



MANUAL UNDER RIGHT TO
INFORMATION ACT 2005

COMMISSIONERATE OF
PROHIBITION AND EXCISE,
CHEPAUK, CHENNAI-600 005.

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Chapter-I

INTRODUCTION

1.1.This hand book will give ample information to the public about the various rules and regulations framed under the Tamil Nadu Prohibition and Excise Manual framed under Tamil Nadu Prohibition Act, 1937 and various ways and means for obtaining licences for Indian Made Foreign Spirit, denatured Spirit products / Beer, Rectified Spirit, Molasses, Opium and Bar licences for the Star Hotels / Clubs etc.

1.2.The objective / purpose of this hand-book is to disseminate useful information among the Public to acquaint themselves with the said rules and the procedures laid down therein for obtaining the licences.

1.3.The intended users are the interested persons who want to establish the factories for the production and supply of the above said products for their economic improvement and revenue to the Government and also the General Public to know about the various safeguards available in the Rules and Acts, to co-ordinate with to the public officers in the implementation of the policy of the Government.

1.4.The information formulated in this hand-book will throw light on every possible information available to enrich their knowledge about this department.

1.5. P. & E. – Prohibition and Excise

TASMAC – Tamil Nadu State Marketing Corporation Ltd.

P.E.W. – Prohibition Enforcement Wing

R.S. Rectified Spirit

N.S. Neutral Spirit

G.S. Grape Spirit

I.M.F.S. Indian Made Foreign Spirit

R.L. Rectified Spirit licence

D.L. Denatured Spirit

M.L. Molasses licence.

1.6.Joint Commissioner-I (P&E) and Joint Commissioner-II(P&E) being appellate authorities

1.7.(a) An application fee of Rs.50/- by cash or by D.D. or Bankers Cheque payable in Head of account as may be specified by Public Authority under sub section (1) of Section 6 of the Act.

(b) For providing information under sub section (1) of the Section 7 of the Act, the following fees shall be charged by way of cash or by D.D. or Bankers Cheque payable in Head of account as may be specified by Public Authority.

- (i) rupees two for each page (in A-4 or A-3 size paper) created or copied;
- (ii) actual charge of cost price of a copy in larger size paper;
- (iii) actual cost or price for samples or models; and
- (iv) for inspection of records, no fee for the first hour, and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

(c) For providing information under sub section (5) of the Section 7 of the Act, the following fees shall be charged by way of cash or by D.D. or Bankers Cheque payable in Head of account as may be specified by Public Authority

- (i) for information provided in diskette or floppy rupees fifty per diskette or floppy; and
- (ii) for information provided in printed form at the price fixed for such publication or rupees two per page of Photography for extracts from the publication.

CHAPTER – 2

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

1) This department is known as “PROHIBITION AND EXCISE” Department. Originally it was “EXCISE” Department only. The concept of “PROHIBITION” came in the late 30s. the Excise history dates back to the year, 1864 when Act III of 1864 was enforced in the major portion of the agency tracts of the Ganjam, Visakapatinam (VIZAGAPATINAM) and Gothavari Districts of the composite Madras State. This Act III of 1864 was amended by Madras Act V of 1879. For the first time the traffic in liquor and intoxicating drugs prepared from the HEMP plant was regulated under the provisions of the Madras Abkari (Act I of 1886) 1886, which was later amended by Madras Act I of 1905 and extended throughout the Madras Presidency barring the major portion of the agency tracts of Ganjam, Visakapattinam and Gothavari Districts mentioned above.

2) The State administration, at the time of independence had four Senior Civil servants known as Members who collectively constituted the Board of Revenue. Though each member had distinct subjects under his control, the system

of Board resulted in the collective decisions called Board decisions (i.e.) all the Members joining and deciding important issues after meticulous examination. At that time the subject "EXCISE" was administered by a Deputy Commissioner under the control of Board Members dealing with Commercial Taxes. In the year 1965 the Prohibition and Excise was separated from the Commercial Taxes and a fifth member was appointed in the Board to deal exclusively with Prohibition and Excise. In the year, 1980 (1.12.1980) Government abolished the Board, under Section 2 of the Tamil Nadu Board of Revenue Abolition Act, 1980, (Tamil Nadu Act XXXVI of 1980) and renamed the members as Commissioners who became independent entities over the subjects dealt with by them. As a result of this, the Commissioner for 'PROHIBITION AND EXCISE' came into existence in the year, 1981 (20.6.1981).

3) The PROHIBITION policy came to be diluted when it was first suspended on 30th August, 1971 when I.M.F.L., Arrack and Toddy Shops were opened for the first time throughout the State, after about a quarter century of strict enforcement of prohibition. On 31st August, 1973 the policy was slightly modified and Toddy shops were closed. In September, 1974 the sale of arrack was stopped. In 1974 the sale of Arrack and IMFL was stopped and only the permit holders were allowed to buy IMFL from specified places. In May, 1981 the

prohibition policy underwent another change and the sale of Toddy and Arrack was again introduced and licenced. Manufacture of I.M.F.L. products was permitted in the State in private and joint sectors during the years, 1982-84. During July, 1983, the Tamil Nadu State Marketing Corporation (TASMAC) Limited., came into existence and took over the entire wholesale trade of I.M.F.L. and Arrack within the State. The sale and consumption of Arrack and Toddy was again prohibited with effect from 1.1.1987. In the year 1989 the Tamil Nadu Spirit Corporation (TASCO) Limited, was formed with the purpose of manufacturing Indian Made Foreign Spirits(I.M.F.S.) and Beer. However it started making Beer only in 1990 after taking over Empee Breweries. The manufacture and sale of country liquor was reintroduced in 1990 and TASCO was entrusted with the manufacture of Country Liquor. With effect from 16.7.1991, the manufacture, sale and consumption of country liquor was again discontinued in pursuance of the policy of the Government.

