

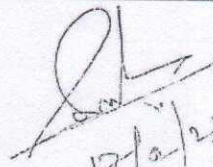
No. 60(6)/98-Estt.I/Part II/AE-24012/3/2023-Estt.I
GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF COMMERCIAL INTELLIGENCE AND STATISTICS
MINISTRY OF COMMERCE & INDUSTRY
 565, ANANDAPUR, SECTOR - I, PLOT NO. - 22, WARD NO. - 108
KOLKATA - 700 107

Dated the 17th February, 2025

OFFICE ORDER NO. 23 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.	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.	Dr. Shyamsundar Parui, Deputy Director	Shri Monojit Das, Director	Smt. Debanjana Datta, Deputy Director General	Director General /HOD
02.	Dissemination Cell 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 Subhajit Roy, Director		
03.	EDP a. Interacting with ICEGATE of Custom and uploading daily Transactional Data to Database Server. b. Work related to PRAYAS Dashboard. c. Supervision of Maintenance of all IT & Network Infrastructures by selected vendors. d. Maintenance of E-office with respect to technical matters. e. Implementation of IT Revamping Project. f. Maintenance and Regular Updating of Website. g. Looking after Data Security & Cyber Security and related issues. h. E-Commerce related coordination and data processing. i. Any other related matters.	Shri Aditya Mandal, Assistant Director	Shri Srijan Acharya, Joint Director		
04.	Service Sector a. Generating Service sector monthly aggregate export from SEZ & STPI received in SERF format. b. Preparation of Annual Report on Service Sector Export from SEZ & STPI received in SERF format. c. Preparing Comprehensive Plan of Complete Service Sector Trade Data under different Mode. d. Any other related matters.	Shri Shyam Sundar Parui, Deputy Director Ms. Susmita Sardar, Assistant Director	Ms. Tamanna Sinha, Director		


 17/2/25

05.	Ancillary 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.	Shri Biplab Sarkar, Deputy Director,	Shri Subhajit Roy, Director	Smt. N. Sangeetha, Deputy Director General
	d. Annual Report on "Statistics of the Inland Coastal Trade Consignment on India". e. Annual Report on "Statistics of Foreign and Coastal Cargo Movements of India".	Shri Piyush Kr. Sing, Deputy Director		
07.	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 India sourced from Embassies. d. Weekly publication on Newspaper reports/articles on international trade.	Shri K.S. Santhalingam, Deputy Director Shri Piyush Kr. Sing, Deputy Director		
08.	Commercial Intelligence & Data Analytics a. Monthly Review of Foreign Trade. b. Preparation of Miscellaneous Policy & Analytical Reports based on Merchandise Trade published Data.	Shri Biplab Sarkar, Deputy Director Ms. Susmita Sardar, Assistant Director	Ms. Tamanna Sinha, Director	
09.	General Administration a. All Administrative & Financial matters of all Officers & Staff. b. All Maintenance relating to Office premises including Conference Hall. c. Procurement and maintenance of all equipment including AMC.	Shri Siddharghya Mukherjee, Assistant Director, and DDO Shri Ramesh Singh, Assistant Director and HOO	Shri Monojit Das, Director	Shri Onkar Prosad Ghosh, Deputy Director General
10.	Commercial Library. a. Maintenance of Stock Register b. Issue of Books.	Dr. Amit Saha, Asstt. Director	Shri Avishek Podder, Director	
11.	Technical Coordination	Shri Manish Kumar, Deputy Director Dr. Amit Saha, Asstt. Director		
12.	Import 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.	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, 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. Dr. Shyamsundar Parui, Dy. Director will act as Welfare Officer.

(Onkar Prosad Ghosh)
Deputy Director General

Copy to: All concerned

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 31st 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.	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.	Dr. Shyamsundar Parui, Deputy Director Shri C. Satyam, Asstt. Director	Shri Monojit Das, Director		
02.	Dissemination Cell 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 Subhajit Roy, Director		
03.	EDP a. Interacting with ICEGATE of Custom and uploading daily Transactional Data to Database Server. b. Work related to PRAYAS Dashboard. c. Supervision of Maintenance of all IT & Network Infrastructures by selected vendors. d. Maintenance of E-office with respect to technical matters. e. Implementation of IT Revamping Project. f. Maintenance and Regular Updation of Website. g. Looking after Data Security & Cyber Security and related issues. h. E-Commerce related coordination and data processing. i. Any other related matters.	Shri Srijan Acharya, Joint Director		Smt. Debanjana Datta, Deputy Director General	Director General /HOD
04.	Service Sector a. Generating Service sector monthly aggregate export from SEZ & STPI received in SERF format. b. Preparation of Annual Report on Service Sector Export from SEZ & STPI received in SERF format. c. Preparing Comprehensive Plan of Complete Service Sector Trade Data under different Mode. d. Any other related matters.	Dr. Shyamsundar Parui, Deputy Director Ms. Susmita Sardar, Assistant Director Shri C. Satyam, Asstt. Director	Ms. Tamanna Sinha, Director		

