

OFFICE OF THE ASSTT. COMM. EXCISE, DISTT. REWA (M.P.)

The right to information Act. 2005

CHAPTER - II

Right to information and obligation of public authorities :-

(3) Subject to the provisions of this Act. all citizens shall have the right to information.

(4) (a) In the office of the A.C. Excise Rewa the records are maintained in the following branches by the ministerial staff of the office.

- THEKA SHAKHA :- Records relating to the auctions of the Excise Liquor shop and Bhang shop and about the excise revenue are kept and maintained in this branch.

- MANORANJAN SHAKHA :- Records relating to the entertainment revenue that is collected through the Theaters, V.D.O. Parlours and through the Cable Operators are kept and maintained in this branch.

- APARADH SHAKHA :- Records relating to the Criminal Cases being decided in the various judicial courts and departmental Cases compounded departmently and the records relating to the cases pending in the high court are kept in this branch.

- STHAPANA SHAKHA :- Records relating to the Establishment of the Excise personell and their service books are kept in this branch.

- CASHIER SHAKHA :- The collection and withdrawal of the cash amounts are maintained in the cash book and the handy cash is kept in the chest Box.

- LEKHA SHAKHA :- The maintenance of the accounts and bills for the withdrawal are kept and maintained in this branch.

- AWAK JAVAK SHAKHA :- The records of the letters which are despatched and received are kept and maintained in this branch.

- BAKYA SHAKHA :- The arrears of the excise and entertainment revenue which is being collected as an arrears of the land revenue are kept and maintained in this branch.

s - HEAD CLERCK BRANCH :- Maintanance of the records of the C.R. and other personal records of the excise personell are kept in this branch.

(4) (b) (i) - Name of the office is the office of the Asstt. Commissioner Excise, REWA .

- Office is headed by the Asstt.Comm.Excise Distt. REWA.

- There are three sanctioned post of Assistant District Excise officer in this district to Assist. in the field and office work.

- There are nine sanctioned post of Excise Sub Inspectors to assist, in the field work to prevent the Excise and Narcotics crimes

- There are sanctioned post of 04 Head Constable and 21 Constables in the verious circles of the District to assist. the Excise Sub Inspectors in the prvention of the crimes.

- To assist. in the office work there are sanctioned post of one Head Clerck one Accountant, one Shayak Grade -2, and one steno typist and five Shayk Grade -3 and eaight Peons one Daftari and one Driver.

(4)(b) (ii) The Assistant Commissioner Excise, the Assistant District Excise Officer and the Excise Sub Inspectors are powered under the provisions of the Excise Act. 1915.

(4)(1)(b) (iii) At the district leval Adminstrative Officer is the Collerctor (Excise) Rewa and at the state level the head of the Department is the Commissioner Excise Madhya Pradesh Gwalior and at the Divisional level supervisory authority is the Deputy Commissioner Excise Rewa.

(4)(1)(b) (iv) In the purview of the provisions of the Excise Act. Excise staff. Works in the Excise Sub Inspectors circles and ADEO's circle in the District.

(4)(1)(b) (v) Excicse staff work as per the provisions of the Excise Act. 1915 and the guidelines issued by the Commissioner Excise MP Gwalior and by the state Govt.

(4)(1)(b) (vi) The records of the excise related crimes and detections work and excise and enterainment revenues as per circlewise are kept in excise sub inspector's circles and in the ADEO's Circles and the

information received from all the circles are kept in the District Excise Office.

(4)(1)(b) (vii) For the opening of the new liquor shops in which the consumption of the lequor is permissable in the permises the location of such shops are decided with the help and permission of the local bodies that is the Gram Panchayat and the Nagar Panchyant and the Nagar Nigam in the City.

(4)(1)(b) (viii) Meeting of the Excise advisory committee is conducted at the state level.

(4)(1)(b) (ix) The Phone Numbers of the Asstt. Commissioner Excise, Rewa are as follows.

Office	07662 - 256855
Residence	07662 - 258712

(4)(1)(b) (x) There are a lots of Post are vacant against the sanctioned post the Pay Scales of the Excise staff and the numbers of post vacant is as follows.

S. N.	Designation	Payscale	Sanctioned Post	Staff Posted	Vacant Post
1	2	3	4	5	6
1	Assistant Excise Commissinor, Rewa	10000-325-15200	01	01	-
2	Asstt.District Excise Officer, Rewa	5500-150-9000	03	01	02
3	Excise Sub Inspector	4500-125-7000 5000-150-8000	09	03	06
4	Head Clerck	4500-125-7000	01	01	-
5	Accountant	4000-100-6000+250	01	01	-
6	Assistant Grade - 2	4000-100-6000	01	01	-
7	Excise Head Constable	3500-80-4700-100-	04	04	-

		5200			
8	Assistant Grade - 3	3050-75- 3950-80- 4590	05	04	01
9	Stenotypist	3050-75- 3950-80- 4590	01	-	01
10	Constable	3050-75- 3950-80- 4590	21	14	07
11	Driver	3050-75- 3950-80- 4590	01	01	-
12	Daftari	2660-60- 32-65-3540	01	-	01
13	Peons	2550-55- 2660-60- 3200	08	09	-
	Total		57	40	18

(4)(1)(b) (xi) There is no plan work in the excise department and so the budget is allotted only for the establishment of the excise staff.

(4)(1)(b) (xii) There is no subsidy work in the excise department.

(4)(1)(b) (xiii) For possession sale and transportation of liquor licence permits and pass books are provided by the department as per the provisions of the excise Act. 1915

(4)(1)(b) (xiv) The details of the information is provided and available in the Computer Floppy.

(4)(1)(b) (xv) At the District level the Assistant Commissiner Excise, Rewa is the public information officer and the Asstt. Disrtict Excise Officer of the Rewa is the Asstt. Public Information Officer. So on any working day of the week and at any working hours of the day any person can get the above mentioned information.

(4)(1)(b) (xvi) As per oreder No 1¼-jk-¼Fkk@05@1738 dated 22.9.2005 of the Commissioner Excise M.P. Gwalior designated public information

officer and Assistant public information officer in the district are as follows.

At the district level Assistant Comm. Excise Rewa is the Public information officer and the Assistant District Excise officer Rewa is the Assistant Public information officer.

- (4)(1) (xii) The data's relating to Excise and Entertainment revenues are kept maintained and up dated every month.
- (4)(1) (c) Every year before conducting the Annual excise auctions Rules regulation and provisions of the Excise auctions are Published in the leading news papers.
- (4)(1) (d) During the festive seasons or for maintaing the law and order when ever the Excise Liquor shops are closed by the collector the licensee is being informed and the public is also informed and before cancellation of the liquor shops the agrived person the Licencee is informed by issuing show cause notices and provided the reasons of it.

Assistant Commissioner Excise
REWA (M.P.)