E-Governance

4.   E-Governance

Sl. No.	Item	Details of disclosure		Description
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i)	English	Data is available only in English
		(ii)	Vernacular/ Local Language	
4.2	When was the inform-ation Manual/ Hand-book last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation		Process Manual (PM) and Quality Manual (QM) is updated every financial year on March.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i)	Details of information available in electronic form	DGCIS disseminates Foreign Trade Data in Electronic Form/media through the website of www.dgciskol.gov.in and www.commerce.gov.in (through NIC)
		(ii)	Name/ title of the document/record/ other information	
		(iii)	Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i)	Name & location of the faculty	Location of Library: DGCIS, Vanijya Tathya Sadan, 565, Anandapur, Kolkata – 700107. Library Working Hours: 11 AM to 5 PM for readers Contact Person: Shri Saikat Sarkar, Economic Adviser, Phone No. 033-24432014 Mail Id: saikat.dgcis@nic.in
		(ii)	Details of information made available	
		(iii)	Working hours of the facility	
		(iv)	Contact person & contact details (Phone, fax email)	
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i)	Grievance redressal mechanism	Yes
		(ii)	Details of applications received under RTI and information provided	During 2019-20 total 195 RTI applications received by this office and information provided to all.
		(iii)	List of completed schemes/ projects/ Programmes	Not applicable
		(iv)	List of schemes/ projects/ programme underway	
		(v)	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
		(vi)	Annual Report	http://www.dgciskol.gov.in/Admini_report.aspx
		(vii)	Frequently Asked Question (FAQs)	http://www.dgciskol.gov.in/faq_2017.aspx
		(viii) a)	Any other information such as Citizen's Charter	http://www.dgciskol.gov.in/ctcharter.aspx
		b)	Result Framework Document (RFD)	http://www.dgciskol.gov.in/rfd.aspx
		c)	Six monthly reports on the	-
		d)	Performance against the benchmarks set in the Citizen's Charter	-
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i)	Details of applications received and disposed	195 nos. of RTI applications received & disposed in the year 2019-20
		(ii)	Details of appeals received and orders issued	Total 2 nos. of Appeal received ordered issued in the year 2019-20.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	During 2018-19, 264 parliament questions (including Lok Sabha & Rajya Sabha) received and all of them was replied in due time.		-