

**Excise Department**  
**BIRBHUM**

**MANUALS UNDER R.T.I. ACT, 2005**

1. Particulars of the organization :

1	Our Objective	To collect maximum Government Revenue from Excisable articles.
2	Brief History & Background	Department has started functioning on the basis of the Bengal Excise Act, 1909.
3	Organizational Structure	Collector of Excise, Birbhum ↑ Superintendent of Excise, Birbhum ↑ Addl. Superintendent of Excise, Birbhum ↑ Deputy Excise Collectors of 3 Ranges ↑ Sub-Inspectors/Dealing Assistant of Excise Department/Assistant Sub-Inspectors of Excise/Excise Constables
4	Activities of the Department	Preventive and collection of Government Revenue.

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2. Powers and Duties of Officers and Employees :

Designation of Post	Power	Duties and Responsibilities
1. Superintendent of Excise, Birbhum.	Exercises power as envisaged in Bengal Excise Act, 1909 and the duties framed under.	He is in the technical advisor of the Collector of Excise, Birbhum and also monitors effective functioning of all related Sectional works.
2. Additional Superintendent of Excise, Birbhum.	Exercises power as envisaged in Bengal Excise Act, 1909 and the duties framed under.	He assists the Superintendent of Excise, Birbhum in discharging Government duties.
3. Deputy Excise Collector, Sadar Range/Bolpur Range/Rampurhat Range.	Exercises power as envisaged in Bengal Excise Act, 1909 and the duties framed under.	They assist the Superintendent of Excise, Birbhum and Addl. Superintendent of Excise, Birbhum in discharging Government duties.
4. Sub-Inspector of Excise and Officer-in-Charge of Nine Excise Circles.	Field work and monitoring Excise Revenue.	Collection of Revenue.
5. Assistant Sub-Inspector of Excise of Nine Excise Circles.	Not applicable.	They conduct preventive related works under the guidance of Sub-Inspectors of Excise.
6. Excise Constable.	Not applicable.	They conduct preventive related works under the guidance of Sub-Inspectors of Excise.
7. Dealing Assistant of Excise Section.	Not applicable.	Deals with excise related files, prepared and placed Salary bills and other Excise related bills before the Treasury Officer, Birbhum Treasury-I.

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3. Procedures followed in the Decision Making Process including channels of supervision and accountability :

1	Administration	Collector of Excise, Birbhum ↑ Superintendent of Excise, Birbhum
2	Technical	N.A.

4. Norms set by the Department for discharging of its functions :

After receiving petitions and other public related matters necessary entry is made to the proper register and submit the same before the District Magistrate, Birbhum, A.D.M- in-Charge of this Section through Superintendent of Excise, Birbhum for approval and discharge of services following Govt. Rules & Regulations.

5. Rules, Regulations, Instructions, Manuals and Records held by it or under its control or used by its employees for discharging its functions :

1. Bengal Excise Act, 1909 Rules framed thereunder by publication of Notification, Excise Manuals etc.
2. WBSR Part-I and II, Death-cum-Retirement Benefit, 1971, D.D.O's Manual etc.

6. Statement of categories of documents held by it or under its control:

All Documents related to the Duties & Responsibilities of this Section.

7. Particulars of any arrangement that exists for consideration with or presentation by the members of public in relation to the formulation of its policy on implement thereof.

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8. 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 meeting to other Boards, Councils, Committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

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9. Directory of Officials & Employees :

