

**INFORMATION HAND BOOK OF THE OFFICE OF THE COMMISSIONER OF
EXCISE, ASSAM, HOUSEFED COMPLEX, DISPUR, GUWAHATI-6
UNDER THE RIGHT TO INFORMATION ACT, 2005**

**PART – I
ABOUT RIGHT TO INFORMATION**

1. When does it come into force?

It comes into force on the 12th October'2005 (120th day of its enactment on 15th June'2005). Some provisions have come into force with immediate effect viz obligations of public authorities (S 4 (1) designation of State information Officers (S 5 (1) and 5 (2) Constitution of Central Information Commission (S 12 & 13), Constitution of State Information Commission (S 15 and 16) non-applicability of the Act to intelligence and Security Organisation (S 24) and Power to make rules to carry out the provisions of the Act (S 27 and 28).

2. What does information mean?

Information means any material in any form including records, documents memoes, e-mails, opinions, advices, press releases, circulars, orders, log books contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

3. What does Right to Information?

It includes the right to –

- (i) inspect works, documents, records.
- (ii) Take notes extract or certified copies of documents or records.
- (iii) Take certified samples of materials.

4. Application Procedure for requesting information?

Apply in writing in English or Assamese to the State Public Information Officer, office of the Commissioner of Excise, Assam, Housefed Complex, Dispur, Guwahati-6 specifying the particulars of the Information sought for.

5. Fees are collected from the public requesting for information at two stages –

A request for obtaining information under Sec 6 (1) is to be accompanied by an application fee of Rs. 10/-. When information is provided under 7 (1) fee is determined fee as mentioned below is charged (vide Government Notification No. AR. 78/ 2005/ 91, dated 7th October, 2005).

- (i) Rs. 2/- for each page (in A-4 or A -3 size paper)
- (ii) Actual charge or cost price of a copy in large size paper.
- (iii) Actual cost or price for samples and models.
- (iv) For inspection of records no fees for the first hour and fee of Rs. 5/- for each subsequent hour (or fraction thereof).

When Information is provided under section 7 (5).

- (i) Rs. 50/- per desktop floppy.
- (ii) For information provided in printed form at the price fixed for such publication or Rs. 2/- per page of photocopy for extracts from the publication.

N.B. – No fee prescribed under Section 6 (1). 7 (1) and 7 (5) shall be charged from BPL persons as may be determined by the State Government as stipulated under Section 7 (6) of the Right to Information Act, 2005.

PART - 2

Particulars of its organization, function & duties :-

- a) Name of the Organisation : - Office of the Commissioner of Excise, Assam, Housefed Complex, Dispur, Guwahati-6.
- b) Function/ Duties of the department :-
 - (i) To frame Excise Policy for the State of Assam.
 - (ii) To implement the excise Policy through subordinate Officer.
 - (iii) To run the Administration of Excise Department.

The Powers and Duties of its Officers & Employees of O/o The Commissioner of Excise, Assam :-

Commissioner : Commissioner is the Administrative Head of the Department and looks after the Collection of Excise Revenue in the State.

Joint Commissioner : He performs his duty under Commissioner of Excise, Assam. He is head of the Excise Intelligence Branch.

Deputy Commissioner : He works under the Commissioner of Excise, Assam.

Additional Commissioner : Additional Commissioner is also works under the Commissioner of Excise, Assam.

Registrar: His main functions is the general supervision and control of the office staff including grade IV staff and all matters concerning discipline under Commissioner of Excise, Assam.

Superintendent: Superintendent will remain in –charge of a branch or groups or sections with a list of allotted subjects and a number assistants under him/ her. He/ She will submit cases, notes and drafts of himself/ herself and his / her assistants are supervised or corrected by him/ her, direct to the next superior officer or other gazetted officer under the Commissioner of Excise, Assam.

U.D.A.: Submission of cases, notes etc. to the sectional Superintendent as entrusted by the officer concerned in the relevant subject. Preparation of budget and estimate, revenue matter, B –Form, L-Form, also maintain of cash book etc.

L.D.A.: Typing works of the section/ establishment as allotted by the officer. He assists U.D.A./ Accountant as and when necessary. Receipts & Despatching work.

Driver: Driving Departmental vehicles as per routine/ tour programme, maintenance of vehicle and log book.

Peon/ Chowkidar/ Drafty (Grade-IV Staff): Peon will receive and deliver dak of the respective establishment. The Chowkidar is responsible for timely opening enclosing of the Office buildings and he also responsible of cleanness of the office building & campus. Drafties are responsible for submission of Bills to the treasury and collect cash from the Bank.

3. Procedure followed for decision making process including channels of supervision and accountability -

The decisions making power of the department lies with Commissioner of Excise, of the department. He obtains the approval of the secretary to the Govt. of Assam, Excise Department as and when necessary.