4) In order to completely eliminate the sale of contraband, spurious and non-duty paid liquor and to augment the excise revenue to the Government, the exclusive privilege of retail vending of IMFS, were granted to the TASMAC w.e.f. 29.11.2003. The Tamil Nadu Liquor (retail vending) Rules, 1989 and the Tamil Nadu Liquor (Retail Vending in Bar) Rules, 2002 were repealed by

amending the Act vide Tamil Nadu Act 31 of 2003. The Government have framed the Tamil Nadu Liquor Retail Vending (in shops and Bars) so as to carry out the purposes of the Tamil Nadu Act 31/2003. Now all the IMFL retail outlets are run by the TASMAL, in the whole State of Tamil Nadu, by virtue of grant of licence to them with reference to Tamil Nadu Liquor (Retail Vending) (in shops and Bars) Rules, 2003.

5) The Prohibition and Excise Department is mainly responsible for the implementation of the Tamil Nadu Prohibition Act. 1937, and the various rules made thereunder from time to time. Even though the Government of India have de-controlled the molasses and alcohol production, regulation of possession, sale and use of both molasses and alcohol continue to be essentially administered by the State Government under Tamil Nadu Prohibition Act, 1937.

The objective / purpose of the public authority under this Chapter is to educate the public about the organizational set up of the Public Department, its various functions enumerated under the Acts and Rules and the Duties and Responsibilities of the Public Information Officers.

The Mission / Vision of the Public Authority is to formulate and implement the various Rules and Regulations under the Tamil Nadu Prohibition Act,

1937 and Tamil Nadu Prohibition and Excise Manual for the use of the General Public as envisaged in the Right to information Act 2005.

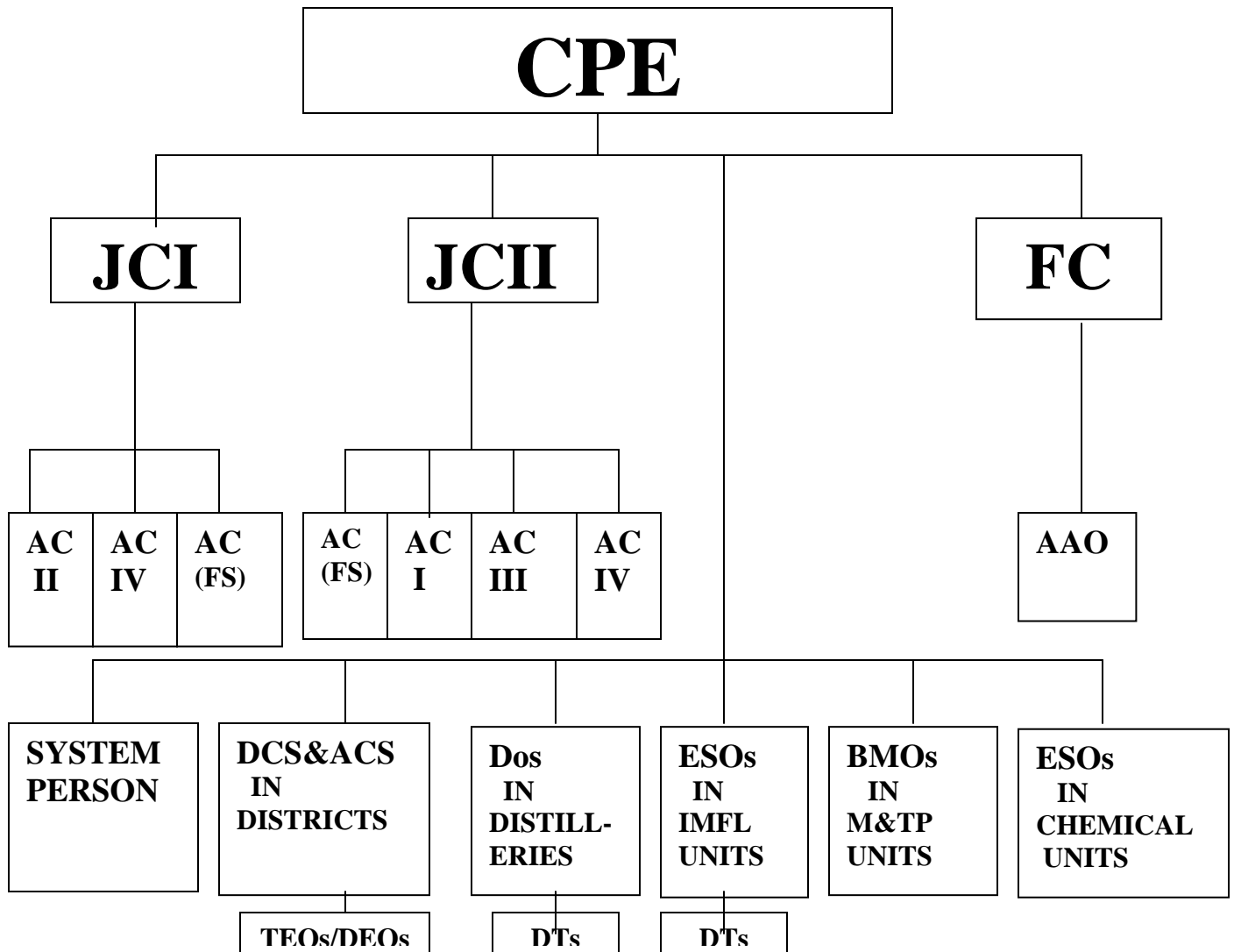
The Commissioner of Prohibition and Excise is the licensing authority for issue of F.L. Series R.L. licences, D.L.2 licences, Indian Made Foreign Spirit / Beer manufacturing licences duly assisted by Joint Commissioner-I, and Joint Commissioner-II and Assistant Commissioners I to IV.

