

Government of Maharashtra

Citizen's Charter

Commissionerate

**State Excise Department
Maharashtra State Mumbai - 400001.**

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2. History of The Department

This department was being recognised as State Excise Department in the British era. The items such as liquor toddy opium ganja & bhang were brought under the control of the state to collect the revenue. Excise System was started in 1790 to enhance the states revenue and thereafter in 1878 The Bombay Excise Act was enforced to collect the additional revenue from the trade of liquor & toxic substances.

During the period of independence war & home rule movement the session of congress held in 1938 focused on the adverse effects of liquor consumption & to ban liquor completely Bombay Prohibition Act 1949 was enforced. In view of the enforcement of Prohibition Act on 16.06.1949 the State Excise Department was renamed as Prohibition and Excise Department.

Prohibition Policy became as less important since 1964. Toddy and beer scheme is implemented in 1968. Distilleries and liquor manufacturing units are established & in 1973 a large number of licenses are sanctioned for retail of country & foreign liquor.

The revenue of the department has reached upto Rs. 2815.28 crore in 2005-06 from that of Rs. 1.47 crore in 1963-64. To enhance the excise revenue of the state the department has renamed again as State Excise Department in lieu of Prohibition & Excise Department since 28.12.1989 & the prohibition propoganda has been attached to Social Justice Department.

3. Preface

- 3.1. While publishing the Citizen's Charter of the Department, the information which should be known to the citizens such as organisation functions of the personnels working in the department at various levels has been included in the preface.
- 3.2. The departments name was changed from "Prohibition & Excise " to "State Excise Department" vide the governments notification GAD No.: ROB. 1089 / 18 (O & M) dated 28 December 1989.
- 3.3. State Excise Department is headed by the Commissioner. He is assisted by one Additional Commissioner at H.Q. 2 Jt. Commissioners 2 Dy Commissioners (Senior scale) 2 Dy. Commissioners (Junior scale) one Director (Enforcement & Vigilance) one Dy. Director (Statistics & Computer) one Chief Accounts Officer one accounts officer 4 assistant commissioners & flying squad in day-to-day work and to fulfil the policy decisions & enforcement.
- 3.4. This department implements the following acts:
 - A) The Bombay Prohibition Act 1949.
 - B) The Bombay Drugs (Control) Act 1959.
 - C) Medicinal and Toilet Preparation (Excise) Act 1955.
 - D) Spirituous Preparation (Inter State Trade and Commerce) Control Act 1955.
 - E) The Bombay Molasses (Control) Act 1956.
 - F) The Narcotic Drugs and Psychotropic Substances Act 1985.
- 3.5. The major functions of this department are sanctioning various licences inspection of various licences and implement various controls as per the Bombay Prohibition Act 1949. Apart from this investigating crimes mentioned in the N.D.P.S. Act 1985 registering these crimes and filing of these cases in the Hon'ble Courts.
- 3.6. Divisional Level:- Policy decisions at the State level and implement with the sanction of the Government to implement such policies and various rules District Superintendents (Group - A Officers) has been appointed at the district level. The implementation of policies and rules at taluka level is being done by Inspectors / Sub-Inspectors.
- 3.7. To supervise and administrative control of the district offices four divisional offices has been sanctioned vide Government Resolution dated 7/9/1989 and two additional divisional offices vide Government Resolution dated 1/1/2003. 6 Divisional Offices are as follows:-

Sr. No.	Divisional Head Quarter	Districts
1	Thane	Mumbai (City), Mumbai (Suburb), Thane and Raigad.

2	Nashik	Nashik, Dhule, Nandurbar and Jalgaon.
3	Pune	Pune, Solapur and Ahmednagar.
4	Kolhapur	Kolhapur, Sangli, Satara, Ratnagiri and Sindhudurg.
5	Aurangabad	Aurangabad, Jalna, Parbhani, Hingoli, Beed, Nanded, Osmanabad and Latur.
6	Nagpur	Nagpur, Buldhana, Akola, Washim, Amravati, Yavatmala, Wardha, Bhandara, Gondhia, Chandrapur and Gadchiroli.

3.8. Six Dy. Commissioners (Senior Scale), Six Asstt. Commissioners, six Accounts Officers and other posts have been sanctioned for the above six divisional offices.

