**COMMISSIONER OF EXCISE**

**&**

**DIRECTOR OF PROHIBITION**

**NAGALAND : DIMAPUR**

**MANUAL OF RIGHT**

**TO**

**INFORMATION ACT - 2005**

Updated up to 31st March 2020

 **MANUAL - I**

**Introductions**:- The Excise Department was established on 1st December, 1963. The Department is to administer all Acts and Rules and enforce them effectively in the whole area of the State.

**Objectives:**

(1) Organise and develop professional skills in the enforcement and implementations of the Nagaland Excise Acts/Rules, Narcotic Drugs and Psychotropic Substances Acts.

(2) Collects Revenue for the Government on sale and consumption of liquors. And also fine amount by compounding Excise offences. To cover all areas of the State in matters of enforcement of the Acts and Rules and rescue and prevent the people from the vices of Drugs Addictions and Alcoholisms for a healthy society.

**Core value:**

 Cleanliness in Society free from Drugs and Alcoholic liquor abuses. Strive to serve the people by enforcing the laws with utmost efficiency.

**Our task:**

Gathering of information on trafficking of illicit Narcotic Drugs and liquor. Detect, Seizure and prosecute successfully.

**Office location:**

The office of the Commissioner of Excise and Director of Prohibition is located adjacent to the Office of the Deputy Commissioner Dimapur. It is about eleven (11) kilometers from Dimapur Airport and Three (3) KM from the Dimapur Railway Station.

The Head of the Department is the Commissioner, and is from the Indian Administration Service (IAS) cadres and Commissioner Secretary/Secretary is the Administrative Head of the Department at the Government level. In the Directorate, the Commissioner is assisted by a team of senior officers in the rank of: -

One Additional Commissioner

Two Deputy Commissioners

Two Assistant Commissioners

In the Districts Superintendents of Excise and Prohibitions heads the respective establishments. Some of the newly created Districts have not yet been covered fully for want of manpower and other logistics.

 The main functions of the department is enforcement of the Nagaland Liquor Total Prohibition Act 1989 and Narcotic Drugs and Psychotropic Substances Act 1985 and Drug & Cosmetic Act 1940 in the whole areas of the State of Nagaland also regulates Liquor transactions

and collects Excise Duties on Para-military Bonded wares and Military Canteen Services for the State.

 Initially, the department functions were more of regulatory and Revenue collections for the State on sale and consumption of liquors, by ways of Excise duties and license fees etc. Revenues were also earned by ways of fine amounts imposed on violations of the Nagaland Excise Act 1967, for production and sale of illicit liquors. The revenues were substantial.

 Following the enactment and enforcement of the Nagaland Liquor Total prohibition Act 1990, the designation of the Head of the Department has been changed as Commissioner of Excise and Director of Prohibition and the role of the department been radically changed from Regulatory to enforcement, drastically reducing the revenues collected thus imposing a huge task on the department with very limited manpower and equipments. This Act prohibits manufacturing, sale, transportations, possessions and consumptions of any liquor in Nagaland. Violator/offenders under this Acts is punishable and is penalized by confiscating the prohibited items and imposing fine amounts to the extent of imprisonments.

 The department is also responsible for enforcement of the Anti-narcotic drug laws of the country in the state, namely the Narcotic Drugs & Psychotropic Substances act 1985 (NDPS ACT 1985) and the Drugs & Cosmetic Act 1940 in tandem with the State Liquor Acts. Drugs cases are tried by designated Districts Session Judges only. Its enforcement is a huge task considering the extensive drugs abuses and addictions, in the state. Drug laws are enforced in coordination with Narcotic Control Bureau (NCB) Ministry of Home Affairs Government of India.

 All the enforcements are carried out by teams of field officers and staffs who are also responsible for gathering of information on the trafficking of prohibited items.