The Powers and the Duties of the Public Authorities in this Department are broadly outlined under Chapter -3 of the Manual.

The main activities / functions of the Public Authorities in this Department is to grant licences /permits under the various Rules and Acts and earn highest sizable revenue to the State Exchequer and implement the Tamil Nadu Prohibition Act, 1937 in its stringent form.

The interested Public is being assisted in getting application forms and in knowing procedures for obtaining licences / permits under various rules of this Department. They are also imparted about the safeguards / precautions to be undertaken by them for getting renewal of the licences without violation of Rules and Regulations.

ORGANIZATIONAL CHART



- ✪ CPE – COMMISSIONER OF PROHIBITION AND EXCISE
- ✪ JC - JOINT COMMISSIONER
- ✪ FC - FINANCIAL CONTROLLER
- ✪ DCs - DEPUTY COMMISSIONERS
- ✪ ACs - ASSISTANT COMMISSIONERS
- ✪ AC(FS)- ASSISTANT COMMISSIONER (FLYING SQUAD)
- ✪ AAO - ASSISTANT ACCOUNTS OFFICER
- ✪ DO - DISTILLERY OFFICER
- ✪ ESO - EXCISE SUPERVISORY OFFICER
- ✪ BMO - BONDED MANUFACTORY OFFICER
- ✪ TEO - TALUK EXCISE OFFICER.
- ✪ DEO – DIVISIONAL EXCISE OFFICER
- ✪ DTS - DEPUTY TAHSILDHARS

The Public Authority expect the licensed public to follow the Rules and Regulations effectively without any violation and infringement of conditions and enhance their effectiveness by ways of production of more licensed products, thereby improve the excise revenue sizably to the State Exchequer.

Periodical Meetings are convened by the Public Authorities with the licensed public in settling out all the practical problems faced by them in production and sales and help the other General Public like illicit bootleggers by conducting interaction meeting for their rehabilitation by way of granting a maximum fund of Rs.10,000/- to start Small Scale units and thereby creating assests to earn their lively hood.

Executive instructions are periodically issued to the Sub ordinate Public Authorities for monitoring service delivery and help them getting redressal of Public Grievances.

Main address - Office of the Commissioner of Prohibition and Excise,
Ezhilagam Annex Building, 3rd floor, Chepauk, Chennai.
600 005.

Address of the Subordinate Offices - 1) Deputy Commissioner (Excise)
Collector's Office, 6th Floor, Chennai.1

2) Deputy Commissioner (Excise)
Collector's Office, Coimbatore.

3) Assistant Commissioner (Excise)
of all other 30 Districts Collectorates.

Morning beginning hours of the Office - 10.00 A.M.

Closing hours of the Office 5.45 P.M.

CHAPTER - 3

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DUTIES OF JOINT COMMISSIONER (I)

Joint Commissioner-I assist the Commissioner of Prohibition and Excise to administer and monitor the various provisions of Tamil Nadu Prohibition Act, 1937 and the following rules made thereunder under the provisions of Section 54 of the above Act.

1. Tamil Nadu Rectified Spirit Rules, 2000.
2. Tamil Nadu Distillery Rules, 1981.
3. Tamil Nadu I.M.F.S (Manufacture) Rules, 1981.
4. Tamil Nadu Brewery Rules, 1983.
5. Tamil Nadu Mass Wine Rules, 1984.
6. Tamil Nadu Liquor (Supply by whole sale) Rules, 1983.
7. Tamil Nadu Spirituous Essences Rules, 1972
8. Tamil Nadu Liquor (Transit) Rules, 1982
9. Tamil Nadu Wine (Manufacture) Rules, 2006.

and General Establishment matters Maintenance of Motor Vehicles.,

Computer, Telephones, Xerox, Purchase and issue of stationary items.

DUTIES OF JOINT COMMISSIONER-II

Joint Commissioner-II assists the Commissioner of Prohibition and Excise to administer and monitor the various provisions of Tamil Nadu Prohibition Act 1937 and the following rules made thereunder:

1. Tamil Nadu Liquor (licence and Permit) Rules 1981.
2. Tamil Nadu Denatured Spirit, Methyl Alcohol and Varnish (French Polish) Rules 1959.
3. Tamil Nadu Molasses Control and Regulation Rules, 1958.
4. Tamil Nadu Liquor (Retail Vending in shops & Bars) Rules, 2003.
5. Tamil Nadu Narcotic Drug Rules, 1985.
6. Tamil Nadu Medicinal and Toilet preparations (Excise Duties) Rules, 1956.
7. Tamil Nadu Spirituous Preparation (Control) Rules, 1984
8. Tamil Nadu Disposal of Articles (Confiscated under Tamil Nadu Prohibition Act)Rules, 1979.
9. Matters relating to Arrack and Toddy shops pertaining to the years 1971 to 1974 and 1981 to 1986.
10. Matters relating to country liquor retail vending shop pertaining to the year 1990-91 and also looking after the printing and supply of Polyester Hologram Excise Labelss to IMFS / Beer units/ TASMALAC Depots.

