

3. Procedure followed in decision-making process including channels of supervision and accountability:

Section 4(1)(b)(iii) of the RTI Act, 2005

The Department of Revenues follows the procedure indicated in Manual of Office Procedure (MOP) for decision-making. The Section Officer also known as the Superintendent proposes Action with the help of staff (Assistant, UDC and LDC) posted in his section in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases. The Section Officer/Superintendent normally submits the file to Assistant Commissioner of Excise & Narcotics (Administration/Enforcement) who in turn submits the file to the Deputy Commissioner of Excise & Narcotics (Administration/Enforcement) who then submits the file to the Commissioner of Excise & Narcotics for final decision. Level of submission depends on the delegation of power in administrative and financial issues. Each officer in the channel is accountable with respect to submission of true facts, but the ultimate accountability lies with the highest level approving a proposal or taking decision.

Matters relating to the Government are forwarded to the Secretary to the Government of Mizoram Excise & Narcotics by the Commissioner of Excise & Narcotics through the Under Secretary to the Government of Excise & Narcotics.

4. The norms set by it for the discharge of its functions:

(Section 4(1)(b)(iv) of RTI Act, 2005)

The Department follows the norms set out for all Government of Mizoram offices by the Department of Personnel & Administrative Reforms Reforms from time to time.

5. Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

(Section 4(1)(b)(v) of RTI Act, 2005)

The rules and regulations, instructions and manuals etc. are as prescribed and published by the Ministry of Personnel, Pension and Public Grievances including AR Wing like FR/SR and other service/establishment manuals and instructions and financial rules like GFR and Delegation of Financial Power Rules issued by Department of Expenditure from time to time adapted by the Government of Mizoram through Office memorandum/Notifications etc.

Excise & Narcotics Manual, 2005 framed by this Department and notified by the Government of Mizoram is enforced by the Department for the smooth functioning and administration of the Department.

6. A statement of the categories of documents that are held by it or under its control.

(Section 4(1)(b)(vi) of RTI Act, 2005)

Sections of the department hold different categories of documents relating to work allocated to them.

7. 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.

(Section 4(1)(b)(vii) of RTI Act, 2005)

The Mizoram Liquor (prohibition & Control) Act, 2014 and The Mizoram Liquor(prohibition & Control) Rules, 2014 has been enforced by the Excise & Narcotics Department as allocated to by the Government of Mizoram. A committee under the Chairmanship of the Hon'ble Excise & Narcotics minister has been constituted as Review & Evaluation Committee under MLPC Act consisting of 27 members from Government and representation from the general public. The Committee shall make recommendations for the continued enforcement of the Act.

8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

(Section 4(1)(b)(viii) of RTI Act, 2005)

No such body exists in the Excise & Narcotics Department which give advice on the enforcement activities of the Excise & Narcotics Department.

12. Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

(Section 4(1)(b)(xii) of RTI Act, 2005)

The Department of Excise & Narcotics does not execute any subsidy programme.

13. Particulars of recipients of concessions, permits or authorizations granted by it.

(Section 4(1)(b)(xiii) of RTI Act, 2005)

Not Applicable

15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

(Section 4(1)(b)(xv) of RTI Act, 2005)

The Department of Excise & Narcotics has a Facilitation Centre for public on the ground floor at the main entrance of the Commissionerate of Excise & Narcotics building, Khatla, Aizawl with an attendant/ personnel on Duty. The centre also provides assistance to the public seeking information.

17. Such other information as may be prescribed.

(Section 4(1)(b)(xvii) of RTI Act, 2005)

This Department has appointed Pu Peter Zohmingthanga, Inspector of Excise & Narcotics as Public Relation Officer/ transparency officer. All District/Subordinate offices have been requested to appoint Public Relation Officer/transparency officers for their respective offices.