

324  
XF3-9665/13

2016

Commissionerate of Excise,  
Thiruvananthapuram - 695033

Dated: 27.07.2016

Phone: 0471-2322825

excemoffice@yahoo.com

ecoffice.ex@kerala.gov

Circular

Sub: Excise-Department- Internal Control Mechanism- Inspection of sub offices by the Supervisory controlling officers-instruction issuing of--reg.

- Ref:- 1. G.O(P)No.420/2009 ID dated 08.05.2009.  
2. Circular No.XF3-9665/13 dated 13.09.2013.

In Supersession of the circular 2<sup>nd</sup> cited the Internal Control Mechanism for effective inspection of the sub offices of Excise Department is ordered to be conducted as follows with immediate effect.

Name of Office	Inspection Authority	Periodicity	Reviewing Authority
ERO	CI(X) concerned	Once in 6 months	DC(X) concerned
ERO	DC(X) concerned	Once in a year	JEC of the Zone
ECP	AEC (Enforcement)	Once in a year	DC(X) concerned
TCO	DC(X) concerned	Once in a year	JEC of the Zone
O/o AEC, EI&ANSS	DC(X) concerned	Once in a year	JEC of the Zone
EI&IB Unit	AEC, EI&IB (Zonal)	Once in a year	JEC EI&IB
O/o AEC, EI&IB	JEC, EI&IB	Once in a year	Excise Commissioner
KSBC FL9- WH/Distilleries/Blending & Bottling Units/Brewery/ Pharmaceuticals	DC(X) concerned	Once in a year	JEC of the Zone
NES, Adimaly	DC(X) Idukki	Once in a year	JEC Central Zone
EDO	JEC of the Zone	Once in a year	Excise Commissioner
O/o JEC Zonal	Adul. Excise Commissioner (Entl)	Once in a year	Excise Commissioner
CSD, Kochi.	JEC, CZ	Once in a year	Excise Commissioner

27/7/16

27/7/16

The supervisory controlling officers should ensure that the mandatory inspections of the Internal Control Mechanism is strictly adhered to as per the periodicity ordered to ensure the timely inspection of the sub offices and thereby rectify the defects if any found in the routine departmental functioning. The periodicity of inspection is as per the financial year starting from the month of April of the year.

The Internal Audit Wing of the Excise Head Quarter will verify the compliance of these directions while conducting inspections in the offices concerned and offer remarks in the Notes of Inspection by the inspecting authority as a separate Para.

Any lapse or laxity in conducting the inspection by the supervisory controlling officers as per the schedule shown above will be viewed very seriously. This will be an important agenda item for review in the monthly conference of senior officers of the Department convened by the Excise Commissioner.

The receipt of the Circular should be acknowledged.


Sd/-

For Excise Commissioner

Copy to:

JEC's All/ DEC's All/AEC's All/CI's All/EI's All  
CA to Excise Commissioner/ Addl. Excise Commissioner (Admn)/  
Addl. Excise Commissioner (Enf)/Vigilance Officer/ JEC IAW/  
Finance Officer(Excise), Accountant General Kerala (A&E)

Forwarded by Order

  
Superintendent