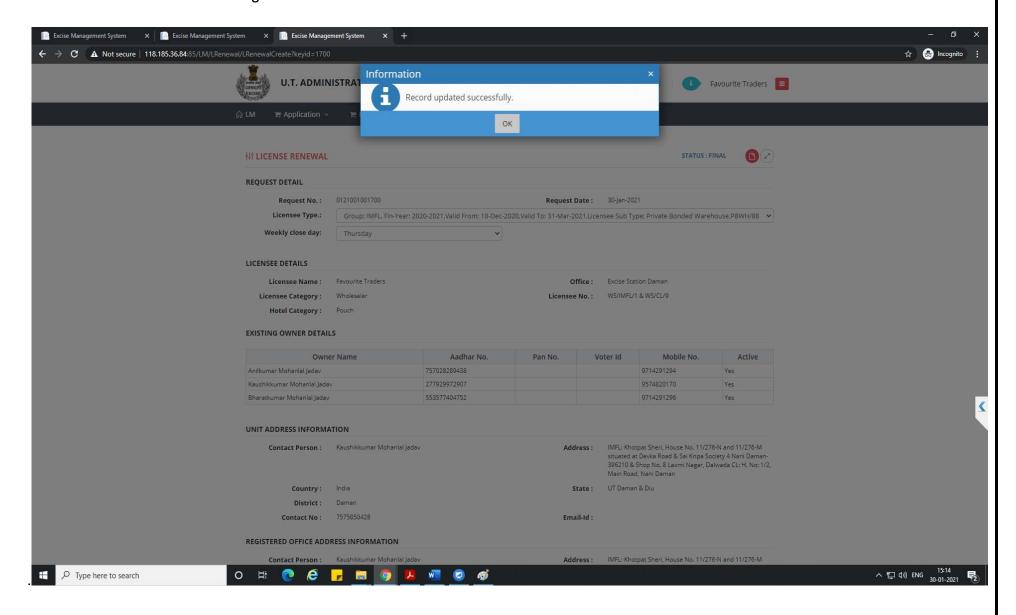
7. After that information message will be seen as below.



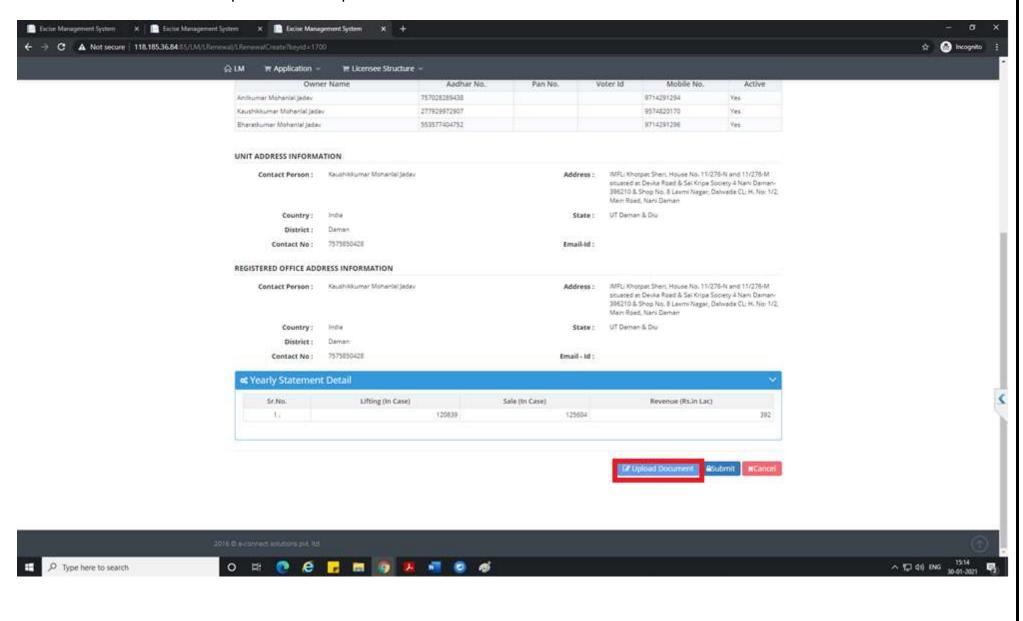
8. Licensee can click on Save & Final button after checking all the details.



