Standard Operating Procedure (SOP) for opening of Liquor Shops

The following directives shall be adhered to by all licensed liquor shops viz. FL.1 & FL.2 (only retail outlet), which are permitted to open their liquor shops in the Yanam region, without any deviation:

1) Liquor to be sold only at the licensed premises.

2) No liquor shall be sold to persons below 18 years of age.

3) Maximum quantity of liquor allowed for sale for one person should as per the limits prescribed under the Puducherry Excise Rules, 1970.

4) Shops will be permitted to function as per the following schedule/as per specific directions given in this regard by the Competent Authority:
   (i) FL.2 Retail shops - 08.00 AM to 02.00 PM
   (ii) FL.1 Wholesale Shops - 09.30 AM to 02.00 PM

5) Arrangements should be made for announcement through public address system in the licensed premises to avoid overcrowding, if any and ensure social distancing strictly.

6) Wide publicity should be made in the media regarding the requirement of social distancing, wearing of face masks, sanitizing the premises, etc. by the vendors and consumers.

7) Shops selling liquor will ensure minimum 6 feet distance among the buyers from each other.

8) Nobody will be permitted to consume liquor in the premises of the bar or in public places, which still remains to be prohibited as per the MHA guidelines. Only retail sale shall be allowed.

9) The licensees shall have to be submit their sales and purchase data through the puduvai calal website itself from the date of opening the shops. The details of sales executed on each day should be submitted to the Office of the Deputy Commissioner (Excise) of the concerned region on the next day before 10.00 AM without fail in the format prescribed by this department which is available on the puduvai calal website.

10) A Special Excise Duty shall be levied at the specific rates on the existing MRPs as per the notification issued by the Government of Puducherry. The list of revised MRPs may be downloaded from the puduvai calal website.

11) The revised MRP list must be displayed clearly and conspicuously in the licenced premises.

12) For the existing stock, Special Excise Duty will be collected as applicable through all FL.2 retail licences and retail licences attached to FL.1 licences.

13) For the new stocks to be sold by all types of FL.2 retail licensees and retail licences attached to the FL.1 licences, Special Excise Duty as applicable will be collected on all categories of liquor from the FL.1 licensees in advance at the time of selling the stocks to FL.2 licensees.
14) The Special Excise Duty shall be collected by the Department of Excise by way of online payment through the puduvaiyalal website or by way of generation of challan through the puduvaiyalal website and payment may be made against the challan in State Bank of India.

15) The Payment of Special Excise Duty as applicable should be made on the next day of sale itself and the original challan against which payment was made should be submitted to the Deputy Commissioner (Excise), Yanam immediately.

16) Wearing of mask / face cover is compulsory for the employees and customers.

17) The licensed premises must be disinfected before opening.

18) Frequent cleaning of common surfaces and mandatory hand washing shall be ensured.

19) Provision for hand wash & sanitizer should be made at the entry and exit points.

20) Licensees who fail to comply with the above directions will be liable for penal action as per applicable Rules/Act.