



GOVERNMENT OF KERALA



Abstract

Taxes Department – Excise – The Kerala Excise Manual Volume - II
– Appendix II - modified orders issued.

TAXES (G) DEPARTMENT

G.O.(P)No.59/2022/TAXES Dated,Thiruvananthapuram, 02-06-2022

- Read 1. GO(P) No. 106/2018/TD, Dated 23-07-2018.
2. Letter No. XG1-1730/2021 dated 29.01.2022 and 29-4-2022 of the Excise Commissioner.

ORDER

In the circumstances reported by the Excise Commissioner as per the letter read as 2nd paper above, Government are pleased to modify the Kerala Excise Manual Volume- II, which was issued as per the GO read as 1st paper above, by substituting Appendix- II, with the following.

2. The GO read as 1st paper above, stands modified to the above extent.

APPENDIX- II

LIST OF REGISTERS

EXCISE DIVISION OFFICE	
GENERAL ESTABLISHMENT	
1	Inward Register
2	Distribution Register
3	PR Register
4	Reminder Diary
5	Register of Disposal -Records

6	Medical Reimbursement Register
7	Register of liabilities of Employees
8	Register WPC/OS Court cases
9	Register of Usufractory items
10	Register of Department Vehicle
11	Log Book
12	Register of Vehicle History
13	Arms & Ammunition stock / Distribution Register
14	Attendance Register
15	C/L Register
16	Paravu Duty Register
17	Despatch cum Stamp Account Register
18	Register of LAR and Internal audit
19	Registers of Officers Diary
20	Office Order Register
21	Landed Property Register
22	Record Issue Register
23	Register of Reference books
24	Register of printed items and Registers issued by departments
25	Register of stationery

26	Furniture & Electronic Gadgets Register
27	Fair Copy Register
28	Register of Service Books
29	Local Delivery Book
30	Register of Govt. Articles
31	Movement Register
32	Personal Cash Declaration Register
33	Register of Right to Information
34	Increment Register
35	Visiting Officers Register
36	SIM Card Register
37	Register of Minutes Book
38	Wireless log book
39	Register of officers on suspension /Disciplinary action
40	Temporary establishment register
41	Check register of Confidential Report
CASH AND CONTINGENCY	
42	Cash Book in TR7A
43	Aquittance Roll
44	Permanent Advance Register

	45 Advance Register
	46 C D Bill Register
	47 T A Bill check Register
	48 PAY Bill Register
	49 Stock Account of TR5 Books
	50 Register of Valuables
	51 Fund Allotment Register
	52 Challan Register
	53 EMD Register
ABKARI	
	54 License Register (All)
	55 DCB of Abkari arrears Register
	56 FL/Toddy consumption Register
	57 Register of permits Issued
	58 Permit Book Stock account Register
	59 Register of D,M Shops
	60 Register of Abkari shops in closure
	61 Register of trees tapped in the division
	62 Register of inter division tapping

63	Register of licences violations and action taken
64	Stock book of Foreign and Toddy Account Registers.
65	Register of Security & hypothecation
66	Register of TSA
CRIME	
67	Register of disposal of vehicles (NDPS)
68	Register of disposal of vehicles (ABKARI)
69	Register of samples entrusted
70	Register of contrabands under 52A of NDPS ACT
71	Information / Complaint Register
72	Daily Enforcement Register
73	Register of District level public committee meeting
74	Register of Thondy & Inventory under 53 A of Abkari ACT
75	Register of compounded offences
76	Register of permit of import of Foreign Liquor
77	Register of permit of export of Foreign Liquor
78	Register of permit of transport of Foreign Liquor
79	Register of licenses and permit for drawing sweet toddy
80	Register of showing disposal of thondy articles in subordinate offices
81	Register of inspection report

82	Register of shops in prohibited distances if any
VIMUKTHI	
83	Vimukthi cash register
84	Vimukthi allotment register
85	Vimukthi programme register
86	Minutes book of Vimukthi programme
87	Vimukthi CD bill register
88	Register of institutions & Anti drug club under Vimukthi programme
89	Vimukthi feedback register

