

Manual - 1

Particulars of organization, Functions and duties. Section 4 (I) (b) (i):-

1. Aims and objectives of the organization :-

The basic aims and objectives of the organization is to check the Excise crime and collect Excise Revenue in the district.

2. Mission/Vision:-

To make the Society free from illegal trade of liquor.

3. Brief history and back ground for the its Establishment:-

The Excise Department is in its existence since Pre- independent era. The basic principle of this dist, is to control the Excise Crimes and collect some revenue for the Government from different sources of Excisable articles.

4. Organization Charts:-

The Superintendent of Excise being the Head of the office is assisted by two wings of the organization. The first wing is the fields staff, the hyrararchical position is Inspectors of Excise, Sub - Inspectors of Excise, Assistant Sub - Inspectors of Excise and Excise Constables. The Second wing is the ministerial staff led by Head Clerk, Senior clerk and Junior Clerk as the hyrararchy.

Allocation of the business:-

The following number of Excise shops are functioning in this

District at present.

1. O.S. Shops Main-9, Branch-16

2. I.M.F.L 'OFF' shop:-4

All the above shops are run and managed by the private persons on contractual basis. They pay revenue to the Government in lieu of the Management of the shop in the form of consideration money / licence fee / Duties on Excisable articles as fixed by the Government from time to time.

6. Duties to be performed to achieve the mission:-

Alertness and regular detection in the area shall make the district .free from Excise crimes, resulting in a fair sale of exciseable articles and smooth collection of Excise Revenue.

7. Details of services rendered:-

Either the information collected from individual secret agencies or any complained received from any general public regarding the illegal trade of any kind of Exciseable articles, immediate steps are being taken to book the offenders and put an end to such offence.

8. Citizens interactions:-

During the course of their regular tours to different places of their respective areas, the officers keep in touch with the general public and try to collect information regarding illegal trade of Exciseable articles in that area.

9. Postal address of the Main offices, attached / Sub-ordinate Office/field Units etc:-

1. Office of the Superintendent of Excise , Deogarh.
Near Private Bus Stand, Infront of RTO, Deogarh
At/PO/Dist- Deogarh, Ward No.1 of Deogarh Municipality
Phone- (O) 226424.
2. Inspector of Excise, Deogarh, Barpali Sahi
Deogarh
3. Sub-Inspector of Excise, Deogarh Babu Sahi
Deogarh.
4. Sub-Inspector of Excise, Barkote
Barkote

10. Map of office location:-

This office is situated in Ward No.1 of Deogarh Municipality which is infront of the Regional Transport Office, Deogarh.

11. Working hours both for office and public:-

The working hours of the office is from 10.00 A.M. to 5.00 P.M. every days excepting Government holidays. The public however, may meet any of the field officers for giving information regarding Excise matters.

12. Public interaction, if any:-

During the course of their regular tours to different places of their respective areas, the officers keep in touch with the general public and try to collect information regarding illegal trade of Exciseable articles in that area.

13. Grievance redress mechanism:-

Any grievance from any public related to Excise matters is given topmost priority and attended to with all sincerity and without any delay.

Manual-2**Power and duties of Officer and employees (Section -4(I)(b)(ii)****Power and duties of officers and Staff :-**

