

INFORMATION HANDBOOK
UNDER THE RIGHT TO INFORMATION ACT, 2005

CHAPTER – I

INTRODUCTION:

1. This Handbook has been prepared to provide information as required under section 4 of the Right to Information Act, 2005 relating to the District Excise Administration, Govt. of Meghalaya.
2. The purpose of this Handbook is to serve as guide to the Public with regard to the organization, powers, functions, duties of the department.
The members of the public and departmental officials are the intended users of the handbook.
4. The contact persons for getting the information are the persons who have been notified as APIO, PIO and Appellate Authority etc.

CHAPTER-2 (Manual –I)

Particulars of the Organization, Functions and Duties:

2.1: **Organisation:** The Excise Department functions at the District level. The Deputy Commissioner (Excise) is the Administrative head of Excise department and Jt. Commissioner of Excise is the Technical head followed by Superintendent, Inspector and Assistant Inspector.

The Organisational structure of the District are:

- (a) Deputy Commissioner,
- (b) Jt. Commissioner of Excise
- (c) Superintendent of Excise
- (d) Inspector of Excise
- (e) Asstt. Inspector of Excise
- (f) U.D. Asstt.

Powers, Functions and Duties of the Department:

The main function of the Department is to implement Excise Laws, Drug Laws and Collection of Revenues.

2.11 Address of the Office of the Department: Deputy Commissioner (Excise),
West Garo Hills, Tura,
Pin – 479001

2.12 Office Timing: Morning 10:00 A.M.
Closing hours: 5:00P.M. (15th Feb. to Nov. 15)
4:30 P.M. (15th Nov. to Feb, 14)

CHAPTER -3 (Manual -2)

Power and Duties:

Sl. No.	Designation	Powers and Functions
1	Deputy Commissioner (Excise)	Administrative – Full Powers Financial – As Notified by Govt. Others – Full Powers
2.	Jt. Commissioner of Excise	Control, Executive, Revenues of Excise Laws. Financial- As defined in the Rules Others – Nil
3.	Superintendent of Excise	Supervise, Monitor and Enforce Excise Laws, Rules etc. Financial- No Power Others – Nil
4.	Inspector	Execute Excise Laws, Inspection etc. Financial – No Power Others – Nil
5.	U.D.A.	Examine files before submitting to S.E., J.C.E. and D.C. Financial – No Power Others - Nil

Duties – To attend to the works regularly.

CHAPTER -4 (Manual-3)

4.1. Rules, Regulations, Instructions, Manuals and Records for discharging functions: The process of decision making start with the matter being put up by the Assistant Inspectors, Inspector, Superintendent of Excise to the Joint Commissioner of Excise and then to the Deputy Commissioner who is the Administrative head of Excise department. The Deputy Commissioner, West Garo Hills District, takes the final decision. The case is processed further by the staff of the department and putting it up hierarchically to the higher authority for final orders.

CHAPTER-5(Manual-4)

5.1. Formulation of Policy: The Excise department is purely regulatory in nature and the relevant provision of law is strictly adhered to. Moreover guidelines of the Govt. from time to time is being followed.

Financial power are as per:

1. Meghalaya Financial Rules, 1984
2. Delegation of Financial Power Rule, 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 time	Procedure to obtain the document
1.	The Excise Act	Bare Act/Rules	From the Branch
2.	NDPS Act 1985	Bare Act	

CHAPTER -6(Manual-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 Excise 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.

CHAPTER-7(Manual-6)

Same Manual No. 5

CHAPTER-8 (Manual-7)

Name of the Public Authority:

The Excise Department in a Statutory and regulatory manner. There is no representation from the public in the exercise of its function.

Sl. No	Public Authority	Assistant Public Information Officer	Public Information Officer	Appellate Authority
1.	Deputy Commissioner (Excise), West Garo Hills	Superintendent (Excise) West Garo Hills	Joint, Commissioner, Excise	Deputy Commissioner (Excise)

CHAPTER-9(Manual-8)

Procedure followed in Decision Making Process:

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

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

CHAPTER-10(Manual-9)

Directory of Officers and Employees.

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	Address
				Office	Residence		
1	P. Sampath Kumar, IAS	Deputy Commissioner	03651	223806	223826	03651222226	Tura, West Garo Hills
2	G. D. Shira	Joint Commissioner of Excise	03651	222439	224369		Sampalgre, Tura
3	B. S. Sangma	Superintendent of Excise	03651		223184		Ringrey Gittim, Tura

