

CHAPTER -2 (MANUAL-1)

Particulars of the organization, Functions and Duties

2.1 Objective/Purpose of the Public Authority.

- a. To prepare and sell **ARRACK** to the Licensed Vendors in Puducherry Territory
- b. To prepare and sell **DENATURED SPIRIT** to the permitted Vendors as notified by the Excise Department, Puducherry.
- c. To sell **RECTIFIED SPIRIT** to the permitted Vendors as notified by the Excise Department, Puducherry.

2.2 Mission / Vision Statement of the Public Authority:

Uninterrupted manufacture and sale of Quality Arrack to the Licensed Vendors in Puducherry State.

2.3 Brief history of the public Authority and context of its formation.

- i. Name : **PUDUCHERRY DISTILLERIES LIMITED**
- ii. Date of Incorporation : **08.12.1971.**
- iii. Date of Commencement of Production : **Old Distillery – 15.05.1972.**
(closed on 30.4.1997)
Ariyapalayam Unit : 25.07.1998.

2.4 Duties of the public Authority.

To prepare and sell the Arrack, Denatured Spirit and Rectified Spirit to the Licensed Vendors uninterruptedly in Puducherry Territory in the prescribed strength and quantity and in compliance with the provisions of the *Puducherry Excise Act and Rules*;

2.5 Main activities / functions of the public authority.

Preparation and sale of COUNTRY SPIRIT (ARRACK PATTAI).

2.6 List of services being provided by the public authority with a brief write-up on them.

Production and sale of **ARRACK**

Preparation and sale of **DENATURED SPIRIT.**

Sale of **RECTIFIED SPIRIT.**

2.7 Organisational structure Diagram at various levels namely State, Directorate ,region district, block etc.(whichever is higher)

Given in Annexure I.

2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

Public shall see that State Excise Act and Rules are followed by the Company.

2.9 Arrangements and methods made for seeking public participation/ contribution.

NIL

2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

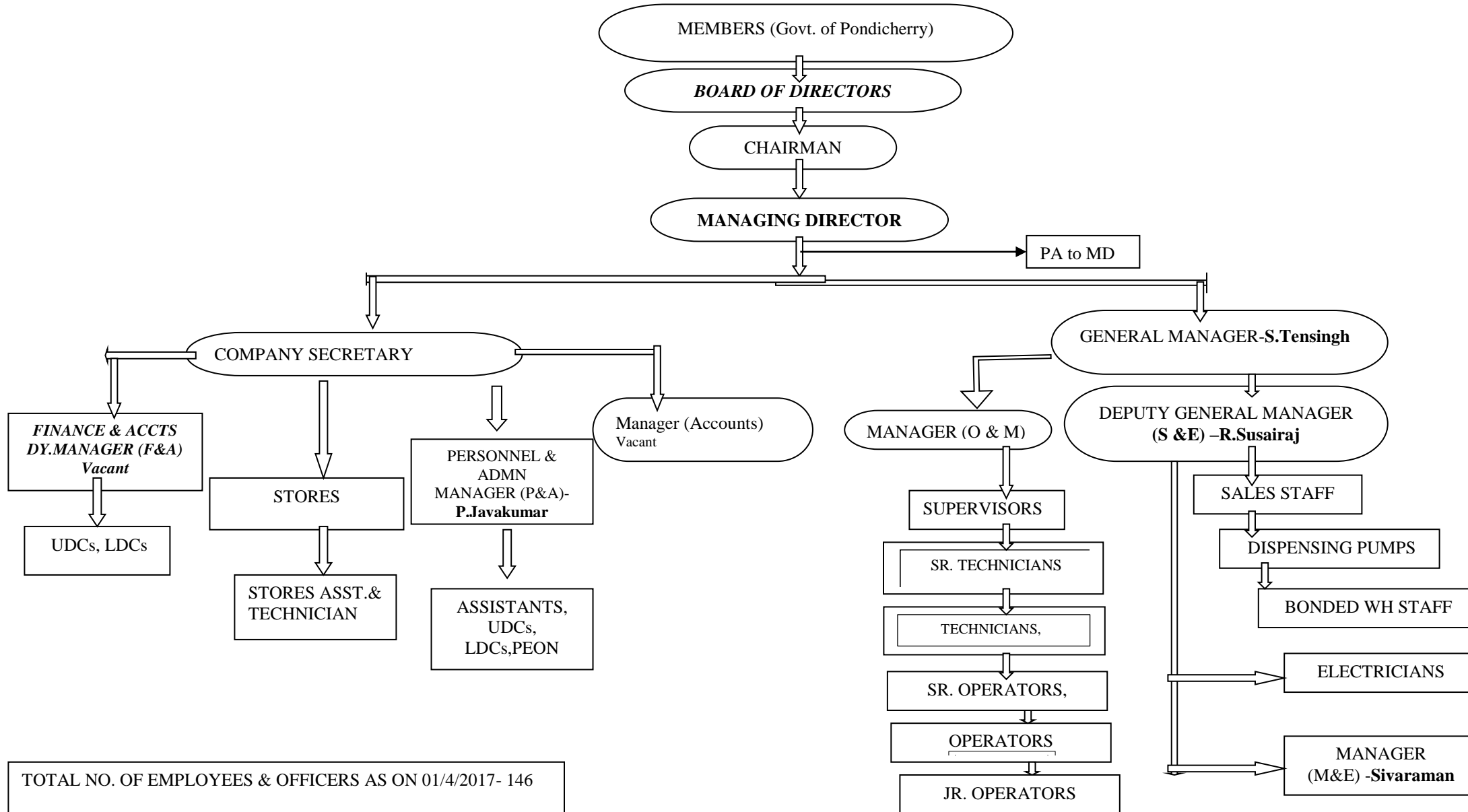
Public shall have to refer to the manuals published under Right to Information Act.

2.11 Address of the main office and other offices at different levels. (please categorise the addresses district-wise for facilitating the understanding by the users).

Registered Office & Unit : NH 45 A
R.S. No. 144 & 145, Ariyapalayam
VILLIANUR 605 110. Puducherry.

**2.12 Morning hours of the office : 09.00 A.M. } For General Shift in which the
production is done.
Closing hours of the office : 05.00 P.M. }**

PUDUCHERRY DISTILLERIES LTD. - ORGANISATION CHART



TOTAL NO. OF EMPLOYEES & OFFICERS AS ON 01/4/2017- 146