

To  
The Collector of Excise  
\_\_\_\_\_ District

Sub: Issue Import Permits for \_\_\_\_\_BL of ENA/H.B.S(High Bouquet Spirit)/MMS etc. at -  
\_\_\_\_\_O.P. (Through Officer-in-Charge)

[Delete words not applicable]

Sir,

I would like to furnish here with the necessary information for kind issuance of \_\_\_\_\_ of Import permit for procuring total \_\_\_\_\_ of Extra Neutral Alcohol (Each of \_\_\_\_\_BKL)/HBS (High Bouquet Spirit)/MMS etc. at the strength of \_\_\_\_\_ O.P. from the \_\_\_\_\_, Village - \_\_\_\_\_, District - \_\_\_\_\_, State - \_\_\_\_\_, Pin \_\_\_\_\_ under Commissioner of Excise, \_\_\_\_\_.

1. Total Import permits receipt till date of this prayer:\_\_\_\_\_.
2. Total quantity of ENA involved against these permit:\_\_\_\_\_.
3. Total nos of arrival of Import permits till the date of this prayer:\_\_\_\_\_.
4. Total quantity of ENA involved against these arrival:\_\_\_\_\_.
5. Total nos of import permits on transit:\_\_\_\_\_.
6. Total nos of NEC till date of this prayer:\_\_\_\_\_.

The above information cited for necessary information about the status of import permits of this Distillery for early issuance of imports permits on deposit of the import fees.

So you are requested to issue the same so that Distillery can function smoothly.

Thanking you

Yours faithfully

Licensee

Copy to:-

- The Superintendent of Excise, \_\_\_\_\_ District for kind information please.

Government of Tripura  
Office of the Collector of Excise  
\_\_\_\_\_ District

No. \_\_\_\_\_

Dated, Agartala \_\_\_\_\_ 2019

IMPORT AUTHORIZATION PERMIT FOR EXTRA NEUTRAL ALCOHOL(E.N.A)/MALT  
SPIRT/HBS/MMS etc.

The Director, (Company Name and Address) hereby authorized by the Collector of Excise, \_\_\_\_\_ District to Import \_\_\_\_\_ of ENA/Malt Spirit/HBS(\_\_\_\_degree OP) against this permit from \_\_\_\_\_ under \_\_\_\_\_ District to the Distilleries premises of \_\_\_\_\_ by road within \_\_\_\_\_. The Import duty amounting to Rs. \_\_\_\_\_ only has been realized vide bank Scroll No. \_\_\_\_\_ dated \_\_\_\_\_.

The Director, (Company name and address) shall be bound by the provisions of Tripura Excise Act, 1987 and Tripura Excise Rules, 1990 for procuring in to the state. Necessary General Bond(With Sureties) \_\_\_\_\_ have already been executed against this Import Permit.

The above consignment will be transported from \_\_\_\_\_ to \_\_\_\_\_ via \_\_\_\_\_. This permit will remain valid up to \_\_\_\_\_.

Collector of Excise  
Govt. of Tripura

Copy to:-

1. The Commissioner of Excise, Govt. of Tripura, Agartala for favour of kind information please.
2. The Officer-in-Charge of Excise, \_\_\_\_\_, \_\_\_\_\_ Distillery, Tripura for kind information and necessary action.
3. The Officer-in-Charge of Excise(Name of Distillery from where ENA/Malt Spirit/HBS is to be imported) for kind information and necessary action.
4. The Commissioner of Excise/Appropriate Authority of the States through which the aforesaid consignment of ENA/Malt Spirit/HBS is to be routed to Tripura for kind information.
5. The Superintendent of Excise, \_\_\_\_\_ District (where the importing distillery is located) for favour of kind information.
6. The Director, (Name of distillery and addressed) for kind information and necessary action.

CONSIGNMENT ARRIVAL REPORT  
[Under Rule 76 of the Tripura Excise Rules, 1990]

To  
The Collector of Excise  
\_\_\_\_\_ District  
Tripura

Through to Officer -In- Charge \_\_\_\_\_

Sub:- Arrival of Consignment of \_\_\_\_\_(E.N.A)/Malt Spirit/HBS etc. Vide Vehicle  
No. \_\_\_\_\_ arrived on Dt. \_\_\_\_\_ Unloaded on. \_\_\_\_\_

Sir,

One Consignment of \_\_\_E.N.A/ Malt Spirit/HBS etc. have been received from  
\_\_\_\_\_ Vide I.P. no: \_\_\_\_\_ Dt. \_\_\_\_\_, under Export Pass No. \_\_\_\_\_  
through the loaded tanker No. \_\_\_ and for which your presence may kindly be solicited for  
allowing necessary unloading of the same.

Yours faithfully,

Licensee, Distillery

Copy to:

The Commissioner of Excise, Govt. of Tripura, Gurkhabasti, P.N. Complex,  
Agartala \_\_\_\_\_ for kind information.

