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सत्यमेव जयते

INDUCTION MATERIAL

**MINISTRY OF COMMERCE & INDUSTRY
DEPARTMENT OF COMMERCE**

November 2020

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**STATEMENT SHOWING MINISTERS IN THE
DEPARTMENT OF COMMERCE SINCE 1947**

I. CABINET MINISTERS

S. No.	Name of the Minister	Period	
		From	To
1.	Dr. C.H. Bhaba	15-08-47	06-04-48
2.	Dr.K.C. Nedgy	06-04-48	19-04-50
3.	Shri Jawahar Lal Nehru	19-04-50	29-05-50
4.	Shri ShriParkasa	29-05-50	26-12-50
5.	Shri Hare Krishna Mehtab	26-12-50	13-05-52
6.	Shri T.T. Krishnamachari	13-05-52	30-08-56
7.	Sardar Swaran Singh	30-08-56	14-11-56
8.	Shri Morarji Desai	14-11-56	28-03-58
9.	Shri Lal Bahadur Shastri	28-03-58	05-04-61
10.	Shri K.C. Reddy	05-04-61	19-07-63
11.	Shri Manubhai Shah	24-01-66	12-03-67
12.	Shri Dinesh Singh	13-03-67	14-02-69
13.	Shri Bali Ram Bhagat	14-02-69	27-06-70
14.	Shri Dinesh Singh	27-06-70	10-03-71
15.	Prof. D.P. Chattopadhyaya	23-12-73	24-03-77
16.	Shri Morarji Desai	24-03-77	26-03-77
17.	Shri Mohan Dharia	26-03-77	28-07-79
18.	Ch. Charan Singh	28-07-79	30-07-79
19.	Shri Hitendra Desai	30-07-79	14-01-80
20.	Smt. Indira Gandhi	14-01-80	16-01-80
21.	Shri Pranab Kr. Mukharjee	16-01-80	15-01-82
22.	Shri Vishwanath Pratap Singh	29-01-83	07-09-84
23.	Shri Pranab Kumar Mukharjee	07-09-84	31-12-84
24.	Shri Rajiv Gandhi	01-01-85	14-01-85
25.	Shri Vishwanath Pratap Singh	14-01-85	25-09-85
26.	Shri Arjun Singh	15-11-85	20-01-86
27.	Shri P. Shivshankar	20-01-86	25-07-87
28.	Shri N. D. Tiwari	25-07-87	25-06-88
29.	Shri Dinesh Singh	25-06-88	02-12-89
30.	Shri Vishwanath Pratap Singh	02-12-89	06-12-89

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31.	Shri Arun Kumar Nehru	06-12-89	10-11-90
32.	Shri Chandra Shekhar	10-11-90	21-11-90
33.	Shri Subramaniam Swamy	21-11-90	21-06-91
34.	Shri P.V. Narasimha Rao	10-07-92	18-01-93
35.	Shri Pranab Kumar Mukherjee	18-01-93	09-07-93
36.	Shri P.V. Narasimha Rao	09-07-93	31-08-93
37.	Shri Pranab Kumar Mukherjee	31-08-93	10-02-95
38.	Shri Manmohan Singh	03-04-96	14-05-96
39.	Shri Atal Bihari Vajpayee	14-05-96	01-06-96
40.	Shri Devendra Prasad Yadav	01-06-96	29-06-96
41.	Shri Rama Krishna Hegde	19-03-98	13-10-99
42.	Shri Murasoli Maran	13-10-99	09-11-02
43.	Shri Arun Shourie	09-11-02	29-01-03
44.	Shri Arun Jaitley	29-01-03	22-05-04
45.	Shri Kamal Nath	23-05-04	18-05-09
46.	Shri Anand Sharma	29-05-09	26-05-14
47.	Shri Suresh Prabhu	03-09-17	30.05.19
48.	Shri Piyush Goyal	31.05.19	Till date

II. MINISTERS OF STATE(Independent Charge)

S.No.	Name of the Minister	Period	
		From	To
1.	Smt. Nirmala Sitharaman	26-05-14	02-09-17
2.	Shri Hardeep Singh Puri	31.05.19	Till date

III. MINISTERS OF STATE

S.No.	Name of the Minister	Period	
		From	To
1.	Shri D.P. Karmarkar	12-08-52	17-04-57
3.	Shri Manubhai Shah	17-04-57	19-07-63
4.	Shri Manubhai Shah	19-07-63	24-01-66
5.	Shri L.N. Mishra	27-06-70	10-03-71
6.	Shri L.N. Mishra	10-03-71	05-02-73
7.	Prof. D.P. Chattopadhyaya	05-02-73	23-12-76
8.	Shri Vishwanath Pratap Singh	23-12-76	24-03-77
9.	Shri Arif Beg	14-08-77	28-07-79

Induction Material

10.	Shri Krishna Kumar Goyal	14-08-77	28-07-79
11.	Shri Henry Austin	30-07-79	14-01-80
12.	Shri Z.R. Ansari	03-03-79	19-10-80
13.	Shri Khursheed Alam Khan	19-10-80	15-01-82
14.	Shri Shivraj V. Patil	15-01-82	29-01-83
15.	Smt. Ram Dulari Sinha	14-02-83	07-02-84
16.	Shri Nihar Ranjan Laskar	07-02-84	07-09-84
17.	Shri P.A. Sangma	01-01-85	25-09-85
18.	Shri Chander Shekhar Singh	30-03-85	25-09-85
19.	Shri Khursheed Alam Khan	25-09-85	15-11-85
20.	Shri BrahmDutt	12-05-86	22-10-86
21.	Shri P.R. Das Munshi	22-10-86	02-12-89
22.	Shri P. Chidambaram	21-06-91	09-07-92
23.	Shri P.J. Kurian	10-07-92	17-01-93
24.	Shri Kamaluddin Ahmed	19-02-93	20-09-94
25.	Shri P. Chidambaram#	10-02-95	03-04-96
26.	Dr. B.B. Ramaiah	29-06-96	18-03-98
27.	Shri Omar Abdullah	13-10-99	22-07-01
28.	Dr. Raman Singh	13-10-99	29-01-03
29.	Shri Digvijay Singh	22-07-01	01-09-01
30.	Shri Rajiv Pratap Rudy	01-09-01	24-05-03
31.	Shri Chennamaneni Vidya Sagar Rao	29-01-03	22-05-04
32.	Shri Satyabrata Mookerjee	05-06-03	22-05-04
33.	Shri E.V.K.S. Elangovan	25-05-04	20-04-05
34.	Shri Jairam Ramesh	23-04-05	18-05-09
35.	Shri JyotiradityaScindia	01-06-09	28-10-12
36.	Smt. D.Purandeswari	28-10-12	11-03-14
37.	Shri C.R.Chaudhary	03.09.2017	30.05.19
38.	Shri Som Parkash	31.05.19	Till date

IV. DEPUTY MINISTERS

S.No.	Name of the Minister	Period	
		From	To
1.	Shri D.P. Karmakar	14-08-50	12-08-52
2.	Shri Nityanan Kanungo	29-09-54	10-08-55
3.	Shri Satish Chandra	17-04-57	09-04-62
4.	Shri S.V. Ramaswamy	15-06-64	24-01-66

Induction Material

5.	Shri Mohd. Shafi Qureshi	29-01-66	13-03-67
6.	Shri Mohd. Shafi Qureshi	18-03-67	14-02-69
7.	Shri Ram Sewak	14-02-69	18-03-71
8.	Shri A.C. Gorge	02-05-71	10-10-74
9.	Shri Vishwanath Pratap Singh	10-10-74	23-12-76
10.	Shri Buta Singh	23-12-76	24-03-77
11.	Shri Brij Mohan Mohanty	19-10-80	15-01-82
12.	Shri P.A. Sangma	15-01-82	31-10-84
13.	Shri P.A. Sangma	04-11-84	31-12-84
14.	Shri P. Chidambaram	25-09-85	27-09-85
15.	Shri ArangilShreedharan	23-04-90	10-11-90
16.	Shri ShantilalParshottamdas Patil	21-11-90	24-04-91
17.	Shri Salman Khurshid	21-06-91	18-01-93

STATEMENT SHOWING SECRETARIES**IN THE MINISTRY OF COMMERCE**

S.No.	Name of the Secretary	Period	
		From	To
1)	Shri B.B. Lal	1966	07.12.1970
2)	Shri H. Lal	08.12.1970	Aug. 1972
3)	Shri K.B. Lal	Sept.1972	May 1973
4)	Shri Y.T. Shah	01.06.1973	30.06.1975
5)	Shri S.G. Bose Mallick	01.07.1975	31.08.1977
6)	Shri P.C. Alexander	01.09.1977	31.01.1978
7)	Shri R.D. Thapar	01.02.1978	30.06.1978
8)	Shri C.R. Krishnaswamy Rao Sahib	31.07.1978	23.09.1979
9)	Shri A.S. Gill	24.09.1979	26.09.1980
10)	Shri P.K. Kaul	28.02.1980	11.08.1981
11)	Shri Abid Hussain	11.08.1981	15.01.1985
12)	Shri Prem Kumar	15.01.1985	09.11.1987
13)	Shri A.N. Verma	09.11.1987	26.12.1989
14)	Shri S.P. Shukla	01.01.1990	13.12.1990
15)	Shri Montek Singh Ahluwalia	14.12.1990	03.10.1991
16)	Shri A.V. Ganeshan	04.11.1991	30.06.1993
17)	Shri Tajender Khanna	16.07.1993	31.12.1996
18)	Shri P.P. Prabhu	02.01.1997	31.05.2000
19)	Shri Prabir Sengupta	01.06.2000	31.01.2002
20)	Shri Dipak Chatterjee	01.02.2002	30.09.2004
21)	Shri S.N. Menon	01.10.2004	30.09.2006
22)	Shri G.K. Pillai	01.10.2006	10.06.2009
23)	Shri Rahul Khullar	11.06.2009	14.05.2012
24)	Shri S.R. Rao	29.05.2012	31.01.2014
25)	Shri Rajeev Kher	31.01.2014	30.06.2015
26)	Ms. Rita Teotia	01.07.2015	31.07.2018
27)	Shri Anup Wadhawan	01.08.2018	Till date

WORK ALLOCATED TO DEPARTMENT OF COMMERCE
IN ACCORDANCE WITH THE
ALLOCATION OF BUSINESS RULES, 1961

A. DEPARTMENT OF COMMERCE
(VANIJYA VIBHAG)

The mandate of the Department of Commerce is regulation and development of India's international trade and commerce.

I. International Trade

1. International Trade and Commercial Policy including tariff and non-tariff barriers.

1A. Trade Remedies including recommendation of safeguard measures.

2. International Agencies connected with Trade Policy (e.g. UNCTAD, ESCAP, ECA, ECLA, EEC, EFTA, GATT/WTO, ITC and CFC). All issues relating to the WTO including interpretation of WTO rules and its dispute settlement mechanism.

3. International Commodity Agreements other than agreements relating to wheat, sugar, jute and cotton.

4. Residual work of Tariff Commission.

II. Foreign Trade (Goods & Services)

5. All matters relating to foreign trade.

6. Foreign Trade Policy and Control, excluding matters relating to-

(a) import of feature films;

(b) export of Indian films- both feature length and short; and

(c) import and distribution of cine-film (unexposed) and other goods required by the film industry.

7. Setting up of Agricultural Export Zone (AEZ) and 100% Export Oriented Units (EoUs) including policy and regulatory framework and all other related matters.

8. Development, expansion of export production and regulation of foreign trade in relation to all commodities and products (excluding jute products and handicrafts).

9. Matters relating to Export Promotion Board, Board of Trade and International Trade Advisory Committee.

10. Matters relating to concerned Export Promotion Councils/ Export Promotion Organizations.

11. Coordination for export infrastructure.

12. Projects and programmes for stimulating and assisting the export efforts.

III. State Trading

13. Policies of State Trading and performance of organisations established for the purpose.

14. Production, distribution (for domestic consumption and exports) and development of plantation crops, viz., tea, coffee, rubber, FCV tobacco*, spices (production development and export promotion of cardamom & pepper and export activities of all other spices). Export promotion of cashew and tobacco & their allied products.

* Regulation and export promotion of Flue Cured Virginia (FCV) tobacco and export promotion of all other types of tobacco & its allied products.

15. Processing and distribution for domestic consumption and exports of Instant Tea and Instant Coffee.

IV. SPECIAL ECONOMIC ZONES

16. All matters relating to development, operation and maintenance of special economic zones and units in special economic zones, including foreign trade policy, fiscal regime, investment policy, other economic policy and regulatory framework.

{Note: All fiscal concessions and policy issues having financial implications are decided with the concurrence of the Department of Expenditure/Revenue (Ministry of Finance) or failing such concurrence, with the approval of the Cabinet.}

V. CADRE MANAGEMENT OF SPECIFIC CENTRAL SERVICES

17. Cadre Management and all matters pertaining to training and manpower planning for the following services-

- (1) Indian Trade Service;
- (2) Indian Supply Service;
- (3) Indian Inspection Service.

VI. ATTACHED AND SUBORDINATE OFFICES

18. The following are attached and subordinate offices under this Department-

(A) ATTACHED OFFICES

- (1) Directorate General of Trade Remedies(DGTR).
- (2) Directorate General of Foreign Trade (DGFT).

(B) SUBORDINATE OFFICES

- (1) Directorate General of Commercial Intelligence and Statistics(DGCI&S).
- (2) Office of Development Commissioner of Special Economic Zones-

(a) Cochin Special Economic Zone, Kochi.

(b) Falta Special Economic Zone, Kolkata.

(c) Kandla Special Economic Zone, Gujarat.

(d) MEPZ Special Economic Zone, Chennai.

(e) Noida Special Economic Zone, Noida.

(f) Santa Cruz Special Economic Zone, Mumbai.

(g) Visakhapatnam Special Economic Zone, Visakhapatnam

VII. STATUTORY/AUTONOMOUS BODIES / PUBLIC SECTOR UNDERTAKINGS / OTHER ORGANISATIONS

19. The following are Statutory/Autonomous Bodies, Public Sector Undertakings and Other Autonomous Organisations under the oversight of this Department-

(A) STATUTORY/AUTONOMOUS BODIES

(1) Agricultural & Processed Food Products Export Development Authority (APEDA).

(2) Coffee Board.

(3) Export Inspection Council of India (EIC).

(4) Rubber Board.

(5) Spices Board.

(6) Tea Board.

(7) The Marine Products Export Development Authority (MPEDA).

(8) Tobacco Board.

(A) PUBLIC SECTOR UNDERTAKINGS

(1) ECGC (Export Credit Guarantee Corporation of India Limited).

(2) ITPO (India Trade Promotion Organization).

(3) MMTC Limited (formerly Minerals and Metals Trading Corporation of India Limited).

(4) PEC Limited (formerly The Projects and Equipment Corporation of India Limited).

(5) STC Limited (State Trading Corporation of India Ltd.).

(6) STCL Limited (formerly Spices Trading Corporation Ltd.).

(B) OTHER AUTONOMOUS ORGANISATIONS

(1) Footwear Design & Development Institute (FDDI).

(2) Indian Diamond Institute (IDI).

(3) Indian Institute of Foreign Trade (IIFT).

(4) Indian Institute of Packaging (IIP).

(5) National Centre for Trade Information (NCTI).

(6) Price Stabilisation Fund Trust (PSFT).

VIII ACTS/ LEGISLATIONS

20. Acts/ Legislations directly pertaining to Department of Commerce -

(1) [Agricultural and Processed Food Products Export Development Authority \(APEDA\) Act, 1985.](#)

(2) [Coffee Board Act, 1942.](#)

(3) [Export \(Quality Control and Inspection\) Act, 1963.](#)

(4) [Foreign Trade \(Development and Regulation\) Act, 1992.](#)

- (5) Rubber Board Act, 1947.
- (6) [Spices Board Act, 1986.](#)
- (7) [Tea Board Act, 1953.](#)
- (8) The [Marine Products Export Development Authority \(MPEDA\) Act, 1972.](#)
- (9) [The Special Economic Zones Act, 2005.](#)
- (10) [Tobacco Board Act, 1975.](#)

IX. Miscellaneous

21. Development, operation and maintenance of National Public Procurement Portal – Government e-Marketplace.

22. Integrated development of Logistics Sector.

** The full form of abbreviations used at SI.No.A.I.2 hereinabove is as under:-

- UNCTAD - United Nations Conference on Trade and Development.
- ESCAP - Economic and Social Commission for Asia and the Pacific.
- ECA - Export Credit Agencies.
- ECLA - Economic Commission for Latin America.
- EEC - European Economic Community.
- EFTA - European Free Trade Association.
- GATT - General Agreement on Tariffs and Trade.
- WTO - World Trade Organisation.
- ITC - International Trade Centre
- CFC - Controlled Foreign Corporation.

ORGANISATIONAL SET-UP

The Department of Commerce is headed by a Secretary, two Special Secretaries, two Additional Secretaries, three Additional Secretary rank officers, twelve Joint Secretaries and Joint Secretary level Officers and a number of other senior officers. This Department is responsible for the country's external trade and all matters connected with it, such as commercial relations with other countries, state trading, export promotional measures and the promotion, development and regulation of certain export oriented industries and commodities. The Department of Commerce formulates policies in the sphere of foreign trade, in particular, the foreign trade policy of the country.

The Department of Commerce consists of ten principal functional Divisions as mentioned below:-

- (i) International Trade Policy Division
- (ii) Foreign Trade Territorial Division
- (iii) Export Products Division
- (iv) Export Industries Division
- (v) Export Services Division
- (vi) Economic Division
- (vii) Administration & General Service Division
- (viii) Finance Division
- (ix) Supply Division
- (x) Logistics Division

A BRIEF HISTORY OF THE MINISTRY OF COMMERCE

A separate Department of Commerce was first created in the Government of India in 1921. Earlier, the subject under the Department was dealt with by the Department of Commerce and Industry (set-up in 1905). In 1937, when the Department of Industries and Labour was bifurcated into the Department of Communications and the Department of Labour, the Department of Commerce also took over certain subjects pertaining to Industries. These subjects were, however, transferred in 1943 to the newly created Department of Industries and Civil Supplies.

2. After independence, the Department of Commerce was redesignated as the Ministry of Commerce and was placed along with the Ministry of Industries and Supplies under the charge of a Cabinet Minister. The two Ministries were amalgamated in February, 1951 to form the Ministry of Commerce and Industry. This arrangement continued for about five years when in September, 1956, the Ministry of Commerce and Industry was split into two separate Ministries, viz. the Ministry of Commerce and Consumer Industries and the Ministry of Heavy Industries. The two Ministries were again merged in April, 1957 to form the Ministry of Commerce and Industry. The new Ministry also took over the work connected with most of the public undertakings previously dealt with in the Ministry of Production, which was abolished in 1957. In 1958, the Department of Company Law Administration was transferred from the Ministry of Finance to the Ministry of Commerce and Industry which was subsequently reorganised into three

Departments, viz. Industry, Commerce and Company Law Administration.

3. With the formation of new Central Cabinet in April, 1962, some of the Ministries of Government of India were reorganised. The subject 'Heavy Industries' was taken away from the Ministry of Commerce and Industry and the Ministry was reconstituted into the following three Departments:-

- (a) Department of International Trade;
- (b) Department of Industry; and
- (c) Department of Company Law Administration.

4. In July, 1963, the Ministry of Commerce and Industry was bifurcated into the Ministry of International Trade and the Ministry of Industry (Department of Industry and Department of Company Law Administration). The Ministry of International Trade took over all subjects under the Department of International Trade. In June, 1964, the Ministry was redesignated as Ministry of Commerce.

5. In February, 1969, the Ministry's designation was changed as 'Ministry of Foreign Trade and Supply' with two Departments, namely:-

- (a) Department of Foreign Trade; and
- (b) Department of Supply.

6. In November, 1969, the Department of Supply was separated and the Department of Foreign Trade was redesignated as Ministry of Foreign Trade.

7. In February, 1973, the Ministry was again redesignated as Ministry of Commerce and the Department of Internal Trade added to it. The Ministry had two Departments under its control at that time, namely:-

(a) Department of Foreign Trade;
and

(b) Department of Internal Trade.

8. In January, 1974, the Department of Foreign Trade under the Ministry of Commerce was bifurcated into two separate Departments, namely:-

(a) Department of Foreign Trade;
and

(b) Department of Export Production.

The third Department viz., the Department of Internal Trade remained unchanged.

9. In accordance with the change in the Government of India (Allocation of Business) Rules, made effective from 11thOctober, 1974, the Department of Internal Trade which was a part of this Ministry was transferred to the charge of reorganised Ministry of Industry and Civil Supplies consequently structuring the Ministry consisting of the following two Departments:-

(a) Department of Foreign Trade;
and

(b) Department of Export Production.

10. In March, 1976, this Ministry was further reorganised and one more Department, namely, the Department of Textiles was added to the charge of this Ministry. In pursuance of a further change to the Government of India (Allocation of Business) Rules, in June, 1977, this Ministry consisting of three Departments at that time was restructured as a single organisational entity as Ministry of Commerce with a Department of Textiles within the Ministry.

11. Consequent upon further change to the Government of India (Allocation of Business) Rules, in November, 1977, all functions being dealt with in the Department of Textiles were transferred to the charge of Ministry of Industry (Department of Industrial Development) and from out of textile items, only the export activities in respect of textiles, jute, handicrafts, etc. remained under the charge of this Ministry.

12. As a result of change in the Government of India (Allocation of Business) Rules made effective from 9thFebruary, 1978 this Ministry was reorganised with the nomenclature "Ministry of Commerce, Civil Supplies and Cooperation" consisting of the following two Departments:-

(a) Department of Commerce;
and

(b) Department of Civil Supplies & Cooperation.

13. As mentioned in para 11 above, the work relating to the Textile Department, with the exception of exports, continued to remain under the charge of the Department of Industrial Development till a full-fledged Department of Textiles was revived in April, 1980 in the Ministry of Commerce. In accordance with the Government of India (Allocation of Business - 141st Amendment) Rules, dated 24th April, 1980, the work relating to the development of textile industry was retransferred from the Ministry of Industry to the newly created Department of Textiles in the Ministry of Commerce and the organisational structure of this Ministry at that time consisted of the following three departments:-

- (a) Department of Commerce;
- (b) Department of Civil Supplies; and
- (c) Department of Textiles.

14. In July, 1980, the erstwhile Ministry of Commerce and Civil Supplies was further restructured organisationally vide Government of India (Allocation of Business - 144th Amendment) Rules, with the nomenclature of "Ministry of Commerce" consisting of the following two Departments:-

- (a) Department of Commerce; and
- (b) Department of Textiles.

15. In accordance with the change in the Government of India (Allocation of Business) Rules, made effective from 4th January, 1985, the Department of Supply was also brought under this Ministry. The Ministry of Commerce then comprised of the following three Departments:-

- (a) Department of Commerce;
- (b) Department of Textiles; and
- (c) Department of Supply.