No. 60(5)/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

OFFICE ORDER NO.118 of 2025

Dated the 25th of August, 2025

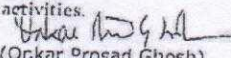
Allocation of duties of the following Officers is made by the competent authority with immediate effect until further orders;

Sl. No.	Name of the Division	Branch Officer	Supervisory Officer	Divisional In-charge	Overall In-charge		
01.	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.	Dr. Shyamsundar Parui, Deputy Director Shri C. Satyam, Asstt. Director	Shri Monojit Das, Director	Smt. Debanjana Datta, Deputy Director General	Director General /HOD		
02.	Dissemination Cell 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 Subhajit Roy, Director				
03.	EDP c. Supervision of Maintenance of all IT & Network Infrastructures by selected vendors. d. Maintenance of E-office with respect to technical matters. e. Maintenance and Regular Updation of Website. f. Looking after Data Security & Cyber Security and related issues. g. E-Commerce related coordination and data processing. h. Work related to PRAYAS Dashboard. i. Any other related matters	Shri Amit Verma, Director					
	j. Interacting with ICEGATE of Custom and uploading daily Transactional Data to Database Server. k. Implementation of IT Revamping Project. l. Application and Database Maintenance m. Application Development n. Any other related matters	Shri Srijan Acharya, Joint Director					
04.	Service Sector a. Generating Service sector monthly aggregate export from SEZ & STPI received in SERF format. b. Preparation of Annual Report on Service Sector Export from SEZ & STPI received in SERF format. c. Preparing Comprehensive Plan of Complete Service Sector Trade Data under different Mode. d. Any other related matters.	Dr. Shyamsundar Parui, Deputy Director Ms. Susmita Sardar, Assistant Director Shri C. Satyam, Asstt. Director	Ms. Tamanna Sinha, Director				

Onkar Singh

05.	Ancillary 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.	Shri Biplab Sarkar, Deputy Director,	Shri Subhajt Roy, Director	
	d. Annual Report on "Statistics of the Inland Coastal Trade Consignment on India". e. Annual Report on "Statistics of Foreign and Coastal Cargo Movements of India".	Shri Piyush Kr. Sing, Deputy Director		
06.	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 India sourced from Embassies. d. Weekly publication on Newspaper reports/articles on international trade.	Shri Piyush Kr. Sing, Deputy Director	Shri B.B. Panigrahi, Director	Smt. N. Sangeetha, Deputy Director General
	07.	Commercial Intelligence & Data Analytics a. Preparation of Quarterly Review Report of Merchandise Foreign Trade. b. Preparation of Miscellaneous Policy & Analytical Reports on Merchandise Foreign Trade (based on data prepared & released at definite intervals) c. Preparation of analytical reports on Quick-Estimates of Merchandise Foreign Trade and Analytical Bulletins on Identified merchandise export/import surge/decline.	Shri Biplab Sarkar, Deputy Director, Ms. Susmita Sardar, Assistant Director	
08.		General Administration a. All Administrative & Financial matters of all Officers & Staff. b. All Maintenance activity relating to Office premises including Conference Hall. c. Procurement and maintenance of all equipment including AMC.	Shri Siddharghya Mukherjee, Asstt. Director, and DDO Shri Ramesh Singh, Assistant Director and HOO	Shri Monojit Das, Director
09.	Commercial Library. a. Maintenance of Stock Register b. Issue of Books.	Dr. Amit Saha, Asstt. Director	Shri Avishek Podder, Director	
10.	Technical Coordination	Shri Manish Kumar, Deputy Director Dr. Amit Saha, Asstt. Director		
11.	Import 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.	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 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 Subhajt 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.


