

**Standard Operating Procedure for Inspecting a Distillery**

The following check points be kept in mind while inspecting distillery:-

Date and Time of Inspection : \_\_\_\_\_

Name of Distillery : \_\_\_\_\_

Validity of D-2 License : From\_\_\_\_\_ to\_\_\_\_\_

Name of Duty Excise Officer/Officials present at time of Inspection \_\_\_\_\_

1. Take in possession register of Warehouse and various stores (D-10, D-11, D-12, D-18, D-13B, D-14A, D-26, D27 and D-28 or any other register).

2. **Warehouse/ receiver/Spirit store rooms/ bottling store rooms:-**

(a) Installed capacity of production plant of D-2 (in KL per Day): \_\_\_\_\_.

(b) Actual Production during a particular day (in Kilo Litre): \_\_\_\_\_.

(c) Check receiver/Storage/Blending vat wise material by taking a Dip/Gauge and verify whether the stock is as per register D-12, D-14A and D-18: Yes/No.

Detail	VAT Name/No.	Type of Spirit Stored	Quantity (in BL)
1. As per Stock Register			
2. Physical Stock			
3. Difference if any			

(c) Whether revenue locks are being used properly at all the VAT storage/receiver and for the Rooms: Yes/No.

(d) Whether Country liquor and IMFS are stored in different store: Yes/No.

(e) Whether accounts book mentioned separately in case of Country liquor and IMFS: Yes/No.

(f) Whether the Fire NOC validity (from \_\_\_\_ to \_\_\_\_ ) exists or not: Yes/No.

3. **D-9 (Inspector’s dairy)** - Whether the respective stocks have been entered in D-9 register: Yes/No

4. **Finished goods** - Whether finished goods have been entered in respective register matches with physical stock: Yes/No.

Sr. No.	Name of Brand	Opening Stock as per register/Online FG stock report	Issuance during the Day	Present physical stock at time of inspection	Difference = (Online stock - actual Stock) is NIL or Less then ‘loss’ allowed

5. **Holograms** –

(a) Holograms register has been maintained: Yes/No.

(b) All holograms numbers tallying with the Invoices: Yes/No.

(c) The holograms affixed on the stocks lying in the distillery are the same: Yes/No.

(d) Hologram stock details:

	Quantity of Hologram held by DETC(X) of District	Quantity of Hologram held by AETO(Distillery) of District	Quantity of Hologram held by District Manager of the distillery	Total
As per Stock registers/Online System				
Physical Stock				
Difference (if any)				

## 6. CCTV Cameras –

(a) Whether CCTV Cameras are installed in distillery or not: Yes/No.

Sr. No.	Specify area of Distillery where CCTV camera installed	Number of Cameras installed	Working properly or Not
1.	Bottling Lines		
2.	Dispatch area		
3.	Entry/Exit Gate		
4.	Specify if any other		

(b) Whether CCTV Camera's live feed is available through WebCasting: Yes/No.

## 7. Transportation Pass –

(a) Whether all the consignments dispatched from distillery are covered with valid Excise Pass/D-20A: Yes/No.

(b) Distillery details of dispatch of CL/IMFL stock on a particular day/period: \_\_\_\_\_

(c) Details of Permit/Pass utilized for dispatch from Distillery to wholesale (L-13) of Country Liquor:

Sr. No.	Permit Number/Date	Name of destination L-13	Name of L-13 District	Quantity demanded as per Permit (in BL)	Quantity actually Dispatched(in BL)	Pass Number/Date of Issue	Vehicle Number

(d) Details of Permit/Pass utilized for dispatch from Distillery to wholesale (L-1B) of IMFL:

Sr. No.	Permit Number/Date	Name of destination L-1B	Name of L-1B District	Quantity demanded as per Permit (in BL)	Quantity actually Dispatched (in BL)	Pass Number/Date of Issue	Vehicle Number

8. **Permits** – Total numbers of permits in hand of a distillery, against which no liquor was issued till time of inspection.