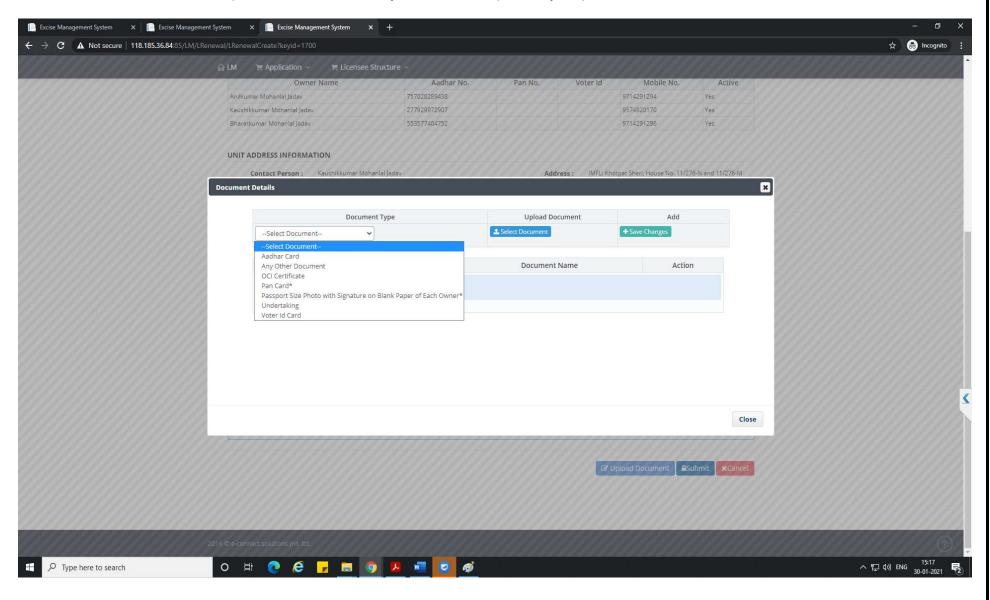
9. After that information message will be seen as below.



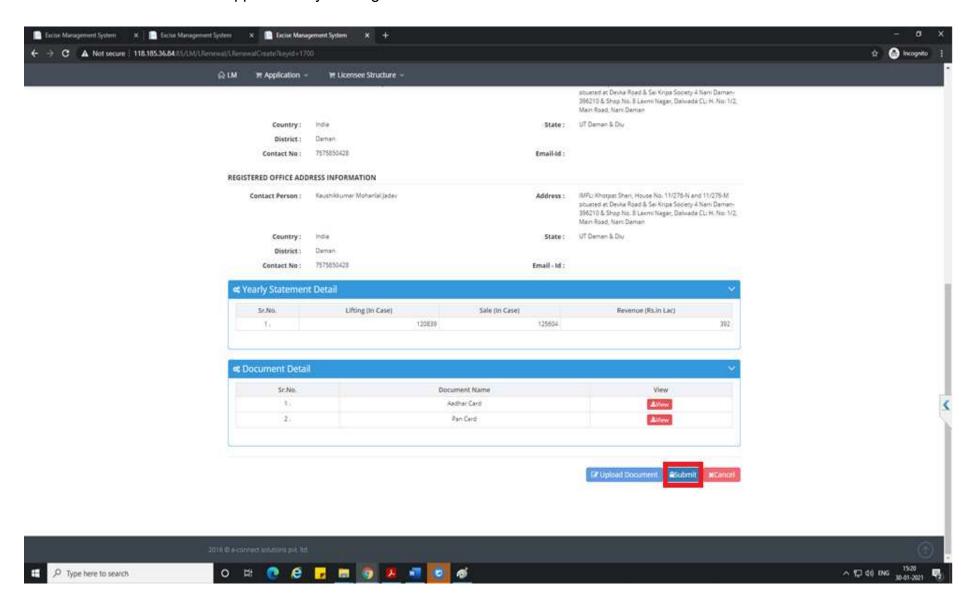
10. Licensee now has to upload all the required document as shown below