FUNCTIONS OF FLYING SQUAD

A Flying Squad consisting of a Deputy Collector and 3 Excise Officers in the cadre of Tahsildar is functioning directly under the control of the Commissioner of Prohibition and Excise to enforce I.M.F.S. and Beer rules.

At District Level, the Commissioner of Prohibition and Excise is assisted by the Deputy Commissioners (Excise) / Assistant Commissioners (Excise) in attending the following functions.

1. Issue and inspection of R.L. & D.L. licence for Laboratory, Scientific, Medical purposes.
2. Inspection of Retail outlets of Indian Made Foreign Spirit shops periodically.
3. Search of sale of illicit / spurious liquor and loose sales of IMFL shops.
4. Collection of Notional Loss and Toddy / Arrack rental arrears by initiating action under R.R.Act.
5. Co-ordination with Prohibition Enforcement wing in detecting the illicit distillation and sale of arrack.
6. Surprise inspection of the units of IMFS / Beer, Rectified Spirit, Denatured Spirit, M&TP, Sugar Mills and the liquor shops.

III. DIVISIONAL / TALUK LEVEL (TAHSILDAR CADRE)

The Divisional Excise Officers (Taluk Excise Officers in Chennai District) are to attend to the work in assisting the Deputy Commissioner / Assistant Commissioner in discharging the above functions.

FUNCTION OF THE BONDED MANUFACTUREING OFFICERS

In the Bonds the functions of the Bonded Manufacturing Officers are:

1. To assess the alcohol contents of the finished goods. (Medicinal preparations)
2. To get the finished goods tested in the Tamil Nadu Forensic Science Laboratory for alcohol strength.
3. To fix the Excise Duty on the end products and its collection before release of the stock.

FUNCTIONS OF DISTILLERIES

Distillery means premises in which molasses / saccharine are subjected to alcoholic fermentation and the fermented products are recovered by a process of distillation. There are 19 distilleries functioning in the State and in each distillery, there is a Deputy Collector designated as Distillery Officer with complementary staff working for supervising the utilization of molasses for production and issue of spirit.

FUNCTION OF IMFS UNITS

Neutral spirit is the major ingredient of IMFS. Rectified Spirit is used for the manufacture of certain ordinary brands of liquor. Neutral spirit and varying percentages of grape spirit or Malt spirit or concentrate are used in the manufacture of Ordinary medium and premium varieties of liquor. There are 11 IMFS Units in the State. In every unit, there is a Deputy Collector designated as Excise Supervisory Officer with complementary staff working / supervising the function of blending and bottling of liquor / beer and their dispatch to TASMAL Depots.

FUNCTIONS OF BREWERY UNITS

Beer means any liquor prepared from malt or grain with or without adding of sugar and flavoured with hops and includes ale parter and stout. There are seven Brewery Units in the State. In every unit, there is a Deputy Collector designated as Excise Supervisory Officer with complimentary staff working / supervising the functions of the Brewery Unit.

Manufacture of Wine

The Government have framed the Tamil Nadu Wine (Manufacture) Rules, 2006 in order to give an opportunity to those interested to establish wineries in the State. In the year 2009-10, a licence for manufacturing wine has been issued to a private sector unit viz. Cumbum valley Winery (P) Ltd., in Theni District. The new winery at the Cumbum valley will be highly beneficial to the grape cultivating farmers of Theni District.

CHAPTER – 4

Rules, Regulations, Instructions, Manual and Records, for Discharging

Functions

The following Rules and Regulations under the Tamil Nadu Prohibition Act, 1937 (Act X of 1937) are being administered by the Public Information Officers of this Department.

- 1.Tamil Nadu Denatured Spirit, Methyl Alcohol and Varnish (French Polish) Rules 1959. (page 56-71)
- 2.Tamil Nadu Molasses Control and Regulation Rules, 1958. . (page 72-80)
- 3.Tamil Nadu Distillery Rules, 1981. (page 81-86)
- 4.Tamil Nadu Rectified Spirit Rules, 2000. (page 87-105)
- 5.Tamil Nadu I.M.F.S (Manufacture) Rules, 1981.(page 106-112)
- 6.Tamil Nadu Brewery Rules, 1983. (page 113-124)
- 7.Tamil Nadu Mass Wine Rules, 1984.(page 125-129)
- 8.Tamil Nadu Liquor (Retail Vending in shops&Bars)Rules,2003. (130-133)
- 9.Tamil Nadu Liquor (licence and Permit) Rules 1981. (page 134-177)
- 10.Tamil Nadu Medicinal and Toilet preparations (Excise Duties) Rules, 1956. (page 177-199)
- 11.Tamil Nadu Spirituous Preparations(Control) Rules, 1984.(page 200-210)
- 12.Tamil Nadu Narcotic Drugs Rules, 1985. (page 211-219)

13.Tamil Nadu IMFS(Supply by whole sale) Rules, 1983.

14.Tamil Nadu Spirituous Essences Rules, 1972.

15.Tamil Nadu Liquor (Transit) Rules, 1982.

16.Tamil Nadu Disposal of Articles (confiscated under Tamil Nadu Prohibition Act) Rules 1979.

17.Tamil Nadu Wine (Manufacture) Rules, 2006.

CHAPTER – 5

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

REHABILITATION FUND FOR ERSTWHILE PROHIBITION OFFENDERS.

The Government have constituted 'Rehabilitation fund' during the year 2003 – 2004 in order to rehabilitate the prohibition offenders and to wean them away from illicit distillation and arrack trade, and indulge in decent profession. During the previous years, rehabilitation fund was sanctioned as loan. But from the year 2011 -2012 onwards it is being sanctioned entirely as a 'grant' by the Government. Further the annual sanction amount has also been increased from Rs.2.20 Crores to Rs.5.00 Crores.

