

**PROACTIVE DISCLOSURE u/s 4(1)b OF RIGHT TO INFORMATION ACT-2005
OF OFFICE OF SUPERINTENDENT OF EXCISE, GANJAM, CHHATRAPUR
Manual - 1**

**Particulars of Organization, functions and duties
{Section 4(1)(b)(i)}**

1. **Aims and objectives of the organization.**

The aim and objective of the organization is to control Excise crimes , monitoring the supply of hygienic liquor to the consuming class people and also to collect Excise revenue in the District

2. **Mission / Vision**

To eradicate illegal trading of intoxicants and supply hygienic liquor as well as intoxicants as approved by the Govt. for the use of consuming class people at a cheaper rate .

3. **Brief History and back-ground for its establishment**

It is a District level Office of Excise Administration under the control of Excise Commissioner, Orissa ,Cuttack and under direct supervision of Collector, Ganjam . The Superintendent of Excise is the District controlling Officer of the Excise establishment and subordinate staff comprising of Inspectors of Excise in the Excise Range and Sub-Inspectors of Excise in the Excise charge areas

4. **Organization chart**

Excise Commissioner
Excise Deputy Commieeioner
Collector
Addl. Do=istrict Magisatrate
Supdt. of Excise
Deputy Supdt. of Excise
Inspectors of Excise
Sub-Inspectors of Excise
Asst-Sub-Inspector of Excise
Excise Constable
Head Clerk
Senior Clerk
Junior Clerk
Driver

5. **Allocation of business**

This Office has been entrusted with the work of correspondence relating the following subjects.

1. Settlement of Excise shops i.e. IMFL OFF shops/ ON shops/O S shops/ Bhang shops
10. Collection of Excise Revenue
11. Issue of Distress Warrants / S I Rs
2. Functioning of Excise shops
3. Maintenance of challans
4. Assembly, Lok Sabha and Rajya Sabha questions and resolutions
5. Circulars, Rules and orders
6. Reports and returns
7. Maintenance of Excise case records
8. Execution of Summons
9. Issue of Import / Transport passes of E N A / Mohua flower passes
18. Issue of IMFL / Bhang/ Molasses/ Mohua flower licences
19. Maintenance of Audit paras / objections
20. Compliance of Petitions.
21. Issue and receipt of letters of the Office
22. Preparation and Drawl of salary Bills and other Bills of the Establishment
23. Maintenance of establishment work of the establishment
24. Review of performance of Excise Officers and staff
25. Construction of Office building and its correspondences
26. Maintenance of R T I records and submission of information
27. Issue of M & T P and Military canteen passes
28. Service of summons and Execution of Warrents to the Excise Officers / staff

6. **Duties to be performed to achieve the mission**

All Staffs of the office perform the tasks assigned to them and the combined effort of all results in achieving the mission .

7. **Details of Service rendered**

This Office / Section deals with all the Office works of Excise Departmente as mentioned in item-5 above.

8. **Citizens interaction**

Public approach the District Administration for several facilities under different aspects of life, they are explained the procedural effect & guided to reach the correct forum for speedy disposal, and if required depending upon the exigencies necessary assistance is also extended.

9. **Postal address of the office**

The Postal address of the Section is,

District Excise Office

Collectorate Campus

Ganjam, Chhatrapur

10. **Map of Office location**

The Office is located in the Old Collectorate building at Chatrapur.

11. **Working hours both for office and public**

Office functions between 10 AM to 5 PM with a lunch break between 1.30 PM to 2 PM. during day office and from 7.00 A.M. to 1.00.p.m. during morning office. On all working days as per Govt. Calendar printed and published by the Government of Orissa for each calendar year. However Officer and employees are available to dispose off the day's assignment up to an extended hour as per requirement

12. **Public interaction if any**

The public is cordially accepted to extend the desired assistance.