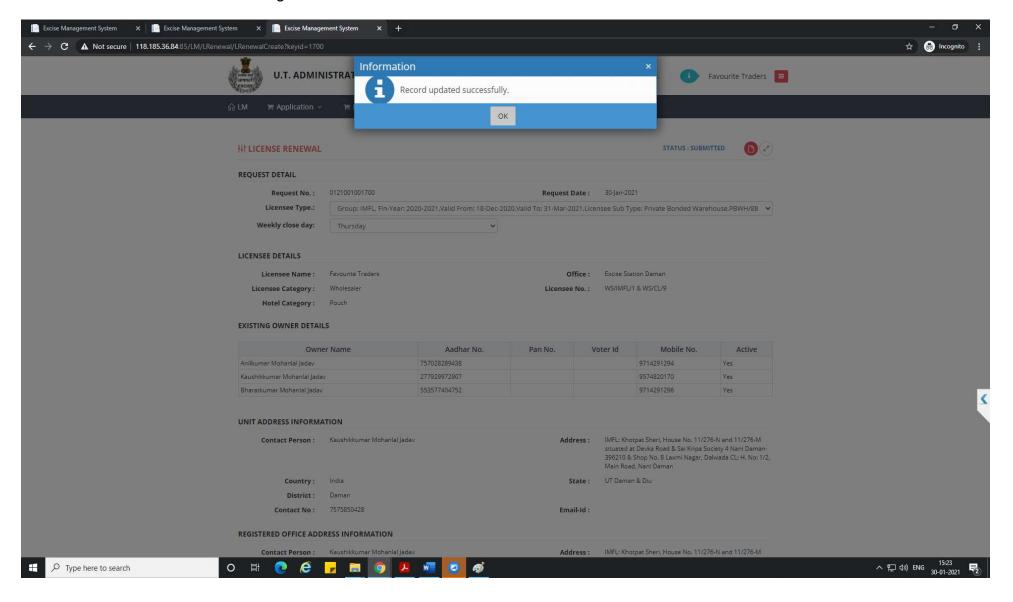
11. After that licensee has to upload all the mandatory document required by Department.

