

1. Organisation and Function

S. No.	Item	Details of disclosure	Description	Remarks/Reference points		
				Fully met	Partiality 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 VANIJYA TATHYA SADAN, 565 Anandapur, Kolkata – 700107 Phone: +913324434055(4 lines)	Fully met		
		(ii) Head of the Organization	Dr. Bandana Sen, Director General up to 30.11.2025 Phone No:033-24431965 E-Mail- bandana.sen25@gov.in/dg.dgcis@nic.in Dr. K Manao Singh, Director General from 29.12.2025 to till date Phone No:033-24431965 E-Mail- drkm.singh@gov.in/dg.dgcis@nic.in	Fully met		
		(iii) Vision, Mission and Key objectives	OUR VISION: 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. OUR MISSION: • To ensure timely availability of reliable trade related information to all users and fulfil the data needs for informed decision making; • To cater to the emerging data needs in a dynamic economic context through its publication; • To use the best available information technology, hardware and software tools for data processing and dissemination. Key Objectives: • Accountability and e-governance • Transparency in operations and access to information • Improving the performance and integrity of public services	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 collation, 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 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 with an e-version w.e.f 01.11.2017. The website of DGCIS is www.dgciskol.gov.in . 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. The DGCIS functions under the charge and overall guidance of the Director General, a Higher Administrative Grade Level Officer belonging to the Indian Statistical Service (ISS). 1.	Fully met		

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		(v) Organization Chart	As attached in Attachment – I	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	I. Dr. Bandana Sen, Director General upto 30.11.2025 II. Dr. K Manao Singh, Director General from 29.12.2025 till date	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)	Director General: Director General (HAG Level & ISS cadre) is the administrative and technical head of this Directorate, responsible for all matters of policy and implementation of day-to-day administration. The Directorate discharges its functions under the guidance of the Director General. Deputy Director General: SAG level officers of ISS cadre are in charge of different Divisions of the Directorate and work under overall guidance and supervision of the Director General. Director/Joint Director (NFSG/JAG level & ISS/IES cadre) works under the guidance and supervision of DDGs. They supervise the work of different Divisions and are responsible for discharge of assigned work of the Divisions by associating other officers and staffs of the Divisions. Deputy Director/Assistant Director (ISS/IES cadre) is the Branch officer of Divisions and control both to discharge of assigned works and maintenance of discipline. Deputy Director (Admin): Is responsible for all administrative and establishment functions and is the work Branch officer of all administrative sections. Assistant Director (Official Language): - Is responsible for supervision of Hindi Unit of the Directorate and implementation of the official language policy. Assistant Library & Information officer: - Is responsible for supervision of day to day running, maintenance of Library of this Directorate.	Fully met		
		(ii) Power and duties of other employees	Senior P.A.: - 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. Stenographer: 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. Senior Translator/Junior Translator: - 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. Statistical Officer: Responsible for supervision and monitoring of the work assigned to the Senior Investigators, DPAs and are responsible 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. Superintendent: Performs duties related to distribution and monitoring of work among the staff of the assigned Section of Administration, scrutinizes the work of the dealing assistant, submits the case to the appropriate higher officer for directions and maintains discipline in the Section. Senior Investigator: Manual DTRs management receipts, entry & supervision etc. Assistant: - Assistant works under the guidance and supervision of the Superintendent. Their work relates to drafting/noting of matters to be disposed of.	Fully met		

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			Upper Division Clerk: - UDC works under the supervision of the Superintendent. Their work relates to preparation of draft correspondence with a brief note and disposal of assigned cases of administration and establishment. Data Processing Assistant: DPA works under the supervision of the Senior Investigator/Statistical Officer. Their work relates to Data entry, primary scrutiny of trade data. Lower Division Clerk: - Lower Division Clerk are entrusted with administrative and establishment. work of routine along with preparation and submission of drafts. Multi-Tasking Staff: They are responsible for physical maintenance of records of the Section, General cleanliness & upkeep of the Section/Unit, carrying of files & 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.			
		(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	Fully met		
		(iii) Related provisions, acts, rules etc.	Not applicable	Fully met		
		(iv) Time limit for taking a decision, if any	Instant unless otherwise specified.	Fully met		
		(v) Channel of supervision and accountability	Technical Activity: 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 Administrative Activity: Lower Division Clerk → Upper Division Clerk → Assistant → Superintendent (Group 'B' Gazetted) → Head of Office/Deputy Director (Admin) → Head of the Department → Director General RTI Cell: DPA → Senior Investigator → Statistical Officer (Group 'B' Gazetted) → CPIO (Deputy Director Group 'A') → Appellate Authority/Director Overall, In-charge of DGCIS: 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		