13. **Grievance redress mechanism.**

A responsive grievance Redressed mechanism is being adopted. The Grievance Cell of the Collector and District Magistrate functions on every Monday and every Saturdays (Except 2nd Saturday). To ensure the reach the cell functions in different areas and the public grievances are promptly attended to by the concerned authorities. Besides this , petitions received from various organizations / persons have been enquired in to and com plied with .

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Powers and duties of Officers and employees
{Section 4(1)(b)(ii)}

Sl. No.	Designation of post.	Powers				Duties Attached.
		Administrative	Financial	Statutory	Others	
02	Superintendent of Excise	Administrative Head of the Office	Financial power has been assigned as D D O	--	---	In Charge of the Office / Collection of Excise Revenue / Settlement of Excise shops and promoting the Excise staff in controlling Excise crimes
02.	Head Clerk	--	--	--	--	Overall Supervision & Maintenance of Cash Book / Bank drafts / Compliance of Audit paras / Opium records

03.	Senior Clerk	--	--	--	--	Dealing with R T I files/Excise case matters / Mohua flowers records / Molasses records / petition/Foreign liquor M G Q records/ E N A/ R S passes
04	Junior Clerk-I	--	--	--	--	Settlement of Excise shops / Collection of Excise Revenue / D Ws/ S I R s /Issue of licences of IMFL/ O S shops/ Bhang shops /certificate cases / O J C cases etc.
05	Junior Clerk-2	--	--	--	--	Bill// Budget / Bhang records / Opium passes/ M & T P passes
06.	Junior Clerk-3	--	--	--	--	Excise Establishment records / Building records / Tour programme and Tour diaries of the Inspectors and Sub-Inspectors / Performance report of the Inspectorsd and Sub-Inspector s
07	Junior Clerk -4	--	--	--	--	Issue and Receipt of letters / Summons/ Warrants / Military canteen passes/ Forms and Stationery /Consignment of records

	Field Officers					
1	Dy,Supdt. of Excise -1 at Chhatrapur	--	--	--	Area control	Inspection of shops / Issue of passes and permits/ control of Excise crimes in his jurisdiction and Office management during absence of Supdt. Of Excise and supervision on collection of Excise revenue
2.	Dy-Supdt. of Excised at Bhanjanagar	--	--	--	Area control	Inspection of Excise shops / Control of Excise crimes and supervision during Excise raids and supervision on collection of Excise revenue
3	Inspectors of Excise - 9 posts Posted at - 1. Chhatrapur 2. Berhampur 3. Chikiti 4 Purushottampur 5. Aska 6 Striking force, Chhatrapur 7-Striking force, Berhampur	--	--	--	Control of Excise crimes and collection of Excise revenue	Inspection of Excise shops / Control of Excise crimes and supervision during Excise raids and supervision on collection of Excise revenue/ Settlement of Excise shops

	8 Bottling plant at Gopalpur On sea	--	-6- --	--	--	Observation and maintenance of B two Bottling plants at Gopalpur
	9 O I C, O S B C Kanisi	--	--	--	--	Issue of passes at the O S B C Depot to the retail I M F L OFF/ ON and C S shops
4	Sub-Inspectors of Excise, -16 posts 1. Chhatrapur 2. Gopalpur 3. Purushottampur 4. Aska 5. Sorada 6. Bhanjanagar 7. Berhampur 8. Chikiti 9. Digapahandi 10. Golanthra 11. Striking force, Berhampur ,i/c Chhatrapur		-	-	Collection of Excise revenue/Inspection of Excise shops Excise enforcement activities in the field	Collection of Excise Revenue/ control of Excise crimes / inspection of Excise shops / supervision on the functioning of Excise shops distribution of M-Opium tablets to the opium addicts etc
	12. Aska Distillery O I C of the Distillery 13. One S I joined recently 3 posts vacant	-	-	-	-	Supervising Officer ,on functioning of distillery and Bottling of Country spirit