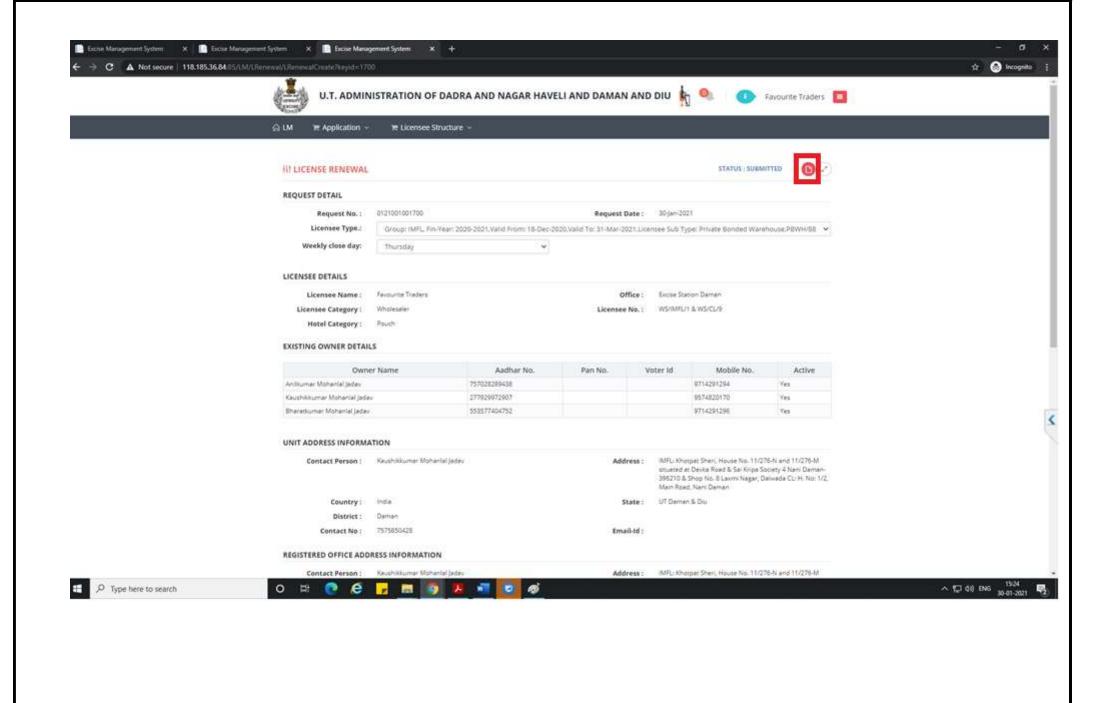


12. Licensee can submit the application by clicking on submit button.

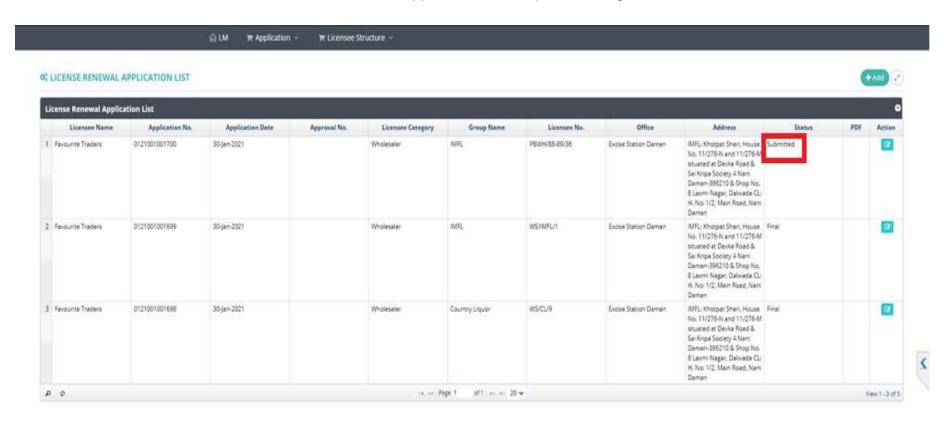


13. After that information message will be seen as below.



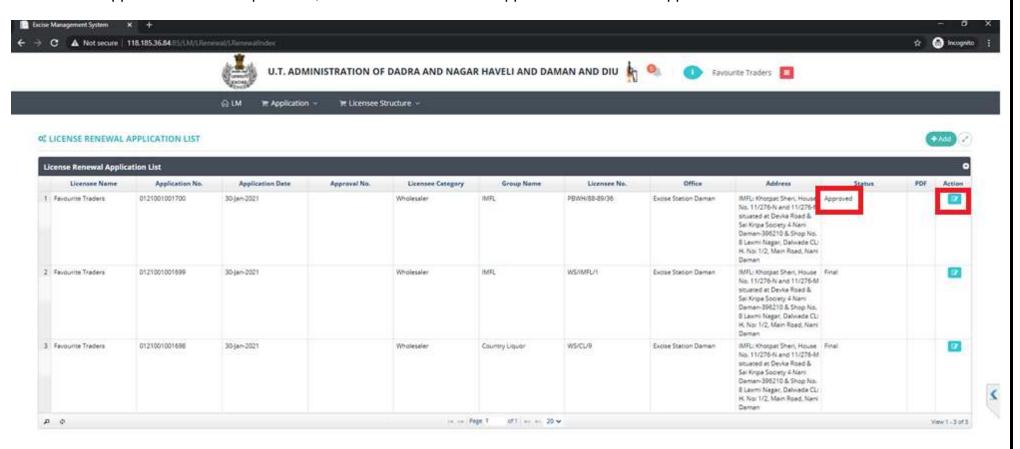


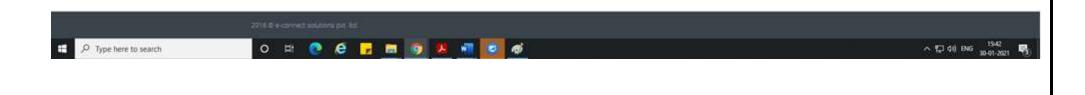
14. Licensee can check the status in Licence Renewal Application List as per following screen