**MANUAL – II**

1. **(a) POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES.**
2. Administrative Head of the Department. The Secretary is the Administrative Head of the department in the Government level. He is the authority in the Department activities.
3. The Secretary is assisted by the following officers in the Secretariat
	1. One Additional Secretary.
	2. One Under Secretary.
	3. One Section Officer.
	4. One Junior Section Officer.
	5. 2 Secretariat Assistants.
4. **Commissioner of Excise:** - The Commissioner of Excise is Grade Post from senior IAS cadre. He is the Head of Department, having absolute authority of supervision, control over all affairs of Department and decision thereof. He is vested with the delegation of Financial Cognate Power Rules 1964 as amended from time to time. He is also the Director of Prohibition in the State. He grants Import and Export permit of IMFL to the Armed Defence and Para Military Forces. He also grants Spirit Whole and Retail licence for industrial purpose and Government Departmental scientific and medicinal uses. He is the appellate authority in matters of Excise and Prohibition offences. It is the prerogative of Excise to delegate any of the above-mentioned power to his subordinates. He is the appellate authority of Right to Information Act 2005 for Excise Department.
5. **Additional Commissioner of Excise: -** The Additional Commissioner of Excise is the second-in-command of the Department. He assists Commissioner in all activities/affairs of Department. He signs Import, Export and Route Permit of IMFL for Armed Defense and Para Military Forces as authorised by Commissioner. Additional Commissioner of Excise is the Public Information Officer in respect of the Right to Information Act’05 for the Department. He functions as Head of Department in absence of Commissioner. He is the Drawing and Dispersing Officer in the Directorate Establishment
6. **Deputy Commissioner of Excise (HQ): -** The Deputy Commissioner of Excise (HQ) assist both the Commissioner of Excise and Additional Commissioner of Excise in the daily function of the office. He takes care of the Enforcement, Administration and Establishment matters and any other works assigned to him by the senior officers from time to time. The Deputy Commissioner of Excise (HQ) also signs Import / Export and Route permit of IMFL for the Armed Defense and Para Military Forces on the strength of authorization by Commissioner.. He is the Assistant Public Information Officer in respect of the Right to Information Act’05.
7. **Assistant Commissioner of Excise : -** There are two Assistant Commissioner of Excise, viz; Assistant Commissioner of Excise; Administration, and Assistant Commissioner of Excise, Enforcement.

(i) Assistant Commissioner of Excise; Administration, look after the Establishment, General Administration and any other duties as assign by the seniors from time to time.

(ii) Assistant Commissioner of Excise Enforcement, look after all enforcement activities and monitors field achievement reports. Assistant Commissioner of Excise Enforcement, signs Route pass/permit of IMFL for the Armand Defense and Para Military Forces with due authorization from the Commissioner of Excise. He supervises functions of CSD and Para Military Bonded Warehouses.

1. **Registrar:** - Registrar Co-ordinates the file transaction and monitors the file movements of the office. Keeps and monitors the office important records. Registrar supervises and ensures safety of the records. Maintain file indexing and storing.
2. **Office Superintendent:** - Office Superintendent assists Registrar in the smooth functioning of the office. Supervises the receipt/issue of letters and file processing/keeping and ensures regularity and attendance of the Ministerial staff. Keep informs the senior officers of all-important official matters.
3. **Accounts Officer: -** Accounts Officer is deputed from Directorate of Account and Treasuries. He takes care of accuracy of all accounts matter in the Directorate. Supervises fixation of Pay and Budgeting matters, including monitoring of expenditure.
4. **Assistant Superintendent:** - Assistant Superintendent handles all cash. Handles all accounts file prepares pay and allowances for the employees and supervises Treasury transactions. Assistant Superintendent is responsible for drawal and disbursement of all Bills in the Directorate.
5. **Stenographer:** - The Stenographer in the Directorate discharges their designated assigned duties. Help officers in handling official matters including confidential letters and documents.
	1. **(b)** **BRANCHES / CELLS IN THE DIRECTORATE.** There are three different branches attached to the Directorate such as Narcotic Cell, Mobile Squad and Para Military Bonded Warehouses/CSD and the function are: -

