

**Order under Rule 23 of the rules made by the Govt. of Bihar/Jharkhand under S. 10 of the N.D.P.S Act, 1985 authorizing an practionner in managing or supervising charge of a hospital or dispensary to possess, import interstate into Bihar & transport Narcotics Drugs ( Form-N.D.5)**

| Steps  | Verification | Documents/Information Needed At The Time Of Application   | Time-Lines | Contact Person                            |
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| Applicant Should Fill the Form With Relevant Documents       |              |   |            | Deputy Commissioner Of Concerned District |
| Fill the required details by the Applicant                   |              | <ul style="list-style-type: none"> <li>❖ Name Of Applicant &amp; Photo.</li> <li>❖ Father's Name of the applicant</li> <li>❖ Local Address Of Applicant with address proof.</li> <li>❖ Permanent address of applicant with proof.</li> <li>❖ E.mail Address.</li> <li>❖ Date of birth of Applicant with proof.</li> <li>❖ Name of style of business.</li> <li>❖ Up to date Drug licence.</li> <li>❖ Whether applicant is income tax assessee or not..</li> <li>❖ Name of Proposed area of the district where applicant wants to set up the ND 5 license.</li> <li>❖ Applicant must give declaration that he is ready to pay the annual license fee in advance.</li> </ul> |            | Deputy Commissioner Of Concerned District |
| Documents required with Application for Granting Of Licence. |              | <p align="center"><b><u>In case Of Company</u></b></p> <ul style="list-style-type: none"> <li>➤ Memorandum &amp; Article Of Assiciation.</li> <li>➤ Resolution passed by the Board of Directors regarding proposed set-up of Narcotics Drug Manufacturing.</li> <li>➤ (In case of Hospital etc. Athorised Signatory can</li> </ul>  |            |   |

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|  |  | <p>declare the purpose of use merely.)</p> <ul style="list-style-type: none"> <li>➤ General Power of Attorney to the applicant by the Authorised director of Board to the Applicant for Excise Purpose.</li> <li>➤ (In case of Hospital, Chemist &amp; manufacturer etc. Athorised Signatory can declare the representative merely for Excise dealings.)</li> <li>➤ List of Directors with DIN No. supported by Form-32 issued by Company Registrar.</li> <li>➤ Certificate issued by Company Registrar regarding Company not in liquidation.</li> <li>➤ Income Tax Return of Company (Three years)</li> <li>➤ Balance-Sheet of Company.</li> <li>➤ Character Certificate Of applicant Issued by the officer not below the rank of S.D.O./D.S.P. issued within six months from the date of application.</li> <li>➤ Rent Agreement Deed of Proposed Site or if own relevant papers.</li> <li>➤ Affidavit regarding no dues of excise or any other Government Department.</li> <li>➤ Affidavit regarding company not black listed in any state.</li> <li>➤ (Drug license and list of Drugs provided by Drug Controller.)</li> <li>➤ Affidavit regarding applicant Company or applicant has not punished under N.D.P.S., Excise Act, Molasses Act, I.P.C. or any Criminal Act</li> </ul> |  |  |
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|  |  | <ul style="list-style-type: none"> <li>➤ Three Blue Print Map Of Proposed N.D.- 1.licence premises with marked spaces consisting signature of Applicant,Enquiry Officer, District Excise Officer &amp; Deputy Commissioner of district</li> <li>➤ Sales Tax Registration &amp; Sale tax Clearence Certificate from the concerned Sales Tax Authority where company is presently working and also NOC from the authority of Proposed business area.</li> <li>➤ Enquiry report of Excise Officer.</li> <li>➤ Self-attested Aadhaar Card/Pan Card</li> </ul> <p><b><u>Incase Of Partnership Firm</u></b></p> <ul style="list-style-type: none"> <li>➤ Registered Partnership Deed.</li> <li>➤ Joint consent of every partners regarding establishment of Narcotic Drugs Manufacturing</li> <li>➤ General Power of Attorney to the applicant by the Partners to the applicant for excise purpose.</li> <li>➤ List of Partners with Local &amp; Permanent Address Proof.</li> <li>➤ Income Tax Return of Partnership Firm (Three years)</li> <li>➤ Balance-Sheet of Firm.</li> <li>➤ Character Certificate Of applicant Issued by the officer not below the rank of S.D.O./D.S.P. issued within six months from the date of application.</li> <li>➤ Character Certificate Of every Partners Issued by the officer not below the</li> </ul> |  |  |
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|  |  | <p>rank of S.D.O./D.S.P. issued within six months from the date of application.</p> <ul style="list-style-type: none"> <li>➤ Declaration Of Firm's Partner that who will represent in Excise Department.</li> <li>➤ Affidavit regarding no dues of excise or any other Government Department.</li> <li>➤ Affidavit regarding applicant partnership firm or applicant has not punished under N.D.P.S., Excise Act,Molasses Act,I.P.C..</li> <li>➤ Affidavit regarding Firm is not black listed in any state.</li> <li>➤ Sales Tax Registration &amp; Sale tax Clearence Certificate from the concerned Sales Tax Authority where firm is presently working.</li> <li>➤ Three Blue Print Map Of Proposed Shop/Godown/Factory with marked spaces consisting signature of Applicant,Enquiry Officer, District Excise Officer &amp; Deputy Commissioner of district.</li> <li>➤ Enquiry report of Excise Officer.</li> <li>➤ Up to date Drug License &amp; Approved List of narcotics medicine.</li> <li>➤ Self-attested Aadhaar Card/Pan Card &amp; Rent Agreement</li> </ul> <p><b><u>Incase Of Proprietorship Firm</u></b></p> <ul style="list-style-type: none"> <li>➤ Registered Proprietorship Deed.</li> <li>➤ General Power of Attorney to the</li> </ul> |  |  |
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|  |  | <p>applicant by the Proprietor to the applicant for excise purpose.</p> <ul style="list-style-type: none"> <li>➤ Local &amp; Permanent Address Proof.</li> <li>➤ Income Tax Return of Proprietorship Firm (Three years) .</li> <li>➤ Balance-Sheet of Firm.</li> <li>➤ Character Certificate Of applicant proprietor issued by the officer not below the rank of S.D.O./D.S.P. issued within six months from the date of application.</li> <li>➤ Declaration Of Firm's Proprietor that who will represent in Excise Department.</li> <li>➤ Affidavit regarding no dues of excise or any other Government Department.</li> <li>➤ Affidavit regarding applicant proprietorship firm or applicant has not punished under N.D.P.S., Excise Act,Molasses Act,I.P.C..</li> <li>➤ Affidavit regarding Firm is not black listed in any state.</li> <li>➤ Sales Tax Registration &amp; Sale tax Clearence Certificate from the concerned Sales Tax Authority where firm is presently working.</li> <li>➤ Three Blue Print Map Of Proposed Shop/godown/factory with marked spaces consisting signature of Applicant,Enquiry Officer, District Excise Officer &amp; Deputy Commissioner of district.</li> <li>➤ Up to date Drug license with list of approved narcotics medicine.</li> </ul> |  |  |
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- Self-attested Aadhaar Card/Pan Card & Rent Agreement

