

## A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b,c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organsiation and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E. governance, 5-Information as prescribed and 6. Information disclosed on own initiative.

### 1. Organisation and Function

S. No.	Item	Details of disclosure	Description	Remarks/Reference points		
				Fully met	Partial ity met	Not met-Not applicable
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	DIRECTORATE GENERAL OF COMMERCIAL INTELLIGENCE & STATISTICS VAANIJYA TATHYA SADAN, 565 Anandapur, Kolkata – 700107 <b>Phone:</b> +913324434055(4 lines)	Fully met		
		(ii) Head of the Organization	<b>Dr. Bandana Sen, Director General</b> <b>Phone No:033-24431965</b> E-Mail- bandana.sen25@gov.in	Fully met		
		(iii) Vision, Mission and Key objectives	<b>OUR VISION:</b> To be the finest repository of trade data viz. merchandise, services and inter-state; disseminate trade related information in the most user-friendly manner to various stakeholders.  <b>OUR MISSION:</b> <ul style="list-style-type: none"> <li>• To ensure timely availability of reliable trade related information to all users and fulfil the data needs for informed decision making;</li> <li>• To cater to the emerging data needs in a dynamic economic context through its publication;</li> <li>• To use the best available information technology, hardware and software tools for data processing and dissemination.</li> </ul> <b>Key Objectives:</b> <ul style="list-style-type: none"> <li>• Accountability and e-governance</li> <li>• Transparency in operations and access to information</li> <li>• Improving the performance and integrity of public services</li> </ul>	Fully met		
		(iv) Function and duties	The Directorate General of Commercial Intelligence & Statistics (DGCIS), a subordinate office under Department of Commerce, Ministry of Commerce and Industry, Government of India has been mandated for collection, compilation and dissemination of India's trade statistics and commercial information. The merchandise trade data both for exports and imports are processed centrally in this Directorate using state-of-art technology and expertise. The Directorate also compiles and publishes on	Fully met		

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			<p>regular basis the Inland trade statistics inter alia Interstate Movements of Goods by Rail, River and Air, Inland coastal trade statistics, Statistics of India's customs and excise revenue collection according to tariff Heads, Shipping statistics and Selected statistics of foreign trade of India on annual basis. DGCIS publishes the Indian Trade Journal, a weekly publication which is a repository of material of commercial interest as well as a major channel for flow of information on tenders at the National and International level since 1906 without any break. Currently, the printing of the journal has been re-placed in the e-version w.e.f 01.11.2017.</p> <p>The website of DGCIS is <a href="http://www.dgciskol.gov.in">www.dgciskol.gov.in</a>. Various information related to trade are disseminated through the website of DGCIS. Trade data is disseminated online to Government/Semi Government/Private Organization/Users as per Data Dissemination Policy of DGCIS.</p> <p>The DGCIS functions under the charge and overall guidance of the Director General, Higher Administrative Grade Level Officer belongs to the Indian Statistical Service (ISS).</p>			
		(v) Organization Chart	As attached in <a href="#">Attachment – I</a>	Fully met		
		(vi) Any other details-the genesis, inception, formation of the department and the HODs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Dr. Bandana Sen, Director General has been assigned the work of HOD since 8 <sup>th</sup> February, 2024	Fully met		
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	<p><b>Director General:</b> Director General (HAG Level &amp; ISS cadre) is the administrative and technical head of this Directorate. He is solely responsible on all matters of policy and administration and his responsibility is complete and undivided. The Directorate discharges its functions under the guidance of the DG.</p> <p><b>Deputy Director General:</b> SAG level officers of ISS cadre are in charge of Divisions and work under overall guidance of Director General.</p> <p><b>Director/Joint Director (NFSG/JAG level &amp; ISS/IES cadre)</b> work under the guidance and supervision of DDG/EA. They supervision the work of the Divisions and are responsible for discharge of assigned work of the Divisions by associating other officers and staffs of the Divisions.</p> <p><b>Deputy Director/Assistant Director (ISS/IES cadre)</b> the Branch officer of the Division and control both in regard to discharge of assigned work and maintenance of discipline.</p> <p><b>Deputy Director (Admin):</b> Is responsible for all administrative work and Branch officer of all administrative sections.</p> <p><b>Assistant Director (Official Language):</b> - Is responsible for supervision of Hindi Unit of the Directorate.</p> <p><b>Assistant Library &amp; Information officer:</b> - Is responsible for supervision of day to day running, maintenance of Library of this Directorate.</p>	Fully met		

