

Chapter 3 (Manual 2)

Powers and Duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organization.:-

Designation	Superintendent of Excise.	
Powers:-Superintendent of Excise is the Chief Executive Officer in a District under the Deputy Commissioner.		
	Administrative	<ol style="list-style-type: none"> 1. All other Officers of the Department will be under his Direct Control and Supervision Subject to such order by Commissioner of Excise. 2. He is to inspect as many Excise shops, Bonded warehouse and distillery in a year. 3. Collection of Maximum Revenue. 4. Issue of Pass and permits to all license shops
	Financial	1. He is a Drawing Disbursing Officer for all his Officers and staff under him.
	Others	x
Designation	Inspector of Excise and Assistant Inspector of Excise.	
	Powers:-	They are directly under the control Supervision of Superintendent of Excise. They are to conduct periodical raids, vehicle checking, to check flow of illicit liquor and unlicensed vendors. They are to inspect licensee shop and checked diluted liquor and rates as fixed by Department.
Duties		