16. In accordance with the change in the Government of India (Allocation of Business) Rules made effective from 15th November, 1985, an independent Ministry of Textiles was created. The Ministry of Commerce then consisted of the following Departments:-

- (a) Department of Commerce; and
- (b) Department of Supply.

17. In accordance with the change in the Government of India (Allocation of Business) Rules made effective from 15th October, 1999 this Ministry was reorganised with the nomenclature of "Ministry of Commerce & Industry" consisting of the following four Departments:-

- (a) Department of Commerce;
- (b) Department of Industrial Development;
- (c) Department of Industrial Policy & Promotion; and
- (d) Department of Supply.

18. In accordance with the change in the Government of India (Allocation of Business) Rules, made effective from 3rd April, 2000 Ministry of Commerce & Industry consisted of the following three Departments:-

- (a) Department of Commerce;

(b) Department of industrial Policy & Promotion; and

(c) Department of Supply.

19. In August 2000, the Department of Supply was abolished. The work relating to purchase and inspection of stores for Central Government Ministries/Department, Cadre Management of Indian Supply Service and Indian Inspection Service and administration of DGS&D was placed under the charge of Department of Commerce. With this change the Ministry of Commerce & Industry consisted of the following two Departments:-

(a) Department of Commerce; and

(b) Department of Industrial Policy & Promotion.

20. The Union Cabinet chaired by Hon'ble Prime Minister on 12th April 2017 gave its approval for closure of DGS&D by 31.10.2017. The closure of DGS&D was effected on 31.10.2017.

21. In pursuance of Cabinet Secretariat's Notification dated 07.07.2017, a new Division i.e. Logistics Division has been created in Department of Commerce.

22. In pursuance of Cabinet Secretariat's notification dated 07.05.2018, the Directorate General of Anti-dumping & Allied Duties(DGAD) has been restructured as Directorate General of Trade Remedies (DGTR), under Department of Commerce.

**LIST OF ATTACHED OFFICES/ SUBORDINATE OFFICES/
AUTONOMOUS BODIES/ PUBLIC SECTOR UNDERTAKINGS/
EXPORT PROMOTION COUNCILS/ OTHER ORGANIZATIONS
UNDER THE DEPARTMENT OF COMMERCE**

Attached Offices

- | | |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| 1. Directorate General of Foreign Trade, Udyog Bhavan, New Delhi – 110 107. | 2. Directorate General of Trade Remedies, Jeevan Tara Building, Parliament Street, New Delhi - 110 001. |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|

Subordinate Offices

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| 1. Directorate General of Commercial Intelligence and Statistics, No. 1, Council House Street, Kolkata – 700 001, West Bengal. | 7. Visakhapatnam Special Economic Zone, Administrative Building, Duvvada, Visakhapatnam – 530 046, Andhra Pradesh. |
| 2. Cochin Special Economic Zone, Administrative Building, Kakkanad, Cochin – 600 030, Kerala. | 8. Noida Special Economic Zone, Surajpur Dadri Road, Noida – 201 305, Uttar Pradesh. |
| 3. Falta Special Economic Zone, IInd MSO Building, 4 th Floor, R.No. 44, Nizam Palace Complex, 234/4, AIC Bose Road, Kolkata – 700 020, West Bengal. | 9. Pay and Accounts Office (Commerce), Udyog Bhavan, New Delhi – 110 107. |
| 4. Madras Special Economic Zone, National Highway 45, Tambaram, Chennai – 600 045, Tamil Nadu. | 10. Pay and Accounts Office (Supply), Akbar Road Hutments, New Delhi. |
| 5. Kandla Special Economic Zone, Gandhidham, Kachchh – 3702309, Gujarat. | |
| 6. SEEPZ Special Economic Zone, Andheri (East), Mumbai – 400 096, Maharashtra. | |

Autonomous Bodies

1. Coffee Board, 1, Dr. B.R. Ambedkar Veedhi, Bangalore – 560001, Karnataka.
2. Rubber Board, Sub-Jail Road, P.B. No. 1122, Kottayam – 686 002, Kerala.
3. Tea Board, 14, BTM Sarani, Brabourne Road, P.B. No.2172, Kolkata – 700 001, West Bengal.
4. Tobacco Board, P.B.No.322, G.T. Road, Guntur – 522 004, Andhra Pradesh.
5. Spices Board, Sugandha Bhavan, N.H. Bypass, PB-2277, Palarivattom P.O., Cochin – 682 025, Kerala.
6. Marine Products Export Development Authority, MPEDA House, Panampilly Avenue, Kochi – 682 036, Kerala.
7. Agricultural & Processed Food Products Export Development Authority, NCUI Building, Siri Institutional Area, August Kranti Marg, New Delhi – 110 016.
8. Export Inspection Council, 3rd Floor, YMCA Cultural Centre Building, 1, Jai Singh Road, New Delhi - 110 001.
9. Indian Institute of Foreign Trade, B-21, Institutional Area, South of IIT, New Delhi – 110 016.
10. Indian Institute of Packaging, B-2, MIDC Area, P.B.No. 9432, Andheri (East), Mumbai – 400 096, Maharashtra.

Public Sector Undertakings

1. State Trading Corporation of India, Jawahar Vyapar Bhavan, Tolstoy Marg, New Delhi – 110 001.
- 1(i) Subsidiary of STC
Spice Trading Corporation of India (STCL Ltd.), 166/2, 13th Main Road, Vasanthnagar, Bangalore – 560052, Karnataka.
2. MMTC Ltd., Core No. 1, Scope Complex, 7, Institutional Area, Lodhi Road, New Delhi – 110 003.
3. PEC Ltd., “Hansalaya”, 15, Barakhamba Road, New Delhi – 110 001.
4. Export Credit Guarantee Corporation of India Ltd., Express Towers, P.B. No. 373, Nariman Point, Mumbai – 400 021, Maharashtra.
5. India Trade Promotion Organization, Pragati Maidan, Mathura Road, New Delhi – 110 001.

Export Promotion Councils

1. Chemexcil, Jhansi Castle, 4th Floor, 7, Cooperage Road, Mumbai – 400 039, Maharashtra.
2. CAPEXIL, “Vanijya Bhawan”, International Trade Facilitation Centre, 1/1 Wood Street, 3rd Floor, Kolkata – 700 016.
3. Cashew Export Promotion Council of India, Cashew Bhawan, Mundakkal, Kollam – 691001, Kerala.
4. Council for Leather Exports, No.1, CMDA Tower II, III floor, Gandhi Irwin Road, Egmore, Chennai - 600 008, Tamil Nadu.
5. EEPIC, “Vanijya Bhawan”, International Trade Facilitation Centre, 1st Floor, 1/1 Wood Street, Kolkata – 700 016, West Bengal.
6. Gems & Jewellery Export Promotion Council, Office No. AW 1010, Tower A, G Block, Bharat Diamond Bourse, Next to ICICI Bank, Bandra-Kurla Complex, Bandra-East, Mumbai – 400 051, Maharashtra.
7. Project Exports Promotion Council of India (PEPIC), 123, 1st Floor, Behind Shankar Road Market, New Rajinder Nagar, New Delhi – 110060.
8. Plastics Export Promotion Council, Crystal Tower, Ground Floor, Gundiwali Road No.3, Opp. Sir M.V. Road, Andheri (East), Mumbai – 400 069, Maharashtra.
9. Shellac Export Promotion Council, “Vanijya Bhawan”, International Trade Facilitation Centre, 1/1 Wood Street, 2nd Floor, Kolkata – 700 016, West Bengal.
10. Export Promotion Council for EOUs & SEZ Units, 8-G, 8th Floor, Hansalaya Building, 15, Barakhamba Road, New Delhi-110001.
11. Pharmexcil, 101, Aditya Trade Centre, Ameerpeth, Hyderabad - 500 038, Andhra Pradesh.
12. Indian Oil Seeds & Produce Export Promotion Council, 78-79 Bajaj Bhawan, Nariman Point, Mumbai – 400 021, Maharashtra.
13. Services Export Promotion Council, 509-518, 5th Floor, Apparel House, Institutional Area, Sector-44, Gurgaon – 122003, Haryana.
14. Sport Goods Export Promotion Council, 1-E/6, Swami Ram Tirth Nagar, Jhandewalan Extension, New Delhi-110055.

Other Organizations

1. Federation of Indian Export Organizations, Niryat Bhawan, Rao Tula Ram Marg, Opp. Army Hospital (Research & Referral), New Delhi - 110 057.
2. Indian Diamond Institute, Katargam GIDC, Sumul Dairy Road, P.B. No. 508, Surat - 395 008, Gujarat.
3. Footwear Design & Development Institute, A-10/A, Sector-24, Noida – 201 301, Gautam Budh Nagar, Uttar Pradesh.
4. National Centre for Trade Information, NCTI Complex, Pragati Maidan, New Delhi – 110 001.
5. Price Stabilisation Fund Trust, Room No.2003, 20th Floor, Jawahar Vyapar Bhawan, Tolstoy Marg, Connaught Place, New Delhi – 110 001.

LOGISTICS DIVISION

Shri Pawan Kumar Agarwal,
Special Secretary
Room No.- 121,
Udyog Bhavan, New Delhi.
Tel# 2306 2526

Shri Anant Swarup,
Joint Secretary,
Room No.-216, Udyog
Bhavan, New Delhi.
Tel#23063315

Dr. Surendra Kumar
Ahirwar
Joint Secretary,
(Logistic)
Room No.241
Udyog Bhavan, New Delhi.
Tel No.2301 4564

Er. S. Bhardwaj,
Director, Room No.250,
Udyog Bhavan, New
Delhi.
Tel No. 2306 3316

Smt. Sadhna
Hiranandani,
Deputy Secretary,
Room No.267-A,
Udyog Bhavan,
New Delhi.
Tel.No. 23063050

Shri Ravti Saran Verma,
Deputy Secretary, Room
No.540
Udyog Bhavan, New Delhi.

LIST OF SUBJECTS

1.The Division has been given the mandate to develop an Action Plan for the integrated development of the logistics sector in the country, by the way of policy changes, improvement in existing procedures, identification of bottlenecks and gaps and introduction of technology to improve efficiency in this sector.

2. With Logistics being granted infrastructure status, the planned activities of the Logistics Division shall have an impact not only on the domestic movement of goods by bringing down the overall cost and increasing the speed and ease of goods movement, but shall also contribute towards making Indian goods more competitive in the global market. With the improvement in India's ranking in the

Logistics Performance Index(LPI), Indian exports shall automatically see an enhanced growth.

The following work/activities/initiatives currently being undertaken in Logistics Division are:

1. National Logistics Policy 2020 is being finalised.
2. Logistics Performance Index/LPPT, National Logistics Law, Registration and Certification of Logistics Services are being carried out.
3. Multi Modal Logistics Infrastructure
4. National Multimodal Logistics Plan

5. Logistics for International Competitiveness
6. Logistics for Priority Sectors
7. Logistics for the Bulk Cargo
8. Logistics for emergency Response
9. Green Logistics
10. Urban Logistics
11. Research and Innovation in Logistics
12. Warehousing
13. Standardisation
14. Digital Transformation
15. Education, Skilling and Capacity Building
16. International Cooperation
17. Improving Trucking and Road Transport
18. Coastal Shipping and Inland Waterways.
19. Increased use of Pipeline Infrastructure
20. Air Freight for High Value and Perishable goods.
21. Logistics for Agriculture/MSME.
22. Logistics for Dangerous goods & ODC.

TRADE POLICY DIVISION [TPD]

Shri Bidyut Behari Swain
Special Secretary
Room No.: 35
Tel# 23063215

Shri A.K. Srivastava Addl. DGFT Room No. 224 D Tel#23063691	Shri A. Bipin Menon Addl. DGFT Room No. 224 D Tel#23063691	Ms. Neetika Bansal Director, Room No. : 279-D Tel# 23062618	Shri V K Verma, Director Room No. 226-A Tel# 23062879
Shri Puru Gupta, Deputy Secretary Room No.: 279 Tel# 23063400	Ms.Sangeeta Saxena Director Room No.: 283 Tel# 23062593	Shri Abhimaniu Sharma, Joint DGFT Room No : 279-C Tel# 23062562	Ms Manisha Meena, Deputy Secretary Room No: 426 Tel# 23063423
Shri AnuragSehgal, Deputy Secretary (TF) Room No.: 223-D Tel# 23061810	Ms. Anshika Arora, Joint Director Room No : 278 Tel# 23062517	Shri Narayan Prasad Under Secretary Room No. : 423 Tel# : 23063916	Shri Anup Singh, Under Secretary Room No : 516-A Tel# 23061764
Shri Santosh Kumar D ubey, Under Secretary Room No. : 62-B Tel# 23063265	Ms Shalini Mahajan Deputy Director Room No : 441 Tel# 23062510	Shri Vivek Chaudhary, Deputy Director Room No : 539 Tel# 23063038	Shri Vivek Kumar Deputy Director Room No : 278 Tel# 23062517
Ms. Tanu Singh, Deputy DGFT Room No : 221 Tel# 23062286	Shri K P Singh, Deputy DGFT Room No : 221 Tel# 23062286	Shri AlokDwivedi, Deputy DGFT Room No : 556 A Tel# 23063694	Shri Sai Krishna Prasad Deputy DGFT Room No : 125-A Tel# 23063038
Ms Aparajita Singh, Deputy Director Room No.: 539 Tel# 23063038	Shri Anuj Ojha Assistant Director Room No.: 424 Tel# 23038585	Shri Ullas Kumar Assistant Director Room No.: 424 Tel# 23038585	Ms. Prachi Singhal, Assistant Director Room No. : 27-B Tel# 23038302
Shri Shyamal Kumar Bit Section Officer Room No.: 424 Tel# 23062261	Shri B S Manral, Section Officer Room No: 424 Tel# 23062261		

SANCTIONED STRENGTH :

Research Officer (Gr. II)	-	3
Section Officer	-	3
Assistant	-	2
Documentation Assistant	-	1
Investigator	-	1
U. D. C.	-	2
L.D.C.	-	4

LIST OF SUBJECTS :

1. GATT/WTO and its Committees such as Committees on Trade and Development, Agriculture, quantitative restrictions and other non-tariff barriers, subsidies and Countervailing Measures, Anti-Dumping Practices, Safeguards, Custom Valuation, Import Licensing Procedures, Government Procurement, Global Coherence, etc.
2. GATT/WTO Multilateral Trade Negotiations on tariff and non-tariff barriers.
3. Matters related to G-20, OECD and World Economic Forum
4. Examination of trade policy measures of other countries including examination of India's rights and obligations affected by such measures.
5. Regional economic Groupings such as Free Trade Area Arrangements, Customs Union, etc.
6. Harmonized Commodity and coding system.
7. Work relating to International Customs Tariff Bureau.
8. Arrangement regarding International Trade in Textiles (Multifibre Arrangements)
9. References received from other Ministries relating to General Assembly, ECOSOC, UNIDO, FAO, UNCITRAL (United Nations Commission on International Trade Law), etc.
10. Nodal Division to deal with Trade and Economic Cooperation Division among Developing Countries
11. Commonwealth trade and Tariff matters.
12. Administrative matters pertaining to GATT such as processing of delegations for GATT meetings.
13. Trade and Environment – issues related thereto
14. Trade and Labour – issues related thereto
15. Trade in Services (GATS)
16. Dispute related matters of the WTO & notification obligation relating to Anti-dumping, Safeguards and Subsidies & Countervailing Measures
17. Committee on SPS, Committee on TBT, and the Committee of States Trade Enterprises
18. Centre for WTO Studies, World Trade Organization related studies and workshops
19. Trade-Related Aspects of Intellectual Property Rights (TRIPs)
20. Trade-Related Investment Measures (TRIMs)
21. Committee on Least Developed Countries
22. Ministerial Conference of the WTO
23. Working Group of International Standards of Accounting and Reporting (ISAR)
24. Inter-Governmental Group of Exports on Competition Law and Policy
25. Commission on Science & Technology
26. International Commodity Agreements

- 27. E-Governance
- 28. Work relating to EP(Services)
- 29. Global Exhibition on Services
- 30. Quality Conclaves
- 31. Centre for Research on International Trade (CRIT)
- 32. Centre for Regional Trade (CRT)
- 33. Centre for Trade & Investment Law (CTIL)
- 34. Centre for Capacity Building
- 35. WTO Trade Facilitation Agreement and National Committee on Trade Facilitation
- 36. Implementation of Champion Services Sectors Scheme
- 37. E-Commerce Exports

REGIONAL & MULTILATERAL TRADE RELATIONS [RMTR]

Shri Bidyut Behari Swain
Special Secretary
Room No.-35
Tel# 23063215

Shri A. Bipin Menon
Additional DGFT
Room No.-224 C
Tel# 23062577

Shri Shyamal Misra
Joint Secretary
Room No. 243
Tel# 23063460

Shri Ajay Kumar Srivastava
Additional DGFT
Room No. 224 D
Tel# 23063691

Shri V. K. Verma
Director
Room No.-226 A
Tel# 23062879

Ms. Vartika Rawat
Deputy Secretary
Room No.- 226
Tel# 23061264

Shri Anurag Sehgal
Deputy Secretary
Room No.- 223 D
Tel# 23061810

Shri Shyamal Sil
Under Secretary
Room No.- 556 B
Tel# 23062044

Shri Avinash Chandra
Under Secretary
Room No.-31A
Tel# 23062128

Shri Vivek Chaudhary
Deputy Director
Room No.- 539
Tel# 23063038

Shri K. P. Singh
Deputy DGFT
Room No.- 221
Tel# 23062286

Ms. Tanu Singh
Deputy DGFT
Room No.- 221
Tel# 23062286

Shri Amardeep Gupta
Assistant Director
Room No.- 561
Tel#23038659

Shri Ram Niwas
Assistant Director
Room No.- 543
Tel# 23038545

Smt.V. Satya Vijayshankar
Section Officer
Room No 543
Tel# 23038545 Extn. 545

SANCTIONED STRENGTH

Section Officer - 1
Assistant Section Officer - 1

LIST OF SUBJECTS

1. Regional Comprehensive Economic Partnership (RCEP) Trade Negotiations(coordination, TNC,Trade in goods, logistics)
2. Rules of origin negotiations under various FTAs and PTAs.
3. Technical support to territorial divisions on FTA/PTA negotiations.
4. FTA/PTA coordination, impact analysis, outreaches.

5. Global System of Trade Preferences (GSTP).
6. Generalised Scheme of Preferences (GSP).
7. Asia-Pacific Trade Agreement (APTA)
8. Bay of Bengal Initiative for Multi-sectoral Technical and Economic Cooperation (BIMSTEC)
9. Grouping such as BRICS, IBSA, G-20, Shanghai Cooperation Organisation (SCO), Commonwealth, G-15, G-7
10. Economic Cooperation, namely: -
 - (a) Indian Ocean Rim-Association for Regional Cooperation (IORA)
 - (b) Asia Pacific Economic Cooperation (APEC)
 - (c) Asia Europe Meeting (ASEM).
11. Focal point for UNCTAD. Administrative matters pertaining to UNCTAD such as delegations for UNCTAD meetings, contribution to programmes, publications, Expert Panels, UN Conferences and other international bodies related to international trade, ITC, etc.
12. Common Fund for Commodities (CFC), International Commodity Agreement.
13. Certificate of Origin (Preferential and Non-Preferential).

Induction Material

DIRECTORATE GENERAL OF TRADE REMEDIES [DGTR]

Sh. Bidyut Behari Swain	Sh. Vinod Kumar Jindal	Shri Rajiv Arora	Shri M. Thakur
SS&DA	Principal Adviser (Cost)	Addl. DGFT	Addl. DGFT
Room No. 23	Room No. 22	Room No. 18	Room No. 29
Jeevan Tara Building	Jeevan Tara Building	Jeevan Tara Building	Jeevan Tara Building
Tel# 23408724	Tel# 23408722	Tel# 23408718	Tel# 23408729
Fax: 23349436	EPABX No. 722	EPABX No. 718	EPABX No. 729
Shri Satish Kumar	Ms. Geeta Chhabra	Shri R.C. Bhatt	Shri P.K. Upadhyay
Addl. DGFT	Advisor (Cost)	Advisor (Cost)	Advisor (Cost)
Room No. 19	Room No. 27	Room No. 20	Room No. 28
Jeevan Tara Building	Jeevan Tara Building	Jeevan Tara Building	Jeevan Tara Building
Tel# 23408719	Tel# 23408727	Tel# 230147020	Tel# 23408728
EPABX No. 719	EPABX No. 727	EPABX No. 720	EPABX No. 728
Sh. Manvendra Singh	Shri D.S. Martoliya	Dr. Ishita G. Tripathy	Shri A.K. Pal
Addl. DGFT	Director (QA)	Director	Director (cost)
Room No. 1	Room No. 17	Room No.12	Room No. 31
Jeevan Tara Building	Jeevan Tara Building	Jeevan Tara Building	Jeevan Tara Building
Tel# 23408701	Tel# 23408717	Tel# 23408712	Tel# 23408731
EPABX No. 701	EPABX No. 717	EPABX No. 712	EPABX No. 731
Shri G. Pradhan	Smt. Rita Mahna	Shri Manish Goswami	Dr. R. Sampath Kumar
Director (Cost)	Director (Admn)	Director (Cost)	Director (FT)
Room No. 26	Room No. 2	Room No. 30	Room No. 15
Jeevan Tara Building	Jeevan Tara Building	Jeevan Tara Building	Jeevan Tara Building
Tel# 23408726	Tel# 23408702	Tel# 23408730	Tel# 23408715
EPABX No. 726	EPABX No. 702	EPABX No. 730	EPABX No. 715

Induction Material

Shri J.M. Bishnoi	Sh Naresh Arya	Shri P.K. Verma	Sh. Vishal Sharma
Joint Director (FT)	Joint Director (Cost)	US (Admn)	Deputy Director (FT)
Room No. 13	Room No. 14	Room No. 16	Room No. 11
Jeevan Tara Building	Jeevan Tara Building	Jeevan Tara Building	Jeevan Tara Building
Tel# 23408713	Tel# 23408714	Tel# 23408716	Tel# 23408711
EPABX No. 713	EPABX No. 714	EPABX No. 716	EPABX No. 711
Sh. Rajiv Kumar Soni	Shri Vivek Singh	Sh. Prakash Kamble	Ms. Rashmi Tahiliani
Deputy Director (FT)	Deputy Director (FT)	Deputy Director (FT)	Deputy Director (Cost)
Room No. 6	Room No. 8	Room No. 07	Room No. 13-A
Jeevan Tara Building	Jeevan Tara Building	Jeevan Tara Building	Jeevan Tara Building
Tel# 23408706	Tel# 23408708	Tel# 23408707	Tel# 23408732
		EPABX No. 707	EPABX No.732
Ms. Arti Bangia	Shri Shobh Nath	Ms Garima Kapoor	Ms. Devanshi Agarwal
Deputy Director (Stats)	Deputy Director (Cost)	Deputy Director (Stats)	Asst. Director (Cost)
Room No. 9	Room No. 10	Room No. 5	Room No. 4
Jeevan Tara Building	Jeevan Tara Building	Jeevan Tara Building	Jeevan Tara Building
Tel# 23408709	Tel# 23408710	Tel# 23408705	Tel# 23408704
	EPABX No. 710	EPABX No. 705	EPABX No. 704
Shri A.K. Mishra	Shri Vivek Jayaswal	Shri. S.S. Lamba	Shri S.K. Shukla
Section Officer (Admn)	Section Officer (CVD)	Section Officer (Cash)	Asstt. Commissioner

Induction Material

Room No. 3	Room No.17-A	Room No. 32	Room No. 13-A
Jeevan Tara Building	Jeevan Tara Building	Jeevan Tara Building	Jeevan Tara Building
Tel# 23408703	Tel# 23408746	Tel# 23408742	Tel# 23408733
EPABX No. 703	EPABX No. 746	EPABX No. 742	EPABX No. 733

STRENGTH OF DGTR

Additional Secretary & Director General strength)	-	1 (From DoC's
Joint Secretary	-	1
Additional DGFT, Director/OS/Joint Director (Trade) (ITS)	-	10
Principal Adviser (Cost)	-	1
Adviser/Director/Joint Director/Deputy Director (Cost)	-	10
Additional Economic Adviser/Director/Joint Director (IES)	-	2
Director/Joint Director/Deputy Director (Legal)	-	3
Deputy Director (Stat. Analysis) (ISS)	-	2
Under Secretary (CSS)	-	1
Section Officer	-	2
Assistant Section Officer	-	8
PS/PA	-	12
Senior Secretariat Assistant/Junior Secretariat Assistant	-	7
Stat. Investigator (Temp)	-	1
System Analyst (Temp)	-	1
MTS (Regular)	-	3
Officials to be transferred from CBEC	-	29
Posts to be created in DGTR	-	19

LIST OF SUBJECTS

1. To investigate the existence and margin of dumping of products in India on petition filed by the Indian manufacturers.
2. Identification of the dumped articles and steps for imposition of duty- initiation of cases, provisional finding if required, and final findings.
3. Reviews viz. New Shipper Review, Mid Term Review and Sunset Review of cases where duty on dumping of products has been imposed as per the procedure.
4. Interaction with the Department of Revenue and Department of legal Affairs in connection with Anti-dumping matters.
5. Work relating to defending cases CESTAT as and when interested parties file the cases.
6. To authorize measures under Customs Tariff (Identification and Assessment of Safeguard Duty) Rules, 1997 and Customs Tariff (Transitional Product Specific Safeguard Duty) Rules, 2002.
7. Authorization of Safeguard Measures (Quantitative Restrictions) under Safeguard Measure(Quantitative Restrictions) Rules, 2012.
8. Conducting anti-subsidy/ CVD investigations.
9. Defending anti-subsidy/ countervailing actions initiated by other countries against India. Provide assistance to domestic industry facing anti-dumping/safeguard cases abroad against India.
10. Litigation matters related to Trade Remedial Measures before High Courts and Supreme Court of India.
11. Providing inputs on/to:
 - a. Papers floated by WTO members in the Negotiating Group of Rules (NGR), WTO.
 - b. DoC in respect of trade defence issues in bilateral negotiations.
12. Organizing workshops/outreach programmes/seminars regarding Trade Remedial Measures for information and knowledge dissemination in the country.

