

Sub :- Implementation of suo motu disclosure under section 4 of RTI Act, 2005. Parawise/point wise submission regarding Excise department, Daman duly updated upto December-2018.

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.

1.1 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.

1.2 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 is not applicable to this office.

1.4 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 UT 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 –

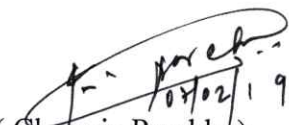
Not Applicable

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 detailed information of the department is made on this website and will also be displayed on website of the department as and when 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.


(Charmie Parekh)
Deputy Commissioner of Excise,
Daman

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

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

Organization Structure
Secretary (Taxation) (Excise & VAT)
Joint Secretary (Taxation)
Commissioner of Excise
Deputy Commissioner of Excise
Excise Inspectors
Excise Guards

There are total 8 units for manufacture of liquor/beer in the District of Daman.

There are 28 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 licenses for sale of IMFL and CL in Daman District are as under :-

1. Wholesale of IMFL – 49
2. Wholesale of CL – 44
3. Retail sale of IMFL and CL for consumption on premises (Bar & Restaurant including Hotels) – 267
4. Retail sale of IMFL and CL of pack bottles – 60

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

Sr. No.	Year	Rs. In crores
1.	2013-2014	198.90
2	2014-2015	219.70
3	2015-2016	303.02
4	2016-2017	305.60
5	2017-2018	235.44
6	2018-19 upto November, 2018	205.19

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) And to see that there is no evasion of Excise Duty.

i) 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 licensed 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 license holders of Distilleries/Breweries/Wholesale licenses/Retail Licenses for manufacture & Sale of Liquor respectively as per Goa, Daman & Diu Excise Duty Act & Rules, 1964.

Issue of Licenses for retail sale of IMFL & CL to 'A' & 'B' Category Hotels

- Renewal of all kinds of licenses every year thereby collecting the requisite license fee.
- Issue of permission for import and sale of Foreign Liquor to the existing licensee on payment of prescribed fee.

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

- 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.
- The Deputy Commissioner of Excise is head of office and Drawing and Disbursing Officer for the department.

(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	Penalties/ License fee	To Whom to Contact	Remarks
1	2	3	4	5	6	7
15.1	Permit for transport of duty paid liquor in Form E-7	Application in Form E-I	Same day	Permit may be cancelled	Excise Inspector (Station)	
15.2	Import Permit in Form E-2	Application in Form E-1	Within Three Days	Court fee Stamp of Rs. 10/-	Dy.. Commissioner of Excise/Excise Inspector (Station)	
15.3	Export Permit in Form E-4	Application in Form E-3	Within Three Days	Court fee Stamp of Rs. 10/-	Dy.. Commissioner of Excise/Excise Inspector (Station)	
15.4	Liquor License for retail sale of liquor for consumption purpose in Form E-25	Application in Form E-28 with relevant documents	One month	License fee Rs.1,50,000/- for A Grade and Rs.75,000/- for B Grade Hotels	Dy.. Commissioner of Excise/Excise Inspector (Station)	New licenses are granted to only A and B category Hotels for consumption purpose.
15.5	Transfer of liquor licensed premises	Application with relevant documents under Rule 104	One month	Category wise fee as prescribed under the notification dated 19/04/2018	Commissioner of Excise	
15.6	Partnership in liquor license	Application with relevant documents under Rule 104	One month	Category wise fee as prescribed under the notification date 19/04/2018	Commissioner of Excise	
15.7	Permit for possession of liquor in Form E-9	Application in Form E-8	Within three days	-----	Commissioner of Excise	

15.8	Recording of Labels of different brands of Liquor/Beer	Application with relevant documents under Rule 16	Within 10 days	Recording fee of Rs.20,000/- per label of all brands: IMFL, Beer, Foreign liquor, Wine etc. and for Country liquor and Cashew Penny Rs.10,000/-	Commissioner of Excise	
15.9	Permission for serving liquor for Wedding Occasion	Application with relevant documents	Within 07 days	Rs.5000/- per 24 Hours as per notification dated 19/04/2018	Commissioner of Excise	
16.0	Permission for additional warehouse	Application with relevant documents	within 15 days	Rs.50,000/- for each warehouse as per notification dated 19/04/2018	Commissioner of Excise	
16.1	Liquor license for wholesale and retail sale of Foreign Liquor (BIO)	Application in Form E-28 with relevant documents	One month	Fee of Rs.25,000/- for A category, Rs.25,000/- for B category Hotels, Rs. 35,000/- for wholesale licenses and Rs.10,000/- for Bar & Restaurant and other shops	Commissioner of Excise	
16.2	Recording of Labels of different brands of imported Liquor/Beer	Application with relevant documents as per Rule 16	Within 10 days	Recording fee of Rs.20,000/- per label of brands imported by wholesaler	Commissioner of Excise	
16.3	Import Permit in Form E-2 for import of Foreign liquor	Application in Form E-1	Within Three Days	Court fee Stamp of Rs. 10/-	Dy. Commissioner of Excise/Excise Inspector (Station)	

