INDUCTION MATERIAL

MINISTRY OF COMMERCE & INDUSTRY
DEPARTMENT OF COMMERCE
O&M DIVISION

JUNE 2019
## INDEX

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STATEMENT SHOWING MINISTERS IN THE DEPARTMENT OF COMMERCE
SINCE 1947

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<th>Minister</th>
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<tr>
<td>1.</td>
<td>Dr. C.H. Bhaba</td>
<td>15-08-47</td>
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<td>2.</td>
<td>Dr. K.C. Nedgy</td>
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<td>19-04-50</td>
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<td>4.</td>
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<td>Sardar Swaran Singh</td>
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<td>8.</td>
<td>Shri Morarji Desai</td>
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<td>28-03-58</td>
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<td>9.</td>
<td>Shri Lal Bahadur Shastri</td>
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<td>Shri K.C. Reddy</td>
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<td>11.</td>
<td>Shri Manubhai Shah</td>
<td>24-01-66</td>
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<td>Shri Dinesh Singh</td>
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<td>10-03-71</td>
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<td>Prof. D.P. Chattopadhyaya</td>
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<td>24-03-77</td>
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<td>Shri Morarji Desai</td>
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<td>15-01-82</td>
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<td>22.</td>
<td>Shri Vishwanath Pratap Singh</td>
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<td>07-09-84</td>
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<td>23.</td>
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<td>07-09-84</td>
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<td>24.</td>
<td>Shri Rajiv Gandhi</td>
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<td>14-01-85</td>
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<td>25.</td>
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<td>Shri Arjun Singh</td>
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<td>34.</td>
<td>Shri P.V. Narasimha Rao</td>
<td>10-07-92 - 18-01-93</td>
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<td>35.</td>
<td>Shri Pranab Kumar Mukherjee</td>
<td>18-01-93 - 09-07-93</td>
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<td>36.</td>
<td>Shri P.V. Narasimha Rao</td>
<td>09-07-93 - 31-08-93</td>
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<td>37.</td>
<td>Shri Pranab Kumar Mukherjee</td>
<td>31-08-93 - 10-02-95</td>
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<td>Shri Manmohan Singh</td>
<td>03-04-96 - 14-05-96</td>
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<td>Shri Atal Bihari Vajpayee</td>
<td>14-05-96 - 01-06-96</td>
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<td>Shri Devendra Prasad Yadav</td>
<td>01-06-96 - 29-06-96</td>
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<td>41.</td>
<td>Shri Rama Krishna Hegde</td>
<td>19-03-98 - 13-10-99</td>
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<td>Shri Murasoli Maran</td>
<td>13-10-99 - 09-11-02</td>
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<td>Shri Arun Shourie</td>
<td>09-11-02 - 29-01-03</td>
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<td>29-01-03 - 22-05-04</td>
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<td>Shri Suresh Prabhu</td>
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<td>Smt. Nirmala Sitharaman</td>
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<td>Shri Hardeep Singh Puri</td>
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<td>Shri D.P. Karmarkar</td>
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<td>Shri Manubhai Shah #</td>
<td>19-07-63 - 24-01-66</td>
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<td>Shri L.N. Mishra</td>
<td>27-06-70 - 10-03-71</td>
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<td>Shri L.N. Mishra#</td>
<td>10-03-71 - 05-02-73</td>
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<td>7.</td>
<td>Prof. D.P. Chattopadhyaya#</td>
<td>05-02-73 - 23-12-76</td>
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<td>8.</td>
<td>Shri Vishwanath Pratap Singh</td>
<td>23-12-76 - 24-03-77</td>
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<td>Shri Arif Beg</td>
<td>14-08-77 - 28-07-79</td>
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<td>Shri Henry Austin</td>
<td>30-07-79 - 14-01-80</td>
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13. Shri Khursheed Alam Khan 19-10-80 15-01-082
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 Jyotiraditya Scindia 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

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<tr>
<td>1.</td>
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<td>3.</td>
<td>Shri Satish Chandra</td>
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<td>4.</td>
<td>Shri S.V. Ramaswamy</td>
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<td>Shri Mohd. Shafi Qureshi</td>
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<td>Shri A.C. Gorge</td>
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<td>9</td>
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<td>17</td>
<td>Shri Salman Khurshid</td>
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## STATEMENT SHOWING SECRETARIES
### IN THE MINISTRY OF COMMERCE

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<th>Name of the Secretary</th>
<th>Period</th>
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<tr>
<td>1)</td>
<td>Shri B.B. Lal</td>
<td>From 1966 To 07.12.1970</td>
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<td>2)</td>
<td>Shri H. Lal</td>
<td>From 08.12.1970 To Aug. 1972</td>
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<td>Shri K.B. Lal</td>
<td>From Sept. 1972 To May 1973</td>
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<tr>
<td>4)</td>
<td>Shri Y.T. Shah</td>
<td>From 01.06.1973 To 30.06.1975</td>
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<td>5)</td>
<td>Shri S.G. Bose Mallick</td>
<td>From 01.07.1975 To 31.08.1977</td>
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<td>6)</td>
<td>Shri P.C. Alexander</td>
<td>From 01.09.1977 To 31.01.1978</td>
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<td>7)</td>
<td>Shri R.D. Thapar</td>
<td>From 01.02.1978 To 30.06.1978</td>
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<td>8)</td>
<td>Shri C.R. Krishnaswamy Rao Sahib</td>
<td>From 31.07.1978 To 23.09.1979</td>
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<td>9)</td>
<td>Shri A.S. Gill</td>
<td>From 24.09.1979 To 26.09.1980</td>
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<td>10)</td>
<td>Shri P.K. Kaul</td>
<td>From 28.02.1980 To 11.08.1981</td>
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<td>11)</td>
<td>Shri Abid Hussain</td>
<td>From 11.08.1981 To 15.01.1985</td>
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<td>12)</td>
<td>Shri Prem Kumar</td>
<td>From 15.01.1985 To 09.11.1987</td>
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<td>14)</td>
<td>Shri S.P. Shukla</td>
<td>From 01.01.1990 To 13.12.1990</td>
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<td>15)</td>
<td>Shri Montek Singh Ahluwalia</td>
<td>From 14.12.1990 To 03.10.1991</td>
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<td>16)</td>
<td>Shri A.V. Ganeshan</td>
<td>From 04.11.1991 To 30.06.1993</td>
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<td>18)</td>
<td>Shri P.P. Prabhu</td>
<td>From 02.01.1997 To 31.05.2000</td>
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<td>19)</td>
<td>Shri Prabir Sengupta</td>
<td>From 01.06.2000 To 31.01.2002</td>
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<td>20)</td>
<td>Shri Dipak Chatterjee</td>
<td>From 01.02.2002 To 30.09.2004</td>
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<td>21)</td>
<td>Shri S.N. Menon</td>
<td>From 01.10.2004 To 30.09.2006</td>
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<td>22)</td>
<td>Shri G.K. Pillai</td>
<td>From 01.10.2006 To 10.06.2009</td>
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<td>23)</td>
<td>Shri Rahul Khullar</td>
<td>From 11.06.2009 To 14.05.2012</td>
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<td>24)</td>
<td>Shri S.R. Rao</td>
<td>From 29.05.2012 To 31.01.2014</td>
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<tr>
<td>25)</td>
<td>Shri Rajeev Kher</td>
<td>From 31.01.2014 To 30.06.2015</td>
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<tr>
<td>26)</td>
<td>Ms. Rita Teotia</td>
<td>From 01.07.2015 To 31.07.2018</td>
</tr>
<tr>
<td>27)</td>
<td>Shri Anup Wadhawan</td>
<td>From 01.08.2018 Till date</td>
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</tbody>
</table>
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**


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.

(B) 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 -

(2) Coffee Board Act, 1942.
(3) Export (Quality Control and Inspection) Act, 1963.
(7) Tea Board Act, 1953.
(10) Tobacco Board Act, 1975.
IX. Miscellaneous


22. Integrated development of Logistics Sector.

** The full form of abbreviations used at Sl.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 who is assisted by one Officer on Special Duty (OSD), one Special Secretary, one Special Secretary & Financial Advisor, three Additional Secretaries, two Additional Secretary rank officers, thirteen 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 separate Department of Commerce was first created in the Government of India in 1921. Earlier, the subject under the Department were 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 11th October, 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 9th February, 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;
(b) Department of Textiles.

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.


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


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.

2. Directorate General of Trade Remedies, Jeevan Tara Building, Parliament Street, New Delhi - 110 001.

3. Visakhapatnam Special Economic Zone, Administrative Building, Duvvada, Visakhapatnam – 530 046, Andhra Pradesh.

4. Cochin Special Economic Zone, Administrative Building, Kakkanad, Cochin – 600 030, Kerala.

5. Noida Special Economic Zone, Surajpur Dadri Road, Noida – 201 305, Uttar Pradesh.

6. Falta Special Economic Zone, IInd MSO Building, 4th Floor, R.No. 44, Nizam Palace Complex, 234/4, AIC Bose Road, Kolkata – 700 020, West Bengal.


8. Pay and Accounts Office (Supply), Akbar Road Hutments, New Delhi.


10. SEEPZ Special Economic Zone, Andheri (East), Mumbai – 400 096, Maharashtra.
Induction Material

Autonomous Bodies

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.
8. Export Inspection Council, 3rd Floor, YMCA Cultural Centre Building, 1, Jai Singh Road, New Delhi - 110 001.
10. Indian Institute of Packaging, B-2, MIDC Area, P.B.No. 9432, Andheri (East), Mumbai – 400 096, Maharashtra.

Public Sector Undertakings

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.

1(i) Subsidiary of STC
Spice Trading Corporation of India (STCL Ltd.), 166/2, 13th Main Road, Vasanthnagar, Bangalore – 560052, Karnataka.

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. EEPC, “Vanijya Bhawan”, International Trade Facilitation Centre, 1st Floor, 1/1 Wood Street, Kolkata – 700 016, West Bengal.
7. Project Exports Promotion Council of India (PEPC), 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.
10. Export Promotion Council for EOUs & SEZ Units, 8-G, 8th Floor, Hansalaya Building, 15, Barakhamba Road, New Delhi-110001.
12. Indian Oil Seeds & Produce Export Promotion Council, 78-79 Bajaj Bhawan, Nariman Point, Mumbai – 400 021, Maharashtra.
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.


5. Price Stabilisation Fund Trust, Room No.2003, 20th Floor, Jawahar Vyapar Bhawan, Tolstoy Marg, Connaught Place, New Delhi – 110 001.
Induction Material

LOGISTICS DIVISION

Shri N. Sivasailam
Special Secretary
Room No.- 241
Tel# 23061377

Shri Anant Swarup,
Joint Secretary,
Room No.-216,
Tel#23063315

Shri Keshav Chandra
Joint Secretary,
Room No.-267B,
Tel#23062109

Dr. Surendra Kumar
Ahirwar
Director
(Logistic)
Room No.250

Shri Ravti Saran Verma
Deputy Secretary (logistics)
Room No. 540

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 in this sector.

2. Logistic Division has also in the process of creating an IT backbone and develop a single window National Logistics e-platform which will serve to bring together the various stakeholders viz. logistics service providers, buyers as well as Central & State Government agencies such as Customs, DGFT, Railways, Ports, airports, inland waterways, coastal shipping etc., on a single platform.

3. 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.

4. There is a plan to develop standards and benchmarking in various facets of the sector.
TRADE POLICY DIVISION [TPD]

Shri Sudhanshu Pandey
Additional Secretary
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Tel: 23062526,

Shri Dammu Ravi, Joint Secretary,
Room No.-247,
Tel#23061664

Dr Praveen Mehto
Economic Advisor
Room No 279B
Tel: 23061075

Shri A.K. Srivastava
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Ms. Sonia Pant,
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Shri Narayan Prasad
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Shri A. Bi
pin Menon
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Section Officer
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SANCTIONED STRENGTH
Research Officer(Gr.II) - 3
Section Officer - 3
Assistant - 1
Documentation Asst. - 1
Investigator - 1
UDC - 2
LDC - 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, Customs Valuation, Import Licensing Procedures, Govt. Procurement, Global Coherence, etc.

2. GATT/WTO Multilateral Trade Negotiations on tariff and non-tariff barriers.

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 and UNICITRAL (United Nations Commission on International Trade Law), etc.