On receipt of any paper it is marked to the concerned dealing Assistants by the Registrar to put up in file after its entry in the Register. The dealing Assistant then put the papers in the relevant files by following the existing procedure as laid down in the Assam Excise manual. Then the file moves through the concerned Superintendent, Registrar, Joint Commissioner of Excise, Additional Commissioner of Excise, who examines the matter and put to the Commissioner of Excise with their comments. The commissioner of Excise accords his approval directly in some cases while in some other cases he obtains the approval of the secretary of the department as and where required.

All the officers including the Registrar are to supervise the works of the subordinate Assistants to ensure timely processing of the papers and all are accountable for any delay and negligence to duty at his level.

4. Norms set up by the Department for discharge of its functions :

For implementing the policies of the department, the subordinate officers and assistants process the matter under the guidance of the Commissioner of Excise. With approval of Departmental Secretary, whereas necessary, the policies/ schemes of the department are implemented mainly through the Excise Commissioner and Subordinate offices.

For matters relating to the public, it is to be addressed to the Commissioner of Excise. On receipt of the same the Commissioner of Excise endorses it to the concerned officer who then endorses it to the Registrar for putting it up in file. The Registrar makes it to the concerned Dealing Assistant through log Book. The Dealing Assistant processes it in file and put up to Registrar and then Registrar put it up to the Joint Commissioner of Excise or Additional Commissioner of Excise as per work allotment through the Registrar. Then in turn, put it up to the Commissioner of Excise for decisions. The Commissioner of Excise gives his decision in some matters while in some matters as and when required, he obtains the approval of the Departmental Secretary. Thereafter, with the decisions file return to the Registrar who communicates it to the persons concerned.

5. Rules Regulations, Instructions, Manuals etc. by the Department for Discharging its Functions :

- a) The Assam Excise Act, 1910.
- b) The Assam Excise Rules, 1945.
- c) The Assam Bonded Warehouse Rules, 1965.
- d) Assam Distillery Rules, 1945, under Assam Act, 1910.
- e) Instructions relating liquor.
- f) Order under different sections of the Excise, Act.
- g) Assam Liquor Prohibition Act, 1952.
- h) Assam service (discipline & Appeals Rules, 1964)
- i) The Assam Service (Pension) Rules, 1969.
- j) The Fundamental Rules & Subsidiary Rules.
- k) The Assam Revised Leave Rules, 1934 as amended.
- l) The Assam S.C. / S.T. (Reservation of vacancies in Service & Posts) Act, 1978 & rules, 1983 thereunder.
- m) The Assam Excise Service Rules, 1990 as amended 1995.
- n) Assam Excise (Subordinate) Service Rules as amended 1995.
- o) Assam N.D.P.S. Rules, 1988.

6. Categories of Documents held by the Department. :

- (1) Budget estimate, supplementary demand, plan & ceiling both Hills areas & General areas.
- (2) State Prohibition Council matters.
- (3) Renewal of IMFL "ON"/ "OFF" and all Bonded Warehouses.
- (4) Establishment matters relating to Gazetted & Non- Gazetted Officers of the office of the Commissioner of Excise, Assam and all districts.
- (5) Detection/ Consumption/ Monthly Dairy etc.
- (6) Matter relating to Chemical Examiner, Assam.
- (7) Settlement of Country Spirit matter.
- (8) Compassionate Appointment
- (9) Sanction of Denatured Spirit and Narcotic Drugs licence.
- (10) Revenue Collection.

7. Representation of Public for consultation/ information of policy/ Administration of the Department :

There are no such representation in the state level.

8. No Board, Council, Committees are availed and they are not accessible for public.

9. Directory of the officers & employees of Excise Department.

a). Commissioner of Excise, Assam	:	1 (One) No.
b) Additional Commissioner of Excise, Assam	:	1 (One) No.
c) Jt. Commissioner of excise, Assam	:	1 (One) No. (Vacant)
d) Dy. Commissioner of Excise, Assam	:	2 (Two) nos.
e) Registrar	:	1 (One) No.
f) Superintendents	:	2 (Two) Nos
g) Stenographer	:	1(One) No.
h) U.D.A.	:	8 (Eight) Nos.
i) L.D.A.	:	10 (Nine) Nos. 4 nos. vacant
j) Grade- IV	:	12 (Twelve) Nos. 3 nos. Vacant

Monthly Remuneration received by the officers and employees.

