

## MANUAL-1

# Particulars of Organization, Functions & Duties

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

### **1. Name of the Organization:**

Office of the Superintendent of Excise, Malkangiri

### **2. Aims & Objectives of the Organization :**

- a) To augment revenue for the state exchequer.
- b) To eradicate excise crime.
- c) To provide hygienic liquor for consumption.

### **3. Mission/ Vision :**

- a) Expansion of Excise shops & eradication of excise crime.
- b) To educate on dedication renunciation of spurious liquor & establishment of safe alcoholic standard.

### **4. Brief History & Background for its Establishment :**

This office was bifurcated from Koraput district and independently functioned from 01.04.1994.

### **5. Allocation of Business :**

- a) Collection of Government revenue.
- b) Consumption of intoxicant.
- c) Detection of excise crimes.

### **6. Duties to be Performed to Achieve the Mission:**

- a) Explore the feasibility of new Excise shops in the district.
- b) Enhance consumption duty paid liquor.

### **7. Details of Service Rendered:**

- a) Prohibition on entry of Non- duty paid & duplicate liquor.
- b) To achieve the Excise Revenue target.
- c) Total utilization of manpower.

### **8. Citizens Interaction:**

Positive suggestions are taken cared of, grievances of citizens are mitigated through enforcement social interactive pros & cons on consumption of liquor are given priority to.

**9. Postal Address of the Main office Attached/ Subordinate Office/ Field Units etc.**

- a) District Excise Office, At/ Po/ Dist. Malkangiri  
 b) Inspector of Excise, At/ Po/ Dist. Malkangiri  
 c) Sub-Inspector of Excise, Malkangiri Sadar, At/ Po/ Dist. Malkangiri  
 d) Sub-Inspector of Excise, Mathili At/Po/Mahtili Dist. Malkangiri  
 e) Sub-Inspector of Excise, Balimela At/ Po- Balimela, Dist. Malkangiri

**10. Organization Chart:**

<b>Superintendent of Excise</b>		
	<b>Inspector of Excise, Malkangiri</b>	<b>a) S.I. of Excise Malkangiri</b>
		<b>b) S.I. of Excise Mathili</b>
		<b>c) S.I. of Excise Balimela</b>

**MANUAL-2**

**Powers & Duties of Officers & Employees**

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

<b>Sl. No.</b>			
<b>1</b>	<b>Designation</b>	<b>Superintendent of Excise (Head of office D.D.O)</b>	
	<b>Powers</b>	<b>Administration</b>	a)Transfer & posting of S.I. Excise, A.S.I of Excise E/cs. b)Supervision of power before investigation of cases.
		<b>Financial</b>	D.D.O
		<b>Statutory</b>	Commandant of cases under B& O Excise Act. Executive Magistrate.
	<b>Duties</b>		

<b>2</b>	<b>Designation</b>	<b>Inspector of Excise</b>	
	<b>Powers</b>	<b>Administration</b>	Supervision of work of S.Is., detection of Excise cases, collection of consideration money
	<b>Duties</b>	Detection of Excise case collection of Excise revenue checking of Excise crimes.	
<b>3</b>	<b>Designation</b>	<b>Sub-Inspector of Excise</b>	
	<b>Powers</b>	<b>Administration</b>	Detection of Excise crime & revenue collection
	<b>Duties</b>		

## MANUAL-3

### Procedure Followed in Decision Making Process

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

The procedure can be described both in Narrative form and through Flow process chart. In Narrative form the stages through which a proposal passes, the levels at which it gets and the final authority to which it has to go for approval may be explained.

The Flow process charts can give a comprehensive process as may be seen from the following illustration of preparing a food card.