10. Nodal Division to deal with Trade and Economic Cooperation Division among developing countries.


12. Administrative matters pertaining to GATT such as processing of delegations for GATT meetings.


15. Trade in Services (GATS).


17. Committee on SPS, Committee on TBT and the Committee of State Trade Enterprises.

18. Centre for WTO Studies, World Trade Organisation related studies and workshops.


20. Trade-Related Investment Measures (TRIMs).

21. Committee on Least Developed Countries.

22. Ministerial Conference of the WTO matter.

23. Working Group of International Standards of Accounting and Reporting (ISAR).

24. Inter-Governmental Group of Exports on Competition Law & Policy.


27. E-Governance

28. Work relating to EP(Services)

29. Global Exhibition on Services

30. Services 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 Training

35. Centre for Trade Promotion

36. WTO Trade Facilitation Agreement and National Committee on Trade Facilitation.

37. Implementation of Champion Service Sectors

38. Cross Boarder E-Commerce Export.
REGIONAL & MULTILATERAL TRADE RELATIONS [RMTR]

Shri Sudhanshu Pandey  Shri Dammu Ravi  Shri Ajay Kumar
Additional Secretary  Joint Secretary  Additional DGFT
Room No.-121  Room No.- 247  Room No. 224-D
Tel#23062526, 23061100  Tel#23061664  Tel#23063642

Shri A. Bipin Menon  Shri Sanjay Kumar Agrawal  Shri Anurag Sehgal,
Director  Director  Deputy Secretary
Room No.-224C  Room No. 220  Room No. 223D
Tel#23062577  Tel#23061888  Tel#23061810

Shri Sanjay Chaurasia  Shri Vivek Chaudhary  Ms. Vartika Rawat,
Under Secretary  Deputy Director  Under Secretary
Room No.-556B  Room No. 539  Room No.-278
Tel#23061024  Tel#23063038  Tel#23062517

Shri Anand Mohan Misra  Shri Shyamal Sil  Smt. V.Satya Vijayshankar
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Shri Sanjay Chaurasia  Shri Vivek Chaudhary  Ms. Vartika Rawat,
Under Secretary  Deputy Director  Under Secretary
Room No.-556B  Room No. 539  Room No.-278
Tel#23061024  Tel#23063038  Tel#23062517

Shri Anand Mohan Misra  Shri Shyamal Sil  Smt. V.Satya Vijayshankar
Deputy DGFT  Section Officer  ASO
Room No. 221  Room No.-543  Room No. 543
Tel# 2606 2286  Tel#23062261-545(extn)  Tel#23062261-545(extn)

SANCTIONED STRENGTH
Section Officer  -  1
Assistant Section officer  -  2

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).
9. Grouping such as BRICS, IBSA, G-20, Shanghai Cooperation Organisation (SCO), Commonwealth, G-15, G-77
10. Economic Cooperations, namely:-
(a) Indian Ocean Rim-Association (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.

## DIRECTORATE GENERAL OF TRADE REMEDIES [DGTR]

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Office</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shri Sunil Kumar</td>
<td>AS&amp;DG</td>
<td>Room No.-23</td>
<td>Tel#23408724 Fax: 2349436</td>
</tr>
<tr>
<td>Shri I.P. Singh,</td>
<td>Advisor (Cost)</td>
<td>Jeevan Tara Building</td>
<td>Tel#23408721 EPABX No.230</td>
</tr>
<tr>
<td>Shri Rajneesh</td>
<td>Joint Secretary</td>
<td>Jeevan Tara Building</td>
<td>Tel#23408718 EPABX No.108</td>
</tr>
<tr>
<td>Shri Rajiv Arora</td>
<td>Addl. DGFT</td>
<td>Jeevan Tara Building</td>
<td>Tel#23408720</td>
</tr>
<tr>
<td>Shri M. Thakur,</td>
<td>Addl. DGFT</td>
<td>Jeevan Tara Building</td>
<td>Tel#23408721</td>
</tr>
<tr>
<td>Shri Satish Kumar</td>
<td>Advisor (Cost)</td>
<td>Jeevan Tara Building</td>
<td>Tel#23408709</td>
</tr>
<tr>
<td>Shri I.P. Singh,</td>
<td>Advisor (Cost)</td>
<td>Jeevan Tara Building</td>
<td>Tel#23408701</td>
</tr>
<tr>
<td>Shri J.I. Chowdhury</td>
<td>Director (Cost)</td>
<td>Jeevan Tara Building</td>
<td>Tel#23408714</td>
</tr>
<tr>
<td>Shri P.K. Upadhyay</td>
<td>Director (Cost)</td>
<td>Jeevan Tara Building</td>
<td>Tel#23408710</td>
</tr>
<tr>
<td>Shri D.S. Martoliya</td>
<td>Director (QA)</td>
<td>Jeevan Tara Building</td>
<td>Tel#23408713</td>
</tr>
<tr>
<td>Shri J.M. Bishnoi</td>
<td>Joint Director (FT)</td>
<td>Jeevan Tara Building</td>
<td>Tel#23408715</td>
</tr>
<tr>
<td>Shri P.K. Verma</td>
<td>US(Admin)</td>
<td>Jeevan Tara Building</td>
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</tr>
<tr>
<td>Shri Vivek Singh</td>
<td>Deputy Director (FT)</td>
<td>Jeevan Tara Building</td>
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<tr>
<td>Shri Vivek Jayaswal</td>
<td>Deputy Director (Stats)</td>
<td>Jeevan Tara Building</td>
<td>Tel#23408708</td>
</tr>
<tr>
<td>Shri S.S. Lamba</td>
<td>Section Officer (Cash)</td>
<td>Jeevan Tara Building</td>
<td>Tel#23408706</td>
</tr>
<tr>
<td>Shri A.K. Asthana</td>
<td>Asst. Commissioner</td>
<td>Jeevan Tara Building</td>
<td>Tel#23408705</td>
</tr>
<tr>
<td>Shri R.K. Meena</td>
<td>Superintendent</td>
<td>Jeevan Tara Building</td>
<td>Tel#23408704</td>
</tr>
<tr>
<td>Shri R.C. Bhatt</td>
<td>Advisor (Cost)</td>
<td>Jeevan Tara Building</td>
<td>Tel#23408703</td>
</tr>
<tr>
<td>Shri T.K. Majumdar</td>
<td>Advisor (Cost)</td>
<td>Jeevan Tara Building</td>
<td>Tel#23408702</td>
</tr>
<tr>
<td>Dr. Ishita G Tripathy</td>
<td>Director</td>
<td>Jeevan Tara Building</td>
<td>Tel#23408701</td>
</tr>
<tr>
<td>Shri Shobh Nath</td>
<td>Deputy Director (Cost)</td>
<td>Jeevan Tara Building</td>
<td>Tel#23408709</td>
</tr>
<tr>
<td>Shri A.K. Mishra</td>
<td>Section Officer</td>
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<tr>
<td>Shri A.K. Asthana</td>
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<td>Jeevan Tara Building</td>
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<td>Director</td>
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<tr>
<td>Shri Shobh Nath</td>
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<td>Jeevan Tara Building</td>
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<td>Shri A.K. Asthana</td>
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### SANCTIONED STRENGTH

<table>
<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Additional Secretary &amp; Director General</td>
<td>1 (From DoC’s strength)</td>
</tr>
<tr>
<td>Joint Secretary</td>
<td>1</td>
</tr>
<tr>
<td>Additional DGFT, Director/DS/Joint Director (Trade) (ITS)</td>
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<td>Principal Adviser (Cost)</td>
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<td>Adviser/Director/Joint Director/Deputy Director (Cost)</td>
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<td>Additional Economic Adviser / Director/Joint Director (IES)</td>
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<td>Director/Joint Director/Deputy Director (Legal)</td>
<td>3</td>
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<tr>
<td>Deputy Director (Stat. Analysis) (ISS)</td>
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<tr>
<td>Under Secretary (CSS)</td>
<td>1</td>
</tr>
<tr>
<td>Section Officer</td>
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<tr>
<td>Assistant Section Officer</td>
<td>8</td>
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<tr>
<td>PS/PA</td>
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<td>Senior Secretariat Assistant/Junior Secretariat Assistant</td>
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<tr>
<td>Stat. Investigator (Temp)</td>
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<td>System Analyst (Temp)</td>
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<td>MTS (Regular)</td>
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<tr>
<td>Officials to be transferred from CBEC</td>
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<tr>
<td>Posts to be created in DGTR</td>
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### 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.


6. Work relating to defending cases CESTAT as and when interested parties file the cases.


10. Defending anti-subsidy/ countervailing actions initiated by other countries against India. Provide assistance to domestic industry facing anti-dumping/safeguard cases abroad against India.

11. Litigation matters related to Trade Remedial Measures before High Courts and Supreme Court of India.

12. 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.

13. Organizing workshops/outreach programmes/seminars regarding Trade Remedial Measures for information and knowledge dissemination in the country.
1. As a nodal point for the United Nations Economic and 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 Sessions, Committee Sessions and Governing Board meetings.

(c) Sponsoring nominations of UNESCAP seminars, Experts 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) Asia and Pacific Centre for Transfer of Technology (APCTT), New Delhi (Annual contribution released by Department of Scientific & Industrial Research (DSIR)).

(ii) Statistical Institute of 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 Communication & Information Technology).

(v) 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 Keshav Chandra, Joint Secretary
Ms. Praveen Kumar, Jt. Director
Ms. Meena Pillai, Under Secretary
Room No.-267-B Room No.-279-A Room No. 349 A
Tel#23062109 Tel#23063434 Tel#23062837

Shri Prem Nath
Section Officer
Room No.-476A
Tel#23062261-553(extn)

Ms. Praveen Kumar,
Jt. Director
Room No. 279-A
Tel#23063434

Ms. Meena Pillai,
Under Secretary
Room No. 349 A
Tel#23062837

SANCTIONED STRENGTH
Section Officer - 1
Assistant - 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, addressal 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 Africa countries:**
   Botswana, Lesotho, Mozambique, Namibia, South Africa, Swaziland, Zambia and Zimbabwe

   **East Africa countries:**
   Comoros, Djibouti, Ethiopia, Kenya, Madagascar, Mauritius, Eritrea, Seychelles, Somalia and Tanzania

   **West Africa countries:**
   Angola, Benin, Burkina Faso, Cameroon, Canary Islands, Cape Verde, Republic of Congo, Equatorial Guinea, Gabon, Gambia, Ghana, Guinea, Guinea Bissau, Cote D'Ivoire, Liberia, Mali, Mauritania, Niger, Nigeria, Sao Tome & Principé, Senegal, Sierra Leone, St Helena, Togo and Western Sahara.

   **Central Africa countries:**
   Burundi, Central Africa Republic, Chad, Malawi, Rwanda, Uganda, Democratic Republic of Congo.

