

THE RIGHT TO INFORMATION ACT, 2005
MANUAL OF EXCISE BRANCH

INTRODUCTION:

The Excise Branch is one of the Administrative Organisation in the administrative set up of the Deputy Commissioner's Office. The function of the Branch is under the Superintendence of the Deputy Commissioner, East Khasi Hills District, Shillong.

The Right to Information Acts comes into being on 15th June, 2005 to provide for setting out the practical regime of the right to information. The Excise Branch has been notified as Public Authorities under its administrative control namely:

A. Deputy Commissioner Excise Branch.

The objective of having the handbook or manual for the public authority of the Excise Branch is to enable a first hand knowledge information regarding the function and rules of the Branch, the employees involved and their responsibilities and duties in matter concerning with.

Detection of excise cases ,prosecution of cases, collection of Revenue from IMFL and processing of new licence and for renewal thereof.

MANUAL No. 1

Particulars of organization, functions and duties

1. **Organisation:** The subject matter deal with the Branch where correspondence is received first as Dak from the reception section. The Upper Division Assistant distribute the correspondence to the concerned dealing assistants who put it up the file and route the file to the higher officers, that is, Assistant Commissioner, Excise route to the Deputy Commissioner.

The strength of the Excise Branch is as follows:

1. Deputy Commissioner
2. Assistant Commissioner
3. Superintendent of Excise
4. Deputy Superintendents of Excise
5. Inspecting Staff
6. Ministerial Staff.

2. **Function:** The Branch sees to the paper work and process the reports submitted by the Inspecting staff in respect of case detection, inquiries attending to public

complaints and taking of immediate action. In respect of revenue collection ,accounts is maintained and a monthly reports are submitted to the Head of Deptt

Fee structure for getting information is as prescribed by the State Government. District Level

1. Deputy Commissioner
2. Assistant Commissioner
3. Superintendent of Excise
4. Deputy Superintendents of Excise
5. Inspecting Staff
6. Ministerial Staff.

MANUAL No. 2

Power and Duties of officers and staffs (Excise Branch)

The duties of the officers and employees as mentioned on the paragraph above are as per the Meghalaya Secretariat Manual of Office Procedure, 1993 published by Personnel and Administrative Reforms Deptt. Government of Meghalaya. The Executive powers of the officers of the Branch are as per Rules of Executive Power of the State of Meghalaya; the Fundamental Rules, Subsidiary Rules 1984, the Discipline and Appeal Rules, the Meghalaya Civil Service Conduct Rules and the Financial and Power are as per the Meghalaya Financial Rules 1984, the Delegation of Financial Power Rules, 1981, the Meghalaya Traveling Allowance Rules, 1981. The Excise Act, the Narcotic and Psychotropic Substance Act, 1985

MANUAL No. 3

Rules, Regulations, Instructions, Manual and Records for discharging functions.

The process of decision making start with the matter being put up by the Assistants of the Branch to the next higher authority. The Controlling officer who is the Deputy Commissioner, East Khasi Hills District, takes the final decision. Procedurally, the process of decision starts with the perusal of dak by the Assistant Commissioner of Excise and his endorsement therein. The case is processed further by the staff of the branch and putting it up hierarchically to the higher authority for final orders.

MANUAL No. 4

Formulation of policy: The Excise Branch is purely regulatory in nature and the relevant provision of law is strictly adhered to. More over guidelines of the Government from time to time is being followed.

Financial power are as per

1. Meghalaya Financial Rules 1984
2. Delegation of Financial Power Rules 1981
3. Meghalaya Traveling Allowance Rules, 1981

Statement of Category of document that are held by it under its control

Sl. No.	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document
1.	The Excise Act	Bare Act./Rules	From the Branch
2.	NDPS Act 1985	Bare Act	

MANUAL No. 5

Statement of the Categories of Documents that are held by it or under its control.

The Meghalaya Secretariat Manual of Office Procedure, 1993 published by Personnel and Administrative Reforms Department, Government of Meghalaya. The Executive powers of the officers of the Branch are as per Rules of Executive Power of the State of Meghalaya Secretariat Manual of Office Procedure; the Fundamental Rules, Subsidiary Rules 1984, the Discipline and Appeal Rules, the Meghalaya Civil Service Conduct Rules and the Financial and Power are as per the Meghalaya Financial Rules 1984, the Delegation of Financial Power Rules, 1981, the Meghalaya Traveling Allowance Rules, 1981. The Excise Act, 1910, The Narcotic and Psychotropic Substance Act 1985

MANUAL No. 6

Same as Manual No.5

MANUAL No. 7

Name of the Public Authority

The Branch function in a statutory and regulatory manner. There is no representation from the public in the exercise of its function.

Sl. No.	Organisation	Public Authority	Assistant Public Information Officer	Public Information Officer	Appellate Authority
1.	State Headquarter, East Khasi Hills District	Deputy Commissioner, Excise, East Khasi Hills District	Superintendent of Excise	Assistant Commissioner	Deputy Commissioner, Excise

MANUAL No. 8

The Branch sees to the paper work and process the reports submitted by the Inspecting staff in respect of case detection, inquiries attending to public complaints and taking of immediate action. In respect of revenue collection ,accounts is maintained and a monthly reports are submitted to the Head of Deptt.

There is no Committee, Board constituted with regards to the functions of the Branch.

MANUAL No. 9

Directory of Officers and Employees

Sl. No.	Name	Designation	S.T.D. Code	Phone No.		Fax	
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MANUAL No. 10

Monthly Remuneration Received by each of its officers and Employees.

Sl. No.	Name	Designation	Compensation /Compensatory Allowance	The Procedure to determine the remuneration as given in the regulation
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MANUAL NO.11

Budget allocation is only for salary, office expenses, traveling expenses, wages, etc.

MANUAL NO.12

Does not arise.

MANUAL NO.13

Does not arise.

MANUAL NO.14

Information available in the District Website. By applying in the application form from the branch.

MANUAL NO.15

The Library of the Deputy Commissioner's Office may be utilised.

MANUAL NO.16

Sl. No.	Organisation	Public Authority	Assistant Public Information Officer	Public Information Officer	Appellate Authority
1.	State Headquarter, East Khasi Hills District	Deputy Commissioner, Excise, East Khasi Hills District	Superintendent of Excise	Assistant Commissioner	Deputy Commissioner, Excise

MANUAL NO.17

The Guidelines for Excise is being updated by the State Government from time to time.