

Organisation and Function

1. Organisation and Function

Sl. No.	Item	Details of disclosure	Description
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	DIRECTORATE GENERAL OF COMMERCIAL INTELLIGENCE & STATISTICS VAANIJYA TATHYA SADAN, 565 Anandapur, Kolkata – 700107 Phone: +91.33.24434055(4 lines) Fax : +91.33.24434051
		(ii) Head of the organization	Smt. Sandhya Krishnamurthy , Director General Phone: +913324431965 Fax : +913324434051 E-mail: dg.dgcis@nic.in
		(iii) Vision, Mission and Key objectives	Our Vision: To be the finest repository of trade data viz. merchandise, services and inter-state; disseminate trade related information in the most user-friendly manner to various stakeholders. Our Mission: <ul style="list-style-type: none"> To ensure timely availability of reliable trade related information to all users and fulfil the data needs for informed decision making; To cater to the emerging data needs in a dynamic economic context through its publication; To use the best available information technology, hardware and software tools for data processing and dissemination. Key Objectives: <ul style="list-style-type: none"> Accountability and e- governance Transparency in operations and access to information Improving the performance and integrity of public services
		(iv) Function and duties	The Directorate General of Commercial Intelligence & Statistics (DGCIS), a subordinate office under Department of Commerce, Ministry of Commerce and Industry, Government of India has been performing the duties of collection, compilation and dissemination of India's trade statistics and commercial information. The merchandise trade data both for exports and imports are processed centrally in this Directorate using state-of-art technology and expertise. The Directorate also compiles and publishes on regular basis the Inland trade statistics inter alia Interstate Movements of Goods by Rail, River and Air, Inland coastal trade statistics, Statistics of India's customs and excise revenue collection according to tariff Heads, Shipping statistics and Selected statistics of foreign trade of India on annual basis. DGCIS publishes the Indian Trade Journal, a weekly publication which is a repository of material of commercial interest as well as a major channel for flow of information on tenders at the National and International level since 1906 without any break. Currently, the printing of the journal has been re-placed in the e-version w.e.f 01.11.2017. The corresponding link is www.itj.gov.in . The commercial Library of DGCIS serves a vast clientele. DGCIS data are used mainly by most of the organizations and institutions engaged in export promotion works viz, Commodity Boards, Export Promotion Councils, Indian Trade Promotion Organisation, Federation of Indian Export Organisations etc. The website of DGCIS is www.dgciskol.gov.in . Various information related to trade are disseminated through the website of DGCIS. Trade data is disseminated online to Government/Semi Government/Private Organization/Users as per Data Dissemination Policy of DGCIS. The DGCIS functions under the charge and overall guidance of the Director General, Higher Administrative Grade Level Officer belongs to the Indian Statistical Service (ISS). The DGCIS has seven Divisions as follows:- <ol style="list-style-type: none"> Export Division Import Division EDP Division Services Trade Division