2. Coordination with Indian Missions in the Africa.
3. Coordinating Authority for dealing with general issues 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 Santosh Kumar Sarangi  Shri Stephen Lawrence  
Joint Secretary  Deputy Secretary  
Room No.-233  Room No.- 280-A  
Tel# 23061818  Tel#23063294

Shri Ambuj Sharma  Shri Naresh Chand  
Deputy Director  Section Officer  
Room No.- 516-B  Room No.-516-B  
Tel# 23062261-311  Tel#23062261-588(extn)

SANCTIONED STRENGTH

Section Officer (Desk) - 1  
ASO/LDC - 1  (Presently vacant)

LIST OF SUBJECTS

1. All territorial matters relating to India’s trade with USA, Canada and Mexico.
FOREIGN TRADE (LATIN AMERICA)

Induction Material

Shri Shyamal Misra, Joint Secretary
Room No.- 243
Tel# 23063460
E-mail: misra.shyamal@gov.in

Shri K. V. Nagi Reddy, Director
Room No.- 285
Tel# 23063642
E-mail: nagireddy.kv@nic.in

Shri Balbir Singh, Under Secretary
Room No.- 511
Tel# 23061933
E-mail: balbir.singh67@nic.in

Shri Subhash Chander, Section Officer
Room No.-510A
Tel#23062261-529(extn)
E-mail: moc_ftlac@nic.in

SANCTIONED STRENGTH
Under Secretary (Desk) - 1
Section officers - 1
ASO - 1

LIST OF SUBJECTS

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

<table>
<thead>
<tr>
<th>Latin American Integration Association (ALADI)</th>
<th>CARICOM Group of Countries - (Caribbean Community)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Argentina</td>
<td>18) Barbados</td>
</tr>
<tr>
<td>2) Brazil</td>
<td>19) Belize</td>
</tr>
<tr>
<td>3) Chile</td>
<td>20) Guyana</td>
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<tr>
<td>4) Paraguay</td>
<td>21) Jamaica</td>
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<tr>
<td>5) Venezuela</td>
<td>22) Trinidad &amp; Tobago</td>
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<tr>
<td>6) Uruguay</td>
<td>23) Antigua</td>
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<tr>
<td>7) Bolivia</td>
<td>24) Dominica</td>
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<tr>
<td>8) Colombia</td>
<td>25) Grenada</td>
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<tr>
<td>9) Ecuador</td>
<td>26) Montserrat</td>
</tr>
<tr>
<td>10) Cuba</td>
<td>27) St.Kitts – Nevis - Anguilla</td>
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<tr>
<td>11) Peru</td>
<td>28) St.Lucia</td>
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<tr>
<td>12) Panama</td>
<td>29) St.Vincent</td>
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<tr>
<td>13) Costa Rica</td>
<td>30) Suriname</td>
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<tr>
<td>14) El Salvador</td>
<td>31) Bahamas</td>
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<tr>
<td>15) Guatemala</td>
<td>32) Haiti</td>
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<td>16) Honduras</td>
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</tr>
<tr>
<td>17) Nicaragua</td>
<td></td>
</tr>
</tbody>
</table>

   (BELIZE & PANAMA ARE ALSO ITS MEMBER COUNTRIES)

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
FOREIGN TRADE (EUROPE) DIVISION

Ms. Nidhi Mani Tripathi
Joint Secretary
Room No.-287B
Tel/Fax# 23061971
Email: tnidhim@ias.nic.in

Ms. Sadhna Hiranandani
Deputy Secretary
Room No.- 125A
Tel/Fax# 23061139
Email: s.hiranandani@nic.in

DESK-I
Shri Pawan Kumar
Under Secretary
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Tel#23063943
Email: pawan.kumar78@nic.in

DESK-II
Shri Darshan Kumar Solanki
Under Secretary
Room No. – 19A
Tel#23063943/621
Email: dk.solanki@nic.in

DESK-III
Shri Vinod Kumar
Under Secretary
Room No.- 278
Tel#
Email: v.kumar74@nic.in

DESK-IV
Shri Pushpender Kumar
Under Secretary
Room No.- 560
Tel#23063311, Int.516
Email: pushpender.kumar@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 India EU BTIA Negotiations.
2. All matters relating to India’s trade with following European Countries namely:
   1) Belgium
   2) Ireland
   3) Luxemburg
   4) France
   5) Italy

DESK-II
1. All matters pertaining to European Union.
2. Coordination work for FT (Europe) Division.
3. All matters relating to India’s trade with following European Countries namely:-
   1) Germany
   2) United Kingdom
   3) Portugal
   4) Spain
   5) Netherlands
DESK-III

1. All matters relating to India – EFTA-TEPA
   1. All matters relating to India’s trade with following European Countries namely:-
      1) Albania
      2) Croatia
      3) Czech Republic
      4) Denmark
      5) Estonia,
      6) Iceland
      7) Latvia
      8) Liechtenstein
      9) Montenegro
     10) Norway
     11) Serbia
     12) Slovak Republic
     13) Slovenia
     14) Sweden
     15) Switzerland

DESK-IV

1. All matters relating to India’s trade with following European Countries namely:-
   1) Austria
      2) Bosnia & Herzegovina
      3) Bulgaria
      4) Cyprus
      5) Finland
      6) Greece
      7) Hungary
      8) Lithuania
      9) Macedonia
     10) Malta
     11) Poland
     12) Romania
     13) Turkey
     14) Sweden
FOREIGN TRADE(CIS)

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

Shri S.K. Ranjan, Dy. Secretary,
Room No.-280-B, Udyog Bhawan
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:
   1) Russia
   2) Ukraine
   3) Uzbekistan
   4) Kazakhstan
   5) Kyrgyzstan
   6) Turkmenistan
   7) Tajikistan
   8) Azerbaijan
   9) Armenia
   10) Georgia
   11) Moldova
   12) Belarus

2. Monitoring of reports and work of Indian Commercial Wings in these Countries.

3. FT (CIS) Division is the nodal for organizing meetings for India-Tajikistan Joint Commission and for organizing Inter-Governmental Commissions’ (IGCs) meetings with Azerbaijan, Uzbekistan and Kyrgyzstan.

4. FT(CIS) Division is nodal for organizing meetings of 3 joint Working Groups (JWGs) on Trade and Economic Cooperation with Russia, Kazakhstan and Ukraine and India-Russia Sub Working Group on elimination of barriers on trade, economic and investment spheres for resolving the issues.

5. Policy making on important aspects of India’s trade with Russian Federation under the Repayment of State Credits.

6. Nodal agency for International North-South Transport Corridor (INSTC).

7. Parliament Questions relating to bilateral trade between India and the above mentioned countries.

FOREIGN TRADE (WANA)

Shri Keshav Chandra  
Joint Secretary  
Room No.-267-B  
Tel#23062109  
Email: keshav.chandra@nic.in

Ms. Geetha Nair  
Dy. Secretary,  
Room No.-279-A  
Tel#23063434

Ms. Ganesh Kumar  
Under Secretary  
Room No.-347  
Tel#23061545

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

Ms. Anuja Bharati  
Assistant Section Officer,  
Room No.-349A  
Tel#23062837

SANCTIONED STRENGTH
Under Secretar - 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  
   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 issues pertaining to trade related issues with WANA regions.

FOREIGN TRADE (Oceania) Division

Shri Sudhanshu Pandey, Additional Secretary
Room No.- 121
Tel# 23062526

Shri Ajay Srivastava, Additional DGFT,
Room No.-224
Tel#23062261

Sh. Rajesh Kumar, Section Officer
Room No.-447
Extn.635

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 Rajneesh
Joint Secretary
Room No.- 132
Tel#23062166

Ms. Indu C. Nair
Director
Room No.- 246-A
Tel# 23062932

Shri Anurag Goel
Under Secretary
Room No.-477
Tel#23063428

Ms. Usha Sreenivasan
Section Officer
Room No.-447
Tel#23062261-617

Shri N. Muthukumar,
Section Officer
Desk-1. Room No.-447
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. All territorial matters relating to India's Trade with:-
   (i) Brunei
   (ii) Cambodia
   (iii) Laos
   (iv) Myanmar
   (v) Myanmar
   (vi) Vietnam

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

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

4. Co-ordination work related to budget matters, MAI.

Desk-II

5. Bilateral matters relating to India’s Trade with:
   (i) Indonesia
   (ii) Malaysia
   (iii) Singapore
   (iv) Thailand

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

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

8. Co-ordination work related to weekly and monthly reports, RTI and other miscellaneous matters pertaining to ASEAN Division.
FOREIGN TRADE (NORTH EAST ASIA)

Shri Sanjay Chadha  
Additional Secretary  
Room No.- 240  
Tel#2306 1274

Shri Praveen Bonigala  
Joint Secretary  
Room No 287  
Tel: 23062704

Shri P.V. Hari Krishna  
Director  
Room No.- 476B  
Tel#2306 2525

Ms.Sudhanshu Balananda  
Deputy Secretary  
Room No.- 476B  
Tel#2306 2525

Shri Praveen Bonigala  
Joint Secretary  
Room No 287  
Tel: 23062704

Shri P.V. Hari Krishna  
Director  
Room No.- 476B  
Tel#2306 2525

Ms.Sudhanshu Balananda  
Deputy Secretary  
Room No.- 476B  
Tel#2306 2525

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

Shri Jai Prakash Singh  
Under Secretary

SANCTIONED STRENGTH

<table>
<thead>
<tr>
<th>FT(China) Desk</th>
<th>FT(Japan/korea) Desk</th>
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<tbody>
<tr>
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<td>Under Secretary - 1</td>
</tr>
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</table>

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 upgradation 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 Bhupinder S. Bhalla  Shri Anurag Sharma  Deputy  Shri S. Muthu Kumar  
Additional Secretary  Secretary  Under Secretary  
Room No.- 162 B  Room No.- 279-B  Room No.- 427  
Tel#2306 2660  Tel#2306 2618  Tel#2306 1974  
Shri Richh Pal Singh  Shri Atul Kumar Pandey  Shri Arvinda Kumar  
Under Secretary  Section officer  Assistant Section officer  
Room No.- 427  Room No.- 477-A  Room No.- 477-A  
Tel#2306 1974  Tel#2306 2261/508  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 desire by Senior Officers.
FOREIGN TRADE (COORDINATION)/APPELATE COMMITTEE

Shri Praveen Bonigala
Joint Secretary
Room No.- 287
Tel#23062704
Shri S. T. Venkatachalapathy
Deputy Secretary
Room: 219
Tel: 23063365
Shri Sanjay Kumar
Section Officer
Room No.-425A
Tel#23062261-503(extn)

APPELATE COMMITTEE

Shri Sunil Kumar,
Additional Secretary & Chairman
Room No.-249
Tel#23061837
Shri Bhupindra Singh Bhalla
Additional Secretary & Member
Room No.-162B
Tel#23062660
Shri Santosh Kumar Sarangi,
Joint Secretary & Member
Room No.-233
Tel#23061818
Shri Rajbir Sharma
Joint DGFT
Member/Convener,
Room No.-103
Tel# 23061056

Shri Sanjay Kumar
Section Officer
Room No.-425 A
Tel#23062261/503

SANCTIONED STRENGTH

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<td>Section Officer</td>
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<tr>
<td>LDC</td>
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</table>

LIST OF SUBJECTS

1. General Questions of Import Trade Control Policy-Coordination.
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.
3. All work of coordination among the Foreign Trade Sections including the following:
   i) Channel of correspondence with Foreign Government.
   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.
   iv) Issue of Commercial Information.
   v) Other general questions connected with Foreign Trade not specifically allotted to any Foreign Trade Section.
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.


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/CIM/PMO references.

18. Issues referred to by other Departments/Ministries on Government initiatives/programmes not specific to DoC including new subjects/issues and requiring coordination amongst DoC organisations.
TRADE COMMISSIONER/TECHNICAL ASSISTANCE

Shri Rajneesh         Shri G. B. Upadhyay         Shri Mahender Chaudhary         Shri Ramkishan  
Joint Secretary        Director                       Under Secretary         Consultant,  
Room No.-132          Room No.- 224A                  Room No.-511              Room No.557-A  
Tel# 23062166          Tel#23062530                    Tel#23061933              Tel. No. 23062261  
E-mail: jsadmin-        E-mail: gbu@nic.in                  E-mail: mahender.chaudhary@nic.in  
doc@gov.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).


