

**OFFICE OF COMMISSIONER, PROHIBITION AND EXCISE,
TELANGANA STATE, HYDERABAD**

Cr.No. 3060/2023/CPE/TS/F1

Dated:01.08.2023

**Sri Md Musharraf Ali Faruqui, I.A.S.,
Director, Prohibition and Excise**

Sub: Prohibition & Excise Department – Telangana State – License Period 2023-25 – Disposal of retail liquor A4 Shops – Instructions Issued – Reg.

Ref: G.O.Ms.No.86, Revenue (Ex.II) Department, dt: 01.08.2023

1. Attention of all Deputy Commissioners of Prohibition & Excise and District Prohibition and Excise Officers is drawn to the subject and reference cited. Government has permitted to issue notification calling for applications for retail liquor A4 shops in the state for the license period 2023-25.
2. In this context detailed instructions for the process of allotment of shops through drawl of lots are being issued. The schedule is enclosed as annexure to this circular.

Gazette Notification

3. All A4 shops shall be notified as per schedule.

Publicity of Gazette Notification

4. Wide publicity should be given to the gazette notification through print and electronic media. The salient features of the notification should also be provided.

Receipt of Application

5. DPEOs shall make all necessary arrangements to receive applications.
6. As per the reference cited, individuals, partnership firms and companies are eligible to apply.
7. The following persons are not eligible to apply for allotment of retail liquor (A4) shops:
 - Who is below the age of 21 years.
 - Who has been convicted under the Excise Act, 1968.
 - Who is a defaulter of excise revenue.
 - Who is adjudged as an insolvent by a competent court.

8. Applications shall be received, in the format specified in the reference cited, from the date of issuance of notification up to the last date as per schedule.
9. Every application shall be accompanied with a demand draft or challan in original of Rs. 2lakhs.
10. In addition, the following should be enclosed with the application:
 - Three (3) color passport size photographs of both the applicant and authorized representative, if any, attending the drawl of lot
 - Self-certified copy of Aadhar card
 - Self-certified copy of PAN card
 - Caste certificate issued by Government of Telangana State for applicants of shops allotted to Goud/SC/ST
 - Local Area Scheduled Tribe certificate for shops in scheduled areas
11. Applications shall be received during the hours from 11:00 AM to 5:00 PM.
12. Applications shall be received at the location mentioned in the gazette notifications for each district. In addition, applications may be filed in the Office of Commissioner, Prohibition and Excise at Nampally, Hyderabad.
13. Complete applications must be submitted physically at the notified places. No applications shall be accepted by post or courier or email.
14. An applicant can apply for more than one A4 shop across the state.

Arrangements for Receipt of Applications

15. District Prohibition and Excise Officer should designate one officer of the rank of APES / P&E Inspector as authorized officer to receive applications in respect of retail liquor A4 shops notified for the district.
16. Depending on the quantum of applications expected, counters should be set up for every 7 to 10 shops.
17. An officer of the rank of P&E SI shall be kept in-charge for each counter.
18. He will be assisted by staff like JAs, HCs, Constables etc.
19. Necessary arrangements should be made with tables, registers, display boards, chairs, lighting arrangements etc.

Record of Applications Received

20. The counter in-charge officer shall be responsible to receive applications, check the correctness of entries and give receipt to the applicant.
21. The details of application should be entered in the Application Receipt Register (pre-printed), as per format prescribed, as and when applications are received.

22. Each application for a shop should be given a 3-digit number starting from 001 and running up to the last application number. The numbering and recording (in register) of applications for each shop shall be done separately.
23. Application serial number should be entered in 'Red Color' in the Application Form.
24. This application serial number should be written on each application and under no circumstances should an application be missed. Similarly, there should be no duplication.
25. The authorized officer with his/her team shall check that information filled in the application is correct. They should specially focus on correctness of:
 - Gazette serial no.
 - Location
 - Tax slab
 - PAN number
 - Aadhar number
 - Original DD/ Challan for application fee of Rs. 2 lakhs
 - Caste certificate issued by Government of Telangana State for applicants of shops allotted to Goud/SC/ST
 - Local Area Scheduled Tribe certificate for shops in scheduled areas
26. Applicants who are in queue at closing time for submission of application shall be permitted to submit their applications.
27. Token shall be issued to such person in reverse order for submitting their application.

Receipt cum Entry Pass

28. The authorized officer should sign at 4 places on the Receipt cum Entry Pass including attestation on the photograph of applicant / authorized representative.
29. Applicant's signature should be taken on the office copy at appropriate place as an acknowledgment of receipt of application and handing over of Receipt cum Entry Pass.
30. Applicants must be informed that they must be present in person or through an authorized representative for the drawl of lots otherwise their application will not be considered for drawl of lot.
31. A brief note containing address, time, date of drawl of lots and advisory for the process of drawl of lots shall be handed over to the applicant.

Safe Keeping of Application

32. All applications for each A4 shop shall be kept in a separate box file such that the first application is at bottom and latest on top under lock and key.
33. DPEO shall ensure that all DDs of application fees are deposited on the next day to ensure that there is no delay in realization of amount.