EXCISE CIRCLE OFFICE	
GENERAL ESTABLISHMENT	
1	General diary
2	Paravu Duty Register
3	Attendance Register
4	C/L Register
5	Weekly of Register
6	Despatch cum Stamp Account Register
7	Inward Register
8	Register of Service Books
9	Furniture and Electronic Gadgets & enforcement articles Register
10	Register of Reference books
11	Arms & Ammunition stock / Distribution Register
12	Local Delivery Book
13	Register of stationery & printed items
14	Log Book
15	Register of Vehicle History
16	Register of Officers Diary
17	Register of Thaluk ,Municipality & constituency level committee
18	Personal Cash Declaration Register
19	Register of Right to Information
20	Medical Reimbursement Register
21	Register of liabilities of Employees

22	Record Issue Register
23	Visiting Officers remarks Register
24	Register of LAR and inspection reports
25	Increment Register
26	Office Order Register
27	SIM Card Register
28	Tour diary of officers & staff
29	Wireless log book
30	Register of weekly parade
CASH AND CONTINGENCY	
31	Cash Book in TR7A
32	Permanent Advance Register
33	C D Bill Register
34	Aquittance Roll
35	PAY Bill Register
36	Challan Register
37	T A Bill check Register
38	Stock Account of TR5 Books
39	Register of advance
CRIME	
40	IB information Register
41	Crime register Abkari
42	Thondy register Abkari
43	Crime register NDPS
44	Thondy register NDPS
45	Process register
46	Register of old offenders / habitual offenders
47	Conviction/ Acquitted register (NDPS)
48	Register of Information & Complaint
49	Register of intimation under the NDPS ACT (SEC 42,50&57)
50	Register of progress of cases under investigation including appeal (ABKARI)
51	Register of progress of cases under investigation including appeal (NDPS)
52	Register of monthly evaluation of enforcement activity Circle wise by AEC Range wise by CI
53	Register of daily enforcement & compilation of enforcement work
54	Register of COTPA cases
ABKARI	
55	License Register (All)
56	DCB of Abkari arrears Register
57	Register of tree tax levied & tree marking operations
58	Register of DM Shops
59	Register of permits Issued (including NDPS Rules)
60	Register of movement of Foreign liquor & EVC
61	Register of WPC/OP/OS
62	Register of samples
63	Register of licence violation/ adulterations by licensees

64	Register of inter range & inter division tapping
VIMUKTHI	
65	Vimukthi cash register
66	Vimukthi allotment register
67	Vimukthi programme register
68	Minutes book of Vimukthi programme
69	Vimukthi CD bill register
70	Register of institutions & Anti drug club under Vimukthi programme
71	Vimukthi feedback register

EXCISE RANGE OFFICE	
GENERAL ESTABLISHMENT	
1	General diary
2	Paravu Duty Register
3	Attendance Register
4	C/L Register
5	Despatch cum Stamp Account Register
6	Inward Register
7	Register of Service Books
8	Government Articles (12)
9	Register of Reference books
10	Arms & Ammunition stock / Distribution Register
11	Local Delivery Book
12	Register of stationery & printed items
13	Log Book
14	Register of Vehicle History
15	Register of Panchayath level committee
16	Personal Cash Declaration Register
17	Register of Right to Information
18	Medical Reimbursement Register
19	Register of liabilities of Employees
20	Visiting Officers Register
21	Increment Register
22	Office Order Book
23	SIM Card Register
24	Wireless log book
25	Register of weekly parade
26	Register of Advance
CASH & CONTINGENCIES	
27	Cash Book in TR7A
28	Permanent Advance Register
29	C D Bill Register
30	Aquittance Roll
31	PAY Bill Register

32	Challan and treasury reconciliation Register
33	T A Bill check Register
34	Stock Account of TR5 Books
35	Register of LAR and inspection reports
CRIME	
36	IB Information Register
37	Crime & Thondy register (ABKARI)
38	Crime & Thondy register (NDPS)
39	Process Register
40	Register of old offenders/ habitual offenders
41	Register of Thondy & vehicle entrusted under safe custody (ABKARI & NDPS)
42	Register of Information & Complaint
43	Register of intimation under the NDPS ACT (SEC 42,50&57)
44	Register of progress of cases under investigation including (ABKARI)
45	Register of progress of cases under investigation including (NDPS)
46	Conviction register (Abkari)
47	Conviction register (NDPS)
48	Register of daily enforcement & compilation of enforcement work
49	Register of COTPA cases
50	Register of records destroyed
51	Register of WPC/OP/OS
52	Register of samples
53	Register of abkari shoper
54	Register of Thondy
55	Case diary
56	Register of compounding fee
57	Secret Fund Register
58	Register of charge sheet
59	Note book of CEO's, PO's
60	Register of Intimation of Arrest
61	Register of personal detection of CEO's, PO's Asst. Excise Inspectors and Excise Inspectors.
62	Duty Register
VIMUKTHI	
63	Vimukthi cash register
64	Vimukthi allotment register
65	Vimukthi programme register
66	Minutes book of Vimukthi meeting
67	Vimukthi CD bill register
68	Register of institutions & Anti drug club under Vimukthi programme
69	Vimukthi feedback register