3.9. Maharashtra being one of the major liquor manufacturing state there is a demand for molasses and alcohol and also there is also a large export of molasses / alcohol and liquor from Maharashtra. To curb illegal import / export six border check posts have been sanctioned vide G.R. Dated 18/8/1989 and six more border check posts vide G.R. Dated 1/1/2003 hence total 12 border check posts have been sanctioned. The details of border check posts have been given below:-

Border Check Posts

Sr. No.	Border Check Post
	Insuli Taluka Sawantwadi district Sindhudurg on Goa Border.
	Talasari District Thane on Gujarat Border.
	Manegaon Teknaka district Nagpur on M.P. Border.
	Palasner District Dhule at M.P. Border.
	Jekekur (Umarga) District Osmanabad at A.P. Border.
	Kagal District Kolhapur at Karnataka Border.
	Karanjali Peth district Nashik at Gujarat Border.
	Khed kigar taluka Shahada district Nandurbar at M.P. border.
	Purnad district Jalgaon at M.P. border.
	Kharpi district Amravati at M.P. border.
	Dairy district Gondhia at Chattisgarh border.

	Munduk district Solapur at Karnata border.
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One Inspector two sub-inspectors one Asstt. Sub-Inspector (Writer) four constables and one constable-cum-driver have been sanctioned at each border check post along with one jeep.

4. Features of the Department

- a. Immediate acknowledgement of the applications received or acknowledged within seven days for the applications received by post.
- b. Time bound processing of received applications.
- c. Transperant and responsive scrutiny.
- d. Immediate firm remedial action against illegal activities such as duty evasion.

5. Citizens of the Department

- i. Manufacturing Units of molasses / alcohol / liquor.
- ii. Persons consuming liquor
- iii. Persons suffering from illicit liquor.
- iv. All types of licensees / Permit holders.

6. Expectations of the Department

- b. Participating in the enhancement of State Excise revenue which is used for the progress of the State by way of complying with rules / act for liquor manufacturing and sales.
- c. Follow the existing rules while consuming liquor.
- d. Consume only the excise duty paid liquor.
- e. Purchase liquor from authentic retailer or permit room.
- f. Avail the permit for liquor consumption.
- g. Help us in the drive against illicit liquor.

7. Excise Policy of Government

- 1 Legal controlling of various liquor products through licensing.
- 2 Licences for retail sale of IMFL are banned at present but permit rooms and beer bars licences are being sanctioned.
- 3 Government's policy is to permit consumption of beverages containing liquor subject to some restrictions. Government allows the persons to consume liquor if the persons age is 25 years or more and should have permit to consume. Nevertheless Wardha and Gadchiroli districts are completely prohibited where one can consume liquor only on medical recommendations.

8. Vision of the Department

- a. Enhance the revenue through legal production and sales of liquor beverages and through sales and production of alcohol and toilet preparations containing narcotic drugs.
- b. Sanctioning of licences to manufacture liquor beverages wholesales retails of liquor beverages and medicinal and toilet preparations.
- c. Sanctioning of licences for molasses production and sale redistillation of molasses and for industrial use of alcohol.
- d. Sanctioning of licences for manufacturing of E.N.A. Liquor manufacturing and industrial use of alcohol.
- e. Prohibiting illegal manufacturing of intoxic items mentioned in Bombay Prohibition Act 1949 and controlling narcotic drugs through N.D.P.S. Act 1985.

9. Mission of the Department

- i. Enhance Excise revenue by controlling and regularising the manufacturing sales and consumption or use of beverages containing alcohol.
- ii. Publishing the booklet containing the procedures based on simple and transparent rules.
- iii. Provision of printed application alongwith a list of necessary documents.
- iv. Timely sanctioning of licences and Permit.
- v. Delegation of maximum powers to the State Excise Officers who have public interface.
- vi. The information technology will be widely used for a revenue receipts statement and office records.

- vii. Departments Personnel shall be humble Politie and firm and will be in uniform and possessing identity card or authority letter while coming for inspection.
- viii. Specimen will be prepared for inspection proforma inspection report and other documents will be given on the spot to the licensee.
- ix. Due care shall be taken so that citizens following act will not be harassed. Immediate action will be taken on complaints / grievances.
- x. Polite relation to the public shall be maintained / enhanced.
- xi. Suggestions are welcomed for quick service to citizens.

Shifting of Country Liquor / Foreign Liquor retail sale licensees:-

1. Such licensed shop shifting within the taluka is done by District Collector.
2. Such licensed shop may be shifted from one taluka to another taluka by Commissioner subject to 15% quota.
3. Such licensed shop may be shifted from one district to another district is being done at Government level.

