

INTRODUCTION

Please through light on the background of this hand book (Right to information Act 2005)

1. **Objective / Purpose of this hand book:**
To carry out the guideline of the hand book.
2. **Who are the intended users of this hand book:**
Public information officer.
3. **Organization of the information in this hand book:**
Office of the Supdt. of Excise, Nabarangpur.
4. **Procedure and free structure for getting information not available in the and book:**
Available in the hand book.

MANUAL – 1

Particulars of Organization, Functions and Duties

Section – 4 (1) (b) (i)

1. **Objective / Purpose of the Public Authority:**
 - i. To ensure the achievement of target of Excise Revenue for the year.
 - ii. Supervision over the field work of Excise Officers stationed at different places of the district.
 - iii. Checking of Excise Shops and inspection of Sub-Ordinate offices of Range Inspectors and charge Sub-Inspectors of Excise.
 - iv. Maintain all its records which facilitate R.T.I.Act.
2. **Mission / Vision Statement of the Public Authority:**

To control over the Excise crime with assistance of field staff of all Ranges / Charges in the district.
3. **Brief History of the Public Authority & Context of its formation:**

Sri Premraj Besan, O.E.S.(I), Superintendent of Excise, Nabarangpur. He is the lead of office and also D.D.O. for drawl salaries etc. of the employees of District Excise organization. He is in over all charge of Excise administration of the district. To participate in the Development and organization of programmers.

4. Duties of the Public Authority:

The Superintendent of Excise is the chief executive officer subject to the immediate control of the Collector in all matters related to excise Administration. The other Sub-Ordinate officers of the Department will work under the direct control and supervision of the Supdt. of Excise subject to such order as may be issued from time to time including of supervision and Accountability.

5. Main Activities / Functions of the Public Authority:

The Supdt. of Excise is required to inspect District Excise office once in every six months. He is also required to visit Distillery situated at head quarters at least once in a month and situated away from headquarters at least once in two months. H should inspect all kinds of Excise shops once in a year. The records of the offices of the Inspectors of Excise and Sub-Inspectors of Excise should also be inspected at list under its control and used by its employees for discharging its functions.

6. List of Service being provided by the Public Authority with a brief Write up on them:

There are two Range Inspectors attached with 6 charge S.Is in the district at the following places.

SL. NO.	Ranges	Attached Charges
1	2	3
01	Inspector of Excise, Sadar, Nabarangpur	S.I. of Excise, Sadar, Nabarangpur S.I. of Excise, Papadahandi
02	Inspector of Excise, Umerkote	S.I. of Excise, Kodinga S.I. of Excise, Umerkote S.I. of Excise, Raighar S.I. of Excise, Dabugam

Besides the above there is one Excise Officer having the district flying Squad at district head quarters.

Basic Data:

There are 12 I.M.F.L. 'Off' Shops, 4 F.L. 'ON' Shops, 1 Beer Parlour, 8 O.S.main Shop with 57 branch shops are functioning in the district. The target for collection of Excise revenue of the year 2010-2011 is fixed to Nabarangpur district at Rs. 5,50,00,000/-. The actual collection of Excise Revenue till end of the March, 2011 is Rs. 4,84,97,373/- as against Rs. 4,32,34,163/- for the same period of last year 2009-2010.

7. Organization Structure Diagram at various levels:

District Excise Office, Nabarangpur.

8. Addresses of the main office and other offices at different levels:

Office of the Supdt. of Excise, Nabarangpur.

9. Working Hours of the Office:

Morning hours of the office: 10 A.M.

Closing hours of the office: 5 P.M.

MANUAL – 2

Powers & Duties of Officers and Employees

Section – 4 (1) (b) (ii)

Sl. No.	Designation	Powers			Duties
		3	4	5	
1	2	3	4	5	6
1	Supdt. of Excise	The Supdt. of Excise exercise the power conferred and perform the duties imposed on an Excise Officer by or under the Act through out the district which he is appointed shall in Sub-ordinate Collector and subject to general control of the Excise Commissioner, exercise in the district all power and imposed on the Collector the provisions of the Act. Under B & O Excise Act, 1915			1) Collection Excise Revenue. ii) Crime control iii) Inspections
2	Dy. Supdt. of Excise				
3.	Drawing & Disbursing Officer (Supdt. Excise)				

MANUAL – 3

Procedure Followed in Decision Making Process

Section – 4 (1) (b) (iii)

MANUAL – 4

Norms for Discharge of Functions

Section – 4 (1) (b) (iv)

As per the Excise Policy formulated by Govt. in Excise Dept. for the year

MANUAL – 5

Rules, Regulations, Instructions, Manuals & Records for discharging Functions

Section – 4 (1) (b) (v)

Sl. No.	Name / Title of the Document	Type Documents	Brief write up of the Document	From where one can get a copy of Rules, Regulations, Instructions, Manual and Records	Address, Telephone No., Fax, Mail Others	Fee charge by the Department for a copy Rulers, regulations Instruction Manual and Record (if any)
1	2	3	4	5	6	7
1	O.E.M.Vol.I		B & O Excise Govt. press Act. Orissa Excise Rules, 1965 & Boards Excise Rules 1965		District Excise Office, Nabarangpur	As per RTI Act, 2005
2	O.E.M.Vol.III Book		Instructions laid down as paragraphs		-do-	-do-
3	O.E.M. Vol. Book		Forms under different Schedules		-do-	-do-
4	N.D.P.S. Ru Book, 1989		Rules laid down in the book		-do-	-do-

