

Sub :-Implementation of suo motu disclosure under section 4 of RTI Act,2005. Parawise/point wise submission regarding Excise Department, Daman.

Chapter No.1 - Suo Motu disclosure of more items under section 4 – information regarding GDD Excise Duty Act & Rules. 1964 and Medicinal & Toilet Preparation Act, 1955 and the Amendments made there under from time to time are disclosed on the web site of NIC of this Administration.

1.3 Information related to the procurement –

1.1.1 This department has not made any purchase this year from Kendriya Bhandar/NCCF through DGS&D rate contract.

1.4 Public Private Partnerships –

1.2.1 This is not applicable to this department.

1.3 Transfer policy and transfer orders :-

1.3.1 Matter regarding transfer policy of different grade/cadre employees is dealt by Personnel Department. Secretariat, Daman and hence it is not applicable to this office.

1.5 RTI Applications –

1.4.1 Information under section 4 of RTI Act of this department is made available on the web site of NIC of this Administration.

1.5 CAG & PAC Paras –

1.5.1 This para is not applicable to this department.

1.6 Citizen Charter –

1.6.1 Citizen Charter of this department is placed on the web site of NIC of this Administration updated from time to time.

1.7 Discretionary and Non -discretionary grants –

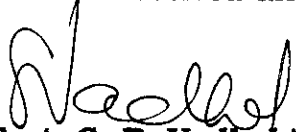
1.7.1 Not applicable of this department.

1.8 Foreign Tours of PM / Ministers –

Not Applicable

2.1 Guidelines for digital publication of proactive disclosure under section 4: Guidelines given under this regard are noted and it is submitted that digital publication for the department is being done through NIC website and the disclosure about the detail information of the department is made on this website till the time website of the department is created/developed.

3.0 Guidelines for certain clauses of section 4 (1) (b) to make disclosure more effective - Guidelines given under this chapter will be followed by the department while attending fresh applications received under RTI Act.


(Smt. G. R. Vadhel)
Enquiry Officer &
H. O. Excise Department, Diu.

U.T. ADMINISTRATION OF DAMAN & DIU
EXCISE DEPARTMENT, DIU

Section 4 (b) of Right to information and obligations of public authorities

(i) The Particulars of its Organization, Function and Duties
Organization Structure

Collector & Additional Commissioner of Excise



Deputy Commissioner of Excise



Excise inspector



Excise Sub-Inspector



U.D.C.



L.D.C.



Excise Guards



Asstt. Excise Guards

There are total 1 units of distillery of Liquor in the District of Diu.

There are 1 out posts and 2 check post in Diu District.

The number of licences for sale of IMFL, and CL of various kinds in Diu District are as under :-

- I. Wholesale of I.M.F.L. & C.L. - 16
- II. Retail sale of IMFL and CL for consumption on premises (Bar & Restaurant including Hotels - 195
- III. Retail sale of IMFL and CL of pack bottles - 4

Revenue collection of the department of Excise of Diu for last five years is as under :-

Sr. No.	Year	Rs. In crores
1.	2009-2010	3.47 Crs.
2.	2010-2011	3.98 Crs.
3.	2011-2012	5.36 Crs.
4.	2012-2013	4.77 Crs.
5.	2013-2014	7.02 Crs.

The Vision of Excise Department:-

To facilitate smooth and easy access to the persons approaching the department for dealing different matters.

Mission

- a) To enforce the Excise Laws & Rules to check violation of various provisions of Goa, Daman & Diu Excise Duty Act, 1964 by any licensee.
- b) Medicinal & Toilet preparation Act. 1955.
- c) And to see that there is no any evasion of Excise Duty.

Functions & Duties.

To regulate the production. Sale and collection of revenue on excisable goods within the Diu District and to check and supervise the process of manufacture sale and collection of duty and proper functioning of all the distilleries, breweries and licence vendors of wholesale and retail sale of liquor in the territory as well as import/export of the said excisable goods from the territory.