The terms and conditions for the shifting are as follows:-

- Declining liquor sales in last five years.
- People staying in the vicinity should not be defacilitated for liquor consumption
- Should have no objection certificate from the authority in whose jurisdiction the shop is being shifted.
- Should have police report regarding proposed place for licence for retail sale of country liquor.

10. Telephone Numbers of the Officers in the Department

Sr. No.	District	STD Code	Telephone No.
1	Principal Secy. Home Deptt. (Excise)	9522	22025009 / 22023184
2	Under Secy.	9522	22024964
3	Commissioner	9522	22620238
4	Addl. Commr.	9522	22660152
5	Jt. Commr. (Admn.)	9522	22660152
6	Jt. Commr. (Alcohol & Molasses)	9522	22620238
7	Dy. Commr. (M. & T. P.)	9522	22660163
8	Dy. Commr. (Inspn)	9522	22663685
9	Director (Enf. & Vig.)	9522	22661987
10	Dy. Commr. (Admn.)	9522	22665569
11	Dy. Commr. (Alcohol & Molasses)	9522	22665569
12	Dy. Director (Statistics & Computer)	9522	22665571

13	Chief Accounts Officer	9522	22665569
14	Divisional Dy. Commr., Thane	9522	25363280
15	Divisional Dy. Commr., Pune	9520	26688382
16	Divisional Dy. Commr., Aurangabad.	95240	2332747
17	Divisional Dy. Commr., Nagpur	95212	2721335 / 2726272
18	Divisional Dy. Commr., Nashik	95253	22456685
19	Divisional Dy. Commr., Kolhapur	95253	222546025
20	Superintendent of State Excise, Mumbai (City)	9522	222664801
21	Superintendent of State Excise, Mumbai (Suburb)	9522	222662402
22	Superintendent of State Excise, Thane.	9522	225331430
23	Superintendent of State Excise, Raigad.	952141	2228001
24	Superintendent of State Excise, Ratnagiri.Ü	952352	2222403
25	Superintendent of State Excise, Sindhudurg.	952362	2228839
26	Superintendent of State Excise, Nashik.	95253	22578635
27	Superintendent of State Excise, Dhule.	952562	2241884
28	Superintendent of State Excise, Jalgaon.	95257	22223713
29	Superintendent of State Excise, Ahmednagar.	95241	22326930
30	Superintendent of State Excise, Pune.	9520	226127321
31	Superintendent of State Excise, Satara.	952162	2234339
32	Superintendent of State Excise, Sangli.	95233	22372476

33	Superintendent of State Excise, Solapur.	95217	2312376
34	Superintendent of State Excise, Kolhapur.	95331	22526025
35	Superintendent of State Excise, Aurangabad.	95240	2331060
36	Superintendent of State Excise, Jalna.	952482	2234478
37	Superintendent of State Excise, Parbhani.	952452	2220376
38	Superintendent of State Excise, Beed.	952442	2222503
39	Superintendent of State Excise, Nanded.	952462	2242616
40	Superintendent of State Excise, Osmanabad.	952472	2223387
41	Superintendent of State Excise, Latur.	952382	2245412
42	Superintendent of State Excise, Buldhana.	957262	2242301
43	Superintendent of State Excise, Akola.	95724	2235092
44	Superintendent of State Excise, Amravati.	95721	22663410
45	Superintendent of State Excise, Yavatmal.	957232	2244256
46	Superintendent of State Excise, Wardha.	957152	2240163
47	Superintendent of State Excise, Nagpur.	95712	22531971
48	Superintendent of State Excise, Bhandara.	957184	2252292
49	Superintendent of State Excise, Chandrapur.	957172	22250595
50	Superintendent of State Excise, Gadchiroli.	957132	2222607

12. Complaint Grievances Officer

Contact the following officer personally or by post if the services rendered by the department are not in time or any other complaint.

Hon'ble Commissioner of State Excise, Maharashtra State, Mumbai is the designated appellate authority as per R.T.I. Act, 2005. Jt. Commr. (Admn.) and Jt. Commr. (Alc. & Molasses) are designated as information officers. Dy. commr. (Admn.) and Dy. Commr. (Alc. & Molasses) are designated as Asstt. information Officers. District Collectors are appellate authorities and district Superintendents are the information officers for the districts. Dy. Superintendents are Asstt. information Officers at the district. Inspectors will be the Asstt. information officer where there is no Dy. Superintendent in the district.

