

**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 09<sup>th</sup> April, 2024.

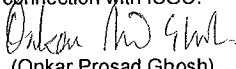
**OFFICE ORDER NO. 052 of 2024**

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;"><b>Export</b></p> <p>a. Validating DTR data as available in Database.</p> <p>b. Generating Weekly, Monthly &amp; Annual aggregate Tables over various data fields as available in DTR.</p> <p>c. Generating customized aggregate tables &amp; Data analysis as and when required.</p>	Shri Shyamsundar Parui, Deputy Director	Ms. Madhura Roy, Director		
02.	<p style="text-align: center;"><b>Dissemination Cell</b></p> <p>a. Providing Final Monthly Aggregate Merchandise data to various users, Website &amp; 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;"><b>EDP</b></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 &amp; 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 &amp; 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;"><b>Service Sector</b></p> <p>a. Generating Service sector monthly aggregate export from SEZ &amp; STPI received in SERF format.</p> <p>b. Preparation of Annual Report on Service Sector Export from SEZ &amp; 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><b>Ancillary-I</b></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>	Shri Biplab Sarkar, Deputy Director,	Shri Subhajit Roy, Director	Smt. N. Sangeetha, Deputy Director General
06.	<p><b>Ancillary-II</b></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 Souvik Naskar Deputy Director	Shri Maharnab Manna, Joint Director	
07.	<p><b>Indian Trade Journal</b></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>	Shri K.S. Santhalingam, Deputy Director		
08.	<p><b>Commercial Intelligence &amp; Data Analytics</b></p> <p>a. Monthly Review of Foreign Trade.</p> <p>b. Preparation of Miscellaneous Policy &amp; Analytical Reports based on Merchandise Trade published Data.</p>	Shri Pankaj Kumar, Deputy Director		
09.	<p><b>General Administration</b></p> <p>a. All Administrative &amp; Financial matters of all Officers &amp; 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 Siddharghya Mukherjee, Assitant Director, and DDO  Shri Ramesh Singh, Assistant Director and HOO		Shri Onkar Prosad Ghosh, Deputy Director General
10.	<p><b>Commercial Library.</b></p> <p>a. Maintenance of Stock Register</p> <p>b. Issue of Books.</p>	Shri Samiran Dutta, Assistant Director	Shri Avishek Podder, Director	
11.	<p><b>Technical Coordination</b></p>	Shri Samiran Dutta, Assistant Director		
12.	<p><b>Import</b></p> <p>a. Validating DTR data as available in Database.</p> <p>b. Generating Weekly, Monthly &amp; various data fields as available in DTR.</p> <p>c. Generating customized aggregate tables &amp; Data analysis as and when required.</p>	Shri Manish Kumar, Deputy Director  Shri 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 shall function as the Drawing and Disbursement Officer with immediate effect.
4. Shri Manish Kumar, Deputy Director will be act as CPIO, Mrs. Tamanna Sinha, Joint 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. Ms. Madhura Roy, Director will act as Welfare Officer and Nodal officer for Quality Assurance in connection with ISSO.

  
(Onkar Prosad Ghosh)  
Deputy Director General

Copy to: All concerned

No. A-Duty0GrA/1/2023-ESTT-I

Dated – 9<sup>th</sup> April, 2024.

**OFFICE ORDER NO 053 OF 2024**

In supersession of earlier Office Order No. 113 of 2023 dated 1<sup>st</sup> September, 2023 regarding appointment of Drawing and Disbursing Officer for the O/o DGCI&S, Kolkata, the competent authority is pleased to nominate Shri Siddharghya Mukherjee, Assistant Director as the Drawing and Disbursing Officer (DDO) of DGCIS, Kolkata.

Shri Siddharghya Mukherjee shall function as DDO under Rule 2(g) of the Central Government (Receipt and Payment) Rules, 1998 in addition to his existing assignments with effect from 10-04-2024 until further orders.

This issues with the approval of the Competent Authority.



(Onkar Prosad Ghosh)  
Deputy Director General( Admin.)

To:

1. All Officers
2. Cash and Accounts, DGCIS, Kolkata.
3. Store & Purchase, DGCIS, Kolkata.
4. Hindi Unit, DGCIS, Kolkata with the instruction to issue a bilingual version of the instant O.O.
5. The Accounts Officer, The Regional Pay and Accounts Office, 1, Council House Street, Kolkata-700001.....by speed post.
6. Notice Board