(a) In the case of Country Liquor:

Sr. No.	Permit Number	Name of L-13 Where supply is to made (CL)	District of L-13

(b) In the case of IMFL:

Sr. No.	Permit Number	Name of L-1B Where supply is to made (IMFL)	District of L-1B

**9. Empty Bottle Stock** - Stock of empty bottles may be taken and matched with production.

		Q	P	N
A	Empty bottle Stock			
B	Less used for other states production			
C	Balance empty Bottle Stock			
D	Bottle Stock utilized for Haryana State production			
E	Actual Usage of Holograms			
F	Difference (D – E) must be NIL (mention if any)			

**10. Vehicle Information:** Information regarding vehicles owned by Distillery:-

Sr. No.	Make/model of Vehicle Owned by Distillery	Registration number of Vehicle	Driver Name	Mobile No
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11. Whether the plant and other machinery installed as per site plan duly approved by the competent authority: Yes/No.
12. Whether there is common entry and exit gate to/of the distillery: Yes/No.
13. Whether Govt. Excise office is located in the distillery premises or not: Yes/No.
14. Whether the plant and Machinery installed in the distillery are maintained properly or not: Yes/No.

Details of Members of Inspecting Team:

Signature \_\_\_\_\_ Signature \_\_\_\_\_ Signature \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_ Name \_\_\_\_\_ Name \_\_\_\_\_

Designation \_\_\_\_\_ Designation \_\_\_\_\_ Designation \_\_\_\_\_ Designation \_\_\_\_\_

**Most Important points to be considered while inspecting a Distillery/Bottling Plant**

1. **Finished goods** - Whether finished goods have been entered in respective register matches with physical stock: Yes/No.

Give details if required:-

Sr No.	Name of Brand	Opening Stock as per register/Online FG stock report	Issuance during the Day	Present physical stock at time of inspection	Whether difference = Online stock - actual Stock is NIL or not

2. **Holograms** – Holograms register has been maintained: Yes/No.

(a.) All holograms numbers tallying with the Invoice: Yes/No.

(b.) The holograms affixed on the stocks lying in the distillery are the same: Yes/No.

3. **CCTV Cameras** –

(a) Whether CCTV Cameras are installed in distillery or not: Yes/No.

(b) Whether CCTV Cameras are functioning properly or not: Yes/No.

4. **Transportation Pass** – Whether all the consignments dispatched from distillery are covered with D-20A: Yes/No.

5. **Permits** – Total numbers of permits in hand of a distillery, against which no liquor was issued till time of inspection and detail of permits against which consignments are dispatched on a particular day till time of inspection.

6. Whether the plant and other machinery installed as per site plan duly approved by the competent authority: Yes/No.

7. Whether there is common entry and exit gate to/of distillery: Yes/No.

8. Whether Govt. Excise office is located in the distillery premises or not: Yes/No.

9. Whether the plant and Machinery installed in the distillery are maintained properly or not: Yes/No.

10. Whether the Fire NOC validity exists or not: Yes/No.

Details of Members of Inspecting Team:

Signature\_\_\_\_\_Signature\_\_\_\_\_Signature\_\_\_\_\_Signature\_\_\_\_\_

Name\_\_\_\_\_Name\_\_\_\_\_Name\_\_\_\_\_Name\_\_\_\_\_

Designation\_\_\_\_\_Designation\_\_\_\_\_Designation\_\_\_\_\_Designation\_\_\_\_\_

## **Nomenclature of different Distillery Registers**

D-5 : Tables taking readings for Bub/Wash Vats.

D-6 : Tables taking readings for Receiver/Storage/Blending Vats.

D-8 : License General Register ( To be maintained by licensee and the inspector).

D-9 : Inspector Dairy.

D-10 : Bub Register.

D-11 : Main Wash Register.

D-12 : Abstract of Distillation Register.

D-13 : Bulk Spirit +CL/IMFL Dispatch register.

