

Chapter – 2 (Manual 1)

Particulars of Organization, Functions and Duties

- 2.1 Objective/purpose of the public authority :-
The object of Excise Department is to implement Meghalaya Act and rules which makes it clear that no person has any obsolete right to sell liquor and that the purpose of this Act and its rules is to control and restrict the consumption of intoxication liquor, being necessary for the preservation of public health and morals and to raise revenue.
- 2.2 Mission/Vision Statement of the public authority:-
To ensure hygienic and eradicate spurious and unhealthy liquor from the state.
- 2.3 Brief history of the public authority and context of its formation :-
excise Department was incorporated since the time of British India and was formally known to this part of the country under Assam excise Act 1910 which was later adopted by Meghalaya.
- 2.4 Duties of the Public Authority :-
To control sales of liquor, to arrest and prosecute accused person, to find means to generate revenue and plugged hole to ensure non-entrance of other state liquor.
- 2.5 Main activities/functions of the public authority:-
As stated in 2-4.
- 2.6 List of services being provided by the public authority with a brief write-up on them :-
- 2.7 Organizational Structure Diagram at various levels namely State, directorate, region district, block etc. (Whichever is applicable):-
- (1) Commissioner of Excise.
 - (2) Deputy Commissioner of Excise.
 - (3) Assistant Commissioner of Excise.
 - (4) Superintendent of Excise.
 - (5) Deputy Superintendent of Excise.
 - (6) Inspector of Excise.
 - (7) Assistant Inspector of Excise
 - (8) Head Excise Constable
 - (9) Excise Constable.

- 2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency :- As stated in 2-4.
- 2.9 Arrangements and methods made for seeking public/participation/contribution :-
Interaction with village Headman,Nokmas,Syiem,Registered Non-Government Organization (N.G.O.) Etc.
- 2.10 Mechanism available for monitoring the service delivery and public grievance resolution :-
Field Officers and Staff.

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- 2.1 1.Addresses of the main office and other offices at different levels (Please categorize the addresses district wise for facilitating the understanding by the user) :-

Office of Commissioner of Excise,Meghalaya,Shillong -01,Lachumiere.

All Offices of the Deputy Commissioner ,Meghalaya,

All Offices of Sub divisional Officer (Civil) Meghalaya.

- (1) Office of the Deputy Commissioner, East Khasi Hills District, Shillong.
- (2) Office of the Deputy Commissioner Ri Bhoi District, Nongpoh.
- (3) Office of the Deputy Commissioner West Khasi Hills District, Nongstoin.
- (4) Office of the Deputy Commissioner Jaintia Hills District,Jowai.
- (5) Office of the Deputy Commissioner West Garo Hills District.
- (6) Office of the Deputy Commissioner East Garo Hills District.
- (7) Office of the Deputy Commissioner South Garo Hills Baghmara.

- 2.12. Morning hours of the Office: - }
Closing hours of the Office: }

As applicable to other state Government

Officers.