(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.

(VI) A directory of its officers and employees : List of all the officers/ officials working in the department

1. Shri Sandeepkumar Singh, IAS , Commissioner of Excise, Daman & Diu

2. Smt. Charmie Parekh, DANICS, Deputy Commissioner of Excise, Daman
3. Smt. Silvana Pereira, Excise Inspector (Station)
4. Shri Elphinstone Jusus Azevedo, Excise Inspector
5. Patel Ankitkumar Gulabbhai, Excise Inspector
6. Patel Bhavinkumar Pravin, Excise Inspector
7. Patel Milankumar Govindbhai, Excise Inspector
8. Shri Kumbhakar Avinash Biswanath, Excise Inspector
9. Shri Ankit Gupta, Excise Inspector
10. Shri Charaniya Dikskit Ramji, Excise Inspector
11. Shri Ankit Kushwaha, Excise Inspector
12. Shri Suryakant Jivan, Excise Inspector
13. Shri S. D. Dhodi, Excise Sub Inspector
14. Shri Rajesh R. Patel, U.D.C.
15. Smt. Chitra T.M., U.D.C.
16. Kum. Kalia Tehmeena Nisar, L.D.C.
17. Shri Raju B. Halpati, Peon
18. Arvind H. Patel, Excise Guard
19. Dhiru B. Halpati, Excise Guard
20. Harshad K. Sagar, Excise Guard
21. Ashok B. Patel, Excise Guard
22. Fernandes Eurico S. Excise guard
23. Narendra B. Kamli, Excise Guard
24. Agnelo Brun Jose Dos Remedios, Excise Guard
25. Suman B. Patel, Excise Guard
26. Fakir Mohammad, Excise Guard
27. Shri Uttam C. Patel, Excise Guard
28. Shri Jayanti V. Ahir, . Excise Guard
29. Shri M. P. Mangela, Excise Guard
30. Shri Abdul R. B. Peera, Excise Guard
31. Shri Thakor C. Patel, Excise Guard
32. Shri S. A. Makwana, Excise Guard
33. Shri Bharat L. Patel, Excise Guard
34. Wilfred Pedro Rosario, . Excise Guard
35. Shri Agnelo M. Lopes, Excise Guard
36. Shri Thakor D. Patel, Excise Guard
37. Shri Jagdish D. Mitna, Excise Guard
38. Shri Amrat D. Patel, Excise Guard
39. Shri H. P. Pardikar, . Excise Guard
40. Shri Jagdish J. Patel, Excise Guard
41. Shri Rui Gomes Dias, Excise Guard
42. Shri Yogesh N. Mehesuria, Excise Guard
43. Shri Tulsidas P. Mangela, Excise Guard

44. Shri Raghunath B. Mitna, Excise Guard
45. Shri Jignesh Hiralal Bhandari, Excise Guard
46. Shri Pinalkumar Ganpatbhai, Excise Guard
47. Shri Prakash Jiva Sikotariya, Excise Guard
48. Shri Pravinkumar Ramji Bariya, Excise Guard
49. Shri Tushar Laxman, . Excise Guard
50. Shri Ankit K. Patel, . Excise Guard
51. Shri Sunil P. Dhodia, Excise Guard

(VII) The Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its Excise Guardulations (Gross Salary, November-2018.):