Sl. No.	Activity	Level of Action	Time Frame
1	2	3	4
1	To receive application & put a diary number	Bench Clerk	Same day
2	To mark application to concerned inspector	-do-	-do-
3	To scrutinize the application & document filed & recommendation	Inspector of Excise or S.I. Of Excise	On the last date of receipt of application on the same day
4	To prepare a list of successful applicants & submitted to S.E.	-do-	On the Same day
5	To approve/ reject application	Supdt. of Excise	On the Same day
6	To prepare list of successful applicant	Bench Clerk	Same day
7	To place before the Collector for lottery	Supdt. of Excise	Next day
8	To declare the applicant winner of lottery as single applicant	Collector	Next day

## MANUAL-4

### Norms for Discharge of Functions

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

Details of norms & standards 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
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	Diary of letter	3 minutes per letter	Registered post including entry messenger book.
2	Dispatch of a letter	5 minutes per letter	
3	Typing Job	30 Pages per day	
4	Excise license	50 licenses per day	

## MANUAL-5

### Rules, Regulations, Instructions, Manuals & Records for Discharging Functions

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

Prepare a list of Rules, Regulations, Instructions, Manuals & Records for discharging. Functions available with the public authority for the smooth discharge of its functions.

Sl. No.	Name of the Act, Rules, Regulations etc.	Brief Gist of the Contents	Reference No. if Any	Price in Case of Priced Publications
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	Bihar & Orissa Excise Act, 1915	Offense & Penalty	-	-
2	Board's Excise Rules, 1965	Instructions & procedures of Excise Administration	-	-
	U & T.P. Act		-	-
	Exclusive Privilege Rule, 1989 for IMFL		-	-
3	Exclusive Privilege Rule for O.S.1970	Procedure to settle excise shop	-	-

<b>4</b>	N.D.P.S Act.	Offers relating to narcotic duds procedures of prosecution	-	-
	Cr. P.C		-	-
	I.P.C		-	-
	Indian Evidence Act.		-	-
<b>5</b>	Orissa Service Code	Procedure relating to service matter guidelines for Govt. Servant	-	-
	T.A. Rules		-	-
<b>6</b>	Govt. Servant Conduct Rules		-	-
<b>7</b>	Orissa Excise Manual I, II, III & IV		-	-
<b>8</b>	Mohua Flower Rules		-	-
<b>9</b>	Excise policy for the year		-	-

## MANUAL-6

### Categories of Documents Under Control

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

Sl. No.	Nature of Record	Details of Information Available	Unit/ Section where Available	Retention Period, where Available
1	2	3	4	5
1	Challan Register	-	-	-
2	Bid Register	-	-	-
3	Settlement Register	-	-	-
4	License Fee Register	-	-	-
5	MGQ Lifting Register of IMFL/ O.S	-	-	-
6	Bill Register	-	-	-
7	Contingent Bill Register	-	-	-
8	Pay Acquittance Roll	-	-	-
9	Case Register	-	-	-

10	Cash Book Register	-	-	-
11	Bank Draft Register	-	-	-
12	Issue Register	-	-	-
13	Receipt Register	-	-	-
14	File Register	-	-	-
15	Index Register	-	-	-

### MANUAL-7

## Particulars of Arrangement in Formulation of Policy

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

**Not Applicable**

### MANUAL-8

## Boards, Councils, Committees & Other Bodies Constituted

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

**Not Applicable**

### MANUAL-9

## Directory of Officers & Employees

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

Sl. No.	Name	Designation	Office Ph. No.	Fax	E-Mail	Address
1	2	3	4	5	6	7
1	Sri Lokanatha Mandia OAS(I) JB	Superintending of Excise	06861 230406	-	-	-
2	Sri Niranjana Topno	Inspector of Excise	-	-	-	-
3	Sri Prasanta Ku.	Sub-Inspector of	-	-	-	-