(Onkar Prasad Ghosh)
Deputy Director General

Copy to: All concerned

GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
565, ANANDAPUR, SECTOR - I, PLOT NO. - 22, WARD NO. - 108
KOLKATA - 700102

OFFICE ORDER NO. 166 of 2025

Dated the 12th November, 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.	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.	Dr. Shyamsundar Parui, Deputy Director Shri C. Satyam, Asstt. Director	Shri Monojit Das, Director	Smt. Debanjana Datta, Deputy Director General	Director General /HOD		
02.	Dissemination Cell 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 Subhajit Roy, Director				
03.	EDP c. Supervision of Maintenance of all IT & Network Infrastructures by selected vendors. d. Maintenance of E-office with respect to technical matters. e. Maintenance and Regular Updation of Website. f. Looking after Data Security & Cyber Security and related issues. g. E-Commerce related coordination and data processing. h. Work related to PRAYAS Dashboard. i. Any other related matters	Shri Amit Verma, Director					
	j. Interacting with ICEGATE of Custom and uploading daily Transactional Data to Database Server. k. Implementation of IT Revamping Project. l. Application and Database Maintenance m. Application Development n. Any other related matters	Shri Srijan Acharya, Joint Director					
	Service Sector a. Generating Service sector monthly aggregate export from SEZ & STPI received in SERF format. b. Preparation of Annual Report on Service Sector Export from SEZ & STPI received in SERF format. c. Preparing Comprehensive Plan of Complete Service Sector Trade Data under different Mode. d. Any other related matters.	Dr. Shyamsundar Parui, Deputy Director Ms. Susmita Sardar, Deputy Director Shri C. Satyam, Asstt. Director	Shri Amit Verma, Director				
04.							

05.	Ancillary 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.	Shri Biplab Sarkar, Deputy Director,	Shri Subhajit Roy, Director	
	d. Annual Report on "Statistics of the Inland Coastal Trade Consignment on India". e. Annual Report on "Statistics of Foreign and Coastal Cargo Movements of India".	Shri Piyush Kr. Sing, Deputy Director		
06.	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 India sourced from Embassies. d. Weekly publication on Newspaper reports/articles on international trade.	Shri Piyush Kr. Sing, Deputy Director	Shri B.B. Panigrahi, Director	Smt. N. Sangeetha, Deputy Director General
	Commercial Intelligence & Data Analytics a. Preparation of Quarterly Review Report of Merchandise Foreign Trade. b. Preparation of Miscellaneous Policy & Analytical Reports on Merchandise Foreign Trade (based on data prepared & released at definite intervals) c. Preparation of analytical reports on Quick-Estimates of Merchandise Foreign Trade and Analytical Bulletins on identified merchandise export/import surge/decline & Newsletter.	Shri Biplab Sarkar, Deputy Director, Ms. Susmita Sardar, Deputy Director	Shri B.B. Panigrahi, Director (only a.) Shri Subhajit Roy, Director (only b.) Shri Srijan Acharya, Jt. Director (only c.)	
08.	General Administration a. All Administrative & Financial matters of all Officers & Staff. b. All Maintenance activity relating to Office premises including Conference Hall. c. Procurement and maintenance of all equipment including AMC.	Shri Siddharghya Mukherjee, Assitant Director, and DDO Shri Ramesh Singh, Assistant Director and HOO	Shri Monojit Das, Director	Shri Onkar Prosad Ghosh, Deputy Director General
09.	Commercial Library. a. Maintenance of Stock Register b. Issue of Books.	Dr. Amit Saha, Deputy Director	Shri Avishek Podder, Director	
10.	Technical Coordination	Shri Manish Kumar, Deputy Director Dr. Amit Saha, Deputy Director		
11.	Import 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.	Shri Manish Kumar, Deputy Director Dr. Amit Saha, Deputy 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 function as the Drawing and Disbursement Officer.
4. Ms. Susmita Sardar, Assistant Director will act as CPIO, Shri Subhajit Roy, 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 Satyari, Asstt. Director will act as the Nodal Officer for Swachhata related activities.

