

No. 60(6)/98-Estt.I/Part II/AE-24012/3/2023-Estt.I  
**GOVERNMENT OF INDIA**  
**DIRECTORATE GENERAL OF COMMERCIAL INTELLIGENCE AND STATISTICS**  
**MINISTRY OF COMMERCE & INDUSTRY**  
**565, ANANDAPUR, SECTOR – I, PLOT NO. – 22, WARD NO. – 108**  
**KOLKATA – 700 107**

Dated the 31<sup>st</sup> July, 2025

**OFFICE ORDER NO. 105 of 2025**

Allocation of duties of the following Officers is made by the competent authority with immediate effect until further orders;

Sl. No.	Name of the Division	Branch Officer	Supervisory Officer	Divisional In-charge	Overall In-charge
01.	<b>Export</b> <ol style="list-style-type: none"> <li>Validating DTR data as available in Database.</li> <li>Generating Weekly, Monthly &amp; Annual aggregate Tables over various data fields as available in DTR.</li> <li>Generating customized aggregate tables &amp; Data analysis as and when required.</li> </ol>	Dr. Shyamsundar Parui, Deputy Director  Shri C. Satyam, Asstt. Director	Shri Monojit Das, Director	Smt. Debanjana Datta, Deputy Director General	Director General /HOD
02.	<b>Dissemination Cell</b> <ol style="list-style-type: none"> <li>Providing Final Monthly Aggregate Merchandise data to various users, Website &amp; different Govt. departments.</li> <li>Providing Transaction level information from DTR for selected fields to the O/o DGTR for anti-dumping inquiry.</li> </ol>	Shri Biplab Sarkar, Deputy Director	Shri Subhajit Roy, Director		
03.	<b>EDP</b> <ol style="list-style-type: none"> <li>Interacting with ICEGATE of Custom and uploading daily Transactional Data to Database Server.</li> <li>Work related to PRAYAS Dashboard.</li> <li>Supervision of Maintenance of all IT &amp; Network Infrastructures by selected vendors.</li> <li>Maintenance of E-office with respect to technical matters.</li> <li>Implementation of IT Revamping Project.</li> <li>Maintenance and Regular Updation of Website.</li> <li>Looking after Data Security &amp; Cyber Security and related issues.</li> <li>E-Commerce related coordination and data processing.</li> <li>Any other related matters.</li> </ol>	Shri Srijan Acharya, Joint Director			
04.	<b>Service Sector</b> <ol style="list-style-type: none"> <li>Generating Service sector monthly aggregate export from SEZ &amp; STPI received in SERF format.</li> <li>Preparation of Annual Report on Service Sector Export from SEZ &amp; STPI received in SERF format.</li> <li>Preparing Comprehensive Plan of Complete Service Sector Trade Data under different Mode.</li> <li>Any other related matters.</li> </ol>	Dr. Shyamsundar Parui, Deputy Director  Ms. Susmita Sardar, Assistant Director  Shri C. Satyam, Asstt. Director	Ms. Tamanna Sinha, Director		

