



Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, J&K

Notification

Jammu, the 02nd of April, 2026

S.O 86.- In exercise of the powers conferred by section 4 read with section 8 of the Jammu and Kashmir Public Services Guarantee Act, 2011 (Act No. IX of 2011), the Government hereby notifies the following timelines and Designated Officers/Appellate Authorities for the following services of Finance Department. The Checklist for services at S. No. 1 & 2 is annexed as Annexure A & B respectively:

S. No	Name of the service	Description of service	Designated officer	Stipulated time frame for providing of service	First appellate authority	Second appellate authority
1.	Grant of New License (JKEL-12) (G2C)	Wholesale denatured spirit, wholesale and/ or retail/ possession and use of denatured spirit.	Deputy Excise Commissioner, Executive	20 days	Deputy Excise Commissioner, Distilleries, Jammu	Excise Commissioner, J&K
2.	Grant of New License (JKEL-13) (G2C)	Possession and use of Absolute Alcohol/ rectified spirit /DNS /SDS/MS/Plain Spirit or any other spirit or alcohol for Industrial Use.	Deputy Excise Commissioner, Executive	20 days	Deputy Excise Commissioner, Distilleries, Jammu	Excise Commissioner, J&K
3.	Grant of New License (JKEL-14) (G2C)	Possession and use of Absolute Alcohol/ rectified spirit /DNS/SDS/MS/Plain Spirit or any other spirit or alcohol for Institutions/ Organizations	Deputy Excise Commissioner, executive	20 days	Deputy Excise Commissioner, Distilleries, Jammu	Excise Commissioner, J&K

By order of the Government of Jammu and Kashmir.

[Handwritten signature]
02.04.26

Sd/-
(M. Raju) IAS,

Commissioner/Secretary to the Government

No: GAD-MTG0RBIV/253/2025-09

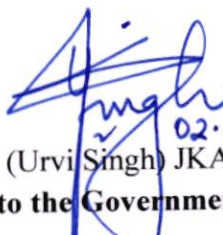
Dated:02.04.2026

Copy to:

1. All Financial Commissioners (Additional Chief Secretaries).
2. Additional Chief Secretary to the Hon'ble Chief Minister.

3. Director General of Police, J&K.
4. All Principal Secretaries to the Government.
5. Principal Secretary to Hon'ble Lieutenant Governor, J&K.
6. Chief Electoral Officer, J&K.
7. Joint Secretary (JKL), Ministry of Home Affairs, Government of India.
8. All Commissioner/Secretaries to the Government.
9. Divisional Commissioner, Jammu/Kashmir.
10. Principal Resident Commissioner, J&K Government, New Delhi.
11. Chairperson, J&K Special Tribunal.
12. Director General, J&K Institute of Management, Public Administration & Rural Development.
13. Secretary, J&K Public Service Commission.
14. All Heads of the Departments/Managing Directors.
15. All Deputy Commissioners.
16. Director Estates, Jammu/Kashmir.
17. Director, Archives, Archaeology and Museums, J&K.
18. Director Information, J&K.
19. Secretary, J&K Board of Professional Entrance Examination (BOPEE).
20. Director, Government Press, J&K.
21. Secretary, J&K Services Selection Board.
22. OSD/Private Secretary to Hon'ble Deputy Chief Minister, J&K.
23. OSD/Private Secretary to Hon'ble Chief Minister, J&K.
24. Secretary, J&K Legislative Assembly.
25. State Informatics Officer (SIO), NIC, J&K.
26. Private Secretary to Chief Secretary, J&K.
27. Private Secretaries to all Hon'ble Ministers, J&K.
28. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
29. Private Secretary to Advisor to Hon'ble Chief Minister, J&K.
30. Order file/Stock file/Website, GAD.

"Hindi and Urdu versions shall follow".


 02.04.2026
 (Urvi Singh) JKAS

Under Secretary to the Government

Annexure-A to S.O. 86 of 2026 dated 02.04.2026

Check List for Use & Wholesale Denatured Spirit

1. Date of Birth Proof
2. PAN Card
3. Aadhaar Card
4. Address Proof
5. Qualification Proof
6. Certificate of Incorporation/Registration issued by the competent Authority/ Partnership Deed duly registered by the court of law (if applicable).
7. Copy of proof of ownership/Rent Agreement/Lease Deed of the proposed premises duly registered.
8. Blueprint of the proposed premises duly attested/verified by the concerned officers (05 No's).
9. Building Permission Certificate/ Rent Deed/ Lease deed duly signed by sub-registrar or any other competent Authority.
10. Details of Kind and Quantity of Spirit required per annum.
11. Source of purchase of Spirit.
12. GST Registration Certificate (If applicable/Any Other Document).
13. Character Certificate of applicant (s).
14. Medical Fitness Certificate of applicant (s).
15. Affidavit duly attested by Judicial Magistrate to the effect whether the applicant has ever been convicted under the JK Excise Act/NDPS Act or any other Criminal Act of the state and Country.
16. Affidavit from the applicant to the effect that there is nothing outstanding against him on account of arrear of Excise/State Taxes.
17. NOC from Additional Commissioner State Taxes Department (Administration and Enforcement), Jammu in respect of Applicant/Firm.



Annexure-B to S.O. 86 of 2026 dated 02.04.2026

Check List for Use & Storage Denatured Spirit

1. Date of Birth Proof
2. PAN Card
3. Aadhaar Card
4. Address Proof
5. Qualification Proof
6. Certificate of Incorporation/Registration issued by the competent Authority/
Partnership Deed duly registered by the court of law (if applicable).
7. Copy of proof of ownership/Rent Agreement/Lease Deed of the proposed
premises duly registered.
8. Blueprint of the proposed premises duly attested/verified by the concerned
officers (05 No's).
9. Building Permission Certificate/ Rent Deed/ Lease deed duly signed by sub-
registrar or any other competent Authority.
10. Details of Kind and Quantity of Spirit required per annum.
11. Photograph of the proposed site.
12. Resolution of Board of Directors for Authorized Signatory.
13. GST Registration Certificate.
14. Permanent registration (EM-I & II) issued by Competent Authority.
15. License for Manufacturing issued by Competent Authority.
16. Drug license issues by Competent Authority (if applicable).
17. Assessment of raw material by Competent Authority.
18. Character Certificate of applicant (s).
19. Medical Fitness Certificate of applicant (s).
20. Affidavit duly attested by Judicial Magistrate to the effect whether the
applicant has ever been convicted under the J&K Excise Act/NDPS Act or
any other Criminal Act of the State and Country.
21. Affidavit from the applicant to the effect that there is nothing outstanding
against him on account of arrear of Excise/State Taxes.
22. Affidavit from the applicant to the effect that the firm has not procured any
alcohol/spirit from any source from manufacturing.
23. NOC from Additional Commissioner State Taxes Department
(Administration and Enforcement), Jammu in respect of Applicant/Firm.
24. Consent to operate from J& K State Pollution Control Board (JKPCB).

