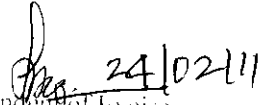



Sheet 1

Department Name: Excise Department

Name of officer in Charge	Sri Lal Singh Gagrai, Superintendent of Excise, Nadia
Contact no.	Phone No. 03472-252475
E-Mail ID	
Name of all officers present with designation and their responsibilities	1. Sri Premankur maity, Addl SF Nadia 2. Sri Tapas Kumar Maity, DEC Sadar Range. 3. Sr Alok Ranjan Das, DEC Ranaghat Range. 4. Sr Sanjay Basu DEC, UBL, Kalyani. 5. Sri Amit Das, DEC, Glossy Wine, Ranaghat
Name of all staff present with their responsibilities	1.Smt Ratna Roy, Supervisor post of H.C. (Newly Joined on promotion) 2.Sri Chanchal Bhattacharya, UDC, 3.Nishit Kumar Chakraborty, UDC, 4.Smt Sumitra Barui, Gr. D 5. Sri Dipak Roy, Gr. D.
Name of authorized leave substitute	
Present staff strength of section	Supervisory post of H.C-1, UDC-4, LDC- 2 Gr.- D-2
Acts rules & codes administered by the section.	Bengal Excise Act 1909, NDPS Act 1985, M & TP Act 1955 and Molasses Control act 1973.
Forms maintained	Form - I & Form - II for Prayer of Excise license
Register maintained by the section	Receipt Register, Issue Register, Bill Register, Bill Transit Register, Cheque Register, Allotment of Fund, Cash Book, License register, License renewal register, Register of Challan for depositing fees etc.
No. of inspection carried out in the previous year.	1(one) Half yearly Inspection 1.1.2010 to 30.6.2010 was made next inspection wef. 1.7.2010 to 31.12.2010 is to be put up as early as possible
Major findings of inspection	Copy of Inspection report enclosed
Action taken on inspection	Inspection is satisfactory
Audit objection pending, if any	Last A.G. audit was conducted in the month of August, 08 for the period 2004 - 2008. 14 (fourteen) queries were raised. Out of which 10 (ten) were settled. 4 (four) queries were attended but all are sub-judice.


24/02/11
Superintendent of Excise
Nadia.


24.2.11

SHEET 2

RTI ACT 2005

Right to information and obligations of public authorities

Under section : 4. (1) b)

- (i) the particulars of its organisation, functions and duties;
 - (ii) the powers and duties of its officers and employees;
 - (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
 - (iv) the norms set by it for the discharge of its functions;
 - (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
 - (vi) a statement of the categories of documents that are held by it or under its control;
 - (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;
 - (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;
 - (ix) a directory of its officers and employees;
 - (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
 - (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
 - (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
 - (xiii) particulars of recipients of concessions, permits or authorisations granted by it;
 - (xiv) details in respect of the information, available to or held by it, reduced in an 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;
 - (xvi) the names, designations and other particulars of the Public Information Officers;
 - (xvii) such other information as may be prescribed;
- and thereafter update these publications every year;

INSPECTION REPORT AS PER INSPECTION MANUAL,1980
AND THE BENGAL RECORD MANUAL,1943

Inspection Report of Excise Department,under Nadia Collectorate,
For the period from 01.01.2010 to 30.06.2010

1.	Date of Inspection	15.07.2010
2.	Name of Inspecting Officer	Sri Lal Singh Gagrai, Superintendent of Excise, Nadia.
3.	In the last three years , how often has the Deputy Collector in Charge been Changed?	4(four) times.
4.	Who is the officer-In -Charge of The Department?	Sri Lal Singh Gagrai, Superintendent of Excise, Nadia.
5.	What are the name of the Head clerical officer and the Reference clerk and how long have they been there?	SriSoumitra Chakraborty, U.D.C. as H.C. w.e.f. 07.01.2009 to till date .and Sri Shyamal Kumar Saha , L.D.C. as Reference clerk.
6.	What is the number of staff working in the Section? Is the work properly distributed amongst the officers & Staff?	U.D.C.-5, L.D.C.-2, Gr.-D -1.
7.	Is the statement kept up to date hung up showing up the names of the Officer Superintendent from time to time when each took and relinquished such Charge?(Rule 224 of RP. Manual)	Yes.
	Is the list hung up showing the Register kept in the section and is it signed by the Officer – In – Charge and kept up to date?	Yes.
8.	Are the covers received and opened by the Collector? If not, to whom the duty is assigned?	Yes.
9.	Is the guard file maintained where all important circulars received from various departments of the Government bearing on the Establishment matters are properly pasted? Is the guard file properly indexed?	Sri Nishit Kumar Chakraborty, L.D.C.
10.	Whether DA/Receipt Clerk affix docket stamps on each letter and then fill in the space provided for the section and other relevant works? (Rule-15).	Yes, Yes.