(i) **Deputy Commissioner of Excise (NC):** - Deputy Commissioner of Excise, Narcotic Cell is the in-charge of Narcotic Cell for the purpose of field functioning pertaining to detection, seizure and arrest of NDPS and Excise related offences. Registers and forward the cases to the Court of Law. Initiates all correspondences relating to NDPS in and outside the State. The Deputy Commissioner of Excise (NC) is also delegated with the power of compounding NLTP offences. The Deputy Commissioner of Excise (NC) is responsible to organise all round Narcotic field enforcement activities in the State so as to ensure effective control and arrest of drug-terrorism in the State. When Narcotic drugs like Opiods and Ganjas are seized the accused along with the articles are produced before the Judicial Magistrate and draws samples and sealed for investigation. The accused is handed over to the court for Judicial remands which continues till the trail court finalize the case. The drugs samples drawn will be sent to the Forensic Laboratory in Guwahati for analysis and confirmations. On receipt of the Forensic reports final report of prosecution is submitted to the court of designated season judge for trail. Narcotic Drugs and Psychotropic Substance Act 1985 prescribes summary trail and conviction if proved guilty. The confiscated drugs are destroyed under order of the Judicial Magistrate by a committee of standing committee.

1. **Superintendent of Excise (MS):** - The Superintendent of Excise (Mobile Squad) heads the Mobile Squad Cell. He is responsible for detection, seizure and arrest under NDPS Act, NLTP Act and Nagaland Excise Act in its Cell. Investigates, registers and forward cases to the Court of Law. Superintendent of Excise (Mobile Squad) is delegated with the power to compound Excise and Prohibition offences. The Superintendent of Excise (Mobile Squad) has the power to requisition the staffs of any of the unit Excise offices in the State in connection with the duty on preventive and enforcement measures on Excise and Prohibition offences.
2. **Inspector of Excise, Bonded:** - Inspector of Excise in-charge- of CSD and Para Military Bonded Warehouses are fully responsible for security and safety of liquor stock held in the godown. Maintains all account of varieties of liquor in the stock. Maintains daily transactions of Receipt and Issue of liquor. Prepares monthly sale and stock accounts and submits it to the Commissioner for record and necessary disposal. Godown is operated under double lock system to ensure total transparency.
3. **Permit Branch:**- Commissioner of Excise is the controller of all liquor transactions for the military and Para-military of the Defense Ministry in the state. All import and export permits are issued through the permit branch in the department.

(a) Issues License to Area General Manager CSD of the Ministry of Defense, through an agreement signed between the State Government and the CSD on payment of a license fee. The license is renewable annually which is fixed by the Government from time to time. The latest being Rs.5,00,000/- .

(b) Issues license to Para-military Bonded Ware Houses.

(c) Issues import permits to the above wholesale ware houses i.e., CSD and the Para- military Bonded Ware Houses.

(d) Issues road permits to unit canteens.

(e) Issues export permits.

(f) Monitors revenue/duty receives.

**1.** **(c)** **COMMON CATEGORIES IN THE DIRECTORATE MINISTERIAL SECTION.**

1. **UDA/LDA:** - The UDA/LDA in the Directorate are assigned with particular works, such as; General, Establishment, Office Expenses, Accounts, Enforcement Receipt and Issue. Each UDA/LDA is held responsible for its own assignment.
2. **Typist:** - Typist-cum-Computer assistant is responsible for all typing matters of official correspondence. Ensures accuracy and clean typing of official letters.
3. **Drivers:** - Driver are attached to the officers entitled for vehicle, Driver performs only as per the assigned duty. Driver takes care of the Government vehicle detailed for the purpose. Drivers are responsible for safety and security of the Government vehicle, they are provided with uniforms.
4. **Office Peons:** - Office Peons are responsible for handling office files. Attends and prepare in ferrying from one table to another and also runs daks to other local destinations. Office Peons is the manual hand inside the office for smooth conducts of all official business.
5. **Chowkidar:** -
6. **Sweepers:** -