Onkar Prosad Ghosh
(Onkar Prosad Ghosh)
Deputy Director General

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

OFFICE ORDER NO. 189 of 2025

Dated the 10th December, 2025

In partial modification of Office Order No. 166 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.	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.	Dr. Shyamsundar Parui, Deputy Director Shri C. Satyam, Asstt. Director	Shri Monojit Das, Director	Smt. Debanjana Datta, Deputy Director General	Director General /HOD
02.	Dissemination Cell 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 Subhajit Roy, Director		
03.	EDP c. Supervision of Maintenance of all IT & Network Infrastructures by selected vendors. d. Maintenance of E-office with respect to technical matters. e. Maintenance and Regular Updation of Website. f. Looking after Data Security & Cyber Security and related issues. g. E-Commerce related coordination and data processing. h. Work related to PRAYAS Dashboard. i. Any other related matters	Shri Amit Verma, Director			
	j. Interacting with ICEGATE of Custom and uploading daily Transactional Data to Database Server. k. Implementation of IT Revamping Project. l. Application and Database Maintenance m. Application Development n. Any other related matters	Shri Srijan Acharya, Joint Director			
04.	Service Sector a. Generating Service sector monthly aggregate export from SEZ & STPI received in SERF format. b. Preparation of Annual Report on Service Sector Export from SEZ & STPI received in SERF format. c. Preparing Comprehensive Plan of Complete Service Sector Trade Data under different Mode. d. Any other related matters.	Dr. Shyamsundar Parui, Deputy Director Ms. Susmita Sardar, Deputy Director Shri C. Satyam, Asstt. Director	Shri Amit Verma, Director		

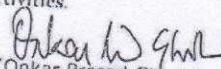
05.	Ancillary a. Preparing Annual Report on "Inter-State movements/Flows of Goods by Rail, River and Air". b. Preparing annual Report on "Selected Statistics of the Foreign Trade of India". c. Preparing Monthly Unit Value Index number on Merchandise Trade Data.	Shri Biplab Sarkar, Deputy Director,	Shri Subhajit Roy, Director	Smt. N. Sangeetha, Deputy Director General
	d. Annual Report on "Statistics of the Inland Coastal Trade Consignment on India". e. Annual Report on "Statistics of Foreign and Coastal Cargo Movements of India".	Shri Piyush Kr. Sing, Deputy Director		
06.	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 India sourced from Embassies. d. Weekly publication on Newspaper reports/articles on international trade.	Shri Piyush Kr. Sing, Deputy Director	Shri B.B. Panigrahi, Director	
	Commercial Intelligence & Data Analytics a. Preparation of Quarterly Review Report of Merchandise Foreign Trade. b. Preparation of Miscellaneous Policy & Analytical Reports on Merchandise Foreign Trade (based on data prepared & released at definite intervals) c. Preparation of analytical reports on Quick-Estimates of Merchandise Foreign Trade and Analytical Bulletins on identified merchandise export/import surge/decline & Newsletter.	Shri Biplab Sarkar, Deputy Director, Ms. Susmita Sardar, Deputy Director	Shri B.B. Panigrahi, Director (only a.) Shri Subhajit Roy, Director (only b.) Shri Srijan Acharya, Jt. Director (only c.)	
08.	General Administration a. All Administrative & Financial matters of all Officers & Staff. b. All Maintenance activity relating to Office premises including Conference Hall. c. Procurement and maintenance of all equipment including AMC.	Shri Siddharghya Mukherjee, Assitant Director, and DDO Shri Ramesh Singh, Assistant Director and HOO	Shri Monojit Das, Director	
09.	Commercial Library. a. Maintenance of Stock Register b. Issue of Books.	Dr. Amit Saha, Deputy Director	Shri Avishek Podder, Director	
10.	Technical Coordination	Shri Manish Kumar, Deputy Director		
11.	Import 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.	Dr. Amit Saha, Deputy Director Shri Manish Kumar, Deputy Director Dr. Amit Saha, Deputy Director		

1. Divisional Head may allocate the work to the officers

2. Divisional Head of

1. Divisional Head may allocate the work to the officers posted in his/her Division as per functional requirement.
2. 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.
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, Shri Subhajit Roy, 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.

Copy to: All concerned


(Onkar Prosad Ghosh)
Deputy Director General

File No.E-III/27(1)/2015

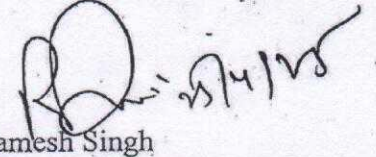
78 82

Dated: 25.04.2025

OFFICE ORDER No. 065 of 2025

The transfer posting of following incumbents are made with immediate effect and until further order.

Sl. No.	Name	Designation	Division/Branch From	Division/Branch To
1.	Shri Mangobinda Tarai	M.T.S	Establishment-I	Room No-206


Ramesh Singh
Asst. Director & HOO

Distribution:

1. All Concerned individuals.
2. Concerned Officers of Room No-206.
3. Divisional Heads by e-mail.
4. Hindi Unit with the direction to bring out Hindi/ bilingual version of the Office Order.
5. ☒ Cash & Accounts Section.
6. Store and Purchase Section.
7. Notice Boards.
8. ESTT-I

No. A-Duty0STNO/1/2023-ESTT-I/[60(6)/98-Estt.I/Part II]
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 02nd May, 2025

