

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 22nd March, 2024.

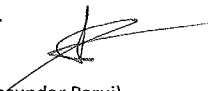
OFFICE ORDER NO. 046 of 2024

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;">Export</p> <p>a. Validating DTR data as available in Database.</p> <p>b. Generating Weekly, Monthly & Annual aggregate Tables over various data fields as available in DTR.</p> <p>c. Generating customized aggregate tables & Data analysis as and when required.</p>	Shri Shyamsundar Parui, Deputy Director	Ms. Madhura Roy, Director		
02.	<p style="text-align: center;">Dissemination & Parliament Cell</p> <p>a. Providing Final Monthly Aggregate Merchandise data to various users, Website & different Govt. departments.</p> <p>b. Providing Input to the all-Parliament Questions pertaining to the Directorate.</p> <p>c. 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;">EDP</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 & 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 Updaing of Website.</p> <p>g. Looking after Data Security & Cyber Security and related issues.</p> <p>h. E-Commerce related coordination and data processing.</p> <p>Any other related matters.</p>	Shri Srijan Acharya, Deputy Director Shri Aditya Mandal, Assistant Director Smt. Susmita Sardar, Assistant Director	Smt. Madhura Roy, Director	Smt. Debanjana Datta, Deputy Director General	Director General /HOD
04.	<p style="text-align: center;">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>	Shri Shyam Sundar Parui, Deputy Director Ms. Susmita Sardar, Assistant Director	Ms. Tamanna Sinha, Joint Director		

05.	<p align="center">Ancillary-I</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>Shri Biplab Sarkar, Deputy Director,</p> <p>Shri Siddharghya Mukherjee, Assitant Director</p>	<p>Shri Subhajit Roy, Director</p>	
06.	<p align="center">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>	<p>Shri Souvik Naskar Deputy Director</p>		
07.	<p align="center">Indian Trade Journal</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 India sourced from Embassies.</p> <p>d. Weekly publication on Newspaper reports/articles on international trade.</p>	<p>Shri K.S. Santhalingam, Deputy Director</p>	<p>Shri Maharnab Manna, Joint Director</p>	
08.	<p align="center">Commercial Intelligence & Data Analytics</p> <p>a. Monthly Review of Foreign Trade.</p> <p>b. Preparation of Miscellaneous Policy & Analytical Reports based on Merchandise Trade published Data.</p>	<p>Shri Siddharghya Mukherjee, Assistant Director</p> <p>Shri Pankaj Kumar, Deputy Director</p>	<p>Mrs. Tamanna Sinha, Joint Director</p>	
09.	<p align="center">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 maintance of all equipment including AMC.</p>	<p>Shri Ramesh Singh, Assistant Director</p>		
10.	<p align="center">Commercial Library.</p> <p>a. Maintenance of Stock Register</p> <p>b. Issue of Books.</p>	<p>Shri Samiran Dutta, Assistant Director</p>		
11.	<p align="center">Technical Coordination</p>	<p>Shri Samiran Dutta, Assistant Director</p> <p>Shri Manish Kumar, Deputy Director & CPIO</p>	<p>Shri Avishek Podder, Director</p>	<p>Shri Onkar Prosad Ghosh, Deputy Director General</p>
12.	<p align="center">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>	<p>Shri Manish Kumar, Deputy Director</p> <p>Shri Amit Saha, Asstt. Director</p>		

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 approve all the inputs on Parliament Questions and transaction level data on DGTR and others.
3. Shri Ramesh Singh, Asstt. Director will function as Head of Office in addition to his charge as DDO w.e.f. 01/04/2024.


 (Shyamsundar Parui)
 Deputy Director/Head of Office

Copy to: All concerned