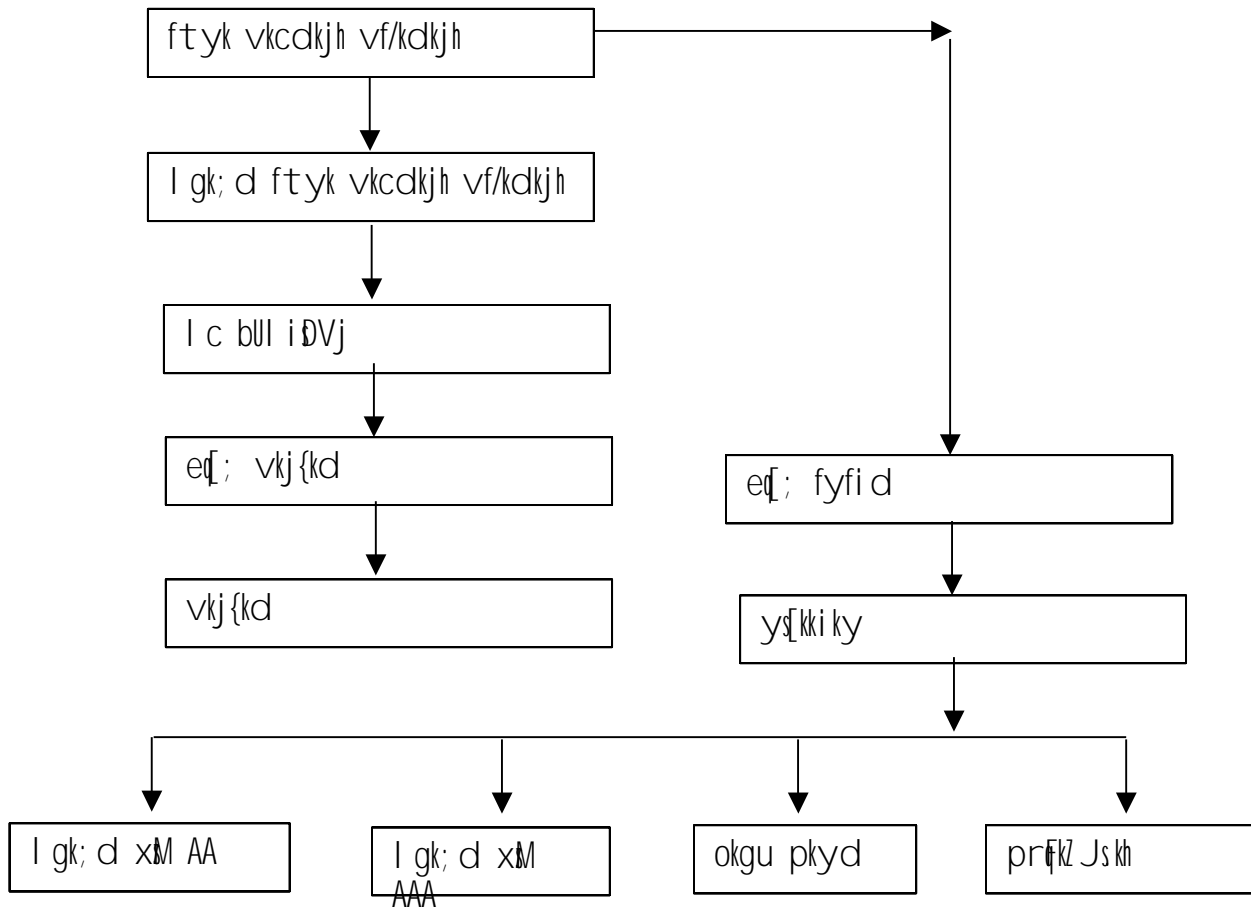


# Organizational Set-Up

Functions and duties of different offices constituting  
the Organization *U/S 4.1 (b) (i)*

1- A. Name of the Office and Organization setup

Office of the - District Excise Office Morena (M. P.)



Asstt. District Excise Office Morena (M. P.)