D-13B : Bottling loss and output.

D-14A : Daily total of bottled spirit stored, issues and in the licenced distillery.

D-17 : Lock Ticket.

D-18: Spirit movement register.

D-26/27/28 : Wastage registers at different stages –Spirit Store/Bottling operation/Finish good

D-20A : Pass for dispatch.

L-32: Permit, against which D-20A is issued.

## **General Flow Chart of a Molasses Based Distillery**

### **Step 1: Receipt of Molasses**

Whether NOC from ETC Haryana obtained on quarterly basis, specifically in case of import of molasses from other state.

### **Step 2 : Fermentation Room**

2.1 Bub Vat (composition in which first stage fermentation starts: molasses + water)

2.2 Wash Vat (saccharine solution = Bub + Yeast+ anti-foaming chemical)

After distillation of wash, spirit is obtained.

### **Step 3: Distillation Plant (MPR-ETP plants)**

In distillation Colum, spirit of different degree (ENA/Impure/RS) is obtained as finished goods and spent wash (which is devoid spirit content) obtained as waste product.

### **Step 4: Spirit Warehouse**

4.1 Receiver Vat Room - having vats for receiving different types of spirit (ENA/RS/Impure).

4.2 Storage Vat Room (having different vats to keep and store different type of spirits for sale or bottling usage or any other usages).

### **Step 5: Blending Vat Room**

Spirit transferred from Spirit store room is reduced by adding DM water and finally blended by adding different food grade essence to obtain CL/IMFL as per strength specified into separate Vats.

### **Step 6: Bottling Room**

The CL/IMFL is transferred to smaller tanks installed upon separate bottling lines.

Bottle Label/Seal/EAL-Holograms are affixed during the process of bottling on bottling chain.

### **Step 7: Store Room (BWH in case of Bottling plant in form of L-11/L-15)**

Finished stock is stored in the store rooms, in case where distillery is bottling CL + IMFL then different store rooms mandatory.

### **Step 8: Dispatch**

8.1 In case of CL, dispatch is made against Excise duty paid permits to L-13 in different districts of State.

8.2 In case of IMFL, dispatch is made against Excise duty paid permits to L-1B.

## **General Flow Chart of a Grain Based Distillery**

### **Step 1: Receipt of Grain**

Gain receipt → Grain Storage → Cleaning → Milling → Liquefaction (Slurry-Water mixing) → cooking → cooling.

### **Step 2: Fermentation Room**

2.1 Wash Vat (saccharine solution = Grain based raw material + Yeast+ anti-foaming chemical). Wash is then, sent to the distillation plant to obtain Spirit.

### **Step 3: Distillation Plant (ETP plants)**

In distillation Column, spirit of different degree (ENA/Impure/RS) is obtained as finish good and spent wash (which is devoid of spirit contents) obtained as waste product.

### **Step 4: Spirit Warehouse**

4.1 Receiver Vat Room - having vats for receiving different types of spirit (ENA / RS/ Impure).

4.2 Storage Vat Room (having different vats to keep and store different type of spirits for sale or bottling usage or any other usages).

### **Step 5: Blending Vat Room**

The spirit transferred from Spirit store room is reduced by adding De-Mineralized water, and finally blended by adding different food grade essence to obtain CL/IMFL as per strength specified into separate Vats.

### **Step 6: Bottling Room**

The CL/IMFL is transferred to smaller tanks installed upon separate bottling lines.

Bottle Label/Seal/EAL-Holograms are affixed during the process of bottling on bottling chain.

### **Step 7: Store Room (BWH in case of Bottling Plant in form of L-11/L15)**

Finished stock is stored in the store rooms, in case where distillery is bottling CL + IMFL then different store rooms mandatory.

### **Step 8: Dispatch**

8.1 In case of CL, dispatch is made against Excise duty paid permits to L-13 in different districts of State.

8.2 In case of IMFL, dispatch is made against Excise duty paid permits to L-1B.