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 Sunil Kumar, Dr. Shobhit Jain, Shri Rajender Singh, Ms. Shashwati Das,
Addl. Secretary, Director, Under Secretary, Section Officer,
Room No. 249, Room No.280 Room No.542A, Room No. 446,
Tel: 23061837 Tel: 23062817 Tel: 23062261/489

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


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)

Shri Sunil Kumar
Additional Secretary
Room No.-250
Tel#23061837

Dr. Shobhit Jain
Director
Room No. 280
Tel: 23062817

Shri Rajender Singh,
Under Secretary
Room No.-542A
Tel#23062261-489(extn)

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.;

and their:-
   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

<table>
<thead>
<tr>
<th>India Trade Promotion Organisation (ITPO)</th>
<th>Indian Institute of Packaging (IIP)</th>
<th>Indian Institute of Foreign Trade (IIFT)</th>
<th>National Centre for Trade Promotion (NCTI)</th>
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</thead>
<tbody>
<tr>
<td>Sh. Sanjay Chadha, Additional Secretary</td>
<td>Sh. Sunil Kumar Additional Secretary</td>
<td>Sh. Sudhanshu Pandey Additional Secretary</td>
<td></td>
</tr>
<tr>
<td>Room No.: 240</td>
<td>Room No.: 249</td>
<td>Room No.: 121</td>
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<tr>
<td>Ph. No.: 23061274</td>
<td>Ph. No.: 2306 1837</td>
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<tr>
<td>Sh. B. Praveen</td>
<td></td>
<td>Sh. Darpan Jain Joint Secretary</td>
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<tr>
<td>Joint Secretary</td>
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<td>Room No. 288</td>
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<td>Room No.: 287</td>
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<td>Ph. No.: 2306 3413</td>
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<tr>
<td>Sh. P. V. Hari Krishna Director</td>
<td>Dr. Shobhit Jain Director</td>
<td>Sh. Puru Gupta Deputy Secretary</td>
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<tr>
<td>Room No.: 225</td>
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<tr>
<td>Ph. No.: 23061624</td>
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<tr>
<td>Smt. Kamana S. Dikshit Under Secretary</td>
<td>Sh. Rajender Singh Under Secretary</td>
<td>-</td>
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<tr>
<td>Room No.: 347</td>
<td>Room No.: 542-A</td>
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<td>Ph. No.: 2306 1545</td>
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<tr>
<td>Sh. R. K. Bhatnagar Section Officer</td>
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<tr>
<td>Room No. 561</td>
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</table>

### 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.
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 Santosh Kumar Sarangi  
Joint Secretary  
Room No.-233  
Tel# 23061818

Shri N Ramesh  
Director  
Room No.-223-C  
Tel#23062929

Mrs. 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**

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 Allmentarius Commissions” of FAO. Central Committee of Food Standards of CGH Sand Chemical Division Council of ISI.
6. Administrative work and other matters relating to the EIC.
**EXPORT PRODUCTS (AGRICULTURE)**

Shri Santosh Kumar Sarangi  
Joint Secretary  
Room No.-233  
Tel# 23061818  
E.mail:santosh.sarangi@nic.in

**EP(Agril-I) Desk**  
Shri N. Ramesh,  
Director, EP(Agril).  
Tel#23062929  
E.mail:ramesh.n77@nic.in

Shri Ram Sagar Panjjar,  
Section Officer  
EP(Agril. I) Desk  
Tel#23062261#429  
E.mail:moc_epagri@nic.in  
E.mail:moc_epagri3@nic.in

**EP(Agril-II) Desk**  
Shri N. Ramesh,  
Director, EP(Agril).  
Tel#23062929  
E.mail:ramesh.n77@nic.in

Shri Padmanav Behera  
Under Secretary  
Room No.  
Tel: 23062261#495  
E.mail:moc_epagri2@nic.in

**EP(Agril-III) Desk**  
Shri N. Ramesh,  
Director, EP(Agril).  
Tel#23062929  
E.mail:ramesh.n77@nic.in

Shri Padmanav Behera  
Under Secretary  
Room No.  
Tel: 23062261#495  
E.mail:moc_epagri2@nic.in

**EP(Agril-IV) Desk**  
Shri N. Ramesh,  
Director, EP(Agril).  
Tel#23062929  
E.mail:ramesh.n77@nic.in

Shri Sandeep Verma,  
Under Secretary  
EP(Agril. IV) Desk  
Tel#23062261-492(extn)  
E.mail:moc_epagri1@nic.in

**EP(Agril-VI) Desk**  
Shri N. Ramesh,  
Director, EP(Agril).  
Tel#23062929  
E.mail:ramesh.n77@nic.in

Shri Ram Sagar Panjjar,  
Section Officer  
EP(Agril. I) Desk  
Tel#23062261#429  
E.mail:moc_epagri@nic.in  
E.mail:moc_epagri3@nic.in

**SANCTIONED STRENGTH**  
Under Secretary (Desk) - 2  
Section Officer (Desk) - 4  
UDC - 1  
LDC - 3
## LIST OF SUBJECTS

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<thead>
<tr>
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<th>Items of Work</th>
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<tr>
<td>1.</td>
<td>EP(Agri-I)</td>
<td>Coordination (Annual &amp; Monthly Reports, SOM, Budget, Outcome Budget, Parliament Matters etc.) and other Miscellaneous issues.</td>
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<td>CEPC &amp; Cashew, WTO issues including SPS/TBT, Codex, PPV &amp; FR Act, Food standards, Biotechnology, Rapid Alerts, CACP matters, Onion, Potato, Beetle Nut, Meat &amp; Meat &amp; Poultry Products etc.</td>
</tr>
</tbody>
</table>
**EXPORT PRODUCTS (MARINE PRODUCTS)**

Shri Santosh Kumar, Joint Secretary
Room No.-233
Tel# 23061818

Shri Steephen Lawrence, Deputy Secretary
Room No.- 280-A
Tel#23063294

Shri Ajay Kumar Sah, Section Officer,
Room No.-446A
Tel#23062261(504)

**SANCTIONED STRENGTH**

<table>
<thead>
<tr>
<th>Position</th>
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<tr>
<td>Section Officer(Desk)</td>
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**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#2306 1971  
E.mail: js1tpd-doc@nic.in

Ms. Sadhna Hiranandni,  
Deputy Secretary  
Room No.-125-A  
Tel#2306 1139  
E.mail: s.hiranandani@nic.in

Shri Sanjay Kerketta  
Under Secretary  
Room No.-556B  
Tel#23062044  
E.mail: sanjay.kerketta@nic.in

Shri A. K. Govila  
Consultant  
Room No.-558A  
Tel#23062261(615)  
E.mail: moc_eplsg@nic.in

**SANCTIONED STRENGTH**

Section Officer  
- 1 (Vacant)

Assistant Section Officer  
- 1

Investigator  
- 1 (Vacant)

Senior Secretariat Assistant  
- 1

**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.

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.


7. Preparation of Commodity notes.

EXPORT PRODUCTS (GEMS & JEWELLERY)

Shri Rupa Dutta  
Economic Advisor,  
Room No.-223-D  
Tel#23061641

Shri Senthil Nathan S.  
Dy. Secretary  
Room No. 288-A  
Tel#23063268

Shri Prashant Pandey  
Section Officer  
Room No.-444  
Tel#23062261-549(extn)

SANCTIONED STRENGTH

Section Officer - 1
Assistant - 1
LDC - 1

LIST OF SUBJECTS


2. Analysis of the problems/ needs of the trade with a view to find solutions and fine-tune/ amend Exim Policy/ Procedures if required.


4. Preparation of Commodity Notes.


6. Granting permission to Government nominated agencies for holding/ participating in exhibitions abroad and within India.

7. Matters related to Gems & Jewellery Export Promotion Council (GJEPC), Hindustan Diamond Company Ltd (HDCL) and Indian Diamond Institute (IDI).

8. All matters relating to Kimberley Process Certification Scheme.

9. All matters relating to Council for Domestic gem and jewellery industry.
EXPORT PROMOTION (ENGINEERING)

Shri Bhupinder Singh Bhalla  Ms. Padma Ganesh  Shri R. Manohar Kamath
Additional Secretary  Deputy Secretary  Under Secretary
Room No.-162-B  Room No.-223B  Room No.-558A
Tel# 23062660  Tel# 23062262  Tel#23062261-518(extn)

E-mail: moc._epengg@nic.in

SANCTIONED STRENGTH

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<td>LDC</td>
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LIST OF SUBJECTS

1. Matters relating to the working EEPCand administration issues raised by council on behalf of nominated representative of DOC.
2. Export targets, review of performance and maintenance of exports 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.
5. Identifying specific interventions for engineering sector to give a boost to the industry as may be appropriate.
6. Monitoring of imports of major products and seeking intervention of the concerned lined Ministries for strengthening domestic manufacture.
9. Interventions for high tech manufacturing exports (including any matter relating to defence products exports).
9. Overall all support to industry for growth and manufacturing, by involving technologies experts.
EXPORT PRODUCTS (ELECTRONICS & COMPUTER SOFTWARE)

Shri S.C. Chadha  Ms. Aashna Paul  Shri Rohit Kumar
Additional Secretary  Director  Deputy Director
Room No. 240  Room No. 226A  Room No. 442
Tel: 23061274,  23062879 (Direct); &  Tel: 23062261 - Extn. 534
23061849 (Direct); &  23062261 - Extn. 434
23062261 - Extn. 570  Email: aashna.paul@gov.in
Email: schadha@nic.in

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) Examination of outcome reports of the export promotion activities done by the ESC;

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

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

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

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

(x) PMO References, VIP References, Misc. References, RTI Applications, and Parliament Question related to ESC.
EXPORT PRODUCTS (CHEMICALS & ALLIED PRODUCTS)

Shri Shyamal Misra  
Joint Secretary & CVO

Shri S.K. Ranjan,  
Deputy Secretary

Shri Vijay Shanker,  
Under Secretary

Shri Abhishek Raj,  
Assistant Director

Room No.-243  
Tel# 23063460

Room No.- 280B  
Tel#23063624

Room No.-556B  
Tel#23062044

SANCTIONED STRENGTH

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

LIST OF SUBJECTS

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 grit, raw bone, bone dust, flur, 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

2. All work relating to Export Promotion of Plastics (Plexconcil):
   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
   - Houseware 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 frames, lenses, sunglasses 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.
3. All work relating to Export Promotion of Basic Chemicals, Cosmetics and Dyes (Chemexcil):

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

**EXPORT PROMOTION (OVERSEAS PROJECTS & SERVICES)**

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

Ms. Aashna Paul  
Director.  
Room No. 226-A  
Tel. # 23062879  
Email: aashna.paul@gov.in

Shri Rohit Kumar  
Deputy Director  
Room No. -442  
Tel. # 23062261/534  
Email: Rohitkumar.dgsnd@gov.in

Shri Ankit Kumar  
Asst Director (S)  
Room No. 537  
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**SANCTIONED STRENGTH**

<table>
<thead>
<tr>
<th>Section Officer (Desk)</th>
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<tbody>
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<td>Investigator</td>
<td>1</td>
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<tr>
<td>LDC</td>
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</tbody>
</table>

**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 3 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.


vi. Examination of the pre-Budget proposals/suggestions for Union Budget pertaining to the above-mentioned 2 Councils.

vii. Handling miscellaneous proposals of the Councils

viii. PMO references, VIP references, Court Cases, RTI applications, Parliament Questions.
**PLANTATION (A)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Room No.</th>
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<tbody>
<tr>
<td>Shri Praveen Bonigala</td>
<td>Joint Secretary</td>
<td>287</td>
<td>23062704</td>
<td><a href="mailto:b.praveen@nic.in">b.praveen@nic.in</a></td>
</tr>
<tr>
<td>Ms. Anjali Anand</td>
<td>Under Secretary</td>
<td>441</td>
<td>23062510</td>
<td><a href="mailto:anjalianand@nic.in">anjalianand@nic.in</a></td>
</tr>
<tr>
<td>Shri Saravanan Murugan</td>
<td>Director</td>
<td>284</td>
<td>23063648</td>
<td><a href="mailto:saravanam.m@ias.nic.in">saravanam.m@ias.nic.in</a></td>
</tr>
<tr>
<td>Shri Ramesh Chandra</td>
<td>Section Officer</td>
<td>350</td>
<td>23062261(506)</td>
<td><a href="mailto:moc_planta@nic.in">moc_planta@nic.in</a></td>
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**SANCTIONED STRENGTH**

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**LIST OF SUBJECTS**

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.
4. Schemes of the Tea Board.
5. Release of Fund to TEA Board.
6. Court Cases relating to tea.
7. Replying to Parliament Questions relating to Tea.
8. PMO/VIP/MP references relating to tea.
10. RTI application relating to tea.
11. Any other issues concerning Tea industry not covered by above.
PLANTATION (B)

Shri Praveen Bonigala,  
Joint Secretary  
Room No.- 287  
Tel#23062704  
E-mail: b.praveen@nic.in

Shri Saravanan Murugan,  
Director  
Room No.-284  
Tel# 23063648  
E-mail: saravanan.m@ias.nic.in

Smt. Anjali Anand  
Under Secretary  
Room No.-441  
Tel#23062510  
E-mail: anjalianand@nic.in

Ms. Sreetama Samanta  
Section Officer  
Room No. 350A  
Tel: 23062261(507)  
Email: moc_planta@nic.in

SANCTIONED STRENGTH

Section Officer - 1
Assistant - 2
LDC - 1

LIST OF SUBJECTS

Aspect of the work relating to Coffee includes the following: -

1. Reconstitution of the Coffee Board after every 3 years
3. Export promotion of Coffee.
4. All problems relating to Coffee.
5. Administrative control over the Coffee Board.
6. Problems relating to fiscal levies on coffee.