ECONOMIC & SOCIAL COMMISSION FOR ASIA & PACIFIC[ESCAP]

Shri Anant Swarup,
Joint Secretary
Room No.216
T el No -23063315

Ms. Indu C. Nair
Director
Room No.246-A
T el No -23062932

Shri Deepak Sharma
Section Officer
Room No. 563
T el No -23038411

SANCTIONED STRENGTH

Section Officer	-	2
ASO(Assistant)	-	1
Investigator	-	1
SSA(UDC)	-	1
JSA(LDC)	-	1

LIST OF SUBJECTS

As a nodal point for United Nations Economic & Social Commission for Asia and the Pacific (UNESCAP) matters in the Department of Commerce, the ESCAP Section is responsible for the formulation of overall policy and approach/strategy for cooperation with UNESCAP for furthering Social and Economic Development in Asia and the Pacific Region. This work programme includes project oriented cooperation, experience sharing and consultancy in the core sectors like Transport, Railways, Tourism, Economic and Social Development, Planning, Science and Technology, Power and Energy, Environment and Forests. etc.

2. As a nodal interface with ESCAP in respect of the regional and national projects and programs being implemented in India by various Ministries, the activities handled by ESCAP Section include :-

a) Correspondence on ESCAP related projects and programmes with various concerned Ministries and through Embassy of India, Bangkok with UNESCAP Secretariat;

- b) Sponsoring delegations for participation in UNESCAP Annual Session, Committee Sessions and Governing Board meetings;
 - c) Sponsoring nominations of UNESCAP seminars, Expert Group Meetings, Workshops, Symposia and Training Programmes organized in various fields by UNESCAP;
 - d) Preparation of briefs and statements for the Indian Delegation participating in various meetings organized by UNESCAP.
3. Work relating to finalization of projects, activities and financial contributions to UNESCAP Regional Institutions, namely:
- (i) Asian and Pacific Centre for Transfer of Technology (APCTT), New Delhi [Annual contribution released by Department of Scientific & Industrial Research (DSIR)].
 - (ii) Statistical Institute for Asia and the Pacific (SIAP), Chiba, Japan [Annual contribution released by Ministry of Statistics & Programme Implementation].

- (iii) Centre for Sustainable Agricultural Mechanization (CSAM), Beijing, China [Annual contribution released by Department of Agricultural Research & Education (DARE)].
- (iv) Asian and Pacific Training Centre for Information & Communication Technology for Development (APCICT), Incheon, Republic of Korea [Annual contribution released by Ministry of Electronics & Information Technology].
- (v) Asian and Pacific Centre for the Development of Disaster Information Management (APDIM), Tehran, Islamic Republic of Iran.
- (vi) ESCAP Sub-Regional Office for South and South West Asia (ESCAP SRO-SSWA), New Delhi [Annual contribution released by Department of Commerce]

FOREIGN TRADE (AFRICA)

Shri Srikar K. Reddy
Joint secretary
Room No. 247
Tel#23061664

Ms. Padma Ganesh
Deputy Secretary
Room No. 223 B
Tel#23062262

Shri Ganesh Kumar
Under Secretary
Room No.347
Tel#23061545

Smt. Asha Kiran Verma
Section Officer
Room No.476A
Tel#23062261/553

SANCTIONED STRENGTH

Section Officer	-	1
ASO	-	1
Senior Investigator	-	1
LDC	-	1

Functions

FT (Africa) Division is responsible for promotion of bilateral trade with countries in Southern Africa, East Africa, West Africa and Central Africa through Joint Commission/Trade Committee Meetings, facilitation of B2B meetings, redressal of traders' grievances relating to Non-Tariff Barriers, Bilateral Trade Agreements, supporting and facilitating India's exporter's participation in trade Promotion activities such as trade exhibitions, trade affairs, dedicated Indian pavilions, buyers seller meets, reverse buyer seller meets etc.

LIST OF SUBJECTS

1. All territorial matters relating to India's trade with:-

Southern African countries:-

Botswana, Lesotho, Mozambique, Namibia, South Africa, Eswatini, Zambia and Zimbabwe

East African countries:-

Comoros, Djibouti, Ethiopia, Kenya, Madagascar, Mauritius, Eritrea, Seychelles, Somalia and Tanzania

West African countries: -

Angola, Benin, Burkina Faso, Cameroon, Cape Verde, Republic of Congo, Equatorial Guinea, Gabon, Gambia, Ghana, Guinea, Guinea Bissau, Cote D'Ivoire, Mali, Mauritania, Niger, Nigeria, Sao Tome &Principé, Senegal, Sierra Leone, Togo .

Central African countries: -

Burundi, Central African Republic, Chad, Malawi, Rwanda, Uganda, Democratic Republic of Congo.

2. Coordination with Indian Missions in Africa.
3. Coordination with regard to issues of African region relating to Foreign Trade.
4. Parliament matters concerning the countries being dealt, in the Division.
5. RTI on issues pertaining to trade related issues with Africa.
6. Grievances/Complaints

FOREIGN TRADE(NAFTA)

Shri Sanjay Chadha
Additional Secretary
Room No.-240
Tel# 23061274
e-mail schadha@nic.in

Shri Steephen Lawrence
Deputy Secretary
Room No.- 280-A
Tel#23063294
e-mail
steephen.irs@gov.in

Shri R Manohar Kamath
Under Secretary
Room No.- 516-B
Tel# 23062261-311
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Shri Naresh Chand
Section Officer
Room No.-516-B
Tel#23062261-588(extn)
e-mail moc_ftam@nic.in

SANCTIONED STRENGTH

Under Secretary	-	1
Section Officer (Desk)	-	1
ASO	-	1

Functions

FT-NAFTA Division deals with bilateral trade and investment issues with North American countries ie USA, Canada and Mexico. Facilitation of B2D meetings, redressal of exporters' grievances relating to Non- Tariff Barriers, Bilateral Trade Agreements, supporting and facilitating India's exporter's participation in trade Promotion activities such as trade exhibitions, trade fairs, etc.

LIST OF SUBJECTS

1. All territorial matters relating to India's trade with USA, Canada and Mexico.
2. Coordination with Indian Missions in USA, Canada & Mexico.
3. Parliament matters concerning the countries being dealt, in the Division.
4. RTI on issues pertaining to trade related issues with USA, Canada & Mexico
5. Grievances/Complaint.

FOREIGN TRADE(LATIN AMERICA)

Shri S. Suresh Kumar, Joint Secretary Room No. 233 Tele:23061818 E-mail: suresh.kumar1972 @gov.in	Shri Steephen L, Deputy Secretary, Room No. 280-A Tele:23063294 E-mail: steephen.irs@gov.in	Shri Vinay Kumar Under Secretary Room No. 511 Tele:23061933 E-mail: vinay.kumar.dord@nic.in	Shri Subhash Chander Section Officer Room No. 510-A Tele:23062261 Extn 529 E-mail: moc_ftlac@nic.in
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List of Subject

1. All territorial matters relating to India's trade with the following 43 countries of Latin American and Caribbean region: -

Latin American Integration Association (ALADI) [Originally, LAFTA]

1. Argentina
2. Brazil
3. Chile
4. Paraguay
5. Venezuela
6. Uruguay
7. Bolivia
8. Colombia
9. Ecuador
10. Peru
11. Cuba
12. Panama

CACM Group of countries (Central American Common Market)

13. Costa Rica
14. EL Salvador
15. Guatemala
16. Honduras
17. Nicaragua

Induction Material

(Belize & Panama are also its member countries)

CARICOM Group of Countries (Caribbean Community)

18. Barbados
19. Belize
20. Guyana
21. Jamaica
22. Trinidad & Tobago
23. Antigua & Barbuda
24. Dominica
25. Grenada
26. Montserrat
27. St. Kitts-Nevis-Anguilla
28. St. Lucia
29. St. Vincent & Grenadines(SVG)
30. Suriname
31. Bahamas
32. Haiti

Other Countries

33. Bermuda
34. British Virgin Islands
35. Cayman Islands
36. Dominican Republic
37. Falkland Islands
38. French Guiana
39. Guadeloupe
40. Martinique
41. Netherlands Antilles
42. U.S. Virgin Islands
43. Turks and Caicos Island

Induction Material

1. Bilateral matters relating to India's Trade with the Countries mentioned above
2. Parliament Questions (Starred/ Unstarred) relating to bilateral trade between India and the above mentioned countries and furnishing imputes sought by other Division/Department on Parliament Question.
3. Processing all proposals relating to MAI Scheme of this Department
4. India-Chile PTA, India-MERCOSUR PTA
5. Holding consultations with stake holders to decide the Offer list and Wish list
6. Organizing bilateral meetings of the Committee formed to see the progress of trades,
7. Organising Trade Negotiations
8. Furnishing inputs sought by other Division/Department on Cabinet Notes
9. Co-ordination work related to weekly and monthly reports, RTI and other miscellaneous matters pertaining to LAC Division.

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FOREIGN TRADE (EUROPE)

Ms. Nidhi Mani Tripathi
Joint Secretary
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Shri Anurag Sehgal,
Deputy Secretary
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Email:
sehgal.anurag@nic.in

Shri Y. P. Dhewal
Deputy Secretary
Room No.- 219
Tel# 23063365
Email: dseurope-
doc@gov.in

DESK I
Shri Pushendra Kumar
Sharma
Under Secretary
Room No.- 19A
Tel#23063943, Int. 612
Email: us1euro-doc@gov.in

DESK II
Shri Aditya Narayan
Under Secretary
Room No.- 19A
Tel# 23063943, Int. 621
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Desk-III
Shri Vinod Kumar
Under Secretary
Room No.- 19A
Tel# 23063943, Int. 633
Email: us3euro-doc@gov.in

Desk-IV
Shri Pushpender Kumar
Under Secretary
Room No.- 19A
Tel #23063943, Int.638
Email: us4euro-doc@nic.in

SANCTIONED STRENGTH

Under Secretary (Desk)	-	1
Section Officer (Desk)	-	2
LDC	-	2

SANCTIONED STRENGTH

Assistant Director	-	2
Section Officer	-	1
Assistant	-	1
Senior Investigator	-	2
Investigator	-	1
UDC	-	1
LDC	-	1

LIST OF SUBJECTS

DESK-I

1. All matters pertaining to European Union, India EU BTIA, Coordination and Admin matters

2. All matters relating to India's trade with following European Countries namely:

- 1) Belgium
- 2) Luxemburg
- 3) Netherlands
- 4) European Union
- 5) France
- 6) Germany

2. Work related to RTI matters

DESK-II

1. All matters relating to India's trade with following European Countries namely

- i) Ireland
- ii) Italy
- iii) Latvia
- iv) Lithuania
- v) Macedonia
- vi) Malta
- vii) Portugal
- viii) Serbia
- ix) Spain

2. Work related to RTI matters

DESK-III

1. Work related to RTI matters 2.

2. All matters relating to India's trade with following European Countries namely:

- i) Iceland
- ii) Lichtenstein
- iii) Norway
- iv) Switzerland
- v) United Kingdom
- vi) Denmark
- vii) Sweden
- viii) Czech Republic

DESK-IV

1. All matters relating to India's trade with following European Countries namely.

- i) Austria
- ii) Montenegro
- iii) Turkey
- iv) Albania
- v) Bosnia
- vi) Herzegovina
- vii) Croatia
- viii) Cyprus
- ix) Estonia
- x) Finland
- xi) Greece
- xii) Hungary
- xiii) Romania
- xiv) Slovak Republic
- xv) Slovenia
- xvi) Bulgari
- xvii) Poland

2. SOM Coordination

3. Work related to RTI matters

FOREIGN TRADE(CIS)

Shri Bidyut Behari Swain
Additional Secretary
Room No.-35
Udyog Bhawan
Tel#23063215

Dr. Surendra Kumar
Ahirwar
Joint Secretary
Room No.- 241
Tel#23014564

Shri S.K. Ranjan,
Dy. Secretary,
Room No.-280-B
Tel#23063624

Shri Vijay Shanker
Pandey,
Under Secretary
Room No.556-B
Udyog Bhawan
Tel#23062044

Shri R.K. Ramesh
Section Officer
Room No.-538
Tel#23062261-
552(extn)

SANCTIONED STRENGTH

Section Officer	-	1
Assistants	-	3
LDC	-	1

LIST OF SUBJECTS

1. All matters relating to India's Trade and Economic Cooperation with the following countries: -

CIS Countries

- i- Armenia
- ii- Azerbaijan
- iii- Belarus
- iv- Georgia
- v- Moldova
- vi- Russia Federation
- vii- Ukraine

Central Asia Countries

- I- Kazakhstan

II- Kyrgyzstan

III- Turkmenistan

IV- Tajikistan

V- Uzbekistan

2. To examine the monthly economic report sent by the Indian Commercial Wings from these countries.

3. To look after the activities of Inter-Governmental Commissions, Working Groups and Sub-Working Groups set up between India and these countries.

4. Nodal Agency for looking after the affairs of International North South Transport Corridor.

FOREIGN TRADE(WANA)

Dr.Srikar K. Reddy
Joint Secretary
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Shri Praveen Kumar
Director
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praveen.kumar2007@nic.in

Ms. Meena Pillai
Under Secretary
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Email:
meena.p@nic.in

Shri Ashish
Prakash Sinha
Section Officer
Room No. – 349-A
Tel.No. 23062837
Email:
moc_ftwana@nic.in

SANCTIONED STRENGTH

Under Secretary	-	1
Section Officer	-	1
ASO	-	1

LIST OF SUBJECTS

1. All territorial matters relating to India's trade with:-

West Asian countries

- 1) Bahrain
- 2) Kuwait
- 3) Oman
- 4) Qatar
- 5) Saudi Arabia
- 6) United Arab Emirates

} Gulf Cooperation Council (six)

- 7) Iraq
- 8) Israel
- 9) Jordan
- 10) Lebanon
- 11) Yemen
- 12) Syria

North African countries

- 13) Algeria
- 14) Egypt
- 15) Morocco
- 16) Libya
- 17) Sudan
- 18) South Sudan
- 19) Tunisia

2. Coordination with Indian Missions in the WANA region.
3. Coordinating Authority for dealing with general issues relating to Foreign Trade.
4. Parliament matters concerning the countries being dealt.
5. RTI on trade related issues with WANA countries.
6. PMOPG grievances and complaints

FOREIGN TRADE (Oceania) Division

Sh. Bidyut Behari Swain
Special Secretary
Room No.35
Tel# 23063215

Shri Ajay Kumar Srivastava, Additional DGFT, Room No.224-D Tel# 23066091	Sh.Avinash Chandra Under Secretary Room No.31 B Tel# 23062128	Smt. Vani S. Kumar Section Officer Room No.447 Tel#23038635/Extn.635
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SANCTIONED STRENGTH

Section Officer (Desk)	-	1
Assistant Section Officer	-	1
MTS	-	1

LIST OF SUBJECTS

1. All territorial matters relating to India's bilateral trade with Australia, New Zealand, Pacific Small Islands Developing States (PSIDS) e.g. Fiji, Papua New Guinea (PNG), Tonga, Kiribati, Tuvalu, Solomon Islands, Nauru, Vanuatu etc..
2. Parliament Questions relating to bilateral trade between India and the above mentioned countries.
3. Miscellaneous matters like weekly, monthly, quarterly reports of the division.

FOREIGN TRADE (ASEAN)

Shri Anant Swarup	Ms. Indu C. Nair	Shri Anurag Goel	Ms. Usha Sreenivasan	Shri Rohitashv Kumar Bansal
Joint Secretary	Director	Under Secretary	Section Officer	Section Officer
Room No.- 216	Room No.- 246-A	Room No.-477	Room No.-447	Desk-1. Room No.-447
Tel#23063315	Tel# 23062932	Tel#23063428	Tel#23062261-617	Tel#23062261 Ext-617

SANCTIONED STRENGTH

Under Secretary	-	1
Section Officer (Desk)	-	2
Assistant Section Officer	-	1
Sr. Secretariat Assistant	-	1
Jr. Secretariat Assistant	-	1

LIST OF SUBJECTS

Desk-I

1. Territorial matters relating to India's Trade with:-

- (i) Cambodia
- (ii) Laos
- (iii) Myanmar
- (iv) Vietnam

2. India – ASEAN Multilateral issued and representation with reference to India-ASEAN FTA.

3. Parliament Questions (Starred/Unstirred) relating to bilateral trade between India and the above mentioned countries and furnishing inputs sought by other Division/Department on parliament Question.

4. Co-ordination work related to budget matters.

Desk-II

1. Bilateral matters relating to India's Trade with:

- (i) Brunei
- (ii) Indonesia
- (iii) Malaysia
- (iv) philippines
- (v) Singapore
- (vi) Thailand

2. India-Singapore CECA, India-Malaysia CECA, India-Thailand FTA

3. Parliament Questions (Starred/Unstirred) relating to bilateral trade between India and the above mentioned countries and furnishing inputs sought by other Division/Department on Parliament Questions.

4. Coordination work related to weekly and monthly reports, RTI and other miscellaneous matters pertaining to ASEAN Division.

5. Co- ordination work related to MAI

FOREIGN TRADE (NORTH EAST ASIA)

Shri Sanjay Chadha
Additional Secretary
Room No. 240
Tel.:- 23061274

Shri Diwakar Nath
Misra
Joint Secretary
Room No. 287
Tel.:- 23062704

Ms. Durga Shakti
Nagpal
Deputy Secretary
Room No. 280
Tel.:- 23062817

Ms. Kamna S. Dikshit
Under Secretary
Room No. 347
Tel.:- 23061545

Shri Jai Prakash Singh
Under Secretary
Room No. 477
Tel- 23063428

SANCTIONED STRENGTH

FT(China) Desk

Under Secretary - 1

FT(Japan/korea) Desk

Under Secretary - 1

LIST OF SUBJECTS

FT(China) Desk

1. All territorial matters relating to India's trade with the following countries: -

- (i) China
- (ii) Hong Kong
- (iii) Taiwan
- (iv) Macau

2. Meetings of Joint Trade Committees/ Joint Economic Group (JEG) set up between India and these countries on trade promotional concerns.

3. Coordination with Indian Missions/Consulates in these countries as well as Foreign Missions of these countries in India on trade related matters.

4. Matters on India-China border trade through Nathu-La, Gunji and Shipki-La Pass.

5. Miscellaneous matters like VIP references, Parliament Questions, Public Grievances, RTI.

FT(Japan/korea) Desk

1. All territorial matters relating to India's trade with the following countries: -

- (i) Japan
- (ii) South Korea(ROK)
- (iii) North Korea(DPRK)
- (iv) Mongolia

2. Negotiations with Japan/Korea, as applicable, for up-gradation of CEPA.

3. Meetings of Joint Committee and Sub-committee established under India-Japan CEPA and India-Korea CEPA

4. Coordination with Indian Missions in these countries as well as foreign Missions of these countries in India on trade related matters.

5. Miscellaneous matters like VIP references, Parliament Questions, Public Grievances, RTI.

FOREIGN TRADE (SOUTH ASIA)

Shri Shyamal Misra
Joint Secretary
Room No.- 243
Tel#2306 3460

Ms. Jyoti Yadav
Deputy Secretary
Room No.- 284
Tel#2306 3648

Shri V.K.Srivastava
Under Secretary
Room No.- 427
Tel#2306 1974

Shri Narinder Paul
Under Secretary
Room No.- 427
Tel#2306 1974

Shri Atul Kumar Pandey
Section officer
Room No.- 477-A
Tel#2306 2261/508

SANCTIONED STRENGTH

Under Secretary (Desk) - 1
Section Officer (Desk) - 1
LDC - 1

LIST OF SUBJECTS

DESK-I

1. All territorial matters relating to India's Trade with:-
 - i. Bangladesh
 - ii. Nepal
 - iii. Bhutan
2. SAARC and SAFTA matters.
3. Coordination and other Miscellaneous issues.
4. Parliament matters concerning the countries being dealt.