Reception, Information Desk & Awareness

34. DPEOs shall organize a reception desk to clarify doubts of interested applicants.
35. Sale particulars of A4 shops notified for 2021-23 should be displayed in the offices of DC, DPEO, SHO & other appropriate places.
36. New entrants should be encouraged by providing guidance on how to run shops.

Daily Report

37. The details of applications received for each shop should reflect in the daily report.
38. Daily report should be sent to head office in prescribed format by 6:00 PM.

Allotment through Drawl of Lots

39. Allotment of A4 liquor shops shall be through drawl of lots, by the Collector or any other officer authorized by Commissioner / Director, Prohibition and Excise in the presence of applicants or their authorized representatives.
40. Appropriate venue shall be selected for drawl of lots to accommodate expected number of candidates.
41. Layout of the hall should be planned properly.
42. Dias, chairs, public address system (inside & outside the venue), shamiana for waiting applicants, drinking water etc., should be arranged. Arrangements should be made for lighting and backup generators as well.
43. Adequate arrangements for parking, security and frisking of applicants should also be made.
44. A backdrop banner should be displayed on the stage.
45. Banners to guide movement of applicants should be arranged. A big flex board with directions for movement along with gate numbers etc., shall be put up in the waiting area and entrance points.
46. Staff should be deployed and trained in advance.
47. A full-dress rehearsal should be conducted one day prior to the drawl of lots.
48. The office copy attached to the application should be used for verifying the credentials of the applicant / authorized representative for entry into the hall for

drawl of lots. Only applicant or authorized representative shall be allowed into the place of drawl of lots with the original receipt cum entry pass.

49. The main application should be kept at the table of officials while the drawl of lot is in progress.
50. The allotment of A4 liquor shops shall be taken up shop wise in the order of gazette serial number as notified in district gazette.
51. To avoid any delay, applicants for next shop shall be kept ready while the drawl of lots for a shop is in progress.
52. The Confirmation Register should be kept ready, in the format specified. Details like gazette serial number of shops, notified area, SET etc., should be filled in advance so that details of the selected applicants can be entered, and their signatures obtained.
53. A separate team should be ready to complete the formalities after the drawl of lots for a particular shop is finished.
54. The successful applicant shall pay a sum equal to 1/6th of annual Retail Shop Excise Tax (RSET) on the day of drawl of lots or the succeeding working day by way of challan / demand draft.
55. In case the successful applicant fails to remit the amount as above within the time specified, he shall forfeit his/her claim to obtain the license. Further, a penalty of Rs.5,00,000/- (Rupees five lakhs) shall be recovered from him/her.
56. In such cases, the drawl of lots shall be taken up again from among the remaining applicants for that shop.
57. The Commissioner / Director, Prohibition and Excise may postpone the drawl of lots for allotment of any retail liquor (A4) shop for reasons such as poor response, cartel formation etc., by recording reasons in writing.

Press

58. Press should be permitted to take visuals etc. before the start of proceedings. Only authorized officials should be present in the hall once the proceedings start. A press release should be issued after the completion of the process.

Opening of Shops

59. A note should be given to the selected applicant regarding their immediate responsibility, payments to be made, mode of payment, conditions to be kept in mind for selection of shop premises etc.
60. All efforts should be made that the shops are stocked by 30.11.2023 so that they can start transactions as per schedule.

Registers and Reporting Formats

61. The following formats are enclosed with these instructions:

- Format 1: Application Receipt Register
- Format 2: Daily Report on Number of Applications Received: Shop Slab Wise
- Format 3: Daily Report on Number of Applications Received: Shop Category Wise
- Format 4: Confirmation Register

General Provisions

62. The entire process of applications, allotment, establishment, licensing, and functioning of shops shall be governed by:

- Telangana Excise (Grant of license of selling by shop and conditions of license) Rules, 2012
- The Telangana Excise Act, 1968 and rules made there under.
- Telangana Intoxicating Liquors (Prohibition of Advertisements) Act, 1978.
- Telangana (Regulation of Trade in IMFL and FL) Act, 1993 and rules made there under.
- Any other circulars / instructions issued by competent authorities from time to time.

Removal of doubts

63. In case of any doubt or dispute regarding the interpretation of any of the instructions, the decision of Commissioner / Director, Prohibition and Excise shall be final.

Director, Prohibition and Excise

Enclosure: Schedule of Drawl of Lots

To,
 All Deputy Commissioners of Prohibition and Excise
 All District Prohibition and Excise Officers
 All Collectors and District Magistrate for information

Copy submitted to:

CS and Special Chief Secretary to Government (Revenue)

Schedule for Drawl of Lots for A4 Retail Shops for License period 2023-25		
Sl. No.	Activity	Date
1	2	3
1	District Collectors to draw lots for identification of shops allotted for Gouds, SCs and STs.	03.08.2023
2	Issuance of notification	04.08.2023
3	Start of receipt of application (on all working days)	04.08.2023
4	Close of receipt of application	18.08.2023 (6.00 pm)
5	Drawl of lots for selecting licensee	21.08.2023
6	Payment of 1st instalment of Retail Shop Excise Tax (RSET)	21.08.2023 to 22.08.2023
7	Release of stocks to new A4 shops	30.11.2023 onwards
8	Shops opening	01.12.2023

Director, Prohibition & Excise