7. Release of Fund to Coffee Board.
8. PMO/VIP/MP references & Public grievances relating to Coffee.
9. RTI applications relating to Coffee.
10. Approval of schemes and monitoring of financial and physical targets thereto.
11. Any other issues concerning Coffee industry not covered above.
PLANTATION (C)

Shri Praveen Bonigala, Joint Secretary
Room No.- 287
Tel#23062704,
E-mail: b.praveen@nic.in

Shri. M. Saravanan, Director
Room No.284
Tel# 23063648
E-mail: saravaman.m@ias.nic.in

Shri M. S. Banerjee, Under Secretary
Room No.-250A
Tel# 23061732(512)

Shri Ullas Kumar, Assistant
Room No. 350-A
Tel: 23062261(622)

SANCTIONED STRENGTH

Section Officer - 1
Assistant - 1
UDC - 1

LIST OF SUBJECTS

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

2. Export promotion of Rubber.
3. All problems relating to Rubber.
4. Administrative control over the Rubber Board.
5. Special Component Plan for Scheduled Castes and Scheduled Tribes relating to Rubber Board.
6. Monitoring of Rubber prices on daily basis.
7. Problems relating to fiscal levies on Rubber.
8. National Rubber Policy 2019
PLANTATION (D)

Shri Praveen Bonigala
Joint Secretary
Room No.- 287
Tel#23062704
E-mail: b.praveen@nic.in

Shri M. Saravanan
Director
Room No.284
Tel# 23063648
E-mail: saravaman.m@ias.nic.in

Shri M. S. Banerjee
Under Secretary
Room No.-250A
Tel# 23061732
E-mail: ms.banerjee67@nic.in

Vacant
Section Officer
Room No. 444B
Tel 23062261(616)
E-mail: moc-plantd@nic.in

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.


8. Deputation of delegations abroad for participating in trade fairs/Conference/Seminars/trainings etc.


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 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.


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.
Induction Material

EXPORT & MARKETING DEVELOPMENT ASSISTANCE

Shri Rajneesh
Joint Secretary
Room No.-132
Tel# 23062166
E-mail: jsadmin-doc@gov.in

Shri Prakash Nevatia
Director
Room No.-226-B
Tel#23062527
E-mail: prakash.nevatia@nic.in

Shri Rajeev Kumar
Under Secretary
Room No.-516-A
Tel#23061764
E-mail: k.rajeev75@nic.in

Ms. Pinky Gupta
Section Officer
Room No.-558C
Tel#23062261/587
E-mail: pinky.gupta82@nic.in

SANCTIONED STRENGTH

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LIST OF SUBJECTS

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

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


4. All matters relating of Federation of Indian Export Organisation (FIEO).

5. Preparation of Budget Estimates for MAI Scheme.

6. Secretariat work of the MAI Committees.

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


10. To Keep control over expenditure under the MAI heads and reconciliation of expenditure.

10. Residual work related to the Marketing Development Assistance Scheme (not in operation since 01.04.2017).
TRADE FINANCE SECTION

Dr. Subhash Chandra Pandey  Shri Praveen Bonigala  Shri S. T. Venkatachalapathy  Vacant
SS&FA  Joint Secretary  Dy Secretary  Under Secretary
Room No.-244  Room No.-132  Room No.-219
Tel# 23062756  Tel# 23062166  Tel#23063365
E-mail:jsadmin-doc@gov.in

Shri Sukhamoy Halder  Joint Secretary
Section Officer  Room No.-538  Tel#23062261(558)
E-mail: moc_tfs@nic

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 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.
STATES CELL

<table>
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<th>Name</th>
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<th>Room No.</th>
<th>Tel#</th>
<th>Email</th>
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<tbody>
<tr>
<td>Shri Sanjay Chadha</td>
<td>Addl. Secretary</td>
<td>-240</td>
<td>2306</td>
<td><a href="mailto:Schadha@nic.in">Schadha@nic.in</a></td>
</tr>
<tr>
<td>Ms. Aashna Paul</td>
<td>Director</td>
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<td>2306</td>
<td><a href="mailto:aashna.paul@gov.in">aashna.paul@gov.in</a></td>
</tr>
<tr>
<td>Shri M. Rama Pratap</td>
<td>Under Secretary</td>
<td>556A</td>
<td>2306</td>
<td><a href="mailto:pratap.r@gov.in">pratap.r@gov.in</a></td>
</tr>
<tr>
<td>(Vacant*)</td>
<td>Section Officer</td>
<td>-541A</td>
<td>2306</td>
<td><a href="mailto:moc_states@nic.in">moc_states@nic.in</a></td>
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*Shri Om Prakash, Section Officer, Export Infrastructure is holding additional charge of States Cell for the time being.

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<tr>
<td>JSA (earlier LDC)</td>
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LIST OF SUBJECTS

1. Organizing meetings of Council for Trade Development and Promotion (CTDP) and all other matters related to CTDP including follow up on the outcomes of the meeting.
2. Appointment of Nodal Officers in DoC for each state to coordinate the efforts of respective states in the field of export promotion.
3. Interaction with Export Commissioners of states and Nodal Officers on international trade designated in various central government department/ministries.
4. Collection and monitoring of data for state exports at 6-digit level and examine reasons for any declining exports of commodities.
5. All matters relating to Inter-state Council meetings.
6. Mainstreaming of states/UTs in the field of export promotion by helping them in finalizing their export strategies. Provide guidance to state level export organizations and assist in the formulation of export plans for each state in cases where export possibilities remain untapped.
7. To undertake activities for involving state governments in exports, dissemination information regarding export related activities and export prospects to state governments and other state level organization.
8. Matters relating to promotion of exports from the North East Region and especially for boosting trade with neighbouring countries like Bangladesh, Bhutan and Myanmar.
10. Service the Empowered Committee constituted under PM’s Action Plan for promotion of trade in the North East
11. Coordinate with Ministries/Department on issues related to promotion of trade in the North East
12. All correspondences with states including VIP references.
EXPORT PROMOTION (TEXTILES) COORDINATION

Shri Keshav Chandra
Joint Secretary
Room No.- 287-B
Tel# 23061971

Shri Amitabh Dwivedi,
Deputy Secretary
Room No.-224
Tel#23061807
Extn.458

Shri Amardeep Gupta
Asst Director (S)
Room No.-561
Tel#23062261-659(extn)

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.
**INFRASTRUCTURE-I**

<table>
<thead>
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<th>Name</th>
<th>Designation</th>
<th>Room No. / Tel. / Extn.</th>
<th>Email</th>
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<tbody>
<tr>
<td>Shri Sanjay Chadha</td>
<td>Additional Secretary</td>
<td>Room No. 240 Tel. 23061274, 23061849</td>
<td><a href="mailto:schadha@nic.in">schadha@nic.in</a></td>
</tr>
<tr>
<td>Ms. Aashna Paul</td>
<td>Director</td>
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<td><a href="mailto:aashna.paul@gov.in">aashna.paul@gov.in</a></td>
</tr>
<tr>
<td>Shri Shyam Lal</td>
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</tr>
<tr>
<td>Shri Om Prakash</td>
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<td><a href="mailto:moc_infra2@nic.in">moc_infra2@nic.in</a></td>
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**SANCTIONED STRENGTH**

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

**List of subjects**

**Export Infrastructure**

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 infrastructures other than TIES including matters relating to Border Infrastructure (Border Haats and ICPs).
4. Follow-up/Review of incomplete projects under erstwhile Export Development Fund for North Eastern Region (EDF-NER) Scheme under erstwhile ASIDE (Assistance to States for developing export infrastructure and other allied activities) Scheme.
5. Follow-up/Review of incomplete projects under erstwhile ASIDE (Assistance to States for developing export infrastructure and other allied activities) Scheme.
6. Work related to cyber security and hardware security.
7. Budget proposals
8. RTI matters of Infrastructure division;
9. Submission of Quarterly Reports for RTI, Hindi Section etc.;
10. O&M Reports
11. Inputs for Senior Officers’ Meeting
12. Matters received from FT(Co-ord) Division;
13. SCOPE (Shipping) and SCOPE (Air)
INFRASTRUCTURE-II

State (Coordination) [in place of earlier 'Infrastructure-II Section]

Officers in the Division:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Room No.</th>
<th>Telephone Numbers</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shri Sanjay Chadha</td>
<td>Additional Secretary</td>
<td>240</td>
<td>23061274/23061849</td>
<td><a href="mailto:schadha@nic.in">schadha@nic.in</a></td>
</tr>
<tr>
<td>Ms Aashna Paul</td>
<td>Director</td>
<td>226</td>
<td>23062879</td>
<td><a href="mailto:aashna.paul@gov.in">aashna.paul@gov.in</a></td>
</tr>
<tr>
<td>Shri Prekshit Prashant</td>
<td>Dy. Director</td>
<td></td>
<td></td>
<td><a href="mailto:prashant.dgsnd@gov.in">prashant.dgsnd@gov.in</a></td>
</tr>
<tr>
<td>Smt Varsha Malhotra</td>
<td>Section Officer</td>
<td>542</td>
<td>23062261</td>
<td><a href="mailto:moc_infra1@nic.in">moc_infra1@nic.in</a></td>
</tr>
</tbody>
</table>

Sanctioned Strength:

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

State (Coordination) [In place of earlier ‘Infrastructure-II Section]

List of subject

All work, including follow-up, related to the Commerce Secretary’s visit to States
**SPECIAL ECONOMIC ZONES**

Shri Bidyut Behari Swain  
Additional Secretary  
Room No.-35  
Tel# 23063215  
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Shri Senthil Nathan S.,  
Deputy Secretary  
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Shri Sumit Kumar Sachan,  
Under Secretary  
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E-mail: sumit.sachan@nic.in

Shri Aditya Narayan,  
Under Secretary  
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Shri Piyush,  
Section Officer  
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Ms. Ruchika Bhatt Choudhuri,  
Section Officer  
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Tel#011-23062261  
E-mail:moc_epz@nic.in

**SANCTIONED STRENGTH**

<table>
<thead>
<tr>
<th>Position</th>
<th>Number</th>
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<tr>
<td>Section Officer</td>
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<td>Assistant</td>
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<td>UDC</td>
<td>1</td>
</tr>
<tr>
<td>LDC</td>
<td>1</td>
</tr>
</tbody>
</table>

**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 UNITS

Shri Bidyut Behari Swain
Additional Secretary
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Shri Sumit Kumar Sachan,
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Shri  Vijay Kumar Meena,
Assistant Director
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SANCTIONED STRENGTH

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Section Officer</td>
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</tr>
<tr>
<td>Assistant</td>
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</tr>
<tr>
<td>UDC</td>
<td>1</td>
</tr>
<tr>
<td>LDC</td>
<td>1</td>
</tr>
</tbody>
</table>

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 proposals relating to EOUS.

4. To Service BoA for proposals relating to grant of Industrial License for EOUS and units in Special Economic Zones.

5. Coordinating with other Departments / Ministries 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.
Induction Material

SEZ(Admin)
Shri Bidyut Behari Swain  Shri Senthil Nathan S.  Shri Sumit Kumar Sachan,
Additional Secretary  Deputy Secretary  Under Secretary
Room No.-35  Room No.-277  Room No.-477B
Tel# 23063215  Tel#23063268  Tel#23062496
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Shri Aditya Narayan,  Shri Suresh Kumar V.K
Under Secretary  Section Officer
Room No.-477B  Room No.- 558
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SANCTIONED STRENGTH
Section Officer  -  1
Assistant  -  1
UDC  -  1

LIST OF SUBJECTS
1. Handling of all Personal 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.
5. All work relating to Administration of Export Promotion Council for EOU & SEZs (EPCES).
EXPORT PLANNING

EPL-I

Ms. Ajay Srivastava, Economic Adviser
Room No. 228
Tel#23061746
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Ms. Nitisha Mann, Assistant Director
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Shri Jitendra Kumar Verma, Deputy Secretary
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Tel# 23062128
Email: moc_eplan1@nic.in

Smt. Rupa Dutta, Economic Adviser
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Dr. Ramesh Kumar Yadav, Deputy Director
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Ms. Aparajita Pridarshini Behera, Assistant Director
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Ext. 480
Email: ap.behera@gov.in

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. Annual Monitoring and review of export performance against export targets.
3. Preparation and issue of Monthly Summary to Cabinet.
4. Commissioning special research studies on international trade and its impact on the economy (common to Sr. EA and EA).
5. Matters relating to the SDDs data base of the IMF.