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			5. Dissemination & Co-Ordination Division 6. Ancillary Statistics Division 7. Commercial Intelligence Division 8. Administrative Division including Hindi Unit
		(v) Organization Chart	Organization Chart
		(vi) Any other details-the genesis, inception, formation of the department and the HODs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Sri B. B. Pal, Deputy Director General has been assigned the work of HOD since 1 st Sept. 2016.
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	<p>Director General: Director General (HAG Level of ISS cadre) is the administrative and technical head of this Directorate. He is the principal adviser of the office in all matters of policy and administration and his responsibility is complete and undivided.</p> <p>Deputy Director General: SAG level (ISS cadre) officers in charge of divisions and work under overall guidance of Director General.</p> <p>Economic Advisor: Economic Advisor is a SAG level (IES cadre) officer in charge of Division and work under overall guidance of Director General.</p> <p>Director/Joint Director: Directors/Joint Director (ISS/IES cadre) work under the guidance and supervision of Deputy Director General/EA. They hold charge of a Division and is responsible for discharge of assigned work of the Division by associating other officers and staffs of the Division.</p> <p>Deputy Director (Admin): Is responsible for all administrative work and Branch officer of all administrative sections. Also functions as Head of Office.</p> <p>Deputy Director: Deputy Directors (ISS/IES cadre) is in charge of a Branch consisting of two or more Sections and control both in regard to discharge of assigned work and maintenance of discipline. The Deputy Directors supervise the work of sections under their charge.</p> <p>Assistant Director: Assistant Directors (ISS cadre) assist Deputy Director/Director/DDG in discharging the assigned duties and responsibilities. They are in-charge of two or more Sections. They act under the guidance and supervision of Deputy Director or higher officers. These officers belong to ISS cadre.</p> <p>Statistical Officer: They are involved in supervision and monitor the work assigned to the Senior Investigators, DPAs for scrutiny, checking of trade data and finalization of Quick Estimate, Principal commodity wise data, and 8- digit HS code wise trade data for export & import. They also supervise the work relating to receipt, batch preparation, data entry etc. in export/import Division. In Ancillary and other divisions, they supervise and monitor the works of the staff working under them and submit the matter to the higher authority.</p> <p>Hindi Officer: - Is responsible for supervision of Hindi Unit of the Directorate. He/ She is required to acquaint the officers and staff of the Directorate with the provision of the Official Language Act, Government Rules and Orders relating to Official Language.</p> <p>Librarian (Grade-I):- Is responsible for supervision of day to day running, maintenance of and preservation of documents including procurement of books, journals and periodicals of Commercial Library.</p>
		(ii) Power and duties of other employees	Senior P.A.: Senior P.A to Director General performs works of routine nature like mailing correspondence, filing papers, making an appointment, arranging meeting and collection information for Director General.

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			<p>Stenographer: Is involved in taking dictation in shorthand and its transcription, maintaining proper order of the files/ papers required to be retained by the Officer and keeping a note of the movement of files, passed by his officer.</p> <p>Senior Translator: Performs translation from Hindi to English and vice-versa of the documents under section 3(3) of Official Language Act and other rules and assists in implementation of Official Language Policy of the Indian Union in the Directorate including organization of Official Language Implementation Committee meeting.</p> <p>Junior Translator: Is entrusted with translation from Hindi to English and vice-versa of the documents under section 3(3) of Official Language Act and other rules and assistance in implementation of Official Language Policy of the Indian Union in the Directorate including organization of Official Language Implementation Committee meeting.</p> <p>Office Superintendent: Performs duties related to distribution and monitoring of work among the staff of the assigned Section, scrutinizes the work of the dealing hand, submits the case to the appropriate higher officer and maintains order and discipline in the Section.</p> <p>Senior Investigator: Senior Investigator works under the guidance and supervision of the Statistical Officer. Their work relates to Scrutiny of DTRs, rectification of wrong commodity codes and wrong quantity figures due to reporting in non-specified unit of quantity etc. in export & import Divisions. Non- receipt of DTRs, clarifications etc. are also done by Senior Investigator. In other divisions, their works are similar to those of DPA's and also to supervise the work of DPA's.</p> <p>Assistant: Assistant works under the guidance and supervision of the Office Superintendent. Their work relates to preparation of draft with a brief note as per instructions given by the Branch officer or higher authorities</p> <p>Upper Division Clerk: UDC works under the supervision of the Assistant. Their work relates to preparation of draft with a brief note and disposal of routine cases.</p> <p>Data Processing Assistant: DPA works under the supervision of the Senior Investigator/Statistical Officer. Their work relates to Data entry, scrutiny and compilation of DTRs received from different Ports in Export and Import divisions. In other divisions, their works are of primary nature.</p> <p>Lower Division Clerk: Lower Division Clerk are ordinarily entrusted with work of routine nature like registration of Dak, maintenance of Section Diary, File Register, typing and submission of routine and simple drafts.</p> <p>Multi-Tasking Staff: They are responsible for physical maintenance of records of the Section, General cleanliness & upkeep of the Section/Unit, carrying of files & other papers within the building, photocopying, sending of FAX etc. and other non-clerical work in the Section/Unit. They also assist in the routine office work like diary, dispatch etc., and any other work assigned by the superior authority.</p>
		(iii) Rules/ orders under which powers and duty are derived and	Powers and duty are derived as per GOP's Business Allocation Manual
		(iv) Exercised	Powers and duty are derived as per GOP's Business Allocation Manual
		(v) Work allocation	Made internally on the basis of GOP's Business Allocation Manual and sanctioned strength at various level
1.3	Procedure followed in decision making process	(i) Process of decision making Identify key decision-making points	On file through noting and approval of the higher authority
		(ii) Final decision-making authority	Director General