Sl. No.	Designation of post		Power			Duties Attached.
		Administrative	Financial	Statutory	Others.	
1.	Superintendent of Excise	1.C.L. granting authority of the subordinate staff of the district. 2. Transferring the staff from Excise constable to Sub-Inspector of Excise within the district. 3. Disciplinary authority in case of Excise constable. 4.Administrative head in all other Excise matters in the district.	Drawing & Disbursing officer of District Excise Establishment.	-----	Quasi judicial power to certain Excise offence, related Of Excise Shosps.	1.To look in to the daily business of the Dist.Excise office. 2. To inspect the Excise shops regularly at least once in a month. 3.To check the Excise crimes in the district. 4. To make the Excise collection up-to-date.
2.	Inspector of Excise	1.Collection of Excise Revenue within his jurisdiction.	----	Detection of Excise cases within his jurisdiction.	---	1) To inspect the Excise shops at least once in a month within his jurisdiction. 2) Check the Excise crimes within his jurisdiction. 3) Supervise the work of S.I. of Excise within his jurisdiction.
3	Sub- inspector of Excise	1.Collection of Excise Revenue within his jurisdiction.	----	Detection of Excise cases within his jurisdiction.	----	----
4.	Asst.Sub-Inspector of Excise	-----	----	Detection of Excise cases within his jurisdiction.	----	1) Inspect the Excise shops at least twice in a month within his

				except house search.		jurisdiction. 2) Check Excise Crimes. 3) Collect Excise Revenue within his jurisdiction.
5.	Excise Constable	---	-----	Detection of Excise cases within his jurisdiction. Except house search.		

Manual -3

Procedure followed in decision - making process. (Section - 4 (I) (b)(iii)

Flow process chart.

Sl. No.	Activity	Level of Action	Time frame
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To receive application and same day the concerned clerk put a diary number.

To mark the application to Concerned Clerk/Field Officer same day.

3, Action taken by the field Concerned Inspector/ Sub-Inspector Excise with in 7 days.

4. Report compliance Concerned Inspector/ Sub-Inspector Excise after completion of the job.

Manual - 4

Norms set for the discharge of functions.

Section-4 (1)(b)(iv)

Details of norms and standard setout can be in respect of various activities.

Sl. No.	Activity	Time frame / Norms	Remarks
1.	Diary of letter	3 minutes per letter	
2.	Despatch of letter	5 minutes per letter	Registered dak including entry in messenger book.
3.	Typing job	30 pages per day.	
4.	Issue of permit and passes	50 permits/passes per day.	

Manual -5**Rules , regulation, instruction, manuals and records for discharging functions.**

(Section - 4 (1) (b) (v))

Prepare a list of rules , regulations ,instruction , manuals, and records for discharging Functions available with the public authority for the smooth discharge of its functions.

List of regulation, instruction, manual and records.

Sl. No.	Name of the Act. Rules Regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publication.
1.	Orissa Excise manual.	Deals with Excise Act & Laws.		
2	Orissa Excise Rules,1965.	Government Notification concerning Excise Rules.		
3.	Board's Excise Rules ,1965.	Government Notification concerning Excise Rules.		
4.	Orissa E.P.H. Rules (I.M.F.L. and Country liquor)	Regarding settlement of IMFL shops and country liquor shops.		

Manual-6**A statement of the categories of documents that are held by it for under its control**

(Section -4 (1) (b) (vi))

Details of the records available may be made in a statement from wing wise. unit wise Branch wise and it may be got tabulated . indexed and catalogues.(An illustrative list Is given below)

A statement of the categories of documents held.

Sl . No.	Nature of Record	Details of information available	Unit/Section where available	Retention period where available
1.	Settlement records	Details information regarding settlement of Excise shops.	District Excise Office, Deogarh.	2001-2002
2.	Revenue records.	Regarding Excise revenue	District Excise Office, Deogarh.	2001-2002
3.	Allotment and expenditure	Regarding Budgetary provision	District Excise Office, Deogarh.	2001-2002
4.	Case records	Regarding Excise cases.	District Excise Office, Deogarh.	2001-2002

5.	Miscellaneous	Regarding Mohua flower etc.	District Excise Office, Deogarh.	2001-2002
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Manual- 7.

Particulars of any arrangement that exists for consultants with or representation by the member of the public in relation to the formulation of its policy of implementation.

(Section - 4 (1) (b) (vii))

Details of consultative committees and other bodies with which consultation are held.

----- Not applicable -----

Manual –8

A statement of boards , council , committees and other bodies constituted.

