

DUTIES OF ALL EXCISE OFFICERS

Briefly stated, the duties of all officers of the Excise Department are to prevent and detect offense against the Excise law, to inspect Excise shops, and to check illicit or improper practices on the part of licensed vendors, to supervise distilleries and warehouse, to discourse excessive indulgence in excisable article, to ensure the proper collection of the revenue and generally to perform such other duties as may be imposed on them from time to time by the proper authorities.

Collectors and their Officers: - The Collector of each district is primarily responsible for the Excise administration of his district. The Superintendent of Excise and other officer of Excise subject to the immediate control of the Collector work for Excise administration in each district of state of Bihar. The other subordinate officers of the department will work under the direct concern and supervision of the Superintendent of Excise, subject to such orders as may be issued from time to time by the Commissioner of Excise or the Board.

Deputy Commissioner of Excise

The following are the duties of Deputy Commissioner of Excise:-

- (A) The principal duty of the Deputy Commissioner of Excise will be to assist the District Officers as inspecting and advising officer within their respective ranges.

They will also inspect:-

- (i) All the Sadar Excise office once a year.
- (ii) All the distilleries once a year
- (iii) All the country spirit warehouses at district headquarters at least once a year and the remaining country spirit warehouse once in two years.
- (iv) All the India-made foreign liquor warehouses and bonded laboratories once a year.
- (v) All the officers of the Inspector and Sub-Inspectors at Sadar headquarter at least once a year and the rest once in two years.
- (vi) At least 50 per cent of the shops (Country spirit, outstill, ganja, opium and bhang) at district and sub divisional headquarters and at least 10 per cent of the remaining shops once a year.

- (vii) (a) The Deputy Commissioner of Excise should make at least one surprise inspection of all the Special Centers in their respective ranges once a year.
(b) They will also supervise the dispatch of molasses from the sugar factories to the distilleries in their respective ranges.
- (ix) The Deputy Commissioner in charge Northern Ranges will supervise the dispatch of Molasses from the sugar factories to the distilleries both in North and South Bihar as Ordered by the Excise Commissioner early in December last.
- (x) The Deputy Commissioner will give previous notice of his visit. He will, when he first Arrives at the headquarter station of a district, call upon the Collector if in the station and discuss excise matters with him with special reference to preventive work and will enquire if there are any points to which the Collector wishes that he should specially devote his attention. If the Collector is absent, he will take the earliest opportunity of calling upon him on his return.
- (xi) The Deputy Commissioner will record his remarks in an inspection note. This note should contain no adverse criticism of the Superintendent or any Inspector. Should it be necessary / to criticism the work of such officers adversely, the criticism should be embodied in a separate confidential note to the Collector.
- (xii) When the Deputy Commissioner has completed his notes, he will transmit them to the Collector and, after the latter officer has read them and made any enquiries he may consider necessary, he will again call upon the Collector at a time fixed by the latter and discuss any points arising out of the notes or any other point which the Collector may desire to discuss. The Collector will forward the Deputy Commissioner's notes to the Excise Commissioner's with his own observation on the points raised thereon.
- (xiv) The Deputy Commissioner will under the Control of the Excise Commissioner, Exercise direct supervision over the Excise Intelligence Bureau and the staff on Special duty for the prevention of cocaine and opium smuggling but all proposals for for the appointment, transfer and punishment of the members of the special staff should be reported to the Excise Commissioner for orders.

Superintendents of Excise

Superintendents of Excise are expected to acquire a thorough knowledge of all matters connected directly or indirectly with the Excise administration of their district and to embody such information in a confidential note book which should be passed on to their successors. They should not be placed in charge of other departments by the Collector except with the special permission of the Commissioner of Excise.

Inspectors of Excise

Inspector will closely watch the working of the Sub-Inspector employed within their jurisdictions in all branches of Excise work and will see that shops are regularly inspected and proper steps are taken for detection of offences.

Sub-Inspectors are bounded to carry out all the instructions and orders of the Inspectors and in all matters should first refer to the Inspector for advice and guidance. An Inspector is primarily a supervising officer, but he has also power to investigate offences. He is in executive charge of the area to which he is appointed by the collector, and he has to supervise the action of all Excise officers within that area, especially as regards the excise work and inspection of shops. He must thoroughly inspect every county and foreign liquor warehouse bonded laboratory, place of manufacture, Indian medicinal liquor and Ganja and Bhang golas within such area at least once in each month or in such longer period as the Collector may, in consultation with the Commissioner of Excise, fix in this behalf.

Distillery and warehouse officers

Officers placed in charge of distilleries or warehouse are to keep such accounts as may be prescribed by the Board of Revenue and to see that the rules laid down by the Board of Revenue regarding distilleries or warehouses are duly observed and that no dutiable article are removed except under proper pass. They may also be appointed as preventive officers for such area as may be fixed by the Commissioner of Excise.

Duties of Sub-Inspectors

- (1) To detect offence against the Excise, Opium and etc.
- (2) To take measure for the prevention of drunkenness and intoxication.
- (3) To check the licensee's accounts.
- (4) To examine the weights and measure in use in Excise and Opium shops.
- (5) To ascertain whether there is any undue increase in consumption, and its causes