5	A S I of Excise 14 posts working in different places of the district under the Sub-Inspectors of Excise Present position-9 Vacant- 5	--	--	--	--	-To assist the S Is of Excise in collection of Excise revenue and controlling the Excise crimes in their respective area
6	Excise Constables 106 posts in the district Working in different places if the district under S Is/ I Es/ Distilleries/ bottling plants / District Office	--	--	--	--	To assist the S Is of Excise in collection of Excise revenue and controlling the Excise crimes in their respective area They are the grass root field level Officers
7	Driver 2 posts Present position-1 Vacant- 1	-	-	-	-	To drive the Govt. vehicle during the Excise enforcement work and also in controlling of Excise crimes in the district

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Procedure followed in decision making process
{Section 4(1)(b)(iii)}

Sl.No.	Activity	Level of action	Time frame
01.	Receipt of application/Letters.	Diary Clerk	Same day
02.	Perusal of Daks.	Supdt.cise	Same day.
03.	Marking of Daks.	Head Clerk.	Same day.
04.	Dairy & Delivery	Diary Clerk	Same day.
05.	Entering of the letter in the log book & put up in the file	D.A. Concerned	3 days(Immediately in case of matter of urgent nature)
06.	File endorse to Supdt. of Excise	Head clerk.	1 day.
07.	Approval or rejected	Supdt. of Excise	Immediately in case of matter of urgent nature.
08.	If approved, return for dispatch.	Dispatch Clerk.	1 day.

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09.	Issue of passes / permits / licenses	Head Clerk	As per provision laid down in Excise Manual

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**Norms set for the discharge of functions
{Section 4(1)(b)(iv)}**

Details of norms and standard set out can be given in respect of various activities. Some of the norms are indicated below as an illustration.

Sl.No.	Activity	Time frame/Norm	Remarks.
01.	Diary of letter	3 minutes per letter.	The norms are as that mentioned in ORM 1964 and is managed with the existing resource and manpower.
02.	Dispatch of letter	5minutes per letter.	
03.	Typing of fair copy.	20 pages per day	
04.	Put up of letter.	Within 3 days in ordinary cases In urgent it is within 24 hours.	

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**Rules, regulations, instructions, manuals and records for is charging functions
{Section 4 (1) (b) (v)}**

List of regulations, instructions, manuals 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 publications.
01.	Bihar & Orissa Excise Rules 1965 / Orissa Excise Rules Boards Excise Rules N D P S Rules Orissa Mohua flower Rules	Functioning of Excise shops/ Collection of Excise Revenue / Control of Excise crimes and maintenance of Excise Administration in the district and functioning of Distillery Enactment on implementation of Narcotic Drugs Import/ transport of Mohua flowers		

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**A statement of the categories of documents that are held by it for under its control.
{Section 4 (1) (b) (vi)}**

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.
01.	Routine Registers as prescribed in ORM	As per provisions in Bihar and Excise Act	Available with the concerned Dealing Assistant.	As per Classification of the document and preserved as per ORM-1964
02.	Revenue statement	-do-	-do-	
03.	D C B Statement	-do-		
03.	D W / S I R Register	-do-		
04.	Settlement Register	-do-		
05	Licence Register	-do-		
7	Challan Register	-do-	-do-	
8	Petition Register	Case section		
9	M G Q Register of IMFL	-do-		
10	Mohua flower licence Register	-do-		
11-	Mohua flower Transport pass Register	-do-	-do-	
12	E N A / R S Import/ Transport Register	-do-		
13	R T I Act Register	R T I Act 2005		
14	Opium Register	N D P S Rules 1989		
15	Warrant Register/ Summon Register	Court Manual		
16	Case Register	B & O Excise Act 1915		
17	Forms and Stationery Register	Record Manual	-do-	

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Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the information of its policy of implementation

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

S.I No.	Subject /Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
1	2	3	4
Not Administered.			

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

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

List of Boards, councils, committees etc.