Sl. No.	Name of Post	Officer Name	Office Address	Contact No.
1.	Superintendent of Excise, Birbhum	Asim Kumar Roy	Office of the Superintendent of Excise, Birbhum, Prashasan Bhavan [2nd floor], Suri, Birbhum	255-334 [03462]
2.	Addl. Superintendent of Excise, Birbhum	Mukul Das [ In Charge]	Office of the Superintendent of Excise, Birbhum, Prashasan Bhavan [2nd floor], Suri, Birbhum	255-334 [03462]
3.	Deputy Excise Collector, Sadar Range, Suri, Birbhum	Mukul Das	Office of the Superintendent of Excise, Birbhum, Prashasan Bhavan [2nd floor], Suri, Birbhum	255-334 [03462]
4.	Deputy Excise Collector, Bolpur Range, Bolpur, Birbhum	Shekhar Mondal	House of Sri Chhabi Pal Transamity, Bolpur-Joydeb Road, Bolpur, Birbhum.	255-334 [03462]
5.	Deputy Excise Collector, Rampurhat Range, Rampurhat, Birbhum	Mahadeb Chakraborty	Janakalyan Drug House, [1st floor]Rampurhat Hattala, Rampurhat, Birbhum	255-334 [03462]
6.	Deputy Excise Collector-in-Charge, Sarojit Kumar Dey Country Spirit Bottling Plant.	Tushar Kanti Kundu	Sarojit Kumar Dey Country Spirit Bottling Plant, Kuchuighata, Ahmedpur, Birbhum	231-178 [03463]
7.	Sub-Inspector of Excise and Officer-in-Charge of Excise, Sadar Circle, Suri, Birbhum	Biplab Kumar Saha	Suri, Birbhum	255-334 [03462]

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Sl. No.	Name of Post	Officer Name	Office Address	Contact No.
8.	Sub-Inspector of Excise and Officer-in-Charge of Excise, Dubrajpur Circle, Suri, Birbhum	Arun Kumar Pal	Top of the old State Bank of India, Dubrajpur Branch, Thakur Satyananda Road, Dubrajpur, Birbhum	255-334 [03462]
9.	Sub-Inspector of Excise and Officer-in-Charge of Excise, Khayrasole Circle, Suri, Birbhum	Gopal Chandra Das	Top of the old State Bank of India, Dubrajpur Branch, Thakur Satyananda Road, Dubrajpur, Birbhum	255-334 [03462]
10.	Sub-Inspector of Excise and Officer-in-Charge of Excise, Sainthia Circle, Sainthia, Birbhum	Soumitra Roy Gupta	Sainthia Rakshakalitala, Sainthia, Birbhum	255-334 [03462]
11.	Sub-Inspector of Excise and Officer-in-Charge of Excise, Labpur Circle, Labpur, Birbhum	Gorachand Soren	Labpur, Birbhum	255-334 [03462]
12.	Sub-Inspector of Excise and Officer-in-Charge of Excise, Bolpur Circle, Bolpur, Birbhum	Janardan Ghosh	Transamity, Bolpur-Joydeb Road, Bolpur, Birbhum.	255-334 [03462]
13.	Sub-Inspector of Excise and Officer-in-Charge of Excise, Rampurhat Circle, Rampurhat, Birbhum	Biman Kumar Biswas	Dhuladanga Road, Opposite of Dr.K.N.Biswas, P.O. + P.S.-Rampurhat, Birbhum.	255-334 [03462]
14.	Sub-Inspector of Excise and Officer-in-Charge of Excise, Mayureswar Circle, Kotasur, Birbhum	Prakash Roy	Kotasur, P.S.-Mayureswar, Birbhum	255-334 [03462]
15.	Sub-Inspector of Excise and Officer-in-Charge of Excise, Nalhati Circle, Nalhati, Birbhum	Debasish Raha	Near Nalhati Water Tank, Ashokepalli, Nalhati, Birbhum	255-334 [03462]
16.	Sub-Inspector of Excise , Sarojit Kumar Dey Country Spirit Bottling Plant, Kuchuighata, Ahmedpur, Birbhum	Sk. Sofiuddin	Sarojit Kumar Dey Country Spirit Bottling Plant, Kuchuighata, Ahmedpur, Birbhum	231-178 [03463]
17.	HC [SI], District Excise Office, Birbhum	Karunasindhu Chakraborty	Office of the Superintendent of Excise, Birbhum, Prashasan Bhavan [2nd floor], Suri, Birbhum	255-334 [03462]
18.	U.D.C., District Excise Office, Birbhum	Dhananjoy Acharya	Office of the Superintendent of Excise, Birbhum, Prashasan Bhavan [2nd floor], Suri, Birbhum	255-334 [03462]

