

**DEPARTMENT OF PROHIBITION & EXCISE: GOVERNMENT OF TELANGANA STATE**  
**GUIDELINES TO THE APPLICANTS FOR ALLOTMENT OF RETAIL A4 SHOPS FOR THE YEAR 2019-2021**

- Applications are invited from interested persons for allotment of Retail Liquor (A4) Shops in Telangana State for the Excise Year 2019-21 for the licence period from 01.11.2019 to 31.10.2021.
- The entire process of applications, allotment and running of shops will be governed by Telangana Excise (Grant of selling by Shop and Conditions of licence) Rules, 2012 and Retail Liquor (A4) Shop licence period 2019-21.
- Total of Retail Liquor (A4) Shops for the licence period 2019-21 will remain (2216) as in previous Retail Liquor (A4) Shop licence period of 2017-19.
- The notified Retail Shop Excise Tax slabs for the year 2019-21 are as follows:

Sl. No	Population	Slab Rs in Lakhs
1	Upto 5,000	50.00
2	From 5,001 to 50,000	55.00
3	From 50,001 to 1,00,000	60.00
4	From 1,00,001 to 5,00,000	65.00
5	From 5,00,001 to 20,00,000	85.00
6	Above 20,00,000	110.00

- As a part of ease of doing business the following measures have been taken in the licence period for the year 2019-21.
- Simplified application Form A-3A(A) with self certification
  - The payment of (EMD) "Earnest Money Deposit" has been waived off.
  - The A4 shop licensees shall be permitted to pay 2 years licence period Retail Shop Excise Tax in (08) equal installments instead of (06) installments as prevalent earlier.
- The applicants allowed to file applications in one Excise Districts only in his choice.
- The interested applicant(s) may participate in selection process by submitting an application along with following documents to the licensing authority.
  - (i) Application in prescribed Format in Form - A3 (A)
  - (ii) Challan/Demand Draft of Nationalized Bank for Rs.2 lakh (rupees two lakhs) towards Non-Refundable Fee per shop.

- (iii) Three (3) colour passport size photographs to be affixed.
- (iv) Aadhar card self certified copy.
- (v) PAN Card – self certified copy.
- (vi) Local Schedule Tribe area certificate self certified copy (only in case of Agency area A4 Shops).
- Any Person can apply for allotment of Retail Liquor (A4) Shop, except :
  - (i) Who is below the age of 21 years.
  - (ii) Who has been convicted under the Excise Act, 1968 and
  - (iii) Who is a defaulter of excise revenue; or Who is adjudged as an insolvent by a competent Court.
- Intending applicant(s) can submit application in person to the authorized officer on or before the last date and time as notified in the respective District Prohibition & Excise Officers.
- In addition to applicant(s) can submit in all division DC offices and Commissioner of Prohibition & Excise office, Hyderabad.
- No application will be acceptable by courier, post or e-mail.

Place of Receipt of Application	Respective Excise District offices/DC offices/CPE office
Date of Receipt of application(s)	From: 09-10-2019 to 16-10-2019 (except other than Sunday 13-10-2019)
Last date of submission of application(s)	16-10-2019
Timing for receipt of application(s)	10.00 AM to 4.00 PM
Drawal of Lot	Date : 18-10-2019, Time : 11.00 AM (due to election code, for Suryapet Revenue District, the drawal of lot date will be announced later
Payment of 1 <sup>st</sup> instalment	On 18-10-2019 or succeeding next working day

- The applicants who are in queue at closing time for submission of application, token(s) will be issued and such persons will be allowed to submit application.
- The applicant has to submit the application in person to the authorized officer and obtain an Entry pass.
- If a application submitted in DC office/Commissioner Office, the Serial Number of application will be allotted on 17-10-2019.
- No person entry is allowed to enter into the place of drawal of LOT without original receipt & Entry pass.

- In case of applicants are partnership firm/partners, only authorized person shall apply on firm behalf and the same person will be allowed attain drawal of lot.
- Allotment of Retail Liquor (A4) Shop will be strictly through drawal of LOTs, by the Collector or any other officer authorized by the Commissioner of Prohibition and Excise in the presence of applicants.
- The allotment of Retail Liquor (A4) Shop shall be taken up shop wise, as notified in the Gazette.
- Once the applicant is allotted Retail Liquor (A4) Shop, the other applications submitted by him will not be considered for other notified shops.
- The selected applicant shall pay a sum equal to **1/8<sup>th</sup>** of the total Retail Shop Excise Tax for (2) two years on the day of selection or the succeeding working day by way of challan/demand draft.
- In case the selected applicant fail to remit **1/8<sup>th</sup>** of the total Retail Shop Excise Tax within the time a sum of Rs.5,00,000/- (Rupees five lakhs) will be recovered as penalty from the applicant. The selection process shall be continued by taking a fresh LOT till the selection of applicant among the remaining applicants for the notified shop.
- The selected applicant shall sign or affix his/her thumb-impression against the relevant entry in the confirmation register maintained for the purpose.
- The Commissioner or designated authority may postpone to future date the allotment of Retail Liquor (A4) Shop / shop(s) by recording, in writing, the reasons e.g., poor response, cartel formation and other reasons thereof.
- **Scheduled Areas:** In case of shops notified in Scheduled Areas. The applicant shall submit Local Scheduled Area Certificate (only in respect of local tribal candidates applying for shops in Scheduled areas).
- The permit room as per rule 25, sub-rule (2) allowed as usual.
- The Grant of licence to the selected applicant in Form A-4 will be governed by:
  - (i) The Telangana Excise Act, 1968 and Rules made there under.
  - (ii) Telangana Intoxicating Liquors (Prohibition of Advertisements) Act. 1978.
  - (iii) Telangana (Regulation of Trade in IMFL and FL) Act, 1993 and rules made there under.
  - (iv) The instructions issued by the Commissioner of Prohibition & Excise, from time to time.
- **Removal of doubts:** If there is any doubt or dispute regarding the interpretation of any of these instructions, rules, the decision of the Commissioner of Prohibition and Excise, thereon shall be final.

Place: \_\_\_\_\_

Date : \_\_\_\_\_

District Prohibition & Excise Officer