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		(ii) Power and duties of other employees	<p><b>Senior P.A:</b> - Senior P.A to Director General performs works of routine nature like mailing correspondence, filing papers, making an appointment, arranging meeting and collection information for Director General.</p> <p><b>Stenographer:</b> Is involved in taking dictation in shorthand and its transcription, maintaining proper order of the files/ papers required to be retained by the Officer and keeping a note of the movement of files, passed by his officer.</p> <p><b>Senior Translator/Junior Translator:</b> - Performs translation from Hindi to English and vice-versa of the documents under section 3(3) of Official Language Act and other rules and assists HOO in implementation of Official Language Policy of the Indian Union in the Directorate.</p> <p><b>Statistical Officer:</b> Responsible for supervision and monitor the work assigned to the Senior Investigators, DPAs for scrutiny, checking of trade data and finalization of trade data before release. They also supervise the work relating to receipt, data entry etc. in the Division.</p> <p><b>Office Superintendent:</b> Performs duties related to distribution and monitoring of work among the staff of the assigned Section of Administration, scrutinizes the work of the dealing hand, submits the case to the appropriate higher officer and maintains discipline in the Section.</p> <p><b>Senior Investigator:</b> Manual DTRs management receipts, entry &amp; supervision etc.</p> <p><b>Assistant:</b> - Assistant works under the guidance and supervision of the Office Superintendent. Their work relates to drafting/noting of matters to be disposed of.</p> <p><b>Upper Division Clerk:</b> - UDC works under the supervision of the Assistant. Their work relates to preparation of draft with a brief note and disposal of routine cases.</p> <p><b>Data Processing Assistant:</b> DPA works under the supervision of the Senior Investigator/Statistical Officer. Their work relates to Data entry, scrutiny of trade data.</p> <p><b>Lower Division Clerk:</b> - Lower Division Clerk are entrusted with work of routine nature like registration of Dak, maintenance of Section Diary, File Register, typing and submission of routine and simple drafts.</p> <p><b>Multi-Tasking Staff:</b> They are responsible for physical maintenance of records of the Section, General cleanliness &amp; upkeep of the Section/Unit, carrying of files &amp; other papers to officers/sections/Divisions, photocopying, sending of FAX etc. and other non-clerical work in the Section/Unit. They also assist in the routine office work like diary, dispatch etc.</p>	Fully met		
		(iii) Rules/ orders under which powers and duty are derived and	Powers and duty are derived as per GOI's Business Allocation Manual	Fully met		
		(iv) Exercised	Powers and duty are derived as per GOI's Business Allocation Manual	Fully met		
		(v) Work allocation	Made internally on the basis of GOI's Business Allocation Manual and sanctioned strength at various level	Fully met		
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision-making points	On file through noting and approval of the higher authority	Fully met		
		(ii) Final decision-making authority	Director General/HOD	Fully met		
		(iii) Related provisions, acts, rules etc.	All decision making process are being followed by several provisions, guidelines, rules, acts etc. issued by various ministries such as DOPT, DEO etc. and these are already available in their respective portal/public domain. Moreover, these guidelines are being amended over time to time. DGCIS does not follow any separately constitutes guidelines of its own, for decision making process.	Fully met		