Sl. No.	Name and address of the Body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
1	2	3	4	5	6	7	8	9	10
Not Administered									

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Directory of Officers and Employees

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

Sl. No.	Name and Designation	Office Phone No.	E_mail address
01	Supdt. of Excise	0 6811-263949	--
02	Deputy Supdt. of Excise	--	--
03	Head Clerk	--	--
04	Senior Clerk	--	--
05	Junior Clerk	--	--
06	Driver	--	--

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The Monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulations.

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

Sl. No.	Designation	Name	Pay Band	Grade Pay
1	Supdt. of Excise	Sri Sumanta Kumar Kar O A S -(I) JB	9,300-34,800	5400
2	Dy.Supdt. of Excise	Sri Gangadhar Sahu O E S-II	9300-34800	4600
3	Dy.Supdt. of Excise	Mdf. Zamneer Hussain O E SA -II	9300-34800	4600
4	Inspectopr of Excise	Sri Ashook Kumar Satapathy	9300-34800	4200
5	Inspector of Excise	Sri Ramesh Chandra Panda	9300-34800	4200
6	Inspector of Excise	Sri Dilip Kumar Dhala	9300-34800	4200
7	Inspector of Excise	Sri Kishor Chandra Seth Majhi	9300-34800	4200
8	Inspector of Excise	Sri Pradipta Ranjan Patnaik	9300-34800	4200
9	Inspector of Excise	Sri Rabindra Nath Sahu	9300-34800	4200
10	Inspector of Excise	Sri Kailash Nath Satapathy	9300-34800	4200
11	Sub-Inspector of Excise	Sri Sarat Chandrta Bhanja	5200-20,200	2800

		-- 12-		
12	- Do-	Sri Pudu Bariha	5200-20,200	2800
13	-do-	Sri Abhiram Behera	5200-20,200	2800
14	-do-	Sri Prasanna Kumar Nayak	5200-20,200	2800
15	-do-	Sri Damodar Parida	5200-20,200	2800
16	-do-	Sri Sapan Pradghan	5200-20,200	2800
17	-do	Sri Khetramohan Behera	5200-20,200	2800
18	-do-	Sri Bhaskar Baditiya	5200-20,200	2800
19	-do-	Sri Gupteswar Pradhan	5200-20,200	2000
20	-do-	Sri Padma Charan Sahu	5200-20,200	2000
21	-do	Sri Prafulkla Chandra Gouda	5200-20,200	2800
22	- -dO	Miss Santi Marndi	5200-20,200	2800
23	-do	Miss Anita Ojha	5200-20,200	2800
24	Asst.Sub-Inspector of Excise	Sri Subash Chandra Das	5200-20,200	2000
25	-do-	Sri Muralidhar Sethi	5200-20,200	2000
26	-do-	Sri Jalandhar Karjee	5200-20,200	2000
27	- do-	Sri Abhimanyu Behera	5200-20,200	2000
28	-do-	Sri Sudarsan Behera	5200-20,200	2000
29	-do-	Sri Biswanath Sabar	5200-20,200	1800
30	-do-	Sri K.Parsuram Reddy	5200-20,200	1800
31	-do-	Sri Mohan Chanbdra Behera	5200-20,200	1800
31	-do	Sri Surendra Nath Padhi	5200-20,200	1800
32	Excise Constable	Sri Kailash Chandra Das	5200-20,200	1800
33	-DO-	Sri S.Madhaba Rao	5200-20,200	1800
34	-do-	Sri K.Kankeya	5200-20,200	1800
35	-do-	Sri Panchanan Sahu	5200-20,200	1800
36	-do-	M.N. Baig	5200-20,200	1800
37	-do-	L.N.Patra	5200-20,200	1800
38	-do-	Manmohan Satapathy	5200-20,200	1800
39	-do-	Babula Behera	5200-20,200	1800
40	-do-	Judhistir Pradhan	5200-20,200	1800