1	Smt. Silvana Pereira,, Excise Inspector (Station), Drawing salary from Directorate of Accounts, Daman	55372/-
2	Shri Elphinstone Jusus Azevedo, Excise Inspector	36945/-
3	Patel Ankitkumar Gulabbhai, Excise Inspector	36945/-
4	Patel Bhavinkumar Pravin, Excise Inspector	36945/-
5	Patel Milankumar Govindbhai, Excise Inspector	36945/-
6	Shri Kumbhakar Avinash Biswanath, Excise Inspector	36945/-
7	Shri Ankit Gupta, Excise Inspector	36945/-
8	Shri Charaniya Dikskit Ramji, Excise Inspector	36945/-
9	Shri Ankit Kushwaha, Excise Inspector	36945/-
10	Shri Suryakant Jivan, Excise Inspector	33790/-
11	Shri S. D. Dhodi, Excise Inspector	44550/-
12	Shri Rajesh Kumar R. Patel,, U.D.C.	52038/-
13	Smt. Chitra T.M., UDC	45998/-
14	Kum .Kalia Tehmeena Nisar, L.D.C.	21691/-
15	Shri Raju B. Halpati, Peon	37296/-
16	Shri Arvind H. Patel, Excise Guard	42912/-
17	Shri Dhiru B. Halpati, Excise Guard	42912/-
18	Shri Harshad K. Sagar, Excise Guard	42912/-
19	Shri Ashok B. Patel, Excise Guard	42912/-
20	Fernandes Eurico S. , Excise Guard	42912/-
21	Shri Narendra B. Kamli, Excise Guard	42912/-
22	Shri Agnelo Brun Jose Dos Remedios, Excise Guard	42912/-
23	Shri Suman B. Patel, Excise Guard	42912/-
24	Shri Fakir Mohammad, Excise Guard	42912/-
25	Shri Uttam C. Patel, . Excise Guard	42912/-
26	Shri Jayanti V. Ahir, Excise Guard	42912/-
27	Shri M. P. Mangela, Excise Guard	42912/-
28	Shri Abdul R. B. Peera, Excise Guard	42912/-
29	Shri Thakor C. Patel, Excise Guard	42912/-

30	Shri S. A. Makwana, Excise Guard	42912/-
31	Shri Bharat L. Patel, Excise Guard	39870/-
32	Shri Rosario W. Pedro, Excise Guard	38817/-
33	Shri Agnelo M. Lopes, Excise Guard	42912/-
34	Shri Raghunath B. Mitna, Excise Guard	42912/-
35	Shri Thakor D. Patel, Excise Guard	42912/-
36	Shri Jagdish D. Mitna, Excise Guard	42912/-
37	Shri Amrat D. Patel, Excise Guard	42912/-
38	Shri H. P. Pardikar, Excise Guard	42912/-
39	Shri Jagdish J. Patel, Excise Guard	42912/-
40	Shri Rui Gomes Dias, Excise Guard	39870/-
41	Shri Yogesh N. Mehesuria, Excise Guard	38817/-
42	Shri Tulsidas P. Mangela, Excise Guard	38817/-
43	Shri Jignesh Hiralal Bhandari, . Excise Guard	26870/-
44	Shri Pinalkumar Ganpatbhai, Excise Guard	26870/-
45	Shri Prakash Jiva Sikotariya, Excise Guard	26870/-
46	Shri Pravinkumar Ramji Baraiya, . Excise Guard	26870/-
47	Shri Tushar Laxman, Excise Guard	25562/-
48	Shri Ankit K. Patel, Excise Guard	24254/-
49	Shri Sunil Pravin Dhodia, Excise Guard	24254/-

(VIII) 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 2018-19.

2039 State Excise	Rs. In thousand
001 Direction & Administration	
04 Daman & Diu	
04.00.01 Salaries	30122
04.00.02 Wages	200
04.00.06 Medical Treatment	650
04.00.11 Domestic Travel Expenses	140
04.00.13 Office Expenses	16070
04.00.50 Other Charges	500

(IX) The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes : No subsidy programmes with this department.

(X) Particulars of recipients of concessions, permits or authorizations granted by it : Not applicable, as there are no recipients of concessions

(XI) Details in respect of the information available to or held by it, reduced in an electronic form : Integrated Excise Revenue Management System Project is initiated in the department during the year 2018-19. The website is (www.ddnexcise.gov.in)

(XII) 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 and Public Holiday.

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

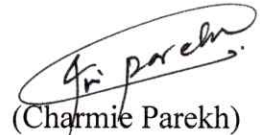
Name & Designation of Public Information officer

Smt. Charmie Parekh

Deputy Commissioner of Excise,

Excise Department, Daman.

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



(Charmie Parekh)

Deputy Commissioner of Excise,
Daman.