The loan amounts sanctioned and the number of beneficiaries during the previous years is detailed below:

Year	Amount allotted (Rs. In lakhs)	No.of beneficiaries
2003-2004	178.70	1390
2004-2005	250.00	2121
2005-2006	250.00	2022
2006-2007	250.00	1926
2007-2008	250.00	2004
2008-2009	250.00	1651
2009-2010	220.00	1569
2010-2011	220.00	1524
2011-2012	500.00(Grant)	1898
2012-2013	500.00(Grant)	1676
2013-2014	500.00(Grant)	1780
2014-2015	500.00(Grant)	1658

In each district a Rehabilitation Committee has been constituted for rehabilitation of Prohibition offenders with the following members.

1. The District Collector (Chairman)
2. Superintendent of Police of the District.
3. Senior Regional Manager, TASMAC.
4. Assistant Commissioner (Excise).

The committee identifies the erstwhile prohibition offenders who have given up their illegal profession and are economically weak. They also choose the type of rehabilitation measures to be provided for those beneficiaries selected. In all the districts, the beneficiaries were identified and rehabilitated among the existing pattern of trade such as minor millet processing unit, tamarind processing unit, collection and selling of honey through scientific method, to guide them for promotion of vegetable cultivation for better yield and to market the vegetables for better earnings, providing milch animals, goats, production of agarbathi, camphor, preparation of instant sambrani, candles, paper cups, washing soap, soap powder and to carry out such other small trades.

Government have sanctioned Rs.5 Crore in G.O. No.33, Home, P & E (VII) Department, dated 25.11.2014 during 2014-2015 and allotted to all Districts. This year 1658 beneficiaries are benefited by this scheme. Effective implementation of this scheme ensures eradication of prevalence and trading of illicit and spurious liquor which is not only harmful to the social and economic development, but also hinders welfare of the public.

Awareness about the evils of liquor and illicit arrack

The Government sanctioned Rs.10 lakhs during the year 2003-04 and Rs.30 lakhs during the year 2004-05 to create State - wide awareness among the public about the evils of consuming illicit arrack, liquor and methanol. After a lapse of about seven years, for conduct of similar awareness campaigns, the Government have sanctioned Rs.1.00 crore during the year 2011-2012.

In G.O. (Ms) No.23, P & E (VII) Department, dated 15.09.2014 the Government have permitted TASMAL to sanction and release Rs. 1.00 Crore from its own fund to the Commissioner of Prohibition and Excise for conducting Awareness Campaign against consumption of liquor and illicit arrack for the current Financial year 2014 -15 also. This year also these activities are being conducted in a sustained manner like last year. After receiving the funds from the TASMAL, a sum of Rs.2.00 lakh has been allotted to each district Rs. 5.00 lakh has been allotted to the Additional Director General of Police (Enforcement), Chennai and a sum of Rs.4.00 lakh each has been allotted to five Police Commissionerates i.e., Tiruchirapalli, Madurai, Coimbatore, Salem and Tirunelveli districts for conduct of awareness programme against liquor and illicit arrack. Further Rs.34,375/- has been allotted for each district to place a hoarding where people used to gather with a view to create awareness against consumption of liquor.

CHAPTER – 6**A Statement of categories of documents that are held by it or under its control**

A copy of all documents containing instructions issued in public interest other than confidential nature may be obtained by the interested public by remitting the prescribed fees into the relevant head of account of this department.

CHAPTER – 7

A statement of boards, council, committees and other bodies constituted

as its part

A Committee for rehabilitation of Prohibition Offenders by granting funds to the maximum of Rs. 30,000/- has been ordered to be formed by the Govt., at the district level as detailed in Chapter-5.

CHAPTER – 8

The names, designations and other particulars of the Public Information Officers

Head of the Department

Sl. No	Name	Designation	STD Code	Office Phone No. with Extn.	Fax	Email	Address
1	Dr.C.N.Mahesvaran IAS	Commissioner of Prohibition and Excise	044	28523331	28592858	proexc.tn @nic.in	Ezhilagam Main Building, Chepauk, Chennai. 600 005./

PUBLIC INFORMATION OFFICERS :

Sl. No	Name	Designation	STD Code	Office Phone No. with Extn.	Fax	Email	Address
1	Vacant	Assistant Commissioner (Prohibition and Excise)-I	044	28414550/ 423	NIL	proexc.tn @nic.in	Ezhilagam Annex Building, Chepauk, Chennai- 600 005.
2	T.Murugesan	Assistant Commissioner (Prohibition and Excise)-II	044	28414550/ 329	NIL	proexc.tn @nic.in	Ezhilagam Annex Building, Chepauk, Chennai- 600 005.
3	Vacant	Assistant Commissioner (Prohibition and Excise)- III	044	28414550/ 289	NIL	proexc.tn @nic.in	Ezhilagam Annex Building, Chepauk, Chennai- 600 005.
4	P.Gurunathan	Assistant Commissioner (Prohibition and Excise) – IV	044	28414550/ 303	NIL	proexc.tn @nic.in	Ezhilagam Annex Building, Chepauk, Chennai- 600 005.

DEPARTMENT APPELLATE AUTHORITY:

Sl. No	Name	Designation	STD Code	Office Phone No.with Extn.	Fax	Email	Address
1	Tmt.S.P.Karthikaa	Joint Commissioner (Prohibition and Excise) -1	044	28525007	28418987	proexc.tn@nic.in	Ezhilagam Annex Building, Chepauk, Chennai-600 005.
2	Tmt.Kalaiselvi Mohan	Joint Commissioner (Prohibition and Excise)-II	044	28545077	28551925	proexc.tn@nic.in	Ezhilagam Annex Building, Chepauk, Chennai- 600 005.