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					Fully met	Partiality met	Not met-Not applicable									
		(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 Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(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											
		(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	List of the Officers: <table><tr><td>Sl. No</td><td>Name</td><td>Designation</td><td>Contact Telephone Number/Fax/E-mail</td></tr><tr><td>1</td><td>Dr. K Manao Singh</td><td>Director General</td><td>Tel: 033-24431965 E-mail. drkm.singh@gov.in</td></tr></table>			Sl. No	Name	Designation	Contact Telephone Number/Fax/E-mail	1	Dr. K Manao Singh	Director General	Tel: 033-24431965 E-mail. drkm.singh@gov.in	Fully met		
		Sl. No				Name	Designation	Contact Telephone Number/Fax/E-mail								
		1				Dr. K Manao Singh	Director General	Tel: 033-24431965 E-mail. drkm.singh@gov.in								
(iii)																
		(iv)														

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							Fully met	Partiality met	Not met-Not applicable
		(v)	2	Shri Onkar Prasad Ghosh	Dy. Director General	Tel: 033-24434050 E-mail: onker.ghosh@gov.in			
		(vi)	3	Shri Vishwanath Pratap Singh	Dy. Director General	Tel:033-24431983 E-mail: vpsingh.iss@gov.in			
		(vii) Telephone, fax and email ID	4	Shri Subhajit Roy	Director	Tel: 033-22430203 E-mail: subhajit.r.dgcis@gov.in			
			5	Shri Avishek Poddar	Director	Tel: 033-22434056 Email: avishek.podder@gov.in			
			6	Shri Biswa Bihari Panigrahi	Director	Phone: 033-2443-4053 E-mail: biswa.panigrahi@nic.in	Fully met		
			7	Shri Srijan Acharya	Joint Director	Tel:03322434055 E-mail: s.acharya.dgcis@gov.in			
			8	Shri Piyush Kr. Sing	Joint Director	Tel: 033-24431993 E-mail: piyushkmr.singh88@gov.in			
			9	Shri Shyamsundar Parui	Deputy Director	Tel:03322434055 E-mail: shyam.parui@gov.in			
			10	Ms. Susmita Sardar	Deputy Director	Tel:03322434055 E-mail: susmita.sardar@gov.in			
			11	Dr. Amit Saha	Deputy Director	Tel:03322434055 E-mail: amits.csb@gov.in			
			12	Shri Siddharghya Mukherjee	Assistant Director/DDO	Tel:03322434055 E-mail: siddharghya.m@gov.in			
			13	Shri Ramesh Singh	Assistant Director/HOO	Tel:03322434055 E-mail: singh.ramesh28@gov.in			
			14	Shri Avishek Chanda	Assistant Director	Tel: 03322434055 E-mail: avishek.chanda@dcmsme.gov.in			
			15	Shri Tanmoy Sarkar	Assistant Director	Tel: 03322434055 E-mail: sarkar.tanmoy@gov.in			
		List of the Employees https://www.dgciskol.gov.in/writereaddata/Downloads/20260710125451Staff%20Directory%201.pdf (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	https://www.dgciskol.gov.in/writereaddata/Downloads/20260710121828Remuneration%20(2).pdf (Page 3-17)						
		(ii) System of compensation as provided in its regulations	Not Applicable				Fully met		

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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						
			NAME	DESIGNATION	ADDRESS WITH PHONE NO., FAX AND E-MAIL			
			Ms. Susmita Sardar	Deputy Director and CPIO	DGCIS, Vanijya Tathya Sadan, 565, ANANDAPUR, KOLKATA – 700107. Tel: 03322434055 (Extn-317) E-mail: susmita.sardar@gov.in			
			Shri Srijan Acharya	Joint Director and Alternate CPIO in absence of CPIO	DGCIS, Vanijya Tathya Sadan, 565, ANANDAPUR, KOLKATA – 700107. Phone - 03324434055/24434056/57 (Ext-211) E-mail: s.acharya.dgcis@gov.in			
		(ii) Address, telephone numbers and email ID of each designated official.				Fully met		
			Shri Subhajit Roy	Director and Appellate Authority	DGCIS, Vanijya Tathya Sadan, 565, ANANDAPUR, KOLKATA – 700107 Tel: 033-22430203 E-mail: subhajit.r.dgcis@gov.in			
		Ms. N. Sangeetha	Dy. Director General & Nodal of RTI	DGCIS, Vanijya Tathya Sadan, 565, ANANDAPUR, KOLKATA – 700107. Tel: 033-24431993 E-mail:Sangeetha.n@gov.in				
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				Fully met		
		(i) Pending for Minor penalty or major penalty proceedings	NIL					
		(ii) Finalised for Minor penalty or major penalty proceedings	3					
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	As and when GOI organise such programmes			Fully met		
		(ii) Efforts to encourage public authority to participate in these programmes	Public Authorities like CPIO, FAA, Grievance Officer, Welfare Officer, Vigilance Officer, Head of Office routinely participate in such programmes					
		(iii) Training of CPIO/APIO	Yes					
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Yes					
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		Transfer is done as per requirement of different Divisions			Fully met		

