

**OFFICE OF THE DEPUTY COMMISSIONER EXCISE,  
DIVISIONAL FLYING SQUAD, REWA (M.P.)**

The information required Under section 4 (1) (b) of The Right to Public Information Act 2005 is given below: -

4(1)(b) (i) The particulars of its organization, functions and duties; Office of the Deputy Commissioner Excise, Divisional Flying Squad Division Rewa.

Functions :- This office is supposed to function as a flying squad office. It also collects the information from the District Excise Offices of this division, and after compiling it pass-on to The Excise Commissioner office and the State Govt. also. This office is mainly investigating in the complaints received from the senior offices and also from the public. This office also supervises the wholesale business of the foreign liquor from foreign liquor warehouse Rewa.

4(1)(b) (ii) The power and duties of its officers and employees; In the office of the Deputy Commissioner Excise, Divisional Flying Squad Rewa, the posts of one Deputy Commissioner Excise, one District Excise Officer Flying Squad, one Assistant District Excise Officer Flying Squad, two Sub Inspector Flying Squad, and two sub inspector in the foreign liquor warehouse, two Head Constable and 10 Constable have been sanctioned along with the Clerical staff and Peons. The officers and employees of this office have been delegated powers under different sections of (a) M.P. Excise Act and rules made there under. (b) The Entertainment Act and rules made there under. (c) N.D.P.S. Act and rules made there under. Under the same Acts duties have also been assigned to the Excise Officers.

4(1)(b) (iii) The procedure followed in the decision making process, including channels of supervision and accountability; This office is not involved in the process of making decisions. This is a Flying Squad office and deals with the complaint mainly. This office works under the direct supervision of the Excise Commissioner, Madhya Pradesh.

4(1)(b) (iv) The norms set by it for the discharge of its functions; There is no definite set of norms for the discharge of its functions. This office functions as per the direction given by the senior offices.

4(1)(b) (v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions; The officers and employees of this

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department discharge its functions under the. (a) M.P. Excise Act and rules made there under. (b) The Entertainment Act and rules made there under. (c) N.D.P.S. Act and rules made there under.

- 4(1)(b) (vi) A statement of the categories of documents that are held by it or under its control; This office is mainly the Flying Squad office, hence no special categories of documents are being held by it.
- 4(1)(b) (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; This office is not directly in touch with the public. This is a Flying Squad office.
- 4(1)(b) (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 other bodies are open to the public, or the minutes of such meeting are accessible for public; This is a Flying Squad office. It does not have any boards, councils, committees and other body consisting of two are more persons.
- 4(1)(b) (ix) A directory of its officers and employees ;

S.N.	Designation	Phone Number	
		Office	Residence
1	2	3	4
1	Deputy Commissioner Excise, Divisional Flying Squad, Rewa	256065 256046 (Fax)	254831
2	Officer in Charge F. L. W., Rewa	220322	

- 4(1)(b)(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation; The officers and employees of this office receive the monthly remuneration as given below :-

S.N.	Designation	Sanctioned Post	Staff Posted	Pay Scale
1	2	3	4	5
1	Deputy Commissioner Excise, Flying Squad, Rewa	1	1	12000-375-16500
2	Distt. Excise Officer, F.S., Rewa	1	0	8000-275-13500

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3	Astt. Distt. Excise Officer, F.S., Rewa	1	0	5500-175-9000
4	Excise Sub Inspector	2	4	4500-125-7000
5	Stenographer	1	0	5500-175-9000
6	Accountant	1	1	4000-100-6000
7	Astt. Grade II	1	1	4000-100-6000
8	Astt. Grade III	2	2	3500-80-4700-100-5200
9	Excise Head Constable	2	2	4000-100-6000
10	Excise Constable	10	6	3500-80-4700-100-5200
11	Driver	2	1	3500-80-4700-100-5200
12	Peons	4	4	2550-55-2660-60-3200
	<b>Total</b>	<b>28</b>	<b>22</b>	

Note :- In addition to the basic pay dearness allowances & other allowances are given as per the Govt. orders received from time to time.

4(1)(b)(xi) The budget allocated to each of its agency, indicating the particulars of all plan, proposed expenditures and reports on disbursement made; The budget allocated for the year 2005-06 to this office is as under :-

S.N.	Head	Total Allotment
1	Salary	1650000
2	Dearness Allowance	858000
3	House Rent Allowance	45000
4	Other Allowances	12000
5	Medical Reimbursement	4000
6	Festival Reimbursement	5000
7	Grain Advance	20000
8	Remuneration to Employees on Contract	45000
9	Travel Allowance (On Tour)	50000
10	Service Postage and Telegrams	5000
11	Telephone Charges	34000
12	Electricity and Water Charges	55000
13	Liveries	35000
14	Stationery and forms	50000
15	Other Contingencies	20000
16	P.O.L.	50000
17	Rent, Rates and Local Taxes	400000
18	Transportation Charges	180000
19	Maintenance of Machine & Equipment	1000
20	Maintenance of Vehicles	20000
21	Telephone Charges	1000
	<b>Total</b>	<b>3540000</b>

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- 4(1)(b)(xii) The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes; This office is not connected with the subsidy programmes.
- 4(1)(b)(xiii) Particulars of recipients of concessions, permits or authorisations granted by it; This office is not involved in the granting any concession, permits or authorisations directly.
- 4(1)(b)(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form; The details of the information available is provided in the computer floppy.
- 4(1)(b)(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; Every year the State Govt. and the Excise Commissioner publishes the figures of the revenue collected during the year, production of liquor, sale of liquor, duty to be levied on different excisable article in addition to the excise policy of the year, for the information of the citizens.
- 4(1)(b)(xvi) The names, designation and other particulars of the Public Information Officers; Name, designation and other particulars of the Public Information Officers are given below.

Public Information Officer	Assistant Public Information Officer
Deputy Commissioner Excise, Divisional Flying Squad, Rewa	Assistant District Excise Officer, Divisional Flying Squad, Rewa

- 4(1)(b)(xvii) Such other information as may be prescribed ; and thereafter update these publications every year ; Nil

Deputy Commissioner Excise  
Divisional Flying Squad, Rewa