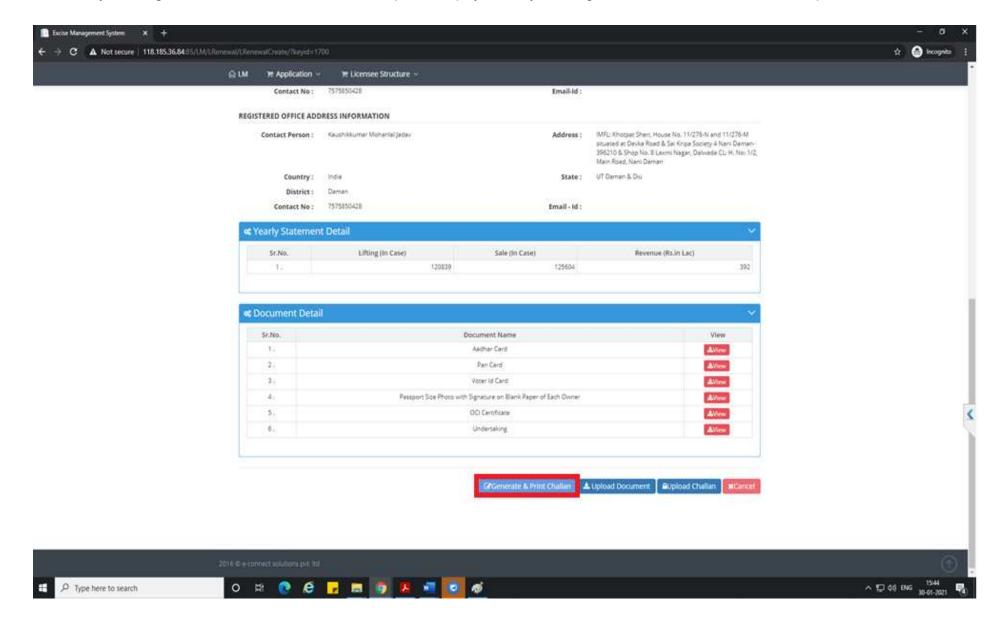


15. Post approval from the Department, Licensee can check the approved status of the application.

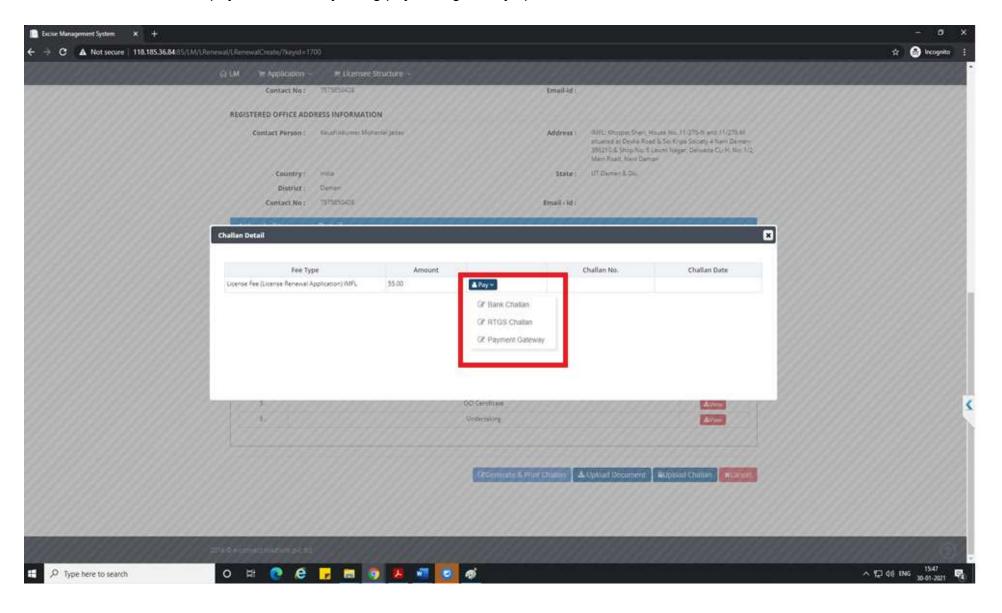




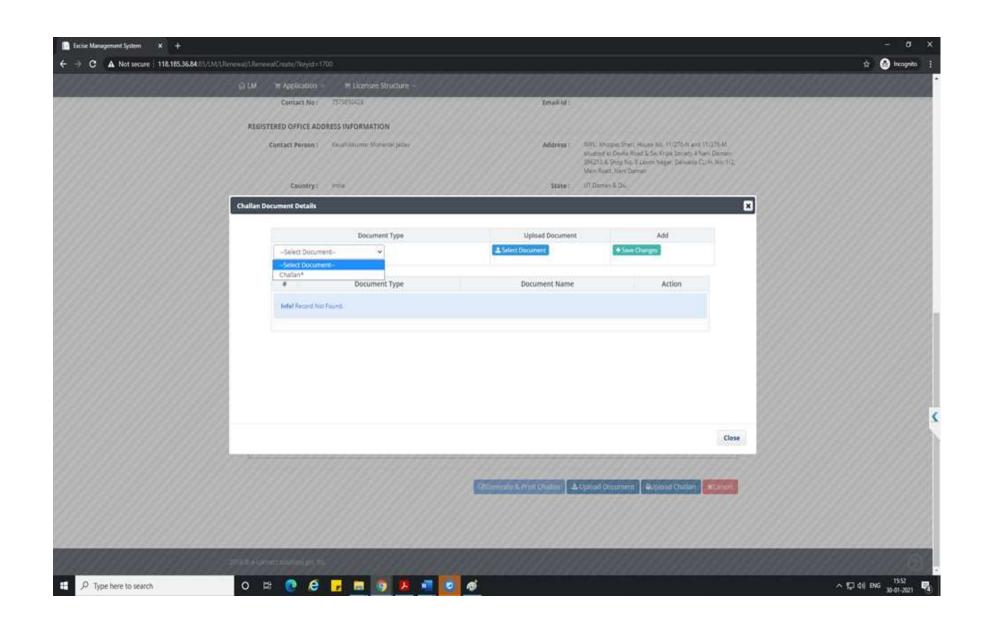