		--13--		
41	-do-	Gangaram Sahu	5200-20,200	1800
42	-do-	Arjuna Behera	5200-20,200	1800
43	-do-	Gangadhar Panigrahi	5200-20,200	1800
44	-do-	Ramesh Chandra Dalkei	5200-20,200	1800
45	-do-	Bipra Chanran Nayak	5200-20,200	1800
46	-do-	Bijay Kumar Behera No-I	5200-20,200	1800
47	-do-	Gopalk Krushna Roula	5200-20,200	1800
48	-do-	G.Suri Babu	5200-20,200	1800
49	-do-	Premnananda Sahu	5200-20,200	1800
50	-do-	Santosh Kumar Jena	5200-20,200	1800
51	-do-	Rabindra Nath Padhi	5200-20,200	1800
52	-do-	Uttam Kumar Panda	5200-20,200	1800
53	-do-	Abhiram Patnaik	5200-20,200	1800
54	-do-	Kamaraju Behera	5200-20,200	1800
55	-DO-	Rama Krushna Behera	5200-20,200	1800
56	-do-	Sherr Mohammed Kahan	5200-20,200	1800
57	-do-	Bipra Charan Biswal	5200-20,200	1800
58	-do-	Narahari Das	5200-20,200	1800
59	-do-	Biswanath Behera	5200-20,200	1800
60	-do-	Gitanjali Behera	5200-20,200	1650
61	-do-	Sunita Dalei	5200-20,200	1650
62	-do-	Mamata Ku,ari Das	5200-20,200	1650
63	-do-	Sandhya rani Das	5200-20,200	1650
64	-do-	Hatia Behera	5200-20,200	1650
65	-do-	Sudarsan Bishoyi	5200-20,200	1650
66	-do-	Basant Kumar Behera	5200-20,200	1650
67	-do-	Jalandhar Behera	5200-20,200	1650
68	-do-	Pradeep Kumar Sahu	5200-20,200	1650
69	-do-	Kumuda Chandra Nayak	5200-20,200	1800
70	-do-	Dayanidhi Jena	5200-20,200	1800

		--14-		
71	-DO-	Jogendra Swain	5200-20,200	1800
72	-do-	Balakrushna Panda	5200-20,200	1650
73	-do-	Niranjan Swain	5200-20,200	1650
74	-do-	K.Balaji Rao	5200-20,200	1650
75	--do-	Pradeep Kumar Bisoi	5200-20,200	1650
76	-do-	Ajay Kumar Sahu	5200-20,200	1650
77	do-	Rabindra Nath Biswal	5200-20,200	1650
78	-do-	Satya Priya Swain	5200-20,200	1650
79	-do-	Susanta Kumar Behera	5200-20,200	1650
80	-do-	Premananda Acharya	5200-20,200	1800
81	-do-	Banamali Sabar	2650	1325
82	-do-	D.Krishna Rao	2845	1423
83	-do-	Smita Panda	4440-7440	1650
84	-do-	Debasis Mahapatra	4440-7440	1650
85	-do-	Rameswar Behera	4440-7440	1650
86	-do-	Balaram Behera	4440-7440	1650
87	-do-	Jagannath Padhi	4440-7440	1650
88	-do-	Nilambar Nayak	4440-7440	1650
89	-do-	Santosh Kumar Padhi	4440-7440	1650
90	-do	S.Rabindra Kumar Reddy	4440-7440	1650
91	-do-	U. Narendra Rao	4440-7440	1650
92	-do-	Ajit Kumar Patra	4440-7440	1650
93	-do-	Nilanchar Choudhury	4440-7440	1650
94	-do-	Niranjan Behera	4440-7440	1650
95	Head Clerk	Madhab Sabar	9300-34800	4200
96	Sr.Clerk	Surendra Nath Das	5200-20,200	2400
97	Jr. Clerk	Mrutyunjay Padhi	5200-20,200	2000
98	Jr.Clerk	Babita Panigrahi	5200-20,200	2000
99	Jr Clerk	Purna Chandra Sahu	5200-20,200	2000
100	Jr.Clerk	Pira Mohan Das	5200-20,200	1800