Sl. No.	Name of Post	Officer Name	Office Address	Contact No.
19.	U.D.C., District Excise Office, Birbhum	Pulin Bandyopadhyay	Office of the Superintendent of Excise, Birbhum, Prashasan Bhavan [2nd floor], Suri, Birbhum	255-334 [03462]
20.	U.D.C., District Excise Office, Birbhum	Muktipada Das	Office of the Superintendent of Excise, Birbhum, Prashasan Bhavan [2nd floor], Suri, Birbhum	255-334 [03462]
21.	U.D.C., District Excise Office, Birbhum	Ganesh Chandra Das	Office of the Superintendent of Excise, Birbhum Prashasan Bhavan [2nd floor], Suri, Birbhum	255-334 [03462]
22.	U.D.C., District Excise Office, Birbhum	Bibhakar Sarkar	Office of the Superintendent of Excise, Birbhum Prashasan Bhavan [2nd floor], Suri, Birbhum	255-334 [03462]
23.	U.D.C., District Excise Office, Birbhum	Bipad Taran Kora	Office of the Superintendent of Excise, Birbhum Prashasan Bhavan [2nd floor], Suri, Birbhum	255-334 [03462]
24.	Assistant Sub-Inspector of Excise, Rampurhat Excise Circle	Arun Kumar Das	Dhuladanga Road, Opposite of Dr.K.N.Biswas, P.O. + P.S.-Rampurhat, Birbhum.	255-334 [03462]
25.	Assistant Sub-Inspector of Excise, Nalhati Excise Circle	Suwendu Biswas	Near Nalhati Water Tank, Ashokepalli, Nalhati, Birbhum	255-334 [03462]

Sl. No.	Name of Post	Officer Name	Office Address	Contact No.
26.	Assistant Sub-Inspector of Excise, Labpur Excise Circle	Md. Isha Khan	Labpur Birbhum	255-334 [03462]
27.	Excise Constable, Dubrajpur Excise Circle	Kazi Muktar Hossain	Top of the old State Bank of India, Dubrajpur Branch, Thakur Satyananda Road, Dubrajpur, Birbhum	255-334 [03462]
28.	Excise Constable, Dubrajpur Excise Circle	Prasanta Chandra Kahar	Top of the old State Bank of India, Dubrajpur Branch, Thakur Satyananda Road, Dubrajpur, Birbhum	255-334 [03462]
29.	Excise Constable, Dubrajpur Excise Circle	Hareram Dubey	Top of the old State Bank of India, Dubrajpur Branch, Thakur Satyananda Road, Dubrajpur, Birbhum	255-334 [03462]
30.	Excise Constable, Sainthia Excise Circle	Mahanta Hansda	Sainthia Rakshakalitala, Sainthia, Birbhum	255-334 [03462]
31.	Excise Constable, Sainthia Excise Circle	Tribhanga Maity	Sainthia Rakshakalitala, Sainthia, Birbhum	255-334 [03462]
32.	Excise Constable, District Excise Office, Birbhum	Smt. Madhabi Mitra	Office of the Superintendent of Excise, Birbhum, Prashasan Bhavan [2nd floor], Suri, Birbhum	255-334 [03462]
33.	Excise Constable, Sadar Excise Circle	Narayan Chandra Hemram	Sadar Barrack, Suri, Birbhum	255-334 [03462]
34.	Excise Constable, Labpur Excise Circle	Subir Kumar Das	Labpur, Birbhum	255-334 [03462]
35.	Excise Constable, Sadar Excise Circle	Md.Asraf Hossain Khan	Sadar Barrack, Suri, Birbhum	255-334 [03462]

