

**CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL**

NOTIFICATION

No. 28/67/1-IH (9)-2025/ 16674

Dated: 09/12/25

In supersession of Notification No. 28/67/1-IH(11)-2022/3946, dated 08.03.2022 and No. 28/67/1-IH(11)-2022/19025, dated 29.11.2022 and in exercise of the powers conferred under Section 3 of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014, as extended to the Union Territory of Chandigarh by Government of India, Ministry of Home Affairs, New Delhi vide its Notification No. G.S.R. 1015(E) dated 14.08.2017, the Administrator, Union Territory of Chandigarh is pleased to notify the following Services, Designated Officers for providing these services, First Appellate Authorities, Second Appellate Authorities and the stipulated time-limits, in respect of the office of the **Excise & Taxation, Union Territory, Chandigarh**, for the purposes of the Acts, *ibid*, as detailed below:

Sr. No.	Name of the Department/ Office/Wing	Name of the Service	Stipulated time limit (Working Days/Hours/Minutes)	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks, If any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Excise & Taxation	Grant of Registration Certificate under GST Act	15 days	Excise & Taxation Officer-cum-Proper Officer	Additional Excise & Taxation Commissioner (GST Appeal)	Attached with Punjab GST Tribunal	If Proper officer fails to take any action, the same shall be deemed to have been approved, as per provisions of the CGST Act, 2017
2.	-do-	Amendments in GST Registration	22 days	-do-	-do-	-do-	-do-
3.	-do-	Refund of GST	60 days	-do-	-do-	-do-	
4.	-do-	L-50 Permit	07 days	Excise & Taxation Officer/ Asstt. Excise & Taxation Commissioner/ Collector (Excise)	Excise & Taxation Commissioner-cum-Financial commissioner	Secretary Excise & Taxation	
5.	-do-	Issuance of online permits for import/Export and Local sale of spirit & IMFL	03 days	Excise & Taxation Officer(Excise)	Assistant Excise & Taxation Commissioner	Collector (Excise)	
6.	-do-	Permit for industrial Alcohol to Chemical Industries etc.	07 days	Excise & Taxation Officer/ Asstt. Excise & Taxation Commissioner/ Collector (Excise)	Excise & Taxation Commissioner-cum-Financial commissioner	Secretary Excise & Taxation	
7.	-do-	Bar license to clubs/ Restaurants	15 days after receiving NOCs from SP office, Estate office and MC office	Excise and Taxation Officer (Excise)	Assistant Excise & Taxation Commissioner	Collector (Excise)	Letter for obtaining NOCs shall be sent within 07 days.
8.	-do-	Beer Bar/ Drought Beer Bar License	15 days after receiving NOCs from SP office, Estate office and MC office	-do-	-do-	-do-	-do-
9.	-do-	License to Marriage Palaces/ Banquet Halls/ Community Hall etc for serving liquor	07 days	-do-	-do-	-do-	
10.	-do-	Brand/Label Registration	30 days	Collector (X)	Excise & Taxation Commissioner	Secretary Excise & Taxation	
11.	-do-	Excise Verification Certification (EVC)	05 days	Excise & Taxation Inspector	Excise & Taxation Officer	Assistant Excise & Taxation Commissioner	
12.	-do-	L-1C (Wholesaler of Indian Beer)	30 days	Collector (X)	Excise & Taxation Commissioner	Secretary Excise & Taxation	
13.	-do-	L-2D (Retail vend of Imported Wine, Indian Wine and Imported Beer for consumption of the premises)	30 days	-do-	-do-	-do-	
14.	Excise & Taxation	L1-C1 (Wholesaler of	30 days	Collector (X)	Excise & Taxation	Secretary Excise &	