The Department is dealing mainly with the work related to licence holders of Distilleries/Breweries/Wholesale licenses/Retail Licenses for manufacture & Sale of Liquor respectively as per Goa, Daman & Diu Excise Duty Act & Rules, 1964 & Medicinal & Toilet Preparation Act, 1955.

- a) Issue of Licenses for retail sale of IMFL & CL to 'A' & 'B' Category Hotels
- b) Renewal of all kinds of licenses every year thereby collecting the requisite license fee.

(ii) The powers and duties of its officers and employees

- a) The powers under the Goa, Daman & Diu Excise Duty Act. 1964 is vested in the Commissioner of Excise. He can delegate his powers to the subordinates Officers/Officials to discharge various functions of the Excise Act in force.
- b) The Enquiry Officer, Diu is head of office and Drawing and Disbursing Officer for the department.

(iii) The procedure followed in the decision making process including channels of supervision and accountability:-

Files are moved/submitted for every decision to be taken in the matters related to Excise Department from L.D.C. level upto Commissioner of Excise and also upto secretary taxation (Excise) for approval and necessary orders and matters are disposed only after taking proper decision in every matter.

(iv) The norms set by the department for the discharge of its functions:

Time limit for disposal of cases by the department.

The department of Excise is following citizen charter to redress public grievances.

Sr. No.	Service rendered	Procedure	Time limit	Fee	To whom to contact	Remarks
1.	2.	3.	4.	5.	6.	7.
1	Permit for transport of duty, paid liquor in Form E-7	Application in Form E-1	Same Day	Permit may be cancelled	Excise Inspector and Excise Sub Inspector	
2	Import permit in Form E-2	Application in Form E-1	Within two days	Court fee stamp of Rs.10	Dy. Commissioner of Excise / Excise Inspector	
3	Export permit in Form E-4	Application in Form E-3	Within same day	Court fee stamp of Rs.10	Dy. Commissioner of Excise / Excise Inspector	
4	Liquor license for retail sale of liquor for consumption purpose in Form E-25	Application in Form E-28 with relevant documents	One month	Licence fee Rs.1 lacs For A Grade and Rs.50,000 for B Grade	Dy. Commissioner of Excise / Excise Inspector	Only A & B category Hotels Are entitled For liquor licence for consumption purpose
5	Transfer of the liquor licensed premises	Application with relevant documents under Rule 104.	One month	Category Wise licence fee as prescribed under the notification dated 17/7/2013	Commissioner Of Excise	
6	Partnership in liquor licence	Application with relevant documents under Rule 104.	One month	-	Commissioner of Excise	
7	Permit for possession of liquor in Form E-9	Application in Form E-8	Within two days	--	Excise Inspector	
8	Licence for tapping fee in Form E-19	Application in Form E-17	Within a week	Rs. 5 per tree per annum	Excise Guard and Excise Inspector	

(V) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions :-

This department is following the below mentioned Act and Rules./Regulation for discharging its function:-

- a) The Goa, Daman & Diu, Excise Duty Act & Rules 1964.
- b) The Medicinal & Toilet preparation Act. 1955.

(VI) A statement of the categories of documents that are held by it or under its control :

The above referred Act & Rules are available on the website of the department.

(VII) The 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 :

The members of the public can meet any of the officers on any working days during the week for consultation related to formulation of policy and implementation thereof.

(VIII) A statement of the boards, councils , committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public , or the minutes of such meetings are accessible for public :

Minutes of all the meetings held by the Secretary(Taxation), Commissioner of Excise for any excise related matters are accessible to the licensee as well to general public.

(IX) A directory of its officers and employees :

List of all the employees working in the department.

