

**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 01<sup>st</sup> January, 2025

**OFFICE ORDER NO. 009 of 2025**

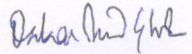
Allocation of duties of the following Officers is made by the competent authority with immediate effect until further orders:

Sl. No.	Name of the Division	Branch Officer	Supervisory Officer	Divisional Incharge	Overall In-charge
01.	<p style="text-align: center;"><b>Export</b></p> <p>a. Validating DTR data as available in Database.</p> <p>b. Generating Weekly, Monthly &amp; Annual aggregate Tables over various data fields as available in DTR.</p> <p>c. Generating customized aggregate tables &amp; Data analysis as and when required.</p>	Dr. Shyamsundar Parui, Deputy Director	Shri Monojit Das, Director	Smt. Debanjana Datta, Deputy Director General	Director General /HOD
02.	<p style="text-align: center;"><b>Dissemination Cell</b></p> <p>a. Providing Final Monthly Aggregate Merchandise data to various users, Website &amp; different Govt. departments.</p> <p>b. Providing Transaction level information from DTR for selected fields to the O/o DGTR for anti-dumping inquiry.</p>	Shri Biplab Sarkar, Deputy Director	Shri Subhajit Roy, Director		
03.	<p style="text-align: center;"><b>EDP</b></p> <p>a. Interacting with ICEGATE of Custom and uploading daily Transactional Data to Database Server.</p> <p>b. Work related to PRAYAS Dashboard.</p> <p>c. Supervision of Maintenance of all IT &amp; Network Infrastructures by selected vendors.</p> <p>d. Maintenance of E-office with respect to technical matters.</p> <p>e. Implementation of IT Revamping Project.</p> <p>f. Maintenance and Regular Updating of Website.</p> <p>g. Looking after Data Security &amp; Cyber Security and related issues.</p> <p>h. E-Commerce related coordination and data processing.</p> <p>i. Any other related matters.</p>	Shri Aditya Mandal, Assistant Director	Shri Srijan Acharya, Joint Director		
04.	<p style="text-align: center;"><b>Service Sector</b></p> <p>a. Generating Service sector monthly aggregate export from SEZ &amp; STPI received in SERF format.</p> <p>b. Preparation of Annual Report on Service Sector Export from SEZ &amp; STPI received in SERF format.</p> <p>c. Preparing Comprehensive Plan of Complete Service Sector Trade Data under different Mode.</p> <p>d. Any other related matters.</p>	Dr. ShyamSundar Parui, Deputy Director  Ms. SusmitaSardar, Assistant Director	Smt. Tamanna Sinha, Joint Director		



05.	<p><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> <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 Biplab Sarkar, Deputy Director,	Shri Subhajit Roy, Director	
07.	<p><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 Indiasourced from Embassies.</p> <p>d. Weekly publication on Newspaper reports/articles on international trade.</p>	Shri K.S. Santhalingam, Deputy Director		Smt. N. Sangeetha, Deputy Director General
08.	<p><b>Commercial Intelligence &amp; Data Analytics</b></p> <p>a. Monthly Review of Foreign Trade.</p> <p>b. Preparation of Miscellaneous Policy &amp; Analytical Reports based on Merchandise Trade published Data.</p>	Ms. Susmita Sardar, Assistant Director  Shri Samiran Dutta, Assistant Director	Mrs. Tamanna Sinha, Joint Director	
09.	<p><b>General Administration</b></p> <p>a. All Administrative &amp; Financial matters of all Officers &amp; Staff.</p> <p>b. All Maintenance relating to Office premises including Conference Hall.</p> <p>c. Procurement and maintenance of all equipment including AMC.</p>	Shri Siddharghya Mukherjee, Assitant Director, and DDO  Shri Ramesh Singh, Assistant Director and HOO	Shri Monojit Das, Director	
10.	<p><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
11.	<p><b>Technical Coordination</b></p>	Shri Manish Kumar, Deputy Director  Dr. Amit Saha, Asstt. Director	Shri Avishek Podder, Director	
12.	<p><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>	Shri Manish Kumar, Deputy Director  Dr. Amit Saha, Asstt. Director		

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 will function as the Drawing and Disbursement Officer.
4. Dr. Amit Saha, Assistant Director will act as Asstt. PIO, Shri Manish Kumar, Deputy Director will act as CPIO, Mrs. Tamanna Sinha, Joint Director shall function as the Appellate Authority of RTI and Smt. N. Sangeetha, Dy. Director General will function as Nodal Officer for the purpose of RTI and the Sub-Appellate Authority, Public Grievance.
5. Shri Subhajit Roy, Director will function as Vigilance Officer and Grievance Redressal Officer and Probity Nodal Officer.
6. Shri Monojit Das, Director will act as the Nodal officer for Quality Assurance in connection with ISSO.
7. Dr. Shyamsundar Parui, Dy. Director will act as Welfare Officer.

  
 (Onkar Prosad Ghosh)  
 Deputy Director General

Copy to: All concerned