**Incase Of Individual**

- Declaration by the applicant that who will represent in Excise Department regarding Excise purpose.
- Income Tax Return of Applicant. (Three years)
- In case of Non-assesse affidavit regarding it.
- Character Certificate Of applicant issued by the officer not below the rank of S.D.O./D.S.P. issued within six months from the date of application.
- Affidavit regarding no dues of excise or any other Government Department.
- Affidavit regarding applicant has not convicted under N.D.P.S., Excise Act, Molasses Act, I.P.C. or any criminal offence.
- Sales Tax Registration & Sale tax Clearance Certificate from the concerned Sales Tax Authority if applicant is presently working.
- Three Blue Print Map Of Proposed use & storage deatured spirit godown/factory with marked spaces consisting signature of Applicant, Enquiry Officer, District Excise Officer & Deputy Commissioner of district.
- Enquiry report of Excise Officer.
- Solvency Certificate issued from Revenue

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|  |  | <p>Officer not below the rank of C.O.</p> <ul style="list-style-type: none"> <li>➤ Self-attested Aadhaar Card/Pan Card &amp; Rent Agreement</li> </ul> <p><b><u>In case Of Hospital &amp; Nursing Home Specially</u></b></p> <ul style="list-style-type: none"> <li>➤ In case of Hospital etc. Athorised Signatory can declare the purpose of use merely.</li> <li>➤ In case of Hospital etc. Athorised Signatory can declare the representative merely for Excise dealings.</li> <li>➤ Rent Agreement Deed of Proposed Site or if own relevant papers.</li> <li>➤ Affidavit regarding no dues of excise or any other Government Department.</li> <li>➤ Affidavit regarding applicant/Hospital has not convicted under N.D.P.S., Excise Act, Molasses Act, I.P.C. or any criminal offence.</li> <li>➤ Three Blue Print Map Of Proposed N.D.-1 Place with marked spaces consisting signature of Applicant, Enquiry Officer, District Excise Officer &amp; Deputy Commissioner of district.</li> <li>➤ Enquiry report of Excise Officer.</li> <li>➤ Fire Proof certificate of Godown from concerned Authority.</li> <li>➤ Sales Tax Registration &amp; Sale tax Clearence Certificate from the concerned Sales Tax Authority .</li> <li>➤ Character Certificate Of applicant issued by the officer not below the rank of S.D.O./D.S.P.</li> </ul> |  |  |
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|  |  | <p>issued within six months from the date of application.</p> <p>➤ Self-attested Aadhaar Card/Pan Card &amp; Rent Agreement</p> |                         |                                 |
| Application Should be submitted at D.C. Office with all document mentioned for grant of licence  |  |   |                         | D.C. Of concerned District.     |
| D.C. will verify the required documents  |  |   | <b>21 working days</b>  | D.C. Of concerned District.     |
| D.C. will submit detail report to commissioner with their recommendation   |  |   |                         | D.C. Of concerned District.     |
| Commissioner will verify the submitted report  |  |   | <b>14 working days.</b> | Excise Commissioner             |
| After the satisfactory report commissioner will grant sanction letter to the D.C.  |  |   |                         | Excise Commissioner             |
| After getting the sanction letter D.C. after deposit of license fee issue the Licence to the concerned and intimate it with e-mail and Applicant can collect the licences from |  |   |                         | D.C. & District Excise Officer. |



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| District<br>Office. | Excise |  |  |  |  |
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