		--15--		
101	Driver	Rabindra Kumar Behera	5200-20,200	2000

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The Budget allocated to each agency

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

Non-Plan Budget/Plan Budget

Major head	Activities to be performed	Sanctioned budget	Budget estimate	Revised Estimate	Expenditure for the last year
Not Administered					

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The manner of execution of subsidy program

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

List of institutions given subsidy

Sl. No.	Name and address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievement
Not Administered						

List of individual given subsidy

Sl. No.	Name and address of the beneficiaries	Purpose for which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No. of time subsidy given in past with purpose
Not Administered					

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Particulars of recipients of concessions, permits or authorizations granted

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

List of beneficiaries

Sl. No.	Name and address of the beneficiaries	Nature of concession / permit / authorization provided	Purpose for which granted	Scheme and criterion for selection	No. of time similar concession given in past with purpose
Not Administered					

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Information available in an electronic form

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

Sl. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base
The information that is available in the computer can be obtained as print out through printer .				

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Particulars of facilities available to citizens for obtaining information

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

Facilities available for obtaining information

Sl. No.	Facilities available	Nature of information available	Working hours
1	In the computer and can be available manually	About the information Excise Department of Ganjam District	During Office Hours i.e. from 10 A M to 5 P M
2	Office Notice Board	Different Notices including orders of different officers, tenders, recruitment advertisement etc. are displayed from time to time as required.	During office hours i.e. from 10AM to 5PM.

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Name, designation and other particulars of Public Information Officers

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

List of Public Information Officer

Sl. No.	Designation of the officer 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 Ganjam	District Excise Office, Ganjam ,Chhatrapur	0 6811-263949 Mob-94370-86997	--	--

List of Assistant Public Information Officer

Sl. No.	Designation of the officer designated as Assistant PIO	Postal address	Telephone No.	E-mail address
1	Sri Surendra Nath Das	Sr.Clerk District Excise Office ,Ganjam	Mob- 9437376079	-

First appellate authority with in the department

Sl. No.	Designation of the officer designated as Appellate Authority	Postal address	Telephone No.	E-mail address	Demarcation of area / activities, if more than one appellate authority is there
1	Sri Sudaresan Nayak ,I A S Excise Commissioner, Orissa ,Cuttack	Excise Commissioner 2 nd floor Rajaswa Bhawan Cuttack-2 (Orissa)	0671- 2607961	--	--

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Other information as may be prescribed

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

DISTRICT PROFILE

The details of functioning of Excise shops of Ganjam district/ cases detected in Ganjam district during 2008-009 is as follows

01	F L OFF shops	60
02	F L ON shops	15
03	Military canteen	5
04	F L Club-ON	2
05.	Beer Parlor	3

	- 18-	
06	Out still shop (Main)	79
	-18-	
05	Out still Branch shops	320
06.	Distillery	1
07	Bottling Unit	2
08	M & T P Units(Ayurvedic Pharmacy	3
09	Denature Spirit Licensee (D S 3)	1
10	Bhang shops	4
11	Tari shop	3
12.	Whole sale supply of I M F L / Beer C S Depot	1
13.	No. of Excise Range Offices functioning	5
14	No. of Excise charge Offices functioning	13
Collection of Excise Revenue		
	2007-08	22,52,01,800
	2008-09	25,80,31,910
	2009-10 Up to November	15,73,80,831
Detection of Excise cases		
	2007-08	912
	2008-09	981
	2009-10 Up to November	794
No. of persons arrested in Excise Raids		
	2007-08	297
	2008-09	353
	2009-10 Up to November 2009	302
Value of articles seized		
	2007-08	20,79,283
	2008-09	22,85,713
	2009-10 Up to November 2009	34,80,621

Superintendent of Excise
Ganjam, Chhatrapur