

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

Chapter No.I - 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 –

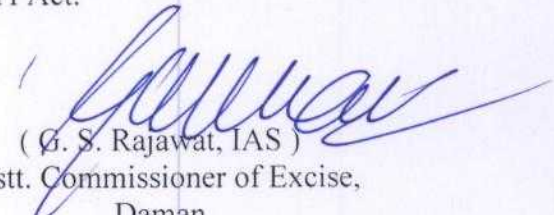
Not Applicable

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.


(G. S. Rajawat, IAS)
Asstt. Commissioner of Excise,
Daman

**ADMINISTRATION OF DAMAN & DIU
EXCISE DEPARTMENT, DAMAN**

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

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

Organization Structure
Secretary (Taxation (Excise & VAT))
Dy. Secretary (Taxation)
Commissioner of Excise
Asstt. Commissioner of Excise
Excise inspectors
Excise Sub-Inspector
Excise Guards
Asstt. Excise Guards

There are total 8 units for manufacture of Liquor/Bear in the District of Daman.

There are 20 units for manufacture of Medicinal and Toilet preparation in Daman District.

There are 5 out posts and 5 check post in Daman District.

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

5. Wholesale of IMFL – 48
6. Wholesale of CL-44
7. Retail sale of IMFL and CL for consumption on premises (Bar & Restaurant including Hotels – 257
8. Retail sale of IMFL and CL of pack bottles – 57

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

Sr. No.	Year	Rs. In crores
1	2008-2009	54.36
2	2009-2010	58.36
3	2010-2011	114.47
4	2011-2012	120.61
5	2012-2013	131.48

The Vision of Excise Department

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

Mission

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

ii) Functions & Duties.

To regulate the production, Sale and collection of revenue on excisable goods within the Union Territory of Daman & Diu and to check and supervise the process of manufacture sale and collection of duty and proper functioning of all the distilleries, breweries and licenced 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.

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

e) **(ii) The powers and duties of its officers and employees :-**

- c) 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.
- d) The Asstt. Commissioner of Excise 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.

1	2	3	4	5	6	7
Sr.No.	Service rendered	Procedure	Time Limit	Fee	To whom to contact	Remarks
1	Import Permit in Form E-2	Application in Form E-I	Within three days	Court fee stamp of 10	Asstt. Commissioner of Excise/Excise Inspector	
2	Export permit in Form E-4	Application in Form E-3	Within three days	Court fee stamp of 10	Asstt. Commissioner of Excise/Excise Inspector	
3	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 Lac for A Grade and Rs.50,000/- for B Grade Hotels	Commissioner of Excise/Excise inspector	New licenses are granted to Only A and B category Hotels for consumption on premises
4	Transfer of the liquor licensed premises/Ownership	Application with relevant documents under Rule 104	30 days	Category wise licence fee as prescribed under the notification dated 17/07/2013	Commissioner of Excise	
5	Renewal of	Application	One	Licence fee	Commission	

	licences	with relevant documents	month	for renewal of licence as fixed by notification dated 17/07/2013	er of Excise	
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(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

1. Shri Ramesh Verma, Commissioner of Excise
2. Shri Gaurav Singh Rajawat, Asstt. Commissioner of Excise
3. Shri L. M. Vaghela, Excise Inspector (Establishment)
4. Shri S. V. Damania, Excise Inspector
5. Shri Dipak V. Nigam, Excise Sub Inspector
6. Smt. K. H. Tandel, Head Clerk
7. Shri Rajesh R. Patel, U.D.C.
8. Shri Rupesh. P. Solanki, L.D.C.
9. Shri Arvind H. Patel, EG
10. Shri Dhiru B. Halpati, EG
11. Shri Harshad K. Sagar, EG
12. Shri Dinesh D. Halpati, EG
13. Shri Ashok B. Patel, EG
14. Shri Fernandes Eurico S. EG
15. Shri Narendra B. Kamli, EG
16. Shri Agnelo Brun Jose dos Remedios, EG
17. Shri Suman B. Patel, EG
18. Shri Fakir M. A. Kadir, EG