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	[Section 4(1)(b)(iii)]	(iii) Related provisions, acts, rules etc.	Not applicable
		(iv) Time limit for taking a decision, if any	It is instant unless clarification required from outside agency
		(v) Channel of supervision and accountability	<p>Technical Activity: DPA (entry level) → Senior Investigator → Statistical Officer (Group 'B' Gazetted) → Assistant Director (Group 'A') → Deputy Director (Group 'A') → Junior Administrative Grade (Jt. Director/Director, Group 'A') → Senior Administrative Grade (DDG/EA, Group 'A') → Higher Administrative Grade (Group 'A')/Director General</p> <p>Administrative Activity: Lower Division Clerk → Upper Division Clerk → Assistant → Superintendent (Group 'B' Non - Gazetted) → Head of Office/Deputy Director (Admin) → Head of the Department → Director General</p> <p>RTI Cell: DPA → Senior Investigator → Statistical Officer (Group 'B' Gazetted) → CPIO (Deputy Director Group 'A') → Appellate Authority/Director</p> <p>Overall In-charge of DGCIS: Director General/HAG (Additional Secretary Level)</p>
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/services offered	Compilation and dissemination of Merchandize Trade Statistics of India
		(ii) Norms/standards for functions/service delivery	Release of Merchandize Trade Statistics of India as per released calendar of the Directorate
		(iii) Process by which these services can be accessed	Merchandize Trade Statistics of India is disseminated online through portal
		(iv) Time-limit for achieving the targets	<ol style="list-style-type: none"> 1. Press Note/Quick Estimate (QE) – within 15 days 2. Alert (8 digit) (country x value) – within 15 days 3. Principal Commodity group – within 20 days 4. MSFTI Provisional (country x quantity x value) – within 30 Days 5. MSFTI Final (country x quantity x value) – within 50/51 days
		(v) Process of redress of grievances	Through Grievance Redressal System
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(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 AD (OL) and DD (Admin) are Cadre (ISS/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.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	IMTS 2010 manual and its amendments are downloaded from UNSD website for its regular use in DGCIS along with DGCIS Trade Data Compilers' Manual.
		(ii) Custodian of documents/categories	DGCIS Trade Data Compilers' Manual is an internal manual. The owner of IMTS 2010 Manual is UNSD