EXCISE INTELLIGENCE & INVESTIGATION BUREAU

DISTRICT UNIT	
GENERAL	
1	Inward register
2	Despatch cum Stamp account register
3	Office Order
4	Register of Stationary and printed form
5	Register of Government properties
6	Register of Service Book
7	Local delivery Book
8	Log Book
9	Vehicle History Book
10	Personal Cash Declaration Register
11	Register of Right to Information Act
12	Visiting officers remarks registers
13	SIM Card Registers
14	MRI Register
15	Register of LAR and inspection note
16	Register of Liabilities employee
17	Register of Vehicle History
18	Casual Leave Register
CASH AND CONTINGENCY	
19	Cash Book in TR -7A
20	Aquitance roll
21	Permanent Advance register
22	CD Bill Register
23	TA Bill check Register
24	Pay Bill Register
CRIME	
25	Input Register with action taken unit wise
26	Offenders Register (Range wise)
27	Register of Directory of Information Sources (Other enforcement agencies & Kudumbasree, Educational Institution and Local bodies)
28	Register of minutes of weekly evaluation unit wise
29	Register of Enforcement activities (Weekly by EI/ Monthly by AEC)

EXCISE ENFORCEMENT & ANTI NARCOTIC SPECIAL SQUAD OFFICE	
GENERAL & ESTABLISHMENT	
1	General Diary
2	Parav Duty register
3	Attendance Register
4	C/L Register
5	Despatch cum Stamp accounts Register
6	Inward Register

7	Register of service Books
8	Register of Government properties
9	Register of reference books
10	Arms and Ammunition stock /Distribution Register
11	Local Delivery Book
12	Register of Stationary and printed forms
13	Register of Officers diary
14	Register of Municipal Corporation level people's Committee
15	Cash declaration register
16	Register under RTI Act
17	Log book
18	Medical Reimbursement Register
19	Register of Employees Liabilities
20	Visiting officer's Register
21	Register of SIM Card
22	Office Order Register
23	Register of inspection note
24	Register of LAR
25	Inspection program Register
26	Log book of wireless
CASH AND CONTINGENCY	
27	Cash Book in TR TA
28	Permanent Advance register
29	CD Bill Register
30	Aquitance roll
31	Pay Bill Register
32	Challan Register
33	TA Bill Register
CRIME	
34	IB information Register
35	Crime & Thondy Register (Abkari & NDPS)
36	Process Register
37	Register of old offenders/Habitual offenders
38	Thondy & vehicle Receipt Disposal Register
39	Register of complaint & Information
40	Register of Intimation under the NDPS Act (Under Sec 42,50 & 57)
41	Register of cases under Investigation
42	COTPA Register
ABKARI	
43	Register WPCs/OPs/OS
44	Register of weekly Parade
45	Register of samples
46	Register of Daily Enforcement
47	Compilation register of Enforcement work
48	Register of progress of investigation (Division wise)
VIMUKTHI	

49	Vimukthi Program Registers
50	CD Bill Register of Vimukthi
51	Vimukthi feedback Register
52	Vimukthi Minutes Register

KSBC	
GENERAL	
1	Attendance
2	Casual Leave Register
3	Despatch cum stamp account Register
4	Inward register
5	Register of Service Book
6	Local Delivery Book
7	Register of LAR
8	Register if Internal Audit
9	Register of liabilities of employees
10	Register WPCs/OPs/OS Court cases
11	Office Order Register
12	Register of Service Book
13	Cash Declaration Register
14	Register of right to information
15	Cost of Establishment Register
16	Overtime Allowance Register
CASH AND CONTINGENCY	
17	Cash Book in TR-7A
18	Aquitance roll
19	T A Bill check Register
20	Challan Register
ABKARI	
21	Register of Consignment Received
22	Register of Godown Breakage/ Wastage
23	GRS & EVC Register
24	Permit stock Account Register
25	Permit Issue and EVC Register
26	Monthly Abstract Register
27	Dead Stock destruction Particulars Register
28	Frozen Consignment Register
29	Permit fee adjustment Register
30	Register of inter warehouse transfer
31	Register of Regularisation/ revalidation of permits
32	Register of Brand permits/ label approval