MANUAL – 6

Categories of Documents Under Control

Section – 4 (1) (b) (vi)

Sl. No.	Category of Document	Name of the Document	Procedure to obtain the Documents	Held by / Under control of
1	2	3	4	5
1	Information as would sought for	Excise matters	By application	Supdt. of Excise, Nabarangpur

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 and Employees

Section – 4 (1) (b) (ix)

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax.	E-Mail	Address
1	2	3	4	5	6	7	8
1	Sri Premraj Besan, O.E.S. (I)	Supdt of Excise	06858 222186				Nabarangpur

MANUAL – 10

**Monthly Remuneration & Compensation of
Officers and Employees**

Section – 4 (1) (b) (x)

Sl. No.	Name	Designation	Monthly Remuneration (in Rs.)	Grade pay & D.P. (in Rs.)
1	2	3	4	5
1	Sri Premraj Besan	S.E.	16,040	5,400
2	Sri Rajendra Kumar Mohanty	I.E.		
3.	Sri Pradeep Kumar Pattnaik	S.I.	12,870	2,800
4.	Miss Madhusmita Nayak	S.I.	10,980	2,800
5.	Sri Santosh Kumar Paule	S.I.	4,500	2,250 (D.P.)
6.	Sri Srutikant Raut	S.I.	5,200	2,800
7.	Sri Nimai Charan Singh	S.I.	5,200	2,800
8.	Sri Kunja Bihari Sathpahty	A.S.I.	7,890	2,000
9.	Sri Khagapati Harijan	A.S.I.	7,870	2,000
10.	Sri Rajendra pattnaik	A.S.I.	7,870	2,000
11	Sri Joseph Waltair Nayak	A.S.I.	7,850	2,000
12	Sri Bijaya Kumar Khora	Jr. Clerk	8,520	1,900
13	Sri dandapani Tripathy	E.C.	7,560	1,650
14.	Sri Koilash Pujari	E.C.	7,290	1,650
15	Sri Sunadhar Kirsani	E.C.	7,560	1,650
16.	Sri Udhab Behera	E.C./	7,560	1,650
17.	Sri Surendra Kumar Nag	E.C.	7,560	1,650
18.	Sri Boirab Prasad gantayat	E.C.	7,560	1,650
19.	Sri Bibeka Nanda Sarkar	E.C.	7,560	1,650
20.	Sri Tripati Prasad Panda	E.C.	7,560	1,650
21.	Sri Bala Krushna Naik	E.C.	7,560	1,650
22.	Sri Narasingh Sadangi	E.C.	7,560	1,650
23.	Sri Trinath Soura	E.C.	7,410	1,650
24	Smt Ranji Jani	Lady E.C.	7,410	1,650
25.	Sri Adam Khan	E.C.	7,020	1,650
26.	Sri Akhaya Kumar Bhoi	E.C.	7,020	1,650
27.	Sri Makhan Halder	E.C.	6,295	1,650
28.	Sri Subrat Kesari Hiran	E.C.	4,630	1,650
29.	Sri Kusa Jal	E.C.	4,630	1,650
30.	Sri Jagabandhu Jani	E.C.	4,630	1,650
31.	Sri Amiya Khanja	E.C.	4,440	1,650
32	Smt Reshma Rani Suna	Lady E.C.	4,440	1,650
33.	Miss Eliza Bissoi	Lady E.C.	4,440	1,650
34.	Miss Sonu Sethia	Lady E.C.	4,440	1,650
35.	Miss Surekha Bhatra	Lady E.C.	4,440	1,650
36	Sri Surendra Kumar Panda	E.C.	4,440	1,650

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Section – 4 (1) (b) (xi)

Budget Allocated to each Agency

For Other Public Authority (2010-2011):

Sl. No.	Head	Proposed Budget	Sanction Budget (in Rs.)	Amount Released / Disbursed (No. of Installments)	Total Expenditure (in Rs.)
1	2	3	4	5	6
1	26-2039		72,91,000/-		62,58,260/-

MANUAL – 12

Manner of Execution of Subsidy Programmes

Section – 4 (1) (b) (xii)

Not applicable

MANUAL – 13

Particulars of Recipients of Concessions, Permit of Authorizations Granted

Section – (1) (b) (xiii)

Not applicable

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	Inspection & Records in the office		
2	System & issuing copies of Documents		

MANUAL – 16

Name, Designations & Other Particulars of the Public Information Officers

Section – 4 (1) (b) (xvi)

Public Information Officer (PIO)

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E.Mail	Address
1	2	3	4	5	6	7	8
1	Sri Rajendra Kumar Mohanty	I.E.	06858222186				District Excise Office, Nabarangpur

First Appellate Authority (FFA):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E.Mail	Address
1	2	3	4	5	6	7	8
1	Sri Premraj Besan, O.E.S. (I)	Supdt. of Excise	06858222186				District Excise Office, Nabarangpur

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Other Useful Information

Section – 4 (1) (b) (xvii)