SR. NO.	NAME	DESIGNATION	Remarks
1.	Shri L. M. Vaghela	Excise Inspector	On Working arrangement at Excise Department, Daman
2.	Shri N. P. Solanki	Excise Sub-Inspector	
3.	Smt. B. V. Jethwa	U.D.C.	
4.	Shri J. D. Solanki	L.D.C.	
5.	Shri S. D. Bamania	Excise Guard	
6.	Shri K. H. Solanki	Excise Guard	
7.	Shri M. P. Joshi	Excise Guard	
8.	Shri M. G. Solanki	Excise Guard	
9.	Shri N. R. Fulbaria	Excise Guard	
10.	Shri L. B. Chauhan	Excise Guard	
11.	Shri H. M. Chudasama	Asst. Excise Guard	
12.	Shri P. N. Solanki	Asst. Excise Guard	
13.	Shri M. N. Jadav	Asst. Excise Guard	
14.	Shri V. M. Jadav	Asst. Excise Guard	
15.	Shri R. D. Solanki	Asst. Excise Guard	
16.	Shri R. R. Solanki	Asst. Excise Guard	
17.	Shri B. B. Vadhvana	Asst. Excise Guard	
18.	Shri P. S. Solanki	Asst. Excise Guard	
19.	Shri P. S. Vaja	Asst. Excise Guard	

(X) The Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations :

SR. NO.	NAME	DESIGNATION	Amount As on April,14
1.	Shri L. M. Vaghela	Excise Inspector	30,936/-
2.	Shri N. P. Solanki	Excise Sub-Inspector	35,241/-
3.	Smt. B. V. Jethwa	U.D.C.	26,884/-
4.	Shri J. D. Solanki	L.D.C.	25,729/-
5.	Shri S. D. Bamania	Excise Guard	27,589/-
6.	Shri K. H. Solanki	Excise Guard	26,875/-
7.	Shri M. P. Joshi	Excise Guard	23,235/-
8.	Shri M. G. Solanki	Excise Guard	23,977/-
9.	Shri N. R. Fulbaria	Excise Guard	23,977/-
10.	Shri L. B. Chauhan	Excise Guard	24,313/-
11.	Shri H. M. Chudasama	Asst. Excise Guard	23,977/-
12.	Shri P. N. Solanki	Asst. Excise Guard	23,620/-
13.	Shri M. N. Jadav	Asst. Excise Guard	23,620/-
14.	Shri V. M. Jadav	Asst. Excise Guard	23,620/-
15.	Shri R. D. Solanki	Asst. Excise Guard	23,830/-
16.	Shri R. R. Solanki	Asst. Excise Guard	23,620/-
17.	Shri B. B. Vadhwana	Asst. Excise Guard	23,620/-
18.	Shri P. S. Solanki	Asst. Excise Guard	23,620/-
19.	Shri P. S. Vaja	Asst. Excise Guard	22,675/-

(XI) The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:-

The department for expenditure under various heads as under for the year 2013-14.

(Rs. In thousand)

2039 Non Plan (State Excise)	
001 Direction & Administration	
04 Daman & Diu	
04.00.01 Salaries	6741
04.00.02 Wages	00
04.00.06 Medical Treatment	230
04.00.11 Domestic Travel Expenses	00
04.00.3 Office Expenses	150

(XII) The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes:

Not applicable as there are no subsidy programmes

(XIII) Particulars of recipients of concessions, permits or authorizations granted by it:

Not applicable. as there are no recipients of concessions.

(XIV) Details in respect of the information available to or held by it, reduced in an electronic form :

Information not available in electronic form.

(XV) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:

Information is available in the office and every citizen can avail the same from the office on any working day.

The working hours of the office are from 10.00 A. M. to 5.00 P.M. from Monday to Saturday except on second Saturday.

(XVI) The names, designations and other particulars of the Public information Officers :

Name & Designation of Public Information officer

Smt. G. R. Vadhel, Enquiry Officer & H. O. Excise Department, Diu.

(XVII) Such other information as may be prescribed: and thereafter update these publications every year : -NIL-


(Smt. G. R. Vadhel)

**Enquiry Officer &
H. O. Excise Department, Diu.**