4	R. K. Rabha	Inspector of Excise	03651		94361-12934		Dakopgre
5	S. G. Momin	Inspector of Excise	03651		94361-13782		Matchakolgre
6	M.N.Sangma		03651		9436102136		Megonggre
7	N. Ch. Marak	Asstt. Inspector of Excise	03651				Duragre
8.	P. R. Marak	Asstt. Inspector of Excise	03651		220813		Lower Wadanang
9.	C. N. Areng	Head Constable	03651				Modinagar
10.	B. K. Sangma	Head Constable	03651				Dakopgre
11.	B. K. Sangma	Constable	03651		232513		Araimile
12.	H. G. Momin	Constable	03651				Dakopgre
13.	P.G. Momin	Constable	03651				Dakopgre
14.	K.K.Sangma	Constable	03651				Akonggre
15.	G.M. Marak	Constable	03651				Sangsanggre
16.	K. Hajong	Constable	03651		232651		Burney Hill
17.	B.Ch. Marak	Constable	03651				Babupara
18.	J. Rabha	Constable	03651				Dakopgre
19.	H. Koch	Constable	03651				
20.	P. M. Marak	Constable	03651				Damalgre
21.	J. D. Sangma	Constable	03651				Danakgre
22.	L. B. Sangma	Lady Constable	03651				Dakopgre
23.	R. Ch. Marak	Lady Constable	03651		223084		Hawakhana
24.	B. K. Marak	Lady Constable	03651		94361-08378		Dakopgre
25.	B. R. Sangma	U.D.A	03651		94361-13022		Forestila
26.	S. R. Marak	L.D.A.	03651				Dakopgre
27.	S. Chetry,	L.D.A.	03651				Akonggre
28.	P. R. Marak	Chowkider	03651		211615		Dakopgre
29.	E. R. Marak	Peon	03651				Araimile
30.	J. Soner	Driver	03651				Dakopgre
31.	H. Rabha	Driver	03651				Dakopgre
32.	A.M.Sangma	Office Cleaner	03651				Akonggre

CHAPTER-11(Manual-10)

Monthly Remuneration Received by each of its officers and employees.

Sl. No.	Name	Designation	Monthly Remuneration	Compensation/ Compensatory Allowance	The Procedure to determine the remuneration are given in the regulation
1	P. Sampath Kumar, IAS	Deputy Commissioner	Rs.26632.00		
2	G. D. Shira	Joint Commissioner of Excise	Rs.24642.00		
3	B. S. Sangma	Superintendent of Excise	Rs.17849.00		
4	R. K. Rabha	Inspector of Excise	Rs.12333.00		
5	S. G. Momin	Inspector of Excise	Rs.13495.00		
6	M.N.Sangma	Inspector of Excise	Rs.13495.00		
7	N. Ch. Marak	Asstt. Inspector of Excise	Rs.9701.00		
8.	P. R. Marak	Asstt. Inspector of Excise	Rs.7532.00		
9.	C. N. Areng	Head Constable	Rs.9611.00		
10.	B. K. Sangma	Head Constable	Rs.8357.00		
11.	B. K. Sangma	Constable	Rs.7632.00		
12.	H. G. Momin	Constable	Rs.7913.00		
13.	P.G. Momin	Constable	Rs.7460.00		
14.	K.K.Sangma	Constable	Rs.7205.00		
15.	G.M. Marak	Constable	Rs.7535.00		
16.	K. Hajong	Constable	Rs.7205.00		

17.	B.Ch. Marak	Constable	Rs.6552.00		
18.	J. Rabha	Constable	Rs.6770.00		
19.	H. Koch	Constable	Rs.6334.00		
20.	P. M. Marak	Constable	Rs.6988.00		
21.	J. D. Sangma	Constable	Rs.6570.00		
22.	L.B. Sangma	Lady Constable	Rs.6879.00		
23.	R.Ch. Marak	Lady Constable	Rs.6770.00		
24.	B. K. Marak	Lady Constable	Rs.6244.00		
25.	B. R. Sangma	U.D.A	Rs.11668.00		
26.	S. R. Marak	L.D.A.	Rs.7950.00		
27.	S. Chetry,	L.D.A.	Rs.8095.00		
28.	P.R.Marak	Chowkider	Rs.6260.00		
29.	E. R. Marak	Peon	Rs.5409.00		
30.	J. Soner	Driver	Rs.5201.00		
31.	H. Rabha	Driver	Rs.7623.00		

CHAPTER -12(Manual-11)

The Budget Allocated to each Agency:

Budget allocation is only for Salary, Office Expenses, Traveling expenses, Wages, etc.

CHAPTER-13 (Manual-12)

The manner of execution of Subsidy Programme .

Doest not arise

CHAPTER-14 (Manual-13)

Particular of Recipients of Concessions, Permits or Authorisation.

Doest not arise.

CHAPTER-15 (Manual -14)

Norms set by it for the discharge of its functions.
Information available in the District Website.
By applying in the application form from the Branch

CHAPTER-16(Manual-16)

Information available in an electronic form.
Does not arise.

CHAPTER-17(Manual-16)

Particulars of the facilities available to citizens for obtaining information.
Information available through Inspection of Records in the Office and Website of the
Public Authority

CHAPTER-18(Manual-17)

Other Useful Information:
The Guidelines for Excise is being updated by the State Govt. from time to time.