**1**. **(d)** **DISTRICT UNITS.**

1. **Superintendent of Excise:** - The Superintendent of Excise is the District Head of office for all-purposes of Administration of Nagaland Excise, NLTP and NDPS Acts. Superintendent of Excise is invested with the power of compounding of Excise and Prohibition Offences. Superintendent of Excise of the District supervises the field functioning and activities in its jurisdiction, Issues Command Certificate/Detailment Order. Maintains case register and Malkhana Accounts, forward cases to the Court of Law. Superintendent of Excise, District in-charge co-ordinates with the civil Administration, judicial authority, police and public for smooth functioning of the assigned dutie.s. Superintendent of Excise in the District is the Member Secretary, of the District Prohibition Committee. Superintendent of Excise in the District is the D.D.O of its establishment and delegated with the Financial and Cognate Power Rules 1964 as amended from time to time.
2. **Dy. Superintendent of Excise:** - The Dy. Superintendent of Excise wherever attached discharges/performs duty with the direction of the concerned Superintendent of Excise.

**1. (e)** **EXCISE OFFICERS OF COMMON CATEGORY.**

1. **Inspector of Excise:** - Inspector of Excise is a uniformed personnel, functions as the O. C. of a Police station with the powers as delegated by notifications and Orders. He has the power to search, seize, arrest, investigate the case with the power of investigating officer for all Excise and NDPS offences. In short, he is a prosecuting Inspector. Inspector of Excise assists the controlling officer in all round official activities and responsibilities including case Register and Malkhana records.
2. **Assistant Inspector of Excise:** - Asst. Inspector of Excise is uniformed personnel; they are the assistant to Inspector to assist Inspector in all day-to-day duties and functions. He is equally delegated with the same power of Inspector. Thus, he assumes the entire responsibilities of Inspector in absence of Inspector or where there is no Inspector.
3. **Excise Head Constable/Constable:** - Excise Head Constable/Constable are also uniformed personnel, discharges duties with requisition from the superior officer with due command certificate. Comprises the escort duty on patrolling and detection duty on preventive measures.
4. **Head Assistant:** - Head Assistant is the head supervisor in all-official correspondence in its District Excise office. Maintains file indenting/ recordings. Keep informs all official correspondence to the controlling officer. Co-ordinates budgeting and expenditure of the office.
5. **UDAs /LDAs:** - Holds in-charge if its own assigned works such as; Accounts, establishment, general, stationary, enforcement and personnel files. Does receipt and issue office letters, concerned branches Dealing Assistance is responsible in its assigned works.
6. **Typist:** - Typist does all typing works of the office. Ensures clear and accuracy typing of all official letters.
7. **Drivers:** - Driver are attached to the officers entitled for vehicle, Driver performs only as per the assigned duty. Driver takes care of the Government vehicle detailed for the purpose. Drivers are responsible for safety and security of the Government vehicle, they are provided with uniforms.
8. **Office Peons:** - Office Peons are responsible for handling office files. Attends and prepare in ferrying from one table to another and also runs daks to other local destinations. Office Peons is the Manual hand inside the office for smooth conducts of all official business.

**MANUAL - III**

**PROCEDURE FOLLOWED IN THE DECISSION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.**

1. **Secretariat**: - Commissioner & Secretary is overall in-charge in all matters of functions in the Secretariat and he is the final authority in the decision making process.
2. **Directorate**: - The Commissioner of Excise is overall in-charge of all the vital decisions relating to the functions and resources. The Sub-ordinate Officers perform their respective duties under his over-all supervisions. Each Officer works under the supervision of the immediate superior Officer and are referred to the Commissioner for final decision. As laid down in normal procedures, all official matters /papers/correspondences are made by the Commissioner to the concerned Officers/Assistants who process in the proper File. The Files moves from the Assistants routes through the Office Superintendent, Registrar, Assistant Commissioner, Deputy Commissioner, Additional Commissioner for a final decision by the Commissioner basing on the suggestions, remark and recommendation of the Subordinate Officers. Major policy decisions are taken upon collectively by the officers in coordination meetings.

**MANUAL - IV**

**NORMS SET BY IT FOR DISCHARGE OF ITS FUNCTION: -**

 The Office working hours are set by the Nagaland Government which is from 9 AM to 3:30 PM in winter and 9:30 AM to 4:00 Pm in summer.