Sl. No.	Name of Post	Officer Name	Office Address	Contact No.
36.	Excise Constable, Bolpur Excise Circle	Amal Kumar Mondal	House of Chhabi Pal, Transamity, Bolpur-Joydeb Road, Bolpur, Birbhum	255-334 [03462]
37.	Excise Constable, Rampurhat Excise Circle	Kalipada Sarkar	Dhuladanga Road, Opposite of Dr.K.N.Biswas, P.O. + P.S.-Rampurhat, Birbhum.	255-334 [03462]
38.	Excise Constable, Rampurhat Excise Circle	Tarak Chandra Pal	Dhuladanga Road, Opposite of Dr.K.N.Biswas, P.O. + P.S.-Rampurhat, Birbhum.	255-334 [03462]
39.	Excise Constable, Mayureswar Excise Circle	Sukumar Roy	Kotasur, Birbhum	255-334 [03462]
40.	Excise Constable, Mayureswar Excise Circle	Md. Rakib	Kotasur, Birbhum	255-334 [03462]
41.	Excise Constable, Nalhati Excise Circle	Kashinath Sarkar	Kotasur, Birbhum	255-334 [03462]
42.	Excise Constable, Nalhati Excise Circle	Ajit Kumar Jana	Kotasur, Birbhum	255-334 [03462]
43.	Excise Constable, Nalhati Excise Circle	Nemai Gopal Pal	Kotasur, Birbhum	255-334 [03462]
44.	Excise Constable, Nalhati Excise Circle	Arun Kumar Dey	Sarojit Kumar Dey Country Spirit Bottling Plant, Kuchuighata, Ahmedpur, Birbhum	231-178 [03463]



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10.The monthly Remuneration received of its Officers and Employees :

Sl. No	Name of Employee	Designation	Pay band No. with Pay Band Scale of Pay ( ROPA -09)
1	Asim Kumar Roy	Superintendent of Excise, Birbhum	PB- 4A (15600-42000), GP- 6600
2	Mukul Das	DEC, Sadar Range	PB- 4 (9000-40500), GP- 5400
3	Shekhar Mondal	DEC, Bolpur Range	PB- 4 (9000-40500), GP- 5400
4	Mahadeb Chakraborty	DEC, Rampurhat Range	PB- 4A (15600-42000), GP- 5400
5	Tushar Kanti Kundu	DEC-in-Charge, SKDCSBP-cum-Warehouse	PB- 4A (15600-42000), GP- 5400
6	Biplab Kumar Saha	Sub-Inspector of Excise	PB- 3 (7100-37600), GP- 3900
7	Arun Kumar Pal	Sub-Inspector of Excise	PB- 3 (7100-37600), GP- 4100
8	Gopal Chandra Das	Sub-Inspector of Excise	PB- 3 (7100-37600), GP- 3900
9	Soumitra Roy Gupta	Sub-Inspector of Excise	PB- 3 (7100-37600), GP- 3900
10	Gorachand Soren	Sub-Inspector of Excise	PB- 3 (7100-37600), GP- 3900
11	Janardan Ghosh	Sub-Inspector of Excise	PB- 3 (7100-37600), GP- 3900
12	Biman Kumar Biswas	Sub-Inspector of Excise	PB- 3 (7100-37600), GP- 3900