(Section - 4 (1) (b) (viii))

List of boards, councils , committees etc.

----- Not applicable -----

Manual –9

Directory of officers and employees.

PART OF MANUAL -9

(Under Section 4(1) (b) of the RTI, Act, 2005)

SL No.	Name & Designation of the employee	Permanent address of the employee	Date of first joining	Date of joining in this office.	Place of posting	Date of birth	Remarks
1	2	3	4	5	6	7	8
1.	Sri Ramnarayan Seth Inspector of Excise	Vill/ Po- Darzing Dist- Sundargarh	12.09.1983	17.09.2008	Deogarh	08.04.59	
2.	Sri Ranjan Ku. Naik S.I. of Excise	Vill / Po- Talpatia Dist- Jharsuguda	19.02.2002	24.05.2007	Barkote	07.05.73	
3.	Sri Padma Lochan Pradhan S.I. of Excise	Vill – Baghabar Po- Batgaon Dist- Sambalpur	27.07.1987	12.05.2008	Deogarh	5.7.62	
4.	Sri Santosh	Vill-	15.5.93	8.5.95	Deogarh	20.6.69	

	Ku. Pradhan ASI of Excise	Chandaposi Po- Tinkbir Dist – Deogarh					
5.	Sri Khogeswar Sahu Excise Constable	At /Po- Purunagarh Dist – Deogarh	17.10.79	9.5.2007	Deogarh	15.5.1953	
6.	Sri Nilambara Behera Excise Constable	At/ Po- Barkote Dist- Deogarh	3.5.76	8.5.95	Deogarh	10.8.53	
7.	Sri Gobinda Ch. Sahu Excise Constable	At/ Po- Purunagarh Dist – Deogarh	20.7.87	8.5.95	Deogarh	3.8.61	
8.	Sri Kishore Ch. Pradhan Excise Constable	At- Patakumunda Po- Tangeri Dist – Angul	17.6.80	8.5.95	Deogarh	11.4.57	
9.	Sri Rajkishore Sahu Excise Constable	At – Mardang Po- Barkote Dist- Deogarh	21.11.88	8.5.95	Barkote	25.4.64	
10.	Sri Niranjana Sahu Excise Constable	At/ Po- Kalla Dist- Deogarh	20.7.87	8.5.95	Barkote	1.4.60	
11.	Dillip Ku.Satpathy Excise Constable	At – Khuntiapali Po-Suguda Dist – Deogarh	15.5.93	8.5.95	Barkote	3.6.70	
12.	Mathura Mohan Pradhan Excise Constable	At – Purunapani Po- Charimancha Dst- Deogarh	8.12.93	8.5.95	Deogarh	7.1.67	
13.	Sri Badal Ku. Brahma Excise Constable	At – Khuntiapali Po- Suguda Dist – Deogarh	8.12.93	8.5.95	Deogarh	7.2.74	
14.	Sri Aswini Ku.Pani Excise Constable	At-Barpali Sahi (Deogarh) Po/Dist- Deogarh	5.7.96	25.6.07	Deogarh	3.7.65	
15.	Sri Dasaratha Sendria	At / Po – Dhama Dist- Sambalpur	01.2.75	29.3.96	Deogarh	19.2.53	

	Head Clerk						
16.	Sri Keshab Ch. Behera Chowkidar	At – Barpali Sahi(Deogarh) Po/Dist-Deogarh	9.6.99	9.6.99	Deogarh	5.3.69	

(Section - 4 (1) (b) (ix))

Directory

Sl. No.	Name and Designation	Office Phone No.	E.mail. address.
1.	Sri Chittaranjan Patra, OAS (I) JB, Sub-Collector, Deogarh I/C Superintendent of Excise , Deogarh	Office - 226424	
2.	Sri Ramanarayan Seth, Inspector of Excise , Deogarh.		
3.	Sri Ranjan Kumar Naik, S.I. of Excise , Barkote.		
4.	Sri Padmalochan Pradhan, S.I. of Excise, Deogarh		

Manual –10

The monthly remuneration received by each of the officer and employees, including the system of compensation as provided in the regulations.