DESK-II

1. All territorial matters relating to India's Trade with:-
 - i. Afghanistan
 - ii. Maldives
 - iii. Pakistan
 - iv. Sri Lanka
 - v. Iran
2. Parliament matters concerning the countries being dealt.
3. Other important matter as desired by Senior Officers.

FOREIGN TRADE (COORDINATION)/APPELATE COMMITTEE

Shri S. K. Ahirwar
Joint Secretary
Room No. 241
Tel No. 23014564

Sh. Amitabh Dwivedi
Deputy Secretary
Room No. 224
Tel No. 23061807

Shri Sanjay Kumar
Section Officer
Room No. 425-A
Tel. No. 23038503(503)

APPELATE COMMITTEE

Shri S Kishore
Additional Secretary
& Chairman
Room No.162-B,
Tel. No. 23062660

Shri S. Suresh
Kumar
Joint Secretary
& Member, Room
No.233, Tel
No.23061818

Shri Nidhi Mani
Tripathi,
Joint Secretary &
Member
Room No.287-B,
Tel. No. 23061971

Shri Rajbir Sharma,
Director,
Member/ Convener,
Room No. 103, Tel.
No. 23061056

Shri Sanjay Kumar
Section Officer
Room No. 425-A
Tel. No.
23038503(503)

SANCTIONED STRENGTH

Section Officer	-	1
Assistant Section Officer	-	1
Investigator	-	1
UDC	-	1
LDC	-	1
DEO	-	1
MTS	-	1

LIST OF SUBJECTS

1. General Questions of Import Trade Control Policy-Coordination.
 - (i) Channel of correspondence with Foreign Government.
2. Work relating to the exemption from payment of customs duty on import for scientific/technical equipment/apparatus by approved institutions under the control of this Department.
 - (ii) Coordination of Trade Agreements and Statutes signed by the Government of India with the Foreign.
 - (iii) Parliament Questions involving coordination between Foreign Trade Sections.
3. All work of coordination among the Foreign Trade Sections including the following:-
 - (iv) Issue of Commercial Information.

- (v) Other general questions connected with Foreign Trade not specifically allotted to any Foreign Trade Section.
4. Appellate Committee consideration of appeal under FT (D&R) Act., 1992.
 5. All passport and visa recommendations including cases of individuals going abroad and for trade purposes, in consultation with the commodity Sections where necessary.
 6. List of important items of work or events anticipated to come up in the various Sections in the Department of Commerce.
 7. Utilization of free air passage for inviting foreigners for export promotion of Indian products.
 8. Work relating to national/international conferences where Department of Commerce is the nodal Department.
 9. References relating to Labour Laws, Labour conference and other general matters concerning labour. While FT(Coord) Section would continue to function as a Central point for receiving all references on labour matters and deal them which are of general nature but henceforth would transmit such of the references in respect of labour matters to concerned Section(s) in the Ministry for further necessary action which involve handling of specific issues including attending of meetings as and when convened.
 10. Miscellaneous references on above subjects.
 11. Implementation of 20 points programmes and all work relating thereto.
 12. Monitoring of weekly Senior Officers Meeting with Commerce Secretary.
 13. Coordination of the Ministry for those work/Parliament Question which do not relate to any other Section.
 14. Scientific & Technical coordination.
 15. Issues referred to by other Departments/Ministries except such matters which are being handled by different sections. (All matters relating to Infrastructure namely of Ministries/Departments of Power, Civil Aviation, Surface Transport, Ports, Railways, Communication, Petroleum and Natural Gas, Non-Conventional Energy and Coal would be handled by Infrastructure Section).
 16. References received from various Departments regarding monthly summary of activities.
 17. Monitoring of VIP/MP/PMO References.
 18. Issues referred to by other Departments/Ministries on initiatives/Programmes not specific to DoC including new subjects/issues and requiring coordination amongst DoC organizations.

TRADE COMMISSIONER/TECHNICAL ASSISTANCE

Shri Darpan Jain	Shri Prakash Nevatia	Shri Mahender Chaudhary	Smt. Sunita
Joint Secretary	Director	Under Secretary	Bhandari
Room No.288	Room No.226-B	Room No.-511	Section Officer
Tel. No. 23063413	Tel.No.23062527	Tel#23061933	Room No.557A
		E-mail: mahender.chaudhary@nic.in	Tel No.23062261 (ext.560) moc_tc@nic.in

SANCTIONED STRENGTH

Section Officer	-	1
Assistant	-	2
Senior Accountant	-	1
UDC	-	3
LDC	-	2

LIST OF SUBJECTS

I TRADE COMMISSIONER

1. Establishment matters relating to Commercial Wings in Indian Missions/ Posts abroad, viz.

a) Opening of New Commercial offices in Indian Missions/Posts abroad.

b) Creation/ continuance/ transfer of posts (India-based as well as local posts).

c) Revision and fixation of pay of the locally recruited staff and terms and conditions of service, etc.

d) Review of staff position in all Commercial Wings abroad in consultation with concerned territorial sections at Headquarters.

e) All appointments/ transfers of officers and staff, etc. (Diplomatic and Non-Diplomatic).

f) Communication of transfer, medical examination, booking of air and sea passages, sanction for the advances, i.e. Pay, T.A. Outfit/ Special Outfit Allowance, Renewal of Outfit Allowance, Transfer Grants, etc.

g) Issue of transfer terms, grant of leave, etc.

h) Release of foreign exchange/ export permit for jewellery, etc. in connection with transfer of officers and staff to Indian Missions/ posts abroad in Commercial Sections.issue of Instructions to Indian Customs to show courtesy to officers and staff returning to India on transfer.

i) Settlement of passage bills received from Air/ Shipping Companies.

j) Orders relating to assumption/ relinquishment of charge of officers and staff and regularisation intervening period, etc.

k) Grant of Home Leave/ Home leave fare/ Emergency passages, etc.

2. Renting of residence of officers and staff and office residences.

3. Purchase of office equipments, furniture, carpet, crockery cutlery for Representational/ Non-Representational officers.

4. Grant of Car/ Scooter/ Cycle advances to Officers and Staff.

5. Purchase of staff car for official use abroad and reimbursement of transportation cost of personal cars purchased by Officers in Missions abroad.

6. Budget estimates-preparation of budget, audit objections such as audit reports and audit paras, remittance of funds – House Building Advance – Delegation of Financial Powers – Cash accounts and preparation of brief for Estimates Committee, Public Accounts Committee, etc.

7. Preparation and processing of pending references from 'Monthly Status Report' being received from India's

Commercial Representatives in Commercial Mission abroad.

8. Maintenance of record of accounting rates for the various currencies and keeping consolidated information of rates of exchange between Indian Rupee and the Foreign Currencies of different countries.

9. Liaison with Commercial Representatives: -

i) General matters relating to Commercial representatives (action will be initiated by the Trade Sections concerned on the specific points on the reports).

ii) Manual of Instructions of Commercial representatives abroad.

10. AMA Scheme - Examination of medical claims pertaining to Officers and Staff.

II TECHNICAL ASSISTANCE

11. Deputation of officers/ Executives for courses organised by the Govt. of India and other countries.

12. All training programmes abroad and providing Secretarial assistance to the Selection Committee of the Department of Commerce.

13. Maintenance of Control Register in respect of Officers of the Department of Commerce and its subordinate organisations going abroad on training.

FOREIGN TRADE (MINERALS&ORES)

Shri Shyamal Misra, Joint Secretary, Room No. 243, Tel: 23061837	Ms. Durga Shakti Nagpal, Deputy Secretary, Room No.280 Tel: 23062817	Shri Rajender Singh, Under Secretary, Room No.32A, Tel:23038426	Ms. Nishi Gupta, Section Officer, Room No. 446, <u>Tel:23038497</u>
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SANCTIONED STRENGTH

Section Officer	-	1
Assistant	-	2
Investigator	-	1
UDC	-	1
LDC	-	1

LIST OF SUBJECTS

1. All work relating to export of following commodities :
Canalised Ores
 - a) Iron ore, Manganese ore/Manganese Dioxide Ore
 - b) Chrome Ore, Kyanite, etc.
 - c) Other Minerals
Vanadium Tungsten, Uranium, Thorium, Barytes, Asphalt, etc
2. Formulation of Export Policy on Minerals and Ores.
3. All the following and other matters relating to MMTC Limited and its subsidiary :-
 - a) Administrative control;
 - b) Budget and Accounts;
 - c) Parliament Questions;
 - d) References to the Cabinet and other Ministries;
 - e) Maintaining liaison with other Departments/ Sections;
 - f) Delegations;
 - g) Miscellaneous representations from various public bodies and business associations regarding procurement and distribution done by MMTC.

FOREIGN TRADE (STATE TRADING)

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Ms. Durga Shakti
Nagpal,
Deputy Secretary
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Shri Rajender Singh,
Under Secretary
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Shri Arun Dabas,
Section Officer
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Tel#23038489
Moc_ftst@nic.in

SANCTIONED STRENGTH

Section Officer	-	1
Assistant	-	2
Investigator	-	1
UDC	-	1
LDC	-	2

LIST OF SUBJECTS

1. State Trading and coordination in respect of matters relating to the export of commodities reserved wholly or partially for state trading and whose exports are channelized through the STC proposals for entering into link deals, parallel deals or other compensatory arrangements linking imports with exports.

2. All the following and other matters relating to:-

- i) State Trading Corporation of India;
- ii) PEC Ltd:

Andtheir:-

- a) Administrative control;
- b) Budget and Accounts;
- c) Parliament Questions;
- d) Proposals for financial assistance and export promotion;
- e) References to the Cabinet and other Ministries;
- f) Maintaining Liaison with other Departments/ Sections in respect of matters concerning PSUs;

- g) Delegations;
- h) Miscellaneous representations from various public bodies and business association regarding procurement and distribution done by the STC.

3. Coordination in respect of matters concerning all the Public Undertakings under the Department of Commerce.

4. References from Department of Public Enterprises.

5. Liaison work with regard to reservation for SC&ST and physically handicapped persons as well as recruitment of minorities in services, resettlement of ex-serviceman and representation of SCs and STs in services in respect of posts in public sector undertakings.

TRADE PROMOTION

India Trade Promotion Organisation (ITPO)	Indian Institute of Packaging (IIP)	Indian Institute of Foreign Trade (IIFT)	National Centre for Trade Promotion (NCTI)
Sh. Sanjay Chadha, Additional Secretary Room No.: 240 Ph. No. : 23061274	Sh. S. Kishore Additional Secretary Room No.: 162-B Ph. No. : 2306 2660	Sh. Bidyut Behari Swain Special Secretary Room No.: 35 Ph. No.: 23063215	
Ms. Nidhi Mani Tripathi Joint Secretary Room No.: 287-B Ph. No.: 23061971	Shri Praveen Kumar Director Room No. 216-B Tel.No. 23062863	Sh. Darpan Jain Joint Secretary Room No. 288 Ph. No.: 2306 3413	
Smt. Kamana S. Dikshit Under Secretary Room No.: 347 Ph. No.: 2306 1545	Sh. Rajender Singh Under Secretary Room No. : 542-A Ph. No.: 2306 2261	Ms. Jyoti Yadav Deputy Secretary Room No.: 284 Ph. No.: 23063648	
	Sh. Prem Nath Section Officer Room No. 561 Ph. No.: 2306 2261/540		

SANCTIONED STRENGTH

Assistant	-	01
Investigator	-	01
U.D.C	-	01
L.D.C.	-	01

LIST OF SUBJECTS

1. All administrative work relating to India Trade Promotion Organisation (ITPO), Indian Institute of Foreign Trade (IIFT), Indian Institute of Packaging (IIP) and National Centre for Trade Information (NCTI).
2. Release of grants to IIFT and IIP.
3. MAI proposals relating to overseas events of ITPO.
4. Work related to setting up of World Class Integrated Exhibition cum Convention Centre (IECC).
5. Setting up of Exhibition cum Convention centres in States.
6. Formulation of Government Policy regarding Trade Fairs and Exhibitions.
7. Approval of the programme of the India Trade Promotion Organisation (ITPO) for overseas fairs/exhibitions participation.
8. Government sanctions on matters relating to trade fairs.
9. To process other requirements of the ITPO for which Govt. help may be needed.
10. Appointment/confirmation of Chief Executives of ITPO, IIFT and IIP.
11. Deputation/tour abroad of the Chief Executives of ITPO, IIFT and IIP.
12. VIP references, Grievances, RTI Matters, Parliament Questions and other Parliamentary matters;
13. Laying of Annual reports in r/o ITPO, IIFT, IIP & NCTI on the table of both houses of parliament.

EXPORT INSPECTION

Shri Diwakar Nath Misra
Joint Secretary
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Tel# 23062704

Shri Neetika Bansal
Director
Room No.-279-D
Tel#23062618

Ms. Jaishree Kakkar
Section Officer
Room No.-563
Tel#23062261-548(extn)

SANCTIONED STRENGTH

Section Officer	-	1
Assistant	-	2
UDC	-	1
LDC	-	1

LIST OF SUBJECTS

1. Grant-in-aid to Export Inspection of Food Standards of CGHS and Chemical Council. Division Council of ISI.
2. Investigation of complaints received from exporters (Foreign Countries through our High Commission/ Embassies) regarding export of sub-standard material.
3. All matters relating to enforcement of the Export (Quality Control and Inspection) Act, 1963, including processing of applications for the recognition of private inspection agencies Testing Houses Surveyor/ Supplier under Section 7 of the Act.
4. Coordination of all work relating to introduction of Compulsory Quality for the pre-shipment Inspection in consultation with Commodity Sections, where necessary work relating to individual commodities will, however, be done by the Commodity Sections concerned in consultation with Export Inspection Section.
5. Work relating to "Codex Alimentarius Commissions" of FAO. Central Committee
6. Administrative work and other matters relating to the EIC.
7. Framing of rules under Export (Quality Control and Inspection) Act, 1963.

EXPORT PRODUCTS (AGRICULTURE)

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 moc_epagri@nic.in

SANCTIONED STRENGTH

Under Secretary (Desk) - 2
Section Officer (Desk) - 4
UDC - 1
LDC - 3

LIST OF SUBJECTS

Sl. No.	Desk	Items of Work
1.	EP(Agri-I)	Coordination (Annual & Monthly Reports, SOM, Budget, Outcome Budget, Parliament Matters etc.) and other Miscellaneous issues.
2.	EP(Agri-II)	CEPC & Cashew, WTO issues including SPS/TBT, Codex, PPV & FR Act, Food standards, Biotechnology, Rapid Alerts, CACP matters, Onion, Potato, Beetle Nut, Meat & Meat & Poultry Products etc.
3.	EP(Agri-III)	Seeds, Cereals, Pulses, Sugar & Molasses etc, COS on monitoring of prices of essential commodities.
4.	EP(Agri-IV)	APEDA, Basmati Rice, Fruits/Vegetables, Floriculture, Processed Foods and Beverages, Organic Agriculture.
5.	EP(Agri-VI)	Oilseeds, Edible Oils & Oilmeals, Dairy Products, Misc. Forest and Wood Products, Exports Statistics, IOPEPC, Tobacco Board, Export of Tobacco and Tobacco Products, Trade Promotion Bodies like, Solvent Extractors Association of India (SEAI), Soybean Processors Associations of India (SOPA).

EXPORT PRODUCTS (MARINE PRODUCTS)

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Ms.Nidhi Pandey,
Section Officer,
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mail:moc_mpmp@nic.in

SANCTIONED STRENGTH

Section Officer (Desk)-	1
LDC	- 1

LIST OF SUBJECTS

1. All work relating to Export of Marine products.

2. Administration of Marine Products Exports Development Authority in terms of delegation of powers conferred to the Department and the provisions contained in Marine Products Export Development Authority (MPEDA) Act, 1972.

EXPORT PRODUCTS (LEATHER AND SPORTS GOODS)

Ms. Nidhi Mani Tripathi Joint Secretary Room No. 287-B Tel. No. 2306 1971 E.mail: tnidhim@ias.nic.in	Ms. Padma Ganesh Shri Sanjay Kerketta Deputy Secretary Room No. 223-B Tel. No. 23062262 E.mail: p.ganesh15@gov.in	Under Secretary Room No. 556-B Tel. No. 2306 2044 Email: sanjay.kerketta@nic.in	Section Officer Vacant Room No. 558-A Tel. No. 2306 2261 Ext. 615 E.mail: moc_eplsg@nic.in
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<u>Sanctioned strength</u>		<u>In position</u>
Section Officer	1	Vacant
Assistant Section Officer	1	1
Investigator	1	Vacant
Senior Secretariat Assistant	1	Vacant

LIST OF SUBJECTS

1. All work relating to export promotion of Leather and Leather products.
2. Administration and budgetary matters of the following:-
 - a) Council for Leather Exports, Chennai.
 - b) Footwear Design & Development Institute, Noida.
 - c) Sports Goods Export Promotion Council, New Delhi.
3. All work relating to Non-Leather Footwear.
4. All work relating to export promotion of Sports Goods, Toy and Leather Products.
5. Participation of CLE and SGEPC in international exhibitions
6. Market Trends - Analysis and Reviews.
7. Preparation of Commodity notes.
8. Formulation of Export-Import Policy and incentives for Leather and Leather products, Non-Leather Footwear and Sports Goods & Toys sectors.

EXPORT PRODUCTS (GEMS & JEWELLERY)

Shri S. Suresh Kumar	Shri Senthil Nathan S.	Shri Prashant Pandey
Joint Secretary	Dy. Secretary	Section Officer
Room No.-233	Room No. 288-A	Room No.-444
Tel#23061818	Tel#23063268	Tel#23062261-549(extn)

SANCTIONED STRENGTH

Section Officer	-	1
Assistant	-	1
LDC	-	1

LIST OF SUBJECTS

1. Providing inputs for the Export-Import Policy for Gems & Jewellery Sector.
2. Analysis of the problems/ needs of the trade with a view to find solutions and fine-tune/ amend Exim Policy/ Procedures if required.
3. Analysis & Review of Market Surveys.
4. Preparation of Commodity Notes.
5. Preparation of Annual Action Plan and export targets of Ministry of Commerce in respect of Gems & Jewellery Sector.
6. Granting permission to Government nominated agencies for holding/ participating in exhibitions abroad and within India.

EXPORT PROMOTION (ENGINEERING)

Dr.Srikar K. Reddy

Ms. Durga Shakti Nagpal

Shri Amit Kumar

Joint Secretary

Deputy Secretary

Assistant Director

Room No. 247

Room No. 280

Room No. 558-A

Tel no. 23061664

Tel No. 23062817

Tel No. 23062261-367(extn)

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SANCTIONED STRENGTH

Section Officer	-	2
Assistant	-	2
UDC	-	1
LDC	-	1

LIST OF SUBJECTS

1. Matters relating to the working EEPC and administration issues raised by council on behalf of nominated representative of DOC.
2. Export targets, review of performance and maintenance of export relating to engineering sector exports.
3. Discussions with Panels on different product groups and identify constraints on export and related interventions.
4. Collecting monthly statistics from DGCIS on exports and analysis on monthly basis.
6. Monitoring of imports of major products and seeking intervention of the concerned lined Ministries for strengthening domestic manufacture.
7. Interventions for high tech manufacturing exports (including any matter relating to defence products exports).
8. Creating impetus for medical devices sector for growth and promoting exports.
9. Overall support to industry for growth and manufacturing, by involving technologies experts.

5. Identifying specific interventions for engineering sector to give a boost to the industry as may be appropriate.

EXPORT PRODUCTS(ELECTRONICS & COMPUTER SOFTWARE) {EP (E&SW)}

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Shri Ravinder Kumar,
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SANCTIONED STRENGTH

Section Officer (Desk)	-	1
Steno Grade 'C'	-	1
Steno Grade 'D'	-	1

LIST OF SUBJECTS

(i) Recommendations for proposals of Electronics & Computer Software Export Promotion Council (ESC) under Market Access Initiative (MAI) scheme of DoC for export promotion activities in India and abroad;

(ii) Budget Proposals relating to the Electronics Hardware & Computer Software Sector for the Union Budget;

(iii) Participation in the meetings of Working Committee of ESC;

(iv) Participation in meetings of Appraisal Committee of Modified Special Incentive Package Scheme (M-SIPS) convened by Ministry of Electronics & Information Technology (MeitY);

(v) Participation in meetings of Project Review Committee (PRC) for Electronic Manufacturing Cluster (EMC) Scheme convened by MeitY;

(vi) Participation in meetings of schemes for promotion of Manufacturing of Electronics Components and semi-conductors (SPECS) convened by MeitY.

(vii) Export related problems of Electronics Hardware & Computer Software Sector;

(viii) Project proposals from Industry Associations for export promotion;

(ix) Representation from Industry/ ESC regarding constraints/ problems relating to Export Promotion.

(x) Issues concerning Electronics Hardware & Computer Software Sector for bilateral/ multilateral trade promotion/ Trade barriers

EXPORT PRODUCTS(CHEMICALS & ALLIED PRODUCTS)

Shri S. Suresh Kumar,
Joint Secretary
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Tel#23061818

Shri S.K. Ranjan,
Deputy Secretary
Room No.- 280-B
Tel#23063624

Shri Vijay Shanker Pandey
Under Secretary
Room No.-556-B
Tel#23062044

Shri Abhishek Raj,
Assistant Director
Room No.- 562
Tel#23062261/562

SANCTIONED STRENGTH

Section Officer	-	1
Assistant	-	1
Investigator	-	1
UDC	-	1
LDC	-	1

LIST OF SUBJECT

1. All work relating to export promotion of Chemicals and Allied Products(Capexil):-

- a) Tyres, Tubes and other rubber products
- b) Paints, Varnishes, Printing Ink and allied products
- c) Natural Stone, Marble and Granite Products
- d) Cement, Asbestos, Clinkers and its products
- e) Glue
- f) Glass and Glassware
- g) Ceramics, Sanitary ware/refractories and allied products including Barytes
- h) Fertilizers – Urea, crushed bones, bone grist, raw bone, bone dust, flour, bone meal and sterilised animal meal including Ossein and Gelatine.
- i) Paper and Paper Boards, paper products including magazines, books, periodicals and newspapers including Printed

materials

- j) Paraquet flooring and all other semi processed and manufactured items of wood and timber, plywood and veneers including furniture
- k) Bulk Minerals and Ores and Processed Minerals
- l) Boot polish, Cord Products, fireworks, pencils, all categories of fibre boards (hardboards, insulators boards, particle boards, chips board and other boards), Graphite, Activated Carbon, Safety matches, explosives, detonators and fuses

2. All work relating to Export Promotion of Plastics(Plexconcil):-

- House ware product including plastic furniture, Floor coverings, Linoleums, Electricals items, Leather cloth, textile fabrics impregnated, coated covering with laminated plastics, Human hair and product thereof, plastic moulded and extruded items, monofilaments, Nets (including fish nets), all types of optical items (including optical

fames, lenses, sunglass etc), handbags, artificial flowers, all kinds of brushes, Rope twine and cordage, packaging items, sacs and bags of polymers of ethylene, photo films, plastic sheets and films, self-adhesive sheets/ films, stationary and office school supply, medical disposable, laminates, all kind of writing instruments, Woven sacks / FIBC, pipes tubes and hoses, travel ware, tarpaulins, Raw materials (Polymers of Ethylene, Propylene, Styrene, Vinyl Chloride, Vinyl Acetate, Acrylic polymers etc), Fibre reinforced plastic products & waste, parings and scrap of plastic.

d) Shellac & Forest Products Export Promotion Council, Kolkata (Shefexil).