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EXCISE INTELLIGENCE & INVESTIGATION BUREAU, ZONAL OFFICE	
GENERAL	
1	Inward register
2	Despatch cum Stamp account register
3	Office Order
4	Register of Landed Property
5	Register of printed forms and stationary
6	Register of Furniture and electronic equipments
7	Register of Service Book
8	Register of Local delivery
9	Log Book
10	Cash Declaration Register
11	Register of Right to Information Act
12	Increment Register
13	MRI Register
14	Register of LAR
15	Register of inspection note
16	Register of Liabilities of employee
17	Register of Vehicle History
18	Casual Leave Register
CASH AND CONTINGENCY	
19	Cash Book in TR-7A
20	Aquitance roll
21	Permanent Advance register
22	CD Bill Register
23	TA Bill check Register
24	Pay Bill Register
CRIME	
25	Input and action taken inter divisions
26	Register of IB Enforcement Activities District wise
27	Minutes- Monthly Evaluation District wise

BREWERIES	
ESTABLISHMENT	
1	General Diary
2	Duty assignment Register
3	Attendance
4	Casual Leave Register
5	Despatch cum stamp account Register
6	Inward register
7	Register of Service Book
8	Local Delivery Book

9	Register of LAR
10	Register if Internal Audit
11	Register of liabilities of employees
12	Register WPCs/OPs/OS Court cases
13	Office Order Register
14	Register of Service Book
15	Cash declaration Register
16	Register of right to information
17	Cost of Establishment Register
18	Overtime Allowance Register
CASH AND CONTINGENCY	
19	Cash Book in TR-7A
20	Aquitance roll
21	TA Bill check Register
22	Challan Register
ABKARI	
23	Register of vessels
24	Brewery book (B4)
25	Brewery Survey Book (B5)
26	Register of Excise Duty
27	Register of Bottling Operations
28	Godown Register
29	Despatch register
30	Register of permit
31	Register of stock account book of permit
32	Register of Sample Analysis
33	Register of bond/ hypothecation deed
34	Register of locks and tickets

DISTILLERY & WAREHOUSE/BLENDING UNIT	
ESTABLISHMENT	
1	General Diary
2	Duty assignment Register
3	Attendance
4	Casual Leave Register
5	Despatch cum stamp account Register
6	Inward register
7	Register of Service Book
8	Local Delivery Book
9	Register of LAR
10	Register of Internal Audit
11	Register of liabilities of employees
12	Register WPCs/OPs/OS Court cases
13	Office Order Register

14	Register of Service Book
15	Cash declaration Register
16	Register of right to information
17	Cost of Establishment Register
18	Overtime Allowance Register
CASH AND CONTINGENCY	
19	Cash Book in TR-7A
20	Aquitance roll
21	TA Bill check Register
22	Challan Register
ABKARI	
23	Register of spirit vat (D2)
24	Register of calibration of vessels
25	Register of receipt of spirit consignment (D31)
26	Register of Spirit Account (D8)
27	Register of blending and compounding operations (D8A)
28	Register of bottling operations
29	Register of quarterly stock taking (D11A)
30	Register of permit issued (D17)
31	Godown transaction Register
32	Despatch Register
33	Register of export and Bond
34	Register of Label approval
35	Register of Brand Registration
36	Register of Bond executed/ hypothication
37	Monthly abstract of manufacturing operations
38	Register of chemical analysis
39	Register of Abkari locks

(By order of the Governor)
DILEEP KUMAR T I
JOINT SECRETARY

To:

1. The Excise Commissioner, Thiruvananthapuram.
2. The Additional Excise Commissioner, Thiruvananthapuram.
3. All the Deputy Excise Commissioner, (through Excise Commissioner).
4. The Accountant General (A & E) Audit. Thiruvananthapuram.
5. SF/OC.

Forwarded /By order

Section Officer