11.	Are all the letter received and issued entered in registers, the subject being given clearly but concisely? Rule-33. Is every fresh letter treated in the manner laid down in rule 15 and 17 of the Bengal Records Manual, 1943?	Yes. Does not arise.
12.	Is every letters, whether received or issued Serially Numbered and entered in the fly-leaf? (Rules 17.32.and 62of R.M.43)	Yes.
13.	What are the numbers of letters issued through ordinary and registered mail during this period from 01.01.2010 to 30.06.2010	644, most of the letters sent through special messenger
14.	Are the registers No. 60.61 & 62 (i.e. receipt, issue and file index kept entered up to date?	Yes.
15.	Are new registers opened every year Unnecessarily or till the old ones are exhausted?	No, till the old one are exhausted.
16.	Is attention paid to Rule 7 to 12 of the Bengal Records Manual, 43 describing the mode of keeping the registers number 60, 61 & 62?	Yes.
17.	Are the registers bound and properly labeled?	Yes.
18.	Are the registers clean and tidy and are there any creatures and are corrections properly attested?	Yes.
19.	When a register is rewritten, does a responsible to ministerial officer certify that the new register is in accordance with the old register and date such certificate after such test as my be required?	Yes.
20.	Is there a list of registers maintained?	Yes.
21.	Is the retention of a file at the expiry of a year noted in the index register for that year?	Yes.
22.	Whether the file system thoroughly understandable?	Yes.
23.	Is care taken not to mix two or more different subjects in a single file?	Yes.
24.	Are new files intelligently opened?	Yes.
25.	Are the files examined in regard to Classification arrangement in serial order prior to their transfer to the record room of old correspondences?	Yes.
26.	Are rules 59 to 77 of Bengal Record Manual, 43 regarding the arrangement of files and collection of current correspondences strictly attended to by the O.S./ Deputy O.S./ Ministerial head of section /Dealing assistant and Reference clerks?	Yes.

27.	Are removal slips placed in proper place when any paper or bound volume is removed and are they destroyed when returned back?(Rule 65)	No.
28.	Are all letters to the address of one authority said to be enclosed and dispatched in a single envelop?	Yes.
29.	Are all letters classified as A B And C applicable just after receipt of such?	Yes.
30.	Is the date of drafting noted in each fair copy of a letter under the place for the Officer's signature?	Yes.
31.	Are rules, regarding the transfer of English Correspondence to the record keeper duly observed in the current record room and whether entry of A & B class of paper is duly made in the fly leaf?	Does not arise.
32.	Are any register kept in a mirahs?	Yes.
33.	Is a work card kept up to date by each clerk or muhurir showing the particular regarding each register ?(-Rule 226 of PPMannual, 64)	Yes.
34.	Are returns punctually submitted? Is the procedure referred to in rule 13, chapter-II, Sec- I, Page-62 of the Register & Return Manual, 1919 followed to increase punctuality in submission of returns?	Yes.
35.	Examine the method of checking pending letters and issuing reminders punctually and state whether they are satisfactory?	Yes.
36.	Whether each responsible clerk properly keep the forward diary or a reminder card cabinet in which to note proper dates for putting up files?	Yes.
37.	Does he enter clearly but consciously the subject matter of each kind of reminder?	Yes.
38.	Do the reference clerks regularly send in the year of collection to the Record Keeper? Rule -59	No.
39.	Are The C class papers destroyed by the department to which they belong before the files are made over to the record Keeper? If not The Reason.	Does not arise?