CHAPTER – 9

Procedure followed in Decision Making Process

9) 1. Under the powers vested in various Rules under Tamil Nadu Prohibition Act, 1937 ML 4 licences, Export licences for Molasses, Distillery licence for manufacture of Alcohol, RL 2 licence for possession and use of Alcohol, IMFS / Beer manufacture licences, licences for Wholesale / Retail vending of IMFS / Beer, licences for possession and use of spirit for manufacture of Medicinal and Toilet Preparation, DL 2 licences for use of Denatured Spirit, Narcotic Drug licences are being issued by the Commissioner of Prohibition and Excise in consultation with the Deputy Commissioner (Excise) , Chennai & Coimbatore Districts / Assistant Commissioner (Excise) of other districts and with the consultation of the competent technical authorities.

The above powers are being exercised by the Commissioner of Prohibition and Excise with reference to the Provisions / Guidelines contained in the Tamil Nadu Prohibition and Excise Manual.

9) 2. Basically, the Deputy Commissioner (Excise), Chennai & Coimbatore and Assistant Commissioner (Excise) of other districts moot out proposals for the grant of various licences mentioned above. At the Commissionerate, proposals are

scrutinised by the section level officials and submitted to the concerned Assistant Commissioner (Excise) and Joint Commissioner (P&E) who recommends to the Commissioner for the grant of licences or rejection of the proposals, on prior approval of the Government.

9) 3. Orders passed on the proposals of the Deputy Commissioners (Excise) / Assistant Commissioners (Excise) of the districts are being communicated to the licence seeking public in letter.

List of various Officers whose opinions are sought for decision making.

- 9) 4. 1. Deputy Commissioners (Excise), Chennai & Coimbatore and Assistant Commissioners (Excise) of all other districts.
2. The Director, Tamil Nadu Forensic Science Laboratory, Chennai.
3. The Deputy Director (Chemicals), of the Districts.
4. The Deputy Director for Industries of the districts.
5. Dean, King Institute, Guindy.
6. Executive Engineer of Pollution Control Board of the Districts.
7. Executive Engineer of the Public Works Department of the districts.
8. Commercial Tax Officers of the districts.

- 9) 5. The Government in the Prohibition and Excise Department, Secretariat, Chennai-9 are the final authority that wets the decision.
- 9) 6. Various licences / permits under the relevant Excise Rules are being issued after strictly following the rule provisions / guidelines / directions, by the Commissioner of Prohibition and Excise. The Government in the Prohibition and Excise Department, Secretariat, Chennai-9 are the appellant authority for the appeal preferred by the public on the rejection of their petitions by the Commissioner of Prohibition and Excise for the grant of licences/ permits.

CHAPTER – 10**Directory of Officers and employees**

Sl. No	Name	Designation	STD Code	Phone Number		Fax	Email	Address
				Office	Home			
1	Dr.C.N.Mahesvaran, I.A.S.,	Commissioner of Prohibition and Excise	044	28523331		28592858	proexc.tn@nic.in	Ezhilagam Main Building, Chepauk, Chennai. 600 005.
2	Tmt.S.P.Karthikaa	Joint Commissioner (Prohibition and Excise) -1	044	28525007		28418987	-do-	Ezhilagam Annex Building, Chepauk, Chennai-600 005.
3	Tmt.Kalaiselvi Mohan	Joint Commissioner (Prohibition and Excise)-II	044	28545077		28551925	-do-	Ezhilagam Annex Building, Chepauk, Chennai-600 005.
4	Thiru.S.Nazir Hussain	Financial Controller.	044	28514571 28414550/ 288			-do-	Ezhilagam Annex Building, Chepauk, Chennai-600 005.
5	Vacant	Assistant Commissioner (Prohibition and Excise)-I	044	28414550/ 423			-do-	Ezhilagam Annex Building, Chepauk, Chennai-600 005.

6	T.Murugesan	Assistant Commissioner (Prohibition and Excise)-II	044	28414550/329			-do-	Ezhilagam Annex Building, Chepauk, Chennai-600 005.
7	Vacant	Assistant Commissioner (Prohibition and Excise)-III	044	28414550/289			-do-	Ezhilagam Annex Building, Chepauk, Chennai-600 005.
8	P.Gurunathan	Assistant Commissioner (Prohibition and Excise) – IV	044	28414550/303			-do-	Ezhilagam Annex Building, Chepauk, Chennai-600 005.
9	Tmt. Uma Maheswari	Assistant Commissioner (Prohibition and Excise)-Flying Squad	044	28414550/214			-do-	Ezhilagam Annex Building, Chepauk, Chennai-600 005.
10	T.Vasudevan	System person	044	28414550/296			-do-	Ezhilagam Annex Building, Chepauk, Chennai-600 005.
11	Tmt.K.S.Shoba	Assistant Accounts Officer	044	28414550/414		NIL	-do-	Ezhilagam Annex Building, Chepauk, Chennai-600 005.