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FOR USE OF OFFICER-IN-CHARGE OF DISTILLERY  
[Under Rule 76 & 77 of the Tripura Excise Rules, 1990]

1. Permitted Quantity:
2. Strength :
3. Dispatched Quantity as per Pass:
4. Dispatched strength and temperature:
5. Transit Loss:
6. Duration of Journey:
7. Actual received in BL \_\_\_\_\_ and \_\_\_\_\_ in LPL in Store VAT No. \_\_\_\_\_
8. Strength and Hydrometer and Temperature:
9. Dip reading of the Store VAT No. \_\_\_ before allowing the ENA/HBS etc. :
10. Dip reading of the Store VAT No. \_\_\_ after allowing the ENA/HBS etc. :
11. Quantity as per relevant Calibrated chart of the Tank :
12. Any claim for excess deficiency : Beyond Permissible percentage.

This arrival report is being submitted for favour of kind information and  
necessary action.

Officer-In-charge, Distillery

Date: \_\_\_\_\_

To  
The Officer -in- Charge  
Distillery Name and Address

Sub:- Prayer for Transfer of \_\_\_\_\_ BKL of \_\_\_\_\_ of BKL of ENA/Malt Spirit/HBS.

Sir,

I would like to furnish the following information for making convenient blending for production of the brand namely \_\_\_\_\_ under batch no \_\_\_\_\_ for which transfer of aforesaid quantity of ENA & Malt spirit/HBS are necessary.

1. Proposed Batch No.:-
2. Proposed production of Brand:-
3. Requirement of Transfer of ENA & Malt Spirit /HBS : ENA \_\_\_\_\_, Malt Spirit/HBS \_\_\_\_\_
4. Requirement of transfer from the storage tank:-
5. Requirement of transfer to the blending tank:-
6. Balance quantity of ENA in storage tank No. \_\_\_after transfer:-

Tank No.	DIP	Temperature	Hydrometer Reading	Strength	Quantity

7. Balance quantity of Malt Spirit/ HBS in storage tank No. \_\_\_after transfer:-

Tank No.	DIP	Temperature	Hydrometer Reading	Strength	Quantity

8. Proposed production in cases under this batch no.:-

On the above aspect it is to be stated here that all the materials such as packing materials bottles, labels capsules etc. are available for smooth completion for production under unstoppable condition till the exhaust of the blend against this batch no. \_\_\_\_\_

Therefore, you are requested to kindly allow us for aforesaid transfer as prayed for I shall be grateful to you.

Yours faithfully

Authorised signatory

Copy to:-

- The Superintendent of Excise, \_\_\_\_\_, for kind information.

GOVERNMENT OF TRIPURA  
OFFICE OF THE COLLECTOR OF EXCISE  
DISTRICT

Export Order No:-

Date:-

[Under Rule 98 of the Tripura Excise Rules, 1990]

The Export Order is (to be sent to the Office-in-Charge distillery/Distiller/ Office-in-Charge Bonded Warehouse of importing state) under for INTRA STATE supply.

1. District of Issues:-
2. Place from which liquor to be bought:-
3. Name of distillery and place:-
4. Route by which liquor is to be transported:-
5. Date of Issue:-
6. Current to;-
7. Export fee deposited vide Challan No:-
8. General Bond has been executed by the distiller for amounting to Rs. For.....BL.....LPL of IMFL/CL/Beer

Description of Liquor	In Bulk Litres	In LPL

Sri/Smt.....Licence/Manager of .....is permitted to transport the articles above described with/without Bond on compliance of Rules/Order in force in Tripura for a period ending..... to M/s.....against I.P.....dated.....

Date:-

Collector of Excise  
\_\_\_\_\_ District

DISTILLERY EXPORT/TRANSPORT PASS

Pass No. \_\_\_\_\_

Date: \_\_\_\_\_

[See Rule 96 & 98 of the Tripura Excise Rules, 1990]  
 (PLEASE RETURN THE PASS AFTER VERIFICATION WITHIN \_\_\_\_\_ DAYS)

The above Pass is issued from \_\_\_\_\_ (Name of Distillery)  
 vide Export Order No. \_\_\_\_\_ dated \_\_\_\_\_ issued by \_\_\_\_\_ on the  
 basis of Import permit No. \_\_\_\_\_ dated \_\_\_\_\_ issued by the  
 \_\_\_\_\_ alongwith other relevant information furnished herein under which  
 shall be valid upto \_\_\_\_\_.