6. Analysis of overall trends in India’s Foreign trade.

7. Studies of trade in specification commodities /group commodities (as and when required) (common to Sr EA and EA).

8. Studies of trend in trade with specific countries / regions (with or without a specific commodity group focus) (as and when required) (common to Sr. EA and EA).

9. Background note on India’s foreign trade for Consultative Committee/ Standing Parliamentary Committee, Press Conference, Economic Editors Conferences etc.

10. Material for Finance Minister’s Budget speech.

11. Material for President’s address to both the House of Parliament.


13. Formulation of Result Framework Development of DoC, its Mid-Term Annual Appraisals and submit to Secretary, Performance Management, Cabinet Secretariat.

14. Coordination inputs DoC for Mid-Year review brought out by Department of Economic Affairs.

15. Providing necessary inputs for speeches/messages of the Commerce Minister for general functions on matters pertaining to foreign trade.(common to Sr. EA and EA).

16. Supply of updated information for inclusion in “Reference India” Publication of the Ministry of Information and Broadcasting.

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

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


20. Technical Advice to other Divisions on economic aspects of various proposals (common to Sr. EA and EA).


22. Nodal Officer for Karnataka for implementation of TIES Scheme.


24. Monthly D.O to Cabinet Secretary and Monthly Report to Cabinet Secretariat.

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. Inputs on the Five Years Plans and Mid-term review

4. Studies of trade in specific commodities/groups of commodities (as and when required).

5. Studies of trend in trade with specific countries/regions (with or without a specific commodity group focus) (as and when required).

6. Compilation of selected macro-economic indicators of the Indian economy and world economy.

7. Compilation of key statistics on international trade, regional trade, investment trends having bearing on trade etc.

8. Coordination, finalization and editing of material for Annual Report of the Department of Commerce and getting the document published.

9. Reporting on documents relating to international economic outlook as brought out by international agencies, financial institutions, credit rating agencies etc.

10. Preparation of briefs on international economic situation

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

12. Technical advice to other Divisions on Economic aspects of various proposals.

13. Nodal officer for Maharashtra and Dadra and Nagar Haveli for implementation of ASIDE 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 decision of CoS.


17. Preparation of presentations on behalf of entire Ministry for Hon’ble PM, CIM, CS and for different meetings etc.
ESTABLISHMENT-I

Shri Rajneesh  Shri G. B. Upadhyay  Shri N.M. Biswas
Joint Secretary  Director  Under Secretary
Room No.-132  Room No.- 224A  Room No.- 26
Tel# 23062166  Tel#23062530  Tel: 23062261(416)
EPABX:453  EPABX:451  EPABX:416
E-mail: jsadmin-doc@gov.in  E-mail: gbu@nic.in  E-mail: moc- est1@nic.in

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 of Department of Commerce, 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 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
**ESTABLISHMENT-II**

Shri Rajneesh  
Joint Secretary  
Room No.-132  
Tel#23062166

Shri Amitabh Dwivedi  
Deputy Secretary  
Room No.-224  
Tel#23061807/458  
E-mail: amitabh.dwivedi@nic.in

Shri. Mukesh Kumar,  
Under Secretary  
Room No.-

Shri Sumeet Sharma,  
Asst. Director  
Room 422  
Tel:23062261  
E-mail: moc_est2@nic.in

**SANCTIONED STRENGTH**

<table>
<thead>
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<th>Position</th>
<th>Strength</th>
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<td>Section Officer</td>
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<tr>
<td>Assistant</td>
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<tr>
<td>Non-SAS Accountant</td>
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<td>UDC</td>
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</tr>
<tr>
<td>LDC</td>
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</tbody>
</table>

**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

Shri Rajneesh
Joint Secretary
Room No.-132
Tel#23062166

Shri Amitabh Dwivedi
Deputy Secretary
Room No.-224
Tel#23061807/458
E-mail: amitabh.dwivedi@nic.in

Shri Mukesh Kumar,
Under Secretary

Shri Kailash Chandra Biswal
Section Officer
Room No. 348- A
Tele: 23062261/ 559

SANCTIONED STRENGTH

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

LIST OF SUBJECTS

1. Creation, continuation, up-graduation, down-graduation, 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


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.


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.
Induction Material

ESTABLISHMENT-IV

Shri Rajneesh
Joint Secretary
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E-mail: jsadmin-doc@gov.in

Shri G.B.
Upadhyay
Director,
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Shri Mahender Chaudhary
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Shri Antony Xavier
Section Officer
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Tel#23062261(401)
E-mail: moc_est4@nic.in

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/offices under the administrative control of the Department which are filled through the mechanism of Non-Central Staffing Scheme.

2. Appointments in any organization of the Department of Commerce to the post carrying a pay scale of Rs.18400-22400/- (pre-revised) and above and the posts of CMD of any organisation 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/ ACC.

4. Extension/additional charge arrangement relating to the posts mentioned at S.No.1-3 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 Directors of Public Sector Undertakings.
CASH-I

Shri Rajneesh
Joint Secretary
Room No.-132
Tel#23062166/453,
E-mail: jsadmin-doc@gov.in

Shri Amitabh Dwivedi
Deputy Secretary
Room No.-224
Tel#23061807
E-mail: amitabh.dwivedi@nic.in

Shri R.K. Ojha
Under Secretary
Room No.-20-C
Tel# 23061508
Email: rk.ojha25@nic.in

Smt. Suman Sharma,
Section Officer,
Room No.-33
Tel#23062261 # 424
Email: moc_cash@nic.in

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

LIST OF SUBJECTS
1. Preparation of Pay Bills, including leave salary, advances relating to pay and allowances in respect of Secretary, AS, JS, Dir, JD, DS, DD, DDGFT, US, AD, SO, ASO, PSO, Senior PPS, PPS, PS, Translators, Investigators, Personnel staff of Ministers etc. Preparation of Arrear bills.

2. Recovery and online submission of Licence Fee. Correspondence with the Directorate of Estates.

3. Processing of Claim for reimbursement of children education allowance in respect of employees of this Department and preparation of bills thereof.

4. Preparation of Medical reimbursements bills.

5. Processing of GPF Advances/withdrawals/ Final Payment and preparation of bills thereof.


7. Calculation and preparation of annual GPF statements.

8. Transfer ‘In’ and ‘out’ of GPF Balances from/to various Ministries on transfer of officials.

9. Final payment of GPF cases in superannuation/ voluntary retirement/ resignation, etc.

10. Group Insurance Scheme - Preparation of bills.


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

14. Preparation of bills pertaining to leave encashment on availing LTC.

15. Processing of cases of HBA and Computer Advances. Follow up action in respect of HBA/ MCA/Scooter and computer advances.

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

17. Preparation of DCRG and commutation of Pension bills on superannuation/voluntary retirement.
18. Preparation of Deposit Linked Insurance Payment.

19. Settlement of audit objections.

20. Court cases.


22. Disposal of RTI related matters.

23. Calculation and deduction of income-tax on salaries.

24. Preparation of Form 16

25. Disposal of MEA claims.

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

27. Issue of last pay certificates in respect of staff transferred/on retirement.
Induction Material

CASH - II

Shri Rajneesh
Joint Secretary
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Shri Amitabh Dwivedi
Deputy Secretary
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Shri R.K. Ojha
Under Secretary
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Tel# 23061508
Email: rk.ojha25@nic.in

Smt. Pushpa Rani,
Section Officer & Drawing
and Disbursing Officer,
Room No.-19
Tel#23062261 # 501
Email: moc_cash2@nic.in

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.


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 all correspondence relating thereto.

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

Shri Rajneesh
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Shri Amitabh Diwedi
Dy. Secretary
Room No.-224
Tel# 23061807
Email: Amitabh_dwivedi@nic.in

Shri R.K. Ojha
Under Secretary
Room No.-20-C
Tel# 23061508

Cashier Cell
Room No.-29A
Tel#23062261(544)

SANCTIONED STRENGTH
Cashier (Assistant) - 1
UDC - 1
LDC 1

LIST OF SUBJECTS
1. Preparation of acquaintance rolls.
2. Token work.
3. Disbursement of pay and allowances.
4. Safe Custody of Agreements.
5. Scrutiny and payment of Conveyance Bills.
6. Preparation of imprest bills
7. Liaison with CPAO, New Delhi.
10. Submission of postal orders to Post Office to get cheque in lieu of and deposited it in bank through challans.
11. Submission of challans in Central Bank of India received from various Ministries/Department/Officers regarding recovery / overpayment.
PROTOCOL

Shri Rajneesh            Shri Amitabh Dwivedi,            Shri R.K. Ojha            Shri Shiv Kumar
Joint Secretary         Deputy Secretary         Under Secretary         Consultant
Room No.-132            Room No.-224              Room No.-20-C            Room No.-30C
Tel#23062166            Tel# 23061807            Tel# 23061508            Tel#23061591
E-mail: jsadmin-       E-mail:          amitabh.dwivedi@nic.in
                      doc@gov.in,       

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

Shri Rajneesh Joint Secretary Room No.-132 Tel#23062166 E-mail: jsadmin-doc@gov.in.

Shri Amitabh Dwivedi Deputy Secretary Room No.-224 Tel# 23061807 E-mail: amitabh.dwivedi@nic.in

Shri R.K. Ojha Under Secretary Room No.-20-C Tel# 23061508

Vacant Section Officer Room No.-27-C 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).


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.


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.


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/

**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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Shri K. V. Ajith
Dy Director
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E-mail: kv.ajith@gov.in

Shri R.K. Hansda
Consultant
Room No.-31-A
Tel#23062261
E-mail: moc.ri@nic.in

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.


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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Shri R.K. Hansda  
Consultant  
Room No.-31-A  
Tel#23062261  
E-mail: moc_ri@nic.in

**SANCTIONED STRENGTH**

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<tr>
<td>Record Keeper</td>
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**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 Shyamal Misra  
Joint Secretary & CVO  
Room No.-243  
Tel# 23063460  
23063443

Shri K. V. Nagi Reddy  
Director  
Room No.-285  
Tel#23063642  
Email: nagiredy.kv@nic.in

Shri N.P Mathur,  
Under Secretary  
Room No.-425  
Tel#23062261/ext.425

Shri Sukh Sagar Sharma  
Under Secretary  
Room No.-425  
Tel#23062261/ext.425

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.
5a) CCS(CCA) Rules, 1965.
b) CCS(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 Officer courses organised by various agencies, i.e. CBI/ ISTM, etc.
15. Appointment of Chief Vigilance Officers in the Public Sector Undertakings/ Autonomous Bodies/ Subordinate offices/ 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).
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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Smt. Urmila Harit  
Joint Director  
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Shri Bhaskar Kumar Mishra,  
Asstt. Director  
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Tel:23062261(408)  
E-mail: moc_hindi@nic.in

Shri Rajender Singh Toor  
Assistant Director  
Room No 20 B  
Tel#23062261/398  
E-mail :moc_hindi@nic.in

**SANCTIONED STRENGTH**

<table>
<thead>
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<td>Assistant Director</td>
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<tr>
<td>Senior Hindi Translator</td>
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**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 official Language Committee 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.


15. Constitutes Hindi advisory committee and organizes its meetings.
**Induction Material**

**PARLIAMENT**

Shri H K Sharma  
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hk.sharma15@gov.in

Shri Vinod Kumar Singh  
Dy Secretary  
Room No.-223  
Tel#23063766

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

Email:  
pqcommem@nic.in

**SANCTIONED STRENGTH**

<table>
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<tbody>
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<td>Section Officer</td>
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<td>SSA</td>
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<td>MTS</td>
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**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.
Induction Material

O&M/ IWSU/ CM&T

Shri H.K. Sharma  
ADG (S)  
Room No.- 267-A  
Tel#23063050

Shri K.V. Ajith  
Deputy Director (S)  
Room No.-512  
Tel#23062261/479

Shri Laxman Dass  
Consultant,  
Room No. 512  
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E-mail: moc_iwsu@nic.in

SANCTIONED STRENGTH

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

LIST OF SUBJECTS

I ORGANISATION & METHOD STUDIES

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 up to 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.

4. Standardisation of forms of communication.

5. Manner of processing certain types of repetitive work.

6. 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

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.
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).

CAREER MANAGEMENT & TRAINING

1. Work pertaining to the preparation of Qualification Standard (Job Description) of all posts of the rank of Under Secretary or equivalent or above in the Department and its subordinate formations.

2. Other aspects of work relating to Career Management viz. career planning, career development etc.

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, Institute of Public Administration and NIFM, etc.