Sl. No	Designation	STD Code	Phone Number	Fax	Email	Address
12	Asistant Commissioner (Excise) Ariyalur.		04329-223336		collrari@nic.in	Collectoratre Ariyalur
13	Deputy Commissioner (Excise), Chennai	044	25270456	25228025	collrchn@nic.in	Collectorate, Chennai.
14	Deputy Commissioner (Excise) Coimbatore	0422	2300037	2301523	collrcbe@nic.in	Collectorate, Coimbatore
15	Assistant Commissioner (Excise), Cuddalore.	04142	231014	230555	collrcud@nic.in	Collectorate, Cuddalore
16	Assistant Commissioner (Excise), Dharmapuri	04342	230168	230733	collrdpi@nic.in	Collectorate, Dharmapuri

17	Assistant Commissioner (Excise), Dindigul	0451	2460127	2432133	collrdgl@nic.in	Collectorate, Dindigul
18	Assistant Commissioner (Excise), Erode.	0424	2260073	2262444	collrerd@nic.in	Collectorate, Erode
19	Assistant Commissioner (Excise) , Kanchee puram	04112	2327018	238477, 237018	collrkpm@nic.in	Collectorate, Kanchee puram
20	Assistant Commissioner (Excise) Kanniya-kumari	04652	278308	278019	collrkkm@nic.in	Collectorate, Kanniya Kumari
21	Assistant Commissioner (Excise) Karur	04324	256506	256501, 257800	collrkar@nic.in	Collectorate, Karur
22	Assistant Commissioner (Excise), Krishnagiri	04343	239301	239300	collrkgi@nic.in	Collectorate, Krishnagiri

23	Assistant Commissioner (Excise), Madurai	0452	2531718	2533272	collrmdu@nic.in	Collectorate, Madurai
24	Assistant Commissioner (Excise), Nagapattinam	04365	252500	253086	collrngp@nic.in	Collectorate, Naga pattinam
25	Assistant Commissioner (Excise), Namakkal (i/c)	04286	281108	281100, 280888	collrnmk@nic.in	Collectorate, Namakkal
26	Assistant Commissioner (Excise), Peramablur	04328	277945	277875	collrpmb@nic.in	Collectorate, Perambalur
27	Assistant Commissioner (Excise), Pudukottai	04322	221942	221663, 221690	collrpdk@nic.in	Collectorate, Pudukottai

28	Assistant Commissioner (Excise), Ramanatha puram (i/c)	04567	230056	230558, 232003	collrrmd@nic.in	Collectorate, Ramanatha puram
29	Assistant Commissioner (Excise), Salem	0427	2336002	2452960, 240070	collrslm@nic.in	Collectorate, Salem
30	Assistant Commissioner (Excise) Sivagangai	04575	240395	241525	collrsvg@nic.in	Collectorate, Sivagangai
31	Assistant Commissioner (Excise) Thanjavur	04362	230121	230857	collrtmj@nic.in	Collectorate, Thanjavur
32	Assistant Commissioner (Excise) The Nilgiris	0423	2443693	2443971	collrmlg@nic.in	Collectorate, The Nilgiris
33	Assistant Commissioner (Excise) Theni	04546	254690	251466	collrthn@nic.in	Collectorate, Theni

34	Assistant Commissioner (Excise) Thiruvallur	04116	27662482	262233, 261200	collrtr@nic.in	Collectorate, Thiruvallur
35	Assistant Commissioner (Excise) Tiruvanna- Malai	04175	232412	232232, 23260	collrtvm@nic.in	Collectorate, Tiruvanna malai
36	Assistant Commissioner (Excise) Thoothukudi	0461	2340601	2340606	collrtut@nic.in	Collectorate, Thoothukudi
37	Assistant Commissioner (Excise) Trichirappalli	0431	2465444	2411929	collrtry@nic.in	Collectorate, Trichira ppallai
38	Assistant Commissioner (Excise) Tirunelveli	0462	2500618	2500224, 2577658	collrtnv@nic.in	Collectorate, Tirunelveli

39	Assistant Commissioner (Excise) Tiruvarur	04366	220501	2321033, 240043	collrtvr@nic.in	Collectorate, Tiruvarur
40	Assistant Commissioner (Excise) Tiruppur.				collrtup@nic.in	Collectorate, Tiruppur.
41	Assistant Commissioner (Excise) Vellore	0416	2252349	2253034	collrvel@nic.in	Collectorate, Vellore
42	Assistant Commissioner (Excise) Villupuram	04146	225431	222656, 222470	collrvpm@nic.in	Collectorate, Villupuram
43	Assistant Commissioner (Excise) Virudhunagar	04562	252933	252500, 252600	collrvnr@nic.in	Collectorate, Virudhunagar

CHAPTER – 11 (Manual – 10)**The Pay of its Officers and Employees :**Remuneration has been fixed as per the Pay Scales ordered by the 6th Pay Commission

Sl. No.	Designation	No. of Sanctioned posts	No. of Filled-up post	No. of vacant	CCA	Scale of Pay
1.	Commissioner	1	1	0	600	37400-67000, GP10000
2.	Financial Controller	1	1	0	600	37400-67000, GP8800
3.	Joint Commissioner (DRO)	2	2	0	600	15600-39100, GP7600
4.	System Person	1	1	0	600	15600-39100, GP5700
5.	Assistant Commissioner	5	4	1	600	15600-39100, GP5400
6.	Asst. Account Officer	1	1	0	600	9300-34800, GP4900
7.	Executive Assistant	1	1	0	600	9300-34800, GP4800
8.	Superintendent	11	11	0	600	9300-34800, GP4800
9.	Private Secretary	1	1	0	600	9300-34800, GP4800
10.	Excise Supervisory Officer	6	3	3	600	9300-34800, GP4800
11.	Data Entry Person (Spl. Gr)	1	1	0	600	9300-34800, GP4600
12.	Section Officer	1	0	1	600	9300-34800, GP4800
13.	Steno Typist Grade II	1	1	0	600	9300-34800, GP4800
14.	Accountant	2	0	2		
15.	Steno Typist Grade III	7	3	4	600	9300-34800, GP4200
16.	Assistant	30	6	24	600	5200-20200 GP 2400
17.	Junior Assistant	12	11	1	400	5200-20200 GP 2000
18.	Typist	14	11	3	180	5200-20200 GP 2000
19.	Driver	4	4	0	400	5200-20200 GP 2000
20.	Record Clerk	3	2	1	400	4800-10000 GP 1650
21.	Office Assistant	33	25	8	400	5200-20200 GP 1650
22.	Watchman	2	2	0	400	4800-10000 GP 1650
	TOTAL	140	92	48		

