

No. EXC/3209/-XE9/2019

Commissionerate of Excise
Thiruvananthapuram
Date:02/09/2019
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C I R C U L A R - 1 / 2 0 1 9

Sub:- Monitoring and supervision of the work of Excise Check Posts

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The Excise Department is maintaining 5 Major Check Posts and 34 Minor Check Posts. Recently it has been found that the functioning of most the Check Posts is not at all effective and objective. The actual output by Check Posts in terms of recovery of contraband and detection of cases registered are poor in most of the cases. Some other undesirable tendencies and slackness in performance of duties have also been noticed from some locations. It is also seen that there is a need for better and closer supervision of the Check Posts by the senior officers particularly Joint Excise Commissioners and Deputy Excise Commissioners. The check posts being the key points of entry into the state, in order to maintain more effectiveness the following instructions are issued effective from this date.

Joint Excise Commissioners

Joint Excise Commissioners South Zone, North Zone and Central Zone –

A minimum of 3 surprise visits in each month on different dates to any of the four Check Posts within their jurisdiction with two visits during night hours ie. between 11 00 hrs and 06 00 hrs and two visits during daytime.

Deputy Commissioners (of Districts having Check Post Jurisdiction)

Deputy Commissioners – A minimum of four surprise visits on different dates to any of the four Check Posts within their jurisdiction with two visits during night hours ie. between 11 00 hrs and 06 00 hrs and two visits during daytime.

Asst. Excise Commissioner (Enforcement)

Assistant Excise Commissioners (Enforcement) – A minimum of six surprise visits to any of the six Check Posts within their jurisdiction on different dates with three visits during night hours ie. between 11 00 hrs and 06 00 hrs and three visits during daytime.

Pl. bks at
the time of
monthly conference.

Addl. Excise Commissioner (Enforcement)

Addl.EC (Enforcement) – A minimum of two surprise visits per month.

In the above schedule it should be ensured that at least half of the scheduled number of visits should be to the Major Check Posts within the respective jurisdiction.

Care will be taken by the visiting officers to see that the surprise element is maintained for the visits. It should also be noted that the visit is intended to motivate and energize the staff of the Check Posts who are carrying out a very important duty. During the visits, Visiting Remarks should be recorded in the Visiting Remarks Register. This should mandatorily include details of attendance, remarks on the performance of the check posts and instructions if any.

Regarding the performance of the duty by the Check Post officers the following instructions are issued.

1. Where more than one Inspector is posted to the Check Post the duty turn between the Excise Inspectors present should be strictly maintained, i.e. at the rate of 8 hours or 12 hours. On no account should the practice of one Excise Inspector doing duty for 24 hours and taking rest for the next 48 hours and rejoining duty should be followed.

The Deputy Excise Commissioner concerned should sanction necessary leave to the officers in the Check Posts for emergencies and personal requirements after clearly prescribing the changes in duty due to the leave by dividing the duty among the remaining officers or providing a temporary substitute from the Division.

2. It is not humanly possible to examine all vehicles passing through the Check Posts especially major Check Posts. Therefore in addition to the overall checking being done at present each major Check Post shall on each day thoroughly check at least five non-passenger vehicles selected at random during day time (0600 hrs to 2200 hrs) and at least two non-passenger vehicle selected at random during night hours (2200 hrs to 0600 hrs). In such cases a thorough checking should be done including the vehicle, the load, driver's cabin and all other aspects.
3. Care should be taken to see that detailed checking is conducted without causing obstructions to passing traffic and danger to other vehicles or pedestrians.

4. The details of vehicles so checked along with the details of the driver including mobile number and identity particulars should be recorded in the register maintained at the check posts.
5. The checking should be done within the field of view of the CCTV camera established at the check posts wherever available. Relocation of one of the cameras also may be done to cover the place of checking in the interest of safety and transparency.
6. The staff on duty should mandatorily use the Reflective Jackets, Signal Batons and other equipment's for ensuring personal safety and visibility wherever available.
7. All Civil Excise Officers, Preventive Officers, Assistant Excise Inspectors and Excise Inspectors on duty at Check Posts should carry their Note Books and the duty should be assigned to the officers by the officer in charge of the Check Posts.
8. Checking officers mentioned above (Joint Excise Commissioners, Deputy Excise Commissioners, Asst. Excise Commissioners) shall furnish a Monthly Report giving the details of checking done during the month containing date of checking, time of checking, the check posts visited and remarks regarding the functioning the check posts in tabular format by the 5th of the next month starting from September 2019 onwards.

Sd/-

EXCISE COMMISSIONER

To

1. The Additional Excise Commissioner(Enforcement)
2. The Zonal Joint Excise Commissioners
3. The Deputy Excise Commissioners(All Districts)
4. The Assistant Excise Commissioners, Enforcement(All Districts)

Forwarded by Order


Superintendent