PART OF MANUAL -10 EXCISE DEPARTMENT OF DEOGARH DISTRICT

Under Section 4 (1) (b) of the RTI Act, 2005

SL No.	Name of the employee	Scale of pay	Gross Salary	Money deduction				Net Payable	Remarks
				P.F.	GPF	L.I.C. Etc.	Any other		
1	2	3	4	5	6	7	8	9	10
1.	Sri Ramnarayan Seth Inspector of Excise	PB-2, 9300-34800 GP-4200	21204		2000	141	200	18863	
2.	Sri Ranjan Ku.Naik S.I. of Excise	PB-1, 5200-20200 GP- 2800	15836		2500		420	12961	
3.	Sri Padma Lochan Pradhan	PB-1, 5200-20200	14,481		2000		100	12381	

	S.I. of Excise	GP-2800							
4.	Sri Santosh Ku. Pradhan ASI of Excise	PB-1 5200-20200	11,199		1000		100	10,099	
5.	Sri Khageswar Sahu Excise Constable	PB-1 5200-20200 GP- 1800	11,089		4000		220	6,569	
6.	Sri Nilambara Behera Excise Constable	PB-1 5200-20200 GP- 1800	10,920		2500		400	8,020	
7.	Sri Gobinda Ch.Sahu Excise Constable	PB-1 5200-20200 GP-1800	10,920		1000	54	100	9,766	
8.	Sri Niranjan Sahu Excise Constable	PB-1 5200-20200 GP-1800	10,950		1000	152	100	9,698	
9.	Sri Rajkishore Sahu Excise Constable	PB-1 5200-20200 GP-1800	10,190		1000	113	400	9,407	
10.	Sri Kishore Ch. Pradhan Excise Constable	PB-1S 4440-7440 GP-1650	10,194		1000		100	9,094	
11.	Mathura Mohan Pradhan Excise Constable	PB-1S 4440-7440 GP1650	10,352		1000	235	400	8,717	
12.	Badal Ku. Brahma Excise Constable	PB-1S 4440-7440 GP1650	10,325		1000		100	9,252	
13.	Dillip Ku. Pradhan Excise Constable	PB-1S 4440-7440 GP 1650	10,417		1000		100	9,317	
14.	Sri Aswini Ku. Pani Excise Constable	PB-1S 4440-7440 GP 1650	10,194		1000	206	570	19,525	
15.	Sri Dasaratha Sendria Head Clerk	PB-2 9300-34800 GP 4200	22,301		2000	206	570	19,525	
16.	Keshaba Ch. Behera Chowkidar	PB-1S 4440-7440 GP 1 1300	8,881		1,800		375	6706	

[Section -4 (1) (b) (x)]