CHAPTER – 12**The Budget Allocated to each Agency****(Particulars of all plans, proposed expenditures and reports on
disbursement made)**

Year 2014-2015

Sl.No.	Name of the Scheme / Head	Activity	Starting date of the activity	Planned date of the activity	Amount proposed	Amount sanctioned Rs. in lakhs	Amount released / disbursed	Actual expenditure for the last year 2013-2014	Responsible Officer for the quality and the complete execution of the work
1	<u>Rehabilitation</u> Fund for the rehabilitation of the illicit bootleggers for starting small scale business	--	--	--	--	500.00	Released 497.40	499.64	Collectors of all Districts
2	<u>Statewide awareness Campaign</u> A Statewide awareness Campaign for sensitizing and educating the people on the evils of consuming illicit liquor / methanol.	--	--	--	--	100.00 From TASMAC	released	83.72	Collectors of all Districts

For other Public Authorities**2014-15****(Rupees in lakhs)**

Sl. No.	Head	Proposed Budget	Sanctioned Budget	Amount released / disbursed (No. of instalments)	Remarks
1	2	3	4	5	6
1	2039-00-State Excise – AA-Head Quarters	6562.00	6562.00	6562.00	No instalment basis as the expenditure relates to establishment and other related charges
2	2039-00-State Excise – AD – District Establishment	1838.90	1838.90	1838.90	-do-
3	2039-00-State Excise – AF – Distillereis and Bonded Warehouse.	9677.33	9677.33	9677.33	-do-
4	2039-00-State Excise -102 – AA Cost of Opium	1.30	1.30	1.30	-do-
5	2235-Social Security and Welfare – 01 – Rehabilitation – 202 other Rehabilitation Schemes - I Non Plan AY – Financial Assistance for the Rehabilitation of Erstwhile Prohibition Offenders-II Subsidies 01 – Individual Based Subsidy (DPC 2235-01-202-AY-1112) G.O.Ms.No.60, H, P&E(VII) Dept. dt. 02.12.2011	--	500.00	Released	According to the requirement, funds were released in one lumpsum.
6	Conducting of Awareness Campaign against illicit liquor –		100.00 From TASMAC	released	

CHAPTER -13

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

No subsidy Programme is being executed to the public by this Department.

CHAPTER -14

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT.

I Import Permits

- a) **Import Permits are issued to Tvl. Tamil Nadu State Marketing Corporation Ltd., Egmore, Chennai for the Import of Liquor and Wine.**

- b) **Import Permits are issued to FL Series Licensees for the Import of Liquor and Wine.**

- c) **Import Permits are issued to Chemical Industries for the Import of Denatured Spirit.**

- d) **Import Permits are issued to IMFL manufacturing Units for the Import of Extra neutral alcohol (ENA), Grain ENA, Special Spirits and Concentrates.**

II Export permits

Export permits for export of Molasses are issued.

CHAPTER -15

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

All subjects relating to excise matters i.e. for the grant of licences / Permits have been allotted to Assistants / Junior Assistants in the respective sections. The tapals relating to relevant subjects are being distributed to the concerned Assistants / Junior Assistants on the date of receipt itself. The tapals so received by Assistants / Junior Assistants are entered in the Personal Registers maintained by them and action taken within 5 days from the date of receipt of tapal. Firstly the remarks of the Sub ordinate Officers namely Deputy Commissioner (Excise/ Assistant Commissioner (Excise) of the Districts and the Excise Supervisory Officers on the request of the licence / Permit seeking Public are being obtained. Secondly on examining the report of the Sub ordinate Officers, the request of the petitioners are being examined with reference to relevant rules and a note will be submitted for orders for obtaining the prior of the Government. After obtaining the orders of the Government, the file will be circulated through the Assistant Commissioners and Joint Commissioner for obtaining the formal orders of the Special Commissioner and Commissioner of Prohibition and Excise. After obtaining Note orders the final orders either for the grant of the licence / permit or rejection orders will be issued to the applicants.

CHAPTER -16**INFORMATION AVAILABLE IN AN ELECTRONIC FORM****E.MAIL****.. proexc.tn@nic.in**

The Public can obtain information about the functioning of the Departments in the following web sites.

i) Web site of Commissionerate of Prohibition and Excise : <http://www.cpe.tn.gov.in/>

ii) Web site for e-payments : <https://tncpe.gov.in/>

Important G.Os. and Policy Note of Home, Prohibition and Excise Department are available at www.tn.gov.in

CHAPTER -17

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION.

Particulars of the facilities available to citizens for obtaining information.

- 1) All General information available in the Web site which can be obtained through E.Mail address namely.

proexc.tn@nic.in

- 2) Rule Books are available in the Office as well as in Web Site
- 3) Printed Excise Manual is available.
- 4) Copies of orders can be obtained on payment of prescribed fees.

CHAPTER -18

License Details with Forms

(The information regarding the issue of various licences under various Rules)

(Given Separately in Website)