

Process Flow

Department: Office of Commissioner Excise

Reform: Brand and Label Registration

Task (T)	Task Name	Performing Designation	Allowed Actions: (only one at a time) Document(s): Enclosure/Annexure/Certificates Forward to Task: Conditional Business Rules
T0	Application submission	Applicant	<ul style="list-style-type: none"> Application submitted by an applicant with attached Enclosures Applicant receives an acknowledgement number Forwards to T1
T 1	Initial Verification by Dealing Assistant	Dealing Assistant Lower Divisional Clerk	<ul style="list-style-type: none"> Returns to applicant for Correcting Application OR Return to Applicant for re-upload proper enclosures (T1A) OR Forward to Inspector Excise T2
T1A	Re-Upload proper enclosures	Applicant	<ul style="list-style-type: none"> Re-Uploads proper enclosures and returns to T1
T2	Initial Verification by Inspector Excise	Excise Commissioner Office Inspector Excise	<ul style="list-style-type: none"> Reviews the application Forwards with remarks to T3
T3	Initial Verification by Deputy Commissioner	Excise Commissioner Office Deputy Commissioner	<ul style="list-style-type: none"> Reviews and forwards with remarks to T4
T4	Decision by Commissioner	Excise Commissioner Office Commissioner	<ul style="list-style-type: none"> Reviews Either reject the application with remarks or approves and forwards to T5 for payment If payment is complete forwards to T6 for issue <p>Document: <i>(In case of approval)</i> Generate Certificate and uploads</p>
T5	Payment	Applicant	<ul style="list-style-type: none"> Pays fees and forwards back to T4
T6	Issue License	Excise Commissioner Office Commissioner	<ul style="list-style-type: none"> Applicant downloads the certificate

After T4 goes to applicant for payment (intermediate cert is issued) - then applicant returns to T6 (Final Issue)

Security Deposit to be collected in bank account and proof to be uploaded by applicant