

Section 4(1)(b)(v)	Rules, regulations, instructions manual and records for discharging functions	(i) Title and nature of the record/ manual /instruction.	DGCIS Trade Data Compilers' Manual
		(ii) List of Rules, regulations, instructions manuals and records.	IMTS 2010 manual of United Nations Statistics Division (UNSD) is followed to compile International Merchandize Trade Statistics.
		(iii) Acts/ Rules manuals etc.	GOI Business Allocation Manual
		(iv) Transfer policy and transfer orders	All Group 'A' posts, except DM (Operation), AD (OL) and DD (Admin) are Cadre (ISS and IES) posts and transfer/posting are managed by the Cadre Controlling Authority. For Other employees, it is done through an Internal Committee on Departmental Transfer Committee and as per requirement, vacancy etc.