4. All mandatory trainings conducted by DOPT and ISTM.

5. Organisation of Induction and Basic Training Courses for Assistants, Steno, Gr. ‘D’ and LDCs etc. as well as training classes for Group ‘D’ employees.
**BUDGET & ACCOUNTS**

Dr. Subhash Chandra Pandey  
Special Secretary & Financial Advisor,  
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Tel#23062756  
Email:pandeysc@cag.gov.in

Ms. Neelam S. Kumar,  
Chief Controller of Accounts  
Room No.-535  
Tel#23061622

Dr. Subhash Chandra Pandey  
Special Secretary & Financial Advisor,  
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Tel#23062756  
Email:pandeysc@cag.gov.in

**SANCTIONED STRENGTH**

<table>
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<th>Number</th>
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<tbody>
<tr>
<td>Account Officer</td>
<td>1</td>
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<td>Assistant</td>
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<td>Senior Accountant</td>
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<tr>
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**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, scrutiny 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 & Niti Ayog 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, scrutiny of them and preparation of re-appropriation proposals for approval of CS and Min. of Finance.

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

7. Printing of 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**

Ms. Nidhi Mani Tripathi  
Joint Secretary  
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Tel# 23061971  
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Ms. Sadhna Hiranandani  
Deputy Secretary  
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E-mail: s.hiranandani@nic.in

Shri Pushpender Kumar  
Under Secretary  
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Tel#23063311  
E-mail: pushpender.kumar@nic.in  

Shri Antony Xavier  
Section Officer  
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Tel#23062261(401)  
E-mail: moc_est4@nic.in

**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. Preparation of Action Plans pertaining to the overall development of women in line with the Nation Policy for Empowerment of Women.

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 along with Vigilance Awareness Week.

6. Other incidental matters relating to the subject.
# FINANCE DIVISION

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Room No.</th>
<th>Tel#</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Subhash Chandra Pandey</td>
<td>Special Secretary &amp; Financial Advisor</td>
<td>Room No.- 225A</td>
<td>Tel# 23061341</td>
<td><a href="mailto:rupa.dutta@nic.in">rupa.dutta@nic.in</a></td>
</tr>
<tr>
<td>Smt. Rupa Dutta</td>
<td>Economic Advisor</td>
<td>Room No.-346</td>
<td>Tel#23061762</td>
<td><a href="mailto:cm.negi@nic.in">cm.negi@nic.in</a></td>
</tr>
<tr>
<td>Ms. C.M. Negi</td>
<td>Under Secretary</td>
<td>Room No.-346</td>
<td>Tel# 23061762</td>
<td><a href="mailto:mm.natwar@nic.in">mm.natwar@nic.in</a></td>
</tr>
<tr>
<td>Shri M.M</td>
<td>Under Secretary</td>
<td>Room No.-346</td>
<td>Tel# 23061762</td>
<td><a href="mailto:joshi.op@nic.in">joshi.op@nic.in</a></td>
</tr>
<tr>
<td>Shri O.P. Joshi</td>
<td>Consultant</td>
<td>Room No.-346</td>
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<td>Section Officer (Desk)</td>
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<tr>
<td>LDC</td>
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## DISTRIBUTION 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).
12. CPIO of Finance Division.

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

3. Export Credit Guarantee Corporation of India (ECGC).
6. Cases of Tobacco Board.
7. Cases of IIFT & IIP.
8. Cases of ITPO.
Induction Material

9. Cases of TIES.
10. Cases of CRIT.
11. Cases of Leather & Leather Products.
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).
4. Cases of DGTR.
5. Cases of Supply.
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.
RIGHT TO INFORMATION CELL

Shri H.K. Sharma  Shri K.V. Ajith  Shri S.P. Talwandi
ADG (S)  Deputy Director (S)  Section Officer
Room No.- 267-A  Room No.- 512  Room No.- 512
Tel#23063050  Tel#23062261  Tel#23062261(662)

SANCTIONED STRENGTH

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

LIST OF SUBJECTS

1. Implementation of the RTI Act, 2005.
2. RTI Applications:-
   - Acknowledgement;
   - Providing information to the applicant;
   - Transfer to another Public Authority; and
   - Seeking information from other CPIOs.
3. RTI Appeals:-
   - Acknowledgement;
   - Seeking comments from CPIOs; and
   - Proceedings of the Appellate Committee.
4. Quarterly/ Annual reports to Central Information Commission.
5. Circulation of instructions relating to RTI.
6. Nodal Section for regular checking and updating of RTI applications and appeals on the Web Portal launched by DOP&T.
## SUPPLY DIVISION

### 1. Establishment – I Section

<table>
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<tr>
<th>Name</th>
<th>Address</th>
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<tbody>
<tr>
<td>Shri Anant Swarup, Joint Secretary</td>
<td>Room No.216, Udyog Bhavan, New Delhi-110107, Tel.No.23063315</td>
<td>23063315</td>
</tr>
<tr>
<td>Sh. M. Jayachandran, Deputy Secretary</td>
<td>Room No.277, Udyog Bhavan, New Delhi-110107, Tel. No.23061090</td>
<td>23061090</td>
</tr>
<tr>
<td>Sh. A K Nandy, Under Secretary</td>
<td>Room No.230-C wing, Nirman Bhavan, New Delhi-110108, Tel. No.23061376</td>
<td>23061376</td>
</tr>
<tr>
<td>Sh. Bhuvnendra Singh, Section Officer</td>
<td>Room No.326-C, Nirman Bhavan, New Delhi</td>
<td>23062877</td>
</tr>
</tbody>
</table>

### 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. Cadre Management of the officers/officials of erstwhile DGS&D and its regional offices who are yet to be taken the Surplus Roll by DoP&T.
4. Service matters of the above mentioned officers.
6. All types of HBA matters.
7. Court Cases on Service matters of the ISS & IIS.
8. Deputation cases of all officials of ISS & IIS.

### 2. Establishment-II Section

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shri Anant Swarup, Joint Secretary</td>
<td>Room No.216, Udyog Bhavan, New Delhi-110107, Tel.No.23063315</td>
<td>23063315</td>
</tr>
<tr>
<td>Sh. M. Jayachandran, Deputy Secretary</td>
<td>Room No.277, Udyog Bhavan, New Delhi-110107, Tel. No.23061090</td>
<td>23061090</td>
</tr>
<tr>
<td>Sh. A K Nandy, Under Secretary</td>
<td>Room No.230-C wing, Nirman Bhavan, New Delhi-110108, Tel. No.23061376</td>
<td>23061376</td>
</tr>
<tr>
<td>Sh. Bhuvnendra Singh, Section Officer</td>
<td>Room No.224-C, Nirman Bhavan, New Delhi</td>
<td>23061123</td>
</tr>
</tbody>
</table>

### List of Subject:

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.
5. Pension cases of the CSS/CSSS/CSCS officers/officials/MTS of Supply Division.
6. Handling of court cases of CSS, CSSS & CSCS officer/officials/MTS of Supply Division.
7. Appointment under zoning scheme in respect of CSS, CSSS & CSCS cadres.
8. Appointment on Central Staffing Schemes/Central deputation.
9. Supplying information to DOP&T for preparation & maintenance of Civil List, ER Sheet data.
10. Delegation of powers/Declaration of H.O.O.
11. All Service Matters of the MTS of Supply Division.
12. Training programmes (ISTM & others).
13. Forwarding of various Applications (SSC/UPSC and others).
14. Deputation cases of all officials of Deptt. of Commerce (Supply Division).
(15) Official Language staffs matters.  
(16) Departmental Library  
(17) Audit Paras pertaining to Supply Division.  
(18) HBA cases  

3. Accounts Section  

<table>
<thead>
<tr>
<th>Shri Anant Swarup, Joint Secretary, Room No.216, Udyog Bhavan, New Delhi-110107, Tel.No.23063315</th>
<th>Sh. M. Jayachandran, Deputy Secretary, Room No.277, Udyog Bhavan, New Delhi-110107, Tel. No.23061090</th>
<th>Shri Vijay Kumar, Under Secretary, Room No.227A-C Wing, Nirman Bhavan, New Delhi-110108, Tel. No.23062946</th>
<th>Shri Bhagwan Singh, Section Officer Room No.222-C, Nirman Bhavan, New Delhi Tel. No.23063626</th>
</tr>
</thead>
</table>

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  

<table>
<thead>
<tr>
<th>Shri Anant Swarup, Joint Secretary, Room No.216, Udyog Bhavan, New Delhi-110107, Tel.No.23063315</th>
<th>Sh. M. Jayachandran, Deputy Secretary, Room No.277, Udyog Bhavan, New Delhi-110107, Tel. No.23061090</th>
<th>Shri Vijay Kumar, Under Secretary, Room No.227A-C Wing, Nirman Bhavan, New Delhi-110108, Tel. No.23062946</th>
<th>Shri Bhagwan Singh, Section Officer Room No.222-C, Nirman Bhavan, New Delhi Tel. No.23063626</th>
</tr>
</thead>
</table>

List of Subject:  
(1) Processing of all types of payments to all employees of this Division  
(2) Maintaining Cash Books and other Accounts Registers relating to Receipts and payments  
(3) Receipt of Cheques from other PAO regarding transfer of GPF, various advances and over payments  
(4) Recovery of Recurring Deposits under pay roll saving schemes and deposit them with the concerned authorities.  
(5) Sending of Licence Fees to Directorate of Estates in respect of all groups of officers.  
(6) Preparation of gross-sheets of Income Tax and Calculation of Income Tax, Filing returns and issue of Income Tax certificates to officers/staff.
**Induction Material**

(7) Preparation of OTA, Parliament Allowances and Contingent Bills under various Heads of Accounts.

5. **General Administration Section**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Room No.</th>
<th>Address</th>
<th>Phone No.</th>
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<tbody>
<tr>
<td>Shri Anant Swarup</td>
<td>Joint Secretary</td>
<td>Room No.216</td>
<td>Udyog Bhavan, New Delhi-110107</td>
<td>Tel.No.23063315</td>
</tr>
<tr>
<td>Sh. M. Jayachandran</td>
<td>Deputy Secretary</td>
<td>Room No.277</td>
<td>Udyog Bhavan, New Delhi-110107</td>
<td>Tel.No.23061090</td>
</tr>
<tr>
<td>Sh. R.C Das</td>
<td>Under Secretary</td>
<td>Room No.234-D</td>
<td>Jeevan Tara Building, Parliament Street New Delhi-110107</td>
<td>Tel.No.40759444</td>
</tr>
<tr>
<td>Shri Kiran Chand</td>
<td>Section Officer</td>
<td>Room No.224-C</td>
<td>Nirman Bhavan, New Delhi</td>
<td>Tel.No.23061260</td>
</tr>
</tbody>
</table>

**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, LICI 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.

7. **Vigilance & Confidential Section**

<table>
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<tr>
<th>Name</th>
<th>Position</th>
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<th>Address</th>
<th>Phone No.</th>
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<tbody>
<tr>
<td>Shri Anant Swarup</td>
<td>Joint Secretary</td>
<td>Room No.216</td>
<td>Udyog Bhavan, New Delhi-110107</td>
<td>Tel.No.23063315</td>
</tr>
<tr>
<td>Sh. M. Jayachandran</td>
<td>Deputy Secretary</td>
<td>Room No.277</td>
<td>Udyog Bhavan, New Delhi-110107</td>
<td>Tel.No.23061090</td>
</tr>
<tr>
<td>Shri Arun Kumar Shakya</td>
<td>Under Secretary</td>
<td>Room No.231-C</td>
<td>Nirman Bhavan, New Delhi-110108</td>
<td>Tel.No.23062255</td>
</tr>
<tr>
<td>Shri Pramod Singh Pangtey</td>
<td>Section Officer</td>
<td>Room No.325-C</td>
<td>Nirman Bhavan, New Delhi</td>
<td>Tel.No.23062551</td>
</tr>
</tbody>
</table>

**List of Subject**:

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.
Induction Material

(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**

<table>
<thead>
<tr>
<th>Shri Anant Swarup, Joint Secretary, Room No.216, Udyog Bhavan, New Delhi-110107, Tel.No.23063315</th>
<th>Sh. Manish Rai Mathur, Director, Room No.214, Jeevantara Building, Parliment Street, New Delhi-110001, Tel.No. 40759404</th>
<th>Shri Vijay Kumar, Under Secretary, Room No.227A-C Wing, Nirman Bhavan, New Delhi-110108, Tel. No. 23062946</th>
<th>Shri Ved Pal Singh Rana, Section Officer, Room No.207, Jeevan Tara Building, Parliment Street, New Delhi-110001, Tel.No. 40759412</th>
</tr>
</thead>
</table>