<u>Sl No.</u>	<u>Name of Employees</u>	<u>Designation</u>	<u>Gross Salary</u>
1.	Shri Shamsheer Singh, IAS	Commissioner	Rs.1,07,362/-
2.	Shri B. Rajkhowa	Additional Commissioner	Rs.84869/-
3.	Shri P. Borah	Deputy Commissioner of Excise	Rs.57919/-
4.	Md. Mehtab Hussain	Registrar	Rs.56141/-
5.	Mrs. Dipika Das	O/ Superintendent	Rs.46087/-
6.	Mrs. S. Brahma	O/ Superintendent	Rs.40523/-
7.	Sri . Mintu Moni Deka	Stenographer	Rs.19103/-
8.	Sri Kameswar Rabha	Sr. Assistant	Rs.39475/-
9.	Sri Mrinal Kr. das	Sr. Assistant	Rs.27276
10.	Mrs. Ranju Saikia	Sr. Assistant	Rs.28257/-
11.	Sri Raju Kumar Phukam	Sr. Assistant	Rs.26866/-
12.	Sri Sanjay Regon	Sr. Assistant	Rs.26866/-
13.	Ms. Sunita Phangchopi	Sr. Assistant	Rs.26866/-
14.	Ms. Kalpana Nayak	Sr. Assistant	Rs.26866/-
15.	Sri Bichitra Phukan	Sr. Assistant	Rs.26774/-
16.	Sri Amin Ch. Das	Jr. Assistant	Rs.24403/-
17.	Mrs. Ajali Bhuyan	Jr. Assistant	Rs.24403/-
18.	Mrs. Mousumi Dey	Jr. Assistant	Rs.24403/-
19.	Mrs. Joyasri Kalita	Jr. Assistant	Rs.24403/-
20.	Sri Nitumoni Bhattacharyya	Jr. Assistant	Rs.23697/-
21.	Sri Debaprakash Goswami	Jr. Assistant	Rs.20551/-
22.	Sri Mridul Das	Jr. Assistant	Rs.20551/-
23.	Smti Nurjahan Nessa	Jr. Assistant	Rs.20551/-
24.	Shri Ubedul Hussain	Jr. Assistant	Rs.18890/-
25.	Smti Surabhi Das	Jr. Assistant	Rs.18890/-
26.	Sri Atul swargiary	Driver	Rs.25183/-
27.	Sri Durgeswar Kalita	Head Peon	Rs.27482/-
28.	Sri Gambhir Baruah	Drafter	Rs.26342/-
29.	Sri Krishna Prasad Joshy	Peon	Rs.20579/-
30.	Sri Hari Narayan Sarma	Peon	Rs.23537/-
31.	Sri Nagendra Nath Sarma	Peon	Rs.21986/-
32.	Sri Durga Ram Kalita	Chowkidar	Rs.21326/-
33.	Sri Rabiram Bosumatary	Peon	Rs.18251/-
34.	Sri Naba Jyoti Gogoi	Banglow Peon	Rs.5000 (fixed)
35.	Sri Deben Das	Peon	Rs.15993/-

11. Budget Allocated to Excise Department during the year 2015-2016 =

Non-Plan = 58,20,58,000/-

Plan = 25,00,000/-

The Plan budget for Rs.25,00,000/- allotted to State Anti Drugs & Prohibition Council, Assam under Excise department for prohibition work including propaganda and to create public awareness against intoxicating drugs and drinks.

12. No subsidiary programme is available in the department.

13. Recipients of concessions, permits or authorizations granted are the Military Canteen tenant licences, IMFL Distilleries, IMFL Bonded warehouse Licences, IMFL "OFF" / "ON", Club licences, Country Shops Licences, Denatured & rectified Spirit licences, granted under Assam Narcotic Drugs Rules & Contractors for supply of rectified Spirit to Country Spirit Warehouses located in different districts of Assam, respectively. Detail particulars of above licences are given in the information handbook published from the different district of Assam.

14. Now at the moment.

15. The particulars of facilities available to citizen for obtaining Information:

- a) Citizen may obtain information during office hours which given below from 1st October to 31st March, 10 A.M. to 4.15 P.m. and 1st April to 30th Sep., 10 A.M. to 5 P.M.
- b) No library or reading room is maintained to public use.

16. The Name and Designation and other particulars of the public information officers-

- a) Shri Shamsher Singh, I.A.S. - 1st Appellate Authority.
Commissioner of Excise, Assam
- b) Shri Pranjal Borah - State Public Information Officer.
Deputy Commissioner of Excise, Assam

17. Such Other Information as may be prescribed –

Shri Dipika Das
Superintendent I

- Nodal Officer.


Commissioner of Excise Assam,
Housefed Complex, Dispur, Guwahati-6

Memo No.III-158/2013-14/ 97

Dt.Guwahati, the 22nd June/2015

Copy to :-

1. The Commissioner & Secretary to the Govt. of Assam, Excise Deptt, Dispur, Ghy 6.
2. The Secretary to the State Information Commission, Housefed Complex, Dispur, Ghy -6.
3. Notice Board, office of the Commissioner of Excise, Assam Housefed Complex, D ispur, Ghy -6.


Commissioner of Excise, Assam
Housefed Complex, Dispur, Ghy -6.