I gk; d ftyk vkcdkj h vf/kdkjh



I c bll i DVj



e[; vkj {kd



vkj {kd

1- B. Functions and duties of each unit of the Office (1 to 2 page)

S. No.	Unit/Section	Functions Performed
1	<b>Administrative Section</b>	
	1- ftyk vkcdkjh vf/kdkjh	dk; kly; iedk
	2- I gk; d ftyk vkcdkjh vf/kdkjh	dk; kly; dk dk; Z , oa mi fujh{kdk ds dk; Z ij fuxjkut j [kuk
2	<b>Ministrial Section</b>	
	1- Jh ih- , l - rkej ½ys[kki ky½	vkcdkjh Bcdk] LFkki uk] okf"kd iz kkl fud ifronu] ftyk vkcdkjh vf/kdkjh dh n&flnuh] ikf{kdk@ekf d i=d vkfn
	2- Jherh 'kjni mi ell; q I gk- xM AA	vi jk/k] vkcdkjh cdk; k , oa fons'kh efnjk ijfeV vkfn
	3- Jh , l - ds JhokLro I gk- xM AAA	I Ei wkZ ysq[kk dk dk; Z ctV] U; k; ky; hu idj .k vkfn
	4- Jherh I jkst rkej I gk- xM AAA	LVkj] LVs kujh , oa I gk; d ftyk vkcdkjh vf/kdkjh rFkk mi fujh{kdk dh n&flnuh
	5- Jh jkenhu dqkdg I gk- xM AAA	eukj atu] i kwhLVk] dfoy vkWj s/jka l s l a/k r] ohfM; kj f'kdk; rka l a/kh] fl Vhtu pkVj] I puk ds vf/kdkj
6- Jherh ek/kjh I DI suk I gk- xM AAA	vkod&tkod 'kk[kk l a/kh dk; Z	

**2 - Work distribution order of each officer can be updated and put in the following format  
U/S 4.1 (b) (ii)**

S. No.	Name	Designation	Remuneration	Duties
1	Jh ukxś oj l kudś kjh	ftyk vkcdkjh vf/kdkjh	dk; kzy; iedk	dk; kzy; iedk@DDO
2	Jh vkj- ds xprk	l gk- ftyk vkcdkjh vf/kdkjh	l gk- i Hkkjh	dk; ĩ kfyd , oa dk; kzy; dk; l
3	Jh ftr ĩnz fl g xqtj	mi fujh{kd	oRr ej Bkk	dk; ĩ kfyd LVkQ
4	Jh l Hkk" k "kekł	mi fujh{kd	oRr vEckg	dk; ĩ kfyd LVkQ
5	Jh jkdś k "kekł	mi fujh{kd	oRr l cyx<	dk; ĩ kfyd LVkQ
6	Jh l R; ĩnz i kjkl j	mi fujh{kd	oRr t ksj k	dk; ĩ kfyd LVkQ
7	Jh Mh- Mh- dNksj ; k	mi fujh{kd	oRr t ckuekj	dk; ĩ kfyd LVkQ
8	Jh , l - ds xprk	mi fujh{kd	e   Hkk. Mxkj vf/k- vEckg	dk; ĩ kfyd LVkQ
9	Jh l qhi rkej	mi fujh{kd	e   Hkk. Mxkj vf/k- l cyx<	dk; ĩ kfyd LVkQ
10	Jherh l hek l DI suk	mi fujh{kd	dk; kzy;	dk; ĩ kfyd LVkQ
11	Jh n ĩnz ekgu xjk	mi fujh{kd	fi dfoVo	dk; ĩ kfyd LVkQ
12	Jh gjhyky	ed; vkj {kd	oRr ej Bkk	dk; ĩ kfyd LVkQ
13	Jh tl olr fl g	ed; vkj {kd	e   Hkk. Mxkj l cyx<	dk; ĩ kfyd LVkQ
14	Jh jken; ky ekgs	vkj {kd	oRr vEckg	dk; ĩ kfyd LVkQ
15	Jh , e- ds l fr; k	vkj {kd	oRr vEckg	dk; ĩ kfyd LVkQ
16	Jh ekgj fl g	vkj {kd	oRr ej Bkk	dk; ĩ kfyd LVkQ
17	Jh cyohj fl g	vkj {kd	oRr ej Bkk	dk; ĩ kfyd LVkQ
18	Jh fnyhi fl g Hknksj ; k	vkj {kd	oRr l cyx<	dk; ĩ kfyd LVkQ
19	Jh ukjk; .k yky "kekł	vkj {kd	dk; l	dk; ĩ kfyd LVkQ
20	Jh deys" k "kekł	vkj {kd	oRr t ckuekj	dk; ĩ kfyd LVkQ
21	Jh v" kkd "kekł	vkj {kd	oRr t ksj k	dk; ĩ kfyd LVkQ
22	Jh vk" kjk "kekł	vkj {kd	oRr vEckg	dk; ĩ kfyd LVkQ
23	Jh jks" kuyky	vkj {kd	oRr l cyx<	dk; ĩ kfyd LVkQ
24	Jh ch-Mh- "kekł	vkj {kd	e   Hkk. Mxkj ej Bkk	dk; ĩ kfyd LVkQ
25	Jh i dh. k mi k/; k;	vkj {kd	oRr l cyx<	dk; ĩ kfyd LVkQ
26	Jh uj ĩnz "kekł	vkj {kd	oRr t ksj k	dk; ĩ kfyd LVkQ
27	Jh oni d k" k nps	vkj {kd	oRr vEckg	dk; ĩ kfyd LVkQ
28	Jh plnz" ksj i okj	vkj {kd	oRr ej Bkk	dk; ĩ kfyd LVkQ
29	Jh l jnkj fl g xqtj	vkj {kd	oRr ej Bkk	dk; ĩ kfyd LVkQ
30	Jh euhjke "kekł	vkj {kd	oRr ej Bkk	dk; ĩ kfyd LVkQ
31	Jh ujs" k fl g pksku	vkj {kd	oRr ej Bkk	dk; ĩ kfyd LVkQ