**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. Liaisoning with DoP&T and GeM for framing detailed Terms and Conditions for deputation of different Central Government officers into GeM
4. Annual Report for GeM
5. Posting/ Transfer of officers into GeM under Central Staffing Scheme
6. Implementation of various projects of the Mission Mode Projects (MMPs) under National e-Governance Program.
7. Monitoring of progress of implementation of e-procurement in various offices coming under the Department of Commerce.
8. Proposals involving relaxations in Rules/Tender Enquiry conditions, residual powers of which rests with the Department
9. Parliament Questions/ Public Grievances/ VIP References/ RTI Applications relating to GeM/ erstwhile DGS&D
10. Representations received from firms/ Indentors/DDOs in respect of GeM portal
11. Handling of all Public Grievances, viz., PMO Portal, Commerce Portal, VIP reference, etc., Monitoring thereof
12. Monitoring of all RTI applications received in Supply Division
13. Monthly/Quarterly report i.e. D.O. on e-Procurement, handling of VIP references, RTI matters for CIC, Proposals for Cabinet Committees etc.
14. Co-ordination with various sections in Supply Division, GeM and CCA
15. Special/Routine Drives for Recording/Weeding out of files
16. Circulation of various circulars received from various Ministries/Departments
17. References from Indentors/DDOs relating to GeM portal
18. Periodical Reports/Returns
19. Parliament matters related to GeM/erstwhile DGS&D

8. **Residual Establishment & Pension Section**

<table>
<thead>
<tr>
<th>Shri Anant Swarup, Joint Secretary, Room No.216, Udyog Bhavan, New Delhi-</th>
<th>Sh. M. Jayachandran, Deputy Secretary, Room No.277, Udyog Bhavan, New Delhi-</th>
<th>Shri Dharam Vir Yadav, Under Secretary, Room No. 208-A, Jeevantara Building, Parliament</th>
<th>Shri B.N. Sain, Section Officer Room No.209, Jeevan Tara Building, Parliment Street,</th>
</tr>
</thead>
</table>

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) Pending Personal claims (like reimbursement of Medical Claim/Tuition fee/ Newspaper/ LTC/ TA etc.) of the staff of erstwhile DGS&D/ DS&D/ DQA other than Surplus Staff
(8) Misc. Service matters of erstwhile DGS&D/ DS&D/ DQA staff

10. Residual Purchase & Inspection Section

| Shri Anant Swarup, Joint Secretary, Room No.216, Udyog Bhavan, New Delhi-110107, Tel.No.23063315 | Sh. S.R. Parshad, Director, Room No.205, Jeevan Tara Building, Parliament Street, New Delhi-110101, Tel. No. 40759415 | SO (Vacant), Room No.206, Jeevan Tara Building, Parliament Street, New Delhi-110001, Tel.No.40759408 |

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

| Shri Anant Swarup, Joint Secretary, Room No.216, Udyog Bhavan, New Delhi-110107, Tel.No.23063315 | Sh. P.K. Lahiri, Director, Room No.216, Jeevan Tara Building, Parliament Street, New Delhi-110001, Tel.No.40759402 | Sh. Abhik Basu, Under Secretary, Room No.208-B, Jeevan Tara Building, Sansad Marg, New Delhi-110001 |
| Sh. S.N. Bandyopadhyay, Section Officer, Room No.246, Jeevan Tara Building, Parliament Street, New Delhi-110001 |
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

<table>
<thead>
<tr>
<th>Shri Anant Swarup, Joint Secretary, Room No.216, Udyog Bhavan, New Delhi-110107, Tel.No.23063315</th>
<th>Sh. P.K. Lahiri, Director, Room No.216, Jeevan Tara Building, Parliament Street, New Delhi-110001, Tel.No. 40759402</th>
<th>Shri Rajesh Kumar Sinha, Under Secretary, Room No.223, Jeevan Tara Building, Parliament Street, New Delhi-110001, Tel.No. 40759435</th>
<th>Sh. S.N. Bandhyopadhyay, Section Officer, Room No.244, Jeevan Tara Building, Parliament Street, New Delhi-110001, Tel.No. 40759418</th>
</tr>
</thead>
</table>

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.
   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**

| Shri Anant Swarup, Joint Secretary, Room No.216, Udyog Bhavan, New Delhi-110107, Tel.No.23063315 | Sh. M. Jayachandran, Deputy Secretary, Room No.277, Udyog Bhavan, New Delhi-110107, Tel. No.23061090 | Shri R Gopala Krishna, Under Secretary, Room No.208-C, Jeevan Tara Building, New Delhi-110108, Tel. No.40759406 | Shri Ved Pal Singh Rana, Section Officer, Room No.207, Jeevan Tara Building, Parliament Street, New Delhi-110001 Tel. No.40759412 |

**List of Subject:**

(1) All service/personal/administrative matters related to the employees declared surplus under Rule 2(g) of the CCS (Redeployment of Surplus Staff) Rules, 1990.

(2) All matters related to the Redeployment of Surplus Staff including liaisoning with DoPT & other agencies etc.

(3) Preparation of Salary Bills and other personal reimbursement claims of the Surplus Staff.

(4) Distribution of work/attachment of the Surplus staff into the Cells/Sections as requested by the Division.

(5) 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.

(6) Maintenance of attendance records/official records in respect of the Surplus Staff engaged in official work.

(7) 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)*

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Secretary &amp; Financial Advisor (Dr. Subhash Chandra Pandey)</td>
<td>Finance, Budget &amp; Accounts, Trade Finance.</td>
</tr>
<tr>
<td>Special Secretary (Shri N. Sivasailam)</td>
<td>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 IIIFT and Chairman EIC.</td>
</tr>
<tr>
<td>Additional Secretary (Shri Sudhanshu Pandey)</td>
<td>DGTR, Anti-Dumping and Subsidies, Board of Safeguards, FT (ST), FT (M&amp;O), Indian Institute of Packaging (IIP), India Brand Equity Foundation (IBEF), and Appellate Committee under FT (D&amp;R) Act.</td>
</tr>
<tr>
<td>Additional Secretary &amp; DG (Shri Sunil Kumar)</td>
<td></td>
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<tr>
<td>Additional Secretary (Shri Bidyut Behari Swain)</td>
<td>FT (North East Asia), Infrastructure, ASIDE, State Cell, NE Cell, Mainstreaming States in Trade, EP (OP), EP (ECS), Cyber Security and Hardware Security, ITPO and New Convention Center Projects.</td>
</tr>
<tr>
<td>Additional Secretary (Shri Sanjay Chadha)</td>
<td>FT (SA/SAARC/IRAN), EP (Engg.) including Export of Defence and High Technology Products, GS 1. Addl. Charge: CEO, IBEF</td>
</tr>
<tr>
<td>Additional Secretary (Shri Bhupinder Singh Bhalla)</td>
<td>Parliament, Hindi Division, Nodal Officer for Monitoring of Court Cases, Facilitation Counter, Work Station, DGFT</td>
</tr>
<tr>
<td>ADG(S) (Shri H. K. Sharma)</td>
<td>DG(DGFT) (Shri Alok Vardhan Chaturvedi) Principle Adviser [Cost] (Shri I.P. Singh)</td>
</tr>
<tr>
<td>Additional Secretary (Shri Bhupinder Singh Bhalla)</td>
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<td>Additional Secretary (Shri Sanjay Chadha)</td>
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<td>Additional Secretary (Shri Bidyut Behari Swain)</td>
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<tr>
<td>Joint Secretary (Shri Anant Swarup)</td>
<td>Joint Secretary (Shri Santosh Kumar Sarangi)</td>
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<tr>
<td>Logistics, Social Media and Supply Division.</td>
<td>FT (NAFTA/AM), Export Inspection, EP (Agri), Biotechnology, EP (MP), National Steering Committee on Organic Products.</td>
</tr>
<tr>
<td>Joint Secretary (Ms. Nidhi Mani Tripathi)</td>
<td>Joint Secretary (Shri Praveen Bonigala)</td>
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<tr>
<td>FT (Europe) including India – EU BTIA, India – EFTA Negotiations, EP (LSG) and Women Cell.</td>
<td>FT (North East Asia), ITPO, New Convention Centre Projects, Plantations, FT (Coordination), Trade Finance and Public Grievances. Addl. Charge: Chief Executive Officer (CEO), PSFT.</td>
</tr>
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<table>
<thead>
<tr>
<th>Economic Adviser (Ms. Rupa Dutta)</th>
<th>Economic Adviser (Shri Praveen Mahto)</th>
<th>Economic Adviser (Shri Ajay Srivastava)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing: IFD, EPL2. Additional work: EP (G&amp;J) and Kimberley Process. Additional work through RMTR / TPD: Matters related to Commonwealth and IORA.</td>
<td>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.</td>
<td>EPL-I. Work through RMTR / TPD: ASEM, IBSA</td>
</tr>
<tr>
<td>Addl. Director General (Dr. Rajiv Arora)</td>
<td>Addl. Director General (Shri M. Thakur)</td>
<td>Addl. Director General (Sh. Satish Kumar)</td>
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<tr>
<th>Director[Cost] (Shri N.I. Chowdhury)</th>
<th>Director(Cost) (Shri A.K. Pal)</th>
<th>Director(Cost) (Shri G. Pradhan)</th>
<th>Director(Cost) (Shri Manish Goswami)</th>
<th>Director(FT) (Smt. Rita Mahna)</th>
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<tr>
<td>Director (Shri G. B. Upadhyay)</td>
<td>Director (Shri K. V. Nagi Reddy)</td>
<td>Director (Dr. Shobhit Jain)</td>
<td>Director (Ms. Sonia Pant)</td>
<td>Director (Shri M. Saravanan)</td>
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<tr>
<td><strong>E-I, E-IV and TA/TC.</strong></td>
<td>FT (LAC) and (Pharma),</td>
<td>FT(ST), FT(M&amp;O), IIP, IBEF</td>
<td>TPD(Services)</td>
<td>Plantation Division</td>
</tr>
<tr>
<td><strong>DP</strong> (Agricultural), EP (Export Inspection) and Biotechnology.</td>
<td>FT (ASE AN) and ESCAP</td>
<td><strong>Logistics</strong></td>
<td><strong>Logistics</strong></td>
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<tr>
<td>Joint DGFT (Shri Abhiman iu Sharma)</td>
<td>Joint DGFT (Shri J.N. Bishnoi)</td>
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<tr>
<th>Joint Director (Smt. Urmila Harit)</th>
<th>Joint Director (Ms. Manisha Meena)</th>
<th>Joint Director (Shri Praveen Kumar)</th>
<th>Joint Director (Shri A. S. Upadhyay)</th>
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<td>Hindi Division</td>
<td>TPD</td>
<td>FT (Africa)</td>
<td>EP (EI), EP (Agri)</td>
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| Deputy Secretary (Shri S. K. Ranjan) | Deputy Secretary (Ms. Geetha Nair) | Deputy Secretary (Shri S.T. Venkatachala pathy) | Deputy Secretary (Ms. Padma Ganesh) | Deputy Secretary (Shri Amitabh Dwivedi) | Deputy Secretary (Shri Anurag Sharma) | Deputy Secretary (Shri Senthil Nathan S) | Deputy Secretary (Shri Stephen L.) | Deputy Secretary (Shri Ravti Saran Verma) |
| Deputy Secretary (Shri Anurag Sehgal) | Deputy Secretary (vacant) | Deputy Secretary (Ms. Sudhanshu Bala Nanda) | Deputy Secretary (Shri Vinod Kumar Singh) | Deputy Secretary (Shri M. Jayachandran) | Deputy Secretary (Ms. Sadhna Hiranandani) | Deputy Secretary Ms. Vartika Rawat | Deputy Secretary RMTR |
| TPD (TF / Admin), RMTR – II | SEZ Division | FT (NEA), ITPO and New Convention Centre Projects. | Parliament and Nodal Officer for Monitoring of Court Cases. | Supply Division | FT (Europe), India-EU BTIA and India EFTA TEPA Negotiations, EP (LSG) and Women Cell. | | | |