

1.1 Functional Distribution of Work

1.1.1 Duties and functional distribution of the work of Excise officers

A brief of the functional distribution of the work of the Excise Officers including Commissioner of Excise, Additional Commissioner of Excise, Joint Commissioner of Excise, Deputy Commissioner of Excise, Collector of District, Sub-divisional Officer, Superintendent of Excise, Deputy Superintendent of Excise, Inspector of Excise, Officers-in-charge of warehouses, Assistant inspector of Excise, Excise Head Constables and Excise Constable, presented in the table below.

Sr. No.	Designation	Processes	Duties and Responsibilities
1.	Commissioner of Excise	<ul style="list-style-type: none"> ▶ License Management, Other Department Processes ▶ Enforcement & Vigilance ▶ Control & Regulation 	<ul style="list-style-type: none"> ▶ The Commissioner of Excise is to be consulted on all important matters connected with the administration of Excise, and annual and other periodical reports of importance are to be submitted by Collector to the Commissioner of Excise. ▶ The Excise Commissioner is required to inspect Sadar Excise offices and the office of the Joint Commissioner of Excise once in each year, ▶ Oversee the offices of warehouses and distilleries are duly and properly inspected by the Collector, Sub-divisional officers and Superintendents.
2.	Additional Commissioner of Excise	<ul style="list-style-type: none"> ▶ License Management, Enforcement & Vigilance, Control & Regulation, Other Department Processes 	<ul style="list-style-type: none"> ▶ The Additional Commissioner of Excise shall, subject to the general control of the State Government and also of the Excise Commissioner, exercise all the duties conferred and Imposed on Excise Commissioner by or under the Act.
3.	Joint Commissioner of Excise	<ul style="list-style-type: none"> ▶ Other Processes ▶ Enforcement & Vigilance ▶ Control & Regulation ▶ Enforcement & Vigilance ▶ Other Processes - HR Matters ▶ Other Processes - 	<ul style="list-style-type: none"> ▶ The Joint Commissioner of Excise is directly under the Excise Commissioner ▶ Responsible for the working of the Excise intelligence Bureau of the Excise Department ▶ To collect information for officers and to transmit them to the District Excise staff for action ▶ Maintain close and constant touch with the District Superintendent of Excise in collaboration with whom it will usually be convenient for him to work. ▶ He is authorized to grant festival advance, advance on transfer and withdrawal from General Provident Fund for the staff serving

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		HR Matters	<p>in the Excise Intelligence Bureau.</p> <ul style="list-style-type: none"> ▶ He is also authorized to suspend, remove, dismiss or otherwise punish Excise Constables of Excise Intelligence Bureau including the office staff of the office of the Joint Commissioner of Excise. Assam.
4.	Deputy Commissioner of Excise	<ul style="list-style-type: none"> ▶ Other Processes ▶ Other Processes ▶ Enforcement & Vigilance 	<ul style="list-style-type: none"> ▶ The Deputy Commissioner of Excise is directly under the Excise Commissioner and in subordination of the Additional Commissioner of Excise. ▶ Exercise all the powers and perform all duties prescribed by the Government. ▶ He is required to Inspect district and sub-divisional Sadar excise offices, warehouses, distilleries and all other licensed premises with the approval of the Excise Commissioner at least once a year.
5.	Collector of District	<ul style="list-style-type: none"> ▶ Other Processes - Revenue etc. ▶ Enforcement & Vigilance ▶ License Management 	<ul style="list-style-type: none"> ▶ The Collector is primarily responsible for the Excise administration of his district and the control of the district Excise staff ▶ He is required to inspect annually the district and sub-divisional excise offices, distilleries and spirit warehouses within his charge, and, as far as possible, shops licensed for the sale of intoxicants ▶ The annual settlement of the Excise shops situated in the Sadar sub-division should always be made by him personally, except in case of his unavoidable absence
6.	Sub-divisional Officer	<ul style="list-style-type: none"> ▶ Other Processes, revenue etc. ▶ Control & regulation ▶ Enforcement & Vigilance ▶ License Management 	<ul style="list-style-type: none"> ▶ Sub-divisional officers are in subordination to the Collector, responsible for the Excise administration of their sub-divisions and perform other duties of the sub-divisional excise offices, They will exercise direct control over the work of the Sub-divisional excise staff and report to the Collector or Superintendent of Excise any quality of work done by the Excise officers in their sub-divisions ▶ Perform routine duties of the offices, and spirit warehouses in the absence of Excise Officer ▶ Inspect at least once a year the sub-divisional excise office and warehouses, Excise shops, etc. Pay particular attention to questions relating to the number of locations of Excise shops ▶ They should pay particular attention to