40.	Are the Registers 60, 61 are bound?	Yes.
41.	Where a file is missing in a collection, is there in its place a transferred? If not who is responsible?	Yes.
42.	Are Service Books properly maintained? Are they up-to-date?	Yes.
43.	If the Service Books are not up-to-date what are the reasons therefore?	Does not arise, as all are up-to-date.
44.	Is the Casual Leave Register Properly Maintained? Does the Officer who grants the leave put his signature and date in the remarks column at the time when the leave is granted? Is separate page assigned for each officer?	Yes.
45.	Is the Register 26 for the purpose of Inspection of office maintained? Does the said Register consists of Condensed memo. of the inspections Notes of BOR, LRC, commissioner and Collector and is the page opposite the memo. Left for notes showing how orders have been carried out? Are the memos. Intelligently prepared so as to who clearly the specific points requiring attention? Has action been taken on orders and has it been noted in the register?	Yes.
46.	Does the section keep separately in guard file copies of the inspection notes in full of all Inspecting Officer chronologically arranged with an index list at the top showing the names of Inspecting officer and the date of Inspection	Yes.
47.	Is the Register 26A for Standard Order book maintained?	Yes.
48.	Is the Stock Register maintained and is there an annual verification of the Stock and does the Officer conducting it satisfy himself of the actual existence of each articles?	Yes.
49.	Are the applications received for GPF advances promptly dealt with? What is the average duration of disposal of such application?	Yes. Within 1 (one) week

50.	Are T.A. bills received from the staff regularly and quickly attended to? How many T.A. Bills are outstanding? And Why?	Yes. No T.A. Bills are outstanding.
51.	Do the Gr.-C Staff submit Casual leave and Earned Leave etc. petition regularly or soon after the expiry of leave? If the general practice is to submit Leave application by the different incumbent after expiry of the leave, what steps have been taken by the O/C of the section to secure submission of such petition regularly and punctually? Are the details of E.L. etc. entered in to the Service books immediately after sanction of such leave?	Yes.
52.	Does the section issue written order of the sanction of GPF, Bi-Cycle etc. advances to the concerned officers and the incumbent?	Yes.
53.	Are the recoveries of such advances made from the pay bills of the incumbent strictly according to the sanction order?	Yes.
54.	Is there an Attendance Register for the staff and Officers and do the staff and Officers attend office and leave office punctually?	Yes.
55.	Are suitable action is taken for deduction of Casual leave for Late Attendances?	Yes.
56.	Is there any query of Audit Officer pending in the section? If So, for how long and what is the reason thereof?	No.
57.	What is the average percentage of Late attendance in the section? Are OPR issued during last Year? If not Why?	1 %. Yes.

59. Remarks: i) Consumption of intoxicants vis-à-vis revenue is above state average. ii) Preventive work for cut off illicit supply chain as well as selling points is conducted regularly. iii) Licit demand of liquor is assessed in each month and step is taken for fulfillment of the same. iv) Audit queries are attended with due care and diligence.

[Signature] 05/08/10
Superintendent of Excise
Nadia.

Signature and designation of officer-In-Charge with seal

[Signature] 5/8/10

Comments of Additional District Magistrate (G), Nadia

JM
25/9/10

Additional District Magistrate (G), Nadia

Comments of District Magistrate, Nadia

[Signature] *30/9/10*

District Magistrate, Nadia

HALF YEARLY INSPECTION

GENERAL REMARKS

Category of Excise Licenses in the District of Nadia

Category of licenses	Number		Remarks
	Functioning	Non-functioning	
Country Spirit and Coloured and/or flavoured spirit for consumption 'OFF' and/or 'ON' the site	59 (including 16 supplementary C.S. & C.F.S. Licenses in the pachwai shops)	6	Licenses were issued and shops were opened. Subsequently all are closed due to public agitation.
Foreign liquor for consumption 'OFF' the site	40	4	-do-
Foreign liquor for consumption 'ON' the site (without hotel or restaurant)	19	2	-do-
Foreign liquor for consumption 'ON' the premises of any restaurant and attached Bar	07	01	-do-
Foreign liquor for consumption 'ON' the premises of any hotel and attached Bar	03	Nil	
Pachwai for consumption 'OFF' and /or 'ON' the site	16	Nil	

Comparative figures of consumption of intoxicants in the District of Nadia

Items	Quantity		Growth Rate
	2007-08	2008-09	
Country Spirit (in LPL)	2988530.9	3237709.3	+ 8.34 %
Foreign Liquor (in BL)	871600.98	1687818.84	+ 93.6 %
Beer (in BL)	1045183.28	1308971.61	+ 25.24 %

Contd2

Comparative figures of Collection of Revenue in the district of Nadia

Year	Amount (in Rs.)	Growth Rate
2007-2008	306236213.0	
2008-2009	427197787.0	39.5 %
2009-2010	614713946.0	40.8 %