OFFICE ORDER NO. 067 OF 2025

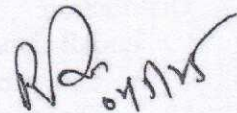
In supersession of the Office Order No. 059 OF 2024 dated 21-05-2025 the allotment of Stenographers are made as under with immediate effect and until further order:

Sl. No.	Name of Stenographers	Grade	Attached to the Officers
01.	Shri Biswajit Shome	Gr. I	Director General/HOD Deputy Director General (Admn.)
02.	Shri Sujit Rudra	Gr. I	Shri O.P. Ghosh, Deputy Director General Shri Subhajit Roy, Director Head of Office
03.	Smt. Tultul Mitra	Gr. I	Smt. N. Sangeetha, Deputy Director General Ms. Tamanna Sinha, Director Shri Monojit Das, Director
04.	Shri Sujit Sardar	Gr. I	Director General/HOD Smt. Debanjana Datta, Deputy Director General Shri Avishek Podder, Director

Note:

1. The Stenographers are linked with each other to attend the officers in the absence of each other: Sl. No. : 01 & 04; Sl. No. : 02 & 03.
2. The attendance of Stenographers attached to Director General/HoD may be maintained under the supervision of Director General/HoD.
3. The attendance of other Stenographers will be maintained by the concerned Officers to whom he/she is attached.

This issues with the approval of the competent authority.


(Ramesh Singh)
Assistant Director/ Head of Office

Copy to Concerned Officers & Stenographers

File No. ESTT-I-TrPo0GrC(TPCA)/1/2023-ESTT-I

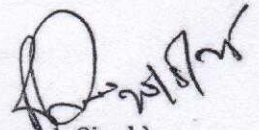
Dated: 20th May, 2025

OFFICE ORDER NO. 073 OF 2025

The posting of the following incumbent is made with immediate effect and until further order:

Sl. No.	Name	Designation	Present place of posting	To the Division/Branch
1	Mr. John Vivek Tete	DPA	Co-ordination Training	Co-ordination Training

This issues with the approval of the Director General.


(Ramesh Singh)
Assistant Director &
Head of Office

Distribution: -

1. Concerned Individual
2. Co-ordination Training Division
3. Divisional Heads by e-mail
4. Hindi Unit *with the direction to bring out Hindi/Bilingual version of the Office Order*
5. Cash & Accounts Section
6. Store & Purchase Section
7. Notice Boards

File No. ESTT-I-TrPo0GrC(TPCA)/1/2023-ESTT-I

Dated: 23/05/2025

OFFICE ORDER No. 74 of 2025

In supersession of the earlier Office Order No. 73 of 2025 dated 20/05/2025, the following incumbents are posted in the Divisions mentioned herein with immediate effect and until further order.

Sl. No.	Name	Designation	Present Place of Posting	To the Division/Branch
1.	Shri Debarghya Acharya	Data Processing Assistant	Services	EDP
2.	Shri John Vivek Tete	Data Processing Assistant	Coordination & Training	Services

This issues with the approval of the Director General.


Monojit Das
Director

Distribution:

1. Concerned individual.
2. Coordination Training Division.
3. Divisional Heads *by e-mail*.
4. Hindi Unit *with the direction to bring out Hindi/ bilingual version of the Office Order*.
5. Cash & Accounts Section.
6. Store and Purchase Section.
7. Notice Boards.

File No. ESTT-I-TrPo0GrB (TPCA)/1/2023-ESTT-I

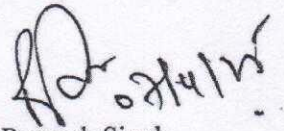
Dated: 07/04/2025

OFFICE ORDER No. 55 of 2025

The posting of following incumbent is made with immediate effect and until further order.

Sl. No.	Name	Designation	Present Place of Posting	To the Division/Branch
1.	Shri Rupam Chatterjee	Data Processing Assistant	Coordination Training	Service Sector Data

This issues with the approval of the Director General.


Ramesh Singh
Assistant Director & Head of Office

Distribution:

1. Concerned individual.
2. Coordination Training Division.
3. Divisional Heads *by e-mail*.
4. Hindi Unit *with the direction to bring out Hindi/ bilingual version of the Office Order*.
5. Cash & Accounts Section.
6. Store and Purchase Section.
7. Notice Boards.

File No. ESTT-I-TrPo0GrB (TPCA)/1/2023-ESTT-I

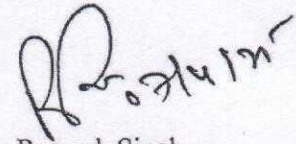
Dated: 07/04/2025

OFFICE ORDER No. 54 of 2025

The posting of following incumbent is made with immediate effect and until further order.