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			<p>questions relating to the number of locations of Excise shops</p>
7.	Superintendent of Excise	<ul style="list-style-type: none"> ▶ Other Processes ▶ Other Processes ▶ Other Processes ▶ Other Processes ▶ Enforcement & Vigilance ▶ Enforcement & Vigilance ▶ Control & regulation ▶ Enforcement & Vigilance ▶ Other Processes 	<ul style="list-style-type: none"> ▶ The Superintendent of Excise is the Chief Executive Officer in a district in matters of Excise. He is directly responsible for every branch of the Excise administration, but works in subordination to the Collector. ▶ Subject to the control of the Collector, he is empowered to issue orders on Excise matters. He is in immediate charge of the Sadar Excise office and functions as the head of the office. ▶ All other officers of the department will work under the direct control and supervision of the Superintendent of Excise ▶ The Superintendent of Excise is to obtain the best possible and the maximum amount of work from the officers under him and a considerable portion of his time should be spent in personal training and guiding those officers and supervising their work ▶ Inspection and preventive work of the subordinate staff to the investigation of offences under the Excise and Narcotics Drugs and Psychotropic Substances laws and to the sites, management of licensed premises and the observance of the conditions of licence ▶ The Superintendent of Excise should inspect as many, Excise shops and other licensed premises within the district. He should also inspect the Sadar and sub-divisional Excise offices once a half year and the spirit warehouse once a quarter. ▶ He should also take stock of spirit in the spirit warehouse within his charge towards the end of each quarter. ▶ The superintendent of Excise is also expected to make frequent visits to the spirit warehouses, distilleries and licensed retail shop at irregular and unexpected intervals. ▶ The Superintendent of Excise is authorised to grant festival advance, advance of transfer and advances and withdrawal from General provident Fund of the district staff reporting to him.
8.	Deputy Superintendent of	▶ Other	▶ The Deputy Superintendent of Excise is

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	Excise	<p>Processes</p> <ul style="list-style-type: none"> ▶ Other Processes ▶ Enforcement & Vigilance ▶ Enforcement & Vigilance ▶ Enforcement & Vigilance ▶ Other Processes 	<p>directly subordinate to Superintendent of Excise subject to general supervision of District Collector and under the general supervision and control of Commissioner of Excise. All other officers at the Department within his jurisdiction will work under his supervision.</p> <ul style="list-style-type: none"> ▶ Ensure to obtain the best possible and maximum amount of work from the officers serving under him and a considerable portion of his time should be spent in personally training and guiding these officers and supervising their work. ▶ Inspection and preventive work of the subordinate staff to the investigation of offences under the Excise and Narcotics. Drugs and Psychotropic Substances laws and to the sites and management of licensed premises on the observance of the conditions of licence. ▶ Inspect shops and other License premises within his jurisdictions. He would pay visits to the warehouse and distilleries and supervise the operation of the warehouse and work of his subordinates. ▶ He is also required to inspect the work of the patrol parties and the station diary maintained in each circle to know the movements and work of each of the personal posted there. ▶ The Deputy Superintendent of Excise is authorized to grant festival advance, advance on transfer and advances and withdrawal from General Provident Fund of the Excise staff serving under him.
9.	Inspector of Excise	<ul style="list-style-type: none"> ▶ Other Processes ▶ Regulation & Control ▶ Other Processes - Revenue ▶ Enforcement & 	<ul style="list-style-type: none"> ▶ Inspectors of Excise are directly subordinate to the Superintendent of Excise, and under the general control of the Collector. They are required to spend 20 days in each month on tour, and to inspect all licensed premises once in each quarter ▶ They should pay particular attention to the inspection cut country spirit, looking into the management by the licensees and the observance of the condition of licences, more specially in the case of country spirit shops situated in tea gardens and other industrial areas. ▶ Fluctuation in the consumption during the current year and the corresponding period of the previous year should be enquired into and embodied in the weekly diary.