Result of Preventive works during the year 2009-10 in the District of Nadia

Detection of Cases	1689
Person arrested	240
Seizure	Illicit distilled liquor – 58896.0 lts. Fermented Wash – 249040.0 lts. Fake Foreign liquor – 118.83 lts. Cycle – 24 Distillation apparatus – 55 Car – 3 Two Wheeler-5 Boat – 6

Audit Queries in the district of Nadia

Query raised by A.G., W.B.	Last A.G. audit was conducted in the month of August, 08 for the period 2004 - 2008. 14 (fourteen) queries were raised. Out of which 9 (nine) were settled, 4 (four) queries were attended but all are sub-judice and the demand was placed for rest 1 (one) query.
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Revenue reconciliation of Excise Revenue in the district of Nadia

Reconciliation of the revenue with the actual remittance on several head of accounts is done up to December-2009 is reconciled and already submitted to Excise Directorate.

Status of Barracks & Warehouse in the district of Nadia

All the Excise Barracks – Sadar Circle, Bethuadahari Circle, Tehatta Circle, Chakdah Circle & Ranaghat Circle are housed at rented premises. The conditions of those barracks are nevertheless habitable.
Krishnagar Country Spirit warehouse is located in the Collectorate compound, Krishnagar. A new warehouse was inaugurated on 20th February-2010 within the same compound adjacent to it.

Status of Vehicles in the District of Nadia

No. of Govt. vehicle	01	Allotted to Superintendent of Excise, Nadia
No. of hired vehicle	02	One is allotted to Deputy Excise Collector, Sadar Range and other to Deputy Excise Collector, Ranaghat Range. The vehicle attached to Sadar Range is utilized for preventive and allied works for four Excise circles – Sadar Circle(P.S. - Kotwali, Krishnaganj, Chapara & Nabawdip), Bethuadahari Circle (P.S. – Dhubulia, Nakasipara & Kaliganj), Tehatta (P.S.- Tehatta, Karimpur, Murutia, Thanarpara & Hogalberia) & S.E.' s Squad Circle(Entire district jurisdiction). Vehicle attached to Ranaghat Range is deployed for the preventive and allied work two Excise Circles – Chakdah Circle (P.S. Haringhata, Kalyani & Chakdah), Ranaghat Circle (P.S. – Ranaghat , Shantipur, Gagnapur, Taherpur, Dhantala & Hanskhali).

INFORMATION ON RESOURCE MOBOLISATION
DISTRICT - NADIA

A. Target for the year 2009-2010 : Not fixed from the Excise Directorate

B. Up-to-date report of collection of revenue

Month	Revenue (in Rs.) for the year - 2008-09	Revenue (in Rs.) for the year - 2009-2010	Growth Rate
July	20528774.00	52578560.00	156.1%
August	23673875.00	50443664.00	113.1%
September	42418422.00	46332044.00	9.2%
October	36615576.00	61134515.00	67%
November	24498944.00	38822144.00	58.5%
December	23404400.00	33390844.00	42.7%
January	27724883.00	37590201.00	35.6%
February	43400254.00	56152644.00	29.4%
March	59574916.00	75941718.00	27.5%

A. Target for the year 2010-2011: Not fixed from the Excise Directorate

B. Up-to-date report of collection of revenue

Month	Revenue (in Rs.) for the year - 2009-10	Revenue (in Rs.) for the year - 2010-2011	Growth Rate
April	52986037.26	81010298.00	52.9%
May	56349520.00	70642444.00	25.4%
June	53030577.00	75747294.00	42.8%

C. As because no target is fixed from the Excise Directorate till date, efforts are being made to keep a considerable growth rate with an eye to the foregoing growth trend.

Other issues:-

(i) One hired vehicle for raiding purpose is urgently required. Accordingly a requisition bearing memo no. 929/E dt.29.09.08 from District Magistrate & Collector, Nadia for one eight seater vehicle is placed before the Excise Commissioner, West Bengal for approval.

(ii) The shortage of Sub-Inspector of Excise, Assistant Sub-Inspector of Excise is informed to the Excise Commissioner, West Bengal from the District Magistrate & Collector, Nadia bearing memo no. 722/DM dt. 12.06.09 for supplementation

Superintendent of Excise
Nadia

[Signature]
5/8/10

05/08/10