Sl. No.	Name	Designation	Present Place of Posting	To the Division/Branch
1.	Shri Anindya Chatterjee	Senior Investigator	Ancillary	Service Sector Data

This issues with the approval of the Director General.



Ramesh Singh
Assistant Director & Head of Office

Distribution:

1. Concerned individual.
2. Divisional Heads by e-mail.
3. Hindi Unit with the direction to bring out Hindi/ bilingual version of the Office Order.
4. Cash & Accounts Section.
5. Store and Purchase Section.
6. Notice Boards.

File No. ESTT-I-TrPo0GrB (TPCA)/1/2023-ESTT-I

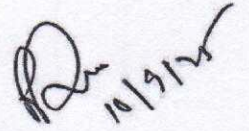
Dated 10/09/2025

OFFICE ORDER No. 128 of 2025

The posting of following incumbent is made with immediate effect and until further order.

Sl. No.	Name	Designation	Present Place of Posting	To the Division/Branch
1.	Smt. Aparna Das	Senior Investigator	Export	Indian Trade Journal

This issues with the approval of the Director General.



Ramesh Singh
Assistant Director & Head of Office

Distribution:

1. Concerned individual.
2. Divisional Heads *by e-mail*.
3. Hindi Unit *with the direction to bring out Hindi/ bilingual version of the Office Order*.
4. Cash & Accounts Section.
5. Store and Purchase Section.
6. Notice Boards.

File No. ESTT-I-TrPo0GrC (TPCA)/1/2023-ESTT-I

Dated: 10/09/2025

OFFICE ORDER No. 129 of 2025

The posting of following incumbent is made with immediate effect and until further order.

Sl. No.	Name	Designation	Present Place of Posting	To the Division/Branch
1.	Shri Abhishek Gayen	Data Processing Assistant	Import	EDP
2.	Shri Rupam Chatterjee	Data Processing Assistant	Service Sector Data	Import
3.	Shri Subhadeep Maity	Data Processing Assistant	Service Sector Data	Import
4.	Shri Rudra Maji	Data Processing Assistant	Export	Service Sector Data

This issues with the approval of the Director General.



Ramesh Singh
Assistant Director & Head of Office

Distribution:

1. Concerned individual.
2. Coordination Training Division.
3. Divisional Heads by e-mail.
4. Hindi Unit with the direction to bring out Hindi/ bilingual version of the Office Order.
5. Cash & Accounts Section.
6. Store and Purchase Section.
7. Notice Boards.

File No. ESTT-I-TrPo0GrC (TPCA)/1/2023-ESTT-I

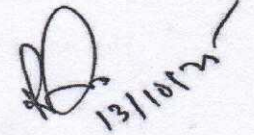
Dated: 13/10/2025

OFFICE ORDER No. 145 of 2025

Posting of the following incumbent is made with immediate effect and until further order.

Sl. No.	Name	Designation	Present Place of Posting	To the Division/Branch
1.	Morsalim Molla	Data Processing Assistant	Import	Dissemination

This issues with the approval of the Director General.


13/10/25

Ramesh Singh
Assistant Director & Head of Office

Distribution:

1. Concerned individual.
2. Coordination Training Division.
3. Divisional Heads *by e-mail*.
4. Hindi Unit *with the direction to bring out Hindi/ bilingual version of the Office Order*.
5. Cash & Accounts Section.
6. Store and Purchase Section.
7. Notice Boards.

File No. ESTT-I-TrPo0GrB (TPCA)/1/2023-ESTT-I

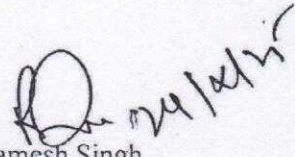
Dated 24/10/2025

OFFICE ORDER No. 150 of 2025

The posting of following incumbent is made with immediate effect and until further order.

Sl. No.	Name	Designation	Present Place of Posting	To the Division/Branch
1.	Smt. Maunashree Halder	Assistant (on Deputation)	Establishment-I	Cash & Accounts

This issues with the approval of the Director General.


Ramesh Singh
Assistant Director & Head of Office

Distribution:

1. Concerned individual.
2. Divisional Heads *by e-mail*.
3. Hindi Unit *with the direction to bring out Hindi/ bilingual version of the Office Order*.
4. Cash & Accounts Section.
5. Store and Purchase Section.
6. Notice Boards.