3. All work relating to Export Promotion of Basic Chemicals, Cosmetics and Dyes (Chemexcil):-

- Dyes & Dye Intermediates, Inorganic, Organic & Agrochemicals, Cosmetics, Toiletries & Essential Oils, and Castor Oil.

4. All work relating to Shellac & Forest Products Export Promotion Council (Shefexil):-

a) Vegetable Saps & Extracts,
b) Guar Gum
c) Plant and Plant Portion (Herbs),
d) Fixed vegetable, Oil cake & others,
e) Shellac & Lac based products,
other vegetable materials.
f) Multi products belonging to the North Eastern Region

5. Administration of the following Export Promotion Councils:-

a) Chemicals and Allied Products Export Promotion Council, Kolkata (Capexil).
b) Basic Chemicals, Cosmetics and Dyes Export Promotion Council, Mumbai (Chemexcil).
c) Plastics Export Promotion Council, Mumbai (Plexconcil).

EXPORT PROMOTION (OVERSEAS PROJECTS & SERVICES)

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Shri Arun Goel
Joint Secretary
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Shri Rohit Kumar
Deputy Director
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Shri Ankit Kumar
Asst Director (S)
Room No. 537
Tel.#
23062261/547,
Email:
moc_epop@nic.in

SANCTIONED STRENGTH

Section Officer(Desk) -	1
Section Officer -	1
Senior Investigator -	1
Investigator -	1
LDC -	1

LIST OF SUBJECTS

- i. Export and Import Policy & other issues of the 2 Export promotion Councils, viz. Projects Export Promotion Council(PEPC) & Telecom Equipment & Services Export Promotion Council, (TEPC)
- ii. Analysis/examination of the MAI/MDA proposals received from the above-mentioned Councils under the Division to promote India's exports of telecom equipment's & services, project exports and service sector export.
- iii. Examination of the Outcome report of the export promotion activities done by the Councils
- iv. Participation in the working committee of the Council.
- v. Monitoring and review of export performance of the Council.
- vi. Examination of the pre-Budget proposals/suggestions for Union Budget pertaining to the above-mentioned Councils.
- vii. Handling miscellaneous proposals of the Councils
- viii. PMO references, VIP references, Court Cases, RTI applications, Parliament Questions.

PLANTATION (A)

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SANCTIONED STRENGTH

Section Officer	-	1
Assistant	-	1
Investigator	-	1
UDC	-	1
LDC	-	2

LIST OF SUBJECTS

All aspects of the work relating to tea including the following:

1. Reconstitution of the Board of Tea Board after every 3 years.
2. Administrative control over the Tea Board including appointments of officers of the level of Director and above in the Tea Board Headquarters/Foreign Offices, creation/abolition of posts, complaint/vigilance matters/Court Cases, etc.
3. Legislation/Amendment of Tea Act, 1953 & Tea Rules, 1954 and other regulations framed there under.
4. Amendment of Tea Control Orders -
 - (i) Tea (Marketing) Control Order, 2003.
 - (ii) Tea (Distribution and Export) Control Order, 2005.
 - (iii) Tea (Waste) Control Order, 1959.
 - (iv) Tea Board (Write Off Losses) Rules, 1996.
 - (v) Tea Warehouses (Licensing) Order, 1989.
5. Formulation, Implementation and Monitoring of Central Sector Scheme of the Tea Sector.
6. Budgetary matters relating to BR/RE, Outcome Budget and release of Fund.
7. Matters relating to Pre-Budget/Post Budget proposals.
8. Parliamentary matters including replying to Parliament Questions, Zero Hour Mentions, Special Mentions, Matters raised under Rule 377, Cut Motions, etc.

Department of Commerce

9. Fulfilment of Parliamentary Assurances

(i) Seeking extension of time from the Lok Sabha/Rajya Sabha Secretariat for fulfilling the assurance

(ii) Submitting the Implementation Report to the Ministry of Parliamentary Affairs.

10. Laying of Annual Reports & Accounts of Tea Board each year on the Table of both the Houses of Parliament.

11. Laying of Notifications issued under Tea Rules/Control Orders from time to time.

12. Work related to various Parliamentary Committees including replies to the questionnaires, background note, facilitating the visit of the Parliamentary Committee, etc.

13. Implementation Report on Audit /PAC/CAG paras relating to Tea.

14. PMO/VIP/MP references relating to tea sector.

15. Finalization of the participation of the Tea Board in International events/fairs/exhibitions.

Matters relating to export of Tea

16. Public Grievances and RTI applications/RTI Appeals relating to tea sector.

17. Any other issues concerning tea industry not covered above.

PLANTATION (B)

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Ms. Sreetama Samanta
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SANCTIONED STRENGTH

Section Officer – 1
Assistant - 2
LDC – 1

LIST OF SUBJECTS

- Legislation / amendment of the Coffee Act, 1942, Rules and Regulations framed under the Act
- Reconstitution of the Coffee Board established under the Coffee Act 1942
- Matters relating to export of coffee
- Administrative control over the Coffee Board including appointments, creation/abolition of posts, vigilance matters, court cases, etc.
- Formulation, monitoring implementation of Central Sector Scheme of the coffee sector
- Budgetary matters including RE/BE/ Outcome Budget and release of funds.
- Matters relating to pre-budget/ post-budget proposals
- PMO/ VIP/ MP references relating to coffee sector
- Public grievances and RTI applications relating to the coffee sector
- Parliamentary matters including replying to Parliament Questions, Special Mentions, Zero Hour Mentions, matters raised under Rule 377, Cut motions
- Laying of Annual & Audit Report of the Coffee Board and Notifications issued under Act/ Rules / Regulations, etc. on Table of both the Houses of Parliament
- Implementation reports on Parliamentary Assurances
- Work related to various Parliamentary Committees including replies to the Questionnaires, facilitating the visit of the Parliamentary Committees
- Implementation report on audit/ PAC/ CAG para relating to coffee
- Finalisation of the participation of the Coffee Board in international events/ conduct of international events related to the coffee sector in India.
- Matters relating to the International Coffee Organisation
- Any other issues relating to Coffee Sector not covered above.

PLANTATION (C)

Shri DiwakarNathMisra, Joint Secretary	Ms. Jyoti Yadav, Deputy Secretary	Shri M.S Banerjee, Under Secretary Room No. 250 A, UdyogBhavan Tel : 23061732 Email : ms.banerjee67@nic.in	Ms. Sumona Bhattacharya, Section Officer Room No. 350A, UdyogBhavan Tel : 23062261
Room No. 287, UdyogBhavan	Room No. 284, UdyogBhavan Tel : 23063648 Email : jyotin.kharwal@ias.nic.in		
Tel : 23062704 Email : diwakar.misra@nic.in			

SANCTIONED STRENGTH

Section Officer	-	1
Assistant Section Officer	-	2

Functions/ list of subjects dealt in Plant-C Section

- Legislation/ amendment of
 - Rubber Act, 1947
 - Rules and Regulations framed under the Act.
- Reconstitution of Rubber Board established under Rubber Act, 1947.
- Matters relating to export/import of natural Rubber
- Proposals received from Rubber Board.
- Implementation of Research and Development schemes for Rubber.
- Deputation of delegations abroad for participating in trade fairs/Conference/Seminars training etc.
- Budget matters/RE/BE/Outcome budget in respect of Rubber Board.
- Establishment matters relating to Rubber Board including court cases,appointments, creation of posts, abolition of posts etc.
- Answering of Parliament Questions/Special References/Cut Motions/Assurances etc. relating to Rubber.
- Disposal of VIP references relating to Rubber sector.

Department of Commerce

- Laying of Annual reports/Notifications relating to Rubber Board/Act/rules/Regulations on the Table on both the House of Parliament.
- Preparation of Action Taken Report on audit observations/paras.
- Matter relating to pre-budget, post-budget proposals /GST.
- Release of Funds to Rubber Board.
- Disposal of Grievances/RTI references relating to Rubber / Rubber Board.
- Work relating to Price Stabilization Fund Trust.

PLANTATION (D)

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Shri Rajesh Pratap
Kanchan,
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SANCTIONED STRENGTH

Section Officer	-	1
Assistant	-	1
UDC	-	1

LIST OF SUBJECTS

All aspects of the work relating to Spices Board including the following:

- 1) Legislation/ amendment of
 - (i) Spices Board Act, 1986
 - (ii) Rules and Regulations framed under the Act.
- 2) Reconstitution of Spices Board established under Spices Board Act, 1986.
- 3) Fixation of minimum and maximum price of Cardamom.
- 4) Matters relating to export/import of Spices.
- 5) Foreign collaboration agreements between India and Foreign countries relating to spices.
- 6) Monitoring of Spices Parks.
- 7) Implementation of Research and Development schemes for Cardamom and Promotion of Export of Spices.
- 8) Deputation of delegations abroad for participating in trade fairs/Conference/ Seminars training etc. related to Spices.

- 9) Implementation of Integrated Scheme for Export Promotion & Quality Improvement in Spices and Research & Development of Cardamom.
- 10) Budget matters/RE/BE/ Outcome budget in respect of Spices/Spices Board.
- 11) Establishment matters relating to Spices Board including court cases, appointments, creation of posts, etc.
- 12) Answering of Parliament Questions/Special References/Cut Motions/ Assurances etc. relating to Spices.
- 13) Disposal of VIP references relating to Spices.
- 14) Laying of Annual reports/Notifications relating to Spices Board/Act rules/ Regulations on the Table on both the House of Parliament.
- 15) Preparation of Action Taken Report on audit

Department of Commerce

- observations/paras relating to spices/Spices Board
- 16) Matter relating to tax revision (pre-budget, post-budget proposals)/GST.
 - 17) Work relating to establishment of Spices Development Agencies/ Saffron Production & Export Development Agencies.
 - 18) Release of Funds to Spices Board.
 - 19) Disposal of Grievances/RTI references relating to Spices Board/spices.
 - 20) Matters relating to quality control including notification for issue of Health Certificates by Spices Board for export of spices.
 - 21) Examination and Disposal of all complaints/ representations received from public/ Exporters/ Importers/ growers of spices.

EXPORT & MARKETING DEVELOPMENT ASSISTANCE(E&MDA)

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pinky.gupta82@nic.in

SANCTIONED STRENGTH

Section Officer	-	1
Assistant	-	2
Investigator	-	2
LDC	-	1

LIST OF SUBJECTS

1. Coordination work (*including the Parliament Question*) on Export Assistance

2. General Policy matters relating to the Export Promotion Councils (*individual EPCs will remain the responsibility of concerned Commodity Divisions*).

3. Implementation of the Market Access Initiative (MAI) Schemes

4. All matters relating to the Federation of Indian Export Organisations (FIEO).

5. . Preparation of Budget Estimates for the MAI Scheme

6. Secretariat work of the MAI Committees

7. To arrange meetings of the MAI Committees for consideration of proposals for grants-in-aid received from the EPCs, Trade Bodies etc. and also received from different Sections in the Ministry..

8. Preparation of bills for grant-in-aid.

9. To keep control over expenditure under the MAI heads and reconciliation of expenditure.

10. Residual works related to the Marketing Development Assistance Scheme (not in operation since 1.4.2017)

TRADE FINANCE SECTION

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Shri Deepak Sharma
Section Officer
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Tel#23038558
E-mail:
moc_tfs@nic.in

SANCTIONED STRENGTH

Section Officer	-	1
Senior Accountant	-	1
LDC	-	1

LIST OF SUBJECTS

1. All credit related problems of export trade finance.
2. All matters pertaining to trade finance, including representations from trade pertaining to Department of Revenue, Reserve Bank of India, Banks, etc.
3. Coordination of pre and post budget proposals.
4. Public Grievances Cell :-
 - a) Public relations work.
 - b) Receipt and pursuance of complaints other than those relating to corruption.
 - c) Prompt acknowledgement of all complaints and representations seeking redress under the provisions of any law or otherwise.
 - d) Identification of the areas of the frequent complaints and representations and their critical examination with view to removing the basic causes for complaints.
 - e) Preparation of brochures, pamphlets, information sheets etc. in simple language containing information in regard

Department of Commerce

to the salient points of Government policies and procedures for the benefit of the common man containing the names of the officers in the Department of Commerce directly responsible for redressal of grievances.

f) Maintenance of complaint Book (in addition to the complaint register) to enable the complainants to personally record their grievances.

g) Quarterly return of complaints to DAR&PG, its consolidation for the Department of Commerce, Attached and Subordinate Offices and Public Sector Undertaking.

EXPORT INFRASTRUCTURE (Earlier STATES CELL)

Shri Sanjay Chadha Addl. Secretary Room No.-240 Tel# 2306 1274/1849 Email: Schadha@nic.in	Shri Arun Goel, Joint Secretary, Room No.132, Tel: 23061624 Email: arun.goel74@gov.in	Ms.Renu Lata, Director, Room No.223C Tel: 23062929 Email: renu.lata@gov.in	Shri Shyam Lal Under Secretary Room No.- 32A Tel#2306 2486 Email: shyam.lal- upsc@gov.in	Ms. Aruna Aggarwal Section Officer, Room No.541A, Tel: 23038546 Email: moc_states@nic.in
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SANCTIONED STRENGTH

Section Officer	-	1
SSA (earlier UDC)	-	1
JSA (earlier LDC)	-	1

LIST OF SUBJECTS

1. Implementation and Monitoring of Trade Infrastructure for Export Scheme (TIES) – process the proposals of various Implementing Agencies (IA) seeking TIES funding for decision by the Empowered Committee.
2. To Monitor and implement infrastructure projects sanctioned under TIES, including work as a standing nominee of DoC in PMC of TIES projects. To ensure adequate quality of work and compliance of GFR.
3. All Export infrastructure other than TIES including matters relating to Border Infrastructure (Border Haats and ICPs).
4. Budget proposals.
5. RTI matters of Infrastructure Division.
6. Submission of Quarterly reports for RTI, Hindi Section etc.
7. O&M Reports.
8. Inputs for Senior Officers' Meeting.
9. Matters received from FT(Coord) Division.

EXPORT PROMOTION (TEXTILES) COORDINATION

Ms. Nidhi Mani Tripathi
Joint Secretary
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Shri Praveen Kumar
Director
Room No.-216-B
Tel#23062863/472
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praveen.kumar2007@nic.in

(Section Officer)
Vacant

Sanctioned Strength

Section Officer	-	1
ASO	-	1

LIST OF SUBJECTS

1. Policy and Strategy making with regard to Promotion of Exports of Textiles.
2. VIP References/Parliament Starred/Unstarred Questions
3. Periodical reports to be submitted to O&M Section.
4. Furnishing of information called by other Sections of the Ministry for replies to Parliament Questions, etc.
5. Processing of grievances received from various exporters in respect of MAI grants, etc.
6. Coordination with Ministry of Textiles and other Ministries/Departments.
7. Acceptance of Project Reports of EPCs(Textiles) Sectors
8. To review Plan Schemes and other programmes of Department of Commerce relating to export promotion in textile sectors.
9. Processing of the Project proposals submitted by EPCs (Textiles) for financial assistance under MAI Scheme.
10. Matters relating to release of payment under MAI scheme.

STATE COORDINATION SECTION (Earlier INFRASTRUCTURE I)

Shri Sanjay Chadha Addl. Secretary Room No.-240 Tel# 2306 1274/1849 Email: schadha@nic.in	Shri Arun Goel, Joint Secretary, Room No.132, Tel: 23061624 Email: arun.goel74@gov .in	Ms. Renu Lata, Director, Room No.223C, Tel: 23062929 Email: renu.lata@gov.in	Shri Rohit Kumar Deputy Director Room No. 442 Tel. 23038534 Email. rohitkumar.dgsnd@gov. in
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Ms. Varsha Malhotra
Section Officer
Room.No. 542
Tel .23062261/551
Email.
moc_infra1@nic.in

SANCTIONED STRENGTH

Research Officer Gr.II	1
Assistant	2
Senior Investigator	1
SSA	1
JSA	1

Functions of the Division

1. Seeking inputs from States/UTs and other Divisions of DoC for preparation of agenda points for DVC/State Visits.
2. Holding Interaction with States and Exporters on periodic basis.
3. Addressing the issue off States/UTs and Exporters for coordinating with the various Ministries/Departments/Agencies.
4. Follow up with the various Ministries/Departments/Agencies.
5. Preparation of ATRs for State/UTs in respect of RoD/Interaction.

STATES CELL(Earlier INFRASTRUCTURE II)

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Shri M.Rama
Pratap,
Under Secretary,
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pratap.r@gov.in

Shri Om Prakash,
Section Officer,
Room No.541A,
Tel: 23038546
Email:
moc_infra2@gov.in

Sanctioned Strength :

Section Officer	:	1
Assistant Section Officer	:	1
Senior Investigator	:	1
SSA	:	1
JSA	:	1

List of Subjects

- 1). Matters relating to exports/ imports from/ to North East;
- 2) Promote exports from the North East Region and especially for boosting trade with neighbouring countries like Bangladesh, Bhutan and Myanmar;
- 3) Implement the PM's Action Plan for development of North East (in relation to the Department of Commerce).

- 4) Service the Empowered Committee constituted under PM's Action Plan for promotion of trade in the North East.
- 5) Follow up/ review of incomplete projects under erstwhile Export Development Fund for North East Region (EDF-NER) Scheme under erstwhile ASIDE (Assistance to States for Developing Export Infrastructure and other allied activities) Scheme.
- 6) Coordinate with Ministries/ Department on issues related to promotion of trade in the North East.
- 7) Any other matters connected with above.

SPECIAL ECONOMIC ZONES

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Director
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Shri Ruchika Bhatt Choudhuri
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Shri Piyush
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SANCTIONED STRENGTH

Section Officer	-	2
Assistant	-	3
UDC	-	1
LDC	-	1

LIST OF SUBJECTS

1. All matters relating to Special Economic Zones in the country, viz:-
 - a. Establishment matters relating to budget, infrastructural development and release of funds.
 - b. Matters relating to foreign policy and procedures applicable to Units in Special Economic Zones.
 - c. Secretariat work relating to meetings of Board of Approvals.
2. All matters relating to setting up of SEZs in the private/joint sector.

EXPORT ORIENTED UNIT

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Shri Sumit Kumar Sachan Under Secretary Room No. 477-B Tel. 23062496 Fax: 011-23063418 E-mail: sumit.sachan@nic.in	Shri Vijay Kumar Meena Assistant Director Room No. 558 Tel. 23062261 (Ext. 608) Email: moc_ep@nic.in
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SANCTIONED STRENGTH

1	Section Officer	1
2	Assistant	2
3	UDC	1
4	LDC	1

LIST OF SUBJECTS

1. Formulation of policy for Export Oriented Units (EOUs).
2. Compilation of statistics pertaining to EOUs with the assistance of Special Economic Zones.
3. To service Board of Approval (BOA) for proposal relating to EOUs.
4. To service BOA for proposal relating to grant Industrial License for EOUs & units in Special Economic Zones.
5. Coordinating with other Ministries/Departments for redressal of grievances of EOUs.
6. The work relating to release of funds for reimbursement of central Sales Tax/Duty Drawback (CST/DBK) etc.
7. Handling court cases, RTI applications, Parliament Questions, Audit Paras, MP/VIP/PMO references pertaining to the above items of work.

SEZ (Admin) Section

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Ms Savita Bajaj, Section
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Bhawan, New Delhi -110011
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mail:moc_foi@nic.in

Sanctioned Strength

Section Officer	-	1
Assistant Section Officer	-	1
UDC	-	1

LIST OF SUBJECTS

1. Handling all Personnel Administration matters of SEZs;
2. Processing of the proposals under Market Initiative Scheme (MAI) in respect of EPCES.
3. Monitoring of the implementation of Make in India where the Department is the Administrative Department, in consultation with the concerned Divisions.
4. Handling Court Cases, audit para, RTI applications, Parliament Questions, proposals, MP/VIP/PMO references related to administration of SEZs & EPCES .
5. All work relating to Administration of Export Promotion Council for EOUs & SEZs (EPCES).

EXPORT PLANNING

EPL-I

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Shri N.K. Sharma
Consultant (Supervisor)
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SANCTIONED STRENGTH

Section Officer	-	1
Economic Officer	-	4
Investigator	-	2
Computist	-	1
LDC	-	1

LIST OF SUBJECTS HANDLED

EPL-I

1. Monthly press note on India's foreign trade.
2. Monitoring and review of trade performance.
3. Commissioning special research studies on international trade and its impact on the economy.
4. Matters relating to the SDDs data base of the IMF.
5. Analysis of overall trends in India's Foreign Trade.
6. Studies of trade in specified commodities /group (as and when required).
7. Studies of trend in trade with specific countries / regions (with or without a specific commodity group focus) (as and when required).
8. Background note on India's foreign trade for Consultative Committee/Standing Parliamentary Committee, Press Conference, Economic Editors Conferences etc.
9. Material for Finance Minister's Budget speech.
10. Material for President's address to both the House of Parliament.
11. Coordination and supply of updated information for inclusion in the Economic Survey brought out by the Department of Economic Affairs, Ministry of Finance.

12. Providing inputs for Mid-Year review brought out by Department of Economic Affairs.

13. Providing necessary inputs for speeches/messages of the Commerce Minister for general functions on matters pertaining to foreign trade.

14. Supply of updated information for inclusion in "Reference India" Publication of the Ministry of Information and Broadcasting.

15. All matters relating to adoption of HS Code, technical problems of trade classification etc.

16. Examination of study reports/task force/committees on general economic factors relating to trade.

17. Preparation of chapter on 'Trends in India's Foreign Trade' of the Annual Report of Department of Commerce.

18. Technical Advice to other Divisions on economic aspects of various proposals

19. Concept paper / Note on specific issues needed for enhancing export performance.

20. Nodal Officer of Madhya Pradesh and Chhattisgarh for implementation of TIES Scheme.

21. Monitoring and analysis of commodity wise and country wise data on import and reporting observed surges.

22. Raise alerts to the concerned territorial division, department/Ministries including the Ministry of Finance, DGFT, Department of Revenue/CBIC, DGTR and Export Promotion Councils, regarding major deviations observed in the trend.

