

Chapter – 2 (Manual 1)

Particulars of Organization, Functions and Duties

- 2.1 Objective/purpose of the public authority :-
The object of Excise Department is to implement Meghalaya Act and rules which makes it clear that no person has any obsolete right to sell liquor and that the purpose of this Act and its rules is to control and restrict the consumption of intoxication liquor, being necessary for the preservation of public health and morals and to raise revenue.
- 2.2 Mission/Vision Statement of the public authority:-
To ensure hygienic and eradicate spurious and unhealthy liquor from the state.
- 2.3 Brief history of the public authority and context of its formation :-
excise Department was incorporated since the time of British India and was formally known to this part of the country under Assam excise Act 1910 which was later adopted by Meghalaya.
- 2.4 Duties of the Public Authority :-
To control sales of liquor, to arrest and prosecute accused person, to find means to generate revenue and plugged hole to ensure non-entrance of other state liquor.
- 2.5 Main activities/functions of the public authority:-
As stated in 2-4.
- 2.6 List of services being provided by the public authority with a brief write-up on them :-
- 2.7 Organizational Structure Diagram at various levels namely State, directorate, region district, block etc. (Whichever is applicable):-
- (1) Commissioner of Excise.
 - (2) Deputy Commissioner of Excise.
 - (3) Assistant Commissioner of Excise.
 - (4) Superintendent of Excise.
 - (5) Deputy Superintendent of Excise.
 - (6) Inspector of Excise.
 - (7) Assistant Inspector of Excise
 - (8) Head Excise Constable
 - (9) Excise Constable.

- 2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency :- As stated in 2-4.
- 2.9 Arrangements and methods made for seeking public/participation/contribution :-
Interaction with village Headman,Nokmas,Syiem,Registered Non-Government Organization (N.G.O.) Etc.
- 2.10 Mechanism available for monitoring the service delivery and public grievance resolution :-
Field Officers and Staff.

Template for Information Handbook

Version 1.0

- 2.1 1.Addresses of the main office and other offices at different levels (Please categorize the addresses district wise for facilitating the understanding by the user) :-

Office of Commissioner of Excise,Meghalaya,Shillong -01,Lachumiere.

All Offices of the Deputy Commissioner ,Meghalaya,

All Offices of Sub divisional Officer (Civil) Meghalaya.

- (1) Office of the Deputy Commissioner, East Khasi Hills District, Shillong.
- (2) Office of the Deputy Commissioner Ri Bhoi District, Nongpoh.
- (3) Office of the Deputy Commissioner West Khasi Hills District, Nongstoin.
- (4) Office of the Deputy Commissioner Jaintia Hills District,Jowai.
- (5) Office of the Deputy Commissioner West Garo Hills District.
- (6) Office of the Deputy Commissioner East Garo Hills District.
- (7) Office of the Deputy Commissioner South Garo Hills Baghmara.

- 2.12. Morning hours of the Office: - }
Closing hours of the Office: }

As applicable to other state Government

Officers.

Chapter 3 (Manual 2)

Powers and Duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organization.:-

Designation	Superintendent of Excise.	
Powers:-Superintendent of Excise is the Chief Executive Officer in a District under the Deputy Commissioner.		
	Administrative	<ol style="list-style-type: none"> 1. All other Officers of the Department will be under his Direct Control and Supervision Subject to such order by Commissioner of Excise. 2. He is to inspect as many Excise shops, Bonded warehouse and distillery in a year. 3. Collection of Maximum Revenue. 4. Issue of Pass and permits to all license shops
	Financial	1. He is a Drawing Disbursing Officer for all his Officers and staff under him.
	Others	x
Designation	Inspector of Excise and Assistant Inspector of Excise.	
	Powers:-	They are directly under the control Supervision of Superintendent of Excise. They are to conduct periodical raids, vehicle checking, to check flow of illicit liquor and unlicensed vendors. They are to inspect licensee shop and checked diluted liquor and rates as fixed by Department.
Duties		

Chapter – 4 (Manual 3)

