

File No. A-Duty0GrA/1/2023-Estt.I

Dated: 20/04/2026

OFFICE ORDER NO. 073 of 2026

Allocation of duties in respect of the following officers is made with immediate effect and until further orders:


Sl. No.	Name of the Division	Branch Officer	Supervisory Officer	Divisional-in-Charge	Overall-In-Charge
01.	<b>Export</b> a. Validating DTR data as available in Database. b. Generating Weekly, Monthly & Annual aggregate Tables over various data fields as available in DTR. c. Generating customized aggregate tables & Data analysis as and when required.	Shri Manish Kumar, Deputy Director	Shri Avishek Podder, Director	Shri Onkar Prosad Ghosh, Dy. Director General	Director General / Head of the Department
	02.	<b>Import</b> a. Validating DTR data as available in Database. b. Generating Weekly, Monthly & various data fields as available in DTR. c. Generating customized aggregate tables & Data analysis as and when required.			
03.		<b>Training</b>	Shri S.K. Nayek, Deputy Director		
04.	<b>Dissemination Cell</b> a. Providing Final Monthly Aggregate Merchandise data to various users, Website & different Govt. departments. b. Providing Transaction level information from DTR for selected fields to the O/o DGTR for anti-dumping inquiry.	Shri Biplab Sarkar, Deputy Director Shri Avishek Chanda, Asst. Director	Shri Subhajit Roy, Director		
	05.	<b>EDP</b> a. Supervision of Maintenance of all IT & Network Infrastructures by selected vendors. b. Maintenance of E-office with respect to technical matters. c. Maintenance and Regular Updation of Website. d. Looking after Data Security & Cyber Security and related issues. e. E-Commerce related coordination and data processing. f. Work related to PRAYAS Dashboard. g. Any other related matters	Shri Tanmay Sarkar, Asst. Director		
		a. Interacting with ICEGATE of Custom and uploading daily Transactional Data to Database Server. b. Implementation of IT Revamping Project. c. Application and Database Maintenance d. Application Development e. Any other related matters	Shri Tanmay Sarkar, Asst. Director		
06.	<b>Commercial Library</b> a. Maintenance of Stock Register b. Issue of Books.	Shri S. K. Nayek, Asst. Director	Shri Piyush Sing, Jt. Director		
07.	<b>Technical Coordination</b>	Ms. Susmita Sardar, Deputy Director	Shri Subhajit Roy, Director		

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20/04/26

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08.	<b>Service Sector</b>			DDG	Director General / Head of the Department
	a. Generating Service sector monthly aggregate export from SEZ & STPI received in SERF format.	Dr. Shyamsundar Parui, Deputy Director	Shri Piyush Sing, Jt. Director		
	b. Preparation of Annual Report on Service Sector Export from SEZ & STPI received in SERF format.	Ms. Susmita Sardar, Deputy Director			
	c. Preparing Comprehensive Plan of Complete Service Sector Trade Data under different Mode.				
09.	<b>Ancillary</b>			DDG	Director General / Head of the Department
	a. Preparing Annual Report on "Inter-State movements/Flows of Goods by Rail, River and Air".	Shri Biplab Sarkar, Deputy Director,	Shri Subhajit Roy, Director		
	b. Preparing annual Report on "Selected Statistics of the Foreign Trade of India".				
	c. Preparing Monthly Unit Value Index number on Merchandise Trade Data.				
	d. Annual Report on "Statistics of the Inland Coastal Trade Consignment on India"				
10.	<b>Indian Trade Journal</b>			DDG	Director General / Head of the Department
	a. Weekly report on "India's International Trade of Specific commodities in the Recent Past".	Shri Avishek Chanda, Asstt. Director	Shri B.B. Panigrahi, Director		
	b. Weekly report on "Focus on international trade-The Country Profile".				
	c. Weekly report on Bilateral Relations of Different countries with India sourced from Embassies.				
11.	<b>Commercial Intelligence &amp; Data Analytics</b>			DDG	Director General / Head of the Department
	a. Preparation of Quarterly Review Report of Merchandise Foreign Trade.	Shri Biplab Sarkar, Deputy Director,	Shri B.B. Panigrahi, Director (only a.)		
	b. Preparation of Miscellaneous Policy & Analytical Reports on Merchandise Foreign Trade (based on data prepared & released at definite intervals)	Ms. Susmita Sardar, Deputy Director	Shri Subhajit Roy, Director (only b & c.)		

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12.	<b>General Administration</b>			DDG	Director General / Head of the Department
	a. All Administrative & Financial matters of all Officers & Staff.	Shri Siddharghya Mukherjee, Assitant Director, and DDO	Shri Avishek Podder, Director		
	b. All Maintenance activity relating to Office premises including Conference Hall.	Shri Ramesh Singh, Assistant Director and HOO			
	c. Procurement and maintenance of all equipment including AMC.				

- a. Divisional Head may allocate the work to the officers posted in his/her Division as per functional requirement.
- b. Divisional Head of Dissemination Division will prepare all requisite inputs on Parliament Questions based on published data and concerned divisions will prepare PQs based on unpublished data.
- c. **Shri Ramesh Singh, Assistant Director** will function as **Head of Office** and **Shri Siddharghya Mukherjee, Asstt. Director** will function as the **Drawing and Disbursement Officer**.
- d. **Ms. Susmita Sardar, Deputy Director** will act as **CPIO**, **Shri Subhajit Roy, Director**, shall function as the **Appellate Authority** and **Shri Onkar Prosad Ghosh, Dy. Director General** will function as **Nodal Officer for the purpose of RTI**.
- e. **Shri Piyush Sing, Jt. Director**, will function as **Vigilance Officer & Grievance Officer and Probity Nodal Officer**.
- f. **Till new DDG joins in the Directorate, Sh O.P. Ghosh, DDG**, will be **Divisional in-charge for all the sections**. However, for all administrative matters, **Shri Avishek Podder, Director** will directly report to DG, DGCIS.
- g. **Shri Piyush Kr. Sing, Jt. Director** will act as **Welfare Officer and Nodal officer for Quality Assurance** in connection with ISSO.
- h. **Shri S. K. Nayek, Asst. Director**, will act as **Nodal Officer/MDO leader for Mission Karmayogi Bharat**.
- i. **Shri Avishek Chanda, Asst. Director** will act as the **Nodal Officer for Swachhata related activities**.

  
 (Dr. K. Manoj Singh) .  
 Director General

Copy to: All concerned