23. Quarterly appraisal of Imports based on Annual Position paper on structure of India's Import Basket.

24. Formulate an action plan to reduce import dependence of non-essential commodities.

25. To constantly flag the surge in imports issues to DPIIT for enhancing domestic capacity so as to reduce import dependence.

26. Monthly D.O. to Cabinet Secretary and Monthly Report/Summary to Cabinet Secretariat

27. Upload major achievements of the Department on its website every month.

EPL - II

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Deputy Director,
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Tel.# 23038464
Email: tuhina.das1991@gov.in

Ms. Sangeeta Saxena,
Director,
Room No. 283
Tel.# 23062593
Email: dd2tpd-doc@nic.in

VACANT
Assistant Director

LIST OF SUBJECTS HANDLED

1. Commissioning special research studies on international trade and its impact on the economy.
2. Technical advice on WTO issues as and when required.
3. Compilation of selected macro-economic indicators of the Indian economy and world economy.
4. Studies of trend in trade with specific countries/ regions (with or without a specific commodity group focus) (as and when required).
5. Compilation of key statistics on international trade, regional trade, investment trends having bearing on trade etc.
6. Studies of trade in specific commodities/groups of commodities (as and when required).
7. Coordination, finalization and editing of material for Annual Report of the Department of Commerce and getting the document published.
8. Reporting on documents relating to international economic outlook as brought out by international agencies, financial institutions, credit rating agencies etc.
9. Preparation of briefs on international economic situation.
10. Providing necessary inputs for speeches/messages of the Commerce Minister for general functions on matters pertaining to foreign trade.
11. Technical advice to other Divisions on economic aspects of various proposals.
12. Economic expertise to Territorial Divisions Australia/New Zealand, NAFTA/AM, ASEAN, CIS, SAARC/Iran, NEA and Commodity Divisions EP-Pharmaceuticals, Engineering, Marine Products, Textiles, Gem & Jewellery, Chemicals & Allied Products.
13. Nodal officer for Maharashtra and Dadra and Nagar Haveli for implementation of TIES (Trade Infrastructure for Export Scheme).
14. Coordination and compilation of inputs from various divisions on the Action done pertaining to issues discussed during the PM presentation and updated the Action Points on the PMO website "e-Samiksha" on a monthly basis.
15. Online submission of Actions taken by various Divisions on decisions of CoS.
16. Preparation of presentations on behalf of entire Ministry for Hon'ble PM, CIM, CS and for different meetings etc.

ESTABLISHMENT-I

Shri Darpan Jain Joint Secretary Room No.-288 Tel#23063413 Email:js1tpd-doc@nic.in	Shri Prakash Nevatia Director Room No.-226-B Tel#23062527 E-mail: prakash.nevatiai@nic.in	Ms. Geeta Rani, Section Officer, Room No.- 26 Tel: 23062261(416) EPABX:416 E- mail:moc_est1@nic.in
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SANCTIONED STRENGTH

Section Officer	-	1
Assistant	-	3
UDC	-	2
LDC	-	1

Confidential Cell

Confidential Assistant -		1
UDC	-	1

LIST OF SUBJECTS

1. Establishment cases of Gazetted Officers, other than (i) members of CSSS of the Department, excluding officers of CSSS of the Department and the work looked after by E.IV Section involving reference to and from:-
 - (i) The Union Public Service Commission (UPSC);
 - (ii) The Appointment Committee of the Cabinet(ACC);
 - (iii) The Department of Personnel & Training and the Cabinet Secretariat.
 - (iv) Departmental Promotion Committee (DPC).
2. All Establishment matters relating to Gazetted Officers of Department of Commerce, viz., vacancy position, appointment against vacancies etc.
3. Framing of Recruitment Rules in respect of Gazetted Officers (ex-cadre posts).
4. Maintenance of Communal Roster for Gazetted posts in the Department of Commerce.
5. Allocation of work amongst officers in the Department of Commerce.
6. Fixation of pay of Group A Officers involving issue of special order of sanction.
7. Misc. Establishment matters in respect of Gazetted Officers of the Department viz. grant of leave, encashment of leave, forwarding of applications to the UPSC etc., verification of character and antecedents, medical

examination of Officers appointed through UPSC.

8. References relating to Home Town declaration in respect of Gazetted Officers in the Department proper.

9. Work relating to filling up of cadre posts of Indian Economic Service/ Indian Statistical Service/ Indian Cost & Accounts Services (ICOS)/ Indian Trade Service (ITS) and Official Language.

10. Work relating to Group Insurance Scheme for Central Govt. Employees (for Gazetted Officers).

11. Work relating to maintenance of Service Records, Fixation of pay etc. in respect of all Gazetted Officers.

12. Verification of service of Gazetted Officers.

CONFIDENTIAL CELL

13. Work relating to Annual Performance Appraisal Reports (APARs)/Performance Appraisal Report (PARs) of Gazetted and Non-gazetted Officers in the Department, their maintenance and issuances to respective cadres/officers.

ESTABLISHMENT-II

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Shri Mukesh Kumar,
Under Secretary
Room No. -345
Tel # 23061382

Shri Sumeet Sharma,
Asst. Director
Room 422
Tel:23062261
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SANCTIONED STRENGTH

Section Officer	-	1
Assistant	-	3
Non-SAS Accountant	-	1
UDC	-	2
LDC	-	2

LIST OF SUBJECTS

1. Establishment work of all Non-Gazetted staff of CSS and all the staff of CSSS and CSCS.
2. Pension/ DCR gratuity of Gazetted and Non-Gazetted staff.
3. Grant of Terminal leave and encashment of leave, etc. of all Non-Gazetted staff of CSS and all staff of CSSS and CSCS.
4. Communal Roster of all Non-Gazetted staff of CSS and all staff of CSSS and CSCS.
5. Recruitment Rules in respect of Non-Gazetted Group 'B' and Group 'C' posts not included in the Central Secretariat Service except MTS.
6. Fixation of pay of all Non-Gazetted staff of CSS and all staff of CSSS and CSCS involving issue of special orders/ sanctions.

7. Miscellaneous establishment matters viz. forwarding applications to SSC/ UPSC, verification of Character and antecedents, medical examination etc of all Non-Gazetted staff of CSS and all staff of CSSS and CSCS.

8. Circulation of posts for which application are invited from all Non-Gazetted staff of CSS and all staff of CSSS and CSCS.

9. Leave salary and pension contribution work related to all Non-Gazetted staff of CSS and all staff of CSSS and CSCS.

10. Issuance of the administrative sanctions in respect of all Non-Gazetted staff of CSS and all staff of CSSS and CSCS for the amount payable under Central Government Employees Insurance Scheme in respect of deceased/ retiring staff.

11. Work relating to maintenance of services records, fixation of pay and grant of leave to all Non-Gazetted staff of CSS and all staff of CSSS and CSCS.

12. Verification of service of all Non-Gazetted staff of CSS and all staff of CSSS and CSCS

ESTABLISHMENT-III

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SANCTIONED STRENGTH

Section Officer	-	1
Assistant	-	4
Senior Accountant	-	1
UDC	-	3
LDC	-	1

LIST OF SUBJECTS

1. Creation, continuation, up-gradation, down-gradation, abolition and re-designation of posts in the Department
2. Re-fixation of the authorized permanent strength of the various decentralized grades of CCS/ CSCS/ CSSS in the cadre of the Department.
3. All matters related to Central Government Health Scheme (CGHS) in respect of Groups "A", "B" "C" posts
4. Work relating to issue of CGHS Cards to all officers/ staff of the Department of Commerce and extending medical facilities under CGHS / CS(MA) Rules, including granting permission for treatment / investigation tests and co-ordination with M/o Health & Family Welfare / CGHS in the matter.
5. Reimbursement of medical claims of all officers/ staff of Department of Commerce under CGHS and CS(MA) Rules 1944.
6. Issue of Central Secretariat Library membership
7. Reservation in service for members of Scheduled Castes and Scheduled Tribes, Other backward Castes and Persons with Disabilities (PWDs)
8. Liaison work relating to reservation of physically handicapped (PH) in services in respect of Department's proper and its attached /

subordinate offices and co-ordination with the M/o Social Welfare

9. Maintenance of reservation Roster relating to MTS- Group C post.

10. Divisional Head of E-III Section will deal with other Ministries, and would act as the ministries inter-face in respect of matters connected with the reservation for the physically handicapped as well as recruitment of minorities in services, resettlement of ex-servicemen and representation of SCs and STs in services.

11. Warrant of Precedence-Ceremonials related to Independence Day and Republic Day

12. General and miscellaneous orders on establishment, reservation and other matters (pertaining to the Section) received from other Ministries for circulation.

13. General report and returns to other Ministries / Offices etc.

14. Work relating to Departmental Council of the D/o Commerce.

15. Work relating to Pay Commission.

16. Co-ordination work relating to establishment matters to the extent this does not specifically stand allocated to Sections in the Establishment Division

17. Establishment work of the post of Multi Tasking Staff (MTS) - Group C post of the Department e.g. maintenance of service books, grant of leave and

increments to them, verification of their services, postings, transfers, appointments, verification of their character and antecedents etc.

18. Work relating to Group Insurance Scheme, pension, gratuity, etc. for MTS- Group C employees in the Department,

19. Miscellaneous matters related to MTS (Group C post) (excluding provision of liveries being done by General Section).

20. Verification of services of MTS – Group C Staff.

ESTABLISHMENT - IV SECTION-

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SANCTIONED STRENGTH

Section Officer	- 1
Assistant	- 1
UDC	- 1
LDC	- 1

LIST OF SUBJECTS

1. All appointments to the Joint Secretary / Director / Deputy Secretary level posts in the organizations of the Department of Commerce which are filled through the mechanism of non-Central Staffing Scheme/Central Staffing Scheme.
2. Appointments in any organization of the Department of Commerce to the posts carrying a pay scale of Rs.18400-22400 (pre-revised) and above and the post of CMD of any organization irrespective of its pay scale through the mechanism of Search Committee /the Appointments Committee of the Cabinet(ACC).
3. Appointment of functional Directors including CMD in the Public Sector Undertakings of the Department of Commerce which are filled through the route of PESB/CSB/ACC.
4. Extension/Additional charge arrangements relating to the posts mentioned at (1) to (3) above.
5. Monitoring of vacancy position of the above categories of posts and the required follow up action thereon.
6. Confirmation and maintenance of Service Records of functional Directors of Public Sector Undertakings (PSUs).

CASH-I

Shri Darpan Jain	Shri Prakash Nevatia	Shri R.K.Ojha	Sh.Chandra Shekhar Bose
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SANCTIONED STRENGTH

Section Officer	-	1
Assistant	-	1
Senior Accountant	-	1
UDC	-	4
LDC	-	3

LIST OF SUBJECTS

- | | |
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| <p>1. Preparation of Pay bills including leave Salary in respect of Secretary, AS, JS, Dir,JD, DS,DD,DDGFT,US,AD,Assistant Secretary,SO,ASO, PSO, Senior PPS, PPS, PS, Hindi Translators, Personal staff of Ministers etc. Preparation of Arrear bills</p> <p>2. Recovery and online submission of Licence Fee. Correspondence with the Directorate of Estates</p> <p>3. Processing of claims for reimbursement of children education allowance in respect of employees of this Department and preparation of bills thereof</p> <p>4. Preparation of Medical reimbursement bills</p> <p>5. Processing of GPF Advances/withdrawals/Final Payment and preparation of bills thereof</p> | <p>6. Maintenance of GPF accounts and preparation of annual GPF statements</p> <p>8. Transfer 'in' and 'out' of GPF Balances from/to various Ministries on transfer of officials</p> <p>9. Processing of Final payment of GPF on superannuation / Voluntary retirement/ resignation, etc. and preparation of bills thereof</p> <p>10. Preparation of bills pertaining to saving fund/insurance fund of CGEGIS</p> <p>11. Processing and preparation of TA Bills/Air journey Bills</p> <p>12. Processing and preparation of LTC Bills</p> <p>13. Preparation of bills pertaining to leave encashment on availing LTC</p> <p>14. Processing of cases of HBA and Computer Advances, Follow up action in</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

respect of HBA, MCA/ Scooter and Computer Advances (including relevant correspondence with different Departments)

15. Calculation of interest on long term advances sanctioned by this Department

16. Preparation of bills pertaining to leave encashment on retirement/death

17. Preparation of DCRG and commutation of Pension bills on superannuation/ voluntary retirement.

18. Preparation of bills through PFMS

18. Preparation of Deposit Linked Insurance Payment

19. Settlement of audit objections

20. Court cases

21. Disposal of RTI related matters

22. Calculation and deduction of income-tax on salaries, issue of Form 16

23. Disposal of MEA claims

24. Suo moto disclosure of official visits undertaken by JS and above level officers

25. Issue of last pay certificates to officials on transfer/ retirement.

CASH - II

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SANCTIONED STRENGTH

Section Officer	-	1
Assistant Section Officer	-	1
Senior Accountant	-	1
Senior Secretariat Assistant	-	4
Junior Secretariat Assistant	-	1

LIST OF SUBJECTS

1. Preparation of Pay Bills, including leave salary, advances and other advances relating to pay and allowances in respect of Steno Grades 'C' and 'D', SSAs, JSAs, Staff Car Drivers and MTS staff. Preparation of Arrear Bills with regard to 7th Pay Commission. (GPF categories and new pension scheme categories through Public Financial Management System(PFMS) System.
2. Recovery of Licence Fee correspondence with the Directorate of Estates and submitted online.
3. Preparation of overtime bills and all correspondence relating thereto.
4. Claim for reimbursement of tuition fees in respect of children of Central Government Employees. Medical reimbursement bills.
5. Payment and drawal of advances of GPF accounts in respect of Steno Grades 'C' and 'D', SSAs, JSAs, Staff Car Drivers and MTS staff.
6. Maintenance of accounts of GPF.
7. Calculation and preparation of annual GPF statements.
8. Transfer of GPF cases to and fro in respect of Ministry of Commerce and all correspondence relating thereto.
9. Final payment of GPF cases in superannuation/ voluntary retirement/ resignation, etc.
10. Missing credits of GPF.
11. Group Insurance Scheme - Preparation of bills.

12. Preparation of TA/ LTC/ Air journey Bills in respect of Steno Grade 'C' and 'D', SSAs, JSAs, Staff Car Drivers and MTS staff and correspondence relating thereto.

13. Processing of cases in respect of HBA/Computer Advance of Steno grade 'C' and 'D', SSAs, JSAs, Staff Car Drivers and MTS staff and issue sanctions thereof.

14. Preparation of House Building Advance Bills in respect of Steno Grade 'C' and 'D', SSAs, JSAs, Staff Car Drivers and MTS staff and all correspondence relating thereto.

15. Preparation of DCRG and commutation of pension bills on superannuation/ voluntary retirement.

16. Settlement of audit objections.

17. Bills relating to office expenses, grants-in-aid sanctioned to various

organisations, payment of professional and specialised services, printing/ publication charges, wages if daily rated works. All these bills are processing through PFMS(PUBLIC FINANCIAL MANAGEMENT SYSTEM).

18. Maintenance of Expenditure Control Register and Reconciliation of the expenditure figures with the figures compiled by CPAO.

19. Preparation of bills relating to other Administrative Expenses, Other Charges, international Conference, Delegations touring abroad, Delegations from abroad.

20. Preparation and submission of Income Tax returns on quarterly basis as well as on annually to Income Tax Department

CASHIER CELL

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Ms. Pushpa Rani
Section officer&
Drawing and
Disbursing Officer
Room No.19
Tel#23062261/501
E-mail:
moc_cash2@nic.in

SANCTIONED STRENGTH

Cashier(Assistant)	-	1
UDC	-	1
LDC		1

LIST OF SUBJECTS

1. Preparation of acquaintance rolls.
2. Safe Custody of Security Paper of GA Section
3. Scrutiny and payment of Conveyance Bills.
4. Preparation of imprest bills
5. Liaison with CPAO.
6. Payment of Contingent bills.
7. Submission of postal orders to post office to get cheque in lieu of and deposited in bank through challans.
8. Submission of challans in Central Bank of India received from various Ministries/Department/Officers regarding recovery / overpayment.
9. Additional work Preparation of TA Domestic, TA Foreign & Transfer TA bill.

PROTOCOL

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SANCTIONED STRENGTH

Protocol Officer	-	1
Assistant	-	1
Investigator	-	1
UDC	-	1
LDC	-	1

LIST OF SUBJECTS

1. All protocol arrangements for the Foreign Trade delegations, including the following:-

a) Arrangements for the reception of the visiting delegations at the airport, railway stations, etc.;

b) Arrangements for Hotel accommodation;

c) Arrangement for transport;

d) Coordination with the Ministry of Home Affairs, Ministry of External Affairs, the Delhi Administration, Police and Security Authorities in connection with the visits.

e) Arrangements regarding official lunches/ dinners, receptions signing ceremony of trade agreements) etc.

given by the Department to the visiting delegations.

f) Coordination of arrangements with the State Governments concerned for the visits of the Delegations to places in India (Outside Delhi).

g) Arrangements for purchase of gifts for visiting delegations.

2. Protocol Accounts:-

a) Control of expenditure on delegations from abroad and entertainment of visitors;

b) Preparation of estimates of visits of Foreign Trade Delegations and obtaining financial sanctions thereof;

c) Scrutiny and clearance of all bills relating to expenditure, incurred on State Guests in respect of hotel accommodation, road transport, invitation cards, air, road and rail travel throughout India and social functions;

d) Processing payment of bills presented by State Governments for expenditure incurred by them on the visiting delegations;

e) Parliament Questions relating to visit of incoming foreign delegations;

f) Audit objections;

g) Passport and visa work;

h) To receive and see off Indian delegations going abroad. To purchase gifts for them. Despatch of gifts for Indian delegations. Reception and seeing off foreign dignitaries coming for trade talks;

i) Procurement and distribution of invitation cards, etc. in connection with Republic Day and Independence Day celebrations, etc.

3. Air booking for the officers of the Department for official travel.

GENERAL ADMINISTRATION

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Shri Ashish Chhawal
Section Officer
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Tel#23062521(415)
E-mail: moc_admin@nic.in

SANCTIONED STRENGTH

Section Officer	-	1
Assistant	-	2
Senior Accountant	-	1
UDC	-	2
LDC	-	1
Telephone Operator	-	3

LIST OF SUBJECTS

1. Implementation and Monitoring of New Aadhar Enabled Biometric Attendance System in DoC.
2. Engagement of DEO /MTS / Labours /Office Assistant/ programmers/ Junior Hindi Translators etc. (except engagement of consultant) on outsourcing basis.
3. Purchase & AMC of Computer and Peripherals/Photocopier/multifunctional printers/Fax/KTS instrument/ Plan phone etc.
4. Purchase & AMC of inverters and Inverter batteries/ UPSs/Duplo collator machines/ Reso machines etc.
5. Purchase of LAN Cable/wi-fi routers/Server/software etc.
6. Issue of Desktops and peripherals at residence of Officers of the level of Joint Secretary and above.
7. Auction of Old obsolete items related to Computers /UPSs/UPSs Batteries/Invertors/Printers / Multifunctional /Scanners /AC/TV/ Freeze/ Car/ Furniture etc.
8. Repair and maintenance through CPWD (Elec.) &(Civil).
9. Furniture/Electrical office items/DTH Purchase, repair and maintenance.
10. Office Room allocation in DOC
11. Reimbursement of amount for office bags, ladies bags/Telephone/Newspaper expense etc.
12. Purchase & distribution of stationery items in DoC.
13. Purchase & distribution of Ink & Toner Cartridges for Printers/Multifunctional.
14. Purchase & distribution of Copy printer ink & Master roll for Riso machines.

Induction Material

15. Purchase & distribution of Packaged Drinking water.
16. Printing of visiting cards etc.
17. All work related to Staff Cars and hired vehicles.
18. Purchase of new Cars for DoC.
19. Care Taker.
20. Refreshments (Tea Board/Coffee Board/Canteen Bills)
21. Uniforms for erstwhile Group C & D employees in DoC.
22. Issue of Temporary/Permanent Identity Cards for Officers/officials.
23. Govt. Accommodation.
24. AMC of supply of cut flower/indoor plants arrangement.
25. AMC of House Keeping in DoC.
26. Issue of Car parking label for Officers of DoC and other attached offices under DoC (through DIPP).
27. Updation of contact details of officers (Room No. & Telephone No.);
28. MTNL landline connection - new/ shifting/ disconnection - of the Department/ provided at the residence of the entitled officers;
29. Payment to MTNL/Airtel - Office Telephone/ Departmental Residential Telephone of Hon'ble MOS/ PS to MOS
30. Maintenance of Typewriters in Hindi Training Centre;
31. Book Binding.
32. Rubber stamps and brass seal.

WELFARE CELL

LIST OF SUBJECTS

1. Arrangement of Farewell to the retired officers/officials of DoC.
2. Observance of various day in DoC.
3. Raising of Ad-hoc funds for welfare of employees and their families.
4. Disputes and complaints received from the staff and their families.
5. Fire Safety related issue in DoC.

RECEIPT & ISSUE

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SANCTIONED STRENGTH

Section Officer	-	1
UDC	-	2
LDC	-	6
Gestetner Operator	-	3

LIST OF SUBJECTS

1. Receipt of postal dak addressed to the Department and Officers, excluding registered letters addressed to Officers by name.
2. Receipt of all other communications in the name of the Department except those addressed to Officers by name or where Sections/ Branches have been specified.
3. Distribution of (1) and (2) above to various Sections and Officers.
4. Issue of Department's Communications by post and hand (local dak) excluding:-
 - a) Invitation Cards; and
 - b) Inter-Sectional communication.
5. Preparation of Diplomatic Bags for issue to the External Affairs Ministry.
6. Cyclostyling including cyclostyling of classified papers.
7. Passing of bills for telegrams/speed post/letters issued against Deposit Credit Account.
8. Disposal of disputed receipts.
9. Receipts of Diplomatic Bag from Ministry of External Affairs.
10. Issue of Sea Mail and Air Mail Dak.
11. Registration and Maintenance of movement of files received under Single File System.
12. Payment of bills in respect of letters sent through Diplomatic Bags in the Department shall be dealt in the R&I.

RECORD CELL

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SANCTIONED STRENGTH

Assistant	-	1
Record Keeper	-	1

LIST OF SUBJECTS

1. Custody and maintenance of all closed files of the Department of Commerce.
2. Implementation of National archived policy Resolution 1972 and related correspondence/ meetings /

departmental retention schedule/
record management including
compilation of submission of reports to
NAI and Department of Administrative
Reforms.

VIGILANCE

Shri S. Suresh Kumar, Joint Secretary & CVO, Room No.233, Udyog Bhawan, Tel.No. 23061818	Shri M. Jayachandran, Deputy Secretary, Room No.277, Udyog Bhawan, Tel. No. 23061090	Shri N.P. Mathur, Under Secretary, Room No.423, Udyog Bhawan, Tel.No.23063916	Smt Chitra C., Section Officer, RoomNo.425, Udyog Bhawan, Tel.No.23062261/ext.428
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SANCTIONED STRENGTH

Section Officer	-	1
Investigator	-	1
Watcher	-	2
UDC	-	1
LDC	-	1

LIST OF SUBJECTS

1. Vigilance cases against Group 'A' and Group 'B' officers of the Department of Commerce and attached/subordinate offices
2. Vigilance cases against Board level appointees in various Public Sector Undertakings etc.
3. Examination of complaints received from various agencies including CBI/CVC in regard to Board-level officers, ACC appointees and officers of the Public Sector Undertakings and Autonomous Bodies/Commodity Boards in the Department of Commerce.
4. Issue of general orders and instructions regarding Vigilance cases and coordination of information.
5. a) C.C.S. (CCA) Rules, 1965.
b) C.C.S. (Conduct) Rules, 1964 and All India services (Conduct) Rules, 1968.
c) Vigilance Manuals
6. Property Returns in respect of Gazetted Officers working in this Department. Permission for commercial employment for retired Group 'A' Officers.
7. General orders regarding verification of character and antecedents
8. General references relating to Cypher Telegrams
9. Holding and Custody of Top Secret papers
10. Union War Book and coordination of all matters connected therewith
11. Civil Defence.
12. Economic offences involving vigilance angle
13. Circulation of lists regarding black-listing of firms received from Department

- of Supply
14. Courses in Vigilance work and Chief Vigilance Officers courses organised by various agencies i.e. CBI/ISTM etc
 15. Appointment of Chief Vigilance Officers in the Public Sector Undertakings/Autonomous Bodies/Subordinate Bodies/Commodity Boards under the administrative control of Ministry of Commerce. (except CVO for the Ministry of Commerce proper which is being handled in E.I Section)
 16. Collection/Distribution of Top Secret Seals - Half Yearly Return to the Ministry of Home Affairs.
 17. Detaining Officers/War Instructions - Amendment/Addition etc. Half Yearly Return to Naval Headquarters
 18. Action Plan on Anti-Corruption Measures - Compilation of Composite Quarterly Return on various items in the prescribed proforma received from all Attached/Subordinate Offices/Public Sector Undertakings/Commodity Boards/ Autonomous Bodies under the Ministry of Commerce and thereafter being sent to the Department of Personnel and Training.
 19. Monthly Statistical Return about receipt and disposal of complaints involving vigilance angle and handling of vigilance cases in respect of the Ministry of Commerce and its Attached/Subordinate Offices, being sent to the Central Vigilance Commission
 20. Rendering assistance to CBI for PANCH witnesses.
 21. Maintenance of list of public servants of gazetted status of doubtful integrity and maintenance of a list of officers of undesirable contact men
 22. Preventive Vigilance Inspection
 23. Uploading of information on the Probity Portal of DoPT

HINDI

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Shri Rajendra Singh Toor
Asstt. Director
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Email: rajendra.toor@gov.in

SANCTIONED STRENGTH

Director	-	1
Deputy Director	-	2
Assistant Director	-	2
Senior Translation Officer	-	3
Junior Translation Officer	-	5
JSA/SSA	-	2
PA/PS	-	1

LIST OF SUBJECTS

LIST OF SUBJECTS

1. Hindi Division mainly translates the documents received daily from the various sections of the Department of Commerce, apart from this it ensures the translation of all 14 documents which come under the Section 3(3) of Official Language Act and translation of all the Cabinet Notes, Agreements of the DoC, translation of the comments of the Parliamentary Standing Committee, Outcome Budget, Annual Report etc.

2. Translation and vetting of the Questions related to the Lok Sabha and Rajya Sabha during the Parliament Session.

3. Translation and preparation of the speech and message of the Minister of Commerce and other officers.

4. Apart from above mentioned work, Hindi Division consolidates the Quarterly Progress Report relating to

the progressive use of Hindi from all the sections of the Department and prepares consolidated Report and sends it to the Department of Official Language.

5. Regularly organizes the Quarterly Meetings of the Official Language implementation Committee of the Ministry.

6. Organizes the Hindi Workshops.

7. Organizes the incentives scheme for the officers and the employees of the Department.

8. Conducts Shield Schemes for doing outstanding works in the Hindi for the Subordinate/attached Offices under the Department of Commerce.

9. Inspection of the various sections of the Ministry related to the official Language policy.

10. Inspection of the Attached/Subordinate Offices under the Ministry related to the implementation of Official Language policy.

11. Reviews the material related to the Parliamentary Committee on Official Language and participation in the inspection meetings.

12. To inspect Attached/Subordinate Offices and prepare their inspection reports.

13. To ensure the action for the compliance of the Official language act in the office and achieve the targets fixed in the annual programme.

14. Assists Parliamentary Committee on Official Language in the inspection of Department of Commerce and its attached/subordinated offices.

15. Constitutes Hindi Advisory Committee under the chairmanship of Hon'ble Commerce Minister and organizes its meetings

PARLIAMENT

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Shri Vinod Kumar
Singh
Dy Secretary
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Tel#23063766

Shri Mukesh Meghwal
Asst Director (S)
Room No. 20-A
Tel#23061589

SANCTIONED STRENGTH

Section Officer	-	1
Assistant	-	1
SSA	-	1
MTS	-	1

LIST OF SUBJECTS

1. All matters pertaining to Parliament and circulation of parliamentary papers.

2. Maintenance of Register of Bills relating to this Department that are passed by Parliament from time to time.

3. Parliament Questions Coordination of information for Questions relating to other Ministries/ Departments in respect of which material is called for from this Department.

4. Examination of cases relating to assent of the President/ approval of the Government of India to State Bills.

5. Bills pertaining to other Ministries - coordination relating thereto.

6. Coordination work relating to Parliamentary Committees, except PAC.

7. President's Rule in States - Coordination of matters relating thereto.

8. Monitoring of Court Cases (High Court/Supreme Court) Concerning DoC.

CM&T/O&M/IWSU

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SANCTIONED STRENGTH

Junior Analyst	-	1
Technical Assistant	-	1
Assistant	-	1
UDC	-	2
LDC	-	2

LIST OF SUBJECTS

I. CAREER MANAGEMENT & TRAINING (CM&T Division)

1. CM&T Division is responsible for catering to the Training needs of each and every officer and official posted in Department of Commerce and its attached subordinate Departments/PSUs. The objective of CM&T Division is to advertise each and every training program among all officers/officials so as to make them aware of all training programs and encourage each and every official to apply for and attend as many relevant trainings as possible to be an asset for Government and contribute back in every possible way.

2. Central dogma of CM&T Division is that every training program elevates and enlightens an officer/official not just from the effect of direct/online classes but from the direct/online interaction and sharing of

knowledge, attitudes and viewpoints with peers which are priceless life/career changing exposures. Hence it's the prime responsibility of CM&T Division to completely utilise the budget allotted during a Financial Year to nominate officers/officials for all relevant/important training programs irrespective of whether the same is a mandatory training program stipulated by the cadre controlling authority or not. It shall also be the endeavour of CM&T Division to get the budget enhanced every year in line with the recommendations of the National Training Policy so that officer/officials are able to attend relevant and quality training programs to be an asset to Government.

3. Selection and nomination of participants for the training courses in India organised/conducted by various Institutes i.e. ISTM, National Productivity, Delhi Productivity

Council, Indian Institute of Public Administration, AJNIFM, etc.

4. All mandatory/non mandatory training programs conducted by DoPT at ISTM/LBSNAA.

5. All mandatory and non mandatory training programs conducted by ISTM for which any officer/official is interested to attend

6. Organisation of Induction and Basic Training Courses for Assistants, Steno, Gr. 'D' and LDCs etc. as well as training classes for Group 'D' employees.

6. Nominating officials for the non mandatory trainings organised by Indian Institute of Managements (IIMs), Indian Institute of Technologies (IITs), National Institute of Financial Management (NIFM), Institute of Secretarial Training and Management (ISTM), online courses floated in portals like edx.org, Udemy, Courseera,swayam.gov.in, Unacademy, Linkedin Learning and any other online training portals using the Training Budget of CM&T.

7. Nominating officials for any valuable miscellaneous non mandatory trainings using the Training Budget of CM&T.

II ORGANISATION & METHOD STUDIES (O&M Division)

1. Rationalisation of structures and procedures suo moto or on request, including those relating to activities where the public comes into

contact with governmental administration with a view to obviating harassment to the public. (For these studies they will compile and maintain upto date information concerning the organisation and functions of the Ministry/ Department including an organisational chart).

2. Information system (review and rationalisation of reports and returns, devising procedures for facilitating proper collection, transmission, distribution, processing, storage and easy and prompt retrieval of information, etc.).

3. Forms design and control, Standardisation of forms of communication.

5. Review of need for continuance of advisory bodies (e.g. committees and councils).

7. Review of delegation of financial and administrative powers.

8. Filing:-

(a) Developing appropriate systems of filing for various items of work or information; and

(b) Drawing up standardised file indexes broadly based on functional designs, and periodic review thereof.

9. Records management:-

(a) Ensuring preparation or review of record retention schedules concerning substantive functions of the Ministry/ Department by the concerned sections and furnishing guidance thereof, as necessary; and

(b) Scrutiny of monthly reports of arrears relating to recording, indexing, weeding, etc. of files and suggesting remedial action required.

10. Office layout.

II WORK MEASUREMENT STUDIES (IWSU Division)

1. Undertaking work measurement studies, including scrutiny of proposals for creation of posts received from other sections/divisions, etc.;

2. Assisting Staff Inspection Unit in work measurement studies; and

3. Drawing up and reviewing output norms.

4. The last IWSU study conducted by IWSU Division was in 2009 for the Work Study of TPD Division in Department of Commerce.

5. Subsequently, as per the CSMOP Manual 2010, based upon the recommendations of the Staff Inspection Unit (SIU), most of O&M/IWSU functions have been abolished from Ministries/Departments. For O&M studies Ministries/Departments will be guided by the Department of Administrative Reforms and Public Grievances. As regards the work relating to work measurement studies is concerned, the Ministries/Departments will be guided by the Staff Inspection Unit (SIU) of the Department of Expenditure, Ministry of Finance. Work Study of

Special Economic Zones under Department of Commerce was got done by the SIU in the year 2018-19. The Financial Advisers (FAs) are main links between the SIU in the D/o Expenditure and other Ministries / Departments/ Offices/ Organisations. All requests for staffing studies by the SIU are routed through the concerned FAs in the Departments. The 'Study Reports' are issued after 'on the spot' work measurement studies are conducted by the SIU Study Team after discussions with the senior officials of these organizations and finalization of the provisional assessment report of the SIU. The final report of the SIU is required to be implemented by the concerned Department within the stipulated period of 3 months. The SIU conducts physical inspection/study of the various Central Government organizations, autonomous bodies working under the Ministries/Departments of Central Government on a request from the 'Financial Adviser' of the concerned Ministry/Department.

III Controlling delays

Scrutiny of various arrears statements so as to bring to notice of appropriate officers failures in preparation or delays in submission.

IV Inspections

Drawing up of a programme of inspections of sections and preparation of confidential roster of surprise inspections and ensuring that they are carried out by the officers concerned. Scrutiny of inspection reports, to locate the more common or

serious defects with a view to suggesting appropriate remedial action and/or for reporting to the Department of Administrative Reforms as necessary.

V Manualisation

Over-seeing prompt compilation and manualisation of administrative orders and instructions by the section concerned.

VI Reports of the Administrative Reforms Commission, Staff Inspection Unit and other external bodies and their processing and implementation. These reports will be handled by the IWSU only if the recommendations therein relates to the work allotted to IWSU. In all other cases they will be transferred to the Sections concerned with the substance of the reports.

VII Identification of problem areas in and under the Ministry, including

cases of delay, either while performing the functions under I to VI above or otherwise (e.g. scrutiny of reports of Parliamentary Committees, other committees or commissions of enquiry or at the instance of higher officers in the Ministry/ Department) and study of such problems/ cases, with a view to:-

- locating common types of defects and devising suitable remedies to prevent their recurrence, or
- taking up the matter with the Department of Administrative Reforms, Public Grievances, making suggestions, for improvement, if that is necessary.

(The review of cases of delay will not extend to fixing responsibility)

VIII Preparation of Induction Material (distribution of work amongst Sections).

BUDGET & ACCOUNTS

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Ms. Neelam S. Kumar,
Chief Controller of
Accounts
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Shri Om Prakash
Accounts Officer
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Tel#23063287
Email:
moc_budget@nic.in

SANCTIONED STRENGTH

Account Officer	-	1
Assistant	-	1
Senior Accountant	-	2
UDC	-	1
LDC	-	1

LIST OF SUBJECTS

I. Budget

1. Circulation of Budget circulars, solicitation of proposals on routine budget estimates, revised estimates, supplementary demands from all the Administrative divisions, Subordinate offices, attached offices, autonomous bodies, commodity boards under the control of Department of Commerce, scrutinisation of them and consolidation of the same for finalization of a consolidated budget proposals on behalf of Department of Commerce for onward submission to Ministry of Finance.

2. Coordination with D/o Expenditure, D/o Economic Affairs & NitiAyog on budget matters.

3. Preparation & estimation of budgets in r/o Loans and advances

including House Building Advances to the Government Servants in consultation with Min. of Finance.'

4. Preparation of various Annexures to budget sought by Min. of Finance from time to time.

5. Receipt of Re-appropriation requests from administrative divisions, scrutinisation of them and preparation of re-appropriation proposals for approval of CS and Min. of Finance.

6. Receipt of Surrenders from administrative divisions, scrutinisation of them and preparation of final surrender order for Department of Commerce.

7. Printing of Budget documents.

8. Processing of Printing press bills in r/o budget documents.

9. Preparation of Outcome Budget and laying of the same on the Table of the House.

10. Other coordination work relating to budget.

II. Co-ordination work relating to audit C&AG/AG Delhi

1. Monitoring of draft audit para, CA&G paras and PAC paras.

2. Co-ordination work in r/o Local Audit Inspection relating to the Department.

Women Cell

OFFICERS DEALING WITH WOMEN CELL

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SANCTIONED STRENGTH

Section Officer - 1
Assistant - 1

LIST OF SUBJECTS

1. Coordination with the Department of Women and Child Development, National Commission for Women and other concerned agencies in respect of the matters connected with welfare and economic empowerment of women and other related issues.
2. To review plan schemes and other programmes of the Department of Commerce and to ensure that the aspect of women's welfare, development and empowerment are promoted through the programmes /schemes.
3. All matters relating to Gender Budgeting and inclusion of Gender issues in the Annual Report/Performance Budget.
4. Prevention and redressal of sexual harassment at work place. Constitution of Complaints Committee in Department of Commerce, its attached/subordinate offices, PSUs, autonomous bodies etc. monitoring their performance and providing necessary help and guidance.
5. Observing Awareness Week for Prevention of Sexual harassment of women alongwith Vigilance Awareness Week.
6. Other incidental matters relating to the subject.

FINANCE DIVISION

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Shri O.P. Joshi
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SANCTIONED STRENGTH

Under Secretary (Desk)-	1
Section Officer (Desk)-	3
LDC	- 2

DISTRIBUTIQN OF WORK AMONGST UNDER SECRETARIES IN FINANCE DIVISION

Shri C.M.Negi Under Secretary – US(CMN)-Desk I

1. Main Secretariat- All cases (including deputation matter of DoC, DGGT& DGTR).
2. Deputations/Delegation going abroad in r/o Chairman etc. of above Boards.
3. Cases of Autonomous Bodies
Release of funds under the following schemes :-
4. Tea Board
5. Coffee Board
6. Rubber Board
7. Spices Board
8. Export Inspection council & Export Inspection Agencies.
9. Cashew Export Promotion
10. Cases of Agricultural and Processed Food Products Export Development Authority (APEDA).
11. Marine Products Export Development Authority (MPEDA).
12. CPIO of Finance Division.

Shri Murlidhar Mishra Natwar, Under Subject Secretary –US(MMN)–Desk II

1. Marketing Development Assistance/Export Guarantee Corporation/Market Access Scheme (MA).
2. National Export Insurance Account (NEIA).
3. Export Credit Guarantee Corporation of India (ECGC).
4. Preparation of Weekly of IFD releases.
5. State Training Corporation/Mineral & Metals Trading Corporation/ Project Equipment Corporation.

Induction Material

6. Cases of Tobacco Board.
7. Cases of IIFT & IIP.
8. Cases of ITPO.
9. Cases of TIES.
10. Cases of CRIT.
11. Cases of Leather & Leather Products.
12. Cases of Gems & Jewellery Sector.
13. Cases of Project Development Fund.
14. Appraisal of Schemes under DoC.

Shri O.P Joshi – Consultant (OPJ)-Desk III

1. Cases of DoC (Sectt).
2. Cases of Special Economic Zone (SEZs).
3. Cases of Directorate General of Foreign Trade (DGFT).
4. Cases of DGTR.
5. Cases of Supply.
6. Cases of Government e-Market.
7. Cases of DGCI&S
8. Monitoring of Economic Instructions/ Coordination of issues received from M/o Finance.
9. Monitoring of Instructions/Coordination of issues received from NITI Aayog.
10. Matter received from Cabinet Sectt. For providing inputs.
11. Trade Commissioners.
12. Centre for WTOs.
13. Duty Draw Back/CST-EOU.
14. Duty Draw Back/CST- DGFT.
15. Matter relating to 15th Finance Commission.

RIGHT TO INFORMATION CELL

Dr. Surendra Kumar	Ms.Sadhna	Shri K.V.Ajith	Shri S.P. Talwandi
Ahirwar	Hiranandani	Deputy Director (S)	Section Officer
Joint Secretary	Deputy Secretary	Room No.-345	Room No.-512
Room No.- 241	Room No. - – 267-A	Tel#23062261	Tel#23062261(662)
Tel#23014564	Tel# -23063050		

SANCTIONED STRENGTH

Section Officer (Desk)-	1
Assistant	- 1
UDC	- 1

Objective:

Main Objective of RTI Cell is to ensure effective and efficient Implementation of the RTI Act, 2005 in Department of Commerce as well as in all the 31 Public Authorities.under Department of Commerce. For achieving the same, RTI Cell should be well informed about the RTI Act as well as the functioning of the RTI Online Portal so thoroughly so as to be the master division for all other sections/divisions/public authorities for clearing any doubts related to RTI.

List of subjects:

1. RTI Cell functions under a Nodal CPIO who is a Director/DS/US level officer who is also designated as the Nodal CPIO for Department of Commerce. Nodal CPIO functions under the Transparency Officer of Department of Commerce, who shall also act as the First Appellate Authority to the Nodal CPIO. Following are the vital points concerning RTI Cell:

1A: Proactive Disclosure on Website: This is the most important component of RTI as an updated and complete proactive disclosure will not necessitate an RTI applicant to file RTI in the first

place itself saving lot of time and energy for both parties. Even if an RTI is placed, the applicant can be easily guided by indicating the link where the information is already uploaded. Nodal CPIO should monitor the Proactive Disclosures under RTI Link on the website of DOC and ensure that the same is being updated atleast on a quarterly basis by the respective Sections/Divisions. In case the same is not done, it should be brought to the notice of appropriate CPIO and as a next step to the FAA. Nodal CPIO should also monitor the websites of all Public Authorities under DOC periodically and verify whether they are providing up to date information under Proactive Disclosure under the RTI link. In case of any deficiency, the same should be brought to the notice of Nodal CPIO of concerned Public Authority and as a next step to the FAA cum Transparency Officer of the concerned Public Authority to rectify the deficiency at the earliest.

1B: A link titled 'RTI replies as per DoPT website' has been incorporated in the website of each Public Authority by the local NIC of the particular Public Authority to pull data using webservices from the NIC-DOPT Server which hosts Online-RTI Portal. This link can be used by General Public to see all previous replies to RTI/Appeal which will further help in reducing the number of RTIs. It is the responsibility of Nodal CPIO to ensure that CPIOs/FAAs are made aware about exercising the option to upload reply to NIC-DoPT Server at the time of disposal of online RTI/Appeal by clicking corresponding checkbox.

Induction Material

1C: Disposal of Online RTI/Appeal: The online RTI filed by an applicant directly to Department of Commerce will first come in the Nodal Account of DOC which is managed by RTI Cell. The same is the case when any other Public Authority transfers an RTI to DOC, the same will be received online in the Nodal Account of DOC. Most important responsibility of RTI Cell is the correct transfer of the RTI to the appropriate CPIO(s) in case, the RTI pertains to DOC. In case, the RTI pertains to any other Public Authority in addition to CPIO(s) in DOC, the same should also be correctly transferred. However, in case of transfer to any Public Authority, Nodal CPIO must ensure that remarks field is aptly filled to indicate the reason why an RTI pertains to that Public Authority. This will give more emphasis for the RTI. The remarks field can in general be filled as "transferred under 6(3) of RTI Act". It is also important to indicate the question number in the remarks field in case only a specific question pertains to a Public Authority. For transferring to appropriate CPIO in DOC, Induction Manual uploaded under RTI Link and Contact List of DOC with subjects handled is helpful to match the content of RTI with that of the appropriate Section whose CPIO will be the concerned CPIO for that RTI.

An RTI Account is created for the Nodal CPIO which is similar to the other CPIO accounts in DOC. Any RTI pertaining to Department of Commerce as a whole or any RTI pertaining to Minister's office is transferred to the Nodal CPIO account. Thereafter information is sought from Minister's office telephonically/email/letter in case RTI pertains to minister's office and the it's the responsibility of the Nodal CPIO to dispose off such RTI from the Nodal CPIO Account within the timelines as per RTI Act.

1D. Disposal of Offline RTI/Appeal: Offline RTIs are more challenging than

online RTIs as they need to be handled more carefully. The same modus operandi has to be followed for disposing offline RTI and forwarding the same to appropriate CPIO(s) and or appropriate Public Authority, only difference being that forwarding is done by attaching the physical RTI with a forwarding letter. Care is to be taken regarding the RTI fee submitted in the form of IPOs. In case the IPO is blank, the same can be filled up by the RTI Cell in the name of appropriate officer. However in case the IPO has been wrongly filled by the Applicant, use a whitener to correct the IPO in the name of appropriate Accounts Officer. However in case correction is not possible, then the RTI may not be returned back, but disposed off just like a correct IPO RTI. However, a separate letter need to be sent to the applicant enclosing the incorrect IPO asking to submit the correct IPO at the earliest.

2. RTI Cell is responsible for the timely submission of RTI Quarterly Returns to Central Information Commission.

3. RTI Cell is responsible for the circulation of instructions relating to RTI issued by CIC/DoPT among all CPIOs/FAAs in Department of Commerce as well as among all Public Authorities under Department of Commerce by post/email.

4. RTI Cell is responsible for coordinating with Director (Information Rights) in DoPT for resolving any type of issues faced by any Public Authority under Department of Commerce while using the Online-RTI Portal. RTI Cell is also responsible for deleting or adding a new Public Authority in the nodal account of RTI with the help of Director (Information Rights). RTI Cell is supposed to keep the information about Nodal CPIOs of all Public Authorities under Department of Commerce upto

Induction Material

date inside the Nodal RTI Account of DOC.

5. RTI Cell is responsible to issue User ID and Password to every officer who joins as CPIO or First Appellate Authority in Department of Commerce.

6. RTI Cell is responsible to see whether there are any pending RTI/Appeals inside the account of any CPIO/FAA for a long time. CPIO/FAA should be instructed that they are made aware of their responsibility to clear all RTI Requests/Appeals inside their respective accounts irrespective of whether the same has been lying pending during the tenure of previous CPIO/FAA or not.

7. RTI Cell is responsible for successfully conducting the Annual CIC Third Party Transparency Audit of Department of Commerce as well as for all Public Authorities under Department of Commerce. During the audit, its most important to request all CPIOs/FAAs to cooperate and update the information in DOC website pertaining to their individual jurisdictions so that DOC is able to secure maximum marks while undertaking the self audit part of Third Party Audit.

SUPPLY DIVISION

1. **Establishment – I Section**

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List of Subject:

- (1) Cadre Management of Indian Supply Services (ISS) Gr. A and Gr. B.
- (2) Cadre Management of Indian Inspection Services (IIS) Gr. A and Gr. B.
- (3) Service matters of the above mentioned officers
- (4) Pension cases of the officers of ISS and IIS after 31.10.2017
- (5) All types of HBA matters
- (6) Court Cases on Service matters of the ISS & IIS
- (7) Deputation cases of all officials of ISS & IIS

2. **Establishment-II Section**

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List of Subject :

- (1) Parliament matter except those pertains to GeM
- (2) Cadre Management and Service matters of the officers/ officials of CSS, CSSS & CSCS Cadres
- (3) Reporting of vacancies in respect of CSS, CSSS & CSCS to DoP&T
- (4) Convening DPC for promotion/ ACP/ MACP in respect of CSS, CSSS & CSCS officers/officials
- (5) Handling of court cases of CSS, CSSS & CSCS officer/officials/MTS of Supply Division
- (6) Supplying information to DOP&T for preparation & maintenance of Civil List, ER Sheet data.
- (7) Delegation of powers/Declaration of H.O.O.
- (8) All Service Matters of the MTS and Cadre Controlling Authority for MTS relating to Supply Division
- (9) Training programmes (ISTM & others).
- (10) Forwarding of various Applications (SSC/UPSC and others).
- (11) Deputation cases of all officials of Deptt. of Commerce (Supply Division)
- (12) Official Language staffs matters.
- (13) Departmental Library
- (14) Audit Paras pertaining to Supply Division.
- (15) HBA cases

3. **Accounts Section**

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List of Subject:

- (1) Preparation and Maintenance of Budget for Supply Division
- (2) Preparation of Salary Bills, Contingent Bills etc through PFMS & E-Payment of all bills.
- (3) Maintenance of Pay Bill Registers and preparation of all related Bills and Acquittance Rolls thereof
- (4) Processing of all Personal Claims of all groups of employees like CEA, Medical Claim, TA/LTC claims etc.
- (5) Preparation of LPCs for all groups of employees.
- (6) All types of advances to all group of employees
- (7) Calculation of interest on various Advances granted

4. **Cash Section**

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List of Subject :

- 1) Preparation of Salary Bills, Contingent Bills etc through COM-DDO & E-Payment of all bills.
- 2) Maintenance of Pay Bill Registers and preparation of all related Bills and Acquittance Rolls there of
- 3) Maintaining Cash Books and other Accounts Registers relating to Receipts and payments
- 4) Receipt of Cheques from other PAO regarding transfer of GPF, various advances and over payments
- 5) Preparation of LPCs for all groups of employees.
- 6) Calculation of interest on various Advances granted
- 7) Preparation of OTA, Parliament Allowances, TA Contingent bills various Heads of Accounts.
- 8) Preparation of gross-sheets of Income Tax and Calculation of Income Tax, filing returns and issue of Income Tax certificates to officers/staff.
- 9) Recovery of Recurring Deposits under pay roll saving schemes and deposit them with the concerned authorities.
- 10)Sending of Licence Fees to Directorate of Estates in respect of all groups.

5. General Administration Section

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List of Subject :

- (1) Purchase and maintenance of Computers, its peripherals, Photocopy machine, Fax machines, heating & cooling systems
- (2) Maintenance and Provision of Office Premises at Nirman Bhavan and Jeevan Tara Building and all related matters like rent, electricity, water, telephone and cleanliness etc.
- (3) Purchase & distribution of stationery items
- (4) Misc. Electrical items – Purchase & maintenance
- (5) Central Registry
- (6) Purchase and distribution of perishable items
- (7) Work relating to liaisoning with CPWD, LIC and all related matters
- (8) Reimbursement of bills, issues of CGHS card, I.D. Card & Vehicle pass
- (9) Liveries of MTS Staff (Purchase, issue and reimbursement of stitching charges.)
- (10) Auction of unserviceable items, etc.
- (11) All other works relating to run office properly.

6. Vigilance & Confidential Section

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List of Subjects:

- (1) Vigilance clearance in respect of all officers/ officials of Supply Division
- (2) Vigilance related matters in respect of personnel of Indian Supply Service, Indian Inspection Service, CSS, CSSS, CSCS & MTS including vigilance related court cases.
- (3) Vigilance matters including noting/permission/sanctions, etc. of transactions reported under provisions of Conduct Rules.
- (4) Maintenance of APAR of all the staff
- (5) All complaints in the form of allegation of corruption in respect of all officers working in Supply Division
- (6) Disciplinary proceedings against officers/staff of ISS, IIS, CSS, CSSS & CSCS & CCA.
- (7) Appeal, petitions, court cases, arising out of disciplinary proceedings involving vigilance angle
- (8) Determination of Appointing/ Disciplinary authorities under the provisions of CCS (CCA) Rules in respect of posts of the above services in Sectt. & CCA.
- (9) Proposal for banning of firms/contractors on all Ministry basis and appeal, court cases arising out of such banning orders.
- (10) References pertaining to Standardized Code for Suppliers including amendment, modifications, etc.
- (11) Maintenance of immovable property return in respect of all officers/officials working in Supply Division.

7. Coordination Section

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List of Subject :

- (1) Policies and Procedures relating to Supply Division and GeM;
- (2) Issues arising out of deviations in the existing policy and procedures;
- (3) Annual Report for GeM
- (4) Proposals involving relaxations in Rules/Tender Enquiry conditions, residual powers of which rests with the Department
- (5) Parliament Questions/ Public Grievances/ VIP References/ RTI Applications relating to GeM/ erstwhile DGS&D
- (6) Representations received from firms/ Indentors/DDOs in respect of GeM portal
- (7) Handling of all Public Grievances, viz., PMO Portal, Commerce Portal, VIP reference, etc.,
- (8) Monitoring of all RTI applications received in Supply Division

Induction Material

- (9) Monthly/Quarterly report i.e. D.O. on e-Procurement, handling of VIP references, RTI matters for CIC, Proposals for Cabinet Committees etc.
- (10) Co-ordination with various sections in Supply Division, GeM and CCA
- (11) Circulation of various circulars received from various Ministries/Department
- (12) Periodical Reports>Returns
- (13) Parliament matters related to GeM/erstwhile DGS&D

8. Residual Establishment & Pension Section

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List of Subject :

- (1) Residual matters of General Administration/ Office Premises/ land etc. related to all i.e. HQs, regional offices of erstwhile DGS&D/ O/o DS&D/ O/o DQA
- (2) Residual matters of staff of regional offices other than those who are declared Surplus.
- (3) Handling of Court cases related to land matters of DS&D/ DQA regional offices
- (4) Disciplinary proceedings against officers/staff of regional offices of DGS&D.
- (5) Residual Pension cases of all the staff members of DGS&D/ DS&D/ DQA retired on or before 31.10.2017
- (6) Revision of Pension cases of the staff of erstwhile DGS&D/ DS&D/ DQA.
- (7) Misc. Service matters of erstwhile DGS&D/ DS&D/ DQA staff

8. Residual Purchase & Inspection Section

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List of Subject :

- (1) Residual matters of Purchase/ Inspection/ Registration etc. related to erstwhile DGS&D and all the regional offices of erstwhile DS&D/ DQA
- (2) All types of Complaints/ Grievances related to Purchase/ Inspection/ registrations including CPGRMS/ PMOPG etc.
- (3) Any other matter related to procurement/ purchase/ RC/ Inspection/ Registration etc. of erstwhile DGS&D and all its regional offices
- (4) All VIP references/ parliament question etc. pertaining to purchase/ RC/ Inspection etc. matters of erstwhile DGS&D and all its regional offices
- (5) Residual matters related to Banning/ Deregistration/ suspension etc. of firms

10. Litigation-I Section

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List of Subject:

- (1) Handling all types of Court and Arbitration Cases related to the following directorates/regional offices of the erstwhile DGS&D:
 - I. DSD Mumbai
 - II. WMT Dte.
 - III. WL Dte. and;
 - IV. ME Dte.
- (2) Liaisoning with the Government Counsels, Litigation Department of Ministry of Law & Justice and other government organisations in connection with the pending cases
- (3) Expediting the pending cases of Arbitration relating to the matters of erstwhile DGS&D and DS&D/DQA regional offices all over the country.
- (4) Handling of various payments related to the litigation cases/ fees/ other payments in connection with the court orders/ decrees etc.

11. Litigation-II Section

Dr. Surendra Kumar Ahirwar,
Joint Secretary, Room
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Delhi-110107, Tel.No.2301
4564

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Shivsharan, DDG,
Jeevan Tara
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Parliament Street,
New Delhi.

Shri H.M. Rathi,
Director,
Jeevan Tara
Building,
Parliament
Street, New
Delhi.

Sh. Rajesh Kumar
Sinha, Under
Secretary, Room
No.223,
Jeevan Tara
Building, Parliament
Street,
New Delhi-110001
Tel.No. 2346 2725

Shri Ram Babu Jangir,
Section Officer, Room No.
244,

Jeevan Tara Building,

Parliament Street,

New Delhi.

Tel No.2346 2701

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List of Subject:

- (1) Handling all types of Court and Arbitration Cases related to the following directorates/regional offices of the erstwhile DGS&D:
 - I. DSD Kolkata
 - II. DSD Chennai
 - III. AM Dte.
 - IV. HW Dte.
 - V. IT Dte.

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- VI. OC Dte.
- VII. PP Dte.
- VIII. SC Dte.
- IX. ST Dte.
- X. ES Dte. and;
- XI. DQA

- (2) Liaisoning with the Government Counsels, Litigation Department of Ministry of Law & Justice and other government organisations in connection with the pending cases
- (3) Expediting the pending cases of Arbitration relating to the matters of erstwhile DGS&D and DS&D/DQA regional offices all over the country.
- (4) Handling of various payments related to the litigation cases/ fees/ other payments in connection with the court orders/ decrees etc.

12. Surplus Staff Establishment Cell

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Shri Ved Pal Singh
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.in

List of Subject:

- (1) All matters related to the Redeployment of Surplus Staff including liaisoning with DoPT& other agencies etc.
- (2) Preparation of Salary Bills and other personal reimbursement claims of the Surplus Staff.
- (3) Distribution of work/ attachment of the Surplus staff into the Cells/ Sections as requested by the Division
- (4) Processing the cases for Special VRS, retirement, ex-gratia payment admissible under the SVRS as admissible under the CCS (Revised Pension) Rules etc. of the Surplus Staff.
- (5) Maintenance of attendance records/ official records in respect of the Surplus Staff engaged in official work
- (6) Matters related to Training/ Retraining of the Surplus Staff

ORGANISATION CHART

Minister of Commerce & Industry (Shri Piyush Goyal)

Minister of State for Commerce & Industry (Independent Charge) (Shri Hardeep Singh Puri)

Minister of State for Commerce & Industry (Shri Som Parkash)

Commerce Secretary (Shri Anup Wadhawan)

Date 23.10.2020

Special Secretary (Sh. Pawan Kumar Agarwal)	Additional Secretary & Financial Advisor (Shri Shashank Priya)	Special Secretary (Shri Bidyut Behari Swain)	Additional Secretary (Shri Sanjay Chadha)
Logistics	Finance, Budget & Accounts, Trade Finance.	FT (CIS), World Expo, 2020. Trade Policy Division including RMTR and UNCTAD, Regional Comprehensive Economic Partnership (RCEP) negotiations, EP (Services Export), Implementation of the foreign Trade Policy Statement (2015-2020), FT (Australia and New Zealand) and Indian Institute of Foreign Trade (IIFT). In additional charge: DGTR, Anti-Dumping and Subsidies, Board of Safeguards.	FT (North East Asia), Infrastructure, ASIDE, State Cell, NE Cell, Mainstreaming States in Trade, EP (OP), EP (ECS), FT (NAFTA/AM). Officiating CMD MMTC, PEC.

Additional Secretary (Shri S. Kishore)	DG(DGFT) (Shri Amit Yadav)	Principal Adviser [Cost] (Sh. Vinod Kumar Jindal)	Joint Secretary (Shri Anant Swarup)
SEZ, EOU, SEZ (Admin), Appellage Committee under FT (D&R) Act, India Brand Equity Foundation (IBEF), CEO IBEF, Indian Institute of Packaging (IIP), Chairman EIC.	DGFT	DGTR	Logistics and Social Media. FT (ASEAN), ESCAP.

Joint Secretary (Dr. Srikar K. Reddy)	Joint Secretary (Shri S. Suresh Kumar)	Joint Secretary (Ms. Nidhi Mani Tripathi)	Joint Secretary (Shri Shyamal Misra)
<p>FT (Africa), FT (WANA), EP (Engg.) including Export of Defence and High Technology Products, GS-1.</p>	<p>FT (LAC), CAPEXIL, SHEFEXIL, CHEMEXCIL, PLEXCONCIL, Administration of EP (CAP) and Vigilance. In addition to his existing charge: EP (G&J) and Kimberley Process.</p>	<p>FT (Europe) including India – EU BTIA, India – EFTA Negotiations, EP (LSG), Women Cell, Trade Finance and Public Grievances. E&MDA / MAI / FIEO (FIEO along with issues related to industry bodies, associations and chambers are clubbed with E&MDA / MAI Division). Addl. Charge: Chief Executive Officer (CEO), PSFT.</p>	<p>FT (ST), FT (M&O). TPD: State Trading Enterprises (STEs), Balance of Payments (BoP), Government Procurement, Trade Facilitation, Trade Policy Review, General Agreement on Tariffs and Trade (GATT) Interpretations, Customs Valuation, Import Licensing Procedures, WTO Accessions, Committee on Trade and Development (CTD); and Aid for Trade Initiatives, Small Economies and east Developed Countries (LDCs), Trade and Transfer of Technology, Trade-Debt and Finance, Investment [including Agreement on Trade-Related Investment Measures (TRIMs)], Competition, Dispute Settlement, Rules, WTO matters relating to Safeguards, Matters related to G-20, OECD and World Economic Forum (2) RMTR: Committee on Regional Trade Agreements, GSP, BRICS and IBSA matters, RCEP negotiations, Matters related to TPP, TTIP, APEC and SEM. EP Pharmaceuticals (Pharmexil).</p>

<p>Joint Secretary (Dr. Surendra Kumar Ahirwar)</p>	<p>Joint Secretary (Shri Darpan Jain)</p>	<p>Joint Secretary (Shri Arun Goel)</p>	<p>Joint Secretary (Shri Diwakar Nath Misra)</p>	<p>Joint Secretary (Shri Amitabh Kumar)</p>
<p>Logistics, FT (CIS), Supply Division. FT (Coordination), Parliament & Legal Division. Hindi Division, Facilitation Counter, Work Station, R&I, O&M / IWSU / CM&T and RTI Cell.</p>	<p>TPD (Services): Service EPC, SPS, TBT, TRIPS, Environment and Labour, CRIT / Centre for WTO Studies / CTIL / CRT, E-Governance and RIS, Coordination and Administration in TPD, Indian Institute of Foreign Trade (IIFT), National Centre for Trade Information (NCTI). E-I, E-II, E-III, E-IV, TA/TC, GA, Protocol.</p>	<p>e-Commerce, Infrastructure, States Cell, ASIDE, NE Cell, Mainstreaming States in Trade, EP (OP), EP (ECS), Cyber Security and Hardware Security, Assist CEO (GeM) on GeM related technical issues. Nodal Officer for NIC and IT intervention..</p>	<p>FT (North East Asia), Plantations, Export Inspection (EI&EP), EP (Agri), Bio-Technology, EP (MP) and National Steering Committee on Organic Products. Addl. Charge: Director, Export Inspection Council and Chairman, APEDA..</p>	<p>FT (SA / SAARC / IRAN), SEZ, EOU, SEZ (Admin), ECGC, Exim Bank, ITPO, New Convention Centre Projects, EP (Textiles).</p>

<p>Economic Adviser (Shri Praveen Mahto)</p>	<p>Economic Adviser (Shri Ajay Srivastava)</p>
<p>TPD (Agri): Agriculture, WTO Trade Negotiations Committee (TNC) and General Council, Ministerial Conference matters, WTO informal meetings, including at (i) OECD (Paris) and (ii) World Economic Forum (Davos), Matters related to India's Participation in WTO Public Forum, Inter-Parliamentary Union etc.</p>	<p>EPL-I. Work through RMTR / TPD: ASEM, IBSA. In addition to his existing charge: IFD, EPL-II</p>

Induction Material

Addl. Director General (Dr. Rajiv Arora)	Addl. Director General (Shri Mithileshwar Thakur)	Addl. Director General (Sh. Satish Kumar)	Addl. Director General (FT) Sh. Satyan Sharda	Addl. DGFT (Shri Ajay Kumar Srivastava)	Addl. DGFT (Shri A. Bipin Menon)	Advisor (Cost) (Ms. Geeta Chhabra)	Advisor (Cost) (Sh. R. C. Bhatt)	Advisor (Cost) (Sh. P. K. Upadhyay)
DGTR	DGTR	DGTR	DGTR	United Nations Conference on Trade & Development (UNCTAD), Global System of Trade Preferences (GSTP), Agriculture-related issues in bilateral negotiations, FT (Oceania) Division including Australia and New Zealand	RMTR Division: RMTR Coordination, FTA Coordination, G-20, BRICS, SCO, Commonwealth, IBSA, OECD, G-15, G-77, G-24, APTA, BIMSTEC, APEC, ASEM, IORA, UN, GSP. TPD: NAMA, ITA	DGTR	DGTR	DGTR

Addl. Director General (FT) (Sh. Manvendra Singh)	Director (QA) (Sh. D.S. Martoliya)	Director(Cost) (Sh. A. K. Pal)	Director(Cost) (Sh. G. Pradhan)	Director (IES) (Dr. Ishita G. Tripathy)	Director(FT) (Smt. Rita Mahna)	Director (Cost) (Sh. Manish Goswami)	Director (FT) (Dr. R. Sampath Kumar)
DGTR	DGTR	DGTR	DGTR	DGTR	DGTR	DGTR	DGTR
Director (Ms. Sangeeta Saxena)	Director Shri Subodh Kumar	Director (Dr. Ishita G. Tripathy)	Director (Ms. Indu C. Nair)	Director (Shri Prakash Nevatia)	Director (Shri Senthil Nathan S.)		Director (Shri Praveen Kumar)
TPD and EP (Services). In addition to her existing charge: EPL-II	Hindi Division	DGTR	FT (ASEAN) and ESCAP. In addition to her existing charge: EP (Pharma).	GA, Protocol, Cash-I / Cash-II, E-II, E-III, E-I, E-IV and TA/TC.	World Expo, SEZ, EOU, SEZ (Admin), EP (G&J) and Kimberley Process..		FT (WANA), EP (Textiles), IIP

Induction Material

Director (Shri Sanjay Kumar Agrawal)	Director (Shri Devendra Singh Martolia)	Director (Ms. Renu Lata)	Director (Ms. Neetika Bansal)	Director (Shri Alok Malviya)	Director Shri V. K. Verma	Joint DGFT (Shri Abhimani u Sharma)	Joint Director Ms. Anshika Arora
TPD and FT (Oceania)	DGTR	EPL - I. In addition to her existing charge: State Cell – TIES, Infrastructure, Mainstreaming States in Trade, EP (OP), EP (ECS), Cyber Security and Hardware Security.	TPD (Agri), EP (Agriculture), EP (Export Inspection) and Biotechnology..	Plantation and FT (SA / SAARC / IRAN)	RMTR Division	TPD	TPD

Deputy Secretary (Shri S. K. Ranjan)	Deputy Secretary (Shri Steephenn L.)	Deputy Secretary (Ms. Jyoti Yadav)	Deputy Secretary (Ms. Manisha Meena)	Deputy Secretary (Ms. Padma Ganesh)	Deputy Secretary (Shri Amitabh Dwivedi)	Deputy Secretary Ms. Vartika Rawat	Deputy Secretary (Shri Ravti Saran Verma)	Deputy Secretary (Shri Anurag Sehgal)
FT (CIS), ECGC, Exim Bank, CAPEXIL, SHEFEXIL, CHEMEXCIL, PLEXCONCIL and Administration of EP (CAP).	FT (NAFTA / AM) and EP (MP). In addition to his existing charge: FT (LAC).	TPD, CWTO S, NCTI and IIFT.	TPD	Women Cell and EP (LSG). In addition to her existing charge: FT (Africa).	FT (Coordination)	RMTR Division	Logistics	TPD (TF / Admin), RMTR – II, FT (Europe), India-EU BTIA and India EFTA TEPA Negotiations.

Induction Material

<p>Deputy Secretary</p> <p>(Ms. Sudhanshu Bala Nanda)</p>	<p>Deputy Secretary</p> <p>(Shri Vinod Kumar Singh)</p>	<p>Deputy Secretary</p> <p>(Shri M. Jayachandran)</p>	<p>Deputy Secretary</p> <p>(Ms. Sadhna Hiranandani)</p>	<p>Deputy Secretary</p> <p>(Ms. Durga Shakti Nagpal)</p>	<p>Deputy Secretary</p> <p>(Shri Y. P. Dhewal)</p>
<p>Supply Division</p>	<p>Parliament & Legal Division and Nodal Officer for Monitoring of Court Cases. Trade Finance, Public Grievances</p>	<p>MAI & MDA Schemes. In addition to his existing charge: Vigilance</p>	<p>O&M / IWSU / CM&T, RTI, Work Station, Record Cell, R&I and Facilitation Counter. In addition to her existing charge: Logistics</p>	<p>FT (ST), FT (M & O) and IBEF. In addition to her existing charge: FT (NEA), EP (Engg.) including Export of Defence & High Technology Products, GS-1.</p>	<p>FT (Europe)</p>