16. By clicking on Action Button Licensee is required to pay fees by clicking on Generate & Print Challan Option.



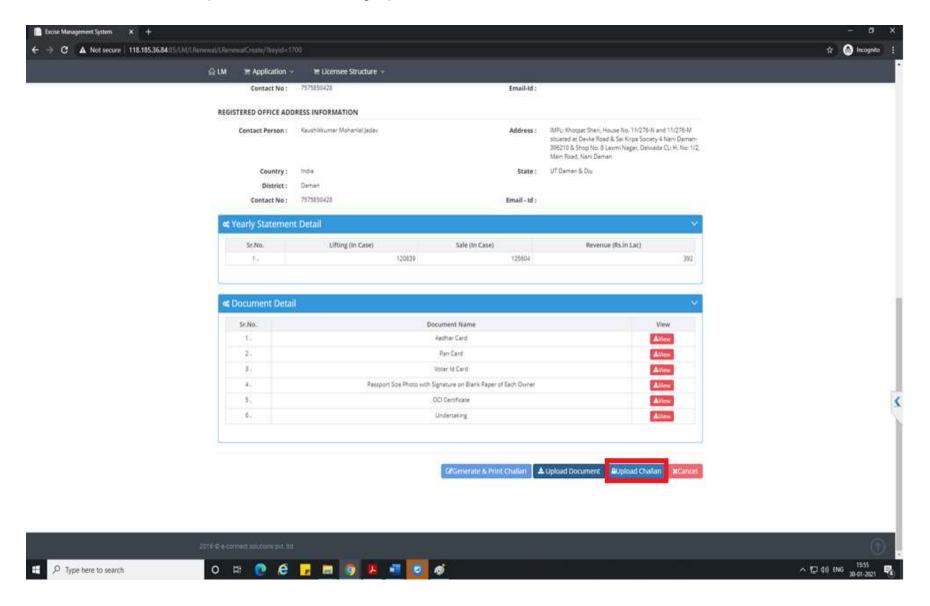
17. The Licensee can pay fees online by using payment gateway option.