 The field staffs are on regular duty during the normal Office workings Hours besides round clock duties in strategic and Check gate and will also be available on duty at any time when works demands. The field staffs are responsible for enforcement of the Narcotic Drugs and Liquor laws. They seize and avert offenders for prosecutions cases of offences under Nagaland Excise Acts are tried and compounded by the Departmental Officer who are invested with the power to compound the cases from the ranks of Deputy Superintendent of Excise and above.

 Narcotic Drugs cases are forwarded to the designated District and Session Judge in the respective Districts, for trail and judgments.

 All functions are executed by Officers and Staffs as per work distributions made by the Commissioner/Head of Department.

**MANUAL - V**

**THE RULES AND REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGEING ITS FUNCTIONS.**

Apart from the Rules as mentioned in Rule-3, Rule-4, the following are implemented.

The Rules of Executive Business, the Nagaland Government Servant Conduct Rules’68, Nagaland Service (Discipline and Appeal) Rules’67, Leave Rules. F. R/S. R, Assam Excise Manual, ROP Rules, Treasury and Account Rules, Pension Rules, the Government order and regulation and any other Acts/Rules applicable in the Department in functioning of the Government offices in the State as per the policy of the Government from time to time.

**List of Rules**

(1) The Nagaland Government Servants Conduct Rules 1968.

(2) The Nagaland Service (Discipline and Appeal Rules 1967)

(3) The Central Civil Service (Leave) Rules.

(4) The Nagaland Excise Act 1967.

(5) The Nagaland Excise Rule 1972.

(6) The Narcotic Drugs and Psychotropic Acts 1985.

(7) The Nagaland Liquor Total Prohibition Acts 1989 and Rules.

(8) ROP Rules.

(9) Treasury and Account Rules.

(10) Pension Rules.

(11) Any other Acts and Rules applicable in the Department in functioning of Government Offices.

**MANUAL - VI**

**A STATEMENT OF CATAGORIES OF DOCUMENTS, THAT ARE HELD BY IT OR UNDER ITS CONTROL.**

**The following are the documents.**

1. Employment and Human Resource (Recruitment/Appointment).
2. Revenue Collection and Expenditure.
3. Pay and Allowances and Service Benefit.
4. Excise Housing Schemes/Planning and Project.
5. Case Registers/Files and Malkhana Records (Unit offices/Cell).
6. Movable and immovable properties of the Department and
7. All other documents of office correspondence.

 **MANUAL - VII**

**THE 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.**

The Department being a part of Revenue Collection and one of the Law enforcing agencies, it is guided by the laid down Excise, Prohibition and Narcotic Drugs related Laws. Hence, consultation with the members of public for formulation of its policy hardly happens.

**MANUAL – VIII**

**A STATEMENT OF THE BOARD, 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 THE BOARDS COUNCILS, COMMITTEES AND ANY OTHER BODIES ARE OPEN TO PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.**

The following Boards and Committee functions in carrying out various programs in the functioning of the Department in line with the Government directives and norms.

1. **Recruitment Board**: - For recruitment to various Non-Gazetted post in the Department, the Government have constituted a Board consisting of the following members.
	1. Commissioner & Secretary - Chairman.
	2. Under Secretary - Member.
	3. One member from the P&AR Department - Member.
	4. Commissioner of Excise - Member Secretary
	5. A senior officer from the Excise Department - Member.
2. **Departmental Promotion Committee**: - For promotion to various Non-Gazetted post in the Department, the Government have constituted a Board consisting of the following members. The Committee examines all relevant records and recommends promotion to serving employees for filling up vacancy.
3. Commissioner of Excise - Chairman.
4. Representative from AHOD - Member.
5. Representative from P&AR - Member.
6. Assistant Commissioner of Excise (Admn) – Member Secy
7. **Destruction Boards**: - Narcotic Drugs - In the Directorate.
	1. Deputy Commissioner, Narcotic - Chairman.
	2. Representative from Judicial (Districts) - Member.
	3. Assistant Commissioner of Excise - Member.
	4. Superintendent of Excise, Narcotics Cell - Secretary.
8. **Liquor Destruction Boards**: -
	1. Superintendent of Excise - Chairman.
	2. Representative from Administration - Member.
	3. Representative from Police - Member.
	4. Representative from NGOs
9. (a) State Level Prohibition Council.