Sl. No.	Name of the Designation	Pay Band/ Monthly remuneration
1	Sri Chittaranjan Patra, OAS (I) JB, Sub-Collector, Deogarh I/C Superintendent of Excise , Deogarh	
2	Sri Ramanarayan Seth, Inspector of Excise , Deogarh.	Rs.9300-34800 + GP-Rs.4200
3	Sri Ranjan Kumar Naik, S.I. of Excise , Barkote.	Rs.5200-20200 + GP-Rs.2800
4	Sri Padmalochan Pradhan, S.I. of Excise, Deogarh	Rs.5200-20200 + GP-Rs.2800
5	Sri Santosh Kumar Pradhan, ASI of Excise.	Rs.5200-20200+ GP-Rs.2000
6	Sri Khageswar Sahu, Excise Constable	Rs.5200-20200+ GP-Rs.1800
7	Sri Nilambar Behera, Excise Constable	Rs.5200-20200+ GP-Rs.1800
8	Sri Govinda Chandra Sahu, Excise Constable	Rs.5200-20200+ GP-Rs.1800
9	Sri Niranjana Sahu, Excise Constable	Rs.5200-20200+ GP-Rs.1800
10	Sri Rajkishore Sahu, Excise Constable	Rs.5200-20200+ GP-Rs.1800
11	Sri Kishore Chandra Pradhan, Excise Constable	Rs.4440-7440+ GP-Rs.1650
12	Sri Dillip Kumar Satpathy, Excise Constable	Rs.4440-7440+ GP-Rs.1650
13	Sri Mathura Mohan Pradhan, Excise Constable	Rs.4440-7440+ GP-Rs.1650
14	Sri Badal Kumar Brahma, Excise Constable	Rs.4440-7440+ GP-Rs.1650
15	Sri Aswini Kumar Pani, Excise Constable	Rs.4440-7440+ GP-Rs.1650
16	Sri Dasarath Sendria, Head Clerk	Rs.9300-34800+ GP-Rs.4200
17	Sri Keshaba Chandra Behera, Choukidar	Rs.4440-7440+ GP-Rs.1300

Manual –11**The budget allocated to each agency**

(Section - 4 (1) (b) (xi))

Non- Plan budget.

Major head	Activities to be performed	Sanctioned budget	Budget estimate	Revised estimate	Expenditure for the last year
Demand No.26- Excise Dept. Major Head- 2039- State Excise	1. Salary and allowances etc. of District Excise Estt.	Rs.36,33,125/-	Rs.25,57,000/-	Rs.25,37,000/-	Rs.19,53,056/-
	2. Secret Service Expenditure	Rs.15000/-	Rs.6,000/-	Rs.10,000/-	Rs.6,000/-

Plan budget

-Nil-

Manual –12**The manner of execution of subsidy program.**

(section - 4 (1) (b) (xii))

List of institutions given subsidy./ individuals given subsidy.

-Not applicable-

Manual 13**Particulars of recipients of concessions, permits or authorization granted**

(section - 4 (1) (b) (xiii))

List of beneficiaries

-Not applicable-

Manual –14**Information available in an electronic form.**

(Section -4 (1)(b) (xiv))

Details of information.

Electronic data of information is not available.

Manual –15**Particulars of facilities available to citizens for obtaining information**

(Section -4 (1) (b) (xv))

Facilities available for obtaining information

Sl No.	Facility available	Nature of Information available	Working hours.
1.	Information counter in District Excise Office, Deogarh	Information relating to Excise Administration and Excise Crimes.	From 10.00A.M to 5.00 P.M of any working day.
2.	Website. deogarh.nic.in	Information relating to Excise Administration and Excise Crimes.	From 10.00A.M to 5.00 P.M of any working day.
3.	Library	--	--
4.	Notice board.	Regarding settlement of Excise shops.	From 10.00A.M to 5.00 P.M of any working day.

Manual –16**Name designation and other particulars of public information officers.**

(Section - 4 (1) (b) (xvi))

List of public information officers

Sl No.	Designation of the officers designated as PIO.	Postal address	Telephone No.	e.mail address	Demarcation of area/Activities if more than one PIO is there.
1.	Superintendent of Excise, Deogarh.	District Excise Office, Deogarh.	226424	-	-

List of Assistant Public Information Officer.

Sl No.	Designation of the officers designated as Assistant PIO	Postal address	Telephone No.	e.mail address
-	-	-	-	-

First Appellate Authority within the department.

Sl No.	Designation of the officers designated as first appellate authority	Postal address	Telephone No.	e.mail address	Demarcation of area/Activities if more than one appellate authority is there
1.	Additional District Magistrate, Deogarh.	Collectorate, Deogarh.	Off- 226353		

Manual-17**Other information as may be prescribed.**

[Section 4 (1)(b)(xvii)]

All other information as may be prescribed for dissemination shall be collated, Tabulated, compiled, collected and provided in the form of manual from time to time.