

Chapter – 6 (Manual –5)

A Statement of the categories of documents that are held by it or under its control

6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at Secretariat level, Directorate level, Others (Please mention the level in place of writing others).

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / Under control of
1.	List of wine shops.	Name of license, year of grant, renewed till.	Formal Request.	Superintendent of Excise.
2	List of Bonded warehouse.	Name of license, year of grant, renewed till.	Formal Request.	Superintendent of Excise
3	List of Bottling,Plant .	Name of license, year of grant, renewed till.	Formal Request.	Superintendent of Excise
4	List of Bars	Name of license, year of grant, renewed till.	Formal Request	Superintendent of Excise