1. Current \_\_\_\_\_
2. Name of Consignee \_\_\_\_\_
3. Place to which issued \_\_\_\_\_
4. Route by which despatched \_\_\_\_\_
5. No and Date of import with name and designation of office \_\_\_\_\_
6. (a) In bond \_\_\_\_\_  
 (b) Duty paid Rs \_\_\_\_\_ Vide Challan No \_\_\_\_\_ Date \_\_\_\_\_
7. Export fees amounting to Rs \_\_\_\_\_ has been realised vide challan No \_\_\_\_\_  
 Date \_\_\_\_\_ for \_\_\_\_\_ cases of IMFL/Beer/CL.
8. Truck No \_\_\_\_\_ Name of Driver \_\_\_\_\_ Driving license No \_\_\_\_\_  
 Transporter \_\_\_\_\_

SL No.	Description of IMFL	Batch No.	No. of cases	Bottles/Quantity contained in each						BL	LPL	Strength
				750 ml	375 ml	180 ml	650 ml	500 ml	CL			
1	2	3	4	5	6	7	8	9	10	11	12	13

Signature of Driver \_\_\_\_\_

Officer-In-Charge of Excise  
of Distillery

Copy to:-

1. The Licensee of \_\_\_\_\_ (Importing Warehouse) for kind information.
2. The Officer-in-charge, \_\_\_\_\_ (Importing Warehouse) for kind information.
3. The Officer-in-charge, \_\_\_\_\_ (Importing Warehouse) with request to return Excise Verification Certificate (EVC) signed from appropriate authority.

EXCISE VERIFICATION CERTIFICATE (EVC)

[See Rule 76 of the Tripura Excise Rules, 1990]

Received a consignment of IMFL/Beer/CL against I.P No- \_\_\_\_\_ Date- \_\_\_\_\_ from (company name with address) has been arrived on - \_\_\_\_\_ & which are as follows:-

1. Permit Quality - \_\_\_\_\_ LPL
2. Supplies Quality- \_\_\_\_\_ LPL
3. Actual Received- \_\_\_\_\_ LPL
4. Transit Loss- \_\_\_\_\_ LPL
5. Excise duty on transit loss Rs. \_\_\_\_\_

Countersigned by  
Appropriate Authority

Officer-In-Charge

Distillery Name and address

## DAILY BLENDING REPORT

ENA STOCK

DATE:

TANK NO.	RAW MATERIAL	DIP	TEMPERATURE	STRENGTH	QUANTITY	REMARKS

SPECIAL SPIRIT STOCK

TANK NO.	RAW MATERIAL	DIP	TEMPERATURE	STRENGTH	QUANTITY	REMARKS

BLEND STOCK

TANK NO.	BRAND	BATCH NO	DIP (CM)	TEMPERATURE	STRENGTH	QUANTITY (BL)	ESTIMATED NOS. OF CASE TO BE PRODUCED	REMARKS

UNIT MANAGER

BLEND CHEMIST

BLENDING IN CHARGE

Signature  
Officer-In-Charge of Excise



Name of Distillery

DAILY PRODUCTION STATEMENT  
 [See Rule 228 of the Tripura Excise Rules, 1990]

SL No.	Brand Name	VAT No.	Opening Stock	Line No	State	Batch No.	Glass (NB)			T.E			R.E			Total			Remaining stock	
							Q	P	N	Q	P	N	Q	P	N	Q	P	N		
						TOTAL														

Date. \_\_\_\_\_

PM/Production -in-Charge

Officer-in-Charge

Non-Execution Certificate

To whom it may concern

The consignment of \_\_\_\_ LPL/BKL of IMFL/Beer/CL vide Import permit No. \_\_\_\_\_ dated \_\_\_\_ issued by the \_\_\_\_\_ in favour of \_\_\_\_\_ Warehouse could not supply due to \_\_\_\_\_.

Hence, The N.E.C is hereby issued in this regard.

Countersigned by  
Appropriate Authority

Officer- in-Charge

GOVERNMENT OF TRIPURA  
OFFICE OF THE COMMISSIONER OF EXCISE

**EXPORT PERMIT**

[As per Rule 13(1)(6) of the Tripura Excise Rules, 1990]

Serial Number of Permit:  
Name & Address of the Consignee:  
Name & Address of the Consignor:  
Transportation Route:  
District:  
Date of issue:  
Valid Upto:  
Import Permit No:  
Import Permit Date of Issue:  
Issued by:  
Endorsed Date:  
Endorsed By:

Batch No.

Not for sale in \_\_\_\_\_

Sl No.	Brand Name	Category	Cases	Bottles	ML	BL	MRP	Excise duty	Export pass Fee	Vat Amount
1										
2										
	Total									

- Total Excise Duty Rs. \_\_\_\_\_
- Total Export pass Fee Rs. \_\_\_\_\_ Challan No. \_\_\_\_\_ Date \_\_\_\_\_

The Permit is not transferable and is valid for \_\_\_\_\_ days from the date of issue. If this permit is not executed within stipulated period the consignee concerned inform to the undersign within \_\_\_\_\_ days from the expiry of the permit.

Commissioner of Excise  
Government of Tripura

Copy to:-

- The Collector of Excise, \_\_\_\_\_ District for kind information.