	Kanhar	Excise				
4	Sri Samarjit Das	Sub-Inspector of Excise	-	-	-	-
				-	-	-

## MANUAL -10

# Monthly Remuneration & Compensation of Officers & Employees

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

Sl. No.	Name	Designation	Pay Scale (In Rs.)	L.S. For Month (In Rs.)	Gross Pay (In Rs.)	Month Remuneration (In Rs.)
1	2	3	4	5	6	7
1	Sri Lokanatha Mandia OAS(I) JB	Superintendent of Excise	9300-34800	22,890	5400	44,133
2	Sri Swajal Kumar Mandal	Junior Clerk	5200-20200	9090	2000	17,301
<b>Inspector of Excise</b>						
3	Sri Niranjan Topno	Inspector of Excise	9300-34800	11,800	4200	24,960
<b>Sub- Inspector of Excise</b>						
4	Sri Prasanta Ku. Kanhar	Sub-Inspector of Excise	5200-20200	5440	2800 723	13,577
5	SriSamarjit Dash	-do-	5200-20200	5200	2800	12080
<b>Excise Constable</b>						
7	Sri Rama Ch. Satpathy	-	5200-20200	8210	1800	16,116
8	R.V.R. PATRNAIK	-	5200-20200	7900	1800	15,632
9	N.M.Choudhury	-	5200-	7750	1800	14,921

			20200			
10	Balaram Jani	-	5200-20200	7750	1800	15,399
11	J.M. Sahu	-	4440-7440	7400	1650	14,619
12	Ch. Pradeep Khora	-	4440-7440	7400	1650	14,619
13	Rama Ch. Hantal	-	4440-7440	7400	1650	14,166
14	Dinesh Kumar	-	4440-7440	7400	1650	14,619
15	Pradeep Ku. Naik		4440-7440	7400	1650	14,619
16	Harish Ch. Mohapatra	--	4440-7440	4440	1650	10,001
17	Amar Ku. Mahapatra	--	4440-7440	4440	1650	10,001
18	Raju Ku. Kheti	--	4440-7440	4440	1650	10,001
19	Bipul Sekhar Jodder	--	4440-7440	4440	1650	10,001
	<b>Chowkidar</b>					
20	<b>Bijay Ku. Khandapani</b>	--	4440-7440	6770	1300	12,186

### MANUAL-11

## Budget Allocated to each Agency

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

**Not Applicable**

### MANUAL-12

## Manner of Execution of Subsidy Programmes

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

**Not Applicable**

## MANUAL-13

### Particulars of Recipients of Concessions, Permits or Authorizations Granted

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

**Not Applicable**

**Note:** Creation of Database & its hosting or website should be done on priority basis for activities like issue of permits, issue of authorizations, grant of concessions, licenses etc.

## MANUAL-14

### Information Available in an Electronic Form

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

**Not Applicable**

## MANUAL-15

### Particulars of Facilities Available to Citizens for Obtaining Information

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

Sl. No.	Facility Available	Nature of Information Available	Working Hours
1	2	3	4
1	Notice Board	Regarding settlement of Excise shop, Inviting public objection for opening of new Excise shop	10.00 AM to 5.00 PM week days

## MANUAL-16

### Names, Designations & Other Particulars of the Public Information Officers

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

**Public Information Officer :**

Sl. No.	Name	Designation	Phone No.	Fax	E-Mail	Address	Demarcation of Area/ Activities, if more than one PIO is there
1	2	3	4	5	6	7	8
1	Sri Lokanatha Mandia OAS(I) JB	Supdt. Of Excise	06861 230406	-	-	At/ Po/Dist. Malkangiri	Whole of Malkangiri District

**Assistant Public Information Officer :**

Sl. No.	Name	Designation	Phone No.	Fax	E-Mail	Address	Demarcation of Area/ Activities, if more than one PIO is there
1	2	3	4	5	6	7	8
1			06861 230406	-	-	At/Po/Dist. Malkangiri	-

**First Appellate Authority :**

Sl. No.	Name	Designation	Phone No.	Fax	E-Mail	Address	Demarcation of Area/ Activities, if more than one PIO is there
1	2	3	4	5	6	7	8
1	Sri Balbant Sing, IAS	Collector	06861 230323	-	-	At/Po/Dist. Malkangiri	-

MANUAL-17

## Other Useful Information

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