32	Jh dfi y xqkukuh	vkj {kd	dk; kzy;	dk; i kfyd LVkQ
33	Jh ih, l - rkej	ys[ kki ky	dk; kzy;	vkcdkjh Bdk] LFkki uk] okf"kd i z kkl fud ifronu] ftyk vkcdkjh vf/kdkjh dh n&flUnuh] i kf{kd@ekfl d i=d vkfn
34	Jherh l kjnk mi el; q	l gk; d xM AA	dk; kzy;	vijk/k] vkcdkjh cdk; k , oa fons kh efnj k ijfeV vkfn
35	Jherh ek/kjh l DI suk	l gk; d xM AAA	dk; kzy;	vkod&t kod 'kk [kk l cdkh dk; l
36	Jherh l jkst rkej	l gk; d xM AAA	dk; kzy;	LVkj] LVs kujh , oa l gk; d ftyk vkcdkjh vf/kdkjh rFkk mi fujh{kdk dh n&flUnuh
37	Jh jkenhu dr kokg	l gk; d xM AAA	dk; kzy;	eukjatu] i kW hLVk] dfoyd vkW jsvj ka l s l cdk/kr] ohfM; kq f' kdk; rka l cdkh] fl Vhtu pkVj] l ipuk ds vf/kdkj
38	Jh , l - ds JhokLro	l gk; d xM AAA	dk; kzy;	l Ei wZ ys[kk dk dk; l ctV] U; k; ky; hu i zj .k vkfn
39	Jh jkeckw JhokLro	okgu pkyd	dk; kzy;	okgu pkyku
40	Jh gjhnl	n[rjh	dk; kzy;	dk; kzyhu dk; l
41	Jh vkei zdk" k	HkR;	dk; kzy;	dk; kzyhu dk; l
42	Jh l R; Unz i jekj	HkR;	dk; kzy;	dk; kzyhu dk; l
43	Jherh i neknh	HkR;	dk; kzy;	dk; kzyhu dk; l
44	Jherh vkeorh	HkR;	dk; kzy;	dk; kzyhu dk; l
45	Jh ekEen l kfoj	HkR;	dk; kzy;	dk; kzyhu dk; l
46	Jh jkei zdk" k R; kxh	HkR;	dk; kzy;	dk; kzyhu dk; l
47	Jh bz' ojh iz' kn "kekZ	HkR;	e   Hkk. Mxkj eg Skk	dk; kzyhu dk; l
48	Jh xki ky "kekZ	HkR;	dk; kzy;	dk; kzyhu dk; l

**3 - Decision Making process in graphic form (one page)**  
**U/S 4.1 (b) (iii)**

Initiating the file Dealing and the section	Channels Officers handling the file at each level	Decision making authority
ftyk vkcdkjh LVkQ	1- ftyk vkcdkjh vf/kdkjh	ftyk vkcdkjh vf/kdkjh
	2- l gk- ftyk vkcdkjh vf/kdkjh	

Supervisory Authority                      ftyk vkcdkjh vf/kdkjh

Officer to whom accountable

**4 - U/S 4.1 (b) (iv)**

(A) Time norm, if decided by the organisation. *U/S 4.1 (b) (iv)*

(B) Quality norms, if decided by the organisation.

(C) Quantity targate, for the office work to be done in the year.