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		Ready to Drink (all Flavours to be treated as single brand)			Commissioner	Taxation	
15.	-do-	L-10AA (Retail sale of Wine for consumption on the premises)	45 days	-do-	-do-	-do-	
16.	-do-	L-10C (Retail sale of Beer to be manufactured by Microbrewery)	45 days	-do-	-do-	-do-	
17.	-do-	L-4A, L-5A (Retail sale of Beer, Wine and Ready to Drink in Restaurant/Bar)	45 days	-do-	-do-	-do-	
18.	-do-	L-12C (License for the retail vend of Foreign Liquor including Beer, Wine and Ready to Drink Beverages at club or in the lawns attached to that Club)	21 days	-do-	-do-	-do-	
19.	-do-	L-42B (A permit for the possession of rectified spirit)	15 days	-do-	-do-	-do-	
20.		Export Permit	10 days	Excise Inspector	Excise & Taxation Officer	Assistant Excise and Taxation Commissioner	
21.	-do-	L-1B (Wholesaler of Indian Made Foreign Liquor)	30 days	Collector (X)	Excise & Taxation Commissioner	Secretary Excise & Taxation	
22.	-do-	L-3A, 4A, 5A (Retail sale of Beer, Wine and Ready to Drink in Hotel/Restaurant/Bar with Rooms)	45 days	-do-	-do-	-do-	
23.	-do-	L-3, L-4, L-5 (Retail sale of Foreign Liquor including beer, wine and ready to drink beverages, in a Hotel/Restaurant/Bar with Rooms)	45 days	-do-	-do-	-do-	
24.	-do-	Registration for VAT/CST	i) Registration for VAT As per applicable Act and Rules, the relevant extract of the same is reproduced as under "The Registration certificate and its copies shall be issued within 30 days of submission application, complete in all respects, indicating the name of the additional place or places of business ii) Registration for CST No stipulation with regard to time limit for the services is provided to the best of knowledge	ETO	DETC Appeal	CHD VAT Tribunal	Reference :- Registration on for CST under Central Sales Tax, 1956 read with Central Tax (Registration and Turnover) Rules, 1957.
25.	-do-	L-1D (Wholesaler of Indian Wine)	30 days	Collector (X)	Excise & Taxation Commissioner	Secretary Excise & Taxation	
26.	-do-	L1-DF (Wholesaler of Imported Wine)	30 days	-do-	-do-	-do-	
27.	-do-	L-1F (Wholesaler of Imported Foreign Liquor and Imported Beer)	30 days	-do-	-do-	-do-	
28.	-do-	L-5D (Registration for Banquet Hall)	13 days	-do-	-do-	-do-	
29.	-do-	L-42A (Permit for the possession of	17 days	Collector (X)	Excise & Taxation	Secretary Excise &	

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		denatured spirit)			Commissioner	Taxation	
30.	Excise & Taxation	L-12A (Temporary License for Retail Vend of Foreign Liquor at a place of Entertainment)	21days	-do-	-do-	-do-	
31.	-do-	Issuance of Statutory Forms	No stipulated time limit	ETO	DETC Appeal	Chd VAT Tribunal	Reference : As per Chandigarh Administrati on website with regard to filing VAT e-returns online, the concerned taxable person applies online for statutory forms CF & H Forms as per period of limitation prescribed under provisions of law. It is pertinent to mention that e-receipt is generated and further necessary action is taken by the concerned designated officer.

- (i) The stipulated time limit fixed for delivery of services in this notification will start from the date of submission of application alongwith the entire requisite documents/papers correct & complete in all respects
- (ii) For all purposes, with regard to implementation of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014 as extended to Union Territory of Chandigarh, Head of the Department, Excise & Taxation Department, Union Territory, Chandigarh or his nominee shall be the Nodal Officer in respect of the above said services, under the Acts, ibid.

Chandigarh dated
the 4th December, 2025

Endst.No.28/67/1-IH(9)-2025/ 16675

Administrator
Union Territory, Chandigarh
Dated: 09/12/25

A copy is forwarded to the Chief Commissioner, Chandigarh Right to Service Commission w.r.t. Letter Nos.PS/CRTSC/2023/118 dated 17.03.2023, for information and necessary action.

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09/12/25

Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh

Endst.No.28/67/1-IH(9)-2025/ 16676

Dated: 09/12/25

A copy is forwarded to each of the Administrative Secretaries/Heads of Departments/Heads of Boards/ Corporations for information and necessary action.

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09/12/25

Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh

Endst.No.28/67/1-IH(9)-2025/ 16677

Dated: 09/12/25

A Copy is forwarded to the Commissioner Excise & Taxation, Union Territory, Chandigarh, for information and necessary action.

AKM
09/12/25

Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh