

File No. A-Duty0GrA/1/2023-Estt.I

Dated: 25/05/2026

OFFICE ORDER NO. 100 of 2026

Allocation of duties in respect of the following officers is made with immediate effect and until further orders:

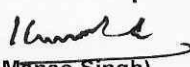
Sl. No.	Name of the Division	Branch Officer	Supervisory Officer	Divisional-in-Charge	Overall-In-Charge
01.	Export a. Validating DTR data as available in Database. b. Generating Weekly, Monthly & Annual aggregate Tables over various data fields as available in DTR. c. Generating customized aggregate tables & Data analysis as and when required.	Shri Manish Kumar, Deputy Director	Shri Avishek Podder, Director	Shri Onkar Prosad Ghosh, Dy. Director General	Director General / Head of the Department
02.	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. Shyamsundar Parui, Deputy Director Dr. Amit Saha, Deputy Director			
03.	Training				
04.	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 Avishek Chanda, Asst. Director	Shri Subhajit Roy, Director		
05.	EDP a. Supervision of Maintenance of all IT & Network Infrastructures by selected vendors. b. Maintenance of E-office with respect to technical matters. c. Maintenance and Regular Updation of Website. d. Looking after Data Security & Cyber Security and related issues. e. E-Commerce related coordination and data processing. f. Work related to PRAYAS Dashboard. g. Any other related matters	Shri Tanmay Sarkar, Asst. Director	Shri Piyush Sing, Jt. Director		
	a. Interacting with ICEGATE of Custom and uploading daily Transactional Data to Database Server. b. Implementation of IT Revamping Project. c. Application and Database Maintenance d. Application Development e. Any other related matters	Shri Tanmay Sarkar, Asst. Director	Shri Srijan Acharya, Director		
06.	Commercial Library a. Maintenance of Stock Register b. Issue of Books.	Shri Ramesh Singh, Asst. Director			
07.	Technical Coordination	Ms. Susmita Sardar, Deputy Director	Shri Subhajit Roy, Director		

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08.	Service Sector	Ms. Susmita Sardar, Deputy Director	Shri Piyush Sing, Jt. Director	Shri Vishwanath Pratap Singh, Dy. Director General	Director General / Head of the Department
	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 S.K. Nayek, Asstt. Director			
09.	Ancillary	Shri Biplab Sarkar, Deputy Director,	Shri Subhajit Roy, Director		
	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. 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 S.K. Nayek, Asstt. Director			
10.	Indian Trade Journal	Shri Avishek Chanda, Asstt. Director	Shri B.B. Panigrahi, Director		
	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.				
11.	Commercial Intelligence & Data Analytics	Shri Biplab Sarkar, Deputy Director,	Shri B.B. Panigrahi, Director (only a.)		
	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.	Ms. Susmita Sardar, Deputy Director	Shri Subhajit Roy, Director (only b & c.)		

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12.	General Administration	Shri Siddharghya Mukherjee, Assitant Director, and DDO	Shri Avishek Podder, Director		Director General / Head of the Department
	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 Ramesh Singh, Assistant Director and HOO			

- Divisional Head may allocate the work to the officers posted in his/her Division as per functional requirement.
- 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.
- Shri Manish Kumar, Deputy Director and Shri Biplab Sarkar, Deputy Director will be relieved from DGCI&S w.e.f. 27.05.26(A/N)
- 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.
- Ms. Susmita Sardar, Deputy Director will act as CPIO, Shri Subhajit Roy, Director, shall function as the Appellate Authority and Shri Onkar Prasad Ghosh, Dy. Director General will function as Nodal Officer for compliance of suo-moto disclosure under RTI.
- Shri Piyush Kumar Sing, Jt. Director, will function as Vigilance Officer & Grievance Officer and Probity Nodal Officer.
- For all administrative matters, Shri Avishek Podder, Director will directly report to DG, DGCIS.
- Shri Piyush Kr. Sing, Jt. Director will act as Welfare Officer and Nodal officer for Quality Assurance in connection with ISO.
- Dr. Amit Saha, Deputy Director, will act as Nodal Officer/MDO leader for Mission Karmayogi Bharat.
- Shri Avishek Chanda, Asst. Director will act as the Nodal Officer for Swachhata related activities.


 (Dr. K. Manao Singh)
 Director General

Copy to: All concerned