File No. ESTT-I-TrPo0GrC (TPCA)/1/2023-ESTT-I

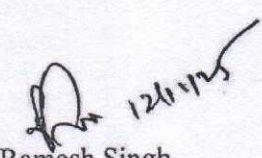
Dated: 12/11/2025

OFFICE ORDER No. 164 of 2025

Posting of the following incumbent is made with immediate effect and until further order.

Sl. No.	Name	Designation	Present Place of Posting	To the Division/Branch
1.	Shri Vikas Hansda	Data Processing Assistant	Commercial Library	Indian Trade Journal
2.	Shri R. Jayaraj	Data Processing Assistant	-	Export
3.	Shri Mayakannan P.	Data Processing Assistant	-	Commercial Intelligence
4.	Shri Jai Narayan Sharma	Lower Division Clerk	Receipt & Issue	Store & Purchase

This issues with the approval of the Director General.


Ramesh Singh
Assistant Director & Head of Office

Distribution:

1. Concerned individual.
2. Coordination Training Division.
3. Divisional Heads by e-mail.
4. Hindi Unit with the direction to bring out Hindi/ bilingual version of the Office Order.
5. Cash & Accounts Section.
6. Store and Purchase Section.
7. Notice Boards.

File No. ESTT-I-TrPo0GrB (TPCA)/1/2023-ESTT-I

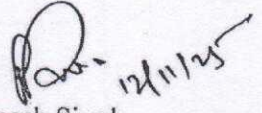
Dated: 12/11/2025

OFFICE ORDER No. 165 of 2025

Posting of the following incumbent is made with immediate effect and until further order.

Sl. No.	Name	Designation	Present Place of Posting	To the Division/Branch
1.	Smt. Aparna Das	Senior Investigator	Indian Trade Journal	Receipt & Issue

This issues with the approval of the Director General.


Ramesh Singh
Assistant Director & Head of Office

Distribution:

1. Concerned individual.
2. Coordination Training Division.
3. Divisional Heads *by e-mail*.
4. Hindi Unit *with the direction to bring out Hindi/ bilingual version of the Office Order*.
5. Cash & Accounts Section.
6. Store and Purchase Section.
7. Notice Boards.

File No. ESTT-I-TrPo0GrC (TPCA)/1/2023-ESTT-I

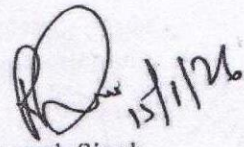
Dated: 15/01/2026

OFFICE ORDER No. 011 of 2026

Posting of the following incumbent is made with immediate effect and until further order.

Sl. No.	Name	Designation	Present Place of Posting	To the Division/Branch
1.	Shri Sourav Pal	Data Processing Assistant	Receipt & Issue	Commercial Intelligence
2.	Shri Jai Narayan Sharma	Lower Division Clerk	Store & Purchase	Receipt & Issue

This issues with the approval of the Director General.


Ramesh Singh
Assistant Director & Head of Office

Distribution:

1. Concerned individual.
2. Coordination Training Division.
3. Divisional Heads *by e-mail*.
4. Hindi Unit *with the direction to bring out Hindi/ bilingual version of the Office Order*.
5. Cash & Accounts Section.
6. Store and Purchase Section.
7. Notice Boards.
8. Office Order file.

File No. ESTT-I-TrPo0GrC (TPCA)/1/2023-ESTT-I

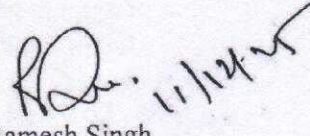
Dated: 11/12/2025

OFFICE ORDER No. 190 of 2025

Posting of the following incumbent is made with immediate effect and until further order.

Sl. No.	Name	Designation	Present Place of Posting	To the Division/Branch
1.	Shri Samir Sardar	Multi Tasking Staff	Room No. 102 (Director General's room)	Room No. 205 (Cash & Accounts Section)
2.	Shri Trilochan Das	Multi Tasking Staff	Room No. 205 (Cash & Accounts Section)	Room No. 102 (Director General's room)

This issues with the approval of the competent authority.


Ramesh Singh
Assistant Director & Head of Office

Distribution:

1. Concerned individual.
2. Coordination Training Division.
3. P.A. to Director General.
4. Hindi Unit *with the direction to bring out Hindi/ bilingual version of the Office Order.*
5. Cash & Accounts Section.
6. Store and Purchase Section.
7. Notice Boards.