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1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	This office is a sub-ordinate office under Ministry of Commerce & Industry. There is no Board, Council, committee etc. under this office.			
		(ii) Composition				
		(iii) Dates from which constituted				
		(iv) Term/ Tenure				
		(v) Powers and functions				
		(vi) Whether their meetings are open to the public?				
		(vii) Whether the minutes of the meetings are open to the public?				
		(viii) Place where the minutes if open to the public are available?				
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Sl. NO.	Name	Designation	Contact Telephone Number/Fax/E-mail
		(ii) Telephone, fax and email ID	1.	Smt. Sandhya Krishnamurthy	Director General	Tel: 033-2443-1965(office), E-mail: dg.dgcis@nic.in
			2.	Shri Bipad Bhanjan Pal	Dy. Director General	Tel: 033-2443-1983(Off), 2415-4273(Res) E-mail: bpal8960@gmail.com , bbpal.dgcis@nic.in
			3.	Shri Sandip Das	Dy. Director General	Tel: 033-2443-4059(Off), 2441-4759(Res) E-mail: sandip.das@gov.in
			4.	Shri Saikat Sarkar	Economic Advisor	Tel: 033-24432014(Off), 2481-2929(Res) E-mail: saikatsarkar_ies@yahoo.co.uk
			5.	Shri Sanjib Basu	Director	Tel: 033-2443-4050(Off), E-mail: s.basu.dgcis@nic.in
			6.	Smt. Debanjana Dutta	Director	Tel: 033-2443-4054 (Office) E-mail: debanjana.d@gov.in
			7.	Shri Sudipta Bhattacharya	Director	Tel: 033-2243-4055 Extn-417 E-mail: b.sudipta.dgcis@gov.in
			8.	Smt. Shruti Shukla	Joint Director	Tel: 033-2243-4055 Extn.320 E-mail: ss.dgcis@nic.in
			9.	Shri Subhojit Roy	Joint Director	Tel: 033-2243-4055 Extn.229 E-mail: subhajtroy_in@yahoo.co.in
			10.	Shri Avishek Podder	Deputy Director	Tel: 033-2243-4055 Extn.-226 Email: avishek.podder@gov.in
			11.	Smt. Madhura Chakraborty	Deputy Director	Tel: 033-2243-4055 Extn. 319 E-mail: madhura.roy@gov.in
			12.	Shri Debashis Mandal	Deputy Director	Tel: 033-2243-4055 Extn.-210 E-mail: d.mandal.dgcis@gov.in
			13.	Shri Srijan Acharya	Deputy Director	Tel: 033-2243-4055 Extn.-211 E-mail: s.acharya.dgcis@gov.in
			14.	Shri Subhankar Pramanik	Assistant Director	Tel: 033-2243-4055 Extn.-224 Email: subhankar.pramanik@gov.in

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			15	Shri Shyamsundar Parui	Assistant Director (Trainee)	Tel: 033-2243-4055 Extn-420 Email: shyam.parui@gov.in
			List of the Employees: http://www.dgciskol.gov.in/writereaddata/Downloads/20200109173647RTI_Directory.pdf			
1.09	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration (ii) System of compensation as provided in its regulations	http://www.dgciskol.gov.in/writereaddata/Downloads/20200109173942RTI_Directory_Remuneration.pdf			
			Not Applicable			
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority (ii) Address, telephone numbers and email ID of each designated official.	Name	Designation	Address with phone no., fax and e-mail	
			Shri Debashis Mandal	Deputy Director and CPIO	DGCIS, Vanijya Tathya Sadan, 565, Anandapur, Kolkata – 700107. Phone - 03324434055/24434056/57 (Ext-210) Fax 033-22434051 E-mail: d.mandal.dgcis@gov.in	
			Shri Srijan Acharya	Deputy Director and Alternate CPIO in absence of CPIO	DGCIS, Vanijya Tathya Sadan, 565, Anandapur, Kolkata – 700107. Phone - 03324434055/24434056/57 (Ext-226) Fax 033-24434051 E-mail: s.acharya.dgcis@gov.in	
			Shri Sudipta Bhattacharya	Director and Appellate Authority	DGCIS, Vanijya Tathya Sadan, 565, Anandapur, Kolkata – 700107 Phone - 03324434055/24434056/57 (Ext-419) Fax 033-24434051 E-mail: b.sudipta.dgcis@gov.in	
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	One (1)			
			-			
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	As and when GOI organise such programmes			
			Not applicable			
			Yes			
			Yes			
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]		Internal Transfer Policy and as per requirement of different Divisions			

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