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		<p>Vigilance</p> <p>▶ Enforcement & Vigilance</p>	<p>▶ Besides regular Inspections, Inspectors of Excise should pay surprise visits at usual Internals of Excise premises. Inspectors will, immediately upon the detection at a case submit a special report to the Superintendent of Excise,</p> <p>▶ Inspector of Excise is required to maintain a confidential note heels, wherein all Information relating to offence under the Excise and opium laws etc.</p>
10.	Officers-in-charge/Excise Officers deputed at Licensed premises like distillery/brewery/bottling units etc.	<p>▶ Other processes Revenue -</p> <p>▶ Regulation & Control</p> <p>▶ Regulation & Control</p> <p>▶ Regulation & Control</p> <p>▶ Regulation & Control</p>	<p>▶ Officers-in-charge of licensed premises are, for administrative purposes directly subordinate to the Superintendent of Excise and under the general control of the Deputy Commission orof the district.</p> <p>▶ Responsible for keeping regular accounts showing the quantity and strength of spirit/ foreign Liquor received and issued from the warehouse.</p> <p>▶ They are also responsible for the efficient working of the warehouses under their charge and for any loss of government revenue which may occur owing to mismanagement.</p> <p>▶ Assist contractor and retail vendors as per as practicable rules & laws without detriment to the Interest of government.</p> <p>▶ The officers-in-charge are required to report to the Superintendent of Excise all cases in which the stock of spirits falls below the daily minimum prescribed and seeing that spirit is issued promptly to the wholesale and retail vendors.</p>
11.	Assistant Inspector of Excise	<p>▶ Other processes Revenue -</p> <p>▶ Other processes</p> <p>▶ Other</p>	<p>▶ The Assistant Inspector of Excise under the general control of the Excise Commissioner and in subordination to the Collector within their local jurisdiction is directly subordinate to the Superintendent of Excise. Deputy Superintendent of Excise and Inspector of Excise concerned.</p> <p>▶ He is responsible for the efficient working of the staff serving under him. He assist the Inspector of Excise in all matters and obey the instruction given to him by the Inspector of Excise from time to time.</p> <p>▶ He is required to maintain a station diary where the daily movement of the staff and works done by them collectively</p>

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		processes	or individually must be noted.
12.	Excise Head Constables	<ul style="list-style-type: none"> ▶ Other Processes - Revenue ▶ Enforcement & Vigilance 	<ul style="list-style-type: none"> ▶ The Excise Head Constable is directly subordinate to and under direct control of the superior officers from the Assistant Inspector of Excise to Superintendent of Excise and are under the general control of the Collector. ▶ Head Constables shall exercise the power as prescribed under Rule 371 (9) of these Rules and perform all duties as will be assigned to him by the superior officers from time to time.
13.	Excise Constable	<ul style="list-style-type: none"> ▶ Other Processes - Revenue ▶ Enforcement & Vigilance 	<ul style="list-style-type: none"> ▶ The Excise Constable is directly subordinate to and under direct control of the superior officers from the Assistant Inspector of Excise to Superintendent of Excise and are under the general control of the Collector. ▶ Excise Constable shall exercise the power as prescribed under Rule 371(10) of these Rules and perform all duties as will be assigned to him by the superior officers from time to time.

Table 5: Duties and functional distribution of the work of Excise officers