File No. ESTT-I-TrPo0GrC (TPCA)/1/2023-ESTT-I

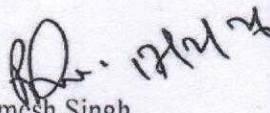
Dated: 17/02/2026

OFFICE ORDER No. 026 of 2026

Posting of the following incumbent is made with immediate effect and until further order.

Sl. No.	Name	Designation	Present Place of Posting	To the Division/Branch
1.	Shri Vikas Hansda	Data Processing Assistant	Commercial Library	Commercial Library (In partial modification of O.O. No. 164 of 2025 dated 12/11/2025)
2.	Shri Sandip Mahato	Data Processing Assistant	Commercial Library	Dissemination
3.	Ms. Kiran Oraon	Data Processing Assistant	Import	Indian Trade Journal

This issues with the approval of the Director General.


Ramesh Singh
Assistant Director & Head of Office

Distribution:

1. Concerned individual.
2. Coordination Training Division.
3. Divisional Heads *by e-mail*.
4. Hindi Unit *with the direction to bring out Hindi/ bilingual version of the Office Order*.
5. Cash & Accounts Section.
6. Store and Purchase Section.
7. Notice Boards.

File No. ESTT-I-TrPo0GrB (TPCA)/1/2023-ESTT-I

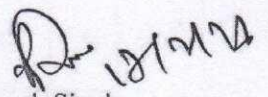
Dated: 17/02/2026

OFFICE ORDER No. 027 of 2026

Posting of the following incumbent is made with immediate effect and until further order.

Sl. No.	Name	Designation	Present Place of Posting	To the Division/Branch
1.	Smt. Chhanda Bhattacharya	Statistical Officer	Indian Trade Journal	Import

This issues with the approval of the Director General.


Ramesh Singh
Assistant Director & Head of Office

Distribution:

1. Concerned individual.
2. Coordination Training Division.
3. Divisional Heads *by e-mail*.
4. Hindi Unit *with the direction to bring out Hindi/ bilingual version of the Office Order*.
5. Cash & Accounts Section.
6. Store and Purchase Section.
7. Notice Boards.

File No. ESTT-I-TrPo0GrC (TPCA)/1/2023-ESTT-I

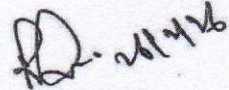
Dated: 26/02/2026

OFFICE ORDER No. 034 of 2026

Posting of the following incumbent is made with immediate effect and until further order.

Sl. No.	Name	Designation	Present Place of Posting	To the Division/Branch
1.	Shri Anup Kumar Mahato	Data Processing Assistant	Import	Indian Trade Journal
2.	Shri Bappa Kundu	Data Processing Assistant	Services	Import
3.	Shri Sujoy Ghosh	Data Processing Assistant	Services	Import
4.	Shri Arnab Das	Data Processing Assistant	Services	Import
5.	Shri Arun Gond	Data Processing Assistant	Services	Export
6.	Shri Prosenjit Saha	Data Processing Assistant	Services	Export
7.	Shri Rudra Maji	Data Processing Assistant	Services	Export
8.	Shri John Vivek Tete	Data Processing Assistant	Services	EDP
9.	Ms. Kiran Oraon	Data Processing Assistant	Import	Import (In partial modification of O.O. No. 26 of 2026)

This issues with the approval of the Director General.


Ramesh Singh
Assistant Director & Head of Office

Distribution:

1. Concerned individual.
2. Coordination Training Division.
3. Divisional Heads *by e-mail*.
4. Hindi Unit *with the direction to bring out Hindi/ bilingual version of the Office Order.*
5. Cash & Accounts Section.
6. Store and Purchase Section.
7. Notice Boards.
8. Office Order File.

File No. ESTT-I-TrPo0GrC (TPCA)/1/2023-ESTT-I

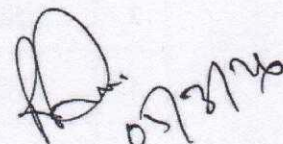
Dated: 05/03/2026

OFFICE ORDER No. 46 of 2025

Posting of the following incumbent is made with immediate effect and until further order.

Sl. No.	Name	Designation	Present Place of Posting	To the Division/Branch
1.	Ms. Kiran	Data Processing Assistant	(upon repatriation from Deputation)	Indian Trade Journal

This issues with the approval of the Director General.



Ramesh Singh
Assistant Director & Head of Office

Distribution:

1. Concerned individual.
2. Coordination Training Division.
3. Divisional Heads *by e-mail*.
4. Hindi Unit *with the direction to bring out Hindi/ bilingual version of the Office Order*.
5. Cash & Accounts Section.
6. Store and Purchase Section.
7. Notice Boards.