05.	<p style="text-align: center;"><b>Ancillary</b></p> <p>a. Preparing Annual Report on "Inter-State movements/Flows of Goods by Rail, River and Air".</p> <p>b. Preparing annual Report on "Selected Statistics of the Foreign Trade of India".</p> <p>c. Preparing Monthly Unit Value Index number on Merchandise Trade Data.</p>	Shri Biplab Sarkar, Deputy Director,	Shri Subhajit Roy, Director	
	<p>d. Annual Report on "Statistics of the Inland Coastal Trade Consignment on India".</p> <p>e. Annual Report on "Statistics of Foreign and Coastal Cargo Movements of India".</p>	Shri Piyush Kr. Sing, Deputy Director		
06.	<p style="text-align: center;"><b>Indian Trade Journal</b></p> <p>a. Weekly report on "India's International Trade of Specific commodities in the Recent Past".</p> <p>b. Weekly report on "Focus on international trade-The Country Profile".</p> <p>c. Weekly report on Bilateral Relations of Different countries with India sourced from Embassies.</p> <p>d. Weekly publication on Newspaper reports/articles on international trade.</p>	Shri Piyush Kr. Sing, Deputy Director	Shri B.B. Panigrahi, Director	Smt. N. Sangeetha, Deputy Director General
07.	<p style="text-align: center;"><b>Commercial Intelligence &amp; Data Analytics</b></p> <p>a. Preparation of Quarterly Review Report of Merchandise Foreign Trade.</p> <p>b. Preparation of Miscellaneous Policy &amp; Analytical Reports on Merchandise Foreign Trade (based on data prepared &amp; released at definite intervals)</p> <p>c. Preparation of analytical reports on Quick-Estimates of Merchandise Foreign Trade and Analytical Bulletins on identified merchandise export/import surge/decline.</p>	<p>Shri Biplab Sarkar, Deputy Director,</p> <p>Ms. Susmita Sardar, Assistant Director</p>	<p>Shri B.B. Panigrahi, Director (only (a.))</p> <p>Ms. Tamanna Sinha, Director (only (b.) &amp; (c.))</p>	
08.	<p style="text-align: center;"><b>General Administration</b></p> <p>a. All Administrative &amp; Financial matters of all Officers &amp; Staff.</p> <p>b. All Maintenance activity relating to Office premises including Conference Hall.</p> <p>c. Procurement and maintenance of all equipment including AMC.</p>	<p>Shri Siddharghya Mukherjee, Assistant Director, and DDO</p> <p>Shri Ramesh Singh, Assistant Director and HOO</p>	Shri Monojit Das, Director	
09.	<p style="text-align: center;"><b>Commercial Library.</b></p> <p>a. Maintenance of Stock Register</p> <p>b. Issue of Books.</p>	Dr. Amit Saha, Asstt. Director		Shri Onkar Prosad Ghosh, Deputy Director General
10.	<p style="text-align: center;"><b>Technical Coordination</b></p>	<p>Shri Manish Kumar, Deputy Director</p> <p>Dr. Amit Saha, Asstt. Director</p>	Shri Avishek Podder, Director	
11.	<p style="text-align: center;"><b>Import</b></p> <p>a. Validating DTR data as available in Database.</p> <p>b. Generating Weekly, Monthly &amp; various data fields as available in DTR.</p> <p>c. Generating customized aggregate tables &amp; Data analysis as and when required.</p>	<p>Shri Manish Kumar, Deputy Director</p> <p>Dr. Amit Saha, Asstt. Director</p>		

1. Divisional Head may allocate the work to the officers posted in his/her Division as per functional requirement.
2. Divisional Head of Export and Import Division will prepare all requisite inputs on Parliament Questions.
3. Shri Ramesh Singh, Assistant Director will function as **Head of Office** and Shri Siddharghya Mukherjee, Asstt. Director function as the **Drawing and Disbursement Officer**.
4. Ms. Susmita Sardar, Assistant Director will act as **CPIO**, Ms. Tamanna Sinha, Director, shall function as the **Appellate Authority** and Smt. N. Sangeetha, Dy. Director General will function as **Nodal Officer** for the purpose of RTI.
5. Shri Subhajit Roy, Director will function as **Vigilance Officer and Grievance Officer and Probity Nodal Officer**.
6. Shri Monojit Das, Director will act as the **Nodal officer for Quality Assurance** in connection with ISSO.
7. Shri Piyush Kr. Sing, Dy. Director will act as **Welfare Officer**.
8. Shri Manish Kumar, Dy. Director will act as **Nodal Officer/MDO leader for Mission Karmayogi Bharat**.
9. Shri Chandeshwar Satyam, Asstt. Director will act as the **Nodal Officer for Swachhata related activities**.

(Monojit Das)  
Director

Copy to: All concerned

31.07.2025