

**Manual – 1**  
**Particulars of organization, functions and duties**  
**[Section 4 (I) (b) (i)]**

1.	Aims and objectives of the organization	:	Its aim is to control the manufacture, distribution and sale of liquor through Government Channels prohibiting the sale of spurious liquor.
2.	Mission/ Vision.	:	Government organization.
3.	Brief history and backgrounds for the establishment.	:	Excise Department was carved out as a separate Department w.e.f. 01.12.1999 from Revenue and Excise Department. Excise Department is basically a revenue-earning Department of the State, which enforces the State Excise Laws.
4.	Organization Charts.	:	Excise Department, Excise Commissioner of Orissa, Cuttack and Superintendent of Excise in district level.
5.	Allocation of business.	:	Does not require since a Government Department.
6.	Duties to be performed to achieve the mission	:	Duties performed as per the Government rules and regulation.
7.	Details of services rendered.	:	
8.	Citizens interaction.	:	N.A.
9.	Postal address of the main office, attached/ subordinate office/ field units etc.	:	Excise Department, Orissa Secretariat, Bhubaneswar Subordinate Office – Excise Commissioner, Orissa, Cuttack, E.D.C., Berhampur, Sambalpur and Cuttack. Field Units – Superintendents of Excise in each district.
10.	Map of office location.	:	Orissa Secretariat, Bhubaneswar.
11.	Working hours both for office and public.	:	10.00 A.M. to 5.00 P.M.
12.	Public interaction, if any.	:	Occasional and as and when required.
13.	Grievance redress mechanism.	:	Through grievance petition received in the grievance cell.