Dy. Commissioner (Inspection)
State Excise Department,
Maharashtra State, Old Custom House,
2nd Floor, Fort, Mumbai-400001.
Tel: 22663685
Fax: 22662370.

13. Time limit for review of Citizen's Charter

Two years is the prescribed time limit for review of Citizen's Charter of this department. Citizen's charter will be reviewed every after two years.

10. Time limit for sanctioning of various licences / Competent Officer

S.No	Type of service	Apply to whom	Documents/Fees to be submitted with the application.	Obtain prescribed application from	Specified time limit for the service.	Final deciding authority.	Time limit specified for final decision .	Appellate authority incase the decision is not taken in specified time by the officials in col. 3 & 7.
1	2	3	4	5	6	7	8	9
1	Sanctioning of M-I licence for manufacturing of	District Collector (Supdt. State Excise).		Supdt's office.	One month	Commissioner	One month	

	molasses.							
2	Sanctioning M-II licence for utilisation of molasses.	District Collector (Supdt. State Excise).		Supdt's office.	One month	Commissioner	One month	
3	Sanctioning M-III licence to sell molasses.	District Collector (Supdt. State Excise).		Supdt's office.	Two months	District Collector (Superintendent of State Excise)	One month	
4	Sanctioning of PLL licence for manufacturing of IMFL. PLL licences based	Commissioner		Commissioner	Two months	Secretary (State Excise) Home Department.	Two months	

	on molasses based spirit are restricted but PLL licensees based on grain based spirit are being sanctioned.							
5	Sanctioning of BRL licence for manufacture of Beer.	Government		Commissioner	Two months	Secretary (State Excise) Home Department.	Two months	
6	Sanctioning BRS Licence for manufa	District Collector (Supdt. State Excise).		Supdt's office	Two months	District Collector's (Superintendent	Two months	

	cturing of Wine.					State Excise.)		
7	Sanctioning of CL-I licence for manufacture of country liquor. Sanction of molasses based C.L.I licence have been restricted but gain based CL-I licences are being sanctioned.	Commissioner		Commissioner	Two months	Secretary (State Excise) Home Department	Two months	
8	Sanctio	District		Supdt's.	Three	District	Three	

	ning licence for Permit Room/Beer Bar.	level Committee consisting of four members.		office.	months	level Committee consisting of four members.	months	
9	Sanctioning of CL-II licence for wholesale of country liquor.	District Collector (Supdt. State Excise).		Supdt's office.	One month	Secretary (State Excise) Home Department.	One month	
10	Sanctioning of CL/FL/TOD-III licence (FL-II affiliated) to sell FL in sealed bottle.	District Collector (Supdt. State Excise).		Supdt's office.	One month	District Collector.	Two months	
11	Sanctioning D.S.III	Supdt. State Excise.		Supdt's office	Seven days	Supdt. of State Excise.	Fifteen days	

	licence for Doctors.							
12	Sanctioning DS-II licence for domestic use of spirit.	Supdt. State Excise.		Supdt;s. office	Seven days	Supdt's office.	Fifteen days	
13	Sanctioning of D.S.V licence for domestic use of spirit (D.S.V Licence having spirit quota upto 1 lakh B.Ls.)	District Collector (Supdt. State Excise).		Supdt's office	Fifteen days	Commissioner	Fifteen days	
14	Sanctioning D.S.VII licence.	District Collector (Supdt.		Supdt's office	Fifteen days	Commissioner	One month	

		State Excise).						
15	Sanctioning DSP-1 licence to use spirit.	District Collector (Supdt. State Excise).		Supdt's office	Fifteen days	Commissioner	Two months	
16	Sanctioning DSP-II licence.	District Collector (Supdt. State Excise).		Supdt's office	Fifteen days	Commissioner	One month	
17	Sanctioning DSP-III licence.	District Collector (Supdt. State Excise).		Supdt's office	Fifteen days	Commissioner	One month	
18	Sanctioning RS-II licence for educational/medical laboratories.	District Collector (Supdt. State Excise).		Supdt's office	Fifteen days	District Collector (Superintendent of State Excise)	Fifteen days	
19	Sanctio	Commis		Commis	Three	Secretar	Two	