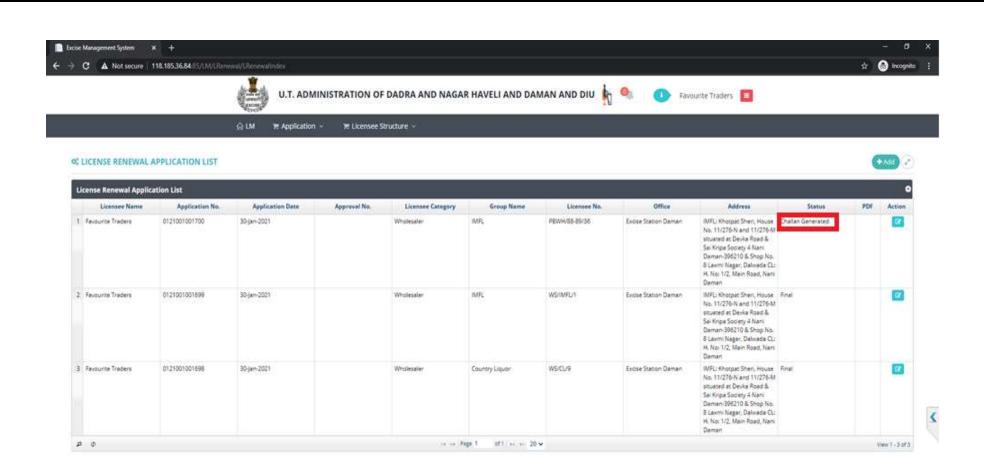


18. The licensee has to upload challan which was generated by paying fees. ← → C A Not secure | 118.18536.84 II5/LM/Ulanness/LRahmwalCreate/Yearside 1700 ₩ Licensee Structure → 7575850428 Email-Id: Contact No: REGISTERED OFFICE ADDRESS INFORMATION Address: IMFL: Khotpet Sheri, House No. 11/276-N and 11/276-M Contact Person: Keuchikkumar Mohaniai Jaday situated at Devka Road & Sai Kripa Society A Nani Daman-396210 & Shop No. 8 Lexini Nager, Dalviede CL: H. No: 1/2, Main Road, Nani Daman. State: Uf Daman & Diu Country: District: Damen Contact No: 7575850428 Email - Id: Sr.No. Lifting (In Case) Revenue (Rs.in Lac) Sale (In Case) 120839 125604 392 **≪** Document Detail Sr.No.: Document Name View Aadhar Card Pan Card Voter Id Card Passport Size Photo with Signature on Blank Paper of Each Owner OCI Certificate Undertaking ▲ Upload Document BUpload Challan 소 법 dij ENG 1551 O Type here to search



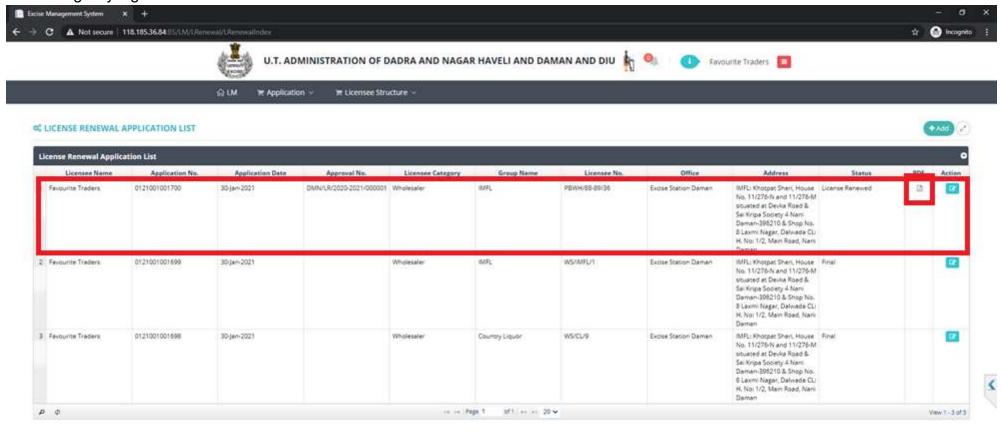
19. The Licensee has to upload the challan using Upload Challan Button.







20. Post approval from the Department Licensee can check that his License is Renewed and Licensee can download final digitally signed certificate.





The above Process was run on Test Website. is fully functional.	From screenshot shown be	elow one can see that our w	ebsite <u>www.ddnexcise.gov.in</u>



## U.T. ADMINISTRATION OF DADRA AND NAGAR HAVELIAND DAMAN AND DIU DEPARTMENT OF EXCISE DAMAN

Notice: For License Renewal

NO.: DMN/LR/2020-

Date: 30-Jan-2021

Application No.: 0121001001700

Shri/Smt/kumari Favourite Traders, PBWH/88-89/36, IMFL: Khotpat Sheri, House No. 11/276-N and 11/276-M situated at Devka Road & Sai Kripa Society 4 Nani Daman-396210 & Shop No. 8 Laxmi Nagar, Dalwada CL: H. No: 1/2, Main Road, Nani Daman is informed that the license fee of Rs. 55.00 paid vide Challan Number: 11415 dated 30-Jan-2021 has been renewed for the year 2021-2022. You are requested to visit the Excise Department along with a print of this notice to endorse enteries in your license book. This issues with the approval of Competent Authority.

Digitally Signed by ANKIT GUPTA **EXCISE** INSPECTOR

> Signature and Designation of the Issuing Authority



DEPARTMENT OF EXCISE