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				Fully met	Partial ity met	Not met-Not applicable
		(iv) Time limit for taking a decision, if any	Instant unless otherwise specified.	Fully met		
		(v) Channel of supervision and accountability	<b>Technical Activity:</b> DPA (entry level) → Senior Investigator → Statistical Officer (Group 'B' Gazetted) → Assistant Director (Group 'A') → Deputy Director (Group 'A') → Junior Administrative Grade (Group 'A') → Senior Administrative Grade (Group 'A') → Higher Administrative Grade (Group 'A')/Director General <b>Administrative Activity:</b> Lower Division Clerk → Upper Division Clerk → Assistant → Superintendent (Group 'B' Gazetted) → Head of Office/Deputy Director (Admin) → Head of the Department → Director General <b>RTI Cell:</b> DPA → Senior Investigator → Statistical Officer (Group 'B' Gazetted) → CPIO (Deputy Director Group 'A') → Appellate Authority/Director <b>Overall, In-charge of DGCIS:</b> Director General/HAG (Additional Secretary Level)	Fully met		
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/services offered	Compilation and dissemination of Merchandize Trade Statistics of India	Fully met		
		(ii) Norms/standards for functions/ service delivery	Release of Merchandize Trade Statistics of India as per released calendar of the Directorate	Fully met		
		(iii) Process by which these services can be accessed	Merchandize Trade Statistics of India is disseminated online through portal	Fully met		
		(iv) Time-limit for achieving the targets	Monthly trade statistics at customs tariff line is released within 45 days.	Fully met		
		(v) Process of redress of grievances	Through Grievance Redressal System	Fully met		
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	DGCIS Trade Data Compilers' Manual	Fully met		
		(ii) List of Rules, regulations, instructions manuals and records.	IMTS 2010 manual of United Nations Statistics Division (UNSD) is followed to compile International Merchandize Trade Statistics.	Fully met		
		(iii) Acts/ Rules manuals etc.	GOI Business Allocation Manual	Fully met		
		(iv) Transfer policy and transfer orders	All Group 'A' posts, except DM (Operation), AD (OL) and DD (Admin) are Cadre (ISS and IES) posts and transfer/posting are managed by the Cadre Controlling Authority. For other employees, it is done through an Internal Committee on Departmental Transfer Committee and as per requirement, vacancy etc.	Fully met		
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	IMTS 2010 manual and its amendments are downloaded from UNSD website for its regular use in DGCIS along with DGCIS Trade Data Compilers' Manual.	Fully met		
		(ii) Custodian of documents/categories	DGCIS Trade Data Compilers' Manual is an internal manual. The owner of IMTS 2010 Manual is UNSD	Fully met		
1.7	Boards, Councils, Committees and other	(i) Name of Boards, Council, Committee etc.	This office is a sub-ordinate office under Ministry of Commerce & Industry. There is no Board, Council, committee etc. under this office.	Fully met		

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				Fully met	Partial ity met	Not met-Not applicable
	Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(ii) Composition				
		(iii) Dates from which constituted				
		(iv) Term/ Tenure				
		(v) Powers and functions				
		(vi) Whether their meetings are open to the public?				
		(vii) Whether the minutes of the meetings are open to the public?				
		(viii) Place where the minutes if open to the public are available?				
		(i)				
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(ii) Name and designation	<b>List of the Officers:</b>			
		(iii)	Sl. No	Name	Designation	Contact Telephone Number/Fax/E-
		(iv)	1	Dr. Bandana Sen	Director General	Tel: 033-24431965 E-mail: bandana.sen25@gov.in
		(v)	2.	Shri Ajay Baksi	Dy. Director General	Tel: 033-22434055 E-mail: ajay.baksi@gov.in
		(vi)	3.	Shri Atanu Kumar Chowdhury	Dy. Director General	Tel: 033-22434055 E-mail: ak.chowdhury@gov.in
		(vii) Telephone, fax and email ID	4	Shri Onkar Prasad Ghosh	Dy. Director General	Tel: 033-24434050 E-mail: omker.ghosh@gov.in
			5	Mrs. N. Sangeetha,	Dy. Director General	Tel: 033-24431993 E-mail: Sangeetha.n@gov.in
			6	Smt. Debanjana Dutta	Dy. Director General	Tel:033-24431983 E-mail: debanjana.d@gov.in
			7	Shri Subhojit Roy	Director	Tel: 033-22430203 E-mail: subhajitroy_in@yahoo.co.in
			8	Shri Avishek Poddar	Director	Tel: 033-22434056 Email: avishek.podder@gov.in
			9	Shri Maharnab Manna	Joint Director	<a href="tel:033-22434055">Tel:033-22434055</a> E-mail: maharnab.30@gov.in
			10	Smt. Madhura Roy	Joint Director	<a href="tel:033-22434055">Tel:033-22434055</a> E-mail: madhura.roy@gov.in
				Ms. Tammana Sinha	Joint Director	Tel:03322434055