Rule, Regulations, Instructions, Manual and Records, For Discharging Functions

4.1. Please provide list of rules, regulations, manual and records held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Name/title of :-Meghalaya Excise Act and Rules.	Type of document :- <input type="text"/>
Manual. the document	
Choose one of the types given below.	
Instructions, Manual, Records, Others)	(Rules, Regulations, Manual, Records, Others)
Brief Write-up on the Document :-Meghalaya Excise Act(Assam Excise Act of 1910) as adopted by Meghalaya which comes into effect with amendment from 1 st .April 1973.	
From where one can get a copy of rules, regulations, instructions, manual and records	Address: GOGIA LAW PUBLICATION 106-DATBHANG COLONY ALLAHABAD-211002. <u>Telephone</u>
<u>No: 606490</u>	
<u>Fax: _____</u>	

Email: _____

Others: _____

Fee charged by the department for a copy of rules,
regulations, instructions, manual and records (If any) :-

Chapter – 5 (Manual 4)

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

Formulation of Policy

5.1. Whether there is any provision to seek consultation/ participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

Sl. No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
-	-	-	-

This will help a citizen understand on what basis participation on formulation and implementation of policy matters is decided upon.

Implementation of Policy

5.2 .Whether there is any provision to seek consultation / participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in the following format.

Sl. No.	Subject / Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
-	-	-	-

Chapter – 6 (Manual –5)

A Statement of the categories of documents that are held by it or under its control

6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at Secretariat level, Directorate level, Others (Please mention the level in place of writing others).

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / Under control of
1.	List of wine shops.	Name of license, year of grant, renewed till.	Formal Request.	Superintendent of Excise.
2	List of Bonded warehouse.	Name of license, year of grant, renewed till.	Formal Request.	Superintendent of Excise
3	List of Bottling,Plant .	Name of license, year of grant, renewed till.	Formal Request.	Superintendent of Excise
4	List of Bars	Name of license, year of grant, renewed till.	Formal Request	Superintendent of Excise

Chapter – 8 (Manual 7)

The names, designations and other particulars of the Public Information Officer

8.1 Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format.

Name of the Public Authority:

Assistant Public Information Officers:

Sl. No.	Name	Designation	S.T.D. Code	Phone Number		Fax	Email	Address
				Office	Home			
1	Shri.G.Dkhar.	Inspector of Excise.	03638	232413	9863063226	-	-	Nongpoh

Public Information Officers:

Sl. No.	Name	Designation	S.T.D. Code	Phone Number		Fax	Email	Address
				Office	Home			
	Shri. B. N. Marak	Suptd. of Excise	03638	232413	9863063226	-	-	Nongpoh

Department Appellate Authority:

Sl. No.	Name	Designation	S.T.D. Code	Phone Number		Fax	Email	Address
				Office	Home			
1.	Shri B. Dhar	Deputy Commissioner	03638	232221	232234	-	-	Nongpoh

Chapter – 9 (Manual 8)

Procedure followed in Decision Making Process

- 9.1 What is the procedure followed to take decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and Other rules / regulations etc can be made)
- 9.2 What are the documented procedures / laid down procedures/ Defined Criteria / Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?
- 9.3 What are the arrangements to communicate the decision to the public?
- 9.4 Who are the Officers at various levels whose opinions are sought for the process of decision making ?
- 9.5 Who is the final authority that wets the decision ?
- 9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority..

Sl. No.	
Subject on which the decision is to be taken	fixing of revised excise duties etc, license fee
Guideline / Direction, if any	To generate more revenue and raising of target
Process of Execution	through messenger and print Media
Designation of the Officers involved in decision making	Commissioner of excise, Secretary to ERTS , Principal Secretary to ERTS, Minister of Excise and Cabinet.
Contact information of above mentioned Officers	03642222686
If not satisfied by the decision, where and how to appeal.	to the Commissioner of Excise and Minister of Excise.