(b) District Prohibition Committee.

 The members of the Committees are comprise of the following, representation from the Nagaland Baptist Churches Councils, Prominent Public members of the town concern, Deputy Commissioner of the District and the Superintendent of Excise as Member Secretary.

The objective of the Prohibition Committee is to assist the enforcement of Prohibition. Minutes of such meetings and bodies are accessible for public as per the provision of the Right to Information Act 2005.

**MANUAL – X**

**THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Head of Account** | **BE** | **RE** | **Actual Expenditure** |
| 1 | 2039 State Excise | 2070.54 | 2214.77 | 2030.57 |
| 2 | 4059 Capital outlay on public works | 258.00 | 258.00 | 258.00 |
|  | **Total** | **2328.54** | **2472.77** | **2288.57** |

**MANUAL – XI**

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNT ALLOCATED, THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.**

The Department does not deal in these programmes.

**MANUAL – XII**

**PARTICULARS OF RECIPIENT OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANDED BY IT.**

The Armed Defence Forces and Para Military Forces within the jurisdiction of Nagaland State get Excise duty at concessional rate on the supply of liquor through CSD and Para Military Bonded Warehouses. Negligible Permit of Rectified Spirit for Veterinary, Charitable and Government Hospitals is also granted by the Department.

**MANUAL – XIII**

**DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT, REPROCED IN THE ELECTRONIC FORM.**

Office is practically computerised.

 **MANUAL – XIV**

**THE PARTICULARS OF FACILITIES AVALIABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.**

 The means/method of information available in the Department are :- (a) The Notice Board. (b) Office Conference Hall and the concerned Officer’s room of the APIO and PIO. Any person (s) wishing to collect permissible information may contact the responsible/designate officers for the purpose of Public Information during office timing of the office from 11:00 AM to 12:30 PM on all working days.

**MANUAL – XV**

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.**

The following are the particulars of Public Information Officers.

1. **Administrative Level:** -

|  |  |  |  |
| --- | --- | --- | --- |
| i) | Appellate Authority | : - | Shri. Orenpomo Kikon. SecretaryPhone No: -  |
| ii) | Public Information Officer (P I O) | : - | Shri. T. Orenthung Ezung,Joint Secretary,Phone No: -  |
| iii) | Assistant Public Information Officer (A P I O) | : - | Shri. Senti.Deputy SecretaryPhone No: -  |

1. **Directorate Level:** -

|  |  |  |  |
| --- | --- | --- | --- |
| i) | Appellate Authority | : - | Commissioner of Excise,Phone No: - 03862 248778 |
| ii) | Public Information Officer (P I O) | : - | Additional Commissioner of Excise,Phone No: - 03862 248059 |
| iii) | Assistant Public Information Officer (A P I O) | : - | Dy. Commissioner of Excise (HQ),Phone No: - 03862 248989 |

1. **District Level:** -

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **PIO** | **APIO** | **Phone Number** | **Jurisdiction** |
| 1 | Superintendent of Excise, Dimapur | Inspector of Excise,Dimapur | **234166** | Dimapur & Peren Districts |
| 2 | Superintendent of Excise, Kohima | Dy. Superintendent of Excise, Kohima | **2222571** | Kohima District |
| 3 | Superintendent of Excise, Mokokchung | Inspector of Excise, Mokokchung | **2226452** | Mokokchung District |
| 4 | Superintendent of Excise, Tuensang | Inspector of Excise, Tuensang | **222050** | Tuensang, Kiphire, Longleng Districts |
| 5 | Superintendent of Excise, Mon | Inspector of Excise, Mon | **221224** | Mon District |
| 6 | Superintendent of Excise, Zunheboto | Inspector of Excise, Zunheboto | **227593** | Zunheboto District |
| 7 | Superintendent of Excise, Wokha | Inspector of Excise, Wokha | **220354** | Wokha District |
| 8 | Superintendent of Excise, Phek | Inspector of Excise, Phek | **2330104** | Phek District |

**MANUAL – XVI**

**ANY OTHER INFORMATIONS.** ­

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2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_