19. Shri Raju B. Halpati, Peon
20. Shri Uttam C. Patel, AEG
21. Shri Jayanti V. Ahir, AEG
22. Shri M. P. Mangela, AEG
23. Shri Abdul R. B. Peera, AEG
24. Shri Thakor C. Patel, AEG(Under suspension)
25. Shri S. A. Makwana, AEG
26. Shri Bharat L. Patel, AEG
27. Shri Rosario W. Pedro, AEG
28. Shri Agnelo M. Lopes, AEG
29. Shri Thakor D. Patel, AEG
30. Shri Edwin Fernandes, AEG
31. Shri Jagdish D. Mitna, AEG
32. Shri Amrat D. Patel, AEG
33. Shri H. P. Pardikar, AEG
34. Shri Jagdish J. Patel, AEG
35. Shri Rui Gomes Dias, AEG
36. Shri Dilip Chibca, AEG
37. Shri Y. N. Mehesuria, AEG
38. Shri Oswald Colimao, AEG
39. Shri Tulsidas P. Mangela, AEG
40. Shri Raghunath B. Mitna, AEG
41. Smt. Ramilaben P. Baria, AEG
42. Shri Neelesh Mahendra Patel, AEG
43. Shri Jignesh Hiralal Bhandari, AEG
44. Shri Pinalkumar Ganpatbhai Patel, AEG
45. Shri Prakash Jiva Sikotariya, AEG
46. Shri Pravinkumar Ramji Baraiya, AEG
47. Shri R. R. Mahyavanshi, EI(Suspension Revoked w.e.f. 17-06-2013)
48. Shri Vijay B. Halpati, EI(Suspension Revoked w.e.f. 17-06-2013)
49. Shri S. D. Dhodi, ESI(Suspension Revoked w.e.f. 17-06-2013)

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

Sl.No.	Name & Designation	Amount as on Dec, 2013
1	Shri Ramesh Verma, Commissioner of Excise, Drawing salary from Collector Office, Daman	52671
2	Shri Gaurav Singh Rajawat, Asstt. Commissioner of Excise, drawing salary from Tourism Department, Daman	44560
3	Shri L. M. Vaghela, Excise Inspector (Establishment), Drawing salary from Excise Department, Diu	29465
4	Shri S. V. Damania, Excise Inspector, Drawing salary	37610

	from Personnel Department, Daman	
5	Dipak V. Nigam, Excise Sub Inspector	21428
6	Smt. K. H. Tandel, Head Clerk, drawing salary from Tourism Department, Daman	33880
7	Shri Rajesh R. Patel, UDC	30120
8	Shri Rupesh P. Solanki	17180
9	Shri Arvind H. Patel, EG	23715
10	Shri Dhiru B. Halpati, EG	23715
11	Shri Harshad K. Sagar, EG	23715
12	Shri Dinesh D. Halpati, EG	23715
13	Shri Ashok B. Patel, EG	23715
14	Fernandes Eurico S. , EG	23715
15	Shri Narendra B. Kamli, EG	23925
16	Agnelo Brun Jose dos Remedios, EG	23695
17	Shri Suman B. Patel, EG	23905
18	Shri Fakir M. A. Kadir, EG	23695
19	Shri Raju B. Halpati, Peon	20600
20	Uttam C. Patel AEG	24805
21	Jayanti V. Ahir, AEG	24805
22	M. P. Mangela, AEG	24595
23	Abdul R. B. Peera, AEG	24805
24	Thakor C. Patel, AEG (Under suspension)	12298
25	S. A. Makwana, AEG	23445
26	Bharat L. Patel, AEG	23025
27	Rosario W. Pedro, AEG	22155
28	Agnelo M. Lopes, AEG	24595
29	Raghunath B. Mitna, AEG	24595
30	Thakor D. Patel, AEG	24595
31	Edwin Fernandes, AEG	24805
32	Jagdish D. Mitna, AEG	24595
33	Amrat D. Patel, AEG	24805
34	H. P. Pardikar, AEG	24595
35	Jagdish J. Patel, AEG	24805
36	Rui Gomes Dias, AEG	22815
37	Dilip Chibca, AEG	23025
38	Y. N. Mehesuria, AEG	22495
39	Oswald Colimao, AEG	22495
40	Tulsidas P. Mangela, AEG	22365
41	Ramilaben P. Baria, AEG	17095
42	Neelesh Mahendra Patel, AEG	15695
43	Jignesh Hiralal Bhandari, AEG	15695

44	Pinalkumar Ganpatbhai Patel, AEG	15695
45	Prakash Jiva Sikotariya, AEG	15695
46	Pravinkumar Ramji Baraiya, AEG	15695
47	Shri R. R. Mahayavanshi, EI (Suspension Revoked)	33190
48	Shri Vijay B. Halpati, EI (Suspension Revoked)	34040
49	Shri S. D. Dhodi, ESI(Suspension Revoked)	25380

(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	11000 +1400
04.00.02 Wages	200
04.00.06 Medical Treatment	40
04.00.11 Domestic Travel Expenses	40
04.00.3 Office Expenses	950-200

(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.

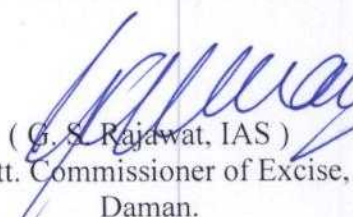
(XVI) The names, designations and other particulars of the Public information Officers : Name & Designation of Public Information officer

Shri G. S. Rajawat,

Asstt. Commissioner of Excise,

Excise Department, Daman.

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


(G. S. Rajawat, IAS)
Asstt. Commissioner of Excise,
Daman.