Chapter – 11 (Manual 9)

The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

11.1 Please provide information in following format

Sl. No.	Name	Designation	Monthly Remuneration	Compensation / compensatory allowance					The procedure to determine the remuneration as given in the regulation
				D.A	HRA	MA	HA	Total	
1	Shri. B. N. Marak	Superintendent of Excise	9115	6198	825	350	130	16618	6100-10795
2	Shri. G. Dkhar	Inspector of Excise	6840	4651	600	350	130	12571	5300-9180
3	Shri. W. Laloo	Inspector of Excise	6200	4216	600	350	130	11496	5300-9180
4	Shri. R. S. Kharmawlong	Inspector of Excise	6200	4216	600	350	130	11496	5300-9180
5	Shri. P. Kharlukhi	Inspector of Excise	6200	4216	600	350	130	11496	5300-9180
6	Shri.V. H. Mawroh	Inspector of Excise	5450	3706	600	350	130	10992	5300-9180
7	Shri. M. Lapang	Asstt. Inspector of Excise	4380	2978	500	350	130	8338	3450-5650
8	Smti. D. Myllemngap	Asstt. Inspector of Excise	4200	2856	500	350	130	8036	3450-5650
9	Smt. A. Mukhim	U.D.A.	3975	2703	500	350	130	7658	3975-6655
10	Shri. S. Makdoh	L.D.A	3310	2251	500	350	130	6541	3100-5060
11	Shri. E. Lyngdoh	L.D.A	3760	2557	500	350	130	7297	3100-5060
12	Shri. S. Syiemlieh	H.E.C.	4350	2958	500	350	130	8271	3450-5650
13	Smti.B. Malieh	Peon	2440	1659	500	350	130	5079	2440-3680
14	Shri. R. Kharkrang	E.C	3430	2332	500	350	130	6742	2650-4130

15	Smt. P.A. Makri	E.C	3370	2292	500	350	130	6642	2650-4130
16	Shri. J,M, Sangma	E.C	3370	2292	500	350	130	6642	2650-4130
17	Shri. D. Hajong	E.C	3500	2380	500	350	130	6860	2650-4130
18	Shri. H. Marboh	E.C	3190	2169	500	350	130	6339	2650-4130
19	Shri. N. Lapang	E.C	3500	2380	500	350	130	6860	2650-4130
20	Shri. P. B. Sangma	E.C	3190	2169	500	350	130	6339	2650-4130
21	Shri. B. Pde	E.C	3775	2567	500	350	130	6822	2650-4130
22	Shri. E.B. Marpna	E.C	3370	2292	500	350	130	6642	2650-4130
23	Shri., N.M. Sangma	E.C	3190	2169	500	350	130	5839	2650-4130
24	Shri. P. V. Mawlong	E.C	3130	2128	500	350	130	6238	2650-4130
25	Shri. J. Gayang	E.C	2900	1972	500	350	130	5852	2650-4130
26	Shri. K. Lyngdoh	E.C	2900	1972	500	350	130	5852	2650-4130
27	Smt. S. Syngkli	E.C	2750	1870	500	350	130	5600	2650-4130
28	Shri. S. Thongni	E.C	2650	1802	500	350	130	5432	2650-4130
29	Shri. L. Myria	Driver	2900	1972	500	350	130	5852	2650-4130

Chapter – 12 (Manual 11)

The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)

For Public Authorities responsible for developmental, construction, technical works

12.1.A Please provide information about the details of the budget for different activities under different schemes in the given format

Year 2004 – 2005-:

Sl. No.	Name of the Scheme / Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount sanction – need	Amount released/ disbursed (No of installments)	Actual expenditure for the last year	Responsible Officer for the qualify and the complete execution of the work

For other Public Authorities

Sl. No.	Head	Proposed Budget	Sanctioned Budget	Amount released/ disbursed (no. of installments)	Total
1. Salary	2039	27,10,000	26,79,000	20,50,992	21,81,913
2. T.A.O	2039	50,000	Nil	Nil	
3. T.A. E.	2039	85,000	80,000	79,997	
4. D.E.	2039	80,000	51,000	50,924	

Chapter 15 (Manual – 14)

Norms set by it for the discharge of its functions

- 15.1** Please provide the details of the Norms / Standards set by the department for execution of various activities / programmes. Norms set by it for the Discharge of its Functions:- ***To Follow***
Meghalaya Excise Acts and Rules manual

Chapter 18 (Manual – 16)

Other Useful Information.

18.1 With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc)

- Name and description of tax:- *License Fee*
- Purpose of tax collection;- *Excise Duty*
- Procedure and criteria for determination of tax rates :- *Availability fee*
- List of major defaulters :- *Gallonage fee*
- Vend Fee
- As Fixed by the Government from time to time.