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13	Prakash Roy	Sub-Inspector of Excise	PB- 3 (7100-37600), GP- 3900
14	Debasish Raha	Sub-Inspector of Excise	PB- 4 (9000-40500), GP- 4400
15	Sk. Sofiuddin	Sub-Inspector of Excise	PB- 3 (7100-37600), GP- 3900
16	Karunasindhu Chakraborty	HC [SI]	PB- 3 (7100-37600), GP- 3900
17	Dhananjoy Acharya	UDC	PB- 3 (7100-37600), GP- 3600
18	Pulin Bandyopadhyay	UDC	PB- 3 (7100-37600), GP- 3600
19	Muktipada Das	UDC	PB- 3 (7100-37600), GP- 3600
20	Ganesh Chandra Das	UDC	PB- 3 (7100-37600), GP- 3600
21	Bibhakar Sarkar	UDC	PB- 3 (7100-37600), GP- 3600
22	Bipad Taran Kora	UDC	PB- 3 (7100-37600), GP- 3600
23	Arun Kumar Das	Assistant Sub-Inspector of Excise	PB- 3 (7100-37600), GP- 3200
24	Suwendu Biswas	Assistant Sub-Inspector of Excise	PB- 3 (7100-37600), GP- 3200
25	Md. Isha Khan	Assistant Sub-Inspector of Excise	PB- 3 (7100-37600), GP- 3200
26	Kazi Muktar Hossain	Excise Constable	PB- 3 (7100-37600), GP- 3600
27	Prasanta Chandra Kahar	Excise Constable	PB- 3 (7100-37600), GP- 3600

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Sl. No	Name of Employee	Designation	Pay band No. with Pay Band Scale of Pay ( ROPA -09)
28	Hareram Dubey	Excise Constable	PB- 2 (5400-25200), GP- 2900
29	Narayan Chandra Hemram	Excise Constable	PB- 3 (7100-37600), GP- 3600
30	Md. Asraf Hossain Khan	Excise Constable	PB- 3 (7100-37600), GP- 3600
31	Mahanta Hansda	Excise Constable	PB- 3 (7100-37600), GP- 3600
32	Tribhanga Maity	Excise Constable	PB- 3 (7100-37600), GP- 3600
33	Subir Kumar Das	Excise Constable	PB- 3 (7100-37600), GP- 3200
34	Amal Kumar Mondal	Excise Constable	PB- 3 (7100-37600), GP- 3600
35	Kalipada Sarkar	Excise Constable	PB- 2 (5400-25200), GP- 2600
36	Tarak Chandra Pal	Excise Constable	PB- 2 (5400-25200), GP- 2600
37	Sukumar Roy	Excise Constable	PB- 3 (7100-37600), GP- 3600
38	Md. Rakib	Excise Constable	PB- 3 (7100-37600), GP- 3600
39	Kashinath Sarkar	Excise Constable	PB- 2 (5400-25200), GP- 2600
40	Ajit Kumar Jana	Excise Constable	PB- 2 (5400-25200), GP- 2600

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41	Nemai Gopal Pal	Excise Constable	PB- 3 (7100-37600), GP- 3600
42	Arun Kumar Dey	Excise Constable	PB- 2 (5400-25200), GP- 2600
43	Smt. Madhabi Mitra	Excise Constable	PB- 3 (7100-37600), GP- 3200

11. Details in respect of information available to or held by it reduced in an electronic form

N.A.

12. The Particulars of facilities available to citizens for obtaining information including working hours of a library or reading room if maintained for public use.

Any available information could be made available to public during office working hours using office space as there is no library or reading room under this section.

13. The name of the Appellate Authority, SPIO & ASPIO under RTI Act, 2005.

Sl. No.	Name & Designation of Appellate Authority SPIO and ASPIO	Jurisdiction	Office Address	Contact No.
1.	Appellate Authority ADM Concerned, Birbhum	Birbhum Collectorate	Office of the District Magistrate & Collector, Birbhum, Suri, Birbhum	255-222 [03462]
2.	SPIO Addl. Superintendent of Excise, Birbhum	District Excise Office, Birbhum	Office of the Superintendent of Excise, Birbhum, Prashasan Bhavan [2nd floor], Suri, Birbhum	255-334 [03462]
3.	ASPIO Deputy Excise Collector, Sadar Range, Suri, Birbhum	District Excise Office, Birbhum	Office of the Superintendent of Excise, Birbhum, Prashasan Bhavan [2nd floor], Suri, Birbhum	255-334 [03462]

14. Such other information as may be prescribed :

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