S. No.	Item	Details of disclosure	Description				Remarks/Reference points		
							Fully met	Partial ity met	Not met-Not applicable
			11			E-mail: tamanna.sinha@nic.in			
			12	Shri Srijan Acharya	Deputy Director	Tel:03322434055 E-mail: s.acharya.dgcis@gov.in			
			13	Shri Manish Kumar	Deputy Director	<a href="tel:033-22434055">Tel:033-22434055</a> E-mail: kmr.manish@gov.in			
			14	Shri Souvik Naskar	Deputy Director	<a href="tel:03322434055">Tel:03322434055</a> E-mail: naskar.souvik@gov.in			
			15	Shri Biplab Sarkar	Deputy Director	<a href="tel:03322434055">Tel:03322434055</a> E-mail:biplab.sarkar89@gov.in			
			16	K. S. Santhalingam	Deputy Director	<a href="tel:03322434055">Tel:03322434055</a> E-Mail: santhalingam.s@gov.in			
			17	Shri Shyamsundar Parui	Deputy Director/HOO	<a href="tel:03322434055">Tel:03322434055</a> E-mail: shyam.parui@gov.in			
			18	Shri Pankaj Kumar	Deputy Director	<a href="tel:03322434055">Tel:03322434055</a> E-mail: pkumar.msme@gov.in			
			19	Ms. Susmita Sardar	Assistant Director	<a href="tel:03322434055">Tel:03322434055</a> E-mail: susmita.sardar@gov.in			
			20	Shri Ramesh Singh	Assistant Director	<a href="tel:03322434055">Tel:03322434055</a> E-mail: singh.ramesh28@gov.in			
			21	Shri Samiran Dutta	Assistant Director	<a href="tel:03322434055">Tel:03322434055</a> E-mail: samiran.dutta@gov.in			
			22	Shri Siddharghya Mukherjee	Assistant Director	<a href="tel:03322434055">Tel:03322434055</a> E-mail: Siddharghya.m@gov.in			
			23	Shri Aditya Mandal	Assistant Director	<a href="tel:03322434055">Tel:03322434055</a> E-mail: aditya.mandal@ mospi.gov in			
			24	Shri Amit Saha	Assistant Director	<a href="tel:03322434055">Tel:03322434055</a> E-mail: amits.csb@gov.in			
			List of the Employees: <a href="http://www.dgciskol.gov.in/writereaddata/Downloads/2024051415513511.pdf">http://www.dgciskol.gov.in/writereaddata/Downloads/2024051415513511.pdf</a> (Page 1-2)						
1.09	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	<a href="http://www.dgciskol.gov.in/writereaddata/Downloads/20240514115109REMUNERATION%20OF%20OFFICERS%20AND%20STAFF%20AS%20ON%2031%2003%202024.pdf">http://www.dgciskol.gov.in/writereaddata/Downloads/20240514115109REMUNERATION OF OFFICERS AND STAFF AS ON 31 03 2024.pdf</a> (Page 3-17)				Fully met		
		(ii) System of compensation as provided in its regulations	There is no such type of system of compensation				Fully met		

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				Fully met	Partial ity met	Not met-Not applicable
1.10	Name, designation and other particulars of public information officers  [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	<b>NAME</b>	<b>DESIGNATION</b>	<b>ADDRESS WITH PHONE NO., FAX AND E-MAIL</b>	
			Shri Manish Kumar	Deputy Director and CPIO	DGCIS, Vanijya Tathya Sadan, 565, ANANDAPUR, KOLKATA – 700107. Phone - 03324434055/24434056/57 (Ext-232) Mail Id:kmr.manish@gov.in	
		(ii) Address, telephone numbers and email ID of each designated official.	Shri Srijan Acharya	Deputy Director and Alternate CPIO in absence of CPIO	DGCIS, Vanijya Tathya Sadan, 565, ANANDAPUR, KOLKATA – 7001 Phone - 03324434055/24434056/57 (Ext-211) E-mail: s.acharya.dgcis@gov.in	
			Ms.Tamanna Sinha	Joint Director and Appellate Authority	DGCIS, Vanijya Tathya Sadan, 565, ANANDAPUR, KOLKATA – 700107 Phone – 033-24434057 E-mail: tamanna.sinha@nic.in	Fully met
1.11	No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been	<b>NO</b>			Fully met
		(i) Pending for Minor penalty or major penalty proceedings				
1.12	Programmes to advance understanding of RTI (Section 26)	(ii) Finalised for Minor penalty or major penalty proceedings	-			
		(i) Educational programmes	As and when GOI organise such programmes			Fully met
		(ii) Efforts to encourage public authority to participate in these programmes	Not applicable			
		(iii) Training of CPIO/APIO	No training was conducted by the concerned office during the period.			Fully met
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Yes			Fully met
			Transfer is done as per requirement of different Divisions			Fully met

