

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 17th October, 2023.


OFFICE ORDER NO. 134 of 2023

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	Export 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 Souvik Naskar, Deputy Director	Ms. Madhura Roy, Joint Director		
02	Dissemination & Parliament Cell a. Providing Final Monthly Aggregate Merchandise data to various users, Website & different Govt. departments. b. Providing Input to the all-Parliament Questions pertaining to the Directorate. c. Providing Transaction level information from DTR for selected fields to the O/o DGTR for anti-dumping inquiry.	Shri Biplab Sarkar, Deputy Director	Shri Subhajit Roy, Director		
03	Ancillary – I a. Preparing Annual Report on "Inter-State Movements/Flows of Goods by Rail, River and Air". 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. Generating customised aggregate tables and Data analysis as when required.	Shri Biplab Sarkar, Deputy Director	Shri Subhajit Roy, Director	Shri Ajay Baksi, Deputy Director General	Director General /HOD
04	Indian Trade Journal a. Weekly report on "India's International Trade of Specific commodities in the Recent Past". b. Weekly report on "Focus on international trade-The Country Profile". c. Weekly report on Bilateral Relations of Different countries with Indiasourced from Embassies. d. Weekly publication on Newspaper reports/articles on international trade.	Shri K.S. Santhalingam, Deputy Director	Mrs. Tamanna Sinha, Joint Director		
05	Commercial Intelligence & Data Analytics a. Monthly Review of Foreign Trade. b. Preparation of Miscellaneous Policy & Analytical Reports based on Merchandise Trade published Data.	Shri Siddharghya Mukherjee, Assistant Director Shri Pankaj Kumar, Deputy Director			

06	<p>Ancillary-II</p> <p>a. Annual Report on "Statistics of the Inland Coastal Trade Consignment on India".</p> <p>b. Annual Report on "Statistics of Foreign and Coastal Cargo Movements of India".</p>	Shri Amit Saha, Assistant Director	Shri Maharnab Manna, Joint Director	Shri Ajay Baksi, Deputy Director General
07	<p>General Administration</p> <p>a. All Administrative & Financial matters of all Officers & 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 Ramesh Singh, Assistant Director	Shri Shyamsundar Parui, Deputy Director & HOO	Shri Atanu Kumar Chowdhury, Deputy Director General
08	<p>Commercial Library.</p> <p>a. Maintenance of Stock Register</p> <p>b. Issue of Books.</p>	Shri Samiran Dutta, Assistant Director		
09	<p>Technical Coordination</p>	Shri Samiran Dutta, Assistant Director Shri Manish Kumar, Deputy Director & CPIO	Shri Sudipta Bhattacharya, Director	
10	<p>Import</p> <p>a. Validating DTR data as available in Database.</p> <p>b. Generating Weekly, Monthly & various data fields as available in DTR.</p> <p>c. Generating customized aggregate tables & Data analysis as and when required.</p>	Shri Manish Kumar, Deputy Director & CPIO	Shri Sudipta Bhattacharya, Director	
11	<p>Service Sector</p> <p>a. Generating Service sector monthly aggregate export from SEZ & STPI received in SERF format.</p> <p>b. Preparation of Annual Report on Service Sector Export from SEZ & 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>	Ms. Susmita Sardar, Assistant Director		
12	<p>EDP</p> <p>a. Interacting With ICEGATE of Custom and uploading daily Transactional Data to Database Server.</p> <p>b. Supervision of Maintenance of all IT & Network Infrastructures by selected vendors.</p> <p>c. Maintenance of E-office with respect to technical matters.</p> <p>d. Implementation of IT Revamping Project.</p> <p>e. Maintenance and Regular Updaing of Website.</p> <p>f. Looking after Data Security & Cyber Security and related issues.</p> <p>g. E-Commerce related coordination and data processing.</p> <p>h. Any other related matters.</p>	Shri Aditya Mandal, Assistant Director Shri Srijan Acharya, Deputy Director	Shri Avishek Podder, Director	Ms. Debanjana Datta, Deputy Director General

Divisional Head may allocate the work to the officers posted in his/her Division as per functional requirement.


 (Shyamsundar Parui)
 Deputy Director/Head of Office

Copy to: All concerned

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Dated the 28th November, 2023

OFFICE MEMORANDUM

In continuation of the previous office order no. 134 of 2023 dated 17-10-2023, Shri Avishek Podder, Director (EDP) will henceforth function as supervisory officer of Technical Co-ordination and Import Division in addition to his existing assigned duty with effect from 01.12.2023 until further order.

This issues with the approval of HoD, DGCI&S.

(Shyamsundar Parui)

Deputy Director/

Head of Office

To
Shri Avishek Podder,
Director (EDP)

Copy to:

1. PA to HoD.
2. All Group A officers posted in DGCI&S.
3. Technical Co-ordination Division.
4. Hindi Unit.
5. Shri Srijan Achrya, DD (EDP) for website updation

Signed by Shyamsundar
Parui
Date: 29-11-2023 11:31:06
Reason: Approved