**5 - List of Acts, Rules, Regulations Manuals, Criculars related with the functioning  
of office constituting the organization, (Original text to be given in electronic form)**  
***U/S 4.1 (b) (v)***

Act

- 1- e- i z vkcdkjh vf/kfu; e
- 2- eukj atudj vf/kfu; e@dfoy l cdkh

Rules                      eiy Hkr fu; e] e- i z Vstjh dkm Volume 5] foRrh; l fgrk

Regulations

Manuals                      vkcdkjh

Circulars i kwhLVK] vkcdkj] LFkki uk rFkk ys[kk I cdkh I jD; yj dfoj vkWjWj %eukj at udj½  
 6 - Statement of various categories of documents held by it or under its control  
***U/S 4.1 (b) (vi)***

S. No.	Name of Document	Kind of Document like microfilm, Register, Books, Diskette etc	Nature and Content of Document	Duration of Record
1	i nLFkki uk I ph	&	&	N% ekgh
2	0; ; i =d	&	&	i fr ekg

7 - I.

Structure of consultative committees in which public representatives are members including

- \* Name of Committee
- \* Copy of the Orders/Circulars for formation
- \* Functions
- \* Members
- \* Duties and responsibilities
- \* Accessibility of minutes for the public ***U/S 4.1 (b) (vii)***

II.

Proceedings, Minutes of the Meetings ( Copy to be made available and be given in the electronic form with the hypertext link)

8 - I.

Name of the Board, Council, Committees etc. Including members and their Qualifications. (Original text to be given in electronic form) ***U/S 4.1 (b) (viii)***

S. N.	Name of the Body	Name of the Members	Qualifications

II. Order of the formation .

(Original text to be given in electronic form and to be hyper linked)

III. Charter/Memorandum of Articles of Association.

(Original text to be given in electronic form and to be hyper linked)

IV. Govt. Instruction for the way in which Meeting will be conducted.

(Original text to be given in electronic form and to be hyper linked)

V. Whwther open to public or not.

Nil

VI. Avialibility of the proceedings/minutes of the last meetings.

(Original text to be given chronologically in electronic form and to be hyper linked)

9 - Directory of the officers and employed (to be linked with treasury data bank)

*U/S 4.1 (b) (ix)*

S. N.	Name	Designation	Address & Contact No., if any
1	Jh ukx's oj l kud's kjh	ft yk vkcdkj h vf/kdkjh	vkllQl & 07532&226581

10 - Monthly remuneration and compensation (to be linked with Treasure Data Bank)

U/S 4.1 (b) (x)

S. N.	Name	Remuneration	Compensation
1	0039	vkcdkj h	vk;
2	0045	eukj at udj	vk;



**11 - Annual Budget allocation and Expenditure statement (to be linked with Treasure Data Bank) U/S 4.1 (b) (xi)**

S. N.	Budget Head	Name of work	Year	Allocation	Expenditure
1	2039 jkT; mRi knu	, dkm.V	2005&06	6919000	3372095

**12 - Programmes and Beneficiaries U/S 4.1 (b) (xii)**

A . List of the Programmes (in Electronic form)

B . Norms for selection of the beneficiary (Original text of the Circular to be Circular to be given in Electronic form)

C . Detailed Information

S. N.	Name of Programme	Administrative Department	Year	Amt. Allocated	No of Beneficiaries

**13 - List of the recipients and Nature of Concession U/S 4.1 (b) (xiii)**

S. N.	Nature of concession	Name	Address	Year	Kind of Support	Approximate value of concession

**14 - Information available in the Officer (Linked with Item 6) U/S 4.1 (b) (xiv)**

S. N.	Categories	Hard Copy	Electronic Form

15 - Facility available (Library, Public Counter etc) to Citizen for Information  
U/S 4.1 (b) (xv)

S. N.	Facility	Name of Incharge	Duration of Opening (Time to be given)	Contact No., Telephone No.
		1. D.E.O.	12:00 P.M.-4:00 P.M.	07532-226581
		2. A.D.E.O.	12:00 P.M.-4:00 P.M.	07532-226581

16 - Information about the PIO/Designation/Working Experience  
U/S 4.1 (b) (xvi)

\* Name Jh ukx's oj l kwd's kjh  
 \* Designation ftyk vkcdkjh vf/kdkjh  
 \* Tel No. 05732&226581  
 \* e-mail address nskeshri@yahoo.co.in  
 \* Place of work and Address vkcdkjh dk; kly; ej sk  
 \* Contact Hours for Public 12:00 ih, e- l s 4:00 ih, e- ctsrd

17 - Any other Information in Citizen Related Facilities  
U/S 4.1 (b) (xvii)

ftyk vkcdkjh vf/kdkjh  
ftyk ej sk 1/2 i z/2